GSA ®

About GSA changes to IPAC data fields for Reimbursable Work Authorization (RWA) customers

This guide is designed to be a useful reference for those GSA customers who pull data from Treasury's Intergovernmental Payment and Collection System (IPAC) into their accounting systems.

(VERSION 2.1)

Federal standards make interagency 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 will be making changes to how we populate the IPAC records.

This guide supersedes the first version of the GSA RWA IPAC Data Fields guide, and includes recent corrections to how GSA populates RWA IPAC data fields.

The following fields have been corrected and will not change for RWA customers:

- Contract line item number
- Job number

The following fields will change for RWA customers (italics indicate additions to this list):

- Document reference number
- Accounting classification code
- Account classification reference number
- Transaction contact name
- Transaction contact phone number
- Contract number
- Description
- *Fiscal station number*

- Invoice number
- JAS number
- Miscellaneous transaction information
- Purchase order number (Payments)
- Receiver Treasury account symbol
- Sender Treasury account symbol
- *(ACT) trace number*

What you need to do:

- Review the *How GSA Populates IPAC Records* table (see pages 2–10).
- Confirm that the changes in how GSA populates IPAC records align with your current practices, particularly if you download bulk files.
- Keep this guide for your reference.

Contact information

If you need additional assistance, please contact us at gsa.ipac@gsa.gov.

For GSA bill copies, go to http://vcss.gsa.gov.

How GSA populates IPAC records

A shaded background indicates a changed field.
An asterisk (*) following the IPAC field name indicates a required field.

Batch Record

IPAC field name	GSA field definition	Effective July 2013	Prior to July 2013	Maximum 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 Agency Location Code (ALC) + Date (YYYYMMDD) + sequential number.	*Example:* 47000017201211150009	*Example:* 47000017201211150009	19

Header Record

IPAC field name	GSA field definition	Effective July 2013	Prior to July 2013	Maximum 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.	47000017	47000017	8
Transaction Total Amount *	The total dollar amount of detail lines for this transaction.	*For collections:* Bill Amount *For payments:* Credit Amount *Example:* 4374858 ($43,748.58)	*For collections:* Bill Amount *For payments:* Credit Amount *Example:* 4374858 ($43,748.58)	14 + 2 implied decimals
Customer ALC *	The Customer Agency Location Code uniquely identifies the customer receiving the payment or collection transaction.	Customer ALC *Example:* 28040001	Customer ALC *Example:* 28040001	8
Sender DO Symbol *	The IPAC Disbursing Office Symbol that uniquely identifies the GSA Agency Location Code sending the transaction.	GS187	GS187	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. For collections (810 transactions), GSA populates this field with the Statement Number. For payments (820 transactions), this field will be populated with a system-generated 8-character alphanumeric string, and the Statement Number will be found in the Purchase Order Number field.	*For collections, the Statement Number:* W + ######## *Example:* W3024075 *For payments, a system-generated string:* *Example:* 00001N7G	######## *Example:* 30240075	8

Detail Record

IPAC field name	GSA field definition	Effective July 2013	Prior to July 2013	Maximum number of characters
Record Type *	D indicates detail.	D	D	1
Accounting Classification Code	GSA populates this field with the customer account code, which was formerly known as the Billed Office Address Code (BOAC).	*Example Account Code:* 57119A	BOAC + RWA Type + RWA Number *Example:* 57119A N0595816	16
Account Classification Reference Number	GSA populates this field with RWA type (C, D, N, etc.) + the agreement number.	*Example Agreement Number:* N0595816	Blank	12
Detail Amount *	Indicates the Quantity times Unit Price.	Quantity x Unit Price. *Example:* 1*48404=48404 ($484.04)	Quantity x Unit Price. *Example:* 1*48404=48404 ($484.04)	14 + 2 implied decimals
Transaction Contact Name	The customer service email address for the business line.	Email to: ipacbilling@gsa.gov	FW-RWA IPAC BILLINGS	60
Transaction Contact Phone Number	The customer service telephone number for the business line.	800-676-3690	817-978-8571	17
Contract Line Item Number	GSA populates this field with NA.	NA	NA	6
Contract Number	The name of business line.	RWAHOTD	RWABILLS	17

