

Section 3 Zero Dollar

Zero Dollar transactions are new in IPAC. They are used to provide SGL account information to your trading partner, correct information sent in an earlier transaction or convey additional information. They are not used to transfer funds.

Accessing the Zero Dollar Function

Entering a Zero Dollar transaction through IPAC is very similar to processing a payment or collection transaction. 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 3.1.

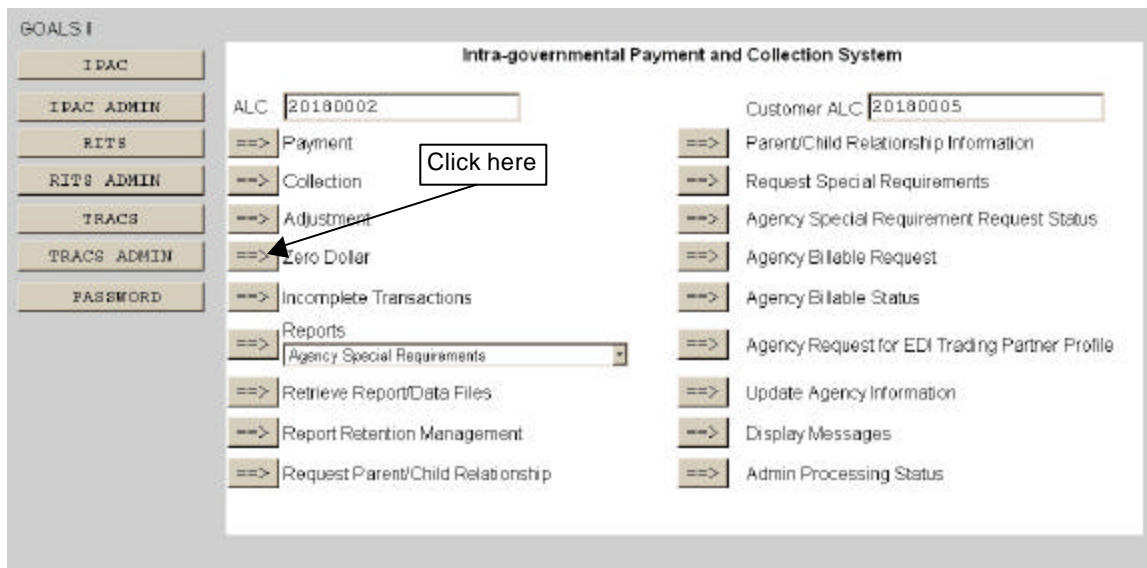


Figure 3.1 IPAC Main Menu

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 who is to receive the transaction and it *must* be different from the originating ALC. This field is required.

Zero Dollar Entry Screen

After completing both ALC fields, click on "Zero Dollar" as shown in Figure 3.1. The **Zero Dollar Entry** screen will display as shown in Figure 3.2. Like the Payment and Collection Entry screens, discussed in *Section 1*, this screen is divided into four sections: Title Bar, Header, Detail Information and Function Buttons.

The screenshot shows the IPAC - Zero Dollar Entry screen. At the top is a grey title bar with the text "IPAC - Zero Dollar Entry". Below the title bar is a row of function buttons: "Finished", "Sender SGL Accounts", "Return To IPAC Main Menu", "Clear", and "Help". The main content area is divided into several sections. The first 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 "Jane A. Doe", "Contact Phone" ((202) 874-8270), and "Contact Email" (jane.doe@pac.gov). The central part of the screen is a grid of input fields for various transaction details, including "Receiver Treasury Account Symbol", "Sender Treasury Account Symbol", "Purchase Order Number", "Invoice Number", "Quantity", "Unit Price", "Detail Amount", and others. At the bottom of the screen is another row of function buttons: "Finished", "Sender SGL Accounts", "Return To IPAC Main Menu", "Clear", and "Help". Brackets on the right side of the screen group these elements into callouts: "Title Bar" for the top bar, "Function Buttons" for the top row of buttons, "Header" for the top section of fields, "Detail Information" for the central grid of fields, and "Function Buttons" for the bottom row of buttons.

Figure 3.2 Zero Dollar Entry Screen

Title Bar

The title bar contains the name of the function in which you are currently working (here it shows “Zero Dollar Entry”).

