

# **IPAC TRANSACTION REPORT ADDENDUM**



**Addendum to the User Manual 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/GOALS\\_IPAC.html](http://www.fms.treas.gov/goals/GOALS_IPAC.html)

Copyright © 2002 by Financial Management Service, U.S. Department of Treasury

# Table of Contents

<b>Table of Contents</b> .....	<b>i</b>
<b>Section 1 Purpose of this Addendum</b> .....	<b>1.1</b>
<b>Section 2 IPAC Transaction Report Selection</b> .....	<b>2.1</b>
Report Request Screen Data Entry Fields.....	2.2
Report File Description .....	2.2
ALC.....	2.2
Start Date.....	2.2
End Date .....	2.2
Footer Comments .....	2.2
Transaction Type .....	2.3
Sorting Options.....	2.3
Sent By Your ALC.....	2.3
Document Reference Number .....	2.3
ALC.....	2.3
Appropriation.....	2.3
Totals Only .....	2.3
Received By Your ALC .....	2.3
ALC.....	2.3
Totals Only .....	2.3
Report Format .....	2.4
Standard .....	2.4
Condensed with SGL .....	2.4
Condensed without SGL .....	2.4
Report Request Screen Function Buttons .....	2.4
"OK" .....	2.4
"Clear" .....	2.4
"Return to IPAC Main Menu".....	2.4
"Help" .....	2.4
Report Output Menu Options .....	2.5
HTML (Hyper Text Markup Language).....	2.5
PDF (Portable Document Format) .....	2.5
Zipped PDF (Compressed Portable Document Format) .....	2.5
Report Format Function Buttons .....	2.5
"OK" .....	2.5
"Return to IPAC Main Menu".....	2.5
"Help" .....	2.5
Report Status Function Buttons.....	2.6
"Wait" .....	2.6
"Return to IPAC Main Menu".....	2.6
"Help" .....	2.6
<b>Appendix A Sample Reports</b> .....	<b>A.1</b>
Condensed Report with SGL .....	A.1
Condensed Report without SGL .....	A.2
<b>Appendix B Table of Figures</b> .....	<b>B.1</b>

This page intentionally left blank.

