



Defense Travel Management Office



DTS Centrally Billed Account Reconciliation

Connect 2011 Seminar

April 2011

For Official Use Only



Agenda

- Types of Centrally Billed Accounts (CBA)
- DTS CBA Reconciliation Module
 - Overview
 - Initiate Amendment/Route for Approval
 - Duplicate Transaction
 - GFEBS
 - Common CBA Questions
 - Software Problem Reports (SPRs)
- CBA Working Group
- Service CBA Points of Contact
- CBA Training Resources



Types of CBAs

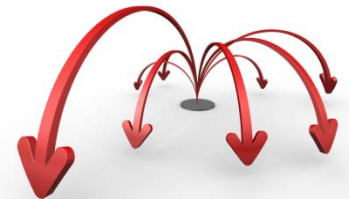
- Traditional CBA Reconciliation (GTCC Bin 4614-26)
 - No electronic invoicing occurs in the DTS CBA Reconciliation Module
 - Only makes account available for traveler authorizations
 - Invoice files sent to Commercial Travel Office (CTO) and account reconciled through traditional processes
 - Traditional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





Tools to Assist the Transportation Officer

- Report Scheduler
 - CBA TO Report
- Routing List
 - Travel Mode Route
- Maintenance Tool
 - People List Report (Organizations Module)
 - Validate GOVCC and 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





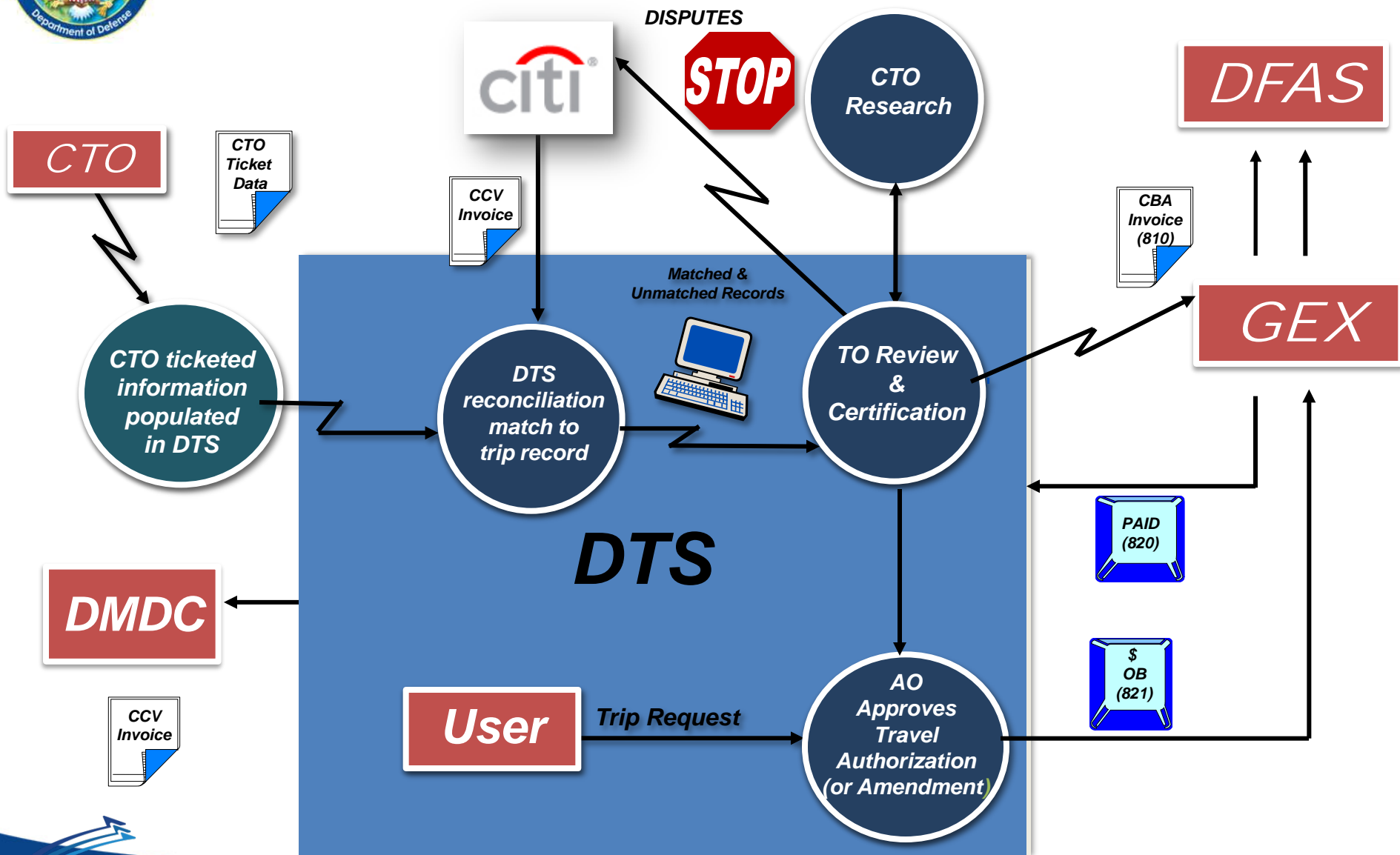
Transaction Matching Criteria (continued)

