



About your GSA Wide Area Network (WAN)/Networx IPAC Statements

This guide is designed to help you understand your GSA Wide Area Network (WAN)/Networx Billing when using Treasury's Intergovernmental Payment and Collection System (IPAC).

(Version 1.1)

Starting February 2016, you will begin receiving redesigned statements for your GSA Wide Area Network (WAN)/Networx IPAC statements. GSA's redesign 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 Wide Area Network (WAN)/Networx Statements will be issued on the 11th of the month (or the next business day if the 11th falls on a weekend or holiday). The statements will report amounts that have been collected or distributed through IPAC, requiring no amount due. The first billing statement after the Vendor and Customer Self Service (VCSS) go-live will occur on February 19, 2016.

The VCSS website, located at vcss.gsa.gov, will not be replacing E-MORRIS. Going forward, GSA will no longer send paper billing statements by mail or make new billing statements available in BillView. In VCSS, you can obtain Summary billing statements, dispute billing statements, and correspond with billing representatives. You will also be able to view and run queries on summarized billing data and payments received by GSA.

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).

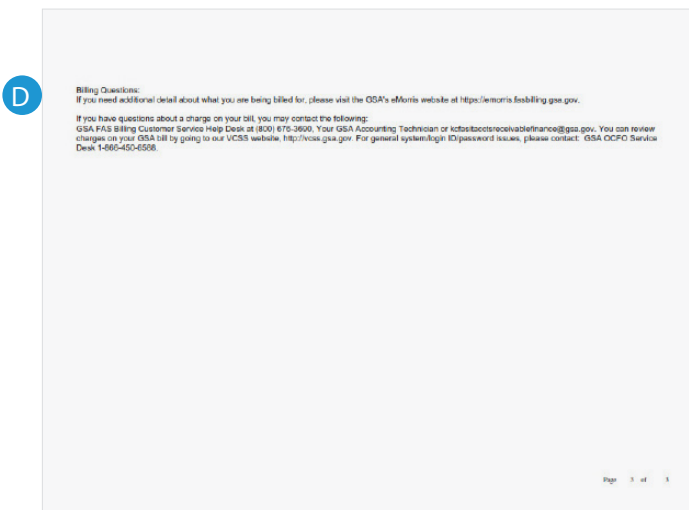
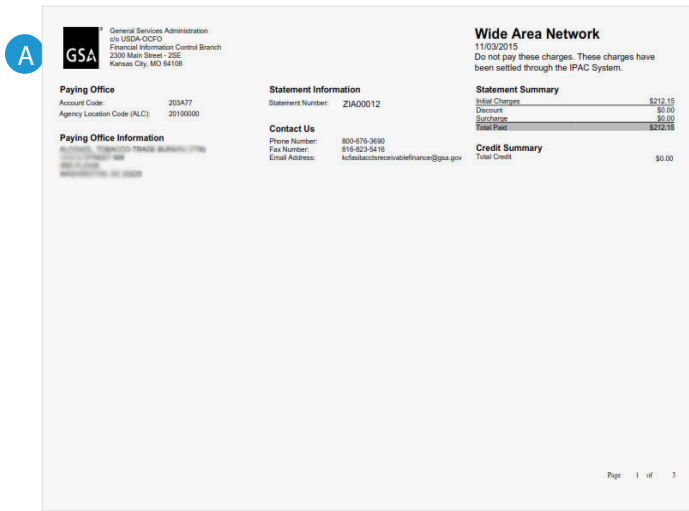
Questions about your statement or your charges?

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 four sections of your IPAC statement

Your GSA Wide Area Network (WAN)/Networkx IPAC 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 four sections: (A) the Statement Overview, (B) the Account Code Header, (C) Itemized Charges, and (D) the General Information page.



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.

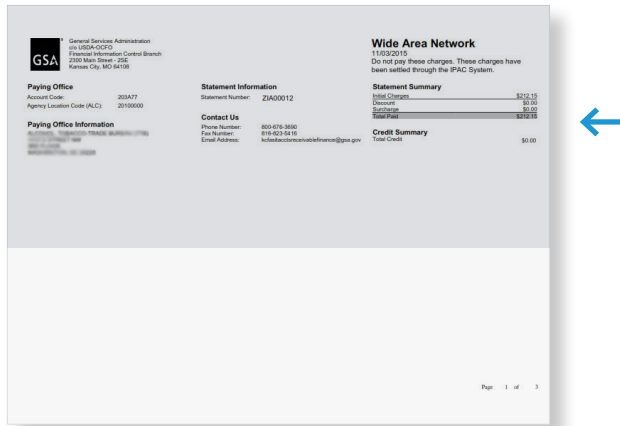
B: The second page of your statement begins with an **Account Code Header**, followed by itemized charges. Any additional pages for that Account Code will begin with an abbreviated header.


