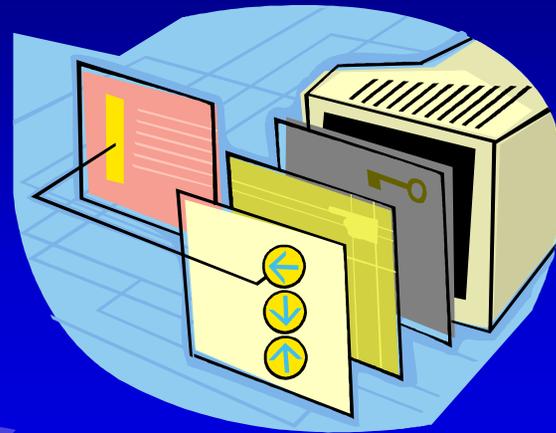


CBA Reconciliation Commercial Travel Office (CTO)



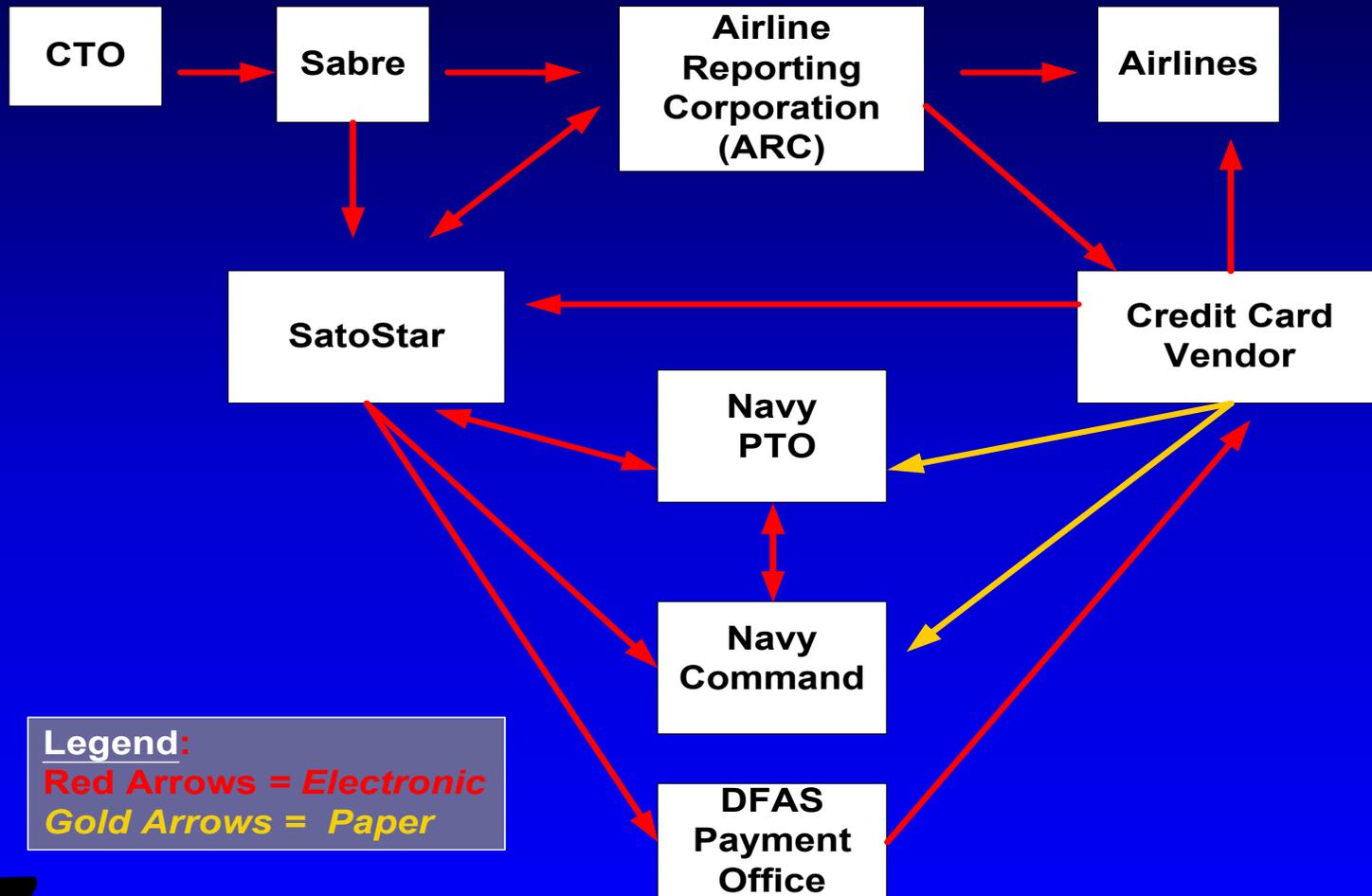


CBA Reconciliation Commercial Travel Office (CTO) Presentation Outline

- ✿ **CBA RECONCILIATION TRANSACTION FLOW**
- ✿ **CBA RECONCILIATION PROCESSING SCHEDULE**
- ✿ **TOTAL ACCOUNT MANAGEMENT PROCESS**
- ✿ **TOTAL ACCOUNT MANAGEMENT PROCESS TOOLS**



