About GSA changes to IPAC data fields
for Fleet customers

This guide is designed to be a useful reference for those GSA customers that pull data from IPAC into their accounting systems.

Federal standards make intra-agency interactions easier, so GSA complies with Common Government-wide Accounting Classification (CGAC), Financial Systems Integration Office (FSIO) Standards and the Treasury Financial Manual (TFM) Publications and Guidance. To more fully align with these standards, we recently made changes to how we populate the IPAC files.

The following fields changed for Fleet customers:

- Document reference number
- Transaction contact name
- Contract number
- Invoice number
- JAS number
- Job number
- Miscellaneous transaction information
- Obligating document number
- Purchase order number
- Receiver DUNS number
- Receiver DUNS+4 number
- Requisition number
- Sender DUNS number
- ACT trace number

What you need to do:

- Review the *How GSA Populates IPAC Records* table.
- Confirm that the changes in how GSA populates IPAC records align with your current practices, particularly if you pull bulk files.
- Please pay special attention to the purchase order number and the invoice number. GSA no longer populates these fields with a GSA statement number.
- Keep this table for your reference.

Contact information

If you need additional assistance, please don't hesitate to contact us at gsa.ipac@gsa.gov.

Changed fields are indicated with a shaded background. An asterisk (*) following the IPAC field name indicates a required field.

Batch Record

IPAC field name	GSA field definition	Current	Formerly	Number of characters
File ID *	Payment/Collection/Adjustment/SGL Bulk Files is represented by PCA.	PCA	PCA	7
Record Type *	Batch	B	B	1
Application ID *	The application ID is IPAC.	IPAC	IPAC	4
Total Number of Records *	The total number of records in the file, including File Identifier, Batch, Header, Detail, SGL and Post SGL records.	[########]	[########]	8
File ID Number *	Specifies the Sender ALC + Date (CCYYMMDD) + sequential number.	*Example:* 4700001620110218001	*Example:* 4700001620110218001	19

Header Record

IPAC field name	GSA field definition	Current	Formerly	Number of characters
Record Type *	H indicates header.	H	H	1
ALC *	The Agency Location Code uniquely identifies the reporting/accounting source of the payment or collection transaction.	47000016	47000016	8
Transaction Total Amount *	The total amount of detail lines for this transaction.	*For collections:* Monthly Bill Amount *For payments:* Credit Amount *Example:* 208892643	Mileage rate + monthly/daily rate + special equipment charge *Example:* 208892643	14 + 2 implied decimals
Customer ALC *	The Customer Agency Location Code uniquely identifies the customer receiving the payment or collection transaction.	Customer ALC *Example:* 14080001 or 14110008	Customer ALC *Example:* 14080001 or 14110008	8
Sender DO Symbol *	The IPAC Disbursing Office Symbol that uniquely identifies the GSA Agency Location Code sending the transaction.	GS127	GS127	5
Transaction Set ID *	810 indicates a collection. 820 indicates a payment.	810 or 820	810 or 820	3
Document Reference Number	A reference number and format that uniquely identifies each transaction and prevents duplication when all GSA business lines are implemented.	*IPAC:* G + ####### *Example:* G0000384 *Non-IPAC:* F + ####### *Example:* F0000480	*IPAC:* N + ####### *Example:* N0114740 *Non-IPAC:* F + ####### *Example:* F7976782	8

