



Intra-Governmental Payment and Collection System (IPAC) Overview

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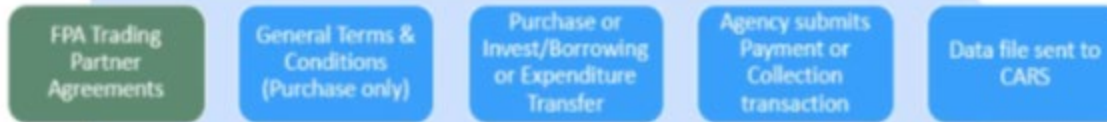
Key Terms

- ALC - Agency Location Code
- BETC - Business Event Type Code
- CAFE file - Central Accounting Front End System
- CARS - Central Accounting & Reporting System
- C-Key - Classification Keys (Stored in SAM's Cash Flow Profile)
- FPA - Federal Program Agency
- IPAC - Intra-Governmental Payment and Collection System (1 of 3 IPAC Modules)
- NTDO - Non-Treasury Disbursing Office (ALC)
- OPM - Office of Personnel Management
- PCA - Payment/Collection/Adjustment (Bulk File Categorization)
- PIVOT - Payment Information and View of Transactions
- PON - Payroll Office Number
- RITS - Retirement and Insurance Transfer System (1 of 3 IPAC Modules)
- SAM - Shared Accounting Module
- TAS - Treasury Account Symbol
- TDO - Treasury Disbursing Office (ALC)
- TFM - Treasury Financial Manual (Main Policy Document - Chapter 4700)
- TPA - Trading Partner Agreement
- TRACS - Treasury Receivable Accounting & Collection System (1 of 3 IPAC Modules)
- UI - User Interface (webpage/application accessible by user login)

IPAC Modules

✓ Primary Business Functions

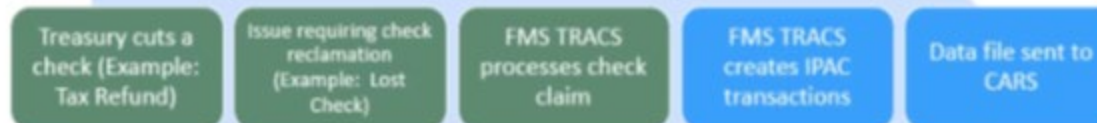
IPAC (Intra-governmental Payment and Collection System)



RITS (Retirement and Insurance Transfer System)



TRACS (Treasury Receivable Accounting & Collection System)



Intra-Governmental Payment and Collection System (IPAC)

- IPAC Module is an internet-based payment and collection system used to transfer funds between two FPAs
 - Agencies must have an ALC to transfer funds in IPAC
 - Agencies may supply two types of ALCs: TDO (eight digit) or NTDO (four digit with four leading zeros)
- Transactions are submitted in two ways:
 - Manually through the UI (individual or Bulk File)
 - Bulk File automation
- Adjustment transactions are a way to charge back an erroneous payment or collection
 - Adjustments are allowed on all transactions originating from IPAC
 - Adjustments are only allowed within 90 calendar days of the date that the transaction originated
 - System controls prevent an agency from adjusting G-Invoicing originating transactions in IPAC
 - G-Invoicing originating IPACs are identified with a DO Symbol beginning with GI (ex. GI000)
 - Those IPACs must be adjusted through G-Invoicing

The screenshot shows a web-based form for entering transaction data. Fields include ALC, Customer ALC, Transaction Type (set to 'Adjustment'), Transaction Sub-Category (set to 'Buy/Sell Transfer'), Document ref. nr., DO Symbol (set to 'GI000'), and SGL Amount. A red circle with a diagonal slash is drawn over the 'Adjustment' transaction type and the 'GI000' DO symbol, indicating that such transactions are not allowed or are restricted. A note at the top of the form states 'Asterisk indicates required fields'.

