U.S. General Services Administration

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

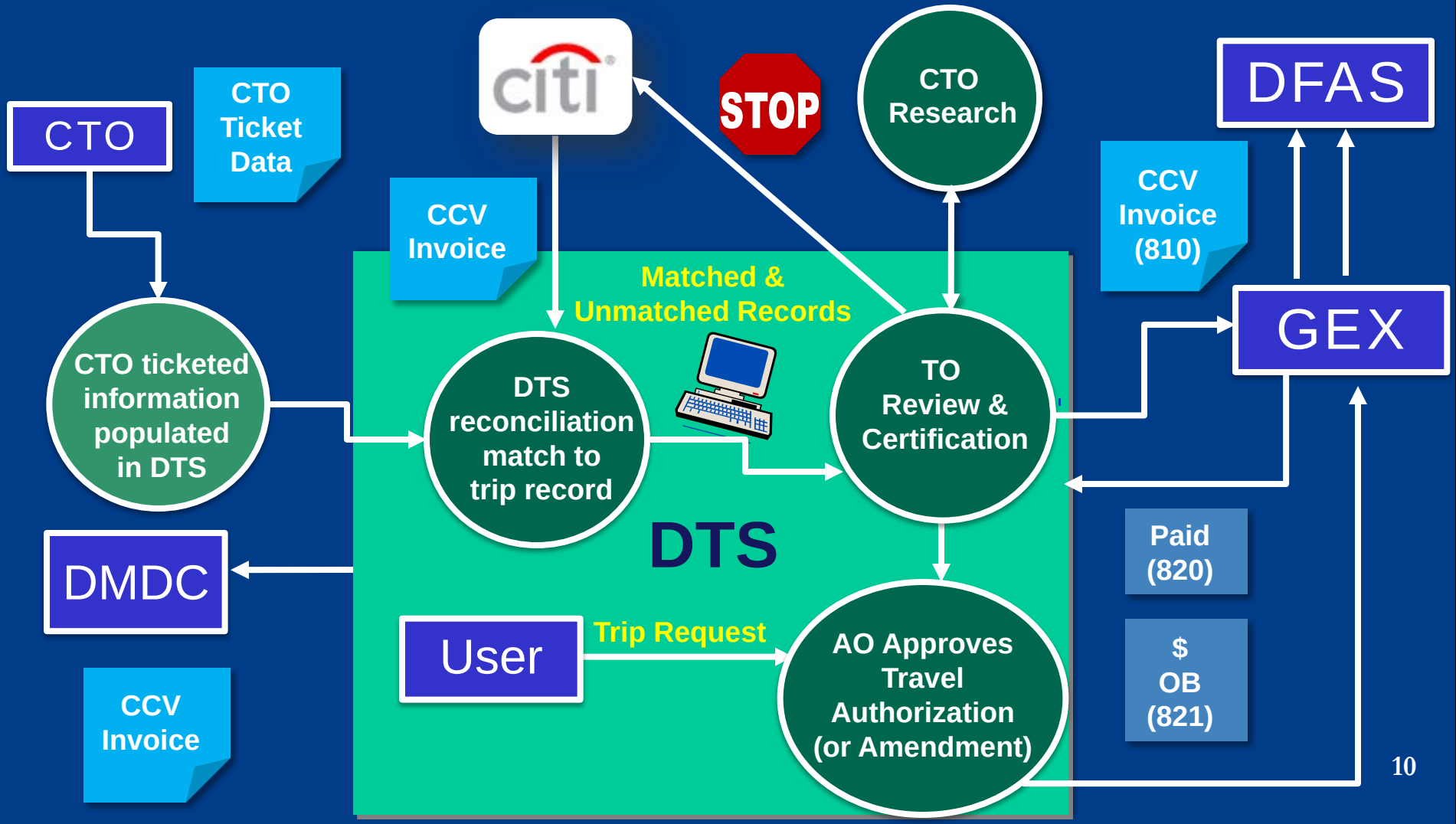
Transaction Matching Criteria

