

Job Aid – Find IPAC Documents in SAP and Retrieve Copies of IPACs

T-Code: **FBL1N** in SAP

Click on Dynamic Selections and enter Document Type of Z* and particular Business Area

The screenshot displays the SAP Vendor Line Item Display (FBL1N) interface. The title bar shows the program name 'fbl1n' and the SAP logo. The main window is titled 'Vendor Line Item Display'. On the left, there is a tree view under 'Vendor master' with fields like Industry, Created on, Created by, ISR Number, Group key, Account group, Country, and Alternative payee. A black arrow points to the 'Dynamic Selections' icon (a document with a magnifying glass) in the top toolbar. To the right of the tree view is a 'Dynamic Selections' table with the following fields:

Document Number		↕
Posting Date		↕
Document Date		↕
Currency		↕
Document Type	Z*	↕
Business Area	10	↕
Payment Method		↕

A black arrow points to the 'Document Type' field, which contains 'Z*'. Below the dynamic selection table are three sections: 'Vendor selection' with fields for Vendor account, Company code (NASA), and to fields; 'Selection using search help' with Search help ID, Search string, and a Search help button; and 'Line item selection' with a Status section containing radio buttons for 'Open items' (selected) and 'Cleared items', and fields for Open at key date (09/11/2012), Clearing date, and to fields.

Check on All Items and enter applicable date range.

Check All Types.

Then Execute.

The screenshot shows the SAP 'Vendor Line Item Display' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Search help ID**: A text input field.
- Search string**: A text input field with a search icon on the right.
- Search help**: A button with a magnifying glass icon.
- Line item selection**: A section with a 'Status' sub-section containing:
 - Open items: 'Open at key date' is set to 09/11/2012.
 - Cleared items: 'Clearing date' and 'Open at key date' are empty.
 - All items: 'Posting date' is set to 09/01/2012, and 'to' is set to 09/30/2012.
- Type**: A section with a list of checkboxes:
 - Normal items
 - Special G/L transactions
 - Noted items
 - Parked items
 - Customer items
- List Output**: A section with 'Layout' and 'Maximum number of items' input fields.

Two black arrows point to the 'All items' radio button and the 'Noted items' checkbox, respectively.

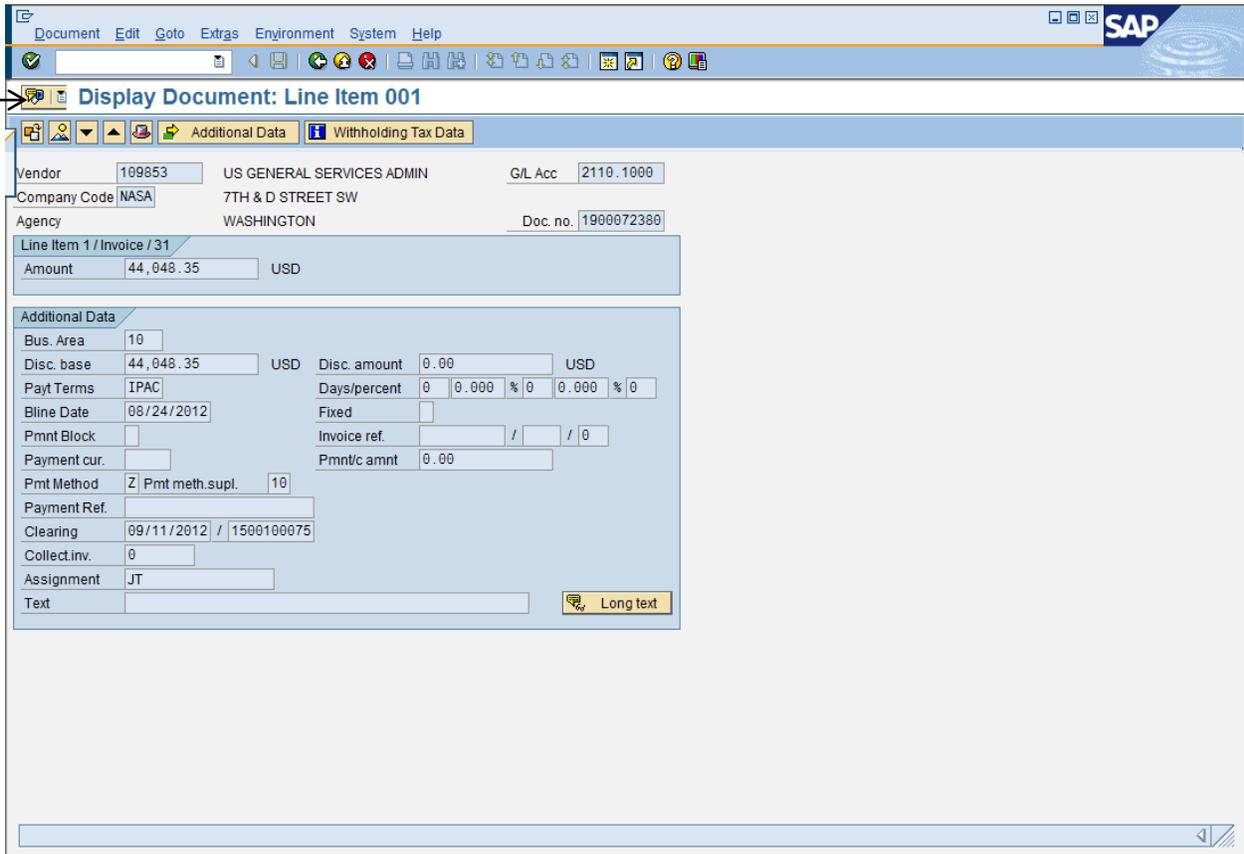
Results—Click on the particular IPAC you are looking for.

