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

Phase 1 Addendum

Addendum to the User Manual for

IPAC

Intra-governmental Payment and Collection System

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For additional copies of this manual, see:

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

Table of Contents

Section 1 Purpose of this Addendum

Since the implementation of IPAC, many government-wide 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 if these efforts are being implemented in Phases; Phase I is being implemented on 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. ALC(s) receiving IPAC transactions will have the capability to supplement the transaction with the Receiver SGL data; however the Receiver's SGL information will be optional in the Phase I 2003 implementation.

In addition, optional fields for Sender and Receiver DUNS & Sender and Receiver DUNS +4 are added for all IPAC transactions. These new fields are not required for Phase I. To access this new functionality select through the IPAC option on the IPAC System Main Menu shown Figure 1.1 below.
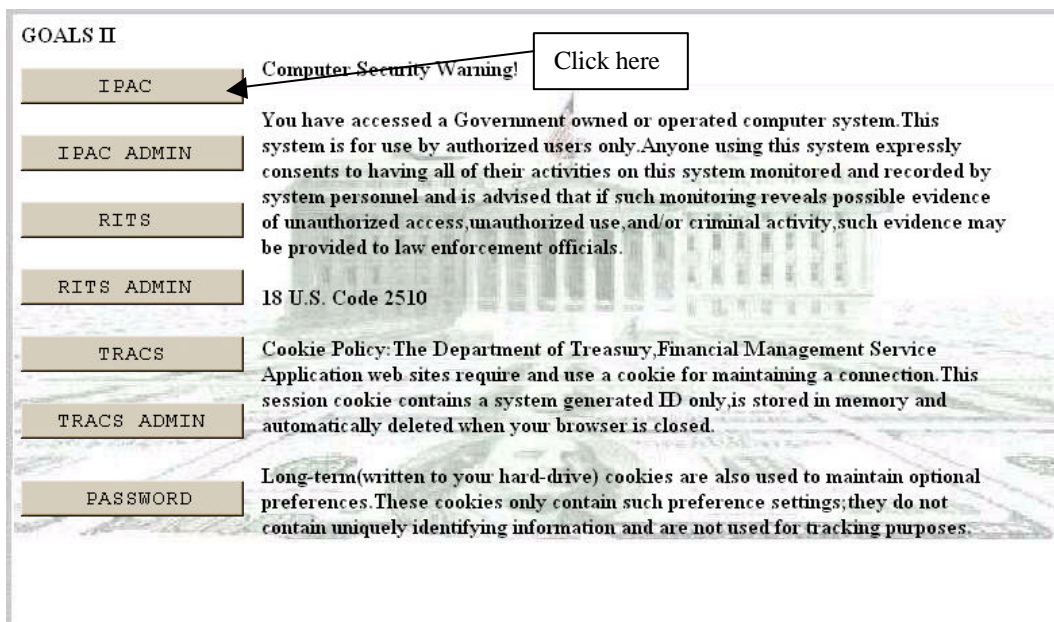
Figure 1.1   IPAC System Main Menu

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Section 2 Enhancements for Payments and Collections

As part of Elimination changes, users will be required to provide Sender TAS and Sender SGL account information for all payment, collection and adjustment transactions. There are also new buttons and optional data entry fields for payment and collections that will be discussed in this section. Adjustment changes will be discussed in *Section 3*.

Note: Some Treasury Account Symbols that you may use in IPAC do not require SGL accounts with the transaction detail. "A" accounts, which are cash control accounts in the Central Summary General Ledger of the United States, are not subject to SGL rules and thus do **not** require SGL accounting data. An example of an "A" account is "20A8056". Deposit funds and clearing accounts are required to do SGL accounting, but have special requirements that make them unsuited for SGL reporting through IPAC. Receipt accounts, on the other hand, do require SGL data. The lack of proper reporting on receipt accounts contribute significantly to intra-governmental elimination problems. In summary, funds that do **not** require SGL data in IPAC at this time are **"A" accounts, Deposit funds** and **Clearing accounts.** As agencies and FMS become more familiar with SGL reporting in IPAC, these rules may change.

To process a payment, enter in your <u>ALC</u> and a <u>Customer ALC</u> and select the "Payment" button from the **IPAC Main Menu** screen as shown below in Figure 2.1.

Figure 2.1   Selecting a Payment from the IPAC Main Menu

When you select the "Payment" button, the **Payment Entry** screen shown in Figure 2.2 will display.

New "SGL Accounts" button to replace the "Sender SGL" button

New Data Entry Fields

Sender TAS field required for all transactions

Figure 2.2   Payment Entry

Payment Entry New Data Fields

The **Payment Entry** screen has the following new data entry fields:

Sender DUNS
A 9-didgit number that is assigned by Dun and Bradstreet associated with the registered entity (Office or Division) for the Sender

Sender DUNS + 4
This is a 4-digit extension to your Sender DUNS that the user creates. It is used if you have more than one ALC or DO per office and need to differentiate between the lines of business in one office.

Receiver DUNS

A 9-didgit number that is assigned by Dun and Bradstreet associated with the registered entity (Office or Division) for the Receiver.

Receiver DUNS + 4

This is a 4-digit extension to your Receiver DUNS that the user creates. It is used if you have more than one ALC or DO per office and need to differentiate between the lines of business in one office.

Note: Prior to October 2003, the Sender TAS was an optional field. With the implementation of Phase I, the Sender TAS will be required.

If the Sender Treasury Account Symbol is not entered on the **Payment Entry** (Figure 2.2) screen, the following error message (Figure 2.3) will display if you click on the "Finished", "More Detail", "SGL Accounts" or the "Review Detail" buttons.
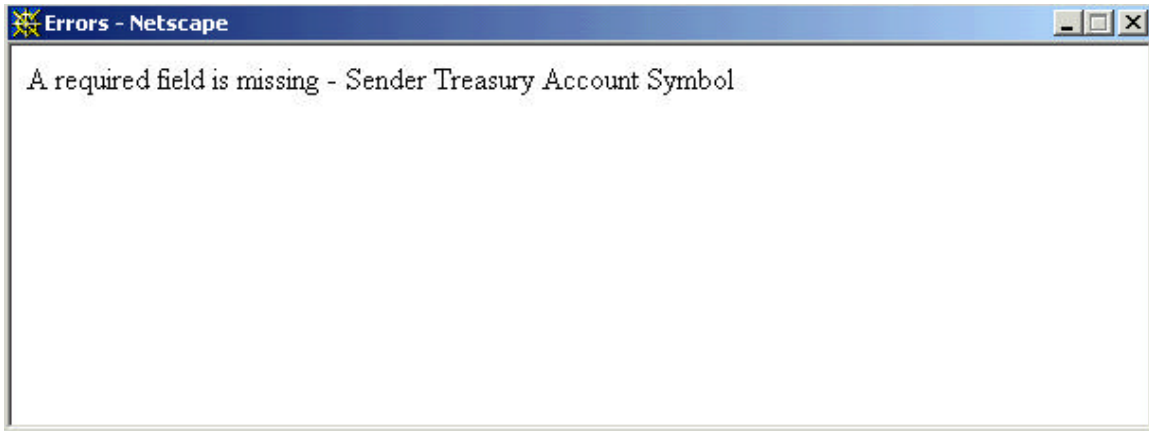
Figure 2.3   Required field missing- Sender TAS error message

If the Sender SGL information is not entered by clicking the "SGL Accounts" on the **Payment Entry** (Figure 2.2) screen, the following error message (Figure 2.4) will display if you click on the "Finished", "More Detail" or the "Review Detail" buttons.
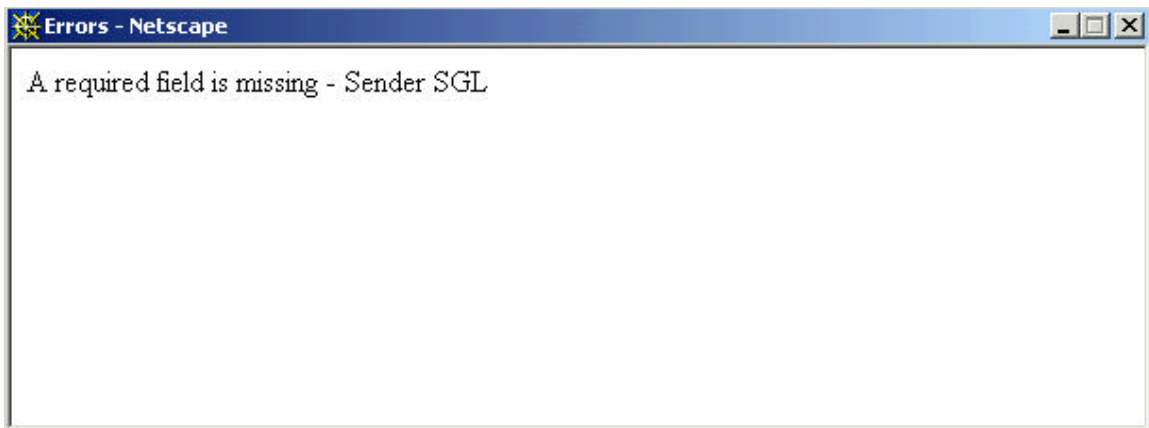
Figure 2.4   Required field missing- Sender SGL

IPAC-Payment Entry Function Buttons

"Finished"

Finalizes the transaction, submitting the Header information, all entered lines of Detail information & sender SGL information. If no error is detected, a confirmation screen, similar to the one in Figure 2.11, will display.

"More Detail"

Takes you to another Payment Entry screen to enter more detail information. If no error is detected, the detail information will be saved and the Summary Amount and the Number of Details fields in the Header Section will be updated to reflect the amounts entered for this line item.

"SGL Accounts"

Standard **G**eneral **L**edger (SGL) accounts are assigned at the detail, or line item, level of a transaction. This function provides a way to allocate detail amounts to specific Standard General Ledger Accounts. The **SGL Accounts** screen is shown in Figure.2.7.

"Review Detail"

Review all of the details (line items), which have been entered for this transaction. If no error is detected, **Payment Review** screen (Figure 2.5) will display with the detail (line items) for the current transaction. Highlight the applicable detail and click the "Review Transaction" button to bring up all the elements of the detail line. The **Payment Review** window will close and the highlighted transaction will display on the **Payment Entry** screen for editing.
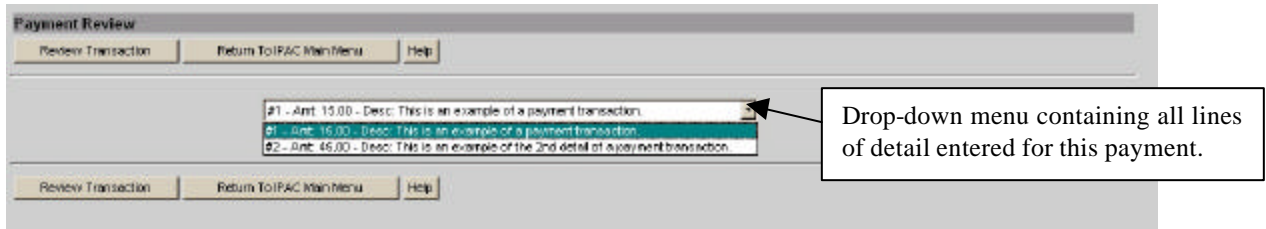
Figure 2.5   Payment Review

"Special Requirements"

In addition to the standard IPAC required fields, an ALC can make additional data fields required, thus ensuring its trading partners supply the specific information needed for its accounting practices. All required data entry fields will be indicated with an asterisk, including those fields made required by an Agency Special Requirement. If the transaction you are entering involves an agency with Special Requirements, you may review the ALC's description of the Special Requirement field(s) by clicking the Special Requirements button from the **Payment Entry** screen (Figure 2.2) and the **IPAC Payment Special Requirements** screen will display, as shown in Figure 2.6.

Figure 2.6   IPAC Payment Special Requirements

"Return To IPAC Main Menu"
  Returns you to the **IPAC Main Menu.**

"Clear"
  All data entry fields are reset to their values the last time the screen was displayed. No data is submitted to IPAC.

"Help"
  Displays the system help information

As mentioned in *Section 1* of this Addendum, the Sender SGL information is required in Phase 1. You will not be able to complete your transaction without entering Sender SGL information. SGL Information must be entered for each detail of the transaction. The error message shown in Figure 2.4 would be received from the **Payment Entry** screen if you hit the "Finished" button before entering SGL information in the **SGL Accounts** screen.

After entering detail information on the **Payment Entry** screen, shown in Figure 2.2, click on the "SGL Accounts" button to proceed to **SGL Accounts** screen (Figure 2.7).

Federal/Non-Federal
drop-down

Figure 2.7   SGL Accounts

You must enter a valid SGL account number, the SGL debit and credit amounts must equal the detail amount and each other. If the SGL debit & credit amounts entered do not equal the detail amount on the **Payment Entry** screen the error message (shown in Figure 2.8) will display.
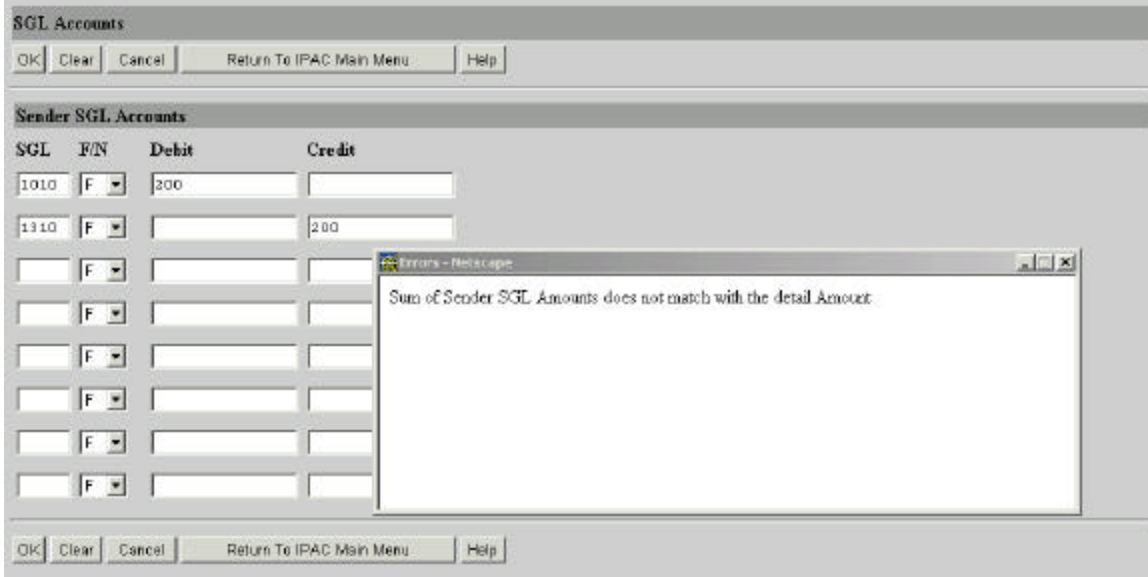
Figure 2.8   SGL amounts does not equal detail amount error message

An SGL account can only be used once; therefore the user will receive an error message (Figure 2.9) if a SGL account number is entered twice.
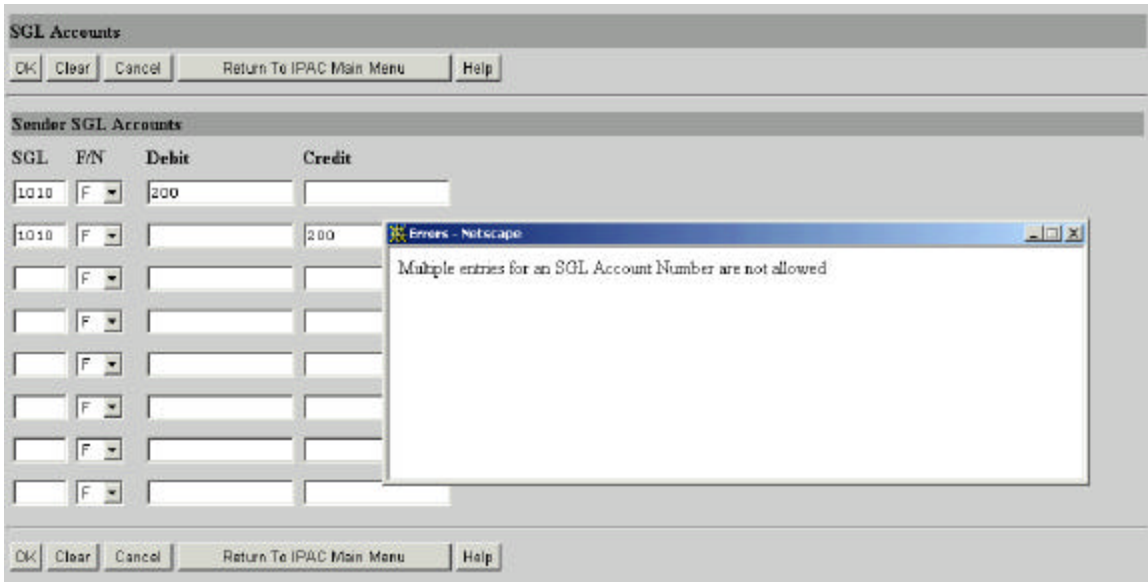
Figure 2.9   Multiple entries for an Account Number are not allowed error message

The SGL Accounts information is limited to 4 credits and 4 debits (8 SGL accounts) as shown in Figure 2.10.

Figure 2.10   SGL Amounts limited to 4 credits and 4 debits

SGL Accounts Data Fields

The **SGL Accounts** screen has the following new data entry fields:

SGL
This data entry field is for the SGL account number. All SGL account numbers are assigned to a specific category, which is stored in the database and are 4 digits in length.

F/N
This dropdown is used to indicate the Federal/Non-Federal status of the SGL account entered.

Debit
You may allocate a detail amount to one SGL debit or you may break the amount into as many as four different debit SGL accounts. The sum total of the debits must equal the sum total of the credits before this information can be stored and the screen closed.

Credit
You may allocate a credit amount to one SGL credit or you may break the amount into as many as four different credit SGL accounts. The sum total of the credits must equal the sum total of the debits before this information can be stored and the screen closed.

SGL Accounts Function Buttons

The **SGL Accounts** screen has the following new data entry fields:

"OK"

> Accepts the SGL accounts information entered, if there are no errors, and returns you to the **Payment Entry** screen.

"Clear"

> All data entry fields are reset to their values the last time the screen was displayed. No data is submitted to IPAC.

"Cancel"

> Returns you to the **Payment Entry** screen without saving any information you have entered.

"Return to IPAC Main Menu"

> Returns you to the **IPAC Main Menu** screen without saving any information entered.

"Help"

> Displays help information for this screen.

As mentioned above, clicking on the "OK" button from the **SGL Accounts** (Figure 2.7) screen returns you to the **Payment Entry** (Figure 2.2) screen. Clicking on the "Submit" button from the **Payment Entry** screen will complete your transaction, store Sender SGL information and generate a confirmation, shown in Figure 2.11.

Figure 2.11   Payment Confirmation

Confirmation Screen Fields

This screen contain the following fields:

<u>**Originating ALC**</u>

> The agency (Sender) initiating the payment.

<u>**Customer ALC**</u>

> The agency (Receiver) being paid by the Originating ALC.

<u>**Document Ref. No.**</u>

> The reference number generated by IPAC for the transaction.

<u>**Accomplished Date**</u>

> The date a transaction was processed by IPAC.

Summary Amount

The total amount of the transaction (a sum of Detail Amounts).

Number of Details

The number of line items that were entered for this transaction.

Time

The time a transaction was processed by IPAC. Displayed in military time, please reference *Appendix B* for military time conversion chart.

These fields are for display only. You cannot change the information in any of these fields from this screen.

Confirmation Screen Function Buttons

This screen contains the following functions buttons:

"OK"

Confirms that you have viewed the information displayed. You will be returned to **IPAC Main Menu**.

"Print"

Prints your transaction information. Clicking on the "Print" button from the **Payment Confirmation** screen (Figure 2.11) will display the **Payment Collection** Report Request screen below in Figure 2.12.

Figure 2.12   Payment Collection Report Request

Click here

Clicking on the "OK" button from **Payment Collection** Report Request screen (Figure 2.12) will display the **Report Format** screen (Figure 2.13).

Figure 2.13   Report Format

Report Output Menu Options

HTML (Hyper Text Markup Language)

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

PDF (Portable Document Format)

A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)

A compressed file format which must be "unzipped" or decompressed before being read or printed with the Adobe Acrobat Reader.

Clicking on the "OK" button from **Report Format** screen (Figure 2.13) will display the Report **Status** screen (Figure 2.14).
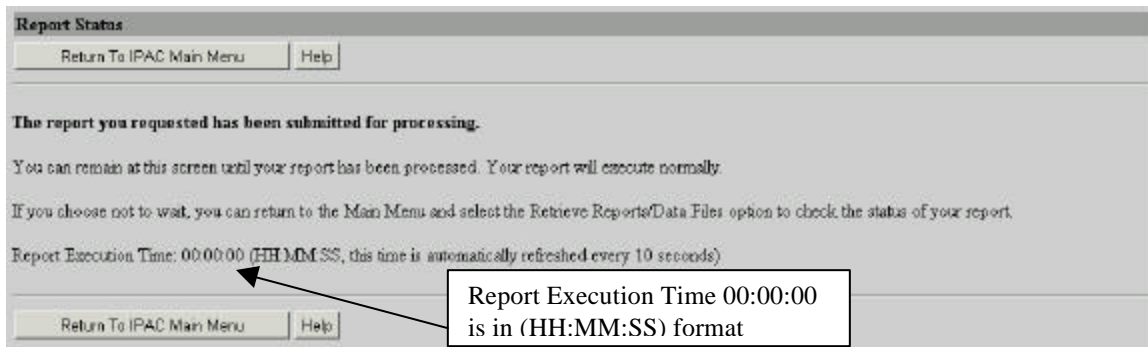
Figure 2.14   Report Status

"Help"

Displays help information for this screen.

You can stay on this screen in Figure 2.14 or click on "Return to IPAC Main Menu" button and select the Retrieve Report/Data files option to open the report. If your browser is configured to use Acrobat, you may see a screen similar to figure 2.15 that asks you if would like to open it or save the report to a disk.

Do **Not** remove the check from the box or you will not be able to save this through Adobe Acrobat Reader
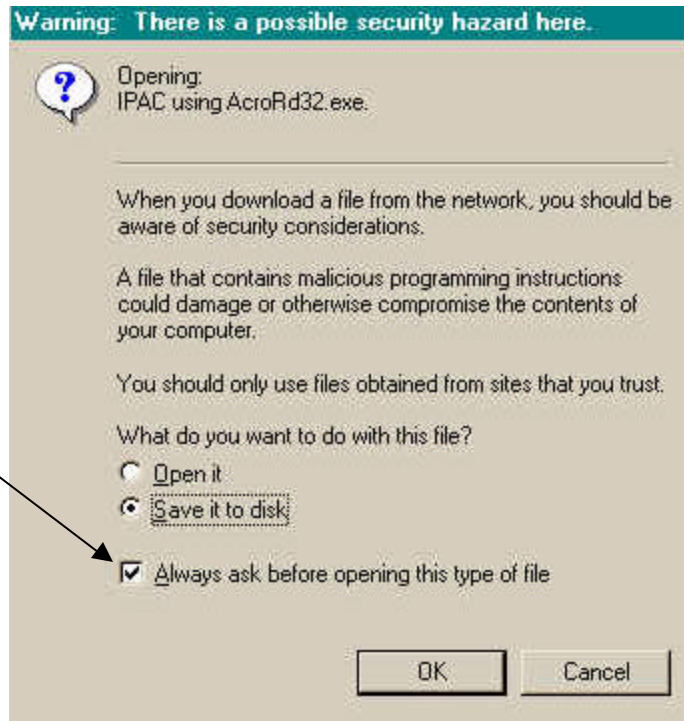
Figure 2.15   File Download Warning

IPAC TRANSACTION

Originating ALC	Customer ALC	Submitter ALC		PAYMENT
20180002	20180005			

Document Reference Number   Summary Amount
02300060 $40.00

Accomplished Date   Accounting Date   Number of Detail(s)   Originator DO Symbol
8/5/2003   8/31/2003   1   X0023

ALC Contact   Contact Phone
Jane A Doe   804-874-8000

Contact Email
jane.doe@agency.gov

Header

Detail Number   Receiver Treasury Account Symbol   Receiver DUNS+4   Sender Treasury Account Symbol   Sender DUNS+4
1   00X0102

Purchase Order Number   Invoice Number
12345   12345

Obligating Document Number   Requisition Number   Contract Number
12345

CLIN   Jas Number

ACT(trace number)   Job (Project) Number   Pay Flag   Receiver Dept Code
                                                              F   12

Unit of Issue   Quantity   Unit Price   Detail Amount
ea   10 $4.00 $40.00

ACRN   Accounting Classification Code   FSN/AAA/ADSN   DOD Activity Address Code
                    12345   12345   12345

Transaction Contact   Contact Phone
Jane A. Doe   202-874-0000

Transaction Description   Miscellaneous Information
Documentation   Documentation

1 of 2   8/5/03
    Report Requested by: Jane A. Doe   Documentation
                                                                            L_1_0_1_1_OnePC_e.rod

Figure 2.16   Confirmation Report

Figure 2.17   Confirmation Report continued

Confirmation Report Header Information

Originating ALC:
This is the ALC originating (sending) the PCA (payment, collection, or adjustment) transaction to the Customer (receiving) ALC.

