



About your GSA RWA IPAC Statement

This guide is designed to help you understand your GSA RWA Statement when using Treasury's Intergovernmental Payment and Collection System (IPAC).

Beginning July 2013, you will be receiving redesigned statements for Reimbursable Work Authorization (RWA) and Heating Operation and Transmission District (HOTD) services, provided under GSA's Public Buildings Service (PBS). The GSA redesign of RWA Statements is part of a larger effort to modernize our billing and collections. We're committed to achieving the highest standards of customer service by providing you with timely, relevant information in a clear format, so you can more effectively manage your budget and expenditures. Equally important, we're meeting the goals of the Open Government Directive issued in 2009.

Getting your statement

Your GSA RWA IPAC Statement is issued monthly or quarterly. As of July 2013 it will be available for download from GSA's Vendor and Customer Self Service (VCSS) website, located at <http://vcss.gsa.gov>.

We strongly encourage you to log on to VCSS on a monthly basis to view your statement. There, you can find not only your GSA RWA IPAC Statement but also a wide range of additional information and useful resources. Once you've registered, you can submit questions or report problems about items on your statement. You can also download your billing activity in comma-separated value (.csv) format.

Questions about your statement or your charges?

If you have questions about specific items on your statement, or if you still have questions about GSA billing after you read this guide, visit the VCSS website.

If you can't find your answer online, contact us by phone, fax or email. See your statement overview (the first page of your statement) for specific contact information.

The big picture – the four sections of your IPAC statement

Your GSA RWA IPAC Statement includes charges, payments, credits and amounts due. The statement covers transactions over an entire billing cycle for a single Agency Location Code (ALC) and includes charges for all the agreements assigned to that ALC.

Information in the statement is presented in four sections: the statement overview, the agreement summary, itemized charges and the general information page.

A

GSA Financial Services Division RCF
819 Taylor Street Room 1427
Fort Worth, TX 76102

Reimbursable Work Authorization (RWA)
07/23/2013
Account settled through IPAC

Paying Office
Agency Location Code (ALC): 0008522

Paying Office Information
DFAS - CL
NAVY FINANCE CENTER
COMPTROLLER
CLEVELAND, OH 44199

Statement Information
Statement Number: W0000384

Contact Us
Phone Number: 800-676-3690
Fax Number: 817-676-3931
Email Address: ipacbilling@gsa.gov

Statement Summary

Initial Charges	\$13,705.81
Discount	\$0.00
Surcharge	\$0.00
Total Amount Due	\$13,705.81

Credit Summary

Total Credit	\$0.00
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B

ALC: 0008522 **Account Code:** 215035 **Statement Number:** 07/23/2013 W0000384 **Agreement Number:** 2151978

Paying Office Information
DFAS - CL
NAVY FINANCE CENTER
COMPTROLLER
CLEVELAND, OH 44199

Address/Customer Information
U.S. ARMY MEPCOM HQDTRS
ATTN: JAMR&B HS
2834 GREEN BAY ROAD
NORTH CHICAGO, IL 60064

Client Telephone No. 847-488-3880

Customer Codes Section
Agency Accounting Data: 8020335/AHBB/2561
(description):
BOAC (account code): 215035
Treasury Accounting Symbol: 02820132013 8704000
Fiscal Station Number: 00000000
Customer Order No. (customer): 0821000
Funding source(s):
Registration ID: X5098124

Description of Work
FY13 MEPCOM Integr. Maint.

Agreement Billing Summary

Previous Billed Amount	\$7,689.78
Chargeback/Adjustment Amount	\$0.00
Adjust Previous Bill Amount	\$7,689.78
Collected Amount	\$7,689.78
Amount Due from Previous Bills	\$0.00
Current Billing Period Amount	\$13,705.81
Total Amount Due	\$13,705.81

Cumulative Billed Financial Summary

Category	Amount
Construction/Consult Support	\$1,776.09
Design	\$2,558.86
Security/Protection	\$1,833.15
Space Changes	\$73.46
Studies	\$1,148.22
Utilities/CRM	\$0.00
Other	\$0.00
FBS RWA Fees	\$300.00
TOTAL AMOUNT	\$21,395.59

Agreement Summary

Authorized Amount	\$25,000.00
Cumulative Billed Amount	\$21,395.59
Agreement Balance	\$3,704.41

C Current Billing Period Financial Activity

Work Location: OH2101ZZ - 1350 EUCLID AVE CLEVELAND, OH 44115-1827

Post Date	Function	Rate	Amount	Vendor Name
2/13/2013	Construction/Consult Support	EA	1	\$1,776.09 U.S. ARMY MEPCOM HQDTRS
(192.992) Primary Contracts				
2/13/2013	Design	EA	1	\$3,958.86 U.S. ARMY MEPCOM HQDTRS
(192.992) Design				

A: The first page of your statement is the statement overview. It contains key information about the statement and your agency, contact information for help if you need it and a top-level summary of your charges and credits for the billing cycle. For details on the statement overview section, see the next page of this guide.

