

# Appendix A Sample Reports

The following sample reports appear in this section:

## **Agency Special Requirements**

### **HeadQuarters Transaction Download**

CSV Format

TSV Format

### **Headquarters Transactions**

All Payments Sent by Specific ALC

All Adjustments Received by Specific ALC

### **IPAC Transaction Report Download**

CSV Format

TSV Format

### **IPAC Transaction Report Selection**

All Collections Sent by ALC Sorted by ALC

All Payments Received by ALC Sorted by ALC

Totals Only Report for All Transactions Sent by ALC

### **Parent/Child Relationships Report for All ALCs**

### **Predecessor/Successor Report for All ALCs**

### **Treasury Reporting Requirements**

### **Zero Dollar Transaction**

# Agency Special Requirements

| AGENCY SPECIAL REQUIREMENTS    |            |            |                  |  |
|--------------------------------|------------|------------|------------------|--|
| Data Element                   | Start Date | End Date   | Transaction Type | Description  |
| Requirements for ALC: 20180011 |            |            |                  |  |
| Contract Number                | 04/25/2001 | 12/31/2099 | Payment          | Provide the Interagency Agreement Number in the Contract Number field. |

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1 of 1 4/25/01

Report Requested by: Jane A. Doe L\_4\_1\_1\_3\_SpecialAgencyRequirementsReport.rpt

# HeadQuarters Transaction Download CSV Format Parent ALC 20180002

```
****
2791,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,80,2,4/18/01,4/30/01,2,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
,This is an example of a payment transaction.,,P,02300007,X0023,,Jane A
Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2792,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,80,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
,This is an example of a payment transaction.,,P,02300008,X0023,,Jane A
Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2792,20180002,20180005,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,60,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,45,P,,201418,20,,,,,0,106319,,
This is an example of the 2nd detail of a payment
transaction.,,P,02300008,X0023,,Jane A Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2793,20180002,20180005,Robert Jones,jane.doe@ipac.gov,(202) 874-
4111,60,1,4/18/01,4/30/01,1,,45648,,3223,,6,DE,10,60,F,,201418,20,,,,,0,80890,,T
his is another sample payment.,,P,02300009,X0023,,Jane A Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2794,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,80,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
,This is an example of a payment transaction.,,P,02300010,X0023,,Jane A
Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2794,20180002,20180005,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,60,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,45,P,,201418,20,,,,,0,106319,,
This is an example of the 2nd detail of a payment
transaction.,,P,02300010,X0023,,Jane A Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2795,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,80,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
,This is an example of a payment transaction.,,P,02300011,X0023,,Jane A
Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2795,20180002,20180005,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,60,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,45,P,,201418,20,,,,,0,106319,,
This is an example of the 2nd detail of a payment
transaction.,,P,02300011,X0023,,Jane A Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2801,20180005,20180002,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,15,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,5,F,,201418,20,,,,,0,6329,,
Collected cost over contract price by $1.00 per unit.,,A,82100001,X0821,,Jane A
Doe,(202) 874-
8270,82100001,X0023,4/18/01,4/30/01,02300006,F,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2801,20180005,20180002,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,15,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,10,P,,201418,20,,,,,0,106319,,
Adjustment example for documentation.,,A,82100001,X0821,,Jane A Doe,(202) 874-
8270,82100001,X0023,4/16/01,4/30/01,02300006,F,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2845,20180005,20180002,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,10,1,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,10,F,,201418,20,,,,,0,6329,
,Charge over agreed contract price by $2.00 per item.,,A,82100001,X0821,,Jane A
Doe,(202) 874-
8270,82100001,X0023,4/18/01,4/30/01,02300006,F,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2890,20180002,20180005,Jane.doe@ipac.gov,,60,1,4/24/01,4/30/01,1,,430853,,12048
2,,6,EA,10,60,F,,201418,20,,,,,0,7503781,,P,02100013,X0023,,Jane A Doe,(202)
```

## HeadQuarters Transaction Download -- CSV Format (cont.)

```
2895,20180002,20180005,,tonya.johnson@rich.frb.org,,85,1,4/25/01,4/30/01,1,,8508  
,,8508,,85,es,1,05,F,,201418,12,,,,,0,8508,,Testing 4/25/01,Testing  
4/25/01,C,02300014,20023,,Tonya L Johnson,804-697-  
8508,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,  
****  
2895,20180005,20180002,,tonya.johnson@rich.frb.org,,2,1,4/25/01,4/30/01,1,,43895  
9,,I20482,,5,EA,10,2,F,,201418,20,,,,,0,7509781,,,,,A,82100003,20821,,Tonya L  
Johnson,804-697-  
8508,82100003,20023,4/24/01,4/30/01,02300015,F,,,,,,,,,,,,,,,,,,,,,,,,,,,,,  
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
```

# HeadQuarters Transaction Download TSV Format Parent ALC 20180002

| TransactionID                   | OriginatingALC               | CustomerALC                    | ContactName              | ContactEmailaddress | ContactPhoneNumber | SummaryAmount | NumberOfDetailItems                                    |
|---------------------------------|------------------------------|--------------------------------|--------------------------|---------------------|--------------------|---------------|--|
| AccomplishedDate                | AccountingDate               | DetailLineNumber               | ContractNumber           |                     |                    |               |  |
| PurchaseOrderNumber             | CLIN                         | InvoiceNumber                  | RequisitionNumber        | Quantity            |                    |               |  |
| UnitOfIssue                     | UnitPrice                    | DetailAmount                   | PayFlag                  |                     |                    |               |  |
| ReceiverTreasuryAccountSymbol   | SenderTreasuryAccountSymbol  |                                |                          |                     |                    |               |  |
| ReceiverDepartmentCode          | AccountingClassificationCode | ACRN                           |                          |                     |                    |               |  |
| JobProjectNumber                | JANNumber                    | FYR_AAA_ABBB                   | ObligatingDocumentNumber |                     |                    |               |  |
| ACT_TraceNumber                 | Description                  | MiscellaneousInformation       |                          |                     |                    |               |  |
| TransactionType                 | IPACDocumentReferenceNumber  | SenderDOSymbol                 | DDAAC                    |                     |                    |               |  |
| TransactionContact              | TransactionContactPhone      | VoucherNumber                  |                          |                     |                    |               |  |
| OriginalDOSymbol                | OriginalAccomplishedDate     | OriginalAccountingDate         |                          |                     |                    |               |  |
| OriginalDocumentReferenceNumber | OriginalTransactionType      | SGLNumber1                     |                          |                     |                    |               |  |
| SGLDebitCreditFlag1             | SGLAmount1                   | SGLNumber3                     | SGLDebitCreditFlag3      |                     |                    |               |  |
| SGLAmount2                      | SGLNumber3                   | SGLDebitCreditFlag3            | SGLAmount3               | SGLNumber4          |                    |               |  |
| SGLDebitCreditFlag4             | SGLAmount4                   | SGLNumber5                     | SGLDebitCreditFlag5      |                     |                    |               |  |
| SGLAmount5                      | SGLNumber6                   | SGLDebitCreditFlag6            | SGLAmount6               | SGLNumber7          |                    |               |  |
| SGLDebitCreditFlag7             | SGLAmount7                   | SGLNumber8                     | SGLDebitCreditFlag8      |                     |                    |               |  |
| SGLAmount8                      | SACAmount1                   | SACAllowanceOrChargeIndicator1 | SACAmount2               |                     |                    |               |  |
| SACAllowanceOrChargeIndicator2  | SACAmount3                   |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator3  | SACAmount4                   |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator4  | SACAmount5                   |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator5  | SACAmount6                   |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator6  | SACAmount7                   |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator7  | SACAmount8                   |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator8  | SACAmount9                   |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator9  | SACAmount10                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator10 | SACAmount11                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator11 | SACAmount12                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator12 | SACAmount13                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator13 | SACAmount14                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator14 | SACAmount15                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator15 | SACAmount16                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator16 | SACAmount17                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator17 | SACAmount18                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator18 | SACAmount19                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator19 | SACAmount20                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator20 | SACAmount21                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator21 | SACAmount22                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator22 | SACAmount23                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator23 | SACAmount24                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator24 | SACAmount25                  |                                |                          |                     |                    |               |  |
| SACAllowanceOrChargeIndicator25 |                              |                                |                          |                     |                    |               |  |
| 2801                            | 20180005                     | 20180002                       | Joe Smith                | jane.doe@ipac.gov   | (202) 874-8270     | 15            |  |
| 2                               | 4/19/01                      | 4/30/01                        | 1                        | P069742             |                    | IN7741        |  |
| 5                               | EA                           | 3                              | 5                        | F                   | 201418             | 20            |  |
| 0                               | 6329                         |                                |                          |                     |                    |               | Collected cost over contract price by \$1.00 per unit. |
| A                               | 08100001                     | X0821                          | Jane & Doe               | (303) 874-8270      | 02100001           |               |  |
| X0823                           | 4/16/01                      | 4/30/01                        | 02300006                 | P                   |                    |               |  |
| 2801                            | 20180005                     | 20180002                       | Jack Williams            | jane.doe@ipac.gov   | (202) 874-4111     | 15            |  |
| 15                              | 2                            | 4/19/01                        | 4/30/01                  | 2                   | 79321              | 6142          | 1  |

## HeadQuarters Transaction Download -- TSV Format (cont.)

```

TN 45 10 P 201418 20 0
106319 Adjustment example for documentation. A
02100001 X0021 Jane & Doe (202) 874-8270 02100001 X0023
4/18/01 4/30/01 02300006 P

2845 20180005 20180001 Joe Smith jane.doe@ipac.gov (202) 874-8270 10
1 4/19/01 4/30/01 1 P069742 IN7741
5 EA 3 10 F 201418 20
0 6329 Charge over agreed contract price by $2.00 per item.
A 02100002 X0021 Jane & Doe (202) 874-8270 02100002
X0023 4/18/01 4/30/01 02300006 P

2676 20180005 20180005 Joe Smith jane.doe@ipac.gov (202) 874-0080 40
2 4/12/01 4/30/01 1 F05-4082 P0050 10
EA 3 30 F 201418 20 0
024729 Example of a payment transaction. F X00031
X0023 Jane & Doe (202) 874-8270
1010 D 30 1610 C 15 1611 C 15

2678 20180002 20180005 Jack Williams jane.doe@ipac.gov (202) 874-4111
40 2 4/12/01 4/30/01 2 P08461 I3827
5 TN 2 10 P 201418 20
0 04039 This is an example of a 2nd detail line in a payment
transaction. F X00231 X0023 Jane & Doe (202) 874-8270

2758 20180002 20180005 Joe Smith jane.doe@ipac.gov (202) 874-8270 60
2 4/18/01 4/30/01 1 P069742 IN7741
5 EA 3 15 F 201418 20
0 6329 This is an example of a payment transaction. P
02300006 X0023 Jane & Doe (202) 874-8270
1010 D 15 1610 C 7.5 1611 C 7.5

```

# Headquarters Transactions

## All Payments Sent by Specific ALC

### ALC 20180002

|                                   |                                  |                                |                           |
|-----------------------------------|----------------------------------|--------------------------------|---------------------------|
| SENT BY ALC                       |                                  | 20180002                       |                           |
| Start Date                        | 2001/01/01                       | End Date                       | 2001/04/24                |
| Originating ALC                   | Customer ALC                     | Document Reference             | Summary Amount            |
| 20180002                          | 20180005                         | X00231                         | \$40.00                   |
| Payment                           |                                  |                                |                           |
| Accomplished Date                 | Accounting Date                  | Number of Detail(s)            |                           |
| 4/12/01                           | 4/30/01                          | 2                              |                           |
| ALC Contact                       |                                  |                                |                           |
| Jane A. Doe                       |                                  |                                |                           |
| Contact Phone                     |                                  |                                |                           |
| (202) 874-8270                    |                                  |                                |                           |
| Contact Email                     |                                  |                                |                           |
| jane.doe@ipac.gov                 |                                  |                                |                           |
| Line Number                       | Receiver Treasury Account Symbol | Sender Treasury Account Symbol |                           |
| 1                                 |                                  | 201418                         |                           |
| Receiver Dept Code                | Purchase Order Number            | Invoice Number                 |                           |
| 20                                | FMS-4562                         | P3850                          |                           |
| Obligating Document Reference     | Requisition Number               | Contract Number                |                           |
| OB4729                            |                                  |                                |                           |
| CLIN                              | Jas Number                       |                                |                           |
| ACT(trace number)                 | Job (Project) Number             | Quantity                       |                           |
|                                   |                                  | 10                             |                           |
| Unit Price                        | Detail Amount                    | Pay Flag                       | Unit of Issue             |
| \$3.00                            | \$30.00                          | F                              | EA                        |
| DO Symbol                         |                                  |                                |                           |
|                                   |                                  |                                |                           |
| ACRN                              | Accounting Classification Code   | FSN/AAA/ADSN                   | DOD Activity Address Code |
|                                   |                                  |                                | 0                         |
| Transaction Contact               |                                  |                                |                           |
| Joe Smith                         |                                  |                                |                           |
| Contact Phone                     |                                  |                                |                           |
| (202) 874-0000                    |                                  |                                |                           |
| Transaction Description           |                                  | Miscellaneous Information      |                           |
| Example of a payment transaction. |                                  |                                |                           |

