

**Governmentwide Accounting & Modernization (GWA)
Intra-governmental Eliminations
Intra-governmental Transaction Portal (IGTP)**

Phase 1 Addendum

Addendum to the User Manual for

TRACS



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For additional copies of this manual, see:

<http://www.fms.treas.gov/goals/IPAC/index.html>

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Section 1 Purpose of this Addendum

Since the implementation of IPAC, many governmentwide initiatives have begun affecting the way intra-governmental transactions are processed. As a result, IPAC is being enhanced to support the (1) Governmentwide Accounting and Modernization Project (GWA), (2) Intra-governmental Transaction Elimination Efforts, and (3) Intra-governmental Transaction Portal (IGTP) initiatives.

The changes in support of these efforts are being implemented in phases. Phase I is being implemented in October 11, 2003. Effective with the implementation of Phase I, all IPAC payment, collection and adjustment transactions will be required to contain Sender Treasury Account Symbol (TAS) and Sender Standard General Ledger (SGL) account information, with the exception of Treasury Account Symbol's that are excluded from the Sender SGL requirement. Sender TAS information will be supplied in the TRACS bulk files sent to IPAC and will be displayed on the TRACS reports. Also, the "Retrieve Reports/Data files" functionality is now available in the TRACS application.

The new Phase I screens can be accessed through the TRACS option on the IPAC System Main Menu shown in Figure 1.1 below.

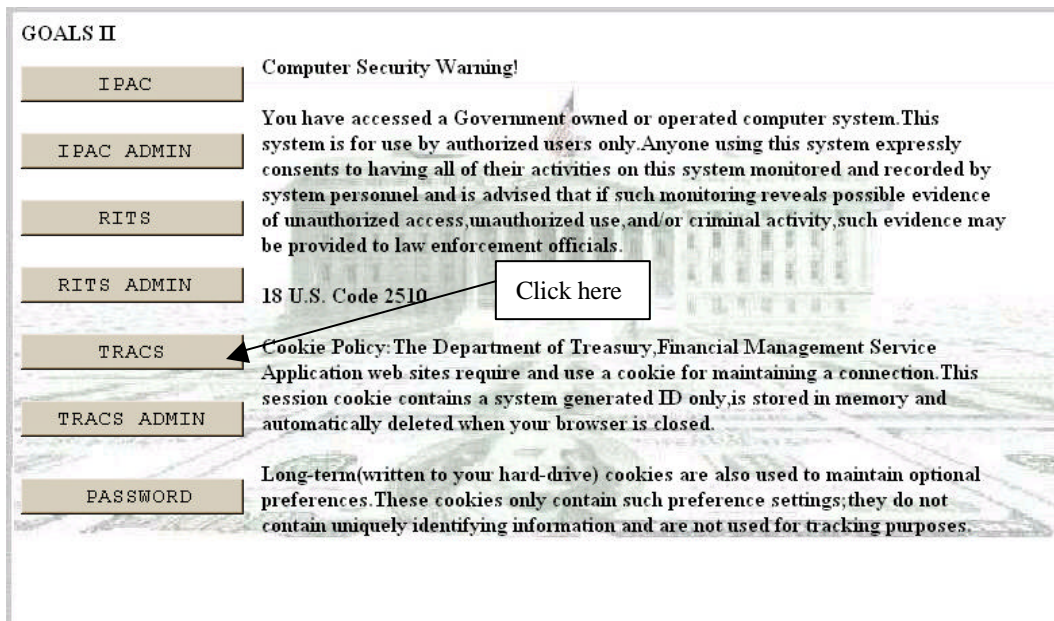


Figure 1.1 IPAC System Main Menu

This page left blank intentionally.

Section 2 Retrieve Reports/Data Files

Reports and data files generated earlier in TRACS can be recalled for viewing or printing using this function. To access this function, select the “Retrieve Report/Data Files” from the **TRACS Main Menu** as shown in Figure 2.1. Entering an ALC to access this function is optional.

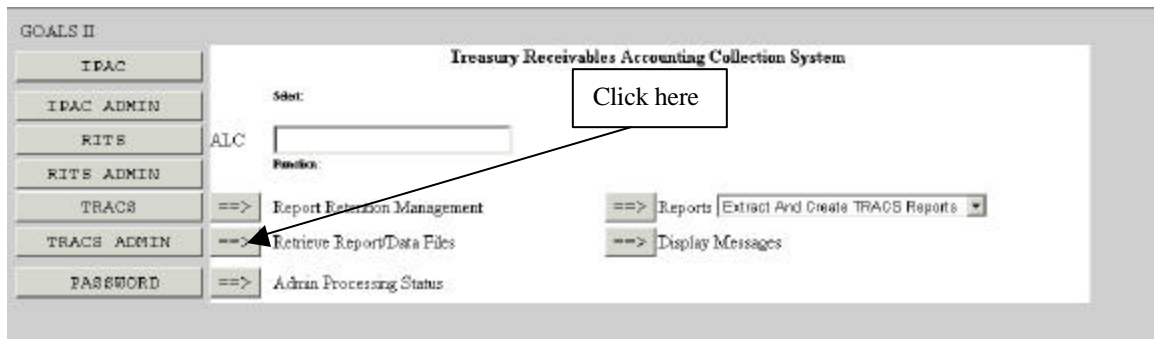


Figure 2.1 TRACS Main Menu

Once you select the “Retrieve Report/Data Files” button from the **TRACS Main Menu** (Figure 2.1), the **Retrieve Reports/Data Files** screen will display (Figure 2.2).

