

SDDC-PP Advisory 14-0106

Date: 29 September 2014

From: SDDC-PP, Scott AFB, IL

To: Department of Defense Personal Property Non-Temporary Storage (NTS) Transportation Service Providers (TSPs)

Subject: **NTS INVOICE RECONCILIATION PROJECT TRACKER UPDATE**

1. Following issuance of SDDC-PP Advisory 14-0104, "NTS INVOICE RECONCILIATION PROJECT", dtd 12 September 2014, numerous questions regarding completion of the "SDDC NTS PRE TPPS Invoice Tracker 10 SEP 2014" have been received. This updated advisory is issued in response to your inquires.
2. Additionally, upon review of the Invoice Trackers received to date, it is evident that further clarification of the accompanying instructions for data entry are necessary so that invoice payment history research can be efficiently/effectively accomplished. The following issues/discrepancies may negatively impact invoice payment history research:
  - a. Insufficient data - TOSS and invoice numbers were missing, quarterly storage (QS) invoice entries were not detailed to the individual customer (only one line item was entered on the tracker for an entire QS invoice)
  - b. Data Duplication - duplicate handling out (HO) invoice numbers with different invoice dates were submitted
  - c. Invalid TOPS invoice numbers - TOPS NTS invoice numbers will always begin with HI, QS, or HO
  - d. Erroneous formatting of date fields
3. In addition to the data entry instructions embedded in the tracker, a stand alone document is attached and includes the following:
  - a. Data Entry Instructions
  - b. TOPS invoice examples
    - i. Handling in (HI) with annotations identifying the data entry location on the tracker

- ii. Quarterly storage (QS) illustrating multiple data entry line items
    - iii. Handling out (HO) reflecting a monthly service period
  - c. Sample tracker completed with data from the TOPS invoice examples
- 4. The tracker has been updated to include service period beginning and ending dates (columns D and E), permit column formatting by NTS TSPs to ensure data formatting can be accomplished prior to NTS TSPs submission of tracker, and additional GBLOCs have been added for regionalized PPSO locations. The updated tracker, "SDDC NTS PRE TPPS Invoice Tracker 25 SEP 2014", is attached and is required to be used for invoice submissions. These updates are intended to streamline the research process and minimize further delays and confusion.
- 5. This is a coordinated SDDC, DoD Joint Services, Coast Guard and finance center message.
- 6. All questions and concerns should be sent via email to [USARMY.SCOTT.SDDC.MBX.PROPERTY@MAIL.MIL](mailto:USARMY.SCOTT.SDDC.MBX.PROPERTY@MAIL.MIL) with "NTS Invoice Tracker Question" in the subject line.
- 7. This message is approved for release by CAPT Aaron Stanley, Director Personal Property, HQ SDDC.