



U.S. General Services Administration

Defense Travel System Centrally Billed Account Reconciliation

Ms. Ann Barkley

August 2016



Agenda

- Types of Centrally Billed Accounts (CBA)
- DTS CBA Reconciliation Module
 - Overview
 - Tools to Support Transportation Offices (TOs)
 - Initiate Amendment/Route for Approval
 - Duplicate Transaction
- Service CBA Points of Contact
- Resources

** Speakers notes are available for those using a screen reader* 2



Types of CBAs

- Traditional CBA Reconciliation (GTCC BIN 4614-26)
 - No electronic invoicing occurs in the DTS CBA Reconciliation Module
 - Only makes account available for traveler authorizations
 - Invoice files sent to Commercial Travel Office (CTO)/Travel Management Center (TMC) and account reconciled through traditional processes
 - Traditional processes vary for Service/Agencies



Types of CBAs (continued)

- DTS CBA Reconciliation (GTCC BIN 4614-27)
 - Electronic invoicing occurs in DTS CBA Reconciliation Module
 - Allows authorized user(s) to reconcile transactions on Charge Card Vendor (CCV) invoice directly against the traveler's DTS trip document
 - Allows authorized user(s) to certify invoices for payment upon completion of reconciliation
 - Government personnel ONLY
 - Transmits certified invoices to DFAS for payment
 - Transmits paid invoices to electronic archive (DMDC)



CBA Reconciliation Module

- DTS tool used to complete invoice reconciliation and certification electronically
 - Integrates three (3) separate entities/processes into one system/process
 - Financial management (obligation, certification, payment)
 - CTO/TMC (ticketing records)
 - Transportation (transaction validation/reconciliation)
 - Streamlines process to automate reconciliation and payment of CCV invoices for charges against the organization's CBA
 - Reduces DFAS processing costs charged to the organization



CBA Reconciliation Module (continued)

- Access is based on permission level and role
 - Transportation Office (TO): Permission Level 4 with by-name access to invoices
 - Also referred to as “CBA Specialist”
 - CBA-DTA: Permission Level 7 with by-name access to account administrator functions
 - DTMO: Permission Level 8 with by-name access to system administrator functions



DTS Tools to Assist Transportation Officer

- Report Scheduler
 - CBA TO Report
- DTS Maintenance Tool
 - Routing List (Routing List Module)
 - Travel Mode Route
 - People List (People Module)
 - Validate:
 - GOVCC/Expirations
 - Non-Exempt Status
- Note: Above is applicable for both traditional and DTS Reconciliation accounts – available from your DTA



