



# About your GSA Fleet Statement for non-IPAC customers

This guide is designed to be a handy reference for understanding your GSA Fleet Statement.

GSA redesigned the GSA Fleet Statement as 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

Your GSA Fleet Statement is issued monthly. You may currently receive it by mail, but soon you'll most likely download it from GSA's Vendor and Customer Self Service (VCSS) web site, located at <http://vcss.gsa.gov>.

We strongly encourage you to use the VCSS web site. There, you can find not only your GSA Fleet Statement but also a wide range of additional information and useful resources. Once you've registered, you can submit questions or report problems about items on your statement. And you can download your billing activity in comma-separated value format (.csv) for analysis.

## Questions about your statement or your charges?

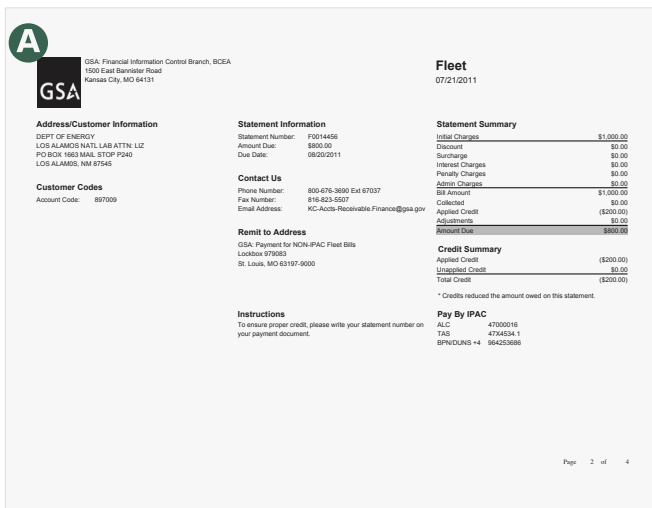
If you have questions about specific items on your statement, or if you still have questions about GSA billing after you read this guide, you should visit the VCSS web site.

If you can't find your answer online, contact us by phone, fax or email. See your statement overview (the second page of your statement) for specific contact information.

# The big picture

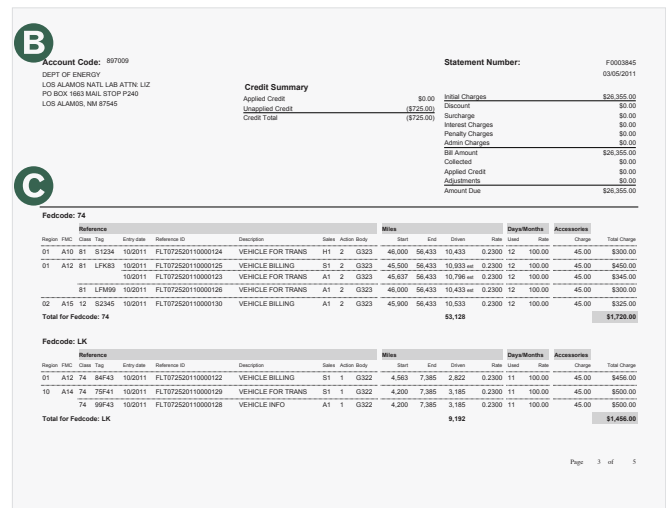
Your GSA Fleet Statement includes the motor vehicle lease charges over the covered billing cycle for a single Account Code. (This code is explained later in this guide).

Information in the statement is presented in three sections: the statement overview, the Account Code header and the main body. Note that the first page of your statement is a cover page that contains only your address—it is not shown here.



**A. The statement overview is the second page of your statement.** 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.

For details on the statement overview section, see the next page of this guide.



**B. The third page of your statement begins with an Account Code header,** followed by itemized charges. The Account Code header is simply a subset of the information in your statement overview.

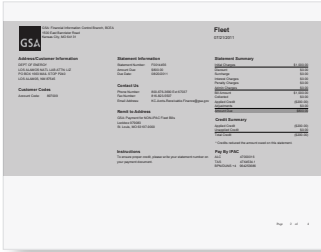
Additional pages have an abbreviated header.

