DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
HYATTSVILLE, MD 20782

February 16, 2006

MEMORANDUM FOR ALL CFOs AND DEPUTY CFOs

FROM: D. JAMES STURGILL
               ASSISTANT COMMISSIONER
               GOVERNMENTWIDE ACCOUNTING

SUBJECT: IPAC Migration to the Treasury Web Application Infrastructure (TWAI)
               Environment

The Financial Management Service (FMS) Intra-governmental Payment and Collection System (IPAC) originally scheduled to move from the Web Application Infrastructure (WAI) to the TWAI environment in December 2005 is now scheduled to move on March 27, 2006.

The purpose of this correspondence is to provide you with information as to how this move will impact your organization and to give you an update on the activities in progress in preparation for the move.

The most significant impact as a result of this move is the replacement of the IPAC Enrollment Application with the TWAI User Provisioning System (TWAIUPS). TWAI UPS will provide an automated work flow process for registering *new users.*

The work flow process will be implemented in phases. The initial phase will include self-registration in TWAIUPS for new users and administrators. Self-registration includes the ability to register as new users and retrieve forgotten user ids and passwords online. Once the user has registered for an account, an authorized administrator assigns IPAC specific roles to that account.

The assignment of roles within the TWAIUPS application will be performed by an FMS Administrator. This will require the current enrollment forms posted to the IPAC website to be completed and approved by a Master Administrator or Agency Administrator as appropriate. The approving administrator at the agency would then fax the form to the FMS Administrator for the assignment of roles.

Subsequent releases of the TWAIUPS application will provide for the submission of electronic request for the assignment of roles, eliminating paper enrollment forms. Request would then be routed to the Master Administrators and Agency Administrators as appropriate for online approval.

In our CFO letter dated August 31, 2005 we requested that you designate one Master Administrator at the Department, Bureau or Agency level that would be responsible for approving Agency Administrators. FMS Administrators would approve and establish Master Administrators in the TWAIUPS. Agency Administrators, currently known as IPAC Agency Administrators in the existing Enrollment Application would continue to be responsible for approving Users. We ask that if you have not done so to please designate Master Administrator for your organization as previously requested.

The August letter also included a request for all *existing IPAC users* to complete the pre-registration process. To date, 1,600 of the 4,000 active users have completed pre-registration. Therefore, we strongly urge you to communicate to your IPAC users to pre-register. By doing so, accounts currently maintained in the Enrollment application will be transferred along with their roles to TWAIUPS. This will allow existing users to have access to the IPAC system when IPAC goes live in the TWAI in March.

Users not completing this process before our scheduled date to go live will have to register as a new user and will have to complete the enrollment forms and route them through the approval process. There may be users that are currently in an active status that may no longer access IPAC. If you have users that are currently enrolled in IPAC that are no longer using the system, we request your Agency Administrators revoke their access so that they do not continue to be reported as outstanding users that have not pre-registered.

As a result of transferring user accounts to the new environment, IPAC user recertification will not be performed for 2006. TWAIUPS is currently working on a new process for performing recertification. More detailed information regarding recertification in TWAIUPS will be provided to your administrators once it becomes available.

The move to the new environment will also include a change to the Bulk File process. Bulk file submitters will now be able to upload their files directly from the IPAC application instead of using Secure Transport. Secure Transport will no longer be used for Automated Bulk File submitters. Instead automated bulk files will be sent via Connect:Direct, LAN to LAN VPN tunnel.

The March 27, 2006 implementation of the IPAC system will also support the Governmentwide Accounting Modernization Project (GWAMP) initiative requiring payment and collection systems to provide the capability for FMS to collect Treasury Account Symbol (TAS) and Business Event Type Code (BETC) in the future.

As part of the implementation process, data currently housed in the WAI environment will be transferred to the TWAI environment. This process will allow for agencies to inquire transactions previously posted in the WAI. This process can take up to 17 hours and upon completion, will require some additional tasks to be performed to ensure a successful transfer. **It is for this reason that IPAC will be unavailable for transaction processing at 5:00pm on March 23 and will remain unavailable until the system goes live in the new TWAI environment on March 27. During that timeframe, the IPAC system will not be accepting any data entry either online or via bulk file processing.** On March 27 agencies will use the new URL address to access IPAC on the TWAI. The new URL will be posted on the IPAC

website prior to the go live date. Automated bulk-file users will need to change to the new Connect:Direct process in order to send their files.

Additional information regarding the migration to the new environment including enrollment forms and instructions for the pre-registration are available at the IPAC website: www.fms.treas.gov/goals/ipac. Master Administrator forms should be faxed to 202-874-1859.

If you have any questions regarding the information provided in this correspondence, please feel free to call Susan Markland, IPAC Project Manager on 202-874-9816. You can also call the GWA Customer Assistance Group on 202-871-8270 or send an email to IPACHelp@fms.treas.gov.

Thank you for your continued support and cooperation in this effort.