

## Admin Processing Status

The Admin Processing Status function is new in RITS. It is designed to allow you to review RITS transactions processed through Bulk File Submissions.

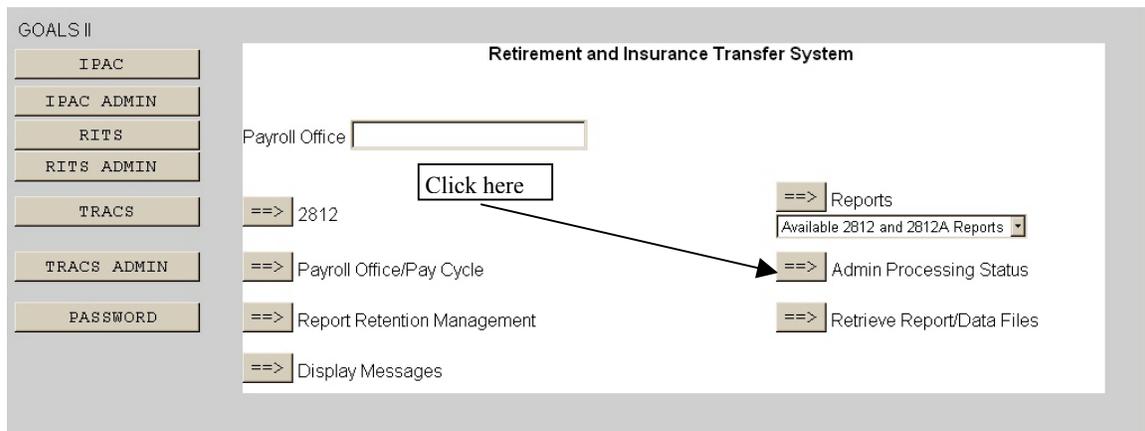


Figure 7.1 RITS Main Menu

## Accessing the Admin Processing Status function

To access the Admin Processing Status function, log on to the IPAC system and choose the RITS option from the IPAC system main menu as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 7.1. To display information about transactions that have been processed in RITS through Bulk File submission, select the "Admin Processing Status" button from the **RITS Main Menu** as shown in Figure 7.1.

This will display the **Admin Processing Status Inquiry** screen shown in Figure 7.2 where you will enter the criteria for the transactions (2812 submissions) that you want to review. The report generated will reflect all Bulk File 2812 submissions for the specified Payroll Office within the designated time period.

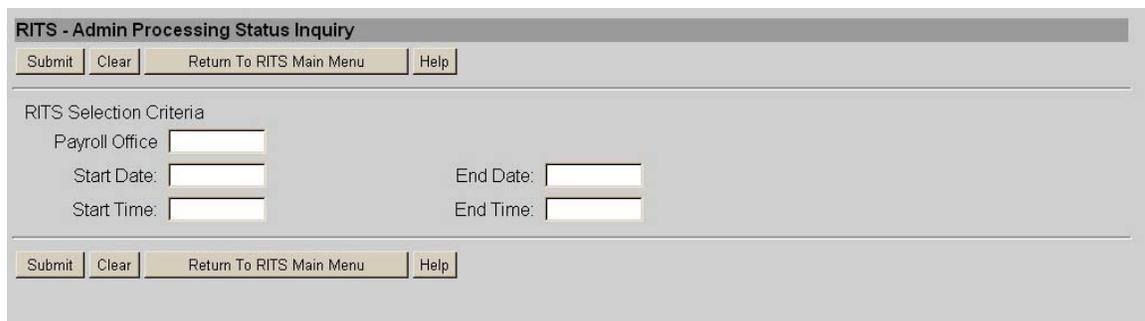


Figure 7.2 Admin Processing Status Inquiry

### **Admin Processing Status Inquiry Data Entry Fields**

#### **Payroll Office**

Payroll Office for which Admin Processing Status Information will be displayed.

#### **Start Date**

Date that the search for Admin Processing Status Information is to begin. Enter in YYYY-MM-DD format.

#### **End Date**

Date that the search for Admin Processing Status Information is to end. Enter in YYYY-MM-DD format.

#### **Start Time**

Time that the search for Admin Processing Status Information is to begin. Enter in military format. Military time is explained in the *Introduction*, and a time conversion chart is included in *Appendix G*.

#### **End Time**

Time that the search for Admin Processing Status Information is to end. Enter in military format.

### **Admin Processing Status Inquiry Buttons**

#### **“Submit”**

Submits the request for Admin Processing Status Information.

#### **“Clear”**

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

#### **“Return To RITS Main Menu”**

Returns to the **RITS Main Menu**.

**“Help”**

Displays help information for this screen.

Trans Date	Trans Time	Message	Logon Id	App Code
2001-02-15	12:06:32	EDI Trading Partner Profile Information	eliat003	IPAC
2001-04-13	10:59:32	The ALC 5697 has been closed	eliat004	IPAC

Figure 7.3 Admin Processing Status Inquiry Results

**Admin Processing Status Inquiry Results Data Entry Fields**

**Trans Date**

Date the transaction was processed.

**Trans Time**

Time the transaction was processed. Displayed in military time format.

**Message**

Displays a description of the transaction.

**Logon ID**

Displays the Logon ID of the person who submitted the transaction.

**App Code**

The application name in which the transaction occurred. All RITS related transaction information will be displayed with “RITS” in this column.

**Admin Processing Status Inquiry Results Buttons**

**“Return To RITS Main Menu”**

Returns to the **RITS Main Menu**.

**“Print”**

Select this option to print a copy of this report. The Print function is described in detail in the *Introduction*.

**“Help”**

Displays help information for this screen.