

ESC

Enterprise Services Center

TRAVEL RECLASSIFICATION
GUIDANCE

AMK-343 ESC TRAVEL BRANCH

Processing Flow

Complete reclassification spreadsheet with the exception of a remedy ticket number. Please check for accuracy and available funding.

Contact the CSC helpdesk to setup a remedy ticket. Once they give you the remedy ticket number you can add this to your spreadsheet.

Initial remedy ticket setup:
1 (866) 641-3500
Option 4 and then Option 1

Email the reclassification spreadsheet and any supporting documentation to the CSC helpdesk. Please make sure to list your remedy ticket number in the subject line of the email.

Email address for attachments:

9-AMC-CSC-FAA-DELPHI@FAA.GOV



CWSato Voucher Transaction Fee Adjustments

Effective June 4th, 2019

Voucher Transaction Fee Adjustments

ETS2 Option Period 2 begins on June 4, 2019, and voucher transaction fees (VTFs) will be adjusted under the new options period.

	Option Period 1 Fee	Option Period 2 Fee
TDY Voucher	\$15.10	\$15.51
Local Travel Voucher	\$6.87	\$6.90

NOTE: Vouchers created prior to the update will have the old VTF fee; vouchers created after the change will have the new VTF fee.

TRAVELER TRIP

The traveler's trip is broken down into the following three categories:

- Traveler
- Travel Charge Card (IBA)
- CBA (Centrally Billed Account) (Agency Billed)

Traveler and Travel Charge Card

- ❑ When interfaced from E2 into Delphi (System of Record), the **travel charge card amount** and **traveler amount** will be split into two different Delphi entries. Each entry will have their own purchase order number and invoice number associated with them.

CBA (Also known as Agency Billed)

- ❑ The CBA amount is entered into Delphi once ESC has received the bank statement associated for reimbursement. The invoice number for CBA reimbursements are different from the traveler and travel charge card invoices, in that they start with [4486 (JP Morgan & US Bank Statements) or 5568 (CFTC & SEC) (US Bank Statement)] instead of ET-.

Notes

- ❖ *The CBA amounts can take a few weeks to make it into Delphi, due to ESC having to wait for the Bank Statements (Usually the 15th of the month) and any SATO related reconciliations (Usually by the 20th of each month).*
- ❖ *All three amounts need to show up on their own lines of the reclassification spreadsheet when completing reclassification requests through Remedy.*



E2 Example of Cost Breakdown

CBA Amount	Travel Charge Card	Traveler Amount	Voucher Amount
0.00	0.00	0.00	0.00
15.10	482.07	217.69	714.86
15.10	482.07	217.69	714.86

ETS2 Option Period 2 begins on June 4, 2019, and voucher transaction fees (VTFs) will be adjusted under the new options period.

	Option Period 1 Fee	Option Period 2 Fee
TDY Voucher	\$15.10	\$15.51
Local Travel Voucher	\$6.87	\$6.90

NOTE: Vouchers created prior to the update will have the old VTF fee; vouchers created after the change will have the new VTF fee.

Prior to opening a Remedy Ticket



1

- Reclassification spreadsheets need to be filled out in their entirety.
 - Maximum of 12 reclassification lines per Remedy ticket.
 - The 12 lines will accommodate up to 4 TDY traveler's who have charges going to the traveler, travel charge card, and the CBA.
 - Please keep all of the traveler's charges associated with the trip being reclassified on the same spreadsheet.

2

- CBA (Agency Billed), Travel Charge Card, and Traveler amounts must be listed separately on the reclassification spreadsheet.
 - CBA invoice number (Starts with 4486 or 5568)
 - Travel Charge Card invoice number (Starts with ET- and ends with V01S)
 - Traveler invoice number (Starts with ET- and ends with V01)

3

- Make sure the reclassification meets your required agency threshold for travel reclassifications.
 - Example: FAA Travel > \$1,000
- Digitally sign reclassification spreadsheet.

