



**IPAC**

**Bulk File Formats**

**For**

**Federal Program Agencies**

**Version 3.0**

**Effective Date: March 12, 2011**

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## Application Overview

The Intra-governmental Payment and Collection System (IPAC) was implemented on December 3, 2001. IPAC replaced the On-line Payment and Collection (OPAC) system that had been operational since 1985. IPAC was designed to transfer funds between government agencies and provide the capability to include descriptive information related to each transaction. This descriptive information assists FPAs with their monthly reconciliation.

Since the implementation of IPAC, many government-wide initiatives have begun affecting the way intra-governmental transactions are processed, resulting in periodic updates to the IPAC bulk file layouts. These changes are in direct support of a number of initiatives including: (1) FMS' Governmentwide Accounting Modernization Project (GWAMP), (2) Financial Management Line of Business (FMLoB's) Common Governmentwide Accounting Classification (CGAC) and the Reimbursable business process, and (4) Central Reporting Transformation (CRT) Team efforts to improve Governmentwide reporting. The layout changes included in the Release provide the ability to support multiple Treasury Account Symbols (TAS') in the existing 27 character Sender TAS and Receiver TAS fields.

In April 2006, GWAMP began the phased implementation of agencies as GWA Reporters. Agency Location Codes (ALC) deemed as reporters are required to provide the Sender Business Event Type Code (BETC) for all their initiated transactions. Trading partners doing business with a GWA Reporter ALC must provide Receiver TAS and Receiver BETC in addition to required Sender information.

Release 3.0 of the bulk file layout will be issued to accommodate the implementation of the CGAC component TAS. This will require agencies to capture the component pieces (Appendix A) in their databases and be able to provide the components to the various Treasury core systems including IPAC. While agencies are transitioning to the CGAC compliant format, the existing 27 character format TAS field will be modified to accept two TAS formats: 1) the current STAR String TAS, 2) CGAC Compliant Component TAS. In the future all versions of the TAS except for the CGAC TAS will be discontinued.

In an effort to reduce the number of times that Agencies will need to make programming changes and re-certify with IPAC to accommodate, there will be no format changes; however the description of the TAS field will change. Agencies providing STAR TAS will not need to make any updates.

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In the future however, the bulk file formats will be modified to accept CGAC components in separate fields; however, this change will be packaged with other changes expected as a result of CRT and FMLOB.

## Bulk File Format Conventions

The following conventions were used in the bulk file formats for this document.

- All required fields are identified with an asterisk (\*).  
 These required fields are IPAC system-wide required fields. Some agencies may have additional required fields specified as ‘Agency Special Requirements’. Treasury Account Symbol/Business Event Type Code (TAS/BETC) will be implemented as required fields in conjunction with the Governmentwide Accounting and Modernization Project (GWAMP) strategy for implementing GWA Reporters. This will also be accomplished through The Agency Special Requirements function. The Agency Special Requirements will vary by Agency Location Code and will be in addition to the IPAC system-wide required fields. IPAC will verify that all required fields are completed, including Agency Special Requirements. If any required field is left blank, the transaction will be rejected.
- Values in the “**Type**” column  
  - A – Alphanumeric
  - N – Numeric

Alphanumeric fields are left justified and padded with spaces.  
 Numeric fields are right justified and padded with zeros.
- Standard or valid default value(s) of fields are denoted by quotes (“xxxxxx”) around the value.

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## Payment, Collection & Adjustment, Zero Dollar, and Post SGL Transactions

**Purpose:** Each IPAC transaction bulk file can contain Payment (Transaction Set ID “820”), Collection (Transaction Set ID “810”), Receiver Initiated Adjustment (Transaction Set ID “812”) and Sender Initiated Transaction (Transaction Set ID “829”), Zero Dollar (Transaction Set ID “835”), and Post SGL (Transaction Set ID “840”) transactions. All bulk files will contain a file identifier record and batch header record (B). For the Payment, Collection and Adjustment transactions, the file will also contain a transaction header (H), detail record (D), and possibly SGL record (E) records. Each transmission will begin with a file identifier record, then a batch (B) record. This batch (B) record will be followed by one or more header (H) records. Each of these header records will be followed by one or more detail (D) records. Each of these detail records will be optionally followed by two or more SGL (E) records. (For example, File Identifier, B, H, D, E, E, E, E, D, E, E, H, D, E, E, H, D, E, E, D, E, E, E, E)

Under most circumstances, only Sender SGL data will be provided on the IPAC transaction bulk file. However, there are some transaction initiators (i.e.: transactions originating from the IGTP ‘Portal’) that will supply both the Sender and Receiver SGL data.

**Data Flow:** Input from Federal Program Agencies to IPAC

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## File Identifier Record

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **File Identifier Record**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
File ID	*	7	1	7	A	“PCA ” – Payment/Collection/Adjustment/SGL Bulk Files	<ul style="list-style-type: none"> <li>• First three (3) positions must be “PCA” and the last 4 positions must be blanks</li> <li>• File will be rejected when this entry is incorrect or missing</li> </ul>

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## Batch Header Record

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Batch Header Record**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"B" (Record Type – Batch)	<ul style="list-style-type: none"> <li>• Must be "B" record type</li> <li>• File will be rejected when Record Type is incorrect or missing</li> </ul>
Application ID	*	4	2	5	A	"IPAC" (Application ID)	<ul style="list-style-type: none"> <li>• Must be application ID "IPAC"</li> <li>• File will be rejected when Record Type is incorrect or missing</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Total Number of Records	*	8	6	13	N	Total number of records in the file, including File Identifier, Batch, Header, Detail, SGL and Post SGL records.	<ul style="list-style-type: none"> <li>• Must be greater than zero</li> <li>• Must equal the number of records in the file</li> <li>• When a discrepancy is found between this field “total number of records” and the actual number of records found a warning message will be generated</li> </ul>
File ID Number	*	19	14	32	A	Unique identification number assigned by the Agency. If used, the suggested format is: ALC (8 characters), Date (CCYYMMDD), 3 position sequential number. This number will be used by IPAC to identify duplicate transmissions.	<ul style="list-style-type: none"> <li>• Must be unique file identifier number</li> <li>• When a duplicate file id is found file will be rejected</li> </ul>



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## Payment/Collection Transaction Header

