

# ASAP Initiating Payments

To make payments in ASAP:

- Log on ASAP using your ID and password
- Hover over the Payment Requests Tab
- Select “Initiate Payment Requests” from the drop down menu
- See the next slide for the screenshot



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Once you log into ASAP click on the "Payment Request Tab" and choose "Initiate Payment Requests" from the drop down menu

### Broadcast Messages

- Important Message to PKI Users Regarding Java Update On October 18, 2011 Oracle issued an update to Java Client - JRE 1.6u29. It has been discovered that this release will prohibit users from successfully accessing the ASAP application if they are using a PKI token. Due to this issue, it is recommended that PKI users do not upgrade to Java client (JRE) to 1.6u29. Please share this information with your IT support staff. If you have additional questions, please contact the FMS Help Desk at (202) 874-4357.
- If you need to print a report, please use the PDF version. The printer friendly button on the HTML version will no longer be available. You will find a convenient new feature allowing users to change/select the display format from the retrieval list. For example, if you request the report in HTML format, the report is delivered to the retrieval area in all available formats (i.e., HTML, PDF, and CSV). You will be able to open any of the formats displayed from the retrieval list.
- Recipient organization currently enrolling in ASAP to receive grants from Department of Interior's Fish & Wildlife Service their agency location code is 1416-0006.
- Special instructions for pulling reports with known issues:
- Accounts with End Dates Report – please enter only the ALC or ALC/Region with a date range. DO NOT enter the Recipient ID or the Requestor ID. If these IDs are entered, the system will not retrieve the complete list of accounts.
- Account Statement Inquiry – For an ACH Debit Return transaction, the inquiry provides the Transaction Type "CL" (Classified Return) instead of the correct "RP" (Returned Payment). While the Transaction Type is incorrect, the account balance is correct.



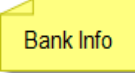
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Initiate Payment Requests (PR)

- There are 4 steps to making a payment

Step 1 of 4  
Retrieve Accounts

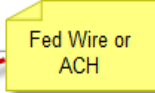
Select a Bank Relationship :  

Or

Select a Template :

And

Specify Payment Information

\* Payment Request Type :  

\* Payment Method :

\* Requested Settlement Date :  /  /

Requestor Reference Number :

- Continue
- Help for this Step

- The fields marked with (\*) are necessary
- The bank info should prepopulate
- For settlement date enter the date you want the payment to clear (next business day)
- For payment method you have the choice of ACH or FedWire



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Initiate Payment Requests (PR)

### Step 1 of 4 (Continued) Retrieve Accounts

Enter one or more of the following

Recipient ID : 5135388
ALC / Region : 14160006 ▾
Account ID (or partial) : <input type="text"/>

[Continue](#) [Help for this Step](#)

This is the Federal Agency # for FWS

If you don't know your account ID you can search for it using keyword and % sign

- The Recipient ID identifies the Payee
- The ALC/Region # is the Fed Agency # and comes from a drop down menu. The one for FWS is 14160006.
- The account ID field is searchable using a partial word and % sign- It is the FBMS Award Number

**Step 2 of 4**  
**Enter Payment Transactions**  
[Display Selection Criteria](#)

Payment Request Type : Individual  
 Payment Method : ACH  
 Bank Relationship : 29\*\*\*\*\*5216  
 Requested Settlement Date : 12/13/2011

Your criteria matched 15 account(s)

Recipient : [WESTERN ASSOCIATION OF FISH & \(5135388\)](#)

Federal Agency : [U.S. Fish and Wildlife Service \(14160006\)](#)

Cash on Hand : \$

This is your Financial and Business Management System (FBMS) award number. Contact your Service Project Officer to get this information

Enter Payment amount here

Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<a href="#">F08AC00168-0001-00M7</a>	Open	<input type="text" value="20111212"/>	\$608.99	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F08AC00168-0002-00S4</a>	Open	<input type="text" value="20111212"/>	\$215,000.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F08AC00168-0003-00EA</a>	Open	<input type="text" value="20111212"/>	\$35,000.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F09AP00401-0001-007B</a>	Open	<input type="text" value="20111212"/>	\$127,740.76	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F09AP00402-0001-007B</a>	Open	<input type="text" value="20111212"/>	\$8,224.10	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F09AP00402-0002-007B</a>	Open	<input type="text" value="20111212"/>	\$8,224.11	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AC00014-0001-00M2</a>	Open	<input type="text" value="20111212"/>	\$79,500.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00115-0001-00M4</a>	Open	<input type="text" value="20111212"/>	\$7,900.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00115-0002-00P2</a>	Open	<input type="text" value="20111212"/>	\$2,000.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00115-0003-00M6</a>	Open	<input type="text" value="20111212"/>	\$2,300.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00115-0004-00D2</a>	Open	<input type="text" value="20111212"/>	\$13,000.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00115-0005-00D2</a>	Open	<input type="text" value="20111212"/>	\$4,800.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00115-0006-00D2</a>	Open	<input type="text" value="20111212"/>	\$4,800.00	\$ <input type="text"/>	<input type="button" value="+"/>

