

Administrative Bulk File Processing

Addendum to the User Manual for RITS Base



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Section 1 Purpose of this Addendum

The IPAC application allows users to process transactions between Federal Program Agencies by bulk file transmission. In the past, users were limited to checking Admin Processing Status to get a status of their bulk files from the on-line application. IPAC now includes a series of new bulk file screens to allow bulk file submitters to monitor bulk file processing and resolve bulk file issues. This addendum will discuss what is included in the new menu option.

Bulk file submitters will be able to upload their files in Secure Transport and by client software in the same manner they have done previously. A new “Bulk File Status” button has been added to the RITS and RITS Admin Main Menus for bulk file submitters to be able to view the status of files they have uploaded.

Bulk file submitters will only be able to utilize the new bulk file screens and reports for files submitted after implementation of this bulk file enhancement. Users may continue to use Admin Processing Status to get a status of files submitted prior to implementation.

The new “Bulk File Status” button can be accessed through the RITS and RITS Admin Menu option on the IPAC System Main Menu shown in Figure 1.1 below.

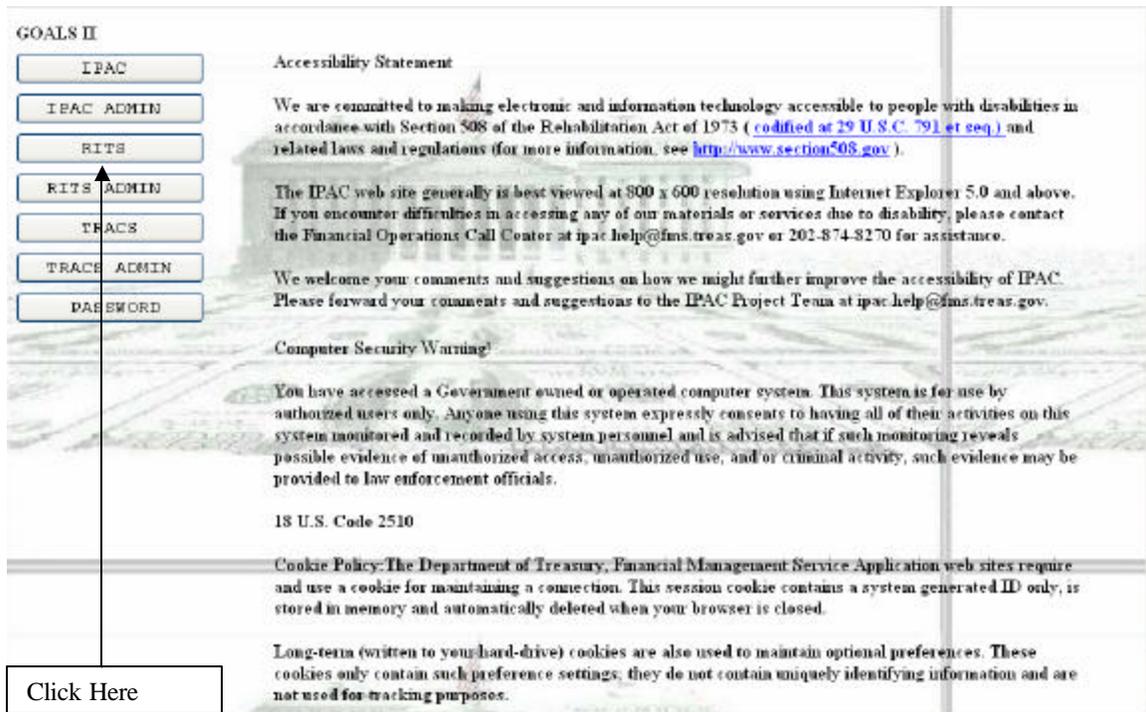


Figure 1.1 IPAC System Main Menu

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Section 2 Bulk File Status Inquiry

This option allows users to check the status of their bulk file(s). To receive bulk file status information, select the “Bulk File Status” button from the **RITS Base Main Menu** as shown in Figure 2.1.

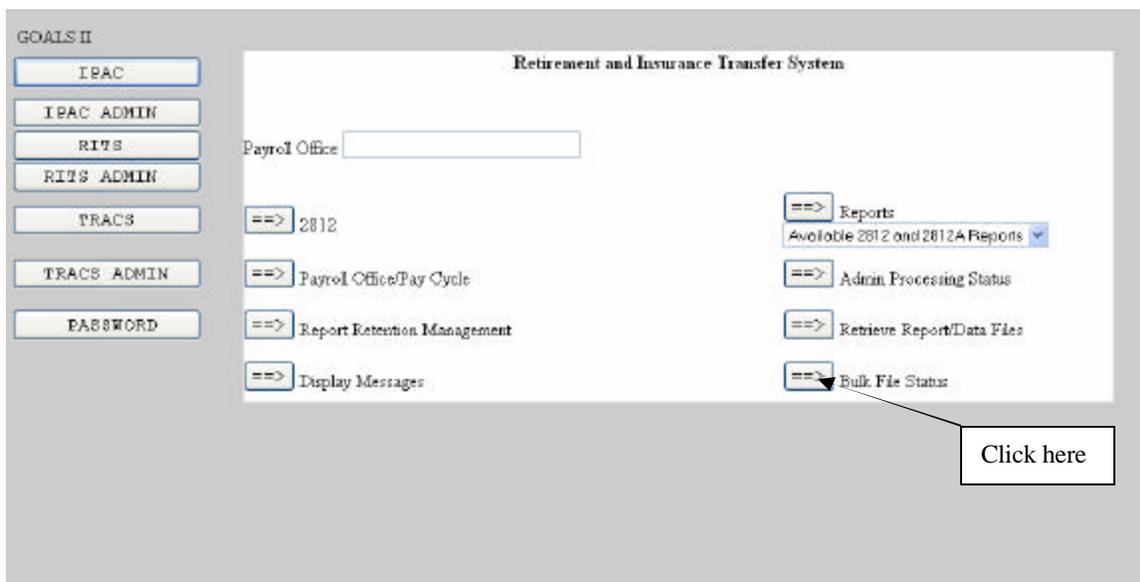


Figure 2.1 Bulk File Status button from the RITS Base Main Menu

When you select the “Bulk File Status” button, the **Bulk File Status Inquiry** screen shown in Figure 2.2 will display.