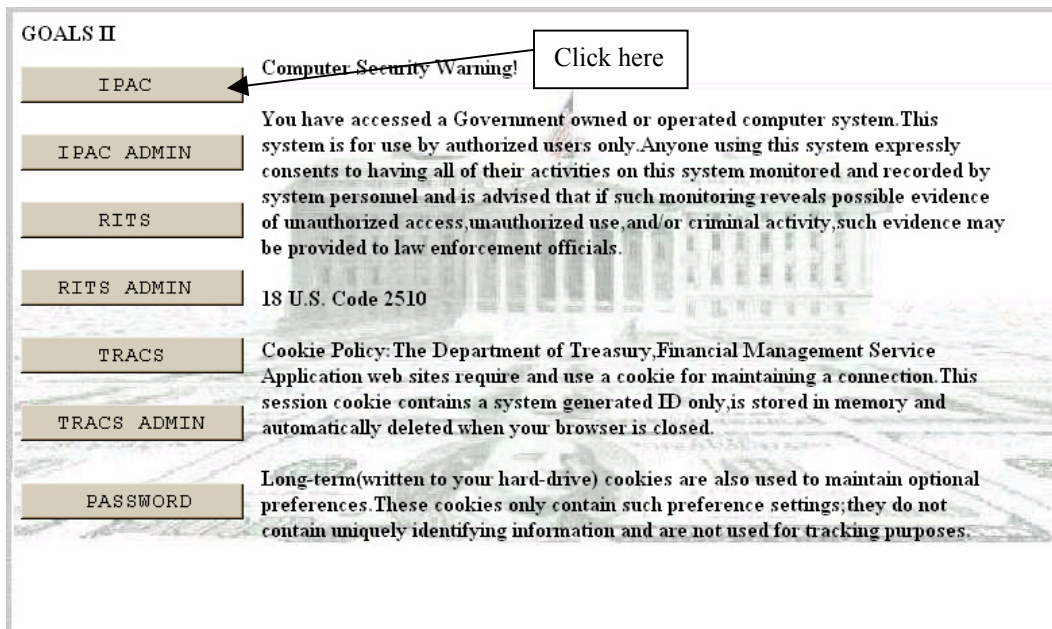
# Section 1 Purpose of this Addendum

Since the publication of the IPAC User Manual Version 1.0, there have been changes to the IPAC Transaction Report. The IPAC Transaction Report Selection now includes Report Format options. These additional options allow a user to retrieve an IPAC Transaction Report in a Standard (original), a Condensed with SGL information, or a Condensed without SGL information Report Format. The Condensed Report Formats are designed to fit more than one detail per page, where the Standard Report Format allows only one detail per page.

While the original Standard Report Format was sufficient for smaller reports, some large reports required long periods to print. One of the advantages of producing a Condensed Report is that it would reduce print time and paper usage.

The document viewing and printing facilities currently offered will remain the same. For the most recent document viewing and printing procedures, please refer to the IPAC System Document Handling Addendum for IPAC User Manuals.

The IPAC Transaction Report Selection can be accessed through the IPAC option on the IPAC System Main Menu shown in Figure 1.1 below.

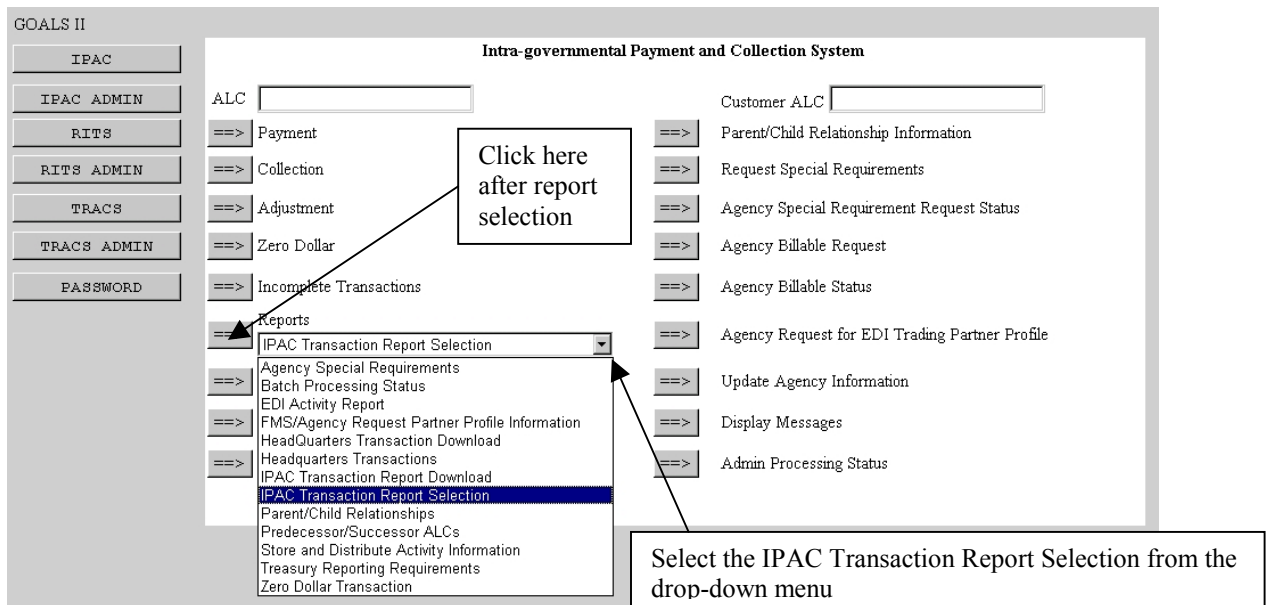


**Figure 1.1 IPAC System Main Menu**

This page intentionally left blank.

