To aid GSA in correctly charging the appropriate Line of Accounting for your Local Telephone Services via Treasury's Intragovernmental Payment and Collection (IPAC) system, please submit your FY 2010 Line of Accounting or Funding Document number to the Atlanta Financial Services Center. Please select the appropriate contact from the list below and email the information.

Michelle White	MichelleM.White@gsa.gov	Region 1	404-331-3219
Oliver West	Oliver.West@gsa.gov	Region 2	404-729-0800
Carolyn King	Carolyn.King@gsa.gov	Region 3	540-857-2027
Tonya Nations	Tonya.Nations@gsa.gov	Region 4	404-224-9004
Pearlie Meeks	Pearlie.Meeks@gsa.gov	Region 5	404-224-2205
Marian Royal	Marian.Royal@gsa.gov	Region 6	404-331-0987
Faye Smartt	Margaret.Smartt@gsa.gov	Region 7	404-332-3329
Sandra Braudaway	Sandra.Braudaway@gsa.gov	Region 8	303-912-1634
Jimmie Davis	Jimmie.Davis@gsa.gov	Region 9	415-522-4590
Colleen Bennett	Colleen.Bennett@gsa.gov	Region 10	618-398-4926
Paula Brown	Paula.Brown@gsa.gov	NCR WITS Civilian	202-260-6404
Hermione Hodge	Hermione.Hodge@gsa.gov	NCR WITS Civilian	202-260-6403
Melody Colbert	Melody.Colbert@gsa.gov	NCR DoD	202-205-2295

If you have questions about providing your Line of Accounting, please contact the appropriate individual listed above.

Or, if you prefer, each customer has the ability to update his LOA. An account on the TOPS Ordering System is required and may be requested by clicking on the “request new login/change user profile” box on the Ordering homepage. A link is included below.

https://topsorder.ftsbilling.gsa.gov

In the “remarks” section, specify access to update the LOA is required. It is also necessary to specify which Agency Bureau Codes will be updated.

After the login is received, follow the instructions in the PowerPoint presentation at the end of this message. If you have any questions regarding updating your LOA via TOPS Ordering, please contact the FAS Billing HelpDesk at 877-944-8677 or via email at fasbilling.help@gsa.gov

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Katrina G. Winfrey
Network Services - Financial Services Center
Deputy Director
404-331-1143 Voice
404-293-9917 Cell
404-331-3287 Fax

