IPAC Bulk File Layout

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IPAC Bulk File Layout

Bulk File Format Conventions

The following conventions were used in the bulk file formats for this document.

All required fields are identified with an asterisk (*).
- These required fields are IPAC system-wide required fields.
- Some agencies may have additional required fields specified as 'Agency Special Requirements'.
- Treasury Accounting Symbol and Business Event Type Code (TAS/BETC) are required fields per the Central Accounting Reporting System (CARS) strategy for implementing CARS Reporters.
   - o This can be accomplished through the Agency Special Requirements function. o Agency Special Requirements will vary by Agency Location Code and are in addition to the IPAC system-wide required fields. o IPAC verifies all system-wide required fields as well as Agency Special Requirements during processing. If a required field of either type is left blank, the transaction will be rejected.

Values in the "Type" column
- A – Alphanumeric: Alphanumeric fields are left justified and padded with spaces.
- N – Numeric: Numeric fields are right justified and padded with zeros.

Standard or valid default value(s) of fields are denoted by quotes ("xxxxxx") around the value.

IPAC Bulk File Layout

Payment, Collection, Adjustment, and Zero Dollar Transactions

Purpose:

Each IPAC transaction bulk file can contain the following transactions.

1. Payment (Transaction Set ID "820")

2. Collection (Transaction Set ID "810")

3. Receiver Initiated Adjustment /RIA) (Transaction Set ID "812")

4. Sender Initiated Transaction/SIA (Transaction Set ID "829")

5. Zero Dollar (Transaction Set ID "835")

All bulk files will contain a file identifier record and batch header record (B).

- For the Payment, Collection and Adjustment transactions, the file will also contain a transaction header (H), detail record (D), and possibly SGL record (E) records.

- Each transmission will begin with a file identifier record, then a batch (B) record.

- This batch (B) record will be followed by one or more header (H) records.

- Each of these header records will be followed by one or more detail (D) records.

- Each of these detail records will be optionally followed by two or more SGL (E) records.

(For example, File Identifier, B, H, D, E, E, E, E, D, E, E, H, D, E, E, H, D, E, E, D, E, E, E)

Data Flow:

Input from Federal Program Agencies to IPAC.

IPAC Bulk File Layout

File Identifier Record
     APPLICATION: IPAC
     FILE: IPAC Transaction File
     FLOW: Input from Federal Program Agencies to IPAC
     RECORD: File Identifier Record

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
File ID	*	7	1	7	A	"PCA" (Payment/Collection/Adjustment/Zero Dollar Bulk Files)	• First three (3) positions must be. "PCA" and the last 4 positions must be blanks. • File will be rejected when this entry is incorrect or missing

IPAC Bulk File Layout

Batch Header Record
APPLICATION: IPAC
FILE: IPAC Transaction File
FLOW: Input from Federal Program Agencies to IPAC
RECORD: Batch Header Record

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"B" (Record Type – Batch)	• Must be "B" record type • File will be rejected when Record Type is incorrect or missing
Application ID	*	4	2	5	A	"IPAC" (Application ID)	• Must be application ID "IPAC" • File will be rejected when Record Type is incorrect or missing
Total Number of Records	*	8	6	13	N	Total number of records in the file, including File Identifier, Batch, Header, Detail, and SGL records.	• Must be greater than zero. • Must equal the number of records in the file • When a discrepancy is found between this field "total number of records" and the actual number of records found a warning message will be generated

IPAC Bulk File Layout

File ID Number	*	19	14	32	A	Unique identification number assigned by the Agency. If used, the suggested format is: ALC (8 characters), Date (CCYYMMDD), 3 position sequential number. This number will be used by IPAC to identify duplicate transmissions.	• Must be unique file identifier number. • When a duplicate file id is found file will be rejected

IPAC Bulk File Layout

Payment/Collection Transaction Header

    APPLICATION: IPAC
    FILE: IPAC Transaction File
    FLOW: Input from Federal Program Agencies to IPAC
    RECORD: Payment/Collection Transaction Header

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"H" (Record Type – Header)	• Must be set to "H." • Transaction will be rejected if Record Type is missing or invalid
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Payment or Collection transaction.	• Must be numeric field type. • Invalid ALC • ALC Number entered was not found in the data base lookup. • Transaction will be rejected if ALC is missing or invalid
Transaction Total Amount	*	14	10	23	N	Total amount of all detail lines for this transaction. Total length of 14 with 2 implied decimals.	• Transaction will be rejected if Transaction Total Amount is missing
Customer ALC	*	8	24	31	N	Agency Location Code receiving the Payment or Collection transaction.	• Must be numeric field type. • Customer ALC entered was not found in database lookup. • Transaction will be rejected if Customer ALC is missing or invalid
Sender DO Symbol	*	5	32	36	A	IPAC Disbursing Office Symbol for the ALC sending the transaction.	• Valid Sender DO Symbol required. • Transaction will be rejected if Sender DO Symbol is missing or invalid

