



About your GSA Fleet IPAC Statement

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

GSA redesigned the GSA Fleet Statement as part of a larger effort to modernize our billing and collections. We're committed to achieving the highest standards of customer service by providing you with timely, relevant information in a clear format, so you can more effectively manage your budget and expenditures. Equally important, we're meeting the goals of the Open Government Directive issued in 2009.

Getting your statement

Your GSA Fleet IPAC Statement is issued monthly. It's available from IPAC or can be downloaded from GSA's Vendor and Customer Self Service (VCSS) web site, located at <http://vcss.gsa.gov>. The statement reports payments that you have already made through IPAC, so it's not a bill and there is no amount due.

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

Questions about your statement or your charges?

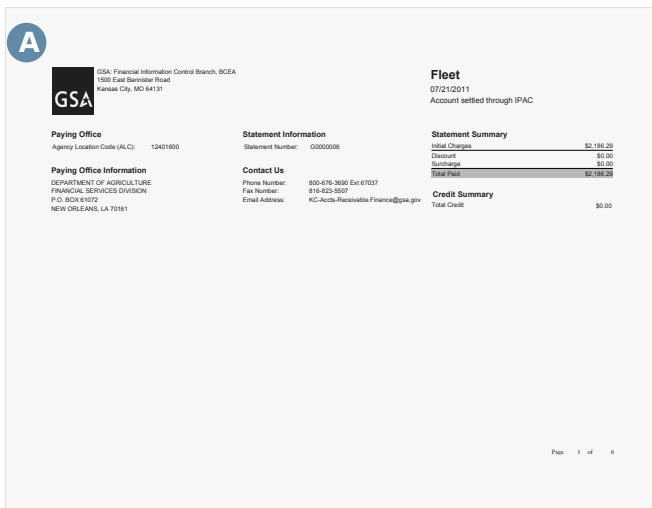
If you have questions about specific items on your statement, or if you still have questions about GSA billing after you read this guide, you should visit the VCSS web site.

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

The big picture

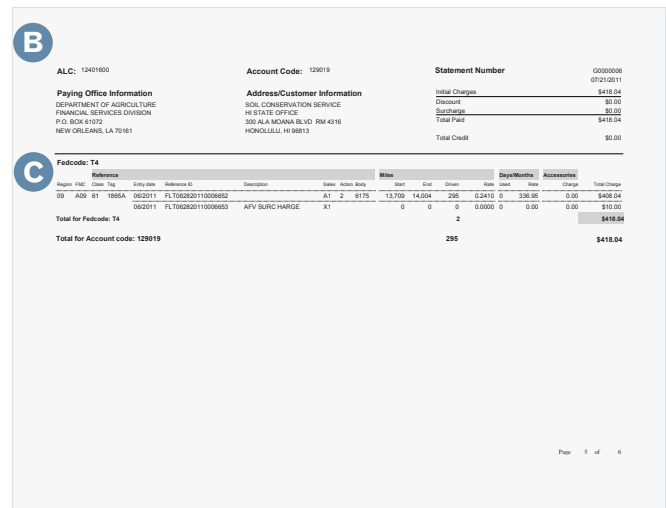
Your GSA Fleet IPAC Statement includes the motor vehicle lease charges over the covered billing cycle for a single Agency Location Code (ALC) and includes charges for all the Account Codes assigned to that ALC. (These codes are explained later in this guide).

Information in the statement is presented in three sections: the statement overview, the Account Code header and the main body.



A: The first page of your statement is the statement overview. It contains key information about the statement and your agency, contact information for help if you need it, and a top-level summary of your charges and credits for the billing cycle.

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



B: The second page of your statement begins with an Account Code header, followed by itemized charges. Any additional pages for that Account Code will have an abbreviated header.

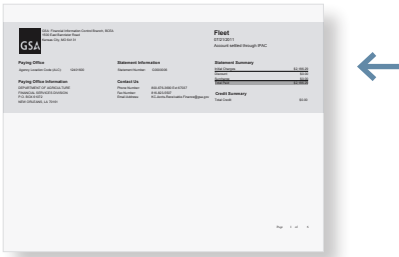
If your statement covers multiple Account Codes, the records for each new Account Code will begin on a new page with a new Account Code header. See page 4 of this guide for details on the Account Code header.


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

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

What's in the statement overview?

The statement overview shows charge and credit totals for the listed Agency Location Code (ALC) and therefore includes amounts for every Account Code assigned to the ALC.