Vendor Line Item Display

Vendor: *
Company Code: NASA
Name: *
City: *

St	PBK	BusA	Pmt	User	DocumentNo	Ty	Reference	Pmnt date	Pstng Date	Doc. Date	S	DD	LC amnt	Clrng doc.	Clearing	Text
<input type="checkbox"/>		10	10	NS000975	1900087452	ZI	027526690001 NNH09AL37I	09/06/2012	09/07/2012	09/06/2012			156,310.00-	1500098685	09/07/2012	
<input type="checkbox"/>		10	10	NS000975	1900087453	ZI	785F58210001 NNH11AQ82I	09/06/2012	09/07/2012	09/06/2012			1,059.94-	1500098686	09/07/2012	
<input type="checkbox"/>		10	10	NS000975	1900087454	ZI	785F64500001 NNH12AT23I	09/06/2012	09/07/2012	09/06/2012			13,467.57-	1500098687	09/07/2012	
<input type="checkbox"/>		10	10	NS000975	1900087455	ZI	785F70940001 NNH12AT93I	09/06/2012	09/07/2012	09/06/2012			40,214.93-	1500098688	09/07/2012	
<input type="checkbox"/>		10	10	NS000975	1900087457	ZI	231206950001 NNH12AT78I	09/06/2012	09/07/2012	09/06/2012			97,257.00-	1500098690	09/07/2012	
<input type="checkbox"/>		10	10	NS000975	1900087459	ZI	082A4S010001 NNH09AM52I	09/06/2012	09/07/2012	09/06/2012			1,357.85-	1500098693	09/07/2012	
<input type="checkbox"/>		10	10	NS000975	1900087460	ZI	082A4SQ00001 NNH10AN18I	09/06/2012	09/07/2012	09/06/2012			3,339.18-	1500098694	09/07/2012	
<input type="checkbox"/>		10	10	NS000975	1900087462	ZI	082A4SUP0001 NNH11AQ58I	09/06/2012	09/07/2012	09/06/2012			424.72-	1500098696	09/07/2012	
<input type="checkbox"/>		10	10	NS000975	1900087464	ZI	082A4SVD0001 NNH11AR70I	09/06/2012	09/07/2012	09/06/2012			4,027.12-	1500098698	09/07/2012	
<input type="checkbox"/>		10	10	NS000975	1900087465	ZI	082A4SX00001 NNH12AU03I	09/06/2012	09/07/2012	09/06/2012			6,493.69-	1500098699	09/07/2012	
<input type="checkbox"/>		10	10	NS000975	1900087468	ZI	082A4SY40001 NNH12AT57I	09/06/2012	09/07/2012	09/06/2012			1,150.11-	1500098702	09/07/2012	
<input type="checkbox"/>		10	10	NS000975	1900087495	ZI	785F86750001 NNH12AT39I	09/07/2012	09/10/2012	09/07/2012			2,887.17-	1500098714	09/10/2012	
<input type="checkbox"/>		10	10	NS000294	1900062617	ZI	785G00310001 NNH10AD08I	09/10/2012	09/11/2012	09/10/2012			10,074.10-	1500100058	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900062619	ZI	785G04010001 NNH12AT23I	09/10/2012	09/11/2012	09/10/2012			11,106.83-	1500100059	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900062624	ZI	120334970001 NNH12AT44I	09/07/2012	09/11/2012	09/07/2012			113,438.00-	1500100060	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900062627	ZI	785G13290001 NNH12AT18I	09/10/2012	09/11/2012	09/10/2012			4,587.84-	1500100061	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900062632	ZI	082A4T7U0001 NNH06AD27I	09/10/2012	09/11/2012	09/10/2012			37,073.44-	1500100062	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900062626	ZI	785G12430001 NNH12AT93I	09/10/2012	09/11/2012	09/10/2012			54,560.37-	1500100063	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900062633	ZI	082A4T7V0001 W10072	09/10/2012	09/11/2012	09/10/2012			544,005.32-	1500100064	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900062634	ZI	082A4T7W0001 W10080	09/10/2012	09/11/2012	09/10/2012			35,105.98-	1500100065	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900062635	ZI	082A4T7X0001 NNH07AG13I	09/10/2012	09/11/2012	09/10/2012			7,340.09-	1500100066	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900062636	ZI	082A4T800001 NNH08AI97I	09/10/2012	09/11/2012	09/10/2012			1,103.75-	1500100067	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900062637	ZI	082A4T820001 W10173	09/10/2012	09/11/2012	09/10/2012			120,674.06-	1500100068	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900062639	ZI	002094980001 NNH12AT06I	09/11/2012	09/11/2012	09/11/2012			26,061.00-	1500100073	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900062641	ZI	002095000001 NNH12AT06I	09/11/2012	09/11/2012	09/11/2012			5,267.00-	1500100074	09/11/2012	
<input type="checkbox"/>		10	10	NS000294	1900072380	ZI	855332170001 W30730	08/24/2012	09/11/2012	08/24/2012			44,048.35-	1500100075	09/11/2012	

