



# User Guide

## Centrally Billed Accounts for Transportation Services

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## **Centrally Billed Accounts for Transportation Services**

### **1 PURPOSE**

The purpose of this document is to provide policy and procedures for Centrally Billed Accounts (CBAs) to be used by Navy activities to help ensure that monthly invoices are paid timely.

These procedures are applicable to the Navy activities that use a Navy Passenger Transportation Office (NAVPTO) CBA to order transportation services for official travel under the government travel card program. See Appendix A for a list of NAVPTOs.

### **2 BACKGROUND ON CENTRALLY BILLED ACCOUNTS**

The government travel card contractor issues CBAs to Department of Defense (DoD) activities for the purchase of transportation services for official travel. The primary difference between CBAs and Individually Billed Accounts (IBAs) is that the government, not the cardholder, is responsible for payment of the account. CBA invoice payments are subject to the provisions of the Prompt Payment Act.

For Navy, CBA invoices are paid by the Defense Finance and Accounting Service (DFAS) using the STARS One Pay vendor pay system. Prior to processing the payment, the system matches each transaction on the invoice with an obligation from one of the accounting systems used to support Navy activities. This match must occur for all transactions on an invoice before the invoice is paid.

#### **2.1 Command CBA**

Prior to 2000, CBAs were issued only to NAVPTOs. In September 2000, the Navy established Command CBAs to improve accountability over the payment process. Command CBAs were established for use through a NAVPTO, who orders tickets, reconciles and certifies the invoice. Under this concept, Commands are responsible for reviewing monthly invoices prior to final certification to ensure that all charges on the invoice have a corresponding obligation in the accounting system.



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### **3 RESPONSIBILITIES**

#### **3.1 The General Services Administration (GSA)**

GSA awards and administers the SmartPay contract.

#### **3.2 Government Travel Card Contractor (GTCC)**

The government travel card contractor issues travel cards/accounts to DoD personnel to pay for expenses associated with official government travel.

#### **3.3 Defense Finance and Accounting Service (DFAS)**

DFAS serves as the Travel Card Program Management Office for DoD. DFAS also operates and maintains the accounting and vendor pay systems used to support Navy activities and pay CBA invoices.

#### **3.4 Assistant Secretary of the Navy (Financial Management and Comptroller) Office of Financial Operations (FMO)**

ASN(FM&C) is responsible for the government travel card program management within DON. ASN(FM&C) coordinates CBA payment system requirements with DFAS, and initiates system change requests (SCR) as necessary to facilitate improvements to the payment process.

#### **3.5 Deputy Chief of Naval Operations (CNO)(Logistics), Supply Programs and Policy Division (N41)**

N41 administers the commercial transportation contract with the Commercial Travel Office (CTO) to provide travel reservation and ticketing services for Navy official travel. N41 provides transportation policy for Navy activities.

#### **3.6 DON eBusiness Operations Office**

The eBusiness Operations Office serves as the Navy Component Program Manager for the government travel card program. This office approves requests for new CBA accounts, coordinates resolution of missing or misapplied payments and credit balances with NAVPTOs, Agency Program Coordinators (APCs) and GTCC. The eBusiness Office



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coordinates with GTCC for EAGLS (the bank's web-based card management system) access for Navy commands.

#### **3.7 Commanders or Directors of Major Commands/Activities**

Commanders or Directors designate travel card APCs and account Points of Contact (POCs) to receive, review, and identify corrections to the accounting data associated with the monthly GTCC CBA invoices, and to monitor account payment status. Commanders or Directors responsible for Personnel Support Activities (PSAs) and NAVPTOs appoint Certifying Officers (COs) to certify monthly CBA invoices for payment.

#### **3.8 Navy Passenger Transportation Officer (NAVPTO)**

NAVPTOs provide official travel support to all authorized government travelers, regardless of command/activity or branch of service. The NAVPTO, in conjunction with the CTO reconciles the monthly CBA invoices received from GTCC.

#### **3.9 Certifying Officer**

The NAVPTO serves as the CO for CBA invoices. In accordance with the DoD Financial Management Regulation (FMR) Volume 5, Chapter 33, the CO is responsible for:

- a. Information stated on an invoice, supporting documents and records.
- b. Computation of a certified invoice.
- c. Legality of a proposed payment under the appropriation or fund involved.

The NAVPTO must rely on the travel coordinator to have ensured that the proper appropriation was cited on the travel order.

#### **3.10 Commercial Travel Office (CTO)**

The CTO provides travel reservation and ticketing services for the Navy. The CTO processes electronic billing data provided by GTCC with data maintained in the CTO's accounting system. CTO assists the Navy with reconciling the monthly travel account invoices, and forwards the certified electronic invoices to DFAS.



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#### **3.11 Navy Commands and Activities**

Commands and activities issue orders for official travel and record obligations for travel orders in the official accounting system in accordance with DoD FMR timelines. Commands and activities are responsible for accessing the government travel service web-site (GTSWEB) to identify CBA invoice transactions in suspense. Commands and activities are responsible for posting obligations or providing invoice correction data to DFAS (through ASN(FM&C)) to correct suspended CBA invoice transactions.

#### **3.12 Agency Program Coordinators**

APCs are DoD military members or civilian employees designated by their commander or director as responsible for the management of CBAs. APCs may also serve as the account POC.

