

GPO Financial Documents Repository

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Overview

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- How Agencies Gain Access
- How Agencies Use the Repository

Repository Overview

- www.financialdocuments.gpo.gov
 - Formerly www.depositaccounts.gpo.gov
- Online access to:
 - Printing and Binding Deposit Accounts (March 1, 2009 to present)
 - Data stored in Oracle
 - Form 400 documents (August 1, 2012 to present) *NEW*
 - PDFs stored in OnBase
- Agency access limited by BAC
- Went live April 2015

Form 400 Overview

Provides information in a more comprehensive format for GPO customers to reconcile their IPAC and non-IPAC invoices.



U.S. GOVERNMENT PRINTING OFFICE
www.gpo.gov | Keeping America Informed | www.irs.gov
750 North Capitol Street, NW, Washington, DC 20541-0001

IPAC Summary

Treasury Document Reference Number (DRN) 2087588
IPAC Cycle #: 40
Date: 20-JUL-2012
Agency Location Code (ALC): 00000000
Billing Address Code (BAC): 000000

UNITED STATES GOVERNMENT PRINTING OFFICE
732 NORTH CAPITOL STREET NORTHWEST
WASHINGTON DC 20401

GPO INVOICE NUMBER	LINE NO.	JACKET NUMBER	PRINT ORDER	REQUISITION NUMBER	PROGRAM NUMBER	TREASURY ACCOUNT SYMBOL	LINE OF ACCOUNTING (LOA)	REFERENCE INFORMATION	QUANTITY	PRODUCTS AND SERVICES ⁽¹⁾	POSTAGE / SHIPPING	SUBTOTAL
1409814	1	530158	08852	2-00001ACE	6496M		WRITEWF12763869		22	\$457.35	\$0.00	\$457.35
1409884	1	530158	08851	2-00001ACE	6496M		WRITEWF12763869		2	\$270.67	\$0.00	\$270.67
1409998	1	530158	08862	2-00001ACE	6496M		WRITEWF12763869		20	\$1,184.50	\$0.00	\$1,184.50
1409999	1	530158	08863	2-00001ACE	6496M		WRITEWF12763869		9	\$77.05	\$0.00	\$77.05

Total IPAC Charges for this Document : **\$1,989.57**
 Total IPAC Charges for BAC : **\$2,906.69**
 Total IPAC Charges for ALC : **\$30,695.29**

In accordance with Title 44, Section 310, the above charges have been submitted to the ALC above via IPAC for reimbursement.
⁽¹⁾ The Products and Services amount may include Postage and Shipping.
 If your order included press sheet inspections, postage, modifications, or other GPO services, this may not be the final bill for your order.
 If you have questions pertaining to the above charges, submit your inquiry via email to IPACBilling@gpo.gov. You will receive an email notification confirming GPO's receipt of your inquiry. All inquiries must include the following information: **GPO Invoice Number, Jacket Number, and Print Order Number (if applicable)**. Please include specific remarks, comments, or questions you may have regarding each invoice. If you have questions for multiple invoices listed on the same IPAC Summary Form 400, please list each separately.
 In accordance with Treasury Regulations (TFM Vol 1, Part 6, Ch 4000, Sec 4035), please contact GPO at the above email address to discuss any discrepancies prior to submitting a chargeback via IPAC.

GPO Form 400 (R 05/12) - IPAC Summary
Thank You for Your Business!
Page 2 of 2

Form 400 Overview

- Six different Form 400s, 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

- More information available at:
<http://www.gpo.gov/pdfs/customers/GPOForm400.pdf>

How to Gain Access Agency Customers

- Each BAC requires at least 1 Agency Administrator.
- To request access as an Agency Administrator, user will fill out [Form 4047 – Financial Document](#)
 - Click Submit to e-mail the PDF form to fdrepository@gpo.gov.
 - Administrator will give user access to the repository.
- If the BAC already has an Agency Administrator:
 - User can contact the Agency Administrator, who can add them.
 - To find out who the Agency Administrator is for a BAC, they can e-mail fdrepository@gpo.gov.

How to Gain Access Agency Customers

- If they already have an account
 - User will receive an e-mail from noreply@gpo.gov that they have been added for that BAC.
- If this is the first time using the repository:
 - User will receive an e-mail from noreply@gpo.gov
 - Click on the link provided.
 - Fill out E-mail, Name, Role, Agency, Phone
 - Click on Create New Account button

How to Gain Access Agency Customers

- If this is the first time using the repository (cont.):
 - User will receive an e-mail from noreply@gpo.gov.
 - Click on the link provided.
 - Click on the Log In button.
 - On the profile page:
 - Enter a new password in the Password and Confirm Password fields.
 - Check to make sure your e-mail address, name, role, agency, and phone number are correct.
 - Click the Save button at the bottom of the screen.

Using the Repository Agency Customers

- Go to www.financialdocuments.gpo.gov.
- Log in.
- Click on Documents: Form 400.
- Enter search criteria.
- Click the “Search” button.
- Click on the name to view or “Download” to download.

Using the Repository Agency Customers

■ Search Criteria Format Examples:

- BAC Pulldown
- Document Type Pulldown
- Date Range 2015-03-11
- Jacket Number 518068
- Print Order Number 16043
- Requisition Number 5-06795
- Program Number 2365M
- Invoice Number 1660200
- IPAC Cycle Number 22
- Treasury Document Reference Number 2142253

Using the Repository

Agency Customers

- Search Syntax:
 - Use * to replace any number of characters.
 - For example: BAC 4164*
 - Will return any BAC that starts with 4164
 - Use ? to replace a single character.
 - For example: BAC 41640?
 - Will return any BAC that starts with 41640
 - Fields should be formatted as they are displayed on the Form 400.

Questions?

Additional Questions: E-mail fdrepository@gpo.gov