FAA THRESHOLD



180303. Reclassification Thresholds and Procedures. To meet internal control objectives, FAA establishes dollar thresholds for reclassifications (see Table 18-2). The thresholds, however, do not apply to reclassifications for the below types of transactions that will be reclassified for any dollar amount:

- Capital project expenditure affecting the Construction in Progress (CIP) account
- Reimbursable Agreements
- Labor Distribution Reporting (LDR)
- Natural Disaster
- Risk of Anti-Deficiency

FAA Financial Manual September 2011 Page 4 of 8 Volume 4, Chapter 18 – Financial Data Reclassification

Travel >\$ 1,000.	An incorrect line of accounting on a travel authorization and FAA issues payment to the traveler (before a voucher is processed, the correction to the line of accounting can be made via an amendment to the travel authorization).	LOB/SO: • Complete 'Request for Financial Data Reclassification' worksheet (Appendix A) • Contact the Delphi Help Desk (405954-3000, Option 4) to obtain a Remedy ticket number and e-mail address to submit the worksheet and supporting documentation
-------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

REQUEST FOR FINANCIAL RECLASSIFICATION

TYPE OF RECLASSIFICATION:

Travel **Other**

REASON FOR REQUEST:

REQUESTOR:

PHONE NUMBER:

REMEDY INCIDENT:

SPECIAL INSTRUCTIONS:

TRANSFER FROM:

	Vendor Name/ Traveler Name	Purchase Order / Authorization	Invoice Number	PROJECT ACCOUNTING						BLI (FAA Only)	NON-PROJECT ACCOUNTING					Amount
				Project	Task	Exp Type / Obj Class	Org Code	Exp Date	Fund		By	Bpac	Org	Obj Class		
1	John Anderson	T18FACMODFW00839EA	ET-T18FACMODFW00839EV01	12XXFAR121SUR	SU0010	25000	SWB7010000	27-FEB-18	420000	1280100180	2018				217.69	
2	US BANK	T18FADMODFW00839EAS	ET-T18FADMODFW00839EV01S	12XXFAR121SUR	SU0010	25000	SWB7010000	27-FEB-18	420000	1280100180	2018				482.07	
3	US BANK/ John Anderson	CBA UNMATCHED	44860000000000019 1220 031518	12XXFAR121SUR	SU0010	25000	SWB7010000	27-FEB-18	420000	1280100180	2018				15.10	
4	RICKY HENDERSON	T19FACMODFW12840WA	ET-T19FACMODFW12840WV01							1290100190	2019	560000000	SWB7010000	25000	342.67	
5																
6																
7																
8																
9																
10																
11																
12																
TOTAL:															\$ 1,057.53	

TRANSFER TO:

	Vendor Name/ Traveler Name	Purchase Order / Authorization	Invoice Number	PROJECT ACCOUNTING						BLI (FAA Only)	NON-PROJECT ACCOUNTING					Amount
				Project	Task	Exp Type / Obj Class	Org Code	Exp Date	Fund		By	Bpac	Org	Obj Class		
1	John Anderson	T18FACMODFW00839EA	ET-T18FACMODFW00839EV01	12XXFAR121SUR	SU0010	21000	SWB7010000	27-FEB-18	420000	1280100180	2018				217.69	
2	US BANK	T18FADMODFW00839EAS	ET-T18FADMODFW00839EV01S	12XXFAR121SUR	SU0010	21000	SWB7010000	27-FEB-18	420000	1280100180	2018				482.07	
3	US BANK/ John Anderson	CBA UNMATCHED	44860000000000019 1220 031518	12XXFAR121SUR	SU0010	21000	SWB7010000	27-FEB-18	420000	1280100180	2018				15.10	
4	RICKY HENDERSON	T19FACMODFW12840WA								1290100190	2019	560000000	SWB7010000	21000	342.67	
5																
6																
7																
8																
9																
10																
11																
12																
TOTAL:															\$ 1,057.53	

Comments:

Correcting the object class from 25000 to 21000. Object class was entered in error.

