



Intra-governmental Payment and Collection System

Version 1.0

IPAC Application User Manual



Department of the Treasury

Financial Management Service



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

Table of Contents

Introduction	I.1
What is IPAC?	I.1
IPAC System Requirements	I.1
About This Manual	I.2
This Guide's Audience	I.2
Assumptions	I.2
Organization	I.2
Conventions Used in this Manual	I.3
Conventions Used in the IPAC Application	I.3
Title Bars	I.3
Browser Buttons	I.4
Cursor Movement	I.4
Standard Buttons	I.4
Explanation of Standard Buttons	I.4
"Finished"	I.4
"Print"	I.5
"Clear"	I.5
"Cancel"	I.5
"Help"	I.5
"OK"	I.5
"Return to IPAC Main Menu"	I.5
Formats	I.5
Button Formats	I.5
Date Formats	I.6
Time Formats	I.6
Currency Formats	I.6
Telephone Number Formats	I.6
Asterisks for Required Fields	I.6
Help Screens	I.7
Error Messages	I.7
Viewing and Printing Documents through IPAC	I.8
Report File Description / Footer Comments (Report Request) Screen	I.8
Data Entry Fields	I.9
Report File Description	I.9
Footer Comments	I.9
Function Buttons	I.10
"OK"	I.10
"Clear"	I.11
"Return to IPAC Main Menu"	I.11
"Help"	I.11
Report Statistics	I.11
Report Output Menu Options	I.11
Function Buttons	I.11
"OK"	I.11
"Return to IPAC Main Menu"	I.11
"Help"	I.12

Viewing HTML Format Documents and Reports	I.12
Report Viewer Function Buttons	I.12
"First"	I.12
"Last"	I.13
"Next"	I.13
"Prior"	I.13
"Page Number"	I.13
"Back to Statistics Screen"	I.13
"Return to IPAC Main Menu"	I.13
Viewing, Saving and Printing PDF Format Documents and Reports	I.13
Viewing and Printing a Report with Adobe Acrobat Reader	I.15
Saving a Report with Acrobat	I.18
Accessing the System	I.19
Security Logon	I.19
Passwords	I.20
"Must See" System Messages	I.20
IPAC System Main Menu	I.21
Security Warning	I.22
Cookie Policy	I.22
IPAC Main Menu	I.22
ALC	I.23
Option Buttons	I.24
Section 1 Payment and Collection.....	1.1
ALC	1.1
Customer ALC	1.2
Accessing the Payment or Collection Entry Screens	1.2
Title Bar	1.3
Header	1.3
Detail Information	1.4
Function Buttons	1.4
Data Verification	1.5
"Finished"	1.5
"More Detail"	1.5
"Sender SGL Accounts"	1.5
Function Buttons (cont.)	1.6
"Review Detail"	1.6
"Special Requirements"	1.7
"Return to IPAC Main Menu"	1.7
"Clear"	1.7
"Help"	1.7
"Cancel Detail"	1.7
Confirmation Screen Fields	1.8
Originating ALC	1.8
Customer ALC	1.8
Document Ref. No.	1.8
Accomplished Date	1.8
Summary Amount	1.8
Number of Details	1.8
Time	1.8
Confirmation Screen Buttons	1.9

"OK"	1.9
"Print"	1.9
"Help"	1.9
Section 2 Adjustment.....	2.1
ALC	2.2
Customer ALC	2.2
Retrieving an IPAC Transaction for Adjustment	2.2
Title Bar	2.4
Header	2.4
Detail Information.....	2.4
Payment/Collection Detail Section Function Buttons	2.5
"Selected Detail"	2.5
"Review Adjustment Detail"	2.5
"Return To IPAC Main Menu"	2.5
"Help"	2.5
IPAC Adjustment Entry	2.6
Header	2.6
Detail Information.....	2.7
Detail Amount.....	2.7
Transaction Description	2.7
Adjustment Entry Function Buttons	2.7
Data Verification	2.7
"Finished"	2.7
"Previous Detail" or "Next Detail"	2.8
"Sender SGL Account"	2.8
"Review Detail"	2.8
"Clear"	2.8
"Return to Selection List"	2.8
"Return to IPAC Main Menu".....	2.8
"Help"	2.8
Adjustment Confirmation Screen Fields	2.9
Originating ALC	2.9
Customer ALC	2.9
Voucher Number	2.9
Accomplished Date	2.9
Summary Amount	2.9
Number of Details	2.9
Time	2.9
Adjustment Confirmation Screen Buttons	2.9
"OK"	2.9
"Print"	2.10
"Help"	2.10
Section 3 Zero Dollar.....	3.1
Accessing the Zero Dollar Function	3.1
ALC	3.1
Customer ALC	3.2
Zero Dollar Entry Screen	3.2
Title Bar	3.3
Header	3.3
Detail Information.....	3.4

Function Buttons.....	3.4
"Finished"	3.4
"Sender SGL Accounts"	3.4
"Return to IPAC Main Menu".....	3.4
"Clear"	3.5
"Help"	3.5
Zero Dollar Confirmation Screen Fields	3.5
Originating ALC	3.5
Customer ALC	3.5
Trace Number.....	3.5
Accomplished Date.....	3.5
Summary Amount	3.5
Number of Details	3.6
Time	3.6
Zero Dollar Confirmation Screen Buttons	3.6
"OK"	3.6
"Print"	3.6
"Help"	3.6
Section 4 Incomplete Transactions.....	4.1
Accessing the Incomplete Transactions Function	4.1
ALC	4.1
Customer ALC	4.2
Selecting the Transaction for Completion.....	4.2
Completing the Transaction.....	4.3
Section 5 Reports.....	5.1
Viewing and Printing Reports	5.1
Date and Time Formats	5.1
Function Buttons on Screens Used to Request a Report.....	5.2
Report Request Function Buttons	5.2
"OK".....	5.2
"Clear".....	5.2
"Return to IPAC Main Menu"	5.2
"Help"	5.2
Report Statistics Function Buttons	5.2
"OK".....	5.3
"Return to IPAC Main Menu"	5.3
"Help"	5.3
Report Request Which Produces No Data	5.3
Accessing the Reports Function	5.3
ALC	5.5
Customer ALC	5.5
Agency Special Requirements.....	5.6
Report File Description and Footer Comments.....	5.7
ALC	5.7
EDI Activity Report.....	5.8
FMS/Agency Request Partner Profile Information.....	5.9
HeadQuarters Transaction Download	5.10
Report File Description	5.10
Parent ALC	5.10

Report Dates	5.11
Saving Data in CSV or TSV Format	5.11
Headquarters Transactions	5.13
Report File Description and Footer Comments	5.14
Specific ALC or Children ALCs of a Parent	5.14
ALC Criterion	5.14
Specific ALC	5.14
All Children ALCs	5.14
Report Dates	5.14
Transaction Type	5.14
Mode.....	5.15
IPAC Transaction Report Download	5.16
Report File Description	5.16
ALC	5.16
Report Dates	5.16
Saving Data in CSV or TSV Format	5.17
IPAC Transaction Report Selection	5.19
Transaction Type	5.19
Sorting Options.....	5.19
Sent By Your ALC	5.20
Document Reference Number	5.20
ALC	5.20
Appropriation	5.20
Totals Only	5.20
Received By Your ALC	5.20
ALC	5.20
Totals Only	5.20
Parent/Child Relationships	5.21
Report File Description and Footer Comments	5.21
One ALC	5.21
All ALCs	5.22
Predecessor/Successor ALCs	5.23
Report File Description and Footer Comments	5.23
One ALC	5.23
All ALCs	5.24
Store and Distribute Activity Information	5.25
Treasury Reporting Requirements	5.26
Report File Description and Footer Comments	5.26
Zero Dollar Transaction	5.27
Report File Description and Footer Comments	5.27
ALC	5.27
Report Dates	5.27
Section 6 Retrieve Report/Data Files	6.1
Accessing the Retrieve Report/Data Files Function	6.1
ALC	6.1
Customer ALC	6.2
Retrieve Report/Data Files Fields	6.2
ALC	6.2
Report Dates	6.2

Retrieve Report/Data Files Buttons.....	6.3
"OK"	6.3
"Clear"	6.3
"Return to IPAC Main Menu".....	6.3
"Help"	6.3
Retrieving Reports and Data Files	6.3
Report/Data File List Fields	6.3
Select.....	6.3
ALC	6.4
No. of Pages	6.4
Description	6.4
Date	6.4
Report/Data File List Buttons	6.4
"Select"	6.4
"Clear"	6.4
"Next"/"Prior"	6.4
"Return to IPAC Main Menu".....	6.4
"Help"	6.4
Report Statistics Function Buttons	6.4
"OK".....	6.5
"Return to IPAC Main Menu"	6.5
"Help".....	6.5
Section 7 Report Retention Management	7.1
Accessing the Report Retention Management Function	7.1
ALC	7.1
Customer ALC	7.2
Report Retention Management ALC Entry.....	7.2
ALC Entry Data Entry Fields	7.3
Report Dates	7.3
Login ID	7.3
Enter ALC Below	7.3
ALC Entry Function Buttons	7.3
"OK"	7.3
"Clear"	7.3
"Return to IPAC Main Menu".....	7.3
"Help"	7.3
Flagging Reports for Deletion	7.3
Report Retention Management Data Columns	7.5
Delete	7.5
ALC	7.5
Data File Type	7.5
Description	7.5
Date	7.5
Report Retention Management Function Buttons.....	7.5
"Delete"	7.5
"Clear"	7.5
"Cancel"	7.5
"Select All"	7.5
"Return to IPAC Main Menu".....	7.6
"Help"	7.6

Confirmation Screen.....	7.7
Confirmation Requested	7.7
Confirmation Given.....	7.7
Section 8 Request Parent/Child Relationship.....	8.1
Accessing the Parent/Child Relationship Request Function	8.1
ALC	8.2
Customer ALC	8.2
Parent Child Relationship Request Data Entry Fields	8.3
Parent ALC	8.3
Start Date	8.3
End Date	8.3
Child ALCs	8.3
Parent Child Relationship Request Function Buttons	8.3
"OK"	8.3
"Clear"	8.3
"Return to IPAC Main Menu".....	8.3
"Help"	8.3
Request a New Parent/Child Relationship.....	8.4
View All Existing Parent/Child Relationship Requests For A Parent	8.4
View All Existing Parent/Child Relationship Requests for Specific Child ALC(s).....	8.4
Edit an Existing Parent/Child Relationship Request.....	8.4
Parent Child Relationship Request Status Fields	8.5
Child ALC	8.5
ID	8.5
Related ID	8.6
Start Date	8.6
End Date	8.6
Request Type	8.6
Status	8.6
Status Date	8.6
Rejection Explanation.....	8.6
Parent Child Relationship Request Status Function Buttons	8.6
"Add"	8.6
"Edit"	8.6
"Delete"	8.6
"Return to IPAC Main Menu".....	8.7
"Help"	8.7
Parent Child Relationship Add/Update Details Data Entry Fields	8.7
Child ALC	8.7
Start Date	8.8
End Date	8.8
Parent Child Relationship Add/Update Details Function Buttons.....	8.8
"OK"	8.8
"Clear"	8.8
"Return to IPAC Main Menu".....	8.8
"Help"	8.8
Parent/Child Relationship Request Submission	8.8
Parent/Child Relationship Confirmation Function Buttons	8.9
"OK"	8.9
"Help"	8.9

Section 9 Parent/Child Relationship Information	9.1
Section 10 Request Special Requirements	10.1
Accessing the Request Special Requirements Function	10.1
ALC	10.2
Customer ALC	10.2
Pending Agency Special Requirements Request Screen	10.3
Pending Agency Special Requirements Request Option Buttons.....	10.3
Pending Agency Special Requirements Request Function Buttons.....	10.3
"OK"	10.3
"Return to IPAC Main Menu".....	10.3
"Help"	10.3
Store Agency Special Requirements Request Screen	10.5
Store Agency Special Requirements Request Data Columns	10.5
Required?.....	10.5
Data Element.....	10.5
Start Date	10.5
End Date	10.6
Description	10.6
Store Agency Special Requirements Request Function Buttons	10.6
"Finished"	10.6
"Return to IPAC Main Menu".....	10.6
"Clear"	10.6
"Help"	10.6
Pending Agency Special Requirements Request Confirmation Screen.....	10.7
Pending Agency Special Requirements Request Confirmation Function Buttons	10.7
"OK"	10.7
"Help"	10.7
Section 11 Agency Special Requirement Request Status	11.1
Accessing the Agency Special Requirements Request Status Function.....	11.1
ALC	11.1
Customer ALC	11.2
View Special Requirements Status Data Entry Field.....	11.2
View Special Requirements Status Function Buttons.....	11.2
"View Status"	11.2
"Clear"	11.2
"Return to IPAC Main Menu".....	11.3
"Help"	11.3
Agency Special Requirements Request Status Data Columns	11.4
ALC	11.4
Transaction Type	11.4
Data Element	11.4
Description	11.4
Start Date	11.4
End Date	11.4
Status	11.5
Status Date	11.5
Rejection Explanation.....	11.5
Contact Name	11.5
Phone No.	11.5

Agency Special Requirements Request Status Function Buttons	11.5
"Another ALC"	11.5
"Return to IPAC Main Menu"	11.5
"Help"	11.5
"Next"/"Prior"	11.5
Section 12 Agency Billable Request.....	12.1
Accessing the Agency Billable Request Function	12.1
ALC	12.2
Customer ALC	12.2
Billable Status Request Screen	12.3
ALC	12.3
Billable Status Request Data Columns	12.4
Select	12.4
Partner ALC	12.4
ID	12.4
Related ID	12.4
Start Date	12.4
End Date	12.4
P	12.4
C	12.4
A	12.4
Request Type	12.4
Status	12.4
Status Date	12.5
Explanation	12.5
Billable Status Request Function Buttons	12.5
"Add"	12.5
"Edit"	12.5
"Delete"	12.5
"Return to IPAC Main Menu"	12.5
"Help"	12.5
ALC	12.6
Billable Status Entry Data Entry Fields	12.6
Partner ALC	12.6
Payment	12.6
Collection	12.6
Adjustments	12.6
Start Date	12.6
End Date	12.6
Billable Status Entry Function Buttons	12.7
"OK"	12.7
"Clear"	12.7
"Return to IPAC Main Menu"	12.7
"Help"	12.7
Agency Billable Status Request Confirmation	12.8
"OK"	12.8
"Help"	12.8
Section 13 Agency Billable Status.....	13.1
Accessing the Agency Billable Status Function	13.1
ALC	13.2

Customer ALC	13.2
Agency Billable Status Change Request <u>ALC</u> Data Entry Box	13.3
Agency Billable Status Change Request Function Buttons	13.3
"View Approved"	13.3
"View All Status"	13.3
"Clear"	13.3
"Return to IPAC Main Menu"	13.3
"Help"	13.3
ALC Billable Status View Data Columns	13.4
ALC	13.4
Partner ALC	13.4
Payment	13.4
Collection	13.4
Adjustment	13.4
Start Date	13.4
End Date	13.4
Status	13.4
Approved Date	13.4
ALC Billable Status View Function Buttons	13.5
"Another ALC"	13.5
"Return To IPAC Main Menu"	13.5
"Print"	13.5
"Help"	13.5
View All Status Screen	13.5
View All Status Function Buttons	13.5
"Another ALC"	13.5
"Return To IPAC Main Menu"	13.6
"Print"	13.6
"Help"	13.6
View All Status Data Columns	13.6
ALC	13.6
Partner ALC	13.6
Payment	13.6
Collection	13.6
Adjustment	13.6
Start Date	13.7
End Date	13.7
Status	13.7
Approved Date	13.7
Section 14 Agency Request for EDI Trading Partner Profile.....	14.1
Section 15 Update Agency Information	15.1
Accessing the Update Agency Information	15.1
ALC	15.2
Customer ALC	15.2
ALC Information Data Fields Maintained by FMS	15.3
ALC	15.3
ALC Contact Name	15.3
ALC Phone Number	15.3
Address1	15.4
Address2	15.4

Address3	15.4
City	15.4
State	15.4
ZipCode	15.4
Agency Code	15.4
Open Date	15.4
Close Date	15.4
DO Symbol	15.4
ALC Information Data Fields Maintained by the ALC	15.4
Preferred Delivery Mechanism Code	15.4
Delivery Schedule	15.4
IPAC Contact Information	15.4
First Name	15.4
Last Name	15.5
Phone Number	15.5
ALC Information Function Buttons	15.5
"Update"	15.5
"Clear"	15.5
"Return to IPAC Main Menu"	15.5
"Help"	15.5
Section 16 Display Messages	16.1
Accessing the Display Messages Function	16.1
ALC	16.2
Customer ALC	16.2
Broadcast Messages screen	16.2
Section 17 Admin Processing Status.....	17.1
Admin Processing Status Inquiry Data Entry Fields	17.1
ALC	17.1
Start Date	17.2
End Date	17.2
Start Time	17.2
End Time.....	17.2
Admin Processing Status Inquiry Buttons	17.2
"Submit"	17.2
"Clear"	17.2
"Return To IPAC Main Menu"	17.2
"Help"	17.2
Admin Processing Status Inquiry Results Data Entry Fields	17.3
Trans Date	17.3
Trans Time	17.3
Message	17.3
Logon Id	17.3
App Code	17.3
Admin Processing Status Inquiry Results Buttons	17.3
"Return To IPAC Main Menu"	17.3
"Print"	17.3
"Help"	17.3
Appendix A Sample Reports.....	A.1
Agency Special Requirements.....	A.2

HeadQuarters Transaction Download	A.3
CSV Format.....	A.3
TSV Format.....	A.5
Headquarters Transactions	A.7
All Payments Sent by Specific ALC	A.7
All Adjustments Received by Specific ALC	A.9
IPAC Transaction Report Download	A.10
CSV Format.....	A.10
TSV Format.....	A.12
IPAC Transaction Report Selection	A.14
All Collections Sent by ALC Sorted by ALC	A.14
All Payments Received by ALC sorted by ALC	A.15
Totals Only Report for All Transactions Sent by ALC	A.16
Parent/Child Relationships Report for All ALCs.....	A.17
Predecessor/Successor Report for All ALCs.....	A.18
Treasury Reporting Requirements	A.19
Zero Dollar Transaction	A.20
Appendix B Table of Figures.....	B.1
Appendix C IPAC Required Fields.....	C.1
Appendix D Configuring Netscape Navigator® to save PDF files.....	D.1
Appendix E Configuring Browsers to Accept Cookies.....	E.1
What are Cookies?.....	E.1
What are the IPAC System Cookie Requirements?.....	E.1
Controlling Cookies in Microsoft® Internet Explorer 5.....	E.2
Controlling Cookies in Netscape® Communicator 4.75	E.6
Appendix F Roles and Functions	F.1
Appendix G Military Time Conversion Chart	G.1
Appendix H Transaction Field Lengths.....	H.1
Appendix I Glossary of Terms and Acronyms	I.1

Introduction

What is IPAC?

The Intra-governmental **P**ayment and **C**ollection (IPAC) System is one of the major components of the **G**overnment **O**n-Line **A**ccounting **L**ink **S**ystem II (GOALS II). The IPAC System contains multiple components which consist of the **1**) IPAC application which handles intra-governmental fund transfers between agencies, **2**) Retirement and Insurance Transfer System (RITS) which handles agency retirement and insurance payments to the **O**ffice of **P**ersonnel **M**anagement (OPM), and **3**) Treasury Receivable Accounting and **C**ollection **S**ystem (TRACS) interface.

The IPAC application's primary purpose is to provide a standardized inter-agency fund transfer mechanism for **F**ederal **P**rogram **A**gencies (FPAs). It facilitates the intra-governmental transfer of funds, with descriptive data, from one FPA to another.

FPAs have the opportunity to send transactions to IPAC via on-line or bulk file connections. The connection type is determined by each FPA. On-line transactions will be processed immediately. Bulk file transactions will be processed as close to real time as possible, depending on system volume and availability. In a future release, IPAC will offer the capability for FPAs to send transactions via **E**lectronic **D**ata **I**nterchange (EDI).

IPAC System Requirements

To use the IPAC System, the computer must have:

- Access to the Internet
- A browser with 128-bit encryption - Microsoft Internet Explorer 4.0 or higher or Netscape 4.0 or higher
- The browser must have cookies enabled
- Software to view Portable Document Format (PDF) files (such as Adobe Acrobat™)

About This Manual

This Guide's Audience

This manual is intended for new users of the IPAC System and experienced users of the OPAC system transitioning to the IPAC System. The intention of this manual is to describe the IPAC on-line system in its entirety. However, individual users will only have access to the screens and functions that are authorized by the roles assigned by their agency. For a list of roles and functions available in the IPAC application, see *Appendix F – Roles and Functions*.

Assumptions

It is assumed that the users of this manual are familiar with the following:

- The use of a personal computer in a Windows environment.
- The basics of the Internet and the Internet browser they will be using.
- The accounting procedures unique to their agency.
- The Treasury reporting requirements outlined in the **Treasury Financial Manual (TFM)**.

Organization

The information in this manual is divided into Sections corresponding to the function buttons on the **IPAC Main Menu** (Payments and Collections are both discussed in *Section 1* since the processes for these functions are similar). These sections will describe the processes available under each menu option and will include screen views to ensure that the correct paths are being followed. The manual also contains this *Introduction*, which discusses the purpose of the manual, its intended audience and some of the functions common to all types of transactions. There are also a Table of Contents, an Index and the following Appendices:

- A. Sample Reports
- B. Table of Figures
- C. IPAC Required Fields
- D. Netscape® Configuration for PDF files
- E. Configuring Browsers to Accept Cookies
- F. Roles and Functions
- G. Military Time Conversion Chart
- H. Transaction Field Lengths
- I. Glossary of Terms and Acronyms

Conventions Used in this Manual

The following conventions are used throughout the manual:

- References to **screen names** will display in bold print (i.e. **IPAC Main Menu**).
- Names of **screen buttons** will be in “quotes”.
- References to **field names** on a screen will be underlined.
- References to **other sections** of this manual will be in *italics*.

Conventions Used in the IPAC Application

Title Bars

As you use the IPAC application, the title bars on your screen will help you keep track of your location within the program. Once you leave the Main Menu, the title bar of each screen generally contains the name of the function under the application in which you are currently working, as shown in Figure I.1.

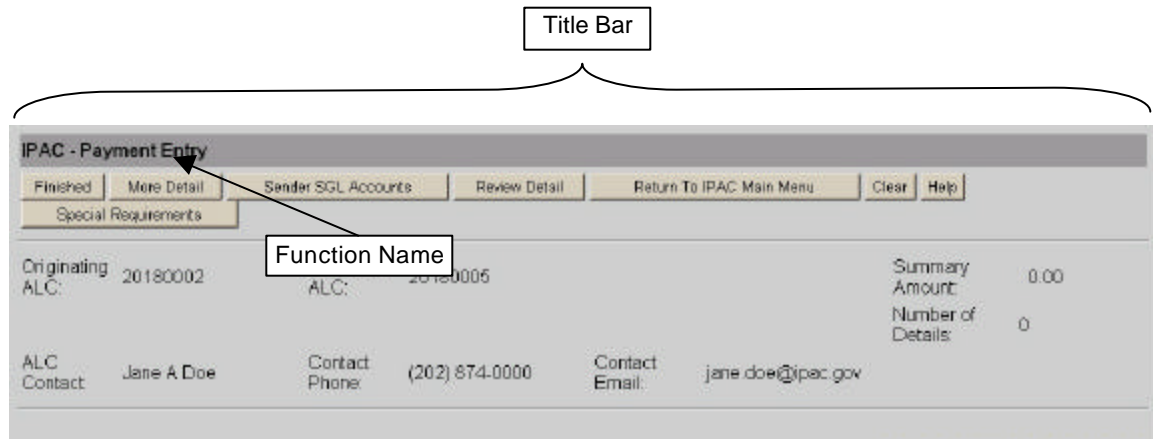


Figure I.1 Title Bar

Browser Buttons

You must **NOT** use the “Back” and “Forward” buttons of your browser to navigate through the IPAC screens. The program expects data to be submitted in specific sequence and using the browser navigation buttons can result in the activation of intruder detection software. If you accidentally hit the back button of the browser, you may be returned to the IPAC System Main Menu with none of the data entered on your most recent screen saved to the database. If after selecting the back button you are not automatically returned to the IPAC System Main Menu, you need to manually go back to the **IPAC Main Menu** and begin processing again. The system cannot accurately process information once the “Back” button has been selected.

Cursor Movement

When a screen first appears, you must click to position the cursor in the first data entry field or menu selection. You may continue to position the cursor with the mouse, or you may use the “Tab” key to move forward between fields, “Shift”-“Tab” to move backward. You **must** use a button to submit data to the IPAC database.

Hitting the Enter key while in a data entry field is **NOT** the same as clicking the “OK” button, the “Finished” button, or other IPAC screen buttons. If you would like to use the keyboard rather than the mouse to click a button, then use the Tab key to move the focus to the button (“OK”, “Finished”, etc.) and then hit Enter.

Standard Buttons

Standard Buttons have been established for use throughout the IPAC application. The availability may vary as needed by the function being performed, when the buttons appear they will behave in a consistent fashion. Standard Buttons include “Finished”, “Print”, “Clear”, “Cancel”, “Help”, “OK” and “Return to IPAC Main Menu”. Additional buttons will be included as needed in specific areas of the program.

Explanation of Standard Buttons

“Finished”

The data on the current screen will be submitted for entry in the IPAC database. If the data is accepted, you will be presented with a confirmation screen, then returned to the **IPAC Main Menu**. If a required field is blank, or if an error is detected, an error message will be displayed and the cursor will be placed in the entry field where the error occurred.

“Print”

You will be forwarded to a report printing screen where the data just entered will appear as a document and may be printed.

“Clear”

All of the data entry fields which you have modified since the last time the screen was displayed are returned to their former values and you remain on the current screen. No data is submitted to the database.

“Cancel”

No data is submitted from the currently active screen and you are returned to the previous screen or to a menu.

“Help”

A new browser window is opened and system help for the current screen is displayed. After reading and/or printing the help screen, you should close the help window by using the "Return" button to go back to the previous screen. (The "Back" button on your browser will **NOT** be functional on the help screen since this is a new window with no history.)

“OK”

This acknowledges that you have read any message on the current screen and are prepared to submit any data just entered. The data is submitted and you are returned to the previous screen or to a previous menu.

“Return to IPAC Main Menu”

No data entered on the current screen will be saved. You will be returned to the **IPAC Main Menu**.

Formats

Button Formats

Because screen presentation is influenced solely by the browser configuration, all **function buttons will display at both the top and bottom of all IPAC screens**. Either set may be used depending on your location and preference as shown in Figure I.2.

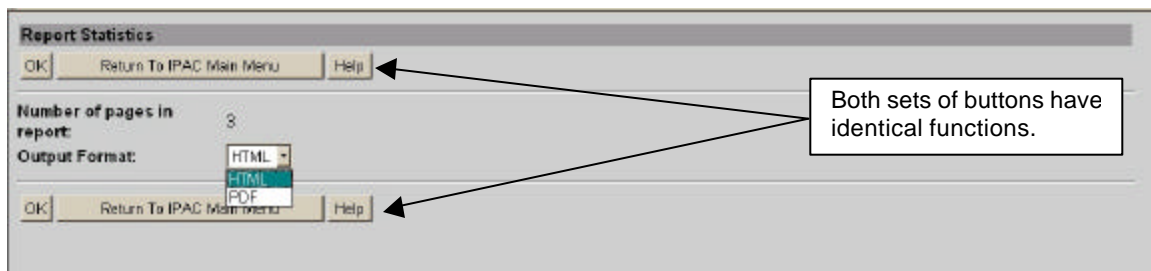


Figure I.2 Function Button Locations

Date Formats

When entering dates in IPAC, the format is YYYY-MM-DD (2001-06-22 for June 22, 2001). Any date entered in another format will not be accepted and will return an error message.

Time Formats

When a start or end time is required, enter the time in military time format which uses a 24-hour clock, four digits and does not use punctuation to separate hours from minutes. Military time is told on a continuous 24-hour clock. Rather than distinguishing between morning (AM) and afternoon (PM), the time is read sequentially from 0001 to 2400. For example, fifteen minutes past midnight is 0015, one thirty in the morning is 0130, and two o'clock in the afternoon is 1400. For a military time conversion chart, see *Appendix G*.

All time stamps generated by IPAC will be in Eastern Standard Time.

Currency Formats

When you enter dollar amounts in IPAC, you may enter up to 14 numbers, with two of them following the decimal point. **Do not** enter characters other than numbers, commas and/or the decimal point (\$, ¢, etc.). Amounts entered are assumed to be whole dollars unless you enter a decimal point. If you enter 500 (without a decimal point), the amount will be recorded as \$500.00, not \$5.00. After the amount entered is submitted to the server, formatting, to include decimals and commas, will be automatic.

Telephone Number Formats

Since the IPAC application is distributed world wide, there is no “mask” to automatically format telephone numbers in IPAC. Numbers will be displayed exactly as you entered them. Since all telephone numbers entered should include the area code (and country code for foreign exchanges), it is recommended that you use some formatting characters to make the telephone numbers easier to read. For example, (202) 874-8270 or 202-874-8270.

Asterisks for Required Fields

Most data entry screens contain required fields. These fields **MUST** be completed before the data on the current screen will be accepted. When entering an IPAC transaction, required fields will be indicated with an asterisk on the screen at the end of the field label.

Help Screens

The IPAC System is supported by the **Financial Management Service's** (FMS') GOALS Customer Support Staff. You can select a "Help" button from most IPAC screens to display the telephone number to reach this support group. This information is provided in a new browser window, which behaves like any other browser window on your system. The Help screen information may be printed through your browser's print facility. The "Back" button on this window will be dimmed and inoperable since this is a new window with no history. Selecting the help button again or selecting another "Help" button, will open a new browser window without closing the current help window. To avoid confusion and to save your system's memory, help windows should be closed when you have finished with their information, either by using the "Return" button on the screen or by clicking on the Windows close box. This **Help** screen is shown in Figure I.3.

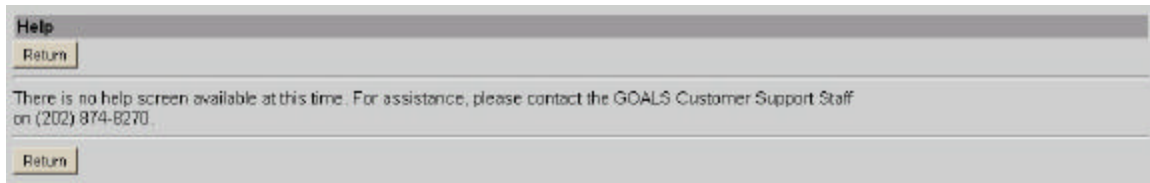


Figure I.3 Help Screen

Error Messages

An error message is generated by the IPAC System when an action taken is improper or the data entered is not valid. The error messages state the nature of the error made. Error messages display in a browser window, just as help information does. The **Error Message** window is smaller, and it remains open without being cleared until closed. This allows you to refer to the error message while resolving the error; it also means that error messages will continue to accumulate as the window is called for message display. Since this can be confusing, it is advisable to close the **Error Message** window, using the Windows "Close" button when you no longer need the information it provides. A sample **Error Message** is shown in Figure I.4.

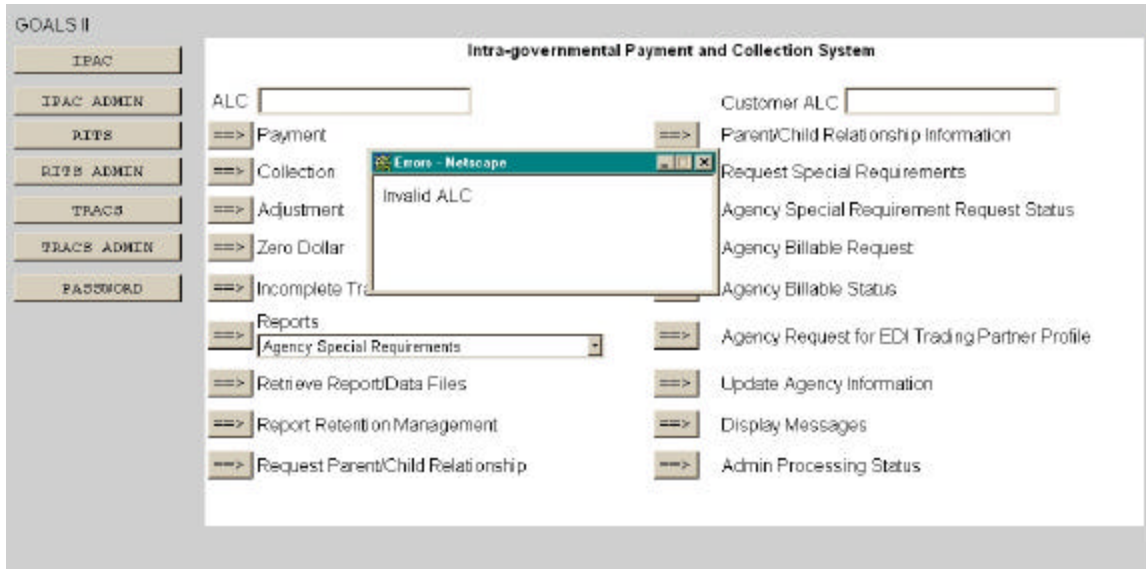


Figure I.4 Sample Error Message

Whenever an error message is received from IPAC, the submission causing the error is returned unprocessed.

Viewing and Printing Documents through IPAC

Common conventions are used throughout the IPAC application for printing documents and reports. When you select a report to be generated, you will be forwarded to a report printing screen where the data just entered will appear as a document and may be printed. First, you will see a [Report File Description](#) and [Footer Comments](#) entry screen referred to in this manual as the **Report Request** screen. Then the **Report Statistics** screen displays, which has several output options as discussed below.

Report File Description / Footer Comments (Report Request) Screen

When you select a report to be generated, the next screen to display is the **Report Request** screen. The entry of a Report File Description and Footer Comments for the report is available, as shown in Figure I.5. The title of this screen will vary depending on the location in IPAC, but the appearance and functionality of the screen will be consistent.

The screenshot shows a window titled "IPAC - Payment Collection". At the top, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help". Below this, there are two main data entry sections. The first is labeled "Report File Description:" and contains a text area with the text "This is a sample payment for documentation purposes.". The second is labeled "Footer Comments:" and contains a text area with the text "This is a sample footer comment entered by the user.". At the bottom of the window, there are the same four buttons as at the top: "OK", "Clear", "Return To IPAC Main Menu", and "Help".

Figure I.5 Report File Description / Footer Comments

Data Entry Fields

There are two data entry fields on this screen. It is not required to complete either field, but it is highly recommended that the Report File Description field is 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. The description that is assigned to the report should be as meaningful as possible to help with later report identification. This description does not print on the report itself.

Footer Comments

This field is printed on the bottom of each page of the document or report. Figure I.6 shows a sample report with the location of the Footer Comments marked.

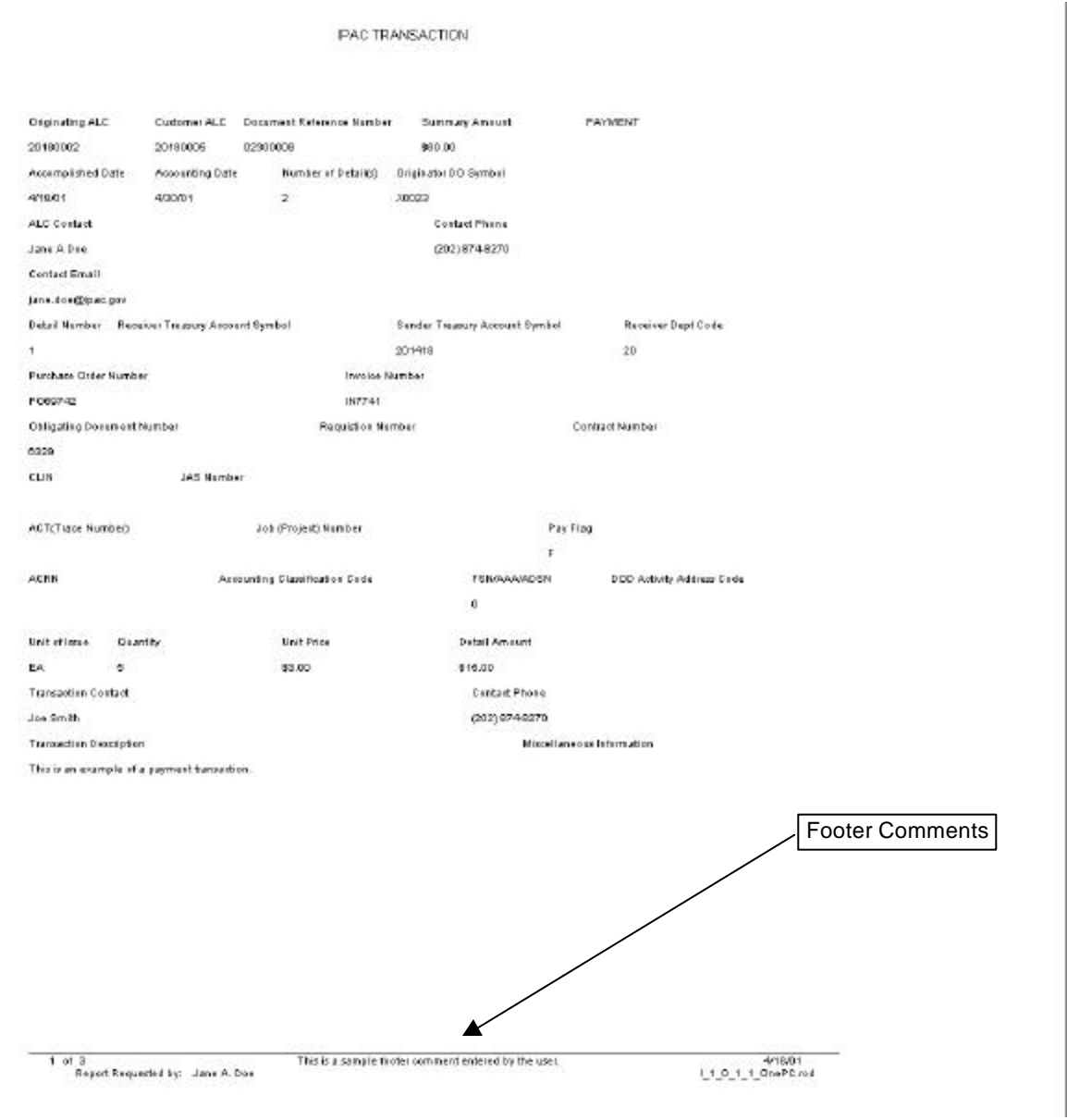


Figure I.6 Report Footer Comments

Function Buttons

There are 4 standard function buttons on the **Report Request** screen:

“OK”

Accepts the information on the screen as the report description and report footer, extracts the report contents from the database and displays the **Report Statistics** screen shown in Figure I.7.

“Clear”

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

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without saving any information entered.

“Help”

Displays help information for this screen.

Report Statistics

Selecting “OK” from the **Report File Description / Footer Comments** screen will display the **Report Statistics** screen shown in Figure I.7. This screen displays the number of pages the report or document will have and provides you with a drop-down menu option of output formats.

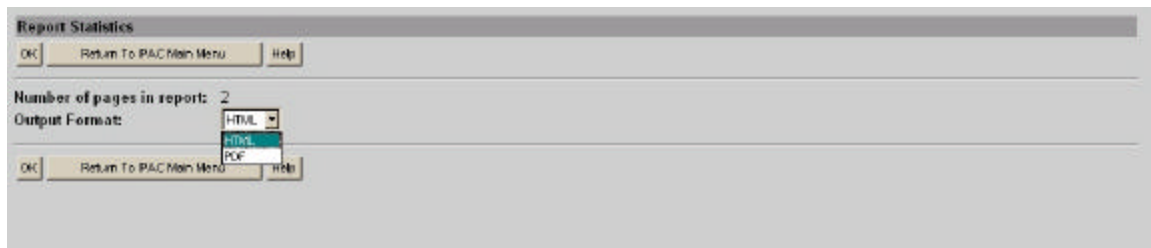


Figure I.7 Report Statistics

Report Output Menu Options

HTML (HyperText 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.

Function Buttons

“OK”

Displays the report in the specified format.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without generating, saving or printing the report or document.

“Help”

Displays help information for this screen.

Viewing HTML Format Documents and Reports

When a report is generated in HTML format for viewing on-line, the IPAC Report Viewer is automatically called to display the report as shown in Figure I.8.

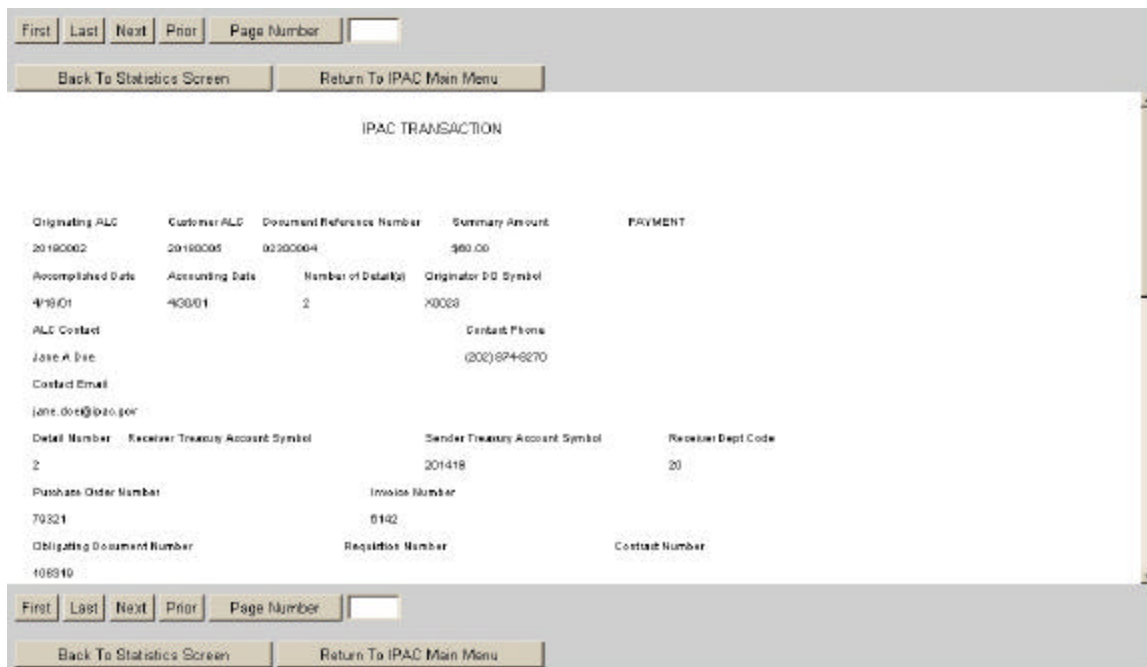


Figure I.8 IPAC Report Viewer

IPAC Report Viewer will display the document or report one page at a time with as much of the page visible as your browser will allow. To see the rest of the page use the scroll bars. If you attempt to print this report through your browser, only the page currently being viewed will be printed.

