



# Defense Travel Management Office



## DTS Centrally Billed Account Reconciliation

2011 GSA SmartPay Conference



# 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

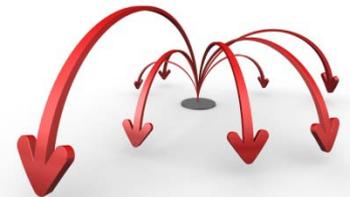
- Traditional CBA Reconciliation (GTCC Bin 4614-26)
  - No electronic invoicing occurs in the DTS CBA Reconciliation Module
  - Only makes account available for traveler authorizations
  - Invoice files sent to Commercial Travel Office (CTO) and account reconciled through traditional processes
    -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



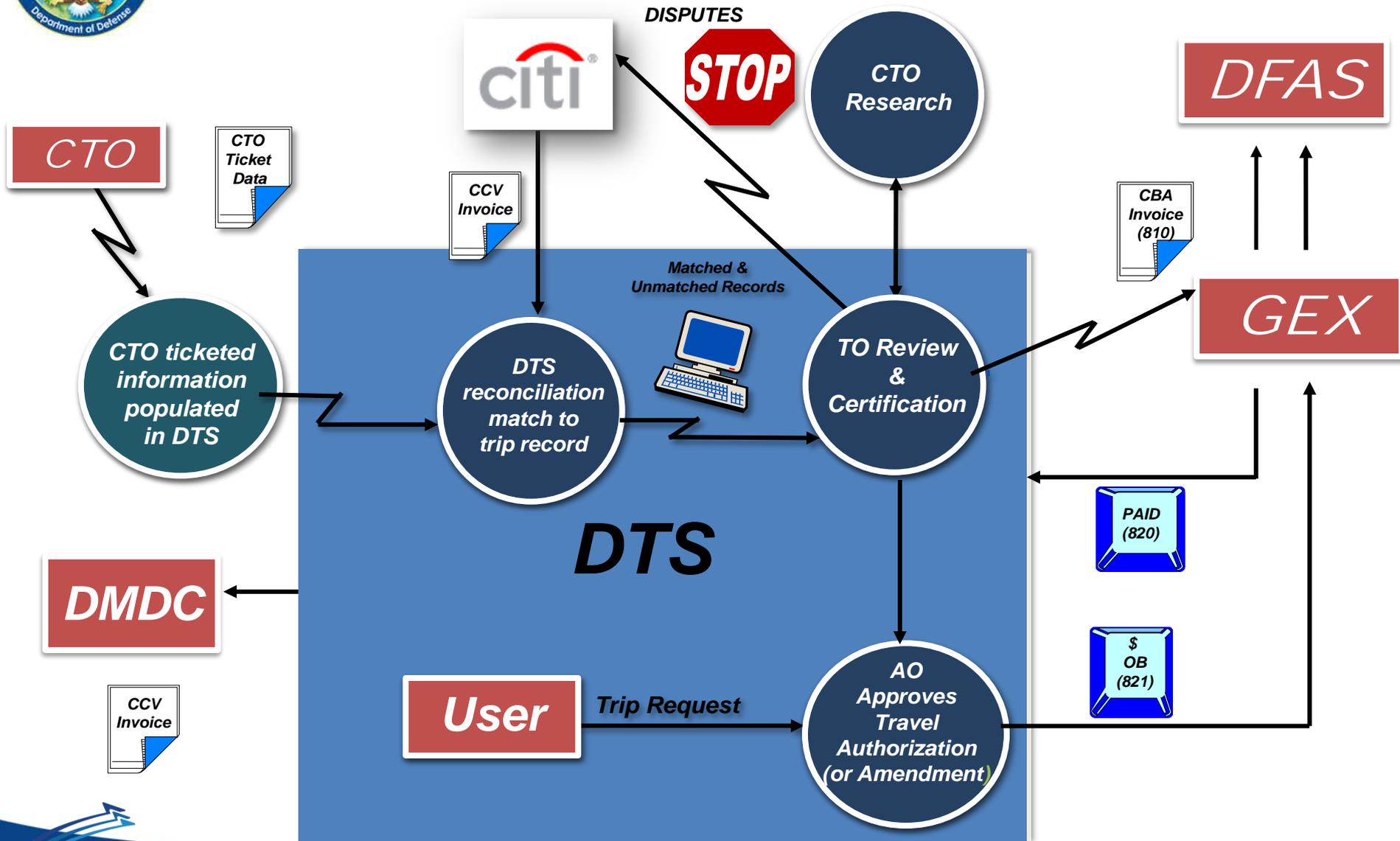


## Transaction Matching Criteria (continued)

- 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)

