

**ESC**

*Enterprise Services Center*

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TRAVEL RECLASSIFICATION  
GUIDANCE

AMK-343 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



# TRAVELER TRIP

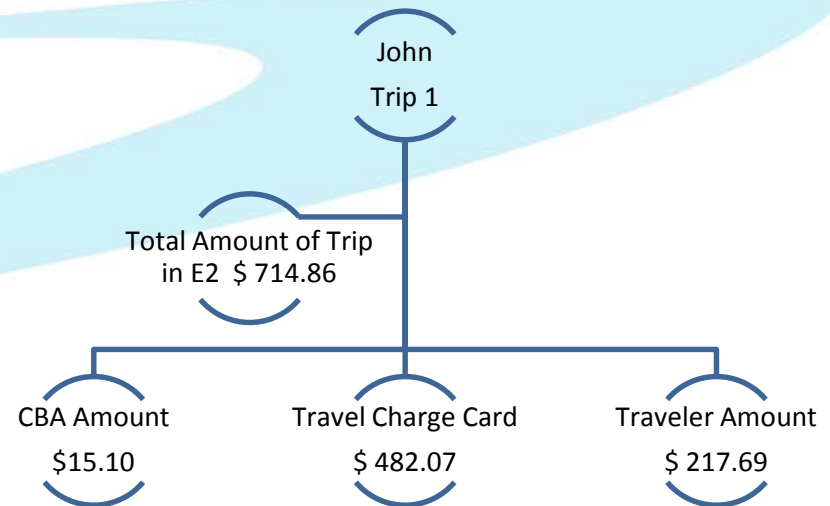
One trip is broken down into the following three categories:

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

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

The **CBA amount** is entered into Delphi once ESC has received the bank statement associated for reimbursement. The invoice number for CBA amounts are different from the other two amounts, in that they start with [ 4486 (JP Morgan Statement) or 5568 (US Bank Statement) ] instead of ET-. 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 15<sup>th</sup> of the month) and any SATO related reconciliations (Usually by the 20<sup>th</sup> of each month).

For this reason, all three amounts need to show up on their own lines of the reclassification spreadsheet when completing reclassifications.



## 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

# Prior to opening a Remedy Ticket



1

- Reclassification spreadsheets need to be filled out in their entirety and approved prior to opening a remedy ticket.
- Maximum of 10 reclassification lines per Remedy ticket.

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

# 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
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# Reclassification Example Traveler and Travel Card



REASON FOR REQUEST:

Travel Reclassification

REQUESTOR:

Amber Doyle

REQUESTOR PHONE #:

405-236-1234

REMEDY INCIDENT

7002564

SPECIAL INSTRUCTIONS:

**TRANSFER FROM:**

VENDOR NAME/ TRAVELER NAME		INVOICE NUMBER	BLI (FAA ONLY)	FUND**	BY	BPAC	ORG	BOC	DELPHI ACCOUNTING STRING PROJ TASK		BOC	ORG	EXP DATE	AMOUNT	COMMENTS
1	John Anderson	ET-T17FACMODFW00839EV01	420000	1270100170	2017				12XXFAFAR121SUR	SU0010	21000	SWB7010000	27-Feb-17	217.69	Incorrect Object Class
2	JP MORGAN CHASE BANK	ET-T17FACMODFW00839EV01S	420000	1270100170	2017				12XXFAFAR121SUR	SU0010	21000	SWB7010000	02-Mar-17	482.07	Incorrect Object Class
3															
4															
5															
6															
7															
8															
9															
10															
														699.76	:TOTAL

**TRANSFER TO:**

VENDOR NAME/ TRAVELER NAME		INVOICE NUMBER	BLI (FAA ONLY)	FUND**	BY	BPAC	ORG	BOC	DELPHI ACCOUNTING STRING PROJ TASK		BOC	ORG	EXP DATE	AMOUNT	COMMENTS
1	John Anderson	ET-T17FACMODFW00839EV01	420000	1270100170	2017				12XXFAFAR121SUR	SU0010	21306	SWB7010000	27-Feb-17	217.69	Correcting Object Class
2	JP MORGAN CHASE BANK	ET-T17FACMODFW00839EV01S	420000	1270100170	2017				12XXFAFAR121SUR	SU0010	21306	SWB7010000	02-Mar-17	482.07	Correcting Object Class
3															
4															
5															
6															
7															
8															
9															
10															
														699.76	:TOTAL