Report Viewer Function Buttons

The Report Viewer also has standard function buttons, shown in Figure I.8, which appear at both the top and the bottom of the screen.

“First”

Moves you to the top of the first page (page 1) of the document.

“Last”

Moves you to the end of the last page of the document.

“Next”

Moves you to the next page in the document unless you are already on the last page.

“Prior”

Moves you back one page in the document unless you are already on the first page.

“Page Number”

Moves you to the page number entered in the Page Number field. If the field is left blank, clicking “Page Number” will move to the first page of the report. If the field is set to a page number greater than the number of pages in the report, clicking “Page Number” will move to the last page of the report. The presence of a page number in the field does not affect the operation of the “First”, “Last”, “Next” or “Prior” buttons.

“Back to Statistics Screen”

Returns you to the **Report Statistics** screen, discussed earlier in this section, where you can choose to display or print the report in another format.

“Return to IPAC Main Menu”

Returns you to the **IPAC Main Menu**. In a future release of IPAC, the report will be saved for later viewing through the Retrieve Report Function.

Viewing, Saving and Printing PDF Format Documents and Reports

If your system is equipped with Adobe Acrobat®, then a better choice for viewing or printing the report may be the PDF (**P**ortable **D**ocument **F**ormat) format. PDF, read with an Acrobat reader, allows documents to be displayed and printed in different operating systems while retaining its formatting properties and appearance. There are Acrobat readers available for DOS, Windows, UNIX and Mac platforms.

If you choose PDF as your file output format and see an error message similar to the one in Figure I.9, then either Acrobat is not installed on your system, or your browser is not configured to use it.

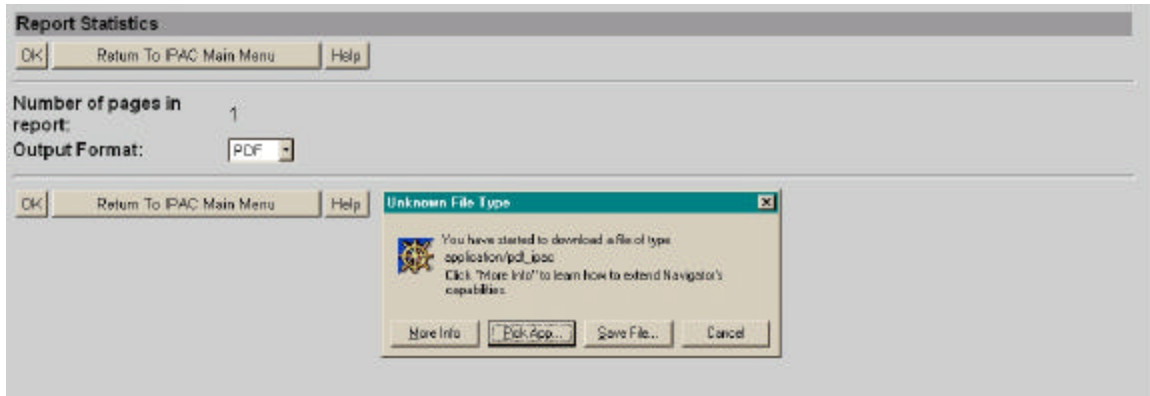


Figure I.9 Acrobat Error Message

If your browser is configured to use Acrobat, the next screen you see should be similar to Figure I.10. This is a warning that some files downloaded from the Internet can be dangerous. It also asks if you would like to open the file or save it to disk.

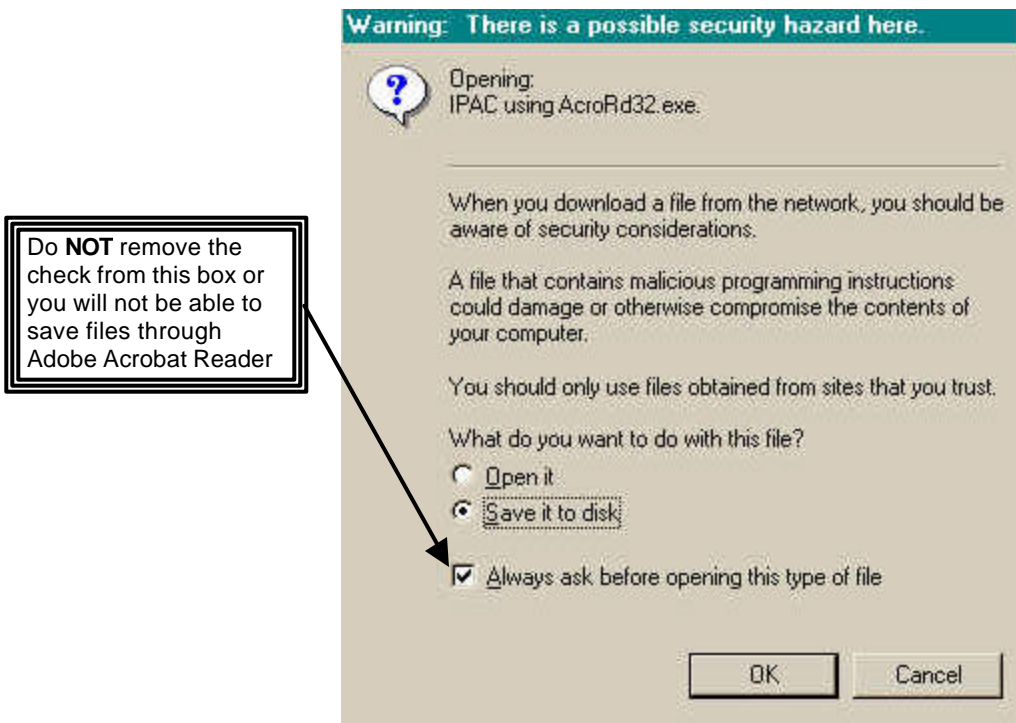


Figure I.10 File Download Warning

Since this report is coming from IPAC, a secure system, you can trust the source of the report. On this screen you must also decide if you want to open the report for viewing and printing, or if you want to save it to disk. Do NOT remove the check mark from the "Always ask before opening this type of file" box or you will not be able to save (or, conversely, view) files in PDF format.

If the check mark in the "Always ask..." box has been removed, this screen does not display and the report will be saved immediately ("Save As ..." dialog box will display), or displayed immediately in Acrobat. To correct this situation, see *Appendix D*.

Viewing and Printing a Report with Adobe Acrobat Reader

To **Open** the PDF file, Acrobat will automatically be opened to display it. Figure I.11 illustrates Acrobat's view of an IPAC report.

RECEIVED BY YOUR ALC				
COLLECTION TRANSACTIONS SORTED BY ALC				
Start Date		End Date		
01/01/01		04/25/01		
Originating ALC	Customer ALC	Document Reference Number	Summary Amount	COLLECTION
20180002	20180005	02300014	\$85.00	
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol	
4/25/01	4/30/01	1	X0023	
ALC Contact			Contact Phone	
Tonya L Johnson			804-697-8508	
Contact Email				
tonya.johnson@rich.frb.org				
Detail Number	Receiver Treasury Account Symbol	Sender Treasury Account Symbol	Receiver Dept Code	
1		201418	12	
Purchase Order Number		Invoice Number		
8508		8508		
Obligating Document Number		Requisition Number	Contract Number	
8508				
CLIN	JAS Number			
ACT(Trace Number)		Job (Project) Number		
ACRN	Accounting Classification Code		FSN/AAA/ADSN	DOD Activity Address Code
			0	
Unit of Issue	Quantity	Unit Price	Detail Amount	
ea	85	\$1.00	\$85.00	
Transaction Contact			Contact Phone	
Transaction Description			Miscellaneous Information	
Testing 4/25/01			Testing 4/25/01	

1 of 1
Report Requested by: Tonya L. Johnson

4/25/01 Testing TLJ

4/25/01
L_1_0_1_1_ReceivedByALC810.rpd

Figure I.11 Acrobat View of a Report

Acrobat is an easy program to use, and the buttons on its toolbar function as expected. For further assistance in the use of Acrobat, click **Help** while in the program, then **Reader Online Guide**, then **Viewing PDF Documents** for further information.

The report can also be printed from within the Acrobat Reader. Click the **File** option of the Acrobat menu bar to get the menu shown in Figure I.12.

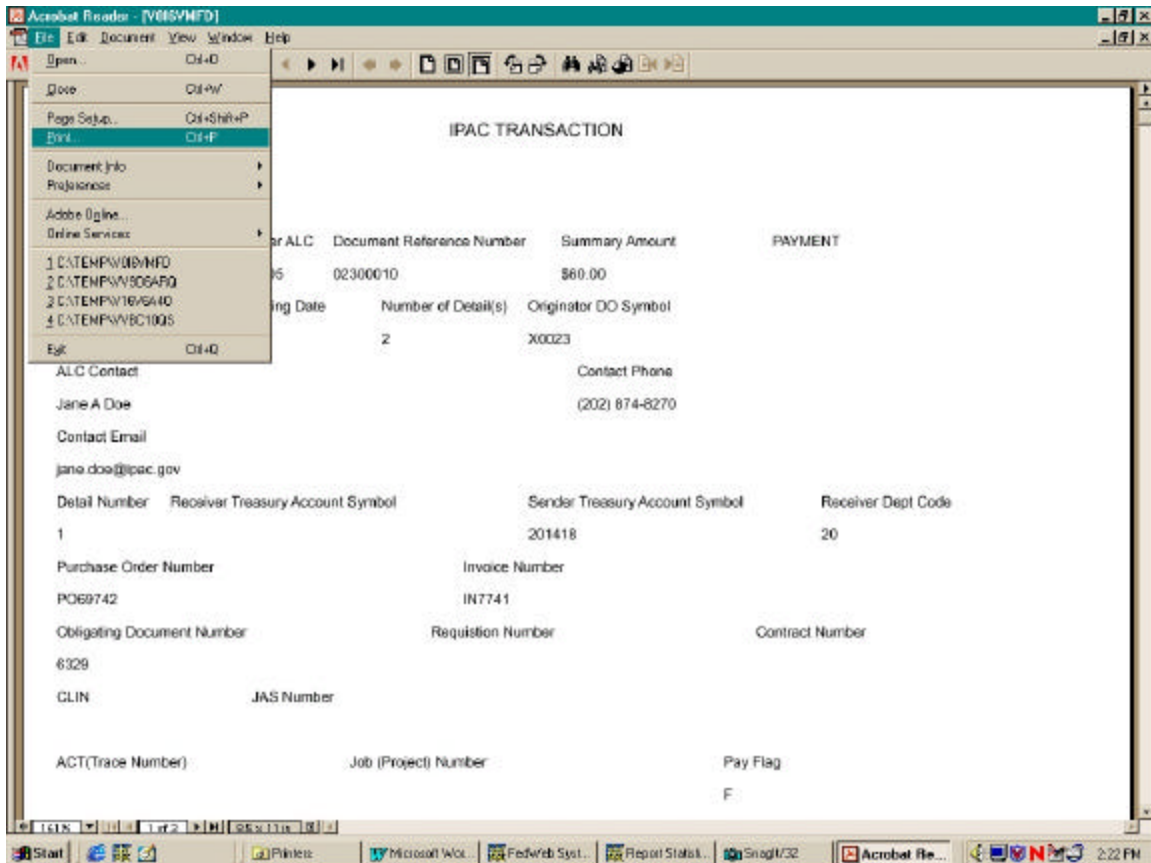


Figure I.12 Acrobat File Menu

Choosing the **Print** option from this menu will display the menu shown in Figure I.13

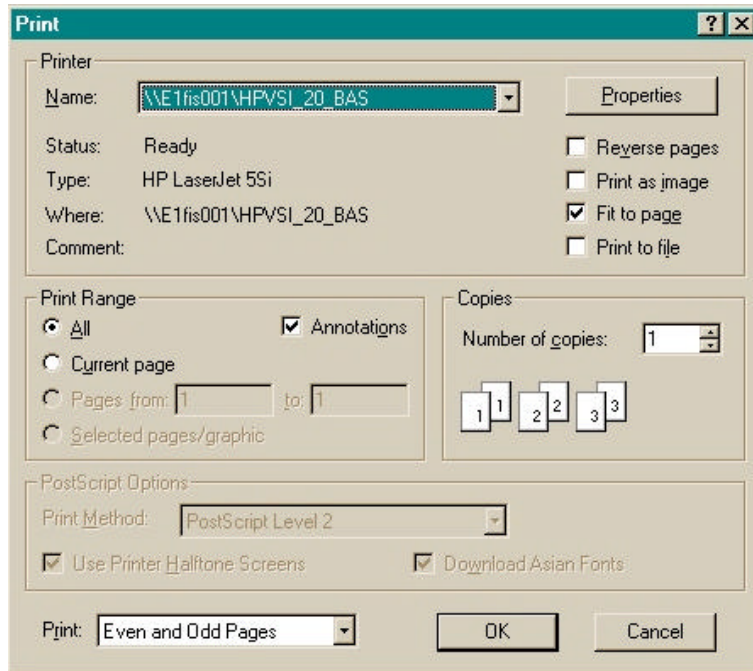


Figure I.13 Acrobat Print Menu

From here you can print the entire report, the current page of the report or a range of pages to your default printer. If you put a check in the “Print to File” box on this menu screen, the report will be saved to a file that can be interpreted by your printer, but will not be readily viewable by you. To save the file to a disk, choose the “Save it to disk” option on the previous menu. (See Figure I.10 and read below.)

Saving a Report with Acrobat

If you choose **Save it to disk** from the earlier menu shown in Figure I.10, you will see a standard Windows “Save As...” Dialogue Box (see Figure 1.14). This allows you to name the output file, choose the location for the file and specify the type of file to save. The location and name you choose for the file will depend on your computer’s configuration and your agency’s procedures. Do NOT remove the check mark from the “Always ask before opening this type of file” box or you will not be able to save files through the Acrobat Reader. Once the file is saved, you will be returned to the **Report Statistics** screen where you can display the report in another format or return to the **IPAC Main Menu**.

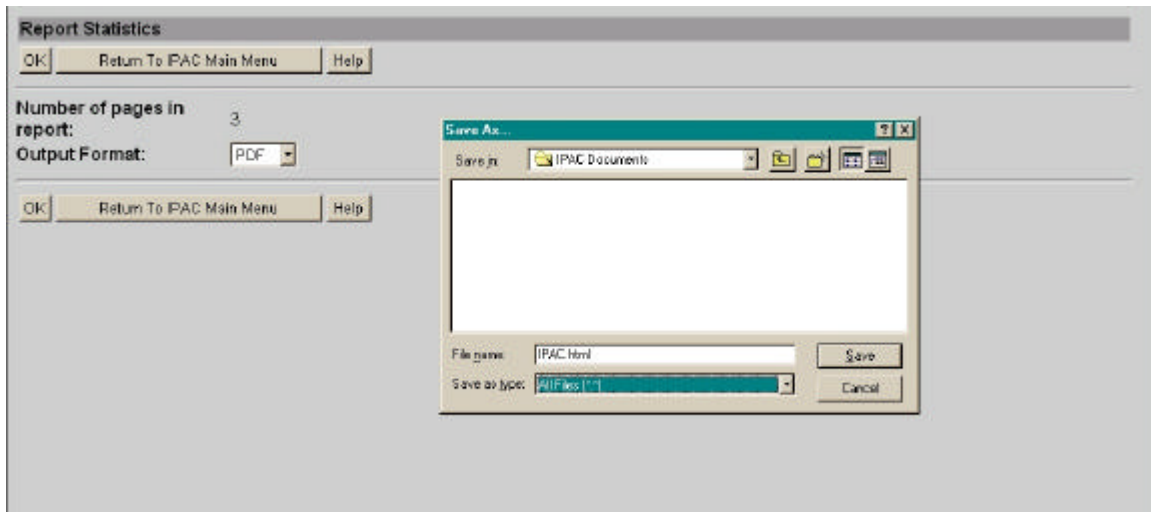


Figure I.14 Window “Save As...” Dialog box

Accessing the System

IPAC is an Internet application that can be accessed using a secured web site address. The on-line version of the manual does not list the secured web site address. For more information contact the GOALS Customer Support Staff on (202) 874-8270.

Security Logon

When you first open the IPAC System in your browser, you will be presented with a Logon Screen similar to the one in Figure I.15. The actual appearance of this window may vary with the browser you are using to access the IPAC System, but the data entry boxes will remain the same. You must enter your User Name (Logon ID) and Password to be allowed through the security layer and into the IPAC web site.

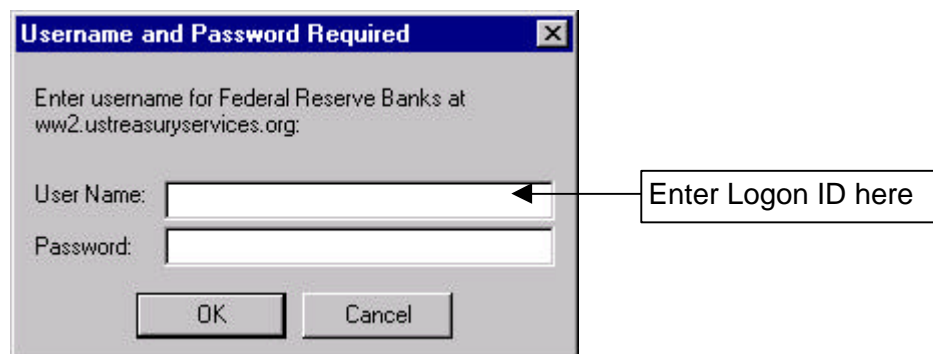


Figure I.15 Security Logon Screen

When you are authorized as a user of IPAC, you will be assigned a Logon ID and a one-time-use only password. Your Logon ID will tell IPAC about your authorization to access various functions within the program. It will also tell IPAC the ALCs for which you are authorized to do business. The first time you log onto the IPAC System you will be required to change your password. IPAC is a secure system and has specific requirement for passwords.

Passwords

Passwords must contain:

1. A minimum of 8 characters
2. At least 2 alphabetic characters
3. At least 3 non-alphabetic (numeric and special) characters
4. At least 5 unique (different) characters
5. A maximum of 2 sequentially repeating characters

An example of a valid IPAC password is “test123\$”

- Passwords are aged and expire automatically every 30 days.
- The user will receive warnings that the password is about to expire for the last 5 days of the password life.
- Passwords will be disabled after 3 unsuccessful attempts.
- The system will not let a user reuse any of the last 5 passwords
- The same password cannot be reused within 120 days.

“Must See” System Messages

IPAC and its component programs contain facilities for presenting messages to the entire system or to specified ALCs. The “Must See” messages are transmitted system-wide to all users of the IPAC System, and may contain general IPAC instructions, training announcements, new reporting requirements or other administrative information. When you first log onto the IPAC System web site, if there is a current “Must See” message, you will be presented with a message screen similar to the one in Figure 1.16 though the actual appearance of the message window will depend on the browser you use. Once you have read and noted the message, you may close that window.

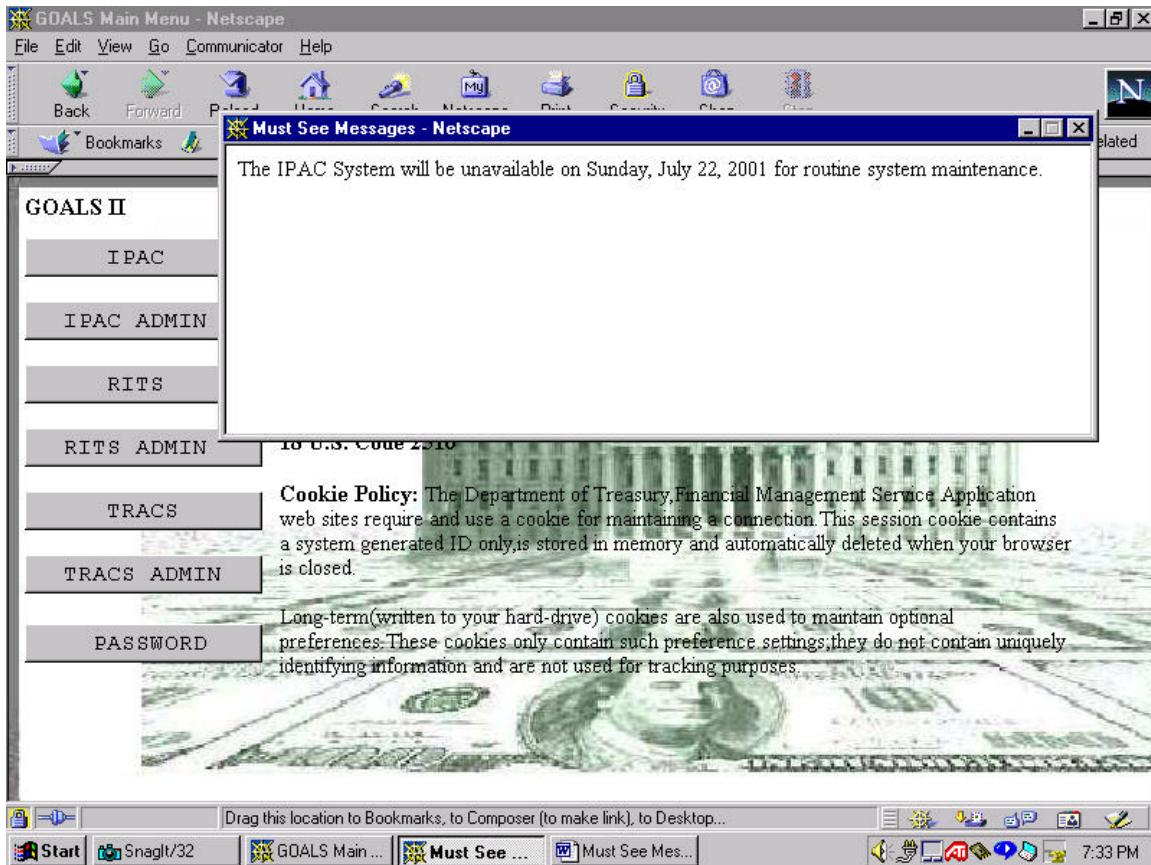


Figure I.16 System Messages

There is another messaging system for “Broadcast Messages”. These messages are distributed to either groups of ALCs or an individual ALC. These messages are viewed through a button on the **IPAC Main Menu** and will be discussed later in this manual.

IPAC System Main Menu

Once you have completed the Logon Screen and closed any system messages that display, you will see the **IPAC System Main Menu** screen shown in Figure I.17.



Figure I.17 IPAC System Main Menu Screen

Security Warning

This screen contains a Federal Government **Security Warning**. The IPAC System is restricted to authorized users. Use of the system constitutes the granting of permission for the user's actions to be monitored and recorded. Any evidence of criminal activity uncovered through such monitoring will be provided to law enforcement officials.

Cookie Policy

The screen also displays the IPAC System cookie policy. To access the IPAC System programs, **cookies MUST be enabled**. *Appendix E* contains information regarding cookies and proper browser settings to accept cookies for both Netscape® Communicator 4.75 and Microsoft® Internet Explorer 5.

IPAC Main Menu

To enter the IPAC application from the IPAC System main menu, click on the "IPAC" button in the top left area of the screen. This will bring up the screen shown in Figure I.18, the **IPAC Main Menu**.

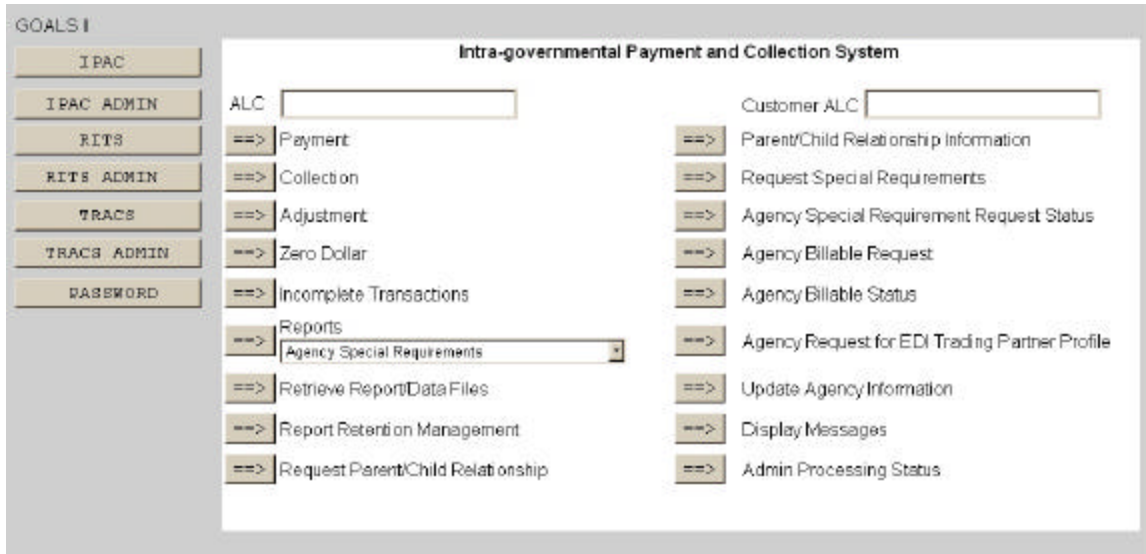


Figure I.18 IPAC Main Menu Screen

The **IPAC Main Menu** is your primary interface with the IPAC program. The entire screen shown in Figure I.18 may not be visible when it first displays through your browser. If it is not, the lower portions of the screen can be viewed by using the scroll bars in your browser window or by maximizing the browser window.

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

Option Buttons

Sections 1 through 17 of this manual discuss the functions made available by the buttons on the **IPAC Main Menu Screen** as follows:

- 1 **Payment and Collection**
- 2 **Adjustment**
- 3 **Zero Dollar**
- 4 **Incomplete Transactions**
- 5 **Reports**
- 6 **Retrieve Report/Data Files**
- 7 **Report Retention Management**
- 8 **Request Parent/Child Relationship**
- 9 **Parent/Child Relationship Information**
- 10 **Request Special Requirements**
- 11 **Agency Special Requirement Request Status**
- 12 **Agency Billable Request**
- 13 **Agency Billable Status**
- 14 **Agency Request for EDI Trading Partner Profile**
- 15 **Update Agency Information**
- 16 **Display Messages**
- 17 **Admin Processing Status**

Section 1 Payment and Collection

The procedures, data entry fields and function buttons are similar for Payments and Collections. The major difference between the two procedures is that payments are disbursements of funds from one agency to another while collections are collections of funds from one agency to another. To process a payment or collection through IPAC, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 1.1.

The entire screen shown may not be visible when it first displays through your browser. If it is not, the lower portions of the screen can be viewed by using the scroll bars in your browser window or by maximizing the browser window.

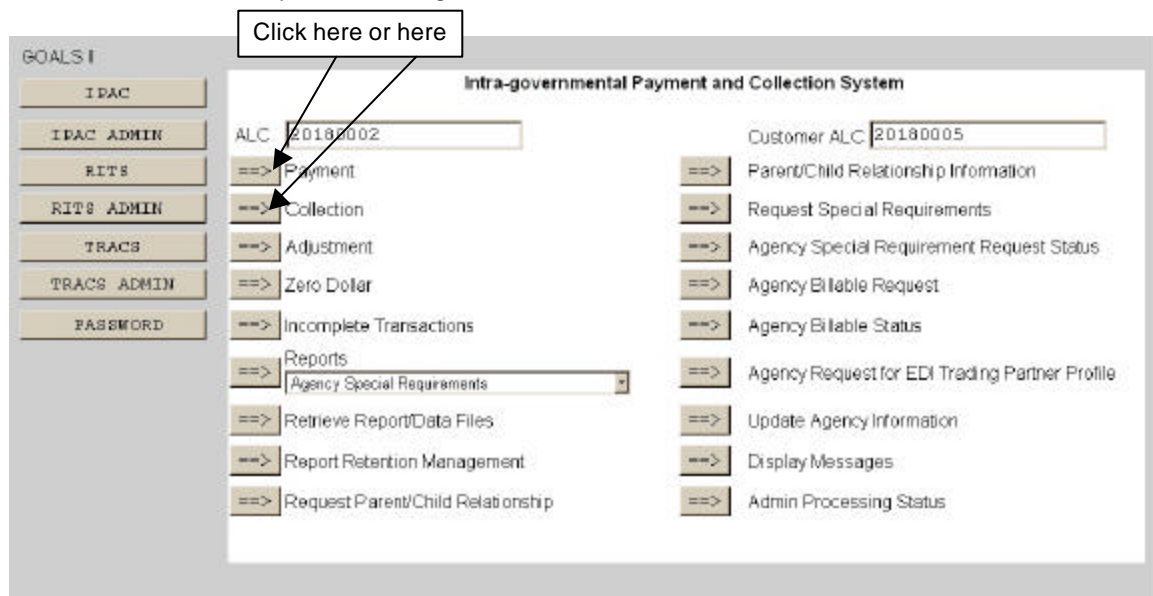


Figure 1.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

You must also enter an ALC in the Customer ALC field. This will be the ALC for the agency who is to receive the payment or from whom the collection is to be made. It *must* be different from the originating ALC. If either ALC fields are not completed, you will see the error message shown in Figure 1.2



Figure 1.2 Invalid ALC Error Message

Accessing the Payment or Collection Entry Screens

Once both ALC fields have been completed, click "Payment" to begin Payment entry or "Collection" to begin Collection entry. The **Payment Entry** screen, shown in Figure 1.3, or the **Collection Entry** screen will display. Since the fields and function buttons are the same for payments and collections, payments will be discussed in this chapter but the same processes can be used for making collections.

The **Payment Entry** and **Collection Entry** screens are divided into four sections: sections: Title Bar, Header, Detail Information and Function Buttons.

The screenshot shows the IPAC - Payment Entry form. At the top is a grey title bar with the text "IPAC - Payment Entry". Below the title bar is a row of function buttons: "Finished", "More Detail", "Sender SGL Accounts", "Review Detail", "Return to IPAC Main Menu", "Clear", "Help", and "Special Requirements". The main form area is divided into several sections. The top section, labeled "Header", contains fields for "Originating ALC" (20180002), "Customer ALC" (20180005), "Summary Amount" (0.00), and "Number of Details" (0). Below this is the "ALC Contact" section with fields for "ALC Contact" (Jane A. Doe), "Contact Phone" ((202) 874-8270), and "Contact Email" (jane.doe@ipac.gov). The middle section, labeled "Detail Information", contains a grid of input fields for various transaction details, including "Receiver Treasury Account Symbol", "Sender Treasury Account Symbol", "Receiver Dept. Code", "Purchase Order Number", "Invoice Number", "Obligating Document Number", "Requestion Number", "Contract Number", "CLIN", "JAS Number", "ACT (Trace Number)", "Job (Project) Number", "Quantity", "Unit Price", "Detail Amount", "Pay Flag" (set to "Final"), "Unit of Issue", "ACRN", "Accounting Classification Code", "FSN/AAA/ADSN", "DOD Activity Address Code", "Transaction Contact", and "Contact Phone". At the bottom of the form are two large text areas for "Transaction Description" and "Miscellaneous Information". A second row of function buttons is located at the very bottom of the form.

Figure 1.3 Payment Entry

Title Bar

The title bar contains the name of the function in which you are currently working (here it shows "Payment Entry").

Header

The Header section contains the Originating ALC, which is the ALC of the agency making the payment. This is the ALC entered, or selected, in the ALC field on the **IPAC Main Menu**. It also contains the Customer ALC, which is the ALC you entered on the **IPAC Main Menu** for the agency receiving this payment.

The ALC Contact listed is the name of the person associated with the Logon ID used to access the IPAC System. The Contact Phone and Contact Email shown are the telephone number and e-mail address associated with the Logon ID.

The Summary Amount shown is the sum of all the Detail Amounts which have been entered for this transaction (initially \$0.00).

The Number of Details is the number of detail lines (line items), which have been entered for this transaction (initially 0).

None of the fields in the Header section of this screen can be directly entered or changed by you.

Detail Information

The largest portion of the **Payment Entry** and **Collection Entry** screens is the Detail entry area. Each detail (line item) of the payment or collection will be entered until all of the detail items have been completed and the payment or collection data is submitted. Each complete detail item entered is stored temporarily, but it is not entered into the IPAC database until the entire transaction is submitted by clicking “Finished”. Transactions which have not been completed by clicking “Finished” will be retained as **Incomplete Transactions** (see *Section 4*) until they have expired from the system.

Some of the fields on this screen are required, meaning that the line of detail cannot be processed until these fields contain data. These **required fields** are indicated on the screen with an **asterisk (*)**. Required fields may vary depending on the Special Requirements set up by the Customer ALC.

IPAC validates that the Sender Treasury Account Symbol, Receiver Department Code and Unit of Issue required fields contain valid data. IPAC simply ensures that the remaining required fields contain data, but does not check their validity.

The Detail Amount is not calculated by the application. You must calculate and enter the detail amount as the Unit Price times the Quantity. IPAC will not let you submit a line item until the Detail amount is calculated correctly.

If you have questions about the meanings of the terms or acronyms for the data entry fields, see *Appendix I – Glossary of Terms and Acronyms*.

Function Buttons

The last section of the **Payment Entry** and **Collection Entry** screens contain the function buttons. For user convenience, this area appears at both the top and bottom of the screen. Either set of buttons may be used. Figure 1.4 shows the buttons available on the Payment Entry screen.

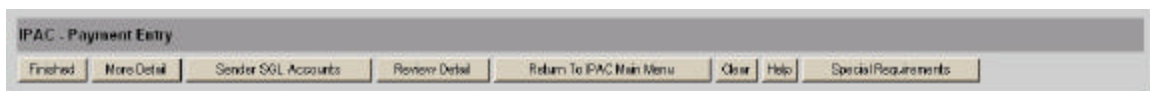


Figure 1.4 Payment Entry Screen Buttons

Data Verification

Many of the function buttons on the **Payment Entry** and **Collection Entry** screens perform data verification before they will allow you to proceed. The data you have entered on this form is checked for validity. If a required field is blank or an error is detected, an error message will display and the cursor will be placed in the entry field where the error occurred. The only buttons which do NOT require valid entries in the required fields (indicated by asterisks) are "Return to IPAC Main Menu", "Special Requirements", "Clear" and "Help".

"Finished"

Finalizes the transaction, submitting the Header information and all entered lines of Detail information for processing as a completed payment or collection. If no error is detected, a confirmation screen, similar to the one in Figure 1.9, will display.

"More Detail"

Stores the information for the current line of detail. If no error is detected, the detail information will be saved and the Summary Amount and the Number of Details fields in the Header Section will be updated to reflect the amounts entered for this line item. The data entry boxes in the Detail Section of the Payment Entry and Collection Entry screens will be returned blank to allow further data entry. No information is permanently committed to the database at this point. The information is not processed by IPAC until the "Finished" button is clicked to submit the entire transaction.

"Sender SGL Accounts"

Standard **G**eneral **L**edger (SGL) accounts are assigned at the detail, or line item, level of a transaction. This function provides a way to allocate detail amounts to specific Standard General Ledger Accounts. Click this button to access the **SGL Entry** screen, shown in Figure 1.5.

The screenshot displays the 'SGL Payment' window. At the top, there are buttons for 'OK', 'Clear', 'Cancel', 'Return To IPAC Main Menu', and 'Help'. Below this, the window is divided into two columns: 'Debit SGL' and 'Credit SGL'. Each column has a table with 'Account' and 'Amount' headers. In the Debit SGL table, the first row shows account '1010' and amount '15.00'. In the Credit SGL table, the first two rows show accounts '1610' and '1611', both with amounts of '7.50'. There are three empty rows in each table below the first row. At the bottom of the window, there are buttons for 'OK', 'Clear', 'Cancel', 'Return To IPAC Main Menu', and 'Help'.

Debit SGL		Credit SGL	
Account	Amount	Account	Amount
1010	15.00	1610	7.50
		1611	7.50

Figure 1.5 SGL Payment Entry Screen

You may allocate a detail amount to one SGL debit and one SGL credit account, or you may break the amount into as many as four debit and four credit accounts. The sum total of the debits must equal the sum total of the credits before this information can be stored and the screen closed. The numbers entered in the SGL Account data entry boxes **must** be valid SGL accounts.

The **SGL Payment** screen has several function buttons:

“OK”

Accepts the entries you have made and returns you to the Detail Entry screen.

“Clear”

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

“Cancel”

Returns you to the Detail Entry screen without saving any information you have entered.

“Return to IPAC Main Menu”

Returns you to the **IPAC Main Menu** screen without saving any information entered.

“Help”

Displays help information for this screen.

Function Buttons (cont.)

“Review Detail”

Review all of the details (line items), which have been entered for this transaction. If no error is detected, a new browser window will be opened and a scrollable menu, similar to that shown in Figure 1.6, will display with the detail (line items) for the current transaction. Highlight the applicable detail and click the “Review Transaction” button to bring up all the elements of the detail line. The **Payment Review** or **Collection Review** window will close and the highlighted transaction will be brought up on the **Payment Entry** or **Collection Entry** screen for editing.

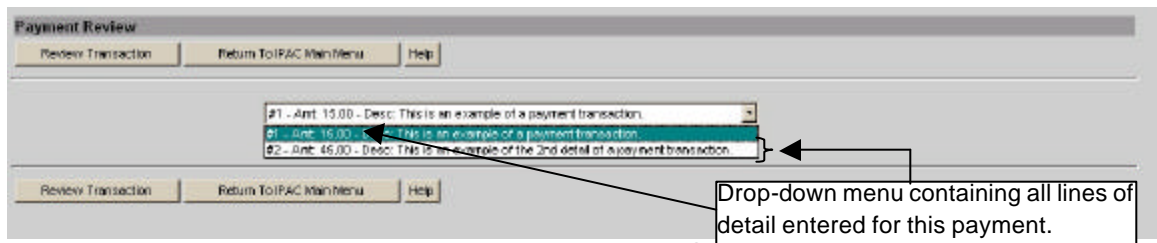


Figure 1.6 Payment Review Screen

“Special Requirements”

In addition to the standard IPAC required fields, an ALC can make additional data fields required, thus ensuring its trading partners supply the specific information needed for its accounting practices. All required data entry fields will be indicated with an asterisk, including those fields made required by an Agency Special Requirement. If the transaction you are entering involves an agency with Special Requirements, you may review the ALC’s description of, or justification for, the Special Requirement field(s) by clicking the Special Requirements button as shown in Figure 1.7.

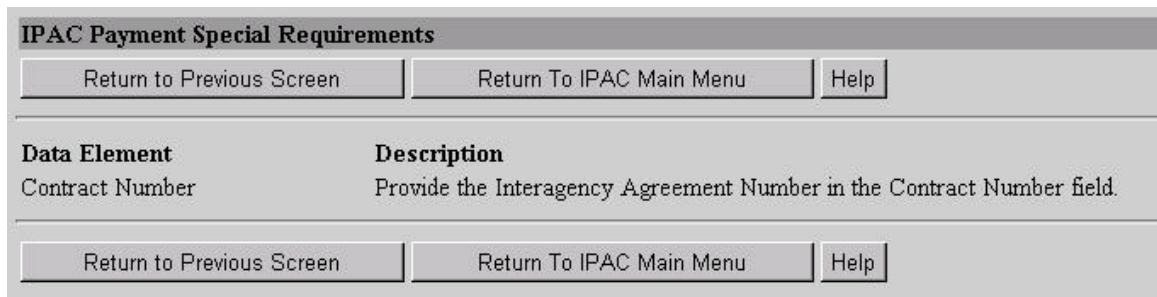


Figure 1.7 Special Requirements Screen

“Return to IPAC Main Menu”

You will be returned to the **IPAC Main Menu**. Data entered on the current screen will not be saved to the IPAC database. Partial transactions may be stored temporarily for later completion through the “Incomplete Transaction” option on the **IPAC Main Menu**.

“Clear”

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

“Help”

Displays help information for this screen.

Once the first line of detail has been entered and the “More Detail” button is selected, another function button (“Cancel Detail”) will display on all additional lines of detail, as shown in Figure 1.8.

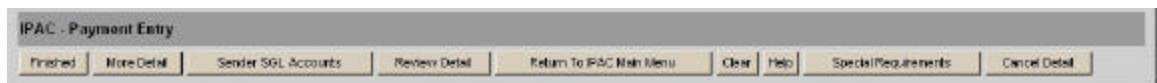


Figure 1.8 Payment Entry Function Buttons with “Cancel Detail”

“Cancel Detail”

Reverses the request for a new detail entry screen. The previous line of detail is displayed on the screen for editing.

IPAC - Payment Confirmation

OK Print Help

Originating ALC: 20180002 Customer ALC: 20180005 Document Ref. No. 02300013

Accomplished Date: 2001-04-24 Summary Amount: 60.00 Number of Details: 1

Time: 11:00:13

OK Print Help

Figure 1.9 Payment Confirmation Screen

Confirmation Screen Fields

The payment and collection confirmation screens are identical. The screens contain the following fields:

Originating ALC

The agency making the payment or collection.

Customer ALC

The agency being paid or collecting from the Originating ALC.

Document Ref. No.

The reference number generated by IPAC for the transaction.

Accomplished Date

The date a transaction was processed by IPAC.

Summary Amount

The total amount of the transaction (a sum of Detail Amounts).

Number of Details

The number of line items that were entered for this transaction.

Time

The time a transaction was processed by IPAC. Displayed in military time.

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

Confirmation Screen Buttons

This screen contains the following buttons:

“OK”

Confirms that you have viewed the information displayed. You will be returned to the **IPAC Main Menu**.

