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**Subject:** An Updated Version of the Crosswalk for WebBill Data Fields to VCSS CSV File Fields is Now Available for GSA Global Supply and AutoChoice Customers

Last month, as part of an ongoing communication effort to keep GSA customers apprised of changes which may impact their billing processes, an email was sent out to all WebBill users with information on the WebBill Crosswalk. Instructions and a direct link to the WebBill Crosswalk were included to assist users in distinguishing the fields and formats associated with the new VCSS CSV bill format.

We have updated the WebBill Crosswalk document to include changes to a few field names, field lengths, column numbers, column letters and data types. The complete list of changes can be found below.

In addition, it is important to note, if the CSV file is exported via Excel, certain fields may be generated as an exponential number (e.g. 7.51E+12). The explanation behind why this occurs is that Excel attempts to assist users by determining the cell format for them. Manually changing the cell format to "Number" will display the data field correctly (e.g. 7510015806225). This is a known issue with Excel only. When the file is exported to another text editor, such as Notepad this problem does not occur and all numbers are displayed correctly.

There are four fields within the WebBill Crosswalk that may generate exponential numbers when exported to Excel. These fields are Supplemental Address, Requisition Number, Customer Requisition Number and Stock Number.

As a reminder, in February 2014, WebBill users will experience a change in how they receive their billing data due to the Billing and Accounts Receivable (BAAR) Phase 2B implementation. Billing data will be downloaded as a CSV file from GSA's Vendor and Customer Self Service (VCSS) website. WebBill users should review how the VCSS CSV format will fit into their existing data usage processes, in order to avoid disruptions in billing and payment processes. The updated crosswalk and additional CSV file examples attached will help you match WebBill data fields to VCSS CSV file fields.

<b>WebBill Field</b>	<b>Change Made to WebBill Crosswalk</b>
PSS - ALC	Field Name = ALC
PSS - ALC	Column Number = 24
PSS - ALC	Column Letter = X
PO#	Field Name = Manifest/ PO Number
PO#	Column Number = 22
PO#	Column Letter = V
QTY	Column Number = 11
QTY	Column Letter = K
Commodity Center	Field Name = Commodity Center
Commodity Center	Column Number = 35
Commodity Center	Column Letter = AI
Project Code	Data Type = VARCHAR2
Project Code	Field Length = 30 characters
Customer Requisition Number	Data Type = VARCHAR2
Customer Requisition Number	Field Length = 30 characters

**The GSA Billing and Accounts Receivable (BAAR) Team**