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

6 **Fleet**
07/21/2011
Account settled through IPAC

2 **Paying Office**
Agency Location Code (ALC): 12401600

4 **Statement Information**
Statement Number: G0000006

7 **Statement Summary**

Initial Charges	\$2,186.29	7
Discount	\$0.00	8
Surcharge	\$0.00	9
Total Paid	\$2,186.29	9

3 **Paying Office Information**
DEPARTMENT OF AGRICULTURE
FINANCIAL SERVICES DIVISION
P.O. BOX 61072
NEW ORLEANS, LA 70161

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

10 **Credit Summary**

Total Credit	\$0.00	10
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1. GSA Address The address of the GSA Finance Office that handles the business line.

2. Agency Location Code (ALC) The code assigned to you by the Treasury Department to enable payments through the IPAC system.

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

4. Statement Number A unique alphanumeric code generated by GSA for each statement. You'll need this number if you have questions about your statement or want to dispute a charge.

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

6. Statement Date Date statement was generated.

7. Initial Charges The total amount you incurred this billing cycle, before interest, penalties, discounts or other adjustments have been applied.

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

9. Total Paid The final sum that you paid to GSA through the IPAC system, after additional charges and discounts.

10. Total Credit The total amount of credits sent to IPAC. It has not been subtracted from the Total Paid amount.

What's in the Account Code header?

The Account Code header includes charge and credit totals, plus identifying information, for the listed Account Code only. The records for each new Account Code will begin on a new page with a new Account Code header.

ALC: 12401600	Account Code: 129019	Statement Number: G0000006
Paying Office Information	Address/Customer Information	Statement Dates
DEPARTMENT OF AGRICULTURE FINANCIAL SERVICES DIVISION P.O. BOX 61072 NEW ORLEANS, LA 70161	SOIL CONSERVATION SERVICE HI STATE OFFICE 300 ALA MOANA BLVD RM 4316 HONOLULU, HI 96813	07/21/2011 08/31/2011
Summary for Account Code: 129019		
Initial Charges	\$418.04	
Discount	\$0.00	
Surcharge	\$0.00	
Total Paid	\$418.04	
Total Credit	\$0.00	

ALC: 12401600

Paying Office Information
DEPARTMENT OF AGRICULTURE
FINANCIAL SERVICES DIVISION
P.O. BOX 61072
NEW ORLEANS, LA 70161

11 Account Code: 129019

Address/Customer Information
SOIL CONSERVATION SERVICE
HI STATE OFFICE
300 ALA MOANA BLVD RM 4316
HONOLULU, HI 96813

Statement Number G0000006
07/21/2011

12

Initial Charges	\$418.04
Discount	\$0.00
Surcharge	\$0.00
Total Paid	\$418.04
Total Credit	\$0.00

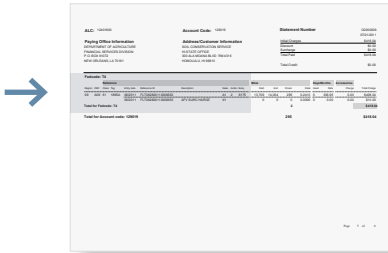
11. Account Code (formerly "BOAC") A unique number assigned by GSA that identifies your agency or the entity to which the charges are associated.

12. Summary for Account Code These fields are the same as defined previously for the Statement Overview, but the figures apply to this Account Code only.

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

Records are separated by Account Code, and the records for each Account Code are split into subsections by Fedcode. Subtotals are shown for each Fedcode and each Account Code. Records are listed according to the following sort priority: Fedcode > Region > Class > Tag #

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



13 Fedcode: T4

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Reference

Region	FMC	Class	Tag	Entry date	Reference ID	Description	Sales	Action	Body
09	A09	61	1865A	06/2011	FLT062820110006652		A1	2	6175
				06/2011	FLT062820110006653	AFV SURC HARGE	X1		

Total for Fedcode: T4

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

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

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

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

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

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

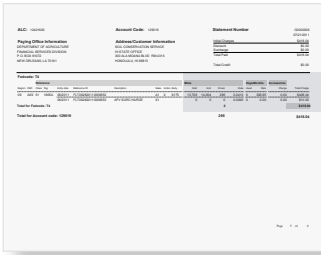
19. Reference ID A unique 18-digit number generated for each billing record. You'll need this number if you have questions about a charge or want to dispute one.

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

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

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

23. Body Indicates a GSA vehicle subcategory.



24 Miles				27 28 Days/Months		29 30 Accessories		
Start	End	Driven	Rate	Used	Rate	Charge	Total Charge	31
13,709	14,004	295	0.2410	0	336.95	0.00	\$408.04	
0	0	0	0.0000	0	0.00	0.00	\$10.00	
		2					\$418.04	32

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

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

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

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

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

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

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

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

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

Note: Total charges at the Account Code level are shown after the last Fedcode record for each Account Code.



September 2011

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

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Fax: 816.926.7800

Email: kc-accts-receivable.finance@gsa.gov

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