IPAC Access Procedures for Training Environment

For Federal Program Agencies

Effective Date: February 2, 2011

Target Audience:

Target audience for this document is the Federal program Agencies (FPAs), who use the Intra-governmental Payment and Collection (IPAC) System to transfer funds from one FPA to another.

Background:

The new release of IPAC – Release 11.5 – will go live on March 12, 2011. It will include these major modifications to the IPAC System:

- Collection of the Common Governmentwide Accounting Classification (CGAC) Treasury Account Symbol (TAS);
- Generation of the Classification Key (C-Key) for the Retirement and Insurance Transfer System (RITS) and the Treasury Receivable and Accounting and Collection System (TRACS) for conversion to a valid TAS/Business Even Type Code (BETC) combination;
- Migration of the IPAC System application to a new Uniform Resource Locator (URL).

A Training Environment has been set up for agencies so they can become acquainted with the new functionality.

Training Environment Basics:

- **URL:**

The Training Environment may be accessed by using the following URL:

https://qa-train.ipac.fms.treas.gov

- **Availability:**

Since the IPAC Training Environment is web-based, it is available for agencies' training 24/7 from February 2, 2011 to March 31, 2011. Support for the environment will be available from 8:00 AM – 5:00 PM during aforementioned time period.

- **User IDs and Passwords:**

Agencies will not be able to login by using their regular User IDs that they currently use. They have to call the Treasury Support Center on (866) 809-5218, option 2 -> 1, to obtain a test User ID and Password to access the Training Environment.

Since the Training Environment is available for all agencies using IPAC and there is a limited number of test User IDs, access will be limited to only 30 calendar days. If additional access period is needed, a new request will be required.

- **User Roles:**

All users assigned in the training environment will have the 'Base' role – IPAC Base, RITS Base and TRACS Base.

- **Tutorials:**

IPAC Tutorials, a web-based training tool, has been updated for release 11.5. The tutorials are self-paced, interactive training modules designed to introduce the user to new functionality. Agencies can view the IPAC tutorials from the FMS website - **http://fms.treas.gov/ipac** - and select Training and Events.

- **On-line Help:**

Online Help has been updated with information on new functionality being introduced with R11.5. Agencies are encouraged to read and understand the on-line help.

- **Transactions:**

For security reasons, the training environment will not have any data from the production environment. The intent of the training environment is to give users a preview of system changes and to allow them to test the new functionality. Users wanting to create transaction reports will need to enter transactions into the environment first, or users have the option to create transaction reports based on transaction data entered by other users. Because data in the training environment is available to anyone that may access it, regardless of ALC, it is advised that production-like transactions are not submitted.

Note that there is no option to transfer bulk files through Connect: Direct.

- **Customer Support:**

Please contact the Treasury Support Center on (866) 809-5218, option 2 -> 1 for any questions on the IPAC Training Environment.