**C. The main body of your statement** shows your itemized charges and useful subtotals.

See pages 5 and 6 of this guide for details on the main body section.

# What's in the statement overview and Account Code header?

Both the statement overview and the Account Code header contain identifying information and a billing summary for your Account Code. Identifying and reference information is explained here, and the billing summary is explained on page 4.



1



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

2

**Address/Customer Information**  
DEPT OF ENERGY  
LOS ALAMOS NATL LAB ATTN: LIZ  
PO BOX 1663 MAIL STOP P240  
LOS ALAMOS, NM 87545

3

**Customer Codes**  
Account Code: 897009

4

**Statement Information**  
Statement Number: F0014456  
Amount Due: \$800.00  
Due Date: 08/20/2011

5

**Contact Us**  
Phone Number: 800-676-3690 Ext 67037  
Fax Number: 816-823-5507  
Email Address: KC-Accts-Receiveable.Finance@gsa.gov

6

**Remit to Address**  
GSA: Payment for NON-IPAC Fleet Bills  
Lockbox 979083  
St. Louis, MO 63197-9000

7

**Instructions**  
To ensure proper credit, please write your statement number on your payment document.

8

**Fleet**  
07/21/2011

**Statement Summary**

Initial Charges	\$1,000.00
Discount	\$0.00
Surcharge	\$0.00
Interest Charges	\$0.00
Penalty Charges	\$0.00
Admin Charges	\$0.00
Bill Amount	\$1,000.00
Collected	\$0.00
Applied Credit	(\$200.00)
Adjustments	\$0.00
<b>Amount Due</b>	<b>\$800.00</b>

**Credit Summary**

Applied Credit	(\$200.00)
Unapplied Credit	\$0.00
<b>Total Credit</b>	<b>(\$200.00)</b>

\* Credits reduced the amount owed on this statement.

**Pay By IPAC**

ALC	47000016
TAS	47X4534.1
BPN/DUNS +4	964253686

**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.

**3. Customer Codes**  
**Account Code (formerly "BOAC")** 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 want to dispute a charge.

**Amount Due** The total due for this billing cycle.

**Due Date** The date by which GSA must receive your payment. You may incur interest charges or penalties if your payment is late.

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

**6. Remit to Address** Send your payment to this address, if you're paying by check.

**7. Remit Instructions** Reminder to include statement number on payment document.

**8. Statement Date** Date statement was generated.



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**Fleet**

07/21/2011

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**10 Credit Summary**

Applied Credit	(\$200.00)
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**11**

\* Credits reduced the amount owed on this statement.

**12**

**Pay By IPAC**

ALC 47000016  
TAS 47X4534.1  
BPN/DUNS +4 964253686

**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.

**Discount** The amount you were discounted under federal regulations. Some customers are provided discounts for certain GSA business lines.

**Surcharge** An additional amount charged for freight or other miscellaneous costs.

**Interest, Penalty, Admin Charges** Amount charged 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.

**11. Credit message**

Explanation of how credits reduced the amount owed on this statement or another statement. This is one of three possible messages.

**12. Pay By IPAC** The identifying information about GSA that you'll need if you pay your bill through IPAC.

**ALC** GSA's Agency Location Code.

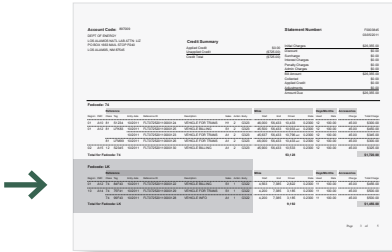
**TAS** GSA's Treasury Account Symbol

**BPN/DUNS + 4** GSA's Business Partner Network/DUNS+4.

## What's in the main body section of your statement?

The records in the main body are split into subsections by Fedcode, and subtotals are shown for each Fedcode. Records are listed according to the following sort priority: Fedcode > Region > Class > Tag #

Each row in the main body includes reference information and billing details for one item, most likely a single vehicle. The reference information is explained here, and billing details are shown on page 6.



