About your GSA KC Finance Center Billing IPAC Statements

This guide is designed to help you understand your GSA KC Finance Center Billing when using Treasury’s Intergovernmental Payment and Collection System (IPAC).

(Version 3.0)
As of January 2015, you may have been receiving redesigned statements for GSA KC Finance Center Billing. GSA’s redesign of GSA KC Finance Center Billing statements is 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

GSA KC Finance Center Billing Statements will be issued on the 20th of the month (or the next business day if the 20th falls on a weekend or holiday). Separate statements will be issued for each GSA KC Finance Center Billing customer group. The statements will report amounts that have been collected or distributed through IPAC, requiring no amount due.

Going forward, you will be required to log on to GSA’s Vendor and Customer Self Service (VCSS) website, located at vcss.gsa.gov, to obtain printed bills. There, you can find not only your GSA KC Finance Center Billing Statements but also a wide range of additional information and useful resources. Once you’ve registered for access to your accounts, you can submit questions or report problems about items on your statement. You can also download your billing activity in comma-separated value format (.csv).

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 website. If you are unable to find your answer online, contact us by phone, fax or email. Our contact information is listed under the “Contact Us” link on the VCSS website. The contact information can also be found on the second page of your statement.
The big picture – the three sections of your IPAC statement

Your GSA KC Finance Center Billing Statements cover transactions over an entire billing cycle for a single Agency Location Code (ALC) and Account Code (Account Codes are explained later in this guide). The statements include all charges and credits for the billing cycle.

Information in the statement is presented in three sections: (A) the statement overview, (B) the Account Code header, and (C) itemized charges.

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.

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 begin with an abbreviated header.

C: Itemized charges begin at the bottom of page 2, containing a description of charges and useful subtotals.
What’s in the statement overview?

The statement overview contains key information about the statement and your agency, contact information for help if you need it, and a top-level summary of charges and credits for the listed Agency Location Code (ALC). Each statement covers transactions over an entire billing cycle.

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 need to initiate a chargeback.
5. Contact Us GSA phone and fax numbers, and email address.
6. Statement Date The date the statement was generated.
7. Initial Charges The total amount you incurred this billing cycle, before discounts and surcharges have been applied.
8. Surcharge An additional amount charged for freight, export or other miscellaneous costs.
9. Total Paid The total sum collected by GSA through the IPAC system.
10. Credit Summary The summary of all credit transactions sent through IPAC for this statement number. For credits, IPAC creates separate transaction(s) with a separate document reference number. Your Statement Number will appear in the Purchase Order field of your IPAC transaction.
What's in the Account Code header?

The Account Code header on the second page of your IPAC statement includes charge and credit totals, plus identifying information, for the listed Account Code.

**11. Agency Location Code**
As seen on the first page of your IPAC statement.

**12. Account Code**
A unique number assigned by GSA that identifies your agency or the entity to which the charges are associated.

**13. Summary for Account Code**
These fields are the same as defined previously on page 3 for the Statement Overview.
What's in the itemized charges section of your statement?

Subtotals are shown for the Customer Account Code.

Each horizontal row in the itemized charges section includes reference information and billing details for one type of item. The reference information and billing details are shown below.

14. Agreement Number
Indicates the GSA assigned system agreement number.

15. Period of Performance Start
Indicates the start date of the IAA (agreement).

16. Period of Performance End
Indicates the end date of the IAA (agreement).

17. Line Description
Indicates the description of charges.

18. Fund
The GSA Fund used for internal GSA information.

19. Document Number
The GSA accounting system document number for internal GSA information.

20. Line Number
The GSA accounting system document line number for internal GSA information.

21. Region
The GSA Region for internal GSA information.

22. Program Code
The GSA Program Code for internal GSA information.

23. Function Code
The GSA Function Code for internal GSA information.
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GSA
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