



IDENTIFYING IPAC PAYMENTS AND COLLECTIONS

A Guide to Identifying IPAC Payments
and Collections Initiated by Debt
Management Services.

IPACs in the New Accounting System

- When Debt Management Services implemented the new accounting system in October 2008, changes in IPAC disbursements were noted by agencies. In addition, due to implementation and system problems at start-up, problems in identifying payments were phenomenal.
 - System updates and changes have occurred. This presentation provides the some of the more recent IPAC formats for specific IPAC payments.
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IPAC Returns

- ❑ Clients are encouraged to call DMS prior to return of IPACs.
- ❑ FACDR implementation errors and system updates created confusion for some agencies. Returned IPACs have contributed to the delay in transition process.
- ❑ Some IPACs returned to DMS are still being processed. IPACs created for re-processing may create more questions for clients.
- ❑ IPAC re-processing can take weeks.



IPAC Download Information for FedDebt

- The following example shows PDF version of an IPAC for FedDebt weekly run. [Please note that FedDebt is not run weekly the last 5 days of the month. Those days are included in the first weekly run of the next month.]
- In the example, the following fields provide information that assists in identifying the payment:
 - Purchase Order Number field indicates "FedDEBT04-MAR-2009."
 - Transaction Description field indicates "DMSC FEDDEBT – 04-MAR-2009."
 - Miscellaneous Information field indicates "FedDebt. For backup information, please call 1-800-858-0725."
 - Documentation is maintained by FedDebt staff.



ALL TRANSACTIONS SORTED BY CUSTOMER ALC
 INCLUDES THIRD PARTY SUBMITTER DATA

Start Date: 03/01/2009 End Date: 03/26/2009

Originating ALC	Customer ALC	Submitter ALC	PAYMENT	
20180032	00003801			
Document Reference Number	Summary Amount			
91250540	\$175,708.36			
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol	
03/09/2009	03/31/2009	1	X0912	
ALC Contact				Contact Phone
Lucille Giron				3039697276
Contact Email				
lucille.r.giron@nbc.gov				
Detail Number	Receiver Treasury Account Symbol	Receiver DUNS+4	Sender Treasury Account Symbol	Sender DUNS+4
1			20F3887.001	
	Receiver BETC	Receiver DUNS	Sender BETC	Sender DUNS
			DISBBCA	
Purchase Order Number			Invoice Number	
FedDebt04-MAR-2009			FedDebt04-MAR-2009	
Obligating Document Number			Requisition Number	Contract Number
000000000000000000			FedDebt	NA
CLIN	Jas Number			
NA				
ACT(trace number)	Job (Project) Number		Pay Flag	Receiver Dept Code
NA	NA		F	57
Unit of Issue	Quantity	Unit Price	Detail Amount	
US	175,708.36	\$1.00	\$175,708.36	
ACRN	Accounting Classification Code	FSN/AAA/ADSN	DOD Activity Address Code	
FedDebt04-MA	97X4930 5L2P07	33186	08SORTREASURY	
Transaction Contact			Contact Phone	
Acctg Agency Services Div			202-874-8580	
Transaction Description			Miscellaneous Information	
DMSC FEDDEBT - 04-MAR-2009			FedDebt. For backup information please call 1-800-858-0725.	



IPAC Download Information

Treasury Offset Program (TOP)

- The following example shows PDF version of an IPAC for TOP weekly cycle run.
- In the example, the following fields provide information that assists in identifying the payment:
 - Obligor Document Number field indicates "TOPCYC19140000000." The number has no relevance to agency. Only the information that it is a TOP Cycle is helpful.
 - Transaction Description field indicates "DMSC TOP – 02-MAR-2009." DMSC is the code our contractor uses to indicate this belongs to Debt Management Services. This payment is for a TOP cycle that should have a corresponding collection file dated March 2.
 - Miscellaneous Information field indicates "TOP. For backup information, please contact the name and number provided in this field. 090720002946 Creditor ALC-00003801 Count of Off/Rev."
- In the example, the "0907" mentioned in the Miscellaneous Information field indicates this payment is for cycle 0907.