REQUESTOR:

Josh K Crissinger
Financial Specialist
AMK-343

APPROVING OFFICIAL:

JOSHUA K
CRISSINGER
Digitally signed by
JOSHUA K. CRISSINGER
Date: 2019.07.18
11:41:25 -05'00'

Josh K Crissinger
Financial Specialist
AMK-343

JOSHUA K
CRISSINGER
Digitally signed by
JOSHUA K. CRISSINGER
Date: 2019.07.18
11:42:01 -05'00'

Invoice and Purchase Order Format



Example (Invoice Number)

- ET-T17FACMODFW00839EV01 (Traveler)
- ET-T17FACMODFW00839EV01S (Travel Charge Card)
- 4486***** LAST 4 OF CC 051517 (CBA FEES)

Example (Purchase Order)

- T17FACMODFW00839EA (Traveler)
- T17FACMODFW00839EAS (Travel Charge Card)

-The purchase order is going to be the invoice number minus the (ET-) and the (V01), while adding an (A) or (AS) to the end. The (A) stands for authorization.

CBA Invoice Number Format



The first twenty digits are the card number and the last six are the statement date.

<u>Card #</u>	<u>Last 4 of Card #</u>	<u>Statement Date</u>
4486*****	0268	111516

How to find Traveler and Travel Card Invoices



Option #1 (E2)

- **Invoice # Example:** ET-T17FACMODFW00839EV01
- The invoice numbers for Traveler and Travel Charge Card amounts can be found on the E2 Travel Voucher under the document number header.
- **Traveler** - **ET-T17FACMODFW00839EV01** is the voucher number listed in E2.
- **Travel Card** - **ET-T17FACMODFW00839EV01S** The travel card will use the same invoice number as the Traveler invoice number, but you will add an (S) to the end.

How to find Traveler and Travel Card Invoices



- **OBIEE**

- <http://delphihome.esc.gov/HomePage/>
- Select ESC Reporting

A screenshot of the OBIEE 'Notification of Change' page. On the left is a dark sidebar menu with items: Notification of Change (highlighted), Delphi, Delphi Document Imaging, Delphi Help, Availability Calendar, Delphi Project Documentation, Delphi Security, Delphi Performance Statistics, ESC PRISM, and ESC Reporting. The main content area features a green sign graphic with the word 'Changes' and a blue button labeled 'Notification of Changes'. Below this is a table with two columns: 'Date' and 'Description of Change'.

Date	Description of Change
2018-02-28	Tutor Updates Tutor documentation has been updated. To view the updated documentation see Online Helpdesk.
2018-02-21	Reminder of Month End Closing. Click here for the Month End schedule.
2018-02-21	ESC Performance Statistics The ESC Performance Statistics have been updated to provide statistical information on customers requests, web reports access, payment statistics, and system availability. Click here for the Performance Statistics page.
2018-01-10	Monthly Accounting Operations Calendar

How to find Traveler and Travel Card Invoices



Notification of Change

Reporting

EDQ

Administration

Rules Of Behavior

- OBIEE PROD Analytics Application

How to find Traveler and Travel Card Invoices



- Select P2P – Procure to Pay
- DP2P99002 – AP Invoices

DP2P99002-AP_Invoices Favorites ▾ | Dashboards ▾ | Op

AP Payment Information | AP Purchase Card Transactions | AP Invoices for Traveler

* Indicates required field. NOTE: Setting more parameter values will speed up the reporting results.

* Agency Name --Select Value-- ▾	Period Year --Select Value-- ▾	Period Name --Select Value-- ▾	Invoice Number --Select Value-- ▾	Invoice Date Between <input type="text"/> <input type="text"/>	
Supplier Name --Select Value-- ▾	* Invoice Payment Status (All Column Values) ▾	Invoice Source --Select Value-- ▾	Pay Groups --Select Value-- ▾	Payment Method --Select Value-- ▾	
Fund --Select Value-- ▾	Budget Year --Select Value-- ▾	BPAC --Select Value-- ▾	Organization Code --Select Value-- ▾	Object Class --Select Value-- ▾	
Project Number --Select Value-- ▾	Task Number --Select Value-- ▾	Cancelled Flag --Select Value-- ▾	Hold Flag --Select Value-- ▾	Invoice Amount (> or =) <input type="text"/>	Invoice Amount (< or =) <input type="text"/>
AFC --Select Value-- ▾	BLI --Select Value-- ▾	Approval Status --Select Value-- ▾	Check Status Code --Select Value-- ▾	Supplier Site Hold Flag --Select Value-- ▾	Batch Name --Select Value-- ▾

