

ASAP PRESENTATION BUREAU OF INDIAN AFFAIRS ANCHORAGE, AK 2019

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WHAT IS ASAP

Automated Standard Application for Payments (ASAP) is a centralized all-electronic payment and information system

In Fiscal Year (FY) 2012, the Bureau of Indian Affairs (BIA) changed its financial system from the Federal Financial Systems (FFS) to the Financial and Business Management System (FBMS).

Allows grantee organizations to draw from accounts pre-authorized by federal agencies

Highly Secure and 508 compliant

Internet Based and User-Friendly

Similar to Internet-Based Home Banking or Bill Payment Technology

FIRST SCREEN YOU WILL SEE

The screenshot shows the ASAP.gov website interface. At the top, the URL is https://www.asap.gov/ASAPGov/7Screen=ASAPGOV&Button_Home=Home. The page features the ASAP.gov logo on the left and the user name "JOANN METCALFE" on the right. A navigation menu includes links for Home, Enrollments, Payment Requests, Agency Functions, Reports, Inquiries, Help, and Log Off. The main content area is titled "Broadcast Messages" and contains three bullet points:

- The Automated Standard Application for Payments (ASAP) team is providing Same Day ACH (SDA) monthly training for our ASAP.gov users. Each of these free webinars will be hosted via teleconference, with virtual attendance available via WebEx, so users can comfortably attend without traveling. Learn more at www.fiscal.treasury.gov/asap
- The ASAP team is performing system maintenance Saturday, November 18th. As a result, ASAP.gov will be unavailable from approximately 6:00 AM until 8:00 PM Eastern. We apologize for any inconvenience.
- Attention Indian Affairs ASAP recipients: The suspension of accounts for IA recipients have been postponed to September 27, 2017 at 6:00 PM ET (4:00 PM MT). All recipients should withdraw the necessary funding for that period on or before September 27, 2017. All Recipients may start drawdown against their existing accounts on 10/2/2017 and new accounts on 10/11/2017. Attention Indian Affairs ASAP recipients: Due to FY 2017 year-end processing and financial statement preparation, Indian Affairs (IA) ALC 14200699 will be suspending all IA recipient accounts starting at the close of business, September 26, 2017. All recipients should withdraw the necessary funding for that period on or before September 26, 2017. All Recipients may start drawdown against their existing accounts on 10/2/2017 and new accounts on 10/11/2017.
- Attention Bureau of Reclamation (ALC 14060905) and Central Utah Project Completion Act (CUPCA) Office (ALC 14060001) Recipients: All open ASAP accounts will be suspended effective Tuesday September 26, 2017 through October 1, 2017 for fiscal year end closing. All accounts with an open status will be re-opened on October 2, 2017. All necessary and appropriate drawdowns prior to this period should be requested by 6:00 pm Mountain time September 25,

The bottom of the screen shows the Windows taskbar with icons for Internet Explorer, Word, and other applications.

IMPORTANCE OF WWW.SAM.GOV

For you to receive your ASAP payments, you must:

Have a Data Universal Numbering System (DUNS) and keep it active. If it expires the BIA will suspend your funds.

Vendors are responsible for maintaining an active registration in SAM (see handbook online at www.sam.gov).

To update an active status, the vendor must log into their account yearly at www.sam.gov and renew/update their registration

If you have problems updating, SAM Help Desk which is the Federal Service desk can be contacted at www.fsd.gov or via calling 1-866 606 8220 (free service).

If the DUNS number is not found in SAM, it can mean one of two things.

1. You have not registered with DUNS and Bradstreet. If this is the case, contact DUNS and Bradstreet to obtain one, and register it at www.sam.gov.
2. You have a DUNS number but it expired: If this is the case, start the re-activation process at www.sam.gov.

WHY IS YOUR REGISTRATION IN WWW.SAM.GOV IMPORTANT

DUNS number in SAM and ASAP must match!!!

If DUNS number in SAM does not match your ASAP DUNS, and you want to use the one in SAM, you must file a form with ASAP to change your DUNS. The ASAP contact will assist you with this process.

Tribe/school/vendor fills out and signs form, submits to BIA ASAP contact or to ASAP. Once accepted, email verification is received by IA , and sent to PMO to change on vendor table. A Help Desk ticket will add any accounts to that DUNS number which is handled internally at the BIA.

If DUNS in ASAP is the one you want to use, go into SAM and correct the DUNS to match.