Transaction Matching Criteria

➤ Primary

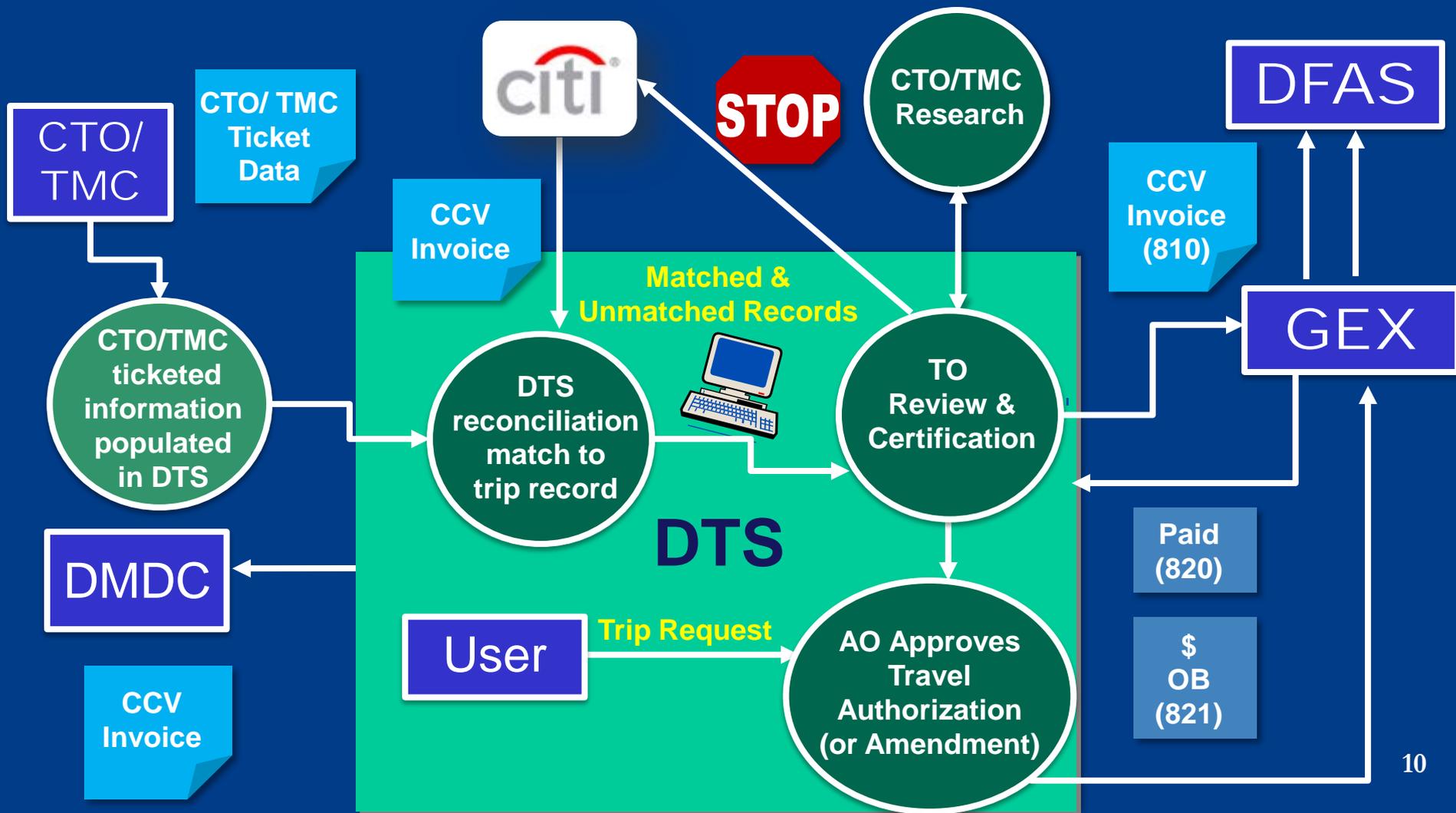
- Ticket number
 - Dollar amount
 - Amount has been “approved” on latest version of DTS travel document and associated obligation has been accepted by DFAS
 - Method of payment is CBA



