

Defense Finance and Accounting Service (DFAS-IN)



IATS

User Guide

Version 7.2

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IATS 7.2 User Guide

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IATS TRAVEL SUITE
Office Interface

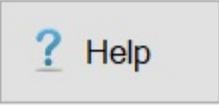


Copyright (C) 2016 - Professional Software
Application Version: 7.1.2.206

User Name

Password

Database

IATS Travel Suite Build Date: November 25, 2019

Enter your password ⋮

February 2020

New and Changed Help Topics

The following list of Help topics are either new or have been changed for IATS version 7.2.

- **Enroute TDY Location Covered to PDS:** This new Help topic was created to address a new feature added to IATS to handle the situation when the member is performing enroute TDY in connection with a PCS trip and the TDY location is converted to the new PDS.
- **MILPCS Reasons for Stop:** This Help topic was updated to address the new ND reason for stop option.
- **Actual Itinerary – tab:** This Help topic was updated and a hyperlink was added to direct the user to the Meal Types Help topic if the user wishes to see definitions for the various Meal Types.
- **Meal Types:-** This Help topic was updated to address the two new meal types Week Day Deductable/Week End Government Mess (WDWG), Week Day Deductable/Week End.
- **User Status Report:** We updated this Help topic and replaced the screen image for the report to reflect the new Date Created and Email Address columns. We also replaced the screen image for the menu that appears when you click on the Print button to show the two new options.
- **Auditor Remarks:** We updated this Help topic and added screen images and text to show that a block returned to the Examiner by the Auditor will be highlighted in red. Also that any claim the Auditor has attached a remark to will be highlighted in yellow.
- **Returning Blocks:** We updated this Help topic and added screen images and text to show that a block returned to the Examiner by the Auditor will be highlighted in red. Also that any claim the Auditor has attached a remark to will be highlighted in yellow.
- **Daily Calculations – Screen:** We updated this Help topic and replaced the screen image to show the new # column that shows the number of days for the trip.
- **Display Daily Calculations:** We updated this Help topic and replaced the screen image to show the new # column that shows the number of days for the trip.

- **Outstanding Advances Report – Screen:** We added this Help topic back into the Help project since it used to exist but was eliminated in a prior version of IATS. We also updated the screen image.
- **Outstanding Travel Advances – Report:** This Help topic was added back into the Help project since it used to exist but was eliminated in a prior version of IATS. The screen image was also updated. The text was also changed as needed to coincide with the way the report functions currently.
- **Travelers Eligible for W2 – Screen:** We updated this Help topic and replaced the screen image for the report to reflect the new options for the Save As file types.
- **Travelers Eligible for W2 – Report:** We updated this Help topic and replaced the screen image for the report to reflect the new options for the Save As file types. We also changed the text as need to address these new options.
- **Maintain Audit Criteria – Screen:** We updated this Help topic and replaced the screen image for this screen to show the **Audit Duplicate Entitlements, ILPP Negotiated Sites**, and **DTOD Override** options.
- **Maintaining Audit Criteria:** We updated this Help topic and replaced the screen image for this screen to show the **Audit Duplicate Entitlements, ILPP Negotiated Sites**, and **DTOD Override** options. In addition, We added text to describe these options.
- **Configuring the System Description:** We updated this Help topic and replaced the screen image for this screen to show the new **Audit All Claims in Profile** option. In addition, We added text to describe this option.
- **Transfer Requests from Examiner View:** This new Help topic was created to address this new IATS feature.
- **Financial - tab:** We updated this Help topic and changed the screen image to address the new Apply 100% to Split field.
- **User Status Report – Screen:** We updated this Help topic and changed the screen image to address **Reactivated** now included as a date that will be generated on this report.
- **User Status Report:** We updated this Help topic and changed the screen image to address **Reactivated** now included as a date that will be generated on this report.
- **Maintaining the Email for IATS Configuration:** We updated this Help topic and changed the screen images to address the new input fields and to also address setting a configuration up for Google Mail (gmail).

- **Create User Passwords and Privileges:** We updated this Help topic and changed the step number that should be repeated for step number 23.
- **Checking the Status of your IATS License:** We created this new Help topic to address this new IATS feature.
- **Checking Inactivity for an IATS User:** We created this new Help topic to address this new IATS feature.
- **Form 941-X – Screen:** We created this new Help topic to address this new IATS feature.
- **Form 941-X - Adjusted Employers Quarterly Tax Return:** We created this new Help topic to address this new IATS feature.
- **DPS Item Codes – Screen:** We created this new Help topic to address this new IATS feature.
- **Maintaining DPS Item Codes:** We created this new Help topic to address this new IATS feature.
- **Import Third Party Payment Transactions – Screen:** We created this new Help topic to address this new IATS feature.
- **Import Third Party Government Payments:** We created this new Help topic to address this new IATS feature.
- **W2c Corrected Wage and Tax Statement – Screen:** We created this new Help topic to address this new IATS feature.
- **W2c Corrected Wage and Tax Statement:** We created this new Help topic to address this new IATS feature.
- **EFW2 – Screen:** This Help topic was updated to address the new **For W2-C only?** check box.
- **EFW2 - Electronic Filing of W2:** This Help topic was updated to address the new **For W2-C only?** check box.
- **Correct Third Party Payment Records – Screen:** This new Help topic was created to address this new IATS feature.
- **Correcting Third Party Government Payment Records:** This new Help topic was created to address this new IATS feature.

- **Sorting the Columns Display:** This new Help topic was created to address this new IATS feature.
- **Correcting Third Party Payments Travel Order Numbers:** This new Help topic was created to address this new IATS feature.
- **Maintain Audit Criteria – Screen:** The screen image in this topic was replaced to show the option to audit All Tax Collections.
- **Maintaining Audit Criteria:** - The screen image in this topic was replaced to show the option to audit All Tax Collections. In addition, text was added to address this new option.
- **Block or Unblock Release of Tax Collections to Disbursing:** This new Help topic was created to address this new IATS feature.
- **Access Control Log Report – Screen:** This Help topic was updated to address the Purge option. The screen image was also replaced.
- **Access Control Log Report:** This Help topic was updated to address the Purge option. The screen image was also replaced. In addition, detailed instructions and additional screen images were added to address the Purge option.
- **Using the Filter Feature:** This new Help topic was created to address this new IATS feature.
- **Displaying the Travel Order History Screen:** This new Help topic was created to address this new IATS feature.
- **Correcting DPS Item Codes:** This new Help topic was created to address this new IATS feature.
- **Correcting Dates:** This new Help topic was created to address this new IATS feature.
- **Correcting Invoice Numbers:** This new Help topic was created to address this new IATS feature.
- **Correcting Invoice Amounts:** This new Help topic was created to address this new IATS feature.
- **Correcting Bill of Lading Numbers:** This new Help topic was created to address this new IATS feature.
- **Validating Corrected Third Party Payment Records:** This new Help topic was created to address this new IATS feature.

- **Transactions Ready to Process – Screen:** This new Help topic was created to address this new IATS screen.
- **Printing Third Party Payment Records:** This new Help topic was created to address this new IATS feature.
- **Processing Valid Transactions:** This new Help topic was created to address this new IATS feature.
- **Exporting to Excel:** This new Help topic was created to address this new IATS feature.
- **Creating the TREE Notification file:** This new Help topic was created to address this new IATS feature.
- **Importing the TREE Response file:** This new Help topic was created to address this new IATS feature.
- **DOV Log:** This Help topic was updated to add a note that this feature is for Air Force Customers only.
- **Assign DOV#s:** This Help topic was updated to add a note that this feature is for Air Force Customers only.
- **Roles Maintenance - Screen:** This new Help topic was created to address this IATS screen. The screen has existed for some time but had never been documented. This omission was discovered when reviewing the requirements for SCR 1448.
- **Defining Roles:** This new Help topic was created to address this IATS feature. This feature has existed for some time but had never been documented. This omission was discovered when reviewing the requirements for SCR 1448. In accordance with the requirements for this SCR, a note was included in the Help topic to inform users that Temporary Access to the database must first be granted before the option to define roles appears on the Maintenance Menu.
- **View Locality Rates – Screen:** This new Help topic was created to address this new IATS feature.
- **Using the View Locality Rates – Screen:** This new Help topic was created to address this new IATS feature.
- **View All Rates:** This new Help topic was created to address this new IATS option found on the Maintenance Main Menu.

- **Configuring the System Interfaces:** This Help topic was updated to remove the option for the TPS interface. The screen images were replaced to reflect that change.
- **Unsuccessful Logins Report - Screen:** This Help topic was updated to remove the reference to DIACAP and replace it with RMF and FISCAM.
- **Unsuccessful Logins Report:** This Help topic was updated to remove the reference to DIACAP and replace it with RMF and FISCAM.
- **Locked_Users_Report - Screen:** This Help topic was updated to remove the reference to DIACAP and replace it with RMF and FISCAM.
- **Locked Users Report:** This Help topic was updated to remove the reference to DIACAP and replace it with RMF and FISCAM.
- **Selecting a new Theme:** This Help topic was created to address this IATS feature.
- **Locating the IATS Debug Log File:** This Help topic was created to address this IATS feature.
- **About IATS - Screen:** This Help topic was created to address this IATS screen.
- **About IATS:** This Help topic was created to address this IATS feature.
- **Displaying your System Info:** This Help topic was created to address this IATS feature.
- **Displaying your CAC Info:** This Help topic was created to address this IATS feature.
- **Checking the Status of your IATS License:** This Help topic was created to address this IATS feature.
- **Creating HTML Enhanced Email Messages:** This Help topic was created to address this IATS feature.
- **New and Changed Help Topics:** This new Help topic was created to inform IATS users of the changes that were added to the IATS Help program/User Manual for IATS version 7.2.

Introduction

Overview

The Integrated Automated Travel System (**IATS**) is a Windows® based application developed by **Professional Software Consortium, Inc.** to serve as travel claims processing system for use by the Department of Defense (DOD) and various other government agencies. IATS fully automates the entire claim processing cycle - from tracking in-coming claims to reporting expenditures.

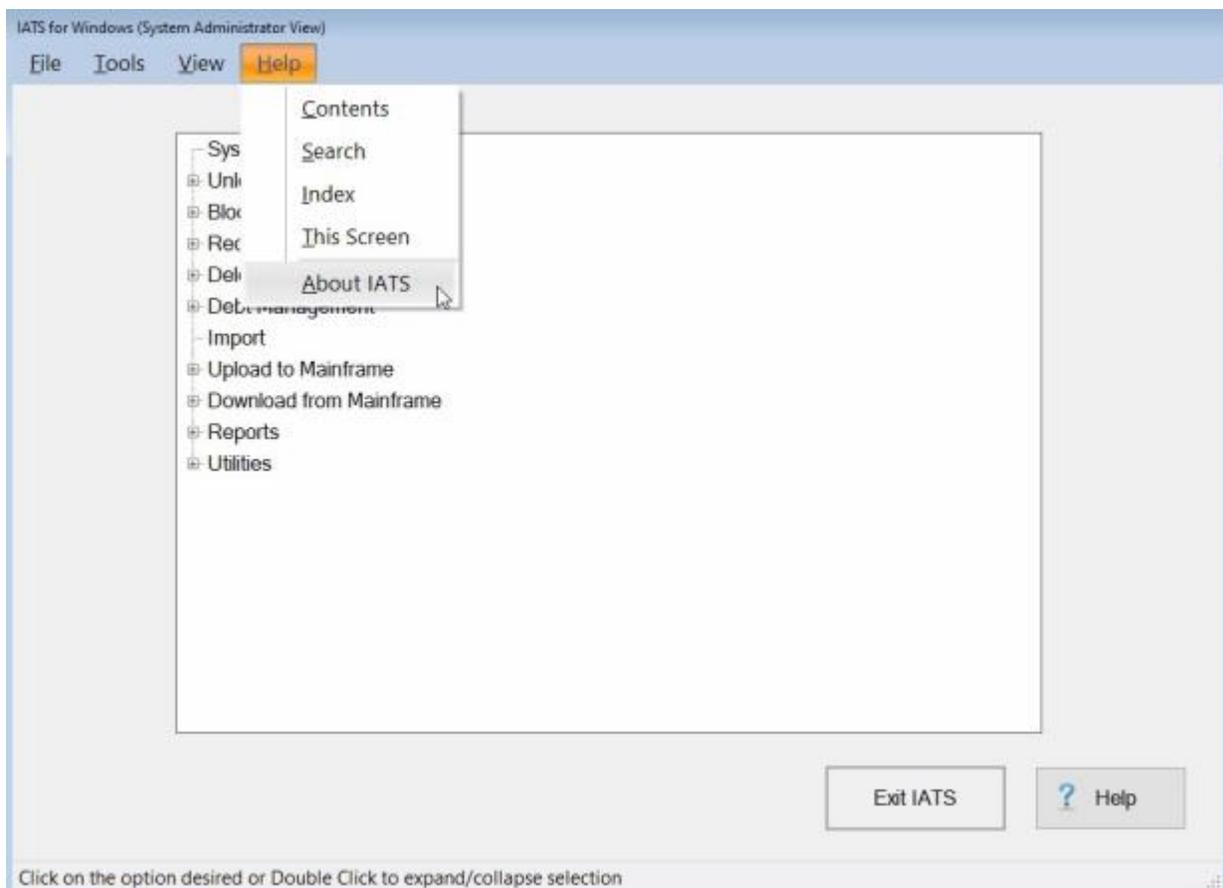
Following, is a list of the major processes automated by IATS:

- Tracking in-coming requests
- Issuance of travel advances
- Computation of settlement requests
- Disbursement capability to produce US Treasury checks
- Disbursement capability via Electronic Funds Transfer (EFT)
- History of all travel transactions
- Debt management
- Interfaces to Accounting, Budget, Disbursing, and Personnel systems
- Interfaces with electronic mail systems.

About IATS

The Integrated Automated Travel System (**IATS**) is a Windows ® based application developed by **Professional Software Consortium, Inc.** to serve as travel claims processing system for use by the Department of Defense (DOD) and various other government agencies. IATS fully automates the entire claim processing cycle - from tracking in-coming claims to reporting expenditures.

After Logging into IATS, the **IATS for Windows** screen appears for the [View](#) associated with the users account.

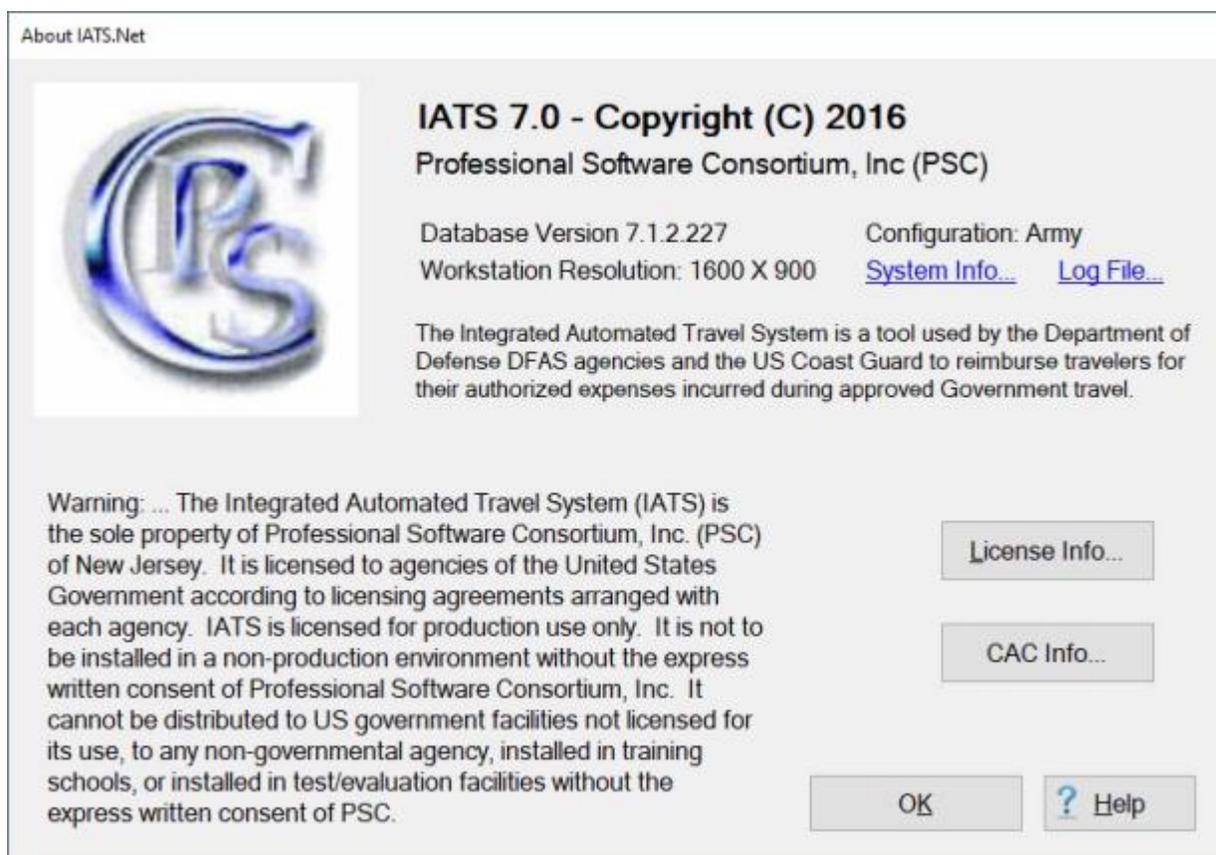


At the IATS for Windows screen, you can **click** on the **Help** option on the tool bar and then select **About IATS** to access information on the following items:

- System Info
- IATS Debug Log File
- License Info

- CAC Info

After clicking on the **About IATS** option, the following **About IATS** screen will appear:



Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for any of the information options listed above.

Login

In order to use IATS, all users must login using a unique **Username** and **Password** combination. This **ensures only** persons with proper authorization use IATS to process travel claims.

Start IATS by **clicking** on the associated **icon** on the PC desktop. The following **IATS-Login** screen appears:

User Login

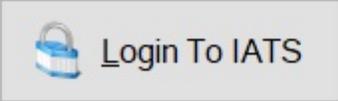



Copyright (C) 2016 - Professional Software
Application Version: 7.1.2.206

User Name

Password

Database

 Login To IATS Cancel Help

IATS Travel Suite Build Date: November 25, 2019

Enter your password ⋮

 Complete the following steps to "login" to IATS:

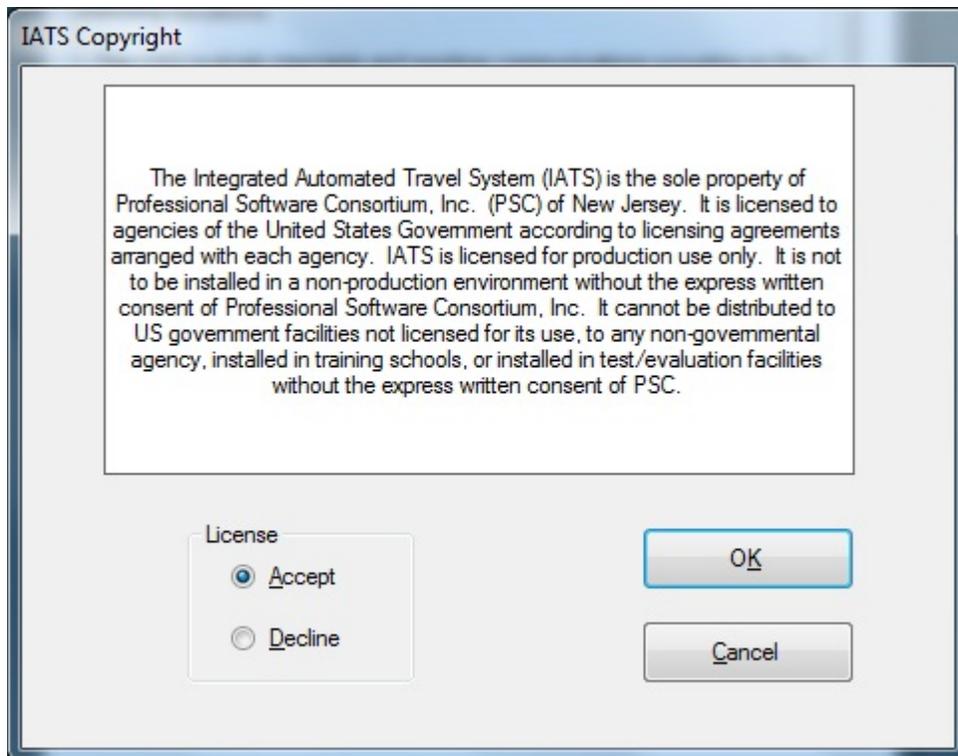
1. **User Name:** At this field, **type** the assigned **user name** and **press** the *Enter* or *Tab* key to continue.
2. **Password:** At this field, **type** the assigned **password** and **press** the *Enter* or *Tab* key to continue.

Note: Passwords should only be known by the individual user. After logging into IATS for the first time, you are required to **change** the System Administrator created **password** to a new password known only to the **user**. In addition, **users** should frequently change their passwords - every 60 days is required.

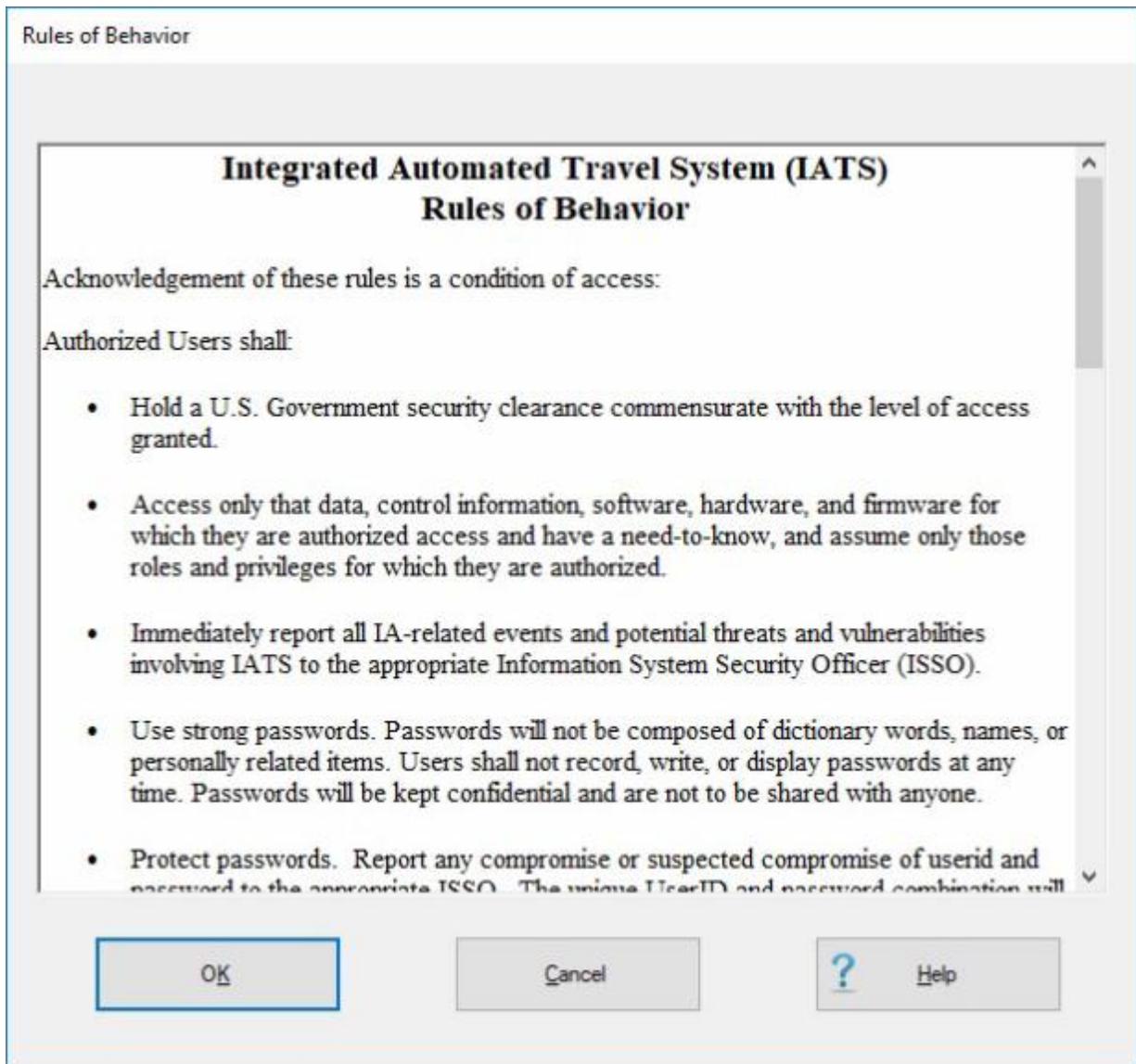
3. If the user is logging into IATS for the **first time**, the **Change Passwords** screen appears and the user is required to change the **Login** password created by the System Administrator.
4. **Database:** If the correct database you wish to connect to is displayed, **click** the **OK** button to continue. If not, **click** the **down arrow** to display a **list** of the databases available and then **click** on the desired **database**.
5. When the correct database is displayed, **click** the **OK** button.
6. The next screen to appear is the **Privacy Act**.

The screenshot shows a 'User Login' window with a grey background. At the top, it says 'User Login'. Below that, in bold black text, is 'PERSONAL DATA - PRIVACY ACT OF 1974 - HANDLE WITH CARE!'. Underneath is another bold black text block: 'THIS SYSTEM CONTAINS INFORMATION WHICH IS REGULATED BY THE PRIVACY ACT OF 1974. (PUBLIC LAW 93.579). ADEQUATE SAFEGUARDS MUST BE USED WHEN HANDLING AND USING THIS SYSTEM.' Below this is a scrollable text area with a title 'PRIVACY ACT STATEMENT AND DOD NOTICE AND CONCENT BANNER'. The text inside includes: 'AUTHORITY: 5 U.S.C. SECTION 301; DEPARTMENTAL REGULATIONS; 3 SECTION 404, TRAVEL And TRANSPORTATION ALLOWANCES: GENERAL DIRECTIVE 5154.29. DOD PAY And ALLOWANCES POLICY And PROCEDU DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION (Do 7000.14-R, VOLUME 9; And E.O. 9397 (SSN) As AMENDED. PURPOSE OF USE (S): TO PROVIDE AN AUTOMATED MEANS FOR COMP REIMBURSEMENTS FOR INDIVIDUALS FOR EXPENSES INCURRED INCIC TRAVEL FOR OFFICIAL GOVERNEMENT BUSINESS PURPOSES And TO A FOR SUCH PAYMENTS. ROUTINE USES: IN ADDITION TO THOSE DISCLOSURES GENERALLY PERMITTED UNDER 5 U.S.C. 552a(b) OF THE PRIVACY ACT OF 1974 AS REQUIRED, THESE RECORDS CONTAINED THEREIN MAY SPECIFICALLY DISCLOSED OUTSIDE THE DOD AS A ROUTINE USE PURSANT TO 5 U.S 552a(b)(3) AS FOLLOWS: TO THE INTERNAL REVENUE SERVICE TO PRC INFORMATION CONCERNING THE PAYMENT OF TRAVEL ALLOWANCES ARE SUBJECT TO FEDERAL INCOME TAX TO THE FEDERAL RESERVE'. At the bottom of the scrollable area are left and right arrow icons. Below the scrollable area is the question: 'Do you understand and accept these terms and acknowledge responsibility to protect this data?'. At the bottom are two buttons: 'Yes - Proceed' (highlighted with a blue border) and 'No - Cancel'.

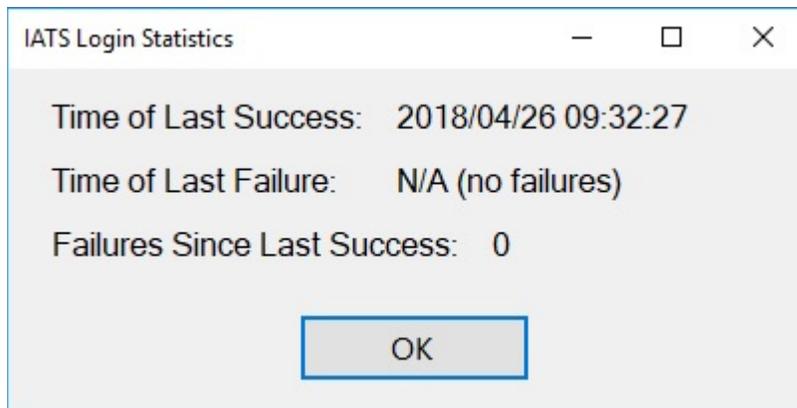
7. The **Privacy Act** statement appears to remind users that private information is **protected** by public law. **Click** on the **Yes, Proceed** button to indicate understanding of the need to keep this information **confidential** and continue logging into IATS.
8. The next screen to appear is the **IATS Copyright** screen. This screen appears to let the user know that this software is the sole property of **Professional Software Consortium, Inc.** and may not be **installed** or **used** by any organization not possessing a **license** for it's use.



9. At the **IATS Copyright** screen, **click** in the **circle next** to the option **Accept** or **Decline** as applicable and then **click** on the **OK** button.
10. After clicking on the **OK** button, the **Rules of Behavior** screen appears



11. You must **read** through the rules and if you comply, **click** on the **OK** button to continue.
12. **After** clicking on the **OK** button at the **Rules of Behavior** screen, you will see a *pop-up message* displaying your **Login Statistics**.



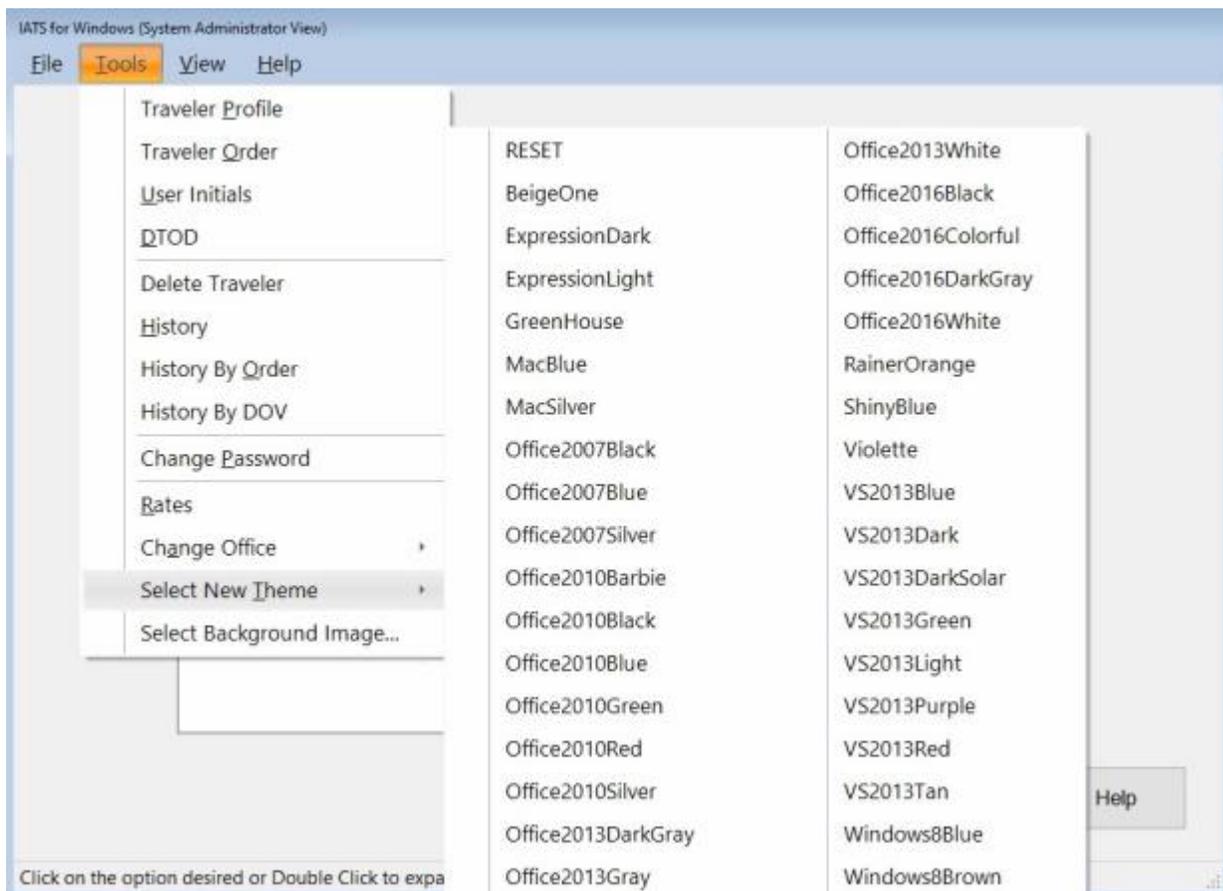
13. **Click** on **OK** to continue.
14. After clicking on the **OK** button, the **IATS for Windows** screen **appears** for the [View](#) associated with the users **account**.

Selecting a new Theme

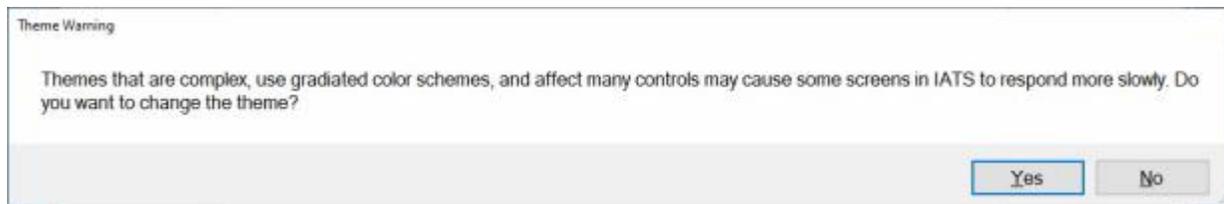
In computing, a **theme** is a preset package containing **graphical appearance** details. A **theme** usually comprises a set of **shapes** and **colors** for the graphical control elements, the window **decoration** and the window. **Themes** are used to **customize** the **look** and **feel** of a piece of **computer software** or of an operating system.

The IATS program was designed using a **specific** theme. A **feature** was added, however, to allow an IATS user to **change** the default theme to another one if desired.

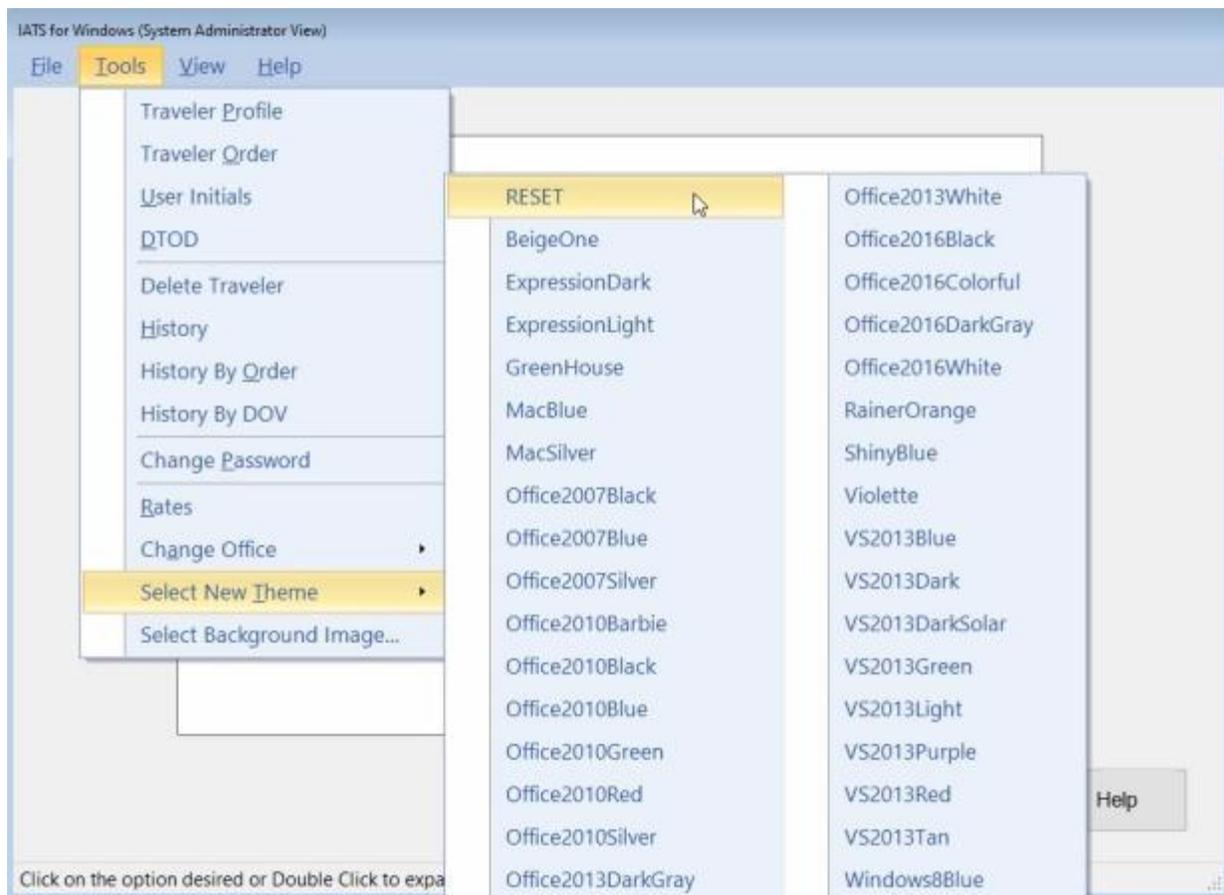
 **Complete the following steps to "change" the default IATS theme:**



1. At the **IATS for Windows** screen, regardless of your view, **click** the **Tools** menu and then **click** on the **Select New Theme** option.
2. You will see a **variety** of **theme names** appear.
3. **Click** on the new theme you wish to select. IATS will **change** the appearance to the selected theme.
4. IATS may display the following **warning message** depending on the theme you select.



4. If this warning message appears, **click** on *Yes* or *No* as desired.



5. If you wish to **change** the theme **back** to the **default** theme, **click** on the **RESET** option as shown above.

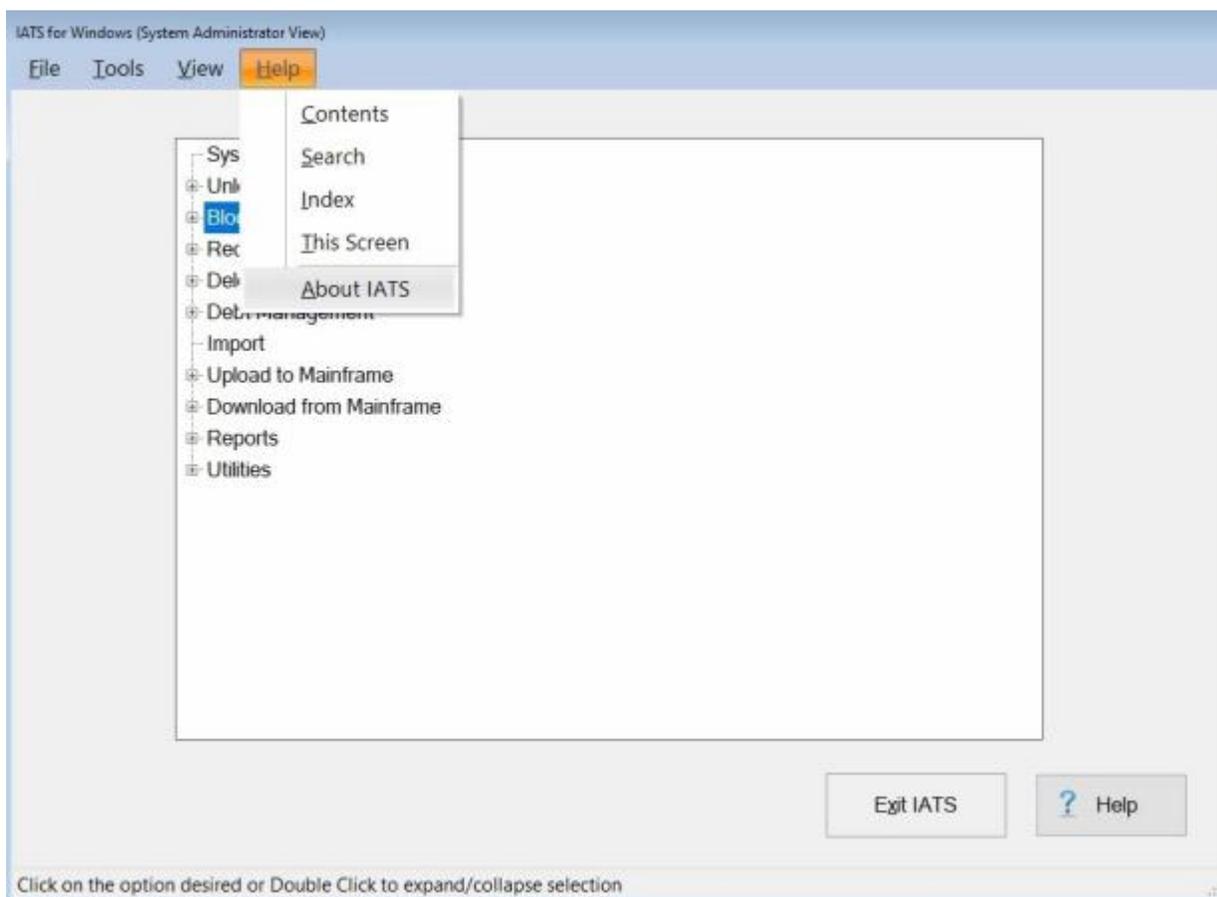
Note: It is **recommended** that you **log out** of IATS and **log back in** after **resetting** the theme since the **fonts** do not always **reset** as expected..

Displaying your System Info

On occasion, a **representative** from Professional Software Consortium (**PSC**) or **DFAS** may **assist** an IATS user with a particular **error** with the IATS software. Often times, the representative may need to **review** the **System Information** for the user's PC.

A **feature** was added to IATS that **enables** you to easily **display** the **System Information** for your computer.

 **Complete the following steps to "display" the System Information for your computer:**



1. At the **Menu bar** at the top of the IATS **System Administrator, Examiner, Auditor, or Disbursing** View screen, **click** on the **Help** option. A *drop down list* of additional options will appear.
2. **Click** on the **About IATS** option. The **About IATS** screen appears.

About IATS.Net



IATS 7.0 - Copyright (C) 2016

Professional Software Consortium, Inc (PSC)

Database Version 7.1.2.227 Configuration: Army
 Workstation Resolution: 1600 X 900 [System Info...](#) [Log File...](#)

The Integrated Automated Travel System is a tool used by the Department of Defense DFAS agencies and the US Coast Guard to reimburse travelers for their authorized expenses incurred during approved Government travel.

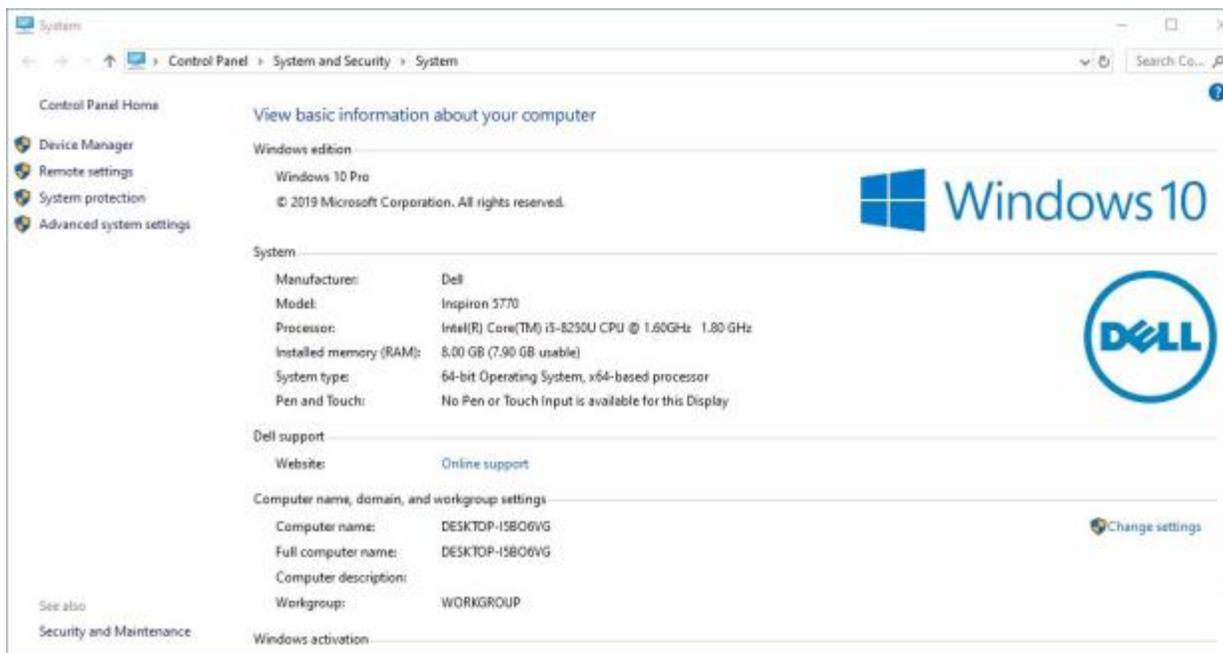
Warning: ... The Integrated Automated Travel System (IATS) is the sole property of Professional Software Consortium, Inc. (PSC) of New Jersey. It is licensed to agencies of the United States Government according to licensing agreements arranged with each agency. IATS is licensed for production use only. It is not to be installed in a non-production environment without the express written consent of Professional Software Consortium, Inc. It cannot be distributed to US government facilities not licensed for its use, to any non-governmental agency, installed in training schools, or installed in test/evaluation facilities without the express written consent of PSC.

[License Info...](#)

[CAC Info...](#)

[OK](#) [? Help](#)

- At the About IATS screen, **click** on the **System Info** link. The **MS Windows System** screen will appear showing the **System Information** for your computer.



Windows 10 System Information window showing basic information about the computer.

Control Panel Home

View basic information about your computer

Windows edition
 Windows 10 Pro
 © 2019 Microsoft Corporation. All rights reserved.

System

Manufacturer:	Dell
Model:	Inspiron 5770
Processor:	Intel(R) Core(TM) i5-8250U CPU @ 1.60GHz 1.80 GHz
Installed memory (RAM):	8.00 GB (7.90 GB usable)
System type:	64-bit Operating System, x64-based processor
Pen and Touch:	No Pen or Touch Input is available for this Display

Dell support

Website: [Online support](#)

Computer name, domain, and workgroup settings

Computer name:	DESKTOP-15B06VG
Full computer name:	DESKTOP-15B06VG
Computer description:	
Workgroup:	WORKGROUP

See also
 Security and Maintenance

Windows activation

IATS 7.2 User Guide

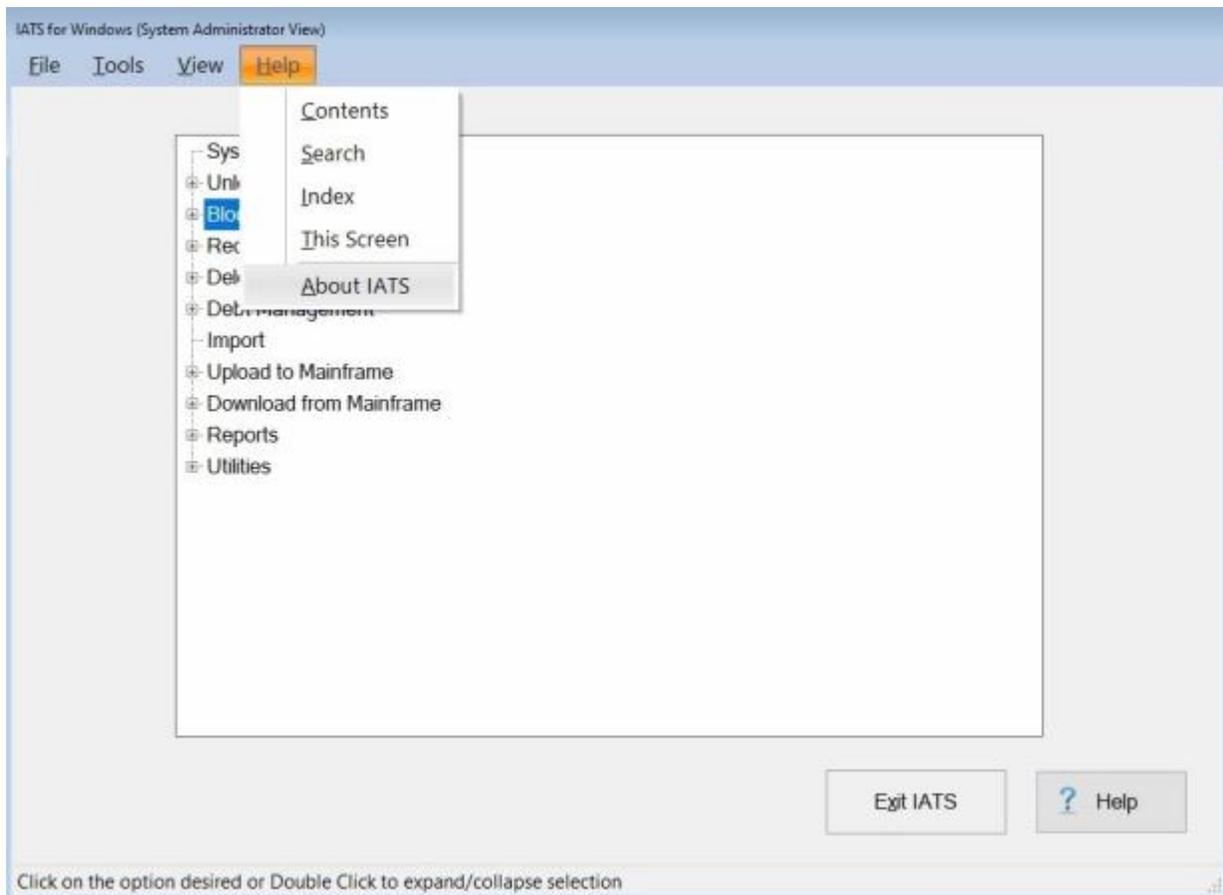
4. **Click** on the **(X)** in the top right corner when you are **finished** reviewing the **System** screen.

Locating the IATS Debug Log File

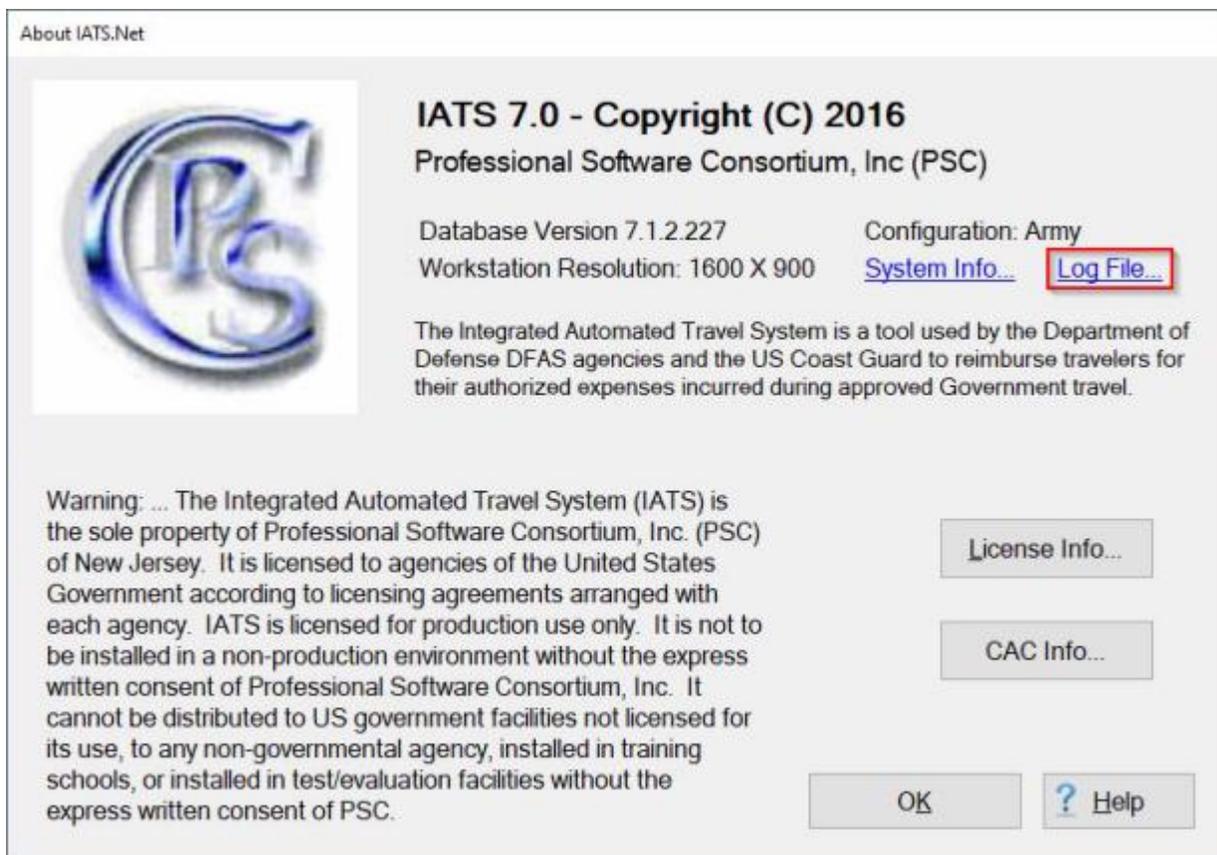
On occasion, a **representative** from Professional Software Consortium (**PSC**), may **assist** an IATS user with a particular **error** with the IATS software. Often times, the representative may need to **review** the IATS **debug log file** that resides on the users computer.

A new feature was added to IATS that **enables** you to easily **find** the **location** where the IATS debug log file **resides** on your computer.

 **Complete the following steps to "find" the location where the IATS debug log file resides:**



1. At the **Menu bar** at the top of the IATS **System Administrator, Examiner, Auditor, or Disbursing** View screen, **click** on the **Help** option. A *drop down list* of additional options will appear.
2. **Click** on the **About IATS** option. The **About IATS** screen appears.



3. At the About IATS screen, **click** on the **Log File** link. The **File Explorer** screen will appear showing the exact **drive/directory** where the IATS debug log file is residing..

The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Windows (C:) > Users > Dave > AppData > Local > Temp'. The left sidebar shows the navigation pane with 'Windows (C:)' selected. The main pane displays a list of files and folders with columns for Name, Date modified, Type, and Size. The file 'NetIATS' is highlighted in blue.

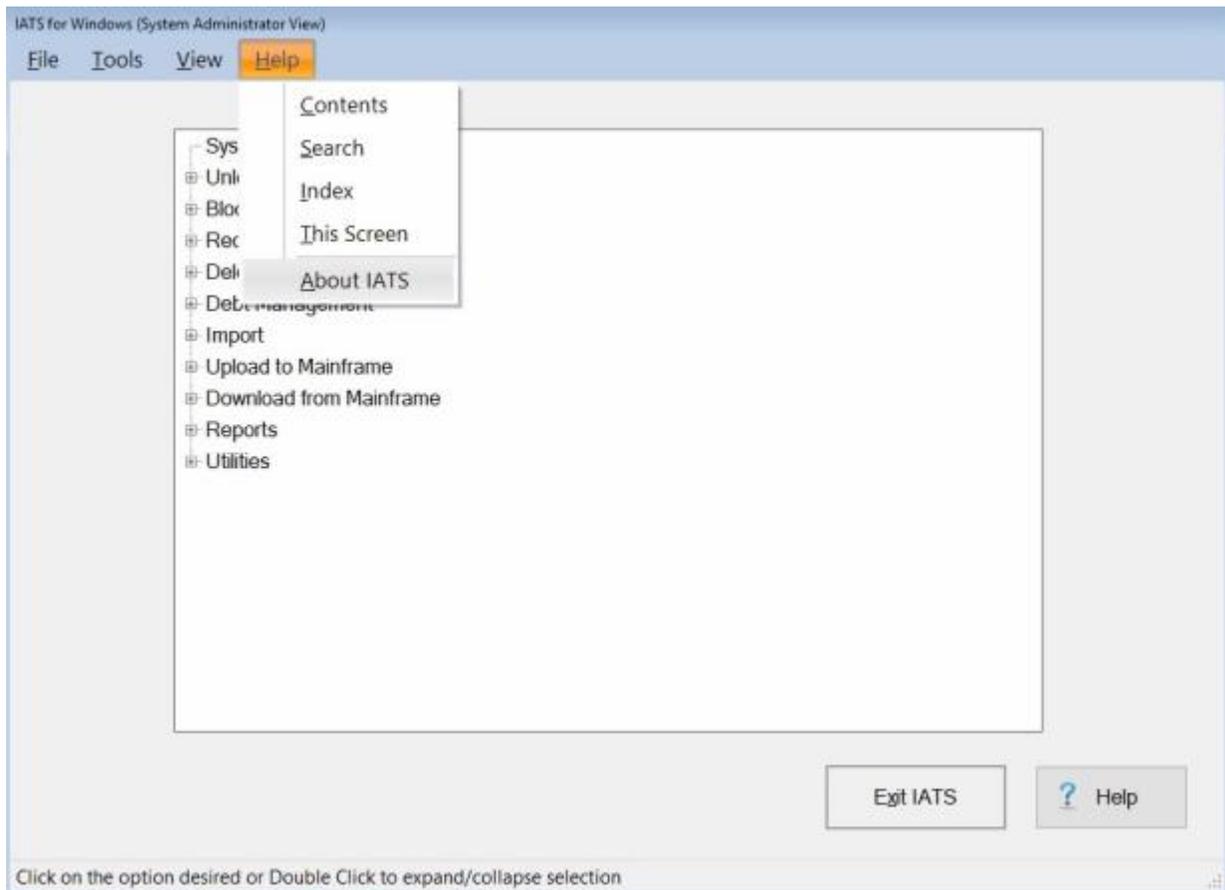
Name	Date modified	Type	Size
mat-debug-18524	12/19/2019 7:38 AM	Text Document	0 KB
mat-debug-18852	12/19/2019 8:19 AM	Text Document	0 KB
mat-debug-19240	12/19/2019 1:56 AM	Text Document	0 KB
mat-debug-21544	12/17/2019 5:00 PM	Text Document	0 KB
NetIATS	12/19/2019 4:25 PM	Text Document	6 KB
NetIATS.log.1	12/18/2019 4:42 PM	1 File	10 KB
NetIATS.log.2	12/18/2019 3:57 PM	2 File	9 KB
NetIATS.log.3	12/18/2019 3:50 PM	3 File	4 KB
NGLClient_default	12/17/2019 6:22 PM	Text Document	1 KB
Olktmp01	12/18/2019 9:04 AM	PNG File	2 KB
Olktmp02	12/18/2019 9:26 AM	PNG File	28 KB
oobelib	12/18/2019 4:11 PM	Text Document	750 KB
OUTLOOK.EXE_c2rdll(2019121718192128F...	12/17/2019 6:19 PM	Text Document	0 KB
PDApp	12/19/2019 4:11 PM	Text Document	1,880 KB
sqla0000.tmp	12/19/2019 4:25 PM	TMP File	1,032 KB
svtag	12/18/2019 3:41 PM	Text Document	2 KB
tmp11368aaaaaa	12/17/2019 6:21 PM	File	314 KB
Update	12/18/2019 11:53 ...	DAT File	5,552 KB
URL1EE9.tmp	12/19/2019 8:01 AM	TMP File	60 KB
URL2C6F.tmp	12/18/2019 10:30 ...	TMP File	57 KB
URL2E0E.tmp	12/18/2019 4:30 AM	TMP File	63 KB
URL2E04.tmp	12/19/2019 7:01 AM	TMP File	60 KB
URL3BB9.tmp	12/18/2019 9:30 PM	TMP File	57 KB
URL3C44.tmp	12/19/2019 6:01 AM	TMP File	60 KB
URL3D48.tmp	12/18/2019 3:30 AM	TMP File	63 KB

Checking the Status of your IATS License

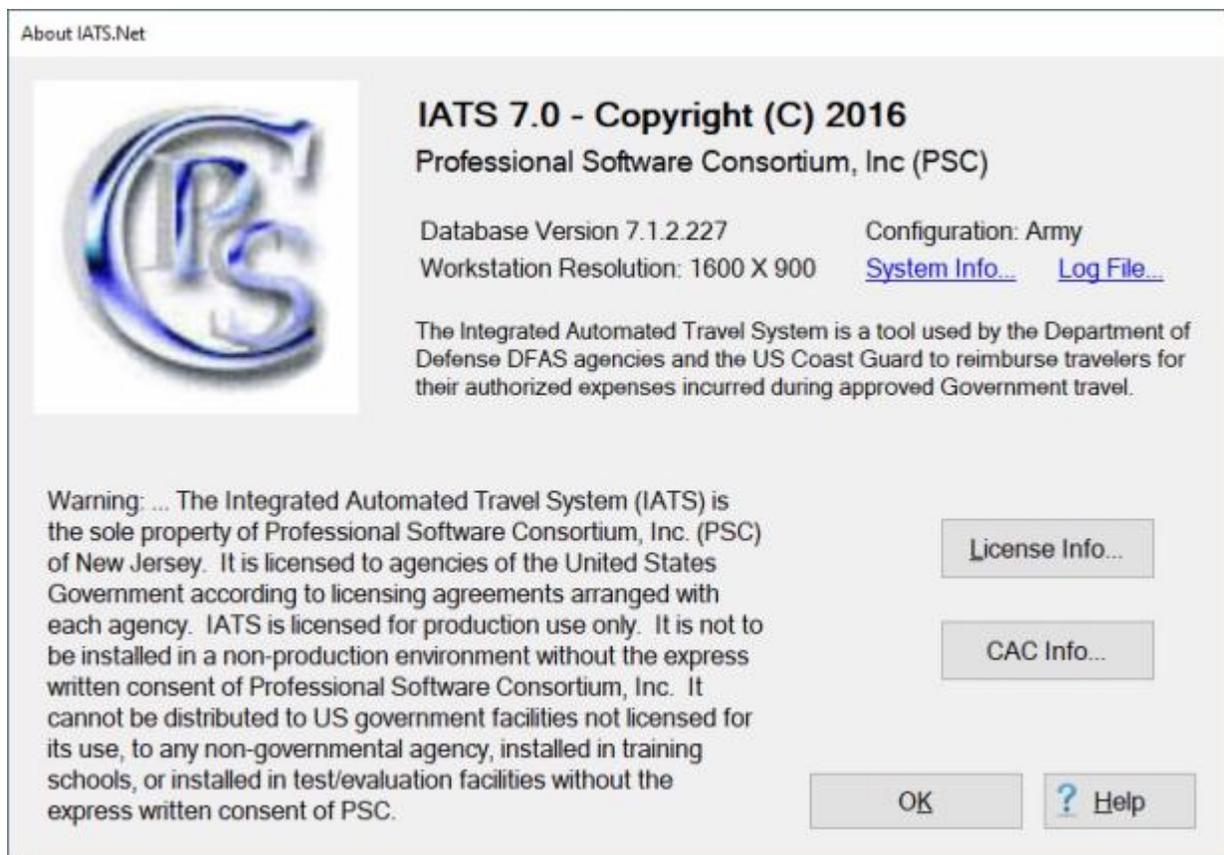
A valid and current **license** is required in order to use the IATS program. This license is **included** with the IATS software but will **expire** after **60 days** if the monthly **per diem rates update** provided by Professional Software Consortium (**PSC**) is not installed.

A new **feature** was added to IATS that enables you to **check** the **status** of your IATS **license** to determine if the **expiration** date is near.

 **Complete the following steps to "check" the status of your IATS license:**



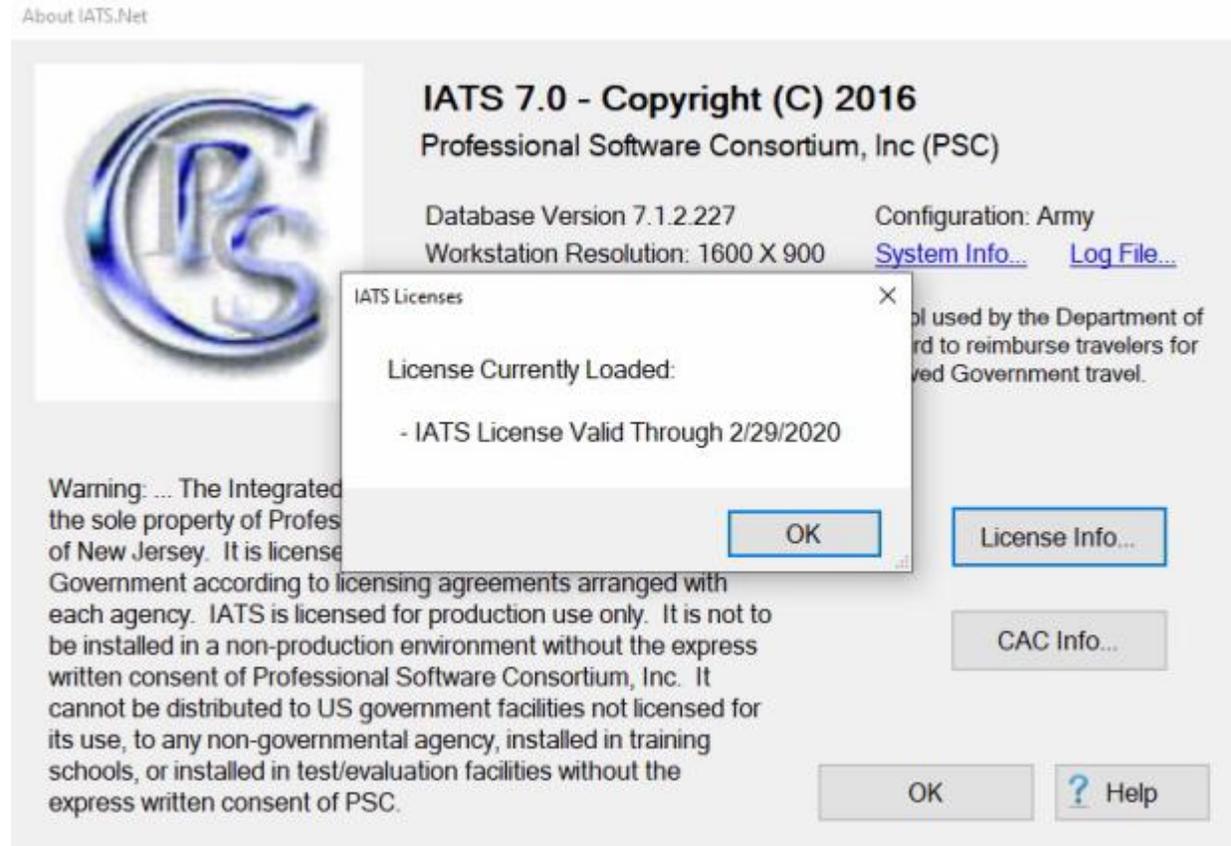
1. At the **Menu bar** at the top of the IATS **System Administrator, Examiner, Auditor, or Disbursing** View screen, **click** on the **Help** option. A *drop down list* of additional options will appear.
2. **Click** on the **About IATS** option. The **About IATS** screen appears.



3. At the About IATS screen, **click** on the **License Info** button. The **IATS Licenses** display will appear.

IATS 7.2 User Guide

About IATS.Net



The image shows the IATS 7.0 splash screen. On the left is a large blue 'IATS' logo. To the right, the text reads 'IATS 7.0 - Copyright (C) 2016 Professional Software Consortium, Inc (PSC)'. Below this, it shows 'Database Version 7.1.2.227' and 'Workstation Resolution: 1600 X 900'. On the right side, it says 'Configuration: Army' and has links for 'System Info...' and 'Log File...'. A license dialog box is open in the center, titled 'IATS Licenses', with the text 'License Currently Loaded: - IATS License Valid Through 2/29/2020' and an 'OK' button. Below the dialog, there is a warning message: 'Warning: ... The Integrated ... the sole property of Profes ... of New Jersey. It is license ... Government according to licensing agreements arranged with each agency. IATS is licensed for production use only. It is not to be installed in a non-production environment without the express written consent of Professional Software Consortium, Inc. It cannot be distributed to US government facilities not licensed for its use, to any non-governmental agency, installed in training schools, or installed in test/evaluation facilities without the express written consent of PSC.' At the bottom right, there are buttons for 'License Info...', 'CAC Info...', 'OK', and '? Help'.

IATS 7.0 - Copyright (C) 2016
Professional Software Consortium, Inc (PSC)

Database Version 7.1.2.227
Workstation Resolution: 1600 X 900

Configuration: Army
[System Info...](#) [Log File...](#)

License used by the Department of
rd to reimburse travelers for
ed Government travel.

IATS Licenses

License Currently Loaded:
- IATS License Valid Through 2/29/2020

Warning: ... The Integrated ... the sole property of Profes ... of New Jersey. It is license ... Government according to licensing agreements arranged with each agency. IATS is licensed for production use only. It is not to be installed in a non-production environment without the express written consent of Professional Software Consortium, Inc. It cannot be distributed to US government facilities not licensed for its use, to any non-governmental agency, installed in training schools, or installed in test/evaluation facilities without the express written consent of PSC.

OK License Info... CAC Info... OK ? Help

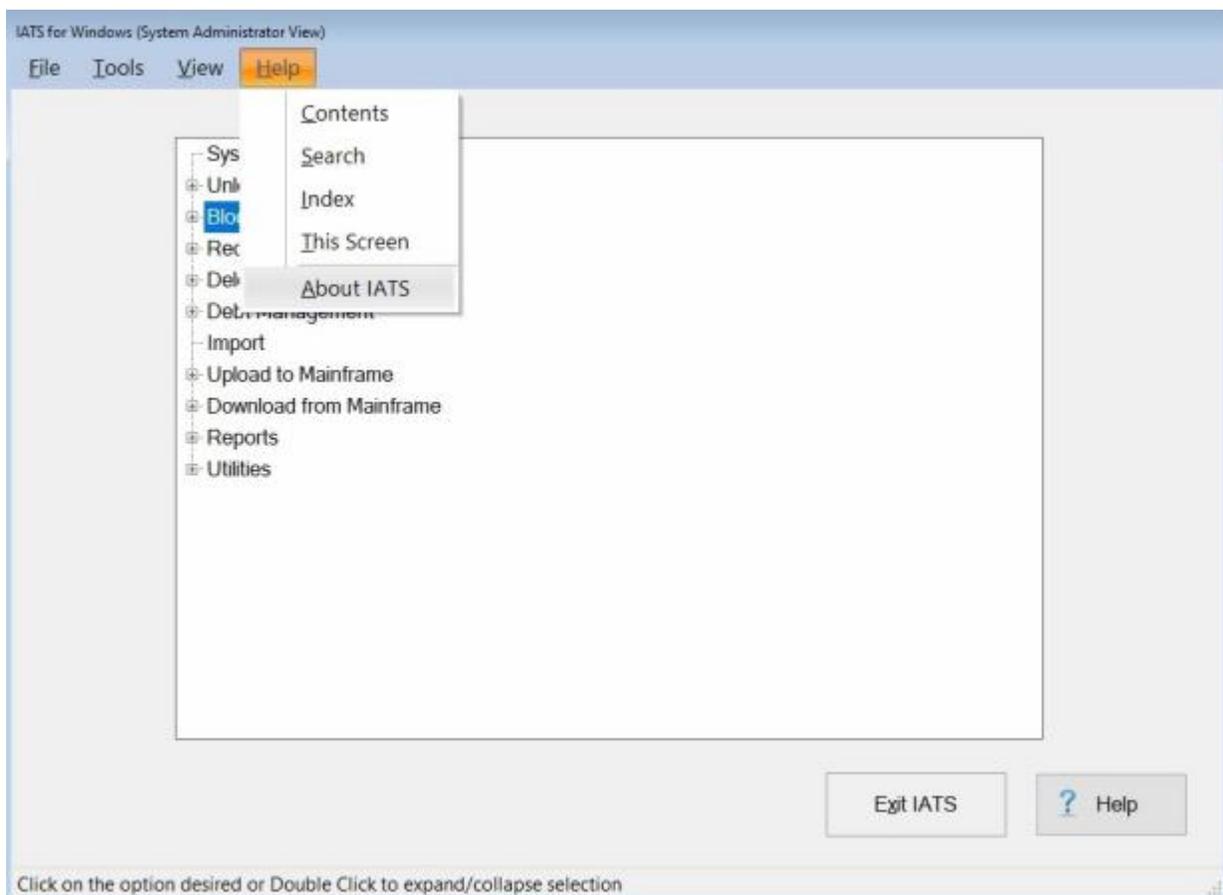
4. **Click** on the **OK** button after you have **finished** reviewing your IATS license information.

Displaying your CAC Info

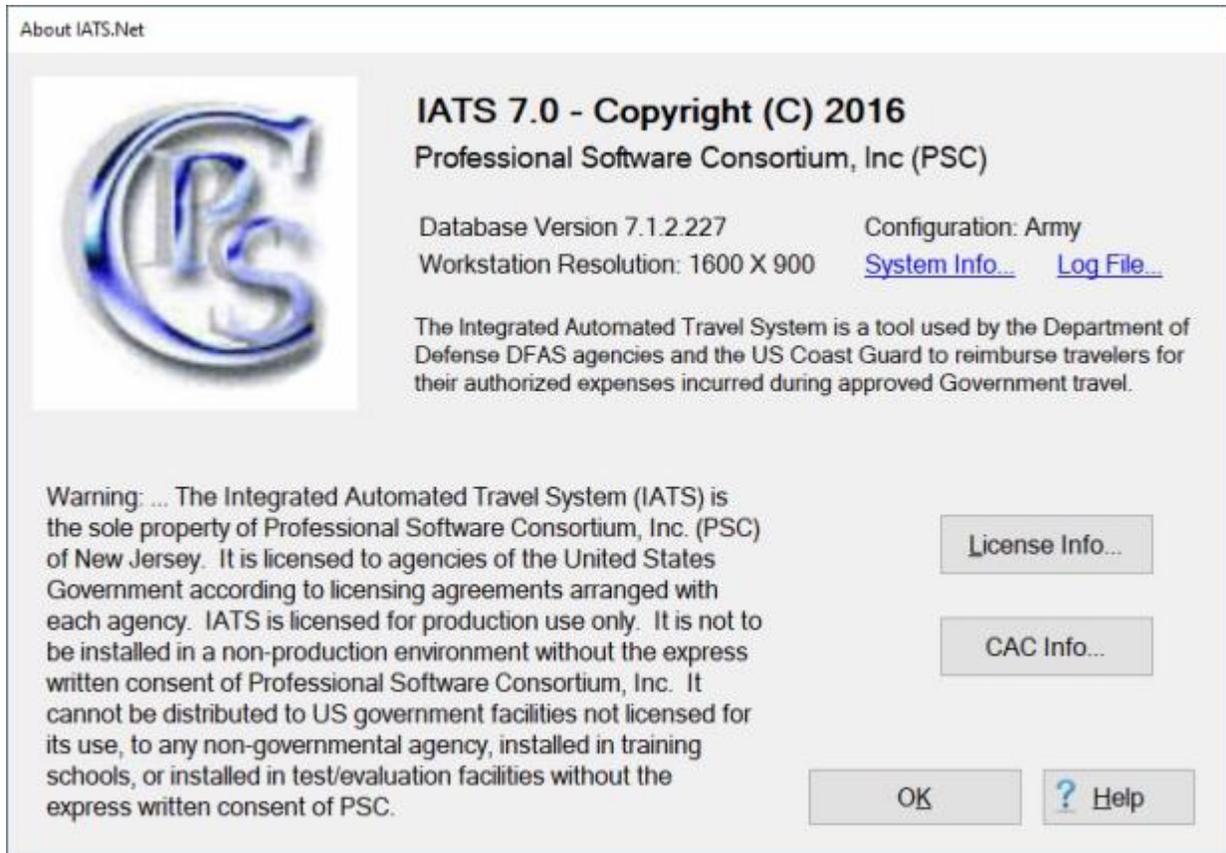
On occasion, a **representative** from Professional Software Consortium (**PSC**), may **assist** an IATS user with determining what their **CAC identification number** is that is associated to their IATS **user account**. This information is entered into IATS when their user account is created and is stored in the IATS database.

A **feature** was added to IATS that allows a user to quickly and easily **display** their **CAC information**.

 **Complete the following steps to "display" the System Information for your computer:**



1. At the **Menu bar** at the top of the IATS **System Administrator, Examiner, Auditor, or Disbursing** View screen, **click** on the **Help** option. A *drop down list* of additional options will appear.
2. **Click** on the **About IATS** option. The **About IATS** screen appears.



3. At the About IATS screen, **click** on the **CAC Info** button. An **IATS Notification** will appear displaying the user's CAC information.

About IATS.Net



The screenshot displays the IATS 7.0 software interface. At the top left, there is a logo for the Professional Software Consortium (PSC). The main title is "IATS 7.0 - Copyright (C) 2016 Professional Software Consortium, Inc (PSC)". Below this, the database version is 7.1.2.227 and the workstation resolution is 1600 X 900. The configuration is set to "Army". There are links for "System Info..." and "Log File...".

An "IATS Notification" window is open, displaying the following text: "CAC Info: EAB468557568F3B74A434E2F28B52A22. The current IATS user's card ID is 123456789". An "OK" button is visible at the bottom right of this notification window.

Below the notification window, a portion of a license agreement is visible. The text reads: "of New Jersey. It is licensed to agencies of the United States Government according to licensing agreements arranged with each agency. IATS is licensed for production use only. It is not to be installed in a non-production environment without the express written consent of Professional Software Consortium, Inc. It cannot be distributed to US government facilities not licensed for its use, to any non-governmental agency, installed in training schools, or installed in test/evaluation facilities without the express written consent of PSC." There are "OK" and "? Help" buttons at the bottom right of this section.

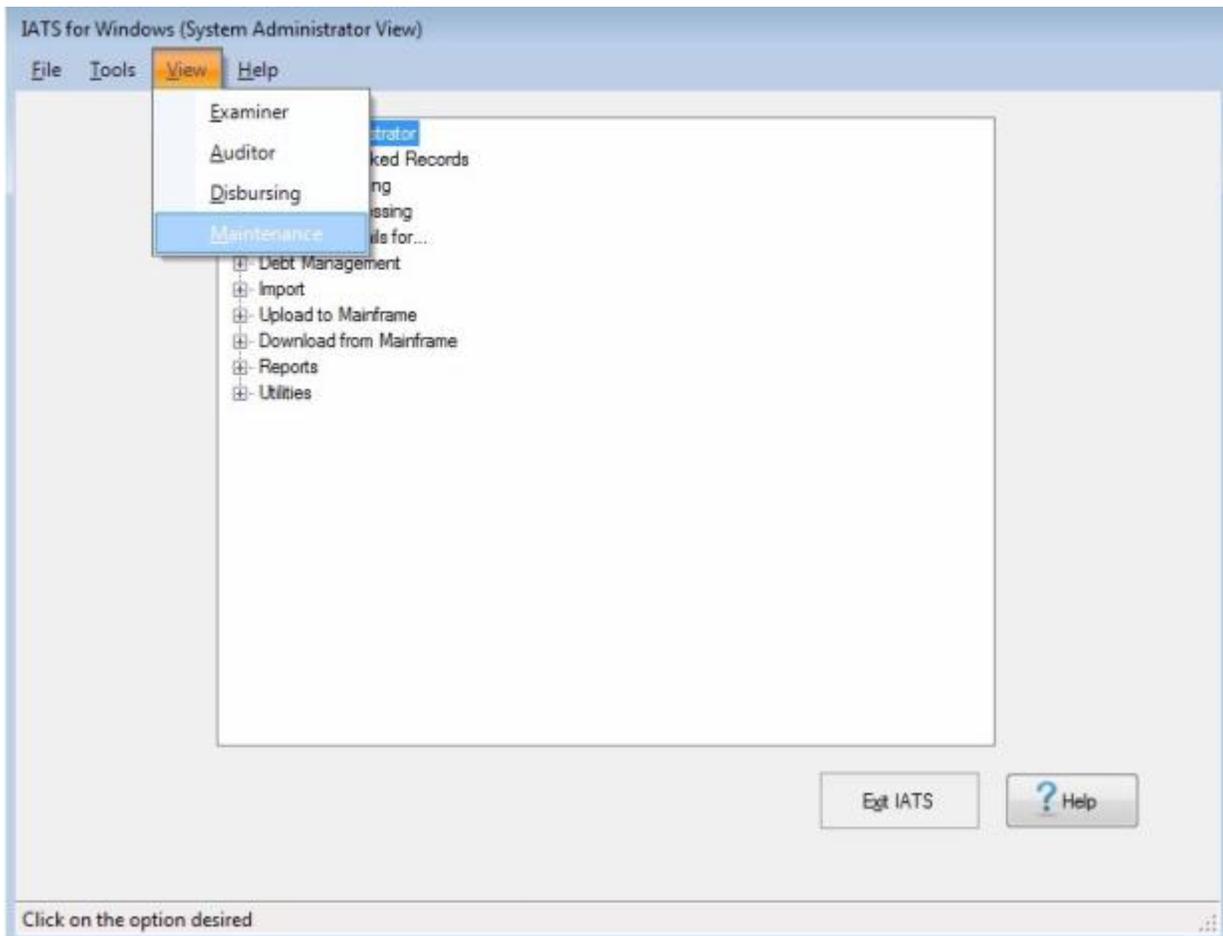
4. When you are **finished** reviewing the CAC info, **click** on the **OK** button to continue.

Checking Inactivity for an IATS User

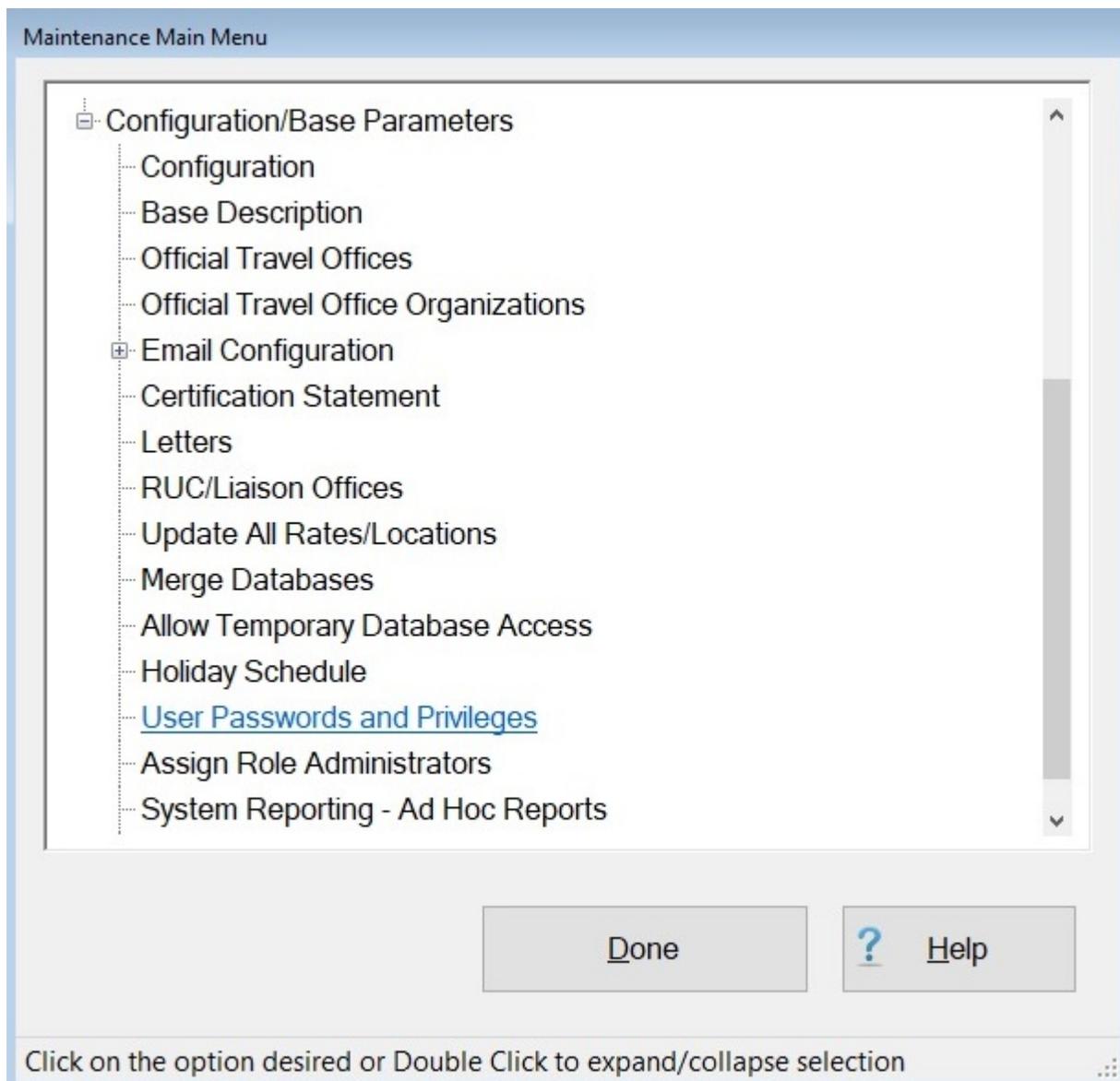
An IATS **user account** will automatically be **suspended** after a particular number of days of inactivity, which is determined by the organization.

A feature was added to IATS to allow the System Administrator to **check** the **inactivity status** of an IATS user.

 Complete the following steps to "check" the inactivity status of an IATS user:



1. At the **System Administrator View** screen, **click** on the **View** option. A *drop down menu* appears listing the various views the user has the **privilege** for.
2. **Click** on the **Maintenance** option. The **Maintenance Main Menu** screen will appear.



3. **At the Maintenance Main Menu, click on the plus sign to the left of the item Configuration/Base Parameters. An expandable menu appears listing the various options.**
4. **Click on the User Passwords and Privileges option. The **Maintain User Passwords and Privileges** screen appears.**

IATS 7.2 User Guide

Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

Init	User ID	Name
SYS	SYSTEM	SYSTEM, THE
DOF	DAVE	FARRIS, DAVID O

Enter/Modify User Parameters

User ID: DAVE SSN: 111-99-1111

CAC/Employee: 30 days inactive

Name: FARRIS DAVID O Initials: DOF

eMail: 327800@comcast.net

Audit % 0%

Offices

Office Location: ORIGINAL MASTER DATABASE Is Active

Organization: Is Default

Passwords

Login: Confirmation: **

Re-enter: Re-enter: **

Roles

Select one: Auditor

Select All Clear All New Delete Save Cancel

Print Quick Find: Change Password Notice: User accounts will be suspended after 30 days of inactivity Exit ? Help

Enter the user's last name

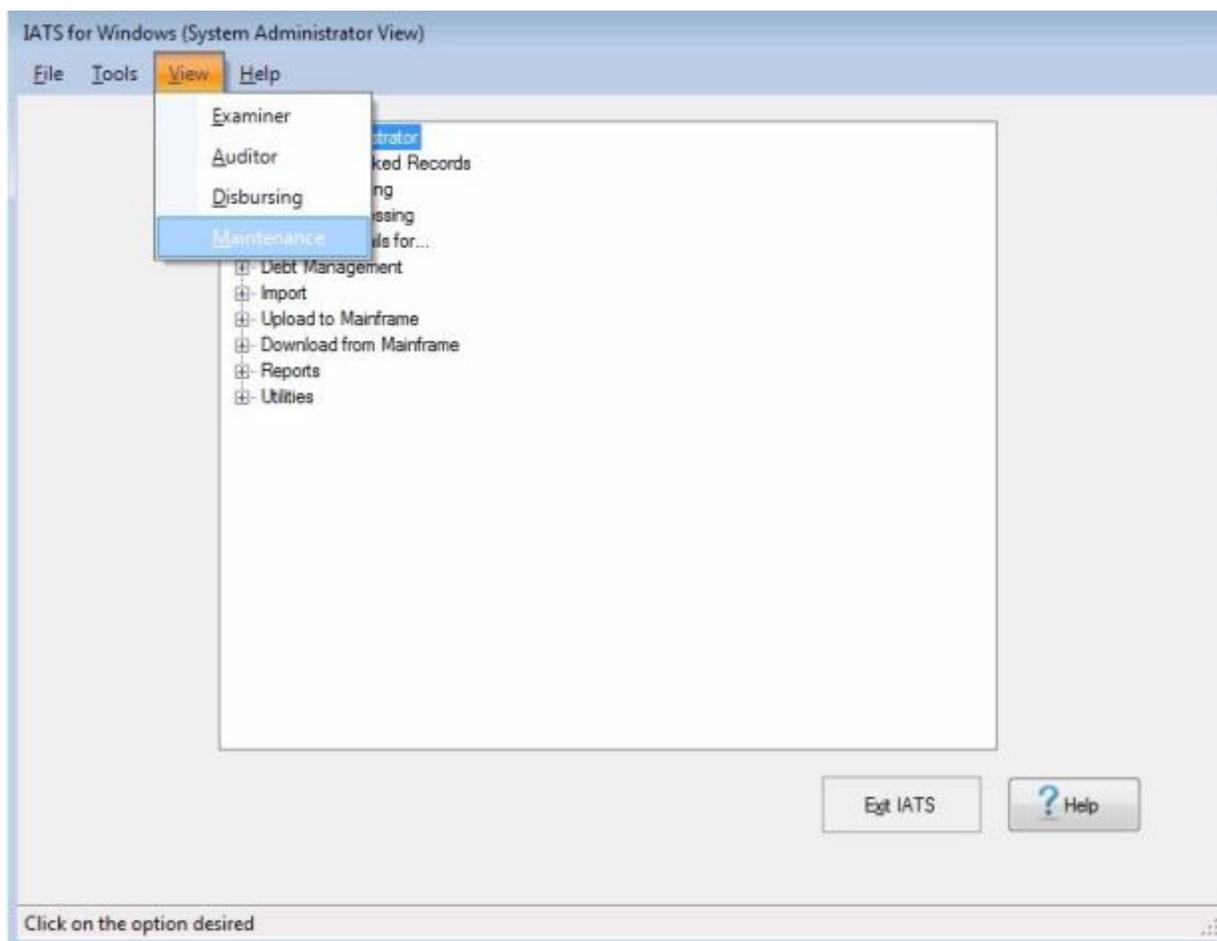
5. **Click** on the desired **user name** from the list of IATS user accounts in the **grid** on the left side of the screen.
6. If you position your **mouse pointer** over the words **User ID** at the top of the screen, a *pop-up* message will appear showing **how many days** the selected user has been **inactive**.
7. **Notice** at the bottom of the screen there is a **statement** indicating the **number of days** of **inactivity** that will cause the user account to become **suspended**.

Accessing the Maintenance Screen

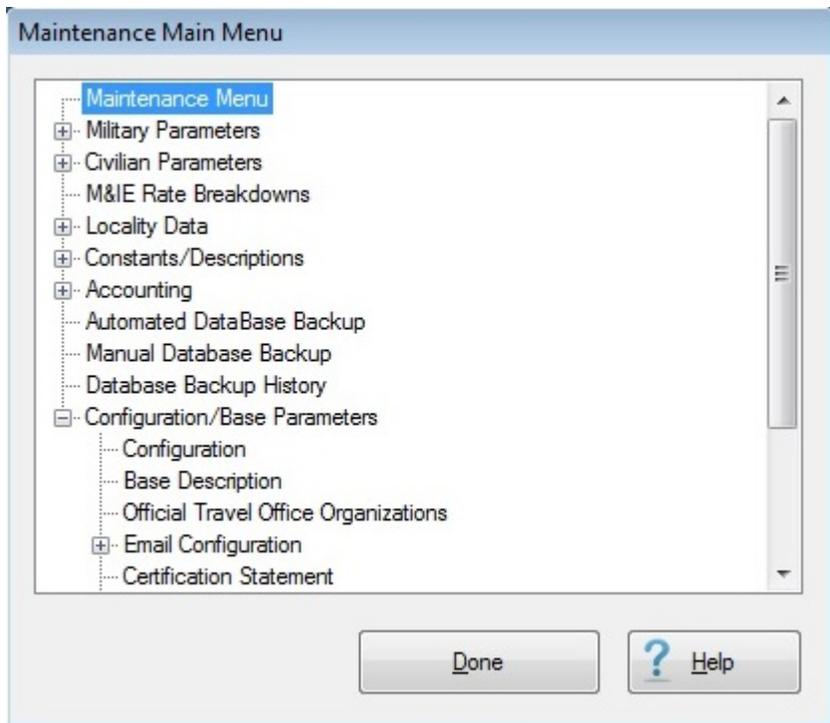
The IATS **Maintenance Module** is where IATS users must **establish** all of the **configuration parameters** for their particular customer type or branch of service.

Access to the IATS Maintenance Module is only available from the **System Administrator** screen if the user has been granted the **privilege** to access Maintenance.

 Complete the following steps to "access" the IATS Maintenance Module:



1. At the **System Administrator View** screen, **click** on the **View** option. A **drop down menu** appears listing the various views the user has the **privilege** for.
2. **Click** on the **Maintenance** option. The **Maintenance Main Menu** screen will appear.



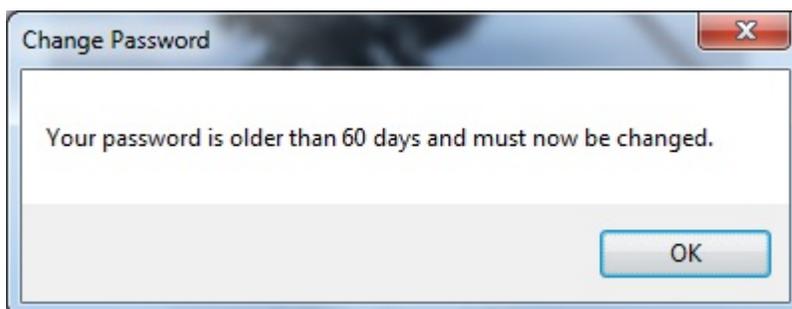
Changing Passwords

Passwords should only be known by the individual user. After logging into IATS for the first time, you are required to **change** the System Administrator created **password** to a new password known only to the user.

Password Requirements:

- Passwords must be **case sensitive**
- At least **8** characters must be **changed** to be valid
- You cannot change your password to a password that was previously used during the last **12** months or the last **10** passwords used
- Passwords must be a minimum of an **15-character** mix and (**at least one of each**) of **upper case letters**, **lower case letters**, **numbers**, and **special characters** (i. e. @, #,\$,%,&,!).
- A **15-character** password consisting of the following:
 - Two lower case letters.
 - Two upper case letters.
 - Two numbers.
 - Two special characters.

In addition, the DoD **requires** you to **change** your **logon** password every **60** days. If you have logged into IATS and your **logon** password is **expired**, the following *pop-up message* appears:



When this pop-up message is displayed, **click** on the **OK** button. The **Change Passwords** screen appears and you will then need to **complete** steps **3 - 7** below to change your passwords.

Note: When changing your **logon** password, you must enter a **new** password that was different than the **old** one.

 **Complete the following steps to "change" your passwords:**

Note: An IATS user may only change their passwords **once** during a **24 hour period**.

1. **Login** to IATS.
2. At the **IATS for Windows** screen, regardless of your view, **click** the **Tools** menu and then **click** on the **Change Password** option. The following screen appears:



The screenshot shows a dialog box titled "Change Passwords". It contains two main sections: "Logon Password" and "Confirmation Password". Each section has three input fields: "Old Password", "New Password", and "Re-enter New Password". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "? Help". The status bar at the bottom of the dialog reads "Enter old logon password".

At this screen, type the requested information and press the *Enter* or *Tab* key to continue.

3. **Old Password:** Enter your current password.
4. **New Password:** Enter your new password.
5. **Re-enter New Password:** Re-enter the password you just entered at the **New Password** field to ensure accuracy.
6. **Repeat** steps **3-6** above to change the **Confirmation Password** also, if desired.
7. After entering the new password information, **click** the **OK** button to continue.

Change Offices

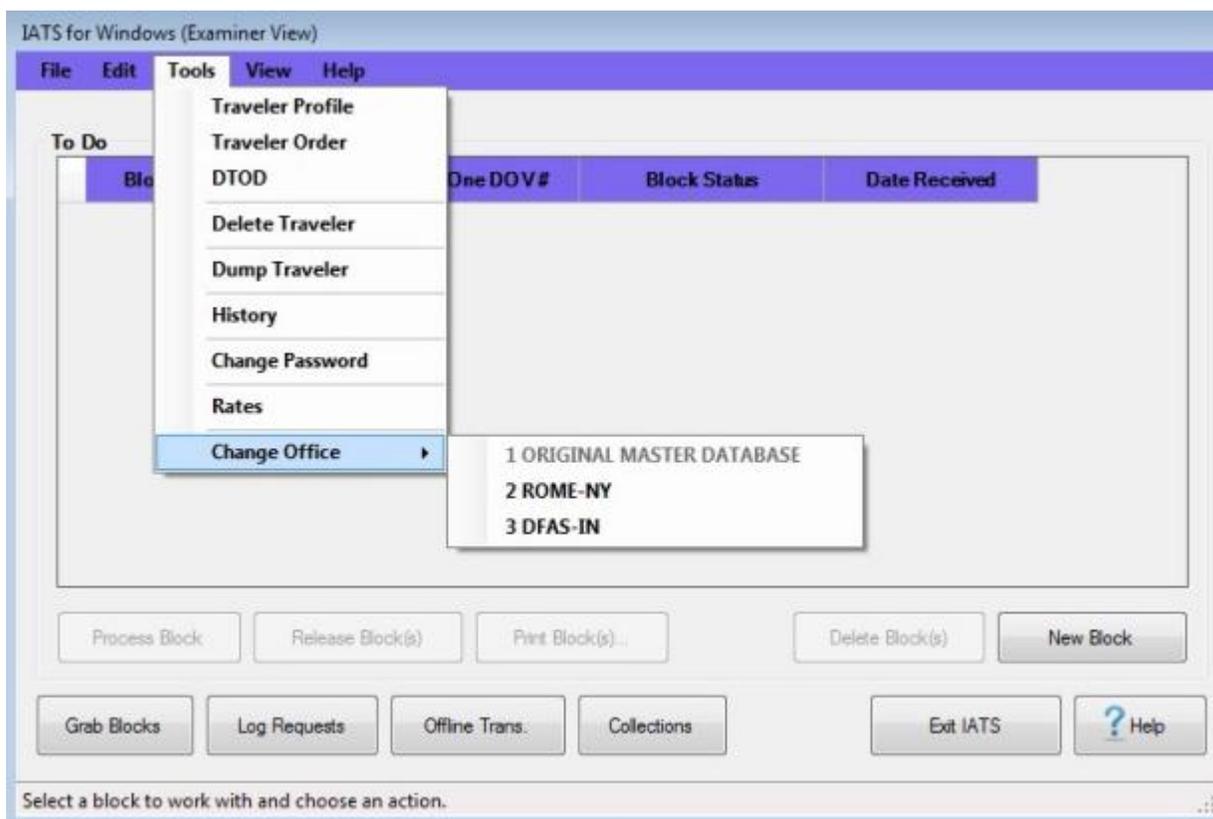
IATS allows travel offices to **combine multiple databases** into one centralized database. This applies even if the configuration/customer type is different. For example, the original master database was Army, but DLA, Marines, and Navy, databases were merged into the original master database.

If this situation occurs, users must have a way to **switch** between the different offices/configurations after logging into IATS.

Note: In order to be able to perform this task, a user with the **privilege** to [create/modify user passwords and privileges](#) must **access** the **maintenance** module and **specify** which offices are **active** for a particular user.

 **Complete the following steps to "change" your office:**

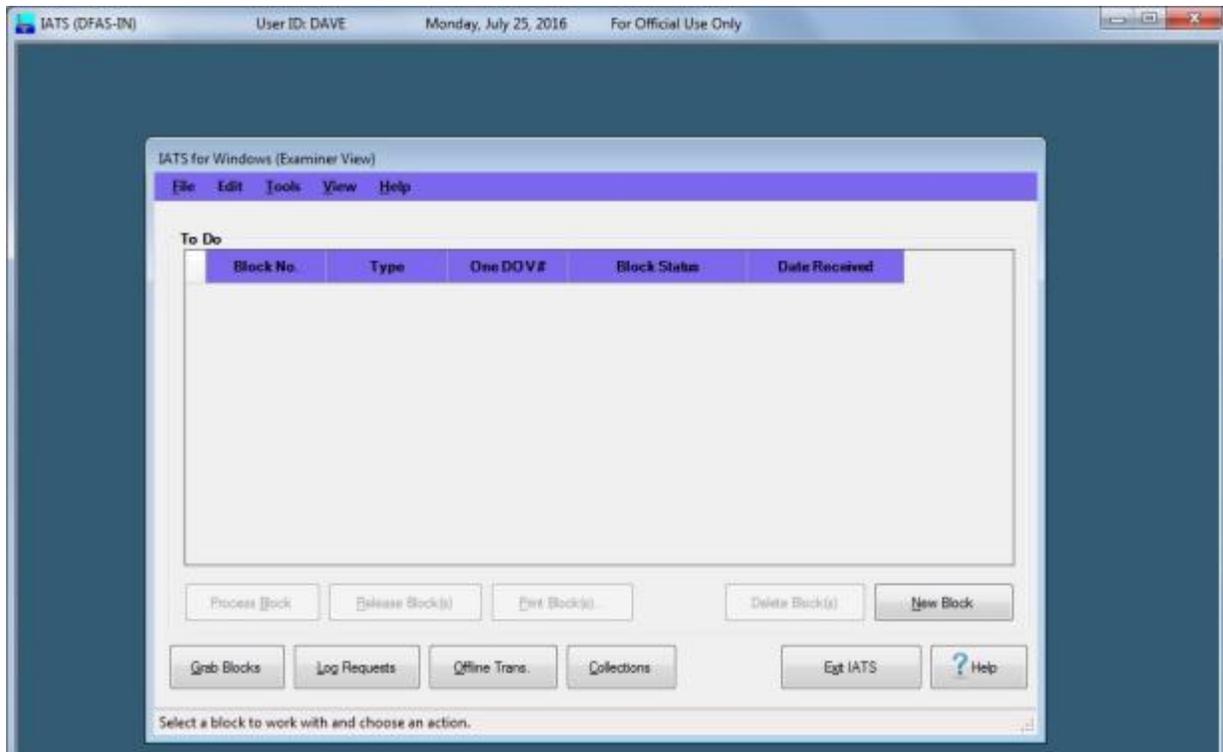
1. **Login** to IATS.
2. At the **IATS for Windows** screen, regardless of your view, **click** the **Tools** menu and then **click** on the **Change Office** option. A *sub-menu* will appear **listing** the **offices** that are **active** for the particular user.



3. **Click** on the desired **office** you wish to switch to.

IATS 7.2 User Guide

4. The **Confirmation Password** screen appears and you must **enter** your **confirmation password** and then click on **OK**.
5. After you have switched offices, the office **name** you have switched to will now **appear** in the **label** at the top of the screen as shown in the following screen.



Navigation

After a user logs-in to IATS, **navigation** through IATS is accomplished in a variety of **ways**:

- **Using a mouse:** - Since IATS is a **Windows®** based program, a **mouse** is a common and frequently used **device** for navigating through IATS. Users may **click** on menu options, button options, selection **lists**, and input **fields** to make selections or access fields.
- **Using a Keyboard:** - Every **effort** was made during the development of IATS to allow the user to **press** keys on the **keyboard** to **navigate** through IATS.
- **Arrow Keys:** - When using the **keyboard**, the *Up/Dn* **arrow** keys may be used to **navigate** through **menu** options, *drop down lists*, and **tables**.
- **Hot Keys:** - When using the **keyboard**, users will often see a **letter** underlined on a **button** or **menu option**. If you don't see any underlined letters, press the Alt key to make them appear. When you see underlined letters, **press** and **holds** down the **Alt** key on the keyboard and then **presses** the **letter** that is underlined IATS **performs** the associated function.
- **Tab Key:** - When using the **keyboard**, it is best to **use** the **Tab** key to navigate through the various input fields. **Pressing** the **Tab** key will usually **take** the user to the next input **field**. Depending on the **screen**, however, this may not always **work**.
- **Enter Key:** - When using the **keyboard**, users may also **press** the *Enter* key to navigate through the various input fields. **Pressing** the **Enter** key will usually **take** the user to the next input **field**. Depending on the **screen**, however, this may not always **work**.
- **Space Bar:** - When using the **keyboard**, certain input **screens** require the user to make selections to activate **features** or **entitlements** as depicted in the screen displayed below.

System Description			
Standalone	<input type="checkbox"/>	Allow Claims by Self	<input type="checkbox"/>
Use Employee ID	<input type="checkbox"/>	Audit/Enter Same Claim	<input checked="" type="checkbox"/>
Liaison Reports	<input type="checkbox"/>	Use OCR Font	<input type="checkbox"/>
Reservist Travel	<input checked="" type="checkbox"/>	Payroll Office	<input type="checkbox"/>
Reason for Delete	<input checked="" type="checkbox"/>	Enable CAC	<input type="checkbox"/>
RITA Office Aware	<input type="checkbox"/>	Allow Duplicate Login	<input checked="" type="checkbox"/>
Prevalidate Accounting	<input type="checkbox"/>	Massive Multiple Travel	<input checked="" type="checkbox"/>
Forced Audit	<input type="checkbox"/>	HHG Calculator	<input checked="" type="checkbox"/>
Prepayment Audit	<input type="checkbox"/>	Use ISO 3166 Codes	<input type="checkbox"/>
EFT Rejects	<input checked="" type="checkbox"/>	ID Reason for Suppl	<input type="checkbox"/>
Auto Delete Blocks	<input checked="" type="checkbox"/>	Change DBs	<input type="checkbox"/>
Email Completed Claims	<input type="checkbox"/>	Cash Payment Allowed	<input type="checkbox"/>
HHG DPS Interface Active	<input type="checkbox"/>	Create Voucher Print File	<input type="checkbox"/>
# Days User Suspended till Deleted:	<input type="text" value="15"/>	Use Roles	<input checked="" type="checkbox"/>
ReAssign Claims w/o Block List	<input type="checkbox"/>	ODS Secure Upload Active	<input type="checkbox"/>
Return Reason Is Mandatory	<input type="checkbox"/>	Allow DTOD Override	<input checked="" type="checkbox"/>
Audit All Claims in Profile Restriction	<input checked="" type="checkbox"/>	Activate DTOD Web Service	<input type="checkbox"/>
		Scrub Disbursing Uploads	<input type="checkbox"/>
		Use State Taxes	<input checked="" type="checkbox"/>

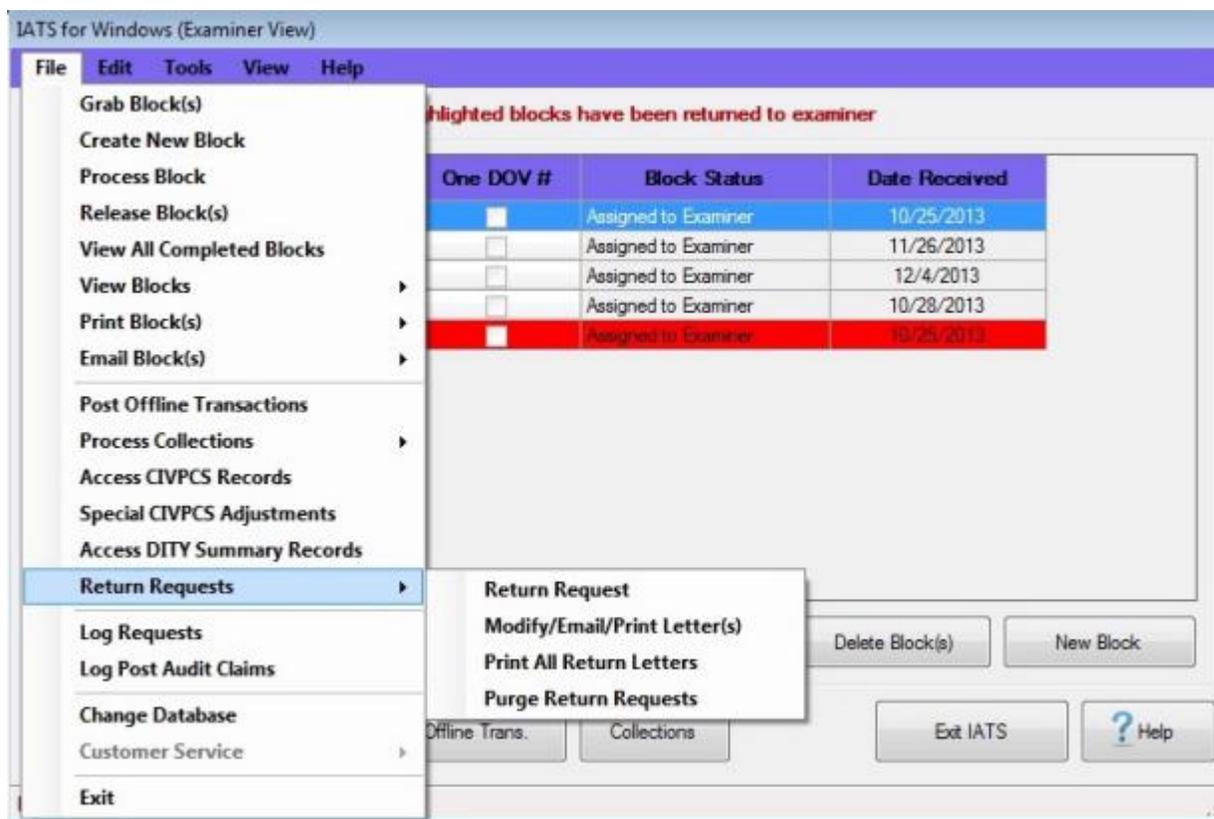
Rather than using the **mouse** to **click** in these **boxes** to activate the features, the user may simply **press** the **space bar** when the desired option is in **focus**. Being in focus means that a dotted line appears around the option as shown for the **Liaison Reports** option above.

When making **selections** from listed items, the user may also use **keyboard** commands as follows:

- **Shift:** - By using the **Shift** key on the keyboard, a user can select items listed **consecutively** by **clicking** on the first item, **pressing** and **holding** down the **Shift** key and then **clicking** on the last item.
- **Ctrl:** - By using the **Ctrl** key on the keyboard, a user can select items randomly by **clicking** on the first item, **pressing** and **holding** down the **Ctrl** key and then **clicking** on the other desired items.

Menu Bar

At the top of the **Examiner**, **Auditor**, **Disbursing**, or **System Administrator** screen, users will see a **menu bar**. The **options** available on the menu bar will **vary** depending on the users **View** and the **privileges** associated with their user **account**.



If the user **clicks** on an item from the menu bar, a *drop down menu* appears displaying the available **options**. If there is a right arrow next to an option, an additional menu appears when the user **points** on the option and displays more options.

Options are **selected** from the menu(s) two ways:

- **Click** on an **option** using a **mouse**
- **Press** the *Up/Dn arrow* keys on the **keyboard** to scroll through the menu. When the desired option is highlighted **press** the *Enter* key.

Button Options

On every IATS **screen**, user will see a variety of **buttons** depending on the particular screen and the **processes** the user is performing, or has the **privilege** to perform.

Notice that on every **button**, there is a **letter** that is underlined. This is a **hot key** that may be activated by using **keyboard**.



Button Options are **selected** two **ways**:

- **Click** on a **button** using a **mouse**
- **Press** and **hold** down the **Alt** key on the keyboard and then **press** the **letter** that is underlined on the button. For example; pressing (**Alt + G**) will select the **Grab Blocks** option.

DTOD Mileage Look-up

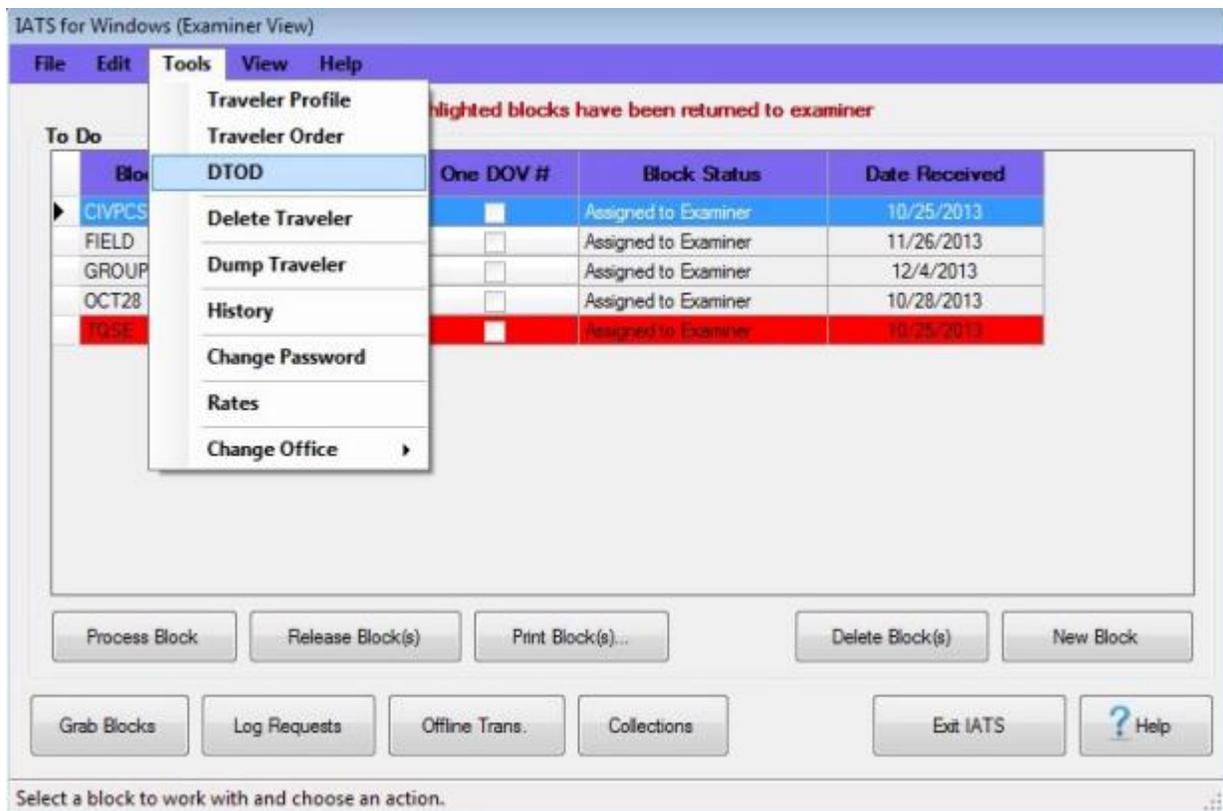
Note: When the **DTOD Lookup** screen is displayed, you will **notice** in the **title bar** the **version** of the DTOD table IATS is using to pull the distance if the **DTOD Web Service** is being used. **Refer** to **Help** topic "[Maintaining DTOD Web Service Versions](#)" if you wish to **change** the **version/effective** date.

When processing a request for settlement, it may be necessary to **look-up** the authorized **mileage** for the official **distance** in the **DTOD mileage table**.

This can be accomplished two (2) ways.

Method 1:

1. By clicking the **Tools** menu at the top of the **Examiner, Auditor, Disbursing, or System Administrator View** screen. A *drop-down menu* appears displaying the available **options**.



2. From the *drop-down menu*, **click** on the **DTOD** option. IATS will then display the **DTOD Lookup** screen.

DTOD Lookup 301

DTOD Query

Travel is in the DTOD's North American region

Effective Date: 10/25/2017

Select arrival location

Select departure location...

Search

Search

Travel Distance:

Lookup

OK

? Help

Method 2:

1. When **processing** a request for settlement, **click** on the **Other** button if it appears on the screen. A *sub-menu* appears displaying the available **options**.

Settlement Request - Block No: OCT28 - Request No: 60

NALES, RUSTY O: C TONO: 10-001

Request Type - Settlement

Type of Settlement Final

Remit To Adv/Acct Entitlements Calculations Financial Remarks Workflow

Types of Entitlements Claimed

Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	10/7/2013-10/11/2013	Validated Data

Add Itinerary
View/Modify
Delete

<Back Next> Daily Summary Cons. Comp. Show Calcs

Hot Save
Rates
History
DTOD

Other... SAVE Cancel ? Help

Select to add an entitlement to this claim

- From the *sub-menu*, **click** on the **DTOD** option. IATS will then display the **DTOD Lookup** screen.

DTOD Lookup 301

DTOD Query

Travel is in the DTOD's North American region

Effective Date: 10/25/2017

Select arrival location

Select departure location...

Search

Search

Travel Distance:

Lookup

OK

? Help

Refer to the **Help** topic, "[Completing the Query DTOD Screen](#)", for detailed **instructions** on using this screen.

Completing the Query DTOD Screen

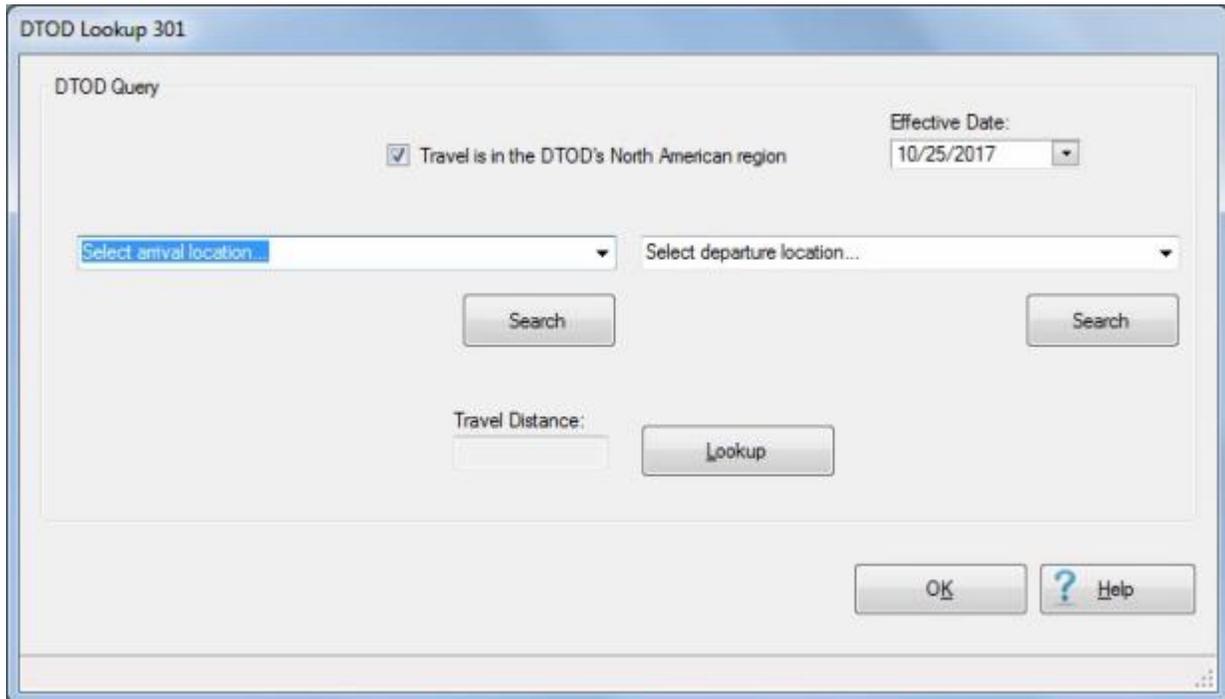
Note: When the **DTOD Lookup** screen is displayed, you will **notice** in the **title bar** the **version** of the DTOD table IATS is using to pull the distance if the **DTOD Web Service** is being used. Refer to **Help** topic "[Maintaining DTOD Web Service Versions](#)" if you wish to **change** the **version/effective** date.

When processing a request for settlement, it may be necessary to **look-up** the authorized **mileage** for the official **distance** in the **DTOD mileage table**.

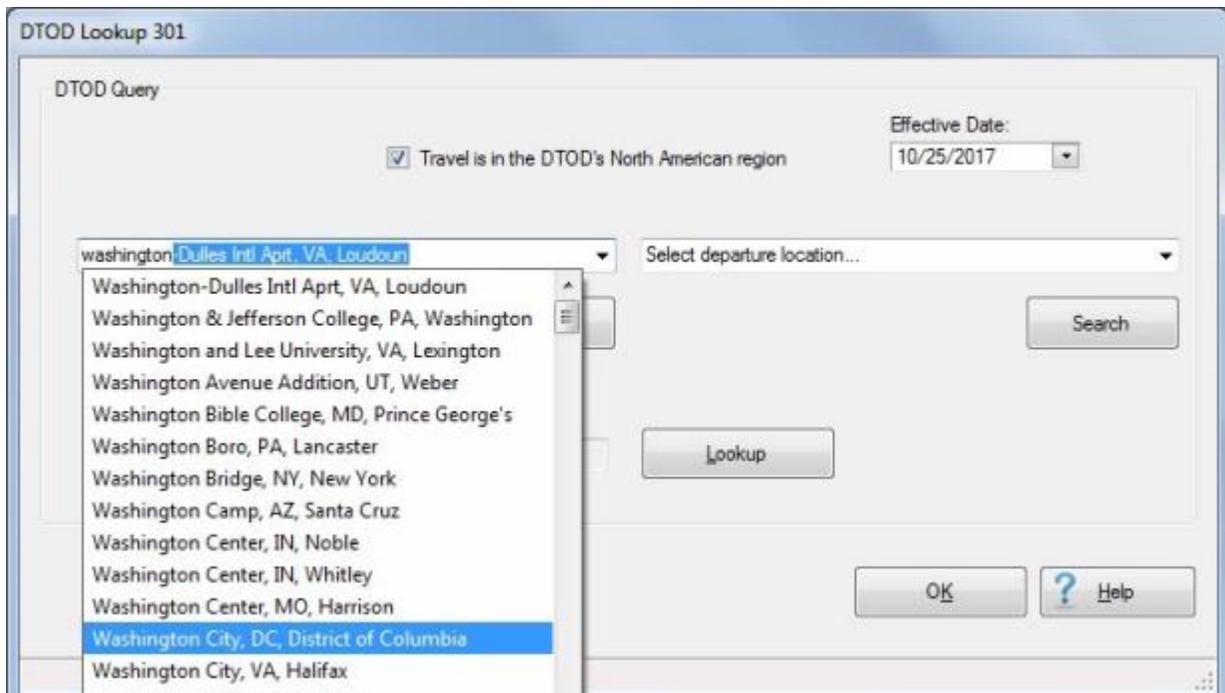
This can be accomplished by using the **DTOD Lookup** screen.

 **Complete the following steps to "complete" the DTOD Lookup screen:**

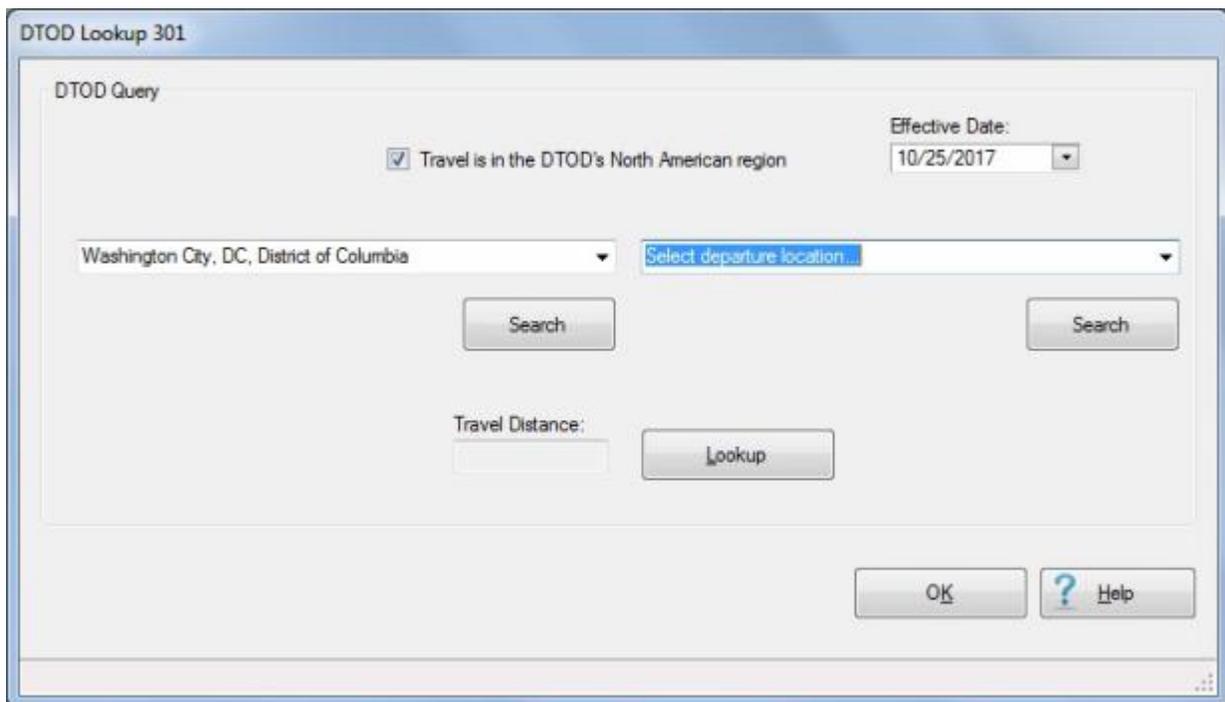
1. **Access** the **DTOD Lookup** screen by using one of the **methods** demonstrated in the **Help** topic "[DTOD Mileage Look-up](#)".



2. At the top of the **DTOD Lookup** screen, you will see a **check box** next to the words "**Travel is in the DTOD's North American region**". If not already checked, **click** in the check box to **activate** it if the mileage you wish to look-up is in the North American region.
3. **Effective Date:** - The current date will default to the Effective Date field. **Enter** a new date in **MMDDYY** format or **click** on the *down arrow* button to use the **calendar** if you wish to **change** this date.
4. **Select Arrival Location:** - Enter the **Zip Code** or the **name** of the arrival city and then **click** on the **Search** button.



5. Click on the *down arrow* button if needed to **display** a **list** of city names matching the city name you entered.
6. **Click** on the desired **location** from the *drop down list* of city names to make your selection.
7. **Select Departure Location:** - Enter the **Zip Code** or the **name** of the departure city and then **click** on the **Search** button.



8. Click on the *down arrow* button if needed to **display** a **list** of city names matching the Zip Code or city name you entered.
9. **Click** on the desired **location** from the *drop down list* of city names to make your selection.
10. **Travel Distance:** - After selecting the arrival and departure locations, **click** on the **Lookup** button at the **Travel Distance** field. IATS will **look-up** the mileage and **display** it in the **Travel Distance** field.

DTOD Lookup 301

DTOD Query

Travel is in the DTOD's North American region

Effective Date: 10/25/2017

Washington City, DC, District of Columbia

46226 Indianapolis, IN, Marion

Search

Search

Travel Distance: 574

Lookup

OK Help

11. When **finished** using the **DTOD Lookup** screen, **click** the **OK** button.

View Travel History

The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

Tip: The **Travel Order History** screen can be accessed from the **Examiner, Auditor, Disbursing, or System Administrator View** screen, or by clicking on the **Other** button when processing a **Request for Advance, or Settlement**. Please refer to the **instructions below** to access the **Travel Order History** through either method.

 **Complete the following steps to "view" a traveler's historical record:**

1. At the **Examiner, Auditor, Disbursing, or System Administrator View** screen, **click** on the **Tools** menu. A *drop down menu* appears **listing** various **options**.
2. **Click** on the **History** option. The **Select Traveler** screen appears.
3. At either the **Select Traveler** screen, there are (2) methods for selecting a traveler account:
 - **Method 1:** - **Type** the traveler's **SSN** at the **ID** field and press *Tab* or **click** on the **OK** button.
 - **Method 2:** - **Type** the first (2) letters of the traveler's **last name**. A listing appears displaying all travel accounts in the IATS database beginning with these (2) letters. **Click** on the *Up/Down arrows* next to this listing or **press** the *Up/Down arrow keys* on the keyboard to scroll through the list. When the desired traveler is highlighted, **click** on the highlighted name.
4. After selecting a travel account, the **Travel Order History** screen appears.

Travel Order History

SMITH, MARK T: C In Suspense: \$0.00 Funds: Army

Travel Orders

Order Number: INT-002

Order Number	Travel Dates	Type	Issue Date	Issuer	Fund
INT-002	08/08/2016-08/12/2016	Normal	08/01/2016	DFAS-IN	Arm
INT-001	09/05/2016-09/09/2016	Normal	09/01/2016	DFAS-IN	Arm
LDC-1	10/17/2016-10/17/2016	Local	10/10/2016	DFAS-IN	Arm
PCS-1	08/08/2016-08/15/2016	PCS	08/01/2016	DFAS-IN	Arm

Display

Travel Order Details

Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied
3	8/8/2016-08/12/2016	Settlement	10/27/2016	\$862.61	

* For advances, the Net Transaction Column is the amount of the advance not yet collected

Display

Other... Print... Exit ? Help

Enter the Order with which you wish to work

Note: This screen is **divided** into (2) sections; **Travel Orders** and **Travel Order Details**. The **Travel Order** section, **lists every travel order existing** in the IATS **database** for the selected **traveler**. The **Travel Order Details** sections, **lists every transaction existing** in the IATS **database** for the travel **order number highlighted above** in the Travel Order section.

5. At the **Travel Order History** screen, travel orders can be **displayed** by the following methods:
 - **Method 1:** - Double click on an **order** number listed in the **Travel Order** section.
 - **Method 2:** - Click on an **order** number listed in the **Travel Order** section and then **click** on the **Display** button.
 - **Method 3:** - **Type** the desired order **number** at the **Order Number** field and then **click** on the **Display** button.

6. After using one of the **methods** above, the **Travel Order** screen appears for the selected travel order.

Travel Order User ID: DAVE Thursday, February 09, 2017

Traveler's Name: SMITH, MARK T. C Grade/Rank: C Order Number/TONO: INT-002 Order Type: Normal

Description Remarks

Purpose of Trip: Training

Issuing Organization: DFAS-IN

Paying Organization: DFAS-IN

DSSN/ITR: 6416

Funds: Army

Dates

Issue Date: 8/1/2016

Begin Date: 8/8/2016

Number of Days: 5

End Date: 8/12/2016

Back Next Done Help

Click 'Done' button when finished reviewing travel order

Tip: At this screen, the user may **click** on each **tab** to **review** the specific **details** pertaining to the travel order.

7. When **finished** reviewing the **Travel Order** screen, **click** on the **Done** button. IATS **returns** to the **Travel Order History** screen.

 **Complete the following steps to "view" travel order details:**

1. **Click** on a **transaction** listed in the **Travel Order Details** section and then **click** on the **Display** button. The **Travel Order Detail** screen appears for the selected **transaction**.

Travel Order Detail (Settlement)

SMITH, MARK T: C Audit Required TONO: INT-002

Description	Amounts	Dates / Remarks	Who Had It
Trace #/Check #:		Claim Number:	3
Block Number:	1099	Examiner:	FARRIS, DAVID O
Status:	Completed	Auditor:	FARRIS, DAVID O
Transaction Type:	Settlement	Number of POC:	0
Payment Method:	EFT	Transport Req #:	
Settlement Type:	Final - First Submission	PCS Enroute Type:	
Location Name:	OFFICEONE	Trip Number:	0
		DOV #:	45102701

Back Next Prev Detail Next Detail

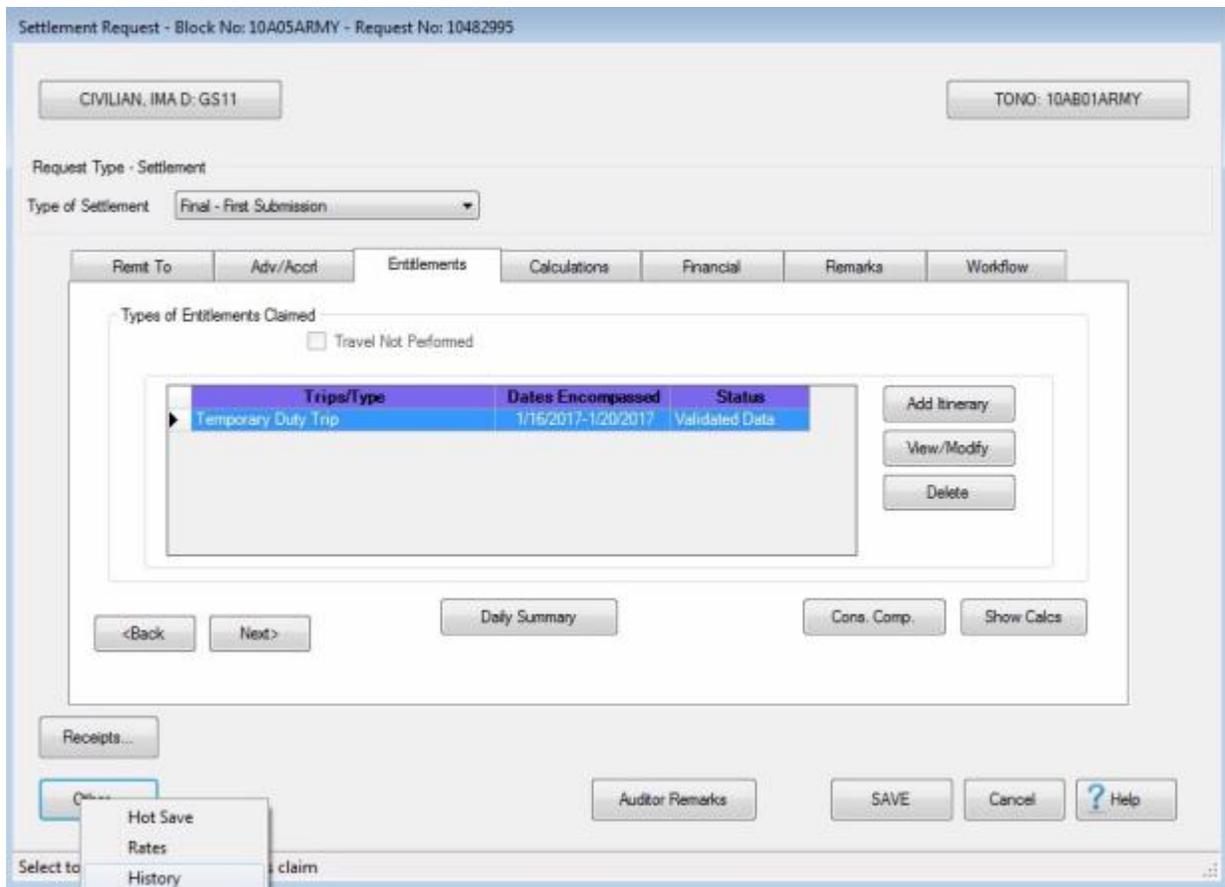
Other... Request Document Exit Help

Tip: At this screen, the user may **click** on each **tab** to **review** the specific **details** pertaining to the **transaction**. Different **tabs** will be **available** depending on the **type** of travel order selected. In addition, if the **Request** button is **visible** at the bottom left corner of the **Travel Order Detail** screen, you may **click** on this button to **display** the input screens for the selected request.

- When **finished** reviewing the **Travel Order Detail** screen, **click** on the **Exit** button. IATS **returns** to the **Travel Order History** screen.

 **Complete the following steps to "view" a travel history record from the Advance or Settlement Request screen:**

- At the **Advance** or **Settlement Request** screen, **click** on the **Other** button. A *sub-menu* appears listing various options.



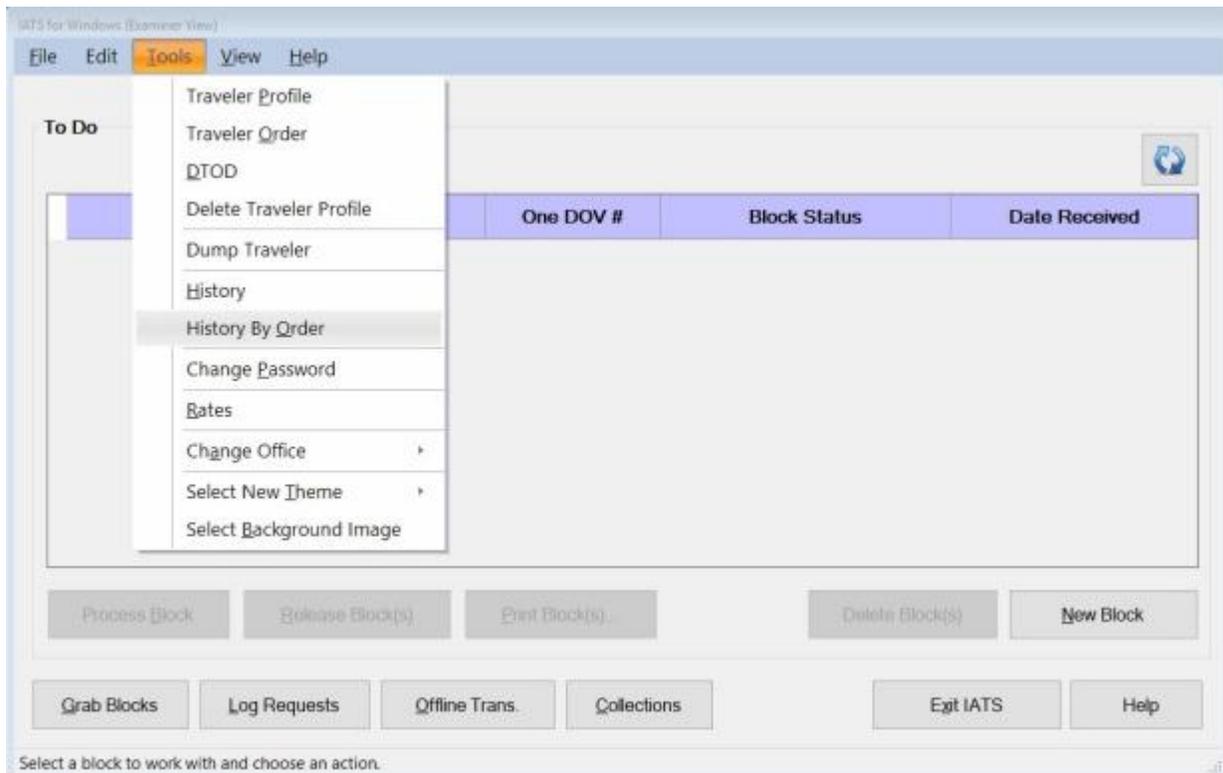
2. **Click** on the **History** option. The **Travel Order History** screen appears.
3. From this point, **follow** the **instructions** provided in the first section above to **continue** viewing the Travel Order History screen.
4. When **finished** viewing the Travel Order History screen, **click** on the **Exit** button. The **Select Traveler** screen appears allowing you to make a selection and view the history for a different person, if desired.
5. If you do not want to view the history for another individual, **click** on the **Cancel** button to return to the **Advance** or **Settlement Request** screen.

View Travel History by Order

The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

A **new feature** was added to IATS that allows the user to look-up a traveler's History record by just entering a **travel order number**.

 **Complete the following steps to "view" a traveler's historical record:**



1. At the **Examiner, Auditor, Disbursing, or System Administrator View** screen, click on the **Tools** menu. A *drop down menu* appears listing various options.
2. Click on the **History By Order** option. The **Select Order By Travel Order Number** screen appears.

3. At the **Select Order By Travel Order Number** screen, **enter** the **order number** at the **Travel Order Number** field and then **press** the *Tab* key.
4. If the order number exists, the traveler's name and traveler order information will appear.
5. If this is the correct order number and traveler, click on the **OK** button. The **Travel Order History** screen will appear.

Travel Order History

SMITH, MARK T. E7 In Suspense: \$0.00 Funds: Army

Travel Orders

Order Number: 03-001

Order Number	Travel Dates	Type	Issue Date	Issuer	Funds	Suspense
03-001	2018/03/19-2018/03/23	Normal	2018/03/12	DFAS	Army	\$0.00

Display

Travel Order Details

Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction	In Suspense	Pay Method	Check / Trace #
1	2018/03/19-2018/03/23	Return	2018/04/13	\$0.00		\$0.00		Zero Voucher	
2	2018/03/19-2018/03/23	Return	2018/04/17	\$0.00		\$0.00		Zero Voucher	
3	2018/03/19-2018/03/23	Settlement Log	2018/04/18	\$0.00		\$0.00		Zero Voucher	

* For advances, the Net Transaction Column is the amount of the advance not yet collected

Other... Print... Exit ? Help

Enter the Order with which you wish to work

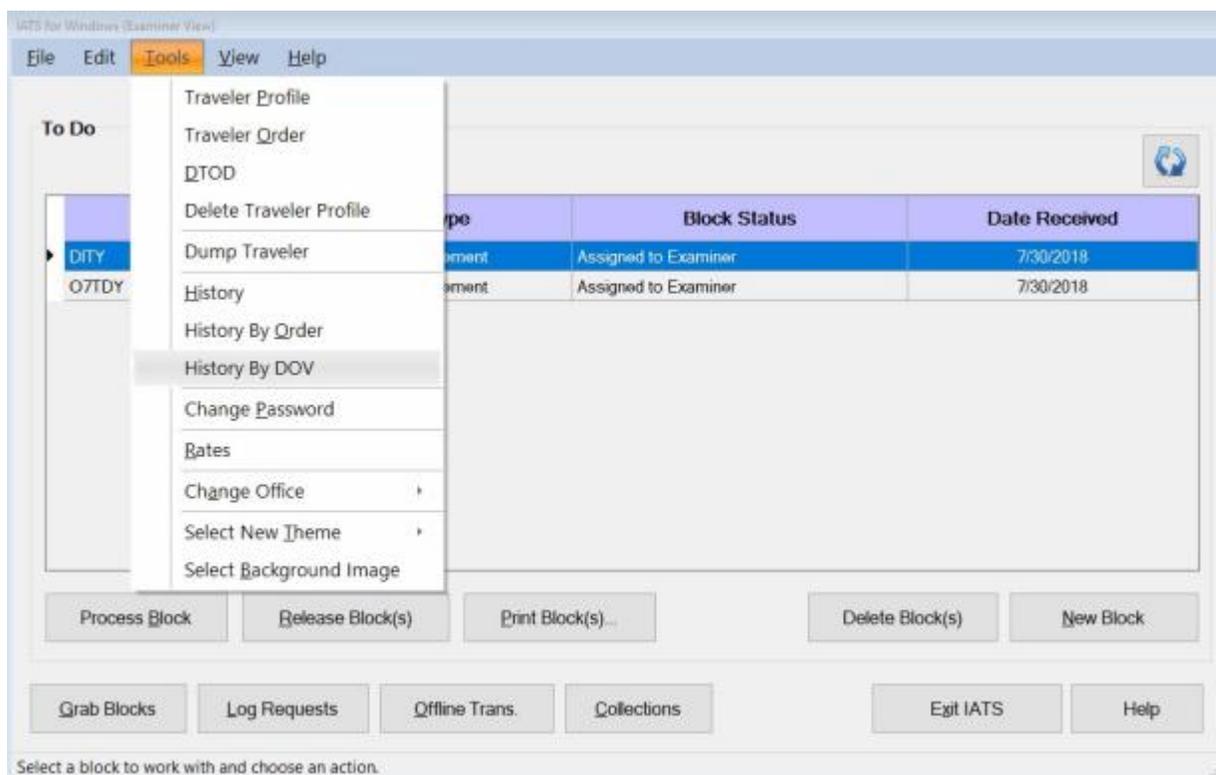
Refer to the **Help** topic, "[View Travel History](#)", for additional **instructions** on how to view a traveler's History.

View Travel History by DOV Number

The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

A **new feature** was added to IATS that allows the user to look-up a traveler's History record by just entering a **DOV number**.

 **Complete the following steps to "view" a traveler's historical record:**



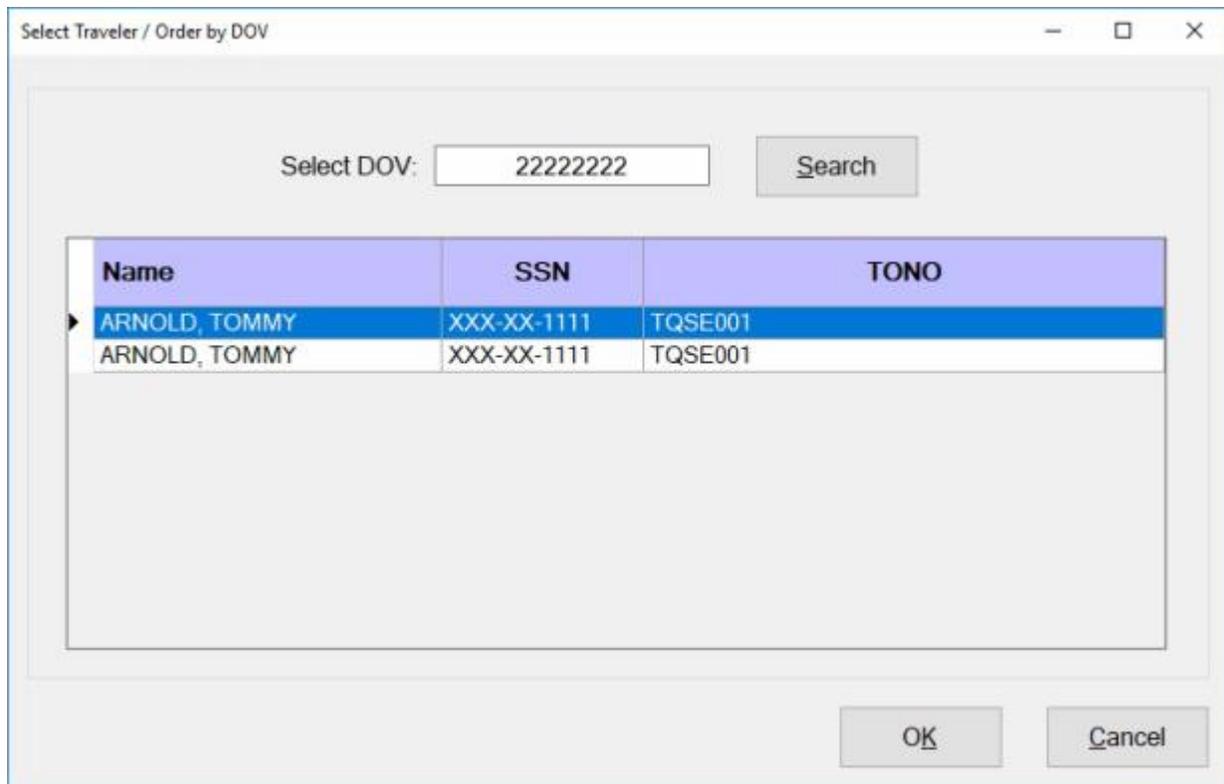
1. At the **Examiner, Auditor, Disbursing, or System Administrator View** screen, click on the **Tools** menu. A **drop down menu** appears listing various **options**.
2. **Click** on the **History By DOV** option. The **Select Traveler / Order by DOV** screen appears.

Select Traveler / Order by DOV

Select DOV:

Name	SSN	TONO
------	-----	------

3. At the **Select Traveler / Order by DOV** screen, **enter** the **DOV number** at the **Select DOV** field.
4. **Click** on the **Search** button. The **Select Traveler / Order by DOV** screen will re-appear listing all payments associated to the DOV number you entered.



5. **Click** on the **payment** you wish to **display** the **history** for.
6. When you have selected the desired payment, **click** on the **OK** button. The **Travel Order History** screen will appear.

Travel Order History

ARNOLD, TOMMY G. C In Suspense: **\$0.00** Funds: Army

Travel Orders

Order Number: TQSE001

Order Number	Travel Dates	Type	Issue Date	Issuer	Funds	Suspense
TQSE001	2018/03/26-2018/03/31	PCS	2018/03/05	DFAS	Army	\$0.00

Display

Travel Order Details

Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction	In Suspense	Pay Method	Check / Trace #
-----------	--------------	------------------	-------------	-------------------	-------------------	-----------------	-------------	------------	-----------------

* For advances, the Net Transaction Column is the amount of the advance not yet collected

Display

Other... Print... Exit ? Help

Enter the Order with which you wish to work.

Refer to the **Help** topic, "[View Travel History](#)", for additional instructions on how to view a traveler's History.

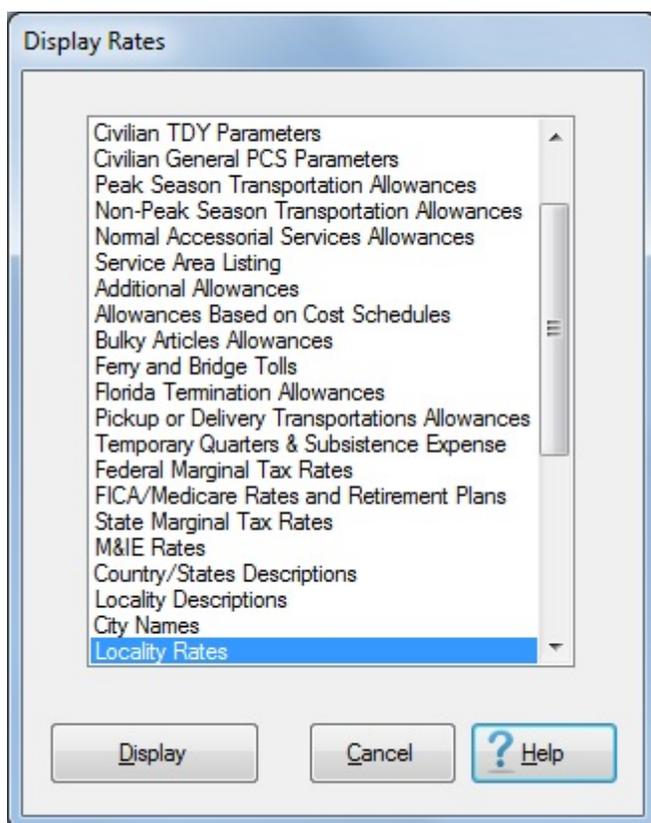
Display Rates

While using IATS, the user may find it necessary to look-up a rate on occasion. The **Display Rates** screen provides the user with an easy way to look up various **rates** that will **assist** in **processing** the various travel **transactions** or answering inquiries.

 Complete the following steps to "display" rates:

1. **Access** the **Display Rates** screen through one of the following **methods**:
 - **Method 1:** - **Click** on the **Tools** menu and then **select** the **Rates** option.
 - **Method 2:** - **Click** on the **Other** button and **select** the **Rates** option.
 - **Method 3:** - **Click** on the **Lookup** button and **select** the **Rates** option.

After **using** one of the (3) methods listed above, the **Display Rates** screen **appears**.



2. At this screen, the various rates **tables** in the IATS **Maintenance** module are **listed**.

3. Double click on one of the listed tables or **click** on a item and then **click** the **Display** button. IATS **displays** the **screen** for the selected rates **table**.
4. After reviewing the selected rates **screen**, **click** the **Cancel** button to **close** the screen.

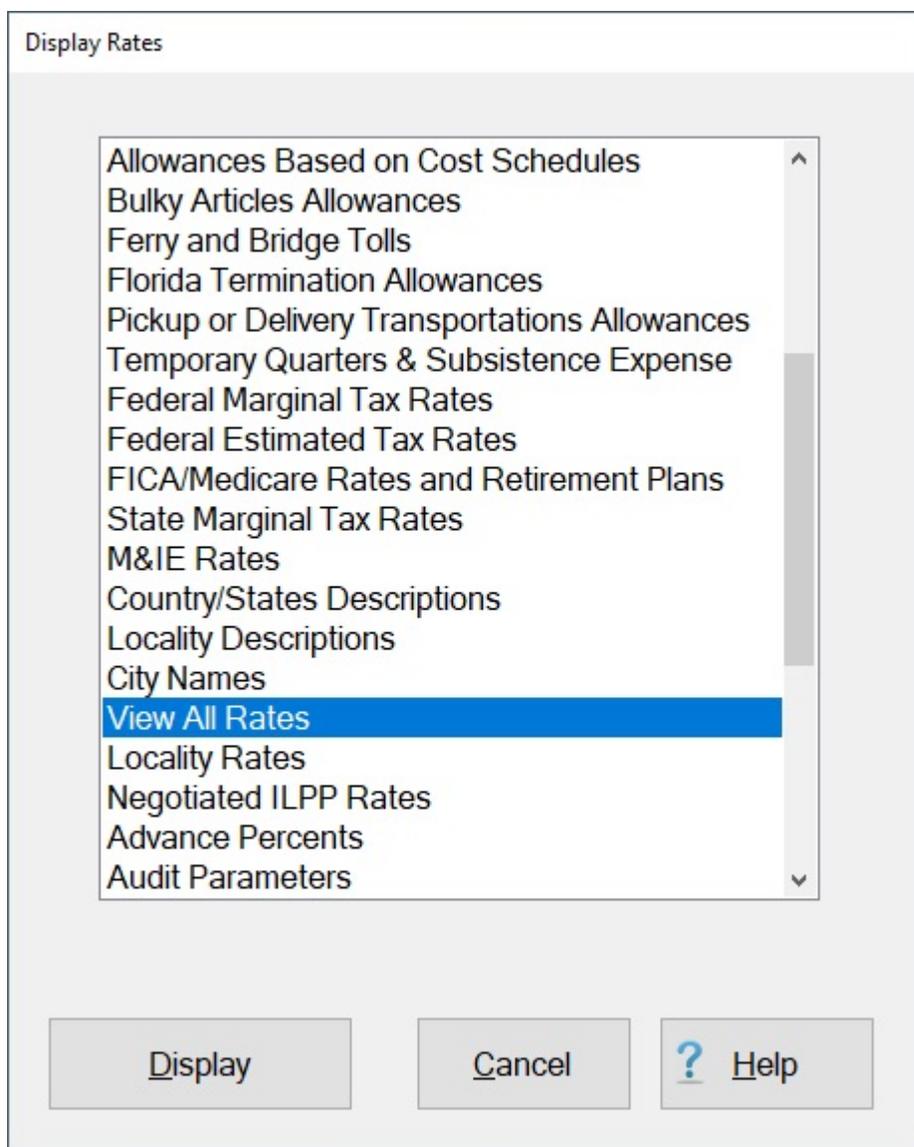
Using the View Locality Rates - Screen

The **View Locality Rates** screen provides the user with an alternative way to **look up** various **rates** that **assists** in **processing** the various travel **transactions** or answering inquiries.

 **Complete the following steps to "display and use" the View Locality Rates screen:**

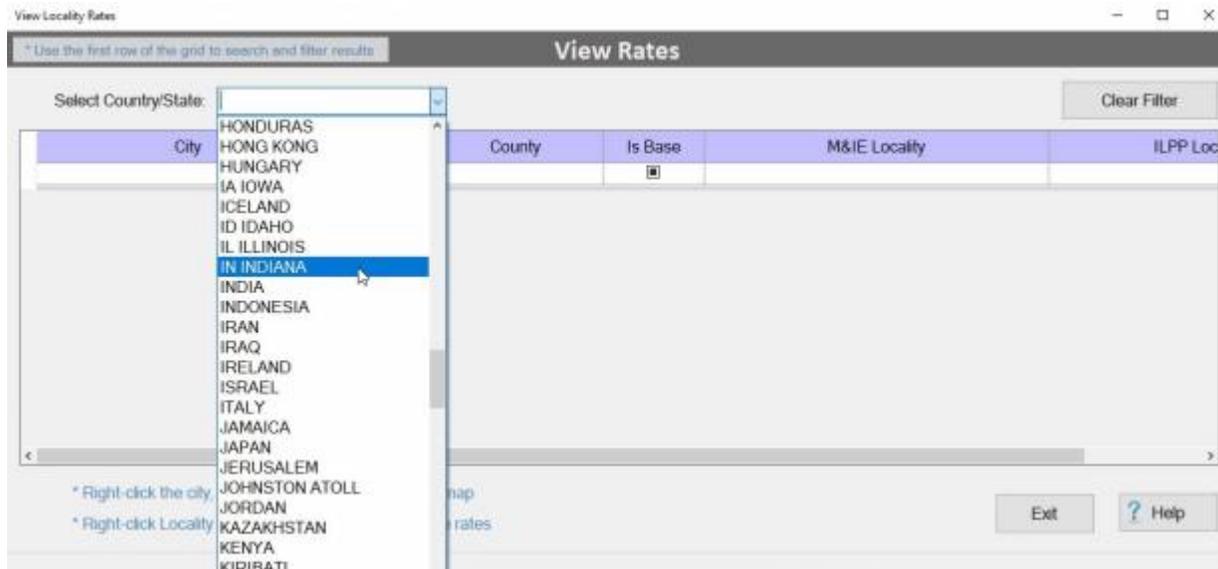
1. **Access** the **Display Rates** screen through one of the following **methods**:
 - **Method 1:** - **Click** on the **Tools** menu and then **select** the **Rates** option.
 - **Method 2:** - **Click** on the **Other** button and **select** the **Rates** option.
 - **Method 3:** - **Click** on the **Lookup** button and **select** the **Rates** option.

After **using** one of the **(3)** methods listed above, the **Display Rates** screen **appears**.

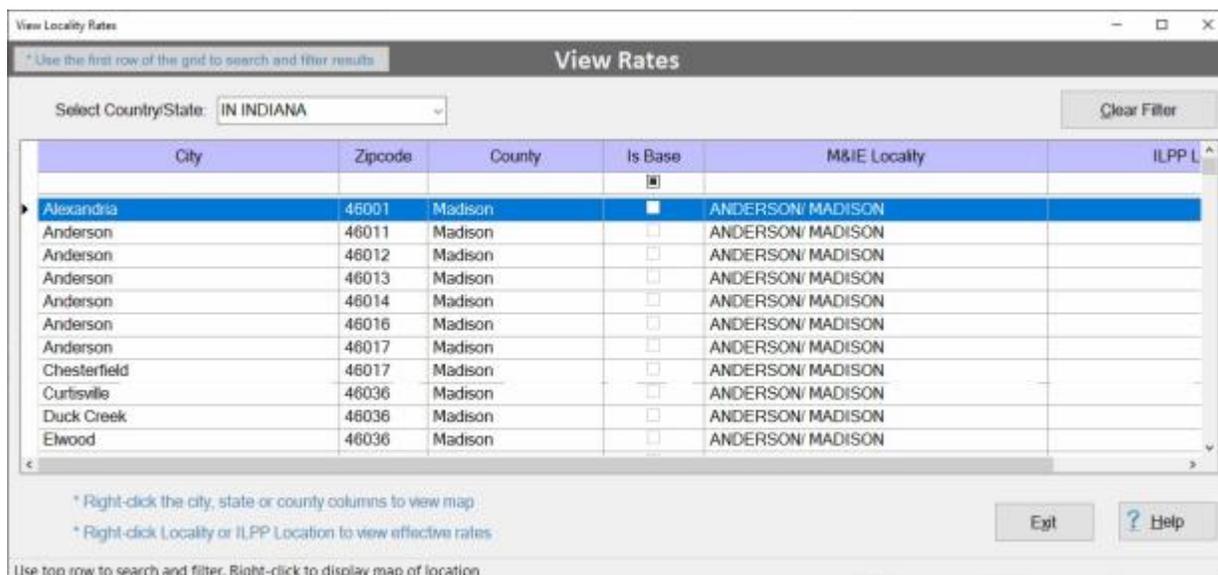


2. At this screen, the various rates **tables** in the IATS **Maintenance** module are **listed**.
3. Double click on **View All Rates** option or **click** on the **View All Rates** option and then **click** the **Display** button. IATS will **display** the **View Locality Rates** screen.

Note: You can also access the **View Locality Rates** screen from the **Maintenance Main Menu** by using the following steps: At the **Maintenance Main Menu**, **click** on the **plus** sign next to the word **Locality Data** and then **click** on the **View All Rates** option.



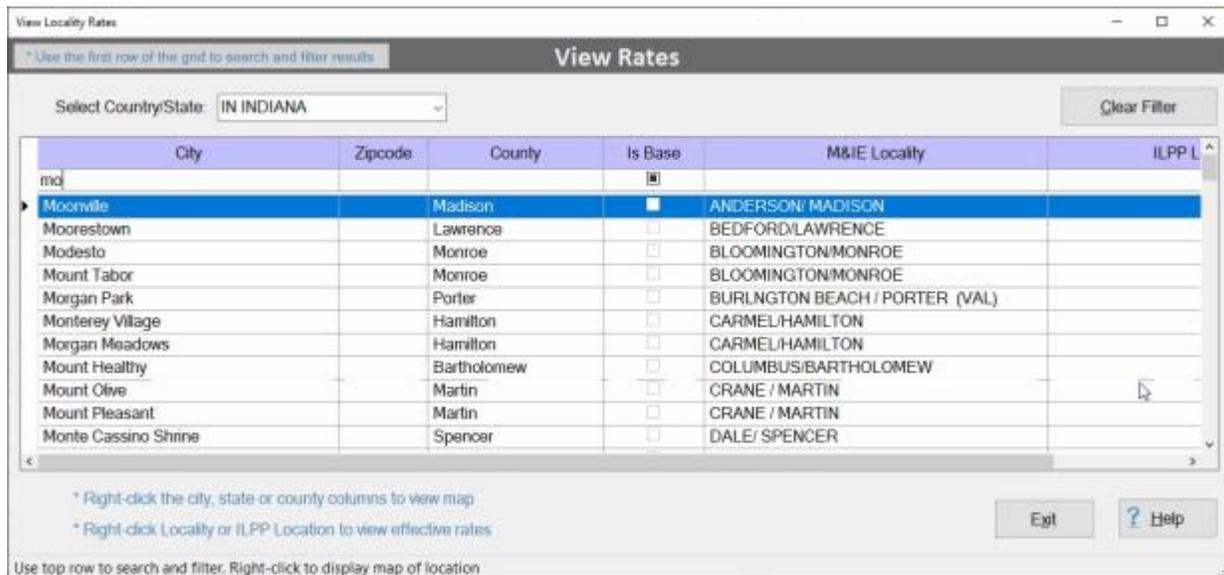
4. **Select Country/State:** - At the View Locality Rates screen you must first **select** a **country** or **state** you wish to display the rates for.
5. **Click** on the *down* **arrow** button at the **Select Country/State** field. IATS will display an alphabetical listing of countries and states.
6. **Press** the *Up/Dn* **arrow** keys on your keyboard or **click** on the *Up/Dn* **arrow** buttons on the slider bar on the right side of the listing to **scroll** through the list.
7. **Click** on the desired country or state **name** and then **press Tab** to display the associated rates. IATS will display a **list of cities** for the selected country or state.



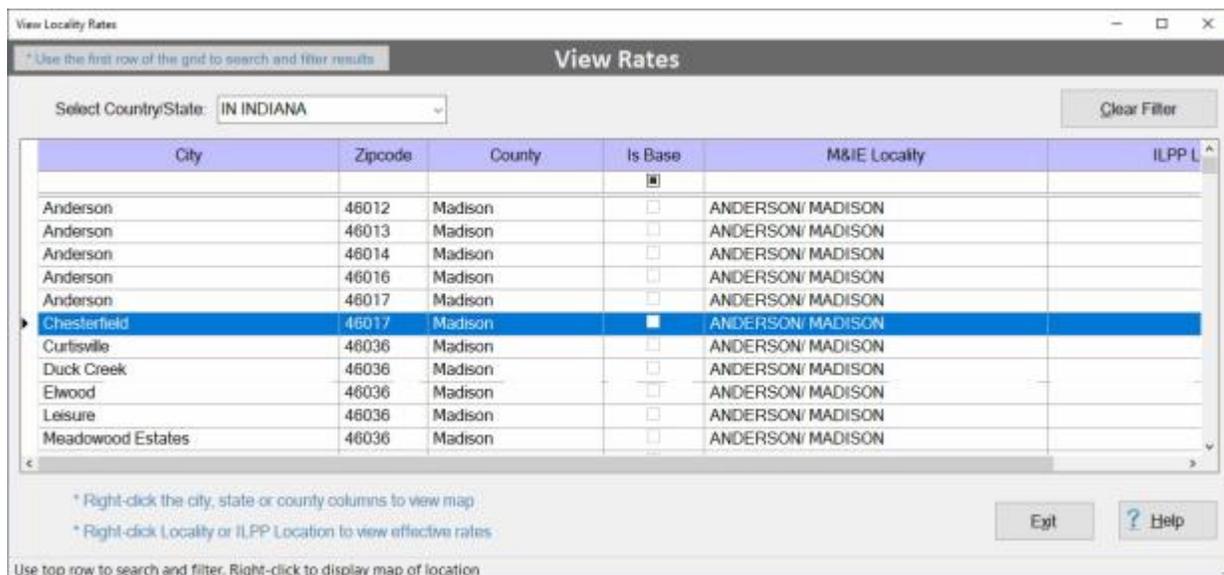
Using the Filter Row:

1. You will **notice** a **blank line** just under the **column headings** on the grid. This is a **Filter Row** as shown above.

- In the example below, **(mo)** was entered into the Filter Row in the **City** column. Notice that every name displayed in the **City** column begins the letters **(mo)**.
- You may filter every column using this same technic except for the **Zipcode** column where you must enter **numbers** instead of **alpha** characters.
- When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.



Display the location on a Google map:



- Click** on a **city name** you wish to view on the Google map.
- When the desired city name is highlighted, **right click** on the highlighted name with your mouse. The **Google Map** screen will appear showing the selected location.



- When you are **finished** reviewing the map close the **page** to **return** to the **View Locality Rates** screen.

Display the Locality Rates

View Locality Rates

* Use the first row of the grid to search and filter results

View Rates

Select Country/State: Clear Filter

City	Zipcode	County	Is Base	M&IE Locality	ILPP L
			<input checked="" type="checkbox"/>		
Anderson	46012	Madison	<input type="checkbox"/>	ANDERSON/ MADISON	
Anderson	46013	Madison	<input type="checkbox"/>	ANDERSON/ MADISON	
Anderson	46014	Madison	<input type="checkbox"/>	ANDERSON/ MADISON	
Anderson	46016	Madison	<input type="checkbox"/>	ANDERSON/ MADISON	
Anderson	46017	Madison	<input type="checkbox"/>	ANDERSON/ MADISON	
Chesterfield	46017	Madison	<input checked="" type="checkbox"/>	ANDERSON/ MADISON	
Curtisville	46036	Madison	<input type="checkbox"/>	ANDERSON/ MADISON	
Duck Creek	46036	Madison	<input type="checkbox"/>	ANDERSON/ MADISON	
Elwood	46036	Madison	<input type="checkbox"/>	ANDERSON/ MADISON	
Leisure	46036	Madison	<input type="checkbox"/>	ANDERSON/ MADISON	
Meadowood Estates	46036	Madison	<input type="checkbox"/>	ANDERSON/ MADISON	

* Right-click the city, state or county columns to view map
 * Right-click Locality or ILPP Location to view effective rates

Exit ? Help

Use top row to search and filter. Right-click to display map of location

1. **Click** on a **city name** you wish to display the rates for.
2. When the desired city name is highlighted, **right click** on the highlighted name in the **M&IE Locality** column with your mouse. The **Maintain Locality Rates** screen will appear showing the rates for the selected location.

Maintain Locality Rates

View Only

Select Country/State

Enter Country/State Selection: IN INDIANA

Select Country/State and Locality by Zip:

Select Locality

Enter Locality Selection: ANDERSON/ MADISON

Maintain Rates

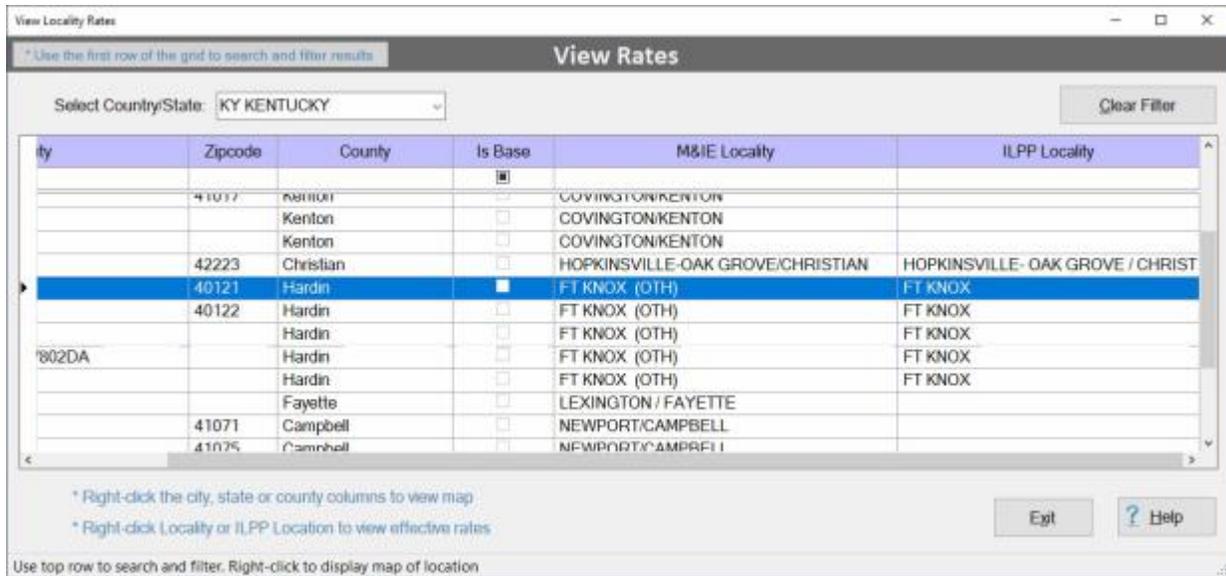
Effective Date	Maximum Lodging	M & IE Rate	PPD
10/1/2018	\$94.00	\$55.00	\$37.00
10/1/2017	\$93.00	\$51.00	\$35.00
10/1/2016	\$91.00	\$51.00	\$35.00
10/1/2015	\$89.00	\$51.00	\$35.00
10/1/2013	\$83.00	\$46.00	\$32.00
10/1/2010	\$77.00	\$46.00	\$31.00

Print OK ? Help

Modify rate start-date and value.

3. When you are **finished** reviewing the rates **click** on **OK** to **close** the screen and **return** to the **View Locality Rates** screen.

Display the ILPP Rates



1. **Click** on a **city name** you wish to display the rates for.
2. When the desired city name is highlighted, **right click** on the highlighted name in the **ILPP Locality** column with your mouse. The **Maintain ILPP Rates** screen will appear showing the rates for the selected location.

Maintain ILPP Rates

View Only

Select Country/State

Enter Country/State Selection: KY KENTUCKY

Select Locality

Enter Locality Selection: FT KNOX

Maintain Rates

Effective Date	Commercial Rate	Privatized Rate	Government Rate
4/1/2019	\$84.60	\$71.11	\$0.00
1/1/2019	\$84.60	\$71.00	\$0.00
10/1/2018	\$0.00	\$71.00	\$0.00
10/1/2017	\$0.00	\$70.00	\$0.00
10/1/2016	\$0.00	\$69.00	\$0.00

*

Print OK ? Help

Modify rate start-date and value.

- When you are **finished** reviewing the rates **click** on **OK** to **close** the screen and **return** to the **View Locality Rates** screen.
- When you are **finished** using the **View Locality Rates** screen, **click** on the **Exit** button to **close** the screen.

Sorting Blocks or Claims

When performing various functions using IATS, there are screens that appear displaying a list of block or a list of claims. These lists may be **sorted** by **clicking** on the **column headers**.

Notice that there are several column headers displayed on the screen below.

View All Blocks (ORIGINAL MASTER DATABASE)

Block No.	Type	One DOV	Block Status	Status Date	Who Has It
BLNKTSUPP1	Settlement	<input checked="" type="checkbox"/>	Completed	6/23/2017	DAVE
BLNKTSUPP2	Settlement	<input type="checkbox"/>	Completed	6/27/2017	DAVE
CIVPCS	Settlement	<input type="checkbox"/>	Completed	6/23/2017	DAVE
CPCSSUPP	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/23/2017	DAVE
EVAC	Settlement	<input type="checkbox"/>	Assigned to Examiner	5/17/2017	DAVE
MASSIVE	Settlement	<input type="checkbox"/>	Awaiting Audit	6/27/2017	
MILPCS	Settlement	<input type="checkbox"/>	Completed	6/23/2017	DAVE
MPCSSUPP1	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/23/2017	DAVE
PART1	Settlement	<input type="checkbox"/>	Completed	6/23/2017	DAVE
PARTSUPP	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/23/2017	DAVE
RESERVE	Settlement	<input type="checkbox"/>	Assigned to Examiner	5/16/2017	DAVE

Select All Unselect All

Print... End Block: Display Done ? Help

Click on any column **header** and the information listed will be **sorted**.