#### **3.13 Account Points of Contact**

The account POCs are the GTCC invoice addressees. POCs have access through EAGLS to the details of their CBA account. The account POC will receive and review monthly CBA invoices from the NAVPTO.

### **4 PROCESS DESCRIPTION**

The following sections describe the CBA payment process. The process is comprised of six (6) steps: 1) Order Preparation, 2) Obligation, 3) Ticket Issue, 4) Invoice Preparation, 5) Invoice Processing, and 6) Correction.

#### **4.1 Order Preparation**

**Navy Commands/Activities** prepare temporary additional duty (TAD/TDY) orders and civilian permanent change of station (PCS) orders authorizing personnel to proceed on official travel. All orders must include a valid Standard Document Number (SDN), see table below and one or more valid lines of accounting (LoA). For each LoA, an Accounting Classification Reference Number (ACRN) is used. If one LoA is used, the ACRN will be "AA". If more than one LoA is used, the transportation ticket should be charged to the "AB" ACRN of the LoA.



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For commands/activities with a Command CBA, record the command acronym in the remarks section of the order. This informs the NAVPTO to charge the Command CBA. The command acronym will include the command name and the last four digits of the account number (example: FMO 1234).

After signature by the authorizing official, the original travel order is provided to the traveler.

**Standard Document Number Format**

Service Designator (1)	UIC of Requesting Activity (2-6)	FY (7-8)	Document Type* (9-10)	Serial Number (11-15)
N,M,V, or R	54321	02	TO	12345

\*Valid document types:

- **TO** - Travel order
- **IT** - Invitational travel, used on memorandum format orders ONLY
- **RT** - Reserve Travel
- **CS** - Change of Station (civilian)

Note: Travelers/Travel Administrators may contact the CTO before an order is issued to initiate a transportation reservation. The CTO initiates a Passenger Name Record (PNR) in the SABRE reservation system based on the traveler's telephone call or upon receipt of the travel order.

**4.2 Obligation**

**Navy Commands/Activities** input the accounting data from the travel order into their designated accounting system directly or through a source data automation system. Obligations shall be recorded in the official accounting records at the time a legal obligation is incurred or as close to the time of occurrence as is feasible. In no instance shall obligations be recorded any later than ten (10) calendar days following the day that an obligation is incurred (DoD FMR, Volume 3, Chapter 8).



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For STARS-FL, STARS-HCM, and the DIFMS accounting systems, obligation data is passed to the Field Accounting Document Abstract (FADA) file for their Authorized Accounting Activity (AAA). The FADA is used by the One Pay System to electronically match obligations (pre-validate) with payment data to ensure that an obligation exists prior to making a payment.

#### **4.3 Ticket Issue Process**

##### **4.3.1 Travel Order**

**Navy Commands/Activities** submit a copy of the authorized travel order to the NAVPTO. Commands/activities using the Automated Travel Order System (ATOS) may email order data files to the NAVPTO. However, because there is no "electronic signature" on the file, commands/activities will still be required to fax a copy of the signed travel order to the NAVPTO.

**NAVPTO** performs a visual review of the order to ensure it was properly prepared. The reviewer may identify problems, including incorrect accounting data, and return the order to the traveler/command for correction. However, the NAVPTOs support multiple activities, each with unique LoA, ACRN-use policies, and SDN numbering systems, therefore it may not be possible to identify all errors.

**CTO** makes the travel arrangements and creates a PNR in the reservation system. This step can occur prior to receipt of the order. The reservation agent identifies the traveler's command/activity and inputs the corresponding Management Information Program (MIP) code. The MIP code directs the reservation system to automatically insert a CBA number in the method of payment field. A CTO assistant also inputs the accounting data from the order.

##### **4.3.2 Ticket Issue**

**NAVPTO** representative reviews the electronic record, after the CTO assistant completes the PNR screen, and marks it "OK to ticket."

On ticket issue date, the NAVPTO representative electronically approves the release of the ticket order. The data is transmitted to the airline, and the Airline



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Reporting Corporation (ARC). Data transmitted to ARC includes ticket number, amount, and method of payment (CBA number). Data is also transmitted to the CTO and stored in their proprietary database. The CTO data also includes the LoA, ACRN, and SDN.

**CTO** prints a paper ticket (if required), itinerary, and an order endorsement to provide to the traveler.

Note: Unused paper tickets must be turned in to the NAVPTO/CTO for credit. Credits for unused paper tickets are input weekly by the CTO. Unused e-tickets are automatically credited by the airline on the date the flight occurred. Depending on the CBA statement date, the credit/refund may or may not appear on the same monthly invoice as the charge.

#### **4.4 CBA Invoice Preparation**

**The card contractor** compiles transaction data for each CBA during the monthly billing cycle and prepares both a paper and electronic invoice for each account. The transactions on the monthly statement include new charges, payments, credits for unused e-tickets and credits processed by the CTO. The card contractor transmits the electronic invoice to the CTO via electronic transmission and mails the paper invoice to the NAVPTO or command POC.

**CTO** receives the electronic invoice from the card contractor and runs a program that reads, converts, and stores billing information from the electronic invoice into their propriety database-billing file. The CTO then notifies the NAVPTO that the invoice is ready for reconciliation.