Detail Record

IPAC field name	GSA field definition	Current	Formerly	Number of characters
Record Type *	D indicates detail.	D	D	1
Accounting Classification Code	GSA populates this field with vendor account code (formerly known as BOAC) or Agency/Bureau code (AB). Fleet always populates with BOAC and, if the customer is a military customer, the code ends in F.	*Example Account Code (non-DoD):* 14A87J *Example Account Code (DoD):* 2114A5F	*Example BOAC (non-DoD):* 14A87J *Example BOAC (DoD):* 2114A5F	16
Account Classification Reference Number	GSA leaves this field blank.	Blank	Blank	12
Detail Amount *	Indicates the Quantity times Unit Price.	Quantity x Unit Price. *Example:* 1*48404=48404	Quantity x Unit Price. *Example:* 1*48404=48404	14 + 2 implied decimals
Transaction Contact Name	The customer service email address for the business line.	KC-Accts-Receivable.Finance@gsa.gov	KC-ACCTS-RECEIVABLE FINANCE@GSA.GOV	60
Contact Phone Number	The customer service telephone number for the business line.	816-926-7037	816-926-7037	17
Contract Line Item Number	GSA populates this field with NA.	NA	NA	6
Contract Number	The name of business line.	FLEET	GSFMPOOL	17

Detail Record—continued

IPAC field name	GSA field definition	Current	Formerly	Number of characters
Receiver Department Code *	The 2-digit number identifying the Federal Government Department.	Customer Agency Code *Example:* 14	Customer Agency Code *Example:* 14	2
Description	Line of Accounting (LOA), if provided by the customer. If not, the Vehicle Tag number.	*Example:* A10311G421153A0709 For military (DoD) customers, the Line of Accounting (LOA) is sent. *Example:* 97XXXX49305NR0001 P929022516OEBAJHH2 033189OEJHH2MSDW261 G	*Example:* A10311G421153A0709 For military (DoD) customers, the Line of Accounting (LOA) is sent. *Example:* 97XXXX49305NR0001 P929022516OEBAJHH2 033189OEJHH2MSDW261 G	320
Fiscal Station Number	Populated with all zeros.	00000000	00000000	8
Invoice Number *	The unique 22-character identification number of the invoice listing the services rendered and assigned by the system to match incoming and outgoing IPAC transactions.	00000000006342984 810: Reference ID from the bill 820: Same as description field	Fleet used IPAC Document Reference Number *Example:* N0110276 or F7976782	22
JAS Number	GSA populates this field with NA.	NA	Blank	30
Job Number	GSA populates this field with NA.	NA	Blank	20
Miscellaneous Transaction Information	Additional information about the transaction, typically populated by GSA with central contact information.	For GSA Bill Copies, Please Link to http://vcss.gsa.gov	For GSA Bill Copies, Please Link to: http://finance-kc.gsa.gov/webbill	320

Detail Record—continued

IPAC field name	GSA field definition	Current	Formerly	Number of characters
Obligating Document Number *	Most program offices send customer funding information.	For non-DoD and DoD customers not using Speed Pay, this is a concatenation of: FLT + BOAC + YYYY *Example:* FLT6760A22010 For DoD customers, the value in the Standard Document Number field in Speed Pay is used. *Example:* W81MNBF7354155	Fleet IPAC Doc Ref Number *Example:* N0110275 DoD Customers: *Example:* OEJHH2MSDW261	17
Pay Flag *	P indicates partial payment.	P	P	1
Purchase Order Number *	The number of the document from the receiving agency requesting goods or services. This field indicates your source of funding. If a source of funding has not been supplied, the field will be populated with NOT_PROVIDED_BY_CUST.	DoD uses the Standard Document Number field from Speed Pay. *Example:* W81MNBF7354155 For non-DoD and DoD not using Speed Pay, this field is populated with NOT_PROVIDED_BY_CUST	Fleet IPAC Document Reference Number *Example:* N0110275	22
Quantity *	GSA populates this with the number 1.	1	1	14
FY Obligation ID *	GSA leaves this field blank.	Blank	Blank	1
Receiver Treasury Account Symbol/ RTAS Type Indicator	This account number (also known as an appropriation or fund symbol) is assigned by Treasury to classify agency transactions. It is required for agencies trading with ALCs designated as GWA Reporters. GSA populates this field with your Treasury Account Symbol (TAS), if provided, in the STAR String format.	*Example:* 41X2670	*Example:* 41X2670	27