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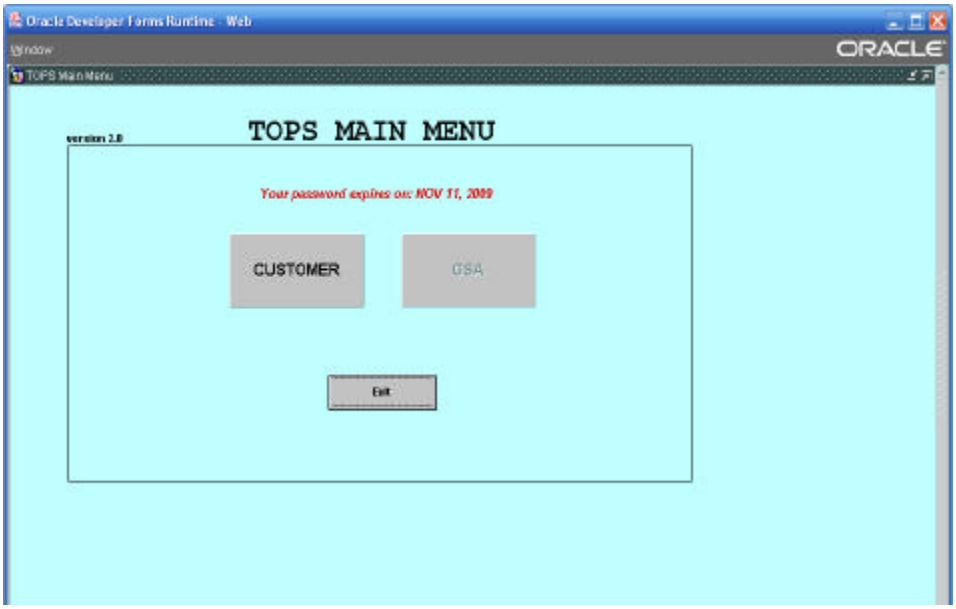
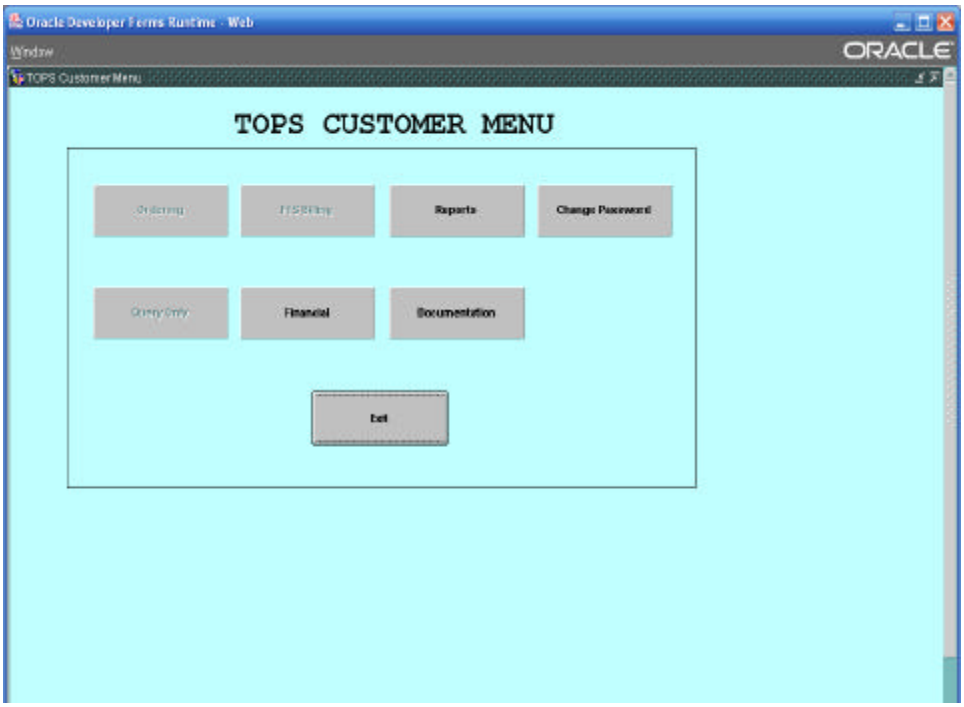
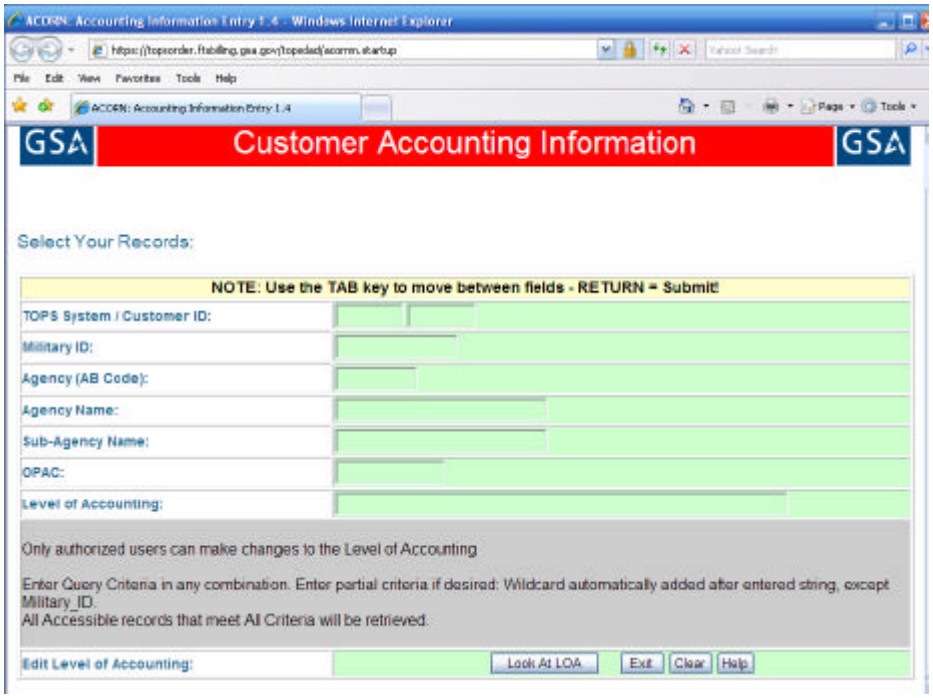
Homepage for TOPS ordering. JInitiator must be downloaded and installed before logging in for the first time.