Detail Record—continued

IPAC field name	GSA field definition	Effective July 2013	Prior to July 2013	Maximum number of characters
Receiver Department Code *	The 2-digit number identifying the Federal Government Department.	Customer Agency Code *Example:* 10	Customer Agency Code *Example:* 10	2
Description	Line of Accounting (LOA) provided by the customer on GSA Form 2957.	########:(1 space)#### *Example:* 40007768: 2337	########:(1 space)#### + Brief Project Description *Example:* 40007768: 2337 FY13 OT Utilities	320
Fiscal Station Number	GSA populates with customer numeric numbers only or with all zeros.	*Example:* 067443 or 00000000	00000000	8
Invoice Number *	The unique identification number of the invoice, assigned by the system to match incoming and outgoing IPAC transactions.	System-generated 12-character Alphanumeric String *Example:* 2KY0036HA0K4	Statement Number *Example:* 30240075	22
JAS Number	GSA populates this field with the 5-digit Agency Bureau (AB) code.	*Example:* 01008	*Example:* 1008	30
Job Number	GSA populates this field with NA.	NA	NA	20
Miscellaneous Transaction Information	Additional information about the transaction. This is typically a brief description of the RWA project.	*Example:* FY13 OT Utilities See RETA or eRETA for the full project description. For GSA bill copies, go to http://vcss.gsa.gov.	*Example:* For copy of RWA Form 2957 send email to: ipacbilling@gsa.gov. For GSA bill details contact GSA Service Office on RWA Form 2957 192X187	320

Detail Record—continued

IPAC field name	GSA field definition	Effective July 2013	Prior to July 2013	Maximum number of characters
Obligating Document Number *	Most program offices send customer funding information.	Populated with the RWA Agreement Number *Example:* 0595816	Populated with the RWA Agreement Number *Example:* 0595816	17
Pay Flag *	P indicates partial/final flag.	P	P	1
Purchase Order Number (Collections) *	The number of the document from the receiving agency requesting goods or services. This field indicates the source of funding. GSA populates this field with the RETA Customer Order Number or, if left blank, GSA + RWA Type + RWA Number.	*Example:* SE11WA12013 or GSA N0453563	*Example:* SE11WA12013 or GSA N0453563	22
Purchase Order Number (Payments) *	Credits will show as a separate 820 transaction. This field will be populated with the Statement Number of the billing document from which the credit was generated.	*Example:* W0453563	Populated with the RETA Customer Order Number or, if left blank, GSA + RWA Type + RWA Number *Example:* SE11WA12013 or GSA N0453563	22
Quantity *	GSA populates this with the number 1.	1	1	14 + 2 implied decimals
FY Obligation ID	GSA leaves this field blank.	Blank	Blank	1
Receiver Treasury Account Symbol	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 for Government-Wide Accounting (GWA) Reporters. GSA populates this field with your Treasury Account Symbol (TAS), if provided, in the Component TAS format.	Component TAS format ending in 2 spaces + C *Example:* 02820132013 8704000 C	STAR String format *Example:* 2838704	27

Detail Record–continued

IPAC field name	GSA field definition	Effective July 2013	Prior to July 2013	Maximum 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 SLCs designated as GWA Reporters. DISB indicates a collection (810). COLL indicates a payment (820).	DISB or COLL	DISB or COLL	8
Receiver DUNS Number	Dun & Bradstreet Universal Numbering System (DUNS) is a unique identifier for individual business locations for federal vendors and federal customers. If your Business Partner Number (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 is not populated as part of the vendor record, this field will be blank. RWA does not populate this field.	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. RWA does not populate this field.	Blank	Blank	22

Detail Record—continued

IPAC field name	GSA field definition	Effective July 2013	Prior to July 2013	Maximum number of characters
Requisition Number	This is an optional field that may be used differently by each business line.	D22901REA22000	D22901REA22000	15
Sender Treasury Account Symbol *	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 Component TAS format.	Component TAS format ending in 2 spaces + C *Example:* 047 X4542001 C	STAR String format *Example:* 47X4542.1	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 is 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 the data IPAC has obtained from FEDReg. RWA populates this field with the DUNS number listed on the RETA agreement.	*Example:* 130944866	*Example:* 130944866	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	Effective July 2013	Prior to July 2013	Maximum 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.	W + #######	Blank	15
Unit of Issue *	Units by which goods and services are measured. RWA uses only one Unit of Issue – EA (each).	EA	EA	2
Unit Price *	GSA sends the total detail billing line amount as the Unit Price.	*Example:* 21680 ($216.80)	*Example:* 21680 ($216.80)	14 + 2 implied decimals
DOD Activity Address Code	GSA leaves this field blank.	Blank	Blank	15

SGL Record

IPAC field name	GSA field definition	Effective July 2013	Prior to July 2013	Maximum number of characters
Record Type *	Standard General Ledger (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 ($484.04)	*Example:* 48404 ($484.04)	14 + 2 implied decimals
Debit / Credit Flag *	D indicates a debit. C indicates a credit.	D or C	D or C	1
SGL Comments	GSA leaves this field blank.	Blank	Blank	255