**NAVPTO** executes the CBA program that compares the stored ticket records for that travel account with the records from the invoice, using ticket number and dollar amount of the ticket as the match criteria. The reconciliation procedure results in the creation of an invoice file and a "Credit Card Data Unmatched Report." The NAVPTO researches the unmatched transactions and adjusts them on the invoice file. Unmatched transactions that cannot be identified are disputed. NAVPTO prepares a dispute form and forwards it to the card contractor or the command POC. The NAVPTO and the CTO have three (3) business days to complete the



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reconciliation and notify the CTO to produce a final invoice or prepare the Command CBA invoice review file.

#### **FOR COMMAND CBAs ONLY**

The CTO transmits the invoice review file by email to the CBA POC.

**Command/Activity CBA POC** reviews the invoice file to verify that each transaction on the invoice has a corresponding obligation in the accounting system. The POC identifies errors in the SDN, ACRN, or AAA and notifies the NAVPTO to make corrections (for activities that do not produce a FADA, NAVPTO should make corrections to any LoA field, reference Appendix E). The POC completes the review not later than close of business on the second business day following the day the review file was received and sends it to the NAVPTO. The POC will notify the NAVPTO by email when the paper invoice is received and date-stamp the first page of the paper invoice with the invoice receipt date.

Note: The Prompt Payment Act standards begin with the receipt of the invoice by the government. In this case, the CTO acts as an agent for the government. The Prompt Payment Act invoice receipt date is the **later** of the date the CTO received the electronic invoice or the date the command received the paper invoice.

#### **Transactions That Do Not Cite the Command LoA.**

Occasionally, NAVPTO/CTO will charge a ticket incorrectly to a Command CBA. The POC should identify transactions that do not cite the command's LOA, and send this information to the NAVPTO. The NAVPTO will use this information to track charges recorded to the wrong account. **Although the command cannot verify the accounting data, these transactions are not valid disputes that should be adjusted off the account.** If the erroneous charge causes the invoice to suspend in One Pay, FMO will notify the responsible command to correct the transaction.

NAVPTO makes the adjustments to the electronic CBA invoice in the CTO's database system.

#### **4.5 Report Generation**

NAVPTO. After all adjustments and corrections have been made, the NAVPTO notifies the CTO to close the invoice.



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The CTO runs the "close program" and notifies the NAVPTO that the final reports have been sent to the NAVPTO's printer. The final reports consist of the following:

- Reconciled Debit Transaction Report (includes accounting data)
- Reconciled Credit Transaction Report (includes same data elements as Debit report)
- Airport Credits Report
- Summary Reconciliation Report (summarizes all actions taken that cause the payment amount to differ from the amount billed)
- Bill Payment Summary Report (this serves as the paper invoice submitted to DFAS)
- Billing Discrepancy Report (disputed transactions and any modifications made to the data by NAVPTO's)
- Report of Unbilled Transactions to Date

Reconciled transactions are then deleted from the database and transferred to a storage medium.

NAVPTO prints and signs the Bill Payment Summary report, and adds the invoice receipt date. NAVPTO faxes the signed Bill Payment Summary report to the CTO.

The CTO creates the invoice data file and sends the invoice data file and Bill Payment Summary image file to DFAS by email.

#### **5 INVOICE PAYMENT**

DFAS Norfolk upon receipt of the Bill Payment Summary Report and invoice file, copies the data to a network file server and runs a program to format the electronic bill file into the One Pay input file format. The program prompts the technician to enter summary information from the Bill Payment Summary Report. This information includes Procurement Instrument Identification Number (PIIN), invoice date, clock-in date, certifying Unit Identification



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Code (UIC), and invoice number. The system technician also runs another program to correct commonly encountered data input errors and insert the correct ACRN, and type transaction code for selected activities, as shown in Table 5-1, DFAS Invoice Data Correction Program.

If CTO Invoice File	Then
Position 9-10 of Requisition Number = "T0"	Replace with "TO" (alpha O)
Requisition Number = all "9"s, all "0s", or all spaces	Replace with generic Requisition Number Consists of "NNX925"+julian date+ Incremented count of +00001
ACRN = " " (blank)	Replace with "AA"
ACRN = "//"	Replace with "AA"
Position 2 of ACRN = " - "	Replace with "A"
ACRN = "17" "97", "98", Or "99"	Replace with "AA"
Position 1 of 6-digit AAA = Alpha "0"	Replace with "0" (zero)
Position 2-6 of Requisition Number = "66715"	Replace ACRN with "AB"
BCN = "66715"	Replace ACRN with "AB"
AAA = "068342"	Replace Transaction Type with "6C"
BCN = "77777"	Replace Transaction Type with "2F"

**Table 5-1, DFAS Invoice Data Correction Program**

To process through One Pay, each invoice must have a unique vendor invoice number and a DFAS assigned Document Control Number (DCN). Each invoice must also reference the 15-digit PIIN of the contract between the government and the vendor. For CBAs, DFAS inserts a pseudo-PIIN comprised of zeros, the CBA invoice sequence number, and "GTS", for example: N0000xx0000GTS. The x's represent the invoice sequence number.

The invoice number is the CBA account number and 6-digit sequence number and is constructed as follows:



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44861600001212340000xx

In One Pay, each CBA is treated as a separate contract, and each ticket is a separate Contract Line Item and is assigned a Contract Line Item Number (CLIN). To indicate credits, a two-character Supplemental Line Item Number (SLIN) is added. A quantity of "1" is also assigned to each CLIN.