Payment Request Type : Individual  
 Payment Method : ACH  
 Bank Relationship : 29\*\*\*\*\*5216  
 Requested Settlement Date : 12/13/2011

Your criteria matched 15 account(s)

- This is the next screen with the payment amount entered

Recipient : WESTERN ASSOCIATION OF FISH & (5135388)

Federal Agency : U.S. Fish and Wildlife Service (14160006)

Cash on Hand : \$ 0.00 Total : \$ 36,238.70

Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<a href="#">F08AC00168-0001-00M7</a>	Open	<input type="text" value="20111212"/>	\$608.99	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F08AC00168-0002-00S4</a>	Open	<input type="text" value="20111212"/>	\$215,000.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F08AC00168-0003-00EA</a>	Open	<input type="text" value="20111212"/>	\$35,000.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F09AP00401-0001-007B</a>	Open	<input type="text" value="20111212"/>	\$127,740.76	\$ 36,238.70	<input type="button" value="✎"/>
<a href="#">F09AP00402-0001-007B</a>	Open	<input type="text" value="20111212"/>	\$8,224.10	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F09AP00402-0002-007B</a>	Open	<input type="text" value="20111212"/>	\$8,224.11	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AC00014-0001-00M2</a>	Open	<input type="text" value="20111212"/>	\$79,500.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00115-0001-00M4</a>	Open	<input type="text" value="20111212"/>	\$7,900.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00115-0002-00P2</a>	Open	<input type="text" value="20111212"/>	\$2,000.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00115-0003-00M6</a>	Open	<input type="text" value="20111212"/>	\$2,300.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00115-0004-00D2</a>	Open	<input type="text" value="20111212"/>	\$13,000.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00115-0005-00D2</a>	Open	<input type="text" value="20111212"/>	\$4,800.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00319-0001-A05B</a>	Open	<input type="text" value="20111212"/>	\$15,000.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00430-0001-C0S4</a>	Open	<input type="text" value="20111212"/>	\$293,785.00	\$ <input type="text"/>	<input type="button" value="+"/>
<a href="#">F11AP00576-0001-00S4</a>	Open	<input type="text" value="20111212"/>	\$320,250.00	\$ <input type="text"/>	<input type="button" value="+"/>



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Initiate Payment Requests (PR)

**Step 3 of 4**  
**Review Payment Transactions**

Step 3-  
Review Information

Payment Request Type : Individual  
 Payment Method : ACH  
 Bank Relationship : 29\*\*\*\*\*5216  
 Requested Settlement Date : 12/13/2011

Recipient : [WESTERN ASSOCIATION OF FISH & \(5135388\)](#)

Federal Agency : [U.S. Fish and Wildlife Service \(14160006\)](#)

Cash on Hand : \$  Total : \$ 36,238.70

Row #	Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
✕	<a href="#">F09AP00401-0001-007B</a>	Open	20111212	\$127,740.76	\$ 36,238.70	✎

- Submit
- Add More Accounts
- Sort
- Cancel
- Help for this Step

- You may review the information you entered at this step, if you need to go back and change anything click on the remittance box outlined in RED



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Initiate Payment Requests (PR)

Step 4-  
Confirmation of payment

**Step 4 of 4**  
**Payment Transaction Confirmation**

Payment Request Sequence Number : 12-12-2011 63967882

Payment Request Type : Individual  
 Payment Method : ACH  
 Bank Relationship : '29\*\*\*\*\*5216  
 Requested Settlement Date : 12/13/2011  
 Requested Date and Time : 12/12/2011:13:04  
 Total Items : 1

Recipient : WESTERN ASSOCIATION OF FISH & (5135388)

Federal Agency : U.S. Fish and Wildlife Service (14160006)

Cash on Hand : Total : \$36,238.70

Seq # / Item #	Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data	Payment Request Status
00001/1	<a href="#">F09AP00401-0001-007B</a>	Open	20111212	\$91,502.06	\$36,238.70	🔍	Queued to be sent to ACH

Printer Friendly

Help for this Step

To help make forms, reports, inquiries and other documents easier to read, the ASAP.gov application offers them in PDF format. To view or print these documents, please download the free Adobe Acrobat reader by clicking on the following link.

<http://access.adobe.com>



# U.S. Treasury ASAP Related Questions

**For all U.S. Treasury ASAP related questions include the following information in your email message to [fwhqfas@fws.gov](mailto:fwhqfas@fws.gov)**

- Recipient Name:
- Person to Contact:
- Phone Number:
- ASAP ID:
- FBMS Award Numbers (ask your Service Project Officer for this information)
- Description of Error Message: Please be very specific. Provide a screen shot if possible.

# Other Resources

The following links are useful resources:

Financial Assistance Systems: Payments – ASAP and Waivers

- <https://inside.fws.gov/index.cfm/go/post/Payments-New>

U.S. Treasury-ASAP

- <http://www.fms.treas.gov/asap/index.html>