IPAC Bulk File Layout

Transaction Set ID	*	3	37	39	A	"820" – Payment or "810" – Collection.	• Must be a valid Transaction Set ID • Transaction will be rejected if Transaction Set ID is missing or invalid
Document Reference Number		8	40	47	A	Optional field for the Sender generated Document Reference Number for a transaction. **This field should only be used by users that do not also enter transactions online.**	• Checks for uniqueness based on Sender DO Symbol and Document Reference Number combination. • Checks for duplicate Document Reference Number • Transaction will be rejected if Document Reference Number is not unique
Filler		2	48	49	A	Spaces	
Transaction Sub-Category Code	*	2	50	51	A	Code corresponding to a valid Transaction Sub-Category. Authorized IPAC users can view a current list of valid Transaction Sub-Categories and corresponding codes within the IPAC application using the **View Transaction Sub-Category List** option on the Bulk Batch menu. **Please See Appendix B** for a list of available Transaction Sub-Categories, their corresponding codes as well as the effective date for each code.	• Must be a valid Transaction Sub-Category Code • Transaction will be rejected if the Transaction Sub-Category Code is invalid

IPAC Bulk File Layout

Payment/Collection Transaction Detail
        APPLICATION: IPAC
        FILE: IPAC Transaction File
        FLOW: Input from Federal Program Agencies to IPAC
        RECORD: Payment/Collection Transaction Detail

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"D" (Record Type – Detail)	• Must be set to "D" • Transaction will be rejected if Record Type is missing or invalid
Accounting Classification Code		16	2	17	A	ACL/CD – the code/number which identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services.	
Account Classification Reference Number		12	18	29	A	ACRN – identifies a line of accounting on a contract.	
Detail Amount	*	14	30	43	N	Total length of 14 with 2 implied decimals.	• Detail Amount should be equal to Quantity * Unit price • Detail Amount should be greater than zero • Transaction will be rejected if Detail Amount is missing or invalid (not equal to Quantity *Unit price or greater than zero)
Contact Name		60	44	103	A	Transaction level Contact Name.	
Contact Phone Number		17	104	120	A	Transaction level Contact Phone Number.	

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IPAC Bulk File Layout

Contract Line Item Number		6	121	126	A	CLIN	
Contract Number		17	127	143	A	Unique number used to identify a contract between two trading partners.	
Filler		2	144	145	A	Spaces 2	• With Release 18.2 in December 2017, Department Code is no longer an optional field. The space for entry remains as a "Filler" but the Department Code will not be validated or visible in reports or the on the User Interface.
Description		320	146	465	A	Sufficient information to describe and support the transaction. *Please refrain from using special characters in this field, for example: double quotes (") or question mark (?)	• The field may contain a maximum of 320 alphanumeric characters
Fiscal Station Number		8	466	473	N	FSN/AAA/ADSN – subdivision of ALC, an accounting station.	
Invoice Number	*	22	474	495	A	Identification number of the invoice sent by the biller listing the services rendered.	• Transaction will be rejected if Invoice Number is missing; however, no validation is done on this field (no reference data set)
JAS Number		30	496	525	A	Combination of **J**ob Order Number, **A**ccounting Classification Record Number and **S**ite-ID.	
Job Number		20	526	545	A	Job (Project) Number	

IPAC Bulk File Layout

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Miscellaneous Transaction Information		320	546	865	A	Additional miscellaneous transaction information. *Please refrain from using special characters in this field, for example: double quotes (") or question mark (?)	• The field may contain a maximum of 320 alphanumeric characters
Obligating Document Number	*	17	866	882	A	Billing agency's internal accounting document associated with a specific bill or disbursement.	• Transaction will be rejected if Obligating Document Number is missing; however, no validation is done on this field (no reference data set)
Pay Flag	*	1	883	883	A	"F" – Final payment or "P" – Partial payment.	• Must be "F" or "P" • Transaction will be rejected if Pay Flag is missing
Purchase Order Number	*	22	884	905	A	Number of the document from the receiving agency requesting goods or services.	• Transaction will be rejected if Purchase Order Number is missing; however, no validation is done on this field (no reference data set)
Quantity	*	14	906	919	N	Number of units to determine total price. Total length of 14 with 2 implied decimals.	• Quantity should be greater than zero.
FY Obligation ID[1]		1	920	920	A	"C" – Current fiscal year obligation or "P" – Prior fiscal year obligation or " " – Not applicable.	

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[1] The following types of transactions relate to a prior fiscal year and should be indicated with a "P": collections credited to an expenditure account for (1) refunds of obligations made in a prior fiscal year (2) corrections of errors from obligations originally made in a prior fiscal year.

IPAC Bulk File Layout

Receiver Treasury Account Symbol[2]/ RTAS Type Indicator		27	921	947	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as CARS Reporters. Component TAS is the only accepted format. Component TAS: The field is parsed into the various component: Position 921 and 922 = SP Position 923 through 925 = ATA Position 926 through 928 = AID Position 929 through 932 = BPOA Position 933 through 936 = EPOA Position 937 = A Position 938 through 941 = MAIN Position 942 through 944 = SUB Position 945 through 946 = blank Position 947 = C Position 947 functions a RTAS Type Indicator and is standard for all agencies. **Please See Appendix A** for more detailed description of component TAS requirement.	• Must be valid Receiver Treasury Account Symbol
Receiver Business Event Type Code[3]		8	948	955	A	BETC – Field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement CARS business rules for the posting of events to the TAS. Required for agencies trading with ALCs designated as CARS Reporters.	• Must be a valid Receiver BETC for Transaction Type • Receiver BETC invalid for blank Receiver TAS

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[2] The list of valid Treasury Account Symbols and other TAS information is available on the Shared Accounting Module (SAM) site:
https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm
[3] For information regarding BETC codes and other TAS information reference the Shared Accounting Module (SAM) site:
https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm

