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Appendix B Configuring Netscape Navigator® to save PDF files

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

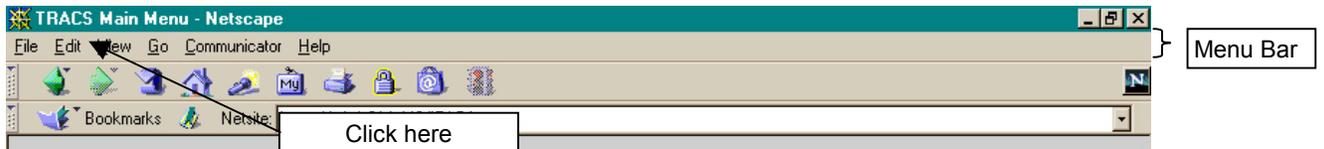


Figure B.1 Netscape Navigator® Menu Bar

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

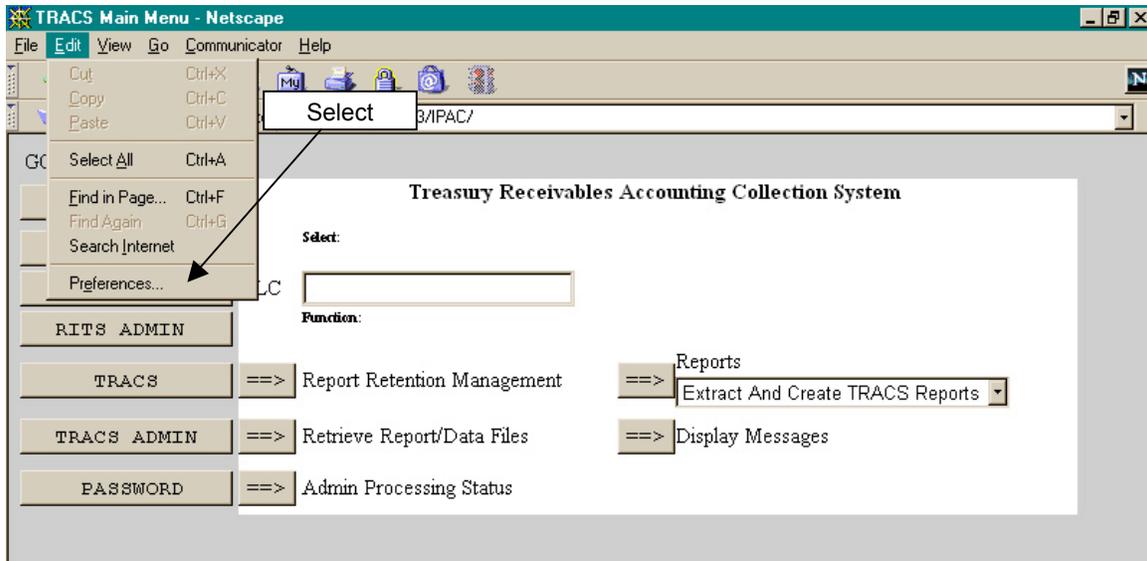


Figure B.2 Netscape Navigator® Edit Menu

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

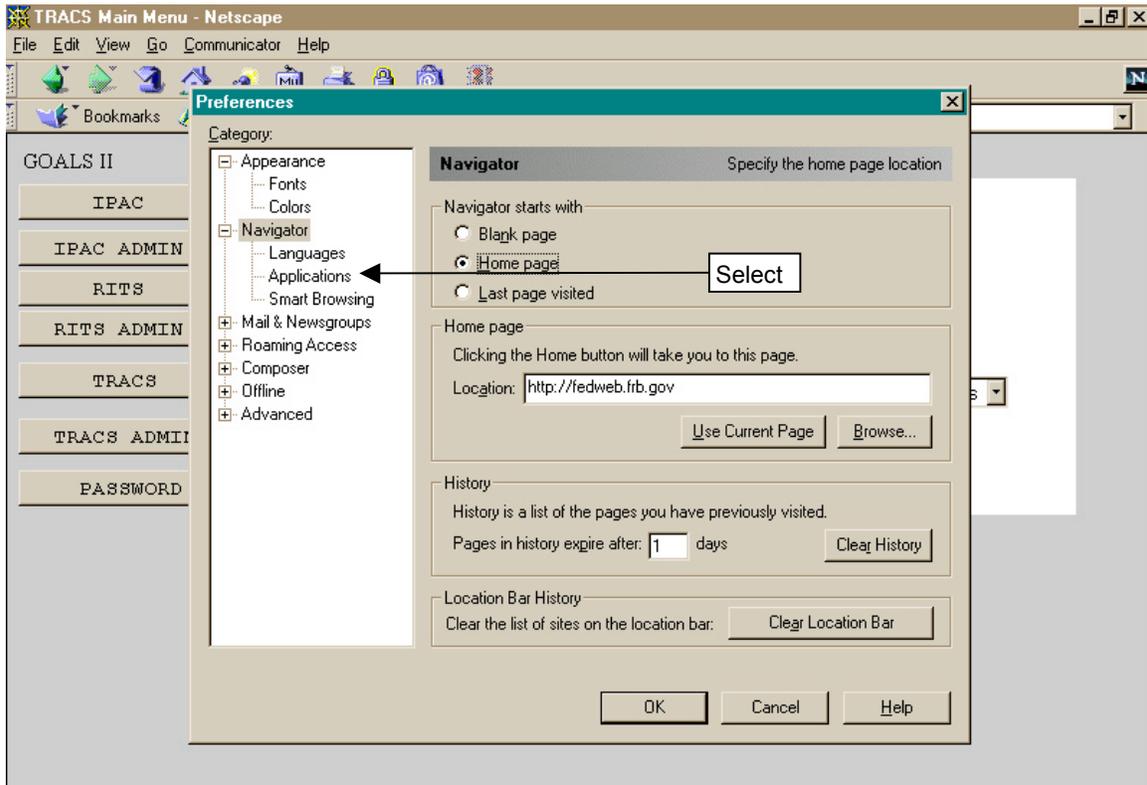


