5.15   Distribute General Services Administration (GSA) Leased Real Property via Summary Level Transfer

> Rental Payments for GSA leased property are paid via the Intergovernmental Payment and Collection (IPAC) system and recorded as non-payment entries in the financial system. These transactions reference an undelivered order with default Accounting Classification Code String (ACCS) information at a summary level. Each transaction is distributed to the program office budgets using Summary Level Transfer or Cost Allocation methods.

Examples

Example: UDO established in the financial system. GSA initiates a transaction in the IPAC system. AP obtains the IPAC transaction showing money disbursed. AP sends IPAC information (invoice) to PO for approval. PO approves IPAC invoice with UDO reference and returns to AP. AP enters IPAC invoice in financial system as a non-payment entry. (Money has already been disbursed via IPAC system). AP references UDO in the non-payment entry, liquidating the UDO. Reclassify the default ACCS to the correct program specific ACCS using the Summary Level Transfer or Cost Allocation process, or some other method as appropriate.

Sources

1. Source: AP BPR Recommendation 4.5.3 Lease Real Property GSA
Document ID: Accounts Payable Standardization and Optimization Business Process Re-Engineering Analysis (Accounts Payable BPR Analysis 2007 v3.0.doc)
Publication Date: August 28, 2007

2. Source: AP BPR Phase II Recommendation 2.22.1.2 Leased Commercial and Real Property GSA
Document ID: Department of Commerce AP BPR Phase II Results Documentation (AP_BPR_Results_Final_v1.5.doc)
Publication Date: April 30, 2008

3. Source: 17. AP BPR 4.22.2.1 Distribute GSA Leased Real Property via SLT
Document ID: AP BPR Implementation Status as of 09-13-10.xls
Publication Date: September 13, 2010