PWS Task Reference (as applicable)	IPAC Incoming Workflow	Hqs.	CH	ID	GF	NETL	NNSA	NPR	NRO-P	NRO-S	OH	OR	RF	RL	SPRO	SR	Integrated	Policies, reference, etc.	Comments
5.1.11.2.1	Receive IPACs and SF 1221s (Foreign Collections/Payments) and record entries in the transaction month against either the proper funding sources or the Treasury suspense account. Clear 75% of the items in the suspense account within 30 calendar days following the initial recording and clear the remainder within 90 calendar days.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.1	Download IPACs from GOALS-II on a daily basis.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.1	Record incoming SF-1221s on a monthly basis (initially to the suspense account).	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.1	Analyze/research each IPAC transaction to identify the (1) entities that initiated the transactions, (2) affected DOE obligation documents (CIDs), and (3) officials responsible for approving the charges/credits.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.1	Match IPAC transactions to IPAC substantiating documents that were mailed in or printed out from the initiators' web-sites (e.g., Department of State and GSA). Folow-up with the issuing agency if additional information is needed.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.2	If the CID is reflected on the IPAC source document, apply to the affected interagency agreement number in EFASC, Albuquerque, or Oak Ridge DISCAS Production Accounts.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.2	If transactions require preapproval before applying charges to the CID, notify within five working days the approving officials and/or supporting staff members of the incoming charges/credits and request approval and/or guidance on recording transaction in the accounting system.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.2	Along with the notification of incoming IPAC charges/credits, provide approving official with available substantiating documents that were sent to DOE concurrently with the IPAC transaction. (Note: Transmit PDF file via e-mail IPAC@hq.doe.gov or IPFax 1-866-653-0041).	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.2	Within 30 days of notification from EFASC Accounting Operations Division (EFASC-AOD), approving officials or designated staff member approves and/or provides guidance for recording IPAC transactions.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.2	Based on approval and/or guidance, EFASC-AOD records the transactions in DISCAS.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
	For those affected DOE offices (e.g.,Naval Reactors Offices of Pittsburgh and Schenectady) that are accepting responsibility for recording the IPAC transactions against their own CIDs, initialy record the IPAC transaction in Account (89F3885) under the appropriate predetermined CIDs.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
	Affected field offices reverse EFASC-AOD's entries in the predetermined CID and apply charges/credit appropriately into the accounting system.								x	x									

5.1.11.2.1	If incoming IPAC was not accompanied with sufficient supporting documentation or the approving official had not provided approval before month-end closing, record the transaction in the Agency's Budget Clearing Account (89F3885) under unique control numbers or CIDs.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.3	Reconcile and ensures that all IPAC transactions have been recorded accurately in DISCAS and GOALS.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
	In accordance with office document control procedures, file substantiating documents.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.1	Based on an established timeline generate a report of the open IPAC/1221 actions that are in the 89F3885 account and send out follow up notifications to the approving official to encourage timely approval or to initiating entity to receive substantiation for the charges/credits.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.1	If the approving officals do not provide approval within 30 days of the initial notification, send out a follow-up notification and advance warning to the approving official and responsible Field Liaison that EFASC-AOD will use aggressive techniques to achieve resolution if approvals are not received with 15 calendar days after follow-up notice.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.1	If an IPAC transaction in the 89F3885 is still open after 60 days and the responsible official has not responded to the follow-up notifications, the EFASC-AOD may initiate the appropriate level of proactive action to charge the approving officials' budgetary resources.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.1	If an open IPAC charge reaches 90 DAYS delinquent, the accountability of the undistributed charge in 89F3885 will be transferred administratively to the responsible field office or integrated contractor via the Office of Financial Management (ME-10).	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.1.1	If IPAC charges are disapproved or not properly substantiated by the IPAC initiating entity, the EFASC-AOD will take action to chargeback the charges/credits to the other Federal entity.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.1	If an IPAC transaction is a collection transaction, the EFASC-AOD will apply the payment to the correct open receivable.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.1	If an IPAC transaction is a collection transaction and is not aligned to an open receivable, the EFASC-AOD will use judgement and work with the responsible approving official to determine the proper disposition for this credit payment.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	

PWS Task Reference (as applicable)	IPAC Outgoing Workflow	Hqs.	CH	ID	GF	NETL	NNSA	NPR	NRO-P	NRO-S	OH	OR	RF	RL	SPRO	SR	Integrated	Policies, reference, etc.	Comments
5.1.11.1.1	All DOE offices prepare and submit IPAC Transmittal Worksheets via IPAC@hq.doe.gov to request that the EFASC-AOD execute the outgoing IPACs via DISCAS and the Treasury's web-based IPAC system.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Chapter 4000, Part 6, Vol-1, Treasury Financial Manual DOE Accounting Handbook	IPAC Help (202) 874-8270 ipac.help@fms.treas.gov
5.1.11.1.4	All integrated contractors prepare and submit IPAC files to their respective Field Liaison who uploads IPAC transactions via the Treasury's web-based IPAC system.		x	x	x		x					x				x	x	CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.1.3	The EFASC-AOD uploads the EFASC DISCAS IPAC bulk file transactions to Treasury's GOALS.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.1.3	Field Office Liaisons upload the Integrated Contractor files to GOALS and DISCAS.		x	x	x		x					x				x	x		
5.1.11.1.2	Obtain and distribute Treasury's document reference number as required.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.1.2	For transactions that cannot be processed via a bulk file, the EFASC-AOD uses the IPAC Transmittal Worksheet and other substantiating documents to make manual IPAC entries into GOALS to complement the IPAC transactions in the Department's automated accounting system.	x																CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.1.1	Forward supporting documents to receipients of an IPAC.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	CAC, Oak Ridge, & Albuquerque Desk Procedures	
5.1.11.2.3	EFASC-AOD reconciles and ensures that all IPAC transactions have been recorded in the accounting system and GOALS accurately.	x																DOE Records Management Policy	Keep for 6 years & 3 mths.
	Maintain IPAC files and supporting documents according to the Records Inventory and Disposition Schedule.	x																	