IPAC Bulk File Layout

Receiver DUNS Number		9	956	964	A	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers.	• This is optional and government use is being phased out in April 2022. Any data provided will not be validated.
Receiver DUNS+4 Number		4	965	968	A	An identifier, that along with the 9-digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.	• This is optional and government use is being phased out in April 2022. Any data provided will not be validated.
Requisition Number		15	969	983	A	Identifies a requisition between two trading partners. Identified by the person entering the transaction.	
Sender Treasury Account Symbol[4]/STAS Type Indicator	*	27	984	1010	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Component TAS is the only accepted format. Component TAS: The field is parsed into the various components:	• Must be a valid Sender Treasury Account Symbol • Transaction will be rejected if Sender Treasury Account Symbol is missing or invalid

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[4] The list of valid Treasury Account Symbols and other TAS information is available on the Shared Accounting Module (SAM) site: https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm

IPAC Bulk File Layout

						Position 984 and 985 = SP Position 986 through 988 = ATA Position 989 through 991 = AID Position 992 through 995 = BPOA Position 996 through 999 = EPOA Position 1000 = A Position 1001 through 1004 = MAIN Position 1005 through 1007 = SUB Position 1008 through 1009 = blank Position 1010 = C Position 1010 functions a STAS Type Indicator and is standard for all agencies. **Please See Appendix A** for more detailed description of component TAS requirement.	
Sender Business Event Type Code[5]		8	1011	1018	A	BETC – Field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement CARS. business rules for the posting of events to the TAS. Required for ALCs designated as CARS Reporters.	• Must be a valid Sender BETC for Transaction Type • Must be a valid Sender. TAS/Sender BETC combination • Sender BETC invalid for blank Sender TAS
Sender DUNS Number		9	1019	1027	A	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers.	• This is optional and government use is being phased out in April 2022. Any data provided will not be validated.

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[5] For information regarding BETC codes and other TAS information reference the Shared Accounting Module (SAM) site:
https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm

IPAC Bulk File Layout

Sender DUNS+4 Number		4	1028	1031	A	An identifier, that along with the 9-digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.	• This is optional and government use is being phased out in April 2022. Any data provided will not be validated.
(ACT) Trace Number		15	1032	1046	A	Accounting Trace (ACT) Number – user assigned identification number. Enables back-end systems to match up transactions.	
Unit of Issue	*	2	1047	1048	A	Units by which goods and services are measured.	• Must be a valid unit of issue. • Transaction will be rejected if Unit of Issue is missing or invalid
Unit Price	*	14	1049	1062	N	Price per unit of product, service, commodity, etc. Total length of 14 with 2 implied decimals.	• Enter a valid decimal in (14,2) format • Unit Price should be greater than zero.
DOD Activity Address Code		15	1063	1077	A	DODAAC – identifies a Department of Defense activity location.	• This is optional. Any data provided will not be validated.

IPAC Bulk File Layout

Receiver Initiated Adjustment Transaction Header
    APPLICATION: IPAC
    FILE: IPAC Transaction File
    FLOW: Input from Federal Program Agencies to IPAC
    RECORD: Receiver Initiated Adjustment Transaction Header

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"H" (Record Type – Header)	• Must be set to "H." • Transaction will be rejected if Record Type is missing or invalid
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Adjustment transaction.	• Must be numeric field type. • Invalid ALC • ALC Number entered was not found in the data base lookup. • Transaction will be rejected if ALC is missing or invalid
Transaction Total Amount	*	14	10	23	N	Total amount of all detail lines for this transaction. Total length of 14 with 2 implied decimals.	• Transaction will be rejected if Transaction Total Amount is missing

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IPAC Bulk File Layout

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Customer ALC	*	8	24	31	N	Agency Location Code receiving the Adjustment transaction.	• Must be numeric field type. • Customer ALC entered was not found in database lookup. • Transaction will be rejected if Customer ALC is missing or invalid
Sender DO Symbol	*	5	32	36	A	IPAC Disbursing Office Symbol for the ALC sending the Adjustment transaction.	• Valid Sender DO Symbol required. • Transaction will be rejected if Sender DO Symbol is missing or invalid
Transaction Set ID	*	3	37	39	A	"812" – Receiver Initiated Adjustment.	• Must be a valid Transaction Set ID • Transaction will be rejected if Transaction Set ID is missing or invalid
Original Document Reference Number	*	8	40	47	A	The Document Reference Number from the original Payment or Collection transaction. * Please note: The original Payment or Collection transaction to adjust cannot be over 90 days old.	• Must be a valid Original Document Reference Number from previously completed original Payment or Collection Transaction • Transaction will be rejected if Original Document Reference Number is missing or invalid
Filler	*	2	48	49	A	Spaces	

IPAC Bulk File Layout

Original DO Symbol	*	5	50	54	A	IPAC Disbursing Office Symbol of the sender of the original Payment or Collection transaction.	• Must be a valid Original DO Symbol from previously completed original Payment or Collection Transaction • Transaction will be rejected if Original DO Symbol is missing or invalid
Voucher Number		8	55	62	A	Optional field for the sender generated Voucher Number for a transaction. This serves as the Document Reference Number for an Adjustment. **This field should only be used by users that do not also enter transactions on-line.**	• Checks for uniqueness based on Sender DO Symbol and Voucher Number combination • Checks for duplicate Voucher Number
Filler		2	63	64	A	Spaces	

IPAC Bulk File Layout

Receiver Initiated Adjustment Transaction Detail
       APPLICATION: IPAC
       FILE: IPAC Transaction File
       FLOW: Input from Federal Program Agencies to IPAC
       RECORD: Receiver Initiated Adjustment Transaction Detail

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APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"D" (Record Type – Detail)	• Must be set to "D." • Transaction will be rejected if Record Type is missing or invalid
Detail Amount	*	14	2	15	N	Total length of 14 with 2 implied decimals. * Please note: The sum of details cannot exceed the total of the original Payment or Collection transaction.	• Detail Amount should be equal to Quantity * Unit price. • Detail Amount should be greater than zero. • Transaction will be rejected if Detail Amount is missing invalid. • (Not equal to Quantity * Unit price or greater than zero)
Adjusting Contact Name		60	16	75	A	Transaction level Contact Name.	
Adjusting Contact Phone Number		17	76	92	A	Transaction level Contact Phone Number.	

