FedFleet 2024

GSAFleet.gov Wallet & Understanding your GSA Fleet Bill

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Agenda

- GSA Fleet Billing Basics + Recent Updates to Fleet Billing
- Welcome to Wallet!
  - General Introduction
  - Customer Role
  - Upcoming Enhancements
- VCSS and Your GSA Fleet Statement

GSA Fleet Billing Basics

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Billing Systems

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

Wallet - New GSAFleet.gov platform for recording line of accounting (LOA) information that GSA Fleet uses for billing, regardless of whether the bill is going IPAC or non-IPAC

SpeedPay - Legacy platform for DoD customers to enter LOA details in Drive-thru. SpeedPay is no longer accessible and functionality has been replaced with Wallet.

Frequently Used Terminology

Intra-governmental Payment and Collection (IPAC) - method of bill payment that electronically transfers funds 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 bills are issued for Leasing, Short Term Rental (STR), and Purchasing
- 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 Overview

- Bills are typically available on the 5th of the month and contain charges for vehicle activity 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
  - Due date: 03-05-2024 (Federal) OR 02-21-2024 (non-Federal)

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 BOAC and statement number on check**

Pay.gov

- Limit $24,999.99 per day
- Separate payments by statement
- **Include statement number in the statement or claim number field**

DFAS

- DoD, non-IPAC process
- Requires manual certification of invoices
- **Must include statement number on payment**

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

Payments made toward outstanding bills pay down interest, penalties, and administrative fees first. Remaining unpaid principal balances will continue to accrue IP&A on the original statement amount until the bill is fully paid. After 90 days, bills are eligible to be referred to Treasury and incur additional IP&A.

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

Welcome to Wallet

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Who Wallet Supports

Purchasing

Short Term Rental

Leasing

All Federal Customers Must 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 now pay STR-dedicated bills through IPAC	Civilian agencies can use different Lines of Accounting for costs associated with accidents vs all other leasing non-accident costs
DoD Line of Accounting data at the vehicle level will automatically be populated for replacement vehicles placed on the same BOAC	Next fiscal year accounting information can be inputted early to take effect on the first day of the new fiscal year

Wallet Cannot Fix Past Billing Errors

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

1

Billing Event Triggered

Mileage recorded; vehicle assigned, moved, transferred, or terminated; or AIE/other charge is issued.

2

Billing Record Created

Billing records are generated on the day of the billing event and use the data in Wallet at that time.

