

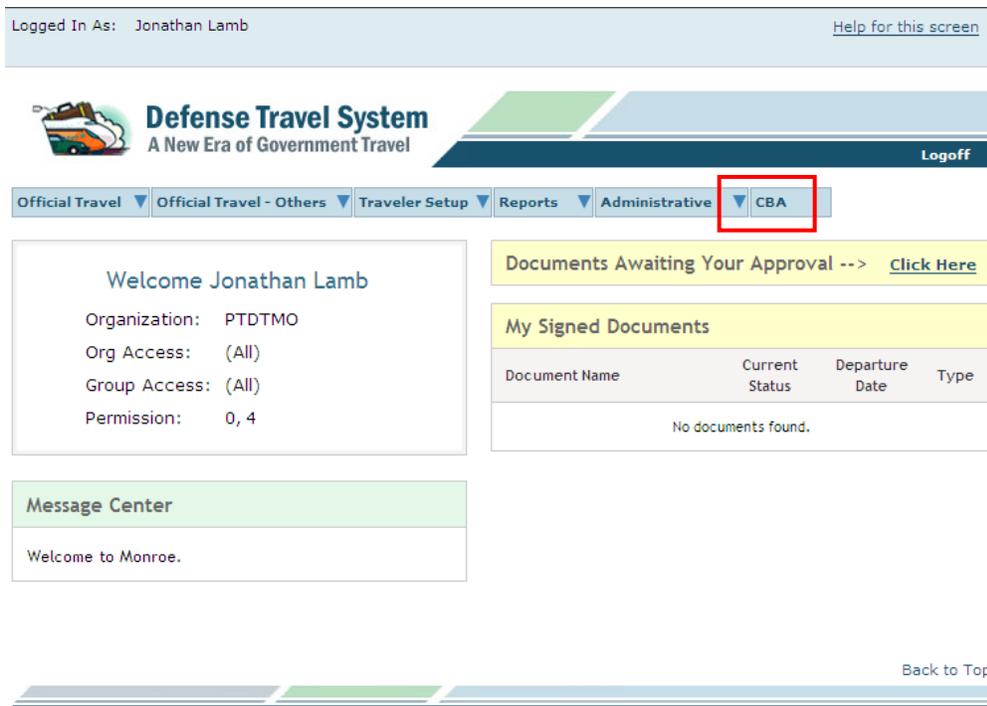
# Centrally Billed Account (CBA) Reconciliation Module Traditional Account Access / Organization Report



The Centrally Billed Account (CBA) Reconciliation module allows Agency Program Coordinator's (APCs), Defense Travel Administrators (DTAs), and/or CBA-DTAs to view the Organizations that are associated to their CBA using the Organization Report. This functionality requires Permission Level 0, 4, and access to the CBA within DTS.

 **Note:** CBA-DTA is the term used in DTS to identify the person responsible for certifying the invoice for payment made against the Centrally Billed Account. The CBA-DTA was previously referred to as the "Transportation Officer" (TO), though TOs do not always perform CBA reconciliation.

## Instructions for Viewing the Organization Report



Logged In As: Jonathan Lamb [Help for this screen](#)

**Defense Travel System**  
A New Era of Government Travel [Logoff](#)

Official Travel | Official Travel - Others | Traveler Setup | Reports | Administrative | **CBA**

Welcome Jonathan Lamb

Organization: PTDTMO  
Org Access: (All)  
Group Access: (All)  
Permission: 0, 4

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Welcome to Monroe.

[Back to Top](#)

Begin by selecting the **CBA** link on the DTS Welcome page.



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

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

**Centrally Billed Account**

**CBA Search** | Invoices: [Open](#) [Certifiable](#) [Acknowledgeable](#) [Unmatched](#) | Transactions: [Disputed](#) [Suspended](#) [Held](#) [Credits Not Received](#) [Compliance Report](#)

Once in the CBA Module, select **CBA Search** link.

### Search Report Criteria

Report Type:  

Invoice Status:  





\* indicates a field is required 

\* CBA Transaction Account #:  









Invoice #:  (13)

Voucher #:  (8)

\* Invoice Date Range: From:   To:   (MM/DD/YYYY)

From the **Report Type** drop down, select **Organization**.

### Search Report Criteria

Report Type:  

Note: An asterisk (\*) indicates a field is required

\* CBA Transaction Account #:  









\* Invoice Date Range: From:   To:   (MM/DD/YYYY)

After selecting the Organization Report type, select the CBA transaction account(s) to view. CBA-DTAs may be associated with more than one DTS account for the Organization.

**Search Report Criteria**

Report Type:

Note: An asterisk (\*) indicates a field is required

\* CBA Transaction Account #:

\* Invoice Date Range: From:  To:  (MM/DD/YYYY)

Set the Invoice Date Range. Always set the **From** date to 01/01/2000. The report is based off the date the account was created in DTS. Set the **To** date. Click **Get Report**.

**Organization Summary**

Transaction Account #	CBA Account #	Organization	CBA Label	Default Setting
4111111111111111	4111111111111111	DETESABRE	CTO CBA	Y
4111111111111111	4111111111111111	DONTRVSABRE	CTO CBA	N
4111111111111111	4111111111111111	DONTRVWORLDSPAN	CTO CBA	N
4111111111111111	4111111111111111	DTMO	CTO CBA	Y
4111111111111111	4111111111111111	DTSTEST	CTO CBA	N
4111111111111111	4111111111111111	MONROESQT	CTO CBA	N
4486160006410001	4486160006411001	MONROESQT	CP-841-01	N
4486160006410002	4486160006411002	MONROESQT	CP-841-02	N
4486160006410003	4486160006411003	MONROESQT	CP-841-03	N
4486160008460001	4486160008461001	MONROESQT	DTSP0846-01	N
4486160018680001	4486160018681001	DETESABRE	DTSP-1868-01	N
4486160018680001	4486160018681001	MONROESQT	DTSP-1868-01	N

[Save csv Format](#)  
[Print](#)  
[Return to Previous Screen](#)

To export the report to Excel, click **Save CSV Format**.

Report details are described in the table below.

<b>Organization Detail</b>	
<b>Transaction Account #</b>	Transaction account is the account number provided to the CTO for charging air/rail tickets. (The transaction account number is always higher than the CBA Account #).
<b>CBA Account #</b>	The CBA Account number is the account number that Bank of America invoices are under. (NOT the same as the transaction account number).
<b>Organization</b>	All CBA labels begin with DN/DA/DM/DF/DD/DJ depending on the related service/agency for easy identification. The label cannot exceed 15 characters/spaces and must be unique.
<b>CBA Label</b>	List of DTS Organization(s) by DTS name (example: DX1234567) that the account will apply to.
<b>Default Setting</b>	If marked "YES" for default, the CBA will auto-populate into the document when the traveler has the 'Exempt' radio button selected in their profile. Non-exempt defaults air transportation to the traveler's personal GTCC.



**Note:** The report information is to assist in determining if the CBA-DTA would like to add/or remove organizations using the CBA Load Request Worksheet. The CBA Load Request Worksheet is found on the DTMO website under the Reference Library [http://www.defensetravel.dod.mil/Sections/RL\\_DocLib.cfm](http://www.defensetravel.dod.mil/Sections/RL_DocLib.cfm)