

BULK FILE REPORTING ADDENDUM



Intra-governmental Payment and Collection System

Addendum to the User Manuals for

**IPAC
IPAC AMIN**

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

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Section 1 Purpose of this Addendum

The IPAC system allows users to process transactions between Federal Program Agencies by bulk file transmission. In the past, users were limited to checking Admin Processing Status and pulling a Batch Processing Report to get a status of their PCA (Payment, Collection, and Adjustment) bulk files from the on-line application. IPAC now includes a series of new bulk file screens to allow bulk file submitters to monitor bulk file processing and resolve bulk file issues. There are also new bulk file reports that will be discussed in this addendum.

Bulk file submitters will be able to upload their files, in Secure Transport and by client software in the same manner they have done previously. A new “Bulk File Status “ button has been added to the IPAC and IPAC Admin Main Menus for bulk file submitters to be able to view the status of PCA files they have uploaded. However, at this time, the status for RITS and TRACS files cannot be accessed through the new bulk file screens.

Bulk file submitters will only be able to utilize the new bulk file screens and reports for files submitted after implementation of this bulk file enhancement. Users may continue to use Admin Processing Status and the Batch Processing Report to get a status of files submitted prior to implementation.

The Bulk file screen prints used in this addendum are taken from the IPAC application. However, the Bulk file enhancements are consistent in both the IPAC and IPAC Admin applications.

The new “Bulk File Status” button can be accessed through the IPAC and the IPAC Admin Menu options on the IPAC System Main Menu shown Figure 1.1 below.

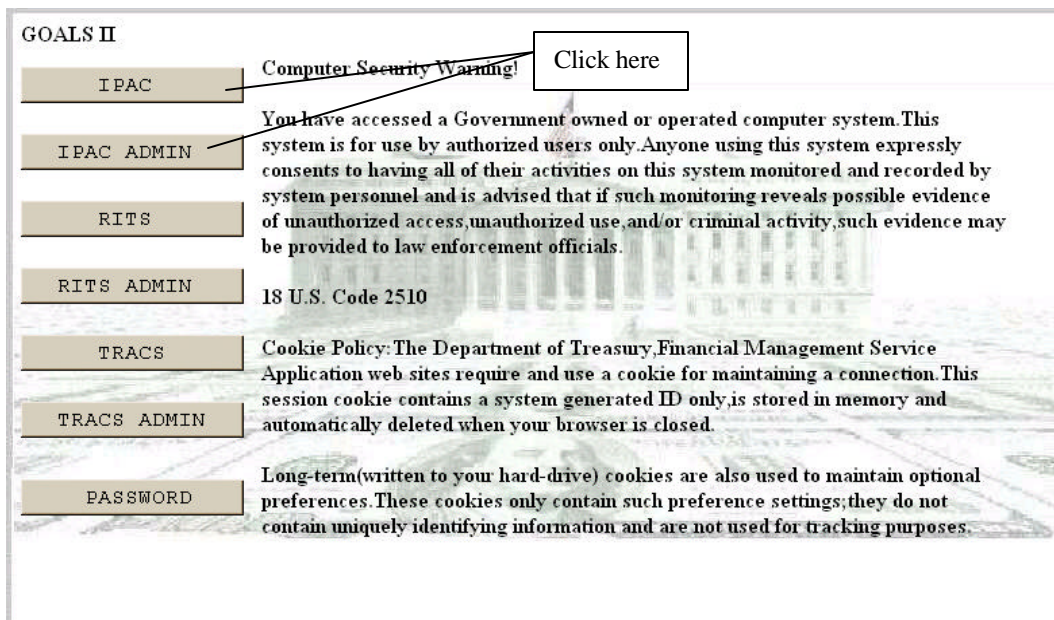


Figure 1.1 IPAC System Main Menu

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Section 2 Bulk File Status Inquiry

This option allows users to check the status of their bulk file(s). To receive bulk file status information, select the “Bulk File Status” button from the **IPAC Main Menu** as shown in figure 2.1.

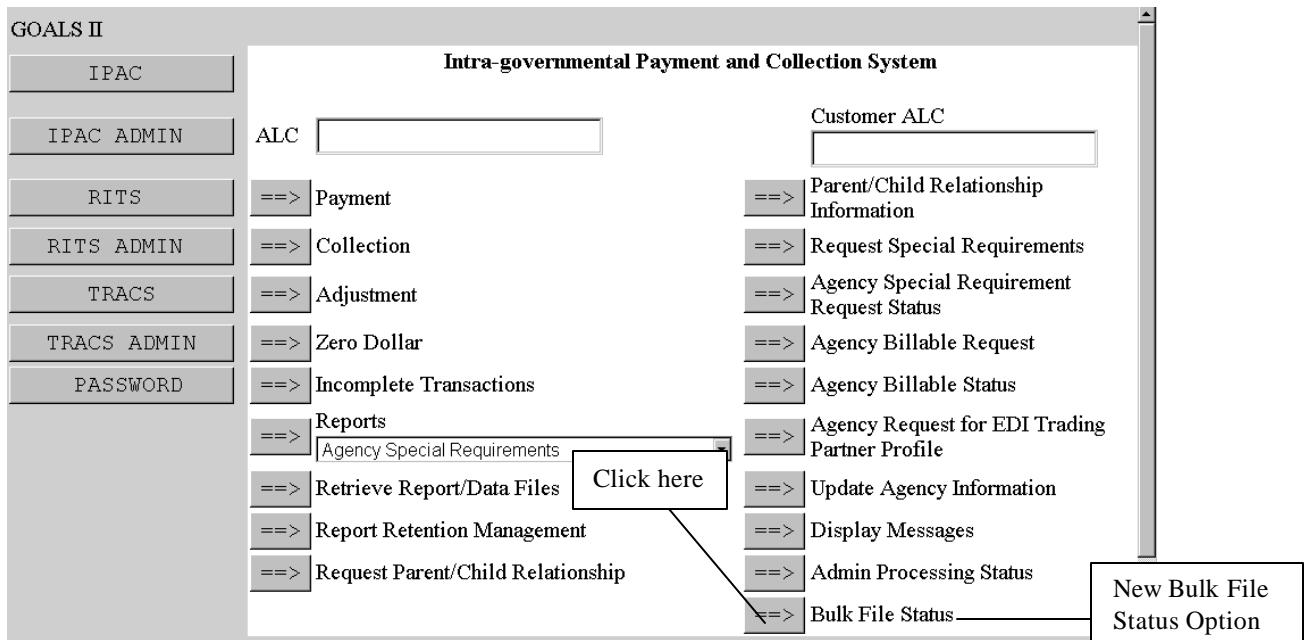


Figure 2.1 Selecting the Bulk File Status from the IPAC Main Menu

When you select the “Bulk File Status” button, the **Bulk File Status Inquiry** screen shown in Figure 2.2 will display.

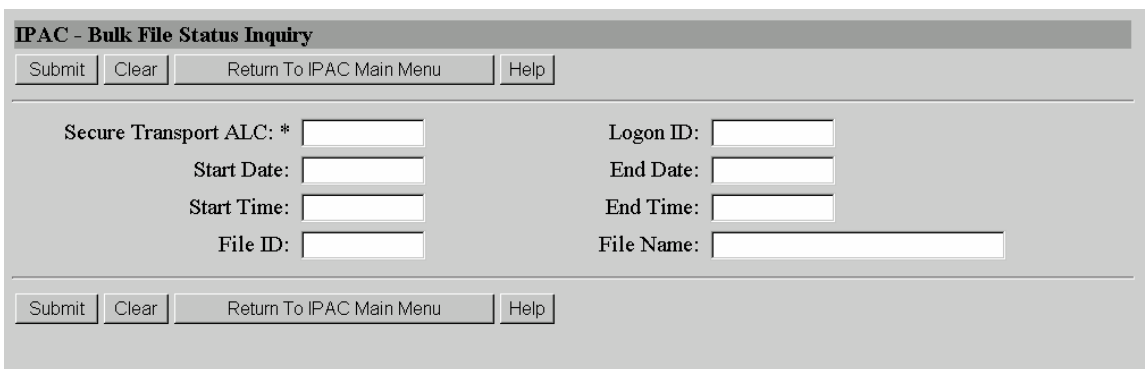


Figure 2.2 Bulk File Status Inquiry

This screen allows you to enter specific parameters to retrieve the status of the bulk file(s) desired. The Secure Transport ALC is the only required field on this screen, which is denoted with an asterisk. If you enter your Secure Transport ALC and leave other data entry fields on this screen blank, and select the “submit” button, you will receive bulk file status information for the previous 100 files (25 per page) submitted by the Secure Transport ALC provided. All other data entry fields for the **Bulk File Status Inquiry** screen are optional fields. However, if you enter a Start Date, you must enter an End Date.

Bulk File Status Inquiry Data Entry Fields

The **Bulk File Status Inquiry** screen has the following data entry fields:

Secure Transport ALC:

This is the Secure Transport ALC directory that can be accessed by your User ID. This is not always the ALC for which transactions originate from within your bulk file.

Start Date:

The date, to be entered in YYYY-MM-DD format, that the search for Bulk File Status information is to begin.

End Date:

The date, to be entered in YYYY-MM-DD format, that the search for Bulk File Status information is to end.

Start Time:

The time, to be entered in military format, that the search for Bulk File Status information is to begin. Please reference *Appendix B* for a military time conversion chart.

End Time:

The time, to be entered in military format, that the search for Bulk File Status information is to end. Please reference *Appendix B* for a military time conversion chart.