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Payment/Collection Transaction Header**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"H" (Record Type – Header)	<ul style="list-style-type: none"> <li>• Must be set to "H"</li> <li>• Transaction will be rejected if Record Type is missing or invalid</li> </ul>
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Payment or Collection transaction.	<ul style="list-style-type: none"> <li>• Must be numeric field type</li> <li>• Invalid ALC</li> <li>• ALC Number entered was not found in the data base lookup</li> <li>• Transaction will be rejected if ALC is missing</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
							or invalid
Transaction Total Amount	*	14	10	23	N	Total amount of all detail lines for this transaction. Total length of 14 with 2 implied decimals.	<ul style="list-style-type: none"> <li>Transaction will be reject if Transaction Total Amount is missing</li> </ul>
Customer ALC	*	8	24	31	N	Agency Location Code receiving the Payment or Collection transaction.	<ul style="list-style-type: none"> <li>Must be numeric field type</li> <li>Customer ALC entered was not found in database lookup</li> <li>Transaction will be reject if Customer ALC is missing or invalid</li> </ul>
Sender DO Symbol	*	5	32	36	A	IPAC Disbursing Office Symbol for the ALC sending the transaction.	<ul style="list-style-type: none"> <li>Valid Sender DO Symbol required</li> <li>Transaction will be rejected if Sender DO Symbol is missing or invalid</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Transaction Set ID	*	3	37	39	A	“820” – Payment or “810” – Collection.	<ul style="list-style-type: none"> <li>• Must be a valid Transaction Set ID</li> <li>• Transaction will be rejected if Transaction Set ID is missing or invalid</li> </ul>
Document Reference Number		8	40	47	A	Optional field for the Sender generated Document Reference Number for a transaction. <b>This field should only be used by users that do not also enter transactions on-line.</b>	<ul style="list-style-type: none"> <li>• Checks for uniqueness based on Sender DO Symbol and Document Reference Number combination</li> <li>• Checks for duplicate Document Reference Number</li> <li>• Transaction will be rejected if Document Reference Number is not unique</li> </ul>
Filler		2	48	49	A	Spaces	

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## Payment/Collection Transaction Detail

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Payment/Collection Transaction Detail**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"D" (Record Type – Detail)	<ul style="list-style-type: none"> <li>• Must be set to "D"</li> <li>• Transaction will be rejected if Record Type is missing or invalid</li> </ul>
Accounting Classification Code		16	2	17	A	ACL/CD – the code/number which identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services.	

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Account Classification Reference Number		12	18	29	A	ACRN – identifies a line of accounting on a contract.	
Detail Amount	*	14	30	43	N	Total length of 14 with 2 implied decimals.	<ul style="list-style-type: none"> <li>• Detail amount should be equal to Quantity * Unit price</li> <li>• Detail Amount should be greater than zero</li> <li>• Transaction will be rejected if Detail Amount is missing or invalid (not equal to Quantity * Unit price or greater than zero)</li> </ul>
Contact Name		60	44	103	A	Transaction level Contact Name.	
Contact Phone Number		17	104	120	A	Transaction level Contact Phone Number.	
Contract Line Item Number		6	121	126	A	CLIN	
Contract Number		17	127	143	A	Unique number used to identify a contract between two trading partners.	

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Receiver Department Code <sup>1</sup>	*	2	144	145	A	2 digit number identifying the Federal Government Department.	<ul style="list-style-type: none"> <li>Transaction will be rejected if Receiver Department Code is missing or invalid</li> </ul>
Description		320	146	465	A	<p>Sufficient information to describe and support the transaction.</p> <p>*Please refrain from using special characters in this field for example: Double quotes “ , a Question mark ?, etc.</p>	<ul style="list-style-type: none"> <li>The field may contain a maximum of 320 alphanumeric characters</li> </ul>
Fiscal Station Number		8	466	473	N	FSN/AAA/ADSN – subdivision of ALC, an accounting station.	
Invoice Number	*	22	474	495	A	Identification number of the invoice sent by the biller listing the services rendered.	<ul style="list-style-type: none"> <li>Transaction will be rejected if Invoice Number is missing; however, no validation is done on this field (no reference data set)</li> </ul>
JAS Number		30	496	525	A	Combination of <b>J</b> ob Order Number, <b>A</b> ccounting Classification Record Number and <b>S</b> ite-ID.	

<sup>1</sup> The list of Department Codes is available in Section IV – Indices to Appropriation and Other Fund Account Symbols and Titles (Index of Agency Codes) in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Job Number		20	526	545	A	Job (Project) Number	
Miscellaneous Transaction Information		320	546	865	A	Additional miscellaneous transaction information.  *Please refrain from using special characters in this field for example: Double quotes “ , a Question mark ?, etc.	<ul style="list-style-type: none"> <li>The field may contain a maximum of 320 alphanumeric characters</li> </ul>
Obligating Document Number	*	17	866	882	A	Billing agency’s internal accounting document associated with a specific bill or disbursement.	<ul style="list-style-type: none"> <li>Transaction will be rejected if Obligating Document Number is missing; however, no validation is done on this field (no reference data set)</li> </ul>
Pay Flag	*	1	883	883	A	“F” – Final payment or “P” – Partial payment.	<ul style="list-style-type: none"> <li>Must be “F” or “P”</li> <li>Transaction will be rejected if Pay Flag is missing</li> </ul>
Purchase Order Number	*	22	884	905	A	Number of the document from the receiving agency requesting goods or services.	<ul style="list-style-type: none"> <li>Transaction will be rejected if Purchase Order Number is missing; however, no validation is done on this field (no reference data set)</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Quantity	*	14	906	919	N	Number of units to determine total price. Total length of 14 with 2 implied decimals.	<ul style="list-style-type: none"> <li>Quantity should be greater than Zero</li> </ul>
FY Obligation ID <sup>2</sup>		1	920	920	A	<p>“C” – Current fiscal year obligation or  “P” – Prior fiscal year obligation or  “ ” – Not applicable.</p>	
Receiver Treasury Account Symbol <sup>3</sup> / RTAS Type Indicator		27	921	947	A	<p>Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters. This field can contain two different types of TAS formats:</p> <ul style="list-style-type: none"> <li>Current STAR String TAS (no change)</li> <li>CGAC Component TAS</li> </ul> <p>RTAS Type Indicator (field position</p>	<ul style="list-style-type: none"> <li>Must be valid Receiver Treasury Account Symbol</li> </ul>

<sup>2</sup> The following types of transactions relate to a prior fiscal year and should be indicated with a “P”: collections credited to an expenditure account for (1) refunds of obligations made in a prior fiscal year (2) corrections of errors from obligations originally made in a prior fiscal year.

<sup>3</sup> The list of Treasury Account Symbols is available in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.



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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
						<p>27) – is used to identify the type of TAS being sent. Values include:</p> <p>“C” = CGAC - Component TAS  Blank = Current STAR String TAS</p> <p>CGAC TAS: The field is parsed into the various components:  Position 1 and 2 = SP  Position 3 through 5 = ATA  Position 6 through 8 = AID  Position 9 through 12 = BPOA  Position 13 through 16 = EPOA  Position 17 = A  Position 18 through 21 = MAIN  Position 22 through 24 = SUB  Position 25 through 26 = blank  Position 27 = C</p> <p><b>Please See Appendix A</b> for more detailed description of component TAS requirement.</p>	

