



DEPARTMENT OF THE TREASURY  
FINANCIAL MANAGEMENT SERVICE  
HYATTSVILLE, MD 20782

December 22, 2006

MEMORANDUM FOR CHIEF FINANCIAL OFFICERS AND  
DEPUTY CHIEF FINANCIAL OFFICERS

FROM: D. James Sturgill  
Assistant Commissioner  
Governmentwide Accounting

SUBJECT: Annual Recertification of Intra-governmental Payment and Collection  
(IPAC) Users

The Financial Management Service (FMS) is required to perform a recertification of all IPAC System users to ensure that only authorized users have access to the IPAC System and that their level of access is appropriate. FMS requests your assistance in performing an audit of your organization's IPAC System users, including recertification of all IPAC administrators for the IPAC application, the Retirement and Insurance Transfer System (RITS), and the Treasury Receivable Accounting and Collection System (TRACS). FMS will be sending an e-mail to agency administrators with audit responsibility reminding them of their obligation to recertify their IPAC System users. The e-mail will include instructions on how to perform the user recertifications.

This year's recertification covers the period January 1 through December 31, 2007, and must be completed by February 28, 2007. On March 1, 2007, FMS will begin removing IPAC System access for those users who have not been recertified. Once user access has been removed, these users will no longer have IPAC System access to retrieve their financial information and accounting reports or to conduct intragovernmental transaction processing. They must re-register to obtain IPAC System access.

FMS will be providing weekly listings of Agency Location Codes for those agencies that have not performed their IPAC System recertification audits. This information will be available on the IPAC Web site at [www.fms.treas.gov/goals/ipac](http://www.fms.treas.gov/goals/ipac).

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Please be advised that this recertification must be accomplished by February 28, 2007, to ensure continued IPAC System access to your agency's critical financial information and accounting data.

Thank you in advance for your cooperation. If you have any questions regarding the IPAC System recertification, please contact the Treasury Support Center on 1-866-809-5218 or via e-mail to [IPAC@stls.frb.org](mailto:IPAC@stls.frb.org).