Section 5 Reports

Report generation and printing in IPAC is centralized in this function.

Viewing and Printing Reports

The viewing and printing of documents from IPAC is standardized and is discussed in the *Introduction*. In many instances, reports have parameters that allow you to place constraints on the data retrieved into the report. The parameters, or report criteria, limit the boundaries of the data that will be contained in the report. For instance, you may be asked for a Start and End Date for the report and only data for transactions within this range will be retrieved. Similarly, you may limit the data by transaction type (payments only) or limit it to transactions for only one ALC. These and other parameters are entered through a **Report Request** screen after the report is selected from the menu and before generation of the report is requested.

In the Viewing and Printing Documents segment of the *Introduction*, a **Report Request** screen is described which allows you to enter a Report File Description and Footer Comments. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

All IPAC generated reports are stored in the IPAC database. Once the information from a report is no longer needed, the report can be deleted from the database through the "Report Retention Management" option on the **IPAC Main Menu** (see *Section 7*).

Date and Time Formats

When a start or end date is required, dates are entered in YYYY-MM-DD format. When a start or end time is required, time is entered in military time format which uses a 24-hour clock. The format requires four digits and does not use punctuation to separate hours from minutes. Both the date and time formats are discussed in more detail in the *Introduction* and a Military Time Conversion Chart is provided in *Appendix G*.

Function Buttons on Screens Used to Request a Report

The function buttons on the **Report Request** screens are consistent and offer these options:
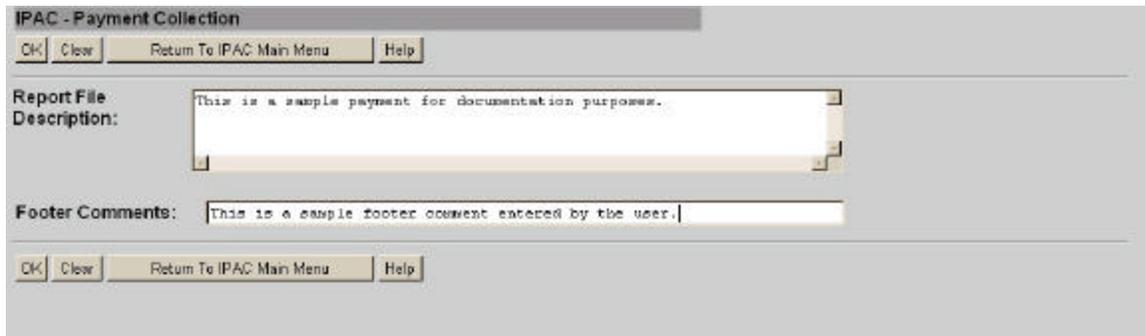
Report Request Function Buttons

Figure 5.1   Report Request

"OK"
Accepts the parameters you have entered, retrieves the report data and requests the **Report Statistics** screen for this report as shown in Figure 5.2.

"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 generating a report.

"Help"
Displays help information for this report.

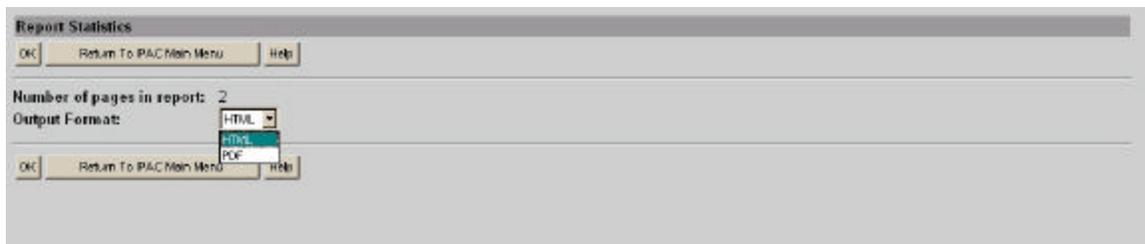## Report Statistics Function Buttons

Figure 5.2   Report Statistics

"OK"
　　Accepts the Output Format you have selected and saves or displays the report.

"Return to IPAC Main Menu"
　　Returns to the **IPAC Main Menu** without displaying the report.

"Help"
　　Displays help information for this report.

Report Request Which Produces No Data

When a report request does not produce any data, no report is generated and the **Report Statistics** screen will show the report having 0 pages. Figure 5.3 is an example of this situation.

