Appendix A Roles and Functions

IPAC Roles and Functions

User Role	Function Performed
IPAC Reports	• Access to the following reports: Agency Special Requirements Batch Processing Status EDI Activity Report* FMS / Agency Request Partner Profile Information* Headquarters Transaction Download Headquarters Transactions IPAC Transaction Report Download IPAC Transaction Report Selection Parent / Child Relationships Predecessor / Successor ALCs Store and Distribute Activity Information Treasury Reporting Requirements Zero Dollar Transaction • Retrieve Report / Data Files* • Report Retention Management • Display Messages * future release
IPAC User	Same access rights as the IPAC Reports role, plus • Payment • Collection • Adjustment • Zero Dollar • Incomplete Transactions • Agency Special Requirement Request Status

IPAC Supervisor	Same access rights as the IPAC Reports role, plus • Agency Billable Request • Agency Billable Status • Request Special Requirements • Agency Special Requirement Request Status • Request Parent / Child Relationship • Agency Request for EDI Trading Partner Profile* • Update Agency Information • Display Messages * future release
Bulk File Submitter	• Submit Bulk IPAC Transactions • Display Messages • Access to the following report: Batch Processing Status • Retrieve Report / Data Files* • Report Retention Management * future release
IPAC System Log	• Admin Processing Status
IPAC Bulk Automation	• Automated Submission of Bulk IPAC Transactions

TRACS Roles and Functions

User Role	Function Performed
TRACS Reports	• Display Messages • Access to the following reports: Extract and Create TRACS Reports TRACS Transaction Download • Retrieve Report / Data Files* • Report Retention Management * future release
Bulk File User	(Available in a future release of IPAC)
TRACS System Log	• Admin Processing Status
TRACS Bulk Automation	(Available in a future release of IPAC)

RITS Roles and Functions

User Role	Function Performed
RITS Accountant	• Display Messages • Retrieve Report / Data Files* • Report Retention Management • Access to the following reports: Available 2812 and 2812A Reports Health Benefit Enrollment Codes Holiday Schedule * future release
RITS Payroll Clerk	Same access rights as the RITS Accountant, plus • 2812 (cannot create estimated or model estimated – can create an original and supplemental, can also edit an original or supplemental prior to drawdown)
Bulk File Submitter	• Submit Bulk 2812s • Retrieve Report / Data Files* • Report Retention Management • Display Messages * future release
RITS Payroll Admin	Same access rights as the RITS Accountant, plus • 2812 (cannot create estimated or model estimated – can create an original and supplemental, can also edit an original or supplemental prior to drawdown) • Payroll Office / Pay Cycle
RITS System Log	• Admin Processing Status
RITS Bulk Automation	• Automated Submission of Bulk 2812s

Appendix B Table of Figures

Figure I.1 Title Bar I.5
Figure I.2 Function Button Locations I.7
Figure I.3 Error Message I.8
Figure I.4 Find User I.9
Figure I.5 Select User I.10
Figure I.6 Report File Description/Footer Comments I.12
Figure I.7 Report Footer Comments I.14
Figure I.8 Report Statistics I.15
Figure I.9 Report Viewer I.17
Figure I.10 Acrobat Error Message I.18
Figure I.11 File Download Warning I.19
Figure I.12 Acrobat View of a Report I.20
Figure I.13 Acrobat File Menu I.21
Figure I.14 Acrobat Print Menu I.21
Figure I.15 Window "Save As..." Dialog box I.22
Figure I.16 Security Login Screen I.23
Figure I.17 System Messages I.24
Figure I.18 IPAC System Main Menu I.25
Figure 1.1 Enrollment Main Menu 1
Figure 1.2 Enrollment Main Menu 3
Figure 1.3 Create/Edit User 4
Figure 1.4 Select Application 6
Figure 1.5 Select Organization 7
Figure 1.6 Change User Roles 8
Figure 1.7 Add Role 9
Figure 1.8 Change User Roles 10
Figure 1.9 User Roles Confirmation 10
Figure 1.10 Enrollment Main Menu 13
Figure 1.11 Find User 13
Figure 1.12 User Role Maintenance 14
Figure 1.13 Delete confirmation 15
Figure 1.14 Enrollment Main Menu 17
Figure 1.15 Enter Audit Information 18
Figure 1.16 Record Audit Date Confirmation 19
Figure 1.17 Enrollment Main Menu 21
Figure 1.18 Find User 22
Figure 1.19 Reset Password 22
Figure 1.20 Password Reset Confirmation 24
Figure 1.21 Enrollment Main Menu 27
Figure 1.22 Find User 27
Figure 1.23 Create/Edit User 28
Figure 1.24 User Information Confirmation 29

Figure 1.25 Enrollment Main Menu 31
Figure 1.26 View Audit Information 31
Figure 1.27 Enrollment Main Menu 33
Figure 1.28 Find User 34
Figure 1.29 Edit User Status 34
Figure 1.30 Edit User Status with Menu 35
Figure 1.31 User Status Confirmation 35
Figure 1.32 Enrollment Main Menu 37
Figure 1.33 Change Security Question 38
Figure 1.34 Security Question/Answer Changed Confirmation 38
Figure 1.35 Report Request Which Produced No Data 39
Figure 1.36 Enrollment Main Menu 40
Figure 1.37 Enrollment Main Menu with Reports Menu 40
Figure 1.38 IPAC Access Report Menu Selection 41
Figure 1.39 IPAC Access Report Request 42
Figure 1.40 Sample IPAC Access Report 44
Figure 1.41 IPAC Letter Report Menu Selection 45
Figure 1.42 IPAC Letter Report Request screen 46
Figure 1.43 IPAC Letter Report (page 1) – Login ID Letter 48
Figure 1.44 IPAC Letter Report (page 2) – Password Letter 49
Figure 1.45 Modification to User Access Report Menu Selection 50
Figure 1.46 Modification to User Access Report Request screen 50
Figure 1.47 Modification to User Access Report 52
Figure 1.48 IPAC Access Report Menu Selection 53
Figure 1.49 User Activity Report Request 53
Figure 1.50 Sample User Activity Report 55
Figure C.1 Netscape Navigator® Menu Bar C.1
Figure C.2 Netscape Navigator® Edit Menu C.1
Figure C.3 Netscape Navigator® Preferences/Navigator Dialog Box C.2
Figure C.4 Netscape Navigator® Preferences/Applications Dialog Box C.3
Figure C.5 Netscape Navigator® Edit Type Dialog Box C.4
Figure C.6 Netscape Navigator® Security Warning Dialog Box C.5
Figure C.7 Microsoft Internet Explorer® File Download Dialog Box C.6
Figure D.1 IE5 Enabling Cookies--Step One D.2
Figure D.2 IE5 Enabling Cookies--Step Two D.3
Figure D.3 IE5 Enabling Cookies--Step Three D.4
Figure D.4 IE5 Enabling Cookies--Step Four D.5
Figure D.5 Netscape Enabling Cookies--Step One D.6
Figure D.6 Netscape Enabling Cookies--Step Two D.7
Figure D.7 Netscape Enabling Cookies--Step Three D.8