Figure B.3 Netscape Navigator® Preferences/Navigator Dialog Box

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

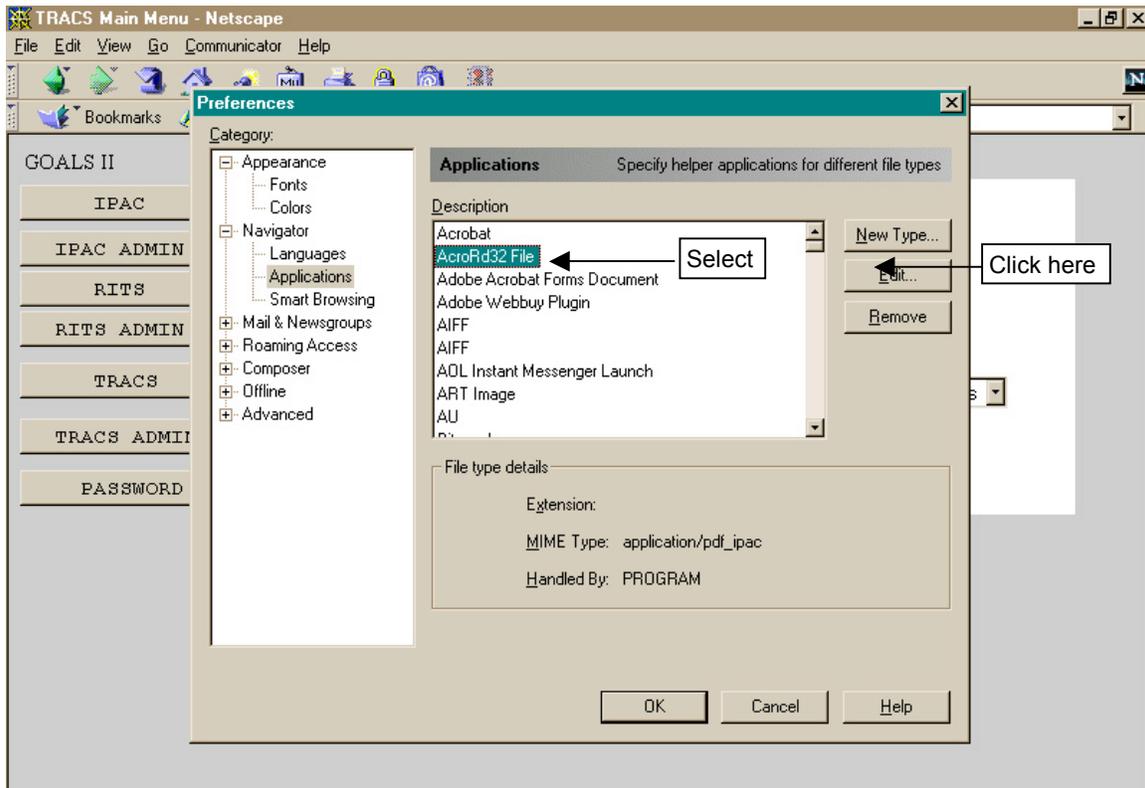


Figure B.4 Netscape Navigator® Preferences/Applications Dialog Box

In the Description select **Adobe Acrobat Forms Document** and click Edit. (If this option is not available, Adobe Acrobat Reader© is not installed on your system.)

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.

