



DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
HYATTSVILLE, MD. 20782

September 14, 2007

MEMORANDUM FOR CHIEF FINANCIAL OFFICERS (CFOs) AND
DEPUTY CHIEF FINANCIAL OFFICERS (DCFOs)

FROM:

D. James Sturgill *for David Beland*
Assistant Commissioner
Governmentwide Accounting

SUBJECT:

Implementing Release 11 Modifications to the
Intra- governmental Payment and Collection System (IPAC)
Application and Establishing Master Administrators (MAs) in
the Treasury User Provisioning Service

This memorandum informs CFOs and Deputy CFOs that the Financial Management Service (FMS) is scheduled to implement Release 11 modifications to the IPAC application in December 2007.

Release 11 will contain the following major modifications to the IPAC application:

- A new Graphical User Interface (GUI);
- AND
- A mandatory Unique File ID Number in the IPAC bulk file.

The major goal of the new GUI is to update the online screens to be more intuitive and provide enhanced usability. The IPAC system developers conducted several surveys and workshops where they worked with focus groups comprised of selected agency representatives to gather requirements for a new user interface. These sessions provided ideas for an updated look, navigation, and menu function groupings based on user experience and current usability best practices.

In October 2007, FMS will provide a new IPAC tutorial and a training environment on the IPAC Web site (www.fms.treas.gov/goals/ipac) for users to get acquainted with the updated online navigation. In December 2007, when Release 11 goes into production, online help will be available.

In addition, with the implementation of Release 11, all IPAC bulk files must include the Unique File ID Number, which will eliminate duplication of bulk file processing. The Unique File ID Number will be included in the batch header record and will consist of 19 alphanumeric characters, starting in column 14 and ending in column 32.

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The agency must assign a Unique File ID Number that has never been used in the IPAC application to avoid rejection of the bulk file. The suggested format to ensure uniqueness is the following:

- Agency Location Code (8 characters);
- Date (CCYYMMDD);

AND

- Three-position sequential number.

The IPAC application will use this number to identify duplicate bulk file transmissions.

As part of the IPAC application's move to the Treasury Web Application Infrastructure (TWAI) environment in March 2006, FMS requested that the agency designate one MA at the department, bureau, or agency level who would be responsible for approving and recertifying Agency Administrators.

FMS has received and processed the MA enrollment forms and will be establishing approved MA enrollees' access in the User Provisioning Service (UPS). All MAs will receive an e-mail from the Treasury Support Center indicating when their access will be implemented. The e-mail also will include specific guidance on accessing UPS and performing recertification.

For updated information, check the IPAC Web site at www.fms.treas.gov/goals/ipac. If you have any questions, please call the Treasury Support Center (866-809-5218) or send an e-mail to ipac@stls.frb.org.

Thank you for your continuous support and cooperation with FMS in improving the IPAC application.