About your GSA AAS, GSS-IWAC, and ITS non-IPAC Statements

This guide is designed to help you understand your non-IPAC GSA AAS, GSS-IWAC, and ITS Statements.

- AAS – Client Support Center (CSC)
- FEDSIM
- GSS – Integrated Workplace Acquisition Center (IWAC)
- National IT Commodity Program (NITCP)
- Network Services – Expanded Services
- Managed Service Office (MSO)/USAccess Program Office

(Version 1.1)

Starting February 2016, you will begin receiving redesigned statements for your GSA AAS, GSS-IWAC, and ITS Statements. GSA's redesign of the GSA AAS, GSS-IWAC, and ITS 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 AAS, GSS-IWAC, and ITS Statements for Civilian customers will be issued twice a month beginning mid-February 2016. The first billing cycle will occur on the 8th of the month, and the second billing cycle will occur on the 22nd (or the next business day for both dates if they fall on a weekend or holiday). There will be no change to the billing schedule for DoD Customers.

GSA will no longer send paper billing statements by mail or make new billing statements available in BillView. 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 billing statements. 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 statements in PDF and your billing activity in comma-separated value format (.csv).

Questions about your statement or your charges?

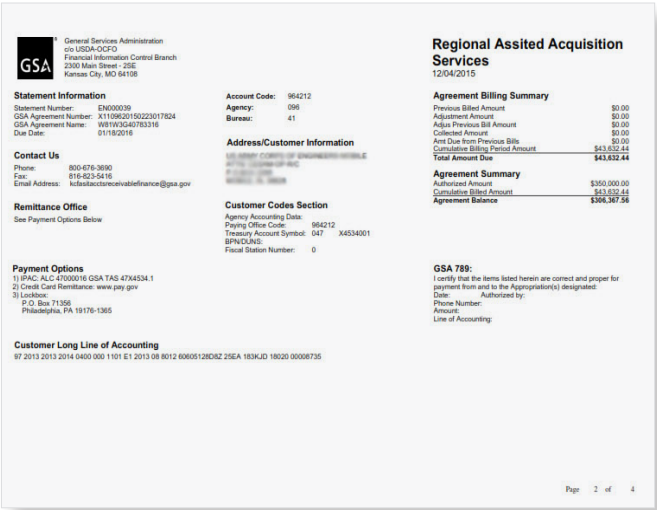
If you have questions about specific items on your statement, or if you still have questions about GSA billing after you read this guide, you should visit the VCSS website. If you can't find your answer online, contact us by phone, fax or email. Our contact information is listed under the "Contact Us" link on the VCSS website. The contact information can also be found on the second page of your statement.

The big picture – the four sections of your non-IPAC statement

Your GSA AAS, GSS-IWAC, and ITS 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 four sections: (A) the Statement Overview, (B) the Account Code Header, (C) Itemized Charges, and (D) the General Information page. Note that the first page of your statement is a cover page that contains only your address— it is not shown here.

A



GSA

General Services Administration
c/o USDA-OCFO
Financial Information Control Branch
2300 Main Street - 25E
Kansas City, MO 64108

Statement Information

Statement Number: EN000039
GSA Agreement Number: X119962015022301782 4
GSA Agreement Name: W81W3G40783316
Due Date: 01/18/2016

Contact Us

Phone: 800-676-3690
Fax: 816-823-5416
Email Address: kcfsaitacctsreceivablefinance@gsa.gov

Remittance Office

See Payment Options Below

Payment Options

1) IPAC: ALC 47000016 GSA TAS 47X4534.1
2) Credit Card Remittance: www.pay.gov
3) Lockbox:
P.O. Box 71356
Philadelphia, PA 19176-1365

Customer Long Line of Accounting

97 2013 2013 2014 0400 000 1101 E1 2013 08 8012 6060512BD8Z 25EA 183KJD 18020 00008735

Account Code: 964212
Agency: 096
Bureau: 41

Address/Customer Information

Customer Codes Section

Agency Accounting Data:
Paying Office Code: 964212
Treasury Account Symbol: 047 X4534001
BPN/DUNS:
Fiscal Station Number: 0

