


# 6F051A, Module 6: Systems

## Lesson 1 -Financial Management Analysis Systems

- **Without reference, identify relationship of basic facts and state general principles about Financial Management Systems IAW prescribed guidance and publications**



### Overview

- **Defense Travel System**
- **Commander's Resource Integration System (CRIS) Purpose**
- **Financial Management (FM) Suite**

- **Procurement Integrated Enterprise Environment (PIEE)**

**CONTINUE**

**Defense Travel System**

# Analysis DTS

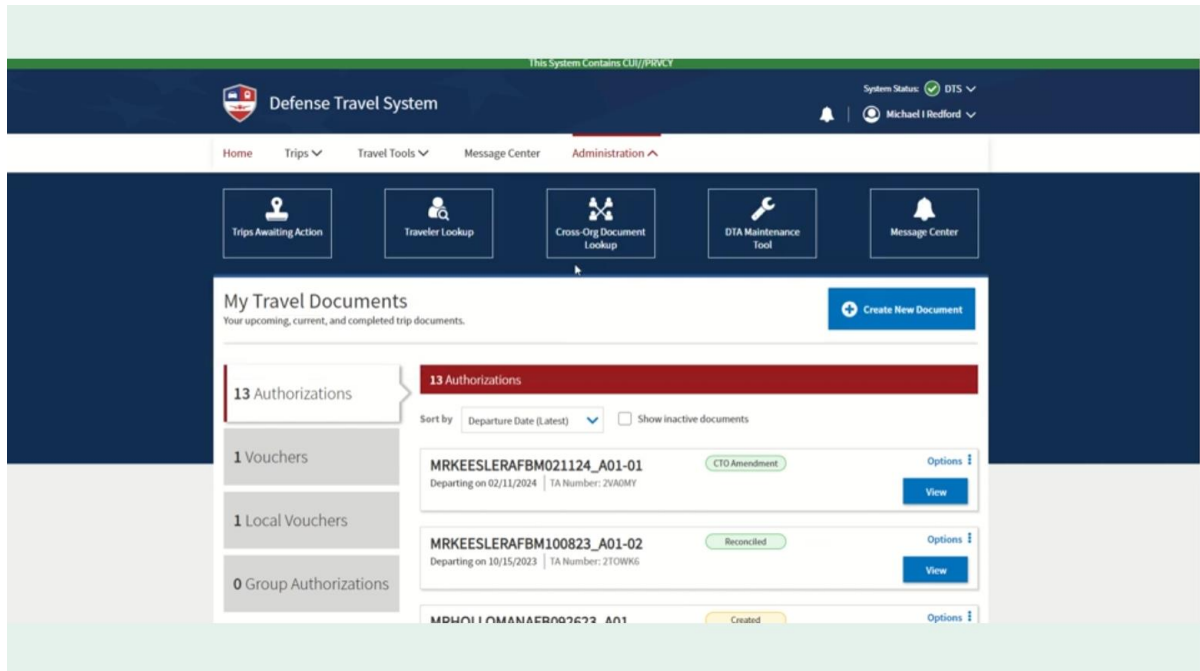
## *1.1 Intro*



The defense travel system is widely known for its involvement in the operations flight. However, as an analyst, you will be involved in several areas of DTS.

# Analysis DTS

## 1.2 Accounting Labels



Within the financial analyst flight, technicians will have several duties revolving lines of accounting within DTS.


This Includes Creating or approving authorizations for contingency operations and creating or updating lines of accounting.

Follow these general steps to view accounting labels.





# Analysis DTS

This System Contains CUI//PRV-CY

 **Defense Travel System**

System Status: ✔ DTS ▼

  Michael I Redford ▼


Home


Trips ▼


Travel Tools ▼

Message Center

Administration ▲

 Messages and Status

 Administration

 Reports


[Budget Tool](#)

[DTA Maintenance Tool](#)

[Self Registration Administration](#)

[Delegate Authority](#)

[Document Unlock Tool](#)

 Report Scheduler

13 Authorizations

1 Vouchers

1 Local Vouchers

0 Group Authorizations

13 Authorizations

Sort by: Departure Date (Latest) ▼ ☐ Show inactive documents

MRKEESLERAFBM021124\_A01-01

Departing on 02/11/2024 | TA Number: 2VADMY

CTO Amendment

Options ⋮

View

MRKEESLERAFBM100823\_A01-02

Departing on 10/15/2023 | TA Number: 2TOWK6

Reconciled


Options ⋮

View

MR40110MANAFB007673\_A01

Created

Options ⋮

 **Defense Travel System**  
A New Era of Government Travel

User Name: Michael Redford

Organization: DFCM

Group Access: DFCM, DFCM

Permissions: 0, 1, 2, 3, 4

Run Date: February 18, 2024 - 14:22 EST

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools:

DTA Maintenance Home

Search of Authorizations

<< Select an option from the DTA Tools dropdown.

**Welcome to the DTA Maintenance Tool**

This tool provides authorized DTAs with the ability to create and modify organizations, routing lists, groups, people, and lines of accounting (LOAs). Please select an option from the DTA Tools dropdown menu above.

**Your Maintenance Tool Permissions:**

- You do NOT have the proper permissions to edit organizations
- You do NOT have the proper permissions to edit routing lists
- You do NOT have the proper permissions to edit groups
- You do NOT have the proper permissions to edit people
  - You do NOT have the DTS 'EDIT USERS TABLE' permission
  - You do NOT have the DTS 'EDIT USER LEVEL' permission
  - You do NOT have the DTS 'EDIT TRAVELER C/MIL INDICATOR' permission
  - You do NOT have the DTS 'EDIT TRAVELER ORGANIZATION FIELD' permission
  - You do NOT have the DTS 'EDIT TRAVELER USER DEFINED FIELDS' permission
- You have the proper permissions to edit lines of accounting (LOAs)
- You do NOT have the proper permissions access MIS
- You do NOT have the proper permissions access ROA

# Analysis DTS



Defense Travel System  
A New Era of Government Travel

User Name: Michael Redford  
Organization Agency: DFCM  
Group Access: DFCM, DFCM  
Permissions: 0, 1, 2, 3, 8  
Run Date: February 18, 2024 - 14:22 EST

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Tools: Lines of Accounting Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

DTA Maintenance

Search Lines of Accounting

For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

Label: 24 [FY + LOA Name]

Format Map: [v]

Organization Name: DFCMK22 [Include Sub-Organizations]

Unbudgeted LOA(s) Only: [v]

DFCMK22ARW

DFCMK22ARWADC

DFCMK22ARWCPIS

DFCMK22ARWHDG

DFCMK22ARWHDGPT

DFCMK22ARWHSO

DFCMK22ARWHSOCC

DFCMK22ARWHSOCCS

DFCMK22ARWHSOCCONS

INSTRUMENTATION



Defense Travel System  
A New Era of Government Travel

User Name: Michael Redford  
Organization Agency: DFCM  
Group Access: DFCM, DFCM  
Permissions: 0, 1, 2, 3, 8  
Run Date: February 18, 2024 - 14:23 EST

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Tools: Lines of Accounting Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

DTA Maintenance

Lines of Accounting(Search Results)

Organization Name: DFCMK22ARWCPIS Label: 24

Include Sub-Organizations: Yes Unbudgeted LOA(s) Only: No

Format Map: [v]

Select to Delete or Rollover: [v]

Edit: [v]

Organization Name: DFCMK22ARWCPIS

Label: 24 D CPT

Shared: No

Format Map: AF 2

Link to: 9/29/2003 New Budget

Update

Copy

X-Org Funding

Select All

Clear All

Delete Selection(s) on this page

Rollover Selection(s) on this page

1 - 1 of 1

Once you have your line of accounting pulled up, you will have three different options: update, copy, or cross org. The update option is typically used if something was mistyped when the accounting label was created.

# Analysis DTS

**Copy Line of Accounting:** An empty budget shell will not be created if Create Budget is not checked. \* Data Required  
For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

Format Map: AFI 2, 9/29/2003  
Organization Name: DFCM22ARW  
Share LOA: ☐ No  
Create Budget: ☒ Yes  
Empty Budget Shell Fiscal Year: 2024 (4 digit year)

**Label**  
LOA Fiscal Year: 24 (2 digit year)  
LOA Name: WO EXEC

**LOA Data Elements**

Account 1	ADSN or DTST: 387700 (6 or DTST) DTST Sub-field: (14)
Account 2	DEPT: 57 (2) TA: (2) FY: 4 (1) APPR: 3400 (4) SL: (4)
Account 3	FC: 30 (2) PY: (1)
Account 4	OAC: 65 (2) OBAN: M3 (2) ROCC: 305000 (6) BA: 01 (2)
Account 5	BFGC: (6) CDC: (3) CC: (2) LINE #: (3)
Account 6	EEIC/BRAN: 40524 (6) SC: (3) SMCCDN: (6)
Account 7	ADSN: 387700 (6) ESP: (2)
Account 8	FM: (6) PEC: 48534F (6)
Account 9	IBOP: (3)
Account 10	JON: (12) OBJ-CLASS: (3)

The copy option can be used when a fiscal year ends, and you need to make a new budget label for the new fiscal year. Make sure to update the fiscal year on the new line of accounting.

**Defense Travel System**  
A New Era of Government Travel

User Name: Master Budget  
Organization: DCM  
Branch: DPCB  
Run Date: 2024 - 1424 EST

DTA Tools: [Home of Accounting](#) | [Search LOA](#) | [Create LOA](#) | [Update Default LOA](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA](#) | [List](#)

DTA Home | [Data Tools](#) | [Data Search](#) | [Logout](#)

**Search Cross Org:**

Cross Org For Funding:   
Or  
Search Cross Org By Traveler SSN:   
Funding LOA Label: 24 D CPTB  
Funding LOA Org: DFCM22ARWCPTS

[Search](#) [Return List](#)

**Selected Organizations and Individuals for Funding:**

Select to Delete:  Organization/Traveler  
[Create Selected](#)

**Select Routing List:**

Document Type:  Routing List:  Select to Add:   
[Save Routing List](#)

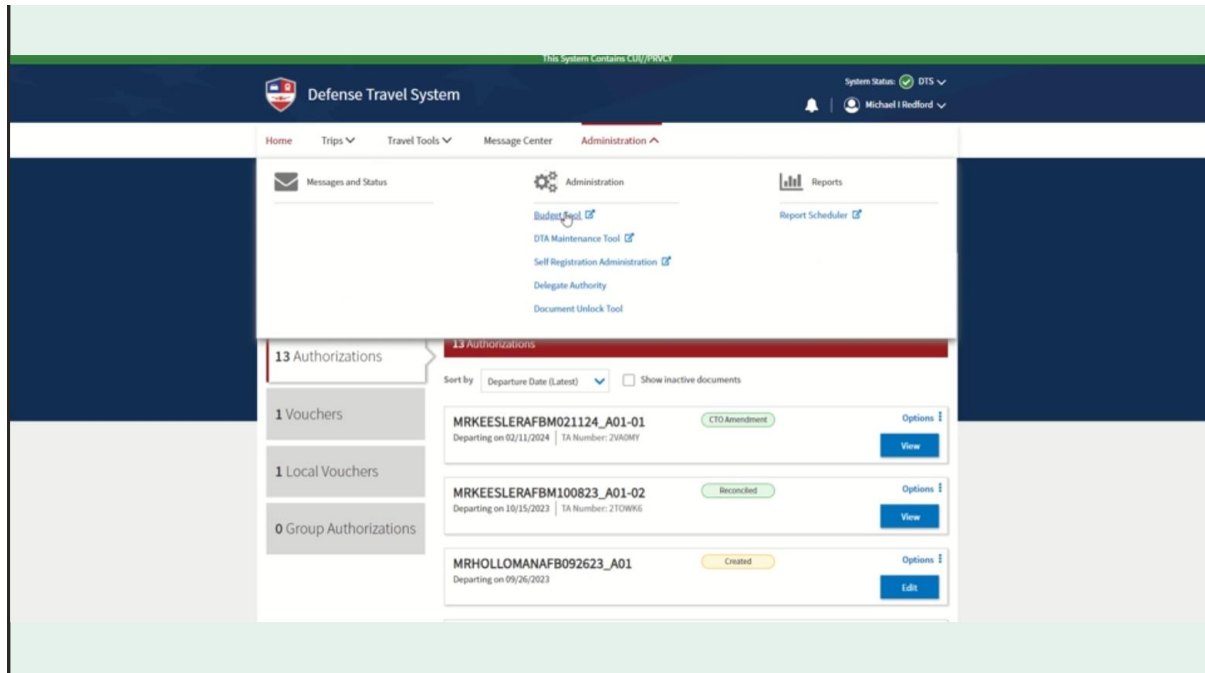
**Selected Routing List:**

Select to Delete:  Document Type/Routing List  
[Create Selected](#)

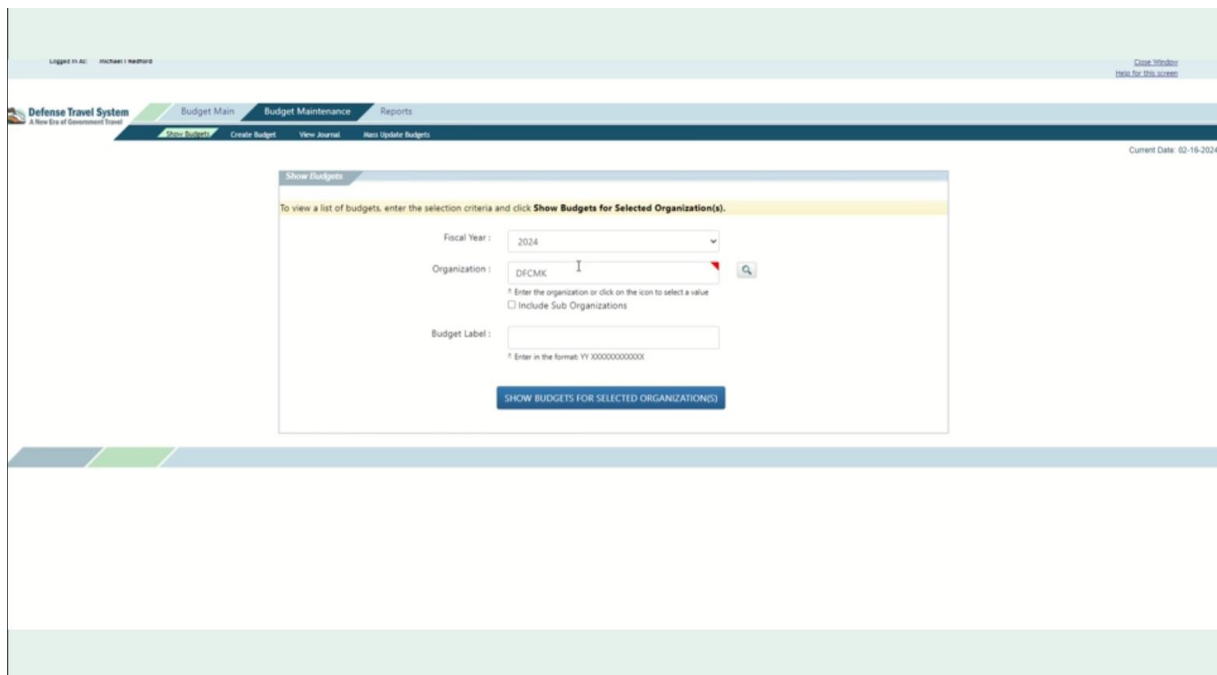
The Cross Org option is used when an individual from outside the organization will be funded by this label.

