

United States Department of Agriculture
Billing and Accounts Receivable
Pegasys 7.5.1 User Guide



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8 of 10

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Guide Summary

To meet 508 compliance requirements, the BAAR Guide is divided into 10 documents, which contains the following sections. This is Document 8.

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- Section 1: General
- Section 2: BAAR Overview
- Section 3: BAAR Feeder System Integrations
- Section 4: BAAR User Actions and Procedures
 - o Section 4.1: BAAR User Actions
 - o Section 4.2: Detail Billing Records from Detail Billing Record Query
 - o Section 4.3: PCAS Agreements

Document 2

- Section 4.4: Manual Billing
- Section 4.5: Standard Voucher (SV)
- Section 4.6: BAAR Queries
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- Section 4.6.4: Retired IPAC Transaction Query
- Section 4.6.5: IPAC Outbound Query
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- Section 4.7: Debt Accounts (Claims)

Document 4

- Section 4.8: Collections

Document 5

- Section 4.9: Correspondence
- Section 4.10: Disputes (Non-IPAC)
- Section 4.11: Amend DA to Set the Debt Appeal Forbearance Flag
- Section 4.12: IPAC Chargebacks

Document 6

- Section 4.13: Revenue Credit Card Chargebacks
- Section 4.14: Pay.gov Chargebacks
- Section 4.15: Manage Credits

Document 7

- Section 4.16: Delinquency
- Section 4.17: Adjustments
- Section 4.18: Treasury Report on Receivables (TROR)
- Section 4.19: Workflow Management and Form Approval
- Section 4.20: Inventory Management
- Section 4.21: Mass Import

Document 8

- **Section 5: Vendor Customer Self Service**
- **Appendix A: BAAR Document Types**

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- Appendix B: User-Defined Field and Form Description
- Appendix C: GSA Business Line Specific Required Fields
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- C.7: Appendix: Create Billing Document (BD)
- C.8: Appendix: Create Internal Voucher (NV) – All Business Lines
- C.9: Appendix: Create Itemized Order (IO) – RWA/HOTD/RPUDD/Region 6 Manual Business Lines
- C.10: Appendix: Create Standard Voucher (SV)
- C.11: Appendix: Create Cash Receipt (CR) – Lockbox & Contract Fees
- C.12: Appendix: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs)
- C.13: Appendix: Create Debt Account
- C.14: Appendix: Debt Account Search Criteria
- Appendix D: BAAR Glossary
- Appendix E: Workflow Approvals
- Appendix F: TROR Calculations

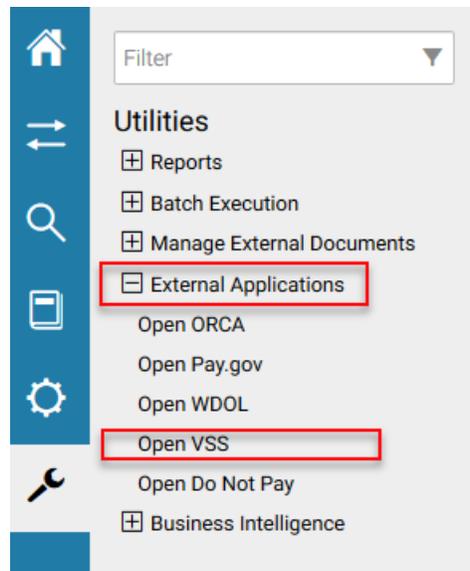
5 Vendor Customer Self Service

The following chapter will discuss the Vendor Customer Self Service (VCSS) application and its many functions. For registered account codes, VCSS will provide a single location for customers and financial analysts to view billing information, link to external websites, and export billing data to comma separated values (CSV). Additionally, VCSS will allow customers to manage their own accounts by reviewing account history, outstanding balances, business line totals, submitting new correspondences and submitting disputes.

VCSS Access - From within Pegasys:

VCSS can be accessed by Pegasys users from within Pegasys via the Utilities menu:

Figure 1: Pegasys External Applications Menu



Additionally, Pegasys users may associate their Pegasys user ID with their VCSS user ID. Once associated, the Pegasys user may launch the VCSS application directly from Pegasys and log in without entering their VCSS credentials, providing a seamless transition from one application to another. This “single sign-on” functionality enables Pegasys users to better serve their customers by quickly accessing VCSS and reviewing the same information as seen by the customer.

To enable single sign-on, launch VCSS from Pegasys using the following path: Utilities → External Applications → Open VSS. Enter your Pegasys user ID in the Momentum User ID field, VCSS user ID, VCSS password, and select the Associate flag:

Figure 2: VCSS Single Sign-On Page

Enter your Vendor and Customer Self Service User ID and password and choose whether this ID should be associated with your Momentum User ID for future logins from Momentum.

Momentum User ID:	<input type="text" value="john.smith"/>
Vendor and Customer Self Service User ID:	<input type="text" value="john.smith"/>
Password:	<input type="password" value="....."/>
Associate:	<input checked="" type="checkbox"/>
	<input type="button" value="Sign In"/>
	Return to VCSS Homepage

VCSS Access - From USDA Launch Page:

VCSS can also be accessed directly from the USDA Launch page at <http://vcss.gsa.gov>:

Figure 3: USDA VCSS Launch Page

Vendor and Customer Self Service

[Home](#) | [Training](#) | [Contact Us](#) | [System Requirements](#)

[Home](#)
[Training](#)
[Contact Us](#)
[System Requirements](#)

- Starting in July 2015, email notification will be sent to a customer when a new bill for one of their registered account codes is available in VCSS.
- **FLEET, GSA GLOBAL SUPPLY & RWA:** VCSS bills for April and May 2015 are missing the GSA logo. The bills are still valid, and the error is purely cosmetic.
- **ATTENTION:** A billing error has occurred in the Vendor and Customer Self Service (VCSS) system for certain GSA Fleet customers, causing a small subset of transactions to appear on separate statements for September (dated 9/21/15). [+ SHOW DETAILS](#)
- **RWA:** September 2015 RWA billing statements are now available to be viewed.
- VCSS will only display 999 search results on its web pages. [+ SHOW DETAILS](#)

If you do not do business with GSA as either a vendor or customer, please do not contact GSA to register in VCSS and do not attempt to log in.

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #f0f0f0;">System Login</div> <p>Use this button if you've already registered for access to use VCSS.</p> <p><i>Tip: Be sure to never use the "back" button of your browser while using VCSS.</i></p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #f0f0f0;">Registrations & Access Requests</div> <p>Use this button if you are a new user to VCSS and need to:</p> <ul style="list-style-type: none"> ▪ Register new accounts ▪ Gain access to existing accounts 	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #f0f0f0;">Support Request</div> <p>Use this button to create a request that you be removed from an account, or from VCSS. You can also change account administrator status.</p>
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The General Services Administration (GSA) has implemented a Vendor and Customer Self Service (VCSS) system which can be used by both vendors and customers of GSA. VCSS is a web-based application that will allow vendors to create and process their invoices electronically (paperless) and track the status of payments made by GSA, and will allow customers to view billing and payment information.

Please note that this page can be used by both USDA users and GSA customer users to launch the VCSS application and subsequently log in by providing appropriate VCSS credentials.

5.1 VCSS: Accounts Menu

The VCSS Accounts menu contains options for the user to obtain information and balances about their accounts. The multiple pages of the menu will allow the user to view account information in different formats, such as by business line and account.

The different pages available from the accounts menu are as follows:

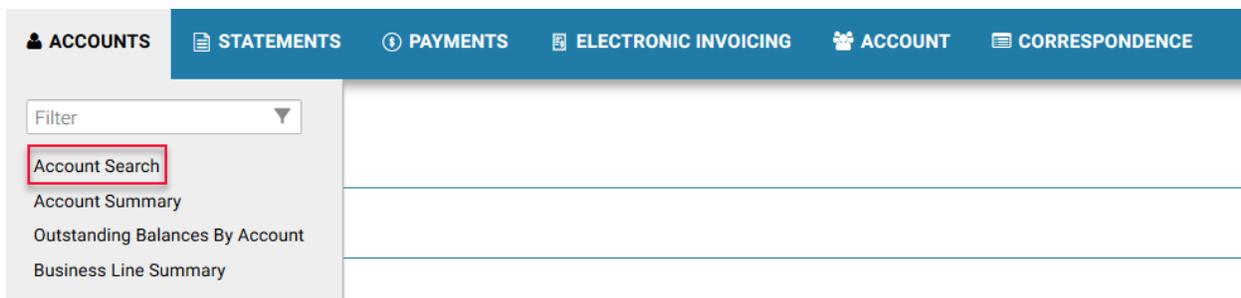
- Account Information
- Account Summary
- Outstanding Balances by Account
- Business Line Summary

5.1.1 VCSS: Account Information

The Account Information page provides users the ability to view accounts information for which they have access. Once a user drills down to a specific account, they are able to see general information on the account such as the DUNS/BPN number, account code and any addresses belonging to the account. The Account Information query should not be used to obtain a financial snapshot of the Account since information such as outstanding balances or total bill amount are not included.

Accounts → Account Search

Figure 4: VCSS Account Search



5.1.1.1 Search Parameters and Results

USDA VCC user IDs are considered “super users” and can view many customer accounts. Once the Account Search page is loaded, search criteria should be entered to narrow down search results and find the appropriate customer account. The user then has the ability to view detailed information by selecting a specific account.

NOTE: Customer user IDs are not considered “super users” and can only access customer accounts for which they have been associated. When a customer accesses the Account Search page, the customer accounts the user has access to should default. The user then has the ability to view detailed information by selecting a specific account.

Figure 5: Account Information Page

VCSS / Accounts / Account Search

Account Search

DoDAAC ☆

Account Name

Account Code

Agency

DUNS+4/BPN+4

Bureau

Agency Location Code

Currency ☆

1 - 1 of 1 results

<input type="checkbox"/>	Account Code	DUNS+4/BPN+4	DoDAAC	Account Name	Agency	Bureau	Agency Location Code	Currency
<input type="checkbox"/>	48399N			DWIGHT EISENHOWER MEMORIAL COMMISSION	009	83	47000018	USD

10 per page Page 1 of 1

5.1.1.2 Account Information Detail

To view the Account information Detail, the user must select an account. The Account Information Detail page gives general information on the selected account, such as TIN/SSN/EIN, Agency, and Bureau. All the fields on the Account Information page are read only and are not able to be edited.

Figure 6: Account Information Tab

VCSS / Accounts / Account Search / Account Information

Account Information Address Information Users

Vendor Registration Number

Vendor Code

Vendor Address Code

DUNS+4 / BPN+4

DoDAAC

Account Name

Doing Business As

TIN

CAGE Code

Parent DUNS Number

Parent DoDAAC

Agency

Bureau

Agency Location Code

Phone Number

Fax Number

Registered in SAM

Currency

Figure 7: Business Type

Small Business Program Representation

- HUBZone Small Business
- Disadvantaged Business
- SBA Certified Small Disadvantaged Business
- Service-Disabled Veteran
- Other Veteran

Minority Owned Business

- Women-Owned Business
- Women-Owned Small Business
- Economically Disadvantaged Women-Owned Small Business
- Joint Venture Women-Owned Small Business
- Joint Venture Economically Disadvantaged Women-Owned Small Business

Figure 8: Address Information Tab

VCSS / Accounts / Address Information

Account Information **Address Information** Users

Expand All Collapse All

Mailing Address

Address Line 1: 405 W. VISTA City: HOLBROOK

Address Line 2: State: Arizona

Address Line 3: Zip: 86025-1857

Address Line 4: Country:

Address Line 5:

Physical Address

Address Line 1: 405 W VISTA City: HOLBROOK

Address Line 2: State: Arizona

Address Line 3: Zip: 86025-1857

Address Line 4: Country:

Address Line 5:

Remittance Address

Address Line 1: 405 W. VISTA City: HOLBROOK

Address Line 2: State: Arizona

Address Line 3: Zip: 86025

Address Line 4: Country:

Address Line 5:

Figure 9: Users Tab

Account Information Address Information **Users**

1 - 3 of 3 results ⌵ ⌵ ⌵ ⌵

<input type="checkbox"/> user id	Full Name	Email Address
<input checked="" type="checkbox"/> timmcperson		
<input type="checkbox"/> timmcperson20		
<input type="checkbox"/> timmcperson88		

10 per page << < Page 1 of 1 >>

[Go to top of page](#)

5.1.1.3 Viewing Account Detail from the Account Information Query

Steps to View Account Detail Using Account Information Query:

1. In VCSSS navigate to Accounts → Account Search.
The Account Search page is displayed.

Figure 10: Account Search Page

2. Enter the desired search criteria and select Search.
3. Records meeting the entered search criteria will be returned in the item collection.

Figure 11: Account Search and Records in Item Collection

Account Code	DUNS+4/BPN+4	DoDAAC	Account Name	Agency	Bureau	Agency Location Code	Currency
<input type="checkbox"/> 48399N			DWIGHT EISENHOWER MEMORIAL COMMISSION	009	83	47000018	USD
<input type="checkbox"/> 093004			MEDICAID & CHIP PAYMENT & ACCESS COMM	009	15	47000018	USD

4. Select an Account and select View.
5. The Account Information Detail page is displayed.

Figure 12: Account Information Detail page

The screenshot shows the 'Account Information' tab selected. The form contains the following fields:

- Vendor Registration Number: 2084494390001000396
- Vendor Code: 208449439
- Vendor Address Code: 00001
- DUNS+4 / BPN+4: 196116698
- DoDAAC: [Redacted]
- Account Name: MCPHERSON COLLISION LI
- Doing Business As: MCPHERSON COLLISION LI
- TIN: 20-8449439
- CAGE Code: 980E2
- Parent DUNS Number: [Redacted]
- Parent DoDAAC: [Redacted]
- Agency: [Redacted]
- Bureau: [Redacted]
- Agency Location Code: [Redacted]
- Phone Number: [Redacted]
- Fax Number: [Redacted]
- Registered in SAM:
- Currency: [Redacted]

Business Type: Large Business

Small Business Program Representation

- HUBZone Small Business
- Disadvantaged Business
- SBA Certified Small Disadvantaged Business
- Service-Disabled Veteran
- Other Veterans
- Women-Owned Business
- Women-Owned Small Business
- Economically Disadvantaged Women-Owned Small Business
- Joint Venture Women-Owned Small Business
- Joint Venture Economically Disadvantaged Women-Owned Small Business

Minority Owned Business: [Redacted]

Type Of Business

- Community Development Corporation
- Domestic Shelter
- Educational Institution
- For-Profit Organization
- Foundation
- Hispanic Servicing Institution
- Veterinary Hospital
- AbilityOne(formerly JWOD) Nonprofit Agency
- Nonprofit Organization
- Other Not-for-Profit Organization
- Hospital
- Planning Commission
- Manufacturer Of Goods
- Small Agricultural Cooperative

Educational Entities

- 1862 Land Grant College
- 1890 Land Grant College
- 1994 Land Grant College
- Historically Black College Or University
- Minority Institution
- Private University Or College
- School Of Forestry
- State Controlled Institution Of Higher Learning
- Tribal College
- Veterinary College
- Alaskan Native Servicing Institution
- Native Hawaiian Servicing Institution

Previous Contracts And Compliance Reports: Not Applicable \$2,220-22

Affirmative Action Compliance: Not Applicable \$2,220-25

- Select the Address Information tab.
The Address Information tab is displayed.

Figure 13: Address Information tab (continued)

VCSS / Accounts / Address Information

Account Information **Address Information** Users

Expand All Collapse All

- Mailing Address

Address Line 1: 405 W. VISTA	City: HOLBROOK
Address Line 2:	State: Arizona
Address Line 3:	Zip: 86025-1857
Address Line 4:	Country:
Address Line 5:	

- Physical Address

Address Line 1: 405 W VISTA	City: HOLBROOK
Address Line 2:	State: Arizona
Address Line 3:	Zip: 86025-1857
Address Line 4:	Country:
Address Line 5:	

- Remittance Address

Address Line 1: 405 W. VISTA	City: HOLBROOK
Address Line 2:	State: Arizona
Address Line 3:	Zip: 86025
Address Line 4:	Country:
Address Line 5:	

7. Select the Users tab.

The Users tab is displayed.

Figure 14: Users Tab (continued)

Account Information Address Information **Users**

1 - 3 of 3 results ⌵ ⌵ ⌵ ⌵

user id	Full Name	Email Address
<input checked="" type="checkbox"/> timmcperson		
<input type="checkbox"/> timmcperson20		
<input type="checkbox"/> timmcperson88		

Add Edit Remove
10 per page
Page 1 of 1

Go to top of page

The VCSS account administrator information is maintained in Pegasys.

8. Log into Pegasys.
9. Navigate to Reference → Vendor → Vendor Codes.
10. Search for an open the Vendor.
11. Select and open the Vendor item.
12. Select the Addresses tab.

13. Select the applicable Address Code item.
14. Select the Contacts hyperlink.
15. Of the users listed, those with a Contact Type of VCSS Registration are the VCSS account administrators.

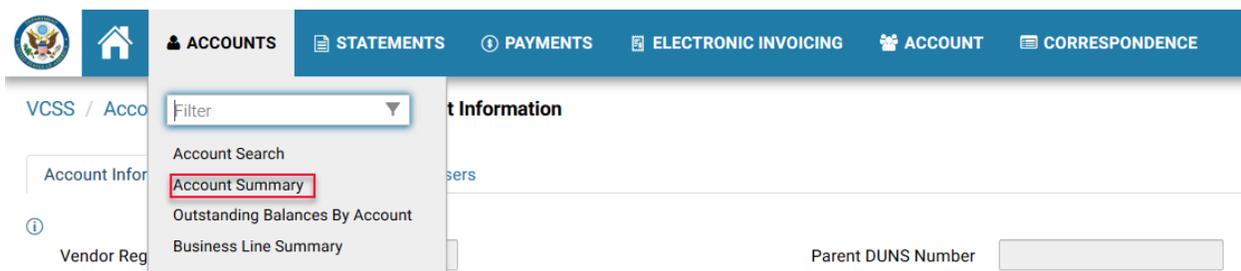
Figure 15: Contacts tab

5.1.2 VCSS: Account Summary Query

The Account Summary Query allows users to search for and view their current account balances. The query will return results grouped by account code and will provide totals such as outstanding amount and bill total. The query will also contain action buttons to quickly view any statements or payments associated with an account.

Account → Account Summary

Figure 16: Account Summary Query



To search for account summary information, enter the applicable search criteria and select the Search button.

5.1.2.1 Account Summary Search Parameters and Results

The Account Summary query contains the search criteria and item collection listed in the table below. The item collection will include multiple total columns with all the data being grouped by account code.

Figure 17: Account Summary Search Criteria and Item Collection

VCSS / Accounts / Account Summary

Account Summary

Account ★

Account Code

DUNS+4 / BPN+4

Account Name

Agency

Bureau

Agency Location Code

General Criteria

* Statement Date To

Business Line

1 - 10 of 366 results

Account Code	Account Name	DUNS+4 / BPN+4	Business Line	Bill Total	Paid	Applied Credit	Adjusted	Closed	Outstanding	Outstanding Chargeback
<input type="radio"/> T37E091	DEPARTMENT OF HOMELAND SECURITY		Regional Network Services-Telecom	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/> T37K311	ARMED FORCES RADIO-BIOLOGY RESEARCH		Regional Network Services-Telecom	\$9,288.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,288.80
<input type="radio"/> S1019	U.S. SUPREME COURT		Rent	\$17,488.84	\$17,488.84	\$0.00	\$0.00	\$17,488.84	\$0.00	\$0.00
<input type="radio"/> S2103	OFFICE OF THE ADMIN ASSISTANT SEC		Rent	\$786,489.36	\$786,489.36	\$0.00	\$0.00	\$786,489.36	\$0.00	\$0.00
<input type="radio"/> S2104	HQ US ARMY RESERVE OFFICE		Rent	\$398,062.27	\$398,062.27	\$0.00	\$0.00	\$398,062.27	\$0.00	\$0.00

Table 1: Fields and Descriptions for Search Criteria Group Box

Search Element	Description
Statement Date (From/To)	The Statement Date range, this field is required and the two dates cannot be over 365 days apart.
Account Code	The unique numeric code for a specific Account.
Account Name	The name of the account.
DUNS+4/BPN+4	The DUNS+4/BPN+4 number for a specific Account.
Agency Location Code	The Agency Location Code.
Agency	A code identifying the agency for external reporting purposes.
Bureau	The bureau associated with the agency.

Table 2: Fields and Descriptions for Item Collection

Search Element	Description
Account Code	The unique numeric code for a specific Account.
Account Name	The Account Name.
DUNS+4/BPN+4	The DUNS+4/BPN+4 numbers for a specific Account.

Search Element	Description
Business Line	The Business Line associated with the Account's statements.
Bill Total	A sum of the bill amounts for a specific Account.
Collected	A sum of the paid amounts for a specific Account.
Applied Credit Amount	A sum of the applied credit amount for a specific Account.
Adjustment Amount	A sum of the adjustment amount for a specific Account.
Closed Amount	A sum of the closed amount for a specific Account.
Outstanding Amount	The outstanding amount owed for an account.
Outstanding Chargeback Amount	A sum of the outstanding chargeback amount for a specific Account.
Credit	A sum of the credit statement lines associated with an account.
Closed Applied Credit	A sum of the closed applied credit associated with an account.
Total Outstanding Credit	A sum of the outstanding credit associated with an account.

Table 3: Fields and Descriptions for Action Buttons

Search Element	Description
View Statements	This is a shortcut to the View and Print Statements query; if the user has selected an account from the item collection then the account code will be defaulted when the View Statements page is loaded.
View Payments	This is a shortcut to the View Customer Payments query; if the user has selected an account from the item collection then the account code will be defaulted when the View Customer Payments page is loaded.

Search Element	Description
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.1.2.2 Executing a Query Using the Account Summary Query

The following steps describe how to query the Account Summary.

Steps to Execute a Query Using Account Summary:

1. In VCSS navigate to Accounts → Account Summary.

The Accounts Summary page is displayed.

Figure 18: Account Summary Page

VCSS / Accounts / Account Summary

Account Summary

Account Agency
 Code Bureau
 DUNS+4 / BPN+4 Agency Location Code
 Account Name

General Criteria
 * Statement Date To
 Business Line

No results

Account Code	Account Name	DUNS+4 / BPN+4	Business Line	Bill Total	Paid	Applied Credit	Adjusted	Closed	Outstanding	Outstanding Chargeback	Credit	Closed Applied Credit	Outstanding
Totals													

View Statements View Payments 10 per page Page 1 of 1

2. Enter the desired Search Criteria, including the following required fields:

- a. Statement Date From: (enter valid date).
- b. Statement Date To: (enter valid date).

3. Select the Search button.

The results are returned in the Item Collection.

Figure 19: Results in Item Collection

1 - 10 of 254 results ↓ ↗ ✕ ✕

Account Code	Account Name	DUNS+4 / BPN+4	Business Line	Bill Total	Paid	Applied Credit	Adjusted	Closed	Outstanding	Outstanding Chargeback
<input type="radio"/> T-37E091	DEPARTMENT OF HOMELAND SECURITY		Regional Network Services-Telecom	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/> T-37K311	ARMED FORCES RADIO-BIOLOGY RESEARCH		Regional Network Services-Telecom	\$9,288.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,288.80
<input type="radio"/> S1019	U.S. SUPREME COURT		Rent	\$17,488.84	\$17,488.84	\$0.00	\$0.00	\$17,488.84	\$0.00	\$0.00

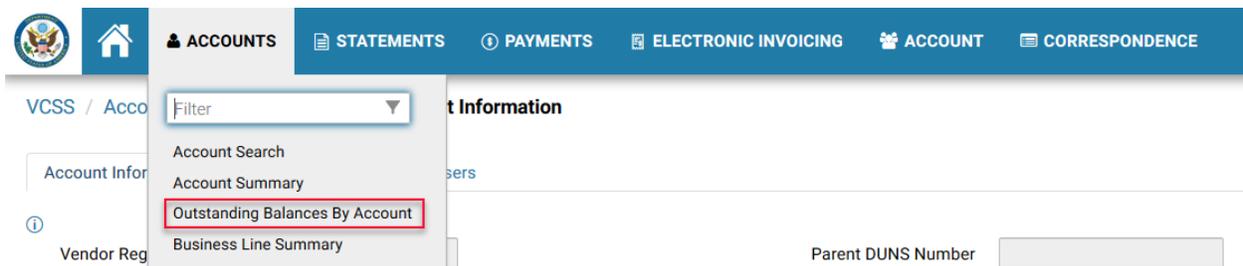
NOTE: If an account is selected and either the View Customer Payments or View Statements buttons are selected, the user will be directed to that particular query with the selected account defaulted.

5.1.3 VCSS: Outstanding Balances by Account

The Outstanding Balances by Account page offers a quick snapshot of the accounts a user has access to along with their outstanding balances. The page also offers a number of easily accessed actions such as viewing recent and outstanding statements as well as sending account correspondence.

Accounts → Outstanding Balances by Account

Figure 20: Navigation to Outstanding Balances by Account page



5.1.3.1 Outstanding Balances by Account Search Parameters and Results

The Outstanding Balances by Account page does not contain any search criteria but includes the fields and action buttons listed below. VCSS automatically loads all of the accounts for which the user has permissions.

Figure 21: Outstanding Balances by Account Page

VCSS / Accounts / Outstanding Balances By Account

Outstanding Balances By Account

1 - 10 of 8,955 results

Account Code	Account Name	Outstanding	Outstanding Chargeback	Outstanding Credit Amount
28399D	SOCIAL SECURITY ADMIN	\$647,099.63	\$0.00	\$0.00
15020001	FEDERAL BUREAU OF INVESTIGATION	\$9,097,854.47	\$1,665,793.32	(\$7,924.87)
15300A	FEDERAL BUREAU OF INVESTIGATION	\$364,621.93	\$433,991.57	\$0.00
973A28	PENTAGON FORCE PROTECTION AGENCY	\$0.00	\$1,493.48	\$0.00
14P011	NATIONAL PARK SERVICE	\$8,644.55	\$0.00	\$0.00
70706W	NAT'L PROTECTION/PROG DIRECTORATE	\$229,704.70	\$353,549.50	(\$4,295.81)
70503I	US CUSTOMS AND BORDER PROTECTION	\$359,494.03	\$3,298.94	\$0.00
1539C9	DOJ/US MARSHALS SERVICE, CCMG	\$59,011.83	\$12,338.82	\$0.00
704052	OPERATIONS COORDINATION	\$0.00	\$56,701.79	\$0.00
913068	US DEPT OF EDUCATION	\$273,532.22	\$43,433.68	\$0.00
Totals		\$909,064,370.05	\$103,497,652.18	(\$10,168,485.63)

[View Outstanding Statements](#)
[View Recent Statements \(3 Months\)](#)
[Send Correspondence](#)

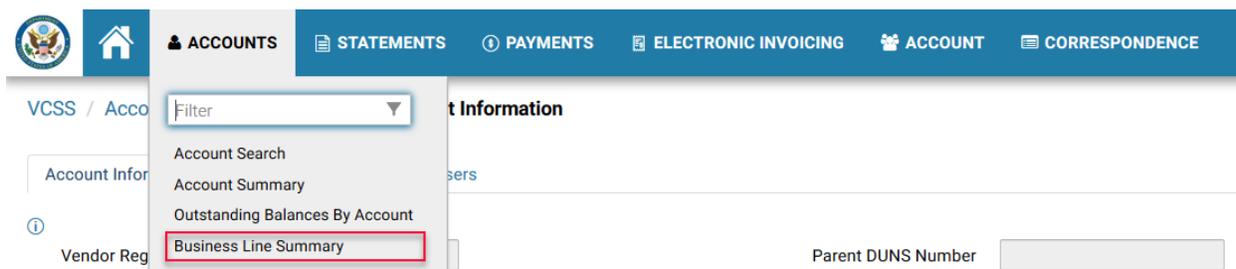
10 per page Page 1 of 896

5.1.4 VCSS: Business Line Summary

The Business Line Summary query will allow users to search for and view balances for the Accounts they have access to with all the data sorted by business line. The query will also contain action buttons to enable the user to view statements and payments associated with the selected business line.