For example, notice that the **Type** column list shows both **Settlement** and **Advance** blocks.

If you **click** on the **Type** header, you will see that the column is now **sorted** by type. The **Advance** blocks will be listed before the Settlement blocks as shown in the screen below.

View All Blocks (ORIGINAL MASTER DATABASE)

Block No.	Type	One DOV	Block Status	Status Date	Who Has It
TDYADV	Advance	<input checked="" type="checkbox"/>	Assigned to Examiner	6/28/2017	DAVE
BLNKTSUPP1	Settlement	<input type="checkbox"/>	Completed	6/23/2017	DAVE
BLNKTSUPP2	Settlement	<input type="checkbox"/>	Completed	6/27/2017	DAVE
CIVPCS	Settlement	<input type="checkbox"/>	Completed	6/23/2017	DAVE
CPCSSUPP	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/23/2017	DAVE
EVAC	Settlement	<input type="checkbox"/>	Assigned to Examiner	5/17/2017	DAVE
MASSIVE	Settlement	<input type="checkbox"/>	Awaiting Audit	6/27/2017	
MILPCS	Settlement	<input type="checkbox"/>	Completed	6/23/2017	DAVE
MPCSSUPP1	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/23/2017	DAVE
PART1	Settlement	<input type="checkbox"/>	Completed	6/23/2017	DAVE
PARTSUPP	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/23/2017	DAVE

Select All Unselect All

Print... Find Block: Display Done ? Help

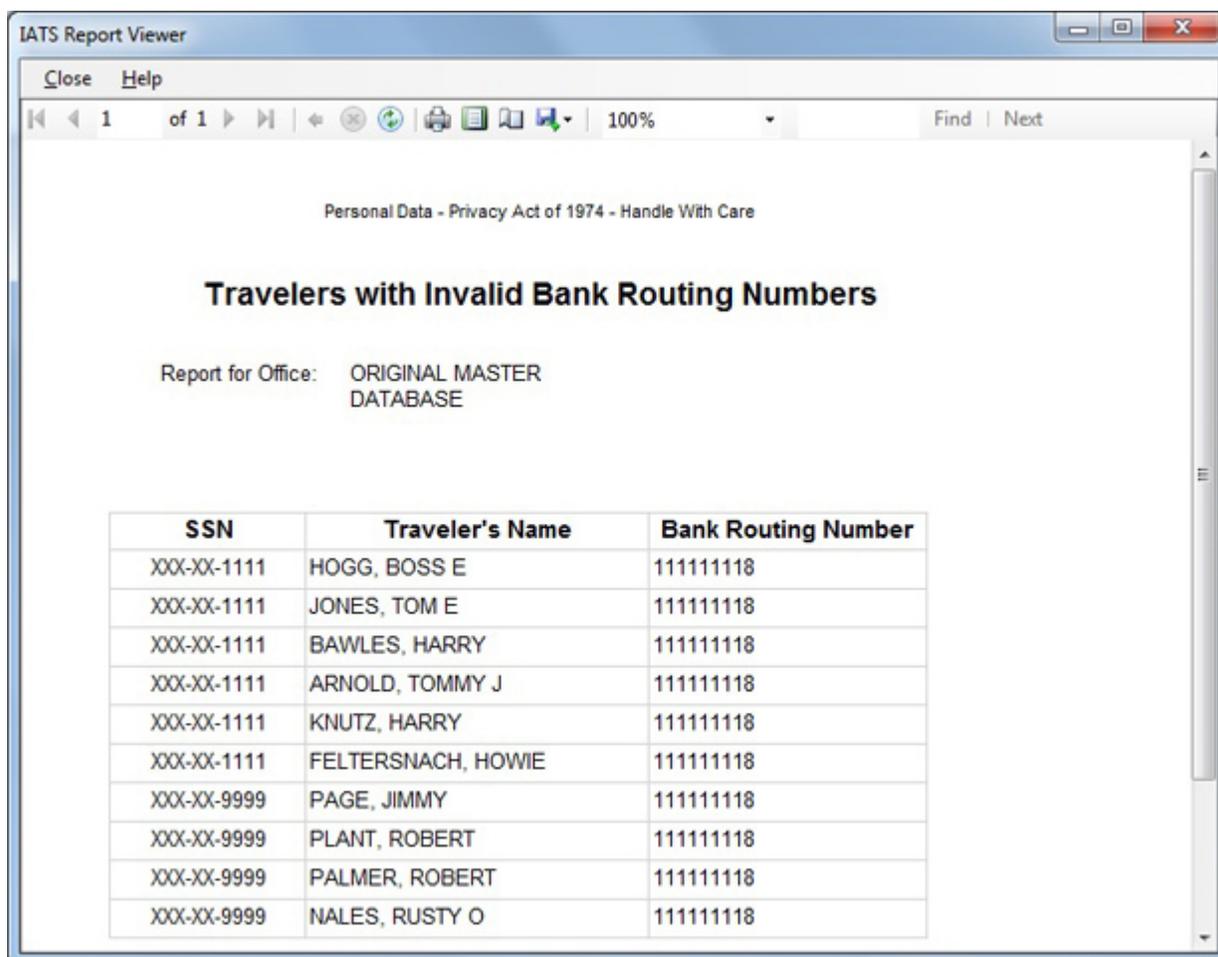
Click the header **again** and the column will be sorted in **reverse** order.

Using the IATS Report Viewer

For some of the IATS reports, the **IATS Report Viewer** screen will appear when you have selected the option to **print** the report.

Notice that there is a **tool bar** along the **top** of the screen that gives you a **variety of options** when using this screen.

 Complete the following steps to "use" the IATS Report Viewer:



1. **Page Numbers:** - If the report you have generated contains **more than one page** you can **click** on the left and right **arrow** buttons to **scroll** to the different pages.
2. **Printer:** - **Click** on the **printer** button to print the report. a **Print** screen will appear allowing you to **select** the desired **printer** and the **number** of copies.
3. **Print Layout:** - **Click** on the **Print Layout** button to adjust the **layout** of the print job.
4. **Page Setup:** **Click** on the **Page Setup** button to **adjust** the **paper size**, the **paper source** and the **orientation** of the page

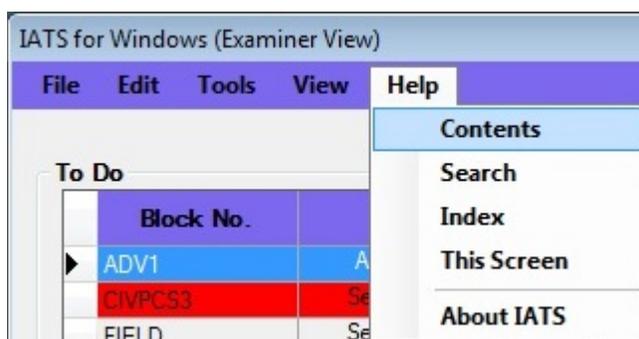
5. **Export:** - **Click** on the **Export** button if you wish to save the report to a file. Clicking on this button will display a *drop down menu* giving you the options to save the report in an **Excel, PDF** or **Word** format.

WinIATS Help

Using On-line Help

A **Help** System has been included with the **IATS** program that provides explanations for the numerous program **features**. In addition, users will find detailed **instructions** that will **guide** them through the various functions involved in processing travel claims.

The **IATS Help System** can be **accessed** from any screen by clicking on the **Help** menu or Help button.



After **clicking** on the **Help** menu, a *drop down menu* appears **listing** the following Help **options**:

- **Contents:** - Select this option to see a **display** of the available topic **categories**.
- **Index:** - Select this option to see an alphabetical listing of IATS Help **topics**.
- **Search:** - Select this option, **type** a **keyword** into the dialog box, and then **click** on the **List Topics** button. A **list** of every topic containing the keyword is **displayed**.
- **This Screen:** - Select this option to see a Help **topic** for the **particular** IATS screen that is currently displayed.
- **About IATS:** - Select this option to see a Help **topic** describing the IATS program.

Tips for using the IATS on-line Help system:

When a Help **window** is open, the following **options** are available:

- Users can **maximize** or **re-size** help **windows** as needed.
- **Click** on the **Print** button to receive a **print-out** of the topic.

- **Click** on the **Forward** button to **advance** to the next topic in the browse sequence, or the **Back** button to **return** to the previous topic.
- **Click** on any word or **phrase** that is underlined and highlighted in blue to automatically **jump** to a **topic** that **describes** the underlined item.
- **Click** on a **link** from the **menu** displayed by the **See Also** button to **jump** from one topic to another **related** topic.
- After clicking on a link from the menu displayed from the **See Also** button, **click** the **Back** button to return to the previous topic.

Topics in the IATS Help system are categorized into **Books**. Help Contents **Books** are displayed two ways:

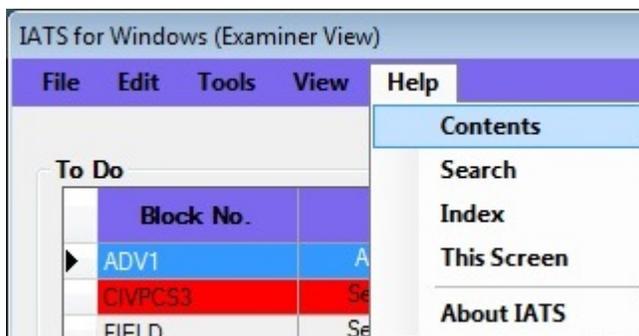
1. **Click** the **Help menu** at the top of any screen and then **click** on the **Contents** option.
2. **Click** on the **Contents** tab at the **IATS Help Topics** screen.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for using the IATS on-line **Help** program.

Using On-line Help

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- Users can **maximize** or **re-size** help **windows** as needed.
- **Click** on the **Print** button to receive a **print-out** of the topic.

- **Click** on the **Forward** button to **advance** to the next topic in the browse sequence, or the **Back** button to **return** to the previous topic.
- **Click** on any word or **phrase** that is underlined and highlighted in blue to automatically **jump** to a **topic** that **describes** the underlined item.
- **Click** on a **link** from the **menu** displayed by the **See Also** button to **jump** from one topic to another **related** topic.
- After clicking on a link from the menu displayed from the **See Also** button, **click** the **Back** button to return to the previous topic.

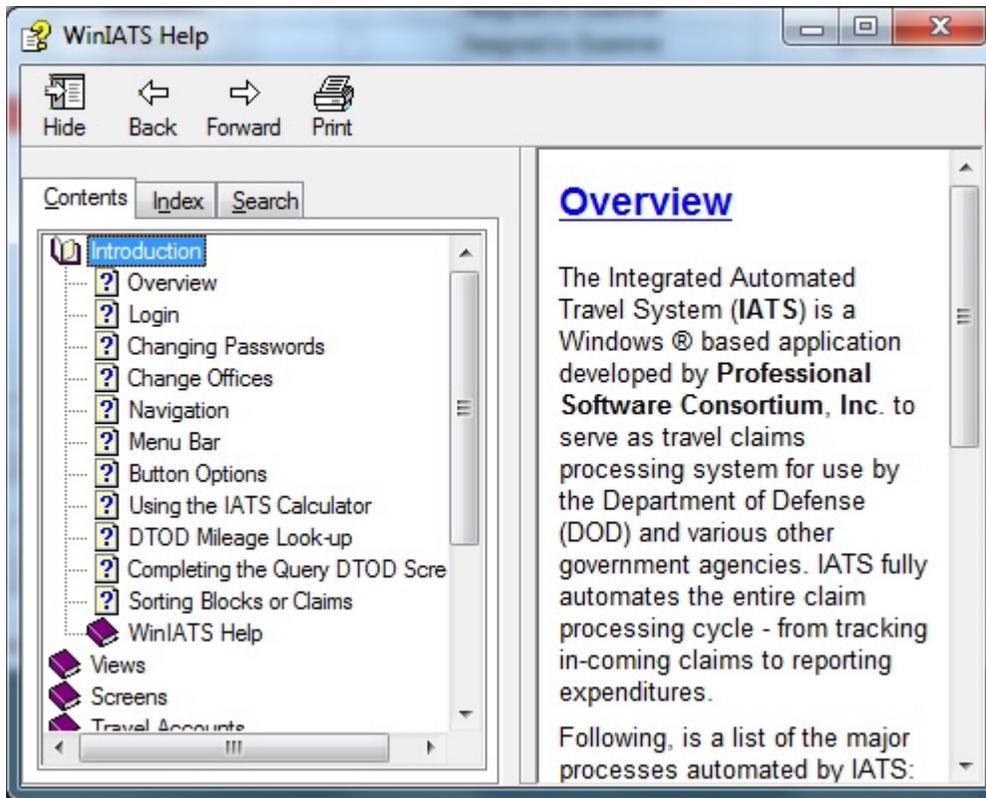
Topics in the IATS Help system are categorized into **Books**. Help Contents **Books** are displayed two ways:

1. **Click** the **Help menu** at the top of any screen and then **click** on the **Contents** option.
2. **Click** on the **Contents** tab at the **IATS Help Topics** screen.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for using the IATS on-line **Help** program.

Displaying Help Topics

Topics in the IATS Help system are categorized into **Books**.



 Complete the following steps to "display" a Help topic:

1. **Double click** on a **Book**. The Help system will then **display** Help **topics** contained within the selected Book.
2. **Click** on any of the listed Help **topics** displayed after opening the book. IATS **displays** the **contents** of the topic.

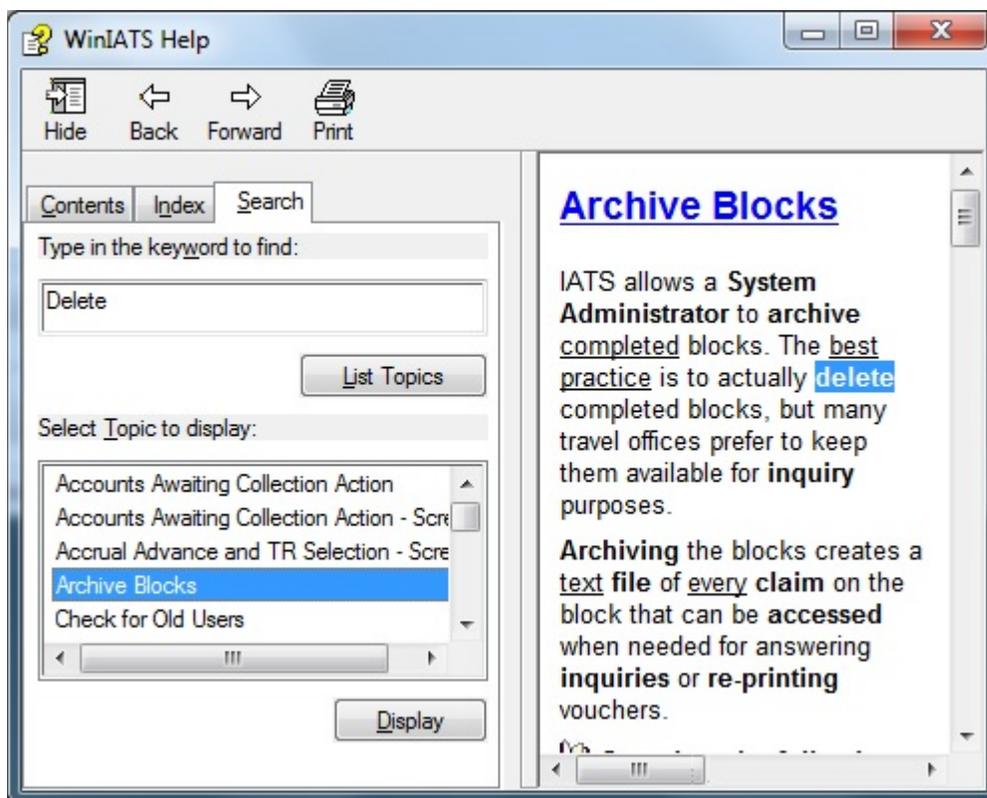
Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for using the IATS on-line **Help** program.

Searching for Help Topics

The IATS on-line Help program includes a **feature** that allows the user to **type** a **keyword** to **search** for **topics** containing the keyword entered.

 Complete the following steps to "search" for Help topics:

1. At the **IATS Help** screen, **click** on the **Search** tab. A dialog box opens.
2. At the dialog box, **type** the desired keyword and then **click** on the **List Topics** button. A **list** of every topic containing the keyword is **displayed**.



Note: In the example screen above, the word **delete** was **entered** at the dialog box. After **clicking** on the **List Topics** button, every Help **topic** containing the word **delete** was **displayed**.

3. When the topics **list** is **displayed**, double click on any topic to **display** the **contents** of that topic. The **keyword** will be **highlighted** when the **contents** of the topic is **displayed**.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for using the IATS on-line **Help** program.

Views

About Views

The Integrated Automated Travel System (**IATS**) is operated in **five** different **View modes**, which determine what **functions** the user may perform. View modes are established by the **System Administrator** when user accounts are **created** or **modified** in the **Maintenance** module. When user accounts are **created** or **modified**, the System Administrator **initiates** the user account to operate in one of the following **Views**:

Examiner, Auditor, Disbursing, System Administrator, and Super User.

Note: Click on any of the **links** listed below for addition **information**.

[Examiner Functions](#)

[Auditor Functions](#)

[Disbursing Functions](#)

[System Administrator Functions](#)

[Super User Functions](#)

About Views

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[Examiner Functions](#)

[Auditor Functions](#)

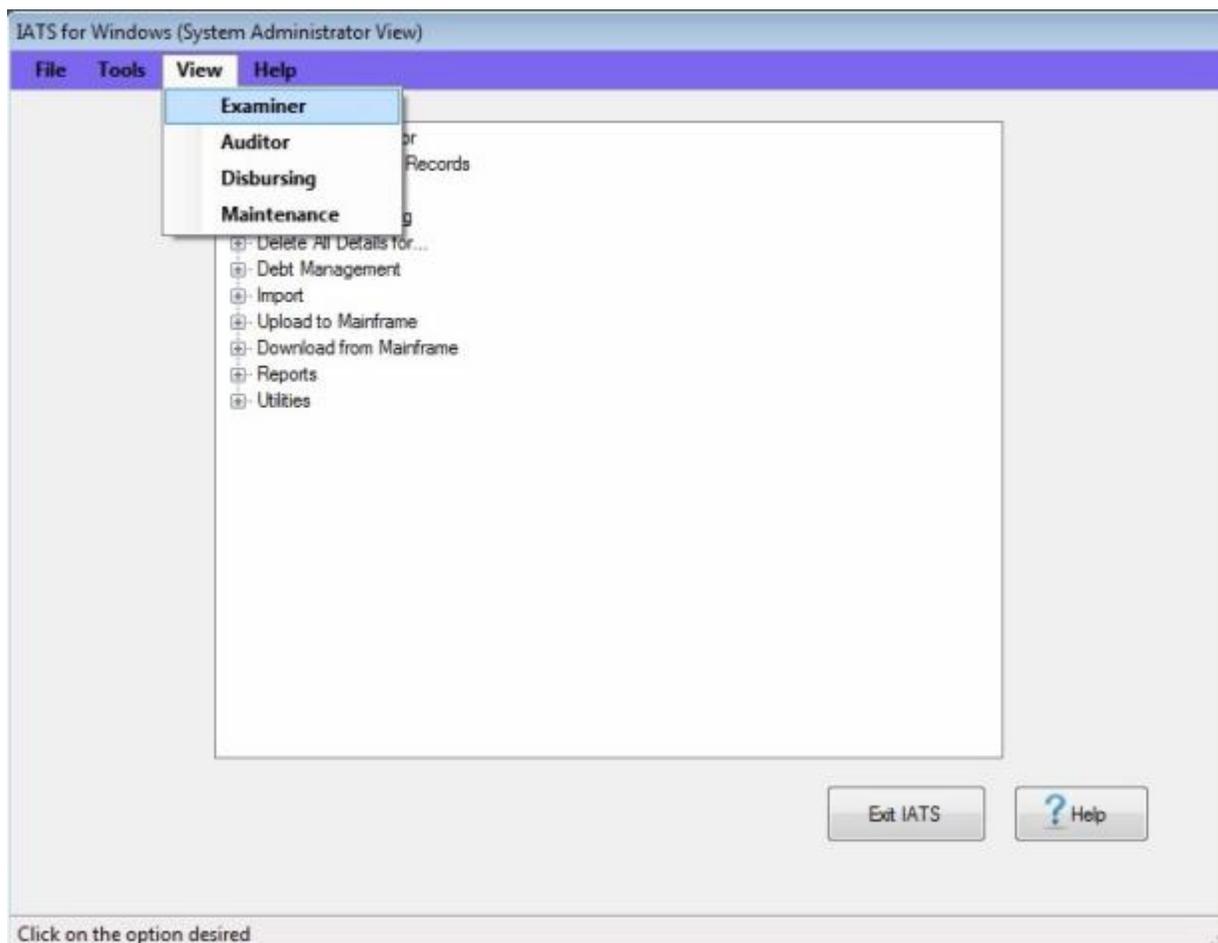
[Disbursing Functions](#)

[System Administrator Functions](#)

[Super User Functions](#)

Changing Views

An IATS user with **Super User** capabilities has the **option** to **change** their **View** mode. After logging into IATS, the **View** menu is displayed at the **menu bar** at the top of the **System Administrator View** screen. **Click** on the **View** menu and a drop down list of **View Modes** is displayed.



Click on one of the listed **options** or **press** the *Up/Down* **arrows** to highlight an **option** and **press** *Enter* to make a selection.

After making a selection, the **Title** bar of the screen changes to indicate the selected **View** mode.

Note: Click on any of the **links** listed below for additional **information**.

[Examiner Functions](#)

[Auditor Functions](#)

[Disbursing Functions](#)

IATS 7.2 User Guide

[System Administrator Functions](#)

[Super User Functions](#)

Examiner Functions

An **Examiner** is the individual primarily responsible for the overall processing of travel payments. When logged into IATS in the Examiner View mode, a user may **log incoming claims, process advances and settlements, post accrued per diem payments, and process collections**.

In addition, examiners may have the capability to **create traveler accounts** and **create travel order records**.

These **functions**, however, are dependent upon the privileges that have been **established** for the user by the **System Administrator**.

Auditor Functions

An **Auditor** is an IATS **user**, who has been **assigned** this **function** and associated privileges by the **System Administrator** when the user account was **created**.

IATS **flags** certain claims for audit based on several criteria that may be **established** by the System Administrator in accordance with office or regulatory requirements.

An audit is **mandatory** for any travel claim that has been **flagged** by IATS for an audit.

An **Auditor** is the individual responsible for **reviewing** travel claims that have been processed by an Examiner and are **flagged** for audit.

When a claim has been **flagged** by IATS for audit, an individual with **Auditor Function capabilities** must **access** the flagged block and either review the flagged claim on-screen, or review a printed audit report.

The way an audit is performed is dependent upon how IATS is **configured** for the particular travel office. If IATS is configured for **mandatory audit**, the Auditor must review every input screen for a claim flagged for audit.

Note: When a claim is **flagged** for audit, the entire block of claims is **flagged** and can only be released for further processing by an individual with **Auditor Function capabilities**.

Once the auditor has **reviewed** the flagged claims, it may be **necessary** for the Auditor to **return** the **block** to the **Examiner** to make **corrections**.

When the auditor is **satisfied** that all flagged claims on a block are **correct** and **ready** for payment, the Auditor must **release** the block for further processing.

Disbursing Functions

A **Disbursing** clerk is an IATS **user**, who has been **assigned** this **function** and **associated** [privileges](#) by the **System Administrator** when the **user account** was **created**.

An individual with **Disbursing capabilities** is **responsible** for **preparing** a **block** of processed claims **for payment**.

In addition, this individual **must release** the processed **blocks** to the Disbursing module and **perform** the **following functions** depending on the way IATS is **configured** for the particular travel office:

- [Assign Disbursing Office Voucher \(DOV\) numbers](#)
- [Generate Disbursing Reports](#)

System Administrator Functions

A System Administrator is an IATS **user**, who has been **assigned** this **function** and associated [privileges](#) when the user account was **created**.

The **System Administrator** is the individual **responsible** for the overall operation of IATS and controlling the work flow throughout the system. System Administrators are **responsible** for the **set-up** and **configuration** of IATS for the particular travel office. In addition, System Administrators **perform** the following additional functions:

- Performing system maintenance
- Establishing user accounts
- Unlocking locked accounts and records
- Assigning/re-assigning blocks and claims
- Deleting completed blocks
- Deleting unneeded traveler or travel order details
- Debt management
- Importing and updating system rates files
- Processing interfaces between accounting, disbursing, and personnel systems
- Generating management reports
- Running utility programs

Super User Functions

When user **accounts** are **created** by the **System Administrator**, a **View** mode must be established. The **functions** a user may **perform** are **dependent** upon the **View** mode associated with their **user ID**.

Because some travel offices are small and may be operated by only one individual, however, IATS includes a **Super User** View mode.

The Super User View allows the user to **switch** between various View **modes** without logging out and logging back in with a different user ID.

When the Super User **logs-in** initially, their View mode defaults to **System Administrator**. A Super User may access the **View** menu, however, and **change** the View to **Examiner**, **Auditor**, **Disbursing**, or **Maintenance** functions as desired.

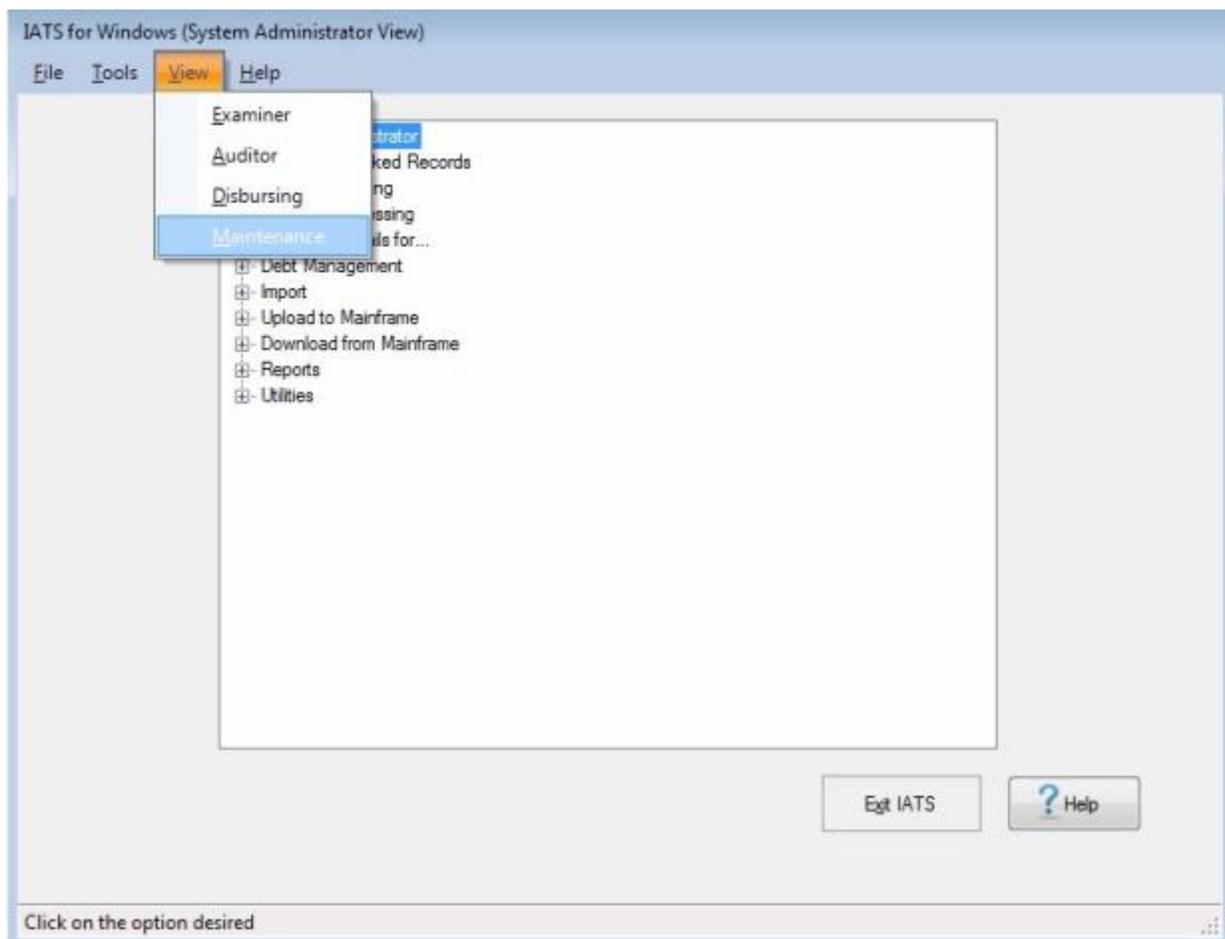
Note: Although, the **title** of this particular **View** is **Super User**, this does not mean that a user under this View has the ability to perform any desired function. All privileges for every View are **established** in the Maintenance module by the System Administrator and may be **restricted** as needed. The **Super User** View is **unique**, however, because a Super User has the **ability to change View modes**, without having to **log out** and then log back in with a different password in order to perform a different function.

Accessing the Maintenance Screen

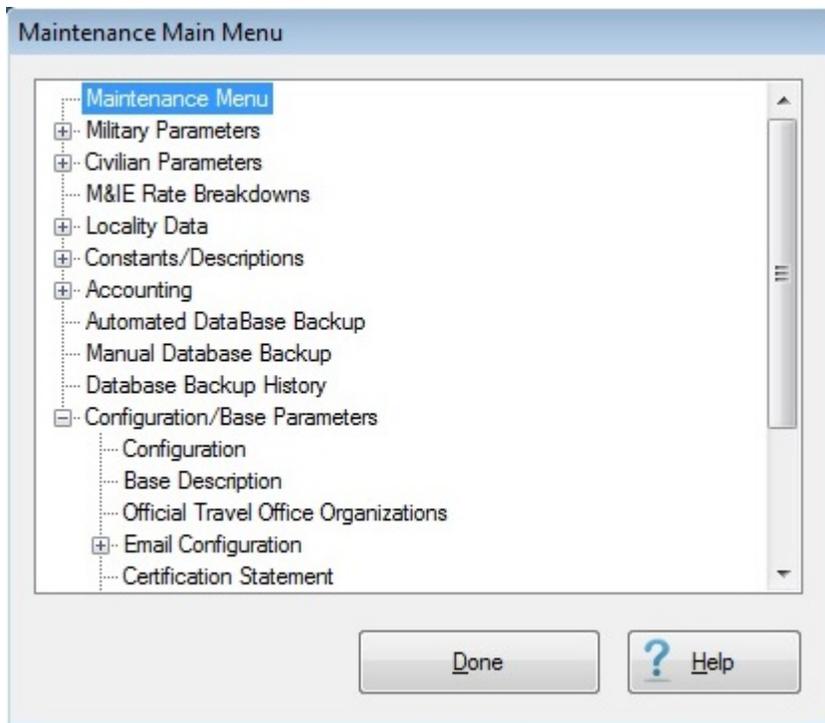
The IATS **Maintenance Module** is where IATS users must **establish** all of the **configuration parameters** for their particular customer type or branch of service.

Access to the IATS Maintenance Module is only available from the **System Administrator** screen if the user has been granted the **privilege** to access Maintenance.

 Complete the following steps to "access" the IATS Maintenance Module:



1. At the **System Administrator View** screen, **click** on the **View** option. A *drop down menu* appears listing the various views the user has the **privilege** for.
2. **Click** on the **Maintenance** option. The **Maintenance Main Menu** screen will appear.



Travel Accounts

About Traveler Profile

A **Traveler Profile** is an **account** that must be created for every individual who's travel advance or settlement is processed through IATS. This profile is used to store **personal information** about the traveler and is automatically transferred to transactions processed for the traveler.

Creating Traveler Profile

Note: A traveler profile may be **created** by an IATS user in the **Examiner** or **System Administrator** view if the **privilege** was established when the IATS user account was created.

 Complete the following steps to "create" a Traveler Profile:

1. Login to IATS as an **Examiner** or **System Administrator**, and **click** on the **Tools** menu at the top of the **IATS for Windows** screen. A *drop down list* of options appears.



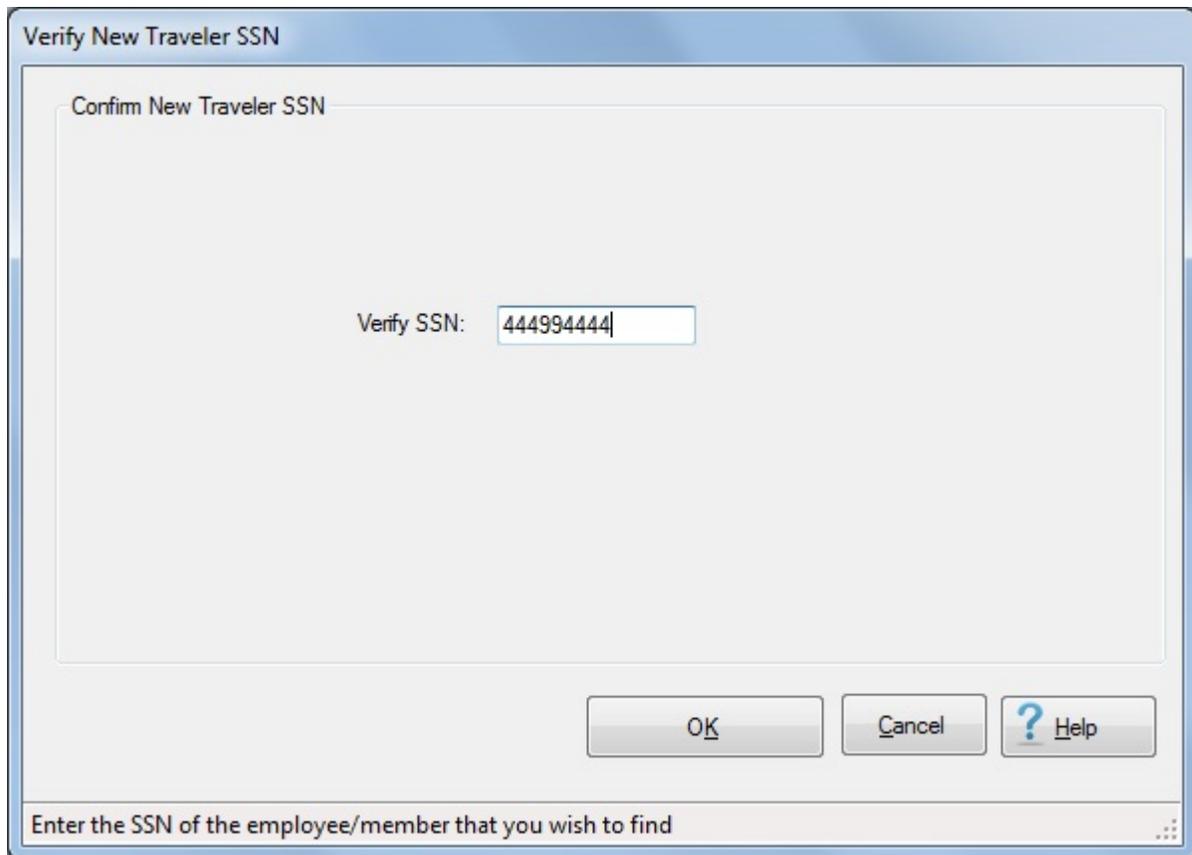
2. **Click** on the **Traveler Profile** option and the **Select Traveler** screen appears.

The screenshot shows a dialog box titled "Select Traveler" with a subtitle "For Official Use Only". It contains several input fields: "ID:" with the value "444994444", "Name:" with a dropdown arrow, "Address-1:", "Address-2:", "City:", "State/Country:", "Zip Code:", "Grade/Rank:", "Organization:", and "DSSN:". At the bottom, there are three buttons: "OK", "Cancel", and "? Help". A footer message reads "Enter the SSN of the employee/member that you wish to find".

3. At the **Select Traveler** screen, type the Social Security Number (**SSN**), for the traveler who's account you wish to create, at the **ID** field, and **press Tab** or **click** on the **OK** button. The following **message** appears indicating that the account does not exist:

The screenshot shows a message dialog box titled "Traveler Selection" with a close button (X) in the top right corner. The message text reads: "There is no record for an Employee ID = 444994444. To create this traveler click OK, otherwise click Cancel." At the bottom, there are two buttons: "OK" and "Cancel".

4. **Click** the **OK** button to continue. The **Verify New Traveler SSN** screen appears.



5. Re-enter the traveler's **SSN** at the **Verify SSN** field and then **click** on **OK**.
6. After clicking on OK, the **Traveler Profile** screen appears.

The following **links** provide detailed instructions for completing the **Traveler Profile** screen.

[Enter Personal Information](#)

[Enter Financial Information](#)

[Enter Mailing Address Information](#)

[Enter Office Address Information](#)

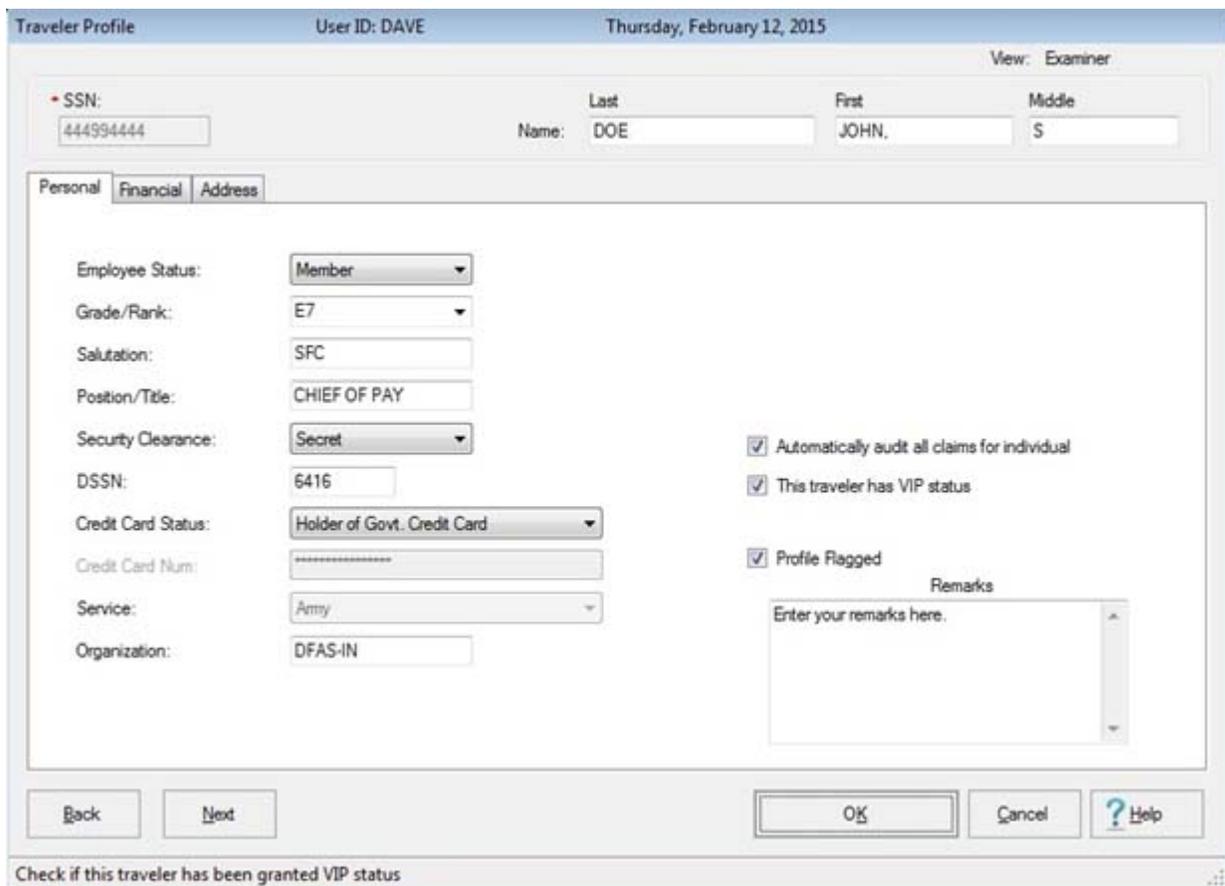
[Enter E-mail Address Information](#)

[Enter Miscellaneous Information](#)

Entering Traveler's Personal Information

The travel account **personal** information is used to **identify** the traveler's **grade/rank**, **organization**, **credit card status**, etc.

 Complete the following input fields, in the screen shown below, to "enter" a traveler's personal information:



The screenshot shows a web application window titled "Traveler Profile" with the following details:

- User ID: DAVE
- Date: Thursday, February 12, 2015
- View: Examiner
- SSN: 444994444
- Name fields: Last (DOE), First (JOHN), Middle (S)
- Navigation tabs: Personal (selected), Financial, Address
- Employee Status: Member
- Grade/Rank: E7
- Salutation: SFC
- Position/Title: CHIEF OF PAY
- Security Clearance: Secret
- DSSN: 6416
- Credit Card Status: Holder of Govt. Credit Card
- Credit Card Num: [Redacted]
- Service: Army
- Organization: DFAS-IN
- Checkboxes:
 - Automatically audit all claims for individual
 - This traveler has VIP status
 - Profile Flagged
- Remarks: Enter your remarks here.
- Buttons: Back, Next, OK, Cancel, Help
- Footer: Check if this traveler has been granted VIP status

Name: - There are two methods for entering the traveler's name:

- **Method 1:** - Enter the last name in the **Last Name** field, and press *Tab*. The cursor moves to the next field and prompts for entry of the traveler's **First Name**. Type the first name, and press *Tab*. The cursor advances, and prompts for the **Middle Initial**. Type the traveler's middle initial (if applicable) and press *Tab*.
- **Method 2:** - For **example**; if **John S. Doe** is the name you wish to enter, type: **Doe, John, S** at the Last Name field. Press *Tab* and the name automatically separates into the three input fields. When entering a **suffix**, such as, Jr., Sr., III,

etc., enter the suffix following the last name. For example; input John E. Brown Jr.: [BROWN JR., JOHN E].

Employee Status: - Press the *Down* arrow button on your keyboard to scroll through the options or **click** on the *Down arrow* button. A listing appears offering several employee categories. **Click** on the desired choice or press the *Up/Down* arrow keys. When the correct choice is highlighted, press *Tab*.

Grade/Rank: - When **Employee** (Civilian), or **Member** (Uniform Services) is selected for the **Employee Status**, a list appears displaying the legal field entries. **Press** the *Down* arrow key on your keyboard to scroll through the options or **click** on the *Up/Down arrow* buttons. When the correct choice is highlighted, **press** *Tab*.

Salutation: - This is an **optional** field, but does provide the **salutation** for the **letters** generated by IATS, which are mailed to the traveler. Examples are: Mr., Mrs., SGT, LtCdr, etc. To bypass, press *Tab*.

Position/Title: - This is an optional field. Type the desired information or press *Tab* to bypass this field.

Security Clearance: - Press the *Down* arrow on your keyboard to scroll through the options or **click** on the *Down arrow* button. A listing appears offering several choices. **Click** on the desired choice or press the *Up/Down* arrow keys. When the correct choice is highlighted, press *Tab*.

DSSN: - The default number displayed is from the **DSSN** field at the **Base Description** screen in the **Maintenance** module. This number is used to identify the office disbursing the payment. No input should be needed.

Credit Card Status: - Press the *Down* arrow on your keyboard to scroll through the options or **click** on the *Down arrow* button. A listing appears offering several choices. **Click** on the desired choice or press the *Up/Down* arrow keys. When the correct choice is highlighted, press *Tab*.

Service: - The default value at this field will match the **Customer** IATS was configured for when the initial maintenance was performed. No input should be needed.

Organization: - This is a required input field. Type the name or abbreviation for the organization the traveler is assigned to. For example, [DFAS-IN] or [B CO., 1/9 INF] and press *Tab*.

Automatic Audit: - When this **feature** is activated, IATS will flag every settlement, processed for this traveler, for audit. To activate this option, **click** in the check box next to the phrase "**Automatically audit all claims for individual**".

VIP Traveler: - When this **feature** is activated, the **traveler** and **trip information** will appear in **red** when a claim is **logged** to a block indicating that the traveler has VIP status. To activate this option, **click** in the check box next to the phrase "**This traveler has VIP status**".

Freeze Traveler: - When this **feature** is activated, the traveler account cannot be used. This feature was added for situations where the traveler account was created incorrectly and claims have been processed. By using this feature you may keep the historical data

for the claim, (unless the account was deleted), but **prevent** users from **accessing** the incorrectly created account again. **Note** that this feature is only **visible** when you **access** the traveler's profile from the **System Administrator** View screen.

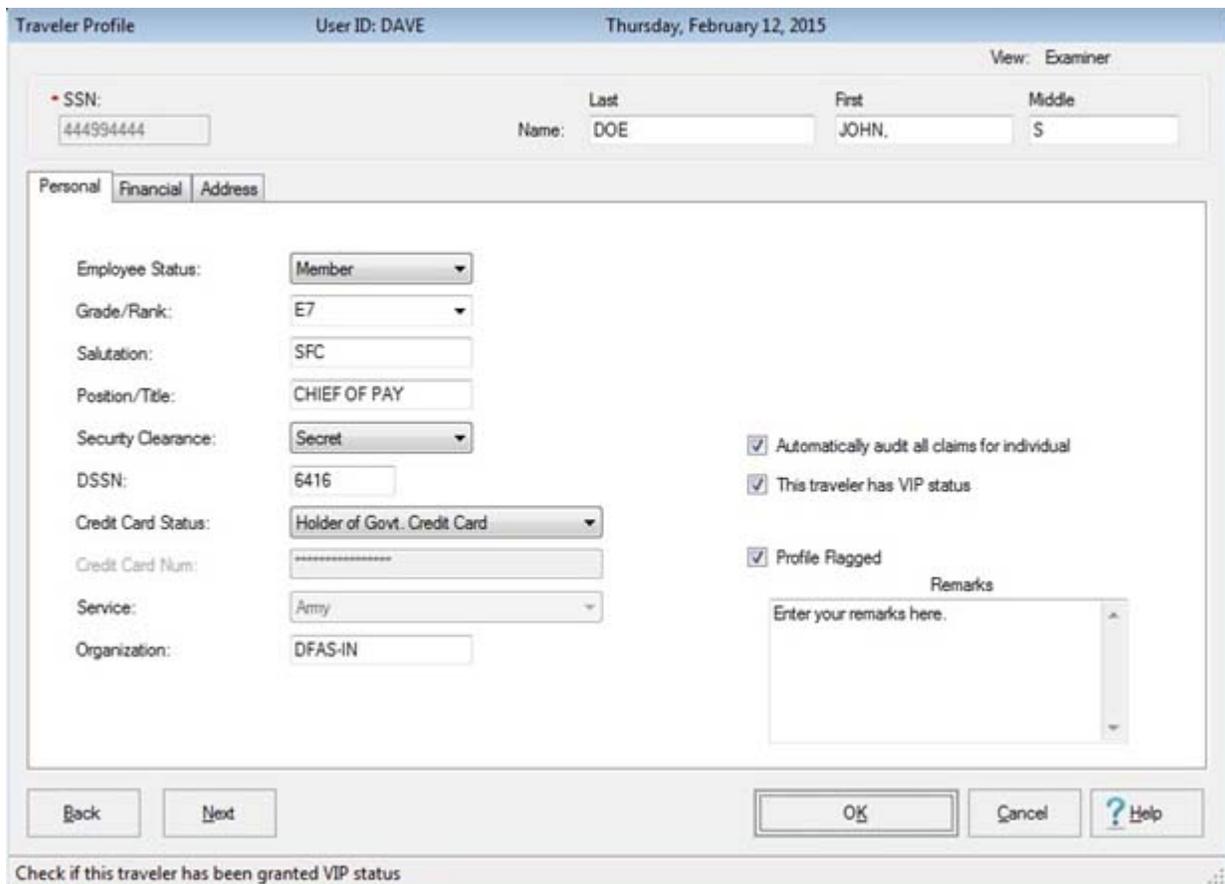
Profile Flagged: When **Profile Flagged** is **checked**, a **Remarks** text box appears. Use this text box to **enter** a **reason** for flagging the traveler's profile for review.

Click on the **Financial** or **Address/Contact Information** tab or click the **Next** button to continue.

Entering Traveler's Financial Information

The travel account **financial** information is used to **identify** the traveler's **EFT status** and establish the bank **routing** and **account numbers** that are used for **direct deposit** payments.

 **Complete the following input fields, in the screen shown below, to "enter" a traveler's financial information:**



The screenshot shows a web application window titled "Traveler Profile". At the top, it displays "User ID: DAVE" and "Thursday, February 12, 2015". On the right, it says "View: Examiner". Below this is a form with several input fields. At the top left, there is a field for "SSN" with the value "444994444". To the right, there are three fields for "Last", "First", and "Middle" names, with values "DOE", "JOHN.", and "S" respectively. Below these are three tabs: "Personal", "Financial", and "Address". The "Financial" tab is selected. The form contains the following fields and options:

- Employee Status: Member (dropdown)
- Grade/Rank: E7 (dropdown)
- Salutation: SFC (text)
- Position/Title: CHIEF OF PAY (text)
- Security Clearance: Secret (dropdown)
- DSSN: 6416 (text)
- Credit Card Status: Holder of Govt. Credit Card (dropdown)
- Credit Card Num: (text, masked with asterisks)
- Service: Army (dropdown)
- Organization: DFAS-IN (text)
- Automatically audit all claims for individual (checked checkbox)
- This traveler has VIP status (checked checkbox)
- Profile Flagged (checked checkbox)
- Remarks: Enter your remarks here. (text area)

At the bottom of the form, there are buttons for "Back", "Next", "OK", "Cancel", and "Help". Below the form, there is a footer that says "Check if this traveler has been granted VIP status".

1. First you would **click** on the **Financial** tab to bring it into focus.

The screenshot shows a 'Traveler Profile' window for user 'DAVE' on Thursday, February 12, 2015. The window is titled 'Traveler Profile' and has a 'View: Examiner' option. The SSN is 444994444. The name is split into Last (DOE), First (JOHN), and Middle (S). The 'Financial' tab is selected, showing the following fields:

- EFT Status: Active (dropdown)
- EFT to be updated by: IATS (dropdown)
- Account Type: Checking (dropdown)
- Routing Number: (text box)
- Account Number: (text box)
- Date Last Changed: (dropdown)
- Changed by: (text box)
- Date Last Downloaded: (dropdown)

At the bottom, there are buttons for 'Back', 'Next', 'OK', 'Cancel', and 'Help'. A status bar at the bottom reads 'Select EFT status in effect for this traveler'.

2. **EFT Status:** - Press the *Down* arrow on your keyboard to scroll through the options or **click** on the *Down arrow* button. A listing appears offering **three** choices. **Click** on the desired choice or press the *Up/Down* arrow keys. When the correct choice is highlighted, press *Tab*.

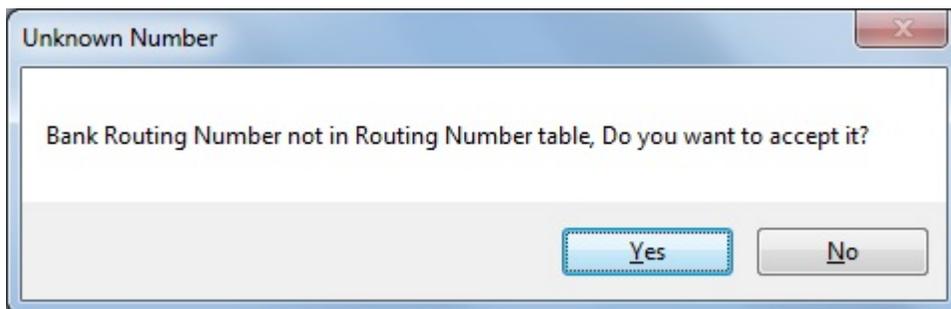
Note: After clicking on the *Down arrow*, if you are **unable to make a selection** from the drop-down listing at the EFT Status field, you do not have the privilege to create or modify the traveler's financial information. A supervisor or IATS user with access to the **Maintenance** Module would have to **grant** the privilege "**Create/Modify Financial Information**".

3. **EFT to be Updated by:** - Press the *Down* arrow on your keyboard to scroll through the options or **click** on the *Down arrow* button. A listing appears offering **two** choices. **Click** on the desired choice or press the *Up/Down* arrow keys. When the correct choice is highlighted, press *Tab*.

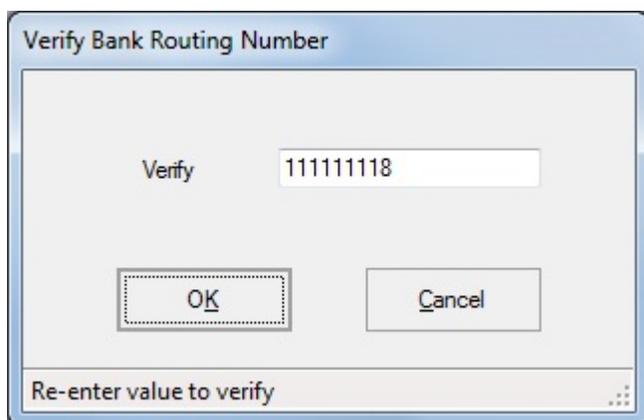
Note: The two types are either **IATS**, (when the EFT account data was manually entered), or **Payroll**, (when the EFT account data was entered though the payroll interface process).

Tip: The **EFT to be Updated by** option must be set to **IATS** for travelers, who desire a different EFT account for their travel pay instead of the account for their salary deposit. Otherwise, their EFT account **information will be overlaid** with the **information** on the **Payroll** file the next time this file is **processed**.

4. **Account Type:** - Press the *Down* arrow on your keyboard to scroll through the options or **click** on the *Down arrow* button. A listing appears offering several choices. **Click** on the desired choice or press the *Up/Down* arrow keys. When the correct choice is highlighted, press *Tab*.
5. **Routing Number:** - The selection of **Active** in the **EFT Status** field requires entry of the **(9)** digit Bank Routing Code (which includes a one character check digit). IATS will calculate this check digit for accuracy. If the wrong check digit is entered, IATS will not accept the Bank Routing Code. After typing the routing number press *Tab* to continue.
6. If the routing number entered does not match a number in the routing number table in the IATS database, the following pop-up message appears:



7. **Click** on Yes or No as applicable.
8. After clicking on Yes, the **Verify Bank Routing Number** screen appears.



9. **Re-enter** the bank routing number at the **Verify** field and then **click** on **OK**.
10. **Account Number:** - If **Active** was selected at the EFT Status field, type the account number for the deposit of the EFT payment. After typing the account number press *Tab* to continue. The **Verify Bank Account Number** screen appears.



11. **Re-enter** the previously entered **account number** at the **Verify** field and then **click on OK**.
12. IATS will automatically advance to the **Address/Contact** tab if the account number was entered correctly both times.

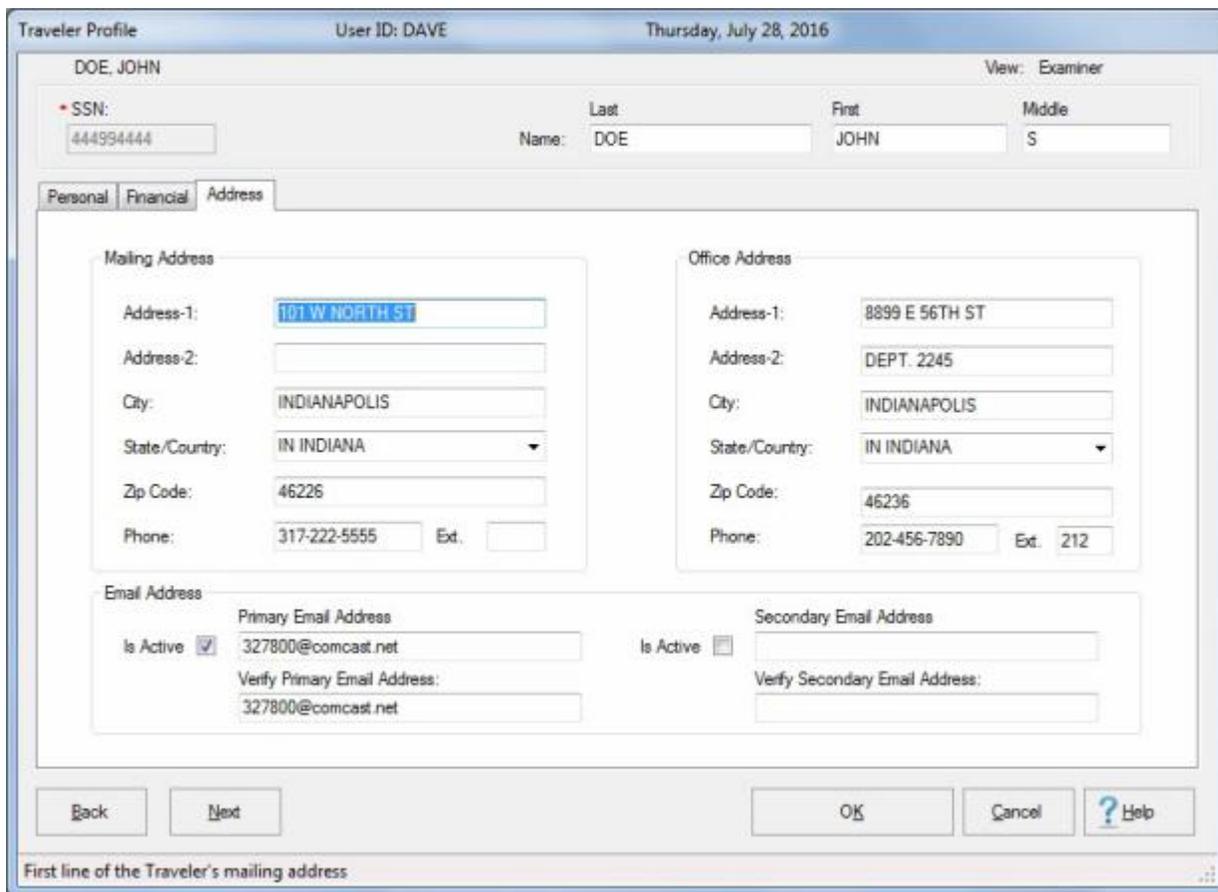
Note: After the traveler's EFT account information has been **entered** and **saved**, the fields "**Date Last Changed**" and "**Changed by**" will **reflect** the **date** the EFT information was created/changed and show the **initials** of the person that created/changed the EFT information. The "**Date Last Downloaded**" field will reflect that **date** that the information was **changed** by a **payroll download** file.

EFT Status:	<input type="text" value="Active"/>
EFT to be updated by:	<input type="text" value="IATS"/>
Account Type:	<input type="text" value="Checking"/>
Routing Number:	<input type="text" value="111111118"/>
Account Number:	<input type="text" value="444994444"/>
Date Last Changed:	<input type="text" value="2/17/2015"/>
Changed by:	<input type="text" value="FARRIS, DAVID"/>
Date Last Downloaded	<input type="text"/>

Entering Mailing Address Information

The traveler's **mailing address** information is used to **populate** printed **vouchers**, **letters**, and **upload records**, generated by IATS, with the **address** where the traveler receives **mail**.

 **Complete the following input fields, in the screen shown below, to "enter" a traveler's Address/Contact information:**



The screenshot shows the 'Traveler Profile' window for User ID: DAVE on Thursday, July 28, 2016. The traveler's name is DOE, JOHN, and the view is set to 'Examiner'. The SSN is 444954444. The form is divided into three tabs: Personal, Financial, and Address. The Address tab is active, showing three sections: Mailing Address, Office Address, and Email Address.

Mailing Address:

- Address-1: 101 W NORTH ST
- Address-2: (empty)
- City: INDIANAPOLIS
- State/Country: IN INDIANA
- Zip Code: 46226
- Phone: 317-222-5555

Office Address:

- Address-1: 8899 E 56TH ST
- Address-2: DEPT. 2245
- City: INDIANAPOLIS
- State/Country: IN INDIANA
- Zip Code: 46236
- Phone: 202-456-7890

Email Address:

- Primary Email Address: 327800@comcast.net (Is Active: checked)
- Verify Primary Email Address: 327800@comcast.net
- Secondary Email Address: (empty) (Is Active: unchecked)
- Verify Secondary Email Address: (empty)

Buttons at the bottom include Back, Next, OK, Cancel, and Help. A status bar at the bottom indicates 'First line of the Traveler's mailing address'.

Tip: After making the required entries on at **Personal** tab, **click** on the **Address/Contact Information** tab to display the **Mailing Address**, **Office Address**, and **E-mail Address** sections.

Address-1: - This is a **required** field. **Type** the first line of the traveler's mailing address and **press Tab**.

Address-2: - This field is **optional**, and is used to add an Apt. #, P.O. Box, etc. **Type** the desired entry, if applicable, and **press Tab**.

City: - A **required** field. **Type** the name of the city where the traveler receives mail. Type **APO** or **FPO** on this line if the traveler has an overseas military mailing address.

State/Country: - A **required** field. For **CONUS** locations, **type** the two letter state code. If unknown, enter the letter the state begins with, then **click** on the *Up/Down* arrow keys

until the desired state is **highlighted**. Press *Tab* or **click** on the highlighted item. For an **OCONUS** location, **type** the first letter of the country code. If the desired country is not highlighted, **click** on the *Up/Down* arrows to highlight the desired locality code. **Press Tab** or **click** on the highlighted item. **Press Tab**, to move to the **Zip Code** field if necessary.

Tip: To enter an **overseas** military mailing code, such as **AA**, **AE**, or **AP**, the user must select the correct APO/FPO code from the *drop-down list*.

Zip Code: - A **required** field. **Type** the traveler's zip code as either the standard five (5) digit zip code or add a dash and the four (4) digit extension if desired. **For example;** 78233 or 78233-4594.

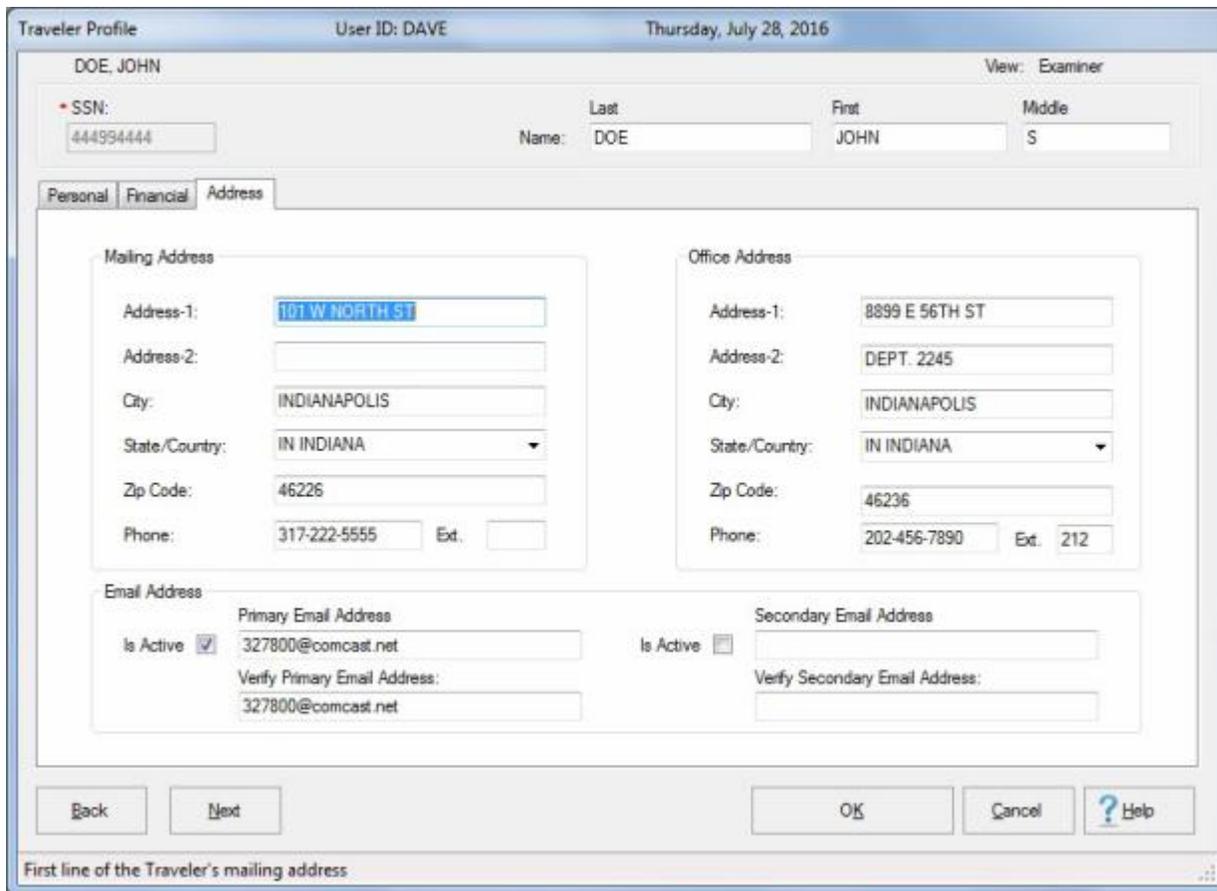
Phone: - This field is **optional**. If used however, the phone number may be entered in any desired **format**. Special characters such as **dashes**, **parenthesis**, and **commas** are **allowed**. This will accommodate **OCONUS** phone numbers. **Press Tab**, when finished, to continue.

Ext: - This field is **optional**. Type the (4) digit extension, if applicable, and **press Tab**.

Entering Office Address Information

The traveler's **office address** information is used to **store** the **address** and **phone number** for the traveler. This is **historical information** in case the **travel office** elects to send **correspondence** or **contact** the traveler at his/her place of business.

 **Complete the following input fields, in the screen shown below, to "enter" a traveler's Office Address/Contact information:**



Traveler Profile User ID: DAVE Thursday, July 28, 2016

DOE, JOHN View: Examiner

SSN: 444994444 Last Name: DOE First Name: JOHN Middle Initial: S

Personal Financial **Address**

Mailing Address

Address-1: 101 W NORTH ST

Address-2:

City: INDIANAPOLIS

State/Country: IN INDIANA

Zip Code: 46226

Phone: 317-222-5555 Ext.

Office Address

Address-1: 8899 E 56TH ST

Address-2: DEPT. 2245

City: INDIANAPOLIS

State/Country: IN INDIANA

Zip Code: 46236

Phone: 202-456-7890 Ext. 212

Email Address

Primary Email Address: Is Active 327800@comcast.net

Verify Primary Email Address: 327800@comcast.net

Secondary Email Address: Is Active

Verify Secondary Email Address:

Back Next OK Cancel ? Help

First line of the Traveler's mailing address

Tip: After making the required entries on at **Personal** tab, **click** on the **Address/Contact Information** tab to display the **Mailing Address, Office Address, and E-mail Address** sections.

Note: The traveler's **Office Address** information is optional and does not have to be entered.

Address-1: - **Type** the first line of the traveler's mailing address and press *Tab*.

Address-2: - This field is used to add an Apt. #, P.O. Box, etc. **Type** the desired entry, if applicable, and press *Tab*.

City: - **Type** the name of the city where the traveler receives mail. Type **APO** or **FPO** on this line if the traveler has an overseas military mailing address.

State/Country: - For **CONUS** locations, **type** the two letter state code. If unknown, enter the letter the state begins with, then **click** on the *Up/Down* arrow keys until the desired state is **highlighted**. Press *Tab* or **click** on the highlighted item. For an **OCONUS** location, **type** the first letter of the country code. If the desired country is not highlighted, **click** on the *Up/Down* arrows to highlight the desired locality code. **Press Tab** or **click** on the highlighted item. **Press Tab**, to move to the **Zip Code** field if necessary.

Tip: To enter an overseas military mailing code, such as AA, AE, or AP, the user must select the correct APO/FPO code from the drop-down list.

Zip Code: - A **required** field. **Type** the traveler's zip code as either the standard five (5) digit zip code or add a dash and the four (4) digit extension if desired. **For example;** 78233 or 78233-4594.

Phone: - This field is **optional**. If used however, the phone number may be entered in any desired **format**. Special characters such as **dashes**, **parenthesis**, and **commas** are **allowed**. This will accommodate **OCONUS** phone numbers. **Press Tab**, when finished, to continue.

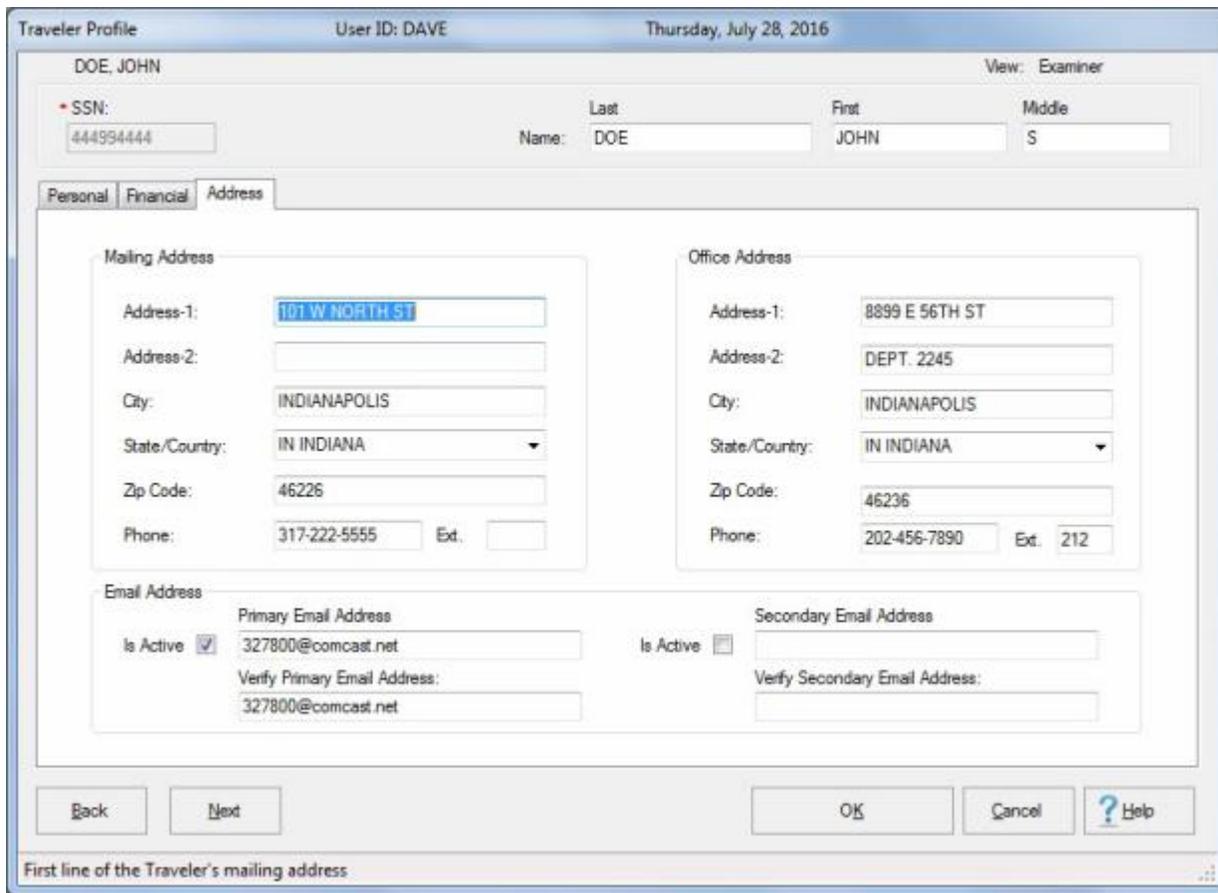
Ext: - This field is **optional**. Type the (4) digit extension, if applicable, and **press Tab**.

Entering E-mail Address Information

The traveler's **e-mail address** information is used to **store** the **e-mail address** for the traveler. This is used to send **correspondence** or **contact** the traveler via an **e-mail message**.

An e-mail address entered into this section is used by the **E-mail for IATS** feature to automatically **attach** the traveler's printed **voucher** to the e-mail address and be sent to the traveler.

 **Complete the following input fields, in the screen shown below, to "enter" a traveler's E-Mail Address/Contact information:**



Traveler Profile User ID: DAVE Thursday, July 28, 2016

DOE, JOHN View: Examiner

SSN: 444954444

Last Name: DOE First Name: JOHN Middle Name: S

Personal Financial Address

Mailing Address

Address-1: 101 W NORTH ST

Address-2:

City: INDIANAPOLIS

State/Country: IN INDIANA

Zip Code: 46226

Phone: 317-222-5555 Ext.

Office Address

Address-1: 8899 E 56TH ST

Address-2: DEPT. 2245

City: INDIANAPOLIS

State/Country: IN INDIANA

Zip Code: 46236

Phone: 202-456-7890 Ext. 212

Email Address

Primary Email Address

Is Active 327800@comcast.net

Verify Primary Email Address: 327800@comcast.net

Secondary Email Address

Is Active

Verify Secondary Email Address:

Back Next OK Cancel Help

First line of the Traveler's mailing address

Tip: After making the required entries on at **Personal** tab, **click** on the **Address/Contact Information** tab to display the **Mailing Address**, **Office Address**, and **E-mail Address** sections.

1. **Is Active:** - **Click** in this **check box** to **activate** the traveler's Email address.
2. **Primary Email Address:** - **Click** in this field and **type** the traveler's Email address and then **press Tab**.

3. **Verify Primary Email Address:** - **Re-enter** the traveler's Email address and then **press Tab**.
4. **Repeat** the previous steps to **add** a **Secondary** Email Address if needed.

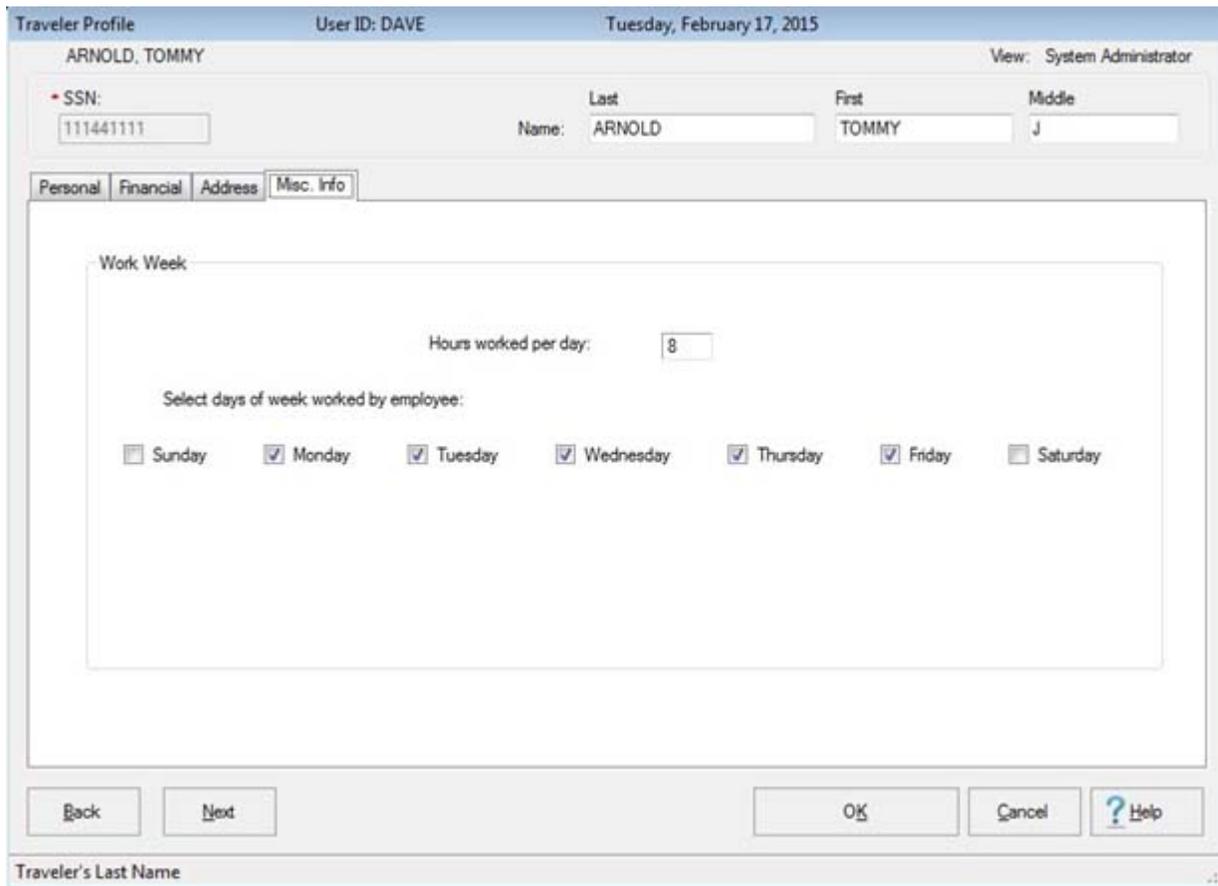
Note: If the traveler is a **civilian** employee, **click** on the [Miscellaneous](#) Tab and review or make necessary changes to the **Work Week** section.

5. **Click** the **OK** button to **save** the entries.

Entering Miscellaneous Information

Note: For **civilian** travelers, this section assists in determining when **Annual Leave** is chargeable, if taken in-conjunction with a **TDY** trip.

 Complete the steps below to "change" to the traveler's **Work Week** information:



The screenshot shows a web application window titled "Traveler Profile" for user "DAVE" on "Tuesday, February 17, 2015". The traveler's name is "ARNOLD, TOMMY" and the view is "System Administrator". The "Misc. Info" tab is selected, showing the "Work Week" section. The "Hours worked per day" is set to 8. The "Select days of week worked by employee:" section has checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Monday through Friday are checked. At the bottom, there are "Back", "Next", "OK", "Cancel", and "Help" buttons.

Tip: After making the required entries at the **Address/Contact Information** tab, **click** on the **Miscellaneous** Tab to display the **Work Week** section.

1. At the **Hours worked per day field**, the default value is **eight** hours. If necessary, **delete** the existing number and **type** the number that represents the correct **hours** for the employee's **normal work day**. Press *Tab* to continue.
2. At the **Select Days of Week Employee Works** field, the default value is **Mon - Fri**. If correct, **click** the **OK** button. To select different days, **click** the **box** to the **left** of each regular work day for the employee. To **un-select** any of the default days, **click** in the **box** to the **left** of the particular day to **remove** the **check mark**.
3. **Click** the **OK** button to **save** the entries.

Selecting Travel Accounts

Before a Request for Advance or Settlement may be processed, the IATS user must **select** the travel **account** that is associated with the transaction being processed. In addition, there are numerous other situations when the IATS user must first **select** a travel account before performing a particular function. Some of these **situations** are listed below:

- Viewing the Traveler's Profile
- Viewing the Traveler's History Record
- Selecting Travel Orders
- Processing Collections

 **Complete the following steps to "select" a travel account:**

Note: There are (2) screens IATS displays, depending on the function, that requires the user to first select a traveler. These are the **Traveler Selection** and the **Travel Order Selection** screens.

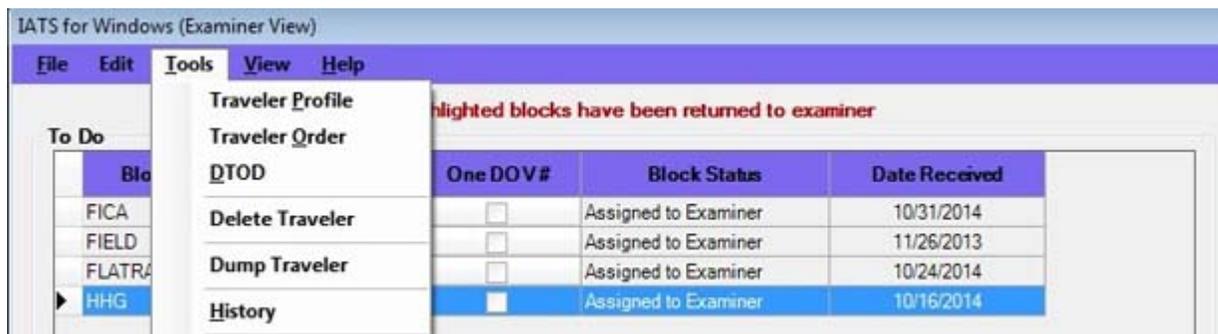
1. At either the **Traveler Selection** or **Travel Order Selection** screen, there are (2) methods for selecting a traveler account:
 - **Method 1:** - **Type** the traveler's **SSN** at the **ID** field and **press Tab** or **click** on the **Search by ID** button.
 - **Method 2:** - **Type** the first (2) letters of the traveler's **last name**. A listing appears displaying all travel accounts in the IATS database beginning with these (2) letters. **Click** on the **Up/Down arrows** next to this listing or **press** the **Up/Down arrow keys** on the keyboard to scroll through the list. When the desired traveler is highlighted, **click** on the highlighted listing.

Modifying Travel Accounts

On occasion, **modification** of an existing travel **account** is necessary. Additional **information** about the traveler may be needed, or existing data may need to be **changed**.

 Complete the following steps to "modify" a travel account:

1. Login to IATS as an **Examiner** or **System Administrator**, and **click** on the **Tools** menu at the top of the **IATS for Windows** screen. A *drop down list* of options appears.



2. **Click** on the **Traveler Profile** option and the **Traveler Selection** screen appears.
3. At the **Traveler Selection** screen, **type** the Social Security Number (**SSN**), for the traveler who's account you wish to create, at the **ID** field, and **press Tab** or **click** on the **Search by ID** button. The **Traveler Profile** screen appears.

Traveler Profile User ID: DAVE Wednesday, October 01, 2014

SMITH, MARK View: Examiner

SSN: 111881111 Name: Last SMITH First MARK Middle E

Personal Financial Address

Employee Status: Member

Grade/Rank: E7

Salutation: SFC

Position/Title:

Security Clearance: Confidential

DSSN: 6416

Credit Card Status: Holder of Govt. Credit Card

Credit Card Num: *****

Service: Army

Organization: DFAS

Automatically audit all claims for individual

This traveler has VIP status

Profile Flagged

Back Next OK Cancel ? Help

Check if this traveler has been granted VIP status

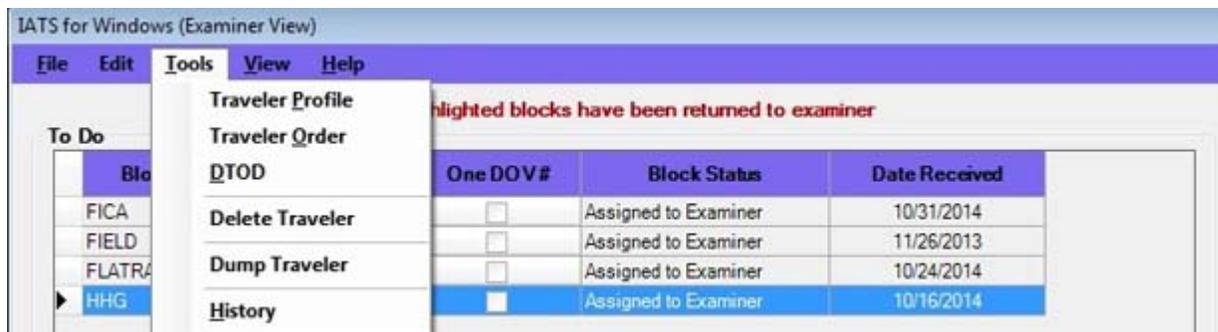
4. When the **Traveler Account** screen appears, **click** in the desired **field** and **type** the required **change**.
5. When **finished** modifying the travel account, **click** on the **OK** button to **save** the changes.

Viewing Travel Accounts

On occasion, it may be necessary to **view** the traveler's **account** information.

 Complete the following steps to "view" a travel account:

1. At the **Examiner, Auditor or System Administrator View** screen, **click** on the **Tools** menu. A *drop down list* of options appears.



2. **Click** on the **Traveler Profile** option and the **Traveler Selection** screen appears.
3. At the **Traveler Selection** screen, **type** the Social Security Number (**SSN**), for the traveler who's account you wish to create, at the **ID** field, and **press Tab** or **click** on the **Search by ID** button. The **Traveler Profile** screen appears.

Traveler Profile User ID: DAVE Wednesday, October 01, 2014

SMITH, MARK View: Examiner

SSN: Name: Last First Middle

Personal **Financial** Address

Employee Status: Automatically audit all claims for individual

Grade/Rank: This traveler has VIP status

Salutation: Profile Flagged

Position/Title:

Security Clearance:

DSSN:

Credit Card Status:

Credit Card Num:

Service:

Organization:

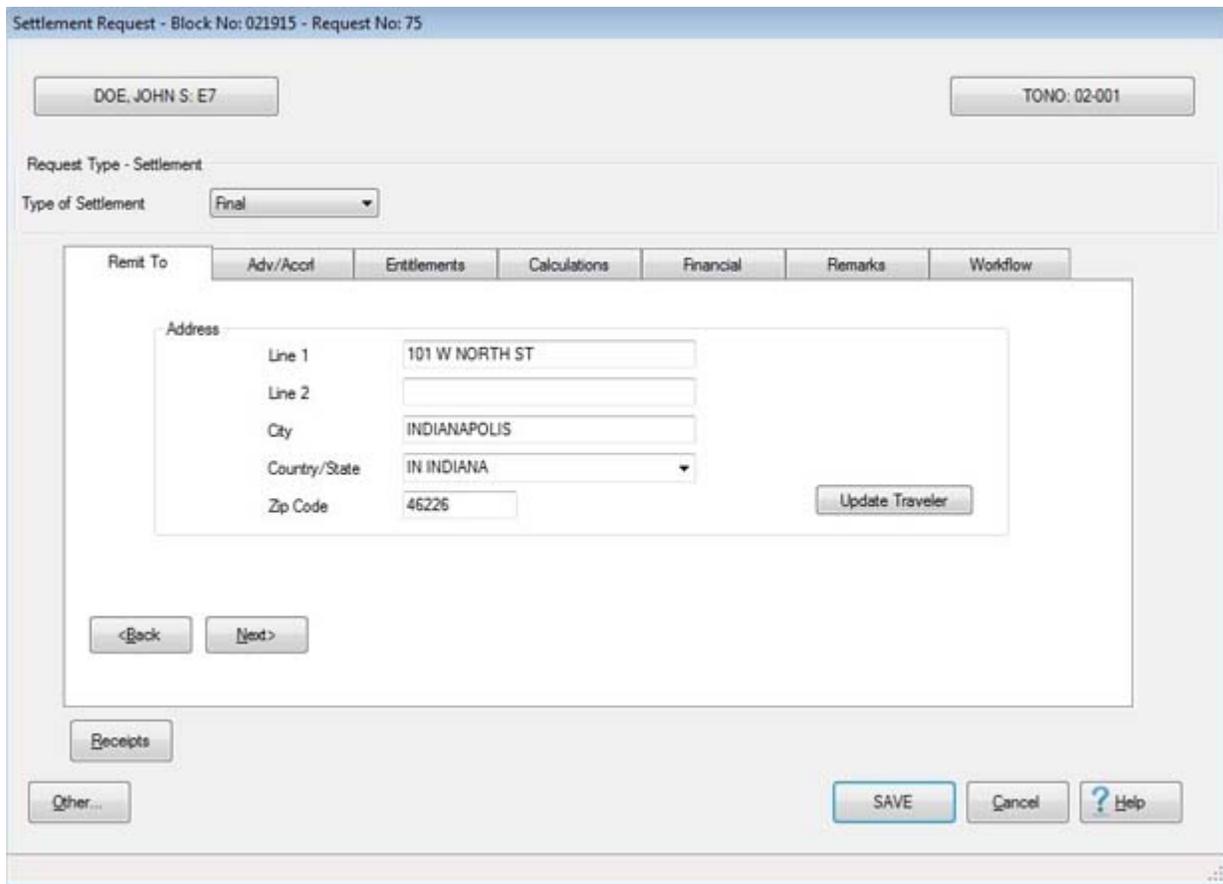
Check if this traveler has been granted VIP status ...

- When **finished** viewing the travel account, **click** on the **OK** or **Cancel** button.

View or Modify the Traveler's Account from Input Screens

When processing travel pay transactions, the **Traveler Profile** screen can be **viewed** or **modified** from an input screen.

 **Complete the following steps to "view or modify" a traveler profile from an input screen**



Settlement Request - Block No: 021915 - Request No: 75

DOE, JOHN S: E7 TONO: 02-001

Request Type - Settlement
Type of Settlement: Final

Remit To: Adv/Accr | Entitlements | Calculations | Financial | Remarks | Workflow

Address:
Line 1: 101 W NORTH ST
Line 2:
City: INDIANAPOLIS
Country/State: IN INDIANA
Zip Code: 46226

Update Traveler

<Back Next>

Receipts

Other...

SAVE Cancel ? Help

1. **Click** on the **button** at the top of the **screen** displaying the traveler's **name**. IATS displays the **Traveler Profile** screen for this traveler.

Traveler Profile User ID: DAVE Thursday, February 19, 2015

DOE, JOHN View: Examiner

• SSN: 444994444 Name: Last: DOE First: JOHN Middle: S

Personal Financial Address

Employee Status: Member

Grade/Rank: E7

Salutation: SFC

Position/Title: CHIEF OF PAY

Security Clearance: Secret

DSSN: 6416

Credit Card Status: Holder of Govt. Credit Card

Credit Card Num: *****

Service: Army

Organization: DFAS-IN

Automatically audit all claims for individual

This traveler has VIP status

Profile Flagged

Remarks

Enter your remarks here.

Back Next Done ? Help

Click 'Done' button when finished reviewing traveler's profile

2. When the **Traveler Profile** screen appears, the user may **view** the traveler's account information or **modify** the information as needed.
3. When **finished** viewing or modifying the Traveler Profile screen, **click** on the **Done** button to **save** any changes and **return** to the previous input screen.

Deleting Traveler Profile

As a travel voucher **examiner**, it may be necessary to **delete** traveler **profiles** on occasion. This commonly occurs when the traveler has **relocated** to a new duty **station** and the **account** is no longer **serviced** by your office.

Tip: A traveler profile cannot be **deleted** until all of the **details** (including travel orders) have been deleted first. **Refer** to the **Help** topic, "[Deleting Travel Orders](#)" for additional **instructions**.

There are two **methods** for **deleting** an existing traveler **profile**. One method is performed from the **Examiner View** screen. Using this method however, will only **delete** profiles that have no **Open Items**, **Details**, or **Open Suspense Items**.

Note: Voucher examiners must have the [privileges](#) assigned to their user account that allow them to delete a traveler's profile. There are two specific **privileges** that apply to this process:

- Delete Traveler Accounts Without Open Items.
- Delete Travelers With No Details.

Definitions:

Details: - A detail is a travel order or a transaction such as an **advance** or a **settlement** that has been **logged** or **processed** and **posted** to the traveler's **history** record.

Open Items: - An open item is a transaction such as an **advance** or a **settlement** that has been **processed** and **posted** to the traveler's history record, and no **DOV#** has been posted to the transaction.

Open Suspense Items: - An open suspense item is an amount **due the US** associated with a particular travel order. This can be the result of an unsettled **advance** or a **settlement** that was **processed** resulting in an amount **due the US**.

The second **method** is performed from the **System Administrator** menu, which **requires** a special **privilege**. Using this method, the user can **delete** any **profile** regardless of the condition. **Refer** to the **Help** topic, "[Delete Travel Account Details](#)", for **instructions** on using this method.

 **Complete the following steps to "delete" a Traveler Profile using the Examiner View:**

1. At the **Examiner View** screen, **click** on the **Tools** menu and select the **Delete Traveler** option. The **Select Traveler to Delete** screen appears.

Select Traveler to Delete

ID: 111881111 Name: SMITH, MARK Search by ID

Address-1: 123 N SOUTH STREET Grade/Rank: E7

Address-2: Organization: DFAS

City: INDIANAPOLIS DSSN:

State/Country: INDIANA

Zip Code: 46226

Delete Cancel ? Help

1. At the **Select Traveler to Delete** screen, enter the traveler's **SSN** at the **ID** field and press *Tab*.
2. When the traveler's account information appears, **click** on the **Delete** button. The **Confirmation Password** screen appears.
3. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and **click** the **OK** button.
4. The **Reason for Deletion of Claim and Traveler** screen appears next.

Reason For Deletion Of Claim and Traveler

Reason 1
Duplicate claim

Reason 2

Reason 3

Reason 4

Reasons for Deletion of Traveler:
Traveler has a duplicate account with an incorrect SSN.

OK Cancel ? Help

Enter a reason for deletion.

5. **Reason(s) for Deletion:** - Notice that there are four **Reason** fields. You must **select** at least one reason by **clicking** on the *down arrow* button in one of the Reason fields and then **click** on a reason from *drop down list* of reasons.
6. **Reasons for Deletion of Traveler:** - In the **text box** at this field, you must enter a **remark**. **Click** in the text box and **type** a remark.
7. When you have **finished** selecting reasons and entering remarks, **click** on **OK**.
8. If the travel account has any open transactions, suspense items, or **Tax Records**, a **message** appears indicating the situation and asking if you are **sure** you wish to delete the account. If sure, **click** the *Yes* button.
9. IATS **deletes** the account and displays a *pop-up message* appears stating that the account was successfully deleted.
10. **Click** on **OK** to **return** to the **Examiner View** screen.

Freeze Traveler Account

This feature was added for situations where the traveler account was created incorrectly and claims have been processed. By using this feature you may keep the historical data for the claim, (unless the account was deleted), but **prevent** users from **accessing** the incorrectly created account again.

 **Complete the following steps to "freeze" a travel account:**

1. Login to IATS as a **System Administrator**, and **click** on the **Tools** menu at the top of the **IATS for Windows** screen. A *drop down list* of options appears.



2. **Click** on the **Traveler Profile** option and the **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the Social Security Number (**SSN**), for the traveler who's account you wish to freeze, at the **ID** field, and **press Tab**. When the traveler's account information appears, **click** on the **OK** button.
4. The **Traveler Profile** screen appears.

The screenshot shows a web-based form titled "Traveler Profile" for User ID: DAVE, dated Thursday, February 19, 2015. The user is logged in as System Administrator. The profile is for JOHN DOE. The SSN is 444994444. The name is split into Last (DOE), First (JOHN), and Middle (S). The form has three tabs: Personal, Financial, and Address, with Personal selected. Fields include Employee Status (Member), Grade/Rank (E7), Salutation (SFC), Position/Title (CHIEF OF PAY), Security Clearance (Secret), DSSN (6416), Credit Card Status (Holder of Govt. Credit Card), Credit Card Num (masked), Service (Army), and Organization (DFAS-IN). On the right, there are four checked checkboxes: "Automatically audit all claims for individual", "This traveler has VIP status", "This traveler has been frozen", and "Profile Flagged". Below these is a "Remarks" text area with the placeholder "Enter your remarks here.". At the bottom, there are buttons for Back, Next, OK, Cancel, and Help. A status bar at the very bottom shows "Traveler's Last Name".

5. Click in the **check box** at the **This traveler has been frozen** field.
6. Click on the **OK** button to **save** your entry.

Travel Orders

Type of Orders

Before a travel **advance** or **settlement** can be processed using IATS, a **Travel Order** must be created. Travel Order information **determines** the specific **entitlements**, **trip dates** and establishes the **limitations** necessary for correct computation of the travel advance, or settlement.

When creating **travel orders**, IATS **requires** the user to **specify** what **type** of order is being created. The type of travel order specified has a direct **impact** on the way IATS functions and the **computation** of the **entitlement**. Following, is a listing of the various **types** of travel orders that may be created:

- [Normal](#)
- [Blanket](#)
- [Repetitive](#)
- [Invitational](#)
- [MILPCS](#)
- [CIVPCS](#)
- [Local \(1164\)](#)
- [Evacuation](#)
- [Student](#)

Click on any of the **types** listed above for a **link** to the **Help** topic explaining the **requirements** for creating the selected type of travel order.

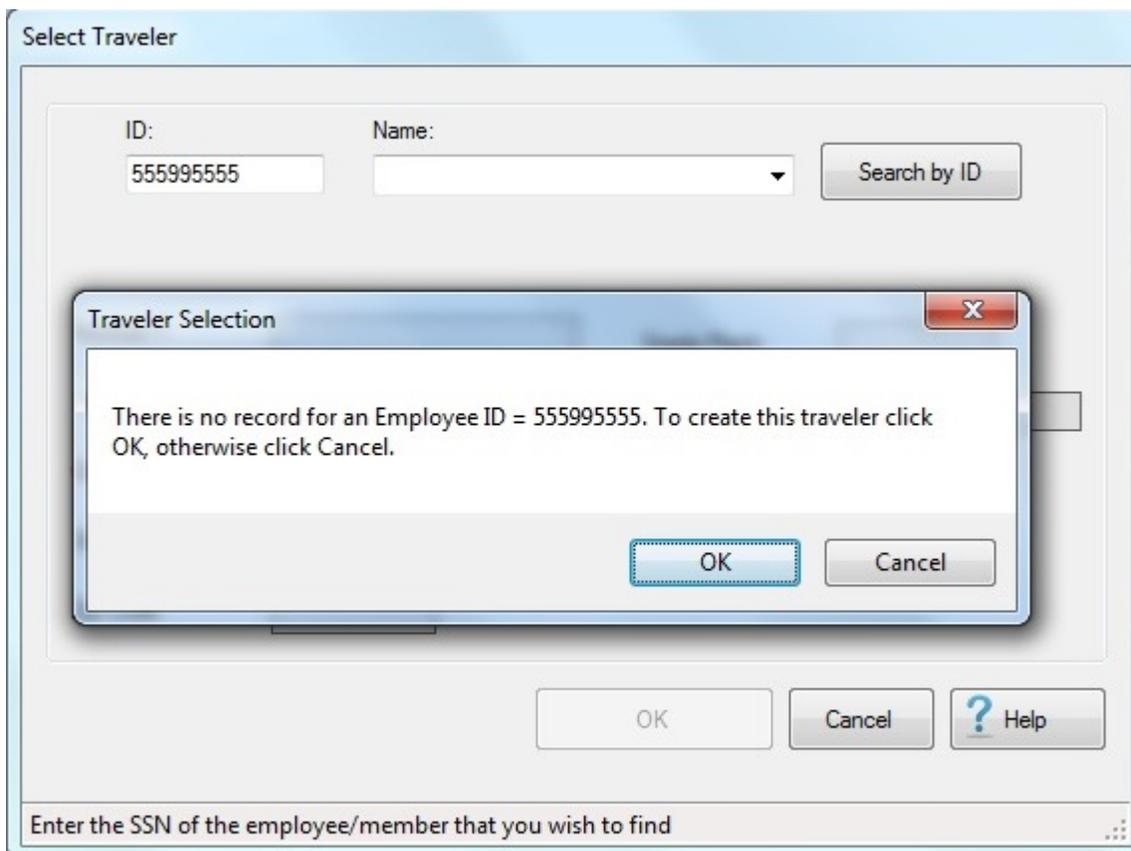
Creating Travel Orders

Note: A traveler order may be created by an IATS user in the **Examiner** or **System Administrator** view if the **privilege** was established when the IATS user account was created.

1. Login to IATS as an **Examiner** or **System Administrator**, click on the **Tools** menu at the top of the **IATS for Windows** screen. A *drop down list* of options appears.



2. **Click** on the **Traveler Order** option and the **Select Traveler** screen appears.



- At the **Select Traveler** screen, type the Social Security Number (**SSN**) for the traveler who's account you wish to create at the **ID** field and press *Tab*. or **click** on the **OK** button. If the traveler's account does not exist in the database, a message appears asking if you wish to create a new traveler profile. Selecting *OK* causes the **Verify SSN** field to appear.

Verify New Traveler SSN

Confirm New Traveler SSN

Verify SSN:

OK Cancel ? Help

Enter the SSN of the employee/member that you wish to find

- Re-enter** the traveler's **SSN** at the **Verify SSN** field and then **click** on **OK**.
- The **Traveler Profile** screen will now appear. Complete this screen by following the steps covered in the topic "[Creating Traveler Profile](#)".
- After accessing the traveler's account or creating a new travel account, the **Travel Order Selection** screen appears.

7. **Type** the travel order number at the **TONO** field and **click** on the *OK* button. A *pop-up message* appears indicating that the order does not exist and asking if you want to **create** it. **Click** on the *Yes* button to continue.
8. The **Travel Order** screen appears next.
9. **Refer** to the **Help** topic, "[Completing the Travel Order Screen](#)", for additional instructions.

Completing the Travel Order Screen

After **entering** a new travel order **number** at the **Travel Order Selection** screen, the **Travel Order** screen appears.

This screen is used to capture the specific details for the trip and to approve the various entitlements necessary for the accomplishment of the mission. In addition, it captures the funding information necessary for reporting the obligation and expenditures to the associated accounting systems.

The screenshot shows the 'Travel Order' screen with the following fields and values:

- Traveler's Name: SMITH, MARK T. E7
- Grade/Rank: E7
- Order Number/TONO: 03-001
- Order Type: Normal
- Purpose of Trip: Site Visit
- Issuing Organization: DFAS
- Paying Organization: DFAS
- DSSN/ITR: 6416
- Funds: Army
- Group Travel:
- Issue Date: 3/12/2018
- Begin Date: 3/19/2018
- Number of Days: 5
- End Date: 3/23/2018
- State Tax Designation: IN INDIANA

Buttons at the bottom include Back, Next, OK, Cancel, and Help. A footer note reads: 'Enter the expected end date of travel for this travel authorization'.

Complete this screen by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press Tab** or **click** in the next field to continue.

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order** attached to the request for **settlement** or **advance**.
- **Order Type:** - The default order **type** at this field is **normal**. If normal is the desired type, press *Tab* to continue. If another **type** of order is desired, **click** on the *down* **arrow** to **display** a **listing** of various types and then **click** on the desired **type** to make a selection. **Refer** to the topic "[Type of Orders](#)" for more specific **details** about the various **types** of travel **orders**.
- **Purpose of Trip:** - The **data** input to this field is **posted** to the **travel order detail record**. This information is useful when conducting **research** or answering **inquires**. At this field, **click** on the *down* **arrow** to display a **listing** of various choices and then **click** on the desired **choice** to make a selection.
- **Max Trips Allowed:** - Users can only access this field when the **type** of travel order is **Repetitive**.
- **Issuing Organization:** - The default **value** previously entered into the **Organization** field, when the travel account was created, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting **research** or answering **inquires**. **Press** *Tab* to continue or **type** a different organization if desired.
- **Paying Organization:** - The default organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting **research** or answering **inquires**. **Press** *Tab* to continue or **type** a different organization if desired.
- **DSSN ITR:** - The default **number** displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher was computed.
- **UIC:** - This field pertains to **Navy** customers only. The **default** value at this field is **zeros**. You may leave the field as is or you may **enter** the **UIC** for the traveler. The **purpose** of this field is to be able to generate the **suspense reports** for a specific UIC.
- **Funds:** - The type of customer IATS is configured for defaults to this field. No input is **necessary**.
- **Group Travel:** - **Click** in the **check box** next to the **Group Travel** field if you must **activate** **Group Travel rules** for this travel order.

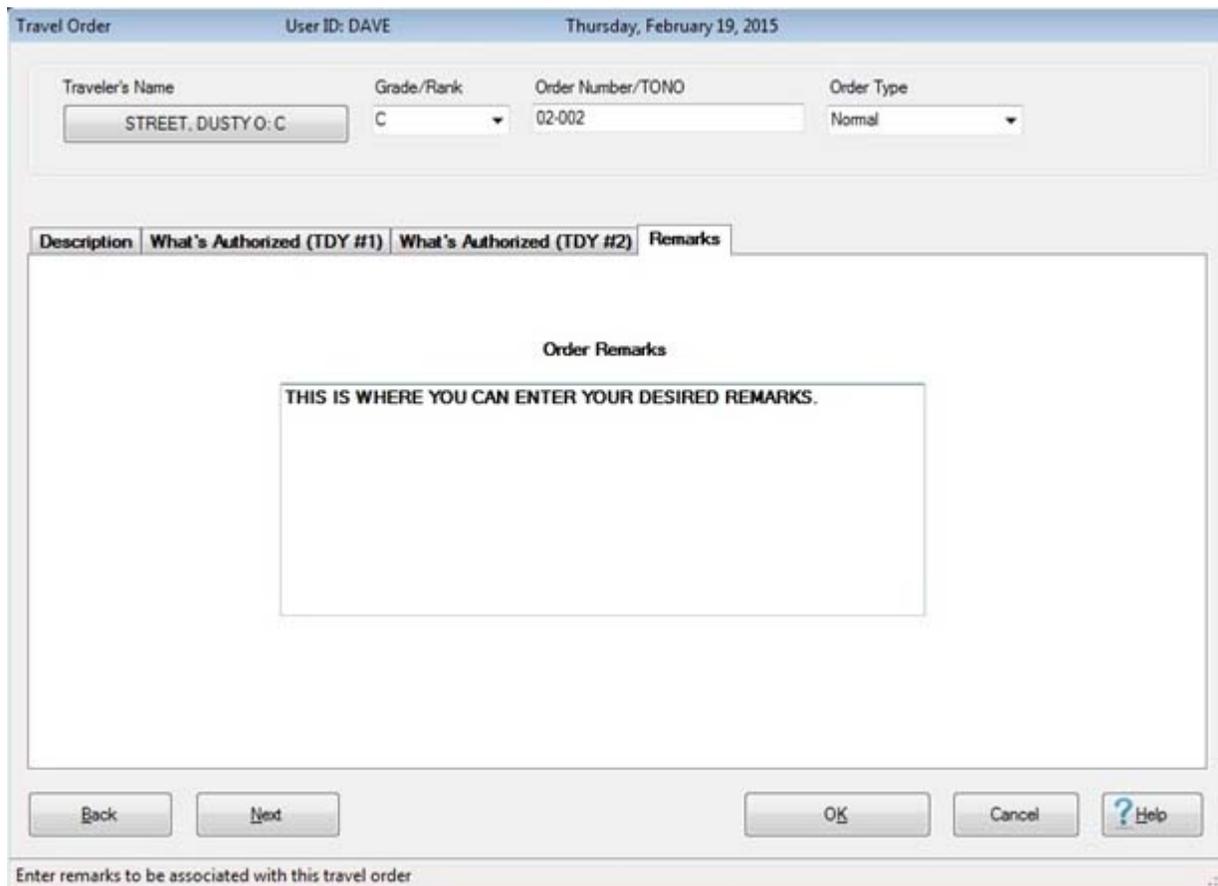
- **State Tax Designation:** - The **State Tax Designation** field appears on the Travel Order screen if the option to **withhold state taxes** is **activated** in **Maintenance**. This field is used to **specify which state** withholding taxes should be withheld for. **Enter** the two character abbreviation for the desired state or **click** on the *down arrow* button and then **click** on the correct **state name** from the *drop down list*.
- **Issue Date:** - Type the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** - Type the **date** the **travel** is expected to **begin**, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Number of Days:** - If desired, **type** the **number** of days for the trip at this field. That will cause IATS to automatically **calculate** the **End Date** for the trip. **Press Tab** to bypass this field if you would prefer to enter the End Date rather than have it calculated by IATS.
- **End Date:** - If the number of days for the trip was previously entered at the **Number of Days** field, no action is necessary. If not, type the **date** the travel is expected to **end**, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Remarks:** - If you wish to add remarks for the travel order you are creating, **click** on the **Remarks** tab and enter your desired remarks.

After completing all of the required input fields, click the OK button to save the entries.

Entering Remarks on the Travel Order Screen

There are times when travel office personnel may need to enter **remarks** associated with the travel order. IATS includes a feature that will allow you to perform this action.

The **Travel Order** screen has a **tab** that you may click on to enter any necessary remarks.



The screenshot shows the IATS Travel Order screen. At the top, it displays "Travel Order", "User ID: DAVE", and "Thursday, February 19, 2015". Below this, there are four input fields: "Traveler's Name" (STREET, DUSTY O: C), "Grade/Rank" (C), "Order Number/TONO" (02-002), and "Order Type" (Normal). Below these fields, there are four tabs: "Description", "What's Authorized (TDY #1)", "What's Authorized (TDY #2)", and "Remarks". The "Remarks" tab is selected and active. Inside the Remarks tab, there is a text box with the text "Order Remarks" and "THIS IS WHERE YOU CAN ENTER YOUR DESIRED REMARKS." Below the text box, there are four buttons: "Back", "Next", "OK", and "Cancel". A "Help" button with a question mark icon is also present. At the bottom of the screen, there is a footer that says "Enter remarks to be associated with this travel order".

If you wish to enter remarks, **click** on the **Remarks** tab. When the Remarks tab is displayed, **click** in the **text box** and **type** your desired remarks.

When you are finished entering the remarks, **click** on **OK** to save your entries.

Creating MILPCS Travel Orders

Note: For Navy users of IATS, if you are creating a travel order for a **MILPCS Settlement** or an **Advance** for a (**DITY/PPM**) transaction, refer to the **Help topics** "[Transactional Accounting](#)" for **Settlements**, or "[DITY-PPM-Advances](#)" if the transaction will involve **Transactional Accounting**.

Creating an IATS **Travel Order** record for **MILPCS** travel, requires the user to **specify** what entitlements were **authorized** in accordance with the published orders.

The screenshot shows the IATS Travel Order form for a user named DAVE on Monday, July 30, 2018. The form is titled "Travel Order" and contains the following fields and sections:

- Header:** Travel Order, User ID: DAVE, Monday, July 30, 2018
- Traveler Information:**
 - Traveler's Name: BOY, SOLDIER, E7
 - Grade/Rank: E7
 - Order Number/TONO: 06-PCS
 - Order Type: PCS
- Description:** What's Authorized (Military PCS), Dependents, Remarks
- Purpose of Trip:** Station to Station
- Issuing Organization:** DFAS
- Paying Organization:** DFAS
- DSSN/ITR:** 6416
- Funds:** Army
- Group Travel:**
- Origin:** FORT HOOD, TX, BELL
- Destination:** IND, IN, MARION
- Default State:** IN INDIANA
- State Tax Designation:** IN INDIANA
- Dates:**
 - Issue Date: 6/1/2018
 - Begin Date: 6/25/2018
 - End Date: 7/1/2018
- Buttons:** Back, Next, OK, Cancel, ? Help
- Footer:** Enter the report date for this Permanent Change of Station Authorization

Complete this screen by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press Tab** or **click** in the next field to continue.

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel order attached to the request for **settlement** or **advance**.
- **Order Type:** - The default order **type** at this field is **normal**. Click on the *down* arrow button to display a **listing** of various types and then **click** on **PCS**. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When **PCS** is highlighted, it is automatically selected by IATS.
- **Purpose of Trip:** - The **type** of PCS selected affects the traveler's **entitlements**. At this field, **click** on the *down* arrow to display a **listing** of various choices and then **click** on the desired choice to make a selection. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When the desired type is highlighted, **press Tab** to make a selection.
- **Issuing Organization:** - The default value, previously entered into the **Organization** field when the travel **account** was **created**, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **Paying Organization:** - The default organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** - The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the **payment** when the payment is disbursed at a DSSN located other than where the voucher was computed.
- **Funds:** - The type of customer IATS is **configured** for defaults to this field. No input is **necessary**.
- **Group Travel:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if group travel rules apply to the MILPCS trip the order is being created for. IATS places a **check mark** in this box when group travel rules are **activated**.
- **Origin:** - This is the location of the traveler's old Permanent Duty Station (**PDS**). At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first two letters of the state or country name. If necessary, **click** the *Up/Dn arrows* until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection. At the **City** or **Locality**

field, **type** the first two letters of the city/locality name. This displays a **listing** of city/locality names, for the previously selected state, beginning with those letters. **Use** the **procedures** previously **described** to **make** the **selection**. **Click** on **OK** to continue.

- **Destination:** - This is the location of the traveler's new Permanent Duty Station (PDS). Use the **same method** explained at the **Origin** field to complete the Destination field.
- **Default State:** - The **name** of the **state** for the member's new PDS destination will **default** to this field. This is a **view only** field and cannot be changed.
- **State Tax Designation:** - The **state name** entered into this field **specifies** which **state** the member has a tax **obligation** too. IATS will use the **tax rate** for the state entered for **calculating** the state tax **withholdings**. Enter the **two character state code** or click on the *down arrow* button and then **click** on the desired **state name** from the displayed list.
- **Issue Date:** - At this field, **type** the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for **settlement** or **advance**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** - At this field, **type** the **date** the travel is expected to **begin**, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for **settlement** or **advance**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **End Date:** - At this field, **type** the **date** the travel is expected to **end**, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for **settlement** or **advance**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

After completing all of the required input fields, **click** on the **Next** button, the **What's Authorized** tab, or press the (Alt + N) keys to advance to the [What's Authorized \(Military PCS\) tab](#).

What's Authorized - Military PCS Tab

Creating an IATS **Travel Order** record for **MILPCS** travel, requires the user to **specify** what **entitlements** were **authorized** in accordance with the published **orders**.

Travel Order User ID: DAVE Monday, July 30, 2018

Traveler's Name: BOY, SOLDIER: E7 Grade/Rank: E7 Order Number/TONO: 06-PCS Order Type: PCS

Description What's Authorized (Military PCS) Dependents Remarks

What's Authorized

TLE Emergency TLE

Ship POV Proceed Time Separate COT Travel

DLA: With Dependents Household Goods: DITY

Back Next OK Cancel ? Help

Select if member will be reimbursed DITY (Do it yourself House Hold Goods Move)

Complete this tab by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press Tab** or **click** in the next field to continue.

- **TLA:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if the entitlement for **Temporary Lodging Allowance** is authorized. IATS places a **check mark** in this box when the TLA entitlement is activated.

- **Ship POV:** - Click in this **box** or **press** the **space bar** to **activate** this option if the traveler is authorized to **ship** a **POV** to or from an **OCONUS** location. IATS places a **check mark** in this box when this option **activated**.
- **DLA:** - The **type** of **DLA** selected affects the traveler's **entitlements**. Click on the *down* arrow **button** to display a **listing** of various types and then **click** on the desired choice. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When the desired type is highlighted, **press** *Tab* to make a selection.
- **TLE:** - Click in this **box** or **press** the **space bar** to **activate** this option if the entitlement for **Temporary Lodging Expense** is authorized. IATS places a **check mark** in this box when the TLE entitlement is activated.
- **Emergency TLE:** - Click in this **box** or **press** the **space bar** to **activate** this option if the entitlement for **Temporary Lodging Expense** is authorized in a declared disaster area. IATS places a **check mark** in this box when the Emergency TLE entitlement is activated. Checking this box allows for the payment of TLE up to a maximum of **20 days**.
- **Proceed Time:** - Click in this **box** or **press** the **space bar** to **activate** this option if Proceed Time was **authorized** on the hard-copy travel order attached to the request for settlement or advance.
- **Household Goods:** - At this field, **click** on the *down* arrow **button** to display a **listing** of various types and then **click** on the desired choice. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When the desired type is highlighted, **press** *Tab* to make a selection.

After completing all of the required input fields, **click** on the **Next** button, the **Dependents tab**, or **press** the **(Alt + N)** keys to **advance** to the [Dependents tab](#).

After completing the Dependents tab, if applicable, **click** on the **Next** button, the **Remarks tab**, or **press** the **(Alt + N)** keys to **advance** to the [Remarks tab](#) if you wish to **add** some **remarks** to the travel order.

Click on the **OK** button to **save** the travel order record once you have entered all of the applicable information.

Dependents - Tab

Creating an IATS **Travel Order** record for **PCS** travel, requires the user to **specify** whether **dependent** travel was **authorized**, in accordance with the published orders, and **who** the dependents are.

Travel Order User ID: DAVE Monday, July 30, 2018

Traveler's Name: BOY, SOLDIER, E7 Grade/Rank: E7 Order Number/TONO: 06-PCS Order Type: PCS

Description What's Authorized (Military PCS) Dependents Remarks

Dependent Name	Relationship to Traveler	Date of Birth
SHIRLY	Spouse	
MADDIE	Dependent	06/15/2012
	Dependent	

Get Dependents Insert Delete

Back Next OK Cancel ? Help

Enter the dependent's name

Note: Clicking on the **Get Dependents** button will automatically copy the dependent(s) **information** from another PCS travel order already in the database for this traveler. If there is not another PCS travel order in the database for this traveler, **follow the steps below** to **add** the dependent information.

 **Complete this tab by entering the required information in each field as described below:**

Tip: After entering the required information at an input field, **press Tab** or **click** in the next field to continue.

- **Name of Dependent:** - At this field, **type** the dependent's first name.
- **Relationship:** - At this field, a *drop down list* appears displaying various choices. **Click** on the desired **choice** or **press** the *Up/Dn arrow keys* until the desired choice is highlighted and then **press Tab**.
- **Birth Date:** - If Dependent was selected at the **Relationship** field, **type** the dependent's **date of birth** in **MMDDYY** format.

After completing the Dependents tab, if applicable, **click** on the **Next** button, the **Remarks tab**, or **press** the **(Alt + N)** keys to **advance** to the [Remarks tab](#) if you wish to **add** some **remarks** to the travel order.

Click on the **OK** button to **save** the travel order record once you have entered all of the applicable information.

Creating CIVPCS Travel Orders

Creating an IATS **Travel Order** record for **CIVPCS** travel, requires the user to **specify** what **entitlements** were **authorized** in accordance with the published **orders**.

Travel Order User ID: DAVE Monday, July 30, 2018

Traveler's Name: CIVILIAN, JOE E. C Grade/Rank: C Order Number/TONO: 05-PCS Order Type: PCS

Description What's Authorized (Civilian PCS) Dependents Remarks

Purpose of Trip: Between Official Stations

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 6416

Funds: Army

Origin: WASHINGTON, DC, DIST OF COLUMBIA

Destination: IND, IN, MARION

Default State: IN INDIANA

State Tax Designation: IN INDIANA

Dates

Issue Date: 5/1/2018

Begin Date: 5/28/2018

End Date: 6/1/2018

Date Job Offered: 4/9/2018

Financial

Retirement Code: FERS

Pay WTA:

Back Next OK Cancel Help

Check this check box if WTA is to be paid

Complete this screen by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press Tab** or **click** in the next field to continue.

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order** attached to the request for settlement or advance.

- **Order Type:** - The default order **type** at this field is **normal**. Click on the *down* arrow button to display a **listing** of various types and then **click** on **PCS**. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When **PCS** is highlighted, it is automatically selected by IATS.
- **Purpose of Trip:** - The **type** of PCS selected affects the traveler's **entitlements**. At this field, **click** on the *down* arrow to display a **listing** of various choices and then **click** on the desired choice to make a selection. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When the desired type is highlighted, **press Tab** to make a selection.
- **Issuing Organization:** - The default value, previously entered into the **Organization** field when the travel **account** was **created**, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **Paying Organization:** - The default organization **displayed** is the information entered into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** - The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the **payment** when the payment is disbursed at a DSSN located other than where the voucher was computed.
- **Funds:** - The type of customer IATS is **configured** for defaults to this field. No input is **necessary**.
- **Origin:** - This is the location of the traveler's old Permanent Duty Station (**PDS**). At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first two letters of the state or country name. If necessary, **click** the *Up/Dn arrows* until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection. At the **City** or **Locality** field, **type** the first two letters of the city/locality name. This displays a **listing** of city/locality names, for the previously selected state, beginning with those letters. **Use** the **procedures** previously described to **make the selection**.
- **Destination:** - This is the location of the traveler's new Permanent Duty Station (**PDS**). Use the **same method** explained at the **Origin** field to complete the Destination field.

- **Default State:** - The **name** of the **state** for the employees new **PDS** destination will **default** to this field. This is a **view only** field and cannot be changed.
- **State Tax Designation:** - The **state name** entered into this field **specifies** which **state** the employee has a tax **obligation** too. IATS will use the **tax rate** for the state entered for **calculating** the state tax **withholdings**. Enter the **two character state code** or click on the *down arrow* button and then **click** on the desired **state name** from the displayed list.
- **Payroll Office:** - If the Payroll Office field is displayed, **type** the traveler's **payroll office code**. This field will only be visible when this **option** has been **activated** at the **System Configuration** screen in the Maintenance module.
- **Issue Date:** - At this field, **type** the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for settlement or advance. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** - At this field, **type** the **date** the travel is expected to **begin**, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for settlement or advance. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **End Date:** - At this field, **type** the **date** the travel is expected to **end**, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for settlement or advance. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Job Offered:** - At this field, **type** the **date** the traveler was **offered** the new assignment or the **date** the **transportation agreement** was **signed**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Retirement Code:** - At this field, **select** the current retirement **program** in effect for the employee. The **code** selected will **affect** the amount of employment taxes withheld. **Click** on the *down arrow* button to display a **listing** of various programs and then **click** on the desired choice. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various programs. When the desired choice is highlighted, **press** *Tab* to make a selection.
- **WTA to be paid:** - Determine if the traveler has **elected** to receive a **WTA** payment and **activate** this **option** if applicable. **Click** in the **box** or **press** the **space bar**. IATS places **check mark** in this box when the option is **activated**.

After completing all of the required input fields, click on the Next button, the What's Authorized tab, or press the (Alt + N) keys to advance to the [What's Authorized \(Civilian PCS\) tab](#).

What's Authorized - CIVPCS Order

Creating an IATS **Travel Order** record for **CIVPCS** travel, requires the user to **specify** what **entitlements** were **authorized** in accordance with the published **orders**.

Travel Order User ID: DAVE Monday, July 30, 2018

Traveler's Name: CIVILIAN, JOE E. C Grade/Rank: C Order Number/TONO: 05-PCS Order Type: PCS

Description What's Authorized (Civilian PCS) Dependents Remarks

Mileages

Miles Old Residence to Old Station: 25 Miles Old Residence to New Station: 600 Miles Old Station to New Station: 592

What's Authorized

Miscellaneous House Purchase Ship POV
 Trailer Renewal Travel
 Student Travel Property Management

House Sale: Sell Home

Household Goods

Type: Personally Procured
 HHG Taxable Temp Storage
 Total # Taxable Storage Days Authorized: 60

House Hunting

Employee Spouse
 Lump Sum Max. Days: 10

TQSE

Type of TQSE: Lump Sum
 Maximum days on Lump Sum TQSE: 30
 TQSE Lump Sum Accepted Date: 5/1/2018

Back Next OK Cancel ? Help

Select the option best describing how employee will be reimbursed for Temporary Quarters and Subsistence Allowances

Complete this tab by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press Tab** or **click** in the next field to continue.

Mileages

- **Miles Old Residence to Old Station:** - At this field, **type** the number of **miles** the traveler **commuted** daily from the **residence** to the old **duty station**.

- **Miles Old Residence to New Station:** - At this field, **type** the number of **miles** from the traveler's old **residence** to the new **duty station**.
- **Miles Old Station to New Station:** - At this field, IATS will automatically **populate** the number of miles. If the mileage does not automatically populate, however, **type** the number of **miles** from the traveler's old **duty station** to the new **duty station**.

What's Authorized

- **Miscellaneous:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if Miscellaneous Expense Allowance was **authorized** on the hard-copy travel order attached to the request for settlement. IATS places a **check mark** in this box when this option **activated**.
- **House Purchase:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if Real Estate Expenses were **authorized** on the hard-copy travel order attached to the request for settlement. IATS places a **check mark** in this box when this option **activated**.
- **Trailer:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if the traveler was **authorized** reimbursement for the movement of a house trailer on the hard-copy travel order attached to the request for settlement. IATS places a **check mark** in this box when this option **activated**.
- **Renewal Travel:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if Overseas Renewal Travel was **authorized** on the hard-copy travel order attached to the request for settlement. IATS places a **check mark** in this box when this option **activated**.
- **Ship POV:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if the traveler was authorized to **ship** a **POV** to or from an **OCONUS** location on the hard-copy travel order attached to the request for settlement. IATS places a **check mark** in this box when this option **activated**.
- **Property Management:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if PM services were **authorized** on the hard-copy travel order attached to the request for settlement. IATS places a **check mark** in this box when this option **activated**.
- **House Sale:** - If **Real Estate Expenses** were **authorized** on the hard-copy travel order attached to the request for settlement, **click** on the *down* arrow **button** to display a **listing** of various types and then **click** on the desired choice. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When the desired type is highlighted, **press** *Tab* to make a selection.

- **Household Goods:** - At this field, **click** on the *down* arrow **button** to display a **listing** of various types and then **click** on the desired choice. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When the desired type is highlighted, **press Tab** to make a selection.
- **HHG Taxable Temp Storage:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if Non-temporary Storage of HHGs was **authorized** on the hard-copy travel order attached to the request for settlement. IATS places a **check mark** in this box when this option **activated**.
- **Total # Taxable Storage Days Authorized:** - At this field, **type** the **number** of days **authorized** on the hard-copy travel order attached to the request for settlement for Non-temporary Storage of HHGs.

House Hunting

- **Employee:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if the employee was authorized to perform a round trip for the purpose of **finding** a new residence at the new PDS.
- **Spouse:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if the employee's spouse was authorized to perform a round trip for the purpose of **finding** a new residence at the new PDS.
- **Lump Sum:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if the employee was authorized to be reimbursed under the **Lump Sum** method for computing a **Househunting** trip.
- **Max. Days:** - At this field, **type** the **number** of days **authorized**, on the hard-copy travel order attached to the request for settlement, for performing a **Househunting** trip.

TQSE

- **Type of TQSE:** - If Temporary Quarters Subsistence Expense (**TQSE**) was **authorized**, on the hard-copy travel order attached to the request for settlement, **click** on the *down* arrow **button** to display a **listing** of various types and then **click** on the desired choice. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard to **scroll** through the **listing** of various types. When the desired type is highlighted, **press Tab** to make a selection.
- **Number of days at higher rate:** - If **Actual** was **selected** as the **type** of TQSE reimbursement, **enter** the **number** of days the traveler should be reimbursed for **TQSE** at the higher rate for the settlement being processed.

- **Maximum days on Lump Sum TQSE:** - If **Fixed** was **selected** as the **type** of TQSE reimbursement, **enter** the maximum number of days, **authorized**, on the hard-copy travel order attached to the request for settlement, for the reimbursement of **TQSE** at the **Fixed Rate**.
- **TQSE Lump Sum Accepted Date:** - At this field, **type** the **date** the employee **accepted** to receive a Lump Sum payment for TQSE, in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Total # TQSE Days Authorized:** If **Actual** was **selected** as the **type** of TQSE reimbursement, **enter** the maximum number of days, **authorized**, on the hard-copy travel order attached to the request for settlement. The default value is **60**, but the user may enter any number between **1** and **120**.

After completing all of the required input fields, **click** on the **Next** button, the **Dependents tab**, or **press** the (**Alt + N**) keys to **advance** to the [Dependents tab](#).

After completing the Dependents tab, if applicable, **click** on the **Next** button, the **Remarks tab**, or **press** the (**Alt + N**) keys to **advance** to the [Remarks tab](#) if you wish to **add** some **remarks** to the travel order.

Click on the **OK** button to **save** the travel order record once you have entered all of the applicable information.

Creating Blanket Travel Orders

Creating an IATS **Travel Order** record, requires the user to **specify** what **entitlements** were **authorized** in accordance with the published **orders**.

A **Blanket Travel Order** is used when the traveler will **perform** an unlimited **number** of **trips** against the same **travel order number** during a specified **period**.

Complete this screen by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press Tab** or **click** in the next field to continue.

- **Order Number:** If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy **travel order** attached to the request for settlement or advance.

- **Order Type:** The default order **type** at this field is **normal**. Click on the *down* arrow to display a **listing** of various types and then **click** on **Blanket** to make a selection.
- **Purpose of Trip:** The **data** input to this field is **posted** to the **travel order detail record**. This information is useful when conducting research or answering inquires. At this field, **click** on the *down arrow* to display a **listing** of various choices and then **click** on the desired choice to make a selection.
- **Taken or Advanced:** This field is a **display** to show how many trips were **taken** or **advances** were **issued** against this order.
- **Issuing Organization:** The default value, previously entered into the **Organization** field when the travel **account** was **created**, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **Paying Organization:** The default organization **displayed** is the information entered into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the **payment** when the payment is disbursed at a DSSN located other than where the voucher was computed.
- **Funds:** The type of customer IATS is **configured** for defaults to this field. No input is necessary.
- **Issue Date:** Type the **date** the order was **issued**, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for settlement or advance. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** Type the **date** for the beginning of the repetitive period, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for settlement or advance. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Number of Days:** - If desired, **type** the **number** of days for the trip at this field. That will cause IATS to automatically calculate the **End Date** for the trip. **Press Tab** to bypass this field if you would prefer to enter the End Date rather than have it calculated by IATS.

- **End Date:** - If the number of days for the trip was previously entered at the **Number of Days** field, no action is necessary. If not, type the **date** the travel is expected to end, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

After completing all of the required input fields, click the OK button to save the entries.

Creating Repetitive Travel Orders

Creating an IATS **Travel Order** record, requires the user to **specify** what **entitlements** were **authorized** in accordance with the published **orders**.

A **Repetitive Travel Order** is used when the traveler will **perform** a specified **number** of **trips** against the same **travel order number** during a specified **period**.

The screenshot shows the IATS Travel Order form for a Repetitive Travel Order. The form is titled "Travel Order" and displays the user ID "DAVE" and the date "Monday, February 23, 2015".

The form fields are as follows:

- Traveler's Name:** SMITH, MARK E: E7
- Grade/Rank:** E7
- Order Number/TONO:** 2015REPET
- Order Type:** Repetitive

The form is divided into two main sections: **Description** and **Dates**.

Description Section:

- Purpose of Trip:** Site Visit
- Max Trips Allowed:** 10 (Taken or Advanced: 0)
- Issuing Organization:** DFAS
- Paying Organization:** DFAS
- DSSN/ITR:** 6416
- Funds:** Army

Dates Section:

- Issue Date:** 2/1/2015
- Begin Date:** 2/15/2015
- Number of Days:** 228
- End Date:** 9/30/2015

At the bottom of the form, there are buttons for **Back**, **Next**, **OK**, **Cancel**, and **Help**. A status bar at the bottom indicates "Enter the maximum number of trips authorized for this repetitive order".

Complete this screen by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press** *Tab* or **click** in the next field to continue.

- **Order Number:** If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy **travel order** attached to the request for settlement or advance.

- **Order Type:** The default order **type** at this field is **normal**. Click on the *down* arrow to display a **listing** of various types and then **click** on **Repetitive** to make a selection.
- **Purpose of Trip:** The **data** input to this field is **posted** to the **travel order detail record**. This information is useful when conducting research or answering inquires. At this field, **click** on the *down* arrow to display a **listing** of various choices and then **click** on the desired **choice** to make a selection.
- **Max Trips Allowed:** At this field, **type** the **number** of **trips** the traveler is **authorized** to perform against this order.
- **Taken or Advanced:** This field is a **display** to show how many **trips** were **taken** or **advances** were **issued** against this order.
- **Issuing Organization:** The default value, previously entered into the **Organization** field when the travel **account** was **created**, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **Paying Organization:** The default organization **displayed** is the information entered into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the **payment** when the payment is disbursed at a DSSN located other than where the voucher was computed.
- **Funds:** The type of customer IATS is **configured** for defaults to this field. No input is **necessary**.
- **Issue Date:** Type the **date** the order was **issued**, in **MMDDYY** format, as shown on the hard-copy travel **order** attached to the request for settlement or advance. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** Type the **date** for the beginning of the repetitive period, in **MMDDYY** format, as shown on the hard-copy travel **order** attached to the request for settlement or advance. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

- **Number of Days:** - If desired, **type** the **number** of days for the trip at this field. That will cause IATS to automatically calculate the **End Date** for the trip. **Press Tab** to bypass this field if you would prefer to enter the End Date rather than have it calculated by IATS.
- **End Date:** - If the number of days for the trip was previously entered at the **Number of Days** field, no action is necessary. If not, type the **date** the travel is expected to end, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

After completing all of the required input fields, click the OK button to save the entries.

Creating Invitational Travel Orders

Creating an IATS **Travel Order** record, requires the user to **specify** what **entitlements** were **authorized** in accordance with the published **orders**.

An **Invitational Travel Order** is used when the traveler is not a **member** or **employee**, but has been **invited** to perform travel on **behalf** of the **US Government**. Travel and transportation **allowances** authorized for these individuals are the same as **those** ordinarily **authorized** for **employees** performing **TDY**.

The screenshot shows the 'Travel Order' form with the following fields and values:

- Traveler's Name:** DOE, JOHN S: E7
- Grade/Rank:** E7
- Order Number/TONO:** INVITE
- Order Type:** Invitational

The form is divided into two main sections: **Description** and **Dates**.

Description Section:

- Purpose of Trip:** Site Visit
- Issuing Organization:** DFAS-IN
- Paying Organization:** DFAS-IN
- DSSN/ITR:** 6416
- Funds:** Army

Dates Section:

- Issue Date:** 3/1/2015
- Begin Date:** 3/15/2015
- Number of Days:** 8
- End Date:** 3/22/2015

At the bottom of the form, there are buttons for **Back**, **Next**, **OK**, **Cancel**, and **Help**. A status bar at the very bottom reads: "Enter the expected end date of travel for this travel authorization".

Complete this screen by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press** *Tab* or **click** in the next field to continue.

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order** attached to the request for **settlement** or **advance**.

- **Order Type:** - The default order **type** at this field is **normal**. Click on the *down* arrow to display a **listing** of various types and then **click** on **Invitational** to make a selection.
- **Purpose of Trip:** - The **data** input to this field is **posted** to the **travel order detail record**. This information is useful when conducting research or answering inquires. At this field, **click** on the *down arrow* to display a **listing** of various choices and then **click** on the desired choice to make a selection.
- **Issuing Organization:** - The default value previously entered into the **Organization** field, when the travel account was created, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **Paying Organization:** - The default organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** - The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher was computed.
- **Funds:** - The type of customer IATS is configured for defaults to this field. No input is necessary.
- **Issue Date:** - Type the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** - Type the **date** the **travel** is expected to begin, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Number of Days:** - If desired, **type** the **number** of days for the trip at this field. That will cause IATS to automatically calculate the **End Date** for the trip. **Press Tab** to bypass this field if you would prefer to enter the End Date rather than have it calculated by IATS.
- **End Date:** - If the number of days for the trip was previously entered at the **Number of Days** field, no action is necessary. If not, type the **date** the travel is

expected to end, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

After completing all of the required input fields, click the OK button to save the entries.

Creating Local Travel Orders

Type topic text here.

Creating Local (1164) Travel Orders

Creating an IATS **Travel Order** record, requires the user to **specify** what **entitlements** were **authorized** in accordance with the published **orders**.

A **Local Travel Order** is used when the travel is performed within the **Local Travel Area** of the traveler's PDS.

The screenshot shows the 'Travel Order' form with the following fields and values:

- Traveler's Name:** BAWLES, HARRY: E6
- Grade/Rank:** E6
- Order Number/TONO:** 02-01LOC
- Order Type:** Local

The form is divided into two main sections: **Description** and **Dates**.

Description Section:

- Purpose of Trip:** Training
- Taken or Advanced:** 0
- Issuing Organization:** DFAS
- Paying Organization:** DFAS
- DSSN/ITR:** 6416
- Funds:** Army

Dates Section:

- Issue Date:** 2/16/2015
- Begin Date:** 2/18/2015
- Number of Days:** 2
- End Date:** 2/19/2015

At the bottom of the form, there are buttons for **Back**, **Next**, **OK**, **Cancel**, and **Help**. A status bar at the very bottom reads: "Enter the expected end date of travel for this travel authorization".

Complete this screen by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press** *Tab* or **click** in the next field to continue.

- **Order Number:** If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order** attached to the request for **settlement** or **advance**.

- **Order Type:** - The default order type at this field is **normal**. Click on the *down* arrow to display a **listing** of various types and then **click** on **Local** to make a selection.
- **Purpose of Trip:** The **data** input to this field is **posted** to the **travel order detail record**. This information is useful when conducting research or answering inquires. At this field, **click** on the *down* arrow to display a **listing** of various choices and then **click** on the desired choice to make a selection.
- **Taken or Advanced:** This field is a **display** to show how many trips were **taken** or **advances** were **issued** against this order.
- **Issuing Organization:** The default value previously entered into the **Organization** field, when the travel account was created, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **Paying Organization:** The default organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher was computed.
- **Funds:** The type of customer IATS is configured for defaults to this field. No input is necessary.
- **Issue Date:** - Type the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** - Type the **date** the **travel** is expected to **begin**, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Number of Days:** - If desired, **type** the **number** of days for the trip at this field. That will cause IATS to automatically calculate the **End Date** for the trip. **Press Tab** to bypass this field if you would prefer to enter the End Date rather than have it calculated by IATS.

- **End Date:** - If the number of days for the trip was previously entered at the **Number of Days** field, no action is necessary. If not, type the **date** the travel is expected to end, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

After completing all of the required input fields, click the OK button to save the entries.

Creating Local DITY Travel Orders

Creating an IATS **Travel Order** record, requires the user to **specify** what **entitlements** were **authorized** in accordance with the published **orders**.

A **Local DITY Travel Order** is used when a traveler is authorized **reimbursement** for the **movement** of **household goods**, but is not **associated** with a Permanent Change of Station (**PCS**).

Complete this screen by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press** *Tab* or **click** in the next field to continue.

- **Order Number:** If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order** attached to the request for **settlement** or **advance**.

- **Order Type:** - The default order type at this field is **normal**. Click on the *down* arrow to display a **listing** of various types and then **click** on **Local DITY** to make a selection.
- **Purpose of Trip:** The **data** input to this field is **posted** to the **travel order detail record**. This information is useful when conducting research or answering inquires. At this field, **click** on the *down* arrow to display a **listing** of various choices and then **click** on the desired choice to make a selection.
- **Issuing Organization:** The default value previously entered into the **Organization** field, when the travel account was created, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **Paying Organization:** The default organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher was computed.
- **Funds:** The type of customer IATS is configured for defaults to this field. No input is necessary.
- **Issue Date:** - Type the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** - Type the **date** the **travel** is expected to begin, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Number of Days:** - If desired, **type** the **number** of days for the trip at this field. That will cause IATS to automatically calculate the **End Date** for the trip. **Press Tab** to bypass this field if you would prefer to enter the End Date rather than have it calculated by IATS.
- **End Date:** - If the number of days for the trip was previously entered at the **Number of Days** field, no action is necessary. If not, type the **date** the travel is

expected to end, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

After completing all of the required input fields, click the OK button to save the entries.

Creating Evacuation Travel Orders

Creating an IATS **Travel Order** record, requires the user to **specify** what **entitlements** were **authorized** in accordance with the published **orders**.

An **Evacuation** order is created when the travel must be performed due to the authorized/ordered **movement** of **dependents** from a specific **area**, when authorized/ordered by the appropriate authority.

Evacuation refers to **movement** or **departure** from one area to another (both areas may be in the same city or country, or each may be in a different city or country).

The screenshot shows the 'Travel Order' form for a user named 'DAVE' on 'Tuesday, February 24, 2015'. The form is titled 'Travel Order' and contains the following fields and sections:

- Header:** User ID: DAVE, Tuesday, February 24, 2015
- Traveler Information:**
 - Traveler's Name: PALMER, ROBERT: 01
 - Grade/Rank: O1
 - Order Number/TONO: 02-EVAC
 - Order Type: Evacuation
- Description Tab:**
 - Purpose of Trip:** Emergency
 - Issuing Organization:** DFAS
 - Paying Organization:** DFAS
 - DSSN/ITR:** 6416
 - Funds:** Army
 - Disaster:** KATRINA
 - Evacuated From:** NEW ORLEANS, LA, ORLEANS
 - Designated Location:** MEMPHIS, TN, SHELBY
- Dates Section:**
 - Issue Date:** 2/2/2015
 - Begin Date:** 2/4/2015
 - End Date:** 2/20/2015
- Disaster Override Section:**
 - Override Disaster Table:**
 - # of Days at High Rate:** 15
 - Sponsoring Org:** DFAS
- Navigation:** Back, Next, OK, Cancel, ? Help
- Footer:** Enter the Sponsoring Organization for this Evacuation Order

Complete this screen by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press Tab** or **click** in the next field to continue.

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order** attached to the request for **settlement** or **advance**.
- **Order Type:** - The default order **type** at this field is **normal**. Click on the *down* arrow to display a **listing** of various types and then **click** on **Evacuation** to make a selection.
- **Purpose of Trip:** - The **data** input to this field is **posted** to the **travel order detail record**. This information is useful when conducting research or answering inquires. At this field, **click** on the *down* arrow to display a **listing** of various choices and then **click** on the desired choice to make a selection.
- **Issuing Organization:** - The default value previously entered into the **Organization** field, when the travel account was created, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **Paying Organization:** - The default organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** - The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher was computed.
- **Funds:** - The type of customer IATS is configured for defaults to this field. No input is **necessary**.
- **Disaster:** - The **default** value at the **Disaster** field is **None**. **Clicking** on the *down arrow* will display a **list** of named disasters from the **Disaster Rates Table** in the IATS Maintenance module. If the evacuation order is being created for a named disaster, **click** on the *down arrow* and then **click** on the applicable disaster **name** from the drop down list.
- **Evacuated From:** - This is the **location** the **traveler/dependent(s)** are being evacuated from. At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first two letters of the **state** or **country** name. If necessary, **click** the *Up/Dn arrows* until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection. At the **City** or **Locality** field, **type** the first two letters of the city/locality name. This displays a **listing** of city/locality names, for the previously selected state,

beginning with those letters. **Use** the **procedures** previously described to make the selection. **Click** on **OK** to continue

- **Designated Location:** - This is the **location** of the **traveler's/dependent(s)** designated location (**DL**) to be used as a safe haven (**SH**). **Use** the same method explained at the **Evacuated from** field to **complete** the Designated Location field.
- **Issue Date:** - Type the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** - Type the **date** the **travel** is expected to begin, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **End Date:** - If the number of days for the trip was previously entered at the **Number of Days** field, no action is necessary. If not, type the **date** the travel is expected to end, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Override Disaster Table:** - If the evacuation travel order is being created for a **named** disaster that was **selected** from the listed disasters at the **Disaster** field, the **Disaster Rates** table in the Maintenance module **determines** how many days the per diem is payable for at the **higher rate**. In some cases, however, the **command** may have the discretion to **determine** how many days are payable at the higher rate. If the **command** has the authority to **extend** the number of days payable at the higher rate, **click** in the **check box** at the Override Disaster Table field.
- **# of Days at High Rate:** - If the **check box** was **checked** at the **Override Disaster Table** field, enter the **number** of days determined by the command for the payment of per diem at the higher rate.
- **Sponsoring Org:** - The default value at the Sponsoring Org field is the traveler's **paying organization**. If the evacuation travel, however, is being **sponsored** by an organization **other** than the traveler's paying organization, **enter** the **name** or **unit number** of the **sponsoring organization** at this field.

After completing all of the required input fields on the **Description** tab, **click** on the [Dependents](#) and or [Remarks](#) tabs to complete the travel order.

Creating Student Travel Orders

Creating an IATS **Travel Order** record, requires the user to **specify** what **entitlements** were **authorized** in accordance with the published **orders**.

The **purpose** of **Student Travel** is to send an employee's dependent on one round trip each year from the employee's **OCONUS** duty station to a **school** in the **United States**. This type of travel **requires** the creation of a Student Travel order.

The screenshot shows the IATS Travel Order form for a Student Travel order. The form is titled "Travel Order" and includes the following fields and sections:

- Header:** User ID: DAVE, Tuesday, February 24, 2015
- Traveler Information:**
 - Traveler's Name: BUNDY, JIM M: C
 - Grade/Rank: C
 - Order Number/TONO: 02-01STUDENT
 - Order Type: Student Travel
- Description Tab:**
 - Purpose of Trip: Other
 - Issuing Organization: DFAS
 - Paying Organization: DFAS
 - DSSN/ITR: 6416
 - Funds: Army
 - School Destination: LOS ANGELES, CA, LOS ANGELES
- Dates Section:**
 - Issue Date: 2/2/2015
 - Begin Date: 2/8/2015
 - End Date: 2/13/2015
- Financial Section:**
 - Retirement Code: FERS
- Navigation:** Back, Next, OK, Cancel, Help
- Footer:** Select the retirement code of the traveler at the time the travel authorization was issued

Complete the Travel Order screen by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press Tab** or **click** in the next field to continue.

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order** attached to the request for **settlement** or **advance**.

- **Order Type:** - The default order **type** at this field is **normal**. Click on the *down* arrow to display a **listing** of various types and then **click** on **Student Travel** to make a selection.
- **Purpose of Trip:** - For Student Travel, the **purpose** of the trip will always default to **Other**. No action is necessary at this field.
- **Issuing Organization:** - The default value previously entered into the **Organization** field, when the travel account was created, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **Paying Organization:** - The default organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** - The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher was computed.
- **Funds:** - The type of customer IATS is configured for defaults to this field. No input is **necessary**.
- **School Destination:** - When you advance to the School Destination field, the **Location Selection** screen will appear and you must specify the **exact** location of the school the student will attend. At the **State/Country** field, **type** the first two letters of the state or country name. If necessary, **click** the *Up/Dn arrows* until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection. At the **City** or **Locality** field, **type** the first two letters of the city/locality name. This displays a **listing** of city/locality names, for the previously selected state, beginning with those letters. **Use** the procedures previously described to **make** the selection. **Click** on **OK** to continue.
- **Issue Date:** - Type the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** - Type the **date** the **travel** is expected to **begin**, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

- **End Date:** - Type the **date** the travel is expected to end, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance or settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Retirement Code:** - The **Retirement Code** field will only be displayed if the travel account you are creating the Student Travel Order for is a civilian **employee**. At this field, **select** the current retirement **program** in effect for the employee. The **code** selected will **affect** the amount of employment taxes withheld. **Click** on the *down arrow* button to display a **listing** of various programs and then **click** on the desired choice. A selection can also be made by **pressing** the *Up/Dn arrow keys* on the keyboard to **scroll** through the **listing** of various programs. When the desired choice is highlighted, **press Tab** to make a selection.

After completing all of the required input fields on the **Description** tab, **click** on the [Dependents](#) and or [Remarks](#) tabs to complete the travel order.

Creating TDY with DITY Travel Orders

Creating an IATS **Travel Order** record, requires the user to **specify** what **entitlements** were **authorized** in accordance with the published **orders**.

A **TDY with DITY Travel Order** is used when a traveler is authorized **reimbursement** for the **movement of household goods** in conjunction with a **TDY** trip.

The screenshot shows the 'Travel Order' form with the following fields and values:

- Traveler's Name:** PAGE, JIMMY: E9
- Grade/Rank:** E9
- Order Number/TONO:** TDY-DITY
- Order Type:** TDY with DITY
- Purpose of Trip:** Training
- TDY DITY Authorized:**
- Issuing Organization:** DFAS
- Paying Organization:** DFAS
- DSSN/ITR:** 6416
- Funds:** Army
- Group Travel:**
- Dates:**
 - Issue Date:** 11/1/2014
 - Begin Date:** 11/8/2014
 - Number of Days:** 185
 - End Date:** 5/11/2015

Buttons at the bottom: Back, Next, OK, Cancel, Help.

Footer text: Enter the expected end date of travel for this travel authorization

Complete this screen by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press Tab** or **click** in the next field to continue.

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order** attached to the request for **settlement** or **advance**.

- **Order Type:** - The default order **type** at this field is **normal**. Click on the *Down* arrow to display a **listing** of various types and then **click** on **Evacuation** to make a selection.
- **Purpose of Trip:** - The **data** input to this field is **posted** to the **travel order detail record**. This information is useful when conducting research or answering inquires. At this field, **click** on the *down* arrow to display a **listing** of various choices and then **click** on the desired choice to make a selection.
- **TDY DITY Authorized:** - A **check mark** appears in the **check box** next to this item when **TDY with DITY** is selected as the order type. **Click** in the box to **un-check** it if a DITY move is not authorized in conjunction with the TDY trip.
- **Issuing Organization:** - The default value previously entered into the **Organization** field, when the travel account was created, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **Paying Organization:** - The default organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting research or answering inquires. **Press Tab** to continue or **type** a different organization if desired.
- **DSSN ITR:** - The default number displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher was computed.
- **Funds:** - The type of customer IATS is configured for defaults to this field. No input is **necessary**.
- **Group Travel:** - **Click** in this **box** or **press** the **space bar** to **activate** this option if **group travel rules** apply to the trip the order is being created for. IATS places a **check mark** in this box when group travel rules are **activated**.
- **Issue Date:** Type the **date** the order was **issued**, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for settlement or advance. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** Type the **date** for the beginning of the repetitive period, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for settlement or advance. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

- **Number of Days:** - If desired, **type** the **number** of days for the trip at this field. That will cause IATS to automatically calculate the **End Date** for the trip. **Press Tab** to bypass this field if you would prefer to enter the End Date rather than have it calculated by IATS.
- **End Date:** - If the number of days for the trip was previously entered at the **Number of Days** field, no action is necessary. If not, type the **date** the travel is expected to end, in **MMDDYY** format, as shown on the hard-copy travel **order attached** to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

After completing all of the required input fields on the **Description** tab, **click** on the [Remarks](#) tab if you wish to add remarks to the order or **click** on **OK** if you are done.

Creating Taxable TDY Orders

After **entering** a new travel order **number** at the **Travel Order Selection** screen, the **Travel Order** screen appears.

This screen is used to capture the specific details for the trip and to approve the various entitlements necessary for the accomplishment of the mission. In addition, it captures the funding information necessary for reporting the obligation and expenditures to the associated accounting systems.

The screenshot shows the 'Travel Order' form with the following fields and values:

- Traveler's Name:** CIVILIAN, JOE E. C
- Grade/Rank:** C
- Order Number/TONO:** TDY
- Order Type:** Normal
- Purpose of Trip:** Site Visit
- Issuing Organization:** DFAS
- Paying Organization:** DFAS
- DSSN/ITR:** 6416
- Funds:** Army
- Dates:**
 - Issue Date: 6/1/2017
 - Begin Date: 6/5/2017
 - Number of Days: 391 (Taxable TDY)
 - End Date: 6/30/2018
- Financial:**
 - Retirement Code: FERS
 - Pay WTA:
- State Tax Designation:** IN INDIANA

Buttons at the bottom: Back, Next, OK, Cancel, ? Help.

Footnote: Select the designated State (or blank if none) for State Tax computation.

Complete this screen by entering the required information in each field as described below:

TIP: After entering the required information at an input field, **press Tab** or **click** in the next field to continue.

- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order** attached to the request for **settlement**.
- **Order Type:** - The default order **type** at this field is **normal**. If normal is the desired type, press *Tab* to continue. If another **type** of order is desired, **click** on the *down* **arrow** to **display** a **listing** of various types and then **click** on the desired **type** to make a selection. **Refer** to the topic "[Type of Orders](#)" for more specific **details** about the various **types** of travel **orders**.
- **Purpose of Trip:** - The **data** input to this field is **posted** to the **travel order detail record**. This information is useful when conducting **research** or answering **inquires**. At this field, **click** on the *down* **arrow** to display a **listing** of various choices and then **click** on the desired **choice** to make a selection.
- **Max Trips Allowed:** - Users can only access this field when the **type** of travel order is **Repetitive**.
- **Issuing Organization:** - The default **value** previously entered into the **Organization** field, when the travel account was created, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting **research** or answering **inquires**. **Press** *Tab* to continue or **type** a different organization if desired.
- **Paying Organization:** - The default organization **displayed** is the information **entered** into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting **research** or answering **inquires**. **Press** *Tab* to continue or **type** a different organization if desired.
- **DSSN ITR:** - The default **number** displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher was computed.
- **UIC:** - This field pertains to **Navy** customers only. The **default** value at this field is **zeros**. You may leave the field as is or you may **enter** the **UIC** for the traveler. The **purpose** of this field is to be able to generate the **suspense reports** for a specific UIC.
- **Funds:** - The type of customer IATS is configured for defaults to this field. No input is **necessary**.
- **Group Travel:** - **Click** in the **check box** next to the **Group Travel** field if you must **activate** **Group Travel rules** for this travel order.

- **Default State:** - The **Default State** field is not used for this type of travel.
- **State Tax Designation:** - The **State Tax Designation** field appears on the Travel Order screen if the option to **withhold state taxes** is **activated** in **Maintenance**. This field is used to **specify which state** withholding taxes should be withheld for. **Enter** the two character abbreviation for the desired state or **click** on the *down arrow* button and then **click** on the correct **state name** from the *drop down list*.

Note: At the **State Tax Designation** field if the long-term taxable TDY trip is from an **OCONUS** location that is a US territory to another **OCONUS** location the **State Tax Designation** of the **departing location** must be selected for the claim to **withhold taxes** at the proper rate.

- **Issue Date:** - Type the **date** the order was issued, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Begin Date:** - Type the **date** the **travel** is expected to **begin**, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Number of Days:** - If desired, **type** the **number** of days for the trip at this field. That will cause IATS to automatically calculate the **End Date** for the trip. **Press Tab** to bypass this field if you would prefer to enter the End Date rather than have it calculated by IATS.
- **Taxable TDY:** - IATS automatically checks this field to **apply** tax withholdings for TDY trips in excess of **365** days. **Click** in the **check box** to **remove** the **check mark** if taxes should not be withheld.
- **End Date:** - If the number of days for the trip was previously entered at the **Number of Days** field, no action is necessary. If not, type the **date** the travel is expected to **end**, in **MMDDYY** format, as shown on the hard-copy travel order attached to the request for **advance** or **settlement**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
- **Remarks:** - If you wish to add remarks for the travel order you are creating, **click** on the **Remarks** tab and enter your desired remarks.

After completing all of the required input fields, click the OK button to save the entries.

Selecting Travel Orders

Essentially, all travel pay transactions **require** the use of a **travel order**. Before a Request for Advance or Settlement may be **processed**, the IATS user must **select** the travel order that is **associated** with the **transaction** being processed.

 **Complete the following steps to "select" a travel order:**

1. At the **Travel Order Selection** screen, any orders for the selected traveler are **listed** in the **Order** grid.

Travel Order Selection

SMITH, MARK View: Examiner

Traveler ID:
 Traveler Name:

Address-1:
 Grade/Rank:

Address-2:
 Organization:

City:
 DSSN:

State/Country:

Zip Code:

TONO:

Click the Local Button for Local (1164) travel

Order Number	Category	Start Date	End Date
▶ 07-001	Normal	7/17/2013	7/21/2013
07-002	Normal	8/1/2013	8/5/2013
06-009	Normal	6/10/2013	6/14/2013
06-001	Normal	6/3/2013	6/7/2013
09-001	Normal	9/16/2013	9/25/2013

Select an existing order or enter a new order number with which you wish to

2. **Select** an order through one of the following methods:

- **Method 1:** - **Double click** on the desired order **number**.
- **Method 2:** - **Click** on the order number **once** and then **click** the **OK** button.
- **Method 3:** - **Enter** a **new** travel order number at the **TONO** field. If a non-existing order number is entered, a *pop-up message* appears asking if you want to create the order. If you **click** on **Yes**, the **Travel Order** screen appears and you must [create a new travel order](#).

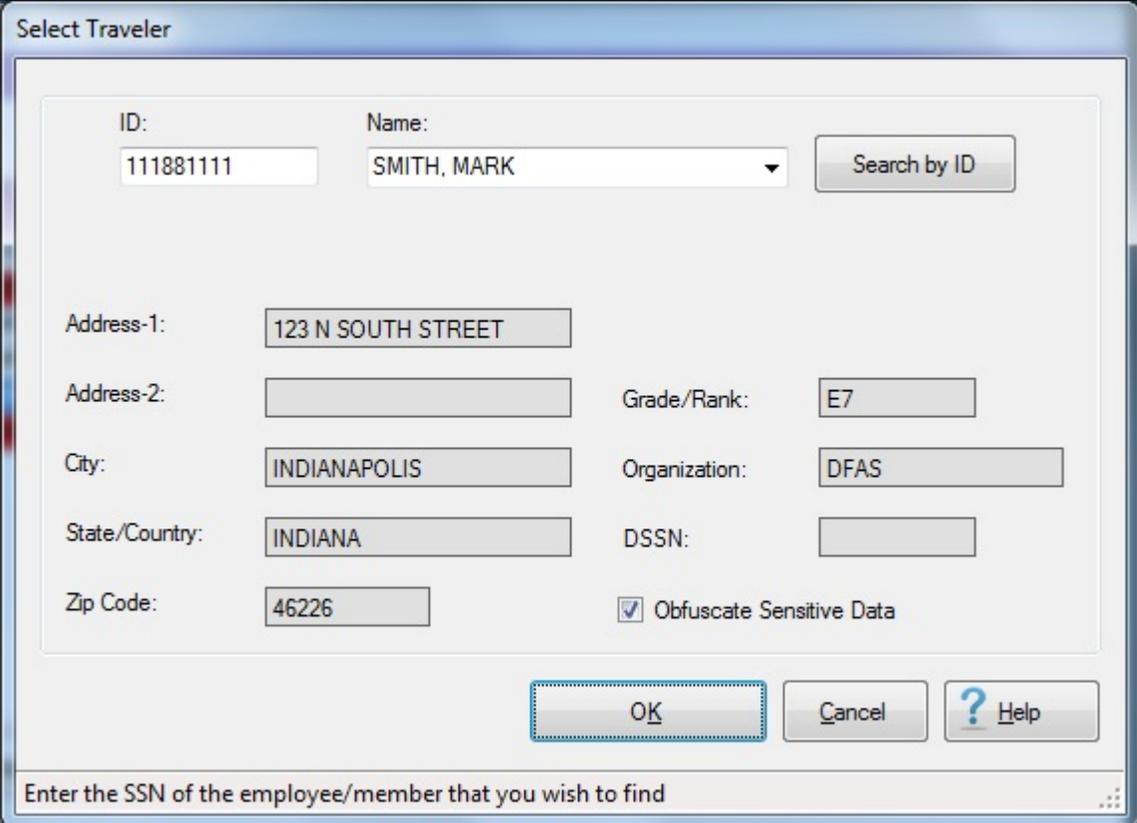
Modifying Travel Orders

On occasion, an existing travel order may need **modification**. Additional **information** or **changes** to existing data may be necessary.

Note: Travel Orders may be **modified** by IATS users in either the **Examiner** or **System Administrator** view if the **privileges** were granted when the user account was created.

 Complete the following steps to "modify" a Travel Order:

1. Login to IATS and change the view to **Examiner** or **System Administrator**, if applicable.
2. At the **Examiner View** or **System Administrator View** screen, **click** on the **Tools** menu and select the **Travel Order** option. The **Select Traveler** screen appears.



Select Traveler

ID: 111881111 Name: SMITH, MARK Search by ID

Address-1: 123 N SOUTH STREET

Address-2: Grade/Rank: E7

City: INDIANAPOLIS Organization: DFAS

State/Country: INDIANA DSSN:

Zip Code: 46226 Obfuscate Sensitive Data

OK Cancel ? Help

Enter the SSN of the employee/member that you wish to find

3. At the Select Traveler screen, **enter** the traveler's **SSN** at the **ID** field and **press Tab**.
4. When the traveler's account information is displayed, **click** on **OK**. The **Travel Order Selection** screen appears.

Travel Order Selection

SMITH, MARK View: Examiner

Traveler ID: Traveler Name:

Address-1: Grade/Rank:

Address-2: Organization:

City: DSSN:

State/Country:

Zip Code:

TONO: Click the Local Button for Local (1164) travel

Order Number	Category	Start Date	End Date
06-001	Normal	6/3/2013	6/7/2013
06-009	Normal	6/10/2013	6/14/2013
07-001	Normal	7/17/2013	7/21/2013
07-002	Normal	8/1/2013	8/5/2013
▶ 2015BLNKT	Blanket	1/10/2015	9/30/2015
2015REPET	Repetitive	2/15/2015	9/30/2015

Select an existing order or enter a new order number with which you wish to work.

- At the **Travel Order Selection** screen, any existing travel orders in the database for the selected traveler are **listed** in the **table** in the **Order** grid.
- Click** on the desired order and IATS highlights the order in dark blue. After selecting an order click the **OK** button. The **Travel Order** screen appears.

Tip: An order may also be selected by double clicking on the desired order.

7. At the **Travel Order** screen, **press Tab** to advance through the input fields or **point** to the desired field and **click** the left mouse button.
8. **Type** the desired change or **select** a new **option** as needed.
9. When finished modifying the order, **click** the **OK** button to **save** the changes.

Note: A **travel order number** cannot be **modified**. If the order was originally **created** with the wrong order **number**, it must be deleted and re-created.

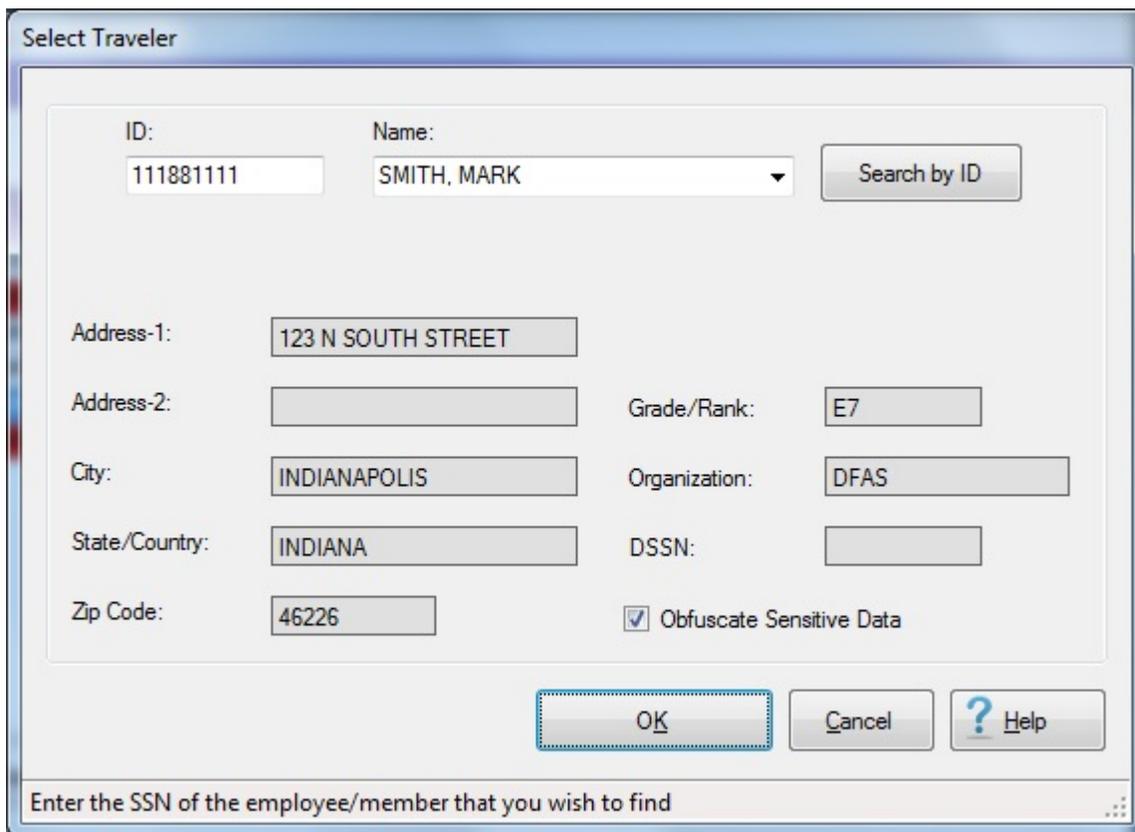
Viewing Travel Orders

On occasion, an IATS user may need to **view** an existing **travel order** to answer an **inquiry** or **verify** authorizations.

Note: Travel Orders may be **viewed** by IATS users in either the **Examiner** or **System Administrator** view if the **privileges** were granted when the user account was created.

 **Complete the following steps to View a Travel Order:**

1. Login to IATS and change the view to **Examiner** or **System Administrator**, if applicable.
2. At the **Examiner View** or **System Administrator View** screen, **click** on the **Tools** menu and select the **Travel Order** option. The **Select Traveler** screen appears.



Select Traveler

ID: 111881111 Name: SMITH, MARK Search by ID

Address-1: 123 N SOUTH STREET

Address-2: Grade/Rank: E7

City: INDIANAPOLIS Organization: DFAS

State/Country: INDIANA DSSN: Obfuscate Sensitive Data

Zip Code: 46226

OK Cancel ? Help

Enter the SSN of the employee/member that you wish to find

3. At the Select Traveler screen, **enter** the traveler's **SSN** at the **ID** field and **press Tab**.
4. When the traveler's account information is displayed, **click** on **OK**. The **Travel Order Selection** screen appears.

Travel Order Selection

SMITH, MARK View: Examiner

Traveler ID: Traveler Name:

Address-1: Grade/Rank:

Address-2: Organization:

City: DSSN:

State/Country:

Zip Code:

TONO: Click the Local Button for Local (1164) travel

Order Number	Category	Start Date	End Date
06-001	Normal	6/3/2013	6/7/2013
06-009	Normal	6/10/2013	6/14/2013
07-001	Normal	7/17/2013	7/21/2013
07-002	Normal	8/1/2013	8/5/2013
▶ 2015BLNKT	Blanket	1/10/2015	9/30/2015
2015REPET	Repetitive	2/15/2015	9/30/2015

Select an existing order or enter a new order number with which you wish to work.

- At the **Travel Order Selection** screen, any existing travel orders in the database for the selected traveler are **listed** in the **table** in the **Order** grid.
- Click** on the desired order and IATS highlights the order in dark blue. After selecting an order click the **OK** button. The **Travel Order** screen appears.

Tip: An order may also be selected by double clicking on the desired order.

Travel Order User ID: DAVE Wednesday, February 25, 2015

Traveler's Name: SMITH, MARK E: E7
 Grade/Rank: E7
 Order Number/TONO: 2015BLNKT
 Order Type: Blanket

Description **Remarks**

Purpose of Trip: Site Visit

Taken or Advanced: 0

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 6416

Funds: Army

Dates

Issue Date: 1/2/2015

Begin Date: 1/10/2015

Number of Days: 264

End Date: 9/30/2015

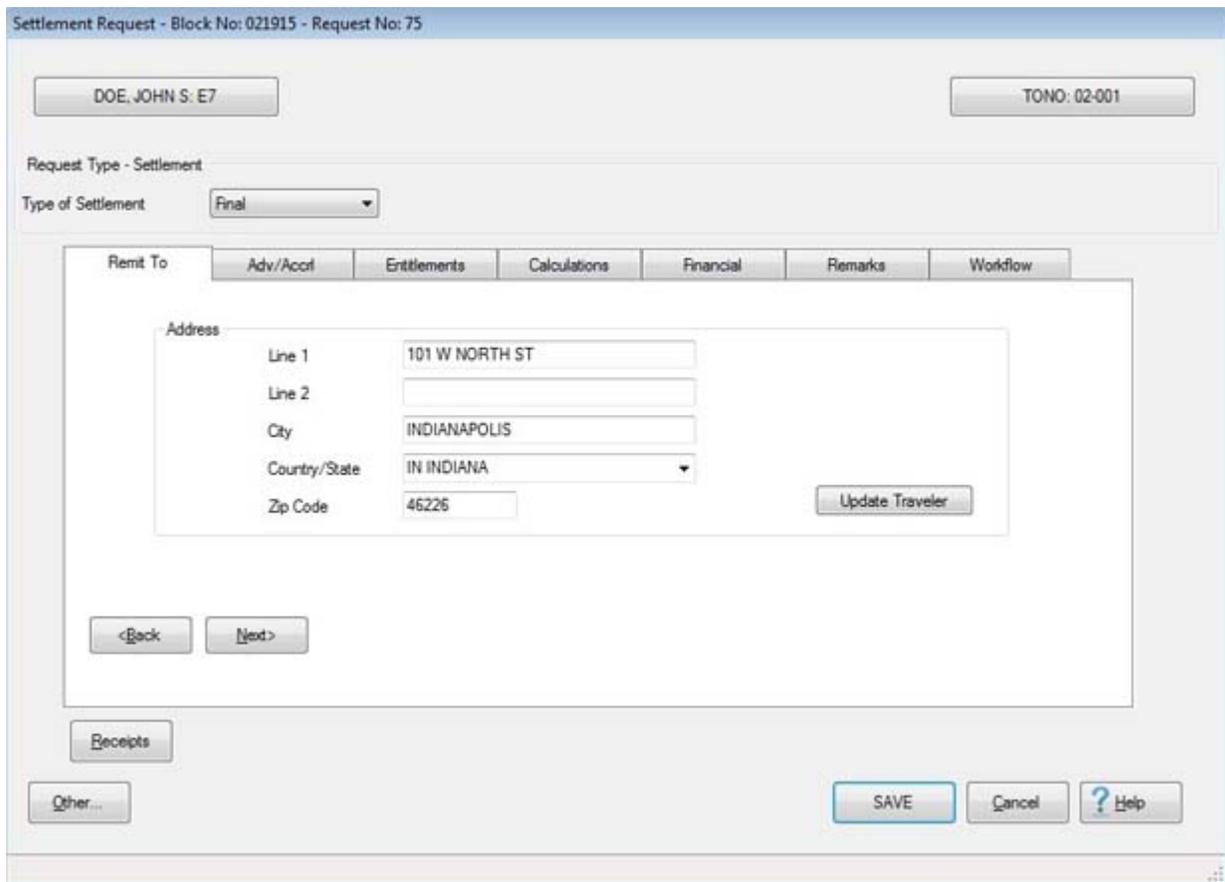
Enter the expected end date of travel for this travel authorization

- When **finished** viewing the order, **click** on the **OK** button.

View or Modify the Travel Order from Input Screens

When processing travel pay transactions, the **Travel Order** screen can be **viewed** or **modified** from an input screen.

 Complete the following steps to "view or modify" a travel order from an input screen:



Settlement Request - Block No: 021915 - Request No: 75

DOE, JOHN S: E7 TONO: 02-001

Request Type - Settlement

Type of Settlement Final

Remit To

Adv/Accf Entitlements Calculations Financial Remarks Workflow

Address

Line 1 101 W NORTH ST

Line 2

City INDIANAPOLIS

Country/State IN INDIANA

Zip Code 46226 Update Traveler

<Back Next>

Receipts

Other... SAVE Cancel ? Help

1. Click on the **TONO** button at the top of the screen displaying the **travel order number**. IATS displays the **Travel Order** screen for this travel order number.

Travel Order User ID: DAVE Thursday, February 26, 2015

Traveler's Name	Grade/Rank	Order Number/TONO	Order Type
DOE, JOHN S: E7	E7	02-001	Normal

Description Remarks

Purpose of Trip	Site Visit	Issue Date	2/1/2015
Issuing Organization	DFAS-IN	Begin Date	2/9/2015
Paying Organization	DFAS-IN	Number of Days	5
DSSN/ITR	6416	End Date	2/13/2015
Funds	Army		
Group Travel	<input type="checkbox"/>		

Back Next OK Cancel ? Help

Select the retirement code of the traveler at the time the travel authorization was issued

2. When the **Travel Order** screen appears, the user may **view** the travel order information or **modify** the information as needed.
3. When **finished** viewing or modifying the Travel Order screen, **click** on the **OK** button to **save** any changes and **return** to the previous input **screen**.

Deleting Travel Orders

As a travel voucher **examiner**, it may be necessary to **delete** travel orders on occasion. This commonly occurs when the same travel **order** is entered into the data base **differently** by more than one person.

There are two **methods** for **deleting** an existing **travel order**. One method is performed from the **Examiner View** screen. Using this method however, will only **delete** orders that have no **Open Items, Details, or Open Suspense Items**.

Note: Voucher examiners must have the privileges assigned to their user account that allow them to delete a travel order. There are two specific **privileges** that apply to this process:

- Delete Travel Orders Without Open Items.
- Delete Orders With No Details.

Definitions:

Details: - A detail is a travel order or a transaction such as an **advance** or a **settlement** that has been **logged** or **processed** and **posted** to the traveler's **history** record.

