



# Welcome!

## Accounting and Financial Services Greater Southwest Center

*December 12-13, 2000*



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**We're on the ball**



# ***PBS Accounts Receivable and Financial Analysis Division***

## **Reimbursable Work Authorizations**

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**Team Leader**

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# ***Topics of Discussion***

- ◆ Reimbursable Work Authorizations
  - RWA Customer Guide
  - GSA FORM 2957
  - RWA Billing Process



# ***What are Billing Terms?***

- ◆ Advance
- ◆ Completion or Termination
- ◆ Monthly
- ◆ Quarterly
- ◆ Annually



## ***Other Vital Information Needed from the Customer***

- ◆ Agency Contact and Phone Number
- ◆ Description of Work
- ◆ Requested Work Dates
- ◆ Agency Certified Amount
- ◆ Agency Accounting Data
- ◆ Agency Finance Billing Address



# ***Billing Process***

- ◆ Pre-billing
- ◆ Billing



# ***Pre-billing***

- ◆ Monthly Process (10th)
- ◆ Bank Pre-Validate Credit Card

# ***Billing Process***

- ◆ Processed Monthly (15th)
- ◆ Recurring / Nonrecurring



# ***Billing Selection Formulas***

## ◆ RECURRING

- Recurring (Bills based on total **Authorized Amount**)
- Total Authorized Amount (which includes 981 Function code)/calculated duration of the RWA (using start date, completion date, or termination date)

## ◆ NONRECURRING

- Nonrecurring (bills based on total costs with the exception of advance billing which bills based on authorized amount)



# ***Billing Process***

- ◆ Billing Terms (A, C, Y, Q, T, M)
- ◆ Method of billing is determined mainly by BOAC
  - Non-OPAC / OPAC
  - Credit Card



# ***Billing Process***

## ◆ Thresholds

- Nonrecurring \$1,000
- Recurring \$100
- At termination \$50



**PBS Fund 192X A/R**  
**Top Ten Delinquencies**  
**as of August 31,2000**

<u>DOD - RWAS</u>							
<u>BILL #</u>	<u>DATE</u>	<u>A/R</u>	<u>DAYS DELQ</u>	<u>AS OF 10/15/00</u>	<u>OPAC/CD</u>	<u>DATE PAID</u>	<u>DOC #</u>
N001990741	7/17/00	\$1,911,514.89	45	\$0.00	OPAC	9/21/00	77392814
N001080735	4/17/00	487,791.00	136	487,791.00			
N001080736	4/17/00	400,000.00	136	400,000.00			
N000750924	3/15/00	352,764.55	169	352,764.55			
N001360756	5/15/00	306,764.09	108	306,764.09	OPAC	11/15/00	77399625
N000460543	2/15/00	278,788.00	198	278,788.00			
N001670815	6/15/00	247,591.96	77	247,591.96			
N001360778	5/15/00	236,923.28	108	236,923.28	OPAC	10/25/00	77397387
N001360790	5/15/00	227,798.03	108	227,798.03	OPAC Pull	9/29/00	11215895
N001670788	6/15/00	221,703.03	77	221,703.03	OPAC	10/13/00	77395505
<b>Total</b>		<b>\$4,671,638.83</b>		<b>\$2,760,123.94</b>			

**PBS Fund 192X A/R**  
**Top Ten Delquencies**  
**As of December 7, 2000**

<u>DOD - RWAS</u>							
<u>BILL #</u>	<u>DATE</u>	<u>A/R</u>	<u>DAYS DELQ</u>	<u>AS OF 12/7/00</u>			
N002701175	9/27/00	\$1,110,576.33	23	\$1,110,576.33			
N002701272	9/27/00	741,314.60	23	741,314.60			
N001080735	4/17/00	487,791.00	176	487,791.00			
N002701429	9/27/00	475,363.91	23	475,363.91			
N002701453	9/27/00	424,770.20	23	424,770.20			
N001080736	4/17/00	400,000.00	176	400,000.00			
N000750924	3/15/00	352,764.55	206	352,764.55			
N000460543	2/15/00	278,788.00	238	278,788.00			
N001670815	6/15/00	247,591.96	115	247,591.96			
N002701372	9/27/00	236,635.26	23	236,635.26			
<b>Total</b>		<b>\$4,755,595.81</b>		<b>\$4,755,595.81</b>			