Figure 5.3　　Report Request Which Produced No Data

When this happens, there is no "OK" button to request display of the report. Your only options are to return to the **IPAC Main Menu** or to view the system help screen.

Accessing the Reports Function

To access the Reports 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 5.4.

Figure 5.4   IPAC Main Menu

The Reports function has a drop-down menu that allows you to select a report before entering the function. You can display this menu by clicking on the down arrow to the right of the default report name.

All of the IPAC reports will be discussed in this section, but the reports that appear on your menu will vary according to the authorization associated with your Logon ID. Figure 5.5 shows the **IPAC Main Menu** with the report menu displayed.
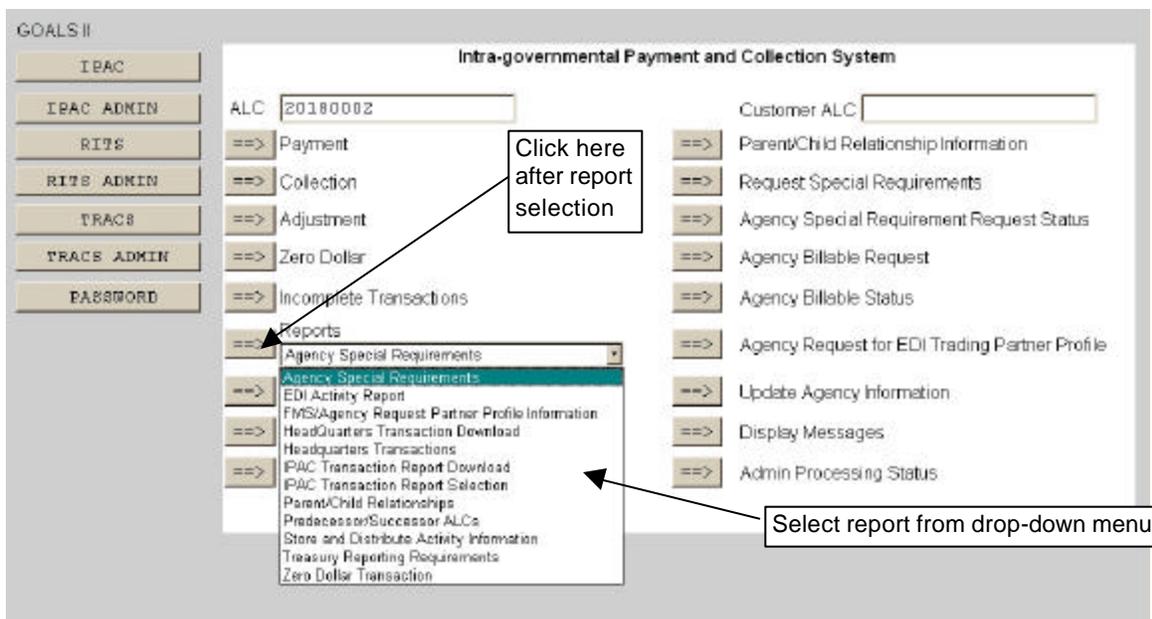

Figure 5.5   IPAC Main Menu with Reports Menu

ALC

The first field on this screen is the **A**gency **L**ocation **C**ode (<u>**ALC**</u>). 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 <u>ALC</u> 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 <u>ALC</u>.

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

The <u>ALC</u> 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 <u>Customer ALC</u> field.

Highlight and select the report you wish to generate from the drop-down menu. This report will then show in the selection window next to the "Reports" button. Click "Reports" as shown in Figure 5.5. The next screen that displays will vary according to your report selection, and is discussed with each report below.

Agency Special Requirements

This report allows you to view all approved Agency Special Requirements. You may request this report for specific ALCs by entering them in the ALC data entry fields or for all ALCs by selecting the "All ALC's" button. The "All ALC's" button will retrieve a report that contains the Special Requirements for every IPAC ALC. When you highlight the **Agency Special Requirements Report**, and select the "Reports" button, the **Report Request** screen shown in Figure 5.6 will display.

