



DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
HYATTSVILLE, MD 20782

December 17, 2003

MEMORANDUM FOR IPAC AGENCY ADMINISTRATORS
AND ALTERNATES

FROM: DARA SEAMAN, IPAC PROJECT MANAGER
FINANCIAL PROJECTS DIVISION
FINANCIAL OPERATIONS

SUBJECT: Intra-governmental Payment and Collection (IPAC) System
Access Audit

All IPAC Agency Administrators (IAAs) with audit responsibility are required to perform an annual re-certification/audit of their IPAC system users to ensure that: 1) only authorized users have access to IPAC and 2) their access level is appropriate. This year's audit covers the period of January 1, 2003 – December 31, 2003. To ensure your agency will continue to have access to your critical IPAC data, this annual audit must be completed by January 30, 2004. On February 2, 2004, FMS will begin revoking access for those users with access to organizations¹ that have not been re-certified. Once access has been revoked, users will be unable to access the IPAC system. In order to regain access, the IAA must complete the audit and then restore the user's access back to an "active" status.

Each organization is required to have one, and only one, person tasked with the audit responsibility. In order to determine whether or not you have the audit responsibility for your organization(s), please follow these instructions once logged into IPAC's Enrollment application:

- Select "Record Audit Date" from the Enrollment Main Menu
 - ✓ If there are organizations listed in the drop-down box, then you are required to perform an annual audit for each organization listed.
 - ✗ If there are no organizations listed in the drop-down box, then you are not designated with audit responsibility and do not have to perform the audit.

If you are responsible for conducting an audit, you are to review the profiles of each user that has access to the organization for which you are responsible. The IPAC Agency Administrator Enrollment User Manual can assist you in performing the functions required for your audit. If you have not already done so, you may obtain a copy of the manual at <http://www.fms.treas.gov/goals/ipac/iaamanual/index.html>.

¹ An organization is defined as an Agency Location Code (ALC) for the IPAC and Treasury Receivable and Collection System (TRACS) applications and as a Payroll Office Number for the Retirement and Insurance Transfer System (RITS) application.

An outline of the audit process follows:

- Select “IPAC Access Report” from the Reports Menu
- Select “All” and “Active” to obtain a list of all active users and their associated roles for each organization for which you are responsible
- Review the report
- Make any necessary changes to the user’s ID using the “Maintain User Roles” or “Edit User Status” functions
- Select “Record Audit Date” from the Enrollment Main Menu and record the date of your audit for each organization for which you are responsible.

Please ensure that you perform the last step listed above of recording the audit date. This notifies FMS that your audit has been completed.

If you have any questions regarding the audit process, please contact the Financial Operations Call Center Staff at (202) 874-8270.