Accounts → Business Line Summary

Figure 22: Navigation to Business Line Summary Query



To search for business line summary information, enter the applicable search criteria and select the Search button.

5.1.4.1 Business Line Summary Search Parameters and Results

The Business Line Summary query is used to search for business line information using criteria listed in the table below. The Item Collection will include multiple totals columns with all the data being grouped by business line.

Figure 23: Business Line Summary Search Criteria and Item Collection

Table 4: Field Descriptions for Search Criteria Group Box

Search Element	Description
Statement Date (From/To)	The Statement Date range, this field is required and the two dates cannot be over 365 days apart.
DUNS+4/BPN+4	The DUNS+4/BPN+4 numbers for a specific Account.
Agency Location Code	The Agency Location Code.
Business Line	The specific Business Line the query will search for.

Table 5: Field Descriptions for Item Collection

Search Element	Description
Business Line	The specific Business Line the query will search for.
Bill Total	A sum of the bill amounts for a specific business line.
Collected	A sum of the paid amounts for a specific business line.
Adjustment Amount	A sum of the adjustment amount for a specific business line.

Search Element	Description
Applied Credit Amount	A sum of the applied credit amount for a specific business line.
Closed Amount	A sum of the closed amount for a specific business line.
Total Outstanding Amount	The amount owed for a business line.
Outstanding Chargeback Amount	A sum of the outstanding chargeback amount for a specific business line.
Credit	A sum of the credit statement lines associated with an account.
Closed Applied Credit	A sum of the closed applied credit associated with an account.
Total Outstanding Credit	A sum of the outstanding credit associated with an account.

Table 6: Field Descriptions for Action Buttons

Search Element	Description
View Statements	This is a shortcut to the View and Print Statements query; if the user has selected a business line from the item collection then the business line will be defaulted when the View Statements page is loaded.
View Payments	This is a shortcut to the View Customer Payments query; if the user has selected a business line from the item collection then the business line will be defaulted when the View Customer Payments page is loaded.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.1.4.2 Executing a Query Using Business Line Summary

The following steps describe how to use the Business Line Summary query in VCSS.

Steps to Execute a Query Using Business Line Summary:

1. In VCSS navigate to Accounts → Business Line Summary.

The Business Line Summary page is displayed.

Figure 24: Business Line Summary page

Business Line Summary

General Criteria
 Statement Date: 01/01/2011 To 12/09/2011 Business Line:

Account *
 Account Code: Agency Location Code: DUNS+4 / BPN+4:

1 - 6 of 6 results

Business Line	Bill Total	Paid	Applied Credit	Adjusted	Closed	Outstanding	Outstanding Chargeback	Credit	Closed Applied Credit	Outstanding Credit Amount
<input type="radio"/> Rent	\$3,137,828,827.33	\$3,121,382,246.22		\$128.45	\$3,137,144,675.53	\$684,151.80	\$0.00			
<input type="radio"/> Fleet	\$554,709,307.71	\$551,886,736.28		\$211,921.83	\$554,396,036.87	\$312,355.16	\$915.68			
<input type="radio"/> Supply	\$1,165,897.23	\$1,049,320.48		\$5,649.63	\$1,071,423.49	\$90,010.19	\$4,463.55			

2. Enter the desired and appropriate Search Criteria.
3. Select the Search button.

The results are returned in the Item Collection.

Figure 25: Item Collection with Records

Business Line	Bill Total	Paid	Applied Credit	Adjusted	Closed	Outstanding	Outstanding Chargeback	Credit	Closed Applied Credit	Outstanding Credit Amount
<input type="radio"/> Rent	\$3,137,828,827.33	\$3,121,382,246.22		\$128.45	\$3,137,144,675.53	\$684,151.80	\$0.00			
<input type="radio"/> Fleet	\$554,709,307.71	\$551,886,736.28		\$211,921.83	\$554,396,036.87	\$312,355.16	\$915.68			

NOTE: If a business line is selected (as above) and either the View Customer Payments or View Statements buttons are selected, the user will be directed to that particular query with the selected business line defaulted.

5.2 VCSS: Statements Menu

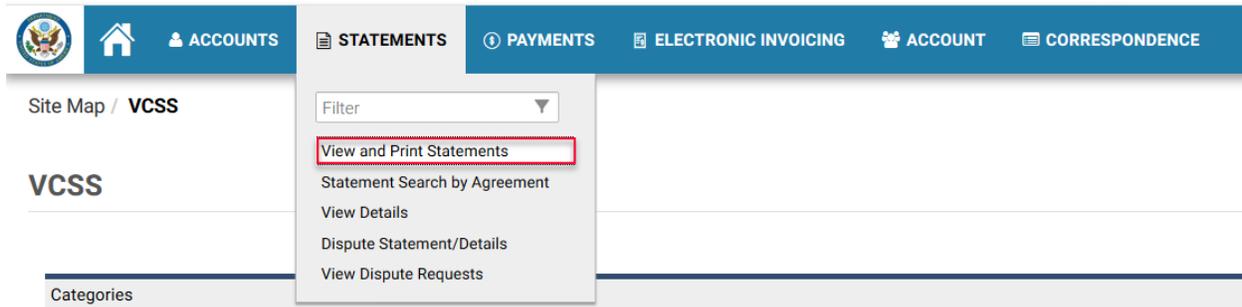
The Vendor Customer Self Service Statements menu contains options for the user to obtain information and status about their statements as well as dispute a statement that they feel is in error. The different pages available from the accounts menu are as follows:

- View or Print Statements
- Statement Search by Agreement
- View Details
- Dispute Statement/Details
- View Dispute Requests

5.2.1 VCSS: View and Print Statements

The View and Print Statements page enables the user to search for, and view, the statements they have access to as well as view their statement as a PDF to assist with printing. The page also allows the user to drill down on a specific statement to view detailed information about that statement.

Figure 26: Navigation to the View and Print Statements Query



5.2.1.1 View and Print Statement Search Parameters and Results

The View and Print Statements query contains the search criteria and item collection listed below. The Item Collection will include multiple totals columns.

Figure 27: View and Print Statements Search Criteria and Item Collection

Statement Search

Statement Number: Statement Date: 01/30/2011 To:

Statement Type: Business Line:

Account: Account Code: Agency Location Code:

DUNS+4 / BPN+4:

If the Statement contains information for multiple customers, the search results contain the Statement Balance that applies to your customer only.

1 - 10 of 999 results

Statement Number	Statement Date	Business Line	Account Code	Account Name	Total Billed	Paid	Adjusted	Applied Credit	Closed	Outstanding	Outstanding Chargeback
FE303477	02/21/2011	Fleet	165030	EMPLOYMENT & TRAINING OFFICE OF JOB CORP	\$7,831.55	\$7,831.55	\$0.00	\$0.00	\$7,831.55	\$0.00	\$0.00
FE304670	02/21/2011	Fleet	174293F	COMMANDING OFFICER US NAVAL STATION	\$2,074.16	\$0.00	\$0.00	\$0.00	\$0.00	\$2,074.16	\$0.00
FE305420	02/21/2011	Fleet	177264F	MARINE CORPS RECRUITING STATION	\$1,081.04	\$1,081.04	\$0.00	\$0.00	\$1,081.04	\$0.00	\$0.00
FE305860	02/21/2011	Fleet	179888F	VEHICLE CORPORATION	\$339.88	\$0.00	\$0.00	\$339.88	\$339.88	\$0.00	\$0.00
FE307172	02/21/2011	Fleet	212751F	PR ARMY NATL GUARD, 2d	\$19,026.43	\$19,026.43	\$0.00	\$0.00	\$19,026.43	\$0.00	\$0.00
FE307677	02/21/2011	Fleet	212920F	DEPARTMENT OF THE ARMY	\$1,111.98	\$1,111.98	\$0.00	\$0.00	\$1,111.98	\$0.00	\$0.00
FE307923	02/21/2011	Fleet	21331NF	US ARMY CTR OF MILITARY HISTORY	\$268.64	\$0.00	\$0.00	\$0.00	\$0.00	\$268.64	\$0.00
FE308524	02/21/2011	Fleet	213A51F	US DEPT OF THE ARMY	\$452.22	\$0.00	\$0.00	\$0.00	\$0.00	\$452.22	\$0.00
FE309196	02/21/2011	Fleet	2149AAF	US ARMY DEPUTY COMMANDER	\$1,300.01	\$1,300.01	\$0.00	\$0.00	\$1,300.01	\$0.00	\$0.00
FE309633	02/21/2011	Fleet	2149U7F	BECHTEL NATIONAL INC	\$8,808.99	\$8,808.99	\$0.00	\$0.00	\$8,808.99	\$0.00	\$0.00

View View PDF View Dunning Notice 10 per page Page 1 of 100

Table 7: Statement Field Descriptions for Search Criteria Group Box

Search Element	Description
Statement Date (to/from)	The Statement Date range.
Statement Number	The specific statement number for an individual statement.
Statement Type	Whether the statement is IPAC or Non-IPAC.
DUNS+4/BPN+4	The DUNS+4/BPN+4 numbers for a specific Account.
Account Code	The unique numeric code for a specific Account.
Agency Location Code	The Agency Location Code.
Business Line	The specific Business Line the query will search for.

Table 8: Statement Field Descriptions for Item Collection

Search Element	Description
Statement Number	The specific statement number for an individual statement.
Statement Date	The date the statement was billed.
Business Line	The specific Business Line the query will search for.
Account Code	The unique numeric code for a specific Account.
Account Name	The name for the specific Account.
Total Billed	The amount of the statement.
Paid Amount	The paid amount of the statement.
Adjustment Amount	The adjustment amount for the statement.
Applied Credit Amount	The amount of applied credit for the statement.
Closed Amount	The closed amount of the statement.
Outstanding Amount	The outstanding amount of the statement.
Outstanding Chargeback	The outstanding chargeback amount for the statement.
Credit	A sum of the credit statement lines associated with a statement.
Closed Applied Credit	A sum of the closed applied credit associated with a statement.
Total Outstanding Credit	A sum of the outstanding credit associated with a statement.

Table 9: Statement Field Descriptions for Action Buttons

Search Element	Description
View	Will take the user to the statement information page for the selected statement.
View PDF	Will open the selected statement in PDF format.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.2.1.2 View and Print Statement Query Details

The View and Print Statement Information page gives more detail of the selected statement than what was in the Item Collection. The Statement Information page contains action buttons to create statement correspondence and dispute the statement. Note the Statement Correspondence and Dispute functionality is described in later sections. The page also includes a View Referencing Payments action button, which will open a new window. The View Referencing Payments action button takes the user to the Customer Payments query with the statement number field defaulted.

Figure 28: Statement Information Page

VCSS / Statements / View and Print Statements Billing Statement Information: F8303477

Statement Information | Detail Billing Records | Attachments | Review Correspondence

[Expand All](#) [Collapse All](#)

General

Statement Number: F8303477 | Bill Type: NonIPAC
 Statement Print Date: 02/21/2011 | Business Line: Fleet
 Statement Collection Due Date: 03/23/2011

Account Information

Account: 165030 | Agency: 016
 Code: | Bureau: 80
 DUNS+4 / BPN+4: | Agency Location Code: 16012016
 Account Name: EMPLOYMENT & TRAINING

[More](#)

Statement Amounts

Billing Totals		Paid		Applied Credit		Adjusted		Closed		Outstanding	
Initial Amount	\$7,831.55										
Discount Amount	\$0.00										
Surcharge Amount	\$0.00	Amount	\$7,831.55	Amount	\$0.00	Amount	\$0.00	Amount	\$7,831.55	Amount	\$0.00
Principal Amount	\$7,831.55	Amount	\$0.00	Amount	\$0.00	Amount	\$0.00	Amount	\$0.00	Amount	\$0.00
Interest Amount	\$0.00	Amount	\$0.00	Amount	\$0.00	Amount	\$0.00	Amount	\$0.00	Amount	\$0.00
Admin Charges Amount	\$0.00	Amount	\$7,831.55	Amount	\$0.00	Amount	\$0.00	Amount	\$7,831.55	Amount	\$0.00
Penalty Amount	\$0.00										
Total Amount	\$7,831.55										

The Detail Billing Records tab shows all the detail records that are associated with the billing documents within the specific statement. The tab includes search criteria to enable the user to search for and view detail billing records.

Figure 29: Detail Billing Records page

VCSS / Statements / View and Print Statements / Statement Information: F8303477 165030165030003750 / **Detail Billing Records**

Statement Information **Detail Billing Records** Attachments Review Correspondence

Detail

Detail Search Criteria

Reference ID <input type="text"/>	Title <input type="text"/>
Charge Period <input type="text"/>	Record Type <input type="text"/>
Articles/Services Description <input type="text"/>	Disputed <input type="text"/>
Bill Generated Date <input type="text"/> To <input type="text"/>	
Entry Date <input type="text"/> To <input type="text"/>	
Detail Amount <input type="text"/> To <input type="text"/>	

Account ★

DUNS+4 / BPN+4 <input type="text"/>	Account Code <input type="text"/>
-------------------------------------	-----------------------------------

+ Additional Criteria

Search **Clear**

1 - 10 of 25 results ↓ ↻ ✕ ✕

	Reference ID	Entry Date	Detail Amount	Account Code	Account Name	Record Type	Title	Disputed	Source Number	S R IC
<input type="radio"/>	FLT081320110101013	08/13/2011	\$288.66	165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Normal	FLTCONVERT		FLT1650302011	
<input type="radio"/>	FLT081320110101206	08/13/2011	\$851.80	165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Normal	FLTCONVERT		FLT1650302011	

If the user wants to view the expansive set of information included on detail record they are able to select a record and then select Detail.

Figure 30: Statement Detail Record page

Statement Information | **Detail Billing Records** | Attachments | Review Correspondence

Detail

Item: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 > >> Item 1 of 25

General

Reference ID	FLT081320110101013	Record Date	08/13/2011	Record Type	Normal
Detail Amount	\$288.66	Source Number	FLT1650302011	Invoice Number	
Title	FLTCOVERT				
Period of Performance	01/01/2011 To 01/31/2011				

Dispute

Disputed: False Disputed Date:

Account Information

Account Code: 165030 Account Name: EMPLOYMENT & TRAINING

DUNS+4 / BPN+4: Agency: 016

[More](#)

Header Information

Payment Information

Overdue Status:

Overdue Status Date:

Remit to Office Address

Address Format	US	Phone Number	800-676-3690 Ext 67037
Name	GSA: Payment for NON-IPAC	Fax Number	816-823-5507
Address Line 1	Lockbox 979083	Email	fake.email@cgifederal.com
Address Line 2	<input type="text"/>	Contact	<input type="text"/>
Address Line 3	<input type="text"/>	Title	<input type="text"/>
City	St. Louis		
State	MO		
Zip	63197-9000		
Country	<input type="text"/>		

Centralized Collections Services

Centralized Collections Services Type:

F8303477

[View Referencing Payments](#)
[Send Correspondence](#)
[Dispute Statement](#)
[View Related Dispute Requests](#)
[View PDF](#)
[View Dunning Notice](#)

NOTE: The detail page for the detail billing record tab has an item label with various hyperlinks for items 1-20. This page is made up of a general section and a header information section. Within the general section are some of the following fields: reference ID, detail amount, title, period of performance, a dispute sub section, and an account information sub section. To the right are more fields and these are record date, source number, record type, and invoice number. There is a more button below the invoice number field. Below the general section is a header information section which contains a payment information sub section below. At the bottom of the page are the following buttons: view referencing payments, send correspondence, dispute statement, view related dispute requests, view PDF, and view dunning notice.

Figure 31: Statement Detail Record page (continued)

Dunning

Dunning Count Last Dunning Date

Additional Criteria

Comments To Print

Printed Message

-----AFV SURCHARGE SALES CODE CHANGES-----
 The GSA Sales Code for Alternative Fuel Vehicle (AFV) Surcharge billing transactions will change from "X1" to "X3". The Sales Code is indicated on Customer Statements and on Detailed Billing files retrieved from VCSS. Only the Sales Code is changing. All other aspects of AFV Surcharge transactions,

Fleet Information

Vehicle Class <input type="text" value="12"/>	Vehicle Tag <input type="text" value="1320F"/>	Body <input type="text" value="1263"/>
Starting Mileage <input type="text" value="35,009.00"/>	Ending Mileage <input type="text" value="35,381.00"/>	Mileage Rate <input type="text" value="\$0.16"/>
Days Used <input type="text" value="0.00"/>	Est. Mileage Indicator <input type="text"/>	
Special ACC Equipment <input type="text"/>	Accessories Charge <input type="text" value="\$0.00"/>	

Additional Information

Region <input type="text" value="05"/>	System Location Code/FMC <input type="text" value="A08"/>
Sales Code <input type="text" value="A1"/>	Customer Supplied Info <input type="text"/>

The Review Correspondence tab shows all the correspondence records that are associated with the Statement. The tab includes search criteria to locate a correspondence record. When selected, the Review Correspondence shows the details of the record in the item collection.

Figure 32: Review Correspondence Tab

Statement Information Detail Billing Records Attachments **Review Correspondence**

Record Number

Type Of Correspondence

Subject

Correspondence

Created Date From To

First Name

Last Name

Account Information ★

Account Code Agency Location Code

Use the wildcard (*) character to search if needed.

1 - 10 of 999 results



Record Number	Created Date	First Name	Last Name	Statement Number	Account Code	Type Of Correspondence	Subject	Has Attachments
<input checked="" type="radio"/> 2	01/25/2018	Test	Test	A092710040	S1700	Communication	Test	Yes
<input type="radio"/> 1	01/23/2018	Stephanie	Lloyd	AAC00430	S9761	Dispute	NONRECEIPT	No

Figure 33: Correspondence Details

Contact Person					
First Name	<input type="text" value="Stephanie"/>	Last Name	<input type="text" value="Lloyd"/>	Email Address	<input type="text" value="stephanie.lloyd@cgifederal."/>
Title	<input type="text"/>	Phone Number	<input type="text" value="202-555-1234"/>	International Phone Number	<input type="text"/>
GSA Contact					
Name	<input type="text" value="All Roles 134 CGI"/>	Title	<input type="text"/>	Phone Number	<input type="text"/>
				Email Address	<input type="text" value="fake.email@usda.gov"/>
Account Information					
Account Code	<input type="text" value="758534"/>	Account Name	<input type="text"/>	Agency Location Code	<input type="text"/>
Correspondence					
Record Number	<input type="text" value="2"/>	Communication Source	<input type="text" value="Phone"/>	Created Date	<input type="text" value="01/15/2018"/>
Type Of Correspondence	<input type="text" value="Dispute"/>	Statement Number	<input type="text" value="F0145949"/>		
		Subject	<input type="text" value="Goods and Services Not Received"/>		
		Correspondence	<input type="text" value="Dispute Status: Under Review"/> <input type="text" value="Dispute Explanation: Did not receive goods"/>		

5.2.1.3 Executing a Query Using View and Print Statements

To view and print Statements, follow the steps below.

1. In VCSS navigate to Statements → View and Print Statements.
The View and Print Statements page is displayed.

Figure 34: Statements page

VCSS / Statements / Statement Search

Statement Search

Statement Number	<input type="text"/>	Statement Date	<input type="text"/>	To	<input type="text"/>
Statement Type	<input type="text"/>				
Business Line	<input type="text"/>				
	<input type="button" value="Search"/>	<input type="button" value="Clear"/>			

Account ★

Account Code	<input type="text"/>	Agency Location Code	<input type="text"/>
DUNS+4 / BPN+4	<input type="text"/>		

2. Enter the desired Search Criteria.
3. Select the Search button.
The results are returned in the Item Collection.

Figure 35: Item Collection with Record

1 - 1 of 1 results ↓ ↗ ✕ ✕

Statement Number	Statement Date	Business Line	Account Code	Account Name	Total Billed	Paid	Adjusted	Applied Credit	Closed	Outstanding	Outstanding Chargeback	Credit
AA198672	01/16/2017	Rent	00008522	DFAS - CL	\$39,373.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,373.79	\$0.00

4. Select a Statement.

5. Select View as PDF.

A new window with the PDF is displayed, close the PDF.

Figure 36: Statement as PDF

GSA Financial Information Control SYSTEM, S.F.S.A.
1500 East Broadway Road
Kansas City, MO 64131

Fleet
03/10/2011

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

Customer Codes
Account Code: 897000-897009

Statement Information
Statement Number: F0002425
Amount Due: \$589.65
Due Date: 04/09/2011

Contact Us
Phone Number:
Fax Number:
Email Address:

Remit to Address

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

Statement Summary

Initial Charges	\$589.65
Discount	0
Surcharge	0
Interest Charges	0
Penalty Charges	0
Admin Charges	0
Bill Amount	\$589.65
Collected	0
Applied Credit	0
Adjustments	0
Amount Due	\$589.65

Credit Summary

Applied Credit	\$0.00
Unapplied Credit	0
Total Credit	\$0.00

Pay By IPAC
ALC: 47000016
TAS: 4704534.1
BPN/DUNS: +4 964253686

6. Select View.

Figure 37: Statement Information

VCSS / Statements / View and Print Statements Billing Statement Information: AA198672

Statement Information | Detail Billing Records | Attachments | Review Correspondence

Expand All | Collapse All

General

Statement Number: AA198672 | Bill Type: IPAC
 Statement Print Date: 01/16/2017 | Business Line: Rent
 Statement Collection Due Date: 03/02/2017

Account Information

Account: 00008522 | Agency: 000
 Code: | Bureau: 00
 DUNS+4 / BPN+4: | Agency Location Code: 00008522
 Account Name: DFAS - CL

[More](#)

Statement Amounts

Billing Totals

	Initial Amount	Discount Amount	Surcharge Amount	Principal Amount	Interest Amount	Admin Charges Amount	Penalty Amount	Total Amount
	\$39,373.79	\$0.00	\$0.00	\$39,373.79	\$0.00	\$0.00	\$0.00	\$39,373.79

	Paid	Applied Credit	Adjusted	Closed	Outstanding
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$39,373.79

Figure 38: Statement Information (continued)

Amounts

Billed Amounts

Principal Amount: \$39,373.79
 Interest Amount: \$0.00
 Admin Charges Amount: \$0.00
 Penalty Amount: \$0.00
 Total Amount: \$39,373.79
 Total Outstanding Amount: \$0.00

Note: The Billed Total Field is calculated by adding the Principal, Interest, Penalty and Admin Charges Amounts.

Credit Amounts

Total Amount: \$0.00
 Closed Credit Amount: \$0.00
 Outstanding Credit Amount: \$0.00

Note: The Credit Total Field is calculated by adding the Sum of all CREDIT line Principal Amounts.

- Select the Detail Record Billings Tab.
The Detail Billing Records Tab is displayed.

Figure 39: Detail Billing Records tab

Statement Information **Detail Billing Records** Attachments Review Correspondence

Detail

Articles/Services Description Disputed

Bill Generated Date To

Entry Date To

Detail Amount To

Account

Search **Clear**

1 - 5 of 5 results ↓ ↑ ↻

Reference ID	Entry Date	Detail Amount	Account Code	Account Name	Record Type	Title	Disputed	Source Number	Source Record ID
<input type="radio"/> MOM02FP000134MGKZ10	01/05/2017	\$33,381.12	9719	DEFENSE CIVILIAN PERSONNEL ADVISORY	Normal			ATX07693	
<input type="radio"/> MOM02FP000144MGKZ10	01/05/2017	\$257.47	9719	DEFENSE CIVILIAN PERSONNEL ADVISORY	Normal			AOH00153	
<input type="radio"/> MOM02FP000154MGKZ10	01/05/2017	\$1,044.42	9719	DEFENSE CIVILIAN PERSONNEL ADVISORY	Normal			AFL04071	
<input type="radio"/> MOM02FP000164MGKZ10	01/05/2017	\$4,394.46	9719	DEFENSE CIVILIAN PERSONNEL ADVISORY	Normal			ACA00002	
<input type="radio"/> MOM02FP000174MGKZ10	01/05/2017	\$296.32	9719	DEFENSE CIVILIAN PERSONNEL ADVISORY	Normal			ACO05751	

AA198672 **View Referencing Payments** **Send Correspondence** **Dispute Statement** **View Related Dispute Requests** **View PDF** **View Dunning Notice**

- Select a detail record and select Detail.
The detail record is displayed.

Figure 40: Detail Record page

VCSS / Statements / View and Print Statements / Statement Information: AA198672 0000852200008522000096 / Detail Billing Records: / Detail

Statement Information **Detail Billing Records** Attachments Review Correspondence

Detail

Item: 1 2 3 4 5 Item 1 of

General

Reference ID <input type="text" value="MOM02FP000134MGKZ10"/>	Record Date <input type="text" value="01/05/2017"/>	Record Type <input type="text" value="Normal"/>
Detail Amount <input type="text" value="\$33,381.12"/>	Source Number <input type="text" value="ATX07693"/>	Invoice Number <input type="text"/>
Title <input type="text"/>	Accountin Rent Classification Reference Number <input type="text"/>	Lease Number <input type="text" value="88812&LTX16€"/>
Period of Performance <input type="text" value="10/01/2016"/> To <input type="text" value="10/31/2016"/>		

Dispute
Disputed Disputed Date

Account

Account Information

Account Code <input type="text" value="9719"/>	Account Name <input type="text" value="DEFENSE CIVILIAN PERSO"/>
DUNS+4 / BPN+4 <input type="text"/>	Agency <input type="text" value="097"/>

[More](#)

Figure 41: Detail Record Fields

Header Information

Payment Information

Overdue Status

Overdue Status Date

Remit to Office Address

Address Format <input type="text" value="US"/>	Phone Number <input type="text" value="800-676-3690"/>
Name <input type="text"/>	Fax Number <input type="text"/>
Address Line 1 <input type="text"/>	Email <input type="text" value="fake.email@cgifederal.com"/>
Address Line 2 <input type="text"/>	Contact <input type="text" value="FW-Rent_Finance@gsa.gov"/>
Address Line 3 <input type="text"/>	Title <input type="text"/>
City <input type="text"/>	
State <input type="text"/>	
Zip <input type="text"/>	
Country <input type="text"/>	

Figure 42: Detail Record Fields (continued 1)

Dunning

Dunning Count Last Dunning Date

Additional Criteria

Comments To Print <input type="text"/>	Printed Message <input type="text" value="You can review charges on your GSA bill by going to our ROW website, https://www.pbs-billing.gsa.gov/ROW/."/>
--	---

Figure 43: Detail Record Fields (continued 2)

Fleet Information					
Vehicle Class	12	Vehicle Tag	1320F	Body	1263
Starting Mileage	35,009.00	Ending Mileage	35,381.00	Mileage Rate	\$0.16
Days Used	0.00	Est. Mileage Indicator		FedCode	
Special ACC Equipment		Accessories Charge	\$0.00		
Additional Information					
Region	05	System Location Code/FMC	A08		
Sales Code	A1	Customer Supplied Info			

Figure 44: Detail Record Fields (continued 3)

Statement Information | **Detail Billing Records** | Attachments | Review Correspondence

Detail

Item: 1 2 3 4 5 Item 2 of 5

Reference ID	MOM02FP000144MGKZ10	Record Date	01/05/2017	Record Type	Normal
Detail Amount	\$257.47	Source Number	AOH00153	Invoice Number	
Title					
Period of Performance	10/01/2016 To 10/31/2016				
Dispute					
Disputed	False	Disputed Date			

Account

Account Information		More	
Account Code	9719	Account Name	DEFENSE CIVILIAN PERSO
DUNS+4 / BPN+4		Agency	097

AA198672 [View Referencing Payments](#) [Send Correspondence](#) [Dispute Statement](#) [View Related Dispute Requests](#) [View PDF](#) [View Dunning Notice](#)

NOTE: Selecting the More button provides more information about the vendor.