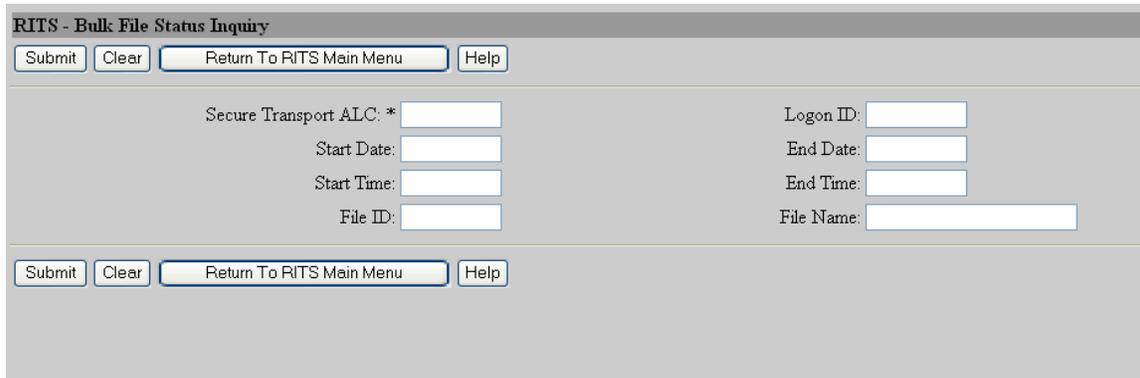


Figure 2.2 Bulk File Status Inquiry

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

Bulk File Status Inquiry Data Entry Fields

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

Secure Transport ALC:

This is the Secure Transport ALC directory that can be accessed by your User ID. This is not always the ALC for which transactions originate from within your bulk file.

Start Date:

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

End Date:

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

Start Time:

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

End Time:

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

Logon ID:

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

File ID:

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

Note: You will not know the File ID for your file until you access the **Bulk File Status Inquiry Results** screen, shown in figures 3.1 and 3.2. You may record the File ID for your file from the **Bulk File Status Inquiry Results** screen, and you can then use the File ID number as a parameter on the Bulk File Status Inquiry screen, shown in figure 2.2, at a later time.

File Name:

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

Bulk File Status Inquiry Function Buttons

There are 4 function buttons on Bulk File Status Inquiry screen (Figure 2.2):

“Submit”

Accepts the information on the screen, and displays the specified results on the **Bulk File Status Inquiry Results** screen shown in Figures 3.1 and 3.2.

“Clear”

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

“Return to RITS Main Menu”

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

“Help”

Displays the system help information.

Selecting **“Submit”** from the **Bulk File Status Inquiry Results** screen will display the screen shown in Figures 3.1 and 3.2.

Section 3 Bulk File Status Inquiry Results

This screen displays the results from the parameters entered on the **Bulk File Status Inquiry** screen. The file(s) that satisfy the criteria entered on the **Bulk File Status Inquiry** screen will display on the **Bulk File Status Inquiry Results** screen, shown below in Figures 3.1 and 3.2.

Note: If there are more than 25 files, the “Next” and “Previous” button will be displayed.

Date	Time	Current Status	Additional Information	File Name
2004-10-28	11:29:02	Business Processing Completed	Business Processing - Completed : With Errors	RITSfileforcont022302_parsing_err_Enrll_rec
2004-10-28	11:25:02	Business Processing Completed	Business Processing - Completed : With Errors	RITSbadfile022302.txt
2004-10-28	11:21:04	Business Processing Completed	Business Processing - Completed : With Errors	RITSfileforcont022302_parsing_err_1st_rec
2004-10-28	11:18:01	Business Processing Completed	Business Processing - Completed : With no Errors	RITSfileforcontingency022302_Multiple2812
2004-10-28	11:15:01	Business Processing Completed	Business Processing - Completed : With no Errors	RITSfileforcontingency022302_Multiple2812

Figure 3.1 Bulk File Status Inquiry Results

Status	Additional Information	File Name	File ID	Secure Transport ALC	Logon ID
Business Processing Completed	Business Processing - Completed : With Errors	RITSfileforcont022302_parsing_err_Enrll_rec	3687	0	e1jtt001
Business Processing Completed	Business Processing - Completed : With Errors	RITSbadfile022302.txt	3686	0	e1jtt001
Business Processing Completed	Business Processing - Completed : With Errors	RITSfileforcont022302_parsing_err_1st_rec	3685	0	e1jtt001
Business Processing Completed	Business Processing - Completed : With no Errors	RITSfileforcontingency022302_Multiple2812s.txt	3684	0	e1jtt001
Business Processing Completed	Business Processing - Completed : With no Errors	RITSfileforcontingency022302_Multiple2812s.txt	3683	0	e1jtt001

Figure 3.2 Bulk File Status Inquiry Results (continued)

Bulk File Status Inquiry Results Columns

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

Date:

Displays the file(s) submission date.

Time:

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

Current Status:

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

- File Transfer Started
- File Transfer Completed
- File Storage Started
- File Storage Completed
- Business Processing Started
- Business Processing In Process
- Business Processing Completed

Note: The above messages can also be viewed on the **View History** screen, which is discussed in *Section 6* of this Addendum.

Additional Information:

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

File Name:

Displays the name of the file. This column contains the file name that was used to upload the bulk file. This column will not contain system renamed file names.