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Receiver Business Event Type Code		8	948	955	A	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. Required for agencies trading with ALCs designated as GWA Reporters.	<ul style="list-style-type: none"> <li>• Must be a valid Receiver BETC for Transaction Type</li> <li>• Must be a valid Receiver TAS/Receiver BETC combination</li> <li>• Receiver BETC invalid for blank Receiver TAS</li> </ul>
Receiver DUNS Number		9	956	964	A	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers.  Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.	<ul style="list-style-type: none"> <li>• Must be a valid Receiver DUNS Number</li> <li>• Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.</li> <li>• Must be a valid Receiver DUNS Number for Customer ALC/DUNS combination in the BPN table</li> </ul>
Receiver DUNS+4 Number		4	965	968	A	An identifier, that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.	<ul style="list-style-type: none"> <li>• Must be valid Receiver DUNS Number</li> <li>• Validates Receiver DUNS+4 in conjunction with Receiver DUNS number</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
						Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.	<ul style="list-style-type: none"> <li>If Receiver DUNS+4 is entered, Receiver DUNS Number must not be blank</li> </ul>
Requisition Number		15	969	983	A	Identifies a requisition between two trading partners. Identified by the person entering the transaction.	
Sender Treasury Account Symbol <sup>3</sup> /STAS Type Indicator	*	27	984	1010	A	<p>Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters. This field can contain two different types of TAS formats:</p> <ul style="list-style-type: none"> <li>Current STAR String TAS (no change)</li> <li>CGAC Component TAS</li> </ul> <p>STAS Type Indicator (field position 27) – is used to identify the type of TAS being sent. Values include:</p> <p>“C” = CGAC - Component TAS</p>	<ul style="list-style-type: none"> <li>Must be a valid Sender Treasury Account Symbol</li> <li>Transaction will be rejected if Sender Treasury Account Symbol is missing or invalid</li> </ul>

<sup>3</sup> The list of Treasury Account Symbols is available in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
						<p>Blank = Current STAR String TAS</p> <p>CGAC TAS: The field is parsed into the various components:            Position 1 and 2 = SP            Position 3 through 5 = ATA            Position 6 through 8 = AID            Position 9 through 12 = BPOA            Position 13 through 16 = EPOA            Position 17 = A            Position 18 through 21 = MAIN            Position 22 through 24 = SUB            Position 25 through 26 = blank            Position 27 = C</p> <p><b>Please See Appendix A</b> for more detailed description of component TAS requirement.</p>	
Sender Business Event Type Code		8	1011	1018	A	<p>BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. Required for ALCs designated as GWA Reporters. .</p>	<ul style="list-style-type: none"> <li>• Must be a valid Sender BETC for Transaction Type</li> <li>• Must be a valid Sender TAS/Sender BETC combination</li> <li>• Sender BETC invalid for blank Sender TAS</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Sender DUNS Number		9	1019	1027	A	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers.  Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.	<ul style="list-style-type: none"> <li>• Must be a valid Sender DUNS Number for (Sender) ALC</li> <li>• Must be valid Sender DUNS Number</li> <li>• Must be a valid Sender DUNS Number for ALC/DUNS combination in the BPN table</li> </ul>
Sender DUNS+4 Number		4	1028	1031	A	An identifier, that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.  Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.	<ul style="list-style-type: none"> <li>• Validates Sender DUNS+4 in conjunction with Sender DUNS number</li> <li>• If Sender DUNS+4 number is entered, Sender DUNS Number must not be blank</li> </ul>
(ACT) Trace Number		15	1032	1046	A	Accounting Trace (ACT) Number – user assigned identification number. Enables back end systems to match up transactions.	
Unit of Issue	*	2	1047	1048	A	Units by which goods and services are measured.	<ul style="list-style-type: none"> <li>• Must be a valid unit of issue</li> <li>• Transaction will be rejected if Unit of Issue is missing or invalid</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Unit Price	*	14	1049	1062	N	Price per unit of product, service, commodity, etc. Total length of 14 with 2 implied decimals.	<ul style="list-style-type: none"> <li>• Enter a valid decimal in (14,2) format</li> <li>• Unit Price should be greater than Zero</li> </ul>
DOD Activity Address Code		15	1063	1077	A	<p>DODAAC – identifies a Department of Defense activity location.</p> <p>Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.</p>	<ul style="list-style-type: none"> <li>• Must be a valid DOD Activity Address Code Number for (Sender) ALC</li> <li>• Must be DOD Activity Address Code Number</li> <li>• Not allowed in conjunction with Sender DUNS number and Sender DUNS+4 number</li> </ul>

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## Receiver Initiated Adjustment Transaction Header

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Receiver Initiated Adjustment Transaction Header**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"H" (Record Type – Header)	<ul style="list-style-type: none"> <li>• Must be set to "H"</li> <li>• Transaction will be rejected if Record Type is missing or invalid</li> </ul>
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Adjustment transaction.	<ul style="list-style-type: none"> <li>• Must be numeric field type</li> <li>• Invalid ALC</li> <li>• ALC Number entered was not found in the data base lookup</li> <li>• Transaction will be rejected if ALC is missing or invalid</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Transaction Total Amount	*	14	10	23	N	Total amount of all detail lines for this transaction. Total length of 14 with 2 implied decimals.	<ul style="list-style-type: none"> <li>Transaction will be reject if Transaction Total Amount is missing</li> </ul>
Customer ALC	*	8	24	31	N	Agency Location Code receiving the Adjustment transaction.	<ul style="list-style-type: none"> <li>Must be numeric field type</li> <li>Customer ALC entered was not found in database lookup</li> <li>Transaction will be reject if Customer ALC is missing or invalid</li> </ul>
Sender DO Symbol	*	5	32	36	A	IPAC Disbursing Office Symbol for the ALC sending the Adjustment transaction.	<ul style="list-style-type: none"> <li>Valid Sender DO Symbol required</li> <li>Transaction will be rejected if Sender DO Symbol is missing or invalid</li> </ul>
Transaction Set ID	*	3	37	39	A	“812” – Receiver Initiated Adjustment.	<ul style="list-style-type: none"> <li>Must be a valid Transaction Set ID</li> <li>Transaction will be rejected if Transaction Set ID is missing or invalid</li> </ul>



Document	FPA Bulk File Formats	Page Number	25
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Original Document Reference Number	*	8	40	47	A	The Document Reference Number from the original Payment or Collection transaction.  * Please note: The original Payment or Collection transaction to adjust cannot not be over 90 days old.	<ul style="list-style-type: none"> <li>• Must be a valid Original Document Reference Number from previously completed original Payment or Collection Transaction</li> <li>• Transaction will be rejected if Original Document Reference Number is missing or invalid</li> </ul>
Filler	*	2	48	49	A	Spaces	
Original DO Symbol	*	5	50	54	A	IPAC Disbursing Office Symbol of the sender of the original Payment or Collection transaction.	<ul style="list-style-type: none"> <li>• Must be a valid Original DO Symbol from previously completed original Payment or Collection Transaction</li> <li>• Transaction will be rejected if Original DO Symbol is missing or invalid</li> </ul>

Document	FPA Bulk File Formats	Page Number	26
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Voucher Number		8	55	62	A	Optional field for the sender generated Voucher Number for a transaction. This serves as the Document Reference Number for an Adjustment. <b>This field should only be used by users that do not also enter transactions on-line.</b>	<ul style="list-style-type: none"> <li>• Checks for uniqueness based on Sender DO Symbol and Voucher Number combination</li> <li>• Checks for duplicate Voucher Number</li> </ul>
Filler		2	63	64	A	Spaces	

Document	FPA Bulk File Formats	Page Number	27
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

## Receiver Initiated Adjustment Transaction Detail

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Receiver Initiated Adjustment Transaction Detail**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	“D” (Record Type – Detail)	<ul style="list-style-type: none"> <li>• Must be set to “D”</li> <li>• Transaction will be rejected if Record Type is missing or invalid</li> </ul>
Detail Amount	*	14	2	15	N	Total length of 14 with 2 implied decimals.  * Please note: The sum of details cannot exceed the total of the original Payment or Collection transaction.	<ul style="list-style-type: none"> <li>• Detail amount should be equal to Quantity * Unit price</li> <li>• Detail Amount should be greater than zero</li> <li>• Transaction will be rejected if Detail Amount is missing invalid (not equal to Quantity * Unit</li> </ul>

Document	FPA Bulk File Formats	Page Number	28
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
							price or greater than zero)
Adjusting Contact Name		60	16	75	A	Transaction level Contact Name.	
Adjusting Contact Phone Number		17	76	92	A	Transaction level Contact Phone Number.	
Original Line Item	*	6	93	98	N	Detail line item number to be adjusted from the original transaction.	<ul style="list-style-type: none"> <li>Transaction will be rejected if Original Line Item is missing or invalid (does not correspond to a line item in the original transaction)</li> </ul>
FY Obligation ID <sup>2</sup>		1	99	99	A	“C” – Current fiscal year obligation or “P” – Prior fiscal year obligation or “ ” – Not applicable.	

