

# USDA

# IPAC Processing

Presented by: Eddie Reso

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USDA

Office of the Chief Financial Officer (OCFO)

Controller Operations Division (COD)

IPAC Control Branch (ICB)

# COD-ICB - IPAC Processing

- The USDA-Controller Operations Division (COD) IPAC Control Branch (ICB) processes IPAC payments and collections for most USDA agencies.
- The COD-ICB acts as a “middleman” between its USDA customer agencies and IPAC.
- COD-ICB services 18 separate ALC’s for its USDA customer agencies.
- Certain bills are automatically loaded to an automated system for processing, and others are sent to a review group to identify accounting information necessary for processing.
- Bills are then distributed to the appropriate unit for processing.



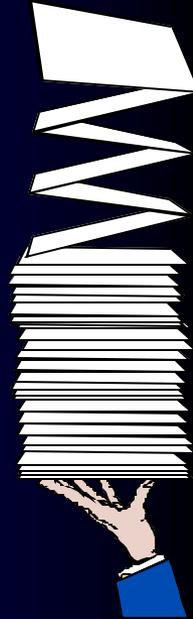
# COD Serviced ALC's & Accounting Contacts

- 12-25-0001 AMS *Dave Rose, 202-720-4248*
- 12-06-0000 FA *Marsha Stevens, 816-926-6288*
- 12-37-0001 FSIS *Teresa Ramsey, 301-504-5790*
- 12-40-0001 (CAS) *Eddie Reso, 504-426-5064*
- 12-40-0300 ARS *Dee Ingram, 202-720-5182*
- 12-40-0700 RD *Deborah Collins, 314-457-4122*
- 12-40-0800 RMA *Don Hagstrom, 816-926-7529*
- 12-40-0002 DASO *DASO FMU, 202-720-1202*
- 12-40-1000 FAS *Paola Felix, 703-305-1434*
- 12-40-1100 FS *Tom Sharratt, 503-808-2795*

# COD Serviced ALC's & Accounting Contacts (continued)

- 12-40-1600 NRCS *Chris Calhoun, 202-720-7176*
- 12-40-1800 ERS *Alvin Dixon, 202-694-5108*
- 12-40-2000 NASS *Dien Nguyen, 202-720-7738*
- 12-40-2200 CSREES *Wanda Edwards, 202-720-3137*
- 12-40-2300 OIG *Del Thornsberry, 202-720-4474*
- 12-40-3000 FNS *Lisha Dorman, 703-305-2307*
- 12-40-3400 APHIS *Dave Santelman, 612-370-3237*
- 12-40-3600 GIPSA *Genea Henson, 202-720-9720*

# ICB - IPAC Processing

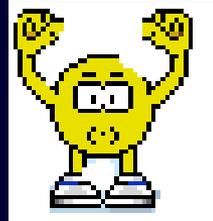


- #1 GOAL: Process all bills within 30 days of the bill date.
- USDA IPAC payments are matched and applied to pre-established obligations upon receipt. Each obligation is identified by a Miscellaneous Obligation (MO) document number, and appropriate chargeable line. The document and line number combined, only separated by a pound sign (#), are known as the USDA Obligating Document Reference Number (**DRN**).
- The USDA Customer agency should provide the DRN to the Federal Vendor Agency upon placing orders or entering into agreements.
- The USDA DRN should be included on the IPAC transactions from Treasury, along with contact and other pertinent information. The DRN should be placed in the **PURCHASE ORDER NUMBER** field of the IPAC transaction. (*Backup information received via telephone calls, e-mails, and faxes is not desirable, and a last resort.*)



# Communicating with USDA Agencies

- Upon taking an order or entering into an agreement with a USDA agency, PLEASE **insist** on obtaining the Obligating DRN(s). Refuse their business without it!
- When Vendors take the initiative to request DRN's when USDA agencies do not provide them, it saves future chargebacks and phone calls which are burdensome and costly to both customer and vendor agencies.
- The **USDA DRN** should contain no spaces. See the below DRN examples:



MOabc456#001      RQ123#001      M1DA123456#002      RC12345#001

*( Note the DRN may contain alpha and/or numeric characters.)*



# Communicating with USDA Agency (cont.)

- The term DRN, or USDA Obligating DRN is new in the last six months, being introduced within USDA since February 2004.
- All USDA Agency personnel in procurement, should know the terms MO and MO line number, and should be providing this type of reference information to vendor agencies currently. The DRN is merely these two data elements joined with a pound sign (#), with no spaces.
- Use of the **USDA DRN** format allows IPAC bills to be processed by an automated system upon receipt if the billing agency has placed the DRN in the Purchase Order Number field. When in full and proper use, the cost savings to both the USDA and Vendor agencies should be significant.
- The USDA procurement community is large, and pro-active help from Federal Vendor agencies is needed. Please insist on an obligating DRN from USDA personnel when receiving orders or entering into agreements.





# USDA IPAC Requirements Summary

- The USDA Obligating Document Reference Number (DRN) is required.
- The USDA DRN must be contained in the IPAC P.O. Number field, of each detail line.
- If an IPAC bill is received with no USDA Obligating DRN, a chargeback may result.
- Agencies should not submit bills to USDA agencies within the last 5 working days of the month.

# CY 2003 Statistics USDA IPAC Bills Received

# stats

- 39,390 IPAC bills were received  
(approximately 3,300 per month)
- Bills were issued by 143 different vendor ALC's.
- 3200 Chargebacks were issued on bills received.
- Above numbers represent bills charged to all 18 USDA-COD serviced ALC's combined.
- See handouts for volume statistics from specific Non-USDA ALC's to USDA ALC's.

# Top 20 Agencies Billing USDA

	<u>ALC</u>	<u>Agency Name</u>	<u># of Bills</u>	<u>Total Amount</u>
1.	47000017	General Services Administration	2348	\$331,325,500
2.	20550860	Dept. of the Treasury	1710	-21,524,779
3.	24000002	Office of Personnel Management	1468	6,710,926,258
4.	47000016	General Services Administration	1318	140,671,710
5.	20550861	Dept. of the Treasury	1273	7,486,338
6.	14110008	Dept. of the Interior	1133	30,564,658
7.	15080007	Dept. of Justice	885	5,004,608
8.	24000001	Office of Personnel Management	825	12,378,990
9.	00008522	Dept. of the Navy	714	5,662,829
10.	00005570	Dept. of Defense	553	8,280,682

# Top 20 Agencies Billing USDA (cont.)

<u>ALC</u>	<u>Agency Name</u>	<u># of Bills</u>	<u>Total Amount</u>
● 00008736	Dept. of the Army	469	\$4,809,828
● 04000001	Government Printing Office	382	21,474,807
● 14080001	Dept. of the Interior	375	15,856,386
● 20180032	Dept. of the Treasury	373	-804,168
● 75030030	Dept. of Health & Human Services	326	6,114,345
● 14160006	Dept. of the Interior	313	5,070,950
● 14100099	Dept. of the Interior	284	5,109,521
● 00003801	Dept. of Defense	215	-1,294,841
● 14060905	Dept. of Interior	171	2,398,413
● 19000001	Dept. of State	169	16,230,886



# Billing Through IPAC

**USDA Agencies bill many Federal Agencies through IPAC.  
USDA wants to be a GOOD TRADING PARTNER!**

- **USDA wants to provide customer agencies with necessary reference and accounting data needed.**
- **USDA wants to put customer agency data in the appropriate IPAC fields as needed for its customers.**
- **For bills received from USDA without sufficient reference data, please contact USDA-COD-ICB.  
*See contact listing.***

