

Section 12 Agency Billable Request

All 8-digit Treasury Disbursed ALCs are Billable by all other ALCs in IPAC. By default, 4-digit Non-Treasury Disbursed ALCs are Non-Billable but may elect to use the IPAC system to send and receive IPAC transactions. By using the Agency Non-Billable Request function, agencies can change their Billable status with specific ALCs or all ALCs.

A status change may be requested for Payment, Collection or Adjustment transactions. The request must be made for a specific time period. An ALC's request for a change in Billable status must be approved by FMS before it becomes effective.

To view the status of your Billable status request, use the "Agency Billable Status" option on the **IPAC Main Menu** as discussed in *Section 13*.

Accessing the Agency Billable Request Function

To access the **Agency Billable Request** function, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 12.1.

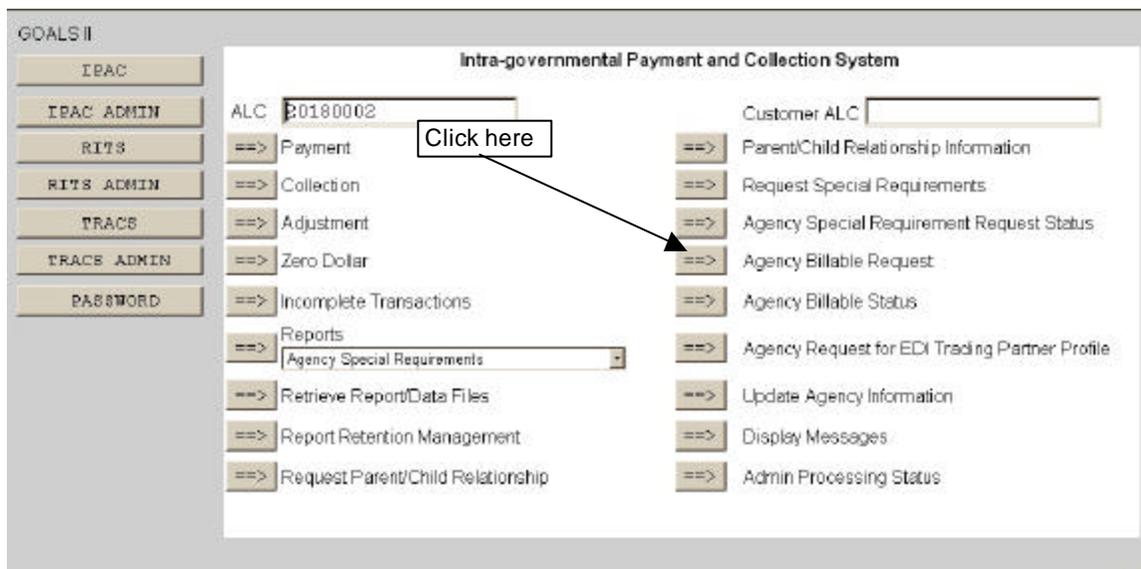


Figure 12.1 IPAC Main Menu

ALC

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

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

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

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

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

No entry is required in the Customer ALC field.

Select the “Agency Billable Request” button as shown in Figure 12.1. This will display the **Billable Status Request** screen shown in Figure 12.2.

IPAC - Billable Status Request

Add Edit Delete Return To IPAC Main Menu Help

ALC : 20180002

A "Y" in Payment(P), Collection(C) or Adjustment(A) fields indicates that the ALC will accept the specified transaction

Select	Partner ALC	ID	Related ID	Start Date	End Date	P	C	A	Request Type	Status	Status I
<input type="radio"/>	00000000	7	0	2001-04-28	2001-12-31	Y	N	Y	A	R	2001-04
<input type="radio"/>	20180005	9	0	2002-01-01	2002-12-31	Y	Y	N	A	A	2001-04
<input checked="" type="radio"/>	20180011	8	0	2002-01-01	2002-01-31	N	N	Y	A	P	2001-04

Add Edit Delete Return To IPAC Main Menu Help

Figure 12.2 Billable Status Request

(The left side of the screen is shown above and the right side below. The entire screen will not fit in most browser windows and you must scroll to the right to view the entire contents of the screen.)

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indicates that the ALC will accept the specified transaction from the partner ALC

Request ID	P	C	A	Request Type	Status	Status Date	Explanation
00000000-31	Y	N	Y	A	R	2001-04-27	Time frame too long
20180005-31	Y	Y	N	A	A	2001-04-27	
20180011-31	N	N	Y	A	P	2001-04-27	

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Figure 12.2 Billable Status Request (continued)

Billable Status Request Screen

This screen is used to request a change in Billable status by adding a new request, or editing and deleting an existing request.

