GSA changes to IPAC data fields for GSA Global Supply and AutoChoice customers

This guide is designed to be a useful reference for those GSA customers who pull data from Treasury's Intergovernmental Payment and Collection System (IPAC) into their accounting systems.

(Version 2.1)

Federal standards make interagency interactions easier, so GSA complies with Common Government-wide Accounting Classification (CGAC), and the Treasury Financial Manual (TFM) Publications and Guidance. To more fully align with these standards, we will be making changes to how we populate the IPAC records.

Effective February 2014, customers will receive separate statements for GSA Global Supply and AutoChoice, and will be required to look for two IPAC transactions rather than only one.

The following fields will also change for GSA Global Supply and AutoChoice customers:

- Document reference number
- Accounting classification code
- Contact phone number
- Contract number
- Description
- Invoice number
- JAS number
- Miscellaneous transaction information
- Purchase order number (payments)

- Receiver Treasury account symbol
- (ACT) trace number
- Sender Treasury account symbol

What you need to do:

- Review the *How GSA Populates IPAC Records for GSA Global Supply and AutoChoice customers* table (see pages 2–10).
- Confirm that the changes in how GSA populates IPAC records align with your current practices, particularly if you download bulk files.
- Keep this guide for your reference.

Contact information

If you need additional assistance, please contact us at gsa.ipac@gsa.gov.

Beginning in February 2014, for GSA bill copies, go to vcss.gsa.gov.

How GSA populates IPAC records for GSA Global Supply and AutoChoice customers

A shaded background indicates a changed field.
An asterisk (*) following the IPAC field name indicates a required field.

Batch Record

IPAC field name	GSA field definition	Effective February 2014	Prior to February 2014	Maximum number of characters
File ID *	Payment/Collection/Adjustment/SGL Bulk Files is represented by PCA.	PCA	PCA	7
Record Type *	Batch.	B	B	1
Application ID *	The application ID is IPAC.	IPAC	IPAC	4
Total Number of Records *	The total number of records in the file, including File Identifier, Batch, Header, Detail, SGL and Post SGL records.	[########]	[########]	8
File ID Number *	Specifies the Sender Agency Location Code (ALC) + Date (YYYYMMDD) + sequential number.	*Example:* 4700001620130730001	*Example:* 4700001620130730001	19

How GSA populates IPAC records for GSA Global Supply and AutoChoice customers

Header Record

IPAC field name	GSA field definition	Effective February 2014	Prior to February 2014	Maximum number of characters
Record Type *	H indicates header.	H	H	1
ALC *	The Agency Location Code uniquely identifies the reporting/accounting source of the payment or collection transaction.	*Example:* 47000016	*Example:* 47000016	8
Transaction Total Amount *	The total dollar amount of detail lines for this transaction.	*For collections:* Bill Amount *For payments:* Credit Amount *Example:* 4374858 ($43,748.58)	*For collections:* Bill Amount *For payments:* Credit Amount *Example:* 4374858 ($43,748.58)	14 + 2 implied decimals
Customer ALC *	The Customer Agency Location Code uniquely identifies the customer receiving the payment or collection transaction.	Customer ALC *Example:* 28040001	Customer ALC *Example:* 28040001	8
Sender DO Symbol *	The IPAC Disbursing Office Symbol that uniquely identifies the GSA Agency Location Code sending the transaction.	GS116	GS116	5
Transaction Set ID *	810 indicates a collection. 820 indicates a payment.	810 or 820	810 or 820	3

How GSA populates IPAC records for GSA Global Supply and AutoChoice customers

Detail Record

IPAC field name	GSA field definition	Effective February 2014	Prior to February 2014	Maximum number of characters
Record Type *	D indicates detail.	D	D	1
Accounting Classification Code	GSA populates this field with the agency account code, which was formerly known as the Billed Office Address Code (BOAC) or Activity Address Code (AAC). Effective February 2014, account codes will start with "C-" followed by your six-digit BOAC or AAC.	*Example:* Account Code C-W81FGL	*Example:* BOAC W81FGL	16
Account Classification Reference Number	The agency internal code is used for Customer Supply Center (CSC) store purchases. The purchase order number is used for all other records.	*CSC Example:* 571790 *Purchase Order Number Examples:* *GSA Global Supply:* BJP1303N *AutoChoice:* NGS8240R	*CSC Example:* 571790 *Purchase Order Number Examples:* *GSA Global Supply:* BJP1303N *AutoChoice:* NGS8240R	12
Detail Amount *	Indicates the Quantity multiplied by the Unit Price.	Quantity x Unit Price. *Example:* 1*48404=48404 ($484.04)	Quantity x Unit Price. *Example:* 1*48404=48404 ($484.04)	14 + 2 implied decimals
Transaction Contact Name	The customer service email address for the business line.	Email to: kc-accts-receivable.finance@gsa.gov	Email to: kc-accts-receivable.finance@gsa.gov	60
Contact Phone Number	The customer service telephone number for the business line.	800-676-3690	816-926-7037	17
Contact Line Item Number*	GSA populates this field with NA.	NA	NA	6