# Section 2 IPAC Transaction Report Selection

This report option allows an individual ALC to produce IPAC transaction reports for a specified ALC. To retrieve the IPAC Transaction Report, highlight and select the **IPAC Transaction Report Selection** option from the “Reports” drop-down menu on the IPAC Main Menu. **The IPAC Transaction Report Selection** will then show in the selection window next to the “Reports” button. Click “Reports” as shown in figure 2.1.



**Figure 2.1** Selecting the IPAC Transaction Report from the IPAC Main Menu

When you highlight the **IPAC Transaction Report Selection** option and select the “Reports” button, the **Report Request** screen shown in Figure 2.2 will display.

The screenshot shows the 'IPAC Transaction Report Selection' window. At the top, there are buttons for 'OK', 'Clear', 'Return To IPAC Main Menu', and 'Help'. Below this is a 'Report File Description' field containing the text 'Sample IPAC Transactions Report for ALC 20180002'. Underneath are three date fields: 'ALC: 20180002', 'Start Date: 2002-06-19', and 'End Date: 2002-06-19'. The main section contains three columns of radio button options: 'Transaction Type' (Payment, Collection, Adjustment, All), 'Sent By Your ALC: Sort By' (ALC, Document, Reference Number, Appropriation, Totals Only), and 'Received By Your ALC: Sort By' (ALC, Totals Only). To the right is the 'Report Format' section with options: Standard (selected), Condensed with SGL, and Condensed without SGL. A 'Footer Comments' field at the bottom contains 'Payments Sent By ALC 20180002'. At the very bottom are the same 'OK', 'Clear', 'Return To IPAC Main Menu', and 'Help' buttons. Two callout boxes are present: 'Default choice' pointing to the 'Standard' radio button, and 'New Report Format options' pointing to the 'Condensed with SGL' and 'Condensed without SGL' radio buttons.

**Figure 2.2 IPAC Transaction Report Selection Request Screen**

## Report Request Screen Data Entry Fields

The **IPAC Transaction Report Selection** Request screen has the following data entry fields:

### 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. If the field is left blank, the IPAC system will automatically add “ – IPAC Transaction Report Selection” in this data entry field.

### ALC

Enter the ALC whose transactions you are authorized to retrieve reports for.

### Start Date

The date of the first transaction(s) to be retrieved in the report.

### End Date

The date of the last transaction(s) to be retrieved in the report.

### Footer Comments

This field is printed on the bottom of each page of the document or report. The footer comments can be used for miscellaneous purposes.



## Transaction Type

Select a Transaction Type to be reflected on the report. You can choose Payment, Collection, Adjustment or All. Selecting All will cause the report to show Payment, Collection and Adjustment transactions. Each Transaction Type label has an option button to its left. These choices are mutually exclusive and only one may be selected at a time. A selection is required.

## Sorting Options

Different sorting options are offered depending on whether you are retrieving transactions Sent By Your ALC or transactions Received by Your ALC. Select whether you want the report to reflect transactions sent by your ALC or received by your ALC by choosing a sort order listed under one of these options. Each sorting option label has an option button to its left. These options are mutually exclusive and only one may be selected at a time.

### Sent By Your ALC

If you are requesting information on transactions sent **by** your ALC, you have the following sort options:

#### Document Reference Number

The transactions will be sorted by the Document Reference Number assigned to the transaction at the time it was processed. When assigned by the IPAC System, these numbers are assigned sequentially. In this case, the transactions will also be sorted in date order, by date of transaction completion. This may not be true for originators that assign their own document reference numbers.

#### ALC

The transactions will be sorted by the Customer ALC who received the transactions.

#### Appropriation

An appropriation is also called a Treasury Account Symbol. The transactions will be sorted by the Sender Treasury Account Symbol.