Open Items: - An open item is a transaction such as an **advance** or a **settlement** that has been **processed** and **posted** to the traveler's history record, and no **DOV#** has been posted to the transaction.

Open Suspense Items: - An open suspense item is an amount **due the US** associated with a particular travel order. This can be the result of an unsettled **advance** or a **settlement** that was **processed** resulting in an amount **due the US**.

The second **method** is performed from the **System Administrator** menu, which **requires** a special **privilege**. Using this method, the user can **delete** any **order** regardless of the condition.

Refer to the **Help** topic, "[Delete Travel Order Details](#)", for **instructions** on using this method.

 **Complete the following steps to "delete" a Travel Order using the Examiner View:**

1. At the **Examiner View** screen, **click** on the **Tools** menu and select the **Travel Order** option. The **Select Traveler** screen appears.

Select Traveler

ID:	444994444	Name:	DOE, JOHN	Search by ID
Address-1:	101 W NORTH ST	Grade/Rank:	E7	
Address-2:		Organization:	DFAS-IN	
City:	INDIANAPOLIS	DSSN:	6416	
State/Country:	INDIANA			
Zip Code:	46226			

OK Cancel ? Help

Enter the SSN of the employee/member that you wish to find

2. At the Select Traveler screen, **enter** the traveler's **SSN** at the **ID** field and **press Tab**.
3. When the traveler's account information is displayed, **click** on **OK**. The **Travel Order Selection** screen appears.

Travel Order Selection

DOE, JOHN View: Examiner

Traveler ID: Traveler Name:

Address-1: Grade/Rank:

Address-2: Organization:

City: DSSN:

State/Country:

Zip Code:

TONO:

Order Number	Category	Start Date	End Date
02-001	Normal	2/9/2015	2/13/2015
PCS-0115	PCS	1/19/2015	1/30/2015
INVITE	Invitational	3/15/2015	3/22/2015
LOCAL	Local	2/27/2015	2/27/2015

Select an existing order or enter a new order number with which you wish to work

4. At the **Travel Order Selection** screen, any existing travel orders in the database for the selected traveler are **listed** in the **table** in the **Order** grid.
5. **Click** on the desired order and IATS highlights the order in dark blue. After selecting an order **click** the **Delete** button. A *pop-up message* appears asking if you are **sure** you want to delete the order.
6. **Click** on Yes. The **Confirmation Password** screen appears.
7. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and then **click** on the **OK** button.
8. The **Reason for Deletion of Claim** screen appears next.

The screenshot shows a dialog box titled "Reason For Deletion Of Claim". It contains four dropdown menus labeled "Reason 1", "Reason 2", "Reason 3", and "Reason 4". The "Reason 1" dropdown is currently selected and shows "Duplicate claim". Below these is a "Remarks" text area with the text "This claim was already submitted for processing.". At the bottom of the dialog are three buttons: "OK", "Cancel", and "? Help". A status bar at the bottom of the window contains the text "Enter a reason for deletion." and a small icon of three dots.

9. **Reason(s) for Deletion:** - Notice that there are four **Reason** fields. You must **select** at least one reason by **clicking** on the *Down arrow* button in one of the Reason fields and then **click** on a reason from *drop down list* of reasons.
10. **Remarks:** - In the **text box** at this field, you may enter optional **remarks**. **Click** in the text box and **type** a remark if desired.
11. When you have **finished** selecting reasons and entering optional remarks, **click** on **OK**. IATS **deletes** the travel order and **displays** a *pop-up message* indicating that the order was deleted.
12. **Click** on **OK** to continue.

Examiner Functions

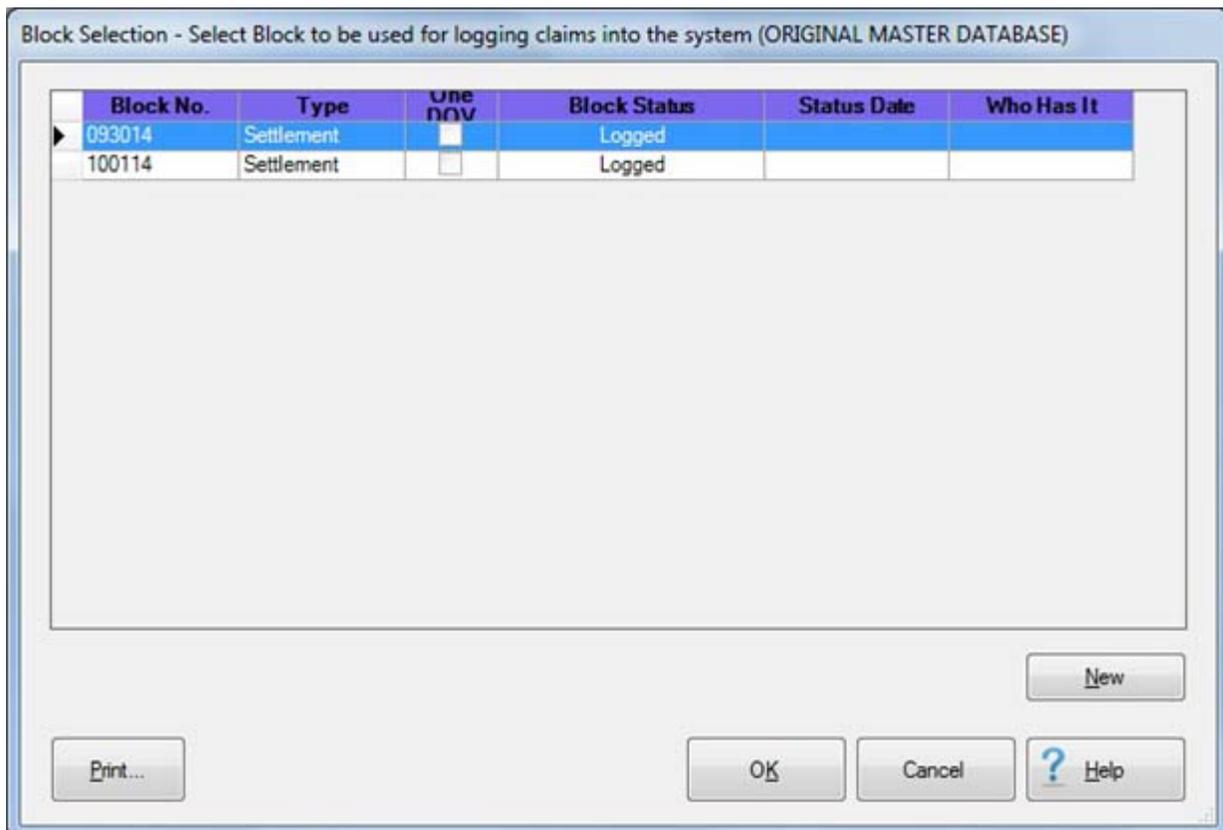
Log Requests

The first step in the request processing cycle is to **log** the incoming requests into IATS. This step is completed through the logging module, and consists of creating the traveler's account and travel order, (if they don't already exist) and **entering** the **dates** of the trip.

Note: Logging in-coming requests is **optional**, but a good idea for records keeping. By logging the in-coming requests, users can easily determine if a request has been **received**, when answering an **inquiry**.

 Complete the following steps to "log" in-coming requests:

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **Log Requests** button. The **Block Selection** screen appears.



Block No.	Type	One nov	Block Status	Status Date	Who Has It
093014	Settlement	<input checked="" type="checkbox"/>	Logged		
100114	Settlement	<input type="checkbox"/>	Logged		

Tip: At the **Block Selection** screen, any block in the status **Logged**, that is not already assigned to an Examiner is listed. Requests may be added to an existing block, if any, or a new block may be created by clicking the **New** button.

3. **Double click** on an existing block or **click** the **New** button to create a new block. If the **New** button is clicked, the [Create New Block](#) screen appears next.

Create New Block (ORIGINAL MASTER DATABASE)

DAVE Friday, April 13, 2018

Block Number TDY1

Block Type Settlement

Tax Adjustment

OK Cancel ? Help

Enter the block number

4. At the **Block Number** field, **type** the desired block ticket number unless the **Automatic Block Numbering** feature is turned on. If so, the word **New** will already be displayed in this field, and no action is necessary.

Tip: Block numbers can be from (1) to (10) characters in length. In addition, the numbers may be **alpha**, **numeric**, or a **combination** of both.

5. At the **Block Type** field, the default value is **Settlement**. If wishing to create a block for **Advance Requests**, press the *down arrow key* or **click** on the *down arrow button*. When **Advance** is displayed, press *Tab* to continue.
6. **Click** in the **check box** next to the words **Tax Adjustment** if the requests that will be logged to the block are specifically for a tax adjustment.
7. **Click** the **OK** button to complete the process.
8. After selecting an existing block or creating a new block, the **Logging of Requests** screen appears.

Logging Of Requests - (ORIGINAL MASTER DATABASE)

Block Number Type of Transaction Number of Items Max Items

Add or Modify Logged Claim

SSN: Name: TONO / SDN: Date Issued Date Start Date End

Date Signed Date Signed by AO Date Forwarded Date Received Expected Pay Date

[Discard](#)

Flagged for Delete	Flagged for Return	SSN/ID	Name	TONO/SDN	From	To	Date Signed	Date Signed by

Enter the SSN number

9. **Type** the traveler's **SSN** at the **SSN** field and press *Tab*. If the traveler's account exists, the name and SSN appears in the **Name** field, and the cursor moves to the **TONO/SDN** field. If the travel account does not exist, a message appears asking if you wish to [create a new traveler profile](#). After creating a new traveler profile, the cursor returns to the **TONO/SDN** field.
10. At the **TONO/SDN** field, **click** on the *down arrow* button to **display** a **drop down list** of all orders existing in the **database** for the traveler. If wishing to log an in-coming request for one of these orders, **click** on the desired order number. To log a request for a new travel order, **type** the order **number** in this field and **press** *Tab*. If a new traveler order number is entered, a message appears asking if you wish to [create a new order](#). After creating a new traveler order, the cursor returns to the **Date Start** field.
11. **Date Issued:** - The date shown at the **Date Issued** field will **default** from the issue date entered when the travel order was created. If this **date** is correct, **press** *Tab* to continue, or **type** a new date if necessary. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
12. At the **Date Start** field, the beginning date of the trip defaults to this field. If this **date** is correct, **press** *Tab* to continue, or **type** a new date if necessary. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
13. At the **Date End** field, the ending date of the trip defaults to this field. If this **date** is correct, **press** *Tab* to continue, or **type** a new date if necessary. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
14. The **Date Signed** field will only appear if the option **Activate Liaison** was checked when the block was created. At the Date Signed field, **type** the **date**, in **MMDDYY** format, the

claim was **signed** by the traveler and **press Tab**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

Logging Of Requests - (ORIGINAL MASTER DATABASE)

Block Number Type of Transaction Number of Items Max Items

Add or Modify Logged Claim

SSN: Name: TONO / SDN: Date Issued: Date Start: Date End:

Date Signed: Date Signed by AO: Date Forwarded: Date Received: Expected Pay Date:

Flagged for Delete	Flagged for Return	SSN/ID	Name	TONO/SDN	From	To	Date Signed	Date Signed by

Enter the Expected Pay Date

15. The **Date Signed by AO** field will only appear if the option **Activate Liaison** was checked when the block was created. At the Date Signed by AO field, **type** the **date**, in **MMDDYY** format, the **claim** was **signed** by the AO and **press Tab**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
16. The **Date Forwarded** field will only appear if the option **Activate Liaison** was checked when the block was created. At the Date Forwarded field, **type** the **date**, in **MMDDYY** format, the **claim** was forwarded by the RUC/Liaison office and **press Tab**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
17. At the **Date Received** field, the date the request was logged appears. If this **date** is correct, **press Tab** to continue, or **type** a new date if necessary and **press Tab**. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.
18. The **Expected Pay Date** field will only appear if the option **Activate Liaison** was checked when the block was created. The **default** value at this field is **4 days** from the **current** date. If this **date** is correct, **press Tab** to continue, or **type** a new date if necessary and **press Tab**. The **Expected Pay Date** is used for **tracking** the **processing time** for the **Voucher Turnaround Report**.
19. After **completing** all of the input fields, **click** on the **Log It** button. The request will now appear in the **grid** below the **purple** heading.

Logging Of Requests - (ORIGINAL MASTER DATABASE)

Block Number Type of Transaction Number of Items Max Items

Add or Modify Logged Claim

SSN: Name: TONO / SDN: Date Issued: Date Start: Date End:

Date Signed: Date Signed by AO: Date Forwarded: Date Received: Expected Pay Date:

Flagged for Delete	Flagged for Return	SSN/ID	Name	TONO/SDN	From	To	Date Signed	Date Signed by
<input type="checkbox"/>	<input type="checkbox"/>	111881111	SMITH, MARK	03-001	3/19/2018	3/23/2018	4/17/2018	4/17/2018

Enter the SSN number

20. The **cursor** returns to the **SSN** field. **Follow** the steps above to continue logging additional requests to the block if desired.
21. When **finished** logging requests to the block, **click** the **OK** button to save the entries. A **pop-up message** appears asking if you wish to **notify** the traveler that their claim has been received.

IATS.Net

Do you wish to notify each traveler via email that their claim has been received?

22. **Click** on *Yes* or *No* as desired.
23. If the **automatic block numbering** feature is used, a message appears at this time **indicating** the system generated block number.

Note: Only **50** requests may be **logged** to a block. Once 50 requests have been logged, IATS will **write over** requests that have already been **logged**. A **warning** message **appears** when 50 requests have been logged to **advise** the user that the **limit** has been met.

Tip: If you wish to **return** or **delete** a request that has been **logged** in, **click** in the **check box** at the **Flagged for Return** or **Flagged for Delete** column to the left of the **SSN/ID** field for the claim you wish to return or delete. When you click on **OK**, the **Return Voucher** or **Reason for Delete** screen will appear. If you wish to simply **clear/remove** a request from the logging screen you would **click** on the **Discard** link. A request may be discarded/removed as long as the **block** has not been **saved** and a **claim** has not been **saved** to the block

Note: This feature to initiate the process to **return** or **delete** a claim from the Logging of Requests screen cannot **occur** unless the **block** has actually been **saved** and a **claim** has been **saved** to the block.

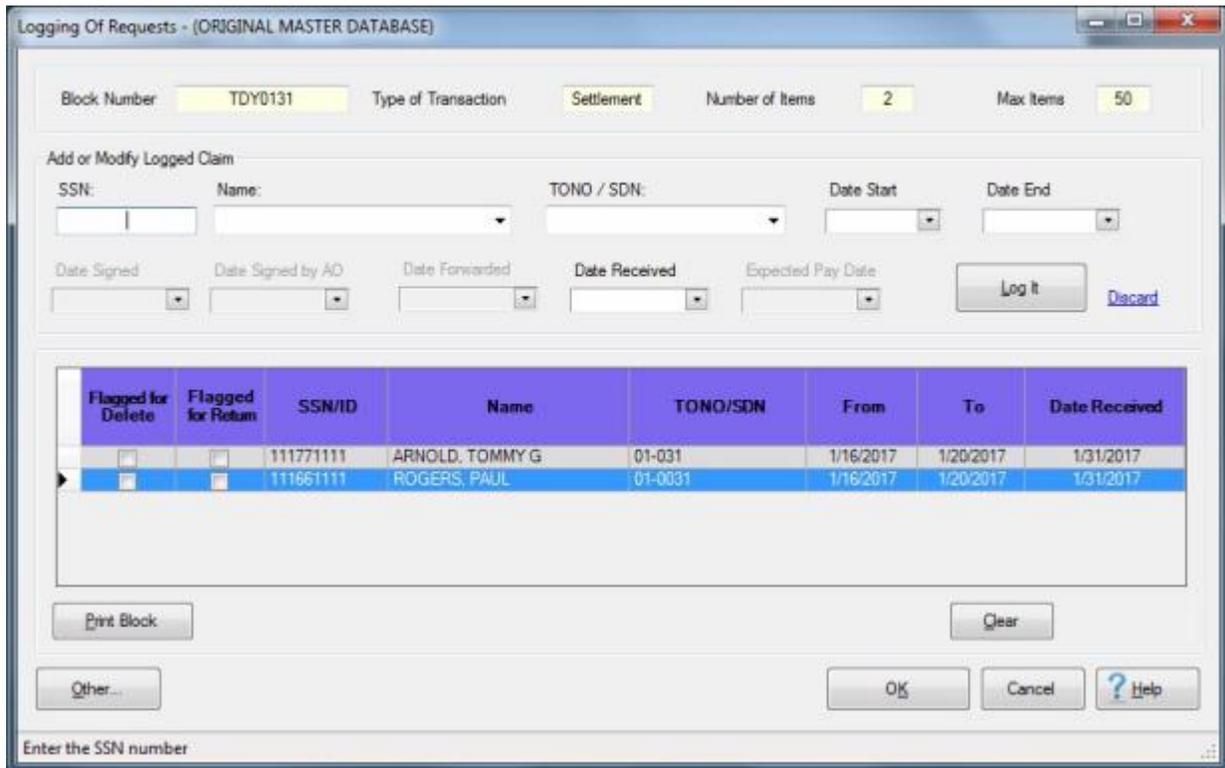
Click on the **See Also** button below for instructions on **clearing, deleting,** and **returning** logged requests.

Clearing Logged Requests

On occasion you may wish to **clear/remove** a request from the Logging of Requests screen. This is **allowed** if the request has **not** been **saved** to a block.

 Complete the following steps to "clear" a logged request:

1. At the **Logging Of Requests** screen, **click** on the **request** you wish to remove.



Logging Of Requests - (ORIGINAL MASTER DATABASE)

Block Number Type of Transaction Number of Items Max Items

Add or Modify Logged Claim

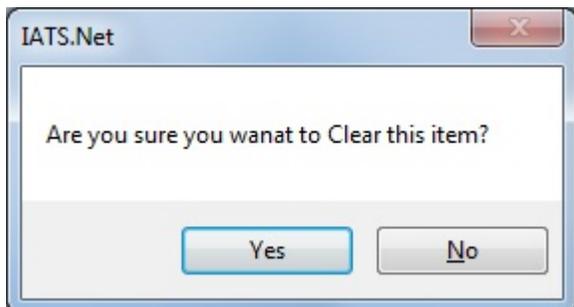
SSN: Name: TONO / SDN: Date Start Date End

Date Signed Date Signed by AD Date Forwarded Date Received Expected Pay Date

Flagged for Delete	Flagged for Return	SSN/ID	Name	TONO/SDN	From	To	Date Received
<input type="checkbox"/>	<input type="checkbox"/>	111771111	ARNOLD, TOMMY G	01-031	1/16/2017	1/20/2017	1/31/2017
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	111661111	ROGERS, PAUL	01-0031	1/16/2017	1/20/2017	1/31/2017

Enter the SSN number

2. After selecting the desired request, **click** on the **Clear** button. A *pop-up* message appears asking if you are **sure**.



IATS.Net

Are you sure you want to Clear this item?

IATS 7.2 User Guide

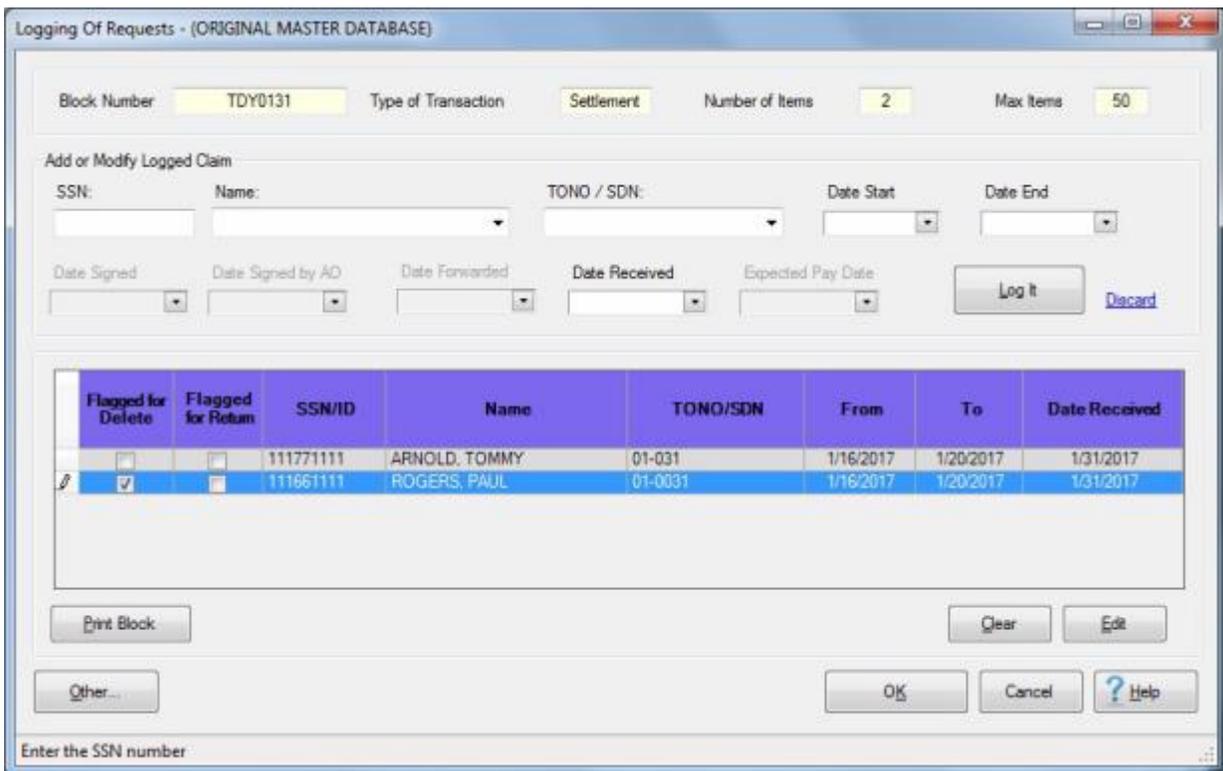
3. If you are sure, **click** on **Yes**. The selected request is then deleted.

Delete Logged Requests

On occasion a **request must be deleted** from a **block** ticket. For example, a claim may have been **logged** to the **wrong** block. Or, a request was **entered** but **cannot be disbursed** pending a missing receipt. In the examples provided, there are **two situations**: one claim is **logged**, and the **other** is already **computed**. Each situation is handled through a different process.

 Complete the following steps to "delete" a logged request:

1. At the **Examiner View** screen, **click** on the **Log Requests** button. The **Block Selection** screen appears.
2. At the **Block Selection** screen, **click** on the **block** containing the **request** you wish to delete and then **click** the **OK** button. The **Logging Of Requests** screen appears.



Flagged for Delete	Flagged for Return	SSN/ID	Name	TONO/SDN	From	To	Date Received
<input type="checkbox"/>	<input type="checkbox"/>	111771111	ARNOLD, TOMMY	01-031	1/16/2017	1/20/2017	1/31/2017
<input checked="" type="checkbox"/>	<input type="checkbox"/>	111661111	ROGERS, PAUL	01-0031	1/16/2017	1/20/2017	1/31/2017

3. At the **Logging Of Requests** screen, **click** in the **Flagged for Delete** box for the **request** you wish to delete.
4. **Click** the **OK** button, If you have the **Reason For Deletion** option turned on in Maintenance the **Reason For Deletion of Claim** screen appears.

Reason For Deletion Of Claim

Reason 1

Duplicate claim

Invalid claim

Duplicate claim

Claim not signed by traveler

Not approved by AO

Reason 4

Remarks

OK Cancel ? Help

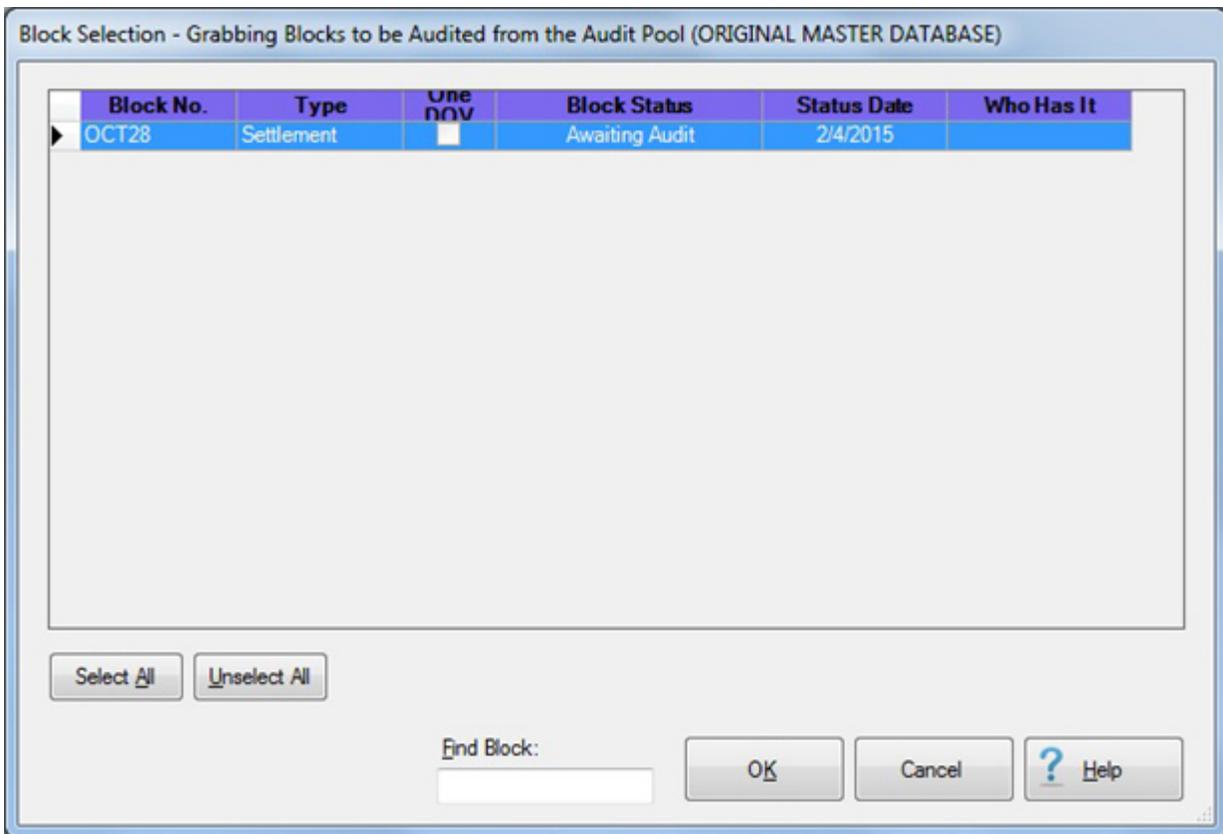
5. At the **Reason 1 - 4** fields, **click** on the *down arrow* button to display a **list** of **reasons** and then **click** on the desired **reason**.
6. You may also **click** in the **Remarks** text box and manually **enter** a **remark**.
7. **Click** on **OK** after you have **finished** adding the reason.
8. A *pop-up message* appears asking if you wish to **print** the **Block Tickets** for the blocks released.
9. **Click** on the *Yes* or *No* button as desired. IATS **deletes** the selected request and **returns** to the **Block Selection** screen.
10. If **finished** deleting logged requests, **click** on the **Cancel** button to **return** to the **Examiner View** screen.

Grab Blocks

Before a **block** of requests can be processed, the block must be **assigned** to an IATS user. The most common method of assigning a block, is for the user to "**grab**" the desired block from those available. After in-coming claims are **logged** to a block or when a block is **released** for further processing, the block resides in a **pool** awaiting assignment.

 **Complete the following steps to "grab" a block:**

1. At the **Examiner, Auditor, or Disbursing View** screen, **click** on the **Grab Blocks** button and the **Block Selection** screen appears.



Block No.	Type	One nov	Block Status	Status Date	Who Has It
OCT28	Settlement	<input type="checkbox"/>	Awaiting Audit	2/4/2015	

2. Select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select all of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

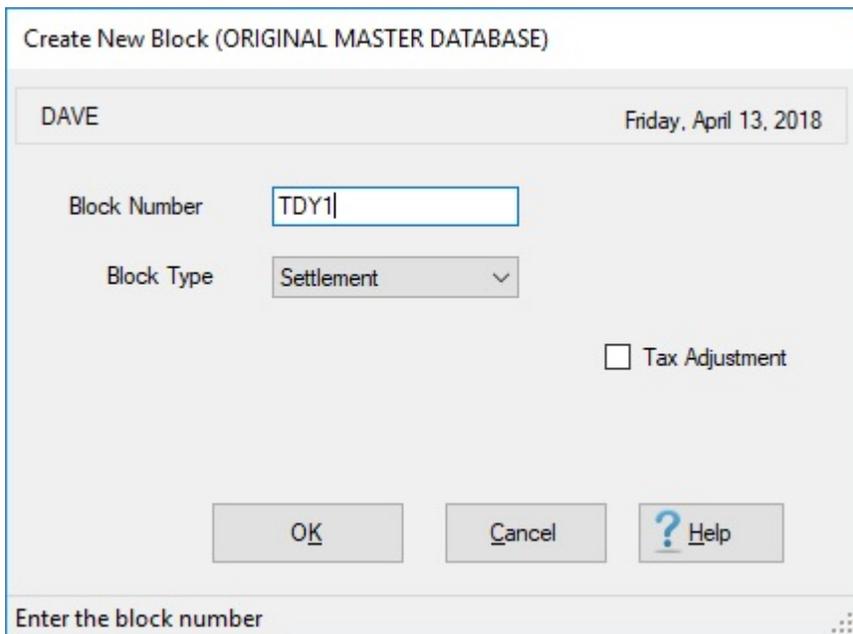
3. After selecting a block, the **Confirmation Password** screen appears. Complete the process by **typing** your assigned **Confirmation Password** at the **Enter Password** field and then **click** on the **OK** button.

Create Blocks

Most travel offices **control** settlement and advance requests by using **block ticket numbers**. As requests are received, they are **grouped** together in small **batches** of **10-15** claims, and assigned a **number** for **control** purposes. Throughout the workflow process, the requests will normally remain in the batch. Because the blocking process is common in most travel offices, IATS **simulates** this process.

 **Complete the following steps to create a Block:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **New Block** button and the **Create New Block** screen appears.



Create New Block (ORIGINAL MASTER DATABASE)

DAVE Friday, April 13, 2018

Block Number TDY1

Block Type Settlement

Tax Adjustment

OK Cancel ? Help

Enter the block number

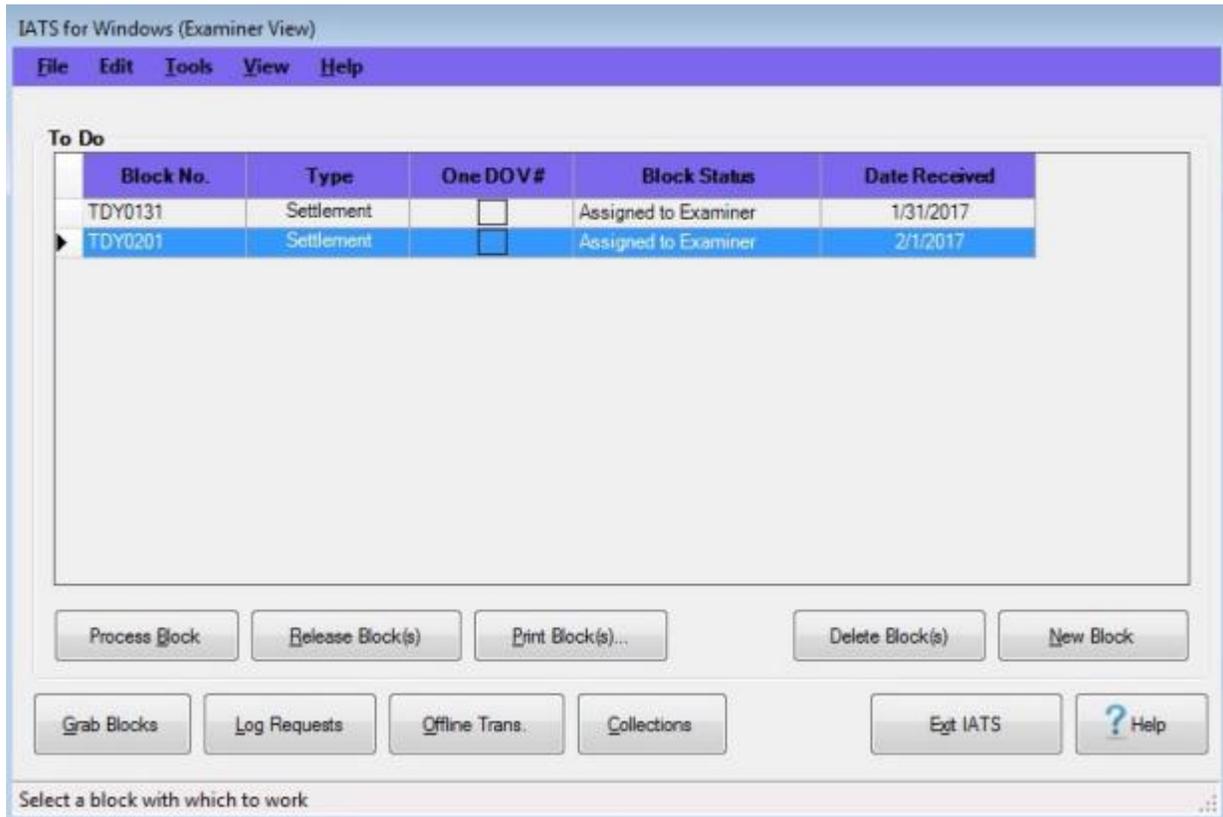
3. At the **Block Number** field, **type** the desired block ticket number unless the **Automatic Block Numbering** feature is turned on. If so, the word **New** will already be displayed in this field, and no action is necessary.

Tip: Block numbers can be from (1) to (10) characters in length. In addition, the numbers may be **alpha**, **numeric**, or a **combination** of both.

4. At the **Block Type** field, the default value is **Settlement**. If wishing to create a block for **Advance Requests**, press the *down arrow key* or **click** on the *down arrow button*. When **Advance** is displayed, press *Tab* to continue.

5. **Click** in the **check box** next to the words **Activate Liaison** if you wish to enter the dates required on the **Workflow** tab when you are logging the claim.
6. If wishing to process a **DD Form 1351-6** request, **click** in the **box** next to the words **Assign One DOV #**. This will instruct the **Disbursing System** to assign the **same** Disbursing Office Voucher (**DOV**) **number** to every record on the block.
7. **Click** the **OK** button to complete the process.

Selecting Blocks



At the **Examiner View** screen, **double click** on the desired **block number** listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.

Refreshing the Blocks Display

The Travel Pay System (TPS)/IATS **interface** is a one-way web interface with **TPS** being the primary system **pushing** and **pulling** information to/from IATS.

TPS will **push** info to auto create a **block** in IATS and **assign** it to the correlating IATS **user ID**. The IATS **block number** and **Travel Order #** will be pushed from TPS to the IATS **Block Number** field and **TONO** field in the **Create New Block** and **Travel Order Selection** screens respectively.

The **Refresh** button on the **Examiner's** screen is used by users to **update** the **Blocks display** IATS once the interface has been completed to show the block being **created** and **assigned** to the appropriate user.

The **Refresh** button is located just above and to the right of the Date Received field as shown below.

Click on this **button** when you wish to **refresh** the **list of blocks** that are assigned to the user.

The screenshot shows the 'IATS for Windows (Examiner View)' application window. It features a menu bar with 'File', 'Edit', 'Tools', 'View', and 'Help'. Below the menu is a 'To Do' section with a refresh button (circular arrow icon). The main area contains a table with the following columns: 'Block No.', 'Type', 'One DOV#', 'Block Status', and 'Date Received'. The table lists 14 blocks, all of which are 'Settlement' type and 'Assigned to Examiner' status, with dates ranging from 1/17/2017 to 1/27/2017. Below the table are several buttons: 'Process Block', 'Release Block(s)', 'Print Block(s)...', 'Delete Block(s)', and 'New Block'. At the bottom, there are buttons for 'Grab Blocks', 'Log Requests', 'Offline Trans.', 'Collections', 'Exit IATS', and 'Help'. A status bar at the very bottom says 'Select a block with which to work'.

Block No.	Type	One DOV#	Block Status	Date Received
10A05ARMY	Settlement	<input type="checkbox"/>	Assigned to Examiner	1/27/2017
10AB01ARMY	Settlement	<input type="checkbox"/>	Assigned to Examiner	1/17/2017
10AC01ARMY	Settlement	<input type="checkbox"/>	Assigned to Examiner	1/20/2017
10AD05ARMY	Settlement	<input type="checkbox"/>	Assigned to Examiner	1/24/2017
10AG03ARMY	Settlement	<input type="checkbox"/>	Assigned to Examiner	1/24/2017
10AJ02ARMY	Settlement	<input type="checkbox"/>	Assigned to Examiner	1/25/2017
10AK01ARMY	Settlement	<input type="checkbox"/>	Assigned to Examiner	1/25/2017
10AK05ARMY	Settlement	<input type="checkbox"/>	Assigned to Examiner	1/25/2017
10AL05	Settlement	<input type="checkbox"/>	Assigned to Examiner	1/25/2017
10AM05ARMY	Settlement	<input type="checkbox"/>	Assigned to Examiner	1/26/2017
10AO05ARMY	Settlement	<input type="checkbox"/>	Assigned to Examiner	1/26/2017
10AR01ARMY	Settlement	<input type="checkbox"/>	Assigned to Examiner	1/26/2017

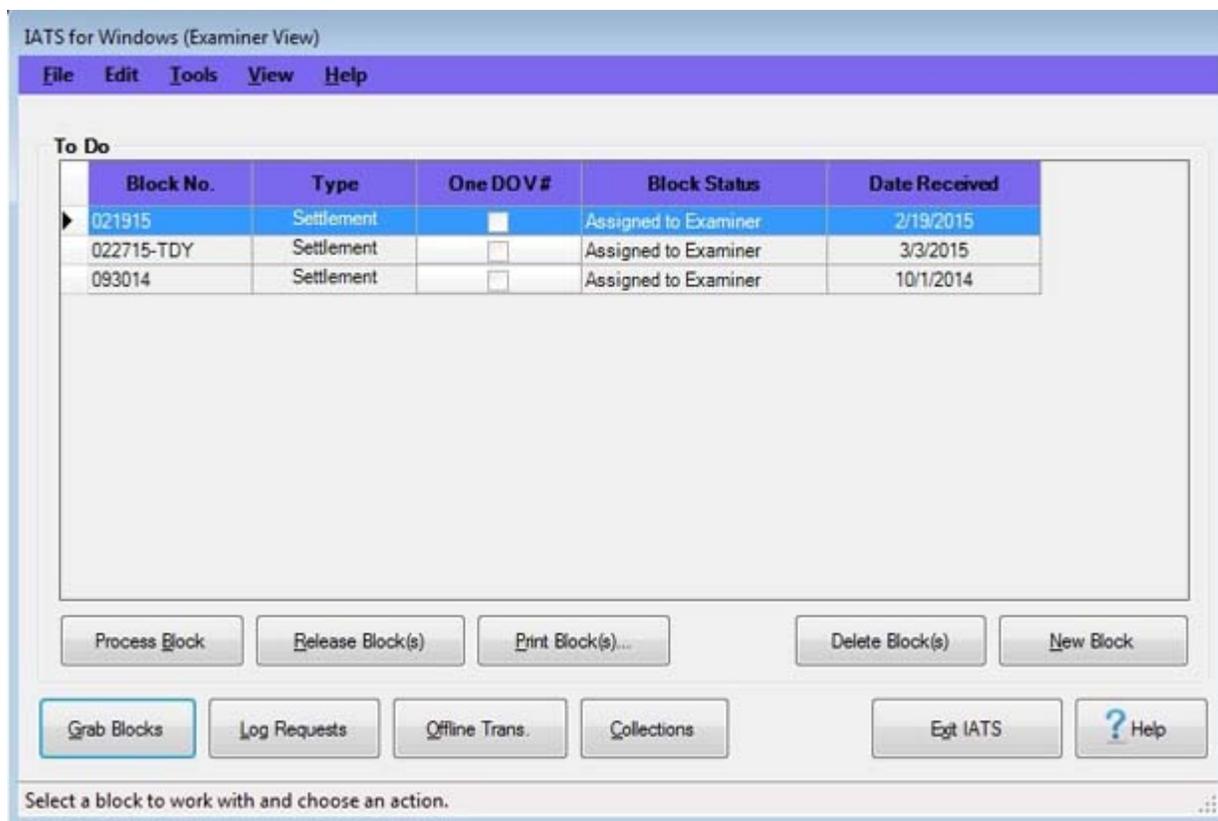
Process Blocks

After an **Examiner** has "**grabbed**" a logged **block**, the next step in the request processing cycle is to **process** the block.

Note: Although **recommended**, requests are not required to be **logged** before a block may be processed. A user may simply **create** a new block and **add** requests to the block at the time of processing.

 **Complete the following steps to "process" a block:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.



Tip: At the **Examiner View** screen, all blocks that were previously "**grabbed**" by the Examiner or **assigned** to the Examiner by the System Administrator are listed in the **To Do** section. Notice that the block status is "**Assigned to Examiner**".

2. Select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Note: If wishing to **create** a new block, **click** the **New Block** button. **Refer** to the topic "[Create Blocks](#)" if **additional information** about creating blocks is **needed**.

3. After selecting a block or creating a new block, the **Request Selection** screen appears.

Request Selection

For Official Use Only

Block No. 030315-TDY Block Type Settlement Block Status Assigned to Examiner

Selected Request(s) Number of requests: 3

SSN	Name	TONO	Type of Request	Start Date	End Date
444994444	DOE, JOHN	03-001	Settlement Log	3/3/2015	3/3/2015
111881111	SMITH, MARK	2015BLNKT	Settlement Log	2/16/2015	2/18/2015
111441111	ARNOLD, TOMMY	FLATRATE	Settlement Log	11/1/2014	12/5/2014

Select All Unselect All Delete View/Modify New

Other... Print Block Ticket Return Skeleton Request Print Request(s)... Done Help

Note: When the **Request Selection** screen appears, any request previously logged to the block, is listed in the **Selected Requests** section. In the screen display above, there are (3) requests logged to the block.

4. Process a request by **double clicking** on the desired request or by **clicking** on the request **once** and then **clicking** the **View/Modify** button. The **Settlement Request** or **Advance Request** screen appears next.

Tip: Additional requests may be added to a block by **clicking** the **New** button. If the **New** button is clicked, the **Select Traveler** screen appears. A user must then **enter** the traveler's **SSN** and [create a traveler profile](#) if the travel's account does not exist in the database. After creating or accessing the traveler profile, the user may also need to [create a travel order](#) for the associated request.

5. **Refer** to the **Help** topic, "[Process Requests](#)", for additional instructions.

Selecting Requests

Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) Number of requests:

SSN	Name	TONO	Type of Request	Start Date	End Date
111221111	JOHNSON, HARRY	PCSADV1	Settlement Log	12/12/2016	12/16/2016
111331111	HARE, SEYMORE	EVAC2	Settlement Log	12/1/2016	12/30/2016
111441111	FOWLER, RICKEY	EVAC1	Settlement Log	12/1/2016	12/30/2016

Buttons: Select All, Unselect All, Delete, View/Modify, New

Buttons: Other..., Print Block Ticket, Return Request, Skeleton Request, Print Request(s)..., Done, Help

At the **Request Selection** screen, **select** a request for Advance or Settlement through one of the following **methods**:

- **Method 1:** - **Double click** on the desired request.
- **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
- **Method 3:** - **Click** on the **New** button to **add** a **new** request.

Note: If the **New** button is clicked, the **Select Traveler** screen appears. At this screen the **Examiner** must **select** or **create** the traveler's **account** and **select** or **create** a new **travel order**.

Process Requests

After grabbing a block and selecting a request for processing, the **Settlement** or **Advance Request** screen appears. At this screen, the particular **details** for the trip are **entered** into IATS for the calculation of an advance or settlement request.

Settlement Request - Block No: 030315-TDY - Request No: NEW

SMITH, MARK E: E7 TONO: 2015BLNKT

Request Type - Settlement
Type of Settlement: Final

Remit To | Adv/Accf | Entitlements | Calculations | Financial | Remarks | Workflow

Address

Line 1: 123 N SOUTH STREET
Line 2:
City: INDIANAPOLIS
Country/State: IN INDIANA
Zip Code: 46226

Update Traveler

<Back Next>

Other... SAVE Cancel ? Help

Enter the first line of the traveler's address

What do you want to do?

[Process a TDY Advance Request](#)

[Process a MILPCS Advance Request](#)

[Process a CIVPCS Advance Request](#)

[Process a TDY Request](#)

[Process a Local Travel Request](#)

[Process a MILPCS Request](#)

[Process a CIVPCS Request](#)

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[Process a MILPCS DITY Request](#)

[Process a Local DITY Request](#)

[Process a Supplemental Request](#)

Hot Save

Note: This feature is not to be used by **Coast Guard** customers.

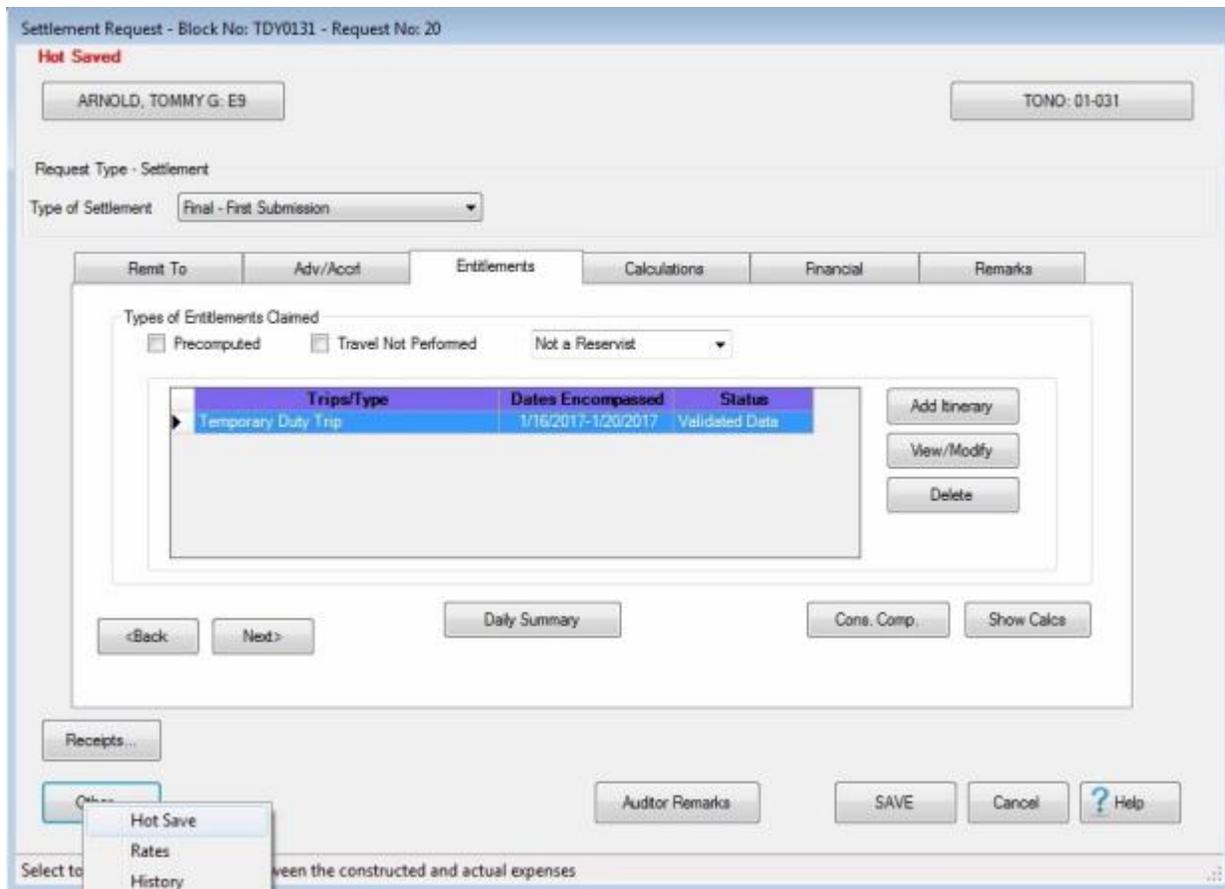
When processing a **Request for Settlement** or **Advance**, it may be necessary for a voucher examiner to stop before the claim is completed and **saved**. This required the voucher examiner to **cancel** out of the entire claim and then **restart** the entire claim at a later time.

To resolve this problem, a feature was added to IATS that allows the voucher examiner to perform a **Hot Save** and save the data that was entered prior to cancelling out of the claim.

Note: This function is allowed from only the **Settlement** or **Advance Request** screen.

 **Complete the following steps to "perform" a Hot Save:**

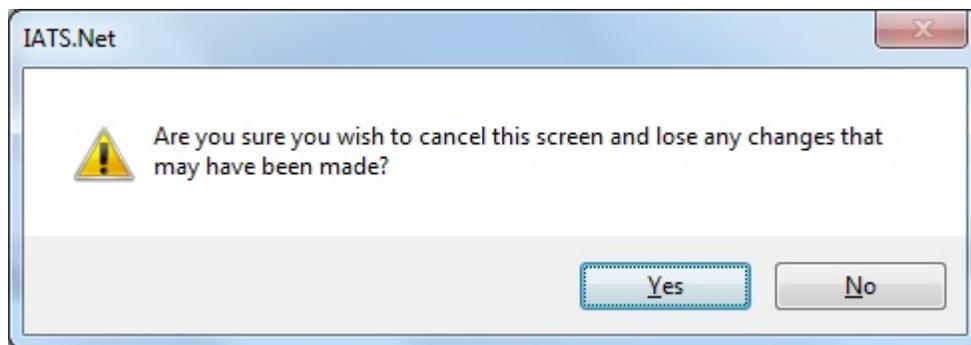
1. Completely finish the input screen for an entitlement. If you are processing claim that requires an itinerary, you must complete the itinerary and enter **MC** - Mission Complete.
2. Click on the Completed button.
3. Return to the **Settlement** or **Advance Request** screen.



- At the **Settlement** or **Advance Request** screen, **click** on the **Other** button and then **click** on the **Hot Save** option. The following **message** appears indicating the claim was **successfully hot saved**.



- Click** on **OK** to continue.
- Click** on **Cancel** to **quit** working on the claim. The following pop-up message appears asking if you are **sure** cancel.



7. **Click** on *Yes* or *No* as desired. IATS returns to the **Request Selection** screen.
8. When you **continue** processing the claim at a later time, you will see the words "**Hot Saved**" (in red) at the top of the **Settlement** or **Advance Request** screen.

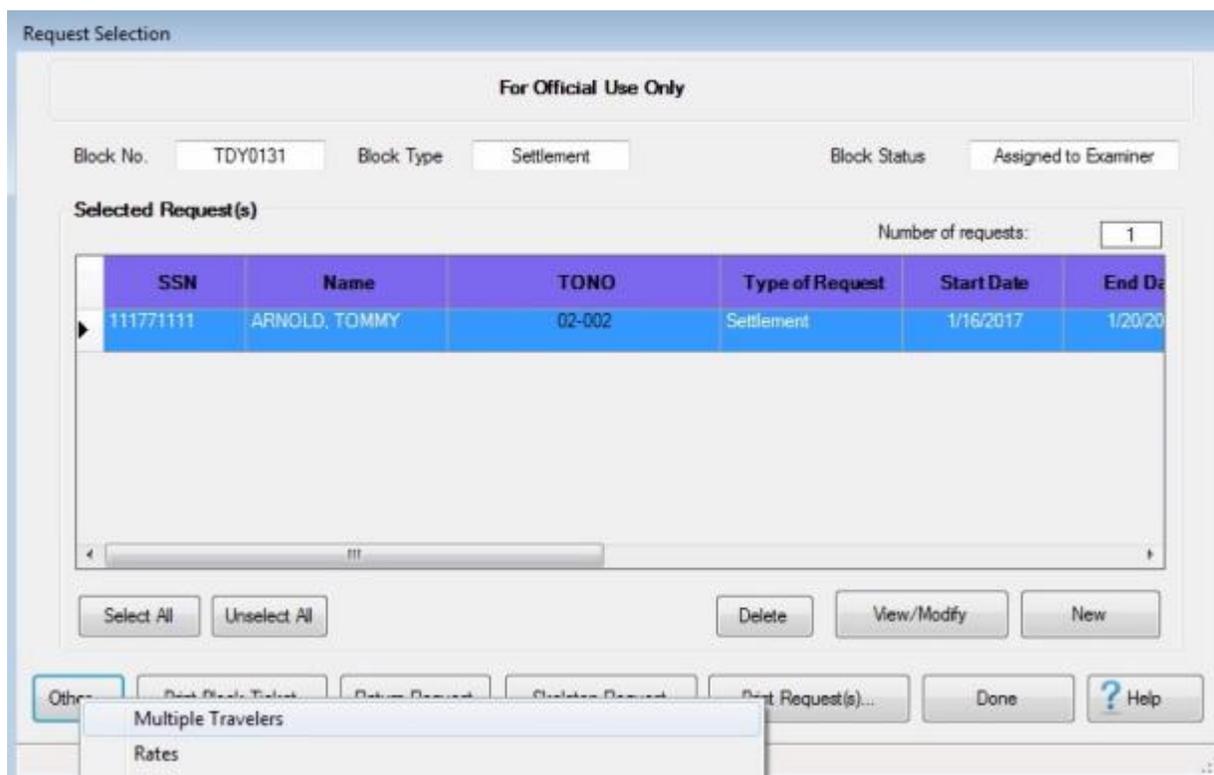
Note: If you **recall** a claim, make changes, and then perform another **Hot Save**, you will **overwrite** the original claim with new Hot Saved data.

Activating the Multiple Travelers Function

When the **Multiple Travelers** function is **activated**, IATS will **repeat** the previously entered itinerary for each subsequent settlement. This is a useful feature that can be used when **processing a block** of settlements involving different travelers with identical or similar itineraries.

 Complete the following steps to "activate" the Multiple Travelers function:

1. At the **Request Selection** screen, **click** on the **Other** button. A **menu** appears listing several options.



2. **Click** on the **Multiple Travelers** option. After selecting this option, the words Multiple Travelers appears in **red** at the top of the **Request Selection** screen as shown below.

Request Selection

For Official Use Only **Multiple Travelers**

Block No. Block Type Block Status

Selected Request(s) Number of requests:

SSN	Name	TONO	Type of Request	Start Date	End Date
111771111	ARNOLD, TOMMY	02-002	Settlement	1/16/2017	1/20/2017

Select All Unselect All Delete View/Modify New

Other... Print Block Ticket Return Request Skeleton Request Print Request(s)... Done ? Help

3. **Process** the first **settlement** as usual and then **proceed** to **process** the next **settlement**.
4. When the **Settlement Request** screen **appears** for the next settlement, **click** on the **Entitlements** tab. At this tab, a **trip**, for the **dates** entered for the previous **settlement**, is **listed** as shown below.

Settlement Request - Block No: MASS - Request No: NEW

PAGE, JIMMY J: E9 TONO: 06-003

Request Type - Settlement

Type of Settlement Final - First Submission

Remit To Adv/Acct Entitlements Calculations Financial Remarks

Types of Entitlements Claimed

Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	6/12/2017-6/16/2017	Validated Data

Add Itinerary View/Modify Delete

<Back Next> Daily Summary Cons. Comp. Show Calcs

Receipts... Other... Auditor Remarks SAVE Cancel Help

Select to add an entitlement to this claim

Note: Since the **Multiple Travelers** function is **activated**, IATS **duplicated** the previous itinerary and **applied** it to the next settlement processed.

5. **Process** this subsequent settlement, by **clicking** on the **View/Modify** button, **make** any necessary changes to the **itinerary**, and **add** any reimbursable expenses.
6. **Finish** processing this subsequent settlement as usual.
7. **Continue** processing the remaining settlements on the block using the steps described above for the **Multiple Travelers** function.

Tip: If you wish to **de-activate** the **Multiple Travelers** function, **click** on the **Other** button at the **Request Selection** screen and then **click** on the **Multiple Travelers** option. IATS **de-activates** the feature if it was previously activated.

Displaying Daily Calculations

After entering the **details** for an **advance** or **settlement** request, a **break-down** of the **per diem** calculations can be **displayed** at the **Daily Calculations** screen.

 Complete the following steps to "display" the daily calculations:

1. Click on the **Entitlements** tab at the **Advance** or **Settlement Request** screen.
2. At the **Entitlements** tab, click on the **entitlement** or **expense** you wish to display the daily calculations for. **Note** that if there is **only one** entitlement or expense listed, you **do not** have to **click** on it since it will **already** be **highlighted**.
3. When the **entitlement** or **expense** is **highlighted**, click on the **Show Calcs** button. The **Daily Calculations** screen appears.

Daily Calculations

KNUCKLES, HARRY TONO: 1406-2

#	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax
1	04/01	LDP	219.00	76.00	CM	CM	CM	120.00			Partial	177.00	0.00	177.00	12.00
2	04/02	LDP	219.00	76.00	CM	CM	CM	120.00	18.00	19.00	34.00	196.00	0.00	196.00	12.00
3	04/03	LDP	219.00	76.00	CM	CM	CM	120.00	18.00	19.00	34.00	196.00	0.00	196.00	12.00
4	04/04	LDP	219.00	76.00	CM	CM	CM	120.00	18.00	19.00	34.00	196.00	0.00	196.00	12.00
5	04/05	LDP	219.00	76.00	CM	CM	CM	0.00			Partial	57.00	0.00	57.00	0.00
												822.00	0.00	822.00	48.00

Other Auditor Remarks OK ? Help

4. When **finished** reviewing this screen, click on the **OK** button to continue.

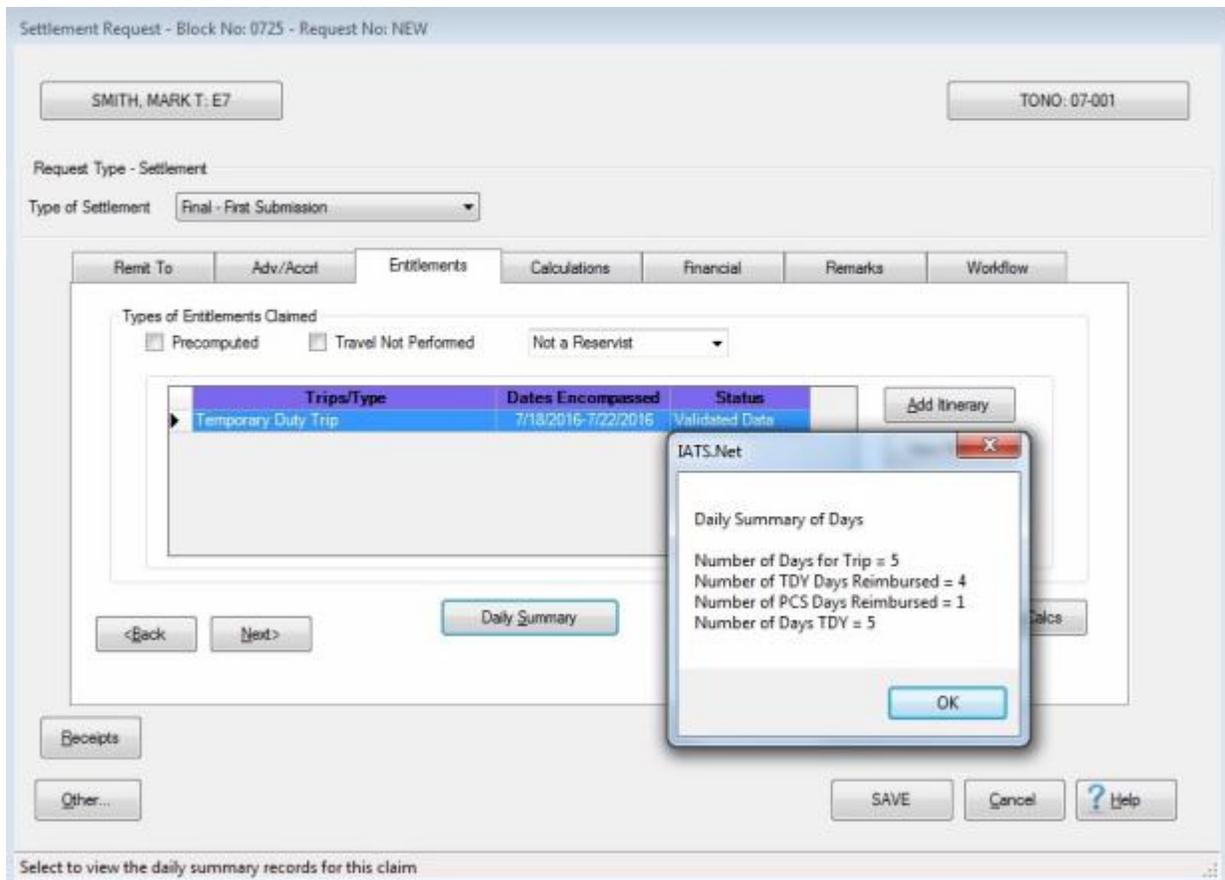
Display Daily Summary of Days

After you have finished entering an entitlement, you may **generate** a **daily summary** of the **days** of the trip. The information displayed will include the following information based on the type of trip:

- Number of Days for Trip
- Number of Days TDY
- Number of Days TDY Reimbursed
- Number of Days PCS Reimbursed
- Number of Days Enroute Travel
- Number of Days Leave

 **Complete the following steps to "display" the Daily Summary of Days**

1. **Enter an Entitlement.**
2. When IATS returns you to the **Settlement Request** screen, **click** on the **Daily Summary** button. The following display will appear.



3. After you have finished reviewing the Daily Summary of Days, **click** on the **OK** button.

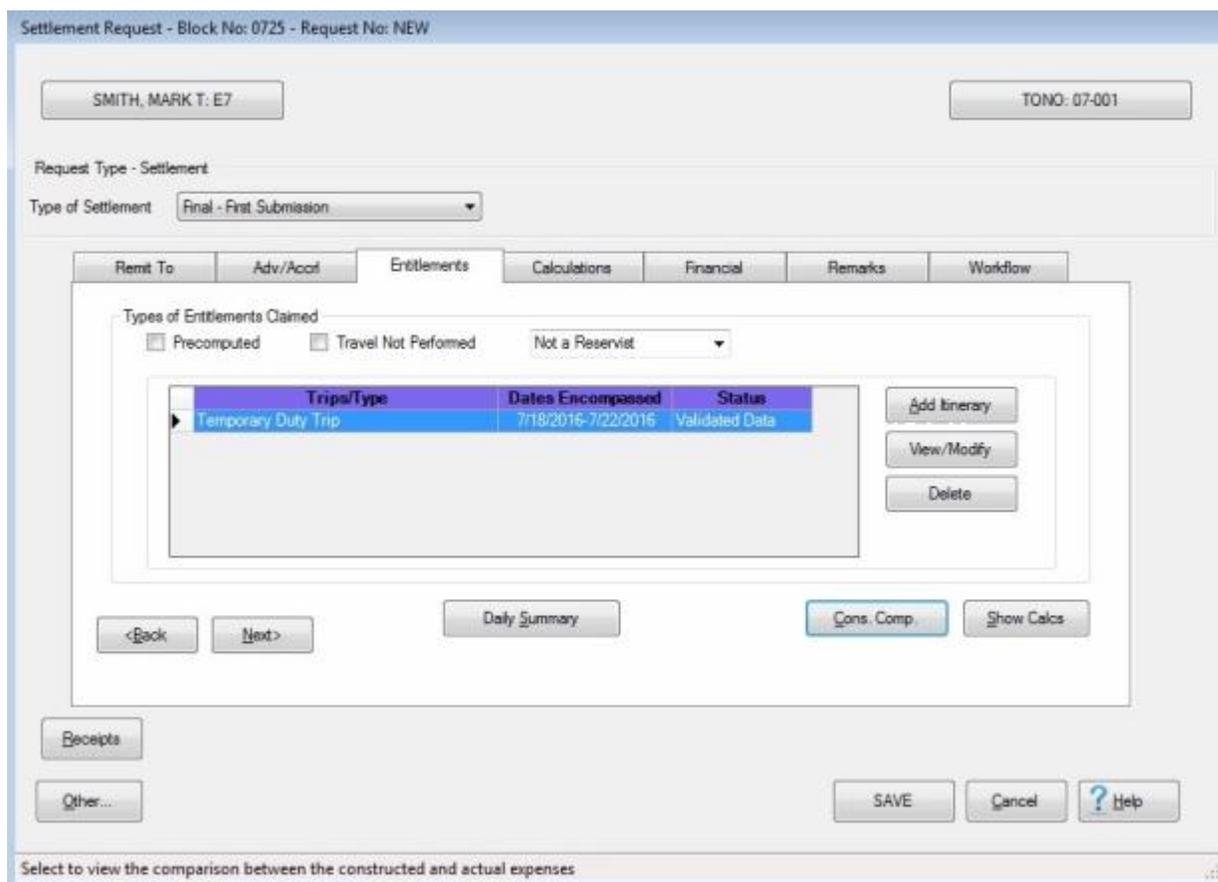
Displaying Constructive Comparisons

The **Constructive Comparisons for Legs of Travel** screen is provided for **informational** purposes. The transportation **circumstances** for certain settlements **require** IATS to **perform** a constructive **comparison** by **legs** of travel. The IATS computation **compares** the traveler's **actual** travel leg to what could have been **allowed** depending on what was **authorized** in the travel **order**.

At this screen, **amounts** are **shown** representing the computation for the **actual** travel **performed**, and what was **authorized**. The **amounts** highlighted in **red** indicate the **amounts** that will be **used** by IATS for the **reimbursement**.

 Complete the following steps to "display" constructive comparisons:

1. At the **Settlement Request** screen, **click** on the **Entitlements** tab, if not already in **focus**.



Settlement Request - Block No: 0725 - Request No: NEW

SMITH, MARK T: E7 TONO: 07-001

Request Type - Settlement
Type of Settlement Final - First Submission

Remit To Adv/Acct Entitlements Calculations Financial Remarks Workflow

Types of Entitlements Claimed
 Precomputed Travel Not Performed Not a Reservist

Trip/Type	Dates Encompassed	Status
Temporary Duty Trip	7/18/2016-7/22/2016	Validated Data

Add Itinerary
View/Modify
Delete

<Back Next> Daily Summary Cons. Comp. Show Calcs

Receipts Other... SAVE Cancel Help

Select to view the comparison between the constructed and actual expenses

2. At the **Entitlements** tab, **click** on the **trip** listed in the **Type of Entitlements Claimed** section.
3. When the entitlement is highlighted, **click** on the **Cons. Comp.** button. The **Constructive Comparisons for Legs of Travel** screen appears.

Constructive Comparisons for Legs of Travel

	From Date	To Date	Actual	POV	GTR
▶	7/18/2016	7/18/2016	\$338.06	\$0.00	\$150.00
	7/21/2016	7/22/2016	\$319.68	\$0.00	\$150.00

Note: Amounts in red indicate the method of payment used to pay the leg.

Done Help

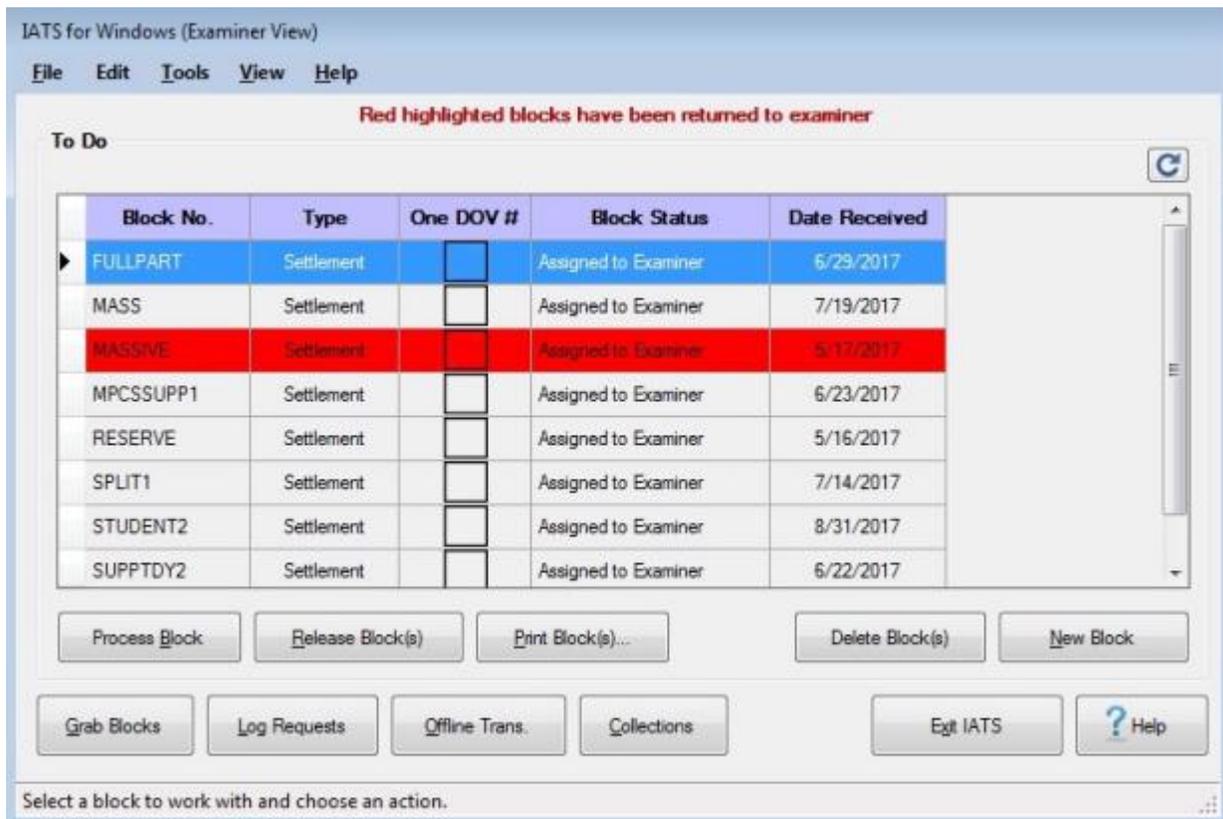
Note: At this screen, **notice** that the traveler's actual costs for the constructed comparison legs of travel exceeded what the **cost to the government** would have been **if the traveler had used the authorized mode of travel**. The **amounts highlighted in red** indicate the **amounts used** in the **computation** of the settlement since it was the **lower** of the two amounts.

4. When **finished** reviewing this screen, **click** the **Done** button to **return** to the **previous** screen.

Displaying Auditor Remarks

If a claim requires audit, sometimes it is necessary to make detailed **comments** that the examiner will need to see so that all of the required changes are made.

When a Block is **returned** to an Examiner the Block will be highlighted in **red** on the Examiner View screen as shown below:



If the Examiner **selects** the highlighted Block and then positions the mouse **pointer** over the Block, a **tool tip** will appear **displaying** the Auditor's **remarks** explaining why the Block was returned:

IATS for Windows (Examiner View)

File Edit **Tools** View Help

Red highlighted blocks have been returned to examiner

To Do

Block No.	Type	One DOV #	Block Status	Date Received
FULLPART	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/29/2017
MASS	Settlement	<input type="checkbox"/>	Assigned to Examiner	7/19/2017
▶ MASSIVE	Settlement	<input type="checkbox"/>	Assigned to Examiner	5/17/2017
MPCSSUPP1	Settlement	<input type="checkbox"/>		
RESERVE	Settlement	<input type="checkbox"/>		
SPLIT1	Settlement	<input type="checkbox"/>	Assigned to Examiner	7/14/2017
STUDENT2	Settlement	<input type="checkbox"/>	Assigned to Examiner	8/31/2017
SUPPTDY2	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/22/2017

MASSIVE - Returned: Fuel is not an allowable expense when POC is used as the mode of travel.

Select a block to work with and choose an action.

Another method for displaying Auditor remarks is from the **Settlement Request** screen when the Examiner **modifies** the claim to **correct** the problem.

IATS 7.2 User Guide

Settlement Request - Block No: MASSIVE - Request No: 2

ARNOLD, TOMMY G: E9 TOND: 03-001

Request Type - Settlement
Type of Settlement: Final - First Submission

Remit To Adv/Accr Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	3/5/2017-3/24/2017	Validated Data

Add Itinerary
View/Modify
Delete

<Back Next> Daily Summary Cons. Comp. Show Calcs

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

Select to add an entitlement to this claim

If the Examiner **clicks** on the **Auditor Remarks** button at the bottom of the screen the **Reasons For Auditor Return** screen will appear **displaying** the **remarks** the Auditor entered at this screen when the audit was performed.

Reasons For Auditor Return

Reason for Return #1
No receipts attached

Reason for Return #2

Reason for Return #3

Auditor Comments:
Fuel is not an allowable expense when POC is used as the mode of travel.

Save Reasons Now Cancel ? Help

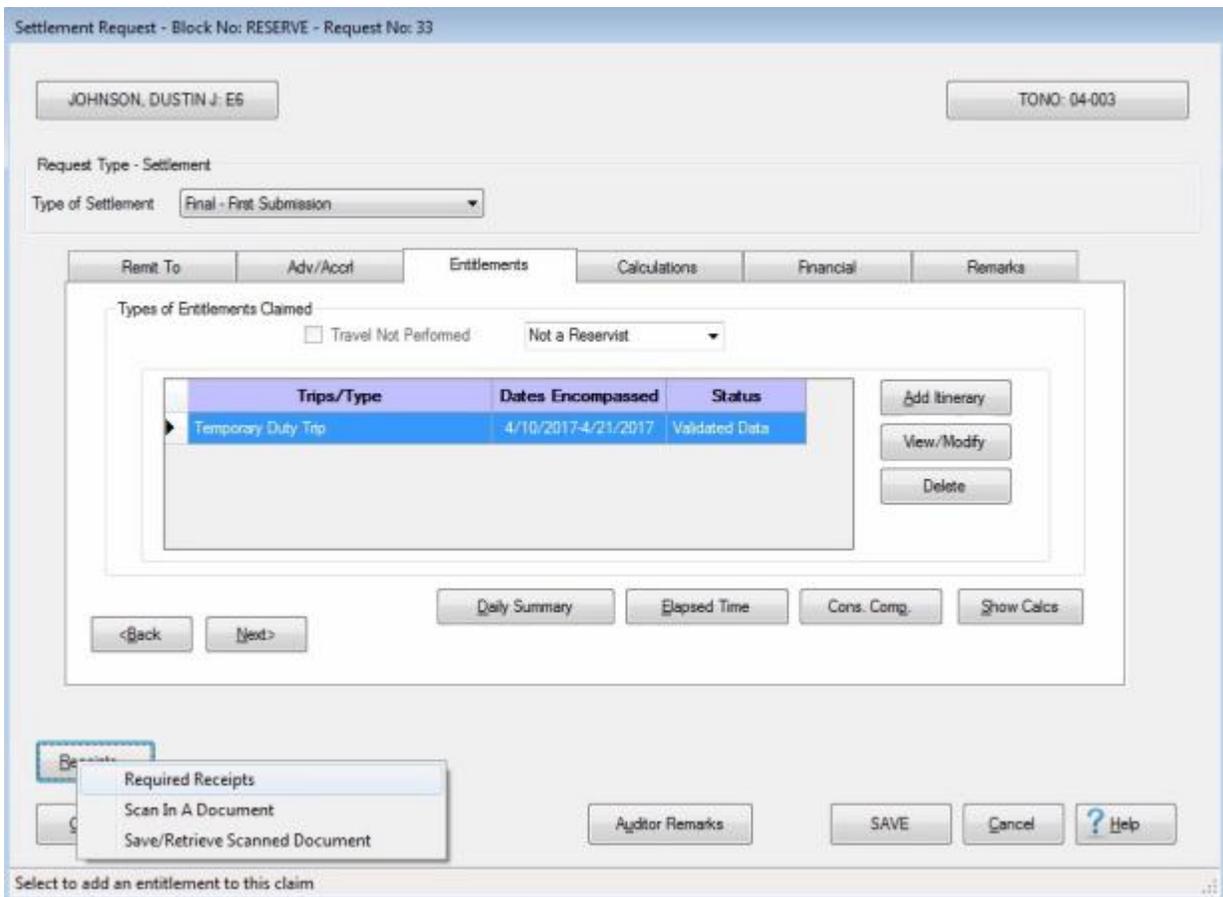
Enter a description for reason for return

Displaying Required Receipts

The **Required Receipts** screen is provided for **informational** purposes. The IATS user may **view** this screen to see a **list of items** associated with the settlement requests that **must be accompanied by a receipt before payment** may be made. It's a good idea for examiners to **review** this screen after completing the entries for a settlement request as a **reminder** to be sure a receipt is attached.

 Complete the following steps to "display" required receipts:

1. At the **Settlement Request** screen, **click** on the **Entitlements** tab, if not already in **focus**.



Settlement Request - Block No: RESERVE - Request No: 33

JOHNSON, DUSTIN J: E6 TONO: 04-003

Request Type - Settlement
Type of Settlement: Final - First Submission

Remit To: Adv/Acct: Entitlements: Calculations: Financial: Remarks:

Types of Entitlements Claimed
 Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	4/10/2017-4/21/2017	Validated Data

Add Itinerary
View/Modify
Delete

Daily Summary Elapsed Time Cons. Comp. Show Calc.

<Back Next>

Receipts
Required Receipts
Scan In A Document
Save/Retrieve Scanned Document

Auditor Remarks SAVE Cancel ? Help

Select to add an entitlement to this claim

2. At the **Entitlements** tab, **click** on the **trip** listed in the **Type of Entitlements Claimed** section.
3. When the entitlement is highlighted, **click** on the **Receipts** button and then click on the **Required Receipts** option. The **Required Receipts** screen appears.

Required Receipts

JOHNSON, DUSTIN J

TONO: 04-003

From Date	To Date	Description	Amount
4/10/2017	4/20/2017	Lodging at Fort Benning Army Infantry Ctr, Muscogee, GA GEORGIA	At least \$ 275.00

Other

OK ? Help

4. When **finished** reviewing this screen, **click** the **OK** button to **return** to the **previous** screen.

Scan in a Document

IATS contains a feature that will actually **scan** a document that you can then **save** to the **database** for a particular **traveler** and **travel order**.

Note: In order to use this feature, your PC must be **connected** to a **scanner** and the scanner must be **turned on**.

There are two **entry points** in IATS that will allow you to **scan** a document. **One** is on the **Travel Order Detail** screen. When this screen is displayed, you will see a **Document** button at the **bottom** of the screen.

If you **click** on the **Document** button you will see a **menu** offering the options to either **Scan In A Document** a document, or to **Save/Retrieve Document**.

The screenshot shows the 'Travel Order Detail (Settlement)' window. At the top, it displays 'SMITH, MARK T. C' on the left and 'TONO: PCS-1' on the right, with 'Audit Required' in red text in the center. Below this are several summary buttons: 'CIVPCS Summary', 'CIVPCS 5 Year Tax', 'CIVPCS 5 Year Expense', 'Missing or Incomplete', and 'Miscellaneous Discrepancy'. A 'Who Had It' section is also present. The main area is a table with columns: 'Description', 'Amounts', 'Dates / Remarks', 'Entitlements Paid (Civilian PCS)', and 'CIVPCS Details'. Below the table, there are various input fields for settlement information, including 'Trace #/Check #', 'Block Number', 'Status', 'Transaction Type', 'Payment Method', 'Settlement Type', 'Location Name', 'Claim Number', 'Examiner', 'Auditor', 'Number of POC', 'Transport Req #', 'PCS Enroute Type', 'Trip Number', and 'DOV #'. At the bottom, there are navigation buttons: 'Back', 'Next', 'Prev. Detail', 'Next Detail', 'Other...', 'Request', 'Document', 'Exit', and 'Help'. A context menu is open over the 'Document' button, showing 'Scan In A Document' and 'Save/Retrieve Document' options.

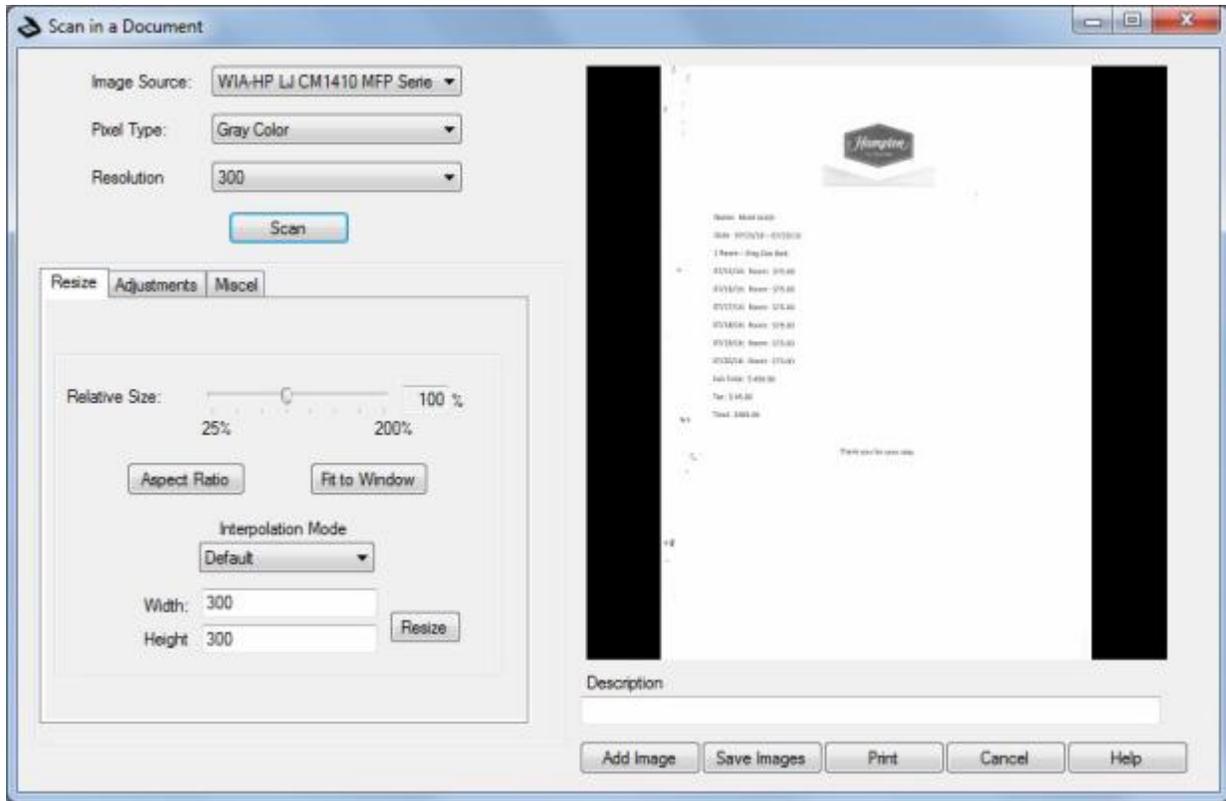
The other **entry point** will be found when you **click** on the **Receipts** button when you are **processing** a **claim** as shown below:

Complete the following steps to "scan" a document into the IATS database:

1. Using one of the two entry points discussed above, **click** on the option **Scan In A Document**.

Note: If you are using the entry point from the **Travel Order Detail** screen, you must **first select the travel order number** that the document is associated to.

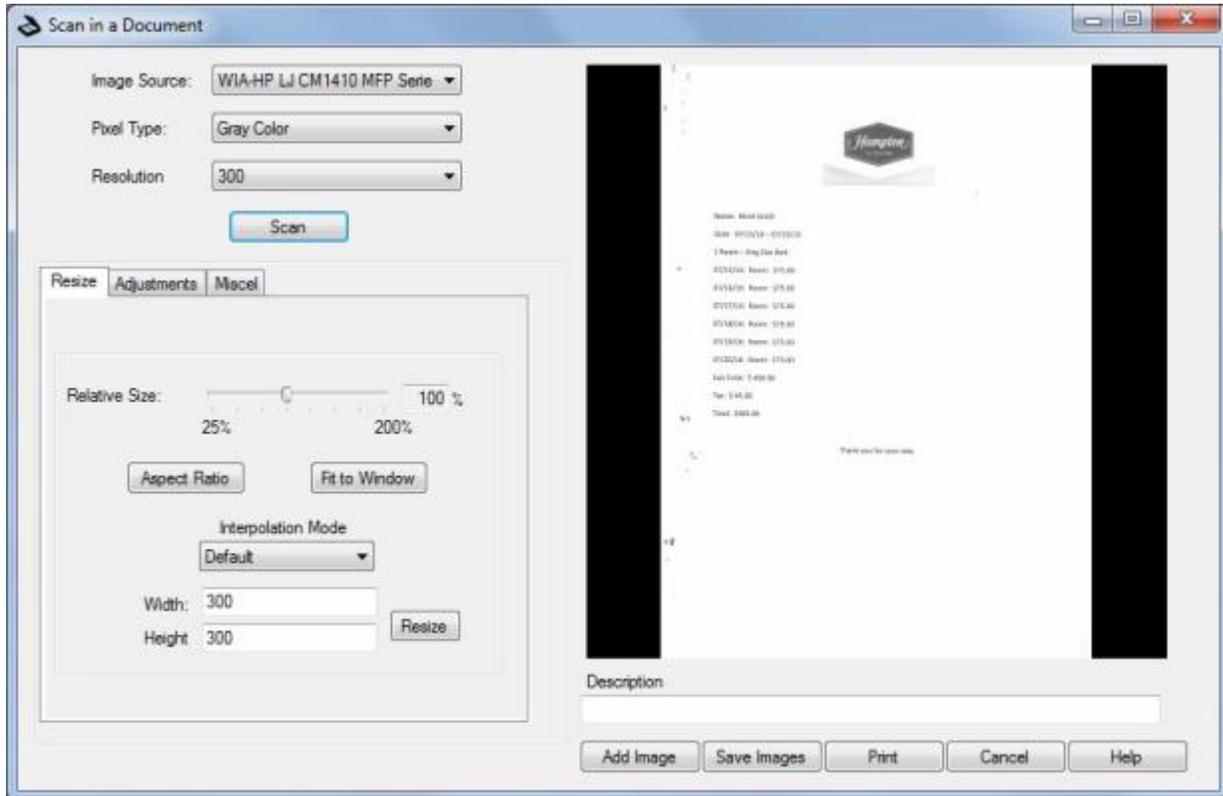
2. The **Scan in a Document** screen appears next.



Refer to the **Help** topic, "[Using the Scan in a Document - Screen](#)", for additional instructions.

Using the Scan in a Document - Screen

The **Scan in a Document** screen allows you to **select** which scanner to use, **set up** the configuration to your exact specifications, and **edit** a scanned document.



 Complete the following steps to "scan" a document into the IATS database:

1. **Image Source:** - IATS will determine the default scanner that is **connected** to your PC and display that information at the Image Source field. **Click** the *down arrow* button to display a list of **other** scanners your PC is set up to connect to and select a different scanner if desired.
2. **Pixel Type:** - **Default** is displayed at the Pixel Type field. **Click** the *down arrow* button to display a list of **other** Pixel Types and select another type If desired.
3. **Resolution:** - The default value at the Resolution field is **300**. **Click** the *down arrow* button to display a list of **other** resolutions and select another type If desired.
4. **Scan:** - When you are satisfied with your settings, **click** on the **Scan** button. The document will be scanned and will **appear** in the **frame** on the right side of the screen as displayed in the above graphic.

 Complete the following steps to "edit" a scanned document:

Once your document is scanned, you have the ability to **change** the **size** and **appearance** before you **save** the document to the database.

Resize

1. If not already in focus, **click** on the **Resize** tab if you wish to adjust the **size** of the scanned document.
2. **Relative Size:** - Notice that there is a slider bar ranging from 25% to 100%. **Click** and **hold** your mouse button on the handle and **slide** it in either direction to adjust the size.
3. **Aspect Ratio:** - **Click** on the **Aspect Ratio** button if you wish to **revert** back to the **original** scanned **size**.
4. **Fit to Window:** - **Click** on the **Fit to Window** button to have to image fit in the entire area of the window.
5. **Interpolation Mode:** - The default value is **default**. If you wish to **change** the Interpolation Mode, **click** on the *down arrow* to display a **list** of modes and then **click** on the desired mode.
6. **Width:** - If you wish to change the width of the document, **click** in this field and **enter** your desired value.
7. **Height:** - If you wish to change the height of the document, **click** in this field and **enter** your desired value.
8. **Resize:** - If you have made any **adjustments** to the **width** or **height** settings, **click** on the **Resize** button to **see** the adjustments to the document in the window.

Adjustments

1. If not already in focus, **click** on the **Adjustment** tab if you wish to adjust the **contrast** of the scanned document.
2. **Brightness:** - Notice that there is a **slider bar** ranging from **-100** to **+100**. **Click** and **hold** your mouse button on the handle and **slide** it in either direction to adjust the brightness. You may also **click** in the **input field** and **type** the desired value.
3. **Contrast:** - Notice that there is a **slider bar** ranging from **-100** to **+100**. **Click** and **hold** your mouse button on the handle and **slide** it in either direction to adjust the contrast. You may also **click** in the **input field** and **type** the desired value.
4. **Saturation:** - Notice that there is a **slider bar** ranging from **-100** to **+100**. **Click** and **hold** your mouse button on the handle and **slide** it in either direction to adjust the saturation. You may also **click** in the **input field** and **type** the desired value.
5. **Gamma:** - Notice that there is a **slider bar** ranging from **-100** to **+100**. **Click** and **hold** your mouse button on the handle and **slide** it in either direction to adjust the gamma. You may also **click** in the **input field** and **type** the desired value.

Miscellaneous

1. **Add Border:** - Click on the **Add Border** button if you wish to **add a border** to the scanned document.
2. **Rotate:** - Click on the **Rotate** button if you wish to **rotate** the **view** of the document.
3. **De-skew:** Click on the **De-skew** button if you wish to **de-skew** the document.
4. **Output Gray Scale:** - Click on the **Output Gray Scale** button if you wish to **generate a gray scale print-out**.
5. **Display Quality:** - Notice that there is a **slider bar** ranging from **Min** to **Max**. **Click and hold** your mouse button on the handle and **slide** it in either direction to adjust the display quality.
6. **Clear Image Buffer After Scan:** - Click in the **check box** to activate this option if you want the image to be **removed** from the **buffer** after it has been scanned.
7. **Recover Document:** - Click on the **Add Border** button if you wish to **void** any **changes** you made and **revert** the scanned document to its original state.

 **Complete the following steps to "save" a scanned document:**

1. **Description:** - Click in the **Description** field and **type a description** or a **name** for the image if desired.
2. After you have made all of the desired adjustments to the scanned image and entered a description or name, **click** on the **Add Image** button.
3. After clicking on the **Add Images** button, **click** on the **Save Images** button to **save** the image into the IATS database.

Save Scanned Documents to Database

IATS contains a **feature** that allows you to **save** scanned **images** of documents such as **hotel** or **rental car** receipts into the IATS database.

There are two **entry points** in IATS that will allow you to **save** a scanned image. **One** is on the **Travel Order Detail** screen. When this screen is displayed, you will see a **Document** button at the **bottom** of the screen.

If you **click** on the **Document** button you will see a **menu** offering the options to either **save** a scanned document or to **retrieve** a scanned document.

The screenshot displays the 'Travel Order Detail (Settlement)' window. At the top, it shows the user 'SMITH, MARK T: C' and 'TONO: PCS-1', with a red 'Audit Required' warning. Below this are summary tabs for CIVPCS Summary, CIVPCS 5 Year Tax, CIVPCS 5 Year Expense, Missing or Incomplete, and Miscellaneous Discrepancy. A 'Who Had It' section is also present. The main area is a form with the following fields:

Description	Amounts	Dates / Remarks	Entitlements Paid (Civilian PCS)	CIVPCS Details
Trace #/Check #:		Claim Number:	10	
Block Number:	CIVPCS2	Examiner:	FARRIS, DAVID O	
Status:	Completed	Auditor:	FARRIS, DAVID O	
Transaction Type:	Settlement	Number of POC:	0	
Payment Method:	EFT	Transport Req #:		
Settlement Type:	Partial	PCS Enroute Type:	Between Official Stations	
Location Name:	OFFICEONE	Trip Number:	0	
		DOV #:	110816	

At the bottom of the form are buttons for 'Back', 'Next', 'Prev. Detail', and 'Next Detail'. Below the form is a navigation bar with buttons for 'Other...', 'Request', 'Document', 'Exit', and 'Help'. A context menu is open over the 'Document' button, showing the options 'Scan In A Document' and 'Save/Retrieve Document'.

The other **entry point** will be found when you **click** on the **Receipts** button when you are **processing** a **claim** as shown below:

Settlement Request - Block No: CIVPCS2 - Request No: 10

SMITH, MARK T: C TONO: PCS-1

Request Type - Settlement
 Type of Settlement: Partial

Remit To Adv/Acct Entitlements Calculations Financial Remarks

Address

Line 1: 101 W EAST ST
 Line 2:
 City: INDIANAPOLIS
 Country/State: IN INDIANA
 Zip Code: 46226 Update Traveler

<Back Next>

Scan In A Document
 Save/Retrieve Scanned Document

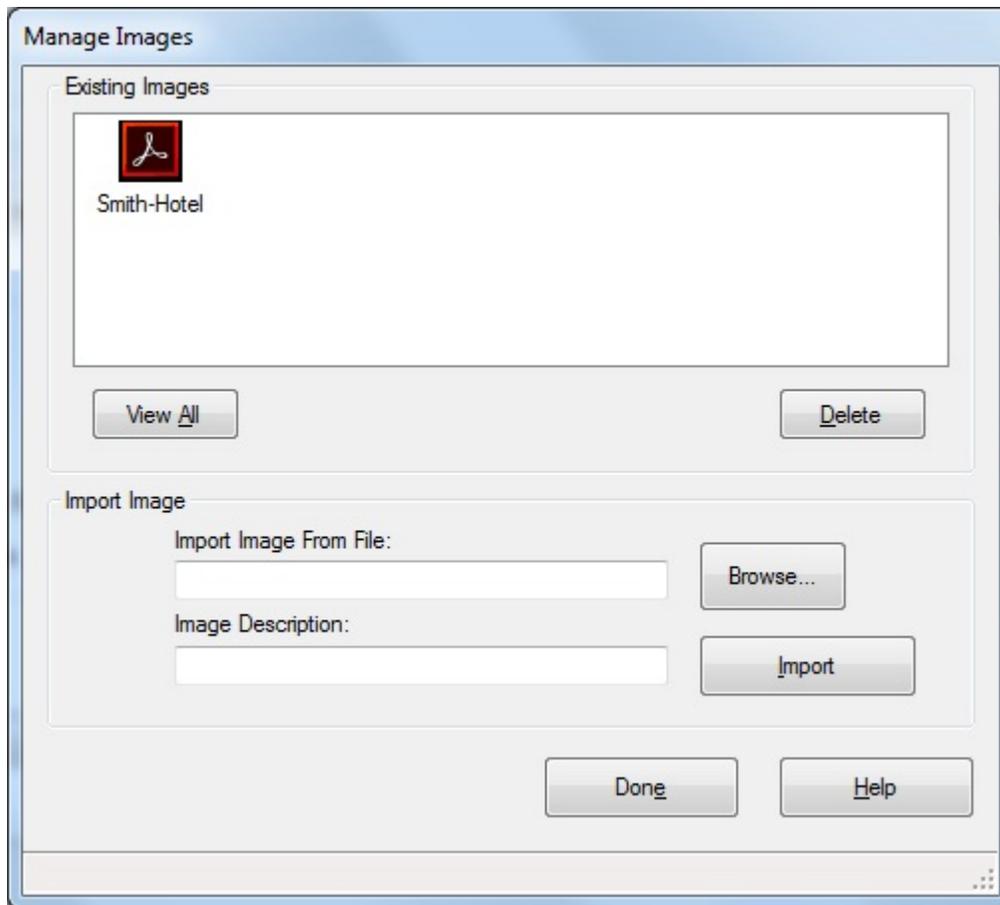
Auditor Remarks OK Cancel ? Help

 Complete the following steps to "save" a scanned image to the IATS database:

1. Using one of the two entry points discussed above, **click** on the option **Save/Retrieve Scanned Document**.

Note: If you are using the entry point from the **Travel Order Detail** screen, you must first **select** the **travel order number** that the document is associated to.

2. After clicking on the option **Save/Retrieve Scanned Document**, the **Manage Images** screen appears.



Click on the **See Also** button for related **Help topics** for using this screen and then **click** on the **Importing Images** option for additional instructions.

Retrieve Scanned Documents from Database

IATS contains a **feature** that allows you to **save** scanned **images** of documents such as **hotel** or **rental car** receipts into the IATS database.

There are **two entry points** in IATS that will allow you to **retrieve** a saved scanned image. **One** is on the **Travel Order Detail** screen. When this screen is displayed, you will see a **Document** button at the **bottom** of the screen.

If you **click** on the **Document** button you will see a **menu** offering the options to either **Scan In A Document** a document, or to **Save/Retrieve Document**.

Travel Order Detail (Settlement)

SMITH, MARK T: C Audit Required TONO: PCS-1

CIVPCS Summary	CIVPCS 5 Year Tax	CIVPCS 5 Year Expense	Missing or Incomplete	Miscellaneous Discrepancy
Who Had It				
Description	Amounts	Dates / Remarks	Entitlements Paid (Civilian PCS)	CIVPCS Details

Trace #/Check #: Claim Number:

Block Number: Examiner:

Status: Auditor:

Transaction Type: Number of POC:

Payment Method: Transport Req #:

Settlement Type: PCS Enroute Type:

Trip Number:

Location Name: DOV #:

Back Next Prev. Detail Next Detail

Other... Request **Document** Exit Help

Scan In A Document
Save/Retrieve Document

The **other entry point** will be found when you **click** on the **Receipts** button when you are **processing** a **claim** as shown below:

Settlement Request - Block No: CIVPCS2 - Request No: 10

SMITH, MARK T: C TONO: PCS-1

Request Type - Settlement
Type of Settlement Partial

Remit To Adv/Acct Entitlements Calculations Financial Remarks

Address

Line 1 101 W EAST ST
Line 2
City INDIANAPOLIS
Country/State IN INDIANA
Zip Code 46226 Update Traveler

<Back Next>

Remit To
Scan In A Document
Save/Retrieve Scanned Document

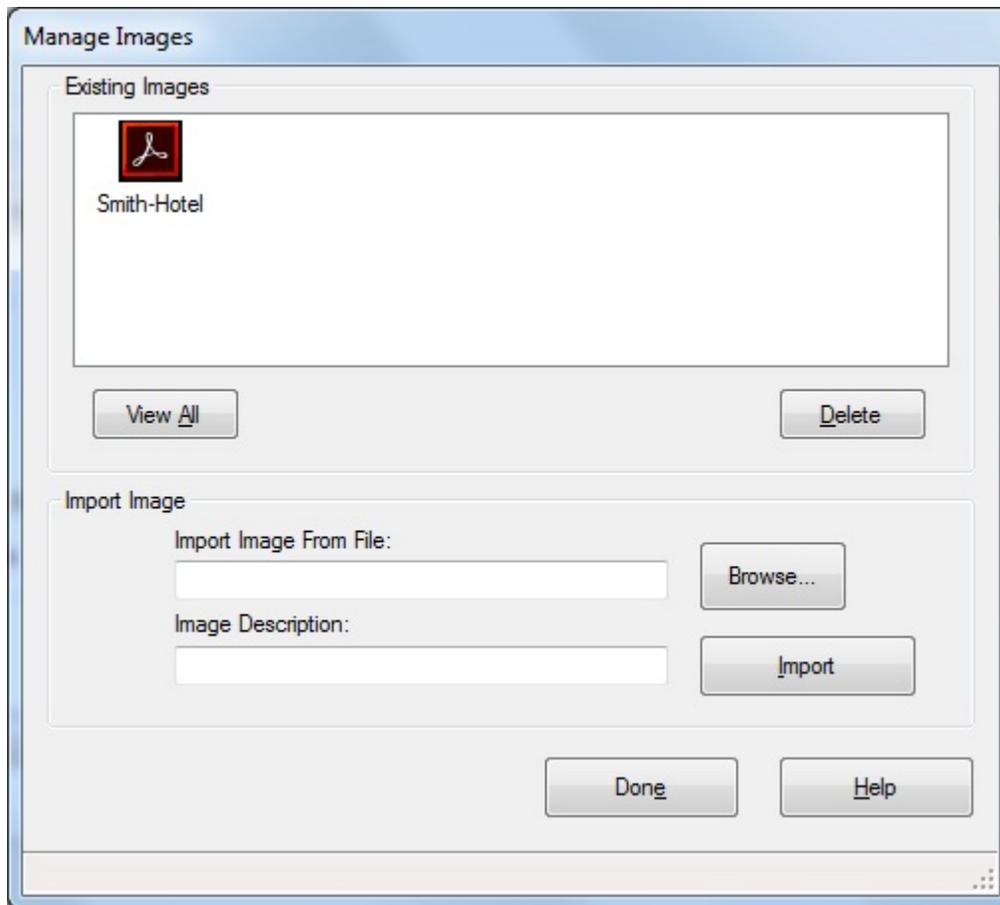
Auditor Remarks OK Cancel ? Help

Complete the following steps to "retrieve" a scanned image from the IATS database:

1. Using one of the two entry points discussed above, **click** on the option **Save/Retrieve Scanned Document**.

Note: If you are using the entry point from the **Travel Order Detail** screen, you must **first select the travel order number** that the document is associated to.

2. After clicking on the option **Save/Retrieve Scanned Document**, the **Manage Images** screen appears.



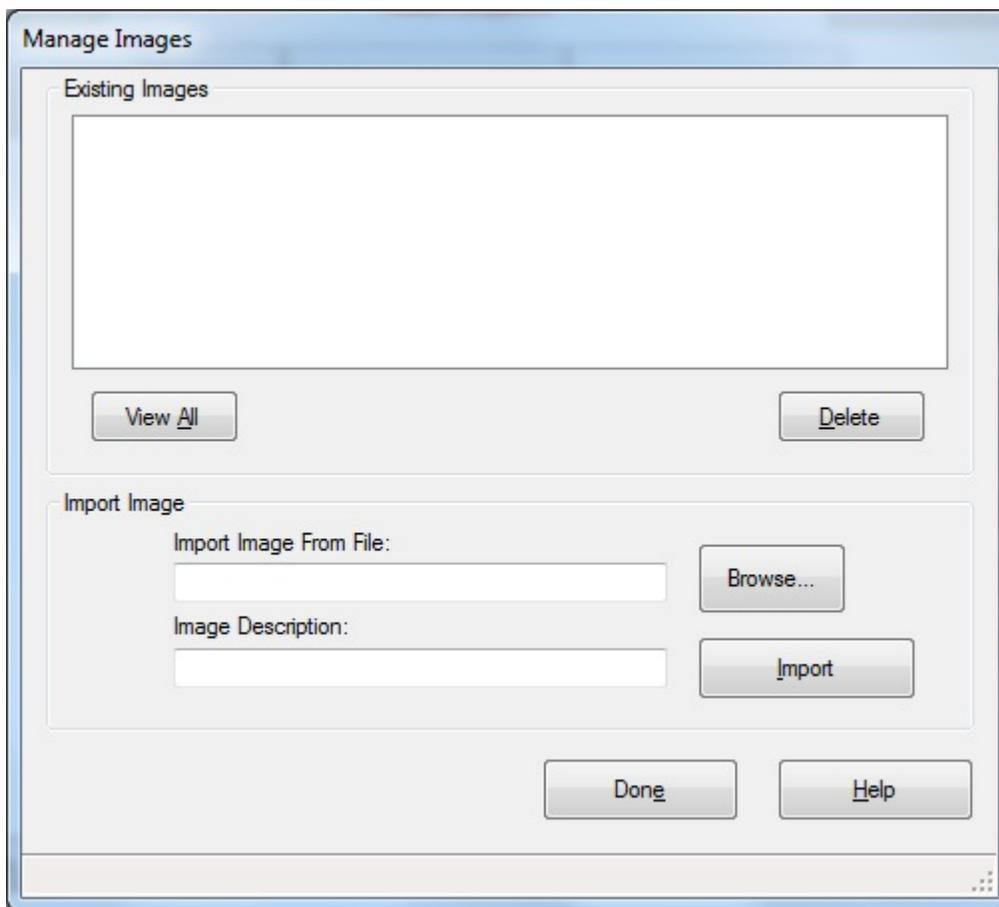
3. When the Manage Images screen appears, any saved scanned **image** associated to the specified **travel order** will be **displayed**.
4. **Select** an image by **double clicking** on the desired image. If there are multiple images you can select all of them by **clicking** on the **View All** button.
5. Once you have selected the desired image(s), you may **view** the image(s) by **double clicking** on an image or **clicking** on the **View All** button.
6. The selected image will be displayed.
7. If you wish to **delete** the an image **click** on the image to select and then **click** on the **Delete** button.
8. When you are **finished** using the **Manage Images** screen, **click** on the **Done** button.

Importing Images

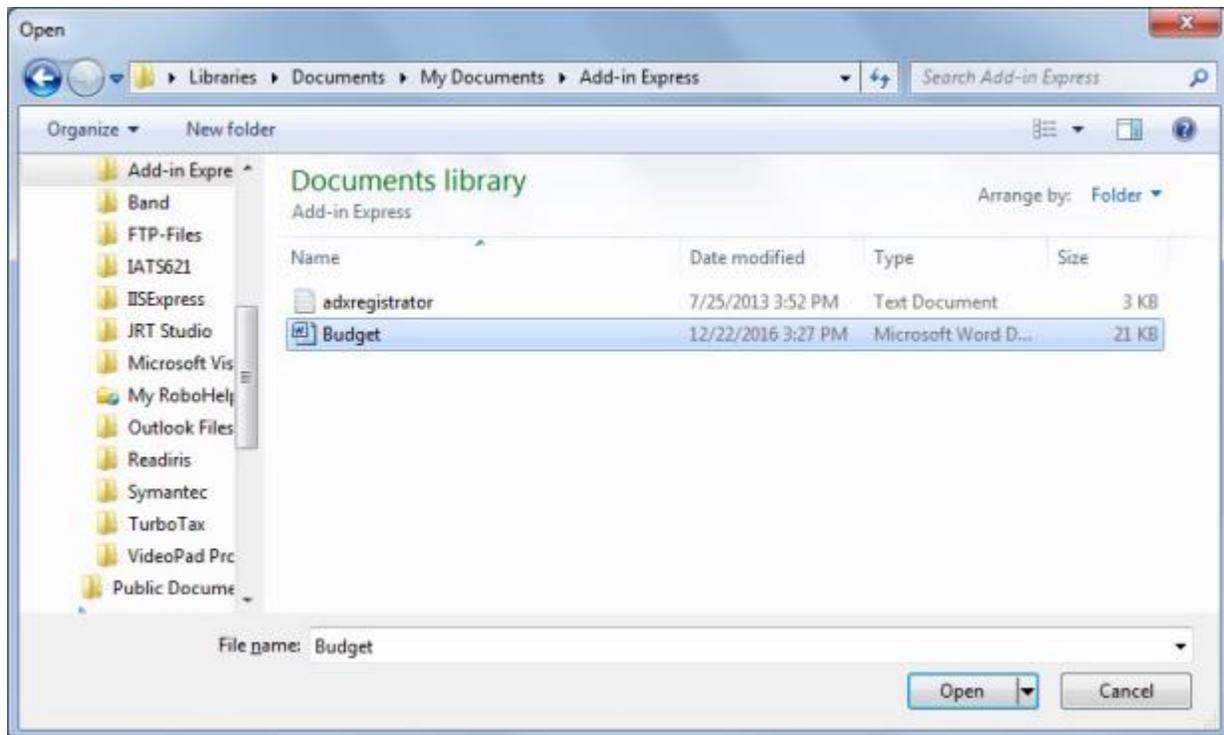
IATS contains a **feature** that allows you to **save** scanned **images** of documents such as **hotel** or **rental car** receipts into the IATS database.

The **Manage Images** screen is used to **view** scanned images that are already existing in the database or to **import** an image into the database.

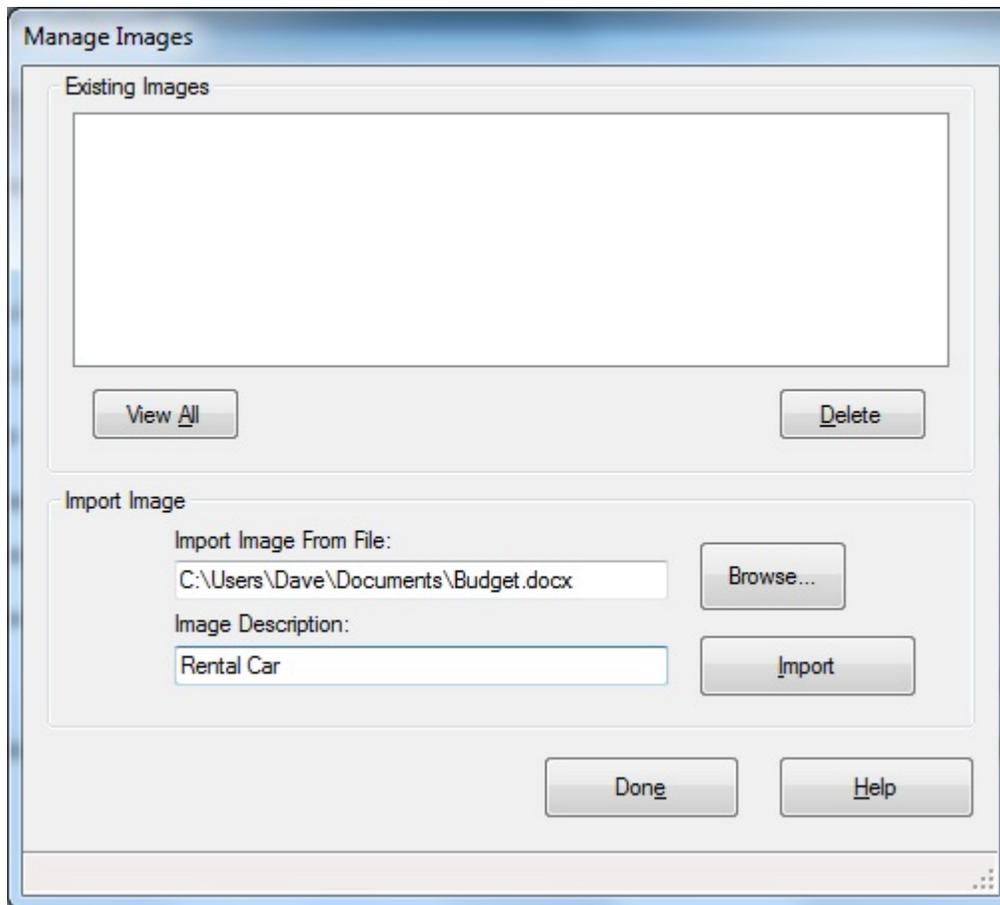
 Complete the following steps to "import" a scanned image into the IATS database:



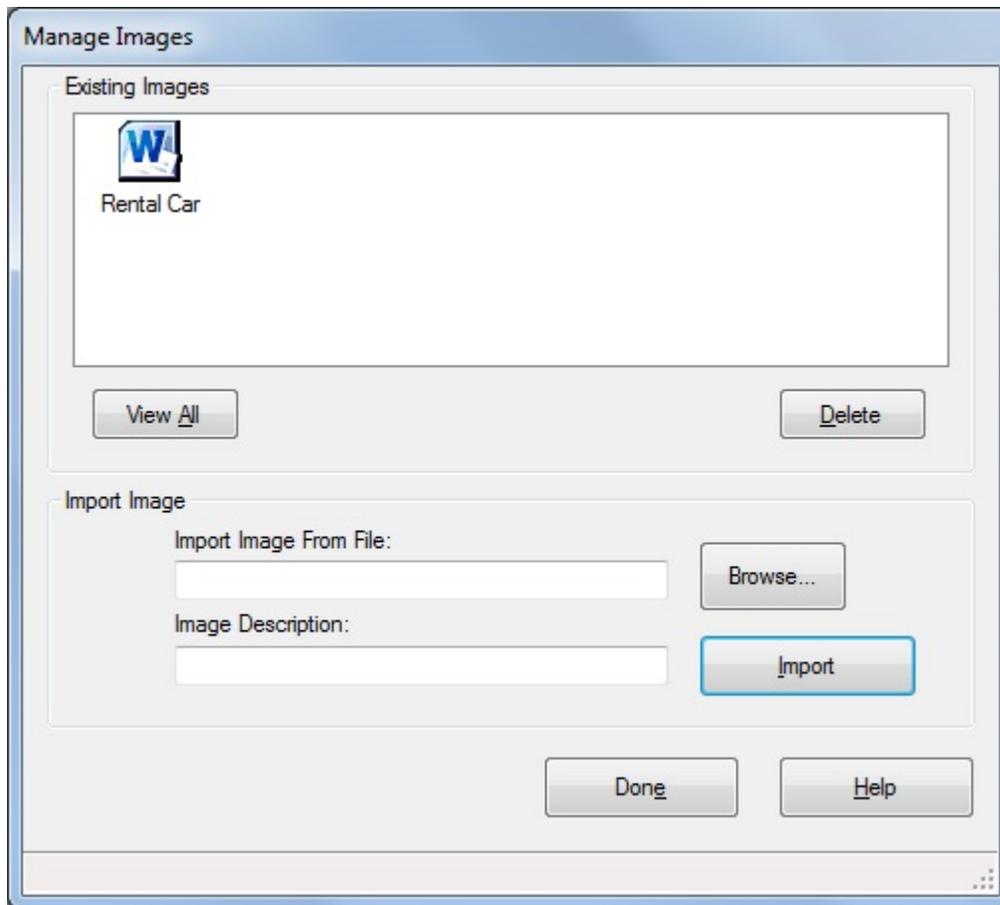
1. At the **Import Image From File** field, click on the **Browse** button. The **Open** screen appears.



2. Click on the **file** you wish to import and then click on the **Open** button.



3. At the **Image Description** field, enter a **description** for the image.
4. Click on the **Import** button.



5. The imported image file will now be **displayed** in the **Existing Images** section at the top of the screen.
6. You may **view** any file displayed in the Existing Images section by **double clicking** on the file.
7. **View All:** **Click** on the **View All** button if you wish to view **all** of the files displayed in the Existing Images section.
8. **Delete:** If you wish to **delete** an image, **click** on the **file** to select it and then **click** on the **Delete** button.
9. If you click on the **Delete** button, a **message** will appear asking if you are **sure** you wish to delete the selected file. **Click** on *Yes* or *No* as desired.
10. If you are **finished** using the **Manage Images** screen, **click** on the **Done** button.

Returning Requests

Travel Offices frequently **receive** settlement **requests** that cannot be processed, and must be **returned** to the traveler. These claims must be **logged** into the IATS system in order to **create** an audit trail, and to **generate** a return letter. If the initial system **maintenance** was performed, a **table** with reason for return **codes** was setup for managing this process.

Refer to the **Help** topic, "[Maintaining Reasons for Return](#)", for more information on **reason for return codes**.

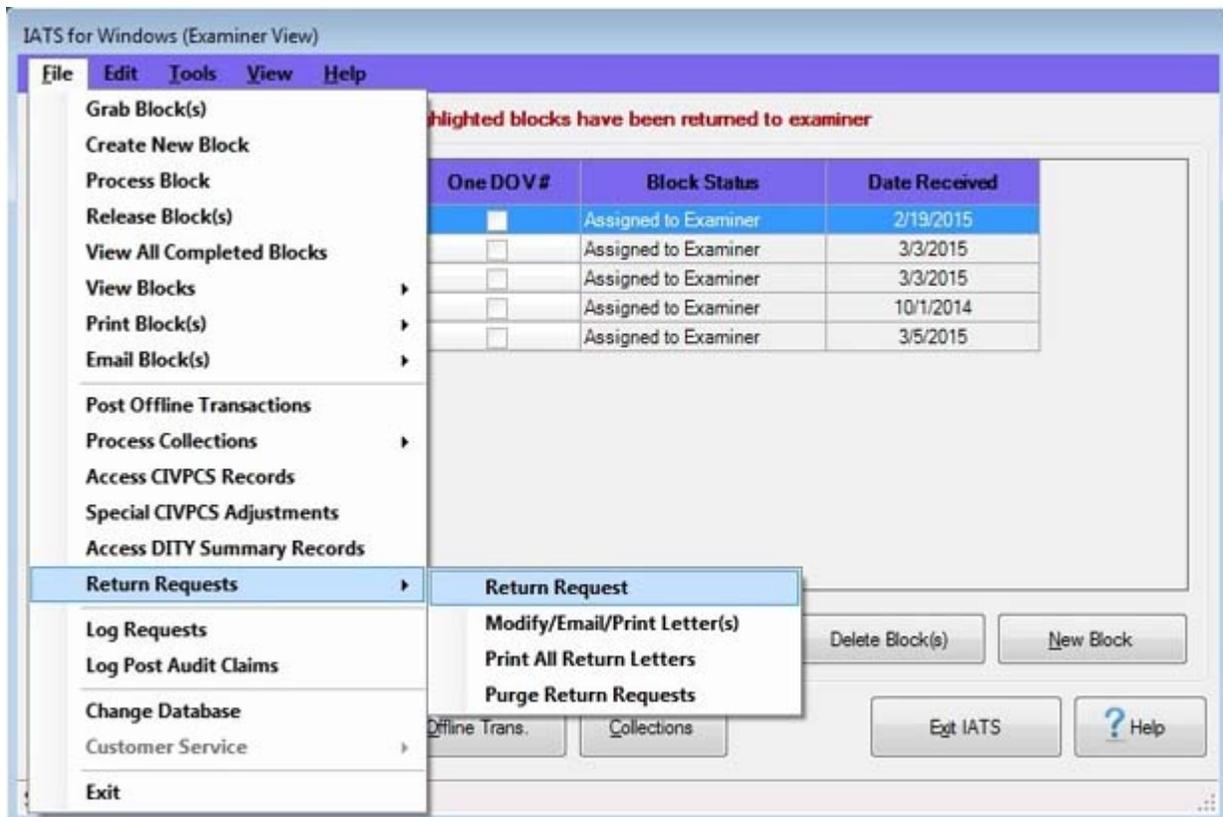
There are (3) **methods** you can chose for returning a request to the traveler:

Method 1: - Return a request from the **Logging of Requests** screen.

Flagged for Delete	Flagged for Return	SSN/ID	Name	TONO/SDN	From	To	Date Signed	Date Signed by
<input type="checkbox"/>	<input checked="" type="checkbox"/>	111881111	SMITH, MARK	03-001	3/19/2018	3/23/2018	4/17/2018	4/17/2018

1. Click in the **check box** at the **Flagged for Return** column to the left of the **SSN/ID** field for the claim you wish to return. When you click on **OK**, the **Return Voucher** screen will appear.
2. Follow the **steps** (below) at the heading " **Complete the following steps to "return" a request:**" to return the request.

Method 2: - Return a request from the **Examiner View** screen.



1. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Return Requests** option. The **Select Traveler** screen appears.
2. At the Select Traveler screen, **type** the traveler's **SSN** for the request being returned at the **ID** field and press **Tab**. When the account information appears, **click** the **OK** button. The **Return Voucher Record Selection** screen **appears**.

Return Voucher Record Selection

111881111 (SMITH, MARK T)

Request to Return

Travel Order Number	Detail Type	Start Date	End Date	Block
03-001	Settlement Log	3/19/2018	3/23/2018	TDY1

Other... Find:

OK Cancel ? Help

3. At this screen, **click** on the **order** number for the request being returned and then **click** the **OK** button. The **Return Voucher** screen will appear.
4. **Follow** the **steps** (below) at the heading " **Complete the following steps to "return" a request:**" to return the request.

Method 3:- Initiate the process to **return** a request from the **Request Selection** screen,

Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) Number of requests:

SSN	Name	TONO	Type of Request	Start Date	End Date
444994444	DOE, JOHN	03-001	Settlement	3/3/2015	3/3/2015
111881111	SMITH, MARK	2015BLNKT	Settlement Log	2/16/2015	2/18/2015
111441111	ARNOLD, TOMMY	FLATRATE	Settlement Log	11/1/2014	12/5/2014
999559999	ROGERS, PAUL	LOC-DITY	Settlement	2/13/2015	2/13/2015

Select All Unselect All Delete View/Modify New

Other... Print Block Ticket **Return** Skeleton Request Print Request(s)... Done ? Help

1. At the Request Selection screen, **click** on the **claim** you wish to return.
2. When the desired claim has been selected, **click** on the **Return Request** button. The **Return Voucher** screen will appear.
3. **Follow** the **steps below** to return the request.

 **Complete the following steps to "return" a request:**

Return Voucher - (ORIGINAL MASTER DATABASE)

SSN: 111-44-1111 Order Type: Normal

Name: ARNOLD, TOMMY Date Returned: 3/9/2015

T/O: FLATRATE

Send To: Address 1: 222 N SOUTH ST Reason(s) for Return: I don't process claims for the likes of yo

Address 2: It's my day off

City: INDIANAPOLIS

State/Country: IN

Zip: 46226

Parent Organization: DFAS

Address 1: City: State/Country: Zip: ? Help

Address 2: State/Country: Zip: ? Help

Remarks: You can add your remarks here.

Send email to traveler

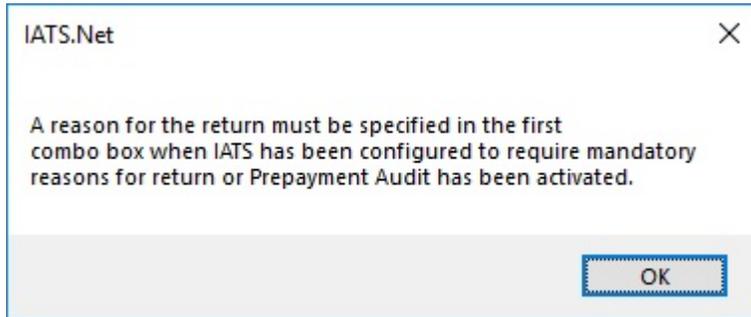
Print Letter OK Cancel ? Help

Enter remarks pertaining to the reason for return

1. **Send To:** - When this screen appears, the traveler's address is **displayed**. If this information is **correct**, no action is **necessary**. If not, **click** in the appropriate fields and **type** the desired changes.
2. **Parent Organization:** - If wishing to **route** the return **through** the traveler's parent organization, **click** in the appropriate fields and **type** the parent organization's **address**.

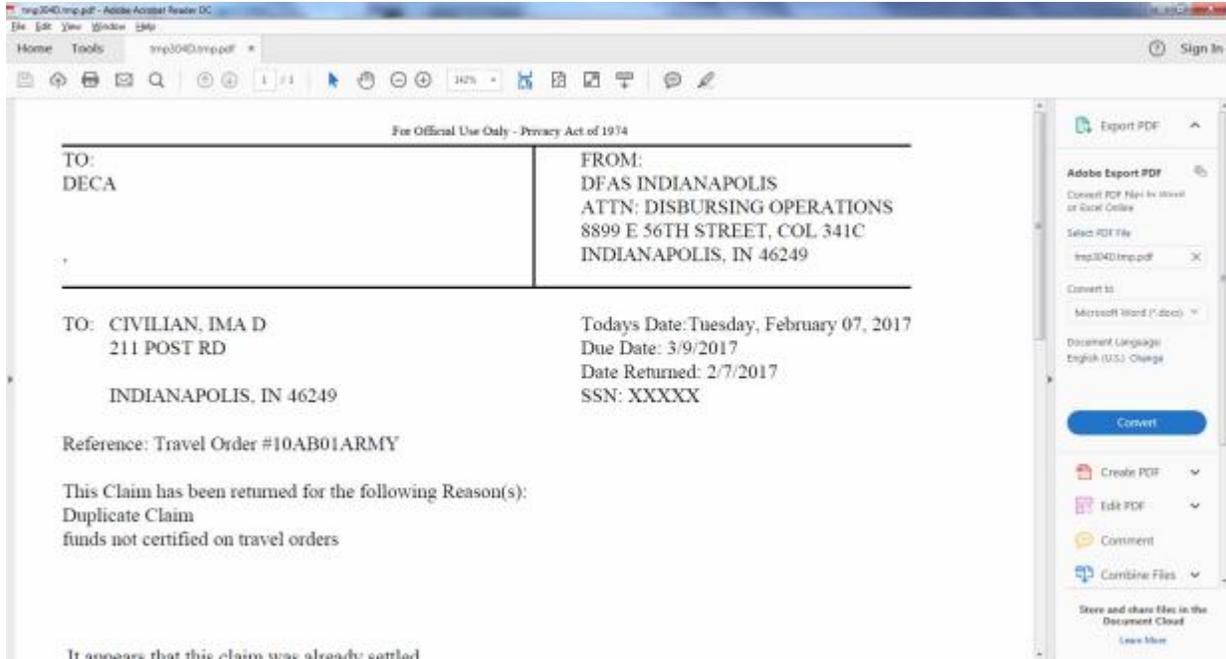
Note: A new switch in the IATS Maintenance Module was added to make it **Mandatory** to provide a **Reason for Return** when you are returning a request. When this switch is **turned on**, user must select a reason from the first Reason(s) for Return combo box. All of the other Reason(s) for Return combo boxes are **optional**.

The following pop-up message will appear if a reason is not selected from the first **Reason(s) for Return** combo box.

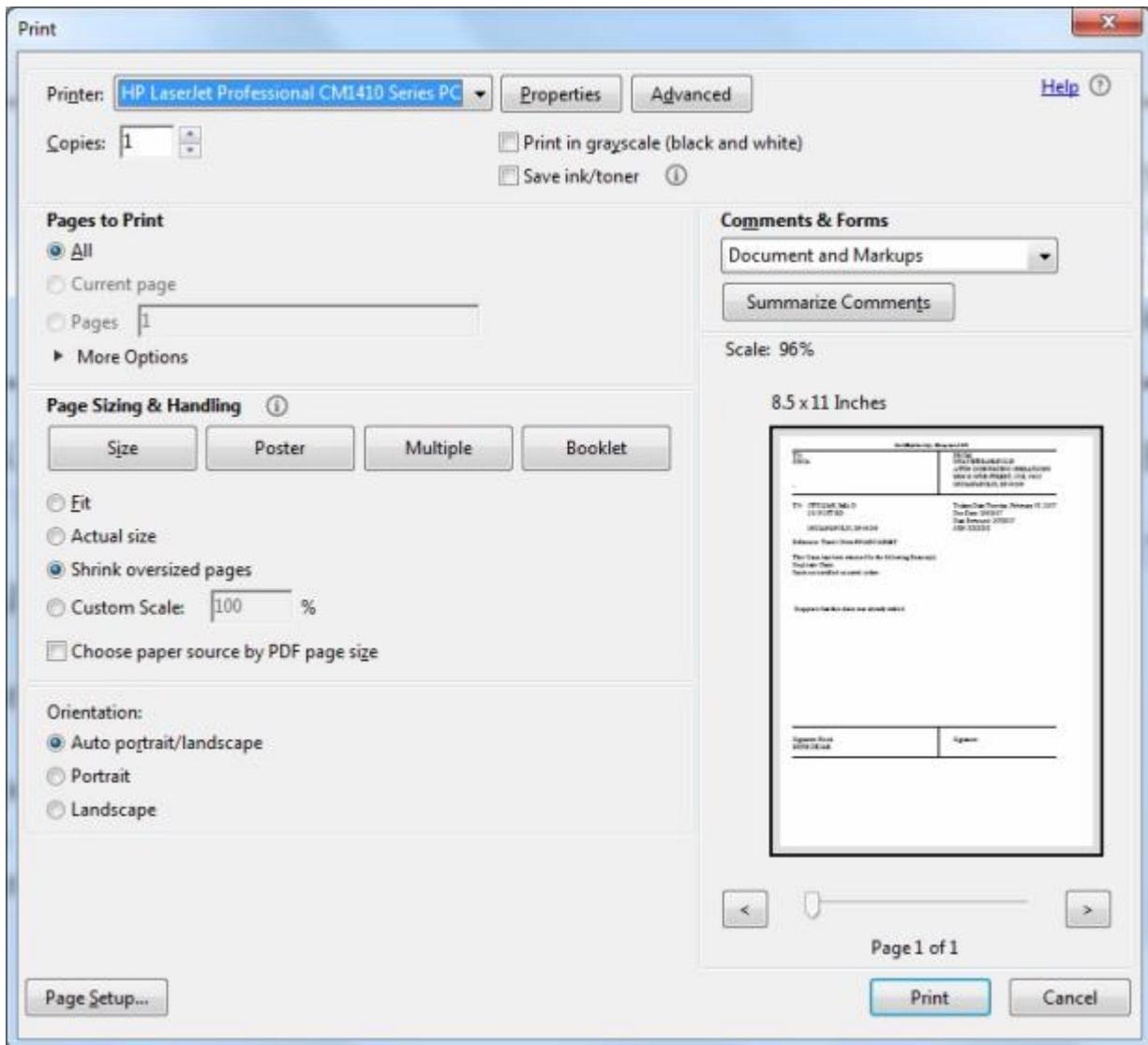


3. **Reason(s) for Return:** - At the first **Reason(s) for Return** combo box, **click** on the *down arrow* button to **display** a **list** of the **reasons** for return from the **Reasons for Return Codes table** in the **Maintenance** module. When the **list** is displayed, **click** on the desired **reason** to make a selection.
4. Users may **add up to (5)** reasons for returning a request. If additional reasons are needed **click** in the next available **Reason(s) for Return** combo box and **repeat** the **instructions** from step (7) above to **add additional reasons**.
5. **Remarks:** - **Click** in this field and **type** a **remark** if desired.
6. **Send email to traveler:** - **Click** in this **check box** if you wish to have IATS **send** an email message to the traveler explaining why the claim is being returned.
7. **Auditor Remark:** - If you are returning a request as an Auditor, you may also **click** on the **Auditor Remark** button to see if the Auditor entered any remarks regarding the claim. Clicking on the Auditor Remark button will display the **Auditor Remarks** screen.

8. If you wish to place the Auditor Remarks into the **Remarks** field on the **Return Voucher** screen, **click** on the **Copy Remarks** button. This action will return you to the **Return Voucher** screen and you will notice that the Auditor Remarks were automatically placed into the **Remarks** field.
9. **Click** on the **Print Letter** button. The **Adobe Acrobat Reader** screen will appear **displaying** the **return letter**.



10. Click on the **Printer Icon** button if you wish to **print** the return letter.
11. The **Print** screen will appear.



12. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
13. **Select** the number of **copies** you wish to print and **lick** on the **Print** button.
14. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
15. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the red X button in the top right corner to **close** the screen.
16. IATS returns to the **Return Voucher** screen.
17. **Click** on **OK**. If the **Send email to traveler** option was selected, the **Email Log** screen appears

Email Log

Emails Sent

Block	Order Number	SSN	Name
	10AB01ARMY	345-67-8901	CIVILIAN, IMA D.

Emails Not Sent

Block	Order Number	SSN	Name
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Print OK Cancel

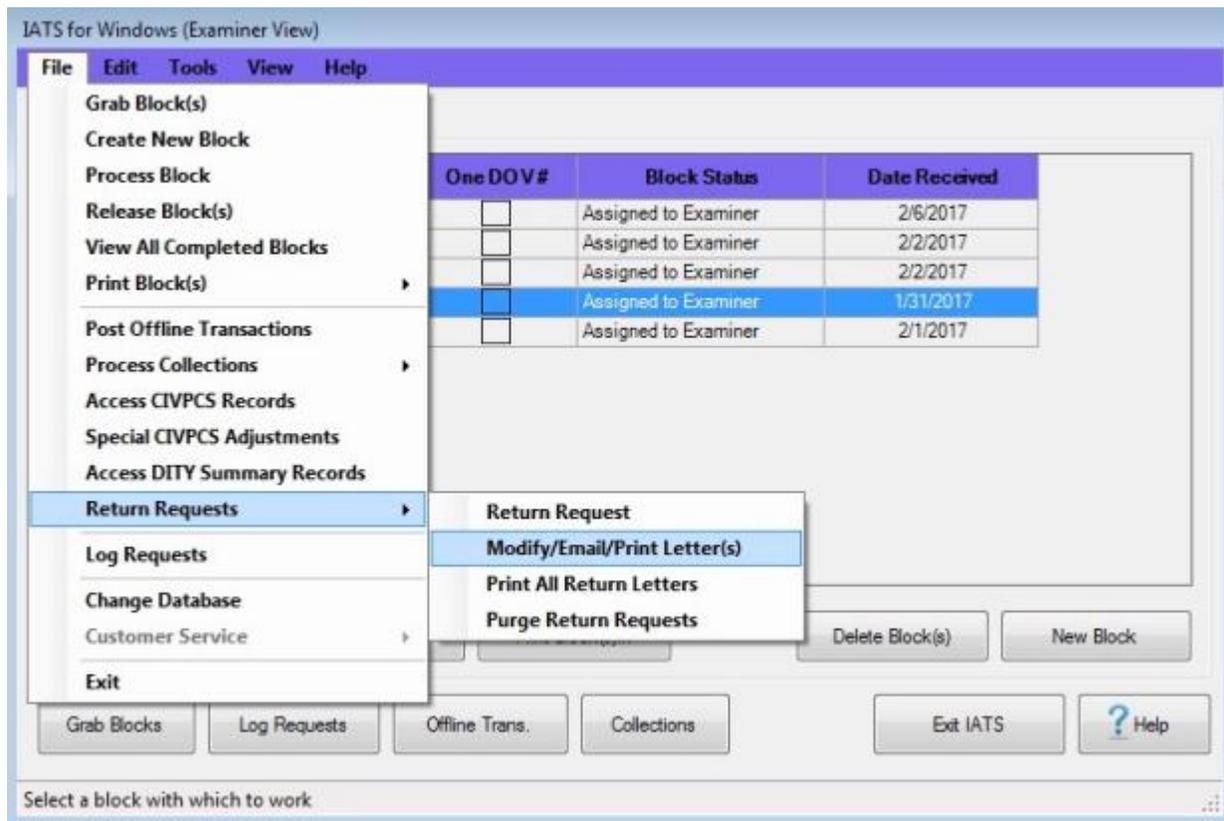
18. If you wish to **see** or **print** the Email Log Report, **click** on the **Print** button.
19. The **Adobe Acrobat Reader** screen will appear **displaying** the **Email Log Report**.
20. **Click** on the **Printer Icon** button if you wish to **print** the **Email Log Report**.
21. The **Print** screen will appear.
22. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
23. **Select** the number of **copies** you wish to print and **click** the **Print** button.
24. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
25. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the red X **button** in the top right corner to **close** the screen.
26. IATS returns to the **Email Log** screen. If you are finished, **click** on the **OK** button.

Modify a Returned Request Letter

If you have processed a transaction to **return** a **request** to the traveler, you have the ability to **modify** the return letter that was previously generated.

 Complete the following steps to "modify" a return letter:

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.



2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Return Requests** option. Another menu appears offering additional selections.
3. **Click** on the **Modify/Email/Print Letters** option. The **Return Voucher Selection** screen appears.

Return Voucher Record Selection

Return Voucher Search

SSN: 345678901 Name: CIVILIAN, IMA D (345-67-8901) Search

Date Returned: []

Vouchers Returned

SSN	Travel Order Number	Order Type	Start Date	End Date
▶ 345678901	10AB01ARMY	Normal	12/2/2015	12/4/2015

Select All Unselect All Email

Other... OK Cancel ? Help

4. **SSN:** - At the SSN field, **type** the traveler's **social security number** and **press Tab**. The traveler's name will appear in the **Name** field.
5. **Date Returned:** - At the Date Returned field, **enter** the **date** of the original return **letter** if you wish to access the letter by date returned.
6. **Search:** - **Click** on the **Search** button if you wish to access all of the return **letters** that were previously generated for this traveler.
7. When the return letter(s) appear for this traveler, **click** on the **letter** you wish to modify. You can also **click** on the **Select All** button if there is more than one return letter and wish to modify them all.
8. When you have selected the letter(s) you wish to modify, **click** on the **OK** button. The **Return Voucher** screen appears.

Return Voucher - (ARMY)

SSN: 345-67-8901 Order Type: Normal

Name: CIVILIAN, IMA D Date Returned: 2/7/2017

T/O: 10AB01ARMY

Send To: Address 1: 211 POST RD Reason(s) for Return: Duplicate Claim

Address 2: funds not certified on travel orders

City: INDIANAPOLIS

State/Country: IN INDIANA

Zip: 46249

Parent Organization: DECA

Address 1: City: State/Country: Zip:

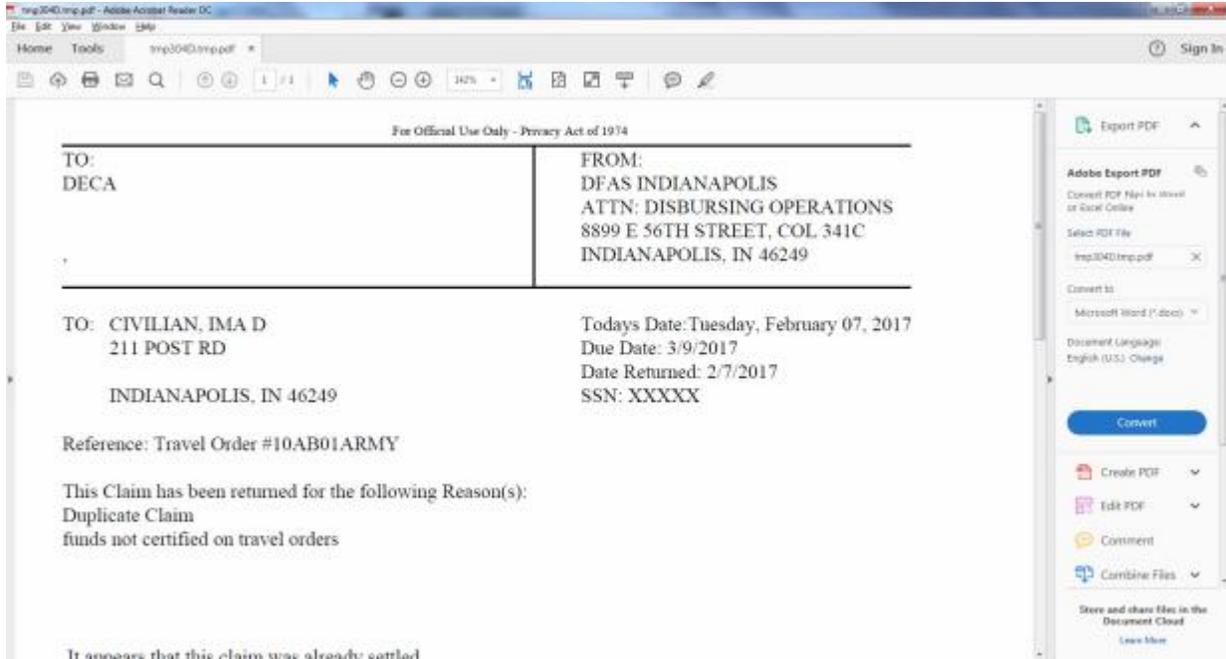
Address 2: State/Country: Zip:

Remarks: It appears that this claim was already settled.

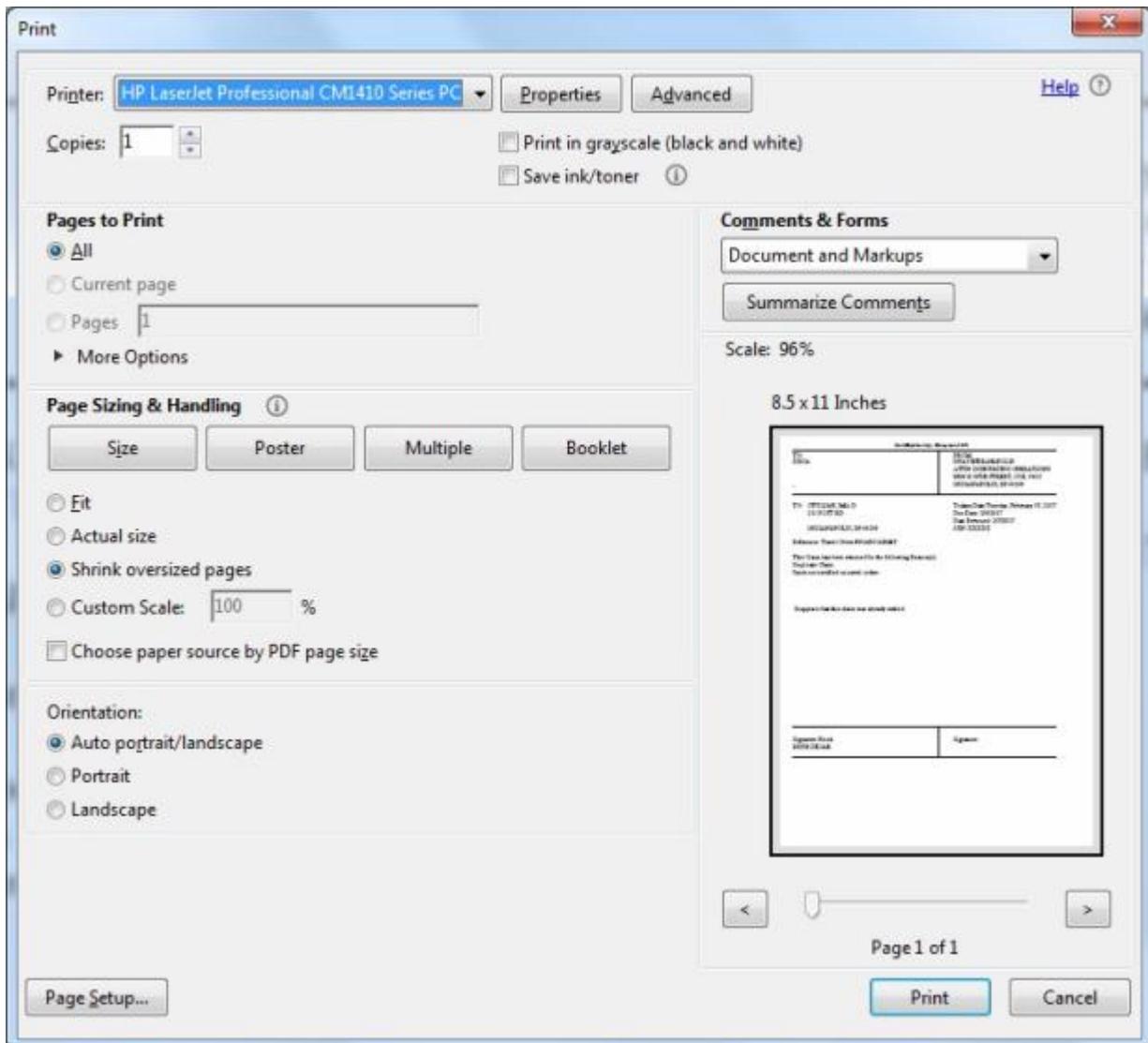
Print Letter OK Cancel Help

Enter remarks pertaining to the reason for return

9. Make the required changes to the selected return letter.
10. If desired, **click** on the **Print Letter** button. The **Adobe Acrobat Reader** screen will appear **displaying** the **return letter**.



11. **Click** on the **Printer Icon** button if you wish to **print** the return letter.
12. The **Print** screen will appear.



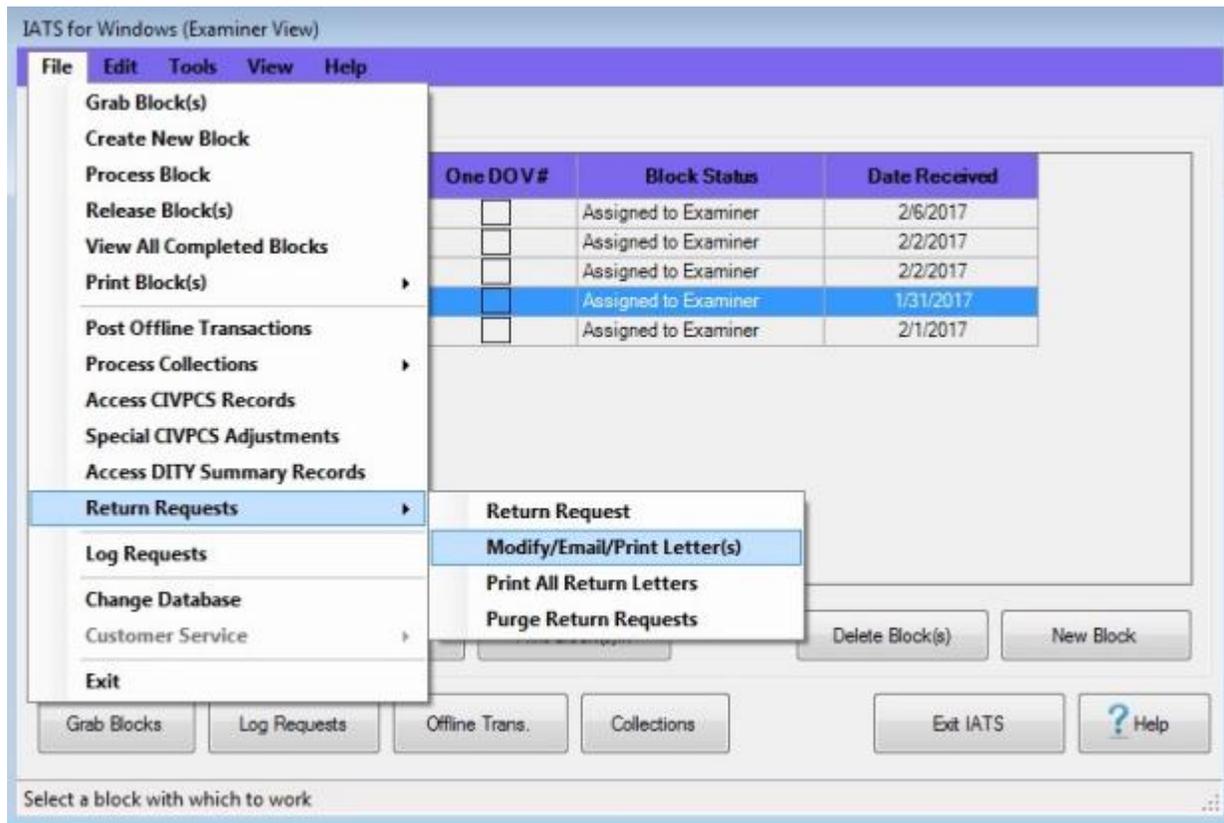
13. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
14. **Select** the number of **copies** you wish to print and **lick** on the **Print** button.
15. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
16. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the red X button in the top right corner to **close** the screen.
17. IATS returns to the **Return Voucher** screen. If you are finished, **click** on the **Cancel** button.

Email a Returned Request Letter

If you have processed a transaction to **return** a **request** to the traveler, you have the ability to **send** an email notice to the traveler that a request has been returned.

 Complete the following steps to "email" a notice to the traveler that a request has been returned:

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.



2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Return Requests** option. Another menu appears offering additional selections.
3. **Click** on the **Modify/Email/Print Letters** option. The **Return Voucher Selection** screen appears.

Return Voucher Record Selection

Return Voucher Search

SSN: 345678901 Name: CIVILIAN, IMA D (345-67-8901) Search

Date Returned: []

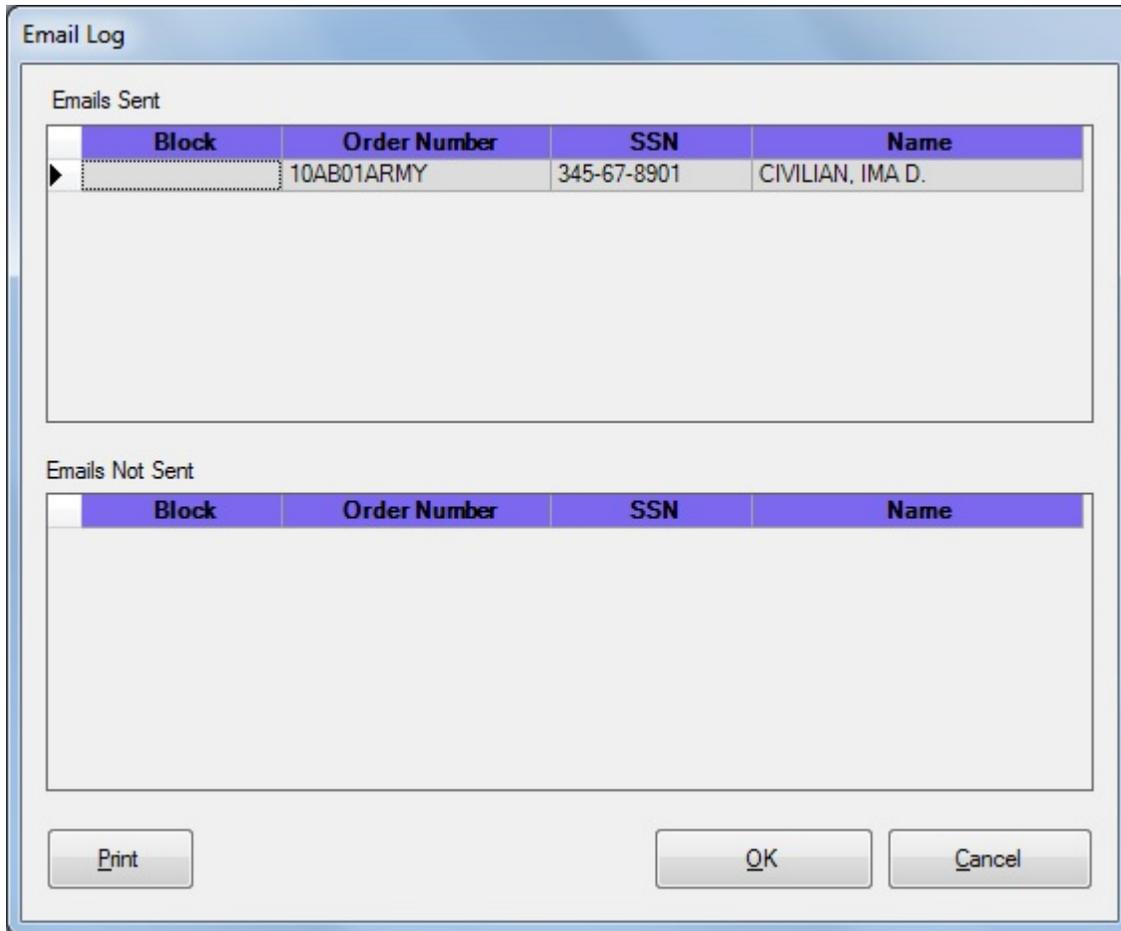
Vouchers Returned

SSN	Travel Order Number	Order Type	Start Date	End Date
▶ 345678901	10AB01ARMY	Normal	12/2/2015	12/4/2015

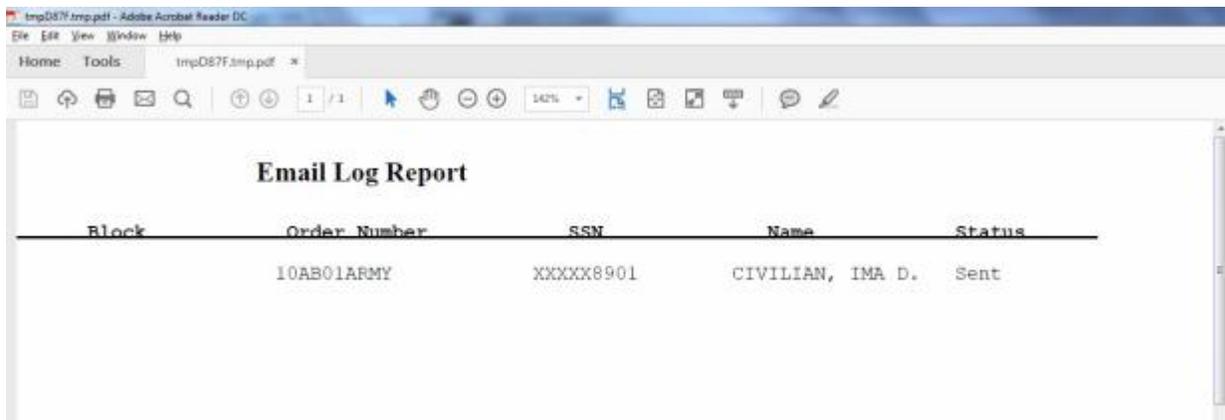
Select All Unselect All Email

Other... OK Cancel ? Help

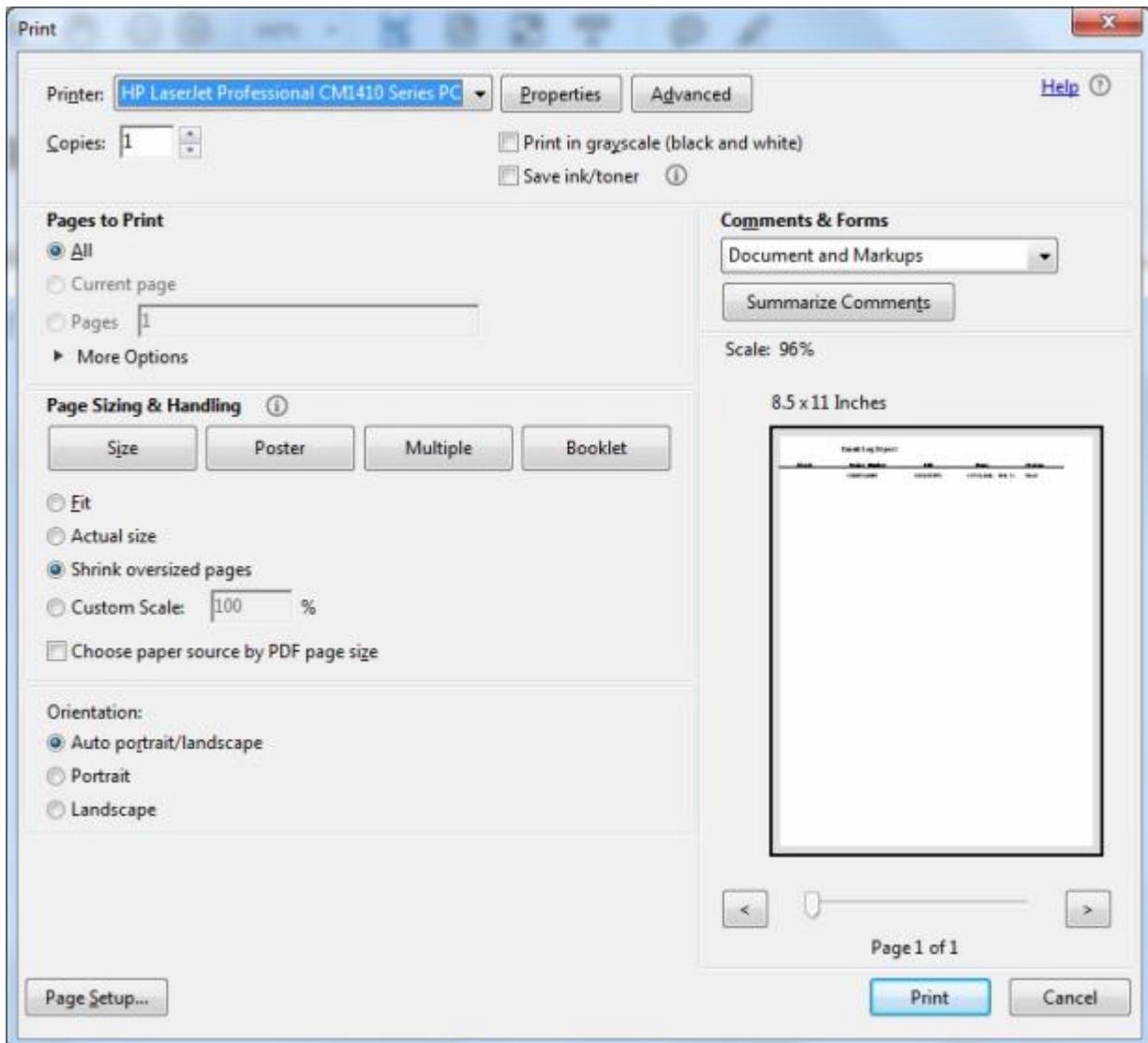
4. **SSN:** - At the SSN field, **type** the traveler's **social security number** and **press Enter**. The traveler's name will appear in the **Name** field.
5. **Date Returned:** - At the Date Returned field, **enter** the **date** of the original return **letter** if you wish to access the letter by date returned.
6. **Search:** - **Click** on the **Search** button if you wish to access all of the return **letters** that were previously generated for this traveler.
7. When the return letter(s) appear for this traveler, **click** on the **letter** you wish to modify. You can also **click** on the **Select All** button if there is more than one return letter and wish to modify them all.
8. When you have selected the letter(s) you wish to modify, **click** on the **Email** button. The **Email Log** screen appears.



9. Click the **Print** button if you wish to **print** the Email Log report. The **Adobe Acrobat Reader** screen will appear **displaying** the **Email Log Report**.



10. Click on the **Printer Icon** button if you wish to **print** the **Email Log Report**.
11. The **Print** screen will appear.



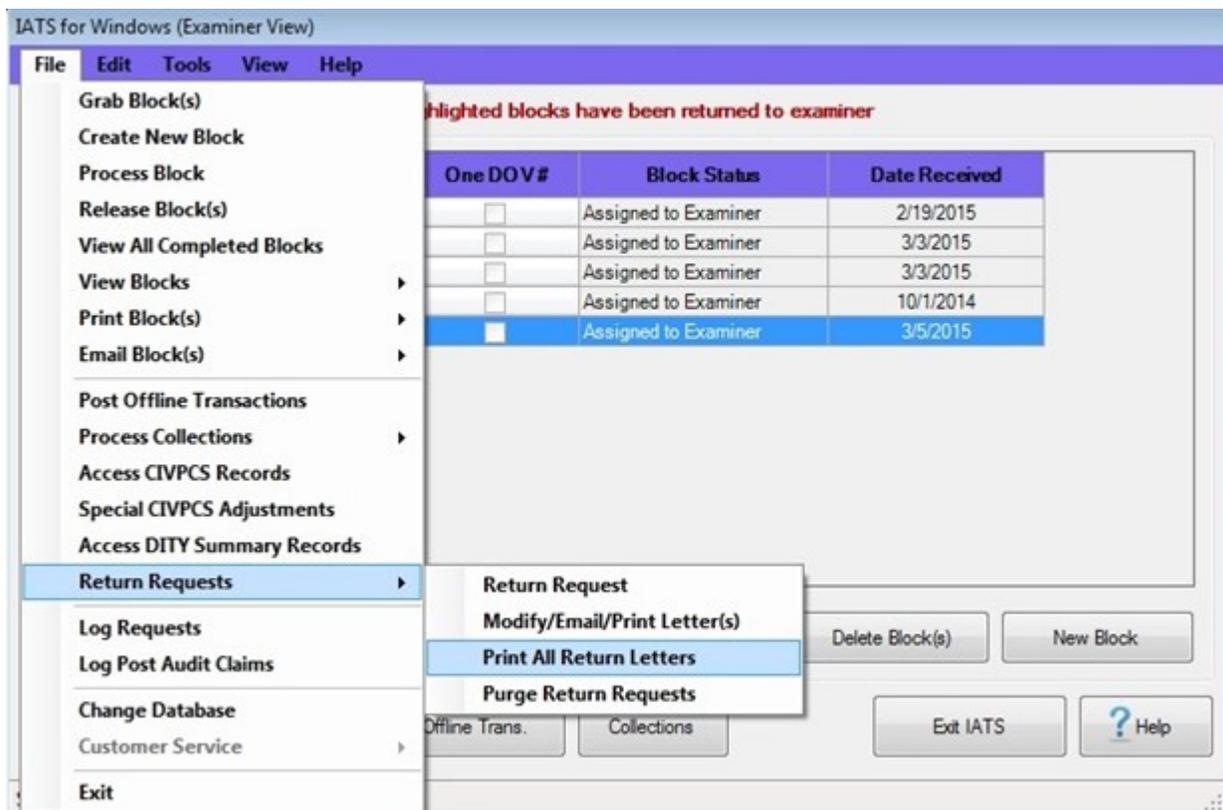
11. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
12. **Select** the number of copies you wish to print and **click** the **Print** button.
13. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
14. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the red X button in the top right corner to **close** the screen.
15. IATS returns to the **Email Log** screen. If you are finished, **click** on the **OK** button.
16. IATS returns to the **Return Voucher Selection** screen. If you are finished, **click** on the **Cancel** button.

Print All Returned Requests

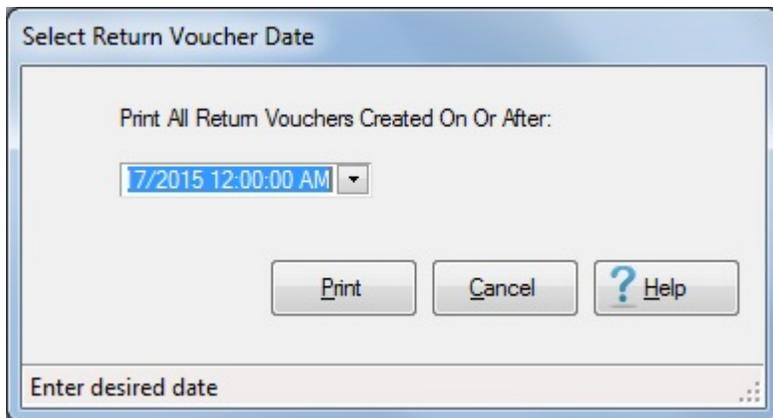
On occasion, user may need to **print** all of the **letters** for the settlement requests that have been **returned**.

 Complete the following steps to "print" all return letters:

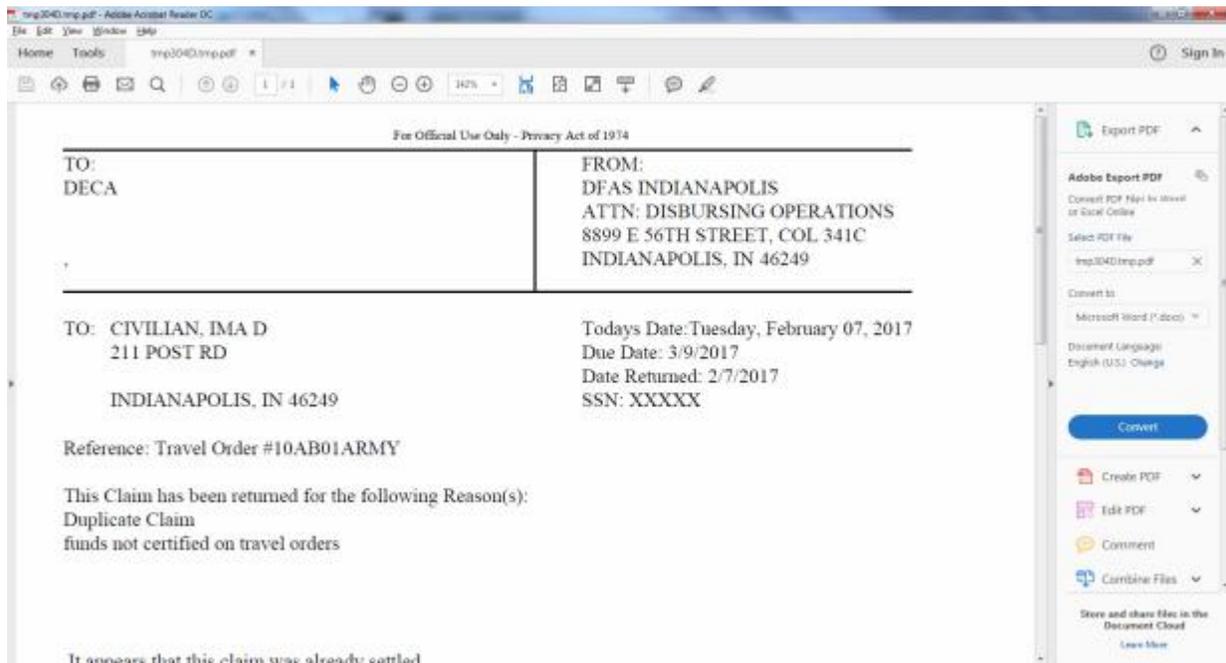
1. Login to IATS in the **Examiner View** mode or **change** the View to Examiner, if necessary.



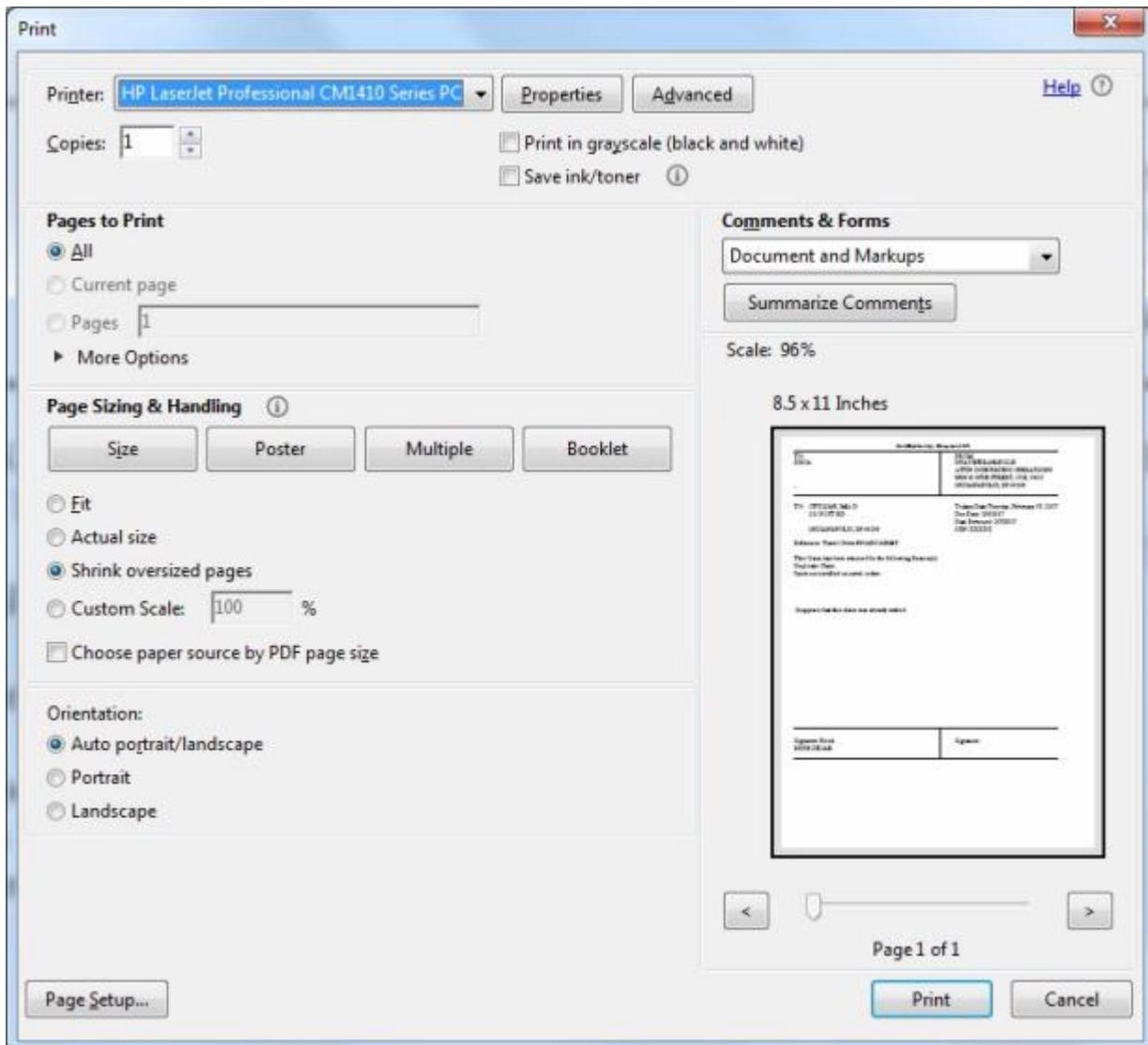
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Return Requests** option. Another menu appears offering additional selections.
3. **Click** on the **Print All Return Letters** option. The **Select Return Letters Date** screen appears.



4. **Type** the desired date in **MMDDYY** format or **click** on the *down arrow* button to use the **Calendar** to select the date.
5. When the desired date is displayed, **click** on the **Print** button. The **Adobe Acrobat Reader** screen will appear **displaying** the **return letter(s)**.



6. **Click** on the **Printer Icon** button if you wish to **print** the return letter.
7. The **Print** screen will appear.



8. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
9. **Select** the number of **copies** you wish to print and **click** the **Print** button.
10. IATS **prints** all of the return **letters** created on or after the specified date and returns to the **Adobe Acrobat Reader** screen.
11. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the red X **button** in the top right corner to **close** the screen.

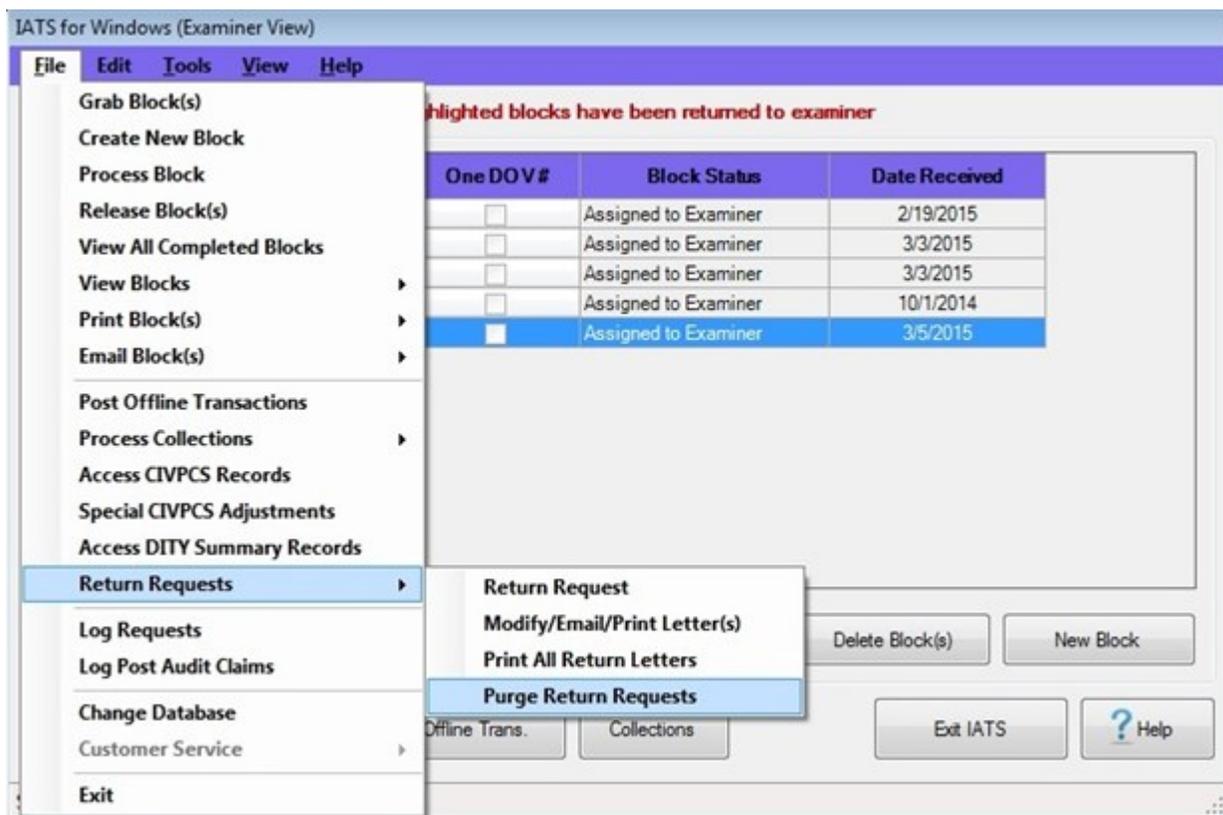
Purge All Returned Requests Records

On occasion, user may need to **purge** all of the **letters** for the settlement requests that have been **returned**.

Note: In order to **purge** the **Returned Requests** table, the user must have the privilege "**Purge Return Request for a Traveler**" assigned to their user account by the System Administrator.