<sup>2</sup> The following types of transactions relate to a prior fiscal year and should be indicated with a “P”: collections credited to an expenditure account for (1) refunds of obligations made in a prior fiscal year (2) corrections of errors from obligations originally made in a prior fiscal year.

Document	FPA Bulk File Formats	Page Number	29
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Sender Treasury Account Symbol <sup>3</sup> /STAS Type Indicator	*	27	100	126	A	<p>Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters. This field can contain two different types of TAS formats:</p> <ul style="list-style-type: none"> <li>• Current STAR String TAS (no change)</li> <li>• CGAC Component TAS</li> </ul> <p>STAS Type Indicator (field position 27) – is used to identify the type of TAS being sent. Values include:</p> <p>“C” = CGAC - Component TAS Blank = Current STAR String TAS</p> <p>CGAC TAS: The field is parsed into the various components: Position 1 and 2 = SP Position 3 through 5 = ATA Position 6 through 8 = AID Position 9 through 12 = BPOA</p>	<ul style="list-style-type: none"> <li>• Must be a valid Sender Treasury Account Symbol</li> <li>• Must be the same as the Receiver TAS reported on the Original Payment or Collection Transaction (if reported)</li> <li>• Transaction will be rejected if Sender Treasury Account Symbol is missing or invalid</li> </ul>

<sup>3</sup> The list of Treasury Account Symbols is available in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

Document	FPA Bulk File Formats	Page Number	30
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
						Position 13 through 16 = EPOA Position 17 = A Position 18 through 21 = MAIN Position 22 through 24 = SUB Position 25 through 26 = blank Position 27 = C  <b>Please See Appendix A</b> for more detailed description of component TAS requirement.	
Sender Business Event Type Code <sup>4</sup>		8	127	134	A	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS.	<ul style="list-style-type: none"> <li>• Must be a valid Sender BETC for Transaction Type</li> <li>• Must be a valid Sender TAS/Sender BETC combination</li> <li>• Sender BETC invalid for blank Sender TAS</li> </ul>

<sup>4</sup> The use of BETC codes will not be implemented with Release 2.1, but are included in the bulk file layout as place holders for future use. Proper reference to a list of valid BETC codes will be provided when required.

Document	FPA Bulk File Formats	Page Number	31
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Receiver Treasury Account Symbol <sup>3</sup> /RTAS Type Indicator		27	135	161	A	<p>Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters. This field can contain two different types of TAS formats:</p> <ul style="list-style-type: none"> <li>• Current STAR String TAS (no change)</li> <li>• CGAC Component TAS</li> </ul> <p>RTAS Type Indicator (field position 27) – is used to identify the type of TAS being sent. Values include:</p> <p>“C” = CGAC - Component TAS Blank = Current STAR String TAS</p> <p>CGAC TAS: The field is parsed into the various components: Position 1 and 2 = SP Position 3 through 5 = ATA Position 6 through 8 = AID Position 9 through 12 = BPOA Position 13 through 16 = EPOA</p>	<ul style="list-style-type: none"> <li>• Must be a valid Receiver Treasury Account Symbol</li> <li>• Must be the same as the Sender TAS reported on the Original Payment or Collection Transaction</li> </ul>

Document	FPA Bulk File Formats	Page Number	32
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
						Position 17 = A Position 18 through 21 = MAIN Position 22 through 24 = SUB Position 25 through 26 = blank Position 27 = C  <b>Please See Appendix A</b> for more detailed description of component TAS requirement.	
Receiver Business Event Type Code		8	162	169	A	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. Required for agencies trading with ALCs designated as GWA Reporters.	<ul style="list-style-type: none"> <li>• Must be a valid Receiver BETC for Transaction Type</li> <li>• Must be a valid Receiver TAS/Receiver BETC combination</li> </ul>
Description		320	170	489	A	Sufficient information to describe and support the adjustment transaction.  *Please refrain from using special characters in this field for example: Double quotes “ , a Question mark ?, etc.	<ul style="list-style-type: none"> <li>• The field may contain a maximum of 320 alpha-numeric characters</li> </ul>



Document	FPA Bulk File Formats	Page Number	33
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

## Sender Initiated Adjustment Transaction Header

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Sender Initiated Adjustment Transaction Header**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"H" (Record Type – Header)	<ul style="list-style-type: none"> <li>• Must be set to "H"</li> <li>• Transaction will be rejected if Record Type is missing or invalid</li> </ul>
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Adjustment transaction.	<ul style="list-style-type: none"> <li>• Must be numeric field type</li> <li>• Invalid ALC</li> <li>• ALC Number entered was not found in the data base lookup</li> <li>• Transaction will be rejected if ALC is missing or invalid</li> </ul>

Document	FPA Bulk File Formats	Page Number	34
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Transaction Total Amount	*	14	10	23	N	Total amount of all detail lines for this transaction. Total length of 14 with 2 implied decimals.	
Customer ALC	*	8	24	31	N	Agency Location Code receiving the Adjustment transaction.	<ul style="list-style-type: none"> <li>• Must be numeric field type</li> <li>• Customer ALC entered was not found in database lookup</li> <li>• Transaction will be reject if Customer ALC is missing or invalid</li> </ul>
Sender DO Symbol	*	5	32	36	A	IPAC Disbursing Office Symbol for the ALC sending the Adjustment transaction.	<ul style="list-style-type: none"> <li>• Valid Sender DO Symbol required</li> <li>• Transaction will be rejected if Sender DO Symbol is missing or invalid</li> </ul>
Transaction Set ID	*	3	37	39	A	“829” – Sender Initiated Adjustment.	<ul style="list-style-type: none"> <li>• Must be a valid Transaction Set ID</li> <li>• Transaction will be rejected if Transaction Set ID is missing or invalid</li> </ul>

Document	FPA Bulk File Formats	Page Number	35
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Original Document Reference Number	*	8	40	47	A	The Document Reference Number from the original Payment or Collection transaction.  * Please Note: The original Payment or Collection transaction to adjust cannot not be over 90 days old.	<ul style="list-style-type: none"> <li>• Must be a valid Original Document Reference Number from previously completed original Payment or Collection Transaction</li> <li>• Transaction will be rejected if Original Document Reference Number is missing or invalid</li> </ul>
Filler	*	2	48	49	A	Spaces	
Original DO Symbol	*	5	50	54	A	IPAC Disbursing Office Symbol of the sender of the original Payment or Collection transaction.	<ul style="list-style-type: none"> <li>• Must be a valid Original DO Symbol from previously completed original Payment or Collection Transaction</li> <li>• Transaction will be rejected if Original DO Symbol is missing or invalid</li> </ul>