“Print”

Prints the transaction just entered. You will receive the **Report Request** screen described in the *Introduction*.

“Help”

Displays help information for this screen.

The data entry screens, fields, function buttons and procedures for collections are similar to those for payments. The major difference between the two procedures is that payments are disbursements of funds from one agency to another while collections are collections of funds from one agency to another.

This page intentionally left blank.

Section 2 Adjustment

IMPORTANT

Adjustments can only be made to payments or collections received by your ALC. You cannot make an adjustment to a transaction that was originated by your ALC.

More than one adjustment can be made to a single payment or collection transaction, as long as the sum of each of the detail line item adjustments does not exceed the total of the original line item amount.

Adjustments can only be processed against payments or collections that are 90 days old or less.

To process an Adjustment to an IPAC payment or collection transaction, you must have the **Document Reference Number** and **Disbursing Office (DO) Symbol** that was assigned to the original transaction at the time the transaction was processed. This combination of numbers uniquely identifies the document within the IPAC System.

Entering an Adjustment through IPAC begins with the same steps as entering a Payment or Collection. Log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 2.1.

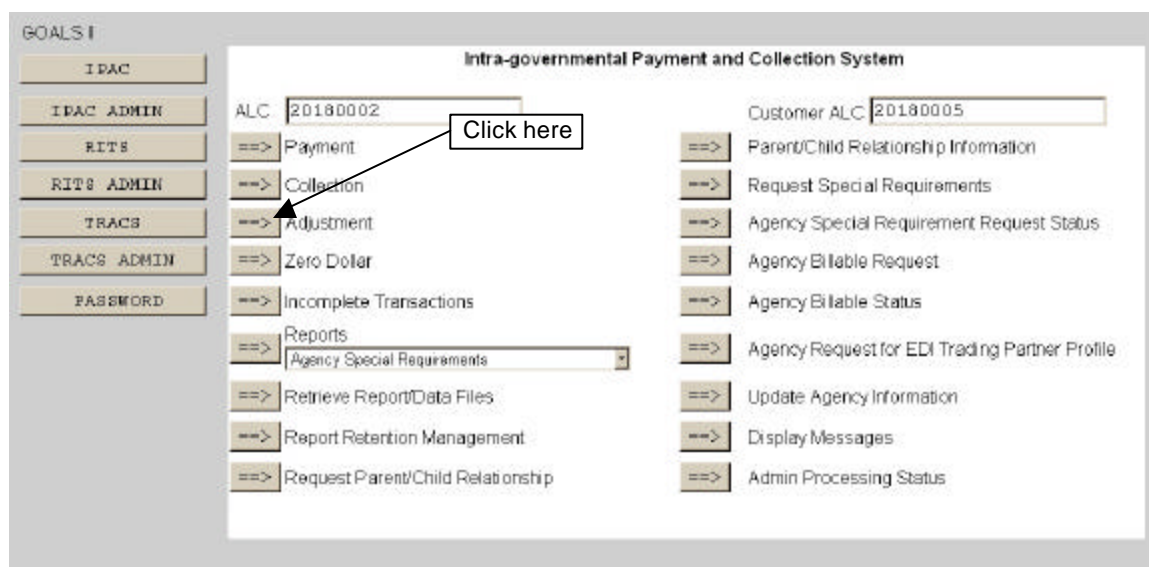


Figure 2.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

You must also enter an ALC in the Customer ALC field. This should be the ALC that made the original payment or collection that you wish to adjust and it *must* be different from the ALC.

Retrieving an IPAC Transaction for Adjustment

Once both ALC fields have been completed, click “Adjustment” (as shown in Figure 2.1) to accept your entries and begin an Adjustment transaction. The **Payment/Collection Transaction Locator** screen, shown in Figure 2.2, will display.




Figure 2.2 Payment/Collection Transaction Locator

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

The behavior of the standard **Function Buttons** is explained in the *Introduction* and illustrated in *Section 1 - Payment and Collection*. Click "OK" to accept the information on the screen and request retrieval of that transaction.

If the transaction you have requested cannot be found, you will receive an error message similar to the one in Figure 2.3. Close the error message window and verify the document information, including the Originating and Customer ALCs, the Document Reference Number and DO Symbol.



Figure 2.3 Transaction Not Found Error Message

If the transaction you have requested is located, a screen similar to Figure 2.4 will display.

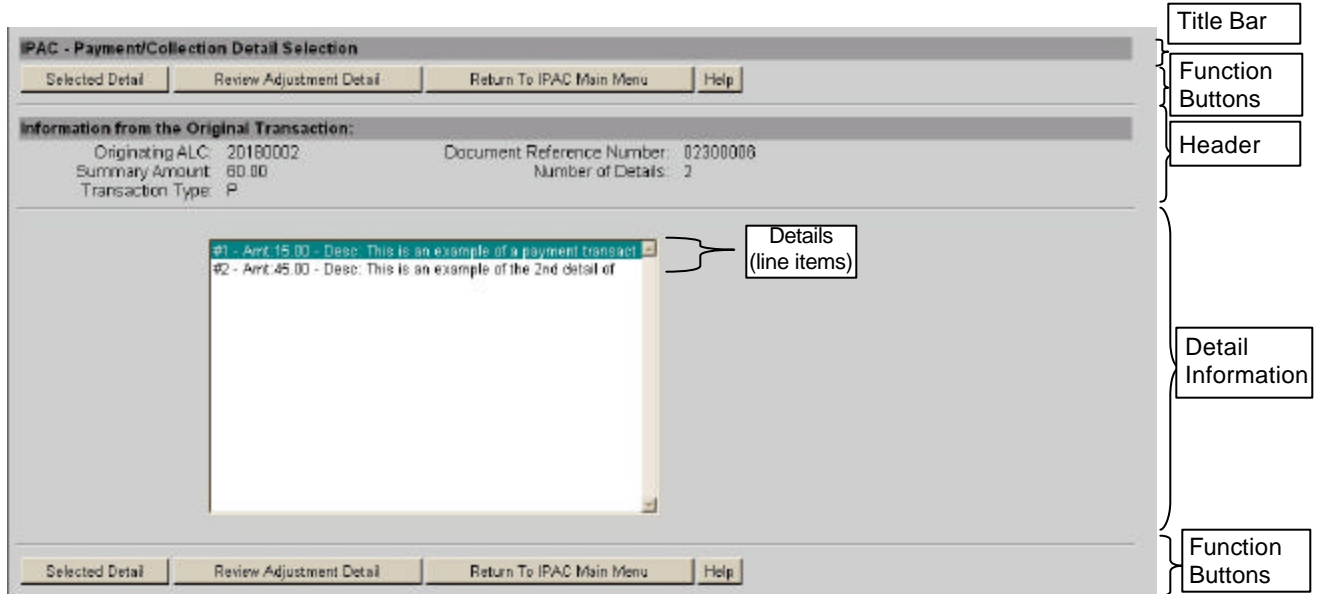


Figure 2.4 Payment/Collection Detail Selection

As with the Payment and Collection entry screens, this screen is divided into four sections: Title Bar, Header, Detail Information and Function Buttons.

Title Bar

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

Header

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

Detail Information

Adjustments are made to individual details within a transaction rather than to the transaction as a whole. All details (or line items) for the original payment or collection will appear in a scrolling window in the center of your screen. The visible items include the Detail Number, the Amount, and the beginning of the Description that was entered for this detail. Highlight the item(s) to be adjusted by using the control key.

Payment/Collection Detail Section Function Buttons

This screen also has specialized function buttons.

“Selected Detail”

To enter an adjustment, highlight the item to be adjusted, and click “Selected Detail”. An **Adjustment Entry** screen will display which is similar to the screen used to enter Payment and Collection transactions shown in Figure 2.6. The entire screen may not be visible when it first displays in your browser, but it can be viewed using the scroll bars on your browser window.

“Review Adjustment Detail”

To review the adjustments that have been entered, click “Review Adjustment Detail.” The **Adjustment Review Detail** screen shown in Figure 2.5, will display the adjustments which have already been made to the transaction. From that screen you can return to the **Adjustment Entry** screen, the **IPAC Main Menu**, or you can display the help screen for this page.

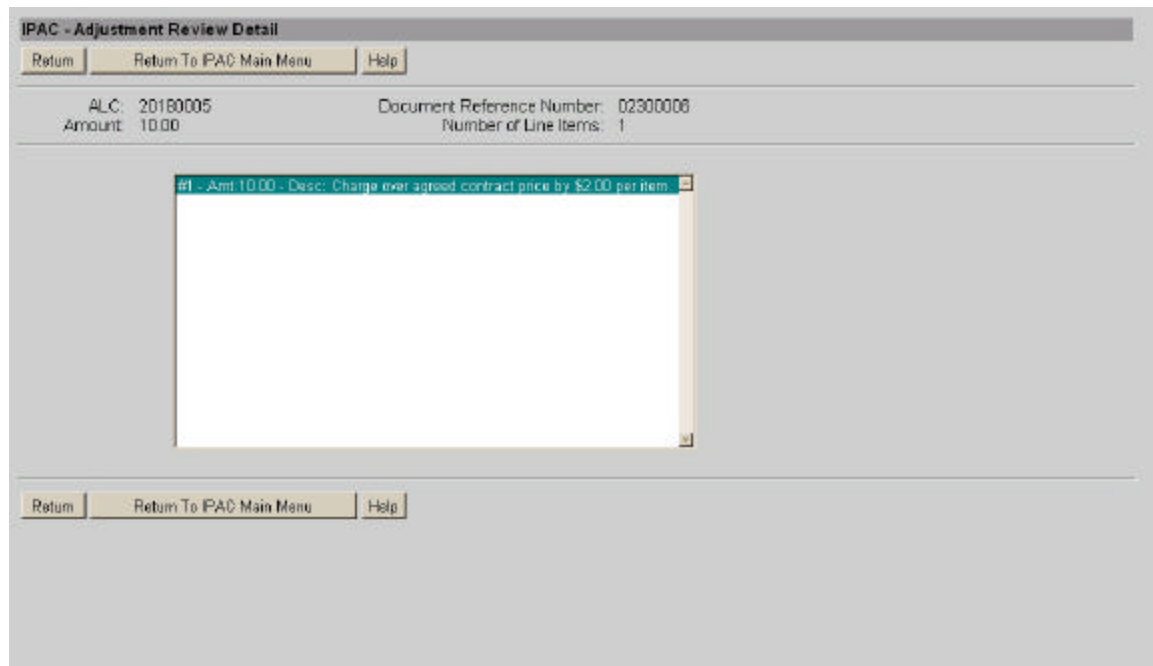


Figure 2.5 Adjustment Review Detail

“Return To IPAC Main Menu”

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

“Help”

Displays help information for this screen.

IPAC Adjustment Entry

The screenshot shows the 'IPAC - Adjustment Entry' form. It is divided into several sections:

- Title Bar:** The top header area containing the form title.
- Function Buttons:** A row of buttons including 'Finished', 'Previous Detail', 'Sender SGL Account', 'Review Detail', 'Clear', and 'Return to Selection List'. A second row contains 'Return To IPAC Main Menu' and 'Help'.
- Header Section:** A section containing summary and identification data:

Originating ALC:	20180005	Customer ALC:	20180002	Number of Details:	1	Summary Amount:	0.00
Original Document Reference Number:	02300006	Original Accomplished Date:	2001-04-18	Original Accounting Date:	2001-04-30		
ALC Contact:	Jane A Doe	Contact Phone:	(202) 874-8270	Contact Email:	jane.doe@ipac.gov		
- Detail Section:** A section for transaction details:

Line Number:	2	Sender Treasury Account Symbol:	201418	Receiver Department Code:	20
Purchase Order Number:	79321	Invoice Number:	6142	Obligating Document Number:	106318
Requisition Number:		Contract Number:		CLIN:	
JAS Number:		ACT(trace number):		Job (Project) number:	
Quantity:	1.00	Unit Price:	45.00	Detail Amount:	0.00
Pay Flag:	P	Unit of Issue:	TN	ACRN:	
Accounting Classification Code:		FSN(AAAWADSN):	0	DOD Accounting Code:	
Contact Name:	Jack Williams	Contact Phone:	(202) 874-4111	Miscellaneous Information:	
Transaction Description:	<input type="text"/>				
- Function Buttons:** A second row of buttons identical to the first row, located at the bottom of the form.

Figure 2.6 Adjustment Entry

Header

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

Detail Information

This section displays the detail information for the detail item being adjusted. See *Section 1 – Payment and Collection* or *Appendix I – Glossary of Terms and Acronyms* for further information on these fields. Most of these fields display information from the original transaction detail and **cannot be updated**.

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

Detail Amount

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

Transaction Description

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

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

Adjustment Entry Function Buttons

Data Verification

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

“Finished”

This button finalizes the adjustment, submitting the Header information and all entered lines of Detail adjustment information for processing. If a required field is blank or an error is detected, an error message will display and the cursor will be placed in the entry field where the error occurred. If no error is detected, a **Adjustment Confirmation Screen**, similar to the one in Figure 2.7, will display.

“Previous Detail” or “Next Detail”

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

“Sender SGL Account”

This button provides a way to allocate the detail amount of the Adjustment into **Standard General Ledger (SGL) Accounts**. It is covered in detail in *Section 1 – Payment and Collection*.

“Review Detail”

This button is selected when you have finished entering the information for the current line of detail. If no error is detected, the detail information will be saved to temporary storage and the Summary Amount and the Number of Details fields in the Header Section will be updated to reflect the amounts you have entered for this line item. You will be returned to the **Adjustment Review Detail** screen shown in Figure 2.5. No information is permanently committed to the database at this point. The information is not committed to the IPAC database until the “Finished” button is clicked to submit the entire adjustment.

“Clear”

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

“Return to Selection List”

No data on the current screen will be saved. You will be returned to the **Payment/Collection Detail Selection** screen shown in Figure 2.4.

“Return to IPAC Main Menu”

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

“Help”

Displays help information for this screen.

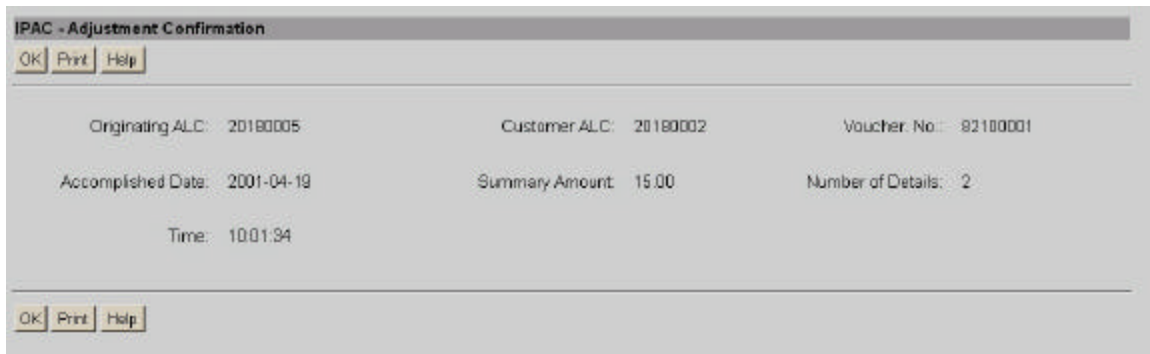


Figure 2.7 Adjustment Confirmation

Adjustment Confirmation Screen Fields

Originating ALC

The agency sending the adjustment.

Customer ALC

The agency receiving the adjustment.

Voucher Number

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

Accomplished Date

The date a transaction was processed by IPAC.

Summary Amount

The total amount of the adjustment.

Number of Details

The number of line items entered for the adjustment.

Time

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

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

Adjustment Confirmation Screen Buttons

“OK”

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

“Print”

Prints the transaction just entered. You will receive the **Report Request** screen as described in the *Introduction*.

“Help”

Displays help information for this screen.

Section 3 Zero Dollar

Zero Dollar transactions are new in IPAC. They are used to provide SGL account information to your trading partner, correct information sent in an earlier transaction or convey additional information. They are not used to transfer funds.

Accessing the Zero Dollar Function

Entering a Zero Dollar transaction through IPAC is very similar to processing a payment or collection transaction. Log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 3.1.

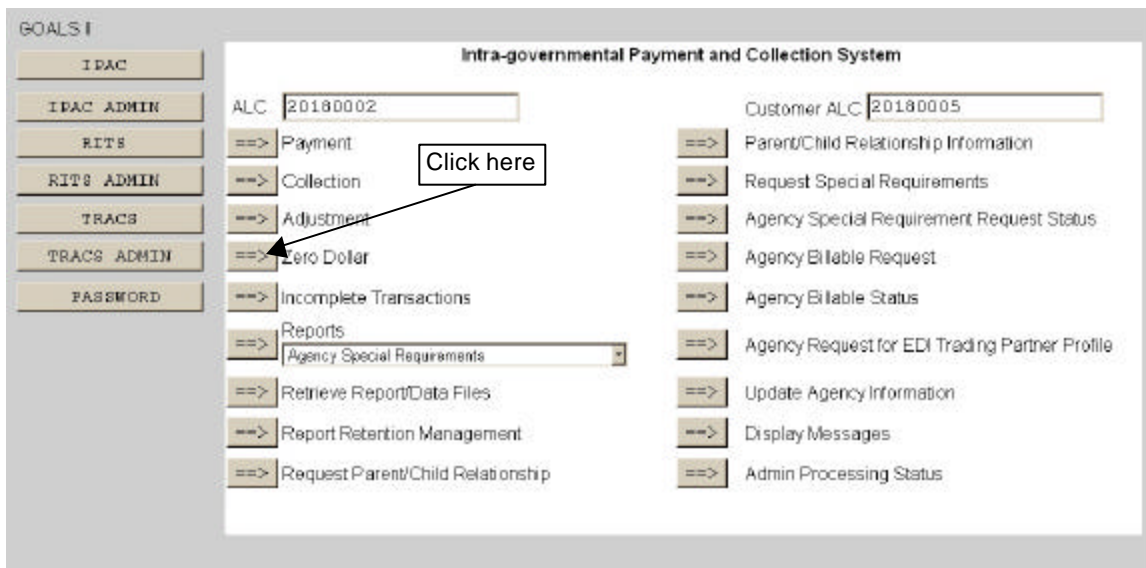


Figure 3.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

You must also enter an ALC in the Customer ALC field. This will be the ALC who is to receive the transaction and it *must* be different from the originating ALC. This field is required.

Zero Dollar Entry Screen

After completing both ALC fields, click on "Zero Dollar" as shown in Figure 3.1. The **Zero Dollar Entry** screen will display as shown in Figure 3.2. Like the Payment and Collection Entry screens, discussed in *Section 1*, this screen is divided into four sections: Title Bar, Header, Detail Information and Function Buttons.

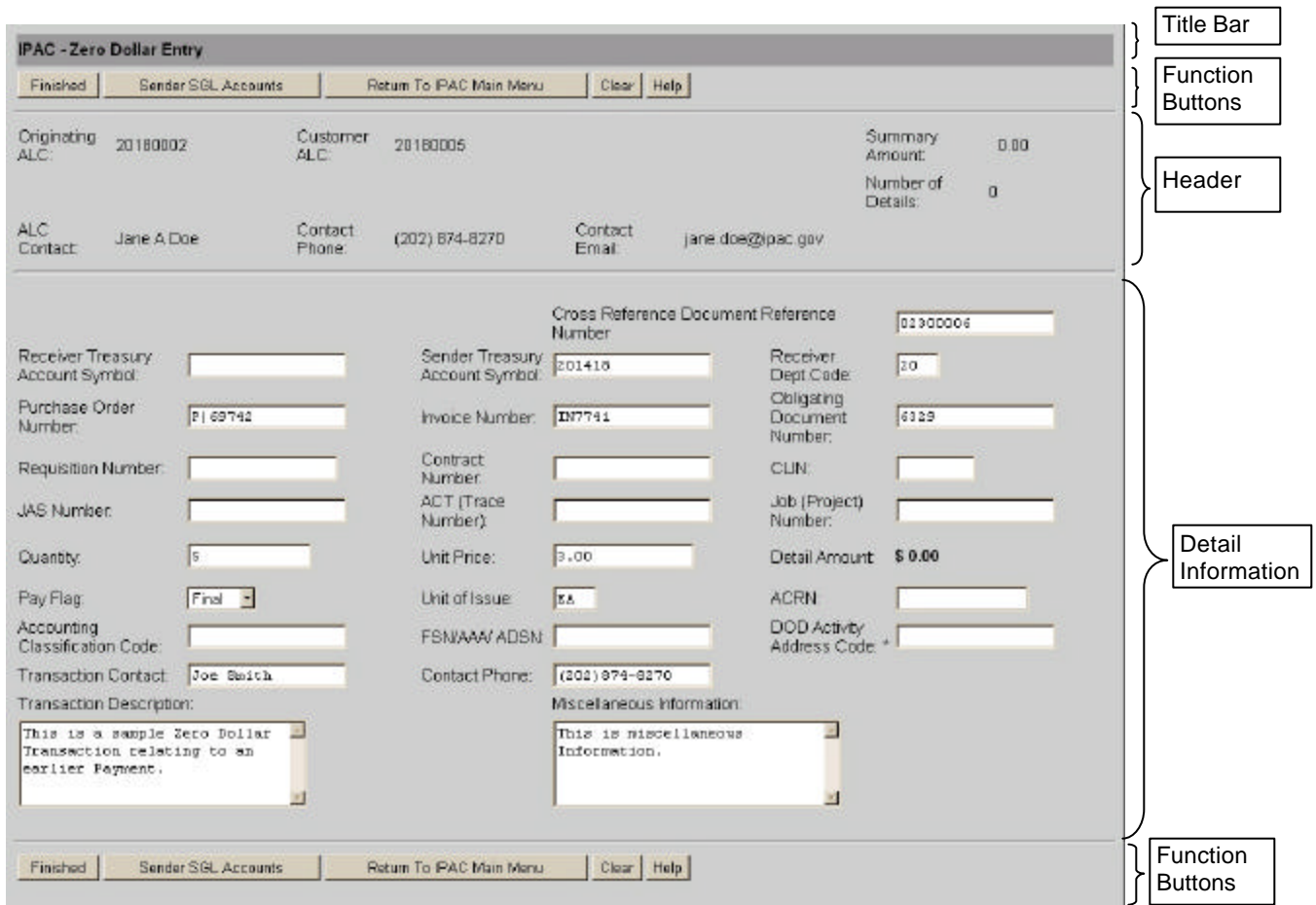


Figure 3.2 Zero Dollar Entry Screen

Title Bar

The title bar contains the name of the function in which you are currently working (here it shows “Zero Dollar Entry”).

Header

The Header section of the **Zero Dollar Entry** screen contains the Originating ALC, which is the ALC of the agency generating the transaction. This is the ALC that you entered, or selected, in the ALC field on the **IPAC Main Menu**. It also contains the Customer ALC, which is the Customer ALC you entered on the **IPAC Main Menu** for the agency receiving this transaction.

The ALC Contact listed is the name of the person associated with the Logon ID used to access the IPAC System. The Contact Phone and Contact Email are the telephone number and e-mail address associated with the Logon ID as well.

The Summary Amount shown is the sum of all the Detail Amounts that have been entered for this transaction. Since Zero Dollar transactions are used for informational purposes only and not to transfer funds, this amount will always be \$0.00. The Number of Details is the number of detail lines (line items), which have been entered for this transaction. Since you cannot enter multiple lines of detail for a Zero Dollar transaction, this field will always be 0 or 1.

None of the fields in the Header area of this screen can be entered or changed.

Detail Information

The Detail Information section contains data entry fields, none of which are required for a Zero Dollar Transaction, though a description is recommended for reference.

Many of the terms and acronyms in this section are explained in the *Glossary of Terms and Acronyms*.

Although the Detail Information section contains no required fields, if you choose to enter a Sender Treasury Account Symbol, Receiver Department Code or Unit of Issue, IPAC will verify that they contain valid data.

The Cross Reference Document Reference Number is a field where you may enter the document reference number from the original transaction that is being updated or corrected by this Zero Dollar transaction.

Since Zero Dollar transactions are used to transmit information and not to transfer money, the Detail Amount is set to \$0.00 and cannot be changed.

Function Buttons

The Function Buttons appear at both the top and the bottom of the screen as explained in the *Introduction*.

“Finished”

Processes the transaction you have entered in the IPAC database.

“Sender SGL Accounts”

Allows you to allocate the detail amount of a previous transaction detail between SGL accounts. This option is explained in detail in *Section 1 - Payment and Collection*.

“Return to IPAC Main Menu”

No data entered on the current screen will be saved to the IPAC database. You will be returned to the **IPAC Main Menu**.

“Clear”

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

“Help”

Displays help information for this screen.

Explanations of the way the IPAC application reacts to these buttons and sample screens of the results are also shown in *Section 1 - Payment and Collection*. When you have clicked “Finished” to complete a transaction, a confirmation screen similar to Figure 3.3 will display.

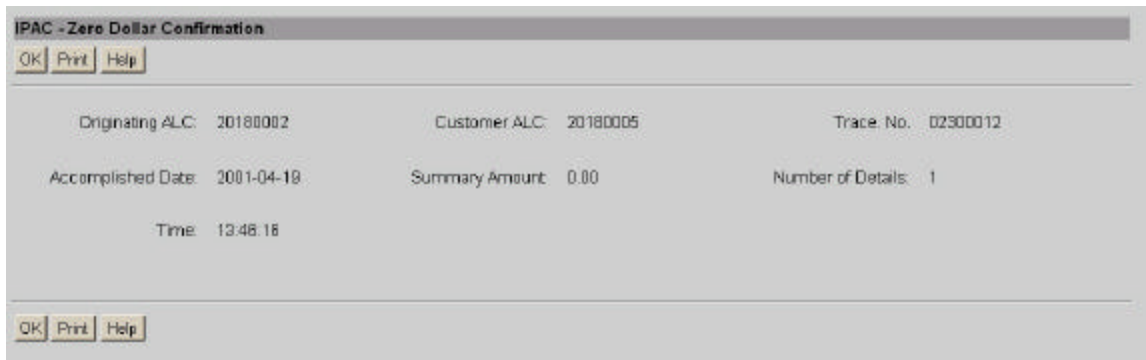


Figure 3.3 Zero Dollar Confirmation

Zero Dollar Confirmation Screen Fields

Originating ALC

The agency making the zero dollar transaction.

Customer ALC

The agency receiving the zero dollar transaction from the Originating ALC.

Trace Number

The document number generated by IPAC for the zero dollar transaction. This is similar to the Document Reference Number in Payments and Collections and the Voucher Number in Adjustments.

Accomplished Date

The date a transaction was processed by IPAC.

Summary Amount

The Summary Amount will always be \$0.00 since Zero Dollar transactions are used only to transmit information and not to transfer money.

Number of Details

The number of line items entered for this transaction, which will always be 1.

Time

The time a transaction was processed by IPAC. Displayed in military time.

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

Zero Dollar Confirmation Screen Buttons

“OK”

Confirms that you have viewed the information displayed. You will be returned to the **IPAC Main Menu**.

“Print”

Prints the transaction just entered. You will receive the **Report Request** screen described in the *Introduction*.

“Help”

Displays help information for this screen.

Section 4 Incomplete Transactions

If a Transaction was entered into IPAC but never submitted for processing by clicking the “Finished” button, the transaction will be stored as an Incomplete Transaction. The Incomplete Transactions function provides a means to complete and submit the pending transaction for IPAC processing.

Accessing the Incomplete Transactions Function

To access the Incomplete Transactions function, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 4.1.

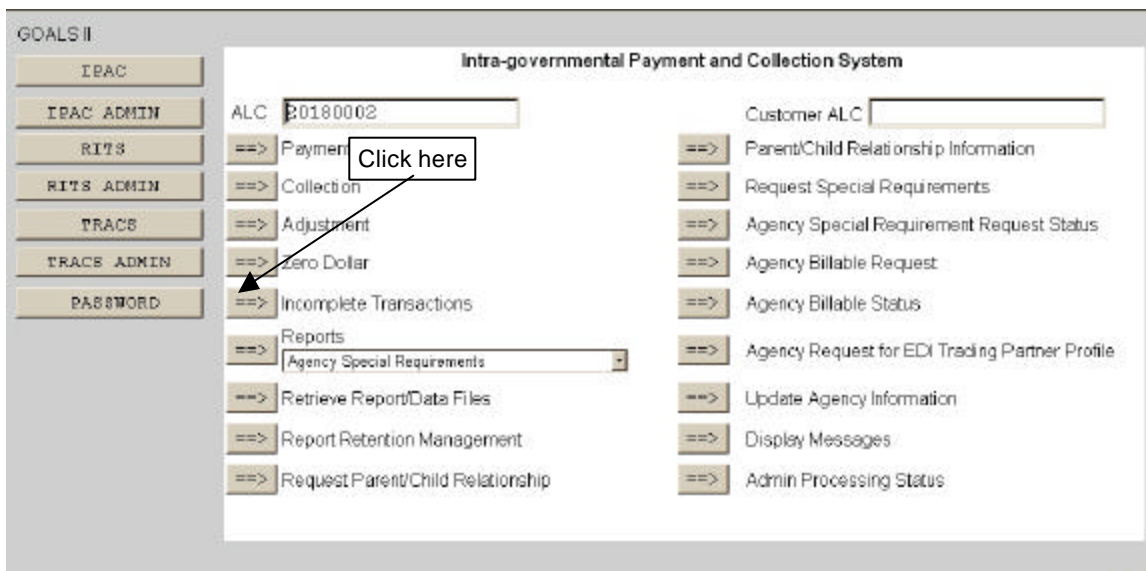


Figure 4.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

No entry is required in the Customer ALC field.

Click the “Incomplete Transactions” button as shown in Figure 4.1. This will bring up the **Incomplete Transactions** screen shown in Figure 4.2.

Selecting the Transaction for Completion

	Originating ALC	Customer ALC	Amount	Transaction Type
<input type="radio"/>	20180002	20180005	15.00	P
<input type="radio"/>	20180002	20180005	15.00	P
<input type="radio"/>	20180002	20180005	60.00	P

Figure 4.2 Incomplete Transactions

This screen contains option buttons, and columns for the Originating ALC (as entered on the previous screen), Customer ALC, Amount of the incomplete transaction (a sum of all the detail amounts for the transaction) and Transaction Type (“**P**”ayment, “**C**”ollection, “**A**”djustment or “**E**”-Zero Dollar). All of the current incomplete transactions for the ALC entered will be displayed, with a maximum of 10 transactions per screen. If there are more than 10 incomplete transactions, a “Next” button will display and it will bring up the next 10 transactions, or as many transactions as have not yet been shown. A “Prior” button will display as needed.

Click the option button to the left of the transaction you want to edit. The transactions are mutually exclusive and only one may be selected at a time. Click “OK” to retrieve the transaction for completion.

Completing the Transaction

The retrieved transaction can be handled as described in the appropriate section of this manual, depending on its transaction type (*Section 1 - Payment and Collection*, *Section 2 - Adjustment* or *Section 3 - Zero Dollar*). Once you have clicked the "Finished" button on the appropriate entry screen and the transaction has passed data verification, the transaction will be processed.

A transaction not completed within seven days will expire and be deleted from the IPAC System.

This page intentionally left blank.

Section 5 Reports

Report generation and printing in IPAC is centralized in this function.

Viewing and Printing Reports

The viewing and printing of documents from IPAC is standardized and is discussed in the *Introduction*. In many instances, reports have parameters that allow you to place constraints on the data retrieved into the report. The parameters, or report criteria, limit the boundaries of the data that will be contained in the report. For instance, you may be asked for a Start and End Date for the report and only data for transactions within this range will be retrieved. Similarly, you may limit the data by transaction type (payments only) or limit it to transactions for only one ALC. These and other parameters are entered through a **Report Request** screen after the report is selected from the menu and before generation of the report is requested.

In the Viewing and Printing Documents segment of the *Introduction*, a **Report Request** screen is described which allows you to enter a Report File Description and Footer Comments. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

All IPAC generated reports are stored in the IPAC database. Once the information from a report is no longer needed, the report can be deleted from the database through the "Report Retention Management" option on the **IPAC Main Menu** (see *Section 7*).

Date and Time Formats

When a start or end date is required, dates are entered in YYYY-MM-DD format. When a start or end time is required, time is entered in military time format which uses a 24-hour clock. The format requires four digits and does not use punctuation to separate hours from minutes. Both the date and time formats are discussed in more detail in the *Introduction* and a Military Time Conversion Chart is provided in *Appendix G*.

Function Buttons on Screens Used to Request a Report

The function buttons on the **Report Request** screens are consistent and offer these options:

Report Request Function Buttons

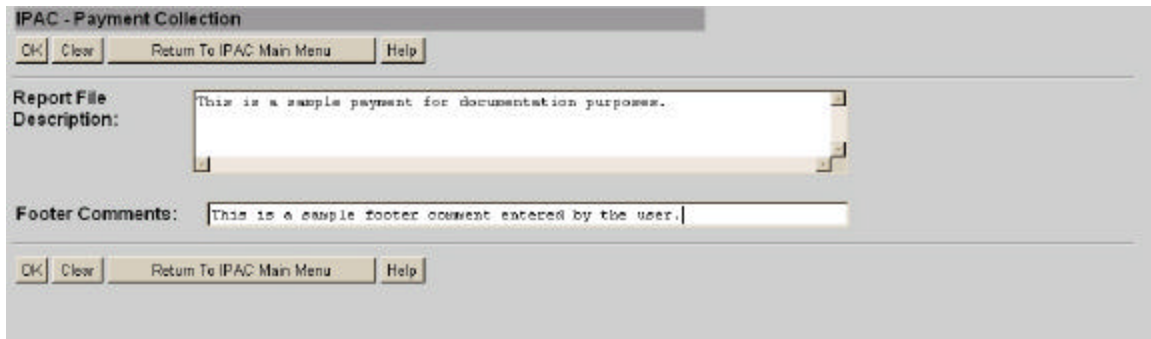


Figure 5.1 Report Request

“OK”

Accepts the parameters you have entered, retrieves the report data and requests the **Report Statistics** screen for this report as shown in Figure 5.2.

“Clear”

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

“Return to IPAC Main Menu”

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

“Help”

Displays help information for this report.

Report Statistics Function Buttons

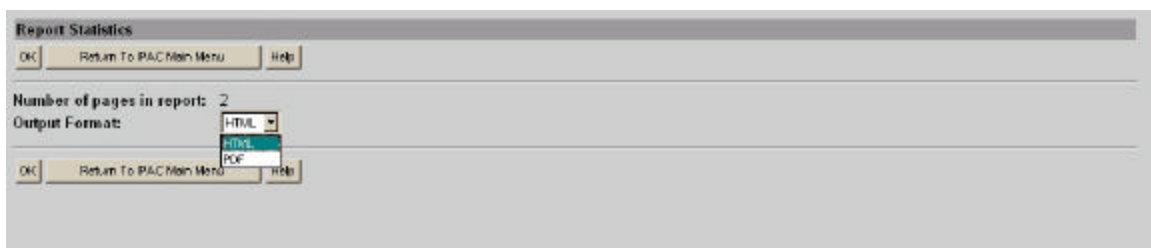


Figure 5.2 Report Statistics

“OK”

Accepts the Output Format you have selected and saves or displays the report.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without displaying the report.

“Help”

Displays help information for this report.

Report Request Which Produces No Data

When a report request does not produce any data, no report is generated and the **Report Statistics** screen will show the report having 0 pages. Figure 5.3 is an example of this situation.

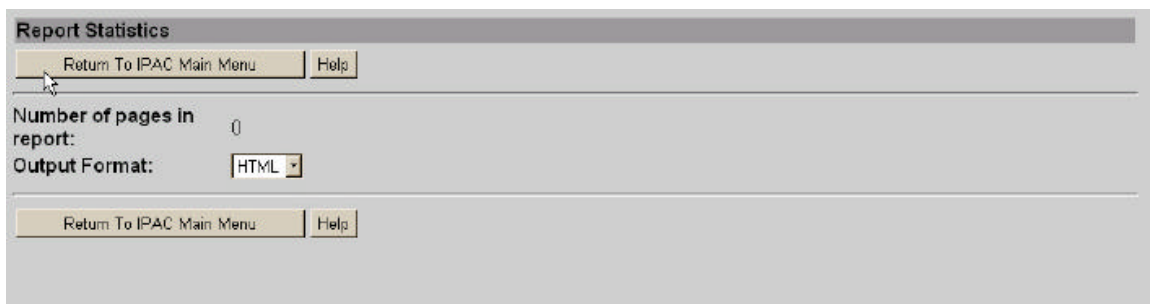


Figure 5.3 Report Request Which Produced No Data

When this happens, there is no “OK” button to request display of the report. Your only options are to return to the **IPAC Main Menu** or to view the system help screen.

Accessing the Reports Function

To access the Reports function, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 5.4.

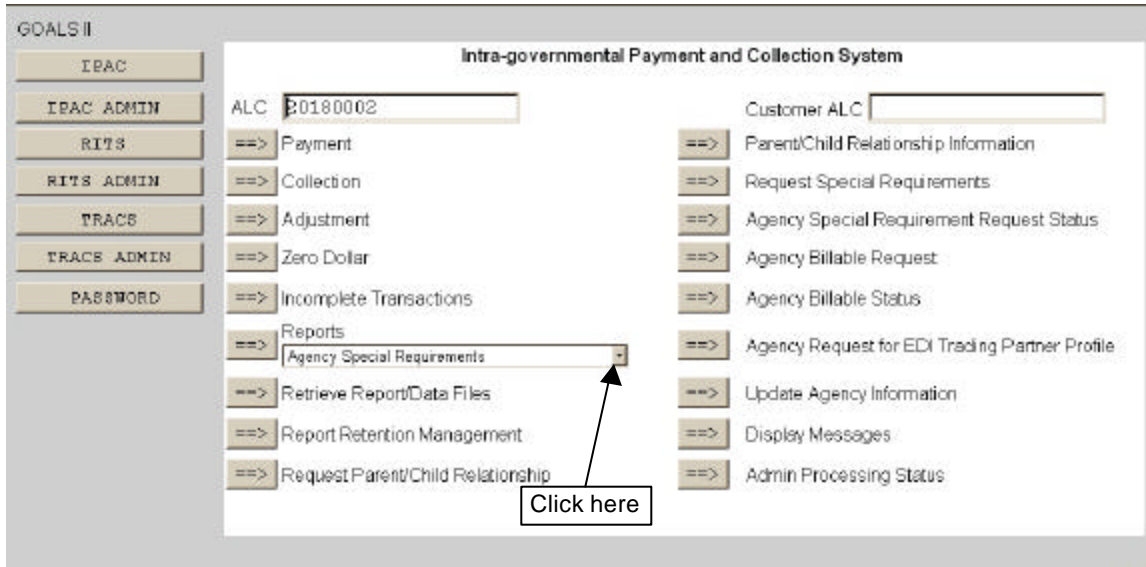


Figure 5.4 IPAC Main Menu

The Reports function has a drop-down menu that allows you to select a report before entering the function. You can display this menu by clicking on the down arrow to the right of the default report name.

All of the IPAC reports will be discussed in this section, but the reports that appear on your menu will vary according to the authorization associated with your Logon ID. Figure 5.5 shows the **IPAC Main Menu** with the report menu displayed.

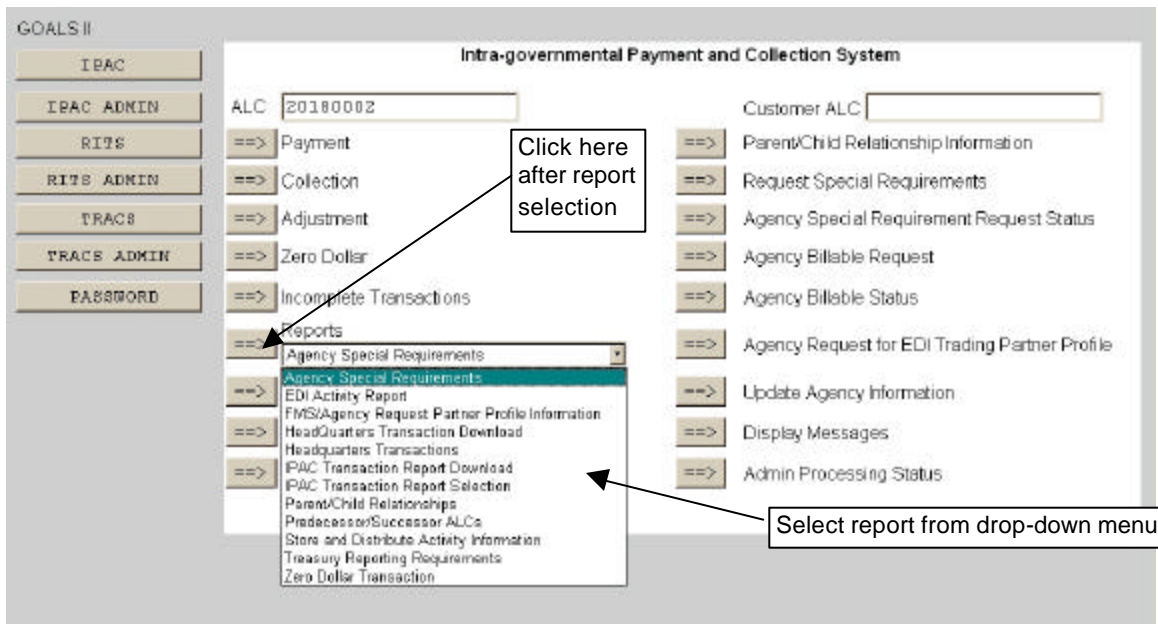


Figure 5.5 IPAC Main Menu with Reports Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

No entry is required in the Customer ALC field.

Highlight and select the report you wish to generate from the drop-down menu. This report will then show in the selection window next to the "Reports" button. Click "Reports" as shown in Figure 5.5. The next screen that displays will vary according to your report selection, and is discussed with each report below.

Agency Special Requirements

This report allows you to view all approved Agency Special Requirements. You may request this report for specific ALCs by entering them in the ALC data entry fields or for all ALCs by selecting the “All ALC’s” button. The “All ALC’s” button will retrieve a report that contains the Special Requirements for every IPAC ALC. When you highlight the **Agency Special Requirements Report**, and select the “Reports” button, the **Report Request** screen shown in Figure 5.6 will display.

