

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.

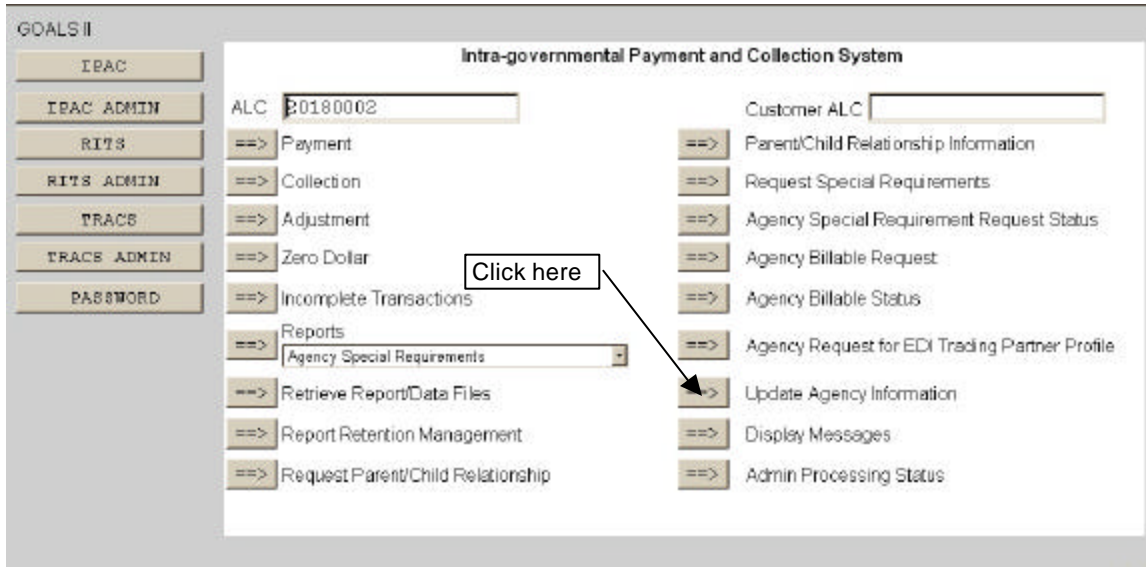


Figure 15.1 IPAC Main Menu

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			
<input type="button" value="Update"/>	<input type="button" value="Clear"/>	<input type="button" value="Return To IPAC Main Menu"/>	<input type="button" value="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: <input type="text" value="Browser"/>	
Address2: FINANCE MANAGEMENT BRANCH		Delivery Schedule : <input type="text" value="None"/>	
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"/>
<input type="button" value="Update"/>	<input type="button" value="Clear"/>	<input type="button" value="Return To IPAC Main Menu"/>	<input type="button" value="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.

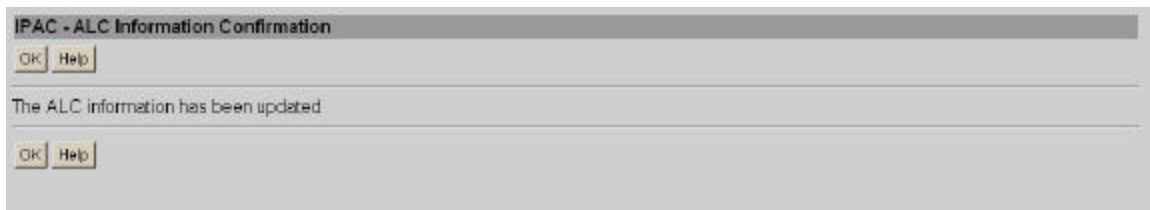


Figure 15.3 ALC Information Confirmation

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