Document	FPA Bulk File Formats	Page Number	36
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Voucher Number		8	55	62	A	Optional field for the sender generated Voucher Number for a transaction. This serves as the Document Reference Number for an Adjustment. <b>This field should only be used by users that do not also enter transactions on-line.</b>	<ul style="list-style-type: none"> <li>• Checks for uniqueness based on Sender DO Symbol and Voucher Number combination</li> <li>• Checks for duplicate Voucher Number</li> </ul>
Filler		2	63	64	A	Spaces	

Document	FPA Bulk File Formats	Page Number	37
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

### Sender Initiated Adjustment Transaction Detail

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Sender Initiated Adjustment Transaction Detail**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	“D” (Record Type – Detail)	<ul style="list-style-type: none"> <li>• Must be set to “D”</li> <li>• Transaction will be rejected if Record Type is missing or invalid</li> </ul>
Detail Amount	*	14	2	15	N	Total length of 14 with 2 implied decimals.  * Please note: The sum of details cannot exceed the total of the original Payment or Collection transaction.	<ul style="list-style-type: none"> <li>• Detail amount should be equal to Quantity * Unit price</li> <li>• Detail Amount should be greater than zero</li> <li>• Transaction will be rejected if Detail Amount is missing invalid (not equal to Quantity * Unit price or</li> </ul>

Document	FPA Bulk File Formats	Page Number	38
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
							greater than zero)
Adjusting Contact Name		60	16	75	A	Transaction level Contact Name.	
Adjusting Contact Phone Number		17	76	92	A	Transaction level Contact Phone Number.	
Original Line Item	*	6	93	98	N	Detail line item number to be adjusted from the original transaction.	<ul style="list-style-type: none"> <li>Transaction will be rejected if Original Line Item is missing or invalid (does not correspond to a line item in the original transaction)</li> </ul>
FY Obligation ID <sup>2</sup>		1	99	99	A	“C” – Current fiscal year obligation or “P” – Prior fiscal year obligation or “ ” – Not applicable.	

<sup>2</sup> The following types of transactions relate to a prior fiscal year and should be indicated with a “P”: collections credited to an expenditure account for (1) refunds of obligations made in a prior fiscal year (2) corrections of errors from obligations originally made in a prior fiscal year.

Document	FPA Bulk File Formats	Page Number	39
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Sender Treasury Account Symbol <sup>3</sup> /STAS Type Indicator	*	27	100	126	A	<p>Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters. This field can contain two different types of TAS formats:</p> <ul style="list-style-type: none"> <li>• Current STAR String TAS (no change)</li> <li>• CGAC Component TAS</li> </ul> <p>STAS Type Indicator (field position 27) – is used to identify the type of TAS being sent. Values include:</p> <p>“C” = CGAC - Component TAS Blank = Current STAR String TAS</p> <p>CGAC TAS: The field is parsed into the various components: Position 1 and 2 = SP Position 3 through 5 = ATA Position 6 through 8 = AID Position 9 through 12 = BPOA</p>	<ul style="list-style-type: none"> <li>• Must be a valid Sender Treasury Account Symbol</li> <li>• Must be the same as the Sender TAS reported on the Original Payment or Collection Transaction (if reported)</li> <li>• Transaction will be rejected if Sender Treasury Account Symbol is missing or invalid</li> </ul>

<sup>3</sup> The list of Treasury Account Symbols is available in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

Document	FPA Bulk File Formats	Page Number	40
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
						Position 13 through 16 = EPOA Position 17 = A Position 18 through 21 = MAIN Position 22 through 24 = SUB Position 25 through 26 = blank Position 27 = C  <b>Please See Appendix A</b> for more detailed description of component TAS requirement.	
Sender Business Event Type Code <sup>4</sup>		8	127	134	A	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS.	<ul style="list-style-type: none"> <li>• Must be a valid Sender BETC for Transaction Type</li> <li>• Must be a valid Sender TAS/Sender BETC combination</li> <li>• Sender BETC invalid for blank Sender TAS</li> </ul>
Receiver Treasury Account Symbol <sup>3</sup> /RTAS Type Indicator		27	135	161	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs	<ul style="list-style-type: none"> <li>• Must be a valid Receiver Treasury Account Symbol</li> <li>• Must be the same as the Receiver TAS reported on the Original Payment or</li> </ul>

<sup>4</sup> The use of BETC codes will not be implemented with Release 2.1, but are included in the bulk file layout as place holders for future use. Proper reference to a list of valid BETC codes will be provided when required.



Document	FPA Bulk File Formats	Page Number	41
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
						<p>designated as GWA Reporters. This field can contain two different types of TAS formats:</p> <ul style="list-style-type: none"> <li>• Current STAR String TAS (no change)</li> <li>• CGAC Component TAS</li> </ul> <p>RTAS Type Indicator (field position 27) – is used to identify the type of TAS being sent. Values include:</p> <p>“C” = CGAC - Component TAS Blank = Current STAR String TAS</p> <p>CGAC TAS: The field is parsed into the various components:            Position 1 and 2 = SP            Position 3 through 5 = ATA            Position 6 through 8 = AID            Position 9 through 12 = BPOA            Position 13 through 16 = EPOA            Position 17 = A            Position 18 through 21 = MAIN            Position 22 through 24 = SUB            Position 25 through 26 = blank            Position 27 = C</p>	Collection Transaction

Document	FPA Bulk File Formats	Page Number	42
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
						<b>Please See Appendix A</b> for more detailed description of component TAS requirement.	
Receiver Business Event Type Code		8	162	169	A	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. Required for agencies trading with ALCs designated as GWA Reporters.	<ul style="list-style-type: none"> <li>• Must be a valid Receiver BETC for Transaction Type</li> <li>• Must be a valid Receiver TAS/Receiver BETC combination</li> </ul>
Description		320	170	489	A	Sufficient information to describe and support the adjustment transaction.  *Please refrain from using special characters in this field for example: Double quotes “ , a Question mark ?, etc.	<ul style="list-style-type: none"> <li>• The field may contain a maximum of 320 alpha-numeric characters</li> </ul>

Document	FPA Bulk File Formats	Page Number	43
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

## SGL Transaction Record

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: SGL Transaction Record<sup>5</sup>

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"E" (Record Type – SGL Record)	<ul style="list-style-type: none"> <li>• Must be set to "E"</li> <li>• Transaction will be rejected if Record Type is missing or invalid</li> </ul>
SGL Action Flag	*	1	2	2	A	"A" – Add.	<ul style="list-style-type: none"> <li>• Must be set to "A"</li> <li>• Transaction will be rejected if The SGL Action</li> </ul>

<sup>5</sup> IPAC already has the capability to allow transaction initiators to provide sender SGL data. This record can be used a maximum number of 8 times (4 debits and 4 credits) for each detail record.