Please select an Agency before running this report

How to find CBA Invoice numbers



- OBIEE
- Select P2P – Procure to Pay
- DP2P99002 – AP Invoices
 - Anything FY 2018 related select WebAdi Transactions under Invoice Source.
 - Enter all other relevant information to help you narrow down your search radius.
 - Anything prior to FY 2018 leave the Invoice Source blank and add all other relevant information.

How to find the CBA Information



<http://delphihome.esc.gov/HomePage/>

Notification of Change

Delphi

Delphi Document Imaging

Delphi Help

Availability Calendar

Delphi Project Documentation

Delphi Security

Delphi Performance Statistics

ESC PRISM

ESC Reporting



Changes

Notification of Changes

Date	Description of Change
2018-07-26	Tutor Updates Tutor documentation has been updated. To view the updated documentation see Online Helpdesk.
2018-07-25	Reminder of Month End Closing. Click here for the Month End schedule.
2018-07-23	Performance Stats Update The Delphi Performance Statistics Home has been updated.

Select ESC Reporting

How to find the CBA Information



- Log in
- Select Reporting

The screenshot shows a software interface with a navigation menu on the left and a main content area on the right. The navigation menu includes the following items:

- Notification of Change
- Reporting
- EDQ
- Administration
- Rules Of Behavior

The main content area features a large green sign with the word "Changes" in white, set against a background of a blue sky with clouds. Below the sign, there is a table with two columns:

Date	Description of Change
------	-----------------------

How to find the CBA Information



- Select P2P – Procure to Pay

Financials

[AMT - Asset Management](#)

[B2R - Budget to Reporting](#)

[BCM - Billing and Collections Management](#)

[FRE - Financial Regulatory](#)

[LDR - Labor Distribution](#)

[P2P - Procure to Pay](#)

[PAJ - Project Accounting](#)

How to find the CBA Information



- Select DP2P99002 – AP Invoices

BAP99002 - Prepayment Application
DBPO99001 - Purchase Order Status
DP2P99001 - Requisitions Purchase Or...
DP2P99002 - AP Invoices
DP2P99003 - AP Invoices Interface
DP2P99004 - Unpaid Approved Invoice...
DP2P99006 - AP PO Interface Reports
DP2P99007 - Supplier Purchase Order...

How to find the CBA Information



- Select your Agency Name, enter the CBA invoice number, and hit the apply button at the bottom.
- The invoice number will always be in the same format month after month.
- **4486***** LAST 4 OF CC 051517 (stmt date) (CBA FEES)**

* Indicates required field. NOTE: Setting more parameter values will speed up the reporting results.

Use Period Year to limit Period Name selections

* Agency Name --Select Value--	Period Year --Select Value--	Period Name --Select Value--	Invoice Number --Select Value--	Invoice Date Between		
Supplier Name --Select Value--	* Invoice Payment Status (All Column Values)	Invoice Source --Select Value--	Pay Groups --Select Value--	Payment Method --Select Value--		
Fund --Select Value--	Budget Year --Select Value--	BPAC --Select Value--	Organization Code --Select Value--	Object Class --Select Value--		
Project Number --Select Value--	Task Number --Select Value--	Cancelled Flag --Select Value--	Hold Flag --Select Value--	Invoice Amount (> or =)		
Invoice Amount (< or =)	AFC --Select Value--	BLI --Select Value--	Approval Status --Select Value--	Check Status Code --Select Value--	Supplier Site Hold Flag --Select Value--	Batch Name --Select Value--

Apply Reset

The logo features the letters 'ESC' in a large, bold, black serif font. A light blue swoosh with a dark blue outline curves across the letters from the bottom left to the top right, passing behind the 'E' and 'S' and in front of the 'C'.

ESC

Enterprise Services Center