Logon ID:

The alphanumeric characters assigned to the user to uniquely identify that user. The Logon ID of the person that submitted the file(s) should be entered in this data entry field.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

Note: You will not know the File ID for your file until you access the **Bulk File Status Inquiry Results** screen, shown in figures 3.1 and 3.2. You may record the File ID for your file from the **Bulk File Status Inquiry Results** screen, and you can then use the File ID number as a parameter on the Bulk File Inquiry screen, shown in figure 2.2, at a later time.

File Name:

This is the name of the file that was submitted. The Bulk File Submitter names the file. You may use the asterisk (*) and the percent (%) signs, as wild cards in the File Name data entry field. For instance, if you want to retrieve all your files that start with the letter “T”, you could simply enter the following in the File Name data entry field: T*

Bulk File Status Inquiry Function Buttons

There are 4 function buttons on Bulk File Status Inquiry screen (Figure 2.2):

“Submit”

Accepts the information on the screen, and displays the specified results on the **Bulk File Status Inquiry Results** screen shown in Figures 3.1 and 3.2.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

“Return to IPAC Main Menu”

Returns you to the **IPAC Main Menu** without generating bulk file status results.

“Help”

Displays the system help information.

Selecting **“Submit”** from the **Bulk File Status Inquiry Results** screen will display the screen shown in Figures 3.1 and 3.2.

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Section 3 Bulk File Status Inquiry Results

This screen displays the results from the parameters entered on the **Bulk File Status Inquiry** screen. The file(s) that satisfy the criteria entered on the **Bulk File Status Inquiry** screen will display on the **Bulk File Status Inquiry Results** screen, shown below in Figures 3.1 and 3.2.

Note: If there are more than 25 files, the “Next” and “Previous” button will be displayed.

Date	Time	Current Status	Additional Information	File Name	File ID	Secure Trans ALC
2002-10-30	10:15:42	Transaction Processing Completed	Completed - No Errors	PCAGSA1Detail.txt	205	0

Figure 3.1 Bulk File Status Inquiry Results

Time	Current Status	Additional Information	File Name	File ID	Secure Transport ALC	Logon ID
10:15:42	Transaction Processing Completed	Completed - No Errors	PCAGSA1Detail.txt	205	0	e1nca001

Figure 3.2 Bulk File Status Inquiry Results (continued)

Bulk File Status Inquiry Results Columns

The **Bulk File Status Inquiry Results** screen has the following columns:

Date:

Displays the file(s) submission date.

Time:

Displays the file(s) submission time, in military time. Please reference *Appendix B* for a military time conversion chart.

Current Status:

Displays the current status of files submitted. The following messages are possible status messages for your file(s):

File Transfer Started
File Transfer Completed
File Storage Started
File Storage Completed
Transaction Processing Started
Transaction Processing In Process
Transaction Processing Completed

Note: The above messages can also be viewed on the **View History** screen, which is discussed in *Section 4* of this Addendum.

Additional Information:

Displays any additional information for your file(s). For example, if your file receives a current status message of “Transaction Processing Started,” you may receive a “50% transactions processed” message under the Additional Information column for your file, as well as number of errors in the file, if any. The messages in the Additional Information column are designed to give you a more descriptive status of your file.

File Name:

Displays the name of the file. This column contains the file name that was used to upload the bulk file. This column will not contain system renamed file names.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

Secure Transport ALC:

This is the Secure Transport ALC directory that can be accessed by your User ID. This is not always the ALC for which transactions originate from within your bulk file.

Logon ID:

The alphanumeric characters assigned to the user to uniquely identify that user. The Logon ID of the person that submitted the file(s) should appear in this data entry field.

Bulk File Status Inquiry Results Function Buttons

If you want to review processing information related to a bulk file listed on the **Bulk File Status Inquiry Results** screen, you must select the option button for the status of the bulk file you want to view. Once you have selected the bulk file, you may select the “View History”, “View Confirmation”, “View Errors”, or the “View File” button to get information about the file. The option buttons are mutually exclusive and you can only select one bulk file at a time. If you want to refresh the screen results, perform a new search, return to the Main Menu or obtain help, an option does not need to be selected. The function buttons for the **Bulk File Status Inquiry Results** screen (Figures 3.1 and 3.2) are as follows:

“View History”

Displays the **View History** screen. This screen is further discussed in *Section 4*.

“View Confirmation”

Displays the **View Confirmation** screen. This screen is further discussed in *Section 5*.

“View Errors”

Displays the **View Errors** screen. This screen is further discussed in *Section 6*.

“View File”

This allows you to view the data contained in your file on the **View File** screen. This screen is further discussed in *Section 8*.

“Refresh”

Updates the information for “Current Status” and “Additional Information” to the most current information for your file(s).

“New Search”

Returns you to the **Bulk File Status Inquiry** screen.

“Next”/“Previous”

If there are more than 25 files, a “Next” button will display and this button will bring up the next 25 files or less. A “previous “ button will display when needed to allow you to navigate between the **Bulk File Status Inquiry Results** screens.

“Return to IPAC Main Menu”

Returns you to the **IPAC Main Menu**.

“Help”

Displays the system help for this screen.

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Section 4 View History

The **View History** screen displays the current status and the status history of your bulk File. To display the **View History** screen (figure 4.1), select the file you want to view from the **Bulk File Status Inquiry Results** screen (figures 3.1 and 3.2) and select the “View History” button.

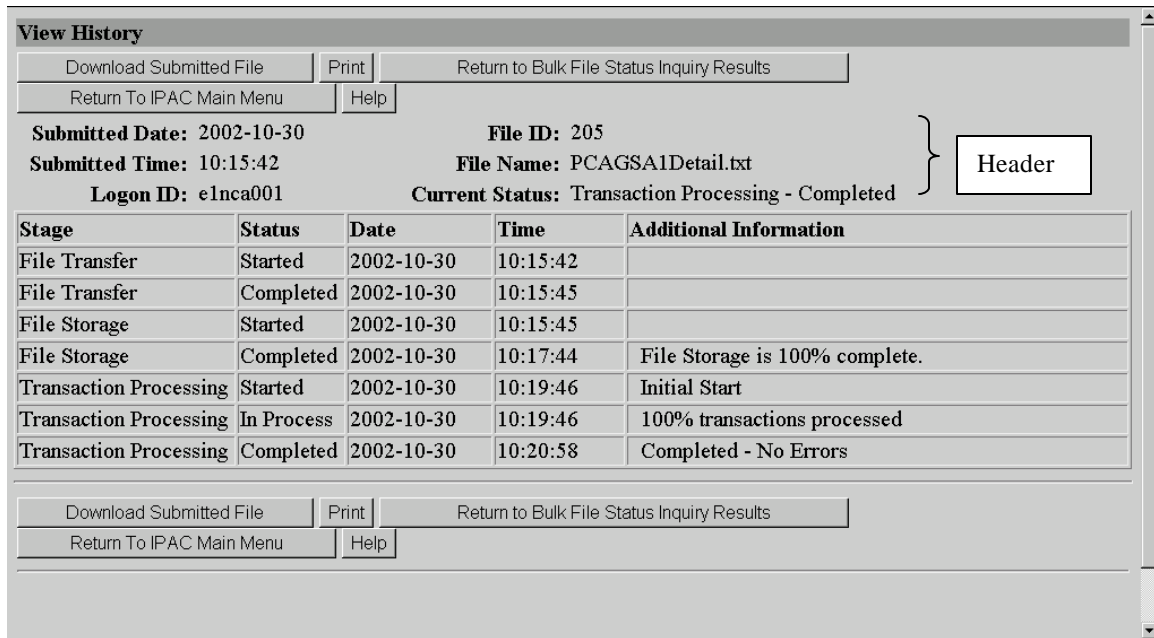


Figure 4.1 View History

View History Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference *Appendix B* for a military time conversion chart.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

File Name:

Displays the name of the file. This column contains the file name that was used to upload the bulk file. This column will not contain system renamed file names.

Current Status:

Displays the current status of files submitted. The following messages are possible status messages for your file(s):

- File Transfer Started
- File Transfer Completed
- File Storage Started
- File Storage Completed
- Transaction Processing Started
- Transaction Processing In Process
- Transaction Processing Completed

Stage	Status	Date	Time	Additional Information
File Transfer	Started	2002-10-30	10:15:42	
File Transfer	Completed	2002-10-30	10:15:45	
File Storage	Started	2002-10-30	10:15:45	
File Storage	Completed	2002-10-30	10:17:44	File Storage is 100% complete.
Transaction Processing	Started	2002-10-30	10:19:46	Initial Start
Transaction Processing	In Process	2002-10-30	10:19:46	100% transactions processed
Transaction Processing	Completed	2002-10-30	10:20:58	Completed - No Errors

Figure 4.2 View History Columns

View History Columns

Stage:

The **View History** screen provides you with the current stage of your file. The three possible stages of a file are as follows:

File Transfer	Secure Transport accepts the file.
File Storage	Secure Transport writes the file to the application database.
Transaction Processing	The application processes the file.

Status:

The **View History** screen provides you with status of your file. The status is directly related to the stage of the file. For instance, the stage of your file may be “File Storage” and the status may be “Started,” which means the File Storage process of the file has started. This can also be interpreted as Secure Transport has begun writing your file to the database. The four possible statuses are as follows:

Started	The beginning of stage(s) "File Transfer," "File Storage" and/or "Transaction Processing."
Completed	The completion of stage(s) "File Transfer," "File Storage" and/or "Transaction processing."
In Process	The stage "Transaction Processing" is in process. Note: The stage "Transaction Processing" is the only stage that can have an "In Process" status.
Restarted	The stage "Transaction Processing" has restarted. This may be due to an unforeseen glitch in the application. Note: The stage "Transaction Processing" is the only stage that can have a "Restarted" status. The "Restarted" status is not included in figure 4.2.

Date:

The date of a specific stage/status of your file.