Customer ALC:
This is the ALC receiving the PCA transaction from the originating ALC.

Submitter ALC:
This is the Third Party Submitter's ALC if applicable. For more information regarding Submitter ALC, see *Section 6*.

Payment/ Collection/ Adjustment:
This column indicates whether the transaction is a payment, collection or adjustment.

Document Reference:
The number that is assigned to each transaction. The document reference numbers are assigned by the application if all transactions entered on-line; bulk file submitters have the capability to assign their own document reference numbers.

Summary Amount:
The total amount of the transaction (a sum of Detail Amounts).

Accomplished Date:
The date a transaction was processed by IPAC.

Accounting Date:
The last date of the month during which a transaction was processed by IPAC.

Number of details:
Number of details in the transaction.

Originator DO Symbol:
DO Symbol for the originating ALC

ALC Contact:
The name of the person that entered the IPAC transaction.

Contact Email:
The email address of the person that entered the IPAC transaction.

Contact Phone:
The telephone number of the person that entered the IPAC transaction.

The Confirmation Report displays transaction and detail information under the header information.

Collections

The data entry screens, new fields, new function buttons and **SGL accounts** screen (Figure 2.7) functionality for collections are the same as those for payments. The major difference between the two is that payments are disbursements of funds from one agency to another while collections are collections of funds from one agency to another.

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Section 3 Post SGL Information

The new "SGL Information" button from the **IPAC Main Menu** (Figure 3.2) can be used to update SGL information for the Sender (Originating ALC) or to add or change the Receiver (Customer ALC) SGL Information. As mentioned in *Section 1*, the Sender will be required to enter SGL information on the original transaction, however they can change/update their SGL Information after their transaction is complete through the Post SGL screens. The Receiver will not be required in Phase I to enter corresponding SGL information; however the application will allow the Receiver to enter this information, if desired.

One of the purposes of the changes in Phase I is to enable agencies to communicate with one another about how they are classifying the IPAC transaction in their books in SGL terms. As the Sender or Receiver provides their SGL information, IPAC will associate the SGL transaction with the proper category. In order for the transaction to properly eliminate both the Sender and receiver side of the SGL transaction, the SGLs must be within the same categories. Category information will not be provided as data entry fields on the Post SGL screens; however this information will be provided by IPAC and available on the SGL Report and the IPAC Transaction Report (*Section 7*).

Please see the following example:

SGL Account	Description	Category	Debit/Credit Flag
2140	Accrued Interest Payable	02	C
1340	Interest Receivable	02	D
7280	Unrealized Gains	03	C
6320	Interest Expenses on Securities	03	D

Using the above SGL information example, if a Sender enters an original transaction with a detail amount of $400.00, they are required to enter SGL information equaling $400.00. The Sender can use the Post SGL screens to change the SGL account information; however the SGL amount must equal the detail amount from the original transaction. For instance:

Original transaction: Detail equals $400.00   } SGL amounts
Sender enters SGL Information: 1340 (Debit) for $400.00   must equal the
                                    7280 (Credit) for $400.00   detail amounts

Sender Post SGL Information: 6320 (Debit) for $400.00   } The Sender can use
                                    2140 (Credit) for $400.00   the Post SGL
                                                                       screens to change
                                                                       SGL Information
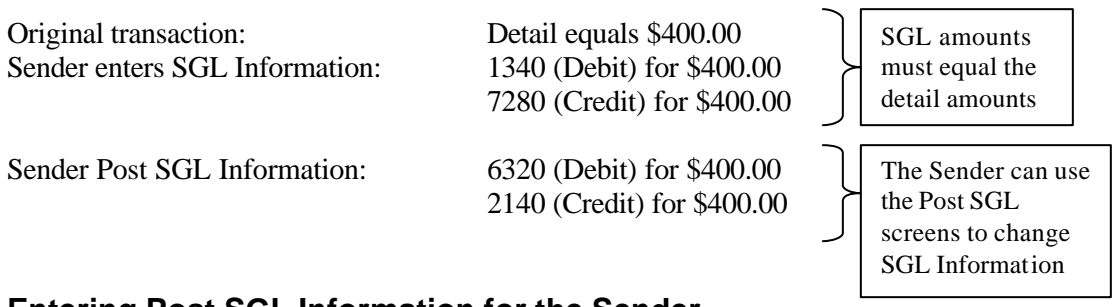
Entering Post SGL Information for the Sender

This option allows the Sender update/change SGL Information after the original transaction has been completed. The user will need information from the original transaction to enter Post SGL information. Information from the original transaction confirmation, shown in Figure 3.1, can be used.

IPAC - Payment Confirmation

OK Print Help

Originating ALC: 20180002	Customer ALC: 20180005	Document Ref No. 02300033
Accomplished Date: 2003-07-01	Summary Amount: 400.00	Number of Details: 1
Time: 18:06:16		

OK Print Help
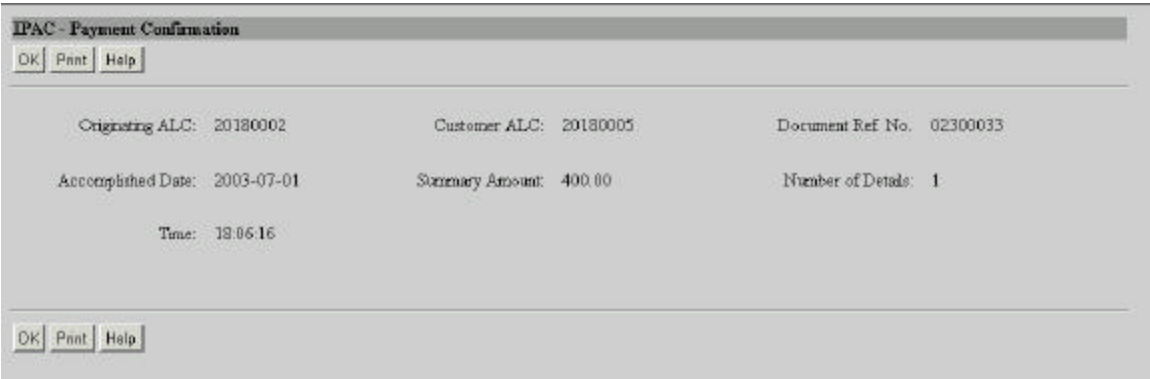
Figure 3.1   IPAC-Payment Confirmation

To enter the Post SGL screens as the Sender, enter in your Originating ALC in the <u>ALC</u> field on the IPAC Main Menu screen as shown in Figure 3.2.

Figure 3.2   Selecting SGL Information from the IPAC Main Menu (Sender)

The user will be taken to the **Transaction Locator** screen, shown in Figure 3.3.
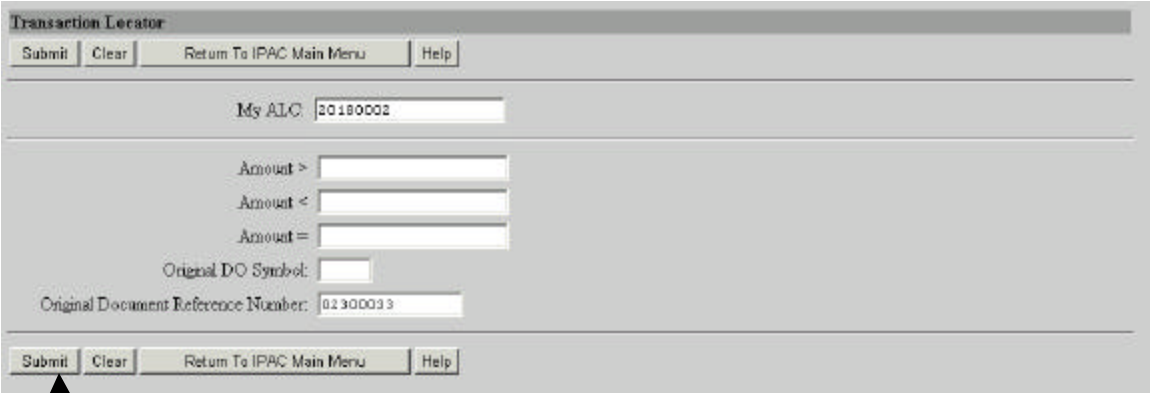
Figure 3.3   Transaction Locator

This screen allows you to search for transactions for a specified amount, greater and/or less than specified amounts, Original DO Symbol or Original Document Reference Number. The ALC is carried over from the IPAC Main Menu into the My ALC data entry field. The Original Document Reference Number is a data entry field that can be used exclusively, because document reference numbers are unique within ALC/DO Symbol combination. Therefore, no other criterion is needed when searching by Original Document Reference number. The other data fields may be used together or separately to narrow the search for your transaction(s). For instance, to search for transaction amounts greater than $20.00 but less than 100.00, you would enter "20" in the Amount > data field and "100" in the Amount < data field.

Transaction Locator Data Entry fields

The **Transaction Locator** screen has the following new data entry fields:

My ALC
> The ALC entered on the IPAC Main Menu and carried over to the **Transaction Locator** screen.

Amount >
> This data entry field can be used to confine the search for the transaction(s) desired. If you want to narrow your search for a transaction(s) **greater than** a specified amount, you would enter that amount in the Amount > data entry field.

Amount <
> This data entry field can be used to confine the search for the transaction(s) desired. If you want to narrow your search for the transaction(s) **less than** a specified amount, you would enter that amount in the Amount < data entry field.

Amount =
> This data entry field can be used to confine the search for the transaction(s) desired. If you want to narrow your search for the transaction(s) **equal to** a specified amount, you would enter that amount in the Amount = data entry field.

Original DO Symbol
> This data entry field can be used to search for the transaction(s) using the DO Symbol for the originating ALC. This search criterion is most helpful for the Receiver (Customer ALC), when they want to search the transaction(s) sent to them by a specific agency.

Original Document Reference Number
> This data entry field can be used to search for a specific transaction by entering the document reference number for the original transaction. Since the document reference number is unique within ALC/DO Symbol combination, the user should only expect the application to return one transaction, with the corresponding detail(s) if applicable, when using this search criterion.

Transaction Locator Function Buttons

The **Transaction Locator** screen has the following function buttons:

"Submit"

Accepts the Transaction Locator criteria entered, if there are no errors, and displays the **Transaction Locator Results** screen shown in Figure 3.4.

"Clear"

All data entry fields are reset to their values the last time the screen was displayed. No data is submitted to IPAC.

"Return to IPAC Main Menu"

Returns you to the **IPAC Main Menu** screen without saving any information entered.

"Help"

Displays help information for this screen.

Once you entered your criteria on the **Transaction Locator** screen, clicking on the "submit" button, as shown in Figure 3.3, will display the **Transaction Locator Results** screen (Figure 3.4).
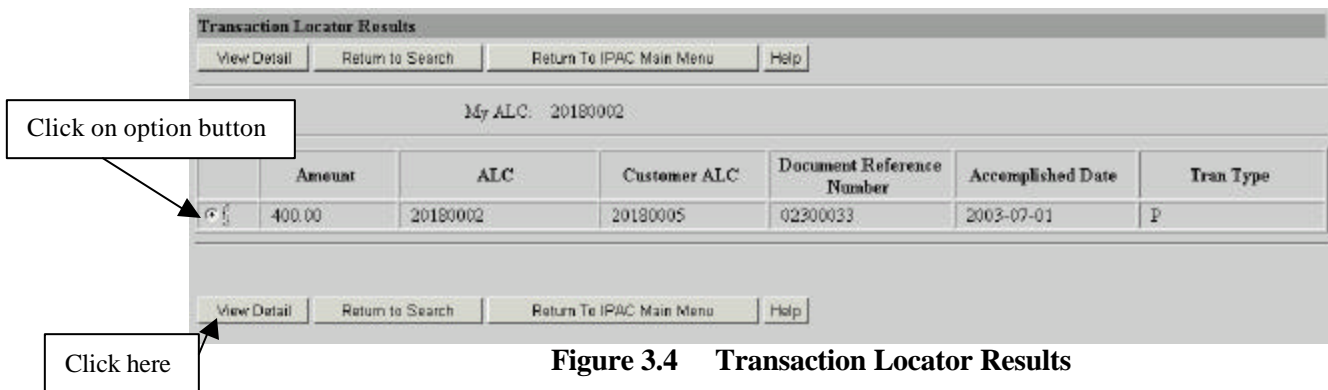
Figure 3.4   Transaction Locator Results

Note: The application is limited to retrieving 100 rows (results) at 25 rows per page. If there are more than 25 rows, the "Next" and "Previous" button will be displayed.

The **Transaction Locator Results** screen, shown above in Figure 3.4, displays your ALC number entered on the **IPAC Main Menu** screen (Figure 3.2) as the heading of the screen.

Transaction Locator Results Columns

Amount:

Displays the amount of the transaction.

ALC:

Displays the originator ALC for the transaction.

Customer ALC:

Displays the Customer ALC for the transaction.

Document Reference Number:

Displays the transaction document reference number.

<u>Accomplished Date</u>:

    Displays the date the transaction was processed by IPAC.

<u>Tran Type</u>:

    Displays the type of transaction, "P" for Payment, "C" for Collection and "A" for Adjustment.

Transaction Locator Results Function Buttons

If you want to review detail information and update SGL information for a transaction listed on the **Transaction Locator Results** screen (Figure 3.4), you must select the option button for transaction detail information you want to view. Once you have selected the transaction, you may select the "View Detail" button and the **Transaction Detail Selection** screen, shown in Figure 3.5, will display. The option buttons are mutually exclusive and you can only select one transaction at a time. The function buttons for the **Transaction Locator Results** screen (Figure 3.4) are as follows:

"View Detail"

    Displays the **Transaction Detail Selection** screen (Figure 3.5).

"Return to Search"

    Returns you to the Transaction Locator screen (Figure 3.3)

"Next"/"Previous"

    If there are more than 25 transactions (rows), a "Next" button will display and this button will bring up the next 25 files or less. A "previous" button will display when needed to allow you to navigate between the **Transaction Locator Results** screens. The application is limited to retrieving a total of 100 transactions.

"Return to IPAC Main Menu"

    Returns you to the **IPAC Main Menu**.

"Help"

    Displays the system help for this screen.
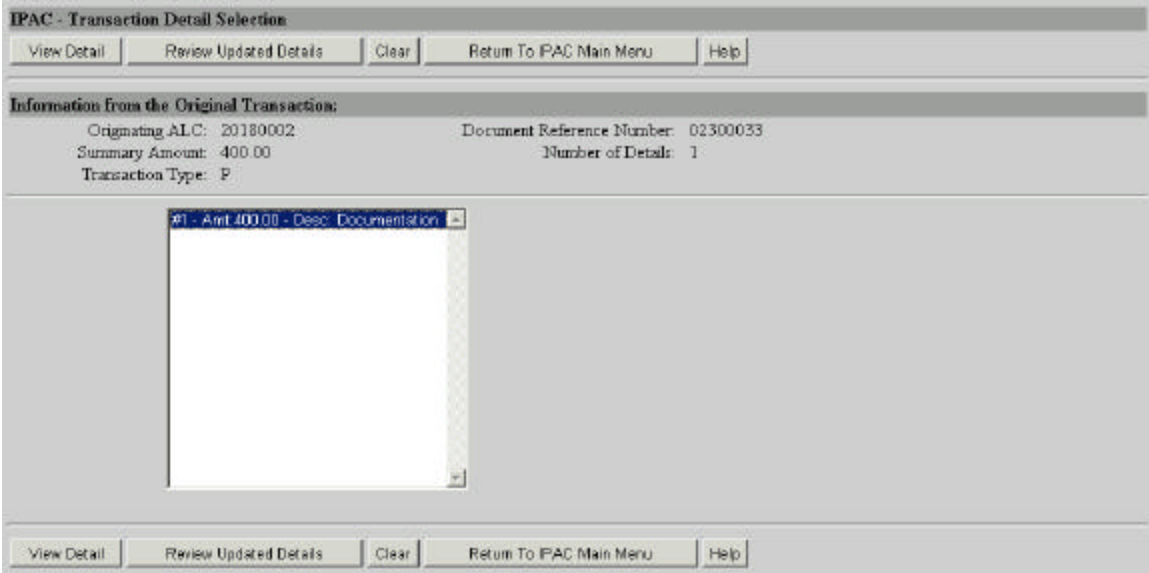
Figure 3.5   Transaction Detail Selection

The **Transaction Detail Selection** screen allows you to select specific details you want to view and update SGL information. The details display box is limited to 30 details. If you need to view a detail line number higher than 30, you may enter the line number in the "Additional Detail Line Number" data entry fields, shown in Figure 3.6.
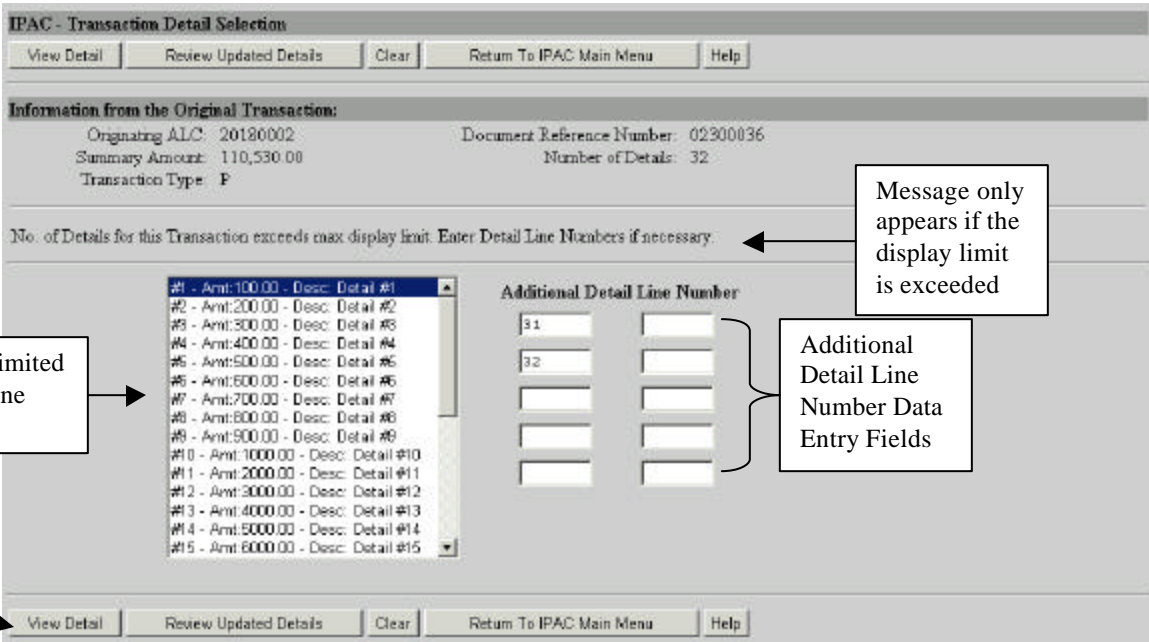
Figure 3.6   Transaction Detail Selection- additional data entry fields

Transaction Detail Selection Header Information

Originating ALC:

Displays the ALC that initiated the transaction.

Document Reference Number:

Displays the transaction document reference number.

Summary Amount:

Displays the total amount of the transaction.

Number of Details:

Displays the details in the transaction.

Transaction Type:

Displays the type of transaction, "P" for Payment "C" for Collection or "A" for Adjustment.

Transaction Detail Selection Function Buttons

"View Detail"

Forwards you to the **SGL Detail View** screen (Figure 3.8).

"Review Updated Details"

Forwards you to the **SGL Review Detail** screen to review the SGL detail you've selected to update as shown in Figure 3.7. Click on the "Return" button to return to the **Transaction Detail Selection** screen (Figure 3.6).
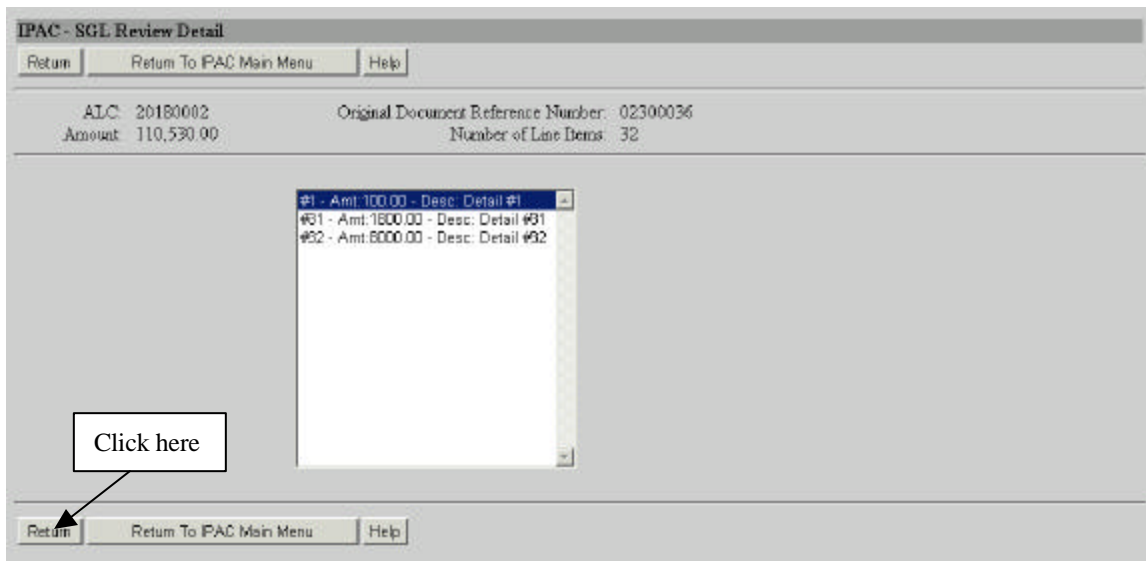
Figure 3.7   SGL Review Detail

"Clear"

Clears detail selection on the screen.

"Return to IPAC Main Menu"

Returns you to the **IPAC Main Menu**.

"Help"

Displays the system help for this screen.

As shown in Figure 3.6, click the "View Detail" button from the **Transaction Detail Selection** screen to view the detail you selected on the **SGL Detail View** screen (Figure 3.8) shown below.

Figure 3.8 SGL Detail View

The **SGL Detail View** screen allows you to view the transaction detail information for the detail(s) you have selected. Detail information can not be updated on this screen; however it is beneficial to view the detail information from the original transaction.

SGL Detail View Header Information

Originating ALC:
This is the ALC that originated (sent) the transaction to the Customer (receiving) ALC.

Customer ALC:
This is the ALC that received the transaction from the originating ALC.

Number of Details:
Number of details in the original transaction.

Summary Amount:
The total amount of the transaction (a sum of Detail Amounts).

Original Document Reference Number:
The document reference number from the original transaction.

Note: A voucher number will be displayed if the transaction was an adjustment.

Original Accomplished Date:
>   The date the original transaction was processed by IPAC.

Original Accounting Date:
>   The last date of the month during which the original transaction was processed by IPAC.

ALC Contact:
>   The name of the person that entered the IPAC transaction.