# USDA Agencies - CY 2003 Billing Through IPAC

# stats

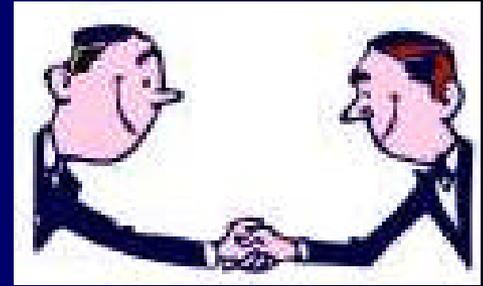
- **20,194 IPAC Bills were issued.**  
*(Approximately 1680 bills per month)*
- **Bills were charged to 183 different vendor ALC's**
- **Above numbers represent bills issued from all 18 USDA-COD Serviced ALC's combined.**

# Agencies Working Together to Exchange Data is Key

- ICB will chargeback IPAC bills received without proper accounting information per policy. USDA-ICB does not like Ping-Pong!
- We request other Federal Agency IT personnel work with USDA to create mechanisms to assure:
  - 1) Appropriate customer accounting data is collected upon procurement.
  - 2) Appropriate customer accounting data is transmitted on each IPAC bill, in the required fields within each IPAC record.

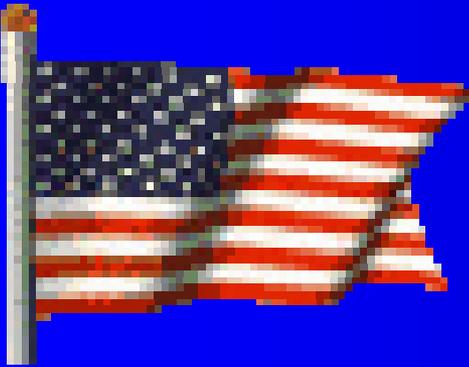
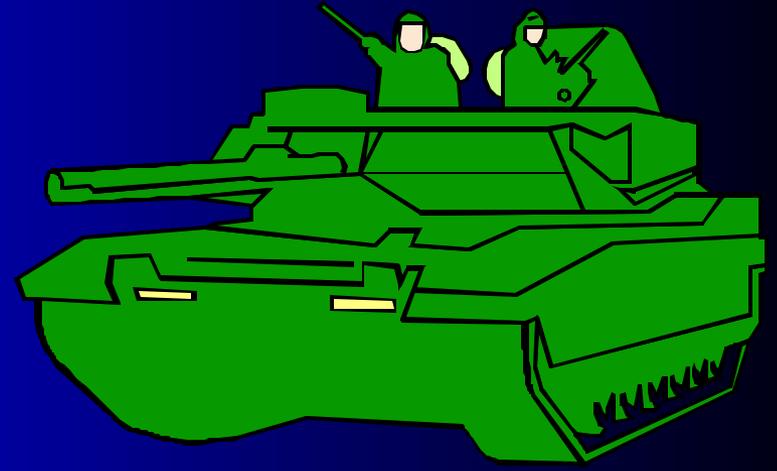


# COD-ICB Goals for IPAC Processing



- Work with partner agencies to routinely facilitate the exchange of accounting information, avoiding telephone calls to process IPAC billings.
- Minimize chargeback transactions issued, as this procedure creates additional work for everyone.
- Help USDA agencies create CLEAN IPAC transactions. A clean IPAC transaction is one supported by a USDA Obligating DRN, that is provided to the vendor..
- Process each IPAC transaction within 30 days of receipt.

# Summary

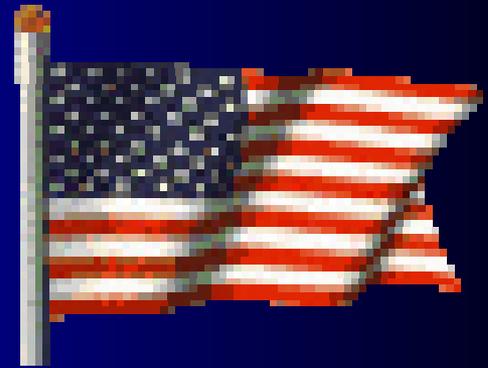


Thou shalt not bill  
USDA Agencies without a

**DRN.**

# USDA-COD-ICB

## Contacts



IPAC Control Branch (ICB), Chief  
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