#### **Upload to One Pay**

When all invoice information has been uploaded, bill numbers and invoice amounts from the Bill Payment Summary Reports are automatically compared with the program calculated total of the detail transactions. If the detail total does not match the summary total, DFAS contacts the CTO for corrected summary information or a corrected invoice file.

CBA invoices are input to One Pay using a batch process. One Pay accepts one CBA batch input file in a nightly processing cycle. The acceptance of the batch file in One Pay begins the pre-validation process of the invoice.

#### **5.1 Assigning Error Codes**

During the pre-validation process, One Pay compares each CLIN/SLIN's SDN and ACRN to the FADA and attempts a match. If a match is found, the LoA in the FADA is combined with the PIIN and a funds availability check is conducted. If One Pay finds a SDN/ACRN match during pre-validation, the LoA in the FADA is over-laid to the transaction and is used for the disbursement record. One Pay can access the FADA from each STARS region (Global FADA) to pre-validate transactions. If no match is found or funds are insufficient, the transaction is flagged with an error code.

**GTSWEB.** Commands and NAVPTOs can view all suspended transactions affecting CBA invoices using the GTSWEB. See Section 8 for a detailed description.



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#### **5.1.1 Common Errors**

<b>Error Code</b>	<b>Error Description</b>
WM	Insufficient Obligation (FADA)
WN	SDN not found in File
GG-G7	Pending Prevalidation
GG-GT	Insufficient Obligation (Non-FADA)
GG-GY	Amount exceeds unliquidated obligation (non-FADA)

**Table 5-2, Error Codes**

#### **5.1.2 WN Error**

The most common type of error, is "no obligation found." This error is marked "WN" in error reports. A WN error is caused by two possible conditions:

- The ACRN or SDN on the invoice transaction does not match an ACRN or SDN established in the command/activity's accounting system. Generally, these result from data entry errors. Data entry errors can occur at order preparation, obligation input, or by the CTO; or
- The activity did not obligate the travel order or has cancelled the transaction.

#### **5.1.3 WM Error**

A WM error code indicates all the relevant fields to pre-validate the invoice are correct; however, the obligation in FADA is insufficient for the invoice to pay.

#### **5.1.4 GG Error**

One Pay reads the AAA in the LOA to determine if the transaction should be in FADA or should be sent through the Automated Pre-validation System (APS) to the AAA for obligation verification as a "for others" transaction. If the AAA is not a FADA-provider, the transaction is suspended pending pre-validation and assigned an error code "GG."



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The APS is a batch process that occurs after the daily CBA batch. Each "pending" transaction is assigned an Authorization Request Number and is transmitted as a pre-validation transaction type "7I," initial request for authority to pay. The supporting AAA, as determined from the LoA, processes the pre-validation batch and sends a reply to One Pay with a pre-validation transaction type "8Y," authorized to pay, or "8N," not authorized. Pre-validated transactions will process on the next CBA batch. Transactions that do not match are assigned a second error code indicating why the transaction failed pre-validation at the supporting AAA.

#### **5.1.5 STARS/IDA Reports**

If any CLIN/SLIN transaction on an invoice suspends, the entire invoice suspends, pending correction of the failure condition. The STARS IDA 128 and 129 are One Pay reports produced for activities that provide obligations to the FADA. Transactions identified as "for self" by DFAS-NOR will appear on the IDA 128, "STARS Report of Obligation Deficiencies", in One Pay. Suspended "for others" transactions will appear on the IDA 129, "Report of Obligation Deficiencies From Other One Pay OPLOCS", report at the supporting DFAS for the command/activity

#### **5.2 Error Correction**

##### **5.2.1 Recycled Transactions**

In One Pay, suspended invoices are recycled daily. Adjustments to obligation records resulting in a FADA match with previously suspended transactions will cause the disbursement transactions to process without a DFAS technician's intervention.

##### **5.2.2 Automatic Override**

To help expedite payments through One Pay, DFAS implemented an "automatic override" for STARS activities that allows transactions with insufficient obligations ("WM" errors) to pre-validate if the insufficiency was \$2,500 or less (the document number and ACRN must be in the FADA). When all other error conditions with the invoice are corrected, One



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Pay will transmit an obligation adjustment to the accounting system through the FADA. The automatic override is not applicable to the following transactions:

- STARS HCM transactions with reimbursable subheads
- Transactions citing Navy Working Capital Fund or Foreign Military Sales LoAs
- Transactions with a NULO greater than \$2,500.

Note: In STARS HCM, obligation adjustments cannot be processed after a disbursement has posted against a document number. For transactions with multiple charges (ticket adjustments or credits) against a document number, the override will not apply for subsequent transactions. In this situation, the command must obligate the full amount under another ACRN.

#### **5.2.3 Canceled Tickets**

If a ticket was issued by the NAVPTO and the trip was cancelled, the activity must leave an obligation in the accounting system to pre-validate both the charge and subsequent credit.

If the cancelled ticket is less than \$2,500, the Fund Administrator (FA) can obligate \$0.01. An automatic override will clear this suspended transaction. However, if the cancelled ticket is greater than the \$2,500 threshold, the entire ticket amount must be re-obligated before the ticket can pay. The command must follow-up with the traveler or NAVPTO to ensure that the ticket was turned in to receive a refund.