ALL TRANSACTIONS SORTED BY CUSTOMER ALC
INCLUDES THIRD PARTY SUBMITTER DATA

Start Date: 03/01/2009 End Date: 03/26/2009

Originating ALC	Customer ALC	Submitter ALC	PAYMENT	
20180032	00003801			
Document Reference Number	Summary Amount			
91250372	\$5,122,133.76			
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol	
03/02/2009	03/31/2009	1	X0912	
ALC Contact			Contact Phone	
Michelle L. Jackson			3039695871	
Contact Email				
Michelle_L_Jackson@nbc.gov				
Detail Number	Receiver Treasury Account Symbol	Receiver DUNS+4	Sender Treasury Account Symbol	Sender DUNS+4
1			20F3887.001	
	Receiver BETC	Receiver DUNS	Sender BETC	Sender DUNS
			DISBBCA	
Purchase Order Number			Invoice Number	
1914			1914	
Obligating Document Number			Requisition Number	Contract Number
TOPCYC19140000000			TOP	NA
CLIN	Jas Number			
NA				
ACT(trace number)		Job (Project) Number	Pay Flag	Receiver Dept Code
NA		NA	F	57
Unit of Issue	Quantity	Unit Price		Detail Amount
US	5,122,133.76	\$1.00		\$5,122,133.76
ACRN	Accounting Classification Code	FSN/AAA/ADSN		DOD Activity Address Code
1914	97X4930 5L2P07	33186		08SORTREASURY
Transaction Contact			Contact Phone	
Acctg Agency Services Div			202-874-8580	
Transaction Description			Miscellaneous Information	
DMSC TOP - 02-MAR-2009			TOP. For backup information please contact	
			0907200026946Creditor ALC-00003801 Count of	
			Off/Rev	



IPAC Download Information

Suspense Payments

- The following example shows PDF version of an IPAC for a suspense item. Suspense refers to the fact that collections were received previously and could not be readily identified. For example, a payment showed up in lockbox but no identification came with the payment to show what debt should be applied.
- Research is conducted on these payments and, when the payment can be applied to a specific debt and related agency, an IPAC is sent to the agency expecting collection.
- Suspense is resolved on a recurring basis and payments are issued weekly for resolved suspense.
 - Purchase Document Number field indicates "FedDebt04-MAR-2009." This shows that the servicing agency is Fed Debt and the suspense resolved date is March 4.
 - Transaction Description field indicates "DMSC FedDebt – 04-MAR-2009." DMSC is the code our contractor uses to indicate this belongs to Debt Management Services. This payment is for a Fed Debt item that shows this is a resolved suspense and the date of the suspense item weekly file.
 - Miscellaneous Information field indicates "FedDebt. For backup information, please call 1-800-858-0725. SUS000000000358070030SUS."



IPACs for Suspense (cont'd)

- In the example, the payment is a Fed Debt reversal that occurred at the request of Birmingham Operations Center.
- Accounting Operations does not maintain documentation for Suspense payments. The documentation is maintained by Fed Debt experts.
- For backup information, please call 1-800-858-0725.



Start Date: 03/01/2009 End Date: 03/26/2009

INCLUDES THIRD PARTY SUBMITTER DATA

Originating ALC 20180032	Customer ALC 00003801	Submitter ALC	PAYMENT	
Document Reference Number 91250542	Summary Amount \$450.00			
Accomplished Date 03/09/2009	Accounting Date 03/31/2009	Number of Detail(s) 1	Originator DO Symbol X0912	
ALC Contact Lucille Giron Contact Email lucille.r.giron@nbc.gov			Contact Phone 3039697276	
Detail Number 1	Receiver Treasury Account Symbol Receiver BETC	Receiver DUNS+4 Receiver DUNS	Sender Treasury Account Symbol 20F3887.001 Sender BETC DISBBCA	Sender DUNS+4 Sender DUNS
Purchase Order Number FedDebt04-MAR-2009	Invoice Number FedDebt04-MAR-2009			
Obligating Document Number 000000000000000000	Requisition Number FedDebt	Contract Number NA		
CLIN NA	Jas Number			
ACT(trace number) NA	Job (Project) Number NA	Pay Flag F	Receiver Dept Code 57	
Unit of Issue US	Quantity 450.00	Unit Price \$1.00	Detail Amount \$450.00	
ACRN FedDebt04-MA	Accounting Classification Code 97X4930 5L2P07	FSN/AAA/ADSN 33186	DOD Activity Address Code 08SORTREASURY	
Transaction Contact Acctg Agency Services Div			Contact Phone 202-874-8580	
Transaction Description DMSC FEDDEBT - 04-MAR-2009		Miscellaneous Information FedDebt. For backup information please call 1-800-858-0725. SUS00000000358070030SUS		



