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 Local Telecom and WITS customers will be able to access the Vendor and Customer Self Service (VCSS) website to view and run queries on summarized billing data, collections, and to dispute bills. Customers will continue to have access to e*Bill for Summary and Detailed billing information.

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 Local Telecom Service and WITS customers will soon have the option of utilizing the Vendor and Customer Self Service (VCSS) website in addition to e*Bill. You will be able to access VCSS to view and query billing data for multiple GSA services online.

VCSS will provide you with direct access to your billing information at the Account Code level (Customer Number or ALC), across multiple services, in one single location in a new statement number format. Additionally, it will enable you to view, query, sort and download summarized data, collections, and to dispute billing statements at any time in a standardized .csv format.

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

Who is impacted by this change?

Local Telecom Service and WITS 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.

When will the switch to VCSS occur, and what do I need to do?

VCSS will be fully implemented in February 2016 for the Local Telecom Service and WITS customers. If you would like to access VCSS as an additional option to e*Bill for viewing Summary billing information, you will need to register your account codes via the VCSS Account Code Registration Website (http://vcssaccountcodes.ocfo.gsa.gov).

You will also want to 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.

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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What is changing for IPAC customers?

GSA billing statements will appear in a new format. GSA's new billing statements will provide information in an easy-to-understand format that is standardized across GSA services. Customer agencies will elect either grouped or individual IPAC statements.

- **Grouped IPAC Statements**: IPAC statements will be grouped by Agency Location Code (ALC). Charges will be itemized separately by customer account within the same ALC.

- **Individual IPAC Statements**: Customers may elect to have IPAC statements completed by individual accounts or single bills by ALC.

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**
  - FIRST if you are not already an e*Bill user

- **ENTER**
  - NOW if you already have an e*Bill account

- **LOG IN**
  - February 2016

**WHEN**

- Register for e*Bill at: https://topsbill.ftsbilling.gsa.gov

**HOW**

- 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 or send questions tobaar@gsa.gov.

Please share this with others who may need to take action.