ADJUSTMENTS ADDENDUM

Intra-governmental Payment and Collection System

Addendum to the User Manuals for

IPAC

For more information contact:

GOALS Customer Support Staff
(202) 874-8270

For additional copies of this manual, see:

http://www.fms.treas.gov/goals/IPAC/index.html

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Section 1 Adjustments

This Addendum discusses changes in creating adjustments in the IPAC system, because of enhancements to the application. The bulk file submitters are now allowed to adjust transactions online.

To process an Adjustment to an IPAC payment or collection transaction, you must have the Document Reference Number and the Disbursing (DO) Symbol that was assigned to the original transaction at the time the transaction was processed and your adjustment transaction must be processed within 90 days.

Entering an Adjustment through IPAC begins with the same steps as entering a Payment or Collection. Log on the IPAC system and choose the IPAC option from the IPAC Main Menu, shown on Figure 1.1.
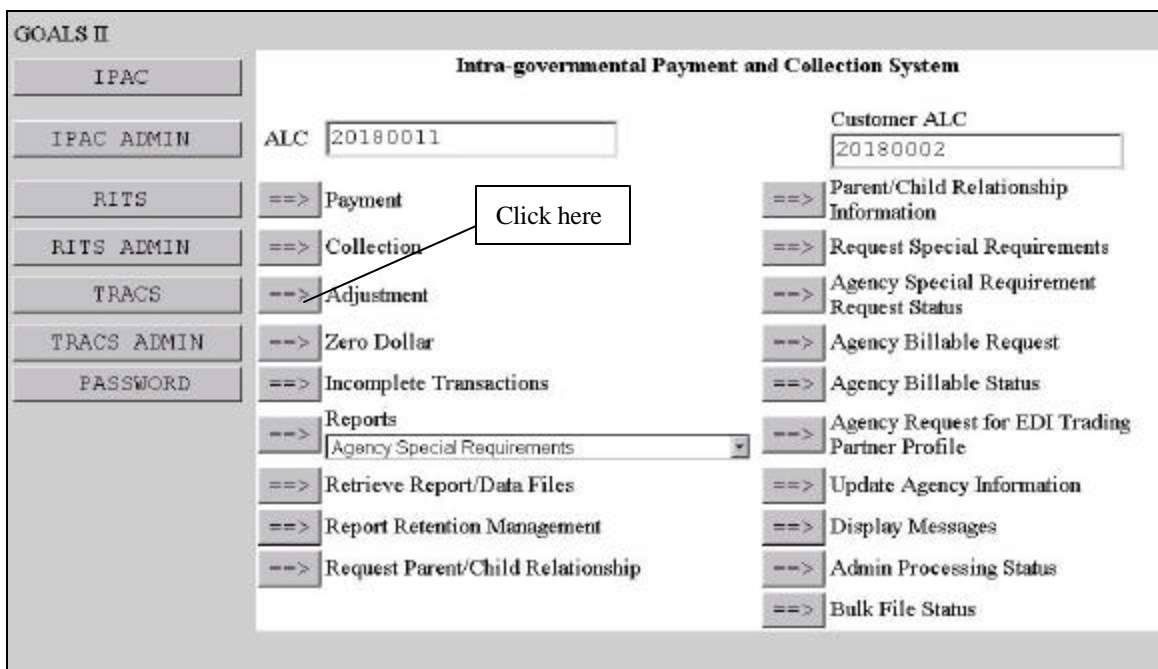

Figure 1.1   IPAC Main Menu

Once you click the "Adjustment" button, the IPAC- Payment/Collection Transaction Locator (figure 1.2) will display.

IPAC - Payment/Collection Transaction Locator

| OK | Clear | Return To IPAC Main Menu | Help |

Enter the information from the original transaction:

Originating ALC: `20180002`   Customer ALC: 20180011
Document Reference Number: `02300007`
Originator DO Symbol: `X0023`

| OK | Clear | Return To IPAC Main Menu | Help |

Figure 1.2   IPAC- Payment/Collection Transaction Locator

The **Payment/Collection Transaction Locator** screen displays information relative to the original transaction that you are adjusting. Since you can only make an adjustment to a transaction originated by another ALC, the ALC and Customer ALC are populated on this screen as the Customer ALC and Originating ALC respectively. You can, at this point, change the number of the Originating ALC if you want to work with a transaction made by a different agency. In the Document Reference Number field, you must enter the Document Reference Number which was assigned to the original payment or collection. In the Originator DO Symbol field, you must enter the DO Symbol for the ALC which originated the transaction you are adjusting.

