



Wallet

GSAfleet.gov User Guide

Updated December 2025

[GSAFleet.gov](https://gsafleet.gov) | fleetsystemsmodernization@gsa.gov

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Introduction

In GSAFleet.gov, Wallet is where Finance Officers update and document lines of accounting for all GSA Fleet offerings - including Leasing, Purchasing, and Short Term Rental programs.

Key Features

Wallet will allow customers to view, add, and edit accounting information required for billing, including:

- Treasury Account Symbol (TAS)
- Fiscal Station Number (DoD only)
- Supplemental accounting information

Required User Role

- Finance Officer scoped to Agency and Bureau only.

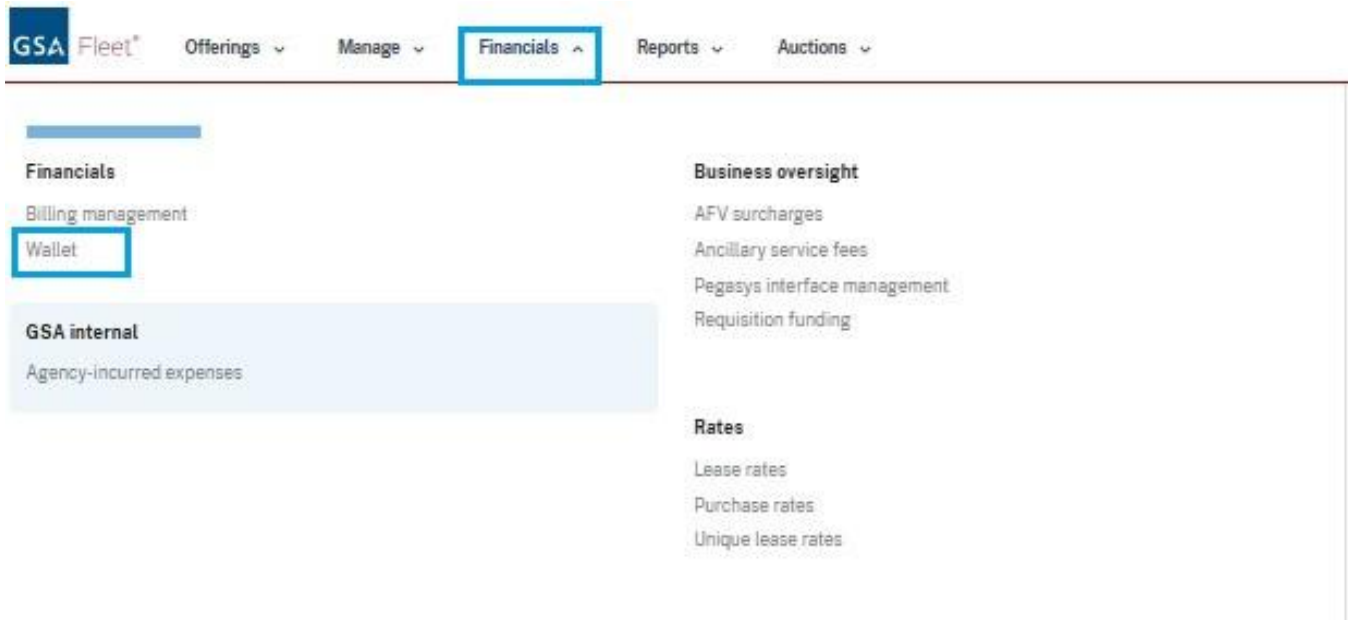
What is GSAFleet.gov?

The General Service Administration's (GSA) office of Fleet Management's mission is to provide safe, reliable, low cost vehicle solutions that assist federal agencies in effectively and efficiently meeting their mission and federal mandates. GSA Fleet manages mandatory Government-wide vehicle acquisition programs, provides Federal agencies full service vehicle leases, and offers short term vehicle rentals. In order to meet this mission, GSA Fleet personnel, customers, and other internal and external stakeholders currently use 19 disparate systems, some obsolete for system expansion or future growth. GSAFleet.gov will consolidate those 19 systems into a single integrated system with value added fleet management services enabled by the enhanced automation will be made available to agencies as service offerings to improve their fleet management. This modernization will allow agencies across the government to reap the benefits of the resulting solution and enhance a widely leveraged shared service.

