

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.

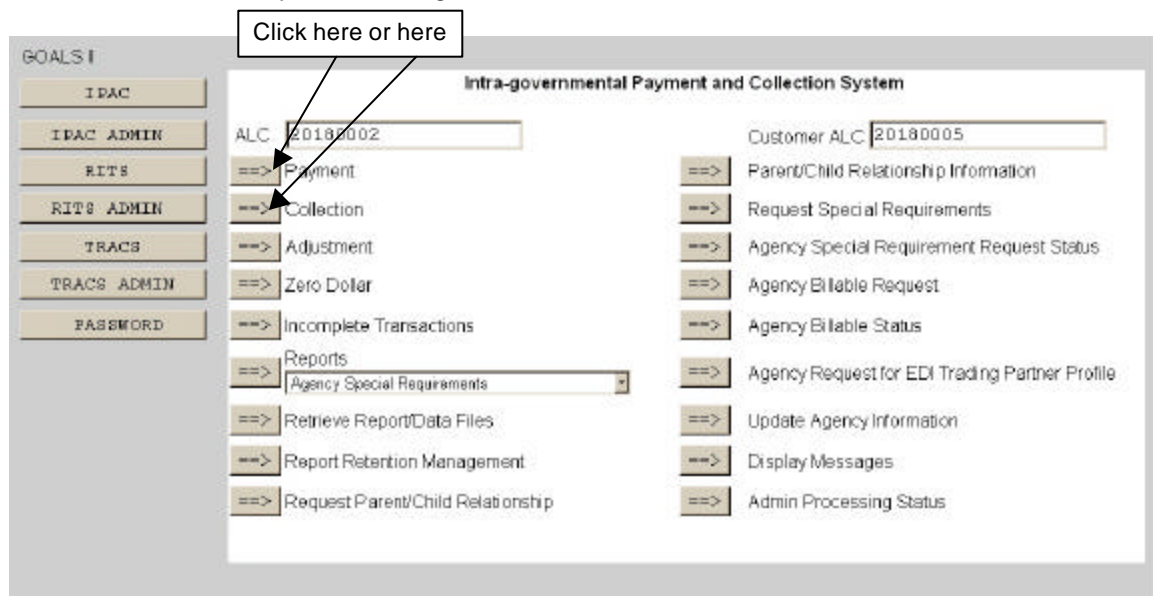


Figure 1.1 IPAC Main Menu

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, identical to the first row.

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.

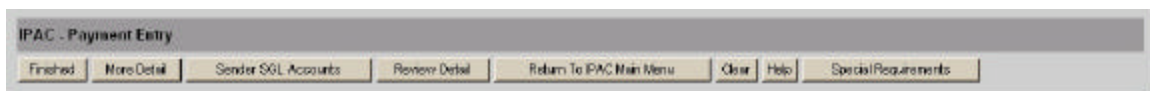


Figure 1.4 Payment Entry Screen Buttons

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.

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.

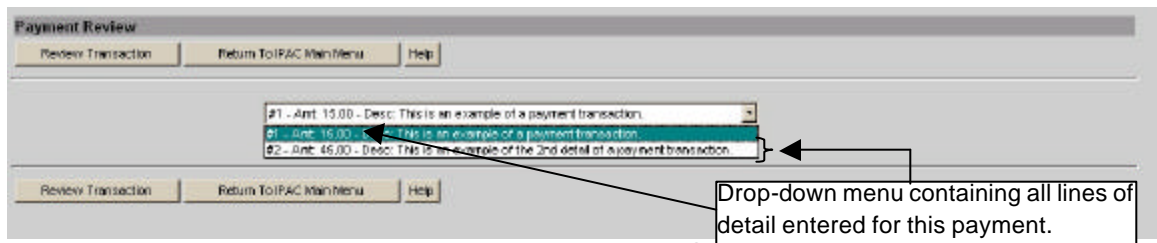


Figure 1.6 Payment Review Screen

“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.

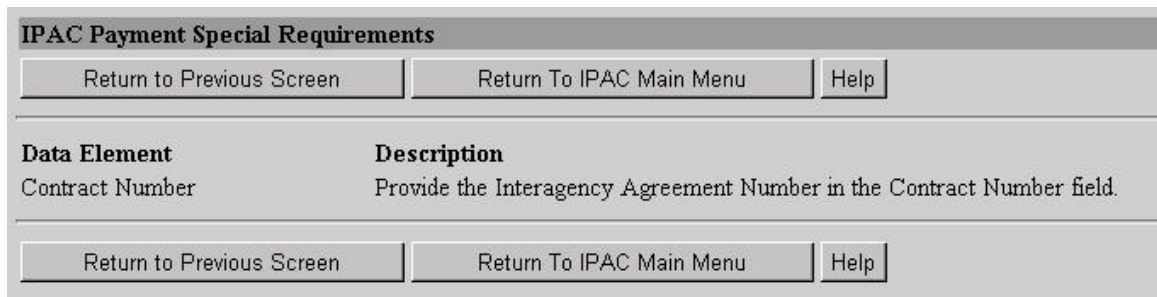


Figure 1.7 Special Requirements Screen

“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.

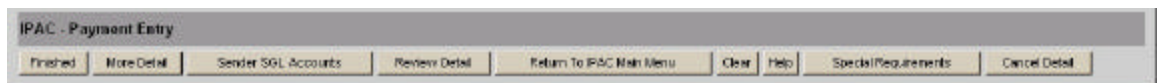


Figure 1.8 Payment Entry Function Buttons with “Cancel Detail”

“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.

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