If the transaction you have requested cannot be found, you will receive an error message similar to the one in Figure 1.3. Close the error message window and verify the document information, including the Originating and Customer ALCs, the Document Reference Number and DO Symbol.
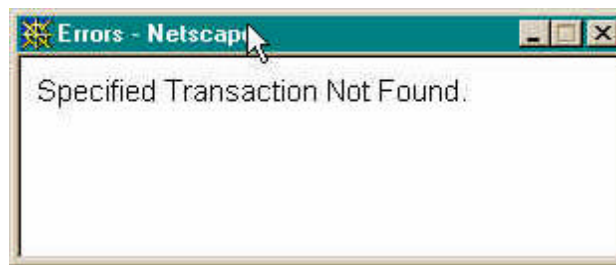
Errors - Netscape

Specified Transaction Not Found.

Figure 1.3   Transaction Not Found Error Message

After entering the appropriate information, and select the "OK" button, the **Payment/Collection Detail Selection** screen will display, shown in figure 1.4.
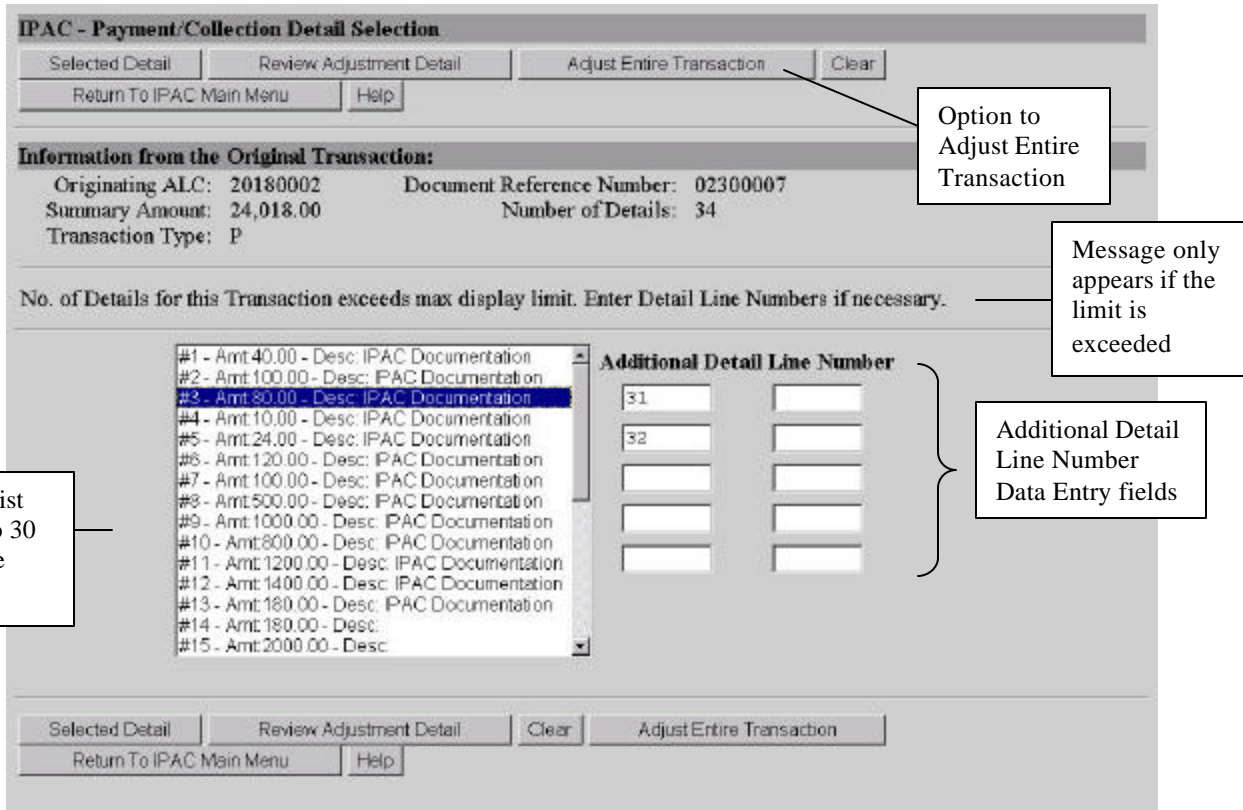
Figure 1.4   Payment/Collection Detail Selection

The display list on the **Payment/Collection Detail Selection** screen is limited to 30 detail line numbers. If you need to adjust a detail line number higher than 30, you may enter the line number in the Additional Detail Line Number data entry fields.