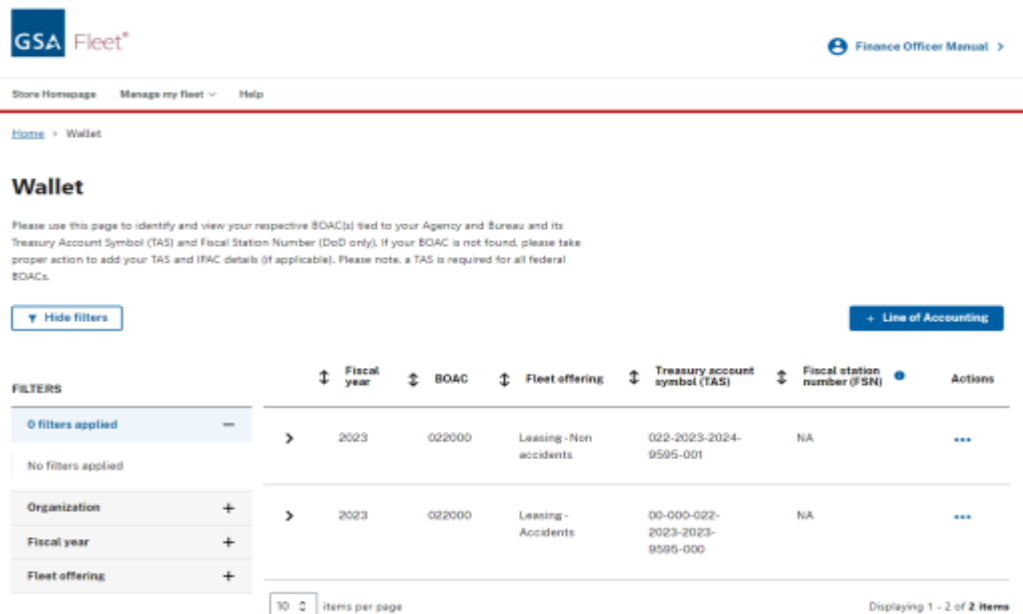
Locating the Wallet in GSAFleet.gov

Step 1: After logging into [GSAFleet.gov](https://gsafleet.gov), select the “Financials” option on the mega menu.

Step 2: Select “Wallet” in the drop down menu.



Step 3: You will be taken to the “Wallet” page, where you can see all of the lines of accounting associated with your assigned BOAC.



Searching for a Line of Accounting

Search for a Line of Accounting

Step 1: From the Wallet, scroll down to see your table of Lines of Accounting organized by BOAC, Fiscal Year, Fleet Offering, and TAS.

The screenshot shows the GSA Fleet Wallet interface. At the top, there's a header with the GSA Fleet logo and a link to the Finance Officer Manual. Below the header, there's a navigation bar with links to Store Homepage, Manage my fleet, and Help. The main content area is titled 'Wallet' and includes a brief instruction: 'Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (FSN only). If your BOAC is not found, please take proper action to add your TAS and IPAC details (if applicable). Please note, a TAS is required for all federal BOACs.'

Below the instruction, there's a 'Hide filters' button and a 'Line of Accounting' button. To the left of the table, there's a 'FILTERS' section with a dropdown menu showing '0 filters applied' and a list of filter categories: Organization, Fiscal year, and Fleet offering, each with a plus icon to expand.

The main table is titled 'Line of Accounting' and has the following columns: Fiscal year, BOAC, Fleet offering, Treasury account symbol (TAS), Fiscal station number (FSN), and Actions. The table contains two rows of data, both for the year 2023 and BOAC 022000. The first row is for 'Leasing - Non accidents' with TAS 022-2023-2024-9595-001 and FSN NA. The second row is for 'Leasing - Accidents' with TAS 00-000-022-2023-2023-9595-000 and FSN NA. Each row has a magnifying glass icon in the first column and a three-dot menu icon in the last column.

At the bottom of the table, there's a pagination control showing '10 items per page' and a status message 'Displaying 1 - 2 of 2 items'.

	Fiscal year	BOAC	Fleet offering	Treasury account symbol (TAS)	Fiscal station number (FSN)	Actions
>	2023	022000	Leasing - Non accidents	022-2023-2024-9595-001	NA	...
>	2023	022000	Leasing - Accidents	00-000-022-2023-2023-9595-000	NA	...

Wallet

Step 2: To more quickly find a specific Line of Accounting, use the optional filters on the left side of the screen. Select the “+” signs on each filter to filter by Organization, Fiscal Year, and/or Fleet Offering

Hide filters

FILTERS

0 filters applied

+

Organization

+

Fiscal year

+

Fleet offering

+

↕ Fiscal year :

> 2023

> 2024

> 2023

Wallet

- To filter by organization, select the + sign next to “Organization” to expand the dropdown. Select the agency and bureau that your BOAC(s) belongs to. The table will automatically adjust to your filter. Then, if you need to further refine the search, you can enter the BOAC directly into the search field to populate. Note that you cannot enter a BOAC without first populating the “Agency” and “Bureau” fields.

Wallet

Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (DoD only). If your BOAC is not found, please take proper action to add your TAS and IPAC details (if applicable). Please note, a TAS is required for all federal BOACs.

▼ Hide filters

+ Line of Accounting

FILTERS		× Reset all	↕ Fiscal year	↕ BOAC	↕ Fleet offering	↕ Treasury account symbol (TAS)	↕ Fiscal station number (FSN)	ⓘ	Actions
1 filter applied			>	2023	022000	Leasing-Non accidents	022-2023-2024-9595-001	NA	...
Organization			>	2023	022000	Leasing-Accidents	00-000-022-2023-2023-9595-000	NA	...
Organization									
022-Agency 22									
022-Agency 22									
-Select bureau-									
-Enter BOAC-									

30 items per page

Displaying 1 - 2 of 2 items

Wallet

- To filter by fiscal year, select the + sign next to “Fiscal Year” to expand the dropdown. Select the Fiscal Year for the LOA you’re trying to find.