Regional Assited Acquisition Services
12/04/2015

Agreement Billing Summary

Previous Billed Amount	$0.00
Adjustment Amount	$0.00
Adjus Previous Bill Amount	$0.00
Collected Amount	$0.00
Amt Due from Previous Bills	$0.00
Cumulative Billing Period Amount	$43,632.44
Total Amount Due	**$43,632.44**

Agreement Summary

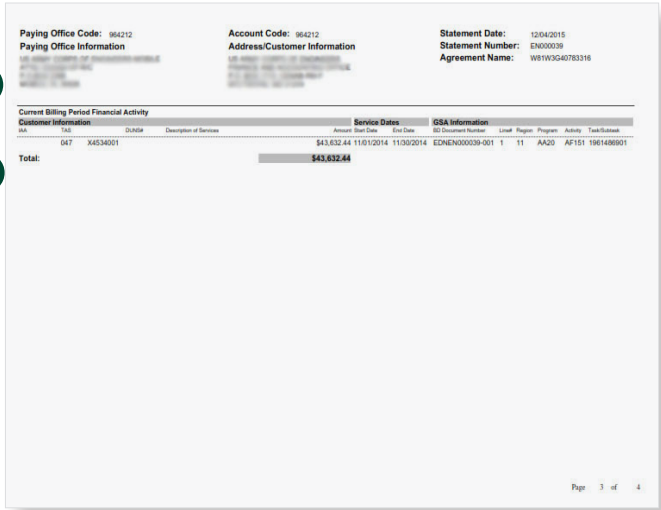
Authorized Amount	$350,000.00
Cumulative Billed Amount	$43,632.44
Agreement Balance	**$306,367.56**

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

Page 2 of 4

B

C



Paying Office Code: 964212
Paying Office Information

Account Code: 964212
Address/Customer Information

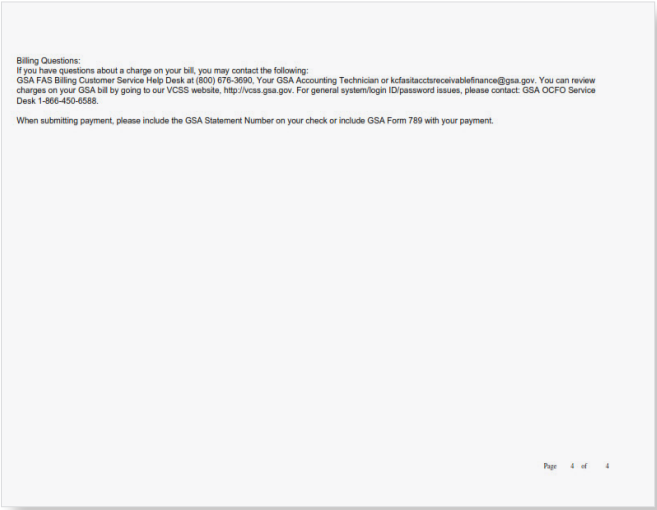
Statement Date: 12/04/2015
Statement Number: EN000039
Agreement Name: W81W3G40783316

Current Billing Period Financial Activity

Customer Information					Service Dates		GSA Information					
IAA	TAS	DUNS#	Description of Services	Amount	Start Date	End Date	BD Document Number	Line#	Region	Program	Activity	Task/Subtask
	047	X4534001		$43,632.44	11/01/2014	11/30/2014	EDNEN000039-001	1	11	AA20	AF151	1961486901
Total:				**$43,632.44**								

Page 3 of 4

D



Billing Questions:
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 kcfsaitacctsreceivablefinance@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.

When submitting payment, please include the GSA Statement Number on your check or include GSA Form 789 with your payment.

Page 4 of 4

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.