3

Billing Records are Held

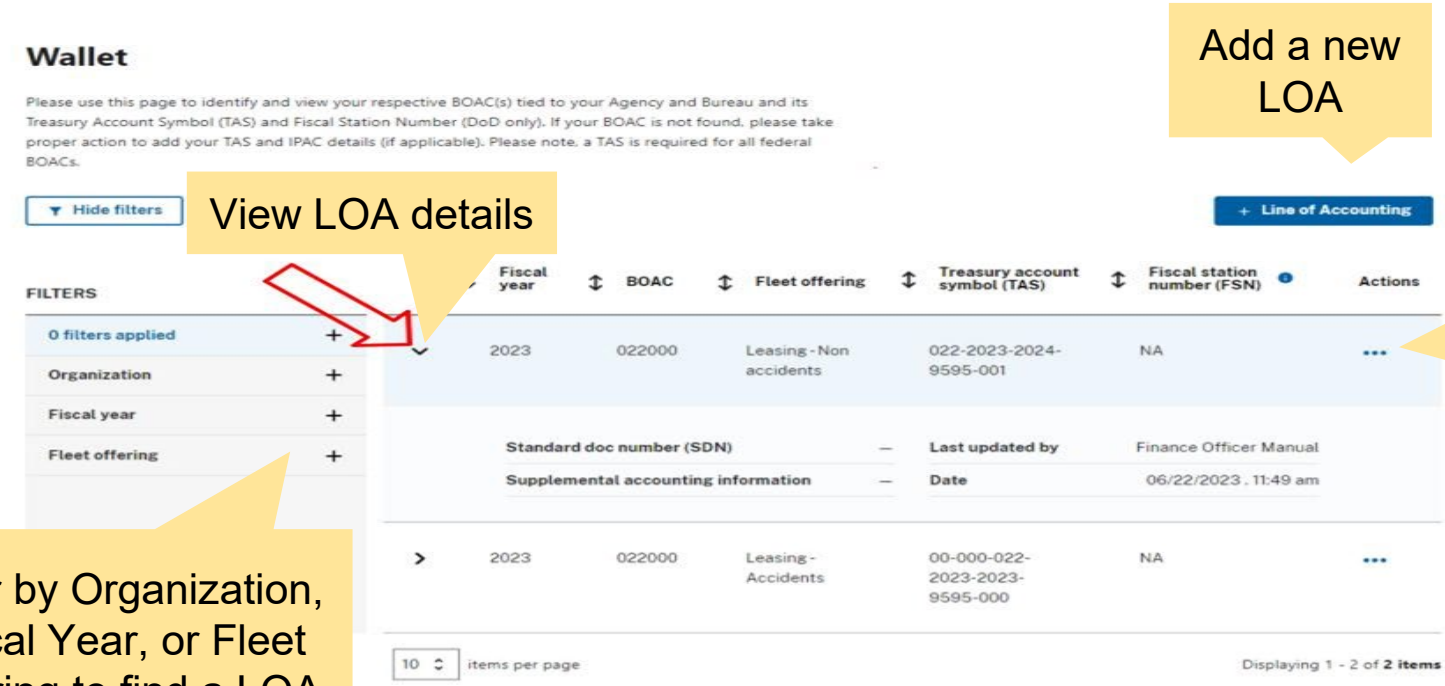
Charges are held and summarized for billing at the end of the month.

4

Billing Statement Issued

Include all billing records generated during the previous month.

