

Welcome to GSA Fleet's Desktop Workshop



Audio: Everyone is automatically muted. Listen via your computer audio if possible.



Presentation & Certificate: You can download a copy of the presentation at https://www.gsa.gov/gsa-fleet-training

Additionally, a copy of the presentation along with a certificate will be emailed after the session.



Questions: Use the Q&A window to ask questions at any time. You may get a typed response or it may be answered aloud at the end of the presentation.



Recorded: The session will be recorded.

Recordings of GSA Fleet Desktop Workshops are available at: http://bit.ly/DtWRecordings





You can download a copy of this presentation at: https://www.gsa.gov/gsa-fleet-training

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12% Lease Rate Increase in FY26

Effective October 1, 2025, a 12% aggregate rate increase will be implemented across all Leased vehicles; individual vehicle types will have different changes.

Key Financial Drivers

99%

56%

-24%

Increase in M&R costs since FY20

FY25 costs are tracking 7% higher than FY24

Increase in average acquisition price per vehicle since FY20

Decrease in average used vehicle proceeds since FY22 peak

Lease Rate Increases Are Aggregated

SIN 20

Monthly Rate:

FY25 - \$320

+5%

FY26 - \$336

Mileage Rate:

FY25 - \$0.225

FY26 - \$0.250 +11%



SIN₉C

Monthly Rate:

FY25 - \$319

+11%

FY26 - \$354

Mileage Rate:

FY25 - \$0.161

FY26 - \$0.179

+11%



SIN 91

Monthly Rate:

FY25 - \$351

+20%

FY26 - \$421

Mileage Rate:

FY25 - \$0.237

FY26 - \$0.244

+3%



Short Term Rental Fee Change in FY26

Old Structure

| STR Award Amount | Fee |
|--------------------|------|
| Less than \$701 | \$35 |
| \$701-\$5,000 | 4% |
| \$5,001-\$10,000 | 3% |
| \$10,001-\$50,000 | 2% |
| more than \$50,000 | 1% |

New Structure

| STR Award Amount | Fee |
|--------------------|------|
| Less than \$851 | \$50 |
| \$851-\$10,000 | 6% |
| \$10,001-\$25,000 | 5% |
| \$25,001-\$50,000 | 4% |
| more than \$50,000 | 2% |

- Aggregate 2% rate increase first fee increase since FY19!
- Supplemental Fees (ex: Tolls, Accident Damage) will carry a 2% fee beginning in FY26

Purchasing Fee Change in FY26

Old Fee

Express Desk

5% fee for orders placed in August and September, 2% for all other months.

Non-Standard & MAS Assisted Acquisitions

10% fee on the first vehicle, 2% on subsequent vehicles.

New Fee

Express Desk

Fixed 5% fee all year

Non-Standard & MAS Assisted Acquisitions

Fixed 5% fee on all vehicles

Standard Vehicle Purchase Fee remains unchanged at 2%

VCSS and Wallet



What is VCSS?

- GSA enterprise system used for invoice management across all GSA businesses
- VCSS (Vendor and Customer Self Service) allows users to view PDF billing 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
- Access at: https://phdc-pub.gsa.gov/vcssregistration/

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

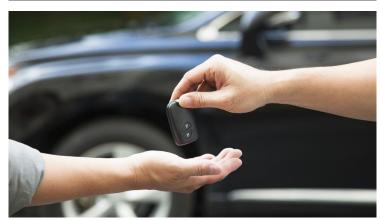
Use this button to create a request that you be removed from an account, or from VCSS. You can also change account administrator status.