C: **Billing Summarized Information** begins at the bottom of page 2, containing a description of charges and useful subtotals.

D: The **General Information page** contains points of contact for help if you need it, notices and helpful information.

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  General Services Administration
c/o USDA-OCFO
Financial Information Control Branch
2300 Main Street - 2SE
Kansas City, MO 64108

2 **Paying Office**
Account Code: 203A77
Agency Location Code (ALC): 2010000

3 **Paying Office Information**
AGRICULTURE, TOBACCO TRADE ADMINISTRATION
2300 MAIN STREET - 2SE
KANSAS CITY, MO 64108

4 **Statement Information**
Statement Number: ZIA00012

5 **Contact Us**
Phone Number: 800-676-3690
Fax Number: 816-823-5416
Email Address: kcfasitacctsreceivablefinance@gsa.gov

Wide Area Network
11/03/2015
Do not pay these charges. These charges have been settled through the IPAC System.

Statement Summary

Initial Charges	\$212.15
Discount	\$0.00
Surcharge	\$0.00
Total Paid	\$212.15

Credit Summary

Total Credit	\$0.00
--------------	--------

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

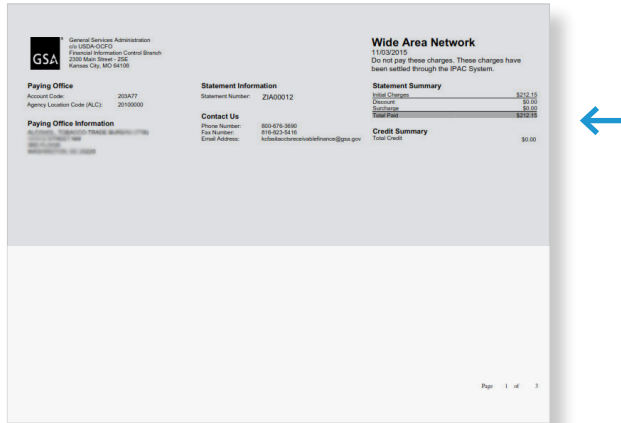
2. Paying Office Account Code: The unique number assigned by GSA that identifies your agency or the entity to which the charges are associated.


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 Finance Office phone and fax numbers, and email address.



 <p>General Services Administration c/o USDA-OCFO Financial Information Control Branch 2300 Main Street - 2SE Kansas City, MO 64108</p> <p>Paying Office Account Code: 203A77 Agency Location Code (ALC): 20100000</p> <p>Paying Office Information AGENCY: 800-876-3890 AGENCY: 816-823-5416 AGENCY: kcfasitacctreceivablefinance@gsa.gov</p>	<p>Statement Information Statement Number: ZIA00012</p> <p>Contact Us Phone Number: 800-876-3890 Fax Number: 816-823-5416 Email Address: kcfasitacctreceivablefinance@gsa.gov</p>	<p>6 Wide Area Network 7 11/03/2015 Do not pay these charges. These charges have been settled through the IPAC System.</p> <p>8 Statement Summary</p> <table border="0"> <tr><td>Initial Charges</td><td style="text-align: right;">\$212.15</td></tr> <tr><td>Discount</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Surcharge</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Paid</td><td style="text-align: right;">\$212.15</td></tr> </table> <p>9 Credit Summary Total Credit \$0.00</p>	Initial Charges	\$212.15	Discount	\$0.00	Surcharge	\$0.00	Total Paid	\$212.15	<p>10</p>
Initial Charges	\$212.15										
Discount	\$0.00										
Surcharge	\$0.00										
Total Paid	\$212.15										

6. The GSA Business Line providing the services you are getting billed for.

7. Statement Date The date the statement was generated.

8. 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.

Discount: Any discount applied.

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.

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.