IPAC Bulk File Layout

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Original Line Item	*	6	93	98	N	Detail line-item number to be adjusted from the original transaction.	• Transaction will be rejected if Original Line Item is missing or invalid (does not correspond to a line item in the original transaction)
FY Obligation ID[6]		1	99	99	A	"C" – Current fiscal year obligation or "P" – Prior fiscal year obligation or " " – Not applicable.	
Sender Treasury Account Symbol[7]/STAS Type Indicator	*	27	100	126	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Component TAS is the only accepted format. Component TAS: The field is parsed into the various components: Position 100 and 101 = SP Position 102 through 104 = ATA Position 105 through 107 = AID Position 108 through 111 = BPOA Position 112 through 115 = EPOA Position 116 = A Position 117 through 120 = MAIN Position 121 through 123 = SUB Position 124 through 125 = blank Position 126 = C Position 126 functions a STAS Type Indicator and is standard for all agencies. **Please See Appendix A** for more detailed description of component TAS requirement.	• Must be a valid Sender Treasury Account Symbol • Must be the same as the Receiver TAS reported on the Original Payment or Collection Transaction (If reported) • Transaction will be rejected if Sender Treasury Account Symbol is missing or invalid

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[6] The following types of transactions relate to a prior fiscal year and should be indicated with a "P": collections credited to an expenditure account for (1) refunds of obligations made in a prior fiscal year (2) corrections of errors from obligations originally made in a prior fiscal year.

[7] The list of valid Treasury Account Symbols and other TAS information is available on the Shared Accounting Module (SAM) site:
https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm

IPAC Bulk File Layout

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Sender Business Event Type Code[8]		8	127	134	A	BETC – Field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement CARS. business rules for the posting of events to the TAS.	• Must be a valid Sender BETC for Transaction Type • Must be a valid Sender TAS/Sender BETC combination. • Sender BETC invalid for blank Sender TAS
Receiver Treasury Account Symbol[9]/RTAS Type Indicator		27	135	161	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Component TAS is the only accepted format. Component TAS: The field is parsed into the various components: Position 135 and 136 = SP Position 137 through 139 = ATA Position 140 through 142 = AID Position 143 through 146 = BPOA Position 147 through 150 = EPOA Position 151 = A Position 152 through 155 = MAIN Position 156 through 158 = SUB Position 159 through 160 = blank Position 161 = C Position 161 functions a RTAS Type Indicator and is standard for all agencies. **Please See Appendix A** for more detailed description of component TAS requirement.	• Must be a valid Receiver Treasury Account Symbol • Must be the same as the Sender TAS reported on the Original Payment or Collection Transaction

[8] For information regarding BETC codes and other TAS information reference the Shared Accounting Module (SAM) site: https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm

[9] The list of valid Treasury Account Symbols and other TAS information is available on the Shared Accounting Module (SAM) site: https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm

IPAC Bulk File Layout

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Receiver Business Event Type Code[10]		8	162	169	A	BETC – Field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement CARS. business rules for the posting of events to the TAS. Required for agencies trading with ALCs designated as CARS Reporters.	• Must be a valid Receiver BETC for Transaction Type • Must be a valid Receiver TAS/Receiver BETC combination
Description		320	170	489	A	Sufficient information to describe and support the adjustment transaction. *Please refrain from using special characters in this field, for example: double quotes (") or question mark (?)	• The field may contain a maximum of 320 alphanumeric characters

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[10] For information regarding BETC codes and other TAS information reference the Shared Accounting Module (SAM) site:
https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm

IPAC Bulk File Layout

Sender Initiated Adjustment Transaction Header

    APPLICATION: IPAC

    FILE: IPAC Transaction File

    FLOW: Input from Federal Program Agencies to IPAC

    RECORD: Sender Initiated Adjustment Transaction Header

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"H" (Record Type – Header)	• Must be set to "H." • Transaction will be rejected if Record Type is missing or invalid
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Adjustment transaction.	• Must be numeric field type. • Invalid ALC • ALC Number entered was not found in the data base lookup. • Transaction will be rejected if ALC is missing or invalid
Transaction Total Amount	*	14	10	23	N	Total amount of all detail lines for this transaction. Total length of 14 with 2 implied decimals.	
Customer ALC	*	8	24	31	N	Agency Location Code receiving the Adjustment transaction.	• Must be numeric field type. • Customer ALC entered was not found in database lookup. • Transaction will be rejected if Customer ALC is missing or invalid.