 Complete the following steps to "purge" all return letters:

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.



2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Return Requests** option. Another menu appears offering additional selections.
3. **Click** on the **Purge Return Requests** option. The **Select Purge Return Requests Date** screen appears.

Select Purge Return Request Date

Purge All Return Requests Created before this date:

7/2015 12:00:00 AM ▾

OK Cancel ? Help

Enter desired date

4. **Type** the desired date in **MMDDYY** format or **click** on the *down arrow* button to use the **Calendar** to select the date.
5. When the desired date is displayed, **click** on the **OK** button. IATS **purges** all of the return **letters** created before the specified date.

Deleting a Request for Settlement

On occasion, a request for settlement must be **deleted** from a block. For example; a claim may have been logged to the wrong block, or was **computed**, but cannot be disbursed because of a missing receipt.

 **Complete the following steps to "delete" a Request for Settlement:**

1. At the **Examiner View** screen, select a block through one of the following methods:
 - **Method 1:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 2:** - **Click** on the desired block listed under the **To Do** section and then **click** on the **File** menu at the top left corner of the screen. A drop down **menu** appears listing several options. **Click** on the **Process Block** option.

Note: After selecting a block using one of the (2) methods listed above, the **Request Selection** screen appears. At this screen, all requests **assigned** to the block are listed under the **Select Request(s)** section.

2. At the **Request Selection** screen, **click** on the **request** to be deleted.
3. When the correct request is highlighted, **click** the **Delete** button. The **Delete this Settlement Request** screen appears.

Delete this Settlement Request - Block No: OCT28 - Request No: 60 User ID: DAVE

NALES, RUSTYO: C TONO: 10-001

Request Type - Settlement
Type of Settlement Final

Remit To Adv/Acct Entitlements Calculations Financial Remarks Workflow

Types of Entitlements Claimed
 Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	10/7/2013-10/11/2013	Validated Data

Add Itinerary
View/Modify
Delete

Daily Summary Elapsed Time Cons. Comp. Show Calcs

<Back Next>

Other... Receipts Delete Cancel ? Help

Select to add an entitlement to this claim

- At this screen, **click the Delete** button at the bottom of the screen. A message will appear asking if you are sure you wish to delete the request. **Click** the Yes button.
- If the **option** in the IATS Maintenance module has been activated to generate the "**Deleted Details Report**", the **Reason For Deletion of Claim** screen appears.

Note: The **Reason for Deletion of Claim** screen only appears when the option "Reason for Delete" has been **enabled** in the **Maintenance** module. If this screen does **not** appear, **proceed** to step 10.

6. At the **Reason for Deletion of Claim** screen, you have the option of placing up to **four** reasons for deleting the request by **clicking** on the **down arrow** button at the **Reason** fields.

Tip: At the **Reason for Deletion of Claim** screen, you have the option of either selecting a **reason**, or simply entering a **remark** into the **Remarks** text box. One or the other is **required**. You may also do **both** - select a reason from the drop-down list and add a remark if desired.

7. If you **click** on the **down arrow** button, a **list** of all of the **reasons** that were previously entered into the "**Reasons for Claim Deletion**" table in the **Maintenance** module, will be displayed.

8. **Click** on the desired **reason** from the *drop-down* list of reasons that will appear after you click on the *down* arrow button. Or, **click** in the **Remarks** text box and **type** the **reason** the request is being deleted.
9. After selecting a reason, entering a remark, or both, **click** on **OK**.
10. The **Confirmation Password** screen appears next. **Type** your confirmation **password** at the **Enter Password** field and **press** *Tab* or **click** the **OK** button. IATS **deletes** the request and **returns** to the **Request Selection** screen.

Deleting an Entitlement

On occasion an **entitlement** must be **deleted** from a previously entered request for settlement.

 **Complete the following steps to "delete" an entitlement from a TDY Request for Settlement:**

1. At the **Examiner View** screen, select a block through one of the following methods:
 - **Method 1:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 2:** - **Click** on the desired block listed under the **To Do** section and then **click** on the **File** menu at the top left corner of the screen. A *drop down menu* appears listing several options. **Click** on the **Process Block** option.

Note: After selecting a block using one of the (2) methods listed above, the **Request Selection** screen appears. At this screen, all requests **assigned** to the block are listed under the **Select Request(s)** section.

2. At the **Request Selection** screen, **select** a request through one of the following methods:
 - **Method 1:** - **Double click** on the desired request.
 - **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
3. At the **Request for Settlement Against an Order** screen, **click** on the **Entitlements** tab. When the Entitlements tab is displayed, any **entitlement** already processed against the selected request **appears** in the **Types of Entitlements Claimed** section.

Remit To Adv/Acct Entitlements Calculations Financial Remarks Workflow

Types of Entitlements Claimed

Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
▶ Temporary Duty Trip	10/7/2013-10/11/2013	Validated Data

Add Itinerary
View/Modify
Delete

Daily Summary Elapsed Time Cons. Comp. Show Calcs

<Back Next>

4. At the **Entitlements** tab, **click** on the **entitlement** to be deleted.
5. When the desired entitlement is highlighted, **click** the **Delete** button. A message appears asking if you are **sure** you wish to **delete** this entitlement. **Click** the **Yes** button. The entitlement **disappears** from the **Types of Entitlements Claimed** section.
6. If there was more than one entitlement for the claim, **click** on the **Financial** tab and then **click** on the **Modify Accounting** button to **adjust** the **accounting** lines for the entitlement **deleted**.
7. **Finish** processing the request as usual after **modifying** the **accounting** or **click** on the **Cancel** button if no further action is needed.

View or Modify an Entitlement

On occasion, it may be necessary to re-open a previously computed **settlement** request, to **review** or **modify** the entries. This function may be performed if the **Examiner** still has **control** of the **block** the request is assigned to.

 **Complete the following steps to "view or modify" an entitlement:**

1. At the **Examiner View** screen, **select a block** through one of the following methods:
 - **Method 1:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 2:** - **Click** on the desired block listed under the **To Do** section and then **click** on the **File** menu at the top left corner of the screen. A drop down **menu** appears listing several options. **Click** on the **Process Block** option.

Note: After selecting a block, using one of the (2) methods listed above, the **Request Selection** screen appears. At this screen, all requests **assigned** to the block are listed under the **Select Request(s)** section.

2. At the **Request Selection** screen, **select** a request through one of the following methods:
 - **Method 1:** - **Double click** on the desired request.
 - **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
3. At the **Settlement Request** screen, **click** on the **Entitlements** tab. When the Entitlements tab is displayed, any **entitlement** already processed against the selected request **appears** in the **Types of Entitlements Claimed** section.

Remit To Adv/Acct Entitlements Calculations Financial Remarks Workflow

Types of Entitlements Claimed

Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
▶ Temporary Duty Trip	10/7/2013-10/11/2013	Validated Data

Add Itinerary
View/Modify
Delete

Daily Summary Elapsed Time Cons. Comp. Show Calcs

<Back Next>

4. At the **Entitlements** tab, if more than one entitlement is listed, **click** on the **entitlement** to be viewed or modified.
5. When the desired entitlement is highlighted, **click** the **View/Modify** button.
6. At the **Trip** screen, **click** on the various **tabs** to view or modify the entries previously made.
7. When **finished** viewing or modifying the entries, **click** the **OK** button. A message appears asking if you wish to **view/modify** the **Daily Exceptions**. **Click** Yes or No as desired.

Note: If **Yes** is clicked to **view/modify** the **Daily Exceptions**, another **message** appears asking if you wish to **recalculate** daily **meals** and/or **lodging**. If **Yes** is answered, IATS will **recalculate** the meals and lodging based upon the **entries** made at the **itinerary**. If **changes** were previously made at the Daily Exceptions screen, those changes will be lost.

8. If the request was modified, **click** on the **Financial** tab and then **click** on the **Modify Accounting** button to **adjust** the **accounting** lines for the entitlement modified.
9. **Finish** processing the request as usual after **modifying** the **accounting**.
10. If the request was **viewed only** and no modifications were made, **click** on the **Cancel** button. A *pop-up* appears asking if you wish to **cancel** the screen. **Click** the Yes button. IATS **returns** to the **Request Selection** screen.

Print Requests

After an advance or settlement request is processed, IATS will **produce** an approved computer facsimile of the **DD Form 1351** and **1351-2**. In addition, IATS also produces a facsimile of **Optional Form 1164** for local vicinity travel.

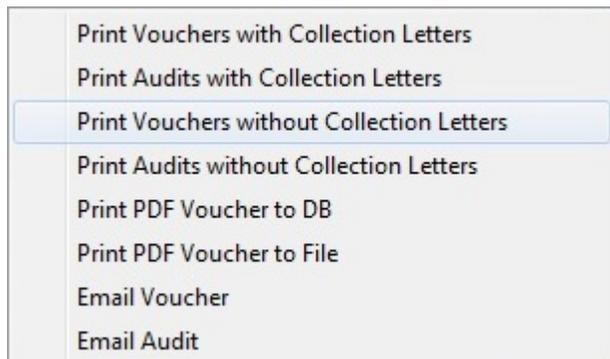
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

IATS also produces the **Advance Audit Voucher**, the **Travel Voucher Audit**, and the **Prepayment Audit Checklist** documents. **Audit vouchers** provide a printed **display** of the **input** made by the voucher examiner.

Note: Requests may be printed by an IATS user in **any** of the **View** modes.

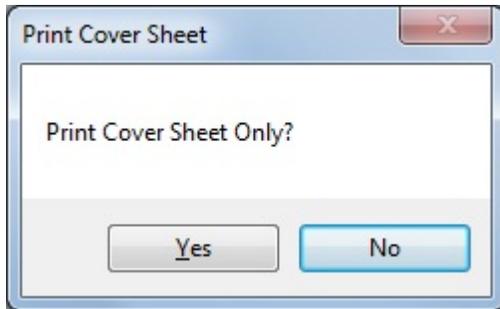
 **Complete the following steps to "print" a request:**

1. At the **Examiner**, **Auditor**, or **Disbursing** View screen, select a block.
2. At the **Request Selection** screen, **click** on the **request** you wish to print and then **click** the **Print Requests** button. A *pop-up* appears listing several printing **options**.

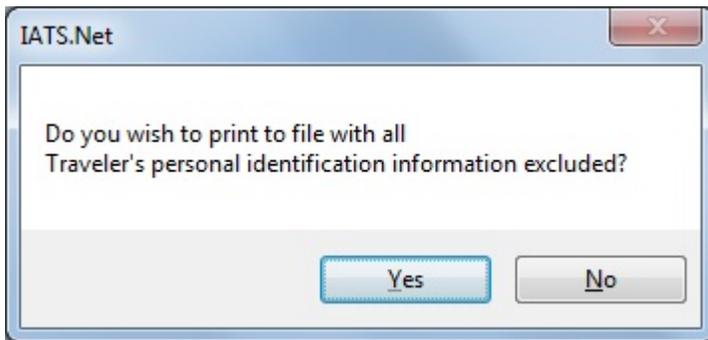


Note: If you click on the option, **Print PDF Voucher to DB**, this process will happen **transparently**. You will find the saved request(s) when you run the [Retrieve Scanned Documents from Database](#) process.

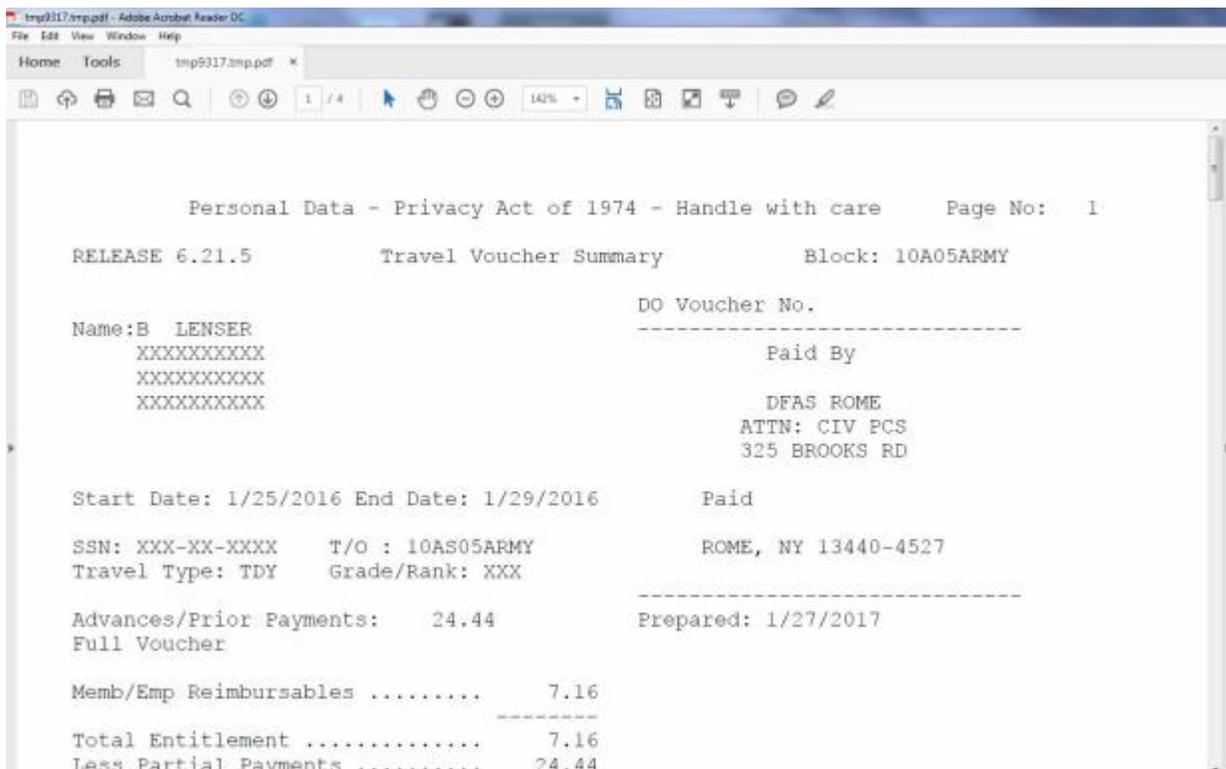
3. At the *pop-up*, **click** on the desired **option**. The following *pop-up* **message** will appear asking if you would like to print the **cover sheet** only.



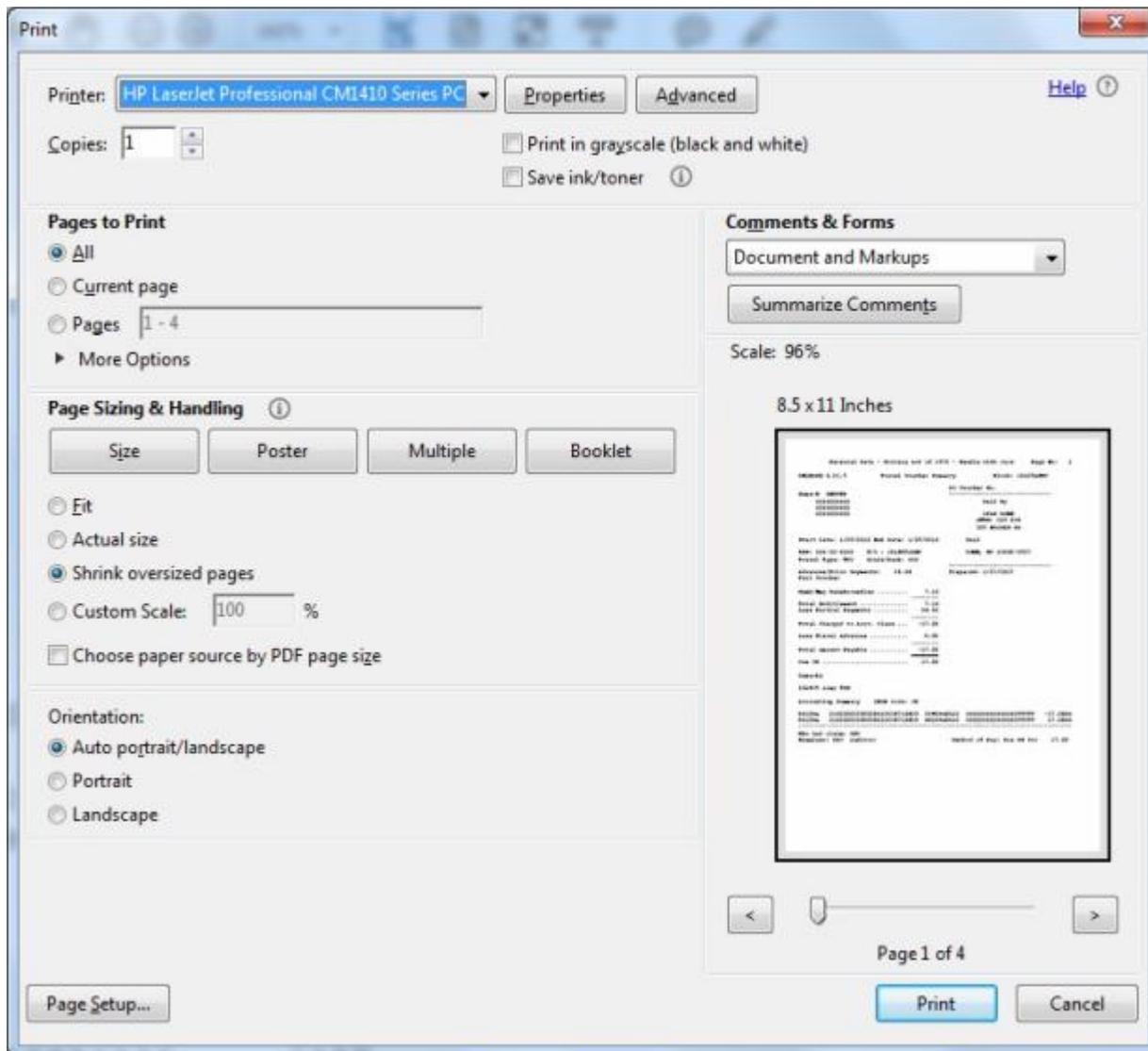
4. **Click** on *Yes* or *No* as desired. The following *pop-up message* will appear asking if you would like to print with the traveler's personal identification excluded.



5. **Click** on *Yes* or *No* as desired. The **Adobe Acrobat Reader** screen will appear next displaying the selected print option.



6. **Click** on the **Printer Icon** button if you wish to **print** the selected print option.
7. The **Print** screen will appear.



8. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
9. **Select** the number of **copies** you wish to print and **click** the **Print** button.
10. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
11. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the red X **button** in the top right corner to **close** the screen.

Tip: The **selected print option** may also be **printed to** a **PDF file** by clicking on the **File** menu option at the **Adobe Acrobat Reader** screen and then **clicking** on the **Save As** option. After activating this option, you will have to **specify** what **directory** to **save** the file in and the **file name**.

Print Blocks

After an advance or settlement request is processed, IATS will produce an approved computer facsimile of the **DD Form 1351** and **1351-2**. In addition, IATS also produces a facsimile of **Optional Form 1164** for local vicinity travel.

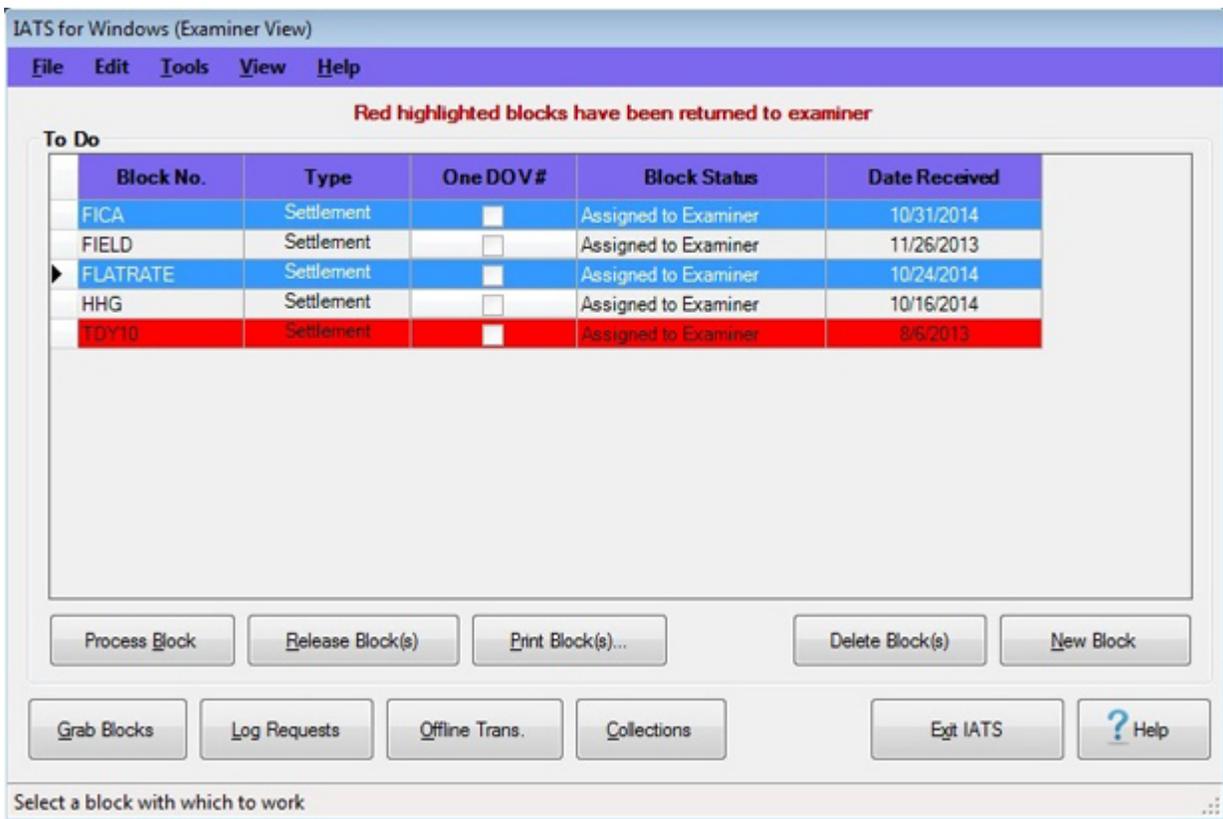
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

IATS also produces the **Advance Audit Voucher** and the **Travel Voucher Audit** documents. Audit vouchers provide a printed display of the input made by the voucher examiner.

Note: Blocks may be printed by a user in the **Examiner, Auditor, Disbursing** or **System Administrator** view mode.

 Complete the following steps to "print" a block:

1. At either the **Examiner, Auditor, or Disbursing View** screen, **select** the **block(s)** to be printed by **clicking** on the desired block(s) listed in the grid.



IATS for Windows (Examiner View)

File Edit Tools View Help

Red highlighted blocks have been returned to examiner

To Do

Block No.	Type	One DOV#	Block Status	Date Received
FICA	Settlement	<input type="checkbox"/>	Assigned to Examiner	10/31/2014
FIELD	Settlement	<input type="checkbox"/>	Assigned to Examiner	11/26/2013
FLATRATE	Settlement	<input type="checkbox"/>	Assigned to Examiner	10/24/2014
HHG	Settlement	<input type="checkbox"/>	Assigned to Examiner	10/16/2014
TDY10	Settlement	<input type="checkbox"/>	Assigned to Examiner	8/6/2013

Process Block Release Block(s) Print Block(s)... Delete Block(s) New Block

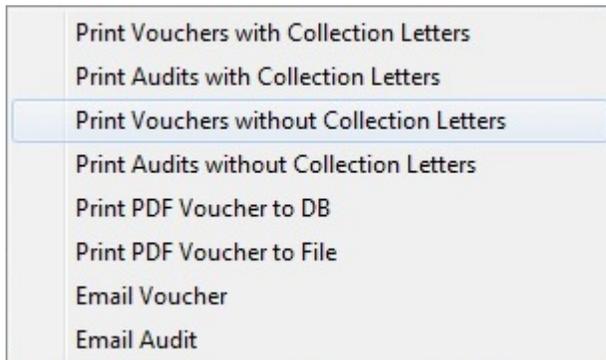
Grab Blocks Log Requests Offline Trans. Collections Exit IATS ? Help

Select a block with which to work

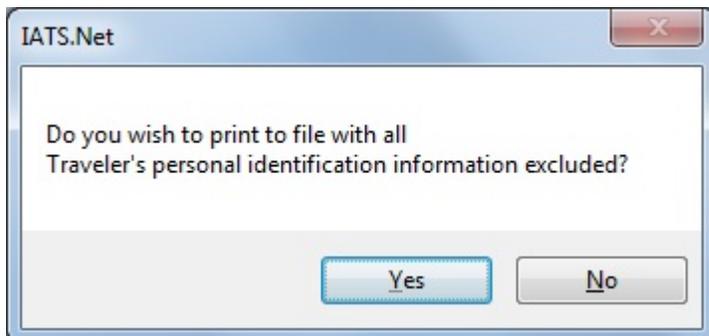
Tip: More than one block may be selected. To select consecutively listed blocks, **click** on the first block you wish to print. **Press** and **hold** down the **Shift** key and then **click** on the last block you wish to print. IATS will **highlight** all of the blocks between the first

and last selections. To select **multiple** blocks that are not listed consecutively, **press** and **hold** down the **Ctrl** key and then **click** on the **blocks** you wish to print. IATS will **highlight** all of the selected blocks.

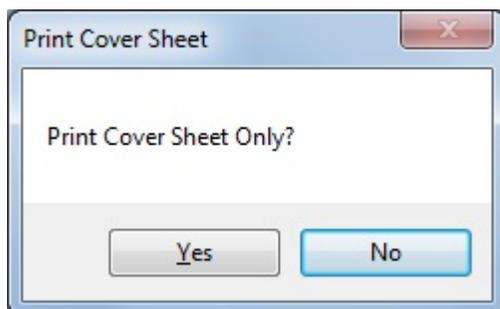
2. After selecting the block(s) to be printed, **click** the **Print Block(s)** button or **click** on the **File** menu and select the **Print Block(s)** option. The following *drop down Print* menu appears:



3. At the *drop down Print* menu, **click** on the desired option. The following *pop-up message* will appear asking if you would like to print with the traveler's personal identification excluded.

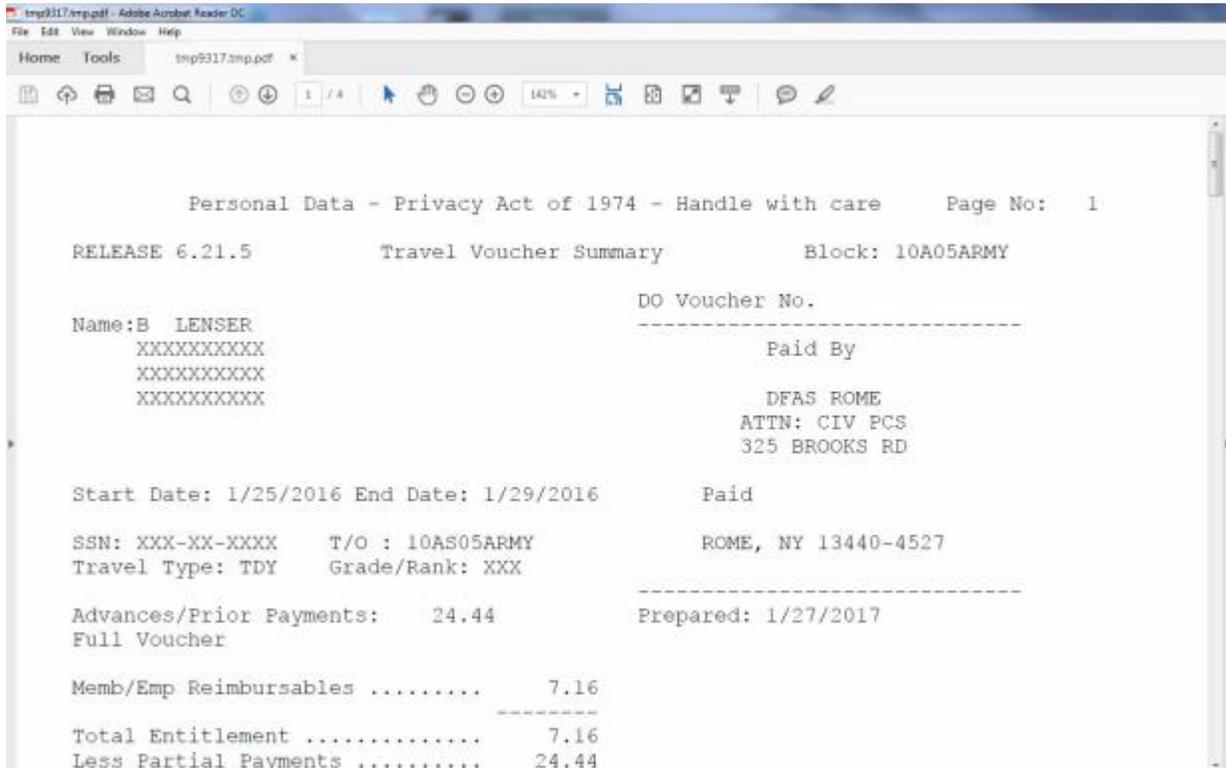


4. **Click** on *Yes* or *No* as desired. The following *pop-up message* will appear asking if you would like to print the **cover sheet only**.

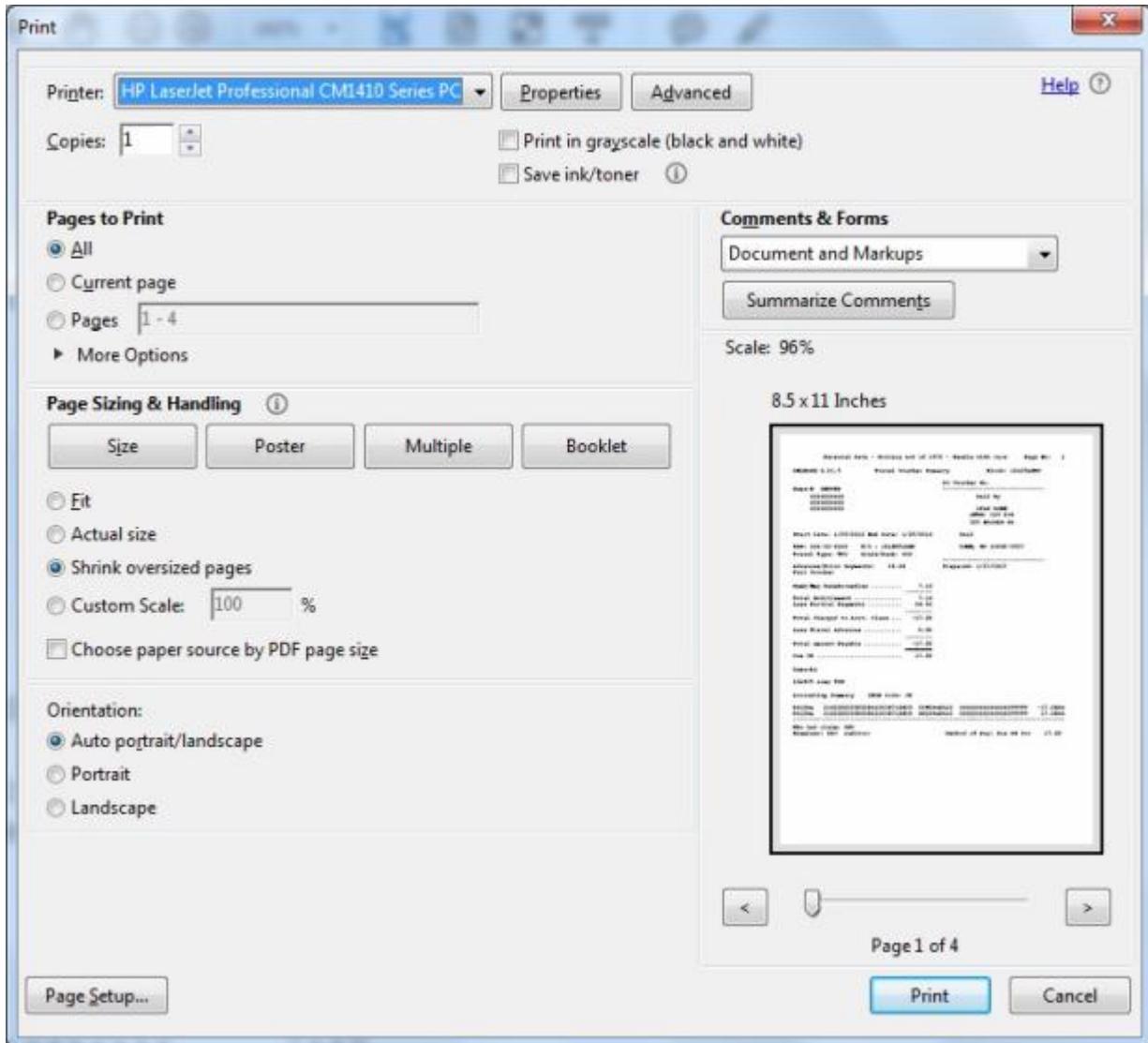


5. **Click** on *Yes* or *No* as desired.

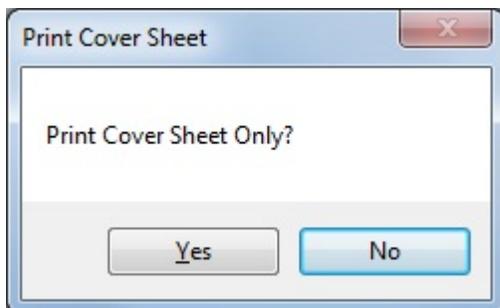
- If you answer Yes, will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.



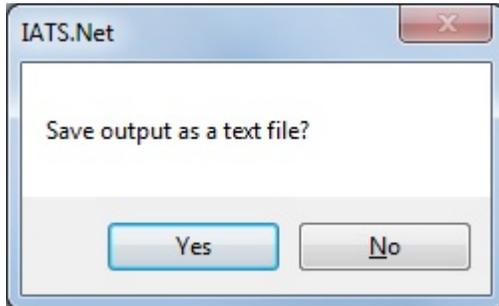
- Click** on the **Printer icon**. The **Print** screen appears.



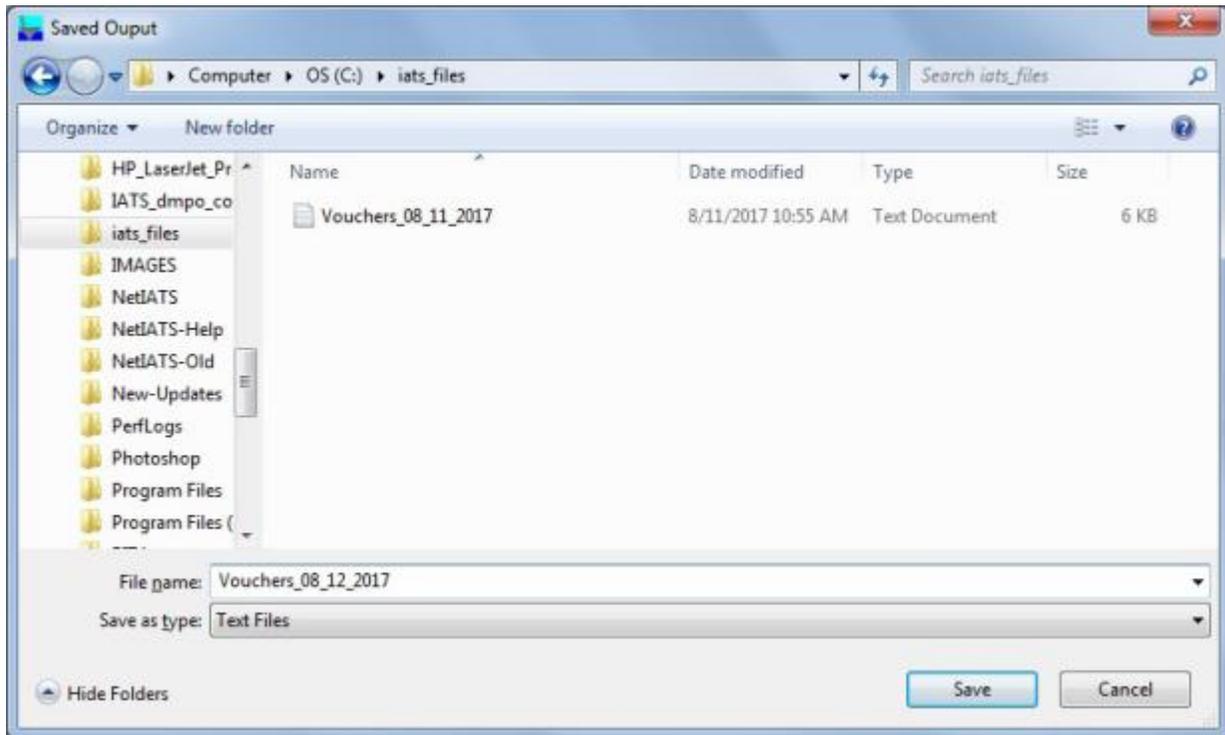
7. **Verify** that the **PC** is **configured** for the **correct printer** or **make** any **necessary changes**.
8. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
9. IATS prints the block(s) and returns to the **Adobe Reader** screen.
10. If you are finished using the **Adobe Reader**, **click** on the **red X** button in the top right corner to close the screen.



11. If you answer *No*, The following *pop-up message* will appear asking if you wish to **save** the output to a **text** file.



12. **Click** on *Yes* or *No* as desired.
 13. If you click on *No*, IATS will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.
 14. If you click on *Yes*, the following **Saved Output** screen will appear.



15. At the Saved Output screen **select** the **directory/folder** to store the saved text file.
 16. **Enter a name** for the text file you are saving at the **File name** field.
 17. **Click** on the **Save** button.

Note: If you click on *Cancel*, IATS will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.

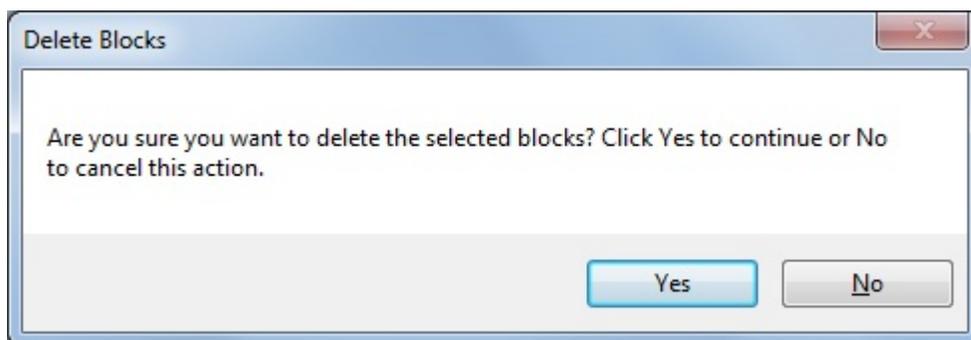
Deleting Blocks in the Examiner View

On occasion it may be necessary to **delete** a **block** that's been **assigned** to an **examiner** for processing. The block may have been created erroneously or may have been created with the wrong block **number**.

Note: A Block may only be deleted if it is **empty**. If there are any **claims** associated to the block it cannot be deleted.

 **Complete the following steps to "delete" a block in the Examiner View mode:**

1. At the **Examiner View** screen, **click** on the **block** you wish to delete and then **click** the **Delete Block(s)** button.
2. The following *pop-up message* appears asking if you are **sure** you wish to delete the block(s).



3. **Click** on *Yes* or *No* as desired.
4. The **Confirmation Password** screen appears.
5. **Type** your confirmation **password** at the **Enter Password** field and then **click** the **OK** button.
6. IATS **deletes** the block.

Release Blocks

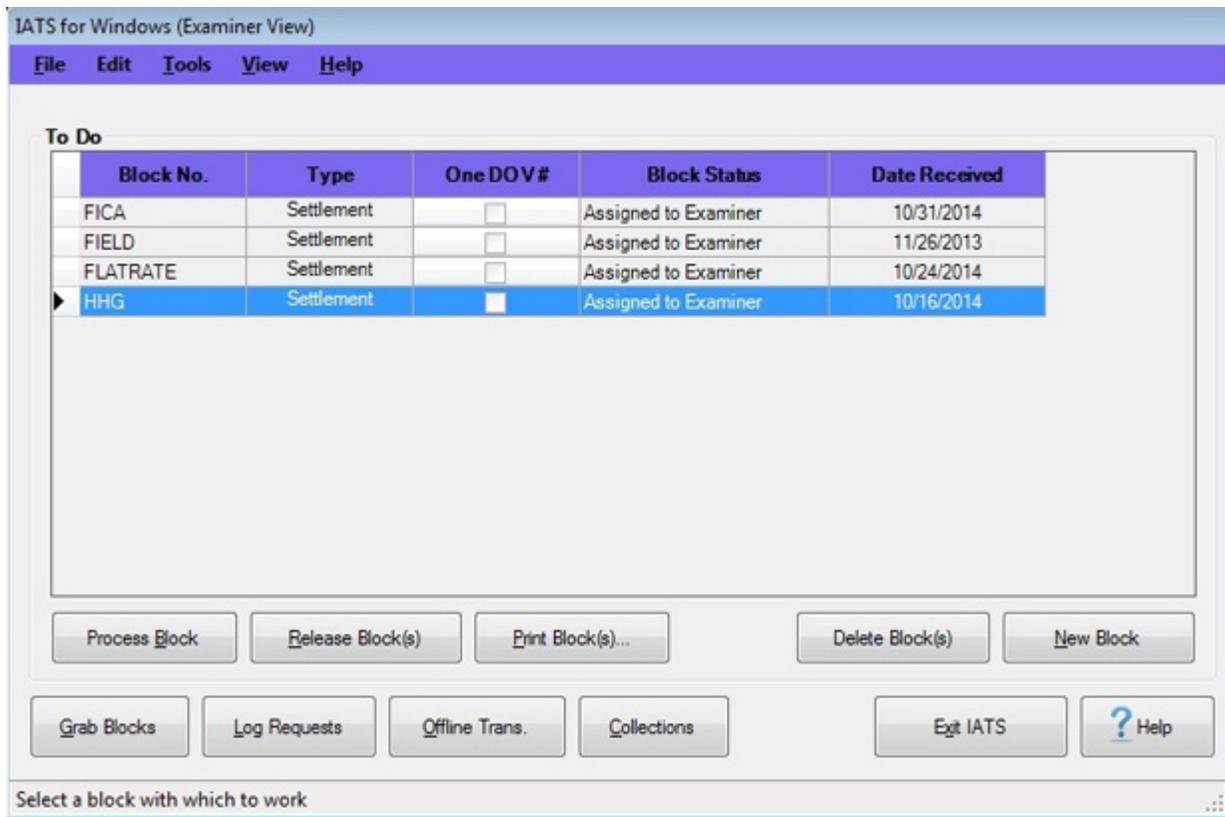
Voucher examiners have **completed** a block when all logged requests are in one of the following **conditions**:

- Computed
- Audited
- Transferred to another block
- Returned to the traveler
- Deleted

Once the IATS user is **certain** that there are no outstanding **logged** requests on the block, the next step is to **release** it for further processing.

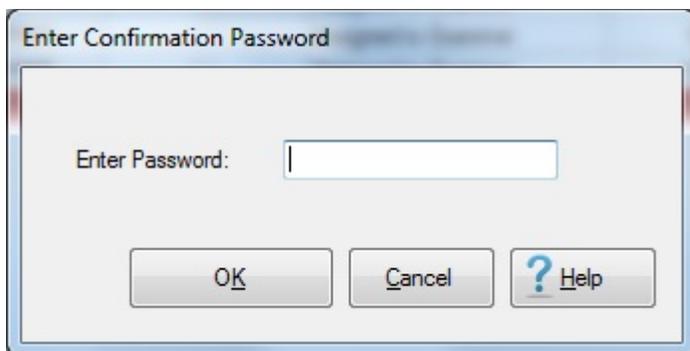
 **Complete the following steps to "release" a block:**

1. At the **Examiner, Auditor, or Disbursing View** screen, **click** on the listed block that you wish to release.



Note: Before attempting to release a block, it's good idea to **determine** that all requests on the block have been processed. This is accomplished by **double clicking** on the desired block. The **Request Selection** screen appears. **Look** at the **Status** field to **ensure** the status of each request is **Entered**. If there are any requests in the status "**Logged**", the request must be **processed** or **deleted** from the block before the block may be released.

2. When the desired block(s) selection is complete, **click** on the **Release Block(s)** button. The **Confirmation Password** screen will appear.



3. At the **Confirmation Password** screen, **type** your confirmation password at the **Enter Password** field and then **click** the **OK** button or **press Tab**.

4. After entering the confirmation password, a **message** appears asking if you wish to **print** the **block tickets** for the blocks being released. **Click** on Yes or No as desired.

Note: It's a good idea to always **print** the **block ticket** to use as a **cover sheet**. Settlement requests are sometimes **added** to the block or **deleted** during the **processing phase** and may not **reflect** the cover sheet originally printed, if the block was initially **logged** into IATS through the **logging process**. Disbursing clerks can also **use** the latest block ticket **cover sheet** to **verify** that a valid request exists for the **transactions** that **appear** in the **upload file**.

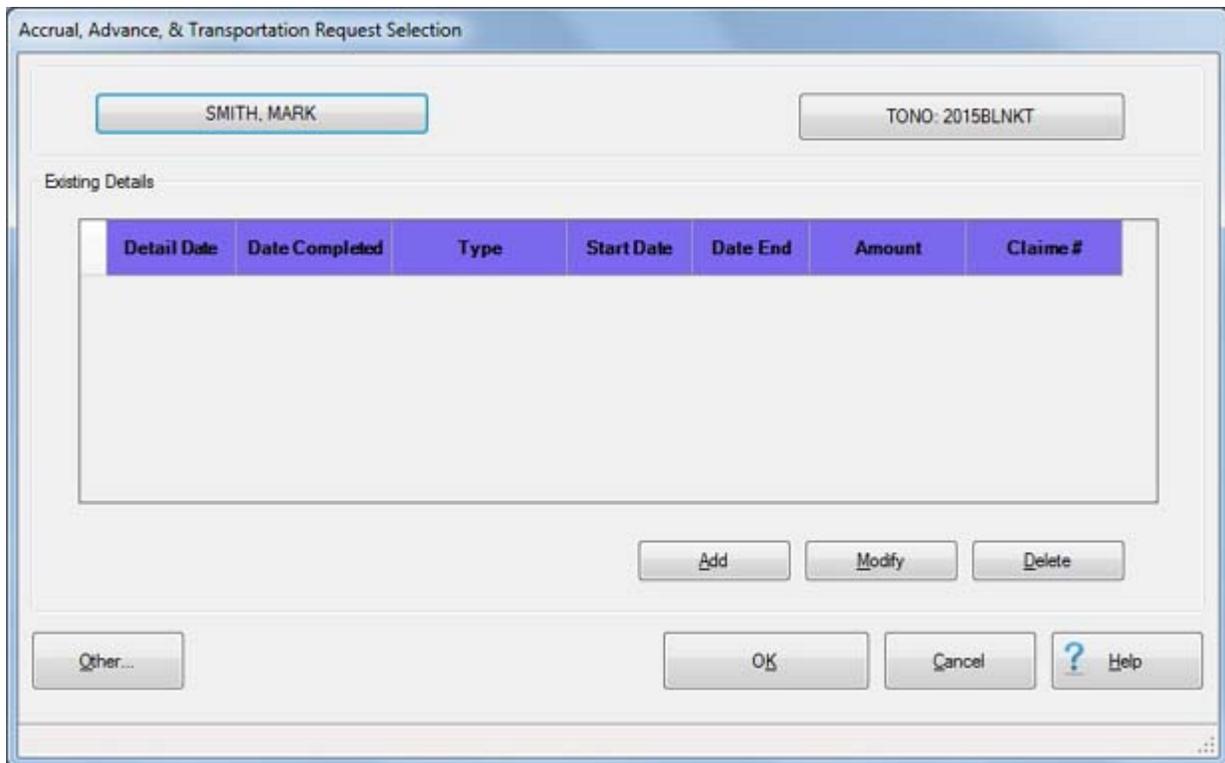
Posting Offline Transactions

On occasion, a payment for an **Advance** of travel and transportation allowances or **Accrued Per Diem** may be made at a **location** other than where the Request for Settlement is processed. If this type of payment occurs, and is received by the office that will ultimately process the Request for Settlement.

It's a good idea to **post** these **transactions** to the IATS **database**. Once **posted**, IATS automatically creates a suspense record for these items pending final **settlement** or **collection**.

 **Complete the following steps to "post" an off-line Advance or Accrued Per Diem payment:**

1. Login to IATS in the **Examiner** View mode or change the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **Offline Trans.** button or **click** on the **File** menu and **select** the **Post Offline Transactions** option. The Select Traveler screen will appear.
3. At the Select Traveler screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. If the traveler's account exists in the IATS database, the traveler's account information appears. If the account does not exist, a message appears asking if you wish to create a new traveler profile. **Click** on **OK** to [create a new profile](#). The **Verify New Traveler SSN** screen will appear.
4. **Enter** the traveler's **SSN** at the **Verify SSN** field and **click** on **OK**. The **Traveler Profile** screen will appear.
5. After accessing the traveler's account or creating a new profile, a **travel order** must be **selected** or **created** if necessary.
6. At the **Travel Order Selection** screen, any orders existing in the IATS database for the selected traveler appear in the **Order** section in the lower portion of the screen. If the desired travel order number is listed, **click** on the **travel order number** and then **click** on **OK**.
7. If the desired order is not listed, **enter** the order **number** at the **TONO** field and then **click** on **OK**. A *pop-up message* will appear stating that the order does not exist and asking if you wish to create it.
8. **Click** on the **Yes** button to [create a new travel order](#). The Travel Order screen appears.
9. After selecting the travel order or creating a new order, the **Accrual, Advance & Transportation Request Selection** screen appears.



- At this screen, **click** on the **Add** button. The **Accruals, Advances & Transportation Request** screen appears.

IATS 7.2 User Guide

Accruals, Advances & Transportation Requests

SMITH, MARK TONO: 2015BLNKT

Detail Information

Type: Advance

Detail Date: 3/3/2015 Amount: \$500.00

Start Date: 1/10/2015 DOV #: 456789

End Date: 9/30/2015 How Paid: Check

Date Paid: 3/3/2015

Check/Sched #: 101345

Remarks: Emergency Payment made at IDY site.

Other... OK Cancel ? Help

Enter the DOV number for this Advance or Accrual.

Refer to the **Help** topic, "[Completing the Accruals, Advances & TR screen](#)", for additional instructions.

Completing the Accruals Advances and TR Screen

Use the following steps to "complete" the Accruals, Advances, & TR screen:

Accruals, Advances & Transportation Requests

SMITH, MARK TONO: 2015BLNKT

Detail Information

Type: Advance

Detail Date: 3/3/2015 Amount: \$500.00

Start Date: 1/10/2015 DOV #: 456789

End Date: 9/30/2015 How Paid: Check

Date Paid: 3/3/2015

Check/Sched #: 101345

Remarks: Emergency Payment made at TDY site.

Other... OK Cancel ? Help

Enter the DOV number for this Advance or Accrual.

1. **Type:** At this field, **click** on the down **arrow** button or **press** the *Up/Dn* arrow keys on the keyboard to scroll through the options. When the desired option is highlighted, **press Tab** to continue. The following **options** are available:
 - **Accrual** - Use this option to post an offline transaction for a payment of **accrued per diem**
 - **Advance** - Use this option to post an offline transaction for a payment of an **advance of travel and transportation allowances**

- **Transportation Request** - Use this option to post the issuance of a **government procured transportation ticket** to the traveler's history record.
2. **Detail Date:** At this field, **type** the **date** the transaction was **paid** or **issued** to the traveler. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
 3. **Start Date:** This date **defaults** from the **Begin Date** entered when the travel order was created. **Type** a new date, if applicable, or **press Tab** to accept the default date. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
 4. **End Date:** This date **defaults** from the **End Date** entered when the travel order was created. **Type** a new date, if applicable, or **press Tab** to accept the default date. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
 5. **Amount:** At this field, **type** the **amount** paid to the traveler for the offline transaction.
 6. **DOV#:** At this field, **type** the Disbursing Office Voucher (**DOV**) number assigned to the offline transaction.
 7. **How Paid:** At this field, **click** on the *down arrow* button or **press** the *Up/Dn* arrow keys on the keyboard to scroll through the options. When the desired option is highlighted, **press Tab** to continue.
 8. **Check/Sched #:** **Click** in this field and then **type** the **check** or **schedule number** the transaction was issued against, if applicable.
 9. **Remarks:** At this field, **type** any desired **remarks** that are pertinent to the transaction. These remarks are posted to the traveler's history record.
 10. When finished, **click** the **OK** button to **save** the entries and **return** to the **Examiner** screen.

View Travel History

The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

Tip: The **Travel Order History** screen can be accessed from the **Examiner, Auditor, Disbursing,** or **System Administrator View** screen, or by clicking on the **Other** button when processing a **Request for Advance,** or **Settlement.** Please refer to the **instructions below** to access the **Travel Order History** through either method.

 **Complete the following steps to "view" a traveler's historical record:**

1. At the **Examiner, Auditor, Disbursing,** or **System Administrator View** screen, **click** on the **Tools** menu. A *drop down* menu appears **listing** various **options.**
2. **Click** on the **History** option. The **Select Traveler** screen appears.
3. At either the **Select Traveler** screen, there are (2) methods for selecting a traveler account:
 - **Method 1:** - **Type** the traveler's **SSN** at the **ID** field and press *Tab* or **click** on the **OK** button.
 - **Method 2:** - **Type** the first (2) letters of the traveler's **last name.** A listing appears displaying all travel accounts in the IATS database beginning with these (2) letters. **Click** on the *Up/Down arrows* next to this listing or **press** the *Up/Down arrow keys* on the keyboard to scroll through the list. When the desired traveler is highlighted, **click** on the highlighted name.
4. After selecting a travel account, the **Travel Order History** screen appears.

Travel Order History

SMITH, MARK T: C In Suspense: \$0.00 Funds: Army

Travel Orders

Order Number: INT-002

Order Number	Travel Dates	Type	Issue Date	Issuer	Fund
INT-002	08/08/2016-08/12/2016	Normal	08/01/2016	DFAS-IN	Arm
INT-001	09/05/2016-09/09/2016	Normal	09/01/2016	DFAS-IN	Arm
LDC-1	10/17/2016-10/17/2016	Local	10/10/2016	DFAS-IN	Arm
PCS-1	08/08/2016-08/15/2016	PCS	08/01/2016	DFAS-IN	Arm

Display

Travel Order Details

Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied
3	8/8/2016-08/12/2016	Settlement	10/27/2016	\$862.61	

* For advances, the Net Transaction Column is the amount of the advance not yet collected

Display

Other... Print... Exit ? Help

Enter the Order with which you wish to work

Note: This screen is **divided** into (2) sections; **Travel Orders** and **Travel Order Details**. The **Travel Order** section, **lists every travel order existing** in the IATS **database** for the selected **traveler**. The **Travel Order Details** sections, **lists every transaction existing** in the IATS **database** for the travel **order number highlighted above** in the Travel Order section.

- At the **Travel Order History** screen, travel orders can be **displayed** by the following methods:
 - Method 1:** - Double click on an **order** number listed in the **Travel Order** section.
 - Method 2:** - Click on an **order** number listed in the **Travel Order** section and then **click** on the **Display** button.
 - Method 3:** - **Type** the desired order **number** at the **Order Number** field and then **click** on the **Display** button.

- After using one of the **methods** above, the **Travel Order** screen appears for the selected travel order.

The screenshot shows the 'Travel Order' application window. At the top, it displays 'User ID: DAVE' and the date 'Thursday, February 09, 2017'. Below this, there are four input fields: 'Traveler's Name' (SMITH, MARK T. C), 'Grade/Rank' (C), 'Order Number/TONO' (INT-002), and 'Order Type' (Normal). A central area contains two tabs: 'Description' and 'Remarks'. The 'Description' tab is active and shows several fields: 'Purpose of Trip' (Training), 'Issuing Organization' (DFAS-IN), 'Paying Organization' (DFAS-IN), 'DSSN/ITR' (6416), and 'Funds' (Army). To the right of these fields is a 'Dates' section with 'Issue Date' (8/1/2016), 'Begin Date' (8/8/2016), 'Number of Days' (5), and 'End Date' (8/12/2016). At the bottom of the window are four buttons: 'Back', 'Next', 'Done', and 'Help'. A footer message reads 'Click 'Done' button when finished reviewing travel order'.

Tip: At this screen, the user may **click** on each **tab** to **review** the specific **details** pertaining to the travel order.

- When **finished** reviewing the **Travel Order** screen, **click** on the **Done** button. IATS **returns** to the **Travel Order History** screen.

 **Complete the following steps to "view" travel order details:**

- Click** on a **transaction** listed in the **Travel Order Details** section and then **click** on the **Display** button. The **Travel Order Detail** screen appears for the selected **transaction**.

Tip: At this screen, the user may **click** on each **tab** to **review** the specific **details** pertaining to the **transaction**. Different **tabs** will be **available** depending on the **type** of travel order selected. In addition, if the **Request** button is **visible** at the bottom left corner of the **Travel Order Detail** screen, you may **click** on this button to **display** the input screens for the selected request.

2. When **finished** reviewing the **Travel Order Detail** screen, **click** on the **Exit** button. IATS **returns** to the **Travel Order History** screen.

 **Complete the following steps to "view" a travel history record from the Advance or Settlement Request screen:**

1. At the **Advance** or **Settlement Request** screen, **click** on the **Other** button. A *sub-menu* appears listing various options.

Settlement Request - Block No: 10A05ARMY - Request No: 10482995

CIVILIAN, IMA D: GS11 TONO: 10AB01ARMY

Request Type - Settlement
Type of Settlement: Final - First Submission

Remit To Adv/Acct Entitlements Calculations Financial Remarks Workflow

Types of Entitlements Claimed
 Travel Not Performed

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	1/16/2017-1/20/2017	Validated Data

Add Itinerary
View/Modify
Delete

<Back Next> Daily Summary Cons. Comp. Show Calcs

Receipts... Auditor Remarks SAVE Cancel ? Help

Select to History claim

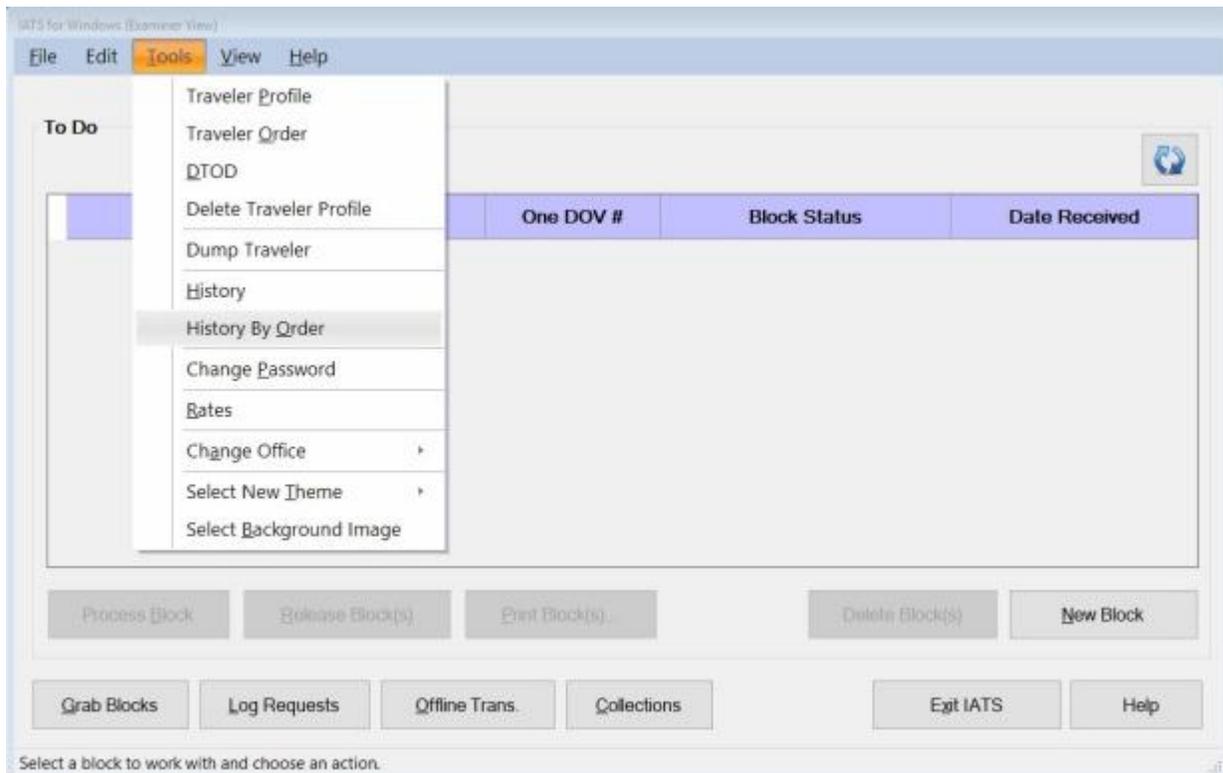
2. **Click** on the **History** option. The **Travel Order History** screen appears.
3. From this point, **follow** the **instructions** provided in the first section above to **continue** viewing the Travel Order History screen.
4. When **finished** viewing the Travel Order History screen, **click** on the **Exit** button. The **Select Traveler** screen appears allowing you to make a selection and view the history for a different person, if desired.
5. If you do not want to view the history for another individual, **click** on the **Cancel** button to return to the **Advance** or **Settlement Request** screen.

View Travel History by Order

The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

A **new feature** was added to IATS that allows the user to look-up a traveler's History record by just entering a **travel order number**.

 **Complete the following steps to "view" a traveler's historical record:**



1. At the **Examiner, Auditor, Disbursing, or System Administrator View** screen, click on the **Tools** menu. A *drop down menu* appears listing various options.
2. Click on the **History By Order** option. The **Select Order By Travel Order Number** screen appears.

Select Order By Travel Order Number

Travel Order Number:

Traveler:

Begin: End:

Type:

3. At the **Select Order By Travel Order Number** screen, **enter** the **order number** at the **Travel Order Number** field and then **press** the *Tab* key.
4. If the order number exists, the traveler's name and traveler order information will appear.
5. If this is the correct order number and traveler, click on the **OK** button. The **Travel Order History** screen will appear.

Travel Order History

SMITH, MARK T. E7 In Suspense: Funds:

Travel Orders

Order Number:

Order Number	Travel Dates	Type	Issue Date	Issuer	Funds	Suspense
03-001	2018/03/19-2018/03/23	Normal	2018/03/12	DFAS	Army	\$0.00

Travel Order Details

Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction	In Suspense	Pay Method	Check / Trace #
1	2018/03/19-2018/03/23	Return	2018/04/13	\$0.00		\$0.00		Zero Voucher	
2	2018/03/19-2018/03/23	Return	2018/04/17	\$0.00		\$0.00		Zero Voucher	
3	2018/03/19-2018/03/23	Settlement Log	2018/04/18	\$0.00		\$0.00		Zero Voucher	

* For advances, the Net Transaction Column is the amount of the advance not yet collected

Enter the Order with which you wish to work

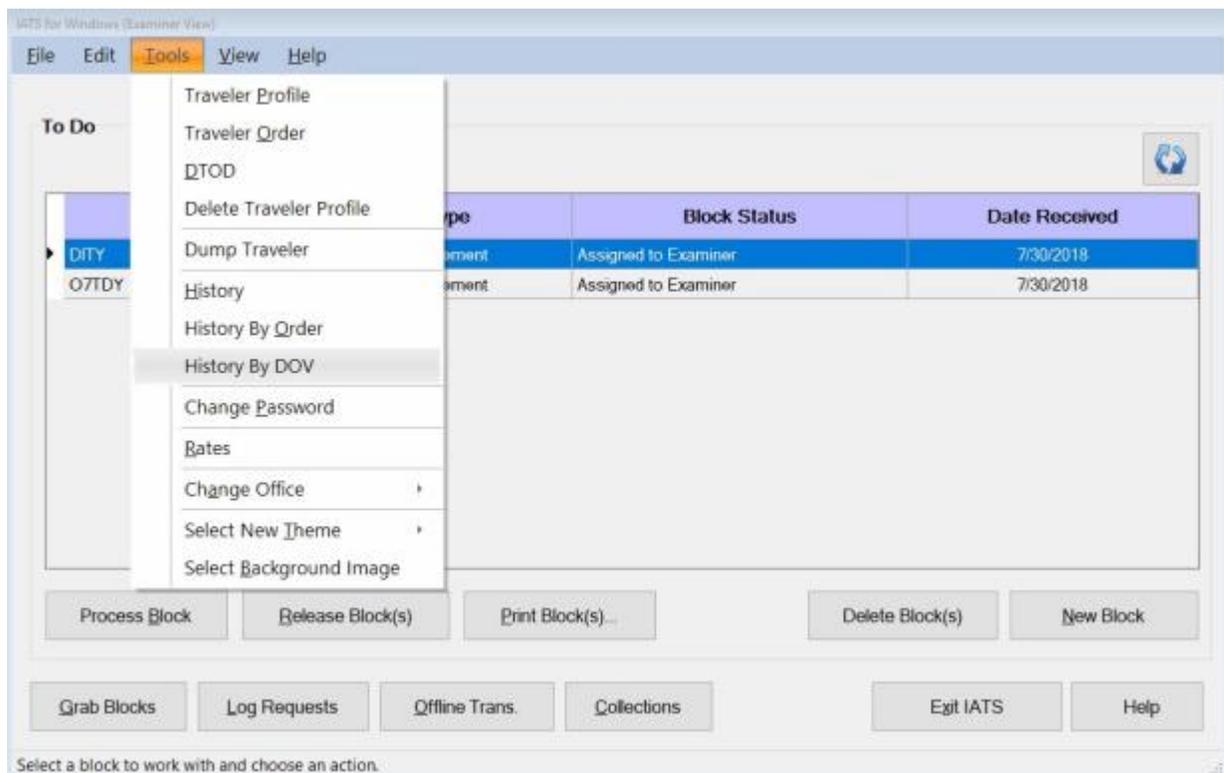
Refer to the **Help** topic, "[View Travel History](#)", for additional **instructions** on how to view a traveler's History.

View Travel History by DOV Number

The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

A **new feature** was added to IATS that allows the user to look-up a traveler's History record by just entering a **DOV number**.

 **Complete the following steps to "view" a traveler's historical record:**



1. At the **Examiner, Auditor, Disbursing, or System Administrator View** screen, click on the **Tools** menu. A *drop down menu* appears listing various options.
2. **Click** on the **History By DOV** option. The **Select Traveler / Order by DOV** screen appears.

Select Traveler / Order by DOV

Select DOV:

Name	SSN	TONO
------	-----	------

3. At the **Select Traveler / Order by DOV** screen, **enter** the **DOV number** at the **Select DOV** field.
4. **Click** on the **Search** button. The **Select Traveler / Order by DOV** screen will re-appear listing all payments associated to the DOV number you entered.

Select Traveler / Order by DOV

Select DOV:

Name	SSN	TONO
ARNOLD, TOMMY	XXX-XX-1111	TQSE001
ARNOLD, TOMMY	XXX-XX-1111	TQSE001

5. Click on the **payment** you wish to **display** the **history** for.
6. When you have selected the desired payment, **click** on the **OK** button. The **Travel Order History** screen will appear.

IATS 7.2 User Guide

Travel Order History

ARNOLD, TOMMY G. C In Suspense: **\$0.00** Funds: Army

Travel Orders

Order Number: TQSE001

Order Number	Travel Dates	Type	Issue Date	Issuer	Funds	Suspense
TQSE001	2018/03/26-2018/03/31	PCS	2018/03/05	DFAS	Army	\$0.00

Display

Travel Order Details

Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction	In Suspense	Pay Method	Check / Trace #
-----------	--------------	------------------	-------------	-------------------	-------------------	-----------------	-------------	------------	-----------------

* For advances, the Net Transaction Column is the amount of the advance not yet collected

Display

Other... Print... Exit ? Help

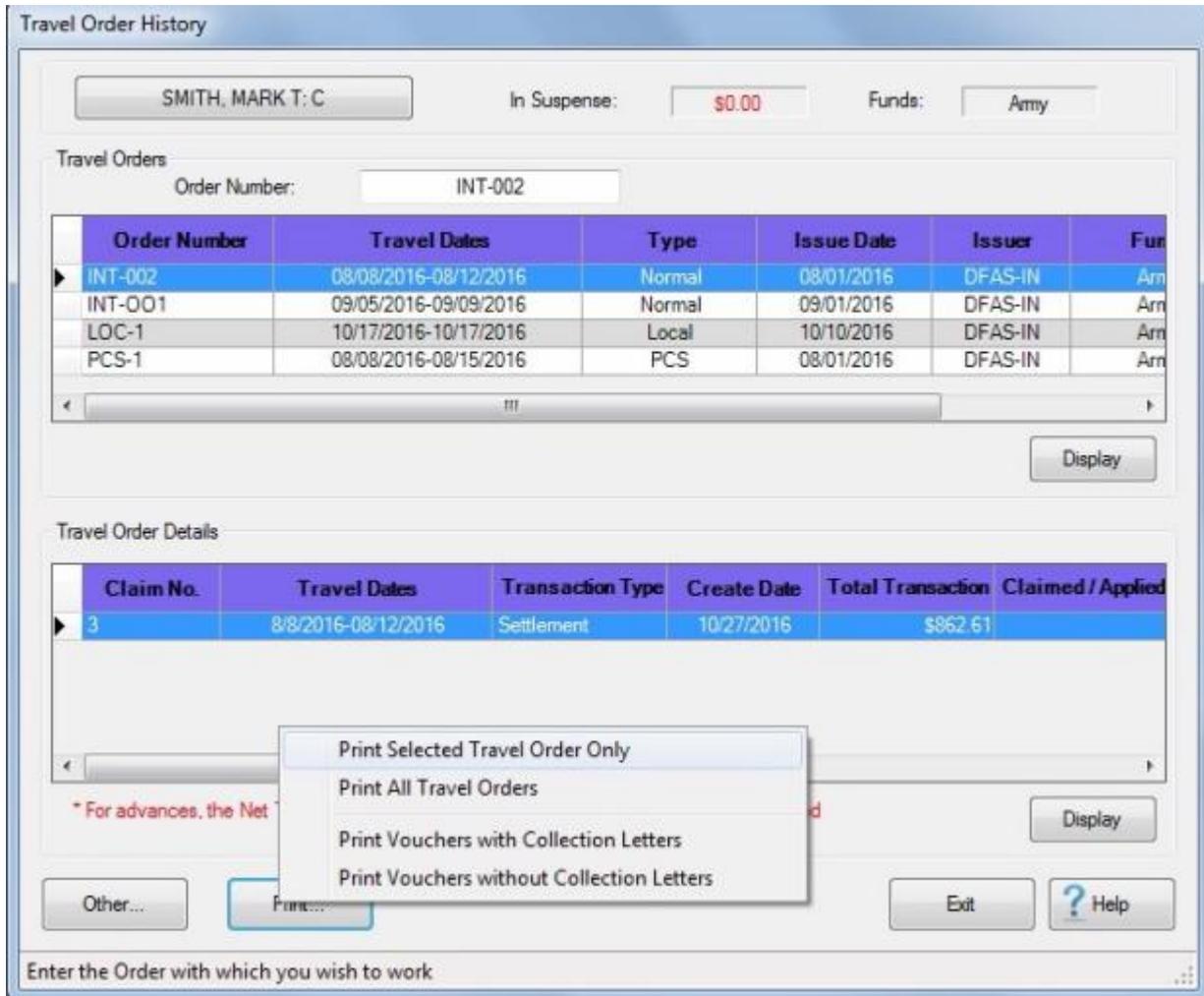
Enter the Order with which you wish to work.

Refer to the **Help** topic, "[View Travel History](#)", for additional instructions on how to view a traveler's History.

Printing Travel History

After viewing the Travel History Record, you may want to generate a **print-out**. A new feature was added to IATS that allows you **mask** the traveler's **SSN** when the print-out is generated.

 Complete the following steps to "print" a Travel History Record:



Travel Order History

SMITH, MARK T: C In Suspense: \$0.00 Funds: Army

Travel Orders
Order Number: INT-002

Order Number	Travel Dates	Type	Issue Date	Issuer	Fun
INT-002	08/08/2016-08/12/2016	Normal	08/01/2016	DFAS-IN	Arr
INT-001	09/05/2016-09/09/2016	Normal	09/01/2016	DFAS-IN	Arr
LOC-1	10/17/2016-10/17/2016	Local	10/10/2016	DFAS-IN	Arr
PCS-1	08/08/2016-08/15/2016	PCS	08/01/2016	DFAS-IN	Arr

Display

Travel Order Details

Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied
3	8/8/2016-08/12/2016	Settlement	10/27/2016	\$862.61	

* For advances, the Net

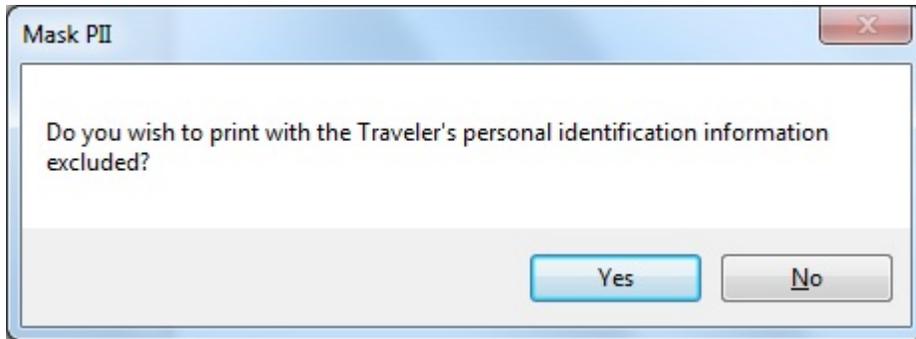
Print Selected Travel Order Only
Print All Travel Orders
Print Vouchers with Collection Letters
Print Vouchers without Collection Letters

Other... Func... Exit ? Help

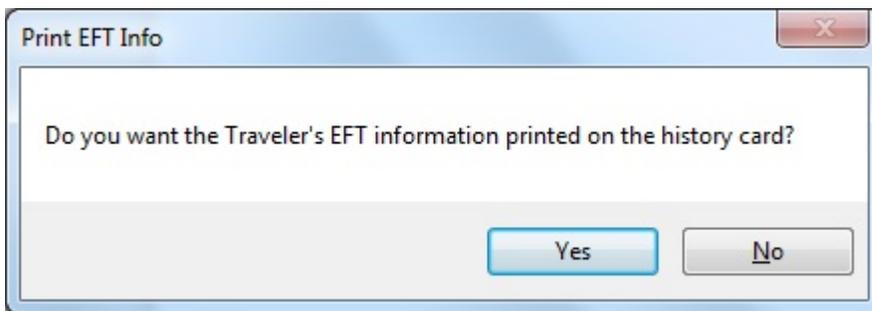
Enter the Order with which you wish to work

1. Click the **Print** button.
2. After clicking on either *Yes* or *No*, the following *pop-up message* appears with various print **options**.
3. Click on the desired print **option**. The following *pop-up message* appears asking if you wish to print with the traveler's personal information **excluded**:

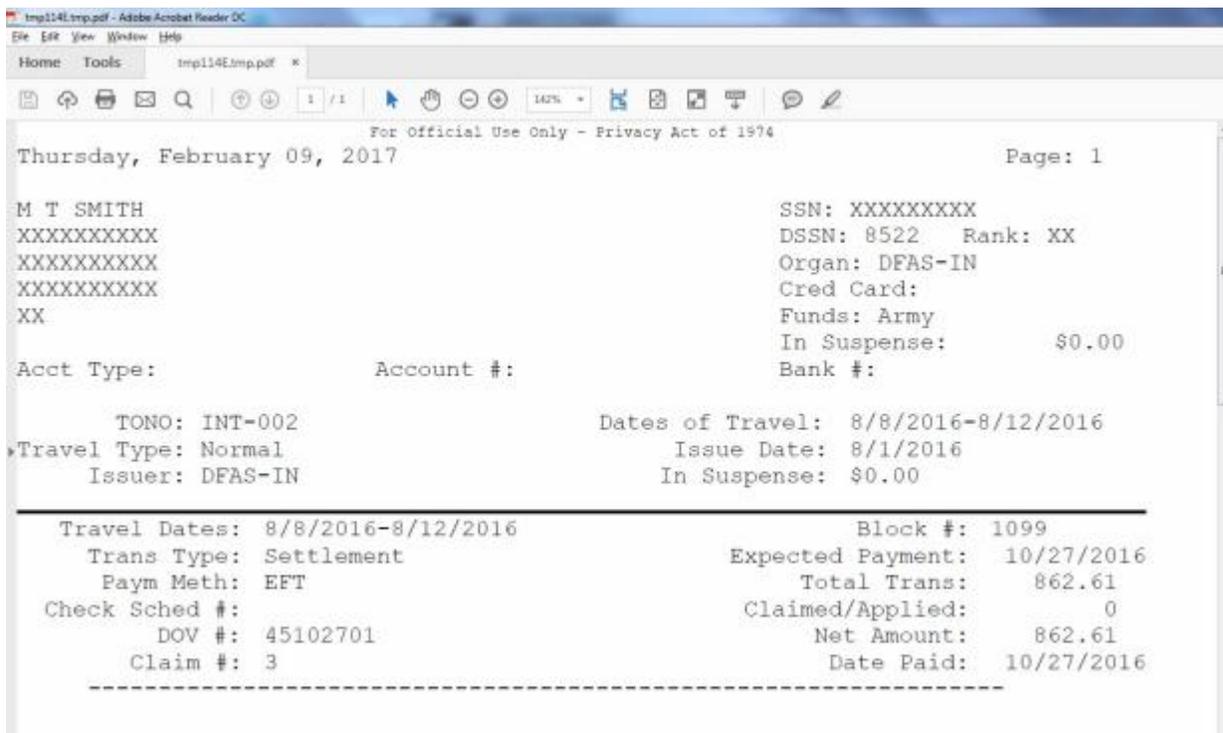
IATS 7.2 User Guide



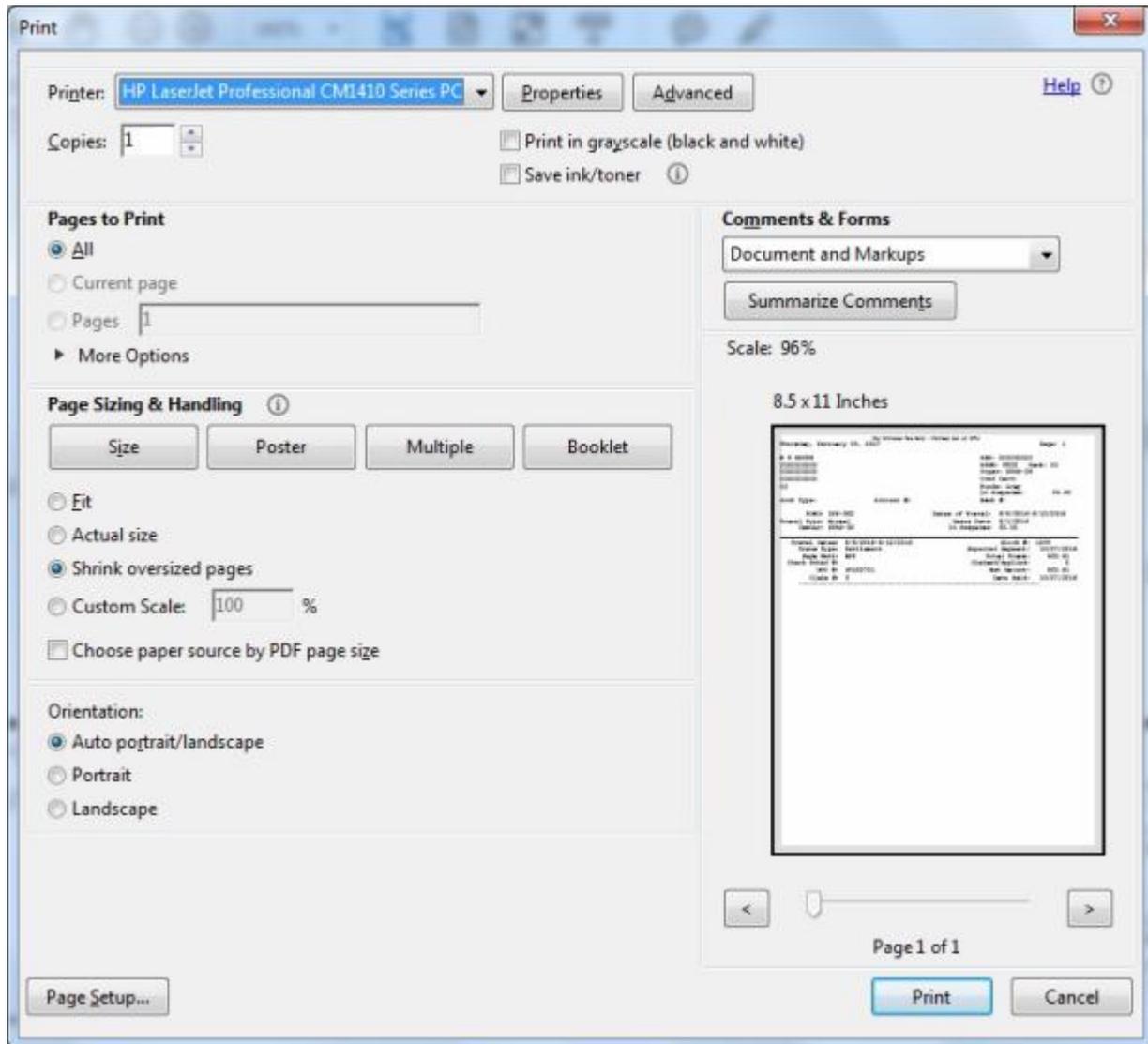
4. **Click** on *Yes* or *No* as desired. Another pop-up message appears asking if you want the Traveler's EFT information printed.



5. **Click** on *Yes* or *No* as desired. The **Adobe Acrobat Reader** screen will appear **displaying** the selected print option.



6. **Click** on the **Printer Icon** button if you wish to **print** the selected print option.
7. The **Print** screen will appear.



8. **Verify** that the **PC** is **configured** for the correct **printer** or make any necessary changes.
9. **Select** the **number** of **copies** you wish to print and **click** the **Print** button.
10. IATS prints the selected print option and returns to the **Adobe Acrobat Reader** screen.
11. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the red X **button** in the top right corner to **close** the screen.

Tip: The **selected print option** may also be **printed to** a **PDF file** by clicking on the **File** menu option at the **Adobe Acrobat Reader** screen and then **clicking** on the **Save As** option. After activating this option, you will have to **specify** what **directory** to **save** the file in and the **file name**.

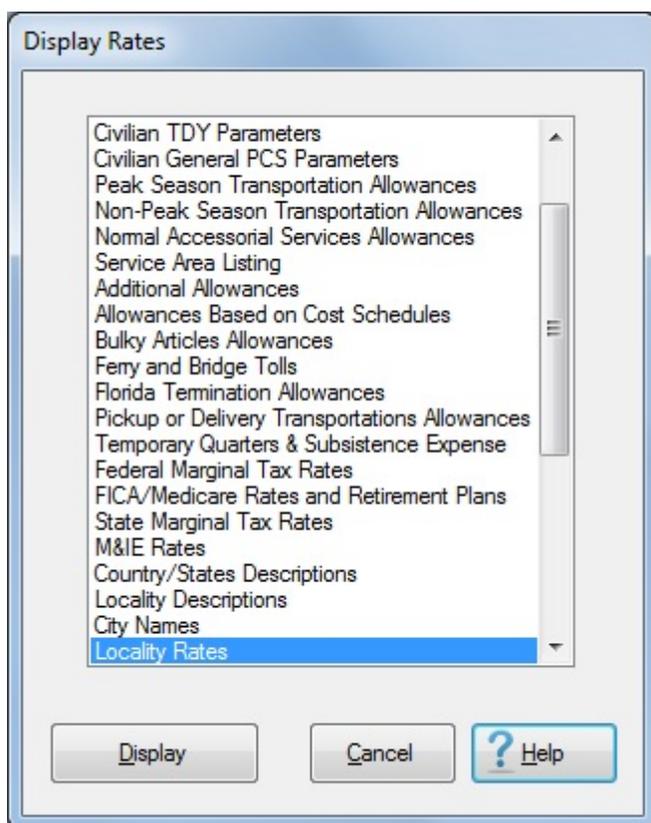
Display Rates

While using IATS, the user may find it necessary to look-up a rate on occasion. The **Display Rates** screen provides the user with an easy way to look up various **rates** that will **assist** in **processing** the various travel **transactions** or answering inquiries.

 Complete the following steps to "display" rates:

1. **Access** the **Display Rates** screen through one of the following **methods**:
 - **Method 1:** - **Click** on the **Tools** menu and then **select** the **Rates** option.
 - **Method 2:** - **Click** on the **Other** button and **select** the **Rates** option.
 - **Method 3:** - **Click** on the **Lookup** button and **select** the **Rates** option.

After **using** one of the (3) methods listed above, the **Display Rates** screen **appears**.



2. At this screen, the various rates **tables** in the IATS **Maintenance** module are **listed**.

3. Double click on one of the listed tables or **click** on a item and then **click** the **Display** button. IATS **displays** the **screen** for the selected rates **table**.
4. After reviewing the selected rates **screen**, **click** the **Cancel** button to **close** the screen.

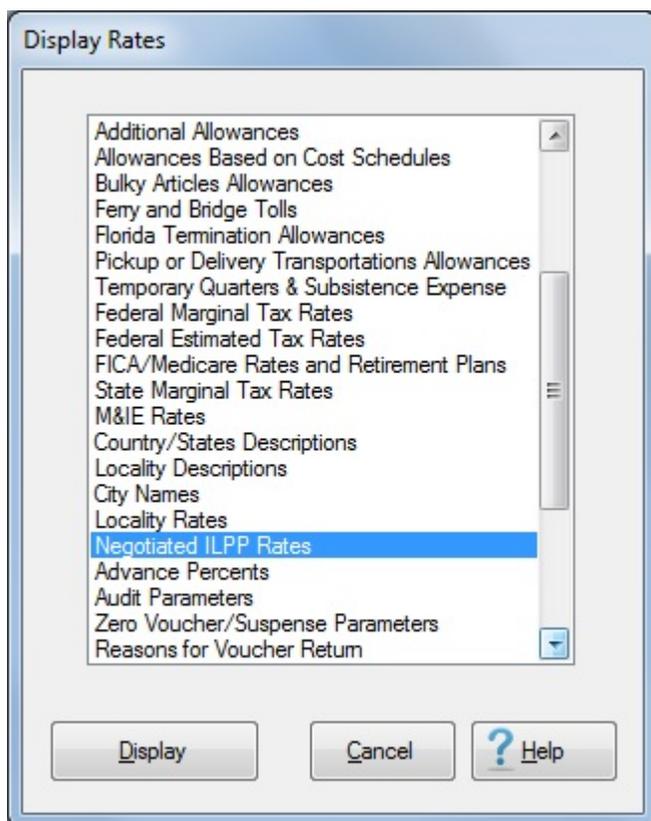
Display ILPP Negotiated Rates

While using IATS, the user may find it necessary to look-up an ILPP Negotiated Rate on occasion. The **Display Rates** screen provides the user with an easy way to look up various **rates** that will **assist in processing** the various travel **transactions** or answering inquiries.

 **Complete the following steps to "display" ILPP Negotiated Rates:**

1. **Access** the **Display Rates** screen through one of the following **methods**:
 - **Method 1:** - **Click** on the **Tools** menu and then **select** the **Rates** option.
 - **Method 2:** - **Click** on the **Other** button and **select** the **Rates** option.
 - **Method 3:** - **Click** on the **Lookup** button and **select** the **Rates** option.

After **using** one of the (3) methods listed above, the **Display Rates** screen **appears**.



2. At this screen, the various rates **tables** in the IATS **Maintenance** module are **listed**.
3. **Click** on **Negotiated ILPP Rates** and then **click** on the **Display** button. IATS **displays** the **Maintain ILPP Rates** screen.

Maintain ILPP Rates

Select Country/State

Enter Country/State Selection

Select Locality

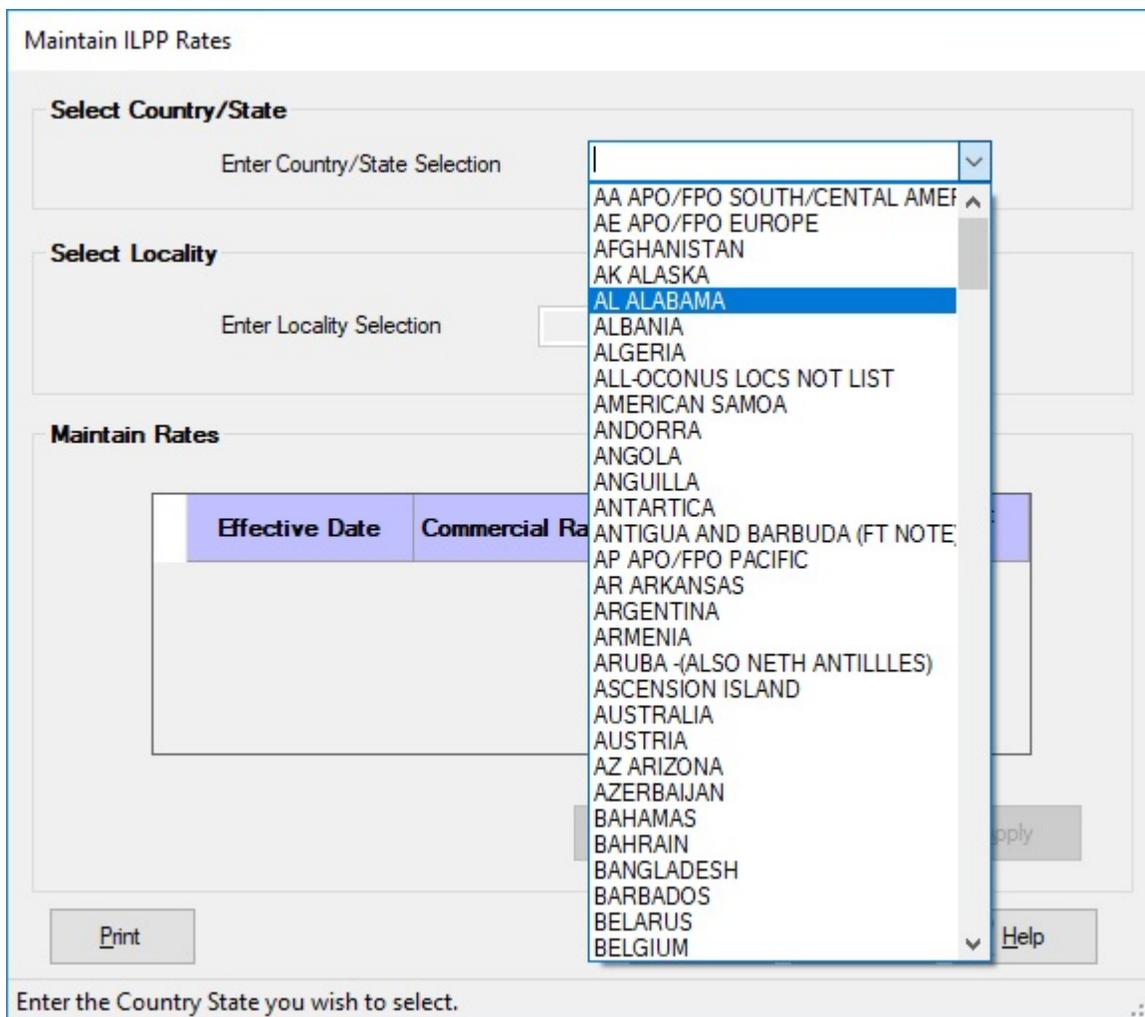
Enter Locality Selection

Maintain Rates

Effective Date	Commercial Rate	Privatized Rate	Government Rate

Enter the Country State you wish to select.

4. **Enter State/Country Selection:** - **Click** on the *down arrow* button at the **Enter State/Country Selection** field. A *drop down listing* of state/country **names** will be displayed.



5. **Scroll** through the list until the desired state/country **name** is **highlighted**. You can **scroll** by either pressing the *up/dn* **arrow keys** on your keyboard or **clicking** on the *up/dn* **arrow buttons** on the **slider bar** at the *right side* of the list.
6. When the desired state/country name is highlighted, **press** *Enter* or **click** on the highlighted **name** to make your selection. The **Name** for the selected state/country will now **appear** in the **Enter State/Country Selection** field.
7. **Press** *Tab* to proceed to the **Enter Locality Selection** field.

Maintain ILPP Rates

Select Country/State

Enter Country/State Selection

Select Locality

Enter Locality Selection

Maintain Rates

Effective Date	Commercial Rate	Privatized Rate	Government Rate

Enter the County/Locality Code. ...

8. At the **Enter Locality Selection** field, **click** on the *down arrow* button. IATS will display a list of **Locality Descriptions** that have already been established for the selected state/country.
9. **Click** on the desired **Locality Description**.

Maintain ILPP Rates

Select Country/State
Enter Country/State Selection AL ALABAMA

Select Locality
Enter Locality Selection BIRMINGHAM

Maintain Rates

Effective Date	Commercial Rate	Privatized Rate	Government Rate
4/14/2018	\$85.00	\$110.00	\$75.00

Delete Insert Apply

Print OK Cancel ? Help

10. After you have selected the desired Locality Description, IATS **displays** an **Effective Date** an various **Rate Fields** for the location.
11. When you are **finished** viewing the rates, **click** on either the **OK** or **Cancel** button to **close** the screen.

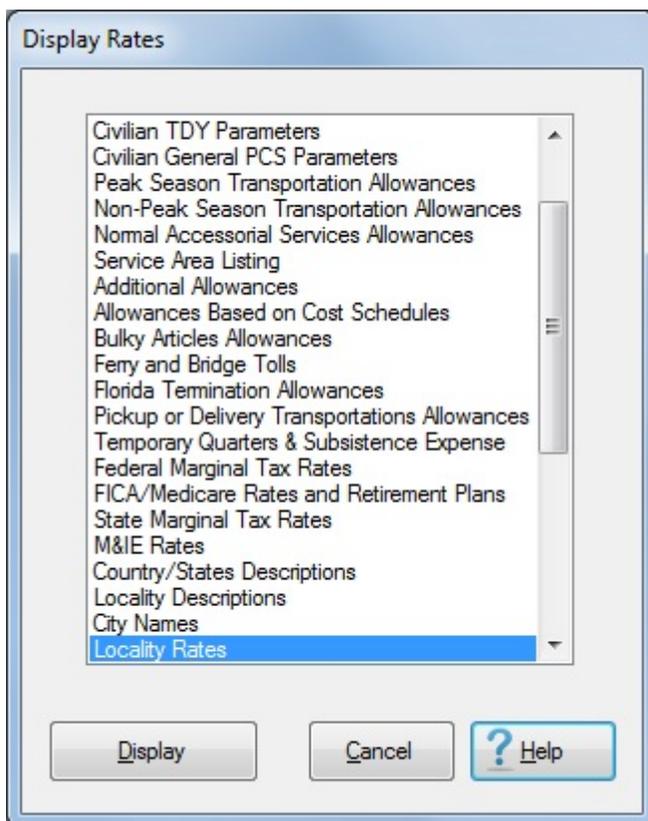
Display Locality and Proportional Meal Rates

While using IATS, the user may find it necessary to look-up a rate on occasion. The **Display Rates** screen provides the user with an easy way to look up various **rates** that will **assist** in **processing** the various travel **transactions** or answering inquiries.

 Complete the following steps to "display" locality and proportional meal rates:

1. Access the **Display Rates** screen through one of the following **methods**:
 - **Method 1:** - Click on the **Tools** menu and then **select** the **Rates** option.
 - **Method 2:** - Click on the **Other** button and **select** the **Rates** option.
 - **Method 3:** - Click on the **Lookup** button and **select** the **Rates** option.

After **using** one of the (3) methods listed above, the **Display Rates** screen **appears**.



- When the Display Rates screen is displayed, the **Locality Rates** option is already highlighted. **Click** on the **Display** button to continue. The **Maintain Locality Rates** screen appears.

Maintain Locality Rates

Select Country/State

Enter Country/State Selection: IN INDIANA

Select Country/State and Locality by zip code (CONUS only): 46226

Select Locality

Enter Locality Selection: Marion

Maintain Rates

Effective Date	Maximum Lodging	M & IE Rate	ILPP Rate
5/1/2017	\$107.00	\$54.00	\$0.00
2/1/2017	\$121.00	\$54.00	\$0.00
10/1/2015	\$107.00	\$54.00	\$0.00
10/1/2014	\$98.00	\$61.00	\$0.00
10/1/2013	\$95.00	\$61.00	\$0.00
10/1/2010	\$91.00	\$61.00	\$0.00
10/1/2009	\$94.00	\$61.00	\$0.00
10/1/2008	\$94.00	\$44.00	\$0.00

Buttons: Delete, Insert, Apply, Print, OK, Cancel, Help

- At the **Enter Country/State Selection** field, **type** the first two letters of the **country** or **state** name. IATS displays the first locality beginning with these two letters. If the desired state or country is not highlighted, **click press** the *Up/Dn* arrow **keys** on the keyboard until the desired location is highlighted. Once the desired locality is highlighted, **press Tab**.
- You can also **click** on the *down arrow* button to **display** the **listing** of countries and states. When the list is displayed **click** on the *up* or *down arrow* button to **scroll** through the list. When the desired location is displayed, **click** on the **location** to make your selection.

5. **Select Country/State and Locality by zip code (CONUS only):** If the selected locality is within **CONUS**, enter the zip code for the desired locality and **press Tab**.
6. **Enter Locality Selection:** If the selected locality is within **OCONUS**, type the first two letters of the **country** name. IATS displays the first locality beginning with these two letters. If the desired country is not highlighted, **click** on the *Up/Dn* arrow **buttons** or **press** the *Up/Dn* arrow **keys** on the keyboard until the desired location is highlighted. Once the desired locality is highlighted, **press Tab**.
7. You can also **click** on the *down arrow* button to **display** the **listing** of **localities** within the selected country. When the list is displayed **click** on the *up* or *down arrow* button to **scroll** through the list. When the desired location is displayed, **click** on the **location** to make your selection.
8. IATS **displays** the associated per diem **rates**, by effective date, in the **Maintain Rates** section.

Tip: Generate a **print-out** of the selected locality **rates**, if desired, by **clicking** on the **Print** button.

Dump Traveler Data

The **Dump Traveler Data** feature was developed for the purpose of being able to **generate** an output file containing all of the **details** for a particular travel account.

This program is useful when **attempting** to **research** problems. When the user **runs** this process, IATS **creates** a zipped output **file** that the user can then **transmit** to **DFAS-IN** or **Professional Software Consortium** for analysis. Using this data, the **programmers** can **determine** what is causing a particular **problem** or where an **error** exists in the program.

 **Complete the following steps to "run" the Dump Traveler process:**

1. At the **Examiner View** screen, **click** on the **Tools** menu and **select** the **Dump Traveler** option. The **Select Traveler** screen will appear.

Select Traveler
For Official Use Only

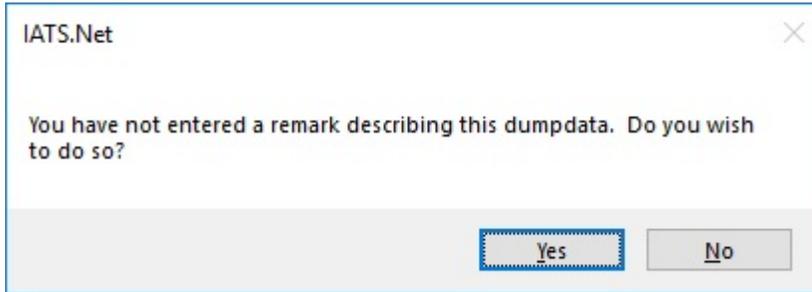
ID:	<input type="text" value="111881111"/>	Name:	<input type="text" value="SMITH, MARK T"/>
Address-1:	<input type="text" value="123 W EAST ST"/>	Grade/Rank:	<input type="text" value="E7"/>
Address-2:	<input type="text"/>	Organization:	<input type="text" value="DFAS"/>
City:	<input type="text" value="INDIANAPOLIS"/>	DSSN:	<input type="text"/>
State/Country:	<input type="text" value="INDIANA"/>	<input checked="" type="checkbox"/> Obfuscate Sensitive Data	
Zip Code:	<input type="text" value="46226"/>		

You can add a remark here to explain why you are creating a dump of the traveler's data.

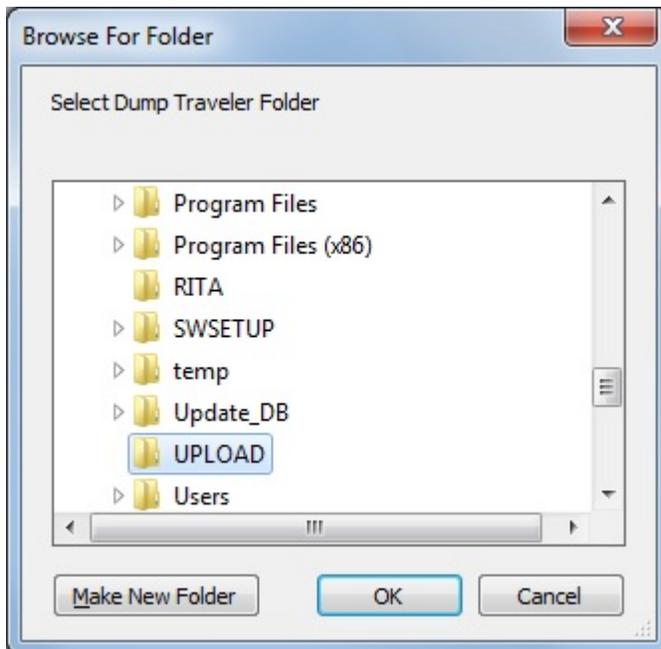
Enter the SSN of the employee/member that you wish to find ⋮

2. At the **Select Traveler** screen, **type** the **SSN** for the traveler, who's data you wish to dump, at the **ID** field and **press Tab**.

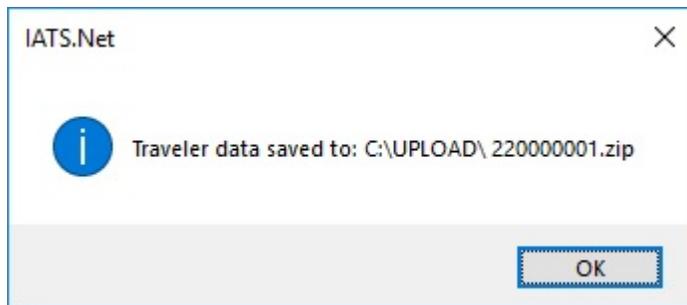
3. When the traveler's account information appears, ensure that a **check mark** appears in the **check box** next to the words **Obfuscate Sensitive Data**.
4. At the bottom of the **Select Traveler** screen you will see a **text box** where you can enter some **remarks** explaining why you are creating a dump of the traveler's data.
5. If you do not enter any **remarks**, you will see the following *pop-up message* appear when you **click** on the **OK** button to continue.



6. **Click** on the *Yes* button if you would like to enter some remarks. If not, **click** on the *No* button to continue.
7. **click** on the **OK** button. The **Browse For Folder** screen appears.



8. At the **Browse For Folder** screen, **navigate** to the **directory/folder** where you want the dump traveler file to **reside**.
9. When you have selected the desired directory/folder, **click** on the **OK** button. IATS **creates** the output file and displays the following message.



10. **Click** on **OK** to continue.

11. You will **find** the Dump Traveler output file in the directory/folder selected at the Browse For Folder screen.

Note: IATS will **obfuscate** the traveler's real SSN and **change** it to **220000000** the first time a dump traveler is created in your database. That will **also** be the filename for the **zip** file. The next time a dump traveler is created the traveler's real SSN and the zip file name will be changed to **220000001**. It will **increment** by **one** number each time a dump traveler is created in your database. Once the incremental number reaches **980000000**, the numbering will **restart** at **220000000**.

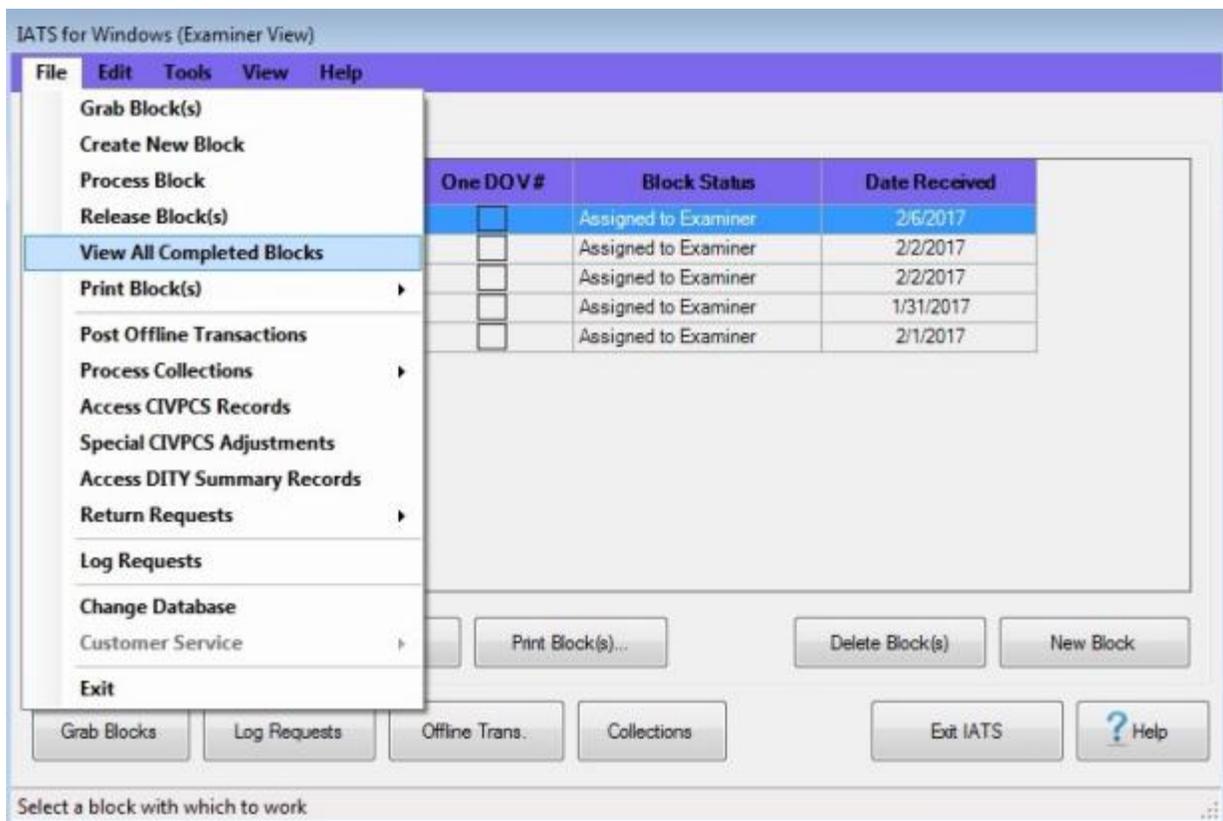
12. **Copy** the **file** to a **disk** or **attach** it to an **e-mail** message and **forward** the file to the desired organization for analysis.

View Completed Blocks

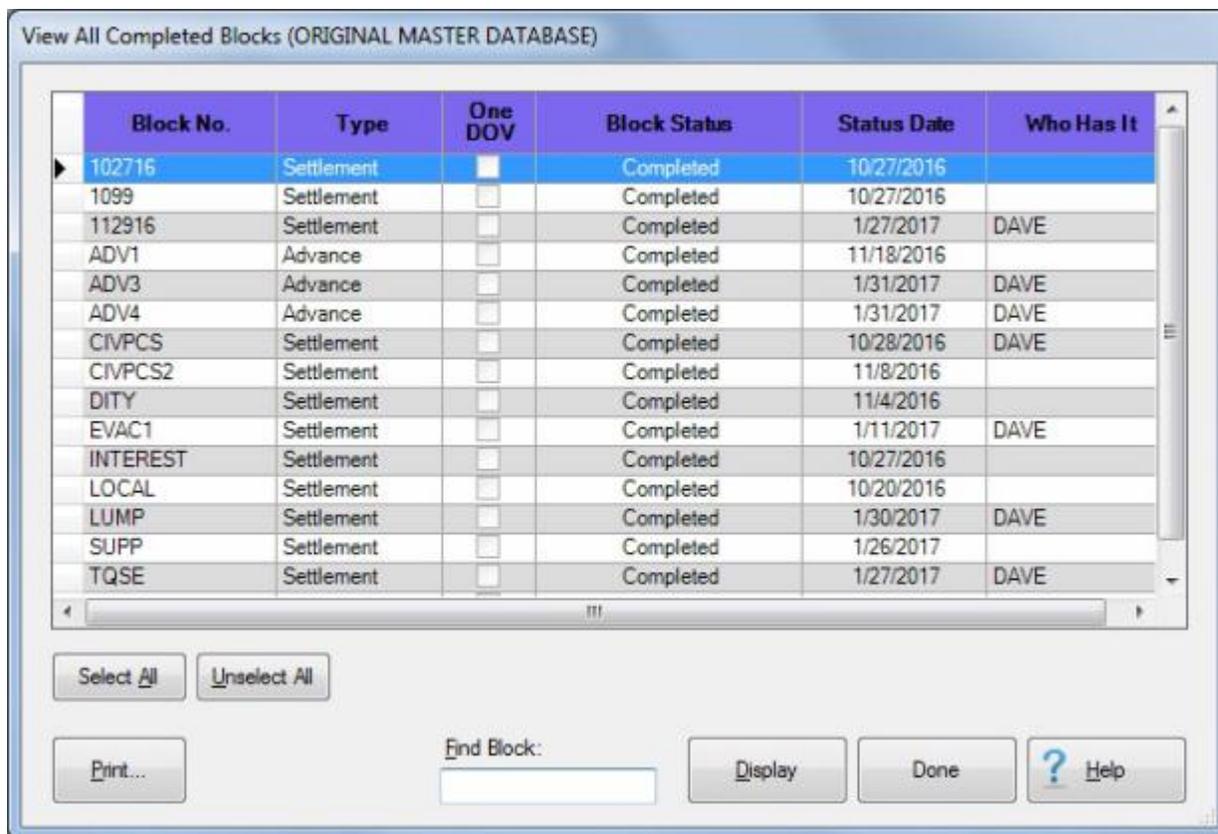
After a block is in the status "**Completed**" examiners may view the details of these blocks if desired.

 Complete the following steps to "view" completed blocks:

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.



2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **View All Completed Blocks** option. The **View All Completed Blocks** screen appears next.



3. At the View All Completed Blocks screen, **select** the **block(s)** you wish to view.

Note: At this screen, the Examiner may **Print**, **Display** or **Archive** the listed blocks as desired. **Select** the block(s) and **click** on the **Print** or **Display** button as desired. If there are more blocks in the database than can be displayed all at once on the View All Completed Blocks screen, users can **type** the **block number** at the **Find Block** field for a quick search.

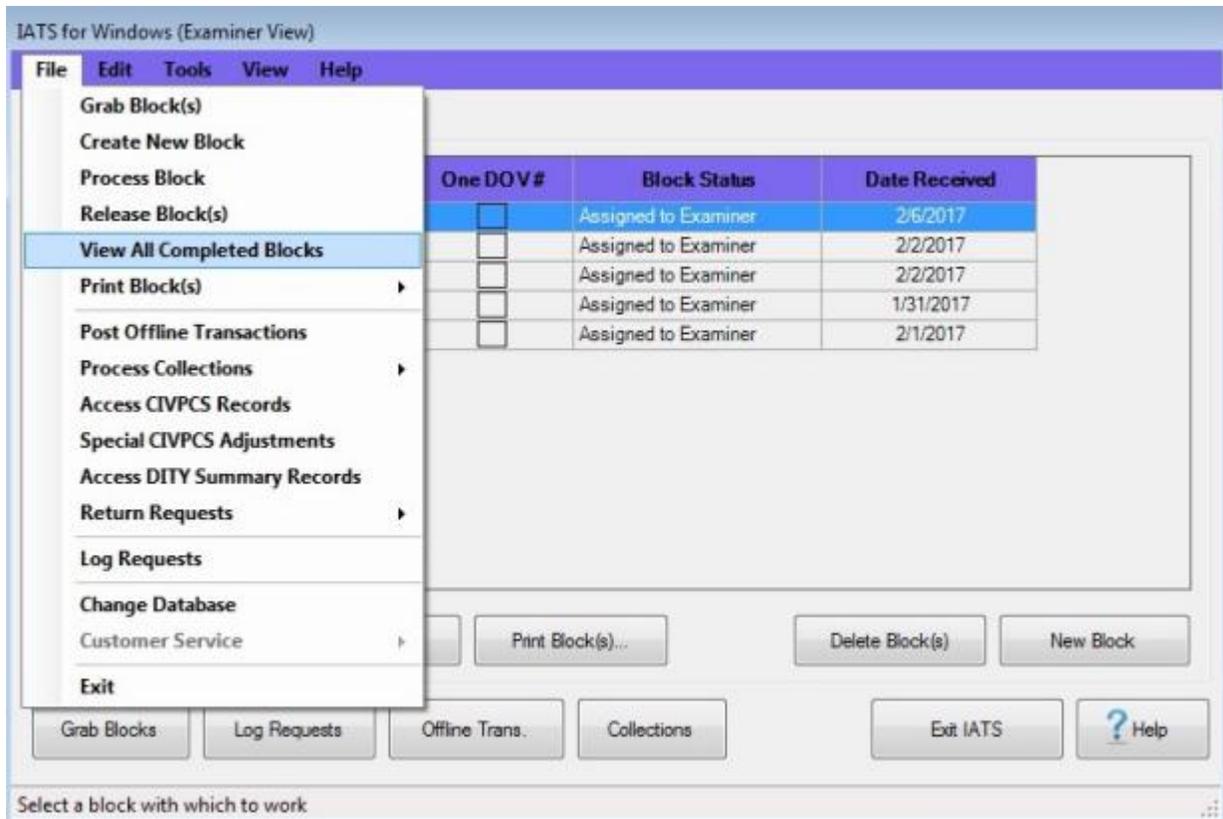
4. When **finished** viewing the blocks, **click** the **Done** button to **return** to the previous screen.

Archive Completed Blocks

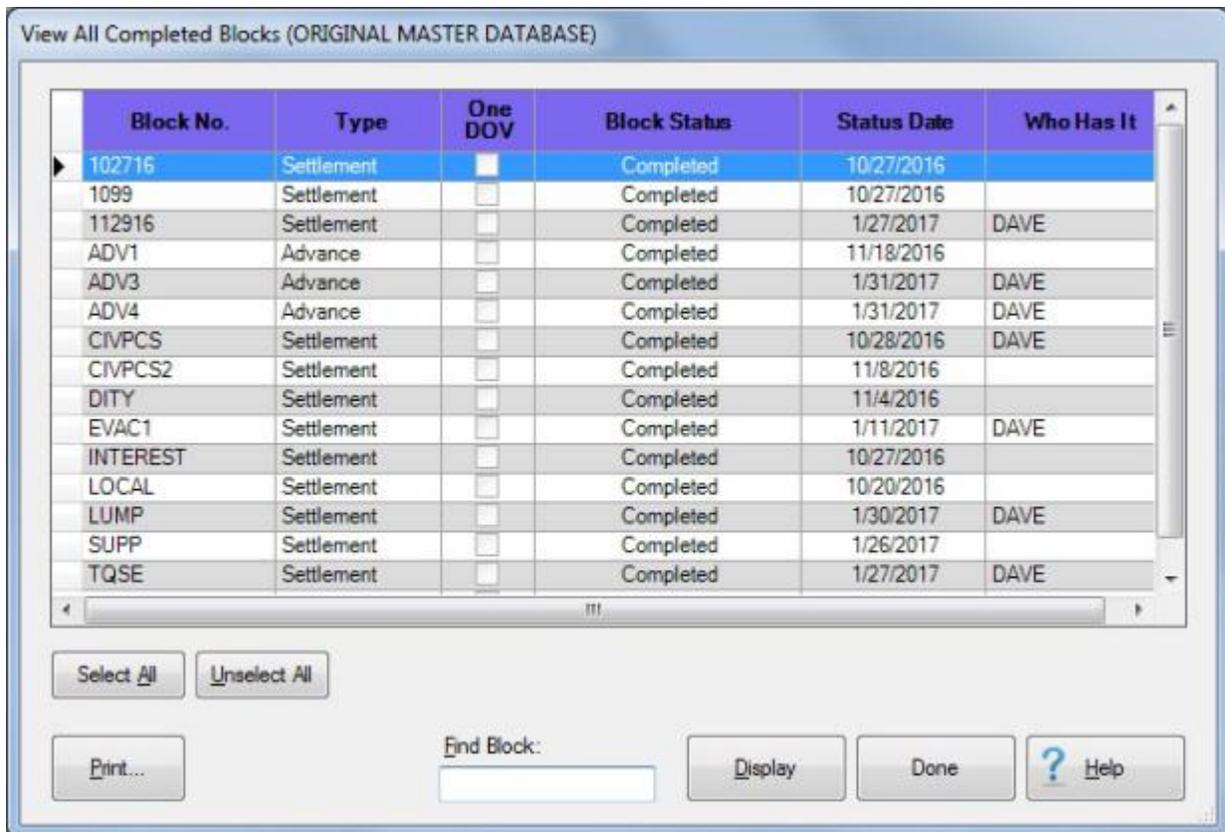
A new feature was added to IATS that allows an Examiner to **archive completed** blocks.

 Complete the following steps to "archive" completed blocks:

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.



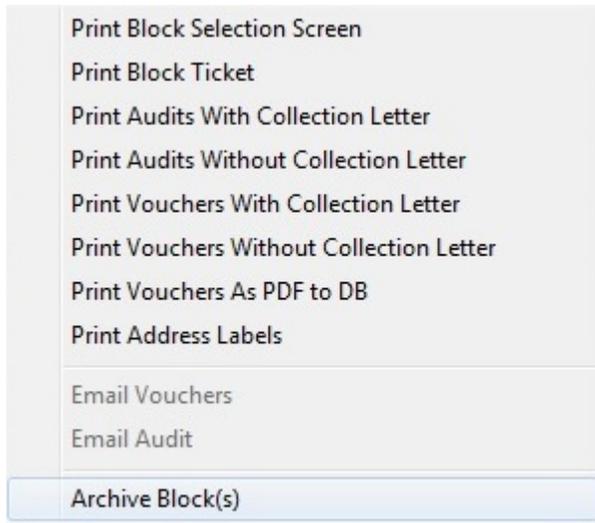
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **View All Completed Blocks** option. The **View All Completed Blocks** screen appears next.



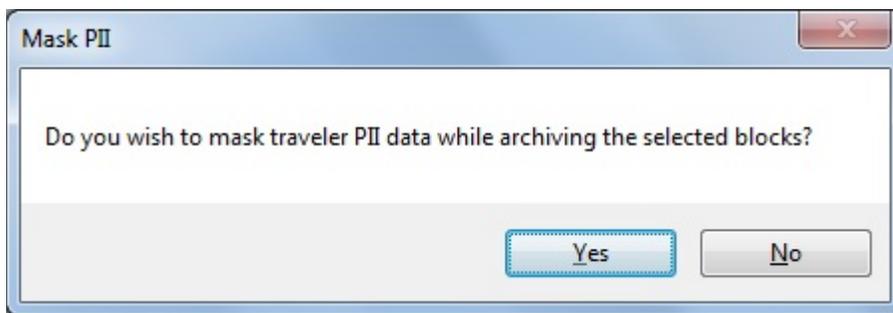
3. At the View All Completed Blocks screen, **select** the **block(s)** you wish to view.

Note: At this screen, the Examiner may **Print**, **Display**, or **Archive** the listed blocks as desired. **Select** the block(s) and **click** on the **Print** button. If there are more blocks in the database than can be displayed all at once on the View All Completed Blocks screen, users can type the block number at the Find Block field for a quick search.

4. After selecting a block and clicking on the **Print** button, a *drop down menu* of printing options appears.



5. At the drop down menu, **click** on the **Archive Block(s)** option. The following *pop-up message* appears asking if you wish to **mask** the **personal information**.



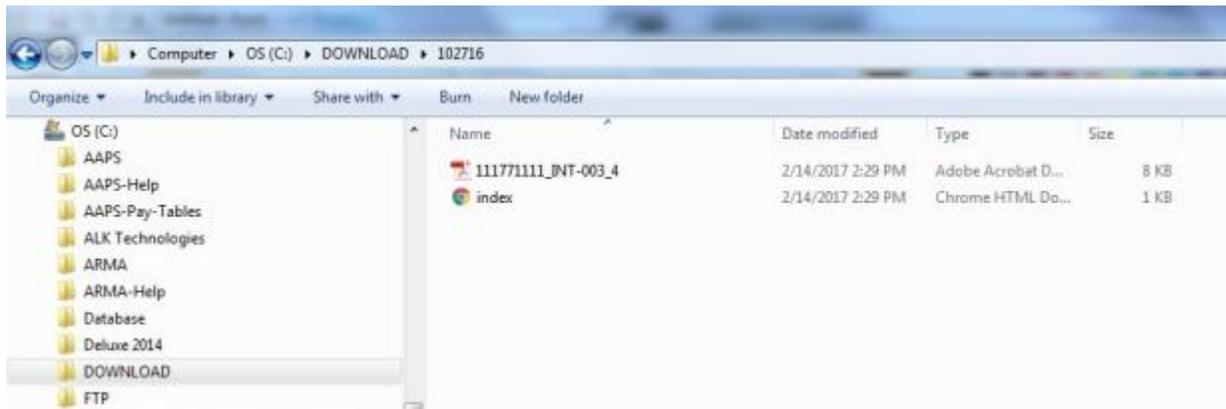
6. **Click** on *Yes* or *No* as desired.
7. After clicking on *Yes* or *No*, IATS **creates** a **folder** for the selected block and places it in the **folder** established in the **Maintenance** module for **Download** files.
8. When **finished** archiving blocks, **click** the **Done** button to **return** to the previous screen.

View Archived Blocks

Once a completed block has been **archived**, you may **view** the archived blocks.

 **Complete the following steps to "view" archived blocks:**

1. Using Windows Explorer, **navigate** to the **folder** established in the Maintenance module for **Download** files.



2. **Open** the **folder** for the Download files and then double click on the **folder** for the desired archived block.
3. Once the folder for the archived block is opened, you will notice a **file** in this folder named "**Index**".
4. Double click on the **Index** file. The following screen is displayed:

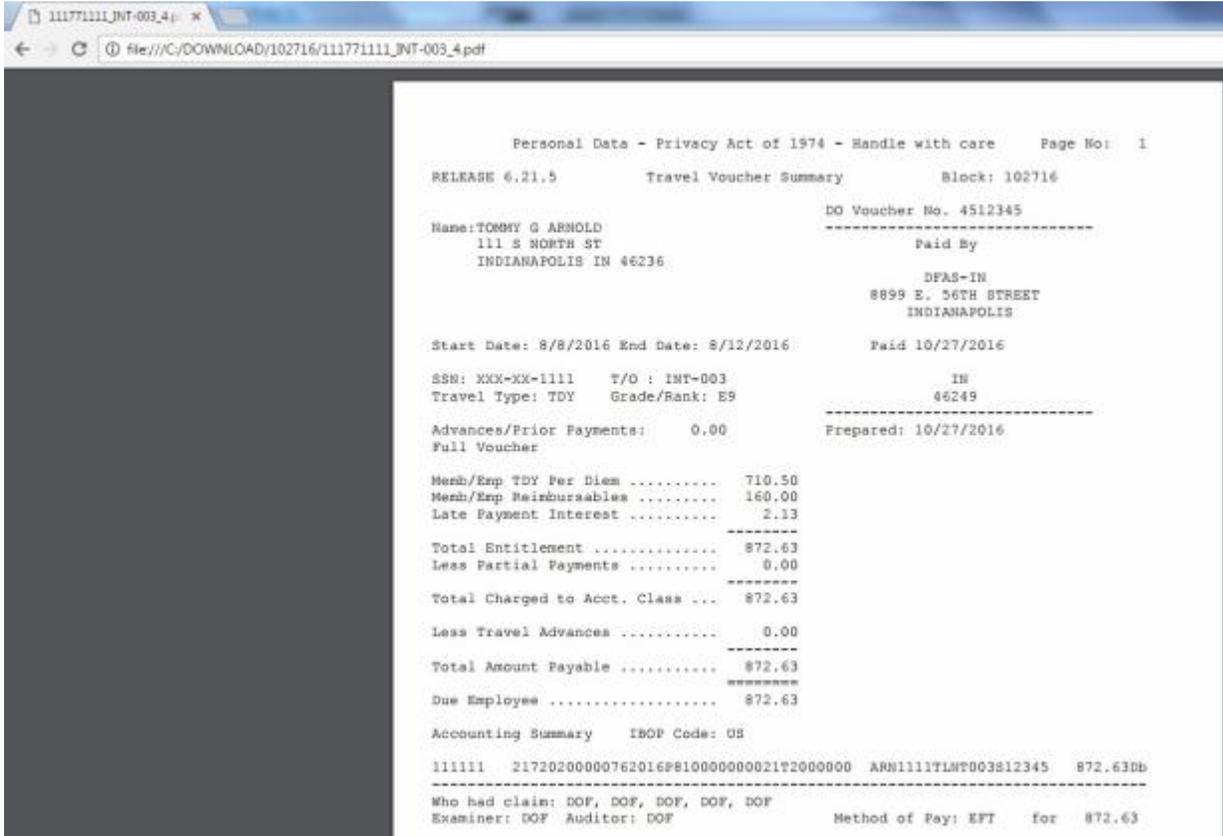


Requests In Block 102716

SSN / Name	TONO	Date	Detail ID
111771111 (ARNOLD, TOMMY)	INT-003	8/8/2016-8/12/2016	4

Note: All claims contained in the archived block will be listed.

5. **Click** on the **SSN link** in the **SSN / Name** column. This will cause the following screen to appear showing the selected claim.



Tip: Click on the **Back** button to return to the previous screen if you wish to display another claim.

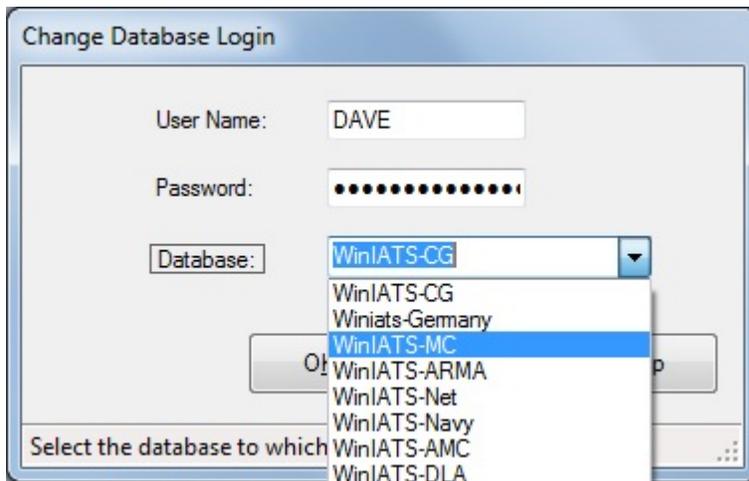
6. When finished viewing archived blocks, **click** on the **red (X)** in the top right corner of the **Explorer** screens until all windows are closed.

Changing Database Login

This feature allows an IATS user to **login** to a different database without having to **log out** of IATS, **select** a different database and then **login** to the new database.

 Complete the following steps to "login" to a different database.

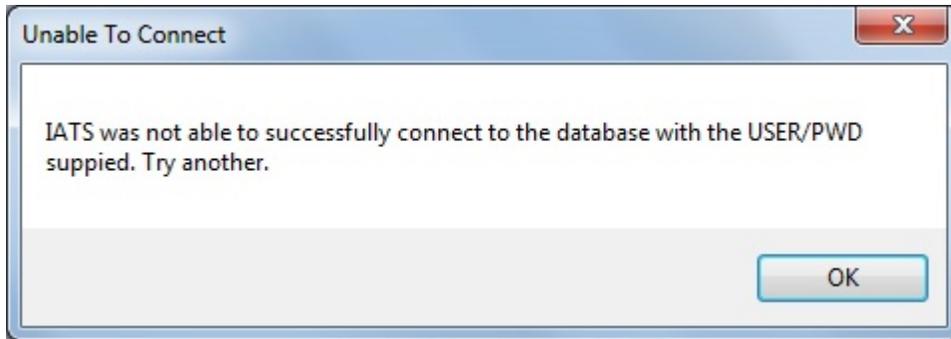
1. At the **Examiner View** screen, **click** on the **File** menu and **select** the option **Change Database**. The **Change Database Login** screen will appear.



2. At the Change Database Login screen, **click** on the **down arrow** button at the **Database** field. A **list** of available database(s) is displayed.
3. **Click** on the **database** you would like to login to.
4. If the login was **successful**, you will see the following message.



5. **Click** on **OK**.
6. If your **User Name** and **Password** is **different** in the database you are currently logged into and the one you are trying to switch to, you will see the following message.



7. **Click** on **OK**.
8. You will now see the **User Name** and **Password** field displayed at the Change Database Login screen.



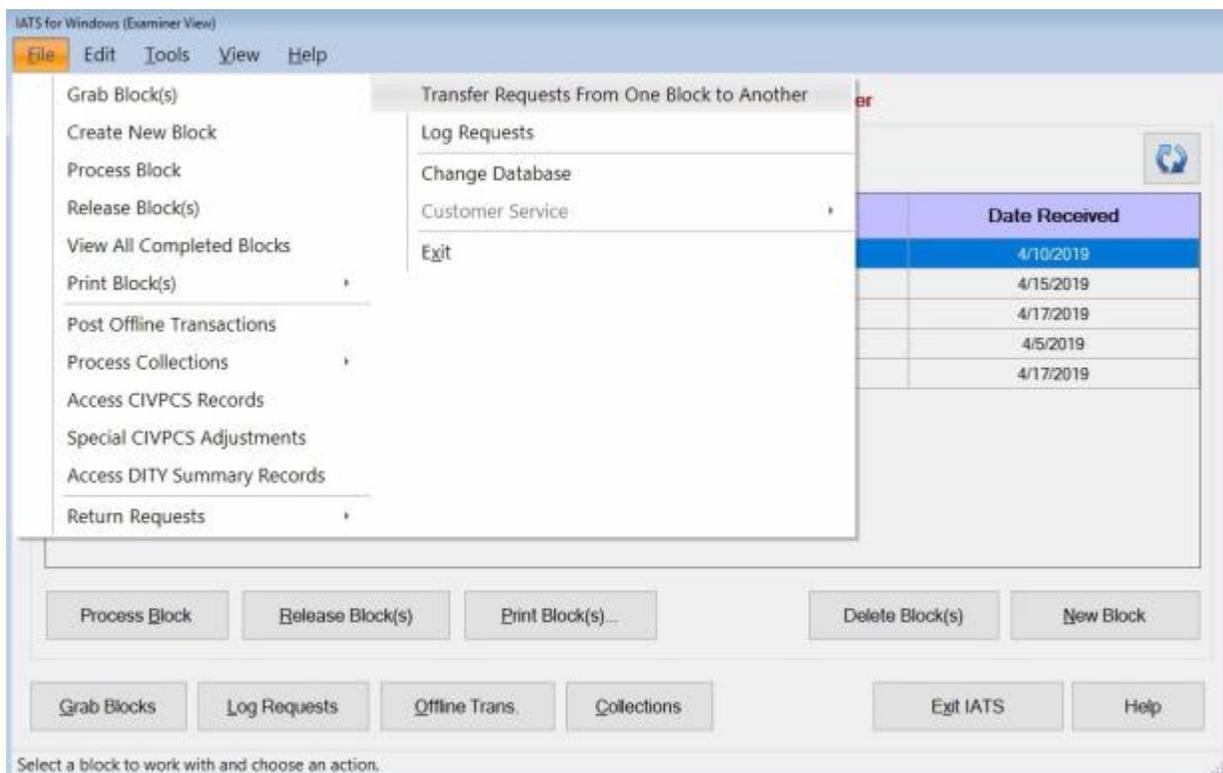
9. **Enter** the correct **User Name** and **Password** and then **click** on **OK**.

Transfer Requests from Examiner View

On occasion, it may be necessary for the Examiner to **transfer** the **requests** from one block to another block. This normally occurs when most of the requests on a block are **processed**, but there are some claims that cannot be completed for some reason. The **un-processed** requests must be **re-assigned** to another block to allow the processed claims to be disbursed.

Note: An **Examiner** may only transfer requests from one block to another that he/she has **control** of.

 Complete the following steps to "transfer" requests from one block to another:



1. At the **Examiner View** screen, **click** on the **File** menu option. IATS displays a **list** of functions that may be performed using the **File** menu option.
2. **Click** on the **Transfer Requests From One Block to Another** option. The **Reassign Requests to Another Block** screen appears.

Reassign Requests to Another Block

From Block:
 1406SCR
 CIVPCS1
 PART1
 PCS1
 TDY2

To Block:

Type	Block Status

Type	One DOV #	Block Status

Claims In Original Block			
SSN	Order Number	Begin Date	End Date

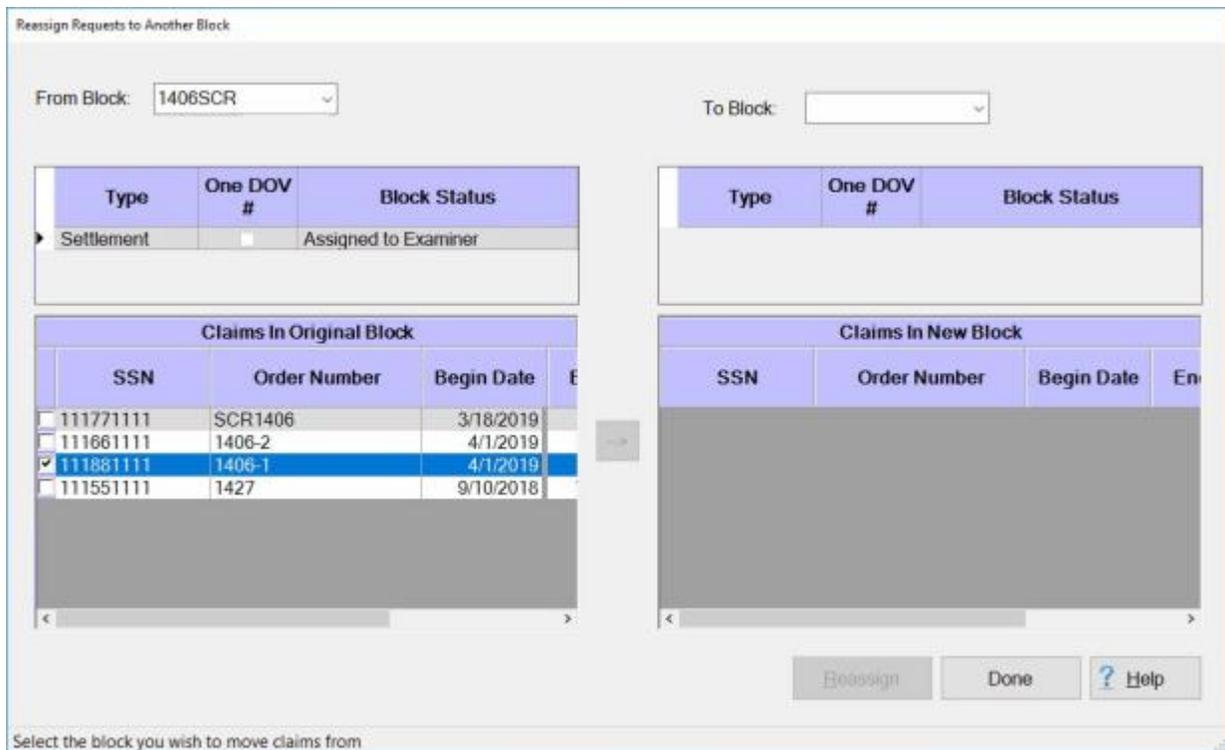
Claims In New Block			
SSN	Order Number	Begin Date	End Date

→

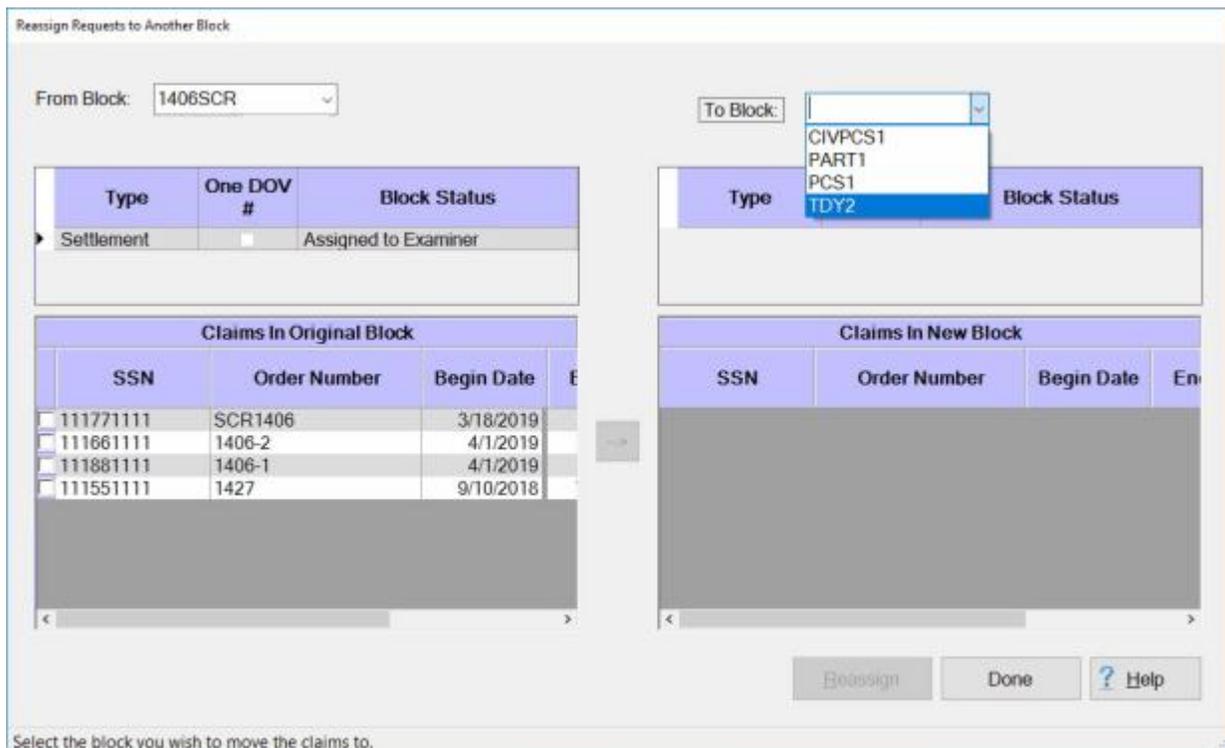
Reassign Done ? Help

Select the block you wish to move claims from

- From Block:** At the **From Block** field, you can simply enter the number of the block you wish to transfer a claim from and then press *Tab*. Or, you can also **click** on the *down arrow* button. A *drop down listing* will appear **displaying** all of the **blocks** in the database that are currently under your control. **Click** on the desired **block number** to make a selection. After selecting a block, all of the **requests** assigned to the block are **displayed** below in the **Claims In Original Block** section.



4. **To Block:** At the **To Block** field, you can simply enter the number of the block you wish to transfer a claim to and then press *Tab*. Or, you can also **click** on the *down arrow* button. A *drop down listing* will appear **displaying** all of the **blocks** in the database that are currently under your control.



5. **Click** on the desired **block number** to make a selection.

Reassign Requests to Another Block

From Block: 1406SCR To Block: TDY2

Type	One DOV #	Block Status
▶ Settlement	■	Assigned to Examiner

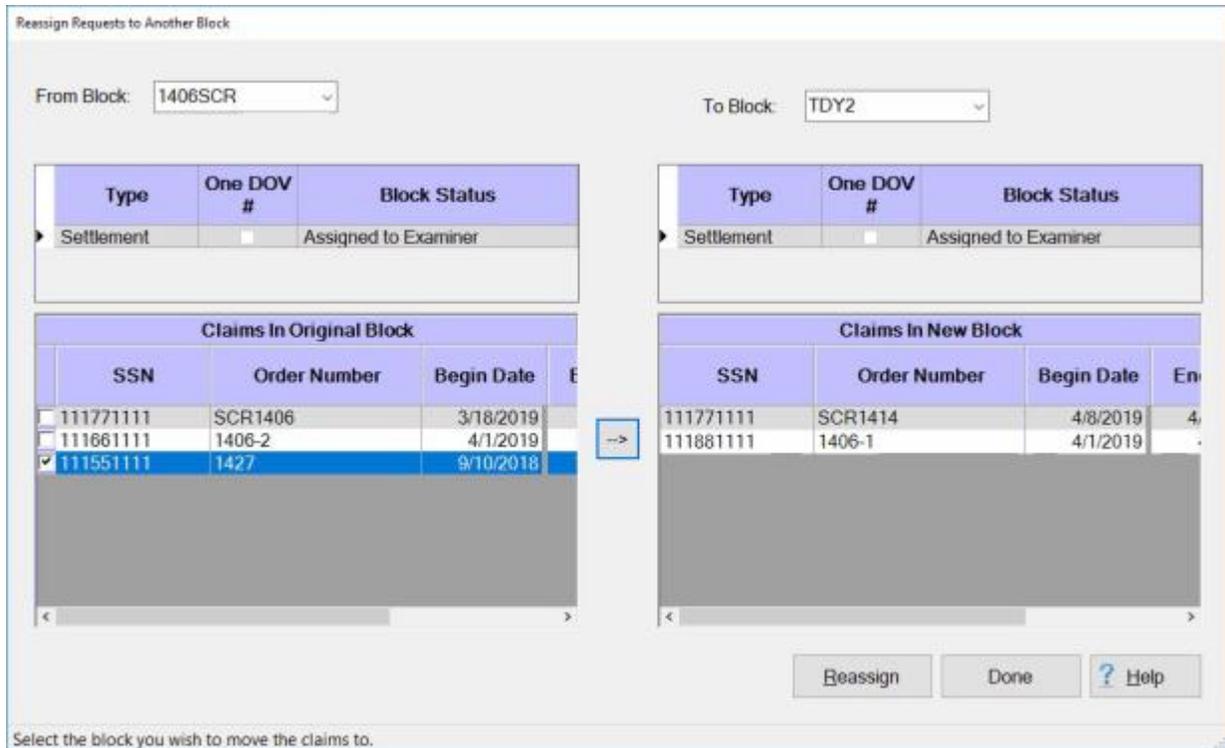
Claims In Original Block			
SSN	Order Number	Begin Date	En
<input type="checkbox"/> 111771111	SCR1406	3/18/2019	
<input type="checkbox"/> 111661111	1406-2	4/1/2019	
<input checked="" type="checkbox"/> 111881111	1406-1	4/1/2019	
<input type="checkbox"/> 111551111	1427	9/10/2018	

-->

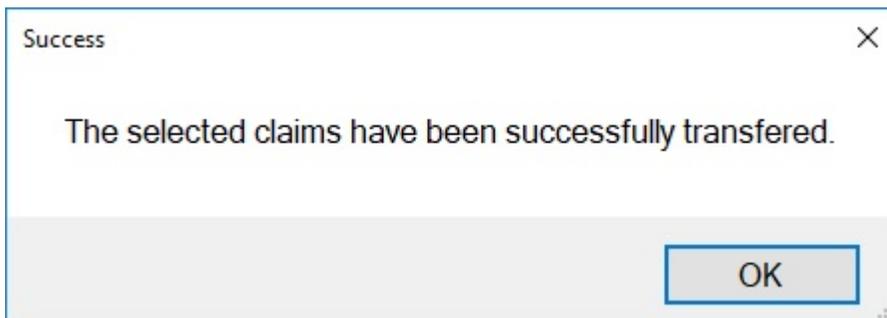
Claims In New Block			
SSN	Order Number	Begin Date	En
11177/1111	SCR1414	4/8/2019	4,

Select the block you wish to move the claims to.

6. **Claims In Original Block:** In this section, **click** the **check box** in the **column** to the **left** of the **SSN** column to select the claim you wish to transfer.
7. After you have selected the desired claim, **click** on the **arrow** button in the **middle** of the screen to **move** the claim from the **From Block** side to the **To Block** side.



8. When you have **moved** the claim you wish to transfer to the To Block side of the screen, **click** on the **Reassign** button. The **Confirmation Password** screen will appear.
9. **Type** the confirmation **password** at the **Enter Password** field and then **click** on the **OK** button. IATS transfers the claim and displays the following message.



10. **Click** on **OK**.
11. If you are **finished** transferring claims, **click** on the **Done** button.

TDY Advance Requests

Processing TDY Advance Requests

Payments are sometimes made for a **portion** of the **travel** and **transportation entitlements** prior to the submission of a final settlement request. These payments are considered to be either **advances** or **accrued per diem payments**. The traveler uses these payments to **cover** the **expenses** incurred when performing **TDY** travel.

Note: Advance payments should not be processed for travelers **eligible** for the **Government Charge Card Program**. Since not all travelers are eligible for the program, however, travel offices continue to process a significant number of advance payments.

 **Complete the following steps to "process" a TDY Advance Request :**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. **Select** a **block** through one of the following methods:
 - **Method 1:** - **Click** the [Grab Blocks](#) button and **select** a block from the **Logged Pool**.
 - **Method 2:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 3:** - **Click** on the **New Block** button and [create a new block](#).

Note: After selecting a block using one of the (3) methods listed above, the **Request Selection** screen appears. At this screen, any **request for advance** already **logged** to the block is listed under the **Select Request(s)** section.

3. At the **Request Selection** screen, **select** a request through one of the following methods:
 - **Method 1:** - **Double click** on the desired request.
 - **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
 - **Method 3:** - **Click** on the **New** button.

Note: If the **New** button is clicked, the **Travel Order Selection** screen appears. At this screen the Examiner must [select](#) or [create](#) the traveler's **account** and [select](#) or [create](#) a new **travel order**. After selecting or creating the travel order, the **Request for Settlement Against an Order** screen appears.

4. After selecting a request using one of the methods listed above, the **Settlement Request** screen appears.

Advance Request - Block No: ADV3 - Request No: NEW

RHOADES, DUSTY O. E6 Transient Traveler TONO: ADV-1

Request Type - Advance

Type of Advance Full Advance Advance

Rent To Entitlements Calculations Financial Remarks

Address

Line 1 123 W EAST ST

Line 2

City INDIANAPOLIS

Country/State IN INDIANA

Zip Code 46226 Update Traveler

<Back >Next

Receipts... Other...

SAVE Cancel Help

Select type of advance desired for this request

5. **Refer** to the **Help** topic, "[Completing the TDY Advance Request for Settlement Screen](#)", for additional instructions.

Completing the TDY Advance Request for Settlement Screen

After selecting an advance request, the **Advance Request** screen appears. This screen is used to capture the details from the **advance request** submitted by the customer.

The screenshot shows the 'Advance Request' screen with the following details:

- Block No: ADV3 - Request No: NEW
- Name: RHOADES, DUSTY O: E6
- Transient Traveler
- TONO: ADV-1
- Request Type - Advance
- Type of Advance: Full Advance (dropdown menu)
- Request Type: Advance
- Remit To tab is selected, showing address fields:
 - Line 1: 123 W EAST ST
 - Line 2: (empty)
 - City: INDIANAPOLIS
 - Country/State: IN INDIANA (dropdown menu)
 - Zip Code: 46226
- Buttons: <Back, Next>, Update Traveler, Receipts..., Other..., SAVE, Cancel, ? Help
- Footer: Select type of advance desired for this request

Use the following steps to "complete" the Advance Request screen:

1. **Transient Traveler:** Click in this box if the travel account the advance is being processed for is not maintained by your travel office and a Transaction for Others (TFO) is being generated.
2. **Type of Advance:** - The default value is **Full Advance**. If you wish to **change** the type, **click** on the *down arrow* button to **display** the **list** of types and then **click** on the desired type.
3. **Address:** When the **Advance Request** screen appears, the **Remit To** tab is displayed. At this tab, the traveler's address defaults from the address entered at the **Traveler Profile** screen when the traveler's profile was created. Compare this address to the address appearing on the Request for Advance submitted by the traveler and make any necessary changes. If the IATS user **changes** the **Remit To** address at this tab, the **change** will appear with a **red** background.

Note: Any changes made to the address at the **Remit To** tab will only affect the advance being processed. A **permanent address change** must be made at the **Traveler Profile** screen.

3. After verifying the address at the **Remit To** tab, **click** on the **Entitlements** tab or the **Next** button to proceed.

Refer to the **Help** topic, [TDY Advance Entitlements tab](#), for additional instructions.

TDY Advance Entitlements - tab

The **Entitlements** tab is the beginning point for **capturing** the specific **details** pertaining to what is authorized on the travel order in regards to the **transportation** allowances, the **itinerary** for the trip, and any **reimbursable expenses**.

 Use the following steps to "complete" the TDY Advance Entitlements tab:

1. **Precomputed:** Under the heading "Types of Entitlements Claimed", click in this box if a **pre-determined amount** for the settlement is desired. IATS will **bypass** the **itinerary** and **reimbursable expenses** screens. A payment is generated for the amount entered at the **Pre-Computed Amount** field that appears when this box is **checked**. No computation is made by IATS.
2. **Add Itinerary button:** Click on this button to enter an **itinerary** for the trip submitted by the traveler on the Request for Advance.
3. After clicking on the **Add Itinerary** button, the **What's Authorized** tab appears.

Refer to the **Help** topic, "[TDY Advance What's Authorized - tab](#)", for additional instructions.

TDY Advance What's Authorized - tab

After clicking on the **Add Itinerary** button at the **Entitlements** tab, the **What's Authorized** tab appears. At the **What's Authorized** tab, user must specify the **transportation authorizations**.

The screenshot shows the 'What's Authorized' tab selected in a navigation bar. Below the navigation bar, there is a checkbox labeled 'Owner/Operator of POV' which is checked. To the right of this checkbox is the text 'Transp. Mode' followed by a dropdown menu currently displaying 'Remarks Directed Travel by Air'. At the bottom of the form, there are two buttons: 'Back' and 'Next'.

 Use the following steps to "complete" the TDY Advance What's Authorized tab:

1. **Owner/Operator of POV:** A check mark defaults to this field **indicating** that the **traveler was** the **owner** and **operator** of the **POV** used in the performance of the trip. **If the traveler was not** the owner/operator, **click** in this **box** or **press** the **space bar** to **remove** the **check mark**.
2. **Transportation Mode:** **Click** on the **down arrow** to the **right** of this field. A **drop down** listing of various transportation modes appears. Use the **Up/Dn arrows** or press the **Up/Dn arrows** on the **keyboard** to scroll through the list of available modes.
3. **Refer** to the **travel order** submitted by the traveler for the authorized mode of transportation and then **click** on the **authorized mode**.
4. After completing this tab, the user must then **click** on the **Expected Itinerary** tab or **click** on the **Next** button to continue.

Refer to the **Help** topic, "[Expected Itinerary tab](#)", for additional instructions.

Expected Itinerary - tab

The **Expected Itinerary** tab is used to **capture** the anticipated details for the trip itinerary. While completing this screen, refer to the **prompt line** at the bottom of the screen. The prompt line will **explain** what **information** is requested at each input field.

What's Authorized Expected Itinerary Reimbursables

Expected Duration: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
									AE %	Lodging	Taxes	Miles
12/05/2016	DEP	IND, IN, Marion	CP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
12/05/2016	ARR	Washington, DC, Dist o	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$182.00	\$12.00	0
12/14/2016	DEP	Washington, DC, Dist o	CP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
12/14/2016	ARR	IND, IN, Marion	MC	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00	0
* <input type="checkbox"/>												

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

 Use the following steps to "complete" the Expected Itinerary tab:

- Expected Duration:** - At this field, **click** on the *down arrow*. A drop down listing of trip **durations** appears. **Refer** to the **DD Form 1351-2** submitted by the traveler to determine the duration and then **click** the correct choice.
- Depart Date:** - The departure date on the first line of the itinerary automatically **defaults** from the **Begin Date** entered when the travel order was created. **Press Tab** to continue or **type** a different date, in **MMDDYY** format, if necessary. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
- Depart Location:** - At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first two letters of the state or country name. If necessary, **click** the *Up/Dn arrows* until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection.
- At the **City / Zip Code** field, type the zip code or the first two letters of the city name. This displays a **listing** of city/locality names, for the previously selected state or country, beginning with those letters or zip code. **Use the procedures** described in step (3) above to make the selection.

Tip: If the traveler is departing from an **OCONUS** location, **click** in the **Locality** field and **use** the **procedures** described in step (3) above to make the **Locality** selection.

- When the correct **State/Country** and **City/Locality** is selected, **click** on the **DTOD** button if you wish to have IATS **look-up** and automatically **populate** the

Miles field in the **itinerary** with the official **distance** from the Defense Official Table of Distances.

6. If you wish to **by-pass** the **DTOD Location** screen **click** the **OK** button or **press Tab** to continue.
7. **Transportation:** - If the correct code for the mode of transportation is not displayed, **click** on the *down arrow* button to display a list of transportation modes. **Click** on the correct mode to make a selection.
8. **Local?:** - When the mode **PA** is selected for the transportation, a **prompt** asking if travel was to/from a **local** transportation terminal appears. If so, **click** in this box. If not, **press Tab** to continue.
9. **Arrival Date:** - The date at the previous **Departure Date** field **defaults** to the Arrival Date field. Press *Tab* to accept this date or **type** a new date, in **MMDDYY** format, if necessary. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
10. **Arrive Location:** - This is the **location** where the traveler stops to perform official duty, change modes of transportation, or to rest overnight. Use the **same method** explained at the **Depart Location** field to **select** the **arrival** and **DTOD** locations.
11. **Reason for Stop:** - The **default** value for this field is **TD - Temporary Duty**. Press *Tab* if this is correct. If not, **click** on the *down arrow* button to display a list of reasons for stop. **Click** on the correct reason to make a selection.

Click on the **definitions** button below for an **explanation** of the various reason for stop codes.

12. **Duty Day:** - A **check mark** automatically **defaults** to this field. If this day is an official day of duty, **press Tab** to continue. If this day is not an official day of duty, however, **click** this box to **remove** the check mark.
13. **OMN:** - This option is for **Navy** users. **Click** in the **check box** to **activate** this option if **OMN funding should be used** for the trip.
14. **Method:** - The **default** value for this field is **LDP - Lodgings Plus**. Press *Tab* if this is correct. If not, **click** the *down arrow* button to display a list of [methods of reimbursement](#). **Click** on the correct method to make a selection.
15. **Lodging:** - At the **Lodging** field, when completing the Expected Itinerary tab, a *drop down listing* of various lodging types appears. **Click** on the correct type to make a selection.
16. **Meals:** - At the **Meals** field, when completing the Expected Itinerary tab, a *drop down listing* of various meal types appears. **Click** on the correct type to make a selection.
17. **AE %:** - At this field, **type** the **percentage rate** to be used if **Actual Expenses** was **approved** in the travel orders.
18. **Lodging Cost:** - **Enter** the **dollar amount** for the daily lodging cost.
19. **Taxes:** If the TDY location is within CONUS, Alaska, Hawaii, or a US territory, the user is prompted to **enter** the daily lodging **taxes** amount. IATS will

automatically reduce the taxes by the appropriate percentage when the claimed amount for lodging exceeds the authorized amount. If these taxes are entered into the **itinerary**, do not enter them again at the **Reimbursables** tab. The amount calculated for the taxes will appear on the **Calculations** tab after the trip has been completely entered.

20. **Miles:** - If not automatically populated by the **DTOD** look-up feature, **type** the number of **miles** claimed by the traveler if a privately owned vehicle was used.

Note: Use the procedures previously explained to complete the **return** travel leg or **additional** travel **legs** for the itinerary. When **finished** with the itinerary, **click** on the **Completed** button. The **Reimbursables** tab appears next.

Refer to the **Help** topics, "[TDY Advance Reimbursables - tab](#)" or "[PCS Advance Reimbursables - tab](#)", for additional instructions.

TDY Advance Reimbursables - tab

This screen is where IATS users enter the traveler's **reimbursable expenses** associated with the TDY Advance Request.

Nature of Expense	Amount
AIRFARE	375.00
TAXI/LIMO TO AIRPORT	45.00
TAXI/LIMO FROM AIRPORT	0.00
TAXES ON LODGING	
TAXI/LIMO FROM AIRPORT	
TAXI/LIMO FROM LODGING TO DUTY	
TAXI/LIMO OTHER	
TAXI/LIMO TO AIRPORT	

Use the following steps to "complete" the TDY Advance Reimbursables tab:

1. **Nature of Expense:** At this field, click on the down arrow button or begin typing the name for the expense. A drop down **listing** appears displaying the common expenses that have been entered into the **Reimbursable Descriptions** table in the IATS **Maintenance** module. **Click** the *Up/Dn* **arrows** until the desired expense item is displayed. Once the correct item is displayed, **click** on this item to make a selection. If the expense claimed by the traveler is not listed, simply **type** the description in this field and **press Tab**.
2. **Amount :** At this field, **type** the **dollar amount** anticipated by the traveler.
3. When finished entering the anticipated expenses, **click** the **OK** button. IATS returns to the **Advance Request** screen.
4. At the Advance Request screen, **click** on the **Calculations** tab to **review** the calculated **amount** and to **specify** the **amount** to be **paid** to the traveler.

Refer to the **Help** topic, "[TDY Advance Calculations - tab](#)", for additional instructions.

Advance Calculations - tab

After completing the **Reimbursables** tab, IATS returns to the Advance **Request** screen. To **view** a summary of the calculations for the advance request, **click** on the **Calculations** tab.

Remt To	Entitlements	Calculations	Financial	Remarks																				
<table border="1"> <thead> <tr> <th>Description</th> <th>Computed</th> <th>% Adv.</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp M&E Amount</td> <td>\$655.50</td> <td>80.00</td> <td>\$524.40</td> </tr> <tr> <td>Memb/Emp Lodging Amount</td> <td>\$1,638.00</td> <td>0.00</td> <td>\$0.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>\$375.00</td> <td>100.00</td> <td>\$375.00</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>\$198.00</td> <td>0.00</td> <td>\$0.00</td> </tr> </tbody> </table>			Description	Computed	% Adv.	Total	Memb/Emp M&E Amount	\$655.50	80.00	\$524.40	Memb/Emp Lodging Amount	\$1,638.00	0.00	\$0.00	Memb/Emp Transportation	\$375.00	100.00	\$375.00	Memb/Emp Reimbursables	\$198.00	0.00	\$0.00	Computed Advance	\$899.40
Description	Computed	% Adv.	Total																					
Memb/Emp M&E Amount	\$655.50	80.00	\$524.40																					
Memb/Emp Lodging Amount	\$1,638.00	0.00	\$0.00																					
Memb/Emp Transportation	\$375.00	100.00	\$375.00																					
Memb/Emp Reimbursables	\$198.00	0.00	\$0.00																					
			Amount Payable																					
			Authorized Advance	\$0.00																				

<Back Next>

CLICK OR TAB TO THE ADVANCE BOX TO APPLY ADVANCES

Note: At this tab, a **summary** of the **calculations** is displayed by expense category. In the **%Adv** column, a **percentage** is shown that **corresponds** to the percentage **established** at the **TDY, MILPCS, or CIVPCS Parameters** tabs on the **Maintain Advance Percents** screen in the IATS **Maintenance** module. This **establishes** a **limit** that may be advanced to the traveler for a particular expense **category**. The **Total** column reflects the **amount** that may be advanced after the **limitation** is **applied**.

 Use the following steps to "complete" the Advance Calculations tab:

1. **Computed Advance:** This field shows the total amount computed based on the entries made in the Itinerary and at the Reimbursables tab.
2. **Authorized Advance:** - **Click** in this field, and **type** the **amount** to be paid to the traveler. The amount entered cannot **exceed** the amount shown at the **Computed Advance** field.
3. After completing the **Calculations** tab, **click** on **Next** button or the **Financial** tab to proceed with the accounting lines.

Refer to the **Help** topic, "[Financial - tab](#)", for additional instructions.

Financial - tab

The **Financial tab** is used to specify the **method of payment**, a **split payment** amount, and to add the **accounting** information.

Remit To	Adv/Acct	Entitlements	Calculations	Financial	Remarks
Method of Payment: <input type="text" value="EFT"/>		Computed Split: <input type="text" value="\$396.00"/>		<input type="checkbox"/> Release Obligation	
Due Traveler: <input type="text" value="\$381.82"/>		Split Payment: <input type="text" value="\$500.00"/>		<input type="checkbox"/> Apply 100% to Split	
Db/Cr	Classification				Amount
Db	111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345				\$881.82
<div style="display: flex; justify-content: space-between; align-items: center;"> <Back Next> Modify Accounting </div>					

 Use the following steps to "complete" the Financial tab:

1. **Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the *down arrow* button to display a list of payment options and then **click** on the desired method.
2. **Computed Split:** - The amount displayed at the Computed Split field is a **combination** of the **Lodging** expense entered into the itinerary and the **reimbursable expense items** entered at the Reimbursables tab that were **selected** for a **split** payment. If you **double click** in the Computed Split field, the **Split Payment** field will be **populated** with the computed amount.
3. **Split Payment:** - If not already **populated** by double clicking in the **Computed Split** field, **click** in this field and **type** the dollar **amount** specified by the traveler to be **sent directly** to the **company** providing the **Government Credit Card**. This option is only available if the **method** of payment is **EFT**.
4. **Release Obligation:** - If a **Transportation Request** was issued for the performed travel, a charge may still be pending for payment of the transportation, and the funds should not be de-obligated. If the travel was not performed by

government procured transportation, however, **click** in this **box** to send a code to the accounting system that will allow the obligation to be **released**.

5. **Apply 100% to Split:** - When this check box is **checked**, IATS will **apply** the whole amount due the traveler to the **company** providing the **Government Credit Card**.
6. **Modify Accounting:** - **Click** this button to access the **Accounting** screen and enter the accounting information.
7. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

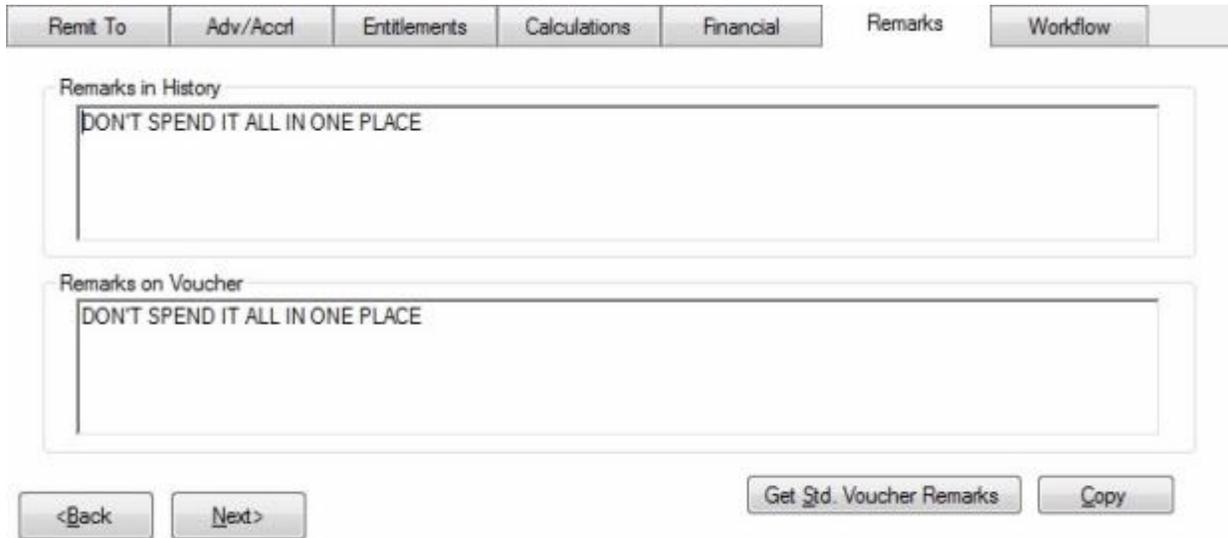
Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

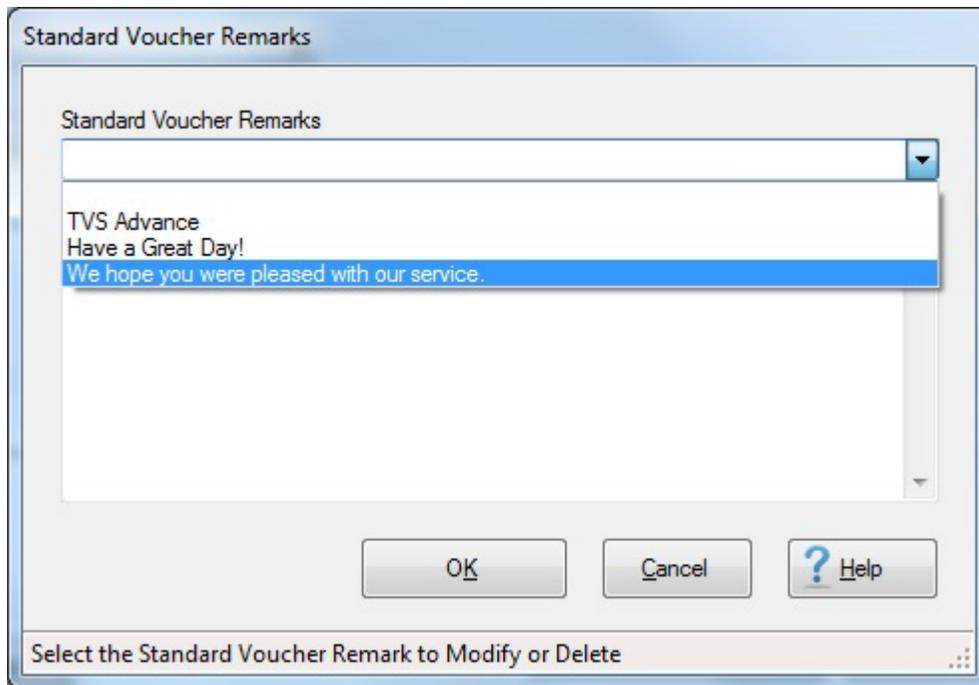
 Use the following steps to "complete" the Remarks tab:

1. **Click** on the **Remarks** tab. The following screen appears:



The screenshot displays the 'Remarks' tab interface. At the top, a navigation bar contains several tabs: 'Remit To', 'Adv/Accr', 'Entitlements', 'Calculations', 'Financial', 'Remarks' (which is the active tab), and 'Workflow'. Below this bar, there are two large text input areas. The first is labeled 'Remarks in History' and contains the text 'DONT SPEND IT ALL IN ONE PLACE'. The second is labeled 'Remarks on Voucher' and also contains the same text. At the bottom of the interface, there are four buttons: '<Back', 'Next>', 'Get Std. Voucher Remarks', and 'Copy'.

2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.



6. At the Standard Voucher Remarks screen, **click** on the *down arrow* to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** steps 5 and 6 if you wish to add additional standard **remarks**.
8. When **finished** adding remarks, **click** on the **Save** button to **save** the entries.

MILPCS Advance Requests

Processing MILPCS Advance Requests

 Complete the following steps to "process" a MILPCS Advance Request :

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. **Select** a block through one of the following methods:
 - **Method 1:** - Click the [Grab Blocks](#) button and select a block from the **Logged** Pool.
 - **Method 2:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 3:** - Click on the **New Block** button and [create a new block](#).

Note: After selecting a block using one of the (3) methods listed above, the **Request Selection** screen appears. At this screen, any **request for advance** already **logged** to the block is listed under the **Select Request(s)** section.

3. At the **Request Selection** screen, **select** a request through one of the following methods:
 - **Method 1:** - **Double click** on the desired request.
 - **Method 2:** - Click on the request **once** and then **click** the **View/Modify** button.
 - **Method 3:** - Click on the **New** button.

Note: If the **New** button is clicked, the **Select Traveler** screen appears. At this screen the Examiner must [select](#) or [create](#) the traveler's **account** and [select](#) or [create](#) a new **travel order**. After selecting or creating the travel order, the **Advance Request** screen appears.

4. After selecting a request using one of the methods listed above, the **Advance Request** screen appears.

Advance Request - Block No: MLPCSA DV - Request No: NEW

JOHNSON, HARRY. E9 Transient Traveler TONO: PCSADV1

Request Type - Advance

Type of Advance Partial Advance Advance

Remit To	Entitlements	Calculations	Financial	Remarks
<p>Address</p> <p>Line 1 222 N SOUTH STREET</p> <p>Line 2</p> <p>City INDIANAPOLIS</p> <p>Country/State IN INDIANA</p> <p>Zip Code 46226</p> <p>Update Traveler</p>				

<Back Next>

Receipts... Other...

SAVE Cancel ? Help

5. Refer to the **Help** topic, "[Completing the MILPCS Advance Request for Settlement Screen](#)", for additional instructions.

Transient Travelers

Most **MILPCS** advances are issued one place and settled at another. Often times, IATS users **forget** to **check** the **Transient Traveler** option and the advance amount is erroneously added to the suspense file. Numerous travel offices have huge suspense files because of the user's error.

For this reason, a **prompt** has been added to IATS that will appear when **saving** the advance (if the user does not **check** the Transient Traveler option) when entering the advance.

Advance Request - Block No: MILPCSADV - Request No: NEW

JOHNSON, HARRY: E9 Transient Traveler TONO: PCSADV1

Request Type - Advance

Type of Advance Partial Advance Advance

Remit To Entitlements Calculations Financial Remarks

Address

Line 1 222 N SOUTH STREET

Line 2

City INDIANAPOLIS

Country/State IN INDIANA

Zip Code 46226 Update Traveler

<Back Next>

Receipts... Other... SAVE Cancel ? Help

Notice that the Transient Traveler check box at the top of the above screen is **unchecked**.



Since the Transient Traveler check box was **unchecked**, the prompt shown in the screen above appeared.

If the advance will be settled by another office, you would **click** on Yes. If the advance will be settled by your office, however, you would **click** on No.

Completing the MILPCS Advance Request for Settlement Screen

After selecting an advance request, the **Advance Request** screen appears. This screen is used to capture the details from the **advance request** submitted by the customer.

Use the following steps to "complete" the MILPCS Advance Request screen:

1. **Transient Traveler:** Click in this **box** if the **travel account** the advance is being processed for is not maintained by **your travel office** and a Transaction for Others (**TFO**) is being generated.
2. **Address:** When the **Advance Request** screen appears, the **Remit To** tab is displayed. At this tab, the traveler's address defaults from the address entered at the **Traveler Profile** screen when the traveler's profile was created. **Compare** this address to the address appearing on the Request for Advance submitted by the traveler and make any necessary changes. If the IATS user **changes** the **Remit To** address at this tab, the **change** will appear with a **red** background.

Note: Any changes made to the address at the **Remit To** tab will only affect the advance being processed. A **permanent** address **change** must be made at the **Traveler Profile** screen.

3. After verifying the address at the **Remit To** tab, **click** on the **Entitlements** tab or the **Next** button to proceed.

Refer to the **Help** topic, "[MILPCS Advance Entitlements - tab](#)", for additional instructions.

MILPCS Advance Entitlements - tab

The **Entitlements** tab is the beginning point for **capturing** the specific **details** pertaining to what is authorized on the travel order in regards to the authorized PCS expenses, **transportation** allowances, **itinerary** for the trip, and any **reimbursable expenses**.

