Defense Travel System Centrally Billed Account Reconciliation

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July 2014
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
- DoD Initiative
- Service CBA Points of Contact
- Resources

* Speakers notes are available for those using a screen reader
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

- CTO Ticket Data
- CTO ticketed information populated in DTS
- DMDC
- CCV Invoice
- User
- Trip Request
- DTS reconciliation match to trip record
- Matched & Unmatched Records
- AO Approves Travel Authorization (or Amendment)
- TO Review & Certification
- CTO Research
- STOP
- DFAS
  - CCV Invoice (810)
- GEX
  - Paid (820)
  - $ OB (821)
DTS CBA Automated Process Flow

- **User** -> Trip Request
- **DTS**
  - DTS reconciliation match to trip record
- **CTO**
  - CTO ticketed information populated in DTS
  - CTO Ticket Data
- **DMDC**
- **CCV** Invoice
- **STOP**
- **CTO Research**
- **TO Review & Certification**
  - Matched & Unmatched Records
  - TO Review & Certification
  - CCV Invoice (810)
- **DFAS**
- **GEX**
  - CCV Invoice (820)
  - Paid (820)
  - $ OB (821)
Account Setup (Add/Edit) Screen
Open Invoices Summary Screen

**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

#### Invoice Transactions

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001167200013</td>
<td>72</td>
<td>$22,016.25</td>
</tr>
<tr>
<td>0001167200017</td>
<td>44</td>
<td>$17,011.3</td>
</tr>
<tr>
<td>0001167200014</td>
<td>44</td>
<td>$12,194.15</td>
</tr>
<tr>
<td>0001167200015</td>
<td>113</td>
<td>$25,591.55</td>
</tr>
</tbody>
</table>

#### Invoice Status

- Archive Accepted
- Auto Recorded
- Ready for Acknowledgement

#### Additional Information

- Invoice Created:
  - 0001167200013: 12/12/2009
  - 0001167200017: 12/11/2009
  - 0001167200014: 12/11/2010
  - 0001167200015: 02/12/2010
- Invoice Period End:
  - 0001167200013: 12/11/2009
  - 0001167200017: 12/12/2009
  - 0001167200014: 12/11/2010
  - 0001167200015: 02/11/2010
- DTS Retrieved:
  - 0001167200013: 12/12/2009
  - 0001167200017: 12/12/2009
  - 0001167200014: 02/16/2010
  - 0001167200015: 02/12/2010
- CBA Transaction Account #: 4614270000
- CBA Prompt Pay Start Date:
  - 0001167200013: 12/12/2009
  - 0001167200017: 12/22/2010
  - 0001167200014: 12/22/2010
  - 0001167200015: 02/12/2010
- Acknowledgment:
  - 0001167200013: Acknowledge Invoice
  - 0001167200017: NA
  - 0001167200014: NA
  - 0001167200015: Acknowledge Invoice
Search Report Criteria Screen

- 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
- PFA Interest
- Credits Not Received
- Paid Credit
- Paid Debit
- Paid Fee
- Paid Fee Credit
- Paid Manual Advanced Credit

Report Criteria

- Transactions: Select
- Compliance Report

CBA Search Invoices:

- Report Type:
- Transaction Status:
- Traveler First Name:
- Traveler Last Name:
- Traveler SSN:

* CBA Transaction Account #:
  - 4614260000
  - 4614260000
  - 4614260000

Invoice #:
TANUM:
Ticket #:

* Invoice Date Range: From: 11/22/2009 To: 02/22/2010
Transactions – Held Screen
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
DoD Initiative – CBA Reconciliation

Expand usage of DTS CBA Reconciliation Module by Services/Agencies to reduce administrative burdens and increase cost savings

Improve training for CBA reconciliation
Service and Agency CBA DTA Points of Contact

- Air Force: DTS3@pentagon.af.mil
- Army: armycbarequest@dfas.mil
  - GFEBS Help Desk: gfebs.helpdesk@accenture.com
- USMC: dtsmcst@urs.com
- Navy: gregory.t.farrell.ctr@navy.mil
- Defense Agencies/Joint Commands: Submit a help desk ticket via TraX (DTMO Supports)
Resources

- **DTMO Website** ([http://www.defensetravel.dod.mil](http://www.defensetravel.dod.mil))
  - Access elearning, instructor resources, and reference materials through Training Resource Lookup Tool
- **Travel Explorer (TraX)** ([http://www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport))
  - 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
- **Travel Assistance Center (TAC)** – 24 hours/7 days a week
  - 1-888-Help1-Go (1-888-435-7146) (Overseas: Use DSN to dial directly) or submit a Help Ticket through the Tickets section of TraX
Training Resource Lookup Tool

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

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