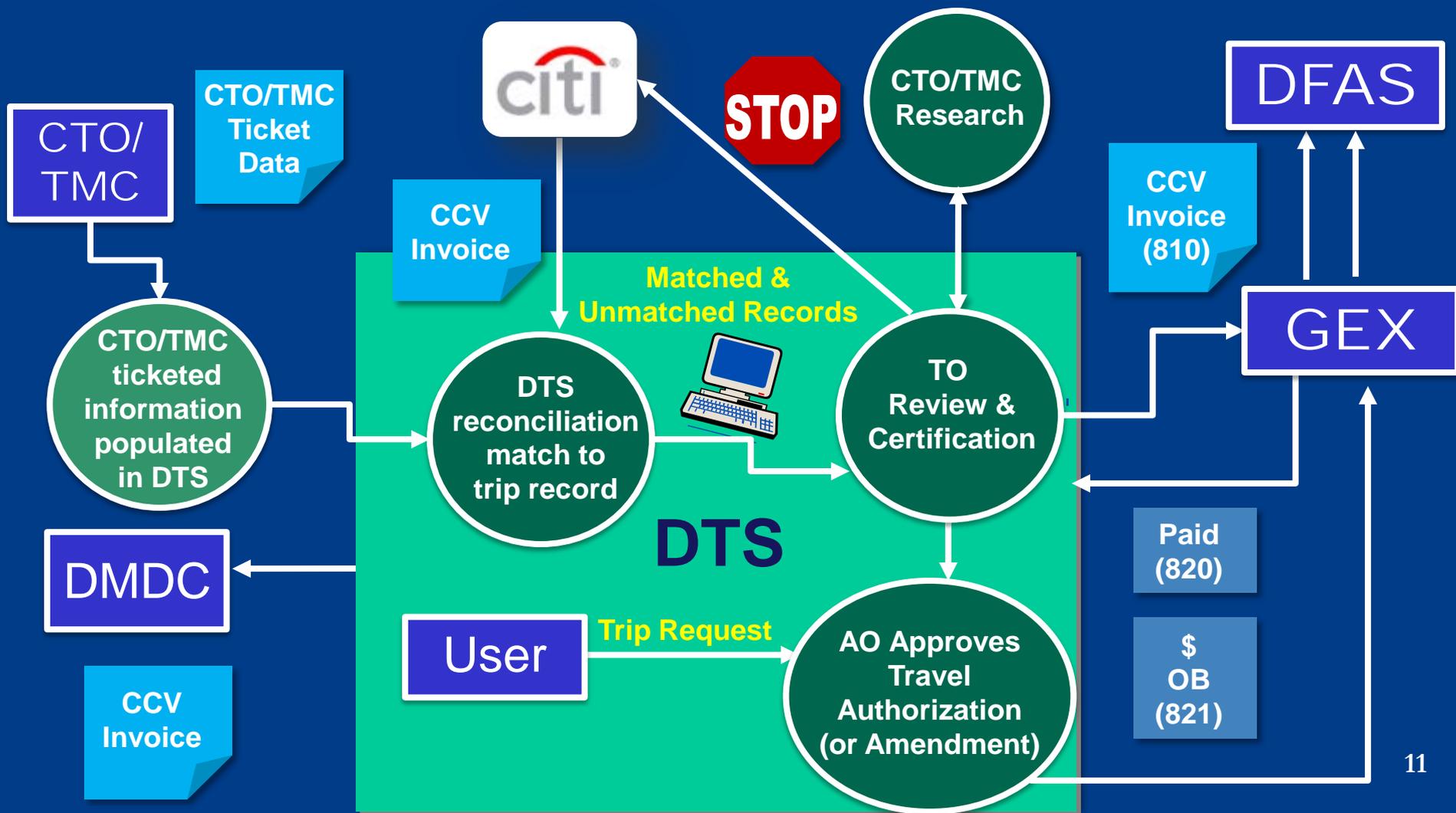
Transaction Matching Criteria (continued)

- Secondary (if no primary match)
 - Traveler name
 - Dollar amount
 - Amount has been “approved” on latest version of DTS travel document and associated obligation has been accepted by DFAS
 - Method of payment is CBA
 - Transaction date on CBA invoice versus ticket date in DTS; 60 day ‘window’ (+/- 30 days)
- If no match on primary or secondary = unmatched...*and* CBA Specialist/TO must validate transaction and take action to match (or dispute if not valid)

DTS CBA Automated Process Flow



DTS CBA Automated Process Flow



Account Setup (Add/Edit) Screen

Screen ID: 3301.1
[CBA Home](#) | [Help for this screen](#) | [Logout](#)

 **Defense Travel System**
A New Era of Government Travel

Centrally Billed Account

[Search CBA Account](#) [Add CBA Account](#) [Set Default by Account](#) [Set Default by Org](#)

Add New CBA Account

CBA Transaction Account #: (16)

CBA Central Account #: (16)

Expiration Date:  (MM/DD/YYYY)

Vendor Pay Routing #: (6)

Account Label:

Agency:

Charge Card Vendor:

Organization(s):