Wallet

Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (FSN only). If your BOAC is not found, please take proper action to add your TAS and IPAC details (if applicable). Please note, a TAS is required for all federal BOACs.

Hide filters

+ Line of Accounting

	Fiscal year	BOAC	Fleet offering	Treasury account symbol (TAS)	Fiscal station number (FSN)	Actions
0 filters applied	2023	022000	Leasing - Non accidents	022-2023-2024-9595-001	NA	...
No filters applied						
Organization	2023	022000	Leasing - Accidents	00-000-022-2023-2023-9595-000	NA	...
Fiscal year						
-Select-						
Fleet offering						

10 items per page

Displaying 1 - 2 of 2 Items

[Return to top](#)

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Wallet

- To filter by Fleet Offering, select the + sign next to “Fleet Offering” to expand the dropdown. Select the desired offering from the options. The table will automatically adjust to your filter.

Wallet

Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (DoD only). If your BOAC is not found, please take proper action to add your TAS and IFAC details (if applicable). Please note, a TAS is required for all federal BOACs.

Hide filters

Line of Accounting

FILTERS		Fiscal year	BOAC	Fleet offering	Treasury account symbol (TAS)	Fiscal station number (FSN)	Actions
0 filters applied		2023	022000	Leasing-Non accidents	022-2023-2024-9595-001	NA	...
No filters applied							
Organization		2023	022000	Leasing-Accidents	00-000-022-2023-2023-9595-000	NA	...
Fiscal year							
-Select-		10 items per page		Displaying 1 - 2 of 2 items			
Fleet offering							
☐ Purchasing ☐ Leasing-Accidents ☐ Leasing-Non-Accidents ☐ Short Term Rental							

Wallet

[View Line of Accounting Details](#)

Step 4: You can also use the arrows at the top of each column to sort your Lines of Accounting by Fiscal Year, BOAC, Fleet Offering, TAS, or FSN (*DOD Customers only*)

Wallet

Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (FSN only). If your BOAC is not found, please take proper action to add your TAS and IRAC details (if applicable). Please note, a TAS is required for all federal BOACs.

Hide filters

Line of Accounting

	Fiscal year	BOAC	Fleet offering	Treasury account symbol (TAS)	Fiscal station number (FSN)	Actions
0 filters applied Organization Fiscal year Fleet offering	2023	022000	Leasing-Non accidents	02-000-2024-9595-001	NA	...
	2023	022000	Leasing-Accidents	00-000-022-2023-2023-9595-000	NA	...

10 items per page

Displaying 1 - 2 of 2 items

Step 5: Select the arrow to the left side of the desired LOA to see more information.

Wallet

Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (DoD only). If your BOAC is not found, please take proper action to add your TAS and IPAC details (if applicable). Please note, a TAS is required for all federal BOACs.

Hide filters

+ Line of Accounting

FILTERS		Fiscal year	BOAC	Fleet offering	Treasury account symbol (TAS)	Fiscal station number (FSN)	Actions
0 filters applied	+	2023	022000	Leasing - Non-accidents	022-2023-2024-9995-000	NA	...
Organization	+						
Fiscal year	+						
Fleet offering	+						
		Standard doc number (SDN)		—	Last updated by	Finance Officer: Manual	
		Supplemental accounting information		—	Date	06/22/2023, 11:48 am	
		2023	022000	Leasing - Accidents	00-000-022-2023-2023-9995-000	NA	...

10 items per page

Displaying 1 of 2 items

Adding a New LOA or TAS to Your BOAC

New LOAs should be added under the following circumstances:

1. You are providing an LOA for a new fiscal year
2. You are adding an LOA to a BOAC for a Fleet Offering for which an LOA does not exist (i.e. Short Term Rental, Purchasing, Leasing - Accidents, or Leasing - Non-Accidents)
3. You have a new BOAC than needs an LOA assigned for the first time

Step 1: From the Wallet, select the “+ Line of Accounting” button above your table of BOACs. This will take you to the “Add Line of Accounting” screen.

[Home](#) > [Wallet](#)

Wallet

Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (DoD only). If your BOAC is not found, please take proper action to add your TAS and IPAC details (if applicable). Please note, a TAS is required for all federal BOACs.

[Hide filters](#)

[+ Line of Accounting](#)

FILTERS		Fiscal year	BOAC	Fleet offering	Treasury account symbol (TAS)	Fiscal station number (FSN)	Actions	
0 filters applied	+	>	2023	022000	Leasing - Non accidents	022-2023-2024-9595-001	NA	...
Organization	+							
Fiscal year	+							
Fleet offering	+	>	2023	022000	Leasing - Accidents	00-000-022-2023-2023-9595-000	NA	...

10 items per page

Displaying 1 - 2 of 2 items

[Return to top](#)

Adding BOAC Information

Step 1: Complete the required fields under “Basic Information” marked by a red asterisk with the information for your new Line of Accounting and select “Add.” The fields are:

- Fiscal year
- Agency
- Bureau

Note - Your visibility will be limited by your system profile. Only your assigned agencies and bureaus will appear.

Step 2: Complete the fields under “BOAC to Fleet Offering Associations” by clicking on the dropdown menus and selecting the BOAC and Fleet Offering to which the new Line of Accounting pertains.