B: The second page of your statement contains the agreement summary, followed by itemized charges. If your statement covers multiple agreements, an agreement summary with its own itemized charges will appear for each agreement in the statement. See pages 4 and 5 of this guide for details on the agreement summary.

C: Itemized charges begin at the bottom of page 2, containing a description of charges and useful subtotals by work location.

D: Itemized charges may continue on additional pages of your statement. See page 6 of this guide for details on itemized charges.

E: The general information page is the last page of your statement and contains billing-related information, such as explanation of HOTD codes and contacts for help if you need it.

D

ALC: 0008522 **Account Code:** 215035 **Statement Number:** 07/23/2013 W0000384 **Agreement Number:** 2151978

Current Billing Period Financial Activity

Work Location: OH2101ZZ - 1350 EUCLID AVE CLEVELAND, OH 44115-1827

Post Date	Category	Agg Cat	UT	PSN	Line Title	Rate	Amount	Vendor Name
2/13/2013	Security/Protection	EA	1	\$4,833.15	\$4,833.15	Nam-Brooks Joint Venture	FY13 MEPCOM HQDTRS MANT	
(192) Basic DHS Provided Services								
2/13/2013	Space Changes	EA	1	\$73.46	\$73.46	Nam-Brooks Joint Venture	FY13 MEPCOM HQDTRS MANT	
(192.992) Space Changes								
2/13/2013	Studies	EA	1	\$3,148.22	\$3,148.22	Nam-Brooks Joint Venture	FY13 MEPCOM HQDTRS MANT	
(192.992) Building Studies								
Total for Work Location: OH2101ZZ - 1350 EUCLID AVE CLEVELAND, OH 44115-1827							\$8,054.53	
Total of all Buildings:							\$8,054.53	

E

For more detailed information about your GSA bill, please visit our VCSS website at <http://vcss.gsa.gov>. If you have any problems registering for or using VCSS website, please contact the help desk at 1-866-458-6596.

For any additional questions regarding your billing, please email FW-billing.finance@gsa.gov or contact GSA Finance at 800-676-3690.

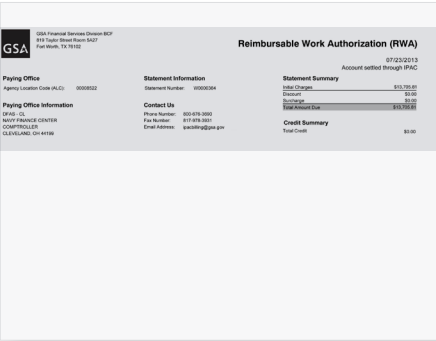
For HOTD Customers Only:

Code A: Estimated Consumption based on past billings due to meter malfunction.
Code B: Consumption adjusted due to intermittent meter errors.
Code C: Consumption based on manual meter readings.
Code D: Consumption adjusted due to flow rate below minimum meter flow range.

For additional assistance with your HOTD Bill please contact:
David Stover, 202-690-9726, email: david.stover@gsa.gov Stanton Riley, 202-690-9747, email: stanton.riley@gsa.gov

What's in the statement overview?

The statement overview shows charge and credit totals for the listed Agency Location Code (ALC) and therefore includes amounts for every agreement assigned to the ALC. Records are grouped by ALC and separated by agreement.



Reimbursable Work Authorization (RWA)

1



GSA Financial Services Division BCF
819 Taylor Street Room 5A27
Fort Worth, TX 76102

2

Paying Office
Agency Location Code (ALC): 00008522

3

Paying Office Information
DFAS - CL
NAVY FINANCE CENTER
COMPTROLLER
CLEVELAND, OH 44199

4

Statement Information
Statement Number: W0000384

5

Contact Us
Phone Number: 800-676-3690
Fax Number: 817-978-3931
Email Address: ipacbilling@gsa.gov

6

07/23/2013
Account settled through IPAC

7

Statement Summary

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Initial Charges	\$13,705.81
Discount	\$0.00
Surcharge	\$0.00
Total Amount Due	\$13,705.81

9

Credit Summary

10

Total Credit	\$0.00
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1. **GSA Address**

The address of the GSA Finance Office that handles the business line.
2. **Agency Location Code (ALC)**

The code assigned to you by the Treasury Department to enable payments through the IPAC system.
3. **Paying Office Information**

The name and address associated with the Agency Location Code.