- 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

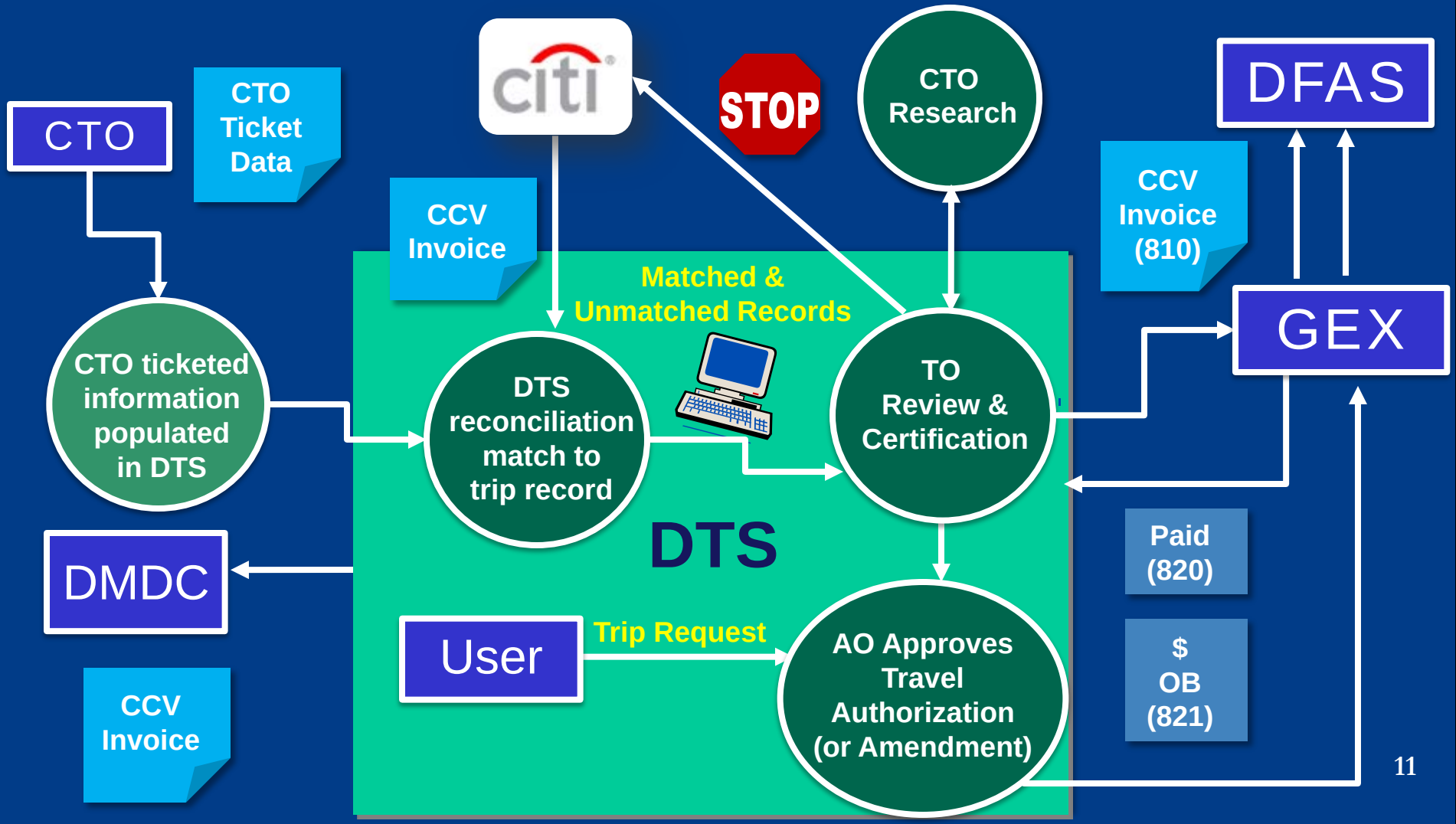
Transaction Matching Criteria (continued)