Contact Email:
>   The email address of the person that entered the IPAC transaction.

Contact Phone:
>   The telephone number of the person that entered the IPAC transaction.

The **SGL Detail View** screen displays the selected detail information from the original transaction under the header information.

SGL Detail View Function buttons

"SGL Account"
>   Displays the **SGL Accounts** screen (Figure 3.10).

"Next Detail/ Previous Detail"
>   Allows you to view the next detail/ previous detail you selected from the **Transaction Detail Selection** screen (Figure 3.6).

> Note: The "Next Detail" button will appear only if you selected to view more than one detail from the **Transaction Detail Selection** screen. If you select the "Next Detail" button to view another detail, the **SGL Detail View** screen will be updated with a "Previous Detail" button (shown in Figure 3.9) to allow you to navigate between details.
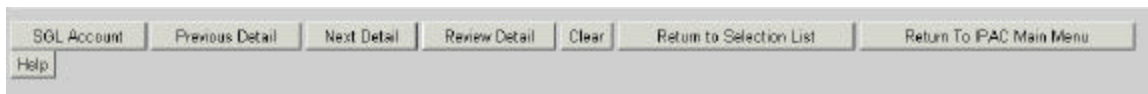
Figure 3.9   SGL Detail View function Buttons

"Review Detail"
>   Forwards you to the **SGL Review Detail** screen to review the detail SGL as shown in Figure 3.7. Click on the "Return" button to return to the **Transaction Detail Selection** screen (Figure 3.6).

"Clear"
>   All data entry fields are reset to their values the last time the screen was displayed. No data is submitted to IPAC.

"Return to Selection List"
>   Returns you to the **Transaction Detail Selection** screen (Figure 3.6).

"Return To IPAC Main Menu"
>   Returns you to the **IPAC Main Menu** screen.

"Help"
>   Displays the system help for this screen.

Once you have reviewed your detail, click on the "SGL Account button, shown in Figure 3.8, to update SGL information on the **SGL Accounts** screen (Figure 3.10).

Figure 3.10   SGL Accounts

The **SGL Accounts** screen will display the SGL information entered in the original transaction; this screen will allow you to change the SGL accounts information. The debit and credit amounts must equal each other and the detail amount. As mentioned in *Section 2*, SGL amounts are limited to 4 credits and 4 debits.

SGL Accounts Data Fields

The **SGL Accounts** screen has the following new data entry fields:

SGL

> This data entry field is for the SGL account number. All SGL account numbers are assigned to a specific category, which is stored in the database and are 4 digits in length.

F/N

> This dropdown is used to indicate the Federal/Non-Federal status of the SGL account entered.

Debit

> You may allocate a detail amount to one SGL debit or you may break the amount into as many as four different debit SGL accounts. The sum total of the debits must equal the sum total of the credits before this information can be stored and the screen closed.

Credit

> You may allocate a credit amount to one SGL credit or you may break the amount into as many as four different credit SGL accounts. The sum total of the credits must equal the sum total of the debits before this information can be stored and the screen closed.

The **Sender SGL Accounts** screen has the following function buttons:

SGL Accounts Function Buttons

"Finished"
Accepts the SGL accounts information entered, if there are no errors, and forwards you to the **SGL Confirmation** screen (Figure 3.11).

"Clear"
All data entry fields are reset to their values the last time the screen was displayed. No data is submitted to IPAC.

"Cancel"
Returns you to the **SGL Detail View** screen (Figure 3.8) without saving any information you have entered.

"Return to IPAC Main Menu"
Returns you to the **IPAC Main Menu** screen without saving any information entered.

"Help"
Displays help information for this screen.
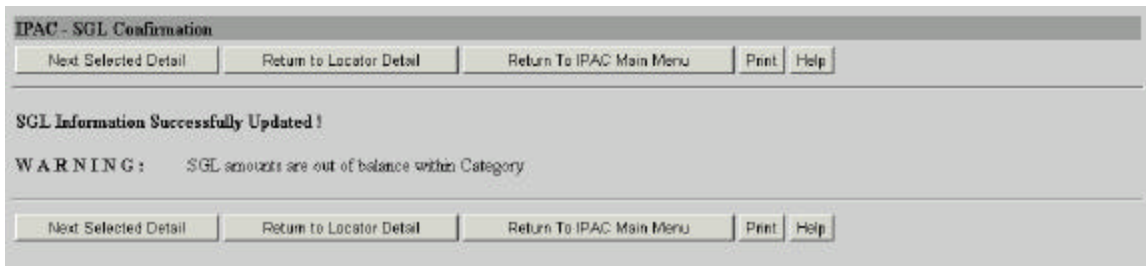
Figure 3.11a   SGL Confirmation

The above **SGL Confirmation** screen displays the message "SGL Information Successfully Updated!" to inform the user that SGL information has been saved and stored in the application database.

Note: The **SGL Confirmation** screen displays the warning message "SGL amounts are out of balance within Category" if the Receiver (Customer ALC) has not entered the Post SGL screens to enter corresponding SGL account information that is within category. Entering Receiver side SGL information is later discussed in this section.

SGL Confirmation Function Buttons

"Next Selected Detail"
Returns you to the **SGL Accounts** (Figure 3.10) screen for the next selected detail you selected from the **Transaction Detail Selection.**

Note: Once all of the details are selected from the **Transaction Detail Selection** screen, or if you only chose one detail from that screen, your **SGL Confirmation** will not display the "Next Selected Detail" button as shown in Figure 3.11b.
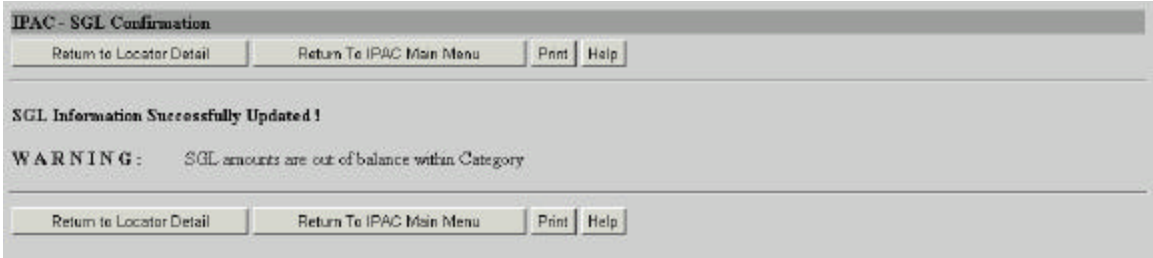
Figure 3.11b   SGL Confirmation screen excluding the "Next Selected Detail" Button

"Returns to Locator Detail"
Returns you to the **Transaction Detail Selection** (Figure 3.6) screen where you can select other details to update SGL information.

"Return To IPAC Main Menu"
Returns you to the IPAC Main Menu.

"Print"
Prints the SGL information for the selected detail. Selecting the "Print" button from the **SGL Confirmation** screen (Figure 3.11), displays the **SGL** Report Request screen shown in Figure 3.12.
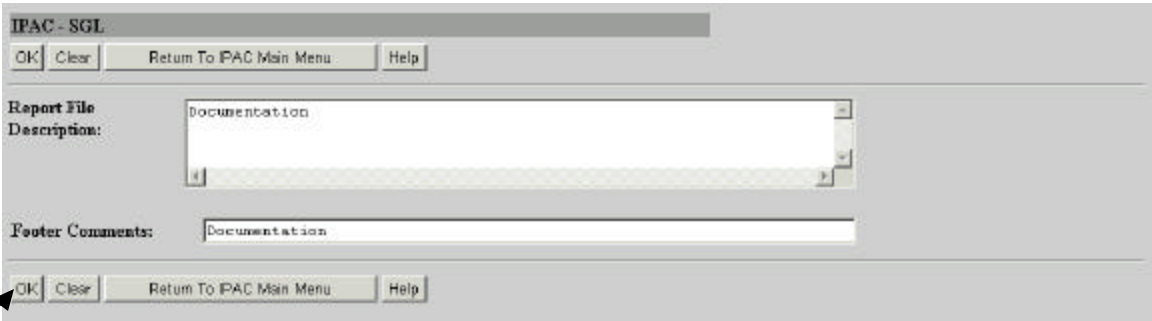
Figure 3.12   SGL Report Request

Click here

Clicking on the "OK" button from the **SGL** Report Request screen (Figure 3.12) will display the **Report Format** screen (Figure 3.13).
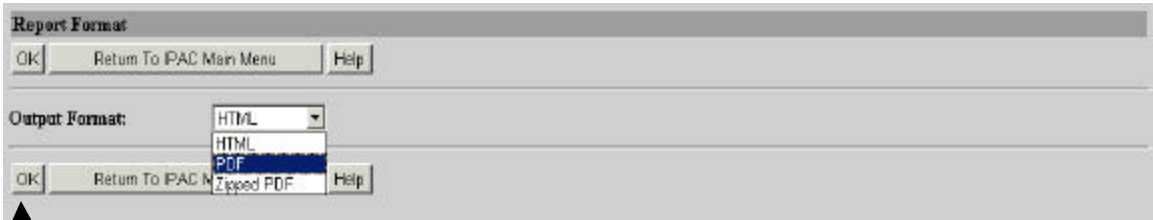
Figure 3.13   Report Format

Click here

Clicking on the "OK" button from Report Format screen (Figure 3.13) will display the Report Status screen (Figure 3.14).

Report Output Menu Options

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

PDF (Portable Document Format)
A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)
A compressed file format which must be "unzipped" or decompressed before being read or printed with the Adobe Acrobat Reader.
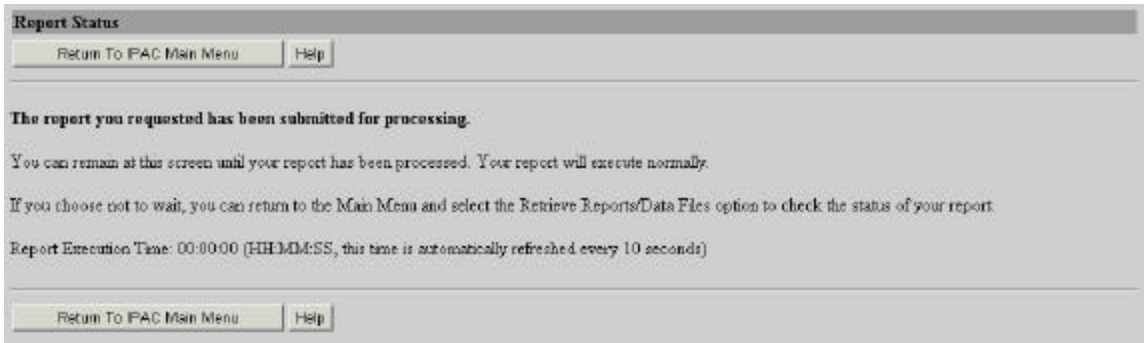
Figure 3.14   Report Status

"Help"
Displays the system help for this screen.

SGL Information

SenderReceiver	Category	Credit/Debit	SGL Number	Amount
Sender				
	30	D	1010	$400.00
	22	C	1310	$400.00

1 of 1   8/6/03

Report Requested by: Jane A. Doe   I_1_0_3_1_SGL_a.rod

Figure 3.15   SGL Report

SGL Report Columns

Sender/Receiver

Indicates whether the SGL information displayed is for the Sender or Receiver.

> Note: The Report will present the most recent updated SGL information and not a history of all SGL changes that may have been made.

Category

Displays the Category information associated with the SGL account number(s).

Debit/Credit

Indicates whether the user debited or credited the SGL account for a specified SGL amount.

Amount

Displays the SGL amount.

Entering Post SGL Information for the Receiver

This option allows the Receiver to add or change SGL Information after the original transaction has been completed. As mentioned in *Section 1*, the Receiver's SGL information is not mandatory in Phase I; however the Receiver can use the Post SGL screens to enter SGL information at their discretion. The user will need information from the original transaction to enter Post SGL information. Information from the original transaction confirmation, shown in Figure 3.16, can be used.

Figure 3.16   Payment Confirmation

To enter SGL information for the receiver side of the transaction, enter the **customer ALC** from the original transaction in the ALC field on the **IPAC Main Menu**, and click on the "SGL Information" button as shown in Figure 3.17.
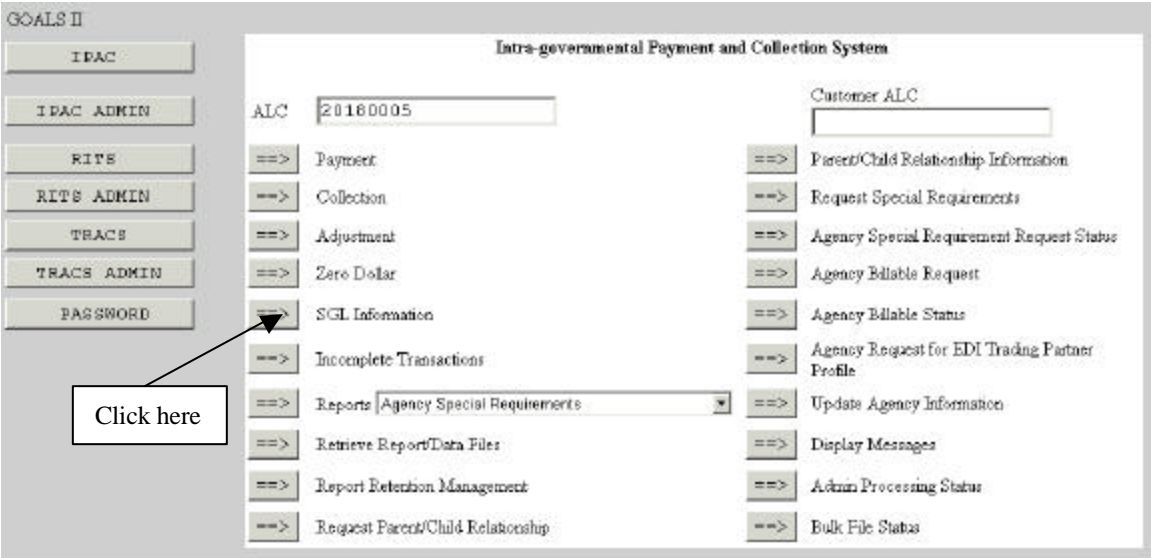
Figure 3.17   Selecting SGL Information from the IPAC Main Menu (Receiver)

The user will be taken to the **Transaction Locator** screen, shown in Figure 3.18
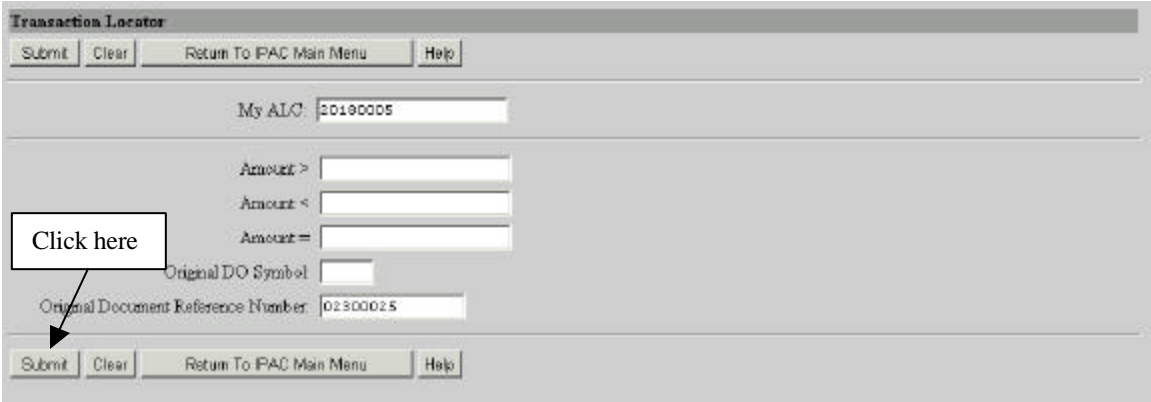
Figure 3.18   Transaction Locator

Note: The data entry fields and the function buttons for this screen are the same for the Sender & Receiver and have been previously discussed in this section under **"Entering Post SGL Information for the Sender".**

This screen allows you to search for transactions for a specified amount, greater and/or less than specified amounts, Original DO Symbol or Original Document Reference Number. The ALC is carried over from the IPAC Main Menu into the My ALC data entry field. The Original Document Reference Number is a data entry field that can be used exclusively, because document reference numbers are unique within ALC/DO symbol combination. Therefore, no other criterion is needed when searching by Original Document Reference number. The other data fields may be used together or separately to narrow the search for your transaction(s). For instance, to search for transaction amounts greater than $20.00 but less than 100.00, you would enter "20" in the Amount > data field and "100" in the Amount < data field.

Figure 3.19   Transaction Detail Selection

The **Transaction Detail Selection** screen (shown above in Figure 3.19) allows you to select the detail for which you would like to enter SGL Information.

Note: The data entry fields and the function buttons for this screen are the same for the Sender & Receiver and have been previously discussed in this section under **"Entering Post SGL Information for the Sender".**

Selecting the desired detail and clicking on the "View Detail" button displays the **SGL Detail View** screen (Figure 3.20).

Figure 3.20   SGL Detail View

Click here

The information on the **SGL Detail View** screen (Figure 3.20) displays the detail information you selected from the original transaction.

Note: The columns and the function buttons for this screen are the same for the Sender & Receiver and have been previously discussed in this section under **"Entering Post SGL Information for the Sender".**

Clicking on the "SGL Account" button from the above screen will display the **SGL Accounts** (Figure 3.21) screen.

Figure 3.21   SGL Accounts- Receiver

The top of the **SGL Accounts** screen displays the SGL information entered by the Sender as shown in Figure 3.22.

Figure 3.22   SGL Accounts - Sender SGL Accounts

The Receiver can choose, from the dropdown box, reciprocal SGL accounts within the same category in the "Receiver SGL Accounts (within category)" section of the **SGL Accounts** screen. Every SGL account number is associated with a category as mentioned earlier in this section. Users should be familiar with SGL accounts and their association with categories. Category and SGL accounts associations are established by FMS.

Using the SGL information shown in the above example (Figure 3.22), SGL accounts 1310 & 1610 are in categories 22**D** & 01**D**. The "Receiver SGL Accounts (within category)" section of the **SGL Accounts** screen should display SGL accounts in 22**C** & 01**C**, as shown in Figure 3.23.

Figure 3.23   SGL Accounts- Receiver SGL Accounts (within category)

According to the above example (Figure 3.23) the following SGL accounts were in categories 22**C** & 01**C**.

22**C**: 2110, 2120, 2190, 2213, 2215, 2225, 2990
01**C**: 2530, 2540

Note: The "F" in the Figure 3.23 indicates that the SGL accounts are **Federal** accounts

If the Receiver does not agree with the SGL information the Sender provided, the Receiver can enter new (outside of category/ non-reciprocal) SGL information in the "Receiver SGL Accounts (outside of category) section of the **SGL Accounts** screen, shown in Figure 3.24.

Figure 3.24   SGL Accounts - Receiver SGL Accounts (outside of category)

If the Receiver enters "out of category" SGL accounts on the **SGL Accounts** screen, the Sender will need to enter the Post SGL screens to enter SGL accounts that will be in category with the Receivers SGL accounts. However, the Sender does have the option (like the Receiver) to disagree with the SGL information and to enter "out of category" SGL accounts.

> Note: The Sender or Receiver is not allowed to enter the same SGL number on the **SGL Accounts** screen; however the same SGL number can be used between the Sender and Receiver (if applicable). For instance, if the Sender uses SGL account number 1010, the Receiver can also use SGL account number 1010, since this SGL account number are in two corresponding categories (30C & 30D). However, the Sender can not enter 1010 twice when entering SGL data on the **SGL Accounts** screen, and the same rule applies for the Receiver.

The Receiver can enter comments to the Sender in the "Receiver's Comments" section of the **SGL Accounts** screen, as shown in Figure 3.25.

Figure 3.25   SGL Accounts - Receiver's Comments

Depending on whether the Receiver provides SGL information that is in category or out of category with the Sender's SGL accounts, the SGL Confirmation will display a specific message. Please review the following examples:

Figure 3.26   SGL Accounts

Clicking the "Finished" button from the **SGL Accounts** (Figure 3.26) screen will the display the **SGL Confirmation** screen (Figure 3.27).

Figure 3.27   SGL Confirmation

The confirmation (Figure 3.27) **does not** display warning message "Sender and Receiver SGL/Amounts are not out balance" since the Sender and Receiver SGL accounts are within the category for that particular detail.

If the Receiver enters out of category SGL accounts on the **SGL Accounts** screen (Figure 3.28) and clicks on the "Finished" button, the **SGL Confirmation** (Figure 3.29) will display.

Figure 3.28   SGL Accounts

Clicking the "Finished" button from the **SGL Accounts** screen (Figure 3.28) will display the **SGL Confirmation** screen, shown in Figure 3.29.
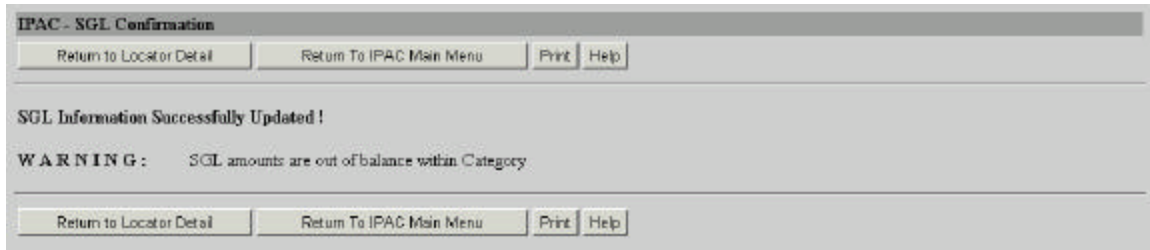
Figure 3.29   SGL Confirmation

The above confirmation (Figure 3.29) **does** display warning message "Sender and Receiver SGL/Amounts are out of balance within Category," because the Receiver entered SGL information that was not in category with the Sender SGL accounts.

The Function buttons for the **SGL Confirmation** screen have been discussed earlier in this section under "Entering Post SGL Information for the Sender."

Note: The Sender and Receiver can enter Post SGL information for a detail until the SGL accounts are within category.

Section 4 Adjustments

Users may enter SGL information for Adjustment transactions. To process an Adjustment to an IPAC payment or collection transaction, you must have the Document Reference Number and the Disbursing Office (DO) Symbol that was assigned to the original transaction at the time the transaction was processed and your adjustment transaction must be processed within 90 days.