- 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





Account Setup (Add/Edit)



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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																																																							
Invoice Summary																																																											
11 - 18 of 18																																																											
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11 - 18 of 18																																																											
Return to Previous Screen																																																											



Open Transaction Detail

Screen ID: 3200.1

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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
	Reconcile by TANUM	Reconcile by Ticket		

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: <input type="text"/>	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

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Reporting



Defense
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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 #: (13)

TANUM: (16)

Ticket #: (up to 30)

* Invoice Date Range: From: To: (MM/DD/YYYY)

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:

Report Criteria

*) indicates a field is required



Reporting (continued)

Screen ID: 3100.1



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Centrally Billed Account

[CBA Search](#) Invoices:

Transactions:

[Compliance Report](#)

- Select
- Disputed
- Suspended
- Held**
- Credits Not Received
- Closed

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	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



GFEBs - Army

- CBA Invoice Rejects
 - Validate Invoice and DTS Documents
 - Coordinate with internal GFEBs POC
 - Submit Help Desk ticket to GFEBs Help Desk
- GFEBs Help Desk POC
 - gfebs.helpdesk@accenture.com
 - Provide copy of reject email
 - Request TANUM(S) resulting in reject
 - Total amount obligated (CBA line)
 - Amounts disbursed for payment (CBA line)





Common CBA Questions

- Most common CBA questions sent to the Travel Assistance Center (TAC) include:
 - Unmatched refund
 - Locked (un-editable) transaction
 - Suspended transaction





Unmatched Refund

- Validate AOP receipt for debit:
 - Copy CCV ticket number
 - Click on CBA search

CBA Search Invoices: Select Transactions: Select Compliance Report

Open Transaction Detail

Invoice #: 100580310973 Record 1 of 3 CBA Transaction Account #.

Transaction Date: 02/21/2009 Voucher #: 9GFUJJB Reference #: 24717059053680532413603
 Prompt Pay Start: 03/17/2009 Days since PPA Start: 122 Source Amt: 478.9
 Original Invoice #: 0002124800005 Approving Official: AOP Date: 07/14/2009

LOA:
 Traveler Name: Traveler SSN: XXX-XX:

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0067407173905	\$221.20	
DTS >	0UOK0U	0067407173905	\$478.90	\$(257.70)

Group Detail

Transaction Status: Matched Remarks:

Transaction Classification: Paid Debit

Reason for Unmatch:

Reason Unable to Amend:

Date Amendment Initiated: NA Date Amendment Approved: NA Amendment Approving Official: NA





Unmatched Refund (continued)

- Select report type - Transaction Detail
- Transaction status – All
- Paste TICKET #
- Change invoice date range as needed

Search Report Criteria

Report Type:

Transaction Status:

Note: An asterisk (*) indicates a field is required

Traveler First Name: (15)

Traveler Last Name: (20)

Traveler SSN: (9 digital number)

* CBA Transaction Account #:

Invoice #: (13)

TANUM: (16)

Ticket #: (up to 30)

* Invoice Date Range: From: To: (MM/DD/YYYY)





Unmatched Refund (continued)

- Verify CCV/DTS ticket number
- Refund must match to same DTS ticket number

CBA Search Invoices: Select Transactions: Select Compliance Report

Open Transaction Detail

Invoice #: 100580310973 Record 1 of 3 CBA Transaction Account #: [Next >](#)