Figure 45: Vendor Information

Vendor Address

Vendor

Address

Code

Address

Format

Name

Address Line 1

Address Line 2

Address Line 3

City

State

Zip

Country

Phone Number

Fax Number

Email

Contact

Title

DUNS

DUNS+4 / BPN+4

TIN

[Go to top of page](#)

9. Select the Review Correspondence hyperlink.

Figure 46: Review Correspondence

Statement Information Detail Billing Records Attachments **Review Correspondence**

Detail

Item: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 > >> Item 1 of 25

General

Reference ID Record Date Record Type

Detail Amount Source Number Invoice Number

Title

Period of Performance To

Dispute

Disputed Disputed Date

The Review Correspondence Tab is displayed.

Figure 47: Review Correspondence Tab with Item Collection

VCSS / Statements / View and Print Statements Billing Statement Information: F8303477 > Messages

Statement Information Detail Billing Records Attachments **Review Correspondence**

Record Number Created Date First Name
 Type Of Correspondence From Last Name
 Subject To
 Correspondence

Account Information ★
 Account Code Agency Location Code

Use the wildcard (*) character to search if needed.

1 - 10 of 999 results ↓ ↗ ✕ ✕

Record Number	Created Date	First Name	Last Name	Statement Number	Account Code	Type Of Correspondence	Subject	Has Attachments
<input type="radio"/> 2	01/25/2018	Test	Test	A092710040	S1700	Communication	Test	Yes
<input checked="" type="radio"/> 1	01/23/2018	Stephanie	Lloyd	AAC00430	S9761	Dispute	NONRECEIPT Goods and	No

F8303477

Figure 48: Review Correspondence tab (continued)

Contact Person
 First Name Last Name Email Address
 Title Phone Number International Phone Number

GSA Contact
 Name Title Phone Number Email Address

Account Information
 Account Code Account Name Agency Location Code

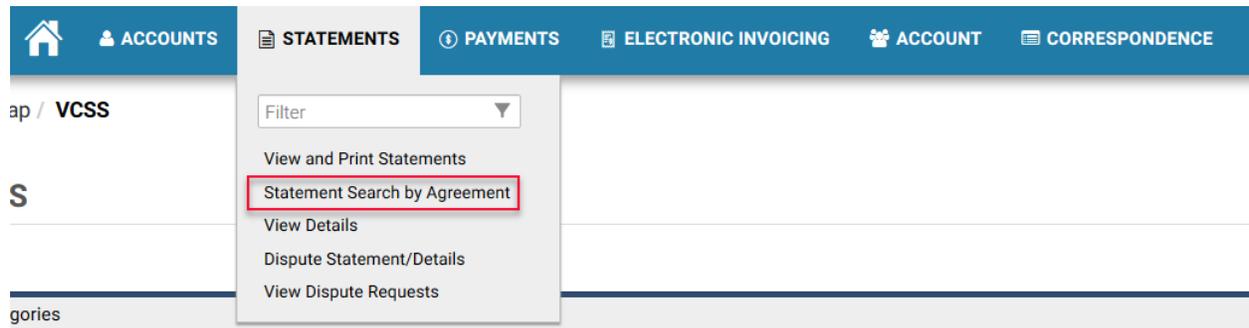
Correspondence
 Record Number Communication Source Created Date
 Type Of Correspondence
 Statement Number
 Subject
 Correspondence

5.2.2 CSS: Statement Search by Agreement

The Statement Search by Account page allows users to search for statements by using their GSA Agreement Number.

Statements → Statement Search by Agreement

Figure 49: Navigation to the Statement Search by Agreement



5.2.2.1 Statement Search by Agreement Search Parameters and Results

The Statement Search by Agreement query contains the search criteria listed below.

Figure 50: Bill Search Page

VCSS / Statements / Bill Search

Bill Search

Agreement Search Criteria

Agreement Search Criteria

Agreement Number

IPAC

Funding Document Related Statement Number

Purchase Order Number

Accounting Classification Reference Number

Customer Treasury Symbol

ATA AID BPOA EPOA A MAIN SUB

Account Criteria

Account ★

Account Code Agency

DUNS+4 / BPN+4 Bureau

Account Name Agency Location Code

Designated Agent

Code Address Code

No results ⏮ ⏪ ⏩ ⏭

5.2.2.2 Executing Steps to View Statement Search by Agreement

Steps to View Statement Search by Agreement:

1. In VCSS navigate to Statements → Statements Search by Agreement.
The Statement Search by Agreement page is displayed.

Figure 51: Bill Search Page (continued)

VCSS / Statements / Bill Search

Bill Search

Agreement Search Criteria

Agreement Search Criteria

Agreement Number

IPAC

Funding Document Related Statement Number

Purchase Order Number

Accounting Classification Reference Number

Customer Treasury Symbol

ATA AID BPOA EPOA A MAIN SUB

Account Criteria

Account ★

Account Code Agency

DUNS+4 / BPN+4 Bureau

Account Name Agency Location Code

Designated Agent

Code Address Code

[Search](#) [Clear](#)

No results



2. Enter the desired Search Criteria.

3. Select the Search button.

The results are returned in the Item Collection.

Figure 52: Item Collection (continued)

Statement Number	Bill Generated	Title	Billing Reference Number	Vendor Address Code	Vendor Name	DUNS+4 / BPN+4	Business Line	Bill Generated Date	Collection Due Date	Agency Location Code	Agency	Bureau	Interagency Transfer	Customer Agency Location Code	Total Bill Amount	Collected Bill Amount	Applied Credit Amount	Adjusted Bill Amount
Totals																		

Account Summary View Statement

10 per page << < Page 1 of 1 > >>

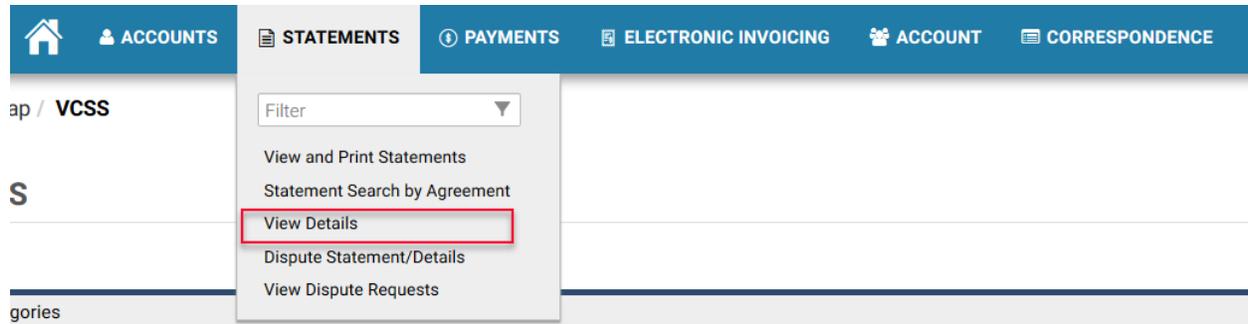
4. In order to view the statement, select the View Statement button.

5.2.3 VCSS: View Details

The View Details query enables users to search for and view Detail Billing Records. The user will have the ability to search for DBRs across all the statements for which they have access, using a variety of search criteria.

Statements → View Details

Figure 53: Navigation to View Details Query



5.2.3.1 View Details Search Parameters and Results

The View Details query searches for details using criteria listed in the table below. The Item Collection will include detailed information located in the Statement, including specific business line items. The item collection fields will change based on the detail records returned. For example, if all the detail records are for fleet only, rent specific fields will not be displayed. If the detail records returned are for both fleet and rent, all fields will be displayed in the item collection.

Table 10: View Details Query Search Criteria Field Descriptions for Search Criteria Group Box

Search Element	Description
Statement Number	The statement number associated with the record.
Business Line	The Business Line associated with the record.
Bill Type	The type of transfer method for the record, IPAC and Non-IPAC.
Record Type	The type of Accounting line the record is associated with options are Advanced, Credit, Normal.
Disputed	The dispute status of the detail record.
Title	The title of the transaction. Can be up to 50 characters in length.

Search Element	Description
Reference ID	The reference ID associated with the record.
Statement Date (To/From)	The day the Statement was printed.
Entry Date	The date the Statement was created.
Detail Amount (To/From)	The total amount on the record.

Table 11: View Details Query Search Criteria Field Descriptions for Account Criteria

Search Element	Description
DUNS+4/BPN+4	A unique numbering system that is used to identify a business.
Account Code	The account code on the record.

Table 12: View Details Query Search Criteria Field Descriptions for Additional Criteria

Search Element	Description
Charge Period	Date of the charge related to the Detail billing Record.
Articles/Services Description	Indicates the items or services on the transaction.

Table 13: View Details Query Search Criteria Field Descriptions for IPAC

Search Element	Description
Purchase Order Number	The Purchase Order Number associated with the record.
Related Statement Number	Previously billed Statement Number on BD Credit line types.
Accounting Classification Reference Number	The accounting classification reference number used for interagency transfers.
Customer Treasury Symbol	The Customer Treasury Symbol that represents the other party affected by transactions.

Table 14: View Details Query Search Criteria Field Descriptions for Fleet Detail Billing Elements

Search Element	Description
Description	The Description of the Detail Billing Record.
Vehicle Tag	The Vehicle Tag of the Detail Billing Record.
Vehicle Class	The Vehicle Class of the Detail Billing Record.

Search Element	Description
Sales Code	The Sales Code of the Detail Billing Record.

Table 15: View Details Query Search Criteria Field Descriptions for Rent Detail Billing Elements

Search Element	Description
Building Name	The Building Name associated with the Detail Billing Record.
OA Number	The OA number associated with the record.

Table 16: View Details Query Search Criteria Field Descriptions for Item Collection

Search Element	Description
Related Statement Number	Identifies the related statement number that credits are crediting.
Reference ID	The reference ID associated with the record.
Statement Number	The unique number representing the statement.
Statement Date	The date the statement was billed.
Account Code	The account code on the record.
Account Name	The name of the account associated with the record.
Business Line	The Business Line associated with the record.
Record Type	The type of Accounting line the record is associated with options are Advanced, Credit, Normal.
Bill Type	The type of transfer method for the record, IPAC and Non-IPAC.
Disputed	The dispute status of the record, true or false.
Payment Due Date	The payment due date of the record.
Currency	The type of currency of the detail record.
Amount	The amount of the detail record.
Vehicle Tag	The Vehicle Tag of the Detail Billing Record.
Est. Mileage Indicator	The estimated mileage indicator of the detail record.
Body Type	The body type associated with the detail record.

Search Element	Description
Building Address	The Address of the Building associated with the detail record. Record
OA Number	The OA number associated with the record.

Table 17: View Details Query Search Criteria Field Descriptions for Action Buttons

Search Element	Description
View	Will take the user to the detail information page.
View Document	Will open the document associated with the selected Detail record.
View Statement	Will open the statement associated with the selected Detail record.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

Figure 54: View Details Query Search Criteria

VCSS / Statements / Detail Record Search

Detail Record Search

Detail Search Criteria

Statement Number	<input type="text"/>	Business Line	<input type="text"/>
Title	<input type="text"/>	Bill Type	<input type="text"/>
Reference ID	<input type="text"/>	Record Type	<input type="text"/>
Statement Date	<input type="text"/> To <input type="text"/>	Disputed	<input type="text"/>
Entry Date	<input type="text"/> To <input type="text"/>		
Detail Amount	<input type="text"/> To <input type="text"/>		
Collection Due Date	<input type="text"/> To <input type="text"/>		

Account ★

DUNS+4 / BPN+4	<input type="text"/>	Account Code	<input type="text"/>
----------------	----------------------	--------------	----------------------

— **Additional Criteria**

Charge Period	<input type="text"/>
Articles/Services Description	<input type="text"/>
Customer Agency Location Code	<input type="text"/>

IPAC

Funding Document	<input type="text"/>	Accounting Trace Number	<input type="text"/>
Purchase Order Number	<input type="text"/>		
Accounting Classification Reference Number	<input type="text"/>		

Customer Treasury Symbol

ATA	AID	BPOA	EPOA	A	MAIN	SUB
<input type="text"/>						

— **Fleet Search Criteria**

Description	<input type="text"/>	Vehicle Tag	<input type="text"/>
Vehicle Class	<input type="text"/>	Sales Code	<input type="text"/>

— **Rent Search Criteria**

Building Name	<input type="text"/>	Source Number	<input type="text"/>
---------------	----------------------	---------------	----------------------

Supply/Automotive Purchases

Figure 55: Details Query Item Collection

1 - 5 of 5 results ⌵ ⌵ ⌵ ⌵

Reference ID	Statement Number	Statement Date	Account Code	Account Name	Business Line	Record Type	Bill Type	Disputed	Payment Due Date	Principa Amount
<input checked="" type="radio"/> MOM02FP000134MGKZ10	AA198672	01/12/2017	9719	DEFENSE CIVILIAN PERSONNEL ADVISORY	Rent	Normal	IPAC		03/02/2017	
<input type="radio"/> MOM02FP000144MGKZ10	AA198672	01/12/2017	9719	DEFENSE CIVILIAN PERSONNEL ADVISORY	Rent	Normal	IPAC		03/02/2017	
<input type="radio"/> MOM02FP000154MGKZ10	AA198672	01/12/2017	9719	DEFENSE CIVILIAN PERSONNEL ADVISORY	Rent	Normal	IPAC		03/02/2017	
<input type="radio"/> MOM02FP000164MGKZ10	AA198672	01/12/2017	9719	DEFENSE CIVILIAN PERSONNEL ADVISORY	Rent	Normal	IPAC		03/02/2017	
<input type="radio"/> MOM02FP000174MGKZ10	AA198672	01/12/2017	9719	DEFENSE CIVILIAN PERSONNEL ADVISORY	Rent	Normal	IPAC		03/02/2017	
Totals										\$0.0

View View Statement
10 per page << < Page 1 of 1 > >>

5.2.3.2 Detail Record Detail page

The View Details detail page provides the information that is contained on the selected detail record. The detail page also contains action buttons to view the statement associated with the detail record.

Figure 56: View Details Detail page

Detail

General

Statement Information

Statement Number: F8303477 Business Line: Fleet

Bill Type: NonIPAC Payment Due Date: 03/23/2011

Detail Information

Reference ID: FLT081320110101013 Record Date: 08/13/2011 Record Type: Normal

Detail Amount: \$288.66 Source Number: FLT1650302011 Invoice Number:

Period of Performance

Start Date: 01/01/2011 End Date: 01/31/2011

Accountir: NA Classification Reference Number:

Accountir Trace Number:

Dispute

Disputed: False Disputed Date:

Account

Account Information

Account Code: 165030 Account Name: EMPLOYMENT & TRAINING

DUNS+4 / BPN+4: Agency: 016

Figure 57: View Details Page (continued)

Dunning	
Dunning Count	4
Last Dunning Date	04/10/2014

Additional Criteria	
Printed Message	<p>-----AFV SURCHARGE SALES CODE CHANGES-----</p> <p>The GSA Sales Code for Alternative Fuel Vehicle (AFV) Surcharge billing transactions will change from "X1" to "X3". The Sales Code is indicated on Customer Statements and on Detailed Billing files retrieved from VCSS. Only the Sales Code is changing. All other aspects of AFV Surcharge transactions, including the Description,</p>

Fleet Information					
Vehicle Class	12	Vehicle Tag	1320F	Body Type	1263
Starting Mileage	35,009.00	Ending Mileage	35,381.00	Mileage Rate	\$0.16
Days Used	0.00	Est. Mileage Indicator		FedCode	
Special ACC Equipment		Accessories Charge	\$0.00		

Additional Information			
Region	05	System	A08
Sales Code	A1	Description	

[Go to top of page](#)

5.2.3.3 Executing a Query Using View Details

To use the View Details Query in VCSS, follow the steps below.

Steps to Execute a Query Using View Details Query:

1. In VCSS navigate to Statements → View Details.
The View Details page is displayed.

Figure 58: View Details page

VCSS / Statements / Detail Record Search

Detail Record Search

Detail Amount To

Collection Due Date To

Account *
DUNS+4 / BPN+4 Account Code

+ Additional Criteria

- Fleet Search Criteria
Description Vehicle Tag
Vehicle Class Sales Code

+ Rent Search Criteria

+ Supply/Automotive Purchases

Search **Clear**

2. Enter the desired Search Criteria.
3. Select the Search button.

The results are returned in the Item Collection.

Figure 59: Item Collection with Result

1 - 1 of 1 results ⌵ ⌵ ⌵ ⌵

Reference ID	Statement Number	Statement Date	Account Code	Account Name	Business Line	Record Type	Bill Type	Disputed	Payment Due Date
● FLT081320110101013	F8303477	02/21/2011	165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Fleet	Normal	NonIPAC		03/23/2011
Totals									

View **View Statement** 10 per page << < Page 1 of 1 > >>

4. Select a Detail Record.
5. Select View.

The Detail Record is displayed.

Figure 60: Details Record

VCSS / Statements / View Details / Detail

Detail

General			
Statement Information			
Statement Number	F8303477	Business Line	Fleet
Bill Type	NonIPAC	Payment Due Date	03/23/2011
Detail Information			
Reference ID	FLT081320110101013	Record Date	08/13/2011
Detail Amount	\$288.66	Source Number	FLT1650302011
Record Type	Normal	Invoice Number	
Period of Performance		Accountir NA	
Start Date	01/01/2011	End Date	01/31/2011
Dispute		Classification Reference Number	
Disputed	False	Accountir Trace Number	
Disputed Date			
Account			
Account Information			
Account Code	165030	Account Name	EMPLOYMENT & TRAINING
DUNS+4 / BPN+4		Agency	016
Dunning			
Dunning Count	4	Last Dunning Date	04/10/2014
Additional Criteria			
Printed Message	<p>-----AFV SURCHARGE SALES CODE CHANGES-----</p> <p>The GSA Sales Code for Alternative Fuel Vehicle (AFV) Surcharge billing transactions will change from "X1" to "X3". The Sales Code is indicated on Customer Statements and on Detailed Billing files retrieved from VCSS. Only the Sales Code is changing. All other aspects of AFV Surcharge transactions, including the Description,</p>		
Fleet Information			
Vehicle Class	12	Vehicle Tag	1320F
Starting Mileage	35,009.00	Ending Mileage	35,381.00
Days Used	0.00	Est. Mileage Indicator	
Special ACC Equipment		Accessories Charge	\$0.00
Body Type	1263	Mileage Rate	\$0.16
FedCode			
Additional Information			
Region	05	System	A08
Sales Code	A1	Description	

[Go to top of page](#)

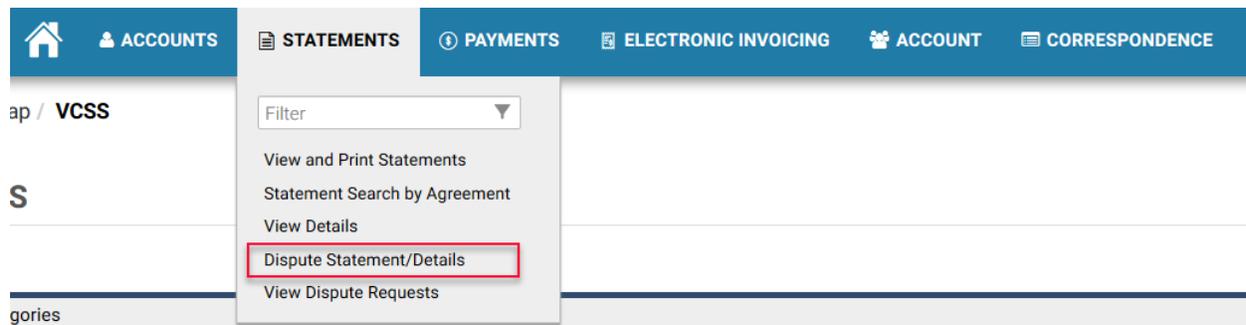
[Previous](#)
[Next](#)
[View Document](#)
[View Statement](#)
[Audit](#)

5.2.4 VCSS: Dispute Statement

The Dispute Statement/Details page is where the user is able to dispute an entire statement or specific details of a statement. The purpose of the dispute wizard is for customers who believe they have been billed incorrectly, to bring the error to the attention of the users. The dispute wizard will walk users step by step through the entire process of disputing.

Statements → Dispute Statement/Details

Figure 61: Dispute Statement/Details



5.2.4.1 Executing the Dispute Process at the Statement Level

To create a Statement level dispute in VCSS, follow the steps below.

Steps to Execute the Dispute Process at the Statement Level:

1. In VCSS navigate to Statements → Dispute Statement/Details.
The Dispute Wizard page is displayed.

Figure 62: Dispute Wizard Page

Enter Statement Number to Dispute

The screenshot shows a form titled 'Billing Statement' with a star icon. It contains two input fields: 'Statement Number' and 'Account Code'. A blue 'Next' button is located to the right of the form.

2. Enter the desired Statement Number.

NOTE: The Statement Number field is a reference link so if the user does not know the statement number they can select the link and search for the statement using the View/Print Statement query.

3. Select Next.

The Type of Dispute page is displayed.

Figure 63: Type of Dispute Page

STEP 1/4 SELECT DISPUTE TYPE

Please identify the type of dispute you would like to request below and then select the **Next** button to continue.

Statement Information	
Account Name	EMPLOYMENT & TRAINING
Statement Amount	\$7,831.55

Dispute Type	
<input checked="" type="radio"/>	Dispute Entire Statement
<input type="radio"/>	Choose Which Detail Records to Dispute

Next > **Cancel**

4. The user confirms the Dispute Entire Statement button is selected and chooses Next. The Supplementary Dispute Information page is displayed.

Figure 64: Supplementary Dispute Information page

STEP 2/4 SUPPLEMENTARY DISPUTE INFORMATION

Please provide all required contact information below:

— Customer Contact Information

* First Name

* Last Name

Phone Number

International Phone Number

* Email Address

Title

— Supplementary Dispute Information

Please select a Dispute Reason from the dropdown and include a description of your dispute in the Dispute Explanation field. Then select **Next** to continue.

* Dispute Reason

* Dispute Explanation

- [< Back](#)
- [Next >](#)
- [Cancel](#)
- [Attachments](#)

5. The user fills out the required fields (First Name, Last Name, Email Address, Phone Number, Dispute Reason and Dispute Explanation) and selects Next.

NOTE: If the user wishes to add an attachment to the dispute record, they will select the Attachments button and add the attachment before selecting Next.

The General Dispute Information page is displayed.

Figure 65: General Dispute Information page

STEP 3/4 REVIEW GENERAL DISPUTE INFORMATION

Please review your contact information and dispute reason/explanation for accuracy.
 Use the **Back** button to navigate to the previous page should you need to make any updates.
 If not, select the **Next** button to continue.

Customer Contact Information

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Smith"/>
Phone Number	<input type="text" value="202-501-0934"/>
International Phone Number	<input type="text"/>
Email Address	<input type="text" value="john.smith@gsa.com"/>
Title	<input type="text" value="Purchasing Manager"/>

Supplementary Dispute Information

Dispute Reason	<input style="width: 90%;" type="text" value="Services are over billed"/>
Dispute Explanation	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"><p>Over Billed by 10 percent.</p></div>

6. The user reviews the information that has been entered and confirms that it is correct and selects Next.

The Disputed Items Review page is displayed.

Figure 66: Disputed Items Review page

STEP 4/4 REVIEW AND SUBMIT DISPUTED ITEMS

Please review the selected disputed items for accuracy. Use the **Remove Details** button to remove an item from the list. Use the **Back** button to navigate back through the wizard should you choose to include additional disputed items. If not, select the **Submit Dispute Request** button to submit.

1 - 1 of 1 results ↓ ↻ ✕ ✕

<input type="checkbox"/>	Reference ID	Entry Date	Detail Amount	Account Code	Account Name	Record Type	Title	Disputed	Source Number	Detail Billing Text Element 3	Detail Billing Text Element 5	Supplemental Address	Region
<input type="checkbox"/>			\$7,831.55					Bill					
Totals													

Remove Details 10 per page << >> Page 1 of 1

[Back](#) [Submit](#) [Cancel](#)

- The user reviews the items and confirms that everything is correct and selects Submit Dispute Request.

NOTE: If the user finds an item is incorrectly listed they are able to remove it by selecting that item’s flag and selecting Remove Details.

The Dispute is sent to Pegasys and will appear on the Disputed Billings Query in Pegasys.

The system provides an information message stating that the dispute request has been submitted successfully.

Figure 67: Submitted Message

1 - 1 of 1 results

i 50002 Your billing dispute request has been successfully submitted and the status of your request can be viewed from the VCSS Dispute Requests Query.

5.2.4.2 Executing the Dispute Process at the Detail Level

To create a detail level dispute in VCSS, follow the steps below.

Steps to Exute the Dispute Process at the Detail Level:

- In VCSS navigate to Statements → Dispute Statement/Details.
The Dispute Wizard page is displayed.

Figure 68: Dispute Wizard page (continued)

[VCSS](#) / [Statements](#) / **Enter Statement Number to Dispute**

Enter Statement Number to Dispute

Billing Statement ☆

Statement Number

Account Code

[Next](#)

[Go to top of page](#)

2. Enter the desired Statement Number and select Next.

NOTE: The Statement Number field is a reference link so if the user does not know the statement number they can select the link and search for the statement using the View/Print Statement query.

The Type of Dispute page is displayed.

Figure 69: Type of Dispute page (continued)

STEP 1/4 SELECT DISPUTE TYPE

Please identify the type of dispute you would like to request below and then select the **Next** button to continue.

Statement Information	
Account Name	EMPLOYMENT & TRAINING
Statement Amount	\$7,831.55

Dispute Type
<input type="radio"/> Dispute Entire Statement
<input checked="" type="radio"/> Choose Which Detail Records to Dispute

Next > **Cancel**

3. Select Choose Which Detail Records to dispute button and select Next.
The Choose Details to Dispute page is displayed.

Figure 70: Choose Details to Dispute page

STEP 1-(B)/4 SELECT BILL DETAIL LINES

Use the search criteria below to identify the detail(s) you would like to dispute. Simply populate any of the below criteria and select the **Search** button to see a list of details matching your criteria.

Search Criteria

Reference ID

Detail Amount

Record Date

Detail Billing Record

Fleet Search Criteria

Vehicle Class

Vehicle Tag

Est. Mileage

Indicator

Body Type

Fleet Additional Search Criteria

Sales Code

Description

FMC

[Search](#)

Use the **Mark for Dispute** button to select details to be included in your dispute. If needed, use the **Clear Result** button to perform another search for additional details to be disputed. Once all desired details have been marked for dispute, select the **Next** button to continue.

