About your GSA RWA Statement for non-IPAC customers

This guide is designed to help you understand your non-IPAC GSA Reimbursable Work Authorization (RWA) Statement.

(VERSION 1.1)

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 the RWA Statement 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 Statement is issued monthly or quarterly. GSA will discontinue the mailing of statements as of July 2013, and if you currently receive your statement by mail, you'll be able to download it 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 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.

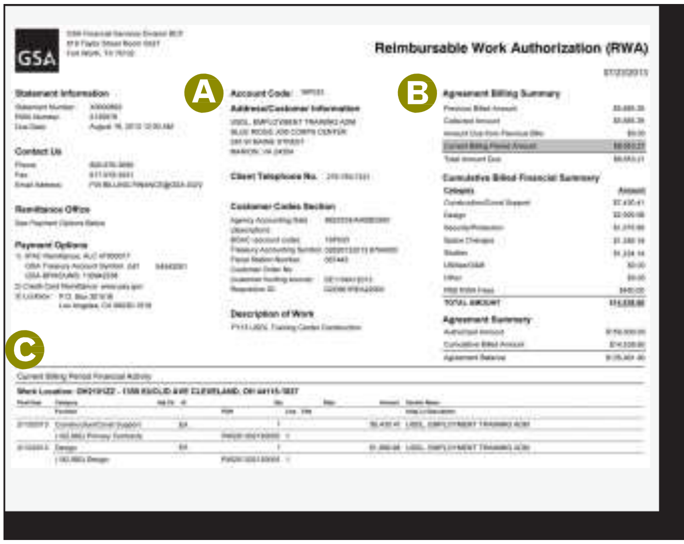
If you can't find your answer online, contact us by phone, fax or email.

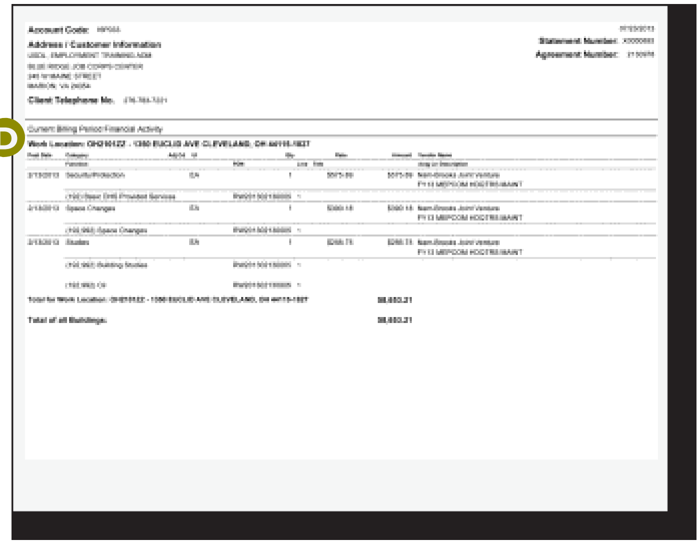
See your statement overview (the second page of your statement) for specific contact information.

This brochure has been updated to provide the most recent Lockbox address for sending payments.

The big picture – the four sections of your RWA statement

Information in the statement is presented in four sections: the statement overview, the agreement summary, itemized charges and the general information page. Note that the first page of your statement is a cover page that contains only your address – it is not shown here.





A: The statement overview appears on the second page of your statement. The statement overview contains key information about the statement and your agency, contact information for help if you need it and payment options.

The statement overview also contains the Account Code (or BOAC), along with information associated with the Account Code and RWA agreement.

B: The agreement summary also appears on the second page of your statement. This section provides top-level summaries of charges, credits and amounts due for the billing cycle, together with information on overall agreement expenditures.

For detailed explanations of the second page of your statement, see pages 3 and 4 of this guide.

C: Itemized charges begin at the bottom of the second page of your statement. This section displays itemized charges and subtotals for each financial transaction in the current billing period.

D. Itemized charges may continue on additional pages of your statement.

See page 5 of this guide for detailed explanations of 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.

What's in the statement overview?

The statement overview on the second page of your statement contains identifying information about the statement and your agency. This page also contains the Account Code (or BOAC), along with information associated with the Account Code and RWA agreement.

