GSA Office of the Chief Financial Officer

May 31, 2011

Dear GSA Customer:

Since January, GSA has been preparing FAS Fleet Customers for the implementation of the Vendor and Customer Self Service (VCSS) website, which will replace WebBill on July 18 or shortly thereafter. VCSS enables registered FAS Fleet Customers to access and query their billing and accounts receivable data online and download that data into a comma separated values (CSV) file.

Beginning August 1, 2011, GSA will no longer send electronic billing files by e-mail or file transfer protocol to FAS Fleet customers. Instead FAS Fleet customers registered in VCSS will be able to download detailed bill/statement and payment data in a CSV file format which is application neutral and compatible with most spreadsheet and financial programs.

To help FAS Fleet customers prepare for this change, GSA has created a cross walk of the fields in the files you currently receive to the fields in the VCSS CSV download. Every CSV file will include up to 213 fields; your data is a subset of this total. This crosswalk will help you match the data you currently receive to the new CSV file fields.

All the information you currently receive will be available in the CSV download from VCSS, except for the following fields:

- Agency Code: Usually the first two characters of the account code are the agency code
- Record ID: The value was always set at "84V"
- Filler: This field was blank filler

NOTE: If you are not currently registered in WebBill, register by June 30, 2011 at http://finance-kc.gsa.gov/webbill/. At conversion, all registered users of WebBill will automatically receive a User ID and password for VCSS. If you are not registered in WebBill by June 30, 2011, you will have to register in VCSS after conversion, which could delay access to your accounts.

If you have additional questions, join us for an online meeting on Wednesday, June 8, 2011 from 1 p.m. to 2 p.m. If you plan to join the call, please RSVP by Friday June 3, 2011 at GSABillingandARSolution@gsa.gov.The link and call information are listed below.

Online Meeting Information

Online Meeting Title	Agency Level File Teleconference
Password	gsa

150 Character

U.S. General Services Administration
1275 First Street, NE
Washington, DC 20417
www.gsa.gov

Participants outside GSA can attend using the following link(s):	http://public.meeting.gsa.gov/stconf.nsf/WebLookupMeeting?OpenAgent&mid=169674F355AD8DD8862578930059EA47
If this is your first Sametime meeting, test to see if your browser is configured for meetings by clicking this link, and then clicking the "Test My Browser" button:	http://meeting.gsa.gov/stconf.nsf/WebTestMeeting?ReadForm
Call-in Number	1-888-843-7186
Participant Passcode	VCSS

We look forward to talking to you and working with you as we modernize GSA billing, accounts receivable, and collection functions. If you have any questions, please contact: Alexis Stowe, Acting Director of Financial Policy and Operations, at (202) 501-0560 or send your questions to GSABillingandARSolution@gsa.gov.

Sincerely,

Jan Fulk
Director
Financial Management Systems Operations & Maintenance Division (BDA)

150 Character

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GSA

Crosswalk Comparing Fields
From: Customer 150 Character *.DATA Billing File Fields
To: Vendor and Customer Self Service (VCSS) CSV File Fields

Below is a table that lists the 150 Character *.DATA file fields, in the order they are in the file, and identifies the CSV file field (from VCSS) containing the same data. Every CSV file will include up to 213 fields; your data is a subset of this total. The current header and trailer records that accompany this file will not be present in VCSS.

150 Character *.Data File Information				VCSS CSV File Information		
ID #	Field Name	Field Class	Field Length	VCSS CSV Field Name	VCSS Field Data Type	VCSS Field Length
1	Record ID	A/N	3	Not available in VCSS (Value was always set at "84V")	-	-
2	Region Code	A/N	2	Division	A/N	2
3	FMC Code (Pool Number)	A/N	2	System Location Code/FMC	A/N	3
4	Vehicle Class	A/N	2	Vehicle Class	A/N	2
5	Vehicle Tag No.	A/N	5	Vehicle Tag	A/N	5
6	Transaction Date	A/N	4	Record Date	A/N	6
7	BOAC	A/N	6	Account Code	A/N	13
8	FedCode	A/N	2	FedCode	A/N	2
9	Customer Information	A/N	22	Description (Two legacy fields WS-BR-FUNCTION and WS-BR-WORK which were a part of the Customer Information field are no longer used and will not be available in the VCSS Description field.)	A/N	17
10	Sales Code	A/N	2	Sales Code	A/N	2
11	Assigned Vehicle Action Code	A/N	1	Vehicle Action Code	N	1
12	Body Code	A/N	4	Body Type	N	4
13	Billing Estimate Code	A/N	1	Est. Mileage Indicator	N	1
14	Ending Mileage	N	6	Ending Mileage	N	6
15	Starting Mileage	N	6	Starting Mileage	N	6
16	Miles Driven	N	6	Miles Driven	A/N	6
17	Days Used	N	2	Days Used	A/N	2
18	Rate Charge Per Mile	A/N	4	Mileage Rate Amount	N	5
19	Daily/Monthly Rate	A/N	6	Daily/Monthly Rate Amount	N	7
20	Accessory Codes	A/N	3	Special ACC Equipment	A/N	1
21	Special Equipment Charge	A/N	5	Accessories Charge Amount	N	8
22	Total Amount Billed	N	7	Detail Amount	N	15

150 Character *.Data File Information				VCSS CSV File Information		
ID #	Field Name	Field Class	Field Length	VCSS CSV Field Name	VCSS Field Data Type	VCSS Field Length
23	Agency Location Code (Paystation)	A/N	8	Agency Location Code	A/N	8
24	Agency Code	A/N	2	Not included in VCSS as a separate field. (Usually the first two characters of the Account Code are the agency code)		
25	Bureau Code	A/N	2	Bureau	A/N	2
26	Statement Number	A/N	8	Statement Number	A/N	8
27	Filler	A/N	29	Not available in VCSS (This was a filler field)		