No results ⌵ ⌵ ⌵ ⌵

<input type="checkbox"/>	Reference ID	Entry Date	Detail Amount	Source Record ID	Account Code	Account Name	Record Type	Title	Disputed	Source Number	Region
Totals											

[Mark for Dispute](#)
[Clear Result](#)

10 per page ▾
⏪ < Page 1 of 1 > ⏩

[< Back](#)
[Next >](#)
[Cancel](#)

4. The user searches for and selects the detail records to be included in the dispute request.
 - a. Once the detail records have been selected in the item collection, select the Mark for Dispute button.

The system displays an information message stating that the selected detail billing records have been included in the dispute request.

Figure 71: Detail Billing Records have been included in Dispute Request message

1 - 1 of 1 results

i 50003 The selected detail billing records have been included in the current dispute request.

STEP 1-(B)/4 SELECT BILL DETAIL LINES

Use the search criteria below to identify the detail(s) you would like to dispute. Simply populate any of the below criteria and select the **Search** button to see a list of details matching your criteria.

Search Criteria

Reference ID

Detail Amount

Record Date

Detail Billing Record

Fleet Search Criteria

Vehicle Class

Vehicle Tag

Est. Mileage

Indicator

Body Type

Fleet Additional Search Criteria

Sales Code

Description

FMC

Search

Use the **Mark for Dispute** button to select details to be included in your dispute. If needed, use the **Clear Result** button to perform another search for additional details to be disputed. Once all desired details have been marked for dispute, select the **Next** button to continue.

1 - 10 of 25 results ⌵ ⌵ ⌵ ⌵

<input type="checkbox"/>	Reference ID	Entry Date	Detail Amount	Source Record ID	Account Code	Account Name	Record Type	Title	Disputed	Sour Num
<input checked="" type="checkbox"/>	FLT081320110101013	08/13/2011	\$288.66		165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Normal	FLTCONVERT	False	FLT16
<input checked="" type="checkbox"/>	FLT081320110101206	08/13/2011	\$851.80		165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Normal	FLTCONVERT	False	FLT16
<input checked="" type="checkbox"/>	FLT081320110101637	08/13/2011	\$400.58		165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Normal	FLTCONVERT	False	FLT16
<input type="checkbox"/>	FLT081320110103674	08/13/2011	\$256.37		165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Normal	FLTCONVERT	False	FLT16
<input type="checkbox"/>	FLT081320110103629	08/13/2011	\$548.32		165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Normal	FLTCONVERT	False	FLT16
<input type="checkbox"/>	FLT081320110104130	08/13/2011	\$322.49		165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Normal	FLTCONVERT	False	FLT16
<input type="checkbox"/>	FLT081320110104782	08/13/2011	\$1,760.00		165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Normal	FLTCONVERT	False	FLT16
<input type="checkbox"/>	FLT081320110105165	08/13/2011	\$621.72		165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Normal	FLTCONVERT	False	FLT16
<input type="checkbox"/>	FLT081320110105263	08/13/2011	\$384.20		165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Normal	FLTCONVERT	False	FLT16
<input type="checkbox"/>	FLT081320110105635	08/13/2011	\$367.60		165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP	Normal	FLTCONVERT	False	FLT16
Totals			\$7,831.55							

Mark for Dispute
Clear Result
10 per page ⌵ ⏪ ⏩ Page 1 of 3 ⏪ ⏩

< Back Next > Cancel

- Once all detail billing records have been selected to include in the dispute request, select **Next**.
The Supplementary Dispute Information page is displayed.

Figure 72: Supplementary Dispute Information page (continued)

STEP 2/4 SUPPLEMENTARY DISPUTE INFORMATION

Please provide all required contact information below:

— Customer Contact Information

* First Name

* Last Name

Phone Number

International Phone Number

* Email Address

Title

— Supplementary Dispute Information

Please select a Dispute Reason from the dropdown and include a description of your dispute in the Dispute Explanation field. Then select **Next** to continue.

* Dispute Reason

* Dispute Explanation

- < Back
- Next >
- Cancel
- Attachments

6. The user fills out the required fields (First Name, Last Name, Email Address, Phone Number, Dispute Reason and Dispute Explanation) and selects Next.

NOTE: If the user wishes to add an attachment to the dispute record they will select the Attachments button and add the attachment before selecting Next.

The General Dispute Information page is displayed.

Figure 73: General Dispute Information page (continued)

STEP 3/4 REVIEW GENERAL DISPUTE INFORMATION

Please review your contact information and dispute reason/explanation for accuracy. Use the **Back** button to navigate to the previous page should you need to make any updates. If not, select the **Next** button to continue.

Customer Contact Information	
First Name	John
Last Name	Smith
Phone Number	202-501-0934
International Phone Number	
Email Address	john.smith@gsa.com
Title	Purchasing Manager

Supplementary Dispute Information	
Dispute Reason	Services are over billed
Dispute Explanation	Issues with billing dates.

< Back Next > Cancel Attachments

7. The user reviews the information that has been entered, confirms that it is correct and selects Next.

The Disputed Items Review page is displayed.

Figure 74: Disputed Items Review page (continued)

STEP 4/4 REVIEW AND SUBMIT DISPUTED ITEMS

Please review the selected disputed items for accuracy. Use the **Remove Details** button to remove an item from the list. Use the **Back** button to navigate back through the wizard should you choose to include additional disputed items. If not, select the **Submit Dispute Request** button to submit.

1 - 3 of 3 results

<input type="checkbox"/>	Reference ID	Entry Date	Detail Amount	Account Code	Account Name	Record Type	Title	Disputed	Source Number	Detail Billing Text Element 3	Detail Billing Text Element 5
<input checked="" type="checkbox"/>	FLT081320110101013		\$288.66	165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP			Detail Record			
<input checked="" type="checkbox"/>	FLT081320110101206		\$851.80	165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP			Detail Record			
<input type="checkbox"/>	FLT081320110101637		\$400.58	165030	EMPLOYMENT & TRAINING/OFFICE OF JOB CORP			Detail Record			
Totals											

Remove Details 10 per page Page 1 of 1

[Back](#) [Submit](#) [Cancel](#)

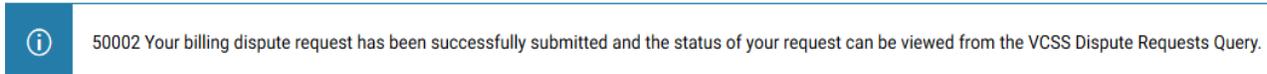
- The user reviews the items, confirms that everything is correct and selects **Submit Dispute Request**.

NOTE: If the user finds an item is incorrectly listed they are able to remove it by selecting that item's flag and selecting **Remove**.

The Dispute is sent to Pegasys and will appear on the Disputed Billings Query in Pegasys.

The system provides an information message stating that the dispute request has been submitted successfully.

Figure 75: Dispute Request has been submitted successfully message

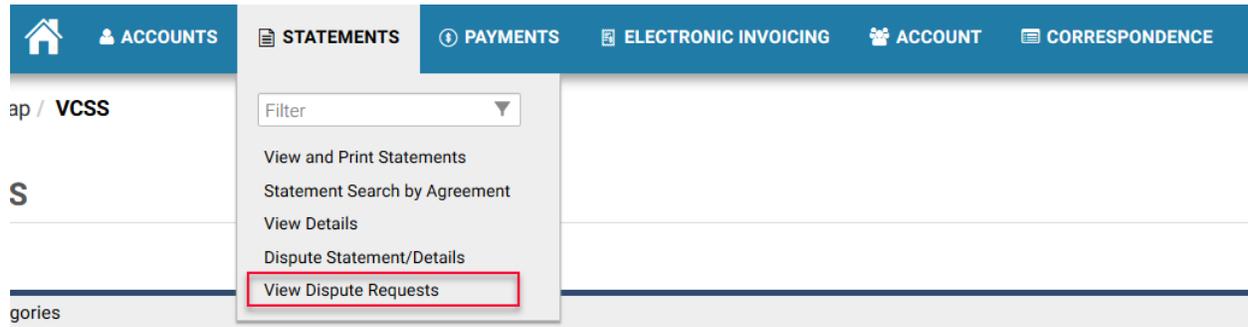


5.2.5 VCSS: View Dispute Requests

The Dispute Requests page provides users the ability to search for disputed requests associated with their customer accounts. User will have the ability to view a listing of dispute requests associated with their account, view status, resolution, and detail items associated with each request. Users will also be able to send correspondence regarding the statement associated with the request and review existing correspondence regarding the statement associated with the request.

Statements → View Dispute Requests

Figure 76: Navigation to View Dispute Requests Page



5.2.5.1 Search Parameters and Results

The View Dispute Requests query contains the search criteria listed below. The search criteria include Statement Number, Vendor Criteria, and Dispute Information.

Figure 77: Dispute Requests Search

VCSS / Statements / Dispute Requests Search

Dispute Requests Search

General Criteria

Statement Number

Vendor ★

Address Code

DUNS+4 / BPN+4

Account Name

Agency

Bureau

Dispute Criteria

Dispute Submitted Date To

Dispute Status

Dispute Reason

Please note that dispute requests may be tracked at a lower level from when initially submitted.

5.2.5.2 Executing Steps to View Dispute Requests

Steps to View Dispute Requests:

1. In VCSS navigate to Statements → View Dispute Requests.
Dispute Requests search page displays.

Figure 78: Dispute Requests Search page

VCSS / Statements / Dispute Requests Search

Dispute Requests Search

General Criteria

Statement Number

Vendor ★

Address Code

DUNS+4 / BPN+4

Account Name

Agency

Bureau

Dispute Criteria

Dispute Submitted Date To

Dispute Status

Dispute Reason

Please note that dispute requests may be tracked at a lower level from when initially submitted.

Search **Clear**

2. Enter the Search criteria.
 3. Select the Search Button.
- The results are displayed in the item collection.

Figure 79: Item Collection with Results

Summary
1 - 10 of 12 results

	Vendor Address Code	Statement Number	Original Dispute Amount	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanation	Disput Resol
<input checked="" type="radio"/>	148121	F7996995	\$193.72	08/14/2011 16:49:10	Resolved	Fleet Conversion	02/16/2016	Conversion of Dispute	
<input type="radio"/>	148121	F8198624	\$8,689.13	08/14/2011 17:02:41	Resolved	Fleet Conversion	02/16/2016	Conversion of disputes	
<input type="radio"/>	758268	F7964736	\$6,780.50	08/14/2011 16:47:53	Resolved	Fleet Conversion	02/16/2016	Conversion of Disputes	
<input type="radio"/>	75744P	F8341947	\$1,099.60	08/14/2011 17:14:02	Resolved	Fleet Conversion	02/16/2016	Conversion of disputes	
<input type="radio"/>	89A024	F8089212	(\$1,060.17)	08/14/2011 16:53:25	Resolved	Fleet Conversion	02/17/2016	Conversion of dispute	Resolve
<input type="radio"/>	758268	F7939868	\$6,335.98	08/14/2011 15:57:20	Resolved	Fleet Conversion	02/23/2016	CONVERSION OF DISPUTE RECORD	
<input type="radio"/>	758268	F8061418	\$986.33	08/14/2011 16:51:32	Resolved	Fleet Conversion	02/23/2016	Conversion of Dispute	
<input type="radio"/>	148121	F8094964	\$467.47	08/14/2011 16:55:42	Resolved	Fleet Conversion	02/23/2016	Conversion of disputes	
<input type="radio"/>	148121	F8225157	\$3,590.19	08/14/2011 17:08:47	Resolved	Fleet Conversion	02/23/2016	Conversion of dispute	
<input type="radio"/>	75744P	F8292698	\$1,201.80	08/14/2011 17:10:57	Resolved	Fleet Conversion	02/23/2016	Conversion of disputes	

More View Document View Statement Send New Message Review Messages 10 per page Page 1 of 2

Go to top of page

Audit

- If the dispute was logged for specific records, the page provides the ability to view the Detail Billing Record Identifier and the Disputed Amount. To view this information select the + icon to drill down the record.

Figure 80: Item Collection results

Summary
1 - 10 of 12 results

	Vendor Address Code	Statement Number	Original Dispute Amount	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanation	Disput Resol
<input type="radio"/>	148121	F7996995	\$193.72	08/14/2011 16:49:10	Resolved	Fleet Conversion	02/16/2016	Conversion of Dispute	

Dispute Lines
1 - 2 of 2 results

	Detail Billing Record Identifier	Historical Dispute Amount
<input type="radio"/>		\$188.72
<input checked="" type="radio"/>		\$5.00

10 per page Page 1 of 1

- Select the Statement Number and select the Send New Message button to bring you to the Send Correspondence Page.

On the Send Correspondence Page, you can send correspondence to Pegasys.

Figure 81: Send New Message button

Summary
1 - 10 of 12 results

	Vendor Address Code	Statement Number	Original Dispute Amount	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanation	Disput Resolu
<input checked="" type="radio"/>	148121	F7996995	\$193.72	08/14/2011 16:49:10	Resolved	Fleet Conversion	02/16/2016	Conversion of Dispute	
<input type="radio"/>	148121	F8198624	\$8,689.13	08/14/2011 17:02:41	Resolved	Fleet Conversion	02/16/2016	Conversion of disputes	
<input type="radio"/>	758268	F7964736	\$6,780.50	08/14/2011 16:47:53	Resolved	Fleet Conversion	02/16/2016	Conversion of Disputes	
<input type="radio"/>	75744P	F8341947	\$1,099.60	08/14/2011 17:14:02	Resolved	Fleet Conversion	02/16/2016	Conversion of disputes	
<input type="radio"/>	89A024	F8089212	(\$1,060.17)	08/14/2011 16:53:25	Resolved	Fleet Conversion	02/17/2016	Conversion of dispute	Resolve
<input type="radio"/>	758268	F7939868	\$6,335.98	08/14/2011 15:57:20	Resolved	Fleet Conversion	02/23/2016	CONVERSION OF DISPUTE RECORD	
<input type="radio"/>	758268	F8061418	\$986.33	08/14/2011 16:51:32	Resolved	Fleet Conversion	02/23/2016	Conversion of Dispute	
<input type="radio"/>	148121	F8094964	\$467.47	08/14/2011 16:55:42	Resolved	Fleet Conversion	02/23/2016	Conversion of disputes	
<input type="radio"/>	148121	F8225157	\$3,590.19	08/14/2011 17:08:47	Resolved	Fleet Conversion	02/23/2016	Conversion of dispute	
<input type="radio"/>	75744P	F8292698	\$1,201.80	08/14/2011 17:10:57	Resolved	Fleet Conversion	02/23/2016	Conversion of disputes	

More View Document View Statement **Send New Message** Review Messages 10 per page Page 1 of 2

Figure 82: Send Correspondence Fields and Values

VCSS / Statements / View Dispute Requests / **Send Correspondence**

Send Correspondence Attachments

Submit Correspondence Cancel

Contact Person

* First Name John * Last Name Smith Phone Number 202-501-0934
 Title Email Address onkar.singh@gsa.gov International Phone Number

Account Information

Account Code 148121 Account Name NORTHERN CHEYENNE TRI DUNS+4 / BPN+4

Correspondence

* Type Of Correspondence Communication
 * Subject
 * Text

- In order to view correspondence, select the Statement Number and then the Review Messages button to bring up the Review Correspondence Page.

Figure 83: Review Messages button

Summary
1 - 6 of 6 results

	Vendor Address Code	Statement Number	Original Dispute Amount	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanation	Dispute Resolution
<input checked="" type="radio"/>	148121	F8225157	\$5.00	08/14/2011 17:07:36	Resolved	Fleet Conversion	02/23/2016	Conversion of dispute	
<input type="radio"/>	148121	F8094964	\$899.89	08/14/2011 16:58:26	Resolved	Fleet Conversion	02/23/2016	Conversion of disputes	
<input type="radio"/>	148121	F8225157	\$3,590.19	08/14/2011 17:08:47	Resolved	Fleet Conversion	02/23/2016	Conversion of dispute	
<input type="radio"/>	148121	F8094964	\$467.47	08/14/2011 16:55:42	Resolved	Fleet Conversion	02/23/2016	Conversion of disputes	
<input type="radio"/>	148121	F8198624	\$8,689.13	08/14/2011 17:02:41	Resolved	Fleet Conversion	02/16/2016	Conversion of disputes	
<input type="radio"/>	148121	F7996995	\$193.72	08/14/2011 16:49:10	Resolved	Fleet Conversion	02/16/2016	Conversion of Dispute	

More View Document View Statement Send New Message Review Messages 10 per page Page 1 of 1

Figure 84: Action Successful Message

VCSS / Statements / View Dispute Requests / Bill Information: FDN-FDNF8225157-001 / Review Correspondence

1 - 1 of 1 results

Action was successful.

Bill Information Lines Details Review Correspondence Attachments Referencing Payments

Record Number
Creator
Type Of Correspondence
Subject
Correspondence

Contact Person
First Name
Last Name
Middle Initial

Created Date
From To

Search Clear

1 - 1 of 1 results

Record	Type Of Correspondence	Created Date	Creator	First Name	Middle Initial	Last Name	Subject	Corres	Has Attachments
<input type="radio"/> Pending Assignment	Communication	02/12/2018	curtiscresson	Mike		Smith	Dispute Admin Fee	Dispute	No

Attachments 10 per page Page 1 of 1

Contact Person

Audit Send New Message Dispute Bill View Related Dispute Requests View Printed Bill View Amounts in Fund Currency

- To view the Dispute Details Screen, select the Statement Number and then select the More button. The Dispute Explanation and Dispute Resolution fields have selectable values that when selected, also opens the Dispute Details Screen.

The Dispute Details Screen displays details relating to the dispute.

Figure 85: Dispute Details Screen

Summary
1 - 6 of 6 results

	Vendor Address Code	Statement Number	Original Dispute Amount	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanation	Dispute Resolution
<input checked="" type="radio"/>	148121	F8225157	\$5.00	08/14/2011 17:07:36	Resolved	Fleet Conversion	02/23/2016	Conversion of dispute	
<input type="radio"/>	148121	F8094964	\$899.89	08/14/2011 16:58:26	Resolved	Fleet Conversion	02/23/2016	Conversion of disputes	
<input type="radio"/>	148121	F8225157	\$3,590.19	08/14/2011 17:08:47	Resolved	Fleet Conversion	02/23/2016	Conversion of dispute	
<input type="radio"/>	148121	F8094964	\$467.47	08/14/2011 16:55:42	Resolved	Fleet Conversion	02/23/2016	Conversion of disputes	
<input type="radio"/>	148121	F8198624	\$8,689.13	08/14/2011 17:02:41	Resolved	Fleet Conversion	02/16/2016	Conversion of disputes	
<input type="radio"/>	148121	F7996995	\$193.72	08/14/2011 16:49:10	Resolved	Fleet Conversion	02/16/2016	Conversion of Dispute	

More View Document View Statement Send New Message Review Messages 10 per page Page 1 of 1

Figure 86: Dispute Details

DISPUTE DETAILS
✕

Item
< Previous
Next >

Details

Account Name	NORTHERN CHEYENNE	Document Number	FDNF8225157-001	Original Dispute Amount	\$5.00
Account Code	148121	Statement Number	F8225157 148121148121003547		
Designated Agent Address Code		Billing Reference Number	FDNBILFDNF8225157-0		
		Currency	USD		
		Historical Dispute Amount	\$5.00		
		Date Submitted	08/14/2011 17:07:36		
		Last Action Date	02/23/2016		
		Dispute Status	R		
		Dispute Reason	Fleet Conversion		
Dispute Explanation	Conversion of dispute				
		Dispute Resolution			

5.3 VCSS: Payments Menu

The Payments section in VCSS is where users are able to see payments and refunds that have been made to their accounts. Users will be able to view detailed information on each payment/refund by drilling down on the respective queries. Once the user has drilled down they will be able to create correspondence on each payment/refund. The Payments section includes the following options:

- View Customer Payments.
- View Refunds.

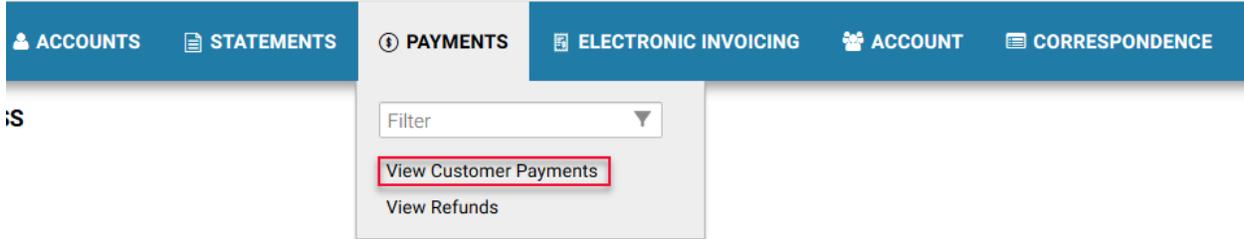
5.3.1 VCSS: View Customer Payments

The View Customer Payments query allows users to search for and review payments made against their statements. The query contains the ability to drill down to the View Customer Payment Information screen where detailed information, not available in the item collection, can be seen as well as the option to send correspondence on the payment.

It is important to note that the term “customer payment” refers to a payment made by a customer to GSA. This transaction is recorded in Pegasys using a Cash Receipt (CR) document type to reflect the collection from the customer.

Payments → View Customer Payments

Figure 87: Navigation to View Customer Payments Query



To search for customer payment information enter the applicable search criteria and select the Search button.

5.3.1.1 View Customer Payments Search Parameters and Results

The View Customer Payments query contains the search criteria, item collection and action buttons that are listed below in the field definitions.

Figure 88: View Customer Payments Search Criteria and Item Collection

VCSS / Payments / Customer Payment Search

Customer Payment Search

Deposit Number	<input type="text"/>	Source Number	<input type="text"/>
Document Date	02/01/2011 <input type="text"/> To <input type="text"/>	Collected Amount	<input type="text"/>
Invoice Number	03/01/2011 <input type="text"/>	To	<input type="text"/>
		Agreement Number	<input type="text"/>

Note: The OA Number is the Alternate Agreement Number.

Account ★

DUNS+4 / BPN+4 <input type="text"/>	Account Code <input type="text" value="S1017"/>
-------------------------------------	---

Designated Agent

Code <input type="text"/>	Address Code <input type="text"/>
---------------------------	-----------------------------------

Treasury Symbol

ATA <input type="checkbox"/>	AID <input type="checkbox"/>	BPOA <input type="checkbox"/>	EPOA <input type="checkbox"/>	A <input type="checkbox"/>	MAIN <input type="checkbox"/>	SUB <input type="checkbox"/>
------------------------------	------------------------------	-------------------------------	-------------------------------	----------------------------	-------------------------------	------------------------------

Additional Criteria

<p>Payment Information</p> <p>Tender Type <input type="text"/></p> <p>Check/Money Order Number <input type="text"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Centralized Collections Services</p> <p>Centralized Collections <input type="text"/></p> <p>Services Type <input type="text"/></p> <p>Agency ID/Merchant ID <input type="text"/></p> <p>Agency Tracking ID <input type="text"/></p> <p>Centralized Collections Services Status <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Pay.gov Information</p> <p>Application Name <input type="text"/></p> <p>TCS Application ID <input type="text"/></p> <p>Tracking ID <input type="text"/></p> </div>	<p>Payment Information</p> <p>Payment Information <input type="text"/></p> <p>Check/Money Order Number <input type="text"/></p>
---	---

IPAC

Funding Document <input type="text"/>	Related Statement Number <input type="text"/>
Purchase Order Number <input type="text"/>	
Account Classification Reference Number <input type="text"/>	

Figure 89: Item Collection with Results (continued)

+ Additional Criteria																
Search		Clear													Centralized Collections Services Type	IPAC
Payment Number	Referenced Statement Number	Related Statement Number	Title	Account Code	Account Name	DUNS+4/BPN+4	Business Line	Paid Amount	Line Type	Source Number	Tender Type	Check/Money Order Number	Agency Tracking ID	Centralized Collections Services Type	IPAC	
<input type="checkbox"/> CA7-CA7201108140432-1	A090870102		RNTCONVERT	S9799	Washington Headquarters Services		Rent	\$95.48	Normal	AVA00807	CHECK				False	
<input type="checkbox"/> CA7-CA7201108140433-1	A090870102		RNTCONVERT	S9799	Washington Headquarters Services		Rent	\$50,850.31	Normal	AVA05988	CHECK				False	
<input type="checkbox"/> CA7-CA7201108140434-1	A090870102		RNTCONVERT	S9799	Washington Headquarters Services		Rent	\$143.16	Normal	AVA06032	CHECK				False	
<input type="checkbox"/> CA7-CA7201108140435-1	A090870102		RNTCONVERT	S9799	Washington Headquarters Services		Rent	\$55.04	Normal	AVA03262	CHECK				False	
<input type="checkbox"/> CA7-CA7201108140436-1	A090870102		RNTCONVERT	S9799	Washington Headquarters Services		Rent	\$99,655.00	Normal	AVA03262	CHECK				False	
<input type="checkbox"/> CA7-CA7201108140437-1	A090870102		RNTCONVERT	S9799	Washington Headquarters Services		Rent	\$1,953.19	Normal	AMD00519	CHECK				False	
<input type="checkbox"/> CA7-CA7201108140438-1	A090870102		RNTCONVERT	S9799	Washington Headquarters Services		Rent	\$27,880.00	Normal	AMD00519	CHECK				False	
<input type="checkbox"/> CA7-CA7201108140439-1	A090870102		RNTCONVERT	S9799	Washington Headquarters Services		Rent	\$7,285.32	Normal	AVA03301	CHECK				False	
<input type="checkbox"/> CA7-CA7201108140440-1	A090870102		RNTCONVERT	S9799	Washington Headquarters Services		Rent	\$90,035.00	Normal	AVA03301	CHECK				False	
<input type="checkbox"/> CA7-CA7201108140441-1	A090870102		RNTCONVERT	S9799	Washington Headquarters Services		Rent	\$912.83	Normal	AVA03339	CHECK				False	
Totals								\$59,395,571.1								

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Table 18: View Customer Payments Field Descriptions

Search Element	Description
Search Criteria Group Box	Search Criteria Group Box
Payment Number	A unique value associated with the payment.
Title	The title of the transaction. Can be up to 50 characters in length.
Debit Voucher Number	Number of the debit voucher associated with the receipt.
Deposit Number	The number of the deposit ticket associated with the receipt.
Invoice Number	Used to search the transaction record's Invoice value.
Receipt Date (from/to)	The date the payment was received from the customer and recorded in Pegasys.
Collected Amount (from/to)	The amount collected on the payment.
Line Type	The line type of the associated payment, valid values are advanced payment, advanced offset, debit voucher normal, debit voucher advanced, normal, receivable offset, and adjustment.
Referenced Statement Number	The statement number referenced on the payment.

Search Element	Description
Business Line	The Business Line associated with the payment.
Alternate Agreement Number	The OA number associated with the payment.
Agreement Number	The agreement number associated with the payment.
Paid Amount (To/From)	The amount the payment was for.

Table 19: View Customer Payments Field Descriptions for Account Criteria

Search Elements	Descriptions
Account Code	The account code on the payment.
DUNS+4/BPN+4	The DUNS+4/BPN+4 on the payment.

Table 20: View Customer Payments Field Descriptions for Payment Information

Search Elements	Descriptions
Payment Information	The type of payment, valid values are: Cash, Check, CR Offset, CR Refund, Electronic, IPAC, Lockbox, and Pay.gov.
Check/Money Order Number	The pre-printed number of the check or money order.

