

Department of Justice: Justice Management Division, Office of the Chief Information Officer: Telecommunications Account Billing System (TABS)

1. Input.

Telecommunication data from various vendors is both manually entered and loaded via automation into the system. Customer information, to include Reimbursable Agreements, is also entered manually by authorized DOJ users.

Disposition: TEMPORARY, cut off at end of FY in which data is received. Destroy/delete one year after cutoff.

2. Master File

a. Chargeback Processing/Revenue Tracking – Processes telecommunication vendor’s data files into monthly charge backs to DOJ customers and stores all charge back revenue by billing account code (BAC), service, and obligation month in a centralized location. The system provides an easy view of historical and projected revenue information in a variety of formats

Disposition: TEMPORARY, cut off at the end of the fiscal year. Destroy/delete 10 years after cutoff.

b. Reimbursable Agreement (RA) – Generated each fiscal year (FY) based on prior year revenue amounts. Automatically audits RA amounts and can request amendments when the RA is projected to be overdrawn.

Disposition: TEMPORARY, cut off at the end of the fiscal year. Destroy/delete 10 years after cutoff.

c. Customer Contacts – Manages customer information such as mailing address, phone number, and email. Easily prints mailing labels for monthly mail-outs of customer invoices or reimbursable agreements.

Disposition: TEMPORARY, destroy/delete when superseded or obsolete.

3. Outputs

Automatically generates remittance forms, customer invoice statements, and other financial spreadsheets. These include:

- Analytical reports for each OSS service
- Customer Invoice Statements for our customers’ records
- Charge back spreadsheets for Finance Staff
- OBD-231 spreadsheets for Finance Staff (Automatically generated when RA totals are adjusted)
- Reimbursable Agreements (RA) for our customers
- Management-level reports and charts
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- Exhibit IV spreadsheets for Budget Staff (Options to generate pie charts of revenues earned by each service and to highlight certain users).

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4. ~~System~~ Documentation

Destroy/delete when ~~superseded~~ or obsolete (GRS 20)