The Wallet Home Screen



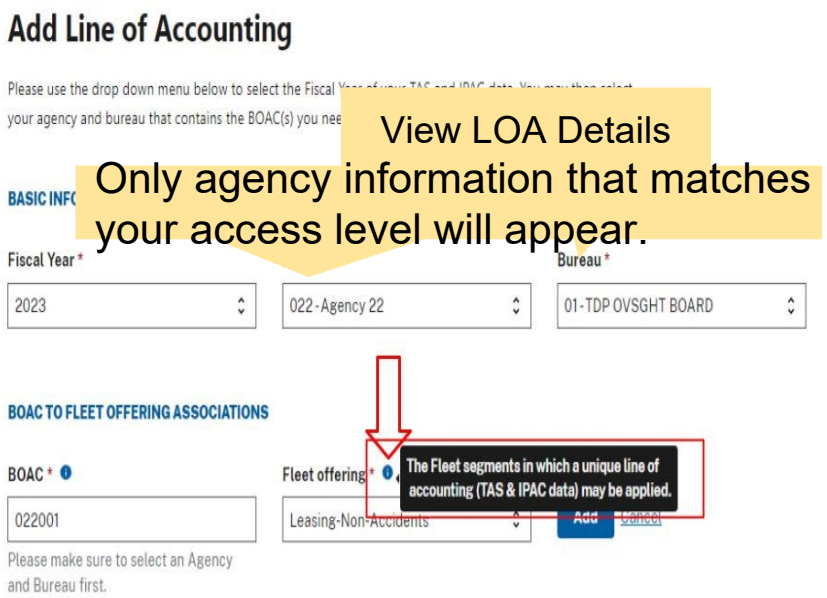
Add a new LOA

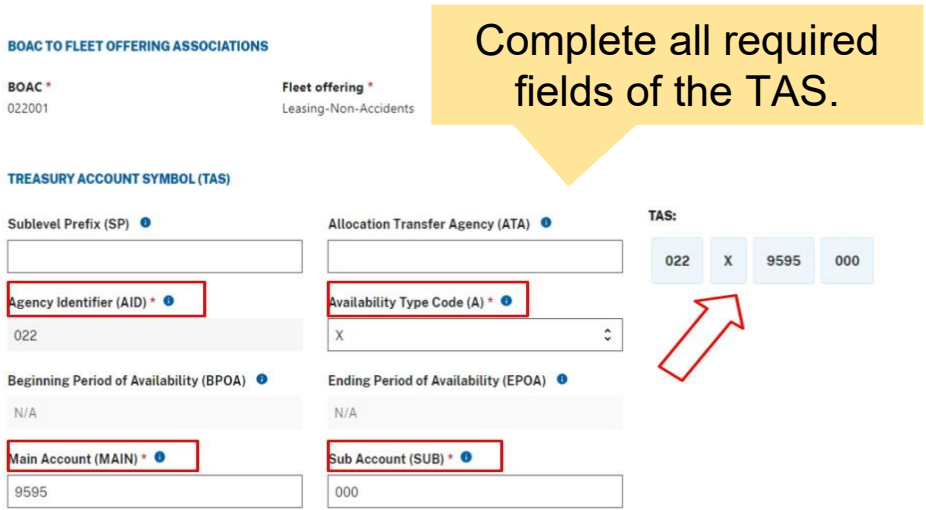
View LOA details

Edit an existing LOA

Filter by Organization, Fiscal Year, or Fleet Offering to find a LOA

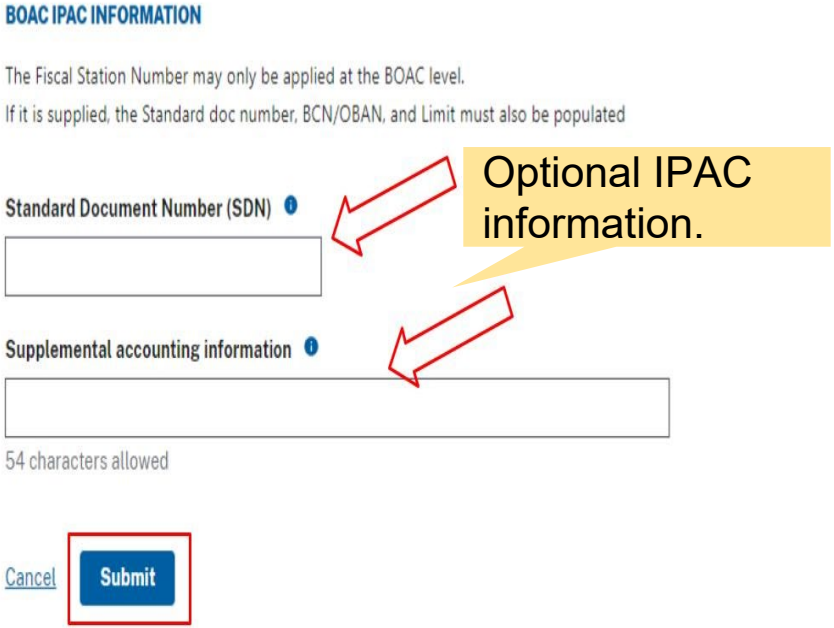
Adding a Line of Accounting (LOA)