Use the following steps to "complete" the MILPCS Advance Entitlements tab:

1. **Precomputed:** Under the heading "**Types of Entitlements Claimed**", click in this box if you do not want to use IATS to **compute** the amount for the advance. If this option is used, you are **required** to **enter** a pre-determined amount to be paid.
2. **Add Expense button:** Click on this button to **select** the types of **expenses** the advance is requested for. A **menu** appears and displays the **expenses** that were **authorized** when the travel order was created.
3. **Following**, is a list of possible **MILPCS Advance** expense **types** and a link to additional **instructions** for processing each particular expense type:

- **Enroute:** If the user **clicks** on the **Enroute** option, the **What's Authorized** tab appears and the user must specify who is traveling and **how many cars** will be used. **Refer** to the **Help** topic, "[PCS Advance What's Authorized - tab](#)", for additional instructions.
 - **TLE:** If the user **clicks** on the TLE option, the **Temporary Lodging Entitlement** screen appears and the user must complete this screen to **specify** the anticipated **TLE** expenses. **Refer** to the **Help** topic, "[Completing the TLE Screen](#)", for additional instructions.
 - **DLA:** If the user **clicks** on the **DLA** option, IATS automatically calculates the advance Dislocation Allowance **payment**.
 - **PCS DITY:** If the user **clicks** on the **PCS DITY** option, the **DITY Advance** screen appears and the user must enter the **amount** to be advanced for the DITY move. **Refer** to the **Help** topic, "[Completing the DITY Advance screen](#)", for additional instructions.
4. **Click** on the desired **expense** type and **complete** the associated input **screen** to **calculate** the advance **entitlement** for the selected expense.
 5. When **finished** adding expenses, **proceed** to the [Calculations](#), [Financial](#), and [Remarks](#) **tabs** to **finish** processing the advance.

PCS Advance What's Authorized - tab

After **clicking** on the **Add Expense** and **selecting** the **Enroute** option at the **Entitlements** tab, the **What's Authorized** tab appears. At the **What's Authorized** tab, the user must **specify** that the traveler is the **owner/operator** of the **POV**, the **number** of **cars** used, and which **travelers** are to be **included** in the advance calculation.

The screenshot shows the 'What's Authorized' tab interface. At the top, there are three tabs: 'What's Authorized' (selected), 'Expected Itinerary', and 'Reimbursables'. Below the tabs, there are three main sections:

- Owner/Operator of POV:** A checkbox that is checked.
- No MALT:** A checkbox that is unchecked.
- Number of cars authorized:** A text input field containing the number '1'.

 Below these sections is a list titled 'Who is being paid for this trip'. The list contains two entries: 'HARRY (Member)' and 'SALLY ANN (Spouse)'. At the bottom of the form, there are four buttons: 'Back', 'Next', 'Select All', and 'Unselect All'.

Use the following steps to "complete" the PCS Advance What's Authorized tab:

1. **Owner/Operator of POV:** - At this field, **click** in the box if the traveler was the **owner** and **operator** of the **POV** used in the performance of the trip.
2. **No MALT:** **Click** in the **check box** to **activate** this option if no **MALT** should be paid.
3. **Number of Cars:** - At this field, **type** the **number** representing how many **POV's** are to be **used** in the **calculation** of the advance.
4. **Who is being paid:** - At this section, the user must **specify** which of the listed **travelers** are to be **included** in the **calculation** of the advance. If **all** of the listed **traveler's** should be included, **click** on the **Select All** button. If not, **click** on the desired **name**.

Tip: **Multiple** traveler's may be **selected** by **pressing** and **holding** the *Shift* **key** and then **clicking** on the desired **names**.

5. After completing this tab, the user must then **click** on the **Expected Itinerary** tab or **click** on the **Next** button to continue.

Refer to the **Help** topic, "[Expected Itinerary tab](#)", for additional instructions.

Expected Itinerary - tab

The **Expected Itinerary** tab is used to **capture** the anticipated details for the trip itinerary. While completing this screen, refer to the **prompt line** at the bottom of the screen. The prompt line will **explain** what **information** is requested at each input field.

What's Authorized Expected Itinerary Reimbursables

Expected Duration: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
									AE %	Lodging	Taxes	Miles
12/05/2016	DEP	IND, IN, Marion	CP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
12/05/2016	ARR	Washington, DC, Dist o	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$182.00	\$12.00	0
12/14/2016	DEP	Washington, DC, Dist o	CP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
12/14/2016	ARR	IND, IN, Marion	MC	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00	0
* <input type="checkbox"/>												

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

 Use the following steps to "complete" the Expected Itinerary tab:

- Expected Duration:** - At this field, **click** on the *down arrow*. A drop down listing of trip **durations** appears. **Refer** to the **DD Form 1351-2** submitted by the traveler to determine the duration and then **click** the correct choice.
- Depart Date:** - The departure date on the first line of the itinerary automatically **defaults** from the **Begin Date** entered when the travel order was created. **Press Tab** to continue or **type** a different date, in **MMDDYY** format, if necessary. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
- Depart Location:** - At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first two letters of the state or country name. If necessary, **click** the *Up/Dn arrows* until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection.
- At the **City / Zip Code** field, type the zip code or the first two letters of the city name. This displays a **listing** of city/locality names, for the previously selected state or country, beginning with those letters or zip code. **Use** the **procedures** described in step (3) above to make the selection.

Tip: If the traveler is departing from an **OCONUS** location, **click** in the **Locality** field and **use** the **procedures** described in step (3) above to make the **Locality** selection.

- When the correct **State/Country** and **City/Locality** is selected, **click** on the **DTOD** button if you wish to have IATS **look-up** and automatically **populate** the

Miles field in the **itinerary** with the official **distance** from the Defense Official Table of Distances.

6. If you wish to **by-pass** the **DTOD Location** screen **click** the **OK** button or **press Tab** to continue.
7. **Transportation:** - If the correct code for the mode of transportation is not displayed, **click** on the *down arrow* button to display a list of transportation modes. **Click** on the correct mode to make a selection.
8. **Local?:** - When the mode **PA** is selected for the transportation, a **prompt** asking if travel was to/from a **local** transportation terminal appears. If so, **click** in this box. If not, **press Tab** to continue.
9. **Arrival Date:** - The date at the previous **Departure Date** field **defaults** to the Arrival Date field. Press *Tab* to accept this date or **type** a new date, in **MMDDYY** format, if necessary. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
10. **Arrive Location:** - This is the **location** where the traveler stops to perform official duty, change modes of transportation, or to rest overnight. Use the **same method** explained at the **Depart Location** field to **select** the **arrival** and **DTOD** locations.
11. **Reason for Stop:** - The **default** value for this field is **TD - Temporary Duty**. Press *Tab* if this is correct. If not, **click** on the *down arrow* button to display a list of reasons for stop. **Click** on the correct reason to make a selection.

Click on the **definitions** button below for an **explanation** of the various reason for stop codes.

12. **Duty Day:** - A **check mark** automatically **defaults** to this field. If this day is an official day of duty, **press Tab** to continue. If this day is not an official day of duty, however, **click** this box to **remove** the check mark.
13. **OMN:** - This option is for **Navy** users. **Click** in the **check box** to **activate** this option if **OMN funding should be used** for the trip.
14. **Method:** - The **default** value for this field is **LDP - Lodgings Plus**. Press *Tab* if this is correct. If not, **click** the *down arrow* button to display a list of [methods of reimbursement](#). **Click** on the correct method to make a selection.
15. **Lodging:** - At the **Lodging** field, when completing the Expected Itinerary tab, a *drop down listing* of various lodging types appears. **Click** on the correct type to make a selection.
16. **Meals:** - At the **Meals** field, when completing the Expected Itinerary tab, a *drop down listing* of various meal types appears. **Click** on the correct type to make a selection.
17. **AE %:** - At this field, **type** the **percentage rate** to be used if **Actual Expenses** was **approved** in the travel orders.
18. **Lodging Cost:** - **Enter** the **dollar amount** for the daily lodging cost.
19. **Taxes:** If the TDY location is within CONUS, Alaska, Hawaii, or a US territory, the user is prompted to **enter** the daily lodging **taxes** amount. IATS will

automatically reduce the taxes by the appropriate percentage when the claimed amount for lodging exceeds the authorized amount. If these taxes are entered into the **itinerary**, do not enter them again at the **Reimbursables** tab. The amount calculated for the taxes will appear on the **Calculations** tab after the trip has been completely entered.

20. **Miles:** - If not automatically populated by the **DTOD** look-up feature, **type** the number of **miles** claimed by the traveler if a privately owned vehicle was used.

Note: Use the procedures previously explained to complete the **return** travel leg or **additional** travel **legs** for the itinerary. When **finished** with the itinerary, **click** on the **Completed** button. The **Reimbursables** tab appears next.

Refer to the **Help** topics, "[TDY Advance Reimbursables - tab](#)" or "[PCS Advance Reimbursables - tab](#)", for additional instructions.

PCS Advance Reimbursables - tab

This screen is where IATS users enter the traveler's **reimbursable expenses** associated with the PCS Advance Request.

What's Authorized			
Expected Itinerary		Reimbursables	
Nature of Expense	Amount	Dependent?	
ATM ADVANCE EXPENSE	25.00	<input type="checkbox"/>	
SKYCAP OR REDCAP TIP - MILITA	10.00	<input checked="" type="checkbox"/>	
*		<input type="checkbox"/>	

 Use the following steps to "complete" the PCS Advance Reimbursables tab:

1. **Nature of Expense:** At this field, click on the down arrow button to display a drop down **listing** of the common expenses that have been entered into the **Reimbursable Descriptions** table in the IATS **Maintenance** module. **Click** the **Up/Dn arrows** until the desired expense item is displayed. If the user **types** the **first letter** of the description, IATS **scrolls** the listing until locating the first item beginning with this letter. The user may then use the **Up/Dn arrows** to display the exact item. Once the correct item is displayed, **click** on this item to make a selection. If the expense claimed by the traveler is not listed, simply **type** the description in this field and **press Tab**.
2. **Amount :** At this field, **type** the **dollar amount** anticipated by the traveler.
3. **Dependent:** **Click** in the **box** in this field if the entered expense is associated with a **dependent**.
4. When **finished** entering the anticipated expenses, **click** the **OK** button. IATS **returns** to the **Advance Request** screen.
5. At this screen, **click** on the **Calculations** tab to **review** the calculated **amount** and to **specify** the **amount** to be **paid** to the traveler.

Refer to the **Help** topic, "[Advance Calculations - tab](#)", for additional instructions.

PCS Advance Calculations - tab

After completing the **Reimbursables** tab, IATS returns to the **Request for an Advance Against an Order** screen. To **view a summary** of the calculations for the advance request, **click on the Calculations** tab.

Remt To	Entitlements	Calculations	Financial	Remarks																				
<table border="1"> <thead> <tr> <th>Description</th> <th>Computed</th> <th>% Adv.</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>▶ Flat Per Diem</td> <td>\$426.00</td> <td>100.00</td> <td>\$426.00</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>\$35.00</td> <td>100.00</td> <td>\$35.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>\$199.50</td> <td>100.00</td> <td>\$199.50</td> </tr> <tr> <td>Dep Per Diem</td> <td>\$319.50</td> <td>100.00</td> <td>\$319.50</td> </tr> </tbody> </table>			Description	Computed	% Adv.	Total	▶ Flat Per Diem	\$426.00	100.00	\$426.00	Memb/Emp Reimbursables	\$35.00	100.00	\$35.00	Memb/Emp MALT	\$199.50	100.00	\$199.50	Dep Per Diem	\$319.50	100.00	\$319.50	Computed Advance	\$980.00
Description	Computed	% Adv.	Total																					
▶ Flat Per Diem	\$426.00	100.00	\$426.00																					
Memb/Emp Reimbursables	\$35.00	100.00	\$35.00																					
Memb/Emp MALT	\$199.50	100.00	\$199.50																					
Dep Per Diem	\$319.50	100.00	\$319.50																					
			Date Advance Due	12/6/2016 ▾																				
			Authorized Advance	\$0.00																				

Note: At this tab, a **summary** of the **calculations** is displayed by expense category. In the **%Adv** column, a **percentage** is shown that **corresponds** to the percentage **established** at the **TDY, MILPCS, or CIVPCS Parameters** tabs on the **Maintain Advance Percents** screen in the IATS **Maintenance** module. This **establishes a limit** that may be advanced to the traveler for a particular expense **category**. The **Total** column reflects the **amount** that may be advanced after the **limitation** is **applied**.

 Use the following steps to "complete" the Advance Calculations tab:

1. **Computed Advance:** - The **amount** shown at this field represents the **total amount** calculated by IATS that is **allowed** to be paid.
2. **Date Advance Due:** - The current date defaults to this field. If this date is **correct**, no action is necessary. If not, **click** in this field and **type** the desired date in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
3. **Advance Authorized:** - **Click** in this field, and the **Allocate PCS Advance** screen appears.

Entitlement	Computed	Given
Memb/Emp PCS Per Diem	\$426.00	\$400.00
Memb/Emp MALT	\$199.50	\$190.00
Memb/Emp Reimbursable Expenses	\$35.00	\$35.00
Dependent Per Diem	\$319.50	\$300.00

Total: 925.00

Buttons: Other..., Default, OK, Cancel, Help

Enter amount to be applied

- At this screen, the **amount** calculated by IATS for the particular entitlement appears in the **Computed** field. Users must click in the **Given** field, for each entitlement being advanced, and **type** the **amount to be paid**.

Tip: Users can **apply** all of the calculated **amounts** simply by **clicking** on the **Default** button.

- After applying all of the desired amounts, **click** on the **OK** button.
- After completing the **Calculations** tab, **click** on **Next** button or the **Financial** tab to proceed with the accounting lines.

Refer to the **Help** topic, "[Financial - tab](#)", for additional instructions.

Financial - tab

The **Financial tab** is used to specify the **method of payment**, a **split payment** amount, and to add the **accounting** information.

Remit To	Adv/Acct	Entitlements	Calculations	Financial	Remarks
Method of Payment: <input type="text" value="EFT"/>		Computed Split: <input type="text" value="\$396.00"/>		<input type="checkbox"/> Release Obligation	
Due Traveler: <input type="text" value="\$381.82"/>		Split Payment: <input type="text" value="\$500.00"/>		<input type="checkbox"/> Apply 100% to Split	
Db/Cr	Classification				Amount
Db	111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345				\$881.82
<input type="button" value=" <Back"/>		<input type="button" value=" Next >"/>		<input type="button" value=" Modify Accounting"/>	

 Use the following steps to "complete" the Financial tab:

1. **Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the *down arrow* button to display a list of payment options and then **click** on the desired method.
2. **Computed Split:** - The amount displayed at the Computed Split field is a **combination** of the **Lodging** expense entered into the itinerary and the **reimbursable expense items** entered at the Reimbursables tab that were **selected** for a **split** payment. If you **double click** in the Computed Split field, the **Split Payment** field will be **populated** with the computed amount.
3. **Split Payment:** - If not already **populated** by double clicking in the **Computed Split** field, **click** in this field and **type** the dollar **amount** specified by the traveler to be **sent directly** to the **company** providing the **Government Credit Card**. This option is only available if the **method** of payment is **EFT**.
4. **Release Obligation:** - If a **Transportation Request** was issued for the performed travel, a charge may still be pending for payment of the transportation, and the funds should not be de-obligated. If the travel was not performed by

government procured transportation, however, **click** in this **box** to send a code to the accounting system that will allow the obligation to be **released**.

5. **Apply 100% to Split:** - When this check box is **checked**, IATS will **apply** the whole amount due the traveler to the **company** providing the **Government Credit Card**.
6. **Modify Accounting:** - **Click** this button to access the **Accounting** screen and enter the accounting information.
7. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

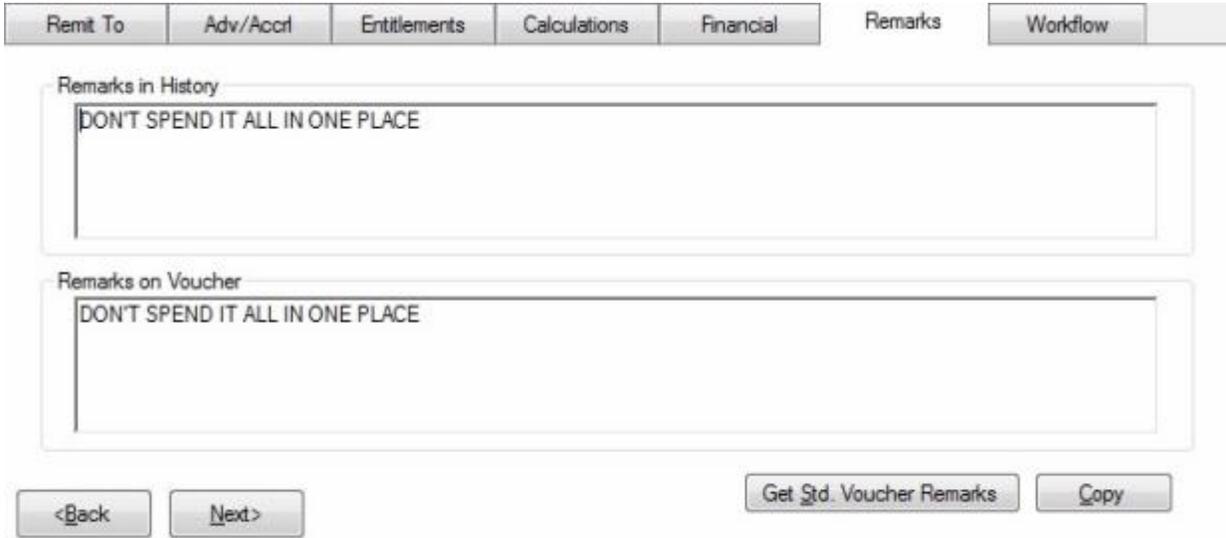
Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

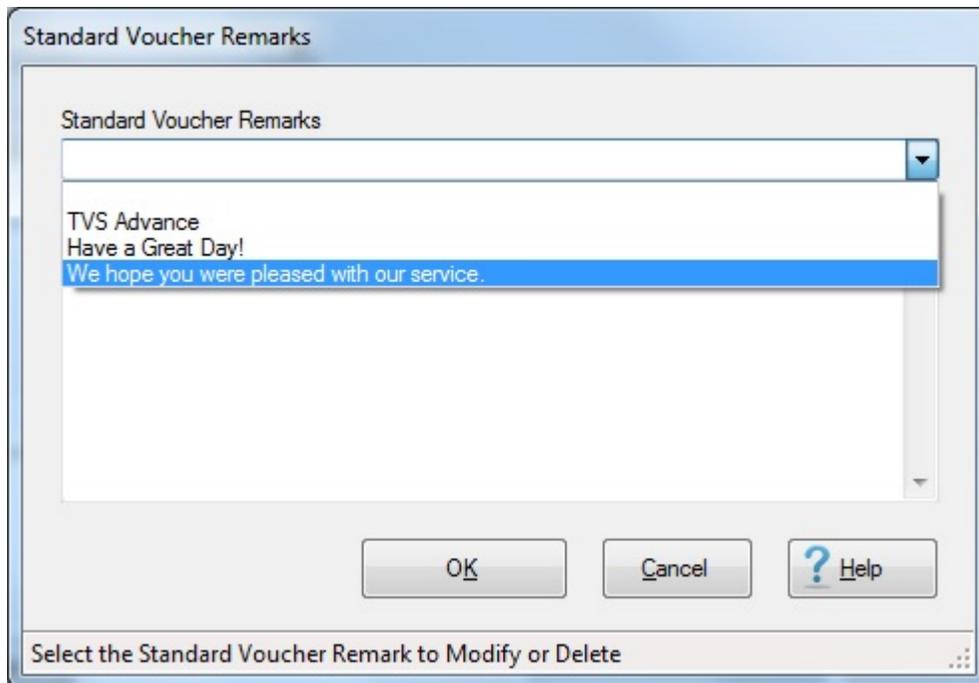
 Use the following steps to "complete" the Remarks tab:

1. **Click** on the **Remarks** tab. The following screen appears:



The screenshot displays the 'Remarks' tab interface. At the top, a navigation bar contains tabs for 'Remit To', 'Adv/Accr', 'Entitlements', 'Calculations', 'Financial', 'Remarks' (which is the active tab), and 'Workflow'. Below this, there are two text input areas. The first is labeled 'Remarks in History' and contains the text 'DONT SPEND IT ALL IN ONE PLACE'. The second is labeled 'Remarks on Voucher' and also contains the text 'DONT SPEND IT ALL IN ONE PLACE'. At the bottom of the interface, there are four buttons: '<Back', 'Next>', 'Get Std. Voucher Remarks', and 'Copy'.

2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.



6. At the Standard Voucher Remarks screen, **click** on the *down arrow* to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** steps 5 and 6 if you wish to add additional standard **remarks**.
8. When **finished** adding remarks, **click** on the **Save** button to **save** the entries.

Completing the TLE Screen

Temporary Lodging Expense (TLE) is payable to a **member** (and the member's **dependents**) when **temporary lodging** is obtained during **PCS** travel. The purpose of these allowances is to offset the **additional expenses** incurred when the member must obtain temporary lodging prior to **departing** the old PDS, as well as after **arriving** at the new PDS.

TLE is not payable on any day the member or dependents are receiving per diem. In addition, both allowances are subject to the limitations prescribed in the JFTR.

Many finance offices pay TLE allowances in the pay section rather than the travel section. To allow services to pay this expense as a travel entitlement, IATS was programmed to calculate and pay this entitlement.

Date	Location	Who's being Paid	Lodging
1/20/2015 1:58:15	46226 Indianapolis, IN, Marion	Member + 2Dependents	\$129.00
1/21/2015			

Use the following steps to "complete" the TLE screen:

1. **Date:** At this field, **type** the **date** in **MMDDYY** format for the first day of the TLE **period**.
2. **Location:** At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first two letters of the state or country name. If the correct name appears, press **tab** to continue. You can also **click** on the **down arrow** button to display a **list** of State/country names that begin with the letters you entered. **Click** on the desired **state/country name** to make a selection.

3. At the **City** field, type the first two letters of the city name and then **click** on the **down arrow** button to display a list of city names that begin with the letters you entered. **Click** on the desired **city name** to make a selection.. You can also **enter** the **zip code** for the city instead.
4. When the correct state/country and city name has been selected, **click** on **OK**.
5. **Who's being paid:** At this field, a *drop down listing* appears displaying the **member** and any **dependents** entered when the travel order was created. **Click** on the desired **names** to make a selection. After selecting the travelers **press Tab** to continue.

Tip: Multiple traveler's may be **selected** by **pressing** and **holding** the *Shift key* and then **clicking** on the desired **names**. You can also **click** on the **Select All** button if you wish to select all of the listed names and then **click** on the **Apply** button.

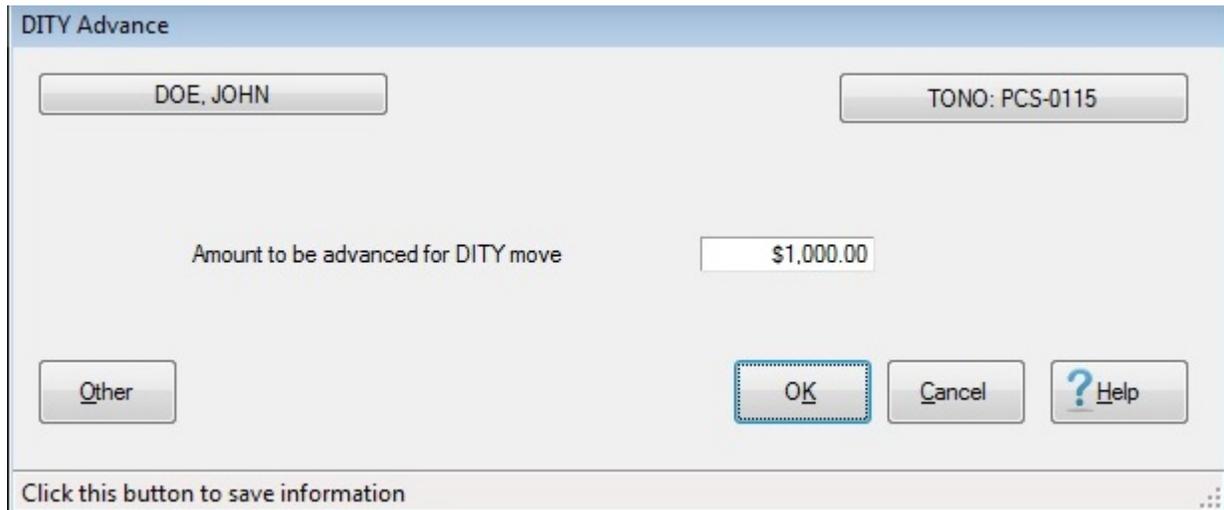
6. **Lodging:** At this field, **type** the total daily lodging costs incurred and **press Tab**.
7. After entering the lodging amount and pressing *Tab*, IATS automatically displays the **next consecutive date**. If TLE expenses are **applicable** for that day, simply **press Tab**, or **type** the correct date if another date is desired.

Note: IATS automatically populates each field with the same information entered on the previous day. If this information is correct, **press Tab** to continue, or **make** the desired **changes**.

8. When **finished** making the required entries at the TLE screen, **click** the **OK** button. IATS returns to the **Settlement** or **Advance Request** screen.

Completing the DITY Advance screen

Service **members** who are **authorized** to personally **move** their **household goods** are entitled to receive an **advance** payment of the entitlements to **assist** with the **rental** of a moving vehicle and the **purchase** of packing **supplies**. The **DITY Advance** screen is used for this purpose.



The screenshot shows a window titled "DITY Advance". At the top left, there is a button labeled "DOE, JOHN". At the top right, there is a button labeled "TONO: PCS-0115". In the center, the text "Amount to be advanced for DITY move" is followed by a text input field containing "\$1,000.00". Below this, there are four buttons: "Other" on the left, "OK" in the center (highlighted with a dashed border), "Cancel" on the right, and "? Help" on the far right. At the bottom of the window, there is a footer that says "Click this button to save information" followed by a small icon of three dots.

At this screen, **type** the pre-computed dollar **amount** for the DITY advance at the **Amount to be advanced for DITY Move field** and **press Tab**.

After entering the advance amount, **click** on the **OK** button to **save** the entry.

Navy MILPCS Advance Requests

Navy MILPCS Advance Requests - Overview

A feature has been added to IATS for Navy customers computing **MILPCS Advance Requests**. This feature allows the customer to process a MILPCS Advance Request as either a **Full Advance** or as a **Partial Advance**.

This new feature was added to accommodate **long term TDY situations in conjunction with PCS** travel. Under this circumstance, travelers are paid an advance of their TDY entitlements on **30 day increments**.

Using this feature to pay partial advances, IATS allows the user to process an advance for the **beginning** period, **middle** periods, and an **ending** period.

Click on the **See Also** button below for additional **information** on processing Partial Advances.

Beginning Partial Advance

Navy Travelers performing long term TDY in conjunction with PCS travel are paid an advance of their TDY entitlements on **30 day increments**.

IATS allows the user to process an advance for the **beginning** period, **middle** periods, and an **ending** period.

 **Complete the following steps to "enter" a beginning partial advance:**

1. **Type of Advance:** - At this field, **click** on the *down arrow* button to **display** the **list** of settlement **types** and then **click** on **Partial**.
2. **Type of Partial:** - At this field, **click** on the *down arrow* button to **display** the **list** of partial **types** and then **click** on **Beginning**.

The next key **requirement** for processing a **beginning partial advance** occurs at the **Expected Itinerary** tab. At this tab, the user must specify the **Pay To** period.

Date	Location	Trans	Duty	IDL	Local	Group	Embark	Who Else			
		Reason	Day	OMN	Method	Lodge	Meals	AE %	Lodging	Taxes	Miles
03/01/2017	DEP San, CA, San Diego	CP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
03/01/2017	ARR Norfolk, VA, Norfolk	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	GQ1	CM	0.00	\$45.00	\$0.00	0
03/30/2017	STO Norfolk, VA, Norfolk		<input type="checkbox"/>	<input type="checkbox"/>							
03/30/2017	CON Norfolk, VA, Norfolk	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00	0
*											

3. **Pay To:** - At this field, **type** the end of the beginning partial period in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.

4. Complete the **itinerary** as usual.

Note: The user will **notice** that IATS automatically populates the **Reason** field with **MC** to indicate the end of the payment **period**. In addition, on the last line of the itinerary the **column** that is normally populated with Arrive (**ARR**) now shows **CON**. This **indicates** that this is the end of this **period** and an additional period is **pending**.

5. **Finish** processing the request for advance as usual.

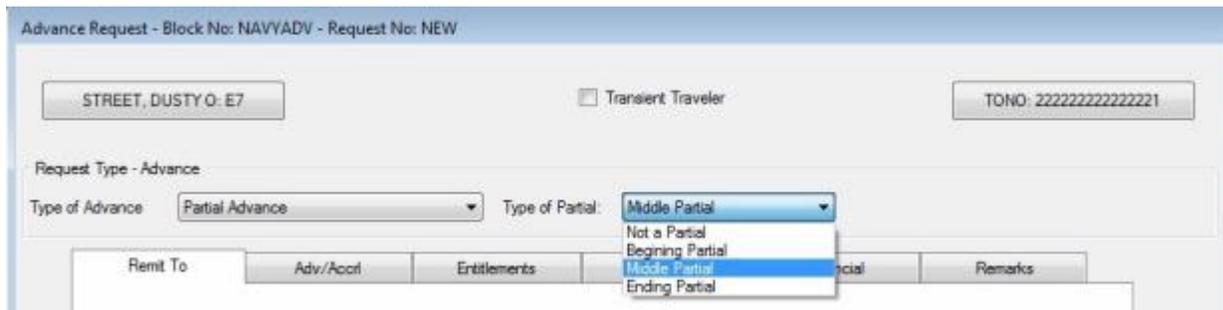
Click on the **See Also** button below and **select** the particular **topic** for additional information on working with Partial Advances.

Middle Partial Advance

Navy Travelers performing long term TDY in conjunction with PCS travel are paid an advance of their TDY entitlements on **30 day increments**.

IATS allows the user to process an advance for the **beginning** period, **middle** periods, and an **ending** period.

 Complete the following steps to "enter" a middle partial advance:



Advance Request - Block No: NAVYADV - Request No: NEW

STREET, DUSTY O: E7 Transient Traveler TONO: 22222222222221

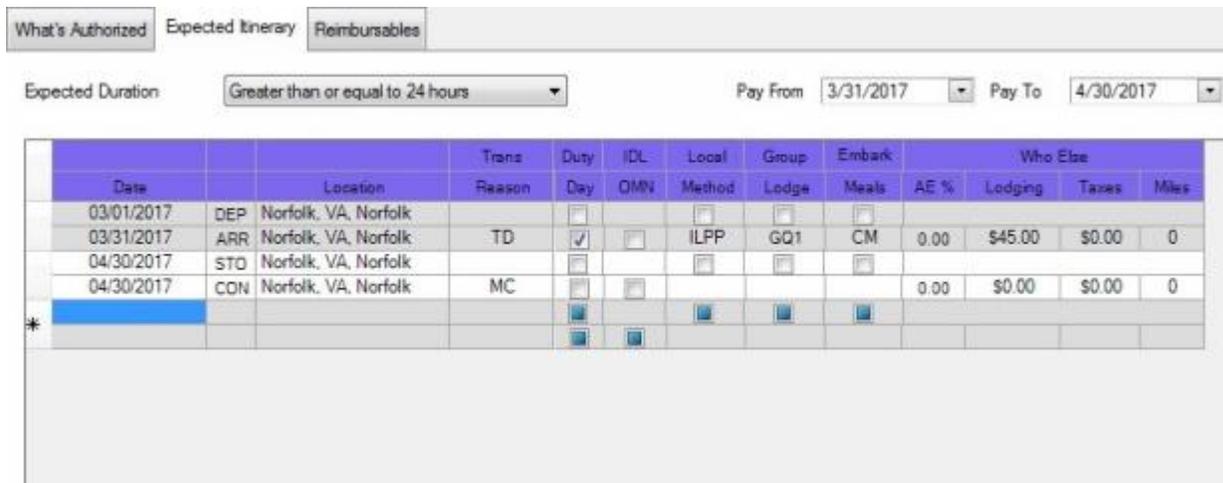
Request Type - Advance

Type of Advance: Partial Advance Type of Partial: Middle Partial

Remit To Adv/Acct Entitlements Social Remarks

1. **Type of Advance:** - At this field, **click** on the **down arrow** button to **display** the **list** of settlement **types** and then **click** on **Partial**.
2. **Type of Partial:** - At this field, **click** on the **down arrow** button to **display** the **list** of partial **types** and then **click** on **Middle**.

The next key **requirement** for processing a **middle partial advance** occurs at the **Expected Itinerary** tab. At this tab, the user must **specify** the **Pay From/To** period.



What's Authorized Expected Itinerary Reimbursables

Expected Duration: Greater than or equal to 24 hours Pay From: 3/31/2017 Pay To: 4/30/2017

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
03/01/2017	DEP Norfolk, VA, Norfolk										
03/31/2017	ARR Norfolk, VA, Norfolk	TD	<input checked="" type="checkbox"/>		ILPP	GQ1	CM	0.00	\$45.00	\$0.00	0
04/30/2017	STO Norfolk, VA, Norfolk										
04/30/2017	CON Norfolk, VA, Norfolk	MC						0.00	\$0.00	\$0.00	0
*											

3. **Pay From:** - At this field, **type** the beginning of the middle partial period in **MMDDYY** format. You can also **click** on the **down arrow** button and use the **calendar** to select the date.

4. **Pay To:** - At this field, **type** the end of the middle partial period in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
5. **Date:** - The **date** on the 1st line of the **itinerary defaults** to the **date** the traveler initially arrived at the **TDY location**. Ensure that this **date** is not changed.
6. On the second line of the itinerary, **type** the **date** for the beginning of the middle partial period in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
7. Complete the **itinerary** as usual.

Note: The user will **notice** that IATS automatically populates the **Reason** field with **MC** to indicate the end of the payment **period**. In addition, on the last line of the itinerary the **column** that is normally populated with Arrive (**ARR**) now shows **CON**. This **indicates** that this is the end of this **period** and an additional period is **pending**.

8. **Finish** processing the request for advance as usual.

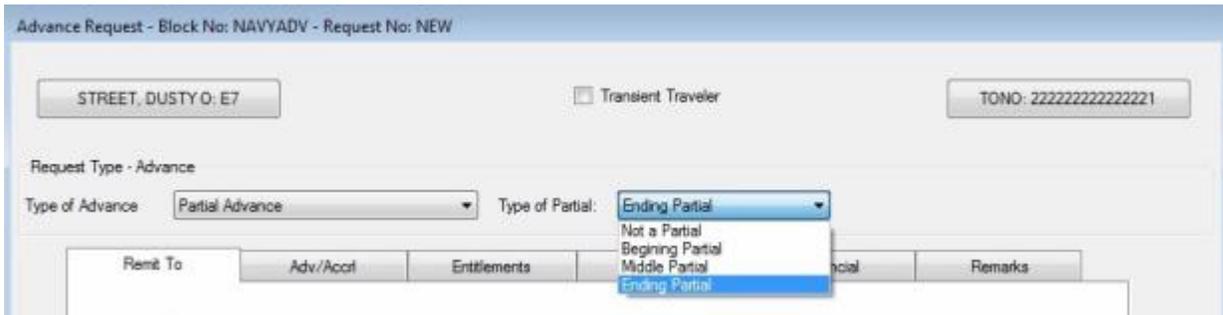
Click on the **See Also** button below and **select** the particular **topic** for additional information on working with **Partial Advances**.

Ending Partial Advance

Navy Travelers performing long term TDY in conjunction with PCS travel are paid an advance of their TDY entitlements on **30 day increments**.

IATS allows the user to process an advance for the **beginning** period, **middle** periods, and an **ending** period.

 Complete the following steps to "enter" an ending partial advance:



Advance Request - Block No: NAVYADV - Request No: NEW

STREET, DUSTY O; E7 Transient Traveler TONO: 22222222222221

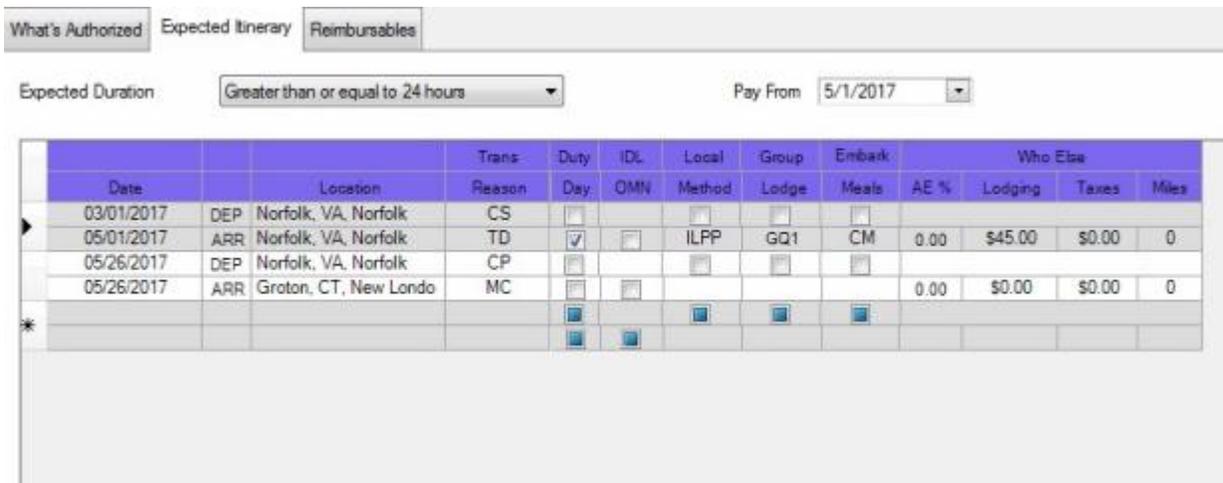
Request Type - Advance

Type of Advance: Partial Advance Type of Partial: Ending Partial

Remit To Adv/Acct Entitlements Social Remarks

1. **Type of Advance:** - At this field, **click** on the *down arrow* button to **display** the **list** of settlement **types** and then **click** on **Partial**.
2. **Type of Partial:** - At this field, **click** on the *down arrow* button to **display** the **list** of partial **types** and then **click** on **Ending**.

The next key **requirement** for processing an **ending partial advance** occurs at the **Expected Itinerary** tab. At this tab, the user must specify the **Pay From** period.



What's Authorized Expected Itinerary Reimbursables

Expected Duration: Greater than or equal to 24 hours Pay From: 5/1/2017

Date	Location	Trans	Duty	IDL	Local	Group	Embark	Who Else			
		Reason	Day	OMN	Method	Lodge	Meals	AE %	Lodging	Taxes	Miles
03/01/2017	DEP Norfolk, VA, Norfolk	CS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
05/01/2017	ARR Norfolk, VA, Norfolk	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	GQ1	CM	0.00	\$45.00	\$0.00	0
05/26/2017	DEP Norfolk, VA, Norfolk	CP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
05/26/2017	ARR Groton, CT, New Londo	MC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	\$0.00	\$0.00	0
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

3. **Pay From:** - At this field, **type** the beginning of the ending partial period in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.

4. **Date:** - The **date** on the 1st line of the **itinerary** defaults to the **date** the traveler initially arrived at the TDY location. Ensure that this **date** is not changed.
5. Complete the **itinerary** as usual.
6. **Finish** processing the request for advance as usual.

CIVPCS Advance Requests

Processing CIVPCS Advance Requests

 Complete the following steps to "process" a CIVPCS Advance Request :

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. **Select** a block through one of the following methods:
 - **Method 1:** - Click the [Grab Blocks](#) button and select a block from the **Logged** Pool.
 - **Method 2:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 3:** - Click on the **New Block** button and [create a new block](#).

Note: After selecting a block using one of the (3) methods listed above, the **Request Selection** screen appears. At this screen, any **request for advance** already **logged** to the block is listed under the **Select Request(s)** section.

3. At the **Request Selection** screen, **select** a request through one of the following methods:
 - **Method 1:** - **Double click** on the desired request.
 - **Method 2:** - Click on the request **once** and then **click** the **View/Modify** button.
 - **Method 3:** - Click on the **New** button.

Note: If the **New** button is clicked, the **Select Traveler** screen appears. At this screen the Examiner must [select](#) or [create](#) the traveler's **account** and [select](#) or [create](#) a new **travel order**. After selecting or creating the travel order, the **Advance Request** screen appears.

4. After selecting a request using one of the methods listed above, the **Advance Request** screen appears.

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Advance Request - Block No: CPC5 - Request No: NEW

FOWLER, RICKEY, C Transient Traveler TONO: 02-028

Request Type - Advance
Type of Advance Partial Advance Advance

Remit To Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Precomputed

Trips/Type	Dates Encompassed	Status
------------	-------------------	--------

Select to add an entitlement to this claim

5. Refer to the **Help** topic, "[Completing the CIVPCS Advance Request for Settlement Screen](#)", for additional instructions.

Completing the CIVPCS Advance Request for Settlement Screen

After selecting an advance request, the **Advance Request** screen appears. This screen is used to capture the details from the **advance request** submitted by the customer.

 Use the following steps to "complete" the CIVPCS Advance Request screen:

1. **Transient Traveler:** Click in this **box** if the **travel account** the advance is being processed for is not maintained by your travel **office** and a Transaction for Others (**TFO**) is being generated.
2. **Address:** When the **Advance Request** screen appears, the **Remit To** tab is displayed. At this tab, the traveler's address defaults from the address entered at the **Traveler Profile** screen when the traveler's profile was created. Compare this address to the address appearing on the Request for Advance submitted by the traveler and make any necessary changes. If the IATS user **changes** the **Remit To** address at this tab, the **change** will appear with a **red** background.

Note: Any changes made to the address at the **Remit To** tab will only affect the advance being processed. A **permanent** address **change** must be made at the **Traveler Profile** screen.

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3. After verifying the address at the **Remit To** tab, **click** on the **Entitlements** tab or the **Next** button to proceed.

Refer to the **Help** topic, "[CIVPCS Advance Entitlements - tab](#)", for additional instructions.

CIVPCS Advance Entitlements - tab

The **Entitlements** tab is the beginning point for **capturing** the specific **details** pertaining to what is authorized on the travel order in regards to the authorized PCS expenses, **transportation** allowances, **itinerary** for the trip, and any **reimbursable expenses**.

Use the following steps to "complete" the CIVPCS Advance Entitlements tab:

1. **Travel Not Performed:** Under the heading "**Types of Entitlements Claimed**", **click** in this box if the trip was not performed and you wish to generate a **zero dollar transaction**. This transaction is then **transmitted** to the **accounting system** to **de-obligate** the **funds** set aside for the travel order.
2. **Add Expense button:** **Click** on this button to **select** the types of **expenses** the advance is requested for. A drop down listing appears and displays the **expenses** that were **authorized** when the travel order was created.
3. **Following**, is a list of possible **CIVPCS Advance** expense **types** and a **link** to additional **instructions** for processing each particular expense type:
 - **Enroute:** If the user **clicks** on the **Enroute** option, the **What's Authorized** tab appears and the user must specify **who is traveling** and **how many cars** will be used. **Refer** to the **Help** topic, "[PCS Advance What's Authorized - tab](#)", for additional instructions.
 - **HouseHunting:** If the user **clicks** on the **HouseHunting** option, the **House Hunting Trip Advance** screen appears. **Refer** to the **Help** topic, "[Completing the House Hunting Trip Advance Screen](#)", for additional instructions.

- **TQSE:** If the user **clicks** on the **TQSE** option, the **TQSE/FTA Advance** screen appears. Refer to the **Help** topic, "[Completing the TQSE FTA Advance Screen](#)", for additional instructions.
4. **Click** on the desired **expense** type and **complete** the associated input **screen** to **calculate** the advance **entitlement** for the selected expense.
 5. When **finished** adding expenses, **proceed** to the [Calculations](#), [Financial](#), and [Remarks](#) tabs to **finish** processing the advance.

PCS Advance What's Authorized - tab

After **clicking** on the **Add Expense** and **selecting** the **Enroute** option at the **Entitlements** tab, the **What's Authorized** tab appears. At the **What's Authorized** tab, the user must **specify** that the traveler is the **owner/operator** of the **POV**, the **number** of **cars** used, and which **travelers** are to be **included** in the advance calculation.

Use the following steps to "complete" the PCS Advance What's Authorized tab:

1. **Owner/Operator of POV:** - At this field, **click** in the box if the traveler was the **owner** and **operator** of the **POV** used in the performance of the trip.
2. **No MALT:** **Click** in the **check box** to **activate** this option if no **MALT** should be paid.
3. **Number of Cars:** - At this field, **type** the **number** representing how many **POV's** are to be **used** in the **calculation** of the advance.
4. **Who is being paid:** - At this section, the user must **specify** which of the listed **travelers** are to be **included** in the **calculation** of the advance. If **all** of the listed **traveler's** should be included, **click** on the **Select All** button. If not, **click** on the desired **name**.

Tip: **Multiple** traveler's may be **selected** by **pressing** and **holding** the *Shift* **key** and then **clicking** on the desired **names**.

5. After completing this tab, the user must then **click** on the **Expected Itinerary** tab or **click** on the **Next** button to continue.

Refer to the **Help** topic, "[Expected Itinerary tab](#)", for additional instructions.

CIVPCS Expected Itinerary - tab

The **Expected Itinerary** tab is used to **capture** the anticipated details for the trip itinerary. While completing this screen, refer to the **prompt line** at the bottom of the screen. The prompt line will **explain** what **information** is requested at each input field.

What's Authorized Expected Itinerary Reimbursables

Expected Duration

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	AE %	Who Else Lodging	Taxes	Miles
03/01/2017	DEP Orlando, FL, Orange	PA	<input type="checkbox"/>								
03/03/2017	ARR IND, IN, Marion	MC	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00	0
			<input type="checkbox"/>								
			<input type="checkbox"/>								

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

 Use the following steps to "complete" the Expected Itinerary tab:

- Expected Duration:** - At this field, **click** on the *down arrow*. A drop down listing of trip durations appears. Refer to the **documentation** submitted by the traveler to determine the duration and then **click** the correct choice.
- Depart Date:** - The departure date on the first line of the itinerary automatically **defaults** from the **Begin Date** entered when the travel order was created. Press **Tab** to continue or **type** a different date, in **MMDDYY** format, if necessary. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
- Depart Location:** - The depart location **defaults** from the **Origin** location entered when the **Travel Order** was created. If the default Depart Location is incorrect, **double click** in the **Location** field and then use the **Location Selection** screen to select the correct location.
- Transportation:** - If the default type at the Transportation field is incorrect, **click** on the *down arrow* button and **select** the correct mode from the list of types.
- Press the **Tab** key until the **Arrival** date field is Highlighted. If the default date is incorrect, **type** a different date, in **MMDDYY** format and then **press Tab**. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
- Arrive Location:** - At this field, the **Location Selection** screen automatically appears.

7. At the **State/Country** field, **type** the first two letters of the state or country name. If necessary, click the *Up/Dn* arrows until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection.
8. At the **City / Zip Code** field, type the zip code or the first two letters of the city name. This displays a **listing** of city/locality names, for the previously selected state or country, beginning with those letters or zip code. **Click** on the highlighted name or **press Tab** to make the selection.

Tip: If the traveler is departing from an **OCONUS** location, **click** in the **Country** field and **use** the **procedures** described above to make the **Locality** selection.

9. When the correct **State/Country** and **City/Locality** is selected, **click** on the **DTOD** button if you wish to have IATS **look-up** and automatically populate the **Miles** field in the **itinerary** with the official distance from the Defense Official Table of Distances.
10. When you have **completed** the Location Selection screen, **click** on the **OK** button.
11. **Reason for Stop:** - The **default** value for this field is **AT - Awaiting Transportation**. If this reason is incorrect, **click** on the *down arrow* button to display a list of reasons for stop. **Click** on the correct reason to make a selection.
12. **Repeat the steps above** if additional itinerary **legs** must be entered.
13. When **finished** with the itinerary, **click** on the **Completed** button. The **Reimbursables** tab appears next.

Click on the **definitions** button below for an **explanation** of the various reason for stop codes.

Note: If the **Reason for Stop** at the **Arrival Location** is other than **MC - Mission Complete** or **LV - Leave**, the following **fields** of the itinerary may need to be completed.

- **Duty Day:** - A **check mark** automatically **defaults** to this field. If this day is an **official day of duty**, **press Tab** to continue. If this day is not an **official day of duty**, however, **click** this box to **remove** the check mark.

- **OMN:** - This option is for **Navy** users. **Click** in the **check box** to **activate** this option if **OMN funding should be used** for the trip.
- **Method:** - The **default** value for this field is **LDP - Lodgings Plus**. Press *Tab* if this is correct. **If not**, **click** the *down arrow* button to display a list of [methods of reimbursement](#). **Click** on the correct method to make a selection.
- **Lodging:** - At the **Lodging** field, when completing the Expected Itinerary tab, a *drop down listing* of various **lodging types** appears. **Click** on the **correct type** to make a selection.
- **Meals:** - At the **Meals** field, when completing the Expected Itinerary tab, a *drop down listing* of various **meal types** appears. **Click** on the **correct type** to make a selection.
- **AE %:** - At this field, **type** the **percentage rate** to be used if **Actual Expenses** was **approved** in the travel orders.
- **Lodging Cost:** - IATS will automatically use the maximum lodging rate for the area the traveler is arriving at. If it is **known** that the actual lodging cost will be a **different** amount, **type** the **dollar amount** for the **daily** lodging cost.
- **Taxes:** - **If** the TDY location is within CONUS, Alaska, Hawaii, or a US territory, the user is prompted to enter the **daily lodging taxes** amount. IATS will **automatically reduce** the taxes by the appropriate percentage when the **claimed** amount for **lodging** exceeds the **authorized** amount. **If** these taxes are entered into the **itinerary**, **do not** enter them again at the **Reimbursables** tab. The amount calculated for the taxes will appear on the **Calculations** tab after the trip has been completely entered.
- **Miles:** - **If not** automatically populated by the **DTOD** look-up feature, **type** the number of **miles** claimed by the traveler **if a privately owned vehicle** was used.

Refer to the **Help** topic "[PCS Advance Reimbursables - tab](#)", for additional instructions.

PCS Advance Reimbursables - tab

This screen is where IATS users enter the traveler's **reimbursable expenses** associated with the PCS Advance Request.

What's Authorized			
Expected Itinerary		Reimbursables	
Nature of Expense	Amount	Dependent?	
ATM ADVANCE EXPENSE	25.00	<input type="checkbox"/>	
SKYCAP OR REDCAP TIP - MILITA	10.00	<input type="checkbox"/>	
*		<input type="checkbox"/>	

 Use the following steps to "complete" the PCS Advance Reimbursables tab:

1. **Nature of Expense:** At this field, click on the down arrow button to display a drop down **listing** of the common expenses that have been entered into the **Reimbursable Descriptions** table in the IATS **Maintenance** module. **Click** the **Up/Dn arrows** until the desired expense item is displayed. If the user **types** the **first letter** of the description, IATS **scrolls** the listing until locating the first item beginning with this letter. The user may then use the **Up/Dn arrows** to display the exact item. Once the correct item is displayed, **click** on this item to make a selection. If the expense claimed by the traveler is not listed, simply **type** the description in this field and **press Tab**.
2. **Amount :** At this field, **type** the **dollar amount** anticipated by the traveler.
3. **Dependent:** **Click** in the **box** in this field if the entered expense is associated with a **dependent**.
4. When **finished** entering the anticipated expenses, **click** the **OK** button. IATS **returns** to the **Advance Request** screen.
5. At this screen, **click** on the **Calculations** tab to **review** the calculated **amount** and to **specify** the **amount** to be **paid** to the traveler.

Refer to the **Help** topic, "[Advance Calculations - tab](#)", for additional instructions.

CIVPCS Advance Calculations - tab

After completing the **Reimbursables** tab, IATS returns to the **Advance Request** screen. To **view** a summary of the calculations for the advance request, **click** on the **Calculations** tab.

Remit To	Entitlements	Calculations	Financial	Remarks																				
<table border="1"> <thead> <tr> <th>Description</th> <th>Computed</th> <th>% Adv.</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>\$38.25</td> <td>100.00</td> <td>\$38.25</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>\$70.00</td> <td>100.00</td> <td>\$70.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>\$166.26</td> <td>100.00</td> <td>\$166.26</td> </tr> <tr> <td>Dep Per Diem</td> <td>\$28.69</td> <td>100.00</td> <td>\$28.69</td> </tr> </tbody> </table>			Description	Computed	% Adv.	Total	Memb/Emp PCS Per Diem	\$38.25	100.00	\$38.25	Memb/Emp Reimbursables	\$70.00	100.00	\$70.00	Memb/Emp MALT	\$166.26	100.00	\$166.26	Dep Per Diem	\$28.69	100.00	\$28.69	Computed Advance	\$303.20
Description	Computed	% Adv.	Total																					
Memb/Emp PCS Per Diem	\$38.25	100.00	\$38.25																					
Memb/Emp Reimbursables	\$70.00	100.00	\$70.00																					
Memb/Emp MALT	\$166.26	100.00	\$166.26																					
Dep Per Diem	\$28.69	100.00	\$28.69																					
			Date Advance Due	2/28/2017																				
			Authorized Advance	\$0.00																				

Expected Payment Year	2017	YTD Wages:	\$5,750.50	FITW %	25.00 %
<input checked="" type="checkbox"/> WTA To Be Paid		<input type="checkbox"/> Deducted in Prior Year			

CLICK OR TAB TO THE ADVANCE BOX TO APPLY ADVANCES

Note: At this tab, a **summary** of the **calculations** is displayed by expense category. In the **%Adv** column, a **percentage** is shown that **corresponds** to the percentage **established** at the **TDY, MILPCS, or CIVPCS Parameters** tabs on the **Maintain Advance Percents** screen in the IATS **Maintenance** module. This **establishes** a **limit** that may be advanced to the traveler for a particular expense **category**. The **Total** column reflects the **amount** that may be advanced after the **limitation** is **applied**.

 Use the following steps to "complete" the Advance Calculations tab:

1. **Computed Advance:** - The **amount** shown at this field represents the **total amount** calculated by IATS that is **allowed** to be paid.
2. **Date Advance Due:** - The current date defaults to this field. If this date is **correct**, no action is necessary. If not, **click** in this field and **type** the desired date in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
3. **Advance Authorized:** - **Click** in this field, and the **Allocate PCS Advance** screen appears.

Allocate PCS Advance

FOWLER, RICKEY TONO: 02-028

Entitlement	Computed	Given
▶ Memb/Emp PCS Per Diem	\$38.25	\$0.00
Memb/Emp MALT	\$166.26	\$0.00
Memb/Emp Reimbursable Expenses	\$70.00	\$0.00
Dependent Per Diem	\$28.69	\$0.00

Total 0.00

Other... Default OK Cancel ? Help

Enter amount to be applied

- At this screen, the **amount** calculated by IATS for the particular entitlement **appears** in the **Computed** field. Users must click in the **Given** field, for each entitlement being advanced, and type the amount to be paid.

Tip: Users can **apply all** of the calculated amounts simply by **clicking** on the **Default** button.

- After applying all of the desired amounts, **click** on the **OK** button. IATS **returns** to the **Calculations** tab.

Remit To	Entitlements	Calculations	Financial	Remarks																			
	<table border="1"> <thead> <tr> <th>Description</th> <th>Computed</th> <th>% Adv.</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>▶ Memb/Emp PCS Per Diem</td> <td>\$38.25</td> <td>100.00</td> <td>\$38.25</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>\$70.00</td> <td>100.00</td> <td>\$70.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>\$166.26</td> <td>100.00</td> <td>\$166.26</td> </tr> <tr> <td>Dep Per Diem</td> <td>\$28.69</td> <td>100.00</td> <td>\$28.69</td> </tr> </tbody> </table>	Description	Computed	% Adv.	Total	▶ Memb/Emp PCS Per Diem	\$38.25	100.00	\$38.25	Memb/Emp Reimbursables	\$70.00	100.00	\$70.00	Memb/Emp MALT	\$166.26	100.00	\$166.26	Dep Per Diem	\$28.69	100.00	\$28.69	<p>Computed Advance \$303.20</p> <p>Date Advance Due 2/28/2017</p> <p>Authorized Advance \$303.20</p>	
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		<p>Expected Payment Year 2017 YTD Wages: \$5,750.50 FITW % 25.00 %</p> <p><input checked="" type="checkbox"/> WTA To Be Paid <input type="checkbox"/> Deducted in Prior Year</p>																					

<Back Next>

6. **Expected Payment Year:** - Enter the year in YYYY format for the year the payment is expected to be made.
7. **YTD Wages:** - Enter the amount for the employee's year to date wages.
8. **FITW %:** - If the default percentage for the FITW withholding is incorrect, enter the correct percentage to be used.
9. **WTA To Be Paid:** - Click in the **check box** (if necessary) to **activate** this option if **WTA** is supposed to be paid for this request.
10. **Deducted in Prior Year:** - Click in the **check box** to **activate** this option if necessary.
11. After completing the **Calculations** tab, click on **Next** button or the **Financial** tab to proceed with the accounting lines.

Refer to the **Help** topic, "[Financial - tab](#)", for additional instructions.

Financial - tab

The **Financial tab** is used to specify the **method of payment**, a **split payment** amount, and to add the **accounting** information.

Remit To	Adv/Acct	Entitlements	Calculations	Financial	Remarks
Method of Payment: <input type="text" value="EFT"/>		Computed Split: <input type="text" value="\$396.00"/>		<input type="checkbox"/> Release Obligation	
Due Traveler: <input type="text" value="\$381.82"/>		Split Payment: <input type="text" value="\$500.00"/>		<input type="checkbox"/> Apply 100% to Split	
Db/Cr	Classification				Amount
Db	111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345				\$881.82
<input type="button" value=" <Back"/>		<input type="button" value=" Next >"/>		<input type="button" value=" Modify Accounting"/>	

 Use the following steps to "complete" the Financial tab:

1. **Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the *down arrow* button to display a list of payment options and then **click** on the desired method.
2. **Computed Split:** - The amount displayed at the Computed Split field is a **combination** of the **Lodging** expense entered into the itinerary and the **reimbursable expense items** entered at the Reimbursables tab that were **selected** for a **split** payment. If you **double click** in the Computed Split field, the **Split Payment** field will be **populated** with the computed amount.
3. **Split Payment:** - If not already **populated** by double clicking in the **Computed Split** field, **click** in this field and **type** the dollar **amount** specified by the traveler to be **sent directly** to the **company** providing the **Government Credit Card**. This option is only available if the **method** of payment is **EFT**.
4. **Release Obligation:** - If a **Transportation Request** was issued for the performed travel, a charge may still be pending for payment of the transportation, and the funds should not be de-obligated. If the travel was not performed by

government procured transportation, however, **click** in this **box** to send a code to the accounting system that will allow the obligation to be **released**.

5. **Apply 100% to Split:** - When this check box is **checked**, IATS will **apply** the whole amount due the traveler to the **company** providing the **Government Credit Card**.
6. **Modify Accounting:** - **Click** this button to access the **Accounting** screen and enter the accounting information.
7. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

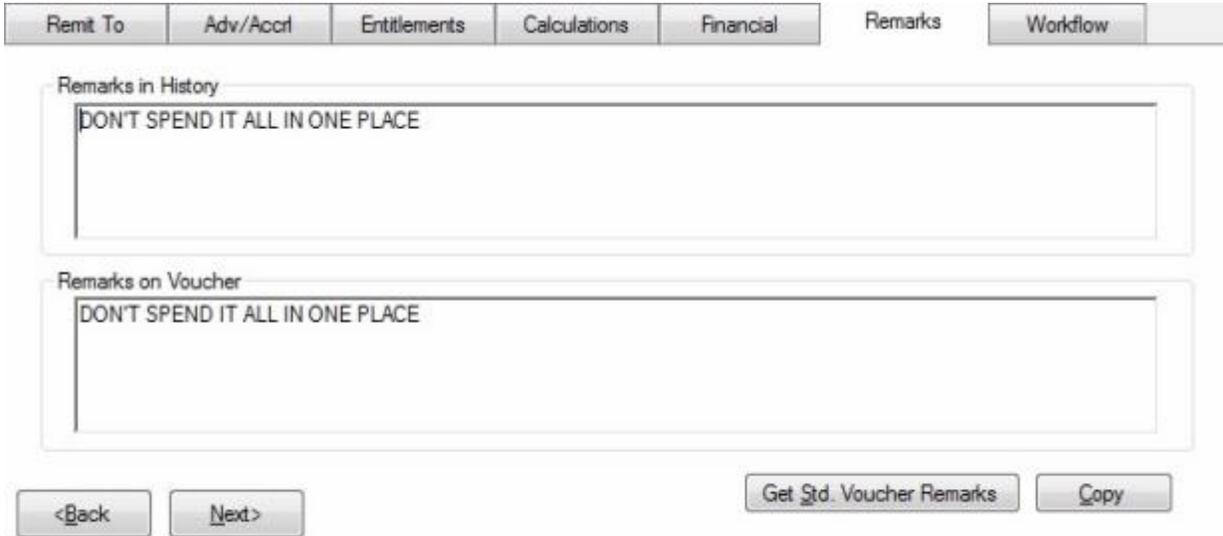
Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

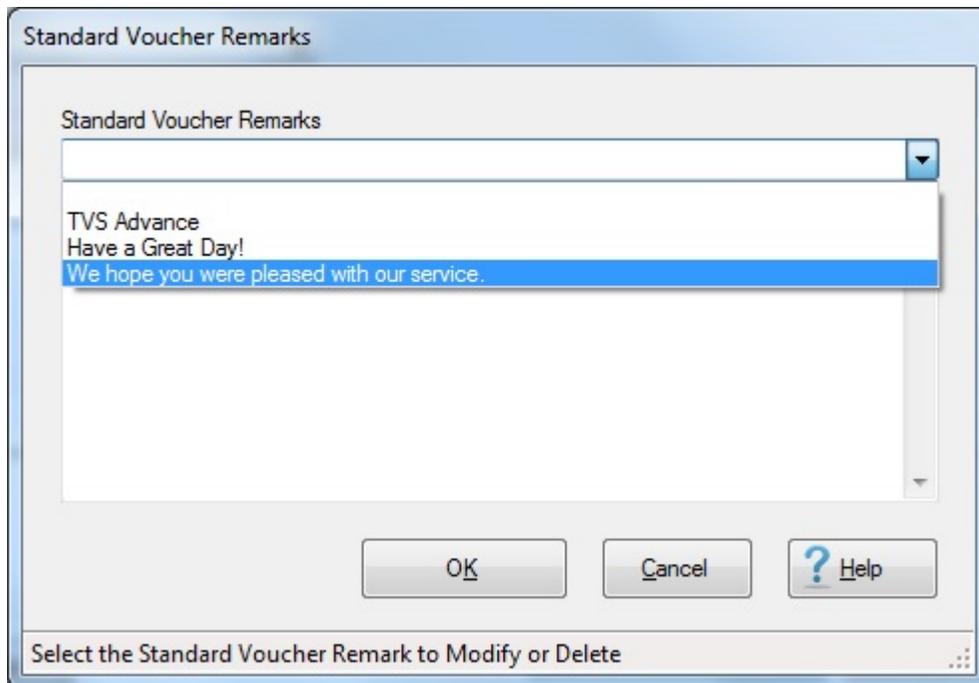
After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

 Use the following steps to "complete" the Remarks tab:

1. **Click** on the **Remarks** tab. The following screen appears:



2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.



6. At the Standard Voucher Remarks screen, **click** on the *down arrow* to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** steps 5 and 6 if you wish to add additional standard **remarks**.
8. When **finished** adding remarks, **click** on the **Save** button to **save** the entries.

Completing the House Hunting Trip Advance Screen

The **House Hunting Trip Advance** screen is used to **capture** the specific **details** regarding the advance calculation for a **House Hunting Trip**. After completing this screen, IATS will **compute** and **generate** a payment based upon the **information** entered and the **authorizations** selected when the **travel order** was created.

House Hunting Trip Advance

HOGG, BOSS TONO: 07-02

House Hunting Trip Advance

Mode of transportation: CP - Commercial Plane Cost of commercial transportation: 485.00

Who is traveling: Employee Number of days Authorized: 10

Reimbursable Expenses

Nature of Expense	Advance
Airline Ticket	\$500.00
Per Diem Expense	\$1,000.00
Car Rental	\$200.00
*	\$0.00

Insert Expense Delete Expense

Other... OK Cancel ? Help

Select who is traveling

Use the following steps to "complete" the House Hunting Trip Advance screen:

- Mode of Transportation:** At this field, **click** on the *down arrow* button to display a *drop down listing* of various transportation modes. **Click** on the correct mode to make a selection.
- Cost of Commercial Transportation:** If the selected mode of transportation is commercial, **type** the dollar **amount** for the traveler's **cost** for commercial transportation procured at personal expense and **press Tab** to continue.
- Number of miles to new PDS:** If the selected mode of transportation is private auto, **type** the number of **miles** from the old PDS to the new PDS at this field and then **press Tab**.

4. **Who is Traveling:** At this field, **click** on the *down arrow* or **press** the *down arrow key* to **scroll** through the options. When the correct option is highlighted, **click** on that option or **press** *Tab* to make a selection.
5. **Number of Days Authorized:** The **number** at this field **defaults** from the number of days specified when the **travel order** was **created**. If this number is **correct**, no action is needed. If not, the **travel order** must be modified to make a change.
6. **Nature of Expense:** At this field, **click** on the *down arrow* button to display a drop down **listing** of the common House Hunting Trip expenses. **Click** on desired expense item to make a selection. If the expense claimed by the traveler is not listed, simply **type** the description in this field and **press** *Tab*.
7. **Advance Approved:** At this field, **type** the dollar amount for the authorized advance for this expense and **press** *Tab*.
8. When **finished** making the required entries at this screen, **click** the **OK** button. IATS returns to the **Advance Request** screen.
9. **Click** on the **Calculations** tab and **make** the required entries. **Refer** to the **Help** topic "[CIVPCS Advance Calculations - tab](#)" for additional instructions.
10. After completing the required entries at the Calculations tab, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
11. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, [Remarks - tab](#), for additional instructions. If no remarks are needed, **click** the **Save** button. IATS will return to the **Request Selection** screen.

Completing the House Hold Goods Advance Screen

The **House Hold Goods Advance** screen is used to **capture** the specific dollar **amount** authorized to be **paid** to the traveler in advance of performing the movement of the Household Goods.

House Hold Goods Advance - Block No: ADV1 - Request No: NEW

HOGG, BOSS TONO: 07-02

House Hold Goods Advance

Amount to be advanced for House Hold Goods Move \$8,500.00

Other OK Cancel ? Help

Enter the advance amount requested

 Use the following steps to "complete" the House Hold Goods Advance screen:

1. **Click** in the "**Amount to be advanced for House Hold Goods Move**" field and **type** the dollar **amount** specified on the **travel orders**.
2. When **finished** entering the amount, **click** the **OK** button.

Personally Procured Advance

Civilian employees **relocating** to a new PDS are generally authorized to **ship** their **house hold goods** to the new PDS at government expense. **Personally Procured** is one of the **methods** for processing the entitlement expenses involved with moving the employee's belongings.

The **Personally Procured Advance** screen is used to process an **advance** for this entitlement.

 Use the following steps to "complete" the Personally Procured Advance screen:

1. **Click** in the "**Amount to be advanced for Personally Procured Move**" field and **type** the dollar **amount** specified on the **travel orders**.
2. When **finished** entering the amount, **click** the **OK** button. IATS returns to the **Request for an Advance Against an Order** screen.
3. If no additional expenses are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
4. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab.
5. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Completing the TQSE FTA Advance Screen

The **TQSE/FTA Advance** screen is used to **calculate** the **amount** of the TQSE or FTA advance payment.

TQSE/FTA Advance - Block No: ADV1 - Request No: NEW

NALES, RUSTY TONO: OCT2014

Advance Period From 10/25/2014 To 10/31/2014

Number of Days at Higher Rate 30

Where TQSE to be Taken

INDIANAPOLIS / MARION, INDIANA

WASHINGTON DC / CORP LIMITS DC, WASHINGTON D.C.

Persons on TQSE

RUSTY (Employee)
WIFE (Spouse)

Select All
Unselect All

Other OK Cancel Help

Select this if TQSE is being paid at old PDS

Use the following steps to "complete" the TQSE/FTA Advance screen:

1. **From:** - At this field, **type** the beginning date for the TQSE **advance** in **MMDDYY** format and **press Tab**. You may also **click** on the **down arrow** button to select the date.
2. **To:** - At this field, **type** the ending date for the TQSE **advance** in **MMDDYY** format and **press Tab**. You may also **click** on the **down arrow** button to select the date.
3. **Number of Days at Higher Rate:** - **Click** in this field and **enter** the correct number of days if necessary and then **press Tab**.
4. **Where TQSE to be Taken:** - **Click** in the radio **button** next to the correct location.

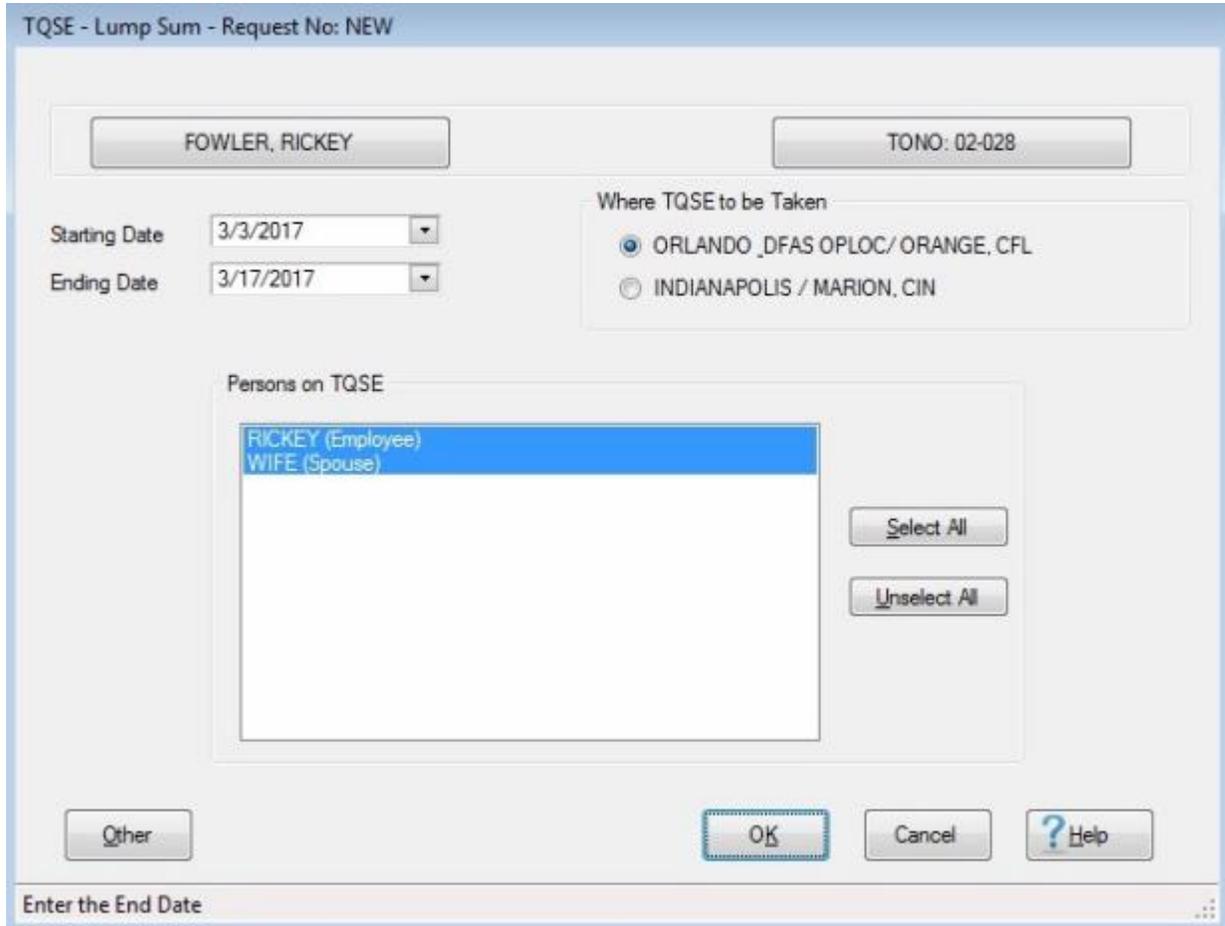
5. **Persons on TQSE:** - **Click** on the listed **name(s)** to **select** the persons to be included in the calculation. If all of the listed **names** should be included **click** on the **Select All** button.
6. When **finished** making the required entry at this screen, **click** the **OK** button. IATS returns to the **Advance Request** screen.
7. **Click** on the **Calculations** tab and **make** the required entries. **Refer** to the **Help** topic "[CIVPCS Advance Calculations - tab](#)" for additional instructions.
8. After completing the required entries at the Calculations tab, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
9. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button to **return** to the **Request Selection** screen.

Completing the TQSE Lump Sum Advance Screen

The **TQSE Lump Sum** screen is used to **select** the **traveler's** to be **included** in the **computation** of the Lump Sum TQSE entitlement. This is the screen that **appears** when the entitlement for **TQSE** is **selected** on the **Entitlements tab** and Lump Sum TQSE was **authorized** when the **travel order** was created.

 Use the following steps to "complete" the TQSE Lump Sum screen:



TQSE - Lump Sum - Request No: NEW

FOWLER, RICKEY TONO: 02-028

Starting Date: 3/3/2017
Ending Date: 3/17/2017

Where TQSE to be Taken

ORLANDO_DFAS OPLOC/ ORANGE, CFL
 INDIANAPOLIS / MARION, CIN

Persons on TQSE

RICKEY (Employee)
WIFE (Spouse)

Select All
Unselect All

Other OK Cancel Help

Enter the End Date

1. **Starting Date:** - At the **Starting Date** field, **enter** the **beginning date** for the TQSE period.
2. **Ending Date:** - At the **Ending Date** field, **enter** the **ending date** for the TQSE period.
3. **Where TQSE was Taken:** - At the **Where TQSE Was Taken** section, **click** in the radio **button** to **select** the correct **location**.
4. **Persons on TQSE:** At this section, the user **must specify which** of the listed **travelers** are to be **included** in the **calculation** of the settlement. **If all** of the listed **traveler's** should be included, **click** on the **Select All** button. **If not**, **click** on the **desired name**.

5. When **finished** selecting the travelers at the **TQSE Lump Sum** screen, **click** the **OK** button. IATS returns to the **Advance Request** screen.
6. **Click** on the **Calculations** tab and **make** the required entries. **Refer** to the **Help** topic "[CIVPCS Advance Calculations - tab](#)" for additional instructions.
7. After completing the required entries at the Calculations tab, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
8. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button to **return** to the **Request Selection** screen.

TDY Settlement Requests

Processing TDY Requests

Processing a TDY Request for Settlement involves taking the **information** from the **DD Form 1351-2**, travel voucher, submitted by the customer, and **entering the information** into IATS. **Overlooking** a small detail can result in significant overpayment, or **underpayment**.

In other Help **topics**, the [creation of a travel account](#) and [travel order](#) was demonstrated. In addition, users were introduced to [creating block tickets](#), [logging incoming requests](#), and [assigning block tickets](#) to voucher examiners for processing. These topics covered the essential steps required before a TDY Request for Settlement claim can be processed. **Users** must be familiar with these **steps** before proceeding.

 **Complete the following steps to "process" a TDY Request for Settlement:**

1. **Login** to IATS in the **Examiner** View mode or change the View to Examiner, if necessary.
2. **Select** a **block** through one of the following methods:
 - **Method 1:** - **Click** the [Grab Blocks](#) button and **select** a block from the **Logged** Pool.
 - **Method 2:** - **Double click** on the desired **block** listed under the **To Do** section or by **clicking** on the **block** once and then **clicking** the **Process Block** button.
 - **Method 3:** - **Click** on the **New Block** button and [create a new block](#).

Note: After selecting a block, using one of the (3) methods listed above, the **Request Selection** screen appears. At this screen, any request already **logged** to the block is listed under the **Selected Request(s)** section.

Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) Number of requests:

SSN	Name	TONO	Type of Request	Start Date	End Date
444994444	DOE, JOHN	03-001	Settlement Log	3/3/2015	3/3/2015
111881111	SMITH, MARK	2015BLNKT	Settlement Log	2/16/2015	2/18/2015
111441111	ARNOLD, TOMMY	FLATRATE	Settlement Log	11/1/2014	12/5/2014

Select All Unselect All Delete View/Modify New

Other... Print Block Ticket Return Skeleton Request Print Request(s)... Done ? Help

3. At the **Request Selection** screen, **select** a request through one of the following methods:
 - **Method 1:** - **Double click** on the desired request.
 - **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
 - **Method 3:** - **Click** on the **New** button.

Note: If the **New** button is **clicked**, the **Select Traveler** screen appears. At this screen the Examiner must **select** or **create** the traveler's **account** and **select** or **create** a new **travel order**. After selecting or creating the travel order, the **Settlement Request** screen appears.

4. After selecting a request using one of the methods listed above, the **Settlement Request** screen appears.

Settlement Request - Block No: 030315-TDY - Request No: NEW

SMITH, MARK E: E7 TONO: 2015BLNKT

Request Type - Settlement

Type of Settlement Final

Remit To Adv/Acct Entitlements Calculations Financial Remarks Workflow

Address

Line 1 123 N SOUTH STREET

Line 2

City INDIANAPOLIS

Country/State IN INDIANA

Zip Code 46226 Update Traveler

<Back Next>

Other... SAVE Cancel ? Help

Enter the first line of the traveler's address

5. Refer to the **Help** topic, "[Completing the TDY Request for Settlement Screen](#)", for additional instructions.

Completing the TDY Request for Settlement Screen

After selecting a request, the **Settlement Request** screen appears. This screen is used to **capture** the **details** from the **DD Form 1351-2**, travel voucher, submitted by the customer.

The screenshot shows the 'Settlement Request' screen for Block No: 030315-TDY and Request No: NEW. The user is logged in as SMITH, MARK E: E7 and the session is TONO: 2015BLNKT. The 'Request Type' is 'Settlement' and the 'Type of Settlement' is 'Final'. The 'Remit To' tab is active, showing the following address information:

Field	Value
Line 1	123 N SOUTH STREET
Line 2	
City	INDIANAPOLIS
Country/State	IN INDIANA
Zip Code	46226

Buttons for '<Back', 'Next>', 'Update Traveler', 'Other...', 'SAVE', 'Cancel', and 'Help' are visible. A status bar at the bottom indicates 'Enter the first line of the traveler's address'.

Use the following steps to "complete" the TDY Settlement Request screen:

1. **Type of Settlement:** This field is used to **describe** the **type** of settlement being processed. If the user **clicks** on the **down arrow** button the following **list** of possible settlement **types** appears:
 - **Partial** - Use this option if the settlement is for an **accrued per diem payment** and a **final** settlement is pending.
 - **Final - First Submission** - Use this option if the settlement is the original **final settlement** against the travel order.

- **Supplemental - Subsequent Submission** - Use this option if the original final settlement was already paid and must be **recomputed**.
 - **Supplemental to a Partial:** - Use this option if the original Partial Settlement was already paid and must be **recomputed**.
2. **Address:** When the **Settlement Request** screen appears, the **Remit To** tab is displayed. At this tab, the traveler's address defaults from the address entered at the **Traveler Profile** screen when the traveler's profile was created. **Compare** this address to the address appearing on the Request for Settlement submitted by the traveler and make any necessary changes. If the IATS user **changes** the **Remit To** address at this tab, the **change** will appear with a **red** background.

Note: Any changes made to the address at the **Remit To** tab will only affect the settlement being processed. A **permanent** address **change** must be made at the **Traveler Profile** screen.

3. After verifying the address at the **Remit To** tab, **click** on the **Adv/Accr1** tab or the **Next** button to proceed. **Refer** to the **Help** topic, "[Adv-Accr1 tab](#)", for additional instructions.

Tip: **Click** on the **See Also** button below and **select** the **topic** for additional instructions on completing the various **tabs** at this screen.

Remit To - tab

When the **Settlement Request** screen appears, the **Remit To** tab is **displayed** unless the option to **Pre-validate Accounting** has been activated. In that case, the **Financial** tab is displayed first.

At this tab, the traveler's **address defaults** from the address entered at the **Traveler Profile** screen when the traveler's profile was created.

Compare this address to the address appearing on the Request for Settlement submitted by the traveler and **make any necessary changes**. If the IATS user changes the **Remit To** address at this tab, the **change will appear** with a **red** background.

Note: Any changes made to the address at the **Remit To** tab will only affect the settlement being processed. A **permanent address change** must be made at the **Traveler Profile** screen.

The screenshot shows the 'Remit To' tab selected in a navigation bar. Below the navigation bar, there is a form titled 'Address' with the following fields:

Line 1	345 N SOUTH ST
Line 2	
City	INDIANAPOLIS
Country/State	IN INDIANA
Zip Code	47226

The 'Zip Code' field is highlighted in red. To the right of the form is an 'Update Traveler' button. Below the form are '<Back' and 'Next>' buttons.

After reviewing or making changes to the address at this tab, **click** on the **Adv/Accr** tab or the **Next** button to continue.

Refer to the **Help** topic, "[Adv-Accr - tab](#)", for additional instructions.

Adv-Accr - tab

When processing a Request for Settlement, **look** at **Block # 10** of the **DD1351-2** (Travel Voucher). **Travelers** are **responsible** for indicating advances received. If of the DD1351-2 form **indicates** that an advance was received, **ensure** that this information **appears** at the **Adv/Accr** tab. If the information does not **appear** at the **Adv/Accr** tab, **type** the **details** for the advance payment in the appropriate fields.

Note: If there is a **check mark** appearing in the **Locked** box next to the **details** for an advance payment, no changes to the details may be made by the IATS user.

Locked	Date	Type	FY	Amount	DOV
<input type="checkbox"/>	10/2/2013	Advance	2014	\$500.00	444555
<input checked="" type="checkbox"/>					

Delete

<Back Next>

Complete the following steps to "enter" the advance details at the Adv/Accr tab:

1. **Date:** At this field, **type** the **date** the advance was paid in **MMDDYY** format.
2. **Type:** At this field, a *drop down listing* appears offering the choices **Accrual**, **Advance** and **Transportation Request**. **Click** on the **option** that is **appropriate** for the **type** of advance payment received.
3. **FY:** At this field, a *drop down listing* appears offering the **choices** for several **fiscal years**. **Click** on the **choice** that is **appropriate** for the **fiscal year** in which the advance payment was received.
4. **Amount:** At this field, **type** the **dollar amount** for the advance payment received.
5. **DOV #:** At this field, **type** the Disbursing Office Voucher (**DOV**) **number** assigned to the advance payment received.
6. After completing the **Adv/Accr** tab, **click** on the **Entitlements** tab or **click** the **Next** button to continue.

Refer to the **Help** topic, "[Entitlements - tab](#)", for additional instructions.

Entitlements - tab

The **Entitlements** tab is the beginning point for **capturing** the specific **details** pertaining to what is authorized on the travel order in regards to the **transportation** allowances, the **itinerary** for the trip, and any **reimbursable expenses**.

Use the following steps to "complete" the Entitlements tab:

1. **Precomputed:** - Under the heading "**Types of Entitlements Claimed**", **click** in this box if a **pre-determined amount** for the settlement is desired. IATS will **bypass** the **itinerary** and **reimbursable expenses** screens. A payment is generated for the amount entered at the **Pre-Computed Amount** field that appears when this box is **checked**. No computation is made by IATS.
2. **Travel Not Performed:** - Under the heading "**Types of Entitlements Claimed**", **click** in this box if the trip was not performed and you wish to generate a **zero dollar transaction**. This transaction is then **transmitted** to the **accounting system** to **de-obligate** the **funds** set aside for the travel order.
3. Next to the **Travel Not Performed** check box you will see field displaying the default value "**Not a reservist**". If the claim you are processing is not for **reserve** travel, no action is necessary. You would continue to process the claim as usual.
4. If the claim, however, is for reserve travel, you would **click** on the **down arrow** at this field to display the reserve travel options and then **click** on the desired option.
5. **Add Itinerary button:** - **Click** on this button to enter an **itinerary** for the trip submitted by the traveler on the DD Form 1351-2.
6. After clicking on the **Add Itinerary** button, the **What's Authorized** tab appears.

Refer to the **Help** topic, "[What's Authorized - tab](#)", for additional instructions.

What's Authorized - tab

After clicking on the **Add Itinerary** button at the **Entitlements** tab, the **What's Authorized** tab appears. At the **What's Authorized** tab, user must specify the **transportation authorizations**.

The screenshot shows the 'What's Authorized' tab with three sub-tabs: 'What's Authorized', 'Actual Itinerary', and 'Reimbursables'. The 'Actual Itinerary' sub-tab is active. There are two main fields: 'Owner/Operator of POV' with a checked checkbox, and 'Transp. Mode' with a dropdown menu. The dropdown menu is open, displaying a list of transportation modes. The list includes: 'Remarks Directed Travel by Air', 'POC More Advantageous to the Government', 'POC Limited to Cost of Constructed Travel', 'POC in Lieu of Gov't Veh (Avail - Not Assigned)', 'POC in Lieu of Gov't Veh (Avail - Assigned to Agency)', 'Commercial (Rail/Air/Bus/Ship) Authorized', 'Government (Air/Vehicle/Ship) Authorized', 'Remarks Directed Government Air', 'Remarks Directed Government Vehicle', and 'Remarks Directed Travel by Air'. At the bottom of the form, there are 'Back' and 'Next' buttons.

Use the following steps to "complete" the What's Authorized tab:

1. **Owner/Operator of POV:** At this field, **click** in the box to remove the check mark **if** the traveler **was not** the **owner** and **operator** of the **POV** used in the performance of the trip.
2. **Transportation Mode:** **Click** on the **down arrow** to the **right** of this field. A **drop down listing** of various transportation **modes** appears. Use the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the **keyboard** to **scroll** through the **list** of available modes.
3. **Refer** to the **travel order** submitted by the traveler for the authorized mode of transportation and then **click** on the **authorized mode**.
4. After completing this tab, the user must then **click** on the **Actual Itinerary** tab or **click** on the **Next** button to continue.

Refer to the **Help** topic, "[Actual Itinerary - tab](#)", for additional instructions.

Actual Itinerary - tab

The **Actual Itinerary** tab is used to **capture** the specific **details** for the trip itinerary. While completing this screen, refer to the **prompt line** at the bottom. The prompt line will **explain** what **information** is requested at each input field.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration Greater than or equal to 24 hours ▾

Date	Location	Trans Reason	Duty Day	IDL OMN	Local? Method	Group? Lodging	Embark? Meals	Who Else			
								AE %	Lodging	Taxes	Miles
10/7/2013	DEP	PA	<input type="checkbox"/>								
	ARR	TD	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00	0.00
			<input type="checkbox"/>	<input type="checkbox"/>							
			<input type="checkbox"/>	<input type="checkbox"/>							

 Use the following steps to "complete" the Actual Itinerary tab:

1. **Actual Trip Duration:** - At this field, **click** on the *down arrow*. A drop down **listing** of trip **durations** appears. **Refer** to the **DD Form 1351-2** submitted by the traveler to determine the duration and then **click** the correct choice. **Press Tab** to continue.
2. **Depart Date:** - The departure date on the first line of the itinerary automatically defaults from the **Begin Date** entered when the travel order was created. **Press Tab** to continue or **type** a different date, in **MMDDYY** format, if necessary. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
3. **Depart Location:** - At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first two letters of the **state** or **country** name. If necessary, **click** the **Up/Dn arrows** until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection.
4. At the **City / Zip** field, type the zip code or the first two letters of the **city name**. This displays a **listing** of city/locality names, for the previously selected state or country, beginning with those letters or zip code. **Use** the **procedures** described in step (3) above to make the selection.

Tip: If the traveler is departing from an **OCONUS** location, **click** in the **Locality** field and **use** the **procedures** described in step (3) above to make the **Locality** selection.

5. When the correct **State/Country** and **City/Locality** is selected, IATS will automatically populate the **Miles** field in the **itinerary** with the official distance from the (**DTOD**) Defense Official Table of Distances.
6. **Transportation:** - If the correct code for the mode of transportation is not displayed, **click** on the *down arrow* button to display a list of transportation modes. **Click** on the correct mode to make a selection.
7. **Local?:** - When the mode **PA** is selected for the transportation, a **prompt** asking if travel was to/from a **local** transportation terminal appears. If so, **click** in this box. If not, **press Tab** to continue.
8. **Arrival Date:** - The date at the previous **Departure Date** field **defaults** to the Arrival Date field. **Press Tab** to **accept** this date or **type** a new date, in **MMDDYY** format, if necessary. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
9. **Arrive Location:** - This is the **location** where the traveler stops to perform official duty, change modes of transportation, or to rest overnight. Use the **same method** explained at the **Depart Location** field to **select** the **arrival** and **DTOD** locations.
10. **Reason for Stop:** - The **default** value for this field is **TD - Temporary Duty**. Press *Tab* if this is correct. If not, **click** on the *down arrow* button to display a list of reasons for stop. **Click** on the correct reason to make a selection.

Click on the **definitions** button below for an **explanation** of the various reason for stop codes.

11. **Duty Day:** - A **check mark** automatically defaults to this field. If this day is an official day of duty, **press Tab** to continue. If this day is not an official day of duty, however, **click** this box to **remove** the check mark.
12. **OMN:** - This option is for **Navy** users. **Click** in the **check box** to **activate** this option if **OMN funding** should be used for the trip.
13. **Method:** - The **default** value for this field is **LDP - Lodgings Plus**. Press *Tab* if this is correct. If not, **click** on the *down arrow* button to display a drop down

listing of various **per diem** computation [methods](#) . **Click** on the correct **method** to make a selection.

14. **Lodging:** - At the **Lodging** field, when completing the Actual Itinerary tab, a *drop down listing* of various lodging types appears. **Click** on the correct **type** to make a selection.
15. **Meals:** - At the **Meals** field, when completing the Actual Itinerary tab, a *drop down listing* of various [meal types](#) appears. **Click** on the correct **type** to make a selection.
16. **AE %:** - At this field, **type** the **percentage rate** to be used if **Actual Expenses** was **approved** in the travel orders.
17. **Lodging Cost:** - At this field, **type** the **dollar amount** for the daily lodging cost at the **location** where the traveler remained overnight.
18. **Taxes:** - If the TDY location is within CONUS, Alaska, Hawaii, or a US territory, the user is prompted to **enter** the daily lodging taxes amount. IATS will automatically reduce the taxes by the appropriate percentage when the claimed amount for **lodging** exceeds the authorized amount. If these taxes are entered into the **itinerary**, do not enter them again at the **Reimbursables** tab. The amount calculated for the taxes will appear on the **Calculations** tab after the trip has been completely entered.
19. **Miles:** - If not automatically populated, **type** the number of **miles** claimed by the traveler if a privately owned vehicle was used.

Note: Use the procedures previously explained to complete the return travel leg or additional travel legs for the itinerary. When finished with the itinerary, the **Constructed Itinerary** or **Reimbursables** tab appears next.

Refer to the **Help** topics, "[Constructed Itinerary - tab](#)" or "[Reimbursables - tab](#)", for additional instructions.

TDY Reasons for Stop

When completing a TDY Itinerary, a **Reason for Stop** code is required on each **arrival** line. A table appears at the **Reason for Stop** field displaying a variety of **codes** that may be used.

The **purpose** of the code is to **determine** what action must be taken by the travel computation system and what **allowances** are **applicable**. A **listing** of the various Reason for Stop **codes** and an **explanation** of their purpose is provided below:

- **AT - Awaiting Transportation:** This is used when the traveler is simply **stopping** at a location to **change** the **mode** of transportation.
- **TD - Temporary Duty:** This is the default value at this field since it is the most common reason a traveler stops. Use this code when the **point** the traveler **arrived** at is the TDY point.
- **LV - Leave:** Use this code when the traveler has **stopped** at a **location** for the **purpose** of taking **leave**. This code will **cause** the computation system to terminate per diem during the leave period.
- **MC - Mission Complete:** Use this code when the **trip** is **finished** and the **traveler** has **arrived** at the Permanent Duty Station (**PDS**).
- **AD - Authorized Delay:** Use this code when the traveler has **made** an official stop and remained overnight while **enroute** to an official duty point.
- **VR - Voluntary Return:** Use this code when a **traveler** has voluntarily returned to the **PDS** during a TDY trip. This commonly occurs when travelers are on lengthy TDY trips and there is a **holiday** weekend involved. Using this code **causes** the IATS to **perform** a cost comparison of what it would have **cost the government** had the traveler remained at the TDY location. This cost is then **compared** to the **expenses** the traveler **incurred** for **performing** the **VR** travel. The traveler is **reimbursed** these travel **expenses** up to what it would have cost the government to remain at the TDY location.
- **AR - Authorized Return Home:** Use this code when the **traveler** has been **authorized**, in the travel order, to make a **return** trip to his/her **home** during a TDY period.

Method of Reimbursement

A **Method of Reimbursement** code is used to determine what per diem **entitlement rule** is applicable for the trip. When completing an Itinerary, a Method of Reimbursement **code** is required on each **arrival line** where the reason for stop code is **TD**, **AD**, or **ES**. A listing appears at the **Method** field displaying a variety of **codes** that may be used. Following, is a list of the Method of Reimbursement codes listed by IATS and an explanation of their meanings:

- **LDP - Lodgings Plus:** - This is the **most common** per diem reimbursement method. Under the lodgings plus rules, the traveler is entitled to the **actual amount** spent for **lodging**, not to exceed the maximum **rate** established for the locality, plus a **flat amount** for **meals** and incidental expenses (**M&IE**), that has also been pre-determined. For example; under the Lodgings Plus rules, the maximum locality rate for Washington DC is \$115 for **lodging** and \$46 for **M&IE**. If the traveler actually pays \$110 for **lodging**, the entitlement will be \$156 for the day.
- **GS - Government Ship:** - Select this method when travelers are performing temporary duty **on-board** a **US Government Vessel**. Under this reimbursement method, civilian **employees** are entitled to a **per diem** rate of **\$2 per day** when meals are provided at no cost. If the employee is **required to pay for meals**, the **government meal rate** (currently \$8.10) applies. In addition, an additional \$2 per day is reimbursed if the employee is required to pay for lodging while on-board. This entitlement rule **begins at 0001** on the day after the traveler arrives on-board and **terminates at 2400** on the day prior to the day the traveler departs.
- **FD - Field Duty:** - Select this method when the traveler is performing temporary duty under **field conditions**. Under this reimbursement method, **no per diem is payable**. This prohibition **begins at 0001** on the day after the field duty begins and **terminates at 2400** on the day prior to the day the field duty ends.
- **SD - Sea Duty:** - Select this method when members perform temporary duty **on-board** a **US Government Vessel**. Under this reimbursement method, **no per diem is payable**. This prohibition **begins at 0001** on the day after the traveler arrives on-board and **terminates at 2400** on the day prior to the day the traveler departs.
- **FFLT - Flat Rate Full Long Term TDY:** - Under this reimbursement method, travelers receive a **Flat Rate** per diem allowance for Long Term TDY of **75%** of the locality per diem rate for TDY periods over 30 days but not exceeding 180 days. This item also establishes a **Flat Rate** per diem allowance for TDY in excess of **180** days to be set at **55%** of the locality per diem rate. **Select** this option if the **lodging** and **M&IE** are both subject to the reduced Flat Rate.
- **FMLT - Flat Rate MIE Long Term TDY:** - Under this reimbursement method, travelers receive a **Flat Rate** per diem allowance for Long Term TDY of **75%** of the locality per diem rate for TDY periods over 30 days but not exceeding 180 days. This item also establishes a **Flat Rate** per diem allowance for TDY in excess of **180** days to be set at **55%** of the locality per diem rate. **Select** this option for those situations where either, (1) Gov't lodging is used; (2) lodging expense is zero

(not incurred at all), or (3) no lodging could be found at the lower rate and the **AO** authorizes lodging up to the **max rate** for the locality. In these instances IATS will pay lodging at the entered amount on the screen (up to the maximum locality rate), while reducing MIE to the reduced specified percentage.

- **SP - Shore Patrol:** - Select this method when departs the vessel to preform Shore Patrol duty.
- **AE - Actual Expense:** - This is the method that should be used when it has been **determined** that the standard locality per diem rate will not adequately **cover** the **expenses**, and **reimbursement** of Actual Expenses for **both lodging** and **M&IE** is being requested or approved. Under this method, the standard locality per diem rate is **increased** by 150%.

Tip: When **AE** is selected as the Method of Reimbursement, the user **must click** on the **Exceptions** button after completing the itinerary and then **enter** the **amounts spent** for **M&IE** at the **Daily Exceptions** screen.

- **AELP - Actual Expense Lodgings Plus:** - Select this method when it has been **determined** that the standard locality per diem rate will not adequately **cover** the **expenses** for **lodging** and reimbursement of Actual Expenses for **lodging only** is being requested or approved. Under this method, the standard locality per diem rate, for **lodging only**, is **increased** by 150%. The **M&IE** is reimbursed using the **standard flat rate** established for the locality.
- **GRP - Group Travel:** - Select this method when the **orders specify** that **Group Travel** is **directed**. Members are not entitled to an allowance for **transportation, lodging, or meals**. Group Travel is in effect when the member **departs** the **PDS**, or at **0001** on the day of departure from the **TDY** point. Group Travel **ends** at **2400** on the **day** the member **arrives** at the **TDY** point or at the time of arrival **back** at the **PDS**.
- **FLPD - Flat Per Diem:** - Select this method when the **orders specify** that a **Flat Per Diem** rate has been **authorized** for a member assigned TDY to a **CONTINGENCY OPERATION** for more than **180** consecutive days at one location.
- **RedP - Reduced Fixed Per Diem:** - This is the method that should be used when a **special per diem rate**, other than the rate specified for the locality, is **directed** in the travel **orders**.
- **NOPD - No Per Diem:** - This is the method that should be used when the traveler is not **entitled** to **per diem while performing official duty travel**. Some examples of travel situations when this rule may apply are **Auxiliarist, Emergency Leave**, and **Medical Patient** travel.
- **UNP - UN Peace Keeping:** - Select this method when service members perform TDY on a **UN Peacekeeping Mission**. Under this condition, they are subject to a

special rule regarding the computation of per diem. In accordance with the **JFTR, para. U4155**, these travelers are only entitled to the **difference**, if any, **between** the **UN mission subsistence allowance** and the **standard per diem allowance** for a member **TDY** to the same area on a **non-UN mission**.

- **INP - Inpatient in Hospital:** - This is the method that should be used when the traveler has been **admitted** to a **hospital** as an **inpatient**. Under this reimbursement method, no per diem is payable. This prohibition **begins** at **0001** on the day after the patient is admitted and **terminates** at **2400** on the day prior to the day the patient is discharged.
- **INPO - Inpatient Outside Hospital:** - Select this method when the member no longer requires a hospital bed, but cannot return to regular duty. Service members in a **subsisting out** status are entitled to per diem at the **standard locality rate** for the area concerned.
- **REH - Rehabilitation Center:** - This is the method that should be used when the traveler has been **admitted** to a **Rehabilitation Center** as an **inpatient**. Under this reimbursement method, no per diem is payable. This prohibition **begins** at **0001** on the day after the patient is admitted and **terminates** at **2400** on the day prior to the day the patient is discharged.
- **CEFP - Corps of Engineers Floating Plant:** - Select this method when the traveler is performing TDY on board a **floating plant** to **engage** in river and harbor flood control activities.
- **CMVS - Inland Commercial Vessel:** - Select this method when the traveler is performing TDY on-board a **commercial vessel**.
- **AF - Alaskan Ferry:** - This is the method that should be used when the traveler has **boarded** the **Alaska Marine Highway System**, a.k.a., the **Alaskan Ferry**. While on board this ferry, a per diem (**M&IE**) equal to the highest CONUS M&IE to cover **meal** and incidental expenses is **payable** for each full day. Per diem is **payable** for the day of arrival (embarkation) on board the ferry at the rate applicable to the **port of embarkation**.
- **BOOT - Boot Camp:** - This is the method that should be used by **Reservists** who are **traveling** from their **home** to their **Basic Training location** and **return**. While at the training location, no per diem is payable. This prohibition **begins** at **0001** on the day after the traveler arrives and **terminates** at **2400** on the day prior to the day the traveler departs.
- **HMPT - Home Port:** - Select this method when a member **performs** PCS travel in connection with a **change of homeport**.

- **SAE - Super Actual Expense:** - This is the method that should be used when it has been **determined** that the standard locality per diem rate will not adequately **cover** the **expenses**, and **reimbursement** of Actual Expenses for **both lodging** and **M&IE** is being requested or approved. Under this method, the standard locality per diem rate is **increased** by 300%. This method is typically used for relief missions associated with disasters.

Tip: When **SAE** is selected as the Method of Reimbursement, the user must **click** on the **Exceptions** button after completing the itinerary and then **enter** the **amounts** spent for **M&IE** at the **Daily Exceptions** screen.

- **SALP - Super Actual Expense Meals LDP:** - This is the method that should be used when it has been **determined** that the standard locality per diem rate will not adequately **cover** the **expenses** for **lodging**, and **reimbursement** of Actual Expenses for **lodging only** is being requested or approved. Under this method, the standard locality per diem rate, for **lodging only**, is **increased** by 300%. The **M&IE** is reimbursed using the standard flat rate established for the locality. This method is typically used for relief missions associated with disasters.
- **CONF - Conference:** - Select this method when the traveler is performing TDY and is **attending** a U.S. Government sponsored conference. Under this rule, the **lodging** portion of the locality per diem rate may be exceeded by up to (25) percent.
- **GSPD - Government Ship at PDS:** - Select this method when travelers are performing temporary duty **on-board** a **US Government Vessel** at the Permanent Duty Station (**PDS**).
- **LDGO - No Per Diem/Lodging Authorized:** - Select this method when the **orders specify** that **per diem** is not authorized, but **lodging** reimbursement is **allowed**.

Meal Types

At the **Meals** field, when completing the Actual Itinerary tab, a *drop down listing* of various **meal types** appears. **Click** on the **correct type** to make a selection.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
									ILPP	Lodging	Taxes	Miles
03/11/2019	DEP	Washington, WASHINGTON D.C.	PA	<input type="checkbox"/>				<input type="checkbox"/>				
03/11/2019	ARR	IND, Marion, INDIANA	TD	<input checked="" type="checkbox"/>		ILPP	CQ	WDWP	\$125.00	\$75.00	\$10.00	595
03/31/2019	DEP	IND, Marion, INDIANA	CS	<input type="checkbox"/>								
03/31/2019	ARR	IND, Marion, INDIANA	ND	<input type="checkbox"/>		ILPP	CQ					
									CM	Commercial Meals		
									DED	Deductible(EUM)Essential Unit Mess)		
									GM	Government Mess		
									PPD	Proportional Per Diem Directed		
									WDED	Week Day Deductible Meals:(EUM)		
									WDGM	Week Day Government Mess		
									WDWG	Week Day Ded/Week End GM		
									WDWP	Week Day Ded/Week End Prop		

Note: Since many military dining facilities are only operating on **weekdays**, a feature was added to IATS that allows you to **specify** Week Day Deductible Meals (**WDED**), Week Day Government Mess (**WDGM**), Week Day Deductible/Week End Government Mess (**WDWG**), Week Day Deductible/Week End Proportional (**WDWP**).

This feature prevents you from having to access the **Exceptions to Daily Expenses** screen and manually change the meal types for the weekends.

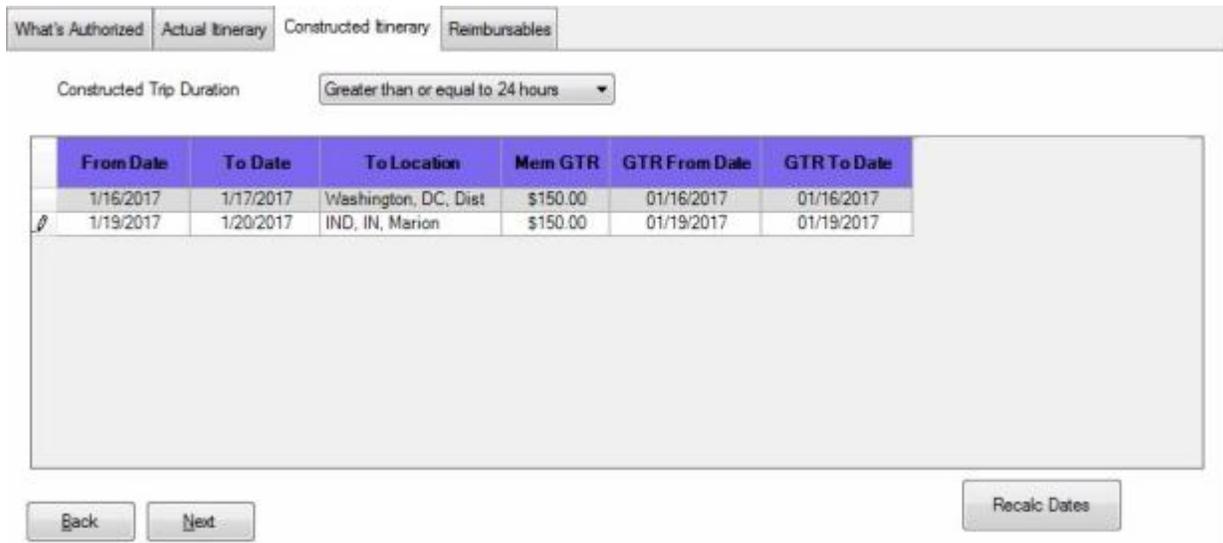
Constructed Itinerary - tab

There are **three** situations that cause the **Constructed Itinerary** tab to **appear** after completing the traveler's actual itinerary:

- **Privately owned conveyance** was used for the travel to and from the official locations.
- The authorized mode of travel was **POC Limited to Cost of Constructed Travel**.
- The travel was performed by **mixed modes**; a combination of privately owned and commercial or government procured transportation.

At this screen the **legs** of the traveler's **actual itinerary** are displayed. The user must either **enter** the **cost of government procured travel** or the **official mileage** depending on the authorized mode of travel. IATS will then either perform a **cost comparison** or **limit the mileage** reimbursement to the **official distance**.

 Use the following steps to "complete" the **Constructed Itinerary** tab when the authorized mode of travel was "POC Limited to Cost of Constructed Travel" or was performed by "Mixed Mode":



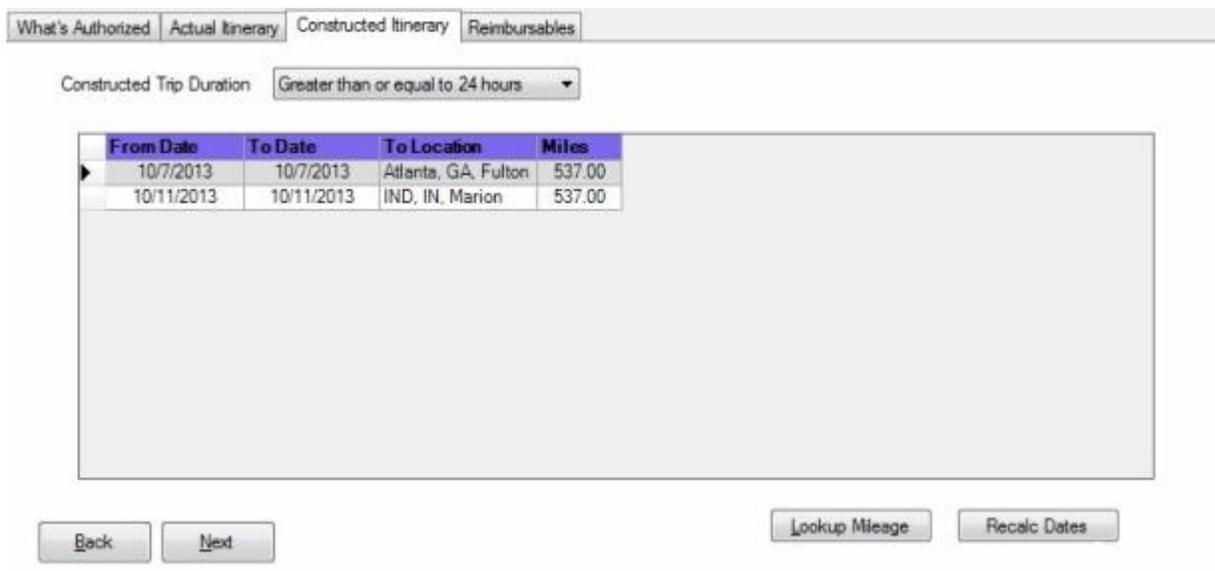
From Date	To Date	To Location	Mem GTR	GTR From Date	GTR To Date
1/16/2017	1/17/2017	Washington, DC, Dist	\$150.00	01/16/2017	01/16/2017
1/19/2017	1/20/2017	IND, IN, Marion	\$150.00	01/19/2017	01/19/2017

1. **Mem GTR:** - Click in this **field** for the first leg of travel. At this field, **type** the **dollar amount** for **government procured transportation** to include estimated **taxies** and **press Tab**.

2. **GTR From Date:** - The **date** at this field should be the date the traveler would have departed if the transportation was procured by the government. The **default** value at this field is the date of departure on the **actual itinerary**. If this is the **correct** date, **press Tab** to continue. If not, **type** the correct date and **press Tab**.
3. **GTR To Date:** - The **date** at this field should be the date the traveler would have arrived if the transportation was procured by the government. The **default** value at this field, is the date of arrival on the **actual itinerary**. If this is the **correct** date, **press Tab** to continue. If not, **type** the correct date and **press Tab**.
4. **Repeat** steps 1-3 above for any **additional** legs of travel displayed at this screen. After pressing **Tab** at the final **To Date** field, the **Reimbursables** tab appears.

Refer to the **Help** topic, "[Reimbursables - tab](#)", for additional instructions.

 Use the following steps to "complete" the **Constructed Itinerary** tab when the authorized mode of travel was "**POC More Advantageous to the Government**":



From Date	To Date	To Location	Miles
10/7/2013	10/7/2013	Atlanta, GA, Fulton	537.00
10/11/2013	10/11/2013	IND, IN, Marion	537.00

1. **Click** in the **Auth Miles** field for the first **leg** of travel.
2. **Type** the number of **miles** for the ordered travel from the **Official Table of Distances** and **press Tab**.

3. At the **Auth Miles** field for the second leg of travel, **type** the number of **miles** for the ordered travel from the **Official Table of Distances** and **press Tab**.
4. **Repeat** steps 1-3 above for any **additional** legs of travel displayed at this screen. After pressing *Tab* at the final **Auth Miles** field, the **Reimbursables** tab appears.

Refer to the **Help** topic, "[Reimbursables - tab](#)", for additional instructions.

Reimbursables - tab

This screen is where IATS users enter the traveler's **reimbursable expenses** associated with the trip.

Date	Nature of Expense	Type	Amount Claimed	Amount Approved	Split	IBOP	Const. Leg
10/7/2013	ATM ADVANCE EXPENSE	Fee - AT	10.00	10.00	<input type="checkbox"/>	UNITED	0

Use the following steps to "complete" the Reimbursables tab:

1. **Date:** - The **default** value at this field is the **departure** date from the actual itinerary. If this is the **correct** date for the expense, **press Tab**. If not, **type** the **correct** date in **MMDDYY** format and **press Tab**.
2. **Nature of Expense:** - Clicking on the **down arrow** button at this field, displays a **drop down listing** of the common expenses that have been entered into the **Reimbursable Descriptions** table in the IATS **Maintenance** module. **Click** the **Up/Dn arrows** until the desired expense item is displayed. If the user **types** the **first letter** of the description, IATS **scrolls** the listing until locating the first item beginning with this letter. The user may then use the **Up/Dn arrows** to display the exact item. Once the correct item is displayed, **click** on this item to make a selection. If the expense claimed by the traveler is not listed, simply **type** the description in this field and **press Tab**.
3. **Type:** - Clicking on the **down arrow** button at this field, displays a **drop down listing of** various expense categories. Since a **code** for the expenses was previously entered into the **Reimbursable Descriptions** table in the IATS **Maintenance** module, IATS will **default** to the specified category. If the correct

category is highlighted, **press Tab**. If not, **click** the *Up/Dn arrows* until the desired category is displayed and **press Tab**.

4. **Amount Claimed:** - At this field, **type** the **dollar amount** claimed by the traveler.
5. **Amount Approved:** - IATS automatically populates this field with the **amount** entered at the **Amount Claimed** field. If this amount is allowable, **press Tab**. If not, **type** the allowable amount and **press Tab**.
6. **Split:** - **Click** in the **check box** if you wish to have the expense **added** to the **computed amount** for a **split payment** to the Government credit card company. The **Computed Split** amount will appear on the **Financial** tab.
7. **IBOP:** - Clicking on the *down arrow* button at this field, displays a *drop down listing* of **State/Countries**. **Type** the first two letters of the state or country name. If necessary, or **click** the *Up/Dn arrows* until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection.
8. **Const Leg:** - If the settlement request involves a constructed itinerary for the purpose of a **cost comparison**, the **Const Leg** field appears next. In addition, a **table** appears **displaying** the travel **legs** for the itinerary. At this field **type** the **number** for the travel leg associated with the expense. If the expense should not be included in the cost comparison, simply **press Tab** to **leave** the number **zero** at this field.
9. **Repeat** the steps **1-7** above to enter any **additional** expenses.
10. When **finished** entering the Reimbursable Expenses, **click** the **OK** button. A **message** appears asking if you wish to **recalculate the daily meals or lodging for the trip**. Click the **Yes** or **No** button as desired.
11. **Refer** to the **Help** topic, "[Daily Exceptions](#)", for additional instructions.
12. After displaying the Daily Exceptions screen, users should proceed to the **Calculations** tab to **review** the calculated amounts before **adding** the **accounting** lines. **Refer** to the **Help** topic, "[Calculations - tab](#)", for additional instructions.

Daily Exceptions

The **Exceptions to Daily Expenses** screen displays each day of the **trip** and the **default** values for the **meals** and daily **lodging** costs based on the **entries** made in the **itinerary**.

The purpose of this screen is to allow the user to make **changes** to the **meal type** or the **lodging cost** for a particular day if necessary. In addition, this screen must be **used** for settlement requests involving **actual expenses**. For an actual expense settlement, the user must **enter** the **daily expenses** for **meals** and **incidental expenses** itemized by the traveler.

Exceptions to Daily Expenses - Block No: - Request No: 0

NALES, RUSTY O: C 10-001

Date	Type	Lodging Rate	MIE Rate	Breakfast Type	Lunch Type	Dinner Type	Lodg Cost	Lodg Taxes	Break Cost	Lunch Cost	Dinner Cost	Inc. Cost
10/7/2013	LDP	\$133.00	\$56.00	CM	CM	CM	\$95.00	\$9.50	\$0.00	\$0.00	\$0.00	\$0.00
10/8/2013	LDP	\$133.00	\$56.00	CM	CM	CM	\$95.00	\$9.50	\$0.00	\$0.00	\$0.00	\$0.00
10/9/2013	LDP	\$133.00	\$56.00	CM	CM	CM	\$95.00	\$9.50	\$0.00	\$0.00	\$0.00	\$0.00
10/10/2013	LDP	\$133.00	\$56.00	CM	CM	CM	\$95.00	\$9.50	\$0.00	\$0.00	\$0.00	\$0.00
10/11/2013	LDP	\$133.00	\$56.00	CM	CM	CM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Other Auditor Remarks OK Cancel ? Help

ToolStripStatusLabel2

Use the following steps to "make changes" to the **Exceptions to Daily Expenses** screen:

1. Press *Enter*, *Tab*, or **click** in the desired field to **highlight** the **item** you wish to change.
2. In the **Lodg. Cost** field, simply **type** the new dollar **amount** for the lodging on that particular day, if a change is necessary.
3. In the **Lodg. Taxes** field, simply **type** the new dollar **amount** for the lodging taxes on that particular day, if a change is necessary.

4. For the **meals** fields on the middle travel days, **click** on the *down arrow* button, a *drop down listing* appears **displaying** various meal types. **Click** on the desired **type** to make the change.
5. When finished **viewing** or **making changes** at this screen, **click** the **OK** button.

Refer to the **Help** topic, "[Actual Expense](#)", for instructions on entering the itemized expenses at the **Exceptions to Daily Expenses** screen.

Calculations - tab

After completing the **Reimbursables** tab, IATS returns to the **Settlement Request** screen. To **view** a summary of the calculations for the settlement request, **click** on the **Calculations** tab.

Remit To	Adv/Accr	Entitlements	Calculations	Financial	Remarks	Workflow																						
			<table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp TDY Per Diem</td> <td>\$632.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>\$500.00</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>\$48.00</td> </tr> </tbody> </table>	Description	Total	Memb/Emp TDY Per Diem	\$632.00	Memb/Emp Transportation	\$500.00	Memb/Emp Reimbursables	\$48.00			<table border="1"> <tbody> <tr> <td>Total Entitlement</td> <td>\$1,180.00</td> </tr> <tr> <td>Deductions</td> <td>\$0.00</td> </tr> <tr> <td>Partial Payments</td> <td>\$0.00</td> </tr> <tr> <td>Amount Payable</td> <td>\$1,180.00</td> </tr> <tr> <td>Advances</td> <td>\$500.00</td> </tr> <tr> <td>Uncollected Amt</td> <td>\$0.00</td> </tr> <tr> <td>Due Employee</td> <td>\$680.00</td> </tr> </tbody> </table>	Total Entitlement	\$1,180.00	Deductions	\$0.00	Partial Payments	\$0.00	Amount Payable	\$1,180.00	Advances	\$500.00	Uncollected Amt	\$0.00	Due Employee	\$680.00
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			<input data-bbox="203 905 337 953" type="button" value=" <Back "/> <input data-bbox="358 905 493 953" type="button" value=" Next > "/>																									

Note: At this tab, a **summary** of the **calculations** is displayed by expense category. In addition, any **deductions** for an **advance** or **partial** settlement are **displayed**. No changes may be made at this screen. If multiple fiscal years are involved, the **calculations** are **summarized** by fiscal year.

It's a good idea for the user to **review** the **Calculations** tab before adding the **accounting** lines to the settlement. This will **assist** the user in **ensuring** that the appropriate accounting **lines** are added.

After reviewing the Calculations tab, **click** on **Next** button or the **Financial** tab to proceed with the accounting lines.

Refer to the **Help** topic, "[Financial - tab](#)", for additional instructions.

Financial - tab

The **Financial tab** is used to specify the **method of payment**, a **split payment** amount, and to add the **accounting** information.

Remit To	Adv/Acct	Entitlements	Calculations	Financial	Remarks							
				Method of Payment: <input type="text" value="EFT"/>	Computed Split: <input type="text" value="\$396.00"/>	<input type="checkbox"/> Release Obligation						
				Due Traveler: <input type="text" value="\$381.82"/>	Split Payment: <input type="text" value="\$500.00"/>	<input type="checkbox"/> Apply 100% to Split						
<table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>111111 21 9 2020 0000 76 2016 P810000000 21T2 000000 SMI1111TJSPLIT S12345</td> <td>\$881.82</td> </tr> </tbody> </table>							Db/Cr	Classification	Amount	Db	111111 21 9 2020 0000 76 2016 P810000000 21T2 000000 SMI1111TJSPLIT S12345	\$881.82
Db/Cr	Classification	Amount										
Db	111111 21 9 2020 0000 76 2016 P810000000 21T2 000000 SMI1111TJSPLIT S12345	\$881.82										
				<input type="button" value="Modify Accounting"/>								
<input type="button" value="Back"/> <input type="button" value="Next"/>												

 Use the following steps to "complete" the Financial tab:

1. **Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the *down arrow* button to display a list of payment options and then **click** on the desired method.
2. **Computed Split:** - The amount displayed at the Computed Split field is a **combination** of the **Lodging** expense entered into the itinerary and the **reimbursable expense items** entered at the Reimbursables tab that were **selected** for a **split** payment. If you **double click** in the Computed Split field, the **Split Payment** field will be **populated** with the computed amount.
3. **Split Payment:** - If not already **populated** by double clicking in the **Computed Split** field, **click** in this field and **type** the dollar **amount** specified by the traveler to be **sent directly** to the **company** providing the **Government Credit Card**. This option is only available if the **method** of payment is **EFT**.
4. **Release Obligation:** - If a **Transportation Request** was issued for the performed travel, a charge may still be pending for payment of the transportation, and the funds should not be de-obligated. If the travel was not performed by

government procured transportation, however, **click** in this **box** to send a code to the accounting system that will allow the obligation to be **released**.

5. **Apply 100% to Split:** - When this check box is **checked**, IATS will **apply** the whole amount due the traveler to the **company** providing the **Government Credit Card**.
6. **Modify Accounting:** - **Click** this button to access the **Accounting** screen and enter the accounting information.
7. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

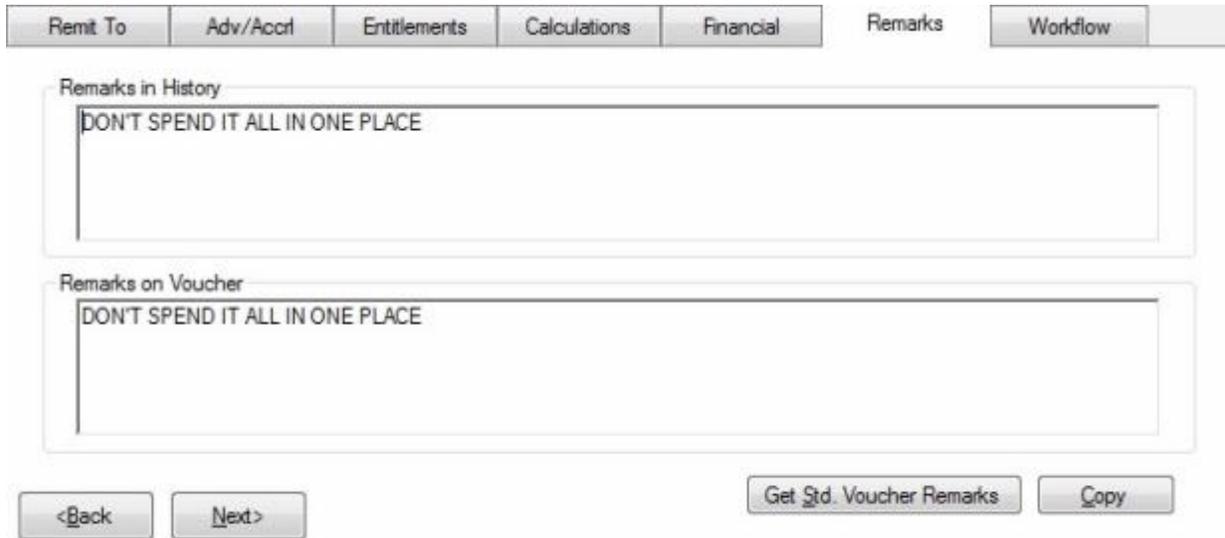
Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

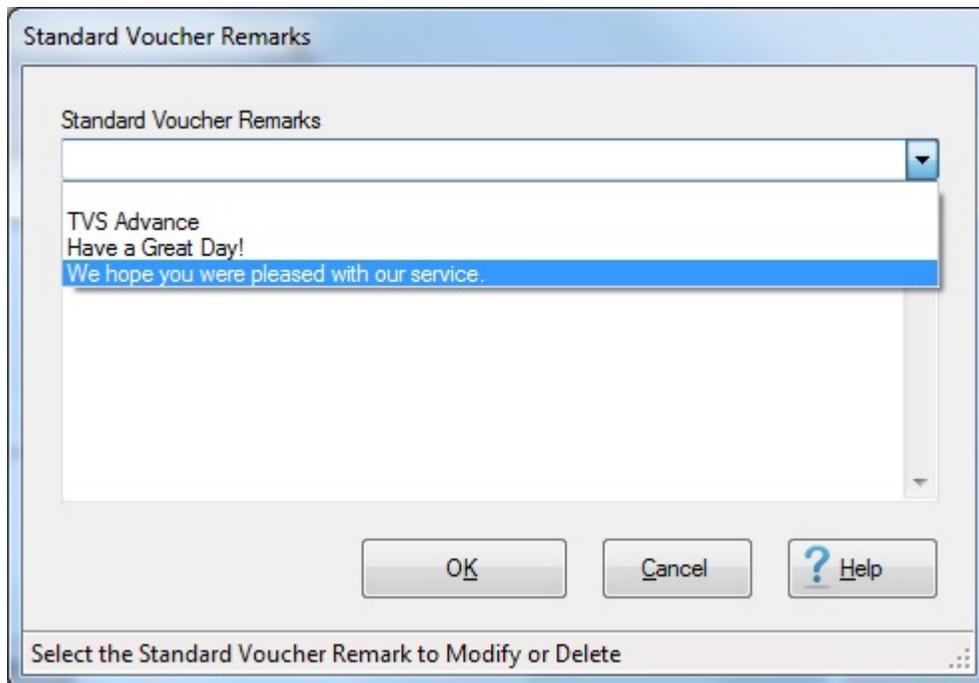
After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

 Use the following steps to "complete" the Remarks tab:

1. **Click** on the **Remarks** tab. The following screen appears:



2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.



6. At the Standard Voucher Remarks screen, **click** on the *down arrow* to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** steps 5 and 6 if you wish to add additional standard **remarks**.
8. When **finished** adding remarks, **click** on the **Save** button to **save** the entries.

Workflow - tab

To assist managers in determining where **delays** in travel settlement requests processing occur, IATS generates the Reporting Unit Code (RUC) Report for **Marine Corps** travel offices. For **other** travel offices, this report is named the **Liaison Office Report**.

The purpose of this report is to **track** the number of days required to **move** a settlement request **through** the **processing cycle**. Because settlement requests processed by these organizations are often **routed through liaison offices**, IATS tracks their movement from the **date signed** until the **date disbursed**.

The **Workflow** tab is used to **capture** the **details** needed for IATS to generate the **RUC/Liaison Office Report**.

The **dates** at the Workflow Tab are also used to **determine** whether **interest** must be **paid** to the traveler for **late** payments.

 Use the following steps to "complete" the Workflow tab:

1. If not already in focus, **click** on the **Workflow** tab. The following screen appears:



Remit To	Adv/Accr	Entitlements	Calculations	Financial	Remarks	Workflow
Ruc/Liaison Workflow Input						
Ruc/Liaison Office		1-DAVE'S FINANCE				
Date Signed by Traveler		10/14/2013				
Date received by the Ruc/Liaison Office or signed by the AO		10/14/2013				
Date Forwarded by Liaison Office		10/15/2013				
Date Received by Travel Office		10/17/2013				
Expected Payment Date		11/15/2013				
<Back		Next>				

2. **Ruc/Liaison Office:** - At this field a *drop down list* of Ruc/Liaison Office **number(s)** appears. The [Ruc/Liaison Office](#) information must be previously established by the **System Administrator** in the IATS **Maintenance** module. When the *drop down list* appears, **click** on the **number** for the Ruc/Liaison Office that handled the **claim**.
3. **Date Signed by: - Traveler:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **signed** by the **traveler**.
4. **Date Received by: - RUC/Liaison Office or signed by the AO:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **received** by the **Ruc/Liaison Office**.

5. **Date Forwarded by: - Liaison Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **forwarded** by the **Ruc/Liaison Office**.
6. **Date Received by: - Travel Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **received** by the **Travel Office**.
7. **Expected Pay Date:** - The **Expected Pay Date** is used for **tracking** the **processing time** for the **Voucher Turnaround Report**. The **default** value at this field is **4 days** from the **current** date. If this **date** is correct, **press Tab** to continue, or **type a new date** if necessary and **press Tab**.
8. When **finished** entering the dates at the Workflow tab, **click** on the **OK** button to **save** the entries and **return** to the **Request for Settlement Against an Order** screen.

Deleting an Entitlement

On occasion an **entitlement** must be **deleted** from a previously entered request for settlement.

 **Complete the following steps to "delete" an entitlement from a TDY Request for Settlement:**

1. At the **Examiner View** screen, select a block through one of the following methods:
 - **Method 1:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 2:** - **Click** on the desired block listed under the **To Do** section and then **click** on the **File** menu at the top left corner of the screen. A *drop down menu* appears listing several options. **Click** on the **Process Block** option.

Note: After selecting a block using one of the (2) methods listed above, the **Request Selection** screen appears. At this screen, all requests **assigned** to the block are listed under the **Select Request(s)** section.

2. At the **Request Selection** screen, **select** a request through one of the following methods:
 - **Method 1:** - **Double click** on the desired request.
 - **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
3. At the **Request for Settlement Against an Order** screen, **click** on the **Entitlements** tab. When the Entitlements tab is displayed, any **entitlement** already processed against the selected request **appears** in the **Types of Entitlements Claimed** section.

Remit To Adv/Acct Entitlements Calculations Financial Remarks Workflow

Types of Entitlements Claimed

Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	10/7/2013-10/11/2013	Validated Data

Add Itinerary
View/Modify
Delete

Daily Summary Elapsed Time Cons. Comp. Show Calcs

<Back Next>

4. At the **Entitlements** tab, **click** on the **entitlement** to be deleted.
5. When the desired entitlement is highlighted, **click** the **Delete** button. A message appears asking if you are **sure** you wish to **delete** this entitlement. **Click** the **Yes** button. The entitlement **disappears** from the **Types of Entitlements Claimed** section.
6. If there was more than one entitlement for the claim, **click** on the **Financial** tab and then **click** on the **Modify Accounting** button to **adjust** the **accounting** lines for the entitlement **deleted**.
7. **Finish** processing the request as usual after **modifying** the **accounting** or **click** on the **Cancel** button if no further action is needed.

View or Modify an Entitlement

On occasion, it may be necessary to re-open a previously computed settlement request, to **review** or **modify** the entries. This function may be performed if the **Examiner** still has **control** of the **block** the request is assigned to.

 **Complete the following steps to "view or modify" an entitlement:**

1. At the **Examiner View** screen, **select a block** through one of the following methods:
 - **Method 1:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 2:** - **Click** on the desired block listed under the **To Do** section and then **click** on the **File** menu at the top left corner of the screen. A drop down **menu** appears listing several options. **Click** on the **Process Block** option.

Note: After selecting a block, using one of the (2) methods listed above, the **Request Selection** screen appears. At this screen, all requests **assigned** to the block are listed under the **Select Request(s)** section.

2. At the **Request Selection** screen, **select** a request through one of the following methods:
 - **Method 1:** - **Double click** on the desired request.
 - **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
3. At the **Settlement Request** screen, **click** on the **Entitlements** tab. When the Entitlements tab is displayed, any **entitlement** already processed against the selected request **appears** in the **Types of Entitlements Claimed** section.

Remit To Adv/Acct Entitlements Calculations Financial Remarks Workflow

Types of Entitlements Claimed

Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	10/7/2013-10/11/2013	Validated Data

Add Itinerary
View/Modify
Delete

Daily Summary Elapsed Time Cons. Comp. Show Calcs

<Back Next>

4. At the **Entitlements** tab, if more than one entitlement is listed, **click** on the **entitlement** to be viewed or modified.
5. When the desired entitlement is highlighted, **click** the **View/Modify** button.
6. At the **Trip** screen, **click** on the various **tabs** to view or modify the entries previously made.
7. When **finished** viewing or modifying the entries, **click** the **OK** button. A message appears asking if you wish to **view/modify** the **Daily Exceptions**. **Click** Yes or No as desired.

Note: If **Yes** is clicked to **view/modify** the **Daily Exceptions**, another **message** appears asking if you wish to **recalculate** daily **meals** and/or **lodging**. If **Yes** is answered, IATS will **recalculate** the meals and lodging based upon the **entries** made at the **itinerary**. If **changes** were previously made at the Daily Exceptions screen, those changes will be lost.

8. If the request was modified, **click** on the **Financial** tab and then **click** on the **Modify Accounting** button to **adjust** the **accounting** lines for the entitlement modified.
9. **Finish** processing the request as usual after **modifying** the **accounting**.
10. If the request was **viewed only** and no modifications were made, **click** on the **Cancel** button. A *pop-up* appears asking if you wish to **cancel** the screen. **Click** the Yes button. IATS **returns** to the **Request Selection** screen.

Deleting a Request for Settlement

On occasion, a request for settlement must be **deleted** from a block. For example; a claim may have been logged to the wrong block, or was **computed**, but cannot be disbursed because of a missing receipt.

 **Complete the following steps to "delete" a Request for Settlement:**

1. At the **Examiner View** screen, select a block through one of the following methods:
 - **Method 1:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 2:** - **Click** on the desired block listed under the **To Do** section and then **click** on the **File** menu at the top left corner of the screen. A drop down **menu** appears listing several options. **Click** on the **Process Block** option.

Note: After selecting a block using one of the (2) methods listed above, the **Request Selection** screen appears. At this screen, all requests **assigned** to the block are listed under the **Select Request(s)** section.

2. At the **Request Selection** screen, **click** on the **request** to be deleted.
3. When the correct request is highlighted, **click** the **Delete** button. The **Delete this Settlement Request** screen appears.

Delete this Settlement Request - Block No: OCT28 - Request No: 60 User ID: DAVE

NALES, RUSTYO: C TONO: 10-001

Request Type - Settlement
 Type of Settlement Final

Remit To Adv/Acct Entitlements Calculations Financial Remarks Workflow

Types of Entitlements Claimed
 Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	10/7/2013-10/11/2013	Validated Data

Add Itinerary
 View/Modify
 Delete

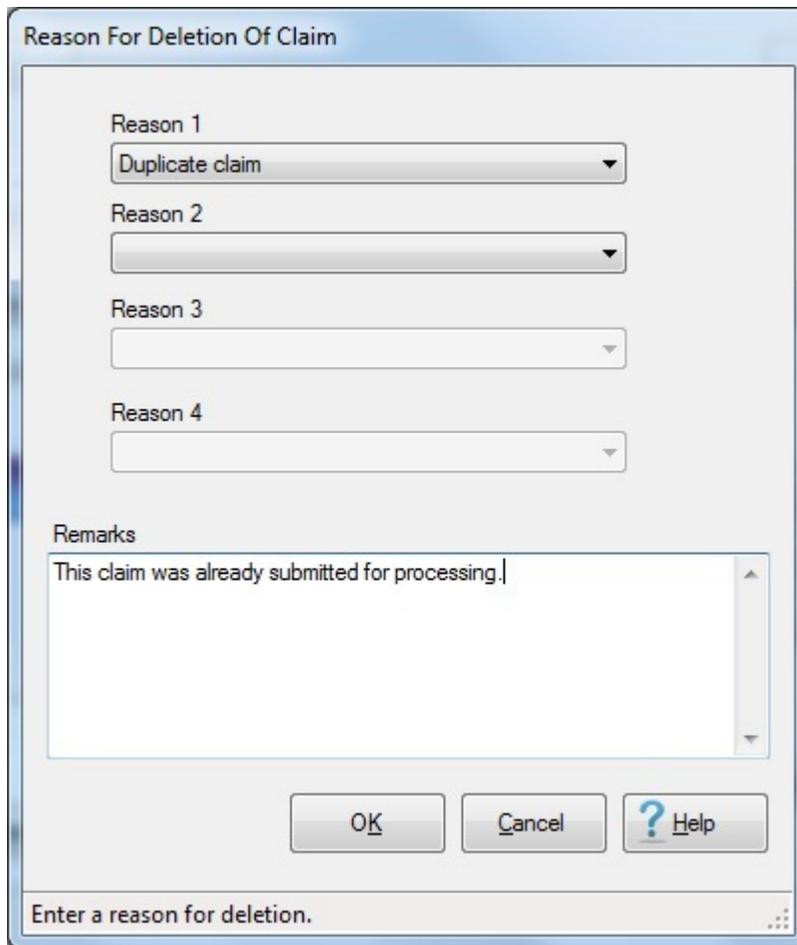
Daily Summary Elapsed Time Cons. Comp. Show Calcs

<Back Next>

Other... Receipts Delete Cancel ? Help

Select to add an entitlement to this claim

4. At this screen, **click the Delete** button at the bottom of the screen. A message will appear asking if you are sure you wish to delete the request. **Click** the Yes button.
5. If the **option** in the IATS Maintenance module has been activated to generate the "**Deleted Details Report**", the **Reason For Deletion of Claim** screen appears.



Reason For Deletion Of Claim

Reason 1
Duplicate claim

Reason 2

Reason 3

Reason 4

Remarks
This claim was already submitted for processing.

OK Cancel ? Help

Enter a reason for deletion.

Note: The **Reason for Deletion of Claim** screen only appears when the option "Reason for Delete" has been **enabled** in the **Maintenance** module. If this screen does **not** appear, **proceed** to step 10.

- At the **Reason for Deletion of Claim** screen, you have the option of placing up to **four** reasons for deleting the request by **clicking** on the **down arrow** button at the **Reason** fields.

Tip: At the **Reason for Deletion of Claim** screen, you have the option of either selecting a **reason**, or simply entering a **remark** into the **Remarks** text box. One or the other is **required**. You may also do **both** - select a reason from the drop-down list and add a remark if desired.

- If you **click** on the **down arrow** button, a **list** of all of the **reasons** that were previously entered into the "**Reasons for Claim Deletion**" table in the **Maintenance** module, will be displayed.

8. **Click** on the desired **reason** from the *drop-down* list of reasons that will appear after you click on the *down* arrow button. Or, **click** in the **Remarks** text box and **type** the **reason** the request is being deleted.
9. After selecting a reason, entering a remark, or both, **click** on **OK**.
10. The **Confirmation Password** screen appears next. **Type** your confirmation **password** at the **Enter Password** field and **press** *Tab* or **click** the **OK** button. IATS **deletes** the request and **returns** to the **Request Selection** screen.

ILPP Travel

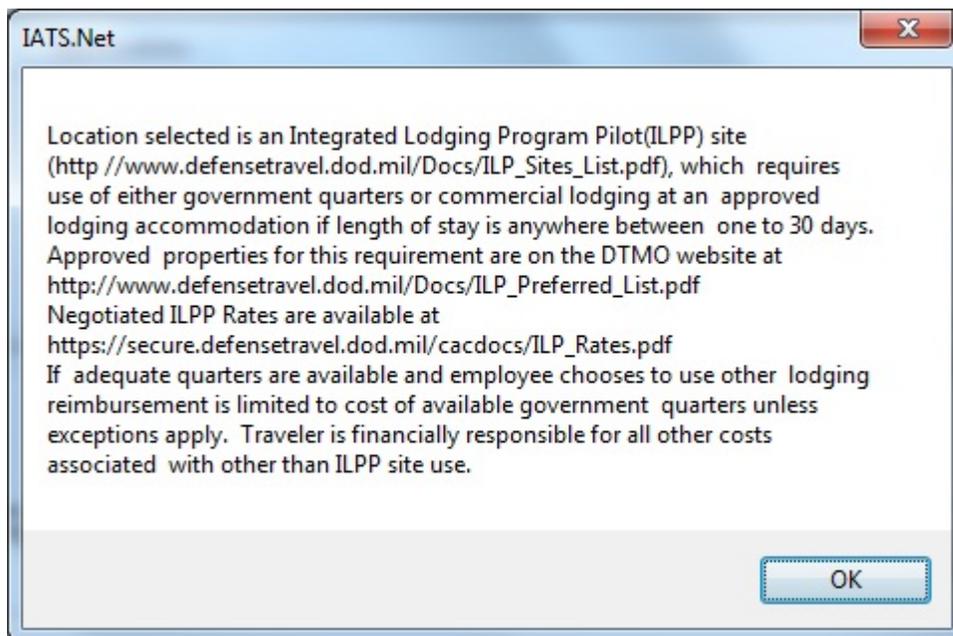
An Integrated Lodging Program Pilot (**ILPP**) was enacted for DoD until 31 December 2019. This program allows DoD to **require** use of either **government quarters** or selected commercial lodging for both civilian employees or Uniformed Service members at the pilot locations.

This determination is effective for all orders/authorizations issued on or after **15 June 2015** or the date the ILPP begins at that site, whichever is later.

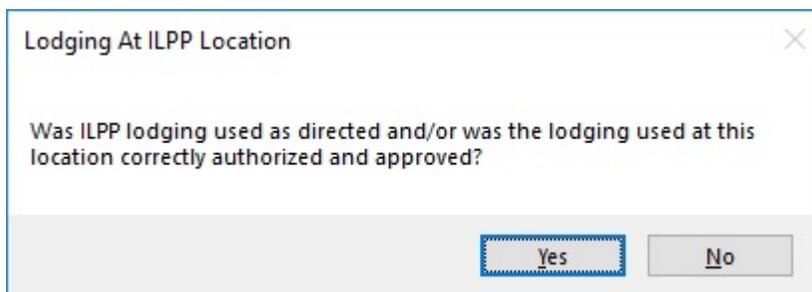
NOTE: This regulation also applies to PCS with TDY enroute entitlements as well!

Refer to the **Help** topic, "[Display ILPP Negotiated Rates](#)" to see a **table** listing the ILPP **sites** and associated **rates**.

When you are entering an **itinerary** using IATS, and the **location** entered for the duty location is an **ILPP** site, the following *pop-up message* appears **advising** you that the location is an **ILPP site**.



After you click on **OK** to continue, you will see the following *pop-up message* asking you to **confirm** whether or not the correct lodging was used.



Click on Yes or No as appropriate.

When you are entering an **itinerary** and the **location** entered for the duty location is an **ILPP** site you must select "**ILPP - LDP Lodging Plus ILPP**" as the [Method of Reimbursement](#) (as shown below).

Trip - Block No: RESERVE - Request No: NEW

ARNOLD, TOMMY G: E9 TONO: 07-001

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	AE %	Lodging	Taxes	Miles
07/10/2017	IND. Marion, INDIANA	PA									
07/10/2017	Wright Patterson AFB, Gr	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP - LDP Lodging Plus ILPP	CQ	CM	87.30	\$0.00	\$0.00	0

Method dropdown options: INP Inpatient in Hospital, INPO Inpatient Outside of Hospital, LDP Lodging Plus, LT Long Term TDY, NOPI No Per Diem, RedP Reduced Fixed Diem, REH Rehabilitation Center, SAE Actual Exp (x300%+), CALB Actual Exp (x300%+)+Method LDP

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed, Other, Exceptions, Occasionals, OK, Cancel, Help

Select the computational method of reimbursement to be used for this location

If the Method of Reimbursement is **ILPP - LDP Lodging Plus ILPP** and Commercial (**CQ** or **CQ1**) is selected for the **lodging** type, IATS will automatically populate the **Lodging amount** field with the ILPP Negotiated Rate from the table (as shown below). You may override this rate, however, if desired.

Trip - Block No: RESERVE - Request No: NEW

ARNOLD, TOMMY G- E9 TONO: 07-001

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else ILPP	Lodging	Taxes	Miles
07/10/2017	DEP IND, Marion, INDIANA	PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
07/10/2017	ARR Wright Patterson AFB, Gr	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	CQ	CM	\$87.30	\$0.00	\$0.00	0
*			<input type="checkbox"/>	<input type="checkbox"/>							

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed, Other, Exceptions, Occasionals, OK, Cancel, Help

Enter the negotiated ILPP rate

Note: If you enter amount for lodging that is **higher** than the ILPP negotiated rate, the following *pop-up message* will appear.

Lodging Authorized

You have entered a lodging amount different than the negotiated ILPP amount for this location. Please verify the type of lodging and the cost.

Was this lodging at an ILPP facility and/or what was directed, authorized and approved?

Yes No

Click on Yes or No as appropriate. If you **click** on No, IATS will **limit** the lodging cost to the ILPP negotiated rate.

You would then complete the claim as usual.

Field Duty

Travelers submitting TDY Requests for Settlement involving **field duty** are not entitled to **per diem** effective at **0001** on the day after arriving into the field conditions and **terminating** at **2400** on the day prior to departing the field. IATS is programmed to calculate the entitlement under field conditions when the correct input is made.

The correct input requires **arriving** the traveler into a **TDY** situation using field duty (**FD**) as the per diem reimbursement **method**.

It may be necessary, however, to **arrive** the traveler into **another** type of per diem reimbursement **method** prior to the commencement of the field training exercise. If so, it will be **necessary** to **depart** the traveler from this status and **arrive** them into the **field duty** status.

In this example, the traveler was in a normal **lodgings plus** per diem situation for the first two days at the TDY site. On 09/18/2013, however, the traveler went into **field conditions** at **0600**. Notice that a **departure** from **LDP - Lodgings Plus** and an **arrival** into **FD - Field Duty** was entered.

Note: CS was used as the mode of **transportation**, since no travel was actually performed. This entry was made only to **change** the per diem **status**.

At the **conclusion** of the field training **exercise**, it may be necessary to **depart** the traveler out of the **FD** per diem method and **arrive** them **back** into the per diem **method** in effect **prior** to the commencement of the **field conditions**. Again, using **CS** as the **transportation** mode.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local? Method	Group? Lodging	Embark? Meals	Who Else AE %	Lodging	Taxes	Miles
9/16/2013	IND, IN, Marion	GA	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>				
9/16/2013	Fort Knox, KY, Hardin	TD	<input type="checkbox"/>		LDP	GQ	GM	0.00	\$20.00	\$0.00	0.00
9/18/2013	Fort Knox, KY, Hardin	CS	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>				
9/18/2013	Fort Knox, KY, Hardin	TD	<input type="checkbox"/>		FD	GQ	DED	0.00	\$0.00	\$0.00	0.00
9/23/2013	Fort Knox, KY, Hardin	CS	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>				
9/23/2013	Fort Knox, KY, Hardin	TD	<input type="checkbox"/>		LDP	GQ	GM	20.00	\$0.00	\$0.00	0.00
9/25/2013	Fort Knox, KY, Hardin	GA	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>				
9/25/2013	IND, IN, Marion	MC	<input type="checkbox"/>		LDP	CQ	CM	0.00	\$0.00	\$0.00	0.00
*			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Notice the **meal type** on the **arrival** line into **field conditions** in the above screen. Since no per diem is payable, IATS automatically sets **lodging** to government, **GQ**, and the **meals** to deductible (**DED**). Also, notice that the traveler went back into a LDP per diem situation at the end of the field training exercise.

Tip: After **completing** the **itinerary**, IATS users should **review** and perhaps **modify** the **meal types** at the **Exceptions to Daily Expenses** screen.

Exceptions to Daily Expenses - Block No: - Request No: 0

SMITH, MARK E. E7 09-001

Date	Type	Lodging Rate	MIE Rate	Breakfast Type	Lunch Type	Dinner Type	Lodg Cost	Lodg Taxes	Break Cost	Lunch Cost	Dinner Cost	Inc. Cost
9/16/2013	GRP	\$0.00	\$0.00	PDS	PDS	PDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9/17/2013	LDP	\$77.00	\$46.00	GM	GM	GM	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9/18/2013	GRP	\$0.00	\$0.00	PDS	PDS	PDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9/19/2013	FD	\$0.00	\$0.00	DED	DED	DED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9/20/2013	FD	\$0.00	\$0.00	DED	DED	DED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9/21/2013	FD	\$0.00	\$0.00	DED	DED	DED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9/22/2013	FD	\$0.00	\$0.00	DED	DED	DED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9/23/2013	GRP	\$0.00	\$0.00	PDS	PDS	PDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9/24/2013	LDP	\$77.00	\$46.00	GM	GM	GM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9/25/2013	GRP	\$0.00	\$0.00	PDS	PDS	PDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Other Auditor Remarks OK Cancel ? Help

Notice that on **09/19/2013** all three **meals** are shown as deductible (**DED**). In addition, all three **meals** on **09/24/2013** are shown as government (**GM**). Since **Field Duty** per diem **rules** are effective at **0001** on the day after arriving into the field conditions and **terminating** at **2400** on the day prior to departing the field, this may be incorrect. An **adjustment** may be necessary depending on the **time** the field situation **started** and **ended**.

Refer to the **Help** topic, "[Daily Exceptions](#)", for additional **instructions** on making **changes** to the daily **meal types**.

Group Travel

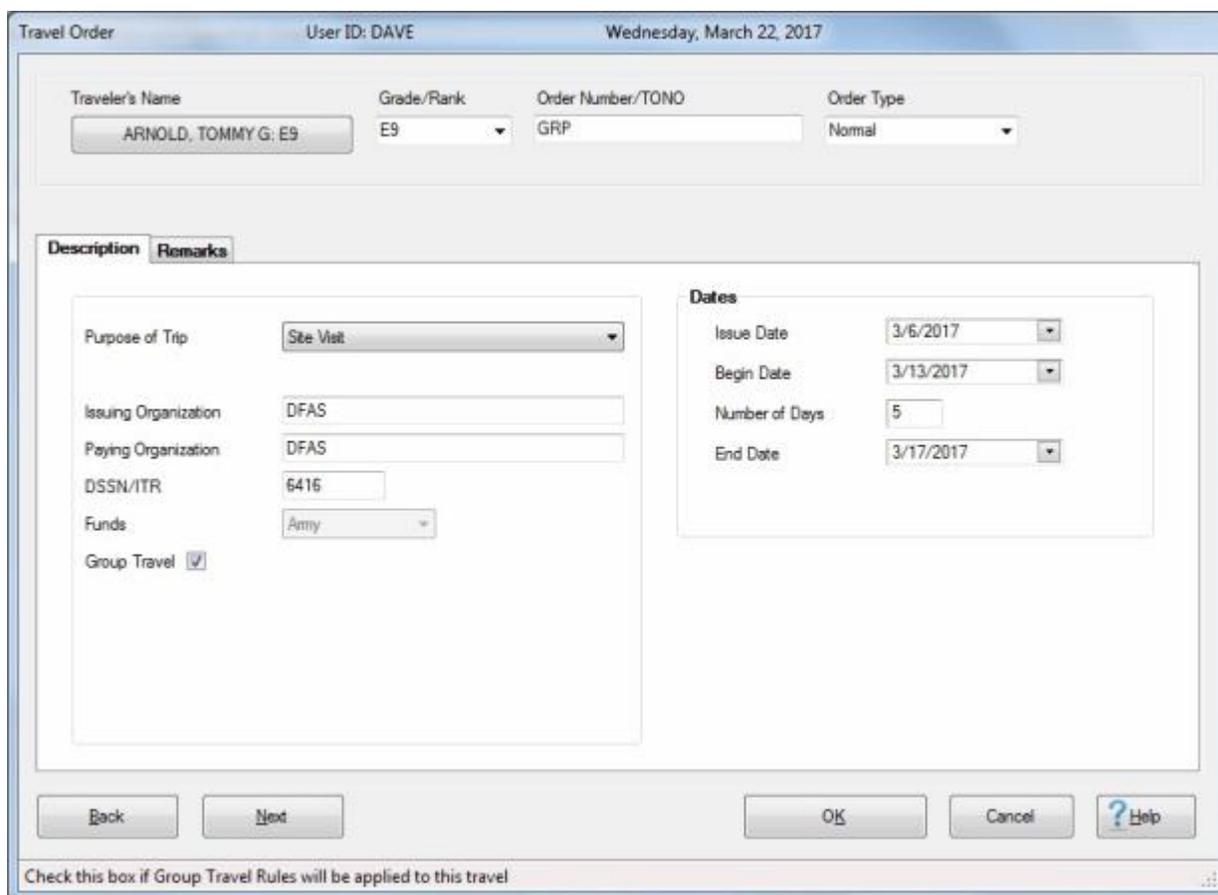
A **Group Travel** situation exists when several **service members** travel from the **same point of origin** to the **same destination**. This is a frequent and normal occurrence for units participating in **maneuvers** or traveling to and from a **field training exercise**.

While performing Group Travel, members are not entitled to an **allowance** for **transportation, lodging, or meals**. Also, Group Travel must be specified in the travel orders, and is in effect when the member **departs** the **PDS**, or at **0001** on the **day of departure** from the **TDY point**. Group Travel **ends** at **2400** on the **day** the member **arrives at the TDY point** or at the **time of arrival back at the PDS**.

IATS imposes these Group Travel **limitations**, and will correctly calculate the traveler's per diem reimbursement.

 Complete the following steps to "activate" Group Travel rules:

1. When [creating the travel order](#), click in the **box** next to the field **Group Travel** at the **Travel Order** screen as shown below.



The screenshot shows the 'Travel Order' window with the following details:

- Traveler's Name:** ARNOLD, TOMMY G; E9
- Grade/Rank:** E9
- Order Number/TONO:** GRP
- Order Type:** Normal

The main form area is divided into two sections:

- Description/Remarks:**
 - Purpose of Trip:** Site Visit
 - Issuing Organization:** DFAS
 - Paying Organization:** DFAS
 - DSSN/ITR:** 6416
 - Funds:** Army
 - Group Travel:**
- Dates:**
 - Issue Date:** 3/6/2017
 - Begin Date:** 3/13/2017
 - Number of Days:** 5
 - End Date:** 3/17/2017

At the bottom of the window, there are buttons for 'Back', 'Next', 'OK', 'Cancel', and 'Help'. A footer note states: 'Check this box if Group Travel Rules will be applied to this travel'.

- When entering the traveler's itinerary, **ensure** that a **check mark** appears in the **box** under the column heading "**Group**", as shown below, for each leg of travel subject to the Group Travel rule.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration

	Date	DEP	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
										AE %	Lodging	Taxes	Miles
	03/13/2017	DEP	Fort Knox, KY, Hardin	GA	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	\$0.00	\$0.00	0
		ARR		TD	<input checked="" type="checkbox"/>		LDP	CQ	CM				
*					<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				

Note: If **Group Travel** was **activated** on the **travel order** as shown in step (1) above, IATS automatically populates the **Group box** with a **check mark** for each travel **leg**. **Click** in this box to **de-activate** the rule if Group Travel does not apply to the particular travel leg.

- Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.

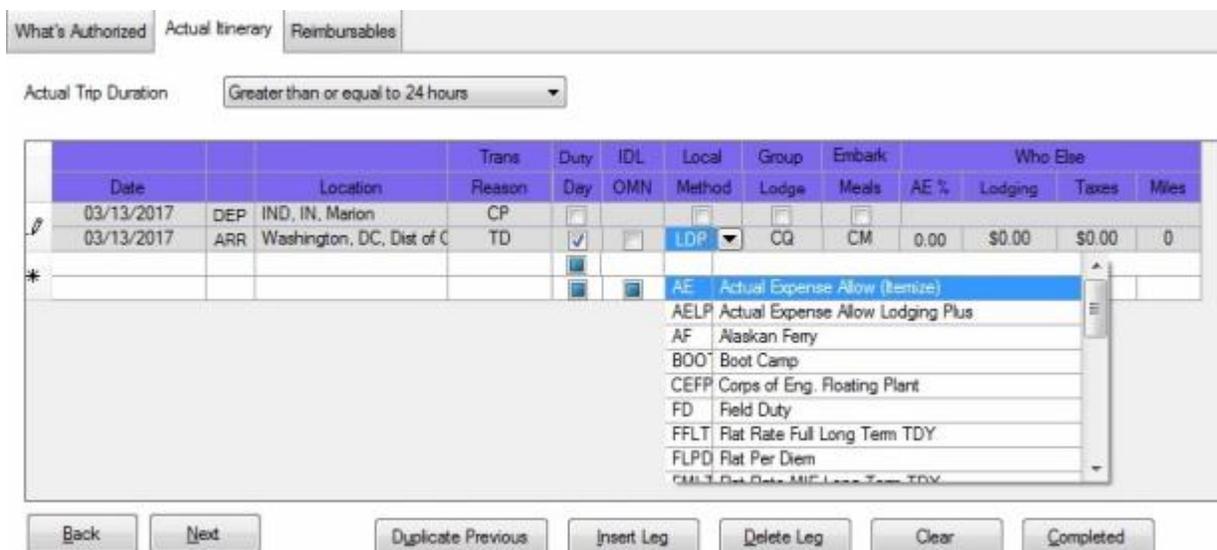
Actual Expense

Occasionally, travelers will perform **TDY** in a **high cost area** where the **standard** per diem **rate** is **inadequate** to cover the expenses for suitable **lodging** and **meals**.

When properly **approved**, these travelers can be granted the exception to claim reimbursement for actual expenses. The approval of Actual Expenses **increases** the **standard** per diem **rate** for the locality involved by **150%**. When approved for the traveler, actual expense requires the traveler to **itemize** the **daily expenses** incurred, which are then entered into IATS.

 **Complete the following steps to "activate" the Actual Expense per diem method:**

1. At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears displaying several computation **methods**. Either **type** the letters **AE**, or **click** on the *Up/Dn* arrows to **highlight** **AE - Actual Expense (Itemize)** and then **click** on this method or simply **press Tab**.



The screenshot shows the 'Actual Expense' screen with the following elements:

- Navigation tabs: What's Authorized, Actual Itinerary, Reimbursables.
- Actual Trip Duration: Greater than or equal to 24 hours.
- Table with columns: Date, Location, Trans Reason, Duty Day, IDL OMN, Local Method, Group Lodge, Embark Meals, AE %, Lodging, Taxes, Miles.
- Table data:

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	AE %	Lodging	Taxes	Miles
03/13/2017	DEP IND, IN, Marion	CP									
03/13/2017	ARR Washington, DC, Dist of C	TD	✓		LDP	CQ	CM	0.00	\$0.00	\$0.00	0
- Dropdown menu options: AE - Actual Expense Allow (Itemize), AELP Actual Expense Allow Lodging Plus, AF Alaskan Ferry, BOO Boot Camp, CEFP Corps of Eng. Floating Plant, FD Field Duty, FFLT Flat Rate Full Long Term TDY, FLPD Flat Per Diem, GMLT Flat Rate Long Term TDY.
- Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed.

2. After **finishing** the **itinerary**, complete the **Constructed Itinerary** screen, if applicable, and the **Reimbursables** screen.
3. After clicking the **OK** button at the **Reimbursables** screen, a **message** appears asking if you want to **view/modify** the **daily exceptions**. **Click** on the **Yes** button.

Exceptions to Daily Expenses - Block No: - Request No: NEW

ARNOLD, TOMMY G: E9

TONO: GRP

Type	Lodging Rate	MIE	Breakfast Type	Lunch Type	Dinner Type	Lodg Cost	Lodg Taxes	Break Cost	Lunch Cost	Dinner Cost	Inc. Cost
AE	\$242.00	\$69.00	CM	CM	CM	\$295.00	\$45.00	\$12.75	\$18.50	\$28.75	\$10.00
AE	\$242.00	\$69.00	CM	CM	CM	\$295.00	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00
AE	\$242.00	\$69.00	CM	CM	CM	\$295.00	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00
AE	\$242.00	\$69.00	CM	CM	CM	\$295.00	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00
AE	\$242.00	\$69.00	CM	CM	CM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Other

OK Cancel ? Help

4. At the **Exceptions to Daily Expenses** screen, the **lodging cost** defaults from the lodging amount entered in the **itinerary**. The IATS user **must** enter the **amounts** for the daily **meals** and **incidental expenses**, however.
5. **Click** in the **Break. Cost** field for the **first** day of travel. Refer to the **DD Form 1351-3** (Statement of Actual Expenses) submitted by the traveler and **type** the **amount** claimed for **breakfast**, if any. **Press Tab** to continue and IATS **advances** to the **Lunch Cost** field.
6. **Continue** entering the **daily expenses**, to include the **incidental expenses**, for **each** day of travel.
7. When **finished** entering the actual expenses, **click** the **OK** button and finish processing the request.

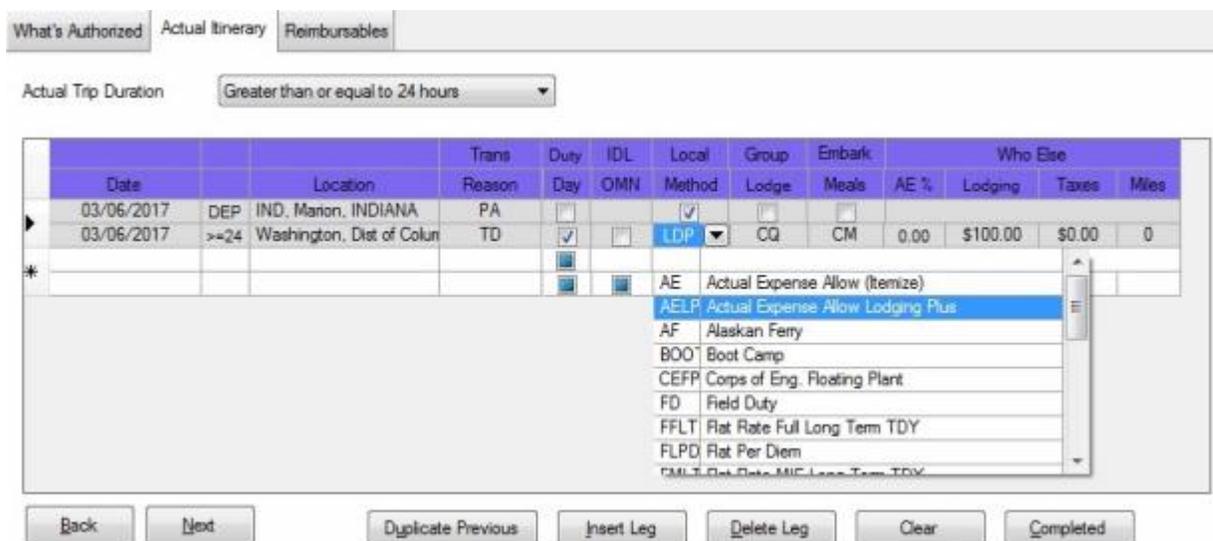
Actual Expense - Lodging Only

Occasionally, travelers will perform TDY in a **high cost area** where the **standard** per diem **rate** is **inadequate** to cover the expenses for suitable **lodging**.

When properly **approved**, these travelers can be granted the exception to claim reimbursement for actual expenses for lodging. The approval of Actual Expenses **increases** the **standard** per diem **rate** for lodging at the locality involved by **150%**. **Meals** are computed using the standard **M&IE rate** for the locality under the **lodgings plus method**.

 Complete the following steps to "activate" the Actual Expense-Lodging only per diem method:

1. At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears displaying several computation **methods**. Either **type** the letters **AELP**, or **click** on the *Up/Dn* arrows to highlight **AELP - Actual Expense Allow Lodging Plus** and then **click** on this method or simply **press Tab**.



Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	AE %	Who Else Lodging	Taxes	Miles
03/06/2017	IND, Marion, INDIANA	PA									
03/06/2017	>=24 Washington, Dist of Colum	TD	<input checked="" type="checkbox"/>		LDP	CQ	CM	0.00	\$100.00	\$0.00	0

2. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.

Members - On Board Ship

Claims involving TDY on-board a **government ship** have a significant impact upon the per diem calculation. Travelers are subject to the on-board per diem **rate effective at 0001** on the day after arriving on-board and terminating at 2400 on the day prior to departing the ship. IATS is designed to accurately calculate per diem while on-board a government ship when the correct input is made.

The correct input requires arriving the traveler into a **TDY** situation using Sea Duty (**SD**) as the per diem reimbursement **method**.

It may be necessary, however, to **arrive** the traveler into **another** type of per diem reimbursement **method** prior to the commencement of the Sea Duty. If so, it will be necessary to **depart** the traveler from this status and **arrive** them into the **Sea Duty** status.

 **Complete the following steps to "activate" the Sea Duty per diem method:**

1. At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears displaying several computation **methods**. Either **type** the letters **SD** or **click** on the *Up/Dn* arrows to highlight SD - Sea Duty and then **click** on this method or simply **press Tab**.

What's Authorized | Actual Itinerary | Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date	Trans	Location	Reason	Duty Day	IDL	Local	Group	Embark	Who Else			
				OMN	Method	Lodge	Meals	AE %	Lodging	Taxes	Miles	
03/06/2017	DEP	IND, IN, Marion	CP	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
03/06/2017	ARR	Norfolk US Atlantic Fleet	TD	<input checked="" type="checkbox"/>		LDP	GQ	GM	0.00	\$25.00	\$0.00	0
03/13/2017	DEP	Norfolk US Atlantic Fleet	CS	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
03/13/2017	ARR	Norfolk US Atlantic Fleet	TD	<input checked="" type="checkbox"/>		SD	GQ	DED	0.00	\$0.00	\$0.00	0
03/20/2017	DEP	Norfolk US Atlantic Fleet	CS	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
03/20/2017	ARR	Norfolk US Atlantic Fleet	TD	<input checked="" type="checkbox"/>		LDP	GQ	GM	0.00	\$25.00	\$0.00	0
03/24/2017	DEP	Norfolk US Atlantic Fleet	CP	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
03/24/2017	ARR	IND, IN, Marion	MC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	\$0.00	\$0.00	0
*				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Back | Next | Duplicate Previous | Insert Leg | Delete Leg | Clear | Completed

In this example, the traveler was in a normal **lodgings plus** per diem situation for several days at the TDY site. On **03/13/17**, however, the traveler went on-board a government ship. Notice that a **departure** from **LDP - Lodgings Plus** and an **arrival** into **SD - Sea Duty** was entered.

On **03/20/17** the traveler **disembarked** and **returned** to the **TDY** mission. Notice that a **departure** from **SD - Sea Duty** and an **arrival** into **LDP - Lodgings Plus** was entered.

Tip: **CS** was used as the mode of **transportation**, since no **travel** was actually performed. This entry was made only to **change** the per diem **status**.

2. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.

Tip: After **completing** the **itinerary**, IATS users should **review** and perhaps **modify** the **meal types** for the days **arriving** and **departing** the **ship** at the **Exceptions to Daily Expenses** screen.

Refer to the **Help** topic, "[Daily Exceptions](#)", for additional **instructions** on making **changes** to the daily **meal types**.

Civilians - On Board Ship

Settlements involving TDY on-board a **government ship** have a significant impact upon the per diem calculation. Travelers are subject to the on-board per diem rate effective at 0001 on the day after arriving on-board and terminating at 2400 on the day prior to departing the ship. IATS is designed to accurately calculate per diem while on-board a government ship when the correct input is made.

The correct input requires **arriving** the traveler into a **TDY** situation using Government Ship (**GS**) as the **per diem reimbursement method** .

It may be necessary, however, to **arrive** the traveler into **another** type of per diem reimbursement **method** prior to the commencement of the duty on board. If so, it will be necessary to **depart** the traveler from this status and **arrive** them into the **Government Ship** status.

In addition, when the traveler is a DoD civilian, an additional allowance is added to the on-board per diem rate if the traveler **pays** for **lodging**. After selecting **GS** as the reimbursement method, a *drop down list* appears at the **Lodging** field and the user must select one of the following options:

- **NLC** - No Lodging Cost
- **PFL** - Pays for Lodging

 **Complete the following steps to "activate" the Government Ship per diem method:**

1. At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears displaying several computation **methods**. Either **type** the letters **GS** or **click** on the *Up/Dn arrows* to highlight **GS - Government Ship** and then **click** on this method or simply **press Tab**.

IATS 7.2 User Guide

What's Authorized | Actual Itinerary | Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	AE %	Lodging	Taxes	Miles
03/06/2017	IND, IN, Marion	CP	<input type="checkbox"/>	<input type="checkbox"/>							
03/06/2017	ARR Norfolk US Atlantic Fleet	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LDP	GQ	CM	0.00	\$45.00	\$0.00	0
03/13/2017	DEP Norfolk US Atlantic Fleet	CS	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
03/13/2017	ARR Norfolk US Atlantic Fleet	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GS	NLC	CM	81.00	\$0.00	\$0.00	0
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		NLC	No Lodging Cost				
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		PFL	Pays For Lodging				

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed

In this example, the traveler was in a normal **lodgings plus** per diem situation for several days at the TDY site. On **03/13/17**, however, the traveler went on-board a government ship. Notice that a **departure** from **LDP - Lodgings Plus** and an **arrival** into **GS- Government Ship** was entered.

Tip: **CS** was used as the mode of **transportation**, since no travel was actually performed. This entry was made only to **change** the per diem **status**.

- At the **Lodging** field. Users must determine whether the traveler was required to **pay** for **lodging** while on board and **make** the proper selection.
- At the **Meals** field, another *drop down list* appears and the user must select one of the following options:
 - **GM** - Government Mess
 - **DED** - Deductible Meals
- After making the required selections for the **reimbursement method**, **lodging**, and **meals**, complete the **remainder** of the **itinerary** as usual and **finish** processing the settlement.

Note: If the traveler **returned** to the original per diem reimbursement **method** after disembarking from the government ship, **make** the proper entries to **depart** the traveler out of the **GS - Government Ship** method and arrive back into the applicable per diem reimbursement **method**.

Flat Rate - Long Term TDY

Effective **November 1, 2014**, the Per Diem, Travel and Transportation Allowance Committee has established a **Flat Rate** per diem allowance for Long Term TDY that authorizes a traveler **75%** of the locality per diem rate for TDY periods over 30 days but not exceeding **180** days. This item also establishes a **Flat Rate** per diem allowance for TDY in excess of **180** days to be set at **55%** of the locality per diem rate.

- The **Flat Rate** per diem does not apply when government lodging or contracted government lodging is available AND directed, when contracted government lodging is provided at no cost, or if a traveler chooses to stay in government quarters.
- Any traveler unable to find suitable **commercial lodging** at the reduced per diem rate should contact their Commercial Travel Office (**CTO**) for assistance. If both the traveler and the CTO determine that lodging is not available at the reduced per diem rate, the Authorizing Official (**AO**) may then authorize **actual lodging** (not to exceed the locality per diem rate). However, the traveler will receive **M&IE** at the **reduced** rate (**75%** for TDY of **31-180** days and **55%** for TDY of **181+** days).

Users will process this type of claim like any other TDY settlement with two exceptions.

Trip - Block No: FLATRATE - Request No: NEW

ARNOLD, TOMMY J. C TONO: FLATRATE

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodging	Embark Meals	Who Else
								Lodging Taxes Miles
11/1/2014	IND. IN, Marion	CP			LDP	CQ	CM	0.00 \$0.00 \$0.00 0.00
11/1/2014	Washington, DC, Dist of C	TD						

FFLT Flat Rate Full Long Term TDY

FLPD Flat Per Diem

FMLT Flat Rate MIE Long Term TDY

GRP Group Travel

Duplicate Previous Insert Leg Delete Leg Clear Completed

Other Exceptions Occasionals OK Cancel Help

Select the computational method of reimbursement to be used for this location

At the **Method** field when you are entering the itinerary, you will see two choices for Long Term TDY in the *drop down* list of options. **Click** on the applicable method.

- **FFLT - Flat Rate Full Long Term TDY:** Select this option if the **lodging** and **M&IE** are both subject to the reduced Flat Rate.
- **FMLT - Flat Rate MIE Long Term TDY:** - Select this option for those situations where either, (1) Gov't lodging is used; (2) lodging expense is zero (not incurred at all), or (3) no lodging could be found at the lower rate and the **AO** authorizes lodging up to the **max rate** for the locality. In these instances IATS will pay lodging at the entered amount on the screen (up to the maximum locality rate), while reducing **MIE** to the reduced specified **percentage**.

Trip - Block No: FLATRATE - Request No: NEW

ARNOLD, TOMMY J: C TONO: FLATRATE

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL	Local	Group	Embark	Who Else			
				OMN	Method	Lodging	Meals	AE %	Lodging	Taxes	Miles
11/1/2014	DEP IND, IN, Marion	CP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
11/1/2014	ARR Washington, DC, Dist of C	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FFLT	CQ	CM	75.00	\$0.00	\$0.00	0.00
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Duplicate Previous Insert Leg Delete Leg Clear Completed

Other Exceptions Occasionals OK Cancel ? Help

Enter the long term flat per diem percentage rate that applies (75 or 55)

At the **AE %** field when you are entering the itinerary, **enter either 75 or 55** as the **percentage rate** as applicable.

Complete the rest of the **itinerary** as usual and **finish** processing the **request**.