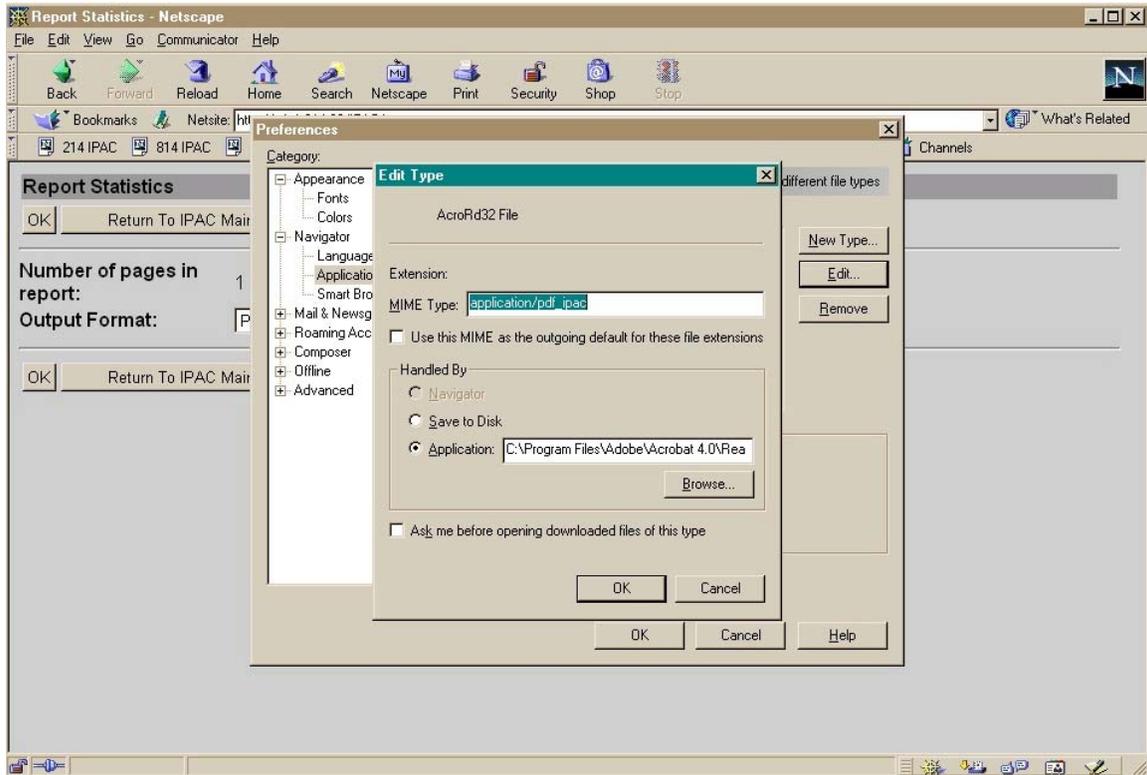


Figure B.5 Netscape Navigator® Edit Type Dialog Box

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 B.6.