# Analysis DTS

## 1.2 Loading Funds



Now we will see how to load funds on a DTS label.



In the Budget Maintenance sections, Click Show Budgets.

# Analysis DTS

Budget items with blank quarterly funding targets indicate that the budget is an annual budget.											
Fiscal Year : 2024											
Organization : DFCMK											
Include Sub Organizations											
Budget Label : 24 NON											
Edit	Inactivate/Delete	Organization	Budget Label	Annual/ Quarterly	Shared	Target Amount Qtr 1	Target Amount Qtr 2	Target Amount Qtr 3	Target Amount Qtr 4	Available Funding Target	Annual Funding Total
Edit	Inactivate/Delete	DFCMK	24 NON FLYER K2	Q	Y	\$44,000.00	\$0.00	\$0.00	\$0.00	\$4,600.48	\$44,000.00
Edit	Inactivate/Delete	DFCMK	24 NONFLY QA	Q	Y	\$30,000.00	\$0.00	\$0.00	\$0.00	\$17,204.29	\$30,000.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER 2D	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER 3F	Q	N	\$3,000.00	\$1,000.00	\$1,000.00	\$0.00	\$5,000.00	\$5,000.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER 9C	Q	Y	\$1,500.00	\$0.00	\$0.00	\$0.00	\$615.25	\$1,500.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER EH	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER FA	Q	Y	\$95,000.00	\$60,000.00	\$0.00	\$0.00	\$210,634.43	\$155,000.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER K3	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER L2	Q	N	\$1,773,000.00	\$1,200,000.00	\$0.00	\$0.00	\$81,187.02	\$2,973,000.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER M0	Q	N	\$15,400.00	\$0.00	\$0.00	\$0.00	\$6,470.33	\$15,400.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER N1	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER TA	Q	N	\$0.00	\$100,000.00	\$0.00	\$0.00	\$72,569.84	\$100,000.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER ZA	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fill in the applicable information to finds a list of budget labels.

Budget items with blank quarterly funding targets indicate that the budget is an annual budget.											
Fiscal Year : 2024											
Organization : DFCMK											
Include Sub Organizations											
Budget Label : 24 NON											
Edit	Inactivate/Delete	Organization	Budget Label	Annual/ Quarterly	Shared	Target Amount Qtr 1	Target Amount Qtr 2	Target Amount Qtr 3	Target Amount Qtr 4	Available Funding Target	Annual Funding Total
Edit	Inactivate/Delete	DFCMK	24 NON FLYER K2	Q	Y	\$44,000.00	\$0.00	\$0.00	\$0.00	\$4,600.48	\$44,000.00
Edit	Inactivate/Delete	DFCMK	24 NONFLY QA	Q	Y	\$30,000.00	\$0.00	\$0.00	\$0.00	\$17,204.29	\$30,000.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER 2D	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER 3F	Q	N	\$3,000.00	\$1,000.00	\$1,000.00	\$0.00	\$5,000.00	\$5,000.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER 9C	Q	Y	\$1,500.00	\$0.00	\$0.00	\$0.00	\$615.25	\$1,500.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER EH	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER FA	Q	Y	\$95,000.00	\$60,000.00	\$0.00	\$0.00	\$210,634.43	\$155,000.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER K3	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER L2	Q	N	\$1,773,000.00	\$1,200,000.00	\$0.00	\$0.00	\$81,187.02	\$2,973,000.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER M0	Q	N	\$15,400.00	\$0.00	\$0.00	\$0.00	\$6,470.33	\$15,400.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER N1	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER TA	Q	N	\$0.00	\$100,000.00	\$0.00	\$0.00	\$72,569.84	\$100,000.00
Edit	Inactivate/Delete	DFCMK	24 NONFLYER ZA	Q	N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Once you have found the budget label that needs funds added, click edit.

# Analysis DTS

Fiscal Year : 2024

Organization : DFCMK

Budget Label : 24 NONFLYER L2

Shared : ☐ Yes  
☒ No

AMOUNT BUDGETED FOR EACH QUARTER

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Annual
Quarterly Funding Target :	\$1,773,000.00	\$1,200,000.00	\$0.00	\$0.00	\$2,973,000.00
Previous Quarter Carryover :		\$71,764.98			
Funding Target Adjustments :	<input type="text" value="70000.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		
Transaction Adjustments :	\$0.00	\$0.00			\$0.00
Obligations Outstanding :	\$828,464.43	\$175,474.02			\$1,003,938.45
Expenditures Paid :	\$872,750.59	\$1,015,123.94			\$1,887,874.53
Total Obligations :	\$1,701,215.02	\$1,190,597.96			\$2,891,812.98
Available Funding Balance :	<input type="text" value="\$0.00"/>	<input type="text" value="\$81,187.02"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$81,187.02"/>

Remarks :

Once you are in this page, you can add funds to the budget label. Make sure to check the **status** of funds before adding funds to a label.



#### **DTS USER PROFILE**

#### **DTS USER/TRAVELER PROFILE**

A DTS user profile contains information that allows a travel manager or administrator to perform specialized DTS functions, such as accessing another person's official documents or updating an organization's routing lists. Personnel who interact with DTS, but never perform official travel have a DTS User profile.

By design, when creating a DTS User profile or receiving a detached profile into an organization, the system auto-grants Permission Level O which is required to access DTS. Although other permissions and accesses may be necessary to complete their functions, at a minimum the individual will have Permission Level O. The roles that most commonly need a DTS User profile include DTAs and Reviewing Officials.

Personnel who interact with DTS on behalf of one or more travelers, such as a travel clerk or a Non-DTS entry agent (NDEA), may also have a DTS user profile. This information is covered in the DTS business rules under section 2.5.

```
float: right; 10px;
font-weight: bold;
float: auto;

<div id="login_form" >
  <div color='red'><b>Authentication Failed</b></div>
  <div id="dError1" class="dError1">Please contact the administrator
  <div>
    <saml-auth-status>-1</saml-auth-status>
  </div>
  onclick="window.top.location='/php/login.php'"
</div>
```

#### DTS USER PROFILE

#### DTS USER/TRAVELER PROFILE

A DTS User/Traveler profile contains information that allows a person to travel, such as government travel charge card (GTCC) and electronic funds transfer (EFT) to support reservations and payments along with options to enter travel preferences. All personnel who expect to go on official travel must have a User/Traveler profile – this includes the administrators and managers named in Section 2.1.

By design, when creating a DTS User/Traveler profile or receiving a detached profile into an organization, the system auto-grants Permission Level O which is required to access DTS. A User/Traveler profile simply supporting their own travel, only needs Permission Level O.

## DTS Official Roles



### **Lead DTA (LDTA)**

—

Oversees the actions for an organization or site. Assists other DTAs, AOs, and travelers. Generates reports to manage upcoming and post travel. Can perform any of the functions listed below as needed.

### **Organization DTA (ODTA)**

—

Performs the non-financial administrative functions that allow an organization's travelers and reviewing officials to execute travel in DTS. This includes, but is not limited to, creating and maintaining organizations, personal profiles, routing lists, and groups.

### **Finance DTA (FDTA)**

—

Performs financial functions within DTS. This includes setting up an organization's lines of accounting (LOAs) and budgets and tracking the obligation and expenditure of travel funds.

### **Budget DTA (BDTA)**

—

Helps the FDTA set up and maintain an organization's budgets. Other administrative roles serve as centrally billed account specialists (CBA-Ss), debt management monitors (DMMs), and compliance tool administrators (CTAs).

### **Reviewing Officials**

—

Every organization must have a default routing list. The routing list defines the path a document will flow in the system and which Reviewing Officials will take action. Although others Reviewing Officials may be included, the most common types of Reviewing Officials are:

- Reviewing Officials (ROs) – Reviews travel document for accuracy.

- Certifying Officials – Certifies that funds are available to pay for the trip.
- Authorizing Officials (AOs) – Performs a final review and decides whether to approve the traveler's plans (on an authorization) or payment claims (on a voucher)

## Travelers —

Using DTS, travelers generally create and sign their own travel documents, although the traveler's organization may designate others (e.g., travel clerks, NDEAs) to enter information into DTS for them.

**CONTINUE**

## Commander's Resource Integration System (CRIS)

Commander's Resource Integration System (CRIS) is used to obtain the operating budget ledger/allotment ledger. These ledgers provide detailed data on various accounts or types of funds at a specific period of time. A ledger can be analyzed for various items such as obligations, expense types and fund availability. CRIS also provides accounting data for General Accounting and Finance System–Base Level (GAFS–BL) such as funding summary records and program summary records. Commands and wings may use CRIS to develop their status of funds in accordance with command and local guidance. It is used to cross-check target load submissions through Daily Audit Listing as well as research transactions via Selective Transaction History (STH).

**CONTINUE**

## Financial Management Suite



Use this icon to view the (below) StoryLine activity in full screen mode. If the StoryLine activity has background audio or music, you will need to mute the activity once complete.

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# Financial Management Suite

CONTINUE

# FMSuite

## *1.1 Intro*

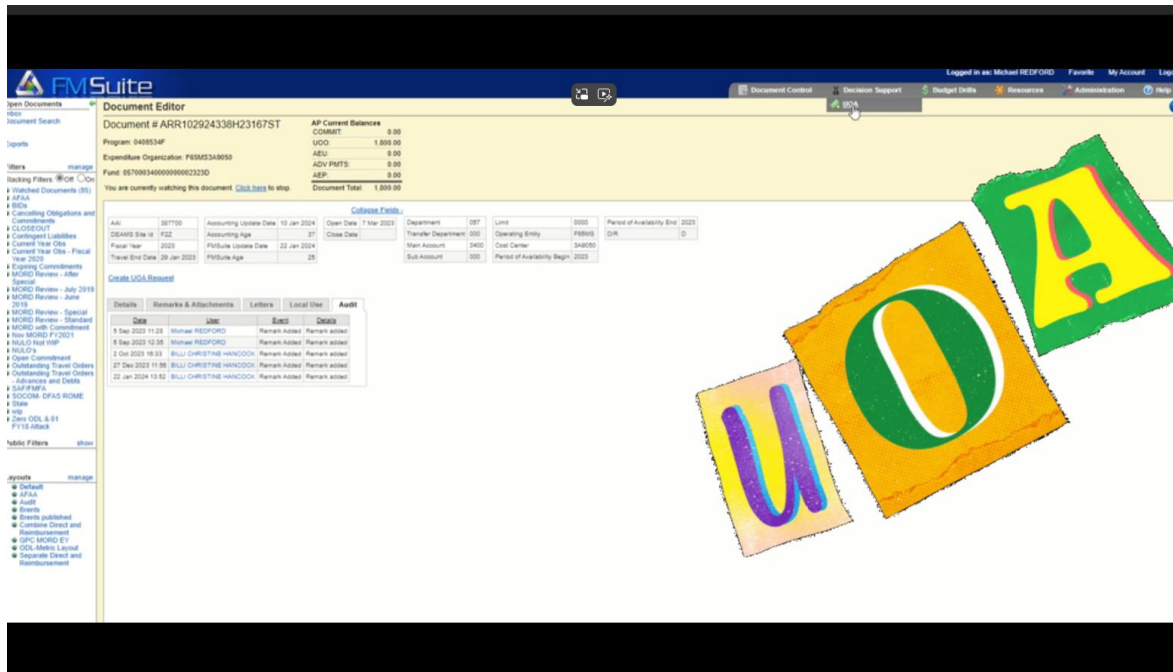


# Financial Management Suite

Every year the Air Force risks losing billions of dollars over the future years defense program (FYDP) due to unexpended balances and historical under-execution. Many of these cuts are based on the de-obligations, referred to as fall-out. In some cases, obligations are underestimated and result in a “fall-in” situation, which requires additions funds to cover the actual obligations. Historically, Air force exaction results in much more fall in. The use of FMSuite to conduct analysts on open document and take appropriate action can directly effect current and future Air Force execution.