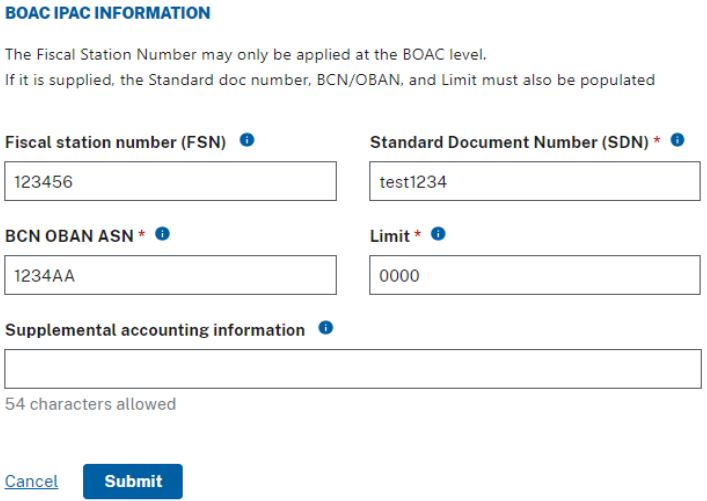




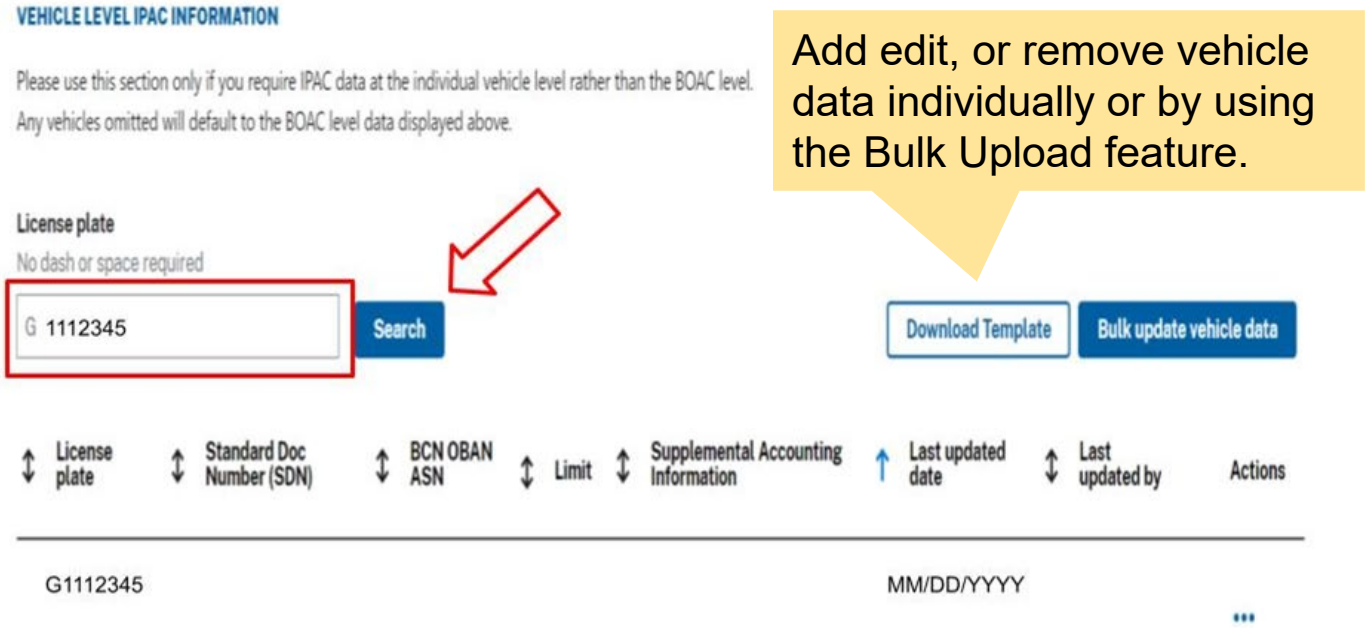
Entering IPAC information - Civilian vs DoD Customers

Enter DoD IPAC information here.





Vehicle-Level IPAC Information - DoD Customers



Add edit, or remove vehicle data individually or by using the Bulk Upload feature.

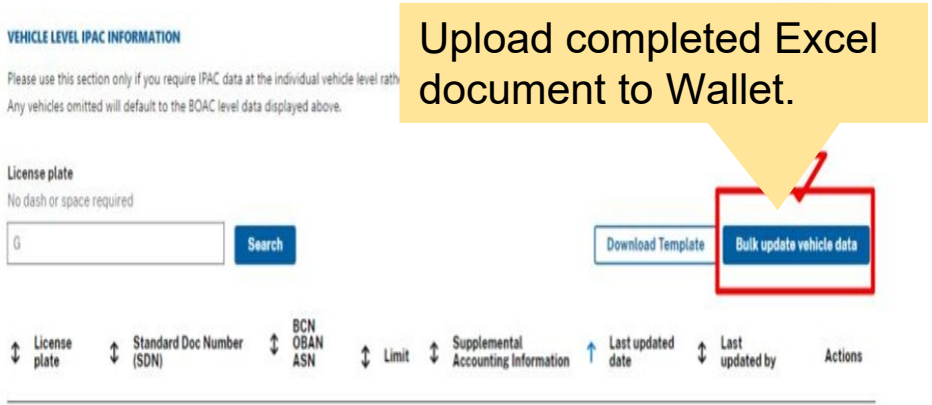
Vehicle-Level IPAC Information - DoD Customers