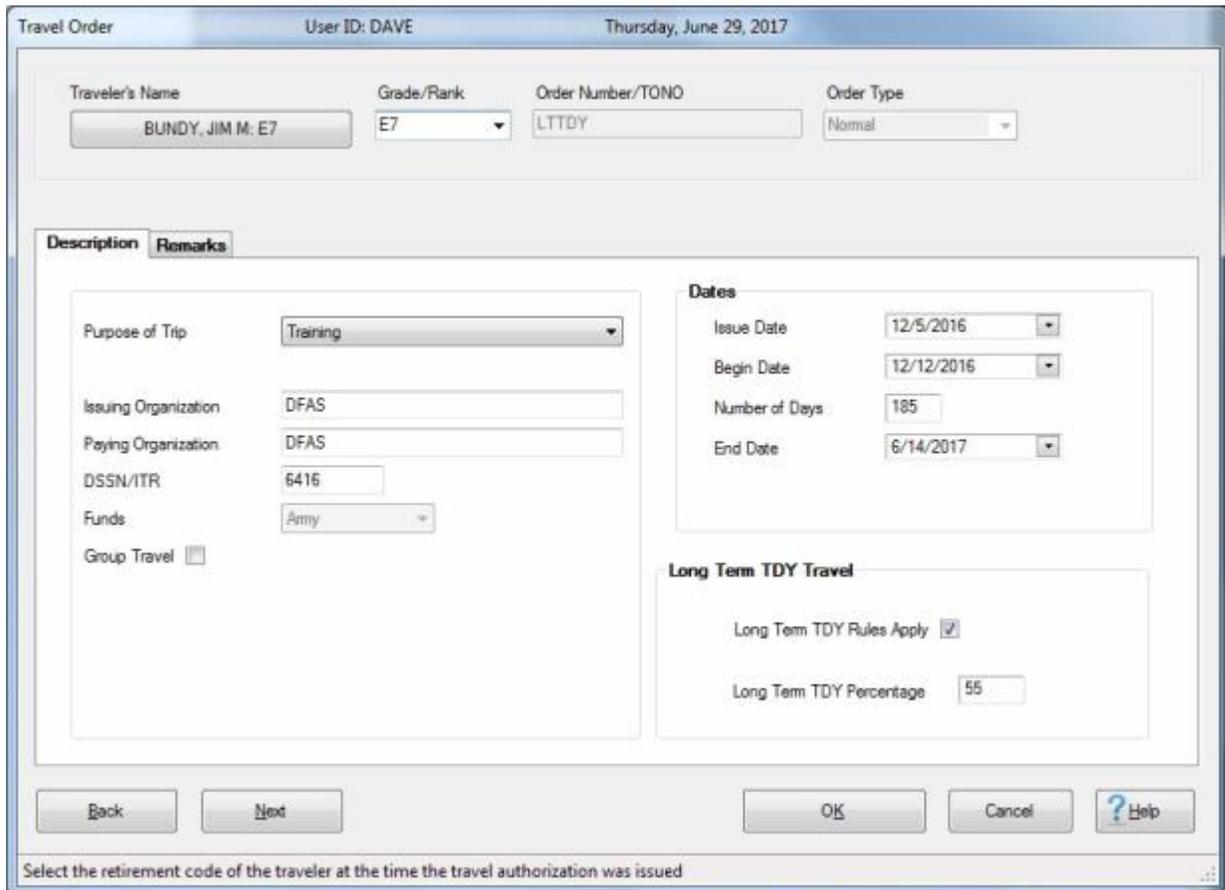
Long Term Training - Military

When a **military** member is assigned to a TDY location in support of a **contingency** operation for a period in excess of more than **180 days**, a **reduced flat rate per diem rate** may apply. This rate is reduced to **55 percent** of the maximum locality per diem rate.

Note: The reduced rate may be **adjusted**, however, if the **order issuing authority** determines that the 55 percent rate is **insufficient**.

 **Complete the following steps to "activate" the Long Term Training per diem method for Military personnel:**

1. **Two new** input fields will appear on the **Travel Order** screen when you are **creating** the travel order record in IATS.



Travel Order User ID: DAVE Thursday, June 29, 2017

Traveler's Name: BUNDY, JIM M. E7 Grade/Rank: E7 Order Number/TONO: LTTDY Order Type: Normal

Description Remarks

Purpose of Trip: Training

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 6416

Funds: Army

Group Travel:

Dates

Issue Date: 12/5/2016

Begin Date: 12/12/2016

Number of Days: 185

End Date: 6/14/2017

Long Term TDY Travel

Long Term TDY Rules Apply:

Long Term TDY Percentage: 55

Back Next OK Cancel Help

Select the retirement code of the traveler at the time the travel authorization was issued

2. If the number of days shown at the **Number of Days** field exceeds **180** days, you will see the two new input fields under the heading **Long Term TDY Travel**.
3. **Long Term TDY Rules Apply:** - **Click** in the **check box** to **activate** this rule if the reduced flat per diem rate is specified in the travel order.

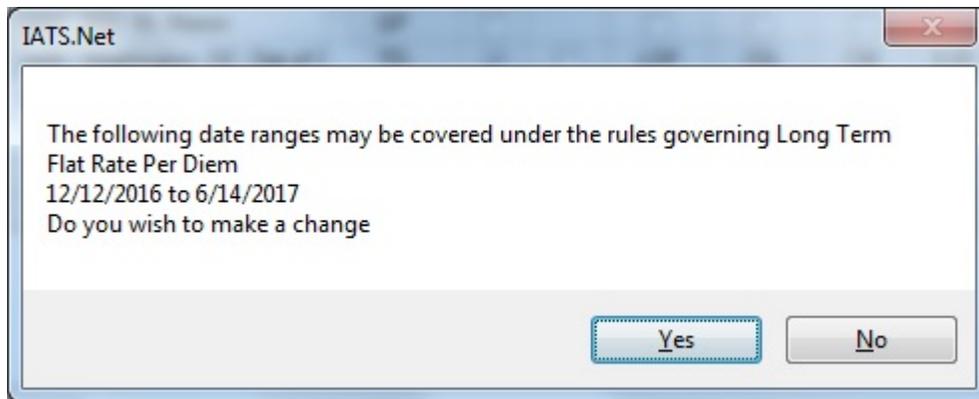
4. **Long Term TDY Percentage:** - The default value at this field is **55**. If a different rate is specified in the travel order, **click** in this field at **type** the applicable percentage **rate**.
5. **Click** on **OK** to **save** the travel order record.
6. At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears displaying several computation **methods**. Either **type** the letters **LT**, or **click** on the *Up/Dn* arrows to highlight **LT - Long Term TDY** and then **click** on this method or simply **press Tab**.

Date	Location	Trans	Duty	IDL	Local	Group	Embark	Who Else			
Date	Location	Reason	Day	OMN	Method	Lodge	Meals	AE %	Lodging	Taxes	Miles
12/12/2016	IND. IN, Marion	GP									
12/12/2016	Washington, DC, Dist of C	TD	✓		LDP	CQ	CM	0.00	\$0.00	\$0.00	0

Tip: Because of the **long nature** of this type of trip, travelers will normally **rent an apartment instead** of a **hotel room**. During the input of the **itinerary**, IATS prompts for entry of the **daily lodging** costs. First, determine what the apartment rental costs are for one month, to include the expenses allowed by the JFTR under this circumstance. **Divide** these costs by 30 to determine the **average daily lodging costs**. Enter the Daily Lodging Costs in the **Lodging Cost** field.

Note: If the average daily lodging cost was entered at the **Lodging Cost** field in the itinerary, do not enter the lodging expenses at the **Reimbursables** tab because the traveler will be reimbursed for lodging **twice**.

7. After entering the itinerary and clicking on the **Completed** button, the following **pop-up message** will appear.



8. **Click** on *Yes* or *No* as appropriate.
9. **Lodging Taxes:** - For **CONUS** long term training TDY trips, **lodging taxes** are separately reimbursable and must be entered at the **Reimbursables** screen.
10. **Complete** the remainder of the **claim** as you would for a normal TDY trip. IATS will apply the specified reduced flat per diem rate for the computation of the per diem entitlement.

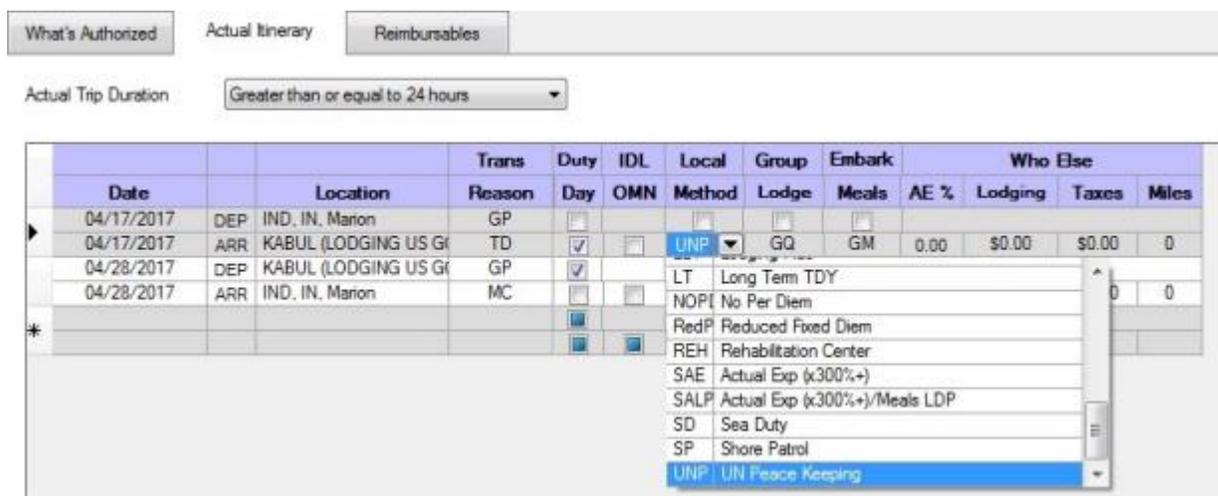
UN Peacekeeping Missions

When service members perform TDY on a **UN Peacekeeping Mission**, they are subject to a **special rule** regarding the computation of per diem. In accordance with the **JFTR, para. U4155**, these travelers are only entitled to the difference, if any, between the UN mission subsistence allowance and the standard per diem allowance for a member TDY to the same area on a **non-UN mission**.

IATS, therefore, does not calculate any **per diem** for performing duty on a UN peacekeeping mission. Any difference due the member must be manually calculated and **entered** as a **reimbursable expense**.

 **Complete the following steps to "activate" the UN Peacekeeping Mission per diem method:**

1. At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears at the Method field, if you **click** on the *down arrow* button, displaying several computation **methods**. Either **type** the letters **UNP**, or **click** on the *Up/Dn arrows* to highlight UNP - UN Peace Keeping and then **click** on this method or simply **press Tab**.



The screenshot shows the 'Actual Itinerary' tab in the IATS system. At the top, there are buttons for 'What's Authorized', 'Actual Itinerary', and 'Reimbursables'. Below these is a dropdown for 'Actual Trip Duration' set to 'Greater than or equal to 24 hours'. The main part of the screen is a table with columns: Date, Location, Trans, Duty, IDL, Local, Group, Embark, and Who Else. The 'Who Else' column has sub-columns for Lodging, Taxes, and Miles. A dropdown menu is open over the 'Method' field in the 'Local' column, showing a list of methods: UNP (highlighted), LT (Long Term TDY), NOP (No Per Diem), RedP (Reduced Fixed Diem), REH (Rehabilitation Center), SAE (Actual Exp (x300%+)), SALP (Actual Exp (x300%+)/Meals LDP), SD (Sea Duty), and SP (Shore Patrol).

Date	Location	Trans	Duty	IDL	Local	Group	Embark	Who Else										
								Reason	Day	OMN	Method	Lodge	Meals	AE %	Lodging	Taxes	Miles	
04/17/2017	IND. IN, Marion	GP																
04/17/2017	KABUL (LODGING US G)	TD	<input checked="" type="checkbox"/>															
04/28/2017	KABUL (LODGING US G)	GP	<input checked="" type="checkbox"/>															
04/28/2017	IND. IN, Marion	MC																

2. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.

Note: Remember, IATS does not calculate any **per diem** for performing duty on a UN peacekeeping mission. Therefore, any difference due the member must be manually calculated and **entered** as a **reimbursable expense**.

Entering Occasional Expenses

For **certain** types of travel **situations**, per diem is not payable. If a traveler is required to use **personal funds** to purchase **meals** or **lodging**, however, these expenses are considered to be **Occasional Expenses**. Reimbursement for the **purchase** of **occasional expenses** typically occur under one of the following **circumstances**:

- Round Trip performed in 12 Hours or Less
- Duty on board a Government Ship
- Field Conditions
- Group Travel

If one of these situations apply, the **Occasional Expenses** screen is used to capture the expenses for lodging and meals purchased by the traveler with personal funds.

 **Complete the following steps to "enter" Occasional Expenses:**

1. After **finishing** the **itinerary**, complete the **Constructed Itinerary** screen, if applicable, and the **Reimbursables** screen.
2. After clicking the **OK** button at the **Reimbursables** screen, a **message** appears asking if you want to **view/modify** the **occasional expenses**. **Click** on the **Yes** button. The **Occasional Expenses** screen appears.

Tip: The IATS user can go **directly** to the **Occasional Expenses** screen by **clicking** on the **Occasionals** button at the bottom of the **Actual Itinerary** tab.

Occasional Expenses - Block No: 030315-TDY - Request No: 81

DOE, JOHN TONO: 03-001

Arrive Date	Location	Reason for Stop	Method	Lodging Type	Lodging Cost	Meal Types
3/3/2015	Saint Louis, MO, St Louis City	TD	LDP	CQ	\$0.00	CM
3/3/2015	IND, IN, Marion	MC			\$0.00	

Date	Type	Location	Amount	Taxes
3/3/2015	Commercial Breakfast		\$0.00	\$0.00

Other... Insert Expense Delete Expense OK Cancel ? Help

Select the type of expense incurred by the traveler

- At this screen, **make the required entries** at each of the following fields:

Tip: Notice that the **travel legs** for the trip are **shown** in the **Itinerary** section for **information** purposes. This will **assist** the IATS user in **determining** which **dates** are applicable to occasional expenses.

- Date:** If the **correct** date is displayed at the date field, **press Tab** to continue. **If not, click** on the **down arrow** button to display a list of dates applicable for the trip. **Click** on the **desired date** for the occasional expense being entered.
- Type:** At this field, **click** on the **down arrow** button to display a **drop down list** of various **types** of occasional expenses. Use the **Up/Dn arrows** or press the **Up/Dn arrows** on the **keyboard** to scroll through the list. When the correct type is **highlighted**, **press Tab** or **click** on the highlighted **type** to make a **selection**.
- Location:** The location entered at this field should be the location where the **official duty** was **performed** or the traveler **remained overnight**. At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first **two** letters of the state or country name. If necessary, **click** the **Up/Dn arrows** until the desired name is displayed. **Click** on the **highlighted** name or **press Tab** to make the selection. At the **City / Zip Code** or **Country** fields, type the first **two** letters of the city name. This displays a listing of city names, for the previously selected state or country, beginning with those letters. Use the **same procedures** for selecting the **State** or **Country** to **select** the **City** name.
- Amount:** Type the **dollar amount** claimed for the occasional expense.
- Taxes:** **If** the TDY location is within CONUS, Alaska, Hawaii, or a US territory, the user is prompted to enter the **daily** lodging **taxes** amount. IATS will **automatically reduce** the taxes by the appropriate percentage when the **claimed** amount for **lodging** exceeds the **authorized** amount. **If** these taxes are entered at the Occasional Expenses screen, **do not** enter them again at the **Reimbursables**

- tab. The amount calculated for the taxes will appear on the **Calculations** tab after the trip has been completely entered.
9. When **finished** entering the occasional expenses, **click** on the **OK** button and complete the claim as usual.

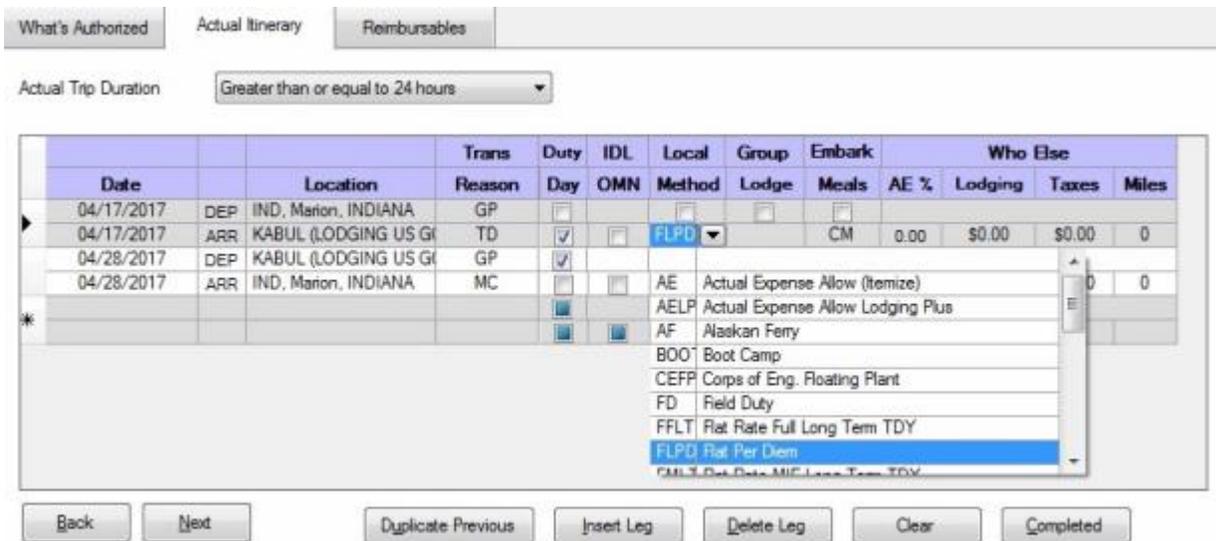
Special Per Diem Rate

In accordance with the **JFTR, para. U4135**, the Secretary of the Service concerned may enact a **zero**, or **reduced per diem rate** for service members performing TDY in support of a particular mission. IATS will calculate the per diem entitlement at a **Flat Rate**. The Flat Rate per diem method is **activated** by making the appropriate selection from the **Reimbursement Method drop down listing** when completing the **itinerary**.

As with most of the **alternative** per diem reimbursement methods, the special per diem rate is **effective** beginning at **0001** on the day after the day of arrival at the special per diem rate location. In addition, this rate remains in **effect** until **2400** on the day prior to the day departing this location.

 **Complete the following steps to "activate" the Flat Rate per diem method:**

1. At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears displaying several computation **methods**. Either **type** the letters **FLPD**, or **click** on the *Up/Dn* arrows to highlight FLPD - Flat Per Diem and then **click** on this method or simply **press Tab**.



Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	AE %	Lodging	Taxes	Miles
04/17/2017	IND, Marion, INDIANA	GP									
04/17/2017	KABUL (LODGING US G)	TD	<input checked="" type="checkbox"/>		FLPD		CM	0.00	\$0.00	\$0.00	0
04/28/2017	KABUL (LODGING US G)	GP	<input checked="" type="checkbox"/>								
04/28/2017	IND, Marion, INDIANA	MC			AE						0

Note: After selecting **FLPD** and **pressing Tab**, IATS automatically populates the **Meals** field with **CM**. This is because the special per diem rate is treated as a **flat rate** with no deductions made for **meals** or to the **incidental** portion of per diem.

2. At the **Lodging Cost** field, **type** the specified dollar amount for the **daily Flat Per Diem Rate**. This rate must include any daily lodging costs.
3. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.

Tip: Since the special per diem rate is not effective on the **day of arrival**, any **lodging** cost procured by the traveler must be **entered** into the **Lodg. Costs** field at the **Exceptions to Daily Expenses** screen on this day.

Refer to the **Help** topic, "[Daily Exceptions](#)", for **additional instructions** on **completing** the Daily Exceptions screen.

Inpatient in Hospital

When a service **member**, performing **TDY**, becomes ill or injured, and requires **hospitalization**, the new duty status is changed to **Inpatient Station**. **No entitlement** to **per diem** exists under this condition. A member, however, is entitled to reimbursement for occasional expenses for **meals**, **lodging**, and **retained lodging**, if these were procured at personal expense.

A similar situation exists when **hospitalization** at a location other than the **PDS** is necessary and requires **travel** at **government expense**. In this case, the member is entitled to **per diem** for the **travel** to and from the hospital, but not while in an **inpatient status**.

The **prohibition** to per diem for a traveler in the **Inpatient in Hospital** situation is **effective** beginning at **0001** on the day after the day of admission in the hospital. In addition, this prohibition remains in **effect** until **2400** on the day prior to the day of discharge.

If the traveler was performing **TDY** and required hospitalization, it is **necessary** to **depart** the traveler from the original per diem reimbursement method and **arrive** them into the **Inpatient in Hospital** status. Upon **discharge** from the hospital, the IATS user must depart the traveler from the **Inpatient in Hospital** status and **arrive** them **back** into the original per diem reimbursement method if returning to the **TDY** mission.

 **Complete the following steps to "activate" the Inpatient in Hospital per diem method:**

1. At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears displaying several computation **methods** (if you click on the *down arrow* button). Either **type** the letters **INP** or **click** on the *Up/Dn arrows* to highlight **INP - Inpatient in Hospital** and then **click** on this method or simply **press Tab**.

What's Authorized
Actual Itinerary
Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date	Trans	Location	Reason	Duty Day	IDL	Local	Group	Embark	Who Else			
					OMN	Method	Lodge	Meals	AE %	Lodging	Taxes	Miles
04/17/2017	DEP	IND, IN, Marion	CP	<input type="checkbox"/>								
04/17/2017	ARR	Fort Sil, OK, Comanche	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	CQ	CM	69.00	\$62.50	\$7.50	0
04/22/2017	DEP	Fort Sil, OK, Comanche	CS	<input checked="" type="checkbox"/>								
04/22/2017	ARR	Fort Sil, OK, Comanche	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INP	GQ	DED	0.00	\$0.00	\$0.00	0
04/25/2017	DEP	Fort Sil, OK, Comanche	CS	<input checked="" type="checkbox"/>								
04/25/2017	ARR	Fort Sil, OK, Comanche	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	CQ	CM	69.00	\$62.50	\$7.50	0
04/28/2017	DEP	Fort Sil, OK, Comanche	CP	<input checked="" type="checkbox"/>								
04/28/2017	ARR	IND, IN, Marion	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00	0
*				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							

Back
Next
Duplicate Previous
Insert Leg
Delete Leg
Clear
Completed

In this example, the traveler was in an **ILPP** per diem situation for several days at the TDY site. On **04/22/17**, however, the traveler was admitted to the hospital. Notice that a **departure** from **ILPP** and an **arrival** into **INP - Inpatient in Hospital** was entered.

On **04/25/17** the traveler was discharged and **returned** to the **TDY** mission. Notice that a **departure** from **INP - Inpatient in Hospital** and an **arrival** into **ILPP** was entered.

Note: **CS** was used as the mode of **transportation**, since no travel was actually performed. This entry was made only to **change** the per diem **status**.

2. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.
3. After **completing** the Reimbursables screen and **clicking** on the **OK** button, a *pop-up appears* asking if you want to **view/modify** occasional expenses. **Click** on the **Yes** button and **enter** any **occasional expenses** claimed by the traveler, if applicable.

Tip: After **completing** the **itinerary**, IATS users should **review** and perhaps **modify** the **meal types** for the days **arriving** and **departing** the **hospital** at the **Exceptions to Daily Expenses** screen.

Refer to the **Help** topic, "Daily Exceptions", for additional **instructions** on making **changes** to the daily **meal types**.

Inpatient Outside of Hospital

When a service **member**, performing **TDY**, becomes ill or injured, and is considered to be an **inpatient**, but does not require **hospitalization**, the new duty status is changed to **Inpatient Outside of Hospital**. No entitlement to per diem exists under this condition. A member, however, is entitled to reimbursement for occasional expenses for **meals** and **lodging**, if these were procured at personal expense.

The **prohibition** to per diem for a traveler in the **Inpatient Outside of Hospital** situation is **effective** beginning at **0001** on the day after the day of in the hospital. In addition, this prohibition remains in **effect** until **2400** on the day prior to the day of discharge.

If the traveler was performing **TDY** and went into a **Inpatient Outside of Hospital** status, it is **necessary** to **depart** the traveler from the original per diem reimbursement method and **arrive** them into the **Inpatient Outside of Hospital** status. Upon **discharge** from this status, the IATS user must **depart** the traveler from the **Inpatient Outside of Hospital** status and **arrive** them **back** into the original per diem reimbursement method if returning to the **TDY** mission.

 Complete the following steps to "activate" the Inpatient Outside of Hospital per diem method:

1. At the **Method** field, when entering data into the **Itinerary** screen, a drop down listing appears displaying several computation **methods** (if you click on the *down arrow* button). Either **type** the letters **INPO** or **click** on the *Up/Dn arrows* to highlight **INPO - Inpatient Outside of Hospital** and then **click** on this method or simply **press Tab**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else				
								ILPP	Lodging	Taxes	Miles	
04/17/2017	DEP IND, Marion, INDIANA	CP	<input type="checkbox"/>									
04/17/2017	ARR Fort Sill, Comanche, OKLA	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	CQ	CM	\$69.00	\$62.50	\$7.50	0	
04/22/2017	DEP Fort Sill, Comanche, OKLA	CS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
04/22/2017	ARR Fort Sill, Comanche, OKLA	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INPO	GQ	DED	\$0.00	\$0.00	\$0.00	0	
04/25/2017	DEP Fort Sill, Comanche, OKLA	CS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
04/25/2017	ARR Fort Sill, Comanche, OKLA	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	CQ	CM	\$69.00	\$62.50	\$7.50	0	
04/28/2017	DEP Fort Sill, Comanche, OKLA	CP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
04/28/2017	ARR IND, Marion, INDIANA	MC	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	0					
*			<input checked="" type="checkbox"/>									

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

In this example, the traveler was in an **ILPP** per diem situation for several days at the TDY site. On **04/22/17**, however, the traveler's status was changed to **Inpatient**

Outside of Hospital. Notice that a **departure** from **ILPP** and an **arrival** into **INPO - Inpatient Outside of Hospital** was entered.

On **04/25/17** the traveler was discharged and **returned** to the **TDY** mission. Notice that a **departure** from **INPO - Inpatient Outside of Hospital** and an **arrival** into **ILPP** was entered.

Note: **CS** was used as the mode of **transportation**, since no travel was actually performed. This entry was made only to **change** the per diem **status**.

2. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.
3. After **completing** the **Reimbursables** screen and **clicking** on the **OK** button, a *pop-up appears* asking if you want to **view/modify** occasional expenses. **Click** on the **Yes** button and **enter** any **occasional expenses** claimed by the traveler, if applicable.

Tip: After **completing** the **itinerary**, IATS users should **review** and perhaps **modify** the **meal types** for the days **arriving** and **departing** the **Inpatient Outside of Hospital** status at the **Exceptions to Daily Expenses** screen.

Refer to the **Help** topic, "Daily Exceptions", for additional **instructions** on making **changes** to the daily **meal types**.

Voluntary Return by POC

Travelers on extended TDY trips often voluntarily return home on non-duty days when the **TDY point** is reasonably close to their **residence**. When travelers voluntarily return home and then return to the **temporary duty point**, they are **entitled to reimbursement** for their travel expenses. However, these expenses (usually mileage reimbursement) **may not exceed the cost to the government had the traveler remained** at the **TDY point**.

Being absent from the TDY point while on a Voluntary Return (VR), affects the per diem calculation. In order for IATS to make the proper calculation, the per diem **status** must be **changed** to a **voluntary return** status. This is accomplished by departing the traveler from the **TDY point**, arriving them at the **VR point**, and entering VR as the **Reason for Stop**.

 Complete the following steps to "enter" a Voluntary Return by POC settlement:

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

Date	Location	Trans	Duty	IDL	Local	Group	Embark	Who Else				
Date	Location	Reason	Duration	Day	OMN	Method	Lodge	Meals	AE %	Lodging		
03/13/2017	DEP IND, IN, Marion	PA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
03/13/2017	ARR Fort Knox, KY, Hardin	TD		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LDP	CQ	CM	0.00	\$65.00	
03/31/2017	DEP Fort Knox, KY, Hardin	PA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
03/31/2017	ARR IND, IN, Marion	VR	>=24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	

In the example above, the traveler departs the **TDY point** on **03/31/17**, and arrived at the **VR point** the same day.

1. At the **Reason** field for the arrival leg at the **VR point**, select **VR - Voluntary Return** for the **reason for stop**.
2. At the **Duration** field, **click** on the *down arrow* button and then **click** on the **option** that applies for the **length of time** the traveler **remained** at the VR location.

What's Authorized Actual Itinerary **Constructed Itinerary** Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
									AE %	Lodging	Taxes	Miles
03/13/2017	DEP	IND, IN, Marion	PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
03/13/2017	ARR	Fort Knox, KY, Hardin	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$65.00	\$7.50	157
03/31/2017	DEP	Fort Knox, KY, Hardin	PA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
03/31/2017		>=24 IND, IN, Marion	VR	<input type="checkbox"/>	<input type="checkbox"/>		CQ	CM	0.00	\$0.00	\$0.00	153
04/02/2017	DEP	IND, IN, Marion	PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
04/02/2017	ARR	Fort Knox, KY, Hardin	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$65.00	\$7.50	157
04/28/2017	DEP	Fort Knox, KY, Hardin	PA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
04/28/2017	ARR	IND, IN, Marion	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00	153

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

The traveler departed the **VR point** on **04/02/17** and arrived back at the **TDY point** the same day.

3. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.
4. After completing the Itinerary, the **Constructed Itinerary** tab appears.

What's Authorized Actual Itinerary **Constructed Itinerary** Reimbursables

Constructed Trip Duration Greater than or equal to 24 hours

From Date	To Date	To Location	Duration	Miles
3/13/2017	3/13/2017	Fort Knox, KY, Hardin		157
3/31/2017	3/31/2017	IND, IN, Marion	>=24	153
4/2/2017	4/2/2017	Fort Knox, KY, Hardin		157
4/28/2017	4/28/2017	IND, IN, Marion	>=24	153

Back Next Recalc Dates

5. At the Constructed Itinerary tab make any necessary changes to the **Duration** fields if applicable.
6. At the **Reimbursables** tab, **ensure** that any expenses associated to the **VR legs** of travel are so **indicated**, In addition, **indicate** whether the **VR expense** was associated with going home or staying at the **TDY point**.

What's Authorized		Actual Itinerary		Constructed Itinerary		Reimbursables			
Date	Nature of Expense	Type	Amount Claimed	Amount Approved	Split	IBOP	VR Leg	Go Stay	
03/13/2017	ATM ADVANCE EXPENSE	F	0.00	0.00	<input type="checkbox"/>	US	0	<div style="border: 1px solid black; padding: 2px;"> GO STAY </div>	

Note: When processing a TDY settlement that involves a **VR**, two new columns appear at the **Reimbursables** tab.

7. At the **VR Leg** column, **click** on the *down arrow* button. A drop down list appears displaying the **legs** of travel identified in the **itinerary** as **VR legs**. If the **expense** being entered is **associated** with a **VR leg** of travel, **click** on the **number** that **represents** the correct **VR leg**. If the expenses is not **associated** with a VR leg, **click** on the number **zero**.
8. At the **Go/Stay** column, **click** on the *down arrow* button. A drop down list appears displaying the words **GO** and **STAY**. If the expenses is not **associated** with a **VR leg**, no action is necessary. If the **expense** is **associated** with a **VR leg**, however, one of the following **actions** is required:
 - **Click** on the word (**GO**) to **indicate** the **expense** was incurred to go **home**
 - **Click** on the word (**STAY**) to **indicate** the **expense** was incurred to stay at the **TDY point**

Tip: After **completing** the **itinerary**, IATS users should **review** and perhaps **modify** the **meal types** and **lodging costs** for the days **traveling** from/to the **TDY point** to perform the VR travel.

Refer to the **Help** topic, "[Daily Exceptions](#)", for additional **instructions** on making **changes** to the daily **meal types** and **lodging costs**.

Voluntary Return by Commercial Transportation

Travelers on extended TDY trips often voluntarily return home on non-duty days when the **TDY point** is reasonably close to their **residence**. When travelers voluntarily return home and then return to the **temporary duty point**, they are **entitled to reimbursement** for their travel expenses. However, these expenses **may not exceed the cost** to the **government** had the traveler remained at the **TDY point**.

Being absent from the TDY point while on a Voluntary Return (VR), affects the per diem calculation. In order for IATS to make the proper calculation, the per diem **status** must be **changed** to a **voluntary return** status. This is accomplished by departing the traveler from the **TDY point**, arriving them at the **VR point**, and entering VR as the **Reason for Stop**.

 Complete the following steps to "enter" a Voluntary Return by Commercial Transportation settlement:

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

Date	Location	Trans	Duty	IDL	Local	Group	Embark	Who Else	Lodge	Meals	AE %	Lodging
03/13/2017	DEP IND, IN, Marion	PA										
03/13/2017	ARR Fort Knox, KY, Hardin	TD							CQ	CM	0.00	\$65.00
03/31/2017	DEP Fort Knox, KY, Hardin	PA										
03/31/2017	ARR IND, IN, Marion	VR							CQ	CM	0.00	\$0.00

In the **example above**, the traveler departs the **TDY point** on **03/31/17**, and arrived at the **VR point** the same day.

1. At the **Reason** field for the arrival leg at the **VR point**, select **VR - Voluntary Return** for the **reason for stop**.
2. At the **Duration** field, **click** on the *down arrow* button and then **click** on the **option** that applies for the **length of time** the traveler **remained** at the VR location.

IATS 7.2 User Guide

What's Authorized Actual Itinerary **Constructed Itinerary** Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
03/13/2017	IND, Marion, INDIANA	PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
03/13/2017	Fort Knox, Hardin, KENTU	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$65.00	\$7.50	157
03/31/2017	Fort Knox, Hardin, KENTU	CP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00	157
03/31/2017	IND, Marion, INDIANA	VR	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00	157
04/02/2017	IND, Marion, INDIANA	CP	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00	157
04/02/2017	Fort Knox, Hardin, KENTU	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	CQ	CM	69.00	\$65.00	\$7.50	157
04/28/2017	Fort Knox, Hardin, KENTU	PA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00	153
04/28/2017	IND, Marion, INDIANA	MC	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00	153

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

The traveler departed the **VR point** on **04/02/17** and arrived back at the **TDY point** the same day.

3. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.
4. After completing the Itinerary, the **Constructed Itinerary** tab appears.

What's Authorized Actual Itinerary **Constructed Itinerary** Reimbursables

Constructed Trip Duration Greater than or equal to 24 hours

From Date	To Date	To Location	Duration	Miles
3/13/2017	3/13/2017	Fort Knox, KY, Hardin		157
3/31/2017	3/31/2017	IND, IN, Marion	>=24	153
4/2/2017	4/2/2017	Fort Knox, KY, Hardin		157
4/28/2017	4/28/2017	IND, IN, Marion	>=24	153

Back Next Recalc Dates

5. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.
6. At the **Reimbursables** tab, **ensure** that any expenses associated to the **VR legs** of travel are so **indicated**, In addition, **indicate** whether the **VR expense** was associated with going home or staying at the **TDY point**.

Date	Nature of Expense	Type	Amount Claimed	Amount Approved	Split	IBOP	VR Leg	Go Stay
03/13/2017	ATM ADVANCE EXPENSE	F	0.00	0.00	<input type="checkbox"/>	US	0	STAY
03/31/2017	AIRFARE	A	75.00	75.00	<input type="checkbox"/>	US	1	GO
04/02/2017	AIRFARE	A	75.00	75.00	<input type="checkbox"/>	US	0	
					<input type="checkbox"/>		0	
					<input type="checkbox"/>		1	

Buttons: Back, Next, Insert Expense, Delete Expense

Note: When processing a TDY settlement that involves a **VR**, two new columns appear at the **Reimbursables** tab.

7. At the **VR Leg** column, **click** on the *down arrow* button. A drop down list appears displaying the **legs** of travel identified in the **itinerary** as **VR legs**. If the **expense** being entered is **associated** with a **VR leg** of travel, **click** on the **number** that **represents** the correct **VR leg**. If the expenses is not **associated** with a VR leg, **click** on the number **zero**.
8. At the **Go/Stay** column, **click** on the *down arrow* button. A drop down list appears displaying the words **GO** and **STAY**. If the expenses is not **associated** with a **VR leg**, no action is necessary. If the **expense** is **associated** with a **VR leg**, however, one of the following **actions** is required:
 - **Click** on the word (**GO**) to **indicate** the **expense** was incurred to go **home**
 - **Click** on the word (**STAY**) to **indicate** the **expense** was incurred to stay at the **TDY point**

Tip: After **completing** the **itinerary**, IATS users should **review** and perhaps **modify** the **meal types** and **lodging costs** for the days **traveling** from/to the **TDY point** to perform the VR travel.

Refer to the **Help** topic, "[Daily Exceptions](#)", for additional **instructions** on making **changes** to the daily **meal types** and **lodging costs**.

ITRA Settlements

ITRA Settlements - Overview

If an employee is on a **extended Taxable TDY** assignment, then all allowances and **reimbursements** for travel expenses, plus all travel expenses that the Government pays directly on the employee's behalf in connection with the TDY assignment, are **taxable** income.

This includes all allowances, reimbursements, and direct **payments** to **vendors** from the day that the employee or the employee's agency recognized that the extended TDY assignment was expected to exceed one year.

The agency will **reimburse** the employee for substantially all of the income **taxes** that were incurred as a result of the extended Taxable TDY assignment..

This reimbursement consists of **two parts**:

- (1) The Withholding Tax Allowance (**WTA**).
- (2) The "Extended TDY Tax Reimbursement Allowance" (**ETTRA**) also known as the (**ITRA**) "Income Tax Reimbursement Allowance".

Note: For the ITRA **reimbursement**, your agency will use the **same one year or two year process** that is currently used for the relocation income tax allowance (**RITA**).

The **process** for reimbursing the employee for the tax burden associated with a taxable extended TDY assignment will always involve (at least) two ITRA **payments**.

- (1) The **first** payment is referred to as the **Initial** Income Tax Reimbursement Allowance. The initial payment is made in the **year following** the **conclusion** of the taxable extended taxable TDY **assignment**.
- (2) The **second** payment is referred to as the **RITA Type** Income Tax Reimbursement Allowance. The RITA Type payment is made in the **year following** the **payment** of the Initial **ITRA**.

Following is a typical **example** using the calendar years **2014** and **2015** as the **years** the Extended Taxable TDY Assignment **spanned**:

- If taxable reimbursements had date **paid** in **2014**, then in **2015** a (1st Year) **Initial** ITRA would be computed on it. In **2016** the (2nd Year) **RITA Type** ITRA would be processed against that (1st Year) **Initial** ITRA claim.
- If additional taxable reimbursements are received in **2015**, then in **2016** the (2nd Year) **Initial** ITRA would be processed. In **2017** the (2nd Year) **RITA Type** ITRA would be processed against that (2nd Year) **Initial** ITRA claim.

Note: You will generally always have **4** ITRA's during an Extended Taxable TDY Assignment.....one a year for **4** years, but they will only **span two tax years**, **unless** the travel spans three calendar years. In that case, you will have **6** total ITRA's **spanning** those same 3 tax years.

Processing ITRA Settlements

If an employee is on a **taxable extended TDY** assignment, then all allowances and **reimbursements** for travel expenses, plus all travel expenses that the Government pays directly on the employee's behalf in connection with the TDY assignment, are **taxable** income.

This includes all allowances, reimbursements, and direct **payments to vendors** from the day that the employee or the employee's agency recognized that the extended TDY assignment was expected to exceed one year.

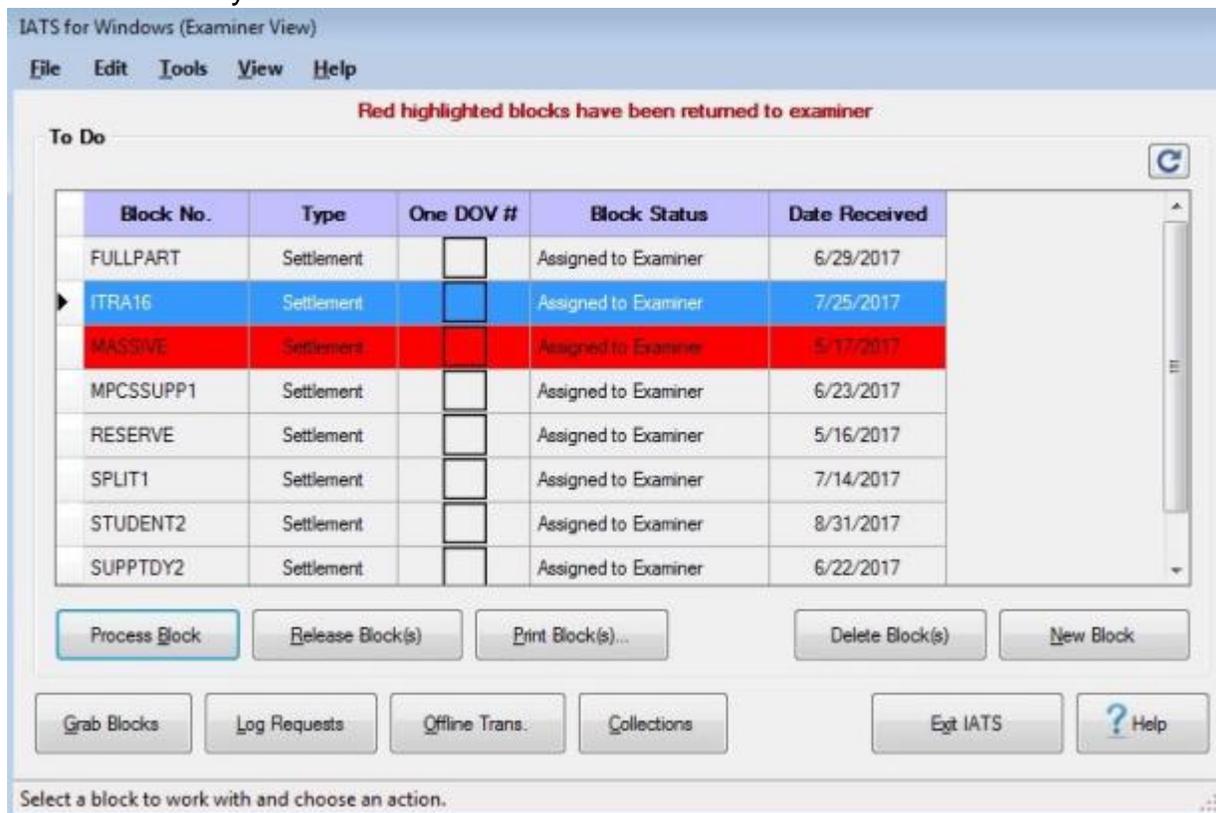
The agency will **reimburse** the employee for substantially all of the income **taxes** that were incurred as a result of the taxable extended TDY assignment..

This reimbursement consists of two parts:

- (1) The Withholding Tax Allowance (**WTA**).
- (2) The "Extended TDY Tax Reimbursement Allowance" (ETTRA) also known as the (**ITRA**) "Income Tax Reimbursement Allowance".

 **Complete the following steps to "enter" an (Initial) ITRA Settlement Request:**

1. **Login** to IATS in the **Examiner** View mode or change the View to Examiner, if necessary.



IATS for Windows (Examiner View)

File Edit Tools View Help

Red highlighted blocks have been returned to examiner

To Do

Block No.	Type	One DOV #	Block Status	Date Received
FULLPART	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/29/2017
ITRA16	Settlement	<input type="checkbox"/>	Assigned to Examiner	7/25/2017
MASSIVE	Settlement	<input type="checkbox"/>	Assigned to Examiner	5/17/2017
MPCSSUPP1	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/23/2017
RESERVE	Settlement	<input type="checkbox"/>	Assigned to Examiner	5/16/2017
SPLIT1	Settlement	<input type="checkbox"/>	Assigned to Examiner	7/14/2017
STUDENT2	Settlement	<input type="checkbox"/>	Assigned to Examiner	8/31/2017
SUPPTDY2	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/22/2017

Process Block Release Block(s) Print Block(s)... Delete Block(s) New Block

Grab Blocks Log Requests Offline Trans. Collections Exit IATS ? Help

Select a block to work with and choose an action.

2. **Select** a **block** through one of the following methods:

- **Method 1:** - Click the [Grab Blocks](#) button and **select** a block from the **Logged Pool**.
- **Method 2:** - **Double click** on the desired **block** listed under the **To Do** section or by **clicking** on the **block** once and then **clicking** the **Process Block** button.
- **Method 3:** - **Click** on the **New Block** button and [create a new block](#).

Note: After selecting a block, using one of the (3) methods listed above, the **Request Selection** screen appears. At this screen, any request already **logged** to the block is listed under the **Select Request(s)** section.

3. At the **Request Selection** screen, **select** a request through one of the following methods:

- **Method 1:** - **Double click** on the desired request.
- **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
- **Method 3:** - **Click** on the **New** button.

Note: If the **New** button is **clicked**, the **Select Traveler** screen appears. At this screen the Examiner must [select](#) or [create](#) the traveler's **account**. After selecting or creating the traveler account, the **Travel Order Selection** screen appears.

Travel Order Selection

FUDD, ELMER

Traveler ID: 333993333 Traveler Name: FUDD, ELMER

Address-1: 201 W EAST ST Grade/Rank: C

Address-2: Organization: DFAS

City: INDIANAPOLIS DSSN:

State/Country: INDIANA

Zip Code: 46226 [Traveler Profile](#)

TONO: ITRA2014 [Local Travel](#) Click the Local Button for Local (1164) travel

Order Number	Category	Start Date	End Date
ITRA2014	Normal	6/1/2014	8/31/2015
TDY05	Normal	8/24/2015	8/28/2015

Select an existing order or enter a new order number with which you wish to work

[OK](#) [Cancel](#) [? Help](#)

4. When the Travel Order Selection screen is displayed, any existing travel order for the traveler will appear in the grid in the Order section.
5. **Click** on the travel **order number** you wish to process the ITRA settlement for and then **click** on **OK**.
6. Since a previous claim for the **extended TDY** trip has been processed, the **Select Supplemental To** screen will appear.

Select Supplemental to:

Block No. ITRA20

FUDD, ELMER

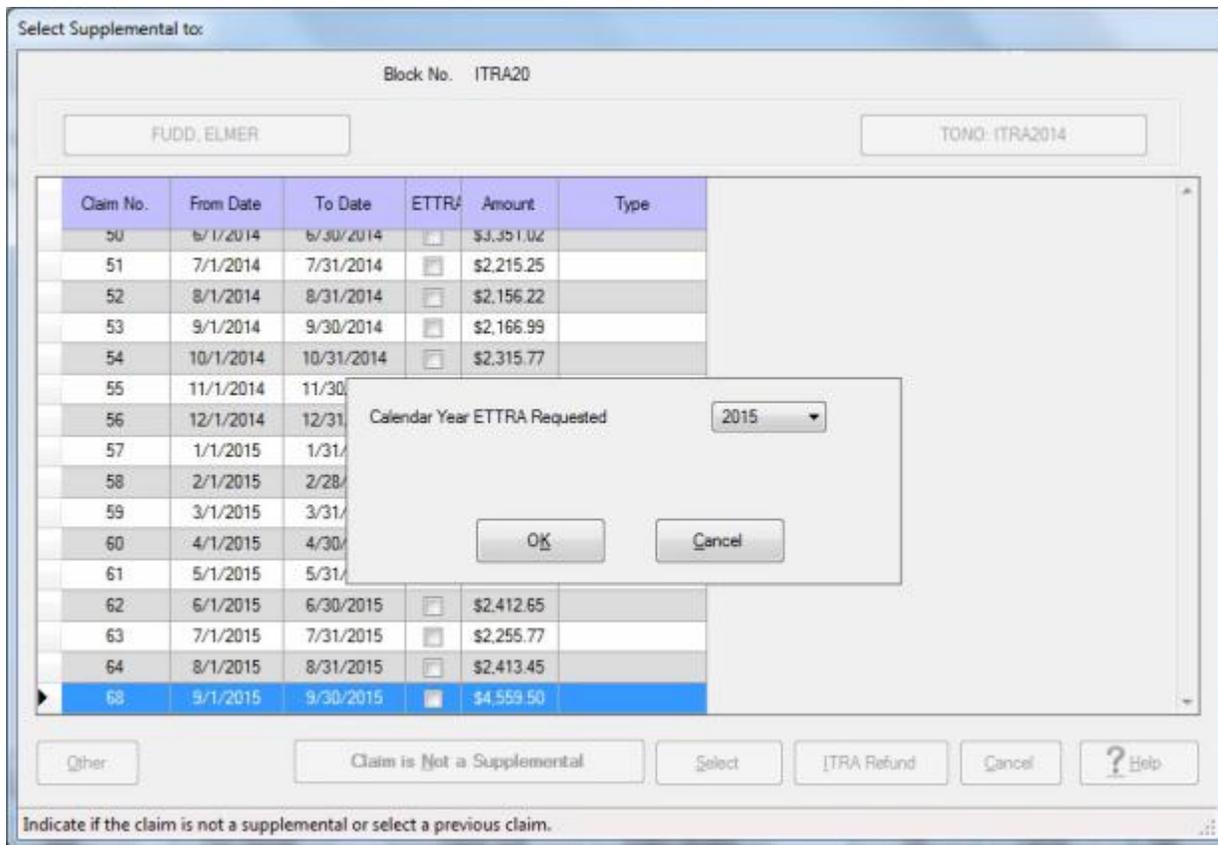
TONO: ITRA2014

Claim No.	From Date	To Date	ETTRA	Amount	Type
50	6/1/2014	6/30/2014	<input type="checkbox"/>	\$3,351.02	
51	7/1/2014	7/31/2014	<input type="checkbox"/>	\$2,215.25	
52	8/1/2014	8/31/2014	<input type="checkbox"/>	\$2,156.22	
53	9/1/2014	9/30/2014	<input type="checkbox"/>	\$2,166.99	
54	10/1/2014	10/31/2014	<input type="checkbox"/>	\$2,315.77	
55	11/1/2014	11/30/2014	<input type="checkbox"/>	\$2,412.66	
56	12/1/2014	12/31/2014	<input type="checkbox"/>	\$2,255.22	
57	1/1/2015	1/31/2015	<input type="checkbox"/>	\$2,134.77	
58	2/1/2015	2/28/2015	<input type="checkbox"/>	\$2,233.44	
59	3/1/2015	3/31/2015	<input type="checkbox"/>	\$2,312.55	
60	4/1/2015	4/30/2015	<input type="checkbox"/>	\$2,351.76	
61	5/1/2015	5/31/2015	<input type="checkbox"/>	\$2,244.55	
62	6/1/2015	6/30/2015	<input type="checkbox"/>	\$2,412.65	
63	7/1/2015	7/31/2015	<input type="checkbox"/>	\$2,255.77	
64	8/1/2015	8/31/2015	<input type="checkbox"/>	\$2,413.45	
68	9/1/2015	9/30/2015	<input type="checkbox"/>	\$4,559.50	

Other Claim is Not a Supplemental Select ITRA Refund Cancel ? Help

Indicate if the claim is not a supplemental or select a previous claim.

- At the Select Supplemental To screen **ensure** that the **extended TDY trip** you wish to process the ITRA settlement for is **highlighted**. Click on the claim if necessary to select the claim.
- When the extended TDY trip claim is highlighted, **click** on the **ITRA Refund** button. The **ITRA Year pop-up** screen appears.



9. If the correct year is not shown at the **Calendar Year ITRA Requested** field, **click** on the *down arrow* button and then **click** on the correct year.
10. When the correct year has been selected, **click** on the **OK** button. The **Settlement Request** screen appears.

Settlement Request - Block No: ITRA20 - Request No: NEW

FUDD, ELMER: C TONO: ITRA2014

Request Type - Settlement
Type of Settlement: Final - First Submission

Remit To Adv/Acct **Entitlements** Calculations Financial Remarks

Types of Entitlements Claimed
 Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
Initial Income Tax Reimbursement Allowance	1/1/2015-12/31/2015	Unvalidated Data

ETTRA
View/Modify
Delete

<Back Next> Daily Summary Cons. Comp. Show Calcs

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

Review or enter new entitlements for this claim.

11. Click on the **Entitlements** tab. The **Initial Income Tax Reimbursement Allowance** claim will be displayed.

Note: Since the listed claim **type** is "Initial Income Tax Reimbursement Allowance". This indicates that this will be the **1st ITRA payment** for the **year following the payment** of the Extended Taxable TDY Assignment entitlements.

12. Click on the **View/Modify** button. The **Income Tax Reimbursement Allowance** screen will appear.

Income Tax Reimbursement Allowance (ITRA)

ITRA for Tax Year 2015

Filing Status:

Adjusted Gross Income for Tax Year

Travel Reimbursement for Tax Year

Personal Exemptions and Itemized or Standard Deductions

	Original	Recalculated
Adjusted Taxable Income	<input type="text" value="\$55,475.00"/>	<input type="text" value="\$50,915.50"/>
Federal Tax Rate (%)	<input type="text" value="25%"/>	<input type="text" value="25%"/>
(a) Federal Tax	<input type="text" value="\$13,868.75"/>	<input type="text" value="\$12,728.88"/>
State	<input type="text" value="INDIANA"/>	
Percent of Income <input type="radio"/>	Percent of Federal Tax <input type="radio"/>	
State Tax Rate (%)	<input type="text" value="3.3%"/>	<input type="text" value="3.3%"/>
(b) State Tax	<input type="text" value="\$1,830.68"/>	<input type="text" value="\$1,680.21"/>
Local Tax	<input type="text" value="MARION"/>	
Percent of Income <input checked="" type="radio"/>	Percent of Federal Tax <input type="radio"/>	Percent of State Tax <input type="radio"/>
Locality Tax Rate (%)	<input type="text" value=".07%"/>	<input type="text" value=""/>
(C) Locality Tax	<input type="text" value="\$38.83"/>	<input type="text" value="\$0.00"/>
(d) Total	<input type="text" value="\$15,738.26"/>	<input type="text" value="\$14,409.09"/>
Additional Taxes Incurred due to Travel Reimbursement (ITRA)	<input type="text" value="\$1,329.17"/>	

Enter the description for the locality for which local taxes are withheld (if any)

Refer to the **Help** topic, "[Completing the Income Tax Reimbursement Allowance Screen](#)" for additional instructions.

Completing the Income Tax Reimbursement Allowance Screen

The **Income Tax Reimbursement Allowance** screen is used to calculate the ITRA entitlement.

 Use the following steps to "complete" Income Tax Reimbursement Allowance screen:

Income Tax Reimbursement Allowance (ITRA)

ITRA for Tax Year 2015

Filing Status:

Adjusted Gross Income for Tax Year

Travel Reimbursement for Tax Year

Personal Exemptions and Itemized or Standard Deductions

	Original	Recalculated
Adjusted Taxable Income	<input type="text" value="\$55,475.00"/>	<input type="text" value="\$50,915.50"/>
Federal Tax Rate (%)	<input type="text" value="25%"/>	<input type="text" value="25%"/>
(a) Federal Tax	<input type="text" value="\$13,868.75"/>	<input type="text" value="\$12,728.88"/>
State	<input type="text" value="INDIANA"/>	
Percent of Income <input type="radio"/>	Percent of Federal Tax <input type="radio"/>	
State Tax Rate (%)	<input type="text" value="3.3%"/>	<input type="text" value="3.3%"/>
(b) State Tax	<input type="text" value="\$1,830.68"/>	<input type="text" value="\$1,680.21"/>
Local Tax	<input type="text" value="MARION"/>	
Percent of Income <input checked="" type="radio"/>	Percent of Federal Tax <input type="radio"/>	
Percent of State Tax <input type="radio"/>		
Locality Tax Rate (%)	<input type="text" value=".07%"/>	<input type="text" value=""/>
(C) Locality Tax	<input type="text" value="\$38.83"/>	<input type="text" value="\$0.00"/>
(d) Total	<input type="text" value="\$15,738.26"/>	<input type="text" value="\$14,409.09"/>
Additional Taxes Incurred due to Travel Reimbursement (ITRA)	<input type="text" value="\$1,329.17"/>	

Enter the description for the locality for which local taxes are withheld (if any) ..:

1. **Filing Status:** - The default value at this field is **Single**. If a different status is required, **click** on the *down arrow* button and then **click** on the correct status. **Press Tab** to continue
2. **Adjusted Gross Income for Tax Year:** - **Enter** the **amount** of the traveler's gross adjusted income tax for the specified tax year and **press Tab** to continue.
3. **Personal Exemptions and Itemized or Standard Deductions:** - **Enter** the traveler's **exemptions** or **deductions** and **press Tab**.
4. **State:** - At the State field, either type the **abbreviation** or **click** on the *down arrow* button and **click** on the appropriate state name from the *drop-down* list.
5. **Percent of Income or Federal Tax:** - **Click** in the **radio button** (if necessary) to **select** the correct option for how the **income tax** is **calculated** for the specified state. When the correct option is selected **press Tab** to continue.
6. **State Tax Rate (%):** - The **rates** displayed at these fields are **pulled** from the State Tax Rates **table** in the IATS **database**. If necessary, **enter** a new tax **rate** for the **Original** or **Adjusted** tax rate for the Tax Year. If no changes are needed, **press Tab** through these fields to continue.
7. **Local Tax:** - At the **Local Tax** field **enter** the **name** of the **locality** if local taxes are applicable and **press Tab** to continue.
8. **Percent of Income, Federal, or State Tax:** - **Click** in the **radio button** (if necessary) to **select** the correct option for how the **income tax** is **calculated** for the specified locality. When the correct option is selected **press Tab** to continue.
9. **Locality Tax Rate (%):** - Since locality tax rates are not stored in the IATS database, you must manually **enter** the **Original** or **Adjusted** tax rate for the specified locality.
10. When steps 1 - 9 above have been completed, **click** on the **OK** button to **save** you entries. IATS returns to the **Settlement Request** screen.
11. **Finish** processing the claim as usual by adding the **accounting** lines and entering any desired **remarks**.

Processing ITRA (RITA type) Settlements

If an employee is on a **taxable extended TDY** assignment, then all **allowances** and **reimbursements** for travel expenses, plus all **travel expenses** that the Government pays directly on the employee's behalf in connection with the TDY assignment, are **taxable** income.

This includes all **allowances**, **reimbursements**, and direct **payments** to **vendors** from the day that the employee or the employee's agency recognized that the extended TDY assignment was expected to exceed one year.

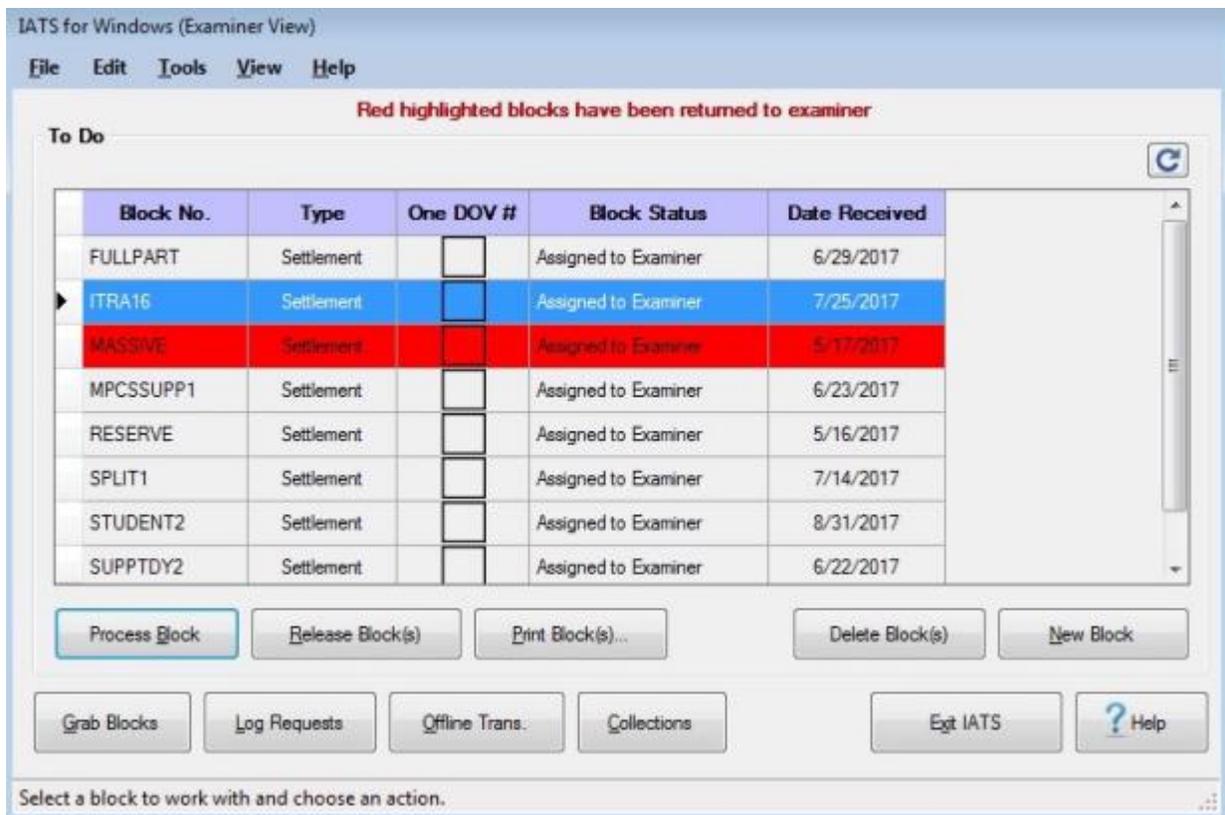
The agency will **reimburse** the employee for substantially all of the income **taxes** that were incurred as a result of the taxable extended TDY assignment..

This reimbursement consists of two **parts**:

- (1) The Withholding Tax Allowance (**WTA**).
- (2) The "Extended TDY Tax Reimbursement Allowance" (ETTRA) also known as the (**ITRA**) "Income Tax Reimbursement Allowance".

 **Complete the following steps to "enter" a (RITA Type) ITRA Settlement Request:**

1. **Login** to IATS in the **Examiner** View mode or change the View to Examiner, if necessary.



2. **Select a block through** one of the **following methods:**

- **Method 1:** - Click the [Grab Blocks](#) button and **select** a block from the **Logged Pool**.
- **Method 2:** - **Double click** on the **desired block** listed under the **To Do** section or by **clicking** on the **block once** and then **clicking** the **Process Block** button.
- **Method 3:** - Click on the **New Block** button and [create a new block](#).

Note: After selecting a block, using one of the (3) methods listed above, the **Request Selection** screen appears. At this screen, any request already **logged** to the block is listed under the **Select Request(s)** section.

Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) Number of requests:

SSN	Name	TONO	Type of Request	Start Date	End Date	Date Created	Category	Status

3. At the **Request Selection** screen, **select** a request through one of the following methods:
- **Method 1:** - **Double click** on the desired request.
 - **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
 - **Method 3:** - **Click** on the **New** button.

Note: If the **New** button is **clicked**, the **Select Traveler** screen appears. At this screen the Examiner must **select** or **create** the traveler's **account**. After selecting or creating the traveler account , the **Travel Order Selection** screen appears.

Travel Order Selection

FUDD, ELMER

Traveler ID: 333993333 Traveler Name: FUDD, ELMER

Address-1: 201 W EAST ST Grade/Rank: C

Address-2: Organization: DFAS

City: INDIANAPOLIS DSSN:

State/Country: INDIANA

Zip Code: 46226

TONO: ITRA2014 Click the Local Button for Local (1164) travel

Order Number	Category	Start Date	End Date
ITRA2014	Normal	6/1/2014	8/31/2015
TDY05	Normal	8/24/2015	8/28/2015

Select an existing order or enter a new order number with which you wish to work

4. When the Travel Order Selection screen is displayed, any existing travel order for the traveler will appear in the grid in the Order section.
5. **Click** on the travel **order number** you wish to process the ITRA settlement for and then **click** on **OK**.
6. Since a previous claim for the **extended TDY** trip has been processed, the **Select Supplemental To** screen will appear.

Select Supplemental to:

Block No. ITRA21

FUDD, ELMER

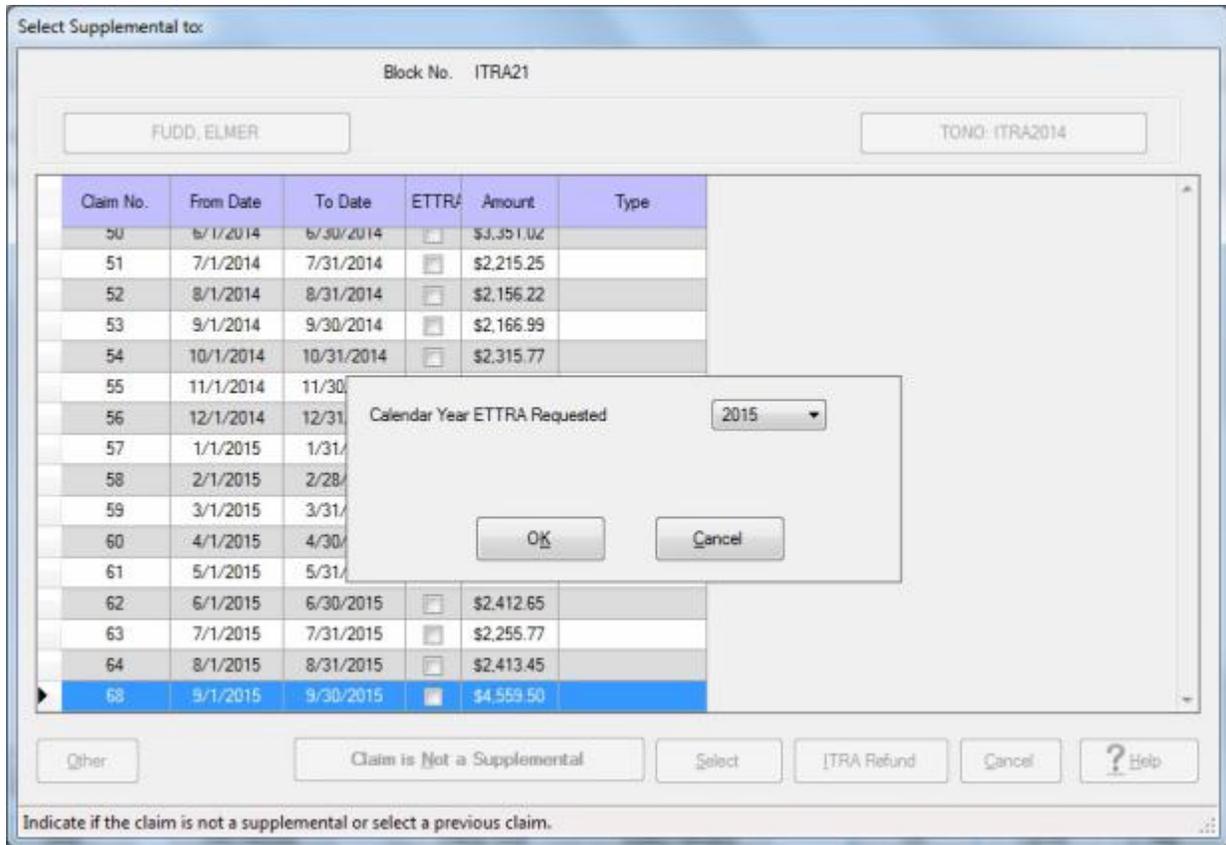
TONO: ITRA2014

Claim No.	From Date	To Date	ETTRA	Amount	Type
50	6/1/2014	6/30/2014	<input type="checkbox"/>	\$3,351.02	
51	7/1/2014	7/31/2014	<input type="checkbox"/>	\$2,215.25	
52	8/1/2014	8/31/2014	<input type="checkbox"/>	\$2,156.22	
53	9/1/2014	9/30/2014	<input type="checkbox"/>	\$2,166.99	
54	10/1/2014	10/31/2014	<input type="checkbox"/>	\$2,315.77	
55	11/1/2014	11/30/2014	<input type="checkbox"/>	\$2,412.66	
56	12/1/2014	12/31/2014	<input type="checkbox"/>	\$2,255.22	
57	1/1/2015	1/31/2015	<input type="checkbox"/>	\$2,134.77	
58	2/1/2015	2/28/2015	<input type="checkbox"/>	\$2,233.44	
59	3/1/2015	3/31/2015	<input type="checkbox"/>	\$2,312.55	
60	4/1/2015	4/30/2015	<input type="checkbox"/>	\$2,351.76	
61	5/1/2015	5/31/2015	<input type="checkbox"/>	\$2,244.55	
62	6/1/2015	6/30/2015	<input type="checkbox"/>	\$2,412.65	
63	7/1/2015	7/31/2015	<input type="checkbox"/>	\$2,255.77	
64	8/1/2015	8/31/2015	<input type="checkbox"/>	\$2,413.45	
68	9/1/2015	9/30/2015	<input checked="" type="checkbox"/>	\$4,559.50	

Other Claim is Not a Supplemental Select ITRA Refund Cancel ? Help

Indicate if the claim is not a supplemental or select a previous claim.

- At the Select Supplemental To screen **ensure** that the **extended TDY trip** you wish to process the ITRA settlement for is **highlighted**. Click on the claim if necessary to.
- When the extended TDY trip claim is highlighted, **click** on the **ITRA Refund** button. The **ITRA Year pop-up** screen appears.



9. If the correct year is not shown at the **Calendar Year ITRA Requested** field, **click** on the *down arrow* button and then **click** on the correct year.
10. When the correct year has been selected, **click** on the **OK** button. The **Settlement Request** screen appears.

Settlement Request - Block No: ITRA21 - Request No: NEW

FUDD, ELMER, C TONO: ITRA2014

Request Type - Settlement
 Type of Settlement: Final - First Submission

Remit To | Adv/Acct | **Entitlements** | Calculations | Financial | Remarks

Types of Entitlements Claimed
 Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
RITA Type Income Tax Reimbursement Allow	1/1/2015-12/31/2015	Unvalidated Data

ETTRA
View/Modify
Delete

<Back Next> Daily Summary Cons. Comp. Show Calcs

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

Review or enter new entitlements for this claim.

11. Click on the **Entitlements** tab. The **RITA Type Income Tax Reimbursement Allowance** claim will be displayed.

Note: Since the listed claim **type** is "RITA Type Income Tax Reimbursement Allowance". This indicates that this is the **second** ITRA payment which is made in the **year following** the **payment** of the Initial **ITRA** payment.

12. Click on the **View/Modify** button. The **ITRA - (RITA Type)** screen will appear.

Extended TDY Tax Reimbursement Allowance (ETTRA) - Block No: ITRA21 - Request No: NEW

FUDD, ELMER TONO: ITRA2014

General State Tax Municipal Tax

Year 1: 2016

Filing Status: Single

Gross Income		
	W-2	Schedule SE
Employee:	58,750.00	0.00
Spouse:	0.00	0.00

Reimbursements not deductible for State income tax purposes: 0.00

Back Next Other OK Cancel ? Help

Enter the amount of Moving expense reimbursements not deductible for State income tax purposes ToolStripStatusLabel2

Refer to the **Help** topic, "[Completing the ITRA \(RITA Type\) Screen - General tab](#)" for additional instructions.

Completing the ITRA (RITA Type) Screen - General tab

At the ITRA screen **General** tab, the user must **specify** the **tax year**, the employee's **filing status**, and the employee/spouse **gross income**.

 Use the following steps to "complete" the ITRA (RITA Type) Screen - General tab:

Extended TDY Tax Reimbursement Allowance (ETTRA) - Block No: ITRA21 - Request No: NEW

FUDD, ELMER TONO: ITRA2014

General State Tax Municipal Tax

Year 1: 2016

Filing Status: Single

Gross Income

	W-2	Schedule SE
Employee:	58,750.00	0.00
Spouse:	0.00	0.00

Reimbursements not deductible for State income tax purposes: 0.00

Back Next Other OK Cancel ? Help

Enter the amount of Moving expense reimbursements not deductible for State income tax purposes ToolStripStatusLabel2

1. **Year 1:** At this field, the user must **enter** the **tax year** in which the reimbursement for the Income Tax Reimbursement was **received**. The **default** value at this field, is the **year prior** to the **current year**. If this is correct, **press Tab** to continue. If not, **type** the **correct year** in YYYY format.
2. **Filing Status:** At this field, a **drop down listing** appears, when you **click** in the field or **click** on the **down arrow**. This list **displays** the possible **choices** for the Federal Income Tax filing **status**. **Press** the *Up/Dn* arrow **keys** to highlight the desired **choice** and **press Tab** or **click** on the desired **choice** to make a selection. **Press Tab** to continue.

3. **Employee W-2:** At this field, **type** the dollar **amount** for the gross income for the employee. This amount should **reflect all income** from **wages** for the year entered at the **Year 1** field.
4. **Employee Schedule SE:** At this field, **type** the dollar **amount** for the gross income for the employee. This amount should **reflect all income** from **Self Employment** for the year entered at the **Year 1** field.
5. **Spouse W-2:** At this field, **type** the dollar **amount** for the gross income for the spouse. This amount should **reflect all income** from **wages** for the year entered at the **Year 1** field.
6. **Spouse Schedule SE:** At this field, **type** the dollar **amount** for the gross income for the spouse. This amount should **reflect all income** from **Self Employment** for the year entered at the **Year 1** field.
7. **Reimbursements not deductible for State income tax purposes:** At this field, **type** the dollar **amount**, if any, for the total of the reimbursed expenses that were **exempt** from **Federal Income Tax Withholding**, but are **subject** to **State Income Taxes**.
8. When **finished** entering the required information at the **ITRA (RITA Type) Screen - General** tab, **click** on the **Next** button or the **State Tax** tab to continue.

Refer to the **Help** topic, "[Completing the ITRA \(RITA Type\) Screen - StateTax tab](#)", for additional **instructions**.

Completing the ITRA (RITA Type) Screen - StateTax tab

At the ITRA State Tax tab, the user must specify the **State(s)** the employee has a tax liability to and **specify** whether the **tax** is based on a **percentage** of **Income** or **Federal Tax**.

 Use the following steps to "complete" the ITRA State Tax - tab:

1. **State # 1:** - At this field, the user must specify the first state the employee has a tax liability to. **Click** in this field or **click** on the **down arrow**. A **drop down listing** appears displaying a list of state names. **Type** the first letter of the state **name**. IATS will highlight the first state name beginning with that letter. If necessary, **click** the **Up/Dn arrows** until the desired name is displayed. **Click** on the highlighted name or **press** Tab to make the selection and then **press** Tab to continue.

Tip: When **selecting** the **State**, you may **select** the option "**None**" if the desired state **does not** have a state income tax.

2. **Percent:** - **Click** in this field, IATS will automatically populate this field with the applicable percentage from the tax table in the **Maintenance** module.
3. **Percent of Income:** - A black dot must appear in this field if the tax **liability** is based on a **percentage** of the employee's **income**. **Click** in this **field** to **display** the black dot, if necessary.
4. **Percent of Federal Tax:** - A black dot must appear in this field if the tax **liability** is based on a **percentage** of the employee's **Federal Tax liability**. **Click** in this **field** to **display** the black dot, if necessary.
5. **Repeat steps 1 - 4** for the **State # 2** and **State # 3** sections, if the employee has a tax liability to a second or third state.
6. **More than one State taxes same portion of Reimbursement:** - Click in this **check box** to **activate** this **option** if applicable.
7. **One State allows Adjustment/Credit for taxes paid to other State:** - Click in this **check box** to **activate** this **option** if applicable.
8. When **finished** entering the required information at the **ITRA State Tax** tab, **click** on the **Next** button or the **Municipal Tax** tab to continue.

Refer to the **Help** topic, "[Completing the ITRA \(RITA Type\) Screen - Municipal Tax tab](#)", for additional **instructions**.

Completing the ITRA (RITA Type) Screen - Municipal Tax tab

At the **ITRA Municipal Tax** tab, the user must specify the city or county the employee has a tax liability to and **specify** whether the **tax** is based on a **percentage** of **Income** or **Federal Tax**.

 Use the following steps to "complete" the ITRA Municipal Tax - tab:

1. **Municipality # 1:** At this field, the user must specify the first city/county the employee has a tax liability to. **Type** the city/county **name** and **press Tab**.
2. **Percent:** At this field, **type** the applicable percentage **rate** and **press Tab**.
3. **Located in:** - If there is only one state involved, no action is necessary. If there are two states involved, however, **click** in the **circle** next to the correct state.
4. **Percent of Income:** A black dot must appear in this field if the tax **liability** is based on a **percentage** of the employee's **income**. **Click** in this **field** to **display** the black dot, if necessary.

5. **Percent of Federal Tax:** A black dot must appear in this field if the tax **liability** is based on a **percentage** of the employee's **Federal Tax liability**. **Click** in this **field** to **display** the black dot, if necessary.
6. **Percent of State Tax:** A black dot must appear in this field if the tax **liability** is based on a **percentage** of the employee's **Federal Tax liability**. **Click** in this **field** to **display** the black dot, if necessary.
7. **Repeat** steps 1 - 6 for the **Municipality # 2** section, if the employee has a tax liability to a second city/county.
8. When **finished** entering the required information at the **ITRA Municipal Tax** tab, **click** on the **OK** button. IATS returns to the **Settlement Request** screen.
9. If no additional expenses are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
10. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Partial Settlements

Partial Settlements - Overview

Note: For **Navy** users only, you now have the capability of processing Partial Settlements for **PCS** travel as well. There are **three** important **issues** that you must be aware of, however:

1. For **Beginning** and **Middle** periods, the **effective date of orders** must be the **Pay To Date**. It cannot be a **future** date.
2. For the **Ending/Final** period, compute the **effective date of orders** in accordance with the travel **regulations**.
3. The payment of **DLA** should only be included in the **Ending/Final** period since the effective date of orders has an affect on the proper rate.

Travelers who perform **TDY/PCS** for an extended period, are expected to file a partial settlement every 30 days. The partial settlement **amount** paid to the traveler is for the **per diem accrued** during the **period** listed on the claim.

When processing partial settlements, the first claim submitted is considered to the **beginning period**. The subsequent periods are either middle periods, or a final period. It is **possible not** to have a middle period. If the beginning partial was for **30 days** and there were only 20 days remaining on the trip, the next period is the **final**.

Click on the **See Also** button below and **select** the particular **topic** for additional information on working with Partial Settlements.

Entering the Beginning Partial Settlement

In order to process a **partial Settlement**, users must specify that the **type** of settlement is a **partial** and must also specify the **type** of partial. This is accomplished at the **Settlement Request** screen.

 Complete the following steps to "enter" a beginning partial settlement:



Settlement Request - Block No: PART1 - Request No: NEW

STREET, DUSTY O: E7 TONO: PARTIAL

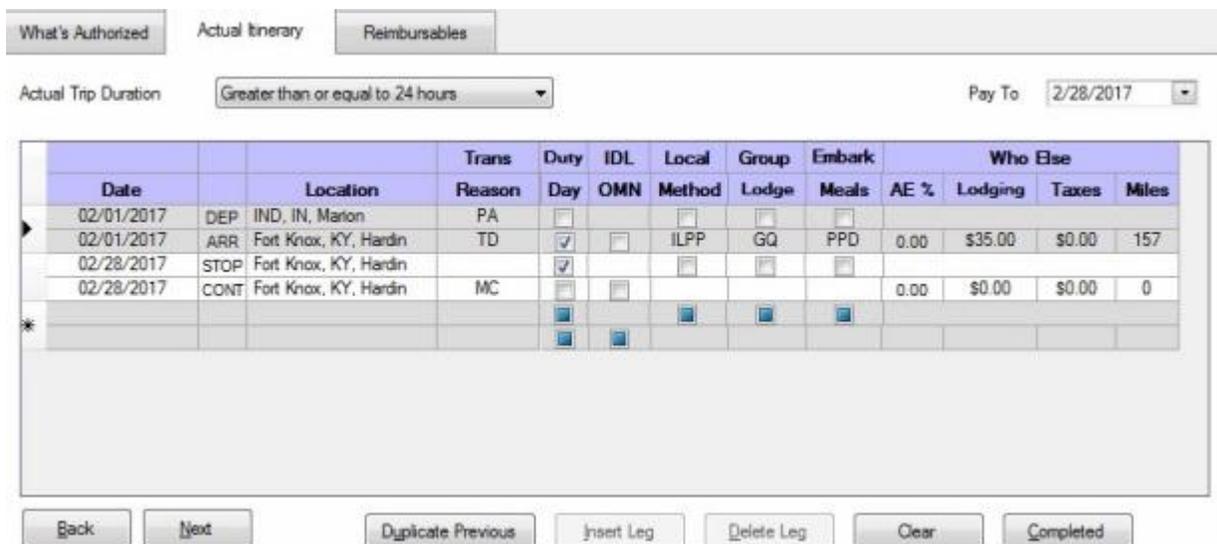
Request Type - Settlement

Type of Settlement: Type of Partial:

1. **Type of Settlement:** - At this field, **click** on the *down arrow* button to **display** the **list** of settlement **types** and then **click** on **Partial**.
2. **Type of Partial:** - At this field, **click** on the *down arrow* button to **display** the **list** of partial **types** and then **click** on **Beginning**.

The next key **requirement** for processing a **partial settlement** occurs at the **Actual Itinerary** tab. At this tab, the user must specify the **Pay To** period.

Note: For **Navy** users, the **Beginning** and **Middle** periods, the **effective date of orders** must be the **Pay To Date**. It cannot be a **future** date.



What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Pay To:

Date	Location	Trans Reason	Duty Day	IDL	Local Method	Group Lodge	Embark Meals	Who Else			
				OMN				AE %	Lodging	Taxes	Miles
02/01/2017	DEP IND, IN, Marion	PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
02/01/2017	ARR Fort Knox, KY, Hardin	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	GQ	PPD	0.00	\$35.00	\$0.00	157
02/28/2017	STOP Fort Knox, KY, Hardin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
02/28/2017	CONT Fort Knox, KY, Hardin	MC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	\$0.00	\$0.00	0
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

3. **Pay To:** - At this field, **type** the end of the beginning partial period in **MMDDYY** format.

4. Complete the **itinerary** as usual.

Note: The user will **notice** that IATS automatically populates the **Reason** field with **MC** to indicate the end of the payment **period**. In addition, the **columns** that are normally populated with Depart (**DEP**) and Arrive (**ARR**) now show **STOP** and Continue (**CONT**). This **indicates** that this is the end of this **period** and an additional period is **pending**.

5. **Finish** processing the request for settlement as usual.

Click on the **See Also** button below and **select** the particular **topic** for additional information on working with Partial Settlements.

Entering the Middle Partial Settlement

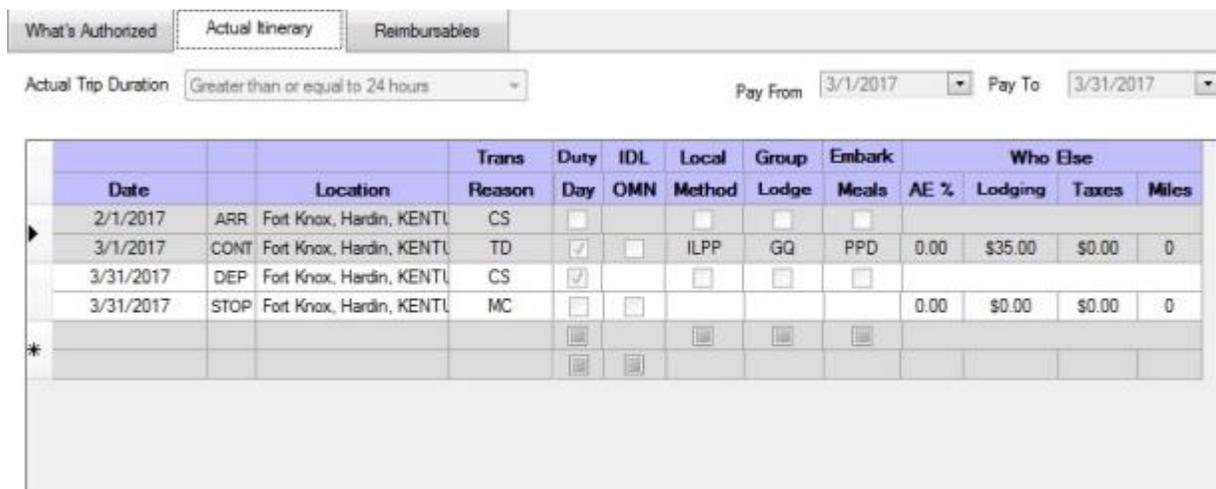
In order to process a **partial TDY Settlement**, users must **specify** that the **type** of settlement is a **partial** and must also **specify** the **type** of partial. This is accomplished at the **Settlement Request** screen.

 **Complete the following steps to "enter" a middle partial settlement:**



1. **Type of Settlement:** - At this field, **click** on the *down arrow* button to **display** the **list** of settlement **types** and then **click** on **Partial**.
2. **Type of Partial:** - At this field, **click** on the *down arrow* button to **display** the **list** of partial **types** and then **click** on **Middle**.

The next key **requirement** for processing a **partial TDY settlement** occurs at the **Actual Itinerary** tab. At this tab, the user must **specify** the **Pay From/To** period.



Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodges	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
2/1/2017	ARR Fort Knox, Hardin, KENTU	CS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3/1/2017	CONT Fort Knox, Hardin, KENTU	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	GQ	PPD	0.00	\$35.00	\$0.00	0
3/31/2017	DEP Fort Knox, Hardin, KENTU	CS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3/31/2017	STOP Fort Knox, Hardin, KENTU	MC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	\$0.00	\$0.00	0

3. **Pay From:** - At this field, **type** the beginning of the middle partial period in **MMDDYY** format.
4. **Pay To:** - At this field, **type** the end of the middle partial period in **MMDDYY** format.

Note: For **Navy** users, the **Beginning** and **Middle** periods, the **effective date of orders** must be the **Pay To Date**. It cannot be a **future** date.

5. **Date:** - The **date** on the 1st line of the **itinerary** defaults to the **date** the traveler initially arrived at the **TDY location**. Ensure that this **date** is not changed.
6. On the second line of the itinerary, **type** the **date** for the beginning of the middle partial period in **MMDDYY** format.
7. Complete the **itinerary** as usual.

Note: The user will **notice** that IATS automatically populates the **Reason** field with **MC** to indicate the end of the payment **period**. In addition, some of the **columns** that are normally populated with Depart (**DEP**) and Arrive (**ARR**) now show **STOP** and Continue (**CONT**). This **indicates** that this is the beginning of a new period, the end of this **period**, and an additional period is **pending**.

8. **Finish** processing the request for settlement as usual.

Click on the **See Also** button below and **select** the particular **topic** for additional information on working with **Partial Settlements**.

Entering the Final Partial Settlement

In order to process a **partial TDY Settlement**, users must specify that the **type** of settlement is a **partial** and must also specify the **type** of partial. This is accomplished at the **Request for a Settlement Against an Order** screen.

 **Complete the following steps to "enter" a final partial settlement:**



The screenshot shows a web form titled "Settlement Request - Block No: LASTPART - Request No: NEW". It contains two buttons: "STREET: DUSTY O: E7" and "TONE: PARTIAL". Below these is a section for "Request Type - Settlement" with two dropdown menus: "Type of Settlement" set to "Partial" and "Type of Partial" set to "Ending Partial".

1. **Type of Settlement:** - At this field, **click** on the *down arrow* button to **display** the **list** of settlement **types** and then **click** on **Partial**.
2. **Type of Partial:** - At this field, **click** on the *down arrow* button to **display** the **list** of partial **types** and then **click** on **Ending**.
3. **Pay From:** - At this field, **type** the beginning of the ending partial period in **MMDDYY** format.
4. **Date:** - The **date** on the 1st line of the **itinerary** defaults to the **date** the traveler initially arrived at the **TDY location**. Ensure that this **date** is not changed.
5. Complete the **itinerary** as usual.

Note: The user will **notice** that the **columns** that are normally populated with Depart (**DEP**) and Arrive (**ARR**) now shows Continue (**CONT**) on the second line of the itinerary. This **indicates** that this is the beginning of a new period.

6. **Finish** processing the request for settlement as usual.

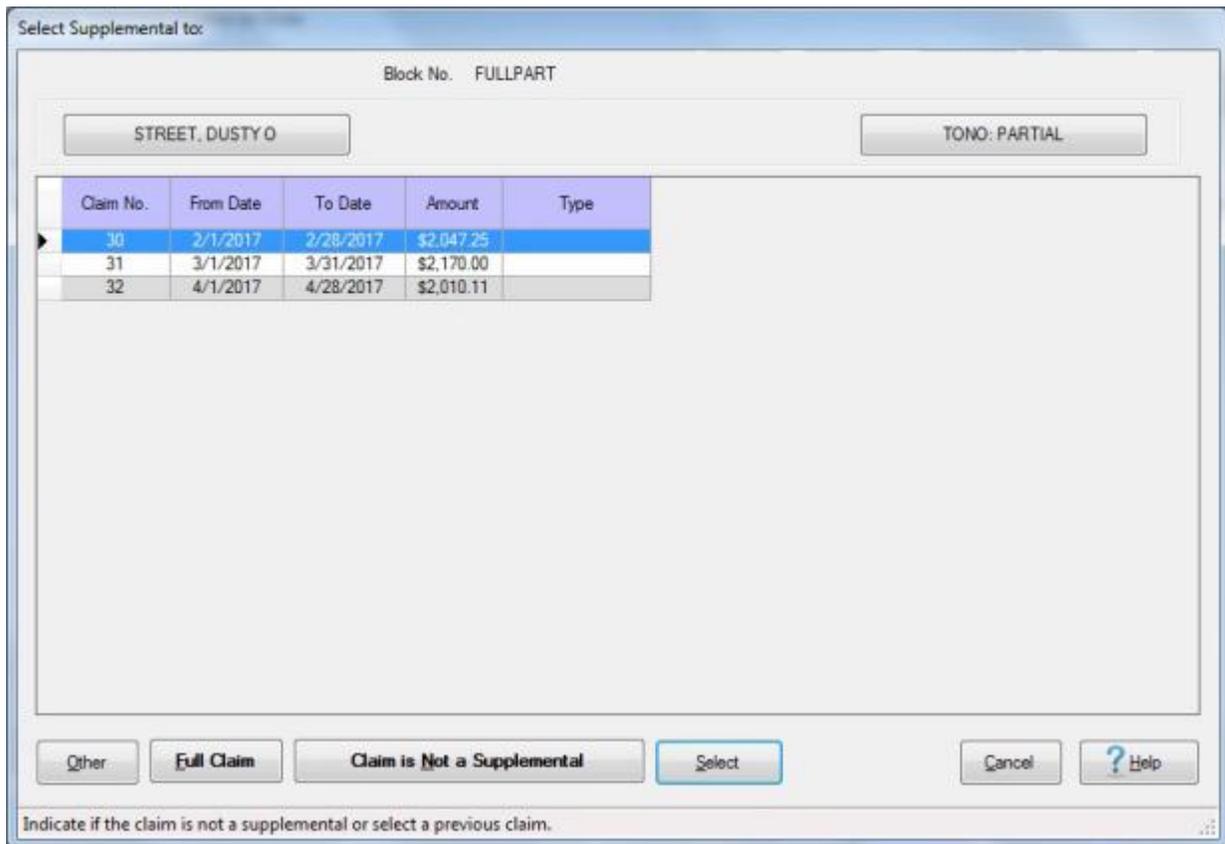
Click on the **See Also** button below and **select** the particular **topic** for additional information on working with **Partial Settlements**.

Processing a Full Claim

When working with **partial** settlements, sometimes it may be necessary to **recalculate** the entire trip from start to finish. The **Full Claim** feature provides this opportunity. When a Full Claim is processed, IATS recalculates the entire trip and deducts any previous partial settlements.

 **Complete the following steps to "process" a Full Claim settlement:**

1. **Select** or **create** the desired **block**.
2. **Select** the **traveler** and the correct **travel order**.
3. After selecting the traveler and the travel order, the **Select Supplemental To** screen is displayed.



Select Supplemental to:

Block No. FULLPART

STREET, DUSTY 0 TONO: PARTIAL

Claim No.	From Date	To Date	Amount	Type
30	2/1/2017	2/28/2017	\$2,047.25	
31	3/1/2017	3/31/2017	\$2,170.00	
32	4/1/2017	4/28/2017	\$2,010.11	

Other Full Claim Claim is Not a Supplemental Select Cancel ? Help

Indicate if the claim is not a supplemental or select a previous claim.

4. At the Select Supplemental To screen, **click** on the **Full Claim** button.
5. After clicking on the Full Claim button, the **Settlement Request** screen appears and displays **Supplemental - Subsequent Submission** at the **Type of Settlement** field.

Settlement Request - Block No: FULLPART - Request No: NEW

STREET, DUSTY O: E7 TONO: PARTIAL

Request Type - Settlement

Type of Settlement: Supplemental - Subsequent Submission Suppl Reason: [dropdown]

Remit To Adv/Accr Entitlements Calculations Financial Remarks

Locked	Date	Type	FY	Amount	DOV
<input checked="" type="checkbox"/>	06/29/2017	Settlement	2017	\$2,047.25	**NONE**
<input checked="" type="checkbox"/>	06/29/2017	Settlement	2017	\$2,170.00	**NONE**
<input checked="" type="checkbox"/>	06/29/2017	Settlement	2017	\$2,010.11	**NONE**
* <input type="checkbox"/>					

Delete

<Back Next>

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

Review or enter advances against this claim

Note: If you **click** on the **Adv/Accr** tab, any **prior payments** existing in the database that were processed against the travel order for the claim currently being processed are displayed.

- Now you would **process** the claim as you would any other TDY settlement and IATS will **deduct** the **previous payments** from the calculated amount.

Reservist Travel

Reservist Travel Overview

IATS allows you to process travel settlements for **Reservists** for a variety of reserve travel situations.

There are three primary situations pertaining to reserve travel as follows:

- Active Duty
- Inactive Duty
- Annual Training

Each one of these situations has an affect on the member's entitlements and involve unique input requirements in order for IATS to accurately calculate the payment.

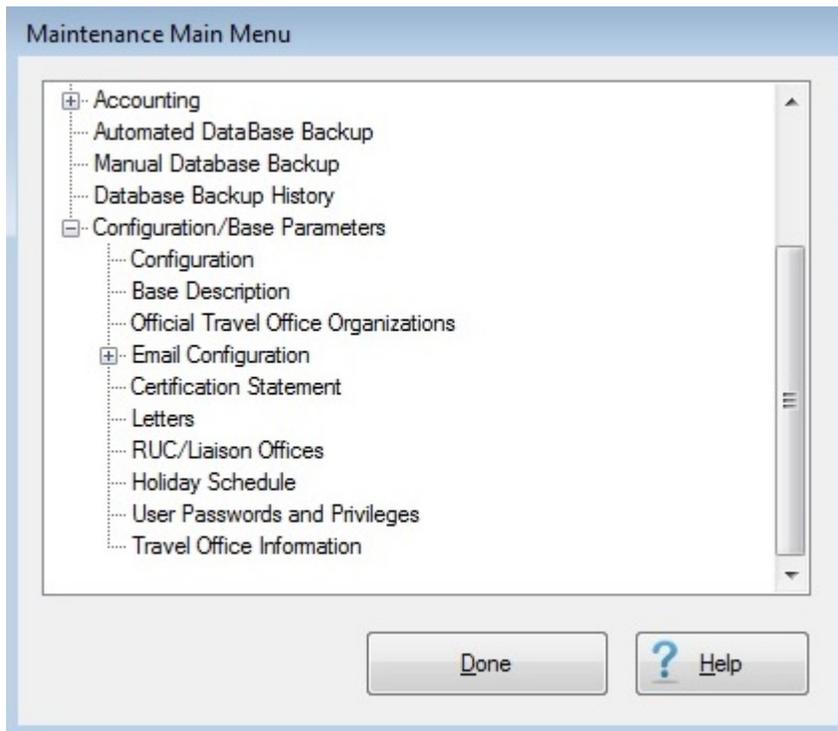
Click on the **See Also** button below and **select** the particular **topic** for additional information on processing Reservist Travel claims.

Activating the Reservist Travel Option

In order to use this feature, your **System Administrator** must access the **Maintenance** module and **activate** the Reservist Travel feature.

 Complete the following steps to "activate" Reservist Travel:

1. Log into IATS and then **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **Configuration** option.



2. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**.
3. **Click** on the **Configuration** option. IATS will display the **Maintain System Configuration** screen.

System Description			
Standalone	<input type="checkbox"/>	Allow Claims by Self	<input type="checkbox"/>
Use Employee ID	<input type="checkbox"/>	Audit/Enter Same Claim	<input checked="" type="checkbox"/>
Liaison Reports	<input type="checkbox"/>	Use OCR Font	<input type="checkbox"/>
Reservist Travel	<input checked="" type="checkbox"/>	Payroll Office	<input type="checkbox"/>
Reason for Delete	<input checked="" type="checkbox"/>	Enable CAC	<input type="checkbox"/>
RITA Office Aware	<input type="checkbox"/>	Allow Duplicate Login	<input checked="" type="checkbox"/>
Prevalidate Accounting	<input type="checkbox"/>	Massive Multiple Travel	<input checked="" type="checkbox"/>
Forced Audit	<input type="checkbox"/>	HHG Calculator	<input checked="" type="checkbox"/>
Prepayment Audit	<input type="checkbox"/>	Use ISO 3166 Codes	<input type="checkbox"/>
EFT Rejects	<input checked="" type="checkbox"/>	ID Reason for Suppl	<input type="checkbox"/>
Auto Delete Blocks	<input checked="" type="checkbox"/>	Change DBs	<input type="checkbox"/>
Email Completed Claims	<input type="checkbox"/>	Cash Payment Allowed	<input type="checkbox"/>
HHG DPS Interface Active	<input type="checkbox"/>	Create Voucher Print File	<input type="checkbox"/>
# Days User Suspended till Deleted:	<input type="text" value="15"/>	Use Roles	<input checked="" type="checkbox"/>
ReAssign Claims w/o Block List	<input type="checkbox"/>	ODS Secure Upload Active	<input type="checkbox"/>
Return Reason Is Mandatory	<input type="checkbox"/>	Allow DTOD Override	<input checked="" type="checkbox"/>
Audit All Claims in Profile Restriction	<input checked="" type="checkbox"/>	Activate DTOD Web Service	<input type="checkbox"/>
		Scrub Disbursing Uploads	<input type="checkbox"/>
		Use State Taxes	<input checked="" type="checkbox"/>

- At the **System Description** section, **click** in the **check box** next to the words **Reservist Travel** to activate this option.
- When you are satisfied that Reservist Travel is activated, **click** on the **OK** button and then **exit** the **Maintenance** module.

Click on the **See Also** button below and **select** the particular **topic** for additional information on processing Reservist Travel claims.

Selecting the Type of Reservist Travel

Once the **Reservist Travel** feature has been **activated** in the IATS Maintenance module, you will see a new field on the **Entitlements** Tab when the **Settlement Request** screen is displayed.

Next to the **Travel Not Performed** check box you will see field displaying the default value "**Not a reservist**". If the claim you are processing is not for **reserve** travel, no action is necessary. You would continue to process the claim as usual.

If the claim, however, is for reserve travel, you would **click** on the **down arrow** at this field to display the reserve travel options and then **click** on the desired option.

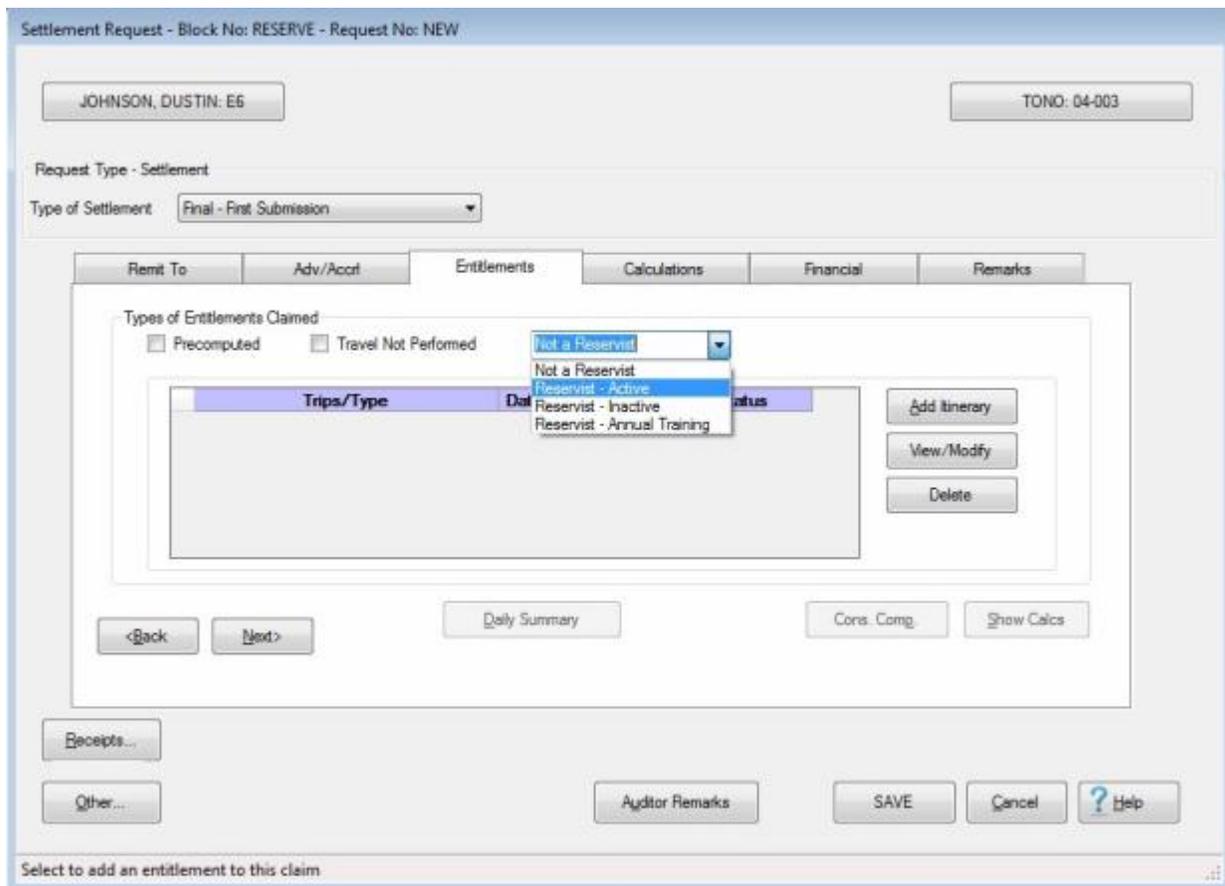
Click on the **See Also** button below and **select** the particular **topic** for additional information on processing Reservist Travel claims.

Reservist - Active

Members of the reserve components are entitled to **TDY** entitlements when called (or ordered) to **active duty** for any reason with pay orders which provide for return home or to the place (from which the Reservist) entered active duty (PLEAD) in accordance with the JFTR Chapter 7, paragraph U7150.

 **Complete the following steps to "process" a Reservist Travel claim for Active Duty:**

1. **Click** on the *down arrow* at the **Not a Reservist** field at the **Entitlements** tab on the **Settlement Request** screen to display the reserve travel options.



Settlement Request - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN: E6 TONO: 04-003

Request Type - Settlement
Type of Settlement: Final - First Submission

Remit To: JOHNSON, DUSTIN: E6 TONO: 04-003

Request Type - Settlement
Type of Settlement: Final - First Submission

Types of Entitlements Claimed

Precomputed Travel Not Performed

Not a Reservist
Reservist - Active
Reservist - Inactive
Reservist - Annual Training

Trips/Type	Date	Status

Add Itinerary
View/Modify
Delete

<Back Next> Daily Summary Cons. Comp. Show Calcs

Receipts... Other... Auditor Remarks SAVE Cancel Help

Select to add an entitlement to this claim

2. **Click** on **Reservist - Active**.
3. After selecting **Reservist - Active**, a check box, and the words "**Within Commute Distance**" appears next to the **Reserve Travel Type** field.

IATS 7.2 User Guide

Settlement Request - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN: E6 TONO: 04-003

Request Type - Settlement
 Type of Settlement: Final - First Submission

Remit To | Adv/Accf | Entitlements | Calculations | Financial | Remarks

Types of Entitlements Claimed
 Precomputed Travel Not Performed Within Commute Distance
 Reservist - Active

Trips/Type	Dates Encompassed	Status

Buttons: Add Itinerary, View/Modify, Delete

Navigation: <Back, Next>, Daily Summary, Cons. Comp., Show Calcs

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

- At the "Within Commute Distance" field, you would **click** in the **check box** to check it, if the travel orders attached to the claim indicate that the travel is within commuting distance. If not, **no action** is necessary.
- Next you would **click** the **Add Itinerary** button and then **enter** the traveler's **itinerary**.

What's Authorized | Actual Itinerary | Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
04/10/2017	Orlando, FL, Orange	PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	\$25.00	\$0.00	372
04/10/2017	Fort Benning Army Infantry	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	GQ	GM	0.00	\$25.00	\$0.00	372
04/21/2017	Fort Benning Army Infantry	PA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	\$0.00	\$0.00	373
04/21/2017	Orlando, FL, Orange	MC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	\$0.00	\$0.00	373

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed

6. After you have specified the **duration** of the trip on the **Actual Itinerary** tab, **press** the *Tab* key to advance to the **Date** field.
7. At the **Date** field, either enter the depart date in **MMDDYY** format or **press** the *Tab* key again. If you do not manually enter a depart date, IATS will automatically use the **begin date** for the trip that was entered at the Travel Order screen.
8. When you *Tab* past the **Date** field to the **Location** field, IATS will display the **Location Selection** screen.
9. When the **Location Selection** screen is displayed, **select** the traveler's **home duty station** location.
10. After selecting the home duty station location, **finish** entering the **itinerary** and then **complete** the **claim** as you would for a normal TDY claim.

Reservist - Inactive

In accordance with the JFTR Chapter 7, paragraph U7150, a reserve member's assigned unit is the designated post of duty.

General Rules

- If the Inactive duty training (IADT) is at the member's unit or headquarters no per diem or transportation expenses are payable
- If the (IADT) is at an alternate point per diem and transportation expenses are payable
- If the alternate point is within commuting distance, no per diem is payable, and mileage is limited to the additional mileage over what the member normally travels to his/her home station

 **Complete the following steps to "process" a Reservist Travel claim for Inactive Duty Training:**

1. **Click** on the *down arrow* at the **Not a Reservist** field at the **Entitlements** tab on the **Settlement Request** screen to display the reserve travel options.

Settlement Request - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN: E6 TOND: 04-003

Request Type - Settlement
 Type of Settlement Final - First Submission

Remit To Adv/Acct Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Precomputed Travel Not Performed

Not a Reservist
 Not a Reservist
 Reservist - Active
 Reservist - Inactive
 Reservist - Annual Training

Trips/Type	Date	Status

Add Itinerary
 View/Modify
 Delete

<Back Next> Daily Summary Cons. Comp. Show Calcs

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

2. Next, **click** on **Reservist - Inactive**.
3. After selecting **Reservist - Inactive** a check box and the words "**Within Commute Distance**" appears next to the Reserve Travel Type field.

Settlement Request - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN: E6 TONO: 04-003

Request Type - Settlement
 Type of Settlement: Final - First Submission

Remit To Adv/Acct Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Precomputed Travel Not Performed Reservist - Inactive Within Commute Distance

Trips/Type	Dates Encompassed	Status

Add Itinerary
 View/Modify
 Delete

<Back Next> Daily Summary Cons. Comp. Show Calcs

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

Select to add an entitlement to this claim

4. At the "**Within Commute Distance**" field, you would **click** in the **check box** to check it, if the travel orders attached to the claim indicate that the travel is within commuting distance. If not, **no action** is necessary.
5. Next you would **click** the **Add Itinerary** button and then **enter** the traveler's **itinerary**.

Trip - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN: E6 TONO: 04-003

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours Home Duty Station:

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else				
								AE %	Lodging	Taxes	Miles	
04/10/2017	DEP	PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00	0
	ARR	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

Other Exceptions Occasionals OK Cancel ? Help

Double click to enter home duty station location.

- After you have specified the **duration** of the trip on the **Actual Itinerary** tab, **click** in the **Home Duty Station** field. This action will result in IATS displaying the **Location Selection** screen.
- When the **Location Selection** screen is displayed, **select** the traveler's **home duty station** location.
- After selecting the home duty station location, **finish** entering the **itinerary** and then **complete** the **claim** as you would for a normal TDY claim.

Reservist - Annual Training

Each year, members of the reserve components are required to perform a period of Annual Training (AT). This training can be performed at the member's home station or at an alternate point.

In accordance with the JFTR Chapter 7, paragraph U7150, a reserve member performing AT is subject to the following general rules pertaining to travel and transportation allowances:

General Rules

- If the Annual Training (AT) is within the same city as the member's home no per diem or transportation expenses are payable
- If the AT is within commuting distance of the member's home, mileage is paid for one round trip from home to the Annual Training/Active Duty Location
- If the AT is outside of commuting distance and Government quarters and meals are provided for full days, no per diem is authorized. Per diem is authorized and payable for the travel days. The member is also entitled to mileage for one round-trip

 **Complete the following steps to "process" a Reservist Travel claim for Annual Training:**

1. **Click** on the *down arrow* at the **Reserve Travel Type** field at the **Entitlements** tab on the **Settlement Request** screen to display the reserve travel options.

Settlement Request - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN: E6 TONO: 04-003

Request Type - Settlement
 Type of Settlement Final - First Submission

Remit To Adv/Accr Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Precomputed Travel Not Performed

Not a Reservist
 Not a Reservist
 Reservist - Active
 Reservist - Inactive
 Reservist - Annual Training

Trips/Type	Date	Status

Add Itinerary
 View/Modify
 Delete

<Back Next> Daily Summary Cons. Comp. Show Calc

Other... Auditor Remarks SAVE Cancel ? Help

Select to add an entitlement to this claim

2. **Click on Reservist - Annual Training.**
3. After selecting **Reservist - Annual Training.**, a check box and the words **"Within Commute Distance"** appears next to the Reserve Travel Type field.

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Settlement Request - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN: E6 TONO: 04-003

Request Type - Settlement

Type of Settlement Final - First Submission

Remit To Adv/Acof Entitlements Calculations Financial Remarks

Types of Entitlements Claimed

Precomputed Travel Not Performed Reservist - Annual Training Within Commute Distance

Trips/Type	Dates Encompassed	Status
------------	-------------------	--------

Add Itinerary View/Modify Delete

<Back Next> Daily Summary Cons. Comp. Show Calcs

Other... Auditor Remarks SAVE Cancel ? Help

Select to add an entitlement to this claim

4. At the "**Within Commute Distance**" field, you would **click** in the **check box** to check it, if the travel orders attached to the claim indicate that the travel is within commuting distance. If not, **no action** is necessary.
5. Next you would **click** the **Add Itinerary** button. IATS will display the **Trip** screen next.

Trip - Block No: RESERVE - Request No: NEW

JOHNSON, DUSTIN: E6 TONO: 04-003

What's Authorized Actual Itinerary Reimbursables

Owner/Operator of POV Transp. Mode

POC More Advantageous to the Government
 POC Limited to Cost of Constructed Travel
 POC in Lieu of Gov't Veh (Avail - Not Assigned)
 POC in Lieu of Gov't Veh (Avail - Assigned to Agency)
 Commercial (Rail/Air/Bus/Ship) Authorized
 Government (Air/Vehicle/Ship) Authorized
 Remarks Directed Government Air
 Remarks Directed Government Vehicle
 Remarks Directed Travel by Air

Back Next

Other Exceptions Occasionals OK Cancel ? Help

Which code describes the mode of transportation authorized

- At the trip screen, **select** the traveler's authorized **transportation mode** as you would for a normal TDY claim and then **click** on the **Actual Itinerary** tab to continue.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
04/10/2017	DEP Orlando, FL, Orange	PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
04/10/2017	ARR Fort Benning Army Infantry	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	GQ	GM	0.00	\$25.00	\$0.00	372
04/21/2017	DEP Fort Benning Army Infantry	PA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
04/21/2017	ARR Orlando, FL, Orange	MC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	\$0.00	\$0.00	373
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

- Complete** the **itinerary** as you would for a normal TDY claim.
- After completing the itinerary, IATS will display the **Constructed Itinerary** tab if **POC** was used for the travel.

9. After taking the required action at the Constructed Itinerary tab, if any, **complete** the **claim** as you would for a normal TDY claim.

Reserve Split Status Travel

Reserve Split Status Travel - Overview

IATS allows you to process travel settlements for **Reservists** who are traveling under multiple **Statuses**.

Quite often multiple sets of travel **orders** are **issued** to Reservists performing travel on behalf of the Government that **fund certain segments** of the trip. In addition, many Reservists have a dual **status**. For a portion of the trip, they may be performing the mission as a **military** member, and a portion of the trip as a DoD **civilian**. When this situation occurs, a status change is **required** to accurately **calculate** the entitlements and properly **account** for the expenditures.

This type of settlement with IATS is treated much like a **partial** settlement. IATS gives you the capability to process one **Beginning**, multiple **Middles**, and one **Ending** Reserve Split Status settlement(s).

While processing these **beginning**, **middle**, and **ending** settlements, you will be able to **change** the Reservist's **status** to either **Enlisted**, **Officer**, or **Civilian** as needed.

In addition, when completing the **accounting** screen, IATS will **break** the entitlements down by the individual **trips** when **Manual Accounting** is used rather than Automatic.

Click on the **See Also** button below and **select** the **topic** for detailed **instructions** on how to process a **Beginning**, **Middle**, or **Ending** Reserve Split Status Travel settlement.

Reserve Split Status Travel - Beginning

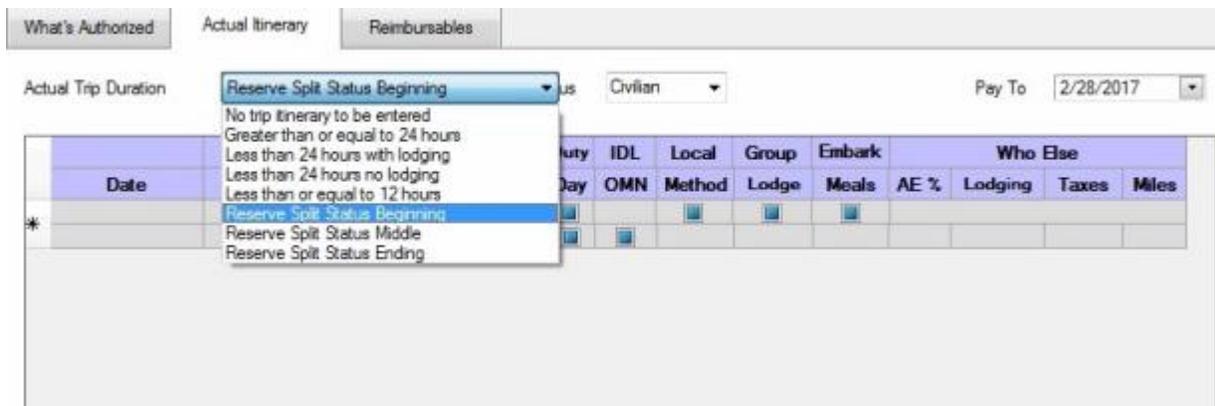
IATS allows you to process travel settlements for **Reservists** who are traveling under multiple statuses.

While processing a **beginning** Reserve Split Travel Status settlement, you will find several **options** on the **Actual Itinerary** tab. These options allow you to specify whether the settlement is the **beginning**, **middle**, or **ending** portion of the trip.

In addition, you will be able to **change** the Reservist's **status** either to **Enlisted**, **Officer**, or **Civilian** as needed.

Note: This feature works only when the **beginning**, **middle**, and **final** legs are processed on the same claim.

 Complete the following steps to "enter" a beginning Reserve Split Status Travel leg:



Date	Duty Day	IDL	Local Method	Group	Embark	Who Else			
	OMN	Method	Lodge	Meals	AE %	Lodging	Taxes	Miles	
*									

1. **Actual Trip Duration:** - At this field, **click** on the *down arrow* button.
2. When the *drop down listing* of duration options appears, **click** on **Reserve Split Status Beginning**.
3. **Status:** - After selecting the correct trip duration, the **Member's Status for this Trip** field is displayed. The default value at this field may need to be **changed** depending on the travel **orders** and the traveler's **status** for the beginning portion of this trip.
4. To **change** the traveler's status, **click** on the *down arrow* button. A *drop down listing* of status **options** will appear.
5. **Click** on the either **Enlisted**, **Officer**, or **Civilian** as needed.
6. **Pay To:** - At this field, **type** the **date**, in **MMYYDD** format, for the last day of the payment for the traveler's beginning status. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
7. When completing the **itinerary**, the following special entries are required:

Note: For this **example**, the traveler's **status** is **Civilian** for the travel **to** the TDY site (FT. Benning, Ga). on the **day after** the arrival the traveler's **status** will change to **Enlisted**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Reserve Split Status Beginning Status: Civilian Pay To: 2/28/2017

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else				
								ILPP	Lodging	Taxes	Miles	
02/01/2017	RVRT Orlando, FL, Orange	PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
02/01/2017	STAT Fort Benning Army Infantry	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	GQ1	GM	\$0.00	\$25.00	\$0.00	372	
02/01/2017	RVRT Fort Benning Army Infantry	CS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
02/01/2017	STAT Fort Benning Army Infantry	MC	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	\$0.00	\$0.00	\$0.00	0	
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed

- A **departure** is required to **end** this **leg** of the trip. On the **departure** line to close out this status, select, **CS - Change Status**, at the **Transportation** field. This indicates that the trip is **continuing**.
- Since the traveler is not leaving the duty site, on the last arrival line of the itinerary, **select** the duty location where the traveler is **remaining**.

Note: Notice that the columns next to the **Date** field of the itinerary show **RVRT** and **STAT**. This indicates that the traveler's **status** is changing.

- After completing the itinerary, **finish** processing this leg of trip as usual and then **process** either the **middle** or **ending** leg as applicable.

Reserve Split Status Travel - Middle

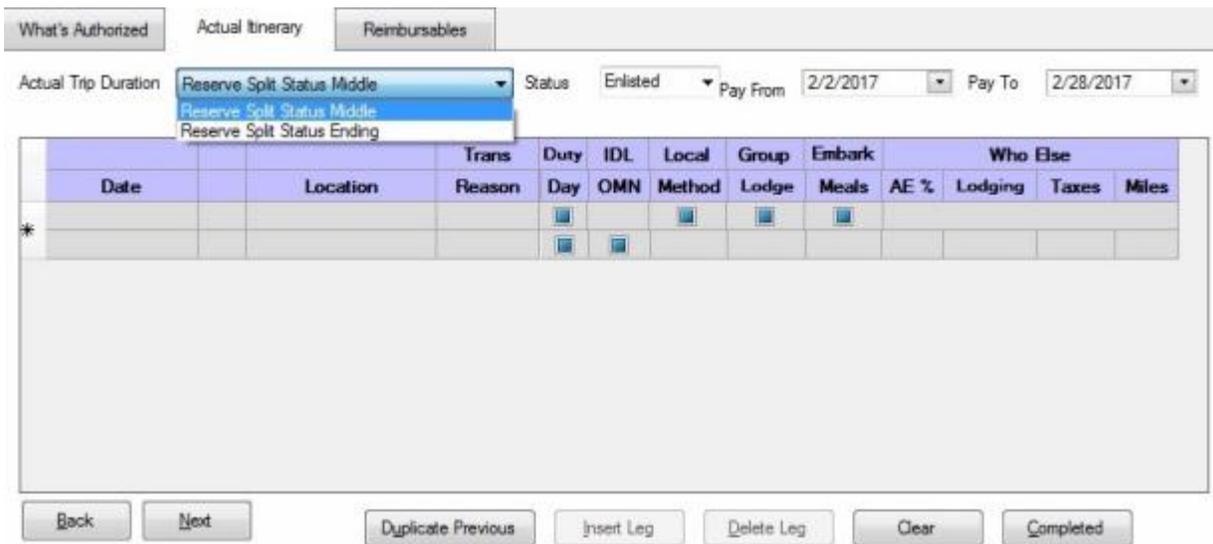
IATS allows you to process travel settlements for **Reservists** who are traveling under multiple statuses.

While processing a **beginning** Reserve Split Travel Status settlement, you will find several **options** on the **Actual Itinerary** tab. These options allow you to specify whether the settlement is the **beginning**, **middle**, or **ending** portion of the trip.

In addition, you will be able to **change** the Reservist's **status** either to **Enlisted**, **Officer**, or **Civilian** as needed.

Note: This feature works only when the **beginning**, **middle**, and **final** legs are processed on the same claim.

 **Complete the following steps to "enter" a middle Reserve Split Status Travel leg:**



Date	Location	Trans	Reason	Duty	IDL	Local	Group	Embark	Who Else			
				Day	OMN	Method	Lodge	Meals	AE %	Lodging	Taxes	Miles
*												

1. **Actual Trip Duration:** - At this field, **click** on the *down arrow* button.
2. When the *drop down listing* of duration options appears, **click** on **Reserve Split Status Middle**.
3. **Status:** - After selecting the correct trip duration, the **Member's Status for this Trip** field is displayed. The default value at this field may need to be **changed** depending on the travel **orders** and the traveler's **status** for the beginning portion of this trip.
4. To **change** the traveler's status, **click** on the *down arrow* button. A *drop down listing* of status **options** will appear.
5. **Click** on the either **Enlisted**, **Officer**, or **Civilian** as needed.
6. **Pay From:** - At this field, **type** the **date**, in MMYDD format, for the first day of the payment for the traveler's middle status. You can also **click** on the *down arrow* button and use the **calendar** to select the date.

7. **Pay To:** - At this field, **type** the **date**, in MMYDD format, for the **last day** of the payment for the traveler's **middle status**. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
8. When completing the **itinerary**, the following **special entries** are required:

Note: For this **example**, the traveler's **status** is **Enlisted** for the **middle** portion of the trip and will **change** to **Civilian** for the **return** leg of travel back to the PDS.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Reserve Split Status Middle Status: Enlisted Pay From: 2/2/2017 Pay To: 2/28/2017

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
02/01/2017	ARR Fort Benning Army Infantry	CS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
02/02/2017	STAT Fort Benning Army Infantry	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	GQ1	GM	0.00	\$25.00	\$0.00	0
02/28/2017	RVRT Fort Benning Army Infantry	CS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
02/28/2017	STAT Fort Benning Army Infantry	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00	0
* [Empty row with checkboxes]											

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed

9. The **date** on the **first line** of the itinerary will **default** to the **date** the traveler **originally arrived** at the duty location. **Do not change** this date.
10. **Enter** the **duty location** where the traveler **remained** at for the **first arrival** line of the itinerary.
11. A **departure** is required to **end** this **leg** of the trip. On the **departure** line to close out this status, **select**, **CS - Change Status**, at the **Transportation** field. This indicates that the trip is **continuing**.
12. Since the traveler is not leaving the duty site, on the **last arrival** line of the itinerary, **select** the **duty location** where the traveler is **remaining**.

Note: Notice that the **columns next** to the **Date** field on the **last two lines** of the itinerary show **RVRT** and **STAT**. This indicates that the traveler's **status** is changing.

13. After completing the itinerary, **finish** processing **this leg** of trip as usual and then **process** the **ending** leg.

Reserve Split Status Travel - Ending

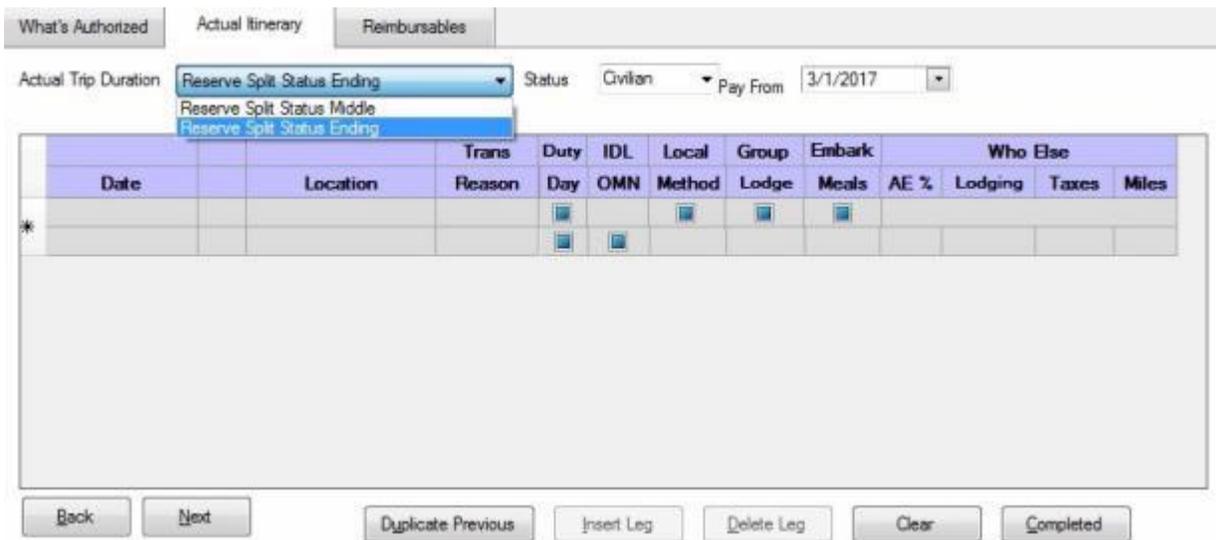
IATS allows you to process travel settlements for **Reservists** who are traveling under multiple statuses.

While processing a **beginning** Reserve Split Travel Status settlement, you will find several **options** on the **Actual Itinerary** tab. These options allow you to specify whether the settlement is the **beginning**, **middle**, or **ending** portion of the trip.

In addition, you will be able to **change** the Reservist's **status** either to **Enlisted**, **Officer**, or **Civilian** as needed.

Note: This feature works only when the **beginning**, **middle**, and **final** legs are processed on the same claim.

 **Complete the following steps to "enter" an ending Reserve Split Status Travel leg:**



Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
*											

1. **Actual Trip Duration:** - At this field, **click** on the **down arrow** button.
2. When the **drop down listing** of duration options appears, **click** on **Reserve Split Status Ending**.
3. **Status:** - After selecting the correct trip duration, the **Member's Status for this Trip** field is displayed. The default value at this field may need to be **changed** depending on the travel **orders** and the traveler's **status** for the beginning portion of this trip.
4. To **change** the traveler's status, **click** on the **down arrow** button. A **drop down listing** of status **options** will appear.
5. **Click** on the either **Enlisted**, **Officer**, or **Civilian** as needed.
6. **Pay From:** - At this field, **type** the **date**, in MMYDD format, for the first day of the payment for the traveler's ending **status**. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
7. When completing the **itinerary**, the following special entries are required:

Note: For this **example**, the traveler's **status** was **changed** to **Civilian** for the **return** leg of travel back to the PDS.

What's Authorized Actual Itinerary Constructed Itinerary Reimbursables

Actual Trip Duration Reserve Split Status Ending Status: Civilian Pay From: 3/1/2017

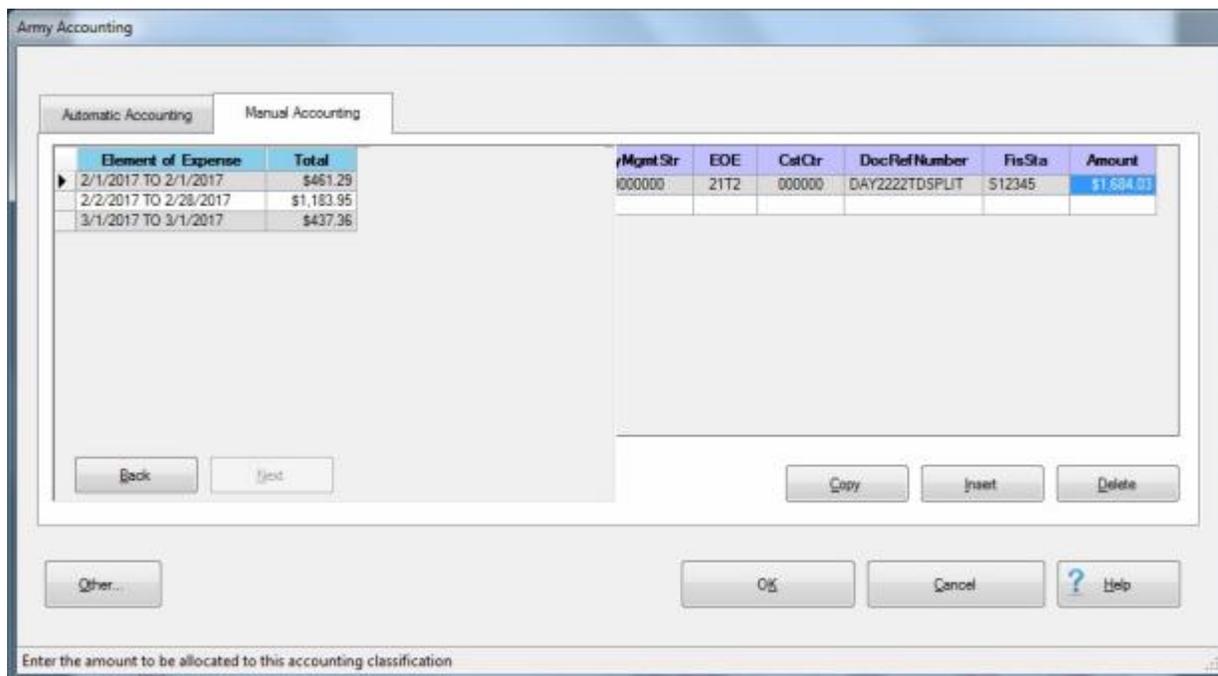
Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else					
								AE %	Lodging	Taxes	Miles		
02/01/2017	ARR Fort Benning Army Infantry	CS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
03/01/2017	STAT Fort Benning Army Infantry	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	GQ1	GM	0.00	\$25.00	\$0.00		0	
03/01/2017	DEP Fort Benning Army Infantry	PA	<input checked="" type="checkbox"/>	<input type="checkbox"/>									
03/01/2017	ARR Orlando, FL, Orange	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00		373	
			<input type="checkbox"/>	<input type="checkbox"/>									
			<input type="checkbox"/>	<input type="checkbox"/>									

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

8. The **date** on the first line of the itinerary will **default** to the **date** the traveler originally arrived at the duty location. **Do not change** this date.
9. **Enter the duty location** where the traveler **remained** at for the first arrival line of the itinerary.
10. **Depart** the traveler from the duty location and **arrive** the traveler **back** at the **PDS** as usual.
11. After completing the itinerary, **finish** processing the claim as usual.

Reserve Split Status Travel - Accounting

When completing the **accounting** screen for RSST travel, IATS will **break** the entitlements down by the individual legs when **Manual Accounting** is used rather than Automatic.



When completing the accounting screen, a *pop-up window* appears when the **Amount** field is in focus as shown above. The *pop-up window* **displays** the total entitlement for each leg of the trip.

The **total** for the entire claim **defaults** to the **Amount** field for the first accounting **line**, but you may **type** a different amount to reflect the entitlement for a specific leg if different accounting appropriations are needed for the various legs.

The accounting **amounts** will be adjusted as additional lines of accounting are **added** as shown below.

Army Accounting

Automatic Accounting Manual Accounting

Element of Expense	Total	Mgmt Str	EOE	Cat Ctr	Doc/Ref Number	Fis Site	Amount
2/1/2017 TO 2/1/2017	\$461.29	000000	21T2	000000	DAY2222TDSPLIT	S12345	\$62.72
2/2/2017 TO 2/28/2017	\$1,183.95	000000	21T2	000000	DAY2222TDSPLIT	S12345	\$1,183.95
3/1/2017 TO 3/1/2017	\$437.36	000000	21T2	000000	DAY2222TDSPLIT	S12345	\$437.36

Back Next Copy Insert Delete

Other... OK Cancel ? Help

Enter the amount to be allocated to this accounting classification

Evacuation Travel

Evacuation Travel Overview

Evacuation Travel refers to **movement** or **departure** from one area to another (both areas may be in the same city or country, or each may be in a different city or country).

An Evacuation occurs when travel must be performed due to the authorized/ordered movement of **dependents** from a specific area, when authorized/ ordered by the appropriate authority.

This situation is normally caused by **unusual** or **emergency circumstances** (such as war, riots, civil uprising or unrest, adverse political conditions, denial or revocation by host government of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude).

Evacuation travel involves the **movement** of **dependents** from the location they are currently residing at to either a Safe Haven (**SH**), or a Designated Location (**DL**) or both.

An **employee** or **member** may also act as an **escort** for a dependent evacuated who is **incapable of traveling alone** between the member's PDS and the safe haven or designated place. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized.

Definitions

Designated Place: - A designated place is a location selected by the evacuated dependents as the place where they should **establish** a **permanent residence** when competent authority determines that their **return** to the **PDS** should not take place or is not expected to take place in the near future.

Safe Haven: - A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which dependents are directed to relocate on a **temporary** basis to **await** a decision by competent authority to either **return** to the **PDS** or **proceed** to a **designated place**.

Entitlements

Transportation: - Authorization for dependents' **transportation** in connection with Evacuation Travel is the same as that authorized for **PCS** Travel.

Travel for Escorts: - While an employee or member is performing escort duty to escort the dependent(s) between the PDS and the safe haven or designated place, **travel** and **transportation allowances** is authorized as prescribed for all other TDY.

Per Diem: - Dependents are authorized a per diem allowance under the Lodgings-plus per diem method for each day they are in an evacuation status. Actual Expense Allowances (**AEAs**) do not apply to an evacuation.

Per Diem While Traveling:

- A **spouse** or **dependent(s)** age **12 or older** is equal to that **payable** to **employees/members** traveling on **TDY** using the Lodgings-plus method
- The per diem for a dependent **under age 12** cannot exceed one half of the amount **payable** to **employees/members** traveling on **TDY** using the Lodgings-plus method

Per Diem at the Safe Haven - First 30 Days:

- A **spouse** or **dependent(s)** age **12 and older** are authorized the **full** per diem amount for the area concerned
- **Dependents under age 12** are authorized **50 percent** of the per diem rate prescribed for the area concerned

Per Diem at the Safe Haven - After the First 30 Days:

- A **spouse** or **dependent(s)** age **12 and older** are authorized **60 percent** of the per diem rate prescribed for the area concerned
- **Dependents under age 12** are authorized **30 percent** of the per diem rate prescribed for the area concerned

Per Diem at the Designated Location: - Per diem **begins** on the **day** the dependents **arrive** at the designated place or convert their safe haven to a designated place. Per diem **ends** at **2400** on the **day** the dependents first **occupy** the permanent residence or at **2400** on the 30th day, whichever is earlier.

- A **spouse** or **dependent(s)** age **12 and older** are authorized the **full** per diem amount for the area concerned
- **Dependents under age 12** are authorized **50 percent** of the per diem rate prescribed for the area concerned

Local Travel Allowances In and Around the Safe Haven and the Designated Location: - Local travel allowances are **authorized** to be paid when dependents are receiving evacuation per diem allowances and have not taken delivery of a **POV** transported to the designated place. A transportation allowance to assist with unexpected local transportation costs may be paid at a rate of **\$25 per day**, regardless of the number of dependents. No receipts are required.

Processing Evacuation Travel Requests

Evacuation Travel refers to **movement** or **departure** from one area to another (both areas may be in the same city or country, or each may be in a different city or country).

An Evacuation occurs when travel must be performed due to the authorized/ordered movement of **dependents** from a specific area, when authorized/ ordered by the appropriate authority.

This situation is normally caused by **unusual** or **emergency circumstances** (such as war, riots, civil uprising or unrest, adverse political conditions, denial or revocation by host government of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude).

Evacuation travel involves the **movement** of **dependents** from the location they are currently residing at to either a Safe Haven (**SH**), or a Designated Location (**DL**) or both.

 **Complete the following steps to "process" an Evacuation Travel request for settlement:**

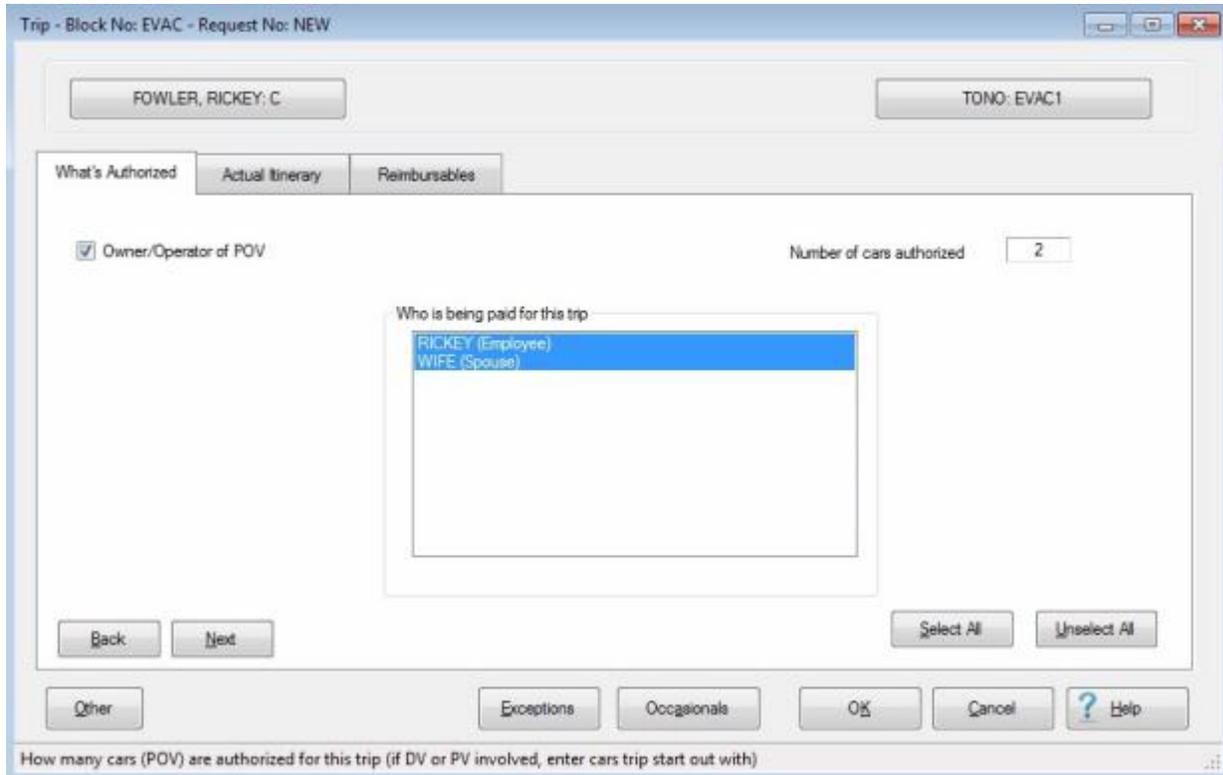
1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired Evacuation Travel Request if it was **already logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button and the **Select Traveler** screen appears.
3. **Type** the traveler's SSN at the **ID** field and press Tab to **access** the traveler's **profile** or [create a new traveler profile](#), if necessary.
4. When the traveler's information is displayed, **click** on **OK**. The **Travel Order Selection** screen appears.
5. At the **Travel Order Selection** screen, a **travel order** must be **selected** or **created** if necessary. Any orders **existing** in the IATS database for the selected traveler **appear** in the **Order** section. If the desired travel order number is listed, **click** on the **travel order number** and then **click** on **OK**. If the desired travel order number is not listed, enter the travel order number at the TONO field and **click** on **OK**. You will be required to [create the travel order](#) before you can process the request.

Note: When creating the travel order for an **Evacuation Travel Request for Settlement**, ensure that **Evacuation** is selected for the **Type of Order**.

6. After **selecting** or **creating** the **Evacuation** travel order the **Settlement Request** screen appears.
7. At the **Remit To** tab, **verify** that the traveler's **address** matches the **mailing address** shown on the **DD Form 1351-2** submitted by the traveler and make any necessary changes. When finished, **click** the **Next** button or the **Adv/Accrl tab** to continue.
8. At the [Adv/Accrl tab](#), **look** at **Block # 9** of the **DD1351-2** (Travel Voucher). If this block indicates that an advance was received, **ensure** that this information **appears** at the **Adv/Accrl** tab. If the information does not appear at the **Adv/Accrl** tab, **type** the **details**

for the advance payment in the appropriate fields. After completing the **Adv/Accr** tab, **click** on the **Next** button or the **Entitlements** tab to continue.

- At the **Entitlements** tab, **click** on the **Add Itinerary** button. After clicking on the **Add Itinerary** button, the **Trip** screen appears with the **What's Authorized** tab in focus.



- Owner/Operator of POV:** At this field, **click** in the box if the traveler was the **owner** and **operator** of the **POV** used in the performance of the trip.
- Number of Cars:** At this field, **type** the **number** representing the how many **POV's** are to be **used** in the **calculation** of the trip being processed.
- Who is being paid:** At this section, the user must specify which of the listed **travelers** are to be **included** in the itinerary being entered.

Tip: Multiple traveler's may be **selected** by **pressing** and **holding** the *Ctrl* key and then **clicking** on the desired **names** or **click** on the **Select All** button if all of the listed names are to be included in the payment.

- After completing the **What's Authorized** tab, **click** on the **Actual Itinerary** tab or **click** on the **Next** button to continue.

Trip - Block No: EVAC - Request No: NEW

FOWLER, RICKEY: C TONO: EVAC1

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	AE %	Who Else Lodging	Taxes	Miles
04/04/2017	DEP	Orlando, FL, Orange	PA									
04/04/2017	ARR	Hilton Head, SC, Beaufort	AT	<input checked="" type="checkbox"/>		LDP	CQ	CM	0.00	\$0.00	\$0.00	0
			AD									
			AS									
			AT									
			DL									
			MC									
			SH									

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

Other Exceptions Occasionals OK Cancel ? Help

Select the reason the traveler stopped at this location

14. **Complete** the actual **itinerary** as you would for any other **TDY** or **PCS** claim with one exception. At the **Reason** field, you would **select** either **DL - Designated Location** or **SH - Safe Haven** from the *drop-down* list as the reason for stop.
15. After taking the required action at the **Actual Itinerary** tab, if any, **complete** the **claim** as you would for any other claim.

Student Travel

Student Travel Overview

The **purpose** of **Student Travel** is to send an employee's dependent on one round trip each year from the employee's **OCONUS** duty station to a **school** in the **United States**. This type of travel **requires** the creation of a [Student Travel Order](#).

When processing this type of settlement claim, there are a couple of **key points** that are important to know:

1. When you **create** the Student Travel Order, you are **prompted** to enter the **school destination** on the **Travel Order** screen. When you subsequently process the request for **settlement**, you must ensure that you enter the **same** school destination when completing the **arrival** line of the actual **itinerary**.
2. You must process the **arrival** leg and the **return** leg as **separate** trips. Process the first trip to **arrive** the student at the school destination and then process a second trip to **return** the student to the employee's OCONUS duty station using the same **travel order**.

Note: When processing the **arrival** and **return** as **separate** trips, you do not treat the second trip as a **supplemental** to the first trip. When the **Select Supplemental To** screen is displayed, you would **click** on the **Claim is Not a Supplemental** button to process the second trip as a **separate** claim.

Processing Student Travel Requests

The **purpose** of **Student Travel** is to send an employee's dependent on one **round trip** each year from the employee's **OCONUS** duty station to a **school** in the **United States**. This type of travel **requires** the creation of a [Student Travel Order](#).

 **Complete the following steps to "process" a Student Travel request for settlement:**

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired Student Travel Request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button and the **Select Traveler** screen appears.
3. **Type** the traveler's SSN at the **ID** field and press Tab to **access** the traveler's **profile** or [create a new traveler profile](#), if necessary.
4. When the traveler's information is displayed, **click** on **OK**. The **Travel Order Selection** screen appears.
5. At the **Travel Order Selection** screen, a **travel order** must be **selected** or **created** if necessary. Any orders **existing** in the IATS database for the selected traveler **appear** in the **Order** section. If the desired travel order number is listed, **click** on the **travel order number** and then **click** on **OK**. If the desired travel order number is not listed, enter the travel order number at the TONO field and **click** on **OK**. You will be required to [create the travel order](#) before you can process the request.

Note: When creating the travel order for a **Student Travel Request for Settlement**, ensure that **Student Travel** is selected for the **Type of Order**.

6. After **selecting** or **creating** the **Student Travel** order the **Settlement Request** screen appears.
7. At the **Remit To** tab, **verify** that the employee's **address** matches the **mailing address** shown on the **DD Form 1351-2** submitted by the employee and make any necessary changes. When finished, **click** on the **Entitlements tab** to continue.
8. At the **Entitlements** tab, **click** on the **Add Itinerary** button. The **Trip** screen appears with the **What's Authorized** tab in focus.

Trip - Block No: STUDENT - Request No: NEW

SMITH, MARK T; C TONO: 05-001

What's Authorized Actual Itinerary Reimbursables

Owner/Operator of POV Transp. Mode Commercial (Rail/Air/Bus/Ship) Authorized

Who is being paid for this trip

PAUL (Dependent)

Back Next Select All Unselect All

Other Exceptions Occasionals OK Cancel ? Help

Which code describes the mode of transportation authorized

9. At the **What's Authorized** tab. **Click** on the *down arrow* to the right of the **Transp. Mode** field. A **drop down listing** of various transportation **modes** appears. Use the *Up/Dn arrows* or **press** the *Up/Dn arrows* on the **keyboard** to **scroll** through the **list** of available modes and **click** on the correct **mode** to make your selection.
10. **Who is being paid:** At this section, the user must specify which of the listed **travelers** are to be **included** in the itinerary being entered. If not already highlighted, **click** on the desired **name** to select.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration Less than 24 hours no lodging

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else				
								AE %	Lodging	Taxes	Miles	
05/06/2017	DEP HEIDELBERG, GM	PA	<input type="checkbox"/>									
05/06/2017	ARR FRANKFURT AM MAIN, I	AT	<input type="checkbox"/>	<input type="checkbox"/>	LDP			0.00	\$0.00	\$0.00	283	
05/06/2017	DEP FRANKFURT AM MAIN, I	CP	<input type="checkbox"/>									
05/06/2017	ARR IND, IN, Marion	AT	<input type="checkbox"/>	<input type="checkbox"/>	LDP			0.00	\$0.00	\$0.00	0	
05/06/2017	DEP IND, IN, Marion	PA	<input type="checkbox"/>									
05/06/2017	ARR Bloomington, IN, Monroe	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00	47	
			<input type="checkbox"/>									
			<input type="checkbox"/>									

11. **Complete** the actual **itinerary** as you would for any other **TDY** or **PCS** claim.

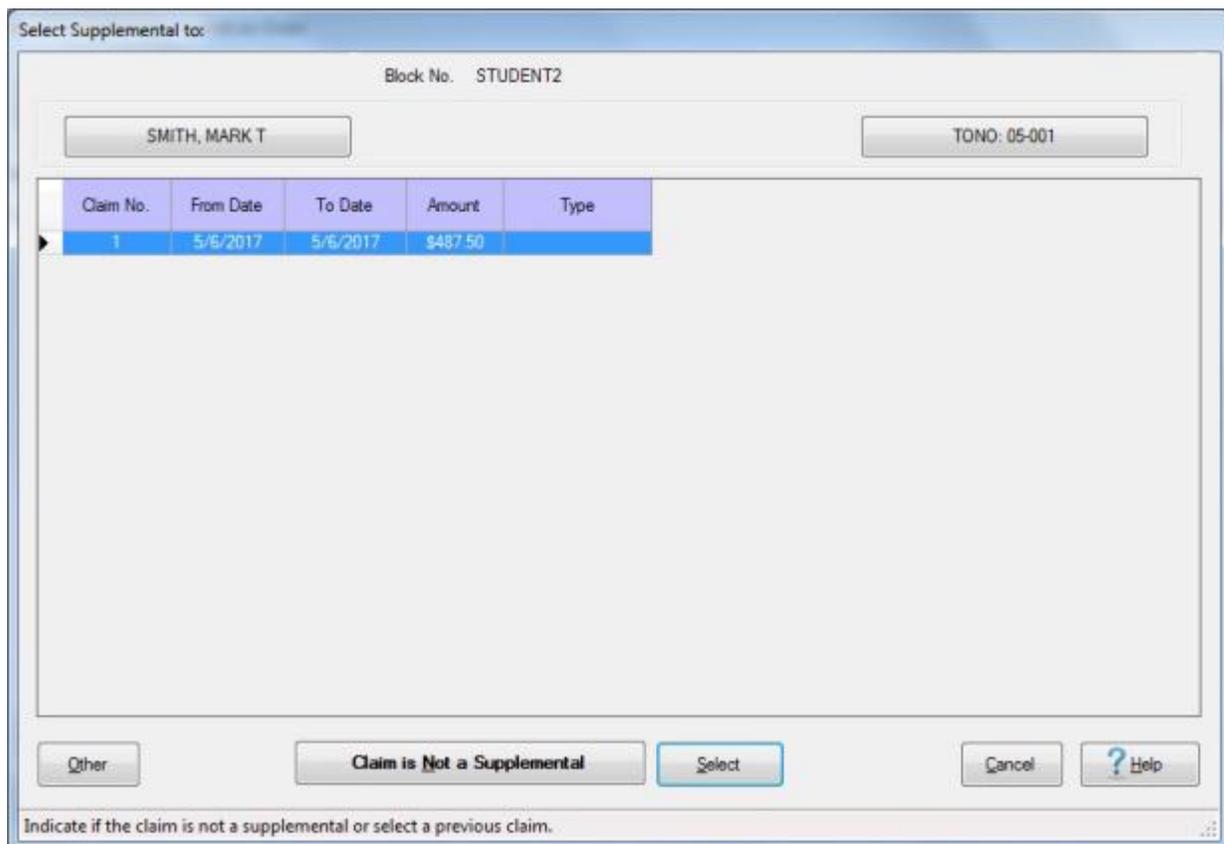
12. After completing the **Actual Itinerary** tab, **finish** the **claim** as you would for any other claim.

Student Travel Return Trip

The **purpose** of **Student Travel** is to send an employee's dependent on one **round-trip** each year from the employee's **OCONUS** duty station to a **school** in the **United States**.

You must process the **arrival** leg and the **return** leg as **separate** trips. Process the first trip to **arrive** the student at the school destination and then process a second trip to **return** the student to the employee's OCONUS duty station using the same **travel order**.

After you have selected the travel order, the **Select Supplemental To** screen will appear.



Select Supplemental to: [Title Bar]

Block No. STUDENT2

SMITH, MARK T TONO: 05-001

Claim No.	From Date	To Date	Amount	Type
1	5/6/2017	5/6/2017	\$487.50	

Other Claim is Not a Supplemental Select Cancel ? Help

Indicate if the claim is not a supplemental or select a previous claim.

When processing the **arrival** and **return** as **separate** trips, you do not treat the second trip as a **supplemental** to the first trip. When the **Select Supplemental To** screen is displayed, you would **click** on the **Claim is Not a Supplemental** button to process the second trip as a **separate** claim.

Note: If you are wishing, however, to process a **supplemental** settlement for the first leg of the round-trip, you would **click** on the **Select** button at the **Select Supplemental To** screen and then **make** the necessary **changes**.

Local Travel Settlement Requests

Processing Local Travel Requests

Local vicinity travel occurs whenever a traveler performs duty **away** from the **permanent** or **temporary duty station**, but still **within** the boundaries of the **local travel vicinity**. The boundary for the local vicinity is defined in the **local travel policy** administered by the installation or activity commander.

Travelers performing local vicinity travel are not **entitled** to **per diem**, but are allowed **reimbursement** for their **transportation expenses**. This type of travel is normally processed on **Optional Form 1164**. IATS will properly compute local vicinity travel, and prints a simulated 1164 voucher.

 **Complete the following steps to "process" a Local Travel request for settlement:**

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired Local Travel Request if it was already **logged** to the block.
3. If the request was not previously **logged** to the block, **click** the **New** button and the **Select Traveler** screen appears
4. **Type** the traveler's SSN at the **ID** field and **press** *Tab*.
5. If the correct traveler's information appears, **click** on **OK** to continue.
6. If the travel account for the ID entered does not **exist** a pop-up message will appear advising you to **click** on **OK** to [create a new traveler profile](#).
7. After **selecting** or **creating** the travel account, the **Travel Order Selection** screen will appear.

Travel Order Selection

ARNOLD, TOMMY T View: Examiner

Traveler ID: Traveler Name:

Address-1: Grade/Rank:

Address-2: Organization:

City: DSSN:

State/Country:

Zip Code:

TONO: Click the Local Button for Local (1164) travel

Order Number	Category	Start Date	End Date
05-001	Normal	5/9/2016	5/13/2016

Select an existing order or enter a new order number with which you wish to work

8. At the **Travel Order Selection** screen, a **travel order** must be **selected** or **created** if necessary. Any orders **existing** in the IATS database for the selected traveler **appear** in the **grid** at the bottom of the screen.
9. If the desired travel order number is listed, **click** on the **travel order number** and then **click** on **OK**.
10. You may also enter the travel order number at the TONO field if you wish to manually create the travel order.
11. If you would like to use IATS to automatically **create** the Local Travel order, **click** on the **Local Travel** button.
12. After **selecting**, an existing order, **creating** a new order, or **clicking** on the **Local Travel** button, the **Settlement Request** screen appears.

Settlement Request - Block No: LOCAL - Request No: NEW

ARNOLD, TOMMY T: C

TONO: LOCAL

Request Type - Settlement

Type of Settlement: Final - First Submission

Remit To | Local Expenses | Calculations | Financial | Remarks | Workflow

Ruc/Liaison Workflow Input

Ruc/Liaison Office: 1-DAVE'S FINANCE

Date Signed by Traveler: 10/10/2016

Date received by the Ruc/Liaison Office or signed by the AO: 10/11/2016

Date Forwarded by Liaison Office: 10/11/2016

Date Received by Travel Office: 10/12/2016

Expected Payment Date: 10/17/2016

<Back | Next>

Receipts | Other...

SAVE | Cancel | ? Help

Click this button to move to the next tab

13. If the **Liaison Report** option is activated in Maintenance, the [Workflow Tab](#) will be in focus and you must **complete** this Tab first.

14. After **completing** the Workflow Tab, if applicable, **click** on the **Local Expenses** Tab.

Refer to the **Help** topic, "[Local Expenses Tab](#)", for additional instructions.

Local Expenses - tab

The **Local Expenses** tab is the beginning point for **capturing** the specific **details** pertaining to the **expenses** claimed by the traveler.

Claim is precomputed Precomputed Amount: \$0.00 From: To:

Date	Type of Expense	Location	Claimed Amount	Approved Amount
10/05/2016	FARE/TOLLS		10.00	10.00
10/05/2016	LOCAL MILEAGE		25	25
10/05/2016	LOCAL MILEAGE		0.00	0.00

* LOCAL MILEAGE
 LUNCH (COMMERCIAL)
 LUNCH (GOVERNMENT)
OTHER
 TELEPHONE

<Back Next> Delete Local Expense

Use the following steps to "complete" the Local Expenses tab:

1. **Precomputed:** Click in this box if a **pre-determined amount** for the settlement is desired. The user is then required to **type** a **dollar amount** at the **Pre-Computed Amount** field that appears when this box is **checked**. **No computation** is made by IATS. In addition, the user **must enter** the **inclusive dates** of the expense **period** in the **From** and **To Date** fields.
2. **Date:** **Type** the **date** for the **first expense** being entered in **MMDDYY** format and **press Tab**.
3. **Type of Expense:** At this field, click on the down arrow button to display a drop down **listing** of the common Local Travel **expenses**. **Click** the **Up/Dn arrows** until the desired expense item is displayed. If the user **types** the **first letter** of the description, IATS **scrolls** the listing until locating the first item beginning with this letter. The user may then use the **Up/Dn arrows** to display the exact item. Once the correct item is **highlighted**, **press Tab** or **click** on this item to make a selection. If the expense claimed by the traveler is **not listed**, simply **type** the description in this field and **press Tab**.
4. **Location:** If the **type of expense** claimed is a **meal**, the **Location Selection** screen appears and the user **must specify** the **State/Country** and **City/Locality** where the expenses was incurred. This field is **by-passed** if the **expense** is **not a meal**.
5. **Amount Claimed:** At this field, **type** the **dollar amount** or number of miles **claimed** by the traveler.
6. **Approved Amount:** IATS **automatically populates** this field with the **amount** or miles entered at the **Amount Claimed** field. **If** this amount is **allowable**, **press Enter**. **If not**, **type** the **allowable amount** and **press Tab**.

7. When **finished** entering the expenses, **click** on **Next** button to **display** the **calculations**, or the **Financial** tab to proceed with the **accounting** lines.

Refer to the **Help** topic "[Local Travel Financial tab](#)", for additional instructions.

Local Travel Financial - tab

The **Financial tab** is used to specify the **method of payment** and to add the **accounting** information.

Method of Payment: Release Obligation

Due Traveler:

Db/Cr	Classification	Amount

<Back Next> Modify Accounting

Use the following steps to "complete" the Local Travel Financial tab:

1. **Due Traveler:** - At this field, IATS **displays** the net amount of the settlement.
2. **Method of Payment:** - **Press** the *Up/Dn arrows* on the keyboard to scroll through a list of payment options or **click** on the *down arrow* to the right of this field. A drop down **listing** appears displaying various **payment methods**. When the desired option is highlighted, **press Tab** or **click** on the desired method to make a selection.
3. **Modify Accounting:** - **Click** this button to access the **Accounting** screen and enter the accounting information.
4. After completing the **Accounting** lines, **click** the **OK** button to save the entries.
5. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** or **Workflow** tab and **add** the necessary **information**.
6. **Click** the **Save** button when you have **finished** entering **remarks** and or **workflow** information to **return** to the **Request Selection** screen.

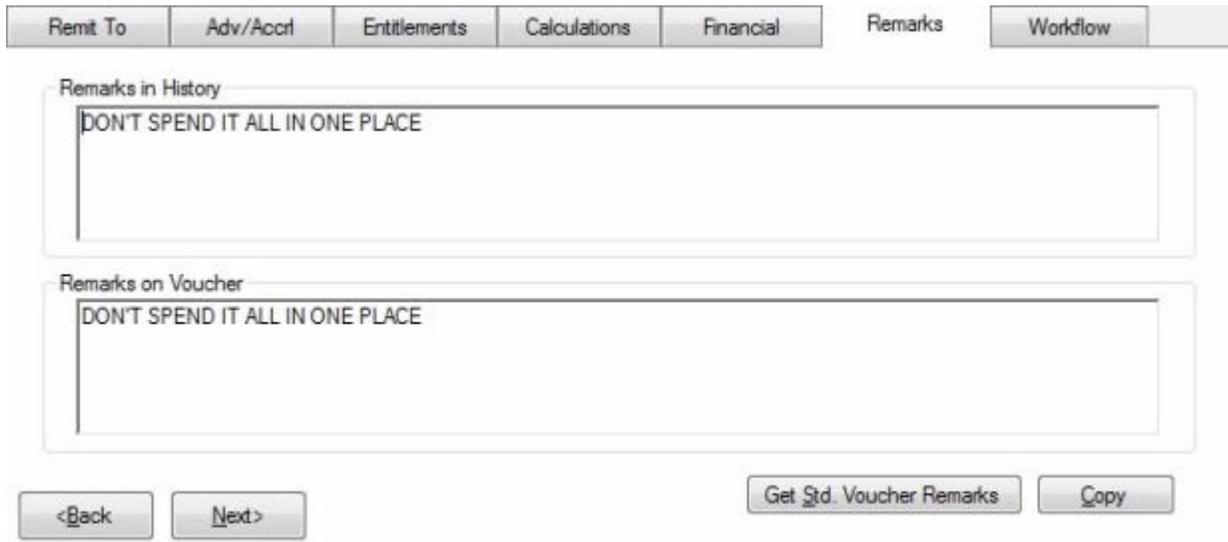
Note: **Click** on the **See Also** button below and **select** the appropriate **link** for additional **instructions** on entering the information.

Remarks - tab

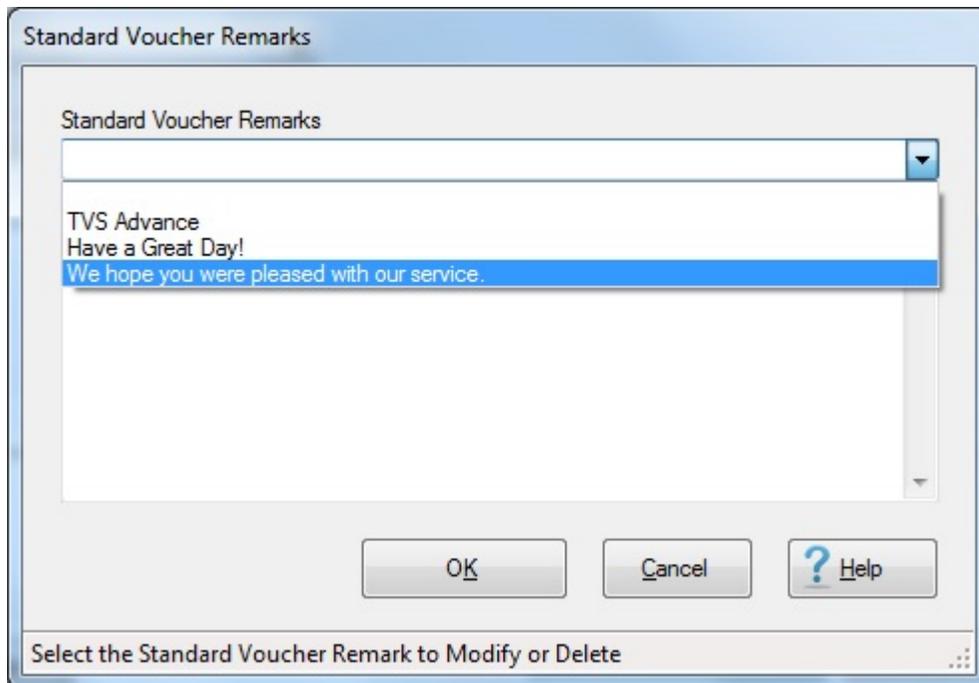
After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

 Use the following steps to "complete" the Remarks tab:

1. **Click** on the **Remarks** tab. The following screen appears:



2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.



6. At the Standard Voucher Remarks screen, **click** on the *down arrow* to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** steps 5 and 6 if you wish to add additional standard **remarks**.
8. When **finished** adding remarks, **click** on the **Save** button to **save** the entries.

Workflow - tab

To assist managers in determining where **delays** in travel settlement requests processing occur, IATS generates the Reporting Unit Code (**RUC**) **Report** for **Marine Corps** travel offices. For **other** travel offices, this report is named the **Liaison Office Report**.

The purpose of this report is to **track** the number of days required to **move** a settlement request **through** the **processing cycle**. Because settlement requests processed by these organizations are often **routed through liaison offices**, IATS tracks their movement from the **date signed** until the **date disbursed**.

The **Workflow** tab is used to **capture** the **details** needed for IATS to generate the **RUC/Liaison Office Report**.

The **dates** at the Workflow Tab are also used to **determine** whether **interest** must be **paid** to the traveler for **late** payments.

 Use the following steps to "complete" the Workflow tab:

1. If not already in focus, **click** on the **Workflow** tab. The following screen appears:



2. **Ruc/Liaison Office:** - At this field a *drop down list* of Ruc/Liaison Office **number(s)** appears. The [Ruc/Liaison Office](#) information must be previously established by the **System Administrator** in the IATS **Maintenance** module. When the *drop down list* appears, **click** on the **number** for the Ruc/Liaison Office that handled the **claim**.
3. **Date Signed by: - Traveler:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **signed** by the **traveler**.

4. **Date Received by: - RUC/Liaison Office or signed by the AO:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **received** by the **Ruc/Liaison Office**.
5. **Date Forwarded by: - Liaison Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **forwarded** by the **Ruc/Liaison Office**.
6. **Date Received by: - Travel Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **received** by the **Travel Office**.
7. **Expected Pay Date:** - The **Expected Pay Date** is used for **tracking** the **processing time** for the **Voucher Turnaround Report**. The **default** value at this field is **4 days** from the **current** date. If this **date** is correct, **press Tab** to continue, or **type** a new date if necessary and **press Tab**.
8. When **finished** entering the dates at the Workflow tab, **click** on the **OK** button to **save** the entries and **return** to the **Request for Settlement Against an Order** screen.

DITY Settlement Requests

Processing MILPCS DITY Requests

Service members are authorized to personally move their household goods and receive a reimbursement for **95** per cent of the amount it would cost the government to make the same move.

 **Complete the following steps to "process" a MILPCS DITY request for settlement:**

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired MILPCS DITY Travel Request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button and the **Select Traveler** screen appears.
3. **Type** the traveler's **SSN** at the **ID** and **press Tab** to **access** the traveler's **profile**. When the traveler's account information appears, **click** on **OK**. You may need to [create a new traveler profile](#), if necessary.
4. After accessing the traveler's account or creating a new profile, the **Travel Order Selection** screen appears. A **travel order** must be **selected** or **created** if necessary. Any orders **existing** in the IATS database for the selected traveler **appear** in the **grid** at the **bottom** of the screen. If the desired travel order number is listed, **click** on the **travel order number** and then **click** on **OK**.
5. If the desired travel order number is not listed, enter the travel order number at the TONO field and [create a new travel order](#).

Note: When creating the travel order for a **MILPCS DITY Request for Settlement**, ensure that **PCS** is selected for the **Type of Order**.

6. After **selecting** or **creating** the MILPCS DITY travel order the **Settlement Request** screen appears.
7. At the **Remit To** tab, **verify** that the traveler's **address** matches the **mailing address** shown on the **DD Form 1351-2** submitted by the traveler and make any necessary changes. When finished, **click** the **Next** button or the **Adv/Accrl tab** to continue.
8. At the [Adv/Accrl tab](#), **look** at **Block # 10** of the **DD1351-2** (Travel Voucher). If this block indicates that an advance was received, **ensure** that this information **appears** at the **Adv/Accrl** tab. If the information does not appear at the **Adv/Accrl** tab, **type** the **details** for the advance payment in the appropriate fields. After completing the **Adv/Accrl** tab, **click** on the **Next** button or the **Entitlements** tab to continue.
9. At the **Entitlements** tab, enter the effective date of orders and then **click** on the **Add Expense** button. A **drop down list** of various MILPCS expenses appears. **Click** on **PCS DITY**. The **DITY Input** screen appears.

Processing Local DITY Requests

Service members are authorized to personally move their household goods and receive a reimbursement for **95** per cent of the amount it would cost the government to make the same move.

 **Complete the following steps to "process" a Local DITY request for settlement:**

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired Local DITY Travel Request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button and the **Select Traveler** screen appears
3. **Type** the traveler's **SSN** at the **ID** and **press Tab** to **access** the traveler's **profile**. When the traveler's account information appears, **click** on **OK**. You may need to [create a new traveler profile](#), if necessary.
4. After accessing the traveler's account or creating a new profile, the **Travel Order Selection** screen appears. A **travel order** must be **selected** or **created** if necessary. Any orders **existing** in the IATS database for the selected traveler **appear** in the **grid** at the **bottom** of the screen. If the desired travel order number is listed, **click** on the **travel order number** and then **click** on **OK**.
5. If the desired travel order number is not listed, enter the travel order number at the TONO field and [create a new travel order](#).

Note: When creating the travel order for a **Local DITY Request for Settlement**, ensure that **Local DITY** is selected for the **Type of Order**.

6. After **selecting** or **creating** the **Local DITY travel order** the **Settlement Request** screen appears.
7. At the **Remit To** tab, **verify** that the traveler's **address** matches the **mailing address** shown on the **DD Form 1351-2** submitted by the traveler and make any necessary changes. When finished, **click** the **Next** button or the **Adv/Accr1 tab** to continue.
8. At the [Adv/Accr1 tab](#), **look** at **Block # 10** of the **DD1351-2** (Travel Voucher). If this block indicates that an advance was received, **ensure** that this information **appears** at the **Adv/Accr1** tab. If the information does not appear at the **Adv/Accr1** tab, **type** the **details** for the advance payment in the appropriate fields. After completing the **Adv/Accr1** tab, **click** on the **Next** button or the **Entitlements** tab to continue.
9. At the **Entitlements** tab, **click** on the **Add Expense** button. The **DITY Input** screen appears.

Completing the DITY Input Screen

Note: For **Marine Corps** users only, **state** taxes are no longer withheld when processing **DITY** settlements. At the **State Tax Code** field, **select** a non-taxable state, i.e. Texas.

The **DITY Input** screen is used to **capture** the **details** from the **DD Form 1351-2** Travel Voucher, submitted by the customer.

The screenshot shows the 'DITY Input' dialog box. At the top, there are two buttons: 'ROGERS, PAUL J' and 'TONO: LOC-DITY'. Below these are several input fields and checkboxes:

- State Tax Code:** A dropdown menu showing 'ALABAMA'.
- Intrastate:** A checkbox that is currently unchecked.
- Fiscal Year:** A dropdown menu showing '2015'.
- Date of DITY Move:** A date picker showing '2/13/2015'.
- Combat Zone:** A checkbox that is currently unchecked.
- Estimated GBL from DITY counseling sheet:** A text box containing '\$4,585.00'.
- Actual GBL including drayage:** A text box containing '\$3,975.00'.
- Less Operating Expense:** A text box containing '\$1,250.00'.

At the bottom of the dialog, there are four buttons: 'Other...', 'OK', 'Cancel', and 'Help'.

Use the following steps to "complete" the Local DITY Worksheet screen:

1. **State Tax Code:** Current Defense Finance and Accounting Service (DFAS) policy **precludes** the **withholding** of **state taxes**. At this field, **click** on the *down arrow* button and then use the *Up/Dn arrows* to **scroll** through the **list** of states. When a state, that is non-taxable for active duty military personnel, is highlighted, **click** on this state or **press** *Tab* to make a selection.
2. **Intrastate:** No action necessary. This **applies** to **MILPCS DITY** travel only.
3. **Fiscal Year:** At this field, IATS **defaults** to the **current** fiscal year (**FY**). If the correct year is displayed, no action is necessary. If the correct FY is not displayed, **click** the *down arrow* button and then use the *Up/Dn arrows* to **scroll** through the **list** of years. When the correct year is highlighted, **click** on this year or **press** *Tab* to make a selection.
4. **Date of DITY Move:** At this field, IATS **defaults** to the date entered at the **Issue Date** field when the travel order was created. If the correct date is displayed, no action is necessary. If not, **type** the correct date in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **Calendar** to select the date.

5. **Estimated GBL from DITY counseling sheet:** The GBL is the estimated cost to the **government** for the member's move. **Type** the GBL amount from the **DD Form 2278**, which was completed by the servicing **transportation office**.
6. **Actual GBL including drayage:** Type the actual cost which is also found on the member's **DD Form 2278**. IATS automatically **calculates** the **DITY Allowance**.
7. **Less Operating Expenses:** At this field, **type** the **amount** of the total expenses incurred by the member to make the move. IATS automatically calculates the amount for the remaining input fields.
8. When **finished** making the required **entries** at this screen, **click** the **OK** button. IATS returns to the **Settlement Request** screen.
9. At the **Settlement Request** screen, **finish** processing the claim as usual by completing the **Financial**, **Remarks**, and **Workflow** tabs if applicable.

DITY Summary Records

DITY Summary Records - Overview

The **DITY Summary Record** is a very important element associated with processing DITY settlements for members. The **purpose** of this record is to provide a detailed account of every DITY **transaction** processed by IATS or manually computed and **entered** by the IATS user. In addition to accounting for the **entitlement** and **collection** data, the DITY Summary Record **contains all** of the **tax liability information** associated with the DITY transactions.

All DITY settlement **transactions** processed in IATS are automatically posted to the summary records. These records are **maintained** in the IATS data base indefinitely, unless **deleted** by the IATS user.

Periodically, an IATS user may want to **view** the DITY Summary Records for a particular member. Users may need to **answer** a member's **question** regarding the computation of an entitlement or the user may want to **verify** the **posting** of payment information.

Click on the **See Also** button below and **select** the particular **topic** for additional information on working with DITY Summary Records.