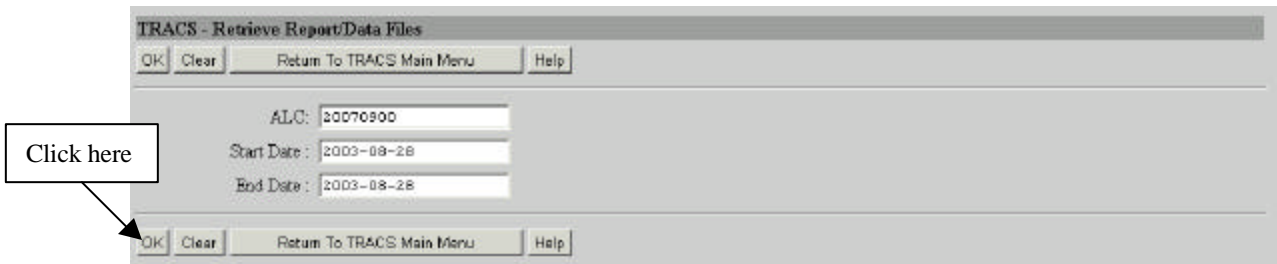


Figure 2.2 Retrieve Report/Data Files

Retrieve Report/Data Files Data Fields

ALC

The ALC for which the reports/data files are stored. This field will be completed for you if you entered it in the ALC field on the **TRACS Main Menu**. You can also change this number or you can leave this field blank.

Start Date

The starting date of the report/data files search. Enter the date in YYYY-MM-DD format.

End Date

The ending date of the report/data files search. Enter the date in YYYY-MM-DD format.

The start date and end dates refer to dates on which the reports were generated, not the dates covered by the reports.

Report/Data Files Option Buttons

“OK”

Submits your request and retrieves a list of report/data files meeting your criteria, on the **Report/Data File List** screen (Figure 2.3). There is a limit of five results per screen.

“Clear”

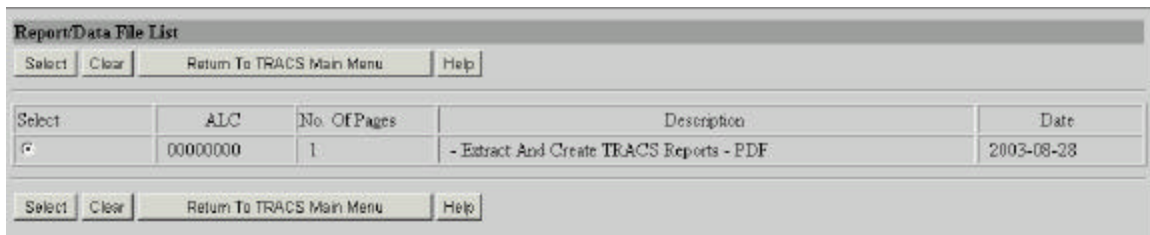
Sets all the fields you entered to their values the last time the server was accessed.

“Return to TRACS Main Menu”

Exits without processing any information and returns to the **TRACS Main Menu**.

“Help”

Displays the system help for this screen.



Select	ALC	No. Of Pages	Description	Date
<input checked="" type="checkbox"/>	00000000	1	- Extract And Create TRACS Reports - PDF	2003-08-28

Figure 2.3 Report/Data File List

Note: If there are more than 5 results, a “Next” button will display and this button will bring up the next 5 results or less. A “previous” button will display when needed to allow you to navigate between the **Report/Data File List** screens.

Report/Data File List Data Fields

Select

Click the circle to toggle selection for the desired report. The report selections are mutually exclusive, therefore clicking on an already selected report will deselect that report. This is the only field that you can change on this screen.

ALC

The ALC which you entered on the Retrieve Report/Data Files screen. You cannot change this field from this screen.

No. Of Pages

The number of pages the printed report contains. You cannot change this field.

Description

The report description that was entered at the time the report was generated. You cannot change this field.

Date

The date the report was generated. You cannot change this field.

Report/Data File List Option Buttons

“Select”

Submits the selected report for retrieval.

“Clear”

Returns the data fields to their values the last time the screen was displayed.

“Next”/“Prior”

Displays the next or previous screen of reports and data files.

“Return to TRACS Main Menu”

Exits without displaying a report/data file, and returns to the **TRACS Main Menu**.

“Help”

Displays the system help for this screen.