Figure 5.6   Agency Special Requirements Report Request

Report File Description and Footer Comments

Enter a Report File Description and Footer Comments as described in the Viewing and Printing Documents segment of the *Introduction*. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

ALC

If you entered an ALC in the ALC field on the **IPAC Main Menu**, that ALC will appear in the first data entry box below the **Enter ALC:** label. You can enter up to 25 ALCs in the data entry boxes and click "OK" to request this report for the specified ALC(s), or you can request the report for all ALCs by clicking on the "All ALC's" button.

A sample of this report is shown in *Appendix A.*

EDI Activity Report

This report will be available in a future release of IPAC.

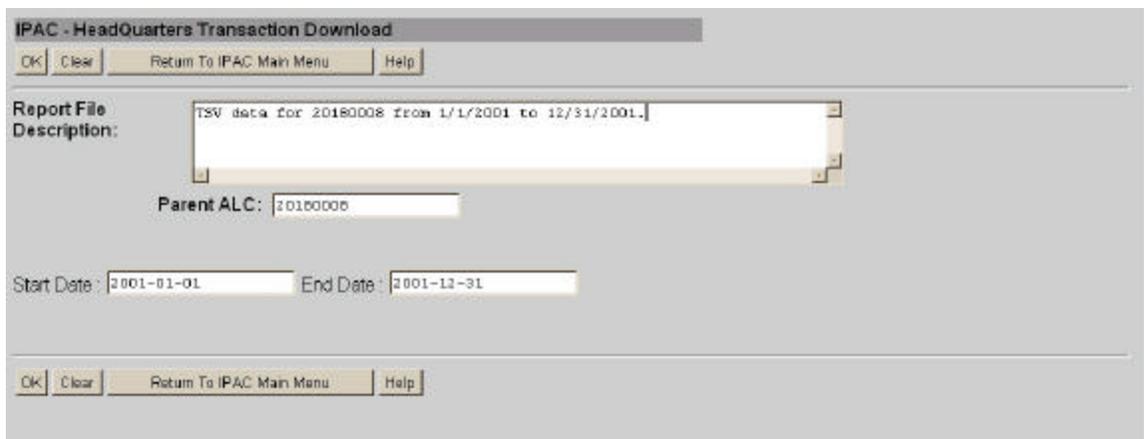# FMS/Agency Request Partner Profile Information

This report will be available in a future release of IPAC.

HeadQuarters Transaction Download

This menu option exports transaction data from IPAC in a standardized format. It produces a **C**omma **S**eparated **V**alue (CSV) or **T**ab **S**eparated **V**alue (TSV) file that can be imported by other software for further data analysis or processing. CSV and TSV files are further defined in the *Glossary of Terms and Acronyms*. Selecting this menu option will not provide the capability to produce HTML or PDF files for direct viewing or printing.

Only Parent ALCs with an approved Parent/Child Relationship are able to retrieve data using the **HeadQuarters Transaction Download** report option. All transactions involving both the Parent ALC and Child ALC(s) will be retrieved for download.

When you highlight the **HeadQuarters Transaction Download** report and select the "Reports" button, the **Report Request** screen shown in Figure 5.7 will display.

Figure 5.7   HeadQuarters Transaction Download Report Request

Report File Description

Enter a Report File Description as described in the Viewing and Printing Documents segment of the *Introduction*. Although this field is optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

Parent ALC

If you entered an ALC on the **IPAC Main Menu**, it will display in the Parent ALC data entry box. You may enter an ALC if none displays, or you may change the ALC already in the box. This field is required.

Report Dates

Enter the dates for which you want to retrieve the Headquarters Transactions. Both of these fields are required. Dates must be entered in YYYY-MM-DD format. Transactions before the Start Date or after the End Date will not be included in the report.

Selecting "OK" from the **Report Request** screen will bring up the **Report Statistics** screen shown in Figure 5.8.

Figure 5.8   HeadQuarters Transaction Download Report Statistics

This **Report Statistics** screen is different from most of the IPAC Report Statistics screens because the Output Format menu is different. Instead of the usual HTML or PDF output formats, you are able to select CSV or TSV file types.

Saving Data in CSV or TSV Format

Both CSV and TSV formats can be used to transfer the raw data from IPAC to another program, which will format the data for viewing, printing or internal use. These file types are discussed in the *Glossary of Terms and Acronyms* and are intended for exporting data to other software rather than for direct viewing by the user.

