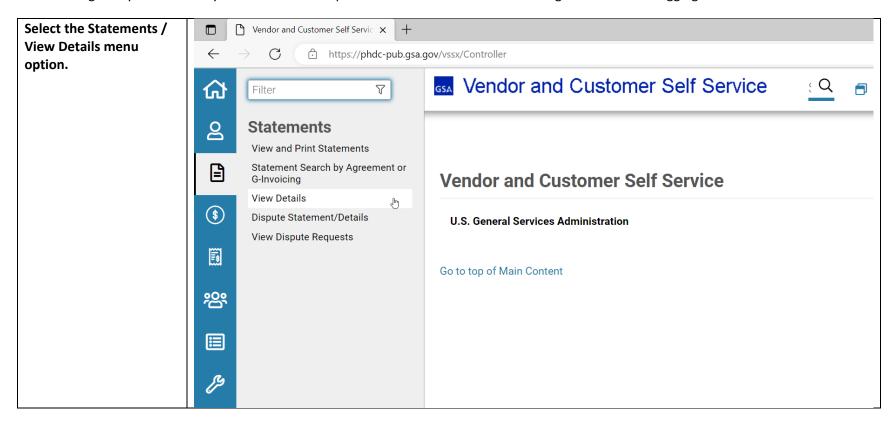
## VCSS Statement Details Files

## **Background**

Customers using the Vendor and Customer Self Service system may download the details pertaining to a statement, or those meeting other user specified search criteria, in the form of a comma separated variable (CSV) file. They may then import the file to a spreadsheet, database, or custom designed system for analysis. This document provides instructions for downloading such files after logging on to VCSS.

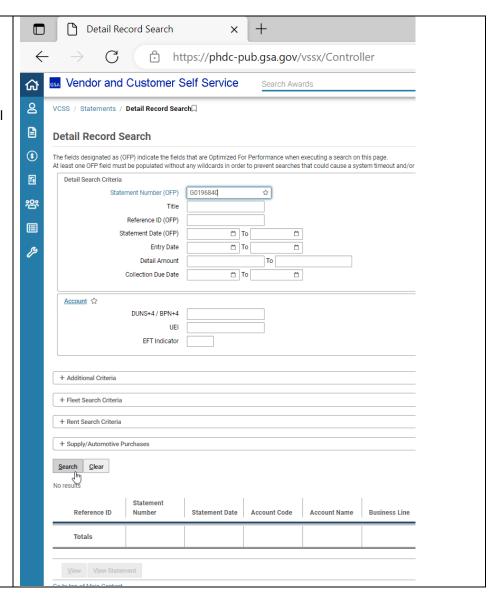


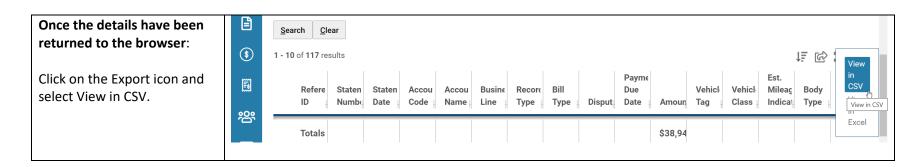
## Enter the search criteria desired.

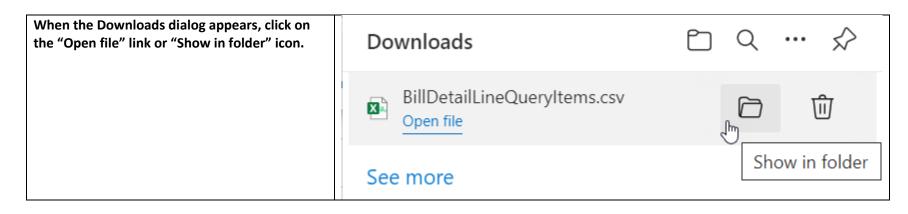
After the desired criteria are entered, click "Search".

The screen will be redrawn, with the "item collection", i.e. "search results" field showing a subset of the columns that will appear in the Billing Detail Line Query Items CSV file.

Note: Unlike most VCSS screens, one cannot download the "item collection" contents on the Statements / View Details page. Instead, one can download a superset of the columns shown, 174 in all, with all of the rows of data returned by the search criteria instead of the maximum of 999 rows shown in the "item collection".







## **CSV File Format (174 columns)**

NOTES: When importing the CSV file to a spreadsheet via its text file import wizard, set the columns shown as "text" below to "text". After importing the file, set the cell format on the numeric columns, with a number of decimals shown below, to numeric with the correct number of decimals so that they will display uniformly.

Order in CSV	Column Name	Import As	Decimals
1	Reference ID	TEXT	
2	Statement Number	TEXT	
3	Statement Date	DATE	
4	Account Code	TEXT	
5	Account Name	TEXT	
6	Business Line	TEXT	
7	Record Type	TEXT	
8	Bill Type	TEXT	
9	Disputed	TEXT	
10	Payment Due Date	DATE	
11	Amount	GENERAL	2
12	Vehicle Tag	TEXT	
13	Vehicle Class	TEXT	
14	Est. Mileage Indicator	TEXT	
15	Body Type	TEXT	
16	Source Number	TEXT	
17	Accounting Classification Code	TEXT	
18	Accounting Classification Reference Number	TEXT	
19	Related Statement Number	TEXT	
20	Activity	TEXT	
21	Account Code City	TEXT	
22	Account Code Contact	TEXT	
23	Account Code Country	TEXT	
24	Account Code Email	TEXT	
25	Account Code Fax Number	TEXT	