IPAC BILLS				
ALC	Bill Number	Transaction Type	Accomplished Date	Amount
20090700	Z6172669	Reclamation Credits	2003/08/01	\$1,955.00
20090700	Z6173588	Payment Over Cancellation	2003/08/07	\$48,135.15
20090700	Z6173683	Reclamation Credits	2003/08/07	\$3,615.00
20090700	Z6172257	Reclamation Credits	2003/08/11	\$55,610.00
20090700	Z6173706	Reclamation Credits	2003/08/18	\$3,615.00
20090700	Z6173706	Reclamation Credits	2003/08/19	\$3,615.00
20090700	Z6172257	Reclamation Credits	2003/08/21	\$55,610.00
20090700	Z6172257	Reclamation Credits	2003/08/22	\$55,610.00
20090700	Z6173733	Reclamation Credits	2003/08/25	\$3,615.00
20090700	Z6172669	Reclamation Credits	2003/08/25	\$1,955.00
20090700	Z6173683	Reclamation Credits	2003/08/25	\$3,615.00

1 of 1

Report Requested by: Jane A. Doe

8/28/03
T_3_0_1_1_2_OutstandingBillsALC.rpt

Figure 2.4 Sample Retrieve Report- IPAC Bills

Section 3 Reports

As mentioned in *Section 1*, Sender TAS information will be supplied in the TRACS bulk files sent to IPAC and will be displayed on the TRACS reports.

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 as shown in Figure 3.1

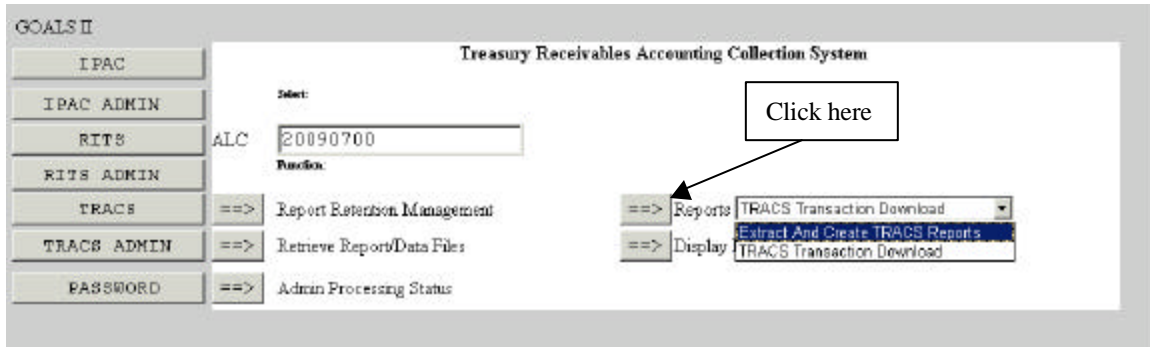


Figure 3.1 TRACS Main Menu with Reports Menu

ALC

The data entry field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within TRACS.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

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

Completion of the ALC field is not required on the **TRACS Main Menu** to access the Reports function.

Report Selection

Highlight and select the report you want 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 3.1.

Extract and Create TRACS Reports

This report allows you to view all TRACS transactions, within specified dates, by ALCs, with either a Summary of the Transactions or a Summary with Detail included. When you highlight the **Extract and Create TRACS Reports** option on the Reports menu, and select the “Reports” button, the **Extract and Create TRACS Reports** Report Request screen (Figure 3.2) will display.

Note: The **Summary with Detail** Report is the **Extract and Create TRACS Report** that will display the new Eliminations information, therefore this addendum will discuss the Summary with Detail report in detail. The Summary Only Report is discussed in the *TRACS Base Manual*.

Transaction Type:	
Payment Over Cancellation:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Reclamation Credits:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Unavailable Check Cancellation:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Limited Payability Cancellation:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Figure 3.2 Extract and Create TRACS Reports

Report Options

There are two types of reports that may be requested from this screen, a **Summary Only** report and a **Summary with Detail** report. This Addendum will discuss the **Summary with Detail** Report. This report shows a list of the Z bills and all of the supporting information for the transaction.

Extract and Create TRACS Reports data entry fields:

Report File Description

This field is used to name and/or describe the report. It will be this name or description that displays in the system when you later retrieve the report for viewing, printing or discarding. The description that you assign to the report should be as meaningful as possible to help with later report identification. This description does not print on the report itself. This field is not required, but its use is strongly recommended.

Footer Comments

The contents of this field are printed on the bottom of each page of your document or report. Figure 3.6 shows a sample report with the location of the Footer Comments marked. This field is not required and may be left blank.

ALC

If you entered an ALC in the ALC field on the **TRACS Main Menu**, that ALC will appear in the first data entry box below the **Enter ALC(s) Here:** label. You can enter up to 25 ALCs for which you are authorized to do business in the data entry boxes. At least one ALC must be entered.

Start Date

End Date

Enter the dates for which you want to retrieve the TRACS 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. These fields are required.

Transaction Types

Summary Only

This report does not reference individual transactions. You do not need to specify Transaction Types when requesting this type of report and Transaction Types specified will have no affect on the report generated.

