



4.9 Centrally Billed Account (CBA) Travel-Matching

The minimum standard requires an undelivered obligation (UDO)/travel order to be established before the tickets are issued and charged on the centrally billed account, but does not require receipt and acceptance documents to be recorded in the financial system. Approval of the UDO/travel order verifies funds are available to cover the tickets. The CBA invoice is paid per the contract in its entirety. Program Office (PO) monitors travel and if a trip is cancelled, the PO requests the travel management center (TMC) to cancel the tickets. If the tickets have already been issued, the TMC requests a credit to the CBA which appears in a subsequent statement. AP and the PO monitors and reconciles the charges and credits to ensure proper funds usage.

Bureaus may do a 3-document (undelivered obligation, receipt document, invoice) match if their business process efficiently supports it.

AP enters the invoice into the financial system, referencing the UDO/travel orders previously established in the financial system.

AP approves the invoice, authorizes payment, and schedules payment to Treasury for disbursing.

Examples

Example: UDO/travel order established in the financial system. AP receives the invoice, logs the date/time of receipt of invoice and identifies applicable UDO/travel orders. AP approves invoice referencing UDO/travel orders and authorizes payment. Payment is scheduled to Treasury for disbursing. Treasury disburses and provides confirmation/accomplishment information for recording in the financial system.

Sources

- Source:** AP BPR Recommendation 4.3.1 Centrally Billed Account (CBA)
Document ID: Accounts Payable Standardization and Optimization Business Process Re-Engineering Analysis (Accounts Payable BPR Analysis 2007 v3.0.doc)
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- Source:** AP BPR Phase II Recommendation 2.1.1.3 CBA - Travel
Document ID: Department of Commerce AP BPR Phase II Results Documentation (AP_BPR_Results_Final_v1.5.doc)
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- Source:** AP BPR 4.1.2.3 Standardize CBA – Travel for 2-Way Match
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