Document	FPA Bulk File Formats	Page Number	44
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
							Flag is missing or invalid
SGL Account Number <sup>6</sup>	*	4	3	6	N	United States Standard General Ledger (USSGL) Account Number.	<ul style="list-style-type: none"> <li>• Must be a valid SGL Account Number</li> <li>• Transaction will be rejected if the SGL Account Number is missing or invalid</li> </ul>
Sender / Receiver SGL Flag	*	1	7	7	A	“S” – Sender USSGL Account Information or “R” – Receiver USSGL Account Information.	<ul style="list-style-type: none"> <li>• Must be “S” or “R”</li> <li>• Transaction will be rejected if the Sender/Receiver SGL Flag is missing or invalid</li> </ul>
Federal / Non-Federal Flag	*	1	8	8	A	“F” – Federal or “N” – Non-Federal.	<ul style="list-style-type: none"> <li>• Must be “F” or “N”</li> <li>• Transaction will be rejected if the Federal/Non-Federal Flag is missing or invalid</li> </ul>
SGL Amount	*	14	9	22	N	Total length of 14 with 2 implied decimals.	<ul style="list-style-type: none"> <li>• Total of Debit SGL Amounts for “E” record(s) must equal the Detail</li> </ul>

<sup>6</sup> IPAC uses the same SGL chart of accounts as the FACTS-I application. The FACTS-I chart of accounts can be found in the TMF Chapter 2 Section 4000 or at <http://www.fms.treas.gov/factsi/index.html> Appendix 2.

Document	FPA Bulk File Formats	Page Number	45
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
							<p>Amount on the Payment/Collection Transaction Detail Record</p> <ul style="list-style-type: none"> <li>Total of Credit SGL Amounts for "E" record(s) must equal the Detail Amount on the Payment/Collection Transaction Detail Record</li> <li>Total of Debit SGL Amounts for "E" record(s) and Total of Credit SGL Amounts for "E" record(s) should net "0"</li> <li>Transaction will reject if SGL amount is missing or incorrect</li> </ul>
Debit / Credit Flag	*	1	23	23	A	"D" – Debit or "C" – Credit.	<ul style="list-style-type: none"> <li>Must be "D" or "C"</li> <li>The "E" record can be used a maximum of number 8 times (4 debits and 4 credits) for each Payment/Collection Transaction Detail record</li> <li>Transaction will reject if the Debit/Credit Flag is missing or invalid</li> </ul>

Document	FPA Bulk File Formats	Page Number	46
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

## **Zero Dollar Transactions**

**Purpose:** Each IPAC transaction bulk file can contain Payment, Collection, Adjustment, Zero Dollar and Post SGL transactions. All bulk files will contain a file identifier record and batch header record (B). For the Zero Dollar transactions, the file will also contain transaction header (H) and detail (D) records. Each transmission will begin with a file identifier record, then a batch (B) record. This batch (B) record will be followed by one or more header (H) records. Zero Dollar transactions do not allow for multiple detail records per transaction, so each header record will be followed by only one detail (D) record. The Zero Dollar transaction does not allow for SGL transaction data, so Zero Dollar transactions will not contain E records.

**Data Flow:** Input from Federal Program Agencies to IPAC

Document	FPA Bulk File Formats	Page Number	47
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

## Zero Dollar Transaction Header

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Zero Dollar Transaction Header**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"H" (Record Type – Header)	<ul style="list-style-type: none"> <li>• Must be set to "H"</li> <li>• Transaction will be rejected if Record Type is missing or invalid</li> </ul>
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Zero Dollar transaction.	<ul style="list-style-type: none"> <li>• Must be numeric field type</li> <li>• ALC Number entered was not found in the data base lookup</li> <li>• Transaction will be rejected if ALC is missing or invalid</li> </ul>

Document	FPA Bulk File Formats	Page Number	48
Manual	IPAC Base	Release Number	3.0
Document Date	March 12, 2011	Effective Date	March 12, 2011

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Customer ALC	*	8	10	17	N	Agency Location Code receiving the Zero Dollar transaction.	<ul style="list-style-type: none"> <li>• Must be numeric field type</li> <li>• Customer ALC entered was not found in database lookup</li> <li>• Transaction will be reject if Customer ALC is missing or invalid</li> </ul>
Sender DO Symbol	*	5	18	22	A	IPAC Disbursing Office Symbol for the ALC sending the transaction.	<ul style="list-style-type: none"> <li>• Valid Sender DO Symbol required</li> <li>• Transaction will be rejected if Sender DO Symbol is missing or invalid</li> </ul>
Filler	*	3	23	25	A	Spaces	
Trace Number		8	26	33	A	Optional field for the sender generated Trace Number for a transaction. This serves as the Document Reference Number for Zero Dollar transactions.	<ul style="list-style-type: none"> <li>• Checks for uniqueness based on Sender DO Symbol and Trace Number combination</li> <li>• Checks for duplicate Trace Number</li> </ul>
Filler	*	3	34	36	A	Spaces	
Transaction Set ID	*	3	37	39	A	“835” – Zero Dollar transaction.	<ul style="list-style-type: none"> <li>• Must be a valid</li> </ul>



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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
							Transaction Set ID <ul style="list-style-type: none"> <li>Transaction will be rejected if Transaction Set ID is missing or invalid</li> </ul>

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## Zero Dollar Transaction Detail

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Zero Dollar Transaction Detail**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"D" (Record Type – Detail)	<ul style="list-style-type: none"> <li>• Must be set to "D"</li> <li>• Transaction will be rejected if Record Type is missing or invalid</li> </ul>
Accounting Classification Code		16	2	17	A	ACL/CD – the code/number which identifies a project or mission and is supplied to the biller by the customer on the original a request for goods or services.	

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Account Classification Reference Number		12	18	29	A	ACRN – identifies a line of accounting on a contract.	
Contact Name		60	30	89	A	Transaction level Contact Name.	
Contact Phone Number		17	90	106	A	Transaction level Contact Phone Number.	
Contract Line Item Number		6	107	112	A	CLIN	
Contract Number	*	17	113	129	A	Unique number used to identify a contract between two trading partners.	<ul style="list-style-type: none"> <li>Transaction will be rejected if Contract Number is missing; however, no validation is done on this field (no reference data set)</li> </ul>
Receiver Department Code <sup>1</sup>		2	130	131	A	2 digit number identifying the Federal Government Department.	<ul style="list-style-type: none"> <li>Transaction will be rejected if Receiver Department Code is invalid</li> </ul>