Intra-Governmental Payment and Collection System (IPAC)

- Required Data Elements

- The list of required fields in IPAC is dependent upon which ALC is selected
- Minimal required fields are indicated by an asterisk in IPAC
 - Required fields for Payments/Collections include: Detail Amount, Pay Flag, Purchase Order Number, Invoice Number, Obligating Document Number, Quantity, Unit Issue, Unit Price & Sender TAS
 - Only one required field for Adjustments: Detail Amount
 - This is because Adjustments are based on original Payment/Collection transactions and they inherit the majority of the data values from the original transaction
- The “Treasury Reporting Requirement” report provides requirements and is available to Users in IPAC Query reports

- Required Fields

- Admin function within IPAC that allows Treasury the ability to add/remove field requirements as necessary
- These requirements are determined/set by Treasury, not agency requests
- Allows Treasury an easy way to turn requirements on/off using the Y/N drop-down box

Required Fields Maintenance			
Sender ALC 00000000			
IPAC Payment Transaction Fields			
80 items found, displaying 1 to 10. [First/Prev] 1, 2, 3 [Next/Last]			
Required?	Data Element	Start Date	Stop Date
Y	Detail Amount		
N	Contact Phone Number		
Y	Pay Flag		
N	Transaction Description		
N	Purchase Order Number		
Y	Invoice Number		
N	ACRN		
N	Contact Name		
N	JAS Number		
N	Contract Line Item Number		

Intra-Governmental Payment and Collection System (IPAC)

- Special Requirements

- Allows agencies the ability to submit requests for individual ALCs to make additional fields required (beyond what is required by the application) for all trading partners transacting with that ALC
 - This is a Request/ Approval function within IPAC
 - Once submitted, Treasury reviews/approves

Agency Special Requirements Request Approval Status										
Masked Fields: Hide all Show all										
ALC	Transaction Type	Data Element	Description	Start Date	End Date	Status	Status Date	Rejection Explanation	Contact Name	Email Address
	Collection	Contact Phone Number		06/10/2015	12/31/2099	D	06/09/2015			
	Collection	Transaction Description		08/25/2015	12/31/2099	R	08/26/2015			
	Collection	FSN		05/19/2003	12/31/2099	A	05/19/2003			
	Collection	Receiver Treasury Account Symbol		10/01/2011	12/31/2099	D	08/17/2011			
	Collection	Receiver BETC		10/01/2011	12/31/2099	D	08/17/2011			
	Collection	Sender BETC		10/01/2011	12/31/2099	D	08/17/2011			
	Adjustment	Contact Phone Number		05/13/2016	12/31/2099	D	05/13/2016			
	Payment	Detail Amount		07/30/2021	12/31/2099	P	07/30/2021			
	Payment	Contact Name		01/18/2018	01/19/2018	R	01/18/2018			
	Payment	Contact Phone Number		04/01/2017	12/31/2099	P	03/12/2017			

- Transaction Validations

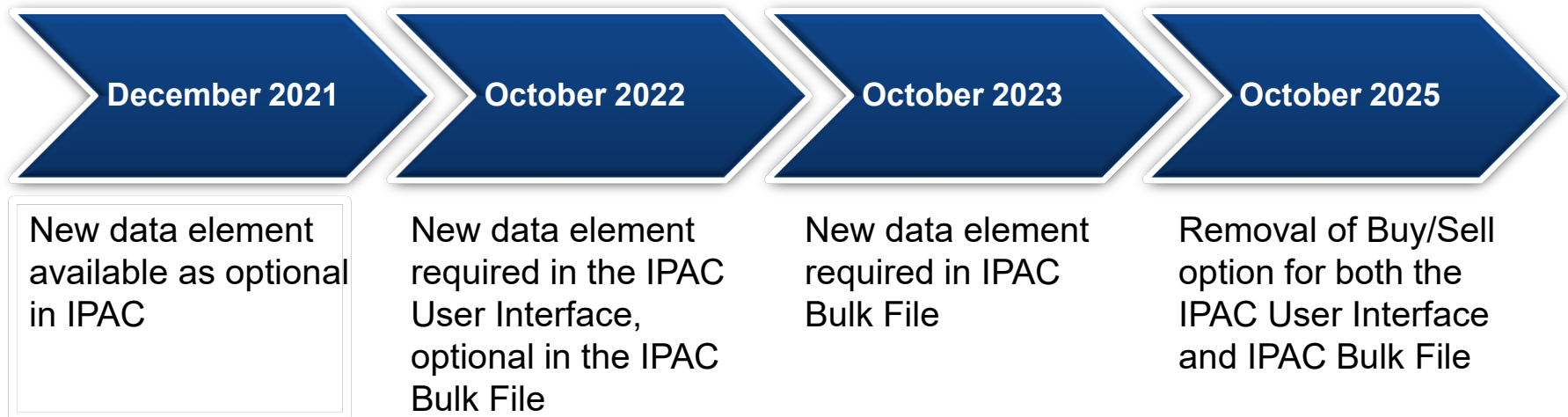
- Every morning IPAC processes qualifying transactions from the prior business day
 - Filters out the future dated transactions
- That transactional data is populated in a CAFE file and is then sent to CARS
- CARS sends that data over to SAM to validate the ALCs and TAS/BETC data used in the transactions
- SAM sends the results back to CARS
 - Note: All transactions must pass SAM validations