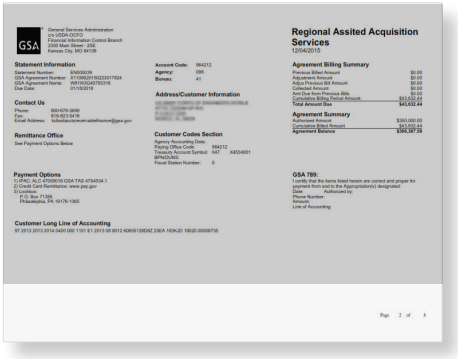
B: The third page of your statement begins with an Account Code Header, followed by itemized charges. The Account Code header is a subset of the information in your statement overview. Any additional pages for that Account Code will begin with an abbreviated header.

C: Billing Summarized Information begins at the bottom of page 3 of your statement. This section displays itemized 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, account information for help if you need it, and a top-level summary of the charges and credits listed by Account Code.



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

Statement Information

2 Statement Number: EN000039
GSA Agreement Number: X1109620150223017824
GSA Agreement Name: W81W3G40783316
Due Date: 01/18/2016

Contact Us

3 Phone: 800-676-3690
Fax: 816-823-5416
Email Address: kcfasitacctsreceivablefinance@gsa.gov

Remittance Office

4 See Payment Options Below

Payment Options

5 1) IPAC: ALC 47000016 GSA TAS 47X4534.1
2) Credit Card Remittance: www.pay.gov
3) Lockbox:
P.O. Box 71356
Philadelphia, PA 19176-1365

Customer Long Line of Accounting

6 97 2013 2013 2014 0400 000 1101 E1 2013 08 8012 60605128D8Z 25EA 183KJD 18020 00008735

7 **Account Code:** 964212
8 **Agency:** 096
9 **Bureau:** 41

Address/Customer Information

[redacted]

Customer Codes Section

Agency Accounting Data:
Paying Office Code: 964212
Treasury Account Symbol: 047 X4534001
BPN/DUNS:
Fiscal Station Number: 0

Regional Assited Acquisition Services

12/04/2015

Agreement Billing Summary

Previous Billed Amount	$0.00
Adjustment Amount	$0.00
Adjus Previous Bill Amount	$0.00
Collected Amount	$0.00
Amt Due from Previous Bills	$0.00
Cumulative Billing Period Amount	$43,632.44
Total Amount Due	**$43,632.44**

Agreement Summary

Authorized Amount	$350,000.00
Cumulative Billed Amount	$43,632.44
Agreement Balance	**$306,367.56**

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

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

2. 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.

GSA Agreement Number: Your assigned GSA Agreement Number.

GSA Agreement Name: Your Assigned GSA Agreement name.

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

3. Contact Us Finance Office phone and fax numbers, and email address.

4. Remittance Office Address where payments should be sent. Please remember to put the Statement Number on your payment.

5. Payment Options If paying by check, include your statement number on the check. This section also provides information on how to pay via IPAC.

6. Customer Long Line of Accounting Customer accounting information provided to GSA to be included when billed.

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

8. Agency Your three digit agency code assigned by Treasury.

9. Bureau Your two digit bureau code.

What's in the Statement Overview (cont.)

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

Statement Information

Statement Number:	EN000039
GSA Agreement Number:	X1109620150223017824
GSA Agreement Name:	W81W3G40783316
Due Date:	01/18/2016

Contact Us

Phone:	800-676-3690
Fax:	816-823-5416
Email Address:	kcfasitacctsreceivablefinance@gsa.gov

Remittance Office

See Payment Options Below

Payment Options

1) IPAC: ALC 47000016 GSA TAS 47X4534.1
2) Credit Card Remittance: www.pay.gov
3) Lockbox:
P.O. Box 71356
Philadelphia, PA 19176-1365

Customer Long Line of Accounting

97 2013 2013 2014 0400 000 1101 E1 2013 08 8012 60605128D8Z 25EA 183KJD 18020 00008735

Account Code:	964212
Agency:	096
Bureau:	41

10 Address/Customer Information

[redacted]

11 Customer Codes Section

Agency Accounting Data:
Paying Office Code: 964212
Treasury Account Symbol: 047 X4534001
BPN/DUNS:
Fiscal Station Number: 0