Entering an Adjustment through IPAC begins with the same steps as entering a Payment or Collection. Log on the IPAC system and choose the IPAC option from the IPAC Main Menu, shown on Figure 4.1.
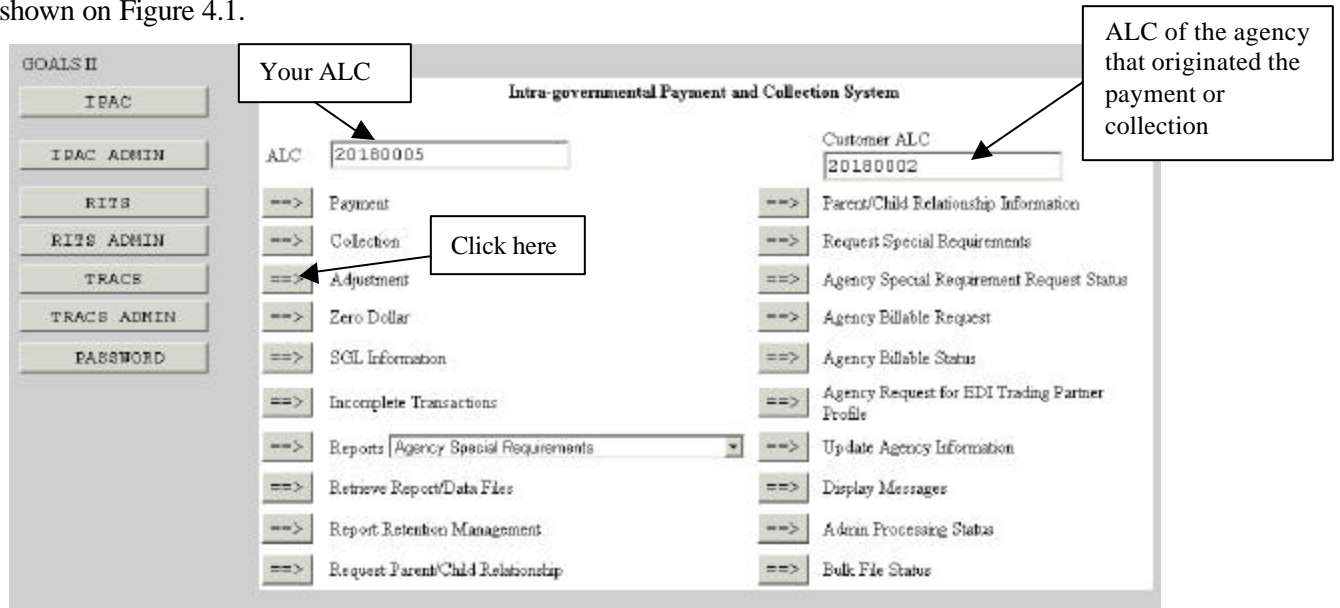
Figure 4.1   IPAC Main Menu

Once you click the "Adjustment" button, the **IPAC- Payment/Collection Transaction Locator** screen (Figure 4.2) will display.
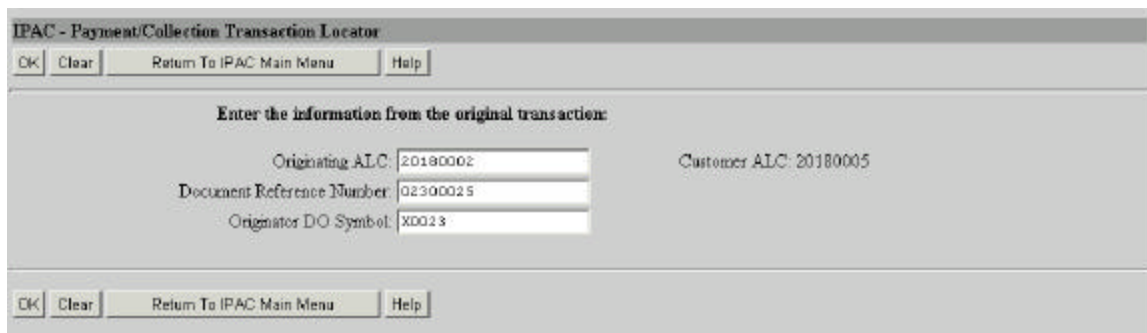
Figure 4.2   Payment/Collection Transaction Locator

The **Payment/Collection Transaction Locator** screen displays information relative to the original transaction that you are adjusting. Since you can only make an adjustment to a transaction originated by another ALC, the ALC and Customer ALC are populated on this screen as the Customer ALC and Originating ALC respectively. You can, at this point, change the

Originating ALC if you want to adjust a transaction made by a different ALC. In the <u>Document Reference Number</u> field, you must enter the Document Reference Number which was assigned to the original payment or collection. In the <u>Originator DO Symbol</u> field, you must enter the DO Symbol for the ALC that originated the transaction you are adjusting.

If the transaction you have requested cannot be found, you will receive an error message similar to the one in Figure 4.3. Close the error message window and verify the document information, including the Originating and Customer ALCs, the Document Reference Number and DO Symbol.
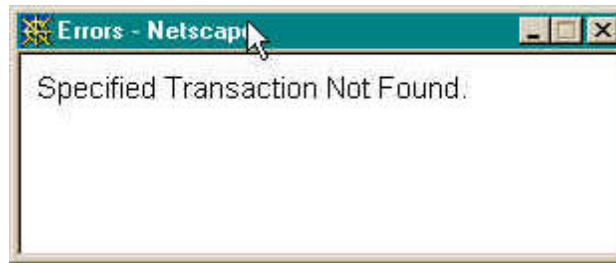
Figure 4.3   Transaction Not Found Error Message

After entering the appropriate information and selecting the "OK" button, the **Payment/Collection Detail Selection** screen will display, shown in Figure 4.4.
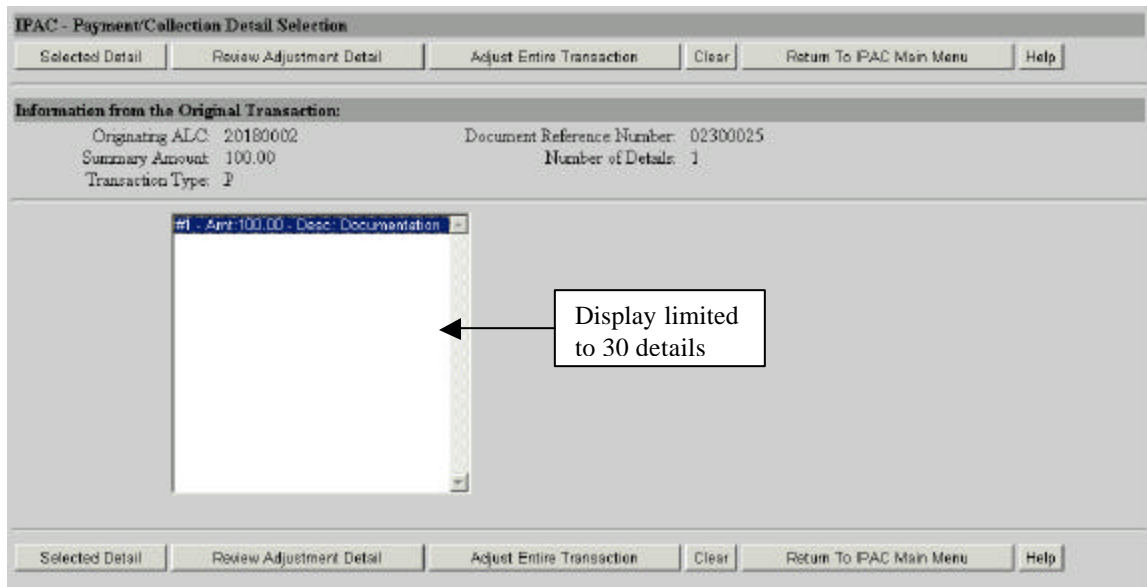
Figure 4.4   Payment/Collection Detail Selection

Note: If the number of details in a transaction exceeds the max display limit (30), additional line number data entry fields will display on this screen.

Header

This section contains the <u>Originating ALC</u>, the <u>Document Reference Number</u>, the <u>Summary Amount</u>, the <u>Number of Details</u>, and the <u>Transaction Type</u> ("**P**"ayment or "**C**"ollection). You cannot change the information in the header section of the screen.

All details (or line items) for the original payment or collection will appear in a scrolling window in the center of the screen. The visible items include the <u>Detail Number</u>, the <u>Amount</u>, and the beginning of the <u>Description</u> that was entered for this detail. You can highlight multiple line item(s) to be adjusted by using the control key.

Payment/Collection Detail Section Function Buttons

The function buttons for this screen are as follows**:**

"Selected Detail"

To enter an adjustment, highlight the detail line(s) to be adjusted, and click "Selected Detail". An **Adjustment Entry** screen will display which is similar to the screen used to enter Payment and Collection transactions shown in Figure 4.6. The entire screen may not be visible when it first displays in your browser, but it can be viewed using the scroll bars on your browser window.

"Review Adjustment Detail"

To review the adjustments that have been entered, click "Review Adjustment Detail." The **Adjustment Review Detail** screen shown in Figure 4.5, will display the adjustments which have already been made to the transaction. From that screen you can return to the **Adjustment Entry** screen, the **IPAC Main Menu**, or you can display the help screen for this page.
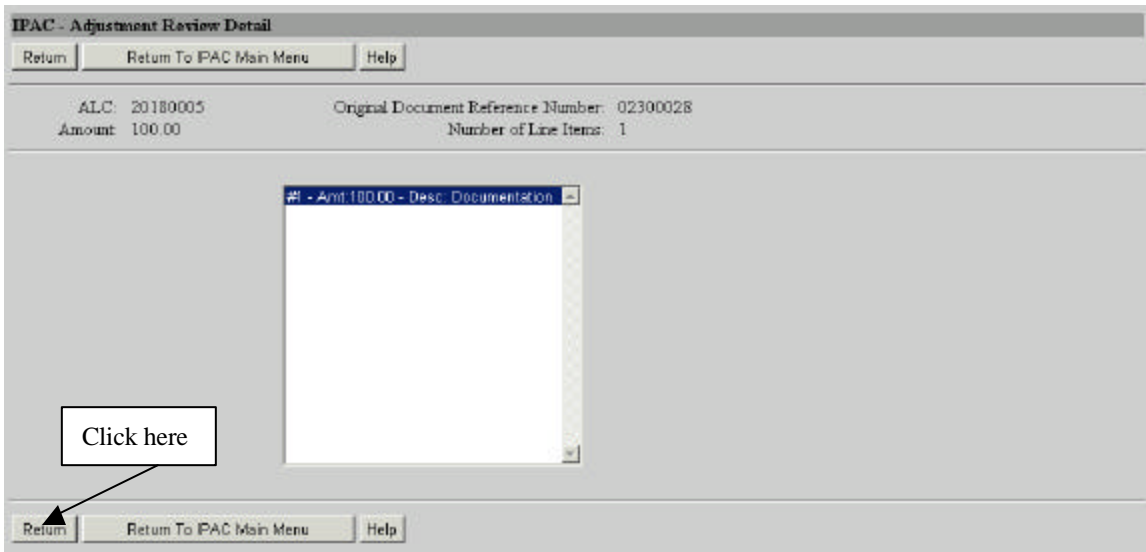
Figure 4.5   Adjustment Review Detail

"Adjust Entire Transaction"

This will allow you to adjust the entire transaction.

"Clear"

All data entry fields are reset to their values the last time the screen was displayed. No data is submitted to IPAC.

"Return To IPAC Main Menu"

Returns to the **IPAC Main Menu** without entering any further adjustments. No information currently on the screen will be saved.

"Help"

Displays help information for this screen.

IPAC Adjustment Entry

Figure 4.6   Adjustment Entry

Adjustment Entry Header Information

Originating ALC:
This is the ALC sending the Adjustment transaction to the Customer ALC.

Customer ALC:
This is the ALC receiving the Adjustment transaction from the Originating ALC.

Number of Details:
Number of details in the transaction.

Summary Amount:
The total amount of the Adjustment.

Original Document Reference Number:
The document reference number from the original transaction.

Original Accomplished Date:
The date the original transaction was processed by IPAC.

Original Accounting Date:
The last date of the month during which the original transaction was processed by IPAC.

ALC Contact:
The name of the person that entered the IPAC transaction.

Contact Email:
The email address of the person that entered the IPAC transaction.

Contact Phone:
The telephone number of the persons that entered IPAC transaction.

Detail Information

This section displays the detail information for the detail item being adjusted. Most of these fields display information from the original transaction detail and **cannot be updated**.

The following fields from the original transaction that **can be updated** are as follows:

Receiver Treasury Account Symbol
Allows the user to provide the Treasury Accounts Symbol for the Receiver.

Sender Treasury Account Symbol
A required field for the Treasury Account Symbol of the Sender.

> Note: The Sender's Treasury Account Symbol should always be pre-filled and carried over from the original transaction, since the Sender's Treasury Account Symbol is mandatory. However, IPAC allows the Sender to provide different Treasury Account Symbol data from the Original transaction in case the ALC had re-classified the funds after the original IPAC had been processed.

Detail Amount
This is the amount of your adjustment to the detail line of this payment or collection. It represents the net change to the originally processed amount, NOT a replacement amount,

for the detail item. Adjustments can only reduce the original amount. This is NOT calculated from the Quantity and Unit Price fields. This field is required and must be greater than zero, but less than or equal to the original detail line item amount.

Contact Name

Allows the user to enter the name of the person entering the adjustment.

Contact Phone

Allows the user to telephone number of the person entering the adjustment.

Transaction Description

This is your description of the adjustment being made to this detail item. This in not a required field, but it is recommended that you provide the reason for the adjustment. This field is indicated with an (*) on this screen because ALC 20180002 has a special requirement that requires all adjustment transactions processed against this ALC to provide a reason for the adjustment in the transaction description field.

When you have entered the adjustment detail amount and description, you have a choice of several function buttons in the next section of the screen.

Adjustment Entry Function Buttons

"Finished"

This button finalizes the adjustment, submitting the Header information and all entered lines of Detail adjustment information for processing. If a required field is blank or an error is detected, an error message will display and the cursor will be placed in the entry field where the error occurred. If no error is detected, an **Adjustment Confirmation Screen**, similar to the one in Figure 4.12, will display.

"Previous or Next Detail"

These buttons will display as appropriate to allow you to move from one detail item of a transaction to another.

"Sender SGL Account"

This button provides a way to allocate the detail amount of the Adjustment into **S**tandard **G**eneral **L**edger (SGL) Accounts. It is required in Phase I to provide Sender SGL information for an Adjustment transaction.

Figure 4.7   SGL Accounts

The SGL amounts must equal the adjustment amount entered on the **Adjustment Entry** screen shown in Figure 4.6, and if not you will receive an error message (Figure 4.8).
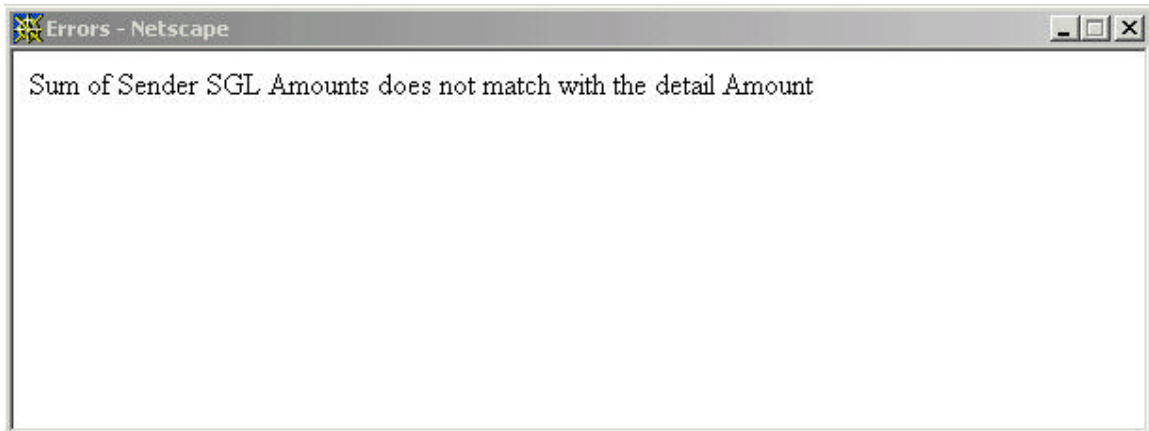
Figure 4.8   SGL Error Message

An SGL account can only be used once, therefore the user will receive an error message (Figure 4.9) if a SGL account number is entered twice.
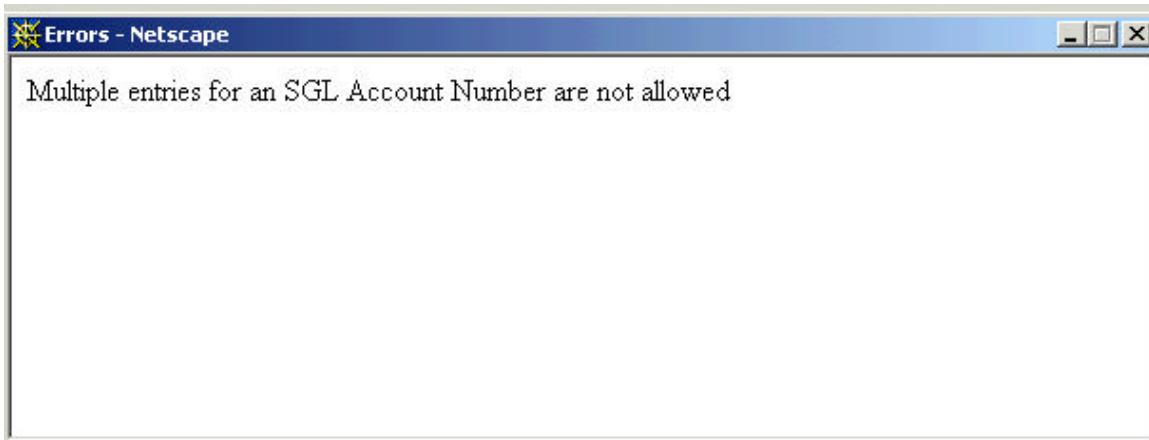
Figure 4.9   Multiple Entries for an SGL Account Number error message

The SGL Accounts information is limited to 4 credits and 4 debits (8 SGL accounts) as shown in Figure 4.10.

Figure 4.10   SGL Amounts limited to 4 credits and 4 debits

> Note: The Originating ALC (Sender) or the Customer ALC (Receiver) of the Adjustment transaction can enter the Post SGL screens to update SGL information via the SGL information button on the IPAC Main Menu.

"Review Detail"

This button is selected when you have finished entering the information for the current line of detail. If no error is detected, the detail information will be saved to temporary storage and the Summary Amount and the Number of Details fields in the Header Section will be updated to reflect the amounts you have entered for this line item. You will be returned to the **Adjustment Review Detail** screen shown in Figure 4.5. No information is permanently committed to the database at this point. The information is not committed to the IPAC database until the "Finished" button is clicked to submit the entire adjustment.

"Special Requirements"

This will display the **Adjustment Special Requirements** screen as shown in figure 4.11.

Figure 4.11   Adjustment Special Requirements

"Clear"

All data entry fields are reset to their values the last time the screen was displayed. No data is submitted to IPAC.

"Return to Selection List"

No data on the current screen will be saved. You will be returned to the
Payment/Collection Detail Selection screen shown in Figure 4.4.

"Return to IPAC Main Menu"

No data entered on the current screen will be saved to IPAC. Partial transactions may be
stored temporarily for later completion through the "Incomplete Transaction" option on the
IPAC Main Menu. You will be returned to the **IPAC Main Menu.**

"Help"

Displays help information for this screen.
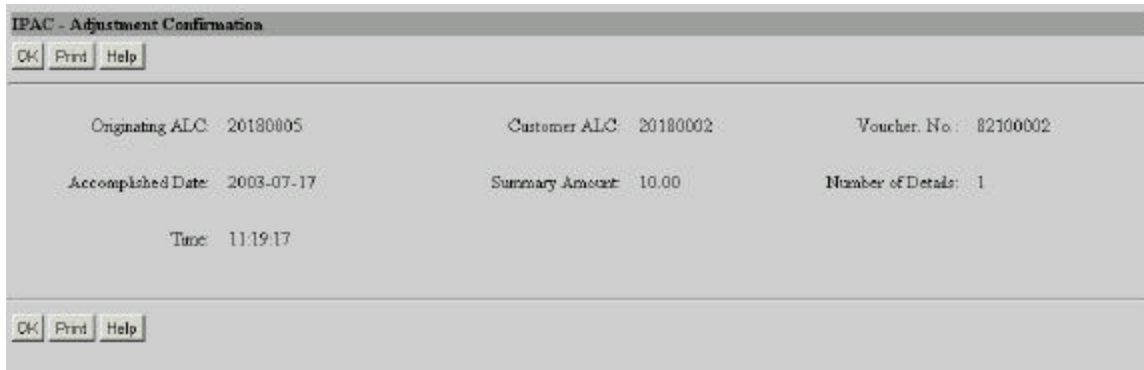
Figure 4.12   Adjustment Confirmation

Adjustment Confirmation Screen Fields

Originating ALC

The agency sending the adjustment.

Customer ALC

The agency receiving the adjustment.

Voucher Number

The document reference number generated by IPAC for the adjustment transaction. This is
similar to the Document Reference Number in Payments and Collections and the Trace
Number in Zero Dollar.

> Note: The Voucher Number can be used in the Post SGL screens to locate an adjustment
> transaction. The user may use the Voucher Number in the "Original Document Reference
> Number" data entry field on the "**Transaction Locator** screen (see *Section 3 Post SGL
> Information*) as a search criterion.

Accomplished Date

The date the adjustment transaction was processed by IPAC.

Summary Amount

The total amount of the adjustment.

Number of Details

The number of line items entered for the adjustment.

Time
===
The time the adjustment was processed by IPAC. Displayed in military time.

Note: These fields are for display only. You cannot change the information in any of these fields.

Adjustment Confirmation Screen Buttons

"OK"
Confirms that you have viewed the information displayed and returns you to the **IPAC Main Menu**.

"Print"
Prints the transaction just entered. Clicking on the "Print" button from the **Adjustment Confirmation** screen (Figure 4.12) will display the **Adjustments** Report Request screen (Figure 4.13).
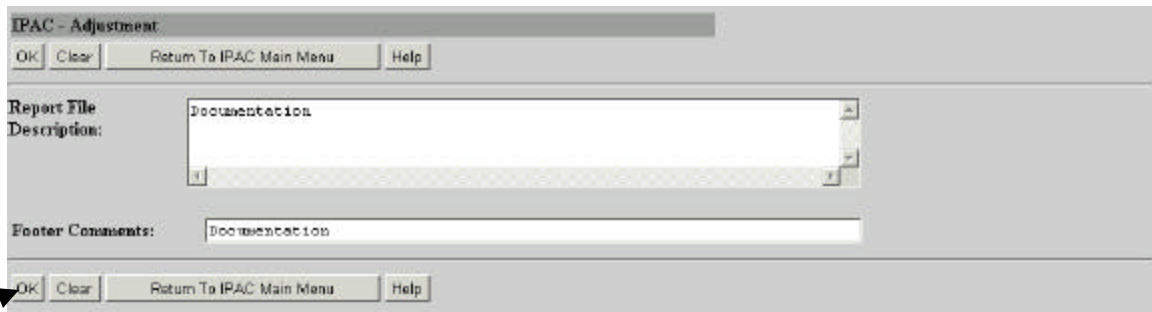
Figure 4.13   Adjustment Report Request

Click on the "OK" button from the **Adjustment** Report Request screen (Figure 4.13) and the **Report Format** screen (Figure 4.14) will display.
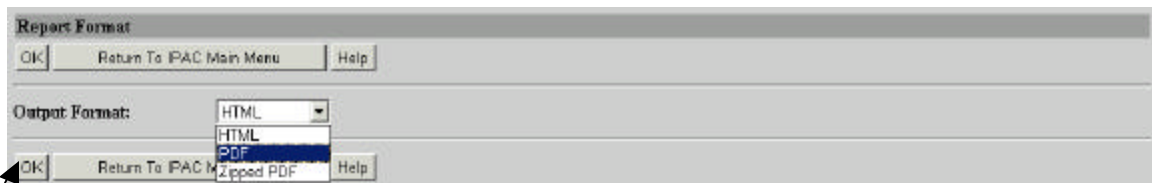
Figure 4.14   Report Format

Click on the "OK" button from the **Report Format** screen (Figure 4.14) and the **Report Status** screen (Figure 4.15) will display.

Report Output Menu Options

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

PDF (Portable Document Format)
A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)

A compressed file format which must be "unzipped" or decompressed before being read or printed with the Adobe Acrobat Reader.
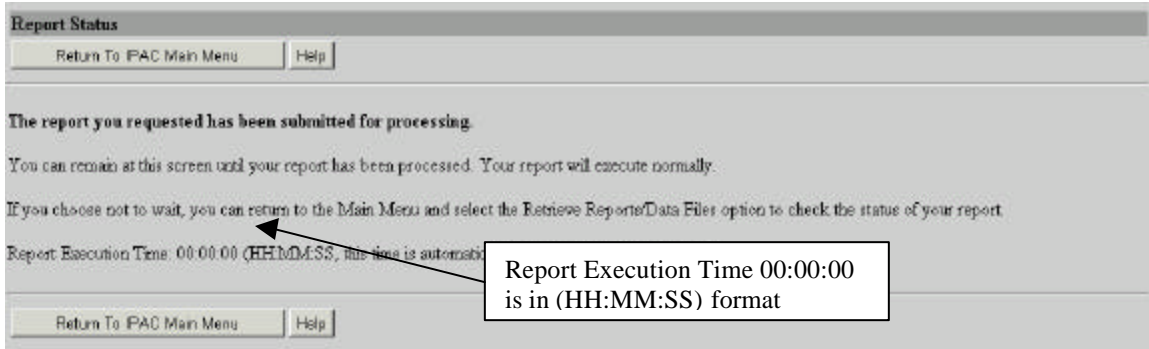
Figure 4.15   Report Status

"Help"

Displays help information for this screen.