A	B	C	D	E	F
Fiscal Year	License Plate	Standard Document Number (SDN)	OBAN ASN	Limit	Supplemental Accounting Information
2024	G1234567	1112223334445555Q	654321	1111	4444
2024	G1234567	1112223334445555Q	654321	1111	4444
2024	G1234567	1112223334445555Q	654321	1111	4444

Instructions | Vehicles

Make edits to columns C through F in the downloaded Excel document.

Do not delete any tabs

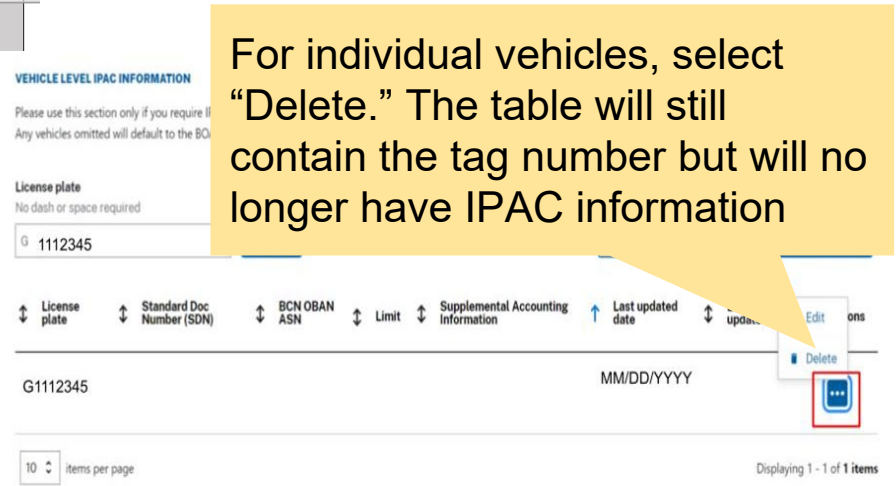


Upload completed Excel document to Wallet.

Removing Vehicle-Level IPAC Information - DoD Customers

	A	B	C	D	E	F
	Fiscal Year	License Plate	Standard Document Number (SDN)	BCN OBAN ASN	Limit	Supplemental Accounting Information
	2024	G1234567	111222333444555Q	654321	1111	
	2024	G1234567				
	2024	G1234567				

Download Excel template, remove IPAC information in Excel document, save, and upload to Wallet



For individual vehicles, select “Delete.” The table will still contain the tag number but will no longer have IPAC information