#### **5.2.4 Processing Corrections of Errors**

Commands are advised to post obligations to match the suspended "WN" transaction whenever possible. In situations where obligating "as is" is not possible because of system edits, corrections need to be forwarded through FMO to DFAS. DFAS makes corrections to three (3) fields

- (1) Standard Document Number (SDN)
- (2) Accounting Classification Reference Number (ACRN)
- (3) Authorized Accounting Activity (AAA)



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Corrections to other fields of the LOA are not necessary since One Pay overlays all other fields from the FADA.

Corrections for suspended transactions should be sent via email to [Cba.Corrections@fmo.navy.mil](mailto:Cba.Corrections@fmo.navy.mil) as an Excel spreadsheet attachment. FMO will consolidate all corrections received and forward to DFAS. Below is a sample of the fields required to make corrections to suspended transactions:

Corrections from Command							CORRECTIONS REQUIRED		
DCN	CLIN	ACRN_AMT	REQ_NB	AAA	Ticket#	Traveler'sName	Doc.No (C)	AAA (C)	ACRN (C)

## 6 MANAGEMENT OF CBAS

### 6.1 Establishing Command CBAs.

Commands that purchase more than 50 tickets per month or have a substantial high ticket volume from a single NAVPTO are eligible to establish a Command CBA. To request a new CBA, commands should access GTCC's government card services web-site for a downloadable CBA request form. The command will coordinate the request with the supporting NAVPTO. Commands will forward request forms to the eBusiness Operations Office, P.O. Box 2050, Mechanicsburg, PA 17055, for approval and submission to the card contractor. The paying office is DFAS Norfolk, except for Commander, Naval Reserve Forces, for which the paying office is DFAS Pensacola.

The eBusiness office will provide the account number to the command, NAVPTO, and CTO. The command will coordinate with the NAVPTO to ensure that a MIP code is established in the CTO's reservation system to charge the Command CBA with command tickets.

Commands will provide an email address to the CTO ([CBA@hq.satotravel.com](mailto:CBA@hq.satotravel.com)) to receive the monthly invoice file for review. Commands must ensure that a primary and alternate POC have access to the email account to ensure that the file is reviewed timely.



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#### **6.2 Account Management Activities**

Effective October 1, 2001, the card contractor began suspending accounts that have past due balances over 60 days. Therefore, it is imperative that commands clear ALL suspended transactions in a timely manner.

A major factor contributing to past due balances are unresolved charges. This situation can be caused by activities failing to submit disputed transactions to the card contractor using an approved Dispute Form. Unprocessed disputes can accumulate to the point where an account can have a "perpetual" past due balance. Until the card contractor receives a dispute form, these transactions will continually appear as unpaid balances. Once the card contractor has received a completed dispute form, a provisional credit will be given for the disputed transaction(s) until a resolution is attained. Depending on the resolution, these charges will be added to a subsequent invoice or eliminated.

Travel administrators must monitor their monthly statements to ensure that disputed transactions are removed from the account. Dispute problems should be coordinated through the eBusiness Operations Office.

##### **6.2.1 Monitoring Payments**

Once all suspended transactions have been cleared, payments are made daily (Monday to Friday) to CBA accounts by DFAS. If a payment is pending, this usually indicates there are suspended transactions holding up payment. Commands/activities should ensure all suspended transactions have been processed. Commands should monitor the payment status of invoices by accessing One Pay. Account holders must maintain a log of invoices received and paid and verify that the payment was posted to the account. Payments appear on the first page of the paper invoice. A sample log is presented below:



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CBA Account: 4486160000121234							
Invoice MO/YR	Reconciled Amount	Date Invoice Received	Date Certified	Amount Paid	Date Paid	Amount Posted by GTCC	Date Posted by GTCC

**7 CBA MANAGEMENT TOOLS**

Several automated tools have been developed to improve the CBA management process.