Summary With Detail

This report shows individual transactions. You must specify at least one Transaction Type for this report request. The available options include the four types of transactions handled by the TRACS application:

Payment Over Cancellation

Reclamation Credits

Unavailable Check Cancellation

Limited Payability Cancellations

Any or all of these transaction types may be selected by clicking to mark the Yes option button next to the listed Transaction Type. To request the **Summary with Detail** report, at least one Transaction Type must be marked as Yes.

Extract and Create TRACS Reports function buttons:

“Summary Only”

Accepts the information on the screen as the Report Description, Report Footer, Start and End Dates and ALC criteria, generates the Summary Only report.

“Summary With Detail”

Accepts the information on the screen as the Report Description, Report Footer, Start and End Dates, ALC and Transaction Type criteria, displays the **Extract And Create TRACS Reports (Summary)** screen shown in Figure 3.3.

Select	Bill Number	Transaction Type	Accomplished Date
<input type="radio"/>	26172659	Reclamation Credits	2003-08-01
<input checked="" type="radio"/>	26173588	Payment Over Cancellation	2003-08-07
<input type="radio"/>	26173683	Reclamation Credits	2003-08-07
<input type="radio"/>	26172257	Reclamation Credits	2003-08-11
<input type="radio"/>	26173708	Reclamation Credits	2003-08-18
<input type="radio"/>	26173708	Reclamation Credits	2003-08-19
<input type="radio"/>	26172257	Reclamation Credits	2003-08-21
<input type="radio"/>	26172257	Reclamation Credits	2003-08-22
<input type="radio"/>	26173733	Reclamation Credits	2003-08-25
<input type="radio"/>	26172659	Reclamation Credits	2003-08-25
<input type="radio"/>	26173683	Reclamation Credits	2003-08-25

Figure 3.3 Extract And Create TRACS Reports (Summary)

You may select the transaction you want to generate a report for by clicking on the radio button next to the transaction. After selecting a transaction, clicking on the “OK” button will display the **Report Format** screen (Figure 3.4). In the future, you will also have the option to print a report for all the transactions listed on this screen by clicking on the “All” button. Function buttons for the **Extract And Create TRACS Reports (Summary)** screen (Figure 3.3) are described after the “Help” function button for the **Extract and Create TRACS Reports** screen (Figure 3.2) below.

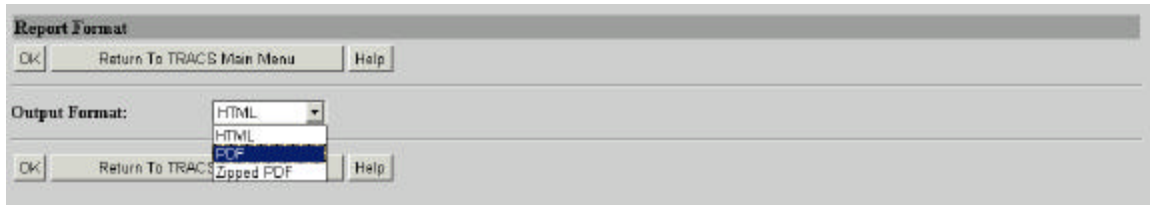


Figure 3.4 Report Format

The Output Format choices on the **Report Format** screen are HTML and PDF.

HTML (Hyper Text Markup Language)

This is the document format used on the World Wide Web and is the default choice. Choose this option to view the report immediately. The report is generated in HTML format and displays in the Report Viewer.

PDF (Portable Document Format)

A file format, read with an Adobe Acrobat® reader, for saving the report to a file or for viewing or printing the report.

Clicking on the “OK” button from the **Report Format** screen (Figure 3.4) displays the **Report Status** screen (Figure 3.5).

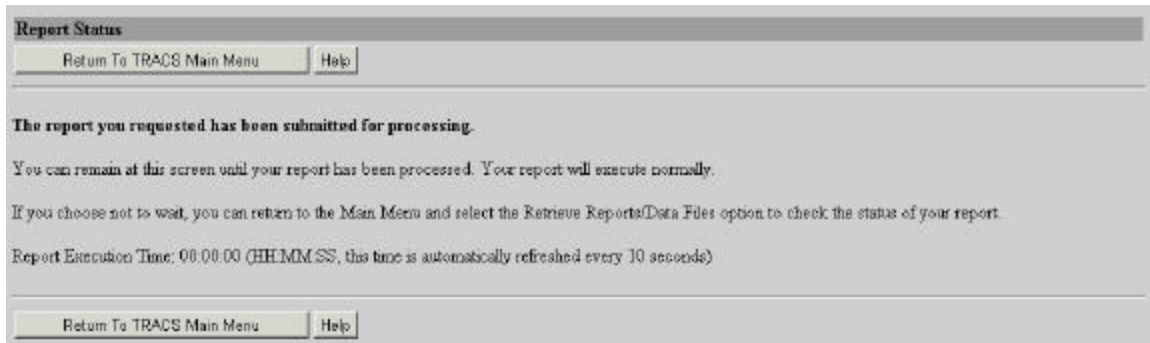


Figure 3.5 Report Status

“Clear”

Returns the data entry fields to their state the last time the screen was displayed.