New IPAC Sub-Category Data Element

- New required Sub-Category Data Element added to the IPAC UI for categorizing transactions beginning on October 1, 2022
- Refer to TFM Chapter 4700 for more information on each of the sub-categories
 - <https://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html>
- New IPAC Sub-Category Data Elements:
 1. **Buy/Sell Transfer** - Appendix 8
 2. **Non-Exchange Expenditure Transfer** - Appendix 9
 3. **Benefits Transfer** - Appendix 7
 4. **Capital Transfer** - Appendix 7
 5. **Non-Exchange Custodial Transfer** - Appendix 10
 6. **Exchange Custodial Transfer** - Appendix 10
 7. **Investments** - Appendix 6
 8. **Borrowings** - Appendix 6
 9. **Other** - Used for activity that doesn't fall under one of the other eight sub-categories

Timeline for Removing Buy/Sell from IPAC

- Fiscal Service has delayed the removal of the Buy/Sell option for both the IPAC User Interface and IPAC Bulk File until October 2025 (Fiscal Year 2026)
- Policy updated by way of TFM Bulletin 2023-05 published on 03/23/23



Retirement and Insurance Transfer System (RITS)

- RITS Module within IPAC automates the transfer of federal employee benefit information to OPM (automating the SF-2812 form)
- RITS generates IPAC transactions to transfer funds between FPAs and OPM
- Payroll Offices manage and report payroll contributions and withholdings by creating and updating their Payroll Office, Pay Cycle and SF-2812 reports in RITS
 - Multiple Payroll Offices can be associated with a single ALC
 - 38 different benefit categories across life, health and retirement
- SF-2812 Reports are submitted in two ways:
 - Manually through the UI (individual or Bulk File)
 - Bulk File automation

Retirement and Insurance Transfer System (RITS)

- IPAC transactions are created by RITS through the Drawdown process
 - C-Keys are used to populate the missing Receiver TAS and BETC
 - C-Keys were designed to help agencies convert from string to component TAS
 - C-Keys are managed by agencies in SAM
 - One C-Key is needed for each TAS/BETC combination used for RITS transactions
 - SAM performs the crosswalk converting C-Keys into Component TAS/BETC and then sends it back to CARS
- Enhancement to RITS Drawdown and Elimination Profile will be completed with R24.0 (targeting June 2023)
 - Each RITS benefit category and sub-category will be enhanced to allow a TAS/BETC entry vs. only one single TAS for all benefits (current)
 - The [RITS Drawdown File Layout](#) and [RITS Bulk File Layout](#) on the [Fiscal Service website](#) indicate the multiple benefit categories that can now have a specific TAS/BETC assigned vs. only one TAS for all
 - Key benefit: Reducing reporting differences on the OPM side by allowing them to supply TAS/BETCs on the sender side rather than C-Keys

Treasury Receivable Accounting & Collection System (TRACS)

- TRACS module within IPAC serves two purpose:
 - Create IPAC transactions and
 - Store the detail information associated with these transactions for access by agencies
- TRACS transactions are unique in nature in that they transfer funds back to an agency related to debt recovery issues involving the following:
 - Unavailable Check Cancellation (UCC) credits
 - Payment Over Cancellation (POC) charges
 - Limited Payability Cancellation (LPC) credits and
 - Reclamation Credits (REC)
- TRACS sends two files each day, one Summary File and one Detail File
 - Only Bulk File submissions are permitted for TRACS (nothing through the UI)
- TRACS converts Bulk File data to IPAC transactions
 - Those transactions are included in the daily CAFE File that is sent over to CARS

Treasury Receivable Accounting & Collection System (TRACS)

- TRACS is being decommissioned by FY24 (Tentatively May or June 2025)
- This activity will be transitioning to the new PIVOT system
 - PIVOT is managed by FRB KC
 - Plan is to begin discussing requirements later this summer to determine how these transactions will be submitted
 - Manually through the UI (individual or Bulk File)
 - Bulk File automation