Appendix C Configuring Netscape Navigator® to save PDF files

If your Netscape Browser does not give you the option to save a .PDF file to disk, you will need to reconfigure this file type in Navigator. Select Edit from Netscape's Menu Bar.

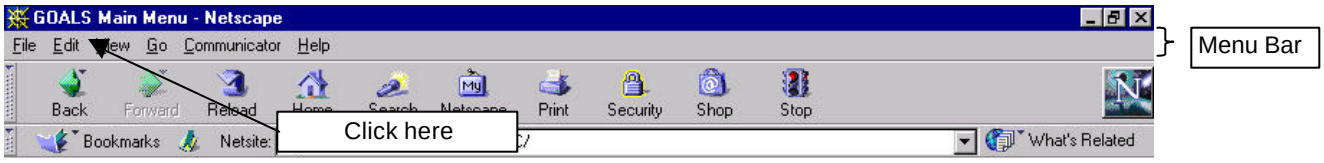

Figure C.1 Netscape Navigator® Menu Bar

A drop-down menu similar to that shown in Figure C.2 will display.

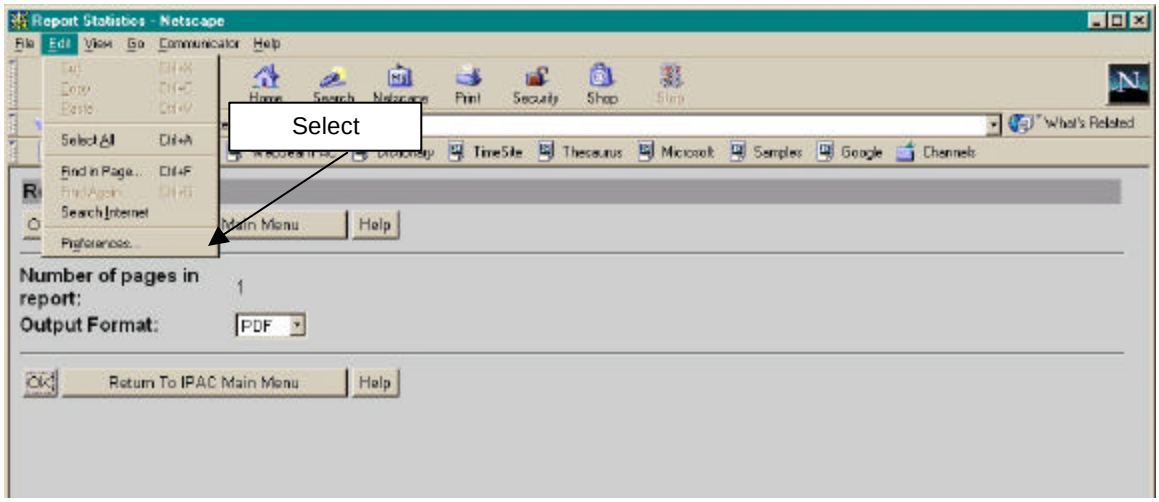

Figure C.2 Netscape Navigator® Edit Menu

The "Preferences" command on the Edit Menu displays a Preferences dialog box as shown in Figure C.3

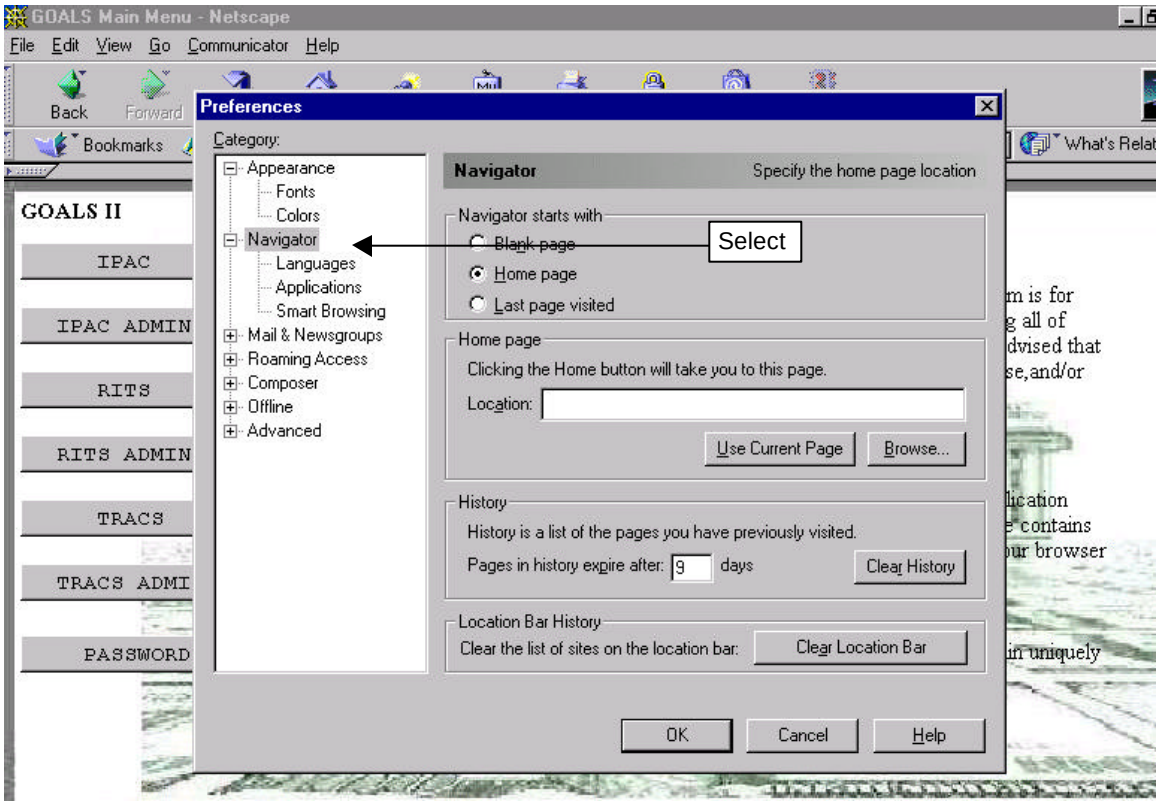

Figure C.3 Netscape Navigator® Preferences / Navigator Dialog Box

In the Category window, choose Navigator/Applications and a Description window will display as shown in Figure C.4