Transaction Date: 02/21/2009 Voucher #: 9GFUJJB Reference #: 24717059053580532413603
 Project Pay Start: 03/17/2009 Days since PPA Start: 122 Source Amt: 478.9
 Original Invoice #: 0002124800005 Approving Official: AOP Date: 07/14/2009

LOA:
 Traveler Name: Traveler SSN: XXX-XX-

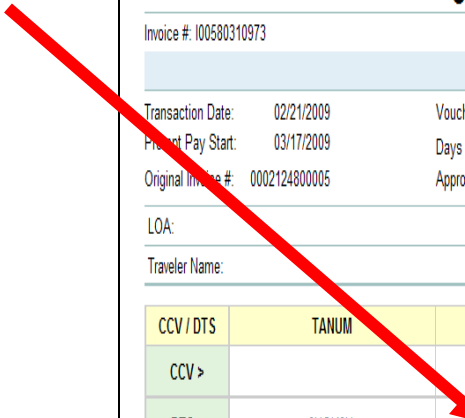
CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0067407173905	\$221.20	
DTS >	QUOKOU	0067407173905	\$478.90	\$(257.70)

[Group Detail](#)

Transaction Status: Matched Remarks:

Transaction Classification: Paid Debit
 Reason for Unmatch:
 Reason Unable to Amend:

Date Amendment Initiated: NA Date Amendment Approved: NA Amendment Approving Official: NA [Next >](#)





Unmatched Refund (continued)

- Reason for *unmatch*:
 - Transaction amount does not match voucher amount
- Click on *Initiate Amendment*

Screen ID: 3200.1

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Centrally Billed Account

CBA Search Invoices: Select Transactions: Select Compliance Report

Open Transaction Detail

Invoice #: 100580310968 Record 3 of 3 CBA Transaction Account #:

< Previous

Transaction Date:	02/25/2009	Voucher #:		Reference #:	74717059067580646066452
Prompt Pay Start:	03/17/2009	Days since PPA Start:	322	Source Amt:	257.7
Original Invoice #:	0002124800005	Approving Official:		AOP Date:	

Traveller Name: _____ Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0067407173905	\$221.20	
DTS >	OUOKOU	0067407173905	\$478.90	\$(257.70)

Transaction Status: Unmatched

Remarks:

Transaction Classification: Unmatched Refund





Unmatched Refund (continued)

- Once *Initiate Amendment* has processed, transaction will go into *Amendment Pending Status*
- Transaction will match when associated document has been processed

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

Open Transaction Detail

Invoice #: 10058999097 Record 2 of 7 CBA Transaction Account #:

[< Previous](#) [Next >](#)

Transaction Date:	12/19/2008	Voucher #:		Reference #:	74792628360246700278953
Prompt Pay Start:	01/10/2009	Days since PPA Start:	388	Source Amt:	125.5
Original Invoice #:	0001107200002	Approving Official:		AOP Date:	

LOA:

Traveler Name: Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0377390283954	\$125.50	
DTS >	0U72TA	0377390283954	\$251.00	\$(125.50)
				Group Detail

Transaction Status: Unmatched Remarks:

Transaction Classification: Amendment Pending

Reason for Unmatch: Transaction amount does not match voucher amount

Doc Type/Status: VCH - REVIEWED

Reason Unable to Amend: Amendment Pending

Date Amendment Initiated: 01/06/2010 Date Amendment Approved: Pending Amendment Approving Official: NA





Locked (Un-Editable) Transaction

- *Transaction Status* is un-editable (no drop down box)
- Reconcile by TANUM

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Centrally Billed Account

CBA Search Invoices: Select Transactions: Select Compliance Report

Open Transaction Detail

Invoice #: 1005985609342 Record 1 of 3 CBA Transaction Account #: [Next >](#)

Transaction Date: 11/25/2009 Voucher #: Reference #: 24717059330583305886612
Prompt Pay Start: 12/11/2009 Days since PPA Start: 53 Source Amt: 5281.3
Original Invoice #: 0003888800002 Approving Official: AOP Date:

LOA:

Traveler Name: Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0127721076923	\$5,281.30	
DTS >	<input type="text" value="OXCOS7"/>	<input type="text" value="0127721076923/24"/>	\$5,281.30	\$0.00

Transaction Status: **Unmatched** Remarks:

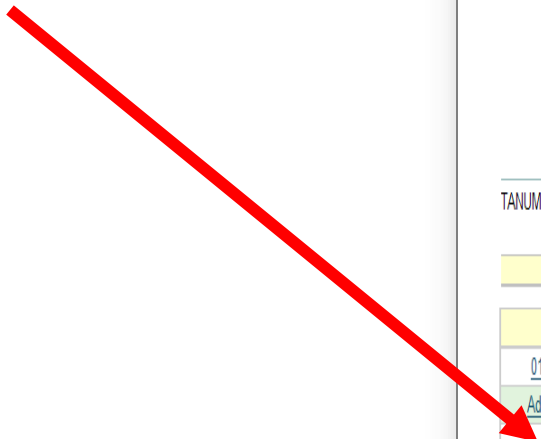
Transaction Classification: Unmatched Debit
Reason for Unmatch: Voucher has not been approved
Doc Type/Status: VCH - REVIEWED





Locked (Un-Editable) Transaction

- Ticket list
- Select record locator ticket



Screen ID: 3220.1

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Centrally Billed Account

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

Ticket List

TANUM: 0XC0S7 CCV Ticket Amount: \$5,281.30

Please select a ticket to proceed with reconciliation

Ticket #	Traveler Name	SSN	Trip #	Travel Date	Amount
0127721076923/24		XXX-XX-	1	11/28/2009	\$5,281.30
Added for Obligation		XXX-XX-	1	11/28/2009	\$1,700.00
FVUKFK-CP		XXX-XX-	1	11/28/2009	\$5,281.30
See Attached Ticket 1		XXX-XX-	1	11/28/2009	\$959.20
See Attached Ticket 2		XXX-XX-	1	12/13/2009	\$0.00

* Non-CBA Ticket





Locked (un-editable) Transaction

- Open *Transaction Detail* screen
- Drop down for *Transaction Status* now editable
 - Option to reconcile transaction or place transaction in a held status

• Reconciliation process is completed, please check the transaction status below

Open Transaction Detail

Invoice #: 1005985609342 Record 78 of 81 CBA Transaction Account #:

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Transaction Date: 11/25/2009 Voucher #: Reference #: 24717059330583305886612
 Prompt Pay Start: 12/11/2009 Days since PPA Start: 49 Source Amt: 5281.3
 Original Invoice #: 0003888800002 Approving Official: AOP Date:

LOA:

Traveler Name: Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0127721076923	\$5,281.30	
DTS >	<input type="text" value="OXCOS7"/>	<input type="text" value="FVUKFK-CP"/>	\$5,281.30	\$0.00
	<input type="button" value="Reconcile by TANUM"/>	<input type="button" value="Reconcile by Ticket"/>		

Transaction Status: Remarks:

Transaction Classification: Unmatched Debit
 Reason for Unmatch:
 Doc Type/Status: VCH - REVIEWED
 Reason Unable to Amend:

Date Amendment Initiated: NA Date Amendment Approved: NA Amendment Approving Official: NA





Suspended Transaction

- Open Transaction Detail screen shows suspended (credit) transaction
- Copy CCV ticket number and go to *CBA Search*

Screen ID: 3200.1

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Centrally Billed Account

CBA Search Invoices: Select Transactions: Select Compliance Report

Open Transaction Detail

Invoice #: 1006755308350 Record 1 of 2 CBA Transaction Account #: [Next >](#)

Transaction Date: 12/09/2008 Voucher #: 9BFLUHZ Reference #: 74539978346834690005712
Prompt Pay Start: 12/17/2008 Days since PPA Start: 65 Source Amt: 282.16
Original Invoice #: 0002125700002 Approving Official: AOP Date:

LOA:

Traveler Name: Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0002588549400	\$375.61	
DTS >	0U6ZMT	NEMZPU-CP		

Transaction Status: **Suspended** Remarks:

Transaction Classification: Pending Refund [Save](#)





Suspended Transaction (continued)

- Change Report Type to *Transaction Detail*
- Change Transaction Status to *All*
- Paste ticket number
- Change Invoice Date Range as needed
- Click *Get Report*

Search Report Criteria

Report Type:

Transaction Status:

Note: An asterisk (*) indicates a field is required

Traveler First Name: (15)

Traveler Last Name: (20)

Traveler SSN: (9 digital number)