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1 of 29 4/25/01

Report Requested by: Jane A. Doe I\_1\_0\_1\_1\_HeadSentALC&20.rpt

## All Payments Sent by Specific ALC 20180002 (cont.)

| SENT BY ALC 20180002                      |         |                     |         |
|---|---------|---------------------|---------|
| Start Date 2001/01/01                     |         | End Date 2001/04/24 |         |
| Standard General Ledger (SGL) Information |         |                     |         |
| Debit SGL Account                         | Amount  | Credit SGL Account  | Amount  |
| 1010                                      | \$30.00 | 0                   | \$0.00  |
| 0   | \$0.00  | 1610                | \$15.00 |
| 0   | \$0.00  | 1611                | \$15.00 |

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2 of 29 4/25/01

Report Requested by: Jane A. Doe L\_1\_0\_1\_1\_HeadSentALC820.rpt

# Headquarters Transactions

## All Adjustments Received by Specific ALC

### ALC 20180002

| RECEIVED BY ALC 20180002                               |                                  |                     |                                |                           |            |
|--|----------------------------------|---------------------|--------------------------------|---------------------------|------------|
| Start Date   |                                  | 2001/01/01          | End Date                       |                           | 2001/04/25 |
| Originating ALC  | Customer ALC                     | Voucher Number      | Summary Amount ADJUSTMENT      |                           |            |
| 20180005   | 20180002                         | 82100001            | \$15.00                        |                           |            |
| Accomplished Date                                      | Accounting Date                  | Number of Detail(s) |                                |                           |            |
| 4/19/01  | 4/30/01                          | 2                   |                                |                           |            |
| ALC Contact  |                                  |                     |                                |                           |            |
| Jane A. Doe  |                                  |                     |                                |                           |            |
| Contact Phone  |                                  |                     |                                |                           |            |
| (202) 874-8270   |                                  |                     |                                |                           |            |
| Contact Email  |                                  |                     |                                |                           |            |
| jane.doe@ipac.gov                                      |                                  |                     |                                |                           |            |
| Line Number  | Receiver Treasury Account Symbol |                     | Sender Treasury Account Symbol |                           |            |
| 1  |                                  |                     | 201418                         |                           |            |
| Receiver Dept Code                                     | Purchase Order Number            |                     | Invoice Number                 |                           |            |
| 20   | PO68742                          |                     | IN7741                         |                           |            |
| Obligating Document Reference                          |                                  | Requisition Number  | Contract Number                |                           |            |
| 6329   |                                  |                     |                                |                           |            |
| CLIN   | Jas Number                       |                     |                                |                           |            |
| ACT(trace number)                                      | Job (Project) Number             |                     | Quantity                       |                           |            |
|  |                                  |                     | 5                              |                           |            |
| Unit Price   | Detail Amount                    |                     | Pay Flag                       | Unit of Issue             | DO Symbol  |
| \$3.00   | \$5.00                           |                     | F                              | EA                        | X0821      |
| ACRN   | Accounting Classification Code   |                     | FSN/AAA/ADSN                   | DOD Activity Address Code |            |
|  |                                  |                     | 0                              |                           |            |
| Transaction Contact                                    |                                  |                     |                                |                           |            |
| Joe Smith  |                                  |                     |                                |                           |            |
| Contact Phone  |                                  |                     |                                |                           |            |
| (202)874-8270  |                                  |                     |                                |                           |            |
| Transaction Description                                |                                  |                     | Miscellaneous Information      |                           |            |
| Collected cost over contract price by \$1.00 per unit. |                                  |                     |                                |                           |            |

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1 of 4 4/25/01

Report Requested by: Tonya L. Johnson TLJ 4/25/01 I\_1\_0\_1\_1\_HeadRecByALCAAll.rpt

# IPAC Transaction Report Download

## ALC 20180002

### CSV Format

```
****
2791,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,30,2,4/18/01,4/30/01,2,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
.This is an example of a payment transaction.,,P,02300007,X0023,,Jane A
Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2792,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,60,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
.This is an example of a payment transaction.,,P,02300008,X0023,,Jane A
Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2792,20180002,20180005,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,60,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,45,P,,201418,20,,,,,0,106319,,
This is an example of the 2nd detail of a payment
transaction.,,P,02300008,X0023,,Jane A Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
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2793,20180002,20180005,Robert Jones,jane.doe@ipac.gov,(202) 874-
4111,60,1,4/18/01,4/30/01,1,,45648,,2223,,6,DE,10,60,F,,201418,20,,,,,0,88890,,T
his is another sample payment.,,P,02300009,X0023,,Jane A Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
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2794,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,60,2,4/18/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,15,F,,201418,20,,,,,0,6329,
.This is an example of a payment transaction.,,P,02300010,X0023,,Jane A
Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2794,20180002,20180005,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,60,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,45,P,,201418,20,,,,,0,106319,,
This is an example of the 2nd detail of a payment
transaction.,,P,02300010,X0023,,Jane A Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2795,20180002,20180005,Joe Smith,jane.doe@ipac.gov,(202) 874-
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.This is an example of a payment transaction.,,P,02300011,X0023,,Jane A
Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2795,20180002,20180005,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,60,2,4/18/01,4/30/01,2,,79321,,6142,,1,TN,45,45,P,,201418,20,,,,,0,106319,,
This is an example of the 2nd detail of a payment
transaction.,,P,02300011,X0023,,Jane A Doe,(202) 874-
8270,,,,,,1010,3,15,1610,C,7.5,1611,C,7.5,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2801,20180005,20180002,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,15,2,4/19/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,5,F,,201418,20,,,,,0,6329,,
Collected cost over contract price by $1.00 per unit.,,A,82100001,X0821,,Jane A
Doe,(202) 874-
8270,82100001,X0023,4/18/01,4/30/01,02300006,P,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2801,20180005,20180002,Jack Williams,jane.doe@ipac.gov,(202) 874-
4111,15,2,4/19/01,4/30/01,2,,79321,,6142,,1,TN,45,10,P,,201418,20,,,,,0,106319,,
Adjustment example for documentation.,,A,82100001,X0821,,Jane A Doe,(202) 874-
8270,82100001,X0023,4/18/01,4/30/01,02300006,P,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2845,20180005,20180002,Joe Smith,jane.doe@ipac.gov,(202) 874-
8270,10,1,4/19/01,4/30/01,1,,F069742,,IN7741,,5,EA,3,10,F,,201418,20,,,,,0,6329,
.Charge over agreed contract price by $2.00 per item.,,A,82100002,X0821,,Jane A
Doe,(202) 874-
8270,82100002,X0023,4/18/01,4/30/01,02300006,P,,,,,,,,,,,,,,,,,,,,,,,,,,,,
****
2890,20180002,20180005,,jane.doe@ipac.gov,,60,1,4/24/01,4/30/01,1,,430953,,12046
2,,6,EA,10,60,F,,201418,20,,,,,0,7503781,,P,02300013,X0023,,Jane A Doe,(202)
```

## IPAC Transaction Report Download CSV Format (cont.)

```
2895,20180002,20180005,,tonya.johnson@rich.frb.org,,85,1,4/25/01,4/30/01,1,,8508  
,,8508,,85,es,1,85,F,,201418,12,,,,0,8508,,Testing 4/25/01,Testing  
4/25/01,C,02300014,20023,,Tonya L Johnson,804-697-  
8508,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,  
,,,,,  
2895,20180005,20180002,,tonya.johnson@rich.frb.org,,2,1,4/25/01,4/30/01,1,,43895  
2,,I20482,,S,EA,10,2,F,,201418,20,,,,0,7509781,,,,A,82100003,20821,,Tonya L  
Johnson,804-697-  
8508,82100003,20023,4/24/01,4/30/01,02300013,F,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,  
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,  
-----
```

# IPAC Transaction Report Download

## ALC 2018002

### TSV Format

| TransactionID                   | OriginatingALC          | CustomerALC                     | ContactName              | ContactEmailAddress              | ContactPhoneNumber          | SummaryAmount                    | NumberOfDetailItems          |                                 |  |         |      |         |        |
|---------------------------------|-------------------------|---------------------------------|--------------------------|----------------------------------|-----------------------------|----------------------------------|------------------------------|---------------------------------|--|---------|------|---------|--------|
| AccomplishedDate                | AccountingDate          | DetailLineNumber                | ContractNumber           | PurchaseOrderNumber              | CLIN                        | InvoiceNumber                    | RequisitionNumber            | Quantity                        |  |         |      |         |        |
| UnitOfIssue                     | UnitPrice               | DetailAmount                    | PayFlag                  | ReceiverTreasuryAccountSymbol    | SenderTreasuryAccountSymbol | ReceiverDepartmentCode           | AccountingClassificationCode | ACRN                            |  |         |      |         |        |
| JobProjectNumber                | JANNumber               | FY01_AA_ABSN                    | ObligatingDocumentNumber | ACT_TraceNumber                  | Description                 | MiscellaneousInformation         | TransactionType              | IPACDocumentReferenceNumber     | SenderDOSymbol   | DDAAC   |      |         |        |
| TransactionContact              | TransactionContactPhone | VoucherNumber                   | OriginalDOSymbol         | OriginalAccomplishedDate         | OriginalAccountingDate      | OriginalDocumentReferenceNumber  | OriginalTransactionType      | SGLNumber1                      |  |         |      |         |        |
| SGLDebitCreditFlag1             | SGLAmount1              | SGLNumber3                      | SGLDebitCreditFlag3      | SGLAmount3                       | SGLNumber4                  | SGLDebitCreditFlag4              | SGLAmount4                   | SGLNumber5                      |  |         |      |         |        |
| SGLDebitCreditFlag5             | SGLAmount5              | SGLNumber6                      | SGLDebitCreditFlag6      | SGLAmount6                       | SGLNumber7                  | SGLDebitCreditFlag7              | SGLAmount7                   | SGLNumber8                      |  |         |      |         |        |
| SGLDebitCreditFlag8             | SGLAmount8              | SACAllowanceOrChargeIndicator1  | SACAmount1               | SACAllowanceOrChargeIndicator2   | SACAmount2                  | SACAllowanceOrChargeIndicator3   | SACAmount3                   | SACAllowanceOrChargeIndicator4  | SACAmount4   |         |      |         |        |
| SACAllowanceOrChargeIndicator5  | SACAmount5              | SACAllowanceOrChargeIndicator6  | SACAmount6               | SACAllowanceOrChargeIndicator7   | SACAmount7                  | SACAllowanceOrChargeIndicator8   | SACAmount8                   | SACAllowanceOrChargeIndicator9  | SACAmount9   |         |      |         |        |
| SACAllowanceOrChargeIndicator10 | SACAmount10             | SACAllowanceOrChargeIndicator11 | SACAmount11              | SACAllowanceOrChargeIndicator12  | SACAmount12                 | SACAllowanceOrChargeIndicator13  | SACAmount13                  | SACAllowanceOrChargeIndicator14 | SACAmount14  |         |      |         |        |
| SACAllowanceOrChargeIndicator15 | SACAmount15             | SACAllowanceOrChargeIndicator16 | SACAmount16              | SACAllowanceOrChargeIndicator17  | SACAmount17                 | SACAllowanceOrChargeIndicator18  | SACAmount18                  | SACAllowanceOrChargeIndicator19 | SACAmount19  |         |      |         |        |
| SACAllowanceOrChargeIndicator20 | SACAmount20             | SACAllowanceOrChargeIndicator21 | SACAmount21              | SACAllowanceOrChargeIndicator22  | SACAmount22                 | SACAllowanceOrChargeIndicator23  | SACAmount23                  | SACAllowanceOrChargeIndicator24 | SACAmount24  |         |      |         |        |
| SACAllowanceOrChargeIndicator25 | SACAmount25             | 2801                            | 20180005                 | 20180002                         | Joe Smith                   | jane.doe@ipac.gov (202) 874-8270 | 15                           | 2                               | 4/19/01  | 4/30/01 | 1    | P069742 | IN7741 |
| 5                               | EA                      | 3                               | 5                        | F                                | 201418                      | 20                               | 0                            | 6329                            | Collected cost over contract price by \$1.00 per unit. |         |      |         |        |
| A                               | 08100001                | X0821                           | Jane & Doe               | (303) 874-8270                   | 02100001                    | X0823                            | 4/18/01                      | 4/30/01                         | 02300006   | P       |      |         |        |
| 2801                            | 20180005                | 20180002                        | Jack Williams            | jane.doe@ipac.gov (202) 874-4111 | 15                          | 2                                | 4/19/01                      | 4/30/01                         | 2  | 79321   | 6142 | 1       |        |