Set CBA Transaction Account as Default for all Organizations

Transportation Officer(s):

Reconcilable on CBA Transaction #:

Open Invoices Summary Screen



Defense Travel System
A New Era of Government Travel

Screen ID: 3100.1

[CBA Home](#) | [Help for this screen](#) | [Logout](#)

Centrally Billed Account

[CBA Search](#) Invoices: Transactions: [Compliance Report](#)

Open Invoices Summary

Awaiting Certification (0)					
CBA Account Label	CBA Transaction Account #	Days since PPA Start	Invoice #	Invoice Summary	Certify Invoice
No Certifiable Invoices					

Awaiting Acknowledgement (0)					
CBA Account Label	CBA Transaction Account #	Days since PPA Start	Invoice #	Invoice Summary	Acknowledge Invoice
No Invoices Awaiting Acknowledgement					

Unmatched Invoices (0)					
CBA Account Label	CBA Transaction Account #	Days since PPA Start	Invoice #	Invoice Summary	Transaction Summary
No Unmatched Invoices					

Rejected Invoices (0)					
CBA Account Label	CBA Transaction Account #	Days since PPA Start	Invoice #	Invoice Summary	Unmatch Invoice
No Rejected Invoices					

Invoice Summary Screen

CBA Search Invoices: <input type="text" value="Select"/>		Transactions: <input type="text" value="Select"/>		Compliance Report																																																							
Invoice Summary																																																											
11 - 18 of 18																																																											
<table border="1"> <tr> <td>Invoice #:</td> <td>0001107200013</td> <td colspan="2">Invoice Transactions:</td> <td>Quantity</td> <td>Amount</td> </tr> <tr> <td>Invoice Created:</td> <td>12/12/2009</td> <td>Total:</td> <td>72</td> <td>\$22,918.25</td> <td></td> </tr> <tr> <td>Invoice Period End:</td> <td>12/11/2009</td> <td>Matched:</td> <td>72</td> <td>\$22,918.25</td> <td></td> </tr> <tr> <td>DTS Retrieved:</td> <td>12/12/2009</td> <td>Unmatched:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DTS Reconciled:</td> <td>12/12/2009</td> <td>Disputed:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CBA Transaction Account #:</td> <td>4614270000</td> <td>Suspended:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CBA Prompt Pay Start:</td> <td>12/12/2009</td> <td>Held:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Acknowledgement:</td> <td>NA</td> <td>Invoice Status:</td> <td colspan="3">Archive Accepted</td> </tr> <tr> <td></td> <td></td> <td>Invoice Certification:</td> <td colspan="3">12/17/2009</td> </tr> </table>						Invoice #:	0001107200013	Invoice Transactions:		Quantity	Amount	Invoice Created:	12/12/2009	Total:	72	\$22,918.25		Invoice Period End:	12/11/2009	Matched:	72	\$22,918.25		DTS Retrieved:	12/12/2009	Unmatched:				DTS Reconciled:	12/12/2009	Disputed:				CBA Transaction Account #:	4614270000	Suspended:				CBA Prompt Pay Start:	12/12/2009	Held:				Acknowledgement:	NA	Invoice Status:	Archive Accepted					Invoice Certification:	12/17/2009		
Invoice #:	0001107200013	Invoice Transactions:		Quantity	Amount																																																						
Invoice Created:	12/12/2009	Total:	72	\$22,918.25																																																							
Invoice Period End:	12/11/2009	Matched:	72	\$22,918.25																																																							
DTS Retrieved:	12/12/2009	Unmatched:																																																									
DTS Reconciled:	12/12/2009	Disputed:																																																									
CBA Transaction Account #:	4614270000	Suspended:																																																									
CBA Prompt Pay Start:	12/12/2009	Held:																																																									
Acknowledgement:	NA	Invoice Status:	Archive Accepted																																																								
		Invoice Certification:	12/17/2009																																																								