Note: Adjusting the entire transaction will generate an Adjustment Confirmation.

Figure 4.16   Adjustment Confirmation Report

Figure 4.17   Adjustment Confirmation Report - Continued

Adjustment Confirmation Report Header Information

Originating ALC:
The agency sending the adjustment.

Customer ALC:
The agency receiving the adjustment.

Voucher Number:
The document number generated by IPAC for the adjustment transaction. This is similar to the Document Reference Number in Payments and Collections and the Trace Number in Zero Dollar.

Summary Amount:
The total amount of the adjustment transaction.

Adjustment:
The type of transaction. (Should always read "Adjustment")

Original Transaction Type:
The type of transaction for the Original Transaction ("Payment" or "Collections")

Accomplished Date:
The date a transaction was processed by IPAC.

Accounting Date:
The last date of the month during which a transaction was processed by IPAC.

Number of details:
Number of details in the adjustment transaction.

Adjuster DO Symbol:
Do Symbol for the ALC sending the Adjustment.

ALC Contact:
The name of the person that entered the IPAC transaction.

Contact Email:
The email address of the person that entered the IPAC transaction.

Contact Phone:
The telephone number of the person that entered the IPAC transaction.

The Adjustment Confirmation Report displays transaction and detail information under the header information. It will also display any updates to the Receiver Treasury Account Symbol and Sender Treasury Account Symbol.

Section 5 Zero Dollar

With the implementation of Phase I, zero dollar transactions are no longer used to provide SGL account information to your trading partner, however this functionality can still be used to correct information sent in an earlier transaction or convey additional information. The Post SGL screens discussed in S*ection 4* will be used to update/change SGL information for the Sender and Receiver. Zero dollar transactions are not used to transfer funds. The additional data entry fields discussed in *Section 2* are included on the Zero Dollar transaction.

Entering a Zero Dollar transaction through IPAC is very similar to processing a payment or collection transaction. Enter your ALC and Customer ALC and click the "Zero Dollar" button from the **IPAC Main Menu** is shown in Figure 5.1.
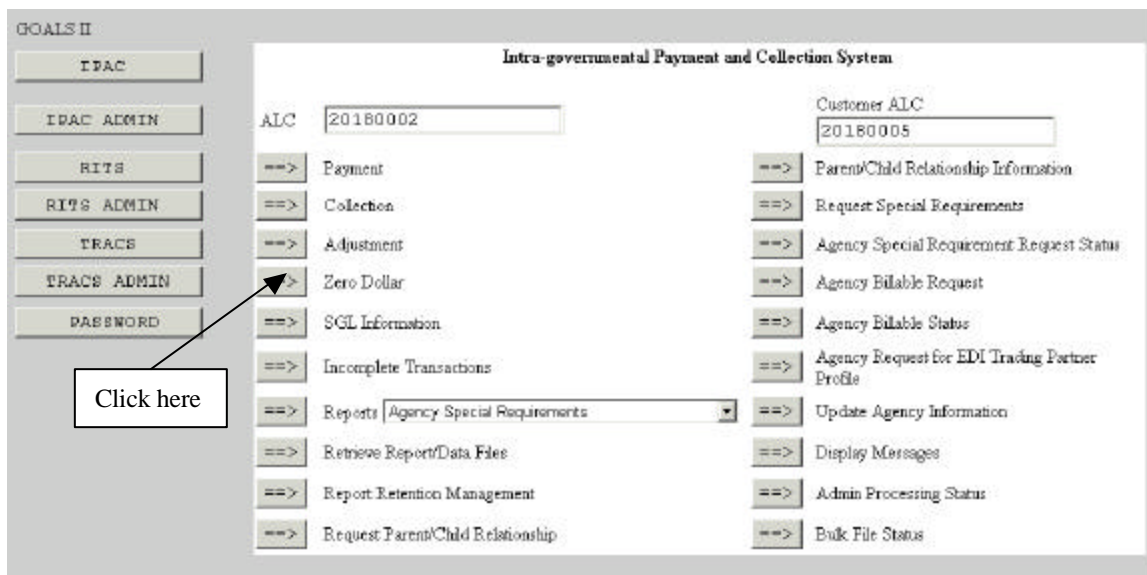
Figure 5.1   IPAC Main Menu

After completing both ALC fields, click on "Zero Dollar" as shown in Figure 5.1. The **Zero Dollar Entry** screen will display as shown in Figure 5.2.

Figure 5.2   Zero Dollar Entry Screen

Header

The Header section of the **Zero Dollar Entry** screen (Figure 5.2) contains the Originating ALC, which is the ALC of the agency generating the transaction. This is the ALC that you entered, or selected, in the ALC field on the **IPAC Main Menu** (Figure 5.1). It also contains the Customer ALC, which is the Customer ALC you entered on the **IPAC Main Menu** for the agency receiving this transaction.

The ALC Contact listed is the name of the person associated with the Logon ID used to access the IPAC System. The Contact Phone and Contact Email are the telephone number and e-mail address associated with the Logon ID as well.

The Summary Amount shown is the sum of all the Detail Amounts that have been entered for this transaction. Since Zero Dollar transactions are used for informational purposes only and not to

transfer funds, this amount will always be $0.00. The Number of Details is the number of detail lines (line items), which have been entered for this transaction. Since you cannot enter multiple lines of detail for a Zero Dollar transaction, this field will always be 0 or 1.

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

Detail Information

The Detail Information section contains data entry fields, none of which are required for a Zero Dollar Transaction, though a description is recommended for reference. The **Zero Dollar Entry Screen** now displays the new fields Sender Duns, Sender Duns + 4, Receiver Duns and Receiver Duns + 4.

Zero Dollar Entry New Data Fields

The **Zero Entry** screen has the following new data entry fields:

Sender DUNS
> A 9-digit number that is assigned by Dun and Bradstreet associated with the registering entity (Office or Division) for the Sender. This number serves as the unique ID for each record.

Sender DUNS + 4
> This is a 4-didgit extension to your Sender DUNS that the user creates. It is used if you have more than one ALC or DO per office and need to differentiate between the lines of business in one office.

Receiver DUNS
> A 9-digit number that is assigned by Dun and Bradstreet associated with the registering entity (Office or Division) for the Receiver. This number serves as the unique ID for each record.

Receiver DUNS + 4
> This is a 4-didgit extension to your Receiver DUNS that the user creates. It is used if you have more than one ALC or DO per office and need to differentiate between the lines of business in one office.

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

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

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

Zero Dollar Entry Function Buttons

"Finished"
> Processes the transaction you have entered in the IPAC database and displays the confirmation screen (Figure 5.3).

"Return to IPAC Main Menu"
> No data entered on the current screen will be saved to the IPAC database. You will be returned to the **IPAC Main Menu**.

"Clear"
> All data entry fields are reset to their values the last time the screen was displayed. No data is submitted to the IPAC database.

"Help"
> Displays help information for this screen.

Note: The ""Sender SGL Accounts" button has been removed from this screen since the new Post SGL screens discussed in *Section 3* will be used to update/change SGL information for the Sender and Receiver.

Figure 5.3   Zero Dollar Confirmation

Zero Dollar Confirmation Screen Columns

Originating ALC
> The agency initiating the Zero Dollar transaction.

Customer ALC
> The agency receiving the Zero Dollar transaction from the Originating ALC.

Trace Number
> The document number generated by IPAC for the Zero Dollar transaction. This is similar to the Document Reference Number in Payments and Collections and the Voucher Number in Adjustments.

Accomplished Date
> The date a transaction was processed by IPAC.

<u>**Summary Amount**</u>

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

<u>**Number of Details**</u>

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

<u>**Time**</u>

The time a transaction was processed by IPAC. Displayed in military time.

Zero Dollar Confirmation Screen Buttons

"OK"

Confirms that you have viewed the information displayed. You will be returned to the **IPAC Main Menu**.

"Print"

Prints the transaction just entered. Clicking on the "Print" button from the **Zero Dollar Confirmation** screen will display the **Zero Dollar** Report Request screen (Figure 5.4).

Figure 5.4   Zero Dollar Report Request

Click here

Clicking on the "OK" button from the **Zero Dollar** Report Request screen (Figure 5.4), displays the **Report Format** screen (Figure 5.5).
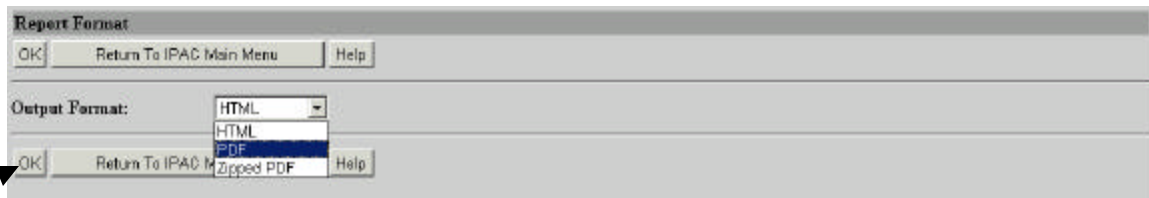
Figure 5.5   Report Format

Click here

Report Output Menu Options

HTML (Hyper Text Markup Language)

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

PDF (Portable Document Format)

A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)

A compressed file format which must be "unzipped" or decompressed before being read or printed with the Adobe Acrobat Reader.

Clicking on the "OK" button from the **Report Format** screen (Figure 5.5), displays **the Report Status** screen (Figure 5.6).
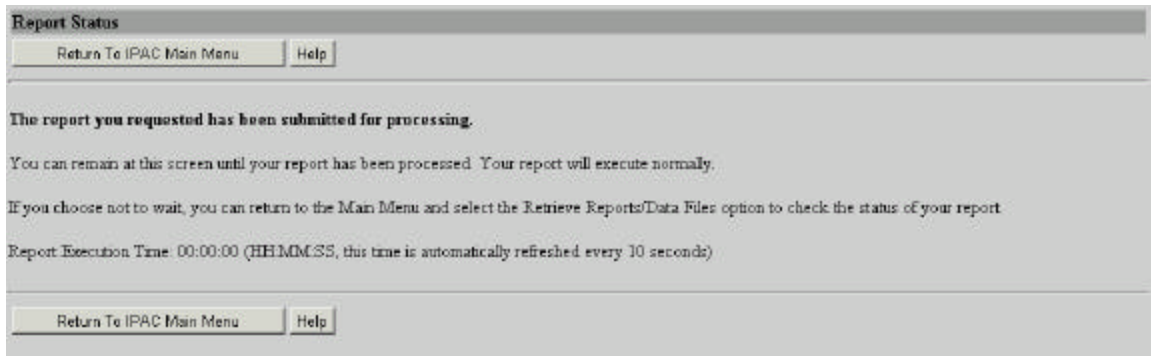
Figure 5.6   Report Status

"Help"

Displays help information for this screen.

ZERO DOLLAR TRANSACTION

Originating ALC	Customer ALC	Trace Number		Summary Amount	ZERO DOLLAR	
20180002	20180005	02300031		$0.00		
Accomplished Date	Accounting Date	Number of Detail(s)		Original DO Symbol		Cross Document Reference Number
7/17/2003	7/31/2003	1		X0023		
ALC Contact					Contact Phone	
Jane A Doe					804-874-8000	
Contact Email						
jane.doe@agency.gov						

Header

Detail Number	Receiver Treasury Account Symbol		Sender Treasury Account Symbol		Receiver Dept Code
1					
Purchase Order Number		Invoice Number			
Obligating Document Number		Requisition Number		Contract Number	
CLIN	Jas Number				
ACT(trace number)		Job (Project) Number		Pay Flag	
				F	
Unit of Issue	Quantity		Unit Price	Detail Amount	
	0		$0.00	$0.00	
ACRN		Accounting Classification Code		FSN/AAA/ADSN	DOD Activity Address Code
				0	
Transaction Contact				Contact Phone	
Transaction Description				Miscellaneous Information	

1 of 1   7/17/03

Report Requested by: Jane A. Doe   ZeroDollarTrnsId.rod

Figure 5.7   Zero Dollar Confirmation Report

Zero Dollar Confirmation Report Header Information

Originating ALC:

The agency initiating the Zero Dollar transaction.

Customer ALC:

The agency receiving the Zero Dollar transaction from the Originating ALC.

Trace Number:

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

Summary Amount:

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

Zero Dollar:

The type of transaction. (Should always read "Zero Dollar")

Cross Document Reference Number:

The Document Reference number from the Original transaction that the user would like to refer to when making a Zero Dollar transaction.

Accomplished Date:

The date the zero dollar transaction was processed by IPAC.

Accounting Date:

The last date of the month during which a transaction was processed by IPAC.

Number of details:

Number of details in the transaction.

Original DO Symbol:

DO Symbol for the Originating ALC.

ALC Contact:

The name of the person that entered the IPAC transaction.

Contact Email:

The email address of the person that entered the IPAC transaction.

Contact Phone:

The telephone number of the person that entered the IPAC transaction.

The Zero Dollar Confirmation Report displays transaction and detail information under the header information, if applicable.

Section 6 Third Party Submitter

Beginning on October 11, 2003, with the implementation of Phase I, users with access to the third party functionality will be able to submit bulk files for other agencies and pull Third Party Reports. Third Party agencies will be assigned to an ALC and given 2 logon IDs, one giving the Third Party Submitters access to send bulk files for all ALCs and the other giving them the access to pull reports via the online IPAC application. However, the Third Party agencies will only be allowed to view transaction data via the online system for bulk files they have submitted.

Third Party Submitters only have access to Retrieve Reports/ Data Files, Report Retention Management, Display Messages, Bulk File Status, and Reports on the IPAC Main Menu as shown in Figure 6.1.
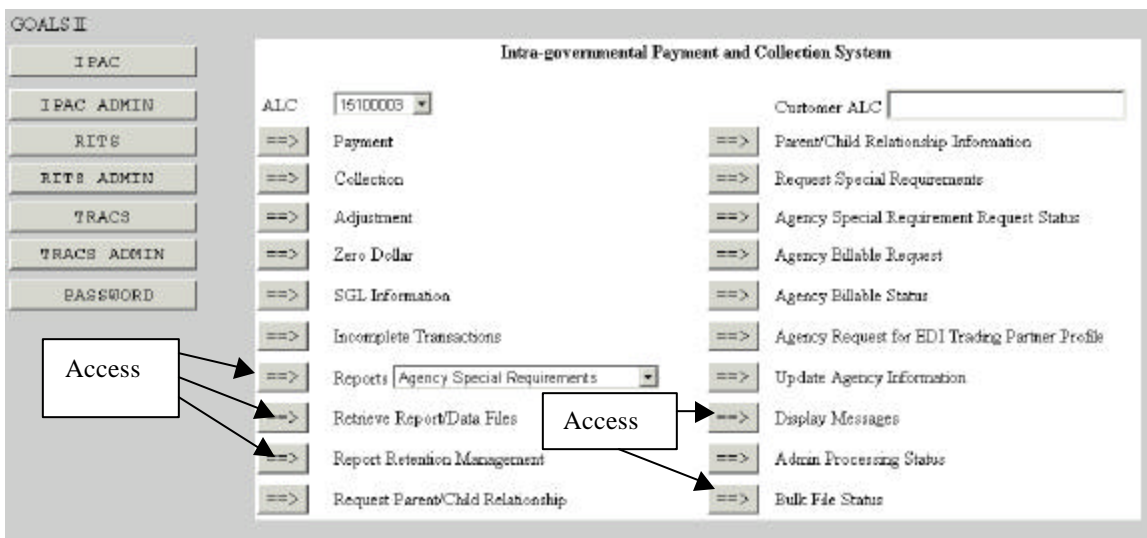
Figure 6.1   IPAC Main Menu- Third Party Submitter Access

Functionality for Retrieve Report/Data Files, Report Retention Management, and Display Messages are discussed in the *IPAC Base Manual*. This Addendum will only discuss some functionality for Bulk File Status, however all functionality for the Bulk File Status can be reviewed in the *Bulk File Addendum*. The Third Party Report is the only report discussed in this section; Agency Special Requirements, IPAC Transactions Report Download and IPAC Transaction Report Selection are covered in *Sections 7, 8, and 9*. Treasury Reporting Requirements and Predecessor/Successor reports are covered in the *IPAC Base Manual*.

The Primary purpose of the third party functionality is to enable an ALC to submit transactions on behalf of an originating ALC and a Customer ALC, neither which ALC is their own. Once the Third party submitter has uploaded their bulk file, they can check the status of the file by clicking on the "Bulk File Status" button from the IPAC Main Menu shown in Figure 6.2.
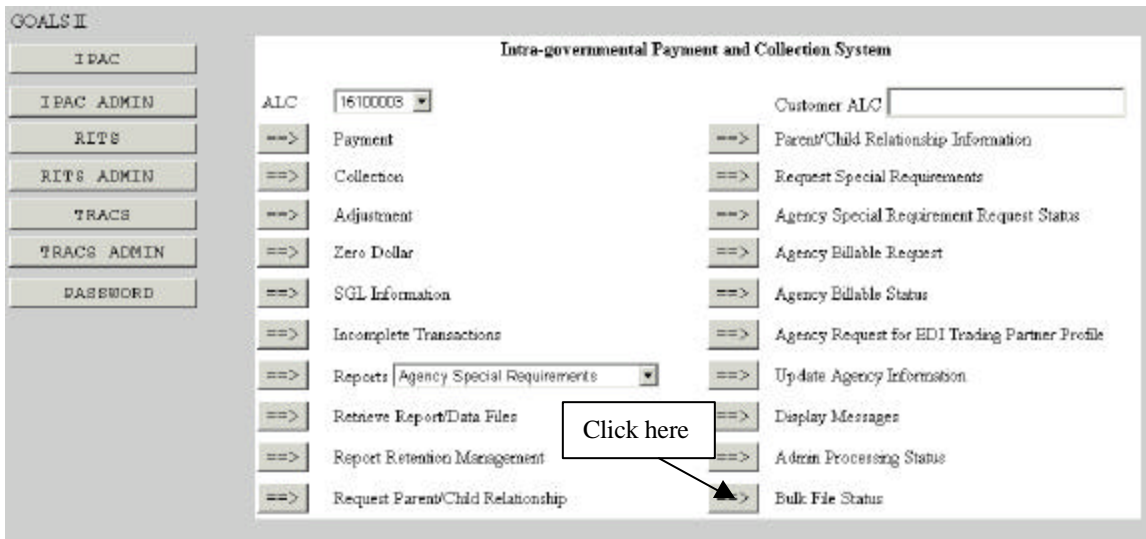
Figure 6.2   Selecting the Bulk File Status from the IPAC Main Menu

Note: Please refer to the *Bulk File Addendum* from the FMS IPAC Website
(www.fms.treas.gov/goals/ipac) to get more information about the Bulk File Status screens. This
section will only cover the "Bulk File Status Inquiry" and "Bulk File Confirmation" screens and
functionality for Third Party Submitters.
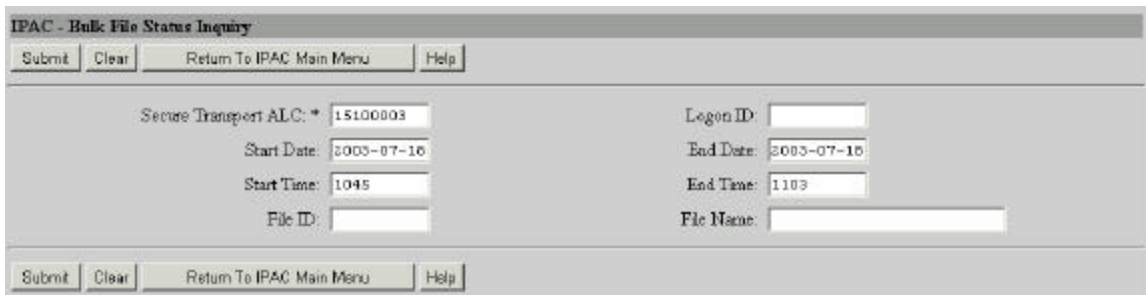
Figure 6.3   Bulk File Status Inquiry

This screen allows you to enter specific parameters to retrieve the status of the bulk file(s)
desired. The Secure Transport ALC is the only required field on this screen, which is denoted
with an asterisk. If you enter your Secure Transport ALC and leave other data entry fields on this
screen blank, and select the "submit" button, you will receive bulk file status information for the
previous 100 files (25 per page) submitted by the Secure Transport ALC provided. All other data
entry fields for the **Bulk File Status Inquiry** (Figure 6.3) screen are optional fields. However, if
you enter a Start Date, you must enter an End Date.

Bulk File Status Inquiry Data Entry Fields

The **Bulk File Status Inquiry** screen has the following data entry fields:

Secure Transport ALC:

> This is the Secure Transport ALC directory that was used to submit the bulk file. This is not
> always the ALC for which transactions originate from within your bulk file.

Start Date:

The date, to be entered in YYYY-MM-DD format, that the search for Bulk File Status information is to begin.

End Date:

The date, to be entered in YYYY-MM-DD format, that the search for Bulk File Status information is to end.

Start Time:

The time, to be entered in military format, that the search for Bulk File Status information is to begin. Please reference *Appendix B* for a military time conversion chart.

End Time:

The time, to be entered in military format, that the search for Bulk File Status information is to end. Please reference *Appendix B* for a military time conversion chart.

Logon ID:

The alphanumeric characters assigned to the user to uniquely identify that user. The Logon ID of the person that submitted the file(s) can be entered in this data entry field.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

Note: You will not know the File ID for your file until you access the **Bulk File Status Inquiry Results** screen, shown in Figures 6.4 and 6.5. You may record the File ID for your file from the **Bulk File Status Inquiry Results** screen, and you can then use the File ID number as a parameter on the Bulk File Inquiry screen, shown in Figure 6.3, at a later time.

File Name:

This is the name of the file that was submitted. The Bulk File Submitter names the file. You may use the asterisk (*) and the percent (%) signs, as wild cards in the File Name data entry field. For instance, if you want to retrieve all your files that start with the letter "T", you could simply enter the following in the File Name data entry field: T*

Bulk File Status Inquiry Function Buttons

There are 4 function buttons on Bulk File Status Inquiry screen (Figure 6.3):

"Submit"

Accepts the information on the screen, and displays the specified results on the **Bulk File Status Inquiry Results** screen shown in Figures 6.3 and 6.4.

"Clear"

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

"Return to IPAC Main Menu"

Returns you to the **IPAC Main Menu** without generating bulk file status results.

"Help"

Displays the system help information.

Selecting **"Submit"** from the **Bulk File Status Inquiry Results** screen will display the screen shown in Figure 6.4.

Figure 6.4   Bulk File Status Inquiry Results

This screen displays the results from the parameters entered on the **Bulk File Status Inquiry** screen.

Bulk File Status Inquiry Results Columns

The **Bulk File Status Inquiry Results** screen has the following columns:

Date:

Displays the file(s) submission date.

Time:

Displays the file(s) submission time, in military time. Please reference *Appendix B* for a military time conversion chart.

Current Status:

Displays the current status of files submitted. The following messages are possible status messages for your file(s):

File Transfer Started
File Transfer Completed
File Storage Started
File Storage Completed
Transaction Processing Started
Transaction Processing In Process
Transaction Processing Completed

Additional Information:

Displays any additional information for your file(s). For example, if your file receives a current status message of "Transaction Processing Started," you may receive a "50% transactions processed" message under the Additional Information column for your file, as well as number of errors in the file, if any. The messages in the Additional Information column are designed to give you a more descriptive status of your file.

File Name:

Displays the name of the file. This column contains the file name that was used to upload the bulk file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

Secure Transport ALC:

This is the Secure Transport ALC directory that was used to submit the bulk file. This is not always the ALC for which transactions originate from within your bulk file.

Logon ID:

Displays the Login ID of the person that submitted the file.