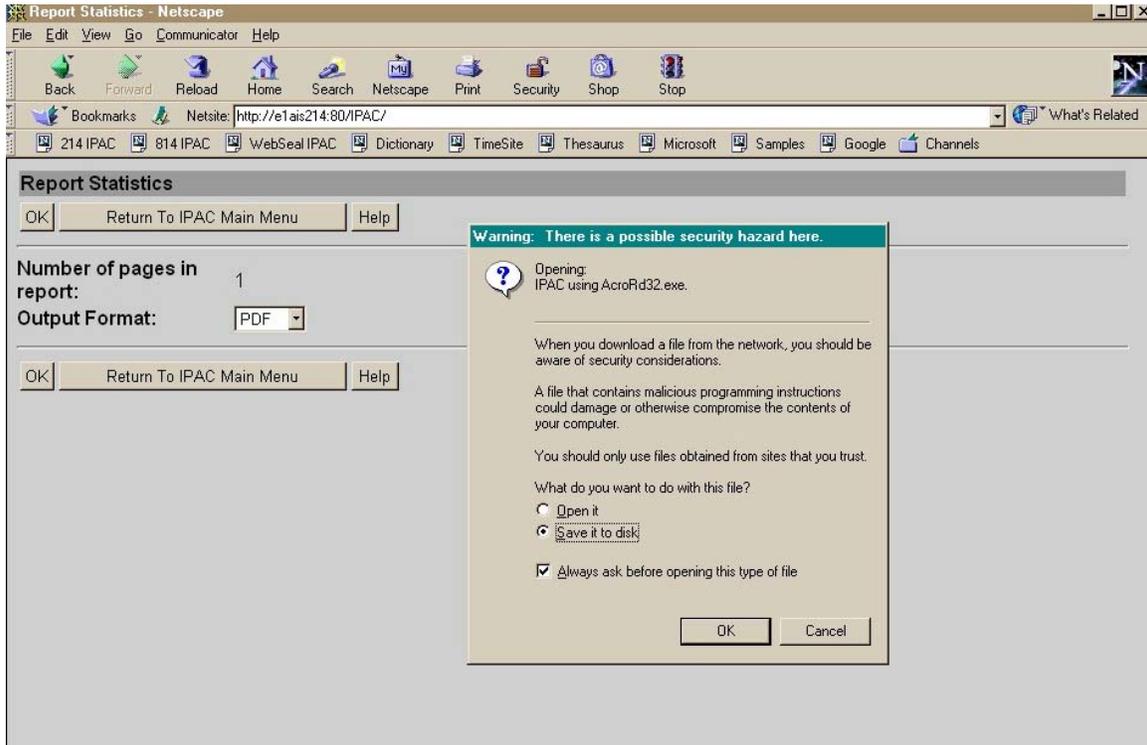


Figure B.6 Netscape Navigator® Security Warning Dialog Box

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.

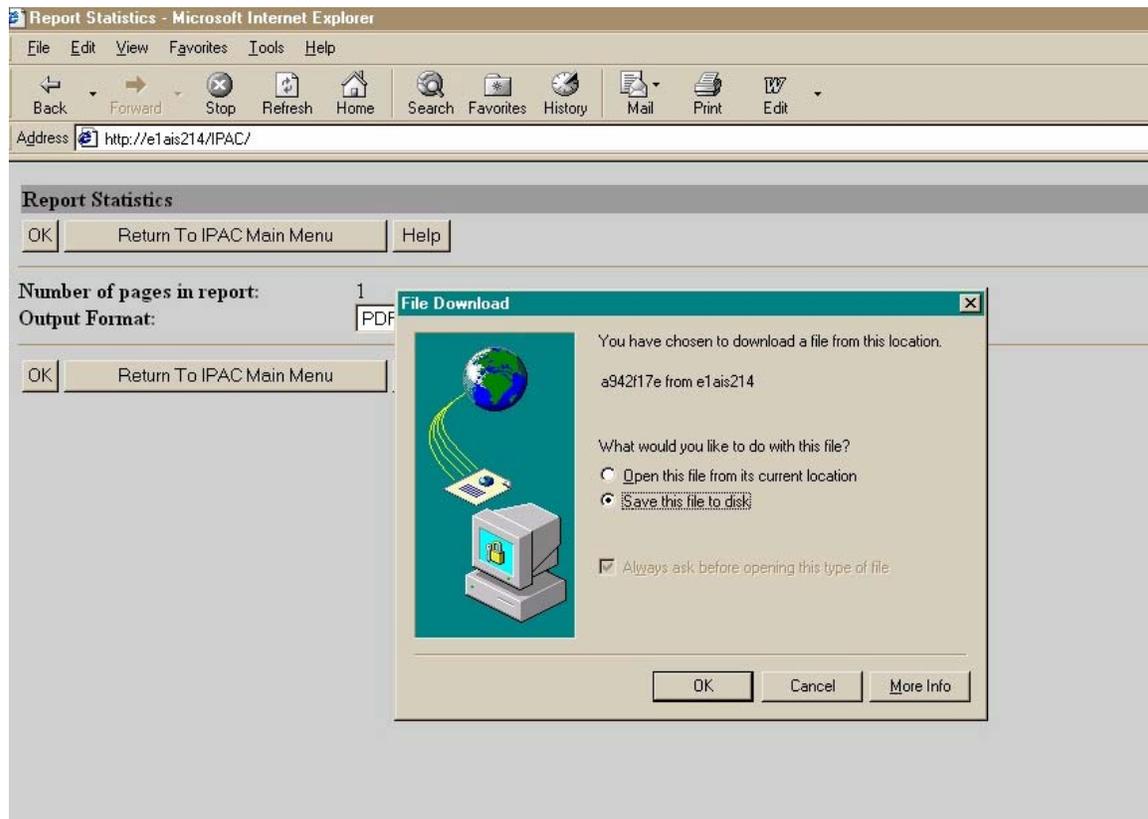


Figure B.7 Microsoft Internet Explorer® File Download Dialog Box

Appendix C 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 C.4) or “Warn me before accepting a cookie” in Netscape Communicator 4.75 (see Figure C.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 C.1