Header

The Header section of the **Zero Dollar Entry** screen contains the Originating ALC, which is the ALC of the agency generating the transaction. This is the ALC that you entered, or selected, in the ALC field on the **IPAC Main Menu**. It also contains the Customer ALC, which is the Customer ALC you entered on the **IPAC Main Menu** for the agency receiving this transaction.

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 are the telephone number and e-mail address associated with the Logon ID as well.

The Summary Amount shown is the sum of all the Detail Amounts that have been entered for this transaction. Since Zero Dollar transactions are used for informational purposes only and not to transfer funds, this amount will always be \$0.00. The Number of Details is the number of detail lines (line items), which have been entered for this transaction. Since you cannot enter multiple lines of detail for a Zero Dollar transaction, this field will always be 0 or 1.

None of the fields in the Header area of this screen can be entered or changed.

Detail Information

The Detail Information section contains data entry fields, none of which are required for a Zero Dollar Transaction, though a description is recommended for reference.

Many of the terms and acronyms in this section are explained in the *Glossary of Terms and Acronyms*.

Although the Detail Information section contains no required fields, if you choose to enter a Sender Treasury Account Symbol, Receiver Department Code or Unit of Issue, IPAC will verify that they contain valid data.

The Cross Reference Document Reference Number is a field where you may enter the document reference number from the original transaction that is being updated or corrected by this Zero Dollar transaction.

Since Zero Dollar transactions are used to transmit information and not to transfer money, the Detail Amount is set to \$0.00 and cannot be changed.

Function Buttons

The Function Buttons appear at both the top and the bottom of the screen as explained in the *Introduction*.

“Finished”

Processes the transaction you have entered in the IPAC database.

“Sender SGL Accounts”

Allows you to allocate the detail amount of a previous transaction detail between SGL accounts. This option is explained in detail in *Section 1 - Payment and Collection*.

“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”

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.

Explanations of the way the IPAC application reacts to these buttons and sample screens of the results are also shown in *Section 1 - Payment and Collection*. When you have clicked “Finished” to complete a transaction, a confirmation screen similar to Figure 3.3 will display.

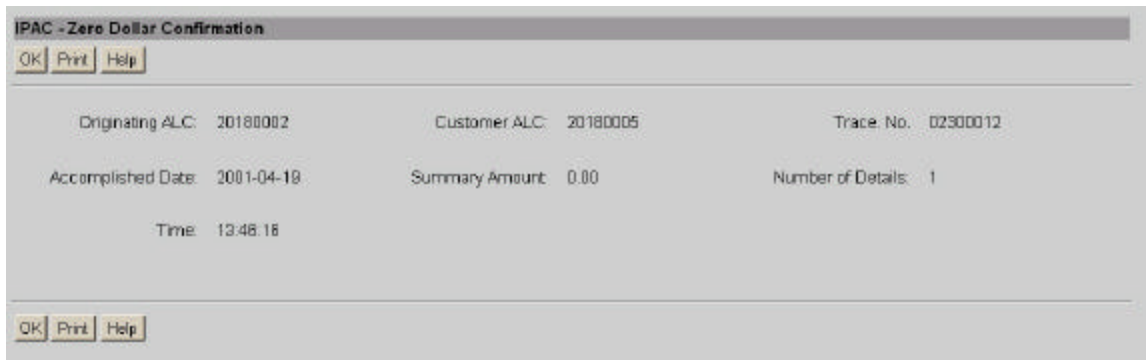


Figure 3.3 Zero Dollar Confirmation

Zero Dollar Confirmation Screen Fields

Originating ALC

The agency making the zero dollar transaction.

Customer ALC

The agency receiving the zero dollar transaction from the Originating ALC.

Trace Number

The document number generated by IPAC for the zero dollar transaction. This is similar to the Document Reference Number in Payments and Collections and the Voucher Number in Adjustments.

Accomplished Date

The date a transaction was processed by IPAC.

Summary Amount

The Summary Amount will always be \$0.00 since Zero Dollar transactions are used only to transmit information and not to transfer money.

Number of Details

The number of line items entered for this transaction, which will always be 1.

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.

Zero Dollar Confirmation Screen 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.