IPAC - Agency Special Requirements Report

All ALC's OK Clear Return To IPAC Main Menu Help

Report File Description: Sample Agency Special Requirements Report

Enter ALC :

20180002

20180005

Footer Comments: Agency Special Requirements for ALC 20180002 and 20180005

All ALC's OK Clear Return To IPAC Main Menu Help

Figure 5.6 Agency Special Requirements Report Request

Report File Description and Footer Comments

Enter a Report File Description and Footer Comments as described in the Viewing and Printing Documents segment of the *Introduction*. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

ALC

If you entered an ALC in the ALC field on the **IPAC Main Menu**, that ALC will appear in the first data entry box below the **Enter ALC:** label. You can enter up to 25 ALCs in the data entry boxes and click "OK" to request this report for the specified ALC(s), or you can request the report for all ALCs by clicking on the "All ALC's" button.

A sample of this report is shown in *Appendix A*.

EDI Activity Report

This report will be available in a future release of IPAC.

FMS/Agency Request Partner Profile Information

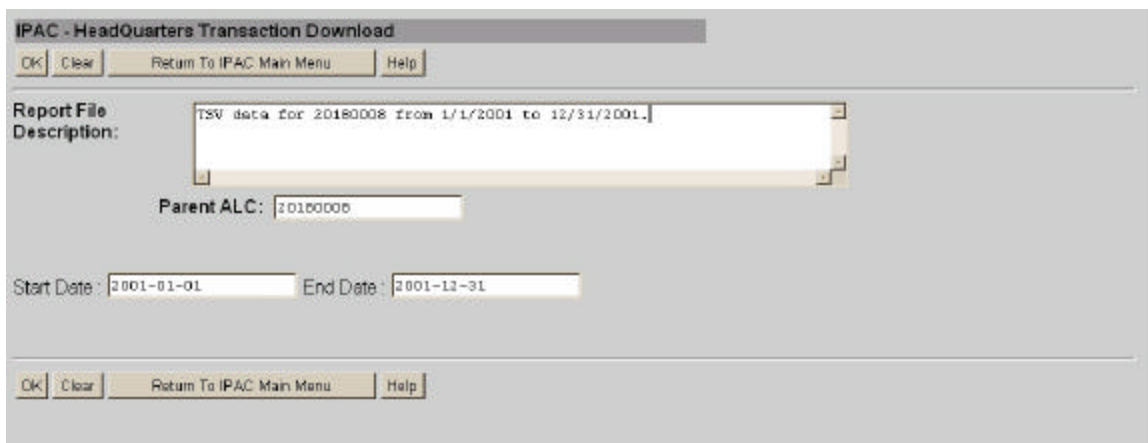
This report will be available in a future release of IPAC.

HeadQuarters Transaction Download

This menu option exports transaction data from IPAC in a standardized format. It produces a **Comma Separated Value (CSV)** or **Tab Separated Value (TSV)** file that can be imported by other software for further data analysis or processing. CSV and TSV files are further defined in the *Glossary of Terms and Acronyms*. Selecting this menu option will not provide the capability to produce HTML or PDF files for direct viewing or printing.

Only Parent ALCs with an approved Parent/Child Relationship are able to retrieve data using the **HeadQuarters Transaction Download** report option. All transactions involving both the Parent ALC and Child ALC(s) will be retrieved for download.

When you highlight the **HeadQuarters Transaction Download** report and select the "Reports" button, the **Report Request** screen shown in Figure 5.7 will display.



The screenshot shows a dialog box titled "IPAC - HeadQuarters Transaction Download". At the top, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help". Below this is a section for "Report File Description:" with a text area containing the text "TSV data for 20180008 from 1/1/2001 to 12/31/2001.". Below the text area is a "Parent ALC:" label followed by a text box containing "20180008". Further down are "Start Date:" and "End Date:" labels, each followed by a text box containing "2001-01-01" and "2001-12-31" respectively. At the bottom of the dialog box, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help".

Figure 5.7 HeadQuarters Transaction Download Report Request

Report File Description

Enter a Report File Description as described in the Viewing and Printing Documents segment of the *Introduction*. Although this field is optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

Parent ALC

If you entered an ALC on the **IPAC Main Menu**, it will display in the Parent ALC data entry box. You may enter an ALC if none displays, or you may change the ALC already in the box. This field is required.

Report Dates

Enter the dates for which you want to retrieve the Headquarters Transactions. Both of these fields are required. Dates must be entered in YYYY-MM-DD format. Transactions before the Start Date or after the End Date will not be included in the report.

Selecting “OK” from the **Report Request** screen will bring up the **Report Statistics** screen shown in Figure 5.8.



Figure 5.8 HeadQuarters Transaction Download Report Statistics

This **Report Statistics** screen is different from most of the IPAC Report Statistics screens because the Output Format menu is different. Instead of the usual HTML or PDF output formats, you are able to select CSV or TSV file types.

Saving Data in CSV or TSV Format

Both CSV and TSV formats can be used to transfer the raw data from IPAC to another program, which will format the data for viewing, printing or internal use. These file types are discussed in the *Glossary of Terms and Acronyms* and are intended for exporting data to other software rather than for direct viewing by the user.

CSV is a file format that separates data fields with commas. The character data is usually surrounded by quotes. **TSV** is a file format that uses tab characters as separators between fields. Unlike CSV files, the character data is not usually surrounded by quotes. The format you choose will depend on the requirements of the program that will be importing the data.

When you choose one of these formats and select “OK”, a dialogue box will appear on your screen notifying you that you have started to download a file of type application/csv_ipac (or application/tsv_ipac), similar to Figure 5.9. This box shows you that the browser you are using does not recognize the type of file that you are preparing to download to your computer. Since the browser will not be responsible for handling the file you are creating, and you will be importing the data into a different software package, you can simply click the “Save File” button.

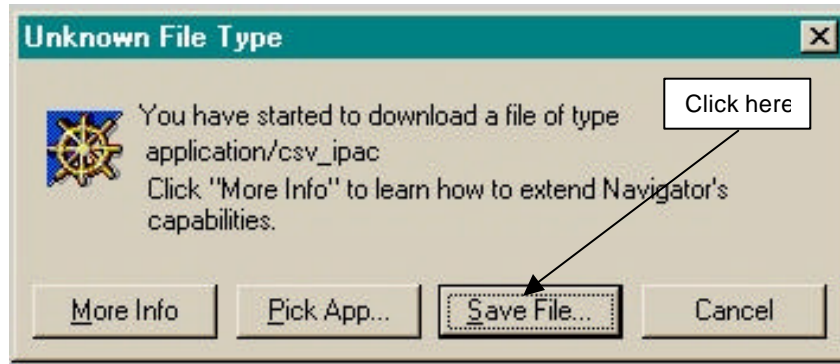


Figure 5.9 Unknown File Format

This will bring up a standard Windows “Save File...” Dialogue Box where you can name the output file, choose the location for the file and specify the type of file to save. The location and name you choose for the file will depend on your computer’s configuration, your agency’s procedures and the program that will be importing the data.

A sample of a CSV and TSV **HeadQuarters Transaction Download** Report is shown in *Appendix A*.

Headquarters Transactions

This report allows the generation of transaction reports by Parent ALCs. Only Parent ALCs with an approved Parent/Child Relationship are able to retrieve data using the **Headquarters Transactions** report option. The report can be retrieved by the Parent for an individual Child ALC or for all children.

When you highlight the **Headquarters Transaction** report and select the “Reports” button, the **Report Request** screen shown in Figure 5.10 will display.

IPAC - HeadQuarters Print Transaction Report Selection

OK Clear Return To IPAC Main Menu Help

Report File Description: Sample HeadQuarters Print Report for Jan - Apr 2001 ALC 20180002

Specific ALC 20180002
 All Children ALCs Parent ALC

Start Date : 2001-01-01 End Date : 2001-04-30

Type: Payment
 Collection
 Adjustment
 All

Mode: Sent By ALCs
 Received By ALCs

Footer Comments: HeadQuarters Transactions - Sent by ALC 20180002

OK Clear Return To IPAC Main Menu Help

Enter an ALC in one of these boxes based on the selection you made to the left.

Figure 5.10 HeadQuarters Transactions Report Request

Report File Description and Footer Comments

Enter a Report File Description and Footer Comments as described in the Viewing and Printing Documents segment of the *Introduction*. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

Specific ALC or Children ALCs of a Parent

This report can be requested to reflect the transactions of one or all Child ALCs of a Parent ALC. First, select either Specific ALC or All Children ALCs using the option button to the left of the appropriate label. A selection is required.

ALC Criterion

Specific ALC

If Specific ALC is chosen, an ALC must be entered in the data entry box to the right of this selection. If an ALC was entered on the **IPAC Main Menu**, it will display in this data entry box. You can enter an ALC or change the ALC already in the box.

All Children ALCs

If All Children ALCs is chosen, the Parent ALC must be entered in the data entry box to the right of this selection.

Report Dates

Enter a Start Date and an End Date for the report in YYYY-MM-DD format. These fields are required.

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.

Mode

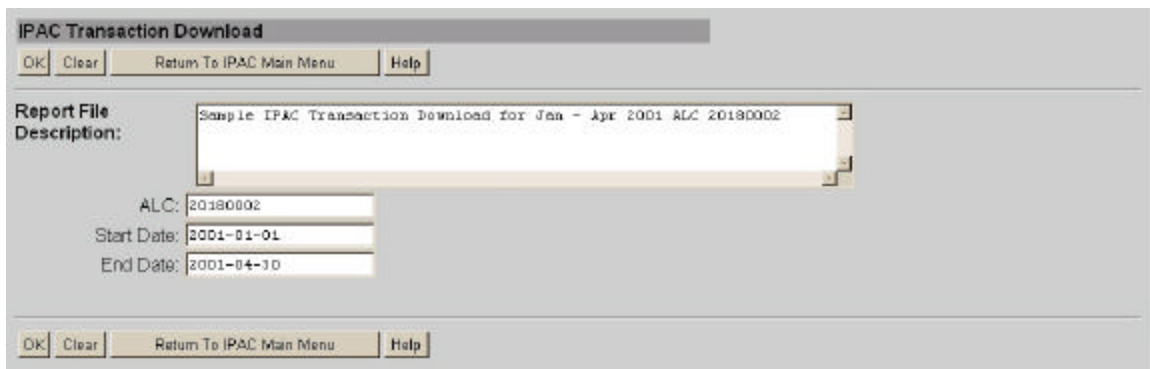
Select whether you want the report to reflect transactions Sent By ALCs or Received By ALCs. A selection is required.

Samples of the **HeadQuarters Transaction** Report are shown in *Appendix A*.

IPAC Transaction Report Download

This menu option exports transaction data by ALC from IPAC in a standardized format. It produces a **Comma Separated Value (CSV)** or **Tab Separated Value (TSV)** file that can be imported by other software for further data analysis or processing. CSV and TSV files are further defined in the *Glossary of Terms and Acronyms*. Selecting this menu option will not provide the capability to produce HTML or PDF files for direct viewing or printing.

When you highlight the **IPAC Transaction Report Download** option and select the "Reports" button, the **Report Request** screen shown in Figure 5.11 will display.



The screenshot shows a dialog box titled "IPAC Transaction Download". At the top, there are buttons for "OK", "Clear", "Return To IPAC Main Menu", and "Help". Below this, the "Report File Description:" field contains the text "Sample IPAC Transaction Download for Jan - Apr 2001 ALC 20180002". Underneath, there are three input fields: "ALC:" with the value "20180002", "Start Date:" with the value "2001-01-01", and "End Date:" with the value "2001-04-30". At the bottom, there are buttons for "OK", "Clear", "Return To IPAC Main Menu", and "Help".

Figure 5.11 IPAC Transaction Download Report Selection

Report File Description

Enter a Report File Description as described in the Viewing and Printing Documents segment of the *Introduction*. Although this field is optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

ALC

If you entered an ALC on the **IPAC Main Menu**, it will display in the ALC data entry box. You may enter an ALC if none displays, or you may change the ALC already in the box. This field is required.

Report Dates

Enter a Start Date and an End Date for the report in YYYY-MM-DD format. These fields are required.

Selecting “OK” from the **IPAC Transaction Download Report Selection** screen will display the **Report Statistics** screen shown in Figure 5.12.

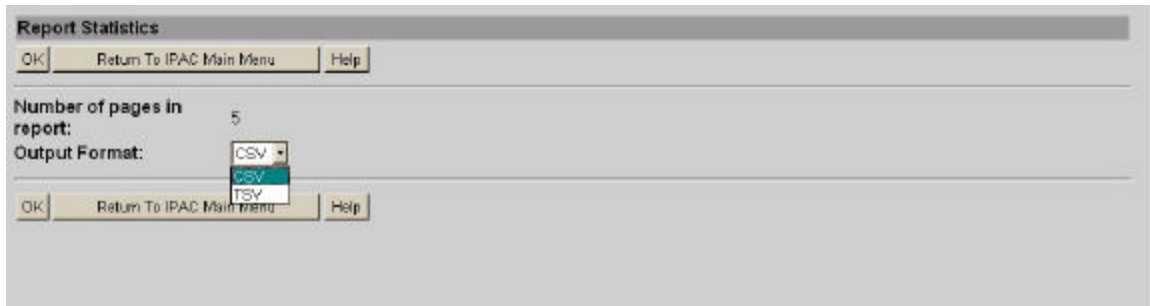


Figure 5.12 IPAC Transaction Download Report Statistics

As with the Headquarters Transaction Download report, your output format choices will be CSV and TSV file types. These file types are discussed in the *Glossary of Terms and Acronyms* and are intended for exporting data to other software rather than for direct viewing by the user.

Saving Data in CSV or TSV Format

Both CSV and TSV formats can be used to transfer the raw data from IPAC to another program, which will format the data for viewing, printing or internal use. These file types are discussed in the *Glossary of Terms and Acronyms* and are intended for exporting data to other software rather than for direct viewing by the user.

CSV is a file format that separates data fields with commas. The character data is usually surrounded by quotes. **TSV** is a file format that uses tab characters as separators between fields. Unlike CSV files, the character data is not usually surrounded by quotes. The format you choose will depend on the requirements of the program that will be importing the data.

When you choose one of these formats and select “OK”, a dialogue box will appear on your screen notifying you that you have started to download a file of type application/csv_ipac (or application/tsv_ipac), similar to Figure 5.9. This box shows you that the browser you are using does not recognize the type of file that you are preparing to download to your computer. Since the browser will not be responsible for handling the file you are creating, and you will be importing the data into a different software package, you can simply click the “Save File” button.

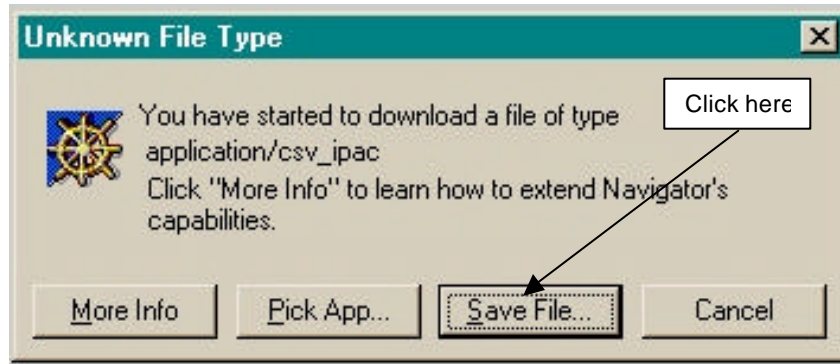


Figure 5.13 Unknown File Format

This will bring up a standard Windows "Save File..." Dialogue Box where you can name the output file, choose the location for the file and specify the type of file to save. The location and name you choose for the file will depend on your computer's configuration, your agency's procedures and the program that will be importing the data.

A sample of a CSV and TSV **IPAC Transaction Report Download** is shown in *Appendix A*.

IPAC Transaction Report Selection

This report option allows an individual ALC to produce IPAC transaction reports. When you highlight the **IPAC Transaction Report Selection** option and select the “Reports” button, the **Report Request** screen shown in Figure 5.14 will display.

IPAC Transaction Report Selection

OK Clear Return To IPAC Main Menu Help

Report File Description: Sample IPAC Transaction Report for Jan - Apr 2001 ALC 20180002

ALC: 20180002

Start Date: 2001-01-01

End Date: 2001-04-30

Transaction Type:

- Payment
- Collection
- Adjustment
- All

Sent By Your ALC:

- Document Reference Number
- ALC
- Appropriation
- Totals Only

Received By Your ALC:

- ALC
- Totals Only

Footer Comments: Payments Sent by ALC 20180002

OK Clear Return To IPAC Main Menu Help

Figure 5.14 IPAC Transaction Report Selection

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.

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

Parent/Child Relationships

This report option allows for the retrieval of Parent/Child relationship information, for one specified ALC or all ALCs. When you highlight the **Parent/Child Relationships** option and select the “Reports” button, the **Report Request** screen shown in Figure 5.15 will display.

The screenshot shows a window titled "IPAC - Parent/Child Relationships". At the top, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help". Below the buttons, there is a section for "Report File Description:" with a text box containing "Sample Parent/Child Relationship Report". Underneath this, there are two radio button options: "One ALC" (which is selected) and "All ALCs". To the right of the "One ALC" option is a text box containing "20180002". At the bottom of the window, there is a section for "Footer Comments:" with a text box containing "Parent/Child Relationships for ALC 20180002". The bottom bar also contains "OK", "Clear", "Return To IPAC Main Menu", and "Help" buttons.

Figure 5.15 Parent/Child Relationships Report Selection

Report File Description and Footer Comments

Enter a Report File Description and Footer Comments as described in the Viewing and Printing Documents segment of the *Introduction*. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

One ALC

If you only want this report to reflect the Parent/Child relationships of one ALC, select the option button to the left of the One ALC label. If you entered an ALC on the **IPAC Main Menu**, it will display in the ALC data entry box. You can enter an ALC or change the ALC already in the box.

All ALCs

If you want this report to reflect the Parent/Child relationships of all ALCs that your Logon ID is authorized to view, select the option button to the left of the All ALCs label.

A sample of the **Parent/Child Relationships** Report is shown in *Appendix A*.

Predecessor/Successor ALCs

This report option allows for the retrieval of Predecessor/Successor ALC information, for one specified ALC or for all ALCs. If an ALC is closed and another ALC has taken over the reporting responsibility for that ALC's accounting activity, the closed ALC (predecessor) and the replacement ALC (successor) information are provided in this report. When you highlight the **Predecessor/Successor ALCs** option and select the "Reports" button, the **Report Request** screen shown in Figure 5.16 will display.

The screenshot shows a software window titled "IPAC - Predecessor / Successor ALCs". At the top, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help". Below the buttons is a text area labeled "Report File Description:" containing the text "Sample Predecessor/Successor ALC Report". Underneath this are two radio button options: "One ALC" (which is selected) and "All ALCs". Next to the "One ALC" option is a text input field containing the value "20180002". At the bottom of the window, there is a text area labeled "Footer Comments:" containing the text "Predecessor/Successor Report for ALC 20180002". A second set of buttons ("OK", "Clear", "Return To IPAC Main Menu", "Help") is located at the very bottom of the window.

Figure 5.16 Predecessor/Successor ALCs Report Selection

Report File Description and Footer Comments

Enter a Report File Description and Footer Comments as described in the Viewing and Printing Documents segment of the *Introduction*. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

One ALC

If you only want this report to reflect the Predecessor/Successor relationships of one ALC, select the option button to the left of the One ALC label. If you entered an ALC on

the **IPAC Main Menu**, it will display in the ALC data entry box. You can enter an ALC or change the ALC already in the box.

All ALCs

If you want this report to reflect the Predecessor/Successor relationships of all ALCs, select the option button to the left of the All ALCs label.

A sample of the **Predecessor/Successor ALCs** Report is shown in *Appendix A*.

Store and Distribute Activity Information

This report will be available in a future release of IPAC.

Treasury Reporting Requirements

This report will provide information regarding IPAC reporting requirements established by FMS. When you highlight the **Treasury Reporting Requirements** option and select the “Reports” button, the **Report Request** screen shown in Figure 5.17 will display.

The screenshot shows a window titled "IPAC - Treasury Reporting Requirements Reports". At the top, there is a header bar with four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help". Below the header, the window is divided into two main sections. The first section is labeled "Report File Description:" and contains a text input field with the text "Sample Treasury Reporting Requirements Report". The second section is labeled "Footer Comments:" and contains a text input field with the text "Treasury Reporting Requirements". At the bottom of the window, there is another set of buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help".

Figure 5.17 Treasury Reporting Requirements Report Selection

Report File Description and Footer Comments

Enter a Report File Description and Footer Comments as described in the *Viewing and Printing Documents* segment of the *Introduction*. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

Since this report is static, no other selection criterion is available.

A sample of the **Treasury Reporting Requirement** report is shown in *Appendix A*.

Zero Dollar Transaction

This report contains all Zero Dollar transactions for the specified ALC. When you highlight the **Zero Dollar Transaction** option and select the “Reports” button, the **Report Request** screen shown in Figure 5.18 will display.

The screenshot shows a software window titled "IPAC - Zero Dollar Elimination". At the top, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help". Below this is a "Report File Description:" label followed by a text box containing "Sample Zero Dollar Transaction Report Jan - Apr 2001 ALC 20180002". Underneath are three input fields: "ALC:" with "20180002", "Start Date:" with "2001-01-01", and "Stop Date:" with "2001-04-30". At the bottom, there is a "Footer Comments:" label followed by a text box containing "Zero Dollar Transactions for ALC 20180002". At the very bottom, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help".

Figure 5.18 Zero Dollar Transaction Report Selection

Report File Description and Footer Comments

Enter a Report File Description and Footer Comments as described in the Viewing and Printing Documents segment of the *Introduction*. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

ALC

If you entered an ALC on the **IPAC Main Menu**, it will display in the ALC data entry box. You may enter an ALC if none displays, or you may change the ALC already in the box. This field is required.

Report Dates

Enter a Start Date and a Stop Date for the report in YYYY-MM-DD format. These fields are required.

A sample of the **Zero Dollar Transaction** report is shown in *Appendix A*.

This page intentionally left blank.

Section 6 Retrieve Report/Data Files

In a future release of IPAC, reports and data files generated in IPAC will be able to be retrieved for viewing or printing through this function. For report deletions, use the **Report Retention Management** function discussed in *Section 7*.

Accessing the Retrieve Report/Data Files Function

To access the Retrieve Report/Data Files function, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 6.1.

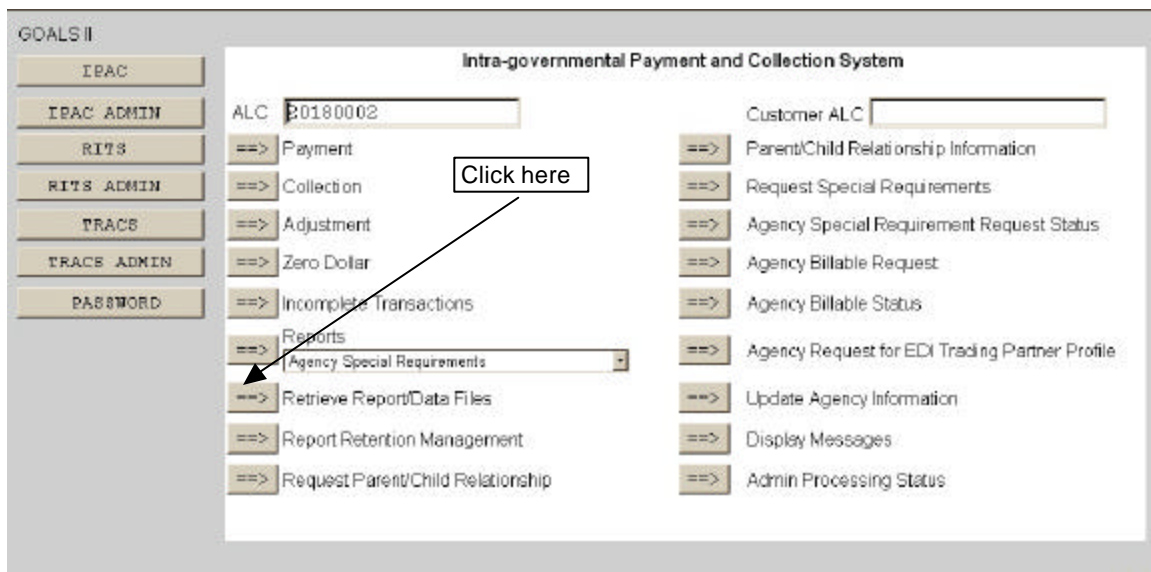


Figure 6.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

No entry is required in the Customer ALC field.

Click “Retrieve Report/Data Files” as shown in Figure 6.1. This will bring up the **Retrieve Report/Data Files** screen shown in Figure 6.2.

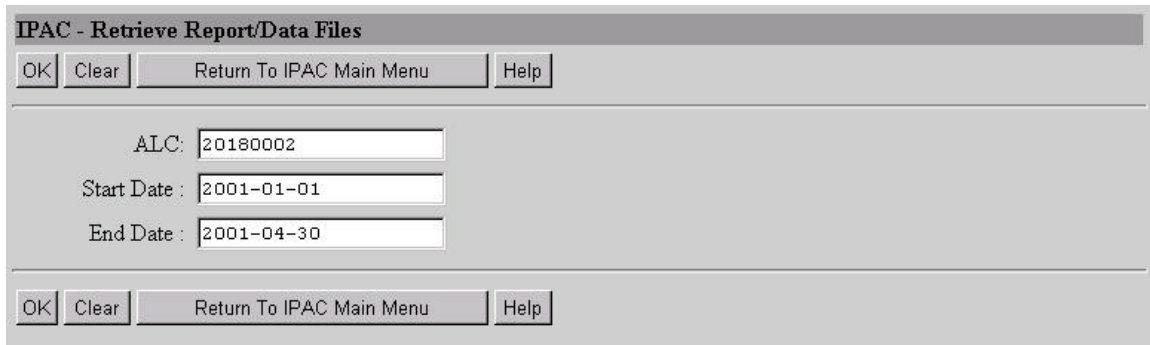


Figure 6.2 Retrieve Report/Data Files

Retrieve Report/Data Files Fields

ALC

The ALC for which the reports/data files are stored. If you entered an ALC on the **IPAC Main Menu**, it will display in the ALC data entry box. You may enter an ALC if none displays, you may change the ALC already in the box, or you can leave it blank. Reports that include more than one ALC will be stored with an ALC of 00000000 as shown in Figure 6.3.

Report Dates

Enter a Start Date and an End Date for the report in YYYY-MM-DD format. These fields are required.

The start date and end dates refer to the dates the reports were originally generated, not the dates covered by the reports.

Retrieve Report/Data Files Buttons

“OK”

Accepts the parameters you have entered and retrieves a list of report/data files satisfying the selection criteria, five to a screen, as shown in Figure 6.3. Only report/data files that you created can be retrieved.

“Clear”

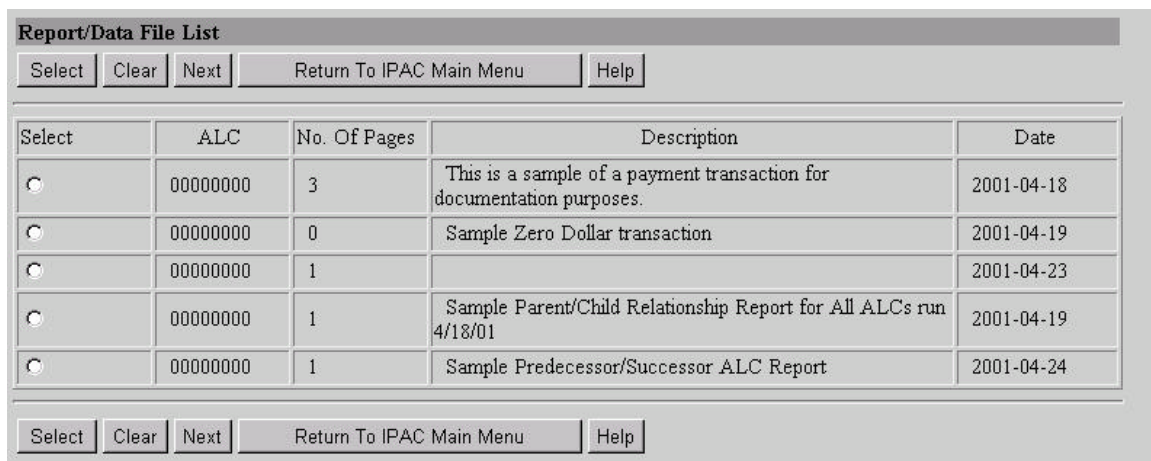
Resets the data entry fields to their values the last time the screen was displayed. No data is submitted to the IPAC database.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without processing any information.

“Help”

Displays help information for this screen.



Select	ALC	No. Of Pages	Description	Date
<input type="radio"/>	00000000	3	This is a sample of a payment transaction for documentation purposes.	2001-04-18
<input type="radio"/>	00000000	0	Sample Zero Dollar transaction	2001-04-19
<input type="radio"/>	00000000	1		2001-04-23
<input type="radio"/>	00000000	1	Sample Parent/Child Relationship Report for All ALCs run 4/18/01	2001-04-19
<input type="radio"/>	00000000	1	Sample Predecessor/Successor ALC Report	2001-04-24

Figure 6.3 Report/Data File List

Retrieving Reports and Data Files

Clicking “OK” on the Retrieve Report/Data Files screen (Figure 6.2) after completing the ALC, Start Date and End Date fields will display the **Report/Data File List** screen. The reports will be displayed five at a time. If there are more than five reports meeting the criteria, they may be accessed by clicking the appropriate “Next” or “Prior” button.

Report/Data File List Fields

Select

Click the option button to toggle selection for the desired report. Clicking on an already selected report will deselect that report. These fields are mutually exclusive and only one report may be selected at a time. This is the only field that you can change on this screen.

ALC

The ALC entered on the **Retrieve Report/Data Files** screen.

No. of Pages

The number of pages in the printed report.

Description

The report description that was entered at the time the report was generated.

Date

The date the report was generated.

Report/Data File List Buttons

“Select”

Submits the request to retrieve the selected report.

“Clear”

Resets the option buttons to their values the last time the screen was displayed. No data is submitted to the IPAC database.

“Next”/“Prior”

If there are more than five report/data files, a “Next” button will display and it will bring up the next five report/data files, or as many as have not yet been shown. A “Prior” button will display as needed.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without processing any information.

“Help”

Displays help information for this screen.

Select the report you want to retrieve by clicking the option button to its left, then click the “Select” button to display the **Report Statistics** screen for this report as shown in Figure 6.4.

Report Statistics Function Buttons

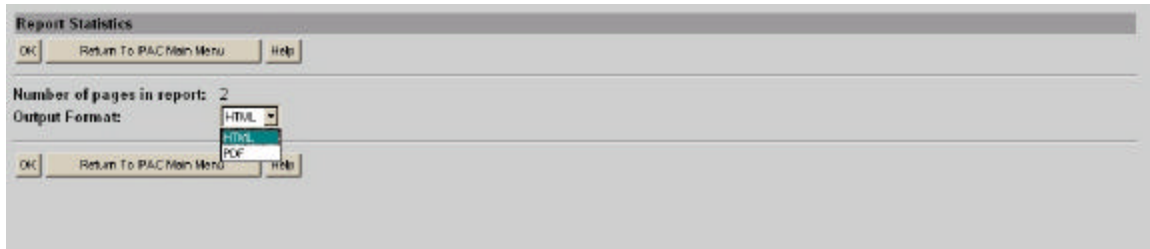


Figure 6.4 Report Statistics

The **Report Statistics** is described in the Viewing and Printing Documents segment of the *Introduction*.

“OK”

Accepts the Output Format you have selected and displays the report.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without displaying the report.

“Help”

Displays help information for this screen.

This page intentionally left blank.

Section 7 Report Retention Management

All reports generated by the IPAC System are automatically saved to the IPAC database. Reports that are no longer needed should be deleted to save storage space and to make it easier to find and retrieve new reports.

Accessing the Report Retention Management Function

To access the **Report Retention Management** function, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 7.1.

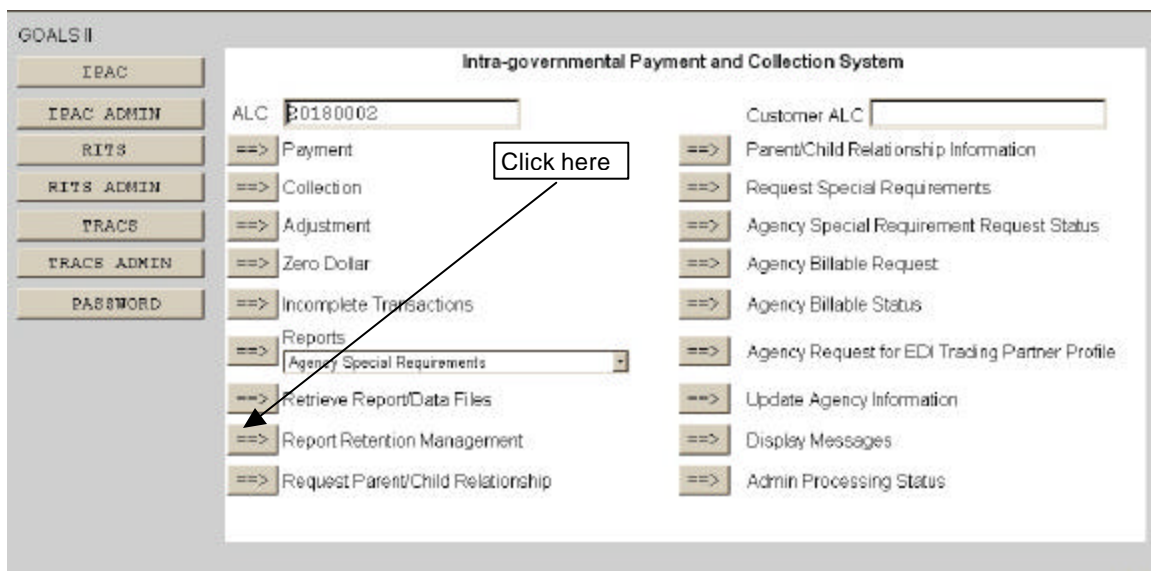


Figure 7.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

No entry is required in the Customer ALC field.

Click the “Report Retention Management” button as shown in Figure 7.1. This will display the **Report Retention Management ALC Entry** screen shown in Figure 7.2.

Report Retention Management ALC Entry

IPAC - Report Retention Management ALC Entry

OK Clear Return To IPAC Main Menu Help

Start Date: 2000-01-01 End Date: 2001-03-31 Login ID: 01jad001

Enter ALC Below:

20180002

Figure 7.2 Report Retention Management ALC Entry

ALC Entry Data Entry Fields

Report Dates

Enter a Start Date and an End Date for the reports in YYYY-MM-DD format. These fields are required.

The start date and end dates refer to the dates the reports were originally generated, not the dates covered by the reports.

Login ID

The Login ID used to access the IPAC System will display in the Login ID field.

Enter ALC Below

If you entered an ALC on the **IPAC Main Menu**, it will display in the first data entry box. There are additional data entry boxes to allow you to enter up to a total of 25 ALCs whose outstanding reports you would like to review for possible deletion. Only the reports you created will be available for you to delete. (All of the data entry boxes may not be visible at one time through your browser, but they may be accessed using the scroll bar to the right of your screen, or by hitting the tab key after entering an ALC in the last visible box.)

ALC Entry Function Buttons

“OK”

Displays a list of the reports you created which are currently stored for the ALC(s) you entered and are available for deletion.

“Clear”

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

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without retrieving a list of reports.

“Help”

Displays help information for this screen.

Flagging Reports for Deletion

Click the “OK” button on the **Report Retention Management ALC Entry** screen to display a list of the reports which you created for the ALC(s) entered. If there are no reports stored that meet your selection criterion, you will receive the message shown in Figure 7.3.

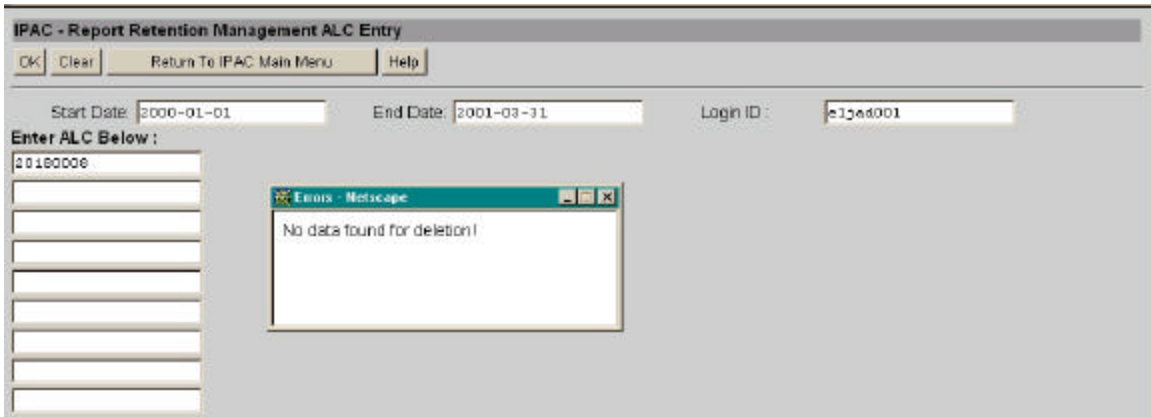


Figure 7.3 No Reports Meeting the Criteria

Close this Error Message window and you will return to the **Report Retention Management ALC Entry** screen where you can enter new report start and end dates, and/or new ALC(s). At this point, the “Clear” button will not erase any of the data entry fields on the screen. You can highlight the data in any of the fields and use the Delete key to delete your entry, or you can highlight the data in the fields and type over it to change it.

If reports exist within the parameters requested, the **Report Retention Management** screen will display as shown in Figure 7.4. No Report File Description was entered at the time the second report on this list was generated. This will make it difficult to determine if this report should be maintained or deleted and illustrates the importance of entering identifying descriptions in the Report File Description field when generating reports.

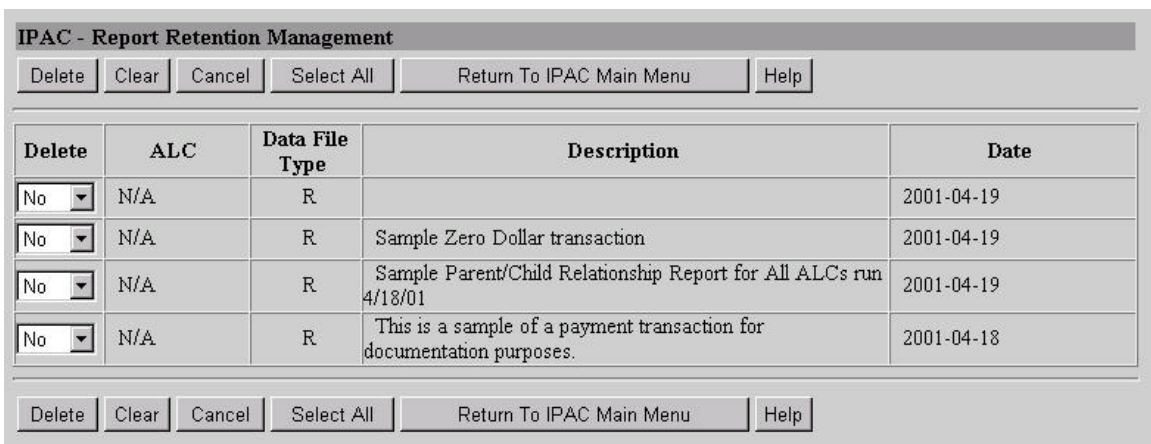


Figure 7.4 Report Retention Management

Report/data files requested to be deleted through this menu option will be flagged for deletion. Actual deletion of the reports/data files will not occur until the nightly

maintenance process is performed. Until this process has been run, you can change the deletion flag (from YES for deletion to NO for no deletion, or vice versa).

Report Retention Management Data Columns

Delete

This field contains a drop-down menu box with YES/NO choices. If a report/data file is not currently flagged for deletion, this field will default to NO. If you change this field to YES, the report will be deleted in the next database maintenance cycle. You may also change this choice from YES to NO to keep a report from being deleted during the next maintenance cycle. This is the only field on this screen that you can change.

ALC

The ALC of the agency which generated the report. A report which contains data for more than one ALC will have N/A in the ALC column.

Data File Type

The type of data currently on the system. Whether the information stored was a report (HTML or PDF) or a data file (CSV or TSV), the data file type will always be "R"eport.

Description

The report description entered in the Report File Description field (on the **Report Request** screen) at the time the report was generated.

Date

The date the report was generated.

Report Retention Management Function Buttons

"Delete"

Submits the changes to the report deletion status.

"Clear"

Resets the delete flags to their values the last time the screen was displayed. No data is submitted to the IPAC database.

"Cancel"

Discards any changes you have made to a report deletion status since the last time the database was accessed. Returns you to the **Report Retention Management ALC Entry** screen.

"Select All"

All of the YES/NO deletion flags on the screen will be changed to YES. After you have clicked this button, the “Clear” button will **not** return these flags to their previous state but you can still manually change the individual flags to NO. After selecting this button, you must select “Delete” to submit the changes to the report deletion status.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without processing any changes you have made to a reports deletion status.

“Help”

Displays help information for this screen.

