

User Instructions

CBA Reconciliation Aggregator Tool

(Current Version – Ver3.94 042020SW)

Purpose:

This document instructs how to use the CBA Reconciliation Aggregator Tool to produce a CBA reconciliation output file that meets the UFMS technical specifications for uploading reconciled CBA files to the financial management system.

Important: The tool does not perform the act of CBA transaction reconciliation. That is accomplished as follows:

- 1.** Through the GSA-approved standardized CBA reconciliation report produced by ETS2 contractor SAP Concur
 - a.** SAP Concur reconciles the travel transactional data, Travel Management Center data, and bank data to produce the report
- 2.** By aggregating the report with a report of HHS's unique OCC/CAN data that's associated with the travel transactions, and
- 3.** By manual research of unmatched transactions –“exceptions” in systems accounting parlance—by the CBA cardholder.

The CBA Reconciliation Aggregator Tool is not an Information Technology system or database. It does not store data for later retrieval or perform any sort of transaction except as specified herein.

Input Data Determines the Percentage of Matched Transactions:

The data in the two reports aggregated determines the percentage of matched and unmatched transactions. The aggregator's functionality has no bearing on this.

Similarly, other factors determine if/how many transactions match, such as:

- whether or not an employee has filed a travel voucher,
- if a merchant has processed a transaction through the bank (some merchants hold transactions to process them in batches or there are processing lags),
- if the bank transmits the transaction in its data feed, and
- when SAP Concur reconciles Travel Management Center, bank and E-government Travel System data to produce the GSA-approved standardized CBA reconciliation report.

It must be accepted by you –the aggregator user—that such factors are not contended with by the aggregator, and they are not in the control of the Program Support Center.

With this understanding, it is paramount that a Quality Control check be performed on the two reports used before an attempt is made to aggregate the files. And, once the output file is produced, the CBA cardholder must research any resulting unmatched transactions –the “exceptions”– and correct them.

Contents:

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3. Aggregating Data Using the CBA Aggregator
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1. CBA Reconciliation Aggregator Tool Description

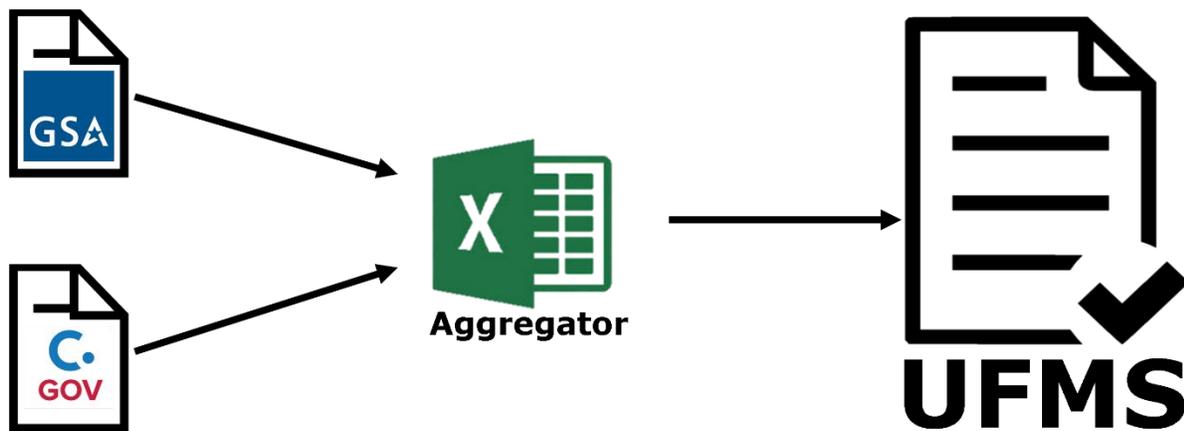
The Centrally Billed Account (CBA) Aggregator Tool performs two limited functions:

1. It combines two pre-designed travel reports by matching two common data elements: the Travel Authorization Number and the Transaction Amount, and
2. It outputs the resulting aggregated data in a format that meets the financial system technical specifications for uploading financial data.