File ID:

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

Secure Transport ALC:

This is the Secure Transport ALC directory that can be accessed by your User ID. This is not always the ALC for which transactions originate from within your bulk file.

Logon ID:

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

Bulk File Status Inquiry Results Function Buttons

If you want to review processing information related to a bulk file listed on the **Bulk File Status Inquiry Results** screen, you must select the option button for the status of the bulk file you want to view. Once you have selected the bulk file, you may select the “View History”, “View Errors”, or the “View File” button to get information about the file. The option buttons are mutually exclusive and you can only select one bulk file at a time. If you want to refresh the screen results, perform a new search, return to the Main Menu or obtain help, an option does not need to be selected. The function buttons for the **Bulk File Status Inquiry Results** screen (Figures 3.1 and 3.2) are as follows:

“View History”

Displays the **View History** screen. This screen is further discussed in *Section 4.*

“View Errors”

Displays the **View Errors** screen. This screen is further discussed in *Section 5.*

“View File”

This allows you to view the data contained in your file on the **View File** screen. This screen is further discussed in *Section 7.*

“Refresh”

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

“New Search”

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

“Return to RITS Main Menu”

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

“Help”

Displays the system help for this screen.

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Section 4 View History

The **View History** screen displays the current status and the status history of your bulk File. To display the **View History** screen (figure 4.1), select the file you want to view from the **Bulk File Status Inquiry Results** screen (figures 3.1 and 3.2) and select the “View History” button.

RITS - View History

Download Submitted File | Print | Return to Bulk File Status Inquiry Results | Return To RITS Main Menu | Help

Submitted Date: 2004-10-28 | File ID: 3681
Submitted Time: 11:00:02 | File Name: RITSfileforcontingency022302.txt
Logon ID: e1jtt001 | Current Status: Business Processing - Completed

Stage	Status	Date	Time	Additional Information
File Transfer	Started	2004-10-28	11:00:02	
File Transfer	Completed	2004-10-28	11:00:02	
File Storage	Started	2004-10-28	11:00:02	
File Storage	Completed	2004-10-28	11:00:03	File Storage is 100% complete.
Business Processing	Started	2004-10-28	11:01:01	Business Processing - Started
Staging	Completed	2004-10-28	11:01:01	Staging - Completed : With no Errors
2812 Processing	Started	2004-10-28	11:01:01	2812 Processing - Started
2812 Processing	In Process	2004-10-28	11:01:01	SF2812_PayrollOfficeNumber=36000200 PayCycleType=B02 OESRFlag= DatePayrollPaid=2004
2812 Processing	In Process	2004-10-28	11:01:01	I - Successfully loaded the 2812 with batch data
2812 Processing	In Process	2004-10-28	11:01:01	I - 2812 processed with no errors
2812 Processing	Completed	2004-10-28	11:01:01	2812 Processing - Completed : With no Errors
Business Processing	Completed	2004-10-28	11:01:01	Business Processing - Completed : With no Errors

Figure 4.1 View History

View History Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

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

Logon ID:

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

File ID:

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

File Name:

Displays the name of the file. This column contains the file name that was used to upload the bulk file. This column will not contain system renamed file names.

Current Status:

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

- File Transfer Started
- File Transfer Completed
- File Storage Started

File Storage Completed
Staging Started
Staging Completed
Business Processing Started
Business Processing In Process
Business Processing Completed

Stage	Status	Date	Time	Additional Information
File Transfer	Started	2004-07-21	15:44:05	
File Transfer	Completed	2004-07-21	15:44:05	
File Storage	Started	2004-07-21	15:44:05	
File Storage	Completed	2004-07-21	15:44:05	File Storage is 100% complete.
Staging	Started	2004-07-21	15:45:01	Staging - Started
Staging	Completed	2004-07-21	15:45:01	Staging - Completed : With no Errors
Business Processing	Started	2004-07-21	15:46:01	Business Processing - Started
Business Processing	In Process	2004-07-21	15:46:01	I - Processing 2812 for Payroll Office Number 17062381 Pay Cycle ID 183 Pay Cycle Code B01

Figure 4.2 View History Columns

View History Columns

Stage:

The **View History** screen provides you with the current stage of your file. The four possible stages of a file are as follows:

File Transfer	Secure Transport accepts the file.
File Storage	Secure Transport writes the file to the application database.
Staging	Required intermediary pre-processing before business processing is initiated.
Business Processing	The application processes the file.

Status:

The **View History** screen provides you with the status of your file. The status is directly related to the stage of the file. For instance, the stage of your file may be “File Storage” and the status may be “Started,” which means the File Storage process of the file has started. This can also be interpreted as Secure Transport has begun writing your file to the database. The four possible statuses are as follows:

Started	The beginning of stage(s) “File Transfer,” “File Storage” and/or “ Business Processing.”
Completed	The completion of stage(s) “File Transfer,” “File Storage” and/or “Business Processing.”
In Process	The stage “Business Processing” is in process. Note: The stage “Business Processing” is the only stage that can have an “In Process” status.
Restarted	The stage “Business Processing” has restarted. This is may be due to a problem in processing the file. The stage “Business Processing” is the only stage that can have a “Restarted” status. The “Restarted” status is not included in figure 4.2.

Date:

The date of a specific stage/status of your file.

Time:

The time of a specific stage/status of your file. This time is displayed in military time, please reference *Appendix B* for a military time conversion chart.

Additional Information:

This displays valuable information about your file.

Bulk File Status Inquiry Function Buttons

There are 4 function buttons on **View History** screen (Figure 4.1):

“Download Submitted File”

Allows you to download the file submitted in a zipped (compressed) format. File compression reduces the size of the file and the time it takes to download. To view compressed files, you need a compatible decompression program that can read the zipped file and convert it back to its original form. WinZip is an example of decompression program. However, there are numerous freeware, or shareware zip file decompression programs that are readily available on the Internet. When you select the “Download Submitted File” button you may receive the following Windows Internet Warning Dialogue Box, shown in figure 4.3.