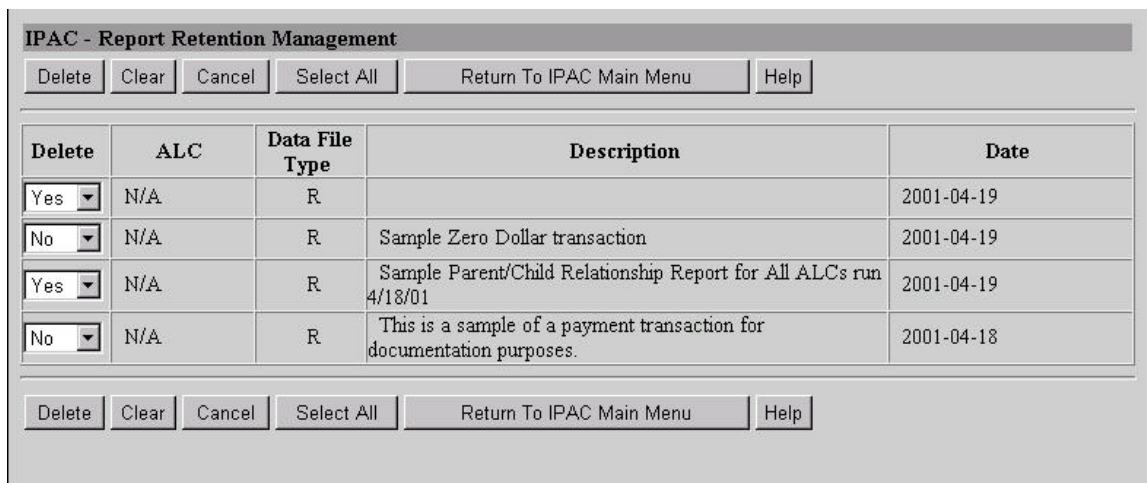


Figure 7.5 Reports Flagged for Deletion

In Figure 7.5, the first and third reports shown on the screen have been flagged for deletion. These flags can be changed at any time until the reports are actually deleted by the IPAC maintenance cycle. After you have marked the reports for deletion (or changed deletion marks to NO), click “Delete”. The confirmation screen shown in Figure 7.6 will display.

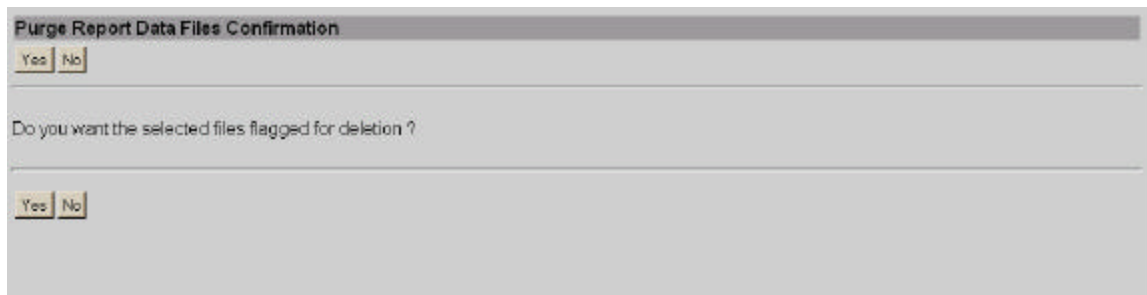


Figure 7.6 Purge Report Data Files Confirmation

Confirmation Screen

If you click "No", none of the changes you entered on the most recent **Report Retention Management** screen will be submitted. You will be returned to the **Report Retention Management** screen as shown in Figure 7.2.

Confirmation Requested

If you click "Yes", the changes to the report deletion status you entered on the **Report Retention Management** screen will be submitted to the IPAC database and those reports marked for deletion will be removed during the next database maintenance cycle. You will see the confirmation screen shown in Figure 7.7.

Confirmation Given

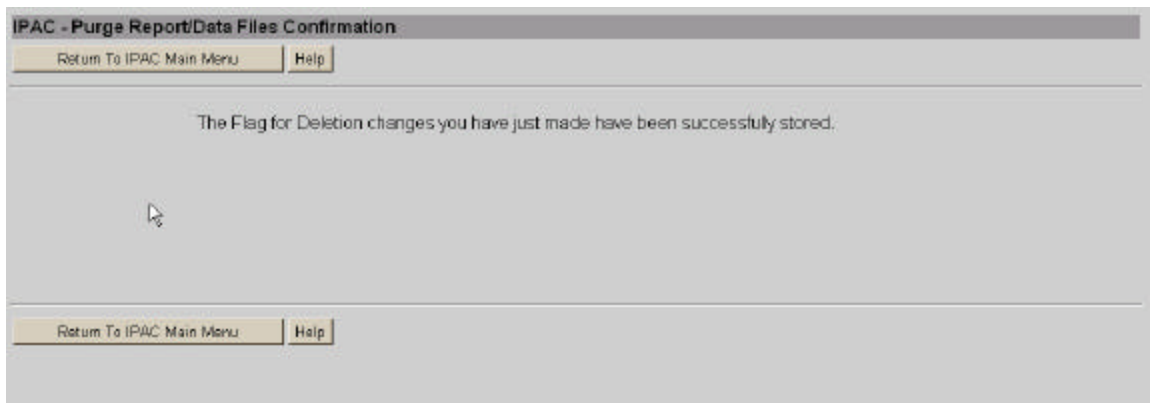


Figure 7.7 Purge Report Data Files Completion Confirmation

From this screen you can return to the **IPAC Main Menu** or display help information for this screen.

This page intentionally left blank.

Section 8 Request Parent/Child Relationship

Parent/Child Relationships are established to allow one agency (ALC) to retrieve report activity for another. A Parent/Child Relationship enables the Parent ALC to access the HeadQuarters Transaction Download and HeadQuarters Transactions options as described in *Section 5 – Reports*. A Parent ALC can have multiple Child ALCs, but a Child ALC can only have one Parent.

All Parent/Child Relationship requests are forwarded to FMS for approval. FMS has the capability to approve or reject relationship requests. If you should not be authorized to view transactions for the requested Child ALC(s), FMS will reject the request.

Selecting the **Request Parent/Child Relationship** option enables you to request a new Parent/Child Relationship, view the status of an existing relationship or edit an existing relationship. Each of these functions is described in detail in this Section.

Accessing the Parent/Child Relationship Request Function

To submit an IPAC Parent/Child Relationship request for FMS approval, or to view the status of an existing relationship, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 8.1.

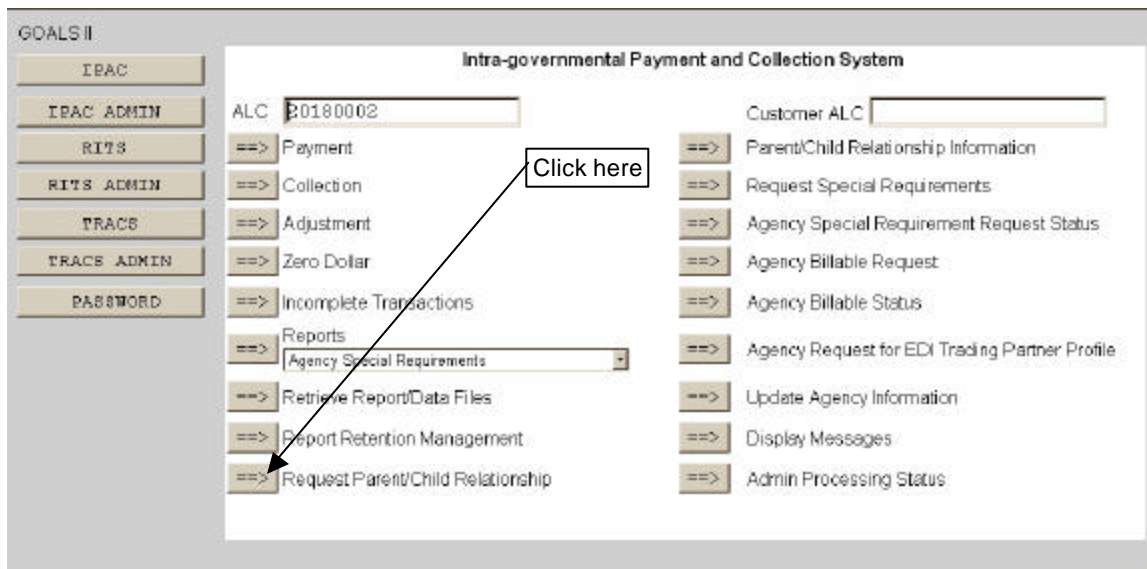


Figure 8.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

No entry is required in the Customer ALC field.

Select the “Request Parent/Child Relationship” button as shown in Figure 8.1. This will display the **Parent Child Relationship Request** screen shown in Figure 8.2.

Figure 8.2 Parent Child Relationship Request

The **Parent Child Relationship Request** screen can be used to request a new Parent/Child Relationship or retrieve existing relationships for viewing or editing.

Parent Child Relationship Request Data Entry Fields

Parent ALC

The Parent ALC is the ALC of the Agency to serve as Parent in this Relationship. The ALC from the ALC field on the **IPAC Main Menu** will display in the Parent ALC data entry box. This field is required.

Start Date

Date the Relationship is requested to start in YYYY-MM-DD format. The Start Date must be the following day (tomorrow) or later. Please request the Relationship at least one week in advance of the Start Date so that FMS has ample time to respond to your request. The Relationship will not be in effect until it is approved by FMS.

End Date

Date the Relationship is requested to end in YYYY-MM-DD format. The End Date must be later than the Start Date.

**When entering dates, either both dates must be entered
or neither date should be entered.**

Child ALCs

Up to 30 Child ALCs may be entered. These will be the ALCs to serve as the Children in this Relationship.

Parent Child Relationship Request Function Buttons

“OK”

Submits your Parent/Child Relationship request to FMS for approval.

“Clear”

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

“Return to IPAC Main Menu”

No data entered on the current screen will be saved to the IPAC database. You will be returned to the **IPAC Main Menu**.

“Help”

Displays help information for this screen.

Request a New Parent/Child Relationship

Enter the Parent ALC, Start Date, End Date and Child ALC's as shown in Figure 8.2. If all of the fields contain valid data, selecting the "OK" button will submit the request to FMS for approval.

View All Existing Parent/Child Relationship Requests For A Parent

Enter the Parent ALC, leaving all the other data entry fields on the **Parent/Child Relationship Request** screen blank. This will display the **Parent/Child Relationship Request Status** screen, shown in Figure 8.4, for all relationships involving the specified Parent ALC.

View All Existing Parent/Child Relationship Requests for Specific Child ALC(s)

Enter the Parent ALC and the Child ALCs, leaving all the other data entry fields on the **Parent Child Relationship Request** screen blank. This will display the **Parent Child Relationship Request Status** screen, shown in Figure 8.4, for only those relationships that satisfy the criterion entered.

Edit an Existing Parent/Child Relationship Request (for a specific Child ALC and a specific date range)

Enter the Parent ALC, Start Date, End Date and one Child ALC. This will display the **Parent Child Relationship Add/Update Details** screen shown in Figure 8.5b.

Note: The multiple ALC data entry boxes on this screen are used for initial requests for Parent/Child Relationships. They are not designed for use in editing a specific Parent/Child Relationship. If multiple ALCs are entered with Start and End Dates, you will receive an error message like the one shown in Figure 8.3.

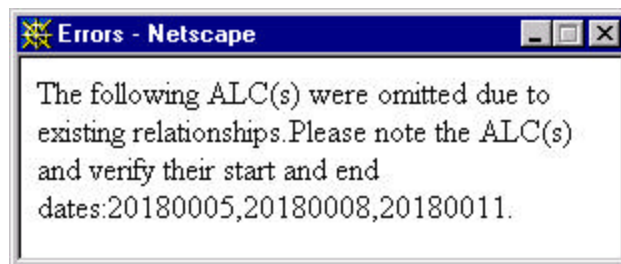


Figure 8.3 Multiple ALCs for Initial Request Error

IPAC - Parent Child Relationship Request Status									
Add		Edit		Delete		Return To IPAC Main Menu		Help	
Parent ALC 20180002									
	Child ALC	ID	Related ID	Start Date	End Date	Request Type	Status	Status Date	Rejec
<input type="radio"/>	20180005	35		2001-05-01	2009-12-31	A	A	2001-04-23	
<input type="radio"/>	20180005	50	35	2001-05-01	2009-12-31	D	R	2001-04-26	Inva
<input type="radio"/>	20180005	48		2001-04-27	2001-11-30	A	P	2001-04-26	
<input type="radio"/>	20180008	36		2001-05-01	2009-12-31	A	A	2001-04-23	
<input type="radio"/>	20180008	49	36	2001-04-27	2001-11-30	E	P	2001-04-26	
<input type="radio"/>	20180011	37		2001-05-01	2009-12-31	A	A	2001-04-23	
Add		Edit		Delete		Return To IPAC Main Menu		Help	

Figure 8.4 Parent Child Relationship Request Status

(The left side of the screen is shown above and the right side below. The entire screen will not fit in most browser windows and you must scroll to the right to view the entire contents of the screen.)

Parent Child Relationship Request Status						
Return To IPAC Main Menu		Help				
Related ID	Start Date	End Date	Request Type	Status	Status Date	Rejection Explanation
	2001-05-01	2009-12-31	A	A	2001-04-23	
35	2001-05-01	2009-12-31	D	R	2001-04-26	Invalid Request
	2001-04-27	2001-11-30	A	P	2001-04-26	
	2001-05-01	2009-12-31	A	A	2001-04-23	
36	2001-04-27	2001-11-30	E	P	2001-04-26	
	2001-05-01	2009-12-31	A	A	2001-04-23	
Return To IPAC Main Menu		Help				

Figure 8.4 Parent Child Relationship Request Status (continued)

Parent Child Relationship Request Status Fields

Child ALC

Child ALC in the Parent/Child Relationship request.

ID

System generated number for each Parent/Child Relationship request.

Related ID

ID number of the original Relationship request. This field allows you to trace the new request back to the original request that was edited or deleted.

Start Date

Start date of the relationship requested.

End Date

End date of the relationship requested.

Request Type

Code signifying whether the Relationship request was being “**A**”dded, “**E**”dited or “**D**”eleted.

Status

Code signifying the status of the Relationship request. Available status’ are “**A**”pproved, “**P**”ending and “**R**”ejected. Only those Parent/Child Relationship requests with a approved status are currently in effect.

Status Date

Date of the last status change to the Relationship request. If the approval date for the Parent/Child Relationship request follows the start date requested, then the effective date of the relationship will be the approval date. If the approval date precedes the start date, the effective date will be the start date requested.

Rejection Explanation

Rejection reason displayed when FMS rejects the Relationship request.

Parent Child Relationship Request Status Function Buttons

“Add”

Select this button to add a new Parent Child Relationship request. This will display the **Parent Child Relationship Add/Update Details (add)** screen shown in Figure 8.5a.

“Edit”

Select the option button beside the existing relationship you want to edit. By selecting this button the **Parent Child Relationship Add/Update Details (update)** screen shown in Figure 8.5b will display. Only requests in a pending or approved status may be edited.

“Delete”

Select this button to delete a Parent/Child Relationship request. Only requests in a pending or approved status may be deleted. When a pending request is deleted, a **Parent Child Relationship Confirmation** screen will display and the Relationship request will be deleted immediately. When you request deletion of an approved

Relationship, the **Parent Child Relationship Confirmation (add/update)** screen shown in Figure 8.6 will display and the request for deletion will be forwarded to FMS for approval.

“Return to IPAC Main Menu”

No data entered on the current screen will be saved to the IPAC database. You will be returned to the **IPAC Main Menu**.

“Help”

Displays help information for this screen.

The screenshot shows a web form titled "IPAC - Parent Child Relationship Add/Update Details". At the top, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help". Below the buttons, the form contains the following fields:

Parent ALC	20180002
Child ALC	<input type="text" value="20180011"/>
Start Date	<input type="text" value="2001-04-27"/>
End Date	<input type="text" value="2001-12-31"/>

At the bottom of the form, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help".

Figure 8.5a Parent Child Relationship Add/Update Details (add)

The screenshot shows a web form titled "IPAC - Parent Child Relationship Add/Update Details". At the top, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help". Below the buttons, the form contains the following fields:

Parent ALC	20180002
Child ALC	20180008
Start Date	<input type="text" value="2001-04-27"/>
End Date	<input type="text" value="2001-11-30"/>

At the bottom of the form, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help".

Figure 8.5b Parent Child Relationship Add/Update Details (update)

Parent Child Relationship Add/Update Details Data Entry Fields

Child ALC

If you are adding a new Parent/Child Relationship request, the Child ALC field will display blank and require data entry. If you are editing an existing relationship, the Child ALC from the selected Relationship on the **Parent Child Relationship Request Status** screen will display, and you will not be able to change this field.

Start Date

Date the Relationship is requested to start in YYYY-MM-DD format. The Start Date must be the following day (tomorrow) or later. Please request the Relationship at least one week in advance of the Start Date so that FMS has ample time to respond to your request. The Relationship will not be in effect until it is approved by FMS.

End Date

Date the Relationship is requested to end in YYYY-MM-DD format. The End Date must be later than the Start Date.

Parent Child Relationship Add/Update Details Function Buttons

“OK”

Select this button to submit your Parent/Child Relationship request to FMS for approval. Then you will receive the **Parent Child Relationship Confirmation** screen as shown in Figure 8.6

“Clear”

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

“Return to IPAC Main Menu”

No data entered on the current screen will be saved to the IPAC database. You will be returned to the **IPAC Main Menu**.

“Help”

Displays help information for this screen.

Parent/Child Relationship Request Submission

After completing all of the data entry fields on the **Parent Child Relationship Request** screen, select “OK” to submit the request for FMS approval. If there are no errors in the data submitted, the **Parent/Child Relationship Confirmation** screen shown in Figure 8.6 will be displayed. You may also receive this confirmation screen after adding a new request by selecting “OK” from the **Parent Child Relationship Add/Update Details** screen shown in Figure 8.5a.

Parent ALC	Child ALC	Start Date	End Date
20180002	20180011	2001-04-27	2001-12-31

Figure 8.6 Parent Child Relationship Confirmation (add/update)

When submitting a request to delete an existing Parent/Child Relationship request from Figure 8.4, the **Parent/Child Relationship Confirmation** screen shown in Figure 8.7 will be displayed.

Parent ALC	Child ALC	Start Date	End Date
20180002	20180005	2001-05-01	2009-12-31

Figure 8.7 Parent Child Relationship Confirmation (delete)

Parent/Child Relationship Confirmation Function Buttons

“OK”

Returns you to the previous **Parent Child Relationship Request Status** screen as shown in Figure 8.4.

“Help”

Displays help information for this screen.

This page intentionally left blank.

Section 9 Parent/Child Relationship Information

This menu option will be available in a future release of IPAC.

This page intentionally left blank.

Section 10 Request Special Requirements

There are certain fields on each Payment, Collection or Adjustment transaction that are required in order for IPAC to process the transaction. Fields such as the Purchase Order Number, Invoice Number and Detail Amount are required in order for the Customer ALC to identify the transaction and classify it on their books. The current IPAC required fields are listed in *Appendix C*. Only FMS is able to update the IPAC required fields.

Agency Special Requirements information can be retrieved in three ways. You can

1. View a Customer ALC's Special Requirements while entering a transaction, by selecting the "Special Requirements" button from the transaction entry screens as discussed in *Section 1 – Payment and Collection* and *Section 2 – Adjustment*.
2. Retrieve a report of Special Requirements, by selecting "Agency Special Requirements" from the reports option on the **IPAC Main Menu** as discussed in *Section 5 – Reports*.
3. Check the status of a Special Requirements request, using the "Agency Special Requirements Request Status" button on the **IPAC Main Menu** as discussed in *Section 11 – Agency Special Requirements Request Status*.

In addition to the IPAC required fields, you can, with FMS approval, make additional fields required for your ALC. This will require any ALC submitting a transaction against your ALC to provide the specific information you need to reconcile your accounts.

An Agency Request for Special Requirements must be approved by FMS before it takes effect. This option allows you to submit a Request for Special Requirements to FMS for their approval.

Accessing the Request Special Requirements Function

To access the **Request Special Requirements** function, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 10.1.

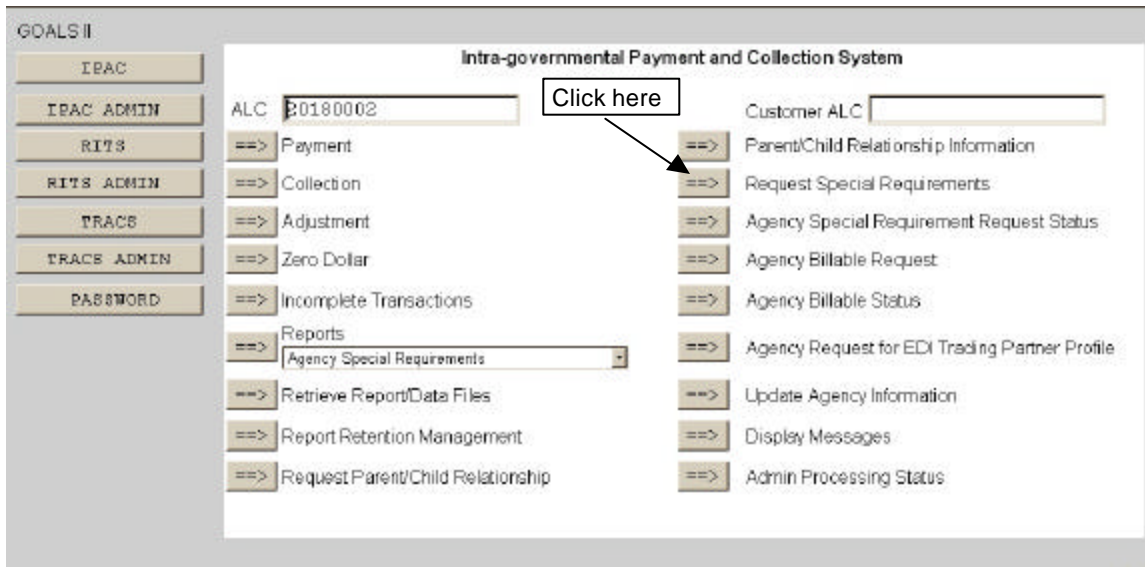


Figure 10.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

No entry is required in the Customer ALC field.

Once you have completed the ALC field, select the “Request Special Requirements” button on the **IPAC Main Menu** as shown in Figure 10.1. This will display the **Pending Agency Special Requirements Request** screen shown in Figure 10.2.

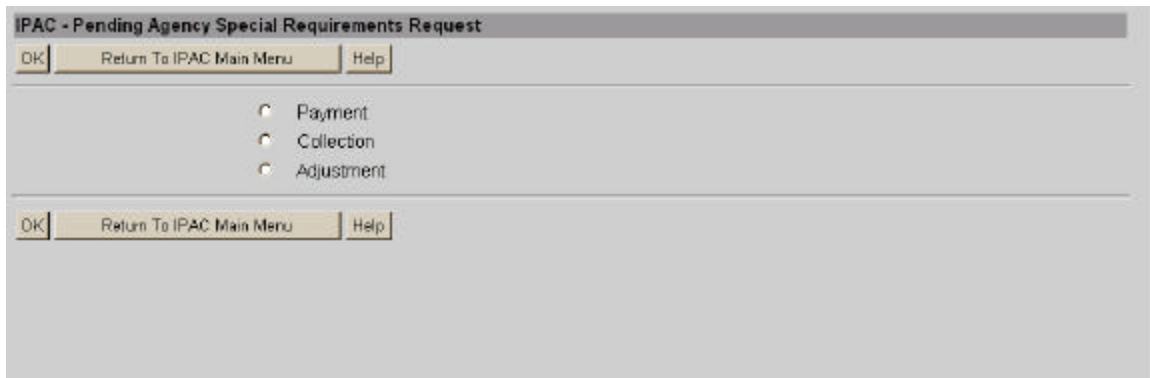


Figure 10.2 Pending Agency Special Requirements Request

Pending Agency Special Requirements Request Screen

Special Requirements may be requested for Payment, Collection or Adjustment transactions.

Pending Agency Special Requirements Request Option Buttons

Each transaction type has an option button to its left. Clicking on the button will toggle the selection on or off. These fields are mutually exclusive and only one may be selected at a time.

Pending Agency Special Requirements Request Function Buttons

“OK”

Displays the **Store Agency Special Requirements Request** screen for the selected transaction type as shown in Figure 10.3.

“Return to IPAC Main Menu”

No data entered on the current screen will be saved to the IPAC database. You will be returned to the **IPAC Main Menu**.

“Help”

Displays help information for this screen.

IPAC - Store Agency Special Requirements Request

Finished Return To IPAC Main Menu Clear Help

Header line

IPAC Payment Transaction Fields

Required?	Data Element	Start Date	End Date	Description
<input type="checkbox"/> Y	* Detail Amount	2001-04-16	2099-12-31	
<input type="checkbox"/> N	Contact Phone Number	2001-04-27	2099-12-31	
<input type="checkbox"/> Y	* Pay Flag	2001-04-16	2099-12-31	
<input type="checkbox"/> N	Transaction Description	2001-04-27	2099-12-31	
<input type="checkbox"/> Y	* Purchase Order Number	2001-04-16	2099-12-31	
<input type="checkbox"/> Y	* Invoice Number	2001-04-16	2099-12-31	
<input type="checkbox"/> N	ACRN	2001-04-27	2099-12-31	
<input type="checkbox"/> N	Contact Name	2001-04-27	2099-12-31	
<input type="checkbox"/> N	JAS Number	2001-04-27	2099-12-31	
<input type="checkbox"/> N	Contract Line Item Number	2001-04-27	2099-12-31	
<input type="checkbox"/> N	Requisition Number	2001-04-27	2099-12-31	
<input type="checkbox"/> Y	* Obligating Document Number	2001-04-16	2099-12-31	
<input type="checkbox"/> Y	* Quantity	2001-04-16	2099-12-31	
<input type="checkbox"/> N	Accounting Classification Code (ACL/CD)	2001-04-27	2099-12-31	
<input type="checkbox"/> N	Contract Number	2001-04-27	2099-12-31	
<input type="checkbox"/> Y	* Unit Issue	2001-04-16	2099-12-31	
<input type="checkbox"/> Y	* Unit Price	2001-04-16	2099-12-31	
<input type="checkbox"/> N	FSN	2001-04-27	2099-12-31	
<input type="checkbox"/> N	DODAC	2001-04-27	2099-12-31	
<input type="checkbox"/> Y	* Department Code	2001-04-16	2099-12-31	
<input type="checkbox"/> N	Job Number	2001-04-27	2099-12-31	
<input type="checkbox"/> Y	* Sender Treasury Account Symbol	2001-04-16	2099-12-31	
<input type="checkbox"/> N	Receiver Treasury Account Symbol	2001-04-27	2099-12-31	
<input type="checkbox"/> N	Miscellaneous Information	2001-04-27	2099-12-31	

Finished Return To IPAC Main Menu Clear Help

Figure 10.3 Store Agency Special Requirements Request (Payment/Collection)

IPAC - Store Agency Special Requirements Request

Finished Return To IPAC Main Menu Clear Help

IPAC Adjustment Transaction Fields

Required?	Data Element	Start Date	End Date	Description
<input type="button" value="Y"/>	Detail Amount	2001-04-27	2099-12-31	
<input type="button" value="N"/>	Transaction Description	2001-04-27	2099-12-31	

Finished Return To IPAC Main Menu Clear Help

Figure 10.4 Store Agency Special Requirements Request (Adjustment)

Store Agency Special Requirements Request Screen

With the exception of the header line in Figure 10.3, the **Store Agency Special Requirements Request** screen is identical in appearance and functionality for both Payments and Collections. Any data entry fields designated as an IPAC required field for a payment or a collection will be denoted with an asterisk (*). These fields will always be required.

The **Store Agency Special Requirements Request** screen is different for Adjustments. You can only request an Agency Special Requirement for the Detail Amount and Transaction Description fields as shown in Figure 10.4. All other fields on the **Adjustment Entry** screen are populated from the original transaction, as shown in *Section 2 – Adjustment*, Figure 2.6.

Store Agency Special Requirements Request Data Columns

Required?

This column contains drop-down boxes with “**Y**”es and “**N**”o choices. Choose **Y** if you want the field to be required for transactions sent to your ALC, and **N** if you do not want the field to be required. All IPAC required fields denoted with an **asterisk (*)** must remain **Y**.

Data Element

This column specifies the field for which you are requesting a Special Requirement. All data entry fields from the Transaction Entry screens will display in the data element list.

Start Date

Date the Special Requirement is requested to start in YYYY-MM-DD format. For new requests, the Start Date must be the following day (tomorrow) or later. Please request the Special Requirement far enough in advance to allow your trading

partner sufficient time to provide you with the new required information. For fields that you want to change from **N** to **Y**, the Start Date will default to tomorrow's date. The date can be manually changed to a future date. The Special Requirement will not be in effect until it is approved by FMS.

End Date

Date the Special Requirement is requested to end in YYYY-MM-DD format. The End Date must be later than the Start Date. Default dates will display but can be manually changed.

Description

This is an optional description of your reason for requesting the Special Requirement.

Note: If an approved Special Requirement already exists, and a second is submitted, the first one in effect is replaced by the new one. (i.e. The start and end dates of the new request will replace those of the old one).

Store Agency Special Requirements Request Function Buttons

“Finished”

Submits the Special Requirements changes. Field changes from **Y** to **N** will be processed immediately and do not require FMS approval. Field changes from **N** to **Y** will be forwarded to FMS for approval as shown in Figure 10.5 - **Pending Agency Special Requirements Request Confirmation**.

“Return to IPAC Main Menu”

No data entered on the current screen will be saved to the IPAC database. You will be returned to the **IPAC Main Menu**.

“Clear”

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

“Help”

Displays help information for this screen.

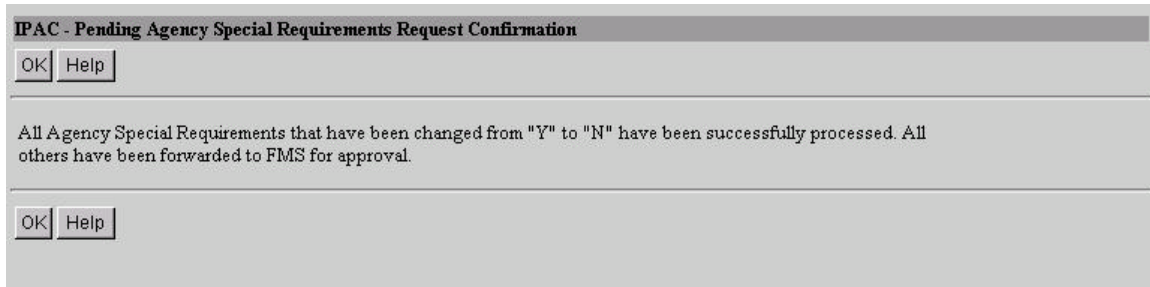


Figure 10.5 Pending Agency Special Requirements Request Confirmation

Pending Agency Special Requirements Request Confirmation Screen

The confirmation screen notifies you that your request for Special Requirements has been successfully submitted to FMS.

Pending Agency Special Requirements Request Confirmation Function Buttons

“OK”

Confirms that your request has been processed and returns you to the **Pending Agency Special Requirements Request** screen so that you can enter additional requests.

“Help”

Displays help information for this screen.

This page intentionally left blank.

Section 11 Agency Special Requirement Request Status

This menu option is selected in order to obtain the status of a Special Requirement request.

Accessing the Agency Special Requirements Request Status Function

To access the **Agency Special Requirements Request Status** function, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 11.1.

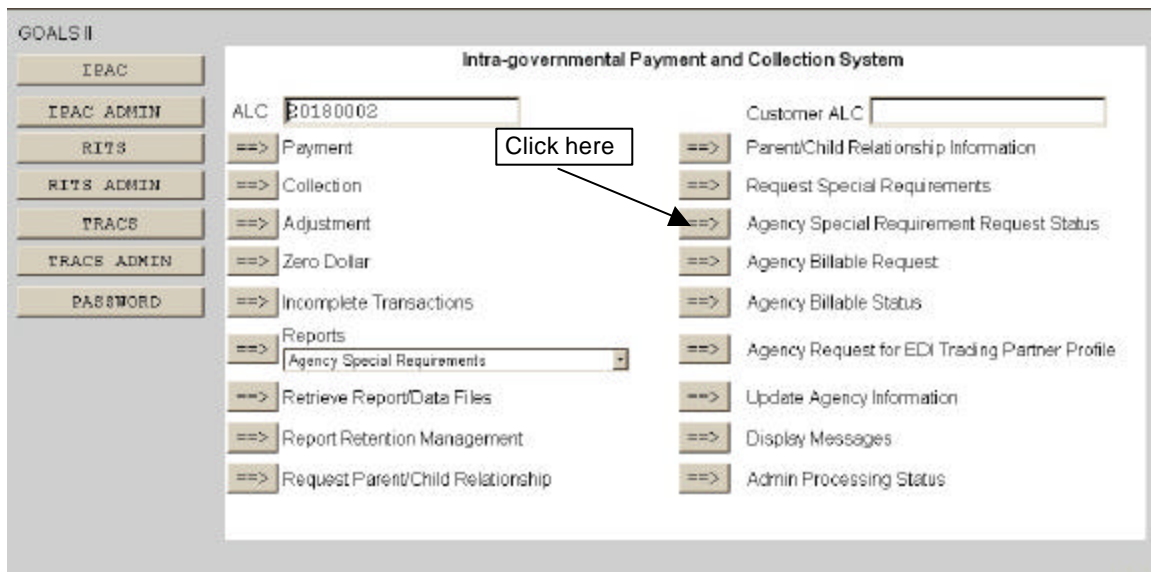


Figure 11.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Login ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

No entry is required in the Customer ALC field.

Click the “Agency Special Requirements Request Status” button as shown in Figure 11.1. This will display the **View Special Requirements Status** screen shown in Figure 11.2.

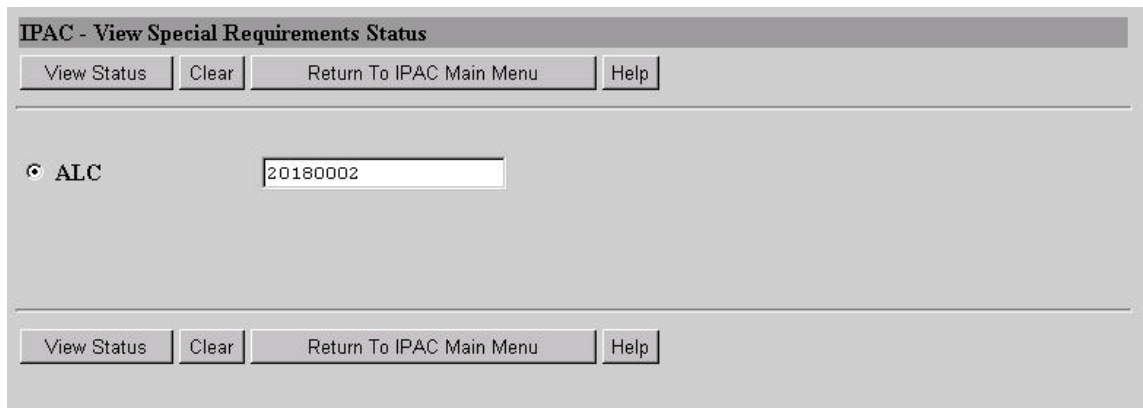


Figure 11.2 View Special Requirements Status

View Special Requirements Status Data Entry Field

The only data entry field on this screen is the ALC field. If you entered an ALC on the **IPAC Main Menu**, it will display in this data entry box. You can enter an ALC or change the ALC already in the box.

View Special Requirements Status Function Buttons

“View Status”

Displays the current status of any Special Requirement requests for the specified ALC as shown in Figure 11.3.

“Clear”

Resets the ALC field to its value the last time the screen was displayed. No data is submitted to the IPAC database.

“Return to IPAC Main Menu”
 Returns to the **IPAC Main Menu**.

“Help”
 Displays help information for this screen.

IPAC - Agency Special Requirements Request Approval Status								
Another ALC		Return To IPAC Main Menu			Help			
ALC	Transaction Type	Data Element	Description	Start Date	End Date	Status	Status Date	Rejection
20180002	Collection	Contact Name	Must provide name for future reference.	2001-04-27	2099-12-31	A	2001-04-26	
20180002	Collection	Contact Phone Number	Must provide phone number for future reference.	2001-04-27	2099-12-31	A	2001-04-26	
20180002	Adjustment	Transaction Description	Provide reason for adjustment.	2001-05-01	2001-12-31	P	2001-04-26	
20180002	Payment	Contract Number		2001-05-15	2099-12-31	R	2001-04-26	Not necessary.
20180002	Payment	Purchase Order Number	Please provide the Interagency Agreement Number in this field.	2001-04-27	2099-12-31	P	2001-04-26	
Another ALC		Return To IPAC Main Menu			Help			

Figure 11.3 Agency Special Requirements Request Approval Status

(The left side of the screen is shown above and the right side below. The entire screen will not fit in most browser windows and you must scroll to the right to view the entire contents of the screen.)

Approval Status							
Help							
Description	Start Date	End Date	Status	Status Date	Rejection Explanation	Contact Name	Phone No.
Must provide name for future reference.	2001-04-27	2099-12-31	A	2001-04-26		Jane Doe	(202) 874-8270
Must provide phone number for future reference.	2001-04-27	2099-12-31	A	2001-04-26		Jane Doe	(202) 874-8270
Provide reason for adjustment.	2001-05-01	2001-12-31	P	2001-04-26		Jane Doe	(202) 874-8270
	2001-05-15	2099-12-31	R	2001-04-26	Not necessary at this time.	Jane Doe	(202) 874-8270
Please provide the Interagency Agreement Number in this field.	2001-04-27	2099-12-31	P	2001-04-26		Jane Doe	(202) 874-8270
Help							

Figure 11.3 Agency Special Requirements Request Approval Status (continued)

Agency Special Requirements Request Status Data Columns

ALC

ALC entered on the **View Special Requirements Status** screen.

Transaction Type

Type of transaction for which the Special Requirement applies. ALCs can have different Special Requirements for Payments, Collections and Adjustments.

Data Element

Name of the data entry field for which the Special Requirement pertains.

Description

Description of the Special Requirement entered by the requesting ALC.

Start Date

Date on which the Special Requirement is to be effective.

End Date

Date on which the Special Requirement will no longer be effective.

Status

Status of the FMS action for this Special Requirement request. The available status' are "A"pproved, "P"ending and "R"ejected. Only those Special Requirements with an approved status are currently in effect.

Status Date

Date on which the Special Requirement status changed. If the approval date for the Special Requirement follows the start date requested, then the effective date of the Special Requirement will be the approval date. If the approval date precedes the start date, the effective date will be the start date requested.

Rejection Explanation

If a Request for a Special Requirement was denied, this field will provide FMS' reason for rejecting the request.

Contact Name

Name of the person associated with the Logon ID used to access the IPAC System at the time the Agency Special Requirement request was made.

Phone No.

Telephone number of the person associated with the Logon ID used to access the IPAC System at the time the Agency Special Requirement request was made.

Agency Special Requirements Request Status Function Buttons

"Another ALC"

Returns you to the **View Special Requirements Status** screen shown in Figure 11.2, where you may enter a Special Requirements Approval Status Request for another ALC.

"Return to IPAC Main Menu"

Returns to the **IPAC Main Menu**.

"Help"

Displays help information for this screen.

"Next"/"Prior"

Special Requirement Request Status lines are displayed on the screen five at a time. If there are more than five Special Requirement Report status' available, a "Next" button will display and it will bring up the next five status', or as many as have not yet been shown. A "Prior" button will display as needed.

This page intentionally left blank.

Section 12 Agency Billable Request

All 8-digit Treasury Disbursed ALCs are Billable by all other ALCs in IPAC. By default, 4-digit Non-Treasury Disbursed ALCs are Non-Billable but may elect to use the IPAC system to send and receive IPAC transactions. By using the Agency Non-Billable Request function, agencies can change their Billable status with specific ALCs or all ALCs.

A status change may be requested for Payment, Collection or Adjustment transactions. The request must be made for a specific time period. An ALC's request for a change in Billable status must be approved by FMS before it becomes effective.

To view the status of your Billable status request, use the "Agency Billable Status" option on the **IPAC Main Menu** as discussed in *Section 13*.

Accessing the Agency Billable Request Function

To access the **Agency Billable Request** function, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 12.1.

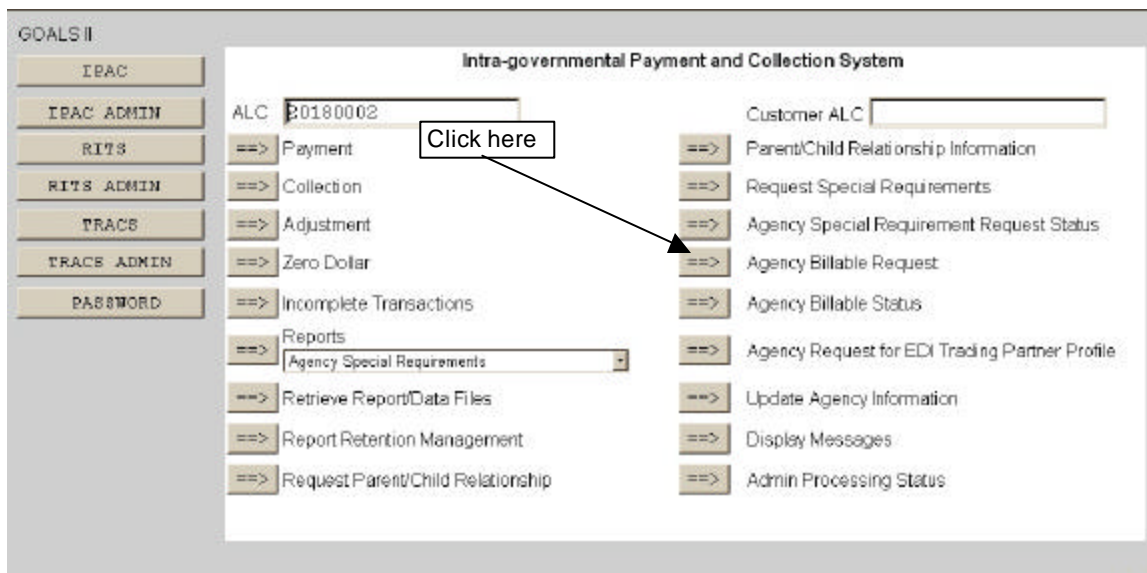


Figure 12.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

No entry is required in the Customer ALC field.

Select the "Agency Billable Request" button as shown in Figure 12.1. This will display the **Billable Status Request** screen shown in Figure 12.2.

