

On-line Help is just a click away!

Speed Pay
General Services Administration

Vehicle Payment System Help

For All Customers: Speed Pay allows customers to enter the accounting classification or other information that is assigned by your agency to the specific vehicle(s) for which you have responsibility. You may make changes to your information at any time during the month. However, the data in places where the monthly mileage is transmitted to the data base will apply to your billing. Any changes made after the monthly mileage has been transmitted will not be effective until the following month. All data can be viewed in WebBill.

You may update by customer or by vehicle or use a combination of the two methods:

- Update by customer: You may make a single data entry that will apply to all of the vehicles assigned to your customer number.
- Update by vehicle: You may enter your data on a per vehicle basis.
- Update by combination of customer and vehicle: For example, if you have 25 vehicles with the same customer number, but choose to update by customer and enter your data, it will apply to all 25 vehicles. But what if 20 of those vehicles need a different line of accounting? Then select Update by Vehicle. You'll see a list of your 25 vehicles with the data you have just entered. Click the vehicle list number that needs the different data and make the necessary changes.

DoD Customers: Entering a valid Fiscal Station in your accounting classification string will generate an IPAC billing that will automatically transfer funds from your organization to the GSA Finance Center. A Form 2529 and an electronic billing will go directly to the pay station address. A secondary copy of Form 2529 will be sent to your BICAC address. If you have a Fiscal Station to be entered, GSA will generate a non-IPAC billing, consisting of a USA Form 780 and a Form 2529 that will be sent to your BICAC address. You will need to certify the non-IPAC bill and forward everything to your finance office to initiate a payment to GSA as you are currently doing.

Non-DoD customers: Speed Pay is available to non-DoD customers, too. However, no IPAC billing will be generated by data entry. Any data you enter will be for your information only. Information can be entered in any field, will be transmitted with the monthly mileage and can be viewed in WebBill, but no automatic funds transfer will be initiated.

Close Window

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Report Payment Information

Field Name	Description	Position
*Department	The department code is a two-digit code that identifies the military department or government entity receiving the appropriation. (Ex: 17-Navy/Marines, 21-Army, 31-Air Force; 70-Homeland Security, 97-Defense)	2 Numeric
*Fiscal Year	Designates the year funds are available for obligation, also referred to as "Period of Availability." (Ex: 2004, 2005)	4 AN
*Approp	Identifies the type of funds being used. Also called Basic Symbol. A list of all basic appropriation symbols can be found at gsa.finance.gov/20040808. The basic symbols pertaining to all agencies within the Department of Defense can be found on pages A23-A33.	6 Numeric
*Limit	The Limit/Amount is a suffix to the appropriate symbol that is used to 1) identify a subdivision of funds that restricts the amount or use for a certain purpose or 2) identify sub-elements within the account for management purposes.	4 AN
*BCN OBAN ASN	Navy/Marines: The Bureau Control Number (BCN) is a code that uniquely identifies the unit identification code (UIC) of the shore activity, a budget project/element number, or a functional account number. The BCN can be the five-position UIC code, the two-position budget project code and the three-position element code, or the five-position functional account number (FAN). Air Force: OBAN: The OBAN/ASIN is inserted in this field. The first two positions are the Operating Agency Code (OAC) which identifies a major high-level organizational unit within the Air Force to which HQ USAF allocates funds. Positions 3-4 are the Operating Budget Account Number (OBAN) which are assigned by the operating agency (MCC/CMs, POAs) to identify specific funding points. OBAN is also referred to as Abstract Serial Number (ASN) in some Air Force appropriations. Army: ASN: The Abstract Serial Number is a control number assigned by an Operating Agency to identify specific allotments or allocations of funds. Supplemental Accounting Data: This field will not take spaces. Use this field to input anything in your line of accounting that wasn't accounted for on the screen. Your Contract may dictate what they want in this field. ARM FORCE: Input the three position Fund Control Year combination into the first 3 positions of the "Supplemental Accounting Data" box. ARMY and Defense Agencies: awarded by GSA-IL and DFAS-OD Input your AP/CPN code at the end of the supplemental accounting data line. Refer to an Accounting and Clearing Station Number (ACSN) (in 50300): Authorization Accounting Activity (AAA) (Ex: 00888, 00703) Fiscal Station Number (FSN) (Ex: 021212, 028113, 03181), and Fiscal Accounting Station Number (FASN). A five-digit number that identifies the Activity that is responsible for performing the official accounting and reporting for the funds cited. At this time, Navy also has a limited number of AAAs that begin with SA. (Ex: SA7003 and SA7050). Standard Document Number (SDN): is assigned to each transaction for identifying and tracking purposes. It is a critical element in all DFAS accounting systems. The SDN facilitates the timely and accurate recording of obligations and the matching up of the instruments or conditions associated with the obligations. Also referred to as Routing document #, obligation document #, MPR #, WORD #, and MOD #.	0-6 Numeric 4 AN 3-5 Numeric