12 Regional Assited Acquisition Services

13 12/04/2015

14 Agreement Billing Summary

Previous Billed Amount	$0.00
Adjustment Amount	$0.00
Adjus Previous Bill Amount	$0.00
Collected Amount	$0.00
Amt Due from Previous Bills	$0.00
Cumulative Billing Period Amount	$43,632.44
Total Amount Due	**$43,632.44**

15 Agreement Summary

Authorized Amount	$350,000.00
Cumulative Billed Amount	$43,632.44
Agreement Balance	**$306,367.56**

16 GSA 789:

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

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

11. Customer Codes Section Additional information about the customer.

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

13. Statement Date The date the statement was generated.

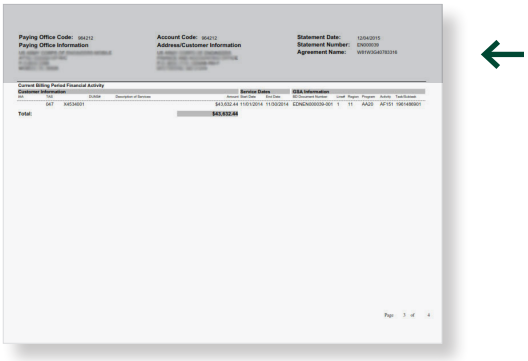
14. Agreement Billing Summary Summary information about the billings that have been issued related to your assigned GSA Agreement Number.

15. Agreement Summary Summary information about your assigned GSA Agreement Number and balance remaining unbilled at time the statement was printed. GSA Assigns agreement numbers for each funding citation received.

16. GSA 789 This form is used by customer agencies to certify and approve payment.

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.



17 **Paying Office Code:** 964212
18 **Paying Office Information**

19 **Account Code:** 964212
20 **Address/Customer Information**

21 **Statement Date:** 12/04/2015
Statement Number: EN000039
Agreement Name: W81W3G40783316

17. Paying Office Code A unique code that identifies the paying office for the customer.

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

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

20. Address/Customer Information Address of the office who ordered the goods or services.

21. Summary for Account Code These fields are the same as defined previously on page 3 and 4 for the Statement Overview.

What's in the Billing Summarized Information 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 and billing information for one type of item. The reference and billing information are explained below.

22 23 24 25 26 27 28 29 30 31 32 33 34

Current Billing Period Financial Activity

Customer Information					Service Dates		GSA Information					
IAA	TAS	DUNS#	Description of Services	Amount	Start Date	End Date	BD Document Number	Line#	Region	Program	Activity	Task/Subtask
	047	X4534001		$43,632.44	11/01/2014	11/30/2014	EDNEN000039-001	1	11	AA20	AF151	19614869 01

35 **Total:** $43,632.44

22. IAA Interagency Agreement Number.

23. TAS Treasury Account Symbol being billed.

24. DUNS# DUNs # being billed.

25. Description of Services Description of the Goods/ Services being billed.

26. Amount Amount of the detail line being billed.

27. Start Date Start date of services being billed.

28. End Date End date of services being billed.

29. BD Document Number GSA system generated document number.

30. Line # GSA Accounting line number.

31. Region GSA Region code.

32. Program Code The GSA Program Code for internal GSA information.

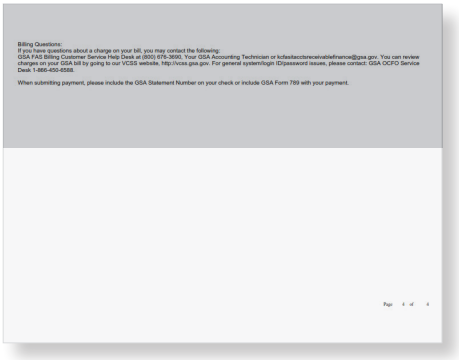
33. Activity GSA assigned Activity Code.

34. Task/Subtask GSA assigned order numbers.

35. Total Total amount due.

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

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



Billing Questions:
If you have questions about a charge on your bill, you may contact the following:
36 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. 37

When submitting payment, please include the GSA Statement Number on your check or include GSA Form 789 with your payment.

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

37. 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.generalfunds.billingrequests@gsa.gov