



# 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

# 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                 | <b>L + #####</b>        | <b>N + #####</b>            |
| Short Term Rental (STR) | <b>J + #####</b>        | <b>K + #####</b>            |
| Purchasing              | <b>PI + #####</b>       | <b>PN + #####</b>           |

# 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**  
days 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

# 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

## Wallet

Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (DoD only). If your BOAC is not found, please take proper action to add your TAS and IPAC details (if applicable). Please note, a TAS is required for all federal BOACs.

Hide filters

View LOA details

Add a new LOA

+ Line of Accounting

### FILTERS

0 filters applied

Organization

Fiscal year

Fleet offering

Fiscal year

BOAC

Fleet offering

Treasury account symbol (TAS)

Fiscal station number (FSN)

Actions

2023

022000

Leasing - Non accidents

022-2023-2024-9595-001

NA

...

Standard doc number (SDN)

Last updated by

Finance Officer Manual

Supplemental accounting information

Date

06/22/2023, 11:49 am

>

2023

022000

Leasing - Accidents

00-000-022-2023-2023-9595-000

NA

...

10 items per page

Displaying 1 - 2 of 2 items

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

Edit an existing LOA

# Adding a Line of Accounting (LOA)

## Add Line of Accounting

Please use the drop down menu below to select the Fiscal Year of your TAS and IPAC data. You may then select your agency and bureau that contains the BOAC(s) you need.

View LOA Details

Only agency information that matches your access level will appear.

### BASIC INFO

Fiscal Year \*

Bureau \*

### BOAC TO FLEET OFFERING ASSOCIATIONS

BOAC \*

Fleet offering \*

Please make sure to select an Agency and Bureau first.

The Fleet segments in which a unique line of accounting (TAS & IPAC data) may be applied.

### BOAC TO FLEET OFFERING ASSOCIATIONS

BOAC \*

Fleet offering \*

### TREASURY ACCOUNT SYMBOL (TAS)

Sublevel Prefix (SP)

Agency Identifier (AID) \*

Beginning Period of Availability (BPOA)

Main Account (MAIN) \*

Allocation Transfer Agency (ATA)

Availability Type Code (A) \*

Ending Period of Availability (EPOA)

Sub Account (SUB) \*

TAS:

Complete all required fields of the TAS.



# Entering IPAC information - Civilian vs DoD Customers

Enter DoD IPAC information here.

## BOAC IPAC INFORMATION

The Fiscal Station Number may only be applied at the BOAC level.

If it is supplied, the Standard doc number, BCN/OBAN, and Limit must also be populated

Standard Document Number (SDN) ⓘ

Supplemental accounting information ⓘ

54 characters allowed

[Cancel](#)

[Submit](#)

Optional IPAC information.

## BOAC IPAC INFORMATION

The Fiscal Station Number may only be applied at the BOAC level.

If it is supplied, the Standard doc number, BCN/OBAN, and Limit must also be populated

Fiscal station number (FSN) ⓘ

Standard Document Number (SDN) \* ⓘ

BCN OBAN ASN \* ⓘ

Limit \* ⓘ

Supplemental accounting information ⓘ

54 characters allowed

[Cancel](#)

[Submit](#)



# Vehicle-Level IPAC Information - DoD Customers

## VEHICLE LEVEL IPAC INFORMATION

Please use this section only if you require IPAC data at the individual vehicle level rather than the BOAC level. Any vehicles omitted will default to the BOAC level data displayed above.

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

### License plate

No dash or space required

Search



Download Template

Bulk update vehicle data

| ↕ License plate | ↕ Standard Doc Number (SDN) | ↕ BCN OBAN ASN | ↕ Limit | ↕ Supplemental Accounting Information | ↑ Last updated date | ↕ Last updated by | Actions |
|-----------------|-----------------------------|----------------|---------|---------------------------------------|---------------------|-------------------|---------|
|-----------------|-----------------------------|----------------|---------|---------------------------------------|---------------------|-------------------|---------|

G1112345

MM/DD/YYYY



# Vehicle-Level IPAC Information - DoD Customers

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

Upload completed Excel document to Wallet.

| 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  | 4444                                |
| 2024        | G1234567      | 111222333444555Q               | 654321       | 1111  | 4444                                |
| 2024        | G1234567      | 111222333444555Q               | 654321       | 1111  | 4444                                |

**VEHICLE LEVEL IPAC INFORMATION**

Please use this section only if you require IPAC data at the individual vehicle level rather than the BOAC level. Any vehicles omitted will default to the BOAC level data displayed above.