VCSS and Your Billing Statement

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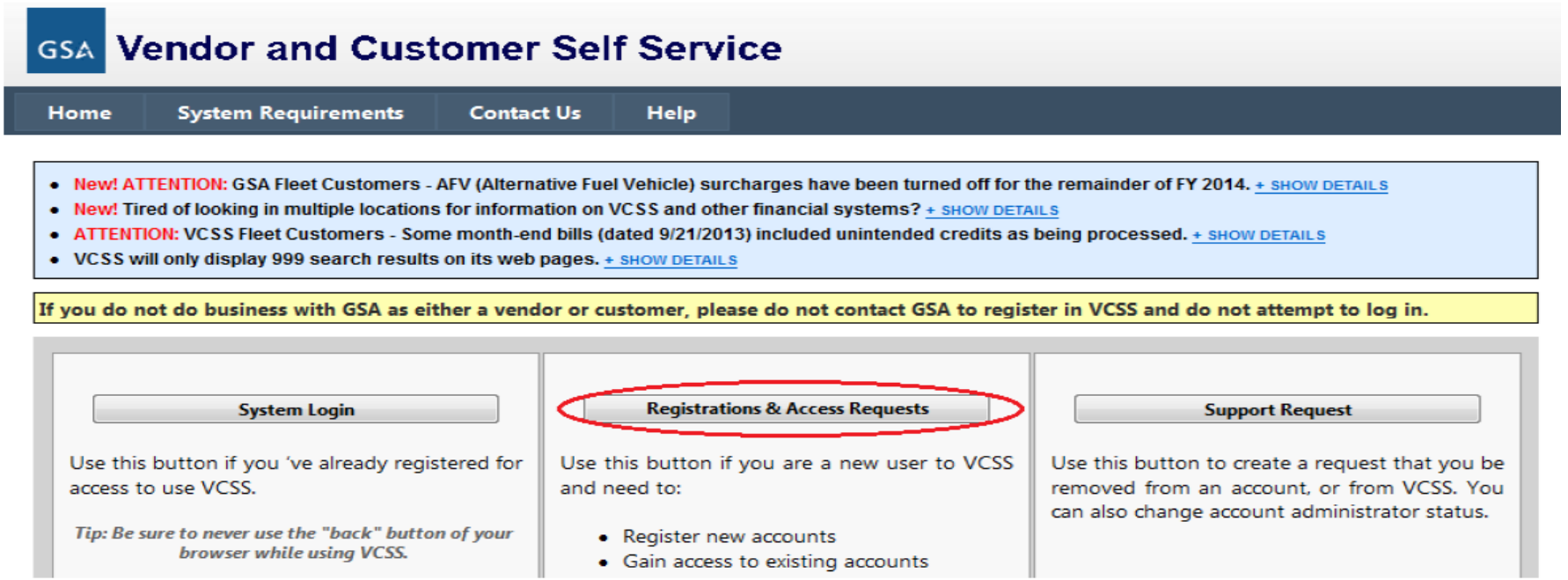
What is VCSS?

- 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.

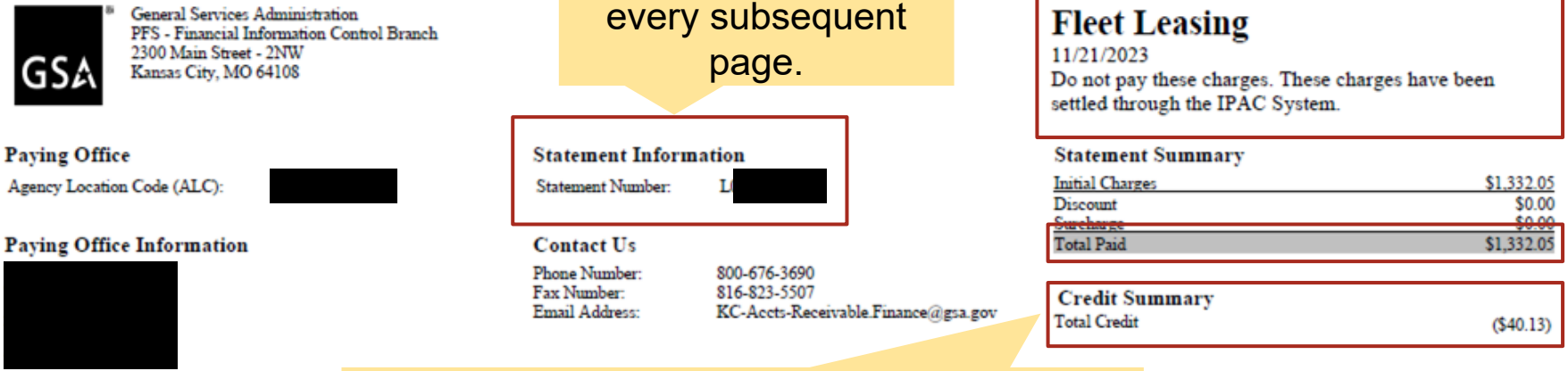
Accessing VCSS



PDF Billing Statement - IPAC

Statement number is printed on the first page and top left of every subsequent page.