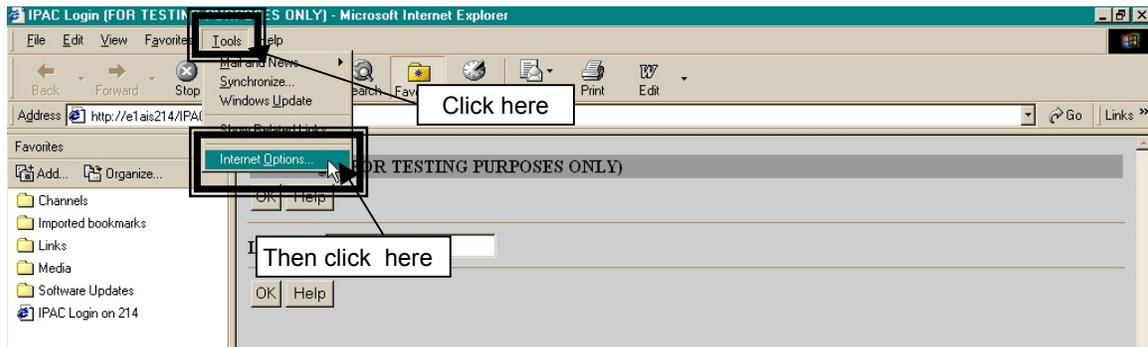


Figure C.1 IE5 Enabling Cookies--Step One

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

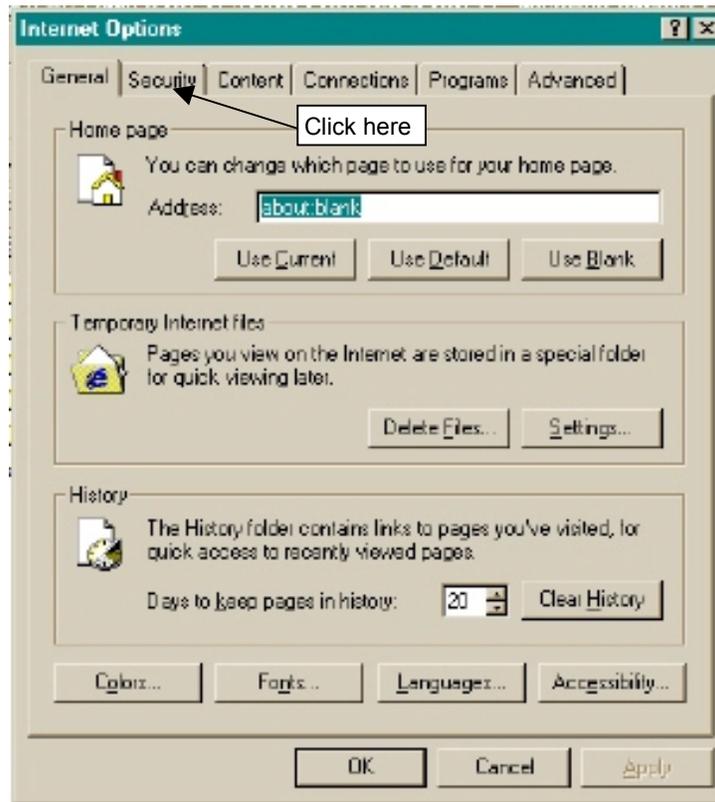


Figure C.2 IE5 Enabling Cookies--Step Two

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

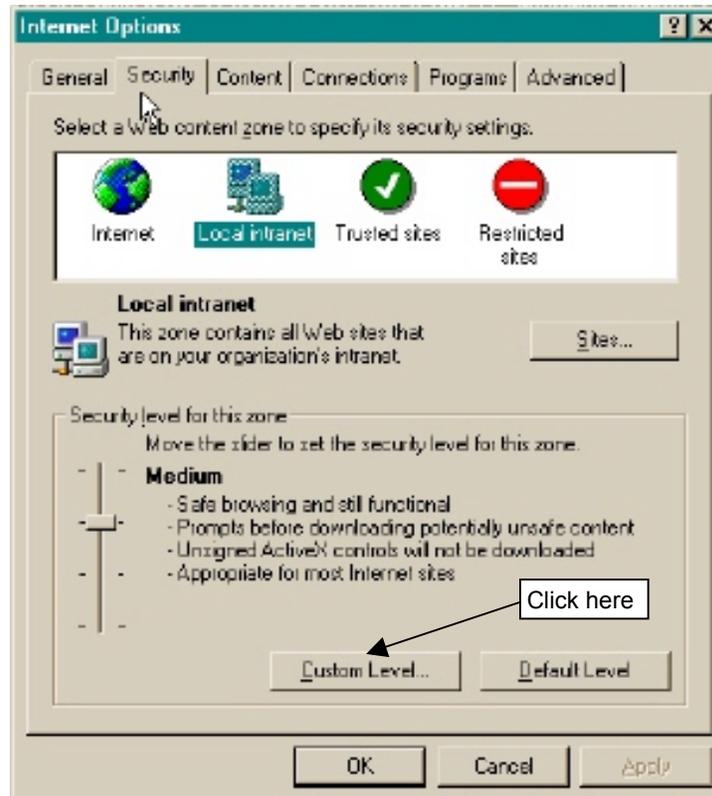


Figure C.3 IE5 Enabling Cookies--Step Three

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.

