

MEMORANDUM FOR ALL CFOs and DEPUTY CFOs

DATE: November 29, 2000

FROM: JUDITH R. TILLMAN
ASSISTANT COMMISSIONER
FINANCIAL OPERATIONS

SUBJECT: IPAC Implementation

The Financial Management Service's (FMS') Intra-governmental Payment and Collection (IPAC) system is scheduled to be implemented June 1, 2001. Part of the implementation process requires that each agency assign an IPAC Agency Administrator for each of its Agency Location Codes (ALCs). The IPAC Agency Administrator's roles and responsibilities are described later in this memorandum.

IPAC is part of FMS' GOALS II effort to transition from the current contractor owned and operated Government On-line Accounting Link System (GOALS) to a government owned and operated system. To ensure awareness and readiness, FMS has communicated with our customers on these subjects through user groups, seminars and conferences, as well as agency specific briefings. While we expect the implementation to be smooth, there may be some implications for your agency. This correspondence should provide you with the information your agency will need to successfully manage this transition.

In the event you are unfamiliar with the IPAC system, it is the process that agencies are scheduled to begin using June 1, 2001 to perform intra-governmental funds transfers. Currently, these types of transactions are made using FMS' On-line Payment and Collection (OPAC) system. All of the existing functionality in the OPAC system will be available in IPAC. OPAC, and the future IPAC, is a multiple component system consisting of the following applications,

- ★ Basic OPAC which handles payments between agencies (which will be called IPAC in the new system),
- ★ RITS (Retirement and Insurance Transfer System) which handles agency retirement and insurance payments to the Office of Personnel Management (OPM),
- ★ EDIPAC (Electronic Data Interchange Payment and Collection) which handles payments between agencies using EDI technology (There will not be a separate EDIPAC application in IPAC - EDI exchanges will be accommodated as a connectivity option to normal IPAC processing and will be considered part of the IPAC application), and
- ★ TRACS (Treasury Receivable Accounting and Collection System), an interface with FMS' check reconciliation and claims systems.

The IPAC system, other than RITS, will be provided to agencies free of charge. You should expect, however, to continue to be billed for RITS albeit by OPM rather than FMS.

OPAC provides standardized intra-governmental collection, payment and adjustment processes, which allows the billing agency to pay or collect from a customer agency; however, the current environment meets only the basic requirements of most agencies for reconciliation. Over the years, many agencies have requested that additional information be included in the OPAC transactions in order to help

facilitate the reconciliation process. The IPAC application will address this need by requiring several data fields to be completed that were not required in OPAC (i.e., contact e-mail address, sender treasury account symbol, and receiver department code). Refer to Attachment 1 for a complete list of required fields.

The implementation of IPAC will be a one-day cutover for all users. An extensive education and awareness program will include the training of all users over a 4 to 5 month time period. Each system interface will be tested during this time frame as well. According to our most recent schedule, the last day to process intra-governmental transactions using OPAC will be May 31, 2001, and agencies will begin processing intra-governmental transactions using IPAC on June 1, 2001. There will be no point in time when users will be able to process intra-governmental transactions in both OPAC and IPAC. When IPAC is implemented, users will no longer be able to submit transactions via OPAC. Complex issues regarding data conversion, in addition to different data fields and requirements in the new system, makes it impossible to operate the OPAC and IPAC systems in parallel.

Since agencies will be unable to create OPAC transactions after the transition, agencies will not be permitted to adjust OPAC transactions via IPAC. The current OPAC adjustment process provides the capability for transactions made in error to be corrected. Adjustments may be processed against transactions that are 90 days old or less and may only be initiated by the receiver of the original transaction. OPAC users are required to enter identifying information for the original transaction in order to process the adjustment. This process allows the adjustment to be traced back to the original transaction. The OPAC adjustment rules will remain the same in the IPAC application. Once your agency has been converted to IPAC, you may find it necessary to adjust a transaction that had been processed in OPAC. Because OPAC transactions will not be able to be adjusted in IPAC, FMS recommends that a new payment or collection be created to adjust the original transaction. When creating the new payment or collection, agencies are advised to use the IPAC description field to provide identifiable information from the OPAC transaction to link the two transactions together.

All of the existing OPAC functionality will be provided in IPAC, and some new functionality will be added. In order to further assist agencies in their reconciliation process, IPAC will contain a new type of transaction – zero dollar transactions. This enhancement, along with more required fields, should allow the receiving agency to more readily be able to classify each transaction.

Your agency will need to appoint an Administrator to register the users of the IPAC system.