# Reclassification Example CBA



REASON FOR REQUEST:

TRAVEL RECLASSIFICATION

REQUESTOR:

Will Rogers

REQUESTOR PHONE #:

606-236-1234

REMEDY INCIDENT 3505964

SPECIAL INSTRUCTIONS:

**TRANSFER FROM:**

VENDOR NAME/ TRAVELER NAME		INVOICE NUMBER	BLI (FAA ONLY)	FUND**	BY	BPAC	ORG	DELPHI ACCOUNTING STRING						AMOUNT	COMMENTS
								BOC	PROJ	TASK	BOC	ORG	EXP DATE		
1	JP MORGAN CHASE/ JOHN SCOTT	4486000000000230 0315 072017	420000	1270100170					12XXFAFAR121SUR	SU0010	21000	SWB7010000	06-Jun-17	15.10	INCORRECT OBJECT CLASS
2															
3															
4															
5															
6															
7															
8															
9															
10														15.10	:TOTAL

**TRANSFER TO:**

VENDOR NAME/ TRAVELER NAME		INVOICE NUMBER	BLI (FAA ONLY)	FUND**	BY	BPAC	ORG	DELPHI ACCOUNTING STRING						AMOUNT	COMMENTS
								BOC	PROJ	TASK	BOC	ORG	EXP DATE		
1	JP MORGAN CHASE/ JOHN SCOTT	4486000000000230 0315 072017	420000	1270100170					12XXFAFAR121SUR	SU0010	21306	SWB7010000	06-Jun-17	15.10	CORRECTING BOC TO 21306
2															
3															
4															
5															
6															
7															
8															
9															
10														15.10	:TOTAL



# Example Non-Project Reclassification



**REASON FOR REQUEST:** Travel Reclassification  
**REQUESTOR:** Amber Doyle  
**REQUESTOR PHONE #:** 606-236-1234  
**SPECIAL INSTRUCTIONS:** NON-PROJECT RECLAS

**REMEDY INCIDENT** 7002564

**TRANSFER FROM:**

VENDOR NAME/ TRAVELER NAME		INVOICE NUMBER	BLI (FAA ONLY)	FUND**	BY	BPAC	ORG	DELPHI ACCOUNTING STRING							AMOUNT	COMMENTS
								BOC	PROJ	TASK	BOC	ORG	EXP DATE			
1	John Anderson	ET-T17FACMODFW00839EV01		1270100170	2017	560000000	SWB7010000	21000					27-Feb-17	217.69	Incorrect ORG CODE	
2																
3																
4																
5																
6																
7																
8																
9																
10																
													217.69	:TOTAL		

**TRANSFER TO:**

VENDOR NAME/ TRAVELER NAME		INVOICE NUMBER	BLI (FAA ONLY)	FUND**	BY	BPAC	ORG	DELPHI ACCOUNTING STRING							AMOUNT	COMMENTS
								BOC	PROJ	TASK	BOC	ORG	EXP DATE			
1	John Anderson	ET-T17FACMODFW00839EV01		1270100170	2017	560000000	NAB7010000	21000					27-Feb-17	217.69	Correcting ORG CODE to NAB7010000	
2																
3																
4																
5																
6																
7																
8																
9																
10																
													217.69	:TOTAL		

# 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. The page has a dark blue header and a light blue background. On the left is a vertical navigation 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' in white. Below the sign is a table of change notifications.

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 <a href="#">here</a> 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 <a href="#">here</a> 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 CBA Invoice numbers



DP2P99002-AP\_Invoices

Favorites ▾ | Dashboards ▾ | Open

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

FEDERAL AVIATION ADMIN ▾

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

WebAdi Transactions ▾

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 gradient and a slight shadow effect cuts across the letters from the bottom left to the top right. The background consists of several horizontal, wavy bands of varying shades of light blue, creating a sense of motion and depth.

**ESC**

*Enterprise Services Center*