



**Intra-governmental Payments and Collections  
System User Guide for Agencies**

## History

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## **Section 1: Introduction**

### **1.1 Overview**

This manual is designed to display objectives and tasks from an Agency user perspective. This will entail exploring how to process transactions, accessing detailed information, and setting relationships and other functionality that users may have access to. After reading the training manual, a user will be able to:

- Understand the benefits of the IPAC system.
- Become familiar with the IPAC screens, function buttons, and data fields.
- Know how to use IPAC to process transactions, submit requests, view status, and obtain reports.

### **1.2 What is IPAC**

The Intragovernmental Payments and Collections (IPAC) System's primary purpose is to provide a standardized interagency fund transfer mechanism for Federal Program Agencies (FPAs). IPAC facilitates the intragovernmental transfer of funds, with descriptive data from one FPA to another.

The IPAC system consists of 3 modules: IPAC, RITS, and TRACS. Each module is comprised of a base module to create transaction activity, and an administrator module to perform common maintenance in the system:

- The IPAC module is a settlement mechanism used by FPAs to disburse payments to/collect funds from their intragovernmental trading partners for expenditure transactions, therefore increasing/decreasing their respective Fund Balances with Treasury (FBwT).
- The Retirement and Insurance Transfer System (RITS) module is an Office of Personnel Management (OPM) benefits system used by FPAs for processing retirement and health insurance payments to OPM.
- The Treasury Receivable Accounting and Collections System (TRACS) module is used to process interagency transfers related to check aftermath data returned to Federal Agencies.

The IPAC System enables FPAs to exchange accounting and other pertinent information to assist in the reconciliation of funds transferred between FPAs for various interagency transaction types (buy/sell, fiduciary, and other miscellaneous payment and collection transactions). A Sender and Receiver TAS/BETC are validated in the Shared Accounting Module (SAM) and transmitted to the Central Accounting Reporting System (CARS) Account Statements at the time of IPAC origination. IPAC standardizes interagency payment, collection, and adjustment procedures through an internet-based application.

IPAC users can process transactions one of two ways, either online or via a bulk file submission. FPA's can upload bulk files online or by data connection with the IPAC system (e.g. Connect Direct). Each FPA may choose their preferred method of transfer.

There are several benefits to using IPAC:

- Reduces cost for intragovernmental transaction processing
- Provides an Internet-based solution for intragovernmental transactions
- Provides immediate processing of transactions
- Transactions appear next day on FPAs CARS Account Statements for daily reconciliation of their FBwT activity.
- Provides descriptive information for each individual transaction and assists in the identification and timely reconciliation of transactions.

## **Section 2: Application Access**

This section covers system requirements for the IPAC System, how to gain access to IPAC, and completing the login process.

### **2.1 System Requirements**

For your computer to access the IPAC system, it must have:

- 1) A web browser of Internet Explorer 8.0 or higher. The browser should also have 128-bit encryption (with cookies enabled) as well as Transport Layer Security (TLS) 1.2 enabled.

See the IPAC website at

[https://fiscal.treasury.gov/fsservices/gov/acctg/ipac/ipac\\_home.htm](https://fiscal.treasury.gov/fsservices/gov/acctg/ipac/ipac_home.htm) for a list of supported browsers and operating system requirements for all GWA Applications.

- 2) Software to view Portable Document Format (PDF) files (such as Adobe Acrobat Reader™)
- 3) A User ID and password.
- 4) An operating system of Windows 7 and above.

### **2.2 Requesting Application Access**

To gain access, users must self-enroll in the IBM Tivoli Identity Manager (ITIM). IPAC users must have a Treasury Enterprise ID (ITIM) and Password. The Agency Administrator will be responsible for approving users' requests. If a user does not have an ITIM ID, please register at the following website:

[https://www.fiscal.treasury.gov/fsservices/gov/acctg/ipac/getting\\_started.htm](https://www.fiscal.treasury.gov/fsservices/gov/acctg/ipac/getting_started.htm).

Follow the enrollment screens sequentially to get your user ID and password. (For users who already have an ITIM ID and password, please visit <https://reg.fms.treas.gov/itim/self> and enter your user ID and password.)

1. On the Treasury ITIM main screen click "Request Account."
2. Find and click on IPAC from the list of applications.
3. Select the role you need from the drop down menus.
4. Search and select your Supervisor.
  - a. Click the Search button.
  - b. In the "Search by" select Email Address and then type in your Supervisor's email address.
5. Click on your Supervisor's name.

\*\*\*If you cannot find your supervisor; that means he or she is not enrolled in ITIM. You cannot proceed until your supervisor has access to approve your request.
6. After your selection has been made click "Next" and then "Request Account"
7. An email will be sent to your supervisor notifying them to approve your access request.
8. Once your supervisor approves your access, Fiscal Service will notify you via email that your access is complete.

For questions regarding IPAC enrollment, please contact the Treasury Support Center at [IPAC@stls.frb.org](mailto:IPAC@stls.frb.org) or (877) 440-9476.

### **2.3 IPAC Roles**

Each role within IPAC has specific functions and at least one role is assigned to each IPAC user.

- **IPAC Reports** allows a user to perform the following functions:
  - Display messages
  - Access to the following reports:
    - Agency special requirements
    - ALC Information
    - ALC Information Download
    - Headquarters transactions
    - Headquarters transaction download
    - IPAC and zero dollar transactions
    - IPAC transaction download
    - Parent / child relationships
    - Predecessor / Successor ALCs
    - Sender required fields
    - Treasury reporting requirements
  - Review reports / data files
  - Purge reports / data files

- **IPAC User** provides the user the same functions as the IPAC Reports role, plus:
  - Process payment, collection, adjustment and zero dollar transactions
  - Complete incomplete transactions
  - View status of Agency special requirements request
  - Add/edit SGL information to transactions received / sent
- **IPAC Supervisor** provides the user the same functions as the IPAC Reports role, plus:
  - Request an update to Agency billable status
  - View Agency billable status
  - Request an update to Agency special requirements
  - View status of Agency special requirements request
  - Request establishment of a parent / child relationship
  - Update Agency information
- **Bulk File Submitter** allows a user to perform the following functions:
  - Submit bulk IPAC transactions via IPAC online
  - Review bulk file status information (including confirmation/error/rejection information)
  - Display messages
  - Review reports/data files
  - Purge reports/data files

## 2.4 Logging into IPAC

Once you have received your user name and password, you are ready to access the IPAC System, using the following URL: <https://www.ipac.fms.treas.gov/>

Login screen:

Log In To: <https://www.ipac.fms.treas.gov/index.html>

Select an authentication method and enter your credentials

Log In using your Fiscal Service ID:

SSO User ID and Password

SecurID Token

PKI Certificate

To log in using your Fiscal Service Single Sign On User ID and Password.

User ID:

Password:

Log In Reset

[Forgot your User ID?](#)

[Forgot your Password?](#)

WARNING  
WARNING  
NOTE

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

This system may contain sensitive but unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency.

[Accessibility](#) | [Contacts](#) | [Privacy Policy](#)  
U. S. Department of the Treasury - Bureau of the Fiscal Service

Keep in mind that your User ID and password are associated with the roles that you chose when access was requested. Review the roles to be assured of what you're allowed and not allowed to accomplish when using the application.

## Section 3: IPAC Agency User

### 3.1 Overview

The following sections will explore the application from the perspective of a Federal Agency user. Agencies use the IPAC system for various payments and collections that are done with another Federal Agency. Users are able to include descriptive data that can be used during the reconciliation process. This portion of the manual will show users how to execute payments, collections, adjustments and zero dollar transactions.

This section will teach the user about screen layouts and navigation. Users will learn all functions of the IPAC system as you will receive detailed information in regards to the IPAC module. This section will take the user through the screens from an Agency prospective. When a user has received their User ID from the enrollment process, they will access the following screen:



From here the user has access to various tabs to execute different types of functionality in the system. Keep in mind that the roles requested during setup will dictate what the user can and cannot do. If a user is not entitled to specific functionality an error message will appear in regards to the restrictions a user has.

Before agencies start processing transactions in IPAC, it is recommended that agencies have established Trading Partner Agreements outside of IPAC that documents the type of business they will be conducting in IPAC. In cases of disputes, these agreements can be utilized to make an accurate judgment for either Trading Partner.

Once agencies have established their Trading Partner Agreements, they can submit a request in IPAC to set their billable status relationships based on those agreements. If an Agency does not have a Trading Partner Agreement outside of IPAC, they can still gain access to the application and have complete use of all functionality; however, for purposes of a dispute it will be difficult in finding a particular party that is at fault.

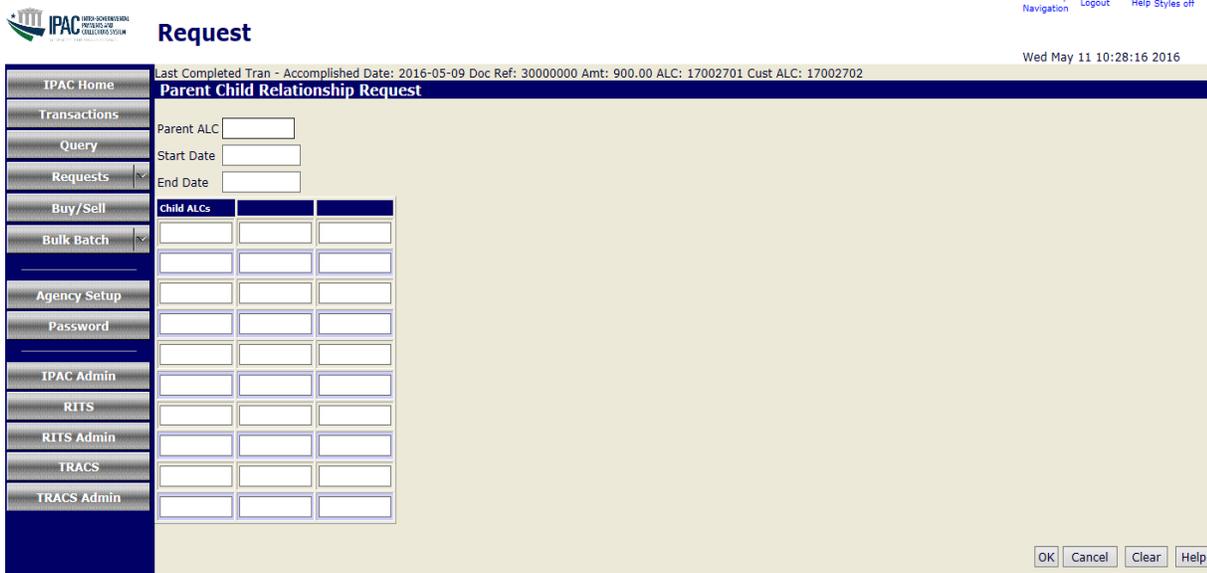
### 3.2 Request Functions

#### 3.2.1 Parent/Child Relationship

Parent/Child relationships are established to allow one Agency ALC to retrieve report activity for another. A parent/child relationship enables the parent ALC to access the Headquarters Transaction Download and Headquarters Transactions query reports.