CSV is a file format that separates data fields with commas. The character data is usually surrounded by quotes. **TSV** is a file format that uses tab characters as separators between fields. Unlike CSV files, the character data is not usually surrounded by quotes. The format you choose will depend on the requirements of the program that will be importing the data.

When you choose one of these formats and select "OK", a dialogue box will appear on your screen notifying you that you have started to download a file of type application/csv_ipac (or application/tsv_ipac), similar to Figure 5.9. This box shows you that the browser you are using does not recognize the type of file that you are preparing to download to your computer. Since the browser will not be responsible for handling the file you are creating, and you will be importing the data into a different software package, you can simply click the "Save File" button.
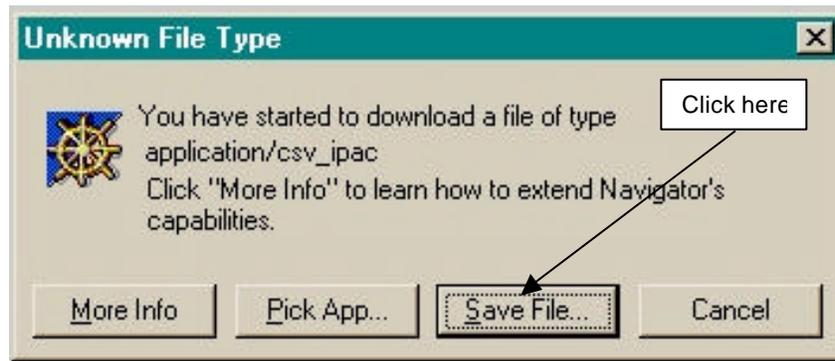
Figure 5.9   Unknown File Format

This will bring up a standard Windows "Save File…" Dialogue Box where you can name the output file, choose the location for the file and specify the type of file to save. The location and name you choose for the file will depend on your computer's configuration, your agency's procedures and the program that will be importing the data.

A sample of a CSV and TSV **HeadQuarters Transaction Download** Report is shown in *Appendix A.*

Headquarters Transactions

This report allows the generation of transaction reports by Parent ALCs. Only Parent ALCs with an approved Parent/Child Relationship are able to retrieve data using the **Headquarters Transactions** report option. The report can be retrieved by the Parent for an individual Child ALC or for all children.

When you highlight the **HeadQuarters Transaction** report and select the "Reports" button, the **Report Request** screen shown in Figure 5.10 will display.

Figure 5.10   HeadQuarters Transactions Report Request

Report File Description and Footer Comments

Enter a Report File Description and Footer Comments as described in the Viewing and Printing Documents segment of the *Introduction*. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

Specific ALC or Children ALCs of a Parent

This report can be requested to reflect the transactions of one or all Child ALCs of a Parent ALC. First, select either Specific ALC or All Children ALCs using the option button to the left of the appropriate label. A selection is required.

ALC Criterion

> **Specific ALC**
>
> If Specific ALC is chosen, an ALC must be entered in the data entry box to the right of this selection. If an ALC was entered 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.
>
> **All Children ALCs**
>
> If All Children ALCs is chosen, the Parent ALC must be entered in the data entry box to the right of this selection.

Report Dates

Enter a Start Date and an End Date for the report in YYYY-MM-DD format. These fields are required.

Transaction Type

Select a Transaction Type to be reflected on the report. You can choose Payment, Collection, Adjustment or All. Selecting All will cause the report to show Payment, Collection and Adjustment transactions. Each Transaction Type label has an option button to its left. These choices are mutually exclusive and only one may be selected at a time. A selection is required.

Mode

Select whether you want the report to reflect transactions <u>Sent By ALCs</u> or <u>Received By ALCs</u>. A selection is required.

Samples of the **HeadQuarters Transaction** Report are shown in *Appendix A.*

IPAC Transaction Report Download

This menu option exports transaction data by ALC from IPAC in a standardized format. It produces a **C**omma **S**eparated **V**alue (CSV) or **T**ab **S**eparated **V**alue (TSV) file that can be imported by other software for further data analysis or processing. CSV and TSV files are further defined in the *Glossary of Terms and Acronyms*. Selecting this menu option will not provide the capability to produce HTML or PDF files for direct viewing or printing.