“Return to TRACS Main Menu”

Discards any entries you have made in the fields on this screen and returns you directly to the TRACS Main Menu.

“Help”

Displays the system help for this screen.

Extract and Create TRACS Reports (Summary) function buttons:

The **Extract and Create TRACS Reports (Summary)** screen function (Figure 3.3) are as follows:

“OK”

Once you have selected a Bill Number/Transaction Type you would like to view in the report, this button will take you to the **Report Format** screen shown in Figure 3.4.

“All”

This will display a report for all the Bill Numbers/Transaction Types listed on this screen.

“Clear”

Returns the data entry fields to their state the last time the screen was displayed

“Return to TRACS Main Menu”

Discards any selection you have made in the fields on this screen and returns you directly to the TRACS Main Menu.

“Print”

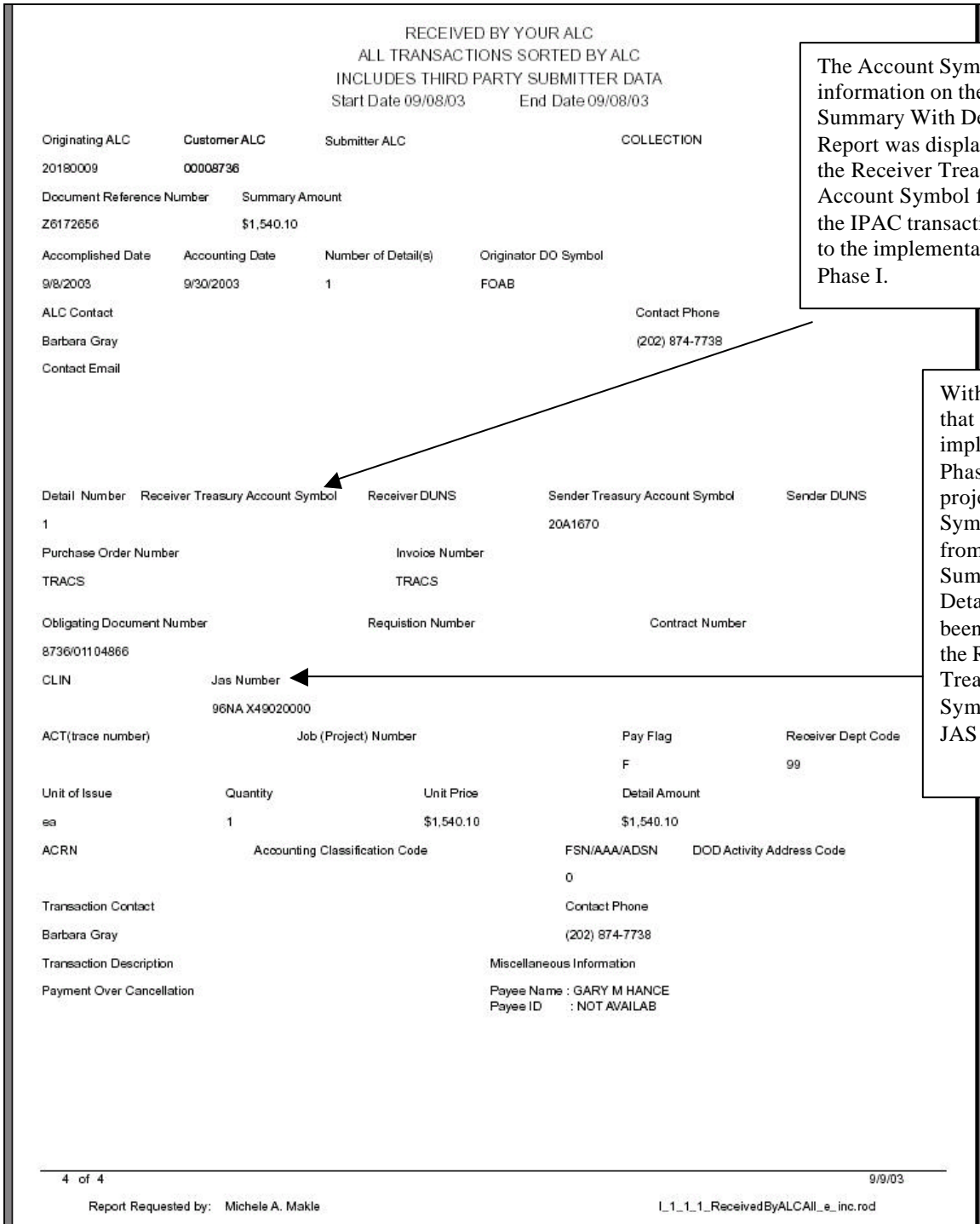
Returns the data entry fields to their state the last time the screen was displayed

“Help”

Displays the system help for this screen.

