



About your GSA KC Finance Center Billing non-IPAC Statements

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

(Version 3.0)

Since January 2015, you may have been receiving redesigned statements for your GSA KC Finance Center Billing Statements. GSA's redesign of the 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. GSA has discontinued the mailing of statements as of January 2015. If you received your statements by mail, you'll be required to download them from GSA's Vendor and Customer Self Service (VCSS) website, located at vcss.gsa.gov.

Going forward, all GSA KC Finance Center Billing customers will be required to log on to VCSS 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 can't 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 non-IPAC statement

Your GSA KC Finance Center Billing non-IPAC Statements cover transactions over an entire billing cycle for a single Account Code and includes charges and credits for that Account Code. (Account Codes are explained later in this guide.)

Information in the statement is presented in three sections: (A) the statement overview, (B) the Account Code header, and (C) itemized charges. Note that the first page of your statement is a cover page that contains only your address— it is not shown here.

A

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

KC Finance Center Billing
02/23/2015

Address/Customer Information
US CENTRAL INTELLIGENCE AGENCY
FINANCE/FOS/LS
ROOM 4017, LF7
WASHINGTON, DC 20505

Customer Codes
Account Code: 56302A

Statement Information
Statement Number: MN000164
Amount Due: \$17,000.00
Due Date: 04/09/2015

Contact Us
Phone Number: 800-476-3690
Fax Number: 816-823-5507
Email Address: kc_general_funds_billingrequests@gsa.gov

Remit to Address
General Services Administration
PO Box 979009
St. Louis, MO 63197-9009

Instructions
To ensure proper credit, please write your statement number on your payment document.
Pay by IPAC
ALC 47000016
BPNDUNS +4 964253686

Statement Summary

Initial Charges	\$17,000.00
Discount	\$0.00
Surcharge	\$0.00
Interest Charges	\$0.00
Penalty Charges	\$0.00
Admin Charges	\$0.00
Bill Amount	\$17,000.00
Collected	\$0.00
Applied Credit	\$0.00
Adjustments	\$0.00
Amount Due	\$17,000.00

Credit Summary

Applied Credit	\$0.00
Unapplied Credit	\$0.00
Total Credit	\$0.00

GSA 789:
I certify that the items listed herein are correct and proper for payment from and to the Appropriation(s) designated:
Amount: _____ Date: _____
Authorized by: _____
Phone Number: _____
Line of Accounting: _____

Page 2 of 3

A: The statement overview appears on the second page of your statement.

It contains key information about the statement and your agency, contact information for help if you need it, payment options and a top-level summary of your charges and credits for the billing cycle.

B

Account Code: 56302A
US CENTRAL INTELLIGENCE AGENCY
FINANCE/FOS/LS
ROOM 4017, LF7
WASHINGTON, DC 20505

Statement Number: MN000164
02/23/2015

Credit Summary

Applied Credit	\$0.00
Unapplied Credit	\$0.00
Credit Total	\$0.00

Initial Charges

Initial Charges	\$17,000.00
Discount	\$0.00
Surcharge	\$0.00
Interest Charges	\$0.00
Penalty Charges	\$0.00
Admin Charges	\$0.00
Bill Amount	\$17,000.00
Collected	\$0.00
Applied Credit	\$0.00
Adjustments	\$0.00
Amount Due	\$17,000.00

C

Customer Agreement Number	Period of Performance Start	Period of Performance End	Line Description	Amount	Fund	Document Number	Line Num	Region Code	Program Code	Function Code
MB0001-15			Personal Property Excess Supply - Letter# 150032	\$17,000.00	142R	MDNN000164-001	1	11	GA23	GA285
Total for Account code: 56302A				\$17,000.00						

Page 3 of 3

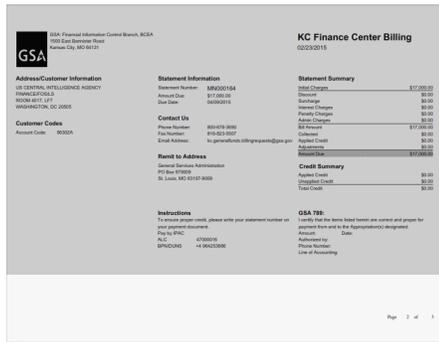
B: The third page of your statement begins with an Account Code header,

followed by itemized charges. The Account Code header is a subset of the information in your statement overview. Any additional pages for that Account Code will begin with an abbreviated header.