IPAC - Billable Status Request

Add Edit Delete Return To IPAC Main Menu Help

ALC : 20180002

A "Y" in Payment(P), Collection(C) or Adjustment(A) fields indicates that the ALC will accept the specified transaction

Select	Partner ALC	ID	Related ID	Start Date	End Date	P	C	A	Request Type	Status	Status I
<input type="radio"/>	00000000	7	0	2001-04-28	2001-12-31	Y	N	Y	A	R	2001-04
<input type="radio"/>	20180005	9	0	2002-01-01	2002-12-31	Y	Y	N	A	A	2001-04
<input checked="" type="radio"/>	20180011	8	0	2002-01-01	2002-01-31	N	N	Y	A	P	2001-04

Add Edit Delete Return To IPAC Main Menu Help

Figure 12.2 Billable Status Request

(The left side of the screen is shown above and the right side below. The entire screen will not fit in most browser windows and you must scroll to the right to view the entire contents of the screen.)

elp

indicates that the ALC will accept the specified transaction from the partner ALC

Request ID	P	C	A	Request Type	Status	Status Date	Explanation
00000000-31	Y	N	Y	A	R	2001-04-27	Time frame too long
20180005-31	Y	Y	N	A	A	2001-04-27	
20180011-31	N	N	Y	A	P	2001-04-27	

elp

Figure 12.2 Billable Status Request (continued)

Billable Status Request Screen

This screen is used to request a change in Billable status by adding a new request, or editing and deleting an existing request.

ALC

ALC of the Agency requesting the Billable status change. ALC that was entered on the **IPAC Main Menu**.

Billable Status Request Data Columns

Select

Each request on the **Billable Status Request** screen will have an option button to its left. Clicking on the button will toggle the selection on or off. These fields are mutually exclusive and only one may be selected at a time.

Partner ALC

This is the trading partner with whom the ALC is requesting a change in Billable status. If there is 00000000 in this column, then the ALC Billable Status applies to all ALCs for the time period specified. If there is a specific ALC in this column, then the Billable status relationship applies only to that ALC.

ID

System generated number for each Agency Billable Status Request.

Related ID

ID number of the original Billable Request. This field allows you to trace the new request back to the original request that was edited or deleted.

Start Date

Start date of the Billable Status change requested.

End Date

End date of the Billable Status change requested.

P

“P”ayment. A ‘Y’ in this column indicates that the ALC will accept payment transactions from the Partner ALC.

C

“C”ollection. A ‘Y’ in this column indicates that the ALC will accept collection transactions from the Partner ALC.

A

“A”djustment. A ‘Y’ in this column indicates that the ALC will accept adjustment transactions from the Partner ALC.

Request Type

Code signifying whether the Billable Request was being “A”dded, “E”dited or “D”eleted.

Status

Code signifying the status of the Billable Request. Available statuses are “A”pproved, “P”ending, “R”ejected. Only those Billable Requests with an approved status are currently in effect.

Status Date

Date of the last status change to the Billable Request. If the approval date for the Billable Request follows the start date requested, then the effective date of the request will be the approval date. If the approval date precedes the start date, the effective date will be the start date requested.

Explanation

If FMS rejects the request, they may enter a reason for display here.

Billable Status Request Function Buttons

“Add”

Select this button to add a new Billable Request. This will display the **Billable Status Entry** screen shown in Figure 12.3.

“Edit”

Select the option button beside the existing billable status you want to edit. By selecting this button the **Billable Status Entry** screen shown in Figure 12.3 will display. Only requests in a pending or approved status may be edited.

“Delete”

Select this button to delete a Billable request. Only requests in a pending or approved status may be deleted. When a pending request is deleted, the **Billable Status Request Confirmation** screen shown in Figure 12.4c will display and the Billable Request will be deleted immediately. When you request deletion of an approved Request, the **Billable Status Request Confirmation** screen shown in Figure 12.4d will display and the request for deletion will be forwarded to FMS for approval.

“Return to IPAC Main Menu”

No data entered on the current screen will be saved to the IPAC database. You will be returned to the **IPAC Main Menu**.

“Help”

Displays help information for this screen.

IPAC - Billable Status Entry

OK Clear Return To IPAC Main Menu Help

ALC : 20180002

Partner ALC : 0 (Enter 0 for all)

Payment Yes

Transaction Type : Collection No

Adjustments Yes

Start Date : 2001-04-28

End Date : 2001-12-31

OK Clear Return To IPAC Main Menu Help

Figure 12.3 Billable Status Entry

ALC

ALC of the Agency requesting the Billable status change. ALC that was entered on the **IPAC Main Menu**.

Billable Status Entry Data Entry Fields

Partner ALC

This is the ALC whose transactions you want to affect. Enter 0 if the requested Billable Status should apply to all ALCs who send transactions to you.

Payment

Collection

Adjustments

} All of these fields are drop-down menus with choices of **Yes** and **No**. An indicator of Yes means that you will accept that transaction type from the Partner ALC. An indicator of No means that you will not accept that transaction type from the Partner ALC. The indicators may be changed independently for each transaction type.

Start Date

Date the change to Billable Request is scheduled to begin. It must be the next day (tomorrow) or later and it must be entered in YYYY-MM-DD format.

End Date

Date the Billable Request is scheduled to end in YYYY-MM-DD format. The End Date must be later than the Start Date.

Billable Status Entry Function Buttons

“OK”

Submits the request for a change in Billable status to FMS for approval. However, if you were requesting to delete a pending request, the deletion is processed immediately and does not require FMS approval.

“Clear”

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

“Return to IPAC Main Menu”

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

“Help”

Displays help information for this screen.

Clicking the “OK” button will submit your request and the **Billable Status Request Confirmation** screen shown in Figure 12.4a will display.

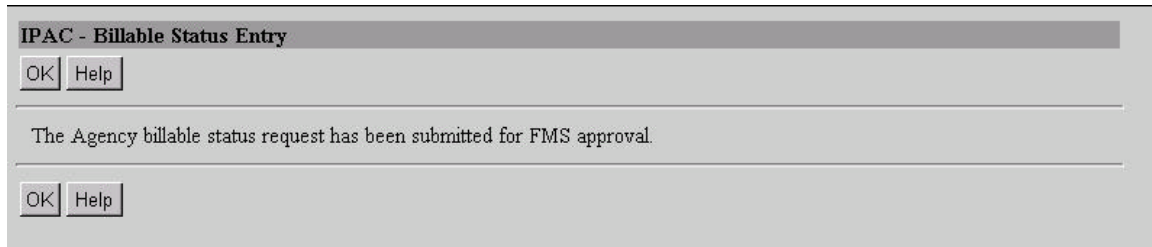


Figure 12.4a Billable Status Request Confirmation

When adding a new request, if the new request overlaps an existing request, the **Billable Status Request Confirmation** screen shown in Figure 12.4b will display with a warning that you may need to verify your start and end dates.

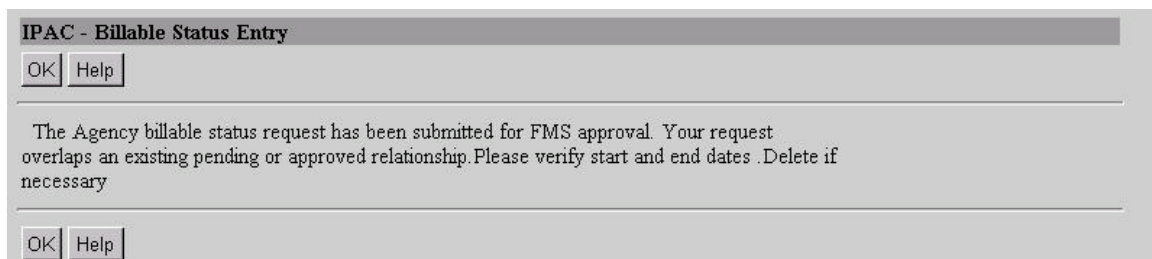


Figure 12.4b Billable Status Request Confirmation

When deleting a pending request, the **Billable Status Request Confirmation** screen shown in Figure 12.4c will display notifying you that your request has been processed. Deletion of a pending request does not require FMS approval.

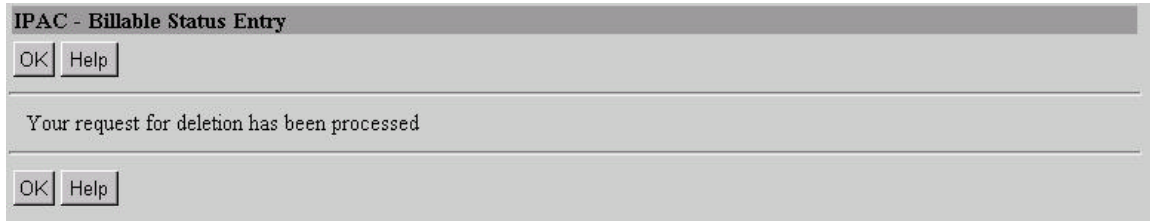


Figure 12.4c Billable Status Request Confirmation

When deleting an approved request, the **Billable Status Request Confirmation** screen shown in Figure 12.4d will display notifying you that your request has been submitted to FMS for approval.

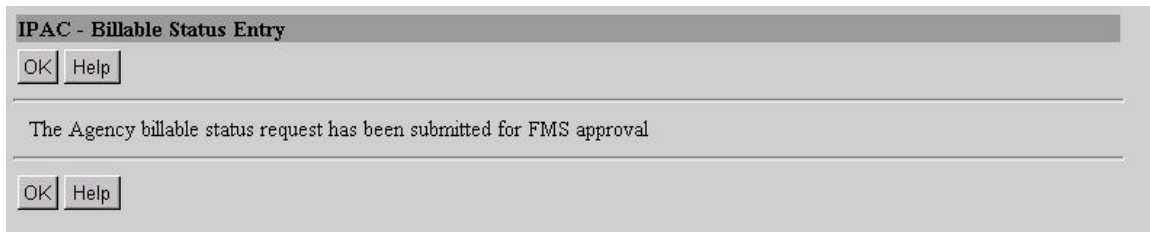


Figure 12.4d Billable Status Request Confirmation

Agency Billable Status Request Confirmation

“OK”

Returns to the **Billable Status Entry** screen shown in Figure 12.3 where you can request another change in Billable status, or return to the **IPAC Main Menu**.

“Help”

Displays help information for this screen.

Section 13 Agency Billable Status

All 8-digit Treasury Disbursed ALCs are Billable by all other ALCs in IPAC. By default, 4-digit Non-Treasury Disbursed ALCs are Non-Billable but may elect to use the IPAC system to send and receive IPAC transactions. By using the Agency Non-Billable Request function, agencies can change their Billable status with specific ALCs or all ALCs.

A status change may be requested for Payment, Collection or Adjustment transactions. The request must be made for a specific time period. An ALC's request for a change in Billable status must be approved by FMS before it becomes effective.

To request a change to your ALC's Billable status, use the "Agency Billable Request" function from the **IPAC Main Menu** as discussed in *Section 12*.

Accessing the Agency Billable Status Function

The "Agency Billable Status" function is used to review the status of Billable Status change requests.

To access the Agency Billable Status function, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 13.1.

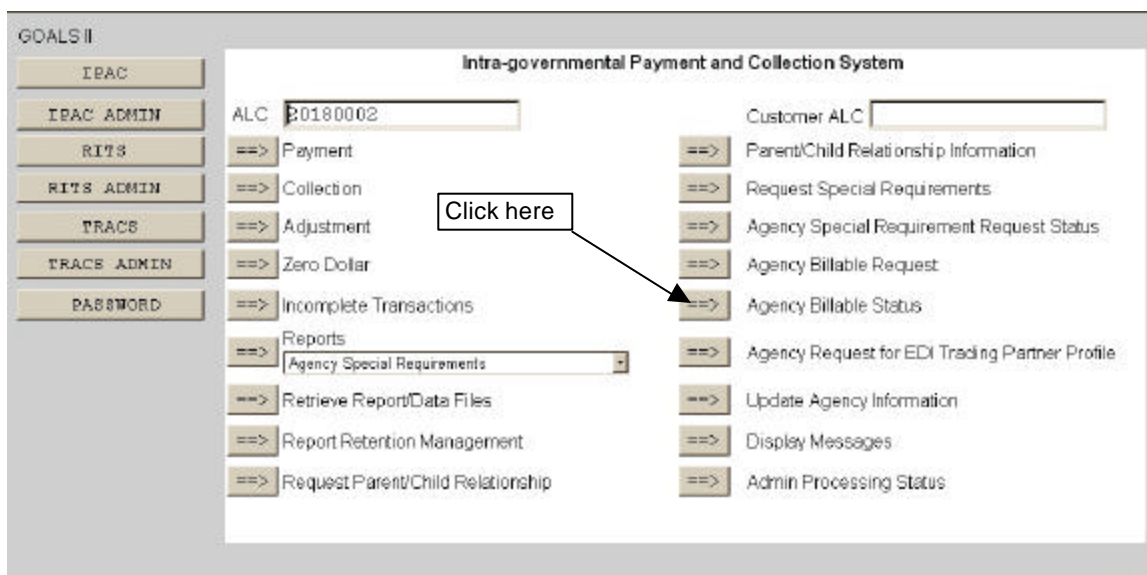


Figure 13.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

You are only permitted to view the status of Billable requests for ALCs within your authority.

Customer ALC

No entry is required in the Customer ALC field.

Click “Agency Billable Status” as shown in Figure 13.1. This will display the **Agency Billable Status Change Request** screen shown in Figure 13.2.

IPAC - Agency Billable Status Change Request

View Approved View All Status Clear Return To IPAC Main Menu Help

ALC 20180002

View Approved View All Status Clear Return To IPAC Main Menu Help

Figure 13.2 Agency Billable Status Change Request

Agency Billable Status Change Request ALC Data Entry Box

The only data entry field on this screen is the ALC field. If you entered an ALC on the **IPAC Main Menu**, it will display in this data entry box. You can enter an ALC or change the ALC already in the box.

Agency Billable Status Change Request Function Buttons

“View Approved”

View approved requests for the specified ALC.

“View All Status”

View all requests, regardless of status, for the specified ALC.

“Clear”

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

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without submitting the request for ALC Billable status information.

“Help”

Displays help information for this screen.

From the **Agency Billable Status Change Request** screen (Figure 13.2), select the “View Approved” button to view approved billable status information as shown in Figure 13.3.

The screenshot shows the IPAC - ALC Billable Status screen. At the top, there is a header bar with the text "IPAC - ALC Billable Status". Below this, there are four buttons: "Another ALC", "Return To IPAC Main Menu", "Print", and "Help". Below the buttons, there is a section titled "Partner ALC of 00000000 means all". Below this, there is a table with the following data:

ALC	Partner ALC	Payment	Collection	Adjustment	Start Date	End Date	Status	Approved Date
20180002	20180005	Y	Y	N	2002-01-01	2002-12-31	A	2001-04-27

At the bottom of the screen, there are four buttons: "Another ALC", "Return To IPAC Main Menu", "Print", and "Help".

Figure 13.3 ALC Billable Status View

ALC Billable Status View Data Columns

The data presented on this screen is for information only. No changes can be made to the information on this screen. If you would like to request a change to your ALC's Billable status, you must use the "Agency Billable Request" option from the IPAC Main Menu as discussed in *Section 12*.

ALC

ALC whose Billable status information was requested.

Partner ALC

This is the trading partner with whom the ALC is requesting an change in Billable status. If there is 00000000 in this column, then the ALC Billable Status applies to all ALCs for the time period specified. If there is a specific ALC in this column, then the Billable status relationship applies only to that ALC.

Payment

A 'Y' in this column indicates that the ALC will accept payment transactions from the Partner ALC. A 'N' in this column indicates that the ALC will not accept payment transactions from the Partner ALC.

Collection

A 'Y' in this column indicates that the ALC will accept collection transactions from the Partner ALC. A 'N' in this column indicates that the ALC will not accept collection transactions from the Partner ALC.

Adjustment

A 'Y' in this column indicates that the ALC will accept adjustment transactions from the Partner ALC. A 'N' in this column indicates that the ALC will not accept adjustment transactions from the Partner ALC.

Start Date

Date the Billable status change was requested to begin. If the approval date for the Billable Request follows the start date requested, then the effective date of the request will be the approval date. If the approval date precedes the start date, the effective date will be the start date requested.

End Date

End date of the Billable status change requested.

Status

When selecting the "View Approved" button from the **Agency Billable Status Change Request** screen, the approval status will always be "A"pproved.

Approved Date

Date FMS approved the Billable status request.

ALC Billable Status View Function Buttons

“Another ALC”

Displays the **Agency Billable Status Change Request** screen shown in Figure 13.2, so that you can request to view Billable status information for another ALC.

“Return To IPAC Main Menu”

Returns to the **IPAC Main Menu**.

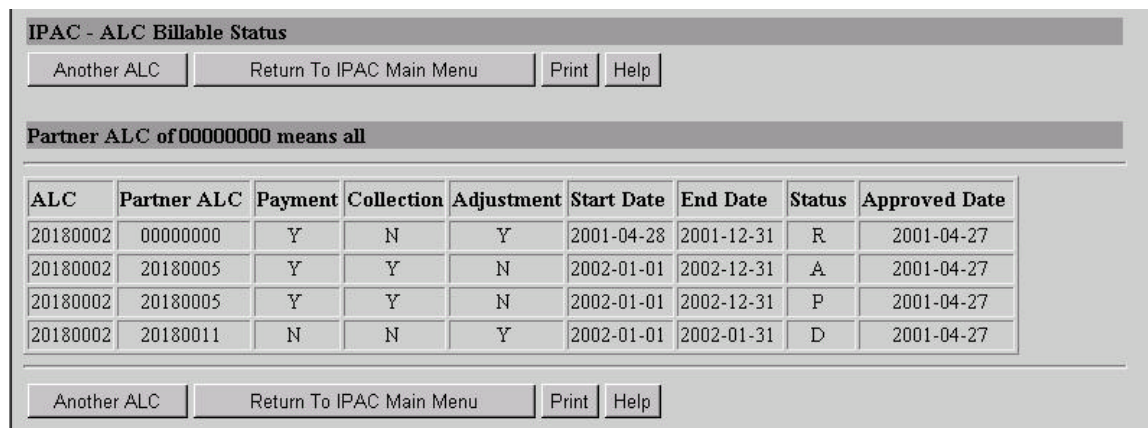
“Print”

Displays the IPAC print function facility. The Print function is described in detail in the *Introduction*.

“Help”

Displays help information for this screen.

From the **Agency Billable Status Change Request** screen (Figure 13.2), select the “View All Status” button to view the current status of all billable change requests for the specified ALC as shown in Figure 13.4.



The screenshot shows the "IPAC - ALC Billable Status" screen. At the top, there is a title bar and a navigation bar with buttons for "Another ALC", "Return To IPAC Main Menu", "Print", and "Help". Below the navigation bar, a message states "Partner ALC of 00000000 means all". The main content is a table with the following data:

ALC	Partner ALC	Payment	Collection	Adjustment	Start Date	End Date	Status	Approved Date
20180002	00000000	Y	N	Y	2001-04-28	2001-12-31	R	2001-04-27
20180002	20180005	Y	Y	N	2002-01-01	2002-12-31	A	2001-04-27
20180002	20180005	Y	Y	N	2002-01-01	2002-12-31	P	2001-04-27
20180002	20180011	N	N	Y	2002-01-01	2002-01-31	D	2001-04-27

At the bottom of the screen, there is another navigation bar with buttons for "Another ALC", "Return To IPAC Main Menu", "Print", and "Help".

Figure 13.4 View All Status

View All Status Screen

This screen displays the current status of all Billable change requests for the specified ALC.

View All Status Function Buttons

“Another ALC”

Displays the **Agency Billable Status Change Request** screen shown in Figure 13.2, so that you can request to view Billable status information for another ALC.

“Return To IPAC Main Menu”

Returns to the **IPAC Main Menu**.

“Print”

Displays the IPAC print function facility. The Print function is described in detail in the *Introduction*.

“Help”

Displays help information for this screen.

View All Status Data Columns

The data presented on this screen is for information only. No changes can be made on this screen. If you would like to request a change to your ALC's Billable status, you must use the “Agency Billable Request” option from the **IPAC Main Menu** as discussed in *Section 12*.

ALC

ALC whose Billable status information was requested.

Partner ALC

This is the trading partner with whom the ALC is requesting an change in Billable status. If there is 00000000 in this column, then the ALC Billable Status applies to all ALCs for the time period specified. If there is a specific ALC in this column, then the Billable status relationship applies only to that ALC.

Payment

A 'Y' in this column indicates that the ALC will accept payment transactions from the Partner ALC. A 'N' in this column indicates that the ALC will not accept payment transactions from the Partner ALC.

Collection

A 'Y' in this column indicates that the ALC will accept collection transactions from the Partner ALC. A 'N' in this column indicates that the ALC will not accept collection transactions from the Partner ALC.

Adjustment

A 'Y' in this column indicates that the ALC will accept adjustment transactions from the Partner ALC. A 'N' in this column indicates that the ALC will not accept adjustment transactions from the Partner ALC.

Start Date

Date the Billable status change was requested to begin. If the approval date for the Billable Request follows the start date requested, then the effective date of the request will be the approval date. If the approval date precedes the start date, the effective date will be the start date requested.

End Date

End date of the Billable status change requested.

Status

The approval status of the request for a change in Billable status. This column will contain "A"pproved, "P"ending, "R"ejected or "D"eleted. A Billable status is only in effect once it has been approved by FMS.

Approved Date

Date FMS approved the Billable status request.

This page intentionally left blank.

Section 14 Agency Request for EDI Trading Partner Profile

This menu option will be available in a future release of IPAC.

This page intentionally left blank.

Section 15 Update Agency Information

Some contact information in the IPAC System is applicable to the entire ALC. ALC level information is provided to IPAC from FMS' Central Accounting System (STAR) and is maintained by FMS on an ongoing basis. This information can be viewed, but not edited, through the **Update Agency Information** option on the **IPAC Main Menu**.

IMPORTANT

To update ALC level contact information, send a written request containing the ALC, new contact name, address, telephone number, and effective date to:

Financial Management Service
Document Control Section
3700 East-West Highway
Room 600F
Hyattsville, MD 20782

There is also a provision in IPAC to provide a separate application level ALC contact for any questions pertaining to the ALC's transactions. A separate contact name and phone number can be provided for the IPAC, TRACS and RITS applications. While logged into the IPAC Application, only IPAC's application level contact information will be displayed. The ALC contact information (name and telephone number) for IPAC transactions is entered and updated through this **Update Agency Information** function.

The same screen allows the ALC to update their Preferred Delivery Mechanism Code and their Delivery Schedule for browser transaction deliveries.

Accessing the Update Agency Information Function

To access the "Update Agency Information" function, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 15.1.

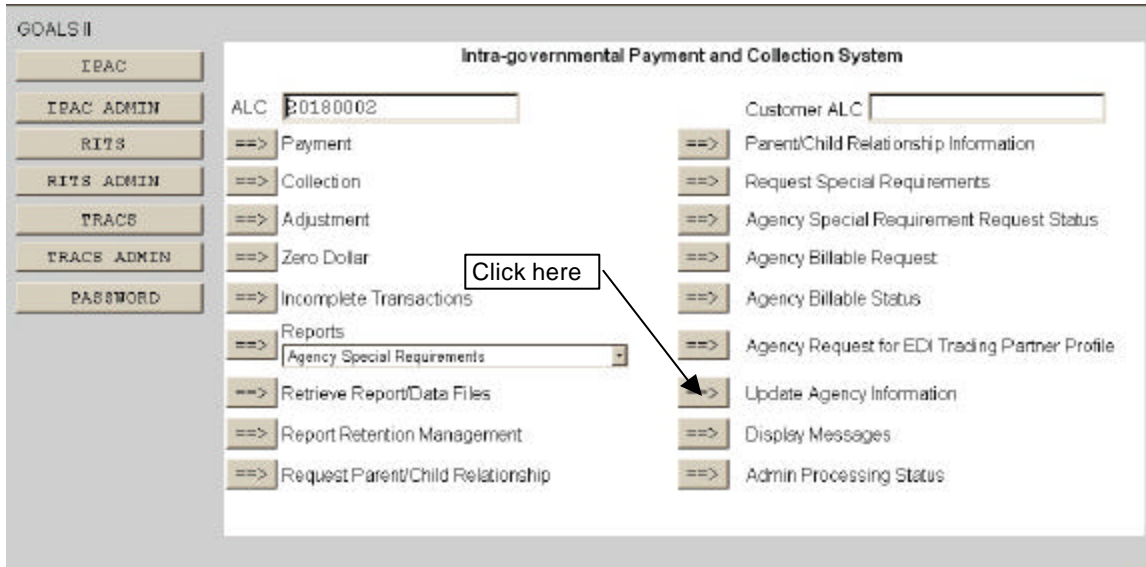


Figure 15.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

No entry is required in the Customer ALC field.

Click "Update Agency Information" as shown in Figure 15.1. This will display the **ALC Information** screen shown in Figure 15.2.

IPAC - ALC Information

Update Clear Return To IPAC Main Menu Help

ALC: 20180008 Agency Code : 18
 ALC Contact Name: MARY ANN MARTIN Open Date: 1997-09-19
 ALC Phone Number: 0000002028749772 Close Date:

Address1 : FINANCIAL MANAGEMENT SERVICE Preferred Delivery Mechanism Code:

Address2: FINANCE MANAGEMENT BRANCH Delivery Schedule :

Address3: 3700 EAST-WEST HIGHWAY DO Symbol: X0012

City: ROOM 6F07-PGC II
 State: HYATTSVILLE MD
 ZipCode: 20782

Application Name	First Name	Last Name	Phone Number
IPAC	<input type="text"/>	<input type="text"/>	<input type="text"/>

Update Clear Return To IPAC Main Menu Help

Figure 15.2 ALC Information

ALC Information Data Fields Maintained by FMS

All of the data fields listed below are displayed for informational purposes only and may not be edited on this screen.

ALC

ALC entered on the **IPAC Main Menu**. You cannot change the ALC on this screen. If you would like to view ALC Information for a different ALC, you must return to the **IPAC Main Menu** and enter a new ALC.

ALC Contact Name

Name of the primary contact for the ALC for all accounting questions related to the ALC.

ALC Phone Number

Telephone number for the ALC Contact Name. There is no "mask" to automatically format telephone numbers in IPAC. The telephone number will display exactly how it was entered into STAR.

Address1
Address2
Address3
City
State
ZipCode

ALC mailing address.
Note: The mailing address is provided to IPAC from STAR and may not appear in the exact address field locations correctly as shown in Figure 15.2.

Agency Code

Unique identifier assigned to each agency.

Open Date

Date that the ALC was established in STAR.

Close Date

Date that the ALC was closed in STAR.

DO Symbol

Disbursing Office Symbol. The DO Symbol is automatically assigned when an agency becomes an IPAC user. Each ALC has a unique DO Symbol for each IPAC application. If an ALC has multiple DO Symbols, each will display in this field. ALCs that have already been assigned a DO Symbol in OPAC will continue to use the same DO Symbol in IPAC.

ALC Information Data Fields Maintained by the ALC

Preferred Delivery Mechanism Code

Method by which transactions should be delivered to your agency. It is a drop-down menu and has options of Browser, Bulk File, EDI and MAIL. The default option is Browser.

Delivery Schedule

This field is only relevant if your Preferred Delivery Mechanism Code is "Browser." It contains the schedule on which you would like transactions delivered to your ALC. It is a drop-down menu and has options of None, Hourly and Daily.

IPAC Contact Information

Each ALC can specify a different contact for each IPAC application. Fields are provided on this screen only for the IPAC application contact name and telephone number. No formatting will be applied to these fields. The data will be displayed or printed as entered.

First Name

First name of the primary contact for IPAC application transactions for the ALC.

Last Name

Last name of the primary contact for IPAC application transactions for the ALC.

Phone Number

Telephone number of the primary contact for IPAC application transactions for the ALC. Since the IPAC application is distributed world wide, there is no “mask” to automatically format telephone numbers in IPAC. Numbers will be displayed exactly as entered. Since all telephone numbers should include the area code (or country code for foreign exchanges), it is recommended that you use some formatting characters to make the telephone numbers easier to read. A suggested format is (202) 874-8270 or 202-874-8270.

ALC Information Function Buttons

“Update”

Submits the information entered to the IPAC database.

“Clear”

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

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without processing any information.

“Help”

Displays help information for this screen.

Click “Update” to submit your data. The **ALC Information Confirmation** screen shown in Figure 15.3 will display. This confirms that the ALC delivery information and the Application Contact information entered has been stored in the IPAC database.



Figure 15.3 ALC Information Confirmation

This page intentionally left blank.

Section 16 Display Messages

The IPAC System, and its multiple components, contains facilities for displaying messages to all ALCs or to select ALCs. The “Must See” messages are transmitted system-wide to all users of the IPAC System, and may contain general instructions, training announcements, new reporting requirements or other administrative information. When you first enter the IPAC System, if there is a current “Must See” message, a text box containing the message will display as explained in the *Introduction*.

There is an additional communication method available for displaying “Broadcast Messages”. These messages are distributed to individual ALCs. In a future release of IPAC, approval or rejection of a Parent/Child Relationship requests will appear as a Broadcast Message, as will approval or rejection of Special Requirement requests. These messages are viewed through the “Display Messages” function on the **IPAC Main Menu**.

Accessing the Display Messages Function

To view **Broadcast Messages** intended for your ALC, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 16.1.

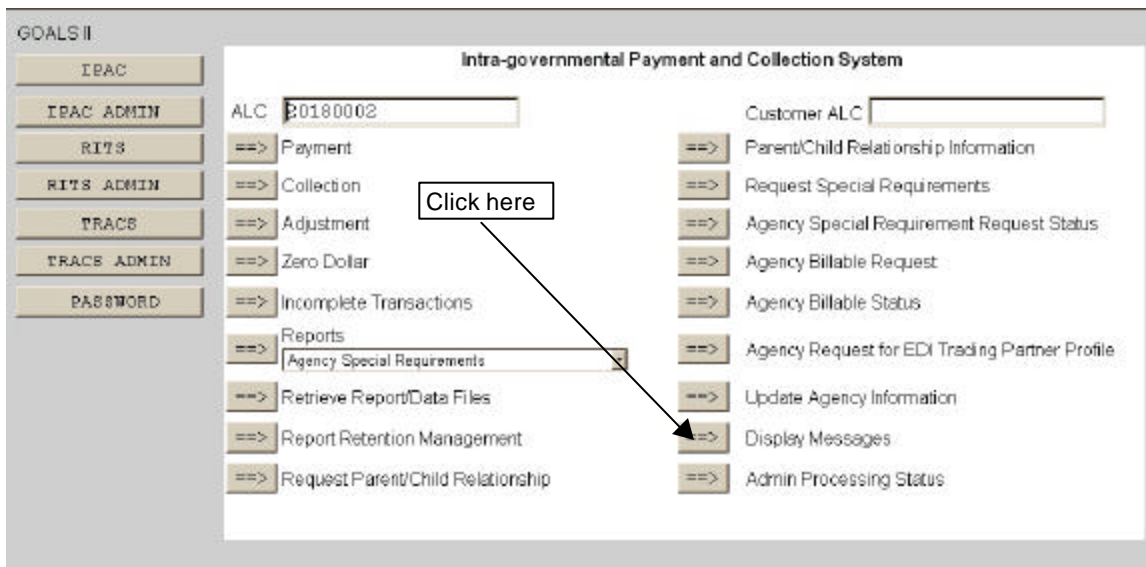


Figure 16.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

No entry is required in the Customer ALC field.

Broadcast Messages screen

After completing the ALC field, click on the “Display Messages” button as shown in Figure 16.1. The **Broadcast Messages** screen, shown in Figure 16.2, will display.

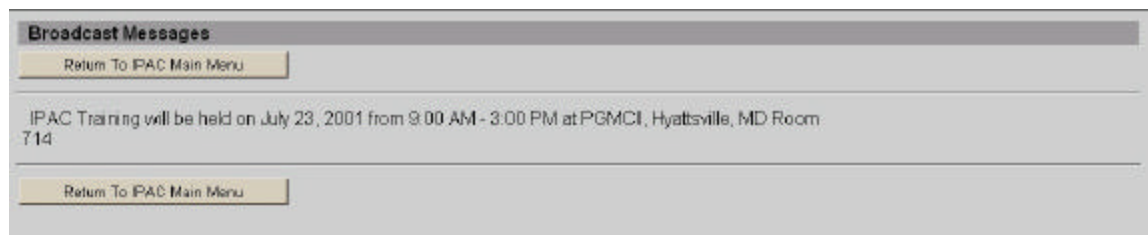


Figure 16.2 Broadcast Messages

You can print this message screen through your browser's print facility.

Once you have viewed and made note of any Broadcast Messages for your agency, click “Return to IPAC Main Menu.”

Section 17 Admin Processing Status

The Admin Processing Status function is new in IPAC.

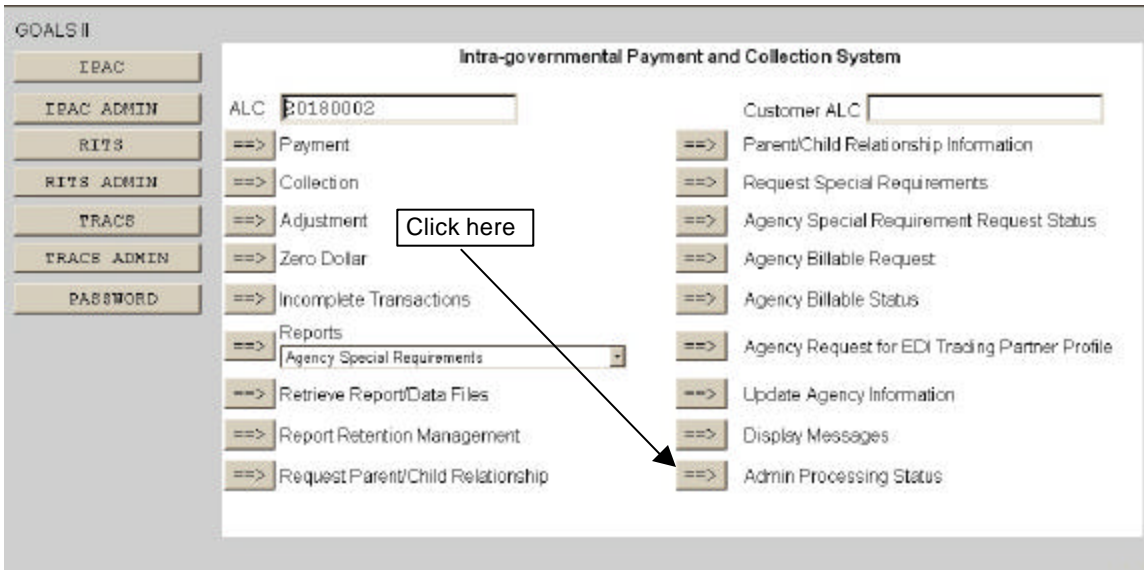


Figure 17.1 IPAC Main Menu

To display information about transactions that have been processed by the IPAC application, select the “Admin Processing Status” button from the **IPAC Main Menu** as shown in Figure 17.1.

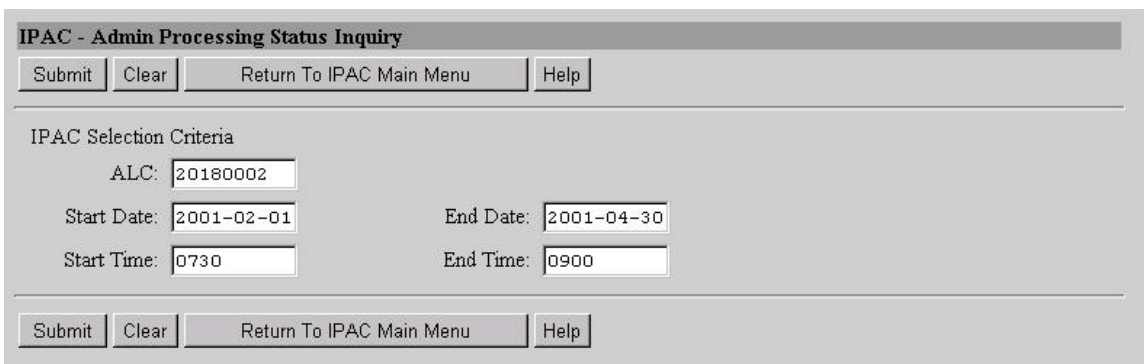


Figure 17.2 Admin Processing Status Inquiry

Admin Processing Status Inquiry Data Entry Fields

ALC

ALC for which Admin Processing Status Information will be displayed.

Start Date

Date that the search for Admin Processing Status Information is to begin. Enter in YYYY-MM-DD format.

End Date

Date that the search for Admin Processing Status Information is to end. Enter in YYYY-MM-DD format.

Start Time

Time that the search for Admin Processing Status Information is to begin. Enter in military format. Military time is explained in the *Introduction*, and a time conversion chart is included in *Appendix G*.

End Time

Time that the search for Admin Processing Status Information is to end. Enter in military format.

Admin Processing Status Inquiry Buttons

“Submit”

Submits the request for Admin Processing Status Information.

“Clear”

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

“Return To IPAC Main Menu”

Returns to the **IPAC Main Menu**.

“Help”

Displays help information for this screen.

Trans Date	Trans Time	Message	Logon Id	App Code
2001-02-15	12:06:32	EDI Trading Partner Profile Information	eliat003	IPAC
2001-04-13	10:59:32	The ALC 5697 has been closed	eliat004	IPAC

Figure 17.3 Admin Processing Status Inquiry Results

Admin Processing Status Inquiry Results Data Entry Fields

Trans Date

Date the transaction was processed.

Trans Time

Time the transaction was processed. Displayed in military time.

Message

Displays a description of the transaction.

Logon Id

Displays the Logon ID of the person who submitted the transaction.

App Code

The application name in which the transaction occurred. All IPAC related transaction information will be displayed with 'IPAC' in this column.

Admin Processing Status Inquiry Results Buttons

“Return To IPAC Main Menu”

Returns to the **IPAC Main Menu**.

“Print”

Click this to proceed to the IPAC print function. The Print function is described in detail in the *Introduction*.

“Help”

Displays help information for this screen.

This page intentionally left blank.

Appendix A Sample Reports

The following sample reports appear in this section:

Agency Special Requirements

HeadQuarters Transaction Download

CSV Format

TSV Format

Headquarters Transactions

All Payments Sent by Specific ALC

All Adjustments Received by Specific ALC

IPAC Transaction Report Download

CSV Format

TSV Format

IPAC Transaction Report Selection

All Collections Sent by ALC Sorted by ALC

All Payments Received by ALC Sorted by ALC

Totals Only Report for All Transactions Sent by ALC

Parent/Child Relationships Report for All ALCs

Predecessor/Successor Report for All ALCs

Treasury Reporting Requirements

Zero Dollar Transaction

Agency Special Requirements

AGENCY SPECIAL REQUIREMENTS				
Data Element	Start Date	End Date	Transaction Type	Description
Requirements for ALC: 20180011				
Contract Number	04/25/2001	12/31/2099	Payment	Provide the Interagency Agreement Number in the Contract Number field.