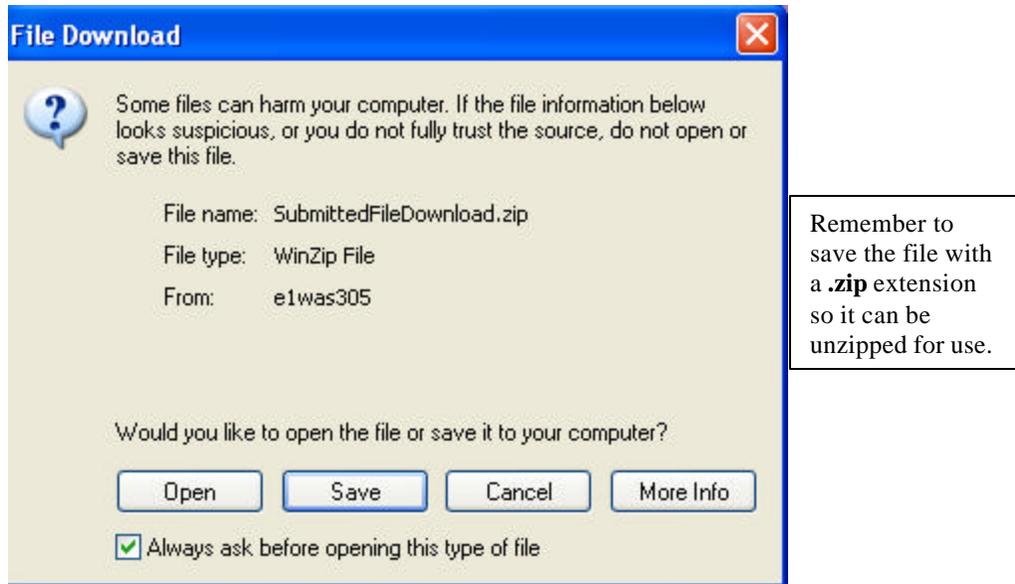


Figure 4.3 Windows Internet Warning Dialogue Box

You can choose the “Open it” option from the Windows Internet Warning Dialogue Box, which will zip and open the file using your zip file decompression program. You may also choose to “Save it to disk,” which will save the file on your computer using a standard Windows program.

“Print”

Allows you to print the Bulk File History Report, see Figure 4.7 for a sample report.

“Return to Bulk File Status Inquiry Results”

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

“Return to RITS Main Menu”

Returns you the RITS Main Menu screen.

“Help”

Displays the system help information.

Bulk File History Report

From the **View History** screen, shown in figure 4.1, you may print your results. To print the Bulk File History Report, select the “Print” function button from **View History** screen, and the **Bulk File** Report Request screen will display, shown below in figure 4.4.

The screenshot shows a web-based form titled "Bulk File". At the top, there are four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help". Below this is a section for "Report File Description:" with a text input field containing "Sample Bulk File View History Report". Underneath is a section for "Footer Comments:" with a text input field containing "Sample Footer Comments". At the bottom of the form, there is another set of four buttons: "OK", "Clear", "Return To RITS Main Menu", and "Help".

Figure 4.4 Bulk File Report Request Screen

Bulk File Report Request Data fields

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

Report File Description

This field is used to name and/or describe the report. It will be this name or description that displays in the system when a report is later retrieved for viewing, printing or deleting. This description does not print on the report itself.

Footer Comments

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

Bulk File Report Request Function Buttons

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

“OK”

Accepts the report description and footer comments on the screen, extracts the report contents from the database and displays the Report Format shown in Figure 4.5.

“Clear”

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

“Return to RITS Main Menu”

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

“Help”

Displays the system help for this screen.

Selecting “OK” from the **Bulk File** Report Request Screen will display the **Report Format** screen shown in Figure 4.5. This screen provides you with a drop-down menu option of output formats. Select the down next to the Output Format: box to display the format menu, as shown in figure 4.5.

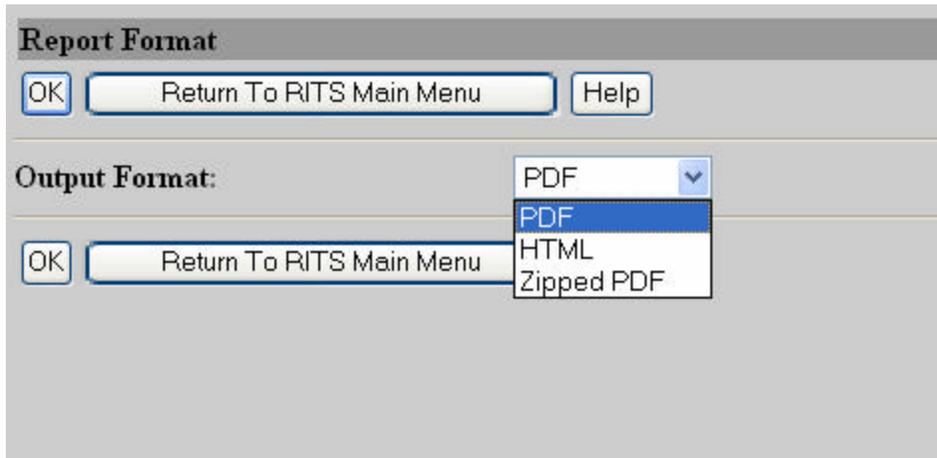


Figure 4.5 Report Format Screen- Output Format Menu

Report Output Menu Options

HTML (Hyper Text Markup Language)

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

PDF (Portable Document Format)

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

Zippered PDF (Compressed Portable Document Format)

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

Report Format Function Buttons

“OK”

Begins generation of the report in the specified format and displays the **Report Status** screen shown in Figure 4.6.