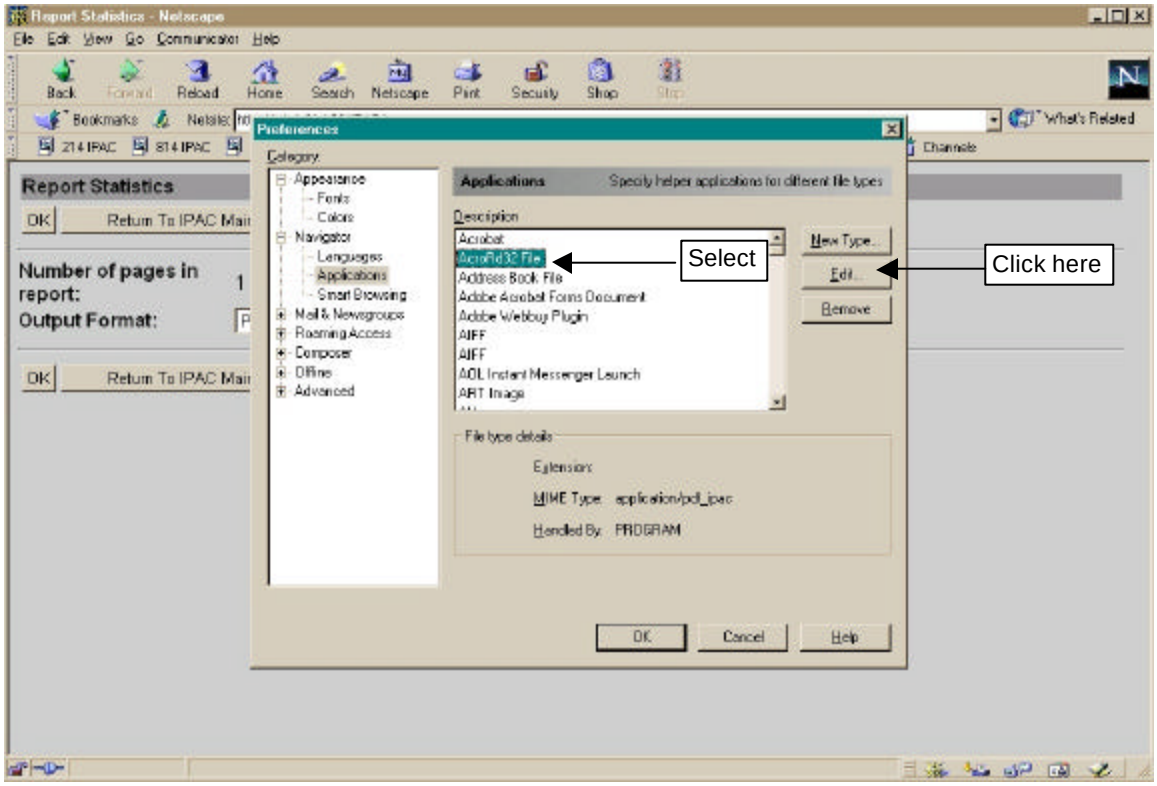

Figure C.4 Netscape Navigator® Preferences/Applications Dialog Box

In the Description select **AcroRd32 File** (or **AcroRd16 File**) and click Edit.

The Edit Type dialog box will display. Leave all of the options as you find them with the exception of the "Ask me before opening downloaded files of this type" box. Click this box to insert a check mark.