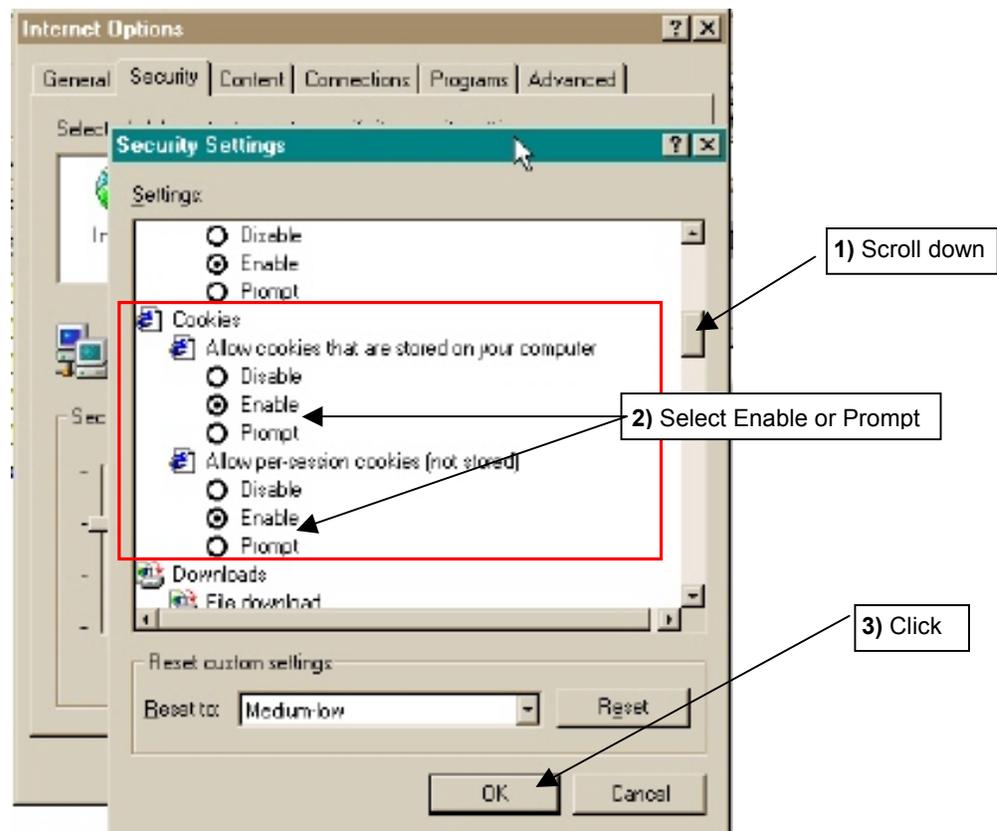


Figure C.4 IE5 Enabling Cookies--Step Four

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 C.5

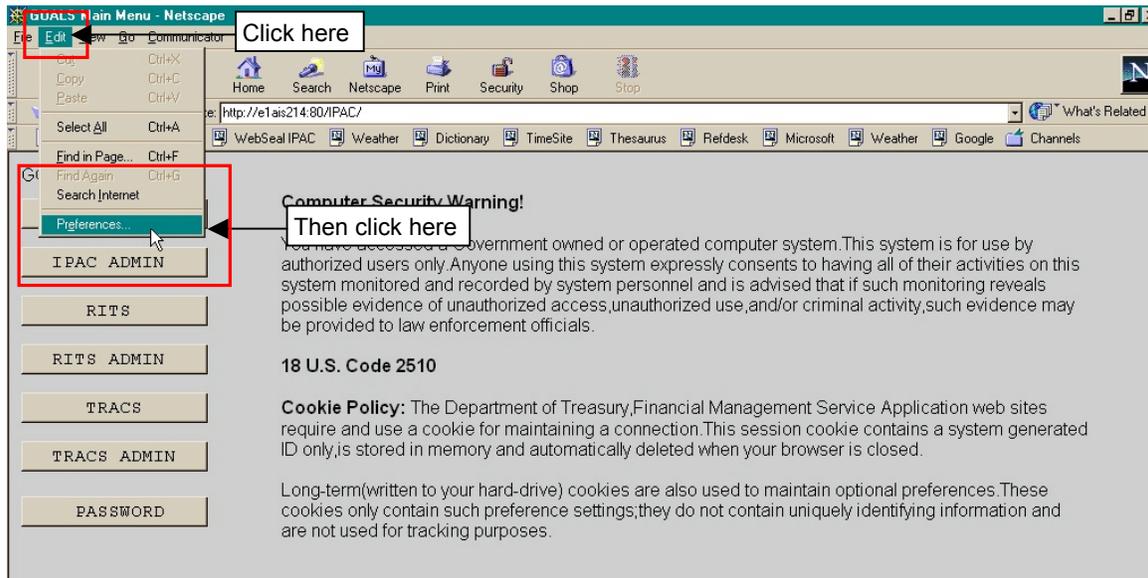


Figure C.5 Netscape Enabling Cookies--Step One