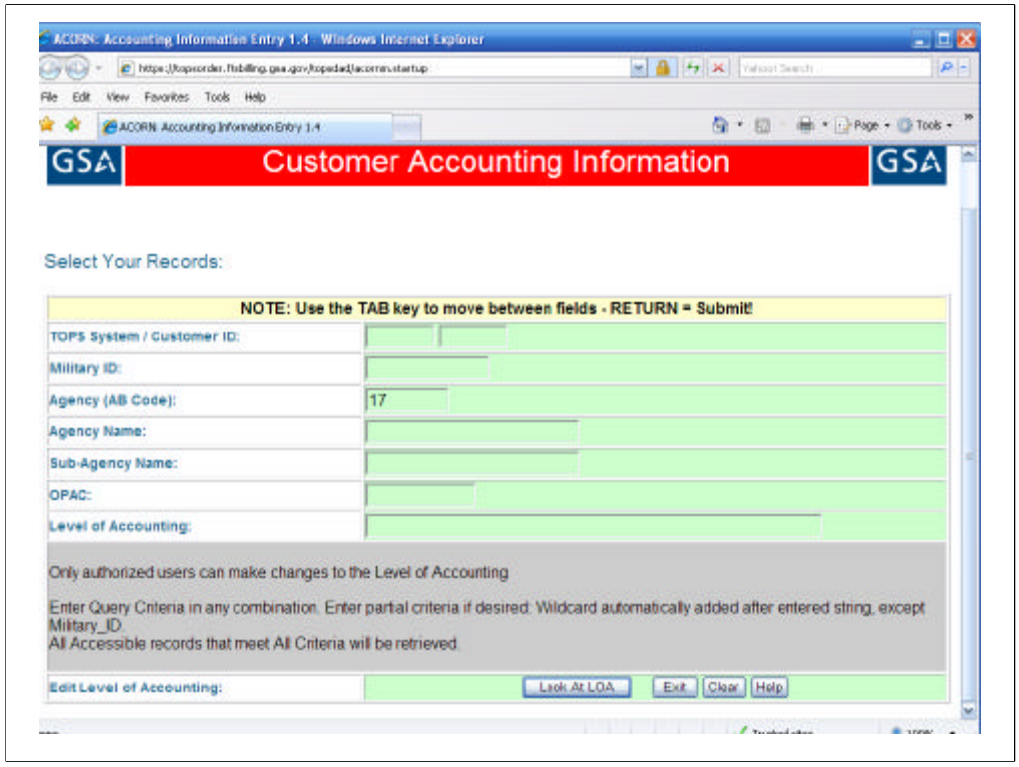
First screen after you log in. Click on the “customer” button to go to the “Customer Menu”.



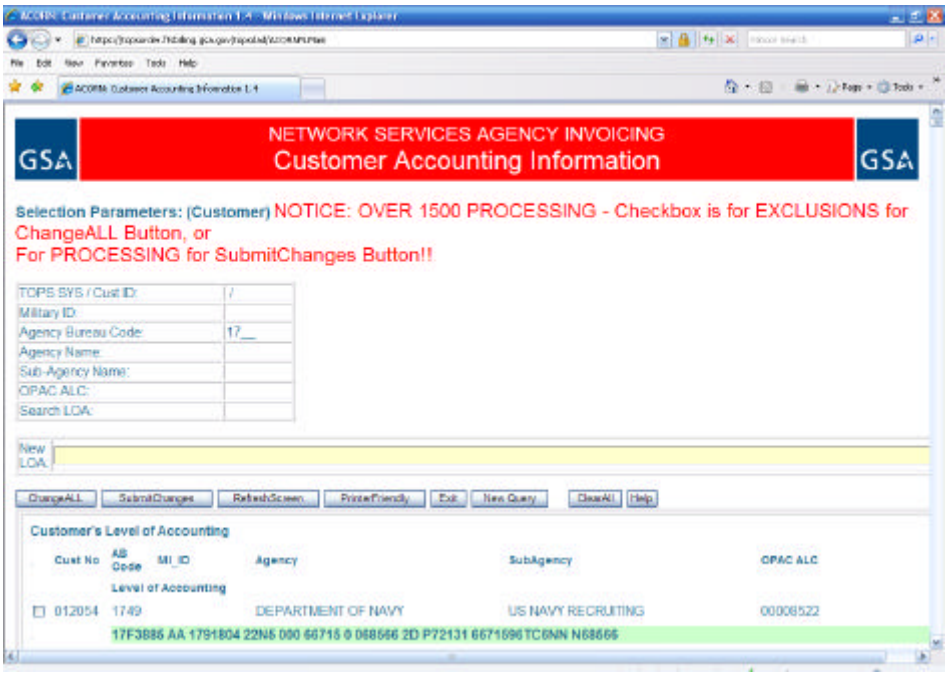
Click on the “Financial” button to process the LOA updates. Another browser window will open.