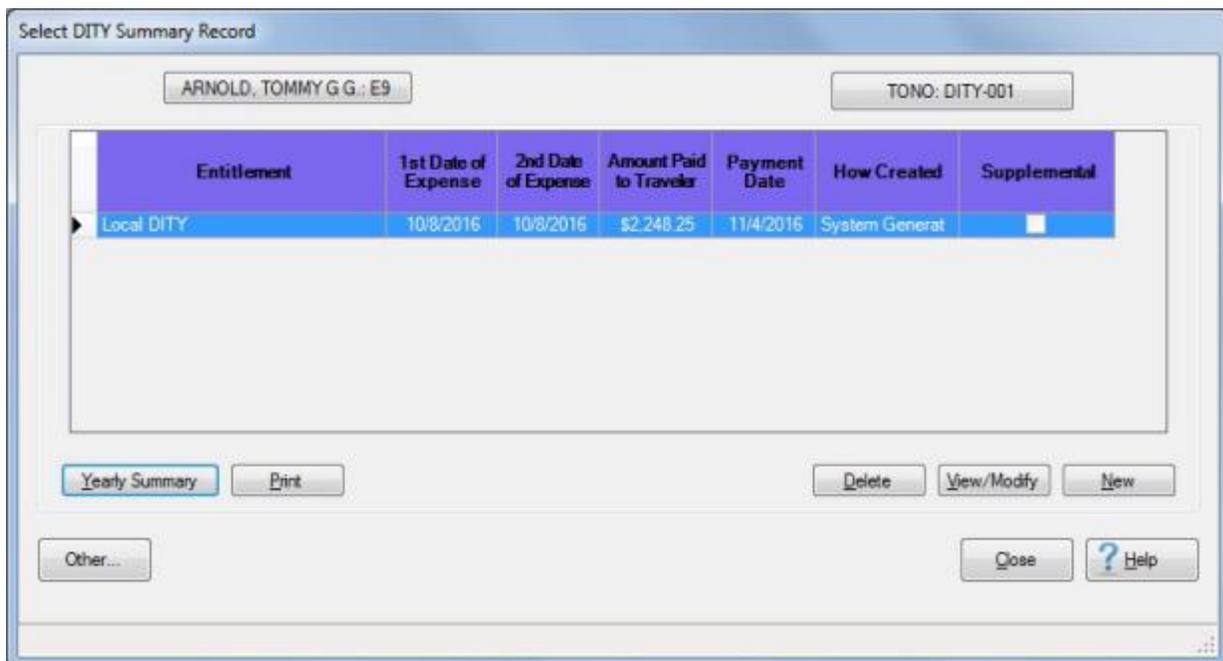
Accessing DITY Summary Records

Periodically, an IATS user may want to **view** the summary records for a particular member. Users may need to **answer** the member's **questions** regarding the computation of an entitlement or the user may want to **verify** the **posting** of payment information.

Note: The [privilege](#) "**Access Summary Records**" must be **granted** for the user's account in order for an IATS user **access** to DITY Summary Records.

 **Complete the following steps to "access" a DITY Summary Record:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access DITY Summary Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The **Travel Order Selection** screen appears.
4. At the **Travel Order Selection** screen, any travel orders existing in the database for the selected traveler appear in the grid at the **Order** section.
5. **Click** on the **order number** associated with the DITY record you wish to access. When the order number is displayed in the **TONO** field, **click** on the **OK** button. The **Select DITY Summary Record** screen appears.



Note: The **Select DITY Summary Record** screen lists every DITY transaction posted to the IATS database by entitlement type. In addition, this screen provides information pertaining to the **date processed**, **amount paid**, **date paid**, and **how** the record was **created**. A **System Generated** record indicates that the record was automatically created by **IATS** when a DITY settlement was processed. A **Manually Created** record indicates that the record was manually created by an IATS user or was converted from a previous **IATS database**.

6. Click on the DITY transaction you wish to display and then click on the **View/Modify** button. The **DITY Summary Records** screen appears.

The screenshot shows the 'DITY Summary Records' window. At the top, it identifies the traveler as 'ARNOLD, TOMMY G' and the record as 'TONO: DITY-001'. Below this, it indicates it is a 'System Generated Summary Record'. The main area contains several data fields: 'Expense' is 'Local DITY', the date is '10/8/2016', and the 'Expected Payment Year' is '2016'. Financial details include 'DITY Allowance' of \$2,831.00, 'Taxable' amount of \$2,331.00, and 'FITW Percent' of 25.00. It also shows 'Non-taxable Fringe Benefits' of \$500.00, 'FITW' of \$582.75, and a 'Net Paid' amount of \$2,249.25. At the bottom, the 'Voucher Number' is 45161104 and the 'Payment Date' is 11/4/2016. A row of buttons includes 'Other...', 'Summary', 'Print', 'Back', 'Next', 'Delete', 'OK', 'Cancel', and 'Help'. A status bar at the very bottom prompts the user to 'Enter the Voucher Number for this expense'.

Note: The **DITY Summary Records** screen displays the detailed information about the processed transaction. At this screen, users may generate a **print-out** of the displayed summary record by **clicking** on the **Print** button. Users may also **display** the **Yearly Summary** screen by **clicking** on the **Summary** button.

7. When finished viewing the **DITY Summary Records** screen, click on the **Cancel** button to **return** to the **Select DITY Summary Record** screen.
8. If **finished** viewing DITY Summary Records for the selected traveler, click on the **Close** button to **return** to the **Examiner View** screen.

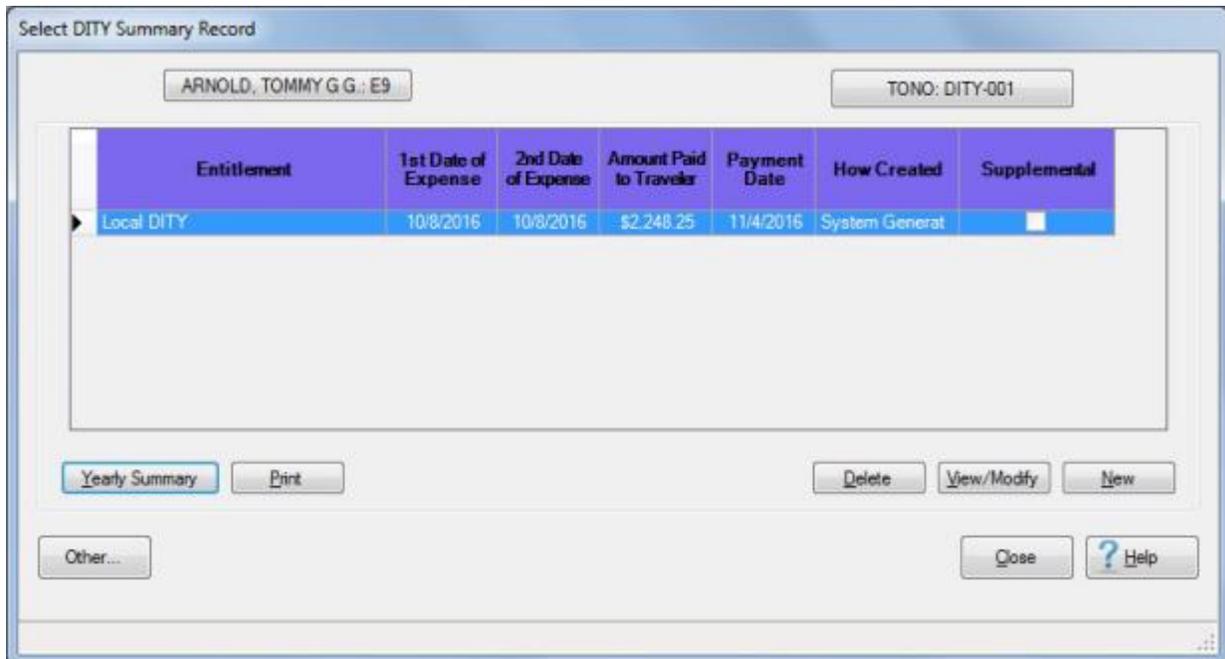
Modifying DITY Summary Records

Occasionally, an IATS user may need to **modify** the DITY Summary Record for a particular member.

Modifications to the DITY Summary Record can only be made to **manually** entered summary records. If the words "**System Generated**" appear in the "**How Created**" column of the **Select DITY Summary Record** screen, for the desired transaction, the IATS user cannot **modify** the **record**.

 **Complete the following steps to "modify" a DITY Summary Record:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access DITY Summary Records** option. The **Travel Order Selection** screen appears.
3. At the **Travel Order Selection** screen, **type** the traveler's **SSN** at the **ID** field and **press** *Enter*. When the account information appears, any travel orders existing in the database for the selected traveler appear in the **Order** section.
4. **Click** on the **order number** associated with the DITY record you wish to access and then **click** on the **OK** button. The **Select DITY Summary Record** screen appears.



Entitlement	1st Date of Expense	2nd Date of Expense	Amount Paid to Traveler	Payment Date	How Created	Supplemental
Local DITY	10/8/2016	10/8/2016	\$2,248.25	11/4/2016	System Generat	<input type="checkbox"/>

Note: The **Select DITY Summary Record** screen **lists** every DITY transaction posted to the IATS database by entitlement **type**. In addition, this screen provides information

pertaining to the **date processed, amount paid, date paid, and how** the record was **created**.

5. **Click** on the DITY **transaction** you wish to display and then **click** on the **View/Modify** button. The **DITY Summary Records** screen appears.

Note: For a manually entered DITY Summary Record, there are only two fields that may be **modified**. These fields are the **Voucher Number** and the **Payment Date**. If there are **corrections** required, other than, the **voucher number** or **payment date**, the IATS user must delete the record and **enter** the information again manually. Only manually entered DITY Summary Records may be **deleted** by the IATS user.

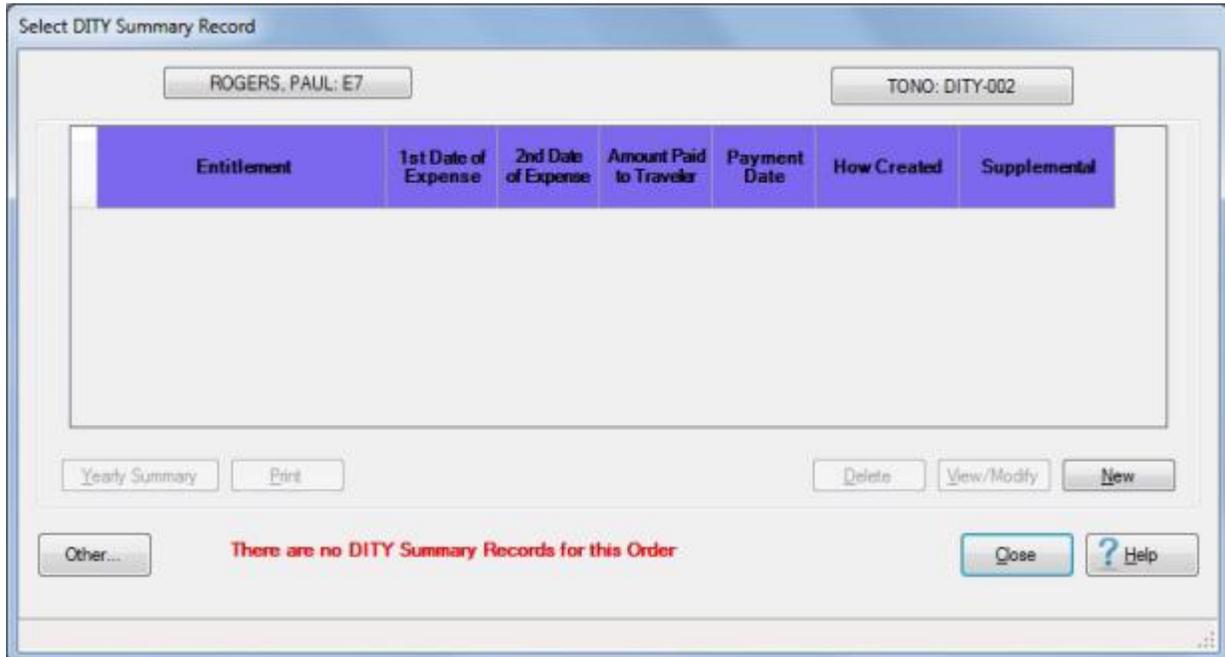
6. **Voucher Number:** - If you wish to **modify** the **voucher number**, **click** in this field and **type** the correct **voucher number**.
7. **Payment Date:** - If you wish to **modify** the **payment date**, **click** in this field and **type** the correct **date** in **MMDDYY** format.
8. When **finished** modifying the DITY Summary Record, **click** the **OK** button to **save** the changes and **return** to the **Select DITY Summary Record** screen.
9. If **finished** modifying DITY Summary Records for the selected traveler, **click** on the **Close** button to **return** to the **Examiner View** screen.

Manually Creating DITY Summary Records

On occasion, it may be necessary for an IATS user to manually enter the **details** for a DITY settlement into the **DITY Summary Record** module. This is a **requirement** for **recording** the tax information for any DITY settlement not computed by IATS or that was computed at the old PDS and must be entered into the IATS **database** at the new PDS.

 Complete the following steps to "manually create" a DITY Summary Record:

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access DITY Summary Records** option. The **Travel Order Selection** screen appears.
3. At the **Travel Order Selection** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, any travel orders existing in the database for the selected traveler appear in the **Order** section.
4. **Click** on the **order number** associated with the DITY record you wish to access and then **click** on the **OK** button. The **Select DITY Summary Record** screen appears.



Select DITY Summary Record

ROGERS, PAUL: E7 TONO: DITY-002

Entitlement	1st Date of Expense	2nd Date of Expense	Amount Paid to Traveler	Payment Date	How Created	Supplemental
There are no DITY Summary Records for this Order						

Yearly Summary Print Delete View/Modify New

Other... Close ? Help

5. At the **Select DITY Summary Record** screen, **click** on the **New** button. The **DITY Summary Records** screen appears.

DITY Summary Records

ROGERS, PAUL

TONO: DITY-002

Manually Entered Summary Record

Expense: Local DITY < 10/12/2016 >

Expected Payment Year: 2016

DITY Allowance: \$0.00 Taxable: \$0.00

FITW Percent: 25.00

Non-taxable Fringe Benefits: \$0.00

FITW: \$0.00

Net Paid: \$0.00

Voucher Number: Payment Date:

Other... Summary Print Delete OK Cancel ? Help

Enter the entitlement for this expense

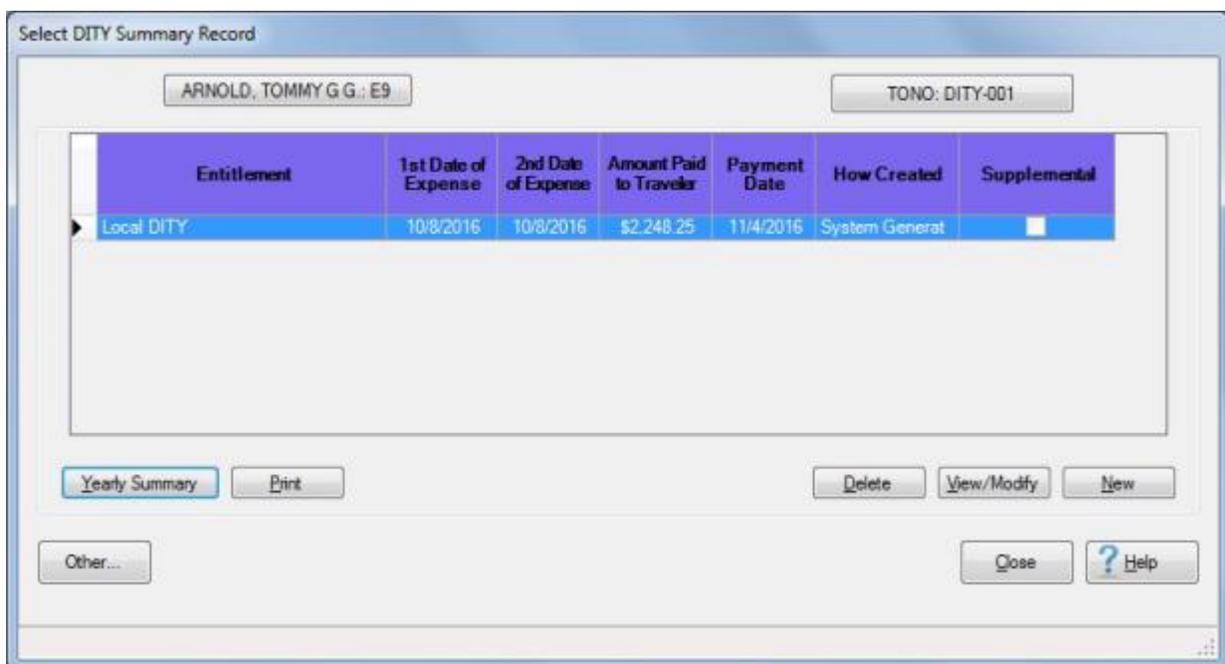
6. **Click** on the **link** and **refer** to the **Help** topic, "[Completing the DITY Summary Records Screen](#)", for additional instructions.

Printing DITY Summary Records

On occasion, it may be necessary to **print** a DITY Summary Record.

 **Complete the following steps to "print" a DITY Summary Record:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access DITY Summary Records** option. The **Travel Order Selection** screen appears.
3. At the **Travel Order Selection** screen, **type** the traveler's **SSN** at the **ID** field and **press Enter**. When the account information appears, any travel orders existing in the database for the selected traveler appear in the **Order** section.
4. **Click** on the **order number** associated with the DITY record you wish to access and then **click** on the **OK** button. The **Select DITY Summary Record** screen appears.



Entitlement	1st Date of Expense	2nd Date of Expense	Amount Paid to Traveler	Payment Date	How Created	Supplemental
Local DITY	10/8/2016	10/8/2016	\$2,248.25	11/4/2016	System Generat	<input type="checkbox"/>

5. **Click** on the listed **record** that you wish to **print**. IATS highlights the selected **item**.
6. When the desired item is highlighted, **click** the **Print** button. A *pop-up menu* appears listing two options for printing DITY Summary Records.

Print Select Summary Record
Print All Summary Records and Yearly Summary

7. **Click** on the desired option. The **Adobe Reader** screen appears.
8. At the Adobe Reader screen, **click** on the Printer **icon**. The **Print** screen will appear.
9. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
10. **Select** the number of copies you wish to print and **click** the **Print** button. IATS **prints** the DITY Summary Record(s) based on the selected option.
11. If **finished** printing DITY Summary Records for this traveler, **click** on the **(X)** button in the top right corner of the Adobe Reader screen.
12. IATS returns you to the **Select DITY Summary Record** screen.
13. If no **additional** summary records need to be printed, **click** on the **Close** button to **return** to the **Examiner View** screen.

Completing the DITY Summary Records Screen

When manually creating DITY Summary Records, the user must select the DITY Expense **type**, and **enter** the required information to complete the **DITY Summary Records** screen.

 **Complete the following steps to "populate" the DITY Summary Records screen:**

1. **Expense:** - If the expense type is incorrect, **click** on the *down arrow* button at the **Expense** field to display a list of the various DITY entitlements that were authorized when the travel order was created. When the list is displayed, **click** on the desired expense type.
2. **Date:** - If the date shown, (next to the Expense field), is incorrect, **click** in the date field and **type** the correct date for the expense, in **MMDDYY** format, and **press Tab**. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
3. **Expected Payment Year:** - If the incorrect year is shown at this field, **type** the **year**, in which the traveler **received**, or is expected to receive, the payment, in **YYYY** format and **press Tab**.
4. **DITY Allowance:** - At this field, **type** the computed **amount** of the selected entitlement and **press Tab**.
5. **Nontaxable Fringe Benefits:** - **Click** in this field and **enter** the **amount** for the traveler's **operating expenses** (if any) and then **press Tab**. IATS will then **calculate** the correct **amount** for the entitlement.

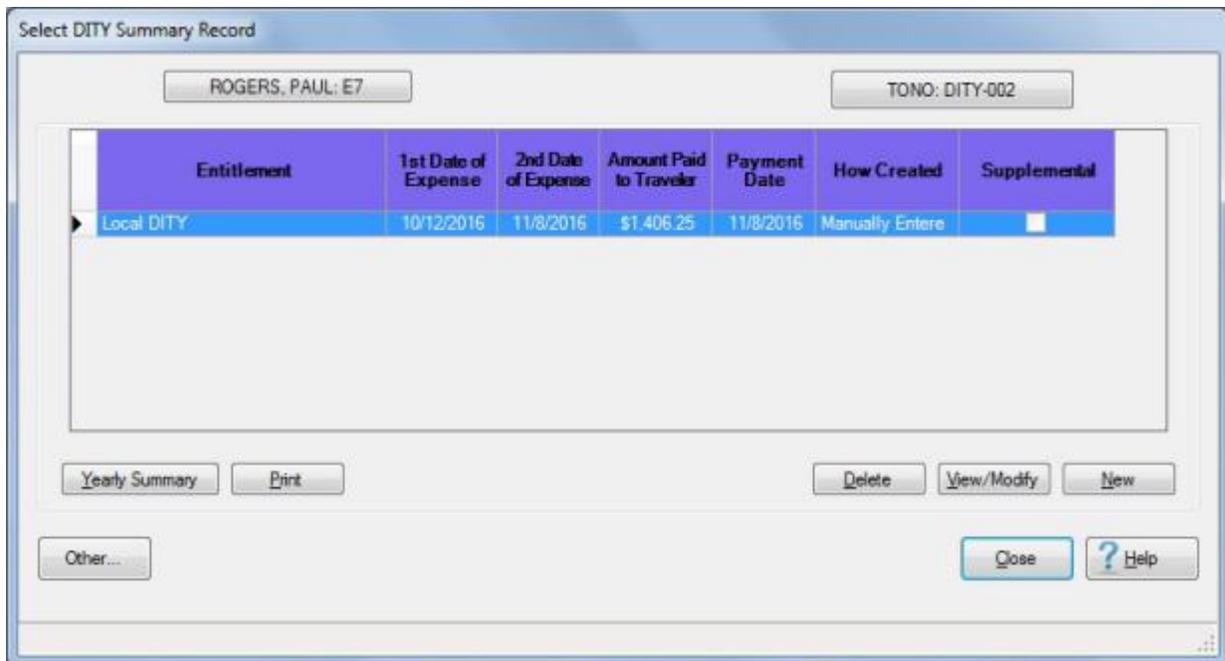
6. **Voucher Number:** - At this field, **type** the Disbursing Office Voucher Number (**DOV#**) **assigned** to the reimbursement for this expense.
7. **Payment Date:** - The current date defaults to this field. If correct, press *Tab* to continue. If not, **type** the **date**, in **MMDDYY** format, the **reimbursement** for this expenses was disbursed.
8. When **finished** entering all of the required information, **click** on the **OK** button. IATS **returns** to the **Select DITY Summary Record** screen.
9. If no additional summary records need to be created, **click** on the **Close** button to **return** to the **Examiner View** screen.

Deleting DITY Summary Records

In order to delete a DITY Summary Record, your **user account** must be **granted** the privilege "**Access DITY Summary Records**".

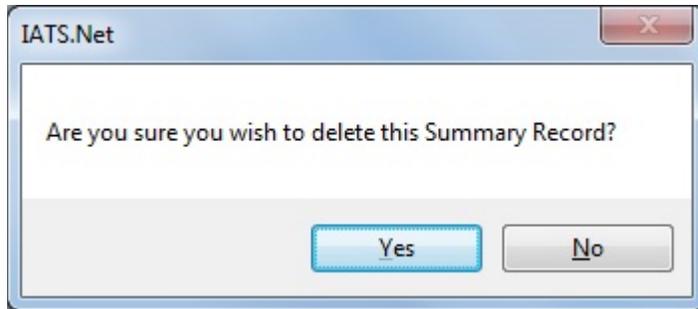
 **Complete the following steps to "delete" a DITY Summary Record:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access DITY Summary Records** option. The **Travel Order Selection** screen appears.
3. At the **Travel Order Selection** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, any travel orders existing in the database for the selected traveler appear in the **Order** section.
4. **Click** on the **order number** associated with the DITY record you wish to access and then **click** on the **OK** button. The **Select DITY Summary Record** screen appears.



Entitlement	1st Date of Expense	2nd Date of Expense	Amount Paid to Traveler	Payment Date	How Created	Supplemental
Local DITY	10/12/2016	11/8/2016	\$1,406.25	11/8/2016	Manually Entere	<input type="checkbox"/>

5. **Click** on the listed **record** that you wish to **delete**. IATS highlights the selected **item**.
6. When the desired item is highlighted, **click** the **Delete** button. A *pop-up* appears asking if you are **sure** you wish to **delete** the specified entitlement.



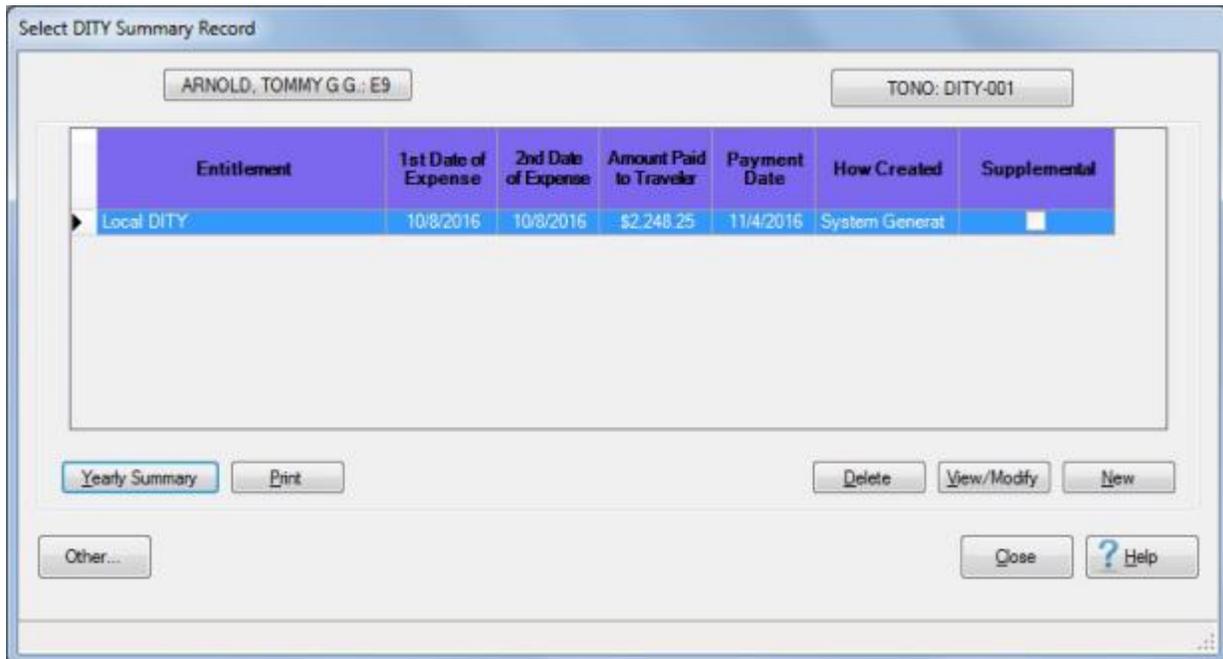
7. **Click** on the *Yes* button. IATS **deletes** the selected **record** and **returns** to the **Select DITY Summary Record** screen.
8. **If** no **additional** summary records need to be deleted, **click** on the **Close** button to **return** to the **Examiner View** screen.

DITY Records - Yearly Summary

All DITY settlement **transactions** processed in IATS are automatically posted to the summary records. These records are **maintained** in the IATS data base indefinitely, unless **deleted** by the IATS user. IATS was designed to **store several years** of **DITY history** using the summary records.

 Complete the following steps to "display" a DITY Yearly Summary Record:

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access DITY Summary Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The **Travel Order Selection** screen appears.
4. At the **Travel Order Selection** screen, any travel orders existing in the database for the selected traveler appear in the grid at the **Order** section.
5. **Click** on the **order number** associated with the DITY record you wish to access. When the order number is displayed in the **TONO** field, **click** on the **OK** button. The **Select DITY Summary Record** screen appears.



Entitlement	1st Date of Expense	2nd Date of Expense	Amount Paid to Traveler	Payment Date	How Created	Supplemental
Local DITY	10/8/2016	10/8/2016	\$2,248.25	11/4/2016	System Generat	<input type="checkbox"/>

6. At the **Select DITY Summary Record** screen, **click** on the **Yearly Summary** button. The **DITY Summary - Yearly Summary** screen appears.

DITY Summary - Yearly Summary

ARNOLD, TOMMY G TONO: DITY-001

Description	2016	2017	2018	2019	2020
▶ DITY Allowance:	\$2,831.00				
Taxable:	\$2,331.00				
FITw/:	\$582.75				
Household Goods:					
Fringe:	\$500.00				
Total:	\$2,831.00				

Other... Print OK ? Help

Note: At this screen, five years worth of DITY **entitlement** and tax **withholding** data is **stored**. The information for a DITY transaction will only appear at this screen, however, if a **DOV number** and **Date of Payment** is posted to the **DITY Summary Record**.

7. If desired, **generate** a print-out of this screen by **clicking** on the **Print** button.
8. When **finished** viewing the Yearly Summary screen for this traveler, **click** on the **OK** button. IATS **returns** to the **Select DITY Summary Record** screen.
9. At the **Select DITY Summary Record** screen, **click** on the **Close** button. IATS **returns** to the **Examiner View** screen.

Massive Multiple Travelers

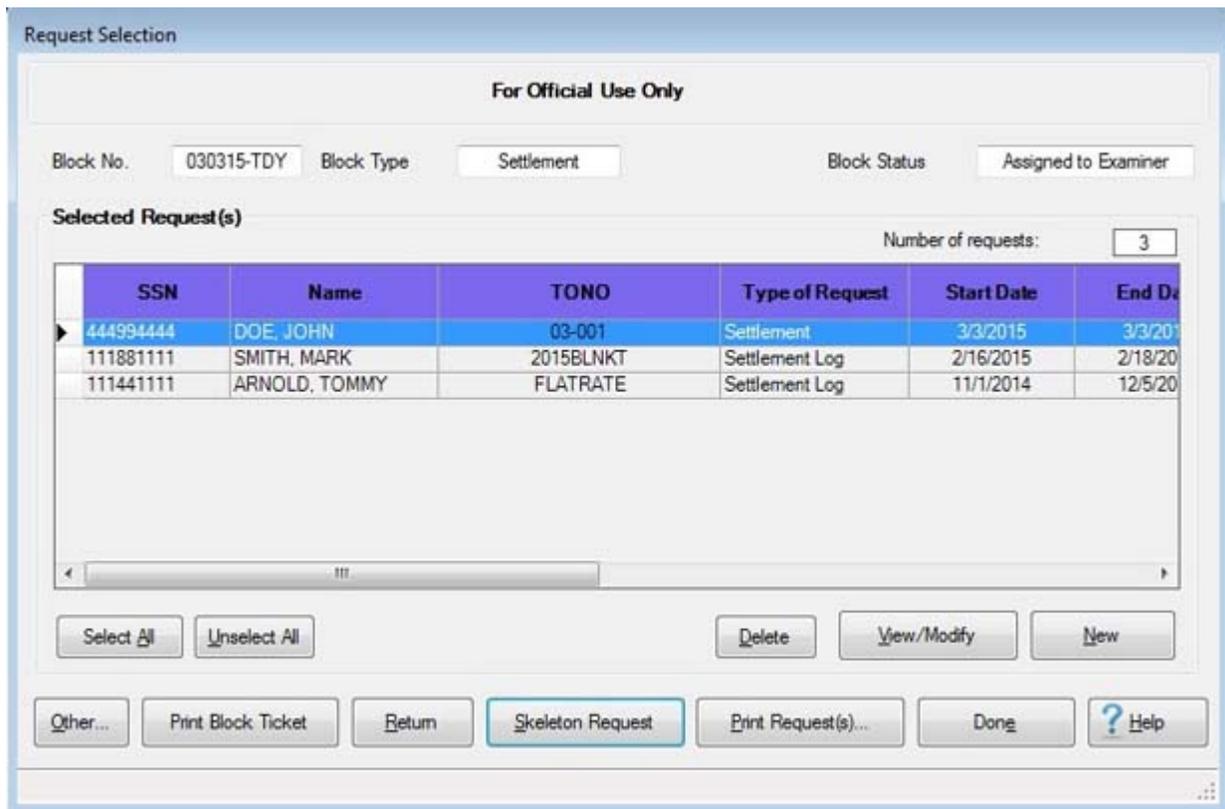
Process Settlement Requests for Massive Multiple Travelers

IATS contains a feature named **Massive Multiple Travelers**. This feature is primarily used by travel offices processing massive numbers of payments in connection with troop **deployments**. Prior to the addition of this feature, users had to use the **Multiple Travelers** option in order to **duplicate** claims that are nearly identical. The new Massive Multiple Traveler feature will allow you to duplicate a claim for hundreds of travelers quickly and easily.

Note: This feature may be used for both **TDY** and **PCS** settlements.

 Complete the following steps to "use" the Massive Multiple Travelers feature:

1. **Create** a **block** as usual.
2. **Process** the first settlement request you wish to use as the **basis** for the additional requests you will be adding to the block.
3. After the first settlement request has been **processed** and **saved**, IATS returns you to the **Request Selection** screen.



Request Selection

For Official Use Only

Block No. 030315-TDY Block Type Settlement Block Status Assigned to Examiner

Selected Request(s) Number of requests: 3

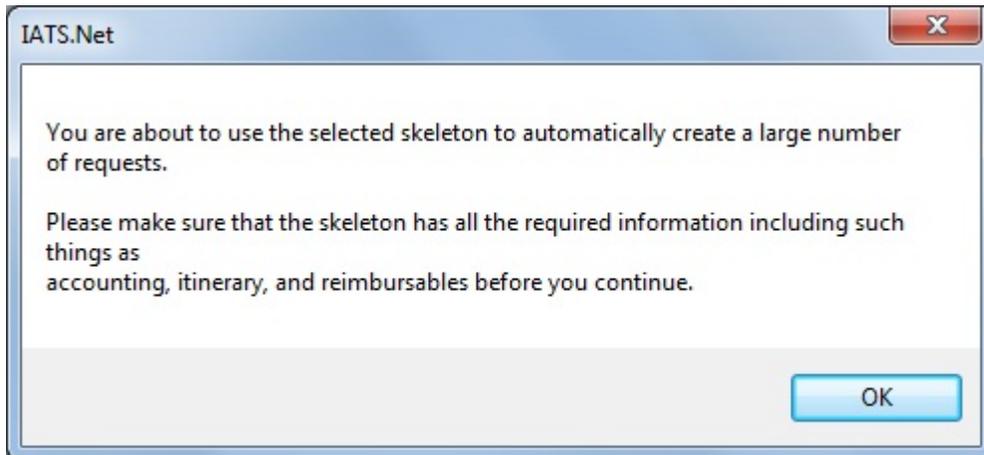
SSN	Name	TONO	Type of Request	Start Date	End Date
444994444	DOE, JOHN	03-001	Settlement	3/3/2015	3/3/2015
111881111	SMITH, MARK	2015BLNKT	Settlement Log	2/16/2015	2/18/2015
111441111	ARNOLD, TOMMY	FLATRATE	Settlement Log	11/1/2014	12/5/2014

Select All Unselect All Delete View/Modify New

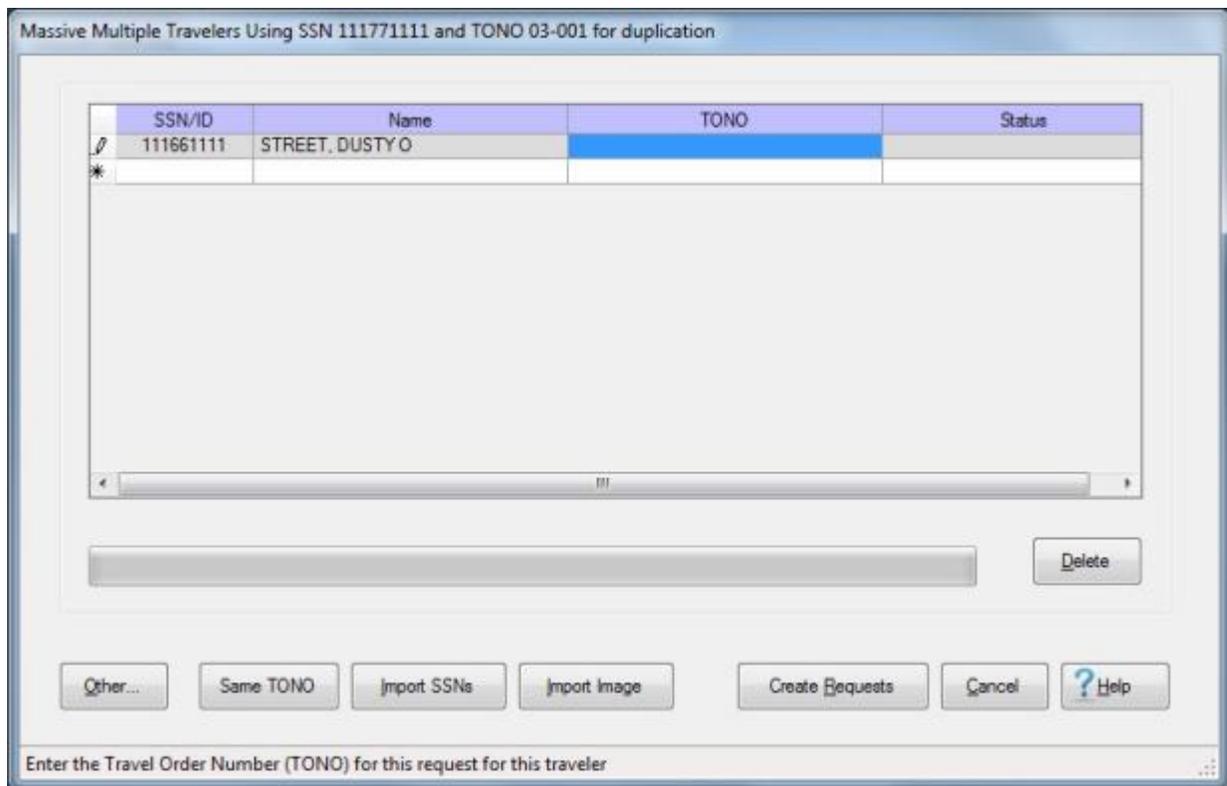
Other... Print Block Ticket Return Skeleton Request Print Request(s)... Done Help

4. At the Request Selection screen, **click** on the **Skeleton Request** button. The following *pop-up message* appears advising you to **ensure** that all of the

required **details** were **included** in the first claim that was processed, which will be used as the **basis** for all of the other claims you will be adding.



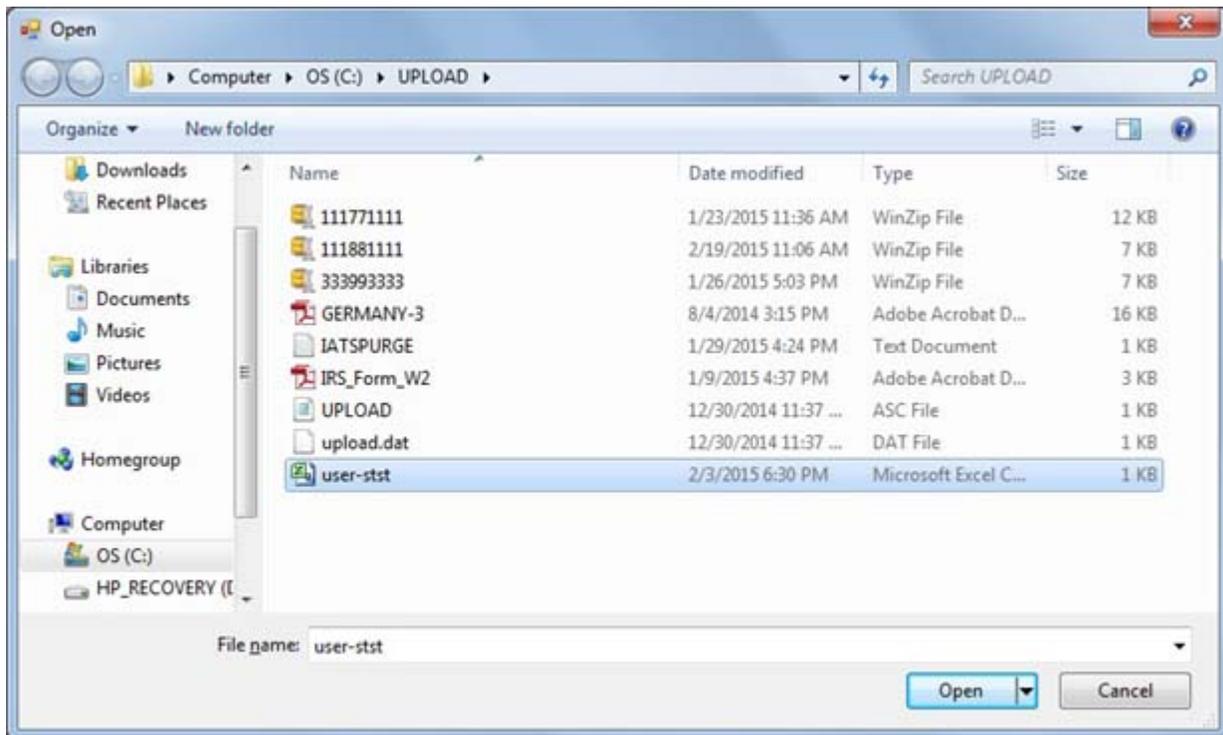
5. When you are satisfied that the first claim includes all of the required details, **click on OK**. The **Massive Multiple Travelers** screen will appear next.



6. **SSN/ID:** - When the Massive Multiple Travelers screen is displayed, you will notice that the SSN/ID field is highlighted. There are two ways to **populate** this field and add new travelers to the claim:
7. **Type** the **SSN** for the next traveler you wish to add to the claim.

8. **TONO:** - **Enter** the desired travel order number or **click** on the **Same TONO** button to use the **same** travel order that was used from the **original** claim.
9. **Click** on the **Import SSNs** button.

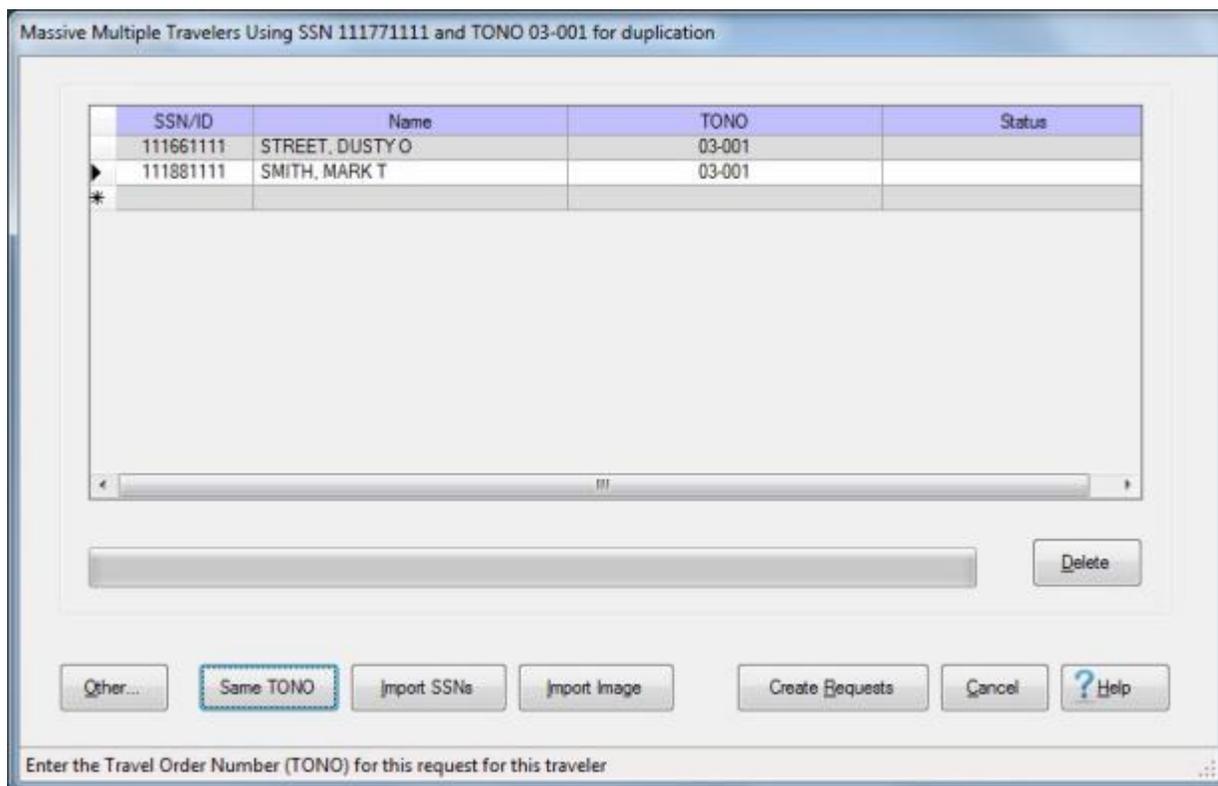
Tip: The **Import SSNs** button will allow you to **import** a **text** file containing the **SSNs** for all of the travelers you wish to add to the claim. You must **first create** a **text file** using an application such as **Note Pad**. Simply create a text file containing nothing more than the SSNs of the travelers to be included in the claim. Once you click on the Import SSNs button, you will see the following screen requiring you to **navigate** to the directory where the text file is residing and **select** the appropriate file:



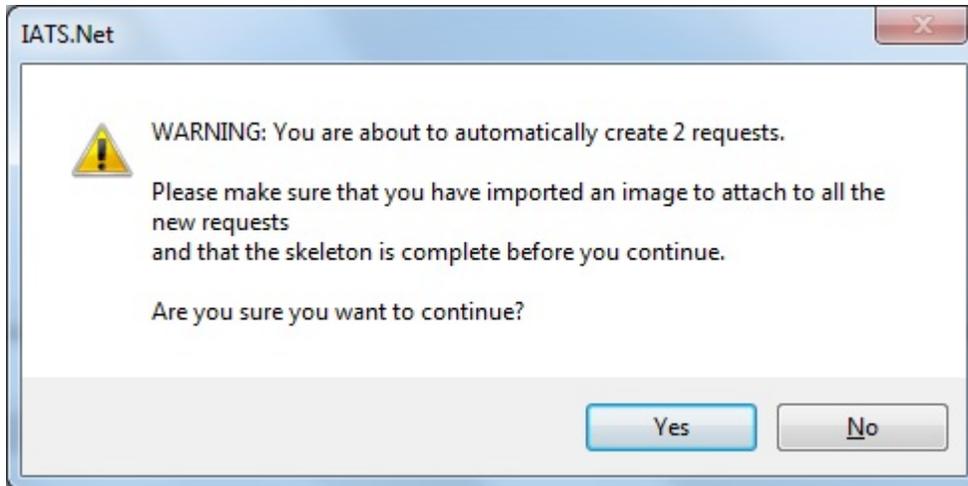
9. After you have either manually entered an SSN or imported SSNs, the next field to be populated in the **TONO** field.
10. **TONO:** - When the **TONO** field is highlighted, you can simply **click** on the **Same TONO** button if you wish to use the **same** TONO that was associated with the **first claim**, or **manually enter** a **different** TONO if necessary. You will have to **create** the travel order record **if** a **different** TONO is entered that was **not** previously created.
11. After you have populated the TONO field, the next item that you **may** need to be concerned about is the Import Image button.
12. **Import Image:** - The import Image button allows you to **import** a **scanned image** of a document such as a **travel order** or a **hotel receipt**. The imported image will be **stored** in the **database** and will be **associated** to the **SSN** and **TONO** specified. Once you click on the Import Image button, you will see the following

screen requiring you to **navigate** to the directory where the image file is residing and **select** the appropriate file:

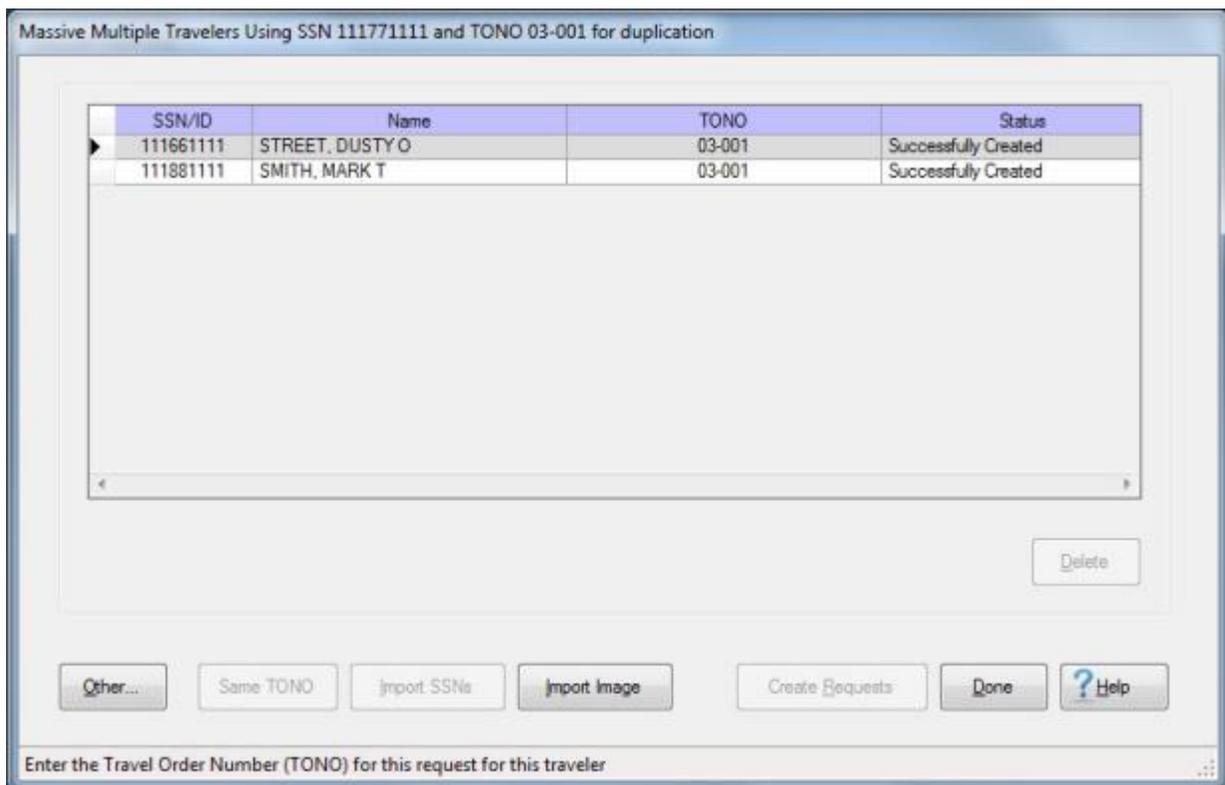
Tip: After you have imported an image, you will notice that the Import Image button is now titled **Discard Image**. If you wish to **remove** the image(s) **click** on the **Discard Image** button. If you want to remove the image for a selected traveler, first **click** on the desired **SSN** and then **click** on the **Discard Image** button.



13. **Create Requests:** - After you have imported the image(s), if applicable, you would **click** on the **Create Requests** button. Clicking on the Create Requests button automatically creates a completed request for the SSNs entered or imported that **match identically** to the first claim entered that was used as the **basis**.
14. When you click on the Create Requests button, you will see a *pop-up message* advising you to be sure that you have **imported image(s)** if applicable and that the **skeleton is complete** before you proceed.



15. If you are sure you are ready to create the requests, **click** on Yes.



16. After you have created the requests, you will notice that the **Status** field will display **Successfully Created**.

17. When you are **finished** using the Massive Multiple Travelers screen, **click** on **Done**. IATS will return to the **Request Selection** screen.

MILPCS Settlement Requests

Processing MILPCS Requests

Processing a **MILPCS** Request for Settlement claim involves taking the information from the **DD Form 1351-2**, travel voucher, submitted by the customer and entering the information to IATS. Overlooking a small detail can result in significant overpayment or underpayment.

In other Help **topics**, the [creation of a travel account](#) and [travel order](#) was demonstrated. In addition, users were introduced to [creating block tickets](#), [logging incoming requests](#), and [assigning block tickets](#) to voucher examiners for processing. These topics covered the essential steps required before a MILPCS Request for Settlement claim can be processed. Users must be familiar with these steps before proceeding.

 **Complete the following steps to "process" a MILPCS Request for Settlement:**

1. Login to IATS in the **Examiner** View mode or change the View to Examiner, if necessary.
2. Select a block through one of the following methods:
 - **Method 1:** - Click the [Grab Blocks](#) button and select a block from the **Logged** Pool.
 - **Method 2:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 3:** - Click on the **New Block** button and [create a new block](#).

Note: After selecting a block using one of the (3) methods listed above, the **Request Selection** screen appears. At this screen, any request already **logged** to the block is listed under the **Selected Request(s)** section.

Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) Number of requests:

SSN	Name	TONO	Type of Request	Start Date	End Date
999339999	PALMER, ROBERT	08-001	Settlement	8/12/2013	8/16/2013
111441111	ARNOLD, TOMMY	08-12	Settlement	8/19/2013	8/23/2013
111221111	FELTERS NACH, HOWI	08-13	Settlement	8/19/2013	8/23/2013
999119999	PAGE, JIMMY	08-004	Settlement	7/29/2013	7/29/2013

Select All Unselect All View

Other... Print Block Ticket Print Request(s)... Done ? Help

3. At the **Request Selection** screen, **select** a request through one of the following methods:

- **Method 1:** - **Double click** on the desired request.
- **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
- **Method 3:** - **Click** on the **New** button.

Note: If the **New** button is clicked, the **Select Traveler** screen appears. At this screen the Examiner must **select** or **create** the traveler's **account**. After selecting or creating the travel's account, the **Travel Order Selection** screen appears. At this screen the Examiner must **select** or **create** a new **travel order**. After selecting or creating the travel order, the **Settlement Request** screen appears.

4. After selecting a request using one of the methods listed above, the **Settlement Request** screen appears.

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Settlement Request - Block No: MILPCS - Request No: NEW

JOHNSON, HARRY: E3 TONO: PCSADV1

Request Type - Settlement
Type of Settlement Partial

Remit To Adv/Acct Entitlements Calculations Financial Remarks

Address

Line 1	222 N SOUTH STREET
Line 2	
City	INDIANAPOLIS
Country/State	IN INDIANA
Zip Code	46226

Update Traveler

<Back Next>

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

5. Refer to the **Help** topic, "[Completing the MILPCS Request for Settlement Screen](#)", for additional instructions.

Completing the MILPCS Request for Settlement Screen

After selecting a request, the **Settlement Request** screen appears. This screen is used to capture the details from the **DD Form 1351-2**, travel voucher, submitted by the customer.

Settlement Request - Block No: MILPCS - Request No: NEW

JOHNSON, HARRY: E9 TOND: PCSADV1

Request Type - Settlement

Type of Settlement: Partial

Remit To: Adv/Acct, Entitlements, Calculations, Financial, Remarks

Address:

Line 1: 222 N SOUTH STREET

Line 2:

City: INDIANAPOLIS

Country/State: IN INDIANA

Zip Code: 46226

Update Traveler

<Back Next>

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

Use the following steps to "complete" the MILPCS Settlement Request screen:

1. **Type of Settlement:** No action should be **necessary** at this field. It is quite common to process several settlements using the same travel order number. For this reason, all MILPCS travel is treated as **Partial** settlements.
2. **Address:** When the **Settlement Request** screen appears, the **Remit To** tab is displayed. At this tab, the traveler's address defaults from the address entered at the **Traveler Profile** screen when the traveler's profile was created. Compare this address to the address appearing on the Request for Settlement submitted by the traveler and make any necessary changes. If the IATS user **changes** the **Remit To** address at this tab, the **change** will appear with a **red** background.

Note: Any changes made to the address at the **Remit To** tab will only affect the settlement being processed. A **permanent** address **change** must be made at the **Traveler Profile** screen.

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3. After verifying the address at the Remit To tab, **click** on the **Adv/Accrl** tab or the **Next** button to proceed.

Click on the **See Also** button below and **select** the **topic** for additional instructions on completing the various **tabs** at this screen.

MILPCS Adv-Accr - tab

When processing a Request for Settlement, **look** at **Block # 10** of the **DD1351-2** (Travel Voucher). Travelers are responsible for indicating advances received. If Block # 10 of the DD1351-2 indicates that an advance was received, **ensure** that this information **appears** at the **Adv/Accr** tab. If the information does not appear at the **Adv/Accr** tab, **type** the **details** for the advance payment in the appropriate fields.

Note: If there is a **check mark** appearing in the **Locked** box next to the **details** for an advance payment, no changes to the details may be made by the IATS user.

Locked	Date	Type	FY	Amount	DOV
<input checked="" type="checkbox"/>	10/2/2013	Advance	2014	\$500.00	444555
<input type="checkbox"/>					

Delete

<Back Next>

Complete the following steps to "enter" the advance details at the Adv/Accr tab:

1. **Date:** At this field, **type** the **date** the advance was paid in **MMDDYY** format.
2. **Type:** At this field, you can **click** on the **down arrow** button to display a **drop down listing** offering the choices **Accrual** or **Advance**. **Click** on the option that is appropriate for the **type** of advance payment received.
3. **FY:** At this field, you can **click** on the **down arrow** button to display a **drop down listing** offering the choices for several **fiscal years**. **Click** on the choice that is appropriate for the **fiscal year** in which the advance payment was received.
4. **Amount:** At this field, the **Advance Spread** screen appears and the user must allocate any previously paid **advance** to the appropriate **entitlements**.

The screenshot shows the 'Advance Spread' window. At the top, there are fields for 'Date' (1/10/2015) and 'Type' (Advance). Below this is a table with two columns: 'Description' and 'Amount'. The table lists various advance items and their corresponding amounts. Below the table, there is a field for 'Total Advance/Accrual' showing \$2,400.00. At the bottom, there is a section titled 'Who being paid for Enroute Travel' with a list of names (JOHN, SHIRLEY, MADDIE) and buttons for 'Select All', 'Unselect All', 'Cancel Changes', 'Accept Changes', and 'Help'.

Description	Amount
Memb/Emp PCS Per Diem	\$200.00
Memb/Emp TDY Per Diem	\$0.00
Memb/Emp Transportation	\$500.00
Memb/Emp MALT	\$0.00
Memb/Emp Reimbursable Expenses	\$0.00
Registration Fees	\$0.00
Dependent Per Diem	\$200.00
Dependent Transportation	\$500.00
Dependent MALT	\$0.00
Dependent Reimbursable Expenses	\$0.00

Total Advance/Accrual: \$2,400.00

Who being paid for Enroute Travel

JOHN
SHIRLEY
MADDIE

Select All

Unselect All

Cancel Changes

Accept Changes

Help

- At this screen, click in the **Amount** field for the appropriate entitlements and **type** the **dollar amount** for the advance payment received. When **finished** allocating the advance **click** the **OK** button.

Note: A new section (**Who being paid**) appears at the bottom of this screen for certain entitlements. Notice in the example above, this section is appearing for the **Enroute Travel** entitlement. Users must use this section to **specify which individual(s)** the particular entitlement applies to.

- DOV #:** At this field, **type** the Disbursing Office Voucher (**DOV**) number assigned to the advance payment received.
- After completing the **Adv/Accr** tab, **click** on the **Entitlements** tab or **click** the **Next** button to continue.

Refer to the **Help** topic, "[Entitlements - tab](#)", for additional instructions.

MILPCS Settlement Entitlements - tab

The **Entitlements** tab is the beginning point for **capturing** the specific **details** pertaining to what is authorized on the travel order in regards to the authorized PCS expenses, **transportation** allowances, **itinerary** for the trip, and any **reimbursable expenses**.

Use the following steps to "complete" the MILPCS Settlement Entitlements tab:

1. **Travel Not Performed:** Under the heading "**Types of Entitlements Claimed**", **click** in this box if the trip was not performed and you wish to generate a **zero dollar transaction**. This transaction is then **transmitted** to the **accounting system** to **de-obligate** the **funds** set aside for the travel order.
2. **Effective Date of Orders:** The effective date of the orders is used to determine the correct **DLA** rate and the entitlement to **dependent** travel. At this field, **type** the correct effective date of orders in **MMDDYY** format and **press Tab**.
3. **Add Entitlement button:** **Click** on this button to **select** the types of **expenses** the settlement is requested for. A drop down listing appears and displays the **expenses** that were **authorized** when the travel order was created.

4. **Following**, is a **list** of possible MILPCS settlement expense **types** and a **link** to additional **instructions** for processing each particular expense type:
 - **Enroute PCS Travel:** If the user **clicks** on the **Enroute PCS Travel** option, the **What's Authorized** tab appears and the user must specify who is traveling and **how many cars** will be used. **Refer** to the **Help** topic "[PCS Advance What's Authorized - tab](#)" for additional instructions.
 - **TLE:** If the user **clicks** on the TLE option, the **Temporary Lodging Entitlement** screen appears and the user must complete this screen to **enter** the daily TLE expenses. **Refer** to the **Help** topic "[Completing the TLE Screen](#)" for additional instructions.
 - **DLA:** If the user **clicks** on the **DLA** option, IATS automatically calculates the Dislocation Allowance **payment**.
 - **DITY:** If the user **clicks** on the **DITY** option, the **DITY Input** screen appears and the user must complete this screen to enter the DITY expenses. **Refer** to the **Help** topic, "[Processing MILPCS DITY Requests](#)", for additional instructions.
5. **Click** on the desired **expense** type and **complete** the associated input **screen** to **enter** the **details** for the selected expense.
6. When **finished** adding expenses, **proceed** to the [Calculations](#), [Financial](#), and [Remarks](#) tabs to **finish** processing the settlement.

PCS Settlement What's Authorized - tab

After **clicking** on the **Add Expense** button and **selecting** the **Enroute** option at the **Entitlements** tab, the **What's Authorized** tab appears. At the **What's Authorized** tab, the user **must specify** that the traveler **is** the **owner/operator** of the **POV**, the **number of cars** used, and **which travelers are** to be **included** in the settlement calculation.

What's Authorized Expected Itinerary Reimbursables

Owner/Operator of POV No MALT Number of cars authorized

Who is being paid for this trip

- HARRY (Member)
- SALLY ANN (Spouse)

Use the following steps to "complete" the PCS Settlement What's Authorized tab:

1. **Owner/Operator of POV:** At this field, **click** in the box **if** the traveler **was** the **owner** and **operator** of the **POV** used in the performance of the trip.
2. **Number of Cars:** At this field, **type** the **number** representing the how many **POV's** are to be **used** in the **calculation** of the trip being processed.
3. **Who is being paid:** At this section, the user **must specify which** of the listed **travelers** are to be **included** in the **calculation** of the settlement. **If all** of the listed **traveler's** should be included, **click** on the **Select All** button. **If not**, **click** on the **desired name**.

Tip: Multiple traveler's may be **selected** by **pressing** and **holding** the *Shift* key and then **clicking** on the desired **names**.

4. After completing this tab, the user must then **click** on the **Actual Itinerary** tab or **click** on the **Next** button to continue.

Refer to the **Help** topic, "[Actual Itinerary - tab](#)", for additional instructions.

MILPCS Actual Itinerary - tab

The **MILPCS Actual Itinerary** tab is used to **capture** the specific **details** for the trip itinerary. While completing this screen, refer to the **prompt line** at the bottom. The prompt line will **explain** what **information** is requested at each input field.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local? Method	Group? Lodging	Embark? Meals	Who Else			
								AE %	Lodging	Taxes	Miles
10/7/2013	DEP	PA	<input type="checkbox"/>								
	ARR	TD	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00	0.00
*			<input type="checkbox"/>								

 Use the following steps to "complete" the MILPCS Actual Itinerary tab:

1. **Actual Trip Duration:** - At this field, **click** on the *down arrow*. A drop down listing of trip durations appears. **Refer** to the **DD Form 1351-2** submitted by the traveler to determine the duration and then **click** the correct choice.
2. **Depart Date:** - The departure date on the first line of the itinerary automatically **defaults** from the **Begin Date** entered when the travel order was created. **Press Tab** to continue or **type** a different date, in **MMDDYY** format, if necessary.
3. **Depart Location:** - At this field, the **Origin** location entered (when the travel order record was created) will automatically default. If this location is incorrect, **double click** in the **Location** field. The **Location Selection** screen will appear and you can **select** a different depart location.
4. **Transportation:** - If the default method of transportation is incorrect, **click** on the *down arrow* button. A *drop down* listing of various transportation modes appears. **Click** the *Up/Dn arrows* until the desired mode is displayed and then **click** on the correct mode to make a selection.
5. **Local?:** - When the mode **PA** is selected for the transportation, a **prompt** asking if travel was to/from a **local** transportation terminal appears. If so, **click** in this box. If not, **press Tab** to continue.
6. **Arrival Date:** - The date at the previous **Departure Date** field **defaults** to the Arrival Date field. Press **Tab** to accept this date or **type** a new date, in **MMDDYY** format, if necessary.
7. **Arrive Location:** - This is the **location** where the traveler stops to perform official duty, change modes of transportation, or to rest overnight. The Location Selection screen will automatically appear at the Arrive Location field. Use this screen to select the location the traveler arrived at.

8. **Reason for Stop:** - At this field, the **default** value is **AT - Awaiting Transportation**. Press *Tab* if this is correct. If not, **click** on the *down arrow* button to display a *drop down* listing of various [reasons](#) for stopping and then **click** on the correct reason to make a selection. **Click** on the **definitions** button below for an **explanation** of the various reason for stop codes.
9. **Duty Day:** - A **check mark** automatically **defaults** to this field. If this day is an official day of duty, **press Tab** to continue. If this day is not an official day of duty, however, **click** this box to **remove** the check mark.
10. **Method:** - The **default** value for this field is **LDP - Lodgings Plus**. Press *Tab* if this is correct. If not, **click** on the *down arrow* button to display a *drop down* listing of various per diem computation [methods](#).. **Click** on the correct method to make a selection.
11. **Lodging:** - At the **Lodging** field, when completing the MILPCS Actual Itinerary tab, a *drop down listing* of various [lodging types](#) appears. **Click** on the correct type to make a selection.
12. **Meals:** - At the **Meals** field, when completing the MILPCS Actual Itinerary tab, a *drop down listing* of various [meal types](#) appears. **Click** on the correct type to make a selection.
13. **Lodging Cost:** At this field, **type** the **dollar amount** for the daily lodging cost at the location where the traveler remained overnight.
14. **Taxes:** If the overnight location is within CONUS, Alaska, Hawaii, or a US territory, the user is prompted to enter the daily lodging **taxes** amount. IATS will automatically reduce the taxes by the appropriate percentage when the claimed amount for **lodging** exceeds the authorized amount. If these taxes are entered into the **itinerary**, do not enter them again at the **Reimbursables** tab. The amount calculated for the taxes will appear on the **Calculations** tab after the trip has been completely entered.
15. **Miles:** If not automatically populated by the **DTOD** look-up feature, **type** the number of **miles** claimed by the traveler if a privately owned vehicle was used.

Note: When finished with the itinerary, the **Constructed Itinerary** or **Reimbursables** tab appears next.

Refer to the **Help** topics, "[Constructed Itinerary - tab](#)" or "[Reimbursables - tab](#)", for additional instructions.

MILPCS Reasons for Stop

When completing a MILPCS Itinerary, a **Reason for Stop** code is **required** on each **arrival** line. A table appears at the **Reason for Stop** field **displaying** a variety of **codes** that may be used.

The **purpose** of the code is to **determine** what action must be taken by the travel computation system and what **allowances** are **applicable**. A **listing** of the various Reason for Stop **codes** and an **explanation** of their purpose is provided below:

- **AT - Awaiting Transportation:** This is used when the **traveler** is simply **stopping** at a **location** to **change** the **mode** of transportation.
- **TD - Temporary Duty:** This is the default value at this field since it is the most common reason a traveler stops. Use this code when the **point** the traveler **arrived** at is the **TDY** point.
- **LV - Leave:** Use this code when the **traveler** has **stopped** at a **location** for the **purpose** of taking leave. This code will **cause** the computation **system** to terminate per diem during the leave period.
- **MC - Mission Complete:** Use this code when the **trip** is **finished** and the traveler has **arrived** at the Permanent Duty Station (**PDS**).
- **AD - Authorized Delay:** Use this code when the **traveler** has **made** an official stop and remained overnight while **enroute** to an official duty point.
- **VR - Voluntary Return:** Use this code when a **traveler** has voluntarily returned to the **PDS** during a TDY trip. This commonly occurs when travelers are on lengthy TDY trips and there is a **holiday** weekend involved. Using this code **causes** the computation **system** to **perform** a **cost comparison** of what it would have cost the government had the traveler remained at the TDY location. This **cost** is then **compared** to the **expenses** the traveler **incurred** for **performing** the **VR** travel. The traveler is **reimbursed** these travel **expenses** up to what it would have cost the government to remain at the TDY location.
- **DV - Drop Off Vehicle At Vehicle Port:** Use this code when the **purpose** of the **stop** is to drop off a Privately Owned Vehicle (**POV**) at a vehicle **port** facility for overseas shipment.
- **PV - Pick Up Vehicle At Vehicle Port:** Use this code when the **purpose** of the **stop** is to pick up a **POV** from a vehicle **port** facility for movement to a new PDS.
- **ES - Enroute Stopover:** Use this code when the **traveler** has **made** an official stop and remained overnight while **enroute** to an official duty point. (This code may also be used with TDY travel).
- **DP Drop Off Passengers:** Use this code when the **purpose** of the **stop** is to drop off passengers at a passenger facility. This ordinarily occurs when delivering a **POV** to a vehicle **port** facility for overseas shipment in conjunction with a PCS and passengers are dropped off first.
- **PP - Pick Up Passengers:** Use this code when the **purpose** of the **stop** is to pick up passengers at a passenger facility. This ordinarily occurs after a **POV** is picked up from a vehicle **port** facility in conjunction with a PCS and the passengers are picked up afterwards.

- **CT - COT Leave:** Use this code when the **purpose** of the **stop** is to perform leave in conjunction with a **Consecutive Overseas Tour**.
- **SL - Sick Leave:** Not used at this time.
- **DL - Designated Leave Point:** Use this code when the stop location is a **point designated as a delay point** for **dependents pending orders** for overseas PCS travel, or when overseas **travel** is **denied**. This is also the appropriate code to **identify a location** as Consecutive Overseas Tour (**COT**) leave point.
- **AR - Authorized Return Home:** Use this code when the **traveler** has been **authorized**, in the travel order, to make a return trip to his/her last PDS during a **PCS** travel period.
- **ND - TDY changed to New Duty Station:** Use this code when the **traveler** was performing a **MILPCS trip with TDY enroute** and the **TDY station** was **converted** to the **New Permanent Duty Station (PDS)**.

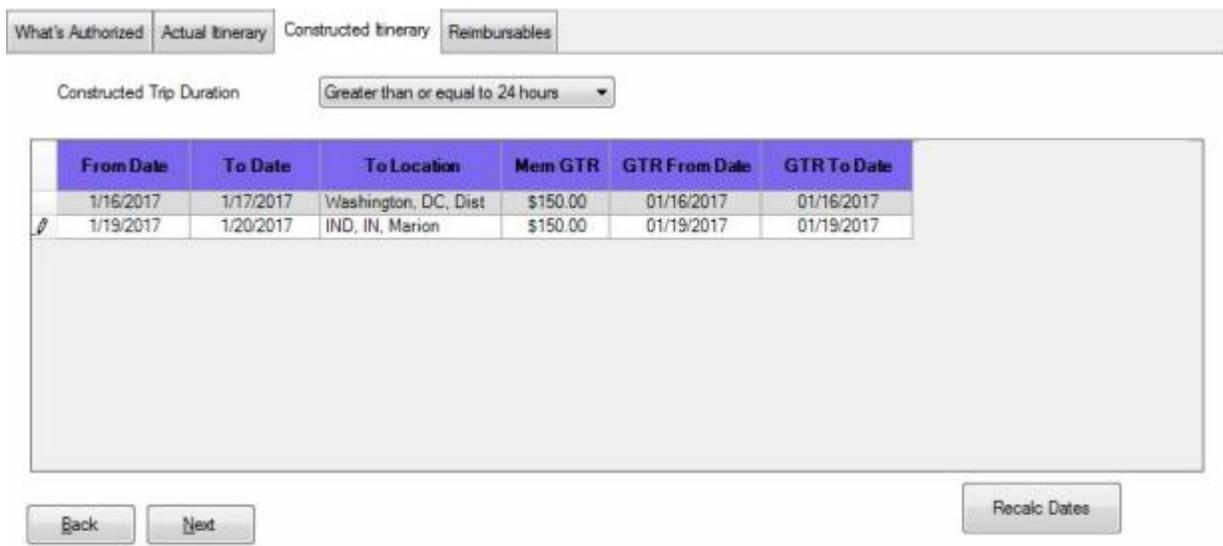
Constructed Itinerary - tab

There are **three** situations that cause the **Constructed Itinerary** tab to **appear** after completing the traveler's actual itinerary:

- **Privately owned conveyance** was used for the travel to and from the official locations.
- The authorized mode of travel was **POC Limited to Cost of Constructed Travel**.
- The travel was performed by **mixed modes**; a combination of privately owned and commercial or government procured transportation.

At this screen the **legs** of the traveler's **actual itinerary** are displayed. The user must either **enter** the **cost of government procured travel** or the **official mileage** depending on the authorized mode of travel. IATS will then either perform a **cost comparison** or **limit the mileage** reimbursement to the **official distance**.

 Use the following steps to "complete" the **Constructed Itinerary** tab when the authorized mode of travel was "POC Limited to Cost of Constructed Travel" or was performed by "Mixed Mode":



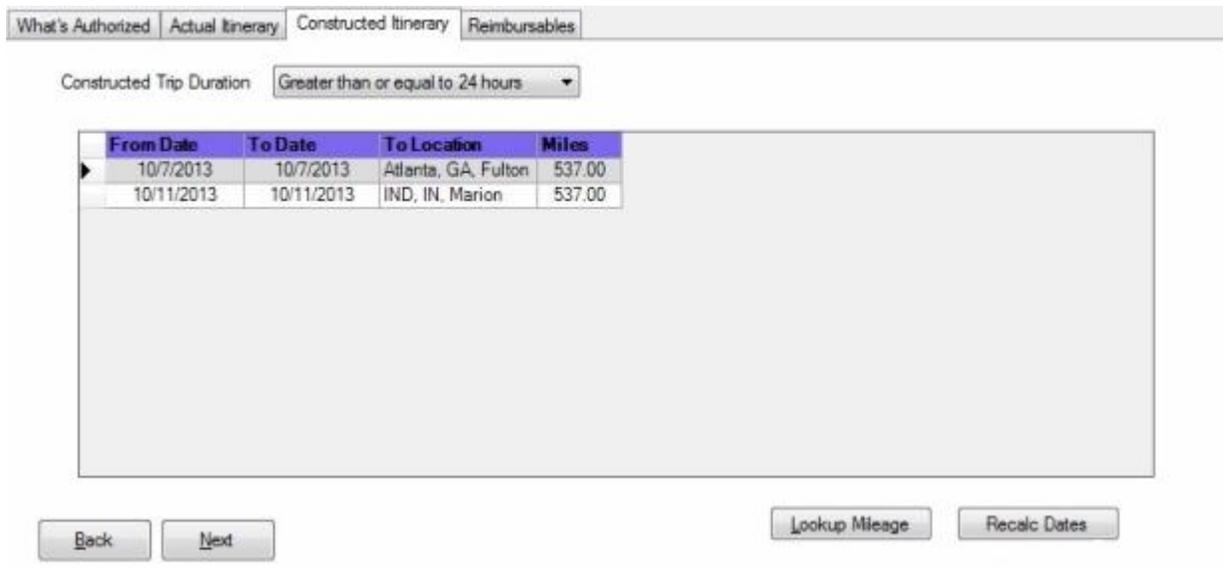
From Date	To Date	To Location	Mem GTR	GTR From Date	GTR To Date
1/16/2017	1/17/2017	Washington, DC, Dist	\$150.00	01/16/2017	01/16/2017
1/19/2017	1/20/2017	IND, IN, Marion	\$150.00	01/19/2017	01/19/2017

1. **Mem GTR:** - Click in this **field** for the first leg of travel. At this field, **type** the **dollar amount** for **government procured transportation** to include estimated **taxies** and **press Tab**.

2. **GTR From Date:** - The **date** at this field should be the date the traveler would have departed if the transportation was procured by the government. The **default** value at this field is the date of departure on the **actual itinerary**. If this is the **correct** date, **press Tab** to continue. If not, **type** the correct date and **press Tab**.
3. **GTR To Date:** - The **date** at this field should be the date the traveler would have arrived if the transportation was procured by the government. The **default** value at this field, is the date of arrival on the **actual itinerary**. If this is the **correct** date, **press Tab** to continue. If not, **type** the correct date and **press Tab**.
4. **Repeat** steps 1-3 above for any **additional** legs of travel displayed at this screen. After pressing **Tab** at the final **To Date** field, the **Reimbursables** tab appears.

Refer to the **Help** topic, "[Reimbursables - tab](#)", for additional instructions.

 Use the following steps to "complete" the **Constructed Itinerary** tab when the authorized mode of travel was "**POC More Advantageous to the Government**":



From Date	To Date	To Location	Miles
10/7/2013	10/7/2013	Atlanta, GA, Fulton	537.00
10/11/2013	10/11/2013	IND, IN, Marion	537.00

1. **Click** in the **Auth Miles** field for the first **leg** of travel.
2. **Type** the number of **miles** for the ordered travel from the **Official Table of Distances** and **press Tab**.

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3. At the **Auth Miles** field for the second leg of travel, **type** the number of **miles** for the ordered travel from the **Official Table of Distances** and **press Tab**.
4. **Repeat** steps 1-3 above for any **additional** legs of travel displayed at this screen. After pressing *Tab* at the final **Auth Miles** field, the **Reimbursables** tab appears.

Refer to the **Help** topic, "[Reimbursables - tab](#)", for additional instructions.

PCS Settlement Reimbursables - tab

This screen is where IATS users enter the traveler's **reimbursable expenses** associated with the trip.

What's Authorized Actual Itinerary Reimbursables

Date	Nature of Expense	Type	Amount Claimed	Amount Approved	Split	IBOP	Dependent?	Is Taxable
03/26/2018	ATM ADVANCE EXPENSE	F	20.00	20.00	<input type="checkbox"/>	US	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/26/2018	REGISTRATION FEE		0.00	0.00	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	RENTAL CAR				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	SKYCAP OR REDCAP TIP - MILITARY ONLY							
	TAXES ON LODGING							
	TAXI/LIMO FROM AIRPORT							

Back Next Insert Expense Delete Expense

 Use the following steps to "complete" the PCS Settlement Reimbursables tab:

- Date:** - The **default** value at this field is the **departure** date from the actual itinerary. If this is the **correct** date for the expense, **press Tab**. If not, **type** the **correct** date in **MMDDYY** format and **press Tab**.
- Nature of Expense:** - At this field, **click** on the **down arrow** button to display a **drop down listing** of the common expenses that have been entered into the **Reimbursable Descriptions** table in the **IATS Maintenance** module. **Click** the **Up/Dn arrows** until the desired expense item is displayed. If the user **types** the **first letter** of the description, IATS **scrolls** the listing until locating the first item beginning with this letter. The user may then use the **Up/Dn arrows** to display the exact item. Once the correct item is displayed, **click** on this item to make a selection. If the expense claimed by the traveler is not listed, simply **type** the description in this field and **press Tab**.
- Type:** - If the default value is incorrect, **click** on the **down arrow** button to display a **drop down listing** of various expense categories. **Click** the correct expense type code to make your selection and then press **Tab** to continue.
- Amount Claimed:** - At this field, **type** the **dollar amount** claimed by the traveler.
- Amount Approved:** - IATS automatically **populates** this field with the **amount** entered at the **Amount Claimed** field. If this amount is allowable, **press Tab**. If not, **type** the allowable amount and **press Tab**.
- IBOP:** - If the default value is incorrect, **click** on the **down arrow** button to display a **drop down listing** of various **Countries**. **Type** the first two letters of the desired country name or **click** the **Up/Dn arrows** until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection.

7. **Dependent:** - **Click** in the **box** at this field if the entered expense is associated with a **dependent**.
8. **Is Taxable:** - Certain types of **PCS travel entitlements** are subject to withholding **taxes**. IATS automatically checks the **check box** to **apply** taxes to these PCS reimbursable expenses. If it is determined that the expenses should not be taxed, **click** in the **check box** to **remove** the check mark.
9. **Const Leg:** - If the settlement request involves a constructed itinerary for the purpose of a cost comparison, the **Const Leg** field appears next. In addition, a table appears displaying the travel legs for the itinerary. At this field **type** the **number** for the travel leg associated with the expense. If the expense should not be included in the cost comparison, simply **press Tab** to **leave** the number **zero** at this field.
10. **Repeat** the steps **1-9** above to enter any **additional** expenses.
11. When **finished** entering the Reimbursable Expenses, **click** the **OK** button. A **message** appears asking if you wish to **recalculate the daily meals or lodging**. **Click** the *Yes* or *No* button as desired.

Refer to the **Help** topic, "[Daily Exceptions](#)", for additional instructions.

MILPCS Settlement Calculations - tab

After completing the **Reimbursables** tab, IATS returns to the **Request for Settlement Against an Order** screen. To **view a summary** of the calculations for the settlement request, **click** on the **Calculations** tab.

Remit To	Adv/Accr	Entitlements	Calculations	Financial	Remarks																						
<table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>\$426.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>\$178.50</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>\$22.50</td> </tr> <tr> <td>Dep. Per Diem</td> <td>\$319.50</td> </tr> </tbody> </table>			Description	Total	Memb/Emp PCS Per Diem	\$426.00	Memb/Emp MALT	\$178.50	Memb/Emp Reimbursables	\$22.50	Dep. Per Diem	\$319.50	<table border="1"> <tbody> <tr> <td>Total Entitlement</td> <td>\$946.50</td> </tr> <tr> <td>Deductions</td> <td>\$0.00</td> </tr> <tr> <td>Partial Payments</td> <td>\$0.00</td> </tr> <tr> <td>Amount Payable</td> <td>\$946.50</td> </tr> <tr> <td>Advances</td> <td>\$0.00</td> </tr> <tr> <td>Due Employee</td> <td>\$946.50</td> </tr> </tbody> </table>			Total Entitlement	\$946.50	Deductions	\$0.00	Partial Payments	\$0.00	Amount Payable	\$946.50	Advances	\$0.00	Due Employee	\$946.50
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Amount Payable	\$946.50																										
Advances	\$0.00																										
Due Employee	\$946.50																										
<p><Back</p>			<p>Next></p>																								

Note: At this tab, a **summary** of the **calculations** are displayed by expense category. If multiple fiscal years are involved, the calculations are summarized by fiscal year.

It's a good idea for the user to review the **Calculations** tab before adding the **accounting** lines to the settlement. This will assist the user in ensuring that the appropriate accounting lines are added.

If the traveler received an **advance** payment of MILPCS travel and transportation allowances, **click** in the **Advances** field. The **Split PCS Advance Payments** screen appears and the user must **apply** the **outstanding** advance **amount** to the appropriate entitlement.

Refer to the **Help** topic, "[Completing the Split PCS Advance Screen](#)", for additional instructions.

When **finished** with the Calculations tab, **click** on **Next** button or the **Financial** tab to proceed with the accounting lines.

Refer to the **Help** topic, "[Financial - tab](#)", for additional instructions.

Review or Modify the Elapsed Time Screen

For **PCS** settlement of accession travel claims, the **U.S. Marine Corps** often has to report two **520** transactions. The current ET (**Elapsed Time**) reporting process only permits up to six codes. IATS has been modified (for PCS Settlement type claims only), so that the Examiner would be permitted to **click** on a Manual Elapsed Time tab, if required, that will allow them to add another 520 and save the data along with the IATS computed 520.

When the **Manual Elapsed Time** tab is clicked, IATS will **display** an additional table to allow an Examiner to manually enter the following information:

After you have entered the **itinerary** and added any reimbursable expenses for a **MILPCS** settlement claim, IATS will return you to the **Settlement Request** screen with the **Entitlements** tab in focus.

Settlement Request - Block No: MPCSSUPP1 - Request No: 24

RHOADS, DUSTY O: E9 TONO: 05-PCS

Request Type - Settlement

Type of Settlement: Supplemental - Subsequent Submission Suppl Reason: Trvr Generated

Remit To: Adv/Acct: Entitlements: Calculations: Financial: Remarks:

Types of Entitlements Claimed

Travel Not Performed Effective Date of Orders: 5/26/2017

Trips/Type	Dates Encompassed	Status
Enroute PCS Travel	5/15/2017-5/31/2017	Validated Data
DLA (without Dependents)	5/26/2017-5/26/2017	Validated Data

Add Entitlement View/Modify Delete

<Back Next> Daily Summary Elapsed Time Cons. Comp. Show Calcs

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

Select to view or modify the elapsed time for this claim

If you wish to **review** the Elapsed Time calculations, **click** on the **Elapsed Time** button. IATS will display the **Elapsed Time** screen.

Elapsed Time - Block No: MPCSSUPP1 - Request No: 24

RHOADS, DUSTY O TONO: 05-PCS

Elapsed Time

From Date	To Date	Category	Days
Detach	05/15/2017		
05/15/2017	05/22/2017	LV	8.00
05/23/2017	05/26/2017	PR	4.00
05/27/2017	05/30/2017	TR	4.00
Report	05/31/2017	MC	

Insert Delete

Other... OK Cancel ? Help

Click this button to save information

At the Elapsed Time screen, you can **modify** any of the dates by **clicking** in the desired **date** field and entering a new date.

You may also **delete** any middle entry line by **clicking** on the **date** and then **clicking** on the **Delete** button.

Note: You can **change** the **Detach** or **Report** date, but you cannot **delete** the **line**.

You can **insert** a new **line** by **clicking** on the **date** in the **From Date** column and then **clicking** on the **Insert** button. This will generate a new blank **line**.

Elapsed Time - Block No: MPCSSUPP1 - Request No: 24

RHOADS, DUSTY O TONO: 05-PCS

Elapsed Time

From Date	To Date	Category	Days
Detach	05/15/2017		
05/15/2017	05/22/2017	LV	8.00
05/23/2017	05/26/2017	PR	4.00
05/27/2017	05/30/2017	PR	4.00
Report	05/31/2017	TR	
		LV	
		TD	
		SK	

Insert Delete

Other... OK Cancel ? Help

Select the Category Type

When the blank line is displayed, **enter** the desired **dates** in the **From Date** and **To Date** columns.

When you are at the **Category** column, an **arrow** button is visible. **Click** on the **arrow** button to display a **list** of **Category Codes** and then **click** on the desired **code**.

If you wish to **revert** back to the original IATS (ET) calculation, **click** on the **Regenerate** button.

If you have made **modifications** that you would like to save, **click** on the **OK** button. If you have not made any changes you may **click** on the **Cancel** button to continue processing the claim.

Refer to the **Help** topic, "Manually Enter Elapsed Time", for instructions for using the **Manual Elapsed Time** tab.

Completing the Split PCS Advance Screen

The **Split PCS Advance Payments** screen appears when you **click** in the **Advances** field on the **Calculations** tab.

This screen is used to **apply** the **amounts** calculated for the PCS expenses to the amount **outstanding** that was received in **advance**.

Entitlement	Outstanding	Applied
Memb/Emp PCS Per Diem	\$200.00	\$0.00
Memb/Emp MALT	\$375.00	\$0.00
Dependent Per Diem	\$100.00	\$0.00
Dependent MALT	\$100.00	\$0.00
Employee Househunting Per Diem	\$1,000.00	\$0.00

Total: 0.00

Buttons: Other..., Default, OK, Cancel, Help

Status: Enter amount to be applied

Use the following steps to "complete" the Split PCS Advance Payments screen:

Tip: Refer to the **Calculations** tab for a **summary** of the calculated entitlements.

1. **Click** in the **Applied** field for the **entitlement** you wish to apply an outstanding amount against.
2. **Type** the dollar **amount** you wish to **apply**.

Tip: Users can **apply** all of the outstanding **amounts** simply by **clicking** on the **Default** button. Using the **Default** button, however, will only **apply** the outstanding amount(s) against the **entitlement(s)** being processed. For example; if the settlement being processed is for **Enroute Travel** only, **clicking** on the **Default** button will only **apply** the outstanding amount associated to **Enroute Travel**.

3. **Continue** with steps 1 and 2 until the desired amounts are **applied**.

4. When **finished** applying the outstanding amounts, **click** the **OK** button. IATS returns to the **Settlement Request** screen.
5. At the **Settlement Request** screen, **click** on the [Financial tab](#) and add the appropriate **accounting** lines.

Financial - tab

The **Financial tab** is used to specify the **method of payment**, a **split payment** amount, and to add the **accounting** information.

Remit To	Adv/Acct	Entitlements	Calculations	Financial	Remarks
Method of Payment: <input type="text" value="EFT"/>		Computed Split: <input type="text" value="\$396.00"/>		<input type="checkbox"/> Release Obligation	
Due Traveler: <input type="text" value="\$381.82"/>		Split Payment: <input type="text" value="\$500.00"/>		<input type="checkbox"/> Apply 100% to Split	
Db/Cr	Classification				Amount
Db	111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345				\$881.82
<input type="button" value=" <Back"/>		<input type="button" value=" Next >"/>		<input type="button" value=" Modify Accounting"/>	

 Use the following steps to "complete" the Financial tab:

1. **Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the *down arrow* button to display a list of payment options and then **click** on the desired method.
2. **Computed Split:** - The amount displayed at the Computed Split field is a **combination** of the **Lodging** expense entered into the itinerary and the **reimbursable expense items** entered at the Reimbursables tab that were **selected** for a **split** payment. If you **double click** in the Computed Split field, the **Split Payment** field will be **populated** with the computed amount.
3. **Split Payment:** - If not already **populated** by double clicking in the **Computed Split** field, **click** in this field and **type** the dollar **amount** specified by the traveler to be **sent directly** to the **company** providing the **Government Credit Card**. This option is only available if the **method** of payment is **EFT**.
4. **Release Obligation:** - If a **Transportation Request** was issued for the performed travel, a charge may still be pending for payment of the transportation, and the funds should not be de-obligated. If the travel was not performed by

government procured transportation, however, **click** in this **box** to send a code to the accounting system that will allow the obligation to be **released**.

5. **Apply 100% to Split:** - When this check box is **checked**, IATS will **apply** the whole amount due the traveler to the **company** providing the **Government Credit Card**.
6. **Modify Accounting:** - **Click** this button to access the **Accounting** screen and enter the accounting information.
7. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

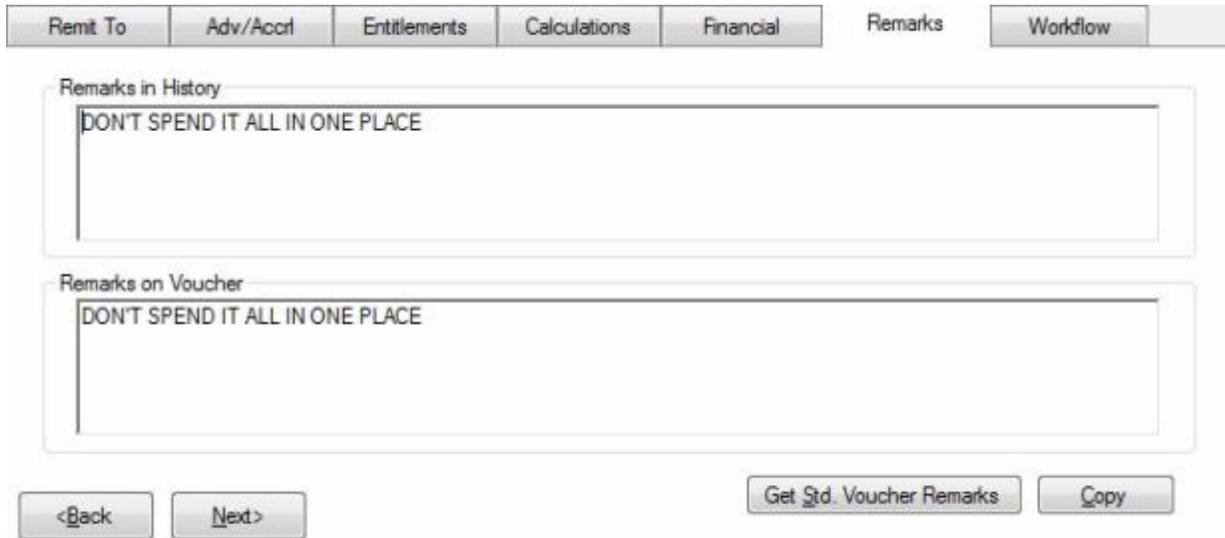
Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

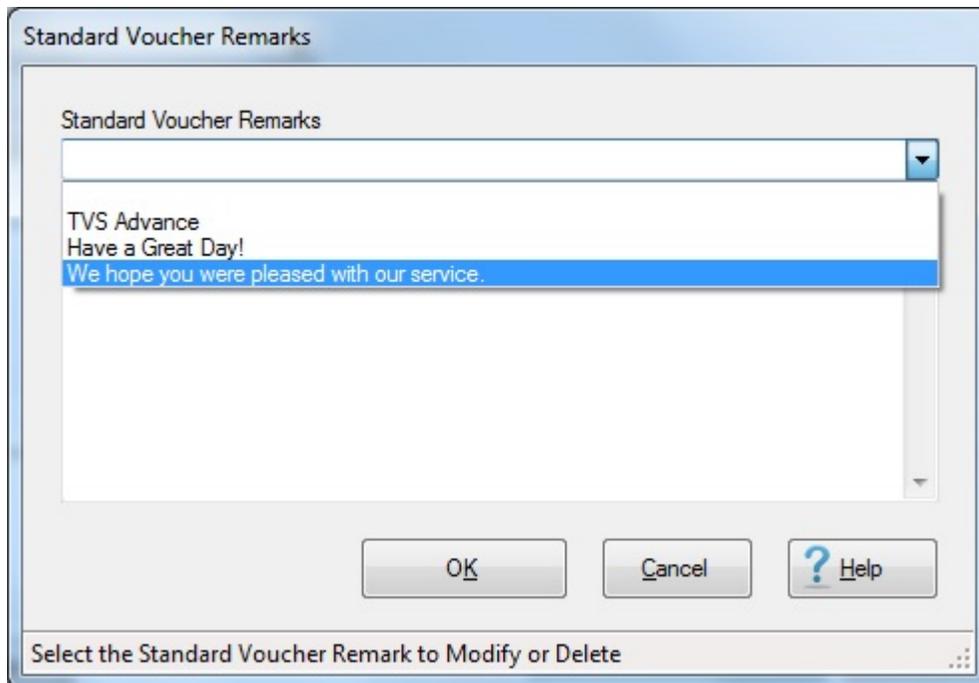
 Use the following steps to "complete" the Remarks tab:

1. **Click** on the **Remarks** tab. The following screen appears:



The screenshot displays the 'Remarks' tab interface. At the top, a navigation bar contains tabs for 'Remit To', 'Adv/Accr', 'Entitlements', 'Calculations', 'Financial', 'Remarks' (which is the active tab), and 'Workflow'. Below this, there are two text input areas. The first is labeled 'Remarks in History' and contains the text 'DONT SPEND IT ALL IN ONE PLACE'. The second is labeled 'Remarks on Voucher' and also contains the same text. At the bottom of the interface, there are four buttons: '<Back', 'Next>', 'Get Std. Voucher Remarks', and 'Copy'.

2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.



6. At the Standard Voucher Remarks screen, **click** on the *down arrow* to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** steps 5 and 6 if you wish to add additional standard **remarks**.
8. When **finished** adding remarks, **click** on the **Save** button to **save** the entries.

Workflow - tab

To assist managers in determining where **delays** in travel settlement requests processing occur, IATS generates the Reporting Unit Code (RUC) Report for **Marine Corps** travel offices. For **other** travel offices, this report is named the **Liaison Office Report**.

The purpose of this report is to **track** the number of days required to **move** a settlement request **through** the **processing cycle**. Because settlement requests processed by these organizations are often **routed through liaison offices**, IATS tracks their movement from the date signed until the date disbursed.

The **Workflow** tab is used to **capture** the **details** needed for IATS to generate the **RUC/Liaison Office Report**.

The **dates** at the Workflow Tab are also used to **determine** whether **interest** must be **paid** to the traveler for **late** payments.

 Use the following steps to "complete" the Workflow tab:

1. If not already in focus, **click** on the **Workflow** tab. The following screen appears:



Remit To	Adv/Accr	Entitlements	Calculations	Financial	Remarks	Workflow
Ruc/Liaison Workflow Input						
Ruc/Liaison Office		1-DAVE'S FINANCE				
Date Signed by Traveler		10/14/2013				
Date received by the Ruc/Liaison Office or signed by the AO		10/14/2013				
Date Forwarded by Liaison Office		10/15/2013				
Date Received by Travel Office		10/17/2013				
Expected Payment Date		11/15/2013				
<Back		Next>				

2. **Ruc/Liaison Office:** - At this field a *drop down list* of Ruc/Liaison Office **number(s)** appears. The [Ruc/Liaison Office](#) information must be previously established by the **System Administrator** in the IATS **Maintenance** module. When the *drop down list* appears, **click** on the **number** for the Ruc/Liaison Office that handled the **claim**.
3. **Date Signed by: - Traveler:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **signed** by the **traveler**.
4. **Date Received by: - RUC/Liaison Office or signed by the AO:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **received** by the **Ruc/Liaison Office**.

5. **Date Forwarded by: - Liaison Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **forwarded** by the **Ruc/Liaison Office**.
6. **Date Received by: - Travel Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **received** by the **Travel Office**.
7. **Expected Pay Date:** - The **Expected Pay Date** is used for **tracking** the **processing time** for the **Voucher Turnaround Report**. The **default** value at this field is **4 days** from the **current** date. If this **date** is correct, **press Tab** to continue, or **type a new date** if necessary and **press Tab**.
8. When **finished** entering the dates at the Workflow tab, **click** on the **OK** button to **save** the entries and **return** to the **Request for Settlement Against an Order** screen.

Completing the TLE Screen

Temporary Lodging Expense (TLE) is payable to a **member** (and the member's **dependents**) when **temporary lodging** is obtained during **PCS** travel. The purpose of these allowances is to offset the **additional expenses** incurred when the member must obtain temporary lodging prior to **departing** the old PDS, as well as after **arriving** at the new PDS.

TLE is not payable on any day the member or dependents are receiving per diem. In addition, both allowances are subject to the limitations prescribed in the JFTR.

Many finance offices pay TLE allowances in the pay section rather than the travel section. To allow services to pay this expense as a travel entitlement, IATS was programmed to calculate and pay this entitlement.

Date	Location	Who's being Paid	Lodging
1/20/2015 1:58:15	46226 Indianapolis, IN, Marion	Member + 2Dependents	\$129.00
1/21/2015			

Use the following steps to "complete" the TLE screen:

1. **Date:** At this field, **type** the **date** in **MMDDYY** format for the first day of the TLE **period**.
2. **Location:** At this field, the **Location Selection** screen automatically appears. At the **State/Country** field, **type** the first two letters of the state or country name. If the correct name appears, press **tab** to continue. You can also **click** on the **down arrow** button to display a **list** of State/country names that begin with the letters you entered. **Click** on the desired **state/country name** to make a selection.

3. At the **City** field, type the first two letters of the city name and then **click** on the **down arrow** button to display a list of city names that begin with the letters you entered. **Click** on the desired **city name** to make a selection.. You can also **enter** the **zip code** for the city instead.
4. When the correct state/country and city name has been selected, **click** on **OK**.
5. **Who's being paid:** At this field, a *drop down listing* appears displaying the **member** and any **dependents** entered when the travel order was created. **Click** on the desired **names** to make a selection. After selecting the travelers **press Tab** to continue.

Tip: Multiple traveler's may be **selected** by **pressing** and **holding** the *Shift key* and then **clicking** on the desired **names**. You can also **click** on the **Select All** button if you wish to select all of the listed names and then **click** on the **Apply** button.

6. **Lodging:** At this field, **type** the total daily lodging costs incurred and **press Tab**.
7. After entering the lodging amount and pressing *Tab*, IATS automatically displays the **next consecutive date**. If TLE expenses are **applicable** for that day, simply **press Tab**, or **type** the correct date if another date is desired.

Note: IATS automatically populates each field with the same information entered on the previous day. If this information is correct, **press Tab** to continue, or **make** the desired **changes**.

8. When **finished** making the required entries at the TLE screen, **click** the **OK** button. IATS returns to the **Settlement** or **Advance Request** screen.

Mixed Mode Travel

It is quite **common** for **members/employees** to use one mode of **transportation** for part of a journey, and another mode for the rest of the journey. **Mixed Mode Travel** occurs when two or more modes of **transportation** are used for one official leg.

For example, mixed mode travel commonly occurs when a member/employee **departs** the old PDS, and **drives** a **private auto** to the **leave point**. From the leave point, a **commercial plane** is used for the travel to the new PDS, or to an Aerial Port of Embarkation (**APOE**). The **official points** are between the old PDS and the **APOE** or new PDS.

The **input** into IATS for this type of travel **requires** strict attention to detail. All points where the mode of transportation **changes** must be shown in the itinerary. IATS will make the **determination** of whether a **mixed mode** travel situation applies, and will **generate** the required input **screens**.

Itinerary

The following screen demonstrates the correct input for a typical PCS involving **mixed mode travel**.

The screenshot shows the 'Actual Itinerary' tab in the IATS system. At the top, there are tabs for 'What's Authorized', 'Actual Itinerary', and 'Reimbursables'. Below the tabs is a dropdown menu for 'Actual Trip Duration' set to 'Greater than or equal to 24 hours'. The main part of the screen is a table with the following columns: Date, Location, Trans, Duty, IDL, Local, Group, Embark, and Who Else (sub-columns: AE %, Lodging, Taxes, Miles). The table contains several rows of travel data, with the last row highlighted in blue, showing a date of 05/31/2017, location 'IND, IN, Marion', and a mileage of 1120. Below the table are several buttons: 'Back', 'Next', 'Duplicate Previous', 'Insert Leg', 'Delete Leg', 'Clear', and 'Completed'.

Date	Location	Trans	Duty	IDL	Local	Group	Embark	Who Else						
								Reason	Day	OMN	Method	Lodge	Meals	AE %
05/15/2017	FRANKFURT AM MAIN, I	TP					<input checked="" type="checkbox"/>							
05/15/2017	Phila, PA, Philadelphia	AT			LDP			0.00	\$0.00	\$0.00	0			
05/15/2017	Phila, PA, Philadelphia	CP												
05/15/2017	33908 Fort Myers, FL, Lee	LV				CQ	CM	0.00	\$0.00	\$0.00	0			
05/28/2017	33908 Fort Myers, FL, Lee	PA												
05/31/2017	IND, IN, Marion	MC						0.00	\$0.00	\$0.00	1120			

In the **itinerary** screen, above, the following **locations** were **entered** to ensure correct computation of **mixed mode travel**.

First Official Leg: - The member **embarked** on transoceanic travel from the Aerial Port of Embarkation (**APOE**) and **arrived** at the Aerial Port of Debarkation (**APOD**).

Second Official Leg: - The member **terminated** the transoceanic travel at **Philadelphia**, which is the Aerial Port of Debarkation (**APOD**). The next official leg of the journey, is between the **APOD** and the new PDS.

Third Official Leg: - This **leg** was performed by **CP** and **PA** resulting in a (**Mixed Mode**). The traveler used a **commercial plane** to the **leave point** and a **private auto** from the **leave point** to the new PDS.

Constructed Itinerary

After completing the Itinerary, the **Constructed Itinerary** screen appears.

What's Authorized | Actual Itinerary | **Constructed Itinerary** | Reimbursables

Constructed Trip Duration: Greater than or equal to 24 hours

From Date	To Date	To Location	Miles	Mem GTR	Dep GTR	GTR From Date	GTR To Date
5/15/2017	5/15/2017	Phila, PA, Philadelphia	0	\$0.00	\$0.00	05/15/2017	05/15/2017
5/16/2017	5/31/2017	IND, IN, Marion	655	\$0.00	\$0.00	05/30/2017	05/30/2017

Back | Next | Recalc Dates

Tip: At this screen, IATS **requests** the **Authorized Miles** for the mixed mode leg. The distance is used to **perform** the **first** of two required **computations**. Do not make an **entry** into the **GTR** columns when processing a settlement involving mixed mode travel. Only two **comparisons** are **required** in accordance with the **Federal Travel Regulations**.

Computation 1: - The first computation determines the **entitlement** as if a **private auto** was used for the entire distance.

Computation 2: - The second computation determines the **entitlement** based on the **actual** travel performed.

Note: The **amount** from the first computation establishes the **limitation** for the total entitlement for the mixed mode leg.

Reimbursables

At the **Reimbursables** tab, special **input** is **required** for **expenses** that were **incurred** during the mixed mode leg.

Note: For **Navy** users, **enter** the **GTR cost** at the Reimbursables screen using the **Type Code "G"**. For the **Nature of Expense** field, use "**Mixed Mode MILPCS GTR Cost**". It is **recommended** that a supervisor or the designated person having access to **Maintenance** module **add** this expense description to the **Reimbursables Description**

table so that item can be selected from the list of expenses appearing the Nature of Expense field.

What's Authorized | Actual Itinerary | Constructed Itinerary | Reimbursables

Date	Nature of Expense	Type	Amount Claimed	Amount Approved	Split	IBOP	Dependent?	Const. Leg
05/15/2017	ATM ADVANCE EXPENSE	F	0.00	0.00	<input type="checkbox"/>	US	<input type="checkbox"/>	0
05/15/2017	AIRFARE	A	175.00	175.00	<input type="checkbox"/>	US	<input checked="" type="checkbox"/>	2
05/15/2017	AIRFARE	A	175.00	175.00	<input type="checkbox"/>	US	<input type="checkbox"/>	0

Const Leg	From Date	To Date	Location
2.00	5/16/2017 12	5/31/2017 12	33908 Fort Myers, FL, Lee

Back | Next | Insert Expense | Delete Expense

At the **Dependent?** column, **click** in the **box** to insert a **check mark** if the expense being claimed is for the **dependent's** portion of the travel.

At the **Const Leg** column, a **window** appears **listing** the **legs** of travel identified in the **itinerary** as mixed mode **legs**. If the **expense** being entered is **associated** with a mixed mode **leg** of travel, **type** the **number** that **represents** the correct mixed mode **leg**. If the expenses is not **associated** with a mixed mode leg, **type** the number **zero**.

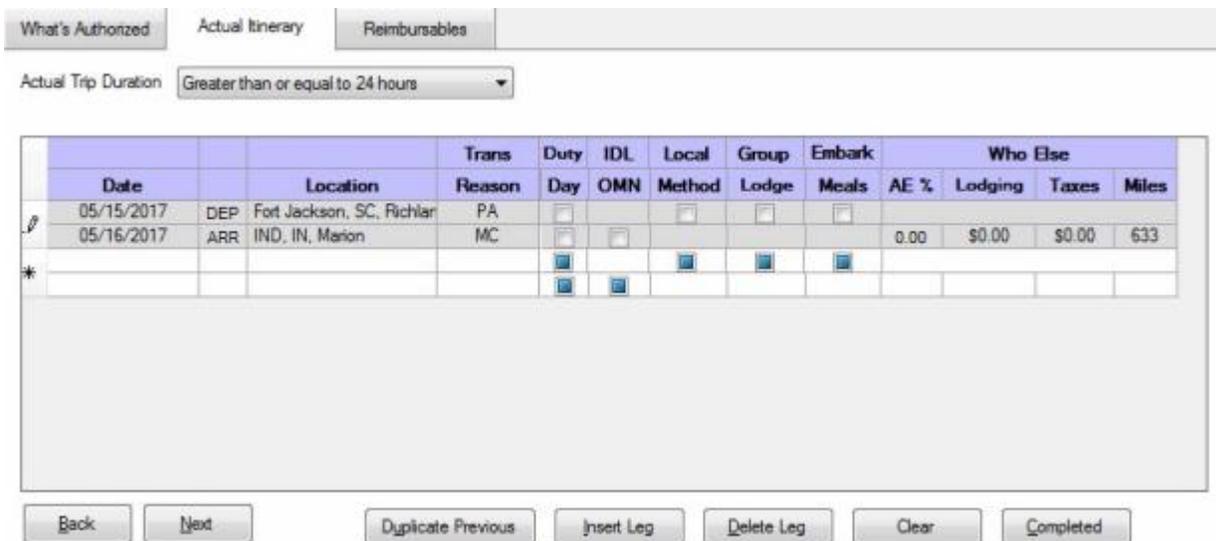
After entering the reimbursable expenses, **finish processing the settlement** as usual.

Duplicating a Previous Itinerary

When processing **PCS** travel settlements, it is quite common for a **member/employee** and the **dependents** to perform the **enroute** travel with separate trips. Since the **points** of travel are typically the same, it may be helpful for IATS users to be able to **duplicate** the first itinerary entered. Once the duplicate itinerary is **displayed**, the user can then **make** any **adjustments** to the **dates** or **mode** of travel, if applicable. This feature will save time and **keystrokes** for the IATS user.

 Use the following steps to "duplicate" a previously entered itinerary:

1. Enter the itinerary for the first traveler.



Date	Location	Trans	Reason	Duty Day	IDL	OMN	Local Method	Group Lodge	Embark Meals	Who Else			
										AE %	Lodging	Taxes	Miles
05/15/2017	DEP Fort Jackson, SC, Richlar	PA		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
05/16/2017	ARR IND, IN, Marion	MC		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	\$0.00	\$0.00	633
*				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

In this example, the member traveled first by **POV** from the old PDS, (Ft. Jackson, SC), to the new PDS, (Indianapolis, IN).

Note: At the **What's Authorized** tab, only the **member** was **selected** for **who** was being **paid**.

2. After entering the first itinerary, **complete** the **Constructed Itinerary** and **Reimbursables** tabs as usual, if applicable.
3. **Return** to the **Entitlements** tab at the **Settlement Request** screen.
4. At the **Entitlements** tab, **click** on the **Add Expense** button, and select **Enroute**.
5. At the **What's Authorized** tab, **select** the **traveler** who is being paid for the second itinerary and then **click** on the **Actual Itinerary** tab.
6. At the **Actual Itinerary** tab, **select** the **Actual Duration** of the trip. The **itinerary** comes into **focus**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
* []			<input type="checkbox"/>								

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

7. When the **Itinerary** comes into focus, **click** on the **Duplicate Previous** button. IATS **duplicates** the first itinerary that was entered, as shown below:

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
05/15/2017	DEP Fort Jackson, SC, Fichlar	PA	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
05/16/2017	ARR IND, IN, Marion	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00	633
* []			<input type="checkbox"/>								

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

- 8. When the duplicate itinerary is **displayed**, the user may now **make** any necessary changes.
- 9. **Complete** the second Itinerary and **finish** processing the settlement as usual.

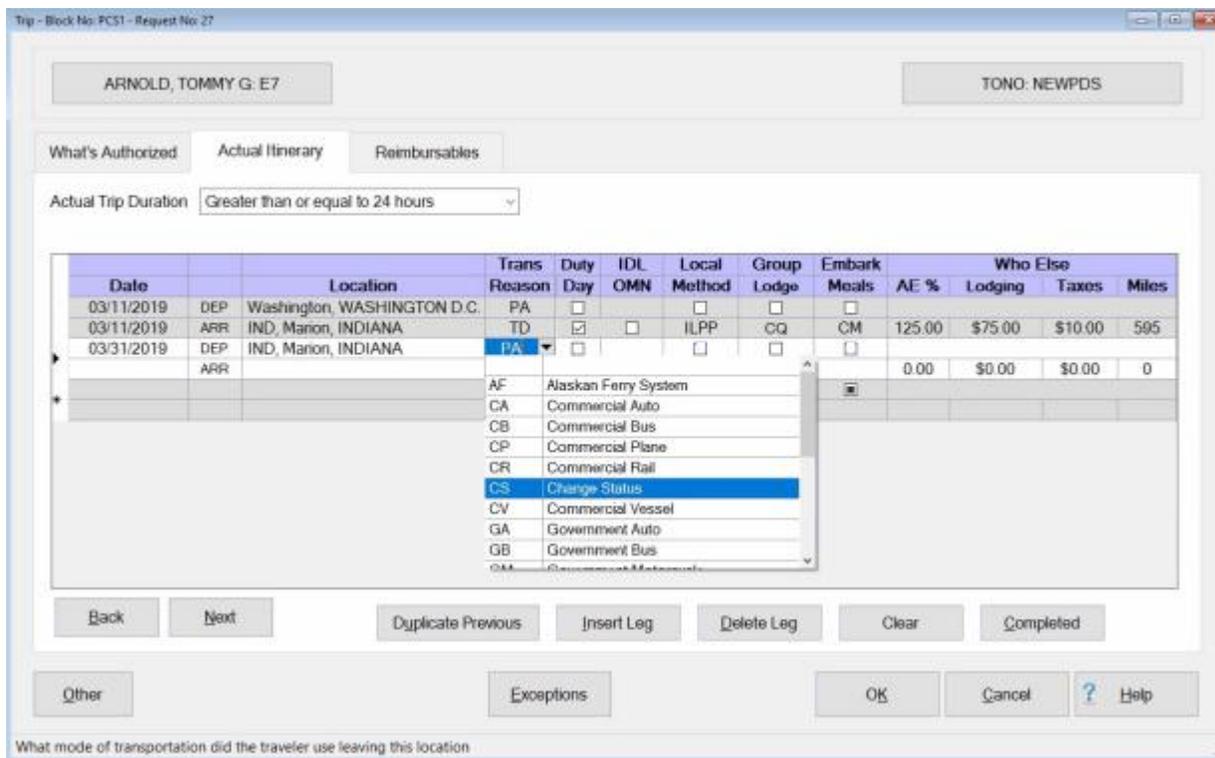
Enroute TDY Location Covered to PDS

Occasionally when a military member performs a MILPCS trip with TDY enroute, the TDY location is subsequently ordered to be the new PDS while they are still at the TDY site.

A **new feature** has been added to IATS to handle this situation so that the traveler will be paid the **proper per diem rate** for the day the location was **converted** to the PDS.

This involves **changing** the members **status** in the **itinerary** from a **TDY** status to a **Permanent Duty Station** status.

 Use the following steps to "convert" the TDY status to a PDS status:



ARNOLD, TOMMY G. E7

TONO: NEWPDS

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group	Embark	Meals	AE %	Lodging	Taxes	Miles
03/11/2019	DEP	Washington, WASHINGTON D.C.	PA	<input type="checkbox"/>									
03/11/2019	ARR	IND, Marion, INDIANA	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	CQ	CM		125.00	\$75.00	\$10.00	595
03/31/2019	DEP	IND, Marion, INDIANA	PA	<input type="checkbox"/>									
	ARR									0.00	\$0.00	\$0.00	0

AF Alaskan Ferry System
 CA Commercial Auto
 CB Commercial Bus
 CP Commercial Plane
 CR Commercial Rail
 CS Change Status
 CV Commercial Vessel
 GA Government Auto
 GB Government Bus
 GM Government Motorist

Back Next Duplicate Previous Insert Leg Delete Log Clear Completed

Other Exceptions OK Cancel ? Help

What mode of transportation did the traveler use leaving this location

1. On the **day** the TDY status is being **changed** to a PDS status, you **must** make a **departure** entry in the Itinerary.
2. **Click** in the **Date** field and **enter** the date for the status change in **MMDDYY** format and then **press Tab**.
3. At the **Location** field simply **press Tab** to continue since the travel is **not** actually **departing** this location.
4. At the **Transportation** field, **click** on the **down arrow** button to **display** the **drop down list** of transportation modes and then **click** on **CS - Change Status**.
5. **Press** the **Tab** key through the **remaining fields** on the departure line.
6. The **same date** that was entered at the Date field on the departure line will **default** to the Date field on the **new** arrival line. **Press Tab** to **accept** this date.

- At the **Location** field, the **Location Selection** screen will appear. **Select the location** where the status was previously TDY and is being converted to the **PDS** and then **press Tab**.

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	AE %	Lodging	Taxes	Miles
03/11/2019	Washington, WASHINGTON D.C.	PA	<input type="checkbox"/>								
03/11/2019	IND, Marion, INDIANA	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ILPP	CQ	CM	125.00	\$75.00	\$10.00	595
03/31/2019	IND, Marion, INDIANA	CS	<input type="checkbox"/>								
03/31/2019	IND, Marion, INDIANA	AT	<input type="checkbox"/>	<input type="checkbox"/>	LDP			0.00	\$0.00	\$0.00	0

- At the **Reason for Stop** field, **click** on the *down arrow* button to **display** the *drop down list* of reasons for stop and then **click** on **ND - TDY changed to New Duty Station**.
- Press Tab** to continue. IATS will automatically display the **Reimbursables** Tab.
- Enter** any claimed **reimbursable expenses** and then **finish** processing the claim as you normally would.

POV Shipment

POV Shipment - Overview

When performing **PCS** travel, **transportation** of a **POV** may be **authorized** under the following **circumstances**:

- When **ordered** to **make** a **PCS** to/from or between **OCONUS** stations
- Upon **change of homeport** of the vessel to which assigned
- When **ordered** to **make** a **PCS** within **CONUS** and the **traveler** cannot **drive** the vehicle

When the **shipment** of a POV is **authorized**, the following **circumstances** may **apply**:

- **Delivery to or Pick-up from** a designated vehicle **port** performed **separately** from the **PCS** travel
- **Delivery to or Pick-up from** a designated vehicle **port** performed **in-conjunction** with **PCS** travel

Click on the **See Also** button below and **select** the particular **topic** for additional information on processing POV Shipments.

POV Delivery or Pick-up Separately from MILPCS Travel

In order to **ship** a **vehicle**, the **member** must deliver the **vehicle** to the **port** and then pick the vehicle up from the vehicle **port** after arriving at the new PDS. When this entitlement is **authorized** the **member** is **entitled** to **reimbursement** for round trip mileage to/from the old/new PDS and the designated vehicle **port**.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

Ensure that the entitlement, "**Ship POV**", is **activated** at the "**What's Authorized (Military PCS)**" tab on the IATS **Travel Order** screen. Users will only have **access** to the **Ship POV** field if either the **Origin** or **Destination** is an **OCONUS** locality.

Select Expense Type

At the **Request for Settlement Against an Order** screen, **click** on the **Add Expense** button and then **click** on either the **Drop Off Vehicle** or **Pick Up Vehicle** option.

Itinerary

Note: IATS only allows three legs in the itinerary for this type of settlement. Therefore, when completing the itinerary, do not show **legs** where the traveler made additional stops. Construct the itinerary, if necessary, to show the direct route between the official points.

The following screen demonstrates the correct input for a typical MILPCS involving a separate trip to **drop-off** a **POV** at the vehicle port and **return** to the old PDS:

IATS 7.2 User Guide

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
05/11/2017	DEP FRANKFURT AM MAIN	PA	<input type="checkbox"/>								
05/11/2017	ARR BREMERHAVEN, GM	DV	<input type="checkbox"/>	<input type="checkbox"/>	LDP			0.00	\$0.00	\$0.00	324
05/11/2017	DEP BREMERHAVEN, GM	AD	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				
05/11/2017	ARR FRANKFURT AM MAIN	AS	<input type="checkbox"/>	<input type="checkbox"/>			CM	0.00	\$0.00	\$0.00	0
		AT	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				
		CT	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				
		DL	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				
		DP	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				
		DV	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				
		ES	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				
		LV	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				
		MC	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

When completing the **itinerary**, ensure that **DV - Drop Off Vehicle at Vehicle Port** or **PV - Pick Up Vehicle at Vehicle Port** is **selected** as the **reason for stop** at the **place** the **vehicle port** is **located**.

Finish processing the request for settlement as usual.

Click on the **See Also** button below and **select** the particular **topic** for additional information on processing **POV Shipments**.

POV Delivery or Pick-up In-conjunction with MILPCS Travel

In order to **ship** a **vehicle**, the **member** must deliver the **vehicle** to the **port** and then pick the vehicle up from the vehicle **port** after arriving at the new PDS. Often times, the **delivery** and/or **pick-up** is **performed in-conjunction** with the traveler's **enroute** travel. Under this circumstance, the traveler is **reimbursed** Monetary Allowance in Lieu of Transportation Plus Flat Per Diem (**MALT PLUS**) for direct travel between the **vehicle port** and the **PDS**.

The **input** for this **type** of payment is nearly identical to a normal enroute travel settlement. There are a **number** of input requirements, however, that are **unique** and must be understood by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

Ensure that the entitlement, "**Ship POV**", is **activated** at the "**What's Authorized (Military PCS)**" tab on the IATS **Travel Order** screen. Users will only have **access** to the **Ship POV** field if either the **Origin** or **Destination** is an **OCONUS** locality.

Select Expense Type

At the **Request for Settlement Against an Order** screen, **click** on the **Add Expense** button and then **click** on the **Enroute** option.

Itinerary

The following screen demonstrates the correct input for a typical MILPCS involving a **pick-up** of a **POV** at the vehicle port in-conjunction with the **enroute** travel:

The screenshot shows the 'Actual Itinerary' tab selected. Below the tabs, there is a dropdown for 'Actual Trip Duration' set to 'Greater than or equal to 24 hours'. The main table has columns for Date, Location, Trans Reason, Duty Day, IDL OMN, Local Method, Group Lodge, Embark Meals, and Who Else (AE %, Lodging, Taxes, Miles). A dropdown menu is open over the 'Trans Reason' column, showing options like 'TP', 'AT', 'CA', 'PV', 'DP', 'DV', 'ES', 'LV', 'MC', 'PP', 'SH', and 'Duplicat TD'. The 'PV Pick Up Vehicle at Vehicle Port' option is highlighted. The table contains several rows of travel data, including a row for '05/31/2017 ARR IND, Marion, INDIANA' with a 'Miles' value of 1120.

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else
								AE % Lodging Taxes Miles
05/15/2017	DEP FRANKFURT AM MAIN	TP					<input checked="" type="checkbox"/>	
05/15/2017	ARR JFK, NY, Queens	AT			LDP			0.00 \$0.00 \$0.00 0
05/15/2017	DEP JFK, NY, Queens	CA						
05/15/2017	ARR Bayonne, NJ, Hudson	PV			LDP			0.00 \$0.00 \$0.00 0
05/15/2017	DEP Bayonne, NJ, Hudson	DP	Drop Off Passengers					
05/31/2017	ARR IND, Marion, INDIANA	DV	Drop Off Vehicle at Vehicle Port					0.00 \$0.00 \$0.00 1120
		ES	Enroute Stop Over					
		LV	Leave					
		MC	Mission Complete					
		PP	Pick Up Passengers					
		PV	Pick Up Vehicle at Vehicle Port					
		SH	Safe Haven					
		Duplicat TD	Temporary Duty					

When completing the **itinerary**, ensure that **DV - Drop Off Vehicle at Vehicle Port** or **PV - Pick Up Vehicle at Vehicle Port** is **selected** as the **reason for stop** at the **place** the vehicle port is **located**.

Finish processing the request for settlement as usual.

Click on the **See Also** button below and **select** the particular **topic** for additional information on processing POV Shipments.

CONUS to CONUS POV Shipment

An eligible member ordered on a PCS between CONUS PDSs may be authorized transportation of one POV from the old CONUS **PDS** to new CONUS **PDS** when:

- The member is physically unable to drive, or
- There is insufficient time (in accordance with the JFTR par. U5160) for the member to drive and report to the new PDS as ordered.

In addition, an eligible member, who has **dependents** who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs may have POV transportation authorized for one POV from the old CONUS **PDS** to the new CONUS **PDS** when it is **advantageous** and **cost-effective** to the Government and provided that the:

- a. Member and/or eligible dependent(s) own **more than one** POV to be relocated to the new PDS;
- b. Member and dependents then travel at one time in one POC;
- c. Cost of shipment and commercial transportation of the POV to be shipped does not exceed the **cost of MALT plus per diem** for driving two POCs to the new PDS; and
- d. Member is financially **responsible** for all excess costs or additional expenses associated with POV transportation.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

Ensure that the entitlement, "**Ship POV**", is **activated** at the "**What's Authorized (Military PCS)**" tab on the IATS **Travel Order** screen.

The screenshot shows a 'Travel Order' window with the following details:

- Header:** User ID: DAVE, Wednesday, March 18, 2015
- Fields:**
 - Traveler's Name: ROGERS, PAUL J: E9
 - Grade/Rank: E9
 - Order Number/TONO: 03-PCS
 - Order Type: PCS
- Tabs:** Description, What's Authorized (Military PCS), Dependents, Remarks
- What's Authorized Section:**
 - TLA
 - TLE
 - Emergency TLE
 - Ship POV
 - Proceed Time
 - Separate COT Travel
 - DLA: With Dependents
 - Household Goods
 - DITY
- Buttons:** Back, Next, OK, Cancel, Help
- Footer:** Check this box if the member is authorized Temporary Lodging Entitlements

Select Expense Type

At the **Request for Settlement Against an Order** screen, **click** on the **Add Entitlement** button and then **click** on the **Ship POV** option.

This action will result in IATS will displaying the **Shipping POV** screen.

 **Complete the following steps to "complete" the Shipping POV screen:**

1. **Distance:** - The mileage from the **DTOD** table will automatically default to this field based on the **Origin** and **Destination** locations entered when the travel

order was created. If this mileage is **correct**, no action is necessary. If not, **click** in this field, **type** the correct mileage, and then **press Tab**.

2. **Cost to Ship POV:** - **Click** in this field and **type** the allowable amount to be reimbursed to the member for the shipment of the POV. You must determine the allowable amount by performing the three (3) cost comparison steps demonstrated in the Travel Regulations.
3. After you have entered the allowable cost at the **Cost to Ship POV** field, **click** on the **OK** button to **save** the entries. IATS will **return** to the **Settlement Request** screen.
4. When you return to the **Settlement Request** screen **Finish** processing the request for settlement as usual.

Click on the **See Also** button below and **select** the particular **topic** for additional information on processing POV Shipments.

CIVPCS Settlement Requests

Processing CIVPCS Requests

Processing a CIVPCS Request for Settlement claim involves taking the information from the **DD Form 1351-2**, travel voucher, submitted by the customer and entering the information to IATS. Overlooking a small detail can result in significant overpayment, or underpayment.

In other Help **topics**, the [creation of a travel account](#) and [travel order](#) was demonstrated. In addition, users were introduced to [creating block tickets](#), [logging incoming requests](#), and [assigning block tickets](#) to voucher examiners for processing. These topics covered the essential steps required before a CIVPCS Request for Settlement claim can be processed. Users must be familiar with these steps before proceeding.

 **Complete the following steps to "process" a CIVPCS Request for Settlement:**

1. Login to IATS in the **Examiner** View mode or change the View to Examiner, if necessary.
2. Select a block through one of the following methods:
 - **Method 1:** - Click the [Grab Blocks](#) button and select a block from the **Logged** Pool.
 - **Method 2:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
 - **Method 3:** - Click on the **New Block** button and [create a new block](#).

Note: After selecting a block using one of the (3) methods listed above, the **Request Selection** screen appears. At this screen, any request already **logged** to the block is listed under the **Selected Request(s)** section.

Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) Number of requests:

SSN	Name	TONO	Type of Request	Start Date	End Date
999339999	PALMER, ROBERT	08-001	Settlement	8/12/2013	8/16/2013
111441111	ARNOLD, TOMMY	08-12	Settlement	8/19/2013	8/23/2013
111221111	FELTERSNACH, HOWI	08-13	Settlement	8/19/2013	8/23/2013
999119999	PAGE, JIMMY	08-004	Settlement	7/29/2013	7/29/2013

Select All Unselect All View

Other... Print Block Ticket Print Request(s)... Done ? Help

3. At the **Request Selection** screen, **select** a request through one of the following methods:

- **Method 1:** - **Double click** on the desired request.
- **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
- **Method 3:** - **Click** on the **New** button.

Note: If the **New** button is clicked, the **Select Traveler** screen appears. At this screen the Examiner must **select** or **create** the traveler's **account**. After selecting or creating the travel's account, the **Travel Order Selection** screen appears. At this screen the Examiner must **select** or **create** a new **travel order**. After selecting or creating the travel order, the **Settlement Request** screen appears.

4. After selecting a request using one of the methods listed above, the **Settlement Request** screen appears.

Settlement Request - Block No: CIVPCS - Request No: NEW

FOWLER, RICKEY: C TONO: PCS-05

Request Type - Settlement

Type of Settlement Partial

Remit To	Adv/Accr	Entitlements	Calculations	Financial	Remarks
<p>Address</p> <p>Line 1 <input type="text" value="101 W EAST ST"/></p> <p>Line 2 <input type="text"/></p> <p>City <input type="text" value="ORLANDO"/></p> <p>Country/State <input type="text" value="FL FLORIDA"/></p> <p>Zip Code <input type="text" value="33908"/></p> <p style="text-align: right;"><input type="button" value="Update Traveler"/></p>					

<Back

5. Refer to the **Help** topic, "[Completing the CIVPCS Request for Settlement Screen](#)", for additional instructions.

Completing the CIVPCS Request for Settlement Screen

After selecting a request, the **Settlement Request** screen appears. This screen is used to capture the details from the **DD Form 1351-2**, travel voucher, submitted by the customer.

 Use the following steps to "complete" the CIVPCS Request for Settlement screen:

1. **Type of Settlement:** No action should be **necessary** at this field. It is quite common to process several settlements using the same travel order number. For this reason, all CIVPCS travel is treated as **Partial** settlements.
2. **Address:** When the **Settlement Request** screen appears, the **Remit To** tab is displayed. At this tab, the traveler's address defaults from the address entered at the **Traveler Profile** screen when the traveler's profile was created. Compare this address to the address appearing on the Request for Settlement submitted by the traveler and make any necessary changes. If the IATS user **changes** the **Remit To** address at this tab, the **change** will appear with a **red** background.

Note: Any changes made to the address at the **Remit To** tab will only affect the settlement being processed. A **permanent address change** must be made at the **Traveler Profile** screen.

Click on the **See Also** button below and **select** the **topic** for additional instructions on completing the various **tabs** at this screen.

CIVPCS Adv-Accr1 - tab

When processing a Request for Settlement, **look** at **Block # 10** of the **DD1351-2** (Travel Voucher). Travelers are responsible for indicating advances received. If Block # 10 of the DD1351-2 indicates that an advance was received, **ensure** that this information **appears** at the **Adv/Accr1** tab. If the information does not appear at the **Adv/Accr1** tab, **type** the **details** for the advance payment in the appropriate fields.

Note: If there is a **check mark** appearing in the **Locked** box next to the **details** for an advance payment, no changes to the details may be made by the IATS user.

Remit To	Adv/Accr1	Entitlements	Calculations	Financial	Remarks
----------	-----------	--------------	--------------	-----------	---------

Locked	Date	Type	FY	Amount	DOV
<input type="checkbox"/>	04/17/2017	Advance	2020	\$1,775.00	456789
<input checked="" type="checkbox"/>					

View Adv. Delete

<Back Next>

 Complete the following steps to "enter" the advance details at the Adv/Accr1 tab:

1. **Date:** - At this field, **type** the **date** the advance was paid in **MMDDYY** format.
2. **Type:** - At this field, a drop down listing appears offering the choices **Accrual** or **Advance**. **Click** on the option that is appropriate for the **type** of advance payment received.
3. **FY:** - At this field, a drop down listing appears offering the choices for several **fiscal years**. **Click** on the choice that is appropriate for the **fiscal year** in which the advance payment was received.
4. **Amount:** - At this field, the **Advance Spread** screen appears and the user must allocate any previously paid advance to the appropriate **entitlements**.

Advance Spread

Date: Type:

Description	Amount
Memb/Emp PCS Per Diem	\$200.00
Memb/Emp TDY Per Diem	\$0.00
Memb/Emp Transportation	\$0.00
Memb/Emp MALT	\$375.00
Memb/Emp Reimbursable Expenses	\$0.00
Registration Fees	\$0.00
Dependent Per Diem	\$100.00
Dependent Transportation	\$0.00
Dependent MALT	\$100.00
Dependent Reimbursable Expenses	\$0.00

Total Advance/Accrual:

Who being paid for Enroute Travel

RICKEY	<input type="checkbox"/>
JANE	<input type="checkbox"/>

Enter the amount for this element of expense

- At this screen, click in the **Amount** field for the appropriate entitlements and **type** the **dollar amount** for the advance payment received. When **finished** allocating the advance **click** the **Accept Changes** button.

Note: A new section (**Who being paid**) appears at the bottom of this screen for certain entitlements. Notice in the example above, this section is appearing for the **PCS Per Diem** entitlement. Users must use this section to **specify which individual(s)** the particular entitlement applies to.

- DOV #:** - At this field, **type** the Disbursing Office Voucher (**DOV**) number assigned to the advance payment received.
- After completing the **Adv/Accr** tab, **click** on the **Entitlements** tab or **click** the **Next** button to continue.

Refer to the **Help** topic, "[Entitlements - tab](#)", for additional instructions.

CIVPCS Entitlements - tab

The **Entitlements** tab is the beginning point for **capturing** the specific **details** pertaining to what is authorized on the travel order in regards to the authorized PCS expenses, **transportation** allowances, **itinerary** for the trip, and any **reimbursable expenses**.

Use the following steps to "complete" the CIVPCS Settlement Entitlements tab:

1. **Travel Not Performed:** - Under the heading "**Types of Entitlements Claimed**", **click** in this box if the trip was not performed and you wish to generate a **zero dollar transaction**. This transaction is then **transmitted** to the **accounting system** to **de-obligate** the **funds** set aside for the travel order.
2. **Effective Date of Orders:** - The effective date of the orders is used to determine the correct rate for certain entitlements. At this field, **type** the correct effective date of orders in **MMDDYY** format and **press Tab**. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
3. **Add Entitlement button:** - **Click** on this button to **select** the types of **expenses** the settlement is requested for. A drop down listing appears and displays the **expenses** that were **authorized** when the travel order was created.
4. **Following**, is a list of possible **CIVPCS** settlement expense **types** and a **link** to additional **instructions** for processing each particular expense type:
 - **Enroute:** - If the user **clicks** on the **Enroute** option, the **What's Authorized** tab appears and the user must specify **who is traveling** and **how many cars** will be used. **Refer** to the **Help** topic, "[PCS Settlement What's Authorized tab](#)", for additional instructions.
 - **HouseHunting:** - If the user **clicks** on the **HouseHunting** option, the **What's Authorized** tab appears and the user must specify **who is traveling** and **how**

many cars will be used. **Refer** to the **Help** topic, "[PCS Settlement What's Authorized tab](#)", for additional instructions.

- **House Hold Goods:** - If the user **clicks** on the **House Hold Goods** option, the **Commuted Rates, GBL Method, or Personally Procured** screen appears depending on what was authorized when the **travel order** was created. **Refer** to the **Help** topic, "[House Hold Goods Overview](#)", for additional instructions.
 - **Real Estate:** - If the user **clicks** on the **Sell House or Purchase House** option, **The input screen for the selected option will appear**. **Refer** to the **Help** topic, "[Real Estate Overview](#)", for additional instructions.
 - **Miscellaneous:** - If the user **clicks** on the Miscellaneous option, the Miscellaneous Expenses screen appears. **Refer** to the **Help** topics, "[Misc. Exp. - Flat Rate](#)" or "[Misc. Exp. - Itemized](#)", for additional instructions.
 - **TQSE:** - If the user **clicks** on the **TQSE** option, the **TQSE Authorized Period** or the **TQSE Lump Sum** screen appears. **Refer** to the **Help** topic, "[TQSE Overview](#)", for additional instructions.
 - **RITA:** - If the user **clicks** on the **RITA** option, the RITA screen appears. **Refer** to the **Help** topic, "[RITA Overview](#)", for additional instructions.
5. **Click** on the desired **expense** type and **complete** the associated input **screen** to **enter** the **details** for the selected expense.
 6. When **finished** adding expenses, **proceed** to the [Calculations](#), [Financial](#), and [Remarks](#) **tabs** to **finish** processing the settlement.

PCS Settlement What's Authorized - tab

After **clicking** on the **Add Expense** button and **selecting** the **Enroute** option at the **Entitlements** tab, the **What's Authorized** tab appears. At the **What's Authorized** tab, the user **must specify** that the traveler **is** the **owner/operator** of the **POV**, the **number of cars** used, and **which travelers are** to be **included** in the settlement calculation.

What's Authorized Expected Itinerary Reimbursables

Owner/Operator of POV No MALT Number of cars authorized

Who is being paid for this trip

- HARRY (Member)
- SALLY ANN (Spouse)

Use the following steps to "complete" the PCS Settlement What's Authorized tab:

1. **Owner/Operator of POV:** At this field, **click** in the box **if** the traveler **was** the **owner** and **operator** of the **POV** used in the performance of the trip.
2. **Number of Cars:** At this field, **type** the **number** representing the how many **POV's** are to be **used** in the **calculation** of the trip being processed.
3. **Who is being paid:** At this section, the user **must specify which** of the listed **travelers** are to be **included** in the **calculation** of the settlement. **If all** of the listed **traveler's** should be included, **click** on the **Select All** button. **If not**, **click** on the **desired name**.

Tip: Multiple traveler's may be **selected** by **pressing** and **holding** the *Shift* key and then **clicking** on the desired **names**.

4. After completing this tab, the user must then **click** on the **Actual Itinerary** tab or **click** on the **Next** button to continue.

Refer to the **Help** topic, "[Actual Itinerary - tab](#)", for additional instructions.

CIVPCS Actual Itinerary - tab

The **CIVPCS Actual Itinerary** tab is used to **capture** the specific **details** for the trip itinerary. While completing this screen, refer to the **prompt line** at the bottom. The prompt line will **explain** what **information** is requested at each input field.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than 12 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
05/15/2017	DEP Orlando, FL, Orange	PA	<input type="checkbox"/>								
	ARR	AT	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00	0
			<input type="checkbox"/>								
			<input type="checkbox"/>								

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

 Use the following steps to "complete" the CIVPCS Actual Itinerary tab:

- Actual Trip Duration:** - At this field, **click** on the *down arrow*. A drop down **listing** of trip **durations** appears. **Refer** to the **DD Form 1351-2** submitted by the traveler to determine the duration and then **click** the correct choice.
- Depart Date:** - The departure date on the first line of the itinerary automatically **defaults** from the **Begin Date** entered when the travel order was created. **Press Tab** to continue or **type** a different date, in **MMDDYY** format, if necessary.
- Depart Location:** - At this field, the **Origin** location entered (when the travel order record was created) will automatically default. If this location is incorrect, **double click** in the **Location** field. The **Location Selection** screen will appear and you can **select a different** depart location.
- Transportation:** - If the default method of transportation is incorrect, **click** on the *down arrow* button. A *drop down* listing of various transportation modes appears. **Click** the *Up/Dn arrows* until the desired mode is displayed and then **click** on the correct mode to make a selection.
- Local?:** - When the mode **PA** is selected for the transportation, a **prompt** asking if travel was to/from a **local** transportation terminal appears. If so, **click** in this box. If not, **press Tab** to continue.
- Arrival Date:** - The date at the previous **Departure Date** field **defaults** to the Arrival Date field. **Press Tab** to accept this date or **type** a new date, in **MMDDYY** format, if necessary.
- Arrive Location:** - This is the **location** where the traveler stops to perform official duty, change modes of transportation, or to rest overnight. The Location Selection screen will

automatically appear at the Arrive Location field. Use this screen to select the location the traveler arrived at.

8. **Reason for Stop:** - At this field, the **default** value is **AT - Awaiting Transportation**. Press *Tab* if this is correct. If not, **click** on the *down arrow* button to display a *drop down* listing of various [reasons](#) for stopping and then **click** on the correct reason to make a selection. **Click** on the **definitions** button below for an **explanation** of the various reason for stop codes.
9. **Duty Day:** - A **check mark** automatically **defaults** to this field. If this day is an official day of duty, **press Tab** to continue. If this day is not an official day of duty, however, **click** this box to **remove** the check mark.
10. **Method:** - The **default** value for this field is **LDP - Lodgings Plus**. Press *Tab* if this is correct. If not, **click** on the *down arrow* button to display a *drop down* listing of various per diem computation [methods](#).. **Click** on the correct method to make a selection.
11. **Lodging:** - At the **Lodging** field, when completing the CIVPCS Actual Itinerary tab, a *drop down listing* of various [lodging types](#) appears. **Click** on the correct type to make a selection.
12. **Meals:** - At the **Meals** field, when completing the CIVPCS Actual Itinerary tab, a *drop down listing* of various [meal types](#) appears. **Click** on the correct type to make a selection.
13. **Lodging Cost:** - At this field, **type** the **dollar amount** for the daily lodging cost at the location where the traveler remained overnight.
14. **Taxes:** - If the overnight location is within CONUS, Alaska, Hawaii, or a US territory, the user is prompted to enter the daily lodging **taxes** amount. IATS will automatically reduce the taxes by the appropriate percentage when the claimed amount for **lodging** exceeds the authorized amount. If these taxes are entered into the **itinerary**, do not enter them again at the **Reimbursables** tab. The amount calculated for the taxes will appear on the **Calculations** tab after the trip has been completely entered.
15. **Miles:** - If not automatically populated by the **DTOD** look-up feature, **type** the number of **miles** claimed by the traveler if a privately owned vehicle was used.

Note: When finished with the itinerary, the **Constructed Itinerary** or **Reimbursables** tab appears next.

Refer to the **Help** topics, "[Constructed Itinerary - tab](#)" or "[Reimbursables - tab](#)", for additional instructions.

CIVPCS Reasons for Stop

When completing a **CIVPCS** Itinerary, a **Reason for Stop** code is **required** on each arrival line. A table appears at the **Reason for Stop** field **displaying** a variety of **codes** that may be used.

The **purpose** of the code is to **determine** what action must be taken by the travel computation system and what **allowances** are **applicable**. A **listing** of the various Reason for Stop **codes** and an **explanation** of their purpose is provided below:

- **AT - Awaiting Transportation:** This is used when the **traveler** is simply **stopping** at a **location** to **change** the **mode** of transportation.
- **TD - Temporary Duty:** This is the default value at this field since it is the most common reason a traveler stops. Use this code when the **point** the traveler **arrived** at is the **TDY** point.
- **LV - Leave:** Use this code when the **traveler** has **stopped** at a **location** for the **purpose** of taking leave. This code will **cause** the computation **system** to terminate per diem during the leave period.
- **MC - Mission Complete:** Use this code when the **trip** is **finished** and the **traveler** has **arrived** at the Permanent Duty Station (**PDS**).
- **AD - Authorized Delay:** Use this code when the **traveler** has **made** an official stop and remained overnight while **enroute** to an official duty point.
- **VR - Voluntary Return:** Use this code when a **traveler** has voluntarily returned to the **PDS** during a TDY trip. This commonly occurs when **travelers** are on lengthy TDY trips and there is a **holiday** weekend involved. Using this code **causes** the computation **system** to **perform a cost comparison** of what it would have cost the government had the traveler remained at the TDY location. This cost is then **compared** to the **expenses** the traveler **incurred** for **performing** the **VR** travel. The traveler is **reimbursed** these travel **expenses** up to what it would have cost the government to remain at the TDY location.
- **DV - Drop Off Vehicle At Vehicle Port:** Use this code when the **purpose** of the **stop** is to drop off a Privately Owned Vehicle (**POV**) at a vehicle **port** facility for overseas shipment.
- **PV - Pick Up Vehicle At Vehicle Port:** Use this code when the **purpose** of the **stop** is to pick up a **POV** from a vehicle **port** facility for movement to a new PDS.

- **ES - Enroute Stopover:** Use this code when the **traveler** has **made** an official stop and remained overnight while **enroute** to an official duty point. (This code may also be used with TDY travel).
- **DP Drop Off Passengers:** Use this code when the **purpose** of the **stop** is to drop off passengers at a passenger facility. This ordinarily occurs when delivering a **POV** to a vehicle **port** facility for overseas shipment in conjunction with a **PCS** and **passengers** are dropped off first.
- **PP - Pick Up Passengers:** Use this code when the **purpose** of the **stop** is to pick up passengers at a passenger facility. This ordinarily occurs after a **POV** is picked up from a vehicle **port** facility in conjunction with a **PCS** and the **passengers** are picked up afterwards.
- **SL - Sick Leave:** Not used at this time.
- **AR - Authorized Return Home:** Use this code when the **traveler** has been **authorized**, in the travel order, to make a return trip to his/her last PDS during a **PCS** travel period.

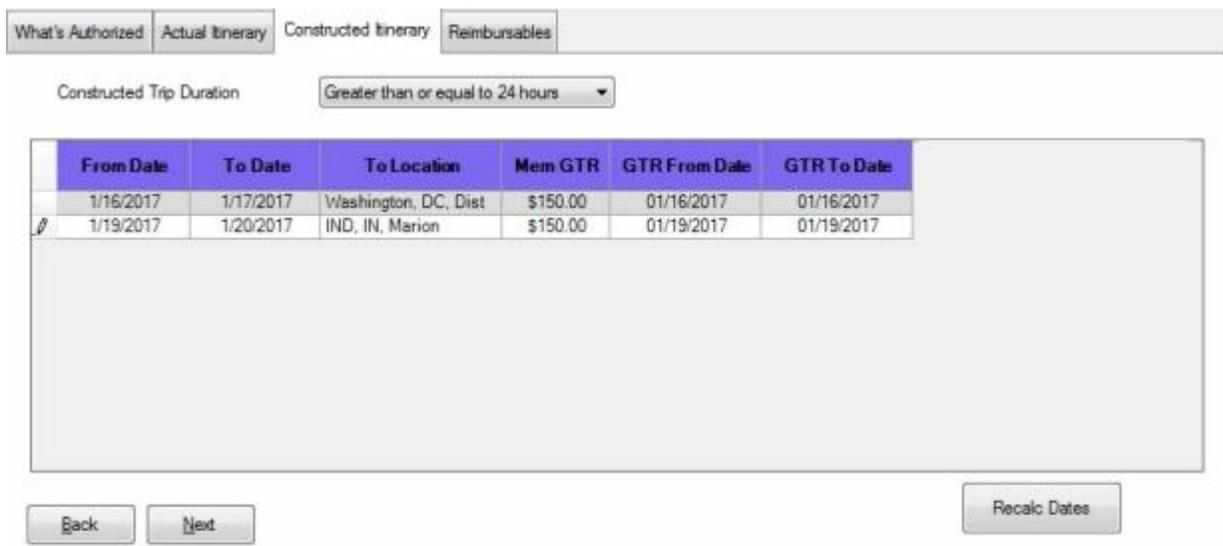
Constructed Itinerary - tab

There are **three** situations that cause the **Constructed Itinerary** tab to **appear** after completing the traveler's actual itinerary:

- **Privately owned conveyance** was used for the travel to and from the official locations.
- The authorized mode of travel was **POC Limited to Cost of Constructed Travel**.
- The travel was performed by **mixed modes**; a combination of privately owned and commercial or government procured transportation.

At this screen the **legs** of the traveler's **actual itinerary** are displayed. The user must either **enter** the **cost of government procured travel** or the **official mileage** depending on the authorized mode of travel. IATS will then either perform a **cost comparison** or **limit the mileage** reimbursement to the **official distance**.

 Use the following steps to "complete" the **Constructed Itinerary** tab when the authorized mode of travel was "POC Limited to Cost of Constructed Travel" or was performed by "Mixed Mode":



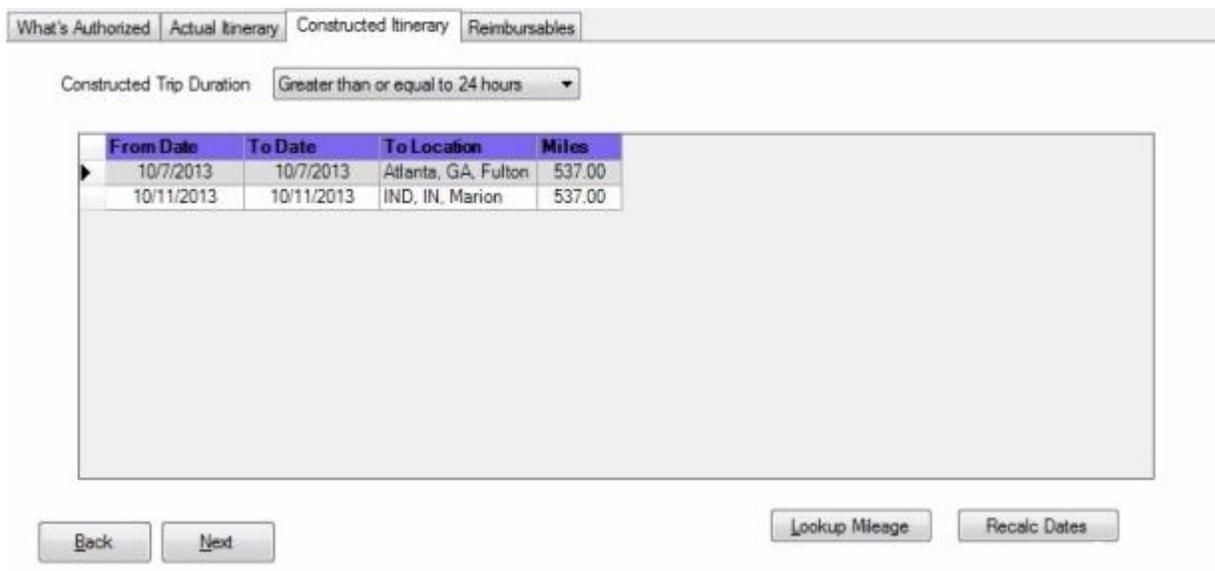
From Date	To Date	To Location	Mem GTR	GTR From Date	GTR To Date
1/16/2017	1/17/2017	Washington, DC, Dist	\$150.00	01/16/2017	01/16/2017
1/19/2017	1/20/2017	IND, IN, Marion	\$150.00	01/19/2017	01/19/2017

1. **Mem GTR:** - Click in this **field** for the first leg of travel. At this field, **type** the **dollar amount** for **government procured transportation** to include estimated **taxies** and **press** *Tab*.

2. **GTR From Date:** - The **date** at this field should be the date the traveler would have departed if the transportation was procured by the government. The **default** value at this field is the date of departure on the **actual itinerary**. If this is the **correct** date, **press Tab** to continue. If not, **type** the correct date and **press Tab**.
3. **GTR To Date:** - The **date** at this field should be the date the traveler would have arrived if the transportation was procured by the government. The **default** value at this field, is the date of arrival on the **actual itinerary**. If this is the **correct** date, **press Tab** to continue. If not, **type** the correct date and **press Tab**.
4. **Repeat** steps 1-3 above for any **additional** legs of travel displayed at this screen. After pressing **Tab** at the final **To Date** field, the **Reimbursables** tab appears.

Refer to the **Help** topic, "[Reimbursables - tab](#)", for additional instructions.

 Use the following steps to "complete" the **Constructed Itinerary** tab when the authorized mode of travel was "POC More Advantageous to the Government":



From Date	To Date	To Location	Miles
10/7/2013	10/7/2013	Atlanta, GA, Fulton	537.00
10/11/2013	10/11/2013	IND, IN, Marion	537.00

1. **Click** in the **Auth Miles** field for the first **leg** of travel.
2. **Type** the number of **miles** for the ordered travel from the **Official Table of Distances** and **press Tab**.

3. At the **Auth Miles** field for the second leg of travel, **type** the number of **miles** for the ordered travel from the **Official Table of Distances** and **press Tab**.
4. **Repeat** steps 1-3 above for any **additional** legs of travel displayed at this screen. After pressing *Tab* at the final **Auth Miles** field, the **Reimbursables** tab appears.

Refer to the **Help** topic, "[Reimbursables - tab](#)", for additional instructions.

PCS Settlement Reimbursables - tab

This screen is where IATS users enter the traveler's **reimbursable expenses** associated with the trip.

What's Authorized Actual Itinerary Reimbursables

Date	Nature of Expense	Type	Amount Claimed	Amount Approved	Split	IBOP	Dependent?	Is Taxable
03/26/2018	ATM ADVANCE EXPENSE	F	20.00	20.00	<input type="checkbox"/>	US	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/26/2018	REGISTRATION FEE		0.00	0.00	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	RENTAL CAR				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	SKYCAP OR REDCAP TIP - MILITARY ONLY							
	TAXES ON LODGING							
	TAXI/LIMO FROM AIRPORT							

Back Next Insert Expense Delete Expense

 Use the following steps to "complete" the PCS Settlement Reimbursables tab:

- Date:** - The **default** value at this field is the **departure** date from the actual itinerary. If this is the **correct** date for the expense, **press Tab**. If not, **type** the **correct** date in **MMDDYY** format and **press Tab**.
- Nature of Expense:** - At this field, **click** on the **down arrow** button to display a **drop down listing** of the common expenses that have been entered into the **Reimbursable Descriptions** table in the **IATS Maintenance** module. **Click** the **Up/Dn arrows** until the desired expense item is displayed. If the user **types** the **first letter** of the description, IATS **scrolls** the listing until locating the first item beginning with this letter. The user may then use the **Up/Dn arrows** to display the exact item. Once the correct item is displayed, **click** on this item to make a selection. If the expense claimed by the traveler is not listed, simply **type** the description in this field and **press Tab**.
- Type:** - If the default value is incorrect, **click** on the **down arrow** button to display a **drop down listing** of various expense categories. **Click** the correct expense type code to make your selection and then press **Tab** to continue.
- Amount Claimed:** - At this field, **type** the **dollar amount** claimed by the traveler.
- Amount Approved:** - IATS automatically **populates** this field with the **amount** entered at the **Amount Claimed** field. If this amount is allowable, **press Tab**. If not, **type** the allowable amount and **press Tab**.
- IBOP:** - If the default value is incorrect, **click** on the **down arrow** button to display a **drop down listing** of various **Countries**. **Type** the first two letters of the desired country name or **click** the **Up/Dn arrows** until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection.

7. **Dependent:** - **Click** in the **box** at this field if the entered expense is associated with a **dependent**.
8. **Is Taxable:** - Certain types of **PCS travel entitlements** are subject to withholding **taxes**. IATS automatically checks the **check box** to **apply** taxes to these PCS reimbursable expenses. If it is determined that the expenses should not be taxed, **click** in the **check box** to **remove** the check mark.
9. **Const Leg:** - If the settlement request involves a constructed itinerary for the purpose of a cost comparison, the **Const Leg** field appears next. In addition, a table appears displaying the travel legs for the itinerary. At this field **type** the **number** for the travel leg associated with the expense. If the expense should not be included in the cost comparison, simply **press Tab** to **leave** the number **zero** at this field.
10. **Repeat** the steps **1-9** above to enter any **additional** expenses.
11. When **finished** entering the Reimbursable Expenses, **click** the **OK** button. A **message** appears asking if you wish to **recalculate the daily meals or lodging**. **Click** the *Yes* or *No* button as desired.

Refer to the **Help** topic, "[Daily Exceptions](#)", for additional instructions.

CIVPCS Settlement Calculations - tab

After completing the **Reimbursables** tab, IATS returns to the **Settlement Request** screen. To **view** a summary of the calculations for the settlement request, **click** on the **Calculations** tab.

Remit To	Adv/Accf	Entitlements	Calculations	Financial	Remarks																												
<table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>\$127.50</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>\$166.26</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>\$25.00</td> </tr> <tr> <td>Dep. Per Diem</td> <td>\$95.63</td> </tr> <tr> <td>WTA</td> <td>\$74.38</td> </tr> <tr> <td>Agency Matching (FICA/Med)</td> <td>\$22.76</td> </tr> <tr> <td>Less FITW</td> <td>\$74.38</td> </tr> </tbody> </table>			Description	Total	Memb/Emp PCS Per Diem	\$127.50	Memb/Emp MALT	\$166.26	Memb/Emp Reimbursables	\$25.00	Dep. Per Diem	\$95.63	WTA	\$74.38	Agency Matching (FICA/Med)	\$22.76	Less FITW	\$74.38	<table border="1"> <tbody> <tr> <td>Total Entitlement</td> <td>\$511.53</td> </tr> <tr> <td>Deductions</td> <td>\$119.90</td> </tr> <tr> <td>Partial Payments</td> <td>\$0.00</td> </tr> <tr> <td>Amount Payable</td> <td>\$391.63</td> </tr> <tr> <td>Advances</td> <td>\$0.00</td> </tr> <tr> <td>Due Employee</td> <td>\$391.63</td> </tr> </tbody> </table>			Total Entitlement	\$511.53	Deductions	\$119.90	Partial Payments	\$0.00	Amount Payable	\$391.63	Advances	\$0.00	Due Employee	\$391.63
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<input data-bbox="214 842 331 884" type="button" value=" <Back "/> <input data-bbox="347 842 464 884" type="button" value=" Next > "/>		<table border="1"> <tbody> <tr> <td>Expected Payment Year</td> <td>2017</td> <td>YTD Wages:</td> <td>\$0.00</td> <td>FITW %</td> <td>25.00 %</td> </tr> <tr> <td colspan="2"> <input checked="" type="checkbox"/> WTA To Be Paid </td> <td colspan="4"> <input type="checkbox"/> Deducted in Prior Year </td> </tr> </tbody> </table>				Expected Payment Year	2017	YTD Wages:	\$0.00	FITW %	25.00 %	<input checked="" type="checkbox"/> WTA To Be Paid		<input type="checkbox"/> Deducted in Prior Year																			
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Note: At this tab, a **summary** of the **calculations** is displayed by expense category. If multiple fiscal years are involved, the calculations are summarized by fiscal year.

It's a good idea for the user to review the **Calculations** tab before adding the **accounting** lines to the settlement. This will assist the user in ensuring that the appropriate accounting lines are added.

1. **Advances:** - If the traveler received an **advance** payment of CIVPCS travel and transportation allowances, **click** in the **Advances** field. The **Split PCS Advance Payments** screen appears and the user must apply the **outstanding advance amount** to the appropriate entitlement. **Refer** to the **Help** topic, "[Completing the Split PCS Advance Screen](#)", for additional instructions.
2. **Expected Payment Year:** - **Enter** the **year** in **YYYY** format for the year the payment is expected to be made.
3. **YTD Wages:** - **Enter** the **amount** for the employee's **year to date wages**.
4. **FITW %:** - If the default percentage for the **FITW** withholding is incorrect, **enter** the correct percentage to be used.
5. **WTA To Be Paid:** - **Click** in the **check box** (if necessary) to **activate** this option if **WTA** is supposed to be paid for this request.
6. **Deducted in Prior Year:** - **Click** in the **check box** to **activate** this option if necessary.

When **finished** with the **Calculations** tab, **click** on **Next** button or the **Financial** tab to proceed with the accounting lines.

Refer to the **Help** topic, "[Financial - tab](#)", for additional instructions.

Completing the Split PCS Advance Screen

The **Split PCS Advance Payments** screen appears when you **click** in the **Advances** field on the **Calculations** tab.

This screen is used to **apply** the **amounts** calculated for the PCS expenses to the amount **outstanding** that was received in **advance**.

Entitlement	Outstanding	Applied
Memb/Emp PCS Per Diem	\$200.00	\$0.00
Memb/Emp MALT	\$375.00	\$0.00
Dependent Per Diem	\$100.00	\$0.00
Dependent MALT	\$100.00	\$0.00
Employee Househunting Per Diem	\$1,000.00	\$0.00

Total: 0.00

Buttons: Other..., Default, OK, Cancel, Help

Status: Enter amount to be applied

Use the following steps to "complete" the Split PCS Advance Payments screen:

Tip: Refer to the **Calculations** tab for a **summary** of the calculated entitlements.

1. **Click** in the **Applied** field for the **entitlement** you wish to apply an outstanding amount against.
2. **Type** the dollar **amount** you wish to **apply**.

Tip: Users can **apply** all of the outstanding **amounts** simply by **clicking** on the **Default** button. Using the **Default** button, however, will only **apply** the outstanding amount(s) against the **entitlement(s)** being processed. For example; if the settlement being processed is for **Enroute Travel** only, **clicking** on the **Default** button will only **apply** the outstanding amount associated to **Enroute Travel**.

3. **Continue** with steps 1 and 2 until the desired amounts are **applied**.

4. When **finished** applying the outstanding amounts, **click** the **OK** button. IATS returns to the **Settlement Request** screen.
5. At the **Settlement Request** screen, **click** on the [Financial tab](#) and add the appropriate **accounting** lines.

Financial - tab

The **Financial tab** is used to specify the **method of payment**, a **split payment** amount, and to add the **accounting** information.

Remit To	Adv/Acct	Entitlements	Calculations	Financial	Remarks
Method of Payment: <input type="text" value="EFT"/>		Computed Split: <input type="text" value="\$396.00"/>		<input type="checkbox"/> Release Obligation	
Due Traveler: <input type="text" value="\$381.82"/>		Split Payment: <input type="text" value="\$500.00"/>		<input type="checkbox"/> Apply 100% to Split	
Db/Cr	Classification				Amount
Db	111111 21 9 2020 0000 76 2016 P8100000000 21T2 000000 SMI11111TJSPLIT S12345				\$881.82
<input type="button" value=" <Back"/>		<input type="button" value=" Next >"/>		<input type="button" value=" Modify Accounting"/>	

 Use the following steps to "complete" the Financial tab:

1. **Method of Payment:** - The default value is **EFT** if the traveler's account is active for EFT payments. If you wish to choose a different method of payment, **click** on the *down arrow* button to display a list of payment options and then **click** on the desired method.
2. **Computed Split:** - The amount displayed at the Computed Split field is a **combination** of the **Lodging** expense entered into the itinerary and the **reimbursable expense items** entered at the Reimbursables tab that were **selected** for a **split** payment. If you **double click** in the Computed Split field, the **Split Payment** field will be **populated** with the computed amount.
3. **Split Payment:** - If not already **populated** by double clicking in the **Computed Split** field, **click** in this field and **type** the dollar amount specified by the traveler to be **sent directly** to the **company** providing the **Government Credit Card**. This option is only available if the **method** of payment is **EFT**.
4. **Release Obligation:** - If a **Transportation Request** was issued for the performed travel, a charge may still be pending for payment of the transportation, and the funds should not be de-obligated. If the travel was not performed by

government procured transportation, however, **click** in this **box** to send a code to the accounting system that will allow the obligation to be **released**.

5. **Apply 100% to Split:** - When this check box is **checked**, IATS will **apply** the whole amount due the traveler to the **company** providing the **Government Credit Card**.
6. **Modify Accounting:** - **Click** this button to access the **Accounting** screen and enter the accounting information.
7. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

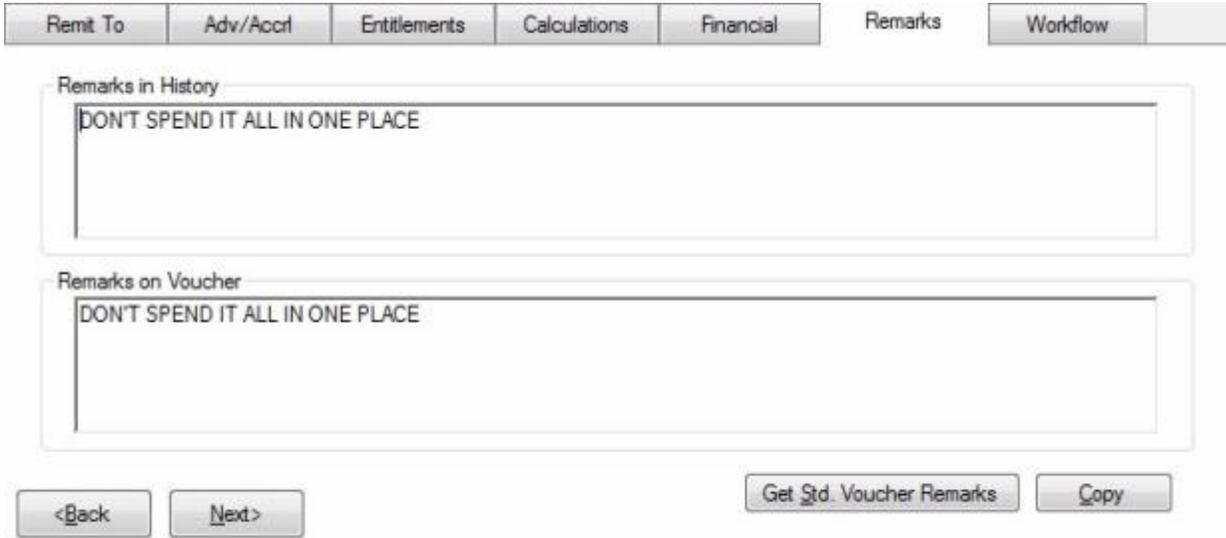
Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

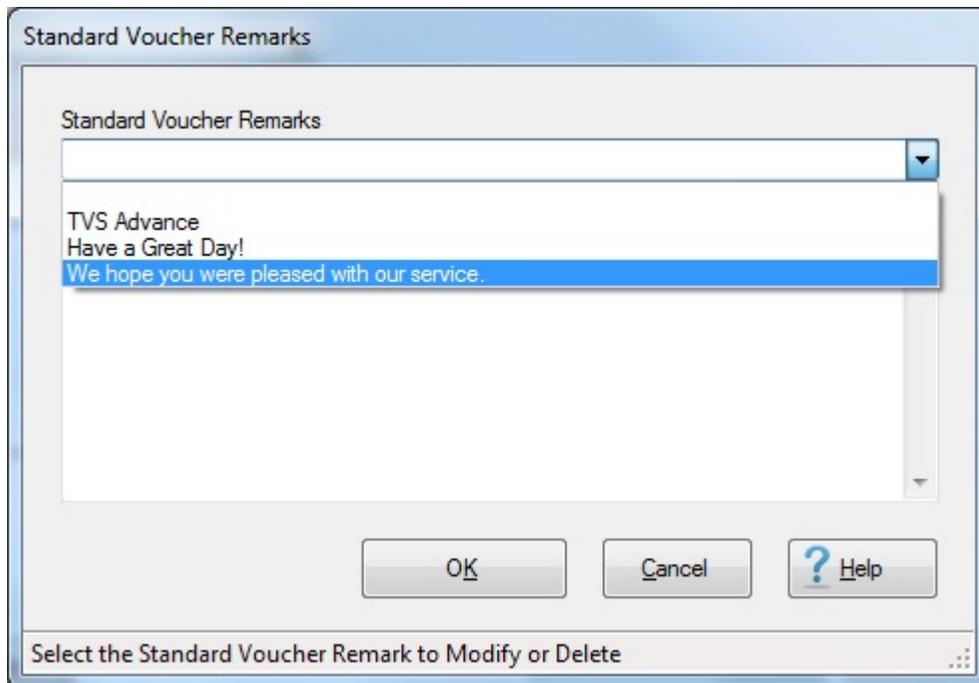
After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

 Use the following steps to "complete" the Remarks tab:

1. **Click** on the **Remarks** tab. The following screen appears:



2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.
5. If you wish to add a standard remark from the Standard Voucher Remarks table, **click** on the **Get Std. Voucher Remarks** button. The **Standard Voucher Remarks** screen appears.



6. At the Standard Voucher Remarks screen, **click** on the *down arrow* to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** steps 5 and 6 if you wish to add additional standard **remarks**.
8. When **finished** adding remarks, **click** on the **Save** button to **save** the entries.

Workflow - tab

To assist managers in determining where **delays** in travel settlement requests processing occur, IATS generates the Reporting Unit Code (RUC) Report for **Marine Corps** travel offices. For **other** travel offices, this report is named the **Liaison Office Report**.

The purpose of this report is to **track** the number of days required to **move** a settlement request **through** the **processing cycle**. Because settlement requests processed by these organizations are often **routed through liaison offices**, IATS tracks their movement from the **date signed** until the **date disbursed**.

The **Workflow** tab is used to **capture** the **details** needed for IATS to generate the **RUC/Liaison Office Report**.

The **dates** at the Workflow Tab are also used to **determine** whether **interest** must be **paid** to the traveler for **late** payments.

 Use the following steps to "complete" the Workflow tab:

1. If not already in focus, **click** on the **Workflow** tab. The following screen appears:



The screenshot shows a software interface with a tabbed menu at the top. The 'Workflow' tab is selected. Below the tabs is a form titled 'Ruc/Liaison Workflow Input'. The form contains several fields, each with a label and a dropdown menu:

Field Label	Value
Ruc/Liaison Office	1-DAVE'S FINANCE
Date Signed by Traveler	10/14/2013
Date received by the Ruc/Liaison Office or signed by the AO	10/14/2013
Date Forwarded by Liaison Office	10/15/2013
Date Received by Travel Office	10/17/2013
Expected Payment Date	11/15/2013

At the bottom of the form are two buttons: '<Back' and 'Next>'.

2. **Ruc/Liaison Office:** - At this field a *drop down list* of Ruc/Liaison Office **number(s)** appears. The [Ruc/Liaison Office](#) information must be previously established by the **System Administrator** in the IATS **Maintenance** module. When the *drop down list* appears, **click** on the **number** for the Ruc/Liaison Office that handled the **claim**.
3. **Date Signed by: - Traveler:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **signed** by the **traveler**.
4. **Date Received by: - RUC/Liaison Office or signed by the AO:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **received** by the **Ruc/Liaison Office**.

5. **Date Forwarded by: - Liaison Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **forwarded** by the **Ruc/Liaison Office**.
6. **Date Received by: - Travel Office:** - At this field, **type** the **date**, in **MMDDYY** format, the **claim** was **received** by the **Travel Office**.
7. **Expected Pay Date:** - The **Expected Pay Date** is used for **tracking** the **processing time** for the **Voucher Turnaround Report**. The **default** value at this field is **4 days** from the **current** date. If this **date** is correct, **press Tab** to continue, or **type a new date** if necessary and **press Tab**.
8. When **finished** entering the dates at the Workflow tab, **click** on the **OK** button to **save** the entries and **return** to the **Request for Settlement Against an Order** screen.

Mixed Mode Travel

It is quite **common** for **members/employees** to use one mode of **transportation** for part of a journey, and another mode for the rest of the journey. **Mixed Mode Travel** occurs when two or more modes of **transportation** are used for one official **leg**.

For example, mixed mode travel commonly occurs when a member/employee **departs** the old PDS, and **drives** a **private auto** to the **leave point**. From the leave point, a **commercial plane** is used for the travel to the new PDS, or to an Aerial Port of Embarkation (**APOE**). The **official points** are between the old PDS and the **APOE** or new PDS.

The **input** into IATS for this type of travel **requires** strict attention to detail. All points where the mode of transportation **changes** must be shown in the itinerary. IATS will make the **determination** of whether a **mixed mode** travel situation applies, and will **generate** the required input **screens**.

Itinerary

The following screen demonstrates the correct input for a typical PCS involving **mixed mode travel**.

The screenshot shows the 'Actual Itinerary' tab in the IATS system. At the top, there are three tabs: 'What's Authorized', 'Actual Itinerary', and 'Reimbursables'. Below the tabs is a dropdown menu for 'Actual Trip Duration' set to 'Greater than or equal to 24 hours'. The main part of the screen is a table with the following columns: Date, Location, Trans, Duty, IDL, Local, Group, Embark, and Who Else (sub-columns: AE %, Lodging, Taxes, Miles). The table contains several rows of travel data, with the last row highlighted in blue, showing a date of 05/31/2017, location 'IND, IN, Marion', and a mileage of 1120. Below the table are several buttons: 'Back', 'Next', 'Duplicate Previous', 'Insert Leg', 'Delete Leg', 'Clear', and 'Completed'.

Date	Location	Trans	Duty	IDL	Local	Group	Embark	Who Else						
								Reason	Day	OMN	Method	Lodge	Meals	AE %
05/15/2017	DEP FRANKFURT AM MAIN, I	TP					<input checked="" type="checkbox"/>							
05/15/2017	ARR Phila, PA, Philadelphia	AT			LDP			0.00	\$0.00	\$0.00	0			
05/15/2017	DEP Phila, PA, Philadelphia	CP												
05/15/2017	ARR 33908 Fort Myers, FL, Lee	LV				CQ	CM	0.00	\$0.00	\$0.00	0			
05/28/2017	DEP 33908 Fort Myers, FL, Lee	PA												
05/31/2017	ARR IND, IN, Marion	MC						0.00	\$0.00	\$0.00	1120			

In the **itinerary** screen, above, the following **locations** were **entered** to ensure correct computation of **mixed mode travel**.

First Official Leg: - The member **embarked** on transoceanic travel from the Aerial Port of Embarkation (**APOE**) and **arrived** at the Aerial Port of Debarkation (**APOD**).

Second Official Leg: - The member **terminated** the transoceanic travel at **Philadelphia**, which is the Aerial Port of Debarkation (**APOD**). The next official **leg** of the journey, is between the **APOD** and the new PDS.