Prior to the implementation of Phase I, the Account Symbol information from the Summary With Detail report was displayed in the Receiver Treasury Account Symbol field on the corresponding IPAC transaction. With the changes that are being implemented in Phase 1 of the project, the Account Symbol information will be moved from the Receiver Treasury Account Symbol field to the JAS Number field on the IPAC transaction (Figure 3.6).

In full support of the GWA Modernization effort, the Receiver Treasury Account Symbol information will be a required field in the IPAC system in the future; therefore, this data needed to be moved in order to collect the valid information when it becomes required.



The Account Symbol information on the TRACS Summary With Detail Report was displayed in the Receiver Treasury Account Symbol field on the IPAC transaction prior to the implementation of Phase I.

With the changes that are being implemented in Phase I of the project, the Account Symbol information from the TRACS Summary With Detail report has been moved from the Receiver Treasury Account Symbol field to the JAS Number field.

Figure 3.6 IPAC Transaction

SUMMARY WITH DETAIL

Originating ALC	Customer ALC	Document Reference Number	Summary Amount	COLLECTION					
20180009	00008736	Z6172656	\$1,540.10						
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol						
9/8/2003	9/30/2003	1	FOAB						
ALC Contact									
Barbara Gray									
Contact Phone									
(202) 874-7738									
Contact Email									
Bill Number: Z6172656									
Transaction Type: Payment Over Cancellation									
Transaction Date: 9/8/2003									
Check Symbol	Check Serial Number	Check Date	Payment Type	Account Symbol	DIS/CTR/C	SRC	SC	Dollar Amount	
8736	01104866	5/12/2003		96NA X49020000	0	D	61	\$1,540.10	
Payee Id:		NOT AVAILAB							
Payee Name:		GARY M HANCE							
Agency Reference:									
Previous Document Type:		Number:	6171948	Date:					
Transaction Type: Payment Over Cancellation									
Sender Treasury Account Symbol:		20A1670		Sender Business Event Type Code:					
Receiver Treasury Account Symbol:				Receiver Business Event Type Code:					

The Account Symbol information on the Summary With Detail report will appear in the JAS Number field on the corresponding IPAC transaction.

1 of 1 9/9/03

Report Requested by: Michele A. Makle T_3_0_1_1_OutstandingBillALC_e.rpt

Figure 3.7 TRACS Summary with Detail Report

TRACS Summary with Detail Report New Columns

Sender Treasury Account Symbol:

Displays the Sender Treasury Account Symbol provided in the TRACS file.

Receiver Treasury Account Symbol:

Receiver Treasury Account Symbol information is not mandatory for Phase I, however if provided in the TRACS file, it will display in this column.

Sender Business Account Code:

The application will not have the capability to accept the Sender Business Event Type Code for Phase I.

Receiver Business Account Code:

The application will not have the capability to accept the Receiver Business Event Type Code for Phase I.

TRACS Transaction Download

This report will also display the Sender TAS information when provided in the TRACS file. The Receiver Treasury Account Symbol information is not mandatory for Phase I, however if provided in the TRACS file, it will display on this report. The Sender & Receiver Business Event Type Codes will not be collected for Phase I of Eliminations.

This menu option exports transaction data from TRACS in a standardized format. It produces a Comma Separated Value (CSV) or Tab Separated Value (TSV) file that can be imported by other software for further data analysis or processing. Selecting this report option will not provide the capability to produce HTML or PDF files for direct viewing or printing.

When you highlight the **TRACS Transaction Download** report and select the “Reports” button, the **TRACS Transaction Download** Report Request screen shown in Figure 3.8 will display.

The screenshot shows a software window titled "TRACS Transaction Download". At the top, there is a toolbar with buttons for "OK", "Clear", "Return To TRACS Main Menu", and "Help". Below this, the "Report File Description:" field contains the text "Documentation". Underneath, there are three input fields: "ALC:" with the value "20090700", "Start Date:" with the value "2003-08-01", and "End Date:" with the value "2003-08-15". At the bottom of the window, there is another toolbar with buttons for "OK", "Clear", "Return To TRACS Main Menu", and "Help".

Figure 3.8 TRACS Transaction Download Report Request

TRACS Transaction Download data entry fields

Report File Description

This field is used to name and/or describe the report. It will be this name or description that displays in the system when you later retrieve the report for viewing, printing or discarding. The description that you assign to the report should be as meaningful as possible to help with later report identification.

ALC

If you entered an ALC on the **TRACS 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.

Start Date

End Date

Enter the dates for which you want to retrieve the TRACS 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. These fields are required.

TRACS Transaction Download function buttons:

“OK”

Accepts the information on the screen as the Report Description, Start and End Dates and ALC criteria, generates the Transaction Download report data and displays the **Report Format** screen shown in Figure 3.9.