Stage	Status	Date	Time	Additional Information
File Transfer	Started	2002-10-30	10:15:42	
File Transfer	Completed	2002-10-30	10:15:45	

Date

For example, above the "File Transfer" process started and completed on **October 30, 2002**.

Time:

The time of a specific stage/status of your file. This time is displayed in military time, please reference *Appendix B* for a military time conversion chart.

Stage	Status	Date	Time	Additional Information
File Transfer	Started	2002-10-30	10:15:42	
File Transfer	Completed	2002-10-30	10:15:45	

Time

For example, above the "File Transfer" process started on 10-30-02 at **10:15:42** and the "File Transfer" completed on 10-30-02 at **10:15:45**.

Additional Information:

This displays valuable information about your file.

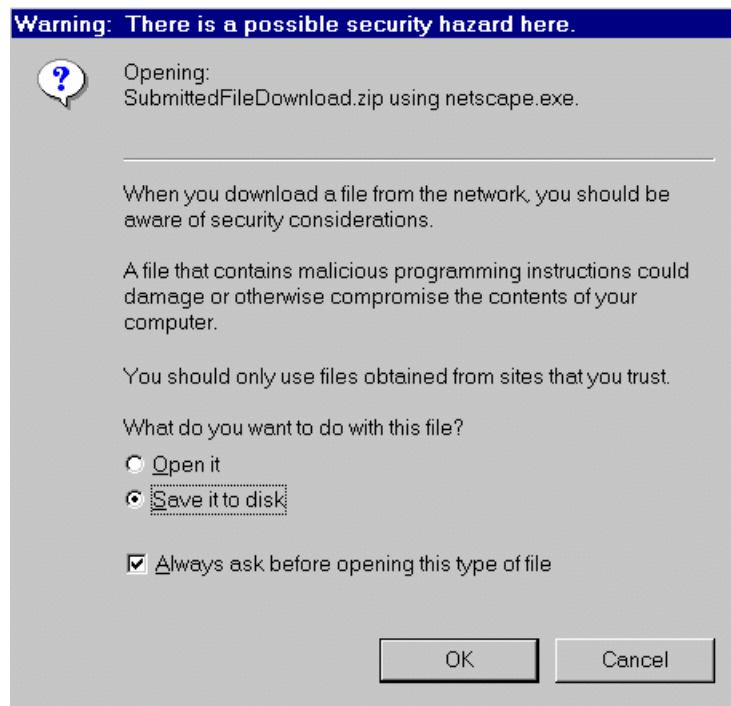
File Storage	Completed	2002-10-30	10:17:44	File Storage is 100% complete.	} Additional Information
Transaction Processing	Started	2002-10-30	10:19:46	Initial Start	
Transaction Processing	In Process	2002-10-30	10:19:46	100% transactions processed	
Transaction Processing	Completed	2002-10-30	10:20:58	Completed - No Errors	

Bulk File Status Inquiry Function Buttons

There are 4 function buttons on **View History** screen (Figure 4.1):

“Download Submitted File”

Allows you to download the file submitted in a zipped (compressed) format. File compression reduces the size of the file and the time it takes to download. To view compressed files, you need a compatible decompression program that can read the zipped file and convert the back to its original form. WinZip is an example of decompression program. However, there are numerous freeware, or shareware zip file decompression programs that are readily available on the Internet. When you select the “Download Submitted File” button you may receive the following Windows Internet Warning Dialogue Box, shown in figure 4.3.



Remember to save the file with a **.zip** extension so it can be unzipped for use.

Figure 4.3 Windows Internet Warning Dialogue Box

You can choose the “Open it” option from the Windows Internet Warning Dialogue Box, which will zip and open the file using your zip file decompression program. You may also choose to “Save it to disk,” which will save the file on your computer using a standard Windows program.

“Print”

Allows you to print the Bulk File History Report, see Figure 4.7 for a sample report.

“Return to Bulk File Status Inquiry Results”

Returns you to the **Bulk File Status Inquiry Results** screen.

“Return to IPAC Main Menu”

Returns you the IPAC Main Menu screen.

“Help”

Displays the system help information.

Bulk File History Report

From the **View History** screen, shown in figure 4.1, you may print your results. To print the Bulk File History Report, select the “Print” function button from **View History** screen, and the **Bulk File** Report Request screen will display, shown below in figure 4.4.

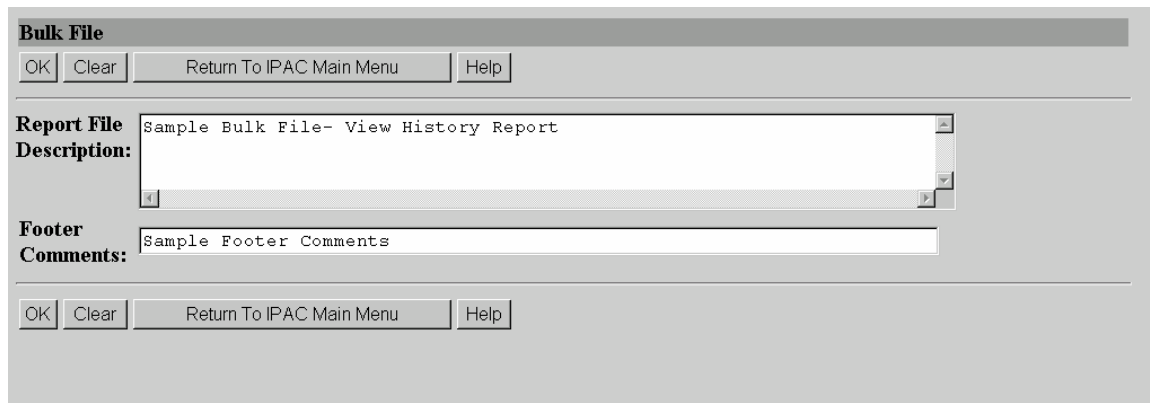


Figure 4.4 Bulk File Report Request Screen

Bulk File Report Request Data fields

There are two data entry fields on this screen. It is not mandatory that you complete either field, but it is highly recommended the Report File Description field be completed.

Report File Description

This field is used to name and/or describe the report. It will be this name or description that displays in the system when a report is later retrieved for viewing, printing or deleting. This description does not print on the report itself.

Footer Comments

This field is printed on the bottom of each page of the report.

Bulk File Report Request Function Buttons

There are 4 function buttons on the **Bulk File** Report Request screen.

“OK”

Accepts the report description and footer comments on the screen, extracts the report contents from the database and displays the Report Format shown in Figure 4.5.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

“Return to IPAC Main Menu”

Returns you to the **IPAC Main Menu**.

“Help”

Displays the system help for this screen.

Selecting “OK” from the **Bulk File** Report Request Screen will display the **Report Format** screen shown in Figure 4.5. This screen provides you with a drop-down menu option of output formats. Select the down next to the Output Format: box to display the format menu, as shown in figure 4.5.

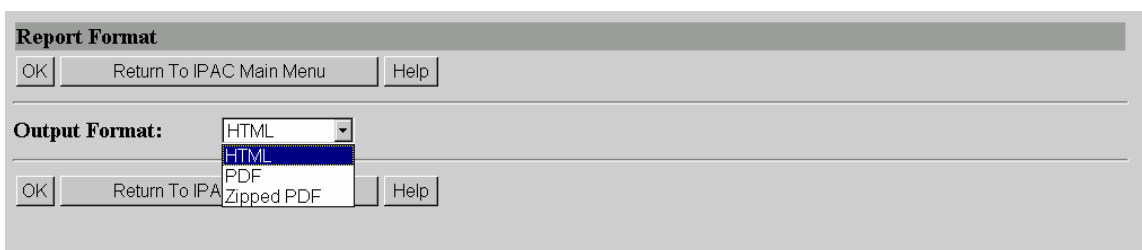


Figure 4.5 Report Format Screen- Output Format Menu

Report Output Menu Options

HTML (Hyper Text Markup Language)

The document format used on the World Wide Web. Choose this option to view the report immediately. This is the default choice. The report is generated in HTML format and displays in the IPAC Report Viewer.

PDF (Portable Document Format)

A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)

A compressed file format which must be “unzipped” or decompressed before being read or printed with the Adobe Acrobat Reader.

Report Format Function Buttons

“OK”

Begins generation of the report in the specified format and displays the **Report Status** screen shown in Figure 4.6.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without further action.

“Help”

Displays the system help for this screen.

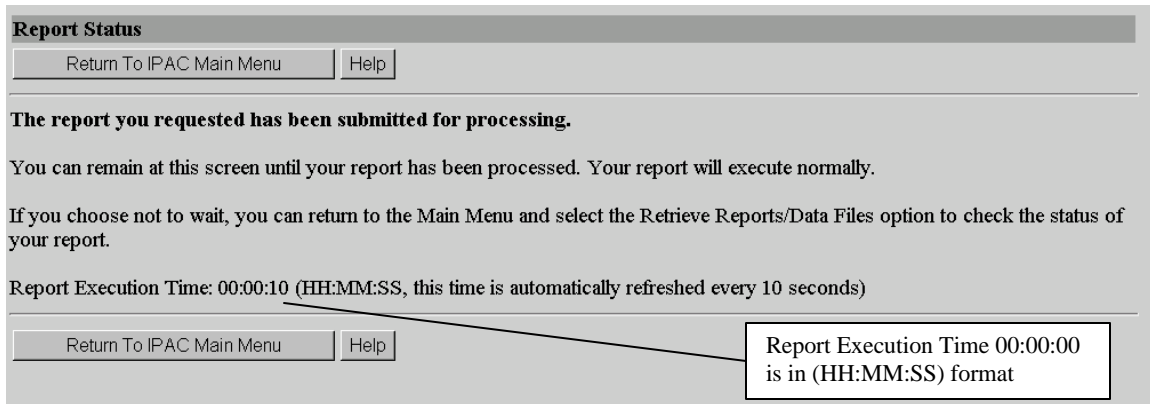


Figure 4.6 Report Status

The **Report Status** screen displays when the IPAC application begins report generation. You can remain at this screen until your report has been completed, and the report will execute normally. The Report Execution Time is displayed on this screen, which is the elapse time it takes the application to generate your report. The Report Execution Time is shown in (HH:MM:SS) format, which stands for Hour(s):Minute(s):Second(s). This time is automatically refreshed every 10 seconds. If you choose not to wait, you can return to the Main Menu and select the **“Retrieve Reports/Data Files”** option to check the status of your report. For a sample of the Bulk File History Report, see figure 4.7.

