IPAC INTRA-GOVERNMENTAL PAYMENT AND COLLECTION SYSTEM

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Intra-Governmental Payment and Collection System (IPAC) Overview

Agenda

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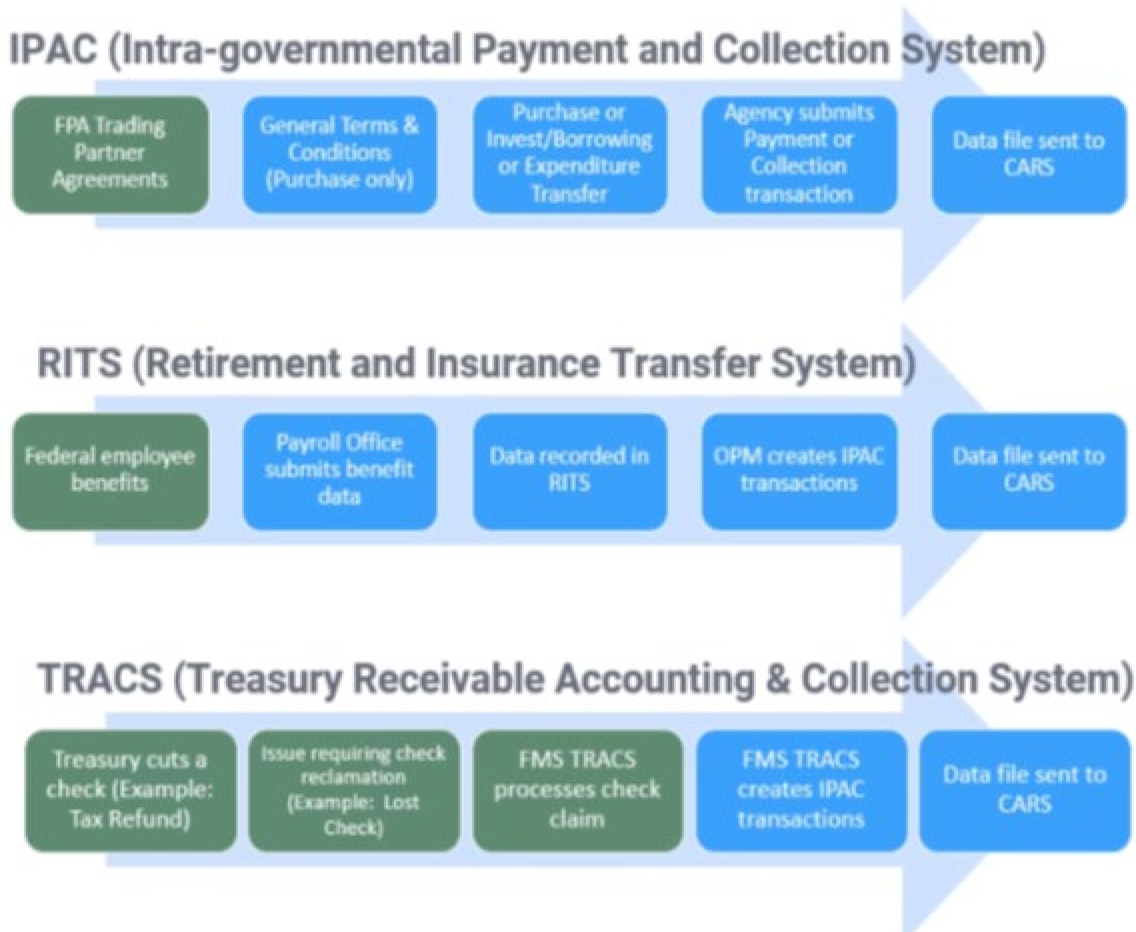
Key Terms

- 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)

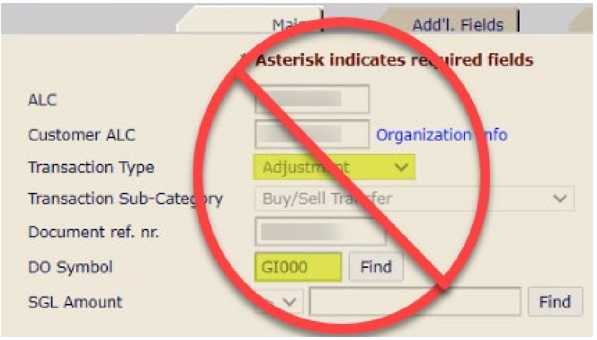
IPAC Modules

Primary Business Functions



Intra-Governmental Payment and Collection System (IPAC)