At the Parent Child Relationship Request screen type a parent ALC, Start and End Date, and up to thirty Child ALCs to request a Parent/Child relationship.



After clicking “Ok” the Parent/Child Relationship request will be sent to Fiscal Service for approval.

#### 3.2.2 Special Requirements

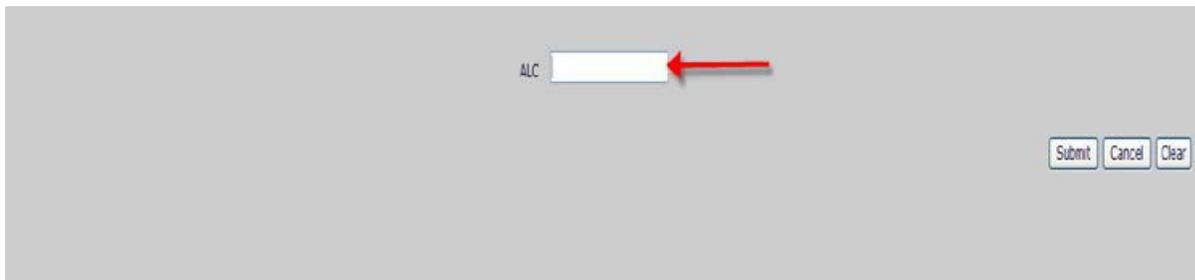
An Agency request for Special Requirements must be approved by Fiscal Service before it takes effect. This option allows a user to submit a Request for Special Requirements to Fiscal Service for approval. To access the Special Requirements link, select the Requests function on the IPAC Today page. Select "Special Requirements" from the Requests Text Menu or the drop down menu.



## Request



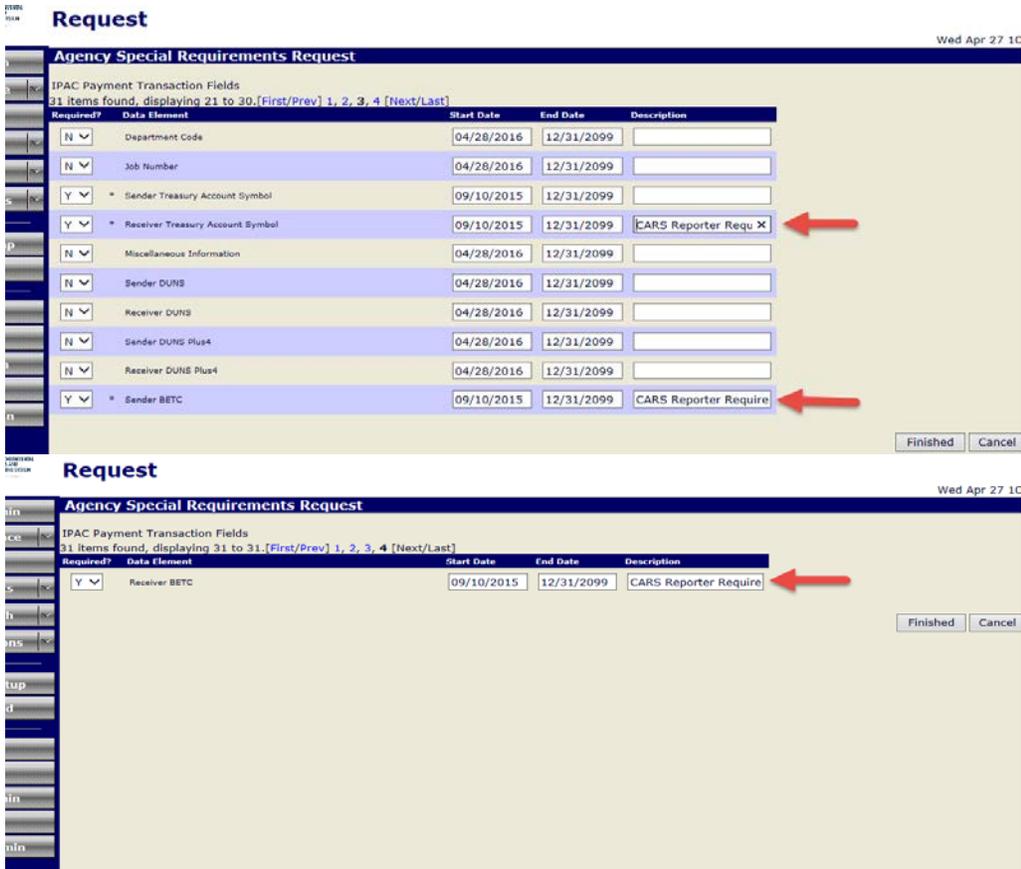
After clicking Special Requirements, insert the ALC and click submit.



Once at the pending Agency Special Request Screen, click Payment and then click ok:



Go to page 3 and 4 to set Receiver Treasury Account Symbol, Receiver Business Event Type Code (Receiver BETC) and Sender Business Event Type Code (Sender BETC) to yes, “Y”, input start date, and add Description as “CARS Reporter Requirement” and click finished, then ok.



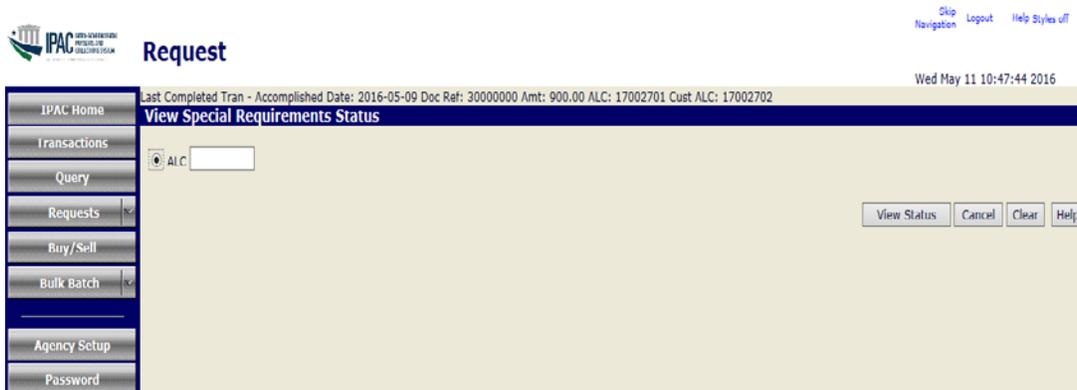
The same steps just completed will also need repeated for Collection transactions so that the same requirements apply to both transaction types.

Once you are finished the Special Requirements requests will go to Fiscal Service for approval.

### 3.2.3 Requirement Status

This function is selected in order to obtain the status of a Special Requirement request. To access Special Requirements Status, Select the Requests function on the IPAC Today page. Select "Requirements Status" from the Request Text Menu or the dropdown menu.





Type an ALC and click View Status.



The Approval Status screen will show what data elements within which transaction type was requested and/or set. The “Status” column indicates if the request has been Accepted (“A”), is still Pending Approval (“P”), or Rejected (“R”). The purpose of Special Requirements is to make additional fields required for the ALC.

### 3.2.4 Billable Agency

Billable Agency requests stipulate the type of transactions an ALC will RECEIVE from a partner ALC: “P” for Payments, “C” for Collections, “RIA” for Receiver Initiated Adjustment, and “SIA” for Sender Initiated Adjustment. If there will also be transactions going TO your trading partner, that partner ALC will also need to setup a billable status request specifying the type of transactions they will accept from your ALC. All billable status requests must be approved by the Bureau of the Fiscal Service before becoming effective.

Please note that IPAC recommends agencies maintain their Trading Partner Agreements on record to reference in the event of a dispute. Once both trading partners have set their billable status request according to their agreed upon activities, they can process transactions in IPAC. Non-Treasury Disbursing Office (NTDO) ALCs are required to set up a billable request before a transaction can be processed in the application. Treasury Disbursing Office (TDO) ALCs are not

required to setup billable requests to send transactions in the IPAC application. However, if a TDO ALC is conducting business with an NTDO ALC, the TDO ALC will need to complete a billable status request to allow transaction activity between the two agencies. Anytime there is activity with a NTDO, a billable status is needed.

Once at the IPAC Today Screen click on the “request” tab on the left of your screen.



From the Request screen, choose “Billable Agency.”