## IPAC Transaction Report Download TSV Format (cont.)

|          |          |          |      |   |                                       |          |            |       |          |        |
|----------|----------|----------|------|---|---------------------------------------|----------|------------|-------|----------|--------|
| TN       | 45       | 10       | P    |   | 201418                                | 20       |            |       |          | 0      |
| 106319   |          |          |      |   | Adjustment example for documentation. |          |            |       |          | A      |
| 02100001 | X0021    |          |      | Jane A Doe  | (202)                                 | 874-8270 | 02100001   |       | X0023    |        |
| 4/18/01  | 4/30/01  |          |      | 02300006  |                                       |          |            |       | P        |        |
|          |          |          |      |   |                                       |          |            |       |          |        |
| 2845     | 20180005 | 20180001 |      | Joe Smith   | jane.doe@ipac.gov                     | (202)    | 874-8270   |       |          | 10     |
| 1        | 4/19/01  | 4/30/01  |      | 1   | P069742                               |          |            |       | IN7741   |        |
| 5        | EA       | 3        | 10   | F   |                                       | 201418   | 20         |       |          |        |
| 0        | 6329     |          |      | Charge over agreed contract price by \$2.00 per item.             |                                       |          |            |       |          |        |
| A        | 02100002 | X0021    |      | Jane A Doe  | (202)                                 | 874-8270 | 02100002   |       |          |        |
| X0023    | 4/18/01  | 4/30/01  |      | 02300006  |                                       |          |            |       | P        |        |
|          |          |          |      |   |                                       |          |            |       |          |        |
| 2670     | 20180008 | 20180005 |      | Joe Smith   | jane.doe@ipac.gov                     | (202)    | 874-0000   |       |          | 40     |
| 2        | 4/12/01  | 4/30/01  |      | 1   | F05-4092                              |          |            |       | F3050    | 10     |
| EA       | 3        | 30       | F    |   | 201418                                | 20       |            |       |          | 0      |
| 024729   |          |          |      | Example of a payment transaction.                                 |                                       |          |            |       | P        | X00231 |
| X0023    |          |          |      | Jane A Doe  | (202)                                 | 874-8270 |            |       |          |        |
| 1010     | D        | 30       | 1610 | C   | 15                                    | 1611     | C          | 15    |          |        |
|          |          |          |      |   |                                       |          |            |       |          |        |
| 2678     | 20180002 | 20180005 |      | Jack Williams   | jane.doe@ipac.gov                     | (202)    | 874-4111   |       |          |        |
| 40       | 2        | 4/12/01  |      | 4/30/01   | 2                                     | P08461   |            |       | I3827    |        |
| 5        | TN       | 2        | 10   | P   |                                       | 201418   | 20         |       |          |        |
| 0        | 04039    |          |      | This is an example of a 2nd detail line in a payment transaction. |                                       |          |            |       |          |        |
|          |          |          |      | P   | X00231                                | X0023    | Jane A Doe | (202) | 874-8270 |        |
|          |          |          |      |   |                                       |          |            |       |          |        |
| 2758     | 20180002 | 20180005 |      | Joe Smith   | jane.doe@ipac.gov                     | (202)    | 874-8270   |       |          | 60     |
| 2        | 4/18/01  | 4/30/01  |      | 1   | P069742                               |          |            |       | IN7741   |        |
| 5        | EA       | 3        | 15   | F   |                                       | 201418   | 20         |       |          |        |
| 0        | 6329     |          |      | This is an example of a payment transaction.                      |                                       |          |            |       |          | P      |
| 02300006 | X0023    |          |      | Jane A Doe  | (202)                                 | 874-8270 |            |       |          |        |
|          |          | 1010     | D    | 15  | 1610                                  | C        | 7.5        | 1611  | C        | 7.5    |

## IPAC Transaction Report Selection

### All Collections Sent by ALC Sorted by ALC

#### ALC 20180002

| SENT BY YOUR ALC                      |                                  |                                |                           |                           |
|---------------------------------------|----------------------------------|--------------------------------|---------------------------|---------------------------|
| COLLECTION TRANSACTIONS SORTED BY ALC |                                  |                                |                           |                           |
| Start Date                            |                                  | End Date                       |                           |                           |
| 01/01/01                              |                                  | 04/25/01                       |                           |                           |
| Originating ALC                       | Customer ALC                     | Document Reference Number      | Summary Amount            | COLLECTION                |
| 20180002                              | 20180005                         | 02300014                       | \$85.00                   |                           |
| Accomplished Date                     | Accounting Date                  | Number of Detail(s)            | Originator DO Symbol      |                           |
| 4/25/01                               | 4/30/01                          | 1                              | X0023                     |                           |
| ALC Contact                           |                                  |                                | Contact Phone             |                           |
| Tonya L Johnson                       |                                  |                                | 804-697-8508              |                           |
| Contact Email                         |                                  |                                |                           |                           |
| tonya.johnson@rich.ftb.org            |                                  |                                |                           |                           |
| Detail Number                         | Receiver Treasury Account Symbol | Sender Treasury Account Symbol | Receiver Dept Code        |                           |
| 1                                     |                                  | 201418                         | 12                        |                           |
| Purchase Order Number                 |                                  | Invoice Number                 |                           |                           |
| 8508                                  |                                  | 8508                           |                           |                           |
| Obligating Document Reference         |                                  | Requisition Number             | Contract Number           |                           |
| 8508                                  |                                  |                                |                           |                           |
| CLIN                                  | Jas Number                       |                                |                           |                           |
| ACT(Trace Number)                     | Job (Project) Number             |                                |                           |                           |
| ACRN                                  | Accounting Classification Code   |                                | FSN/AAA/ADSN              | DOD Activity Address Code |
|                                       |                                  |                                | 0                         |                           |
| Unit of Issue                         | Quantity                         | Unit Price                     | Detail Amount             |                           |
| ea                                    | 85                               | \$1.00                         | \$85.00                   |                           |
| Transaction Contact                   |                                  |                                | Contact Phone             |                           |
| Transaction Description               |                                  |                                | Miscellaneous Information |                           |
| Testing 4/25/01                       |                                  |                                | Testing 4/25/01           |                           |

---

1 of 1 4/25/01

Report Requested by: Tonya L. Johnson 4/25/01 Testing L\_1\_0\_1\_1\_SentByALC810.rpt

# IPAC Transaction Report Selection

## All Payments Received by ALC sorted by ALC

### ALC 20180005

| RECEIVED BY YOUR ALC              |                                  |                                |                           |           |
|-----------------------------------|----------------------------------|--------------------------------|---------------------------|-----------|
| Originating ALC                   | Customer ALC                     | Document Reference Number      | Summary Amount            | PAYMENT   |
| 20180002                          | 20180005                         | X00231                         | \$40.00                   |           |
| Accomplished Date                 | Accounting Date                  | Number of Detail(s)            |                           |           |
| 4/12/01                           | 4/30/01                          | 2                              |                           |           |
| ALC Contact                       |                                  |                                |                           |           |
| Jane A Doe                        |                                  |                                |                           |           |
| Contact Phone                     |                                  |                                |                           |           |
| (202) 874-8270                    |                                  |                                |                           |           |
| Contact Email                     |                                  |                                |                           |           |
| jane.doe@pac.gov                  |                                  |                                |                           |           |
| Detail Number                     | Receiver Treasury Account Symbol | Sender Treasury Account Symbol |                           |           |
| 1                                 |                                  | 201418                         |                           |           |
| Receiver Dept Code                | Purchase Order Number            | Invoice Number                 |                           |           |
| 20                                | FMS-4592                         | P3850                          |                           |           |
| Obligating Document Reference     | Requisition Number               | Contract Number                |                           |           |
| OB4729                            |                                  |                                |                           |           |
| CLIN                              | Jas Number                       |                                |                           |           |
|                                   |                                  |                                |                           |           |
| ACT(trace number)                 | Job (Project) Number             | Quantity                       |                           |           |
|                                   |                                  | 10                             |                           |           |
| Unit Price                        | Detail Amount                    | Pay Flag                       | Unit of Issue             | DO Symbol |
| \$3.00                            | \$30.00                          | F                              | EA                        |           |
| ACRN                              | Accounting Classification Code   | FSN/AAA/ADSN                   | DOD Activity Address Code |           |
|                                   |                                  | 0                              |                           |           |
| Transaction Contact               |                                  |                                |                           |           |
| Joe Smith                         |                                  |                                |                           |           |
| Contact Phone                     |                                  |                                |                           |           |
| (202) 874-0000                    |                                  |                                |                           |           |
| Transaction Description           |                                  | Miscellaneous Information      |                           |           |
| Example of a payment transaction. |                                  |                                |                           |           |

---

1 of 28 4/25/01 Testing 4/25/01

Report Requested by: Tonya L. Johnson L1\_0\_1\_1\_ReceivedByALC&20.rpt

# IPAC Transaction Report Selection

## Totals Only Report for All Transactions Sent by ALC

### ALC 20180005

| TOTAL OF TRANSACTIONS           |                      |    |
|---------------------------------|----------------------|----|
| FOR ALC 20180005                |                      |    |
| Start Date: 2001/01/01          | End Date: 2001/04/25 |    |
| <hr/>                           |                      |    |
| Transactions Sent to ALC:       | 20180002             |    |
| Invoice/Collections             | \$85.00              | CR |
| Payment Order Remittance Advice | \$655.00             |    |
| Adjustments                     |                      |    |
| Against Collections Received    | \$0.00               | CR |
| Against Payments Received       | \$0.00               |    |
| Grand Total                     | \$570.00             |    |

---

1 of 1  
Report Requested by: Tonya L. Johnson

4/25/01 Testing

4/25/01  
I\_3\_0\_9\_6\_TotalTransactionsSentByALC.rpt

## Parent/Child Relationships Report for All ALCs

| IPAC PARENT/CHILD RELATIONSHIPS REPORT |                                       |                               |          |                                      |
|--|---------------------------------------|-------------------------------|----------|--------------------------------------|
| Parent ALC: 0000092                    | Contact Name: Ipac B Supervisor       | Contact Phone: 804-697-8508   |          |                                      |
|  | Child ALC                             | Start Date                    | End Date | Approval Date                        |
|  | 13010012                              | 4/19/01                       | 4/19/01  | 4/17/01                              |
|  | 00006971                              | 4/21/01                       | 4/30/01  | 4/20/01                              |
| Parent ALC: 12350045                   | Contact Name: Ipac B Supervisor       | Contact Phone: 804-697-8508   |          |                                      |
|  | Child ALC                             | Start Date                    | End Date | Approval Date                        |
|  | 15100229                              | 4/20/01                       | 12/31/01 | 4/18/01                              |
| Parent ALC: 14080001                   | Contact Name: Lori M Mella            | Contact Phone: 202-874-8782   |          |                                      |
|  | Child ALC                             | Start Date                    | End Date | Approval Date                        |
|  | 14080002                              | 4/19/01                       | 12/31/01 | 4/18/01                              |
| Parent ALC: 20180002                   | Contact Name: Jane A Doe              | Contact Phone: (202) 874-8270 |          |                                      |
|  | Child ALC                             | Start Date                    | End Date | Approval Date                        |
|  | 20180005                              | 5/1/01                        | 12/31/09 | 4/23/01                              |
|  | 20180008                              | 5/1/01                        | 12/31/09 | 4/23/01                              |
|  | 20180011                              | 5/1/01                        | 12/31/09 | 4/23/01                              |
| Parent ALC: 20180030                   | Contact Name: Irwin B Sanford         | Contact Phone: 202-874-0000   |          |                                      |
|  | Child ALC                             | Start Date                    | End Date | Approval Date                        |
|  | 00000220                              | 4/26/01                       | 5/26/01  | 4/25/01                              |
| <hr/>                                  |                                       |                               |          |                                      |
| 1 of 1                                 | Report Requested by: Tonya L. Johnson | TLJ 4/25/01                   |          | 4/25/01                              |
|  |                                       |                               |          | L_3_0_1_1_HeadquarterInformation.rpt |

## Predecessor/Successor Report for All ALCs

| PREDECESSOR / SUCCESSOR ALC'S |               |            |
|-------------------------------|---------------|------------|
| Predecessor ALC               | Successor ALC | Start Date |
| 00001001                      | 68014922      | 2/16/01    |
| 00006092                      | 00006971      | 3/26/01    |
| 00006971                      | 00006092      | 4/1/03     |
| 12350045                      | 00006092      | 3/13/03    |

---

1 of 1  
Report Requested by: Jane A. Doe  
Sample Report for Appendix A  
4/25/01  
I\_3\_0\_9\_1\_PredecessorSuccessorALC.rpt

## Treasury Reporting Requirements

TREASURY REPORTING REQUIREMENTS

---

**Collections**

- The Collection screen is used to input data required by customer ALC for billing purposes.
- The fields presented on the screen are not restricted to elements displayed. Trading partners may agree to use elements other than those stated (i.e., JAS No. may be used for identification number).
- No edits are performed on the fields below the top section of the screen other than to validate that data is present. At least one element or the description info area must contain data to complete a transaction.
- The description info area may be used to input additional information related to a particular bill as needed.
- Data is not required for all fields below the top section of the collection screen, but must be supplied if requested by the customer.

-Instructions for Reporting OPAC transactions:

- . 8-digit ALCs (nnnnnnnn) (SF224)  
The net amount should be classified in Section I, Column 3 as a disbursement or credit disbursement, whichever is applicable and included in Section II, Line 1.
- . 4-digit ALCs (0000nnnn) (SF1219/1220)  
The net amount should be reported on Line 280 of the SF1219 and classified on the SF1220 in column III as a disbursement or credit disbursement, whichever is applicable.
- . DOD DSSNs: (SF1219/DD 1329)  
The net amount should be reported on Line 280 of the SF1219 and classified on the DD1329 in column III as a disbursement or credit disbursement, whichever is applicable.

- Refer to OPAC User Guide for more detailed instructions.

**Disbursements:**

- The disbursement screen is used to make payments to agencies for goods and services ordered and to transfer funds between ALCs.
- The fields presented on the screen are not restricted to elements displayed. Trading partners may agree to use elements other than those stated (i.e., JAS No. can be used for identification numbers).