#### Totals Only

Under this option, the individual transaction details will not be displayed. The report shows Transaction totals only, sorted by receiving ALC.

### Received By Your ALC

If you are requesting information on transactions sent **to** your ALC, you have two sort options:

#### ALC

The transactions will be sorted by the Originating ALC who sent the transactions.

#### Totals Only

Under this option, the individual transaction details will not be displayed. The report shows transaction totals only, sorted by sending ALC.

## Report Format

You have the option of retrieving your report in one of the following three Report Formats:

### **Standard**

This option is the default choice. It allows one detail per page on the IPAC Transaction Report.

### **Condensed with SGL**

This option allows you to retrieve an IPAC Transaction Report showing more than one detail per page including Standard General Ledger (SGL) information.

### **Condensed without SGL**

This option allows you to retrieve an IPAC Transaction Report showing more than one detail per page excluding Standard General Ledger (SGL) information.

**Note:** The Totals Only Reports are only available in the Standard Report Format. However, the IPAC system will allow you to select the Condensed with SGL and Condensed without SGL Report Format options for the Totals Only Reports. You will retrieve a Standard Report when selecting either one of the three Report Formats mentioned above.

Samples of the Condensed Report Formats for the **IPAC Transaction Report Selection** are shown in *Appendix A*.

## Report Request Screen Function Buttons

There are 4 function buttons on the Standard Report Request screen (Figure 2.2):

### **“OK”**

Accepts the information on the screen for the report description and report footer comments, extracts the report contents from the database and displays the **Report Format** screen shown in Figure 2.3.

### **“Clear”**

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

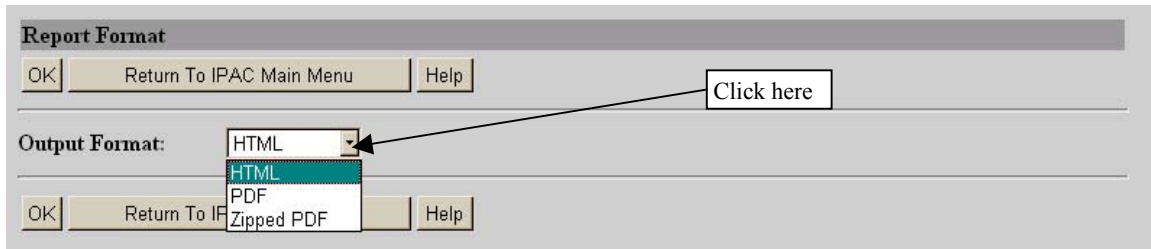
### **“Return to IPAC Main Menu”**

Returns you to the **IPAC Main Menu** without generating a report.

### **“Help”**

Displays the system help information.

Selecting **“OK”** from the **Report Request** screen will display the **Report Format** screen shown in Figure 2.3. This screen provides you with a drop-down menu option of output formats. Select the down arrow next to the Output Format box to display the format menu, as shown in Figure 2.3.



**Figure 2.3 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”

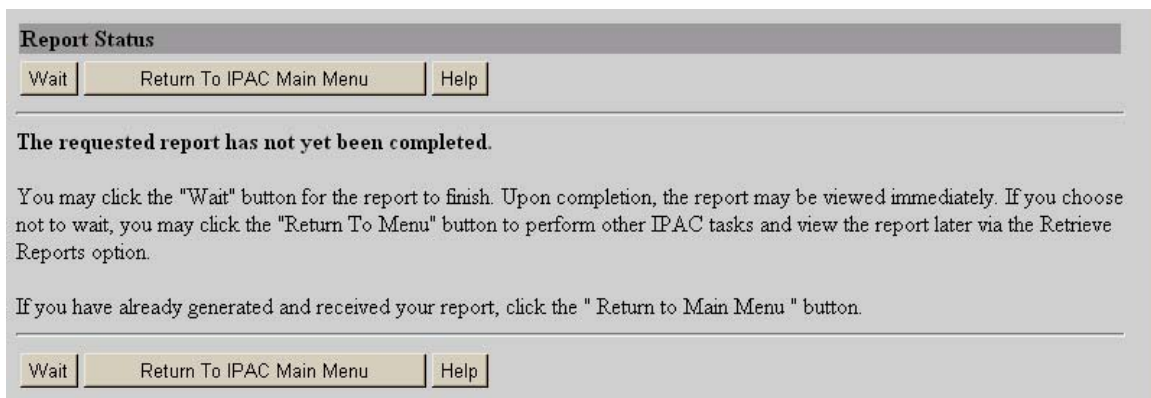
Begins generation of the report in the specified format and displays the **Report Status** screen shown in Figure 2.4.