26	Account Code Address Line 1	TEXT
27	Account Code Address Line 1  Account Code Address Line 2	TEXT
28	Account Code Address Line 2 Account Code Address Line 3	TEXT
29	Account Code Address Line 4	TEXT
30	Account Code Address Line 5	TEXT
31	Account Code Name	TEXT
32	Account Code Phone Number	TEXT
33	Account Code State	TEXT
34	Account Code Title	TEXT
35	Account Code Zip	TEXT
36	Agency	TEXT
37	Agency Location Code	TEXT
38	Agency Tracking ID	TEXT
39	Agreement Line Number	TEXT
40	Agreement Number	TEXT
41	Articles/Services Description	TEXT
42	BBFY	TEXT
43	BETC	TEXT
44	Bill Date	DATE
45	Billing Reference Number	TEXT
46	Billing Status	TEXT
47	Blanket Agreement Line Item Number	TEXT
48	Blanket Agreement Number	TEXT
49	Object	TEXT
50	Bureau	TEXT
51	Cancelled Fund	TEXT
52	Charge Period	TEXT
53	Closed Date	DATE
54	Cohort Year	TEXT
55	Comments To Print	TEXT

56	Commodity Code	TEXT	
57	Transaction Contact	TEXT	
58	Contact Phone Number	TEXT	
59	Contract Line Item Number	TEXT	
60	Contract Number	TEXT	
61	Cost Organization	TEXT	
62	Customer Agency Location Code	TEXT	
63	Customer BETC	TEXT	
64	Purchase Order Number	TEXT	
65	Customer Treasury Symbol	TEXT	
66	DUNS	TEXT	
67	Depository Line Number	TEXT	
68	Debt Account Line Number	TEXT	
69	Debt Account Number	TEXT	
70	Payee Line Number	TEXT	
71	Disputed Date	DATE	
72	Delivery Order Number	TEXT	
73	DOD Activity Address Code	TEXT	
74	Designated Agent Code	TEXT	
75	Credit/Adjustment Indicator	TEXT	
76	Daily/Monthly Rate Amount	GENERAL	2
77	Accessories Charge Amount	GENERAL	2
78	Mileage Rate Amount	GENERAL	2
79	Starting Mileage	GENERAL	0
80	Ending Mileage	GENERAL	0
81	Miles Driven	GENERAL	0
82	Days Used	GENERAL	0
83	Description	TEXT	
84	Advance Indicator	TEXT	
85	Vehicle Action Code	TEXT	

86	Special ACC Equipment	TEXT
87	SpeedPay FSN	TEXT
88	Sales Code	TEXT
89	FSN Lookup	TEXT
90	Assignment Agency	TEXT
91	Interfund Indicator	TEXT
92	Building City	TEXT
93	Building Name	TEXT
94	Building State	TEXT
95	Building Zip Code	TEXT
96	Region	TEXT
97	Document Number	TEXT
98	Bill Title	TEXT
99	Document Type	TEXT
100	Dunning Count	TEXT
101	DUNS+4/BPN+4	TEXT
102	EBFY	TEXT
103	Fiscal Station Number	TEXT
104	FY Obligation ID	TEXT
105	Fund	TEXT
106	Internal Obligation Document Number	TEXT
107	Invoice Number	TEXT
108	JAS Number	TEXT
109	Job Number	TEXT
110	Last Dunning Date	DATE
111	Line Number	TEXT
112	Remit to City	TEXT
113	Remit to Contact	TEXT
114	Remit to Country	TEXT
115	Remit to Email	TEXT

116	Remit to Fax Number	TEXT	
117	Remit to Address Line 1	TEXT	
118	Remit to Address Line 2	TEXT	
119	Remit to Address Line 3	TEXT	
120	Remit to Address Line 4	TEXT	
121	Remit to Address Line 5	TEXT	
122	Remit to Name	TEXT	
123	Remit to Phone Number	TEXT	
124	Remit to State	TEXT	
125	Remit to Title	TEXT	
126	Remit to Zip	TEXT	
127	Organization	TEXT	
128	Overdue Status Date	DATE	
129	Overdue Status	TEXT	
130	Agency ID	TEXT	
131	Application Name	TEXT	
132	Form ID	TEXT	
133	Period of Performance End Date	DATE	
134	Period of Performance Start Date	DATE	
135	Program	TEXT	
136	PRC	TEXT	
137	Project	TEXT	
138	Quantity	GENERAL	0
139	Record Date	DATE	
140	Referenced Bill Document Number	TEXT	
141	Reimbursable Object	TEXT	
142	Reimbursable Sub Object	TEXT	
143	Requisition Number	TEXT	
144	Revenue Source	TEXT	
145	Secondary Security Org	TEXT	

146	Security Org	TEXT
147	SGL Comments	TEXT
148	Sub Blanket Agreement Line Item Number	TEXT
149	Sub Contract Line Item Number	TEXT
150	Sub Cost Organization	TEXT
151	Text Code	TEXT
152	Assignment Code	TEXT
153	FedCode	TEXT
154	Lease Number	TEXT
155	Building Number	TEXT
156	System	TEXT
157	Work Item	TEXT
158	TIN (SSN/EIN)	TEXT
159	YBA	TEXT
160	Sub Level Prefix (SP)	TEXT
161	Allocation Transfer Agency Identifier (ATA)	TEXT
162	Agency Identifier (AID)	TEXT
163	Beginning Period Of Availability (BPOA)	TEXT
164	Ending Period Of Availability (EPOA)	TEXT
165	Availability Type Code (A)	TEXT
166	Main Account Code (MAIN)	TEXT
167	Sub Account Code (SUB)	TEXT
168	UEI	TEXT
169	EFT Indicator	TEXT
170	GT&C Number	TEXT
171	G-Invoicing Order Number	TEXT
172	Order Line #	TEXT
173	Order Schedule #	TEXT
174	G-Invoicing Line Type	TEXT