---

1 of 1 4/25/01

Report Requested by: Tonya L. Johnson L3\_0\_4\_1\_TreasuryReportingRequirements.rpd

# Zero Dollar Transaction

| ELIMINATION / ZERO DOLLAR INFORMATION |                            |              |        |                     |                |                      |                 |
|---------------------------------------|----------------------------|--------------|--------|---------------------|----------------|----------------------|-----------------|
| 2001/05/01 THROUGH 2001/05/01         |                            |              |        |                     |                |                      |                 |
| ALC                                   | Funds Appropriation Symbol | Trace Number | Date   | SGL Account (Debit) | Amount (Debit) | SGL Account (Credit) | Amount (Credit) |
| 1234                                  | 00F3880.2                  | 23400185     | 5/1/01 |                     | \$0.00         |                      | \$0.00          |
| 1234                                  |                            | 23400186     | 5/1/01 |                     | \$0.00         |                      | \$0.00          |

---

1 of 1 5/1/01

Report Requested by: Jane A. Doe I\_3\_0\_8\_1\_EliminationsZeroDollar.rpt

# Appendix B Table of Figures

|             |  |      |
|-------------|--|------|
| Figure I.1  | Title Bar.....   | I.3  |
| Figure I.2  | Function Button Locations .....                          | I.5  |
| Figure I.3  | Help Screen .....  | I.7  |
| Figure I.4  | Sample Error Message.....                                | I.8  |
| Figure I.5  | Report File Description / Footer Comments.....           | I.9  |
| Figure I.6  | Report Footer Comments.....                              | I.10 |
| Figure I.7  | Report Statistics.....                                   | I.11 |
| Figure I.8  | IPAC Report Viewer.....                                  | I.12 |
| Figure I.9  | Acrobat Error Message.....                               | I.14 |
| Figure I.10 | File Download Warning.....                               | I.14 |
| Figure I.11 | Acrobat View of a Report.....                            | I.16 |
| Figure I.12 | Acrobat File Menu.....                                   | I.17 |
| Figure I.13 | Acrobat Print Menu .....                                 | I.18 |
| Figure I.14 | Window “Save As...” Dialog box .....                     | I.19 |
| Figure I.15 | Security Logon Screen .....                              | I.19 |
| Figure I.16 | System Messages .....                                    | I.21 |
| Figure I.17 | IPAC System Main Menu Screen.....                        | I.22 |
| Figure I.18 | IPAC Main Menu Screen .....                              | I.23 |
| Figure 1.1  | IPAC Main Menu .....                                     | 1.1  |
| Figure 1.2  | Invalid ALC Error Message.....                           | 1.2  |
| Figure 1.3  | Payment Entry.....                                       | 1.3  |
| Figure 1.4  | Payment Entry Screen Buttons .....                       | 1.4  |
| Figure 1.5  | SGL Payment Entry Screen.....                            | 1.5  |
| Figure 1.6  | Payment Review Screen.....                               | 1.6  |
| Figure 1.7  | Special Requirements Screen .....                        | 1.7  |
| Figure 1.8  | Payment Entry Function Buttons with “Cancel Detail”..... | 1.7  |
| Figure 1.9  | Payment Confirmation Screen .....                        | 1.8  |
| Figure 2.1  | IPAC Main Menu .....                                     | 2.1  |
| Figure 2.2  | Payment/Collection Transaction Locator .....             | 2.2  |
| Figure 2.3  | Transaction Not Found Error Message.....                 | 2.3  |
| Figure 2.4  | Payment/Collection Detail Selection .....                | 2.4  |
| Figure 2.5  | Adjustment Review Detail .....                           | 2.5  |
| Figure 2.6  | Adjustment Entry.....                                    | 2.6  |
| Figure 2.7  | Adjustment Confirmation.....                             | 2.9  |
| Figure 3.1  | IPAC Main Menu .....                                     | 3.1  |
| Figure 3.2  | Zero Dollar Entry Screen.....                            | 3.3  |
| Figure 3.3  | Zero Dollar Confirmation .....                           | 3.5  |
| Figure 4.1  | IPAC Main Menu .....                                     | 4.1  |
| Figure 4.2  | Incomplete Transactions .....                            | 4.2  |
| Figure 5.1  | Report Request .....                                     | 5.2  |
| Figure 5.2  | Report Statistics .....                                  | 5.2  |
| Figure 5.3  | Report Request Which Produced No Data.....               | 5.3  |
| Figure 5.4  | IPAC Main Menu .....                                     | 5.4  |
| Figure 5.5  | IPAC Main Menu with Reports Menu.....                    | 5.4  |
| Figure 5.6  | Agency Special Requirements Report Request.....          | 5.6  |

|              |  |      |
|--------------|--|------|
| Figure 5.7   | HeadQuarters Transaction Download Report Request.....                | 5.10 |
| Figure 5.8   | HeadQuarters Transaction Download Report Statistics.....             | 5.11 |
| Figure 5.9   | Unknown File Format .....  | 5.12 |
| Figure 5.10  | HeadQuarters Transactions Report Request.....                        | 5.13 |
| Figure 5.11  | IPAC Transaction Download Report Selection .....                     | 5.16 |
| Figure 5.12  | IPAC Transaction Download Report Statistics .....                    | 5.17 |
| Figure 5.13  | Unknown File Format.....   | 5.18 |
| Figure 5.14  | IPAC Transaction Report Selection .....                              | 5.19 |
| Figure 5.15  | Parent/Child Relationships Report Selection.....                     | 5.21 |
| Figure 5.16  | Predecessor/Successor ALCs Report Selection .....                    | 5.23 |
| Figure 5.17  | Treasury Reporting Requirements Report Selection.....                | 5.26 |
| Figure 5.18  | Zero Dollar Transaction Report Selection.....                        | 5.27 |
| Figure 6.1   | IPAC Main Menu .....   | 6.1  |
| Figure 6.2   | Retrieve Report/Data Files .....                                     | 6.2  |
| Figure 6.3   | Report/Data File List.....   | 6.3  |
| Figure 6.4   | Report Statistics .....  | 6.5  |
| Figure 7.1   | IPAC Main Menu .....   | 7.1  |
| Figure 7.2   | Report Retention Management ALC Entry .....                          | 7.2  |
| Figure 7.3   | No Reports Meeting the Criteria .....                                | 7.4  |
| Figure 7.4   | Report Retention Management .....                                    | 7.4  |
| Figure 7.5   | Reports Flagged for Deletion .....                                   | 7.6  |
| Figure 7.6   | Purge Report Data Files Confirmation.....                            | 7.6  |
| Figure 7.7   | Purge Report Data Files Completion Confirmation .....                | 7.7  |
| Figure 8.1   | IPAC Main Menu .....   | 8.1  |
| Figure 8.2   | Parent Child Relationship Request.....                               | 8.2  |
| Figure 8.3   | Multiple ALCs for Initial Request Error.....                         | 8.4  |
| Figure 8.4   | Parent Child Relationship Request Status.....                        | 8.5  |
| Figure 8.4   | Parent Child Relationship Request Status (continued) .....           | 8.5  |
| Figure 8.5a  | Parent Child Relationship Add/Update Details (add) .....             | 8.7  |
| Figure 8.5b  | Parent Child Relationship Add/Update Details (update) .....          | 8.7  |
| Figure 8.6   | Parent Child Relationship Confirmation (add/update) .....            | 8.9  |
| Figure 8.7   | Parent Child Relationship Confirmation (delete) .....                | 8.9  |
| Figure 10.1  | IPAC Main Menu .....   | 10.2 |
| Figure 10.2  | Pending Agency Special Requirements Request.....                     | 10.3 |
| Figure 10.3  | Store Agency Special Requirements Request (Payment/Collection) ....  | 10.4 |
| Figure 10.4  | Store Agency Special Requirements Request (Adjustment).....          | 10.5 |
| Figure 10.5  | Pending Agency Special Requirements Request Confirmation.....        | 10.7 |
| Figure 11.1  | IPAC Main Menu .....   | 11.1 |
| Figure 11.2  | View Special Requirements Status.....                                | 11.2 |
| Figure 11.3  | Agency Special Requirements Request Approval Status .....            | 11.3 |
| Figure 11.3  | Agency Special Requirements Request Approval Status (continued) .... | 11.4 |
| Figure 12.1  | IPAC Main Menu .....   | 12.1 |
| Figure 12.2  | Billable Status Request.....   | 12.3 |
| Figure 12.2  | Billable Status Request (continued).....                             | 12.3 |
| Figure 12.3  | Billable Status Entry .....  | 12.6 |
| Figure 12.4a | Billable Status Request Confirmation .....                           | 12.7 |
| Figure 12.4b | Billable Status Request Confirmation .....                           | 12.7 |
| Figure 12.4c | Billable Status Request Confirmation .....                           | 12.8 |
| Figure 12.4d | Billable Status Request Confirmation .....                           | 12.8 |
| Figure 13.1  | IPAC Main Menu .....   | 13.1 |
| Figure 13.2  | Agency Billable Status Change Request.....                           | 13.2 |

|             |   |      |
|-------------|---|------|
| Figure 13.3 | ALC Billable Status View .....                                | 13.3 |
| Figure 13.4 | View All Status.....  | 13.5 |
| Figure 15.1 | IPAC Main Menu .....  | 15.2 |
| Figure 15.2 | ALC Information.....  | 15.3 |
| Figure 15.3 | ALC Information Confirmation.....                             | 15.5 |
| Figure 16.1 | IPAC Main Menu .....  | 16.1 |
| Figure 16.2 | Broadcast Messages.....                                       | 16.2 |
| Figure 17.1 | IPAC Main Menu .....  | 17.1 |
| Figure 17.2 | Admin Processing Status Inquiry.....                          | 17.1 |
| Figure 17.3 | Admin Processing Status Inquiry Results.....                  | 17.2 |
| Figure D.1  | Netscape Navigator® Menu Bar.....                             | D.1  |
| Figure D.2  | Netscape Navigator® Edit Menu .....                           | D.1  |
| Figure D.3  | Netscape Navigator® Preferences/Navigator Dialog Box .....    | D.2  |
| Figure D.4  | Netscape Navigator® Preferences/Applications Dialog Box ..... | D.3  |
| Figure D.5  | Netscape Navigator® Edit Type Dialog Box .....                | D.4  |
| Figure D.6  | Netscape Navigator® Security Warning Dialog Box .....         | D.5  |
| Figure D.7  | Microsoft Internet Explorer® File Download Dialog Box.....    | D.6  |
| Figure E.1  | IE5 Enabling Cookies--Step One.....                           | E.2  |
| Figure E.2  | IE5 Enabling Cookies--Step Two.....                           | E.3  |
| Figure E.3  | IE5 Enabling Cookies--Step Three .....                        | E.4  |
| Figure E.4  | IE5 Enabling Cookies--Step Four .....                         | E.5  |
| Figure E.5  | Netscape Enabling Cookies--Step One.....                      | E.6  |
| Figure E.6  | Netscape Enabling Cookies--Step Two.....                      | E.7  |
| Figure E.7  | Netscape Enabling Cookies--Step Three .....                   | E.8  |

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# Appendix C IPAC Required Fields

## Payment and Collection Transactions

|                                       |   |
|---------------------------------------|---|
| ALC Contact <sup>▲</sup>              | Invoice Number*                                 |
| Contact Telephone Number <sup>▲</sup> | Pay Flag*                                       |
| Contact E-mail Address <sup>▲</sup>   | Quantity  |
| Originating ALC <sup>▲</sup>          | Unit Price*                                     |
| Customer ALC                          | Unit of Issue*                                  |
| Amount                                | Sender Treasury Account Symbol (Appropriation)* |
| Obligating Document Number*           | Receiver Department Code*                       |
| Purchase Order Number*                |   |

## Adjustment Transactions

|                                       |   |
|---------------------------------------|---|
| ALC Contact <sup>▲</sup>              | Amount                                  |
| Contact Telephone Number <sup>▲</sup> | Original IPAC Document Reference Number |
| Contact E-mail Address <sup>▲</sup>   | Original Accomplished Date              |
| Originating ALC <sup>▲</sup>          | Original Accounting Date                |
| Customer ALC                          |   |

## Zero Dollar Transactions\*\*

|                                       |                              |
|---------------------------------------|------------------------------|
| ALC Contact <sup>▲</sup>              | Originating ALC <sup>▲</sup> |
| Contact Telephone Number <sup>▲</sup> | Customer ALC                 |
| Contact E-mail Address <sup>▲</sup>   |                              |

<sup>▲</sup> system generated based on user profile

\* fields that will be required in IPAC but were not required in OPAC

\*\* zero dollar transactions are a new transaction type implemented in IPAC

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# Appendix D Configuring Netscape Navigator® to save PDF files

If your Netscape Browser does not give you the option to save a .PDF file to disk, you will need to reconfigure this file type in Navigator. Select Edit from Netscape's Menu Bar.

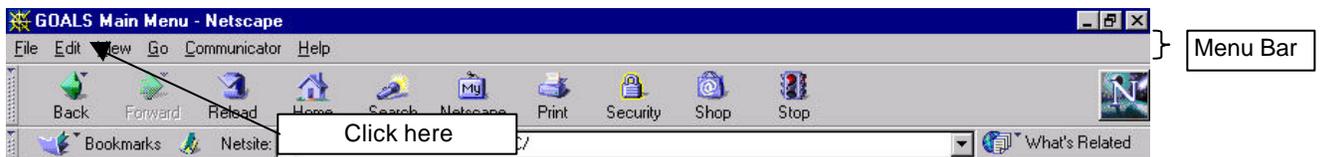


Figure D.1 Netscape Navigator® Menu Bar

A drop-down menu similar to that shown in Figure D.2 will display.

