



# Centrally Billed Accounts

Commander Naval Special Warfare  
Command

Dec 10 - 11 2001



# Background

- Naval Special Warfare has a total of 5 command accounts
- SPECWARCOM command account represents a small part of the 5 command CBA account
- FY 01 1784 Travel Orders
- 80 - 100 invoices per month
- Average \$ volume is \$48,000



# Reconciliation Process

- Electronic file received from SatoTravel
- Manual reconciliation of file with STARS to ensure sufficient funds are obligated
- Re-obligate funds for cancelled travel orders
- Obligate funds to match travel order on file if possible



# Correction Process

- Check GTS website every Monday
  - <https://mzd.mech.disa.mil/stars/gtsweb/>
- Email activities that have suspended transactions on website to obligate by Wednesday
- If unable to obligate (due to STARS restriction) forward correction(s) to FMO



# Best Practices

- Ensure obligations are posted prior to DFAS upload
- Continual monitoring GTS website
- Forward necessary corrections to FMO