When you highlight the **IPAC Transaction Report Download** option and select the "Reports" button, the **Report Request** screen shown in Figure 5.11 will display.
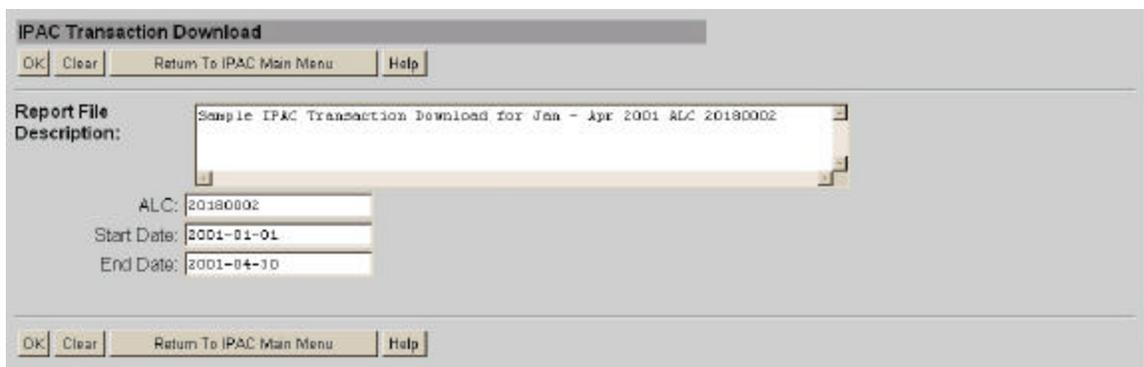
Figure 5.11   IPAC Transaction Download Report Selection

Report File Description

Enter a Report File Description as described in the Viewing and Printing Documents segment of the *Introduction*. Although this field is optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

ALC

If you entered an ALC on the **IPAC Main Menu**, it will display in the ALC data entry box. You may enter an ALC if none displays, or you may change the ALC already in the box. This field is required.

Report Dates

Enter a Start Date and an End Date for the report in YYYY-MM-DD format. These fields are required.

Selecting "OK" from the **IPAC Transaction Download Report Selection** screen will display the **Report Statistics** screen shown in Figure 5.12.

Figure 5.12   IPAC Transaction Download Report Statistics

As with the HeadQuarters Transaction Download report, your output format choices will be CSV and TSV file types. These file types are discussed in the *Glossary of Terms and Acronyms* and are intended for exporting data to other software rather than for direct viewing by the user.

Saving Data in CSV or TSV Format

Both CSV and TSV formats can be used to transfer the raw data from IPAC to another program, which will format the data for viewing, printing or internal use. These file types are discussed in the *Glossary of Terms and Acronyms* and are intended for exporting data to other software rather than for direct viewing by the user.

CSV is a file format that separates data fields with commas. The character data is usually surrounded by quotes. **TSV** is a file format that uses tab characters as separators between fields. Unlike CSV files, the character data is not usually surrounded by quotes. The format you choose will depend on the requirements of the program that will be importing the data.

When you choose one of these formats and select "OK", a dialogue box will appear on your screen notifying you that you have started to download a file of type application/csv_ipac (or application/tsv_ipac), similar to Figure 5.9. This box shows you that the browser you are using does not recognize the type of file that you are preparing to download to your computer. Since the browser will not be responsible for handling the file you are creating, and you will be importing the data into a different software package, you can simply click the "Save File" button.
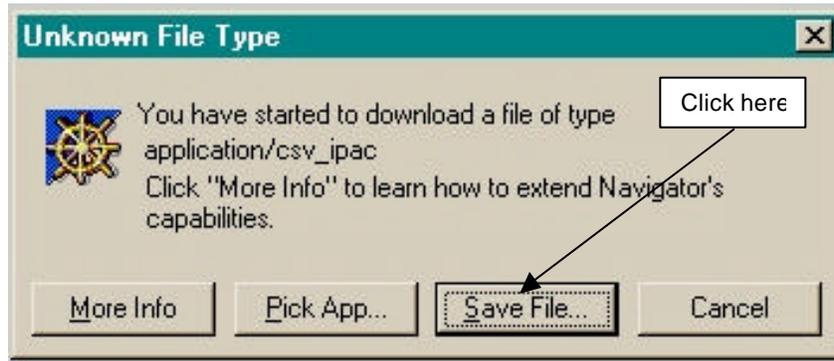
Figure 5.13   Unknown File Format

This will bring up a standard Windows "Save File…" Dialogue Box where you can name the output file, choose the location for the file and specify the type of file to save. The location and name you choose for the file will depend on your computer's configuration, your agency's procedures and the program that will be importing the data.