Add Line of Accounting

Please use the drop down menu below to select the Fiscal Year of your TAS and IPAC data. You may then select your agency and bureau that contains the BOAC(s) you need to add.

BASIC INFORMATION

Fiscal Year *	Agency *	Bureau *
2023	022-Agency 22	01-TDP OVSIGHT BOARD

BOAC TO FLEET OFFERING ASSOCIATIONS

BOAC * ⓘ	Fleet offering * ⓘ	 Add Cancel
022001	Leasing-Non-Accidents	

Please make sure to select an Agency and Bureau first.

Wallet

- Hover over or select the tool tips for more information about each field if needed.

Add Line of Accounting

Please use the drop down menu below to select the Fiscal Year of your TAS and IPAC data. You may then select your agency and bureau that contains the BOAC(s) you need to add.

BASIC INFORMATION

Fiscal Year *	Agency *	Bureau *
2023	022 - Agency 22	01 - TDP OVSIGHT BOARD

BOAC TO FLEET OFFERING ASSOCIATIONS

BOAC * ⓘ	Fleet offering * ⓘ
022001	Leasing-Non-Accidents

Please make sure to select an Agency and Bureau first.

Add **Cancel**

The Fleet segments in which a unique line of accounting (TAS & IPAC data) may be applied.

Adding TAS Information

Step 4: Under the Treasury Account Symbol (TAS) section, complete the required fields, marked by the red asterisk. The required fields are:

- Agency Identifier (AID)
- Beginning Period of Availability (BPOA) and Ending Period of Availability (EPOA) OR Availability Type Code (A)
- Main Account
- Sub Account

Note that when you enter new information into the fields, the TAS is created on the right side of the screen. Business rules are in place to ensure that the data entered into the TAS is valid accounting data for your agency and is formatted correctly. If your data is entered incorrectly, an error will appear with guidance for correcting your information.

BOAC TO FLEET OFFERING ASSOCIATIONS

BOAC * 022001 Fleet offering * Leasing-Non-Accidents

TREASURY ACCOUNT SYMBOL (TAS)

Sublevel Prefix (SP) ⓘ	Allocation Transfer Agency (ATA) ⓘ	TAS:			
		022	X	9595	000
Agency Identifier (AID) * ⓘ	Availability Type Code (A) * ⓘ				
022	X				
Beginning Period of Availability (BPOA) ⓘ	Ending Period of Availability (EPOA) ⓘ				
N/A	N/A				
Main Account (MAIN) * ⓘ	Sub Account (SUB) * ⓘ				
9595	000				

Adding IPAC Information

Step 1: *Optional* If choosing to use the IPAC Information section, complete the “BOAC IPAC Information” section and select “Submit”

• **Entering IPAC information for DoD Customers:** DOD customers should enter their Fiscal Station Number and complete the other required fields. The fields are:

- Fiscal Station Number (FSN)
- Standard Document Number (SDN)
- BCN OBAN ASN
- Limit

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) * ⓘ

BCN OBAN ASN * ⓘ

Limit * ⓘ

Supplemental accounting information ⓘ

54 characters allowed

[Cancel](#)

Submit

- **Entering IPAC information for Civilian Customers:** Civilian customers can enter their Standard Document Number (SDN) and/or supplemental accounting information and then select “Submit.” Note that civilian BOACs must be established for IPAC in order for this supplemental IPAC information to appear on customer detailed billing reports in VCSS.

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

Standard Document Number (SDN) ⓘ

Supplemental accounting information ⓘ

54 characters allowed

[Cancel](#)

Submit

Note-For all customers (DOD and civilian) the “Supplemental accounting information” field is optional.

Step 6: *DOD Customers Only-Optional* If desired, beneath the “BOAC IPAC Information” section, you can enter LOA information at the vehicle level in the “Vehicle Level IPAC Information” section. All vehicles within the BOAC for which you are creating a new LOA will appear in the table in this section.

- To find a vehicle’s LOA information, type the tag number in the “License plate” search bar without using any dashes or spaces, and select “Search.” The G in the search bar is pre-populated, so do not type “G” in the tag number.

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) ⓘ
123456	test1234
BCN OBAN ASN ⓘ	Limit ⓘ
1234AA	0000
Supplemental accounting information ⓘ	

54 characters allowed

[Cancel](#) [Submit](#)

VEHICLE LEVEL IPAC INFORMATION

Please use this section only if you require IPAC data at the individual vehicle level rather than the BOAC level.
Any vehicles omitted will default to the BOAC level data displayed above.

License plate
No dash or space required

[Search](#)

↕ License plate	↕ Standard Doc Number (SDN)	↕ BCN OBAN ASN	↕ Limit	↕ Supplemental Accounting Information	↑ Last updated date	↕ Last updated by	Actions
G222203B	1234567890	Z123Z	0000		02/22/2023	DoD Finance Officer	...

Wallet

- Once you have found the vehicle's information you want to edit, select the three dots, or “ellipses,” in the “Actions” column of the table, and click “Edit.”