Report Format Status Buttons

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without further action.

“Help”

Displays the system help for this screen.

Sample Bulk File History Report

Bulk File History Report						
Submitted Date: 10/30/2002		File ID: 205				
Submitted Time: 10:15:42		File Name: PCAGSA1Detail.txt				
Login ID: 61ncad001		Current Stage / Status: Transaction Processing Completed				
Stage	Status	Start Date / Time		End Date / Time		Additional Information
File Transfer	Started	10/30/2002	10:15:42	10/30/2002	10:15:42	
File Transfer	Completed	10/30/2002	10:15:45	10/30/2002	10:15:45	
File Storage	Started	10/30/2002	10:15:45	10/30/2002	10:15:45	
File Storage	Completed	10/30/2002	10:15:45	10/30/2002	10:17:44	File Storage is 100% complete.
Transaction Processing	Started	10/30/2002	10:19:46	10/30/2002	10:19:46	Initial Start
Transaction Processing	In Process	10/30/2002	10:19:46	10/30/2002	10:20:48	100% transactions processed
Transaction Processing	Completed	10/30/2002	10:20:58	10/30/2002	10:20:58	Completed - No Errors

1 of 1

Report Requested by: Jane A. Doe

11/3/02

Bulk File History Report

Header

Figure 4.7 Sample Bulk File History Report

The report contains information similar to the **View History** screen.

Bulk File History Report Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference *Appendix B* for a military time conversion chart.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Current Stage/ Status:

Displays the current stage and status of file submitted.

Bulk File History Report Columns

Stage:

The **Bulk File History Report** provides you with the current stage of your file. The three possible stages of a file are as follows:

File Transfer	Secure Transport accepts the file.
File Storage	Secure Transport writes the file to the application database.
Transaction Processing	The application processes the file.

Status:

The **Bulk File History Report** provides you with status of your file. The status is directly related to the stage of the file. For instance, the stage of your file may be “File Storage” and the status may be “Started,” which means the File Storage process of the file has started. This can also be interrupted as Secure Transport has begun writing your file to the database. The four possible statuses of a file are as follows:

Started	The beginning of stage(s) "File Transfer," "File Storage" and/or "Transaction Processing."
Completed	The completion of stage(s) "File Transfer," "File Storage" and/or "Transaction processing."
In Process	The stage "Transaction Processing" is in process. Note: The stage "Transaction Processing" is the only stage that can have an "In Process" status.
Restarted	The stage "Transaction Processing" has restarted. This may be due to an unforeseen glitch in the application. Note: The stage "Transaction Processing" is the only stage that can have a "Restarted" status. The "Restarted" status is not included in figure 4.8.

Start Date:

The beginning date of a specific stage/status of your file.

Start Time:

The beginning time of a specific stage/status of your file. This time is displayed in military time, please reference *Appendix B* for a military time conversion chart.

End Date:

The end date of a specific stage/status of your file.

Start Time:

The end time of a specific stage/status of your file. This time is displayed in military time, please reference *Appendix B* for a military time conversion chart.

Additional Information:

This displays valuable information about your file. For example, the additional information column may display the following message: 100% transactions processed, as well as any errors in file if any. This particular message lets you know that all of transactions in your file have processed.

Section 5 View Confirmation

The **View Confirmation** screen is similar to the Batch Processing Report, where it gives you transaction level information about your file. This screen displays a count of the total transactions in the file, transactions accepted and rejected. It displays the starting and ending document reference number per Sender ALC, the file ID number, etc. The **View Confirmation** screen differs from the Batch Processing Report, in which the **View Confirmation** screen displays the grand net total and the net total of the transactions within your file. It also displays submission information about your file.

As mentioned in the *Introduction*, you will not be able to retrieve a Batch Processing Report for files submitted after the implementation of this Bulk File enhancement. Selecting the “View Confirmation” button from the **Bulk File Status Inquiry Results** screen, shown in figures 3.1 and 3.2, will display the **View Confirmation** screen, shown below in figure 5.1.

Note: If there are more than 50 rows on this screen, the “Next” and “Previous” button will be displayed.

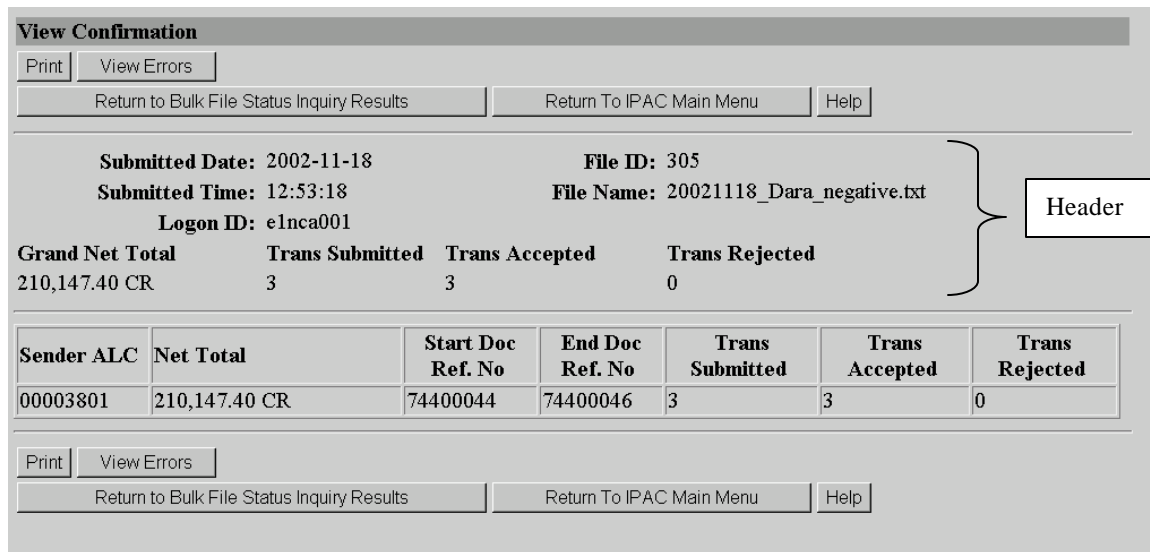


Figure 5.1 View Confirmation

View Confirmation Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference *Appendix B* for a military time conversion chart.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Grand Net Total:

Payment, Collection and Adjustments are netted together. There will be a “CR” if the net total is a collection and there will not be a “CR” if the net total is a disbursement.

Trans Submitted:

The number of transactions in your file received by the IPAC system.

Trans Accepted:

The number of transactions accepted and processed successfully by the IPAC system.

Trans Rejected:

The number of transactions rejected by the IPAC system.

Note: A confirmation will only be generated if at least one transaction in the file processed successfully.

View Confirmation Columns

Sender ALC

This is the ALC(s) that sends the PCA transaction(s) to the receiving (customer) ALC(s).

Net Total

Total dollar amount for PCA (payment, collection and adjustment) transactions in the file **per** Sender ALC.

Starting Document Reference Number

The first number that is assigned to a transaction, automatically when accepted by the IPAC system, or one supplied by the bulk file submitter.

Ending Document Reference Number

The last number that is assigned to a transaction, automatically when accepted by the IPAC system, or one supplied by the bulk file submitter.

Note: The document reference numbers assigned by the application may not be sequential because of multi-threading of files. There may be more than one file processing simultaneously and document reference numbers are assigned as transactions are completed.

Trans Submitted

The number of transactions in your file received by the IPAC system.

Trans Accepted

The number of transactions accepted and processed successfully by the IPAC system.

Trans Rejected

The number of transactions rejected by the IPAC system.

View Confirmation Function Buttons

The function buttons on the **View Confirmation** screen are as follows:

“Print”

Allows you to print the Bulk File Confirmation Report, see figure 5.6 for a sample report.

“View Errors”

If you have errors in your file (rejected transactions), this selection will direct you the **View Errors** screen, shown in figure 6.1. Please refer to *Section 6*, for more information about the **View Errors** screen.

“Next”/“Previous”

If there are more than 50 rows, a “Next” button will display and this button will bring up the next 50 files or less. A “previous “ button will display when needed to allow you to navigate between the **View Confirmation** screens

“Return to Bulk File Status Inquiry Results”

Returns you to the **Bulk File Status Inquiry Results** screen.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** screen.

“Help”

Displays the system help information.

Bulk File Confirmation Report

From the **View Confirmation** screen, shown in figure 5.1, you may print your results. To print the Bulk File Confirmation Report, select the “Print” function button from **View Confirmation** screen, and the **Bulk File Report Request** screen will display, shown below in figure 5.3.

The screenshot shows a window titled "Bulk File". At the top, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help". Below this is a section with two text input fields. The first is labeled "Report File Description:" and contains the text "Sample Bulk File- View Confirmation Report". The second is labeled "Footer Comments:" and contains the text "Sample Footer Comments". At the bottom of the window, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help".

Figure 5.3 Bulk File Report Request Screen

Bulk File Report Request Data fields

There are two data entry fields on this screen. It is not mandatory that you complete either field, but it is highly recommended the Report File Description field be completed.

