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Title: II, Voucher and Invoice Payments Manual

Chapter: 6, Other Payments, Section 6, Online Payment and Collection (OPAC) System  
Intragovernmental Transactions

Bulletin: OPAC 04-1, Intragovernmental Payment and Collection System (IPAC) Procurement and  
Billing Procedures

Date: October 8, 2004

To: Holders of the OPAC Procedure

In an effort to improve efficiency in processing Intragovernmental Payment and Collection System (IPAC) transactions, the following procedures should be followed for purchasing/procurement activity and billing/collections.

#### **Purchasing/Procurement Activity**

When ordering goods and services from another Federal government agency, the agency placing the order should ensure that:

1. The obligating document, i.e., Miscellaneous Order (MO) or Requisition Document (RQ), for agencies recording commitments, be provided to the vendor agency upon ordering. It is imperative that the obligating Document Reference Number (DRN) format described in this procedure be used. This document must be entered into FFIS exactly as given to the vendor agency.
2. The MO or RQ must be sufficiently funded.
3. The MO or RQ that will be used for IPAC charges should contain only one line of accounting unless special circumstances warrant otherwise. The efficiencies in IPAC processing are greatly reduced when MOs and RQs are created with multiple accounting lines.
4. The vendor code on the MO or RQ must begin with the 8-digit Agency Locator Code (ALC) of the vendor agency, be a Common Agreement Number (CAN), or other valid exception (i.e., Greenbook).
5. The MO or RQ date must be prior to the IPAC bill date.
6. The vendor agency must be instructed to include the mandatory obligating DRN on the IPAC bill. The vendor agency should be informed that:
  - a. The IPAC bill will be charged back if the specified DRN is not included on the IPAC bill.
  - b. *DRN* must be entered in the IPAC bill Purchase Order Number field.

- c. The vendor agency contact name and telephone number must be provided in the description section of the IPAC bill.
- d. If multiple DRNs are involved, these will be provided to the vendor with the respective amounts chargeable. The vendor should bill each of these amounts on separate IPAC detail lines.

If the above guidelines have been followed and referenced obligations/commitments are sufficiently funded, the new DD Generator (DDGEN) program, when in full production, will efficiently process IPAC transactions upon receipt. (**Note:** Only IPAC bills for GSA FEDSTRIP charges are currently being loaded to DDGEN, however, IPAC bills from other vendor agencies will be loaded to DDGEN soon, with most bills received being automatically processed by DDGEN by the end of FY05.)

### Billings/Collections

When collecting money from another USDA Controller Operations Division serviced agency, it is imperative that the obligating DRN be entered in the appropriate field when using IBIL, PCAS, or direct entry BD documents. The following documentation is available from the National Finance Center Homepage ([www.nfc.usda.gov](http://www.nfc.usda.gov)) to assist in proper preparation of IPAC transactions:

- Title III, Billings and Collections Manual, Chapter 4, Administrative Billings and Collections, Section 1, Internet Billing System (IBIL) procedure manual, Debtor/Paying Agency Accounting Requirements appendix. To view and/or print this procedure, click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click List by Acronym/Name or List by Title/Chapter then search for IBIL on the list provided.
- Title IX, Foundation Financial Information System (FFIS) Manual, All Chapters, Bulletin FFIS 04-1, USDA-OCFO, Intragovernmental Payment and Collection System (IPAC), Billing Document (BD) Direct Entered - Usage Policy and Standards, dated February 13, 2004. To view and/or print this bulletin, click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click List by Title/Chapter, then click on **9**. Click **All Chapters** on the list provided, then select the bulletin.
- Title IX, Foundation Financial Information System (FFIS) Manual, All Chapters, Bulletin FFIS 04-2, USDA-OCFO, Intragovernmental Payment and Collection System (IPAC), Project Cost Accounting System (PCAS) - Usage Policy and Standards, dated February 13, 2004. To view and/or print this bulletin, click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click List by Title/Chapter, then click on **9**. Click **All Chapters** on the list provided, then select the bulletin.

**DRN Format**

The DRN consists of the obligating (or commitment) document's FFIS transaction code, FFIS document number, a pound sign (#) as a separator, and the appropriate FFIS line number within the obligating (or commitment) document, with no spaces. See the example below.

FFIS Transaction Code	FFIS Document Number	Separator	FFIS Line Number	DRN
MO	12345556789	#	001	MO12345556789#001

Please refer questions about IPAC to IPAC Control Branch personnel at **504-426-5059**, **504-426-5064**, or **504-426-5082** . Refer questions about this bulletin via e-mail to *nfc.pvct@usda.gov*.



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