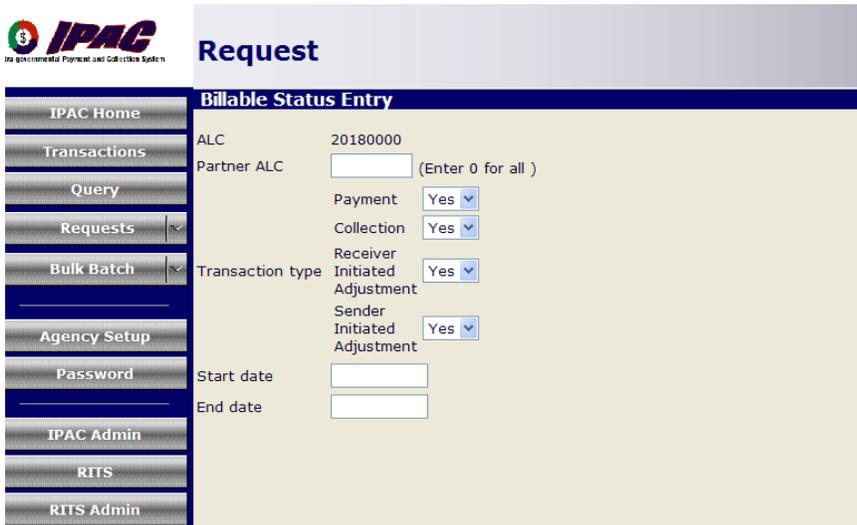


Next, type your ALC in the box provided and click “submit.”

At the billable status request screen you now have the choice to select Add, delete, or edit. Click “Add” at the bottom right of the screen. (The Delete and Edit buttons are for existing billable status requests that need to be removed or changed)



Next, enter your Trading Partners ALC and set the type of transaction that you will accept from them with “Yes or No” for Payments, Collections, Receiver Initiated Adjustments, and Sender Initiated Adjustments.



Next enter your “start and end date” for the billable request. Default End Date is “12/31/2099”. Clicking “ok” submits the request for a change in billable status to Fiscal Service for approval. However, if requesting to delete a pending request, the deletion is processed immediately and does not require Fiscal Service approval.

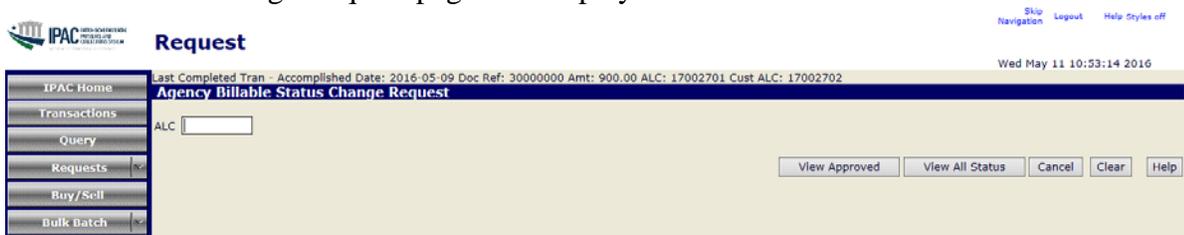
You will repeat all steps for each Billable relationship that you want to set up in IPAC with a different Trading Partner.

If an agency would like to apply permissions and/or restrictions to ALL FPAs, and not just one or a few, they may create just one billable status request for all agencies. In their request, they would need to enter a Partner ALC of “00000000” (to denote all ALCs) and then change all transaction types to “Y” or “N”.

### 3.2.5 Billable Status



From the IPAC Today page, click Requests and choose “Billable Status” link. The Agency Billable Status Change Request page will display.



Type an ALC and click View Approved or View All Status.

The screenshot shows the 'ALC Billable Status' table. The table has the following columns: ALC, Partner ALC, Payment, Collection, Receiver Initiated Adjustment, Sender Initiated Adjustment, Start Date, End Date, Status, and Approved Date. The table contains 8 rows of data, each representing a different relationship between an ALC and a trading partner ALC.

ALC	Partner ALC	Payment	Collection	Receiver Initiated Adjustment	Sender Initiated Adjustment	Start Date	End Date	Status	Approved Date
00008522	00005234	Y	Y	Y	N	11/28/2001	12/31/2099	D	11/28/2001
00008522	00005242	Y	Y	Y	N	11/28/2001	12/31/2099	D	11/28/2001
00008522	00005245	Y	Y	Y	N	11/28/2001	12/31/2099	D	11/28/2001
00008522	00005544	Y	Y	Y	N	12/06/2002	12/31/2099	D	12/06/2002
00008522	00005570	Y	Y	Y	N	11/28/2001	12/31/2099	A	11/28/2001
00008522	00006102	Y	Y	Y	N	11/28/2001	12/31/2099	A	11/28/2001
00008522	00006335	Y	Y	Y	Y	03/10/2010	12/31/2099	D	03/10/2010
00008522	00006353	Y	Y	Y	N	12/06/2002	12/31/2099	A	12/06/2002
00008522	00006355	Y	Y	Y	N	11/28/2001	12/31/2099	A	11/28/2001
00008522	00006356	Y	Y	Y	N	11/28/2001	12/31/2099	A	11/28/2001

The agency billable status view allows a user to view all the relationships an ALC has set-up with their Trading Partners in the system.

- The first ALC column shows they will accept transactions from the trading partner ALC listed in the “Partner ALC” column.
- A “Y” within the Payment, Collection, Receiver Initiated Adjustment, or Sender Initiated Adjustment columns indicates that the respective transaction type is permitted from the partner ALC.

- An “N” would indicate that the transaction type is restricted.
- As an added feature, agencies may include a “Start Date” and “End Date” field to only permit/restrict transactions during a distinctive period of time.
- The “Status” column indicates if the request has been Accepted (“A”) or is still pending approval (“P”).

As you scroll through the pages you may notice that the ALCs in the first column show differently with the ALC you are looking up in the second column as the partner ALC. This is because when you look up billable statuses for an ALC, IPAC will not only show your ALC’s trading partners but the agencies that have billable status relationships with your ALC as the partner.

### **3.3 Bulk Batch Functions**

#### **3.3.1 Outgoing Bulk File Status**

IPAC Agency Users have the same Bulk Batch Functions available as the IPAC Administrator minus the Manage Schedule module. The Bulk Batch functionality allows the user to check the upload status and investigate any issues with Agency Bulk Files that are being processed. Users may view a bulk file for 120 days after the initial upload. There are three functions that an Agency user has access to within the Bulk Batch module in IPAC. These functions are: Outgoing Bulk File Status, Bulk File Status, and Bulk File Upload.

The Outgoing Bulk Status allows the user to view the status of files that IPAC is sending to another source system. For example, IPAC sends a daily file to the Central Accounting Front End (CAFÉ). This file includes all processed transactions from the previous day that needs to go to CARS for Agency account statement posting.

When accessing from the main menu, the user will go to Bulk Batch and choose Outgoing Bulk File Status. Once at the outgoing file Inquiry Screen, choose the file type and click submit. The below screen shot is an example what the user will see. The user also has the option of selecting a file to view.



navigation

Wed Apr 27 11:18:42 2016

**Bulk Batch**

Last Completed Tran - Accomplished Date: 2016-02-12 Doc Ref: 11250205 Amt: 1200.00 ALC: 47000017 Cust ALC: 70031512

**Outgoing File Status Inquiry Batch Results**

File description CONSGWA  
5 items found, displaying all items.

Batch ID	Start Date	Start Time	Status	End Date	End Time	Logon ID
146620	03/11/2016	10:43:00	Business Processing Started.	03/11/2016	10:43:00	bmagee01
146316	02/25/2016	12:15:01	File Processing Completed.	03/10/2016	12:15:00	bmagee01
144487	11/22/2015	8:10:00	File Processing Started.	04/24/2016	10:10:02	jblac504
144486	11/21/2015	8:10:01	File Processing Completed.	04/23/2016	6:10:01	jblac504
140905	05/03/2014	6:10:00	File Processing Completed.	04/27/2016	6:10:00	jblac504

View File(s) Refresh New Search Cancel Help

From here the user has the option to choose a Batch ID and check the CAFÉ files associated with it by clicking “View Files”.

Here is where you can view all CAFÉ files ran by date.

Batch ID 140905  
File description CONSGWA  
Batch start date 2014-05-03  
Batch start time 06:10:00  
Batch end date 2016-04-27  
Batch end time 06:10:00  
Number of files created 1  
Batch status File Processing Completed.  
Batch completion flag Y  
46 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5 [Next/Last]

File ID	Date	Time	Current Status	Additional Information	File Name
16627	04/27/2016	06:10:00	File Storage Completed	Completed - Consolidated PCA File - GWA Format / 179 lines stored Completion Date Range = 2016-04-26 through 2016-04-26. Outgoing File Transfer Schedule row inserted.Transmission Header 0000016627IPAC	
16623	04/26/2016	06:10:01	File Storage Aborted	Aborted - Consolidated PCA File - GWA Format / 1 lines stored No data was found for the date (s) provided. Completion Date Range = 2016-04-25 through 2016-04-25.	
16620	04/25/2016	06:10:02	File Storage Aborted	Aborted - Consolidated PCA File - GWA Format / 1 lines stored No data was found for the date (s) provided. Completion Date Range = 2016-04-24 through 2016-04-24.	
16613	04/22/2016	06:10:00	File Storage Aborted	Aborted - Consolidated PCA File - GWA Format / 1 lines stored No data was found for the date (s) provided. Completion Date Range = 2016-04-21 through 2016-04-21.	
16610	04/21/2016	06:10:00	File Storage Completed	Completed - Consolidated PCA File - GWA Format / 8 lines stored Completion Date Range = 2016-04-20 through 2016-04-20. Outgoing File Transfer Schedule row inserted.Transmission Header 0000016610IPAC	
16607	04/20/2016	06:10:01	File Storage Aborted	Aborted - Consolidated PCA File - GWA Format / 1 lines stored No data was found for the date (s) provided. Completion Date Range = 2016-04-19 through 2016-04-19.	
16604	04/19/2016	06:10:00	File Storage Completed	Completed - Consolidated PCA File - GWA Format / 6 lines stored Completion Date Range = 2016-04-18 through 2016-04-18. Outgoing File Transfer Schedule row inserted.Transmission Header 0000016604IPAC	
16599	04/18/2016	06:10:04	File Storage Aborted	Aborted - Consolidated PCA File - GWA Format / 1 lines stored No data was found for the date (s) provided. Completion Date Range = 2016-04-17 through 2016-04-17.	
16593	04/15/2016	06:10:00	File Storage Completed	Completed - Consolidated PCA File - GWA Format / 20 lines stored Completion Date Range = 2016-04-14 through 2016-04-14. Outgoing File Transfer Schedule row inserted.Transmission Header 0000016593IPAC	
16587	04/14/2016	06:10:00	File Storage Completed	Completed - Consolidated PCA File - GWA Format / 6 lines stored Completion Date Range = 2016-04-13 through 2016-04-13. Outgoing File Transfer Schedule row inserted.Transmission Header 0000016587IPAC	

View History Download Refresh New Search Cancel Help

### 3.3.2 Bulk File Status

Next, the user can access the Bulk File Status inquiry to check the status of an uploaded bulk file. A user may view bulk files for 120 days following the initial upload. Also, if searching for a wide range of bulk files only 100 results can be displayed at a time.