<sup>1</sup> The list of Department Codes is available in Section IV – Indices to Appropriation and Other Fund Account Symbols and Titles (Index of Agency Codes) in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Description		320	132	451	A	Sufficient information to describe and support the transaction.  *Please refrain from using special characters in this field for example: Double quotes “ , a Question mark ?, etc.	<ul style="list-style-type: none"> <li>The field may contain a maximum of 320 alphanumeric characters</li> </ul>
Fiscal Station Number		8	452	459	N	FSN/AAA/ADSN – subdivision of ALC, an accounting station.	
Invoice Number		22	460	481	A	Identification number of the invoice sent by the biller listing the services rendered.	
JAS Number		30	482	511	A	Combination of Job Order Number, Accounting Classification Record Number and Site-ID.	
Job Number		20	512	531	A	Job (Project) Number	
Miscellaneous Transaction Information		320	532	851	A	Additional miscellaneous transaction information.  *Please refrain from using special characters in this field for example: Double quotes “ , a Question mark ?, etc.	<ul style="list-style-type: none"> <li>The field may contain a maximum of 320 alphanumeric characters</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Obligating Document Number	*	17	852	868	A	Billing agency's internal accounting document associated with a specific bill or disbursement.	<ul style="list-style-type: none"> <li>Transaction will be rejected if Obligating Document Number is missing; however, no validation is done on this field (no reference data set)</li> </ul>
Pay Flag		1	869	869	A	"F" – Final payment or "P" – Partial payment.	<ul style="list-style-type: none"> <li>Must be "F" or P"</li> </ul>
Purchase Order Number		22	870	891	A	Number of the document from the receiving agency requesting goods or services.	
Quantity		14	892	905	N	Number of units to determine total price. Total length of 14 with 2 implied decimals.	
Receiver Treasury Account Symbol <sup>2</sup> /RTAS Type Indicator		27	906	932	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs	<ul style="list-style-type: none"> <li>Must be a valid Receiver Treasury Account Symbol</li> </ul>

<sup>2</sup> The list of Treasury Account Symbols is available in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
						<p>designated as GWA Reporters. This field can contain two different types of TAS formats:</p> <ul style="list-style-type: none"> <li>• Current STAR String TAS (no change)</li> <li>• CGAC Component TAS</li> </ul> <p>RTAS Type Indicator (field position 27) – is used to identify the type of TAS being sent. Values include:</p> <p>“C” = CGAC - Component TAS Blank = Current STAR String TAS</p> <p>CGAC TAS: The field is parsed into the various components:            Position 1 and 2 = SP            Position 3 through 5 = ATA            Position 6 through 8 = AID            Position 9 through 12 = BPOA            Position 13 through 16 = EPOA            Position 17 = A            Position 18 through 21 = MAIN            Position 22 through 24 = SUB            Position 25 through 26 = blank            Position 27 = C</p>	

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
						<b>Please See Appendix A</b> for more detailed description of component TAS requirement.	
Receiver DUNS Number		9	933	941	A	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers.  Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.	<ul style="list-style-type: none"> <li>• Must be a valid Receiver DUNS Number</li> <li>• Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.</li> <li>• Must be a valid Receiver DUNS Number for Customer ALC/DUNS combination in the BPN table</li> </ul>
Receiver DUNS+4 Number		4	942	945	A	An identifier, that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.  Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.	<ul style="list-style-type: none"> <li>• Must be valid Receiver DUNS Number</li> <li>• Validates Receiver DUNS+4 in conjunction with Receiver DUNS number</li> <li>• If Receiver DUNS+4 is entered, Receiver DUNS</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
							Number must not be blank
Requisition Number		15	946	960	A	Used to identify a requisition between two trading partners. It is identified by the person entering the transaction.	
Sender Treasury Account Symbol <sup>2</sup> /STAS Type Indicator		27	961	987	A	<p>Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters. This field can contain two different types of TAS formats:</p> <ul style="list-style-type: none"> <li>• Current STAR String TAS (no change)</li> <li>• CGAC Component TAS</li> </ul> <p>STAS Type Indicator (field position 27) – is used to identify the type of TAS being sent. Values include:</p> <p>“C” = CGAC - Component TAS</p>	<ul style="list-style-type: none"> <li>• Must be a valid Sender Treasury Account Symbol</li> <li>• Must be the same as the Receiver TAS reported on the Original Payment or Collection Transaction (if reported)</li> <li>• Transaction will be rejected if Sender Treasury Account Symbol is missing or invalid</li> </ul>



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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
						<p>Blank = Current STAR String TAS</p> <p>CGAC TAS: The field is parsed into the various components:            Position 1 and 2 = SP            Position 3 through 5 = ATA            Position 6 through 8 = AID            Position 9 through 12 = BPOA            Position 13 through 16 = EPOA            Position 17 = A            Position 18 through 21 = MAIN            Position 22 through 24 = SUB            Position 25 through 26 = blank            Position 27 = C</p> <p><b>Please See Appendix A</b> for more detailed description of component TAS requirement.</p>	
Sender DUNS Number		9	988	996	A	<p>DUNS – Dun &amp; Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers.</p> <p>Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg</p>	<ul style="list-style-type: none"> <li>• Must be a valid Sender DUNS Number for (Sender) ALC</li> <li>• Must be valid Sender DUNS Number</li> <li>• Must be a valid Sender DUNS Number for ALC/DUNS combination</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
							in the BPN table
Sender DUNS+4 Number		4	997	1000	A	An identifier, that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.  Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg	<ul style="list-style-type: none"> <li>Validates Sender DUNS+4 in conjunction with Sender DUNS number</li> <li>If Sender DUNS+4 number is entered, Sender DUNS Number must not be blank</li> </ul>
(ACT) Trace Number		15	1001	1015	A	<b>A</b> ccounting Trace (ACT) Number – user assigned identification number. Enables back end systems to match up transactions.	
Unit of Issue		2	1016	1017	A	Units by which goods and services are measured.	<ul style="list-style-type: none"> <li>Must be a valid unit of issue</li> </ul>
Unit Price		14	1018	1031	N	Price per unit of product, service, commodity, etc. Total length of 14 with 2 implied decimals.	<ul style="list-style-type: none"> <li>Enter a valid decimal in (14,2) format</li> <li>Unit Price should be greater than Zero</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
DOD Activity Address Code		15	1032	1046	A	DODAAC – identifies a Department of Defense activity location.  Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.	<ul style="list-style-type: none"> <li>• Must be a valid DOD Activity Address Code Number for (Sender) ALC</li> <li>• Must be DOD Activity Address Code Number</li> <li>• Not allowed in conjunction with Sender DUNS number and Sender DUNS+4 number</li> </ul>
Cross Reference Document Reference Number		8	1047	1054	A	Document Reference Number of the original transaction.	
Filler		2	1055	1056	A	Spaces	

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## Post SGL Transactions

**Purpose:** Each IPAC transaction bulk file can contain Payment, Collection, Adjustment, Zero Dollar and Post SGL transactions. Post SGL transactions will be used to convey either (1) new or updated receiver SGL account information or (2) updated sender SGL account information. All bulk files will contain a file identifier record and batch header record (B). For the Post SGL transactions, the file will also contain transaction header (H), detail (D) and Post-SGL (E) records. Each transmission will begin with a file identifier record, then a batch (B) record. This batch (B) record will be followed by one or more header (H) records. Each header record will be followed by one or more detail (D) record. Each detail record will be followed by two or more SGL (E) records.