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

Reimbu

2 **Statement Information**

Statement Number: X0000893
RWA Number: 2130978
Due Date: August 16, 2013 12:00 AM

3 **Contact Us**

Phone: 800-676-3690
Fax: 817-978-3931
Email Address: FW-BILLING.FINANCE@GSA.GOV

4 **Remittance Office**

See Payment Options Below

Payment Options

1) IPAC Remittance: ALC 47000017
GSA Treasury Account Symbol: 047 X4542001
GSA BPN/DUNS: 130942258
2) Credit Card Remittance: www.pay.gov
3) Lockbox : P.O. Box 6200-30
Portland, OR 97228-6200

Account Code: 16P033

Address/Customer Information

USDL, EMPLOYMENT TRAINING ADM
BLUE RIDGE JOB CORPS CENTER
245 W MAINE STREET
MARION, VA 24354

Client Telephone No. 276-783-7221

Customer Codes Section

Agency Accounting Data (description): 8620335/AHBB/2561
BOAC (account code): 16P033
Treasury Accounting Symbol: 02820132013 8704000
Fiscal Station Number: 067443
Customer Order No. (customer funding source): SE11WA12013
Requisition ID: D2D901REA22000

Description of Work

FY13 USDL Training Center Construction

This is an example of the statement overview. The information provided is for illustrative purposes only. When making payments, you should refer to your statement for the correct payment remittance information.

1. GSA Address The address of the GSA Finance Office that handles the business line.

2. Statement Information

Statement Number: A unique alphanumeric code generated by GSA for each statement. You'll need this number if you have questions about your statement.

RWA Number: A unique identifying number for the RWA assigned from RETA.

Due Date: The date by which GSA must receive your payment.

3. Contact Us GSA phone and fax numbers, and email address.

4. Remittance Office/ Payment Options

IPAC Payment: The Agency Location Code (ALC), GSA's Treasury Account Symbol (TAS) and BPN/DUNS number provided on your statement will be needed if you pay your bill through IPAC.

Credit Card Payment: You can pay online at the website provided.

Lockbox Payment: You can send payments to a secure Post Office Box provided on your statement.

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

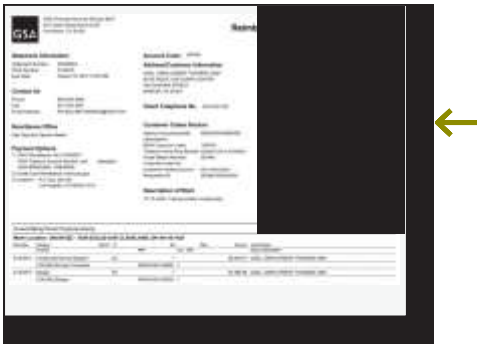
6. Address/Customer Information and Client Telephone No. Information associated with the listed Account Code and RWA agreement.

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

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

What’s in the agreement summary?

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



Reimbursable Work Authorization (RWA)

9 07/23/2013

10 **Agreement Billing Summary**

Previous Billed Amount	$5,885.39
Collected Amount	$5,885.39
Amount Due from Previous Bills	$0.00
Current Billing Period Amount	$8,653.21
Total Amount Due	$8,653.21

11 **Cumulative Billed Financial Summary**

Category	Amount
Construction/Const Support	$7,430.41
Design	$2,999.96
Security/Protection	$1,075.89
Space Changes	$1,358.18
Studies	$1,224.14
Utilities/O&M	$0.00
Other	$0.00
PBS RWA Fees	$450.00
TOTAL AMOUNT	$14,538.60

12 **Agreement Summary**

Authorized Amount	$150,000.00
Cumulative Billed Amount	$14,538.60
Agreement Balance	$135,461.40

9. Statement Date The date the statement was generated.

10. Agreement Billing Summary

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

Collected Amount: A cumulative total of payments made as of the last billing cycle.

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: Calculated by adding the Amount Due from Previous Bills and Current Billing Period Amount.

11. 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.

Detailed transactions for each category are listed in the itemized charges section of the statement.