**IPAC** Bulk Batch

The results screen allows the user to, view history, view confirmation, view errors or view a specific uploaded file.

**IPAC** Bulk Batch

Date	Time	Current Status	Additional Information	File Name	File ID	Upload ALC	Logon ID
03/21/2013	11:23:52	Transaction Processing Completed	Completed - 10 transaction(s) in error	00008522COMP3.498	162960	8522	tttest577
03/20/2013	17:08:46	Transaction Processing Completed	Completed - 5 transaction(s) in error	00008522.515	162959	8522	tttest577
03/20/2013	16:52:27	Transaction Processing In Process	100% transactions processed (515/515)	00008522COMP2.498	162958	8522	tttest577
03/14/2013	17:25:12	Transaction Processing Completed	Completed - 1 transaction(s) in error	00008522COMP.499	162953	8522	tttest577
03/14/2013	17:15:50	Transaction Processing Completed	Completed - 209 transaction(s) in error	00008522COMP.498	162952	8522	tttest577
12/28/2012	16:56:44	Transaction Processing Completed	Completed - No Errors	00008522.345	161859	8522	ggee0500
12/28/2012	14:41:42	Transaction Processing Completed	Completed - 2 transaction(s) in error	00008522.344	161856	8522	sforn508
12/28/2012	13:58:24	Transaction Processing Completed	Completed - No Errors	00008522.343	161855	8522	sforn508
12/28/2012	13:41:27	Transaction Processing Completed	Completed - 5 transaction(s) in error	00008522.342	161854	8522	sforn508
12/28/2012	13:14:49	Transaction Processing Completed	Completed - 4 transaction(s) in error	00008522.341	161851	8522	sforn508

1.) View History – By clicking the radio button next to the desired file and clicking the “View History” button near the bottom right of the screen, the user can view the Stage, File Status, Date and Time, and any Additional Information associated with the file. An option to download the submitted file is also available.

Stage	Status	Date	Time	Additional Information
File Storage	Started	05/20/2016	8:51:10	
File Storage	Completed	05/20/2016	8:51:56	File Storage is 100% complete.
Transaction Processing	Started	05/20/2016	8:51:57	Initial Start
Transaction Processing	In Process	05/20/2016	8:53:01	100% transactions processed (104/104)
Transaction Processing	Completed	05/20/2016	8:53:02	Completed - 4 transaction(s) in error

2.) View Confirmation – By clicking the radio button next to the desired file and clicking the “View Confirmation” button near the bottom right of the screen, the user can view a confirmation of the bulk file posting, including: A summary of the number of transactions submitted, accepted, and rejected; the Starting Document Reference Number and Ending Document Reference Number; the Net Credit Total of Transactions, and the File ID. This is a helpful tool to ensure the completeness and accuracy of the bulk file and to reconcile at the transaction level.

Sender ALC	Net Total	Start Doc Ref. No	End Doc Ref. No	Trans Submitted	Trans Accepted	Trans Rejected
20550861	23,950,344.00 CR	988A0UR3	988A0UTL	92	91	1

3.) View Errors – By clicking the radio button next to the desired file and clicking the “View Errors” button near the bottom right of the screen, the user can view: Detailed error messages for each error in the bulk file; Precise Start and End Column numbers containing each error, and any erroneous Data Values associated with the error. The User may also pinpoint the exact error and view a specific Error Record from this menu. This functionality is integral to configuring the bulk file into the correct format and reducing the number of file errors.

Start Column	End Column	Error Message	Data Value	Sender ALC	Customer ALC	Header Amount	Detail Amount	Doc Ref. No
30	43	Detail amount should be equal to Quantity * Unit price	0.04	20330861	49000001	0.04	0.04	
921	946	Receiver TAS-BETC pair Payment Indicator Type is not valid for this transaction	04920132013 0180000	20330861	49000001	0.04	0.04	
984	1009	Sender TAS-BETC pair Payment Indicator Type is not valid for this transaction	020 X4360010	20330861	49000001	0.04	0.04	
1049	1062	Invalid format of Unit Price	000000000000-4	20330861	49000001	0.04	0.04	
1049	1062	Unit Price should be greater than Zero	000000000000-4	20330861	49000001	0.04	0.04	

4.) **View File** – By clicking the radio button next to the desired file and clicking the “View File” button near the bottom right of the screen, the user can view the File ID, Current Status, and the first 100 lines of the submitted bulk file. A user may find this screen helpful to verify the correct header format and other bulk file formatting issues.



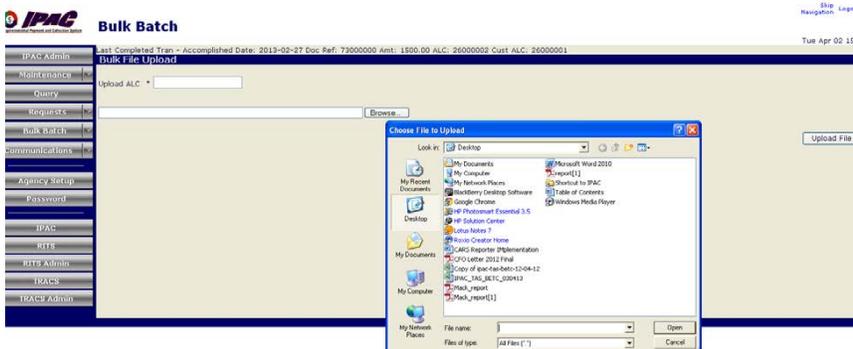
### 3.3.3 Bulk File Upload

In the Bulk Batch menu select Bulk File Upload. This function allows the user to upload an IPAC bulk file. The file needs to be in a flat text file format in order to be processed. There are variances in the bulk file layouts for different transaction types (e.g. Payments, Collections, Adjustments, Zero-Dollar, etc.). For guidance on the correct file format, please refer to the bulk file layout directions at:

[https://www.fiscal.treasury.gov/fsservices/gov/acctg/ipac/bulk\\_formats.htm](https://www.fiscal.treasury.gov/fsservices/gov/acctg/ipac/bulk_formats.htm)



Enter Upload ALC, choose Browse, and attach your bulk file. Then click the Upload File button to begin processing.



To view results of your uploaded bulk file, follow the steps as outlined for the Bulk File Status function in section 3.3.2.

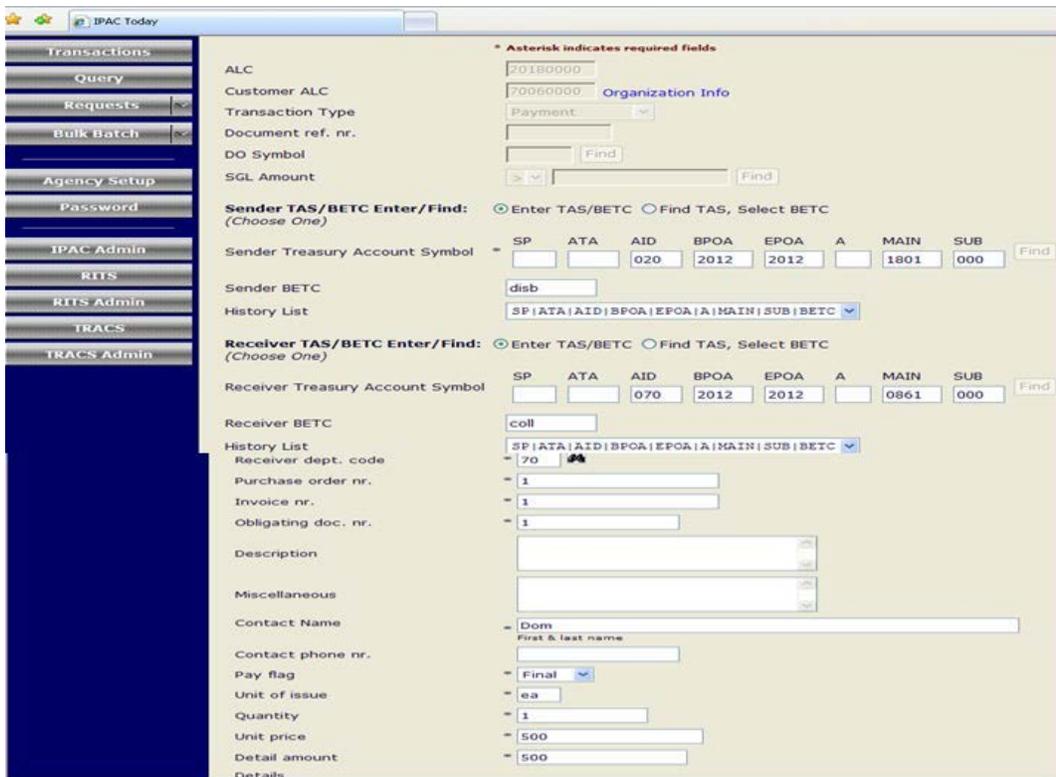
### 3.4 Transactions



#### 3.4.1 Payments & Collections

This will bring the user to the transaction screen where they can process a manual IPAC transaction. All required data is marked by an asterisk. After inputting the ALC and Payment Type (e.g. Payment, Collection, Adjustment) you will need to input the TAS and BETC information.

Please note that GWA currently has no relationship between ALC and TAS. Any valid TAS could be input by the IPAC originator and processed with an agency’s CARS activity. The IPAC originator should perform careful diligence when manually entering the TAS/BETC or creating the TAS/BETC within bulk files to ensure they are entering a TAS belonging to their trading partner.



