

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

FROM: David Rebich
Assistant Commissioner
Governmentwide Accounting

SUBJECT: Annual Recertification of Intra-governmental Payment and
Collection (IPAC) Users

SIGNED ON: October 21, 2010

The Financial Management Service (FMS) is required to perform a recertification of all IPAC System users to ensure that only authorized users have access to the IPAC System and that their level of access is appropriate. FMS requests your assistance in performing an audit of your organization's IPAC System users, including recertification of all IPAC administrators for the IPAC application, the Retirement and Insurance Transfer System (RITS), and the Treasury Receivable Accounting and Collection System (TRACS). FMS will be sending an e-mail to agency administrators with audit responsibility reminding them of their obligation to recertify their IPAC System users. The e-mail will include instructions on how to perform the user recertifications.

This year's recertification covers the period January 1 through December 31, 2011, and must be completed by February 24, 2011. On February 25, 2011, FMS will begin removing IPAC System access for those users who have not been recertified. Once user access has been removed, these users will no longer have IPAC System access to retrieve their financial information and accounting reports or to conduct intragovernmental transaction processing. They must re-register to obtain IPAC System access.

FMS will be providing daily listings of Agency Location Codes (ALC) for those agencies that have not performed their IPAC System recertification audits two weeks prior to February 24, 2011. This information will be available on the IPAC Web site at www.fms.treas.gov/ipac.

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Please be advised that this recertification must be accomplished by February 24, 2011, to ensure continued IPAC System access to your agency's critical financial information and accounting data.

Thank you in advance for your cooperation. If you have any questions regarding the IPAC System recertification, please contact the Treasury Support Center on 1-866-809-5218 or via e-mail to IPAC@stls.frb.org.