C: Itemized charges begin at the bottom of page 3 of your statement. This section displays itemized charges and useful subtotals.

What's in the statement overview?

The statement overview contains key information about the statement and your agency, account information for help if you need it, and a top-level summary of the charges and credits listed Account Code.



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

2 Address/Customer Information
US CENTRAL INTELLIGENCE AGENCY
FINANCE/FOS/LS
ROOM 4017, LF7
WASHINGTON, DC 20505

3 Customer Codes
Account Code: 56302A

4 Statement Information
Statement Number: MN000164
Amount Due: \$17,000.00
Due Date: 04/09/2015

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

6 Remit to Address
General Services Administration
PO Box 979009
St. Louis, MO 63197-9009

7 Instructions
To ensure proper credit, please write your statement number on

KC Finance Center Billing

02/23/2015

Statement Summary

Initial Charges	\$17,000.00
Discount	\$0.00
Surcharge	\$0.00
Interest Charges	\$0.00
Penalty Charges	\$0.00
Admin Charges	\$0.00
Bill Amount	\$17,000.00
Collected	\$0.00
Applied Credit	\$0.00
Adjustments	\$0.00
Amount Due	\$17,000.00

Credit Summary

Applied Credit	\$0.00
Unapplied Credit	\$0.00
Total Credit	\$0.00

GSA 789: items listed herein are correct and proper for

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

2. Address/Customer Information The name and address of your agency associated with the Account Code listed below under the Customer Codes header.

3. Customer Codes Includes the Account Code, which is a unique number assigned by GSA that identifies your agency or the entity to which the charges are associated.

4. Statement Information
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.

Amount Due: The total due for this billing cycle.

Due Date: The date by which GSA must receive your payment. Non-federal customers may incur interest charges or penalties for late payments.

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

6. Remit to Address Send your payment to the address identified here on your actual statement, if you're paying by check.

7. Instructions This section reminds you to include the statement number on your payment document.



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

Address/Customer Information

US CENTRAL INTELLIGENCE AGENCY
FINANCE/FOS/LS
ROOM 4017, LF7
WASHINGTON, DC 20505

Customer Codes

Account Code: 56302A

Statement Information

Statement Number: MN000164
Amount Due: \$17,000.00
Due Date: 04/09/2015

Contact Us

Phone Number: 800-676-3690
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Remit to Address

General Services Administration
PO Box 979009
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Instructions

To ensure proper credit, please write your statement number on your payment document.
Pay by IPAC
ALC 47000016
BPN/DUNS +4 964253686

KC Finance Center Billing

8 02/23/2015

9 **Statement Summary**

Initial Charges	\$17,000.00
Discount	\$0.00
Surcharge	\$0.00
Interest Charges	\$0.00
Penalty Charges	\$0.00
Admin Charges	\$0.00
Bill Amount	\$17,000.00
Collected	\$0.00
Applied Credit	\$0.00
Adjustments	\$0.00
Amount Due	\$17,000.00

10 **Credit Summary**

Applied Credit	\$0.00
Unapplied Credit	\$0.00
Total Credit	\$0.00

11 **GSA 789:**

I certify that the items listed herein are correct and proper for payment from and to the Appropriation(s) designated:
Amount: Date:
Authorized by:
Phone Number:
Line of Accounting:

8. Statement Date The date the statement was generated.

9. Statement Summary This section of the header contains select totals of your charges and credits for the period covered by the statement.

Initial Charges: The total amount you incurred this billing cycle, before interest, penalties, discounts or other adjustments have been applied.

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

Interest, Penalty, Admin Charges: Amount charged to non-federal customers this billing cycle for late payments.