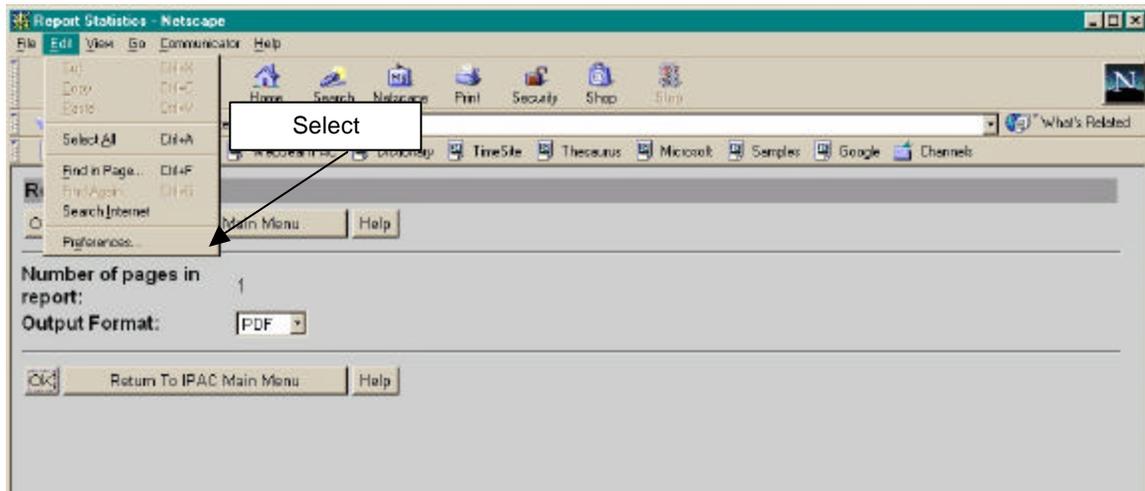


Figure D.2 Netscape Navigator® Edit Menu

The "Preferences" command on the Edit Menu displays a Preferences dialog box as shown in Figure D.3

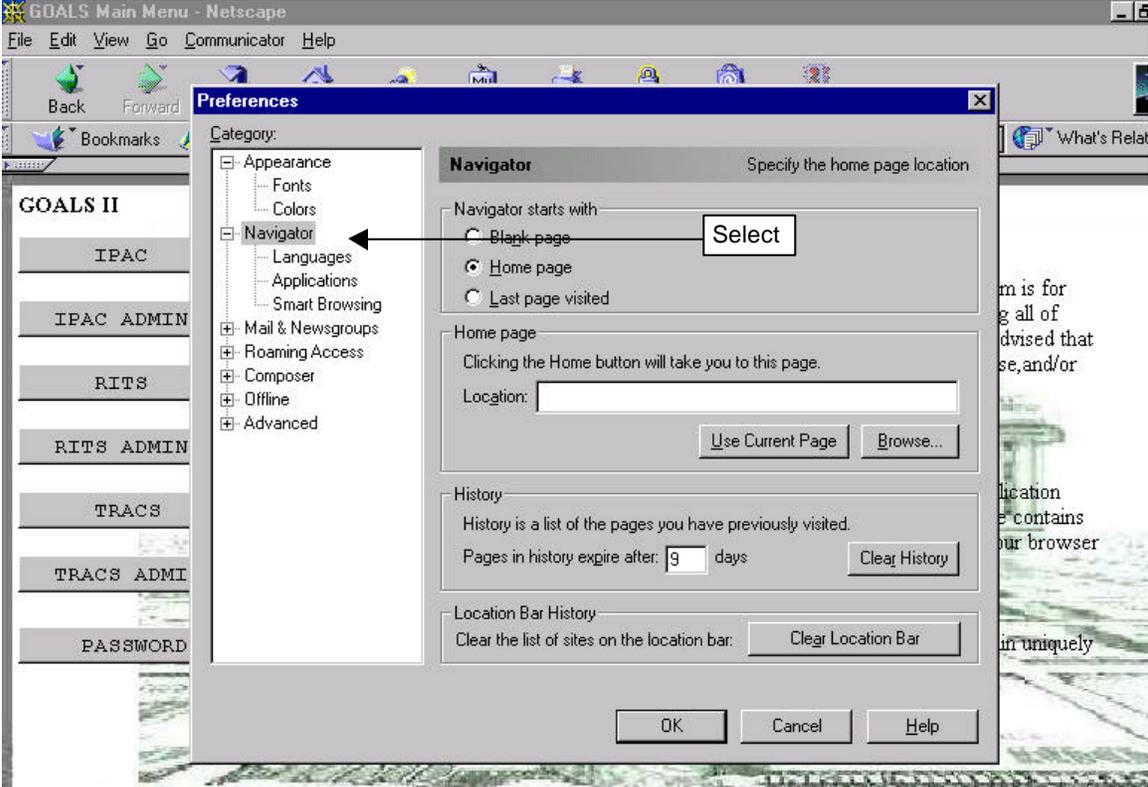
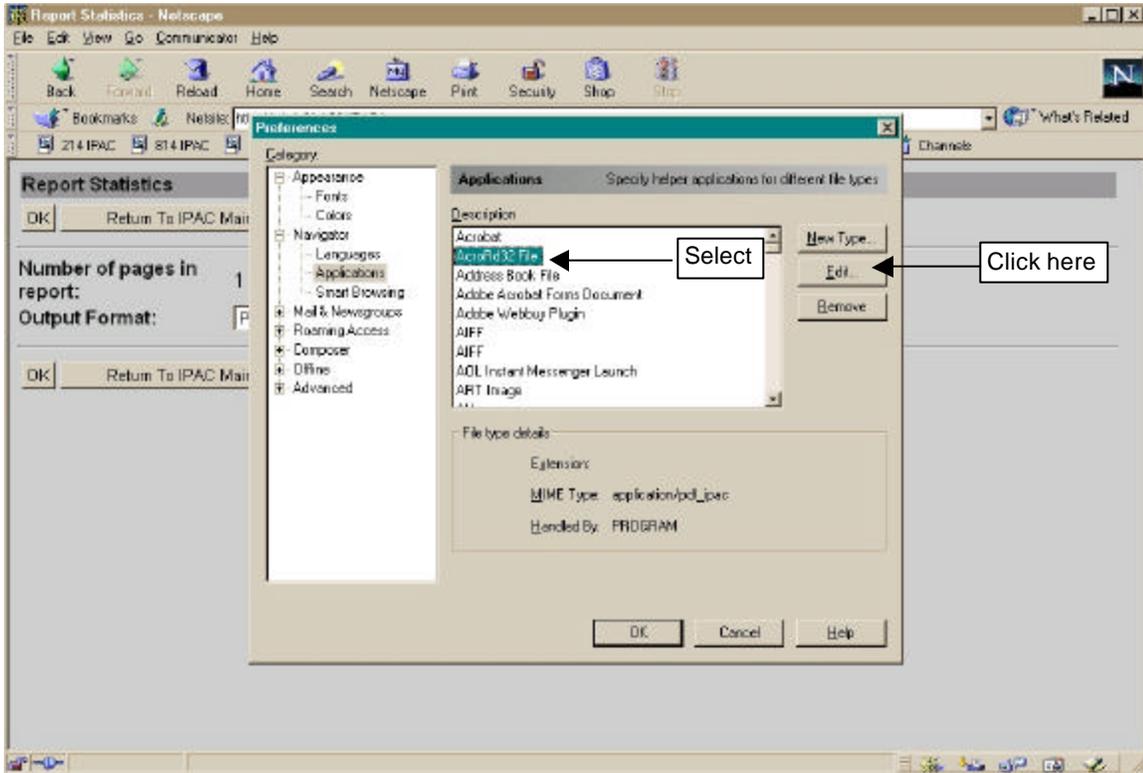


Figure D.3 Netscape Navigator® Preferences/Navigator Dialog Box

In the Category window, choose Navigator/Applications and a Description window will display as shown in Figure D.4



**Figure D.4 Netscape Navigator® Preferences/Applications Dialog Box**

In the Description select **AcroRd32 File** (or **AcroRd16 File**) and click Edit.

The Edit Type dialog box will display. Leave all of the options as you find them with the exception of the “Ask me before opening downloaded files of this type” box. Click this box to insert a check mark.

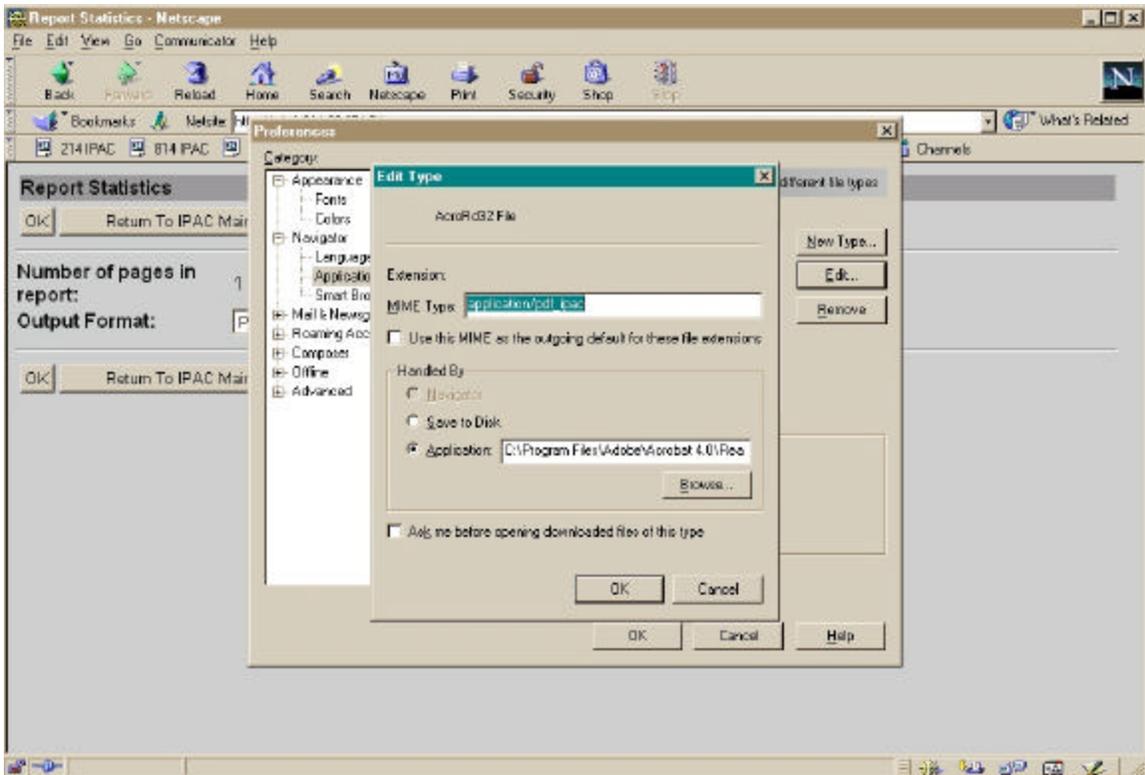


Figure D.5 Netscape Navigator® Edit Type Dialog Box

Click “OK” to save your change and close this dialog box, and “OK” again to close the Navigator/Applicator dialog box. This will return you to the main Netscape screen. The next time you choose a PDF file as your output option from a **Report Statistics** screen, you should see the Security Warning dialog box referenced the in *Introduction* and shown in Figure D.6.

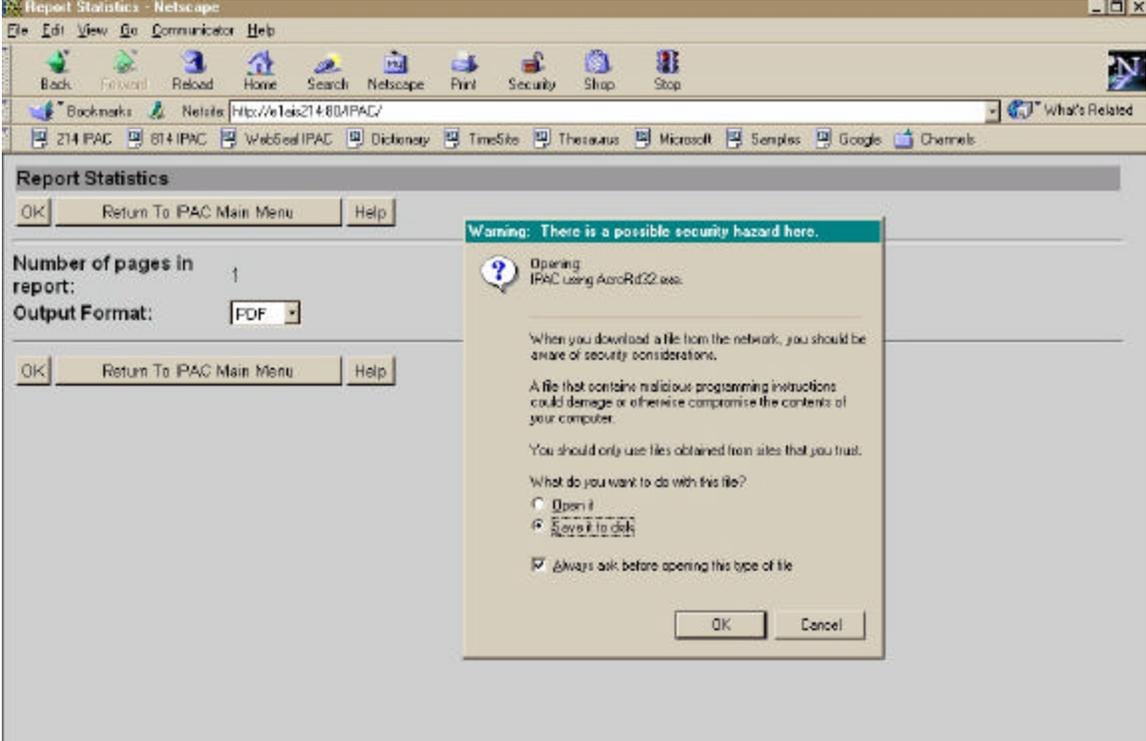
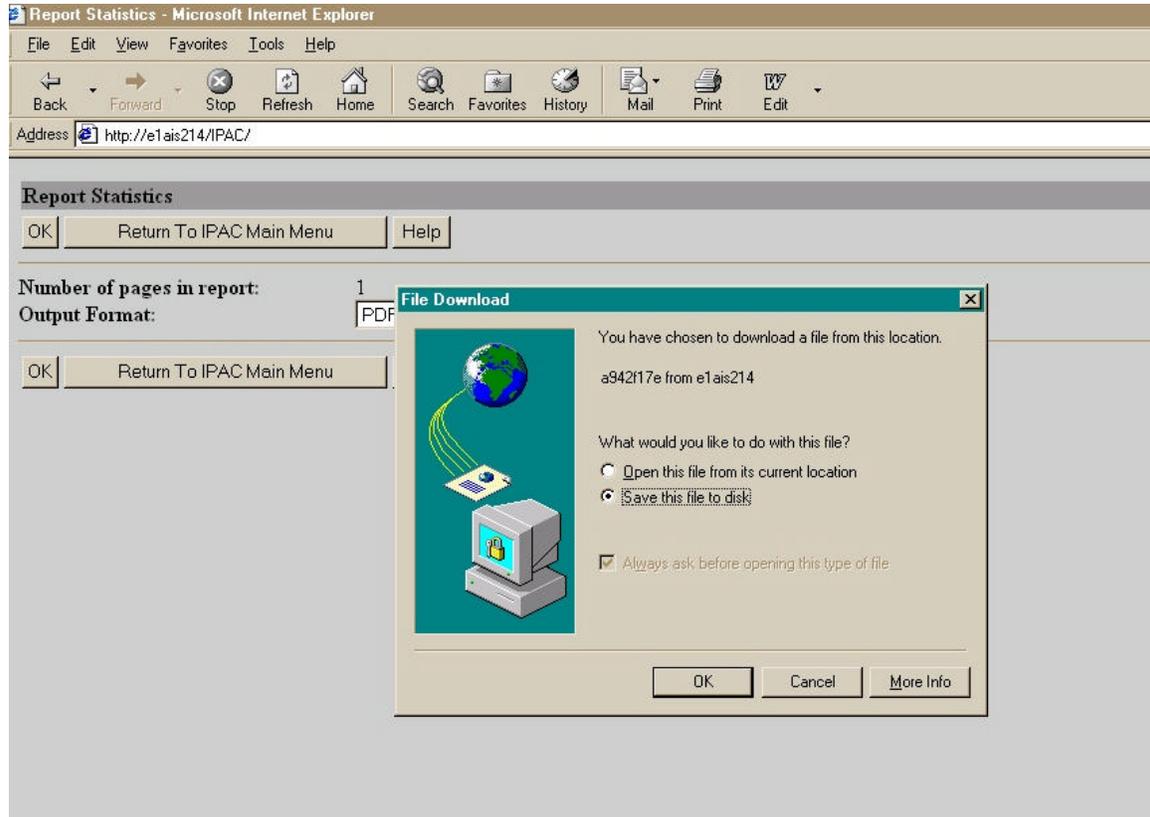