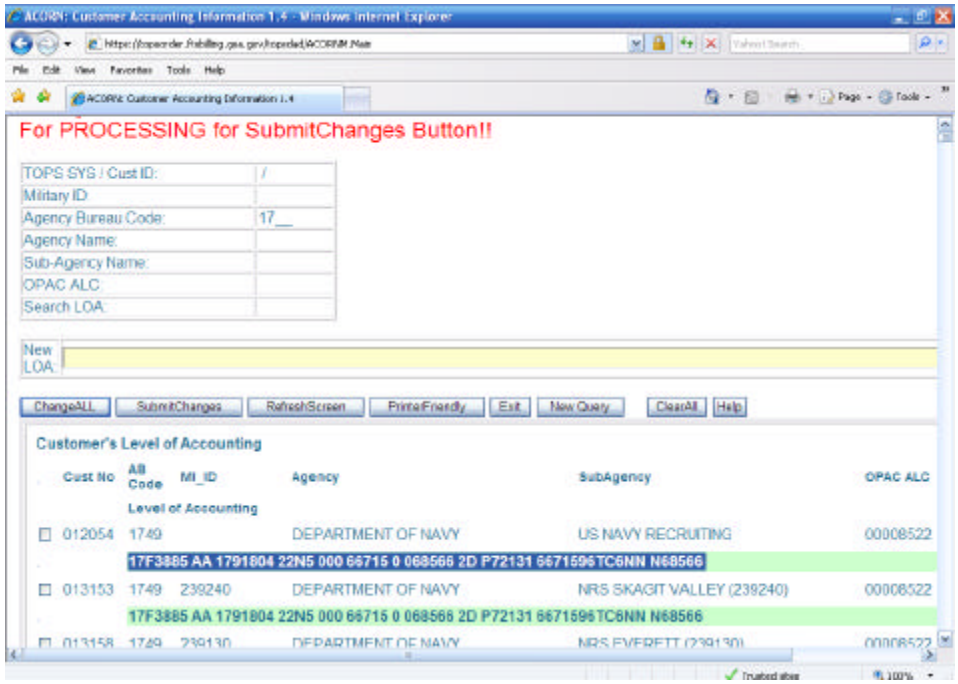
This new browser window is where you query for the existing data and update the LOA. There is a “help” button in the lower left-hand corner with some additional information on processing. This training package addresses only “mass updates” of all your customers.



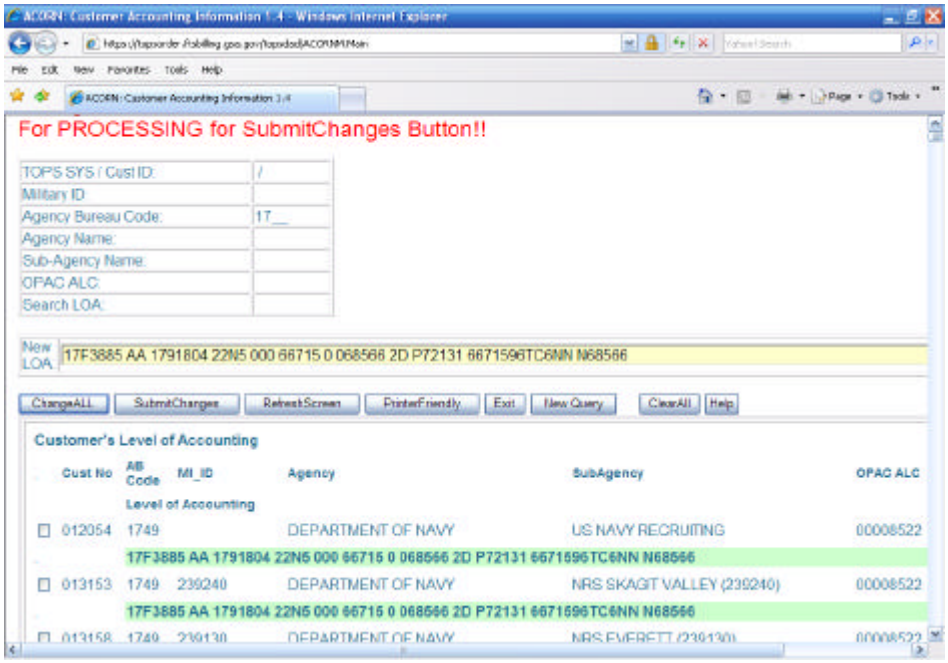
Key your agency code 17 into the Agency (ABCode) field to retrieve existing LOA's. Click on "Look at LOA" button.



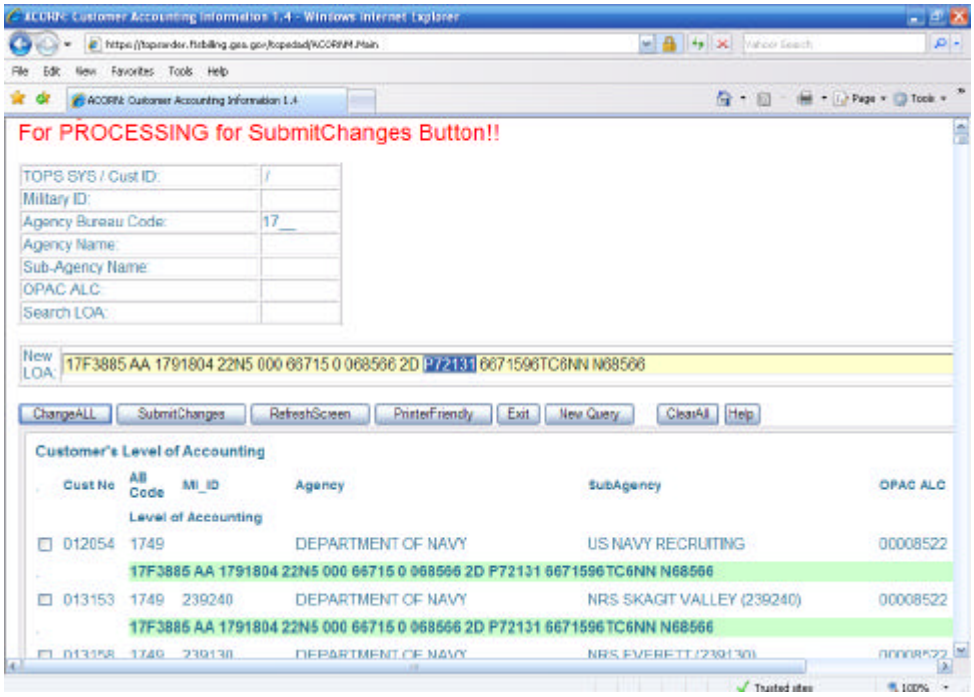
Customer records will appear with existing LOA.