How GSA populates IPAC records for GSA Global Supply and AutoChoice customers

Detail Record–continued

IPAC field name	GSA field definition	Effective February 2014	Prior to February 2014	Maximum number of characters
Receiver Department Code *	Currently the 2-digit number identifying the Federal Government Department. This field will be changing to a 3-digit number.	Customer Agency Code *Example:* 28	Customer Agency Code *Example:* 28	2
Description	For CSC store purchases, GSA populates this field with: Agency code + CSC store customer requisition number	For all records: positions 1-2 contain the 2-digit agency code, and positions 3-30 are blank. Position 131 contains the customer requisition number. *Example:* (Agency Code) + 12044791940007A	For all records: positions 1-30 are blank. Position 131 contains the customer requisition number. *Example:* 12044791940007A	320
	For all other purchases, GSA populates this field with: Agency code + the stock number or service description	For all records: positions 1-2 contain the 2-digit agency code, and positions 3-30 are blank. Position 131 contains the stock number or service description. *Examples:* (Agency Code) + EXP FEE $5/LINE (Agency Code) + FREIGHT MARKUP	For all records: positions 1-30 are blank. Position 131 contains the stock number or service description. *Examples:* EXP FEE $5/LINE FREIGHT MARKUP	320
Fiscal Station Number	GSA populates this field only with a zero.	0	0	8
Invoice Number *	The unique identification number of the invoice, assigned by the system to match incoming and outgoing IPAC transactions.	System-generated 12-character alphanumeric string *Example:* 2KY0036HA0K4	The IPAC Document Reference Number (= the Statement Number) *Example:* M0480968	22
JAS Number	GSA populates this field with the 5-digit Agency Bureau (AB) code.	*Example:* 02811	*Example:* 2811	30
Job Number*	GSA populates this field with NA.	NA	NA	20

Detail Record–continued

IPAC field name	GSA field definition	Effective February 2014	Prior to February 2014	Maximum number of characters
Obligating Document Number *	GSA populates this field with the Requisition Number.	*Example:* 12044791940007A	*Example:* 12044791940007A	17
Pay Flag *	P indicates partial payment.	P	P	1
Purchase Order Number (Collections) *	The number of the document from the receiving agency requesting goods or services. This field indicates the source of funding. GSA populates this field with the Purchase Order Number.	Purchase Order Number: *Examples:* *GSA Global Supply:* BJP1303N *AutoChoice:* NGS8240R	Purchase Order Number: *Examples:* *GSA Global Supply:* BJP1303N *AutoChoice:* NGS8240R	22
Purchase Order Number (Payments) *	Credits show as a separate 820 transaction. This field will be populated with the Statement Number of the billing document from which the credit was generated.	Statement Number: *GSA Global Supply Format:* M+####### *Example:* M0480968 *AutoChoice Format:* PI+###### *Example:* PI302475	Purchase Order Number: *Examples:* *GSA Global Supply:* BJP1303N *AutoChoice:* NGS8240R	22
Quantity *	GSA populates this with the number of units per detail billing line.	Quantity varies	Quantity varies	14 + 2 implied decimals
FY Obligation ID	GSA leaves this field blank.	Blank	Blank	1
Receiver Treasury Account Symbol	This account number (also known as an appropriation or fund symbol) is assigned by Treasury to classify agency transactions. It is required for agencies trading with Agency Location Codes (ALCs) designated for Government-Wide Accounting (GWA) Reporters. GSA populates this field with your Treasury Account Symbol (TAS), if provided, in the Component TAS format.	Component TAS format *Example:* 01220132013 0120000 C	String TAS format *Example:* 1230120	27