IPAC Bulk File Layout

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Sender DO Symbol	*	5	32	36	A	IPAC Disbursing Office Symbol for the ALC sending the Adjustment transaction.	• Valid Sender DO Symbol required. • Transaction will be rejected if Sender DO Symbol is missing or invalid
Transaction Set ID	*		37	39	A	"829" – Sender Initiated Adjustment.	• Must be a valid Transaction Set ID • Transaction will be rejected if Transaction Set ID is missing or invalid
Original Document Reference Number	*	8	40	47	A	The Document Reference Number from the original Payment or Collection transaction. * Please Note: The original Payment or Collection transaction to adjust cannot be over 90 days old.	• Must be a valid Original Document Reference Number from previously completed original Payment or Collection Transaction • Transaction will be rejected if Original Document Reference Number is missing or invalid

IPAC Bulk File Layout

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Filler	*	2	48	49	A	Spaces	
Original DO Symbol	*	5	50	54	A	IPAC Disbursing Office Symbol of the sender of the original Payment or Collection transaction.	• Must be a valid Original DO Symbol from previously completed original Payment or Collection Transaction • Transaction will be rejected if Original DO Symbol is missing or invalid
Voucher Number		8	55	62	A	Optional field for the sender generated Voucher Number for a transaction. This serves as the Document Reference Number for an Adjustment. **This field should only be used by users that do not also enter transactions on-line.**	• Checks for uniqueness based on Sender DO Symbol and Voucher Number combination • Checks for duplicate Voucher Number
Filler		2	63	64	A	Spaces	

IPAC Bulk File Layout

Sender Initiated Adjustment Transaction Detail

        APPLICATION: IPAC
        FILE: IPAC Transaction File
        FLOW: Input from Federal Program Agencies to IPAC
        RECORD: Sender Initiated Adjustment Transaction Detail

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"D" (Record Type – Detail)	• Must be set to "D" • Transaction will be rejected if Record Type is missing or invalid
Detail Amount	*	14	2	15	N	Total length of 14 with 2 implied decimals. * Please note: The sum of details cannot exceed the total of the original Payment or Collection transaction.	• Detail Amount should be equal to Quantity * Unit price. • Detail Amount should be greater than zero • Transaction will be rejected if Detail Amount is missing invalid (not equal to Quantity * Unit price or greater than zero)
Adjusting Contact Name		60	16	75	A	Transaction level Contact Name.	
Adjusting Contact Phone Number		17	76	92	A	Transaction level Contact Phone Number.	

IPAC Bulk File Layout

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Original Line Item	*	6	93	98	N	Detail line-item number to be adjusted from the original transaction.	Transaction will be rejected if Original Line Item is missing or invalid (does not correspond to a line item in the original transaction)
FY Obligation ID[11]		1	99	99	A	"C" – Current fiscal year obligation or "P" – Prior fiscal year obligation or " " – Not applicable.	
Sender Treasury Account Symbol[12]/STAS Type Indicator	*	27	100	126	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Component TAS is the only accepted format. Component TAS: The field is parsed into the various components: Position 100 and 101 = SP Position 102 through 104 = ATA Position 105 through 107 = AID Position 108 through 111 = BPOA Position 112 through 115 = EPOA Position 116 = A Position 117 through 120 = MAIN Position 121 through 123 = SUB Position 124 through 125 = blank Position 126 = C Position 126 functions a STAS Type	• Must be a valid Sender Treasury Account Symbol • Must be the same as the Sender TAS reported on the Original Payment or Collection Transaction (if reported) • Transaction will be rejected if Sender Treasury Account Symbol is missing or invalid

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[11] The following types of transactions relate to a prior fiscal year and should be indicated with a "P": collections credited to an expenditure account for (1) refunds of obligations made in a prior fiscal year (2) corrections of errors from obligations originally made in a prior fiscal year.

[12] The list of valid Treasury Account Symbols and other TAS information is available on the Shared Accounting Module (SAM) site:
https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm

					Indicator and is standard for all agencies. **Please See Appendix A** for more detailed description of component TAS requirement.	
Sender Business Event Type Code[13]		8	127	134	A	BETC – Field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement CARS. business rules for the posting of events to the TAS.	• Must be a valid Sender BETC for Transaction Type • Must be a valid Sender TAS/Sender BETC combination. Sender BETC invalid for blank • Sender TAS
Receiver Treasury Account Symbol[14]/RTAS Type Indicator		27	135	161	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as CARS Reporters. Component TAS is the only accepted format. Component TAS: The field is parsed into the various components: Position 135 and 136 = SP Position 137 through 139 = ATA Position 140 through 142 = AID Position 143 through 146 = BPOA Position 147 through 150 = EPOA Position 151 = A Position 152 through 155 = MAIN Position 156 through 158 = SUB Position 159 through 160 = blank Position 161 = C Position 161 functions a RTAS Type Indicator and is standard for all agencies.	• Must be a valid Receiver Treasury Account Symbol • Must be the same as the Receiver TAS reported on the Original Payment or Collection Transaction

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[13] For information regarding BETC codes and other TAS information reference the Shared Accounting Module (SAM) site: https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm

[14] The list of valid Treasury Account Symbols and other TAS information is available on the Shared Accounting Module (SAM) site: https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm

IPAC Bulk File Layout

						Please See Appendix A for more detailed description of component TAS requirement.	
Receiver Business Event Type Code[15]		8	162	169	A	BETC – Field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement CARS. business rules for the posting of events to the TAS. Required for agencies trading with ALCs designated as CARS Reporters.	• Must be a valid Receiver BETC for Transaction Type • Must be a valid Receiver TAS/Receiver BETC combination
Description		320	170	489	A	Sufficient information to describe and support the adjustment transaction. *Please refrain from using special characters in this field, for example: double quotes (") or question mark (?)	• The field may contain a maximum of 320 alphanumeric characters

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[15] For information regarding BETC codes and other TAS information reference the Shared Accounting Module (SAM) site:
https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm

IPAC Bulk File Layout

SGL Transaction Record (Optional)

APPLICATION: IPAC
FILE: IPAC Transaction File
FLOW: Input from Federal Program Agencies to IPAC
RECORD: SGL Transaction Record[16]

APPLICATION DATA

NOTE: Unless specified by an agency, including the SGL Transaction Records is optional. IPAC will accept Payment, Collection and Adjustment transactions when the SGL Transaction Records are not included. However, if a transaction does include the SGL Transaction Records, then all the fields are required and must include valid data as described below.