ALC

ALC of the Agency requesting the Billable status change. ALC that was entered on the **IPAC Main Menu**.

Billable Status Request Data Columns

Select

Each request on the **Billable Status Request** screen will have an option button to its left. Clicking on the button will toggle the selection on or off. These fields are mutually exclusive and only one may be selected at a time.

Partner ALC

This is the trading partner with whom the ALC is requesting a change in Billable status. If there is 00000000 in this column, then the ALC Billable Status applies to all ALCs for the time period specified. If there is a specific ALC in this column, then the Billable status relationship applies only to that ALC.

ID

System generated number for each Agency Billable Status Request.

Related ID

ID number of the original Billable Request. This field allows you to trace the new request back to the original request that was edited or deleted.

Start Date

Start date of the Billable Status change requested.

End Date

End date of the Billable Status change requested.

P

“P”ayment. A ‘Y’ in this column indicates that the ALC will accept payment transactions from the Partner ALC.

C

“C”ollection. A ‘Y’ in this column indicates that the ALC will accept collection transactions from the Partner ALC.

A

“A”djustment. A ‘Y’ in this column indicates that the ALC will accept adjustment transactions from the Partner ALC.

Request Type

Code signifying whether the Billable Request was being “A”dded, “E”dited or “D”eleted.

Status

Code signifying the status of the Billable Request. Available statuses are “A”pproved, “P”ending, “R”ejected. Only those Billable Requests with an approved status are currently in effect.

Status Date

Date of the last status change to the Billable Request. If the approval date for the Billable Request follows the start date requested, then the effective date of the request will be the approval date. If the approval date precedes the start date, the effective date will be the start date requested.

Explanation

If FMS rejects the request, they may enter a reason for display here.

Billable Status Request Function Buttons

“Add”

Select this button to add a new Billable Request. This will display the **Billable Status Entry** screen shown in Figure 12.3.

“Edit”

Select the option button beside the existing billable status you want to edit. By selecting this button the **Billable Status Entry** screen shown in Figure 12.3 will display. Only requests in a pending or approved status may be edited.

“Delete”

Select this button to delete a Billable request. Only requests in a pending or approved status may be deleted. When a pending request is deleted, the **Billable Status Request Confirmation** screen shown in Figure 12.4c will display and the Billable Request will be deleted immediately. When you request deletion of an approved Request, the **Billable Status Request Confirmation** screen shown in Figure 12.4d will display and the request for deletion will be forwarded to FMS for approval.

“Return to IPAC Main Menu”

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

“Help”

Displays help information for this screen.

The screenshot shows a software window titled "IPAC - Billable Status Entry". At the top, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help". Below the buttons, the text "ALC : 20180002" is displayed. The "Partner ALC" field contains the value "0" and has a note "(Enter 0 for all)". There are three drop-down menus: "Payment" set to "Yes", "Transaction Type" set to "Collection", and "Adjustments" set to "Yes". The "Start Date" field contains "2001-04-28" and the "End Date" field contains "2001-12-31". At the bottom of the form, there are the same four buttons as at the top.

Figure 12.3 Billable Status Entry

ALC

ALC of the Agency requesting the Billable status change. ALC that was entered on the **IPAC Main Menu**.

Billable Status Entry Data Entry Fields

Partner ALC

This is the ALC whose transactions you want to affect. Enter 0 if the requested Billable Status should apply to all ALCs who send transactions to you.

Payment

Collection

Adjustments

} All of these fields are drop-down menus with choices of **Yes** and **No**. An indicator of Yes means that you will accept that transaction type from the Partner ALC. An indicator of No means that you will not accept that transaction type from the Partner ALC. The indicators may be changed independently for each transaction type.

Start Date

Date the change to Billable Request is scheduled to begin. It must be the next day (tomorrow) or later and it must be entered in YYYY-MM-DD format.

End Date

Date the Billable Request is scheduled to end in YYYY-MM-DD format. The End Date must be later than the Start Date.

Billable Status Entry Function Buttons

“OK”

Submits the request for a change in Billable status to FMS for approval. However, if you were requesting to delete a pending request, the deletion is processed immediately and does not require FMS approval.

“Clear”

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

“Return to IPAC Main Menu”

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

“Help”

Displays help information for this screen.

Clicking the “OK” button will submit your request and the **Billable Status Request Confirmation** screen shown in Figure 12.4a will display.