**7.1 Electronic Account Government Ledger System (EAGLS)**

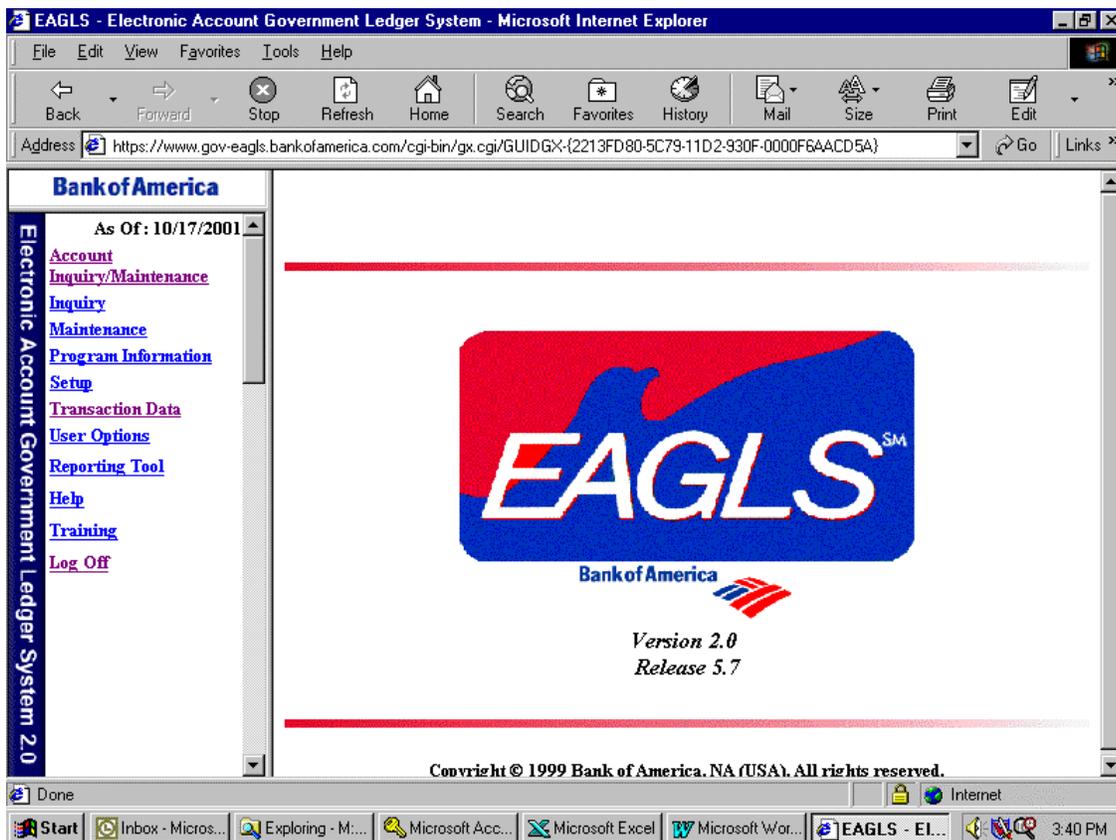
EAGLS is a web-based card account management system developed by GTCC for the tracking of government travel charge cards. Once logged onto the website, a user can access a variety of options such as:

- Account balance, last payment
- Recent transactions
- Prior statements
- Contact information on accounts
- Request standard reports
- Certify and reconcile transactions, initiate disputes



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A designated individual from each command should have access to EAGLS. Access to the system should be requested through the eBusiness Operations Office.