1 of 1 4/25/01

Report Requested by: Jane A. Doe L_4_1_1_3_SpecialAgencyRequirementsReport.rpt

HeadQuarters Transaction Download CSV Format Parent ALC 20180002

```
****
2791,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,60,2,4/18/01,4/30/01,2,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
.This is an example of a payment transaction.,,P,02300007,X0023,,Jane A
Doe,(202) 874-
8270,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,
****
2792,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,60,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
.This is an example of a payment transaction.,,P,02300008,X0023,,Jane A
Doe,(202) 874-
8270,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,
****
2792,20180002,20180005,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,60,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,45,P,,201418,20,,,,,0,106319,,
This is an example of the 2nd detail of a payment
transaction.,,P,02300008,X0023,,Jane A Doe,(202) 874-
8270,
****
2793,20180002,20180005,Robert Jones,jane.doe@ipac.gov,(202) 874-
4111,60,1,4/18/01,4/30/01,1,,45648,,3223,,6,DE,10,60,F,,201418,20,,,,,0,88890,,T
his is another sample payment.,,P,02300009,X0023,,Jane A Doe,(202) 874-
8270,
****
2794,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,60,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
.This is an example of a payment transaction.,,P,02300010,X0023,,Jane A
Doe,(202) 874-
8270,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,
****
2794,20180002,20180005,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,60,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,45,P,,201418,20,,,,,0,106319,,
This is an example of the 2nd detail of a payment
transaction.,,P,02300010,X0023,,Jane A Doe,(202) 874-
8270,
****
2795,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,60,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
.This is an example of a payment transaction.,,P,02300011,X0023,,Jane A
Doe,(202) 874-
8270,
****
2795,20180002,20180005,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,60,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,45,P,,201418,20,,,,,0,106319,,
This is an example of the 2nd detail of a payment
transaction.,,P,02300011,X0023,,Jane A Doe,(202) 874-
8270,
****
2801,20180005,20180002,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,15,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,5,F,,201418,20,,,,,0,6329,,
Collected cost over contract price by $1.00 per unit.,,A,82100001,X0821,,Jane A
Doe,(202) 874-
8270,82100001,X0023,4/18/01,4/30/01,02300006,F,
****
2801,20180005,20180002,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,15,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,10,P,,201418,20,,,,,0,106319,,
Adjustment example for documentation.,,A,82100001,X0821,,Jane A Doe,(202) 874-
8270,82100001,X0023,4/16/01,4/30/01,02300006,F,
****
2845,20180005,20180002,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,10,1,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,10,F,,201418,20,,,,,0,6329,
.Charge over agreed contract price by $2.00 per item.,,A,82100001,X0821,,Jane A
Doe,(202) 874-
8270,82100002,X0023,4/18/01,4/30/01,02300006,F,
****
2890,20180002,20180005,Jane.doe@ipac.gov,,60,1,4/24/01,4/30/01,1,,438853,,12048
2,,6,EA,10,60,F,,201418,20,,,,,0,7503781,,P,02100013,X0023,,Jane A Doe,(202)
```

HeadQuarters Transaction Download -- CSV Format (cont.)

```
2895,20180002,20180005,,tonya.johnson@rich.frb.org,,85,1,4/25/01,4/30/01,1,,8508  
,,8508,,85,es,1,05,F,,201418,12,,,,,0,8508,,Testing 4/25/01,Testing  
4/25/01,C,02300014,20023,,Tonya L Johnson,804-697-  
8508,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,  
****  
2895,20180005,20180002,,tonya.johnson@rich.frb.org,,2,1,4/25/01,4/30/01,1,,43895  
9,,I20482,,5,EA,10,2,F,,201418,20,,,,,0,7509781,,,,,A,82100003,20821,,Tonya L  
Johnson,804-697-  
8508,82100003,20023,4/24/01,4/30/01,02300015,F,,,,,,,,,,,,,,,,,,,,,,,,,,,,,  
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,  
---
```

HeadQuarters Transaction Download TSV Format Parent ALC 20180002

TransactionID	OriginatingALC	CustomerALC	ContactName	ContactEmailaddress	ContactPhoneNumber	SummaryAmount	NumberOfDetailItems
AccomplishedDate	AccountingDate	DetailLineNumber	ContractNumber				
PurchaseOrderNumber	CLIN	InvoiceNumber	RequisitionNumber	Quantity			
UnitOfIssue	UnitPrice	DetailAmount	PayFlag				
ReceiverTreasuryAccountSymbol	SenderTreasuryAccountSymbol						
ReceiverDepartmentCode	AccountingClassificationCode	ACRN					
JobProjectNumber	JANNumber	FYSN_AAA_ABSN	ObligatingDocumentNumber				
ACT_TraceNumber	Description	MiscellaneousInformation					
TransactionType	IPACDocumentReferenceNumber	SenderDOSymbol	PODARC				
TransactionContact	TransactionContactPhone	VoucherNumber					
OriginalDOSymbol	OriginalAccomplishedDate	OriginalAccountingDate					
OriginalDocumentReferenceNumber	OriginalTransactionType	SGLNumber1					
SGLDebitCreditFlag1	SGLAmount1	SGLNumber3	SGLDebitCreditFlag3				
SGLAmount2	SGLNumber3	SGLDebitCreditFlag3	SGLAmount3	SGLNumber4			
SGLDebitCreditFlag4	SGLAmount4	SGLNumber5	SGLDebitCreditFlag5				
SGLAmount5	SGLNumber6	SGLDebitCreditFlag6	SGLAmount6	SGLNumber7			
SGLDebitCreditFlag7	SGLAmount7	SGLNumber8	SGLDebitCreditFlag8				
SGLAmount8	SACAmount1	SACAllowanceOrChargeIndicator1	SACAmount2				
SACAllowanceOrChargeIndicator2	SACAmount3						
SACAllowanceOrChargeIndicator3	SACAmount4						
SACAllowanceOrChargeIndicator4	SACAmount5						
SACAllowanceOrChargeIndicator5	SACAmount6						
SACAllowanceOrChargeIndicator6	SACAmount7						
SACAllowanceOrChargeIndicator7	SACAmount8						
SACAllowanceOrChargeIndicator8	SACAmount9						
SACAllowanceOrChargeIndicator9	SACAmount10						
SACAllowanceOrChargeIndicator10	SACAmount11						
SACAllowanceOrChargeIndicator11	SACAmount12						
SACAllowanceOrChargeIndicator12	SACAmount13						
SACAllowanceOrChargeIndicator13	SACAmount14						
SACAllowanceOrChargeIndicator14	SACAmount15						
SACAllowanceOrChargeIndicator15	SACAmount16						
SACAllowanceOrChargeIndicator16	SACAmount17						
SACAllowanceOrChargeIndicator17	SACAmount18						
SACAllowanceOrChargeIndicator18	SACAmount19						
SACAllowanceOrChargeIndicator19	SACAmount20						
SACAllowanceOrChargeIndicator20	SACAmount21						
SACAllowanceOrChargeIndicator21	SACAmount22						
SACAllowanceOrChargeIndicator22	SACAmount23						
SACAllowanceOrChargeIndicator23	SACAmount24						
SACAllowanceOrChargeIndicator24	SACAmount25						
SACAllowanceOrChargeIndicator25							
2801	20180005	20180002	Joe Smith	jane.doe@ipac.gov	(202) 874-8270	15	
2	4/19/01	4/30/01	1	P069742		IN7741	
5	EA	3	5	F	201418	20	
0	6329						Collected cost over contract price by \$1.00 per unit.
A	88100001	X0821	Jane & Doe	(303) 874-8270		02100001	
X0823	4/18/01	4/30/01	02300006	P			
2801	20180005	20180002	Jack Williams	jane.doe@ipac.gov	(202) 874-4111		
15	2	4/19/01	4/30/01	2	79321	6142	1

HeadQuarters Transaction Download -- TSV Format (cont.)

```

TN 45 10 P 201418 20 0
106319 Adjustment example for documentation. A
02100001 X0021 Jane & Doe (202) 874-8270 02100001 X0023
4/18/01 4/30/01 02300006 P

2845 20180005 20180001 Joe Smith jane.doe@ipac.gov (202) 874-8270 10
1 4/19/01 4/30/01 1 P069742 IN7741
5 EA 3 10 F 201418 20
0 6329 Charge over agreed contract price by $2.00 per item.
A 02100002 X0021 Jane & Doe (202) 874-8270 02100002
X0023 4/18/01 4/30/01 02300006 P

2676 20180005 20180005 Joe Smith jane.doe@ipac.gov (202) 874-0080 40
2 4/12/01 4/30/01 1 F05-4082 P0050 10
EA 3 30 F 201418 20 0
024729 Example of a payment transaction. F X00031
X0023 Jane & Doe (202) 874-8270
1010 D 30 1610 C 15 1611 C 15

2678 20180002 20180005 Jack Williams jane.doe@ipac.gov (202) 874-4111
40 2 4/12/01 4/30/01 2 P08461 I3827
5 TN 2 10 P 201418 20
0 04039 This is an example of a 2nd detail line in a payment
transaction. F X00231 X0023 Jane & Doe (202) 874-8270

2758 20180002 20180005 Joe Smith jane.doe@ipac.gov (202) 874-8270 60
2 4/18/01 4/30/01 1 P069742 IN7741
5 EA 3 15 F 201418 20
0 6329 This is an example of a payment transaction. P
02300006 X0023 Jane & Doe (202) 874-8270
1010 D 15 1610 C 7.5 1611 C 7.5
  
```


Headquarters Transactions

All Payments Sent by Specific ALC

ALC 20180002

SENT BY ALC		20180002	
Start Date	2001/01/01	End Date	2001/04/24
Originating ALC	Customer ALC	Document Reference	Summary Amount PAYMENT
20180002	20180005	X00231	\$40.00
Accomplished Date	Accounting Date	Number of Detail(s)	
4/12/01	4/30/01	2	
ALC Contact			
Jane A. Doe			
Contact Phone			
(202) 874-8270			
Contact Email			
jane.doe@ipac.gov			
Line Number	Receiver Treasury Account Symbol	Sender Treasury Account Symbol	
1		201418	
Receiver Dept Code	Purchase Order Number	Invoice Number	
20	FMS-4562	P3850	
Obligating Document Reference	Requisition Number	Contract Number	
OB4729			
CLIN	Jas Number		
ACT(trace number)	Job (Project) Number	Quantity	
		10	
Unit Price	Detail Amount	Pay Flag	Unit of Issue DO Symbol
\$3.00	\$30.00	F	EA
ACRN	Accounting Classification Code	FSN/AAA/ADSN	DOD Activity Address Code
		0	
Transaction Contact			
Joe Smith			
Contact Phone			
(202) 874-0000			
Transaction Description		Miscellaneous Information	
Example of a payment transaction.			

1 of 29 4/25/01

Report Requested by: Jane A. Doe I_1_0_1_1_HeadSentALC&20.rpt

All Payments Sent by Specific ALC 20180002 (cont.)

SENT BY ALC 20180002			
Start Date 2001/01/01		End Date 2001/04/24	
Standard General Ledger (SGL) Information			
Debit SGL Account	Amount	Credit SGL Account	Amount
1010	\$30.00	0	\$0.00
0	\$0.00	1610	\$15.00
0	\$0.00	1611	\$15.00

2 of 29 4/25/01

Report Requested by: Jane A. Doe L_1_0_1_1_HeadSentALC820.rpt

Headquarters Transactions

All Adjustments Received by Specific ALC

ALC 20180002

RECEIVED BY ALC 20180002				
Start Date 2001/01/01		End Date 2001/04/25		
Originating ALC	Customer ALC	Voucher Number	Summary Amount ADJUSTMENT	
20180005	20180002	82100001	\$15.00	
Accomplished Date	Accounting Date	Number of Detail(s)		
4/19/01	4/30/01	2		
ALC Contact				
Jane A. Doe				
Contact Phone				
(202) 874-8270				
Contact Email				
jane.doe@ipac.gov				
Line Number	Receiver Treasury Account Symbol	Sender Treasury Account Symbol		
1		201418		
Receiver Dept Code	Purchase Order Number	Invoice Number		
20	PO68742	IN7741		
Obligating Document Reference	Requisition Number	Contract Number		
6329				
CLIN	Jas Number			
ACT(trace number)	Job (Project) Number	Quantity		
		5		
Unit Price	Detail Amount	Pay Flag	Unit of Issue	DO Symbol
\$3.00	\$5.00	F	EA	X0821
ACRN	Accounting Classification Code	FSN/AAA/ADSN	DOD Activity Address Code	
		0		
Transaction Contact				
Joe Smith				
Contact Phone				
(202)874-8270				
Transaction Description		Miscellaneous Information		
Collected cost over contract price by \$1.00 per unit.				

1 of 4	TLJ 4/25/01	4/25/01
Report Requested by: Tonya L. Johnson		I_1_0_1_1_HeadRecByALCAAll.rpt

IPAC Transaction Report Download

ALC 20180002

CSV Format

```
****
2791,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,30,2,4/18/01,4/30/01,2,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
.This is an example of a payment transaction.,,P,02300007,X0023,,Jane A
Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2792,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,60,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
.This is an example of a payment transaction.,,P,02300008,X0023,,Jane A
Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2792,20180002,20180005,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,60,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,45,P,,201418,20,,,,,0,106319,,
This is an example of the 2nd detail of a payment
transaction.,,P,02300008,X0023,,Jane A Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2793,20180002,20180005,Robert Jones,jane.doe@ipac.gov,(202) 874-
4111,60,1,4/18/01,4/30/01,1,,45648,,2223,,6,DE,10,60,F,,201418,20,,,,,0,88890,,T
his is another sample payment.,,P,02300009,X0023,,Jane A Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2794,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,60,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
.This is an example of a payment transaction.,,P,02300010,X0023,,Jane A
Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2794,20180002,20180005,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,60,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,45,P,,201418,20,,,,,0,106319,,
This is an example of the 2nd detail of a payment
transaction.,,P,02300010,X0023,,Jane A Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2795,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,60,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
.This is an example of a payment transaction.,,P,02300011,X0023,,Jane A
Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2795,20180002,20180005,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,60,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,45,P,,201418,20,,,,,0,106319,,
This is an example of the 2nd detail of a payment
transaction.,,P,02300011,X0023,,Jane A Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2801,20180005,20180002,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,15,2,4/19/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,5,F,,201418,20,,,,,0,6329,,
Collected cost over contract price by $1.00 per unit.,,A,82100001,X0821,,Jane A
Doe,(202) 874-
8270,82100001,X0023,4/18/01,4/30/01,02300006,P,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2801,20180005,20180002,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,15,2,4/19/01,4/30/01,2,,79321,,6142,,1,TN,45,10,P,,201418,20,,,,,0,106319,,
Adjustment example for documentation.,,A,82100001,X0821,,Jane A Doe,(202) 874-
8270,82100001,X0023,4/18/01,4/30/01,02300006,P,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2845,20180005,20180002,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,10,1,4/19/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,10,F,,201418,20,,,,,0,6329,
.Charge over agreed contract price by $2.00 per item.,,A,82100002,X0821,,Jane A
Doe,(202) 874-
8270,82100002,X0023,4/18/01,4/30/01,02300006,P,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2890,20180002,20180005,,jane.doe@ipac.gov,,60,1,4/24/01,4/30/01,1,,430953,,12046
2,,6,EA,10,60,F,,201418,20,,,,,0,7503781,,P,02300013,X0023,,Jane A Doe,(202)
```

IPAC Transaction Report Download CSV Format (cont.)

```
2895,20180002,20180005,,tonya.johnson@rich.frb.org,,85,1,4/25/01,4/30/01,1,,8508  
,,8508,,85,es,1,85,F,,201418,12,,,,0,8508,,Testing 4/25/01,Testing  
4/25/01,C,02300014,20023,,Tonya L Johnson,804-697-  
8508,.....  
.....  
2895,20180005,20180002,,tonya.johnson@rich.frb.org,,2,1,4/25/01,4/30/01,1,,43895  
2,,I20482,,6,EA,10,2,F,,201418,20,,,,0,7509781,,,,A,82100003,20821,,Tonya L  
Johnson,804-697-  
8508,82100003,20023,4/24/01,4/30/01,02300013,F,.....  
.....
```

IPAC Transaction Report Download

ALC 2018002

TSV Format

TransactionID	OriginatingALC	CustomerALC	ContactName	ContactEmailAddress	ContactPhoneNumber	SummaryAmount	NumberOfDetailItems																																																																				
AccomplishedDate	AccountingDate	DetailLineNumber	ContractNumber	PurchaseOrderNumber	CLIN	InvoiceNumber	RequisitionNumber	Quantity																																																																			
UnitOfIssue	UnitPrice	DetailAmount	PayFlag	ReceiverTreasuryAccountSymbol	SenderTreasuryAccountSymbol	ReceiverDepartmentCode	AccountingClassificationCode	ACRN																																																																			
JobProjectNumber	JANNumber	FYR	AAA	ABSN	ObligatingDocumentNumber	ACT_TraceNumber	Description	MiscellaneousInformation																																																																			
TransactionType	IPACDocumentReferenceNumber	SenderDOSymbol	PODASC	TransactionContact	TransactionContactPhone	VoucherNumber	OriginalDOSymbol	OriginalAccomplishedDate	OriginalAccountingDate																																																																		
OriginalDocumentReferenceNumber	OriginalTransactionType	SGLNumber1	SGLDebitCreditFlag1	SGLAmount1	SGLNumber2	SGLDebitCreditFlag2	SGLAmount2	SGLNumber3	SGLDebitCreditFlag3	SGLAmount3	SGLNumber4	SGLDebitCreditFlag4	SGLAmount4	SGLNumber5	SGLDebitCreditFlag5	SGLAmount5	SGLNumber6	SGLDebitCreditFlag6	SGLAmount6	SGLNumber7	SGLDebitCreditFlag7	SGLAmount7	SGLNumber8	SGLDebitCreditFlag8	SGLAmount8	SACAllowanceOrChargeIndicator1	SACAmount1	SACAllowanceOrChargeIndicator2	SACAmount2	SACAllowanceOrChargeIndicator3	SACAmount3	SACAllowanceOrChargeIndicator4	SACAmount4	SACAllowanceOrChargeIndicator5	SACAmount5	SACAllowanceOrChargeIndicator6	SACAmount6	SACAllowanceOrChargeIndicator7	SACAmount7	SACAllowanceOrChargeIndicator8	SACAmount8	SACAllowanceOrChargeIndicator9	SACAmount9	SACAllowanceOrChargeIndicator10	SACAmount10	SACAllowanceOrChargeIndicator11	SACAmount11	SACAllowanceOrChargeIndicator12	SACAmount12	SACAllowanceOrChargeIndicator13	SACAmount13	SACAllowanceOrChargeIndicator14	SACAmount14	SACAllowanceOrChargeIndicator15	SACAmount15	SACAllowanceOrChargeIndicator16	SACAmount16	SACAllowanceOrChargeIndicator17	SACAmount17	SACAllowanceOrChargeIndicator18	SACAmount18	SACAllowanceOrChargeIndicator19	SACAmount19	SACAllowanceOrChargeIndicator20	SACAmount20	SACAllowanceOrChargeIndicator21	SACAmount21	SACAllowanceOrChargeIndicator22	SACAmount22	SACAllowanceOrChargeIndicator23	SACAmount23	SACAllowanceOrChargeIndicator24	SACAmount24	SACAllowanceOrChargeIndicator25	SACAmount25
2801	20180005	20180002	Joe Smith	jane.doe@ipac.gov	(202) 874-8270	15	2	4/19/01	4/30/01	1	P069742	IN7741	5	EA	3	5	F	201418	20	0	6329	Collected cost over contract price by \$1.00 per unit.	A	08100001	X0821	Jane & Doe	(302) 874-8270	02100001	X0823	4/18/01	4/30/01	02300006	P																																										
2801	20180005	20180002	Jack Williams	jane.doe@ipac.gov	(202) 874-4111	15	2	4/19/01	4/30/01	2	79321	6142	1																																																														

IPAC Transaction Report Download TSV Format (cont.)

TN	45	10	P		201418	20				0
106319					Adjustment example for documentation.					A
02100001	X0021			Jane A Doe	(202)	874-8270	02100001		X0023	
4/18/01	4/30/01			02300006					P	
2845	20180005	20180001		Joe Smith	jane.doe@ipac.gov	(202)	874-8270			10
1	4/19/01	4/30/01		1	P069742				IN7741	
5	EA	3	10	F		201418	20			
0	6329			Charge over agreed contract price by \$2.00 per item.						
A	02100002	X0021		Jane A Doe	(202)	874-8270	02100002			
X0023	4/18/01	4/30/01		02300006					P	
2670	20180008	20180005		Joe Smith	jane.doe@ipac.gov	(202)	874-0000			40
2	4/12/01	4/30/01		1	F05-4092				F3050	10
EA	3	30	F		201418	20				0
024729				Example of a payment transaction.					P	X00231
X0023				Jane A Doe	(202)	874-8270				
1010	D	30	1610	C	15	1611	C	15		
2678	20180002	20180005		Jack Williams	jane.doe@ipac.gov	(202)	874-4111			
40	2	4/12/01		4/30/01	2	P08461			I3827	
5	TN	2	10	P		201418	20			
0	04039			This is an example of a 2nd detail line in a payment transaction.						
				P	X00231	X0023	Jane A Doe	(202)	874-8270	
2758	20180002	20180005		Joe Smith	jane.doe@ipac.gov	(202)	874-8270			60
2	4/18/01	4/30/01		1	P069742				IN7741	
5	EA	3	15	F		201418	20			
0	6329			This is an example of a payment transaction.						P
02300006	X0023			Jane A Doe	(202)	874-8270				
		1010	D	15	1610	C	7.5	1611	C	7.5

IPAC Transaction Report Selection

All Collections Sent by ALC Sorted by ALC

ALC 20180002

SENT BY YOUR ALC				
COLLECTION TRANSACTIONS SORTED BY ALC				
Start Date		End Date		
01/01/01		04/25/01		
Originating ALC	Customer ALC	Document Reference Number	Summary Amount	COLLECTION
20180002	20180005	02300014	\$85.00	
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol	
4/25/01	4/30/01	1	X0023	
ALC Contact			Contact Phone	
Tonya L Johnson			804-697-8508	
Contact Email				
tonya.johnson@rich.ftb.org				
Detail Number	Receiver Treasury Account Symbol	Sender Treasury Account Symbol	Receiver Dept Code	
1		201418	12	
Purchase Order Number		Invoice Number		
8508		8508		
Obligating Document Reference		Requisition Number	Contract Number	
8508				
CLIN	Jas Number			
ACT(Trace Number)	Job (Project) Number			
ACRN	Accounting Classification Code	FSN/AAA/ADSN	DOD Activity Address Code	
		0		
Unit of Issue	Quantity	Unit Price	Detail Amount	
ea	85	\$1.00	\$85.00	
Transaction Contact			Contact Phone	
Transaction Description			Miscellaneous Information	
Testing 4/25/01			Testing 4/25/01	

1 of 1 4/25/01

Report Requested by: Tonya L. Johnson 4/25/01 Testing L_1_0_1_1_SentByALC810.rpt

IPAC Transaction Report Selection

All Payments Received by ALC sorted by ALC

ALC 20180005

RECEIVED BY YOUR ALC				
Originating ALC	Customer ALC	Document Reference Number	Summary Amount	PAYMENT
20180002	20180005	X00231	\$40.00	
Accomplished Date	Accounting Date	Number of Detail(s)		
4/12/01	4/30/01	2		
ALC Contact				
Jane A Doe				
Contact Phone				
(202) 874-8270				
Contact Email				
jane.doe@pac.gov				
Detail Number	Receiver Treasury Account Symbol	Sender Treasury Account Symbol		
1		201418		
Receiver Dept Code	Purchase Order Number	Invoice Number		
20	FMS-4592	P3850		
Obligating Document Reference	Requisition Number	Contract Number		
OB4729				
CLIN	Jas Number			
ACT(trace number)	Job (Project) Number	Quantity		
		10		
Unit Price	Detail Amount	Pay Flag	Unit of Issue	DO Symbol
\$3.00	\$30.00	F	EA	
ACRN	Accounting Classification Code	FSN/AAA/ADSN	DOD Activity Address Code	
		0		
Transaction Contact				
Joe Smith				
Contact Phone				
(202) 874-0000				
Transaction Description		Miscellaneous Information		
Example of a payment transaction.				

1 of 28 4/25/01 Testing 4/25/01

Report Requested by: Tonya L. Johnson L1_0_1_1_ReceivedByALC&20.rpt

IPAC Transaction Report Selection

Totals Only Report for All Transactions Sent by ALC

ALC 20180005

TOTAL OF TRANSACTIONS		
FOR ALC 20180005		
Start Date: 2001/01/01	End Date: 2001/04/25	
<hr/>		
Transactions Sent to ALC:	20180002	
Invoice/Collections	\$85.00	CR
Payment Order Remittance Advice	\$655.00	
Adjustments		
Against Collections Received	\$0.00	CR
Against Payments Received	\$0.00	
Grand Total	\$570.00	

1 of 1	4/25/01 Testing	4/25/01
Report Requested by: Tonya L. Johnson		I_3_0_9_6_TotalTransactionsSentByALC.rpt

Parent/Child Relationships Report for All ALCs

IPAC PARENT/CHILD RELATIONSHIPS REPORT				
Parent ALC: 0000092	Contact Name: Ipac B Supervisor	Contact Phone: 804-697-8508		
	Child ALC	Start Date	End Date	Approval Date
	13010012	4/19/01	4/19/01	4/17/01
	00006971	4/21/01	4/30/01	4/20/01
Parent ALC: 12350045	Contact Name: Ipac B Supervisor	Contact Phone: 804-697-8508		
	Child ALC	Start Date	End Date	Approval Date
	15100229	4/20/01	12/31/01	4/18/01
Parent ALC: 14080001	Contact Name: Lori M Mella	Contact Phone: 202-874-8782		
	Child ALC	Start Date	End Date	Approval Date
	14080002	4/19/01	12/31/01	4/18/01
Parent ALC: 20180002	Contact Name: Jane A Doe	Contact Phone: (202) 874-8270		
	Child ALC	Start Date	End Date	Approval Date
	20180005	5/1/01	12/31/09	4/23/01
	20180008	5/1/01	12/31/09	4/23/01
	20180011	5/1/01	12/31/09	4/23/01
Parent ALC: 20180030	Contact Name: Irwin B Sanford	Contact Phone: 202-874-0000		
	Child ALC	Start Date	End Date	Approval Date
	00000220	4/26/01	5/26/01	4/25/01
<hr/>				
1 of 1	Report Requested by: Tonya L. Johnson	TLJ 4/25/01		4/25/01
				L_3_0_1_1_HeadquarterInformation.rpt

Predecessor/Successor Report for All ALCs

PREDECESSOR / SUCCESSOR ALC'S		
Predecessor ALC	Successor ALC	Start Date
00001001	68014922	2/16/01
00006092	00006971	3/26/01
00006971	00006092	4/1/03
12350045	00006092	3/13/03

1 of 1
Report Requested by: Jane A. Doe
Sample Report for Appendix A
4/25/01
I_3_0_9_1_PredecessorSuccessorALC.rpt

Treasury Reporting Requirements

TREASURY REPORTING REQUIREMENTS

Collections

- The Collection screen is used to input data required by customer ALC for billing purposes.
- The fields presented on the screen are not restricted to elements displayed. Trading partners may agree to use elements other than those stated (i.e., JAS No. may be used for identification number).
- No edits are performed on the fields below the top section of the screen other than to validate that data is present. At least one element or the description info area must contain data to complete a transaction.
- The description info area may be used to input additional information related to a particular bill as needed.
- Data is not required for all fields below the top section of the collection screen, but must be supplied if requested by the customer.

-Instructions for Reporting OPAC transactions:

- . 8-digit ALCs (nnnnnnnn) (SF224)
The net amount should be classified in Section I, Column 3 as a disbursement or credit disbursement, whichever is applicable and included in Section II, Line 1.
- . 4-digit ALCs (0000nnnn) (SF1219/1220)
The net amount should be reported on Line 280 of the SF1219 and classified on the SF1220 in column III as a disbursement or credit disbursement, whichever is applicable.
- . DOD DSSNs: (SF1219/DD 1329)
The net amount should be reported on Line 280 of the SF1219 and classified on the DD1329 in column III as a disbursement or credit disbursement, whichever is applicable.

- Refer to OPAC User Guide for more detailed instructions.

Disbursements:

- The disbursement screen is used to make payments to agencies for goods and services ordered and to transfer funds between ALCs.
- The fields presented on the screen are not restricted to elements displayed. Trading partners may agree to use elements other than those stated (i.e., JAS No. can be used for identification numbers).

1 of 1 4/25/01

Report Requested by: Tonya L. Johnson L3_0_4_1_TreasuryReportingRequirements.rpd

Zero Dollar Transaction

ELIMINATION / ZERO DOLLAR INFORMATION							
2001/05/01 THROUGH 2001/05/01							
ALC	Funds Appropriation Symbol	Trace Number	Date	SGL Account (Debit)	Amount (Debit)	SGL Account (Credit)	Amount (Credit)
1234	00F3880.2	23400185	5/1/01		\$0.00		\$0.00
1234		23400186	5/1/01		\$0.00		\$0.00

1 of 1 5/1/01

Report Requested by: Jane A. Doe I_3_0_8_1_EliminationsZeroDollar.rpt

Appendix B Table of Figures

Figure I.1	Title Bar.....	I.3
Figure I.2	Function Button Locations	I.5
Figure I.3	Help Screen	I.7
Figure I.4	Sample Error Message.....	I.8
Figure I.5	Report File Description / Footer Comments.....	I.9
Figure I.6	Report Footer Comments.....	I.10
Figure I.7	Report Statistics.....	I.11
Figure I.8	IPAC Report Viewer.....	I.12
Figure I.9	Acrobat Error Message.....	I.14
Figure I.10	File Download Warning.....	I.14
Figure I.11	Acrobat View of a Report.....	I.16
Figure I.12	Acrobat File Menu.....	I.17
Figure I.13	Acrobat Print Menu	I.18
Figure I.14	Window “Save As...” Dialog box	I.19
Figure I.15	Security Logon Screen	I.19
Figure I.16	System Messages	I.21
Figure I.17	IPAC System Main Menu Screen.....	I.22
Figure I.18	IPAC Main Menu Screen	I.23
Figure 1.1	IPAC Main Menu	1.1
Figure 1.2	Invalid ALC Error Message.....	1.2
Figure 1.3	Payment Entry.....	1.3
Figure 1.4	Payment Entry Screen Buttons	1.4
Figure 1.5	SGL Payment Entry Screen.....	1.5
Figure 1.6	Payment Review Screen.....	1.6
Figure 1.7	Special Requirements Screen	1.7
Figure 1.8	Payment Entry Function Buttons with “Cancel Detail”.....	1.7
Figure 1.9	Payment Confirmation Screen	1.8
Figure 2.1	IPAC Main Menu	2.1
Figure 2.2	Payment/Collection Transaction Locator	2.2
Figure 2.3	Transaction Not Found Error Message.....	2.3
Figure 2.4	Payment/Collection Detail Selection	2.4
Figure 2.5	Adjustment Review Detail	2.5
Figure 2.6	Adjustment Entry.....	2.6
Figure 2.7	Adjustment Confirmation.....	2.9
Figure 3.1	IPAC Main Menu	3.1
Figure 3.2	Zero Dollar Entry Screen.....	3.3
Figure 3.3	Zero Dollar Confirmation	3.5
Figure 4.1	IPAC Main Menu	4.1
Figure 4.2	Incomplete Transactions	4.2
Figure 5.1	Report Request	5.2
Figure 5.2	Report Statistics	5.2
Figure 5.3	Report Request Which Produced No Data.....	5.3
Figure 5.4	IPAC Main Menu	5.4
Figure 5.5	IPAC Main Menu with Reports Menu.....	5.4
Figure 5.6	Agency Special Requirements Report Request.....	5.6

Figure 5.7	HeadQuarters Transaction Download Report Request.....	5.10
Figure 5.8	HeadQuarters Transaction Download Report Statistics.....	5.11
Figure 5.9	Unknown File Format	5.12
Figure 5.10	HeadQuarters Transactions Report Request.....	5.13
Figure 5.11	IPAC Transaction Download Report Selection	5.16
Figure 5.12	IPAC Transaction Download Report Statistics	5.17
Figure 5.13	Unknown File Format.....	5.18
Figure 5.14	IPAC Transaction Report Selection	5.19
Figure 5.15	Parent/Child Relationships Report Selection.....	5.21
Figure 5.16	Predecessor/Successor ALCs Report Selection	5.23
Figure 5.17	Treasury Reporting Requirements Report Selection.....	5.26
Figure 5.18	Zero Dollar Transaction Report Selection.....	5.27
Figure 6.1	IPAC Main Menu	6.1
Figure 6.2	Retrieve Report/Data Files	6.2
Figure 6.3	Report/Data File List.....	6.3
Figure 6.4	Report Statistics	6.5
Figure 7.1	IPAC Main Menu	7.1
Figure 7.2	Report Retention Management ALC Entry	7.2
Figure 7.3	No Reports Meeting the Criteria	7.4
Figure 7.4	Report Retention Management	7.4
Figure 7.5	Reports Flagged for Deletion	7.6
Figure 7.6	Purge Report Data Files Confirmation.....	7.6
Figure 7.7	Purge Report Data Files Completion Confirmation	7.7
Figure 8.1	IPAC Main Menu	8.1
Figure 8.2	Parent Child Relationship Request.....	8.2
Figure 8.3	Multiple ALCs for Initial Request Error.....	8.4
Figure 8.4	Parent Child Relationship Request Status.....	8.5
Figure 8.4	Parent Child Relationship Request Status (continued)	8.5
Figure 8.5a	Parent Child Relationship Add/Update Details (add)	8.7
Figure 8.5b	Parent Child Relationship Add/Update Details (update)	8.7
Figure 8.6	Parent Child Relationship Confirmation (add/update)	8.9
Figure 8.7	Parent Child Relationship Confirmation (delete)	8.9
Figure 10.1	IPAC Main Menu	10.2
Figure 10.2	Pending Agency Special Requirements Request.....	10.3
Figure 10.3	Store Agency Special Requirements Request (Payment/Collection)	10.4
Figure 10.4	Store Agency Special Requirements Request (Adjustment).....	10.5
Figure 10.5	Pending Agency Special Requirements Request Confirmation.....	10.7
Figure 11.1	IPAC Main Menu	11.1
Figure 11.2	View Special Requirements Status.....	11.2
Figure 11.3	Agency Special Requirements Request Approval Status	11.3
Figure 11.3	Agency Special Requirements Request Approval Status (continued)	11.4
Figure 12.1	IPAC Main Menu	12.1
Figure 12.2	Billable Status Request.....	12.3
Figure 12.2	Billable Status Request (continued).....	12.3
Figure 12.3	Billable Status Entry	12.6
Figure 12.4a	Billable Status Request Confirmation	12.7
Figure 12.4b	Billable Status Request Confirmation	12.7
Figure 12.4c	Billable Status Request Confirmation	12.8
Figure 12.4d	Billable Status Request Confirmation	12.8
Figure 13.1	IPAC Main Menu	13.1
Figure 13.2	Agency Billable Status Change Request.....	13.2

Figure 13.3	ALC Billable Status View	13.3
Figure 13.4	View All Status.....	13.5
Figure 15.1	IPAC Main Menu	15.2
Figure 15.2	ALC Information.....	15.3
Figure 15.3	ALC Information Confirmation.....	15.5
Figure 16.1	IPAC Main Menu	16.1
Figure 16.2	Broadcast Messages.....	16.2
Figure 17.1	IPAC Main Menu	17.1
Figure 17.2	Admin Processing Status Inquiry.....	17.1
Figure 17.3	Admin Processing Status Inquiry Results.....	17.2
Figure D.1	Netscape Navigator® Menu Bar.....	D.1
Figure D.2	Netscape Navigator® Edit Menu	D.1
Figure D.3	Netscape Navigator® Preferences/Navigator Dialog Box	D.2
Figure D.4	Netscape Navigator® Preferences/Applications Dialog Box	D.3
Figure D.5	Netscape Navigator® Edit Type Dialog Box	D.4
Figure D.6	Netscape Navigator® Security Warning Dialog Box	D.5
Figure D.7	Microsoft Internet Explorer® File Download Dialog Box.....	D.6
Figure E.1	IE5 Enabling Cookies--Step One.....	E.2
Figure E.2	IE5 Enabling Cookies--Step Two.....	E.3
Figure E.3	IE5 Enabling Cookies--Step Three	E.4
Figure E.4	IE5 Enabling Cookies--Step Four	E.5
Figure E.5	Netscape Enabling Cookies--Step One.....	E.6
Figure E.6	Netscape Enabling Cookies--Step Two.....	E.7
Figure E.7	Netscape Enabling Cookies--Step Three	E.8

This page intentionally left blank.

Appendix C IPAC Required Fields

Payment and Collection Transactions

ALC Contact [^]	Invoice Number*
Contact Telephone Number [^]	Pay Flag*
Contact E-mail Address [^]	Quantity
Originating ALC [^]	Unit Price*
Customer ALC	Unit of Issue*
Amount	Sender Treasury Account Symbol (Appropriation)*
Obligating Document Number*	Receiver Department Code*
Purchase Order Number*	

Adjustment Transactions

ALC Contact [^]	Amount
Contact Telephone Number [^]	Original IPAC Document Reference Number
Contact E-mail Address [^]	Original Accomplished Date
Originating ALC [^]	Original Accounting Date
Customer ALC	

Zero Dollar Transactions**

ALC Contact [^]	Originating ALC [^]
Contact Telephone Number [^]	Customer ALC
Contact E-mail Address [^]	

[^] system generated based on user profile

* fields that will be required in IPAC but were not required in OPAC

** zero dollar transactions are a new transaction type implemented in IPAC

This page intentionally left blank.

Appendix D 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.

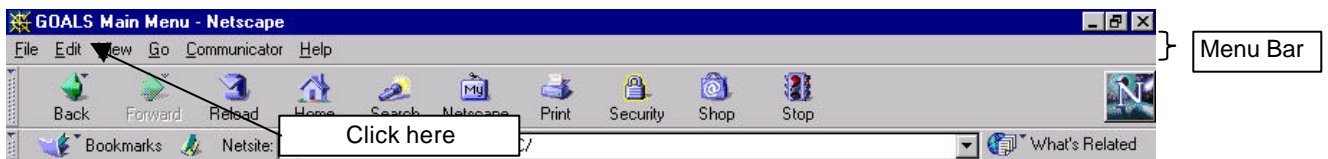


Figure D.1 Netscape Navigator® Menu Bar

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

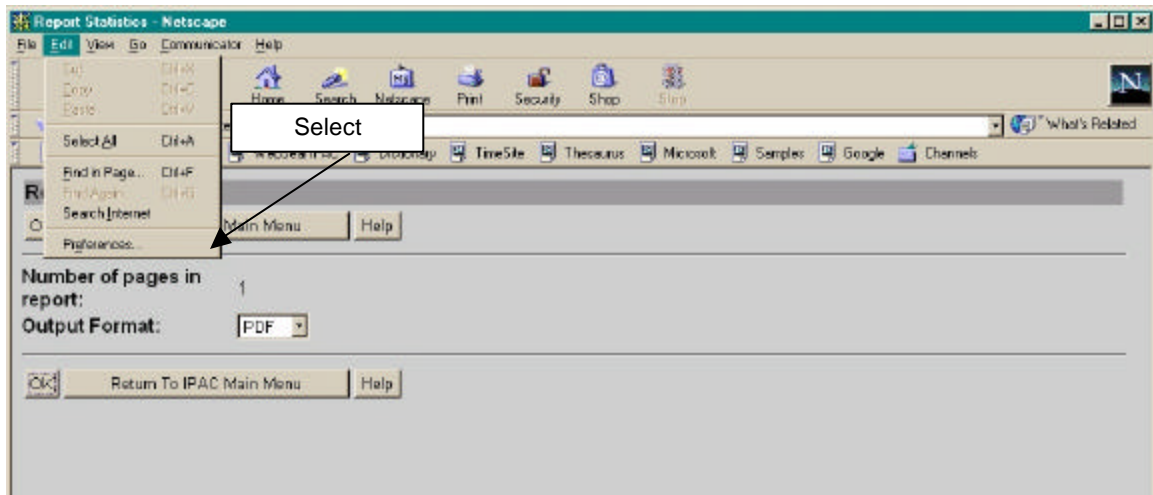


Figure D.2 Netscape Navigator® Edit Menu

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

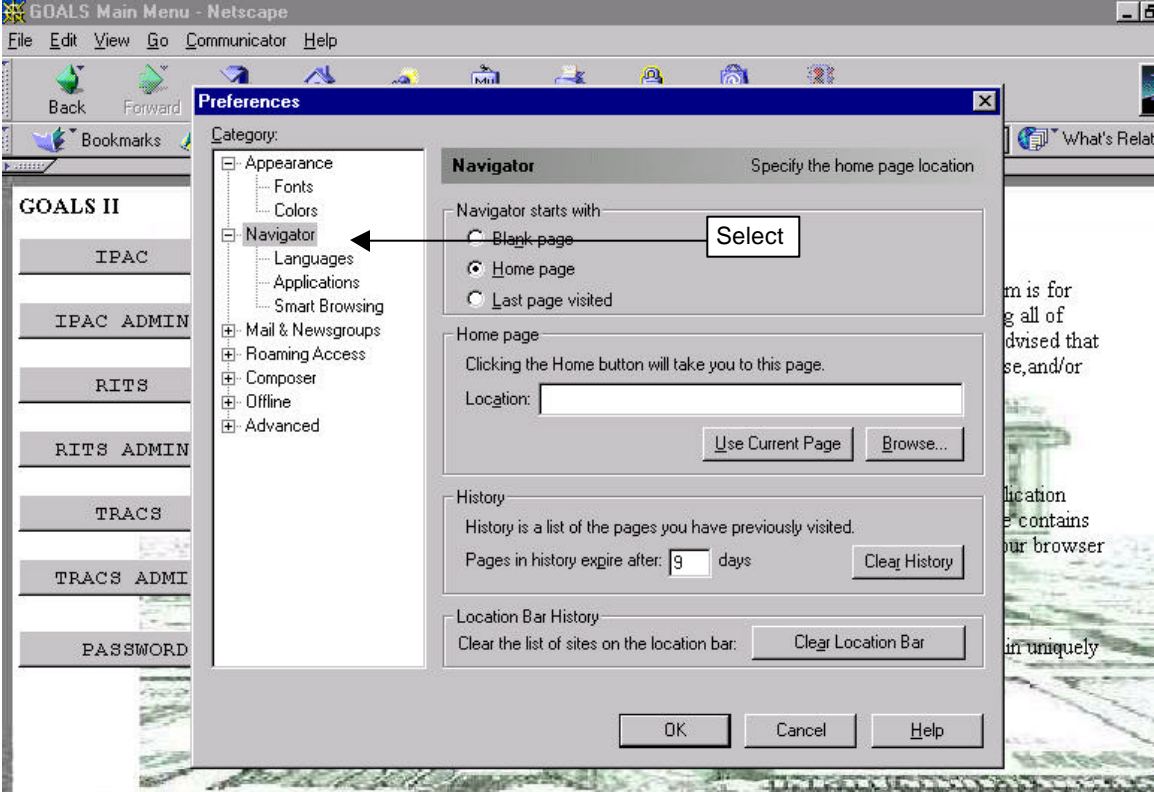


Figure D.3 Netscape Navigator® Preferences/Navigator Dialog Box

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

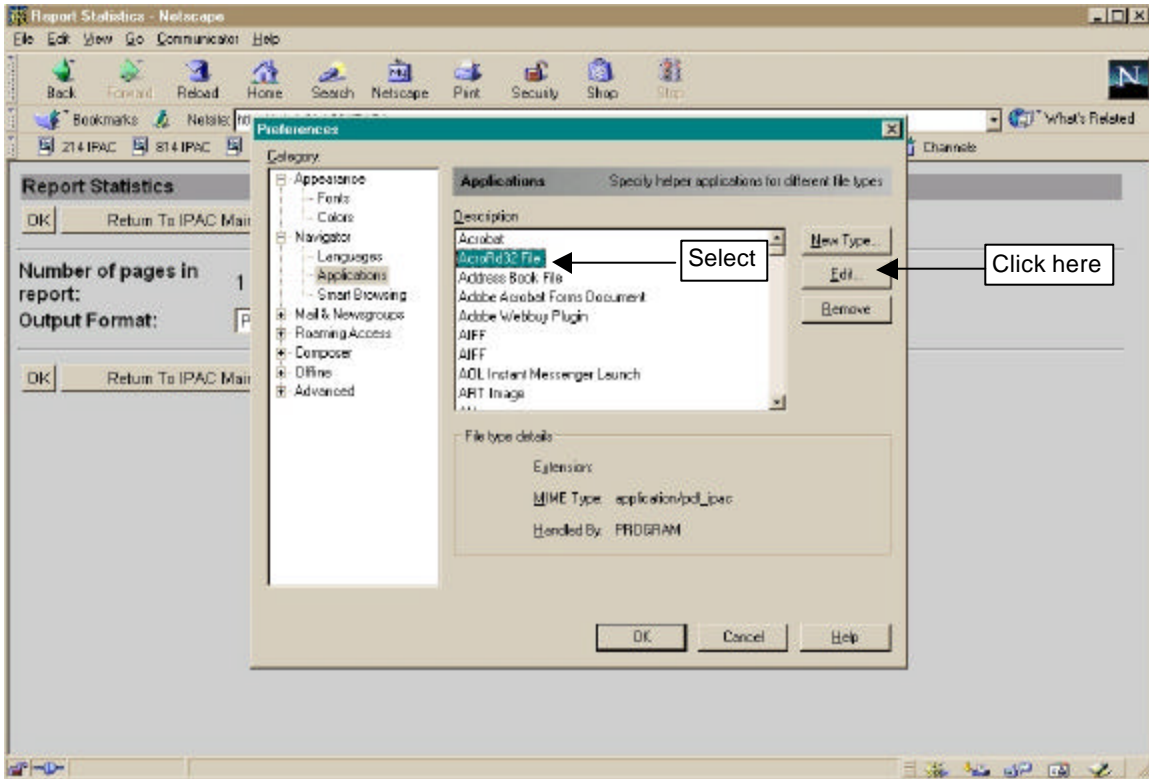


Figure D.4 Netscape Navigator® Preferences/Applications Dialog Box

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.

