

IPAC Transaction Report Download Quick Reference Guide

- Step 1.** Log into IPAC (www.ipac.fms.treas.gov)
- Step 2.** Select the [Query] tab
- Step 3.** In the **Report type** field, select **IPAC Transaction Report Download**;
- In the **ALC field**, enter your **Agency Location Code (ALC)**;
 - In the **Starting/Ending date fields**, enter the **same dates**;
 - Click [**Submit**] at the lower right hand corner of the screen;
- Step 4.** The **Report Status** page is displayed;
Click [**Download**]