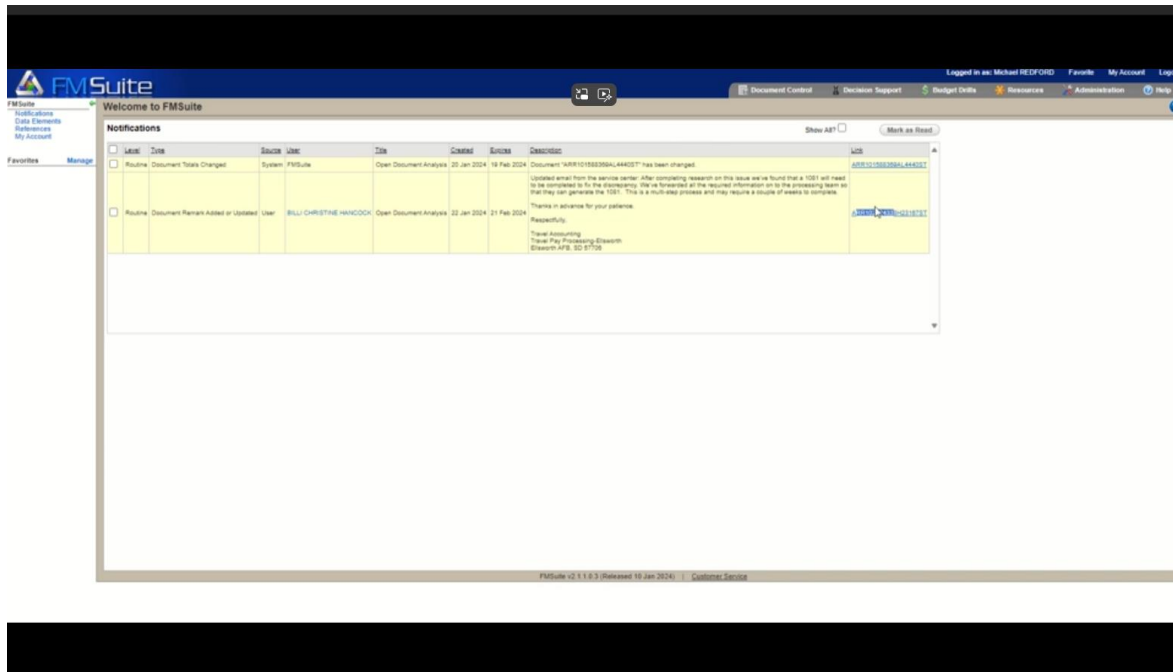
# FMSuite

## 1.2 UOA Module

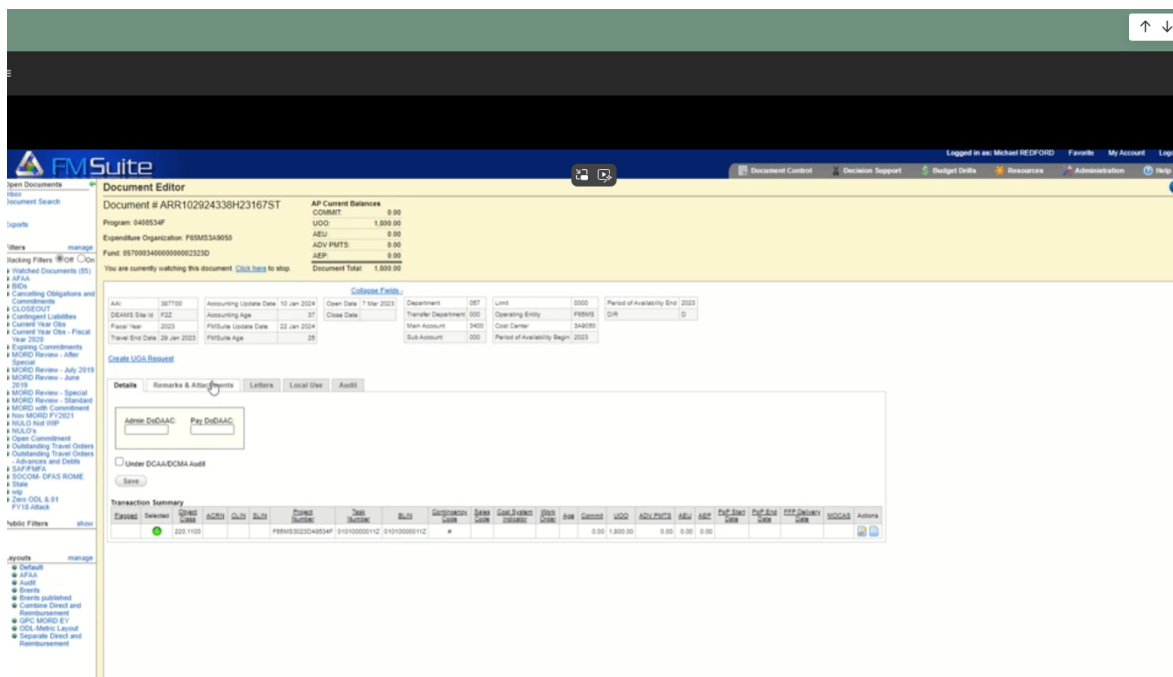


FMSuite is used to process Upward Obligation Adjustment using the upward obligation module. Through this, you can review threshold limits before approving upward obligation request.

## 1.2 Loading Funds



FMSuite can also be used to review Open Document Listings (ODLs) and perform Dormant Account Review (DAR).



All

document actions must be recorded in FM Suite ODA module to ensure obligation and de-obligation action/documentation is retained for future reference.

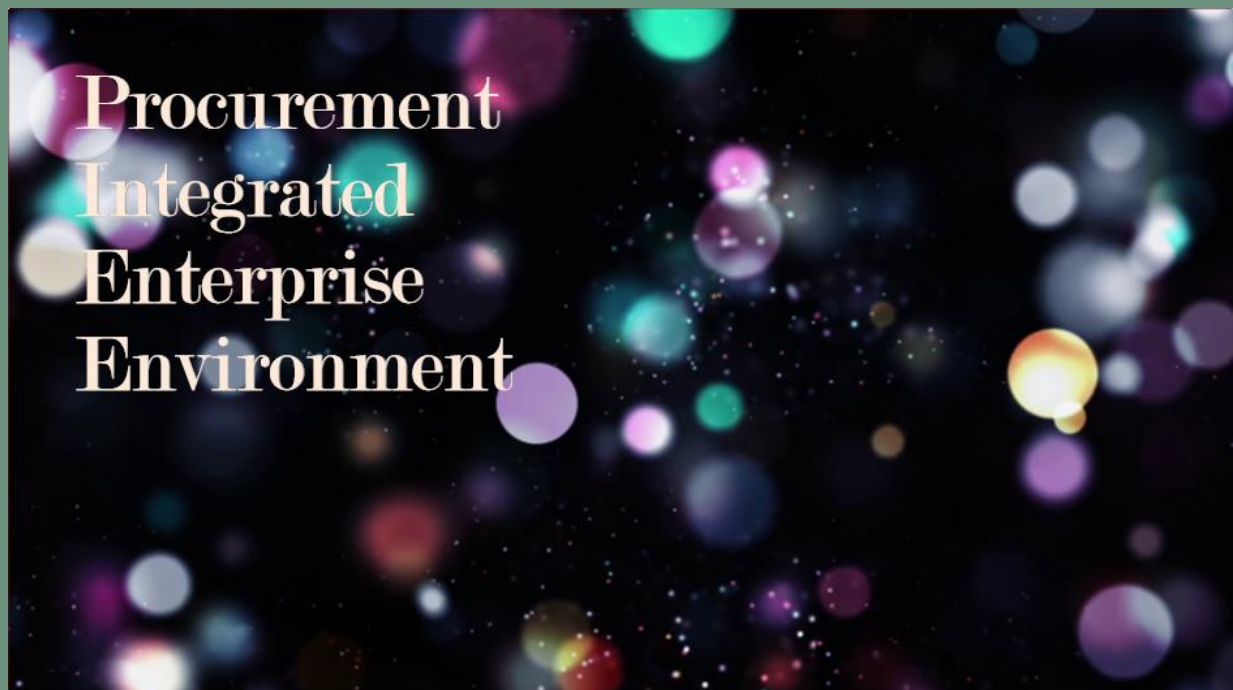


# Procurement Integrated Enterprise Environment



Use this icon to view the (below) StoryLine activity in full screen mode. If the StoryLine activity has background audio or music, you will need to mute the activity once complete.

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**CONTINUE**

- **Given a scenario, without reference Certify Documents and Load Funds in DEAMS IAW prescribed guidance and**