- 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



DTS CBA Automated Process Flow



Account Setup (Add/Edit) Screen

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Screen ID: 3301.1
CBA Home | Help for this screen | Logout

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: Allied Command, Atlantic
Charge Card Vendor: Citi

Organization(s): -- No Organizations Found -- Add To List

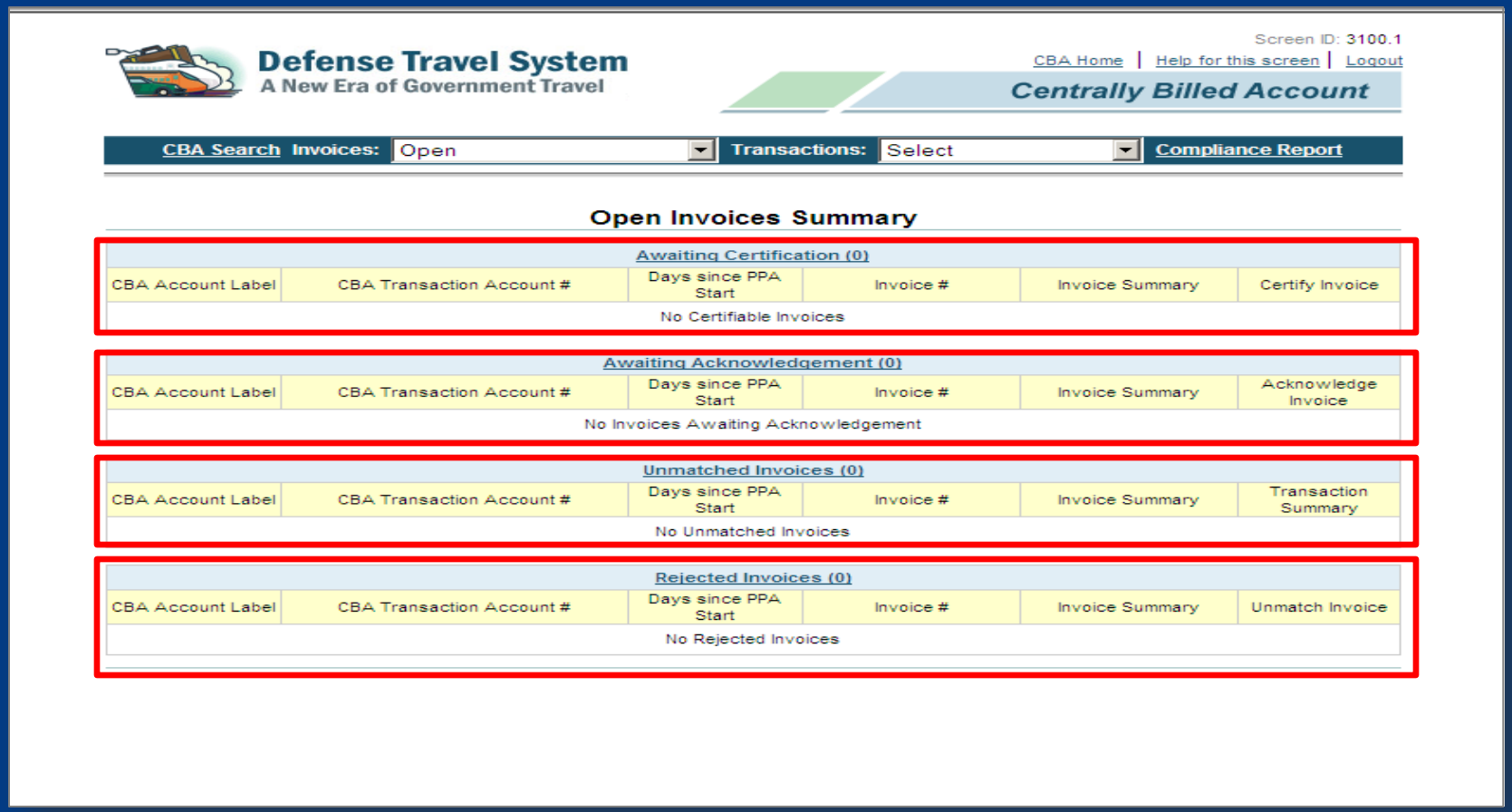
☐ Set CBA Transaction Account as Default for all Organizations

