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.

<table>
<thead>
<tr>
<th></th>
<th>Option Period 1 Fee</th>
<th>Option Period 2 Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDY Voucher</td>
<td>$15.10</td>
<td>$15.51</td>
</tr>
<tr>
<td>Local Travel Voucher</td>
<td>$6.87</td>
<td>$6.90</td>
</tr>
</tbody>
</table>

**NOTE:** Vouchers created prior to the update will have the old VTF fee; vouchers created after the change will have the new VTF fee.
The traveler’s trip is broken down into the following three categories:

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

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

<table>
<thead>
<tr>
<th>CBA Amount</th>
<th>Travel Charge Card</th>
<th>Traveler Amount</th>
<th>Voucher Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>15.10</td>
<td>482.07</td>
<td>217.69</td>
<td>714.86</td>
</tr>
<tr>
<td>15.10</td>
<td>482.07</td>
<td>217.69</td>
<td>714.86</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Voucher Type</th>
<th>Option Period 1 Fee</th>
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</thead>
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<tr>
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</table>

**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.
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

| 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:**
- [x] Travel
- [ ] Other

**REASON FOR REQUEST:**
Travel Reclassification

**REQUESTOR:**
Amber Davis

**PHONE NUMBER:**
404-230-1234

**SPECIAL INSTRUCTIONS:**
CORRECTING OBJECT CLASS

### TRANSFER FROM:

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor Name</th>
<th>Purchase Order / Authorization</th>
<th>Account Number</th>
<th>Project</th>
<th>Task</th>
<th>Exp Type / Old Class</th>
<th>Exp Code</th>
<th>Exp Date</th>
<th>CIP</th>
<th>BLU (FAA Only)</th>
<th>Project Accounting</th>
<th>comments</th>
<th>BLU</th>
<th>Project Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Anderson</td>
<td>T189FAOMD06PW0003580R</td>
<td>ET-T189FAOMDOFPW000358EV01</td>
<td>12X0FPAFAR125QUR</td>
<td>12X0FPAFAR125QUR</td>
<td>02/02</td>
<td>25000</td>
<td>SWB0100000</td>
<td>27-FEB-16</td>
<td>4200000</td>
<td>1260102100</td>
<td>2016</td>
<td>217.69</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>US BANK</td>
<td>T189FAOMD06PW0003580R</td>
<td>ET-T189FAOMDOFPW000358EV01</td>
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<td>1260102100</td>
<td>2016</td>
<td>462.27</td>
<td></td>
</tr>
<tr>
<td>3</td>
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<td>T189FAOMD06PW0003580R</td>
<td>ET-T189FAOMDOFPW000358EV01</td>
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<td>SWB0100000</td>
<td>27-FEB-16</td>
<td>4200000</td>
<td>1260102100</td>
<td>2016</td>
<td>15.10</td>
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</tr>
<tr>
<td>4</td>
<td>RICKY HENDERSON</td>
<td>T189FAOMD06PW1254000</td>
<td>ET-T189FAOMDOFPW1254000</td>
<td>12X0FPAFAR125QUR</td>
<td>12X0FPAFAR125QUR</td>
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<td>SWB0100000</td>
<td>27-FEB-16</td>
<td>4200000</td>
<td>1260102100</td>
<td>2016</td>
<td>342.67</td>
<td></td>
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<td></td>
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</table>

**TOTAL:** $1,287.53

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

---

**REQUESTOR:**
Amber Davis

**APPROVING OFFICIAL:**
Joshua K. Crissinger, Financial Specialist

---

**Digitally signed by:**
Joshua K. Crissinger, Date: 2019.07.16 11:41:25-05’00’'
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.

<table>
<thead>
<tr>
<th>Card #</th>
<th>Last 4 of Card #</th>
<th>Statement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4486**********</td>
<td>0268</td>
<td>111516</td>
</tr>
</tbody>
</table>
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
How to find Traveler and Travel Card Invoices

- OBIEE PROD Analytics Application
How to find Traveler and Travel Card Invoices

• Select P2P – Procure to Pay
• DP2P99002 – AP Invoices
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/

Select ESC Reporting
How to find the CBA Information

• Log in
• Select Reporting
How to find the CBA Information

• Select P2P – Procure to Pay
How to find the CBA Information

• Select DP2P99002 – AP Invoices
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.
- \textbf{4486*********** LAST 4 OF CC 051517 (stmt date) (CBA FEES)}