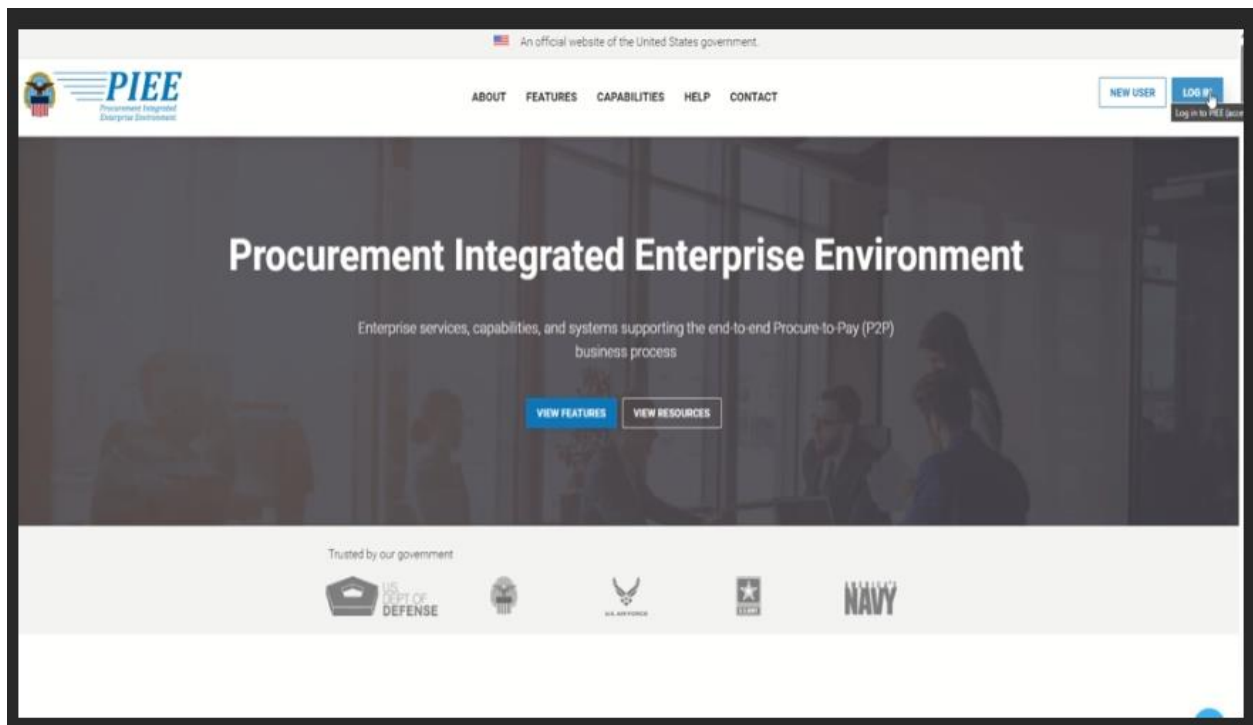


# PIEE

## 1.1 Introduction

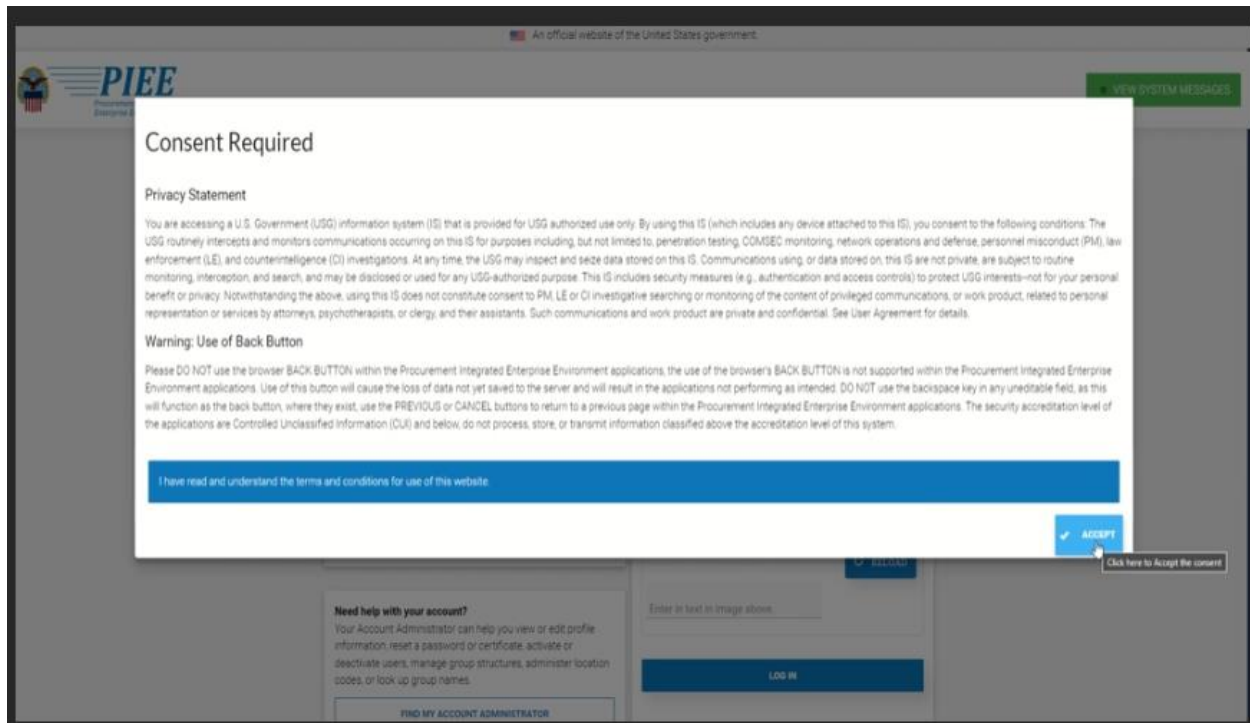


## 1.2a Overview

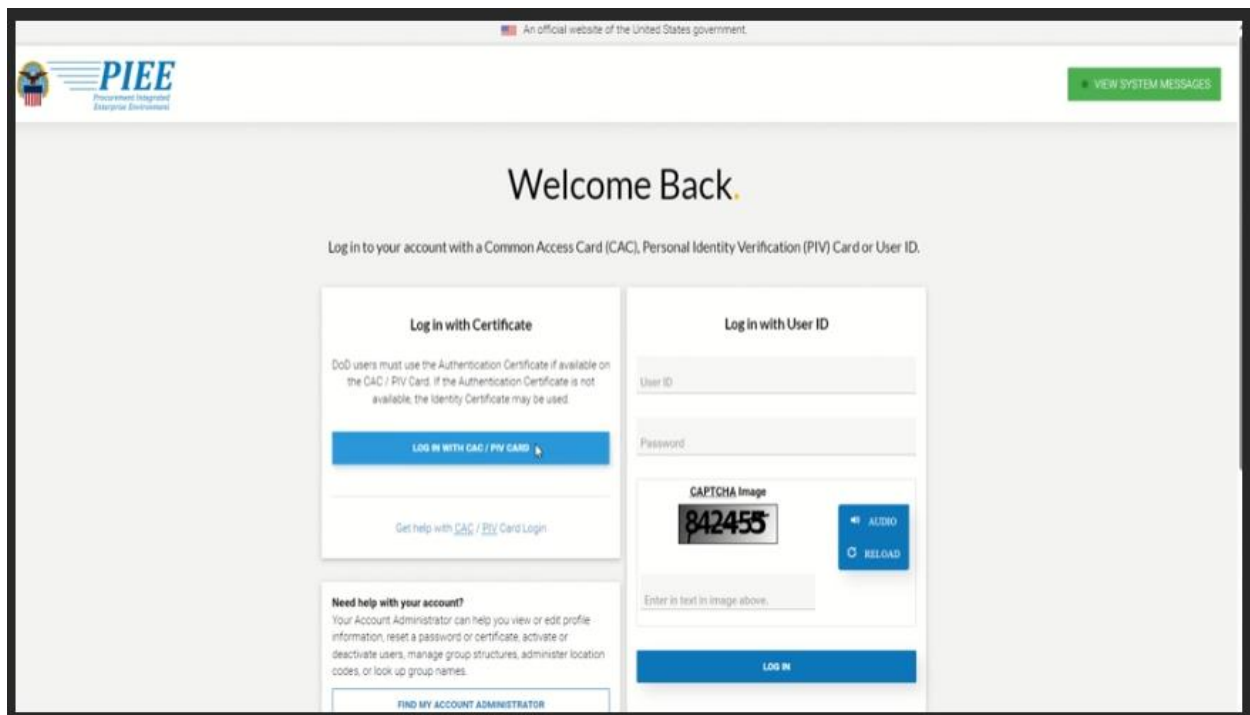


# PIEE

## 1.2b Overview



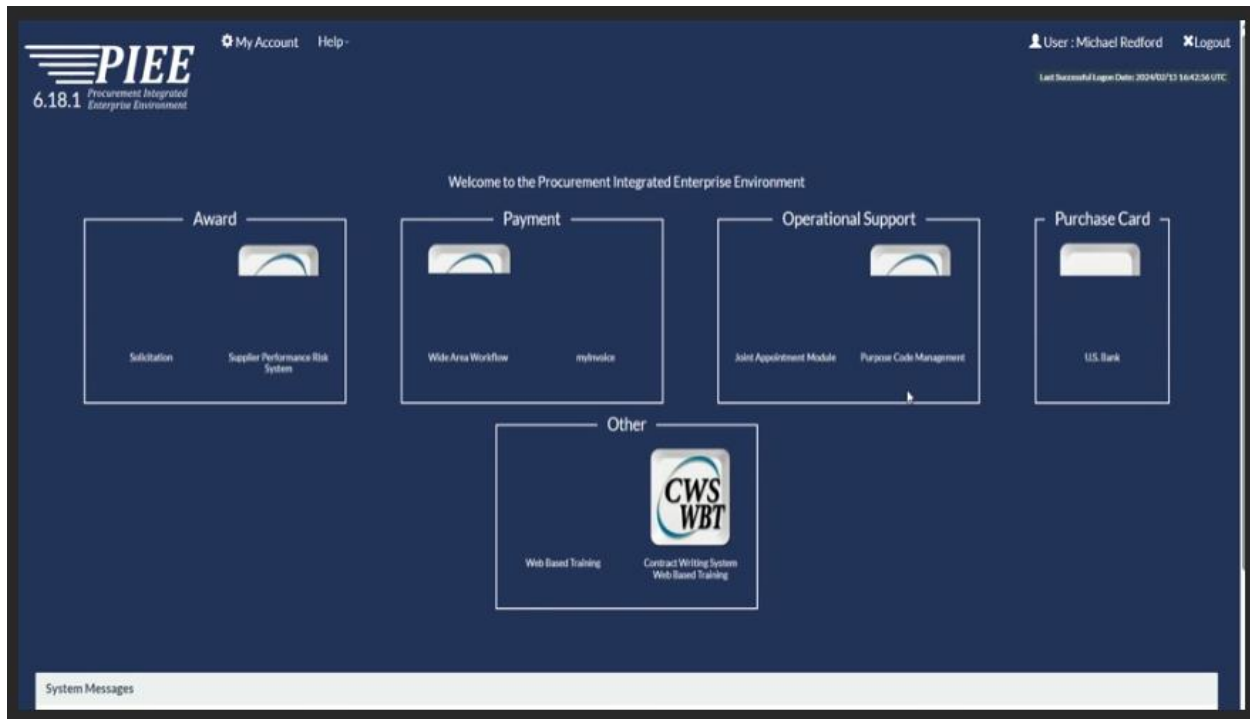
## 1.2c Overview



From the Procurement Integrated Enterprise Environment (PIEE) website,

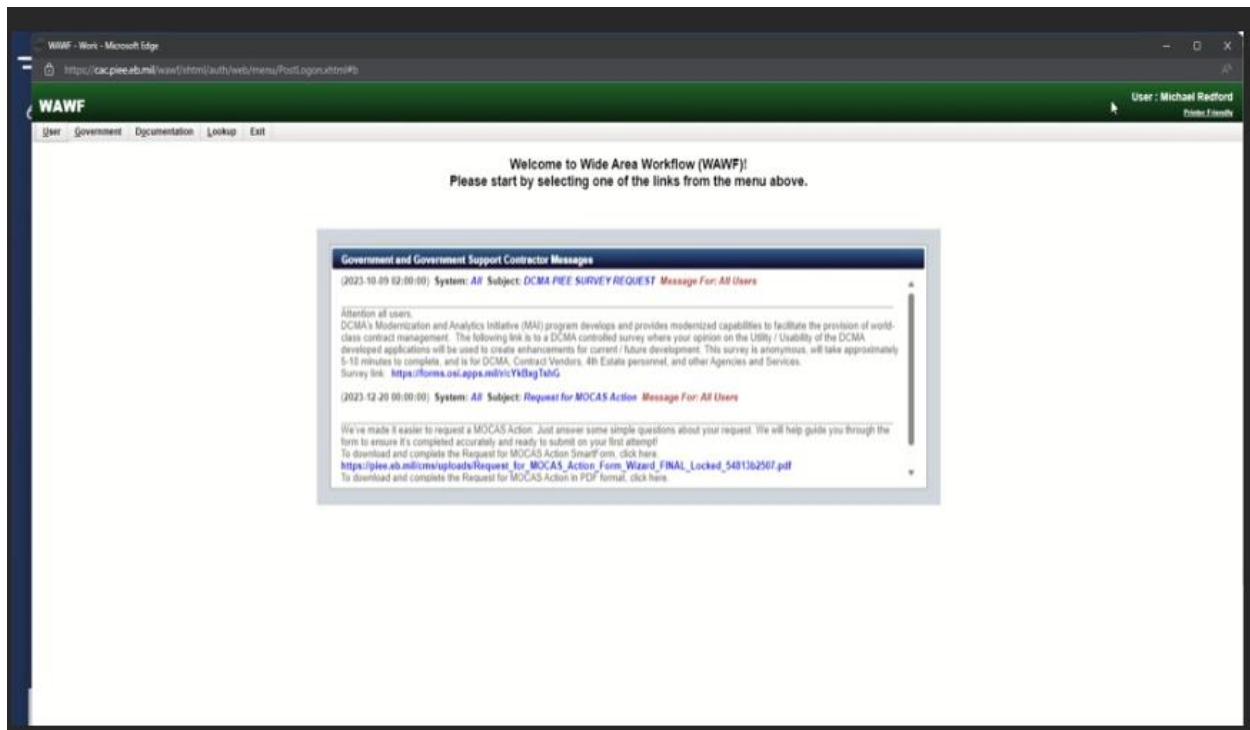
# PIEE

## 1.2d Overview



there are many applications or systems available that make our job as financial managers much easier.

## 1.2e Overview



# PIEE

The primary method used to electronically enter, route, and approve receiving reports and invoices is Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT), also known as Wide Area Work Flow (WAWF).

## 1.2f Overview

WAWF - Work - Microsoft Edge  
https://cac.piee.af.mil/wawf/submit/auth/web/folder/DocumentSearch.xhtml?p=1234b

User: Michael Redford  
Printer Friendly

User Government Documentation Lookup Exit

Search Criteria - Acceptor View Only Folder By DoDAAC

Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
Shipment No.	Invoice Number
Communication Service Agreement (CSA)	
SSN / Confirm SSN	Tax ID (EIN)
Type Document All Documents	Status All Documents
Create Date (YYYYMMDD)	Create Date End (YYYYMMDD)
Update Date (YYYYMMDD)	Update Date End (YYYYMMDD)
Acceptance Date (YYYYMMDD)	Acceptance Date End (YYYYMMDD)
Invoice Received Date (YYYYMMDD)	Invoice Received Date End (YYYYMMDD)
Estimated Delivery Date (YYYYMMDD)	Estimated Delivery Date End (YYYYMMDD)
Billing Period From Date (YYYYMMDD)	Billing Period From Date End (YYYYMMDD)
Billing Period To Date (YYYYMMDD)	Billing Period To Date End (YYYYMMDD)

Result Size Result Count

It is also classified as a secure interactive, web-based system used by DoD to enable contractors/vendors, contracting officials, receiving organizations, FMA and DFAS to access and/or create financial documents.

# PIEE

## 1.2g Overview

Item	DocID/ACC	Est	Type	Vendor (Payee)	DUNS	DUNS-4	Est	Ref. Procurement Id	Contract Number &	Delivery Order	CSA	Shipment Number	Submitted	Last Updated	Shipped	Accepted	Billing From
1	FA621		Invoice 2e1	INFA4	03932256			HSC08417AD0027	FA62119FA043			108412052	2024-01-16	2024-02-09 15:45:32	2023-11-30	2024-02-07	
2	FA621		Invoice 2e1	449XS	147524115				FA62119FA043			22465	2024-02-09	2024-02-13 15:41:11	2024-02-09	2024-02-13	
3	FA621		Construction and Facilities Management Invoice	43626	039315809			FA62122D0005	FA62122D0005	FA62123F0061		23060PKY2GASLINE	2023-10-30	2023-11-10 11:43:40	2023-10-30	2023-10-30	
4	FA621		Construction and Facilities Management Invoice	43626	039315809			FA62122D0005	FA62122D0005	FA62123F0061		23060PKY2GASLINE	2023-11-28	2023-12-06 11:36:16	2023-11-27	2023-11-28	
5	FA621		Invoice	1CAV9	027079776				SPEBCH0001001	SPEBEX23F1168							

Contractors/vendors use it to access their contracts, indicate whether or not they provided goods/services to the Air Force, and to submit invoices to DFAS. The receiving activity accesses the contract online to acknowledge receipt of goods/services.

# PIEE

## 1.2h Overview

WAWF - Work - Microsoft Edge  
https://cac.piee.ab.mil/wawf/html/auth/web/folder/DocumentFolder.xhtml#0

User: Michael Redford  
Printer Friendly

User Government Documentation Lookup Exit

Electronic Data Access

Item	Contract Number	Delivery Order	Issue Date	Issue By	Admin By	Payment Office	CAGE Code	DUNS	ACO Mod	PCO Mod	PDS XML
1	FA62119FA043		20190822	FA621	FA621	F223C1	1NFA4	039322250			
2	FA62119FA043		20211214	FA621	FA621	F223C1	1NFA4	039322250		P0004	
3	FA62119FA043		20200921	FA621	FA621	F223C1	1NFA4	039322250		P0000	
4	FA62119FA043		20200922	FA621	FA621	F223C1	1NFA4	039322250		P0002	
5	FA62119FA043		20201215	FA621	FA621	F223C1	1NFA4	039322250		P0003	

Click on Contract Number to retrieve the document.

Document Type	Invoice Number	Shipment Number
Invoice 2in1	100443052	100443052

DFAS receives the documents in a timelier fashion. This enables the accounting systems to match up required documents and schedule payments sooner.

## 1.2i Overview

PIEE 6.18.1 Procurement Integrated Enterprise Environment

My Account Help

User: Michael Redford Logout

Last Successful Login Date: 2024/10/13 16:42:36 UTC

Welcome to the Procurement Integrated Enterprise Environment

**Award**

- Solicitation
- Supplier Performance Risk System (SPRS)

**Payment**

- Wide Area Workflow (WAWF)
- myInvoice

**Operational Support**

- Joint Appointment Module (JAM)
- Purpose Code Management (PCM)

**Purchase Card**

- U.S. Bank

**Other**

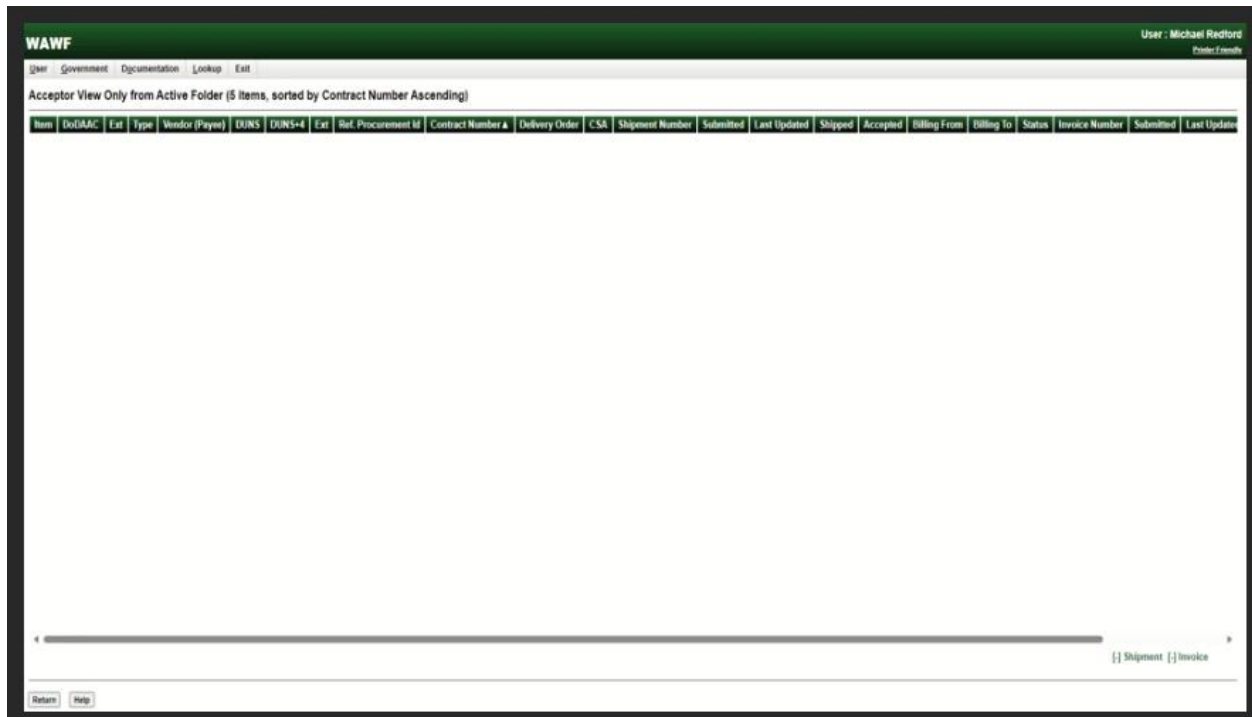
- Web Based Training (WBT)
- Contract Writing System Web Based Training (CWS WBT)

System Messages

# PIEE

WAWF helps to mitigate interest penalty payments due to lost or misplaced documents and highlights vendor-offered discounts so DoD benefits on both fronts.

## 1.2j Overview



Public funds are saved through taking advantage of discounts offered and less money is spent on late fees. Below shows a screenshot of the WAWF homepage and the iRAPT application.

