



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
 - 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

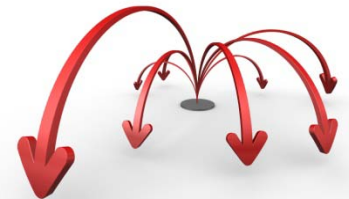
- Traditional CBA Reconciliation (GTCC Bin 4614-26)
 - No electronic invoicing occurs in the DTS CBA Reconciliation Module
 - Only makes account available for traveler authorizations
 - Invoice files sent to Commercial Travel Office (CTO) and account reconciled through traditional processes
 - Traditional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





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





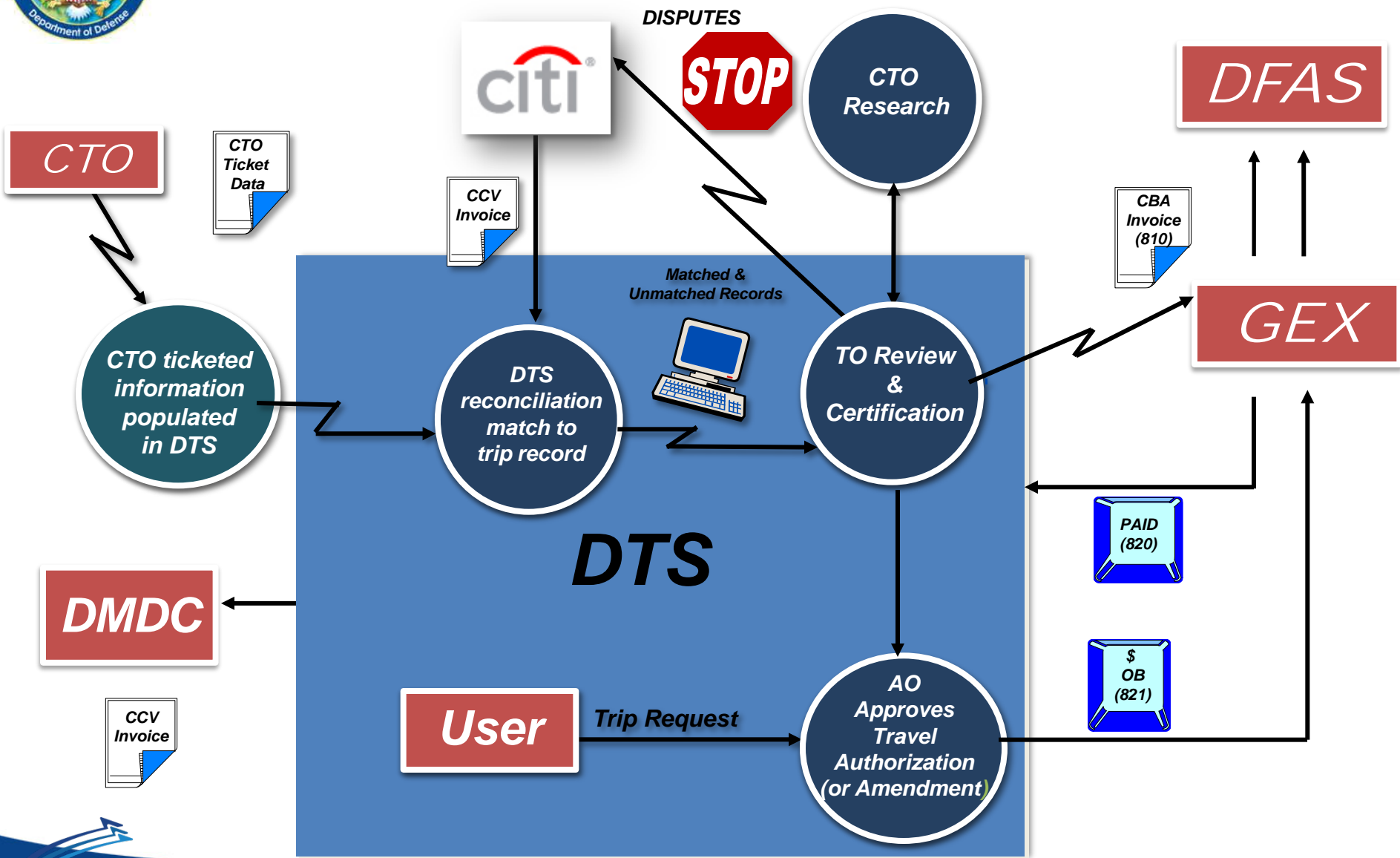
Transaction Matching Criteria (continued)