The first page will tell you if the bill was paid via IPAC.



General Services Administration
PFS - Financial Information Control Branch
2300 Main Street - 2NW
Kansas City, MO 64108

Paying Office

Agency Location Code (ALC): [redacted]

Paying Office Information

[redacted]

Statement Information

Statement Number: L[redacted]

Contact Us

Phone Number: 800-676-3690
Fax Number: 816-823-5507
Email Address: KC-Accts-Receivable.Finance@gsa.gov

Fleet Leasing
11/21/2023
Do not pay these charges. These charges have been settled through the IPAC System.

Statement Summary

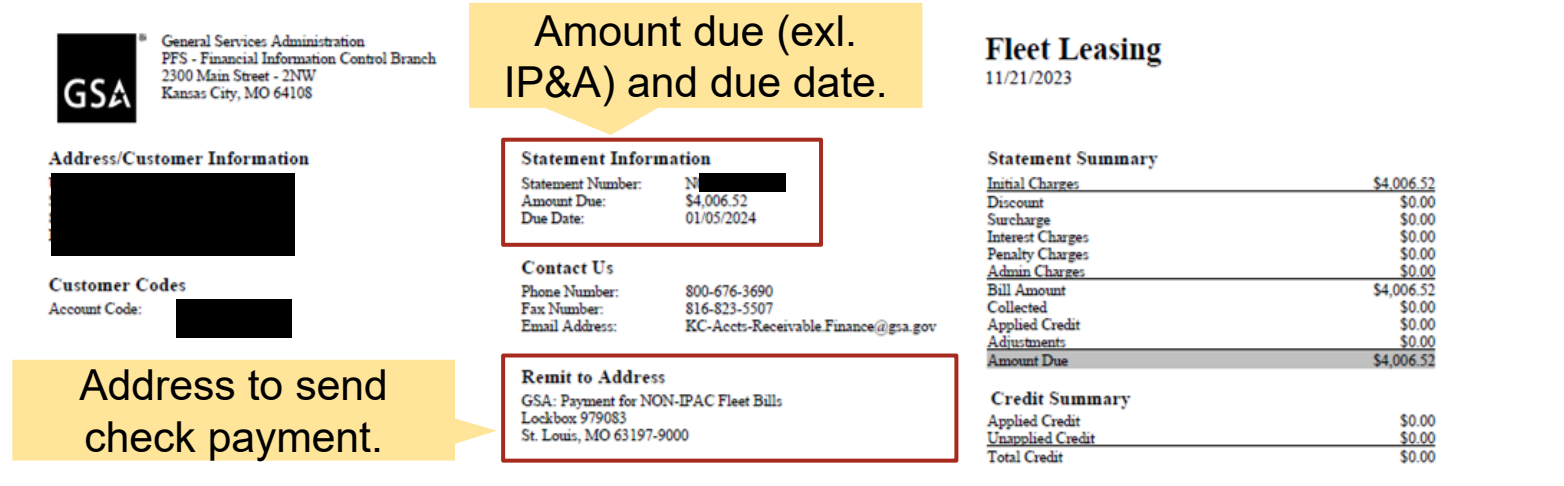
Initial Charges	$1,332.05
Discount	$0.00
Surcharge	$0.00
Total Paid	$1,332.05

Credit Summary

Total Credit	($40.13)

Credits and charges are processed as two separate IPAC transactions and are summarized separately on billing statements.

PDF Billing Statement - non-IPAC



General Services Administration
PFS - Financial Information Control Branch
2300 Main Street - 2NW
Kansas City, MO 64108

Address/Customer Information

[redacted]

Customer Codes

Account Code: [redacted]

Amount due (exl. IP&A) and due date.