<table border="1"> <tr> <td>Invoice #:</td> <td>10058999107</td> <td colspan="2">Invoice Transactions:</td> <td>Quantity</td> <td>Amount</td> </tr> <tr> <td>Invoice Created:</td> <td>01/07/2010</td> <td>Total:</td> <td>44</td> <td>\$17,011.35</td> <td></td> </tr> <tr> <td>Invoice Period End:</td> <td>01/07/2010</td> <td>Matched:</td> <td>17</td> <td>\$4,291.35</td> <td></td> </tr> <tr> <td>DTS Retrieved:</td> <td>01/07/2010</td> <td>Unmatched:</td> <td>27</td> <td>\$12,720.00</td> <td></td> </tr> <tr> <td>DTS Reconciled:</td> <td>02/16/2010</td> <td>Disputed:</td> <td>0</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>CBA Transaction Account #:</td> <td>4614270000</td> <td>Suspended:</td> <td>0</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>CBA Prompt Pay Start:</td> <td>01/22/2010</td> <td>Held:</td> <td>0</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>Acknowledgement:</td> <td>NA</td> <td>Invoice Status:</td> <td colspan="3">Auto Reconcile</td> </tr> <tr> <td></td> <td></td> <td>Invoice Certification:</td> <td colspan="3">NA</td> </tr> </table>						Invoice #:	10058999107	Invoice Transactions:		Quantity	Amount	Invoice Created:	01/07/2010	Total:	44	\$17,011.35		Invoice Period End:	01/07/2010	Matched:	17	\$4,291.35		DTS Retrieved:	01/07/2010	Unmatched:	27	\$12,720.00		DTS Reconciled:	02/16/2010	Disputed:	0	\$0.00		CBA Transaction Account #:	4614270000	Suspended:	0	\$0.00		CBA Prompt Pay Start:	01/22/2010	Held:	0	\$0.00		Acknowledgement:	NA	Invoice Status:	Auto Reconcile					Invoice Certification:	NA		
Invoice #:	10058999107	Invoice Transactions:		Quantity	Amount																																																						
Invoice Created:	01/07/2010	Total:	44	\$17,011.35																																																							
Invoice Period End:	01/07/2010	Matched:	17	\$4,291.35																																																							
DTS Retrieved:	01/07/2010	Unmatched:	27	\$12,720.00																																																							
DTS Reconciled:	02/16/2010	Disputed:	0	\$0.00																																																							
CBA Transaction Account #:	4614270000	Suspended:	0	\$0.00																																																							
CBA Prompt Pay Start:	01/22/2010	Held:	0	\$0.00																																																							
Acknowledgement:	NA	Invoice Status:	Auto Reconcile																																																								
		Invoice Certification:	NA																																																								
<table border="1"> <tr> <td>Invoice #:</td> <td>0001107200014</td> <td colspan="2">Invoice Transactions:</td> <td>Quantity</td> <td>Amount</td> </tr> <tr> <td>Invoice Created:</td> <td>01/15/2010</td> <td>Total:</td> <td>44</td> <td>\$12,194.15</td> <td></td> </tr> <tr> <td>Invoice Period End:</td> <td>01/11/2010</td> <td>Matched:</td> <td>44</td> <td>\$12,194.15</td> <td></td> </tr> <tr> <td>DTS Retrieved:</td> <td>01/23/2010</td> <td>Unmatched:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DTS Reconciled:</td> <td>01/23/2010</td> <td>Disputed:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CBA Transaction Account #:</td> <td>4614270000</td> <td>Suspended:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CBA Prompt Pay Start:</td> <td>01/22/2010</td> <td>Held:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Acknowledgement:</td> <td>NA</td> <td>Invoice Status:</td> <td colspan="3">Archive Accepted</td> </tr> <tr> <td></td> <td></td> <td>Invoice Certification:</td> <td colspan="3">02/01/2010</td> </tr> </table>						Invoice #:	0001107200014	Invoice Transactions:		Quantity	Amount	Invoice Created:	01/15/2010	Total:	44	\$12,194.15		Invoice Period End:	01/11/2010	Matched:	44	\$12,194.15		DTS Retrieved:	01/23/2010	Unmatched:				DTS Reconciled:	01/23/2010	Disputed:				CBA Transaction Account #:	4614270000	Suspended:				CBA Prompt Pay Start:	01/22/2010	Held:				Acknowledgement:	NA	Invoice Status:	Archive Accepted					Invoice Certification:	02/01/2010		
