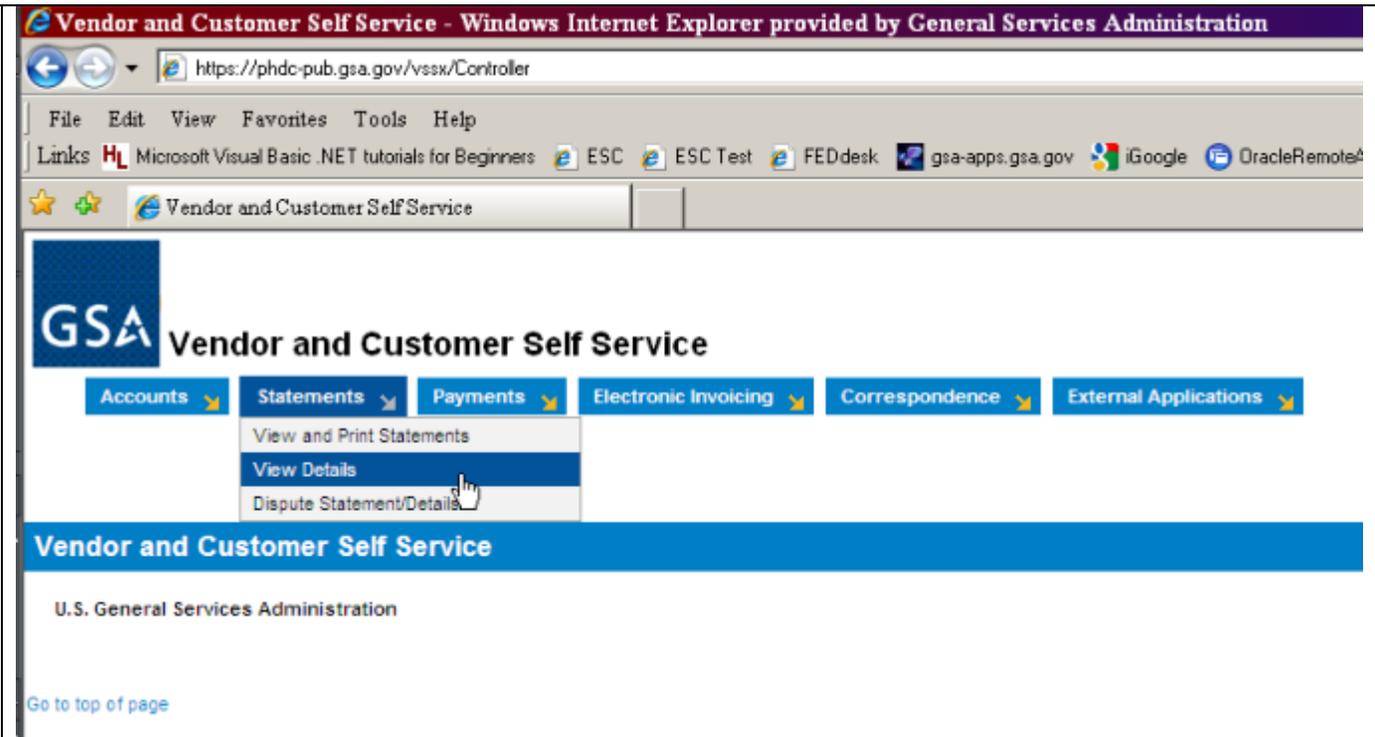


VCSS Statement Details Files

Background

Customers using the Vendor and Customer Self Service (VCSS) system may download the details pertaining to a statement, or those meeting other user specified search criteria, in the form of a comma separated values (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.