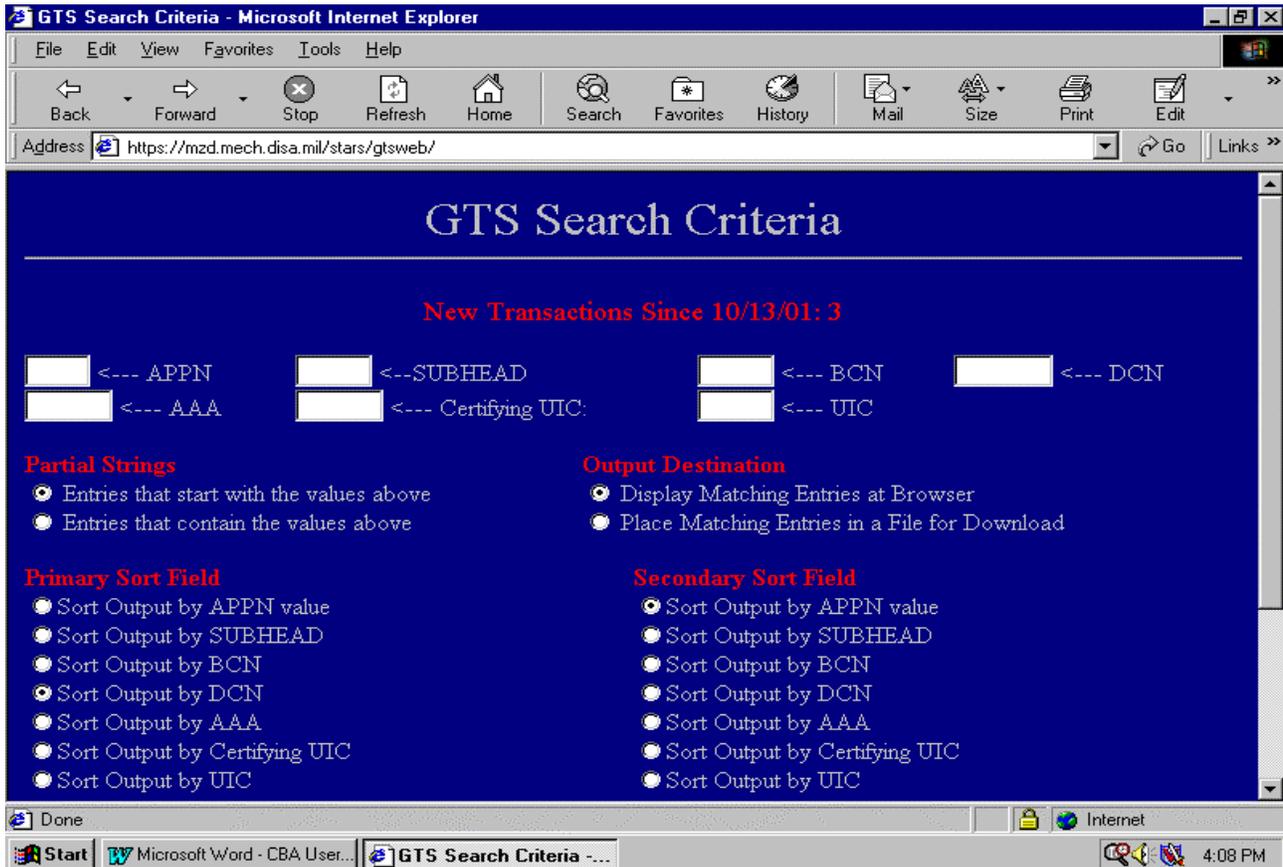
#### 7.2 GTSWEB

The GTS website has been operational since March 2001. DFAS, in conjunction with FMO, established this website to provide FAs the ability to view suspended transactions. Every Monday, Wednesday and Friday at 12.00am the website is updated with the most recent data on suspended transactions from One Pay. The website gives the pertinent detail on suspended transactions and the associated error code, which determines the type of correction required for the transactions to clear. Transactions will remain on the website until the necessary corrections have been made.



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Information can be sorted and extracted on the website based on a number of criteria. If the criteria selection is left blank all the records will be extracted. Commands should access the GTSWEB after each refresh to check for suspended transactions and to monitor the status of corrections and/or obligations.

The web address is

<https://mzd.mech.disa.mil/stars/gtsweb/>

### 7.3 ATOS Plus/CTO Interface

The Space and Naval Warfare (SPAWAR) Systems Center (SSC), ATOS Program Office has released an updated version of ATOS that allows users to create and send a file to the CTO that contains accounting data via email. This information will be uploaded into the CTO's reservation system, thus eliminating the need for re-keying of data. Because there



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is no "electronic signature" on the file, commands will still be required to fax a copy of the signed travel order to the NAVPTO.

### **7.4 CBA Invoice Review Program.**

SSC, Norfolk has developed a program that compares accounting/obligation information on a CBA invoice with STARS FL accounting data and identifies transactions on the invoice that do not have a corresponding obligation in STARS. The program is currently available to load on a personal computer. Commands must then coordinate with DFAS for a data query to obtain an obligation file for download into the program. In, fiscal year 2002, the program will be available on the web. Subscribers' accounting data will be downloaded daily by SSC, so activities will simply upload the invoice file and run the review program. For more information contact, Mr. Bill Cole, SSC, coleb@scn.spawar.navy.mil.



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**Appendix A - Navy Passenger Transportation Offices and  
Satellite Offices**

NAVPTO Bangor	Corry Station
Everett	Gulfport
Bremerton	Meridian
Whidbey Island	Panama City
	Stennis Space Center
NAVPTO Charleston	
Atlanta	NAVPTO Port Hueneme
Athens	China Lake
Beaufort	Corona
Roosevelt Road	Fallon
	Lemoore
NAVPTO Corpus Christi	Monterey
Fort Worth	Point Mugu
Ingleside	
	NAVPTO San Diego
NAVPTO Great Lakes	Balboa
Crane	Coronado
Memphis	North Island
	Point Loma
NAVPTO Jacksonville	
Cecil Field	NAVPTO Washington Navy Yard
Key West	Ballston
Kings Bay	Bethesda
Mayport	Carderock
Orlando	Dahlgren
	Indian Head
NAVPTO New London	Naval Academy
Brunswick	Naval Research Lab
Keflavik	Patuxent River
Lakehurst	
Mechanicsburg	<u>OVERSEAS</u>
Newport	NAVPTO Naples
Philadelphia	La Maddelena
Portsmouth	London
Willow Grove	Rota
	Sigonella
NAVPTO New Orleans	
	NAVPTO Pearl Harbor
NAVPTO Norfolk	
Dam Neck	NAVPTO Guam
Little Creek	
Portsmouth	NAVPTO Yokosuka
Suffolk	Atsugi
Wallops Island	Misawa
Yorktown	Okinawa
	Sasebo
NAVPTO Pensacola	Singapore



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**Appendix B - Invoice Processing Timeline**

<b>Day 0</b>	- GTCC cycle end date
<b>Day 4</b>	- GTCC electronic invoice transmitted to CTO
<b>Day 5</b>	- CTO runs reconciliation program
<b>Day 8</b>	- NAVPTO/CTO complete ticket reconciliation
<b>Day 11</b>	- Command receives paper invoice from GTCC
<b>Day 11</b>	- CTO transmits electronic invoice file to Commands
<b>Day 13</b>	- Commands verify data, identify corrections, return Corrections/disputes to NAVPTO
<b>Day 14</b>	- NAVPTO corrects invoice, certifies invoice and Notifies CTO to produce final electronic Invoice. Submits certification document to DFAS
<b>Day 15</b>	- CTO produces invoice, forwards to DFAS via Email
<b>Day 18</b>	- DFAS receives certification document to match With electronic invoice
<b>Day 19</b>	- DFAS uploads invoice to STARS
<b>Day 20</b>	- Possibly, invoice suspends due to failure to pre-validate all transactions. Suspended transactions appear on the IDA 128 or IDA 129 report and GTS website.



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### **Appendix C - Relevant Legislation**

#### **Prompt Payment Act (PPA)**

**Summary:** The Prompt Payment Final Rule (formerly OMB Circular A-125, "Prompt Payment") requires Executive departments and agencies to pay commercial obligations within certain time periods and to pay interest penalties when payments are late.

The Prompt Payment clock starts when the POC/APC or the CTO receives the invoice from GTCC, whichever is later. CTO acts as an agent of the government. The invoice receipt date is placed on the Bill Payment Summary prepared by the NAVPTO.