“Return to RITS Main Menu”

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

“Help”

Displays the system help for this screen.

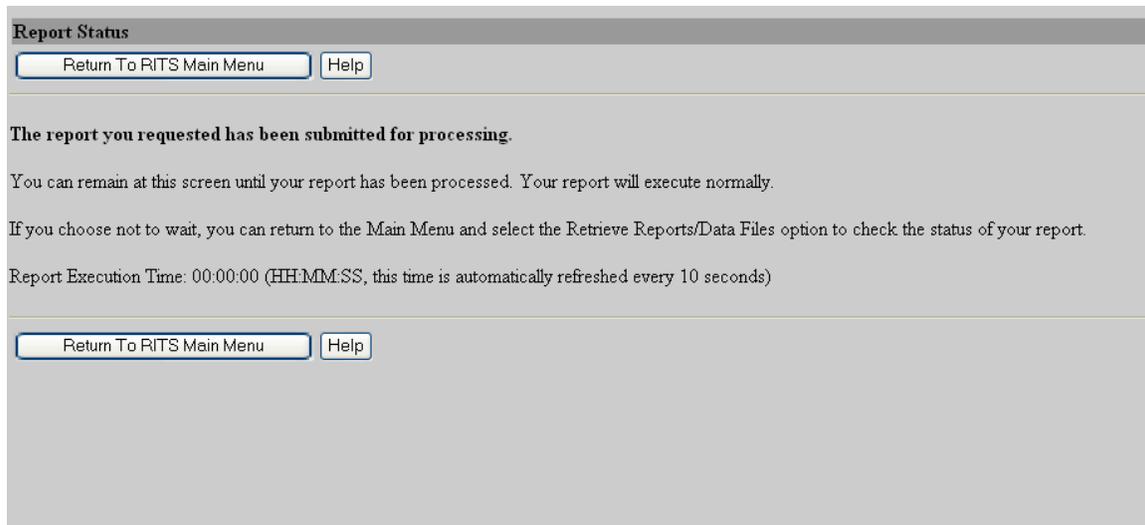


Figure 4.6 Report Status

The **Report Status** screen displays when the IPAC application begins report generation. You can remain at this screen until your report has been completed, and the report will execute normally. The Report Execution Time is displayed on this screen, which is the elapse time it takes the application to generate your report. The Report Execution Time is shown in (HH:MM:SS) format, which stands for Hour(s):Minute(s):Second(s). This time is automatically refreshed every 10 seconds. If you choose not to wait, you can return to the Main Menu and select the **“Retrieve Reports/Data Files”** option to check the status of your report. For a sample of the Bulk File History Report, see figure 4.7.

Report Format Status Buttons

“Return to RITS Main Menu”

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

“Help”

Displays the system help for this screen.

Sample Bulk File History Report

Bulk File History Report						
Submitted Date: 05/05/2004			File ID: 1224			
Submitted Time: 14:37:02			File Name: RITSfileforcontingency022302.txt			
Logon ID: e1nca001			Current Status: Business Processing Completed			
<u>Stage</u>	<u>Status</u>	<u>Start Date / Time</u>		<u>End Date / Time</u>		<u>Additional Information</u>
File Transfer	Started	05/05/2004	14:37:02	05/05/2004	14:37:02	
File Transfer	Completed	05/05/2004	14:37:02	05/05/2004	14:37:02	
File Storage	Started	05/05/2004	14:37:02	05/05/2004	14:37:02	
File Storage	Completed	05/05/2004	14:37:02	05/05/2004	14:37:02	File Storage is 100% complete.
Staging	Started	05/05/2004	14:38:02	05/05/2004	14:38:02	Staging - Started
Staging	Completed	05/05/2004	14:38:02	05/05/2004	14:38:02	Staging - Completed : With no Errors
Business Processing	Started	05/05/2004	14:39:02	05/05/2004	14:39:02	Business Processing - Started

Figure 4.7 Sample Bulk File History Report

The report contains information similar to the **View History** screen.

Bulk File History Report Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

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

Logon ID:

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

File ID:

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

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Current Stage/ Status:

Displays the current stage and status of file submitted.

Bulk File History Report Columns

Stage:

The **Bulk File History Report** provides you with the current stage of your file. The three possible stages of a file are as follows:

File Transfer	Secure Transport accepts the file.
File Storage	Secure Transport writes the file to the application database.
Staging	Required intermediary pre-processing before business processing is initiated.
Business Processing	The application processes the file.

Status:

The **Bulk File History Report** provides you with status of your file. The status is directly related to the stage of the file. For instance, the stage of your file may be “File Storage” and the status may be “Started,” which means the File Storage process of the file has started. This can also be interrupted as Secure Transport has begun writing your file to the database. The four possible statuses of a file are as follows:

Started	The beginning of stage(s) “File Transfer,” “File Storage” and/or “Business Processing.”
Completed	The completion of stage(s) “File Transfer,” “File Storage” and/or “Business processing.”
In Process	The stage “Business Processing” is in process. Note: The stage “Business Processing” is the only stage that can have an “In Process” status.
Restarted	The stage “Business Processing” has restarted. This may be due to a problem in processing the file. Note: The stage “Business Processing” is the only stage that can have an “Restarted” status.

Start Date:

The beginning date of a specific stage/status of your file.

Start Time:

The beginning time of a specific stage/status of your file. This time is displayed in military time, please reference *Appendix B* for a military time conversion chart.

End Date:

The end date of a specific stage/status of your file.

Start Time:

The end time of a specific stage/status of your file. This time is displayed in military time, please reference *Appendix B* for a military time conversion chart.

Additional Information:

This displays valuable information about your file. For example, the additional information column may display the following message: 100% transactions processed, as well as any errors in file if any. This particular message lets you know that all of transactions in your file have processed.

