Fleet Billing 101

Meghan LaVoo & Reece Clark

Agenda

- GSA Fleet Billing Basics

- How to Get the Most Out of Wallet

- VCSS and Your GSA Fleet Billing Statement

- What's on the Horizon: G -Invoicing and GSAFleet.gov Enhancements

GSA Fleet Billing Basics

GSA Fleet Systems Related to Billing

- **Vendor and Customer Self Service (VCSS)** - GSA-wide system for viewing PDF bills, billing details, and account balance information

- **Wallet** - GSAFleet.gov page for recording line of accounting (LOA) information that GSA Fleet uses for billing. Wallet must be used for all Federal customers, regardless of the method of bill payment being used

- **GSAFleet.gov** - Validate billing charges with Agency Incurred Expense (AIE) reports, inventory tracking, and rate validation

Frequently Used Billing Terminology

- **Inter - governmental Payment and Collection (IPAC)** - Method of bill payment that electronically transfers fund from one agency to another. GSA Fleet IPAC bills are processed automatically each month.

- **Treasury Account Symbol (TAS)** - An identification code assigned by the Treasury to an individual fund account within an agency. GSA is required to collect this data to fulfill the Department of Treasury's financial reporting requirements.

- **Billing Office Address Code (BOAC)** - Account code used to group vehicles for billing purposes. All GSA Fleet transactions are tied to a BOAC.
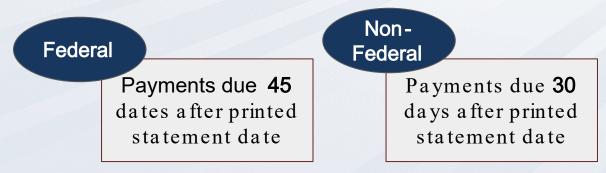
Billing Format

- Separate PDF billing statements are issued for Leasing, Short Term Rental (STR), and Purchasing transactions

- Statement numbers tell whether a bill has been processed via IPAC or whether it was issued non -IPAC:

	Statement Format (IPAC)	Statement Format (non -IPAC)
Leasing	L + ######	N + ######
Short Term Rental (STR)	J + ######	K + ######
Purchasing	PI + #####	PN + #####

Billing Frequency and Timing

- Bills are typically available on the 5th of the month and contain charges incurred for the previous month. Example:
  - Invoice date: 01-21-2024
  - Available to view in VCSS: 01-05-2024
  - Expense Period: 12-01-2023 thru 12-31-2023

Federal

Payments due **45** dates after printed statement date

Non-Federal

Payments due **30** days after printed statement date

How to Pay Your Bill

IPAC

- Automatic payment of monthly bill
- Pays entirety of statement
- Civilian - ALC at BOAC level
- DoD - LOA in Wallet

Check

- Non-IPAC civilian & non-Federal accounts
- GSA Lockbox Address printed on bill
- Include <u>BOAC and statement number</u> on check

Pay.gov

- Limit $24,999.99 per day
- Include <u>statement number</u> in the statement or claim number field

DFAS

- DoD, non-IPAC process
- Requires manual certification of invoices
- Can take a few weeks to process and reflect in VCSS

Outstanding Bills - Non-Federal

Interest

- Rate is set by Treasury

- Interest starts **30 days** after invoice statement date

Penalties

- 6% penalty

- Starts **60 days** after invoice statement date

Administrative Fees

- Administrative fee is $10/mo

- Starts **60 days** after invoice statement date

Outstanding Bills - All Customers

Accounts with bills that are more than 90 days delinquent may be restricted from additional GSA Fleet services, including:
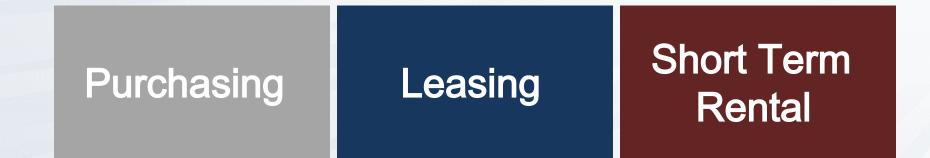
- Funding / approval to order additional leasing vehicles

- Ability to access short term rental (STR) services

- Ability to order agency owned vehicles

- Ability to move vehicles to new BOACs/Accounts

GSAFleet.gov & Wallet

Who Wallet Supports

Purchasing	Leasing	Short Term Rental

All Federal Customers <u>Must</u> Use Wallet

All Federal Customers <u>Must</u> Use Wallet

The Basics

A Treasury Account Symbol (TAS) **required** for all federal customer BOAC(s)

Customers assigned *Finance Officer* role in GSAFleet.gov must maintain financial data on behalf of an Agency, Bureau, or BOAC(s)

Customers maintain accounting information throughout the year and annually with FY change

How Wallet Helps You

DoD agencies can pay STR-dedicated bills through IPAC

Civilian agencies can use different Lines of Accounting for leasing costs associated with accidents vs. non - accident costs

DoD vehicle-level Line of Accounting data will automatically populate for replacement vehicles placed on the same BOAC

Next fiscal year accounting information can be inputted early

Wallet Cannot Fix Past Billing Errors

The data loaded in Wallet today is what is used for billing today.

