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Subject: Coming In July: Key Changes for GSA RWA and HOTD Customers

Effective the week of July 15, 2013, customers of GSA Reimbursable Work Authorizations (RWA), and customers in Washington, D.C., receiving steam and chilled water through the Heating Operation and Transmission District (HOTD), will begin accessing bills and statements electronically via GSA's Vendor and Customer Self Service (VCSS) website. VCSS will replace BillView and paper bills, bringing a significant change in the way you receive bills and statements. In addition, RWA/HOTD bills, statements and billing data will be presented in new standardized formats.

To prepare for the transition to VCSS and minimize any billing-related disruptions, **please go to the Key Changes for RWA and HOTD Customers webpage at <http://www.gsa.gov/portal/content/173207>** to review in detail the changes listed below.

<b>New statement number formats</b>	Statement numbers on RWA statements transmitted through Treasury's Intergovernmental Payment and Collection (IPAC) System and Non-IPAC statement numbers will have new prefixes. IPAC statement numbers will have a "W" prefix; non-IPAC statement numbers will have an "X" prefix.
<b>Separate listing of IPAC credit transactions</b>	Credits (820 transactions) will be processed as payments versus negative collections, and will be listed separately. Each credit will be assigned a system-generated, eight-character reference number.
<b>Increase in the number of IPAC transaction lines</b>	GSA is implementing a commercial off-the-shelf (COTS) product changing how its bills and credits are submitted to Treasury's IPAC system. This will increase the number of IPAC transactions submitted by GSA, which will be reflected in an increased number of transaction lines per agreement.
<b>New Agency Bureau Code format</b>	Agency Bureau Codes will become five-digit numbers. The agency code will expand to three positions with a zero inserted in front of existing AB codes. The final two positions, the bureau code, will remain unchanged.
<b>New Treasury Account Symbol format</b>	Treasury is transitioning to a new Treasury Account Symbol format. GSA customers are strongly encouraged to begin using the new Component format, as this will be the only format accepted by Treasury for IPAC transactions across the entire Federal Government starting on October 1, 2014.

To avoid disruptions to your billing and payment processes, please carefully review the changes on the **Key Changes for RWA and HOTD Customers webpage at <http://www.gsa.gov/portal/content/173207>** and take steps to prepare your organization for VCSS. Please contact us at [baar@gsa.gov](mailto:baar@gsa.gov) if you have any questions.

The GSA Billing and Accounts Receivable (BAAR) Team