ASAP ENROLLMENT FORM

Please fill in the requested information to initiate the Automated Standard Application for Payments (ASAP) enrollment process. Fields marked with * are required. Failure to provide required data may result in delayed enrollment. If applying for an ASAP Waiver, please only complete the ASAP Waiver Request.			
Section 1: Organization Information			
Provide the recipient organization's information.			
Is your organization enrolled in ASAP for another Federal Agency? <input type="radio"/> Yes <input type="radio"/> No			
If yes, provide your Organization Recipient ID:			
<i>*Organization Name</i>		<i>DUNS(Nine Digits)</i>	<i>*TIN/EIN (Nine Digits)</i>
Section 2: Point of Contact Information			
List contact information for the individual responsible for receiving ASAP communications			
Name:	<i>*First Name</i>	<i>Middle Initial</i>	<i>*Last Name</i>
Title:			
Address:			
<i>*Mailing Address</i>			
	<i>*City</i>	<i>*State</i>	<i>*Zip Code</i>
Contact Information:			
		<i>*Email</i>	<i>*Phone Number</i>
Section 3: Organization Type			
<i>*Choose the category that most appropriately describes the recipient organization.</i>			
<input type="radio"/> Financial Institution <input type="radio"/> For-Profit <input type="radio"/> Non-Profit <input type="radio"/> Local Government <input type="radio"/> Indian Tribal Organization		<input type="radio"/> State Agency <input type="radio"/> University / College <input type="radio"/> University / College-State <input type="radio"/> Other Educational Organization	
Section 4: Submission Information			
Submit via Fax:	Fax completed request to (703) 390-6333		
Submit via Email:	Email completed request to jo.metcalfe@bia.gov ,		
Submit via Mail:	Mail a hard copy of the completed response to: U. S. Bureau of Indian Affairs Attn: ASAP Enrollment 12220 Sunrise Valley Reston, VA 20191		
For questions, contact the BIA at jo.metcalfe@bia.gov .			

WHAT HAPPENS NEXT?

- On the same day IA enrolls a recipient, ASAP/Treasury sends an automated email to the recipient's Point-of-Contact to review all their user information, It is important the POC reviews all information submitted to Treasury and accepts or makes necessary changes. This email also gives them a User ID (print and save) and they are told their password will arrive within 10 business days by US Mail. If this does not happen, please call the ASAP contact at BIA for assistance.
- Recipients Log into the system with their User ID and password and complete enrollment per their assigned role.
- Each appointed role has 30 days to complete their task to move toward completion of the enrollment. On the 31ST day the process must be started all over again until every role has done their job, or they will be deleted by Treasury.
- When the recipient completes the enrollment process, they are considered "ASAP Active". However, at this point it takes 7-10 business days while Treasury verifies banking information; before awards are loaded to their ASAP account.

ASAP –KEY ROLES

Head of Organization approves the officials identified by the Point of Contact.

Authorizing Official confirms the recipient organization's information and identifies the users (Payment Requestor or Inquirer) who need access to the ASAP.gov application.

Financial Official enters the bank account information for the recipient organization. (Instructions sent with enrollment).

Payment requestor draws down payments.

ASAP notifies the Federal Agency that the organization enrollment has been completed and the BIA can create and fund accounts.

WHAT HAPPENS IF ALL THE ASAP USERS LEAVE?

Request this form

ASAP OFFICIALS AUTHORIZATION FORM

Organization Name: _____ Effective date: _____

A SAP ID _____

Point of Contact: The Point of Contact is responsible for inputting, updating or deleting, the officials designated by the Head of Organization (HOO). The POC can add and modify officials at any point during or following an organization's enrollment process. It is the responsibility of the Point of Contact to define the Authorizing Official and Financial Official. A Re-delegated Head of Organization and another Point of Contact can also be defined. Once entered and approved by the HOO, the officials are assigned a User ID which is sent to them via an email and a temporary password in ASAP.GOV's access control system which is sent via regular mail.

POINT OF CONTACT — (This is a mandatory role)	
NAME (PLEASE PRINT OR TYPE) _____	TELEPHONE NUMBER _____
E-MAIL _____	

The Head Of Organization (HOO) is the top management official who establishes the authority for the organization to use ASAP. The HOO does not have to be the CEO or President of the organization but can be the Manager or Supervisor of a section. The Head of Organization is the top management official who establishes the authority for Organization to use ASAP.gov. This is done by approving the Authorizing Official and Financial Official and, if entered by the POC, the Re-delegated Head of Organization. The HOO can also add or modify officials when the organization is pending enrollment. Once an organization is enrolled, the HOO can only approve officials.