The two pre-designed reports used are:

1. The **GSA-approved, government-wide Standardized CBA Reconciliation Report**
 - a. This report is prepared each month by SAP Concur according to the terms and conditions of the ETS2 Master Contract
 - b. The report is sent by e-mail to the Program Support Center and distributed to the Operating Divisions,
2. The **“OCC/CAN Report”**
 - a. This is a custom report developed and maintained by the Program Support Center that displays the Object Class Codes and Common Accounting Numbers used for the transactions displayed on the GSA-approved, government-wide Standardized CBA Reconciliation Report,
 - b. This report is commonly referred to as the “OCC/CAN Report.”
 - c. The report title is: **Authorization Pay Method CAN_OCC.xlsx**
 - d. This report is available through the E-government Travel System’s “Business Intelligence” reporting functionality
 - e. The reporting function of SAP ConcurGov that identifies Lines of Accounting (LOAs) is based upon the user’s date range criterion.

CBA Reconciliation Aggregator Tool Functionality Illustrated:



Viability of the CBA Reconciliation Aggregator Tool

It has been determined through formal testing that, when the aggregator is used according to instruction, it produces files to the technical specifications of UFMS.

Further, the GSA-approved standardized CBA reconciliation data file is sufficient and had the mandated data elements, and the OCC/CAN report has the needed data elements.

Local Business Practices and Procedures

The CBA Reconciliation Aggregator Tool is designed to be used in support of the Unified Financial Management System according to the standardized methodology for reconciling Centrally Billed Account transactions. Therefore, individual Operating Division and Staff Division local business practices and procedures are not factored into the functionality of the aggregator or these instructions.

Use of the aggregator does not change the fact that unmatched transactions – “exceptions”-- must be manually researched and resolved by the CBA cardholder, a necessary part of the current long-standing CBA reconciliation process. Nor, does the aggregator automate this mundane task.

Using the aggregator tool to address other local reconciliation challenges --like reconciling transactions swapped between IBA travel charge cards and CBAs resulting from a local business practice/rule-- is unrelated to the purpose, viability and utility of the CBA Reconciliation Aggregator Tool. Using the aggregator for such purposes is not in the scope or design of the aggregator tool, and the tool should not be construed as defective because of a local practice.

CBA Reconciliation Aggregator Tool Ownership and Maintenance:

The ownership and maintenance of the aggregator tool is with the Program Support Center until automated CBA reconciliation becomes a functionality of the respective financial systems and the aggregator tool is rendered obsolete.

Requests to review the tool to improve its functionality or features must be submitted as change requests to the PSC Transportation Services Customer Support Queue.

Requested changes will be received, logged, assessed, and a Management determination made as to whether or not the requested change will be performed. As this time, the aggregator is locked and not changes will be made to:

- Alter the functionality or features of the aggregator,
- Develop or provide a reconciliation IT system, including any form of database, or
- Create or develop new reconciliation procedures different than those applied today.

Version Control and Accessing the Aggregator

The most up-to-date version of the CBA Reconciliation Aggregator Tool shall be posted on the Program Support Center Web site at: <https://psc.gov/transportation-services/travel-training/job-aids>

2) Preparing to Aggregate:

Generating the Reports Needed

The two reports needed to produce an output file using the CBA Reconciliation Aggregator Tool are the:

1. GSA-approved, government-wide Standardized CBA Reconciliation Report, and the
2. Authorization Pay Method CAN_OCC.xlsx report.

The GSA-approved, government-wide Standardized CBA Reconciliation Report can be obtained either through your Lead FATA or by submitting a request to the PSC Transportation Services Customer Support Queue. A separate report is generated for each Operating Division.

This report is based on the transactions charged to the Operating Division's online Centrally Billed Account travel charge card. An "online card" is one that has been loaded to the E-government Travel System by the Program Support Center.

"Offline" –such as emergency or other CBAs, are not loaded to the ETS and reports will not be generated for them.

