Agenda

• Types of Centrally Billed Accounts (CBA)
• DTS CBA Reconciliation Module
  – Overview
  – Tools to support Transportation Officers (TO)
  – Initiate Amendment/Route for Approval
  – Duplicate Transaction
• CBA Working Group
• Service CBA Points of Contact
• CBA Training Resources
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) 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 (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 9 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/Expiration
      – Non-Exempt Status

• Note: Above is applicable for both Traditional and DTS Reconciliation accounts
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

1. **User** submits a **Trip Request** to **DTS**.
2. **DTS** reviews the request and reconciles it with **CTO ticketed information** populated in **DTS**.
3. If there are **DISPUTES**, the process stops.
4. **CTO Research** matches the **CCV Invoice** with the **trip record**.
5. **TO Review & Certification** approves the travel authorization (or amendment).
6. **DFAS** and **GEX** handle the financial aspects:
   - **DFAS** reviews and pays the invoice.
   - **GEX** provides **CBA Invoice** (810) and **PAID** (820) documents.

**Note:** This flow is for official use only.
Account Setup (Add/Edit)
Account Search

Search CBA Account  Add CBA Account  Set Default by Account  Set Default by Org

Search

Note: you may use an asterisk (*) as a wild card in your search, e.g. 4245*

Search For CBA Transaction Account#: [ ] (16)  
CBA Central Account #: [ ] (16)  
Vendor Pay Routing #: [ ] (6)  
Account Label: [ ] (15)  
Transportation Officer (Last Name): [ ] (25)  

Search
## Invoice Summary

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Date Created</th>
<th>Date Period End</th>
<th>DTS Reconciled</th>
<th>CBA Transaction Account #</th>
<th>CBA Prompt Pay Start</th>
<th>Acknowledged</th>
<th>Invoice Transactions</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>00589991167</td>
<td>01/07/2010</td>
<td>01/07/2010</td>
<td>02/16/2010</td>
<td>4614270000</td>
<td>01/22/2010</td>
<td>NA</td>
<td>Auto Reconciled</td>
<td>44</td>
<td>$17,011.25</td>
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<td>0031107200014</td>
<td>01/15/2010</td>
<td>01/11/2010</td>
<td>01/23/2010</td>
<td>4614270000</td>
<td>01/22/2010</td>
<td>NA</td>
<td>Archive Accepted</td>
<td>44</td>
<td>$12,194.15</td>
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<td>0031107200015</td>
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<td>02/12/2010</td>
<td>02/12/2010</td>
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<td>02/12/2010</td>
<td>NA</td>
<td>Ready for Acknowledgement</td>
<td>113</td>
<td>$25,591.56</td>
</tr>
</tbody>
</table>

**Invoice Status:**
- Archive Accepted
- Auto Reconciled
- Ready for Acknowledgement
Open Transaction Detail

![Open Transaction Detail Screen](image)

**CCV/DTS**
- **CCV**: Not applicable
- **DTS**: 0XDHFS

**Ticket Details**
- **Ticket #**: 006772171013
- **Ticket Cost**: $1,972.90
- **Ticket Difference**: $0.00

**Transaction Status**: Unmatched

**Transaction Classification**: Unmatched Debt
- **Reason for Unmatch**: Voucher has not been approved
- **Reason Unable to Amend**: Document has not been approved

**Data Amendment**
- **Initiated by**: NA
- **Approved by**: NA
- **Amendment Approving Official**: NA

**Remarks**
- [Additional remarks if available]
<table>
<thead>
<tr>
<th>Invoice Status</th>
<th>Date Time</th>
</tr>
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<tbody>
<tr>
<td>Receipt from CCV:</td>
<td>12/12/2009 10:09</td>
</tr>
<tr>
<td>Auto Reconciled:</td>
<td>12/12/2009 10:57</td>
</tr>
<tr>
<td>Reconciliation Complete:</td>
<td>12/16/2009 19:55</td>
</tr>
<tr>
<td>Ready for Acknowledgement:</td>
<td>12/16/2009 21:00</td>
</tr>
<tr>
<td>Acknowledgement Completed and Awaiting Certification:</td>
<td>12/17/2009 09:26</td>
</tr>
<tr>
<td><strong>Invoice Certified:</strong></td>
<td><strong>12/17/2009 09:27</strong></td>
</tr>
<tr>
<td>Sent to DEBX:</td>
<td>12/17/2009 09:29</td>
</tr>
<tr>
<td>DEBX Positive Acknowledgement:</td>
<td>12/17/2009 11:18</td>
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<td>DADS Paid:</td>
<td>12/31/2009 03:48</td>
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<td>Archive Submitted:</td>
<td>12/31/2009 03:56</td>
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<tr>
<td>Archive Accepted:</td>
<td>12/31/2009 03:57</td>
</tr>
</tbody>
</table>
Reporting (continued)
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 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 no automatically imply a duplicate charge
  – Do Not Dispute charge until validated

• Requires research by the TO/CBA Specialist
CBA Working Group

- CBA POCs from each Service participate in order to:
  - Discuss and prioritize Software Problem Reports (SPRs), Change Requests (CRs)
  - Discuss Potential Problem Tickets (PPTs)
  - Discuss CBA Assigned Releases
  - Bring forward recommended improvements to training
  - Identify and document unknown problems
Service and Agency CBA DTA Points of Contact

- Air Force: afdts.cba@pentagon.mil
- Army: armycbarequest@dfas.mil
  - GFEBS Help Desk: gfebs.helpdesk@accenture.com
- USMC: dtsmcst@urs.com
- Navy: navydts@navy.mil
- Defense Agencies/Joint Commands: Submit a help desk ticket via TraX (DTMO Supports)
Resources

DTMO Website
- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool
  
  www.defensetravel.dod.mil

Travel Explorer (TraX)
- Instructor-led materials
- Distance Learning (F-200 CBA Reconciliation Overview: Slides; F-205 CBA Reconciliation Advanced)
- CBA User Manual – Chapter 3
- CBA Desk Reference – Appendix E of CBA User Manual
  
  www.defensetravel.dod.mil/Passport

Travel Assistance Center (TAC)
- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX
Training Resource Lookup Tool

To view training by Type, Role, Topic or Series, choose from the appropriate corresponding drop downs below.

To view all training resources, leave the criteria blank and click Submit.

Type: Select
Role: Select
Topic: Select
Series: Select

Submit

Resource Lookup - Results

The Training resources that match your criteria are listed below.
Role: LDTA

<table>
<thead>
<tr>
<th>Type</th>
<th>Sub-Type</th>
<th>Topic</th>
<th>Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>e-learning</td>
<td>Web-Based</td>
<td>DTS</td>
<td>DTS Basics</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>Information Paper</td>
<td>DTS</td>
<td>Defense Travel Administrator, Finance</td>
</tr>
<tr>
<td>Instructor Resources</td>
<td>Instructor-led</td>
<td>DTS</td>
<td>Instructor Curriculum</td>
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</tr>
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</table>

More Resources

Creating and Updating GIM Bates
Determine Your PFI Certification Date
Distance Learning Course Syllabus
Managing - Vouchers

This paper provides information for documents that stay at audit.

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