H HEAD OF ORGANIZATION — (This is a mandatory role)	
NAME (PLEASE PRINT OR TYPE) _____	SIGNATURE _____
TITLE _____	TELEPHONE NUMBER _____
E-MAIL _____	ADD <input type="checkbox"/> REMOVE <input type="checkbox"/> RENEWAL <input type="checkbox"/>

Sincerely,

Print Name
Title/Position

HOW TO COMPLETE THE ASAP OFFICIALS AUTHORIZATION FORM

“PLEASE TYPE OR PRINT LEGIBLY ON THE FORM.”

READ CAREFULLY TO COMPLETE THE ASAP OFFICIALS AUTHORIZATION FORM:

The ASAP Officials Authorization Form is used by **existing** organizations in ASAP for designating officials within the organization when the ASAP users leave. This form must be completed on your Organization’s official letterhead. If unable to align and print this form on your letter head, then on a blank letter head, type the following statement, “See Attached Authorization Form”. **State: We no longer have a Point of Contact in ASAP and need to submit the name of XXXX as an ASAP User. The Head of Organization must sign at the bottom of the form (if they are still there). If not, use the same name in both boxes for the POC and the HO. Sign and date the memo, please.**

Submitting Completed Forms and requesting additional information

- Submit the completed and signed form/memo to the BIA ASAP contact by email or fax or to the following address: **Financial Management Service, Kansas City Financial Center, Attn: ASAP Customer Support Staff, P. O. Box 12599–0599, Kansas City, MO 64117-0599**. For questions call ASAP Customer Support at (855) 868-0151. PRESS 2 THEN PRESS 3.

HOW ARE FUNDS MADE AVAILABLE IN ASAP

When the Payment method is ASAP, obligated funds are interfaced to Treasury's ASAP system

Award is released in PRISM: Creates obligation in SAP

IF88 outbound interface creates account and posts obligations as authorizations ASAP (Internal at the BIA)

Interface sends award #, line number and last 4 digits of WBS as account number to ASAP (Internal at the BIA)

Certifying Official certifies funds in ASAP (Internal at the BIA)

Funds are available for drawdown by recipient

HOW TO DRAW DOWN FUNDS

- Initiating Payments in ASAP
- When a Payment Requestor wants to request payments in ASAP
- The Payment Requestor logs onto ASAP using their ID and password.
- Payment Requestor hovers over the Payment Requests Tab.
- Payment Requestor Selects “Initiate Payment Requests” from the drop down menu.
- Recipient must know the following to proceed
 1. BIA’s Agency Locator Code **14200699**
 2. Recipient’s ASAP ID
 3. Account ID Number/award followed by Line Number
(for example only: **A19AV0001-0001**)
 4. Recipient must choose individual payment/never summary payment
 5. Choose the following day’s date-never the same date for settlement
 6. Follow the steps –fill in amount requesting and submit your request; confirmation occurs

Home

Enrollments

Payment
RequestsAgency
Functions

Reports

Inquiries

Help

Log Off

Initiate Payment Requests

Step 1 of 4
Retrieve AccountsSelect a Bank Relationship : 301070849 ~~Account~~ 7890 ▾

Or


Select a Template : -Select- ▾

And

Specify Payment Information

* Payment Request Type : Individual ▾

* Payment Method : FEDWIRE ▾

* Requested Settlement Date : 12 / 12 / 2005 Requestor Reference Number :

Continue

Help for this
Step

Initiate Payment Request

Step 2 of 4

Enter Payment Transactions

[Display Selection Criteria](#)

Payment Request Type : Individual
 Payment Method : FEDWIRE
 Bank Relationship : 301070849*****7890
 Requested Settlement Date : 01/09/2006

Your criteria matched 3 account(s)

Recipient : HELP ORG1 (5130011)

Federal Agency : FOOD & NUTRITION' S SERVICE (12350001)

