Managing Your GSA Billing Changes and Transitioning to VCSS

As part of its modernization efforts, GSA is standardizing its billing systems and processes. In February 2016, GSA customers will access electronic billing statements only through the Vendor and Customer Self Service (VCSS) website. VCSS will provide GSA customers with consolidated access to billing statements and billing data for all GSA services.

If you manage or use GSA billing statements or billing data for your organization, understanding the information provided below will help you prepare for a smooth transition to electronic billing via VCSS.

What is changing?

GSA’s Offices of Integrated Technology Services (ITS), Assisted Acquisition Services (AAS), and Global Supply Services (GSS) are moving toward a fully automated electronic billing process via the Vendor and Customer Self Service (VCSS) website. While you will no longer receive paper billing statements or have access to BillView for new billing statements, VCSS will provide you with direct access to your billing information at the Account Code level, across multiple services, in one single location. Additionally, it will enable you to view, query, sort and download data at any time in a standardized .csv format.

Who is impacted by this change?

Customers who manage billing processes, perform functions such as bill payment, charge approval, audit, re-billing, reconciliation and reporting, or import billing data into other systems for the following Federal Acquisition Service (FAS) programs.

- AAS – Client Support Center (CSC)
- FEDSIM
- GSS - Integrated Workplace Acquisition Center (IWAC)
- National IT Commodity Program (NITCP)
- Wide Area Network (WAN)/Networx
- Managed Service Office (MSO)/USAAccess Program Office

Upon the VCSS go-live, paper billing statements by GSA will cease. Instead, customers will use VCSS to access and download billing statements and billing data electronically through the VCSS website.

When will the switch to VCSS occur?

VCSS will be fully implemented in February 2016 for the business lines listed in the above section. However, customers must register their account codes in VCSS now to ensure a smooth transition. You can do this at the VCSS Account Code Registration Website (http://vcssaccountcodes.ocfo.gsa.gov).

What do I need to do?

After registering your Account Codes for VCSS, think about who touches GSA billing statements or billing data in your organization. This will help determine who requires access to VCSS, and what processes and systems may need to be adjusted to access data via VCSS. Consider the following questions:

- Are there internal processes that depend on paper billing statements? If your agency re-bills internally and distributes GSA paper billing statements, processes may need to be adjusted to give certain staff access to VCSS so they can view or print statements.

For more information, visit www.gsa.gov/baar or send questions to baar@gsa.gov. Please share this with others who may need to take action.
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• **Who reviews the data that appears on billing statements?** These individuals need to be aware of format changes to the billing statements.

• **Is your approval required before a bill gets paid?** If you currently use a centralized payment center to approve your bills (e.g. DFAS customers), you will need to sign up for VCSS to continue this existing process.

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**What is changing for IPAC customers?**

Customers will need to be aware of updated data mapping for the Treasury Intra-Governmental Payment and Collection (IPAC) files. This information will be communicated at a later date.

**Billing information will be standardized.** VCSS will make it easier to review and compare billing data by standardizing the way it is displayed across multiple services. Data enhancements to GSA billing statements and to those from the Treasury’s IPAC system include:

• **New Statement Numbers**: GSA billing statements and IPAC statements will have new prefixes or date formats.

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**How do I gain access to VCSS beginning February 2016?**

You must take the following steps to prepare for and gain access to VCSS beginning February 2016:

**WHAT**

- **REGISTER** if you are not currently a user of ASSIST or BillView
- **ENTER** if you already have an ASSIST or BillView account
- **LOG IN** February 2016

**WHEN**

- **FIRST** if you are not currently a user of ASSIST or BillView
- **NOW** if you already have an ASSIST or BillView account
- **February 2016**

**HOW**

- **SEND** your name, email and phone to FW-ClientServices@gsa.gov to register for BillView
- **GO TO**: http://vcssaccountcodes.ocfo.gsa.gov
- **FOLLOW** the instructions you receive via email just prior to going live in VCSS

For more information, visit [www.gsa.gov/baar](http://www.gsa.gov/baar) or send questions to [baar@gsa.gov](mailto:baar@gsa.gov). Please share this with others who may need to take action.