



About your GSA KC Finance Center Billing IPAC Statements

This guide is designed to help you understand your GSA KC Finance Center Billing when using Treasury's Intergovernmental Payment and Collection System (IPAC).

(Version 3.0)

As of January 2015, you may have been receiving redesigned statements for GSA KC Finance Center Billing. GSA's redesign of GSA KC Finance Center Billing statements is part of a larger effort to modernize our billing and collections. We're committed to achieving the highest standards of customer service by providing you with timely, relevant information in a clear format, so you can more effectively manage your budget and expenditures. Equally important, we're meeting the goals of the Open Government Directive issued in 2009.

Getting your statement

GSA KC Finance Center Billing Statements will be issued on the 20th of the month (or the next business day if the 20th falls on a weekend or holiday). Separate statements will be issued for each GSA KC Finance Center Billing customer group. The statements will report amounts that have been collected or distributed through IPAC, requiring no amount due.

Going forward, you will be required to log on to GSA's Vendor and Customer Self Service (VCSS) website, located at vcss.gsa.gov, to obtain printed bills. There, you can find not only your GSA KC Finance Center Billing Statements but also a wide range of additional information and useful resources. Once you've registered for access to your accounts, you can submit questions or report problems about items on your statement. You can also download your billing activity in comma-separated value format (.csv).

Questions about your statement or your charges?


If you have questions about specific items on your statement, or if you still have questions about GSA billing after you read this guide, you should visit the VCSS website. If you are unable to find your answer online, contact us by phone, fax or email. Our contact information is listed under the "Contact Us" link on the VCSS website. The contact information can also be found on the second page of your statement.

The big picture – the three sections of your IPAC statement

Your GSA KC Finance Center Billing Statements cover transactions over an entire billing cycle for a single Agency Location Code (ALC) and Account Code (Account Codes are explained later in this guide). The statements include all charges and credits for the billing cycle.

Information in the statement is presented in three sections: (A) the statement overview, (B) the Account Code header, and (C) itemized charges.

A



GSA: Financial Information Control Branch, BCEA
1500 East Bannister Road
Kansas City, MO 64131

Paying Office
Agency Location Code (ALC): 16012011

Paying Office Information
DOL-BUREAU OF LABOR STATISTICS
ATTN: JANE B. SMITH
2 MASSACHUSETTS AVENUE, ROOM 4135
WASHINGTON, DC 20212

Statement Information
Statement Number: MI000519

Contact Us
Phone Number: 800-676-3690
Fax Number: 816-823-5507
Email Address: kc.generalfunds.billingrequests@gsa.gov

KC Finance Center Billing
02/23/2015
Do not pay these charges. These charges have been settled through the IPAC System.

Statement Summary

Initial Charges	\$0.00
Discount	\$0.00
Surcharge	\$0.00
Total Paid	\$0.00

Credit Summary

Total Credit	(\$1,000.00)
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Page 1 of 2

A: The first page of your statement is the statement overview. It contains key information about the statement and your agency, contact information for help if you need it and a top-level summary of your charges and credits for the billing cycle.

B

ALC: 16012011

Paying Office Information
DOL-BUREAU OF LABOR STATISTICS
ATTN: JANE B. SMITH
2 MASSACHUSETTS AVENUE, ROOM 4135
WASHINGTON, DC 20212

Account Code: 163026

Address/Customer Information
DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
2 MASSACHUSETTS AVE, NE RM 4135
WASHINGTON, DC 20212

Statement Number: MI000519
02/23/2015

Initial Charges	\$0.00
Discount	\$0.00
Surcharge	\$0.00
Total Paid	\$0.00

Total Credit (\$1,000.00)

C

Customer		GSA								
Agreement Number	Period of Performance Start	Period of Performance End	Line Description	Amount	Fund	Document Number	Line Num	Region Code	Program Code	Function Code
MBB02B-14	12/04/13	09/30/14	Personal Property Excess Supply	-1,000.00	142R	MDIM000519-001	1	11	GA23	GA285
Total for Account code: 163026				(\$1,000.00)						

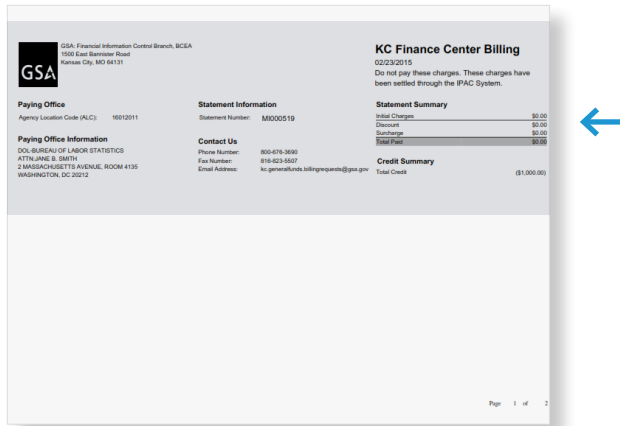
Page 2 of 2


B: The second page of your statement begins with an Account Code header, followed by itemized charges. Any additional pages for that Account Code will begin with an abbreviated header.

C: Itemized charges begin at the bottom of page 2, containing a description of charges and useful subtotals.

What's in the statement overview?

The statement overview contains key information about the statement and your agency, contact information for help if you need it, and a top-level summary of charges and credits for the listed Agency Location Code (ALC). Each statement covers transactions over an entire billing cycle.