Cash on Hand : \$ Total : \$ 1,000.00

Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<u>HELP ACCT1</u>	Open	<input type="text"/>	\$6,000.00	\$ 1,000.00	
<u>HELP ACCT2</u>	Open	<input type="text"/>	\$159,700.00	<input type="text"/>	
<u>HELP ACCT3</u>	Open	<input type="text"/>	\$59,890.00	<input type="text"/>	
<u>HELP ACCT3 -</u> <u>HELP ACCT3 DETAIL1</u>	Open		\$	<input type="text"/>	
<u>HELP ACCT3 -</u> <u>HELP ACCT3 DETAIL2</u>	Open		\$	<input type="text"/>	
<u>HELP ACCT3 -</u> <u>HELP ACCT3 DETAIL3</u>	Open		\$	<input type="text"/>	

Step 3 of 4
Review Payment Transactions

Payment Request Type : Individual

Payment Method : FEDWIRE

Bank Relationship : 30 1070849*****7890

Requested Settlement Date : 01/09/2006

RVICE (12350001)

Total : \$ 1,000.00

Account	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
us		\$6,000.00	\$ 1,000.00	

Submit

Add More
Accounts

Sort

Cancel

Help for this
Step

RESEARCHING and TROUBLESHOOTING TYPICAL ASAP SCENARIOS

You are enrolled in ASAP with another Department of Interior Bureau, but not with the Bureau of Indian Affairs.

You have an ASAP account with another federal bureau, but you must enroll with the U.S. Bureau of Indian Affairs, too, and list your ASAP ID on the [ASAP.Gov](#) Participation Request Form.

Award was made, but the recipient is not enrolled and can not access ASAP

Alt Payee accounts established in FFS did not have DUNS or TINS associated to the primary account (BIA corrects this)

If the DUNS number is not found in SAM, it can mean several things.

ASAP recognized these Alt Payee accounts as separate accounts not registered in ASAP.

Awards may have missing DUNS numbers

RESEARCHING and TROUBLESHOOTING (CONTINUED)

- Incorrect DUNS numbers registered in ASAP
- Your DUNS number has expired in www.sam.gov
- Awards may have missing ASAP Recipient ID
- Bank data errors; linking banking information, changed banks or account numbers-changing bank account will keep you out of the system for about 5-10 days
- If a bank data error exists, the Certifying Officers or ASAP contact notifies the ASAP Account Maintainers about the error, holds the account, keeps trying to certify the award, pending confirmation of a completed enrollment or a change in banking information.
- If you are not able to see your awards or the amount of award is incorrect; please contact your awarding official or the ASAP contact to begin the review why they are not in your ASAP account or the amount of money differs.
- You are having trouble accessing your ASAP account
- You may need additional help with drawing down funds

RETURNING ASAP FUNDS

ONLY ASAP FUNDS THAT WERE DRAWN DOWN IN ASAP CAN BE RETURNED TO ASAP

- If Financial Assistance funds were drawn down *prior to February 2013*, and funds were not originally dispersed by ASAP, funds cannot be returned by the ASAP process.
- Or the obligated award was granted to incorrect elements of an account assignment such as an incorrect cost/fund center, incorrect functional area, or an ASAP ID tied to a vendor code in SAP that belongs to another recipient
- Or, the recipient drew down too much funding, or received “double funds” from one award line as a result of a manual payment

REASONS YOU MIGHT BE ASKED TO RETURN ASAP FUNDS

- If an ASAP ID tied to a vendor code in SAP was incorrectly used that belongs to another recipient/the tribe received the wrong tribe's funds
- If the award was granted to incorrect elements of an account assignment such as an incorrect cost/fund center, incorrect functional area
- Or, the recipient drew down too much funding, or received "double funds" from one award line as a result of a manual payment

RETURNING FUNDS IN ASAP

- To account for Financial Assistance funds, the funds must be returned through the same ASAP system from which they were drawn down. If these returned funds are returned by check to the BIA, or to IBC, these checks/funds will be marked as void and returned to the program office with instructions to contact Jo Ann Metcalfe for assistance in processing the return of funds through the ASAP system.

RETURNING FUNDS IN LESS THAN 32 DAYS FROM DRAW DOWN:

- The Return ACH Payment feature allows the Payment Requestor to initiate an ACH Debit to their bank account to return an ACH payment made within the last 32 days online at
- www.ASAP.gov. The ACH Debit can be for the full or partial amount of the payment. By initiating an ACH Debit, the Payment Requestor will be requesting the U.S. Treasury Department to initiate an ACH debit against the bank account to which the original payment was sent. This feature will not allow a second ACH Debit to be initiated against the same payment.