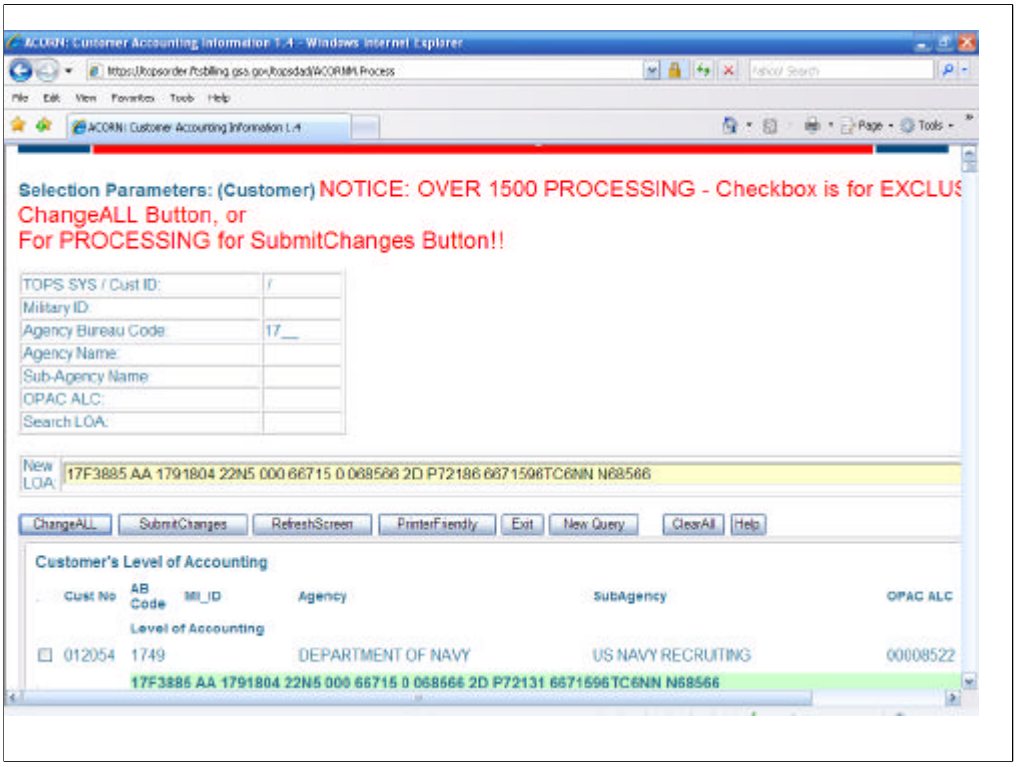
Highlight existing LOA



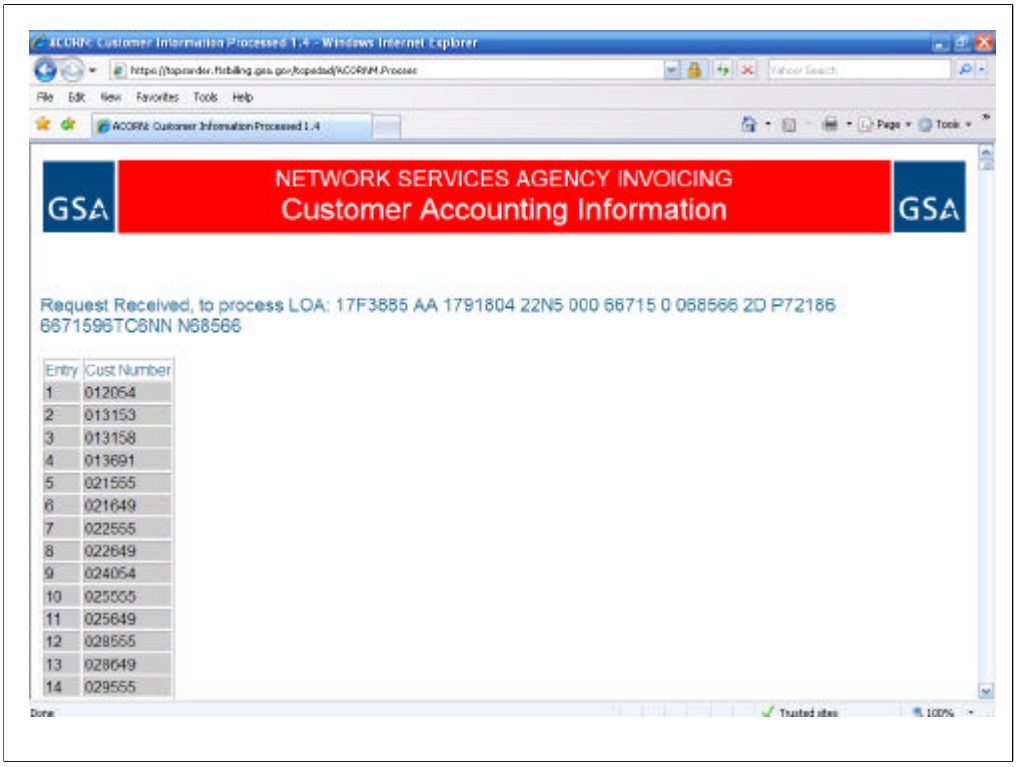
Copy and paste it into the “New LOA” field using [ctrl] c and [ctrl] v, just like in Word.



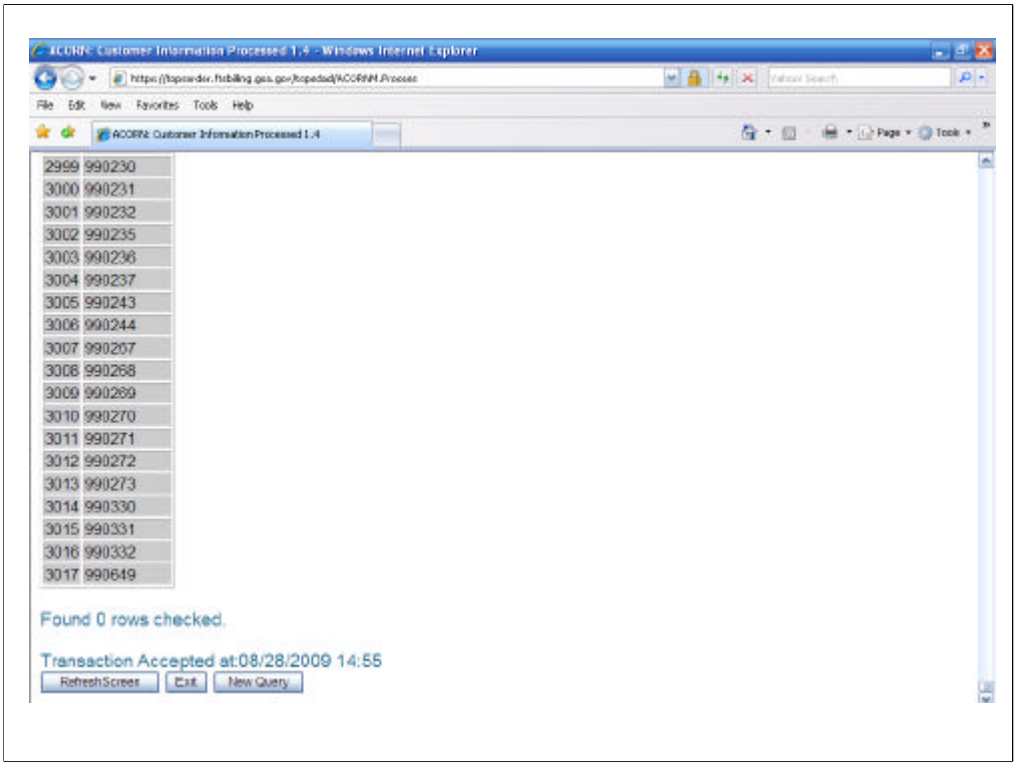
Highlight the part of the “old” LOA that needs to be changed for the “new” one, and key the changes as indicated on the next slide.



Click the “ChangeALL” button to change the LOA for all the records to what the “New LOA” shows.