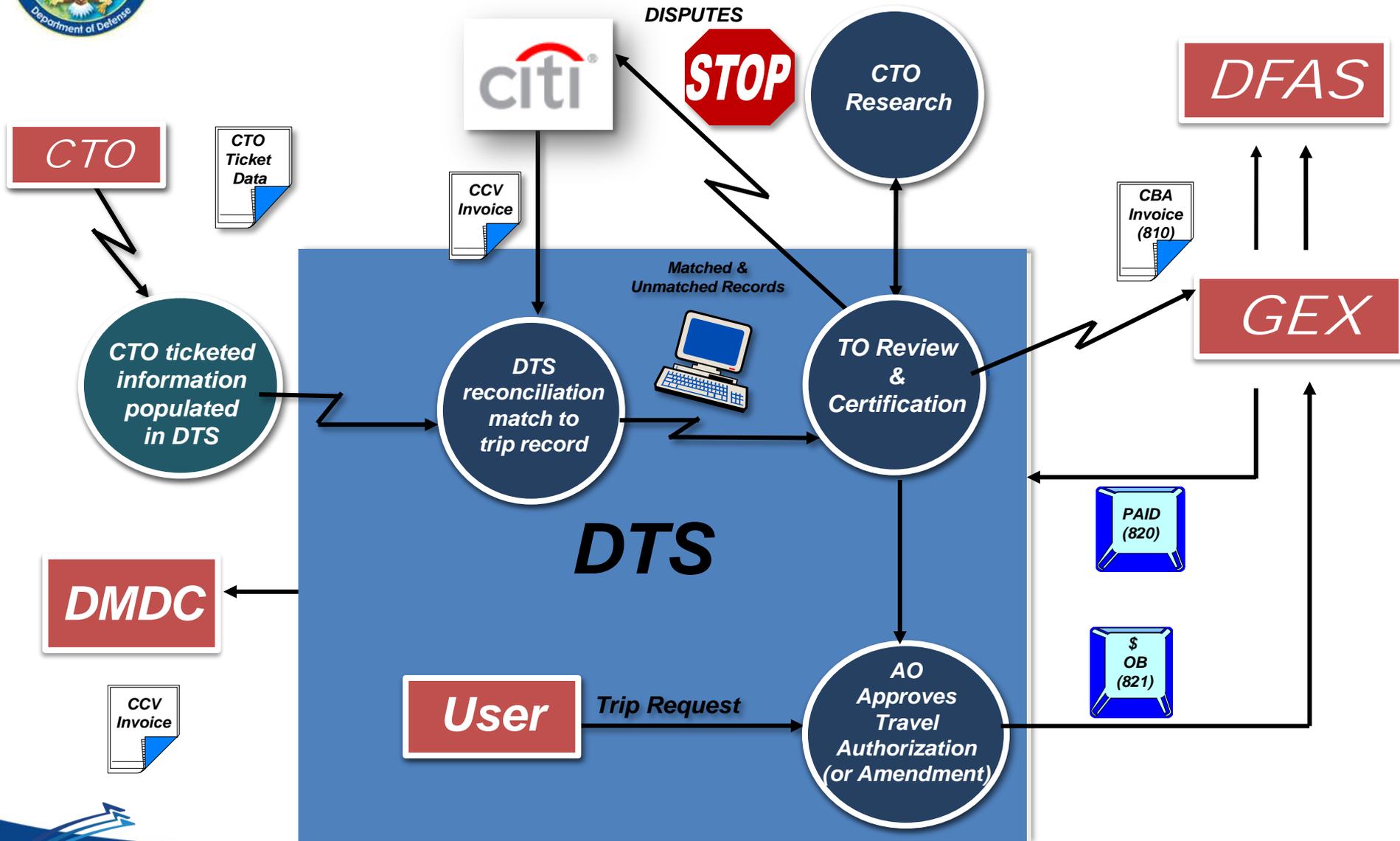


# DTS CBA Automated Process Flow





# DTS CBA Automated Process Flow





# Account Setup (Add/Edit)



**Defense Travel System**  
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Screen ID: 3301.1

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**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 #:



# Account Search



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**Centrally Billed Account**

[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





# Open Invoices



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**Centrally Billed Account**

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

## Open Invoices Summary

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

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

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

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





# Invoice Summary

CBA Search Invoices: <input type="text" value="Select"/>		Transactions: <input type="text" value="Select"/>		Compliance Report	
<b>Invoice Summary</b>					
<a href="#">Previous</a>		11 - 18 of 18			
<b>Invoice #:</b>	<a href="#">0001107200013</a>	<b>Invoice Transactions:</b>	<b>Quantity</b>	<b>Amount</b>	
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:	<a href="#">Archive Accepted</a>		
		Invoice Certification:	12/17/2009		
<b>Invoice #:</b>	<a href="#">10058999107</a>	<b>Invoice Transactions:</b>	<b>Quantity</b>	<b>Amount</b>	
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:	<a href="#">Auto Reconciled</a>		
		Invoice Certification:	NA		
<b>Invoice #:</b>	<a href="#">0001107200014</a>	<b>Invoice Transactions:</b>	<b>Quantity</b>	<b>Amount</b>	
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:	<a href="#">Archive Accepted</a>		
		Invoice Certification:	02/01/2010		