Transportation Officer(s): -- No TO Has Been Selected -- Add To List

Reconcilable on CBA Transaction #: No

Save New Account | Cancel

Open Invoices Summary Screen



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Screen ID: 3100.1
CBA Home | Help for this screen | Logout

Centrally Billed Account

CBA Search Invoices: Open Transactions: Select 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: Select Transactions: Select Compliance Report

Invoice Summary

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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 #:	I0058999107	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 Reconciled	
		Invoice Certification:	NA	

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 #:	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:	117	$29,945.20
Acknowledgement:	Acknowledge Invoice	Invoice Status:	Ready for Acknowledgement	
		Invoice Certification:	NA	

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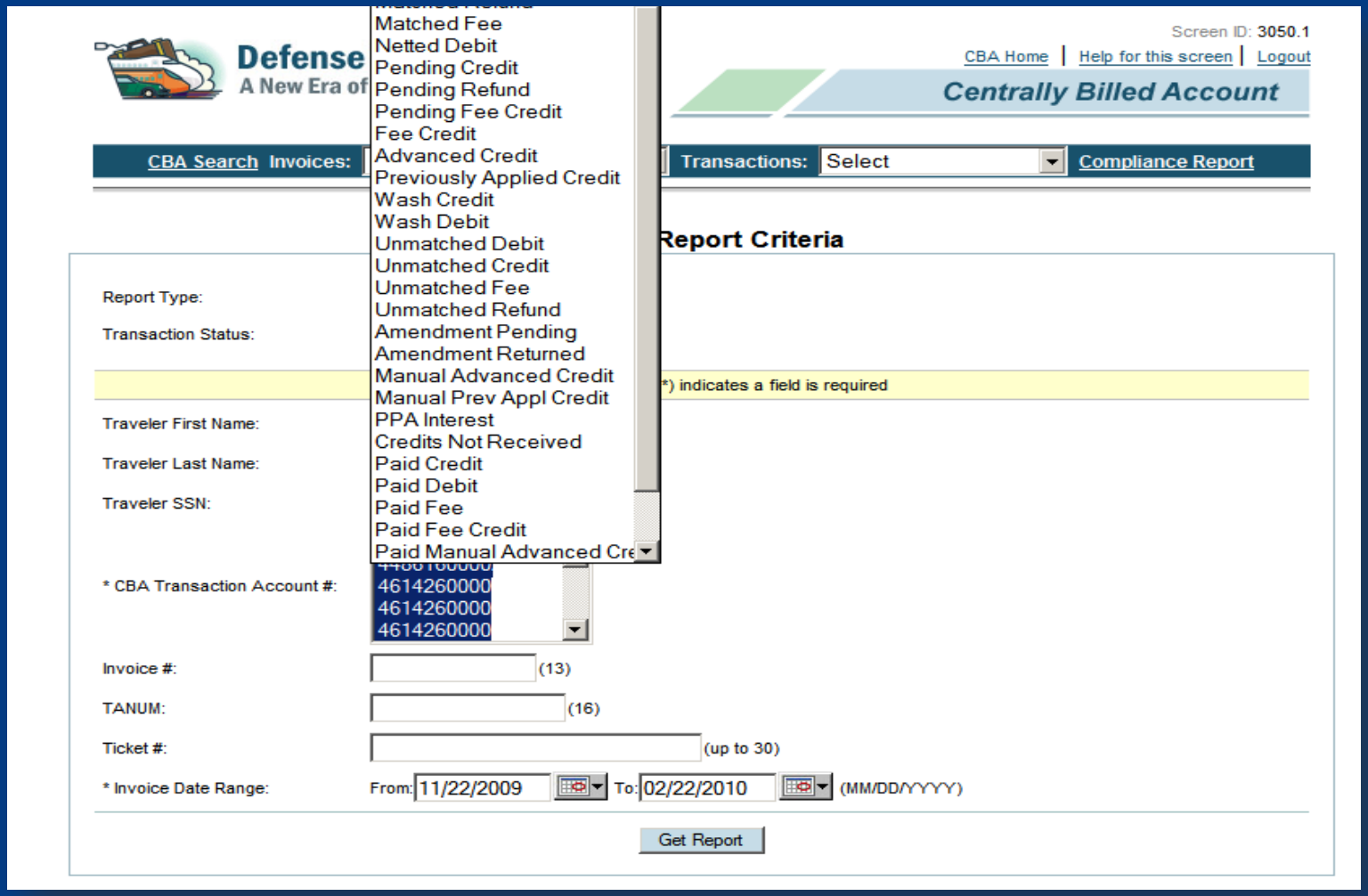
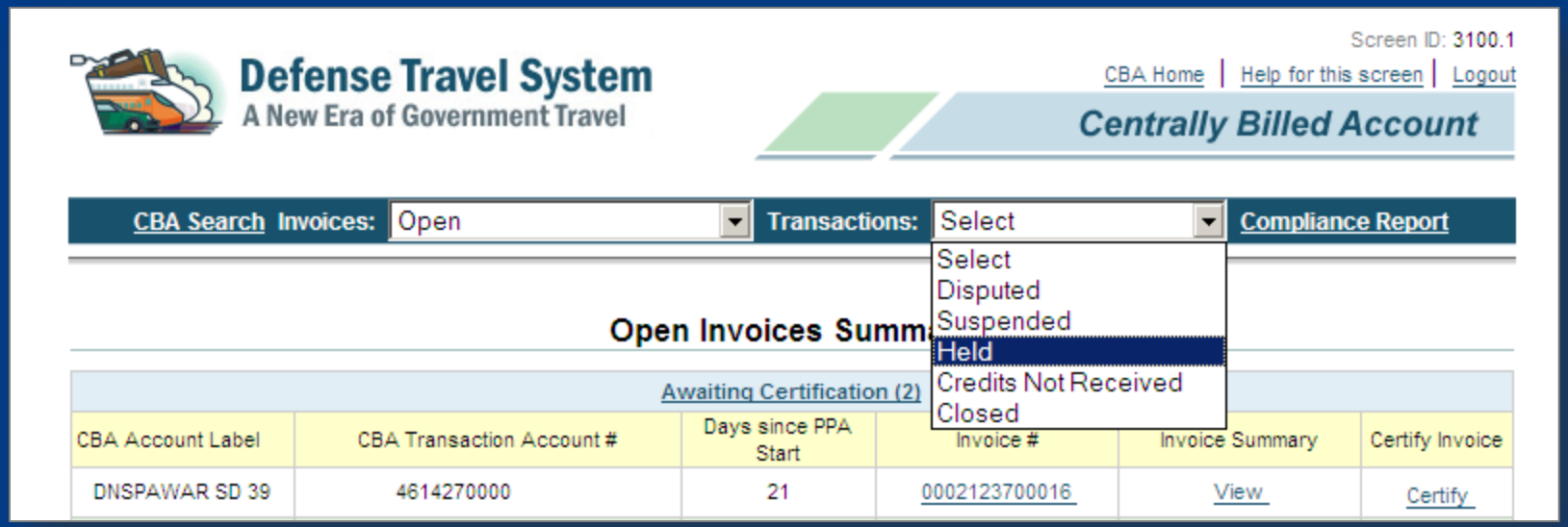
Return to Previous Screen

