IPAC

Intra-governmental Payment and Collection System

User Request Form

Section I – User Information *(all fields are required)*

Treasury UPS User ID _____

Name (First, Middle Initial, Last) _____ _____ _____

Master ALC _____

Email Address _____

Work Telephone Number _____

Section II – Access requested

For IPAC and TRACS, provide ALC(s) for which access is to be granted. For RITS, provide payroll office for which access is to be granted.

For each ALC or Payroll office, please circle the user role(s) based on your application needs and functions.

ALC or PAYROLL OFFICE	MODULE	ROLE(S)		
	IPAC	IPAC Reports	IPAC User	IPAC Supervisor	Bulk File Submitter
	TRACS	TRACS Reports			
	RITS	RITS Accountant	RITS Payroll Clerk	RITS Payroll Admin	Bulk File Submitter
	IPAC	IPAC Reports	IPAC User	IPAC Supervisor	Bulk File Submitter
	TRACS	TRACS Reports			
	RITS	RITS Accountant	RITS Payroll Clerk	RITS Payroll Admin	Bulk File Submitter

_____   _____   _____   _____
Name and Title of Supervisor   Supervisor Signature   Work Telephone #   Date

_____
Supervisor Email Address

FOR AA USE ONLY: (Complete this section when you have completed a review of the request)

_____   _____   _____
Agency Administrator Name   Agency Administrator Signature   Date

_____   _____
Agency Administrator Email Address   Agency Administrator Work Telephone #

End User: Return completed User Request Form to your AA.   **AA:** Sign completed User Request Form and Fax to the Treasury Support Center at 314-444-7346.   10/01/2009

IPAC System User Roles and Functions

IPAC

User Role	Function Performed

IPAC Reports	• Display messages
	• Access to the following reports:
	    Agency special requirements
	    ALC Information
	    ALC Information Download
	    Headquarters transactions
	    Headquarters transaction download
	    IPAC and zero dollar transactions
	    IPAC transaction download
	    Parent / child relationships
	    Predecessor / Successor ALCs
	    Sender required fields
	    Treasury reporting requirements
	• Review reports / data files
	• Purge reports / data files

IPAC User	Same access rights as the IPAC Reports role, plus • Process payment, collection, adjustment and zero dollar transactions • Complete incomplete transactions • View status of agency special requirements request\ • Add/edit SGL information to transactions received / sent
IPAC Supervisor	Same access rights as the IPAC Reports role, plus • Request an update to agency billable status • View agency billable status • Request an update to agency special requirements • View status of agency special requirements request • Request establishment of a parent / child relationship • Update agency information
Bulk File Submitter	• Submit bulk IPAC transactions via IPAC on-line • Review bulk file status information (including confirmation/ error/rejection information) • Display messages • Review reports / data files (future release) • Purge reports / data files

TRACS

User Role	Function Performed
TRACS Reports	• Display messages • Access to TRACS Reports • Review reports / data files • Purge reports / data files

RITS

User Role	Function Performed

RITS Accountant	- Display messages - View list of all health benefit codes - Access to the following reports:
	     Computer generated 2812 or 2812A
	     Enrollment codes
	     Holiday schedule - Review reports / data files - Purge reports / data files

RITS Payroll Clerk	Same access rights as the RITS Accountant role, plus Manage 2812
RITS Payroll Admin	Same access rights as the RITS Accountant role, plus - Manage 2812 - Maintain payroll office / pay cycle
Bulk File Submitter	- Submit bulk 2812s via RITS on-line - Display messages - Access to confirmation / rejection report - Review reports / data files - Purge reports / data files