<b>Invoice #:</b>	<a href="#">0001107200015</a>	<b>Invoice Transactions:</b>	<b>Quantity</b>	<b>Amount</b>	
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:	147	\$39,945.30	
Acknowledgement:	<a href="#">Acknowledge Invoice</a>	Invoice Status:	<a href="#">Ready for Acknowledgement</a>		
		Invoice Certification:	NA		
<a href="#">Previous</a>		11 - 18 of 18			
<a href="#">Return to Previous Screen</a>					



# Open Transaction Detail

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Centrally Billed Account

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

### Open Transaction Detail

Invoice #: I005899909332

Record 7 of 12

CBA Transaction Account #: 4614270000

[< Previous](#)

[Next >](#)

Transaction Date: 11/25/2009

Voucher #:

Reference #: 24717059330583305591154

Prompt Pay Start: 12/12/2009

Days since PPA Start: 80

Source Amt: 1872.9

Original Invoice #: 0001107200013

Approving Official:

AOP Date:

LOA:

Traveler Name:  Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0067721171013	\$1,872.90	
DTS >	<input type="text" value="0XDHF5"/>	<input type="text" value="0067721171013"/>	\$1,872.90	\$0.00
	<a href="#">Reconcile by TANUM</a>	<a href="#">Reconcile by Ticket</a>		

Transaction Status:  Remarks:

[Save](#)

Transaction Classification: Unmatched Debit

Reason for Unmatch: Voucher has not been approved

Reason Unable to Amend: Document has not been approved

Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA

[< Previous](#)

[Next >](#)

[Return to Previous Screen](#)



# Invoice Status History

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

## Invoice Status History

CBA Invoice #: 0001107200013  
 CBA Transaction Account #: 4614270000

Invoice Period Start: 11/12/2009  
 Invoice Period End: 12/11/2009  
 Start of Prompt Pay Act (PPA) Clock: 12/12/2009