Table 21: View Customer Payments Field Descriptions for IPAC

Search Element	Description
Purchase Order Number	The Purchase Order Number associated with the record.
Related Statement Number	The related statement number recorded on the BD accounting line.
Accounting Classification Reference Number	The accounting classification reference number used for interagency transfers.
Customer Treasury Symbol	The Customer Treasury Symbol that represents the other party affected by transactions.

Table 22: View Customer Payments Field Descriptions for Item Collection

Search Element	Description
Payment Number	A unique value associated with the payment.
Title	The title of the transaction. Can be up to 50 characters in length.

Search Element	Description
Account Code	The designated agent account code on the payment.
Account Name	The designated agent account name on the payment.
DUNS+4/BPN+4	The DUNS+4/BPN+4 on the payment.
Business Line	The Business Line associated with the payment.
Paid Amount	The amount collected on the receipt.
Referenced Statement Number	The statement number referenced on the payment.
Line Type	The line type of the associated payment, valid values are advanced payment, advanced offset, debit voucher normal, debit voucher advanced, normal, receivable offset, and adjustment.
Alternate Agreement Number	The OA number associated with the record.
Tender Type	An alphanumeric code that identifies the purchase method.
Check/Money Order Number	The pre-printed number of the check or money order.
Customer Treasury Symbol	The Customer Treasury Symbol that represents the other party affected by transactions.
Accounting Classification Reference Number	The accounting classification reference number used for interagency transfers.
Related Statement Number	The related statement number recorded on the BD accounting line.
Agreement Number	The agreement number associated with the payment.
IPAC	Whether the payment was IPAC or not, valid values are True or False.
Purchase Order Number	The Purchase Order Number associated with the record.

Table 23: View Customer Payments Field Descriptions for Action Buttons

Search Element	Description
View	Will take the user to the payment information page for the selected payment.
Account Summary	Will take the user to the Account Summary page.
View Statement	Will take the user to the Statement Information page for the statement associated with the selected payment.
View as CSV	Exports the search results to a CSV spreadsheet.

Search Element	Description
Sort...	Sorts the records according to the column header selected.

Table 24: View Customer Payments Field Descriptions for Search Criteria Group Box

Search Element	Description
Payment Number	A unique value associated with the payment.
Title	The title of the transaction. Can be up to 50 characters in length.
Debit Voucher Number	Number of the debit voucher associated with the receipt.
Deposit Number	The number of the deposit ticket associated with the receipt.
Invoice Number	Used to search the transaction record's Invoice value.
Receipt Date (from/to)	The date the payment was received from the customer and recorded in Pegasys.
Collected Amount (from/to)	The amount collected on the payment.
Line Type	The line type of the associated payment, valid values are advanced payment, advanced offset, debit voucher normal, debit voucher advanced, normal, receivable offset, and adjustment.
Referenced Statement Number	The statement number referenced on the payment.

5.3.1.2 View Customer Payment Information page

To see detailed information concerning the payment not present in the item collection, the user must view the payment.

Figure 90: Payment Information page with Values

VCSS / Payments / View Customer Payments / **Payment Information**

Payment Information [Review Correspondence](#)

Document Number CA7-CA7201108140432-1 Line Type Normal Source Number AVA00807
 Title RNTCONVERT Deposit Number RNTCONVERT Business Line Rent
 Debit Voucher Number Receipt Date 04/07/2009 Exchange Rate 1.000000000000
 Statement Number A090870102 [View Statement](#)
 Agency Disbursing Office GS193 [More](#)

Account
 Account Code S9799 Agency 097
 DUNS+4 / BPN+4 Bureau 98
 Account Name Washington Headquarters Agency Location Code

Designated Agent
 Code
 Address Code

Treasury Symbol To/From
 ATA AID BPOA EPOA A MAIN SUB

Figure 91: Tender Type Section

Tender Type CHECK
 Check/Money Order Number

Centralized Collections Services
 Centralized Collections Services Type
 Agency ID/Merchant ID
 Agency Tracking ID
 Centralized Collections Services Status

Pay.gov Information
 Application Name
 TCS Application ID
 Tracking ID

Check/Money Order Number

IPAC False
 Customer Voucher Number
 Transfer Schedule Number
 Transfer Voucher Number
 Transfer Authorized By

Funding Authorization Source
 Purchase Order Number
 Accounting Classification
 Reference Number
 Related Statement Number

Internal Obligation Document Number
 FY Obligation ID
 Transaction Contact
 Contact Phone Number
 Contact Email

Principal Amount	\$95.48
Interest Amount	\$0.00
Admin Charges Amount	\$0.00
Penalty Amount	\$0.00
Total Amount	\$95.48

Referenced
 Chargeback Amount \$0.00
 Refunded Amount \$0.00
 Deposit Amount \$0.00

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Once the view customer payment information page has loaded, the user is able to navigate to the correspondence tab where they can search for all of the correspondence on the payment. The action button Send New Correspondence is also provided. When selected, Send New Correspondence will allow the user to send a new correspondence to Pegasys about the payment.

Figure 92: View Payment Correspondence Tab

VCSS / Payments / View Customer Payments / Payment Information: FDN-FDNF8225157-001 / Review Correspondence

Payment Information | Review Correspondence

Record Number
 Creator
 Type Of Correspondence
 Subject
 Correspondence

Contact Person
 First Name
 Last Name
 Middle Initial

Created Date
 From To

No results

Record	Type Of Correspondence	Created Date	Creator	First Name	Middle Initial	Last Name	Subject	Corres	Has Attachments
--------	------------------------	--------------	---------	------------	----------------	-----------	---------	--------	-----------------

Attachments 10 per page << < Page 1 of 1 > >>

5.3.1.3 Executing a Query Using the View Customer Payments Query

1. In VCSS navigate to Payments → View Customer Payments.
 The View Customer Payments Query page will be displayed.

Figure 93: Customer Payment Search Criteria

Customer Payment Search

Payment Number Line Type
 Title Referenced Statement Number
 Debit Voucher Number Business Line
 Deposit Number Source Number
 Document Date To Collected Amount To
 Invoice Number Agreement Number

Note: The OA Number is the Alternate Agreement Number.

Account Account Code

Designated Agent Code Address Code

Treasury Symbol
 ATA AID BPOA EPOA A MAIN SUB

+ Additional Criteria

2. Enter the desired search criteria and select Search.
 The results are returned in the item collection.

Figure 94: Item Collection with Selected Record

<input type="radio"/>	IR6-IR6201802080006-1	E10D5B16	6WW004A2CIH6	1004150068	2149EB	U S ARMY, COMMANDER		Regional Assisted Acquisition Services	\$16,878.16	Normal	10912842	IPAC	
<input type="radio"/>	IR6-IR6201802080007-1	E10D5B18	6WW004B2CIH6	IAAID04150068	021049	US ARMY RESEARCH INSTITUTE FOR BEHAVIORAL & SOCIAL SCIENCES		Regional Assisted Acquisition Services	\$223.03	Normal	MIPR10919165	IPAC	
<input type="radio"/>	PC6-PC6201802080012-1	EM000616			021020	US ARMY CORP OF ENGINEERS		Regional Assisted Acquisition Services	\$100.00	Normal	W5K9B361532394	PAYGOV	
<input type="radio"/>	CR6-CR6201802080006-2	E0025888			C-113179	EXECUTIVE OFFICE OF THE PRESIDENT		Supply	(\$178.50)	CZ	SUMMARY BILLING	CRREFUND	
<input type="radio"/>	CR6-CR6201802080006-3				C-113179	EXECUTIVE OFFICE OF THE PRESIDENT		Supply	\$178.50	CA	SUMMARY BILLING	CRREFUND	
<input checked="" type="radio"/>	IR6-IR6201802080014-1	GJ111381			95300A	COMMISSION ON NATIONAL AND COMMUNITY SERVICE		Fleet	\$608.00	Normal	FLT95300A2017	IPAC	
Totals									\$630,495.1				

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3. Select a payment.
4. Select the View button.

The View Payment Information page is displayed.

NOTE: The view customer payment information page is read only and is unable to be edited.

Figure 95: Payment Information page

Payment Information Review Correspondence

Document Number: IR6-IR6201802080014-1
 Title: [Redacted]
 Debit Voucher Number: [Redacted]
 Statement Number: GJ111381 [View Statement](#)
 Agency Disbursing Office: GS127 [More](#)

Line Type: Normal
 Deposit Number: GJ111381
 Receipt Date: 02/08/2018

Source Number: FLT95300A2017
 Business Line: Fleet
 Exchange Rate: 1.000000000000

Account
 Account Code: 95300A
 DUNS+4 / BPN+4: [Redacted]
 Account Name: COMMISSION ON NATION
 Agency: 485
 Bureau: 00
 Agency Location Code: 95550001

Designated Agent
 Code: 95550001
 Address Code: 95550001

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Figure 96: Payment Amounts with Values

Principal Amount	\$608.00	Referenced	
Interest Amount	\$0.00	Chargeback Amount	\$0.00
Admin Charges Amount	\$0.00	Refunded Amount	\$0.00
Penalty Amount	\$0.00	Deposit Amount	\$0.00
Total Amount	\$608.00		

Figure 97: Tender Type

The screenshot shows a web form with the following elements:

- A red-bordered box highlights the **Tender Type** field (containing 'IPAC') and the **Check/Money Order Number** field.
- A section titled **Centralized Collections Services** contains:
 - Centralized Collections Services Type**: A dropdown menu.
 - Agency ID/Merchant ID**: A text input field.
 - Agency Tracking ID**: A text input field.
 - Centralized Collections Services Status**: A dropdown menu.
- A section titled **Pay.gov Information** contains:
 - Application Name**: A text input field.
 - TCS Application ID**: A text input field.
 - Tracking ID**: A text input field.

5.3.1.4 Searching and Creating Correspondence Using the View Customer Payments Query

1. In VCSS navigate to Payments → View Customer Payments.
The View Customer Payments Query page will be displayed.

Figure 98: View Customer Payments Query page

Customer Payment Search

Payment Number <input type="text"/>	Line Type <input type="text" value="v"/>
Title <input type="text"/>	Referenced Statement Number <input type="text" value="☆"/>
Debit Voucher Number <input type="text"/>	Business Line <input type="text" value="v"/>
Deposit Number <input type="text"/>	Source Number <input type="text"/>
Document Date <input type="text" value="02/01/2011"/> To <input type="text"/>	Collected Amount To <input type="text"/>
Invoice Number <input type="text"/>	Agreement Number <input type="text"/>

Note: The OA Number is the Alternate Agreement Number.

Account ★
 DUNS+4 / BPN+4 Account Code

Designated Agent
 Code Address Code

Treasury Symbol
 ATA AID BPOA EPOA A MAIN SUB

+ Additional Criteria

Search
Clear

2. Enter the desired search criteria and select Search.
- The results are returned in the item collection.

Figure 99: Customer Payments Query Item Collection

<input type="radio"/>	IR6-IR6201802080007-1	EI005818	6HW00482CH6	IAAID04150068	021049	US ARMY RESEARCH INSTITUTE FOR BEHAVIORAL & SOCIAL SCIENCES	Regional Assisted Acquisition Services	\$223.03	Normal	MIPR10919165	IPAC	
<input type="radio"/>	PC6-PC6201802080012-1	EM000616			021020	US ARMY CORP OF ENGINEERS	Regional Assisted Acquisition Services	\$100.00	Normal	WSK98361532394	PAYGOV	75408605430
<input type="radio"/>	CR6-CR6201802080006-2	E0025888			C-113179	EXECUTIVE OFFICE OF THE PRESIDENT	Supply	(\$178.50)	CZ	SUMMARY BILLING	CRREFUND	
<input type="radio"/>	CR6-CR6201802080006-3				C-113179	EXECUTIVE OFFICE OF THE PRESIDENT	Supply	\$178.50	CA	SUMMARY BILLING	CRREFUND	
<input type="radio"/>	IR6-IR6201802080014-1	GJ111381			95300A	COMMISSION ON NATIONAL AND COMMUNITY SERVICE	Fleet	\$608.00	Normal	FLT95300A2017	IPAC	
Totals								\$630,595.				

View Account Summary View Statement
10 per page << Page 1 of 9 >>

3. Select a payment.
4. Select the View button.

The View Payment Information page is displayed.

NOTE: The view customer payment information page is read only and thus is unable to be edited.

Figure 100: View Payment Information page

Payment Information Review Correspondence

Document Number	<input type="text" value="IR6-IR6201802080014-1"/>	Line Type	<input type="text" value="Normal"/>	Source Number	<input type="text" value="FLT95300A2017"/>
Title	<input type="text"/>	Deposit Number	<input type="text" value="GJ111381"/>	Business Line	<input type="text" value="Fleet"/>
Debit Voucher Number	<input type="text"/>	Receipt Date	<input type="text" value="02/08/2018"/>	Exchange Rate	<input type="text" value="1.000000000000"/>
Statement Number	<input type="text" value="GJ111381"/> View Statement				
Agency Disbursing Office	<input type="text" value="GS127"/> More				

Account

Account Code	<input type="text" value="95300A"/>	Agency	<input type="text" value="485"/>
DUNS+4 / BPN+4	<input type="text"/>	Bureau	<input type="text" value="00"/>
Account Name	<input type="text" value="COMMISSION ON NATION."/>	Agency Location Code	<input type="text" value="95550001"/>

Designated Agent

Code	<input type="text" value="95550001"/>
Address Code	<input type="text" value="95550001"/>

Audit Send New Correspondence View Amounts in Fund Currency

Figure 101: Payment Amounts

Principal Amount	<input type="text" value="\$608.00"/>	Referenced	
Interest Amount	<input type="text" value="\$0.00"/>	Chargeback Amount	<input type="text" value="\$0.00"/>
Admin Charges Amount	<input type="text" value="\$0.00"/>	Refunded Amount	<input type="text" value="\$0.00"/>
Penalty Amount	<input type="text" value="\$0.00"/>	Deposit Amount	<input type="text" value="\$0.00"/>
Total Amount	<input type="text" value="\$608.00"/>		

Figure 102: Tender Type information

Tender Type

Check/Money Order Number

Centralized Collections Services

Centralized Collections Services Type	<input type="text" value=""/>
Agency ID/Merchant ID	<input type="text" value=""/>
Agency Tracking ID	<input type="text" value=""/>
Centralized Collections Services Status	<input type="text" value=""/>

Pay.gov Information

Application Name	<input type="text" value=""/>
TCS Application ID	<input type="text" value=""/>
Tracking ID	<input type="text" value=""/>

5. Select the Correspondence tab.

The correspondence search is displayed.

Figure 103: Review Correspondence Search Criteria and Item Collection

Payment Information **Review Correspondence**

Record Number
 Creator
 Type Of Correspondence
 Subject
 Correspondence

Contact Person
 First Name
 Last Name
 Middle Initial

Created Date
 From To

Search **Clear**

No results

Record	Type Of Correspondence	Created Date	Creator	First Name	Middle Initial	Last Name	Subject	Corres	Has Attachments
Attachments									

10 per page Page 1 of 1

Audit **Send New Correspondence** **View Amounts in Fund Currency**

Figure 104: Item Collection

Record	Type Of Correspondence	Created Date	Creator	First Name	Middle Initial	Last Name	Subject	Corres	Has Attachments
1	Communication	02/12/2018	curtisresson	Kevin		Hillman	Sample Correspondence Subject	Sample Correspo	No

Attachments 10 per page Page 1 of 1

Contact Person
 First Name Middle Initial
 Title Phone Number Last Name
 Email Address International Phone Number

Agency Contact
 Name Title Phone Number Agency Email Address

Correspondence
 Record Number Creator Created Date
 Type Of Correspondence Communication Source

Audit **Send New Correspondence** **View Amounts in Fund Currency**

6. Enter the desired search criteria.
7. Select a correspondence record from the item collection and view its details below.
8. Select the Send New Correspondence button.
 The Send Correspondence page is displayed.

Figure 105: Send Correspondence Tab with Button

9. Fill out all the non-defaulted fields and select Submit Correspondence.

NOTE: If the user wishes to add an attachment to the correspondence record they will select the Attachments tab and add the attachment before selecting Submit.

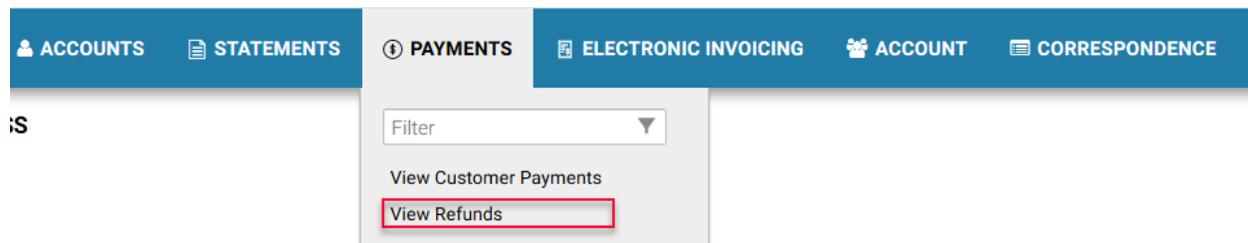
5.3.2 VCSS: View Refunds

The View Refunds query allows users to search for and review refunds from account for which they have access. The query contains the ability to drill down to the View Refund Information screen where detailed information, not available in the item collection, can be seen as well as the option to send correspondence on the specific refund.

It is important to note that the term “refund” refers to a payment made by GSA to a customer. This transaction is recorded in Pegasys using a Payment Authorization (IP) document type to reflect the payment made to the customer.

Payments → View Refunds

Figure 106: Navigation to the View Refunds Query



To search for refund information, enter the applicable search criteria and select the Search button.

5.3.2.1 View Refunds Search Parameters and Results

The View Refunds query contains the search criteria, item collection and action buttons that are listed below in the field definitions.

Figure 107: View Refunds Search Criteria and Item Collection

Vendor Payment/Refunds Search

Payment Number

Invoice Number

From Invoice Date To

From Schedule Date To

Status

Pending Payment

Paid

Search Clear

Account ★

Account Code

Account Name

DUNS+4

BPN+4

Agency Location Code

From Invoice Date From

Schedule Date

1 - 10 of 999 results ⌵ ⌴ ⌶ ⌷

Payment Number	Account Code	DUNS+4 / BPN+4	Account Name	Schedule Date	Status	Payment Amount	Invoice Number	Invoice Date
<input type="radio"/> CB6-CB6201108140000	212020F		U.S. ARMY FORT DRUM	08/14/2011	Paid	\$3,300.00		
<input type="radio"/> CB6-CB6201108250000	217002F		INSTALLATION TRANSPORTATION OFFICER	03/14/2013	Paid	\$2,945.69	5000926310	08/15/2011
<input type="radio"/> CB6-CB6201108310000	5711C0F		NEW HAMPSHIRE AIR NATIONAL GUARD	08/31/2011	Paid	\$20.00		
<input type="radio"/> CB6-CB6201108310002	579A81F		DEPARTMENT OF THE AIR FORCE	09/14/2011	Paid	\$372.96	F3Z4530300M002	08/22/2011
<input type="radio"/> CB6-CB6201108310003	2149C2F		US ARMY, NATIONAL SCIENCE CENTER	08/31/2011	Paid	\$742.62	F8405375	08/22/2011

Table 25: View Refunds Field Descriptions for Search Criteria Group Box

Search Element	Description
Invoice Number	Used to search the transaction record's Invoice value.
Invoice Date (From/To)	The start and end dates for the invoice.
Payment Number	A unique value associated with the payment
Schedule Date (From/To)	The start and end dates of the schedule.
Account Code	The unique code of the account.
DUNS+4/BPN+4	The DUNS+4/BPN+4 on the payment.
Account Name	The account name associated with the payment.

Search Element	Description
Agency Location Code	The Customer ALC associated with the payment.
Status	The Status of the Payment/Refund, valid values are Pending Payment and Paid.

Table 26: View Refunds Field Descriptions for Item Collection

Search Element	Description
Invoice Number	Used to search the transaction record's Invoice value.
Invoice Date (From/To)	The start and end dates for the invoice.
Payment Number	A unique value associated with the payment.
Payment Amount	The amount of the payment.
Schedule Date (From/To)	The start and end dates of the schedule.
Account Code	The unique code of the account.
DUNS+4/BPN+4	The DUNS+4/BPN+4 on the payment.
Account Name	The name of the account associated with the payment.
Status	The Status of the Payment/Refund, valid values are Pending Payment and Paid.

Table 27: View Refunds Field Descriptions for Action Buttons

Search Element	Description
View	The view button will take the user to the View Refund information page for the selected refund.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.3.2.2 View Refund Information Page

To see detailed information concerning the refund that is not available in the View Payment/Refund item collection, the user must view the refund.

Figure 108: Refund Information page

VCSS / Payments / View Refunds / **Payment Information**

Payment Information [Review Correspondence](#)

[Expand All](#) [Collapse All](#)

General Information

Payment Document Number: CB6-CB6201108140000 Payment Date: 02/18/2011 Status: Paid	Schedule Date: 08/14/2011 Currency: USD Payment Amount: \$3,300.00 Disbursed Amount: \$3,300.00 Check Number: EFT Number:
--	--

Referenced Invoice

Invoice Number:
 Invoice Date:
 Log Date:

Vendor

Address Code: 212020F
 Code: 212020
 DUNS+4 / BPN+4:
 Name: U.S. ARMY FORT DRUM
 Agency: 021
 Bureau: 61
 Agency Location Code:

[Go to top of page](#)

[Audit](#) [Send New Correspondence](#)

Once the view refund information page has loaded, the user is able to navigate to the Correspondence tab where they can search for all of correspondence on the specific refund and create new correspondence.

Figure 109: The Review Refunds Review Correspondence Tab

VCSS / Payments / View Refunds / Payment Information: CB6-CB6201108140000 / Review Correspondence

Payment Information **Review Correspondence**

Record Number
 Creator
 Type Of Correspondence
 Subject
 Correspondence

Contact Person
 First Name
 Last Name
 Middle Initial

Created Date
 From To

Search **Clear**

No results

Record	Type Of Correspondence	Created Date	Creator	First Name	Middle Initial	Last Name	Subject	Corres	Has Attachments
Attachments 10 per page Page 1 of 1									

Contact Person

Audit **Send New Correspondence**

Figure 110: Contact Information

Contact Person
 First Name Middle Initial Last Name
 Title Phone Number International Phone Number
 Email Address

Agency Contact
 Name Title Phone Number Agency Email Address

Correspondence
 Record Number Creator Created Date
 Type Of Correspondence Communication Source
 Parent Itemized Line Number Parent Accounting Line Number
 Subject
 Correspondence

Audit **Send New Correspondence**

5.3.2.3 Executing a Query Using the View Refunds Query

Steps to Execute a Query Using the View Refunds Query:

1. In VCSS navigate to Payments → View Refunds.

The View Refunds Query page will be displayed.

Figure 111: Vendor Payment/Refunds Search Page

2. Enter the desired search criteria and select Search.
The results are returned in the item collection.

Figure 112: Results in the item collection (continued)

Payment Number	Account Code	DUNS+4 / BPN+4	Account Name	Schedule Date	Status	Payment Amount	Invoice Number	Invoice Date
CB6- CB6201108140000	212020F		U.S. ARMY FORT DRUM	08/14/2011	Paid	\$3,300.00		
CB6- CB6201108250000	217002F		INSTALLATION TRANSPORTATION OFFICER	03/14/2013	Paid	\$2,945.69	5000926310	08/15/2011
CB6- CB6201108310000	5711C0F		NEW HAMPSHIRE AIR NATIONAL GUARD	08/31/2011	Paid	\$20.00		
CB6- CB6201108310002	579A81F		DEPARTMENT OF THE AIR FORCE	09/14/2011	Paid	\$372.96	F3Z4530300M002	08/22/2011
CB6- CB6201108310003	2149C2F		US ARMY, NATIONAL SCIENCE CENTER	08/31/2011	Paid	\$742.62	F8405375	08/22/2011
CB6- CB6201108310004	57617L		USAF	09/20/2011	Paid	\$1,976.00	F3H3A20278ML01	08/24/2011
CB6- CB6201108310005	579AUIF		USAF / PRESIDIO OF MONTEREY	11/16/2011	Paid	\$4,117.54	6000000069	08/24/2011

3. Select a refund.
4. Select the View button.

The View Payment/Refund Information page is displayed.

NOTE: The view refund information page is read only and thus is unable to be edited.

Figure 113: View refund information page

VCSS / Payments / View Refunds / Payment Information

Payment Information Review Correspondence

General Information

Payment Document Number	CB6-CB6201108140000	Schedule Date	08/14/2011
Payment Date	02/18/2011	Currency	USD
Status	Paid	Payment Amount	\$3,300.00
		Disbursed Amount	\$3,300.00
		Check Number	
		EFT Number	

Referenced Invoice

Invoice Number	
Invoice Date	
Log Date	

Vendor

Address Code	212020F
Code	212020
DUNS+4 / BPN+4	
Name	U.S. ARMY FORT DRUM
Agency	021
Bureau	61
Agency Location Code	

5.3.2.4 Searching and Creating Correspondence Using the View Refund Query

Steps to Search and Create Correspondence Using the View Refund Query:

1. In VCSS navigate to Payments → View Refunds.
The View Refunds Query page will be displayed.

Figure 114: View Refunds Query page

VCSS / Payments / Vendor Payment/Refunds Search

Vendor Payment/Refunds Search

Payment Number	<input type="text"/>	Account ★	Account Code	<input type="text"/>	From Invoice Date	<input type="text"/>
Invoice Number	<input type="text"/>		Account Name	<input type="text"/>	From Schedule Date	<input type="text"/>
From Invoice Date	<input type="text"/> To <input type="text"/>	DUNS+4 / BPN+4	<input type="text"/>	Agency Location Code	<input type="text"/>	
From Schedule Date	<input type="text"/> To <input type="text"/>					

Status

Pending Payment

Paid

2. Enter the desired search criteria and select Search.
The results are returned in the item collection.

Figure 115: Results in the Item Collection

1 - 10 of 13 results ↓ ↑ ↻ ✕ ✕

Payment Number	Account Code	DUNS+4 / BPN+4	Account Name	Schedule Date	Status	Payment Amount	Invoice Number	Invoice Date
<input type="radio"/> CB6-CB6201802080010	973A4R		NGA INTEGRATED PROGRAM OFFICE (IPO)		Pending Payment	\$42,222.73	165123	02/08/2018
<input type="radio"/> RE6-RE62016060700002	T-436008		DEPARTMENT OF THE TREASURY		Paid	\$12.00	2L2003TN200V	04/13/2018
<input type="radio"/> RE6-RE62016060700003	T-436008		DEPARTMENT OF THE TREASURY		Paid	\$40.00	2L200320200V	04/13/2018
<input type="radio"/> RE6-RE62016060700032	T-895036		DEPARTMENT OF LABOR		Paid	\$171.50	2L2003TI0ZZU	05/16/2018
<input type="radio"/> RE6-RE62016060700033	T-895036		DEPARTMENT OF LABOR		Paid	\$51.45	2L2003T8N20V	05/16/2018
<input type="radio"/> RE6-RE62016060700152	T-66M692		USAF AFRES		Paid	\$111.44	2L200399KPBU	05/25/2018
<input type="radio"/> RE6-RE62016080500001	T-895036		DEPARTMENT OF LABOR		Paid	\$0.00	T0010017	05/16/2018
<input type="radio"/> RE6-RE62016080500002	T-895036		DEPARTMENT OF LABOR		Paid	\$0.00	T0010017	05/16/2018
<input type="radio"/> RE6-RE62016120700004	T-895036		DEPARTMENT OF LABOR		Paid	\$171.50	2L200420SNQ0	05/16/2018
<input type="radio"/> RE6-RE62016120700005	T-895036		DEPARTMENT OF LABOR		Paid	\$51.45	2L20042KZPQ0	05/16/2018
Totals						\$46,318.81		

[View](#) 10 per page << Page 1 of 2 >>

3. Select a refund.
4. Select the View button.

The View Payment/Refund Information page is displayed.