**PBS Fund 192X A/R  
Top Ten Delinquencies  
as of August 31,2000**

**AIR FORCE - RWAS**

<b><u>BILL #</u></b>	<b><u>DATE</u></b>	<b><u>A/R</u></b>	<b><u>DAYS DELQ</u></b>	<b><u>AS OF 10/15/00</u></b>	<b><u>OPAC/CD</u></b>	<b><u>DATE PAID</u></b>	<b><u>DOC #</u></b>
N001670652	6/15/00	\$156,235.50	77	\$156,235.50			
N992660945	9/23/99	100,280.32	343	100,280.32			
N992280644	8/16/99	64,365.37	381	64,365.37	OPAC Pull	9/27/00	11215824
N001990597	7/17/00	60,226.24	45	60,226.24	OPAC	11/8/00	88420131
N001670642	6/15/00	56,386.56	77	56,386.56	OPAC	11/8/00	88420131
N001990609	7/17/00	52,079.58	45	52,079.58			
N001990600	7/17/00	31,631.49	45	0.00			
N993490638	12/15/99	31,573.43	260	31,573.43			
N000750724	3/15/00	22,343.75	169	22,343.75			
N001360608	5/15/00	20,379.92	108	20,379.92	OPAC	11/8/00	88420131
<b>Total</b>		<b>\$595,502.16</b>		<b>\$563,870.67</b>			

**PBS Fund 192X A/R  
Top Ten Delquencies  
As of December 7, 2000**

**AIR FORCE - RWAS**

<b><u>BILL #</u></b>	<b><u>DATE</u></b>	<b><u>A/R</u></b>	<b><u>DAYS DELQ</u></b>	<b><u>AS OF 12/7/00</u></b>
N001670652	6/15/00	\$156,235.50	115	\$156,235.50
N992660945	9/23/99	100,280.32	389	100,280.32
N002701003	9/23/00	58,033.75	23	58,033.75
N001990609	7/17/00	52,079.58	84	52,079.58
N002701002	9/27/00	47,486.65	23	47,486.65
N993490638	12/15/99	31,573.43	297	31,573.43
N000750724	3/15/00	22,343.75	206	22,343.75
N983200373	11/17/98	20,100.00	693	20,100.00
N002280662	8/16/00	19,565.75	53	19,565.75
N000460458	2/15/00	16,147.52	283	16,147.52
<b>Total</b>		<b>\$523,846.25</b>		<b>\$523,846.25</b>



**PBS Fund 192X A/R**  
**Top Ten Delinquencies**  
**as of August 31,2000**

<b>ARMY - RWAS</b>							
<b>BILL #</b>	<b>DATE</b>	<b>A/R</b>	<b>DAYS DELQ</b>	<b>AS OF 10/15/00</b>	<b>OPAC/CD</b>	<b>DATE PAID</b>	<b>DOC #</b>
N001990532	7/17/00	\$418,927.14	45	\$418,927.14			
N001080547	4/17/00	387,641.91	136	387,641.91	OPAC	11/15/00	77399627
N001990518	7/17/00	365,715.06	45	365,715.06	OPAC	11/1/00	77397670
N000210486	1/21/00	138,950.24	223	138,950.24			
N991400613	5/20/99	137,190.42	469	137,190.42			
N981660527	6/15/98	90,544.00	808	90,544.00			
N001080548	4/17/00	99,001.41	136	90,001.41	OPAC	11/15/00	77399629
N001990662	7/17/00	70,502.89	45	0.00			
N001080545	4/17/00	67,867.53	136	67,867.53	OPAC	11/15/00	77399628
N001670635	6/15/00	60,632.75	77	0.00			
<b>Total</b>		<b>\$1,836,973.35</b>		<b>\$1,696,837.71</b>			