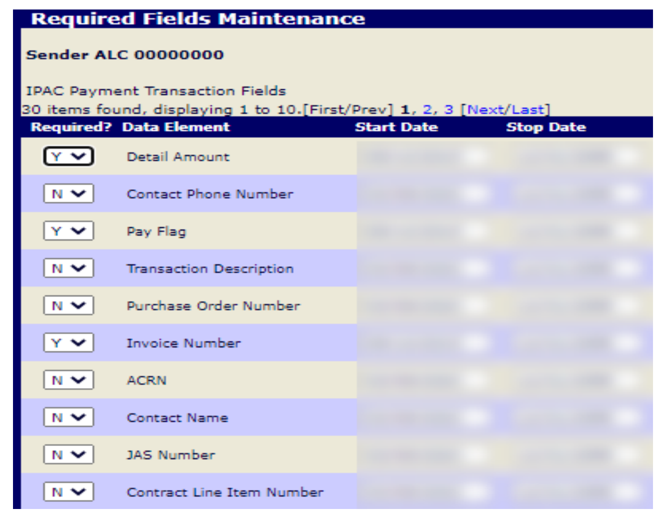
- IPAC Module is an internet-based payment and collection system used to transfer funds between two FPAs
  - Agencies must have an ALC to transfer funds in IPAC
    - Agencies may supply two types of ALCs: TDO (eight digit) or NTDO (four digit with four leading zeros)
- Transactions are submitted in 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



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



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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
[illegible]	Collection	Contact Phone Number		06/10/2015	12/31/2099	D	06/09/2015		[illegible]	[illegible]
[illegible]	Collection	Transaction Description	[illegible]	08/25/2015	12/31/2099	R	08/26/2015	[illegible]	[illegible]	[illegible]
[illegible]	Collection	FSN		05/19/2003	12/31/2099	A	05/19/2003			
[illegible]	Collection	Receiver Treasury Account Symbol		10/01/2011	12/31/2099	D	08/17/2011			
[illegible]	Collection	Receiver BETC		10/01/2011	12/31/2099	D	08/17/2011			
[illegible]	Collection	Sender BETC		10/01/2011	12/31/2099	D	08/17/2011			
[illegible]	Adjustment	Contact Phone Number	[illegible]	05/13/2016	12/31/2099	D	05/13/2016		[illegible]	[illegible]
[illegible]	Payment	Detail Amount	[illegible]	07/30/2021	12/31/2099	P	07/30/2021		[illegible]	[illegible]
[illegible]	Payment	Contact Name	[illegible]	01/18/2018	01/19/2018	R	01/18/2018	[illegible]	[illegible]	[illegible]
[illegible]	Payment	Contact Phone Number		04/01/2017	12/31/2099	P	03/12/2017		[illegible]	[illegible]

- 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

December 2021	October 2022	October 2023	October 2025
New data element available as optional in IPAC	New data element required in the IPAC User Interface, optional in the IPAC Bulk File	New data element required in IPAC Bulk File	Removal of Buy/Sell option for both the IPAC User Interface and IPAC Bulk File

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

PIVOT PAYMENT INFORMATION AND VIEW OF TRANSACTIONS
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Sunsetting/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

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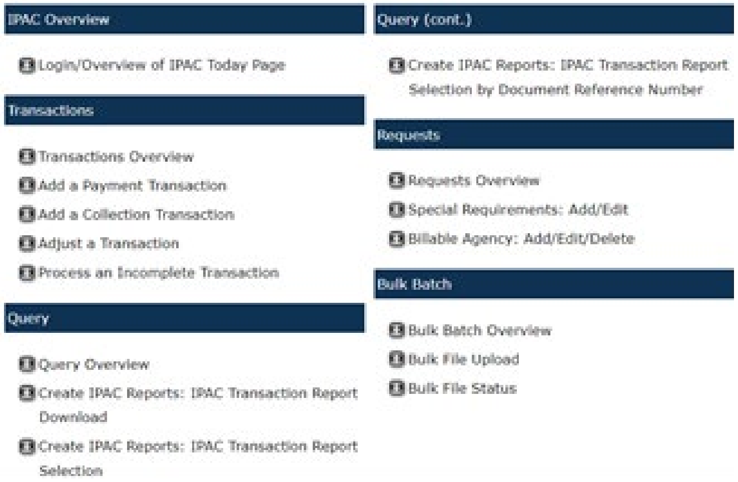
IPAC Webpage Overview & Training Materials

- 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

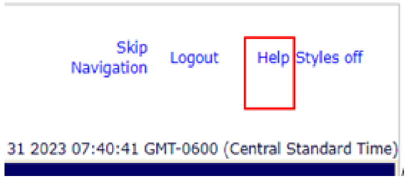


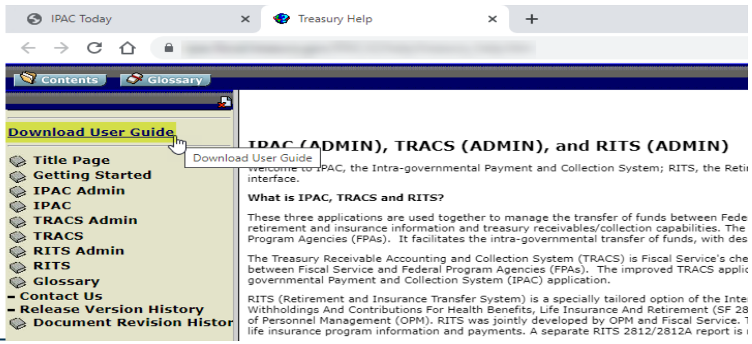
Bulk File Formats, FAQs & User Guide

- 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





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