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) ⓘ
123456	test1234
BCN OBAN ASN ⓘ	Limit ⓘ
1234AA	0000
Supplemental accounting information ⓘ	

54 characters allowed

[Cancel](#) [Submit](#)

VEHICLE LEVEL IPAC INFORMATION

Please use this section only if you require IPAC data at the individual vehicle level rather than the BOAC level.
Any vehicles omitted will default to the BOAC level data displayed above.

License plate
No dash or space required

G222203B	Search
---------------------------------------	------------------------

↕ License plate	↕ Standard Doc Number (SDN)	↕ BCN OBAN ASN	↕ Limit	↕ Supplemental Accounting Information	↑ Last updated date	↕ Last updated by	Actions
G222203B	1234567890	Z123Z	0000		02/22/2023	DoD Finance Officer	Edit ⋮

Wallet

- Complete the required fields, enter in the optional “Supplemental Accounting Information” if desired, and select “Submit.”



IPAC for vehicle

Enter information below

Required fields are marked with an asterisk (*).

Information entered here will ONLY apply to one Vehicle **G222203B**

2017 Ford FORDPIS WHITE

Standard Document Number (SDN) *

BCN/OBAN *

Limit *

Supplemental accounting information

54 characters allowed

[Cancel](#)

Wallet

Step 7: Success! A banner at the top of the “Wallet” screen will tell you that you have successfully added a new LOA and the new LOA will appear in the table.

Home > Wallet

 You have successfully created record: FY: 2023 BOAC: 022001 Offering: Leasing - Non accidents

Wallet

Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (DoD only). If your BOAC is not found, please take proper action to add your TAS and IPAC details (if applicable). Please note, a TAS is required for all federal BOACs.

[Hide filters](#) [+ Line of Accounting](#)

FILTERS		↕ Fiscal year	↕ BOAC	↕ Fleet offering	↕ Treasury account symbol (TAS)	↕ Fiscal station number (FSN)	ⓘ Actions
0 filters applied —							
No filters applied							
Organization	+						
Fiscal year	+						
Fleet offering	+						

>	2023	022001	Leasing - Non accidents	11-222-022-X-9595-000	NA	...
>	2023	022000	Leasing - Non accidents	022-2023-2024-9595-001	NA	...

Editing Existing LOA Information

Step 1: Navigate to the Wallet

Step 2: Find the Line of Accounting you want to edit by following the steps outlined above in the “Searching for a Line of Accounting” section of this user guide

Step 3: On the LOA you want to edit, select the three dots, or ellipses, under the “Actions” column of the table, and then select “Edit.”

Wallet

Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (DoD only). If your BOAC is not found, please take proper action to add your TAS and IPAC details (if applicable). Please note: a TAS is required for all federal BOACs.

Hide filters

+ Line of Accounting

	↕	Fiscal year	↕	BOAC	↕	Fleet offering	↕	Treasury account symbol (TAS)	↕	Fiscal station number (FSN)	•	Actions
FILTERS												
0 filters applied	—											
No filters applied												
Organization	+											
Fiscal year	+											
Fleet offering	+											

Wallet

Step 4: Edit the desired fields in any of the sections on the “Edit Line of Accounting” page. In this example, we are making a change to the Sub Account Field.

Wallet

Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (DoD only). If your BOAC is not found, please take proper action to add your TAS and IPAC details (if applicable). Please note, a TAS is required for all federal BOACs.

Hide filters

+ Line of Accounting

FILTERS		↕ Fiscal year	↕ BOAC	↕ Fleet offering	↕ Treasury account symbol (TAS)	↕ Fiscal station number (FSN)	Actions	
0 filters applied	—	>	2023	022001	Leasing - Non accidents	11-222-022-X-9595-000	NA	...
No filters applied								Edit
Organization	+	>	2023	022000	Leasing - Non accidents	022-2023-2024-9595-001	NA	...
Fiscal year	+							
Fleet offering	+	>	2023	022000	Leasing - Accidents	00-000-022-2023-2023-9595-000	NA	...

DoD customer? [See below for editing tag level data.](#)

Wallet

Step 5: Under the “BOAC IPAC Information” section, select “Submit.”

TREASURY ACCOUNT SYMBOL (TAS)

Sublevel Prefix (SP) ⓘ

11

Allocation Transfer Agency (ATA) ⓘ

222

Agency Identifier (AID) * ⓘ

022

Availability Type Code (A) * ⓘ

X

Beginning Period of Availability (BPOA) ⓘ

N/A

Ending Period of Availability (EPOA) ⓘ

N/A

Main Account (MAIN) * ⓘ

9595

Sub Account (SUB) * ⓘ

111

Last updated date

06/22/2023 , 4:28 pm

Last updated by

Finance Officer Manual

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

Standard Document Number (SDN) ⓘ

Supplemental accounting information ⓘ

54 characters allowed

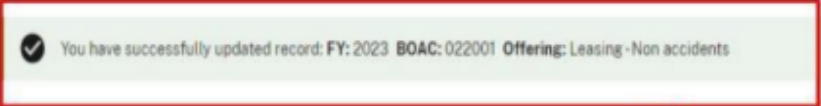
[Cancel](#)

[Submit](#)



Wallet

Step 6: Success! A banner at the top of the “Wallet” screen will tell you that you have successfully edited a LOA. The corrected information will now appear in the table.