Sunset/Decommissioning IPAC

- When will Treasury Sunset/Decommission IPAC?
 - There is no date established for decommissioning IPAC
 - G-Invoicing will continue to settle funds through IPAC for the foreseeable future
 - If/when we decide to decommission the IPAC application that information will be formally conveyed through a TFM Publication and/or TFM Bulletin well in advance of any decommission date
 - Treasury has established a Working Group to analyze the Non-Buy/Sell activity currently flowing through IPAC to determine where that activity might best fit in other Treasury applications in the future
- RITS will eventually be a standalone application, separate from IPAC
 - If we ultimately decommission IPAC, the RITS application will remain as an independent application



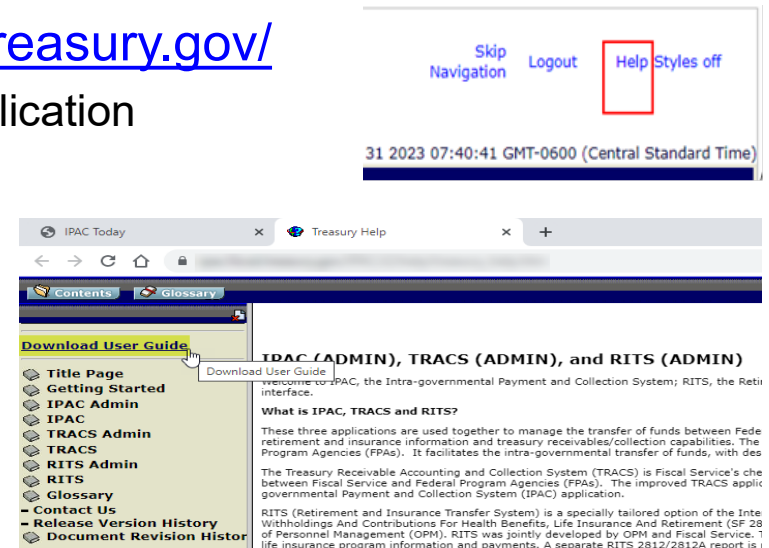
IPAC Webpage Overview & Training Materials

- Fiscal Service IPAC Webpage: <https://www.fiscal.treasury.gov/ipac/>
- Getting Started: <https://www.fiscal.treasury.gov/ipac/getting-started.html>
 - IPAC user (not an Administrator) - [IPAC Enrollment Guide](#)
 - Agency Administrator (AA) - [AA MA Provisioning Guide](#)
 - Master Administrator (MA) - [Master Administrator Designation Form](#)
 - Password Resets - [Password Reset Guide](#)
- IPAC Training Materials: <https://www.fiscal.treasury.gov/ipac/training.html>
 - IPAC Tutorials: <https://www.fiscal.treasury.gov/ipac/Tutorial/default.html>
 - Series of short, self-paced, interactive modules covers all aspects of IPAC from a brief introduction to using specific features, including transactions, queries, requests, and bulk files.
- The [ALC Contact Information](#) provides direction for agencies to find contact information for a specific ALC

IPAC Overview	Query (cont.)
1 Login/Overview of IPAC Today Page	1 Create IPAC Reports: IPAC Transaction Report Selection by Document Reference Number
Transactions	Requests
1 Transactions Overview	1 Requests Overview
1 Add a Payment Transaction	1 Special Requirements: Add/Edit
1 Add a Collection Transaction	1 Billable Agency: Add/Edit/Delete
1 Adjust a Transaction	
1 Process an Incomplete Transaction	Bulk Batch
Query	1 Bulk Batch Overview
1 Query Overview	1 Bulk File Upload
1 Create IPAC Reports: IPAC Transaction Report Download	1 Bulk File Status
1 Create IPAC Reports: IPAC Transaction Report Selection	

Bulk File Formats, FAQs & User Guide

- Bulk File Formats (IPAC & RITS):
<https://www.fiscal.treasury.gov/ipac/bulk-file-format.html>
 - Bulk File Layouts for IPAC & RITS are in PDF format for agencies to download
 - Bulk File allows agencies another option for processing IGT transactions through IPAC
- Frequently Asked Questions (FAQs):
<https://www.fiscal.treasury.gov/ipac/faqs.html>
 - Provides a list of commonly asked Questions and Answers related to IPAC
- IPAC User Guide: <https://www.ipac.fiscal.treasury.gov/>
 - The User Guide is stored within the IPAC Application
 - To access the guide, first login to IPAC and then click the Help button at the top right of the IPAC Home screen
 - A new browser window will open with a link to the User Guide on the left side of the page



Contact Information

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