

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.

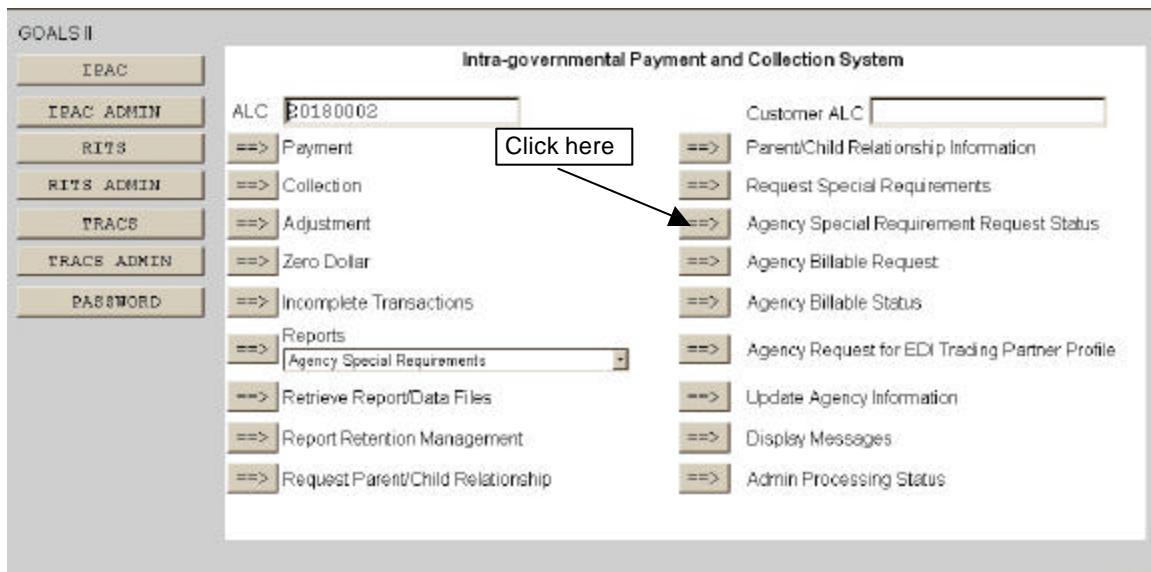


Figure 11.1 IPAC Main Menu

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.

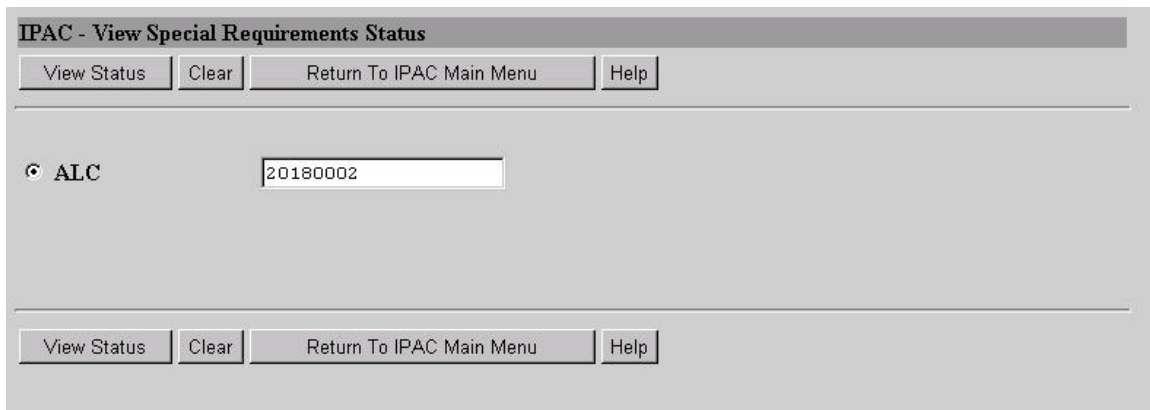
If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

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.



The screenshot shows a web application window titled "IPAC - View Special Requirements Status". At the top, there is a navigation bar with four buttons: "View Status", "Clear", "Return To IPAC Main Menu", and "Help". Below this bar, there is a radio button labeled "ALC" and a text input field containing the value "20180002". At the bottom of the window, there is another navigation bar with the same four buttons.

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.

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