RETURNING FUNDS MORE THAN 32 DAYS OLD:

- If the drawn down date is more than 32 days, ASAP requires the recipient to fill out
- *Making Adjustments and Returning Funds to ASAP* (FUNDS TYPECODE 1000 AND 1002 FORMAT FOR RETURNING FUNDS TO ASAP).
- This form will be given to the recipients' financial institution and requires detailed information which includes the routing number for ASAP which is **051036803**. When the bank looks for this routing number, please tell them their wireroom has to manually input the routing number and override the software as it is a Treasury Routing Number which is accurate.

FORM USED TO GIVE TO THE BANK'S WIRE ROOM

**FUNDS TYPECODE 1000 and 1002
FORMAT FOR RETURNING FUNDS TO ASAP**

Insert Payment data for the Return and give this page to Financial Institution:

Field Tag / Element	Data Element Name	Field Length	Data Element Value
* (3400) /01	Receiver ABA Number	9	051036803
(3400) /02	Receiver Short Name	13	ASAP FRB RICH
{3600}	Business Function	3	CTR
{4200} /01	Beneficiary ID Code	1	N
* {4200} /02	Agency Location Code (ALC)	8	
* {4200} /02	Region Code	2	
* {4200} /03	Recipient Organization ID	7	
* {4200} /03		1	
* {4200} /03	Account ID	20	
{4200} /04	Beneficiary Name	10	
{5000} /01	Originator ID Code	1	D
* {5000} /02	Account Number	17	
{5000} /03	Originator's Name	35	
{5000} /04	Originator's Address - Line 1	35	
{5000} /05	Originator's Address - Line 2	35	
{5000} /06	Originator's Address - Line 3	35	

ASAP rev

STRINGENT COMPLIANCE

Because government grants are funded by tax dollars, they require stringent compliance and reporting measures for ensuring the money is well-spent.

Grants from the federal government are authorized and appropriated through bills passed by Congress and signed by the president. Grant authority varies among agencies.

WHAT IS REQUIRED IF THIS IS NOT A 638 GRANT

THERE ARE TWO SETS OF REPORTS: NARRATIVE REPORT AND FINANCIAL SF425 REPORT

NARRATIVE PERFORMANCE REPORTS

The Recipient must submit quarterly performance reports to the Bureau Grant Officer pursuant to 2 C.F.R. § 200.328.

The quarterly reports shall, at a minimum, include the following:

A comparison of actual accomplishments of the Scope of Project established for the period, (What did you do for this quarter- hire a consultant, begin your project)?

The reasons for slippage if established objectives were not met;

Additional information including, when appropriate, analysis and explanation of cost overruns or high unit costs; and

Detailed performance information on the activities conducted.

REPORTING CONTINUED

The Recipient must submit quarterly SF425 reports to the Bureau Grant Officer pursuant to 2 C.F.R. § 200.327.

The quarterly reports shall, at a minimum, include the following:

AMOUNT OF FUNDS AWARDED/AMOUNT OF FUNDS DISPERSED/TOTAL REMAINING

THE NAME OF THE TRIBE OR RECIPIENT

THE AWARD NUMBER

THE QUARTER NUMBER FOR WHICH THIS IS BEING SENT

ALL REPORTS- BOTH NARRATIVE AND SF425'S ARE DUE 30 DAYS FOLLOWING EACH QUARTER AND A FINAL REPORT IS DUE 90 DAYS FOLLOWING THE END OF YOUR PERIOD OF PERFORMANCE.

FINANCIAL ASSISTANCE & ASAP

- Managing your financial assistance awards
- Why is ASAP a good tool to help with your FA awards
- How can you use ASAP to track your FA awards
- What if you can not find your award in ASAP
- How do you run reports in ASAP

TREASURY ASAP CONTACT INFORMATION

- Richmond Federal Reserve Bank, 804/697-8384
- RFC's Day-to-Day Operational Support
 - Kansas City 855/868-0151, Press 2, then Press 3
 - Last Name and Email Address Changes
 - ASAP Password Resets
- FMS ASAP General Information and Program Updates
 - <http://www.fms.treas.gov/asap>

BIA ASAP CONTACT INFORMATION

- Michelle McCormick
Self-Determination Officer
(612-725-4588) CST
michelle.mccormick@bia.gov
- Roya Tavakoli
Systems Accountant
(703 390 6565) EST
roya.tavakoli@bia.gov
- Jo Ann Metcalfe
ASAP Grant's Contact
(703 390 6410) EST
jo.metcalfe@bia.gov

User Questions Open Forum and Wrap-up