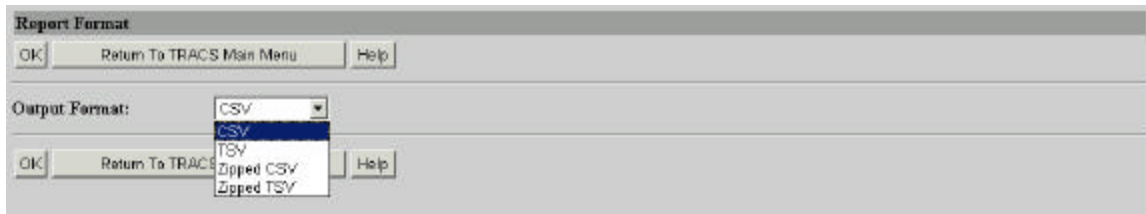


Figure 3.9 Report Format

This screen allows you to specify the format for the data file. It contains a drop down menu with Output Format choices of **CSV**, **TSV**, **Zipped CSV** and **Zipped TSV**.

Clicking on the “OK” button from the **Report Format** screen (Figure 3.9) displays the **Report Status** screen (Figure 3.10).

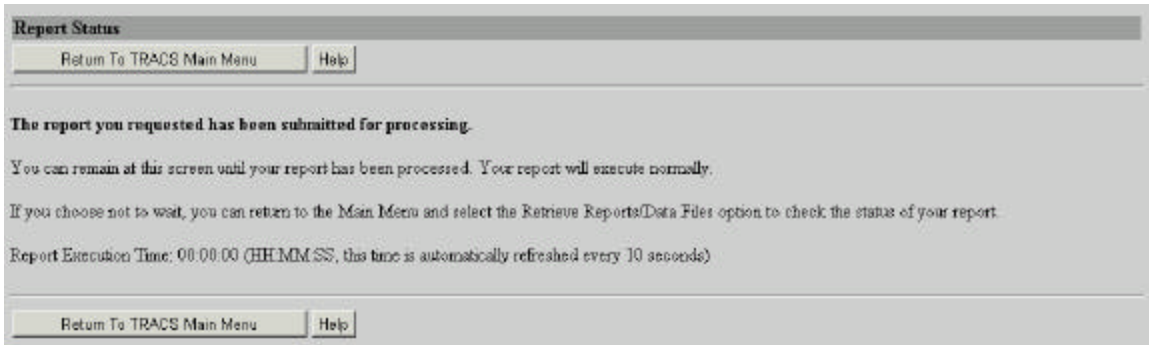


Figure 3.10 Report Status

“Clear”

Returns the data entry fields to their state the last time the screen was displayed.

“Return to TRACS Main Menu”

Discards any entries you have made in the fields on this screen and returns you directly to the TRACS Main Menu.

“Help”

Displays the system help for this screen.

```
TransactionID,OriginatingALC,CustomerALC,ContactName,ContactEmailAddress,ContactPhoneNumber,SummaryAmount,NumberofDetailItems
125204,20180009,20090700,Accounts Branch,accounts.branch@fms.treas.gov,(202) 874-7790,3615.00,1,09/26/03,09/30/03,1,,TRACS,,T
125222,20180009,20090700,Accounts Branch,accounts.branch@fms.treas.gov,(202) 874-7790,1955.00,1,09/26/03,09/30/03,1,,TRACS,,T
125246,20180009,20090700,Accounts Branch,accounts.branch@fms.treas.gov,(202) 874-7790,3615.00,1,09/26/03,09/30/03,1,,TRACS,,T
```

Figure 3.11 TRACS Transaction Download CSV Report

```
NumberofDetailItems,AccomplishedDate,AccountingDate,DetailLineNumber,ContractNumber,PurchaseOrderNumber,CLIN,InvoiceNumber,Pe
9/30/03,1,,TRACS,,TRACS,,1.00,ea,3615.00,3615.00,F,,,2024109,,99,,,,,D,TRACS,,Reclamation Credit,,P,36173706,FOAB,,Accounts B
9/30/03,1,,TRACS,,TRACS,,1.00,ea,1955.00,1955.00,F,,,2024109,,99,,,,,D,TRACS,,Reclamation Credit,,P,36172659,FOAB,,Accounts B
9/30/03,1,,TRACS,,TRACS,,1.00,ea,3615.00,3615.00,F,,,2028183,,99,,,,,D,TRACS,,Reclamation Credit,,P,36173683,FOAB,,Accounts B
```

Figure 3.12 TRACS Transaction Download CSV Report- Continued

```
RequisitionNumber,Quantity,UnitOfIssue,UnitPrice,DetailAmount,PayFlag,ReceiverTreasuryAccountSymbol,ReceiverBETC,SenderTreasu
Branch,(202) 874-7790,,,,,,3615.00,,,,,,R,1010,3,F,C,3615.00,1310,3,F,D,3615.00,,,,,
Branch,(202) 874-7790,,,,,,1955.00,,,,,,R,1010,3,F,C,1955.00,1310,3,F,D,1955.00,,,,,
Branch,(202) 874-7790,,,,,,3615.00,,,,,,R,,,,,

```

Figure 3.13 TRACS Transaction Download CSV Report- continued

```
AccountSymbol,ReceiverBETC,SenderTreasuryAccountSymbol,SenderBETC,ReceiverDepartmentCode,AccountingClassificationCode,ACRN,Job
3615.00,,,,,
1955.00,,,,,

```

Figure 3.14 TRACS Transaction Download CSV Report- continued

Saving Data in CSV or TSV Format

Both CSV and TSV formats can be used to transfer the raw data from TRACS to another program, which will format the data for viewing, printing or internal use. These file types 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 (Figure 3.15) will appear on your screen notifying you that you have started to download a file of type application/csv_ipac (or application/tsv_ipac).