IPAC Download Information

Manual Payments

- The following example shows PDF version of an IPAC for a manual payment item. The term manual payment refers to the fact that offset collections or payments were received previously and were in error. Many times, a reversal must occur in TOP before the payment can be issued.
- Research is conducted on these errors and, when payment can be applied to a specific agency, an IPAC is sent to the agency.
- Manual payments are issued weekly for identified erroneous collections and for reversals.
 - Purchase Document Number field indicates "05-MAR-2009." No other reference is in this field. [Note: For cycle payments, there is further reference.]
 - Transaction Description field indicates "BDMOC Refund re: (name or names)." This means that Birmingham requested that TOP perform a reversal for these debtors. The TOP Team at Liberty Center issued a manual payment memo and submitted to Accounting for payment.
 - Miscellaneous Information field indicates "BDMOC Refund re: ____ (name or names)."



IPACs – Manual Payments (cont'd)

- In the following example, the payment is a FedDebt reversal that occurred at the request of Birmingham Operations Center. Therefore, FedDebt staff can answer questions about the payment.
- If the manual payment was requested by TOP staff, the description will include the word "TOP" and the debtor name. It will not make a reference to BDMOC.



ALL TRANSACTIONS SORTED BY CUSTOMER ALC
INCLUDES THIRD PARTY SUBMITTER DATA

Start Date: 03/01/2009 End Date: 03/26/2009

Originating ALC 20180032	Customer ALC 36001200	Submitter ALC	PAYMENT	
Document Reference Number 91250384	Summary Amount \$1,609.74			
Accomplished Date 03/05/2009	Accounting Date 03/31/2009	Number of Detail(s) 1	Originator DO Symbol X0912	
ALC Contact Lucille Giron Contact Email lucille.r.giron@nbc.gov		Contact Phone 3039697276		
Detail Number 1	Receiver Treasury Account Symbol Receiver BETC	Receiver DUNS+4 Receiver DUNS	Sender Treasury Account Symbol 20F3887.001 Sender BETC DISBCCA	Sender DUNS+4 Sender DUNS
Purchase Order Number 05-MAR-2009	Invoice Number 05-MAR-2009			
Obligating Document Number 0000000000000000	Requisition Number 05-MAR-2009		Contract Number NA	
CLIN NA	Jas Number			
ACT(trace number) NA	Job (Project) Number NA	Pay Flag F	Receiver Dept Code 36	
Unit of Issue US	Quantity 1,609.74	Unit Price \$1.00	Detail Amount \$1,609.74	
ACRN 05-MAR-2009	Accounting Classification Code 97X4930 5L2P07	FSN/AAW/ADSN 33186	DOD Activity Address Code 08SORTREASURY	
Transaction Contact Smith, Brenda		Contact Phone 202-874-8580		
Transaction Description BDMOC REFUND RE		Miscellaneous Information BDMOC REFUND RE		



COLLECTION IPACS

- Collection IPACs have been much more difficult to identify. The Collection IPACs have operated on different rules, although a modification to the accounting system is being implemented that allows for the same information to appear on collection IPACs as are on payment IPACs.

IPAC Download Information

Collection IPAC for FedDebt

- The following example shows PDF version of an IPAC for FedDebt weekly run. [Please note that FedDebt is not run weekly the last 5 days of the month. Those days are included in the first weekly run of the next month.]
 - In the example, the following fields provide information that assists in identifying the payment:
 - **Purchase Order Number field indicates "FedDebt19-MAR-2009."**
 - **Obligating Document Number field indicates "FedDebt 19-Mar-200." The "9" for the year "2009" does not show here.**
 - **Transaction Description field indicates "DMSC FEDDEBT – 19-MAR-2009."**
 - **Miscellaneous Information field indicates "FedDebt." Although not mentioned here, the number for Fed Debt questions is the same: 1-800-858-0725.**
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ALL TRANSACTIONS SORTED BY CUSTOMER ALC
INCLUDES THIRD PARTY SUBMITTER DATA