Some Operating Divisions have multiple online CBAs. If your Operating Division and Staff Division has multiple CBA cards, there will be a report generated for each CBA card number.

The **Authorization Pay Method CAN_OCC** report can be obtained through the reports section of ConcurGov. To download the Authorization Pay Method CAN_OCC.xlsx file:

- 1) Open CGE ConcurGov
- 2) Click "Reporting"
- 3) Choose "Intelligence"
- 4) Click "HHS (AdHocs)"
- 5) On the right side of the "Authorization Pay Method CAN_OCC 20191018" file, click the 'Play' button, (looks like a blue arrow facing to the right)
- 6) Under "Format", select "Excel 2007 Data"
- 7) On the right hand of the screen, click "advanced options"
- 8) Click the radio button for "Run in the background:"
- 9) Under "Delivery", unclick the "Save" selection and select "Send the report by email"
- 10) Click "Edit the Options" next to "Send the report by email"
- 11) Insert your email address in the "To:" field
- 12) Insert a subject and body into the appropriate fields
- 13) Click "OK"
- 14) Click "Run" at the bottom of the page
- 15) Choose "Creation Date"
- 16) Choose the date range based upon the GSA Standard Report date range. The range should encompass 1-2 months prior to the GSA Standard report and no more than 1 month past the GSA Standard report
- 17) WARNING: There is a maximum of 75,000 lines of transactions that the aggregator will accept and function optimally.
 - a. The more data inserted into the aggregator, the longer it will take to aggregate the data.
 - b. If transaction volume exceeds 75,000 lines, you will have to split the report and aggregate each report separately.
- 18) Choose the appropriate OrgTree for your Operating Division and Staff Division
- 19) Choose "CBA-CENTRALLY BILLEDACCT"
- 20) Click "Finish"
- 21) The completed report will be emailed to you

Perform the Quality Control Check

Step 1: Open and review quality of both reports

- Is there data in cell of each column?
- Do common fee amounts amount?

Example: The TAVS-C fee should always be \$14.75

- Is the data element the correct type?

Example: Only Travel Authorization Numbers should display in that column, and only "CBA" should appear in the card transaction column

- Do the Travel Authorization Numbers have the correct number of letters/digits?
- If there is a data quality issue, then notify your Lead FATA so that SAP Concur can be notified of the defective report and it can be generated again.
- Open the Authorization Pay Method CAN_OCC.xlsx and look for missing or incorrect data, columns, blanks, etc.
- If there is a data quality issue, revisit the instructions on how to run this report and run the report again. If this doesn't improve the data quality, then consult with your Lead FATA so that a request can be submitted to PSC to perform a maintenance check on the report to ensure it is functioning correctly.

3) Performing CBA Data Aggregation:

Step 1: Open both reports on your computer desktop and keep them open.

Step 2: Open the CBA Reconciliation Aggregator Tool.

Step 3: Select the worksheet that has the **Blue** tab labeled "GSA Standard File."

Step 4: Copy the data from the GSA-approved, government-wide Standardized CBA Reconciliation Report and paste it into the "GSA Standard File" worksheet.

Here's how to do this:

1. Select the "MATCHED" tab located in the GSA Standard file.
2. Click on any cell within the "MATCHED" tab and press CTRL+A. This will highlight the entire sheet.
3. Copy the data by pressing CTRL+C or right click the mouse and select "Copy".
4. Select the **Blue** "GSA Standard File" tab in the CBA Aggregator file and select cell A1.
5. Press CTRL+V or right click the mouse and select "Paste". This will paste the data from the GSA Standard file to the CBA Aggregator file.

Step 5: Select the worksheet that has the **Purple** tab labeled "Authorization_Pay_Method_CAN_OCC."

Step 6: Copy the data from the OCC/CAN Report and paste it into the "Authorization_Pay_Method_CAN_OCC" worksheet.