CBA Reconciliation Transaction Flow



CBA Reconciliation Processing Schedule



Time Line

SatoTravel

Navy

Day 1

1. BOA transmits account files to SatoTravel.

2. SatoTravel sends a broadcast email to the Navy offices letting them know their accounts are available for processing.

3. SatoTravel staff supports the Navy reconciliation process & assists the Navy to process unmatched transactions.

1. The NAVPTO receives notice of the account's availability & begins the reconciliation process.

2. The NAVPTO runs a program that matches the credit card vendor file to SatoTravel's database of Navy transactions. Any unmatched items are researched & resolved.



CBA Reconciliation Processing Schedule



Time Line

SatoTravel

Navy

**Day 2
through
Day 5**

1. SatoTravel staff support the Navy reconciliation process.
2. SatoTravel is notified by the NAVPTO when adjustments have been completed.
3. SatoTravel runs the account's data through an edit program to check for any errors. If any errors are detected, the NAVPTO is notified to make correction(s). After any correction(s) a final all clear edit is run.

1. After completing the account reconciliation the NAVPTO corrects any accounting data errors found by the edit run.



CBA Reconciliation Processing Schedule

Time Line

SatoTravel

Navy

**Day 2
through
Day 5
(Con't)**

4. Command Account Processing

– After the PTO completes the reconciliation, SatoTravel forwards the reconciled account file to the Command for review & certification of account & obligation data. If any errors are found, the Command notifies the NAVPTO, who makes the corrections in SatoStar. When the NAVPTO has completed the corrections, SatoTravel again sends the file to the Command. This process is repeated until the Command certifies that all the data is correct.

2. After receiving notification of accounting data errors from the Command, the NAVPTO makes corrections in SatoStar & requests SatoTravel to resend the file to the Command.