Detail Record—continued

IPAC field name	GSA field definition	Current	Formerly	Number of characters
Receiver Business Event Type Code	BETC is used to identify the type of event that is recorded against a TAS and to implement GWA business rules for the posting of events to the TAS. This is required for agencies trading with ALCs designated as GWA Reporters. DISB indicates a collection (810). COLL indicates a payment (820).	DISB or COLL	DISB or COLL	8
Receiver DUNS Number	DUNS (Dun & Bradstreet Universal Numbering System) is a unique identifier for individual business locations for federal vendors and federal customers. If your BPN/DUNS is available on the vendor record maintained by GSA, this field will contain that value, and it will be validated against data IPAC has obtained from FEDReg. If the BPN/DUNS has not been populated as part of the vendor record, this field will be blank.	*Example:* 020057782 or Blank	Blank	9
Receiver DUNS+4 Number	An identifier that, along with the 9-digit DUNS, more specifically identifies the individual business locations for federal vendors and customers. If your BPN/DUNS+4 is available on the vendor record maintained by GSA, this field will contain that value. It will be validated against data IPAC has obtained from FEDReg. If the BPN/DUNS+4 has not been populated as part of the vendor record, this field will be blank.	*Example:* 1234 or Blank	Blank	22

Detail Record—continued

IPAC field name	GSA field definition	Current	Formerly	Number of characters
Requisition Number	This is an optional field that may be used differently by each business line. For Fleet, it will either be the ending period of performance date or say NA.	*Example:* 082109 or NA	*Example:* 082109	15
Sender Treasury Account Symbol/STAS Type Indicator *	Account number (also known as an appropriation or fund symbol) assigned by Treasury to classify Agency transactions. GSA populates this field with the TAS for its business line, in the STAR String format.	*Example:* 47X4534.1	*Example:* 47X4534.1	27
Sender Business Event Type Code	BETC is a field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS.	COLL for 810 transactions, DISB for 820 transactions, when populated by GSA	COLL for 810 transactions, DISB for 820 transactions, when populated by GSA	8
Sender DUNS Number	DUNS is a unique identifier for individual business locations for federal vendors and federal customers. GSA BPN from the interagency agreement with the customer. If the GSA business line does not supply this value to the financial system, it will be blank. Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg.	Blank	Blank	9
Sender DUNS+4 Number	A unique identifier that, along with the 9-digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers. GSA does not have a DUNS+4 number so leaves this field blank.	Blank	Blank	4

Detail Record–continued

IPAC field name	GSA field definition	Current	Formerly	Number of characters
(ACT) Trace Number	Populated with the statement number on rebills of chargebacks to assist you with reconciliation to the original statement number.	*IPAC:* G + ####### *Example:* G0000384 *Non-IPAC:* F + ####### *Example:* F0000480	Blank	15
Unit of Issue *	Units by which goods and services are measured.	EA	EA	2
Unit Price *	GSA sends the total detail billing line amount as the Unit Price.	*Example:* 48404	*Example:* 48404	14 + 2 implied decimals
DOD Activity Address Code	GSA leaves this field blank.	Blank	Blank	15

SGL Record

IPAC field name	GSA field definition	Current	Formerly	Number of characters
Record Type *	SGL Record.	E	E	1
SGL Action Flag *	A indicates an add.	A	A	1
SGL Account Number *	United States Standard General Ledger (USSGL) Account Number.	*Example:* 1010 or 1310	*Example:* 1010 or 1310	4
Sender / Receiver SGL Flag *	S indicates sender.	S	S	1
Federal / Non-Federal Flag *	F indicates federal.	F	F	1
SGL Amount *	Detail amount.	*Example:* 48404	*Example:* 48404	14 + 2 implied decimals
Debit / Credit Flag *	D indicates a debit. C indicates a credit.	C or D	C or D	1
SGL Comments	GSA leaves this field blank.	Blank	Blank	255

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