### “Return to IPAC Main Menu”

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

### “Help”

Displays the system help for this screen.



**Figure 2.4 Report Status screen**

The **Report Status** screen displays when the IPAC application begins report generation. If you are not generating a large report and you want to access the report immediately for viewing or printing, select the **“Wait”** function button to continue with report generation. Continue to select **“Wait”** every few seconds until the report is complete. Once the complete report has been generated, the application will call the appropriate utility to display or store the report you selected.

If you do not want to wait for the entire report to be generated, you can select **“Return to IPAC Main Menu”** on the **Report Status** screen and work on other IPAC system activities. The finished report can later be retrieved through the **“Retrieve Report Data Files”** function of the application. Retrieving a report through the **“Retrieve Report Data Files”** function is discussed in the IPAC System Document Handling Addendum for IPAC User Manuals.

## Report Status Function Buttons

### **“Wait”**

Continues with the report generation. As mentioned above, continue to select this function button every few seconds until the report is complete.

### **“Return to IPAC Main Menu”**

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

### **“Help”**

Displays the system help for this screen.

As mentioned earlier in *Section 1* of this manual, for the most recent procedures for viewing, saving and printing reports in the IPAC application, please refer to the IPAC System Document Handling Addendum for IPAC User Manuals.

# Appendix A Sample Reports

## Condensed Report with SGL

SENT BY YOUR ALC (Condensed with SGL)

PAYMENT TRANSACTIONS SORTED BY CUSTOMER ALC

Start Date 06/19/02      End Date 06/19/02

Originating ALC 20180002	Customer ALC 20180011	Document Reference No. 02300003	Summary Amount \$104.00	PAYMENT
Accomplished Date 6/19/2002	Accounting Date 6/30/2002	Number of Detail(s) 2	Originator DO Symbol X0023	Contact Phone (202) 874-0000
ALC Contact Jane A Doe				
Contact Email jane.doe@ipac.gov				

Detail Number 1	Receiver Treasury Account Symbol	Sender Treasury Account Symbol 201418	Receiver Dept Code 20
Purchase Order Number FMS-4592		Invoice Number P3850	Obligating Document Number OB4729
Requisition Number		Contract Number	CLIN
Jas Number 8508		ACT(trace number)	Job (Project) Number
Unit of Issue EA	Quantity 10	Unit Price \$8.00	Detail Amount \$80.00
Accounting Classification Code		FSN/AAA/ADSN 0	DOD Activity Address Code ACRN
Transaction Contact Jane A. Doe			Contact Phone 202-874-2000
Transaction Description IPAC Documentation		Miscellaneous Information IPAC Transaction Report	

Standard General Ledger (SGL) Information		Credit SGL Account	Amount
Debit SGL Account	Amount		
1010	\$15.00	0	\$0.00
0	\$0.00	1610	\$15.00