<http://www.fms.treas.gov/prompt/regs.html>

#### **Grassley Amendment to Defense Appropriation Act**

**Summary:** Ensures that all disbursements in excess of \$500,000 shall be matched to a sufficient obligation before the disbursement is made. Disbursements over this threshold should not be divided into smaller pieces to avoid this Act. Exceptions are in the case of

- (1) a disbursement involving deployed forces,
- (2) a disbursement for an operation in a war declared by Congress or a national emergency declared by the President or Congress,
- (3) a disbursement under any other circumstances for which the waiver is necessary in the national security interests of the United States, as determined by the Secretary and certified by the Secretary to the Congressional defense committees.

<http://www4.law.cornell.edu/uscode/10/113.notes.html>

#### **Certifying Officer Legislation**

**Summary:** A certifying official should ensure the information stated on an invoice and supporting records are correct and the legality of a proposed payment under the appropriation or fund involved. Specific requirements can be found in DoD FMR Volume 5, Chapter 33

<http://www4.law.cornell.edu/uscode/31/3528.html>



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**Appendix D - Abbreviation/Acronym Listing**

Abbreviation/ Acronym	Definition
AAA	Authorization Accounting Activity
ACRN	Accounting Classification Reference Number
APS	Automated Pre-validation System
ASN	Assistant Secretary of the Navy
ATOS Plus	Automated Travel Order System Plus
BCN	Bureau Control Number
CBA	Centrally Billed Accounts
CLIN	Contract Line Item Number
CNO	Chief of Naval Operations
CS	Change of Station
CTO	Commercial Travel Office
DCN	Document Control Number
DFAS	Defense Finance and Accounting Service
DFAS-CL	Defense Finance and Accounting Service - Cleveland
DIFMS	Defense Industrial Fund Management System
DoD	Department of Defense
DON	Department of the Navy
EAGLS	Electronic Account Government Ledger System
FA	Fund Administrator
FADA	Field Accounting Document Abstract
FMO	Office of Financial Operations
FMR	Financial Management Regulation
GSA	General Services Administration
GTS	Government Travel System
GTCC	Government Travel Card Contractor
HQ	Headquarters
LOA	Line of Accounting
MIP	Management Information Processing
NULO	Negative Unliquidated Obligation
NAVPTO	Navy Passenger Transportation Office
PIIN	Procurement Instrument Identification Number
PNR	Passenger Name Record
POC	Point of Contact
SDN	Standard Document Number
SLIN	Supplemental Line Item Number
SPAWAR	Space and Naval Warfare Systems Command
STARS	Standard Accounting and Reporting System



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<b>Abbreviation/ Acronym</b>	<b>Definition</b>
STARS FL	Standard Accounting and Reporting System, Field Level
STARS HCM	Standard Accounting and Reporting System, Headquarters Claimant Module
One Pay	Standard Accounting and Reporting System, One Pay
TAD	Temporary Additional Duty
TDY	Temporary Duty
UIC	Unit Identification Code



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**Appendix E - FADA Providers**

<b>One Pay TFS TABLE INQUIRY</b>			
<b>ACTIVITY NAME</b>	<b>AAA</b>	<b>APPN</b>	<b>SUBH</b>
CRANE, IN	000164	4930	NH1J
CARDEROCK, MD	000167	4930	NH1C
NRL WASHINGTON, D.C.	000173	4930	NH4A
INDIAN HEAD, MD	000174	4930	NH1F
DAHLGREN, VA	000178	4930	NH1E
KEYPORT, WA	000253	4930	NH6B
MC BASE, HAWAII	000318		
PAX RIVER	000421	4930	NH2A
DAPS PHILADELPHIA	004705	4930	5G10
DAPS PHILADELPHIA	007003	4930	5G10
DAPS PHILADELPHIA	007008	4930	5G10
DAPS PHILADELPHIA	007027	4930	5G10
DAPS PHILADELPHIA	007038	4930	5G10
DAPS PHILADELPHIA	007056	4930	5G10
DFAS-CL PACIFIC	045924		
DFAS-CL NORFOLK VA (FLEET)	060951		
DFAS-CL SAN DIEGO CA (FLEET)	060957		
DFAS-CL YOKOTA JAPAN	062649		
DFAS-CL ROTA SP	062863		
PWC SAN DIEGO	063387	4930	NE1E
PORT HUENEME	063394	4930	NH1K
SPAWAR CHARLESTON	065236	4930	NH3S
NADEP NORTH ISLAND	065888	4930	NA2B
SPAWAR SAN DIEGO	066001	4930	NH3P
NEWPORT, RI	066604	4930	NH6A
MC AIR STATION, IWAKUNI, JAPAN	067400		
DFAS-CL CHARLESTON SC (HCM)	068342		
DFAS-CL PENSACOLA FL	068566		
DFAS-CL SAN DIEGO CA (ASHORE)	068688		
DFAS-CL NORFOLK VA (ASHORE)	068732		
DFAS-CL CHARLESTON SC (FL)	068892		
DFAS-CL OAKLAND CA	068894		
NFESC, PORT HUENEME,	068894	4930	NH5A
PWC WASHINGTON	068925	4930	NE1L
POINT MAGU/CHINA LAKE	068936	4930	NH2C