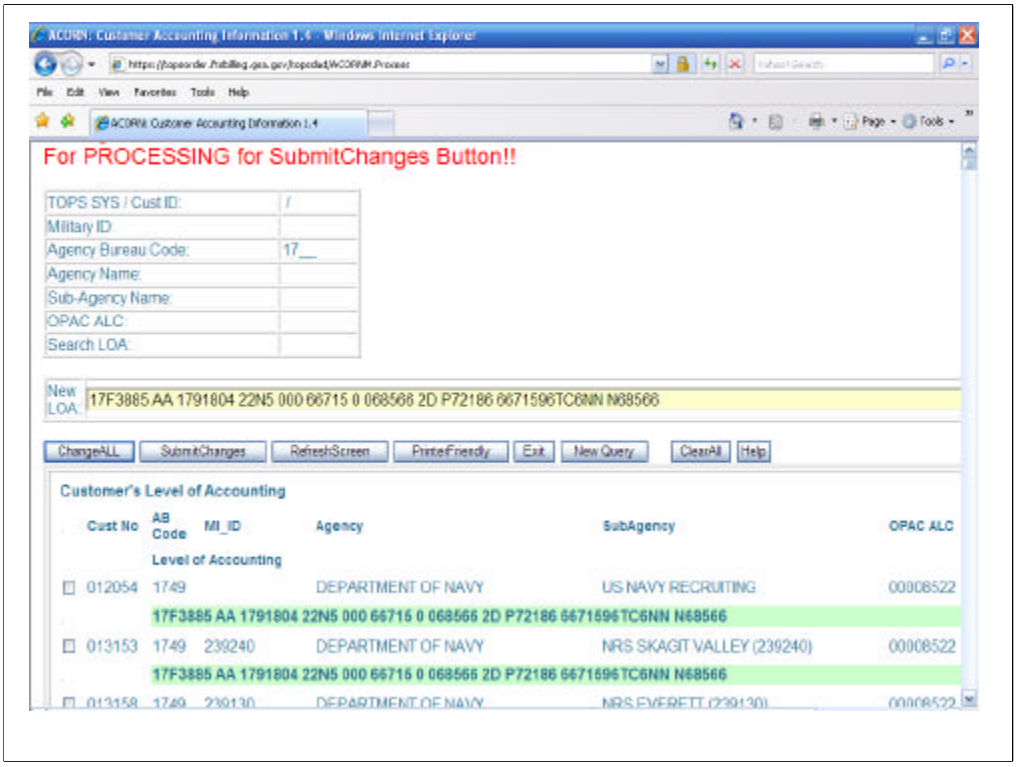


This screen shows the system/customer numbers that were updated. Scrolling down to the bottom of the list shows you what you see on the next slide.



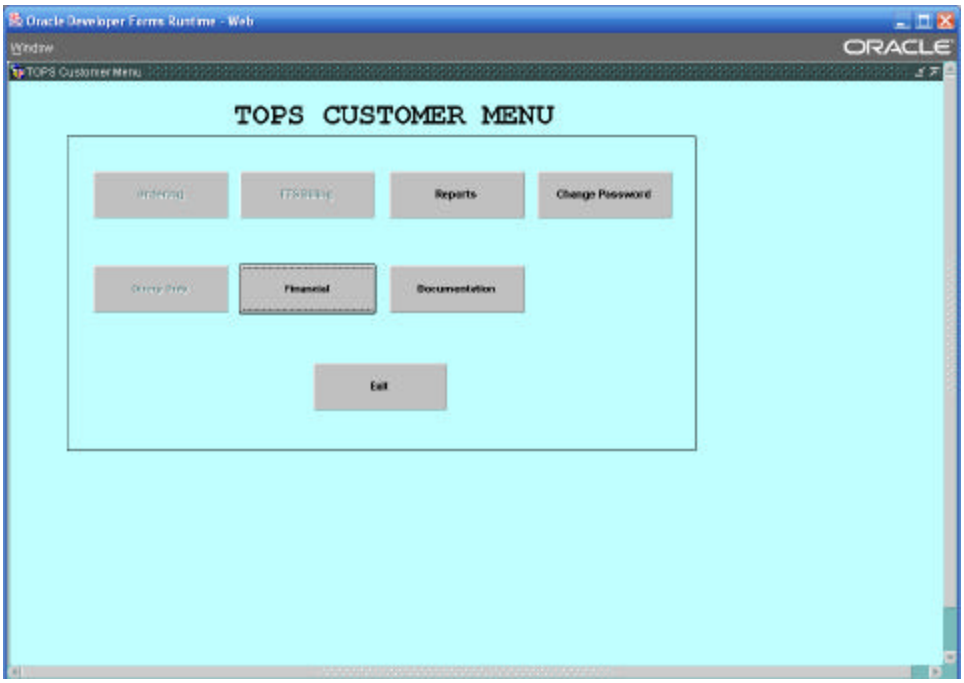
3017 records were updated. Clicking on “RefreshScreen” will requery the data, showing all the customers with the new LOA.

Click on “refresh screen” and the data will be requeried. The “new” LOA will be displayed. See next slide.