Section 5 View Errors

The **View Errors** screen allows you to view the errors in your file. It gives you valuable information that will help you to identify where errors are located in the file. You can display the **View Errors** screen (figures 5.1), from the **Bulk File Status Inquiry Results** screen (figures 3.1 and 3.2) . The application edits files for format errors first, and then it checks for business errors. An example of a format error would be alphanumeric data incorrectly entered in a numeric field. Format errors always start with “Invalid Format of.....”. Please take note that since the application checks for format errors first, if there are format errors in your file, the application will display those format errors on the **View Error** screen and no business errors will be provided. You will need to correct the format errors in your file and resubmit it, so the application can edit the file for business errors. If your file does not contain errors, you will receive the following error message: “There are no errors for this file”.

Start Column	End Column	Error Message	Data Value
13	24	Invalid format of EnrollmentAmount	00011453 5{

Figure 5.1 View Errors

View Errors Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

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

Logon ID:

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

File ID:

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

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application

Note: If there are more than 25 rows on this screen, the “Next” and “Previous” button will be displayed.

View Errors Function Buttons

The function buttons on the **View Errors** screen (Figure 5.1) are as follows:

“View Error Record”

After you select an error record on the **View Errors** screen, and select the “View Error Record,” the **View Error Record** screen is displayed. The **View Error Record** screen, shown in figure 6.2, allows you to view a specific error in the file.

“Print”

Allows you to print the Bulk File Error Report, see figure 4.7 for a sample report.

“Next”/“Previous”

If there are more than 25 error records, a “Next” button will display and this button will bring up the next 25 files or less. A “previous “ button will display when needed to allow you to navigate between the **View Error** screens.

“Return to Bulk File Status Inquiry Results”

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

“Return to RITS Main Menu”

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

“Help”

Displays the system help information.

View Errors Columns

All bulk files have to be in a specific bulk file format to process in the IPAC system. For more information, the *IPAC Bulk File Formats* document for Federal Program Agencies is currently on the IPAC Web page: www.fms.treas.gov/goals/ipac/index.html. The View Errors data columns are based on the bulk file format.

Start Column

The first column that contains the error.

End Column

The last column that contains the error.

Error Message

A message that describes the type of error.

Data Value

The data within the file that is in error. Using the start column and end column information displayed for a specific error record can identify the invalid data value.

Bulk File Error Report

The **View Error** screen, shown in figure 5.1, allows you to print your results. To print the Bulk File History Report, select the “Print” function button from **View Error** screen, and the **Bulk File Report Request** screen will display, shown below in figure 5.2.

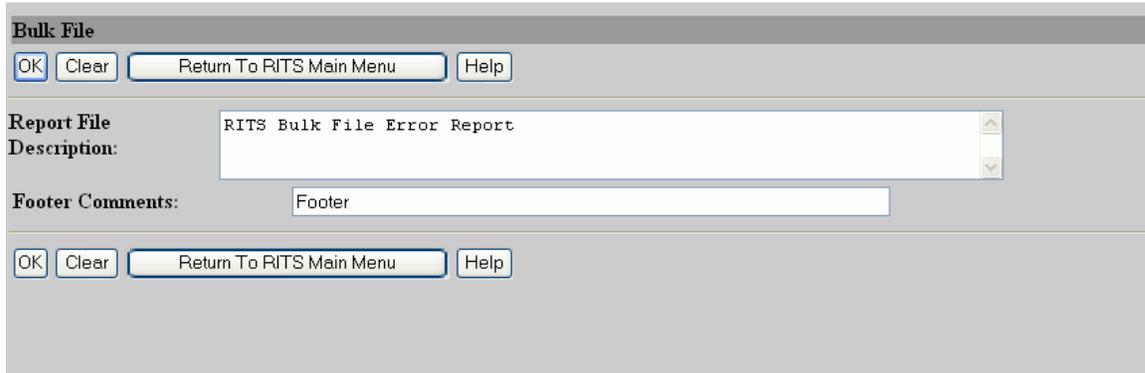


Figure 5.2 Bulk File Report Request Screen

Bulk File Report Request Data fields

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

Report File Description

This field is used to name and/or describe the report. It will be this name or description that displays in the system when a report is later retrieved for viewing, printing or deleting. This description does not print on the report itself.

Footer Comments

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

Bulk File Report Request Function Buttons

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

“OK”

Accepts the report description and footer comments on the screen, extracts the report contents from the database and displays the Report Format shown in Figure 5.3.

“Clear”

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

“Return to RITS Main Menu”

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

“Help”

Displays the system help for this screen.

Selecting “OK” from the **Bulk File** Report Request Screen will display the **Report Format** screen shown in Figure 5.3. This screen provides you with a drop-down menu option of output formats. Select the down arrow next to the Output Format: box to display the format menu, as shown in figure 5.3.