* CBA Transaction Account #:

Invoice #: (13)

TANUM: (16)

Ticket #: (up to 30)

* Invoice Date Range: From: To: (MM/DD/YYYY)



Suspended Transaction (continued)

- CCV ticket number has been matched to same ticket number (Debit)

Screen ID: 3200.1

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Centrally Billed Account

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

Open Transaction Detail

Invoice #: 0002125700002 Record 2 of 2 CBA Transaction Account #:

[Previous](#)

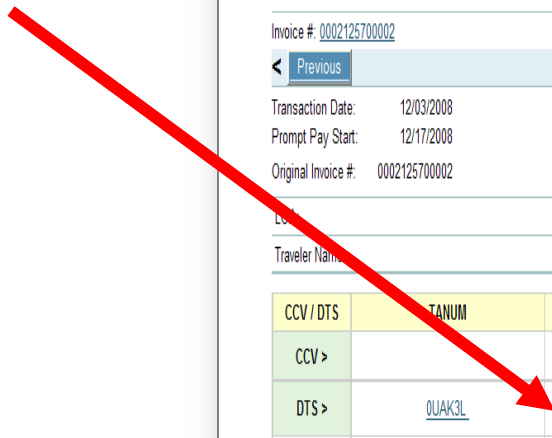
Transaction Date:	12/03/2008	Voucher #:	9AFUJH	Reference #:	74539978340834090016091
Prompt Pay Start:	12/17/2008	Days since PPA Start:	29	Source Amt:	282.16
Original Invoice #:	0002125700002	Approving Official:		AOP Date:	01/14/2009

Traveler Name: _____ Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0002588549400	\$361.44	
DTS >	<u>OUAK3L</u>	0002588549400	\$361.44	\$0.00

Transaction Status: Matched Remarks:

Transaction Classification: Paid Debit





Suspended Transaction (continued)

- Change *Transaction Status* on credit transaction from *Suspended* to *Unmatched*

CBA Search Invoices: Select Transactions: Select Compliance Report

Suspended Transaction Detail

Invoice #: 1006755308350 Record 1 of 2 CBA Transaction Account #: [Next >](#)

Transaction Date: 12/09/2008 Voucher #: 9BFUJHZ Reference #: 74539978346834690005712
 Prompt Pay Start: 12/17/2008 Days since PPA Start: 65 Source Amt: 282.16
 Original Invoice #: 0002125700002 Approving Official: AOP Date:

LOA:

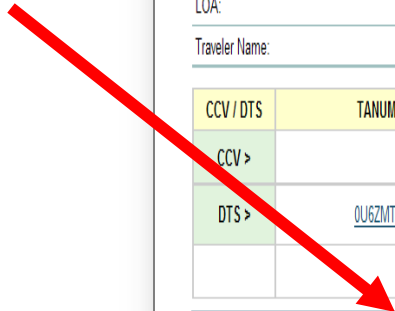
Traveler Name: Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0002588549400	\$375.61	
DTS >	OU6ZMT	NEMZPU-CP		

Transaction Status: **Suspended** Remarks:

Transaction Classification: Pending Refund
 Reason for Pending:
 Doc Type/Status: AUTH - REVIEWED
 Reason Unable to Amend: Suspended Transaction

Date Amendment Initiated: 01/15/2009 Date Amendment Approved: 01/15/2009 Amendment Approving Official: Orazio Agosta [Next >](#)





Suspended Transaction (continued)

- Reconcile by TANUM

• Successfully saved transaction detail record

Open Transaction Detail

Invoice #: 1005755308349 Record 1 of 2 CBA Transaction Account #:

Transaction Date: 12/09/2008 Voucher #: Reference #: 74539978346834690005712
 Prompt Pay Start: 12/17/2008 Days since PPA Start: 412 Source Amt: 282.16
 Original Invoice #: 0002125700002 Approving Official: AOP Date:

LOA:
 Traveler Name: Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0002588549400	\$375.61	
DTS >	<input type="text" value="OU6ZMT"/>	<input type="text" value="NEMZPU-CP"/>	\$0.00	\$375.61
	<input type="button" value="Reconcile by TANUM"/>	<input type="button" value="Reconcile by Ticket"/>	<input type="button" value="Initiate Amendment"/>	

Transaction Status: Remarks:

Transaction Classification: Unmatched Refund
 Reason for Unmatch: Manual Unmatch
 Doc Type/Status: AUTH - REVIEWED

Date Amendment Initiated: NA Date Amendment Approved: NA Amendment Approving Official: NA





Suspended Transaction (continued)

- Select the ticket number the debit transaction was matched against

Screen ID: 3220.1
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Centrally Billed Account

CBA Search Invoices: Select Transactions: Select Compliance Report

Ticket List

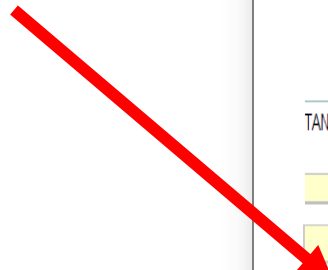
TANUM: 0U6ZMT CCV Ticket Amount: \$375.61

Please select a ticket to proceed with reconciliation

Ticket #	Traveler Name	SSN	Trip #	Travel Date	Amount
0002588549400		XXX-XX-	1	12/08/2008	\$375.61
1672588549427/28		XXX-XX-	1	12/08/2008	\$847.16
NEMZPU-CP		XXX-XX-	1	12/08/2008	\$977.50

Cancel

* Non-CBA Ticket





Suspended Transaction (continued)

- Open *Transaction Detail Screen* now shows correct ticket number to reconcile against

Open Transaction Detail

Invoice #: 1005755308349 Record 1 of 2 CBA Transaction Account #:

Transaction Date: 12/09/2008 Voucher #: Reference #: 74539978346834690005712
 Prompt Pay Start: 12/17/2008 Days since PPA Start: 412 Source Amt: 282.16
 Original Invoice #: 0002125700002 Approving Official: AOP Date:

LOA:

Traveler Name: Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0002588549400	\$(14.17)	
DTS >	OU6ZMT	0002588549400	\$375.61	\$(389.78)
	Reconcile by TANUM	Reconcile by Ticket		Group Detail

Transaction Status: Unmatched Remarks: [Save](#)

Transaction Classification: Unmatched Refund

Reason for Unmatch: Transaction amount does not match voucher amount

Doc Type/Status: VCH - REVIEWED

Reason Unable to Amend:

Date Amendment Initiated: NA Date Amendment Approved: NA Amendment Approving Official: NA



Suspended Transaction (continued)

- Amend the document
- Change ticket cost to reflect net value
- Once document has processed, reconcile CBA transaction to match





System Problem Reports (SPRs)

- CBA SPRs that will be included in Release 3 – June '11
 - 10 SPRs are currently scheduled
 - Top Items:
 - DTSP 6014: Unable to Initiate Amendment
 - DTSP 6012: Accounting Information Not Available
 - DTSP 5888: CCV is not receiving reject emails
 - DTSP 4939: Consolidated Transaction list incorrect when grouping with “See Attached Ticket”
- Use the SPR Information Management Report (SIM) to access information on SPRs
 - Access through Passport, DTMO’s web portal (www.defensetravel.dod.mil/passport)





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

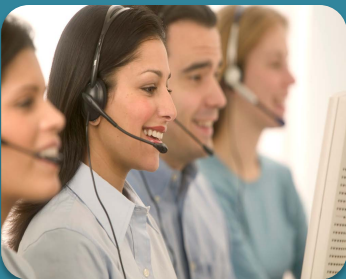
www.defensetravel.dod.mil



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



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:	<input type="text" value="Select..."/>
Role:	<input type="text" value="Select..."/> ?
Topic:	<input type="text" value="Select..."/>
Series:	<input type="text" value="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
About DTS	eLearning	Web-based	DTS	DTS Basics
Budget and Audit Pass Issues	Reference Materials	Information Paper	DTS	Defense Travel Administrator, Finance
Constructed Travel	Instructor Resources	Instructor-led	DTS	Instructor Curriculum
Creating and Updating GGMRs	Reference Materials	Information Paper	DTS	Defense Travel Administrator
Determine Your PKI Cert Expiration Date	Reference Materials	Information Paper	DTS	Defense Travel Administrator
Distance Learning Course Synopsis	eLearning	Distance Learning		
Expense Processing - Vouchers	eLearning	Distance Learning	DTS	DTS Basics
Document Remaining at Audit Pass	Reference Materials	Information Paper	DTS	Defense Travel Administrator