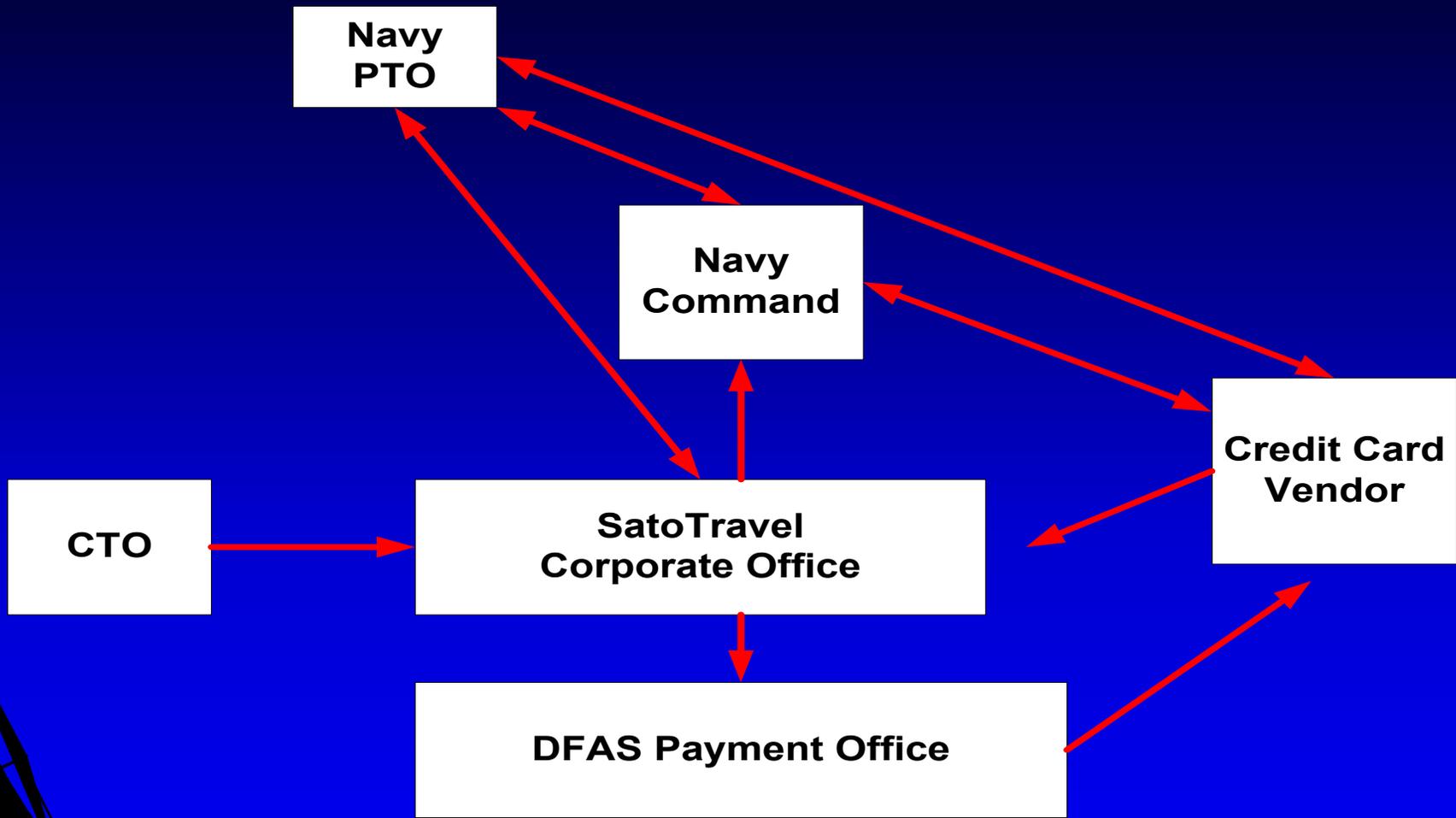
CBA Reconciliation Processing Schedule

<u>Time Line</u>	<u>SatoTravel</u>	<u>Navy</u>
Day 2 through Day 5 (Con't)	<p>5. After all corrections are made and a clean edit has been run, SatoTravel is notified by the NAVPTO to close the account. The Navy faxes SatoTravel a signed Bill Payment Summary Report (BPSR), which is authorization to pay the bill.</p> <p>6. SatoTravel emails the BPSR and the account data file to DFAS for payment processing.</p>	<p>3. The Navy reconciliation process creates eight reports that the NAVPTOs can print in their offices.</p> <p>4. DFAS Norfolk receives an email with attachments, including a BPSR and the CBA account data file. The TO forwards a signed BPSR report to DFAS.</p>





Total Account Management Process

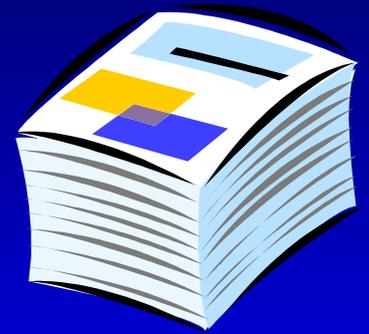


NAVY CONTRACTING



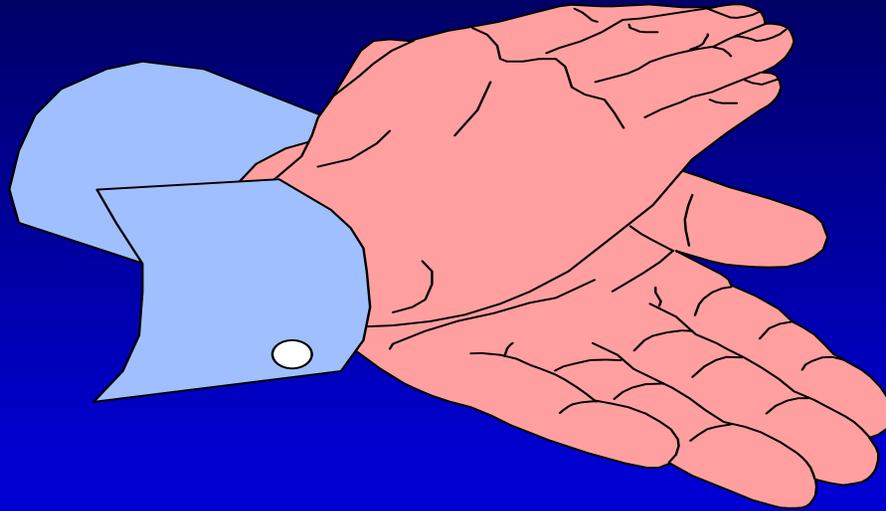
Total Account Management Process Tools

- ◆ **SatoTravel Training at NAVPTO Offices**
- ◆ **Logs Kept by NAVPTOs**
- ◆ **Report of Unbilled Transactions**
- ◆ **Unbilled Transactions Tracking Report**
- ◆ **Disputed Transactions Tracking Report**
- ◆ **Reconciliation Status Reports**
 - ✱ **Weekly Reconciliation Status Report**
 - ✱ **Monthly Account Reconciliation Tracking Report**





CBA Reconciliation



**THANK YOU FOR YOUR
ATTENTION**

