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.
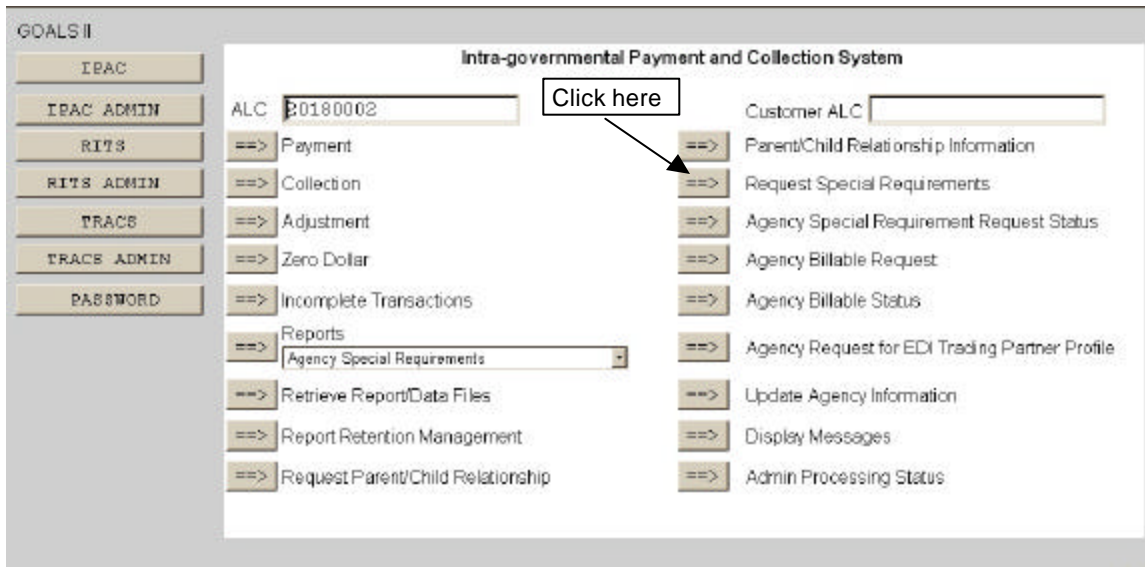
Figure 10.1   IPAC Main Menu

ALC

The first field on this screen is the **A**gency **L**ocation **C**ode (**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.
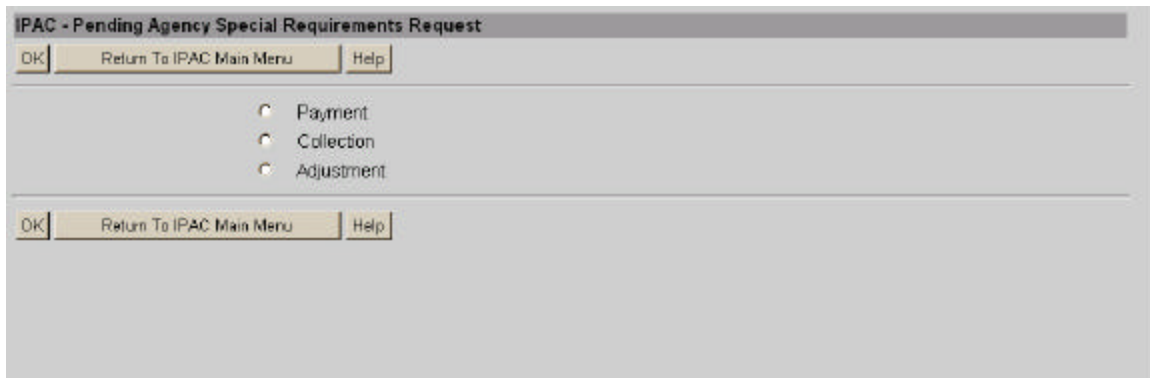
Figure 10.2   Pending Agency Special Requirements Request

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
Y ▾ *	Detail Amount	2001-04-16	2099-12-31	
N ▾	Contact Phone Number	2001-04-27	2099-12-31	
Y ▾ *	Pay Flag	2001-04-16	2099-12-31	
N ▾	Transaction Description	2001-04-27	2099-12-31	
Y ▾ *	Purchase Order Number	2001-04-16	2099-12-31	
Y ▾ *	Invoice Number	2001-04-16	2099-12-31	
N ▾	ACRN	2001-04-27	2099-12-31	
N ▾	Contact Name	2001-04-27	2099-12-31	
N ▾	JAS Number	2001-04-27	2099-12-31	
N ▾	Contract Line Item Number	2001-04-27	2099-12-31	
N ▾	Requisition Number	2001-04-27	2099-12-31	
Y ▾ *	Obligating Document Number	2001-04-16	2099-12-31	
Y ▾ *	Quantity	2001-04-16	2099-12-31	
N ▾	Accounting Classification Code (ACL/CD)	2001-04-27	2099-12-31	
N ▾	Contract Number	2001-04-27	2099-12-31	
Y ▾ *	Unit Issue	2001-04-16	2099-12-31	
Y ▾ *	Unit Price	2001-04-16	2099-12-31	
N ▾	FSN	2001-04-27	2099-12-31	
N ▾	DODAC	2001-04-27	2099-12-31	
Y ▾ *	Department Code	2001-04-16	2099-12-31	
N ▾	Job Number	2001-04-27	2099-12-31	
Y ▾ *	Sender Treasury Account Symbol	2001-04-16	2099-12-31	
N ▾	Receiver Treasury Account Symbol	2001-04-27	2099-12-31	
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)

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 tomorrows 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"

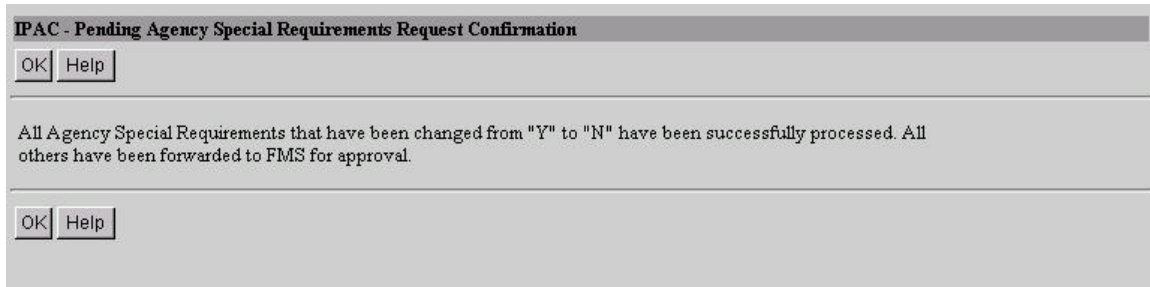No data entered on the current screen will be saved to the IPAC database. You will be returned to the **IPAC Main Menu**.

"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.

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