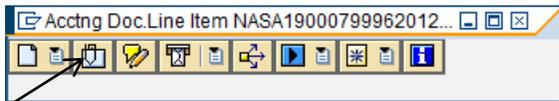
Click on the Services Object



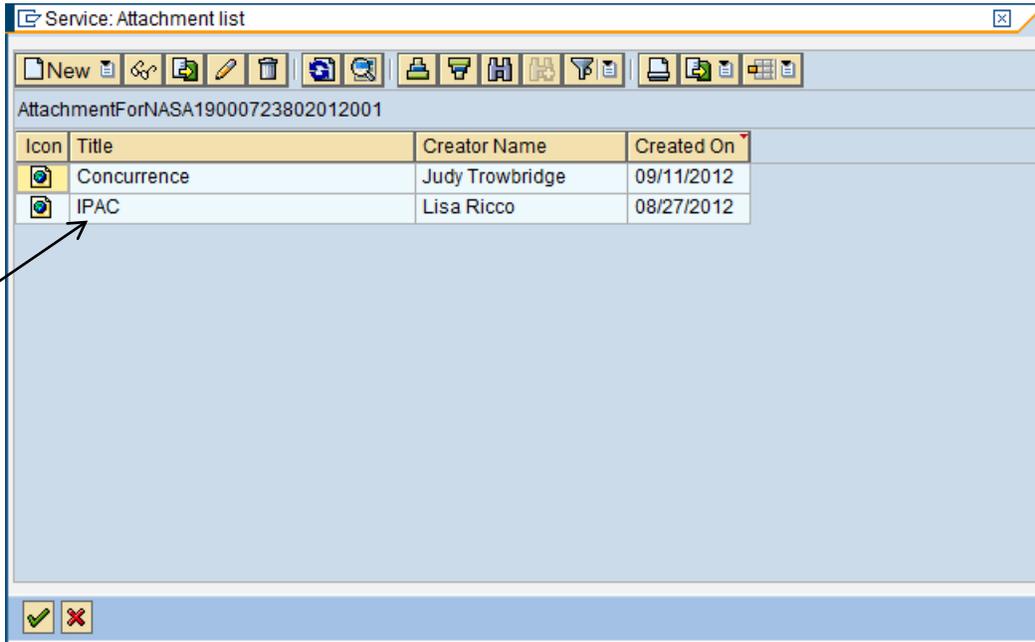
The screenshot shows the SAP 'Display Document: Line Item 001' window. The title bar includes 'Document Edit Goto Extras Environment System Help' and the SAP logo. The main content area is divided into several sections:

- Vendor Information:** Vendor 109853, US GENERAL SERVICES ADMIN, G/L Acc 2110.1000. Company Code NASA, 7TH & D STREET SW, Agency WASHINGTON, Doc. no. 1900072380.
- Line Item 1 / Invoice / 31:** Amount 44,048.35 USD.
- Additional Data:** Bus. Area 10, Disc. base 44,048.35 USD, Disc. amount 0.00 USD, Payt Terms IPAC, Days/percent 0 0.000 % 0 0.000 % 0, Bline Date 08/24/2012, Fixed, Pmnt Block, Invoice ref. / / 0, Payment cur., Pmnt/c amnt 0.00, Pmt Method Z, Pmt meth.supl. 10, Payment Ref., Clearing 09/11/2012 / 1500100075, Collect.inv. 0, Assignment JT, and a Long text field.

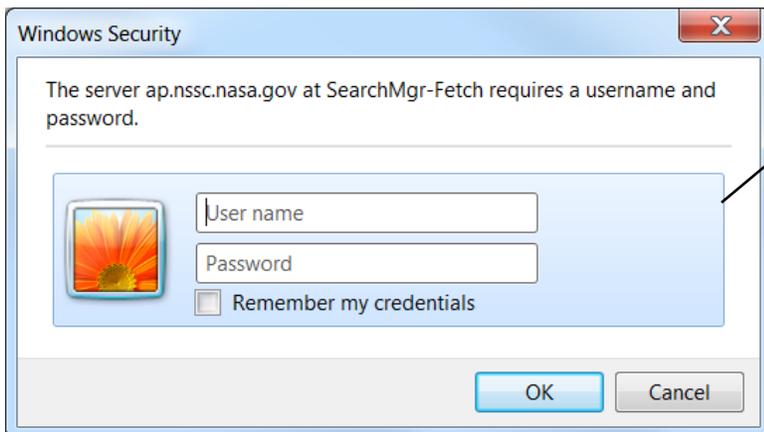
Then click on Attachment List



Click on IPAC attachment to pull up the IPAC copy.



Enter your user id and password.



Log in using your IdMAX Credentials (Agency User ID (AUID) and password) to view the secure invoice link. Note: Contractors will have to submit a NAMS request.

For assistance, please contact the NSSC Customer Contact Center at 1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov

109853

RECEIVED BY YOUR ALC
ALL TRANSACTIONS RECEIVED BY: 80000001
INCLUDES THIRD PARTY SUBMITTER DATA

Start Date: 08/24/2012 End Date: 08/26/2012

5601660124

1900072380

Originating ALC Customer ALC Submitter ALC COLLECTION

70191513 80000001

Document Reference Number Summary Amount
85533217 \$44,048.35

Accomplished Date Accounting Date Number of Detail(s) Originator DO Symbol
08/24/2012 08/31/2012 2 X3855

ALC Contact Contact Phone
Julie Roberts 802-288-7713
Contact Email
julie.roberts@dhs.gov

Detail Number Receiver Treasury Account Symbol Receiver DUNS+4 Sender Treasury Account Symbol Sender DUNS+4
1 80X0110 70X0542
Receiver BETC Receiver DUNS Sender BETC Sender DUNS
DISB COLL

Purchase Order Number Invoice Number
NA BOARNT-266291

Obligating Document Number Requisition Number Contract Number
NA NA FPS Rent

CLIN Jas Number
NA

ACT(trace number) Job (Project) Number Pay Flag Receiver Dept Code
P 70

Unit of Issue Quantity Unit Price Detail Amount
EA 1.00 \$9,651.73 \$9,651.73

ACRN Accounting Classification Code FSN/AAA/ADSN DOD Activity Address Code
NA 0

Transaction Contact Contact Phone
Reimbursables , DHS-ICE-BFC 802-288-7600

Transaction Description Miscellaneous Information
** For questions on FPS Security Services,
Zeina Koinis at 202-732-0343