Figure D.6 Netscape Navigator® Security Warning Dialog Box

In Microsoft's Internet Explorer you cannot accidentally configure the MIME type for PDF files only to open without the option of being saved. The option "Always ask before opening this type of file" is dimmed and the check mark cannot be removed from the "File Download" dialog box for .pdf, .exe or .com files.



**Figure D.7 Microsoft Internet Explorer® File Download Dialog Box**

# Appendix E Configuring Browsers to Accept Cookies

## What are Cookies?

A cookie is a file sent to a web browser by a web server. It is used to store information about users and their preferences so the server does not have to repeatedly request the information. When the browser requests additional files, the cookie information is sent back to the server.

The name "cookies" comes from "magic cookies" which are tokens used in the UNIX operating system. (An alternate theory is that the name comes from the story of Hansel and Gretel, who marked their path through the woods by dropping crumbs along their trail.)

Session cookies reside in your computer's memory until you close your browser. Long term cookies are written to your hard drive. Cookies can store information that you enter during your browser session, but they cannot read information stored in your computer.

Cookies are simple text files and cannot execute programs on your computer. You can use a text editor to view cookie files. In Netscape® Communicator 4.75, the file is called **cookies.txt** and is located in the same folder as Netscape. Macintosh users can find it in the Netscape folder in the System/Preferences folder. Internet Explorer creates separate files for each cookie and stores them in folders named **Cookies** or **Temporary Internet Files**.

## What are the IPAC System Cookie Requirements?

The IPAC System Cookie Policy, as stated on the **IPAC System Main Menu** is:

**Cookie Policy:** The Department of Treasury, Financial Management Service Application web sites require and use a cookie for maintaining a connection. This session cookie contains a system generated ID only, is stored in memory and automatically deleted when your browser is closed.

Long-term (written to your hard-drive) cookies are also used to maintain optional preferences. These cookies only contain such preference settings; they do not contain uniquely identifying information and are not used for tracking purposes.

To access the IPAC applications, **cookies MUST be enabled**. The default value for most browsers, including Microsoft® Internet Explorer 5 and Netscape® Communicator 4.75, is that cookies are enabled. If you receive a error message

regarding cookies when trying to access the IPAC applications on the Internet, check your browser settings to be sure that cookies are enabled.

If you or your agency are uncomfortable with having cookies enabled in your browser, you may choose “Prompt” as your cookie setting in Microsoft Internet Explorer 5.0 (see Figure E.4) or “Warn me before accepting a cookie” in Netscape Communicator 4.75 (see Figure E.7). You must still accept any cookies sent by the IPAC applications, but the warning will remind you of your cookie setting when you are accessing other sites through your browser. (This warning can quickly become irritating, so use this setting only if required by policy.)

## Controlling Cookies in Microsoft® Internet Explorer 5

To configure your cookie settings, open Internet Explorer and from the menu bar, select **Tools > Internet Options** as shown in Figure E.1

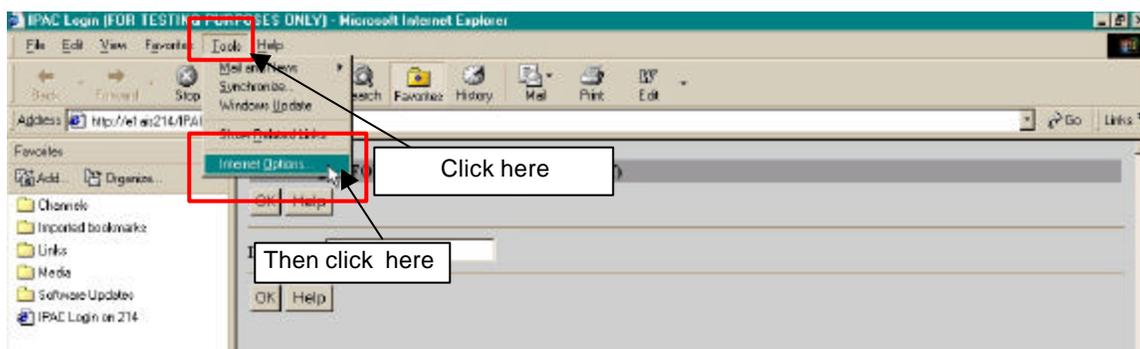


Figure E.1 IE5 Enabling Cookies--Step One

On the **Internet Options** window click the **Security** tab as shown in Figure E.2

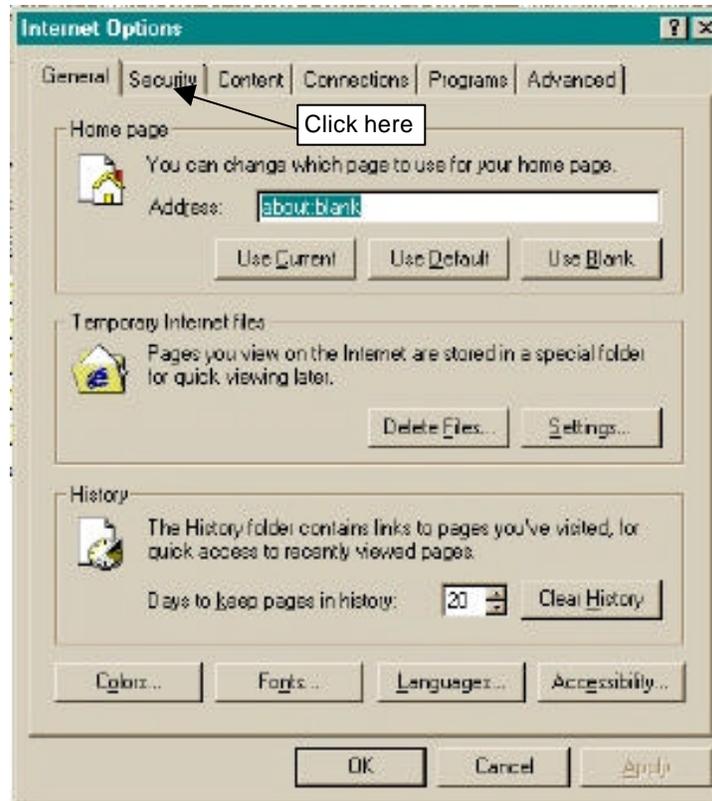
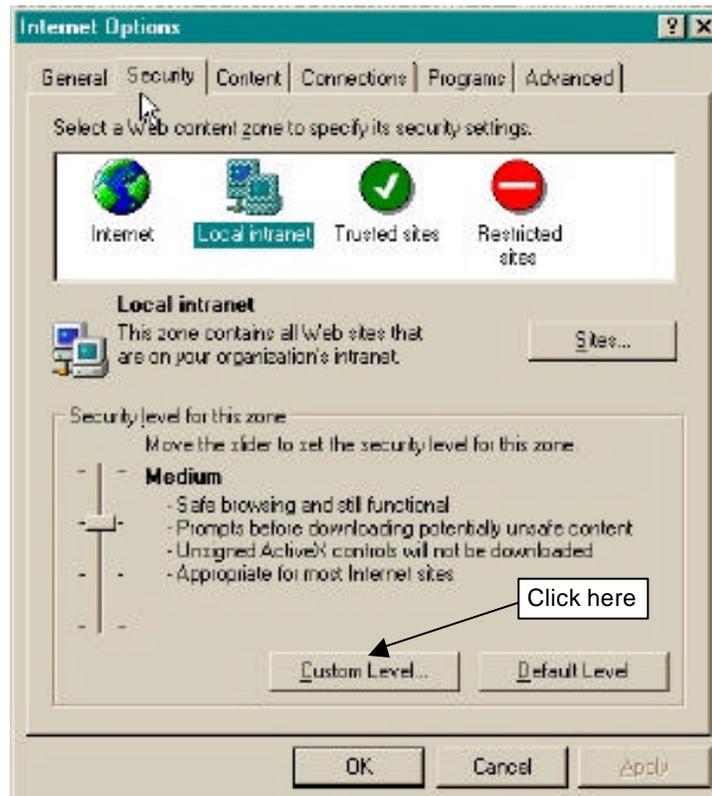


Figure E.2 IE5 Enabling Cookies--Step Two

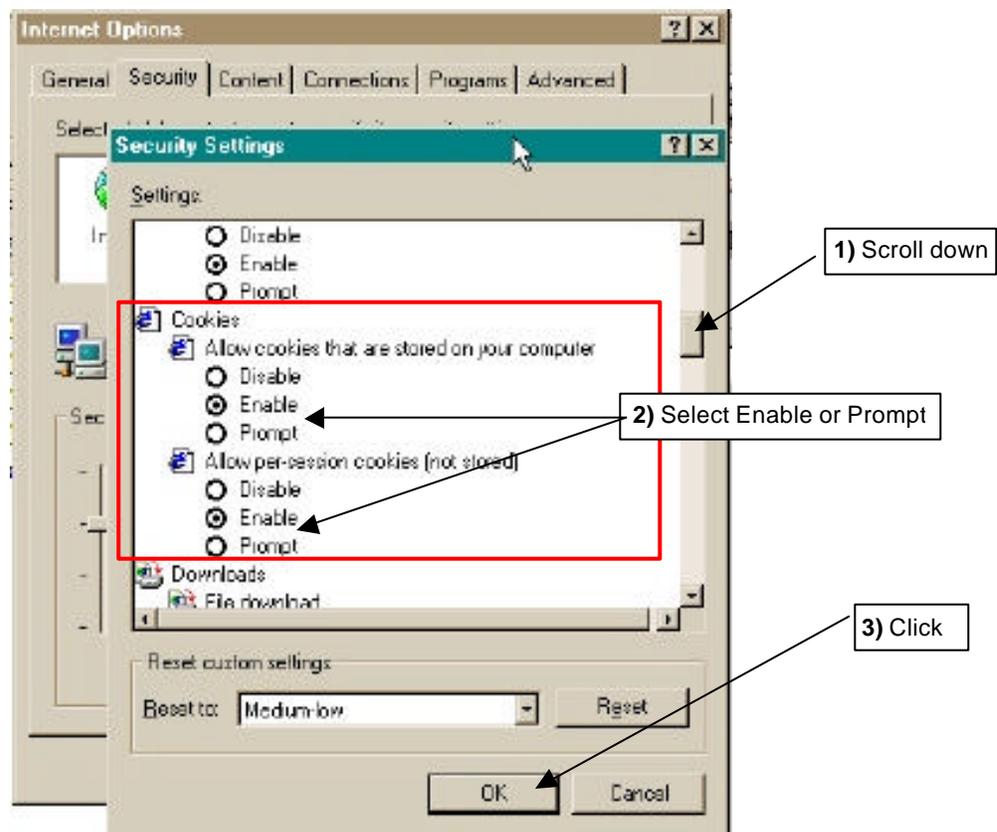
On the **Internet Options Security** window click the **Custom Level** button. As shown in Figure E.3.