4. **Statement Number**

A unique alphanumeric code generated by GSA for each statement. You'll need this number if you have questions about your statement or need to initiate a chargeback.
5. **Contact Us**

GSA phone and fax numbers, and email address.

6. **Statement Date**

The date the statement was generated.
7. **Initial Charges**

The total amount you incurred this billing cycle, before discounts and surcharges have been applied.
8. **Surcharge**

An additional amount charged for project management, overhead or other RWA fees.

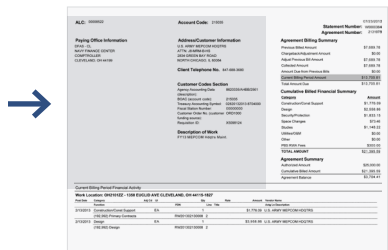
9. **Total Amount Due**

The total sum to be collected by GSA through the IPAC system.
10. **Total Credit**

The summary of all credit transactions sent through IPAC for this statement number. Credits will appear as separate payment transactions.

What's in the agreement summary?

The agreement summary contains identifying information and charges, payments, and adjustments made since the beginning of the agreement, up to the date of the current billing cycle. Each agreement in the statement will have a separate agreement summary and begin on a new page. The identifying information will be explained here, and the agreement billing section will be explained on page 5.



ALC: 00008522

Paying Office Information

DFAS - CL
NAVY FINANCE CENTER
COMPTROLLER
CLEVELAND, OH 44199

11 Account Code: 215035

12 Address/Customer Information

U.S. ARMY MEPCOM HDQTRS
ATTN: J8-MRM-B-HS
2834 GREEN BAY ROAD
NORTH CHICAGO, IL 60064

Client Telephone No. 847-688-3680

13 Customer Codes Section

Agency Accounting Data 8620335/AHBB/2561
(description):
BOAC (account code): 215035
Treasury Accounting Symbol: 02820132013 8704000
Fiscal Station Number: 00000000
Customer Order No. (customer funding source): ORD1000
Requisition ID: X5098124

14 Description of Work
FY13 MEPCOM Hdqtrs Maint.

11. Account Code (formerly "BOAC") A unique number assigned by GSA that identifies your agency or the entity to which the charges are associated.

12. Address/Customer Information and Client Telephone No. Information associated with the listed Account Code and RWA agreement, identifying the organization being billed.

13. Customer Codes Section Information that will help you reference your own agency's accounting information and understand how to apply charges.

14. Description of Work A brief description of the work to be performed, as summarized in the RWA agreement.

More on the agreement summary

The second page of your statement also contains the agreement billing summary, which provides cumulative totals of charges, payments and adjustments made since the beginning of the agreement, up to the date of the current billing cycle.

[illegible]

07/23/2013

Statement Number: W0000384

15 Agreement Number: 2131978

16 Agreement Billing Summary

Previous Billed Amount	\$7,689.78
Chargeback/Adjustment Amount	\$0.00
Adjust Previous Bill Amount	\$7,689.78
Collected Amount	\$7,689.78
Amount Due from Previous Bills	\$0.00
Current Billing Period Amount	\$13,705.81
Total Amount Due	\$13,705.81

17 Cumulative Billed Financial Summary

<u>Category</u>	<u>Amount</u>
Construction/Const Support	\$1,776.09
Design	\$2,558.86
Security/Protection	\$1,833.15
Space Changes	\$73.46
Studies	\$1,148.22
Utilities/O&M	\$0.00
Other	\$0.00
PBS RWA Fees	\$300.00
TOTAL AMOUNT	\$21,395.59

18 Agreement Summary

Authorized Amount	\$25,000.00
Cumulative Billed Amount	\$21,395.59
Agreement Balance	\$3,704.41

15. Agreement Number

A unique identifying number for the RWA assigned by GSA.

16. Agreement Billing Summary

billing summary reflecting the charges, payments and adjustments made since the beginning of the agreement, up to the date of current billing cycle.

Previous Billed Amount: The cumulative total due as of the last billing cycle.

Chargeback/Adjustment Amount: The outstanding chargebacks not resolved.

Adjust Previous Bill Amount: The amount after chargebacks and adjustments are applied to the Previous Billed Amount.

Collected Amount: Funds that have been submitted to GSA for payment of statements.

Amount Due from Previous Bills: The uncollected amount from the last billing cycle.

Current Billing Period Amount: The amount billed for the current period.

Total Amount Due: The outstanding balance due on the agreement, calculated by adding the Amount Due from Previous Bills and the Current Billing Period Amount.