Bill Amount: The subtotal of above charges and discounts.

Collected: The amount of any payment for this bill.

Applied Credit: Total amount of credits that have been applied against this statement.

Adjustments: A bill modification applied to your account.

Amount Due: The sum that you owe to GSA.

10. Credit Summary

Applied Credit: Total amount of credits from this statement that have been applied to this or another statement.

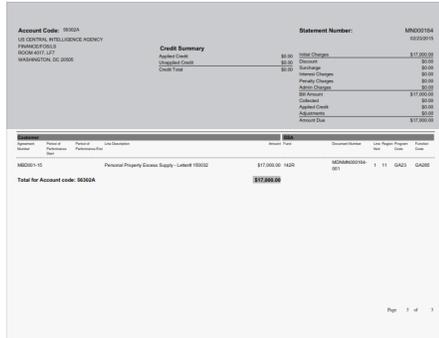
Unapplied Credit: An outstanding credit amount which can be applied to future or past bills, or refunded to you.

Total Credit: The summary of all credit transactions for this statement number.

11. GSA 789 This form is used by customer agencies to certify and approve payment of KC Finance Center bills. It is provided for your convenience to support required internal processes

What's in the Account Code header?

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



12 Account Code: 56302A
 US CENTRAL INTELLIGENCE AGENCY
 FINANCE/FOS/LS
 ROOM 4017, LF7
 WASHINGTON, DC 20505

13 Credit Summary
 Applied Credit \$0.00
 Unapplied Credit \$0.00
 Credit Total \$0.00

Statement Number: MN000164
 02/23/2015

14
 Initial Charges \$17,000.00
 Discount \$0.00
 Surcharge \$0.00
 Interest Charges \$0.00
 Penalty Charges \$0.00
 Admin Charges \$0.00
 Bill Amount \$17,000.00
 Collected \$0.00
 Applied Credit \$0.00
 Adjustments \$0.00
 Amount Due \$17,000.00

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

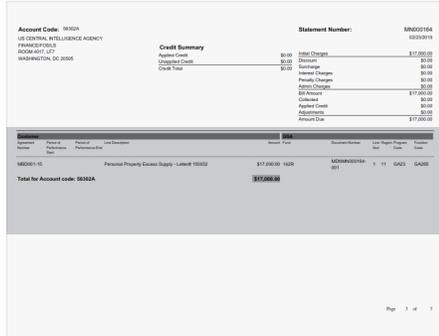
13. Credit Summary These fields are the same as defined previously on page 4 for the Statement Overview.

14. Summary for Account Code These fields are the same as defined previously on page 4 for the Statement Overview.

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

Subtotals are shown for the Account Code listed in the Account Code header of this same page.

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



Customer				GSA						
Agreement Number	Period of Performance Start	Period of Performance End	Line Description	Amount	Fund	Document Number	Line Nutr	Region	Program Code	Function Code
MBD001-15			Personal Property Excess Supply - Letter# 150032	\$17,000.00	142R	MDNMN000164-001	1	11	GA23	GA285
Total for Account code: 56302A				\$17,000.00						

15. Agreement Number

Indicates the GSA assigned system agreement number.

16. Period of Performance Start

Indicates the start date of the IAA (agreement).

17. Period of Performance End

Indicates the end date of the IAA (agreement).

18. Line Description

Indicates the description of charges.

19. Fund

The GSA Fund used for internal GSA information.

20. Document Number

The GSA accounting system document number for internal GSA information.

21. Line Number

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

22. Region

The GSA Region for internal GSA information.

23. Program Code

The GSA Program Code for internal GSA information.

24. Function Code

The GSA Function Code for internal GSA information.



April 2015

GSA

Accounts Receivable Customer Service Helpdesk

Phone: 800-676-3690

Fax: 800-823-5507

Email: kc.generalfunds.billingrequests@gsa.gov

USDA-OCFO Financial Information Control Branch

2300 Main Street - 2SE

Kansas City, MO 64108