Invoice #:	0001107200014	Invoice Transactions:		Quantity	Amount																																																						
Invoice Created:	01/15/2010	Total:	44	\$12,194.15																																																							
Invoice Period End:	01/11/2010	Matched:	44	\$12,194.15																																																							
DTS Retrieved:	01/23/2010	Unmatched:																																																									
DTS Reconciled:	01/23/2010	Disputed:																																																									
CBA Transaction Account #:	4614270000	Suspended:																																																									
CBA Prompt Pay Start:	01/22/2010	Held:																																																									
Acknowledgement:	NA	Invoice Status:	Archive Accepted																																																								
		Invoice Certification:	02/01/2010																																																								
<table border="1"> <tr> <td>Invoice #:</td> <td>0001107200015</td> <td colspan="2">Invoice Transactions:</td> <td>Quantity</td> <td>Amount</td> </tr> <tr> <td>Invoice Created:</td> <td>02/12/2010</td> <td>Total:</td> <td>113</td> <td>\$25,591.55</td> <td></td> </tr> <tr> <td>Invoice Period End:</td> <td>02/11/2010</td> <td>Matched:</td> <td>113</td> <td>\$25,591.55</td> <td></td> </tr> <tr> <td>DTS Retrieved:</td> <td>02/12/2010</td> <td>Unmatched:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DTS Reconciled:</td> <td>02/12/2010</td> <td>Disputed:</td> <td>0</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>CBA Transaction Account #:</td> <td>4614270000</td> <td>Suspended:</td> <td>7</td> <td>\$(2,493.10)</td> <td></td> </tr> <tr> <td>CBA Prompt Pay Start:</td> <td>02/12/2010</td> <td>Held:</td> <td>113</td> <td>\$20,845.20</td> <td></td> </tr> <tr> <td>Acknowledgement:</td> <td>Acknowledge Invoice</td> <td>Invoice Status:</td> <td colspan="3">Ready for Acknowledgement</td> </tr> <tr> <td></td> <td></td> <td>Invoice Certification:</td> <td colspan="3">NA</td> </tr> </table>						Invoice #:	0001107200015	Invoice Transactions:		Quantity	Amount	Invoice Created:	02/12/2010	Total:	113	\$25,591.55		Invoice Period End:	02/11/2010	Matched:	113	\$25,591.55		DTS Retrieved:	02/12/2010	Unmatched:				DTS Reconciled:	02/12/2010	Disputed:	0	\$0.00		CBA Transaction Account #:	4614270000	Suspended:	7	\$(2,493.10)		CBA Prompt Pay Start:	02/12/2010	Held:	113	\$20,845.20		Acknowledgement:	Acknowledge Invoice	Invoice Status:	Ready for Acknowledgement					Invoice Certification:	NA		
Invoice #:	0001107200015	Invoice Transactions:		Quantity	Amount																																																						
Invoice Created:	02/12/2010	Total:	113	\$25,591.55																																																							
Invoice Period End:	02/11/2010	Matched:	113	\$25,591.55																																																							
DTS Retrieved:	02/12/2010	Unmatched:																																																									
DTS Reconciled:	02/12/2010	Disputed:	0	\$0.00																																																							
CBA Transaction Account #:	4614270000	Suspended:	7	\$(2,493.10)																																																							
CBA Prompt Pay Start:	02/12/2010	Held:	113	\$20,845.20																																																							
Acknowledgement:	Acknowledge Invoice	Invoice Status:	Ready for Acknowledgement																																																								
		Invoice Certification:	NA																																																								
11 - 18 of 18																																																											
Return to Previous Screen																																																											