Detail Record–continued

IPAC field name	GSA field definition	Effective February 2014	Prior to February 2014	Maximum number of characters
Receiver Business Event Type Code	BETC is used to identify the type of event that is recorded against a TAS and to implement GWA business rules for the posting of events to the TAS. This is required for agencies trading with ALCs designated as GWA Reporters. DISB indicates a payment. COLL indicates a collection.	DISB or COLL	DISB or COLL	8
Receiver DUNS Number	Dun & Bradstreet Universal Numbering System (DUNS) is a unique identifier for individual business locations for federal vendors and federal customers. If your Business Partner Number (BPN)/DUNS is available on the vendor record maintained by GSA, this field will contain that value, and it will be validated against data IPAC has obtained from FEDReg. If the BPN/DUNS has not been populated as part of the vendor record, GSA leaves this field blank.	BPN/DUNS *Example:* 128161432 OR Blank	BPN/DUNS *Example:* 128161432 OR Blank	9
Receiver DUNS+4 Number	An identifier that, along with the 9-digit DUNS, more specifically identifies the individual business locations for federal vendors and customers. If your BPN/ DUNS+4 is available on the vendor record maintained by GSA, this field will contain that value. It will be validated against data IPAC has obtained from FEDReg. If the BPN/DUNS+4 has not been populated as part of the vendor record, GSA leaves this field blank.	Blank	Blank	22

Detail Record–continued

IPAC field name	GSA field definition	Effective February 2014	Prior to February 2014	Maximum number of characters
Requisition Number*	GSA populates this field with NA.	NA	NA	15
Sender Treasury Account Symbol *	Account number (also known as an appropriation or fund symbol) assigned by Treasury to classify Agency transactions. GSA populates this field with the TAS for its business line, in the Component TAS format.	Component TAS format *Example:* 047　　X4542001 C	String TAS format *Example:* 47X4542.1	27
Sender Business Event Type Code	BETC is a field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. COLL for collections DISB for payments	COLL DISB	COLL DISB	8
Sender DUNS Number	DUNS is a unique identifier for individual business locations for federal vendors and federal customers. GSA's BPN is from the interagency agreement with the customer. If the GSA business line does not supply this value to the financial system, it will be blank. Although optional, if this is entered, it will be validated against data IPAC has obtained from FEDReg. GSA leaves this field blank.	Blank	Blank	9
Sender DUNS+4 Number	A unique identifier that, along with the 9-digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers. GSA does not have a DUNS+4 number so leaves this field blank.	Blank	Blank	4

How GSA populates IPAC records for GSA Global Supply and AutoChoice customers

Detail Record–continued

IPAC field name	GSA field definition	Effective February 2014	Prior to February 2014	Maximum number of characters
(ACT) Trace Number	Populated with the Statement Number on rebills of chargebacks to assist you with reconciliation to the original Statement Number.	*GSA Global Supply Format:* M + ####### *Example:* M0480968 *AutoChoice Format:* PI + ###### *Example:* PI302475"	Blank	15
Unit of Issue *	Units by which goods and services are measured. Unit of Issue will vary for GSA Global Supply. Unit of Issue for AutoChoice is EA.	*Examples:* EA (Each) DZ (Dozen)	*Examples:* EA (Each) DZ (Dozen)	2
Unit Price *	GSA sends the total detail billing line amount as the Unit Price.	*Example:* 21680 ($216.80)	*Example:* 21680 ($216.80)	14 + 2 implied decimals
DOD Activity Address Code	GSA leaves this field blank.	Blank	Blank	15

How GSA populates IPAC records for GSA Global Supply and AutoChoice customers

SGL Record

IPAC field name	GSA field definition	Effective February 2014	Prior to February 2014	Maximum number of characters
Record Type *	Standard General Ledger (SGL) Record.	E	E	1
SGL Action Flag *	A indicates an add.	A	A	1
SGL Account Number *	United States Standard General Ledger (USSGL) Account Number.	*Example:* 1010 or 1310	*Example:* 1010 or 1310	4
Sender / Receiver SGL Flag *	S indicates sender.	S	S	1
Federal / Non-Federal Flag *	F indicates federal.	F	F	1
SGL Amount *	Detail amount.	*Example:* 48404 ($484.04)	*Example:* 48404 ($484.04)	14 + 2 implied decimals
Debit / Credit Flag *	D indicates a debit. C indicates a credit.	D or C	D or C	1
SGL Comments	GSA leaves this field blank.	Blank	Blank	255