1 — Billing Event Triggered

Triggers include:
1. Mileage submitted, summarized from Telematics (19th) or GORP (20th), or estimated (30th)
2. Vehicle is assigned, moved, transferred, or terminated
3. AIE/other charge is issued

2 — Billing Record Sent to GSA Financial System

GSA Fleet generates the billing record on the day of the billing event based on the data in Wallet at that moment in time

3 — Billing Records are Held

GSA's Finance team holds individual billing records through the end of the month at which point charges are summarized for billing.

4 — Billing Statement Issued

Monthly billing statements are issued to include all billing records generated during the previous month

What is VCSS?

- GSA enterprise system used for invoice management across all GSA business

- VCSS (Vendor and Customer Self Service) is available to view PDF statements, detailed billing reports, and account balances

- Payments **are not** made through VCSS

- BOAC is referred to as Account Code in VCSS

- Each BOAC must be added into VCSS by the customer in order for statements to be viewable

- Reports can be pulled by Fleet business line

GSA Fleet Frequently Used Sales Codes

Regular / Recurring Charges	Agency Incurred Expenses (AIE)
A1 - Monthly, mileage, & optional equipment charge	**X1 -** Correction for A1 errors
X3 - AFV Surcharge	**X2 -** Misc. (towing, excessive wear, storage, etc)
X5 - Passthrough Charging	**U2 -** Unauthorized credit card use
A8 - Short Term Rental (STR)	**U3 -** Fraudulent credit card use
	V3 - Accident repair
	V4 - Turn-in/sales damage

Coming Soon: G-Invoicing and Future Enhancements to GSAFleet.gov

April 2026: G-Invoicing is Coming!

- GSA Fleet Purchasing, Leasing, and Short Term Rental business lines are expected to begin processing orders through G -Invoicing in April 2026

- GSA Fleet is working with agency HQs to establish General Terms and Conditions (GT&C) agreements in G -Invoicing ahead of April 2026 go -live date

- Wallet will house G -Invoicing details required for billing, including:
  - GT&C Number
  - Agency Location Code (ALC)

More on G-Invoicing

- GSA Fleet will be utilizing the "EZ" process for leasing transactions, which means billing will occur much like it does today

  - DOD entities will no longer be able to have unique LOAs at a tag level   - all billing will occur at a BOAC level

- G-invoicing will require close coordination between agency Finance POCs and agency Fleet representatives who place orders with GSA Fleet

  - When purchasing a vehicle, there will be a "pause step" before the order is placed during which time customer agency will need to review and approve the order in G-Invoicing

  - Know who your Finance POCs are early so there won't be delays in executing critical requests and vehicle orders!

What to Expect: Next Steps w/ G-Invoicing

1. GSA Fleet is currently working with agencies to establish GT&Cs

2. GSA Fleet to conduct a bulk update of Wallet in FY26 to support populating GT&C numbers and ALCs ahead of deployment in April 2026

   ○ Customers will be required to maintain and update this information moving forward

3. GSA Fleet to work with agency finance offices to determine readiness to deploy with G-Invoicing in April 2026

4. Until your agency is ready to deploy G-Invoicing, GSA Fleet will continue to bill via the processes in place today (IPAC, manual billing)

Coming Soon to GSAFleet.gov

- Account balance information will soon be available in GSAFleet.gov

  - When you log into GSAFleet.gov, any outstanding account balances will be displayed so you can always see the status of your account

- Automatic, built -in restrictions for STR and Additional vehicle requests if you have delinquent bills

  - Agencies will not be able to move forward with creating new requests if their accounts have outstanding balances over 90 days

- Training and additional resources

- Rate Bulletin that reflects the standard rate you can expect to be charged on your vehicles in a given fiscal year

Final Note on GSA Fleet Rates

- GSA Fleet implemented a 15% rate increase on monthly/mileage rates in FY25

- Additional rate increases of up to 10%   -12% are possible in FY26 and FY27.

- Please communicate with your budget offices to ensure budget requests reflect the continued increase of Fleet costs as we work to catch up with new industry rates

Questions?

● Reach us anytime at FleetBusinessOversight@gsa.gov