Report File Description

This field is used to name and/or describe the report. It will be this name or description that displays in the system when a report is later retrieved for viewing, printing or deleting. This description does not print on the report itself.

Footer Comments

This field is printed on the bottom of each page of the report.

Bulk File Report Request Function Buttons

There are 4 function buttons on the **Bulk File** Report Request screen.

“OK”

Accepts the report description and footer comments on the screen, extracts the report contents from the database and displays the Report Format shown in Figure 5.4.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

“Return to IPAC Main Menu”

Returns you to the **IPAC Main Menu**.

“Help”

Displays the system help for this screen.

Selecting “OK” from the **Bulk File** Report Request Screen will display the **Report Format** screen shown in Figure 5.4. This screen provides you with a drop-down menu option of output formats. Select the down next to the Output Format: box to display the format menu, as shown in figure 5.4.



Figure 5.4 Report Format Screen- Output Format Menu

Report Output Menu Options

HTML (Hyper Text Markup Language)

The document format used on the World Wide Web. Choose this option to view the report immediately. This is the default choice. The report is generated in HTML format and displays in the IPAC Report Viewer.

PDF (Portable Document Format)

A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)

A compressed file format which must be “unzipped” or decompressed before being read or printed with the Adobe Acrobat Reader.

Report Format Function Buttons

“OK”

Begins generation of the report in the specified format and displays the **Report Status** screen shown in Figure 5.4.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without further action.

“Help”

Displays the system help for this screen.

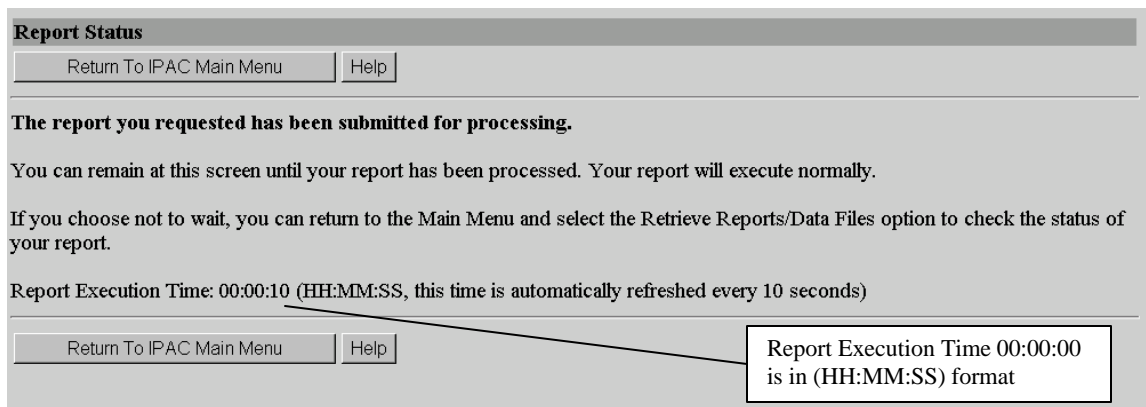


Figure 5.5 Report Status

The **Report Status** screen displays when the IPAC application begins report generation. You can remain at this screen until your report has been completed, and the report will execute normally. The Report Execution Time is displayed on this screen, which is the elapse time it takes the application to generate your report. The Report Execution Time is shown in (HH:MM:SS) format, which stands for Hour(s):Minute(s):Second(s). This time is automatically refreshed every 10 seconds. If you choose not to wait, you can return to the Main Menu and select the “**Retrieve Reports/Data Files**” option to check the status of your report. For a sample of a Bulk File Confirmation Report, see figure 5.6.

Report Format Status Buttons

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without further action.

“Help”

Displays the system help for this screen.

Sample Bulk File Confirmation Report

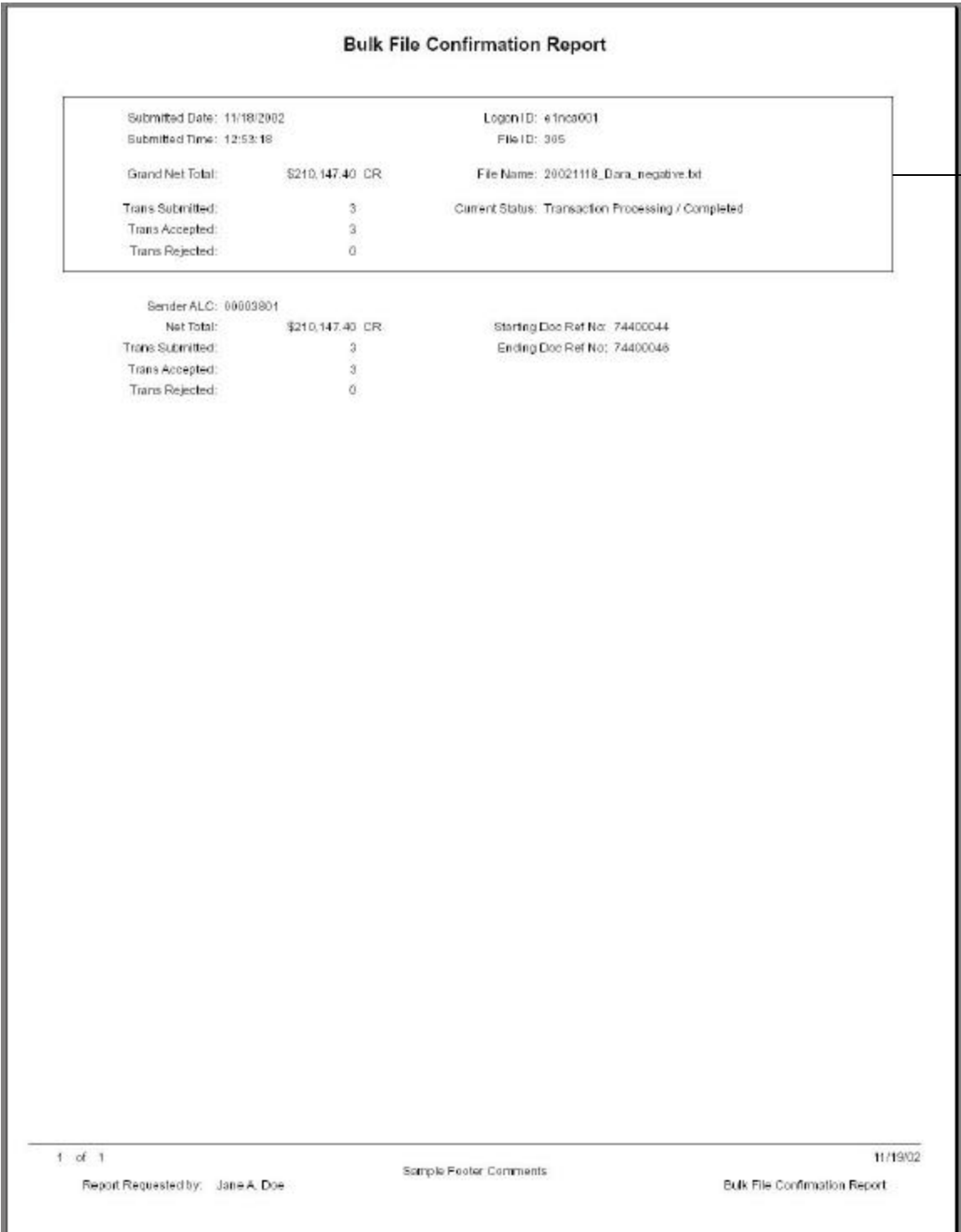


Figure 5.6 Bulk File Confirmation Report

Bulk File Confirmation Report Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference *Appendix B* for a military time conversion chart.

Grand Net Total:

Total dollar amount for PCA (payment, collection and adjustment) transactions in the file for Sender ALC(s). Note: There may be more than one Sender ALC in your file, therefore each Sender ALC will display on the **View Confirmation** screen.

Trans Submitted:

The number of transactions in your file received by the IPAC system.

Trans Accepted:

The number of transactions accepted and processed successfully by the IPAC system.

Trans Rejected:

The number of transactions rejected by the IPAC system.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Current Status:

Displays the current status of file submitted.

Bulk File Confirmation Report Columns

Sender ALC

This is the ALC(s) that sends the PCA transaction(s) to the receiving (customer) ALC(s).

Net Total

Total dollar amount for PCA (payment, collection and adjustment) transactions in the file **per** Sender ALC.

Trans Submitted

The number of transactions in your file received by the IPAC system.

Trans Accepted

The number of transactions accepted and processed successfully by the IPAC system.

Trans Rejected

The number of transactions rejected by the IPAC system.

Starting Document Reference Number

The first number that is assigned to a transaction, automatically when accepted by the IPAC system, or one supplied by the bulk file submitter.

Ending Document Reference Number

The last number that is assigned to a transaction, automatically when accepted by the IPAC system, or one supplied by the bulk file submitter.

Note: The document reference numbers assigned by the application may not be sequential because of multi-threading of files. There may be more than one file processing simultaneously and document reference numbers are assigned as transactions are completed.

Section 6 View Errors

The **View Errors** screen allows you to view the errors in your file. It gives you valuable information that will help you to identify where errors are located in the file. One of the advantages of the **View Errors** screen is that you can download the errors in your file. You can then correct the errors and resubmit your file through the IPAC system. You can display the **View Errors** screen (figures 6.1 and 6.2), from the **Bulk File Status Inquiry Results** screen (figures 3.1 and 3.2) and from the **View Confirmation** screen (figure 5.2), by selecting the “View Errors” button. If your file does not have any errors, you will receive the following error message: “There are no errors for this file”.

Note: If the IPAC system did not produce any transactions in the file, and the entire file is rejected, a confirmation will not be generated. You will only be able to view your errors by selecting a file and selecting the “View Error” button from the **Bulk File Status Inquiry Results** screen. You may view up to 25 rows of information on this screen.