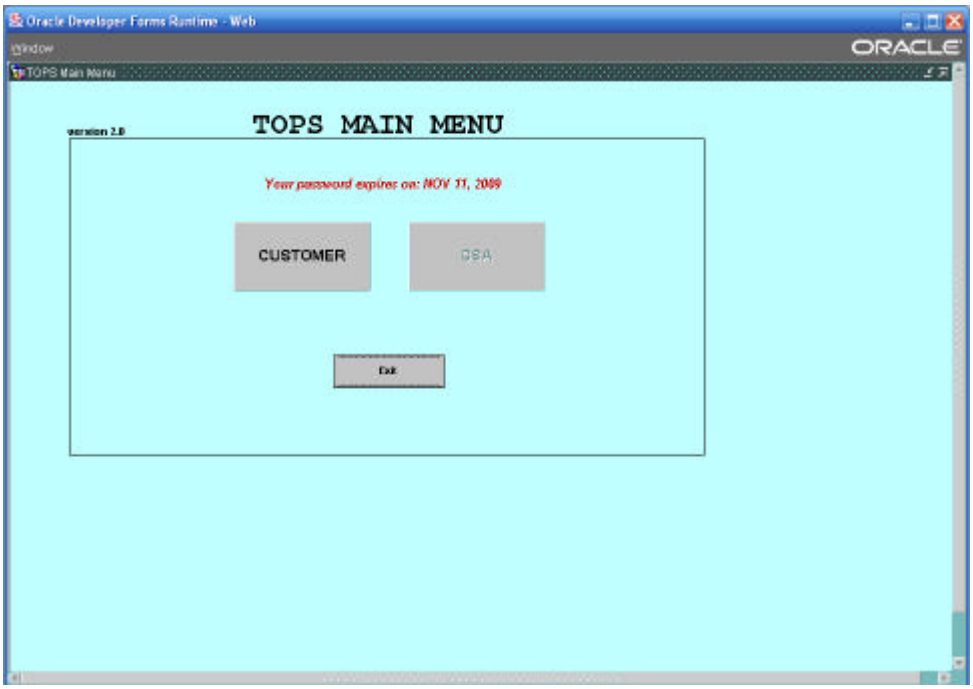


Here is the refreshed data with the new month's LOA.

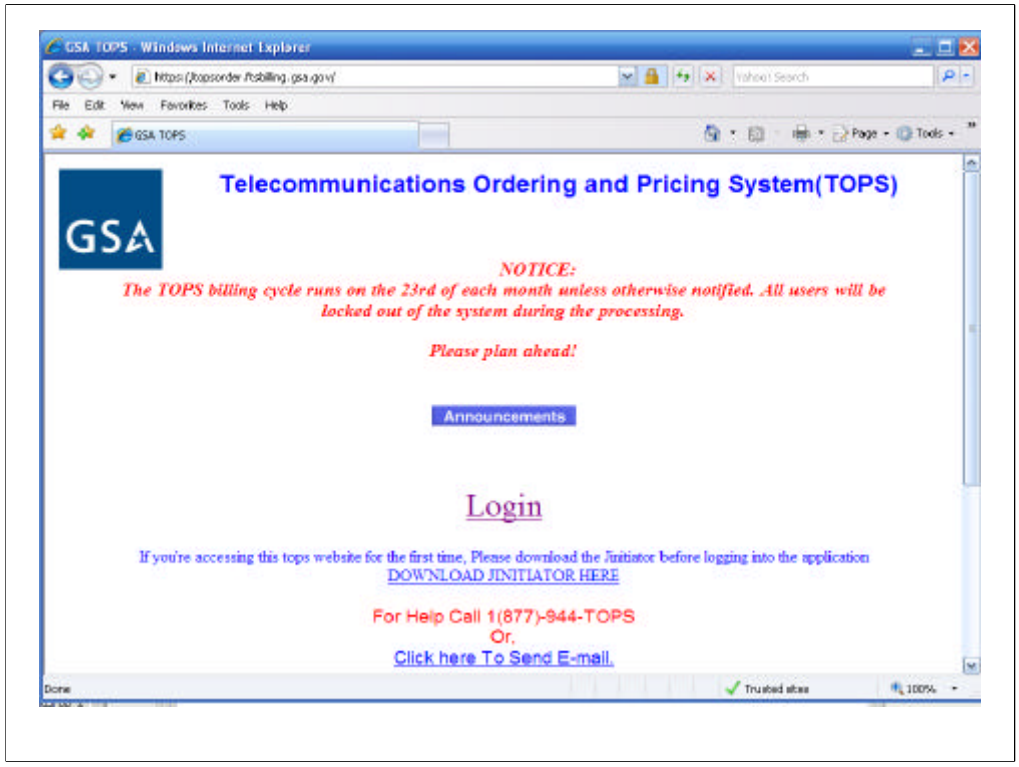
Click on "Exit" to close this window.



Your other TOPS window is still open. Click on the “exit” button to return to the “Main Menu”.



Click on the “exit” button to return to the login (home) page.



After returning to the TOPS HomePage, you may close your browser window.