You also have the option to adjust the entire transaction, which includes all line items by selecting the "Adjustment Entire Transaction" button from the **Payment/Collection Detail Selection** screen, shown in figure 1.4. This will generate an Adjustment Confirmation, shown in figure 1.7.

Title Bar

The title bar contains the name of the function in which you are currently working (here it shows "IPAC- Payment/Collection Detail Selection").

Header

This section contains the Originating ALC, the Document Reference Number, the Summary Amount, the Number of Details, and the Transaction Type ("**P**"ayment or "**C**"ollection). You cannot change the information in the header section of the screen.

Detail Information

All details (or line items) for the original payment or collection will appear in a scrolling window in the center of your screen. The visible items include the <u>Detail Number</u>, the <u>Amount</u>, and the beginning of the <u>Description</u> that was entered for this detail. Highlight the item(s) to be adjusted by using the control key.

Payment/Collection Detail Section Function Buttons

The function buttons for this screen is as follows**:**

"Selected Detail"

> To enter an adjustment, highlight the item to be adjusted, and click "Selected Detail". An **Adjustment Entry** screen will display which is similar to the screen used to enter Payment and Collection transactions shown in Figure 1.6. The entire screen may not be visible when it first displays in your browser, but it can be viewed using the scroll bars on your browser window.

"Review Adjustment Detail"

> To review the adjustments that have been entered, click "Review Adjustment Detail." The **Adjustment Review Detail** screen shown in Figure 1.5, will display the adjustments which have already been made to the transaction. From that screen you can return to the **Adjustment Entry** screen, the **IPAC Main Menu**, or you can display the help screen for this page.
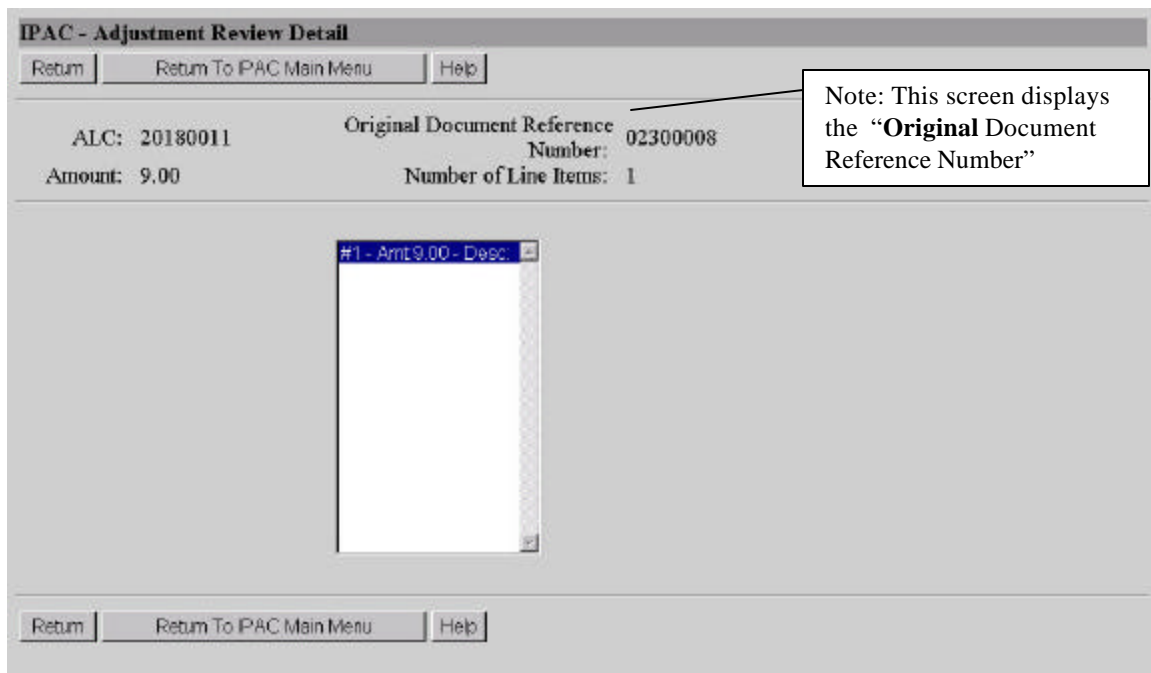

Figure 1.5   Adjustment Review Detail

"Return To IPAC Main Menu"
>   Returns to the **IPAC Main Menu** without entering any further adjustments. No information
>   currently on the screen will be saved.

"Help"
>   Displays help information for this screen.