View Errors

View Error Record Download Error File Print View Confirmation

Return to Bulk File Status Inquiry Results Return To IPAC Main Menu Help

Submitted Date: 2002-10-29 File ID: 193
 Submitted Time : 10:05:10 File Name: Test_C_SGL_BusErrs_P_Bus_SGL_LenErr.txt
 Logon ID: eInca001

	Start Column	End Column	Error Message	Data Value	Sender ALC	Customer ALC	Header
<input type="checkbox"/>	30	43	Detail Amount should be greater than Zero	0.00	00005570	80000001	100,0
<input type="checkbox"/>	1009	1010	Unit of issue is invalid	xz	00005570	80000001	100,0
<input type="checkbox"/>	2	5	Multiple entries for an SGL Account Number are not allowed	1010	00005570	80000001	100,0
<input type="checkbox"/>	2	5	Specified SGL Number does not exist	9900	00005570	80000001	100,0
<input type="checkbox"/>	7	21	SGL Amounts are out of balance	85000.00	00005570	80000001	100,0
<input type="checkbox"/>	1	1	Invalid format of BatchRecordType	x	00005570	00006551	1,272

View Error Record Download Error File Print View Confirmation

Return to Bulk File Status Inquiry Results Return To IPAC Main Menu Help

Figure 6.1 View Errors

Note: If there are more than 25 rows on this screen, the “Next” and “Previous” button will be displayed.

Download Error File | Print | View Confirmation
 us Inquiry Results | Return To PAC Main Menu | Help
 File ID: 193
 File Name: Test_C_SGL_BusErrs_P_Bus_SGL_LeaErr.txt

Message	Data Value	Sender ALC	Customer ALC	Header Amount	Detail Amount	Doc Ref. No
Amount should be greater than Zero	0.00	00005570	80000001	100,000,000.00	0.00	
if issue is invalid	xz	00005570	80000001	100,000,000.00	0.00	
Multiple entries for an SGL Account Number are not allowed	1010	00005570	80000001	100,000,000.00	0.00	
Defined SGL Number does not exist	9900	00005570	80000001	100,000,000.00	0.00	
Amounts are out of balance	85000.00	00005570	80000001	100,000,000.00	0.00	
Invalid format of BatchRecordType	x	00005570	00006551	1,272.91	1,272.91	

Download Error File | Print | View Confirmation
 us Inquiry Results | Return To PAC Main Menu | Help

Figure 6.2 View Errors (continued)

The application edits files for format errors first, and then it checks for business errors. An example of a format error would be alphanumeric data incorrectly entered in a numeric field. Format errors always start with “Invalid Format of....”. An example of a business error would be an invalid unit of issue in your file. Please take note that since the application checks for format errors first, if there are format errors in your file, the application will display those format errors on the **View Error** screen and no business errors for those transactions with format problems will be provided. You will need to correct the format errors in your file and resubmit it, so the application can edit the file for business errors.

View Error Records Function Buttons

The function buttons on the **View Errors** screen (Figure 6.1 and 6.2) are as follows:

“View Error Record”

After you select an error record on the **View Errors** screen, and select the “View Error Record,” the **View Error Record** screen is displayed. The **View Error Record** screen, shown in figure 7.1, allows you to view a specific error in the file.

“Download Error File”

Allows you to download the error file in a zipped (compressed) format to correct for resubmission. This will include the data for the entire transaction in error, a file identifier record (PCA), a batch record (B), a header record (H), a detail record (D) and if present a SGL record (E). File compression reduces the size of the file and the time it takes to download. To view compressed files, you need a compatible decompression program that can read the zipped file and convert the back to its original form. WinZip is an example of decompression program. However, there are numerous freeware, or shareware zip file decompression programs that are readily available on the Internet.

When you select the “Download Error File” button you may receive the following Window Internet Warning Dialogue Box, shown in figure 6.3.

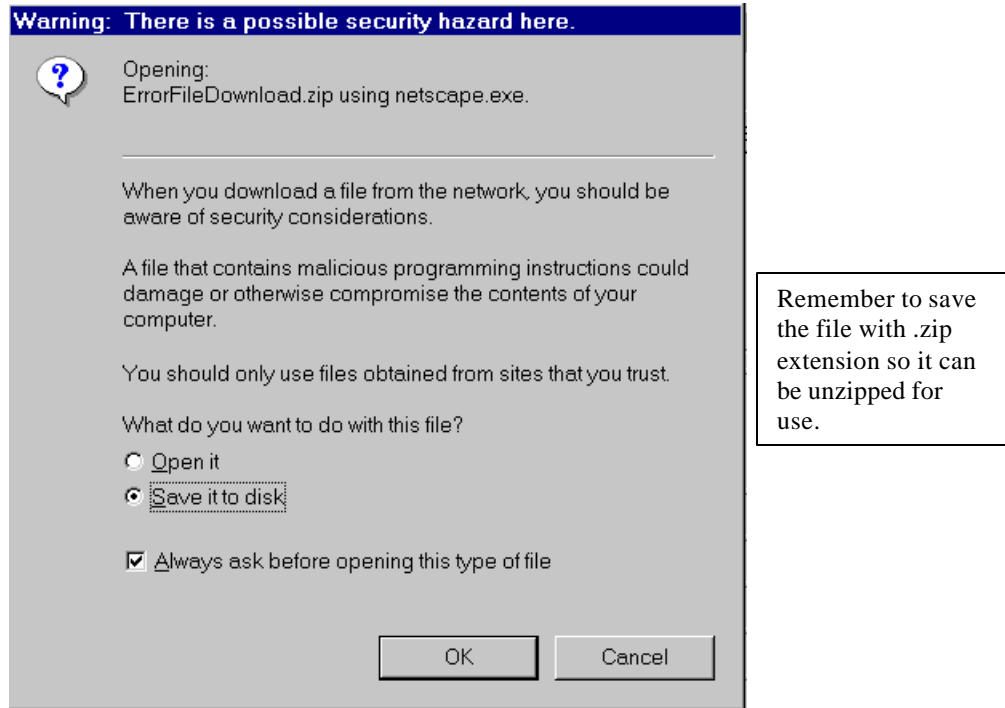


Figure 6.3 Window Internet Warning Dialogue Box

You can choose the “Open it” option from the Windows Internet Warning Dialogue Box, which will zip and open the file using your zip file decompression program. You may also choose to “Save it to disk,” which will save the file on your computer using a standard Windows program. Once you have viewed you file, you may corrections to the file and resubmit it through the IPAC system.

“Print”

Allows you to print the Bulk File Error Report, see figure 6.7 for a sample report. This

“View Confirmation”

Displays the **View Confirmation** screen, shown in figure 5.1. The View Confirmation screen will only be displayed if the IPAC system processed one or more transactions in your file successfully.

“Next”/“Previous”

If there are more than 25 error records, a “Next” button will display and this button will bring up the next 25 files or less. A “previous “ button will display when needed to allow you to navigate between the **View Error** screens.

“Return to Bulk File Status Inquiry Results”

Returns you to the **Bulk File Status Inquiry Results** screen.

“Return to IPAC Main Menu”

Returns you to the **IPAC Main Menu**.

“Help”

Displays the system help information.

View Errors Columns

All bulk files have to be in a specific bulk file format to process in the IPAC system. Each bulk file will be composed of a file identifier record, batch (B), header (H), detail (D), and optional SGL (E) records. Each transmission will begin with a file identifier record, then a batch (B) record. This batch (B) record will be followed by one or more header (H) records. Each of these header records will followed by one or more detail (D) records. Each of these detail records will be optionally followed by one or more SGL (E) records. For more information, the *IPAC Bulk File Formats* document for Federal Program Agencies is currently on the IPAC Web page: www.fms.treas.gov/goals/ipac/index.html. The View Errors data columns are based on the bulk file format.

Start Column

The first column that contains the error.

End Column

The last column that contains the error.

Error Message

A message that describes the type of error.

Data Value

The data within the file that is in error. Using the start column and end column information displayed for a specific error record can identify the invalid data value.

	Start Column	End Column	Error Message	Data Value
⦿	1009	1010	Unit of issue is invalid	xz

For Example, above the invalid data “xz” is located in columns 1009 to 1010.

Submitted Date

Displays the submission date of your file.

Submitted Time

Displays the submission time of your file, in military time. Please reference *Appendix B* for a military time conversion chart.

Sender ALC

This is the ALC(s) that sends the PCA transaction(s) to the receiving (customer) ALC(s).

Customer ALC

This is the ALC(s) that receives the PCA transaction(s) from the sender ALC(s).

DOC Ref. No.

The number that is assigned to each transaction. The document reference number will only display if the bulk file submitter (agency) assigns their document reference

numbers. If the agency allows the IPAC system to assign the document reference number, this field will be blank, since the transaction did not successfully process through IPAC.

Header Amount

Displays the summary amount (total amount of all detail lines for the transaction set in error). This data is retrieved from the bulk file's Header record (H).

Detail Amount

Displays the detail amount for the detail in error. This data is retrieved from the bulk file's Detail record (D).

Bulk File Error Report

The **View Error** screen, shown in figure 6.1, allows you to print your results. To print the Bulk File History Report, select the "Print" function button from **View Error** screen, and the **Bulk File** Report Request screen will display, shown below in figure 6.4.

The screenshot shows a window titled "Bulk File" with a standard Windows-style title bar. Below the title bar, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help". The main area of the window is divided into two sections. The upper section is labeled "Report File Description:" and contains a text input field with the text "Sample Bulk File- View Error Report". The lower section is labeled "Footer Comments:" and contains a text input field with the text "Sample Footer Comments". At the bottom of the window, there is another set of four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help".