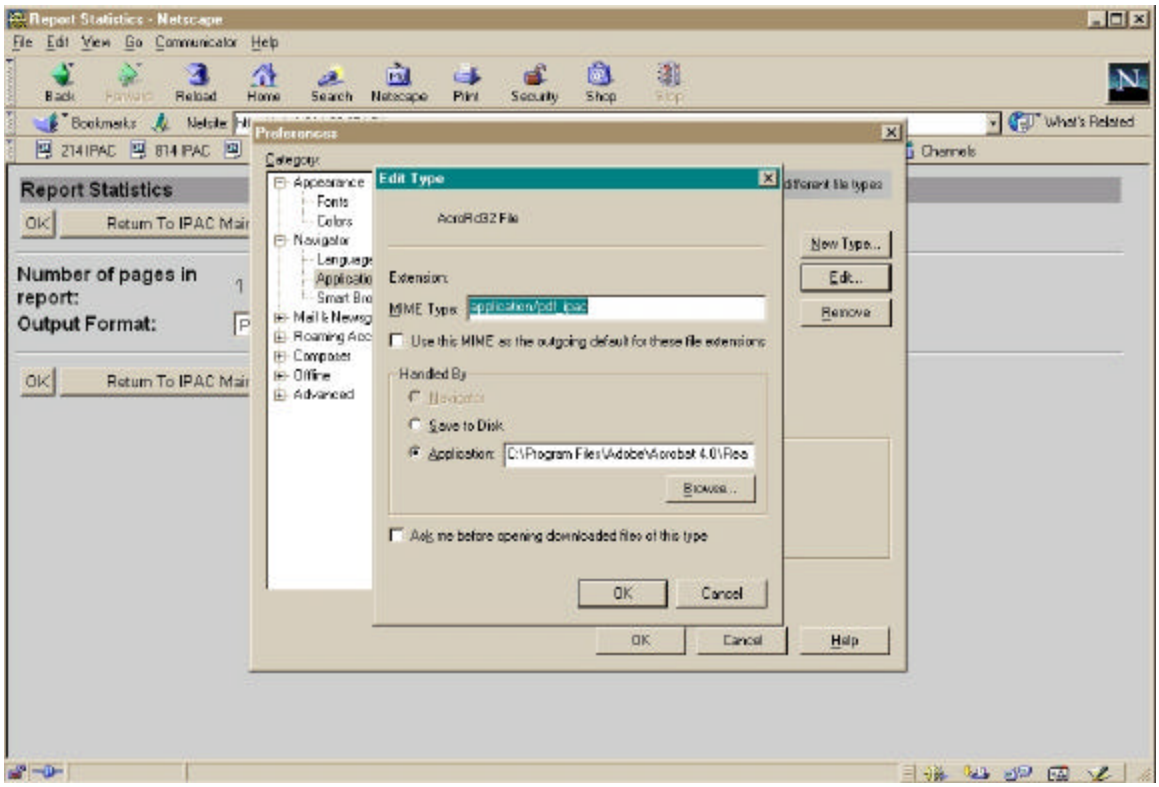

Figure C.5 Netscape Navigator® Edit Type Dialog Box

Click "OK" to save your change and close this dialog box, and "OK" again to close the Navigator/Applicator dialog box. This will return you to the main Netscape screen. The next time you choose a PDF file as your output option from a **Report Statistics** screen, you should see the Security Warning dialog box referenced the in *Introduction* and shown in Figure C.6.

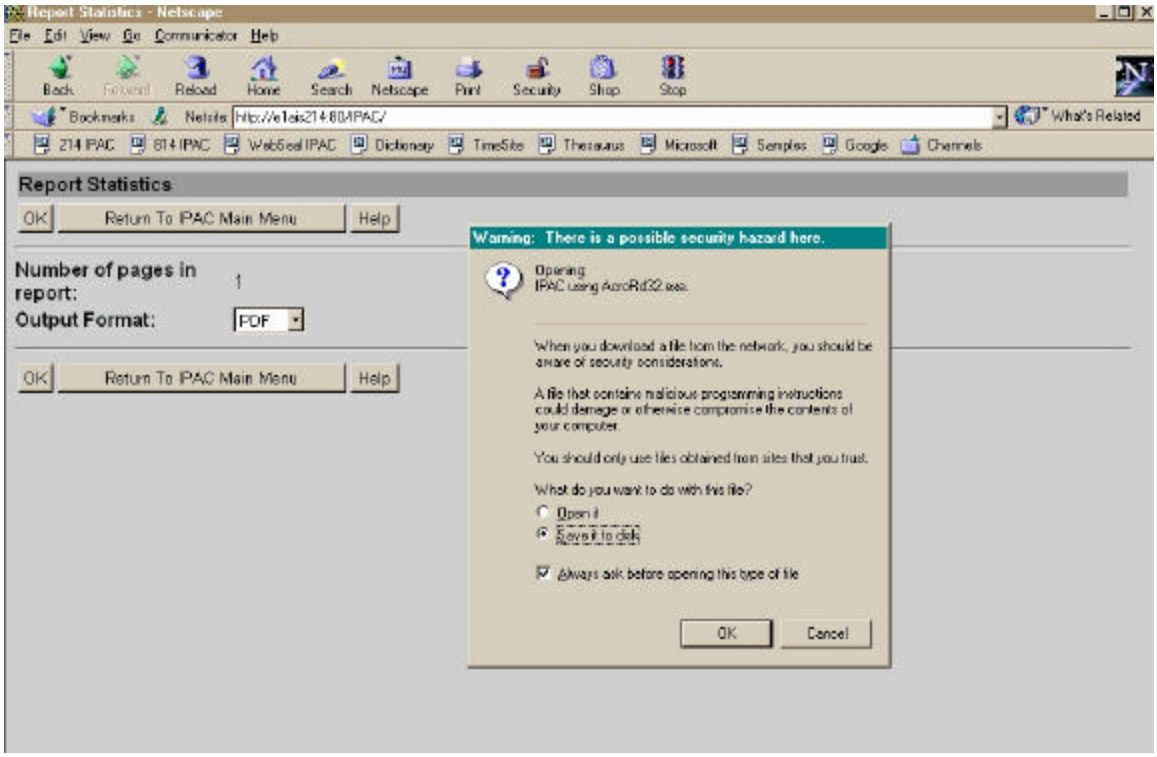

Figure C.6 Netscape Navigator® Security Warning Dialog Box

In Microsoft's Internet Explorer you cannot accidentally configure the MIME type for PDF files only to open without the option of being saved. The option "Always ask before opening this type of file" is dimmed and the check mark cannot be removed from the "File Download" dialog box for .pdf, .exe or .com files.