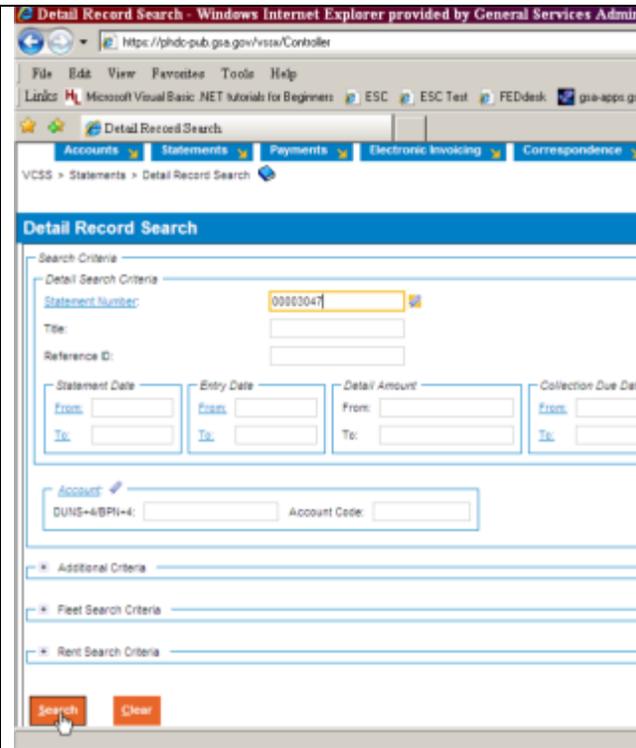
<p>Select the Statements / View Details menu option.</p>	
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Enter the search criteria desired.

When the desired criteria are entered, click “Search”.

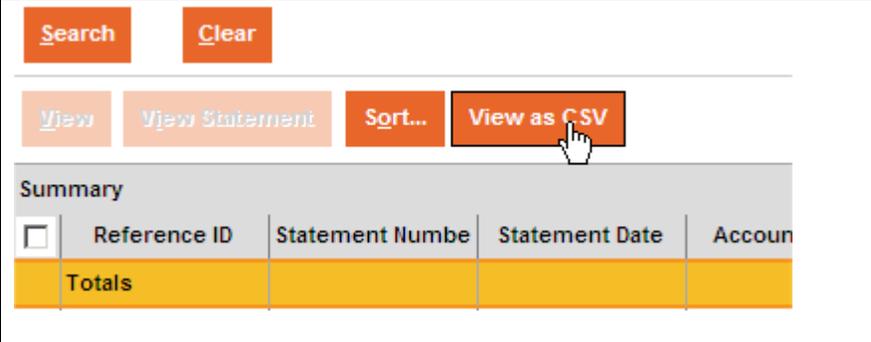
The screen will be redrawn, with the “item collection”, i.e. “search results” field showing a subset of the columns that will appear in the Billing Detail Line Query Items CSV file.

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, 159 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”.



Once the details have been returned to the browser:

HOLD DOWN THE CONTROL KEY (Ctrl) and click the “View as CSV” button.



The screenshot shows a web application interface. At the top, there are two orange buttons: "Search" and "Clear". Below them is a horizontal menu with four buttons: "View", "View Statement", "Sort...", and "View as CSV". A mouse cursor is pointing at the "View as CSV" button. Below the menu is a "Summary" section with a table. The table has a header row with a checkbox, "Reference ID", "Statement Number", "Statement Date", and "Account". Below the header is a row with the word "Totals" in a yellow background.