**Figure E.3 IE5 Enabling Cookies--Step Three**

In the **Settings** window:

- 1) Scroll down to the **Cookies** area.
- 2) In the "Allow cookies that are stored on your computer" section, choose "Enable," or "Prompt."
- 3) In the "Allow per-session cookies (not stored)" section, choose "Enable," or "Prompt."
- 4) Click "OK" to close the **Security Settings** window.



**Figure E.4 IE5 Enabling Cookies--Step Four**

Click "OK" to close the Internet Options window.

## Controlling Cookies in Netscape® Communicator 4.75

To configure your cookie settings, open Netscape Communicator and from the menu bar, select **Edit > Preferences** as shown in Figure E.5

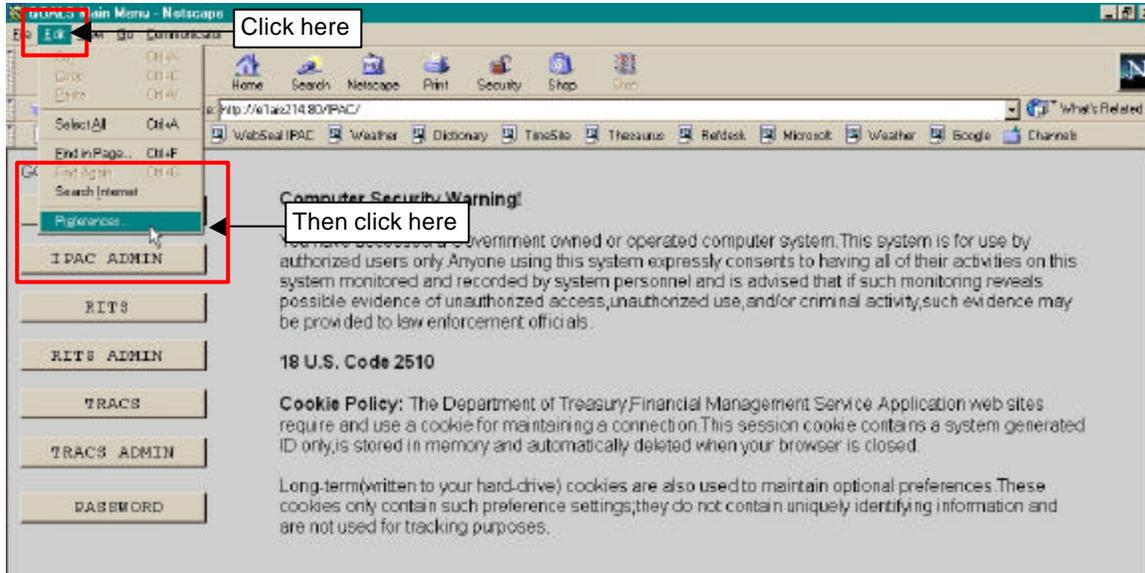
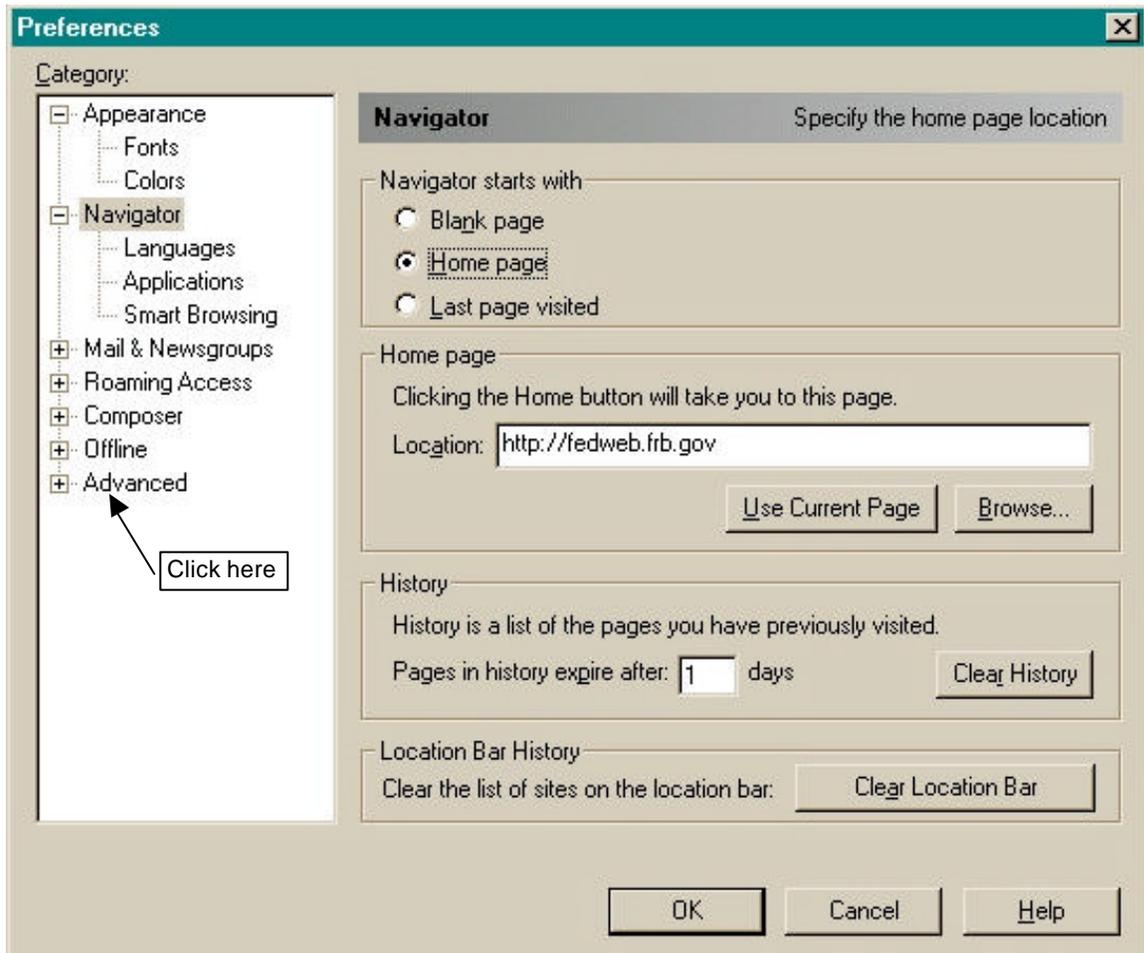


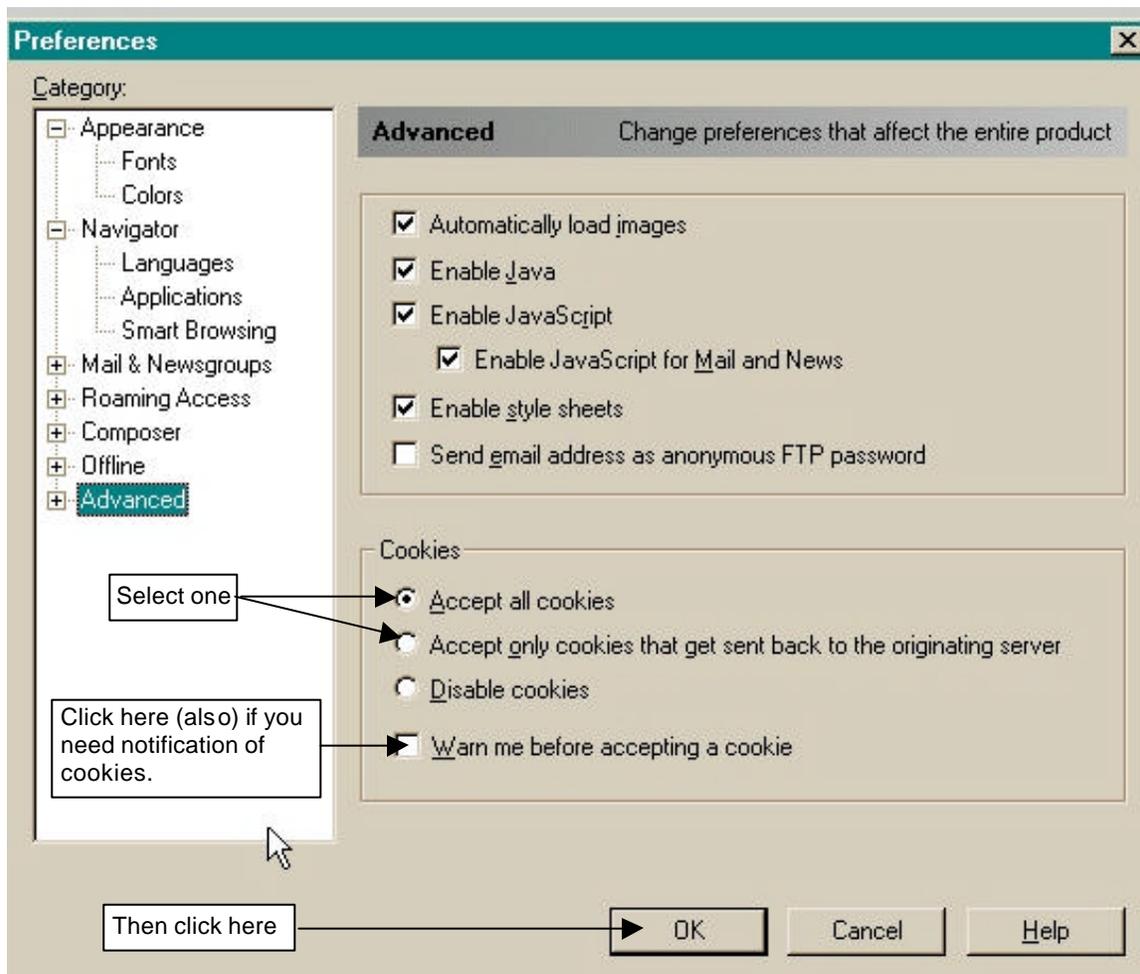
Figure E.5 Netscape Enabling Cookies--Step One

In the **Preferences** window, click the Advanced category as shown in Figure E.6.



**Figure E.6 Netscape Enabling Cookies--Step Two**

In the **Preferences, Advanced** window, under **Cookies** select “**Accept all cookies**” or “**Accept only cookies that get sent back to the originating server**” as shown in Figure E.7.



**Figure E.7 Netscape Enabling Cookies--Step Three**

Click “OK” to save your new configuration and close the **Preferences** window.

# Appendix F Roles and Functions

## IPAC Application User Roles and Functions

| User Role           | Function Performed  |
|---------------------|---|
| IPAC Reports        | <ul style="list-style-type: none"> <li>• Display Messages</li> <li>• Access to the following reports: <ul style="list-style-type: none"> <li>Agency Special Requirements</li> <li>Headquarters Transaction Download</li> <li>Headquarters Transactions</li> <li>IPAC Transaction Report Download</li> <li>IPAC Transaction Report Selection</li> <li>Parent/Child Relationships</li> <li>Predecessor/Successor ALCs</li> <li>Treasury Reporting Requirements</li> <li>Zero Dollar Transaction</li> </ul> </li> <li>• Retrieve Reports/Data Files (future release)</li> <li>• Report Retention Management</li> </ul> |
| IPAC User           | <p>Same access rights as the IPAC Reports role, plus</p> <ul style="list-style-type: none"> <li>• Payment</li> <li>• Collection</li> <li>• Adjustment</li> <li>• Zero Dollar</li> <li>• Incomplete Transactions</li> <li>• Agency Special Requirements Request Status</li> </ul>  |
| IPAC Supervisor     | <p>Same access rights as the IPAC Reports role, plus</p> <ul style="list-style-type: none"> <li>• Agency Billable Request</li> <li>• Agency Billable Status</li> <li>• Request Special Requirements</li> <li>• Agency Special Requirement Request Status</li> <li>• Request Parent/Child Relationship</li> <li>• Update Agency Information</li> </ul>   |
| Bulk File Submitter | <ul style="list-style-type: none"> <li>• Submit bulk IPAC transactions</li> <li>• Display Messages</li> <li>• Access to Bulk Confirmation/Rejection Report</li> <li>• Retrieve Reports/Data Files (future release)</li> <li>• Report Retention Management</li> </ul>  |
| IPAC System Log     | <ul style="list-style-type: none"> <li>• Admin Processing Status</li> </ul>   |

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# Appendix G Military Time Conversion Chart

**Military Time Conversion Chart**

| 24 hour clock<br>(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 H Transaction Field Lengths

## Transaction Field Lengths

| Transaction Data Entry Field                   | Field Length |
|--|--------------|
| Account Classification Reference Number (ACRN) | 12           |
| Accounting Classification Code                 | 16           |
| ACT (Trace Number)                             | 15           |
| CLIN (Contract Line Item Number)               | 6            |
| Contact Phone                                  | 17           |
| Contract Number                                | 17           |
| Cross Reference Document Reference Number      | 8            |
| Detail Amount                                  | 14           |
| DOD Activity Address Code                      | 15           |
| FSN/AAA/ADSN (Fiscal Station Number)           | 8            |
| Invoice Number                                 | 22           |
| JAS Number                                     | 30           |
| Job (Project) Number                           | 20           |
| Miscellaneous Information                      | 320          |
| Obligating Document Number                     | 17           |
| Purchase Order Number                          | 22           |
| Quantity                                       | 12           |
| Receiver Dept. Code                            | 2            |
| Receiver Treasury Account Symbol               | 21           |
| Requisition Number                             | 15           |
| Sender Treasury Account Symbol                 | 21           |
| Transaction Contact                            | 60           |
| Transaction Description                        | 320          |
| Unit of Issue                                  | 2            |
| Unit Price                                     | 19           |

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# Appendix I Glossary of Terms and Acronyms

**Accounting Classification Code** The code or number which identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services.