Figure 6.4 Bulk File Report Request Screen

Bulk File Report Request Data fields

There are two data entry fields on this screen. It is not mandatory that you complete either field, but it is highly recommended the Report File Description field be completed.

Report File Description

This field is used to name and/or describe the report. It will be this name or description that displays in the system when a report is later retrieved for viewing, printing or deleting. This description does not print on the report itself.

Footer Comments

This field is printed on the bottom of each page of the report.

Bulk File Report Request Function Buttons

There are 4 function buttons on the **Bulk File** Report Request screen.

“OK”

Accepts the report description and footer comments on the screen, extracts the report contents from the database and displays the Report Format shown in Figure 6.5.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

“Return to IPAC Main Menu”

Returns you to the **IPAC Main Menu**.

“Help”

Displays the system help for this screen.

Selecting “OK” from the **Bulk File** Report Request Screen will display the **Report Format** screen shown in Figure 6.5. This screen provides you with a drop-down menu option of output formats. Select the down next to the Output Format: box to display the format menu, as shown in figure 6.5.

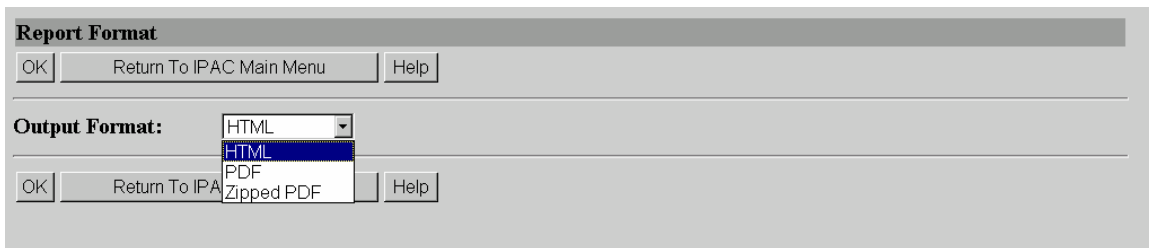


Figure 6.5 Report Format Screen- Output Format Menu

Report Output Menu Options

HTML (Hyper Text Markup Language)

The document format used on the World Wide Web. Choose this option to view the report immediately. This is the default choice. The report is generated in HTML format and displays in the IPAC Report Viewer.

PDF (Portable Document Format)

A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)

A compressed file format which must be “unzipped” or decompressed before being read or printed with the Adobe Acrobat Reader.

Report Format Function Buttons

“OK”

Begins generation of the report in the specified format and displays the **Report Status** screen shown in Figure 6.6.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without further action.

“Help”

Displays the system help for this screen.

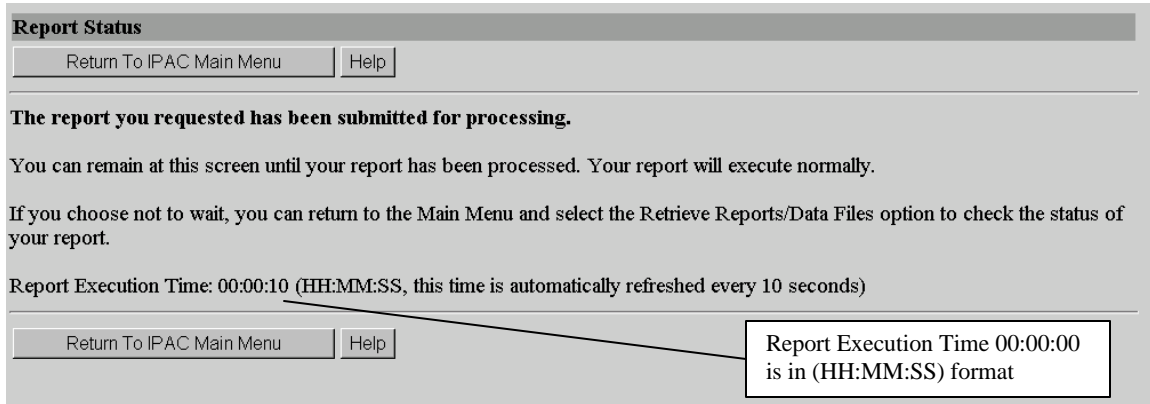


Figure 6.6 Report Status

The **Report Status** screen displays when the IPAC application begins report generation. You can remain at this screen until your report has been completed, and the report will execute normally. The Report Execution Time is displayed on this screen, which is the elapse time it takes the application to generate your report. The Report Execution Time is shown in (HH:MM:SS) format, which stands for Hour(s):Minute(s):Second(s). This time is automatically refreshed every 10 seconds. If you choose not to wait, you can return to the Main Menu and select the **“Retrieve Reports/Data Files”** option to check the status of your report. For a sample of a Bulk File Error Report, see figure 6.7.

Report Format Status Buttons

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without further action.

“Help”

Displays the system help for this screen.

The report contains information similar to the View Error screen.

Bulk File Error Report Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference *Appendix B* for a military time conversion chart.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Bulk File Error Report Information

Sender ALC

This is the ALC(s) initiating the PCA transaction(s) to the receiving (customer) ALC(s).

Customer ALC

This is the ALC(s) that is receiving the PCA transaction(s) from the sender ALC(s).

Header Amount

Displays the summary amount (total of all detail lines for the transaction set in error).
This data is retrieved from the bulk file's Header record (H).

Columns

The first and last column that contains the error.

Error Message

A message that describes the type of error.

Data Value

The data within the file that is in error. Using the start column and end column information displayed for a specific error record can identify the invalid data value.

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Section 7 View Error Record

The **View Error** screen, shown below in figures 7.1 and 7.2, allows you to view a specific error record by selecting the “View Error Record “ button. The option buttons on this screen are mutually exclusive and you can only select one error record at a time.

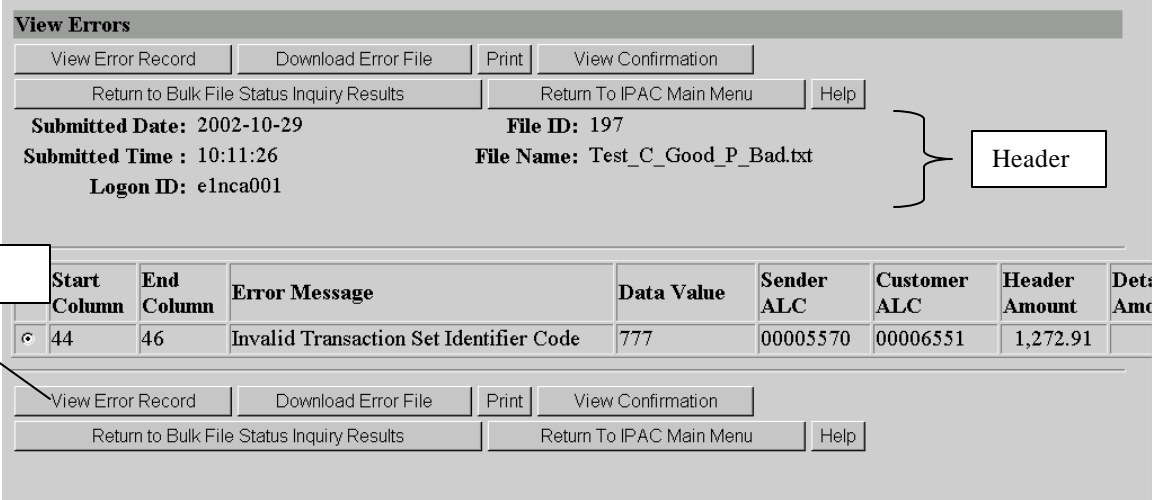


Figure 7.1 View Errors

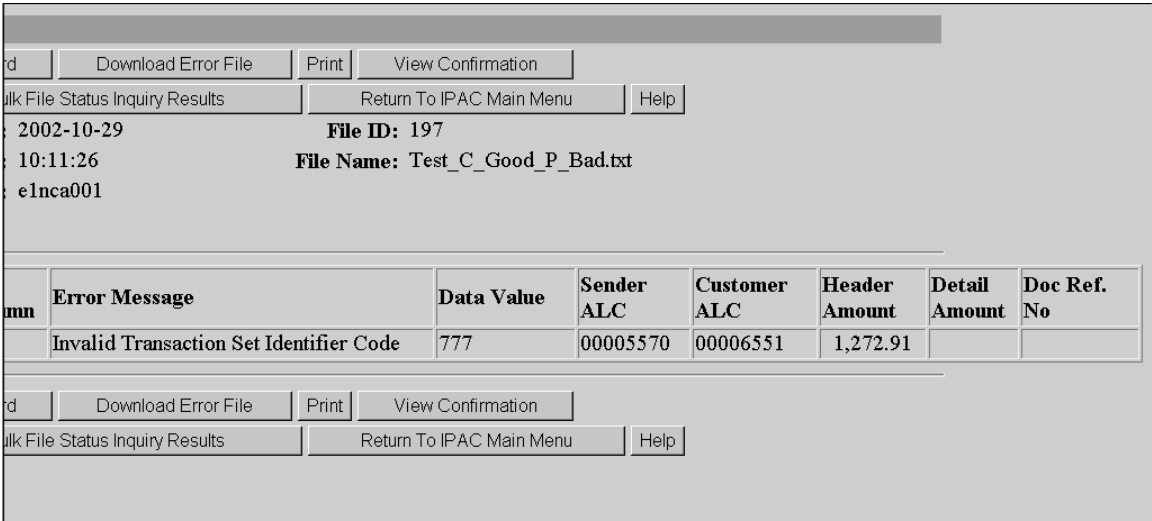


Figure 7.2 View Errors (continued)

Current Status:

Displays the current stage and status of file submitted.

View Error Record Function Buttons

“Return to View Errors”

Returns to the **IPAC Main Menu** without further action.