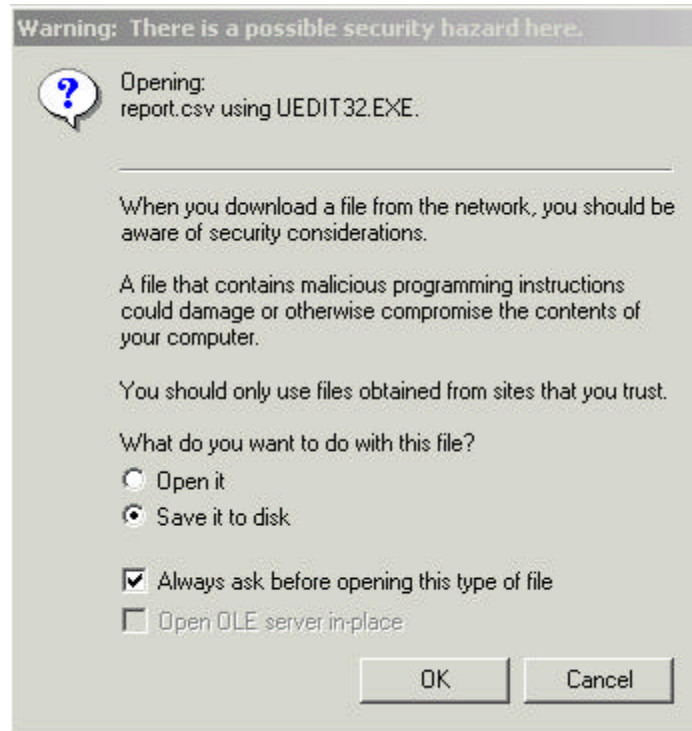


Figure 3.15 Dialogue Box

The Standard Windows “Save File” Dialogue box is where you can name the output file, choose the location for the file and specify the type of file to save. The location and the 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. Zipped files are formats, which must be “unzipped or decompressed before being read of printed.

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Appendix B File Compression Utilities

Information in *Italics* is quoted from the web site listed for the software

For your convenience, this is a brief list of some of the file compression utilities available on the World Wide Web which are compatible with the ZIP file compression used by the IPAC system. This list has only a few of the many programs available and inclusion in this list is in no way meant to be an endorsement of any of the products listed,

Commercial Utilities

WinZip™

This is one of the most widely used file compression utilities. It is available as shareware and can be registered for a minimal cost. The site listed below also has some good, basic information on ZIP file.

Download WinZip here:
<http://www.winzip.com/info.htm>

PKZip™

This is the original “ZIP” file compression utility and still widely used. It is also available as shareware and may be registered for under \$50.00

Download PKZip here:
<http://www.pkware.com/>

PowerZip™

PowerZip is an award winning compression program for Windows 9x/Me/NT/2000. If you use the Internet, PowerZip will certainly save you time, money and effort as you communicate with your friends and colleagues or download files from the Net.

Download PowerZip here:
<http://www.powerzip.net/>

Freeware Utilities

StuffIt Expander™

FREE file expansion. StuffIt Expander gives you the easiest way to open your Internet downloads and email attachments. Access sit, zip, rar, and more! Free, with no nags!

Download Stuffit here:

<http://www.stuffit.com/downloads.html>

EasyZip 2000™

This freeware utility is a powerful, easy-to-use FREE zip and unzip utility. It offers all the features you'd find in the commercial compression programs.

Download EasyZip 2000 here:

<http://www.aaafreebies.com/easyzip111.htm>

HJ-Zip™

Why pay money for programs like Winzip when you can get HJ-Zip for free? HJ-Zip is a reliable and easy to use zip/unzip program with full Windows user-interface. It also enables you to create self-extracting archives.

Download HJ-Zip here:

<http://freebyte.com/hjzip/>

UltimateZip™

UltimateZip the freeware archive utility for the new millennium.

Download UltimateZip here:

<http://www.ultimatezip.com/>

Appendix C Glossary of New Terms and Acronyms

(BETC) Business Event Type Code

SGL (Standard General Ledger) A uniform chart of accounts to standardize federal agency accounting. The SGL supports the preparation of standard external reports required by central agencies. The Office of Management and Budget's (OMB's) and FMS' regulations require agencies to use the SGL to accumulate and report standard financial data.

Treasury Account Symbol Formerly the Appropriation Symbol, the account number assigned by the Treasury to classify agency transactions.