Bulk File Status Inquiry Results Function Buttons

If you want to review processing information related to a bulk file listed on the **Bulk File Status Inquiry Results** screen, you must select the option button for the status of the bulk file you want to view. Once you have selected the bulk file, you may select the "View History", "View Confirmation", "View Errors", or the "View File" button to get information about the file. The option buttons are mutually exclusive and you can only select one bulk file at a time. If you want to refresh the screen results, perform a new search, return to the Main Menu or obtain help, an option does not need to be selected. The function buttons for the **Bulk File Status Inquiry Results** screen (Figure 6.4) are as follows:

"View History"

Displays the **View History** screen. This screen is further discussed in the *Bulk File Addendum.*

"View Confirmation"

Displays the **View Confirmation** screen, shown in Figure 6.5.

"View Errors"

Displays the **View Errors** screen. This screen is further discussed in the *Bulk File Addendum.*

"View File"

This allows you to view the data contained in your file on the **View File** screen. This screen is further discussed the *Bulk File Addendum.*

"Refresh"

Updates the information for "Current Status" and "Additional Information" to the most current information for your file(s).

"New Search"

Returns you to the **Bulk File Status Inquiry** screen.

"Next"/"Previous"

If there are more than 25 files, a "Next" button will display and this button will bring up the next 25 files or less. A "previous" button will display when needed to allow you to navigate between the **Bulk File Status Inquiry Results** screens.

"Return to IPAC Main Menu"

Returns you to the **IPAC Main Menu**.

"Help"

Displays the system help for this screen.

Clicking on the "View Confirmation" from the **Bulk File Status Inquiry Results** screen, will display the **View Confirmation** screen, shown in Figure 6.5.

Figure 6.5   View Confirmation

View Confirmation Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference *Appendix B* for a military time conversion chart.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

The unique number assigned by the application for this particular bulk file submitted.

File Name:
> Displays the name of the file.

Grand Net Total:
> Payment, Collection and Adjustments are netted together. There will be a "CR" if the net total is a collection and there will not be a "CR" if the net total is a disbursement.

Trans Submitted:
> The number of transactions in the file received by IPAC for that Sender ALC.

Trans Accepted:
> The number of transactions accepted and processed successfully by IPAC for that Sender ALC.

Trans Rejected:
> The number of transactions rejected by IPAC for that Sender ALC.

Note: A confirmation will only be generated if at least one transaction in the file processed successfully.

View Confirmation Columns

Sender ALC
> This is the ALC(s) sending the transaction(s) to the receiving (customer) ALC(s).

Net Total
> Total dollar amount of the transactions (payment, collection and adjustment) netted together in the file **per** Sender ALC.

Starting Document Reference Number
> The first document reference number used by the Sender ALC for the bulk file. The document reference number can be assigned by IPAC or by the bulk file submitter.

Ending Document Reference Number
> The last document reference number used by the Sender ALC for the bulk file. The document reference number can be assigned by IPAC or by the bulk file submitter.

Note: The document reference numbers assigned by the application may not be sequential because of multi-threading of files. There may be more than one file processing simultaneously and document reference numbers are assigned as transactions are completed.

Trans Submitted
> The number of transactions in the file received by IPAC for that Sender ALC.

Trans Accepted
> The number of transactions accepted and processed successfully by IPAC for that Sender ALC.

Trans Rejected
> The number of transactions rejected by IPAC for that Sender ALC..

View Confirmation Function Buttons

The function buttons on the **View Confirmation** screen are as follows:

"Print"

Allows you to print the Bulk File Confirmation Report, see Figure 6.9 for a sample report.

"View Errors"

If you have errors in your file (rejected transactions), this selection will direct you the **View Errors** screen. Please refer to the *Bulk File Addendum* for more information on the **View Errors** screen.

"Next"/"Previous"

If there are more than 50 rows, a "Next" button will display and this button will bring up the next 50 files or less. A "previous" button will display when needed to allow you to navigate between the **View Confirmation** screens

"Return to Bulk File Status Inquiry Results"

Returns you to the **Bulk File Status Inquiry Results** screen.

"Return to IPAC Main Menu"

Returns you to the **IPAC Main Menu** screen.

"Help"

Displays the system help information.

Bulk File Confirmation Report

From the **View Confirmation** screen, shown in Figure 6.5, you may print your results. To print the Bulk File Confirmation Report, select the "Print" function button from **View Confirmation** screen, and the **Bulk File** Report Request screen will display, shown below in Figure 6.6.
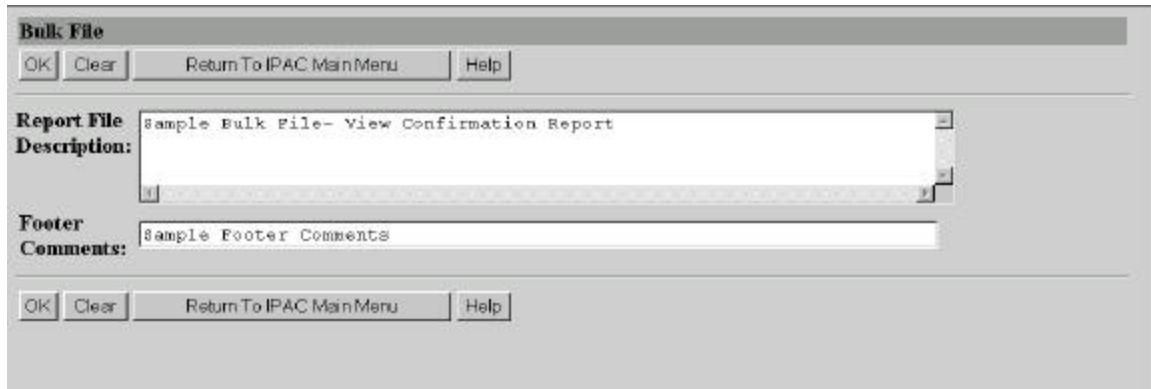
Figure 6.6   Bulk File Report Request Screen

Bulk File Report Request Data fields

There are two data entry fields on this screen. It is not mandatory that you complete either field, but it is highly recommended the Report File Description field be completed.

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 a report is later retrieved for viewing, printing or deleting. This description does not print on the report itself.

Footer Comments

This field is printed on the bottom of each page of the report.

Bulk File Report Request Function Buttons

There are 4 function buttons on the **Bulk File** Report Request screen.

"OK"
Accepts the report description and footer comments on the screen, extracts the report contents from the database and displays the Report Format shown in Figure 6.7.

"Clear"
Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

"Return to IPAC Main Menu"
Returns you to the **IPAC Main Menu**.

"Help"
Displays the system help for this screen.

Selecting "OK" from the **Bulk File** Report Request Screen will display the **Report Format** screen shown in 6.7. This screen provides you with a drop-down menu option of output formats. Select the drop down arrow next to the Output Format: box to display the format menu, as shown in Figure 6.7.

Figure 6.7   Report Format Screen- Output Format Menu

Report Output Menu Options

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

PDF (Portable Document Format)
A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)
A compressed file format which must be "unzipped" or decompressed before being read or printed with the Adobe Acrobat Reader.

Report Format Function Buttons

"OK"

Begins generation of the report in the specified format and displays the **Report Status** screen shown in Figure 6.8.

"Return to IPAC Main Menu"

Returns to the **IPAC Main Menu** without further action.

"Help"

Displays the system help for this screen.
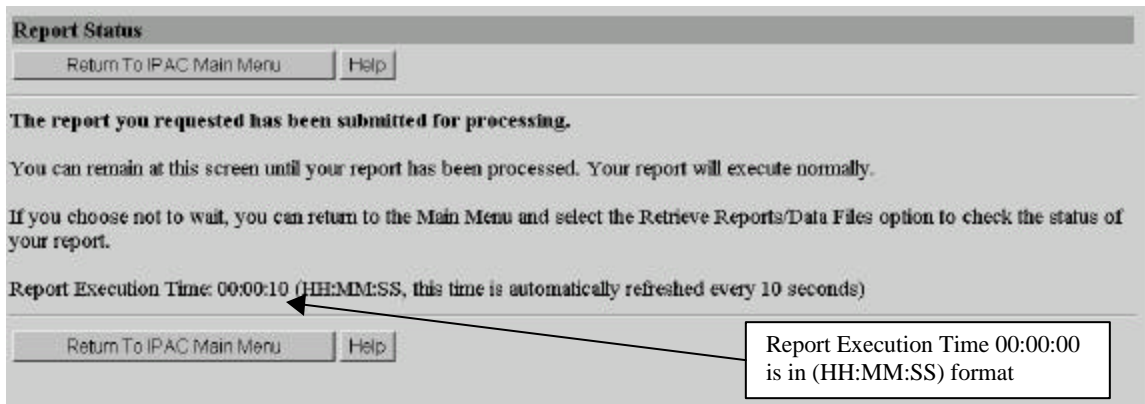
Figure 6.8   Report Status

The **Report Status** screen displays when the IPAC application begins report generation. You can remain at this screen until your report has been completed, and the report will execute normally. The Report Execution Time is displayed on this screen, which is the elapse time it takes the application to generate your report. The Report Execution Time is shown in (HH:MM:SS) format, which stands for Hour(s): Minute(s): Second(s). This time is automatically refreshed every 10 seconds. If you choose not to wait, you can return to the Main Menu and select the "**Retrieve Reports/Data Files**" option to check the status of your report. For a sample of a Bulk File Confirmation Report, see Figure 6.9.

Report Format Status Buttons

"Return to IPAC Main Menu"

Returns to the **IPAC Main Menu** without further action.

"Help"

Displays the system help for this screen.

Sample Bulk File Confirmation Report

Bulk File Confirmation Report

Submitted Date: 07/18/2003	Logon ID: e1omb008	
Submitted Time: 11:02:01	File ID: 2041	
Grand Net Total: $1,010,000.00	File Name: ELMTST_BF025_Good.txt	← Header
Trans Submitted: 18	Current Status: Transaction Processing / Completed	
Trans Accepted: 18		
Trans Rejected: 0		

Sender ALC: 19000001

Net Total: $50,000.00	Starting Doc Ref No: 25100005
Trans Submitted: 1	Ending Doc Ref No: 25100005
Trans Accepted: 1	
Trans Rejected: 0	

Sender ALC: 47000016

Net Total: $960,000.00	Starting Doc Ref No: 10900039
Trans Submitted: 17	Ending Doc Ref No: 10900055
Trans Accepted: 17	
Trans Rejected: 0	

1 of 1   7/21/03

Report Requested by: Jane A. Doe   Bulk File Confirmation Report

Figure 6.9   Bulk File Confirmation Report (Third Party Submitters)

Bulk File Confirmation Report Header Information

Submitted Date:
Displays the submission date of your file.

Submitted Time:
Displays the submission time of your file, in military time. Please reference *Appendix B* for a military time conversion chart.

Grand Net Total:
Total dollar amount for payment, collection and adjustment transactions in the file for Sender ALC(s). Note: There may be more than one Sender ALC in your file, therefore each Sender ALC will display on the **View Confirmation** screen.

Trans Submitted:
The number of transactions in the file received by IPAC.

Trans Accepted:
The number of transactions accepted and processed successfully by IPAC.

Trans Rejected:
The number of transactions rejected by IPAC.

Logon ID:
Displays the Logon ID of the person that submitted the file.

File ID:
A unique number assigned by the application for each bulk file submitted.

File Name:
Displays the name of the file.

Current Status:
Displays the current status of file submitted.

Bulk File Confirmation Report Columns

Sender ALC
This is the ALC(s) sending the transaction(s) to the receiving (customer) ALC(s).

Net Total
Total dollar amount of the transaction (payment, collection and adjustment) netted together in the file per Sender ALC.

Trans Submitted
The number of transactions in the file received by the IPAC for that Sender ALC.

Trans Accepted
The number of transactions accepted and processed successfully by IPAC for that Sender ALC.

Trans Rejected
The number of transactions rejected by the IPAC system for that Sender ALC.

Starting Document Reference Number
The first document reference number used by the Sender ALC for the bulk file. The document reference number can be assigned by IPAC or by the bulk file submitter.

<u>**Ending Document Reference Number**</u>

The last document reference number used by the Sender ALC for the bulk file. The document reference number can be assigned by IPAC or by the bulk file submitter.

> Note: The document reference numbers assigned by the application may not be sequential because of multi-threading of files. There may be more than one file processing simultaneously and document reference numbers are assigned as transactions are completed.

Third Party Submitter Report

To retrieve the Third Part Submitter Report, and view transactions submitted by the Third Party ALC, highlight and select the **Third Party Submitter** option from the "Reports" drop-down menu on the IPAC Main Menu. The **Third Party Submitter** will then show in the selection window next to the "Reports" button. Click "Reports" as shown in Figure 6.10.
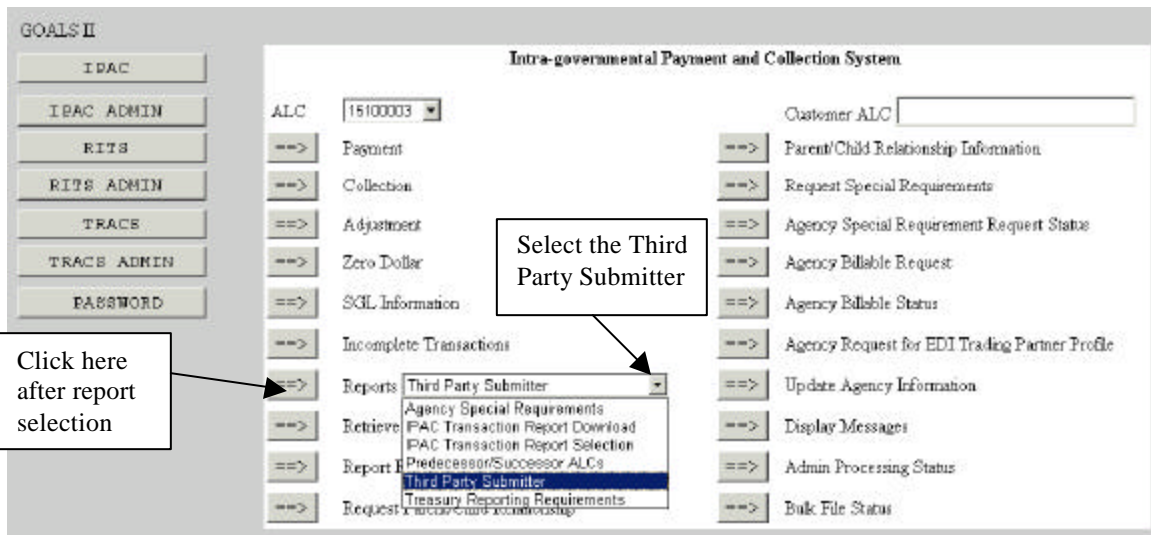
Figure 6.10   Selecting the Third Party Report from the IPAC Main Menu

Selecting the Third Party Report from the IPAC Main Menu will display the **Third Party Transaction Report Selection** screen as shown in Figure 6.11.

Figure 6.11   Third Party Transaction Report Selection

Report Request Screen Data Entry Fields

The **Third Party Transaction Report Selection** Request screen has the following 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 a report is later retrieved for viewing, printing or deleting. This description does not print on the report itself. If the field is left blank, the IPAC system will automatically add "Third Party Submitter" in this data entry field.

Third Party ALC

Enter the Third Party ALC.

Start Date

The date of the first transaction(s) to be retrieved in the report.

End Date

The date of the last transaction(s) to be retrieved in the report.

Footer Comments

This field is printed on the bottom of each page of the document or report. The footer comments can be used for miscellaneous purposes.

Transaction Type

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

You have the option of retrieving your report in one of the following three Report Formats:

Standard

This option is the default choice. It allows one detail per page on the IPAC Transaction Report with a second page that contains the Sender and Receiver SGL Information.

Condensed

This option allows you to retrieve an IPAC Transaction Report showing more than one detail per page including Standard General Ledger (SGL) information.

Report Request Screen Function Buttons

There are 4 function buttons on the Report Request screen (Figure 6.11):

"OK"

Accepts the information on the screen for the report description and report footer comments, extracts the report contents from the database and displays the **Report Format** screen shown Figure 6.12.

"Clear"

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

"Return to IPAC Main Menu"

Returns you to the **IPAC Main Menu** without generating a report.

"Help"

Displays the system help information.

Selecting **"OK"** from the **Report Request** screen will display the **Report Format** screen shown in Figure 6.12. This screen provides you with a drop-down menu option of output formats. Select the down arrow next to the Output Format: box to display the format menu, as shown in Figure 6.12.
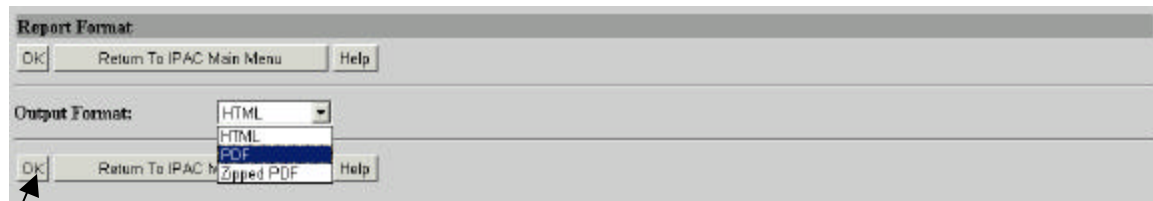
Figure 6.12   Report Format screen Output Format Menu

Report Output Menu Options

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

PDF (Portable Document Format)
A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)
A compressed file format which must be "unzipped" or decompressed before being read or printed with the Adobe Acrobat Reader.

Report Format Function Buttons

"OK"
Begins generation of the report in the specified format and displays the **Report Status** screen shown in Figure 6.13.

"Return to IPAC Main Menu"
Returns to the **IPAC Main Menu** without further action.

"Help"
Displays the system help for this screen
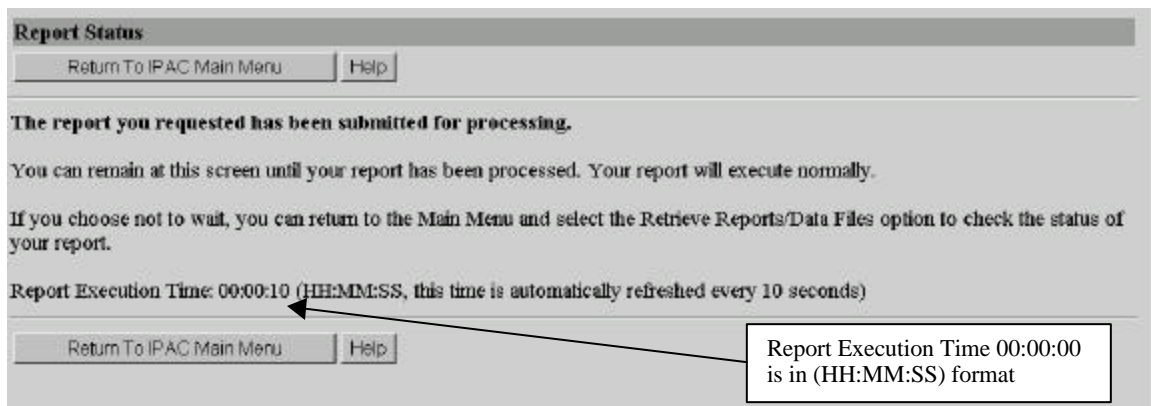
Figure 6.13   Report Status

Report Status Function Buttons

"Return to IPAC Main Menu"
Returns to the **IPAC Main Menu** without further action.

"Help"
Displays the system help for this screen.

Sample Third Party Report

Figure 6.14   Third Party Report

Third Party Report Header Information

Originating ALC:

This is the ALC originating (sending) the transaction to the Customer (receiving) ALC.

Customer ALC:

This is the ALC receiving the transaction from the originating ALC.

Submitter ALC:

This is the ALC that was used to submit the transaction on behalf of the Sender and Receiver ALCs. This is the Third Party Submitter's ALC.

Payment/ Collection/ Adjustment:

This column indicates whether the transaction is a payment, collection or adjustment.

Document Reference:

The number that is assigned to the transaction.

Note: A voucher number will be displayed if the transaction is an adjustment.

Summary Amount:

The total amount of the transaction (a sum of Detail Amounts).

Accomplished Date:

The date a transaction was processed by IPAC.

Accounting Date:

The last date of the month during which the transaction was processed by IPAC.

Number of details:

Number of detail in the transaction.

Originator DO Symbol:

DO Symbol for the originating ALC.

ALC Contact:

The name of the person entered the IPAC transaction.

Contact Phone:

The telephone number of the person that entered IPAC transaction.

Contact Email:

The email address of the person that entered the IPAC transaction.

The Third Party Report displays transaction and detail information under the header information.

Section 7 IPAC Transaction Report Selection

This report option allows an individual ALC to produce IPAC transaction reports for a specified ALC. As mentioned in *Section 6*, Third Party Submitters have to the capability to submit files for all ALCs, therefore users will now have the capability to retrieve the IPAC Transaction Report including, excluding or isolating the transactions submitted by the Third Party Submitter for that user's ALC.

Since SGL information is mandatory for the Sender (Originating) ALC, the Report Formats for the IPAC Transaction Report have been limited to "Standard" and "Condensed". The Condensed with and without SGL formats have been eliminated.

To retrieve the IPAC Transaction Report, highlight and select the **IPAC Transaction Report Selection** option from the "Reports" drop-down menu on the IPAC Main Menu. **The IPAC Transaction Report Selection** will then show in the selection window next to the "Reports" button. Click "Reports" as shown in Figure 7.1
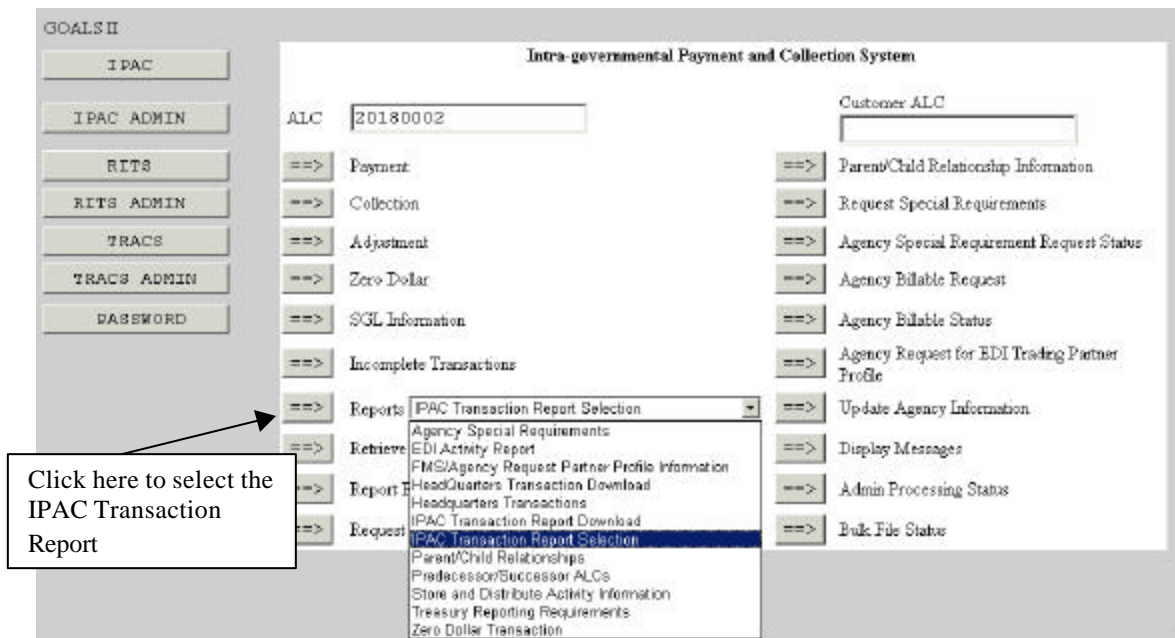
Figure 7.1   Selecting the IPAC Transaction Report from the IPAC Main Menu

When you highlight the **IPAC Transaction Report Selection** option and select the "Reports" button, the **Report Request** screen shown in Figure 7.2 will display.

Figure 7.2   IPAC Transaction Report Selection Request Screen

Report Request Screen Data Entry Fields

The **IPAC Transaction Report Selection** Request screen has the following 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 a report is later retrieved for viewing, printing or deleting. This description does not print on the report itself. If the field is left blank, the IPAC system will automatically add " – IPAC Transaction Report Selection" in this data entry field.

ALC

> Enter the ALC whose transactions you are authorized to retrieve reports for.