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"E" (Record Type – SGL Record)	• Must be set to "E" • Transaction will be rejected if Record Type is missing or invalid
SGL Action Flag		1	2	2	A	"A" – Add.	• Must be set to "A" • Transaction will be rejected if the SGL Action Flag is missing or invalid
SGL Account Number [17]		4	3	6	N	United States Standard General Ledger (USSGL) Account Number.	• Must be a valid SGL Account Number

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[16] IPAC already has the capability to allow transaction initiators to provide sender SGL data. This record can be used a maximum number of 8 times (4 debits and 4 credits) for each detail record.

[17] IPAC uses the 4-digit Legacy USSGL format provided by the United States Treasury.

IPAC Bulk File Layout

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
							• Transaction will be rejected if the SGL Account Number is missing or invalid
Sender / Receiver SGL Flag		1	7	7	A	"S" – Sender USSGL Account Information or "R" – Receiver USSGL Account Information.	• Must be "S" or "R." • Transaction will be rejected if the Sender/Receiver SGL Flag is missing or invalid
Federal / Non-Federal Flag		1	8	8	A	"F" – Federal or "N" – Non-Federal.	• Must be "F" or "N" • Transaction will be rejected if the Federal/Non-Federal Flag is missing or invalid
SGL Amount		14	9	22	N	Total length of 14 with 2 implied decimals.	• Total of Debit SGL Amounts for "E" record(s) must equal the Detail Amount on the Payment/ Collection Transaction Detail Record • Total of Credit SGL Amounts for "E" record(s) must equal the Detail Amount on the Payment/ Collection Transaction Detail Record • Total of Debit SGL Amounts for "E" record(s) and Total of Credit SGL Amounts for "E" record(s) should net "0" • Transaction will reject if SGL amount is missing or incorrect
Debit / Credit Flag		1	23	23	A	"D" – Debit or "C" – Credit.	• Must be "D" or "C" • The "E" record can be used a maximum of number 8 times (4 debits and 4 credits) for each Payment/Collection Transaction Detail record

IPAC Bulk File Layout

								• Transaction will reject if the Debit/Credit Flag is missing or invalid

Zero Dollar Transactions

Purpose:

Each IPAC transaction bulk file can contain Payment, Collection, Adjustment, and Zero Dollar transactions. All bulk files will contain a file identifier record and batch header record (B).

For the Zero Dollar transactions, the file will also contain transaction header (H) and detail (D) records.

- Each transmission will begin with a file identifier record, then a batch (B) record.

- This batch (B) record will be followed by one or more header (H) records.

- Zero Dollar transactions do not allow for multiple detail records per transaction, so each header record will be followed by only one detail (D) record.

The Zero Dollar transaction does not allow for SGL transaction data, so Zero Dollar transactions will not contain E records.

Data Flow:

Input from Federal Program Agencies to IPAC

IPAC Bulk File Layout

Zero Dollar Transaction Header

      APPLICATION: IPAC
      FILE: IPAC Transaction File
      FLOW: Input from Federal Program Agencies to IPAC
      RECORD: Zero Dollar Transaction Header

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"H" (Record Type – Header)	• Must be set to "H." • Transaction will be rejected if Record Type is missing or invalid
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Zero Dollar transaction.	• Must be numeric field type. • ALC Number entered was not found in the data base lookup. • Transaction will be rejected if ALC is missing or invalid
Customer ALC	*	8	10	17	N	Agency Location Code receiving the Zero Dollar transaction.	• Must be numeric field type. • Customer ALC entered was not found in database lookup. • Transaction will be rejected if Customer ALC is missing or invalid

IPAC Bulk File Layout

Sender DO Symbol	*	5	18	22	A	IPAC Disbursing Office Symbol for the ALC sending the transaction.	• Valid Sender DO Symbol required. • Transaction will be rejected if Sender DO Symbol is missing or invalid
Filler	*	3	23	25	A	Spaces	
Trace Number		8	26	33	A	Optional field for the sender generated Trace. Number for a transaction. This serves as the Document Reference Number for Zero Dollar transactions.	• Checks for uniqueness based on Sender DO Symbol and Trace Number combination. • Checks for duplicate Trace Number
Filler	*	3	34	36	A	Spaces	
Transaction Set ID	*	3	37	39	A	"835" – Zero Dollar transaction.	• Must be a valid Transaction Set ID • Transaction will be rejected if Transaction Set ID is missing or invalid

IPAC Bulk File Layout

Zero Dollar Transaction Detail
        APPLICATION: IPAC
        FILE: IPAC Transaction File
        FLOW: Input from Federal Program Agencies to IPAC
        RECORD: Zero Dollar Transaction Detail