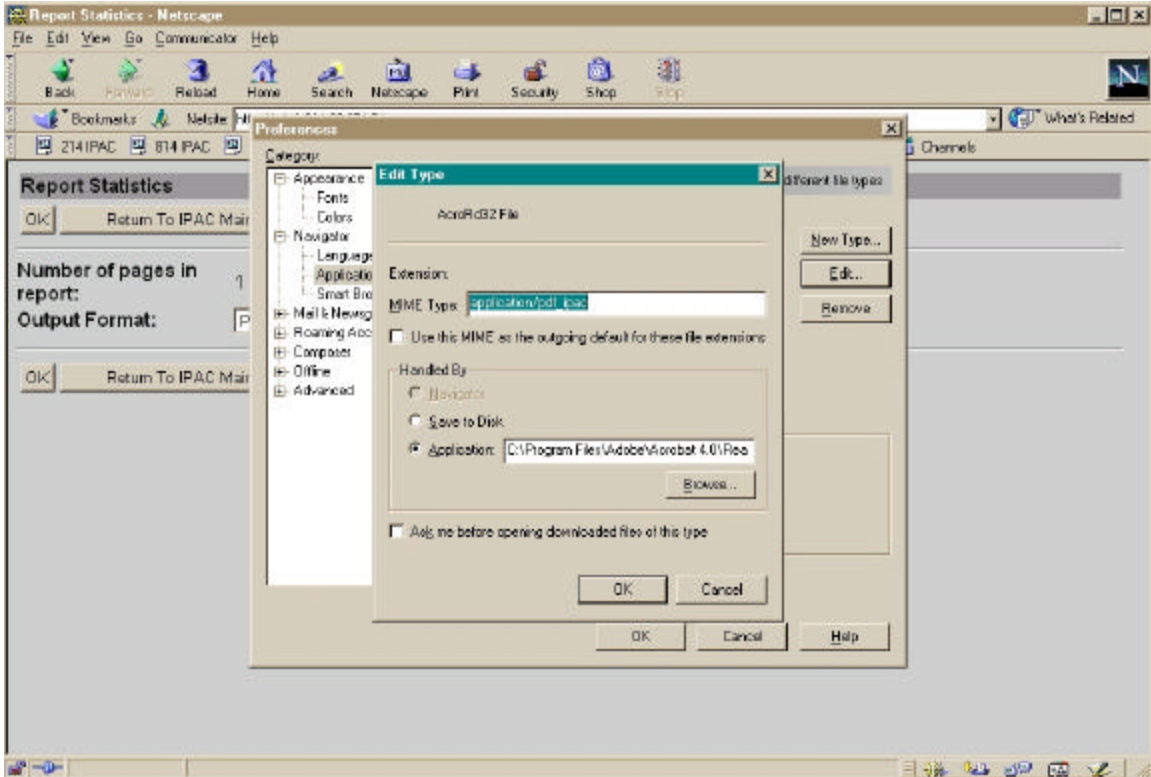


Figure D.5 Netscape Navigator® Edit Type Dialog Box

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 D.6.

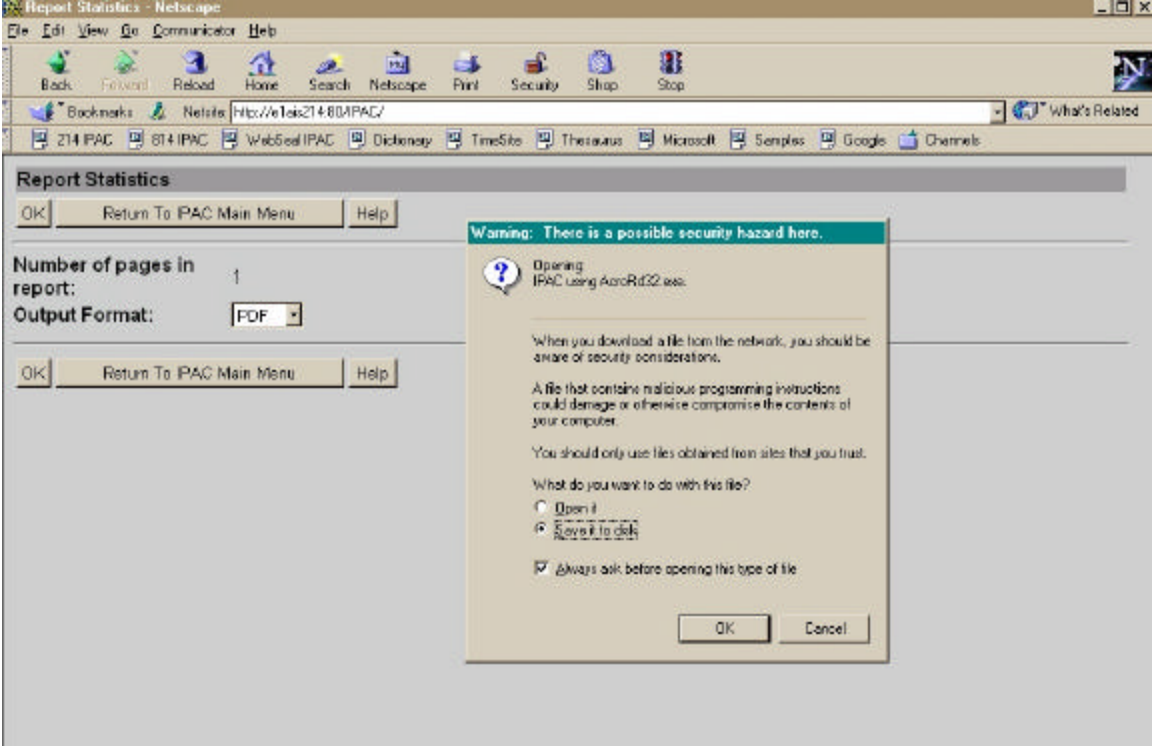


Figure D.6 Netscape Navigator® Security Warning Dialog Box

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.

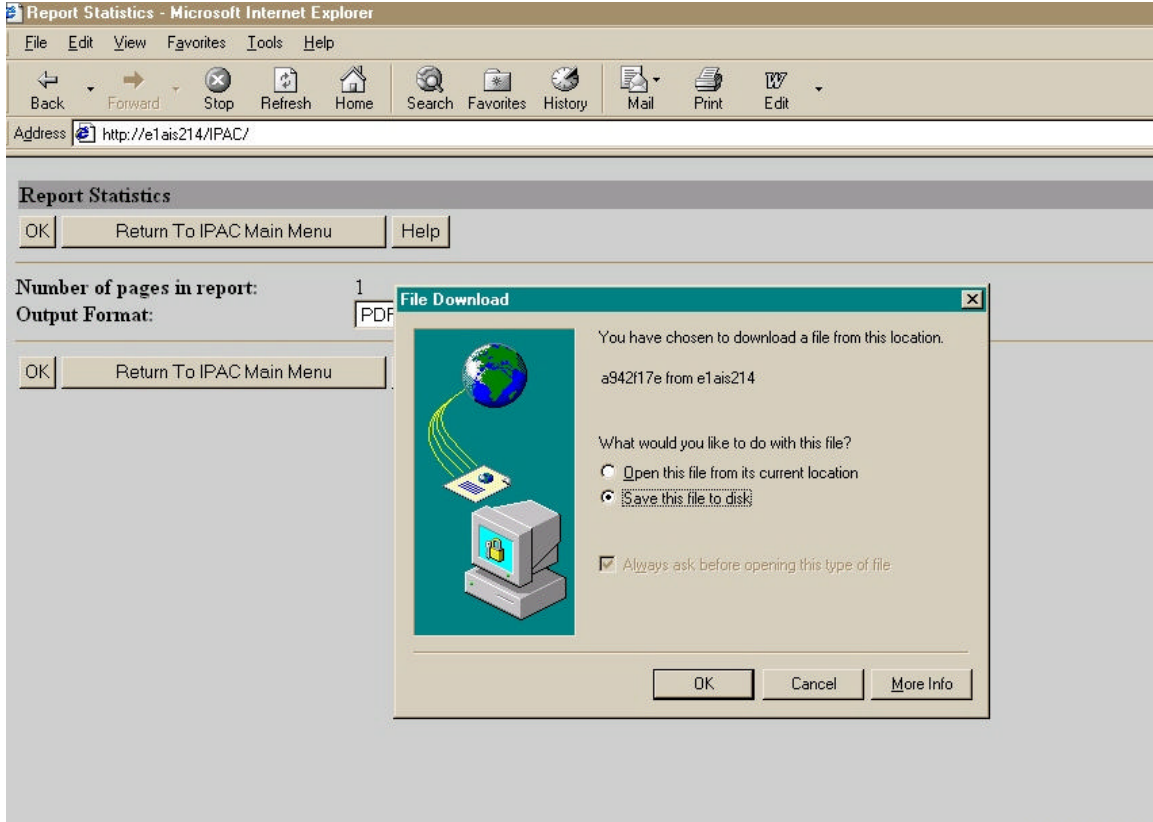


Figure D.7 Microsoft Internet Explorer® File Download Dialog Box

Appendix E 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 E.4) or “Warn me before accepting a cookie” in Netscape Communicator 4.75 (see Figure E.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 E.1

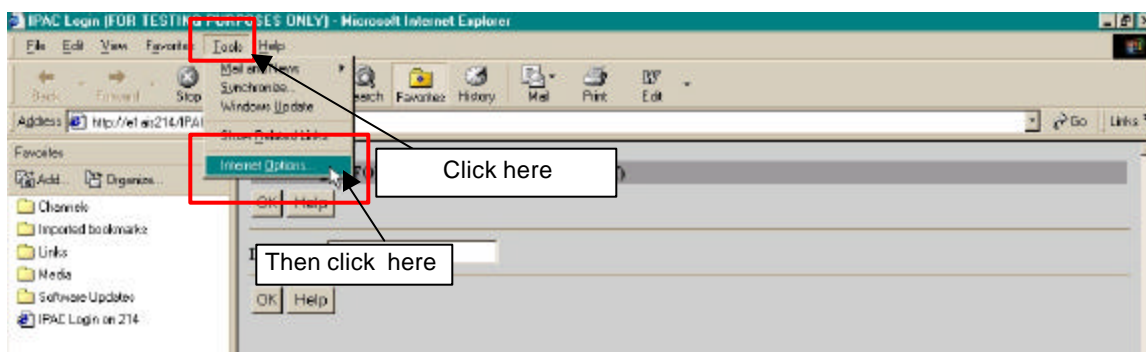


Figure E.1 IE5 Enabling Cookies--Step One

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

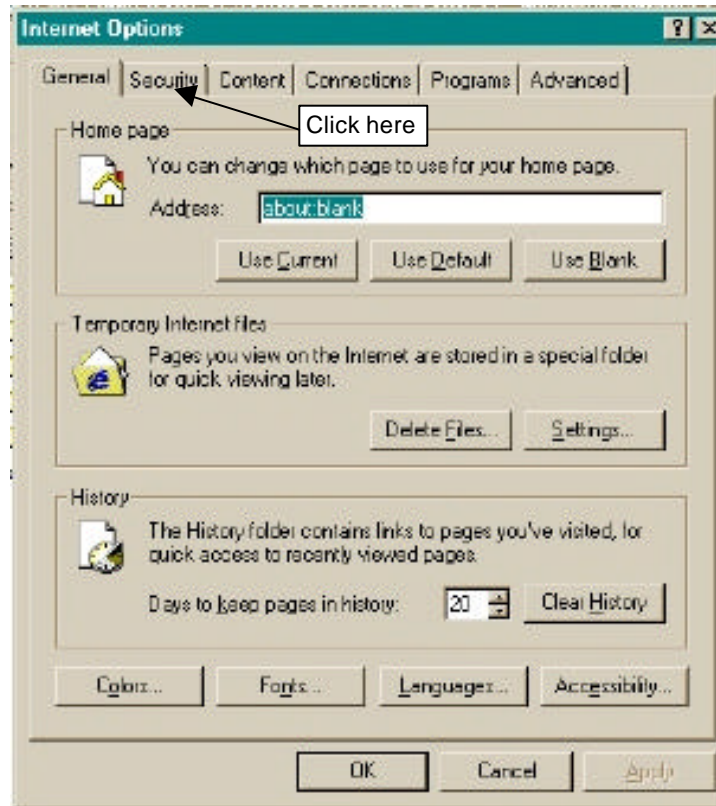


Figure E.2 IE5 Enabling Cookies--Step Two

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

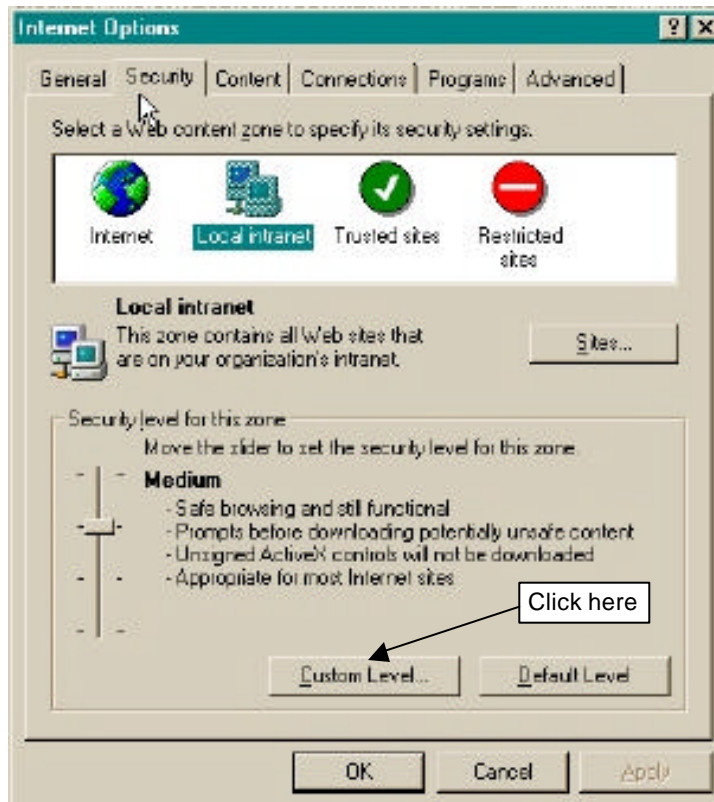


Figure E.3 IE5 Enabling Cookies--Step Three

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.

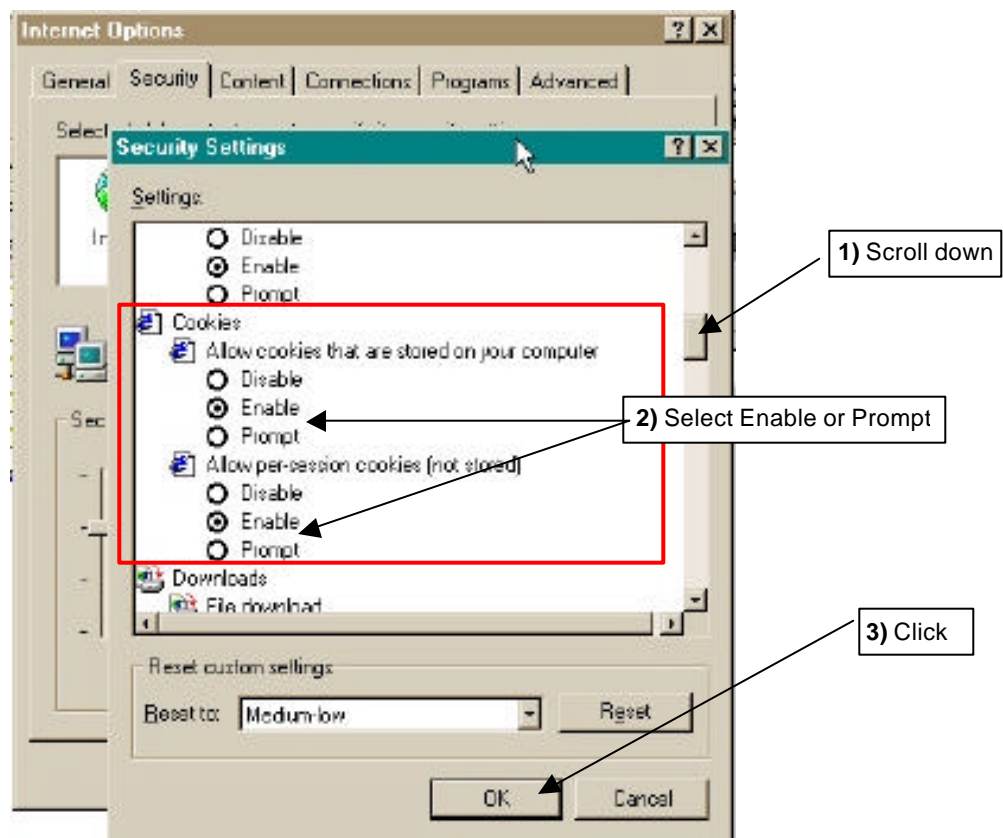


Figure E.4 IE5 Enabling Cookies--Step Four

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 E.5

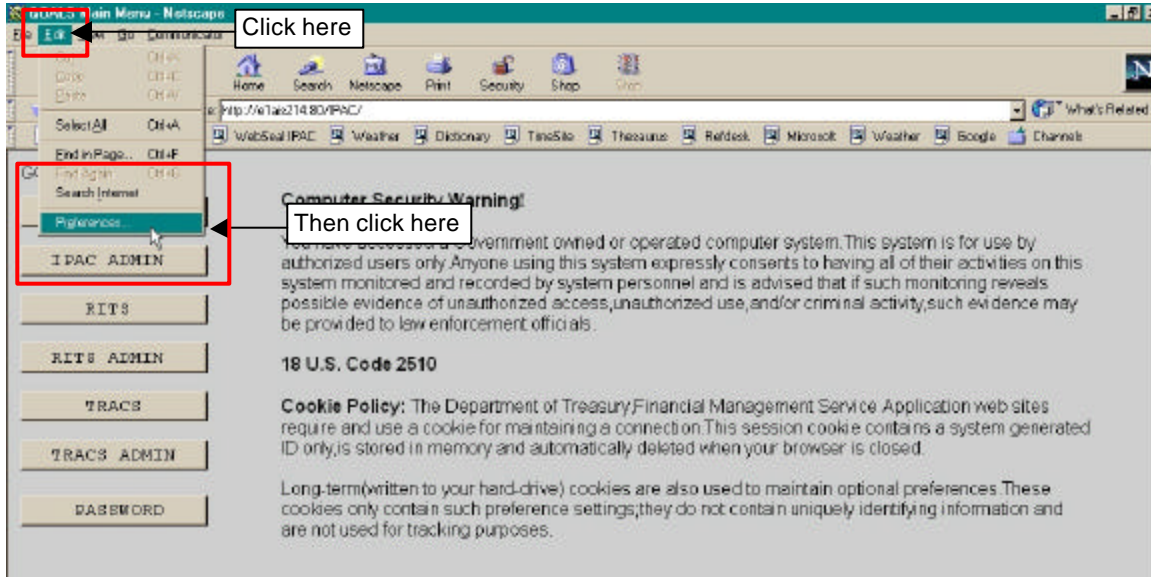


Figure E.5 Netscape Enabling Cookies--Step One

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

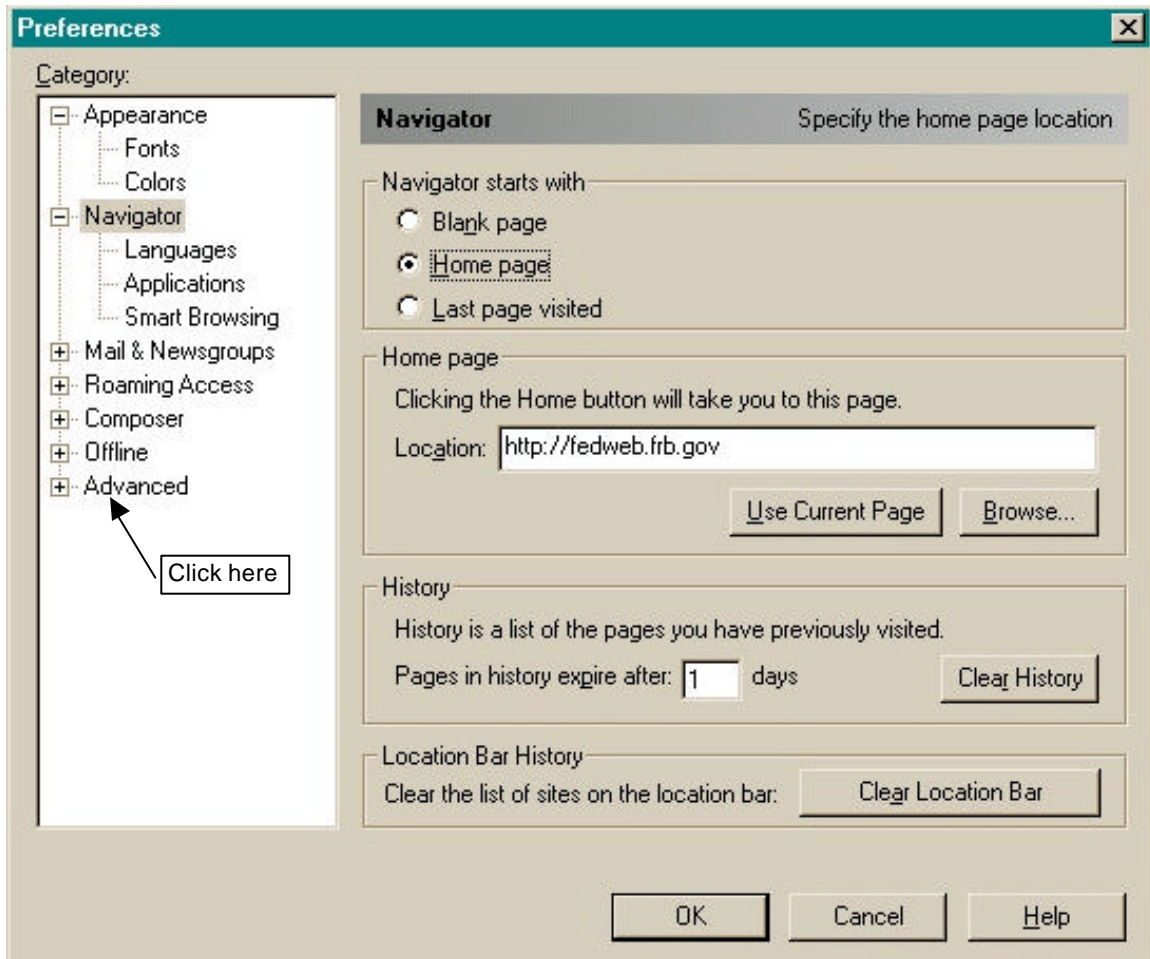


Figure E.6 Netscape Enabling Cookies--Step Two

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 E.7.

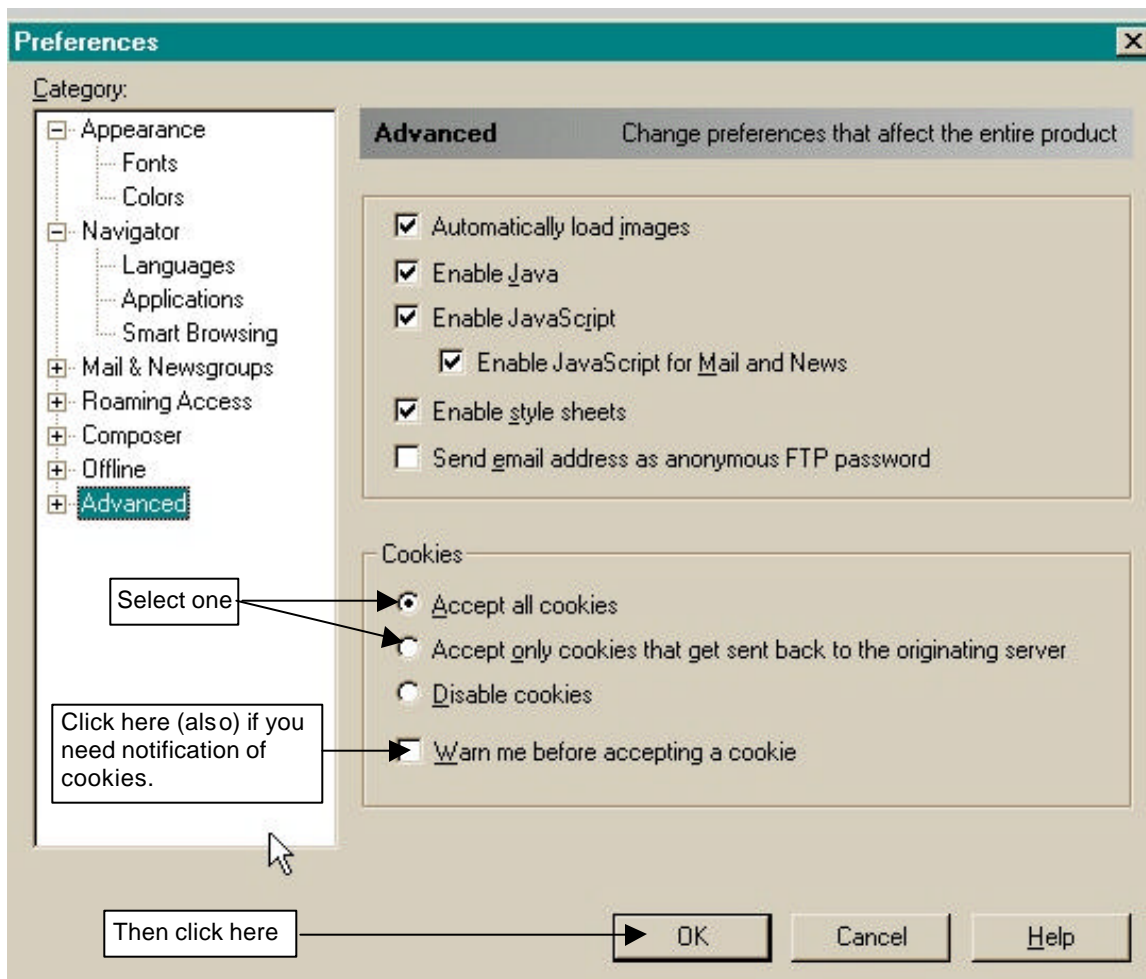


Figure E.7 Netscape Enabling Cookies--Step Three

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

Appendix F Roles and Functions

IPAC Application User Roles and Functions

User Role	Function Performed
IPAC Reports	<ul style="list-style-type: none"> • Display Messages • Access to the following reports: <ul style="list-style-type: none"> Agency Special Requirements Headquarters Transaction Download Headquarters Transactions IPAC Transaction Report Download IPAC Transaction Report Selection Parent/Child Relationships Predecessor/Successor ALCs Treasury Reporting Requirements Zero Dollar Transaction • Retrieve Reports/Data Files (future release) • Report Retention Management
IPAC User	<p>Same access rights as the IPAC Reports role, plus</p> <ul style="list-style-type: none"> • Payment • Collection • Adjustment • Zero Dollar • Incomplete Transactions • Agency Special Requirements Request Status
IPAC Supervisor	<p>Same access rights as the IPAC Reports role, plus</p> <ul style="list-style-type: none"> • Agency Billable Request • Agency Billable Status • Request Special Requirements • Agency Special Requirement Request Status • Request Parent/Child Relationship • Update Agency Information
Bulk File Submitter	<ul style="list-style-type: none"> • Submit bulk IPAC transactions • Display Messages • Access to Bulk Confirmation/Rejection Report • Retrieve Reports/Data Files (future release) • Report Retention Management
IPAC System Log	<ul style="list-style-type: none"> • Admin Processing Status

This page intentionally left blank.

Appendix G 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.

This page intentionally left blank.

Appendix H Transaction Field Lengths

Transaction Field Lengths

Transaction Data Entry Field	Field Length
Account Classification Reference Number (ACRN)	12
Accounting Classification Code	16
ACT (Trace Number)	15
CLIN (Contract Line Item Number)	6
Contact Phone	17
Contract Number	17
Cross Reference Document Reference Number	8
Detail Amount	14
DOD Activity Address Code	15
FSN/AAA/ADSN (Fiscal Station Number)	8
Invoice Number	22
JAS Number	30
Job (Project) Number	20
Miscellaneous Information	320
Obligating Document Number	17
Purchase Order Number	22
Quantity	12
Receiver Dept. Code	2
Receiver Treasury Account Symbol	21
Requisition Number	15
Sender Treasury Account Symbol	21
Transaction Contact	60
Transaction Description	320
Unit of Issue	2
Unit Price	19

This page intentionally left blank.

Appendix I Glossary of Terms and Acronyms

Accounting Classification Code The code or number which identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services.

Accomplished Date The date an IPAC transaction was successfully processed by the IPAC System.

Accounting Date The last date of the month during which date a transaction was processed through the IPAC System.

ACT (ACcounting Trace Number) A user assigned identification number which enables back end systems to match-up transactions.

ACRN (Account Classification Reference Number) Identifies a line of accounting on a contract.

Adjustment Transaction initiated by the recipient of a payment or collection to remedy an incorrect or erroneous transaction. Adjustments can only be used to reduce (adjust down) the original transaction amount, and may only be processed against a payment or collection that is 90 days old or less.

Agency Federal Government Agency

ALC (Agency Location Code) A 3-digit (Regional Finance Centers), 4-digit (Non-Treasury Disbursing Offices) or 8-digit (Treasury Disbursing Offices) identifier assigned by FMS for Treasury reporting purposes. The first two digits on the 8-digit ALC identify the department or 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.

Appropriation Symbol Former name of the Treasury Account Symbol.

Browser A software package used to display documents on the Internet. IPAC supports both Microsoft Internet Explorer and Netscape Navigator.

CLIN (Contract Line Item Number) The number of an item specified within a contract.

Collection Originator of the transaction collects funds from their trading partner. Initiated as an unsolicited transaction by the ALC to collect funds from the Customer ALC.

Contact Phone The complete telephone number (including country code if outside the US and area code) of the transaction contact.

Contract Number Unique number used to identify a contract between two trading partners. This is a new field.

CSV (Comma Separated Values) (comma delimited) A file format that separates data fields with commas. The character data is usually surrounded by quotes. This file format is frequently used to import and export data between different

programs.

Department Code The first 2 digits used in Federal Account Symbols and Agency Location Codes that indicate the department reporting transactions. A complete listing of Department codes (also called Agency Code or Agency Index Code) appears in the *TFM FAST BOOK* at www.fms.treas.gov/fastbook/index.html.

Detail Amount The amount entered by the user on the detail section of the transaction screens. IPAC does not automatically calculate this amount from the Quantity and Unit Price fields; however, the Quantity multiplied by the Unit Price MUST equal the Detail Amount.

DO Symbol (Disbursing Office Symbol) Automatically assigned when an agency becomes an IPAC user. Each ALC has a unique DO Symbol for each IPAC application (IPAC, TRACS and RITS).

Document Reference Number The number that is automatically assigned to a transaction when it is accepted by the IPAC System. It will be a sequential number assigned by DO Symbol. This number, when combined with a DO Symbol number will be unique.

DOD Activity Address Code (Department of Defense Activity Address Code) Identifies a Department of Defense activity location.

EDI (Electronic Data Interchange) The computer-to-computer exchange of routine business information using a standardized format.

EDI Trading Partner A business that has agreed to exchange business information electronically.

FMS (Financial Management Service) The U.S. Government's financial manager, central disburser and collections agent as well as its accountant and reporter of financial information. FMS is a bureau of the Treasury Department.

FPA (Federal Program Agency)

FSN (Fiscal Station Number) An accounting station, a subdivision of the ALC.

GOALS II (Government On-Line Accounting Link System II) GOALS II is 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 (HyperText Markup Language) The document format used on the World Wide Web.

Invoice Number The identification number of the Invoice sent by the Biller listing the services rendered.

IPAC (Intra-governmental Payment and Collection System) An Internet based GOALS II application for inter-agency transactions.

JAS Combination of Job Order Number, Accounting Classification Record Number, Site-ID (site identifier of processing center).

Job (Project) Number Can also be the Project Number.

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

Miscellaneous Information An optional field for storing additional information about a transaction.

- Obligating Document Number** The billing agency's internal accounting document associated with a specific bill or disbursement.
- Pay Flag** A flag to indicate if the payment or collection is final or partial.
- Payment** Originator of the transaction transfers funds to their trading partner. Initiated as an unsolicited transaction by the ALC to disburse funds to the Customer ALC.
- PDF (Portable Document Format)** A file format, read with an Adobe Acrobat™ reader, which allows documents to be displayed identically between different operating system platforms. There are Acrobat readers available for DOS, Windows, UNIX and Mac platforms.
- Purchase Order Number** The number of the document from the receiving agency requesting goods or services.
- Quantity** The number of units (items, boxes, cartons, etc.) that are being handled by the detail line of a transaction.
- Requisition Number** A number used between two trading partners to identify a requisition.
- SGL (Standard General Ledger)** A uniform chart of accounts to standardize federal agency accounting. The SGL supports the preparation of standard external reports required by central agencies. The Office of Management and Budget's (OMB's) and FMS' regulations require agencies to use the SGL to accumulate and report standard financial data.
- TFM (Treasury Financial Manual)** The official publication on Treasury procedures for financial management and reporting. The TFM is available on-line at: www.fms.treas.gov/tfm.
- Transaction Contact** The name of the person to call if there are questions about the item of the transaction.
- Transaction Description** A description of the transaction.
- Treasury Account Symbol** Formerly the Appropriation Symbol, the account number assigned by the Treasury to classify agency transactions.
- TSV (Tab Separated Values)** (tab delimited) A file format that uses tab characters (ASCII 9) as separators between fields. Unlike comma delimited (CSV) files, the character data is not usually surrounded by quotes. This file format is used to transfer data between different programs.
- Unit of Issue** The standard unit by which the item is sold or measured. (BX = Box, EA = Each, TN = Ton, etc.)
- Unit Price** The price for each individual piece in a line item of an order, payment, invoice, etc.
- URL (Uniform Resource Locator)** Specifies the location of a resource residing on the Internet or an intranet. A complete URL consists of a scheme (such as HTTP or FTP), followed by a colon, a server name, and the path of a resource (for example: *http://www.fms.treas.gov/tfm*).

This page intentionally left blank.

Index

- Adjustment, 2.1
 - accessing, 2.2
 - detail selection, 2.4
 - Document Reference Number, 2.1
- Adjustment Entry
 - data entry screen, 2.6
 - detail, 2.4, 2.7
 - function buttons, 2.5
 - header, 2.4, 2.6
- Adobe Acrobat Reader®
 - how to use, 1.17
 - printing from, 1.17
- Agency Billable Request, 12.1
- Agency Billable Status
 - Data Columns, 13.6
 - viewing, 13.1
- Agency Billable Status View, 13.1
- Agency Information
 - data fields, 15.3
 - Update, 15.1
- Agency Special Requirements
 - accessing the function, 11.1
 - field names, 11.4
 - request status, 11.1
 - Sample Report, A.2
- Agency Special Requirements Report, 5.6
- ALC
 - data entry field, 1.23
- ALC Information
 - data fields, 15.3
 - Update, 15.1
- ALC Special Requirements
 - accessing the function, 11.1
 - field names, 11.4
 - request status, 11.1
- Assumptions
 - about the user, 1.2
- Asterisks for required fields, 1.6
- Billable Request, 12.1
- Billable Status
 - confirmation, 12.8
 - data entry, 12.6
- Browser Buttons
 - don't use forward and backward, 1.4
- Button Formats, 1.5
- Conventions
 - field names, 1.3
 - references to other sections, 1.3
 - screen buttons, 1.3
 - screen names, 1.3
- Conventions Used in this Manual, 1.3
- Cookies, E.1
 - configuring browser, E.1
 - definition, E.1
 - enable, E.2
 - enabled, 1.22. *See Appendix E*
 - Internet Explorer, E.2
 - long term, E.1
 - Netscape Communicator, E.6
 - policy, 1.22, E.1
 - Prompt, E.2
 - session, E.1
 - Warn, E.2
- Cookies subdirectory, E.1
- cookies.txt, E.1
- CSV Format, 5.11, 5.17
- Currency Formats, 1.6
- Cursor Movement, 1.4
- Date Formats, 1.6
- Display Messages
 - accessing function, 16.1
 - screen, 16.2
- EDI Activity Report, 5.8
- EDI Trading Partner, 14.1
- Error Messages, 1.7
- FMS/Agency Request Partner Profile Information, 5.9
- Footer Comments, 1.8, 1.9
- Format
 - currency, 1.6
 - date, 1.6
 - telephone number, 1.6
 - time, 1.6
- Glossary. *See Appendix I*
- Headquarters Transaction Download, 5.10
- Headquarters Transaction Download Sample Report, A.4
- Headquarters Transactions
 - Sample Report, A.8
- Headquarters Transactions, 5.13
- Help Screens, 1.7

- HTML Format Documents
 - Printing - one page only, 1.12
 - Viewing, 1.12
- InComplete Transactions, 4.1
 - accessing, 4.1
 - completing, 4.3
 - selecting, 4.2
- IPAC
 - definition, 1.1
 - purpose, 1.1
- IPAC Main Menu, 1.22, 1.1
 - Option Buttons, 1.24
- IPAC System Main Menu, 1.21
- IPAC Transaction Report Download, 5.16
 - Sample Report, A.12
- IPAC Transaction Report Selection, 5.19
 - Sample Report, A.16
- Long Term Cookies, E.1
- Magic Cookies, E.1
- Must See system messages, 1.20
- Organization of the Manual, 1.2
- Parent/Child Relationship
 - request data entry screen, 8.2
- Parent/Child Relationship Information, 9.1
- Parent/Child Relationships Report
 - Sample Report, A.20
- Payment, 1.1
- Payment Entry
 - accessing, 1.2
 - confirmation screen, 1.8
 - data entry screen, 1.2
 - detail section, 1.4
 - header section, 1.3
 - Special Requirements, 1.7
 - title bar, 1.2
- PDF Format Document
 - about, 1.13
 - help, 1.17
 - printing, 1.15
 - viewing, 1.15
- Predecessor/Successor ALCs Report, 5.23
- Predecessor/Successor Report
 - Sample Report, A.22
- Printing Documents, 1.8
- Relationships Report, 5.21
- Report
 - Agency Special Requirements, 5.6
 - EDI Activity, 5.8
 - FMS/Agency Request Partner Profile Information, 5.9
 - HeadQuarters Transaction Download, 5.10
 - HeadQuarters Transactions, 5.13
 - IPAC Transaction Report Download, 5.16
 - IPAC Transaction Report Selection, 5.19
 - Predecessor/Successor ALCs, 5.23
 - Relationships, 5.21
 - Store & Distribute Activity Info, 5.25
 - Treasury Reporting Requirements, 5.26
- Report File Description, 1.8, 1.9
- Report Footer Comments
 - sample, 1.10
- Report Request form, 5.1
 - function buttons, 5.2
- Report Request Form
 - data entry fields, 1.9
 - function buttons, 1.10
- Report Retention Management
 - ALC entry, 7.2
 - confirmation screen, 7.7
- Report Retention Management Function
 - accessing, 7.1
- Report Statistics, 1.11
 - function buttons, 1.11
 - menu choices, 1.11
- Report Statistics screen
 - function buttons, 5.2
- Report Viewer
 - function buttons, 1.12
- Reports, 5.1
 - accessing the function, 5.3
 - date and time formats, 5.1
 - deleting, 7.3
 - generating, 5.1
 - no data produced, 5.3
 - not produced, 5.3
 - viewing and printing, 5.1
- Required Fields
 - asterisks, 1.6
- Retrieve Report/Data Files, 6.1
 - accessing function, 6.1
 - data entry form, 6.2
 - file list, 6.3

- Sample Report
 - Agency Special Requirements, A.2
 - HeadQuarters Transaction Download, A.4
 - Headquarters Transactions, A.8
 - IPAC Transaction Report Download, A.12
 - IPAC Transaction Report Selection, A.16
 - Parent/Child Relationships Report, A.20
 - Predecessor/Successor Report, A.22
 - Treasury Reporting Requirements, A.24
 - Zero Dollar Transaction, A.26
- Sample Reports. *See Appendix A*
- Security Login, I.19
- Sender SGL Accounts, 1.5
- Session Cookies, E.1
- SGL Accounts
 - adjustment, 2.8
 - payment, 1.5
- SGL Payment
 - entry screen, 1.5
- Special Requirements, 1.7
 - accessing the function, 10.1, 11.1
 - data entry form, 10.4
 - definition, 10.1
 - field names, 11.4
 - request, 10.1
 - request status, 11.1
 - store, 10.4
 - view pending, 10.3
- Standard Buttons, I.4
 - Cancel, I.5
 - Clear, I.5
 - Finished, I.4
 - Help, I.5
 - OK, I.5
 - Print, I.5
 - Return to IPAC Main Menu, I.5
- Standard General Ledger accounts, 1.5
- Store & Distribute Activity Info Report, 5.25
- System Requirements
 - IPAC, I.1
- Table of Figures. *See Appendix B*
- Telephone Number Formats, I.6
- Time Formats, I.6
- Title Bars, I.3
- Treasury Reporting Requirements
 - Sample Report, A.24
- Treasury Reporting Requirements Report, 5.26
- TSV Format, 5.11, 5.17
- Unknown File Format, 5.12, 5.18
- Update Agency Information, 15.1
- Update ALC Information, 15.1
- User
 - assumptions about, I.2
 - qualifications, I.2
- Viewing Documents, I.8
- Zero Dollar, 3.1
 - accessing the function, 3.1
 - entry, 3.2
- Zero Dollar Transaction
 - Sample Report, A.26
- Zero Dollar Transaction Report, 5.27

This page intentionally left blank.