## 1.2k Overview

[illegible]

## 1.2/ Overview

WAWF					User : Michael Redford	
<a href="#">User</a>	<a href="#">Government</a>	<a href="#">Documentation</a>	<a href="#">Lookup</a>	<a href="#">Exit</a>	<a href="#">Printer Friendly</a>	
<b>Acceptor View Only - Invoice 2-in-1</b>						
Some document values differ from those in EDA. Click on the <a href="#">View Validation Warnings</a> link to view.						
<a href="#">View Validation Warnings</a>						
<a href="#">Expand All</a> <a href="#">Collapse All</a>						
<b>[ Document Information ]</b>						
<b>Contract Number Type</b>		<b>Contract Number</b>	<b>Delivery Order</b>	<b>Reference Procurement Identifier</b>	<b>Effective Date</b>	
DoD Contract (FAR)		FA62119FA043		HSCG8417AB00027	2019/09/22	
<b>Invoice Number</b>		<b>Invoice Date</b>	<b>Final Invoice?</b>	<b>Invoice Received Date</b>		
1004433052		2024/01/16	N	2024/01/16		
<b>Summary of Detail Level Information</b>					<b>Total</b>	
1 CLIN/SLIN(s)					\$ 1200.00	
0 Miscellaneous Amount(s)					\$ 0.00	
					<b>Document Total:</b> \$ 1,200.00	
<b>Shipment Number</b>		<b>Shipment Date</b>		<b>Fiscal Shipment</b>		
1004433052		2022/11/30		N		
<b>Billing/Account Number</b>		<b>Period of Performance From Date</b>		<b>Period of Performance To Date</b>		
<b>[ Line Item Information ]</b>					<b>Line Item Total:</b> \$ 1,200.00	
<b>Item No.</b>	<b>Product/Service ID</b>	<b>Qualifier</b>	<b>Qty. Delivered</b>	<b>Unit of Measure</b>	<b>Unit Price (\$)</b>	<b>Amount (\$)</b>
3001	F112	MQ	1	LOT	1,200.00	1,200.00
	AAI	SIN	ACRN	PR Number		
<b>Description</b>						
Spill Prevention and Preparedness Services						
<b>[ Address Information ]</b>						
<b>Prime Contractor</b>				<b>Administered By</b>		
CAGE Code	DUNS	DUNS + 4	Extension	DoDAAC		
1NFA4	036322250			FA621		

## 1.2m Overview



WAWF

User : Michael Radford  
Printer Friendly

UserGovernmentDocumentationLookupExit

Acceptor View Only - Invoice 2-in-1

Some document values differ from those in EDA. Click on the View Validation Warnings link to view.  
[View Validation Warnings](#)

[Expand All](#) [Collapse All](#)

Initiator

Name:	Date of Action / RD:	Phone #:	DSN:
Phua Khang	2024/01/16 1737 UTC / 2024/01/16 1737 UTC	701-792-4317	
Email:		Title:	Action(s):
e-billing@cleanharbors.com		Electronic Invoicing Spec	[Submitted, Web, Stand Alone]
Org Email:			
larochp@cleanharbors.com			
Attachments:			
Attachment Name	Attachment Type		Actions
1004433052.pdf	Invoices		<a href="#">View Attachment</a>
Comments:			

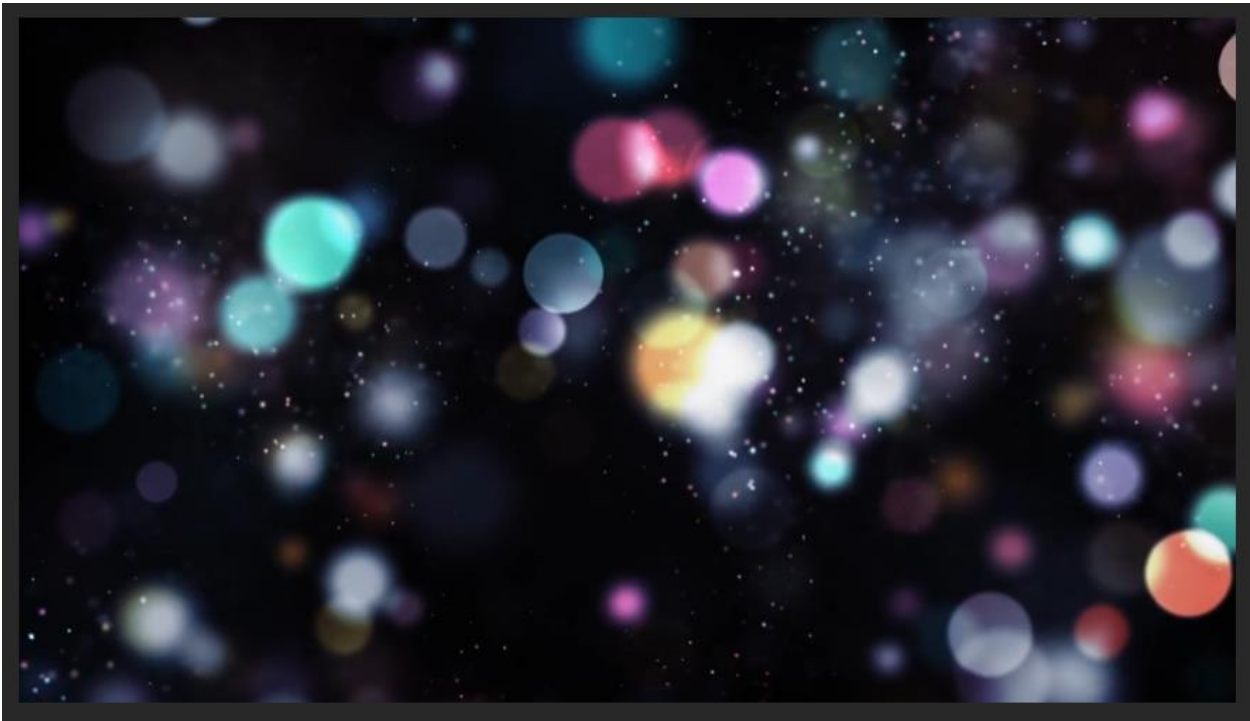
Acceptor

Name:	Date of Action:	Phone #:	DSN:
Cameron Collins	2024/02/07 1452 UTC	3167594516	7434516
Email:		Title:	Action(s):
cameron.collins.2@us.af.mil		Team Lead	[Accepted, Processed via EDI]
Org Email:			
WAWFMcConnellGAM@mccormell.af.mil			
Attachments:			
Comments:			
concur			

Payment Official

Name:	Date of Action:	Phone #:	DSN:
Christopher Raven	2024/02/09 1542 UTC	2073281516	
Email:		Title:	Action(s):
christopher.raven.ch@mail.mil		Accounting Technician	[Recalled, Rejected]

1.3 Conclusion



## Defense Enterprise Accounting and Management System



Use this icon to view the (below) StoryLine activity in full screen mode. If the StoryLine activity has background audio or music, you will need to mute the activity once complete.

---



CONTINUE

# DEAMS

## 1.1 Overview

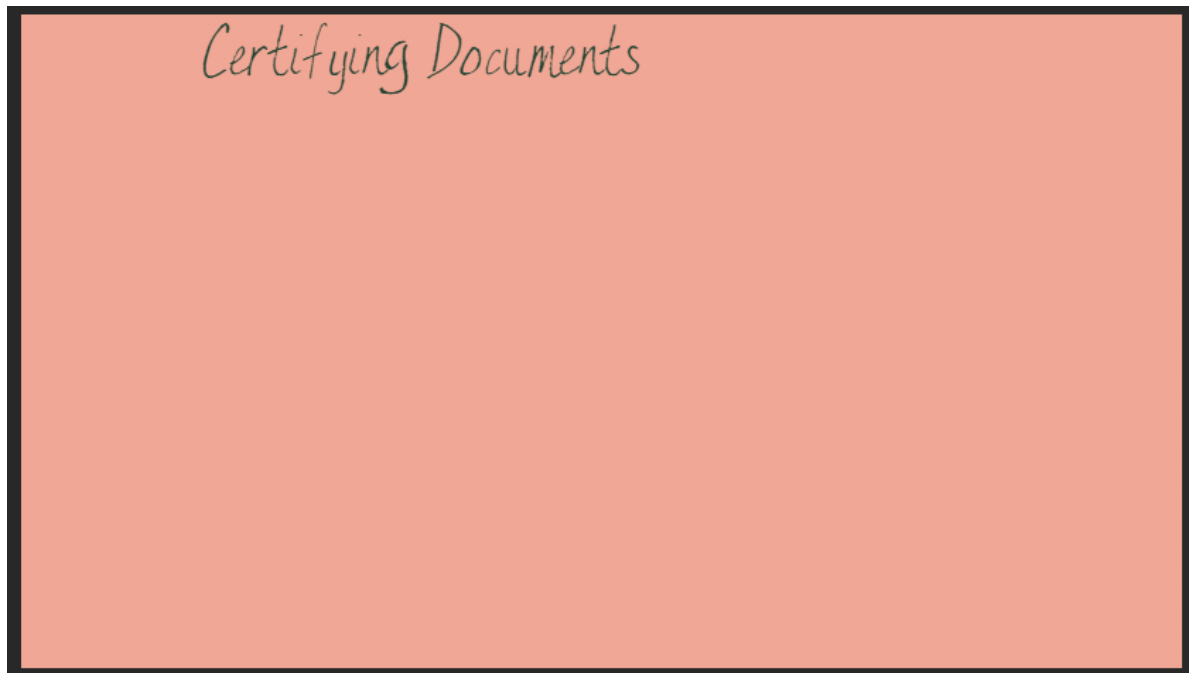


Defense Enterprise Accounting and Management System (DEAMS) is an accounting Enterprise Resource Planning (ERP) solution, based on the Oracle e-Business Suite (EBS), for the USAF and the United States Transportation Command (USTRANSCOM) as established by the Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM). DEAMS provides accurate and timely financial information using standardized business rules and processes, and complies with existing laws, regulations, and policies. DEAMS is a long-term solution toward sustaining audit readiness and correcting financial reporting weaknesses.

While DEAMS is the primary accounting system, you have numerous other systems that assist and/or have an effect on the accounting process. These systems perform various functions to streamline transactions and alleviate manual processing. Although each system performs its own functions, the transactions update DEAMS via interfaces. We will discuss a few of the systems that interface with DEAMS as well as Merge Accountability & Fund Reporting (MAFR)/DEAMS to ADS Daily Reconciliation (DADR).

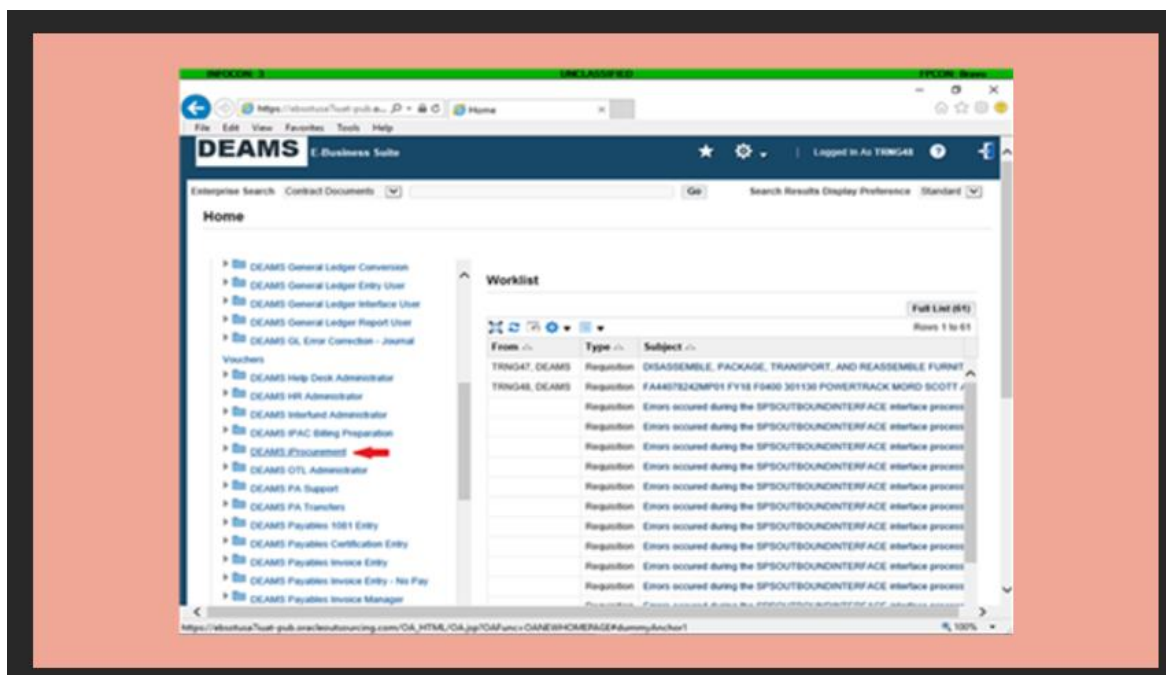
# DEAMS

## 1.2a Certifying Documents



Purchase Requisitions (PRs) must be approved before a Purchase Order is created for the items. The Funds Certifier is the last person in the review and approval chain.

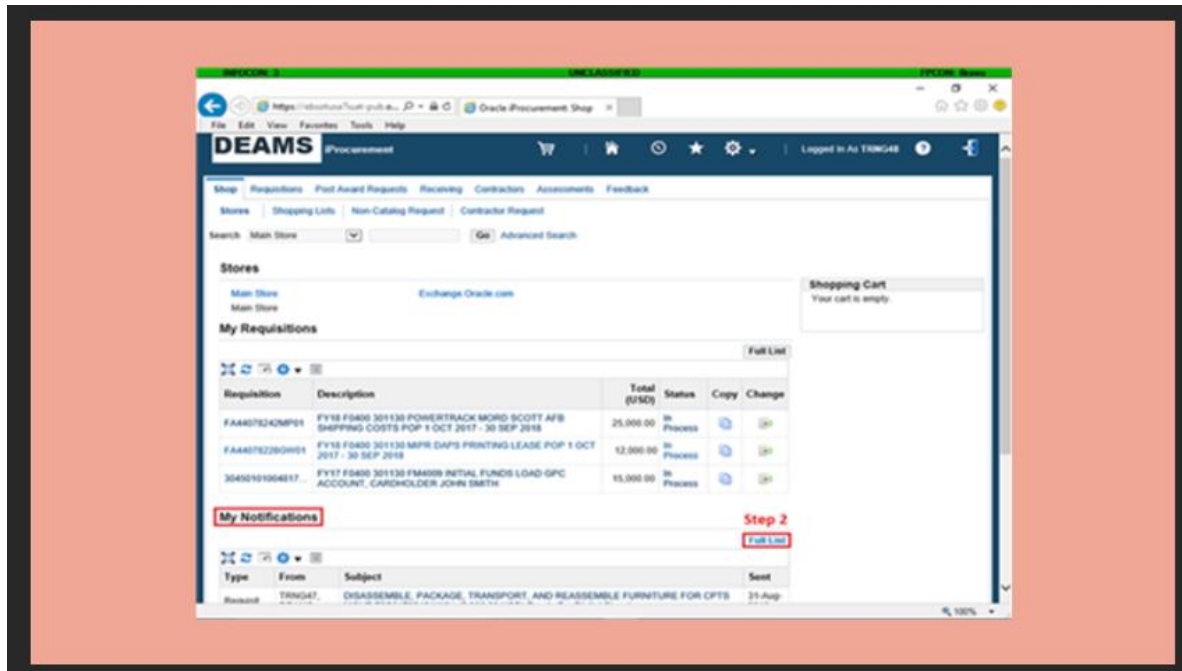
## 1.2b Certifying Documents



Application of the digital signature is done using the common access card (CAC) and is external to DEAMS. Once the PR is digitally signed, it can then be approved/certified.