- 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)

Screen ID: 3301.1
[CBA Home](#) | [Help for this screen](#) | [Logout](#)

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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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Screen ID: 3300.1

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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

OPEN INVOICES - Windows Internet Explorer
https://dtsproweb.defensetravel.osd.mil/cba/to/index.do?selectedValue=1

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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					

Done

Start | Internet | 100% | 2:18 PM



Invoice Summary

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

Invoice Summary
11 - 18 of 18

Invoice #	Invoice Transactions	Quantity	Amount
0001107200013			
Invoice Created:	12/12/2009		
Invoice Period End:	12/11/2009		
DTS Retrieved:	12/12/2009		
DTS Reconciled:	12/12/2009		
CBA Transaction Account #:	4614270000		
CBA Prompt Pay Start:	12/12/2009		
Acknowledgement:	NA		
	Total:	72	\$22,918.25
	Matched:	72	\$22,918.25
	Unmatched:		
	Disputed:		
	Suspended:		
	Held:		
	Invoice Status:	Archive Accepted	
	Invoice Certification:	12/17/2009	
10058999107			
Invoice Created:	01/07/2010		
Invoice Period End:	01/07/2010		
DTS Retrieved:	01/07/2010		
DTS Reconciled:	02/16/2010		
CBA Transaction Account #:	4614270000		
CBA Prompt Pay Start:	01/22/2010		
Acknowledgement:	NA		
	Total:	44	\$17,011.35
	Matched:	17	\$4,291.35
	Unmatched:	27	\$12,720.00
	Disputed:	0	\$0.00
	Suspended:	0	\$0.00
	Held:	0	\$0.00
	Invoice Status:	Auto Reconciled	
	Invoice Certification:	NA	
0001107200014			
Invoice Created:	01/15/2010		
Invoice Period End:	01/11/2010		
DTS Retrieved:	01/23/2010		
DTS Reconciled:	01/23/2010		
CBA Transaction Account #:	4614270000		
CBA Prompt Pay Start:	01/22/2010		
Acknowledgement:	NA		
	Total:	44	\$12,194.15
	Matched:	44	\$12,194.15
	Unmatched:		
	Disputed:		
	Suspended:		
	Held:		
	Invoice Status:	Archive Accepted	
	Invoice Certification:	02/01/2010	
0001107200015			
Invoice Created:	02/12/2010		
Invoice Period End:	02/11/2010		
DTS Retrieved:	02/12/2010		
DTS Reconciled:	02/12/2010		
CBA Transaction Account #:	4614270000		
CBA Prompt Pay Start:	02/12/2010		
Acknowledgement:	Acknowledge Invoice		
	Total:	113	\$25,591.55
	Matched:	113	\$25,591.55
	Unmatched:		
	Disputed:	0	\$0.00
	Suspended:	7	\$(2,493.10)
	Held:	147	\$39,945.30
	Invoice Status:	Ready for Acknowledgement	
	Invoice Certification:	NA	

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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 #: 24717059330583305591154	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
	<input type="button" value="Reconcile by TANUM"/>	<input type="button" value="Reconcile by Ticket"/>		

Transaction Status: Remarks:

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 >](#)

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Invoice Status History

CBA Search Invoices:

Select

Transactions:

Select

[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

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Reporting



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[CBA Search](#) [Invoices:](#)

Report Type:
Transaction Status:

Traveler First Name:
Traveler Last Name:
Traveler SSN:

* CBA Transaction Account #:
4614260000
4614260000
4614260000

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 Credit

Screen ID: 3050.1

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Centrally Billed Account

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



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

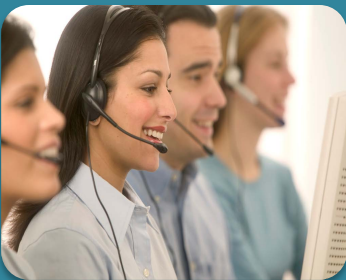
www.defensetravel.dod.mil



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