



Dear Chief Financial Officer:

In July 2011, the General Services Administration (GSA) will implement the first phase of a three-phase migration of its billing and accounts receivable functions from a legacy system to its financial management system. The new billing and accounts receivable (BAAR) modules will allow you to access, query, and download your GSA billing data. The first-phase implementation in July 2011 launches the billing, accounts receivable, and collection functions for motor vehicles leased through the GSA Federal Acquisition Service (FAS) and rent bills for tenants of space provided by the GSA Public Buildings Service (PBS).

The BAAR modules will comply with the Department of the Treasury Intragovernmental Business Rules, Bulletin No. 2011-04, and will modernize GSA billing, collection and accounts receivable systems, and related business processes. The key changes that may impact your agency as a result of the July 2011 BAAR implementation include:

- All agencies will be able to access and download bills and collection data electronically through the new Vendor and Customer Self Service module (VCSS). GSA will no longer send paper bills and will not send electronic billing files by e-mail or file transfer protocol (FTP).
- VCSS accounts will be established automatically for agencies registered for WebBill and Rent On The Web (ROW). Rent bills will continue to be available from ROW. Agencies not registered for WebBill and ROW will establish their VCSS accounts after BAAR implementation.
- GSA will standardize data population in the Treasury Intra-Governmental Payment and Collection (IPAC) files.
- The format for non-rent bills will be standardized beginning with the bills for motor vehicles leased through FAS.
- Agencies will be able to manage access to billing and collection data to improve security.

This is the first in a series of letters to introduce you to the BAAR modules. Future letters will provide more detailed information about implementation timelines and will invite your participation in testing, training, and demonstrations of the BAAR modules.

We look forward to working with you as we modernize GSA billing, accounts receivable, and collection functions to streamline and reduce the cost of federal financial management. If you have questions, please contact me at (202) 501-1721 or have your staff contact Alexis Stowe, Acting Director of Financial Policy and Operations at (202) 501-0560 or alexis.stowe@gsa.gov.

Sincerely,

A handwritten signature in cursive script that reads "Alison L. Doone".

Alison L. Doone
Chief Financial Officer