NASA Shared Services Center - Received: 27 Aug 2012 09:07:19

RECEIVED BY YOUR ALC
ALL TRANSACTIONS RECEIVED BY: 80000001
INCLUDES THIRD PARTY SUBMITTER DATA

Start Date: 08/24/2012 End Date: 08/26/2012

Sender Standard General Ledger (SGL) Information

SGL Category	Federal Flag	SGL Account	Amount
30D	F	1010	\$9,651.73 Debit
22D	F	1310	\$9,651.73 Credit

Sender SGL Comments

Receiver SGL Comments

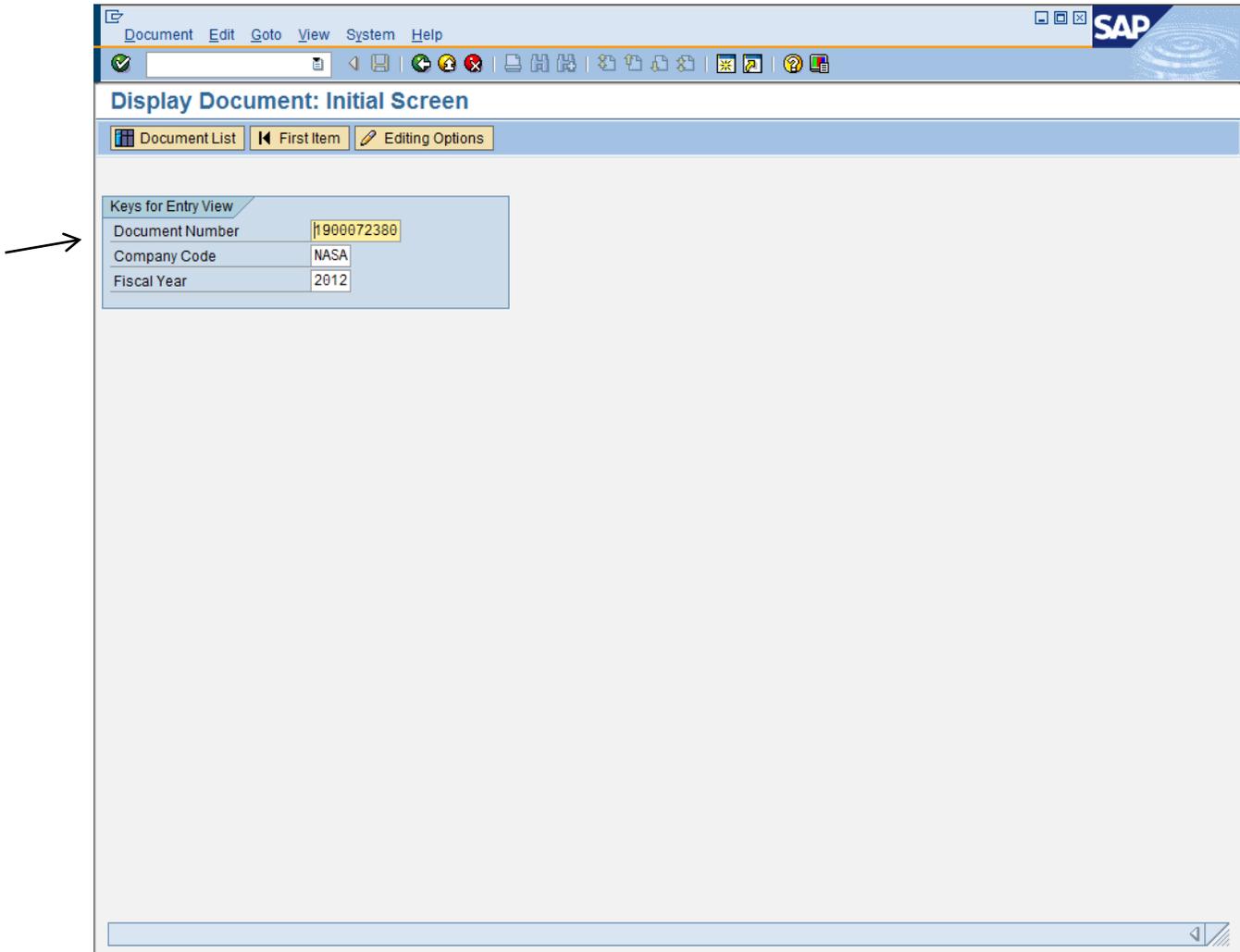
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Originating ALC	Customer ALC	Submitter ALC	COLLECTION	
70191513	80000001			
Document Reference Number		Summary Amount		
85533217		\$44,048.35		
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol	
08/24/2012	08/31/2012	2	X3855	
ALC Contact			Contact Phone	
Julie Roberts			802-288-7713	
Contact Email				
julie.roberts@dhs.gov				
Detail Number	Receiver Treasury Account Symbol	Receiver DUNS+4	Sender Treasury Account Symbol	Sender DUNS+4
2	80X0110		70X0542	
	Receiver BETC	Receiver DUNS	Sender BETC	Sender DUNS
	DISB		COLL	
Purchase Order Number		Invoice Number		
NA		BOARNT-266517		
Obligating Document Number		Requisition Number	Contract Number	
NA		NA	FPS Rent	
CLIN	Jas Number			
NA				
ACT(trace number)		Job (Project) Number	Pay Flag	Receiver Dept Code
			P	70
Unit of Issue	Quantity	Unit Price	Detail Amount	
EA	1.00	\$34,396.62	\$34,396.62	
ACRN	Accounting Classification Code	FSN/AAA/ADSN	DOD Activity Address Code	
	NA	0		
Transaction Contact			Contact Phone	
Reimbursables , DHS-ICE-BFC			802-288-7600	
Transaction Description		Miscellaneous Information		
**		For questions on FPS Security Services, Zeina Koinis at 202-732-0343		