Another option for finding a TAS/BETC is to refer to the Shared Accounting Module’s Master TAS/BETC page at: <https://www.sam.fms.treas.gov/sampublic/tasbetc.htm>. One can download the Intragovernmental csv file and view or filter within a listing of all valid TAS/BETCs. This listing is updated daily by SAM.

**Treasury Accounts**

Click on a file's link to view it in a separate browser window.

To retrieve a file in compressed format, right-click on the ZIP hyperlink, select "Save Target As..." and save the file to your computer. Note: CSV and CSV for Excel files of more than 65,500 lines must be saved to disk and opened in a text editor (e.g., Wordpad or Notepad), as Excel cannot open them due to size limitations.

Data Type	Data Files (and approximate file sizes)					
	XML - ZIP	XML	CSV - ZIP	CSV	Excel CSV - ZIP	Excel CSV
Intragovernmental	<a href="#">1 MB</a>	<a href="#">43 MB</a>	<a href="#">759 KB</a>	<a href="#">19 MB</a>	<a href="#">771 KB</a>	<a href="#">21 MB</a>
Collection	<a href="#">1 MB</a>	<a href="#">41 MB</a>	<a href="#">697 KB</a>	<a href="#">18 MB</a>	<a href="#">708 KB</a>	<a href="#">19 MB</a>
Payment	<a href="#">749 KB</a>	<a href="#">29 MB</a>	<a href="#">473 KB</a>	<a href="#">12 MB</a>	<a href="#">482 KB</a>	<a href="#">13 MB</a>
NTDO Payment	<a href="#">1 MB</a>	<a href="#">40 MB</a>	<a href="#">700 KB</a>	<a href="#">18 MB</a>	<a href="#">700 KB</a>	<a href="#">18 MB</a>
Authority Transaction	<a href="#">2 MB</a>	<a href="#">109 MB</a>	<a href="#">1 MB</a>	<a href="#">65 MB</a>	<a href="#">2 MB</a>	<a href="#">65 MB</a>
Total Files	<a href="#">3 MB</a>	<a href="#">155 MB</a>	<a href="#">1 MB</a>	<a href="#">86 MB</a>	<a href="#">2 MB</a>	<a href="#">93 MB</a>

These files contain all data elements and attributes necessary to map between the STAR TAS, GWA TAS, and new Component TAS.

Because of the significance of the Receiver and Sender TAS/BETC fields within IPAC, the Bureau of the Fiscal Service recommends the TAS/BETC be recorded within each trading partner order and/or Interagency Agreement.

Some common TAS/BETC errors occurring in IPAC have been:

- Misplacing sections of the Component TAS format. Users may mix an Agency Identifier (AID) with the Allocation Transfer (ATA) of the Component TAS; Omit a Sub Account (SUB); Not enter the correct Ending Period of Availability (EPOA) after entering the Beginning Period of Availability (BPOA); And Transpose the 4 required digits of the MAIN section. For more information on the Component TAS, including parts and required sizes, please see: [https://www.fiscal.treasury.gov/fsservices/gov/acctg/cars/factsheet\\_tas.htm](https://www.fiscal.treasury.gov/fsservices/gov/acctg/cars/factsheet_tas.htm)
- Using an incorrect BETC with the TAS. Users may select a valid TAS and a valid BETC, but use an incorrect combination that will cause the agency to have a GTAS Reporting error. For instance, they may select a BETC for ‘Funds Held Outside of Treasury (FHOT), but the correct BETC should have been DISB. With few exceptions, the BETC for IPAC Buy/Sell Transactions will be DISB, COLL, or an adjustment of one of the two.
- Using a TAS that doesn’t exist yet in the Shared Accounting Module. The SAM Master TAS/BETC file is refreshed on a daily basis with new TAS/BETC information. However, an IPAC transaction cannot validate unless the TAS/BETC is available in the SAM Master TAS/BETC file, even if the TAS/BETC is written in the trading partners’ Interagency Agreement.
- Using a Suspended TAS. Certain TAS/BETCs are designated as Suspended by GWA when an agency to whom funding is appropriated wishes to close the TAS from use.

- When an IPAC user originates transactions with a Suspended TAS, the IPAC will still pass through validation, but cause FBwT reclassification issues for the agency later on in the month. Users should check the ‘Suspended Date’ column in the SAM Master TAS/BETC file to ensure that the TAS/BETC has not been suspended, especially for accounts with older funding.

The user can input the TAS manually or if a user does not know their TAS, the “Find” mode allows them to do a search on 3 main criteria: Agency Identifier (AID), Main Account (MAIN), and Sub-Account (SUB). Once the search is done the user is given a list of valid TAS strings and BETC codes based upon the transaction type.

The screenshot shows the IPAC Transactions interface. At the top, it displays 'IPAC 10day' and a navigation bar with 'Main', 'Addl. Fields', 'Sgl Info', and 'Review'. Below this, the IPAC logo and 'Transactions' title are visible. A sidebar on the left contains navigation links: IPAC Home, Transactions, Query, Requests, Bulk Batch, Agency Setup, Password, IPAC Admin, RITS, RITS Admin, TRACS, and TRACS Admin. The main area shows a 'Last Completed Tran' summary with details like 'Accomplished Date: 2013-02-27', 'Doc Ref: 73000000', 'Amt: 1500.00', 'ALC: 26000002', and 'Cust ALC:'. Below this, there are input fields for 'ALC' (20180000), 'Customer ALC' (70060000), 'Transaction Type' (Payment), 'Document ref. nr.', 'DO Symbol', and 'SGL Amount'. A section for 'Sender TAS/BETC Enter/Find:' includes radio buttons for 'Enter TAS/BETC' and 'Find TAS, Select BETC'. The 'Sender Treasury Account Symbol' field is populated with SP, ATA, AID (020), BPOA, EPOA, A, MAIN (1801), and SUB (000). A dropdown menu for 'TAS Search Result List' is open, showing a list of results with columns for SP, ATA, AID, BPOA, EPOA, A, MAIN, and SUB. The 'Receiver TAS/BETC Enter/Find:' section has the 'Find TAS, Select BETC' option selected. Below this, there are input fields for 'Receiver Treasury Account Symbol', 'Receiver BETC', 'History List', 'Receiver dept. code', 'Purchase order nr.', 'Invoice nr.', and 'Obligating doc. nr.'.

This is a close-up screenshot of the IPAC Transactions interface. It shows the 'Sender TAS/BETC Enter/Find:' section with the 'Find TAS, Select BETC' option selected. The 'Sender Treasury Account Symbol' field is populated with SP, ATA, AID (020), BPOA (2006), EPOA (2008), A, MAIN (1801), and SUB (000). The 'TAS Search Result List' dropdown is open, showing a list of results with columns for SP, ATA, AID, BPOA, EPOA, A, MAIN, and SUB. The 'Receiver TAS/BETC Enter/Find:' section has the 'Find TAS, Select BETC' option selected. Below this, there are input fields for 'Receiver Treasury Account Symbol', 'Receiver BETC', 'History List', 'Receiver dept. code', 'Purchase order nr.', 'Invoice nr.', and 'Obligating doc. nr.'.

Once you have chosen your TAS and BETC continue to fill out the rest of the data elements that are required. The Miscellaneous text box is an optional field in which agencies can include additional information or accounting data about a particular transaction.

Please note the Detail Amount is not calculated by the application. You must calculate and enter the detail amount as the Unit Price times the Quantity. IPAC will not let you submit a line item until the Detail amount is calculated correctly.

Once all data is entered click Next. This will take you to the Additional Fields tab.

If special requirements have been set to require any of these data elements then you would need to provide this data. If not, continue to the SGL Info screen.

SGL information is optional for IPAC transactions. However, if the user chooses to enter SGL accounts then all SGL edits are enforced:

1. There must be a Credit and a Debit SGL record for each Detail line
2. A minimum of two (2) SGL records are required per detail line with a maximum of 8 records per detail line
3. All fields in the record must be valid

IPAC will not allow you to continue until a valid SGL is entered. However, these accounts are only validated against what is within the IPAC system and not from an updated external source. SGL Accounts have not been updated within IPAC since they became optional a few years ago.

Clicking Next will take you to the review screen.

This screen allows the user one last review before they submit their transaction. They can edit any section in order to assure accurate information was input. Once the user is ready they will click Submit.

Main		Edit
ALC:	20180000	
Customer ALC:	70060000	
Transaction type:	P	
Sender TAS:	02020122012 1801000	
Sender BETC:	disb	
Receiver TAS:	07020122012 0861000	
Receiver BETC:	coll	
Receiver dept. code:	70	
Purchase order nr.:	1	
Invoice nr.:	1	
Obligating doc. nr.:	1	
Description:		
Miscellaneous:		
Contact name:	Dom	
Contact phone nr.:		
Pay flag:	F	
Unit of issue:	ea	
Quantity:	1.00	
Unit price:	500.00	
Detail amount:	500.00	
Details:	1	
Additional Fields		Edit
Account. class. code:		
FSN/AAA/ADSN:		
Contract nr.:		
Requisition nr.:		

**IPAC**  
Intra-governmental Payments and Collections System

## Transactions

Last Completed Tran - Accomplished Date: 2012-03-28 Doc Ref: 30800000 Amt: 500.00 ALC: 20180000

### Transaction Confirmation

Step 1 2 3 4 5

Initiating ALC	20180000
Customer ALC	70060000
Transaction type	P
Summary amount	500.00
Document reference number:	30800000
Accomplished date	03/28/2012
Time	10:57:57

You are now at the confirmation screen. When your transaction is processed, IPAC will assign each transaction with a unique identifier, Document Reference Number (DRN), for traceability. The DRN can be used when doing queries to pull reports and if adjustments need to be done.

The below screenshot is the PDF version of a completed IPAC transaction.