✓ You have successfully updated record: FY: 2023 BOAC: 022001 Offering: Leasing - Non accidents

Wallet

Please use this page to identify and view your respective BOAC(s) tied to your Agency and Bureau and its Treasury Account Symbol (TAS) and Fiscal Station Number (DoD only). If your BOAC is not found, please take proper action to add your TAS and IPAC details (if applicable). Please note, a TAS is required for all federal BOACs.

▼ Hide filters

+ Line of Accounting

	↕ Fiscal year	↕ BOAC	↕ Fleet offering	↕ Treasury account symbol (TAS)	↕ Fiscal station number (FSN)	Actions
FILTERS						
0 filters applied —						
No filters applied						
Organization +						
Fiscal year +						
...						
	> 2023	022001	Leasing - Non accidents	11-222-022-X-9595-111	NA	...
	> 2023	022000	Leasing - Non accidents	022-2023-2024-9595-001	NA	...

Wallet

DOD Customers Only Editing LOA information at Tag Level (For individual tags and multiple tags at once)

Editing LOA Information for individual tags

Note this step is optional and for DoD BOACs only If you wish to change the LOA data at the vehicle level, follow steps 1-4 above. Then, beneath the “BOAC IPAC Information” section, you can enter or edit LOA information by tag in the “Vehicle Level IPAC Information” section. All vehicles within the BOAC for which you are creating a new LOA will appear in the table in this section.

- To find a vehicle’s LOA information, type the tag number in the “License plate” search bar without using any dashes or spaces, and select “Search.” The G in the search bar is pre-populated, so do not type “G” in the tag number.

VEHICLE LEVEL IPAC INFORMATION

Please use this section only if you require IPAC data at the individual vehicle level rather than the BOAC level.

Any vehicles omitted will default to the BOAC level data displayed above.

License plate

No dash or space required

Search

Download Template

Bulk update vehicle data

↕ License plate	↕ Standard Doc Number (SDN)	↕ BCN OBAN ASN	↕ Limit	↕ Supplemental Accounting Information	↑ Last updated date	↕ Last updated by	Actions
G1112345					MM/DD/YYYY		...

Wallet

- Once you have found the vehicle's information you want to edit, select the three dots, or "ellipses," in the "Actions" column of the table, and click "Edit."

VEHICLE LEVEL IPAC INFORMATION

Please use this section only if you require IPAC data at the individual vehicle level rather than the BOAC level.
Any vehicles omitted will default to the BOAC level data displayed above.

License plate

No dash or space required

License plate	Standard Doc Number (SDN)	BCN/OBAN ASN	Limit	Supplemental Accounting Information	Last updated date	Last updated by	Actions
G1112345					MM/DD/YYYY		Edit Delete

10

 items per page

Displaying 1 - 1 of 1 items

- Complete the required fields, enter in the optional "Supplemental Accounting Information" if desired, and select "Submit."

×

IPAC for vehicle

Enter information below

Required fields are marked with an asterisk (*).

Information entered here will ONLY apply to one Vehicle **G222203B**

2017 Ford FORDPIS WHITE

Standard Document Number (SDN) *

BCN/OBAN *

Limit *

Supplemental accounting information

54 characters allowed

Once you have completed the steps above, select "submit." A banner at the top of the "Wallet" screen will tell you that you have successfully edited a LOA.

Editing LOA Information for multiple tags at once (Bulk Upload feature)

Note this step is optional and for DoD BOACs only

If you wish to change LOA data for multiple vehicles at once, you can upload tag-level LOA information in bulk in the “Vehicle Level IPAC Information” section. **Bulk uploads must be performed separately for Non-accident lines of accounting and Accident lines of accounting within the same BOAC.**

- Under the “Vehicle Level IPAC Information section,” Download the Bulk Upload template in Excel by selecting “Download Template” to the right of the License Plate search field.

VEHICLE LEVEL IPAC INFORMATION

Please use this section only if you require IPAC data at the individual vehicle level rather than the BOAC level.
Any vehicles omitted will default to the BOAC level data displayed above.

License plate
No dash or space required

License plate	Standard Doc Number (SDN)	BCN OBAN ASN	Limit	Supplemental Accounting Information	Last updated date	Last updated by	Actions
G420056S	N0034A22MDGSAVE	A0018	6B4B		09/05/2023	DOD Finance Officer	...
G420722X	N0034A22MDGSAVE	A0018	6B4B		09/05/2023	DOD Finance Officer	...

Wallet

- Open the downloaded file named “vehicle_ipac_template...” in Excel and make the desired changes to vehicle information in columns **C** (SDN), **D** (BCN OBAN ASN), **E** (Limit), and/or **F** (Supplemental accounting information.). *Note that Columns A and B are **not** editable.
 - To **add** or **edit** existing IPAC information, make the desired changes directly in columns C, D, E, and/or F for each tag. Information in columns A and B is **not** editable.
 - To **remove** IPAC information, delete the information from columns C,D,E,and/or F for each tag and leave them blank. Information in columns A and B is **not** editable.