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

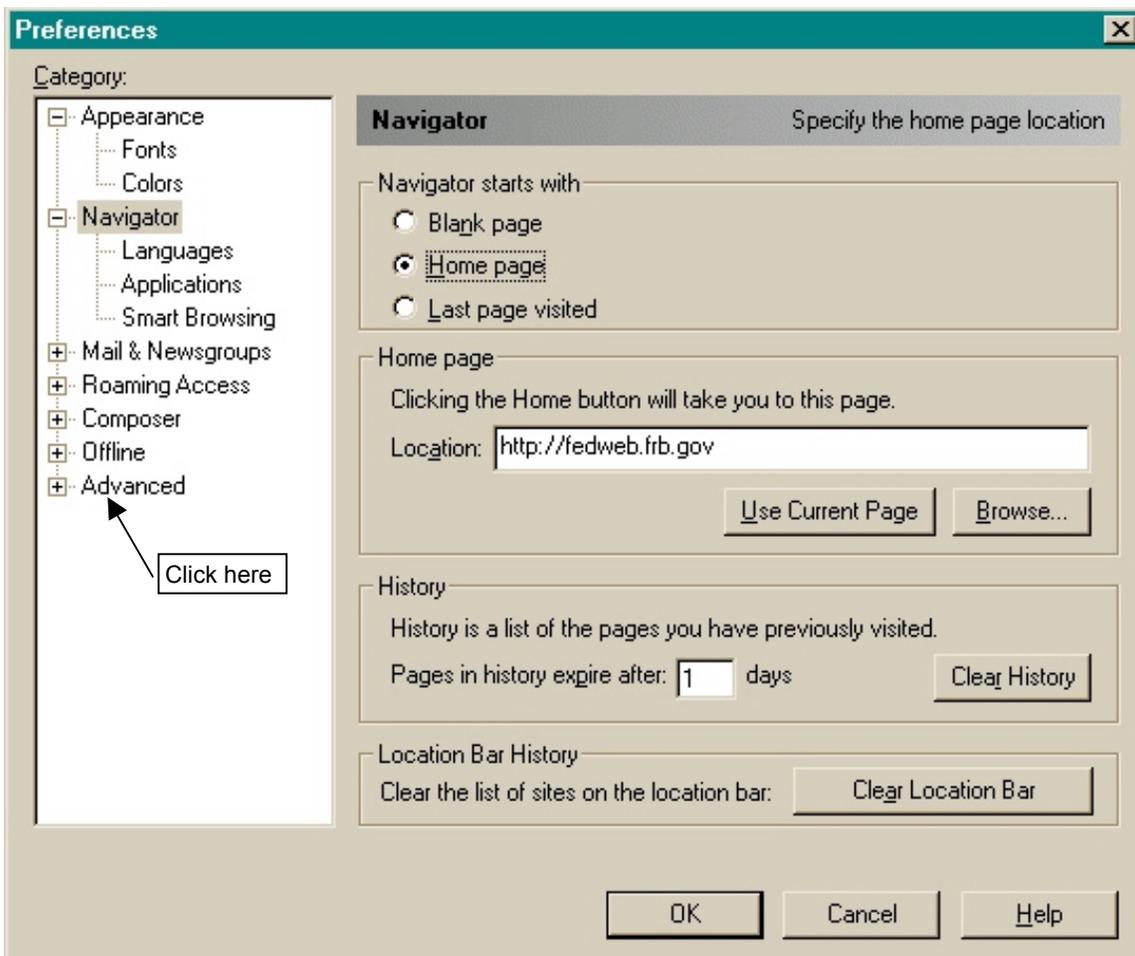


Figure C.6 Netscape Enabling Cookies--Step Two

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 C.7.