## Transaction Report

IPAC TRANSACTION

Originating ALC	Customer ALC	Submitter ALC	PAYMENT	
20180000	70060000			
Document Reference Number		Summary Amount		
30800000		\$500.00		
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol	
03/28/2012	03/31/2012	1	X3308	
ALC Contact			Contact Phone	
Dominique McCreary			202222222	
Contact Email				
Dominique.McCreary@xfms.treas.gov				
Detail Number	Receiver Treasury Account Symbol	Receiver DUNS+4	Sender Treasury Account Symbol	Sender DUNS+4
1	07020122012 0861000		02020122012 1801000	
	Receiver BETC	Receiver DUNS	Sender BETC	Sender DUNS
	COLL		DISB	
Purchase Order Number		Invoice Number		
1		1		
Obligating Document Number		Requisition Number		Contract Number
1				
CLIN		Jas Number		
ACT(trace number)		Job (Project) Number	Pay Flag	Receiver Dept Code
			F	70
Unit of Issue	Quantity	Unit Price	Detail Amount	
ea	1.00	\$500.00	\$500.00	
ACRN	Accounting Classification Code	FSN/AAA/ADSN	DOD Activity Address Code	
		0		
Transaction Contact			Contact Phone	
Dom				
Transaction Description			Miscellaneous Information	

### 3.4.2 Adjustment Transactions

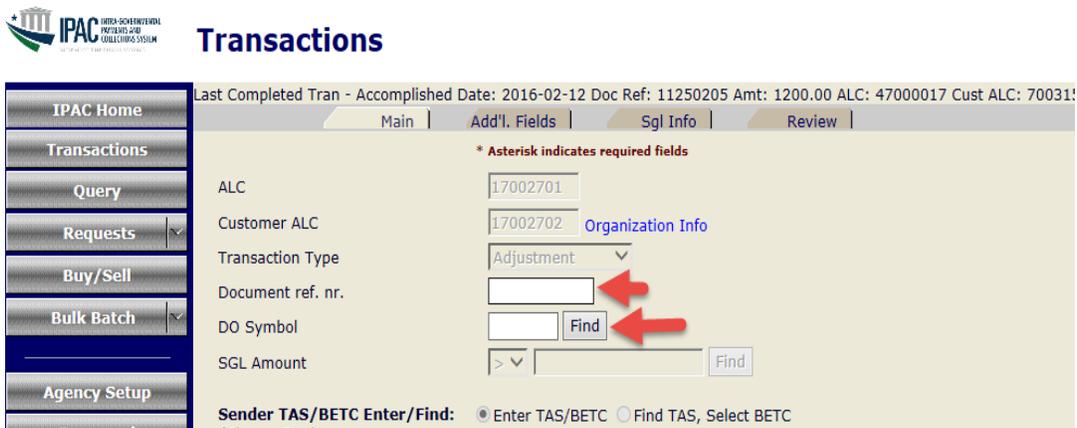
IPAC adjustments are unique in that they allow IPAC users to adjust/correct completed transactions to correct an amount, rather than charging back the entire transaction and paying back funds. The TAS, BETC, ALC, Reporting period, or other accounting information cannot be edited; only the amount of funds can be changed. Agencies can use adjustments only to adjust downwards (reduce) the original transaction amount; they cannot raise the transaction amount.

If only a TAS or BETC were entered incorrectly on the original transaction, the agency may choose to reclassify the transaction in the CARS Classifications, Transactions, and Accountability (CTA) Module instead of charging back the IPAC or making a series of IPAC adjustments.

IPAC allows users to perform two types of adjustments in IPAC. The adjustment types are: Receiver Initiated Adjustment (RIA) and Sender Initiated Adjustment (SIA). The Receiver Initiated Adjustment is a type of an adjustment transaction processed by the receiver of the original transaction. The Sender Initiated Adjustment (SIA) is a type of an adjustment transaction processed by the sender of the original transaction.

To complete the adjustment, the original transaction must not be older than 90 days. The user must have the Document Reference Number of the original transaction and also the Disbursing Office (DO) Symbol of the originating ALC. These numbers allow the system to identify the original transaction for adjustment. Agencies must also make sure they have a billable status setup with their trading partner ALCs to allow the adjustment being processed. If the correct billable status is not set up you may have to ask the other agency to enter the reversal, or discuss with them how best to handle the adjustment to get the right set up.

Only one adjustment can be made for each original transaction. After one adjustment is created, no more will be allowed by IPAC. Users should use due diligence and ensure they have all activity details from the trading partner before originating an adjustment. The steps below outline the adjustment process. Navigate to the Transactions screen and input the ALC information, choose adjustment from the Transaction Type drop down bar. Next, the user will be prompted to input the Document Reference Number and DO symbol associated with the original transaction.



Once the correct data has been input, click Find. The application will then bring up the original transaction line item(s) in the Details box at the bottom of the screen.

The user has two options for an adjustment – Partial Adjustment or Adjust Entire Transaction. If the user is doing a Partial Adjustment then they would click the Edit button in order to change the selected line item. When doing a Partial Adjustment, the screen will auto-populate the TAS/BETC information based on what was submitted in the original transaction. At this time the user can edit the Detail Amount.

NOTE: *If the user is unable to click the Edit button for a Partial Adjustment this may be due to one of the known Internet Explorer 10/11 compatibility issues. For instructions on setting the compatibility mode please see the documentation on the Fiscal Service website at: [https://www.fiscal.treasury.gov/fsservices/gov/acctg/ipac/IPAC\\_InternetExplorer10and11Compatibility.pdf](https://www.fiscal.treasury.gov/fsservices/gov/acctg/ipac/IPAC_InternetExplorer10and11Compatibility.pdf)*

Line nr.	ALC	Type	Cont. ALC	Amount	Description
1	97000010	P	5570	43313.49	TAS: 097.5 0100 Bel...

Click Next until you reach the SGL Information screen and adjust any SGLs accordingly. Click Next.

SGL	F/N	Debit Amount	Credit Amount
1010	F	4000.00	
6100	F		4000.00
	F		
	F		
	F		
	F		
	F		
	F		
	F		
Net totals		0	0

Click Finished at the review screen to process your adjustment transaction.

**Main**

ALC: 9000870  
 Customer ALC: 9700000  
 Transaction Code: A  
 Sender BETC: 0871490000  
 Sender SGL: 02010  
 Receiver BETC: 0870010000 010000  
 Receiver SGL: 00804  
 Receiver SGL Code: JP

**Additional Fields**

Account class code: P000000000  
 Contract M.:  
 Reservation M.:  
 Sender DUNS:  
 Sender DUNS4:  
 Receiver DUNS:  
 Receiver DUNS4:  
 SGL M.:  
 Job Project M.:  
 ADN:  
 CEN:  
 ACT (Trade M.):  
 DOD activity code:

SGL Code	FL	AMOUNT	AMOUNT	AMOUNT
	F	4000.00		4000.00

If the receiver of the original transaction was doing a Receiver Initiated Adjustment then the application will automatically flip the TAS/BETC information accordingly. For example, if the Receiver BETC were 'DISB' on the original transaction, the BETC would be 'DISBAJ' in the adjustment. This prevents reconciling confusion associated with the adjustment.

If doing a full adjustment then the user will click the “Adjust Entire Transaction” button at the bottom of the screen. The Miscellaneous text box will open for editing at which time the user will describe the reasoning behind adjusting the entire transaction. Click Finished when done.

Once the transaction is submitted you will get a confirmation which gives the user a Voucher Number. The Voucher Number acts the same as a Document Reference Number for purposes of lookup.

Last Completed Tran - Accomplished Date: 2013-04-08 Doc Ref: 73000002 Amt: 100.00 ALC: 26

**Adjustment Confirmation**

Step 1 2 3 4 5

Originating ALC	26000002
Customer ALC	26000001
Voucher nr.	73000002
Accomplished date	04/08/2013
Summary amount	100.00
Number of details	1
Time	14:15:39

### 3.4.3 Zero Dollar Transactions

Zero Dollar transactions are not used to transfer funds; they are used to provide supplemental or clarifying information for previous transactions already completed and submitted to CARS. The user will enter ALC and Customer ALC information and choose Zero-Dollar as Transaction Type.

\* Asterisk indicates required fields

Step 1

ALC: 26000002

Customer ALC: 26000001 Organization Info

Transaction Type: Zero-Dollar

Document ref. nr.:

DO Symbol: Find

SQL Amount: Find

Sender TAS/BETC Enter/Find:  Enter TAS/BETC  Find TAS, Select BETC (Choose One)

Sender Treasury Account Symbol: SP ATA AID BPOA EPOA A MAIN SUB Find

Sender BETC:

Receiver TAS/BETC Enter/Find:  Enter TAS/BETC  Find TAS, Select BETC (Choose One)

Receiver Treasury Account Symbol: SP ATA AID BPOA EPOA A MAIN SUB Find

Receiver BETC:

History List: SP|ATA|AID|BPOA|EPOA|A|MAIN|SUB|BETC

Receiver dept. code: \*

Purchase order nr.: 1

Invoice nr.: 2

Obligating doc. nr.: 3

Description: this order should have been for 20 pencils instead of 20 sandwiches.

The user can refer to TAS/BETC information if they choose but it is not required. Zero-dollar transactions are used to send messages in regards to individual transactions and/or add pieces that may have been missing, need updating, or need further clarification. If agencies work closely with their trading partners, they can use these types of transactions as one form of communication.

Although there are no required fields on the Zero Dollar entry screen, IPAC will verify that any information entered into the Receiver Treasury Account Symbol, Sender Treasury Account Symbol, Receiver Department Code and Unit of Issue is valid before allowing you to process the transaction.

The Cross Reference Document Number is unique to the Zero Dollar Entry screen. This optional number refers to the original document that this transaction will update or change.

Just as all other transaction types are processed, when submitted a confirmation screen is provided. Here, the user is given a Trace number that will uniquely identify this Zero Dollar Transaction. The Trace Number cannot be used as a Document Reference number for purposes of looking up the transaction. However, a Zero Dollar query report does exist for looking these transactions up. The date and ALC will be required to retrieve the report.