### 13 Fedcode: LK

14	15	16	17	18	19	20	21	22	23
Reference									
Region	FMC	Class	Tag	Entry date	Reference ID	Description	Sales	Action	Body
01	A12	74	84F43	10/2011	FLT072520110000122	VEHICLE BILLING	S1	1	G322
10	A14	74	75F41	10/2011	FLT072520110000129	VEHICLE FOR TRANS	S1	1	G322
		74	99F43	10/2011	FLT072520110000128	VEHICLE INFO	A1	1	G322

### Total for Fedcode: LK

**13. Fedcode (formerly "Fed CD")** A code assigned by your agency for accounting purposes. Fedcodes represent subgroups within a given Account Code.

**14. Region (formerly "REG")** Identifies the GSA region in which the GSA Fleet Management Center (FMC) is located.

**15. FMC** Identifies the GSA FMC that handles maintenance and other management tasks for the particular vehicle referenced.

**16. Class (formerly "CL")** Indicates the class, or type, of the vehicle referenced in the record.

**17. Tag** The last 5 characters of the license plate number of the vehicle referenced in the record.

**18. Entry Date (formerly "Date")** The month and year that the entry was made in the Fleet Management System.

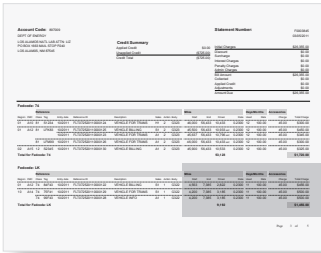
**19. Reference ID** A unique 18-digit number generated for each billing record. You'll need this number if you have questions about a charge or want to dispute one.

**20. Description (formerly "CUSTOMER SUPPLIED INFO")** A free-form text field that may contain information provided by you or by GSA.

**21. Sales (formerly "SC")** Indicates the terms of the sale or charge, for example, per month or per use.

**22. Action (formerly "AC")** Indicates initial assignment, continued service or termination.

**23. Body** Indicates a GSA vehicle subcategory.



24		25		26		27		28		29		30		31	
Miles				Days/Months				Accessories							
Start	End	Driven	Rate	Used	Rate	Charge	Total Charge								
4,563	7,385	2,822	0.2300	11	100.00	45.00	\$456.00								
4,200	7,385	3,185	0.2300	11	100.00	45.00	\$500.00								
4,200	7,385	3,185	0.2300	11	100.00	45.00	\$500.00								
		9,192		32		\$1,456.00		32							

**24. Miles Start (formerly "MILEAGE START")**  
The vehicle's mileage at the start of the billing cycle.

**25. Miles End (formerly "MILEAGE END")**  
The vehicle's mileage at the end of the billing cycle as reported by the customer.

**26. Miles Driven (formerly "MILEAGE DRIVEN")**  
Number of miles driven for this vehicle during the billing cycle. In some cases, this will be an estimate (indicated by "est" next to the mileage figure).

**27. Miles Rate** The rate that you are charged per mile driven for this vehicle.

**28. Days/Months Used (formerly "DAYS USED")**  
Indicates the number of days the vehicle was used if the vehicle was not assigned to you for the full month. If this vehicle was assigned to you for the full month, this is often left blank.

**29. Days/Months Rate (formerly "DAY/MO RATE")** The lease rate you are charged for this vehicle per billing cycle.

**30. Accessories Charge (formerly "SPEC ACC EQUIP")** The charge, per billing cycle, for all accessories associated with this vehicle.

**31. Total Charge (formerly "TOTAL AMT")** The total charge for this billing cycle for the item referenced.

**32. Total for Fedcode**  
Subtotals for Miles Driven and Total Charge at the Fedcode level.



September 2011

**Office of the Chief Financial Officer  
Accounts Receivable Customer Service Helpdesk**

Phone: 816.926.7037

Fax: 816.926.7800

Email: [kc-accts-receivable.finance@gsa.gov](mailto:kc-accts-receivable.finance@gsa.gov)

**U.S. General Services Administration**

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Kansas City, MO 64131

[www.gsa.gov](http://www.gsa.gov)