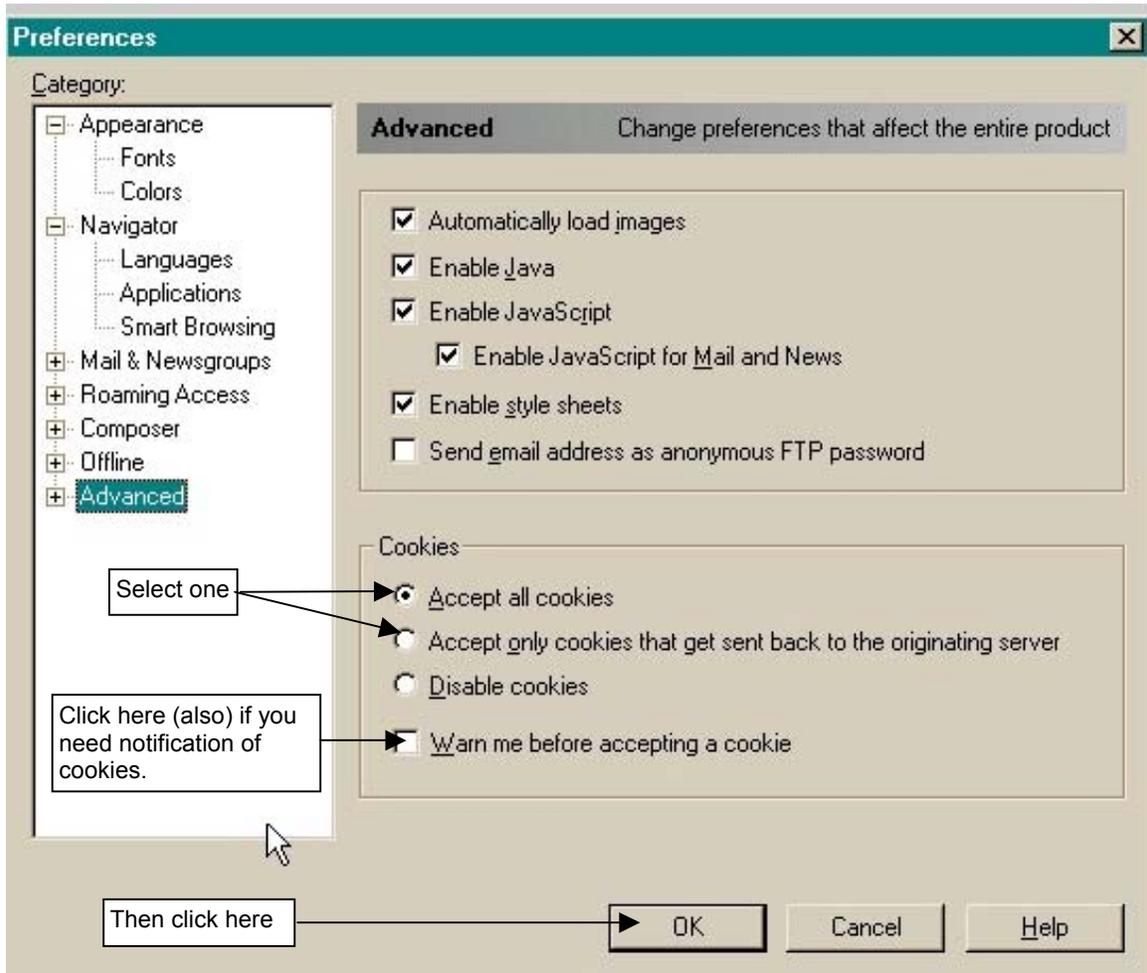


Figure C.7 Netscape Enabling Cookies--Step Three

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

Appendix D 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 E Glossary of Terms and Acronyms

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.

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.

Bill Number Document Reference Number of the original IPAC transaction.

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

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

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.

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.

FMS (Financial Management Service) The U.S. Government's financial manager, central disburser 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)

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.

- IPAC** (Intra-governmental **P**ayment and **C**ollection System) An Internet based GOALS II application for inter-agency transactions.
- LPC** Limited **P**ayability **C**ancellations credit. A check that has been cancelled because it was not cashed within the timeframe specified on the check.
- Logon ID** The 8 alphanumeric characters assigned to the user to uniquely identify that user.
- PDF** (**P**ortable **D**ocument **F**ormat) 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.
- POC** **P**ayment **O**ver **C**ancellation debit. A check that has been cashed after it has been cancelled
- Purchase Order Number** The number of the document from the receiving agency requesting goods or services.
- REC** **R**eclamation **C**redits. Refunds from financial institutions as a result of forged or unauthorized check endorsements
- TFM** (**T**reasury **F**inancial **M**anual) The official publication on Treasury procedures for financial management and reporting. The TFM is available on-line at: www.fms.treas.gov/tfm.
- TRACS** (**T**reasury **R**eceivables **A**ccounting and **C**ollection **S**ystem) a specially tailored option of GOALS II which streamlines the reimbursement procedure for processing check claims transactions through IPAC System.
- Transaction Type** The type of transaction in TRACS. Possible values are LPC, POC, REC and UCC.
- TSV** (**T**ab **S**eparated **V**alues) (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.
- UCC** **U**navailable **C**heck **C**ancellations credit. A check that has been cancelled for a reason other than the check has expired.
- URL** (**U**niform **R**esource **L**ocator) 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/goals>).

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