A sample of a CSV and TSV **IPAC Transaction Report Download** is shown in *Appendix A*.

IPAC Transaction Report Selection

This report option allows an individual ALC to produce IPAC transaction reports. When you highlight the **IPAC Transaction Report Selection** option and select the "Reports" button, the **Report Request** screen shown in Figure 5.14 will display.

Figure 5.14   IPAC Transaction Report Selection

Transaction Type

Select a Transaction Type to be reflected on the report. You can choose Payment, Collection, Adjustment or All. Selecting All will cause the report to show Payment, Collection and Adjustment transactions. Each Transaction Type label has an option button to its left. These choices are mutually exclusive and only one may be selected at a time. A selection is required.

Sorting Options

Different sorting options are offered depending on whether you are retrieving transactions Sent By Your ALC or transactions Received by Your ALC. Select whether you want the report to reflect transactions sent by your ALC or received by your ALC by choosing a sort order listed under one of these options. Each sorting option label has an option button to its left. These options are mutually exclusive and only one may be selected at a time.

Sent By Your ALC

If you are requesting information on transactions sent **by** your ALC, you have the following sort options:

Document Reference Number

The transactions will be sorted by the Document Reference Number assigned to the transaction at the time it was processed. When assigned by the IPAC System, these numbers are assigned sequentially. In this case, the transactions will also be sorted in date order, by date of transaction completion. This may not be true for originators that assign their own document reference numbers.

ALC

The transactions will be sorted by the Customer ALC who received the transactions.

Appropriation

An appropriation is also called a Treasury Account Symbol. The transactions will be sorted by the Sender Treasury Account Symbol.

Totals Only

Under this option, the individual transaction details will not be displayed. The report shows Transaction totals only, sorted by receiving ALC.

Received By Your ALC

If you are requesting information on transactions sent **to** your ALC, you have two sort options:

ALC

The transactions will be sorted by the Originating ALC who sent the transactions.

Totals Only

Under this option, the individual transaction details will not be displayed. The report shows transaction totals only, sorted by sending ALC.

Samples of the **IPAC Transaction Report Selection** are shown in *Appendix A*.

Parent/Child Relationships

This report option allows for the retrieval of Parent/Child relationship information, for one specified ALC or all ALCs. When you highlight the **Parent/Child Relationships** option and select the "Reports" button, the **Report Request** screen shown in Figure 5.15 will display.

Figure 5.15   Parent/Child Relationships Report Selection

Report File Description and Footer Comments

Enter a Report File Description and Footer Comments as described in the Viewing and Printing Documents segment of the *Introduction*. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

One ALC

If you only want this report to reflect the Parent/Child relationships of one ALC, select the option button to the left of the One ALC label. If you entered an ALC on the **IPAC Main Menu**, it will display in the ALC data entry box. You can enter an ALC or change the ALC already in the box.

All ALCs

If you want this report to reflect the Parent/Child relationships of all ALCs that your Logon ID is authorized to view, select the option button to the left of the <u>All ALCs</u> label.

A sample of the **Parent/Child Relationships** Report is shown in *Appendix A*.

Predecessor/Successor ALCs

This report option allows for the retrieval of Predecessor/Successor ALC information, for one specified ALC or for all ALCs. If an ALC is closed and another ALC has taken over the reporting responsibility for that ALC's accounting activity, the closed ALC (predecessor) and the replacement ALC (successor) information are provided in this report. When you highlight the **Predecessor/Successor ALCs** option and select the **"Reports"** button, the **Report Request** screen shown in Figure 5.16 will display.

Figure 5.16   Predecessor/Successor ALCs Report Selection

Report File Description and Footer Comments

Enter a Report File Description and Footer Comments as described in the Viewing and Printing Documents segment of the *Introduction*. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

One ALC

If you only want this report to reflect the Predecessor/Successor relationships of one ALC, select the option button to the left of the One ALC label. If you entered an ALC on

the **IPAC Main Menu**, it will display in the <u>ALC</u> data entry box. You can enter an ALC or change the ALC already in the box.