IPAC Adjustment Entry

Figure 1.6   Adjustment Entry

Header

This section displays the Originating and Customer ALCs, ALC Contact name, telephone number and email address associated with the Logon ID used to access the IPAC System, the Original Document Reference Number, Original Accomplished Date and Original Accounting Date. It will show a Summary Amount, initially set to $0.00 and Number of Details. The Summary Amount and Number of Details refer, not to the original transaction, but to the adjustment being made. These two fields will be automatically updated as adjustment details are entered for this transaction. None of these fields can be edited.

Detail Information

This section displays the detail information for the detail item being adjusted. All of these fields display information from the original transaction detail and **cannot be updated**.

The following fields do not contain information from the original transaction and **can be updated**:

Detail Amount

This is the amount of your adjustment to the detail line of this payment or collection. It represents the net change to the originally processed amount, NOT a replacement amount, for the detail item. Adjustments can only reduce the original amount. This is NOT calculated from the Quantity and Unit Price fields. This field is required and must be greater than zero, but less than or equal to the original detail line item amount.

Transaction Description

This is your description of the adjustment being made to this detail item. This in not a required field, but it is recommended that you provide the reason for the adjustment, shown in figure 1.6.

When you have entered the adjustment detail amount and description, you have a choice of several function buttons in the next section of the screen.

Adjustment Entry Function Buttons

Data Verification

Most of the function buttons on the **Adjustment Entry** screen perform data verification before they will allow you to proceed. The data you have entered on this form is checked for validity. The only required field on the **Adjustment Entry** screen is the Detail Amount. If it is left blank, or an error is detected, an error message will display and the cursor will be placed in the entry field where the error occurred. The only buttons which do NOT require valid entries in the required field are "Clear", "Return to IPAC Main Menu" and "Help".

"Finished"

    This button finalizes the adjustment, submitting the Header information and all entered lines of Detail adjustment information for processing. If a required field is blank or an error is detected, an error message will display and the cursor will be placed in the entry field where the error occurred. If no error is detected, an **Adjustment Confirmation Screen**, similar to the one in Figure 1.7, will display.

"Previous or Next Detail"

    These buttons will display as appropriate to allow you to move from one detail item of a transaction to another.

"Sender SGL Account"

    This button provides a way to allocate the detail amount of the Adjustment into **S**tandard **G**eneral **L**edger (SGL) Accounts.

"Review Detail"

    This button is selected when you have finished entering the information for the current line of detail. If no error is detected, the detail information will be saved to temporary storage and the Summary Amount and the Number of Details fields in the Header Section will be updated to reflect the amounts you have entered for this line item. You will be returned to the **Adjustment Review Detail** screen shown in Figure 1.5. No information is permanently committed to the database at this point. The information is not committed to the IPAC database until the "Finished" button is clicked to submit the entire adjustment.

"Clear"

    All data entry fields are reset to their values the last time the screen was displayed. No data is submitted to the IPAC database.

"Return to Selection List"

    No data on the current screen will be saved. You will be returned to the **Payment/Collection Detail Selection** screen shown in Figure 1.4.

"Return to IPAC Main Menu"

    No data entered on the current screen will be saved to the IPAC database. Partial transactions may be stored temporarily for later completion through the "Incomplete Transaction" option on the IPAC Main Menu. You will be returned to the IPAC Main Menu.

"Help"

    Displays help information for this screen.

```
IPAC - Adjustment Confirmation
[OK] [Print] [Help]
_____

    Originating ALC:   20180011          Customer ALC:   20180002          Voucher. No.:   31300006

   Accomplished Date:  2002-11-21        Summary Amount:  12.00            Number of Details:  1

                Time:  13:59:10

_____

[OK] [Print] [Help]
```

Figure 1.7   Adjustment Confirmation

Adjustment Confirmation Screen Fields

Originating ALC
The agency sending the adjustment.

Customer ALC
The agency receiving the adjustment.

Voucher Number
The document number generated by IPAC for the adjustment transaction. This is similar to the Document Reference Number in Payments and Collections and the Trace Number in Zero Dollar.

Accomplished Date
The date a transaction was processed by IPAC.

Summary Amount
The total amount of the adjustment.

Number of Details
The number of line items entered for the adjustment.

Time
The time the adjustment was processed by IPAC. Displayed in military time.

These fields are for display only. You cannot change the information in any of these fields.

Adjustment Confirmation Screen Buttons

"OK"
Confirms that you have viewed the information displayed and returns you to the **IPAC Main Menu**.

"Print"
Prints the transaction just entered.
"Help"
Displays help information for this screen.

Note: Adjusting the entire transaction will generate an Adjustment Confirmation.

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Appendix A Table of Figures