Elemental Accounting Data

SDNFSN

rd Doc No.

Elemental assistance in inputting the line of accounting, please contact the budget office or resource address for the activity using the line, also contact the DFAS location performing the accounting for the activity using the vehicle.

IPACDOC.xls [Share]

Column	Header	Value
1	Account Number	000100
2	Agency Code	000000
3	Fiscal Year	2004
4	Appropriation	000000
5	Limit	000000
6	BCN	000000
7	OBAN	000000
8	ASN	000000
9	Supplemental Accounting Data	000000
10	SDNFSN	000000
11	rd Doc No.	000000
12	Elemental Accounting Data	000000
13	Agency Code	000000
14	Fiscal Year	2004
15	Appropriation	000000
16	Limit	000000
17	BCN	000000
18	OBAN	000000
19	ASN	000000
20	Supplemental Accounting Data	000000
21	SDNFSN	000000
22	rd Doc No.	000000
23	Elemental Accounting Data	000000
24	Agency Code	000000
25	Fiscal Year	2004
26	Appropriation	000000
27	Limit	000000
28	BCN	000000
29	OBAN	000000
30	ASN	000000
31	Supplemental Accounting Data	000000
32	SDNFSN	000000
33	rd Doc No.	000000
34	Elemental Accounting Data	000000
35	Agency Code	000000
36	Fiscal Year	2004
37	Appropriation	000000
38	Limit	000000
39	BCN	000000
40	OBAN	000000
41	ASN	000000
42	Supplemental Accounting Data	000000
43	SDNFSN	000000
44	rd Doc No.	000000
45	Elemental Accounting Data	000000
46	Agency Code	000000
47	Fiscal Year	2004
48	Appropriation	000000
49	Limit	000000
50	BCN	000000
51	OBAN	000000
52	ASN	000000
53	Supplemental Accounting Data	000000
54	SDNFSN	000000
55	rd Doc No.	000000
56	Elemental Accounting Data	000000
57	Agency Code	000000
58	Fiscal Year	2004
59	Appropriation	000000
60	Limit	000000
61	BCN	000000
62	OBAN	000000
63	ASN	000000
64	Supplemental Accounting Data	000000
65	SDNFSN	000000
66	rd Doc No.	000000
67	Elemental Accounting Data	000000
68	Agency Code	000000
69	Fiscal Year	2004
70	Appropriation	000000
71	Limit	000000
72	BCN	000000
73	OBAN	000000
74	ASN	000000
75	Supplemental Accounting Data	000000
76	SDNFSN	000000
77	rd Doc No.	000000
78	Elemental Accounting Data	000000
79	Agency Code	000000
80	Fiscal Year	2004
81	Appropriation	000000
82	Limit	000000
83	BCN	000000
84	OBAN	000000
85	ASN	000000
86	Supplemental Accounting Data	000000
87	SDNFSN	000000
88	rd Doc No.	000000
89	Elemental Accounting Data	000000
90	Agency Code	000000
91	Fiscal Year	2004
92	Appropriation	000000
93	Limit	000000
94	BCN	000000
95	OBAN	000000
96	ASN	000000
97	Supplemental Accounting Data	000000
98	SDNFSN	000000
99	rd Doc No.	000000
100	Elemental Accounting Data	000000

Check out Web Bill!!