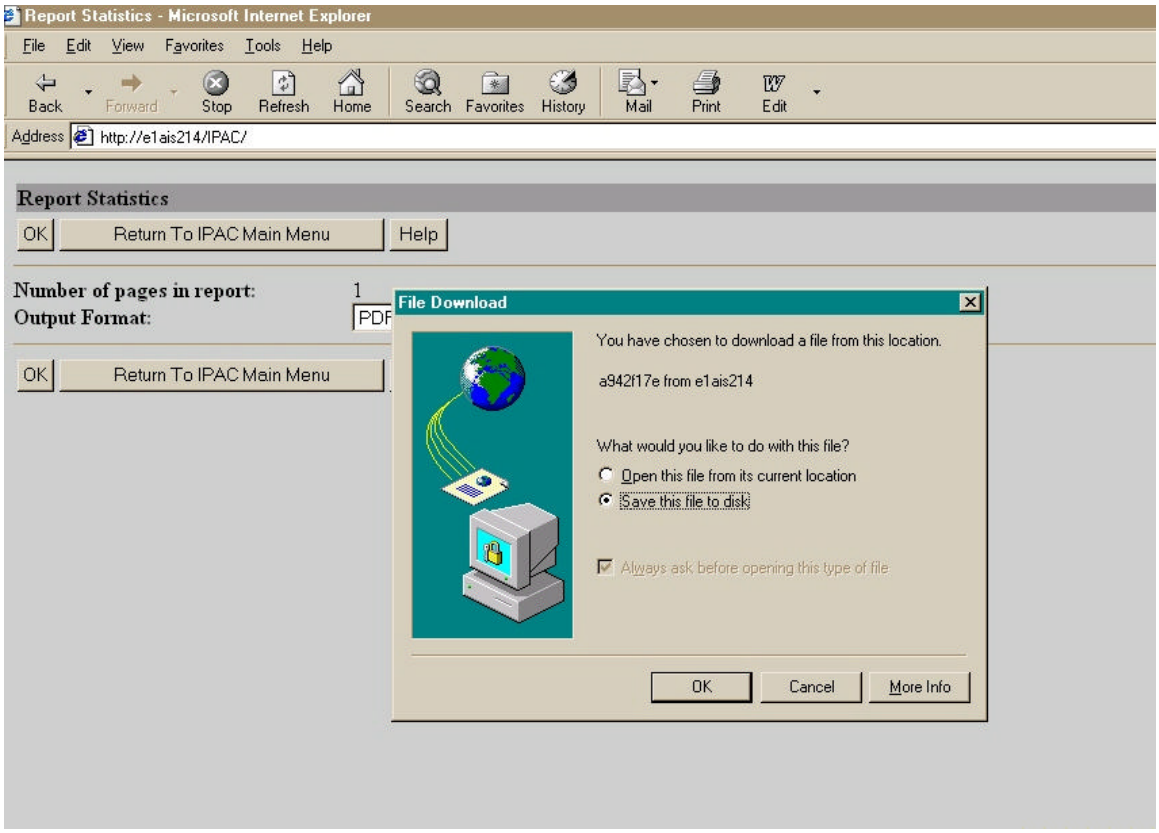

Figure C.7 Microsoft Internet Explorer® File Download Dialog Box

Appendix D Configuring Browsers to Accept Cookies

What are Cookies?

A cookie is a file sent to a web browser by a web server. It is used to store information about users and their preferences so the server does not have to repeatedly request the information. When the browser requests additional files, the cookie information is sent back to the server.

The name “cookies” comes from "magic cookies" which are tokens used in the UNIX operating system. (An alternate theory is that the name comes from the story of Hansel and Gretel, who marked their path through the woods by dropping crumbs along their trail.)

Session cookies reside in your computer's memory until you close your browser. Long term cookies are written to your hard drive. Cookies can store information that you enter during your browser session, but they cannot read information stored in your computer.

Cookies are simple text files and cannot execute programs on your computer. You can use a text editor to view cookie files. In Netscape® Communicator 4.75, the file is called **cookies.txt** and is located in the same folder as Netscape. Macintosh users can find it in the Netscape folder in the System/Preferences folder. Internet Explorer creates separate files for each cookie and stores them in folders named **Cookies** or **Temporary Internet Files**.

What are the IPAC System Cookie Requirements?

The IPAC System Cookie Policy, as stated on the **IPAC System Main Menu** is:

> **Cookie Policy:** The Department of Treasury, Financial Management Service Application web sites require and use a cookie for maintaining a connection. This session cookie contains a system generated ID only, is stored in memory and automatically deleted when your browser is closed.
>
> Long-term (written to your hard-drive) cookies are also used to maintain optional preferences. These cookies only contain such preference settings; they do not contain uniquely identifying information and are not used for tracking purposes.

To access the IPAC applications, **cookies MUST be enabled.** The default value for most browsers, including Microsoft® Internet Explorer 5 and Netscape® Communicator 4.75, is that cookies are enabled. If you receive a error message regarding cookies when trying to access the IPAC applications on the Internet, check your browser settings to be sure that cookies are enabled.

If you or your agency are uncomfortable with having cookies enabled in your browser, you may choose “Prompt” as your cookie setting in Microsoft Internet Explorer 5.0 (see Figure D.4) or “Warn me before accepting a cookie” in Netscape Communicator 4.75 (see Figure D.7). You must still accept any cookies sent by the IPAC applications, but the warning will remind you of your cookie setting when you are accessing other sites through your browser. (This warning can quickly become irritating, so use this setting only if required by policy.)

Controlling Cookies in Microsoft® Internet Explorer 5

To configure your cookie settings, open Internet Explorer and from the menu bar, select **Tools** > **Internet Options** as shown in Figure D.1

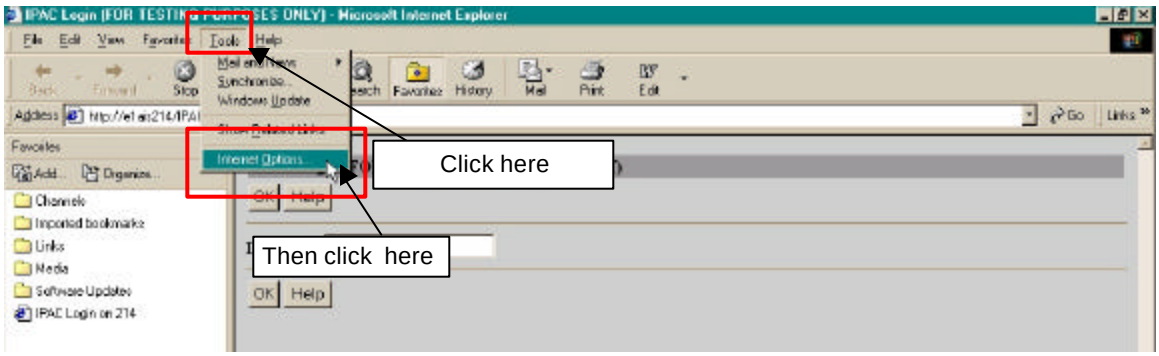

Figure D.1 IE5 Enabling Cookies--Step One

On the **Internet Options** window click the **Security** tab as shown in Figure D.2

