



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:

- **AB_AGY CODE:** Is not included separately in VCSS but is usually the first two characters of the Account Code field in from the CSV download
- **CLASS_DESCRIPTION:** Is a written or text description of the vehicle class. The code for vehicle class is provided in the CSV field Vehicle Class.
- **FBT_DESCRIPTION:** Is the written or text description of the body type. The code for body type is provided in the CSV field Body Type.

In addition: if you are not currently registered in WebBill, please 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
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,



William Wales
Acting Director, Financial Administrative Systems Division (BDF)



Crosswalk Comparing Fields
From: Customer OCFO BDFS Monthly Billing File
To: Vendor Customer Self Service (VCSS) CSV File Fields

Below is a table that lists the OCFO BDFS Billing 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.

OCFO BDFS AUTOBILL File Information		VCSS CSV File Information		
ID #	Field Names OCFO BDFS Files	VCSS Field Name	VCSS Field Type	VCSS Field Length
1	AB_TRANS_DATE	Record Date	Date	6
2	AB_TAG	Vehicle Tag	A/N	5
3	AB_BILL_NO	Statement Number	A/N	8
4	AB_BILL_DATE	Bill Generated Date	Date	6
5	AB_PSS	Agency Location Code	A/N	8
6	AB_BOAC	Account Code	A/N	13
7	AB_AGY_CODE	Not included in VCSS as a separate field. (Usually the first two characters of the Account Code are the agency code)		
8	AB_BUR_CODE	Bureau	A/N	2
9	AB_FED_CODE	FedCode	A/N	2
10	AB_CUST_INFO	Description	A/N	17
11	AB_REGION	Division	A/N	2
12	AB_FMC	System Location Code/FMC	A/N	3
13	AB_SALES_CODE	Sales Code	A/N	2
14	END_MILES	Ending Mileage	N	6
15	BEG_MILES	Starting Mileage	N	6
16	MILES_DRIVEN	Miles Driven	N	6
17	DAYS_USED	Days Used	N	2
18	RATE / MILE	Mileage Rate Amount	N	5
19	DAY/MONTH RATE	Daily/Monthly Rate Amount	N	7
20	SPEC_EQUIP	Accessories Charge Amount	N	8
21	TOTAL_AMOUNT	Detail Amount	N	15
22,23, 24, 25,26, 27, 28, 29	AB_DFAS_DEPT AB_DFAS_FISCAL_YR AB_DFAS_APPROP AB_DFAS_LIMIT AB_DFAS_BCN_OBAN_ASN AB_DFAS_ACCT_INFO AB_DFAS_FISCAL_STATION AB_DFAS_STANDARD_DOC_NO	Articles/Services Description (Combines ID #22, 23, 24, 25, 26, 27, 28, 29 into this one field)	A/N	255
30	AB_VEH_ACTION_CODE	Vehicle Action Code	A/N	1

OCFO BDFS AUTOBILL File Information		VCSS CSV File Information		
ID #	Field Names OCFO BDFS Files	VCSS Field Name	VCSS Field Type	VCSS Field Length
31	AB_CLASS	Vehicle Class	A/N	2
32	CLASS_DESCRIPTION	Not included in VCSS (This field is a text description of AB_CLASS. The code associated with this written description is AB_CLASS located in ID# 31.		
33	AB_BODY	Body Type	A/N	4
34	FBT_DESCRIPTION	Not included in VCSS (This field is a text description of AB_BODY. The code associated with this written description is AB_BODY located in ID# 33		