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 **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.

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 <u>ALC</u> Data Entry Box

The only data entry field on this screen is the <u>ALC</u> 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.
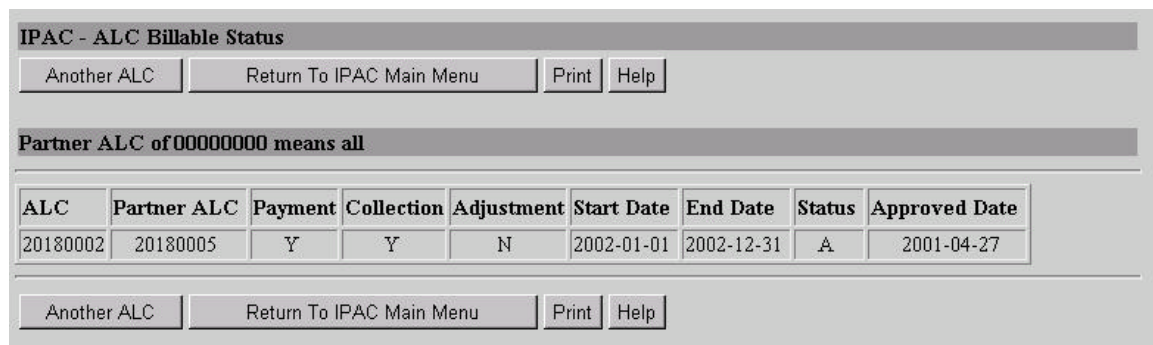
"Return to IPAC Main Menu"
Returns to the **IPAC Main Menu** without submitting the request for ALC Billable status information.

"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.

IPAC - ALC Billable Status

| Another ALC | Return To IPAC Main Menu | Print | Help |

Partner ALC of 00000000 means all

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

| Another ALC | Return To IPAC Main Menu | Print | 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"
Dislplays 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.

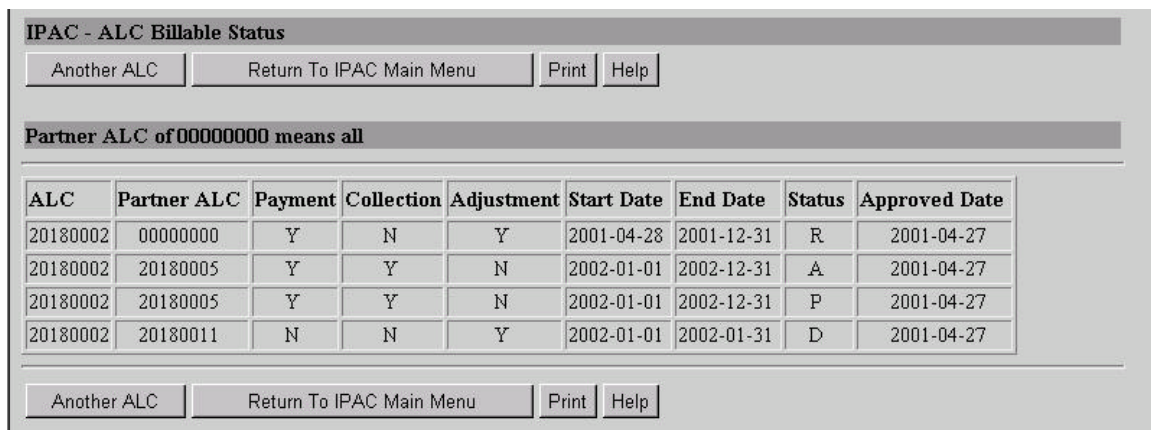**"Return To IPAC Main Menu"**
Returns to the **IPAC Main Menu**.

"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.

IPAC - ALC Billable Status

| Another ALC | Return To IPAC Main Menu | Print | Help |

Partner ALC of 00000000 means all

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

| Another ALC | Return To IPAC Main Menu | Print | 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.

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