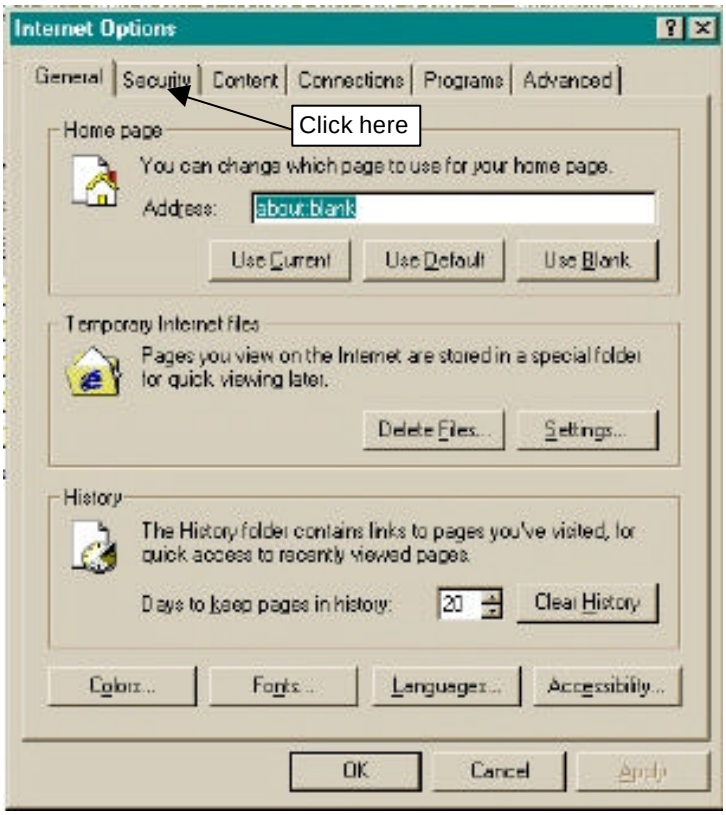

Figure D.2 IE5 Enabling Cookies--Step Two

On the **Internet Options Security** window click the **Custom Level** button. As shown in Figure D.3.

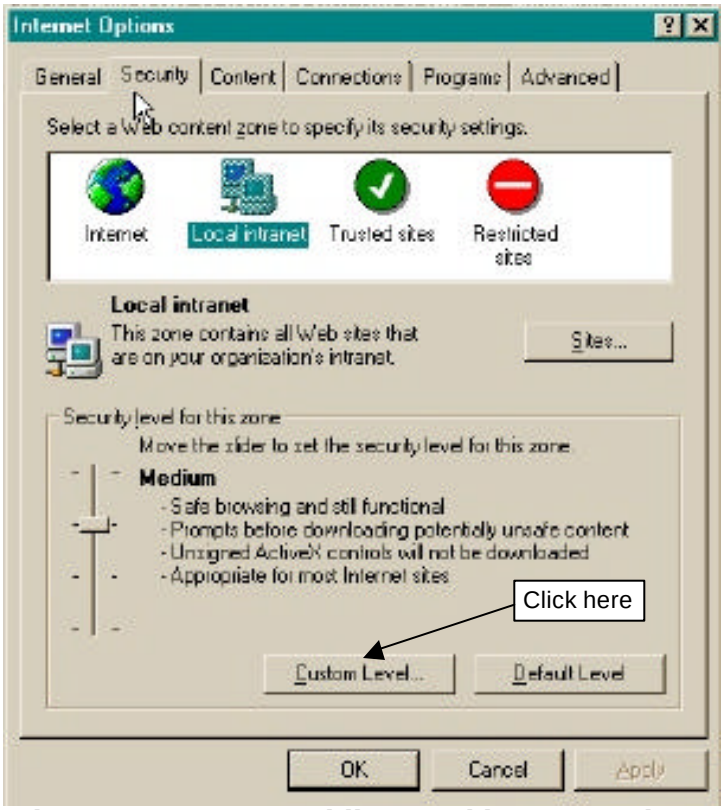

Figure D.3 IE5 Enabling Cookies--Step Three

In the **Settings window**:

1) Scroll down to the **Cookies** area.

2) In the "Allow cookies that are stored on your computer" section, choose “Enable,” or “Prompt.”

3) In the "Allow per-session cookies (not stored)" section, choose “Enable,” or “Prompt. “

4) Click “OK” to close the **Security Settings** window.

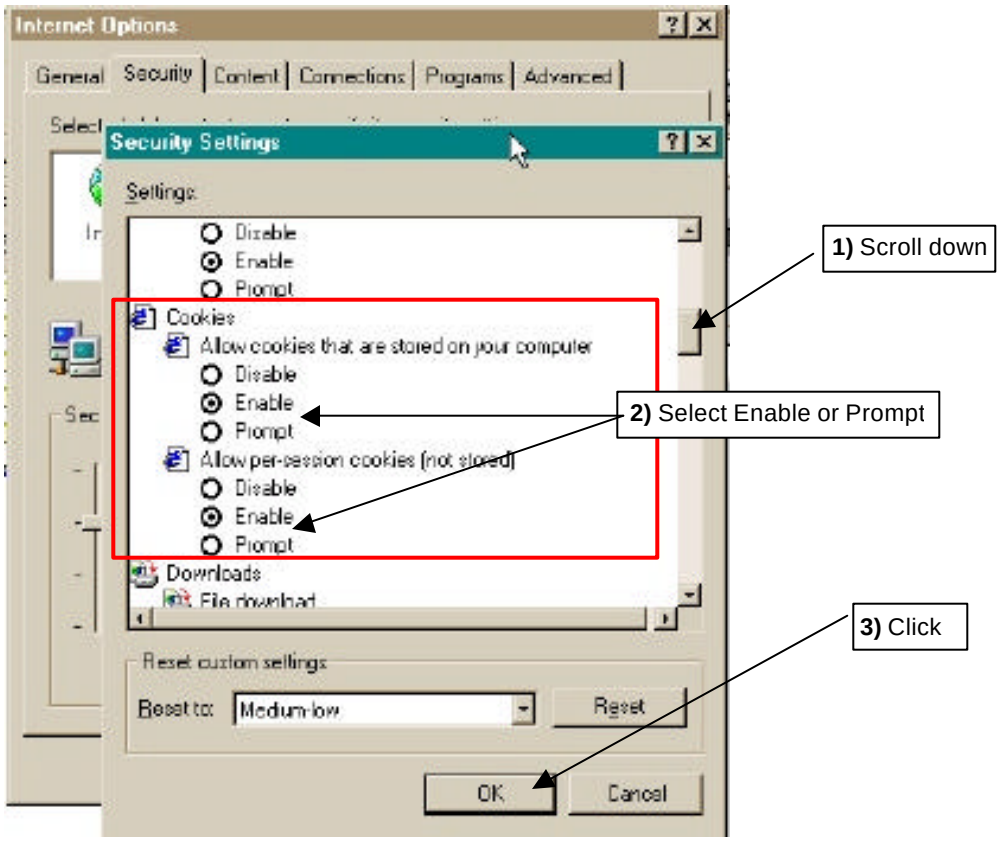

Figure D.4 IE5 Enabling Cookies--Step Four

Click “OK” to close the Internet Options window.