Here's how to do this:

1. In the Authorization Pay Method CAN_OCC.xlsx file, click on any cell and press CTRL+A to select all data.
2. Copy the data by pressing CTRL+C or right click the mouse and select "Copy."
3. Select the **Purple** "Authorization_Pay_Method_CAN_OCC" tab in the CBA Aggregator file and select cell A1.
4. Press CTRL+V or right click the mouse and select "Paste". This will paste the data from the Authorization Pay Method CAN_OCC.xlsx file to the CBA Aggregator file.

4) Generating a UFMS Upload File

Step 1: Correct errors from the Unmatched tab

a. The Unmatched Tab (Orange)

- i. Select the Unmatched tab. This will show items from the GSA Standard File that could not identify a match with the Voucher Pay Method CAN_OCC.xlsx file.
- ii. If the number of Unmatched lines are excessive, verify that the Authorization Pay Method OCC_CAN file is less than 75,000 lines and that the date range for the lines of accounting match the date range of the GSA Standard file.
- iii. **Correct errors from the Unmatched tab as part of the normal CBA Reconciliation process.**

Step 2: Create the CBA_OUTPUT file for UFMS

b. The CBA_OUTPUT Tab (Red)

- i. Select the **Red** "CBA_OUTPUT" tab in the CBA Aggregator file.
- ii. Verify that data is correct.
- iii. Select all by clicking CTRL+A.
- iv. Open a new Excel Worksheet and paste into new worksheet.
- v. Save the new worksheet as a "CSV (Comma delimited) (*.csv)" file and rename according to your Operating Division and Staff Division naming convention requirements. (Use the same name typically used for the UFMS upload of CBA data).

- vi. The CBA data is now ready for upload.

Step 3: Create the TAV_OUTPUT file for UFMS

c. The TAV_OUTPUT Tab (Green)

- i. Select the **Green** "TAV_OUTPUT" tab in the CBA Aggregator file.
- ii. Verify that data is correct.
- iii. Select all by clicking CTRL+A.
- iv. Open a new Excel Worksheet and paste into new worksheet.
- v. Save the new worksheet as a "CSV (Comma delimited) (*.csv)" file and rename according to your Operating Division and Staff Division naming convention requirements. (Use the same name typically used for the UFMS upload of CBA data).
- vi. The TAV data is now ready for upload.

5) Locating the Current Version of the CBA Aggregator

Changes to the CBA Aggregator can be made to improve operations or redress challenges. Accuracy and functionality can be negatively compromised when the most current version is not utilized. It is recommended that users verify that a current version is being used prior to beginning the reconciliation process.

The most up-to-date version of the CBA Aggregator can be found on the PSC website at: <https://psc.gov/transportation-services/travel-training/job-aids> (Access to the file will be available after UAT testing window has completed. Estimated: **March 1, 2020.**)

To download the current version:

1. Go to <https://psc.gov/transportation-services/travel-training/job-aids>
2. Locate the "CBA Reconciliation Aggregator" link
3. Download the file by clicking the "CBA Reconciliation Aggregator" link
4. Once the file is open, select "File" located in the upper-left side of the screen
5. Select "Save As"
6. Choose a location to save the file to
7. Select "Save"

To verify that you are using the current version:

1. Go to <https://psc.gov/transportation-services/travel-training/job-aids>

2. Locate and select the "CBA Reconciliation Aggregator Instructions" link
3. The document will open
4. The CBA Reconciliation Aggregator Instructions will show the current version number at the top of the page.
5. Locate the "CBA Reconciliation Aggregator"
6. The name of the Aggregator will contain the version number, (e.g., Ver#.#123456SW)
7. The version number on the Aggregator should match the version number at the top of the CBA Reconciliation Aggregator Instructions.
8. If the CBA Reconciliation Aggregator version does not match the version number at the top of the CBA Reconciliation Aggregator Instructions, download the most current version of the Aggregator from <https://psc.gov/transportation-services/travel-training/job-aids>
9. See instructions above for "To download the current version:" on downloading the most current version



The "Current Version" located in the CBA Reconciliation Aggregator Tool Instructions (left) should match the CBA Aggregator file version located in the file name (right).