



Office of the Chief Financial Officer
Billing and Accounts Receivable (BAAR) Modules

Frequently Asked Questions on Selected Treasury
Required Fields in GSA Billing System

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Q: What are the business rules regarding intergovernmental transactions?

A: Treasury Financial Manual (TFM) Volume I Bulletin No. 2011-04, dated November 8, 2010, on Intragovernmental Business Rules addresses business rules for federal agencies that acquire goods or services from another federal agency and federal agencies that provide goods or services to another federal agency. The bulletin is available online at www.fms.treas.gov/tfm/vol1/11-04.html. Additional information is available from the Treasury website at www.treasury.gov and the Financial Management Service website at www.fms.treas.gov.

Q: What is the Business Partner Network (BPN) Number?

A: Each Federal Government trading partner registered in the Federal Agency Registration System (FedReg) is identified by a unique nine-digit number, known as the Business Partner Network (BPN) Number. BPN is the single source for vendor data for the Federal Government. The BPN Number helps identify trading

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partners at the level in an agency where reimbursable business is being conducted and identifies the specific unit within an agency that is requesting or receiving the goods or services.

Q: *Is the BPN Number mandatory?*

A: Yes. The Department of the Treasury has informed all federal agencies that it will implement the OMB requirement, and, after implementation, any billing and collection transactions sent via the Intragovernmental Payment and Collection (IPAC) System without BPN Numbers will be rejected and not processed. BPN Numbers are already required in the IPAC system for Governmentwide Accounting (GWA) users.

Q: *Is registration in FedReg required?*

A: OMB Memorandum M-03-01 requires all government agencies that engage in buying or selling goods/services to register in the Federal Agency Registration database (FedReg), which is part of the Business Partner Network (BPN) at www.bpn.gov.

Q: *How does an agency manage its BPN Number(s), including requesting or modifying them?*

A: Each agency has a designated FedReg point of contact. This person, or another designated individual, ensures that the agency's BPN Numbers are correctly entered in FedReg and associated with the correct Agency Location Codes (ALC) in agreements with GSA. Information about requesting or modifying BPN Numbers for a federal agency is available at www.bpn.gov/far/DBInformation.aspx.

Q: *Is there search functionality on the BPN FedReg web pages?*

A: Yes. The Business Partner Network website is www.bpn.gov. FedReg is available by selecting the "Federal Agency Registration (FedReg)" option or by going to www.bpn.gov/far. On this page, the main options are to log in, request access, or search. FedReg data are available only to government users who may search for federal business entities either by logging in or by reaching the site from a .mil or .gov domain. There are two options under the heading "Search Only." The "Search FedReg Only" option searches information on government agencies; the "Search CCR/FedReg" option searches information on commercial vendors in the BPN Central Contractor Registration (CCR) database.

Q: *What is the GWA?*

A: The Governmentwide Accounting and Reporting Modernization Project (GWA) is led by the Department of Treasury's Financial Management Service (FMS). GWA addresses the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management. Refer to fms.treas.gov/gwa/index.html for more information.

Q: *What is an ALC?*

A: The Agency Locator Code (ALC) is a numeric symbol that identifies the agency accounting and/or reporting office.

Q: *What is a TAS?*

A: The Treasury Account Symbol (TAS) refers to the receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

Q: *What is a BETC?*

A: The Business Event Type Code (BETC) is an eight-character code used in the GWA system to indicate the activity type being reported, such as payments, collections, or borrowings.

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Q: *Are the TAS and BETC required?*

A: Yes. In November 2006, the Financial Management Service (FMS) issued a Treasury Financial Manual (TFM) requirement that all Federal Program Agencies (FPAs) report the new standard GWA TAS and BETC on both the sender and receiver sides for all intragovernmental transactions reported through the IPAC System by August 1, 2008. To implement standardization and consistency, Treasury has developed one standard format that GWA will use and that eventually all systems interfacing with GWA will also use.

Q: *What is CGAC?*

A: Common Governmentwide Accounting Classification (CGAC) is a standard way to code and categorize financial transactions and establishes a standard financial structure across all agencies. CGAC makes it possible to account for spending in the same way across government agencies. CGAC includes data needed for internal and external reporting and provides flexibility for agency mission-specific needs. The structure also promotes consistent use of terms and concepts and establishes a uniform structure for capturing data about them.

Q: *How do the TAS and BETC work together?*

A: The BETC must accompany the TAS and corresponding dollar amounts to classify a transaction against the fund balance with Treasury. BETC replaces the transaction codes and standard sub-classes currently used on the central accounting reports, including the Statements of Transactions (FMS Form 224) and the Undisbursed Ledger and Trial Balance Reports (FMS Forms 6653 and 6654). For more on TAS and BETC, refer to www.fms.treas.gov/gwa/factsheet_tas.html. Note that it is important to update the TAS each year if appropriate.

Q: *Who should provide the TAS and BETC to GSA?*

A: The customer agency should provide the symbol and code. The customer agency can obtain this information from its budget or funding office.