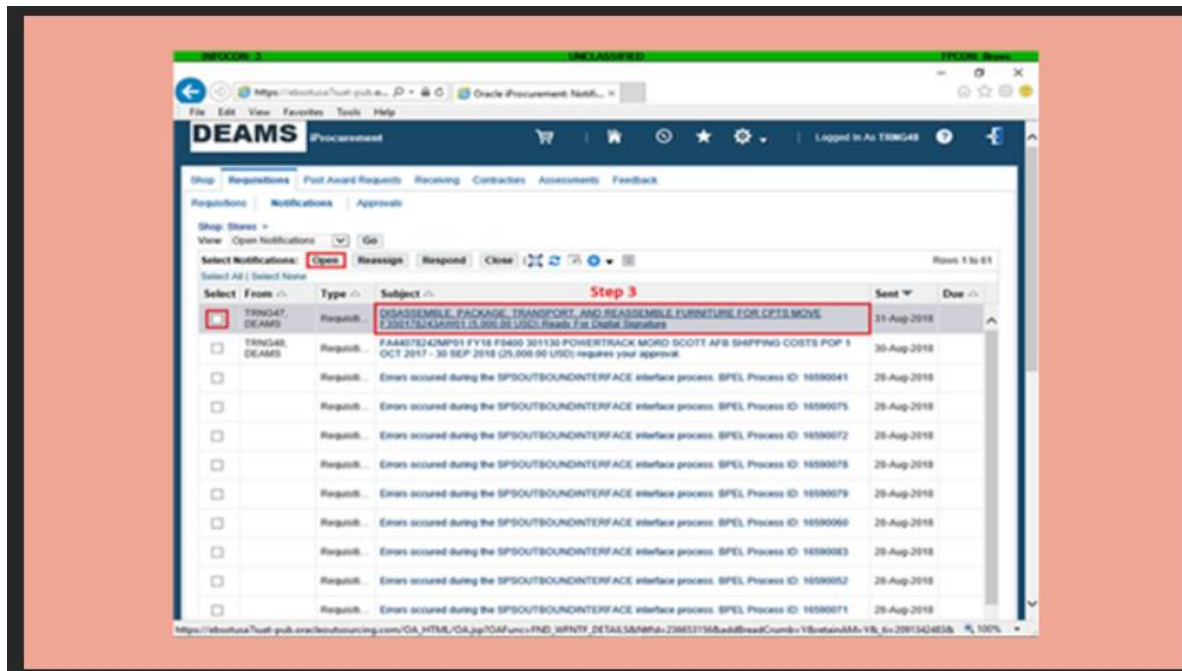
# DEAMS

## 1.3 Required Action



DEAMS will send a workflow notification on routed purchase requisitions informing the users in a DEAMS Approval Group of required action.

## 1.4 Notifications



Click on the workflow notification in the My Notifications tab.

# DEAMS

## 1.5 Open the PR

Shop Requisitions Post Award Requests Receiving Contractors Assessments Feedback

Requisitions Notifications Approvals

Shop Stores > Oracle Procurement Notifications >

**DISASSEMBLE, PACKAGE, TRANSPORT, AND REASSEMBLE FURNITURE FOR CPTS MOVE F350178243AW01 (5,**

From: TRNG47, DEAMS Description: DISASSEMBLE, PACKAGE, TRANSPORT, AND REASSEMBLE F  
To: Certifying Officers Rule10135033-430152 Requisition Total: 5,000.00 USD  
Sent: 31-Aug-2018 09:03:15 Estimated Tax: 0.00 USD  
ID: 236653156 Attachments:

**Requisition Lines**

Line	Description	
1	DISASSEMBLE, PACKAGE, TRANSPORT, AND REASSEMBLE FURNITURE FOR CPTS MOVE	5

**Approval Sequence**

Num	Name	Action	Action Date	Note
1	TRNG47, DEAMS	Pending	31-Aug-2018 09:03:13	Response
2	TRNG11, DEAMS	Approved	31-Aug-2018 09:03:10	CONTRA
3	TRNG48, DEAMS	Approved	31-Aug-2018 09:02:06	BUDGET
4	TRNG48, DEAMS	Approved	31-Aug-2018 09:01:43	RESOUR
5	TRNG47, DEAMS	Submitted	31-Aug-2018 09:02:49	

**Related Applications**

[Edit Requisition](#) **Step 4**  
[View Requisition Details](#)

Response

Click on the "Subject" link for the PR to be reviewed. This will display the notification. Or use the "Select" box and click the Open button.

## 1.6 Adding to Cart

Shop Requisitions Post Award Requests Receiving Contractors Assessments Feedback

Requisitions Notifications Approvals

Shop Stores > Oracle Procurement Notifications >

**DISASSEMBLE, PACKAGE, TRANSPORT, AND REASSEMBLE FURNITURE FOR CPTS MOVE F350178243AW01 (5,**

From: TRNG47, DEAMS Description: DISASSEMBLE, PACKAGE, TRANSPORT, AND REASSEMBLE F  
To: Certifying Officers Rule10135033-430152 Requisition Total: 5,000.00 USD  
Sent: 31-Aug-2018 09:03:15 Estimated Tax: 0.00 USD  
ID: 236653156 Attachments:

**Requisition Lines**

Line	Description	
1	DISASSEMBLE, PACKAGE, TRANSPORT, AND REASSEMBLE FURNITURE FOR CPTS MOVE	5

**Approval Sequence**

Num	Name	Action	Action Date	Note
1	TRNG47, DEAMS	Pending	31-Aug-2018 09:03:13	Response
2	TRNG11, DEAMS	Approved	31-Aug-2018 09:03:10	CONTRA
3	TRNG48, DEAMS	Approved	31-Aug-2018 09:02:06	BUDGET
4	TRNG48, DEAMS	Approved	31-Aug-2018 09:01:43	RESOUR
5	TRNG47, DEAMS	Submitted	31-Aug-2018 09:02:49	

**Related Applications**

[Edit Requisition](#) **Step 4**  
[View Requisition Details](#)

Response

Click the "Edit Requisition" link to view the Approver Shopping Cart page.



# DEAMS

The Edit and Submit Requisition form will display. This form is set up exactly like the Requestor sees when creating the form with one exception, the “Close Approver Cart” button is available.

“Close Approver Cart” will be used by reviewers when no changes are made on the form.

“Submit” will be used when the reviewer makes edits to the form.

Making edits is authorized but is subject to local policy on the types of edits being made. Remember that additional line items can only be accomplished by the Requestor due to the DUID being generated at Requestor submission.

A complete review should be accomplished to include all line items and attachments as applicable. Access to line items is accomplished by “Update Line Items” form at the bottom of the Edit and Submit Requisition form.

## 1.7 Updating Information

The screenshot shows the 'Requisition Information: Update Selected Line' form in the DEAMS system. The form is divided into several sections:

- Item:** Includes fields for Description (DISASSEMBLE, PACKAGE, TRANSPORT, AND), Category (PSC\_V 003), Quantity (5000), Unit of Measure (LOT), Unit Price (1), Amount (5,000.00), and Currency (USD).
- Delivery:** Includes fields for Urgent (checkbox), Need By Date (30-Sep-2018 00:00:00), Requester (TRNG47, DEAMS), and Deliver To Location (DIOF35017). There is also a checkbox for 'Enter one-time address'.
- Billing:** Includes a table for 'Line DEAMS Accounting Flexfield' with columns for Line, GL, and Date. The table shows a single line item with a GL of 31-Aug-2018.
- Expenditure:** Includes a table with columns for Date, Project, Task, Expenditure Type, Expenditure Organization, Expenditure Item Date, and Percent. The table shows a single row with a Percent of 100.

At the bottom of the form, there is a red box labeled 'Step 7' with a checkmark and the word 'Apply'.

The “Requisition Information: Update Selected Line” form will display. The form allows for much of the data entered by the Requestor to be verified and changed as appropriate. Using the scrollbars, access to the Billing, Notes, Attachments, and Supplier fields can be viewed/accessed.

Review the data and make the changes accordingly. Once all the changes have been incorporated, navigate to the “Apply” icon below the “Billing” section to complete the process of annotating changes.

# DEAMS

Use the scroll bar to navigate to and validate the Delivery, Need-By Date, Requestor data, and Deliver-To Location code.

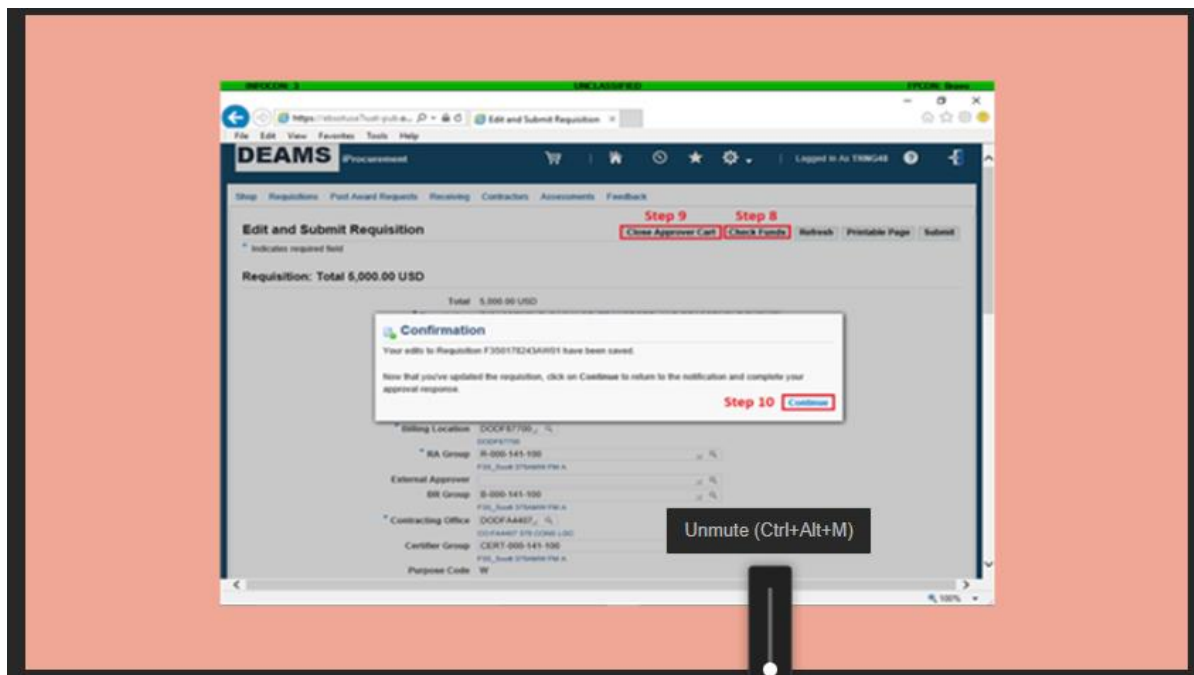
Review and validate the DEAMS Accounting Flex Field (long line of accounting) and GL Date located in the Billing section of the form.

Note: Pay particular attention to the Need-By Date and the GL Date to ensure they are on or after the certification date. Update the dates if necessary.

The Funds Certifier is responsible for ensuring that the above-mentioned dates are on or after the certification date.

Click the “Apply” icon at the bottom of the page.

## 1.8 Check Funds

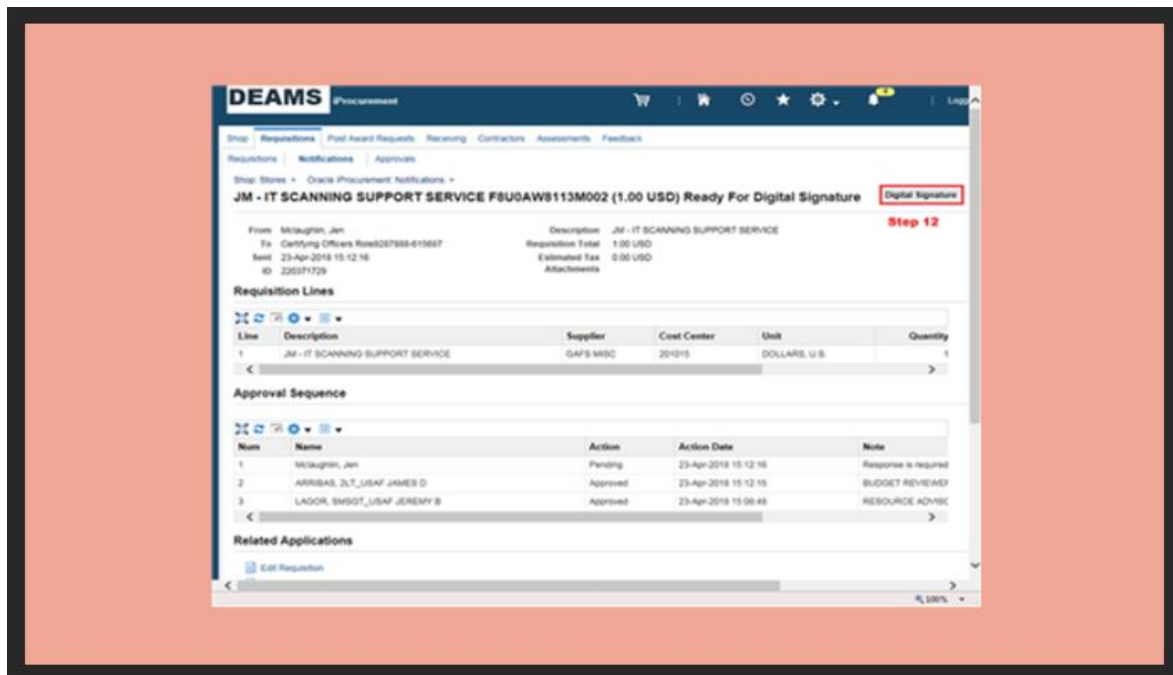


Close the Approver Cart. Click the “Check Funds” button to verify funds availability for this PR. Click the “Close Approver Cart” button. Click the “Continue” button to return to the notification.



# DEAMS

## 1.9 Sign/Reject



From

here, you can digitally sign or reject the document. If rejecting, enter comments in "response note box" and hit reject. If certifying, hit "Digital Signature," digitally sign the document when prompted and hit "done." Clicking the approve button invokes several processes:

First, Oracle will do a funds check.

Then, the commitment posts a transaction to the GL.

Then, the status of the requisition changes to Approved.

An electronic file is sent to contracting system (if it is an AF Form 9).

Finally, planning POs for AF Form 4009s and AF Form 406s are established.

# DEAMS

## 1.10a Loading Funds

*Loading Funds in DEAMS*

Targets must be supported by a Funding Authorization Document (FAD) and an Approve AF Form 1269-D (Request for Target Load or Change to DEAMS) prior loading funding.

## 1.10b Loading Funds

Approval Rev Date	GL Date	Transaction Type	Sub Type	Increase/Decrease	Transaction Public Law Amount Code	Reduction Type	Advance Type

The first step in the process is to fill out an AF Form 1269, Request for Load or Change in Fund Targets, or approved equivalent. Loading targets into DEAMS requires elements from the accounting structure and codes from the funding document. These elements include

# DEAMS

Treasury Symbol, Cost Center, Object Class, Budge Line Identification Number, Program, Emergency and Special Program (ESP), Sales Code, Funding Type, Change Amount, Previous Amount, and Revised Amount. Task, Emergency, and Special Program (ESP), Dollar Amount, and Type of Funding (Available or Subsequently Available).

The “Enter Budget Authority” form in DEAMS allows budget users to process the available and subsequently available target adjustments on the same form by adding an additional line(s) to the detail record. The document total will show the sum of all lines entered; the transaction codes indicate if the amount is for the year or for a quarter.