Each Agency Location Code (ALC) will be required to have an IPAC Agency Administrator (IAA) for each application (IPAC, RITS and TRACS). The same administrator can be responsible for more than one ALC and more than one application. For example, John Doe can be the IAA for ALC 12345678 for IPAC and RITS, as well as the IAA for ALC 98765432 for IPAC. FMS recommends that each agency also assign an alternate administrator that can perform the IAA functions when the administrator is unavailable.

The IPAC Agency Administrator is defined as the person who is responsible for ensuring that their IPAC users follow system procedures, and who is the administrative contact for their group of users. The IPAC Agency Administrator, and the designated alternate, will be responsible for the following:

- ❶ Identify each person that requires access to IPAC for the ALC.
- ❷ Enter each user profile into the IPAC Enrollment subsystem.
- ❸ Assign the user roles/functions for each user for each application.
- ❹ Add and delete users, and update user profiles as appropriate.

- ⑤ Administer the password process for each agency user. Passwords assigned by the IAA will always be one-time use passwords that need to be immediately changed on-line by the user.
- ⑥ A quarterly access audit must be performed for every ALC/Payroll Office administered by your organization. The purpose of this audit is to validate and correct access and authority for every user with permissions to any IPAC application. One, and only one, IAA must be designated for each ALC/Payroll Office to report the completion date of this important audit review.

Only IAA's will be authorized access to the enrollment portion of IPAC. In order to maintain a clear separation of duties, the IAA should not be an IPAC user.

Please identify the IPAC Agency Administrator, and an alternate, for each ALC and application within your agency. Each agency must determine the appropriate level person to serve as the authorizing official. The only stipulation is that the authorizing official cannot also be the IAA.

IPAC Agency Administrator designation forms are due back to FMS by January 12, 2001. Upon receipt of the completed designation forms, FMS will send each IAA a sample IPAC User Registration Form that can be used to gather the necessary profile information from each user.

Additionally, OPAC uses antiquated communications technology. IPAC will be an Internet application. Users will log on to the IPAC applications via the Internet using a 128-bit encryption version of Microsoft Internet Explorer 4.0 or Netscape 4.0 or higher with cookies enabled. Cookies will be used to maintain system session information, and will not be used to collect user information. Reports and data will be available for download in Portable Document Format (PDF), Hypertext Markup Language (HTML), Comma Separated Values (CSV) and Tab Separated Values (TSV). The user must have software capable of viewing PDF files. If your agency does not already own software that can view PDF files, Adobe Acrobat Reader is free for download from www.adobe.com. Access to IPAC will be controlled through the use of a Login ID and password. Unlike the existing OPAC application, each IPAC user will have their own unique Login ID.

Additional information about IPAC may be obtained by accessing FMS' GOALS II web page at www.fms.treas.gov/goals. A copy of this memorandum will be available on the web site shortly. You are encouraged to sign-up for FMS' e-mail notification service so that you can be informed when the site has been updated.

Readiness to transition to IPAC in June 2001 is essential. The impact on your agency is two-fold. Your users must be able to satisfy the communication requirements for IPAC, and fulfill the additional data requirements as well. **Please be sure that this information is communicated to each potential IPAC user.** If you or your staff have any questions or concerns with the information in this letter, or are concerned about the readiness ability of your agency to transition to IPAC in June 2001, please contact Charles Schwan, Acting Director, Financial Projects Division on (202) 874-8354 or send an e-mail to Charles.Schwan@fms.treas.gov.

Thank you for your continued support and cooperation in this effort.

Attachments

IPAC Required Fields

Payment and Collection Transactions

ALC Contact ▲	Invoice Number*
Contact Telephone Number ▲	Pay Flag*
Contact E-mail Address* ▲	Quantity*
Originating ALC ▲	Unit Price*
Customer ALC	Unit of Issue*
Amount	Sender Treasury Account Symbol (Appropriation)*
Obligating Document Number*	Receiver Department Code*
Purchase Order Number*	

Adjustment Transactions

ALC Contact ▲	Amount
Contact Telephone Number ▲	Original IPAC Document Reference Number
Contact E-mail Address ▲	Original Accomplished Date
Originating ALC ▲	Original Accounting Date
Customer ALC	

Zero Dollar Transactions**

ALC Contact ▲	Originating ALC ▲
Contact Telephone Number ▲	Customer ALC
Contact E-mail Address ▲	

IPAC System Requirements

Access to the Internet

Browsers: 128-bit encryption version of Microsoft Internet Explorer 4.0 or Netscape 4.0 or higher

Browser must have cookies enabled

Software to view Portable Document Format (PDF) files

▲ system generated based on user profile

* fields that will be required in IPAC but were not required in OPAC

** zero dollar transactions are a new transaction type implemented in IPAC