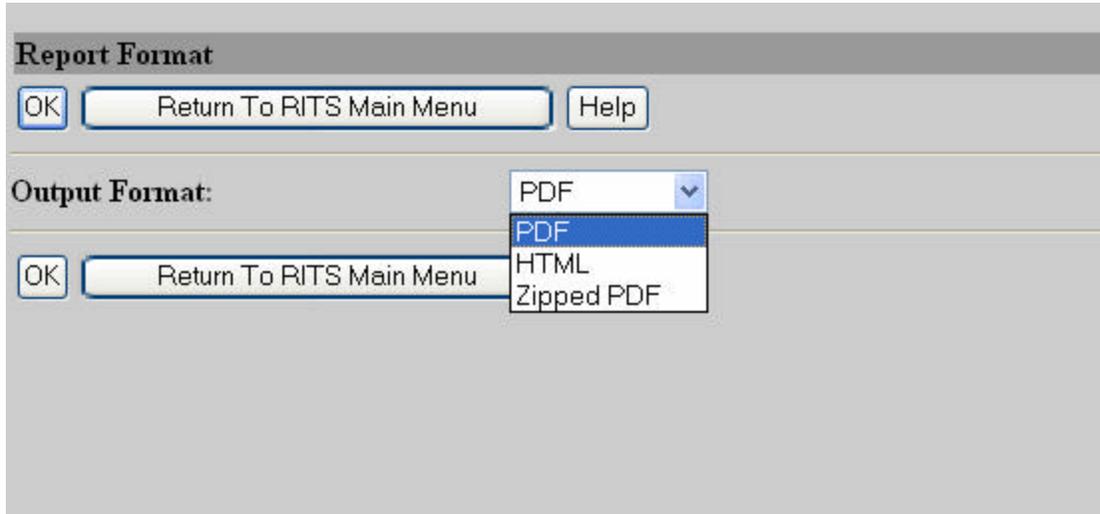


Figure 5.3 Report Format Screen- Output Format Menu

Report Output Menu Options

HTML (Hyper Text Markup Language)

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

PDF (Portable Document Format)

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

Zipped PDF (Compressed Portable Document Format)

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

Report Format Function Buttons

“OK”

Begins generation of the report in the specified format and displays the **Report Status** screen shown in Figure 5.4.

“Return to RITS Main Menu”

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

“Help”

Displays the system help for this screen.

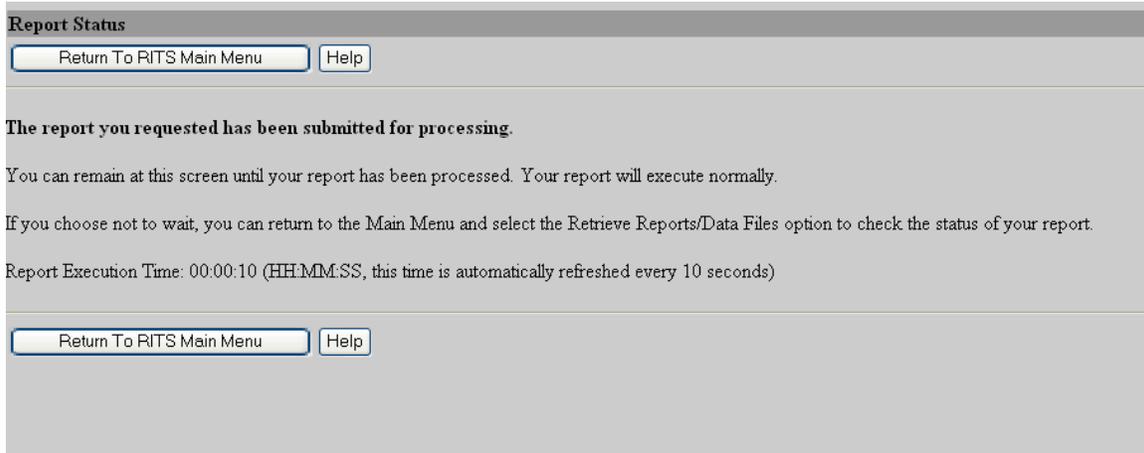


Figure 5.4 Report Status

The **Report Status** screen displays when the IPAC application begins report generation. You can remain at this screen until your report has been completed, and the report will execute normally. The Report Execution Time is displayed on this screen, which is the elapse time it takes the application to generate your report. The Report Execution Time is shown in (HH:MM:SS) format, which stands for Hour(s):Minute(s):Second(s). This time is automatically refreshed every 10 seconds. If you choose not to wait, you can return to the Main Menu and select the **“Retrieve Reports/Data Files”** option to check the status of your report. For a sample of a Bulk File Error Report, see figure 5.5.

Report Format Status Buttons

“Return to RITS Main Menu”

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

“Help”

Displays the system help for this screen.

Sample Bulk File Error Report

Bulk File Error Report		
Submitted Date: 10/27/2004		
Submitted Time: 11:11:01		
Logon ID: e1jtt001		
File ID: 3648		
File Name: RITSbadfile022302.txt		
Columns	Error Message	Data Value
13 - 24	Invalid format of EnrollmentAmount	00011453 5{

Figure 5.5 Sample Bulk File History Report

The report contains information similar to the View Error screen.

Bulk File Error Report Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

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

Logon ID:

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

File ID:

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

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Bulk File Error Report Information

Columns

The first and last column that contains the error.

Error Message

A message that describes the type of error.

Data Value

The data within the file that is in error. Using the start column and end column information displayed for a specific error record can identify the invalid data value.

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Section 6 View Error Record

The **View Errors** screen, shown below in figures 6.1, allows you to view a specific error record by selecting the “View Error Record “ button. The option buttons on this screen are mutually exclusive and you can only select one error record at a time.

	Start Column	End Column	Error Message	Data Value
<input checked="" type="radio"/>	19	25	Invalid format of DatePayrollPaid	111902
<input type="radio"/>	25	31	Invalid format of PayPeriodStart	011302
<input type="radio"/>	31	37	Invalid format of PayPeriodEnd	012600
<input type="radio"/>	37	48	Invalid format of BasicWithholdingAmount	14685766E00
<input type="radio"/>	48	59	Invalid format of BasicContributionAmount	07342825I00
<input type="radio"/>	59	70	Invalid format of StandardWithholdingAmount	01000490B00
<input type="radio"/>	70	81	Invalid format of AdditionalWithholdingAmount	19686634E00
<input type="radio"/>	81	92	Invalid format of FamilyWithholdingAmount	01330424{00
<input type="radio"/>	92	103	Invalid format of PostRetirementWithholdingAmount	00000000{00
<input type="radio"/>	103	114	Invalid format of TotalLifeWithholdingAmount	36703315B00
<input type="radio"/>	114	125	Invalid format of TotalLifeContributionAmount	07342825I00

Figure 6.1 View Errors

Section 7 View File

The **View File** screen allows you to view the data in your file on the screen. The screen is limited to viewing 50 rows of your file. However, you do have the option to download the entire file from this screen as an alternative. To display the **View File** screen, shown below in figure 7.1, select your file from the **Bulk File Status Inquiry Results** screen (figure 3.1 and 3.2) and select the “View File” button.