Start Date

> The date of the first transaction(s) to be retrieved in the report.

End Date

> The date of the last transaction(s) to be retrieved in the report.

Footer Comments

> This field is printed on the bottom of each page of the document or report. The footer comments can be used for miscellaneous purposes.

Third Party Submitter Data:

Indicate whether you would like to retrieve the IPAC Transaction Report including, excluding or isolating (only) the transactions submitted by the Third Party Submitter for that user's ALC.

Transaction Type

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

Sorting Options

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

Sent By Your ALC

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

ALC

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

Document Reference Number

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

Appropriation

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

Totals Only

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

Received By Your ALC

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

ALC

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

Totals Only

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

Report Format

As mentioned earlier, since SGL information is mandatory for the Sender (Originating) ALC, the Report Formats for the IPAC Transaction Report have been limited to "Standard" and "Condensed". The Condensed with and without SGL information have been eliminated.

Standard

This option is the default choice. It allows one detail per page on the IPAC Transaction Report. A second page is generated with the Standard General Ledger SGL information.

Condensed

This option allows you to retrieve an IPAC Transaction Report showing more than one detail per page including Standard General Ledger (SGL) information.

> **Note:** The Totals Only Reports are only available in the Standard Report Format. However, the IPAC system will allow you to select the Condensed Report Format option for the Totals Only Reports. You will retrieve a Standard Report when selecting either one of the three Report Formats mentioned above.

Report Request Screen Function Buttons

There are 4 function buttons on the Standard Report Request screen (Figure 7.2):

"OK"
Accepts the information on the screen for the report description and report footer comments, extracts the report contents from the database and displays the **Report Format** screen shown in Figure 7.3.

"Clear"
Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

"Return to IPAC Main Menu"
Returns you to the **IPAC Main Menu** without generating a report.

"Help"
Displays the system help information.

Selecting **"OK"** from the **Report Request** screen will display the **Report Format** screen shown in Figure 7.3. This screen provides you with a drop-down menu option of output formats. Select the down arrow next to the Output Format: box to display the format menu, as shown in Figure 7.3.
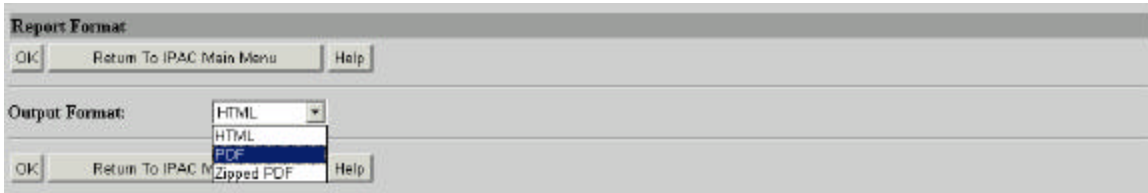
Figure 7.3   Report Format screen Output Format Menu

Report Output Menu Options

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

PDF (Portable Document Format)
A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)
A compressed file format which must be "unzipped" or decompressed before being read or printed with the Adobe Acrobat Reader.

Report Format Function Buttons

"OK"
Begins generation of the report in the specified format and displays the **Report Status** screen shown in Figure 7.4.

"Return to IPAC Main Menu"
Returns to the **IPAC Main Menu** without further action.

"Help"
Displays the system help for this screen
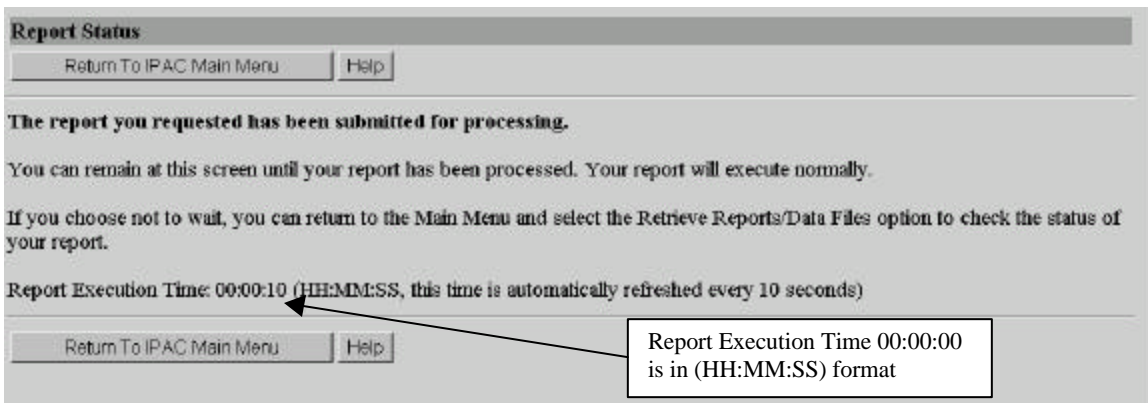
Figure 7.4   Report Status

The **Report Status** screen displays when the IPAC application begins report generation. You can remain at this screen until your report has been completed, and the report will execute normally. The Report Execution Time is displayed on this screen, which is the elapse time it takes the application to generate your report. The Report Execution Time is shown in (HH:MM:SS) format, which stands for Hour(s): Minute(s): Second(s). This time is automatically refreshed every 10 seconds. If you choose not to wait, you can return to the Main Menu and select the "**Retrieve Reports/Data Files**" option to check the status of your report.

Report Status Function Buttons

"Return to IPAC Main Menu"
Returns you to the **IPAC Main Menu** without further action.

"Help"
Displays the system help for this screen.

IPAC Transaction Report Including Third party Submitter Data

Figure 7.5   IPAC Transaction Report Including Third party Submitter Data

IPAC Transaction Report excluding Third party Submitter Data

SENT BY YOUR ALC (Condensed)

PAYMENT TRANSACTIONS SORTED BY CUSTOMER ALC

EXCLUDES THIRD PARTY SUBMITTER DATA

Start Date 08/04/03   End Date 08/04/03

Third Party
ALC is blank

| Originating ALC | Customer ALC | Submitter ALC | | PAYMENT |
20180002	20180005			
Document Reference	Summary Amount			
02300057	$24.00			
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol	
8/4/2003	8/31/2003	1	X0023	
ALC Contact				
Jane A Doe				
Contact Email			Contact Phone	
jane.doe@agency.gov			804-874-8000	

Detail Number	Receiver Treasury Account Symbol	Receiver DUNS+4	Sender Treasury Account Symbol	Sender DUNS+4
1			00X0102	
Purchase Order Number		Invoice Number		Obligating Document Number
855555		88888		88888
Requisition Number		Contract Number		CLIN
888888		88888		88888
Jas Number		ACT(trace number)		Job (Project) Number
888888		88888		88888
Unit of Issue	Quantity	Unit Price	Detail Amount	Receiver Dept Code
ea	12	$2.00	$24.00	12
Accounting Classification Code		FSN/AAA/ADSN	DOD Activity Address	Pay Flag
88888		88888	88888	F
Transaction Contact			Contact Phone	ACRN
Jane A. Doe			202-874-0000	888888
Transaction Description		Miscellaneous Information	
Documentation		Documentation	

Sender Standard General Ledger (SGL) Information

SGL Category	Federal Flag	SGL Account	Amount	
30C	F	1010	$24.00	Debit
22D	F	1310	$24.00	Credit

Sender SGL Comments   Receiver SGL Comments

1 of 1

Documentation

Report Requested by: Jane A. Doe

6/5/03

I_1_1_1_SentByALC820_e_exc_cond.rod

Figure 7.6   IPAC Transaction Report Excluding Third party Submitter Data

IPAC Transaction Report Limited to Third Party Submitter Data

Figure 7.7   IPAC Transaction Report Limited to Third Party Submitter Data

IPAC Transaction Report Header Information

Originating ALC:

This is the ALC originating (sending) the transaction to the Customer (receiving) ALC.

Customer ALC:

This is the ALC receiving the transaction from the originating ALC.

Submitter ALC:

This is the Third Party Submitter's ALC; this field will be blank if the transaction was not submitted by a third party.

Payment/ Collection/ Adjustment:

This column indicates whether the transaction is a payment, collection or adjustment.

Document Reference:

The number that is assigned to the transaction.

Note: A voucher number will be displayed if the transaction is an adjustment.

Summary Amount:

The total amount of the transaction (a sum of Detail Amounts).

Accomplished Date:

The date a transaction was processed by IPAC.

Accounting Date:

The last date of the month during which the transaction was processed by IPAC.

Number of details:

Number of detail in the transaction.

Originator DO Symbol:

DO Symbol for the originating ALC.

ALC Contact:

The name of the person that entered the IPAC transaction.

Contact Phone:

The telephone number of the person that entered the IPAC transaction.

Contact Email:

The email of the person that entered the IPAC transaction.

The IPAC Transaction Report displays transaction and detail information under the header information.

Section 8 IPAC Transaction Download

This menu option exports transaction data by ALC from IPAC in a standardized format. It produces a **C**omma **S**eparated **V**alue (CSV) or **T**ab **S**eparated **V**alue (TSV) file that can be imported by other software for further data analysis or processing. The CSV and TSV layouts have been adjusted to accommodate new fields for Eliminations, like the Sender and Receiver DUNS & DUNS +4. The updated CSV and TSV layouts can be viewed in the updated *IPAC CSV/TSV Layout for Federal Program Agencies* on the GOALS II IPAC website: http://www.fms.treas.gov/goals/ipac.

Selecting this menu option will not provide the capability to produce HTML or PDF files for direct viewing or printing. When you highlight the **IPAC Transaction Report Download** option and select the "Reports" button, from the IPAC Main Menu (Figure 8.1), the **Report Request** screen shown in Figure 8.2 will display.
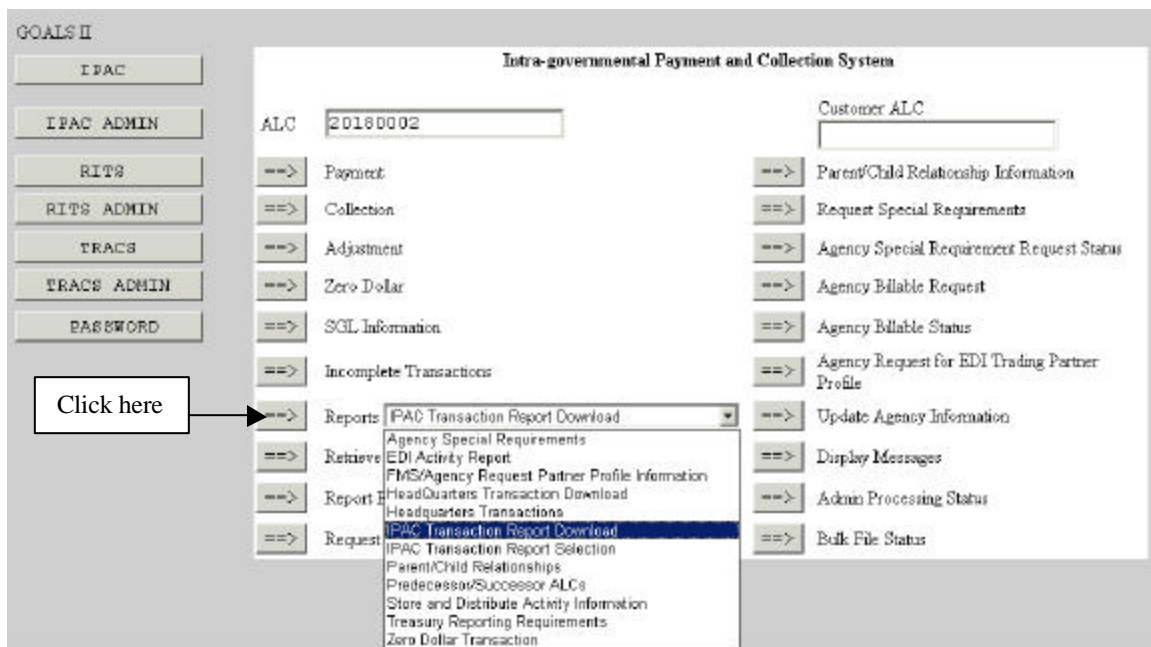

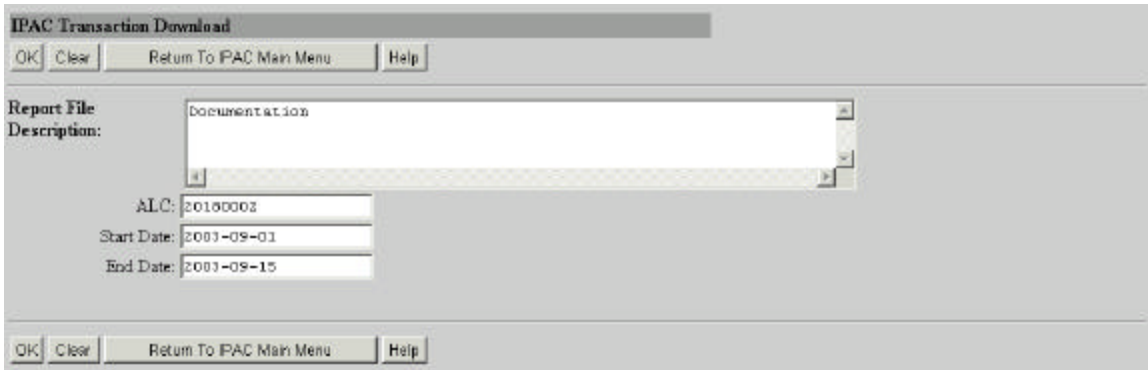**Figure 8.1   IPAC Transaction Report Download**

Figure 8.2   IPAC Transaction Download Report Selection

Report File Description

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

ALC

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

Report Dates

Enter a Start Date and an End Date for the report in YYYY-MM-DD format. These fields are required. Selecting "OK" from the **IPAC Transaction Download Report Selection** screen will display the **Report Format** screen shown in Figure 8.3.

Click here

Figure 8.3 Report Format

Your output format choices are CSV, TSV, Zipped CSV & Zipped TSV. These file types are intended for exporting data to other software rather than for direct viewing by the user. Click "OK" from the **Report Format** screen and the **Report Status** screen, shown in Figure 8.4, will display.
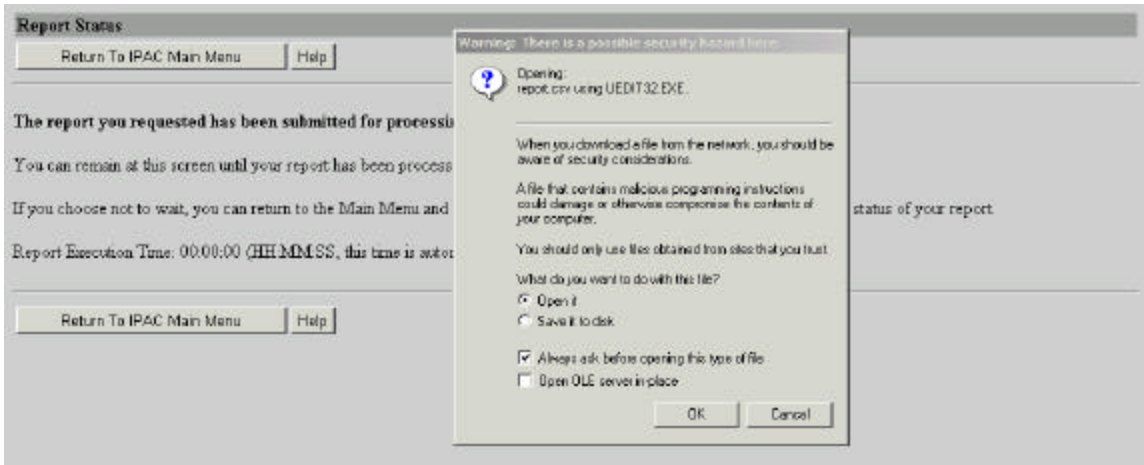
Figure 8.4   Report Status

You may receive a Warning Window, as shown above, giving you the option to open the file or save it to review at a time. Clicking "OK" from the Warning Window will display your report (Figure 8.5) or allow you to save your report.

Report Status Function Buttons

"Return to IPAC Main Menu"

Returns you to the **IPAC Main Menu** without further action.

"Help"

Displays the system help for this screen.

Figure 8.5   IPAC Transaction Download- CSV layout

Note: The report continues vertically for numerous pages, therefore the above example is not a complete CSV report.

Saving Data in CSV or TSV Format

Both CSV and TSV formats can be used to transfer the raw data from IPAC to another program, which will format the data for viewing, printing or internal use 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. 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 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 or printed with the Adobe Acrobat Reader.

Section 9 Agency Special Requirements

There are certain fields on each Payment, Collection or Adjustment transaction that are required in order for IPAC to process the transaction. For Phase I, the Sender TAS and Sender SGL will be required for all IPAC transactions. These required fields should be set up by FMS as an IPAC required field, however agencies also have the capability of requesting fields as an agency requirement through the "Request Special Requirements" menu option from the IPAC Main Menu. After FMS's approval, this will require any ALC submitting a transaction against your ALC to provide the specific information you need to reconcile your accounts.

To access the this function, click on the "Request Special Requirement" from the **IPAC Main Menu** as shown in Figure 9.1.
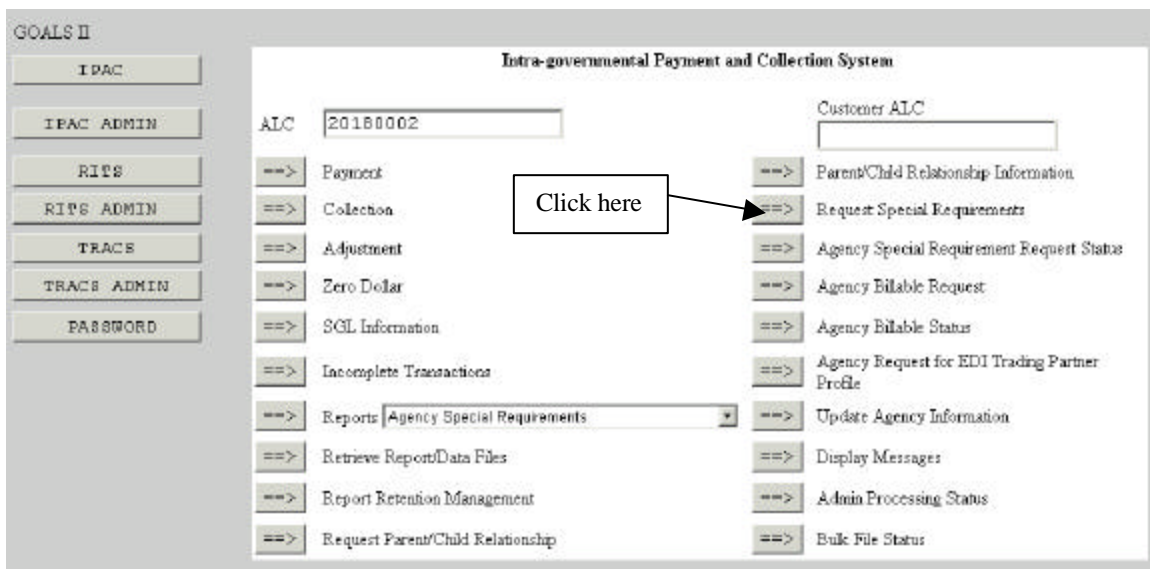
Figure 9.1   Request Special Requirements function from the IPAC Main Menu

Once you have completed the ALC field, and selected the "Request Special Requirements" button on the **IPAC Main Menu**, the **Pending Agency Special Requirements Request** screen shown in Figure 9.2 will display.
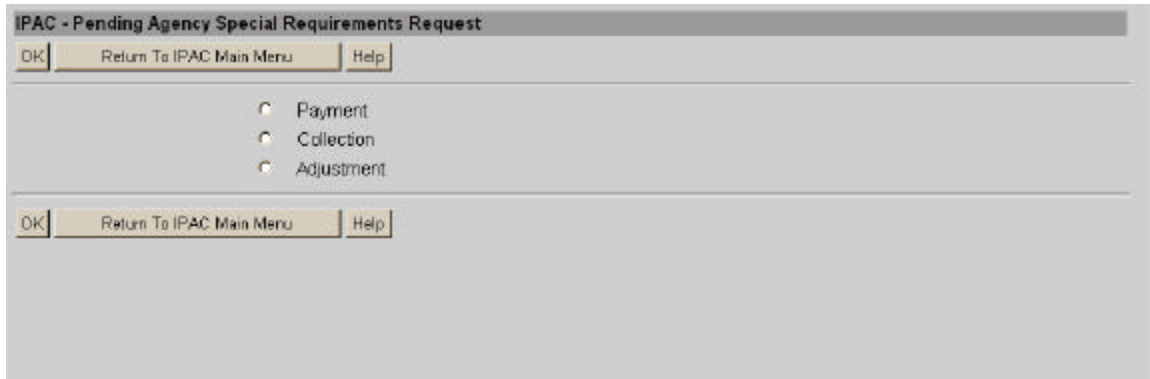
Figure 9.2   Pending Agency Special Requirements Request

Special Requirements may be requested for Payment, Collection or Adjustment transactions. Each transaction type has an option button to its left and is mutually exclusive.

Pending Agency Special Requirements Request Function Buttons

"OK"
Displays the **Store Agency Special Requirements Request** screen for the selected transaction type as shown in Figure 9.3.

"Return to IPAC Main Menu"
No data entered on the current screen will be saved to the IPAC database. You will be returned to the **IPAC Main Menu**.

"Help"
Displays help information for this screen.

Figure 9.3   Store Agency Special Requirements Request (Payment/Collection)

The above example displays the new required field options for payments and collections: Sender SGL, Receiver SGL, Sender DUNS, Receiver DUNS, Sender DUNS, Sender DUNS Plus4 & Receiver DUNS Plus4.

Figure 9.4   Store Agency Special Requirements Request (Adjustment)

The above example displays the new fields for adjustments: <u>Contact Phone Number</u>, <u>Sender Treasury Account Symbol</u>, <u>Receiver Treasury Account Symbol</u>, <u>Sender SGL</u>, and <u>Receiver SGL</u>

Store Agency Special Requirements Request Screen

With the exception of the header line in Figure 9.4, the **Store Agency Special Requirements Request** screen is identical in appearance and functionality for both Payments and Collections. Any data entry fields designated as an IPAC required field for a payment, collection or adjustment will be denoted with an asterisk (*). These fields will always be required.

Store Agency Special Requirements Request Data Columns

Required?

This column contains drop-down boxes with "**Y**"es and "**N**"o choices. Choose **Y** if you want the field to be required for transactions sent to your ALC, and **N** if you do not want the field to be required. All IPAC required fields denoted with an **asterisk (*)** must remain **Y**.

Data Element

This column specifies the field for which you are requesting a Special Requirement. All data entry fields from the Transaction Entry screens will display in the data element list.

Start Date

Date the Special Requirement is requested to start in YYYY-MM-DD format. For new requests, the <u>Start Date</u> must be the following day (tomorrow) or later. Please request the Special Requirement far enough in advance to allow your trading partner sufficient time to provide you with the new required information. For fields that you want to change from **N** to **Y**, the <u>Start Date</u> will default to tomorrow's date. The date can be manually changed to a future date. The Special Requirement will not be in effect until it is approved by FMS.

End Date
> Date the Special Requirement is requested to end in YYYY-MM-DD format. The End Date must be later than the Start Date. Default dates will display but can be manually changed.

Description
> This is an optional description of your reason for requesting the Special Requirement.

> **Note:** If an approved Special Requirement is already established, and a second is submitted, the first one in effect is replaced by the new one. (i.e. The start and end dates of the new request will replace those of the old one).

Store Agency Special Requirements Request Function Buttons

"Finished"
> Submits the Special Requirements changes. Field changes from **Y** to **N** will be processed immediately and do not require FMS approval. Field changes from **N** to **Y** will be forwarded to FMS for approval as shown in Figure 9.5 - **Pending Agency Special Requirements Request Confirmation**.

"Return to IPAC Main Menu"
> No data entered on the current screen will be saved to the IPAC database. You will be returned to the **IPAC Main Menu**.

"Clear"
> Resets the data entry fields to their values the last time the screen was displayed. No data is submitted to the IPAC database.

"Help"
> Displays help information for this screen.