## 1.10c Loading Funds

Enter Budget Authority (DEAMS Set of Books)

Number: 06422228112D Transaction Date: 12-AUG-2022 Beginning Period Of Availability: 2020

Treasury Account Symbol: 57-2020-3400000 Authority Duration Code: A: Annual Expiration Date: 30-SEP-2020

Fund Value: 9579083400000 Appermentment Category: A: Category A - Go Cancellation Date: 30-SEP-2020

Distribution: Direct or Reimbursable Code: D: Direct Document Total: 0.00

Status: Incomplete Source: Manual

Enter Treasury Symbol and Fund Value

Approval Rev Date	GL Date	Transaction Type	Sub Type	Increase/Decrease	Transaction Public Law Amount Code	Reduction Type	Advance Type

Check Funds Approve

The number field is used to record the funding document number (FDN) associated with the target.

## 1.10d Loading Funds

When entering DBA, the FDN you enter in the Number field will end in D.

65-601 volume 2 Budget Management for Operations provides guidance for the construct of mandatory FDNs. Budget users should contact their local FM representative if they have additional questions concerning the construct of the funding document number.

### 1.10e Loading Funds

# DEAMS

The

values in the Treasury symbol fields are selected from an available list of values. Fund values for direct funds end with a D, fund values for reimbursable funds end with an R. When entering DDA, you will always select a fund value ending with a D.

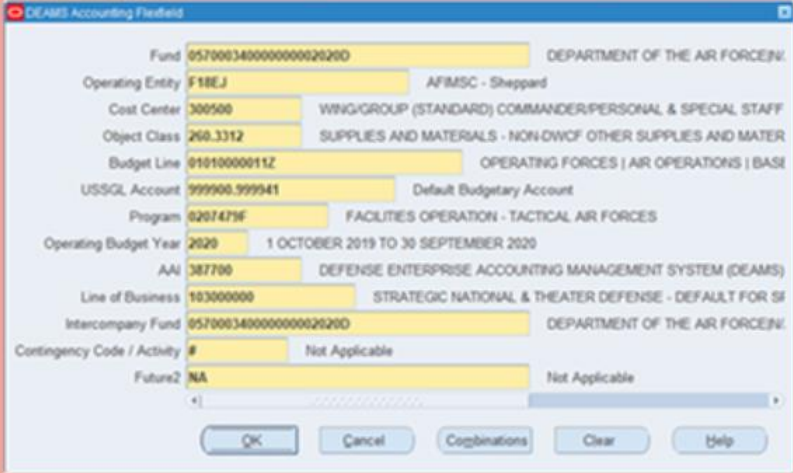
## 1.11a Load AFF

The

Distribution field allows the user to select all segments of the accounting flex field.

# DEAMS

## 1.11b Load AFF



The screenshot displays the 'DEAMS Accounting Flexfield' window. It contains the following fields and values:

Field	Value	Description
Fund	0570003400000000020200	DEPARTMENT OF THE AIR FORCE/NAVY
Operating Entity	518ELJ	AFMISC - Sheppard
Cost Center	300500	WING/GROUP (STANDARD) COMMANDER/PERSONAL & SPECIAL STAFF
Object Class	260.3312	SUPPLIES AND MATERIALS - NON-DWCF OTHER SUPPLIES AND MATER
Budget Line	010100000112	OPERATING FORCES   AIR OPERATIONS   BASE
USSQL Account	999900.999941	Default Budgetary Account
Program	0207479F	FACILITIES OPERATION - TACTICAL AIR FORCES
Operating Budget Year	2020	1 OCTOBER 2019 TO 30 SEPTEMBER 2020
AAI	387700	DEFENSE ENTERPRISE ACCOUNTING MANAGEMENT SYSTEM (DEAMS)
Line of Business	103000000	STRATEGIC NATIONAL & THEATER DEFENSE - DEFAULT FOR SI
Intercompany Fund	0570003400000000020200	DEPARTMENT OF THE AIR FORCE/NAVY
Contingency Code / Activity	#	Not Applicable
Future2	NA	Not Applicable

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help.

All values default based on values entered in previous fields on this form or on predefined defaults. The values should be updated as appropriate to ensure that reporting and funds control operates properly.

The values entered in each of the DEAMS Accounting Flex Field segments are the same values which will appear when the Discoverer Status of Funds report is run. Funds control for the current fiscal year has been set at the Fund, Operating Entity, and based on the type of appropriation, the Budget Line, or some segment of the Budget Line.

The Contingency Code Activity (ESP) will be entered at the AFF level in Segment 12 as necessary.

The GL Date can be updated but must be in an open or future period. If authority is provided, funds for next fiscal year can be loaded in advance by changing the GL Date to 01-Oct-20xx (where x indicates the appropriate year).

The Transaction Type will be systematically determined based on the Fund, Increase/Decrease, and Availability Type selected. Selection of a Transaction Type is required, this field is a mandatory entry. The Transaction Type selected can be any of the available codes, DEAMS will change the Transaction Type and enter the transaction code upon saving the document to the correct codes based on the data entered.

Line details include the increase or decrease and amount of the transaction. Additional lines for subsequently available and/or available can be added to the same document as

# DEAMS

needed. If both are shown, the document total will reflect the sum of all lines. This is not the budget total or total target, but the total that is reflected on the document.

Expired and CR funding will not have a subsequently available entry.

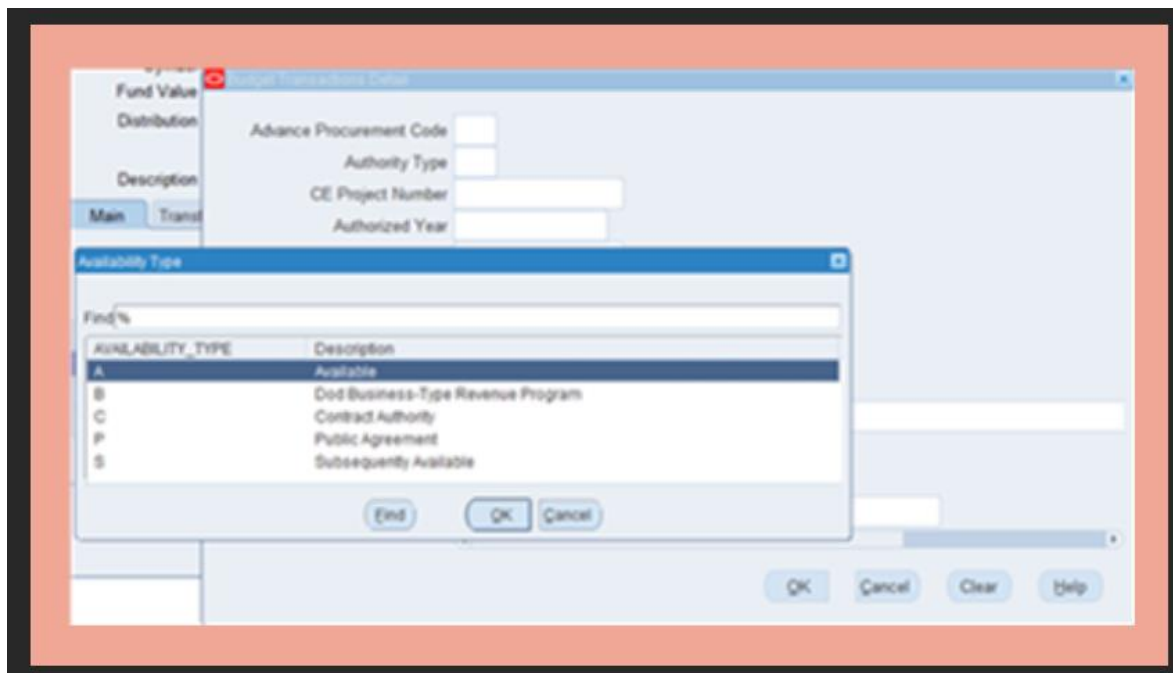
A descriptive flex field has been designed to provide a location to store additional information pertaining to the transaction. Availability Type, a new required entry, is located in the line level Budget Transactions Detail Form Availability Time DFF.

There are currently five selections for Availability Type:

- A. Available (closely resembles what was quarterly, indicates the target/funds are available for use)
- B. DoD Business Type Revenue Program (used for Revenue Programs)
- C. Contract Authority
- P. Public Agreement
- S. Subsequently Available (closely resembles what was annual authority minus quarterly authority, indicates funding has been given but not authorized for use)

Availability Type in combination with the Fund and increase/decrease field will determine the Transactions Type and Transactions Code for the entry.

## 1.12 Attachments



DEAMS has the capability to attach and store the documents that support the funds load

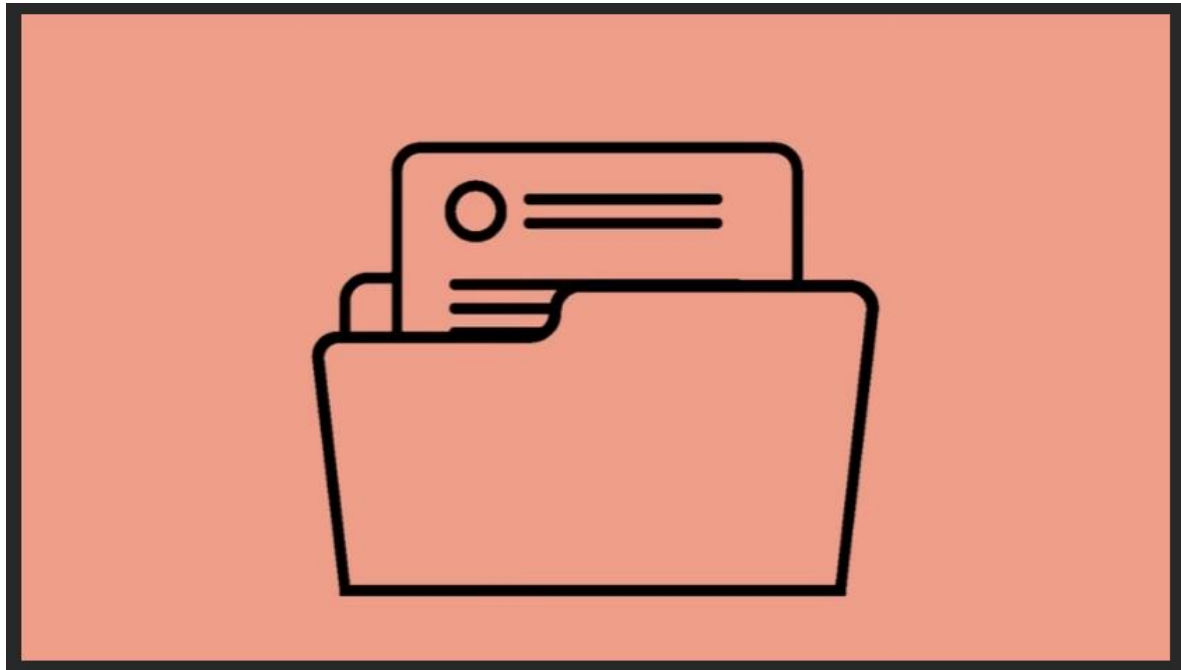
## ***DEAMS***

process to promote a clean audit trail. Examples of the types of documents includes, but is not limited to, the FAD and AF Form 1269-D. In addition to files, DEAMS allows for text attachments where an explanation for the action and point of contact information should be entered for future reference.

To access and load attachments, click the paperclip icon in the toolbar. DEAMS will launch the Attachments form where users are able to enter attachments. A file attachment will require users to follow an upload wizard and will be able to access any files/folders maintained on their computer or shared drive to include on the target load. A Short Text attachment is contained within application.

Be sure to publish to catalog all file attachments. Always save the document before leaving the form.

### ***1.12a Decreases***



If the document is being used to record a decrease,



# DEAMS

## 1.12b Decreases



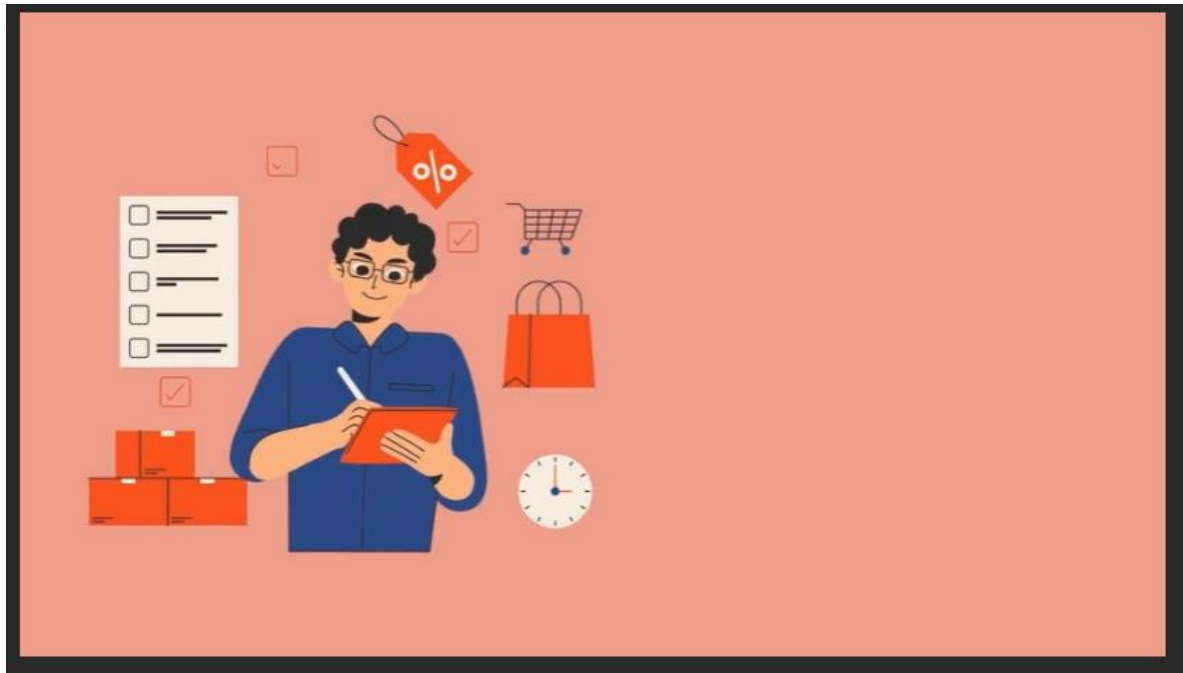
the Check Funds button should be used to check that funds are available to support the decrease before the document is submitted for approval.