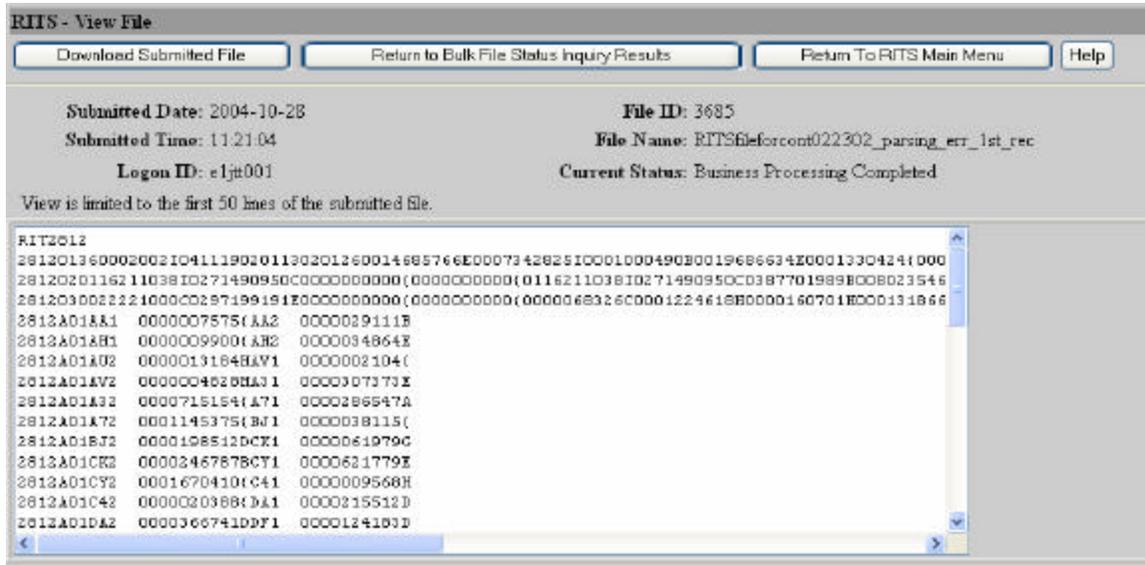


Figure 7.1 View File

Note: Netscape wraps the detail record on this screen after 1,025 characters. However, Internet Explorer displays the entire length of the detail record on one line.

View File Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

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

Logon ID:

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

File ID:

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

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Current Status:

Displays the current “stage” and “status” of your file.

View File Function Buttons

“Download Submitted File”

Allows you to download the original file submitted in a zipped (compressed) format. File compression reduces the size of the file and the time it takes to download. To view compressed files, you need a compatible decompression program that can read the zipped file and convert the back to its original form. WinZip is an example of decompression program. However, there are numerous freeware, or shareware zip file decompression programs that are readily available on the Internet. When you select the “Download Submitted File” button you may receive the following Window Internet Warning Dialogue Box, shown in figure 7.2.

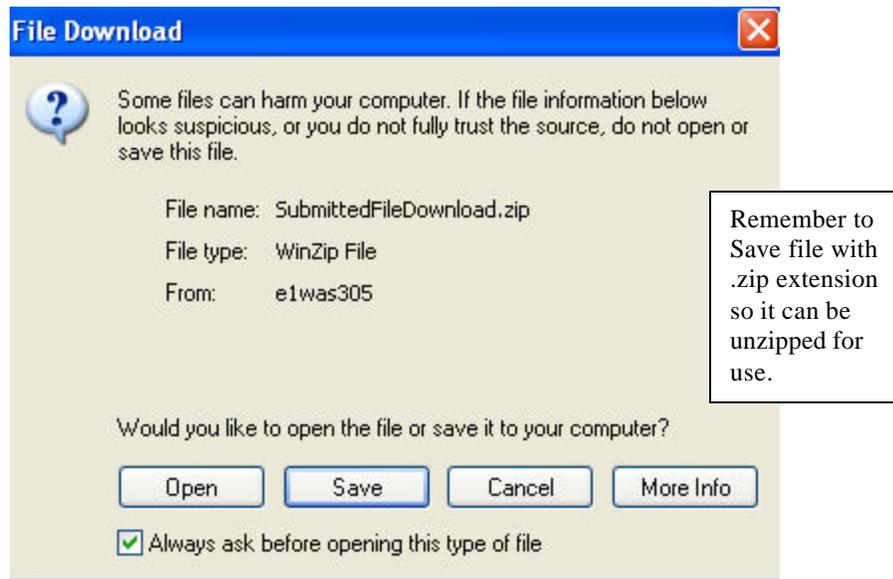


Figure 7.2 Window Internet Warning Dialogue Box

You can choose the “Open it” option from the Windows Internet Warning Dialogue Box, which will zip and open the file using your zip file decompression program. You may also choose to “Save it to disk,” using a standard Windows Program.

“Returns to Bulk File Status Inquiry Results”

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

“Return to RITS Main Menu”

Returns to the **RITS Main Menu**.

“Help”

Displays the system help for this screen.

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Appendix B Military Time Conversion Chart

Military Time Conversion Chart

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

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

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Appendix C File Compression Utilities

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

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

Commercial Utilities

WinZip™

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

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

PKZip™

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

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

PowerZip™

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

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

Freeware Utilities

StuffIt Expander™

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

Download Stuffit here:

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

EasyZip 2000™

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

Download EasyZip 2000 here:

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

HJ-Zip™

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

Download HJ-Zip here:

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

UltimateZip™

UltimateZip the freeware archive utility for the new millennium.

Download UltimateZip here:

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