Invoice Status	Date Time
Receipt from CCV:	12/12/2009 10:09
Auto Reconciled:	12/12/2009 10:57
Reconciliation Complete:	12/16/2009 19:55
Ready for Acknowledgement:	12/16/2009 21:00
Acknowledgement Completed and Awaiting Certification:	12/17/2009 09:26
Invoice Certified:	12/17/2009 09:27
Sent to DEBX:	12/17/2009 09:29
DEBX Positive Acknowledgement:	12/17/2009 11:18
DADS Paid:	12/31/2009 03:48
Archive Submitted:	12/31/2009 03:56
Archive Accepted:	12/31/2009 03:57

[Return to Previous Screen](#)





# Reporting



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## Centrally Billed Account

**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:  [Compliance Report](#)

### Report Criteria

\*) indicates a field is required



# Reporting (continued)



## Defense Travel System

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### 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	<a href="#">0002123700016</a>	<a href="#">View</a>	<a href="#">Certify</a>

- 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 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



# 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: [af.dts@pentagon.af.mil](mailto:af.dts@pentagon.af.mil)
- Army: [armycbarequest@dfas.mil](mailto:armycbarequest@dfas.mil)
  - GFEBS Help Desk: [gfebs.helpdesk@accenture.com](mailto:gfebs.helpdesk@accenture.com)
- USMC: [dtsmcst@urs.com](mailto:dtsmcst@urs.com)
- Navy: [gregory.t.farrell.ctr@navy.mil](mailto:gregory.t.farrell.ctr@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](http://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](http://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

DEFENSE TRAVEL MANAGEMENT OFFICE  
THE DoD CENTER FOR TRAVEL EXCELLENCE

Home About Programs & Services News & Events References Search: [ ] Go

**IN THE SPOTLIGHT**  
Learn More About Basic Allowance for Housing (BAH)

**Travel Tools**

- DTS
- Travel Explorer (TraX)
- Allowance Calculators/Tools
- Per Diem Rates Tool
- Premium Class Travel Tool
- Training Resources Lookup
- DoD Travel Regulations
- Rental Vehicle Customer Assistance
- Find Your Local...

**Travel Assistant Center**  
24 hours a day, 7 days a week  
1-888-Help1Go (888-435-7146)

**Director's Blog**  
Travel Talk  
Welcome to Travel Talk with DoD, our DoD Live weblog. Designed to share travel related news and initiate an ongoing conversation with you, our most important stakeholder...

**DTS Information**

- DTS/EWTS Maintenance Schedule
- DTS Status Update
- EVTS Status Update
- Recent Software Updates
- FY Crosscut and Affects DTS/EWTS

**Travel Regulations and Allowances**

- Basic Allowance For Housing (BAH)
- CONUS Cost of Living Allowance (COLA)
- Overseas COLA
- Overseas Housing Allowance (OHA)

**Resources**

Role, Topic or Series (X) to access training resources

### Training Resources 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...

Programs & Services > Training Resources > Resource Lookup - Results

## Resource Lookup - Results

The Training resources that match your criteria are listed below.

Role: LDTA

Name	Type	Sub-Type	Topic	Series
<a href="#">About DTS</a>	eLearning	Web-based	DTS	DTS Basics
<a href="#">Budget and Audit Pass Issues</a>	Reference Materials	Information Paper	DTS	Defense Travel Administrator, Finance
<a href="#">Constructed Travel</a>	Instructor Resources	Instructor-led	DTS	Instructor Curriculum
<a href="#">Creating and Updating GGMRs</a>	Reference Materials	Information Paper	DTS	Defense Travel Administrator
<a href="#">Determine Your PKI Cert Expiration Date</a>	Reference Materials	Information Paper	DTS	Defense Travel Administrator
<a href="#">Distance Learning Course Synopsis</a>	eLearning	Distance Learning		
<a href="#">Expense Processing - Vouchers</a>	eLearning	Distance Learning	DTS	DTS Basics
<a href="#">Document Remaining at Audit Pass</a>	Reference Materials	Information Paper	DTS	Defense Travel Administrator