“Returns to Bulk File Status Inquiry Results”

Returns to the **Bulk File Status Inquiry Results** screen.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu**.

“Help”

Displays the system help for this screen.

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Section 8 View File

The **View File** screen allows you to view the data in your file on the screen. The screen is limited to viewing 100 rows of your file. However, you do have the option to download the entire file from this screen as an alternative. To display the **View File** screen, shown below in figure 8.1, select your file from the **Bulk File Status Inquiry Results** screen (figure 3.1 and 3.2) and select the “View File” button.

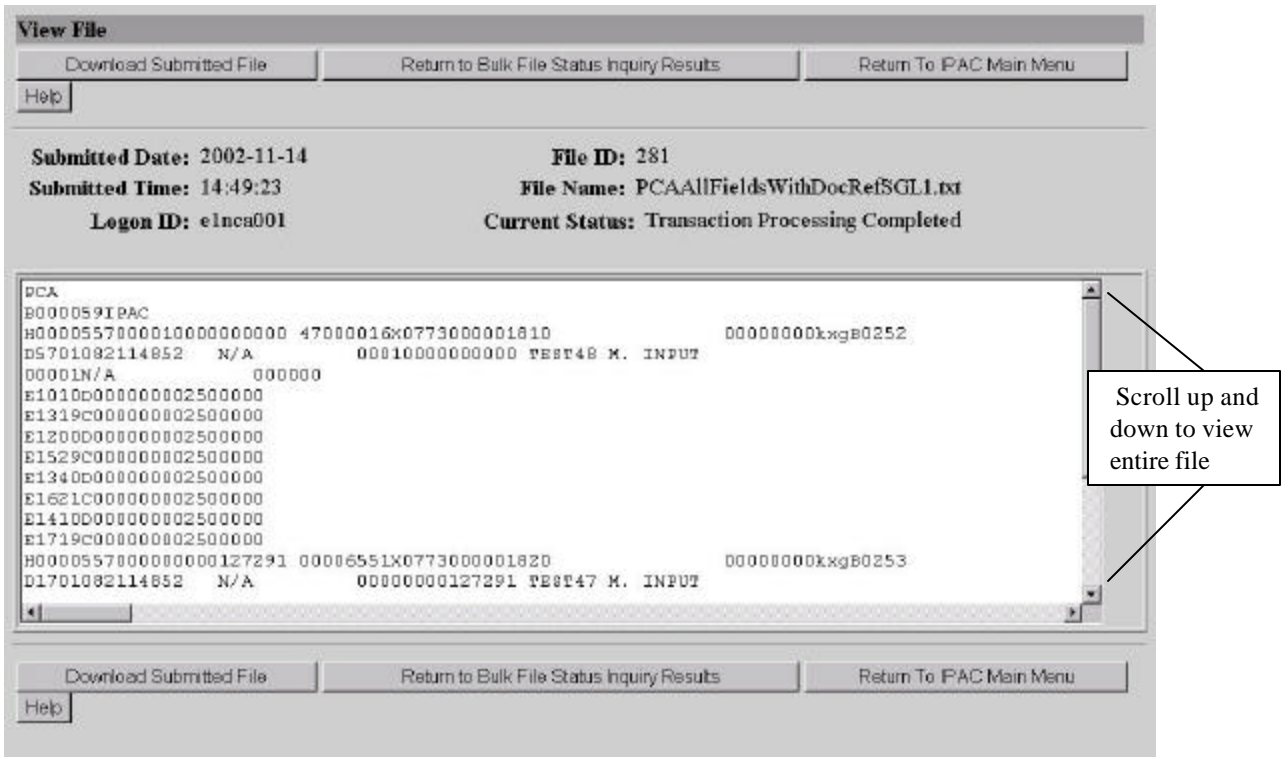


Figure 8.1 View File

Note: Netscape wraps the detail record on this screen after 1,025 characters. However, Internet Explorer displays the entire length of the detail record on one line.

View File Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference *Appendix B* for a military time conversion chart.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Current Status:

Displays the current “stage” and “status” of your file.

View File Function Buttons

“Download Submitted File”

Allows you to download the original file submitted in a zipped (compressed) format. File compression reduces the size of the file and the time it takes to download. To view compressed files, you need a compatible decompression program that can read the zipped file and convert the back to its original form. WinZip is an example of decompression program. However, there are numerous freeware, or shareware zip file decompression programs that are readily available on the Internet. When you select the “Download Submitted File” button you may receive the following Window Internet Warning Dialogue Box, shown in figure 8.2.

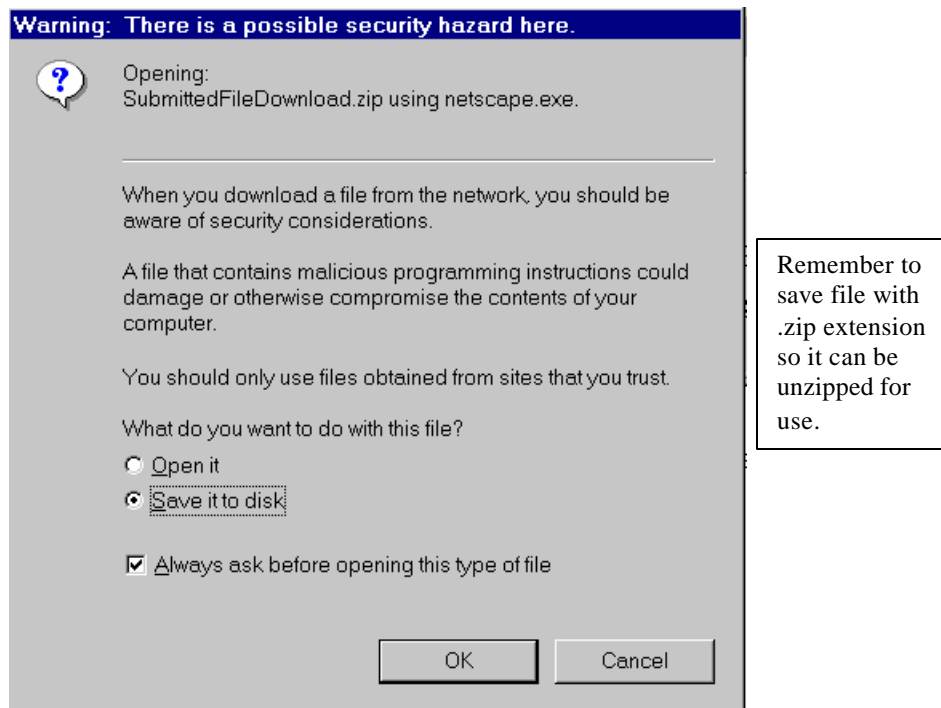


Figure 8.2 Window Internet Warning Dialogue Box

You can choose the “Open it” option from the Windows Internet Warning Dialogue Box, which will zip and open the file using your zip file decompression program. You may also choose to “Save it to disk,” using a standard Windows Program.

“Returns to Bulk File Status Inquiry Results”

Returns to the **Bulk File Status Inquiry Results** screen.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu**.

“Help”

Displays the system help for this screen.

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Appendix B Military Time Conversion Chart

Military Time Conversion Chart

24 hour clock (Military Time)	12 hour clock
0100	1:00am
0200	2:00am
0300	3:00am
0400	4:00am
0500	5:00am
0600	6:00am
0700	7:00am
0800	8:00am
0900	9:00am
1000	10:00am
1100	11:00am
1200	12:00pm
1300	1:00pm
1400	2:00pm
1500	3:00pm
1600	4:00pm
1700	5:00pm
1800	6:00pm
1900	7:00pm
2000	8:00pm
2100	9:00pm
2200	10:00pm
2300	11:00pm
0000	12:00am

*Transactions, reports and data files will be time stamped Eastern Standard Time.

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Appendix C File Compression Utilities

Information in *Italics* is quoted from the web site listed for the software

For your convenience, this is a brief list of some of the file compression utilities available on the World Wide Web which are compatible with the ZIP file compression used by the IPAC system. This list has only a few of the many programs available and inclusion in this list is in no way meant to be an endorsement of any of the products listed,

Commercial Utilities

WinZip™

This is one of the most widely used file compression utilities. It is available as shareware and can be registered for a minimal cost. The site listed below also has some good, basic information on ZIP file.

Download WinZip here:
<http://www.winzip.com/info.htm>

PKZip™

This is the original “ZIP” file compression utility and still widely used. It is also available as shareware and may be registered for under \$50.00

Download PKZip here:
<http://www.pkware.com/>

PowerZip™

PowerZip is an award winning compression program for Windows 9x/Me/NT/2000. If you use the Internet, PowerZip will certainly save you time, money and effort as you communicate with your friends and colleagues or download files from the Net.

Download PowerZip here:
<http://www.powerzip.net/>

Freeware Utilities

StuffIt Expander™

FREE file expansion. StuffIt Expander gives you the easiest way to open your Internet downloads and email attachments. Access sit, zip, rar, and more! Free, with no nags!

Download Stuffit here:

<http://www.stuffit.com/downloads.html>

EasyZip 2000™

This freeware utility is a powerful, easy-to-use FREE zip and unzip utility. It offers all the features you'd find in the commercial compression programs.

Download EasyZip 2000 here:

<http://www.aaafreebies.com/easyzip111.htm>

HJ-Zip™

Why pay money for programs like Winzip when you can get HJ-Zip for free? HJ-Zip is a reliable and easy to use zip/unzip program with full Windows user-interface. It also enables you to create self-extracting archives.

Download HJ-Zip here:

<http://freebyte.com/hjzip/>

UltimateZip™

UltimateZip the freeware archive utility for the new millennium.

Download UltimateZip here:

<http://www.ultimatezip.com/>

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