Detail Number 2	Receiver Treasury Account Symbol	Sender Treasury Account Symbol 201418	Receiver Dept Code 12
Purchase Order Number 8509		Invoice Number 8509	Obligating Document Number
Requisition Number		Contract Number	CLIN
Jas Number 8508		ACT(trace number)	Job (Project) Number
Unit of Issue EA	Quantity 12	Unit Price \$2.00	Detail Amount \$24.00
Accounting Classification Code		FSN/AAA/ADSN 0	DOD Activity Address Code ACRN
Transaction Contact Jane A. Doe			Contact Phone 202-874-0000
Transaction Description IPAC Documentation		Miscellaneous Information IPAC Transaction Report	

---

1 of 1 6/20/02

Report Requested by: Jane A. Doe Payments Sent by ALC 20180002 L\_1\_0\_1\_1\_SentByALC820\_cond.rod

## Condensed Report without SGL

SENT BY YOUR ALC (Condensed without SGL)  
 PAYMENT TRANSACTIONS SORTED BY CUSTOMER ALC  
 Start Date 06/19/02    End Date 06/19/02

Originating ALC 20180002	Customer ALC 20180011	Document Reference No. 02300003	Summary Amount \$104.00	PAYMENT
Accomplished Date 6/19/2002	Accounting Date 6/30/2002	Number of Detail(s) 2	Originator DO Symbol X0023	
ALC Contact Jane A Doe				Contact Phone (202) 874-0000
Contact Email jane.doe@ipac.gov				

Detail Number 1	Receiver Treasury Account Symbol	Sender Treasury Account Symbol 201418	Receiver Dept Code 20
Purchase Order Number FMS-4592		Invoice Number P3850	Obligating Document Number OB4729
Requisition Number		Contract Number	CLIN
Jas Number 8508		ACT(trace number)	Job (Project) Number
Unit of Issue EA	Quantity 10	Unit Price \$8.00	Detail Amount \$80.00
Accounting Classification Code		FSN/AAA/ADSN 0	DOD Activity Address Code ACRN
Transaction Contact Jane A. Doe			Contact Phone 202-874-2000
Transaction Description IPAC Documentation		Miscellaneous Information IPAC Transaction Report	

Detail Number 2	Receiver Treasury Account Symbol	Sender Treasury Account Symbol 201418	Receiver Dept Code 12
Purchase Order Number 8509		Invoice Number 8509	Obligating Document Number
Requisition Number		Contract Number	CLIN
Jas Number 8508		ACT(trace number)	Job (Project) Number
Unit of Issue EA	Quantity 12	Unit Price \$2.00	Detail Amount \$24.00
Accounting Classification Code		FSN/AAA/ADSN 0	DOD Activity Address Code ACRN
Transaction Contact Jane A. Doe			Contact Phone 202-874-0000
Transaction Description IPAC Documentation		Miscellaneous Information IPAC Transaction Report	

# Appendix B Table of Figures

Figure 1.1 IPAC System Main Menu..... 1.1  
Figure 2.1 Selecting the IPAC Transaction Report from the IPAC Main Menu..... 2.1  
Figure 2.2 IPAC Transaction Report Selection Request Screen ..... 2.2  
Figure 2.3 Report Format screen Output Format Menu..... 2.5  
Figure 2.4 Report Status screen ..... 2.5

This page intentionally left blank.



Definition  
    HTML file, 2.5  
    PDF file, 2.5  
    Zipped File, 2.5  
Function Buttons  
    Report Request screen, 2.4  
HTML File  
    definition, 2.5  
IPAC Transaction Report Selection  
    Data Entry Fields, 2.1  
    screen, 2.1  
large reports, 1.1  
PDF File  
    definition, 2.5  
Purpose  
    Addendum, 1.1  
Report Format  
    Condensed with SGL, 2.4  
    Condensed without SGL, 2.4  
    Standard, 2.4  
Report Request Form  
    function buttons, 2.4  
Sample Reports  
    Condensed Report with SGL, A.1  
    Condensed Report without SGL, A.3  
Zipped file  
    definition, 2.5  
Zipped PDF  
    definition, 2.5