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
- 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
- CTO Ticket Data
- CTO ticketed information populated in DTS

DMDC

CVV Invoice

CTO
- CTO Research
- Matched & Unmatched Records

DTS
- DTS reconciliation match to trip record

User
- Trip Request

AO Approves Travel Authorization (or Amendment)

TO Review & Certification

DISPUTES

STOP

DFAS
- CVV Invoice (810)
- Paid (820)
- $ OB (821)

GEX
DTS CBA Automated Process Flow

1. **User** submits a **Trip Request**.
2. **AO Approves** the Travel Authorization (or Amendment).
3. **CTO ticketed information** populated in DTS.
4. **CTO ticket data**.
5. **CVV Invoice**.
6. DTS reconciliation match to trip record.
7. **Matched & Unmatched Records**.
8. **DISPUTES**.
9. **CTO Research**.
10. **TO Review & Certification**.
11. **DFAS**.
12. **GEX**.
13. **Paid (820)**.
14. **$ OB (821)**.

**DMDC**

**Citi**
Account Setup (Add/Edit) Screen
Account Search Screen

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 Summary Screen

### Awaiting Certification (0)

<table>
<thead>
<tr>
<th>CBA Account Label</th>
<th>CBA Transaction Account #</th>
<th>Days since PPA Start</th>
<th>Invoice #</th>
<th>Invoice Summary</th>
<th>Certify Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*No Certifiable Invoices*

### Awaiting Acknowledgement (0)

<table>
<thead>
<tr>
<th>CBA Account Label</th>
<th>CBA Transaction Account #</th>
<th>Days since PPA Start</th>
<th>Invoice #</th>
<th>Invoice Summary</th>
<th>Acknowledge Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

*No Invoices Awaiting Acknowledgement*

### Unmatched Invoices (0)

<table>
<thead>
<tr>
<th>CBA Account Label</th>
<th>CBA Transaction Account #</th>
<th>Days since PPA Start</th>
<th>Invoice #</th>
<th>Invoice Summary</th>
<th>Transaction Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

*No Unmatched Invoices*

### Rejected Invoices (0)

<table>
<thead>
<tr>
<th>CBA Account Label</th>
<th>CBA Transaction Account #</th>
<th>Days since PPA Start</th>
<th>Invoice #</th>
<th>Invoice Summary</th>
<th>Unmatch Invoice</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

*No Rejected Invoices*
**Invoice Summary Screen**

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Invoice Created</th>
<th>Invoice Period End</th>
<th>Acknowledged</th>
<th>CBA Transaction Account #</th>
<th>Invoice Transactions</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001167200014</td>
<td>01/15/2010</td>
<td>01/11/2010</td>
<td>NA</td>
<td>4614270000</td>
<td>Total: 44</td>
<td>12,194.15</td>
<td></td>
</tr>
<tr>
<td>0001167200015</td>
<td>02/12/2010</td>
<td>02/11/2010</td>
<td>Acknowledge</td>
<td>4614270000</td>
<td>Total: 113</td>
<td>$25,591.55</td>
<td></td>
</tr>
</tbody>
</table>

- **Invoice Status**: Archive Accepted
- **Invoice Certification**: 12/17/2009

- **Invoice Status**: Auto Recording
- **Invoice Certification**: 02/01/2010

- **Invoice Status**: Ready for Acknowledgement
Search Report Criteria Screen

- CBA Search Invoices:
  - Report Type:
  - Transaction Status:
  - Traveler First Name:
  - Traveler Last Name:
  - Traveler SSN:
  - * CBA Transaction Account #:
  - Invoice #:
  - TANUM:
  - Ticket #:
  - * Invoice Date Range:

- Centrally Billed Account

- Compliance Report

Screen ID: 3050.1

- Get Report
Transactions – Held Screen

Defense Travel System
A New Era of Government Travel

Centrally Billed Account

Open Invoices Summary

Awaiting Certification (2)

CBA Search  Invoices: Open Transactions: Select  Compliance Report

Select  Disputed  Suspended  Held

Credits Not Received  Closed

CBA Account Label  CBA Transaction Account #  Days since PPA Start  Invoice #  Invoice Summary  Certify Invoice

DNSPAWAR SD 39  4614270000  21  0002123700016  View  Certify
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
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

The Training resources that match your criteria are listed below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Sub Type</th>
<th>Topic</th>
<th>Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>About DTS</td>
<td>eLearning</td>
<td>Web-based</td>
<td>DTS</td>
<td>DTS Basics</td>
</tr>
<tr>
<td>Budget and Audit Pass Issues</td>
<td>Reference</td>
<td>Information Paper</td>
<td>DTS</td>
<td>Defense Travel Administrator: Finance</td>
</tr>
<tr>
<td>Constructed Travel</td>
<td>Instructor Resources</td>
<td>Instructor-led</td>
<td>DTS</td>
<td>Instructor Curriculum</td>
</tr>
<tr>
<td>Updating GWSRs</td>
<td>Reference</td>
<td>Information Paper</td>
<td>DTS</td>
<td>Defense Travel Administrator</td>
</tr>
<tr>
<td>Your PII Cert Expiration Date</td>
<td>Reference</td>
<td>Information Paper</td>
<td>DTS</td>
<td>Defense Travel Administrator</td>
</tr>
<tr>
<td>Distance Learning Course SYMPOSIS</td>
<td>eLearning</td>
<td>Distance Learning</td>
<td>DTS</td>
<td>DTS Basics</td>
</tr>
<tr>
<td>Document Processing - Vouchers</td>
<td>eLearning</td>
<td>Distance Learning</td>
<td>DTS</td>
<td>DTS Basics</td>
</tr>
</tbody>
</table>

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.