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Record Type	*	1	1	1	A	"D" (Record Type – Detail)	• Must be set to "D." • Transaction will be rejected if Record Type is missing or invalid
Accounting Classification Code		16	2	17	A	ACL/CD – the code/number which identifies a project or mission and is supplied to the biller by the customer on the original a request for goods or services.	
Account Classification Reference Number		12	18	29	A	ACRN – identifies a line of accounting on a contract.	
Contact Name		60	30	89	A	Transaction level Contact Name.	
Contact Phone Number		17	90	106	A	Transaction level Contact Phone Number.	
Contract Line Item Number		6	107	112	A	CLIN	

IPAC Bulk File Layout

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Contract Number	*	17	113	129	A	Unique number used to identify a contract between two trading partners.	• Transaction will be rejected if Contract Number is missing; however, no validation is done on this field (no reference data set)
Filler		2	130	131	A	Spaces 2	• With Release 18.2 in December 2017, Department Code is no longer an optional field. The space for entry remains as a "Filler" but the Department Code will not be validated or visible in reports or the on the User Interface.
Description		320	132	451	A	Sufficient information to describe and support the transaction.

*Please refrain from using special characters in this field, for example: double quotes (") or question mark (?) | • The field may contain a maximum of 320 alphanumeric characters. |
Fiscal Station Number		8	452	459	N	FSN/AAA/ADSN – subdivision of ALC, an accounting station.	
Invoice Number		22	460	481	A	Identification number of the invoice sent by the biller listing the services rendered.	
JAS Number		30	482	511	A	Combination of **J**ob Order Number, **A**ccounting Classification Record Number and **S**ite-ID.	
Job Number		20	512	531	A	Job (Project) Number	

IPAC Bulk File Layout

Miscellaneous Transaction Information		320	532	851	A	Additional miscellaneous transaction information. *Please refrain from using special characters in this field, for example: double quotes (") or question mark (?)	• The field may contain a maximum of 320 alphanumeric characters
Obligating Document Number	*	17	852	868	A	Billing agency's internal accounting document associated with a specific bill or disbursement.	• Transaction will be rejected if Obligating Document Number is missing; however, no validation is done on this field (no reference data set)
Pay Flag		1	869	869	A	"F" – Final payment or "P" – Partial payment.	• Must be "F" or P"
Purchase Order Number		22	870	891	A	Number of the document from the receiving agency requesting goods or services.	
Quantity		14	892	905	N	Number of units to determine total price. Total length of 14 with 2 implied decimals.	
Receiver Treasury Account Symbol[16]/RTAS Type Indicator		27	906	932	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Component TAS is the only accepted format. Component TAS: The field is parsed into the various components: Position 906 and 907 = SP Position 908 through 910 = ATA Position 911 through 913 = AID Position 914 through 917 = BPOA Position 918 through 921 = EPOA Position 922 = A Position 923 through 926 = MAIN Position 927 through 929 = SUB	Must be a valid Receiver Treasury Account Symbol

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[16] The list of valid Treasury Account Symbols and other TAS information is available on the Shared Accounting Module (SAM) site: https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm

						Position 930 through 931 = blank Position 932 = C Position 932 functions a RTAS Type Indicator and is standard for all agencies. **Please See Appendix A** for more detailed description of component TAS requirement	
Receiver DUNS Number		9	933	941	A	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers.	• This is optional and government use is being phased out in April 2022. Any data provided will not be validated.
Receiver DUNS+4 Number		4	942	945	A	An identifier, that along with the 9-digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.	• This is optional and government use is being phased out in April 2022. Any data provided will not be validated.
Requisition Number		15	946	960	A	Used to identify a requisition between two trading partners. It is identified by the person entering the transaction.	

IPAC Bulk File Layout

Field	Required	Length	Start Column	End Column	Type	Value/Description	Validation
Sender Treasury Account Symbol[17] /STAS Type Indicator		27	961	987	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Component TAS is the only accepted format. Component TAS: The field is parsed into the various components: Position 961 and 962 = SP Position 963 through 965 = ATA Position 966 through 968 = AID Position 969 through 972 = BPOA Position 973 through 976 = EPOA Position 977 = A Position 978 through 981 = MAIN Position 982 through 984 = SUB Position 985 through 986 = blank Position 987 = C Position 987 functions a STAS Type Indicator and is standard for all agencies. **Please See Appendix A** for more detailed description of component TAS requirement.	• Must be a valid Sender Treasury Account Symbol • Must be the same as the Receiver TAS reported on the Original Payment or Collection Transaction • (If reported) Transaction will be rejected if Sender Treasury Account Symbol is missing or invalid
Sender DUNS Number		9	988	996	A	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers.	• This is optional and government use is being phased out in April 2022. Any data provided will not be validated.

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[17] The list of valid Treasury Account Symbols and other TAS information is available on the Shared Accounting Module (SAM) site: https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm .

IPAC Bulk File Layout

Sender DUNS+4 Number		4	997	1000	A	An identifier, that along with the 9-digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.	• This is optional and government use is being phased out in April 2022. Any data provided will not be validated.
(ACT) Trace Number		15	1001	1015	A	**Ac**counting **T**race (ACT) Number – user assigned identification number. Enables back-end systems to match up transactions.	
Unit of Issue		2	1016	1017	A	Units by which goods and services are measured.	• Must be a valid unit of issue.
Unit Price		14	1018	1031	N	Price per unit of product, service, commodity, etc. Total length of 14 with 2 implied decimals.	• Enter a valid decimal in (14,2) format • Unit Price should be greater than zero.
DOD Activity Address Code		15	1032	1046	A	DODAAC – identifies a Department of Defense activity location.	• This is optional. Any data provided will not be validated.
Cross Reference Document Reference Number		8	1047	1054	A	Document Reference Number of the original transaction.	
Filler		2	1055	1056	A	Spaces	

IPAC Bulk File Layout

Appendix A – Component Treasury Account Symbol (TAS)

Component Treasury Account Symbol (TAS)					
Field	**Length**	**Relative Position**	**Type**	**Value/Description**	**Optionality**
Sub-level Prefix Code (SP)	2	1-2	Char	Programmatic breakdown of the account for Treasury publication purposes	Optional If supplied, it shall be 00-99 (right justified zero-filled) If not supplied, blank/spaces/empty
Allocation Transfer Agency Identifier (ATA)	3	3-5	Char	The agency receiving funds through an allocation transfer	Optional If supplied, it shall be 000-999 (right justified zero-filled) If not supplied, blank/spaces/empty
Treasury Agency Identifier (AID)	3	6-8	Char	The department, agency or establishment of the U.S. Government that is responsible for the TAS	Mandatory Shall be 000-999 (right justified zero-filled)
Beginning Period of Availability (BPOA)	4	9-12	Char	In annual and multi-year funds, identifies the first year of availability under law that an appropriation account may incur new obligations	Optional If supplied, 4-digit years shall be 0000-9999 (right justified zero-filled) If single/annual year account, it shall be the same value as the EPOA If not supplied, blank/spaces/empty

IPAC Bulk File Layout

Ending Period of Availability (EPOA)	4	13-16	Char	In annual and multi-year funds, identifies the last year of funds availability under law that an appropriation account may incur new obligations	Optional If supplied, 4-digit years shall be 0000-9999 (right justified zero-filled) If single/annual year account, it shall be the same value as the BPOA If not supplied, blank/spaces/empty
Availability Type Code (A)	1	17	Char	Identifies no-year accounts "X", clearing/suspense accounts "F", Treasury's central summary general ledger accounts "A", and merged-surplus accounts "M"	Optional If not supplied, blank/spaces/empty
Main Account Code (MAIN)	4	18-21	Char	Identifies the type and purpose of the fund.	Mandatory Shall be 0000-9999 (right justified zero-filled)
Sub-Account Code (SUB)	3	22-24	Char	Identifies an available receipt or other Treasury-defined subdivision of the main account	Mandatory Shall be 000-999 (right justified zero-filled)
Filler	2	25-26		Spaces	Mandatory SPACE filled
TAS Format Type Indicator	1	27		"C" = Component TAS	Mandatory Field must be "C"

IPAC Bulk File Layout

Appendix B – Transaction Sub-Categories and Codes

Transaction Sub-Categories and Corresponding Codes			
Transaction Sub-Category	**Code**	**Effective Date**	**Removal Date**
Buy/Sell Transfer	A1	October 1, 2023	October 1, 2025
Expenditure Transfer - Non-Exchange	A2	October 1, 2023	
Custodial Transfer - Exchange	A3	October 1, 2023	
Custodial Transfer - Non-Exchange	A4	October 1, 2023	
Capital Transfer	A5	October 1, 2023	
Benefits	A6	October 1, 2023	
Investments	A7	October 1, 2023	
Borrowings	A8	October 1, 2023	
Other	A9	October 1, 2023	
Legacy In-Flight Buy/Sell	B1	November 6, 2024	
Intra-Departmental Buy/Sell	B2	November 6, 2024	
G-Invoicing Non-Compliant Buy/Sell	B3	December 11, 2024	

Document Revision History

Version	Date	Description	Updated By
3.9	12/03/24	Added a required asterisk next to the Transaction Sub-Category Code in the Application Data Table on Page 9 and removed duplicate notes from the Field column concerning the effective date for the field and rejection (if code is missing). Updated Appendix B to include an Effective Date & Removal Date Column for the Sub-Category Codes. Inserted the Removal Date (October 1, 2025) for Sub-Category Code A1. Added a third new Transaction Sub-Category Code (B3) to Appendix B, effective on December 11, 2024. Also, updated the effective dates for Transaction Sub-Category Codes (B1 & B2) to reflect November 6, 2024 rather than November 7, 2024, as originally anticipated.	Fiscal Service
3.8	08/13/24	Added two new Transaction Sub-Category Codes (B1 & B2) to Appendix B, effective on November 6, 2024 with Release 25.3	Fiscal Service
3.7	07/12/23	Added Transaction Sub-Category Code data element field required effective October 1, 2023, and Appendix B – Transaction Sub-Categories and Codes	FRB

IPAC Bulk File Layout

3.6	10/01/21	Added references to new data element of Transaction Sub-Category Code (effective with Release 22.4, targeted date of 12/11/21) and Appendix B, clarified optionality and absence of validation for DUNS and DODAAC, and removed all references to the transaction type of Post SGL	FRB
3.5	06/03/19	Removed overview and updated the layout	FRB
3.4	12/09/17	Release 18.2 in December 2017, Department Code is no longer an optional field, GWA now CARS, FEDReg validation removed (DUNS, DODACC)	FRB
3.3	02/01/14	Receiver Department Code and Standard General Ledger optional for all IPAC transactions	FRB
3.2	03/01/11	Component TAS format only when creating transactions	FRB
3.1	04/01/06	CARS reporter required receiver BETC	FRB