## Transactions

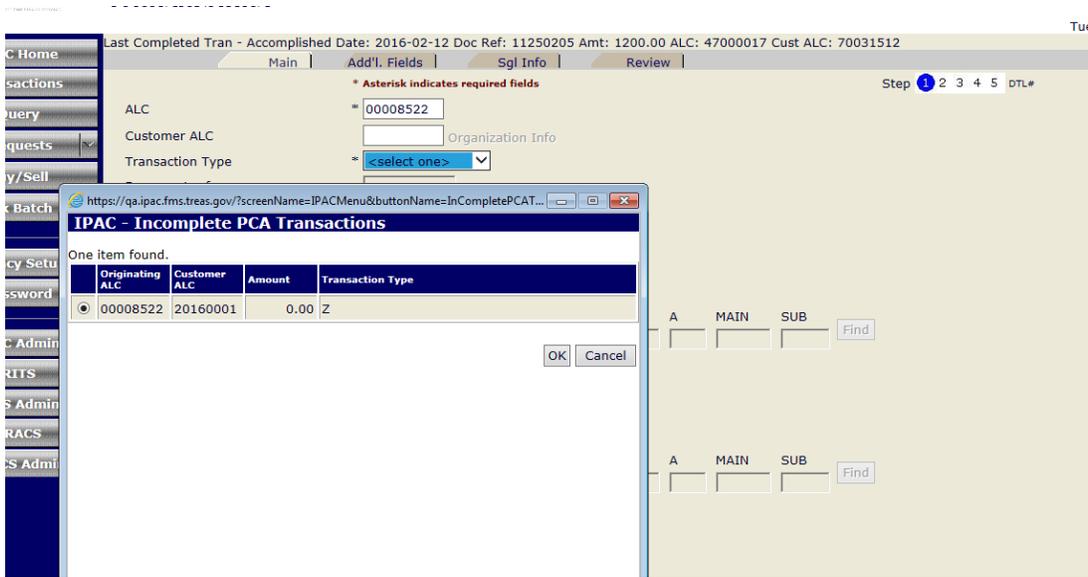
Last Completed Tran - Accomplished Date: 2013-04-08 Doc Ref: 73000003 Amt: 0.00 ALC:

Transaction Confirmation	
Initiating ALC	26000002
Customer ALC	26000001
Transaction type	Z
Summary amount	0.00
Trace number:	73000003
Accomplished date	04/08/2013
Time	14:46:18

### 3.4.4 Incomplete Transactions

If you start to enter data for a Payment, Collection, or Adjustment Transaction and do not fully complete the transaction, it will be stored as an Incomplete Transaction. The Incomplete Transactions function lets you select an incomplete transaction from a list, complete it, and submit it for IPAC processing. Any transaction not completed within 7 calendar days will expire and be deleted from the IPAC system.

To view Incomplete Transactions, navigate to the Transactions screen, input the ALC information, and choose “Incomplete” from the Transaction Type drop down bar. A window will pop up showing the recent transactions that were started and not completed for the originating ALC.



The Incomplete Transactions screen displays up to ten incomplete transactions. If more than ten transactions are incomplete, click the Next button to display the next ten transactions. If needed, a Prior button will display to allow you to move back to the previous group of ten transactions. You select the transaction you wish to complete by clicking the button next to it. You can only select one transaction at a time. Once you have made your selection, click OK to retrieve the transaction.

A retrieved transaction will be displayed in the appropriate data entry screen for that particular type of transaction (Payment, Collection, Adjustment, or Zero Dollar screen). Complete the transaction, just as you would any transaction of that type, and submit it for processing. This is applicable to online entries only.

### 3.5 Online Help

For further information or more details we encourage agencies to utilize the Help feature found within the IPAC System. This is an additional tool available to agencies that provides step-by-step directions for certain topics. The “Help” link can be found in the upper right portion of any screen within IPAC. Clicking the link will generate a pop-up window. On the left-hand side of this pop-up is a menu broken down by module. To see instructions for each functionality within these modules, click the appropriate link.

Also available are the tutorials which can be found on the IPAC website at the below URL:  
<https://www.fiscal.treasury.gov/fsservices/gov/acctg/ipac/training.htm>

Intra-governmental Payments and Collections (IPAC)

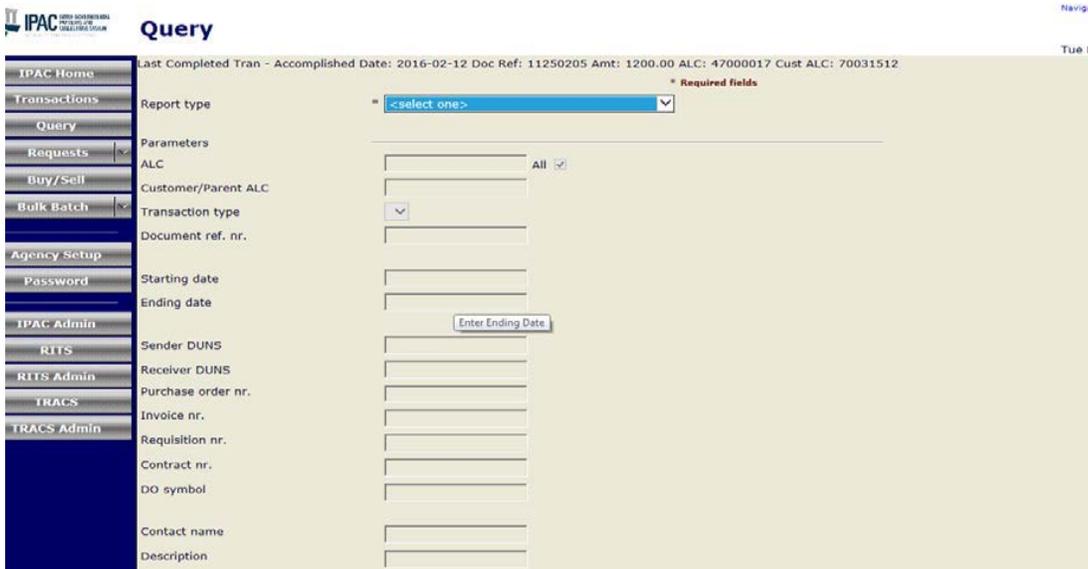
Agency User Guide (June 2016)

## APPENDIX A – QUERY REPORTS

Below are the different types of reports that are available in the Query screen. These can reports can be reviewed, downloaded, and/or printed. Different information will need to be input before the system can generate the report such as ALCs, Dates, Document Reference Numbers, etc. After choosing a report from the drop down list, required fields will turn white.



From the IPAC Query page click the drop-down icon to the right of the label ‘Report Type’ to select the Report.



Below is a description of the available reports and the information included. IPAC provides several types of reports but your IPAC role will determine which reports you have access to. Both Agency users and IPAC Administrators have access to this functionality.

### Agency Special Requirements

The Agency Special Requirements report displays all approved Agency Special Requirements. The user may request this report for a specific ALC or multiple ALCs by entering them in the ALC data entry field separated by a comma or for all ALCs by clicking the checkbox.

### **Headquarters Transaction Download**

The Headquarters Transaction Download report exports transaction data from IPAC in a standardized format. It produces a Comma Separated Value (CSV) or Tab Separated Value (TSV) file that can be imported by other software for further data analysis or processing.

Only ALCs with an approved Parent/Child Relationship are able to retrieve data using the Headquarters Transaction Download report option. All transactions involving both the ALC and Child ALC(s) will be retrieved for download.

### **Headquarters Transactions**

The Headquarters Transactions report allows the user to generate transaction reports by ALCs. Only ALCs with an approved Parent/Child Relationship are able to retrieve data using the Headquarters Transactions report option.

### **IPAC Transaction Report Download**

The IPAC Transaction Report Download exports all IPAC transaction data (IPACs sent, received, or adjusted) within an ALC from a certain time period. Users may select a specific date range to include a distinctive reporting period, or query back as far as eighteen months in the past. It produces a Comma Separated Value (CSV) or Tab Separated Value (TSV) file that can be imported by other software for further data analysis or processing. Because of its compatibility and completeness of data, this Download report is one of the best features for reconciling monthly IPAC and CARS activity.

### **IPAC Transaction Report Archive**

The IPAC Transaction Report Archive allows the user to produce an archived report for data within 18 months of the current month.

### **IPAC Transaction Report by Doc Ref Number**

The IPAC Transaction Report by Document Reference Number allows the user to request an IPAC Transactions report for a specific Document Reference Number.

### **IPAC Transaction Report Selection**

The IPAC Transaction Report Selection allows an individual ALC to produce IPAC transactions sent or received by the ALC.

### **Parent/Child Relationships**

The Parent/Child Relationships report displays the following Parent/Child relationship information for one specified ALC or all ALCs: Parent and Child ALC, Contact Name and Phone Number, Start Date and End Date, and Approval Date.

### **Predecessor/Successor ALCs**

The Predecessor/Successor ALCs report retrieves Predecessor/Successor ALC information, for one specified ALC or for all ALCs. If an ALC is closed and another ALC has taken over the reporting responsibility for that ALC's accounting activity, the closed ALC (predecessor) and the replacement ALC (successor) information are provided in this report.

### **Sender Required Fields**

The Sender Required Fields report displays all “required” fields for a specific ALC or ALCs. This report takes the information from the database and produces the required Data Element (e.g. Sender BETC), Start Date, End Date, Transaction Type, and the Description.

### **Treasury Reporting Requirements**

The Treasury Reporting Requirements report allows the user to view the Treasury Reporting Requirements established by Fiscal Service.

### **Zero Dollar Transaction**

The Zero Dollar Transactions report contains all Zero Dollar transactions for a specified ALC.

### **Retrieve Report/Data Files**

This report option allows the user to extract a list of existing reports and data files.

### **Report Retention Management**

All reports generated by the IPAC System are automatically saved to the IPAC database. Reports that are no longer needed should be deleted to save storage space and to make it easier to find and retrieve new reports. IPAC Retention may remove reports after 90 days.

## **APPENDIX B – REQUIRED IPAC FIELDS**

Below are the fields that will be required when processing transactions in the IPAC System.