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

12. Agreement Summary A cumulative summary of RWA transactions to date.

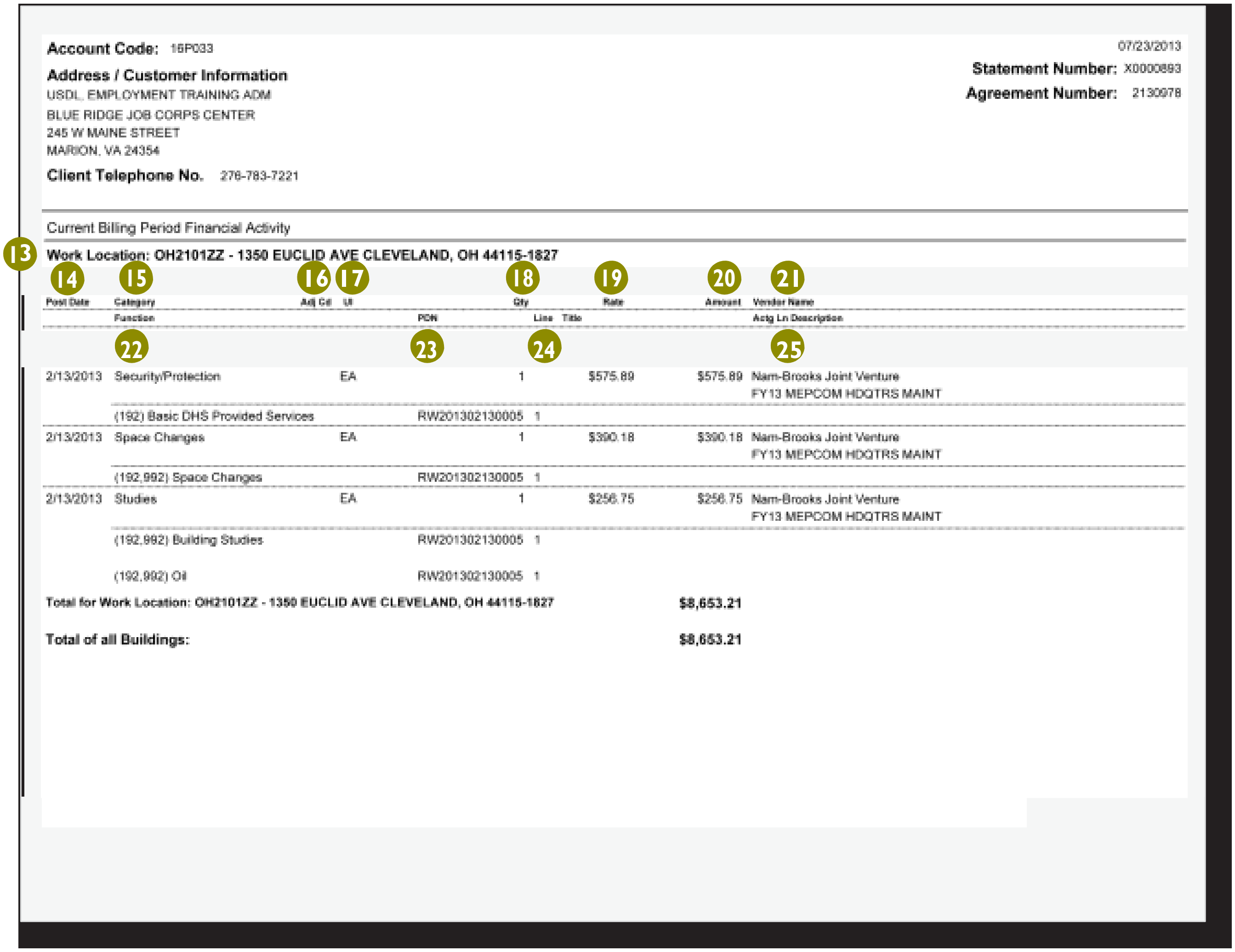
Authorized Amount: The total funding of the agreement.

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?

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



Account Code: 16P033

Address / Customer Information
USDL, EMPLOYMENT TRAINING ADM
BLUE RIDGE JOB CORPS CENTER
245 W MAINE STREET
MARION, VA 24354

Client Telephone No. 276-783-7221

07/23/2013
Statement Number: X0000893
Agreement Number: 2130978

Current Billing Period Financial Activity

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

14 Post Date	15 Category / 22 Function	16 Adj Cd	17 UI	23 PDN	18 Qty / 24 Line	Title	19 Rate	20 Amount	21 Vendor Name / 25 Actg Ln Description
2/13/2013	Security/Protection		EA		1		$575.89	$575.89	Nam-Brooks Joint Venture FY13 MEPCOM HDQTRS MAINT
	(192) Basic DHS Provided Services			RW201302130005	1				
2/13/2013	Space Changes		EA		1		$390.18	$390.18	Nam-Brooks Joint Venture FY13 MEPCOM HDQTRS MAINT
	(192,992) Space Changes			RW201302130005	1				
2/13/2013	Studies		EA		1		$256.75	$256.75	Nam-Brooks Joint Venture FY13 MEPCOM HDQTRS MAINT
	(192,992) Building Studies			RW201302130005	1				
	(192,992) Oil			RW201302130005	1				

Total for Work Location: OH2101ZZ - 1350 EUCLID AVE CLEVELAND, OH 44115-1827 $8,653.21

Total of all Buildings: $8,653.21

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

14. Post Date The date of the accounting transaction.

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

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

17. Unit of Issue (UI) Units by which goods and services are measured.

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

19. Rate Charge per unit.

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

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

22. Function The specific description of the activity.

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

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

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

May 2013

Office of the Chief Financial Officer
Receivable Customer Service Desk
US General Services Administration
Phone: 800.676.3690
Email: fw-billing.finance@gsa.gov

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