Who Wallet Supports

Purchasing



Short Term Rental



Leasing





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

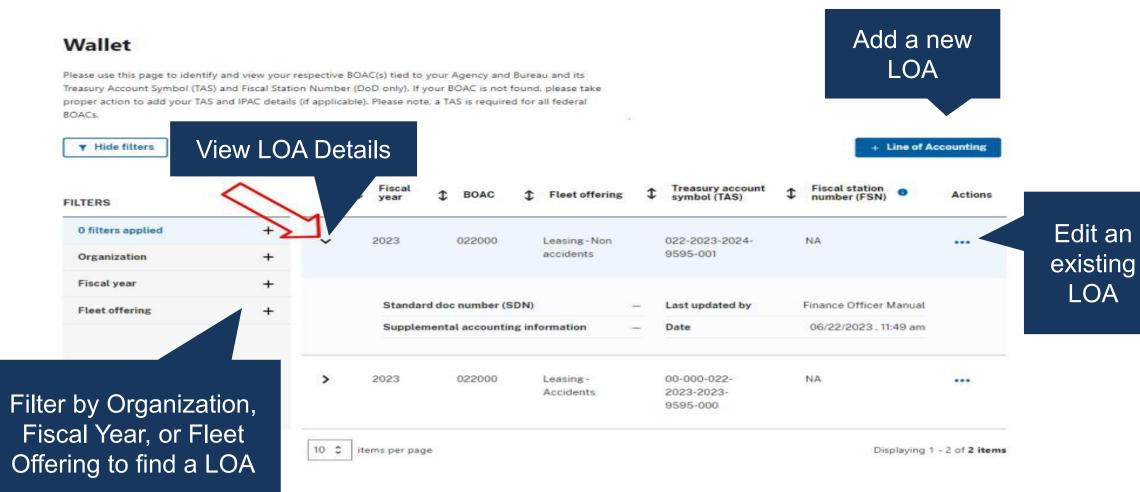
How Wallet Helps You

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

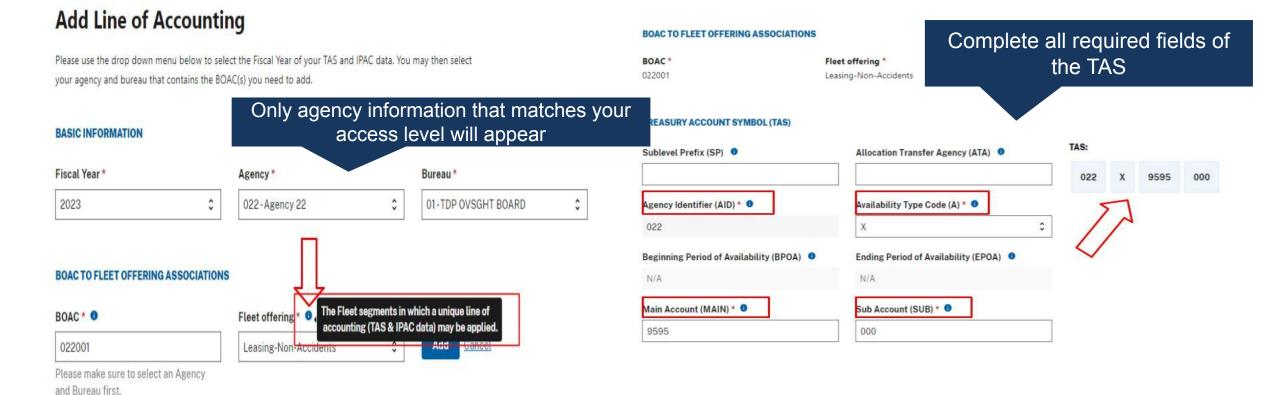
DoD vehicle-level Line of
Accounting data will
automatically populate for
replacement vehicles placed
on the same BOAC

Next fiscal year accounting information can be inputted early

Wallet Home Screen



Adding a Line of Accounting (LOA)

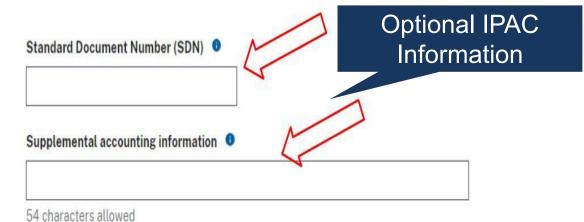


Entering IPAC Information

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



<u>Cancel</u> Submit

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

| Fiscal station number (FSN) | Standard Document Number (SDN) * 0 |
|-------------------------------------|------------------------------------|
| 123456 | test1234 |
| BCN OBAN ASN * 0 | Limit * • |
| 1234AA | 0000 |
| Supplemental accounting information | • |
| 54 characters allowed | |

Cancel

Submit

Billing Reminders



Billing Reminders

- VCSS is a GSA-wide system that will continue to provide billing details information to GSA Fleet customers
- Statements available online the 5th of the month, showing charges for previous month
- Mileage reporting happens via telematics devices, at the pump, or in <u>GSAFleet.gov</u>
- Bills are at a BOAC level, meaning all vehicles assigned to a BOAC for that given month will appear on the same billing statement

Frequently Used Sales Codes

Regular / Recurring Charges

- A1 Monthly, mileage, & optional equipment charge
- **X3 -** AFV Surcharge
- P1 Ancillary Telematics Charges
- **A8 -** Short Term Rental (STR)
- **X5 -** Charging Station Passthrough

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



G-Invoicing

GSA Fleet Integration coming April 2026



What is the impact?

The biggest impacts to GSA Fleet will be related to:

- 1. Vehicle purchase process (non-Leasing only)
- 2. **Billing** for all Fleet services Leasing, Purchasing, STR, and Managed Services

GSA Fleet Next Steps

Preparation for full integration with G-Invoicing

Establish GT&Cs

GSA Fleet is working with agency HQ teams to establish GT&Cs at the highest level possible within each customer agency.

Two GT&Cs will be created - one for recurring (EZ) and one for non-recurring (standard seller facilitated) transactions.

Determine Agency Readiness

GSA Fleet will work with customers to identify those who are ready to integrate order processing in G-Invoicing for GSA Fleet business.

Planning for gradual rollout in April 2026 based on readiness and agency size.

Update Wallet

GSA Fleet will work with customers to update Wallet.

Wallet will record the TAS, ALC, and GT&C, required for G-Invoicing billing records

IPAC until G-Invoicing

Until agencies have G-Invoicing details added in Wallet, customers will continue to be billed via current IPAC and/or non-IPAC processes until readiness is achieved.

Training

Communication and training is at the heart of our rollout plan. Today is just the start...

May-June 2025

General G-Invoicing sessions for all Fleet customers and Finance POCs.



July 2025 - April 2026

Quarterly Q&A sessions about G-Invoicing.

Registration is open!

February 2026

Desktop Workshop sessions w/ updates on G-Invoicing deployment

Thank you for attending today's Desktop Workshop

For additional information on this topic contact:

FleetBusinessOversight@gsa.gov

Looking for more federal fleet training?

- Check out the Federal Fleet Manager Certification Program www.gsa.gov/ffmcp
- Register for future GSA Fleet Desktop Workshops gsa.gov/gsa-fleet-training
- View pastDesktop Workshops at http:bit.ly/DtWRecordings