Start Date: 03/01/2009 End Date: 03/26/2009

Originating ALC 20180032	Customer ALC 36000335	Submitter ALC	COLLECTION
Document Reference Number 91250913	Summary Amount \$2,438.08		
Accomplished Date 03/19/2009	Accounting Date 03/31/2009	Number of Detail(s) 1	Originator DO Symbol X0912
ALC Contact Lucille Giron Contact Email lucille.r.giron@nbc.gov	Contact Phone 3039697276		
Detail Number 1	Receiver Treasury Account Symbol Receiver BETC	Receiver DUNS+4 Receiver DUNS	Sender Treasury Account Symbol 20F3887.001 Sender BETC COLLBCA Sender DUNS+4 Sender DUNS
Purchase Order Number FedDebt19-MAR-2009	Invoice Number FedDebt19-MAR-2009		
Obligating Document Number FedDebt19-MAR-200	Requisition Number FedDebt		Contract Number NA
CLIN	Jas Number FedDebt19-MAR-2009		
ACT(trace number)	Job (Project) Number NA	Pay Flag P	Receiver Dept Code 36
Unit of Issue EA	Quantity 2,438.08	Unit Price \$1.00	Detail Amount \$2,438.08
ACRN FedDebt19-MA	Accounting Classification Code 97X4930 5L2P07	FSN/AAA/ADSN 33186	DOD Activity Address Code 08SORTREASURY
Transaction Contact Acctg Agency Services Div		Contact Phone 202-874-8580	
Transaction Description DMSC FEDDEBT - 19-MAR-2009		Miscellaneous Information FedDebt	



IPAC Download Information

Collection IPAC for Treasury Offset Program (TOP)

- The following example shows PDF version of an IPAC for a TOP weekly cycle run.
 - In the example, the following fields provide information that assists in identifying the payment:
 - Purchase Order Number field indicates "TOP 20-MAR-2009."
 - Obligating Document Number field indicates "TOPCYC 20-MAR-2009."
 - Transaction Description field indicates "DMSC TOP- 20-MAR-2009."
 - Miscellaneous Information field indicates "TOP." Though not shown here, the phone numbers for the collection IPACs is the same as the payment IPACs.
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ALL TRANSACTIONS SORTED BY CUSTOMER ALC
 INCLUDES THIRD PARTY SUBMITTER DATA

Start Date: 03/01/2009 End Date: 03/26/2009

Originating ALC	Customer ALC	Submitter ALC	COLLECTION	
20180032	19000001			
Document Reference Number		Summary Amount		
91250947		\$140.00		
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol	
03/20/2009	03/31/2009	1	X0912	
ALC Contact				Contact Phone
Lucille Giron				3039697276
Contact Email				
lucille.r.giron@nbc.gov				
Detail Number	Receiver Treasury Account Symbol	Receiver DUNS+4	Sender Treasury Account Symbol	Sender DUNS+4
1			20F3887.001	
	Receiver BETC	Receiver DUNS	Sender BETC	Sender DUNS
			COLBCA	
Purchase Order Number			Invoice Number	
TOP20-MAR-2009			TOP20-MAR-2009	
Obligating Document Number			Requisition Number	Contract Number
TOPCYC20-MAR-2009			TOP	NA
CLIN	Jas Number			
	TOP20-MAR-2009			
ACT(trace number)		Job (Project) Number	Pay Flag	Receiver Dept Code
		NA	P	19
Unit of Issue	Quantity	Unit Price		Detail Amount
EA	140.00	\$1.00		\$140.00
ACRN	Accounting Classification Code	FSN/AAA/ADSN		DOD Activity Address Code
TOP20-MAR-20	NA	0		
Transaction Contact				Contact Phone
Acctg Agency Services Div				202-874-8580
Transaction Description				Miscellaneous Information
DMSC TOP - 20-MAR-2009				TOP



Contact Information

- ❑ Please do not return an IPAC without talking with a contact representative. If returned, the re-processing can take several weeks.
- ❑ If IPAC indicates a TOP payment, please contact the TOP expert at the phone number provided on the payment IPACs.
- ❑ If IPAC indicates a FedDebt payment, please contact the following with questions: 1-800-858-0725.



IDENTIFYING IPACs

QUESTIONS?