NOTE: The view refund information page is read only and thus is unable to be edited

Figure 116: View Payment/Refund Information page

Payment Information [Review Correspondence](#)

General Information

Payment Document Number	RE6-RE62016120700005	Schedule Date	
Payment Date	12/07/2016	Currency	USD
Status	Paid	Payment Amount	\$51.45
		Disbursed Amount	\$51.45

Referenced Invoice

Invoice Number	2L20042KZPQ0	View
Invoice Date	05/16/2018	
Log Date	05/06/2016	

Vendor

Address Code	T-895036
Code	T-895036
DUNS+4 / BPN+4	
Name	DEPARTMENT OF LABOR
Agency	016

[Audit](#) [Send New Correspondence](#)

5. Select the Review Correspondence tab.

The Correspondence search is displayed.

Figure 117: Correspondence search page

VCSS / Payments / View Refunds / Payment Information: CB6-CB6201108140000 / Review Correspondence

Payment Information **Review Correspondence**

Record Number
 Creator
 Type Of Correspondence
 Subject
 Correspondence

Contact Person
 First Name
 Last Name
 Middle Initial

Created Date
 From To

Search **Clear**

No results

Record	Type Of Correspondence	Created Date	Creator	First Name	Middle Initial	Last Name	Subject	Corres	Has Attachments
<input type="button" value="Attachments"/> 10 per page Page 1 of 1									

Contact Person
 First Name Middle Initial Last Name
 Title Phone Number International Phone Number
 Email Address

Agency Contact
 Name Title Phone Number Agency Email Address

Correspondence
 Record Number Creator Created Date
 Type Of Correspondence Communication Source
 Parent Itemized Line Number Parent Accounting Line Number
 Subject
 Correspondence

NOTE: The review correspondence tab has some of the following fields below: record number, creator, type of correspondence, subject, and correspondence. There is a contact person sub section to the right and below that is a created date sub section. Below these fields and sub sections is a search button and a clear button. Below these buttons is an item collection table where the columns makeup the parameters for each row. Each row represents a record retrieved from the search criteria above. Below this table is an attachments button. There is a contact person section, an agency contact section, and a correspondence section below. The contact person contains the following fields: first name, title, email address, middle initial, phone number, last name, and international phone number. The agency contact section contains the following fields: name, title,

phone number, and agency email address. The correspondence section has some of the following fields: record number, type of correspondence, parent itemized line number, creator, communication source, and created date. At the bottom of the page is an audit button and a send new correspondence button.

6. Enter the desired search criteria.

NOTE: The search criteria are the same as the search criteria outlined in the statement correspondence section later in the document.

7. Select a correspondence record and view its details.
8. Select the Send New Correspondence button.
9. The Send Correspondence page is displayed.

Figure 118: Send Correspondence page

The screenshot displays the 'Send Correspondence' page with the following sections and fields:

- Contact Person:**
 - First Name:
 - Middle Initial:
 - Last Name:
 - Title:
 - Phone Number:
 - International Phone Number:
 - Email Address:
- Agency Contact:**
 - Name:
 - Title:
 - Phone Number:
 - Agency Email Address:
- Correspondence:**
 - Record Number:
 - Creator:
 - Created Date:
 - Type Of Correspondence:
 - Communication Source:
 - Parent Itemized Line Number:
 - Parent Accounting Line Number:
 - Subject:
 - Correspondence:

At the bottom left, there is a link: [Go to top of page](#)

At the bottom of the page, there are two buttons: **Audit** and **Send New Correspondence**.

10. Fill out all the fields and select Submit Correspondence.

5.4 VCSS: Correspondence Menu

The Correspondence menu in VCSS allows users to review and create correspondence on the statement and account levels. Correspondence is the customer's way of communicating any problems or updates about statements or overall accounts to Pegasys. The Correspondence Menu contains the following pages:

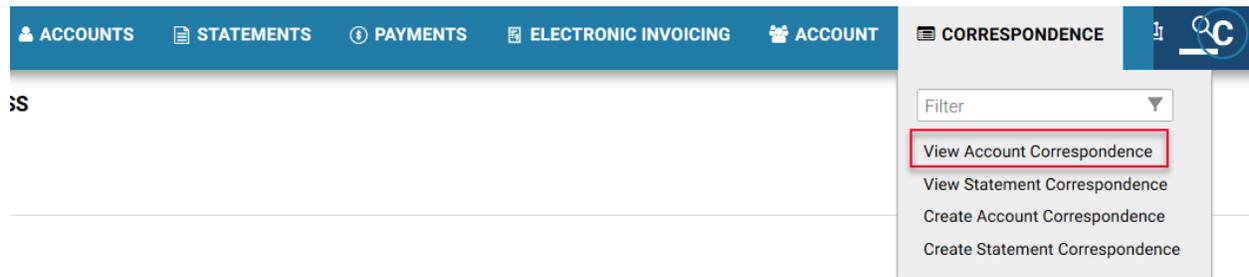
- View Account Correspondence.
- View Statement Correspondence.
- Create Account Correspondence.
- Create Statement Correspondence.

5.4.1 VCSS: View Account Correspondence

The View Account Correspondence page will allow the user to search for and view all of the correspondences they have at the account level.

Correspondence → View Account Correspondence

Figure 119: Navigation to View Account Correspondence page



To search for correspondence information enter the applicable search criteria and select the Search button.

5.4.1.1 View Account Correspondence Search Parameters and Results

The View Account Correspondence page contains the search criteria, item collection and action buttons listed below in the field descriptions.

Figure 120: View Account Correspondence Search Criteria and Item Collection

Table 28: View Account Correspondence Field Descriptions for Search Criteria Group Box

Search Element	Description
Record Number	The system assigned number of the correspondence.
First Name	The first name of the person creating the correspondence.
Last Name	The last name of the person creating the correspondence.
Type of Correspondence	The type of correspondence, valid values are Communication, Resolution, Question, Other, Dispute.
Subject	The subject of the correspondence.
Text	The text field containing the correspondence message.
Account Code	The account code for which the correspondence is being created.
Agency Location Code	The ALC associated with the correspondence record.

Search Element	Description
Include Statement Number Records	Whether or not to include correspondence records associated with statements, Yes or No.
Statement Number	The statement number associated with a correspondence.

Table 29: View Account Correspondence Field Descriptions for Item Collection

Search Element	Description
Created Date	The date the correspondence was created.
Record Number	The system assigned number of the correspondence.
First Name	The first name of the person creating the correspondence.
Last Name	The last name of the person creating the correspondence.
Account Code	The account code for which the correspondence is being created
Type of Correspondence	The type of correspondence.
Subject	The subject of the correspondence.
Statement Number	The statement number associated with a correspondence.
Has Attachments	Whether or not there is an Attachment associated with the record.

Table 30: View Account Correspondence Field Descriptions for Action Buttons

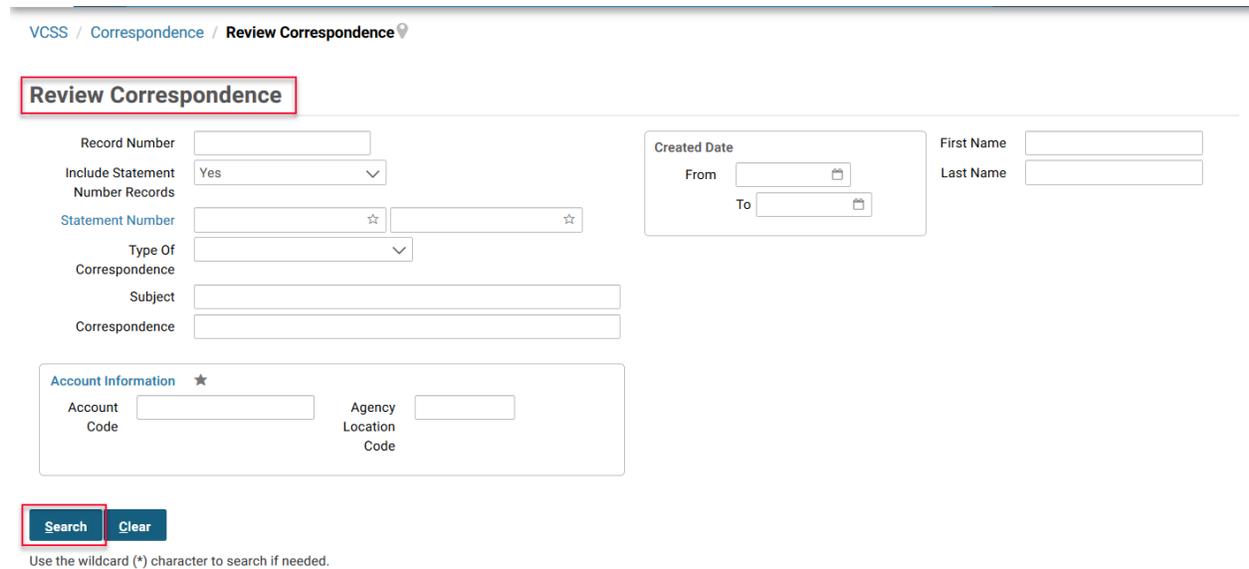
Search Element	Descriptions
Send New Correspondence	Will allow the user to send a new correspondence message.
Attachments	Allows the user view any attachments associated with a record.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.4.1.2 Executing a Query Using the View Account Correspondence Query

Steps to Execute a Query Using the View Account Correspondence Query:

1. In VCSS navigate to Correspondence → View Account Correspondence.
The View Account Correspondence Query page will be displayed.

Figure 121: View Account Correspondence Query Page



2. Enter the desired search criteria and select Search.
The search results and item collection are displayed.

Figure 122: Search Results and Item Collection

Review Correspondence

<input type="radio"/>	2	01/23/2018	Stephanie	Lloyd	AAC00430	S9761	Dispute	Goods and Services Not Received	No
<input type="radio"/>	3	01/23/2018	Stephanie	Lloyd	AAC00430	S9761	Resolution	Goods and Services Not Received	No
<input type="radio"/>	1	01/15/2018	Stephanie	Lloyd	F0145949	758534	Dispute	NONRECEIPT	No
<input type="radio"/>	3	01/15/2018	Stephanie	Lloyd	F0145949	758534	Resolution	Goods and Services Not Received	No
<input type="radio"/>	2	01/15/2018	Stephanie	Lloyd	F0145949	758534	Dispute	Goods and Services Not Received	No
<input type="radio"/>	4	01/09/2018	John	DoeRoe		00001	Communication	Testing Account Correspondence	Yes
<input type="radio"/>	5	01/09/2018	Jon	Doe II		00001	Communication	Testing Account Correspondence	Yes
<input type="radio"/>	1	01/09/2018	Auto	Tester	F0145940	803322	Dispute	OVERBILLED	No

Attachments 10 per page << < Page 1 of 100 > >>

3. Select a correspondence record.
The correspondence record detail is displayed.

Figure 123: Correspondence Record Detail

1	01/09/2018	Auto	Tester	F0145940	803322	Dispute	OVERBILLED	No
---	------------	------	--------	----------	--------	---------	------------	----

Attachments 10 per page << < Page 1 of 100 > >>

Contact Person

First Name	<input type="text" value="Stephanie"/>	Last Name	<input type="text" value="Lloyd"/>	Email Address	<input type="text" value="stephanie.lloyd@cgifederal."/>
Title	<input type="text"/>	Phone Number	<input type="text" value="202-501-0934"/>	International Phone Number	<input type="text"/>

GSA Contact

Name	<input type="text" value="All Roles 134 CGI"/>	Title	<input type="text"/>	Phone Number	<input type="text"/>	Email Address	<input type="text" value="fake.email@usda.gov"/>
------	--	-------	----------------------	--------------	----------------------	---------------	--

Account Information

Account Code	<input type="text" value="S9761"/>	Account Name	<input type="text"/>	Agency Location Code	<input type="text"/>
--------------	------------------------------------	--------------	----------------------	----------------------	----------------------

Correspondence

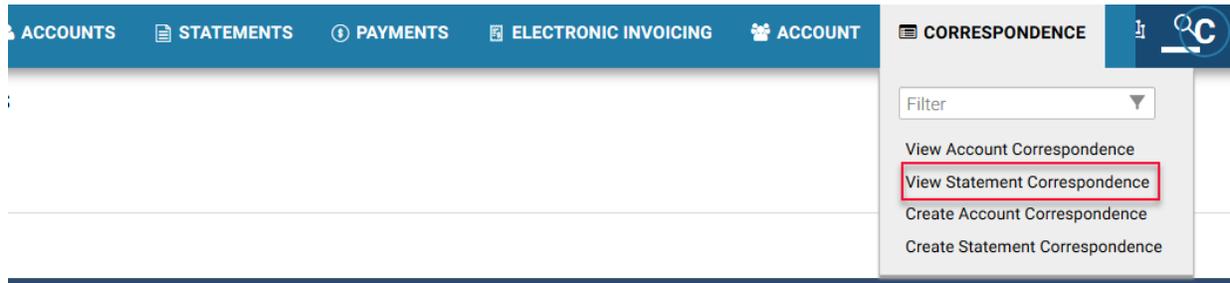
Record Number	<input type="text" value="2"/>	Communication Source	<input type="text" value="Phone"/>	Created Date	<input type="text" value="01/23/2018"/>
Type Of Correspondence	<input type="text" value="Dispute"/>				
Statement Number	<input type="text" value="AAC00430"/>				
Subject	<input type="text" value="Goods and Services Not Received"/>				
Correspondence	Dispute Status: Under Review Dispute Explanation: Did not receive goods.				

5.4.2 VCSS: View Statement Correspondence

The View Statement Correspondence page will allow the user to search for and view all of the correspondences they have on a specific Statement. The View Statement Correspondence page will only permit searches that deal with a specific statement’s correspondence and should not be used to find correspondence for another statement or an account.

Correspondence → View Statement Correspondence

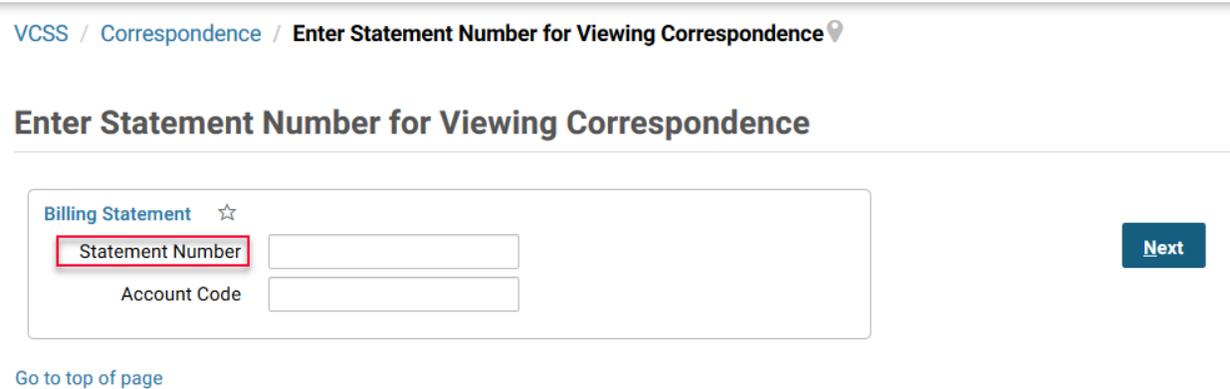
Figure 124: Navigation to View Statement Correspondence page



5.4.2.1 Search Parameters and Results

In order to arrive at the View Statement Correspondence search page the user must select a specific statement.

Figure 125: Statement Number Selection Page



The View Statement Correspondence search page contains the search criteria, item collection and action buttons listed below in the field definitions.

Figure 126: Review Statement Correspondence Page

Review Correspondence

Record Number
 Type Of
 Subject
 Correspondence

Created Date
 From
 To

First Name
 Last Name

Account Information ★
 Account Code
 Agency Location Code

Use the wildcard (*) character to search if needed.

1 - 10 of 999 results ⌵ ⌵ ⌵ ⌵

Record Number	Created Date	First Name	Last Name	Statement Number	Account Code	Type Of Correspondence	Subject	Has Attachments
<input type="radio"/> 2	01/25/2018	Test	Test	A092710040	S1700	Communication	Test	Yes
<input type="radio"/> 1	01/23/2018	Stephanie	Lloyd	AAC00430	S9761	Dispute	NONRECEIPT Goods and	No

Table 31: View Statement Correspondence Field Descriptions for Search Criteria Group Box

Search Element	Description
Record Number	The system assigned number of the correspondence.
First Name	The first name of the person creating the correspondence.
Last Name	The last name of the person creating the correspondence.
Type of Correspondence	The type of correspondence.
Subject	The subject of the correspondence.
Text	The text field containing the correspondence message.
Account Code	The account code for which the correspondence is being created.
Agency Location Code	The ALC associated with the correspondence record.
Created Date (To/From)	The date the correspondence was created.

Table 32: View Statement Correspondence Field Descriptions for Item Collection

Search Element	Description
Created Date	The date the correspondence was created.
Record Number	The system assigned number of the correspondence.
First Name	The first name of the person creating the correspondence.
Last Name	The last name of the person creating the correspondence.
Account Code	The account code for which the correspondence is being created.
Type of Correspondence	The type of correspondence
Subject	The subject of the correspondence.
Statement Number	The statement number associated with a correspondence.
Has Attachments	Whether or not there is an Attachment associated with the record.

Table 33: View Statement Correspondence Field Descriptions for Action Buttons

Search Element	Description
Send New Correspondence	Will allow the user to send a new correspondence message.
Attachments	Lets the user view any attachments associated with a record.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.4.2.2 Executing a Query in VCSS Using the View Statement Correspondence Query

Steps to Execute a Query Using the View Account Correspondence Query:

1. In VCSS navigate to Correspondence → View Statement Correspondence.
The Statement Selection Screen will be displayed.

Figure 127: Statement Selection Screen

Enter Statement Number for Viewing Correspondence

Billing Statement ☆
Statement Number

Next

Account Code

[Go to top of page](#)

- Enter the desired Statement Number and select the Next button.

NOTE: If the user does not know the specific Statement Number they can select the Billing Statement link and search for it using the View and Print Statement Query search criteria.

The Review Correspondence Page is displayed.

Figure 128: Review Correspondence page

Review Correspondence

Record Number

Type Of Correspondence

Subject Correspondence

Correspondence

Created Date

From

To

First Name

Last Name

Account Information ☆

Account Code Agency Location Code

Search
Clear

Use the wildcard (*) character to search if needed.

- Enter the appropriate search criteria and select the Search button.

The records that match the search criteria are returned in the item collection.

Figure 129: Records in Item Collection

Record Number	Created Date	First Name	Last Name	Statement Number	Account Code	Type Of Correspondence	Subject	Has Attachments
<input type="radio"/> 2	01/25/2018	Test	Test	A092710040	S1700	Communication	Test	Yes
<input type="radio"/> 1	01/23/2018	Stephanie	Lloyd	AAC00430	S9761	Dispute	NONRECEIPT	No
<input type="radio"/> 2	01/23/2018	Stephanie	Lloyd	AAC00430	S9761	Dispute	Goods and Services Not Received	No
<input type="radio"/> 3	01/23/2018	Stephanie	Lloyd	AAC00430	S9761	Resolution	Goods and Services Not Received	No

- Select a record in the item collection and view the correspondence in the fields below.

Figure 130: Record in Item Collection and View the correspondence in the fields

Review Correspondence

<input type="radio"/>	3	01/23/2018	Stephanie	Lloyd	AAC00430	S9761	Resolution	Services Not Received	No
<input checked="" type="radio"/>	3	01/15/2018	Stephanie	Lloyd	F0145949	758534	Resolution	Goods and Services Not Received	No
<input type="radio"/>	1	01/15/2018	Stephanie	Lloyd	F0145949	758534	Dispute	NONRECEIPT	No
<input type="radio"/>	2	01/15/2018	Stephanie	Lloyd	F0145949	758534	Dispute	Goods and Services Not Received	No
<input type="radio"/>	1	01/09/2018	Auto	Tester	F0145940	803322	Dispute	OVERBILLED	No
<input type="radio"/>	4	01/09/2018	John	DoeRoe		00001	Communication	Testing Account Correspondence	Yes
<input type="radio"/>	5	01/09/2018	Jon	Doe II		00001	Communication	Testing Account Correspondence	Yes

Attachments

10 per page << < Page 1 of 100 > >>

Contact Person

First Name: Last Name: Email Address:

Title: Phone Number: International Phone Number:

GSA Contact

Name: Title: Phone Number: Email Address:

Account Information

Account Code: Account Name: Agency Location Code:

Correspondence

Record Number: Communication Source: Created Date:

Type Of Correspondence:

Statement Number:

Subject:

Correspondence:

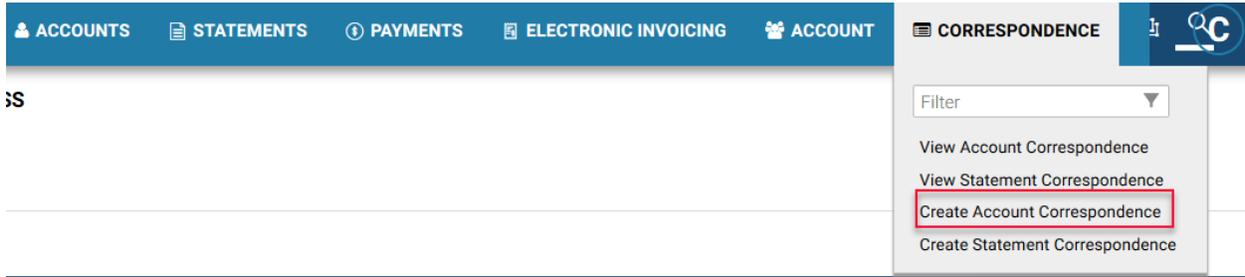
5.4.3 VCSS: Create Account Correspondence

The Create Account Correspondence page allows the user to create correspondence to send to Pegasys about an account level issue. When the user selects the Create Account Correspondence

link, they will begin the process of creating new account correspondence and cannot view previously created records.

Correspondence → Create Account Correspondence

Figure 131: Navigation to Create Account Correspondence page



5.4.3.1 Creating an Account Correspondence Record

Steps to Creating an Account Correspondence Record:

1. In VCSS navigate to Correspondence → Create Account Correspondence.
The Create Account Correspondence page will be displayed.

Figure 132: Create Account Correspondence page

VCSS / Correspondence / Send Correspondence

Send Correspondence Attachments

Submit Correspondence Cancel

Contact Person

* First Name * Last Name Email Address

Title Phone Number International Phone Number

Account ★

Account Code Name Agency

DUNS+4 / BPN+4 Agency Location Code

Bureau

Correspondence

* Type Of Correspondence

* Subject

* Correspondence

Note: Your email address had defaulted from your user profile. Changing it on this screen will not update your user profile email address. To update your profile click here.

[Go to top of page](#)

2. Fill out all the fields on the create account correspondence page.

NOTE: The user selects the specific account that the correspondence will be associated with when they fill out the Vendor section.

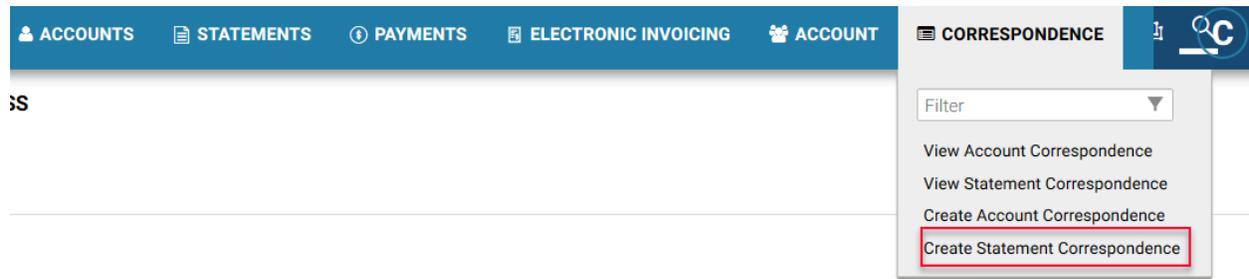
3. Select the Submit Correspondence button.

NOTE: If the user wishes to add an attachment to the correspondence record they will select the Attachments button and add the attachment before selecting Submit.

5.4.4 VCSS: Create Statement Correspondence

The Create Statement Correspondence page allows the user to create a correspondence to send to Pegasys about statement level issues. When the user selects the Create Statement Correspondence link, they are beginning the process of creating new Statement correspondence and will not be able to view previously created records.

Figure 133: Navigation to Create Statement Correspondence page



5.4.4.1 Creating a Statement Correspondence Record

Steps to Creating an Account Correspondence in VCSS:

1. In VCSS navigate to Correspondence → Create Statement Correspondence.
The Statement Selection page will be displayed

Figure 134: Statement Selection page

Enter Statement Number for Viewing Correspondence

A screenshot of a web form titled 'Billing Statement' with a star icon. The form contains two input fields: 'Statement Number' and 'Account Code'. The 'Statement Number' field is highlighted with a red rectangular box. To the right of the form is a blue button labeled 'Next'.

[Go to top of page](#)

2. Enter the Statement Number the correspondence is regarding.
NOTE: If the user does not know the Statement number they will be able to search for it using the reference link.
3. Select the Next button.
The Create Statement Correspondence page is displayed.

Figure 135: Create Statement Correspondence page

VCSS / Correspondence / Send Correspondence

Send Correspondence Attachments

Submit Correspondence Cancel

Contact Person

* First Name John * Last Name Smith Email Address john.smith@gsa.com
 Title Phone Number 202-501-0934 International Phone Number

Account ★

Account Code Name Agency
 DUNS+4 / Agency Location Code
 BPN+4 Bureau

Correspondence

* Type Of Correspondence Communication

* Subject

* Correspondence

Note: Your email address had defaulted from your user profile. Changing it on this screen will not update your user profile email address. To update your profile [click here](#).

4. Fill out all the fields on the create statement correspondence page.
5. Select the Submit Correspondence button.

NOTE: If the user wishes to add an attachment to the correspondence record they will select the Attachments button and add the attachment before selecting Submit.

5.5 VCSS: External Applications Section

The External Applications section in VCSS contains links to external applications that the user might need to access in order to do business with GSA. When the user selects any of the items listed under the menu, a new window will be displayed containing the selected page (e.g., selecting IPAC will open a new window to <http://www.fms.treas.gov/ipac>).

The following menu items will be listed under the External Applications section:

- IPAC.
- Pay.gov.
- MORRIS.
- TOPS.
- WebBill.
- RWA.
- EMORRIS.