All ALCs

If you want this report to reflect the Predecessor/Successor relationships of all ALCs, select the option button to the left of the <u>All ALCs</u> label.

A sample of the **Predecessor/Successor ALCs** Report is shown in *Appendix A*.

Store and Distribute Activity Information

This report will be available in a future release of IPAC.

Treasury Reporting Requirements

This report will provide information regarding IPAC reporting requirements established by FMS. When you highlight the **Treasury Reporting Requirements** option and select the "Reports" button, the **Report Request** screen shown in Figure 5.17 will display.

Figure 5.17   Treasury Reporting Requirements Report Selection

Report File Description and Footer Comments

Enter a Report File Description and Footer Comments as described in the Viewing and Printing Documents segment of the *Introduction*. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

Since this report is static, no other selection criterion is available.

A sample of the **Treasury Reporting Requirement** report is shown in *Appendix A*.

Zero Dollar Transaction

This report contains all Zero Dollar transactions for the specified ALC. When you highlight the **Zero Dollar Transaction** option and select the "Reports" button, the **Report Request** screen shown in Figure 5.18 will display.
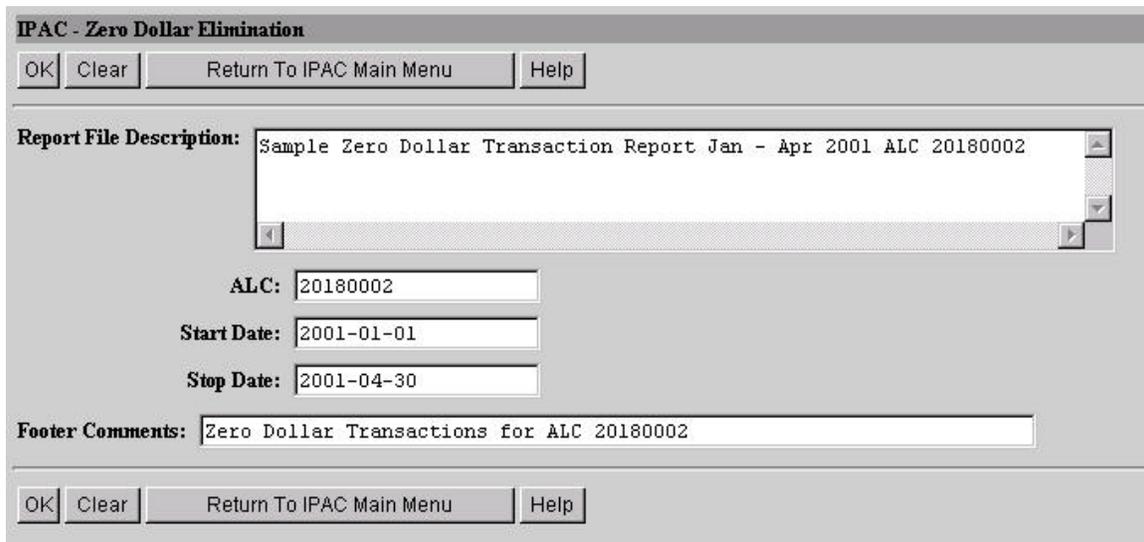
IPAC - Zero Dollar Elimination

| OK | Clear | Return To IPAC Main Menu | Help |

Report File Description: Sample Zero Dollar Transaction Report Jan – Apr 2001 ALC 20180002

ALC: 20180002

Start Date: 2001-01-01

Stop Date: 2001-04-30

Footer Comments: Zero Dollar Transactions for ALC 20180002

| OK | Clear | Return To IPAC Main Menu | Help |

Figure 5.18   Zero Dollar Transaction Report Selection

Report File Description and Footer Comments

Enter a Report File Description and Footer Comments as described in the Viewing and Printing Documents segment of the *Introduction*. Although both of these fields are optional, it is strongly recommended that you enter a Report File Description to help you identify this report in the future. This information will later be used to identify and retrieve or delete the report from the IPAC System.

ALC

If you entered an ALC on the **IPAC Main Menu**, it will display in the ALC data entry box. You may enter an ALC if none displays, or you may change the ALC already in the box. This field is required.

Report Dates

Enter a Start Date and a Stop Date for the report in YYYY-MM-DD format. These fields are required.

A sample of the **Zero Dollar Transaction** report is shown in *Appendix A.*

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