## 1.12c Decreases



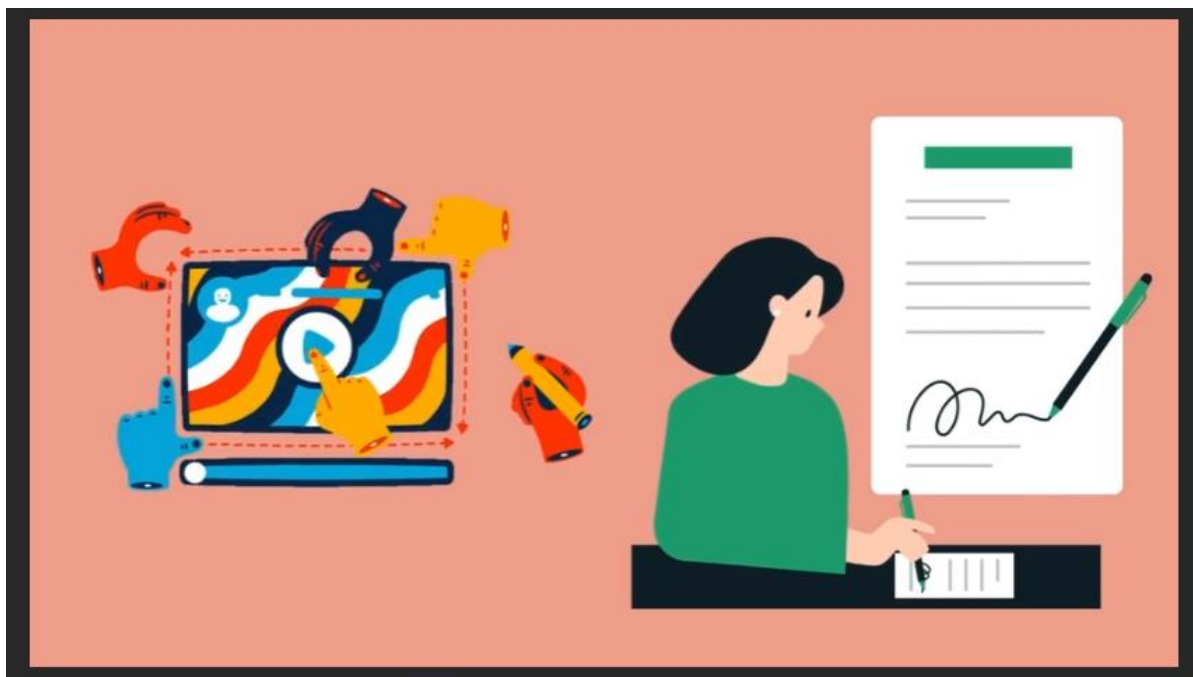
# DEAMS

## 1.12d Decreases



Once all the appropriate information has been entered for the target, the document is submitted for approval.

## 1.12e Decreases



The approval process is a concurrent request, and a request ID will be provided. Once the process has completed, the Enter Budget Authority form will refresh and the status will

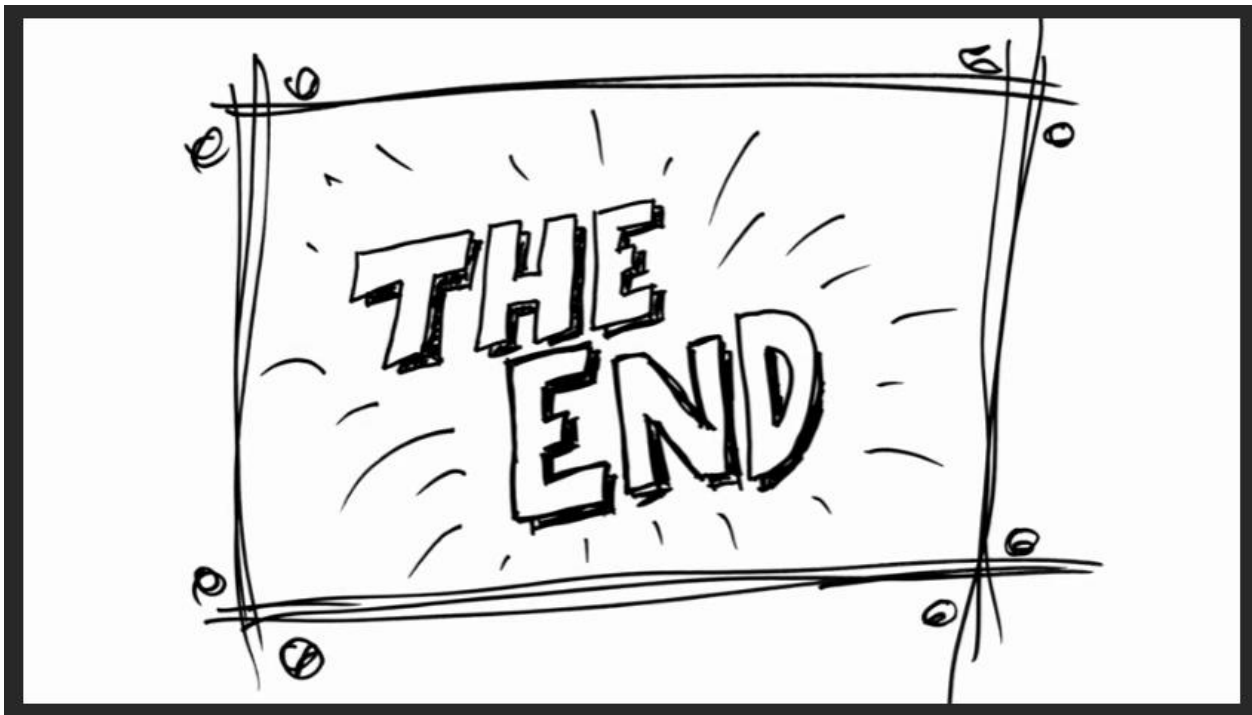
## **DEAMS**

change to “In Process,” followed by “Approved, Reserved” if the process completed successfully.

### **1.12e Decreases**



### **1.13 Conclusion**



# 43.41 CSP

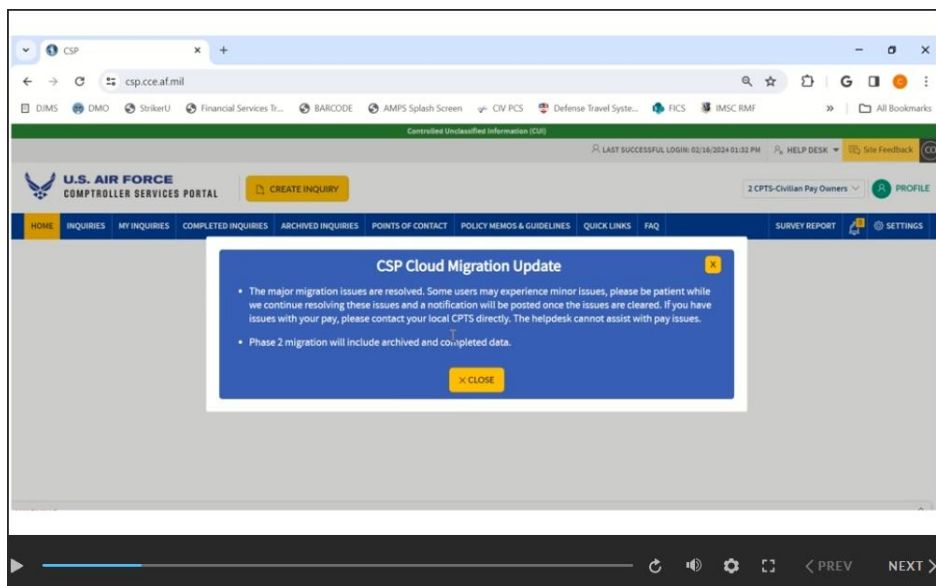
## 1. Introduction

### 1.1 CSP

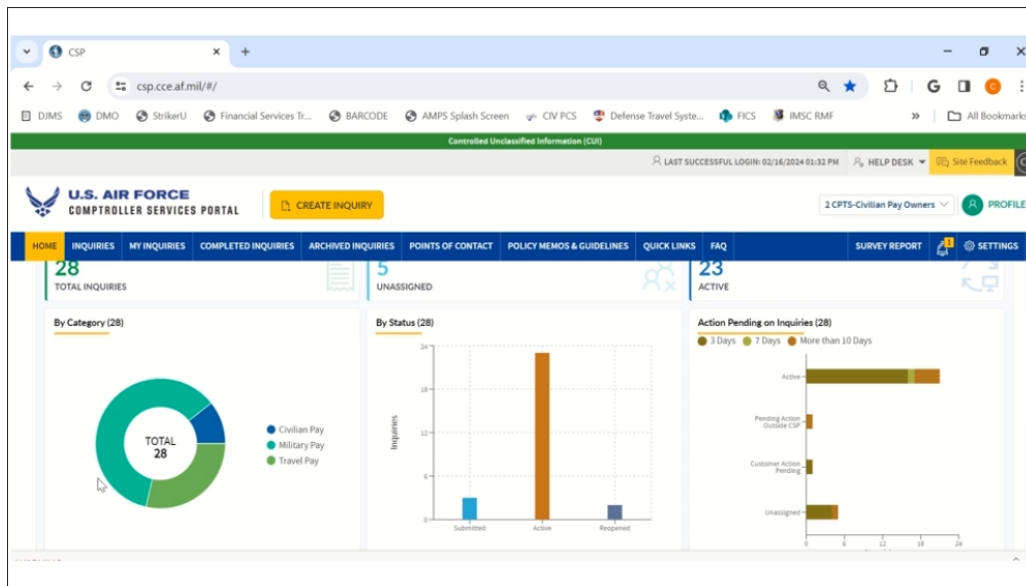


The Comptroller Services Portal (CSP) is a portal which automates and standardizes customer service procedures and decision support while streamlining data collection and analysis.

### 1.2-1.3



# 43.41 CSP



The CSP is designed to provide timely and accurate personnel transactions throughout the Air Force while providing transaction statistics for financial customer service areas.

Customers can submit inquiries and documents to be processed in other financial systems without setting foot in a finance office. It is a great tool to better serve the customer.

## 1.4

The screenshot displays the U.S. Air Force Comptroller Services Portal (CSP) showing a list of inquiries. The table lists inquiries with columns for ID, Location, Service, Inquiry Type, Description, Date, Status, and Assigned To. The right sidebar shows summary statistics for pending actions and assigned inquiries.

ID	Location	Service	Inquiry Type	Description	Date	Status	Assigned To
105591474-202402021449	BARKSDALE AFB LA	2 CPTS	Military Pay	Advance - Base Pay	02/01/2024	AFIMSC	02/15/2024 1
C203 Transaction - Pay Off Pay Advance							
1595630688-20240215101339	BARKSDALE AFB LA	2 CPTS	Travel Pay	Advance Travel Allowance - DLA/PCS/PPM	02/15/2024	Travel Pay Technician	02/15/2024 1
Advanced DLA for PCS							
1618833816-20240215091952	BARKSDALE AFB LA	2 CPTS	Military Pay	Basic Allowance for Subsistence (BAS)	02/15/2024	Military Pay Technician	02/15/2024 1
AF Form 220							
1597969109-20240215020034	BARKSDALE AFB LA	2 CPTS	Military Pay	Basic Allowance for Housing (BAH) - Termination of Quarters	02/15/2024	Military Pay Technician	02/15/2024 1
BAH/PCS Dorm							
1563126538-20240215111319	BARKSDALE AFB LA	2 CPTS	Military Pay	Family Separation Allowance (FSA)	02/15/2024	Military Pay Technician	02/15/2024 1
Family Separation Allowance (FSA)							
1540353707-	BARKSDALE	2 CPTS	Travel	Military - Permanent Change of	02/15/2024	Travel Pay	02/15/2024 1

**PENDING ACTION OUTSIDE CSP**

- ASSIGNED TO OTHERS: 22
- 20 NEED TO WORK
- 1 CUSTOMER ACTION REQUIRED
- PENDING ACTION OUTSIDE CSP: 1

**DV CUSTOMER: 0**

**CIVILIAN PAY: 3**

**MILITARY PAY: 17**

The system uses the customers Personnel Accounting Symbol Code (PASCODE) to assign their profile to the comptroller squadron and properly route their inquiries.

When a customer creates an inquiry, they will select from many different financial operations services such as military pay, travel pay, and civilian pay for our counterparts.

# 43.41 CSP

## 1.5

The screenshot shows the U.S. Air Force Comptroller Services Portal. The top navigation bar includes links for HOME, INQUIRIES, MY INQUIRIES, COMPLETED INQUIRIES, ARCHIVED INQUIRIES, POINTS OF CONTACT, POLICY MEMOS & GUIDELINES, QUICK LINKS, FAQ, SURVEY REPORT, and SETTINGS. The main content area displays a case for 'Travel Pay' with a status of 'SUBMITTED'. The case details include the Sub Category 'Military - Permanent Change of Station (PCS) Outprocessing' and a Description 'Good morning attached are my PCS orders for out processing I just need to be signed off on the virtual. Thank you'. The case is currently assigned to 'Out processing'. The right sidebar lists required documents: DD Form 1351-2c (Travel Voucher or Subvoucher (Continuation Sheet)), AF Form 594 (Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Determination), PCS Order (front & back; any amendments), and PCS Order - annotate Final Out Date & Estimated Departure Date. The bottom of the case details shows a 'Discussions' section with no results to display and a 'Files' section.

Customers can also store documents such as marriage certificates and active Power of Attorney for their financial transactions.

## 1.6

The screenshot shows the U.S. Air Force Comptroller Services Portal with the 'ASSIGN TO' dropdown menu open. The menu options are 'Self', 'Other', and 'DV Customer'. The 'Other' option is selected, and a list of users is displayed. The case details for 'Travel Pay' are visible in the background, including the Sub Category 'Military - Permanent Change of Station (PCS) Outprocessing' and the Description 'Good morning attached are my PCS orders for out processing I just need to be signed off on the virtual. Thank you'. The right sidebar lists required documents: DD Form 1351-2c (Travel Voucher or Subvoucher (Continuation Sheet)), AF Form 594 (Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Determination), PCS Order (front & back; any amendments), and PCS Order - annotate Final Out Date & Estimated Departure Date. The bottom of the case details shows a 'Discussions' section with no results to display and a 'Files' section.

An individual in your office then assigns the cases to an individual technician within the squadron to be reviewed and processed.

Financial management technicians can communicate and track updates directly updates with the customer. Documents can also be uploaded for them to complete and return to the finance office for



## 43.41 CSP

processing. If you are unable to solve the customer's inquiry, it can be routed to another technician in the squadron or to higher headquarters to better assist the customer.



# Comptroller Services Portal



Use this icon to view the (below) StoryLine activity in full screen mode. If the StoryLine activity has background audio or music, you will need to mute the activity once complete.

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## Lesson 2 - Terminal Area Security Officer (TASO) Duties



- **Without reference, identify basic facts and terms about Terminal Area Security Officer (TASO) Duties IAW prescribed guidance and publications**

## **Terminal Area Security Officer (TASO) Duties**

Each comptroller squadron leadership team ensures that at least a primary and alternate trusted agent is designated for every office located on site. The unit should appoint people within the subject matter area who are deemed reliable. When a trusted agent is reassigned, the leadership team ensures that paperwork is completed to add a new and delete the old trusted agents is completed prior to departure. The request for appointment is made via the account management and provisioning system (AMPS).

Trusted agents at each site are accountable for all of the user identifications under the control of their office. In addition, the trusted agents read and become familiar with the analysis systems as well as Trusted Agent/Terminal Area Security Officer (TASO) procedures manual. They do not allow access to DEAMS without first determining a need for the access, certifying each AMPS request by users associated with their site. The bottom line is that the TASO controls user access to our systems so that only those who should have access have it, and that those with access are not abusing it.

The TASO Procedures Manual provides all the step-by-step processes to pull reports and make changes to users as needed.

**CONTINUE**



## **Congratulations!**

You have completed the final module for this course. Please contact your supervisor and unit training manager to schedule your end of course exam.