Figure 136: External Applications Menu

[VCSS](#) / [Utilities](#) / **External Applications**

External Applications

Pages

- [Pay.gov](#)
- [IPAC](#)
- [ROW](#)
- [WebBill](#)
- [RWA](#)
- [MORRIS](#)
- [TOPS](#)
- [EMORRIS](#)
- [GSA Fleet Drive-thru](#)
- [eRETA](#)

Pages

- [FBO](#)
- [PayGov](#)
- [IPAC](#)

A Appendix A: BAAR Document Types

A.1 Appendix: Overview of BAAR Document Types

Please visit BAAR User Guide 1 of 10 Section 4.1 BAAR User Actions.

Table 34: Available Billing Document (BD) Types

Document Category	Pegasys Document Types	Description	Described in User Guide
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Document Category	Pegasys Document Types	Description	Described in User Guide
Billing Document (BD) Part 1	<ul style="list-style-type: none"> • FDI • FMI • FDN • FMN • FDD • FMD • RDI • RMI • RDN • RMN • ADI • AMI • AND • AMN • AMD • GML • GDS • GMS • VDI • VMI • VDN • VMN • VDD • VMD • PDI • PMI • PDN • PMN 	<p>Serves as a means of establishing accounts receivable and recording the financial impact of amounts due to an agency for services rendered and goods delivered.</p>	<p>BAAR User Guide 2 of 10 Section 4.4.1</p>

Document Category	Pegasys Document Types	Description	Described in User Guide
Billing Document (BD) Continued Part 2	<ul style="list-style-type: none"> • IOS • MIO • MDI • MMI • MDN • MMN • MMF • QMF • QDI • QDN • QMI • QMN • IMI • IMN • ODN • OMN • SDI • SDN • SMI • SMN • BAN • BAO • EDI • EDN • EMI • EMN • KDI • KDN • KMI • HDN • HMI • NDI • NDN 	Serves as a means of establishing accounts receivable and recording the financial impact of amounts due to an agency for services rendered and goods delivered.	BAAR User Guide 2 of 10 Section 4.4.1

Document Category	Pegasys Document Types	Description	Described in User Guide
Billing Document (BD) Continued Part 3	<ul style="list-style-type: none"> • NMI • NMN • TDI • TDN • TMI • TMN • WDI • WDN • WMI • WMN • CDI • CDN • CMI • CMN • CAN • CAO 	Serves as a means of establishing accounts receivable and recording the financial impact of amounts due to an agency for services rendered and goods delivered.	BAAR User Guide 2 of 10 Section 4.4.1

Document Category	Pegasys Document Types	Description	Described in User Guide
Internal Voucher (NV) Part 1	<ul style="list-style-type: none"> • FDV • FMV • RDV • RMV • ADV • AMV • GDV • GMV • VDV • VMV • PDV • PMV • WB • WV • MDV • MMV • SDV • SMV 	Records transfers of funds between organizations within the same agency. For example, a GSA TAS billing another GSA TAS.	BAAR User Guide 2 of 10 Section 4.4.2

Document Category	Pegasys Document Types	Description	Described in User Guide
Internal Voucher (NV) Continued Part 2	<ul style="list-style-type: none"> • EDV • EMV • KDV • KMV • XDV • XMV • HDV • H MV • NDV • NMV • TDV • TMV • WDV • WMV • CDV • CMV 	Records transfers of funds between organizations within the same agency. For example, a GSA TAS billing another GSA TAS.	BAAR User Guide 2 of 10 Section 4.4.2

Document Category	Pegasys Document Types	Description	Described in User Guide
Standard Voucher (SV) Part 1	<ul style="list-style-type: none"> • NWR • NCR • UFC • FDA • FMA • FML • RDA • RMA • RML • RFR • RFE • ADA • AMA • AML • SDS • ADS • HDS • GDA 	Records miscellaneous accounting transactions such as accruals and imputed rent.	<ul style="list-style-type: none"> • BAAR User Guide 1 of 10 Section 4.3.6 • BAAR User Guide 2 of 10 Section 4.5 • BAAR User Guide 7 of 10 Section 4.17

Document Category	Pegasys Document Types	Description	Described in User Guide
Standard Voucher (SV) Continued Part 2	<ul style="list-style-type: none"> • RFE • ADA • AMA • AML • SDS • ADS • HDS • GDA • GMA • GAL • GWS • GWA • GWI • GWB • GCB • GCP • GCR • GMM • GCS • VDA • VAL • PDA • PMA • PDS • PML • IML • MDA • NFL •>NNL • NML • TDA • TMA 	Records miscellaneous accounting transactions such as accruals and imputed rent.	<ul style="list-style-type: none"> • BAAR User Guide 1 of 10 Section 4.3.6 • BAAR User Guide 2 of 10 Section 4.5 • BAAR User Guide 7 of 10 Section 4.17

Document Category	Pegasys Document Types	Description	Described in User Guide
Standard Voucher (SV) Continued Part 3	<ul style="list-style-type: none"> • TFL • TNL • TML • WDA • WMA • WFL • WNL • WML • FFL • FNL • MIL • GFL • GNL • VFL • VNL • RFL • AFL • ANL • MME • CMA • CDA • CFL • CNL • CM 	Records miscellaneous accounting transactions such as accruals and imputed rent.	<ul style="list-style-type: none"> • BAAR User Guide 1 of 10 Section 4.3.6 • BAAR User Guide 2 of 10 Section 4.5 • BAAR User Guide 7 of 10 Section 4.17

Document Category	Pegasys Document Types	Description	Described in User Guide
Cash Receipt (CR) Part 1	<ul style="list-style-type: none"> • FPG • CIF • DDC • CH6 • RC6 • EF6 • CA6 • WO6 • NW6 • CW6 	Record money collected from the public and from other agencies. Used to record funds to recognize revenues; record expenditure refunds, and records the receipt of advances. In addition, Cash Receipts are used to reduce outstanding receivables via credit applications and write-offs.	BAAR User Guide 4 of 10 Section 4.8

Document Category	Pegasys Document Types	Description	Described in User Guide
Cash Receipt (CR) Continued Part 2	<ul style="list-style-type: none"> • CR6 • CT6 • IR6 • DR6 • L6F • L6M • L6X • L6B • CC6 • MC6 • CV6 • PC6 • PA6 • PV6 • AO6 • CH7 • RC7 • EF7 • CA7 • WO7 • NW7 • CW7 • CR7 • CT7 • IR7 • DR7 • L7R • PC7 • PV7 • AO7 • PE6 • PS6 • IOF • L7M • L6L 	Record money collected from the public and from other agencies. Used to record funds to recognize revenues; record expenditure refunds, and records the receipt of advances. In addition, Cash Receipts are used to reduce outstanding receivables via credit applications and write-offs.	BAAR User Guide 4 of 10 Section 4.8
USDA	BAAR Pegasys 7.5.1	User Guide - Updated May 2018	Page 123

Document Category	Pegasys Document Types	Description	Described in User Guide
Cash Receipt (CR) Continued Part 3	<ul style="list-style-type: none"> • L6C 	Record money collected from the public and from other agencies. Used to record funds to recognize revenues; record expenditure refunds, and records the receipt of advances. In addition, Cash Receipts are used to reduce outstanding receivables via credit applications and write-offs.	BAAR User Guide 4 of 10 Section 4.8
Itemized Payment (IP)	<ul style="list-style-type: none"> • PCR • RE6 • RD6 • IM6 • MR6 • MI6 • CB6 • NI6 • CP6 • DDR • RE7 • IM7 • MR7 • CB7 • NI7 • PU 	Records payments to vendors, employees, or other government agencies.	BAAR User Guide 6 of 10 Section 4.13.4
Disbursement Cancellation (CX)	<ul style="list-style-type: none"> • DC6 • DC7 	Records the cancellation of previously disbursed checks or EFT payments.	BAAR User Guide 6 of 10 Section 4.15.5

Document Category	Pegasys Document Types	Description	Described in User Guide
External Direct Agreement (ED) Part 1	<ul style="list-style-type: none"> • IER • IHR • WAI • NER • NEC • NHR • NHC • IEA • IEB • IEE • IEF • IEN • PPI • MAI • NEA • NEB • NED • NEE • NEF • NEN • PPN • MAN • QAI • QAN • OED • ORD • OFD • OOD • OHD • OPD • OAD • OMD • OSD • OWD 	<p>Records the amount of funding that external customers (federal, state, or private individual) agree to provide in exchange for goods and services.</p>	<p>BAAR User Guide 1 of 10 Section 4.3.1</p>

Document Category	Pegasys Document Types	Description	Described in User Guide
External Direct Agreement (ED) Continued Part 2	<ul style="list-style-type: none"> • OLD • OCD • OUD • UED • CED 	Records the amount of funding that external customers (federal, state, or private individual) agree to provide in exchange for goods and services.	BAAR User Guide 1 of 10 Section 4.3.1
Internal Direct Agreement (ID)	<ul style="list-style-type: none"> • WA • DIR • DHR • DIA • DIB • DIF • DIN • PPV • MID • UID • CID 	Serves as a means to track agreements with other organizations within GSA.	BAAR User Guide 1 of 10 Section 4.3.2
Agreement Charge (AG)	<ul style="list-style-type: none"> • HCH • MCH 	Records the charges entered and processed against customer agreements.	BAAR User Guide 1 of 10 Section 4.3.4

A.2 Appendix: Available Billing Document (BD) Types

Please visit **BAAR User Guide 2 of 10 Section 4.4.1.1 Available Billing Document (BD) Types**.

Table 35: Available Billing Document (BD) Types (continued)

Business Line	Document Category	Document Type	Description
Fleet	Billing Document (BD)	FDI	Fleet Business Line IPAC Document created from DBRs received from the FMS Feeder System.
Fleet	Billing Document (BD)	FMI	Fleet Business Line IPAC Document manually created by a user.

Business Line	Document Category	Document Type	Description
Fleet	Billing Document (BD)	FDN	Fleet Business Line Non-IPAC Document created from DBRs received from the FMS Feeder System.
Fleet	Billing Document (BD)	FMN	Fleet Business Line Non-IPAC Document manually created by a user.
Fleet	Billing Document (BD)	FDD	Fleet Business Line DFAS Non-IPAC Document created from DBRs received from the FMS Feeder System.
Fleet	Billing Document (BD)	FMD	Fleet Business Line DFAS Non-IPAC Document manually created by a user.
Rent	Billing Document (BD)	RDI	Rent Business Line IPAC Document created from DBRs received from the OABILLING Feeder System.
Rent	Billing Document (BD)	RMI	Rent Business Line IPAC Document manually created by a user.
Rent	Billing Document (BD)	RDN	Rent Business Line Non-IPAC Document created from DBRs received from the OABILLING Feeder System.
Rent	Billing Document (BD)	RMN	Rent Business Line Non-IPAC Document manually created by a user.
RWA/HOTD	Billing Document (BD)	ADI	RWA/HOTD Business Line IPAC Document created by PCPROJBILL.
RWA/HOTD	Billing Document (BD)	AMI	RWA/HOTD Business Line IPAC Document manually created by a user.
RWA/HOTD	Billing Document (BD)	ADN	RWA/HOTD Business Line Non-IPAC Document created by PCPROJBILL.
RWA/HOTD	Billing Document (BD)	AMN	RWA/HOTD Business Line Non-IPAC Document manually created by a user.
RWA/HOTD	Billing Document (BD)	AMD	RWA/HOTD Business Line Non-Federal Advance Document manually created by a user.
Global Supply	Billing Document (BD)	GDI	Global Supply Business Line IPAC Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.

Business Line	Document Category	Document Type	Description
Global Supply	Billing Document (BD)	GMI	Global Supply Business Line IPAC Document manually created by a user.
Global Supply	Billing Document (BD)	GDN	Global Supply Business Line Non-IPAC Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Global Supply	Billing Document (BD)	GMN	Global Supply Business Line Non-IPAC Document manually created by a user.
Global Supply	Billing Document (BD)	GDD	Global Supply Business Line DoD Interfund Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Global Supply	Billing Document (BD)	GMD	Global Supply Business Line DoD Interfund Document manually created by a user.
Global Supply	Billing Document (BD)	GDL	Global Supply Business Line Line-Item Credit Card Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Global Supply	Billing Document (BD)	GML	Global Supply Business Line Line-Item Credit Card Document manually created by a user.
Global Supply	Billing Document (BD)	GDS	Global Supply Business Line Summary Credit Card Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Global Supply	Billing Document (BD)	GMS	Global Supply Business Line Summary Credit Card Document manually created by a user.
Automotive Purchases	Billing Document (BD)	VDI	Automotive Purchases Business Line IPAC Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Automotive Purchases	Billing Document (BD)	VMI	Automotive Purchases Business Line IPAC Document manually created by a user.

Business Line	Document Category	Document Type	Description
Automotive Purchases	Billing Document (BD)	VDN	Automotive Purchases Business Line Non-IPAC Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Automotive Purchases	Billing Document (BD)	VMN	Automotive Purchases Business Line Non-IPAC Document manually created by a user
Automotive Purchases	Billing Document (BD)	VDD	Automotive Purchases Business Line DoD Interfund Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Automotive Purchases	Billing Document (BD)	VMD	Automotive Purchases Business Line DoD Interfund Document manually created by a user.
Real Property Utilization and Disposal Division (RPUDD)	Billing Document (BD)	PDI	RPUDD Business Line IPAC Document created by PCPROJBILL.
Real Property Utilization and Disposal Division (RPUDD)	Billing Document (BD)	PMI	RPUDD Business Line IPAC Document manually created by a user.
Real Property Utilization and Disposal Division (RPUDD)	Billing Document (BD)	PDN	RPUDD Business Line Non-IPAC Document created by PCPROJBILL.
Real Property Utilization and Disposal Division (RPUDD)	Billing Document (BD)	PMN	RPUDD Business Line Non-IPAC Document manually created by a user.
GM&A	Billing Document (BD)	IOS	GMA IOS Business Line IPAC Document created by PCPROJBILL.
GM&A	Billing Document (BD)	MIO	GMA IOS Business Line IPAC Document manually created by a user.

Business Line	Document Category	Document Type	Description
Manual Business Lines	Billing Document (BD)	MDI	Manual Business Lines IPAC Document created by PCPROJBILL.
Manual Business Lines	Billing Document (BD)	MMI	Manual Business Lines IPAC Document manually created by a user.
Manual Business Lines	Billing Document (BD)	MDN	Manual Business Lines Non-IPAC Document created by PCPROJBILL.
Manual Business Lines	Billing Document (BD)	MMN	Manual Business Lines Non-IPAC Document manually created by a user.
Manual Business Lines	Billing Document (BD)	MMF	Manual Business Lines IPAC Advance Document manually created by a user.
Manual Business Lines	Billing Document (BD)	IMI	Manual Business Lines IPAC Document manually created by a user.
Manual Business Lines	Billing Document (BD)	IMN	Manual Business Lines Non-IPAC Document manually created by a user.
External Services	Billing Document (BD)	QMF	Manual Business Lines IPAC Advance Document manually created by a user.
External Services	Billing Document (BD)	QDI	Manual Business Lines IPAC Document created by PCPROJBILL.
External Services	Billing Document (BD)	QDN	Manual Business Lines Non-IPAC Document created by PCPROJBILL.
External Services	Billing Document (BD)	QMI	Manual Business Lines IPAC Document manually created by a user.
External Services	Billing Document (BD)	QMN	Manual Business Lines Non-IPAC Document manually created by a user.
Outlease	Billing Document (BD)	ODN	Outlease Business Lines Non-IPAC Document created by PCPROJBILL.
Outlease	Billing Document (BD)	OMN	Outlease Business Lines Non-IPAC Document manually created by a user.

Business Line	Document Category	Document Type	Description
AAS National - FEDSIM	Billing Document (BD)	SDI	AAS National Business Lines IPAC Document created by PCPROJBILL.
AAS National - FEDSIM	Billing Document (BD)	SDN	AAS National Business Lines Non-IPAC Document created by PCPROJBILL.
AAS National - FEDSIM	Billing Document (BD)	SMI	AAS National Business Lines IPAC Document manually created by a user.
AAS National - FEDSIM	Billing Document (BD)	SMN	AAS National Business Lines Non-IPAC Document manually created by a user.
AAS Regional - IT	Billing Document (BD)	EDI	AAS Regional Business Lines IPAC Document created by PCPROJBILL.
AAS Regional - IT	Billing Document (BD)	EDN	AAS Regional Business Lines Non-IPAC Document created by PCPROJBILL.
AAS Regional - IT	Billing Document (BD)	EMI	AAS Regional Business Lines IPAC Document manually created by a user.
AAS Regional - IT	Billing Document (BD)	EMN	AAS Regional Business Lines Non-IPAC Document manually created by a user.
AAS Integrated Workplace Center	Billing Document (BD)	KDI	AAS Integrated Business Lines IPAC Document created by PCPROJBILL.
AAS Integrated Workplace Center	Billing Document (BD)	KDN	AAS Integrated Business Lines Non-IPAC Document created by PCPROJBILL.
AAS Integrated Workplace Center	Billing Document (BD)	KMI	AAS Integrated Business Lines IPAC Document manually created by a user.
AAS Integrated Workplace Center	Billing Document (BD)	KMN	AAS Integrated Business Lines Non-IPAC Document manually created by a user.
ITS - Regional Network Services	Billing Document (BD)	XDI	ITS Regional Business Lines IPAC Document created by PCPROJBILL.

Business Line	Document Category	Document Type	Description
ITS - Regional Network Services	Billing Document (BD)	XDN	ITS Regional Business Lines Non-IPAC Document created by PCPROJBILL.
ITS - Regional Network Services	Billing Document (BD)	XMI	ITS Regional Business Lines IPAC Document manually created by a user.
ITS - Regional Network Services	Billing Document (BD)	XMN	ITS Regional Business Lines Non-IPAC Document manually created by a user.
HSPD-12 (ITSHSPD12)	Billing Document (BD)	HDI	HSPD 12 Business Lines IPAC Document created by PCPROJBILL.
HSPD-12 (ITSHSPD12)	Billing Document (BD)	HDN	HSPD 12 Business Lines Non-IPAC Document created by PCPROJBILL.
HSPD-12 (ITSHSPD12)	Billing Document (BD)	HMI	HSPD 12 Business Lines IPAC Document manually created by a user.
HSPD-12 (ITSHSPD12)	Billing Document (BD)	HMN	HSPD 12 Business Lines Non-IPAC Document manually created by a user.
National IT Commodity Program (ITSNATITC M)	Billing Document (BD)	NDI	National IT Business Lines IPAC Document created by PCPROJBILL.
National IT Commodity Program (ITSNATITC M)	Billing Document (BD)	NDN	National IT Business Lines Non-IPAC Document created by PCPROJBILL.
National IT Commodity Program (ITSNATITC M)	Billing Document (BD)	NMI	National IT Business Lines IPAC Document manually created by a user.

Business Line	Document Category	Document Type	Description
National IT Commodity Program (ITSNATITCM)	Billing Document (BD)	NMN	National IT Business Lines Non-IPAC Document manually created by a user.
Regional Network Services-Telecom (ITSREGTEL)	Billing Document (BD)	TDI	Telecom Business Lines IPAC Document created by PCPROJBILL.
Regional Network Services-Telecom (ITSREGTEL)	Billing Document (BD)	TDN	Telecom Business Lines Non-IPAC Document created by PCPROJBILL.
Regional Network Services-Telecom (ITSREGTEL)	Billing Document (BD)	TMI	Telecom Business Lines IPAC Document manually created by a user.
Regional Network Services-Telecom (ITSREGTEL)	Billing Document (BD)	TMN	Telecom Business Lines Non-IPAC Document manually created by a user.
Wide Area Network - (ITSWAN)	Billing Document (BD)	WDI	Wide Area Network Business Lines IPAC Document created by PCPROJBILL.
Wide Area Network - (ITSWAN)	Billing Document (BD)	WDN	Wide Area Network Business Lines Non-IPAC Document created by PCPROJBILL.
Wide Area Network - (ITSWAN)	Billing Document (BD)	WMI	Wide Area Network Business Lines IPAC Document manually created by a user.

Business Line	Document Category	Document Type	Description
Wide Area Network - (ITSWAN)	Billing Document (BD)	WMN	Wide Area Network Business Lines Non-IPAC Document manually created by a user.
FAS Information Technology Category	Billing Document (BD)	CDI	FAS Information Technology Category IPAC BD
FAS Information Technology Category	Billing Document (BD)	CDN	FAS Information Technology Category Non-IPAC BD
FAS Information Technology Category	Billing Document (BD)	CMI	FAS Information Technology Category Manual IPAC BD
FAS Information Technology Category	Billing Document (BD)	CMN	FAS Information Technology Category Manual Non-IPAC BD
FAS Information Technology Category	Billing Document (BD)	CAN	FAS Information Technology Category Advance BD
FAS Information Technology Category	Billing Document (BD)	CAO	FAS Information Technology Category Advance Offset Notification BD

A.3 Appendix: Available Internal Voucher (NV) Document Types

Please visit the following sections for more information:

BAAR User Guide 2 of 10 Section 4.4.2.1 Available Internal Voucher (NV) Document Types.

BAAR User Guide 6 of 10 Section 4.15.2.2 Manual Creation of Internal Voucher (NV): Normal/Refund Line Type.

Table 36: Available Internal Voucher (NV) Document Types

Business Line	Document Category	Document Type	Description
Fleet	Internal Voucher (NV)	FDV	Fleet Business Line Document received from the FMS Feeder System.
Fleet	Internal Voucher (NV)	FMV	Fleet Business Line Document that was manually created by a user.
Rent	Internal Voucher (NV)	RDV	Rent Business Line Document received from the OABILLING Feeder System.
Rent	Internal Voucher (NV)	RMV	Rent Business Line Document that was manually created by a user.
RWA/HOTD	Internal Voucher (NV)	ADV	RWA/HOTD Business Line Document created by PCPROJBILL.
RWA/HOTD	Internal Voucher (NV)	AMV	RWA/HOTD Business Line Document that was manually created by a user.
Global Supply	Internal Voucher (NV)	GDV	Global Supply Business Line Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Global Supply	Internal Voucher (NV)	GMV	Global Supply Business Line Document that was manually created by a user.
Automotive Purchases	Internal Voucher (NV)	VDV	Automotive Purchases Business Line Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Automotive Purchases	Internal Voucher (NV)	VMV	Automotive Purchases Business Line Document that was manually created by a user.
Real Property Utilization and Disposal Division (RPUDD)	Internal Voucher (NV)	PDV	RPUDD Business Line Document created by PCPROJBILL

Business Line	Document Category	Document Type	Description
Real Property Utilization and Disposal Division (RPUDD)	Internal Voucher (NV)	PMV	RPUDD Business Line Document that was manually created by a user.
GM&A	Internal Voucher (NV)	WB	WCF Internal Billing Document created by PCPROJBILL.
GM&A	Internal Voucher (NV)	WV	WCF Credit Voucher Document that was manually created by a user.
Manual Business Lines	Internal Voucher (NV)	MDV	Manual Business Lines Document created by PCPROJBILL.
Manual Business Lines	Internal Voucher (NV)	MMV	Manual Business Lines Document that was manually created by a user.
AAS - National - FEDSIM (AASFedSim)	Internal Voucher (NV)	SDV	AAS - National Business Lines Document created by PCPROJBILL.
AAS - National - FEDSIM (AASFedSim)	Internal Voucher (NV)	SMV	AAS - National Business Lines Document that was manually created by a user.
AAS - Regional - IT (AASREGIT)	Internal Voucher (NV)	EDV	AAS - Regional Business Lines Document created by PCPROJBILL.
AAS - Regional - IT (AASREGIT)	Internal Voucher (NV)	EMV	AAS - Regional Business Lines Document that was manually created by a user.
AAS - Integrated Workplace Acquisition Center (IWAC)	Internal Voucher (NV)	KDV	AAS - Integrated Workplace Acquisition Center Business Lines Document created by PCPROJBILL.
AAS - Integrated Workplace Acquisition Center (IWAC)	Internal Voucher (NV)	KMV	AAS - Integrated Workplace Acquisition Center Business Lines Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
ITS - Regional Network Services-Expanded Services (ITSEXPSE)	Internal Voucher (NV)	XDV	ITS - Regional Business Lines Document created by PCPROJBILL.
ITS - Regional Network Services-Expanded Services (ITSEXPSE)	Internal Voucher (NV)	XMV	ITS - Regional Business Lines Document that was manually created by a user.
HSPD-12 (ITSHSPD12)	Internal Voucher (NV)	HDV	HSPD-12 Business Lines Document created by PCPROJBILL.
HSPD-12 (ITSHSPD12)	Internal Voucher (NV)	HMV	HSPD-12 Business Lines Document that was manually created by a user.
National IT Commodity Program (ITSNATITCM)	Internal Voucher (NV)	NDV	National IT Commodity Program Business Lines Document created by PCPROJBILL.
National IT Commodity Program (ITSNATITCM)	Internal Voucher (NV)	NMV	National IT Commodity Program Business Lines Document that was manually created by a user.
Regional Network Services-Telecom (ITSREGTEL)	Internal Voucher (NV)	TDV	Telecom Business Lines Document created by PCPROJBILL.
Regional Network Services-Telecom (ITSREGTEL)	Internal Voucher (NV)	TMV	Telecom Business Lines Document that was manually created by a user.
Wide Area Network - (ITSWAN)	Internal Voucher (NV)	WDV	Wide Area Network Business Lines Document created by PCPROJBILL.
Wide Area Network - (ITSWAN)	Internal Voucher (NV)	WMV	Wide Area Network Business Lines Document that was manually created by a user.
FAS Information Technology Category	Internal Voucher (NV)	CDV	FAS Information Technology Category NV

Business Line	Document Category	Document Type	Description
FAS Information Technology Category	Internal Voucher (NV)	CMV	FAS Information Technology Category Manual NV

A.4 Appendix: Available Standard Voucher (SV) Document Types

Please visit the following sections:

BAAR User Guide 2 of 10 Section 4.5.2 Available Standard Voucher (SV) Document Types.

BAAR User Guide 2 of 10 Section 4.5.5 Standard Voucher (SV) - Imputed Rent.

BAAR User Guide 2 of 10 Section 4.5.6 Standard Voucher – Accrual.

BAAR User Guide 7 of 10 Section 4.16.2.2 Standard Voucher (SV) Available Document Types for AFL.

BAAR User Guide 7 of 10 Section 4.17 Adjustments.

BAAR User Guide 7 of 10 Section 4.20.2 Standard Voucher (SV) Available Document Types for Inventory Management.

Table 37: Available Standard Voucher (SV) Document Types

Business Line	Document Category	Document Type	Description
[Non-Specific]	Standard Voucher (SV)	NWR	Non-Business Line Specific NEAR Write-Off Reversal Document.
[Non-Specific]	Standard Voucher (SV)	NCR	Non-Business Line Specific NEAR Collection Reversal Document.
[Non-Specific]	Standard Voucher (SV)	UFC	Non-Business Line Specific BAAR Unfilled Customer Orders Document.
Fleet	Standard Voucher (SV)	FDA	Fleet Business Line Accrual Documents submitted by Form Import.