License plate  
No dash or space required



Do not delete any tabs

# 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      |                                |              |       |                                     |

## VEHICLE LEVEL IPAC INFORMATION

Please use this section only if you require it. Any vehicles omitted will default to the BO.

### License plate

No dash or space required

G 1112345

| License plate | Standard Doc Number (SDN) | BCN OBAN ASN | Limit | Supplemental Accounting Information | Last updated date | actions                                     |
|---------------|---------------------------|--------------|-------|-------------------------------------|-------------------|---|
| G1112345      |                           |              |       |                                     | MM/DD/YYYY        | <a href="#">Edit</a> <a href="#">Delete</a> |

10 items per page

Displaying 1 - 1 of 1 items

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

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

# VCSS and Your Billing Statement

# 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

## GSA Vendor and Customer Self Service

Home

System Requirements

Contact Us

Help

- **New! ATTENTION:** GSA Fleet Customers - AFV (Alternative Fuel Vehicle) surcharges have been turned off for the remainder of FY 2014. [+ SHOW DETAILS](#)
- **New!** Tired of looking in multiple locations for information on VCSS and other financial systems? [+ SHOW DETAILS](#)
- **ATTENTION:** VCSS Fleet Customers - Some month-end bills (dated 9/21/2013) included unintended credits as being processed. [+ SHOW DETAILS](#)
- VCSS will only display 999 search results on its web pages. [+ SHOW DETAILS](#)

If you do not do business with GSA as either a vendor or customer, please do not contact GSA to register in VCSS and do not attempt to log in.

### System Login

Use this button if you've already registered for access to use VCSS.

*Tip: Be sure to never use the "back" button of your browser while using VCSS.*

### Registrations & Access Requests

Use this button if you are a new user to VCSS and need to:

- Register new accounts
- Gain access to existing accounts

### Support Request

Use this button to create a request that you be removed from an account, or from VCSS. You can also change account administrator status.

# PDF Billing Statement - IPAC

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

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

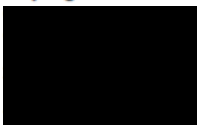


General Services Administration  
PFS - Financial Information Control Branch  
2300 Main Street - 2NW  
Kansas City, MO 64108

## Paying Office

Agency Location Code (ALC): [REDACTED]

## Paying Office Information



## 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](mailto: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            |
| <b>Total Paid</b> | <b>\$1,332.05</b> |

## Credit Summary

Total Credit (\$40.13)

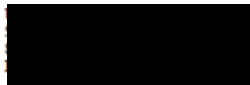
Credits and charges are processed as two separate IPAC transactions and are summarized separately on billing statements.

# PDF Billing Statement - non-IPAC



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

## Address/Customer Information



## Customer Codes

Account Code:

Address to send  
check payment.

GSA Fleet Accounting  
information provided for  
your agency's reference

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

## Statement Information

Statement Number: N   
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-Receiveable.Finance@gsa.gov

## Remit to Address

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

## Instructions

To ensure proper credit, please write your statement number on your payment document.

Pay by IPAC  
ALC 47000016  
TAS 047 X4534001  
UEI JPM1FPHK9YV1

## 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 |

## 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:

| Reference |     |       |            | Entry date | Reference ID | Description    | Sales | Action | SDN    | Miles  |     |        |        | Days/Months |      | Opt. Equip |         | Total Charge |
|-----------|-----|-------|------------|------------|--------------|----------------|-------|--------|--------|--------|-----|--------|--------|-------------|------|------------|---------|--------------|
| Region    | FMC | Class | Tag        |            |              |                |       |        |        | Start  | End | Driven | Rate   | Used        | Rate | 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    | [REDACTED]   | 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    | [REDACTED]   | 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    | [REDACTED]   | 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?

# 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](mailto:kc-accts-receivable.finance@gsa.gov)
  - GSA finance team that processes manual bills and supports processing chargebacks & IPAC rebills
- [FleetBusinessOversight@gsa.gov](mailto:FleetBusinessOversight@gsa.gov)
  - Fleet HQ team that oversees billing and Wallet