**Accomplished Date** The date an IPAC transaction was successfully processed by the IPAC System.

**Accounting Date** The last date of the month during which date a transaction was processed through the IPAC System.

**ACT (ACcounting Trace Number)** A user assigned identification number which enables back end systems to match-up transactions.

**ACRN (Account Classification Reference Number)** Identifies a line of accounting on a contract.

**Adjustment** Transaction initiated by the recipient of a payment or collection to remedy an incorrect or erroneous transaction. Adjustments can only be used to reduce (adjust down) the original transaction amount, and may only be processed against a payment or collection that is 90 days old or less.

**Agency** Federal Government Agency

**ALC (Agency Location Code)** A 3-digit (Regional Finance Centers), 4-digit (Non-Treasury Disbursing Offices) or 8-digit (Treasury Disbursing Offices) identifier assigned by FMS for Treasury reporting purposes. The first two digits on the 8-digit ALC identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining four digits identify the particular agency account section within that bureau.

**Appropriation Symbol** Former name of the Treasury Account Symbol.

**Browser** A software package used to display documents on the Internet. IPAC supports both Microsoft Internet Explorer and Netscape Navigator.

**CLIN (Contract Line Item Number)** The number of an item specified within a contract.

**Collection** Originator of the transaction collects funds from their trading partner. Initiated as an unsolicited transaction by the ALC to collect funds from the Customer ALC.

**Contact Phone** The complete telephone number (including country code if outside the US and area code) of the transaction contact.

**Contract Number** Unique number used to identify a contract between two trading partners. This is a new field.

**CSV (Comma Separated Values) (comma delimited)** A file format that separates data fields with commas. The character data is usually surrounded by quotes. This file format is frequently used to import and export data between different

programs.

**Department Code** The first 2 digits used in Federal Account Symbols and Agency Location Codes that indicate the department reporting transactions. A complete listing of Department codes (also called Agency Code or Agency Index Code) appears in the *TFM FAST BOOK* at [www.fms.treas.gov/fastbook/index.html](http://www.fms.treas.gov/fastbook/index.html).

**Detail Amount** The amount entered by the user on the detail section of the transaction screens. IPAC does not automatically calculate this amount from the Quantity and Unit Price fields; however, the Quantity multiplied by the Unit Price MUST equal the Detail Amount.

**DO Symbol (Disbursing Office Symbol)** Automatically assigned when an agency becomes an IPAC user. Each ALC has a unique DO Symbol for each IPAC application (IPAC, TRACS and RITS).

**Document Reference Number** The number that is automatically assigned to a transaction when it is accepted by the IPAC System. It will be a sequential number assigned by DO Symbol. This number, when combined with a DO Symbol number will be unique.

**DOD Activity Address Code (Department of Defense Activity Address Code)** Identifies a Department of Defense activity location.

**EDI (Electronic Data Interchange)** The computer-to-computer exchange of routine business information using a standardized format.

**EDI Trading Partner** A business that has agreed to exchange business information electronically.

**FMS (Financial Management Service)** The U.S. Government's financial manager, central disbursing agent and collections agent as well as its accountant and reporter of financial information. FMS is a bureau of the Treasury Department.

**FPA (Federal Program Agency)**

**FSN (Fiscal Station Number)** An accounting station, a subdivision of the ALC.

**GOALS II (Government On-Line Accounting Link System II)** GOALS II is the system that allows FMS to receive agency accounting data and forward it to various systems within FMS for final processing and to distribute agency accounting reports.

**HTML (HyperText Markup Language)** The document format used on the World Wide Web.

**Invoice Number** The identification number of the Invoice sent by the Biller listing the services rendered.

**IPAC (Intra-governmental Payment and Collection System)** An Internet based GOALS II application for inter-agency transactions.

**JAS** Combination of Job Order Number, Accounting Classification Record Number, Site-ID (site identifier of processing center).

**Job (Project) Number** Can also be the Project Number.

**Logon ID** The 8 alphanumeric characters assigned to the user to uniquely identify that user.

**Miscellaneous Information** An optional field for storing additional information about a transaction.

- Obligating Document Number** The billing agency's internal accounting document associated with a specific bill or disbursement.
- Pay Flag** A flag to indicate if the payment or collection is final or partial.
- Payment** Originator of the transaction transfers funds to their trading partner. Initiated as an unsolicited transaction by the ALC to disburse funds to the Customer ALC.
- PDF (Portable Document Format)** A file format, read with an Adobe Acrobat™ reader, which allows documents to be displayed identically between different operating system platforms. There are Acrobat readers available for DOS, Windows, UNIX and Mac platforms.
- Purchase Order Number** The number of the document from the receiving agency requesting goods or services.
- Quantity** The number of units (items, boxes, cartons, etc.) that are being handled by the detail line of a transaction.
- Requisition Number** A number used between two trading partners to identify a requisition.
- SGL (Standard General Ledger)** A uniform chart of accounts to standardize federal agency accounting. The SGL supports the preparation of standard external reports required by central agencies. The Office of Management and Budget's (OMB's) and FMS' regulations require agencies to use the SGL to accumulate and report standard financial data.
- TFM (Treasury Financial Manual)** The official publication on Treasury procedures for financial management and reporting. The TFM is available on-line at: [www.fms.treas.gov/tfm](http://www.fms.treas.gov/tfm).
- Transaction Contact** The name of the person to call if there are questions about the item of the transaction.
- Transaction Description** A description of the transaction.
- Treasury Account Symbol** Formerly the Appropriation Symbol, the account number assigned by the Treasury to classify agency transactions.
- TSV (Tab Separated Values)** (tab delimited) A file format that uses tab characters (ASCII 9) as separators between fields. Unlike comma delimited (CSV) files, the character data is not usually surrounded by quotes. This file format is used to transfer data between different programs.
- Unit of Issue** The standard unit by which the item is sold or measured. (BX = Box, EA = Each, TN = Ton, etc.)
- Unit Price** The price for each individual piece in a line item of an order, payment, invoice, etc.
- URL (Uniform Resource Locator)** Specifies the location of a resource residing on the Internet or an intranet. A complete URL consists of a scheme (such as HTTP or FTP), followed by a colon, a server name, and the path of a resource (for example: *http://www.fms.treas.gov/tfm*).

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# Index

- Adjustment, 2.1
  - accessing, 2.2
  - detail selection, 2.4
  - Document Reference Number, 2.1
- Adjustment Entry
  - data entry screen, 2.6
  - detail, 2.4, 2.7
  - function buttons, 2.5
  - header, 2.4, 2.6
- Adobe Acrobat Reader®
  - how to use, 1.17
  - printing from, 1.17
- Agency Billable Request, 12.1
- Agency Billable Status
  - Data Columns, 13.6
  - viewing, 13.1
- Agency Billable Status View, 13.1
- Agency Information
  - data fields, 15.3
  - Update, 15.1
- Agency Special Requirements
  - accessing the function, 11.1
  - field names, 11.4
  - request stataus, 11.1
  - Sample Report, A.2
- Agency Special Requirements Report, 5.6
- ALC
  - data entry field, 1.23
- ALC Information
  - data fields, 15.3
  - Update, 15.1
- ALC Special Requirements
  - accessing the function, 11.1
  - field names, 11.4
  - request stataus, 11.1
- Assumptions
  - about the user, 1.2
- Asterisks for required fields, 1.6
- Billable Request, 12.1
- Billable Status
  - confirmation, 12.8
  - data entry, 12.6
- Browser Buttons
  - don't use forward and backward, 1.4
- Button Formats, 1.5
- Conventions
  - field names, 1.3
  - references to other sections, 1.3
  - screen buttons, 1.3
  - screen names, 1.3
- Conventions Used in this Manual, 1.3
- Cookies, E.1
  - configuring browser, E.1
  - definition, E.1
  - enable, E.2
  - enabled, 1.22. *See Appendix E*
  - Internet Explorer, E.2
  - long term, E.1
  - Netscape Communicator, E.6
  - policy, 1.22, E.1
  - Prompt, E.2
  - session, E.1
  - Warn, E.2
- Cookies subdirectory, E.1
- cookies.txt, E.1
- CSV Format, 5.11, 5.17
- Currency Formats, 1.6
- Cursor Movement, 1.4
- Date Formats, 1.6
- Display Messages
  - accessing function, 16.1
  - screen, 16.2
- EDI Activity Report, 5.8
- EDI Trading Partner, 14.1
- Error Messages, 1.7
- FMS/Agency Request Partner Profile Information, 5.9
- Footer Comments, 1.8, 1.9
- Format
  - currency, 1.6
  - date, 1.6
  - telephone number, 1.6
  - time, 1.6
- Glossary. *See Appendix I*
- HeadQuarters Transaction Download, 5.10
- HeadQuarters Transaction Download Sample Report, A.4
- Headquarters Transactions
  - Sample Report, A.8
- Headquarters Transactions, 5.13
- Help Screens, 1.7

- HTML Format Documents
  - Printing - one page only, 1.12
  - Viewing, 1.12
- InComplete Transactions, 4.1
  - accessing, 4.1
  - completing, 4.3
  - selecting, 4.2
- IPAC
  - definition, 1.1
  - purpose, 1.1
- IPAC Main Menu, 1.22, 1.1
  - Option Buttons, 1.24
- IPAC System Main Menu, 1.21
- IPAC Transaction Report Download, 5.16
  - Sample Report, A.12
- IPAC Transaction Report Selection, 5.19
  - Sample Report, A.16
- Long Term Cookies, E.1
- Magic Cookies, E.1
- Must See system messages, 1.20
- Organization of the Manual, 1.2
- Parent/Child Relationship
  - request data entry screen, 8.2
- Parent/Child Relationship Information, 9.1
- Parent/Child Relationships Report
  - Sample Report, A.20
- Payment, 1.1
- Payment Entry
  - accessing, 1.2
  - confirmation screen, 1.8
  - data entry screen, 1.2
  - detail section, 1.4
  - header section, 1.3
  - Special Requirements, 1.7
  - title bar, 1.2
- PDF Format Document
  - about, 1.13
  - help, 1.17
  - printing, 1.15
  - viewing, 1.15
- Predecessor/Successor ALCs Report, 5.23
- Predecessor/Successor Report
  - Sample Report, A.22
- Printing Documents, 1.8
- Relationships Report, 5.21
- Report
  - Agency Special Requirements, 5.6
  - EDI Activity, 5.8
  - FMS/Agency Request Partner Profile Information, 5.9
  - HeadQuarters Transaction Download, 5.10
  - HeadQuarters Transactions, 5.13
  - IPAC Transaction Report Download, 5.16
  - IPAC Transaction Report Selection, 5.19
  - Predecessor/Successor ALCs, 5.23
  - Relationships, 5.21
  - Store & Distribute Activity Info, 5.25
  - Treasury Reporting Requirements, 5.26
- Report File Description, 1.8, 1.9
- Report Footer Comments
  - sample, 1.10
- Report Request form, 5.1
  - function buttons, 5.2
- Report Request Form
  - data entry fields, 1.9
  - function buttons, 1.10
- Report Retention Management
  - ALC entry, 7.2
  - confirmation screen, 7.7
- Report Retention Management Function
  - accessing, 7.1
- Report Statistics, 1.11
  - function buttons, 1.11
  - menu choices, 1.11
- Report Statistics screen
  - function buttons, 5.2
- Report Viewer
  - function buttons, 1.12
- Reports, 5.1
  - accessing the function, 5.3
  - date and time formats, 5.1
  - deleting, 7.3
  - generating, 5.1
  - no data produced, 5.3
  - not produced, 5.3
  - viewing and printing, 5.1
- Required Fields
  - asterisks, 1.6
- Retrieve Report/Data Files, 6.1
  - accessing function, 6.1
  - data entry form, 6.2
  - file list, 6.3

- Sample Report
  - Agency Special Requirements, A.2
  - HeadQuarters Transaction Download, A.4
  - Headquarters Transactions, A.8
  - IPAC Transaction Report Download, A.12
  - IPAC Transaction Report Selection, A.16
  - Parent/Child Relationships Report, A.20
  - Predecessor/Successor Report, A.22
  - Treasury Reporting Requirements, A.24
  - Zero Dollar Transaction, A.26
- Sample Reports. *See Appendix A*
- Security Login, I.19
- Sender SGL Accounts, 1.5
- Session Cookies, E.1
- SGL Accounts
  - adjustment, 2.8
  - payment, 1.5
- SGL Payment
  - entry screen, 1.5
- Special Requirements, 1.7
  - accessing the function, 10.1, 11.1
  - data entry form, 10.4
  - definition, 10.1
  - field names, 11.4
  - request, 10.1
  - request status, 11.1
  - store, 10.4
  - view pending, 10.3
- Standard Buttons, I.4
  - Cancel, I.5
  - Clear, I.5
  - Finished, I.4
  - Help, I.5
  - OK, I.5
  - Print, I.5
  - Return to IPAC Main Menu, I.5
- Standard General Ledger accounts, 1.5
- Store & Distribute Activity Info Report, 5.25
- System Requirements
  - IPAC, I.1
- Table of Figures. *See Appendix B*
- Telephone Number Formats, I.6
- Time Formats, I.6
- Title Bars, I.3
- Treasury Reporting Requirements
  - Sample Report, A.24
- Treasury Reporting Requirements Report, 5.26
- TSV Format, 5.11, 5.17
- Unknown File Format, 5.12, 5.18
- Update Agency Information, 15.1
- Update ALC Information, 15.1
- User
  - assumptions about, I.2
  - qualifications, I.2
- Viewing Documents, I.8
- Zero Dollar, 3.1
  - accessing the function, 3.1
  - entry, 3.2
- Zero Dollar Transaction
  - Sample Report, A.26
- Zero Dollar Transaction Report, 5.27

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