Statement Information

Statement Number: N[redacted]
Amount Due: $4,006.52
Due Date: 01/05/2024

Contact Us

Phone Number: 800-676-3690
Fax Number: 816-823-5507
Email Address: KC-Accts-Receivable.Finance@gsa.gov

Fleet Leasing
11/21/2023

Statement Summary

Initial Charges	$4,006.52
Discount	$0.00
Surcharge	$0.00
Interest Charges	$0.00
Penalty Charges	$0.00
Admin Charges	$0.00
Bill Amount	$4,006.52
Collected	$0.00
Applied Credit	$0.00
Adjustments	$0.00
Amount Due	$4,006.52

Credit Summary

Applied Credit	$0.00
Unapplied Credit	$0.00
Total Credit	$0.00

Address to send check payment.

Remit to Address

GSA: Payment for NON-IPAC Fleet Bills
Lockbox 979083
St. Louis, MO 63197-9000

GSA Fleet Accounting information provided for your agency's reference

Instructions

To ensure proper credit, please write your statement number on your payment document.
Pay by IPAC
ALC 47000016
TAS 047 X4534001
UEI JPM1FPHK9YV1

GSA 789:

I certify that the items listed herein are correct and proper for payment from and to the Appropriation(s) designated:
Date: Authorized by:
Phone Number:
Amount:
Line of Accounting:

Section to sign/certify statements for processing.

Leasing Statement Details

Vehicles grouped by fund code (where applicable).

Sales code defines the type of cost.

Starting odometer, ending odometer, and total miles driven

Monthly + Optional Equipment + (mileage rate * miles driven).

Customer Fund Code:

Region	FMC	Reference Class	Reference Tag	Entry date	Reference ID	Description	Sales	Action	SIN	Miles Start	Miles End	Miles Driven	Miles Rate	Days/Months Used	Days/Months Rate	Opt. Equip Charge	Total Charge
07	A06	10	[redacted]	10/2023	[redacted]	AFV SURC HARGE	X3		9C	0	0	0	0.0000	0	0.00	0.00	$25.00
				10/2023			A1	2	9C	19,294	19,709	415	0.1400	0	303.88	0.00	$361.98
		10	[redacted]	10/2023		AFV SURC HARGE	X3		9C	0	0	0	0.0000	0	0.00	0.00	$25.00
				10/2023			A1	2	9C	16,638	17,340	702	0.1400	0	303.88	0.00	$402.16
		41	[redacted]	10/2023		AFV SURC HARGE	X3		98	0	0	0	0.0000	0	0.00	0.00	$25.00
				10/2023			A1	2	98	57,315	57,860	545	0.1650	0	281.41	0.00	$371.33
		41	[redacted]	10/2023		AFV SURC HARGE	X3		98	0	0	0	0.0000	0	0.00	0.00	$25.00
				10/2023			A1	2	98	13,806	14,746	940	0.1650	0	281.41	0.00	$436.51

Entry date: month (mm/yyyy) that charges were incurred. (i.e. these costs incurred in October 2023).

Action code: the status of the vehicle: 1 = newly assigned, 2 = assigned for full month 3 = vehicle terminated/removed from assignment

"0" days used indicates the vehicle was in service for the full month.

GSA Fleet Frequently Used Sales Codes

Regular / Recurring Charges

A1 - Monthly, mileage, & optional equipment charge

X3 - AFV Surcharge

P1 - Telematics ProPlus Plan Subscription

A8 - Short Term Rental (STR)

Agency Incurred Expenses (AIE)

X1 - Correction for A1 errors

X2 - Misc. (towing, excessive wear, storage, etc)

U2 - Unauthorized credit card use

U3 - Fraudulent credit card use

V3 - Accident repair

V4 - Turn-in/sales damage

VCSS Questions?

Join us in the computer lab to ask specific questions about navigating and accessing VCSS:

Today! Wednesday, January 24 from 10:00am - 3:00pm

Thursday, January 25 from 12:00pm - 1:00pm

Questions?

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Resources

- GSA Fleet Service Representative (FSR) can help with:
  - Understanding your bill & specific charges
  - Basic VCSS and Wallet support
- kc-accts-receivable.finance@gsa.gov
  - GSA finance team that processes manual bills and supports processing chargebacks & IPAC rebills
- FleetBusinessOversight@gsa.gov
  - Fleet HQ team that oversees billing and Wallet

GSA