**Data Flow:** Input from Federal Program Agencies to IPAC

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## Post SGL Transaction Header

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Post SGL Transaction Header**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"H" (Record Type – Header)	<ul style="list-style-type: none"> <li>• Must be set to "H"</li> <li>• Transaction will be rejected if Record Type is missing or invalid</li> </ul>
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Post SGL Transaction.	<ul style="list-style-type: none"> <li>• Must be numeric field type</li> <li>• ALC Number entered was not found in the data base lookup</li> <li>• Transaction will be rejected if ALC is missing or invalid</li> </ul>

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Original DO Symbol	*	5	10	14	A	IPAC Disbursing Office Symbol of the sender of the original transaction.	<ul style="list-style-type: none"> <li>• Must be a valid Original DO Symbol from previously completed original Payment or Collection Transaction</li> <li>• Transaction will be rejected if Original DO Symbol is missing or invalid</li> </ul>
Filler	*	3	15	17	A	Spaces	
Original Document Reference / Voucher Number	*	8	18	25	A	The Document Reference or Voucher Number from the original transaction.	<ul style="list-style-type: none"> <li>• Must be a valid Original Document Reference Number or Voucher Number from previously completed original Payment or Collection Transaction</li> <li>• Transaction will be rejected if Original Document Reference Number or Voucher Number is missing or invalid</li> </ul>
Filler	*	11	26	36	A	Spaces	

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Transaction Set ID	*	3	37	39	A	“840” – Post SGL Transaction.	<ul style="list-style-type: none"> <li>• Must be a valid Transaction Set ID</li> <li>• Transaction will be rejected if Transaction Set ID is missing or invalid</li> </ul>

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## Post SGL Transaction Detail

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Post SGL Transaction Detail**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"D" (Record Type – Detail)	<ul style="list-style-type: none"> <li>Must be set to "D"</li> <li>Transaction will be rejected if Record Type is missing or invalid</li> </ul>
Original Line Item	*	6	2	7	N	Detail line number from the original transaction.	<ul style="list-style-type: none"> <li>Transaction will be rejected if Original Line Item is missing or invalid (does not correspond to a line item in the original transaction)</li> </ul>
SGL Comments		255	8	262	A	SGL Comments for entire record.	



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## Post SGL Transaction Record

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Post SGL Transaction Record<sup>5</sup>**

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### APPLICATION DATA

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	“E” (Record Type – Post SGL)	<ul style="list-style-type: none"> <li>• Must be set to “E”</li> <li>• Transaction will be rejected if Record Type is missing or invalid</li> </ul>
SGL Action Flag	*	1	2	2	A	“A” – Add or “E” – Edit.	<ul style="list-style-type: none"> <li>• Must be set to “A” or “E”</li> <li>• Transaction will be rejected if SGL Action Flag is missing or invalid</li> </ul>

<sup>5</sup> IPAC already has the capability to allow transaction initiators to provide sender SGL data. This record can be used a maximum number of 8 times (4 debits and 4 credits) for each detail record.

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
SGL Account Number <sup>6</sup>	*	4	3	6	N	United States Standard General Ledger (USSGL) Account Number.	<ul style="list-style-type: none"> <li>• Must be a valid SGL Account Number</li> <li>• Transaction will be rejected if the SGL Account Number is missing or invalid</li> </ul>
Filler	*	1	7	7	A	Spaces	
Federal / Non-Federal Flag	*	1	8	8	A	“F” – Federal or “N” – Non-Federal.	<ul style="list-style-type: none"> <li>• Must be “F” or “N”</li> <li>• Transaction will be rejected if the Federal/Non-Federal Flag is missing or invalid</li> </ul>
SGL Amount	*	14	9	22	N	Total length of 14 with 2 implied decimals.	<ul style="list-style-type: none"> <li>• Total of Debit SGL Amounts for “E” record(s) must equal the Detail Amount on the Payment/Collection Transaction Detail Record</li> <li>• Total of Credit SGL Amounts for “E” record(s) must equal the Detail</li> </ul>

<sup>6</sup> IPAC uses the same SGL chart of accounts as the FACTS-I application. The FACTS-I chart of accounts can be found in the TMF Chapter 2 Section 4000 or at <http://www.fms.treas.gov/factsi/index.html> Appendix.

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Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
							<p>Amount on the Payment/Collection Transaction Detail Record</p> <ul style="list-style-type: none"> <li>Total of Debit SGL Amounts for "E" record(s) and Total of Credit SGL Amounts for "E" record(s) should net "0"</li> <li>Transaction will reject if SGL amount is missing or incorrect</li> </ul>
Debit / Credit Flag	*	1	23	23	A	"D" – Debit or "C" – Credit.	<ul style="list-style-type: none"> <li>Must be "D" or "C"</li> <li>The "E" record can be used a maximum of number 8 times (4 debits and 4 credits) for each Payment/Collection Transaction Detail record</li> <li>Transaction will reject if the Debit/Credit Flag is missing or invalid</li> </ul>

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## Appendix A – Component-based GWA TAS

**For more information regarding this CGAC-compliant TAS format, please refer to the following website:**

[http://www.cfoc.gov/index.cfm?function=showdocs&structure=Federal%20Financial%20Systems%20and%20Process%20Documents&category=Common%20Government-wide%20Accounting%20Classification%20Structure%20\(CGAC\)](http://www.cfoc.gov/index.cfm?function=showdocs&structure=Federal%20Financial%20Systems%20and%20Process%20Documents&category=Common%20Government-wide%20Accounting%20Classification%20Structure%20(CGAC))

CGAC Treasury Account Components					
Field	Length	Relative Position	Type	Value/Description	Optionality
Sub-level Prefix Code (SP)	2	1-2	Char	Programmatic breakdown of the account for Treasury publication purposes	Optional  If supplied, it shall be 00-99 (right justified zero-filled).  If not supplied, blank/spaces/empty.
Allocation Transfer Agency Identifier (ATA)	3	3-5	Char	The agency receiving funds through an allocation transfer	Optional  If supplied, it shall be 000-999 (right justified zero-filled).  If not supplied, blank/spaces/empty.
Treasury Agency Identifier (AID)	3	6-8	Char	The department, agency or establishment of the U.S. Government that is responsible for the TAS	Mandatory  Shall be 000-999 (right justified zero-filled).

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Beginning Period of Availability (BPOA)	4	9-12	Char	In annual and multi-year funds, identifies the first year of availability under law that an appropriation account may incur new obligations	Optional  If supplied, 4 digit year shall be 0000-9999 (right justified zero-filled).  If single/annual year account, it shall be the same value as the EPOA.  If not supplied, blank/spaces/empty.
Ending Period of Availability (EPOA)	4	13-16	Char	In annual and multi-year funds, identifies the last year of funds availability under law that an appropriation account may incur new obligations	Optional  If supplied, 4 digit year shall be 0000-9999 (right justified zero-filled).  If single/annual year account, it shall be the same value as the BPOA.  If not supplied, blank/spaces/empty.
Availability Type Code (A)	1	17	Char	Identifies no-year accounts "X", clearing/suspense accounts "F", Treasury's central summary general ledger accounts "A", and merged-surplus accounts "M"	Optional  If not supplied, blank/spaces/empty.

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Main Account Code(MAIN)	4	18-21	Char	Identifies the type and purpose of the fund	Mandatory  Shall be 0000-9999 (right justified zero-filled).
Sub-Account Code (SUB)	3	22-24	Char	Identifies an available receipt or other Treasury-defined subdivision of the main account	Mandatory  Shall be 000-999 (right justified zero-filled).
Filler	2	25-26		Spaces	Mandatory  SPACE filled
TAS Format Type Indicator	1	27		“C” = CGAC - Component TAS  Blank = Current STAR String TAS	Optional  If supplied must be ‘C’.  If not supplied, blank/spaces/empty.