1  GSA: Financial Information Control Branch, BCEA 1500 East Bannister Road Kansas City, MO 64131	6 KC Finance Center Billing 02/23/2015 Do not pay these charges. These charges have been settled through the IPAC System.
2 Paying Office Agency Location Code (ALC): 16012011	7 Statement Summary
3 Paying Office Information DOL-BUREAU OF LABOR STATISTICS ATTN: JANE B. SMITH 2 MASSACHUSETTS AVENUE, ROOM 4135 WASHINGTON, DC 20212	Initial Charges \$0.00 Discount \$0.00 Surcharge \$0.00 Total Paid \$0.00
4 Statement Information Statement Number: MI000519	8 Credit Summary
5 Contact Us Phone Number: 800-676-3690 Fax Number: 816-823-5507 Email Address: kc.generalfunds.billingrequests@gsa.gov	Total Credit (\$1,000.00)

1. GSA Address The address of the GSA Finance Office that handles the business line.

2. Agency Location Code (ALC) The code assigned to you by the Treasury Department to enable payments through the IPAC system.

3. Paying Office Information The name and address associated with the Agency Location Code.

4. Statement Number A unique alphanumeric code generated by GSA for each statement. You'll need this number if you have questions about your statement or need to initiate a chargeback.

5. Contact Us GSA phone and fax numbers, and email address.

6. Statement Date The date the statement was generated.

7. Initial Charges The total amount you incurred this billing cycle, before discounts and surcharges have been applied.

8. Surcharge An additional amount charged for freight, export or other miscellaneous costs.

9. Total Paid The total sum collected by GSA through the IPAC system.

10. Credit Summary The summary of all credit transactions sent through IPAC for this statement number. For credits, IPAC creates separate transaction(s) with a separate document reference number. Your Statement Number will appear in the Purchase Order field of your IPAC transaction.

What's in the Account Code header?

The Account Code header on the second page of your IPAC statement includes charge and credit totals, plus identifying information, for the listed Account Code.

ALC:	Account Code:	Statement Number	MI000519
16012011	163026	MI000519	02/23/2015
Paying Office Information		Address/Customer Information	
DOL-BUREAU OF LABOR STATISTICS ATTN:JANE B. SMITH 2 MASSACHUSETTS AVENUE, ROOM 4135 WASHINGTON, DC 20212		DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS 2 MASSACHUSETTS AVE, NE RM 4135 WASHINGTON, DC 20212	
		Initial Charges	\$0.00
		Discount	\$0.00
		Surcharge	\$0.00
		Total Paid	\$0.00
		Total Credit	(\$1,000.00)

Statement Number	Initial Charges	Discount	Surcharge	Total Paid	Total Credit
MI000519	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)

11 ALC: 16012011

Paying Office Information

DOL-BUREAU OF LABOR STATISTICS
ATTN:JANE B. SMITH
2 MASSACHUSETTS AVENUE, ROOM 4135
WASHINGTON, DC 20212

12 Account Code: 163026

Address/Customer Information

DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
2 MASSACHUSETTS AVE, NE RM 4135
WASHINGTON, DC 20212

Statement Number

MI000519
02/23/2015

13

Initial Charges	\$0.00
Discount	\$0.00
Surcharge	\$0.00
Total Paid	\$0.00
Total Credit	(\$1,000.00)

11. Agency Location Code

As seen on the first page of your IPAC statement.

12. Account Code A unique number assigned by GSA that identifies your agency or the entity to which the charges are associated.

13. Summary for Account Code These fields are the same as defined previously on page 3 for the Statement Overview.

What's in the itemized charges section of your statement?

Subtotals are shown for the Customer Account Code.

Each horizontal row in the itemized charges section includes reference information and billing details for one type of item. The reference information and billing details are shown below.

ALC: 16012011	Account Code: 163026	Statement Number	M000519
Paying Office Information DOL BUREAU OF LABOR STATISTICS ATTN: JANE B. SMITH 2 WASHINGTON AVENUE, ROOM 4135 WASHINGTON, DC 20212		Address/ Customer Information DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS 2 WASHINGTON AVENUE, NE RM 4135 WASHINGTON, DC 20212	
		Initial Charges	\$0.00
		Change	\$0.00
		Surcharge	\$0.00
		Total Paid	\$0.00
		Total Credits	(\$1,000.00)

Agreement Number	Period of Performance Start	Period of Performance End	Line Description	Amount	Fund	Document Number	Line Num	Region Code	Program Code	Function Code
MBB026-14	12/04/13	09/30/14	Personal Property Excess Supply	-1,000.00	142R	M000519-001	1	11	GA23	GA285
Total for Account code: 163026				(\$1,000.00)						



Customer				GSA						
Agreement Number	Period of Performance Start	Period of Performance End	Line Description	Amount	Fund	Document Number	Line Nurr	Region Code	Program Code	Function Code
MBB026-14	12/04/13	09/30/14	Personal Property Excess Supply	-1,000.00	142R	MDIMI000519-001	1	11	GA23	GA285
Total for Account code: 163026				(\$1,000.00)						

14. Agreement Number

Indicates the GSA assigned system agreement number.

15. Period of Performance Start

Indicates the start date of the IAA (agreement).

16. Period of Performance End

Indicates the end date of the IAA (agreement).

17. Line Description

Indicates the description of charges.

18. Fund

The GSA Fund used for internal GSA information.

19. Document Number

The GSA accounting system document number for internal GSA information.

20. Line Number

The GSA accounting system document line number for internal GSA information.

21. Region

The GSA Region for internal GSA information.

22. Program Code

The GSA Program Code for internal GSA information.

23. Function Code

The GSA Function Code for internal GSA information.



April 2015

GSA

Accounts Receivable Customer Service Helpdesk

Phone: 800.676.3690

Fax: 816.823.5507

Email: kc.generalfunds.billingrequests@gsa.gov

USDA-OCFO Financial Information Control Branch

2300 Main Street - 2SE

Kansas City, MO 64108