Controlling Cookies in Netscape® Communicator 4.75

To configure your cookie settings, open Netscape Communicator and from the menu bar, select **Edit** > **Preferences** as shown in Figure D.5

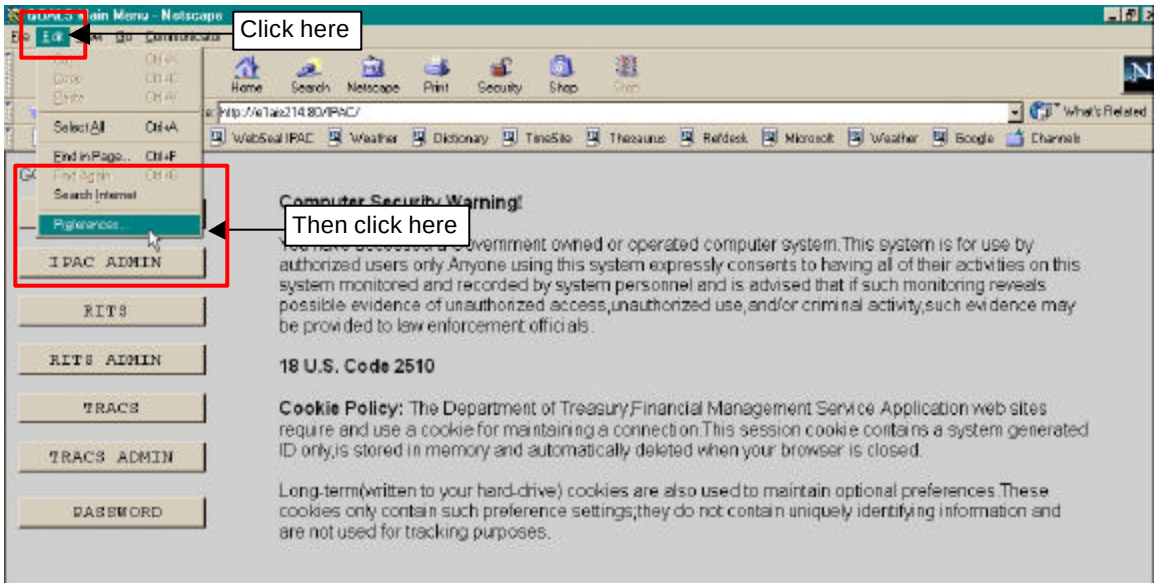

Figure D.5 Netscape Enabling Cookies--Step One

In the **Preferences** window, click the Advanced category as shown in Figure D.6.

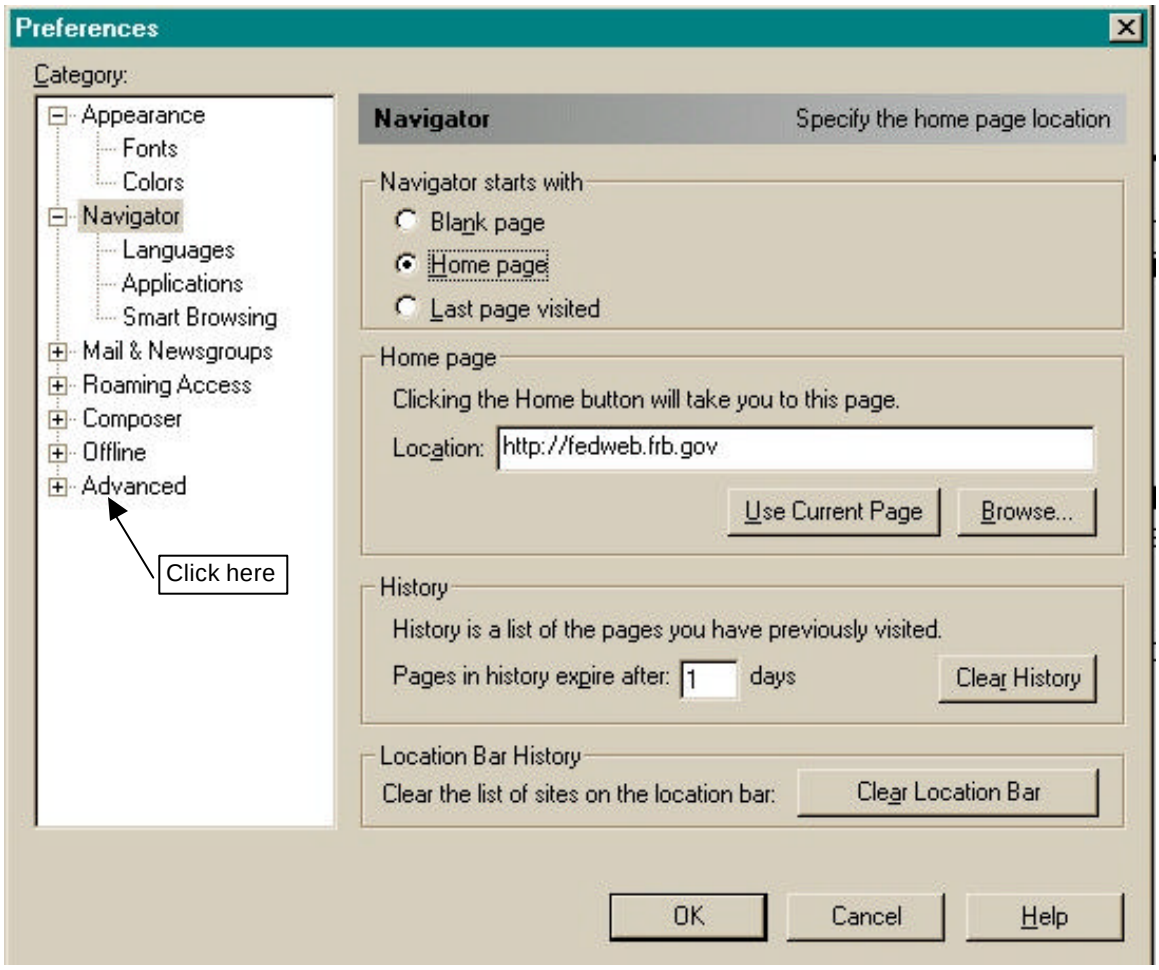

Figure D.6 Netscape Enabling Cookies--Step Two

In the **Preferences, Advanced** window, under **Cookies** select "**Accept all cookies**" or "**Accept only cookies that get sent back to the originating server"** as shown in Figure D.7.