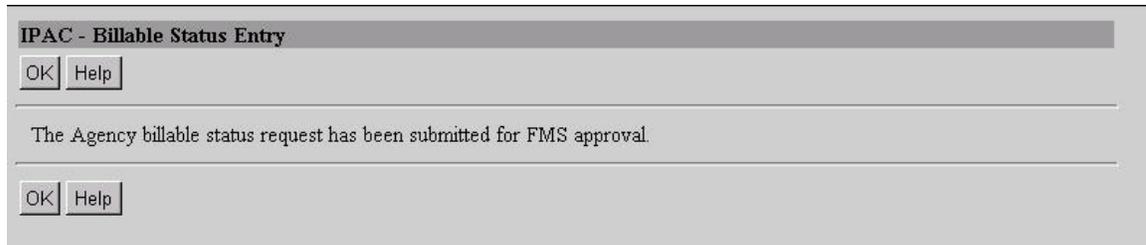


Figure 12.4a Billable Status Request Confirmation

When adding a new request, if the new request overlaps an existing request, the **Billable Status Request Confirmation** screen shown in Figure 12.4b will display with a warning that you may need to verify your start and end dates.

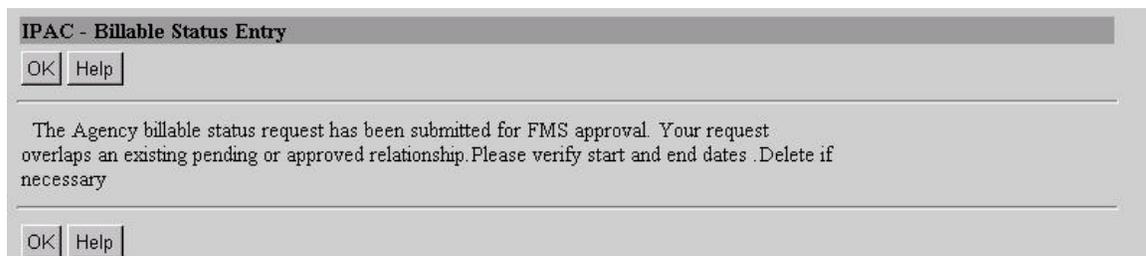


Figure 12.4b Billable Status Request Confirmation

When deleting a pending request, the **Billable Status Request Confirmation** screen shown in Figure 12.4c will display notifying you that your request has been processed. Deletion of a pending request does not require FMS approval.

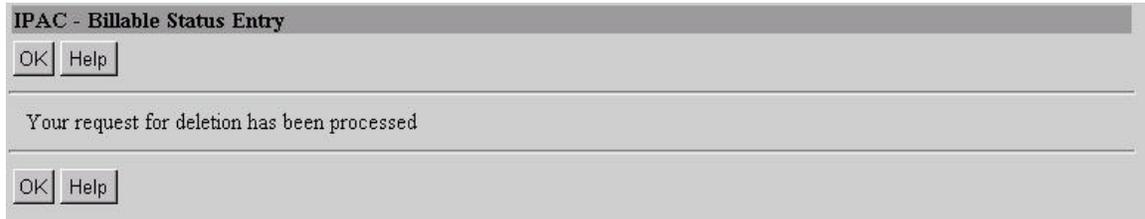


Figure 12.4c Billable Status Request Confirmation

When deleting an approved request, the **Billable Status Request Confirmation** screen shown in Figure 12.4d will display notifying you that your request has been submitted to FMS for approval.

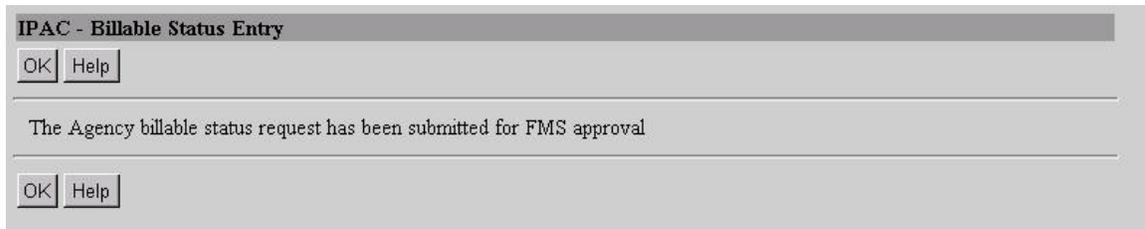


Figure 12.4d Billable Status Request Confirmation

Agency Billable Status Request Confirmation

“OK”

Returns to the **Billable Status Entry** screen shown in Figure 12.3 where you can request another change in Billable status, or return to the **IPAC Main Menu**.

“Help”

Displays help information for this screen.