If you already have the 1900 doc number for the IPAC:
Enter T-Code: **FB03**

Enter the Document Number and Fiscal Year



Hit Enter

Click on the Services Object

The screenshot shows the SAP 'Document Overview - Display' window. The title bar includes 'Document Edit Goto Settings Extras Environment System Help' and the SAP logo. The main content area is divided into two sections. The top section displays document metadata:

Doc.Type : ZI (IPAC Invoice) Normal document					
Parked by	NS000294	Posted by	NS000294		
Doc. Number	1900072380	Company Code	NASA	Fiscal Year	2012
Doc. Date	08/24/2012	Posting Date	09/11/2012	Period	12
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	855332170001 W3				
Doc. Currency	USD				

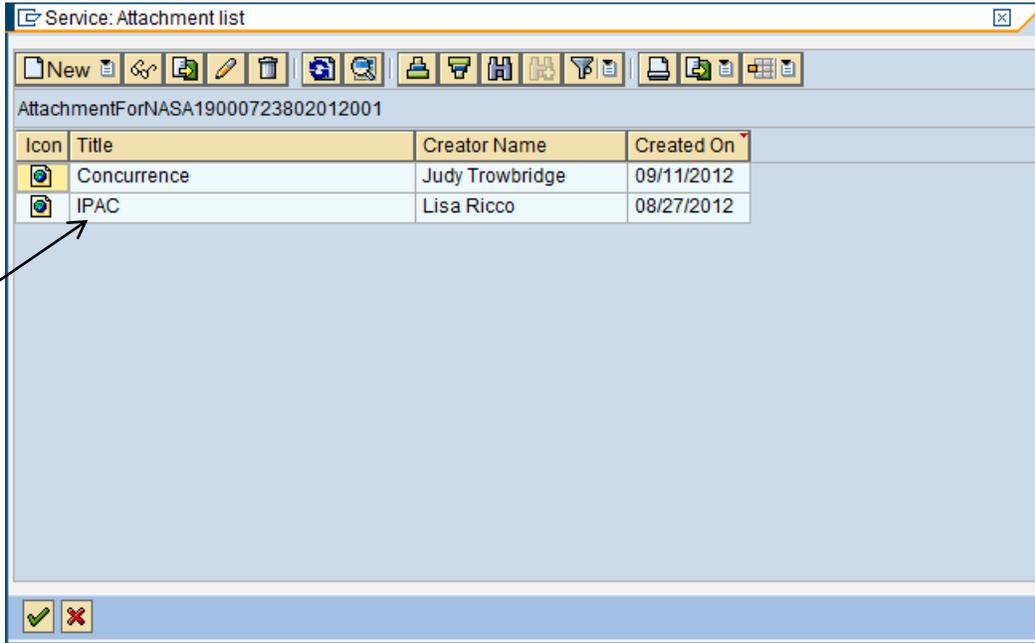
The bottom section contains a table with the following columns: Itm, PK, Account, Account short text, Amount, Funds Center, Funded Program, Fund, Cmnt Itc, Tr. Prt. The table data is as follows:

Itm	PK	Account	Account short text	Amount	Funds Center	Funded Program	Fund	Cmnt Itc	Tr. Prt
1	31	109853	US GENERAL SERVICES	44,048.35-				LIAB	4702
2	81	6100.2311	Rental Payment to GS	2,053.66	10	022807	CASX120120	2310	4702
3	81	6100.2311	Rental Payment to GS	41,994.69	10	022807	CASX120120	2310	4702
*				0.00					

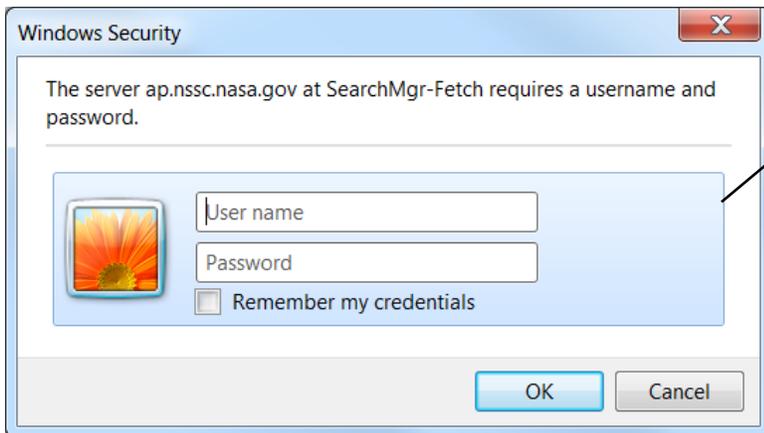
Then click on attachment list

This image is a close-up of the SAP toolbar. The title bar reads 'Acctng Doc.Line Item NASA19000799962012...'. The toolbar contains several icons, including a document icon with a plus sign, which is highlighted by an arrow. This icon represents the attachment list.

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Detail Number Receiver Treasury Account Symbol Receiver DUNS+4 Sender Treasury Account Symbol Sender DUNS+4
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Receiver BETC Receiver DUNS Sender BETC Sender DUNS
DISB COLL

Purchase Order Number Invoice Number
NA BOARNT-266291

Obligating Document Number Requisition Number Contract Number
NA NA FPS Rent

CLIN Jas Number
NA

ACT(trace number) Job (Project) Number Pay Flag Receiver Dept Code
P 70

Unit of Issue Quantity Unit Price Detail Amount
EA 1.00 \$9,651.73 \$9,651.73

ACRN Accounting Classification Code FSN/AAA/ADSN DOD Activity Address Code
NA 0

Transaction Contact Contact Phone
Reimbursables , DHS-ICE-BFC 802-288-7600

Transaction Description Miscellaneous Information
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 INCLUDES THIRD PARTY SUBMITTER DATA

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Originating ALC	Customer ALC	Submitter ALC	COLLECTION	
70191513	80000001			
Document Reference Number		Summary Amount		
85533217		\$44,048.35		
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol	
08/24/2012	08/31/2012	2	X3855	
ALC Contact			Contact Phone	
Julie Roberts			802-288-7713	
Contact Email				
julie.roberts@dhs.gov				
Detail Number	Receiver Treasury Account Symbol	Receiver DUNS+4	Sender Treasury Account Symbol	Sender DUNS+4
2	80X0110		70X0542	
	Receiver BETC	Receiver DUNS	Sender BETC	Sender DUNS
	DISB		COLL	
Purchase Order Number		Invoice Number		
NA		BOARNT-266517		
Obligating Document Number		Requisition Number	Contract Number	
NA		NA	FPS Rent	
CLIN	Jas Number			
NA				
ACT(trace number)	Job (Project) Number		Pay Flag	Receiver Dept Code
			P	70
Unit of Issue	Quantity	Unit Price	Detail Amount	
EA	1.00	\$34,396.62	\$34,396.62	
ACRN	Accounting Classification Code	FSN/AAA/ADSN	DOD Activity Address Code	
	NA	0		
Transaction Contact			Contact Phone	
Reimbursables , DHS-ICE-BFC			802-288-7600	
Transaction Description		Miscellaneous Information		
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