IPAC - Pending Agency Special Requirements Request Confirmation

OK Help

All Agency Special Requirements that have been changed from "Y" to "N" have been successfully processed. All others have been forwarded to FMS for approval.

OK Help
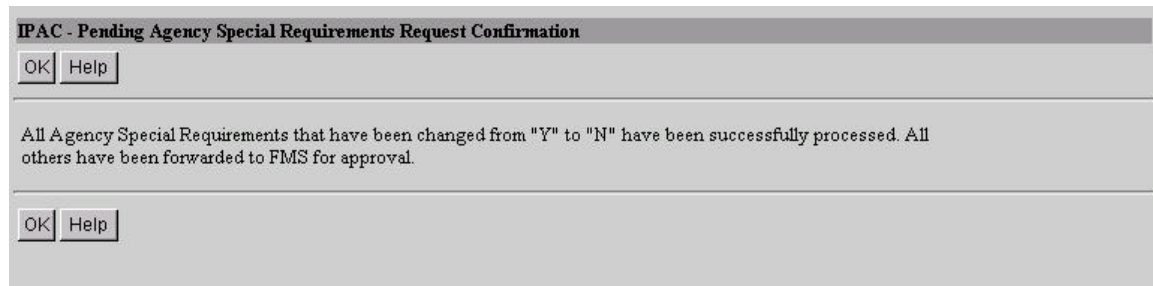
Figure 9.5   Pending Agency Special Requirements Request Confirmation

Pending Agency Special Requirements Request Confirmation Screen

The confirmation screen notifies you that your request for Special Requirements has been successfully submitted to FMS.

Pending Agency Special Requirements Request Confirmation Function Buttons

"OK"

Confirms that your request has been processed and returns you to the **Pending Agency Special Requirements Request** screen so that you can enter additional requests.

"Help"

Displays help information for this screen.

Section 10 Sender Required Fields Report

IPAC Administrators have the capability to establish Sender Required Fields for Payment, Collection and Adjustment transactions through the IPAC Admin Application.   Users can retrieve the Sender Required Fields report to view the required fields for their ALC when sending a payment, collection of adjustment transaction by selecting the report from the **IPAC Main Menu** and clicking on the "Reports" button as shown in Figure 10.1.
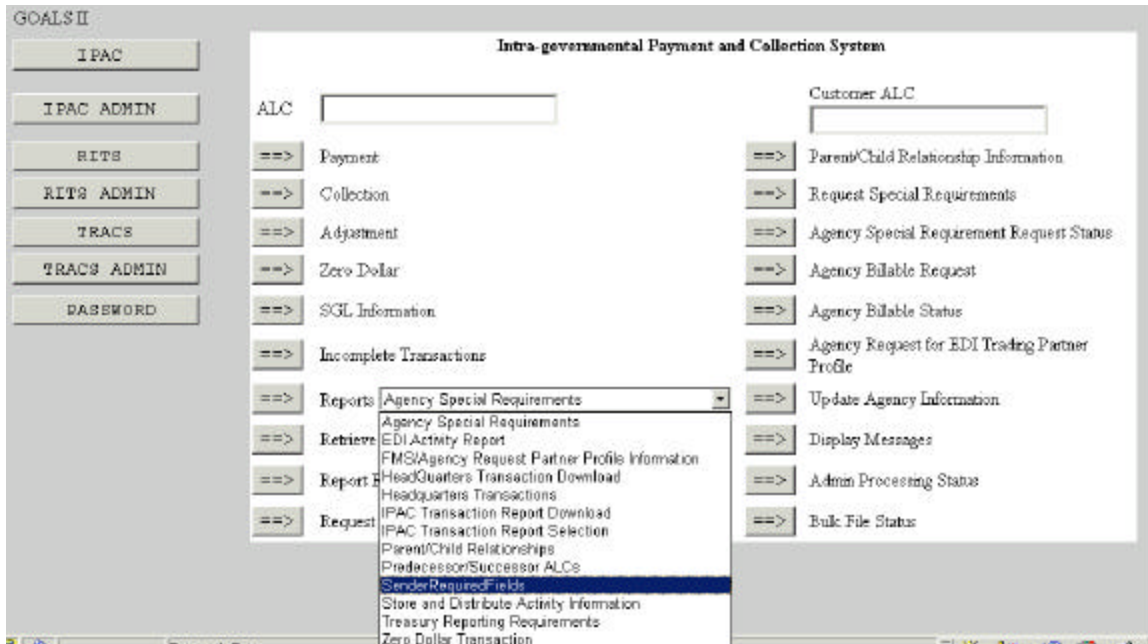
Figure 10.1   Selecting the Sender Required Fields Report from the IPAC Main Menu

After selecting the **Sender Required Fields Report** from the Reports menu (as discussed at the beginning of this section) and clicking the "Reports" button, the **Sender ALC Required Fields Report** Request screen will display (Figure 10.2)

Figure 10.2   Sender Required Fields Report Request

Report Request Screen Data Entry Fields

In addition to the optional Report File Description and Footer Comments fields, this screen has data entry fields to enter up to 25 ALCs whose Special Requirements you want to view.

Report Request Screen Function Buttons

This screen has the following function buttons:

"All ALCs"

Accepts your entries for Report File Description and Footer Comments and displays the **Report Format** screen (Figure 10.3) with choices of HTML, PDF and Zipped PDF. This will generate a report, sorted by ALC, of all Sender Field Requirements currently in effect.
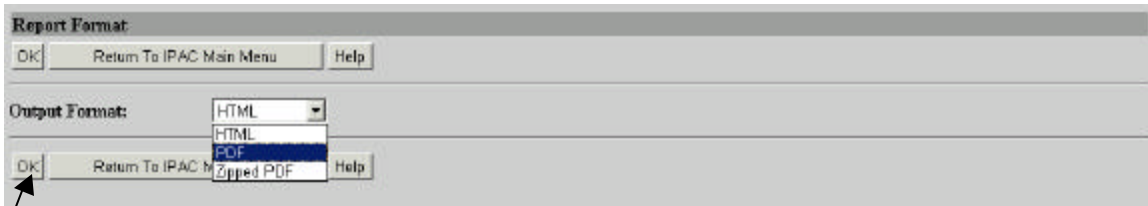
Figure 10.3   Report Format screen Output Format Menu

After selecting a report format, click "OK" from the **Report Format** screen (figure 10.3) and the Report Status screen (Figure 10.4) will display. This screen will automatically refresh until your report (1Figure 10.5) is generated.
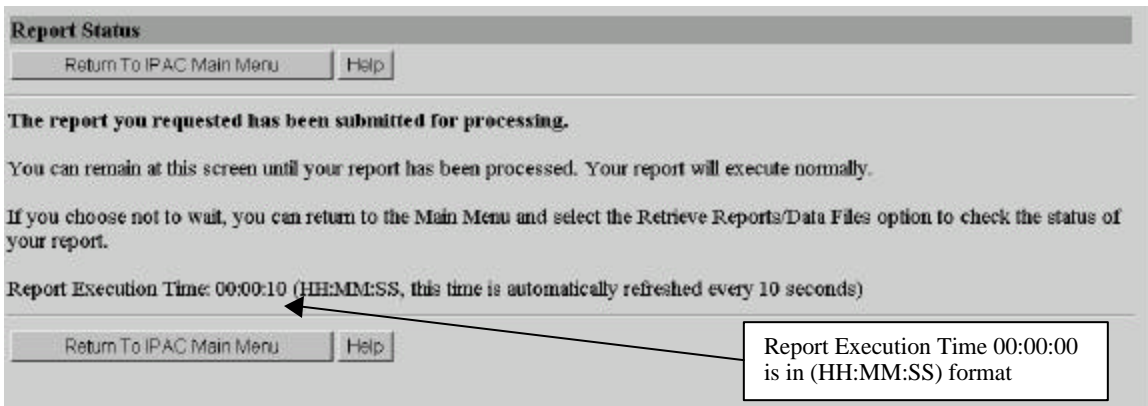
Figure 10.4   Report Status

"OK"

Accepts your entries for Report File Description , Footer Comments and Sender ALC's and displays the **Report Format** screen (Figure 10.3) with choices of HTML, PDF and Zipped PDF. This will generate a report of the Sender Required Fie lds that are currently in effect.

"Return to IPAC Main Menu"

Returns you the IPAC Main Menu without generating a report.

SENDER ALC REQUIRED FIELDS

Data Element		Start Date	End Date	Transaction Type	Description
Requirements for ALC: ACRN	20180002	08/16/2003	12/31/2099	Payment	
JAS Number		08/16/2003	12/31/2099	Payment	
Sender SGL		08/16/2003	12/31/2099	Payment	

1 of 1   8/15/03

Report Requested by: Jane A. Doe   L_4_1_5_1_SenderALCRequiredFields.rod

Figure 10.5   Sender Required Fields Report

Sender Required Fields Report Columns

Requirements for ALC:
The ALC for the Sender Required fields that were established.

Data Element:
This column specifies the field that is required for the Sender ALC.

Start Date:
Date the Sender Required field was requested to start in YYYY-MM-DD format.

End Date:
Date the Sender Required field was requested to end in YYYY-MM-DD format.

Transaction Type:
The type of transaction for the Sender Required fields that were established.

Description:
This is an optional description of your reason the Sender Required field was established.

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Section 11 EDI Functionality and Reports

Functionality for the Agency Request for EDI Trading Partner Profile and the EDI Activity Report has been removed from the IPAC Main Menu.

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Appendix A Table of Figures

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Appendix B Military Time Conversion Chart

Military Time Conversion Chart

24 hour clock (Military Time)	12 hour clock
0100	1:00am
0200	2:00am
0300	3:00am
0400	4:00am
0500	5:00am
0600	6:00am
0700	7:00am
0800	8:00am
0900	9:00am
1000	10:00am
1100	11:00am
1200	12:00pm
1300	1:00pm
1400	2:00pm
1500	3:00pm
1600	4:00pm
1700	5:00pm
1800	6:00pm
1900	7:00pm
2000	8:00pm
2100	9:00pm
2200	10:00pm
2300	11:00pm
0000	12:00am

*Transactions, reports and data files will be time stamped Eastern Standard Time.

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Appendix C 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 D Glossary or New Terms and Acronyms

DUNS A 9-didgit number that is assigned by Duns and Bradstreet associated with the registering entity (Office or Division). This number serves as the unique ID for each record.

DUNS + 4 This is a 4-digit extension to your DUNS that the user creates. It is used if you have more than one ALC or DO per office and need to differentiate between the lines of business.

SGL (**S**tandard **G**eneral **L**edger) 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.

Post SGL Senders and Receivers of Payment, Collection and Adjustment transactions are allowed to update/change SGL information through the Post SGL screens, after the original transaction has been processed.

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

Third Party Submitter Agencies given access to submit bulk files for other agencies as a Third Party and to pull corresponding reports.

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Appendix E SGL Chart

Note: This SGL Chart is subject to change

SGL Account Number	Federal / Non-Federal Flag	Category	Account Title
1010	F	30c	Fund Balance With Treasury
1010	F	30d	Fund Balance With Treasury
1110	F	90d	Undeposited Collections
1120	F	90d	Imprest Funds
1130	F	90d	Funds Held by the Public
1190	F	90d	Other Cash
1195	F	90d	Other Monetary Assets
1200	F	90d	Foreign Currency
1310	F	22d	Accounts Receivable
1319	F	90c	Allowance for Loss on Accounts Receivable
1320	F	22d	Employment Benefit Contributions Receivable
1320	N	22d	Employment Benefit Contributions Receivable
1325	F	90d	Taxes Receivable
1329	F	90c	Allowance for Loss on Taxes Receivable
1330	F	90d	Receivable for Transfers of Currently Invested Balances
1335	F	90d	Expenditure Transfers Receivable
1340	F	02d	Interest Receivable
1349	F	90c	Allowance for Loss on Interest Receivable
1350	F	17d	Loans Receivable
1359	F	90c	Allowance for Loss on Loans Receivable
1360	F	90d	Penalties, Fines and Administrative Fees Receivable
1369	F	90c	Allowance for Loss on Penalties, Fines and Administrative Fees Receivable
1399	F	90c	Allowance for Subsidy
1410	F	23d	Advances to Others
1450	F	23d	Prepayments
1511	F	90d	Operating Materials and Supplies Held for Use
1512	F	90d	Operating Materials and Supplies Held in Reserve for Future Use
1513	F	90d	Operating Materials and Supplies - Excess, Unserviceable and Obsolete
1514	F	90d	Operating Materials and Supplies Held for Repair
1519	F	90c	Operating Materials and Supplies – Allowance

SGL Account Number	Federal / Non-Federal Flag	Category	Account Title
1521	F	90d	Inventory Purchased for Resale
1522	F	90d	Inventory Held in Reserve for Future Sale
1523	F	90d	Inventory Held for Repair
1524	F	90d	Inventory - Excess, Obsolete and Unserviceable
1525	F	90d	Inventory - Raw Materials
1526	F	90d	Inventory - Work-in-Process
1527	F	90d	Inventory - Finished Goods
1529	F	90c	Inventory – Allowance
1531	F	90d	Seized Monetary Instruments
1532	F	90d	Seized Cash Deposited
1541	F	90d	Forfeited Property Held for Sale
1542	F	90d	Forfeited Property Held for Donation or Use
1549	F	90c	Forfeited Property - Allowance
1551	F	90d	Foreclosed Property
1559	F	90c	Foreclosed Property – Allowance
1561	F	90d	Commodities Held Under Price Support and Stabilization Support Programs
1569	F	90c	Commodities – Allowance
1571	F	90d	Stockpile Materials Held in Reserve
1572	F	90d	Stockpile Materials Held for Sale
1591	F	90d	Other Related Property
1599	F	90c	Other Related Property – Allowance
1610	F	01d	Investments in U.S. Treasury Securities Issued by Public Debt
1611	F	01d	Discount on U.S. Treasury Securities Issued by Public Debt
1612	F	01d	Premium on U.S. Treasury Securities Issued by Public Debt
1613	F	01d	Amortization of Discount and Premium on U.S. Treasury Securities Issued by Public Debt
1618	F	01d	Market Adjustments - Investments
1620	F	01d	Investments in Securities Other Than Public Debt Securities
1621	F	01d	Discount on Securities Other Than Public Debt Securities
1622	F	01d	Premium on Securities Other Than the Bureau of the Public Debt Securities
1623	F	01d	Amortization of Premium and Discount on Securities Other Than Public Debt Securities

SGL Account Number	Federal / Non-Federal Flag	Category	Account Title
1630	F	01d	Investments in U.S. Treasury Zero Coupon Bonds Issued by Public Debt
1631	F	01d	Discount on U.S. Treasury Zero Coupon Bonds Issued by Public Debt
1633	F	01d	Amortization of Discount on U.S. Treasury Zero Coupon Bonds Issued by Public Debt
1638	F	01d	Market Adjustment-Investments in U.S. Treasury Zero Coupon Bonds
1639	F	01d	Contra Market Adjustment-Investments in U.S. Treasury Zero Coupon Bonds
1690	F	01d	Other Investments
1711	F	90d	Land and Land Rights
1712	F	90d	Improvements to Land
1719	F	90c	Accumulated Depreciation on Improvements to Land
1720	F	90d	Construction-in-Progress
1730	F	90d	Buildings, Improvements and Renovations
1739	F	90c	Accumulated Depreciation on Buildings, Improvements and Renovations
1740	F	90d	Other Structures and Facilities
1749	F	90c	Accumulated Depreciation on Other Structures and Facilities
1750	F	90d	Equipment
1759	F	90c	Accumulated Depreciation on Equipment
1810	F	90d	Assets Under Capital Lease
1819	F	90c	Accumulated Depreciation on Assets Under Capital Lease
1820	F	90d	Leasehold Improvements
1829	F	90c	Accumulated Amortization on Leasehold Improvements
1830	F	90d	Internal Use Software
1832	F	90d	Internal Use Software in Development
1839	F	90c	Accumulated Amortization on Internal Use Software
1840	F	90d	Other Natural Resources
1849	F	90c	Allowance for Depletion
1890	F	90d	Other General Property, Plant and Equipment
1899	F	90c	Accumulated Depreciation on Other General Property, Plant and Equipment
1921	F	90d	Receivable from Appropriations
1990	F	90d	Other Assets

SGL Account Number	Federal / Non-Federal Flag	Category	Account Title
2110	F	22c	Accounts Payable
2120	F	22c	Disbursements in Transit
2130	F	22c	Contract Holdbacks
2140	F	02c	Accrued Interest Payable
2150	F	90c	Payable for Transfers of Currently Invested Balances
2155	F	90c	Expenditure Transfers Payable
2160	F	90c	Entitlement Benefits Due and Payable
2170	F	90c	Subsidy Payable to Financing Account
2179	F	90c	Contra Liability for Subsidy Payable to Financing Account
2180	F	90c	Loan Guarantee Liability
2190	F	22c	Other Accrued Liabilities
2210	F	90c	Accrued Funded Payroll and Leave
2211	N	32c	Withholdings Payable
2213	F	22c	Employer Contributions and Payroll Taxes Payable
2215	F	22c	Other Post-Employment Benefits Due and Payable
2216	F	90c	Pension Benefits Due and Payable to Beneficiaries
2217	F	90c	Benefit Premiums Payable to Carriers
2218	F	90c	Life Insurance Benefits Due and Payable to Beneficiaries
2220	F	90c	Unfunded Leave
2225	F	22c	Unfunded FECA Liability
2290	F	22c	Other Unfunded Employment Related Liability
2310	F	23c	Advances from Others
2320	F	23c	Deferred Credits
2400	F	90c	Liability for Deposit Funds, Clearing Accounts and Undeposited Collections
2510	F	17c	Principal Payable to the Bureau of Public Debt
2520	F	17c	Principal Payable to the Federal Financing Bank
2530	F	01c	Securities Issued by Federal Agencies Under General and Special Financing Authority
2531	F	01c	Discount on Securities Issued by Federal Agencies Under General and Special Financing Authority
2532	F	01c	Premium on Securities Issued by Federal Agencies Under General and Special Financing Authority
2533	F	01c	Amortization of Discount and Premium on Securities Issued by Federal Agencies Under General and Special Financing Authority
2540	F	01c	Participation Certificates

SGL Account Number	Federal / Non-Federal Flag	Category	Account Title
2590	F	17c	Other Debt
2610	F	90c	Actuarial Pension Liability
2620	F	90c	Actuarial Health Insurance Liability
2630	F	90c	Actuarial Life Insurance Liability
2650	F	90c	Actuarial FECA Liability
2690	F	90c	Other Actuarial Liabilities
2910	F	90c	Prior Liens Outstanding on Acquired Collateral
2920	F	90c	Contingent Liabilities
2940	F	90c	Capital Lease Liability
2950	F	90c	Liability for Subsidy Related to Undisbursed Loans
2960	F	90c	Accounts Payable from Canceled Appropriations
2970	F	90c	Resources Payable to Treasury
2980	F	90c	Custodial Liability
2990	F	22c	Other Liabilities
2995	F	90c	Estimated Cleanup Cost Liability
3100	F	90c	Unexpended Appropriations - Cumulative
3101	F	90c	Unexpended Appropriations - Appropriation Received
3102	F	28c	Unexpended Appropriations - Transfers-In
3103	F	28d	Unexpended Appropriations - Transfers-Out
3106	F	90c	Unexpended Appropriations - Adjustments
3107	F	90c	Unexpended Appropriations - Used
3108	F	90c	Unexpended Appropriations - Prior-Period Adjustments – Restated
3109	F	90c	Unexpended Appropriations - Prior-Period Adjustments – Not Restated
3310	F	90c	Cumulative Results of Operations
5100	F	24c	Revenue from Goods Sold
5109	F	90c	Contra Revenue for Goods Sold
5200	F	24c	Revenue from Services Provided
5209	F	90d	Contra Revenue for Services Provided
5310	F	10c	Interest Revenue – Other
5311	F	03c	Interest Revenue - Investments
5312	F	05c	Interest Revenue - Loans Receivable/Uninvested Funds
5317	F	05c	Contra Revenue for Interest Revenue - Loans Receivable
5318	F	03c	Contra Revenue for Interest Revenue - Investments

SGL Account Number	Federal / Non-Federal Flag	Category	Account Title
5319	F	90c	Contra Revenue for Interest Revenue - Other
5320	F	90c	Penalties, Fines and Administrative Fees Revenue
5329	F	90d	Contra Revenue for Penalties, Fines and Administrative Fees
5400	F	26c	Benefit Program Revenue
5400	N	31c	Benefit Program Revenue
5409	F	90d	Contra Revenue for Benefit Programs Revenue
5500	F	90c	Insurance and Guarantee Premium Revenue
5509	F	90d	Contra Revenue for Insurance and Guarantee Premium Revenue
5600	F	90c	Donated Revenue - Financial Resources
5609	F	90d	Contra Revenue for Donations - Financial Resources
5610	F	90c	Donated Revenue - Nonfinancial Resources
5619	F	90d	Contra Donated Revenue - Nonfinancial Resources
5700	F	90c	Expended Appropriations
5708	F	90c	Expended Appropriations - Prior-Period Adjustments – Restated
5709	F	90c	Expended Appropriations - Prior-Period Adjustments – Not Restated
5720	F	90c	Financing Sources Transferred In Without Reimbursement
5730	F	90d	Financing Sources Transferred Out Without Reimbursement
5740	F	90c	Appropriated Earmarked Receipts Transferred In
5745	F	90d	Appropriated Earmarked Receipts Transferred Out
5750	F	90c	Expenditure Financing Sources - Transfers-In
5755	F	90c	Nonexpenditure Trust Fund Financing Sources - Transfers-In
5760	F	90d	Expenditure Financing Sources - Transfers-Out
5765	F	90d	Nonexpenditure Trust Fund Financing Sources - Transfers-Out
5780	F	90c	Imputed Financing Sources
5790	F	90c	Other Financing Sources
5799	F	90d	Adjustment of Appropriations Used
5800	F	90c	Tax Revenue Collected
5801	F	90c	Tax Revenue Accrual Adjustment
5809	F	90d	Contra Revenue for Taxes
5890	F	90d	Tax Revenue Refunds
5900	F	24c	Other Revenue

SGL Account Number	Federal / Non-Federal Flag	Category	Account Title
5909	F	90d	Contra Revenue for Other Revenue
5990	F	90c	Collections for Others
5991	F	90c	Accrued Collections for Others
6100	F	24d	Operating Expenses/Program Costs
6190	F	90c	Contra Bad Debt Expense - Incurred for Others
6199	F	90c	Adjustment to Subsidy Expense
6310	F	05d	Interest Expenses on Borrowing from the Bureau of Public Debt and/or the Federal Financing Bank
6320	F	03d	Interest Expenses on Securities
6330	F	10d	Other Interest Expenses
6400	F	26d	Benefit Expense
6400	N	31d	Benefit Expense
6500	F	90d	Cost of Goods Sold
6600	F	90d	Applied Overhead
6610	F	90d	Cost Capitalization Offset
6710	F	90d	Depreciation, Amortization and Depletion
6720	F	90d	Bad Debt Expense
6730	F	90d	Imputed Costs
6790	F	24d	Other Expenses Not Requiring Budgetary Resources
6800	F	24d	Future Funded Expenses
6850	F	26d	Employer Contributions to Employee Benefit Programs Not Requiring Current-Year Budget Authority (Unobligated)
6900	F	24d	Nonproduction Costs
7110	F	90c	Gains on Disposition of Assets – Other
7111	F	03d	Gains on Disposition of Investments
7112	F	90c	Gains on Disposition of Borrowings
7180	F	03c	Unrealized Gains
7190	F	90c	Other Gains
7210	F	03c	Losses on Disposition of Assets – Other
7211	F	03c	Losses on Disposition of Investments
7212	F	03c	Losses on Disposition of Borrowings
7280	F	03d	Unrealized Losses
7290	F	90d	Other Losses
7300	F	90c	Extraordinary Items
7400	F	90c	Prior-Period Adjustments - Not Restated
7401	F	90c	Prior-Period Adjustments – Restated
7500	F	90c	Distribution of Income - Dividend

SGL Account Number	Federal / Non-Federal Flag	Category	Account Title
7600	F	90c	Changes in Actuarial Liability
8802	F	24d	Purchases of Capitalized Assets