Business Line	Document Category	Document Type	Description
Fleet	Standard Voucher (SV)	FMA	Fleet Business Line Accrual Document that was manually created by a user.
Fleet	Standard Voucher (SV)	FML	Fleet Business Line Allowance for Loss on A/R Document that was manually created by a user.
Fleet	Standard Voucher (SV)	FFL	Fleet Business Line Allowance for Loss on A/R Document that was created by batch job
Fleet	Standard Voucher (SV)	FNL	Fleet Business Line Allowance for Loss on A/R Document that was created by batch job
Rent	Standard Voucher (SV)	RDA	Rent Business Line Accrual Documents submitted by Form Import.
Rent	Standard Voucher (SV)	RMA	Rent Business Line Accrual Documents that was manually created by a user.
Rent	Standard Voucher (SV)	RML	Rent Business Line Allowance for Loss on A/R Document that was manually created by a user.
Rent	Standard Voucher (SV)	RFR	Rent Business Line Imputed Rent Revenue for BAAR Document submitted by Form Import.
Rent	Standard Voucher (SV)	RFE	Rent Business Line Imputed Rent Expense for BAAR Document submitted by Form Import.
Rent	Standard Voucher (SV)	RFL	Rent Business Line Allowance for Loss on A/R Document that was created by batch job
RWA/HOTD	Standard Voucher (SV)	ADA	RWA/HOTD Business Line Accrual Documents generated by PCACCRU.

Business Line	Document Category	Document Type	Description
RWA/HOTD	Standard Voucher (SV)	AMA	RWA/HOTD Business Line Accrual Document that was manually created by a user.
RWA/HOTD	Standard Voucher (SV)	AML	RWA/HOTD Business Line Allowance for Loss on A/R Document that was manually created by a user.
RWA/HOTD	Standard Voucher (SV)	SDS	RWA Business Line PCAS Sliding Scale Surcharge Document generated by PCSURGEN.
RWA/HOTD	Standard Voucher (SV)	ADS	RWA Business Line PCAS 4% Fee Surcharge Document generated by PCSURGEN.
RWA/HOTD	Standard Voucher (SV)	HDS	HOTD Business Line PCAS \$100 Surcharge Document generated by PCSURGEN.
RWA/HOTD	Standard Voucher (SV)	AFL	RWA/HOTD Business Line Allowance for Loss on A/R Document that was created by batch job
RWA/HOTD	Standard Voucher (SV)	ANL	RWA/HOTD Business Line Allowance for Loss on A/R Document that was created by batch job
Global Supply	Standard Voucher (SV)	GDA	Global Supply Business Line Accrual Documents submitted by Form Import.
Global Supply	Standard Voucher (SV)	GMA	Global Supply Business Line Accrual Document that was manually created by a user.
Global Supply	Standard Voucher (SV)	GAL	Global Supply Business Line Allowance for Loss on A/R Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
Global Supply	Standard Voucher (SV)	GWS	Warehouse Stock Adjustments Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GWA	Warehouse Receipt Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GWI	Warehouse Issues (not billing related) Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GWB	Warehouse Billings Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GCB	CSC Billings Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GCP	Direct Delivery CSC Purchases Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GCR	CSC Receipts Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GMM	Inventory Adjustments Document that was manually created by a user.
Global Supply	Standard Voucher (SV)	GCS	Credit Card Surcharges (Freight and Accessorial Charges) Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GNL	Global Supply Business Line Allowance for Loss on A/R Document that was created by batch job
Global Supply	Standard Voucher (SV)	GFL	Global Supply Business Line Allowance for Loss on A/R Document that was created by batch job
Automotive Purchases	Standard Voucher (SV)	VDA	Automotive Purchases Business Line Accrual Documents submitted by Form Import.

Business Line	Document Category	Document Type	Description
Automotive Purchases	Standard Voucher (SV)	VMA	Automotive Purchases Business Line Accrual Document that was manually created by a user.
Automotive Purchases	Standard Voucher (SV)	VAL	Automotive Purchases Business Line Allowance for Loss on A/R Document that was manually created by a user.
Automotive Purchases	Standard Voucher (SV)	VFL	Automotive Purchases Business Line Allowance for Loss on A/R Document that was created by batch job
Automotive Purchases	Standard Voucher (SV)	VNL	Automotive Purchases Business Line Allowance for Loss on A/R Document that was created by batch job
Real Property Utilization and Disposal Division (RPUDD)	Standard Voucher (SV)	PDA	RPUDD Business Line Accrual Documents generated by PCACCRU.
Real Property Utilization and Disposal Division (RPUDD)	Standard Voucher (SV)	PMA	RPUDD Business Line Accrual Document that was manually created by a user.
Real Property Utilization and Disposal Division (RPUDD)	Standard Voucher (SV)	PDS	RPUDD Business Line Internal Contract Cost/Proceed Distribution Document manually created by a user.
Real Property Utilization and Disposal Division (RPUDD)	Standard Voucher (SV)	PML	RPUDD Business Line Allowance for Loss on A/R Document that was manually created by a user.
GM&A	Standard Voucher (SV)	IML	GM&A IOS Business Line Allowance for Loss on A/R Document that was manually created by a user

Business Line	Document Category	Document Type	Description
GM&A	Standard Voucher (SV)	MIL	GM&A IOS Business Line Allowance for Loss on A/R Document that was created by batch job
Manual Business Lines	Standard Voucher (SV)	MDA	Manual Business Lines Accrual Documents generated by PCACCRU.
Manual Business Lines	Standard Voucher (SV)	MMA	Manual Business Lines Accrual Document that was manually created by a user.
Manual Business Lines	Standard Voucher (SV)	MML	Manual Business Lines Allowance for Loss on A/R Document that was manually created by a user.
Manual Business Lines	Standard Voucher (SV)	MMR	Manual Business Lines Revenue Fund Transfer Document that was manually created by a user.
Manual Business Lines	Standard Voucher (SV)	MDS	Manual Business Lines PCAS Surcharge Document generated by PCSURGEN.
Manual Business Lines	Standard Voucher (SV)	IFL	Recycling Business Lines Allowance for Loss on A/R Document that was created by Allowance for Loss batch job
Manual Business Lines	Standard Voucher (SV)	IAL	Manual Business Line Allowance for Loss on A/R Document that was manually created by a user.
Manual Business Lines	Standard Voucher (SV)	INL	Recycling Business Lines Allowance for Loss on A/R Document that was created by Allowance for Loss batch job
TARPS	Standard Voucher (SV)	TAR	Manual Business Line TARPS Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
TARPS	Standard Voucher (SV)	TCO	Manual Business Line TARPS Summary Collection Document that was manually created by a user
External Services	Standard Voucher (SV)	MME	Manual Business Line Employee Detail that was created by Mass Import
External Services	Standard Voucher (SV)	QDA	External Service Business Lines Accrual Documents generated by PCACCRU.
External Services	Standard Voucher (SV)	QMA	External Service Business Lines Accrual Document that was created by Mass Import
External Services	Standard Voucher (SV)	QML	External Service Business Lines Allowance for Loss on A/R Document that was manually created by a user.
Claims	Standard Voucher (SV)	LN6	Claims Business Lines Allowance for Loss on A/R Document that was created by Allowance for Loss batch job
Claims	Standard Voucher (SV)	ML6	Claims Business Lines Allowance for Loss on A/R Document that was manually created by a user.
Claims	Standard Voucher (SV)	LN7	Claims Business Lines Allowance for Loss on A/R Document that was created by Allowance for Loss batch job
Claims	Standard Voucher (SV)	ML7	Claims Business Lines Allowance for Loss on A/R Document that was manually created by a user.
Outlease	Standard Voucher (SV)	ONL	Outlease Business Line Allowance for Loss on A/R Document that was created by Allowance for Loss batch job

Business Line	Document Category	Document Type	Description
Outlease	Standard Voucher (SV)	OML	Outlease Business Line Allowance for Loss on A/R Document that was manually created by a user.
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	SDA	AAS National Business Lines Accrual Documents generated by Form Import
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	SMA	AAS National Business Lines Accrual Document that was manually created by a user.
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	SFL	AAS National Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	SNL	AAS National Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	SML	AAS National Business Line Allowance for Loss on A/R Document that was manually created by a user
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	EDA	AAS - Regional Business Lines Accrual Documents generated by Form Import
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	EMA	AAS - Regional Business Lines Accrual Document that was manually created by a user.
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	EFL	AAS - Regional Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	ENL	AAS - Regional Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	EML	AAS - Regional Business Line Allowance for Loss on A/R Document that was manually created by a user
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	KDA	AAS - Integrated Workplace Acquisition Center Business Lines Accrual Documents generated by Form Import
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	KMA	AAS - Integrated Workplace Acquisition Center Business Lines Accrual Document that was manually created by a user.
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	KFL	AAS - Integrated Workplace Acquisition Center Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	KNL	AAS - Integrated Workplace Acquisition Center Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	KML	AAS - Integrated Workplace Acquisition Center Business Line Allowance for Loss on A/R Document that was manually created by a user
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	HAD	HSPD-12 Business Lines Accrual Documents generated by Form Import
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	HMA	HSPD-12 Business Lines Accrual Document that was manually created by a user.
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	HFL	HSPD-12 Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user

Business Line	Document Category	Document Type	Description
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	HNL	HSPD-12 Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	HML	HSPD-12 Business Line Allowance for Loss on A/R Document that was manually created by a user
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	NDA	National IT Commodity Program Business Lines Accrual Documents generated by Form Import
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	NMA	National IT Commodity Program Business Lines Accrual Document that was manually created by a user.
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	NFL	National IT Commodity Program Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	NNL	National IT Commodity Program Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	NML	National IT Commodity Program Business Line Allowance for Loss on A/R Document that was manually created by a user
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	TDA	Telecom Business Lines Accrual Documents generated by Form Import
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	TMA	Telecom Business Lines Accrual Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	TFL	Telecom Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	TNL	Telecom Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	TML	Telecom Business Line Allowance for Loss on A/R Document that was manually created by a user
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	WDA	Wide Area Network Business Lines Accrual Documents generated by Form Import
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	WMA	Wide Area Network Business Lines Accrual Document that was manually created by a user.
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	WFL	Wide Area Network Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	WNL	Wide Area Network Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	WML	Wide Area Network Business Line Allowance for Loss on A/R Document that was manually created by a user
FAS Information Technology Category	Standard Voucher (SV)	CMA	FAS Information Technology Category SV Accrual Manual
FAS Information Technology Category	Standard Voucher (SV)	CDA	FAS Information Technology Category SV Accrual Automated

Business Line	Document Category	Document Type	Description
FAS Information Technology Category	Standard Voucher (SV)	CFL	FAS Information Technology Category Allowance for on A/R Federal
FAS Information Technology Category	Standard Voucher (SV)	CNL	FAS Information Technology Category Allowance for on A/R Non-Federal
FAS Information Technology Category	Standard Voucher (SV)	CML	FAS Information Technology Category Manual Allowance for Loss on A/R

A.5 Appendix: Available Cash Receipt (CR) Document Types

Please visit BAAR User Guide 4 of 10 Section 4.8.1.2 Available Cash Receipt (CR) Document Types.

Table 38: Available Cash Receipt (CR) Document Types

Region	Document Category	Document Type	Description
Region 6	Cash Receipt (CR)	CH6	Manual Check.
Region 6	Cash Receipt (CR)	RC6	Manual Returned Check.
Region 6	Cash Receipt (CR)	EF6	Manual EFT.
Region 6	Cash Receipt (CR)	CA6	Manual Cash.
Region 6	Cash Receipt (CR)	WO6	Write Off CR.
Region 6	Cash Receipt (CR)	NW6	Non-Federal Write Off CR.
Region 6	Cash Receipt (CR)	CW6	Credit Application CR.
Region 6	Cash Receipt (CR)	CR6	Credit Refund CR.
Region 6	Cash Receipt (CR)	CT6	Credit Treasury Transfer CR.
Region 6	Cash Receipt (CR)	IR6	IPAC CR.
Region 6	Cash Receipt (CR)	DR6	IPAC Debit Voucher.
Region 6	Cash Receipt (CR)	L6F	Fleet Lockbox CR
Region 6	Cash Receipt (CR)	L6M	Manual Lockbox CR.
Region 6	Cash Receipt (CR)	L6X	Miscellaneous Lockbox CR.

Region	Document Category	Document Type	Description
Region 6	Cash Receipt (CR)	L6B	Supply Lockbox CR.
Region 6	Cash Receipt (CR)	CC6	Credit Card CR.
Region 6	Cash Receipt (CR)	MC6	Manual Credit Card Terminal CR.
Region 6	Cash Receipt (CR)	CV6	Credit Card Chargebacks CR.
Region 6	Cash Receipt (CR)	PC6	Pay.gov (Credit Card) CR.
Region 6	Cash Receipt (CR)	PA6	Pay.gov (ACH) CR.
Region 6	Cash Receipt (CR)	PV6	Pay.gov Refund CR (Debit Voucher).
Region 6	Cash Receipt (CR)	AO6	Advance Offset.
Region 6	Cash Receipt (CR)	PS6	Pay.gov (Credit Card) CR
Region 6	Cash Receipt (CR)	PE6	Manual Pay.gov (Credit Card) CR
Region 6	Cash Receipt (CR)	L6L	AAS & ITS Lockbox CR
Region 6	Cash Receipt (CR)	L6T	Transportation Lockbox CR
Region 6	Cash Receipt (CR)	L6C	Claims Lockbox CR
Region 6	Cash Receipt (CR)	CIF	Contract Fee Interface Collections (Lockbox and Pay.gov).
Region 6	Cash Receipt (CR)	DDC	DoD Interfund Collection CR.
Region 6	Cash Receipt (CR)	FD6	FedDebt Cash Receipt
Region 7	Cash Receipt (CR)	CH7	Manual Check.
Region 7	Cash Receipt (CR)	RC7	Manual Returned Check.
Region 7	Cash Receipt (CR)	EF7	Manual EFT.
Region 7	Cash Receipt (CR)	CA7	Manual Cash.
Region 7	Cash Receipt (CR)	WO7	Write Off CR.
Region 7	Cash Receipt (CR)	NW7	Non-Federal Write Off CR.
Region 7	Cash Receipt (CR)	CW7	Credit Application CR.
Region 7	Cash Receipt (CR)	CR7	Credit Refund CR.
Region 7	Cash Receipt (CR)	CT7	Credit Treasury Transfer CR.
Region 7	Cash Receipt (CR)	IR7	IPAC CR.

Region	Document Category	Document Type	Description
Region 7	Cash Receipt (CR)	DR7	IPAC Debit Voucher.
Region 7	Cash Receipt (CR)	L7R	RWA Lockbox CR.
Region 7	Cash Receipt (CR)	PC7	Pay.gov (Credit Card) CR.
Region 7	Cash Receipt (CR)	PV7	Pay.gov Refund CR (Debit Voucher).
Region 7	Cash Receipt (CR)	AO7	Advance Offset.
Region 7	Cash Receipt (CR)	IOF	Internal Offset
Region 7	Cash Receipt (CR)	L7M	Miscellaneous Lockbox CR.
Region 7	Cash Receipt (CR)	FD7	FedDebt Cash Receipt

A.6 Appendix: Available Payment Authorization (IP) Document Types

Please visit BAAR User Guide 6 of 10 Section 4.15.4.2 Payment Authorization (IP) Document Types.

Table 39: Available Payment Authorization (IP) Document Types

Region	Document Category	Document Type	Description
Region 6	Payment Authorization (IP)	RE6	Refund generated by the IPAC Refund process.
Region 6	Payment Authorization (IP)	RD6	Refund generated by the IPAC Refund process for DFAS.
Region 6	Payment Authorization (IP)	IM6	Manual IPAC refund.
Region 6	Payment Authorization (IP)	MR6	Manual non-IPAC refund.
Region 6	Payment Authorization (IP)	MI6	Manual IPAC Disbursement.
Region 6	Payment Authorization (IP)	CB6	IPAC Pull Payment (IPAC Customer Generated Exception).

Region	Document Category	Document Type	Description
Region 6	Payment Authorization (IP)	NI6	Non-IPAC refund.
Region 6	Payment Authorization (IP)	CP6	Credit Card refund.
Region 6	Payment Authorization (IP)	DDR	DoD Interfund refund.
Region 6	Payment Authorization (IP)	PCR	Manual Terminal Credit Card No Check refund.
Region 6	Payment Authorization (IP)	PU	Non-IPAC Refund
Region 7	Payment Authorization (IP)	RE7	Refund generated by the IPAC Refund process.
Region 7	Payment Authorization (IP)	IM7	Manual IPAC refund.
Region 7	Payment Authorization (IP)	MR7	Manual non-IPAC refund.
Region 7	Payment Authorization (IP)	CB7	IPAC Pull Payment (IPAC Customer Generated Exception).
Region 7	Payment Authorization (IP)	NI7	Non-IPAC refund.

A.7 Appendix: Available Disbursement Cancellation (CX) Document Types

Please visit **BAAR User Guide 6 of 10 Section 4.15.5.1 Available Disbursement Cancellation (CX) Document Types**.

Table 40: Available Disbursement Cancellation (CX) Document Types

Region	Document Category	Document Type	Description
Region 6	Disbursement Cancellation (CX)	DC6	Disbursement Cancellation for BAAR.

Region	Document Category	Document Type	Description
Region 7	Disbursement Cancellation (CX)	DC7	Disbursement Cancellation for BAAR.

A.8 Appendix: Available External Direct Agreement (ED) Document Types

Please visit BAAR User Guide 1 of 10 Section 4.3.1.1 Available External Direct Agreement (ED) Document Types.

Table 41: Available External Direct Agreement (ED) Document Types

Business Line	Document Category	Document Type	Description
RWA	External Direct agreement (ED)	IER	External Direct agreement Recurring IPAC.
RWA	External Direct agreement (ED)	<ul style="list-style-type: none"> • NER • NEC 	External Direct agreement Recurring Non-IPAC.
RWA	External Direct agreement (ED)	<ul style="list-style-type: none"> • IEA • IEB • IEE • IEF • IEN 	External Direct agreement Non-Recurring IPAC.
RWA	External Direct agreement (ED)	<ul style="list-style-type: none"> • NEA • NEB • NED • NEE • NEF • NEN 	External Direct agreement Non-Recurring Non-IPAC.
HOTD	External Direct agreement (ED)	IHR	External Direct agreement Recurring IPAC.
HOTD	External Direct agreement (ED)	<ul style="list-style-type: none"> • NHR • NHC 	External Direct agreement Recurring Non-IPAC.
Real Property Utilization and Disposal Division (RPUDD)	External Direct agreement (ED)	PPI	External Direct agreement Non-Recurring IPAC.

Business Line	Document Category	Document Type	Description
Real Property Utilization and Disposal Division (RPUDD)	External Direct agreement (ED)	PPN	External Direct agreement Non-Recurring Non-IPAC.
R6 Manual	External Direct agreement (ED)	MAI	External Direct agreement Non-Recurring IPAC.
R6 Manual	External Direct agreement (ED)	MAN	External Direct agreement Non-Recurring Non-IPAC.
GM&A Central Office PCAS (262) - Information	External Direct agreement (ED)	WAI	External Direct agreement Recurring IPAC.
R6 Manual: External Services	External Direct agreement (ED)	QAI	External Direct agreement Non-Recurring IPAC.
R6 Manual: External Services	External Direct agreement (ED)	QAN	External Direct agreement Non-Recurring Non-IPAC.
R7 Outlease	External Direct agreement (ED)	OED	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	ORD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OFD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OOD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OHD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OPD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OAD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OMD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OSD	External Direct Agreement

Business Line	Document Category	Document Type	Description
R7 Outlease	External Direct agreement (ED)	OWD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OLD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OCD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OUD	External Direct Agreement
AAS - National - FEDSIM (AASFedSim)	External Direct agreement (ED)	UED	External Direct Agreement
AAS - Regional - IT (AASREGIT)	External Direct agreement (ED)	UED	External Direct Agreement
AAS - Integrated Workplace Acquisition Center (IWAC)	External Direct agreement (ED)	UED	External Direct Agreement
ITS - Regional Network Services-Expanded Services (ITSEXPSE)	External Direct agreement (ED)	UED	External Direct Agreement
HSPD-12 (ITSHSPD12)	External Direct agreement (ED)	UED	External Direct Agreement
National IT Commodity Program (ITSNATITCM)	External Direct agreement (ED)	UED	External Direct Agreement
FAS Information Technology Category	External Direct agreement (ED)	CED	FAS Information Technology Category External Direct Agreement

A.9 Appendix: Available Internal Direct Agreement (ID) Document Types

Please visit BAAR User Guide 1 of 10 Section 4.3.2.1 Available Internal Direct Agreement (ID) Document Types.

Table 42: Available Internal Direct Agreement (ID) Document Types

Business Line	Document Category	Document Type	Description
RWA	Internal Direct agreement (ID)	DIR	Internal Direct agreement Recurring.
RWA	Internal Direct agreement (ID)	<ul style="list-style-type: none"> • DIA • DIB • DIF • DIN 	Internal Direct agreement Non-Recurring.
HOTD	Internal Direct agreement (ID)	DHR	Internal Direct agreement Recurring.
Real Property Utilization and Disposal Division (RPUDD)	Internal Direct agreement (ID)	PPV	Internal Direct agreement Non-Recurring.
R6 Manual	Internal Direct agreement (ID)	MID	Internal Direct agreement Non-Recurring.
GM&A Central Office PCAS (262) - Centralized Administrative Support (CAS)	Internal Direct agreement (ID)	WA	Internal Direct agreement Recurring.
AAS - National - FEDSIM (AASFedSim)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
AAS - Regional - IT (AASREGIT)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
AAS - Integrated Workplace Acquisition Center (IWAC)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
ITS - Regional Network Services-Expanded Services (ITSEXP SER)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
HSPD-12 (ITSHSPD12)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
National IT Commodity Program (ITSNATITCM)	Internal Direct agreement (ID)	UID	Internal Direct Agreement

Business Line	Document Category	Document Type	Description
FAS Information Technology Category	Internal Direct agreement (ID)	CID	FAS Information Technology Category Internal Direct Agreement

A.10 Appendix: Available Agreement Charge (AG) Document Types

Please visit BAAR User Guide 1 of 10 Section 4.3.4.1 Available Agreement Charge (AG) Document Types.

Table 43: Available Agreement Charge (AG) Document Types

Business Line	Document Category	Document Type	Description
HOTD	Agreement Charge (AG)	HCH	HOTD Business Line Document.
Manual	Agreement Charge (AG)	MCH	Region 6 Business Lines

A.11 Appendix: Available Debt Account (DA) Document Types

Please visit BAAR User Guide 3 of 10 Section 4.7.5 Available Debt Account (DA) Document Types.

Table 44: Available Debt Account (DA) Document Types

Region	Document Category	Document Type	Description
Region 6	Debt Account (DA)	D6M	Region 6 Claims - Manual
Region 6	Debt Account (DA)	DAV	Region 6 Claims - Vehicle (Automated)
Region 6	Debt Account (DA)	DES	External Services Claims - Manual
Region 7	Debt Account (DA)	D7M	Region 7 Claims - Manual

A.12 Appendix: Available Mass Import Document Types

Please visit BAAR User Guide 7 of 10 Section 4.21.2 Document Types for Mass Import.

Table 45: Available Mass Import Document Types

Business line	Document Category	Pegasys Document Types
Rent	Billing Document (BD)	<ul style="list-style-type: none"> • RMI • RMN
Rent	Internal Voucher (NV)	RMV
Rent	Standard Voucher (SV)	<ul style="list-style-type: none"> • RMAR • ML
Fleet	Billing Document (BD)	<ul style="list-style-type: none"> • FMI • FMN • FMD
Fleet	Internal Voucher (NV)	FMV
Fleet	Standard Voucher (SV)	<ul style="list-style-type: none"> • FMA • FML
RWA/HOTD	Billing Document (BD)	<ul style="list-style-type: none"> • AMI • AMN
RWA/HOTD	Internal Voucher (NV)	AMV
RWA/HOTD	Standard Voucher (SV)	<ul style="list-style-type: none"> • AMA • AML • SDS • ADS • HDS
Global Supply	Billing Document (BD)	<ul style="list-style-type: none"> • GMI • GMN • GML • GMS • GMD
Global Supply	Internal Voucher (NV)	GMV
Global Supply	Standard Voucher (SV)	<ul style="list-style-type: none"> • GMA • GAL • GMM
Automotive Purchases	Billing Document (BD)	<ul style="list-style-type: none"> • VMI • VMN • VMD
Automotive Purchases	Internal Voucher (NV)	VMV

Business line	Document Category	Pegasys Document Types
Automotive Purchases	Standard Voucher (SV)	<ul style="list-style-type: none"> • VMA • VAL
Manual Business Lines	Billing Document (BD)	<ul style="list-style-type: none"> • PMI • PMN • MIO • MMI • MMN
Manual Business Lines	Internal Voucher (NV)	<ul style="list-style-type: none"> • PMV • WV • MMV
Manual Business Lines	Standard Voucher (SV)	<ul style="list-style-type: none"> • PMA • PDS • PML • IML • MMA • MML • MMR • IAL • MDS
Manual Business Lines	External Direct Agreement (ED)	<ul style="list-style-type: none"> • PPI • PPN • MAI • MAN • WAI
Manual Business Lines	Internal Direct Agreement (ID)	<ul style="list-style-type: none"> • PPV • MID • WA
Manual Business Lines	Agreement Charge (AG)	MCH
RPUDD	Billing Document (BD)	<ul style="list-style-type: none"> • PMI • PMN
RPUDD	Internal Voucher (NV)	PMV
RPUDD	Standard Voucher (SV)	<ul style="list-style-type: none"> • PMA • PDS • PML • IML

Business line	Document Category	Pegasys Document Types
RPUDD	External Direct Agreement	<ul style="list-style-type: none"> • PPI • PPN
RPUDD	Internal Direct Agreement	PPV
Outlease	Standard Voucher (SV)	<ul style="list-style-type: none"> • OMA • OML
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	<ul style="list-style-type: none"> • SMA • SDA • SML
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	<ul style="list-style-type: none"> • EMA • EDA • EML
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	<ul style="list-style-type: none"> • KMA • KDA • KML
ITS - Regional Network Services-Expanded Services (ITSEXPSE)	Standard Voucher (SV)	<ul style="list-style-type: none"> • XMA • XDA • XML
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	<ul style="list-style-type: none"> • HMA • HAD • HML
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	<ul style="list-style-type: none"> • NMA • NDA • NML
Regional Network Services- Telecom (ITSREGTEL)	Standard Voucher (SV)	<ul style="list-style-type: none"> • TMA • TDA • TML
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	<ul style="list-style-type: none"> • WMA • WMD • WML
External Services	Standard Voucher (SV)	<ul style="list-style-type: none"> • QMA • MME • QML
TARPS	Standard Voucher (SV)	<ul style="list-style-type: none"> • TAR • TCO

Business line	Document Category	Pegasys Document Types
Non - Business Line Specific	Standard Voucher (SV)	<ul style="list-style-type: none"> • NWR • NCR
Region 6	Cash Receipts	<ul style="list-style-type: none"> • CH6 • EF6 • A6 • WO6 • CW6 • CR6 • CT6 • RC6 • L6M • MC6 • AO6 • NW6
Region 6	Itemized Payments	<ul style="list-style-type: none"> • IM6 • MR6 • NI6 • MI6 • DDR • CP6 • PCR
Region 7	Cash Receipts	<ul style="list-style-type: none"> • CH7 • EF7 • CA7 • WO7 • CW7 • CR7 • CT7 • AO7 • NW7 • L7R
Region 7	Itemized Payments	<ul style="list-style-type: none"> • IM7 • MR7 • CB7 • NI7

Business line	Document Category	Pegasys Document Types
Claims	Standard Voucher (SV)	<ul style="list-style-type: none"> • D7A • D6A • ML7 • ML6
FAS Information Technology Category	Billing Document (BD)	<ul style="list-style-type: none"> • CMI • CMN
FAS Information Technology Category	Internal Voucher (NV)	CMV
FAS Information Technology Category	Standard Voucher (SV)	<ul style="list-style-type: none"> • CMA • CDA • CML