Search Report Criteria Screen



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

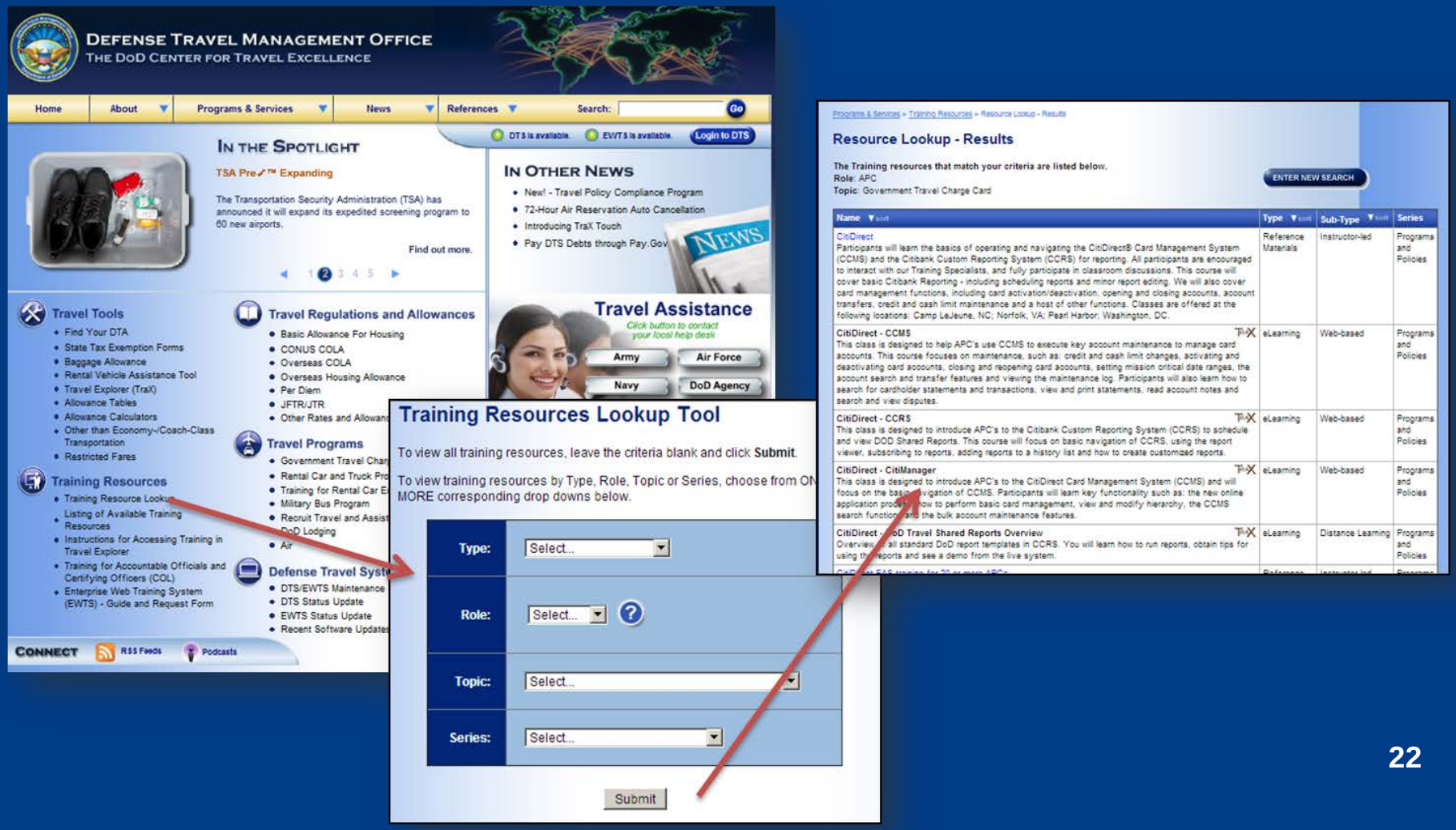
Expand usage of DTS CBA Reconciliation Module by Services/Agencies to reduce administrative burdens and increase cost savings

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)
  - Access elearning, instructor resources, and reference materials through Training Resource Lookup Tool
- Travel Explorer (TraX) (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