Paying Office Information		Account Code: 203A77	Statement Number	ZIA00012
13110 G STREET SE WASH DC 20340		Customer Address 13110 G STREET SE WASH DC 20340	Initial Charges	11/03/2015
			Discount	\$212.15
			Surcharge	\$0.00
			Total Paid	\$212.15

Customer Information	Customer ID	Description of Service	Service Date	GSA Information
020 047 X8534001	15	Contract N77000 - MCO Service Month: 04/2014 TAG: 015 000000 L0A 13040000000000000000000000	212 15 10/20/15 11/30/15	MM02FP00011762E10 1720

Total for Account code: 203A77 **\$212.15**

Page 2 of 3

11 ALC: 20100000	13 Account Code: 203A77	15 Statement Number	ZIA00012 11/03/2015
12 Paying Office Information 13110 G STREET SE WASH DC 20340	14 Customer Address 13110 G STREET SE WASH DC 20340	Initial Charges	\$212.15
		Discount	\$0.00
		Surcharge	\$0.00
		Total Paid	\$212.15

11. Agency Location Code As seen on the first page of your IPAC statement.

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

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

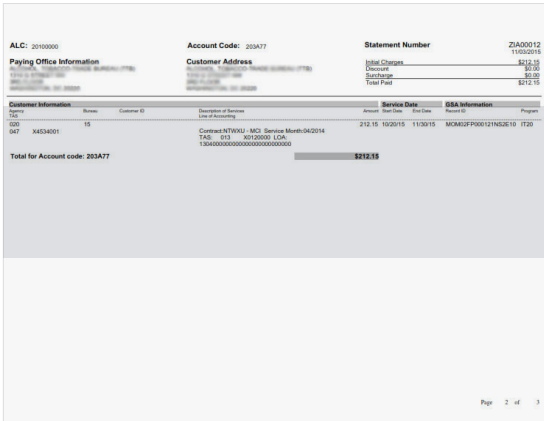
14. Customer Address The name and address of your agency associated with the Account Code listed above.

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

What's in the Billing Summarized Information section of your statement?

Subtotals are shown for the Customer Account Code.

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



16 Agency		17 Bureau	18 Customer ID	19 Description of Services Line of Accounting	20 Amount	21 Start Date	22 End Date	23 GSA Information Record ID	24 Program
020	TAS	15	047	Contract:NTWXU - MCI Service Month:04/2014 TAS: 013 X0120000 LOA: 13040000000000000000000000000000	212.15	10/20/15	11/30/15	MOM02FP000121NS2E10	IT20
27 Total for Account code: 203A77					\$212.15				

16. **Agency** Your three digit agency code assigned by Treasury.

17. **Bureau** Your two digit bureau code.

18. **Customer ID** First eight digits of the Billable AHC.

19. **Description of Services** Vendor/Contract that are providing the services.

20. **Amount** Amount of the detail line being billed.

21. **Start Date** Start date of services being provided.

22. **End Date** End date of services being billed.

23. **Record ID** GSA assigned number to track this line being billed.

24. **Program** The GSA Program Code for internal GSA information.

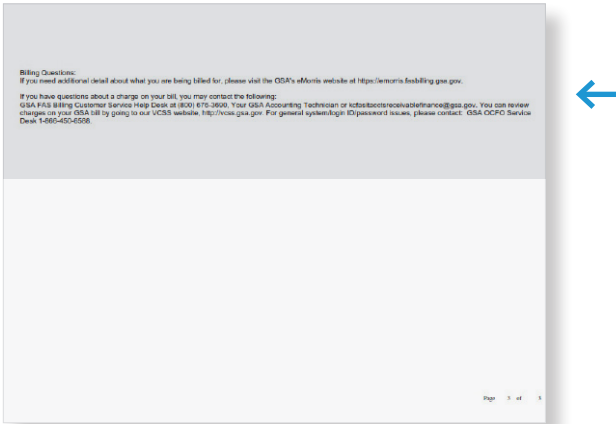
25. **TAS** Treasury Account Symbol being billed.

26. **Line of Accounting** Customer accounting information provided to GSA to be included when billed.

27. **Total for Account Code** The total for the account code for this statement.

What's in the General Information section of your statement?

Additional resources on billing and VCSS can be found in this section.



Billing Questions: 28
If you need additional detail about what you are being billed for, please visit the GSA's eMorris website at <https://emorris.fasbilling.gsa.gov>.

29 If you have questions about a charge on your bill, you may contact the following:
GSA FAS Billing Customer Service Help Desk at (800) 676-3690, Your GSA Accounting Technician or kcfasitacctsreceivablefinance@gsa.gov. You can review charges on your GSA bill by going to our VCSS website, <http://vcss.gsa.gov>. For general system/login ID/password issues, please contact: GSA OCFO Service Desk 1-866-450-6588. 30

28. E-MORRIS Website Where you can go to get details on what you are being billed for.

29. GSA FAS Billing Customer Service Help Desk If you have questions about a charge on your bill, you may contact this Help Desk.

30. Financial Systems Service Desk For general system/login ID/passord issues, please contact this Service Desk.



January 2016

GSA
Accounts Receivable Customer Service Helpdesk
Phone: 800-676-3690
Fax: 816-823-5507
Email: kc.general-funds.billingrequests@gsa.gov