



## 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 in the Quarterly Averages Worksheet Section:

- MILES\_DRIVEN: Customers will need to calculate total miles driven. The monthly data is available in the CSV download to calculate the sum which is equal to the total miles driven per vehicle tag for the quarter.
- MILES\_DRIVEN: Customers will need to calculate average miles driven. The monthly data is available in the CSV download to calculate the average miles driven per vehicle (tag) for the number of periods leased in the quarter.
- TOTAL\_AMOUNT: Customers will need to calculate total charges per vehicle. The monthly data is available in the CSV download to calculate the value is the total charges per vehicle (tag) for the quarter.

**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](mailto: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):	<a href="http://public.meeting.gsa.gov/stconf.nsf/WebLookupMeeting?OpenAgent&amp;mid=169674F355AD8DD8862578930059EA47">http://public.meeting.gsa.gov/stconf.nsf/WebLookupMeeting?OpenAgent&amp;mid=169674F355AD8DD8862578930059EA47</a>
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:	<a href="http://meeting.gsa.gov/stconf.nsf/WebTestMeeting?ReadForm">http://meeting.gsa.gov/stconf.nsf/WebTestMeeting?ReadForm</a>
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](mailto:GSABillingandARSolution@gsa.gov).

Sincerely,



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



**Crosswalk Comparing Fields**  
**From: Customer OCFO BDFS Quarterly File**  
**To: Vendor Customer Self Service (VCSS) CSV File Field**

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 Quarterly File		VCSS CSV File Information		
ID #	Field Names OCFO BDFS Files	VCSS Field Name	VCSS Field Type	VCSS Field Length
<b>Monthly Worksheet</b>				
1	AB_BOAC	Account Code	A/N	13
2	AB_TAG	Vehicle Tag	A/N	5
3	AB_BILL_DATE	Bill Generated Date	Date	6
4	MILES_DRIVEN	Miles Driven	N	6
5	TOTAL_AMOUNT	Detail Amount	N	15
<b>Quarterly Worksheet</b>				
1	AB_BOAC	Account Code	A/N	13
2	AB_TAG	Vehicle Tag	A/N	5
3	AB_BILL_DATE	Bill Generated Date	Date	6
4	MILES_DRIVEN	Miles Driven	N	6
5	TOTAL_AMOUNT	Detail Amount	N	15
<b>Quarterly Averages Worksheet</b>				
1	AB_BOAC	Account Code	A/N	13
2	AB_TAG	Vehicle Tag	A/N	5
3	MILES_DRIVEN (Sum)	(Miles Driven) Not available in VCSS. Data is available to calculate the Sum which is equal to the total miles driven per vehicle tag for the quarter.	N	6
4	MILES_DRIVEN (Average)	(Miles Driven) Not available in VCSS. Data is available to calculate the average miles driven per vehicle (tag) for the number of periods leased in the quarter.	N	6
5	TOTAL_AMOUNT (Sum)	(Detail Amount) Not available in VCSS. Data is available to calculate the value is the total charges per vehicle (tag) for the quarter.	N	15