17. Cumulative Billed Financial Summary ^A

breakdown of all spending on goods and services provided by GSA since the beginning of the agreement, by functional category.

Total Amount: The cumulative amount expended against the agreement to date.

18. Agreement Summary A cumulative summary of RWA expenditures to date.

Authorized Amount:
The total funding of the agreement.

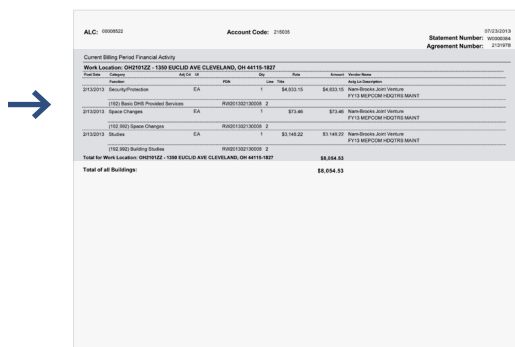
Cumulative Billed Amount:
The amount of spending to date. This total will match the Total Amount under the Cumulative Billed Financial Summary.

Agreement Balance: The amount of unexpended funding as of the current billing cycle.

What's in the itemized charges section of your statement?

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In the itemized charges section of the statement, transactions for each agreement are displayed in horizontal rows. Each row includes reference information and billing details for the current billing period, by work location.



ALC: 00000002		Account Code: 210000		Statement Number: 00000000	
Work Location: OH2101ZZ - 1350 EUCLID AVE CLEVELAND, OH 44115-1827		Agreement Number: 210100			
2/13/2013	Security/Protection	EA	1	\$4,833.15	Nam-Brooks Joint Venture FY13 MEPCOM HDQTRS MAINT
(192)	Basic DHS Provided Services		2		
2/13/2013	Space Changes	EA	1	\$73.46	Nam-Brooks Joint Venture FY13 MEPCOM HDQTRS MAINT
(192,992)	Space Changes		2		
2/13/2013	Studies	EA	1	\$3,148.22	Nam-Brooks Joint Venture FY13 MEPCOM HDQTRS MAINT
(192,992)	Building Studies		2		
Total for Work Location: OH2101ZZ - 1350 EUCLID AVE CLEVELAND, OH 44115-1827				\$8,054.53	
Total of all Buildings:				\$8,054.53	

Current Billing Period Financial Activity

19 Work Location: OH2101ZZ - 1350 EUCLID AVE CLEVELAND, OH 44115-1827							
20 Post Date	21 Category	22 Adj Cd	23 UI	24 Qty	25 Rate	26 Amount	27 Vendor Name
Function		PDN		Line	Title	Actg Ln Description	
28	29		30		31		
2/13/2013	Security/Protection	EA		1	\$4,833.15	\$4,833.15	Nam-Brooks Joint Venture FY13 MEPCOM HDQTRS MAINT
(192) Basic DHS Provided Services		RW201302130008		2			
2/13/2013	Space Changes	EA		1	\$73.46	\$73.46	Nam-Brooks Joint Venture FY13 MEPCOM HDQTRS MAINT
(192.992) Space Changes		RW201302130008		2			
2/13/2013	Studies	EA		1	\$3,148.22	\$3,148.22	Nam-Brooks Joint Venture FY13 MEPCOM HDQTRS MAINT
(192.992) Building Studies		RW201302130008		2			
Total for Work Location: OH2101ZZ - 1350 EUCLID AVE CLEVELAND, OH 44115-1827						\$8,054.53	
Total of all Buildings:						\$8,054.53	

19. Work Location

Originating from the agreement, this shows where the work was performed.

20. Post Date The date of the accounting transaction.

21. Category The type of expenditure for the current billing period.

22. Adjustment Code (Adj cd) Adjustment codes appear only on HOTD bills and are explained on the last page of the statement.

23. Unit of Issue (UI) Units by which goods and services are measured. The UI may vary.

24. Quantity Count of each unit for the current billing period.

25. Rate Charge per unit.

26. Amount Total charge for the transaction, based on formula Quantity multiplied by Rate.

27. Vendor Name The name of the entity providing the service.

28. Function The specific description of the activity.

29. Pegasys Document Number (PDN) This is a unique identifier for GSA systems only.

30. Line refers to the line associated with the unique assigned PDN, used only by GSA.

31. Accounting Line (Actg Ln) Description If populated, this line provides more detail on the expenditure. This is used by GSA only.



March 2013

Office of the Chief Financial Officer
Accounts Receivable Customer Service
U.S. General Services Administration

Phone: 800.676.3690

Email: ipacbilling@gsa.gov

GSA Financial Services Division BCF
819 Taylor St, Room 5A27
Fort Worth, TX 76102