***Hovering over the tagged column headers in columns B-E will tell you a little more about the information that belongs in each column.**

	A	B	C	D	E	F
	Fiscal Year	License Plate Number	Standard Document Number (SDN)	BCN OBAN ASN	Limit	Supplemental accounting information
1	2024	G11 12345	W0045C52MDGTEST	A0011	7F5F	
2	2024	G12 12345	W0045C52MDGTEST	A0011	7F5F	
3	2024	G43 12345	W0045C52MDGTEST	A0011	7F5F	
4	2024	G62 12345	W0045C52MDGTEST	A0011	7F5F	

- After the edits in the template are complete, save the Excel document.
- To upload the LOA information for the vehicles you just edited to Wallet, select the “Bulk update vehicle data” option to the right of the “Download Template” option.

VEHICLE LEVEL IPAC INFORMATION

Please use this section only if you require IPAC data at the individual vehicle level rather than the BOAC level. Any vehicles omitted will default to the BOAC level data displayed above.

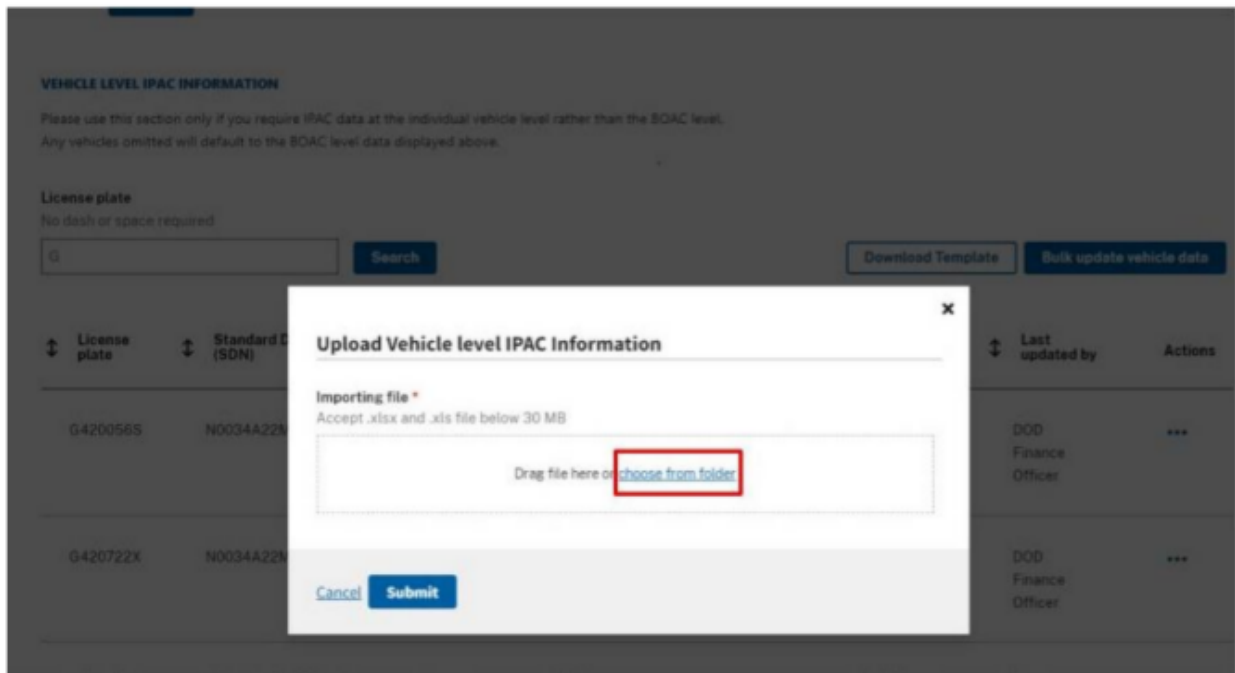
License plate
No dash or space required

G

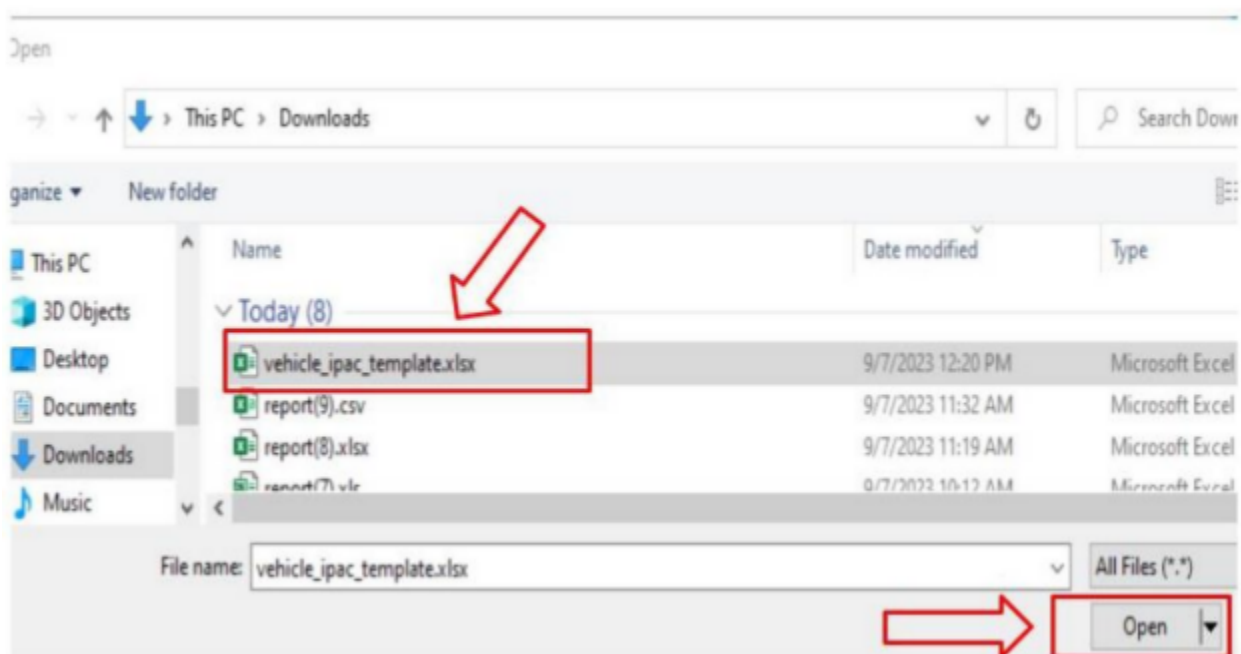
License plate	Standard Doc Number (SDN)	BCN OBAN ASN	Limit	Supplemental Accounting Information	Last updated date	Last updated by	Actions
G420056S	N0034A22MDGSAVE	A0018	6B4B		09/05/2023	DOD Finance Officer	...
G420722X	N0034A22MDGSAVE	A0018	6B4B		09/05/2023	DOD Finance Officer	...

Wallet

- Either drag the edited Excel file you saved into the box with the dotted line, or select “choose from folder.”

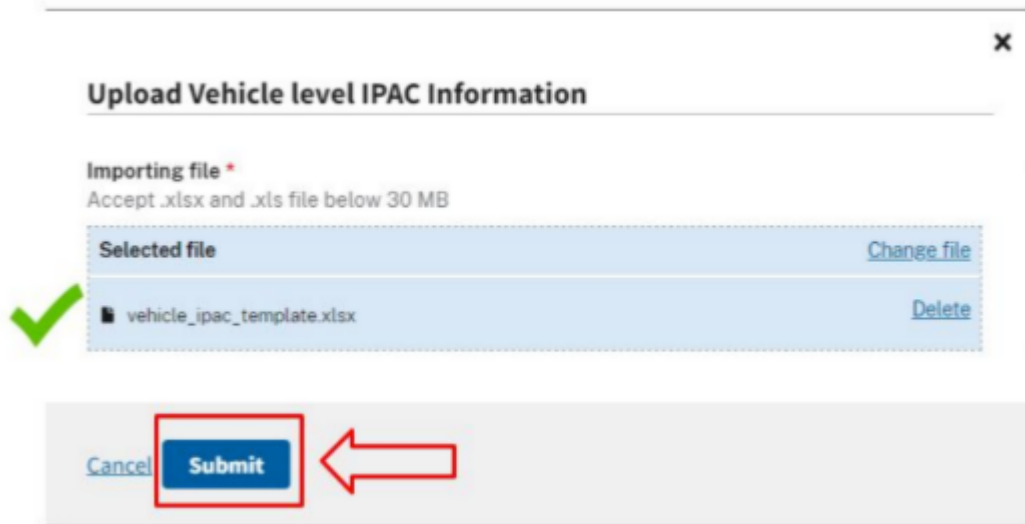


- In the file explorer, locate the edited Excel file you saved to your computer and select “Open”



Wallet

- Once you have ensured the correct file is selected, select “Submit” to proceed with the bulk upload process