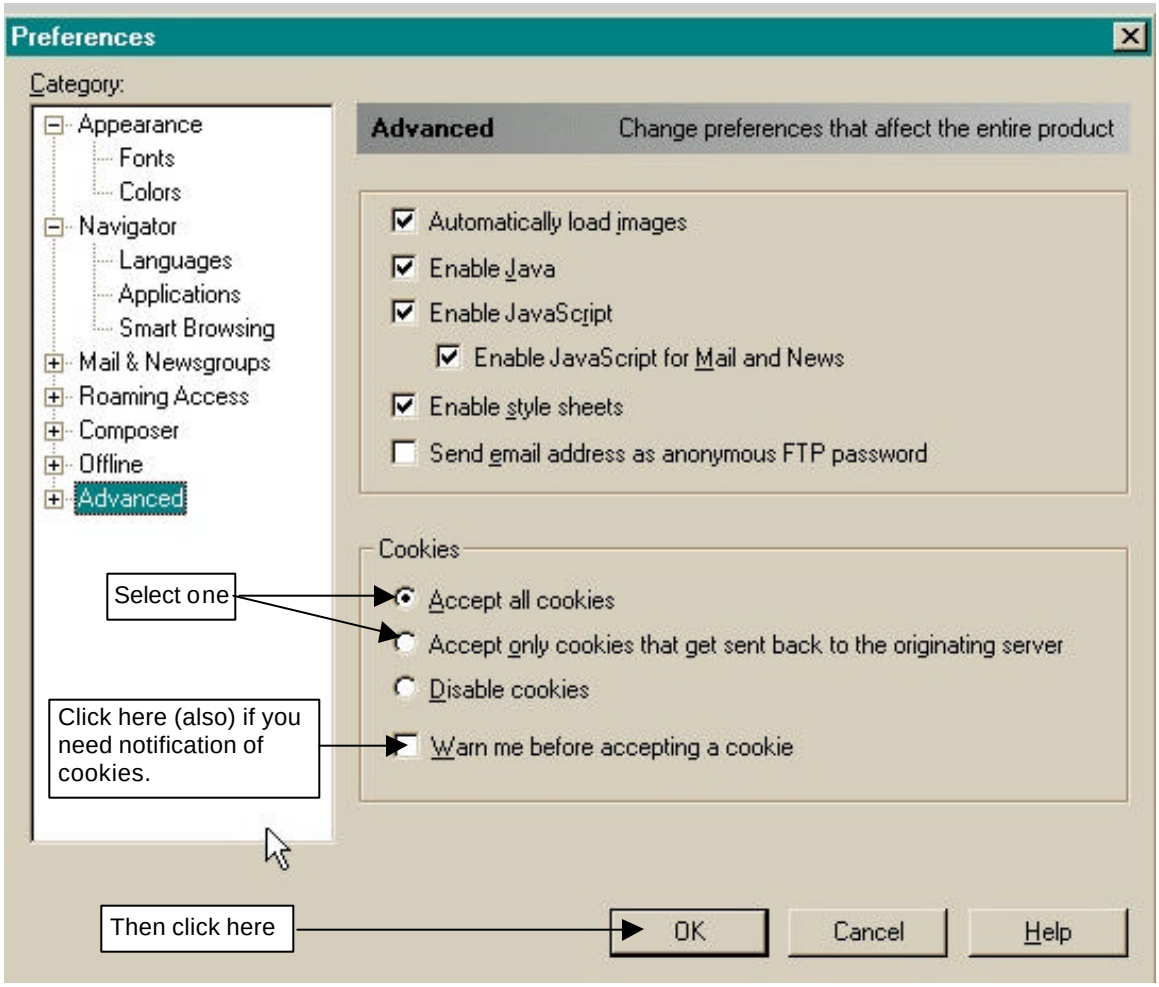

Figure D.7 Netscape Enabling Cookies--Step Three

Click "OK" to save your new configuration and close the **Preferences** window.

Appendix E Glossary of Terms and Acronyms

Agency Federal Government Agency

ALC (**A**gency **L**ocation **C**ode) A 3(RFCs), 4(DOs) or 8 (use RFCs for disbursement) digit identifier assigned by FMS for Treasury reporting purposes. The first two digits on the 8-digit ALC identify the department of agency, the third and fourth digits identify the particular bureau within the department, and the remaining four digits identify the particular agency account section within that bureau.

Browser A software package used to display documents on the Internet. IPAC has been designed and tested with both Microsoft Internet Explorer and Netscape Navigator version 4.0 or higher.

Enrollment A GOALS II application which handles the administration and security for the entire IPAC program group.

FMS (**F**inancial **M**anagement **S**ervice) The U.S. Government's financial manager, central disburser and collections agent as well as its accountant and reporter of financial information, the FMS is a bureau of the Treasury Department.

FPA (**F**ederal **P**rogram **A**gency) An employing agency of the Federal Government.

GOALS II (**G**overnment **O**n-Line **A**ccounting **L**ink **S**ystem **II**) The system that allows FMS to receive Agency accounting data and forward it to various systems within FMS for final processing and to distribute Agency accounting reports.

HTML (**H**yper**T**ext **M**arkup **L**anguage) The document format used on the World Wide Web.

IPAC (**I**ntra-governmental **P**ayment and **C**ollection System) An Internet based GOALS II application for interagency payment and collections transactions.

Login ID The 8 alphanumeric characters assigned to the user to uniquely identify that user.

Mail Stop Optional address field which is used to enter an optional street address (different from the postal mailing address) or a second line, before the city and state, of the first address.

RITS (**R**etirement and **I**nsurance **T**ransfer **S**ystem) A GOALS II application used to automate the transfers of Federal employees' health benefit, retirement and life insurance program information and payments.

TRACS (**T**reasury **R**eceivables **A**ccounting **C**ollection **S**ystem) The Financial Management Service's (FMS) check claims application, developed to expedite the transfer of funds and associated financial information between FMS and Federal Program Agencies (FPAs).