### Payment and Collection Transactions

- ALC Contact
- Contact Telephone Number
- Contact E-mail Address
- Originating ALC
- Customer ALC
- Invoice Number
- Pay Flag
- Quantity
- Unit Price
- Unit of Issue
- Detail Amount
- Obligating Document Number
- Purchase Order Number
- Sender Treasury Account Symbol

### Adjustment Transactions

- ALC Contact
- Contact Telephone Number
- Contact E-mail Address
- Originating ALC
- Customer ALC
- Amount
- Original IPAC Document Reference Number
- Original DO Symbol
- Sender Treasury Account Symbol
- Original Accomplished Date

### Zero Dollar Transactions

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

## **APPENDIX C – GLOSSARY OF TERMS AND ACRONYMS**

**Accomplished Date** – The date an IPAC transaction was successfully processed by the IPAC System.

**Accounting Classification Code** – This code, or number, identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services.

**Accounting Date** – The last date of the month during which date a transaction was processed through the IPAC System.

**ACT (Accounting Trace Number)** – A user assigned identification number which enables back end systems to match-up transactions.

**Adjustment** - A transaction that an Agency initiates to adjust an erroneous or incorrect payment or collection. Agencies can use adjustments only to reduce (adjust down) the original transaction amount and may process an adjustment only against a payment or collection that is 90 days old or less.

*Receiver Initiated Adjustment (RIA)* - A transaction that the receiver agency initiates to adjust an erroneous or incorrect payment or collection.

*Sender Initiated Adjustment (SIA)* - A transaction that the sender agency initiates to adjust an erroneous or incorrect payment or collection.

**Agency Location Code (ALC)** - There are 3 types of ALCs: 3-digit, 4-digit, and 8-digit numbers. The three-digit ALC is only used by the Fiscal Service disbursing office (or Payment Center) in Kansas City. The four-digit identifier is used by Non-Treasury Disbursing Offices for reporting check issuance to Treasury and accounting transactions to CARS. Eight-digit identifiers are assigned by the Fiscal Service to Federal entities for reporting purposes.

**Business Event Type Code (BETC)** - An eight-character code that indicates the type of activity being reported (borrowing, repayment, offsetting, collection, receipt, disbursement, etc.) It is used in combination with the Treasury Account Symbol (TAS) to determine the transaction effect on the Fund Balance with Treasury.

**Central Accounting Front End Module (CAFÉ)** – Module used to validate IPAC Transactions. The IPAC system provides a daily file to CAFÉ that contains the previous days IPAC activity for validation. If the two systems reconcile and no errors occur, the transactions process as normal to Central Accounting Reporting System (CARS).

**Central Accounting Reporting System (CARS)** - The Central Accounting Reporting System (CARS) is the central accounting System of Record for the Department of the Treasury, Bureau of the Fiscal Service. The Central Accounting and Reporting System (CARS) handles accounting and reporting for all federal agencies

**Central Accounting Reporting System Non-Reporter (CARS Non-Reporter)** - Agencies who are not yet CARS IPAC Reporters, and who must continue to report their IPAC activity on the Fiscal Services SF 224 or 1219/1220. They are not yet required to report a TAS/BETC for their trading partner on each IPAC submission. These agencies are not authorized by Memorandum of Understanding (MOU) to provide TAS/BETC data on transactions reported to the Central Accounting Reporting System (CARS) by the Central Accounting Front End System (CAFÉ.) (CAFÉ captures TAS/BETC data files from source systems and translates them to CARS.)

**Central Accounting Reporting System Parallel Reporter (CARS Parallel Reporter)** - Organizations that are not yet CARS Reporters, the Parallel Reporters must report a TAS/BETC for both their agency and their trading partner on each IPAC submission. However, transactions are not yet automatically reported to CARS, so they must continue to report their IPAC activity on the Fiscal Services SF 224 or 1219/1220. These requirements allow Parallel Reporters to analyze and identify potential issues with their trading partners initiating transactions to their ALC before becoming CARS Reporters. These agencies use the Agency Special Requirements function in IPAC to describe their TAS/BETC requirements

**Central Accounting Reporting System Reporter (CARS Reporter)** - Agencies who have officially transitioned to a CARS IPAC Reporter status. They must report a TAS/BETC for both their agency and their trading partner on each IPAC submission. After the IPACs are originated and validated through SAM, the transactions are automatically recorded within each agency's CARS Account Statements. There is no need for them to report IPAC activity on the Fiscal Services SF 224 or 1219/1220. They are authorized by MOU to provide TAS/BETCs on incoming daily transactions to CAFÉ/CARS.

**Collection** - A transaction that an agency initiates to pull money, in the form of an online transfer, from FPAs within the IPAC System.

**CSV (Comma Separated Values) (comma delimited)** – A file format that separates data fields with commas. The character data is usually surrounded by quotes. This file format is frequently used to import and export data between different programs.

**Department Code** – the Department Code (DC) has been mostly replaced by the Agency Identifier (AID) that is part of the Component Treasury Accounting Symbol (TAS). The AID/TAS combination directs the actual reporting of funds. A complete listing of 2-digit Department Codes and 3-digit AIDs appears in the *TFM FAST BOOK* at [https://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook\\_home.htm](https://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm)

**Detail Amount** – The amount entered by the user on the detail section of the transaction screens. IPAC does not automatically calculate this amount from the Quantity and Unit Price fields; however, the Quantity multiplied by the Unit Price MUST equal the Detail Amount.

**Disbursing Office Symbol (DO Symbol)** – Automatically assigned when an Agency becomes an IPAC user. Each ALC has a unique DO Symbol for each IPAC application (IPAC, TRACS and RITS).

**Document Reference Number (DRN)** – The number that is automatically assigned to a transaction when it is accepted by the IPAC System. It will be a sequential number assigned by DO Symbol. This number, when combined with a DO Symbol number will be unique. The DRN will also appear in the CARS Account Statement Transaction Detail, so that agencies can easily reconcile cash activity between IPAC and CARS.

**FPA** - Federal Program Agency.

**FSN (Fiscal Station Number)** – An accounting station, a subdivision of the ALC.

**Intragovernmental Business Rules** - These rules apply to all intragovernmental business, specifically, transactions that entail the exchange of goods and services (reimbursable agreements); investments and borrowings; and transfers between Federal entities. See TFM Volume I, Part 2, Chapter 4700, at <https://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html>

**IPAC Adjustment Voucher Number** - A unique identification number that is automatically assigned to each adjustment a customer Agency enters into the IPAC System. Bulk file users have the capability to assign their own IPAC adjustment voucher numbers.

**IPAC Customer Agency** - Recipient of an IPAC transaction, also referred to as a “Receiver” Agency.

**IPAC Document Reference Number** - A unique identification number that is automatically assigned to each interagency transaction entered into the IPAC System. It is a sequential number assigned by DO symbol. This number, when combined with a DO symbol, is unique. Bulk file users have the capability to assign their own IPAC document reference number. The IPAC DRN will also appear in the CARS Account Statement Transaction Detail, so that agencies can easily reconcile cash activity between IPAC and CARS.

**IPAC Originating Agency** - The initiator of an IPAC transaction, also referred to as a “sender” Agency.

**IPAC Trace Number** - A unique identification number that is automatically assigned to each zero dollar interagency transaction entered into the IPAC System. Bulk file users have the capability to assign their own IPAC trace number.

**Invoice Number** – The identification number of the Invoice sent by the Biller listing the services rendered.

**Logon ID** – The alphanumeric characters assigned to the user to uniquely identify that user.

**Miscellaneous Information** - An optional field within each transaction in which agencies can include additional information or accounting data about a particular transaction.

**Obligating Document Number** - The billing agency’s internal accounting document associated with a specific bill or disbursement.

**Pay Flag** – A flag to indicate if the payment or collection is final or partial.

**Payment** – A transaction that an agency initiates to disburse money, in the form of an online transfer, to FPAs within IPAC.

**Purchase Order Number** – The number of the document from the receiving agency requesting goods or services.

**Quantity** – The number of units (items, boxes, cartons, etc.) that are being handled by the detail line of a transaction.

**Requisition Number** – A number used between two trading partners to identify requisitions.

**Shared Accounting Module (SAM)**— An application that facilitates the process of validating or deriving TAS and BETC combinations to assist GWA in classifying financial transactions as they occur. SAM has three options for transactions as they move from IPAC to CARS: SAM will validate, translate, or default them. Transactions with a valid TAS/BETC listed as open in the SAM Master TAS/BETC file will be validated and posted to each agency’s respective CARS Account Statement. RITS and TRACS transactions will be translated to a TAS/BETC based on the Classification Key (C-Key) the agency has already established within SAM. Lastly, transactions for which no TAS/BETC can be translated with Default to a SAM-Clearing account at GWA, and must be cleared by the third business day of the subsequent month. The SAM-Clearing Account is F3502. SAM is the single source for Enterprise Reference Data to Government agencies and Treasury applications. For more information, see the Fiscal Service website at: [https://www.fiscal.treasury.gov/fsservices/gov/acctg/sam/sam\\_home.htm](https://www.fiscal.treasury.gov/fsservices/gov/acctg/sam/sam_home.htm)

**Submitter ALC** – An ALC that processes the IPAC Transactions on behalf of another ALC (e.g. Shared Service Provider)

**TFM (Treasury Financial Manual)** – The official publication on Treasury procedures for financial management and reporting. The TFM is available on-line at: <https://tfm.fiscal.treasury.gov/>

**Treasury Account Symbol (TAS)** - Formerly the Appropriation Symbol, the account number assigned by the Treasury to classify agency transactions. TAS represents individual appropriations, receipts, and other fund accounts.

**Unit of Issue** – The standard unit by which the item is sold or measured. (BX = Box, EA = Each, TN = Ton, etc.)

**Unit Price** – The price for each individual piece in a line item of an order, payment, invoice, etc.

**Zero Dollar Transaction** – Used to provide USSGL account information to trading partners, correct information sent in an earlier transaction, or convey additional information. Agencies do not use zero dollar transactions to transfer funds.