

REPORTS

1.0. NON-FINANCIALLY UNDERWRITTEN BANK ACCOUNT RECONCILIATION REPORT

Each month, after reconciling the bank account, the contractor shall provide the TMA, CRM with a balanced, Non-Financially Underwritten Bank Account Reconciliation Report for each bank account, within 30 calendar days following the end of the month being reported. [Chapter 3, Addendum A, Figure 3-A-1](#) and [Figure 3-A-2](#) contain the format and instructions for this report. These reports shall contain all transactions affecting the non-financially underwritten bank accounts.

2.0. ACCOUNTS RECEIVABLE REPORT

The contractor shall *electronically submit* a monthly *Accounts Receivable Summary Report* to TMA, CRM on the status of receivables. This report is due by the second Federal workday of the subsequent month. See [Chapter 3, Addendum A, Figure 3-A-3](#) and [Figure 3-A-4](#) for reporting requirements.

2.1. *The contractor shall electronically submit the following detail reports to TMA, CRM by the fifth work day of each subsequent month:*

- *Accounts Receivable - Amounts Written Off Detail Report*
- *Accounts Receivable - Debts Transferred To TMA Detail Report*
- *Accounts Receivable - Ending Outstanding Receivables Detail Report*

These reports shall provide detailed data to support the monthly Accounts Receivable Summary Report. See [Chapter 3, Addendum A, Figure 3-A-5](#) through [Figure 3-A-7](#) for reporting requirements.

3.0. CAP/DME ELECTRONIC DATA SUBMISSION REPORT

The contractor shall provide monthly CAP/DME vouchers no later than the 20th calendar day of the subsequent month (Reference [Chapter 3, Section 4, paragraph 2.0.](#) and [TRICARE Reimbursement Manual, Chapter 3, Section 2](#)) using the format detailed in [Chapter 3, Addendum A, Figure 3-A-8](#).

4.0. CHECK ISSUE REPORT

The contractor shall provide a Check Issue Report indicating payments issued for each cycle or approved release (Reference [Chapter 3, Section 2, paragraph 8.1.](#)) using the format detailed in [Chapter 3, Addendum A, Figure 3-A-9](#). The occurrence of this report is cycle dependent, but could occur as often as daily.