Search Report Criteria Screen

Screen ID: 3050.1
[CBA Home](#) | [Help for this screen](#) | [Logout](#)

Centrally Billed Account

Defense
A New Era of

CBA Search Invoices:

Report Type:
Transaction Status:
Traveler First Name:
Traveler Last Name:
Traveler SSN:
* CBA Transaction Account #:
Invoice #:
TANUM:
Ticket #:
* Invoice Date Range:

Matched Fee
Netted Debit
Pending Credit
Pending Refund
Pending Fee Credit
Fee Credit
Advanced Credit
Previously Applied Credit
Wash Credit
Wash Debit
Unmatched Debit
Unmatched Credit
Unmatched Fee
Unmatched Refund
Amendment Pending
Amendment Returned
Manual Advanced Credit
Manual Prev Appl Credit
PPA Interest
Credits Not Received
Paid Credit
Paid Debit
Paid Fee
Paid Fee Credit
Paid Manual Advanced Cre

Transactions: Select **Compliance Report**

Report Criteria

*) indicates a field is required

From: 11/22/2009 To: 02/22/2010 (MM/DD/YYYY)

Get Report

Transactions – Held Screen

Screen ID: 3100.1

 **Defense Travel System**
A New Era of Government Travel

[CBA Home](#) | [Help for this screen](#) | [Logout](#)

Centrally Billed Account

[CBA Search](#) Invoices: Transactions: [Compliance Report](#)

Open Invoices Summary

[Awaiting Certification \(2\)](#)

CBA Account Label	CBA Transaction Account #	Days since PPA Start	Invoice #	Invoice Summary	Certify Invoice
DNSPAWAR SD 39	4614270000	21	0002123700016	View	Certify

Dropdown menu options: Select, Disputed, Suspended, **Held**, Credits Not Received, Closed



Initiate Amendment/Route for Approval

➤ Initiate Amendment

- Only to be used for dollar amount mismatches between CCV transaction and transaction reflected in DTS
- Not to be used to add new tickets/fees not on the DTS trip record

➤ Route for Approval

- Used for authorizations at CTO/TMC amendment status
- Ticket/fee information matches, but lacking POS ACK on document



Duplicate Transaction

- Status of a transaction in DTS
 - A duplicate transaction found in a CBA invoice based on previously reconciled and paid transactions
 - Transaction is placed in an unmatched status with a duplicate classification in the invoice
- This does not automatically imply a duplicate charge
 - Do not dispute charge until validated
- Requires research by the TO/CBA specialist



Service and Agency CBA DTA Points of Contact

- Air Force: usaf.jbanafw.89-aw.list.afdts@mail.mil
- Army:
 - Help Desk (0800-1700 Monday-Friday)
ARMYDTSCBASupport@immersioninc.com or
443-321-1893
 - 2700 accounts
 - Contact the TAC Helpdesk
 - 2600 accounts
 - GFEBs Help Desk: gfebs.helpdesk@accenture.com
- USMC: dtsmcst@urs.com
- Navy: navsup_navy_dts_pmo@navy.mil
- Defense Agencies/Joint Commands: Submit a help desk ticket via TraX (DTMO Supports)



Resources

- DTMO Website (<http://www.defensetravel.dod.mil>)
 - Access elearning, instructor resources, and reference materials through Training Resource Lookup Tool
 - RSS Feed: DTS CBA Specialist Toolkit
- Travel Explorer (TraX)
(<http://www.defensetravel.dod.mil/passport>)
 - Instructor-led materials, Distance Learning, CBA User Manual – Chapter 3, CBA Desk Reference – Appendix E of CBA User Manual
- Travel Assistance Center (TAC) – 24 hours/7 days a week
 - 1-888-Help1-Go (1-888-435-7146) or submit a Help Ticket through the Tickets section of TraX