**PBS Fund 192X A/R**  
**Top Ten Delquencies**  
**As of December 7, 2000**

<b>ARMY - RWAS</b>				
<b>BILL #</b>	<b>DATE</b>	<b>A/R</b>	<b>DAYS DELQ</b>	<b>AS OF 12/7/00</b>
N001990532	7/17/00	\$418,927.14	84	\$418,927.14
N000210486	1/21/00	138,950.24	266	138,950.24
N991400613	5/20/99	137,190.42	511	137,190.42
N002700982	9/27/00	122,476.90	23	122,476.90
N981660527	6/15/98	90,544.00	846	90,544.00
N002700981	9/27/00	85,078.29	23	85,078.29
N002700901	9/27/00	81,160.49	23	81,160.49
N980490420	2/19/98	49,734.25	968	49,734.25
N002700958	9/27/00	41,169.17	23	41,169.17
N001360599	5/15/00	36,378.77	145	36,378.77
<b>Total</b>		<b>\$1,201,609.67</b>		<b>\$1,201,609.67</b>



**PBS Fund 192X A/R**  
**Top Ten Delinquencies**  
**as of August 31,2000**

**NAVY - RWAS**

<b>BILL #</b>	<b>DATE</b>	<b>A/R</b>	<b>DAYS DELQ</b>	<b>AS OF 10/15/00</b>	<b>OPAC/CD</b>	<b>DATE PAID</b>	<b>DOC #</b>
N001670522	6/15/00	\$2,269,109.84	77	\$0.00			
N001670523	6/15/00	1,700,003.95	77	0.00			
N001990497	7/17/00	254,362.65	45	254,362.65			
N001080512	4/17/00	226,717.22	136	226,717.22			
N001360487	5/15/00	189,004.74	108	0.00			
N001990500	7/17/00	168,183.22	45	168,183.22	OPAC	11/5/00	86308708
N001990502	7/17/00	164,654.05	45	164,654.05	OPAC	11/9/00	86308801
N992660798	9/23/99	157,302.13	343	157,302.13			
N992280511	8/16/99	133,637.39	381	0.00			
N001081526	4/17/00	81,307.82	136	0.00			
<b>Total</b>		\$5,344,283.01		\$971,219.27			

**PBS Fund 192X A/R**  
**Top Ten Delquencies**  
**As of December 7, 2000**

**NAVY - RWAS**

<b>BILL #</b>	<b>DATE</b>	<b>A/R</b>	<b>DAYS DELQ</b>	<b>AS OF 12/7/00</b>
N001990497	7/31/00	254,362.65	84	254,362.65
N001080512	4/30/00	226,717.22	176	226,717.22
N992660798	9/30/99	157,302.13	389	157,302.13
N002700842	9/30/00	139,554.76	23	139,554.76
N002280549	8/31/00	123,630.92	53	123,630.92
N002280548	8/31/00	90,993.08	53	90,993.08
N002700851	9/30/00	81,219.36	23	81,219.36
N002700840	9/30/00	64,365.58	23	64,365.58
N001080523	4/30/00	55,994.81	176	55,994.81
N002280555	8/31/00	54,383.33	53	54,383.33
<b>Total</b>		\$1,248,523.84		\$1,248,523.84



# RWA Points of Contact

- ◆ Sam Hinebaugh - 817 978-7517  
Debora.hinebaugh@gsa.gov
  - Credit Card
  - Army
  - OPAC Pulls
- ◆ Ron Lutman - 817 978-7217  
Ronald.lutman@gsa.gov
  - DOD
- ◆ Stephanie Shealey - 817 978-3023  
Stephanie.shealey@gsa.gov
  - Air Force
  - Navy
  - Corps of Engineers



# ***The End !***