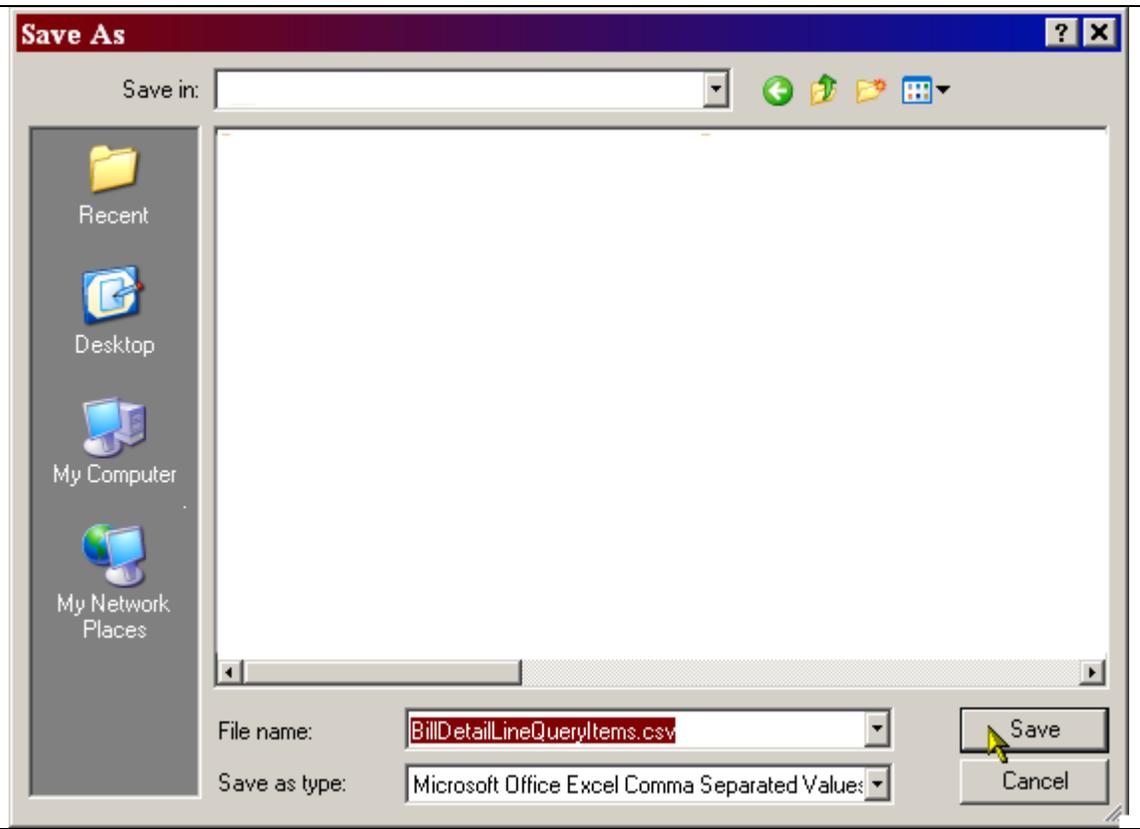
<input type="checkbox"/>	Reference ID	Statement Number	Statement Date	Account
Totals				

Keep the Control Key depressed. When the File Download dialog appears, click on the “Save” button. Keep the Control Key depressed until the next dialog box appears.



The screenshot shows a Windows "File Download" dialog box. The title bar is blue with the text "File Download" and a close button. The main area is grey and contains the text "Do you want to open or save this file?". Below this is a file icon (a document with a green 'x' and a blue 'a'), followed by the text: "Name: BillDetailLineQueryItems.csv", "Type: Microsoft Office Excel Comma Separated Values File", and "From: phdc-pub.gsa.gov". At the bottom are three buttons: "Open", "Save", and "Cancel". A mouse cursor is pointing at the "Save" button. Below the buttons is a warning icon (a shield with a question mark) and the text: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

When the Save As dialog appears, release the Control Key. Select a file location and save the Bill Detail Lines Query Items.csv file.



CSV File Format (159 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	

Order in CSV	Column Name	Import As	Decimals
24	Account Code Email	TEXT	
25	Account Code Fax Number	TEXT	
26	Account Code Address Line 1	TEXT	
27	Account Code Address Line 2	TEXT	
28	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	

Order in CSV	Column Name	Import As	Decimals
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

Order in CSV	Column Name	Import As	Decimals
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	

Order in CSV	Column Name	Import As	Decimals
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	

Order in CSV	Column Name	Import As	Decimals
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	