Circular Letter No. 939

April 13, 2015

TO: Publishing and Printing Officials of the Federal Government
Accounting Officers
Budget Officers

SUBJECT: Announcing the Government Publishing Office (GPO) Documents: Form 400 (Invoices) Web Site

GPO is pleased to announce the release of the Documents: Form 400 system. Effective immediately the GPO Financial Document Repository (FDRepository) web site may be accessed at https://financialdocuments.gpo.gov/. This site hosts the Deposit Accounts and the **NEW** Documents: Form 400 (Invoices) systems. See Circular Letter 937, dated April 6, 2015, Subject: Changes to the Government Publishing Office (GPO) Deposit Accounts Web Site at *http://www.gpo.gov/customers/circular_letters.htm* for additional information.

Access to the Documents: Form 400 system will allow GPO customers to retrieve and view their digital GPO Form 400 (Invoices).

Benefits of using Documents: Form 400 system:

- Improved invoicing visibility
- Faster account reconciliation
- Review historical invoices as far back as August 2012
- Provides additional information to support charges
- Accessible by multiple individuals within an Agency at the same time
- Increased communication between Publishing/Printing and Finance business units
- Eliminates the need for paper invoices

Q: What is a GPO Form 400 (Invoice)?

A: The GPO Form 400 is an invoice of billings processed through the Intra-Governmental Payment and Collection (IPAC) System and non-IPAC payments. Non-IPAC payments include check and ACH payments only.

Along with providing all of the information GPO customers are accustomed to on the Department of Treasury IPAC Transaction Sheets, agencies will find additional key fields, such as: Program Number, Treasury Account Symbol, Line of Accounting (LOA), Reference Information, Postage/Shipping/Freight, and Product and Services.

Q: What types of GPO Form 400 (Invoices) are there?

A: There are six different GPO Form 400 types, depending on payment method:

- IPAC Summary
- Invoice
- *Federal Register* IPAC Summary

- *Federal Register Invoice*
- *Code of Federal Regulations* IPAC Summary
- *Code of Federal Regulations* Invoice

Q: Which GPO Form 400 (Invoices) will I have access to?

A: All access rights in the Document: Form 400 system is based on a Billing Address Code (BAC). You may only view Form 400s for the BACs for which you were granted access rights.

Q: How do I sign up for the Documents: Form 400 system?

A: Agencies must designate individuals to act in the Agency Administrator Role by clicking on the following link: http://www.gpo.gov/pdfs/customers/sfas/Form4047_Financial-Document-Repository.pdf. Complete the Financial Document Repository Registration Form 4047. Click the 'Submit' button to email your completed form to GPO at FDRepository@gpo.gov.

Q: Do I need to list all Deposit Account BACs on the GPO Form 4047?

A: No, you only need to list your IPAC and/or non-IPAC (Invoice) BACs. There is no GPO Form 400 (Invoices) for Deposit Account transactions.

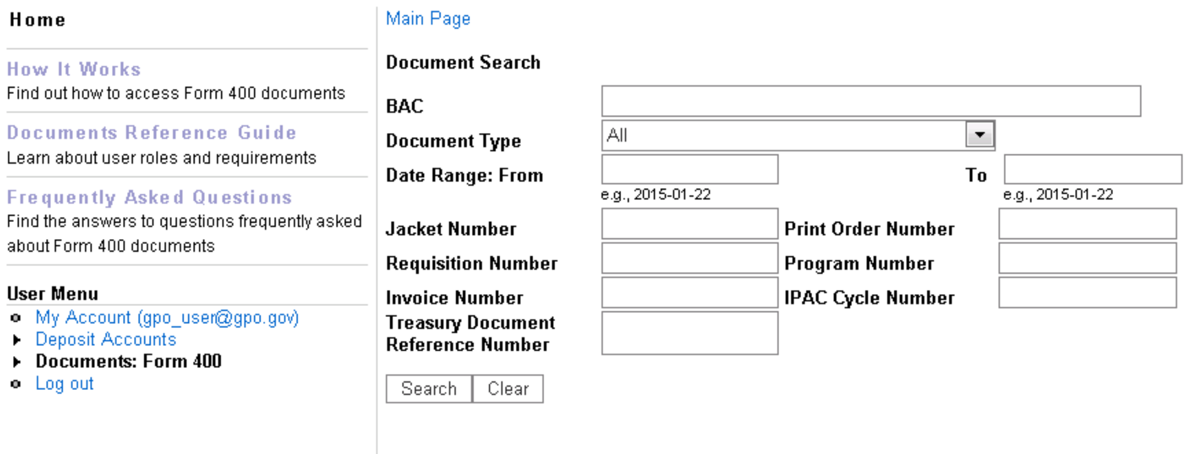
Q: What are different access roles within the Documents: Form 400 system?

A: There are two different roles:

- Agency Administrator: Access rights in the Documents: Form 400 system is based on a BAC. The Agency Administrator may grant and revoke access to other personnel within their agency;
- Agency User: The Agency User has "view only" access based on BAC(s).

Q: What does the Document: Form 400 system look like?

A: Below is a screen shot of the Main Page of the Documents: Form 400 system:



For questions regarding this Circular Letter or the new Documents: Form 400 system, please contact GPO's Customer Account Division at 202-512-0626 or email FDRespository@gpo.gov.

Sincerely,

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STEVE SHEDD
Chief Financial Officer