 - *If you want to upload a different file, select “Change file” to replace the file that is currently selected, or “Delete” to remove it from the “Importing File” field and return to the previous step.



Upload Vehicle level IPAC Information

Importing file *
Accept .xlsx and .xls file below 30 MB

Selected file [Change file](#)

✓ vehicle_ipac_template.xlsx [Delete](#)

[Cancel](#) [Submit](#)

- When successful, a banner at the top of the “Edit Line of Accounting” screen will tell you that you have successfully updated vehicle information using the bulk upload feature. The updated information will now appear in the table.



Terms and Definitions

Treasury Account Symbol or TAS: an identification code assigned by the Treasury to an individual fund account within an agency. GSA Fleet is REQUIRED to collect this data to fulfill the Department of Treasury's financial reporting requirements.

Billing Office Address Code or BOAC: an account code used by GSA to bill customer agencies for services rendered. Agencies can determine how many BOACs they need - to accommodate their financial structure and for Federal agencies, a BOAC can only have one Treasury Account Symbol per GSA Fleet offering.

Line of Accounting (LOA): represents the TAS and supplemental accounting information GSA Fleet uses to bill for services.

Intragovernmental Payment And Collection (IPAC): A process where customers can transmit payments automatically for their entire BOAC.

Finance Officer: a role assigned to a user in GSAFleet.gov to allow them to enter and manage financial data on behalf of an Agency, Bureau or BOACs.