Now you can research and analyze your FSS billing information for supplies or vehicles, including Speed Pay entries, at Web Bill. Using Web Bill, you can access information from December 1997 to the present, and:

- Query by customer number or by tag
- Generate reports by customer number or by tag
- View reports and queries online or download to Excel
- View and print bills

You can also access Web Bill at finance-kc.gsa.gov/webbill

File Admin GBCDR Rebill Adhoc Queries Reports Sales Analysis Re-certification Help Window

WEB BILL System Main Screen

GSA OFFICE OF THE CHIEF FINANCIAL OFFICER
WEB BILL
CUSTOMER AGENCIES WEB-SITE

Includes Fleet Bills Through 06-21-2004

Includes Supply Bills Through 06-22-2004

WELCOME HOME OFFICIAL GOVERNMENT USERS

WE SUPPORT THE PAPER REDUCTION ACT

Record: 1/1



GSA Federal Supply Service



Accounting Classification Entry for Your GSA Fleet Vehicle

GSA Fleet Drive-thru Summer 2004

Who can use Speed Pay?

Everyone can use the program ... and it's all within GSA Fleet Drive-thru! Simply use your Customer Number and Access Code to open Fleet Drive-thru, and then select **Speed Pay** from the main menu. Not sure of your log in information?? For technical support, contact the GSA Fleet Drive-thru Assistance Line at (866) 472-6711.

With Speed Pay, you can enter accounting classifications for your GSA vehicles that can make paying your GSA Fleet bills a snap! Just visit www.gsa.gov/fleethrive, click the Fleet Drive-thru link, and get set to enter your information.

Mileage Express	Mileage Express provides you with a quick and easy way to report your vehicle mileage online--no other data transfer or paperwork is required.
Reports Carryout	Reports Carryout allows you to generate a GSA Fleet vehicle inventory report on the internet at any time.
Speed Pay	Speed Pay allows you to enter vehicle accounting information to help simplify bill reconciliation and payments.
Dial-a-Mile	Dial-a-Mile allows you to use your telephone to report vehicle mileage. Just dial the toll-free number (877) 472-3773 to report up to 20 vehicles.
Web Bill	Web Bill allows GSA customers who lease government vehicles or purchase supplies to access billing information via internet. You can download the data in an Excel spreadsheet or PDF files.

What can I do with Speed Pay?

- Enter accounting information for monthly mileage and non-accident billings
- **New!!** Enter accounting information for accident billings
- DFAS customers can enter accounting information that will enable GSA to generate an electronic billing directly to their agency – no more certifying and mailing invoice copies

What can I do with Speed Pay? (Continued)

- With a single click, apply the same information to all vehicles within a customer number
- Input information on a “per vehicle” basis

Tag No.	Dept.	Fiscal Year	Approp.	Limit
010-21202	21	XXXX	2000	1400
010-21203	21	XXXX	1804	7000
010-21204	21	2004	1804	7000
010-21205	21	2004	1804	7000
010-21206	21	XXXX	1804	7000
010-21207	21	2004	1804	7000
011-02004	21	2004	1804	7000
011-06163	21	XXXX	1804	7000
011-06164	21	2004	1804	7000
011-06167	21	2004	1804	7000
011-08705	21	2004	1804	7000
011-08708	21	2004	1804	7000
011-08810	21	2004	1804	7000
011-08811	21	2004	1804	7000
011-10869	21	2004	1804	7000