Third Official Leg: - This **leg** was performed by **CP** and **PA** resulting in a (**Mixed Mode**). The traveler used a **commercial plane** to the **leave point** and a **private auto** from the **leave point** to the new PDS.

Constructed Itinerary

After completing the Itinerary, the **Constructed Itinerary** screen appears.

What's Authorized | Actual Itinerary | **Constructed Itinerary** | Reimbursables

Constructed Trip Duration: Greater than or equal to 24 hours

From Date	To Date	To Location	Miles	Mem GTR	Dep GTR	GTR From Date	GTR To Date
5/15/2017	5/15/2017	Phila, PA, Philadelphia	0	\$0.00	\$0.00	05/15/2017	05/15/2017
5/16/2017	5/31/2017	IND, IN, Marion	655	\$0.00	\$0.00	05/30/2017	05/30/2017

Back | Next | Recalc Dates

Tip: At this screen, IATS **requests** the **Authorized Miles** for the mixed mode leg. The distance is used to **perform** the **first** of two required **computations**. Do not make an **entry** into the **GTR** columns when processing a settlement involving mixed mode travel. Only two **comparisons** are **required** in accordance with the **Federal Travel Regulations**.

Computation 1: - The first computation determines the **entitlement** as if a **private auto** was used for the entire distance.

Computation 2: - The second computation determines the **entitlement** based on the **actual** travel performed.

Note: The **amount** from the first computation establishes the **limitation** for the total entitlement for the mixed mode leg.

Reimbursables

At the **Reimbursables** tab, special **input** is **required** for **expenses** that were **incurred** during the mixed mode leg.

Note: For **Navy** users, **enter** the **GTR cost** at the Reimbursables screen using the **Type Code "G"**. For the **Nature of Expense** field, use "**Mixed Mode MILPCS GTR Cost**". It is **recommended** that a supervisor or the designated person having access to **Maintenance** module **add** this expense description to the **Reimbursables Description**

table so that item can be selected from the list of expenses appearing the Nature of Expense field.

Date	Nature of Expense	Type	Amount Claimed	Amount Approved	Split	IBOP	Dependent?	Const. Leg
05/15/2017	ATM ADVANCE EXPENSE	F	0.00	0.00	<input type="checkbox"/>	US	<input type="checkbox"/>	0
05/15/2017	AIRFARE	A	175.00	175.00	<input type="checkbox"/>	US	<input checked="" type="checkbox"/>	2
05/15/2017	AIRFARE	A	175.00	175.00	<input type="checkbox"/>	US	<input type="checkbox"/>	0

Const Leg	From Date	To Date	Location
2.00	5/16/2017 12	5/31/2017 12	33908 Fort Myers, FL, Lee

Buttons: Back, Next, Insert Expense, Delete Expense

At the **Dependent?** column, **click** in the **box** to insert a **check mark** if the expense being claimed is for the **dependent's** portion of the travel.

At the **Const Leg** column, a **window** appears **listing** the **legs** of travel identified in the **itinerary** as mixed mode **legs**. **If** the **expense** being entered is **associated** with a mixed mode **leg** of travel, **type** the **number** that **represents** the correct mixed mode **leg**. **If** the expenses is not **associated** with a mixed mode leg, **type** the number **zero**.

After entering the reimbursable expenses, **finish processing the settlement** as usual.

Duplicating a Previous Itinerary

When processing **PCS** travel settlements, it is quite common for a **member/employee** and the **dependents** to perform the **enroute** travel with separate trips. Since the **points** of travel are typically the same, it may be helpful for IATS users to be able to **duplicate** the first itinerary entered. Once the duplicate itinerary is **displayed**, the user can then **make** any **adjustments** to the **dates** or **mode** of travel, if applicable. This feature will save time and **keystrokes** for the IATS user.

 Use the following steps to "duplicate" a previously entered itinerary:

1. Enter the itinerary for the first traveler.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

	Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else				
									AE %	Lodging	Taxes	Miles	
	05/15/2017	DEP Fort Jackson, SC, Richlar	PA	<input type="checkbox"/>									
	05/16/2017	ARR IND, IN, Marion	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00	633	
*				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

In this example, the member traveled first by **POV** from the old PDS, (Ft. Jackson, SC), to the new PDS, (Indianapolis, IN).

Note: At the **What's Authorized** tab, only the **member** was **selected** for **who** was being **paid**.

2. After entering the first itinerary, **complete** the **Constructed Itinerary** and **Reimbursables** tabs as usual, if applicable.
3. **Return** to the **Entitlements** tab at the **Settlement Request** screen.
4. At the **Entitlements** tab, **click** on the **Add Expense** button, and select **Enroute**.
5. At the **What's Authorized** tab, **select** the **traveler** who is being paid for the second itinerary and then **click** on the **Actual Itinerary** tab.
6. At the **Actual Itinerary** tab, **select** the **Actual Duration** of the trip. The **itinerary** comes into **focus**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
*			<input type="checkbox"/>								

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed

7. When the **Itinerary** comes into focus, **click** on the **Duplicate Previous** button. IATS **duplicates** the first itinerary that was entered, as shown below:

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
05/15/2017	DEP Fort Jackson, SC, Fichlar	PA	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
05/16/2017	ARR IND, IN, Marion	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00	633
*			<input type="checkbox"/>								

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed

- When the duplicate itinerary is **displayed**, the user may now **make** any necessary changes.
- Complete** the second Itinerary and **finish** processing the settlement as usual.

House Hunting

House Hunting Overview

Civilian **employees** performing a **PCS** within **CONUS** are generally authorized to make a **trip** to their new duty station for the purpose of **locating** a new residence. This entitlement consists of round trip travel for the **employee** and **spouse** between the old and new permanent duty stations. In addition, **per diem** is **payable** for both, by one of two methods. These are the **Lodgings Plus** or **Lump Sum** methods.

Under the **Lodgings Plus** method, the **per diem** is **calculated** based upon the itinerary entered into IATS and the **location** of the new permanent duty station. Separate trips may be authorized for the **employee** and the **spouse**, but the total reimbursement is limited as if both parties traveled together for a 10 day trip.

Under the **Lump Sum** method, the locality per diem rate for the new duty station is **multiplied** by (6.25), when the employee and spouse travel together, or by (5), when separate trips are performed.

Under the **Lump Sum** method, no itinerary is **entered** into IATS.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for processing House Hunting settlements.

House Hunting Lump Sum Method

Under the **Lump Sum** method, the locality per diem rate for the new duty station is **multiplied** by (6.25), when the **employee** and **spouse travel together**, or by (5), when separate trips are **performed**.

Note: Under the **Lump Sum** method, no itinerary is entered into IATS.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

Ensure that the entitlement, "**House Hunting**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen. See the following example:

The screenshot shows a form titled "House Hunting" with the following elements:

- Employee
- Spouse
- Lump Sum
- Max. Days:

In the **House Hunting** section, **click** in each box that **applies** to the request for settlement. In addition, **ensure** that the authorized number of **days** appears in the **Max Days** field. The default value is (10) days. If this is incorrect, **click** in this field and **type** the correct number.

Select Expense Type

At the **Entitlements** tab, on the **Settlement Request** screen, **click** on the **Add Entitlement** button and then **click** on **House Hunting Trip**. IATS **displays** the **Trip** screen with the **What's Authorized** tab in focus.

What's Authorized tab

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What's Authorized | Actual Itinerary | Reimbursables

Owner/Operator of POV No MALT HHT POV Miles:

Who is being paid for this trip

- RICKEY (Employee)
- JANE (Spouse)

Back Next Select All Unselect All

At the **What's Authorized** tab, users must specify whether the traveler is the **owner/operator** of the **POV**, if applicable, the **number of miles** involved, and **who is being paid**.

No MALT: - Click in the **No MALT** check box to **authorize** this option if Mileage in Lieu of Transportation is not authorized.

HHT POV Miles: Since no itinerary will be entered, **enter** the **number** of authorized miles for the House Hunting Trip.

After completing the What's Authorized tab, **click** on the **Next** button or the **Actual Itinerary** tab.

Actual Itinerary tab

What's Authorized | Actual Itinerary | Reimbursables

Pay From: Pay To:

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

As stated previous, no itinerary is entered using the **Lump Sum** method. The **dates** for the payment period, however, must be **entered**.

At the **Pay From/To** fields, **type** the beginning and ending **dates** for the House Hunting **Trip**. You can also **click** on the *down arrow* button and use the **calendar** to select the dates.

After entering the correct dates, **click** on the **Next** button or **press** *Tab*. IATS **displays** the **Reimbursables** tab.

Finish processing the request for settlement to **add** the **expenses, accounting** lines, **remarks, etc.**, as usual.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for processing House Hunting settlements.

House Hunting Lodgings Plus Method

Under the **Lodgings Plus** method, the **per diem** is **calculated** based upon the **itinerary** entered into IATS and the **location** of the new permanent duty station. Separate trips may be authorized for the **employee** and the **spouse**, but the total reimbursement is limited as if both parties traveled together for a 10 day trip.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

Ensure that the entitlement, "**House Hunting**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen. See the following example:

The screenshot shows a form titled "House Hunting". It contains four checkboxes: "Employee" (checked), "Spouse" (checked), "Lump Sum" (unchecked), and "Max. Days" (with a text input field containing "10").

In the **House Hunting** section, **click** in each **box** that **applies** to the request for settlement. In addition, **ensure** that the authorized number of **days** appears in the **Max Days** field. The default value is **(10)** days. If this is incorrect, **click** in this field and **type** the correct **number**.

Select Expense Type

At the **Entitlements** tab, on the **Settlement Request** screen, **click** on the **Add Entitlement** button and then **click** on **House hunting**.

What's Authorized tab

At the **What's Authorized** tab, users must **specify** whether the traveler is the **owner/operator** of the **POV**, if applicable, the **number** of **cars** authorized, and **who** is being paid.

After completing the What's Authorized tab, **click** on the **Next** button or the **Actual Itinerary** tab.

Itinerary

The following **screen** demonstrates the correct **input** for a typical **House Hunting** trip:

What's Authorized Actual Itinerary **Reimbursables**

Actual Trip Duration: Greater than 12 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
04/24/2017	DEP Orlando, FL, Orange	TP	<input type="checkbox"/>					RICKEY, JANE			
04/24/2017	ARR IND, IN, Marion	HH	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$75.00	\$12.00	0
05/03/2017	DEP IND, IN, Marion	TP	<input type="checkbox"/>					RICKEY, JANE			
05/03/2017	ARR Orlando, FL, Orange	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00	0
* <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>											

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

At the Reason field for the arrival leg at the **House Hunting** point, select **HH - House Hunting** as the **reason for stop**.

After completing the Itinerary, IATS **displays** the **Reimbursables** tab.

Reimbursables tab

If the **transportation to/from** the **House Hunting location** was commercial transportation procured by the **US Government**, this is considered to be a taxable entitlement.

Users must enter the **amount** paid by the government for this transportation at the **Reimbursables** tab as demonstrated below.

What's Authorized Actual Itinerary **Reimbursables**

Date	Nature of Expense	Type	Amount Claimed	Amount Approved	Split	IBOP	Dependent?
04/24/2017	GOVT PROCURED COMM TRANS (CIV	G	385.00	385.00	<input type="checkbox"/>	US	<input type="checkbox"/>
04/24/2017	ROCURED COMM TRANS (CIV PCS)		0.00	0.00	<input type="checkbox"/>		<input type="checkbox"/>
* <input type="checkbox"/> <input type="checkbox"/>							

LAUNDRY EXPENSE - CONUS ONLY
PARKING
REGISTRATION FEE
RENTAL CAR

Back Next Insert Expense Delete Expense

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IATS will not reimburse this amount to the traveler. Instead, IATS will **include** this amount when **calculating** the Federal Withholding taxes (**FITW**) and the Withholding Tax Allowance (**WTA**).

Ensure that "**GOVT PROCURED COMM TRANS (CIVPCS)**" is **selected** as the expense description from the *drop down listing* of expenses as demonstrated above.

After entering the reimbursable expenses, if any, **finish** processing the request for settlement to **add** the **accounting** lines, **remarks, etc.**, as usual.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for processing House Hunting settlements.

House Hunting Trips Involving Separate Itineraries

Civilian **employees** performing a **PCS** within **CONUS** are generally authorized to make a **trip** to their new duty station for the purpose of **locating** a new residence. This entitlement consists of round trip travel for the **employee** and **spouse** between the old and new permanent duty stations.

Separate trips may be authorized for the **employee** and the **spouse**, but the total reimbursement is limited as if both parties traveled together for a 10 day trip.

On occasion, the **employee** or **spouse** may **travel** to the House Hunting **location** first and then meet-up with the other person who has performed a separate trip. Under this circumstance a separate itinerary is **required** if the employee submits a request for **settlement** that includes these individual trips.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be understood by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

Ensure that the entitlement, "**House Hunting**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen.

House Hunting	
<input checked="" type="checkbox"/> Employee	<input checked="" type="checkbox"/> Spouse
<input type="checkbox"/> Lump Sum	Max. Days <input type="text" value="10"/>

In the **House Hunting** section, **click** in each **box** that **applies** to the request for settlement. In addition, **ensure** that the authorized number of **days** appears in the **Max Days** field. The default value is (**10**) days. If this is incorrect, **click** in this field and **type** the correct number.

Select Expense Type

At the **Entitlements** tab, on the **Settlement Request** screen, **click** on the **Add Entitlements** button and then **click** on **House Hunting Trip**.

What's Authorized tab

What's Authorized | Actual Itinerary | Reimbursables

Owner/Operator of POV No MALT Max HHT Transp. \$350.00 Number of cars authorized 1

Who is being paid for this trip

- RICKEY (Employee)
- JANE (Spouse)

Back Next Select All Unselect All

At the **What's Authorized** tab, users must specify whether the traveler is the **owner/operator** of the **POV**, if applicable, the **number** of cars authorized, and **who** is being **paid** for each itinerary being entered.

After completing the What's Authorized tab, **click** on the **Next** button or the **Actual Itinerary** tab.

Max HHT Transp: At this field **enter** the **maximum allowable amount** for transportation that was **approved**.

Example

In the following example, the **employee** drove to the House Hunting **location** first. The **spouse** then flew to the House Hunting **location** 5 days later and **joined** the employee. The **employee** and the **spouse** then drove back to the **PDS** together.

First Itinerary

Enter the itinerary for the **individual** who traveled **first**. In this example, the **employee** traveled **first**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than 12 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
04/24/2017	DEP Orlando, FL, Orange	PA	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
04/24/2017	ARR IND, IN, Marion	HH	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$75.00	\$12.00	978
05/03/2017	DEP IND, IN, Marion	PA	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
05/03/2017	ARR Orlando, FL, Orange	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00	982

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed

At the [Reason](#) field for the arrival leg at the **House Hunting** point, select **HH - House Hunting** as the **reason for stop**.

Second Itinerary

After entering the first itinerary, return to the **Settlement Request** screen, **click** on the **Entitlements** tab, **click** on the **Add Entitlement** button and then select **House Hunting Trip** again.

Enter the itinerary for the **individual** who traveled second. In this example, the **spouse** traveled **second**.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than 12 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
								AE %	Lodging	Taxes	Miles
04/29/2017	DEP Orlando, FL, Orange										
	ARR								\$0.00	\$0.00	0

Who Else is Traveling

RICKEY
JANE
RICKEY

Buttons: Back, Next, Duplicate, Select All, Unselect All, Done, Completed

On the first leg of the itinerary, a **widow** appears asking who else is traveling. If the employee and spouse are **traveling together** on a **leg** of the itinerary, this must be

specified. Since this is the spouses itinerary, the employee's name should not be selected.

What's Authorized Actual Itinerary Reimbursables

Actual Trip Duration: Greater than 12 hours

Date	Location	Trans Reason	Duty Day	IDL	Local Method	Group Lodge	Embark Meals	Who Else					
								AE %	Lodging	Taxes	Miles		
04/29/2017	DEP Orlando, FL, Orange	CP	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
04/29/2017	ARR IND, IN, Marion	HH	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	0.00	\$0.00	\$0.00		0	
05/03/2017	DEP IND, IN, Marion	PA	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
05/03/2017	ARR Orlando, FL, Orange	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00		982	
			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									

Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

In this completed itinerary, **notice** the following important details:

- The **spouse's travel dates** are **different** than the employee's.
- The **spouse** used a different mode of **travel** to get to the House Hunting location.
- No amount was entered for **lodging** since the employee and spouse **shared** the hotel **room** and the **lodging** was already entered into the employee's itinerary.

After entering the itineraries, **finish** processing the request for settlement to **add** the **expenses, accounting lines, remarks, etc.**, as usual.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for processing House Hunting settlements.

Miscellaneous Expense

Miscellaneous Expense - Flat Rate

An employee making a PCS move is entitled to a miscellaneous expense allowance to help defray the cost associated with **relocating a household**. This allowance is intended to cover **expenses** related to living **quarters, furniture, appliances, and utilities**.

Flat Rate Method: Using the flat rate method, no receipts are required. The employee simply receives a flat dollar amount based on the employee's dependency status.

- An employee without dependents or an employee with dependents, that do not relocate, is entitled to the lessor of \$650.00, or one week's pay.
- An employee with dependents, that do relocate, is entitled to the lessor of \$1,350.00, or two week's pay.

 Use the following steps to "complete" the Miscellaneous Expenses screen for the Flat Rate method:

Miscellaneous Expenses - Block No: CIVPCS - Request No: NEW

FOWLER, RICKEY TONO: PCS-05

Traveling Alone Effective Date: 5/15/2017

Itemize Expenses Limit: \$650.00

One Week's Gross Pay: \$2,250.00

Other OK Cancel ? Help

Enter the Date ...

1. **Traveling Alone:** - A **check mark** should appear in this box if the employee is **single** or not relocating dependents. **Click** in the box to **remove the check mark** if dependents do relocate to the new PDS with the employee.
2. **Itemize Expenses:** - **Click** in the box to **remove the check mark** if processing a Miscellaneous Expense settlement using the **Flat Rate** method.
3. **Gross Pay:** - **Click** in this field and **type** the dollar **amount** for the employees one or two weeks **gross pay** depending on whether **dependents** are relocating or not.
4. **Effective Date:** - At this field, **type** the **date** for the effective date of the **travel orders** in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
5. **Limit:** - IATS automatically populates this field with the Miscellaneous Expense entitlement **limit** based on whether the employee is traveling alone or not.
6. **Total:** - This field is not used when processing a Miscellaneous Expense settlement using the **Flat Rate** method.

7. When **finished** entering the required information at the **Miscellaneous Expenses** screen, **click** the **OK** button. IATS returns to the **Settlement Request** screen.
8. **If no additional expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
9. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. **If desired**, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.
10. **Click** on the **Save** button to save the claim after entering any remarks.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If **no** remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Miscellaneous Expense - Itemized

An employee making a PCS move is entitled to a miscellaneous expense allowance to help defray the cost associated with **relocating a household**. This allowance is intended to cover **expenses** related to living **quarters, furniture, appliances, and utilities**.

Using this method, the employee is required to itemize each expense in which reimbursement is claimed for. In addition, **receipts must be furnished**.

An employee without dependents or an employee with dependents that do not relocate, is entitled to the following:

- The lessor of the **total** of the authorized expenses claimed. Or, the equivalent of one week's pay not to exceed the pay for a **GS-13**.

An employee with dependents, that do relocate, is entitled to the following:

- The lessor of the **total** of the authorized expenses claimed. Or the equivalent of two week's pay not to exceed the pay for a **GS-13**.

Tip: For a **list** of the authorized **expenses** that may be reimbursed under the itemization method, refer to **Chapter 9 of the JTR**.

 **Use the following steps to "complete" the Miscellaneous Expenses screen for the Itemized method:**

Miscellaneous Expenses - Block No: CIVPCS - Request No: NEW

FOWLER, RICKEY TONO: PCS-05

Traveling Alone Effective Date: 5/15/2017

Itemize Expenses Limit: \$2,250.00

One Week's Gross Pay: \$2,250.00 Total: \$850.00

Max Base Gross Pay: \$3,750.00

Expense Description	Amount
APPLIANCE DISCONNECTION FEE	\$100.00
LOST DEPOSIT	\$250.00
APPLIANCE RECONNECTION FEE	\$75.00
LOST UTILITY DEPOSIT	\$150.00
VEHICLE REGISTRATION	\$275.00
* <input type="text"/>	\$0.00

Other OK Cancel ? Help

Enter the Itemized Amount Claimed ...

- Traveling Alone:** - A **check mark** should appear in this box if the employee is **single** or not relocating dependents. **Click** in the box to **remove** the **check mark** if dependents do relocate to the new PDS with the employee.
- Itemize Expenses:** - A **check mark** should appear in this box if processing a Miscellaneous Expense settlement using the **Itemized** method. **Click** in this box to **add** the **check mark** if necessary.
- Gross Pay:** - **Click** in this field and **type** the dollar **amount** for the employees one or two weeks **gross pay** depending on whether **dependents** are relocating or not.
- Max Gross Pay:** **Click** in this field and **type** the dollar **amount** for the employees one or two weeks **maximum gross pay** which would include **locality pay** (if applicable).
- Effective Date:** - At this field, **type** the **date** for the effective date of the **travel orders** in **MMDDYY** format. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
- Limit:** - IATS automatically populates this field with the Miscellaneous Expense entitlement **limit** based on whether the employee is traveling alone or not.

7. **Total:** - IATS automatically populates this field with the accumulated amounts entered in the **Amount** field in the **Expense Description** section.
8. **Expense Description:** - **Click** in this field and **type** a **description** for the expense being claimed and **press Tab**.
9. **Amount:** - At this field, **type** the dollar **amount** for the **expense** entered in the Expense Description field and **press Tab**.
10. **Repeat** steps **8** and **9** to add any additional expenses.
11. When **finished** entering the required information at the **Miscellaneous Expenses** screen, **click** the **OK** button. IATS returns to the **Settlement Request** screen.
12. If no additional expenses are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
13. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.
14. **Click** on the **Save** button to save the claim when you are **finished** with your entries.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Real Estate

Real Estate Overview

When an employee **terminates** a **lease** prematurely, **sells** or **purchases** a primary **residence** in connection with a **PCS**, reimbursement for the associated **expenses** may be allowed. In order for the residence to qualify for possible reimbursement, it must be the employee's **actual residence**. The employee must commute between the **residence** and the **work** location on a regular basis.

The reimbursement for real estate transaction expenses are only allowed when the new PDS is within CONUS, territories of the US and the Panama Canal Zone.

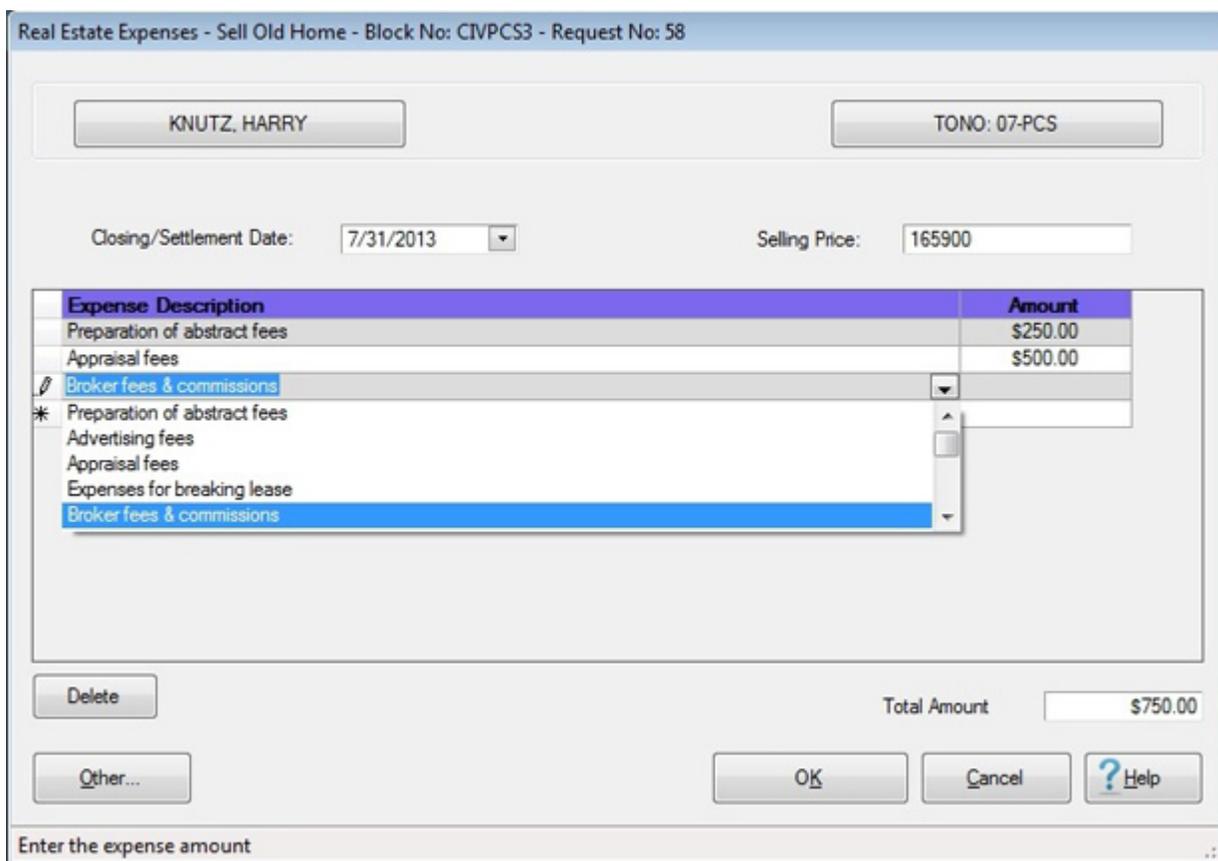
Employees claiming reimbursement for real estate transaction expenses have **two years** from the **date reporting** in at the new duty station to **complete** the **transaction**. This entitlement can be extended for an additional year when **approved** by the servicing agency.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for processing Real Estate settlements.

Real Estate - Sell Old Home

When an employee **sells** a primary **residence** in connection with a **PCS**, reimbursement for the associated **expenses** may be allowed. In order for the residence to qualify for possible reimbursement, it must be the employee's **actual residence**. The employee must **commute** between the **residence** and the **work** location on a regular basis.

 Use the following steps to "complete" the Real Estate Expenses screen for the sale of the old home:



Real Estate Expenses - Sell Old Home - Block No: CIVPCS3 - Request No: 58

KNUTZ, HARRY TONO: 07-PCS

Closing/Settlement Date: 7/31/2013 Selling Price: 165900

Expense Description	Amount
Preparation of abstract fees	\$250.00
Appraisal fees	\$500.00
Broker fees & commissions	
* Preparation of abstract fees	
Advertising fees	
Appraisal fees	
Expenses for breaking lease	
Broker fees & commissions	

Delete Total Amount \$750.00

Other... OK Cancel ? Help

Enter the expense amount

1. **Closing/Settlement Date:** - At this field, **type** the **date** the **contract** for the house sale was **closed** or **settled**.
2. **Selling Price:** - At this field, **type** the dollar **amount** for the sale **price** of the home and **press Tab**.
3. **Expense Description:** - At this field, the IATS user can manually type in a description of the expense or **select** one of the items **displayed** in the *drop down listing*. To select an expense from the listing, **type** the first letter of any item listed. IATS will **highlight** the first item beginning with that letter. If the correct item is highlighted, **press Tab**. If the desired item was not the one highlighted,

click the *Up/Dn* **arrows** until the desired item is **displayed** and then **click** on the **item** to make a selection.

4. **Amount:** - At this field, **type** the dollar **amount** for the **expense** being claimed.
5. **Repeat** steps **3** and **4** to add any additional expenses.
6. When **finished** entering the required information at the **Real Estate Expenses** screen, **click** the **OK** button. IATS returns to the **Request for a Settlement Against an Order** screen.
7. If no additional expenses are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
8. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Real Estate - HMIP

A new incentive program was recently authorized for DoD civilian travelers. This program awards the employee with an **incentive payment** for aggressively **seeking a buyer** for their old permanent **residence** when the residence is **sold** in connection with a PCS.

A new feature was added to IATS that processes the Home Marketing Incentive Program (**HMIP**) entitlement. Using this feature, the user can either enter a **pre-determined** amount, or can use IATS to actually **calculate** the amount due the employee.

 Use the following steps to "complete" the Real Estate Expenses screen for an HMIP settlement:

1. **Date House Sold:** - At this field, **type** the **date** the house was **sold** in **MMDDYY** format and **press Tab**.
2. **Pre-Computed:** - **Click** in this field if processing an HMIP settlement using the pre-determined amount method. The **Pre-Computed Amount** field will appear.
3. **Pre-Computed Amount:** - If processing an HMIP settlement using the pre-determined amount method **click** in this field and **type** the dollar **amount** pre-determined for this entitlement.
4. **Details:** - **Click** in this field if processing an HMIP settlement and IATS will calculate the amount due the employee.

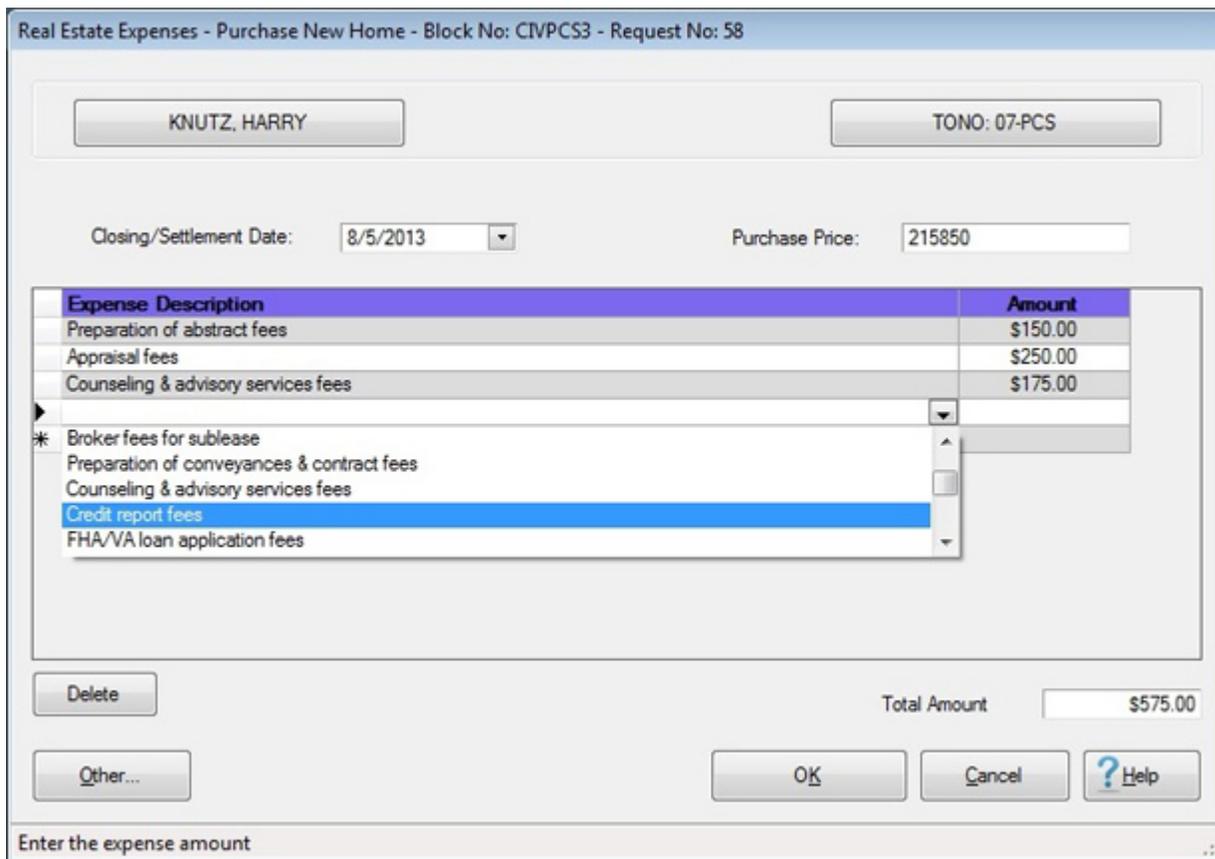
5. **Price Paid for Home by Relocation Company:** - If the **Details** field was **activated**, **click** in this field and **type** the dollar **amount** for the selling **price** of the home and **press Tab**.
6. **1/2 Savings Realized by Homeowner:** - At this field, **type** the **amount** equaling $\frac{1}{2}$ of the **savings** realized from the reduced **fee** paid to the **Relocation Services Company**.
7. When **finished** entering the required information at the **Real Estate Expenses** screen, **click** the **OK** button. IATS returns to the **Request for an Advance Against an Order** screen.
8. If no additional **expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
9. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Real Estate - Purchase New Home

When an employee **purchases** a primary **residence** in connection with a **PCS**, reimbursement for the associated **expenses may be allowed**. In order for the residence to qualify for possible reimbursement, it **must** be the employee's **actual residence**. The employee **must commute between** the **residence** and the **work** location on a regular basis.

 Use the following steps to "complete" the Real Estate Expenses screen for the purchase of a new home:



Expense Description	Amount
Preparation of abstract fees	\$150.00
Appraisal fees	\$250.00
Counseling & advisory services fees	\$175.00
Broker fees for sublease	
Preparation of conveyances & contract fees	
Counseling & advisory services fees	
Credit report fees	
FHA/VA loan application fees	

Total Amount: \$575.00

1. **Closing/Settlement Date:** - At this field, **type** the **date** the **contract** for the house purchase was **closed** or **settled**.
2. **Purchase Price:** - At this field, **type** the dollar **amount** for the purchase **price** of the home and **press Tab**.
3. **Expense Description:** - At this field, the IATS user can **manually type** in a description of the expense or **select** one of the items **displayed** in the **drop down listing**. To select an expense from the listing, **type** the **first letter** of any item listed. IATS will **highlight** the **first item** beginning with that letter. If the correct item is **highlighted**, **press Tab**. If the desired item was not the one highlighted, **click** the **Up/Dn arrows** until the desired item is **displayed** and then **click** on the **item** to make a selection.

4. **Amount:** - At this field, **type** the dollar **amount** for the **expense** being claimed.
5. **Repeat** steps **3** and **4** to add any additional expenses.
6. When **finished** entering the required information at the **Real Estate Expenses** screen, **click** the **OK** button. IATS returns to the **Request for an Advance Against an Order** screen.
7. If no additional expenses are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
8. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Real Estate - Unexpired Lease

When an employee **terminates** a **lease prematurely** in connection with a **PCS**, reimbursement for the associated **expenses may be allowed**. In order for the residence to qualify for possible reimbursement, it **must** be the employee's **actual residence**. The employee **must commute between** the **residence** and the **work** location on a regular basis.

 Use the following steps to "complete" the Real Estate Expenses screen for the buyout of an unexpired lease:

Real Estate Expenses - Unexpired Lease - Block No: CIVPCS3 - Request No: 58

KNUTZ, HARRY TONO: 07-PCS

Lease Buyout Date: 7/1/2013

Expense Description	Amount
Expenses for breaking lease	\$500.00
Legal origination fees	\$200.00
Broker fees for sublease	\$350.00
Preparation of abstract fees	
* Advertising fees	
Appraisal fees	
Expenses for breaking lease	
Broker fees & commissions	

Delete Total Amount \$1,050.00

Other... OK Cancel ? Help

Enter the expense amount

1. **Lease Buyout Date:** - At this field, **type** the **date** the unexpired lease **buyout occurred** in **MMDDYY** format and then **press Tab**.
2. **Expense Description:** - At this field, the IATS user can **manually type** in a description of the expense or **select** one of the items **displayed** in the **drop down listing**. To select an expense from the listing, **type** the **first letter** of any item listed. IATS will **highlight** the **first item** beginning with that letter. If the correct item is **highlighted**, **press Tab**. If the desired item was not the one highlighted, **click** the **Up/Dn arrows** until the desired item is **displayed** and then **click** on the **item** to make a selection.
3. **Amount:** - At this field, **type** the dollar **amount** for the **expense** being claimed.
4. **Repeat** steps **2** and **3** to add any additional expenses.

5. When **finished** entering the required information at the **Real Estate Expenses** screen, **click** the **OK** button. IATS returns to the **Request for an Advance Against an Order** screen.
6. **If no additional expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
7. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. **If desired**, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If **no** remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

Real Estate - Property Management

A DoD component may grant the use of property management services (**PM**) when it is determined that the PCS is in the Government's interest. The payment for PM services assists an employee in offsetting the costs associated with retaining a residence at the old PDS.

Payment for PM services may be authorized when an employee:

- transfers in the Government's interest to a PDS in a foreign area; or
- is assigned to a foreign PDS, is transferred back to a US or non-foreign area PDS different than the one from which the employee left when transferred to a foreign area, and is eligible to sell a residence at Government expense;
- transfers within the United States (including to/from/between non-foreign areas), and is eligible to sell a residence at Government expense;
- is authorized a temporary change of station (TCS), or
- signs a tour renewal agreement with an effective date on/after 24 October 1997.

 **Use the following steps to "complete" the Real Estate Expenses - Property Management screen for the reimbursement of PM services:**

Real Estate Expenses - Property Management - Block No: CIVPCS3 - Request No: 58

KNUTZ, HARRY TONO: 07-PCS

Begin Date: 7/22/2013 End Date: 7/26/2013

Expense Description	Amount
Property Management Services	\$1,000.00
*	

Delete Total Amount: \$1,000.00

Other... OK Cancel ? Help

1. **Begin Date:** - At this field, **type** the **beginning date** for the PM expenses in **MMDDYY** format and **press Tab**.
2. **End Date:** - At this field, **type** the **ending date** for the PM expenses in **MMDDYY** format and **press Tab**.
3. **Expense Description:** - At this field, a **drop down listing** appears displaying the option *Property Management Services*. **Click** on this option, or **type** the letter "P", or **press** the *Down* arrow on the keyboard to highlight this option and then **press Tab**.
4. **Amount:** - At this field, **type** the dollar **amount** for the **expense** being claimed.
5. **Repeat** steps 3 and 4 to add any additional expenses.
6. When **finished** entering the required information at the **Real Estate Expenses - Property Management** screen, **click** the **OK** button. IATS returns to the **Request for a Settlement Against an Order** screen.
7. **If no additional expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
8. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. **If desired**, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**. **Refer** to the **Help** topic, "[Remarks - tab](#)", for additional instructions. **If no** remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

TQSE

TQSE Overview

When an employee and/or the employee's dependents **occupy temporary quarters** in connection with a **PCS** to a **new CONUS duty station**, Temporary Quarters Subsistence Expense (**TQSE**) may be payable.

When approved in the travel orders, TQSE offsets the increased cost of lodging and subsistence expenses.

It is not payable, however, for **First Duty Travel** or **Separation Travel**. TQSE is payable when temporary quarters are occupied at the old PDS or new PDS and **includes** the following primary expenses:

- Lodging
- Meals and/or Groceries
- Tips
- Laundry/Dry Cleaning

TQSE is **payable** in connection with a civilian PCS by one of two methods. These are the **Actual Expense** or **Lump Sum** methods.

Under the **Actual Expense** method, TQSE is **payable** for an initial period of **60 days**, but can be extended to **120 days**. The TQSE period will be **reduced**, however, by the number of days reimbursed for **house hunting** travel, if applicable.

The TQSE **period must begin not later than 30 days after vacating permanent quarters** at the old PDS or not later than 30 days from the date the employee **reported** to the new PDS.

Once the TQSE period **begins**, it runs consecutively, but may be **interrupted** for periods of **TDY** or Relocation **Enroute** Travel.

Under the **Lump Sum** method, TQSE is **payable** at the **locality** rate for the new PDS for a period specified in the travel orders. The **maximum** number of **days** using this method, however is **(30)**.

In addition, under the **Lump Sum** method, the traveler is not required to **submit any claim** for **expenses** or turn in any **receipts**. IATS is programmed to generate an automatic entitlement for the **number of days specified**.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for processing TQSE settlements.

Completing the TQSE Authorized Period Screen

The **TQSE Authorized Period** screen is used to **capture** the specific **details** regarding the TQSE **period**, **location**, daily **lodging** cost, and the **travelers**.

 Use the following steps to "complete" the TQSE Authorized Period screen:

TQSE Authorized Period - Request No: NEW

ARNOLD, TOMMY G TONO: TQSE001

Starting Date: 3/12/2018 Daily Lodging Amount: \$75.00

Ending Date: 3/25/2018 Non-Lodging Allowance

Where TQSE to be Taken

WASHINGTON DC/CORP LIMITS DC, WASHINGTON D.C.

INDIANAPOLIS / MARION, INDIANA

Persons on TQSE

Lodging w/Friends or Relatives

TOMMY (Employee)

KANDY (Spouse)

Select All

Unselect All

ATM Advance Fee

Amount: \$0.00

Other... OK Cancel ? Help

Select this if TQSE is being paid at old PDS

1. **Starting Date:** - Type the starting date of the TQSE **period** in **MMDDYY** format and **press Tab**.
2. **Ending Date:** - Type the ending date of the TQSE **period** in **MMDDYY** format and **press Tab**.
3. **Daily Lodging:** - If the travelers have a **claim** for daily **lodging**, click in the **Daily Lodging** radio button and **press Tab**.
4. **Non-Lodging Allowance:** - If the travelers do not have a **claim** for daily **lodging**, click in the **Non-Lodging Allowance** radio button and **press Tab**.

5. **Amount:** - Type the dollar **amount** for the Daily Lodging cost or the daily Non-Lodging Allowance as applicable.
6. **Where TQSE Was Taken:** - The locations of the old PDS and new PDS are **displayed** in this section. A black dot must appear in the field next to the location the TQSE was taken at. **Click** in the appropriate radio button to **display** the black dot, if necessary.
7. **Lodging w/Friends or Relatives:** - **Click** in the **check box** to **activate** this option if the lodging was **provided** by **Friends** or **Relatives**.
8. **Persons on TQSE:** - At this section, the user must specify which of the listed **travelers** are to be **included** in the **calculation** of the settlement. If all of the listed **traveler's** should be included, **click** on the **Select All** button. If not, **click** on the desired name.

Tip: **Multiple** traveler's may be **selected** by **pressing** and **holding** the *Shift key* and then **clicking** on the desired **names**.

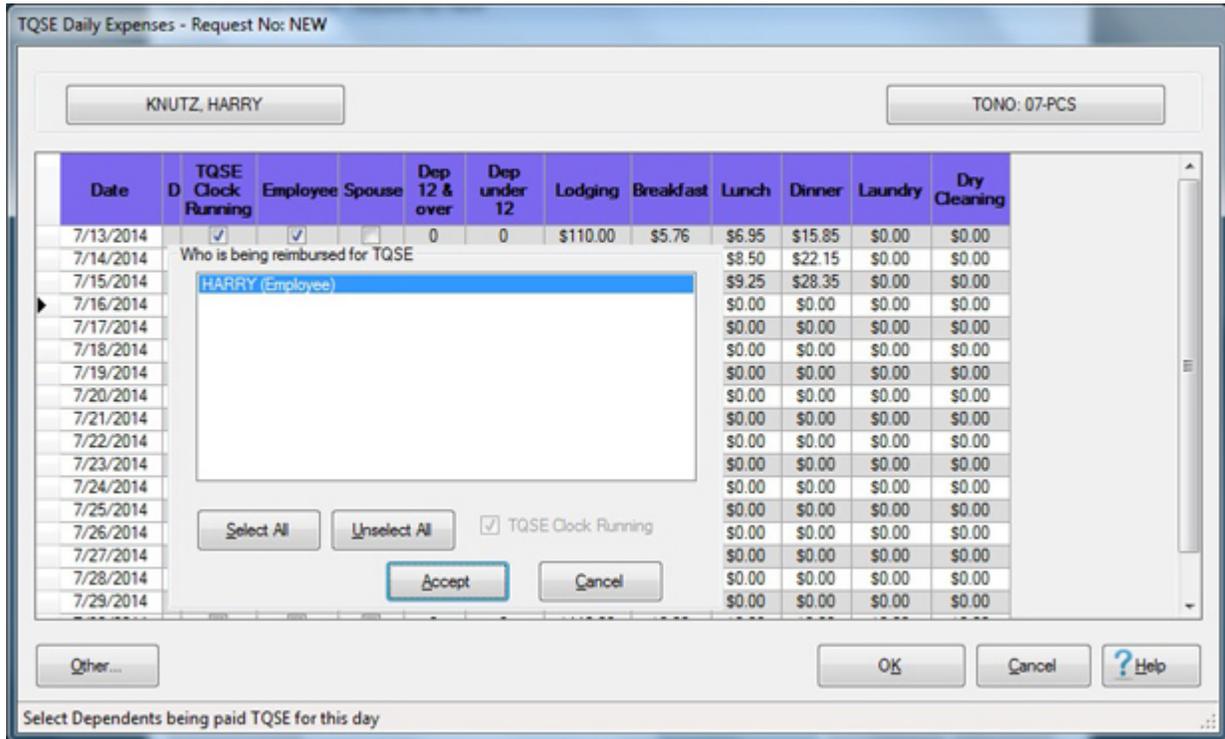
9. **ATM Advance Fee:** - If the traveler **incurred** an **expense** for an **ATM advance fee** for the use of a Government credit card, **enter** the **amount** of the expense at the **ATM Advance Fee** field. IATS will then treat this entitlement as a **non-taxable fringe benefit**.
10. When **finished** entering the required information at the TQSE Authorized Period screen, **click** the **OK** button. The **TQSE Daily Expenses** screen **appears**.

Refer to the **Help** topic, "[Completing the TQSE Daily Expenses Screen](#)", for additional **instructions**.

Completing the TQSE Daily Expenses Screen

The **TQSE Daily Expenses** screen is used to **capture** the specific **details** regarding the TQSE **period**, **location**, daily **lodging** cost, **meals**, and **miscellaneous expenses**.

 Use the following steps to "complete" the TQSE Daily Expenses screen:



Date	TQSE D	Clock Running	Employee	Spouse	Dep 12 & over	Dep under 12	Lodging	Breakfast	Lunch	Dinner	Laundry	Dry Cleaning
7/13/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$110.00	\$5.76	\$6.95	\$15.85	\$0.00	\$0.00
7/14/2014			Who is being reimbursed for TQSE						\$8.50	\$22.15	\$0.00	\$0.00
7/15/2014			HARRY (Employee)						\$9.25	\$28.35	\$0.00	\$0.00
7/16/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/17/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/18/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/19/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/20/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/21/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/22/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/23/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/24/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/25/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/26/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/27/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/28/2014									\$0.00	\$0.00	\$0.00	\$0.00
7/29/2014									\$0.00	\$0.00	\$0.00	\$0.00

1. When this screen appears, the **Who is being reimbursed for TQSE** table **appears** listing the travelers that were **selected** at the **TQSE Authorized Period** screen. **If** the correct travelers are highlighted, **click** the **Accept** button. **If not**, **click** on the **names** to be included. You may also click on the **Select All** button if all of the listed names should be included. When the correct names are selected, **click** the **Accept** button.
2. **Lodging:** - The **amount** that was **entered** at the **TQSE Authorized Period** screen **defaults** to the **Lodging** field. **If correct**, **press Enter**. **If not**, **type** the correct amount and **press Tab**.
3. **Breakfast:** - Type the **amount** claimed by the traveler and **press Tab**.
4. **Lunch:** - Type the **amount** claimed by the traveler and **press Tab**.
5. **Dinner:** - Type the **amount** claimed by the traveler and **press Tab**.
6. **Laundry:** - Type the **amount** claimed by the traveler and **press Tab**.
7. **Dry Cleaning:** - Type the **amount** claimed by the traveler and **press Tab**.
8. **Continue** entering the **daily expenses**, to include the **incidental expenses**, for each day of the TQSE period.

9. When **finished** entering the required information at the **TQSE Daily Expenses** screen, **click** the **OK** button. IATS returns to the **Request for an Advance Against an Order** screen.
10. **If no additional expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
11. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. **If desired**, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If **no** remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

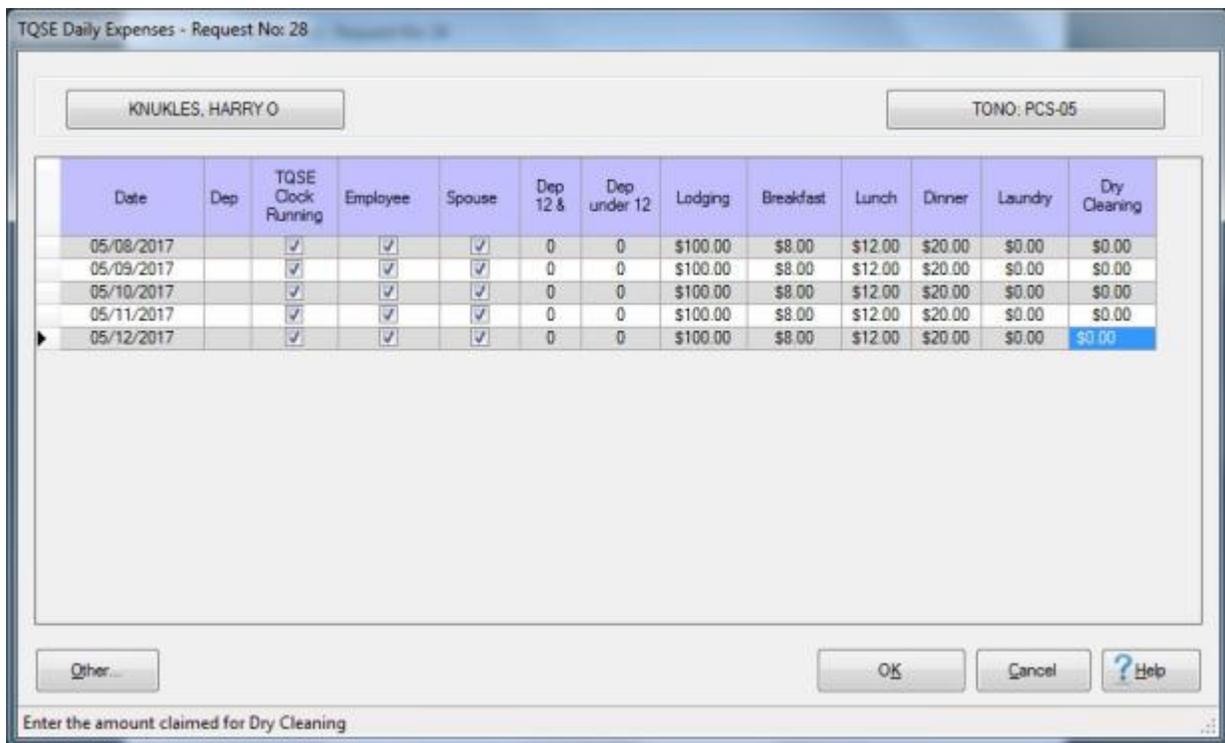
Adjusting the Dates on the Daily TQSE Expenses Screen

The **TQSE Daily Expenses** screen is used to **capture** the specific **details** regarding the TQSE **period**, **location**, daily **lodging** cost, **meals**, and **miscellaneous expenses**.

An **edit** has been added to IATS to **ensure** that each person selected for a particular day does not **appear** on **another** TQSE claim for that day.

 Use the following steps to "adjust the dates" on the TQSE Daily Expenses screen:

1. **Enter** the **data** for the **lodging**, **meals**, and **miscellaneous expenses** as you usually would and then **click** on **OK**.



Date	Dep	TQSE Clock Running	Employee	Spouse	Dep 12 &	Dep under 12	Lodging	Breakfast	Lunch	Dinner	Laundry	Dry Cleaning
05/08/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	\$100.00	\$8.00	\$12.00	\$20.00	\$0.00	\$0.00
05/09/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	\$100.00	\$8.00	\$12.00	\$20.00	\$0.00	\$0.00
05/10/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	\$100.00	\$8.00	\$12.00	\$20.00	\$0.00	\$0.00
05/11/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	\$100.00	\$8.00	\$12.00	\$20.00	\$0.00	\$0.00
05/12/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	\$100.00	\$8.00	\$12.00	\$20.00	\$0.00	\$0.00

2. If the person you are entering this claim for appears on another TQSE **claim** for the same **day**, you will see the following pop-up message.



IATS.Net

A person (HARRY) has already been reported as being on TQSE on 5/12/2017

OK

IATS 7.2 User Guide

3. Click on **OK**. A **new button** will now appear at the bottom of the TQSE Daily Expenses screen with the words "**Adjust Dates**".

TQSE Daily Expenses - Request No: 28

KNUKLES, HARRY O TONO: PCS-05

Date	Dep	TQSE Clock Running	Employee	Spouse	Dep 12 &	Dep under 12	Lodging	Breakfast	Lunch	Dinner	Laundry	Dry Cleaning
05/12/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/13/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/14/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/15/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/16/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/17/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/18/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/19/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00

Other... Adjust Dates OK Cancel ? Help

4. Click on the **Adjust Dates** button. IATS will display the **TQSE Authorized Period** screen.

TQSE Authorized Period - Request No: 28

Starting Date:
 Ending Date:

Daily Lodging Amount:
 Non-Lodging Allowance

Where TQSE to be Taken

WASHINGTON DC/CORP LIMITS DC, WASHINGTON D.C
 INDIANAPOLIS / MARION, INDIANA

Persons on TQSE

HARRY (Employee)
 SALLY (Spouse)

ATM Advance Fee

Amount:

Enter the Start Date covered by this claim

- At this screen, **change** the **Starting** and **Ending** dates or **Persons on TQSE** as needed and then **click** on **OK**. A *pop-up message* will appear asking if you wish to **overlay** the dependents.

IATS.Net

Do you wish the changes you made to the list of dependents overlay the dependents in every daily record

- Click** on Yes or No as desired.
- IATS will **return** you to the TQSE Daily Expenses screen with the originally entered data **intact**.

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TQSE Daily Expenses - Request No: 28 - Request No: 28

KNUKLES, HARRY O TONO: PCS-05

Date	Dep	TQSE Clock Running	Employee	Spouse	Dep 12 &	Dep under 12	Lodging	Breakfast	Lunch	Dinner	Laundry	Dry Cleaning
05/13/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/14/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/15/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/16/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/17/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/18/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00
05/19/2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	\$75.00	\$6.00	\$10.00	\$15.00	\$0.00	\$0.00

Other... OK Cancel ? Help

8. You will notice that **dates** now **reflect** the **changes** you made.
9. **Enter** any additional **data** for the changed date, if applicable, and then **click** on **OK** to save the claim.

Completing the TQSE Lump Sum Screen

The **TQSE Lump Sum** screen is used to **select** the **traveler's** to be **included** in the **computation** of the Lump Sum TQSE entitlement. This is the screen that **appears** when the entitlement for **TQSE** is **selected** on the **Entitlements tab** and Lump Sum TQSE was **authorized** when the **travel order** was created.

Note: - There **two** TQSE Lump Sum screens that need to be completed. The first one will **appear** after you have selected **TQSE** as the **entitlement** when you are processing the Request for Settlement. At this screen, you must specify the **Starting Date** for the period. If necessary, change the Starting Date. If the date is correct, **click** on the **OK** button next to the date field.

TQSE - Lump Sum - Request No: NEW

FOWLER, RICKEY TONO: 02-028

Starting Date: 3/3/2017
Ending Date: 3/17/2017

Where TQSE to be Taken

- ORLANDO_DFAS OPLOC/ORANGE, CFL
- INDIANAPOLIS / MARION, CIN

Persons on TQSE

- RICKEY (Employee)
- WIFE (Spouse)

Select All
Unselect All

Other OK Cancel Help

Enter the End Date

Use the following steps to "complete" the second TQSE Lump Sum screen:

TQSE - Lump Sum - Request No: NEW

NALES, RUSTY TONO: OCT2014

Starting Date: 10/1/2014
Ending Date: 10/24/2014

Where TQSE to be Taken

INDIANAPOLIS / MARION, CIN
 WASHINGTON DC/CORP LIMITS DC, CDC

Persons on TQSE

RUSTY (Employee)
WIFE (Spouse)

Select All
Unselect All

Other OK Cancel ? Help

Select this if TQSE is being paid at old PDS

1. **Starting Date:** - At the **Starting Date** field, **enter** the beginning date for the TQSE period in **MMDDYY** format and **press Tab**. You may also **click** on the **down arrow** button and use the **calendar** to select the date.
2. **Ending Date:** - At the **Ending Date** field, **enter** the ending date for the TQSE period in **MMDDYY** format and **press Tab**. You may also **click** on the **down arrow** button and use the **calendar** to select the date.
3. **Where TQSE was Taken:** - At the **Where TQSE Was Taken** section, **click** in the radio **button** to **select** the correct **location**.
4. **Persons on TQSE:** At this section, the user must specify which of the listed **travelers** are to be **included** in the **calculation** of the settlement. If all of the listed **traveler's** should be included, **click** on the **Select All** button. If not, **click** on the desired name.
5. When **finished** selecting the travelers at the **TQSE Lump Sum** screen, **click** the **OK** button. IATS returns to the **Request for an Advance Against an Order** screen.
6. If no additional **expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
7. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

House Hold Goods

House Hold Goods Overview

Civilian employees **relocating** to a new PDS are generally authorized to **ship** their **house hold goods** to the new PDS at government expense. Three methods exist for processing the expenses involved with moving the employee's belongings.

Government Bill of Lading

With this method, the local **transportation officer** servicing the employees old duty station **makes** all of the required **arrangements** and **awards** a **contract** with a third party moving **vendor**. This contract (generally) calls for the vendor to **pick-up**, temporarily **store** and **deliver** the house hold goods to the employee's new duty station. No computation is required for this method. IATS is designed however, to **process** the information concerning the shipment and **generate** a **payment** for the third party vendor.

Commuted Rates

With this method, the employee is **authorized** to personally make the **arrangements** with a moving company to move the house hold goods. Under the **Commuted Rates** method, the **employee** pays for the expense of the move out-of-pocket, then **files** a **claim** for **reimbursement** once the movement is completed. The reimbursement to the traveler is computed in accordance with schedules of commuted rates, which are distributed by the General Services Administration, (**GSA**).

Personally Procured

With this method, the employee is **authorized** to personally make the **arrangements** with a moving company to move the house hold goods. The **employee** pays for the expense of the move out-of-pocket, then **files** a **claim** for **reimbursement** once the movement is completed. The reimbursement limit is based on the cost of a Government arranged move for the same HHG weight.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for processing TQSE settlements.

Completing the GBL Method Screen

Civilian employees **relocating** to a **new PDS** are **generally authorized** to **ship** their **house hold goods** to the **new PDS** at **government expense**. **Two methods** exist for processing the expenses involved with moving the employee's belongings.

With the Government Bill of Lading (**GBL**) method, the local transportation officer servicing the employees old duty station **makes** all of the required **arrangements** and **awards a contract** with a third party moving **vendor**. This contract (generally) calls for the vendor to **pick-up**, temporarily **store**, and **deliver** the house hold goods to the employee's new duty station.

Use the following steps to "complete" the GBL Method screen:

Note: Do not enter an amount in the **Total paid** field. IATS will **populate** that field with the calculated amount after you entered all of the appropriate information in the input fields and **saved** the entries.

1. **Refer** to the **shipping documentation** and **transfer** the **information** to the appropriate input **fields**.
2. After completing the **Details** tab, **click** on the **Payee** tab and **enter** the **name** and mailing **address** for the **third party payee**.
3. When **finished** with the Payee tab, **click** the **OK** button. IATS returns to the **Request for a Settlement Against an Order** screen.

IATS 7.2 User Guide

4. If no additional expenses are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
5. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

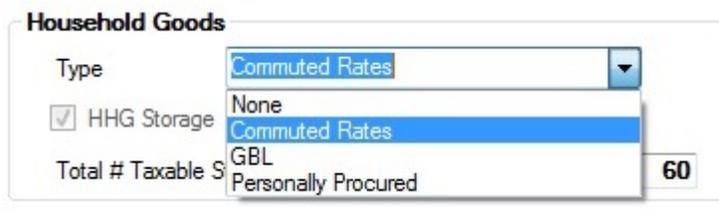
Completing the Commuted Rates Screen

As mentioned in the **overview**, when the **Commuted Rate Method** is used, the **employee makes all arrangements** and **pays the expenses out-of-pocket**. The employee **then files a claim for reimbursement** of these expenses **upon completion** of the **delivery**.

To **process** this **type** of payment, there are a **number of input requirements** that are **unique** and **must** be **understood** by the **examiner** in order to **process** the **entitlement** **correctly**.

Travel Order

Ensure that the entitlement, "**Commuted Rates**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen. See the following example:



The screenshot shows a form titled "Household Goods". It contains a "Type" dropdown menu with "Commuted Rates" selected. Below the dropdown is a checked checkbox for "HHG Storage". To the right of the dropdown is a "Total # Taxable S" field with the value "60". The dropdown menu is open, showing options: "None", "Commuted Rates", "GBL", and "Personally Procured".

Select Expense Type

At the **Entitlements** tab, on the **Settlement Request** screen, **click** on the **Add Entitlement** button and then **click** on **Ship House Hold Goods**. IATS **displays** the **Commuted Rates Ship Date** screen.

Commuted Rates - Block No: CPCSSUPP - Request No: NEW

FOWLER, RICKEY

TONO: PCS-05

Date When Goods Were Shipped: 5/22/2017

Other... OK Cancel ? Help

Enter the Date of Shipment

1. **Enter** the **date** the house hold goods were shipped in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
2. After entering the ship date, **click** on the **OK** button. The **Location Selection** screen will appear requiring you to enter the location the house hold goods were shipped from.
3. After you have entered the location the house hold goods were shipped from, **press** the *Tab* button or **click** in the **Destination** field. The **Location Selection** screen will appear again requiring you to enter the location the house hold goods were shipped to.
4. The **Commuted Rates Details** screen will appear next.

Commuted Rates - Block No: CIVPCS - Request No: NEW

FOWLER, RICKEY TONO: PCS-05

Date When Goods Were Shipped: 5/22/2017

Origin: ORLANDO, FL, ORANGE Transportation Weight: 8500
Destination: IND, IN, MARION Transportation Mileage: 978
Actual Expenses: 7850

Other... OK Cancel ? Help

5. **Transportation Weight:** - Enter the **weight** of the house hold goods shipment.
6. **Actual Expenses:** - Enter the **amount** the employee is claiming for the **expenses** involved with shipping the house hold goods.
7. **Click** on the **OK** button when you are **finished** entering all of the required information.
8. **Finish** processing the request for settlement to **apply** any outstanding **advance**, add the **accounting** lines, and **remarks**, as usual.

Personally Procured Household Goods Move

Civilian employees **relocating** to a new PDS are generally authorized to **ship** their **house hold goods** to the new PDS at government expense. **Personally Procured** is one of the **methods** for processing the entitlement expenses involved with moving the employee's belongings.

Use the following steps to "complete" the Personally Procured Household Goods Move screen:

1. Refer to the **shipping documentation** and **transfer** the **information** to the appropriate input **fields**.
2. **Date of Move:** - If the displayed date is incorrect, **click** in this field and **type** the correct date in **MMDDYY** format. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
3. **Actual Cost to Employee:** - **Click** in this field and **type** the **amount** the employee actually paid for the movement of the household goods.
4. **Cost Limitation for a Government Arranged Move:** - **Click** in this field and **type** the **amount** the Government would have paid to have the household goods moved.
5. When **finished** entering all of the required information, **click** the **OK** button. IATS returns to the **Request for a Settlement Against an Order** screen.
6. If no additional expenses are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
7. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab.
8. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to save the entitlement and **return** to the **Request Selection** screen.

House Hold Goods - Temporary Storage

Temporary storage is short-term storage that is part of HHG transportation. Temporary storage may be at any combination of the **origin, destination, and en route locations**. Also referred to as storage in transit (**SIT**). SIT is not authorized for HHG moves between local quarters when no PCS exists.

SIT (in connection with authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by an official designated by the Service/Defense Agency. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense.

Note: Effective **25 August, 2005**, PDTATAC is authorized to approve **extensions** to the **180-day limit** on SIT for employees performing a PCS with TDY en-route assignments to locations such as Iraq and Afghanistan.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement correctly**.

Travel Order

Ensure that the entitlement, "**HHG Taxable Temp Storage**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the **IATS Travel Order** screen.

Travel Order User ID: DAVE Friday, October 24, 2014

Traveler's Name: ARNOLD, TOMMY J. C Grade/Rank: C Order Number/TONO: HHG Order Type: PCS

Description: What's Authorized (Civilian PCS) Dependents Remarks

Mileages: Miles Old Residence to Old Station: 20 Miles Old Residence to New Station: 850 Miles Old Station to New Station: 896

What's Authorized:

Miscellaneous Trailer Student Travel House Purchase Renewal Travel Property Management Ship POV House Hunting: Employee Spouse Lump Sum Max. Days: 10

House Sale: Sell Home

Household Goods: Type: Personally Procured HHG Taxable Temp Storage Total # Taxable Storage Days Authorized: 60

TQSE: Type of TQSE: Lump Sum Maximum days on Lump Sum TQSE: 30 TQSE Lump Sum Accepted Date: 9/1/2014

Buttons: Back Next OK Cancel Help

Enter the number of miles from Old Residence to Old Duty Station

In addition, ensure that the correct number of authorized **days** is entered at the **Total # Taxable Storage Days Authorized** field. If a number is entered at this field that is greater than 150 days, the following *pop-up message* appears when you attempt to **save** the travel order:

IATS.Net

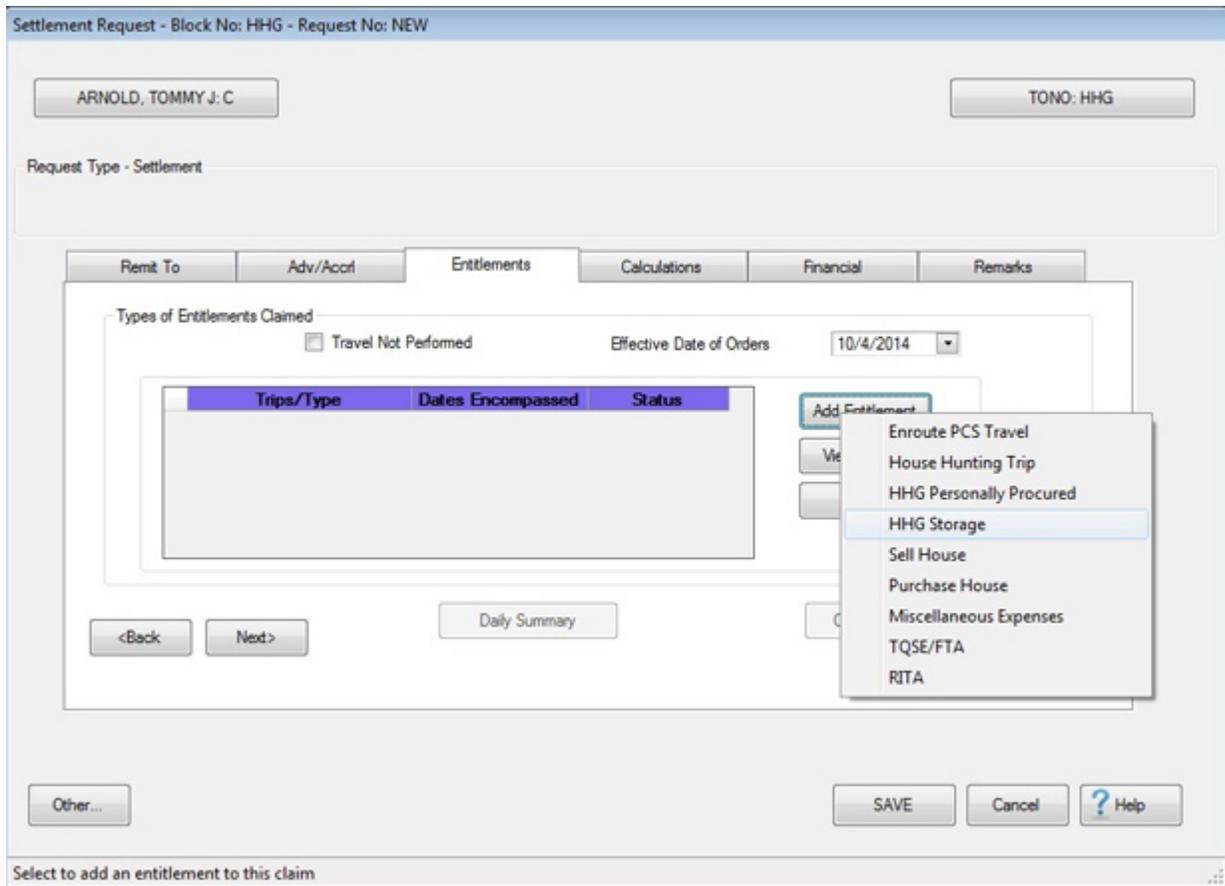
 WARNING: Normal Tax Temp Storage is limited to 150 days. Does the Traveler have waiver/approval to exceed this limitation?

Buttons: Yes No

If this message appears, you must review the travel order attached to the claim and **determine** whether the traveler has an approved extension to the 180 day limit. If so, you would **click** on Yes. If not, you would **click** on No and then **enter a number** at the **Total # Taxable Storage Days Authorized** field that is between the range of **60** and **150** days.

Select Expense Type

At the **Request for Settlement Against an Order** screen, **click** on the **Add Expense** button and then **click** on the **HHG Temp Storage** option.



This action will result in IATS will displaying the **HHG Taxable Temporary Storage** screen.

HHG Taxable Temporary Storage - Block No: HHG - Request No: NEW

ARNOLD, TOMMY TONO: HHG

Begin date of storage period: 9/15/2014 ▼

Ending date of storage period: 10/13/2014 ▼

Total Charge: \$4,500.00

Other... OK Cancel ? Help

Click this button to save information

Begin date of storage period: - At this field, **type** the **date** that the temporary storage of the HHGs **began** in **MMDDYY** format and then **press Tab**. You can also **click** on the **down arrow** button and use the **calendar** to select the date.

Ending date of storage period: - At this field, **type** the **date** that the temporary storage of the HHGs **ended** in **MMDDYY** format and then **press Tab**. You can also **click** on the **down arrow** button and use the **calendar** to select the date.

Total Charge: - At this field, **type** the **amount** the employee is claiming for reimbursement of the temporary storage of the HHGs or the allowable amount, if the storage **exceeded** the authorized number of days.

After you have entered the beginning date, ending date, and the total charge, **click** on the **OK** button to **save** the entries. IATS will **return** to the **Request for a Settlement against an Order** screen.

When you return to the **Request for a Settlement against an Order** screen **Finish** processing the request for settlement as usual.

Using the HHG Storage Calculator

Temporary storage is short-term storage that is part of HHG transportation. Temporary storage may be at any combination of the **origin, destination, and en route locations**. Also referred to as storage in transit (**SIT**). SIT is not authorized for HHG moves between local quarters when no PCS exists.

SIT (in connection with authorized HHG transportation) should not exceed **90** days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by an official designated by the Service/Defense Agency. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense.

Note: Effective **25 August, 2005**, PDTATAC is authorized to approve **extensions** to the **180-day limit** on SIT for employees performing a PCS with TDY en-route assignments to locations such as Iraq and Afghanistan.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

Ensure that the entitlement, "**HHG Storage**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen. This option will automatically be **checked** if the **travel order** was **created** after the **HHG Calculator** option in Maintenance was activated.

Travel Order User ID: DAVE Thursday, September 22, 2016

Traveler's Name: JONES, GEORGE: C Grade/Rank: C Order Number/TONO: 08-001 Order Type: PCS

Description: What's Authorized (Civilian PCS) Dependents Remarks

Mileages

Miles Old Residence to Old Station: 23 Miles Old Residence to New Station: 650 Miles Old Station to New Station: 592

What's Authorized

Miscellaneous House Purchase Ship POV
 Trailer Renewal Travel
 Student Travel Property Management

House Sale: Sell Home

House Hunting

Employee Spouse
 Lump Sum Max. Days: 10

Household Goods

Type: Personally Procured
 HHG Storage
 Total # Taxable Storage Days Authorized: 60

TQSE

Type of TQSE: Lump Sum
 Maximum days on Lump Sum TQSE: 30
 TQSE Lump Sum Accepted Date: 7/15/2016

Back Next OK Cancel Help

Enter the number of miles from Old Residence to Old Duty Station

In addition, ensure that the correct number of authorized **days** is entered at the **Total # Taxable Storage Days Authorized** field. If a number is entered at this field that is greater than 150 days, the following *pop-up message* appears when you attempt to **save** the travel order:

IATS.Net

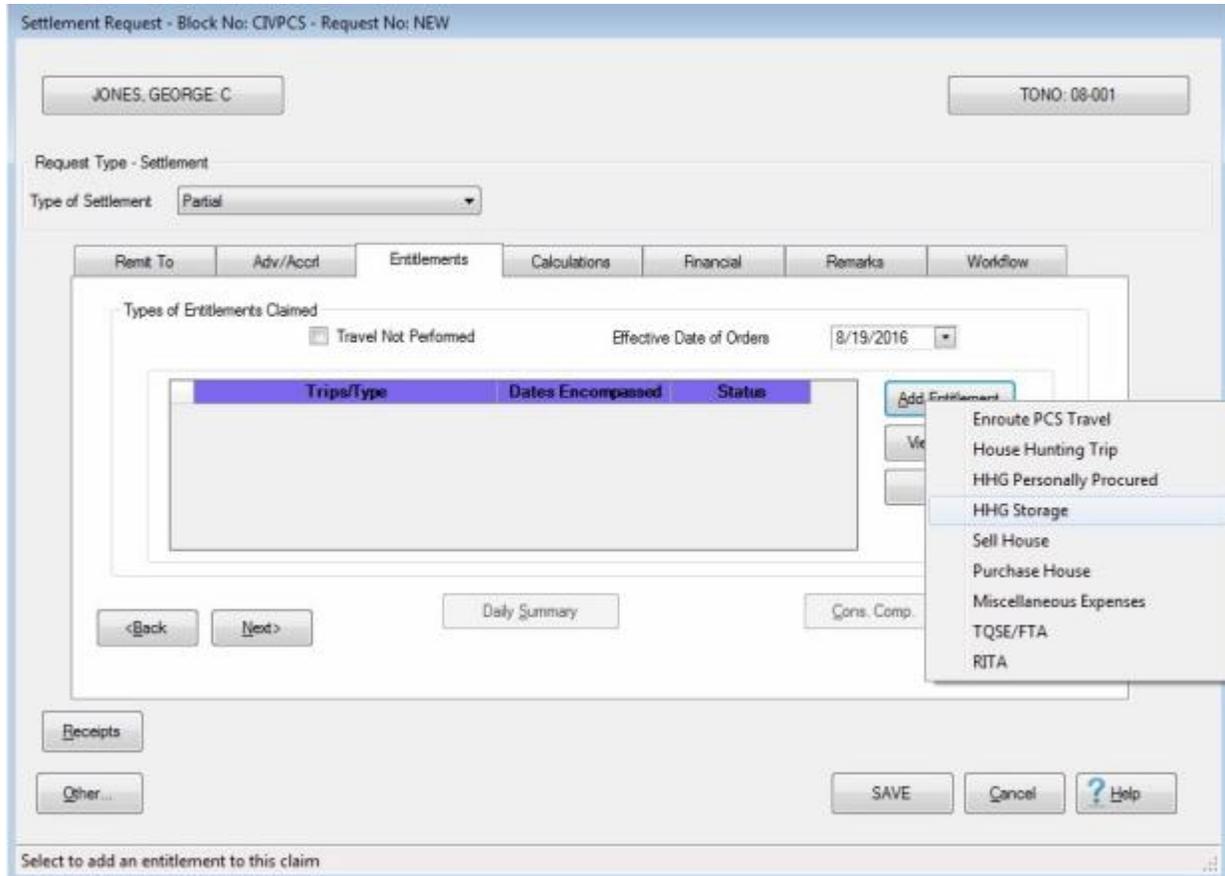
 WARNING: Normal Tax Temp Storage is limited to 150 days.
Does the Traveler have waiver/approval to exceed this limitation?

Yes No

If this message appears, you must review the travel order attached to the claim and **determine** whether the traveler has an approved extension to the 180 day limit. If so, you would **click** on Yes. If not, you would **click** on No and then **enter** a **number** at the **Total # Taxable Storage Days Authorized** field that is between the range of **60** and **150** days.

Select Expense Type

At the **Request for Settlement Against an Order** screen, **click** on the **Add Expense** button and then **click** on the **HHG Storage** option.



This action will result in IATS will displaying the **Household Goods Storage Allowance** screen.

Household Goods Storage Allowance

User ID: DAVE Block No. CIVPCS Request No. 0 9/22/2016

JONES, GEORGE TONO: 08-001

Self-Procured Gov't Procured

Storage Location
 State: DC WASHINGTON D.C. County: District of Columbia

Data Input This Period
 First Storage Date: 8/8/2016
 Last Storage Date: 9/16/2016
 Add Warehousing:
 Add SIT Transport:
 Amount Claimed: \$2,500.00

Occ% Weight Calculator
 Length: 20 Ft. 6 In. Full Weight: 1800
 Width: 8 Ft. 7 In. Empty Weight: 500
 Height: 5 Ft. 9 In.
 Occupied: 85 % Precalculated Weight: 0

Additional Costs		
Expense Date	Item	Cost
8/8/2016	Insurance	\$250.00
8/8/2016		\$0.00
*		

Delete Selected Costs

Other... OK Cancel ? Help

Note: Before completing the Household Goods Storage Allowance screen Examiners must carefully **review** the **receipts** and **documents** provided by the storage facility. The information obtained from these documents must be used to complete this screen.

Storage Location

State: - **Click** on the *down arrow* button to display a list of state names and then **click** on the desired **state**.

County: - **Click** on the *down arrow* button to display a list of county names and then **click** on the desired **county**.

Data Input This Period

First Storage Date: - Enter the **first** day of storage for the period in MMDDYY format.

Last Storage Date: - Enter the **last** day of storage for the period in MMDDYY format.

Add Warehousing: - Click in the **check box** to activate this option if warehousing was involved.

Add SIT Transport: -Click in the **check box** to activate this option if **transportation** charges were included.

Amount Claimed: - Enter the **amount** claimed by the traveler.

Occ% Weight Calculator

In the **Occ% Weight Calculator** section, you must **decide** which **format** to use to determine the correct payment amount. With this process, there are **(3) methods** to choose from.

1. **Constructed Weight:** - Using this method, you must enter the **Length, Width, Height** and **Occupied Percentage** of the storage **container**.
2. **Full/Empty Weight:** - Using this method, you must enter the **Full** weight of the container and the **Empty** weight.
3. **Precalculated Weight:** - Using this method, you would simply **enter** the **precalculated weight**.

Once you have determined which format to use, **enter** the required **information** into the appropriate fields.

Additional Costs

If the storage **documentation** lists any additional **charges** that were not already addressed use the **Additional Costs** section to **enter** the **charges**.

Expense Date: - Enter the **date** the expense was incurred in **MMDDYY** format.

Item: - Enter a **description** of the expense.

Cost: - Enter the **amount** of the expense.

After you have entered all of the required information at this screen, **click** on **OK**.

RITA

RITA Overview

In order to **relieve** the employee of the additional **tax burden** incurred because of the **PCS** move, **two allowances** were enacted to **offset** the additional **taxes withheld** from the **entitlement payments**:

1. **Withholding Tax Allowance (WTA)**: This allowance is calculated using a special formula that yields an amount **equal** to the amount of the **FITW**. WTA is treated similarly to an **advance** and **must be collected** back in the **following tax year**.
2. **Relocation Income Tax Allowance (RITA)**: This allowance was enacted to **reimburse** the employee for the **additional income taxes** imposed as a result of the **relocation**. The RITA claim is **processed** in the **tax year following** the year the **reimbursements** for the moving expenses **were received**.

A **RITA** claim **calculates** an employee's **actual tax liability** for the civilian PCS allowances at the marginal tax rate, as **determined by** the employees **total income** and **tax status**.

Once the RITA claim is computed, the **WTA**, previously paid to the employee, is **collected** from the **RITA** entitlement. If the employee's marginal tax rate for the RITA calculation is **less** than the percentage used for the WTA calculation, an amount **Due US** often results.

It is the **responsibility** of the **travel office** paying a WTA to **advise** the **employee** of the **obligation to file** a RITA in the **following tax year**. When an employee **fails to file** a RITA claim, the **amount** of the **WTA** paid to the employee **must be collected** in full.

Note: In order to **process** a RITA claim in **year 2**, the IATS user must **ensure** the **reimbursements** received in year 1 **are posted** to **CIVPCS Summary Records**. In addition, the user must **ensure** the **dates of payment** and the **voucher numbers** **are posted** as well. IATS **will not accumulate** the **tax data** for a payment until these items are **posted** to the summary records. This is accomplished by **printing** or **displaying** the **summary records** for **tax year 1** and **reviewing** the **Payment Date** and **Voucher Number** fields.

Click on the **See Also** button **below** and **select** the **topic** that provides detailed **instructions** for processing RITA settlements.

Completing the RITA General - tab

At the RITA **General** tab, the user must **specify** the **tax year**, the employee's **filing status**, and the employee/spouse **gross income**.

 Use the following steps to "complete" the RITA General - tab:

General	State Tax	Municipal Tax										
<p>Year 1: <input type="text" value="2013"/></p> <p>Filing Status: <input type="text" value="Married Filing Joint Return"/></p> <table border="1"> <thead> <tr> <th colspan="2">Gross Income</th> <th>W-2</th> <th>Schedule SE</th> </tr> </thead> <tbody> <tr> <td>Employee:</td> <td><input type="text" value="62,800.00"/></td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Spouse:</td> <td><input type="text" value="39,500.00"/></td> <td><input type="text" value="0.00"/></td> </tr> </tbody> </table> <p>Reimbursements not deductible for State income tax purposes: <input type="text" value="0.00"/></p>			Gross Income		W-2	Schedule SE	Employee:	<input type="text" value="62,800.00"/>	<input type="text" value="0.00"/>	Spouse:	<input type="text" value="39,500.00"/>	<input type="text" value="0.00"/>
Gross Income		W-2	Schedule SE									
Employee:	<input type="text" value="62,800.00"/>	<input type="text" value="0.00"/>										
Spouse:	<input type="text" value="39,500.00"/>	<input type="text" value="0.00"/>										

- Year 1:** At this field, the user must **enter** the **tax year** in which the reimbursement for the civilian PCS moving expenses was **received**. The **default** value at this field, is the **year prior** to the **current year**. If this is correct, press Tab to continue. If not, type the **correct year** in **YYYY** format.
- Filing Status:** At this field, a *drop down listing* appears, when you **click** in the field or **click** on the *down arrow*. This list **displays** the possible **choices** for the Federal Income Tax filing **status**. **Press** the *Up/Dn* arrow **keys** to highlight the desired **choice** and **press Tab** or **click** on the desired **choice** to make a selection. **Press Tab** to continue.
- Employee W-2:** At this field, **type** the dollar **amount** for the gross income for the employee. This amount should **reflect all income** from **wages** for the year entered at the **Year 1** field.
- Employee SE:** At this field, **type** the dollar **amount** for the gross income for the employee. This amount should **reflect all income** from **Self Employment** for the year entered at the **Year 1** field.
- Spouse W-2:** At this field, **type** the dollar **amount** for the gross income for the spouse. This amount should **reflect all income** from **wages** for the year entered at the **Year 1** field.

6. **Spouse SE:** At this field, **type** the dollar **amount** for the gross income for the spouse. This amount should **reflect all income** from **Self Employment** for the year entered at the **Year 1** field.
7. **Reimbursements not deductible for State income tax purposes:** At this field, **type** the dollar **amount**, if any, for the total of the reimbursed expenses that were **exempt** from **Federal Income Tax Withholding**, but are **subject** to **State Income Taxes**.
8. When **finished** entering the required information at the **RITA General** tab, **click** on the **Next** button or the **State Tax** tab to continue.

Refer to the **Help** topic, "[Completing the RITA State Tax - tab](#)", for additional **instructions**.

Completing the RITA State Tax - tab

At the RITA **State Tax** tab, the user must specify the **State(s)** the employee has a tax liability to and **specify** whether the **tax** is based on a **percentage** of **Income** or **Federal Tax**.

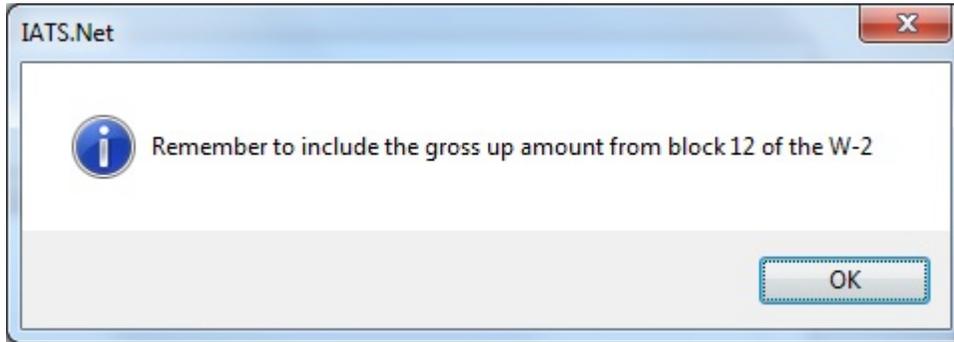
 Use the following steps to "complete" the RITA State Tax - tab:

1. **State # 1:** - At this field, the user must specify the first state the employee has a tax liability to. **Click** in this field or **click** on the *down arrow*. A *drop down listing* appears displaying a list of state names. **Type** the first letter of the state **name**. IATS will highlight the first state name beginning with that letter. If necessary, **click** the *Up/Dn arrows* until the desired name is displayed. **Click** on the highlighted name or **press Tab** to make the selection and then **press Tab** to continue.

Tip: When **selecting** the **State**, you may **select** the option "**None**" if the desired state **does not** have a state income tax.

Note: For some states, the following pop-up **warning** will be displayed when the state is selected. This warning is to **remind** you to **enter** the **amount** of the **state gross up** from **block 12** of the traveler's **W-2** form. This amount should be entered at the

Reimbursements not deductible for State income tax purposes field on the **RITA General** tab.



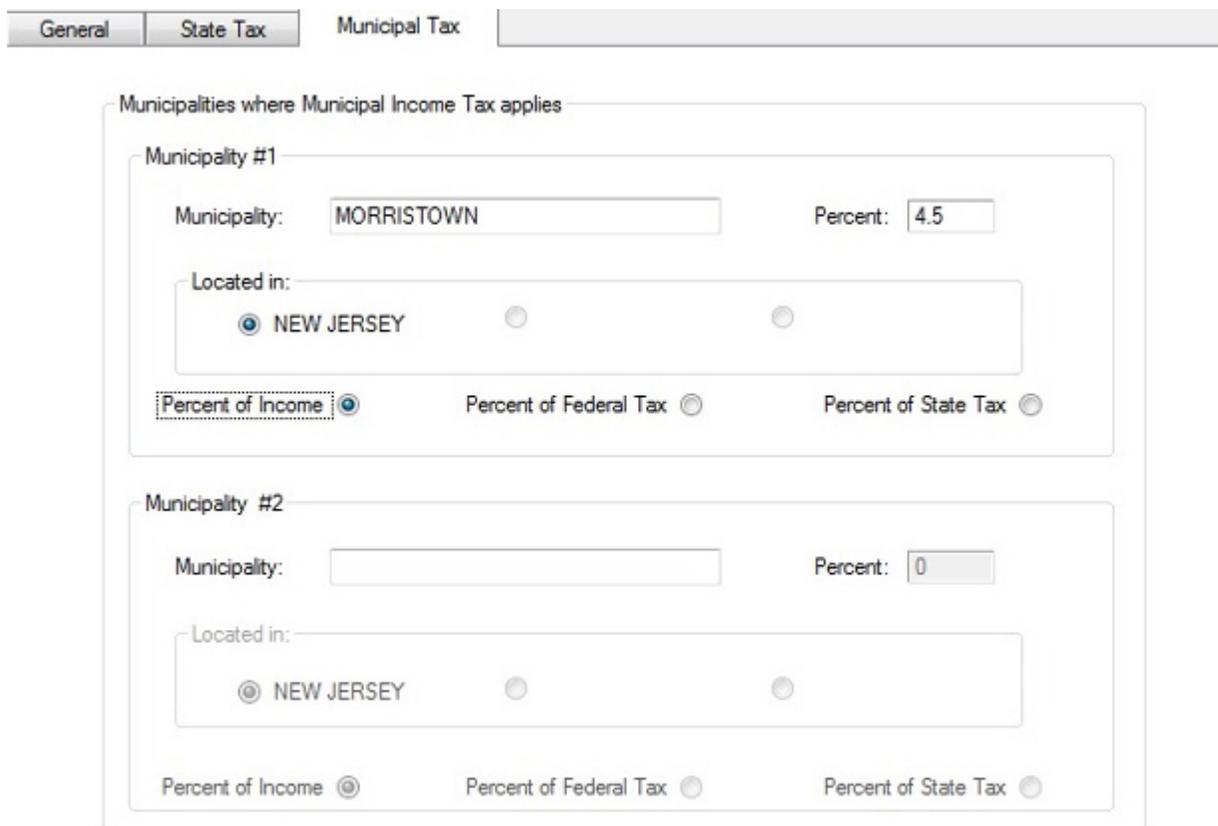
2. **Percent:** - **Click** in this field, IATS will automatically populate this field with the applicable percentage from the tax table in the **Maintenance** module.
3. **Percent of Income:** - A black dot must appear in this field if the tax **liability** is based on a **percentage** of the employee's **income**. **Click** in this **field** to **display** the black dot, if necessary.
4. **Percent of Federal Tax:** - A black dot must appear in this field if the tax **liability** is based on a **percentage** of the employee's **Federal Tax liability**. **Click** in this **field** to **display** the black dot, if necessary.
5. **Repeat steps 1 - 4** for the **State # 2** and **State # 3** sections, if the employee has a tax liability to a second or third state.
6. **More than one State taxes same portion of Reimbursement:** - Click in this **check box** to **activate** this **option** if applicable.
7. **One State allows Adjustment/Credit for taxes paid to other State:** - Click in this **check box** to **activate** this **option** if applicable.
8. When **finished** entering the required information at the **RITA State Tax** tab, **click** on the **Next** button or the **Municipal Tax** tab to continue.

Refer to the **Help** topic, "[Completing the RITA Municipal Tax - tab](#)", for additional **instructions**.

Completing the RITA Municipal Tax - tab

At the RITA **Municipal Tax** tab, the user must specify the city or county the employee has a tax liability to and **specify** whether the **tax** is based on a **percentage** of **Income**, **Federal Tax** or **State Tax**.

 Use the following steps to "complete" the RITA Municipal Tax - tab:



Municipalities where Municipal Income Tax applies

Municipality #1

Municipality: MORRISTOWN Percent: 4.5

Located in:

NEW JERSEY

Percent of Income Percent of Federal Tax Percent of State Tax

Municipality #2

Municipality: Percent: 0

Located in:

NEW JERSEY

Percent of Income Percent of Federal Tax Percent of State Tax

1. **Municipality # 1:** At this field, the user must specify the first city/county the employee has a tax liability to. **Type** the city/county **name** and **press Tab**.
2. **Percent:** At this field, **type** the applicable percentage **rate** and **press Tab**.
3. **Located in:** - If there is only one state involved, no action is necessary. If there are two states involved, however, **click** in the **circle** next to the correct state.
4. **Percent of Income:** A black dot must appear in this field if the **tax liability** is based on a **percentage** of the employee's **income**. **Click** in this **field** to **display** the black dot, if necessary.
5. **Percent of Federal Tax:** A black dot must appear in this field if the **tax liability** is based on a **percentage** of the employee's **Federal Tax liability**. **Click** in this **field** to **display** the black dot, if necessary.
6. **Percent of State Tax:** A black dot must appear in this field if the **tax liability** is based on a **percentage** of the employee's **Federal Tax liability**. **Click** in this **field** to **display** the black dot, if necessary.

7. **Repeat** steps 1 - 6 for the **Municipality # 2** section, if the employee has a **tax liability** to a second city/county.
8. When **finished** entering the required information at the **RITA Municipal Tax** tab, **click** on the **OK** button. IATS returns to the **Request for an Advance Against an Order** screen.
9. If no additional **expenses** are being added, **click** on the [Financial tab](#) and **add** the appropriate **accounting** lines.
10. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

Refer to the **Help** topic, "[Remarks - tab](#)", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

POV Shipment

CIVPCS POV Shipment - Overview

POVs, of an **employee** transferred in the Government's interest, a **new appointee**, or a student **trainee** assigned the first PDS, **may be transported** at Government expense:

- When it is **determined** in advance of authorization that it is in the Government's interest for the employee to **have** POV use at the OCONUS PDS, or
- In the case of an employee whose **PDS** is **Johnston Island** (Atoll), and **Hawaii** is the place **designated** for the immediate family to **reside**, or
- When it is **determined** that transporting POV(s) **wholly within CONUS** is **advantageous** and **economical** to the Government.

When an **employee**, or the employee's designated representative, makes a separate trip to a **vehicle processing center** to **deliver** or **pick-up** a **POV**, per diem is not allowable. **Reimbursement is authorized** for one-way travel for the official distance traveled between the authorized points, at the applicable TDY mileage rate prescribed in the JTR, par. C2500, and the actual cost incurred for one-way return transportation. The **total** of the one-way TDY mileage and one-way transportation costs paid by the Government may not exceed the **cost of transporting** the **POV** between the authorized points.

If an employee **pays** another individual to **drive** the POV, or **arranges** to **have** the POV **transported** commercially, **reimbursement is authorized**. Reimbursement is **limited** to the actual cost of having the POV **driven** or **transported** not to exceed an amount determined by **multiplying** the appropriate TDY mileage rate (JTR, par. C2500) by the round trip official distance between the official points.

If an employee **delivers** or **picks-up** the POV at a **vehicle processing center** incident to performing permanent duty travel, by POV, other than during renewal agreement travel, the applicable PCS mileage rate prescribed in the JTR, par. C2505 is **authorized** between the official points. In connection with this permanent duty travel by POV, other than renewal agreement travel, **payment** also is **allowable** for:

- The transportation cost for the **employee**, or the **employee** and **dependents**, to/from the **vehicle processing center** to which the employee **delivers** or **picks-up** the POV, to the port of **embarkation/debarkation**; or
- PCS mileage to/from the port of **embarkation/debarkation**, at which the employee **drops off** **dependents**, to the **vehicle processing center** to which the employee **delivers** or **picks-up** the POV, and the **employee's** return transportation to the port of **embarkation/debarkation**.

Click on the **See Also** button below and **select** the particular **topic** for additional information on processing **CIVPCS** POV **Shipments**.

POV Delivery or Pick-up Separately from CIVPCS Travel

When an **employee**, or the employee's designated representative, makes a separate trip to a **vehicle processing center** to **deliver** or **pick-up** a **POV**, per diem is not allowable. **Reimbursement is authorized** for one-way travel for the official distance traveled between the authorized points, at the applicable TDY mileage rate prescribed in the JTR, par. C2500, and the actual cost incurred for one-way return transportation. The **total** of the one-way TDY mileage and one-way transportation costs paid by the Government may not exceed the **cost of transporting** the **POV** between the authorized points.

To **process** this **type** of payment, there are a **number** of input requirements that are **unique** and must be understood by the **examiner** in order to **process** the **entitlement correctly**.

Travel Order

Ensure that the entitlement, "**Ship POV**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen. Users will only have **access** to the **Ship POV** field if either the **Origin** or **Destination** is an **OCONUS** locality.

Select Expense Type

At the **Entitlements** tab, on the **Settlement Request** screen, **click** on the **Add Entitlement** button and then **click** on either the **Drop Off Vehicle** or **Pick Up Vehicle** option.

Itinerary

Note: IATS only allows three legs in the itinerary for this type of settlement. Therefore, when completing the itinerary, do not show **legs** where the traveler made additional stops. Construct the itinerary, if necessary, to show the direct route between the official points.

The following screen demonstrates the correct input for a typical CIVPCS involving a separate trip to **drop-off** a **POV** at the vehicle port and **return** to the old PDS:

What's Authorized | Actual Itinerary | **Constructed Itinerary** | Reimbursables

Actual Trip Duration: Less than or equal to 12 hours

Date	Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else					
								AE %	Lodging	Taxes	Miles		
05/04/2017	HEIDELBERG, GM	PA	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
05/04/2017	BREMERHAVEN, GM	DV	<input type="checkbox"/>	<input type="checkbox"/>	LDP			0.00	\$0.00	\$0.00	349		
05/04/2017	BREMERHAVEN, GM	CR	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
05/04/2017	HEIDELBERG, GM	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00	0		
* [Icons]													

Buttons: Back, Next, Duplicate Previous, Insert Leg, Delete Leg, Clear, Completed

When completing the **itinerary**, ensure that **DV - Drop Off Vehicle at Vehicle Port** or **PV - Pick Up Vehicle at Vehicle Port** is **selected** as the reason for stop at the place the vehicle port is located.

Constructed Itinerary

The **reimbursement** to the traveler for the **mileage**, **transportation**, and other associated **expenses** is **limited** to the cost to the government for **shipping** the **POV** to/from the vehicle port. Therefore, users must enter the cost to the government, determined by the local transportation office, at the **Constructed Itinerary** screen. See the example below:

What's Authorized | Actual Itinerary | **Constructed Itinerary** | Reimbursables

Constructed Trip Duration: Less than or equal to 12 hours

From Date	To Date	To Location	Miles	Ship POV Costs
5/4/2017	5/4/2017	HEIDELBERG, GM	349	\$575.00

Buttons: Back, Next, Recalc Dates

Auth Miles: - If the default mileage is incorrect, **click** in this field and **type** the **number** of authorized miles between the official points.

Ship POV Costs: - At this field, **type** the **amount** for the **cost to the government**, as determined by the local transportation office, to ship the POV between the official points.

IATS will limit the total reimbursement to the **amount** entered at the **Ship POV Costs** field.

After completing the **Constructed Itinerary** tab, **finish** processing the request for settlement to **add** the reimbursable expenses, **accounting** lines, **remarks, etc.**, as usual.

POV Delivery or Pick-up In-conjunction with CIVPCS Travel

If an employee **delivers** or **picks-up** the POV at a **vehicle processing center** incident to performing permanent duty travel, by POV, other than during renewal agreement travel, the applicable PCS mileage rate prescribed in the JTR, par. C2505 is **authorized** between the official points. In connection with this permanent duty travel by POV, other than renewal agreement travel, **payment** also is **allowable** for:

- The transportation cost for the **employee**, or the **employee** and **dependents**, to/from the **vehicle processing center** to which the employee **delivers** or **picks-up** the POV, to the port of **embarkation/debarkation**; or
- PCS mileage to/from the port of **embarkation/debarkation**, at which the employee drops off **dependents**, to the **vehicle processing center** to which the employee **delivers** or **picks-up** the POV, and the **employee's** return transportation to the port of **embarkation/debarkation**.

The **input** for this **type** of payment is nearly identical to a normal enroute travel settlement. There are a **number** of input requirements, however, that are **unique** and must be understood by the **examiner** in order to **process** the **entitlement** correctly.

Travel Order

Ensure that the entitlement, "**Ship POV**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen. Users will only have **access** to the **Ship POV** field if either the **Origin** or **Destination** is an **OCONUS** locality.

Select Expense Type

At the **Entitlements** tab, on the **Settlement Request** screen, **click** on the **Add Entitlement** button and then **click** on the **Enroute PCS Travel** option.

Itinerary

The following screen demonstrates the correct input for a typical CIVPCS involving a **pick-up** of a **POV** at the vehicle port in-conjunction with the **enroute** travel:

IATS 7.2 User Guide

Actual Trip Duration:

Date		Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else			
									AE %	Lodging	Taxes	Miles
05/08/2017	DEP	HEIDELBERG, GM	TP	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
05/08/2017	ARR	JFK, NY, Queens	AT	<input type="checkbox"/>	<input type="checkbox"/>	LDP			0.00	\$0.00	\$0.00	0
05/08/2017	DEP	JFK, NY, Queens	CA	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
05/08/2017	ARR	Bayonne, NJ, Hudson	PV	<input type="checkbox"/>	<input type="checkbox"/>	LDP			0.00	\$0.00	\$0.00	0
05/08/2017	DEP	Bayonne, NJ, Hudson	PA	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
05/09/2017	ARR	Detroit, MI, Wayne	LV	<input type="checkbox"/>	<input type="checkbox"/>		CQ	CM	0.00	\$0.00	\$0.00	616
05/12/2017	DEP	Detroit, MI, Wayne	PA	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
05/12/2017	ARR	IND, IN, Marion	MC	<input type="checkbox"/>	<input type="checkbox"/>				0.00	\$0.00	\$0.00	299
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

When completing the **itinerary**, ensure that **DV - Drop Off Vehicle at Vehicle Port** or **PV - Pick Up Vehicle at Vehicle Port** is **selected** as the reason for stop at the place the vehicle port is **located**.

Finish processing the request for settlement as usual.

Click on the **See Also** button below and **select** the particular **topic** for additional information on processing POV Shipments.

FICA Refund

Processing a FICA Refund

Periodically users over collect **FICA** on **CIVPCS** claims. The over collection is caused because the traveler is **CSRS** Retirement Code and should not have FICA collected, or their wages have hit the **ceiling** for collecting FICA and the users did not know it. DFAS will refund the FICA to the traveler. When DFAS issues the refund, the taxes are incorrect or the original summary has to be adjusted and there is no audit trail in IATS.

For this reason, a feature was added to IATS so users can use an automated system to refund FICA and generate an audit trail.

Note: In order to process a FICA refund, the IATS user must have the privilege "**Enter the Utility Module**" assigned to his/her user account.

 **Complete the following steps to "process" a FICA Refund:**

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired settlement request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button and the **Travel Order Selection** screen appears.
3. **Type** the traveler's **SSN** at the **Find ID** field to **access** the traveler's **profile**.
4. After accessing the traveler's account, a **travel order** must be **selected**. Any orders, **existing** in the IATS database for the selected traveler, **appear** in the **Order** section. **Ensure** that the order **number** associated with the original settlement is **selected**.
5. After selecting the order, the **Select Supplemental To:** screen appears.

Select Supplemental to: Block No. CIVPCS3

HOGG, BOSS TONO: 07-02

Claim No.	From Date	To Date	Emp Entit	Dep Entit	Mem COT	Dep COT	DO Veh	PU Veh	HHG	Temp Storage	Buy Home	Sell Home	Buy Lease	Prpty Mgmt	E
37	7/3/2013	7/6/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	7/8/2013	7/9/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
39	6/15/2013	6/15/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	8/5/2013	8/5/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	7/15/2013	8/14/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Claim is Not a Supplemental Select FICA Refund Cancel ? Help

Indicate if the claim is not a supplemental or select a previous claim.

6. At the Select Supplemental To screen, **click** on the **entitlement** requiring the FICA refund.
7. When the correct entitlement is highlighted, **click** on the **FICA Refund** button. The **FICA Refund** screen is displayed.

FICA refund - Block No: FICA - Request No: 40

HOGG, BOSS TONO: 07-02

Expense Type: REAL ESTATE - PURCHASE OF NEW RESIDENCE

	Old Values	Corrected Values
Year to Date Wages:	\$11,308.89	\$11,308.89
FICA:	\$301.73	301.73

Begin Date: 08/05/2013

End Date: 08/05/2013

Expected Payment: 2013

Due Employee: \$0.00

Record # 1 of 1

Other Previous Next OK Cancel ? Help

Compute Refund

8. **Expected Payment:** - The default value at the Expected Payment field is the current year. If this date is incorrect, **click** in this field and **type** the correct year.
9. **Year to Date Wages:** - If the user that originally processed this entitlement **forgot** to enter the employee's year to date wages or if the original amount entered was incorrect, **click** in the **Corrected Values** field and **type** the correct amount.
10. **FICA:** - If amount of FICA originally calculated was incorrect, **click** in the **FICA/Corrected Values** field and **type** the correct amount.
11. To **calculate** the employee's FICA refund, **click** on the **Compute Refund** button. IATS recalculates the FICA withholding and **displays** the amount of the refund in the **Due Employee** field.

FICA refund - Block No: FICA - Request No: 40

HOGG, BOSS		TONO: 07-02			
Expense Type:	REAL ESTATE - PURCHASE OF NEW RESIDENCE	Old Values	Corrected Values		
Begin Date:	08/05/2013	Year to Date Wages:	\$11,308.89	\$11,308.89	
End Date:	08/05/2013	FICA:	\$301.73	\$281.73	
Expected Payment:	2013	<input type="button" value="Compute Refund"/>			
Record # 1 of 1	Due Employee:	\$20.00			
<input type="button" value="Other"/>	<input type="button" value="Previous"/>	<input type="button" value="Next"/>	<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Help"/>

12. Click on **OK** to save your entries and finish processing the claim by adding the **accounting** line(s), **remarks**, and entering the required dates on the **Workflow** tab if applicable.

CIVPCS Summary Records

CIVPCS Summary Records - Overview

The **Civilian PCS Summary Record** is a very important element associated with processing CIVPCS settlements. The **purpose** of this record is to provide a detailed account of every CIVPCS **transaction** processed by IATS or manually computed and **entered** by the IATS user. In addition to accounting for the **entitlement** and **collection** data, the CIVPCS Summary Record **contains** all of the **tax liability information** associated with the PCS transactions.

This information is used to generate the following documents:

- **IRS Form W-2**
- **IRS Form 4782**
- **IRS Form 941**
- **IRS Form 6559**

All CIVPCS settlement **transactions** processed in IATS are automatically posted to the summary records. These records are **maintained** in the IATS data base indefinitely, unless **deleted** by the IATS user. Since employees have up to two years to complete the transactions associated with a relocation, IATS was designed to **store** several years of CIVPCS **history** using the summary records.

Periodically, an IATS user may want to **view** the summary records for a particular employee. Users may need to **answer** employee's **questions** regarding the computation of an entitlement or the user may want to **verify** the **posting** of payment information.

Click on the **See Also** button below and **select** the particular **topic** for additional information on working with CIVPCS Summary Records.

Viewing CIVPCS Summary Records

Periodically, an IATS user may want to **view** the summary records for a particular employee. Users may need to **answer** employee's **questions** regarding the computation of an entitlement or the user may want to **verify** the **posting** of payment information.

Tip: Civilian PCS Summary Records can be accessed from the **Examiner View** screen, or by clicking on the **Other** button when viewing or processing a **Request for Advance**, or **Settlement**. Please **refer** to the **instructions** below to access Civilian PCS Summary Records by either method.

Note: The privilege "**View Civilian PCS Summary Records**" must be **granted** for the user's account in order for an IATS user **access** to CIVPCS Summary Records.

 **Complete the following steps to "view" a CIVPCS Summary Record:**

1. Login to IATS in the **Examiner View** mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access CIVPCS Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Click** on the **order number** associated with the CIVPCS record you wish to access and then **click** on the **OK** button. The **Select CIVPCS Summary Record** screen appears.

Select CIVPCS Summary Record

HOGG, BOSS E.: C

TONO: 07-02

Entitlement	1st Date of Expense	2nd Date of Expense	Amount Paid to Traveler	Payment Date	How Created	Supplemental
House Hunting Trip-Employee	7/3/2013	7/6/2013	\$622.01	10/3/2013	System Generated	<input type="checkbox"/>
Enroute Travel	7/8/2013	7/9/2013	\$204.05		System Generated	<input type="checkbox"/>
Miscellaneous	6/15/2013		\$583.70		System Generated	<input type="checkbox"/>
Real Estate - Purchase of new residence	8/5/2013		\$3,277.70		System Generated	<input type="checkbox"/>
TQSE - Fixed Amount	7/15/2013	8/14/2013	\$3,071.16		System Generated	<input type="checkbox"/>

Yearly Summary Print Delete View/Modify New

Other... Close ? Help

Note: The **Select CIVPCS Summary Record** screen lists every CIVPCS transaction posted to the IATS database by entitlement type. In addition, this screen provides information pertaining to the **date processed**, **amount paid**, **date paid**, and **how** the record was **created**. A **System Generated** record **indicates** that the record was automatically created by IATS when a CIVPCS **settlement** was **processed**. A **Manually Created** record **indicates** that the record was manually created by an IATS user or was **converted from** an older IATS version **database**.

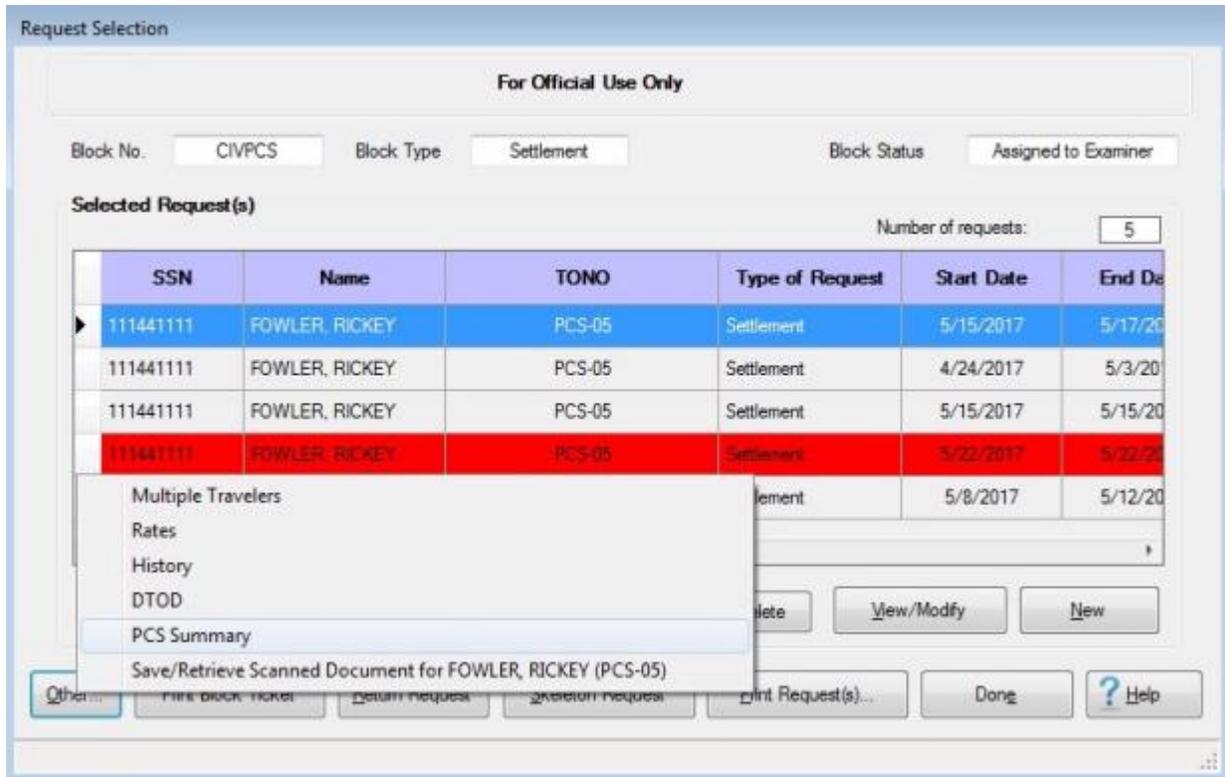
6. **Click** on the CIVPCS **transaction** you wish to display and then **click** on the **View/Modify** button. The **CIVPCS Summary Records** screen appears.

Note: The **Civilian PCS Summary Record** screen displays the detailed information about the processed **transaction**. At this screen, users may **generate** a **print-out** of the displayed summary record by **clicking** on the **Print** button. Users may also **display** the **Yearly Summary** screen by **clicking** on the **Summary** button.

7. When finished viewing the **Civilian PCS Summary Record** screen, **click** on the **Cancel** button to **return** to the **Select CIVPCS Summary Record** screen.
8. If **finished** viewing CIVPCS Summary Records for the selected traveler, **click** on the **Cancel** button to **return** to the **Travel Order Selection** screen. At this screen, **enter** a new SSN to view the records for a different traveler or **click** on the **Cancel** button to **return** to the **Examiner View** screen.

 **Complete the following steps to "view" a Civilian PCS Summary Record from the Request Selection, Advance Request, or Settlement Request screen:**

1. At the **Request Selection, Advance Request** or **Settlement Request** screen, **click** on the **Other** button. A *sub-menu* appears listing various options.



2. **Click** on the **PCS Summary** option. The **Select Traveler** screen appears.
3. From this point, **follow** the **instructions** beginning with **Step 3** in the first section **above** to view a Civilian PCS Summary Record.

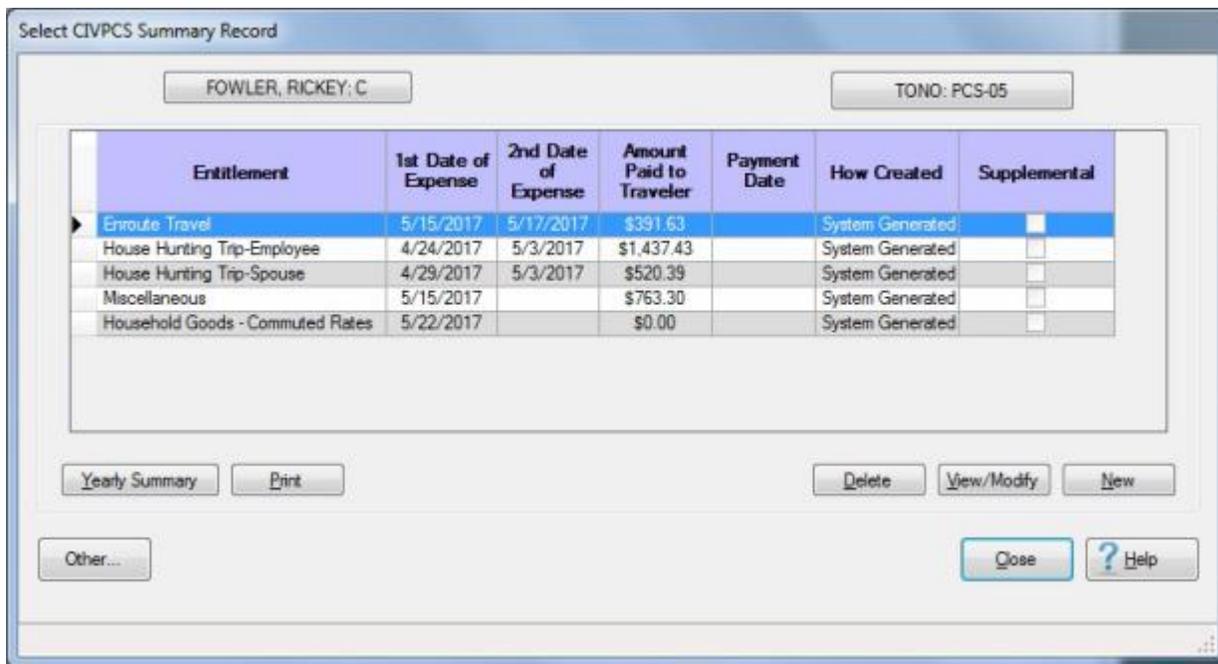
Modifying CIVPCS Summary Records

Occasionally, an IATS user may need to **modify** the CIVPCS Summary Record for a particular employee.

Modifications to the CIVPCS Summary Record can only be made to **manually** entered summary records. If the words "**System Generated**" appear in the "**How Created**" column of the **Select CIVPCS Summary Record** screen, for the desired transaction, the IATS user cannot modify the record.

 Complete the following steps to "modify" a CIVPCS Summary Record:

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access CIVPCS Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The Traveler Order Selection screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Click** on the **order number** associated with the CIVPCS record you wish to access and then **click** on the **OK** button. The **Select CIVPCS Summary Record** screen appears.



The screenshot shows the 'Select CIVPCS Summary Record' window. At the top, there are two input fields: 'FOWLER, RICKEY; C' and 'TONO: PCS-05'. Below these is a table with the following data:

Entitlement	1st Date of Expense	2nd Date of Expense	Amount Paid to Traveler	Payment Date	How Created	Supplemental
▶ Enroute Travel	5/15/2017	5/17/2017	\$391.63		System Generated	<input type="checkbox"/>
House Hunting Trip-Employee	4/24/2017	5/3/2017	\$1,437.43		System Generated	<input type="checkbox"/>
House Hunting Trip-Spouse	4/29/2017	5/3/2017	\$520.39		System Generated	<input type="checkbox"/>
Miscellaneous	5/15/2017		\$763.30		System Generated	<input type="checkbox"/>
Household Goods - Commuted Rates	5/22/2017		\$0.00		System Generated	<input type="checkbox"/>

Below the table, there are several buttons: 'Yearly Summary', 'Print', 'Delete', 'View/Modify', 'New', 'Other...', 'Close', and 'Help'.

Note: The **Select CIVPCS Summary Record** screen lists every CIVPCS transaction posted to the IATS database by entitlement type. In addition, this screen provides

information pertaining to the **date processed, amount paid, date paid, and how** the record was **created**.

6. **Click** on the CIVPCS **transaction** you wish to display and then **click** on the **View/Modify** button. The **CIVPCS Summary Records** screen appears.

Note: For a manually entered CIVPCS Summary Record, there are only two fields that may be **modified**. These fields are the **Voucher Number** and the **Payment Date**. If there are **corrections** required, other than, the **voucher number** or **payment date**, the IATS user must delete the record and **enter** the information again manually. Only manually entered CIVPCS Summary Records may be **deleted** by the IATS user.

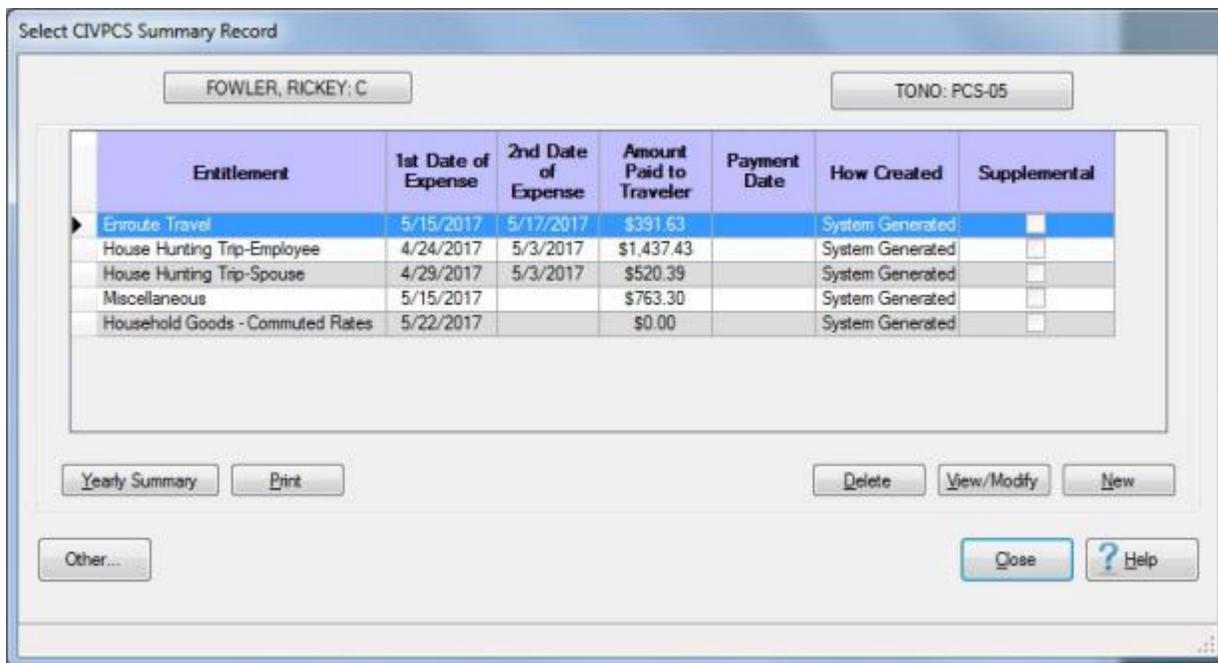
7. **Voucher Number:** - If you wish to **modify** the **voucher number**, **click** in this field and **type** the correct **voucher number**.
8. **Payment Date:** - If you wish to **modify** the **payment date**, **click** in this field and **type** the correct **date** in **MMDDYY** format.
9. When **finished** modifying the CIVPCS Summary Record, **click** the **OK** button to **save** the changes and **return** to the **Select CIVPCS Summary Record** screen.

Manually Creating CIVPCS Summary Records

On occasion, it may be necessary for an IATS user to manually enter the **details** for a CIVPCS settlement into the **CIVPCS Summary Record** module. This is a **requirement** for **recording** the **tax information** for any CIVPCS settlement **not computed** by IATS or that was computed at the old PDS and must be entered into the IATS **database** at the new PDS.

 Complete the following steps to "manually create" a CIVPCS Summary Record:

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access CIVPCS Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Click** on the **order number** associated with the CIVPCS record you wish to access and then **click** on the **OK** button. The **Select CIVPCS Summary Record** screen appears.



Entitlement	1st Date of Expense	2nd Date of Expense	Amount Paid to Traveler	Payment Date	How Created	Supplemental
Enroute Travel	5/15/2017	5/17/2017	\$391.63		System Generated	<input type="checkbox"/>
House Hunting Trip-Employee	4/24/2017	5/3/2017	\$1,437.43		System Generated	<input type="checkbox"/>
House Hunting Trip-Spouse	4/29/2017	5/3/2017	\$520.39		System Generated	<input type="checkbox"/>
Miscellaneous	5/15/2017		\$763.30		System Generated	<input type="checkbox"/>
Household Goods - Commuted Rates	5/22/2017		\$0.00		System Generated	<input type="checkbox"/>

6. At the **Select CIVPCS Summary Record** screen, **click** on the **New** button. The **Civilian PCS Summary Records** screen appears.

Civilian PCS Summary Records

FOWLER, RICKEY TONO: PCS-05

Manually Entered Summary Record

Expense: **House Hunting Trip-Employee** < 6/21/2017 - 6/21/2017 > Expected Payment Year: 2017

Amount of Taxable:	\$0.00	Year to Date Wages:	\$0.00
TR Cost:	TW Percent: 0.00	FICA:	\$0.00
Non-taxable:	VTA Percent: 0.00	Medicare:	\$0.00
	VTA: \$0.00	Total Payment:	\$0.00
	TW: \$0.00	Net Paid:	\$0.00

Voucher Number: Payment Date: State: FL State Wages: \$0.00

Other... Summary Print Delete OK Cancel ? Help

Select the Expense associated with this Summary Record

Click on the link and refer to the Help topic, "[Completing the CIVPCS Summary Records Screen](#)", for additional instructions.

Completing the CIVPCS Summary Records Screen

When manually creating CIVPCS Summary Records, the user must select the CIVPCS Expense type, and enter the required information to complete the **Civilian PCS Summary Records** screen.

 Complete the following steps to "populate" the Civilian PCS Summary Records screen:

1. **Expense:** - At the **Expense** field, **click** on the *down arrow* button to display a list of the various CIVPCS entitlements that were authorized when the travel order was created. When the list is displayed, **click** on the desired expense type.

Tip: The expense **type** can also be selected by **pressing** the *Up/Dn arrow keys* on the **keyboard** until the desired expense type is **displayed** at the **Expense** field. When the desired expense is selected, **press Tab** to continue.

2. **Dates:** - In the date fields, next to the Expense field, **type** the beginning and ending dates for the expense, (if applicable) in **MMDDYY** format, and **press Tab**. You can also **click** on the *down arrow* button and use the **calendar** to select the dates.

3. **Expected Payment Year:** - If the default year is incorrect, **type** the **year**, in which the traveler **received**, or is expected to **receive**, the payment, in **YYYY** format and **press Tab**.
4. **Amount of Entitlement:** - At this field, **type** the computed **amount** of the selected entitlement and **press Tab**.

House Hunting Trip

If the selected Expense **type** is **House Hunting Trip**, the following input **field** is **displayed** and must be completed:

- **TR Cost:** - If the **transportation** for the House Hunting Trip was procured by the **government**, this is considered to be a taxable entitlement and must be included. At this field, **type** the **amount** paid for the government procured transportation.
- **Non-taxable Fringe Benefits:** - If the traveler **incurred** an **expense** for an **ATM advance fee** for the use of a Government credit card, **enter** the **amount** of the expense at the **Non-taxable Fringe Benefits** field.

Enroute Travel

If the selected Expense **type** is **Enroute Travel**, the following input **fields** are **displayed** and must be completed:

- **Entitlement deducted in previous tax year:** - **Click** in the **box** or **press** the **space bar** to **place** a **check mark** in this field, if the reimbursement was deducted in a previous tax year.
- **Number of Persons on Enroute Travel:** - At this field, a **window** appears **listing** the **employee** and any **dependents** authorized on the travel order. **Click** on the desired **name** or **press** the *down* arrow **key** to make a selection. **Hold** the **Shift** key and **click** on the desired **names** or **press** the *down* arrow **key** to select more than one traveler listed consecutively.
- **TR Cost:** - If the **transportation** for the Enroute Travel was procured by the **government**, this is considered to be a non-taxable fringe benefit and must be included. If applicable, **type** the **amount** for the government procured transportation.
- **Meals:** - **Meals** are typically the only portion of the enroute travel reimbursement that is subject to withholding **taxes**. At this field, **type** the **amount** computed for **meals only**.

- **Non-taxable Fringe Benefit:** - When an **amount** is entered at the **Meals** field, IATS **deducts** that amount from the **total** entitlement and **populates** this field with the **difference**.

TQSE

If the selected Expense **type** is **TQSE**, the following input **fields** are **displayed** and must be completed:

- **TQSE Clock Running Without Persons:** - When the reimbursement for TQSE is authorized, it runs consecutively for the authorized period. **Click** in the **box** or **press** the **space bar** to **place a check mark** in this field, if the **TQSE clock** was **running**, but, no **travelers** were being reimbursed.
- **Number of Persons on TQSE:** - At this field, a **window** appears **listing** the **employee** and any **dependents** authorized on the travel order. **Click** on the desired **name** or **press** the *down* **arrow key** to make a selection. **Hold** the **Shift** key and **click** on the desired **names** or **press** the *down* **arrow key** to select more than one traveler listed **consecutively**.
- **TQSE at New Station:** - **Click** in the **box** or **press** the **space bar** to **place a check mark** in this field, if the employee was paid for TQSE at the new PDS.
- **Non-taxable Fringe Benefits:** - If the traveler **incurred** an **expense** for an **ATM advance fee** for the use of a Government credit card, **enter** the **amount** of the expense at the **Non-taxable Fringe Benefits** field.

Household Goods

If the selected Expense **type** is **Household Goods**, the following input **fields** are **displayed** and must be completed:

- **Entitlement deducted in previous tax year:** - **Click** in the **box** or **press** the **space bar** to **place a check mark** in this field, if the **reimbursement** was **deducted** in a previous tax year.
- **Storage:** - At this field, **type** the **amount** of the **House Hold Goods** reimbursement that was for storage.
- **Non-taxable Fringe Benefit:** - When an **amount** is entered at the **Storage** field, IATS **deducts** that amount from the **total** entitlement and **populates** this field with the **difference**.

Note: After entering the amounts at the **Entitlement** and **Excluded** fields, if applicable, IATS **performs** a **calculation** and automatically **populates** the **Taxable, FITW Percent, WTA, Total Payment, FITW, FICA, Medicare,** and **NetPaid** fields. Users may

over-ride these amounts, however, by **clicking** in the field and **typing** the desired number.

The remaining fields require input from the IATS user:

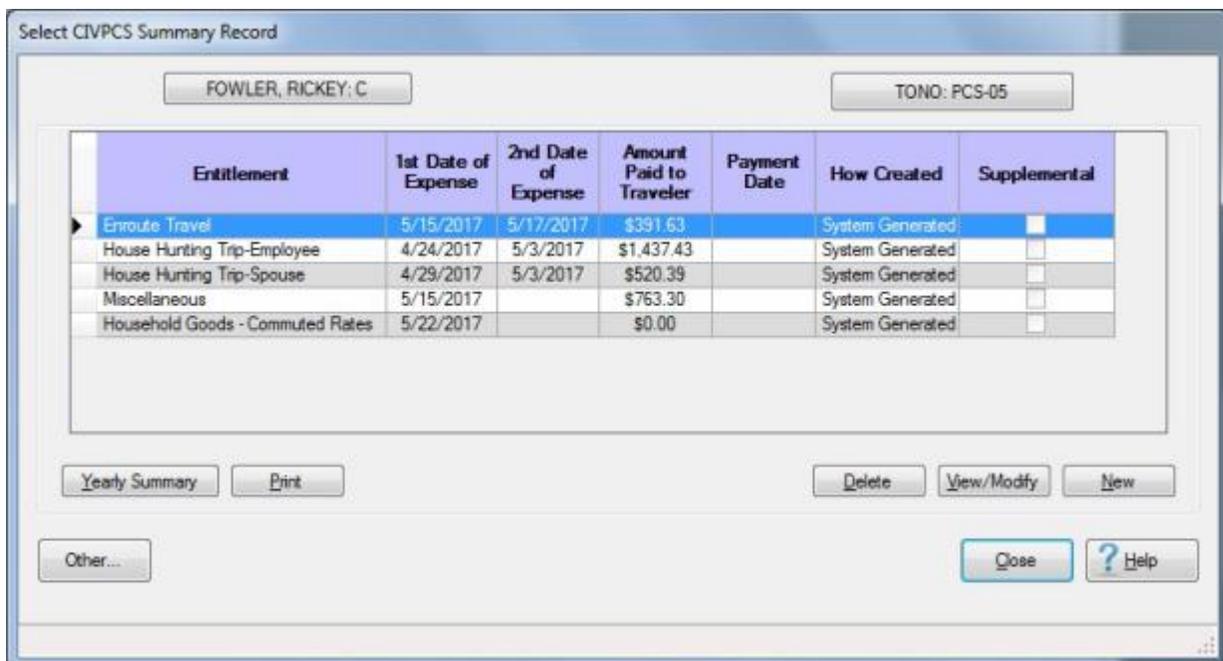
5. **WTA to be paid:** If this **option** was **activated** on the travel **order**, a **check mark** appears in the **box next to this field**. If the traveler **elected not to receive** a WTA **payment** for this particular settlement, however, the **option must be de-activated** by **clicking** on the **box to remove the check mark**.
6. **Year to Date Wages:** - An **entry** at this field is **optional**, but, the IATS user should enter the **amount** of the employee's current year to date wages. The **amount** entered here is used to impose a **limitation** on the amount calculated for the **FICA** and **Medicare** taxes.
7. **Voucher Number:** - At this field, **type** the Disbursing Office Voucher Number (**DOV#**) **assigned** to the reimbursement for this expense.
8. **Payment Date:** - The current date defaults to this field. If correct, press *Tab* to continue. If not, **type** the **date**, in **MMDDYY** format, the **reimbursement** for this expense was disbursed.
9. **State:** - At this field, a **window** appears **listing state names** in alphabetical order. **Click** on the *down arrow* button to display a list of state names and use the slider bar to scroll up or down the list. Either **click** on the state **name** or **press Tab** when the desired state **name** is highlighted to make a selection.
10. **State Wages:** - The **amount** shown at this field is automatically calculated by IATS. The user may over-ride this amount if a different amount was manually computed and previously **reported**. **Press Tab to continue** if the correct amount is shown.
11. When **finished** entering all of the required information, **click** on the **OK** button. IATS **returns** to the **Select CIVPCS Summary Record** screen.

Printing CIVPCS Summary Records

On occasion, it may be necessary to **print** a CIVPCS Summary Record.

 **Complete the following steps to "print" a CIVPCS Summary Record:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access CIVPCS Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The Traveler Order Selection screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Click** on the **order number** associated with the CIVPCS record you wish to access and then **click** on the **OK** button. The **Select CIVPCS Summary Record** screen appears.



6. **Click** on the listed **record** that you wish to **print**. IATS highlights the selected **item**.
7. When the desired item is highlighted, **click** the **Print** button. A *pop-up menu* appears listing two options for printing CIVPCS Summary Records.



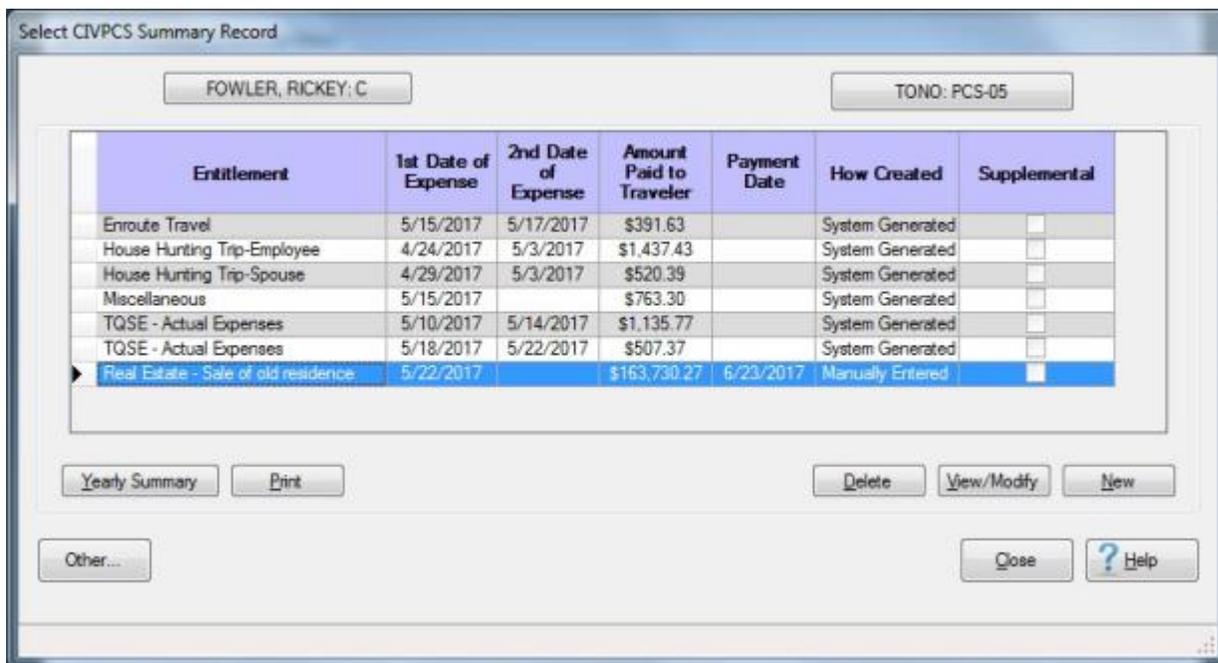
8. **Click** on the desired option. The **Adobe Acrobat Reader** screen appears displaying the record.
9. **Click** on the **Printer Icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the number of copies you wish to print and **click** the **Print** button. IATS **prints** the CIVPCS Summary Record(s) based on the selected option.
12. **Click** on the **red X** button at the top right corner of the **Adobe Acrobat Reader** screen to **close** the screen.
13. If **finished** printing CIVPCS Summary Records for this traveler, **click** the **Close** button. IATS **returns** to the **Examiner View** screen.

Deleting CIVPCS Summary Records

In order to delete a CIVPCS Summary Record, your **user account** must be **granted** the privilege "**Delete Civilian PCS Summary Records**".

 **Complete the following steps to "delete" a CIVPCS Summary Record:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access CIVPCS Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Click** on the **order number** associated with the CIVPCS record you wish to access and then **click** on the **OK** button. The **Select CIVPCS Summary Record** screen appears.



Entitlement	1st Date of Expense	2nd Date of Expense	Amount Paid to Traveler	Payment Date	How Created	Supplemental
Enroute Travel	5/15/2017	5/17/2017	\$391.63		System Generated	<input type="checkbox"/>
House Hunting Trip-Employee	4/24/2017	5/3/2017	\$1,437.43		System Generated	<input type="checkbox"/>
House Hunting Trip-Spouse	4/29/2017	5/3/2017	\$520.39		System Generated	<input type="checkbox"/>
Miscellaneous	5/15/2017		\$763.30		System Generated	<input type="checkbox"/>
TQSE - Actual Expenses	5/10/2017	5/14/2017	\$1,135.77		System Generated	<input type="checkbox"/>
TQSE - Actual Expenses	5/18/2017	5/22/2017	\$507.37		System Generated	<input type="checkbox"/>
Real Estate - Sale of old residence	5/22/2017		\$163,730.27	6/23/2017	Manually Entered	<input type="checkbox"/>

6. **Click** on the listed **record** that you wish to **delete**. IATS highlights the selected **item**.
7. When the desired item is highlighted, **click** the **Delete** button. A **pop-up** **appears** asking if you are **sure** you wish to **delete** the specified entitlement.
8. **Click** on the **Yes** button. If the option to identify the reason for claim deletion has been activated in Maintenance, the **Reason for Deletion of Claim** screen will appear and you must select a reason.

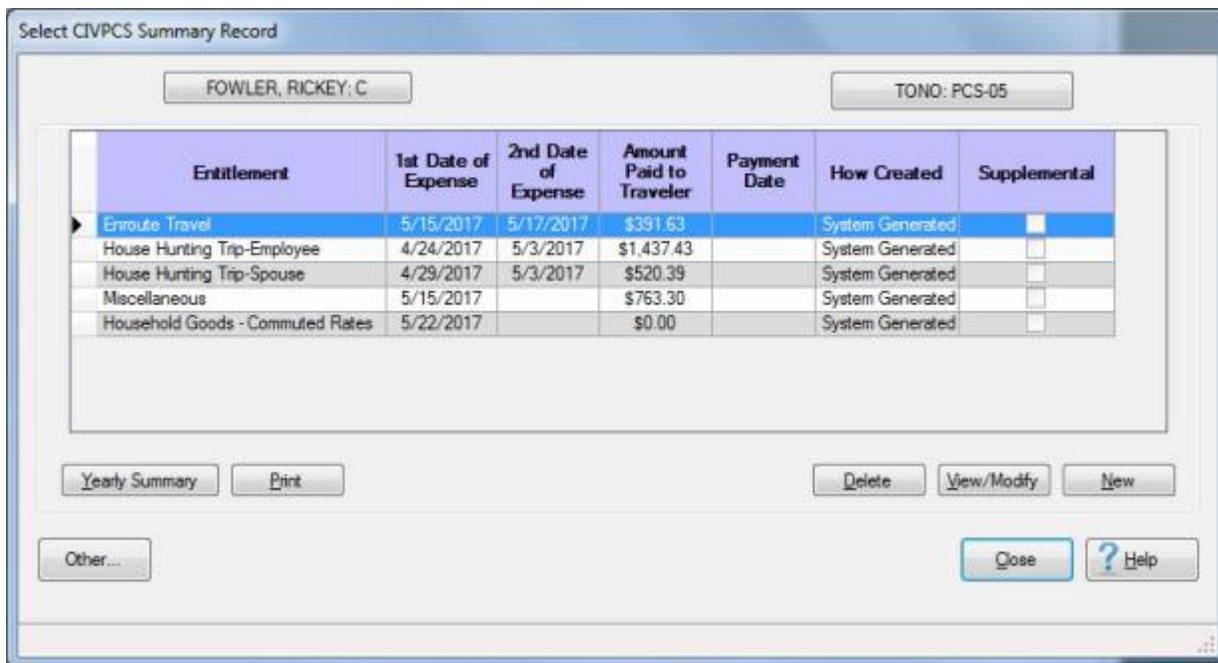
9. IATS **deletes** the selected **record** and **returns** to the **Select CIVPCS Summary Record** screen.
10. If **finished** deleting CIVPCS Summary Records for this **traveler**, **click** the **Close** button. IATS **returns** to the **Examiner View** screen.

CIVPCS Records - Yearly Summary

All CIVPCS settlement **transactions** processed in IATS are automatically posted to the summary records. These records are **maintained** in the IATS data base indefinitely, unless **deleted** by the IATS user. Since employees have up to two years to complete the transactions associated with a relocation, IATS was designed to **store several years** of CIVPCS **history** using the summary records.

 Complete the following steps to "display" a CIVPCS Yearly Summary Record:

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access CIVPCS Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The Traveler Order Selection screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Click** on the **order number** associated with the CIVPCS record you wish to access and then **click** on the **OK** button. The **Select CIVPCS Summary Record** screen appears.



Entitlement	1st Date of Expense	2nd Date of Expense	Amount Paid to Traveler	Payment Date	How Created	Supplemental
Enroute Travel	5/15/2017	5/17/2017	\$391.63		System Generated	<input type="checkbox"/>
House Hunting Trip-Employee	4/24/2017	5/3/2017	\$1,437.43		System Generated	<input type="checkbox"/>
House Hunting Trip-Spouse	4/29/2017	5/3/2017	\$520.39		System Generated	<input type="checkbox"/>
Miscellaneous	5/15/2017		\$763.30		System Generated	<input type="checkbox"/>
Household Goods - Commuted Rates	5/22/2017		\$0.00		System Generated	<input type="checkbox"/>

6. At the **Select CIVPCS Summary Record** screen, **click** on the **Yearly Summary** button. The **CIVPCS Summary - Yearly Summary** screen appears.

CIV PCS Summary - Yearly Summary

FOWLER, RICKEY

TONO: PCS-05

Description	2017	2018	2019	2020	2021
Entitlement:					
Taxable:					
WTA Received:					
WTA Collected:					
FITW:					
FICA:					
Medicare:					
Household Goods:					
Fringe:					
HHG Storage Non Taxable:					
HHG Storage Taxable:					
Enroute Travel					
Meals only:					
Fringe:					
House Hunting:					
Fringe:					
TQSE/FTA:					
Fringe:					

Other... Print OK ? Help

Note: At this screen, five years worth of CIVPCS entitlement and tax withholding data is **stored**. The information for a CIVPCS transaction will only appear at this screen, however, if a **DOV number** and **Date of Payment** is posted to the **CIVPCS Summary Record**.

7. If desired, **generate** a print-out of this screen by **clicking** on the **Print** button.
8. When **finished** viewing the Yearly Summary screen for this traveler, **click** on the **OK** button. IATS returns to the **Select CIVPCS Summary Record** screen.
9. At the **Select CIVPCS Summary Record** screen, **click** on the **Close** button. IATS returns to the **Examiner View** screen.

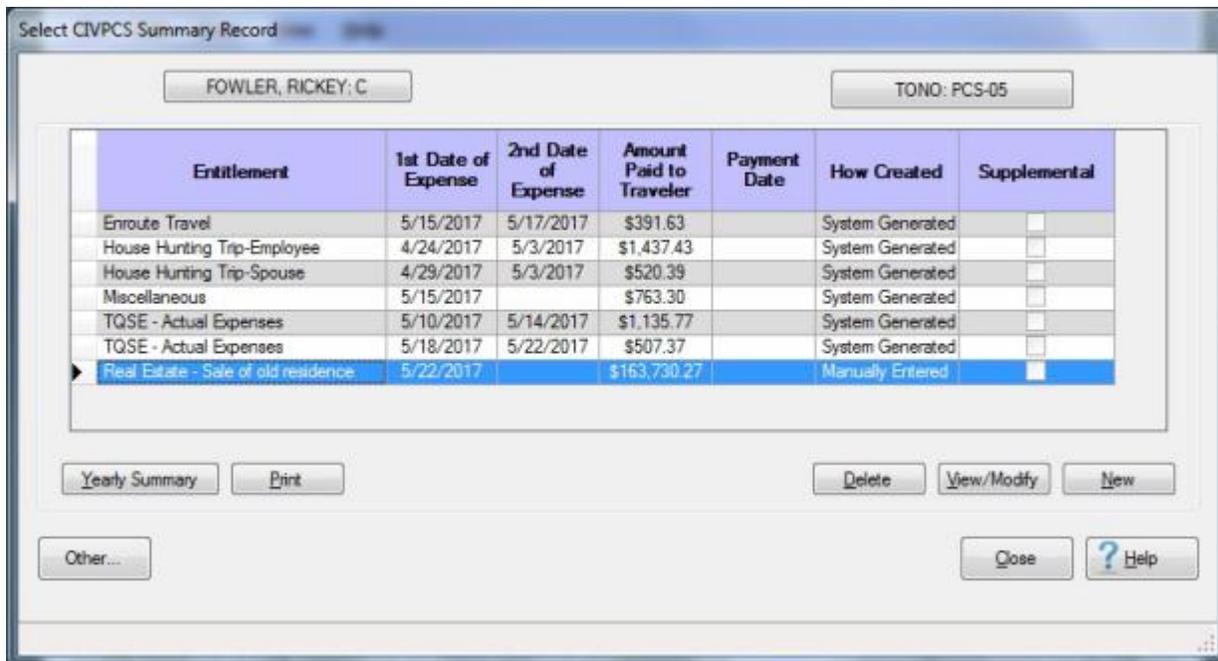
Special CIVPCS Adjustments

A feature has been included with IATS that allows the **Examiner** to access CIVPCS Summary Records and perform special adjustments to the data that was previously entered.

Note: This feature is only allowed for CIVPCS Summary Records that were **manually** entered.

 **Complete the following steps to "perform" a CIVPCS Special Adjustment:**

1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Access CIVPCS Records** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The Traveler Order Selection screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Click** on the **order number** associated with the CIVPCS record you wish to access and then **click** on the **OK** button. The **Select CIVPCS Summary Record** screen appears.



Entitlement	1st Date of Expense	2nd Date of Expense	Amount Paid to Traveler	Payment Date	How Created	Supplemental
Enroute Travel	5/15/2017	5/17/2017	\$391.63		System Generated	<input type="checkbox"/>
House Hunting Trip-Employee	4/24/2017	5/3/2017	\$1,437.43		System Generated	<input type="checkbox"/>
House Hunting Trip-Spouse	4/29/2017	5/3/2017	\$520.39		System Generated	<input type="checkbox"/>
Miscellaneous	5/15/2017		\$763.30		System Generated	<input type="checkbox"/>
TQSE - Actual Expenses	5/10/2017	5/14/2017	\$1,135.77		System Generated	<input type="checkbox"/>
TQSE - Actual Expenses	5/18/2017	5/22/2017	\$507.37		System Generated	<input type="checkbox"/>
Real Estate - Sale of old residence	5/22/2017		\$163,730.27		Manually Entered	<input type="checkbox"/>

Note: The **Select CIVPCS Summary Record** screen lists every CIVPCS transaction posted to the IATS database by entitlement type. In addition, this screen provides

information pertaining to the **date processed, amount paid, date paid, and how** the record was **created**.

6. **Click** on the CIVPCS **transaction** you wish to adjust and then **click** on the **View/Modify** button. The **CIVPCS Summary Records** screen appears.

7. At the **CIVPCS Summary Records** screen **click** in the appropriate input field and **type** the desired **adjustment**.
8. When **finished** adjusting the CIVPCS Summary Record, **click** the **OK** button to **save** the changes and **return** to the **Select CIVPCS Summary Record** screen.
9. If **finished** adjusting CIVPCS Summary Records for this **traveler**, **click** the **Close** button. IATS **returns** to the **Examiner View** screen.

Supplemental Settlement Requests

Processing Supplemental Requests

Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler** **failed** to **claim** an **expense** on the original **settlement**.

Regardless of the reason, a supplemental claim is normally **required** to **recalculate** the correct entitlement. The total **entitlement** from the previous **settlement** is **deducted** from the total **entitlement** calculated on the **supplemental** settlement. The **difference** is either **paid** to, or **collected** from the traveler.

Note: The following **restriction** applies to processing **supplemental** settlements for **CIVPCS** travel:

- **CIVPCS:** - For **all** customers, **no** new **entitlements** can be **added** for **CIVPCS** travel. For example: the original **settlement** consisted of a **TQSE** payment. Users cannot process a **supplemental** payment against this original settlement and **add** entitlements such as **Miscellaneous Expense Allowance, Enroute, Real Estate Expenses, etc.** Users may only process a **supplemental** payment **against** the original **entitlement**. In this example it was **TQSE**.

Click on the **See Also** button below and **select** the particular **topic** for additional **information** on processing **supplemental** settlements.

TDY Supplemental Settlements

Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler failed** to **claim** an **expense** on the original **settlement**.

Regardless of the reason, a supplemental claim is normally **required** to **recalculate** the correct entitlement. The total **entitlement** from the previous **settlement** is **deducted** from the total **entitlement** calculated on the **supplemental** settlement. The **difference** is either **paid** to, or **collected** from the traveler.

 **Complete the following steps to "process" a TDY Supplemental Request for Settlement:**

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** **Tab**. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Ensure** that the order **number** associated with the original settlement is **selected**.

Note: After selecting the order, the **Settlement Request** screen appears. At this screen, the **type of settlement** defaults to "**Supplemental - Subsequent Submission**".

Settlement Request - Block No: SUPPTDY2 - Request No: NEW

JOHNSON, DUSTIN G. C. TONO: 04-001

Request Type - Settlement

Type of Settlement: Supplemental - Subsequent Submission

Suppl Reason: Trvl Generated

Trvl Office Generated

Trvl Generated

Remit To Adv/Accr Entitlements Calculations Financial Remarks

Types of Entitlements Claimed

Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	4/10/2017-4/14/2017	Validated Data

Add Itinerary

View/Modify

Delete

<Back Next>

Daily Summary Cons. Comp. Show Calcs

Receipts... Other...

Auditor Remarks SAVE Cancel ? Help

Select reason Suppl was entered

Note: At the **Suppl Reason** field, you must select the appropriate **reason** why the supplemental claim is being processed. **Click** on the *down arrow* and then **click** on the correct reason. This information is used to generate the **Reason for Supplemental** report required by DFAS.

6. At this screen, **click** on the **Entitlements** tab.
7. At the **Entitlements** tab, any previous entitlements processed against the selected travel order are **displayed** in the **Types of Entitlements Claimed** section. **Click** on the desired **entitlement** and then **click** the **View/Modify** button.
8. At the **Trip** screen, **determine** whether the **Actual Itinerary** or the **Reimbursables** tab requires **modification** and **click** on the **appropriate** tab.
9. After clicking on the [Actual Itinerary](#) or the [Reimbursables](#) tab, **make** the necessary changes to the original entries.

Tip: If any **changes** are made to the **Itinerary**, be sure to **click** on the [Exceptions](#) button and click the **Yes** button to have IATS **recalculate** the daily meals or **lodging** and then **click** the **OK** button to proceed.

10. After making the required changes to the **Itinerary** and/or the **Reimbursables** tab, **click** on the [Financial tab](#) and **modify** the **accounting** lines to reflect the **changes** to the entitlement.

Note: The accounting lines should **reflect** the **amount** due the traveler or due the US based upon the **changes** made with the **supplemental** settlement. It's a good idea to **review** the **Calculations** tab before **proceeding** to the **Financial** tab to **determine** the **amount** due the member or due the US.

11. After **adjusting** the accounting lines, **add** any desired [remarks](#) and **finish** processing the **request**.

Blanket TDY Order Supplemental Settlements

Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler failed** to **claim** an **expense** on the original **settlement**.

Regardless of the reason, a supplemental claim is normally **required** to **recalculate** the correct entitlement. The total **entitlement** from the previous **settlement** is **deducted** from the total **entitlement** calculated on the **supplemental** settlement. The **difference** is either **paid** to, or **collected** from the traveler.

 **Complete the following steps to "process" a Blanket/Repetitive TDY Order Supplemental Request for Settlement:**

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** **Tab**. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Ensure** that the order **number** associated with the original settlement is **selected**.
6. After selecting the order, the **Select Supplemental To:** screen appears.

Select Supplemental to:

Block No. BLNKTSUPP2

Claim No.	From Date	To Date	Amount	Type
20	3/13/2017	3/17/2017	\$435.28	
21	4/10/2017	4/14/2017	\$435.28	
22	5/15/2017	5/19/2017	\$435.28	

Indicate if the claim is not a supplemental or select a previous claim.

Note: When the **Select Supplemental To** screen appears, every settlement previously processed against the selected **blanket/repetitive** travel order is **listed**.

Tip: If wanting to process a new settlement for a different trip, rather than process a supplemental, **click** on the **Claim is Not a Supplemental** button.

7. **Click** on the **entitlement** you wish to **process** a **supplemental** settlement against. When the desired settlement is highlighted, **click** on the **Select** button. The **Settlement Request** screen appears.

Settlement Request - Block No: BLNKTSUPP2 - Request No: NEW

Request Type - Settlement

Type of Settlement: Supplemental - Subsequent Submission

Suppl Reason: Trvl Generated

Remit To: KNUKLES, HARRY O: C

TONO: BLKT

Request Type - Settlement

Type of Settlement: Supplemental - Subsequent Submission

Suppl Reason: Trvl Generated

Types of Entitlements Claimed

Travel Not Performed

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	4/10/2017-4/14/2017	Validated Data

Buttons: Add Itinerary, View/Modify, Delete

Navigation: <Back, Next>, Daily Summary, Cons. Comp., Show Calcs

Other: Receipts..., Other..., Auditor Remarks, SAVE, Cancel, Help

Select reason Suppl was entered

Note: At the **Suppl Reason** field, you must select the appropriate **reason** why the supplemental claim is being processed. **Click** on the *down arrow* and then **click** on the correct reason. This information is used to generate the **Reason for Supplemental** report required by DFAS.

8. At this screen, **click** on the **Entitlements** tab.
9. At the **Entitlements** tab, any previous entitlements processed against the selected travel order are **displayed** in the **Types of Entitlements Claimed** section. **Click** on the desired **entitlement** and then **click** the **View/Modify** button.
10. At the **Trip** screen, **determine** whether the **Actual Itinerary** or the **Reimbursables** tab requires **modification** and **click** on the **appropriate** tab.
11. After clicking on the Actual Itinerary or the Reimbursables tab, **make** the necessary changes to the original entries.

Tip: If any **changes** are made to the **Itinerary**, be sure to **click** on the Exceptions button and click the **Yes** button to have IATS **recalculate** the daily meals or lodging and then **click** the **OK** button to proceed.

12. After making the required changes to the **Itinerary** and/or the **Reimbursables** tab, **click** on the Financial tab and **modify** the **accounting** lines to reflect the **changes** to the entitlement.

Note: The accounting lines should **reflect** the **amount** due the traveler or due the US based upon the **changes** made with the **supplemental** settlement. It's a good idea to **review** the **Calculations** tab before **proceeding** to the **Financial** tab to **determine** the **amount** due the member or due the US.

13. After **adjusting** the accounting lines, **add** any desired [remarks](#) and **finish** processing the **request**.

MILPCS Supplemental Settlements

Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler failed** to **claim** an **expense** on the original **settlement**.

Regardless of the reason, a supplemental claim is normally **required** to **recalculate** the correct entitlement. The total **entitlement** from the previous **settlement** is **deducted** from the total **entitlement** calculated on the **supplemental** settlement. The **difference** is either **paid** to, or **collected** from the traveler.

 **Complete the following steps to "process" a MILPCS Supplemental Request for Settlement:**

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired settlement request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Ensure** that the order **number** associated with the original settlement is **selected**.
6. After selecting the order, the **Select Supplemental To:** screen appears.

Select Supplemental to:

Block No. MPCSSUPP1

RHOADS, DUSTY O

TONO: 05-PCS

Claim No.	From Date	To Date	Mem Ent	Dep Ent	Mem COT	Dep COT	DO Veh	PU Veh	DLA	DITY	TLE	TLA	House Trail	Renewal Trav	Ship POV
6	5/15/2017	5/31/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
8	5/11/2017	5/11/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Claim is Not a Supplemental Select Cancel ? Help

Indicate if the claim is not a supplemental or select a previous claim.

Note: When the **Select Supplemental To** screen appears, every settlement previously processed against the selected travel order is **listed**. In addition, the various MILPCS entitlements are **represented** by a **column**. If a check mark appears in the **box** in the entitlement **column**, that **indicates** that the previous payment involved that particular entitlement. In this example, a **check mark** appears in the **Memb Ent** box.

Tip: If wanting to process a new settlement for a different entitlement, rather than process a supplemental, **click** on the **Claim is Not a Supplemental** button.

7. **Click** on the **entitlement** you wish to process a supplemental settlement against. When the desired settlement is highlighted, **click** on the **Select** button. The **Settlement Request** screen appears.

Note: At the **Suppl Reason** field, you must **select** the appropriate **reason** why the supplemental claim is being processed. **Click** on the *down arrow* and then **click** on the correct reason. This information is used to generate the **Reason for Supplemental** report required by DFAS.

8. At this screen, **click** on the **Entitlements** tab.
9. At the **Entitlements** tab, any previous entitlements processed against the selected travel order are **displayed** in the **Types of Entitlements Claimed** section. **Click** on the desired **entitlement** and then **click** the **View/Modify** button.
10. IATS will now **display** the input screens for the previously entered entitlement.
11. **Make** the required input **changes** to the previously entered entitlement.
12. You may also **click** on the **Add Entitlement** button and **select** a new entitlement to be **added** to the previously processed claim.

Tip: If any **changes** are made to the **Itinerary**, be sure to **click** on the [Exceptions](#) button and click the Yes button to have IATS **recalculate** the daily meals or lodging and then **click** the **OK** button to proceed.

13. After making the required changes to the previously entered entitlement, **click** on the [Financial tab](#) and **modify** the **accounting** lines to reflect the changes to the entitlement.

Note: The accounting lines should **reflect** the **amount** due the traveler or due the US based upon the **changes** made with the **supplemental** settlement. It's a good idea to **review** the **Calculations** tab before **proceeding** to the **Financial** tab to **determine** the **amount** due the member or due the US.

14. After **adjusting** the accounting lines, **add** any desired [remarks](#) and **finish** processing the **request**.

CIVPCS Supplemental Settlements

Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler failed** to **claim** an **expense** on the original settlement.

Regardless of the reason, a supplemental claim is normally **required** to **recalculate** the correct entitlement. The total entitlement from the previous settlement is **deducted** from the total entitlement calculated on the **supplemental** settlement. The **difference** is either **paid** to, or **collected** from the traveler.

Note: When processing a **supplemental** settlement for **CIVPCS** travel, no new entitlements can be **added**. For example: the original settlement consisted of a **TQSE** payment. Users cannot process a **supplemental** payment against this original settlement and **add** entitlements such as **Miscellaneous Expense Allowance, Enroute, Real Estate Expenses, etc.** Users may only process a **supplemental** payment **against** the original entitlement. In this example it was **TQSE**.

 **Complete the following steps to "process" a CIVPCS Supplemental Request for Settlement:**

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired settlement request if it was already logged to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Ensure** that the order **number** associated with the original settlement is **selected**.
6. After selecting the order, the **Select Supplemental To:** screen appears.

Select Supplemental to:

Block No. CPCSSUPP

JOHNSON, DUSTIN G

TONO: PCS-06

Claim No.	From Date	To Date	Emp Ent	Dep Ent	Mem COT	Dep COT	DO Veh	PU Veh	HHG	Temp Storage	Buy Home	Sell Home	Buy Lease	Ppty Mgmt	Emp HH
14	5/8/2017	5/12/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

Other

Claim is Not a Supplemental

Select

FICA Refund

Cancel

? Help

Indicate if the claim is not a supplemental or select a previous claim.

Note: When the **Select Supplemental To** screen appears, every settlement previously processed against the selected travel order is **listed**. In addition, the various CIVPCS entitlements are **represented** by a **column**. If a check mark appears in the **box** in the entitlement **column**, that **indicates** that the previous payment involved that particular entitlement. In this example, a **check mark** appears in the **TQSE** box. The user may only process a **supplemental** settlement against the **TQSE** payment. New entitlements such as Miscellaneous Expense Allowance, Enroute, Real Estate Expenses, etc. cannot be added. If wanting to add a new entitlement, **click** on the **Claim is Not a Supplemental** button.

7. **Click** on the **entitlement** you wish to **process** a **supplemental** settlement against. When the desired settlement is highlighted, **click** on the **Select** button. The **Settlement Request** screen appears.

Note: At the **Suppl Reason** field, you must select the appropriate **reason** why the supplemental claim is being processed. **Click** on the **down arrow** and then **click** on the correct reason. This information is used to generate the **Reason for Supplemental** report required by DFAS.

8. At this screen, **click** on the **Entitlements** tab.
9. At the **Entitlements** tab, any previous entitlements processed against the selected travel order are **displayed** in the **Types of Entitlements Claimed** section. **Click** on the desired **entitlement** and then **click** the **View/Modify** button.
10. IATS will now **display** the input screens for the previously entered entitlement.
11. **Make** the required input **changes** to the previously entered entitlement.

Tip: If any **changes** are made to the **Itinerary**, be sure to **click** on the [Exceptions](#) button and click the Yes button to have IATS **recalculate** the daily meals or lodging and then **click** the **OK** button to proceed.

12. After making the required changes to the previously entered entitlement, **click** on the [Financial tab](#) and **modify** the **accounting** lines to reflect the **changes** to the entitlement.

Note: The accounting lines should **reflect** the **amount** due the traveler or due the US based upon the **changes** made with the **supplemental** settlement. It's a good idea to

review the **Calculations** tab before proceeding to the **Financial** tab to **determine** the **amount** due the member or due the US.

13. After **adjusting** the accounting lines, **add** any desired [remarks](#) and **finish** processing the **request**.

Supplementals for Partial Settlements

Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler** failed to **claim** an **expense** on the original **settlement**.

Regardless of the reason, a supplemental claim is normally **required** to **recalculate** the correct entitlement. The total **entitlement** from the previous **settlement** is **deducted** from the total **entitlement** calculated on the **supplemental** settlement. The **difference** is either **paid** to, or **collected** from the traveler.

Complete the following steps to "process" a Supplemental Request for Settlement for a Partial Settlement:

1. Select or [create a block](#) for processing.
2. At the **Request Selection** screen, **select** the desired request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** **Tab**. When the account information appears, **click** on **OK**. The **Traveler Order Selection** screen will appear.
4. At the Traveler Order Selection screen, any travel orders existing in the database for the selected traveler appear in the **Order** section.
5. **Ensure** that the order **number** associated with the original settlement is **selected**.
6. After selecting the order, the **Select Supplemental To:** screen appears.

Select Supplemental to:

Block No. PARTSUPP

JONES, DEVIN

TONO: PARTIAL

Claim No.	From Date	To Date	Amount	Type
25	3/13/2017	3/31/2017	\$1,065.15	

Other Full Claim Claim is Not a Supplemental Select Cancel ? Help

Indicate if the claim is not a supplemental or select a previous claim.

Note: When the **Select Supplemental To** screen appears, every settlement previously processed against the selected **Partial Settlement** travel order is **listed**.

Tip: If wanting to process a new settlement for a different trip, rather than process a supplemental, **click** on the **Claim is Not a Supplemental** button.

7. **Click** on the partial settlement you wish to **process** a **supplemental** settlement against. When the desired settlement is highlighted, **click** on the **Select** button. The **Settlement Request** screen appears.

Settlement Request - Block No: PARTSUPP - Request No: NEW

JONES, DEVIN: E7 TONO: PARTIAL

Request Type - Settlement

Type of Settlement: Supplemental to a Partial Type of Partial: Beginning Partial Suppl Reason: Trvr Generated

Types of Entitlements Claimed

Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	3/13/2017-3/31/2017	Validated Data

<Back Next> Daily Summary Cons. Comp. Show Calcs

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

Select reason Suppl was entered

Note: At the **Suppl Reason** field, you must **select** the appropriate **reason** why the supplemental claim is being processed. **Click** on the *down arrow* and then **click** on the correct reason. This information is used to generate the **Reason for Supplemental** report required by DFAS.

8. At this screen, **click** on the **Entitlements** tab.
9. At the **Entitlements** tab, the selected **partial settlement** processed against the selected travel order is **displayed** in the **Types of Entitlements Claimed** section. **Click** on the **View/Modify** button to continue.
10. At the **Trip** screen, **determine** whether the **Actual Itinerary** or the **Reimbursables** tab requires **modification** and **click** on the **appropriate** tab.
11. After clicking on the [Actual Itinerary](#) or the [Reimbursables](#) tab, **make** the necessary changes to the original entries.

Tip: If any **changes** are made to the **Itinerary**, be sure to **click** on the [Exceptions](#) button and click the **Yes** button to have IATS **recalculate** the daily meals or **lodging** and then **click** the **OK** button to proceed.

12. After making the required changes to the **Itinerary** and/or the **Reimbursables** tab, **click** on the [Financial](#) tab and **modify** the **accounting** lines to reflect the **changes** to the entitlement.

Note: The accounting lines should **reflect** the **amount** due the traveler or due the US based upon the **changes** made with the **supplemental** settlement. It's a good idea to **review** the **Calculations** tab before **proceeding** to the **Financial** tab to **determine** the **amount** due the member or due the US.

13. After **adjusting** the accounting lines, **add** any desired [remarks](#) and **finish** processing the **request**.

Processing Collections

About Collections

In order to **clear** a **suspense** item from the IATS suspense file, a **collection** of the **debt** is **required**. Collections can be processed through IATS using any of the following methods:

- [Deduct Collection from Request for Settlement](#)
- [Cash Collection Voucher](#)
- Payroll Deduction

List Items Ready for Collection

After the 1st collection letter is printed, IATS **establishes** a new **due date** based on the second suspense **parameter**. The second suspense parameter is (**# Days of Suspense until Collection Takes Place**). The **number** at this parameter is **added** to the **date** the **collection letter** was **printed** to determine the next due date. If the **debt** is **not settled** by this next **due date**, IATS generates a **Pay Adjustment Authorization** document that is used to have the debt **collected** from the traveler's **payroll**.

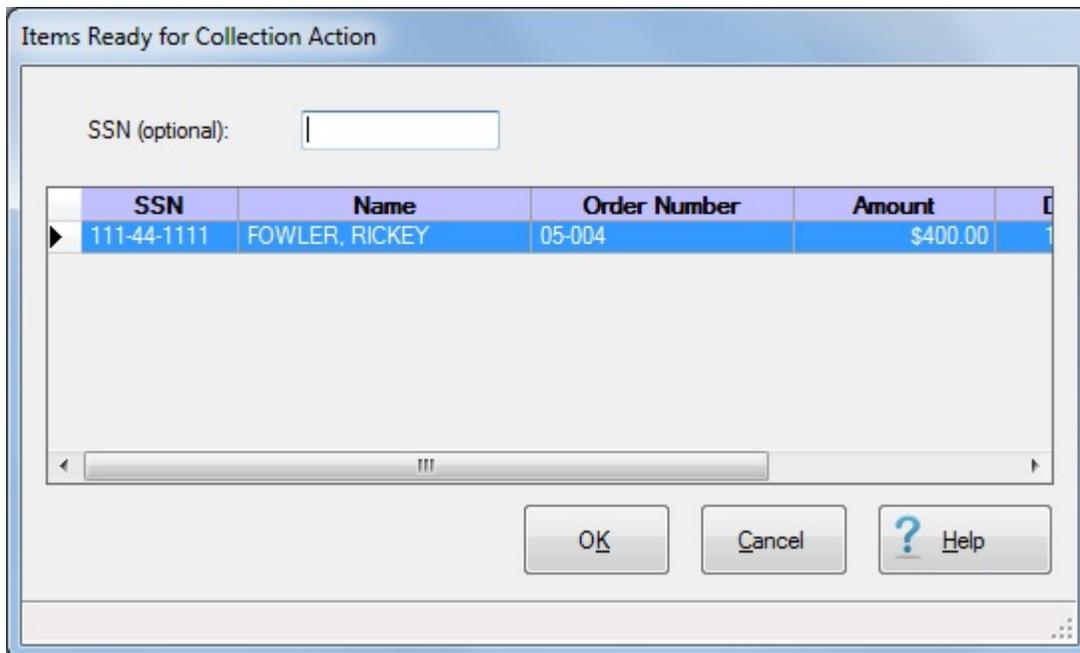
The suspense status, "**Accounts Ready for Collection Action**" is generated when a second collection **letter** was generated and the **due date** established by the second collection letter has **passed**. The account will **remain** in that status until the voucher examiner manually **generates** a collection voucher (**CV**) or a payroll deduction (**PD**) document.

The IATS feature "**List Items Ready for Collection**" allows you to **determine** the items that are **ready** for a payroll deduction collection and **generate** a **DD Form 1131** collection voucher document.

Note: If you wish to **generate** a **Pay Adjustment Authorization** document to have the debt collected from the traveler's **payroll**, this must be accomplished by the **System Administrator**. The System Administrator would select the **Debt Management** option and then select the **Update Suspense/Collections Letters** option. From the Update Suspense/Print Letters screen select the options [Reprint Collection Letter and Specific SSN and TO](#).

 **Complete the following steps to "list" the accounts in the status "Accounts Ready for Collection Action" and "generate" a DD Form 1131 Collection Voucher:**

1. At the **Examiner View** screen, **click** on the **Collections** button. A drop down **menu** appears offering several options.
2. **Click** on the **Ready for Collection** option. The **Items Ready for Collection Action** screen appears.



When this screen appears, all travel **accounts** in the status "**Accounts Ready for Collection Action**" are displayed.

Tip: If there are so many accounts in this status that they cannot all be **displayed**, you may **type** the traveler's **SSN** at the **SSN** field to determine whether the account is in the "**Accounts Ready for Collection Status**".

3. **Click** on the desired **name** you wish to generate a **PD** document for and then **click** on **OK**. The **Collections** screen will appear.

Collections - Enter a New Collection

SSN: 111441111 Name (Last, First): FOWLER, RICKEY TONO: 05-004

Collection Information

Start Date: 5/8/2017 End Date: 5/12/2017 Detail Date: 7/6/2017 Amount Outstanding: \$400.00

CV Type: CV Advance CV DOV #: 1234567 DOV Date: 7/6/2017 Status: Ready for collection Action

Advance Amount Outstanding:	\$400.00	Advance Amount Collected:	\$200.00
Accrual Amount Outstanding:	\$0.00	Accrual Amount Collected:	\$0.00

Remarks: Traveler can only afford \$200.00 at this time.

Other... Print / Save OK Cancel ? Help

4. **Click** in the **CV DOV#** field and **enter** the collection voucher DOV#.
5. **Click** in the **Advance Amount Collected** field and **type** the **amount** that should be collected.
6. **Click** in the **Remarks** text box and **enter** any desired remarks.
7. After entering the amount to be collected, **click** on the **Print / Save** button. The **Adobe Acrobat Reader** screen appears.
8. **Click** on the **Printer** Icon. The **Print** screen appears.
9. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
10. **Select** the number of copies you wish to print and **click** the **Print** button.
11. IATS **prints** the **DD Form 1131** (Collection Voucher).
12. If you are finished using the **Adobe Acrobat Reader** screen, **click** on the **red (X)** button at the top right corner of the screen to **return** to the **Examiner View** screen.

Deduct Collection from Settlement

Most **suspense** items are **liquidated** when a **Request for Settlement** is processed to off-set an **advance** payment. When the **settlement** is processed, the total entitlement for the travel is calculated and any **funds paid in advance** are **collected** back from the total entitlement. Anything remaining after collecting the advanced funds is paid to the traveler.

When collecting an advance through settlement processing, users must ensure the **advance** is **entered into** the IATS **database**. There are **three** ways advances are entered into IATS:

1. **Advances** processed using IATS result in the suspense item automatically updating the IATS database.
2. **Advances** are directly entered into a **disbursing system** and the **transaction is downloaded** to IATS.
3. **Advances** are manually entered through the **Accruals, Advances, & Transportation Requests** screen. This normally occurs when the office paying an advance **mails** a copy to the office responsible for the settlement.

 **Complete the following steps to "deduct" a collection from a settlement:**

1. When processing a Request for Settlement, **look** at **Block # 9** of the **DD1351-2** (Travel Voucher). **Travelers** are **responsible** for indicating advances received in Block # 9.
2. At the **Settlement Request** screen, **click** on the **Adv/Accr1** tab. If Block # 9 of the DD1351-2 indicates that an advance was received, **ensure** that this information **appears** at the **Adv/Accr1** tab.
3. If **Block # 9** of the **DD1351-2** indicates that an advance was received, but the information does not appear at the **Adv/Accr1** tab, **type** the **details** for the advance payment in the appropriate fields.

Settlement Request - Block No: 07001 - Request No: NEW

SMITH, MARK T. C. TONO: 06-001

Request Type - Settlement
 Type of Settlement: Final - First Submission

Remit To | **Adv/Accrl** | Entitlements | Calculations | Financial | Remarks

Locked	Date	Type	FY	Amount	DOV
<input checked="" type="checkbox"/>	05/01/2017	Advance	2017	\$500.00	11111111
<input type="checkbox"/>					

<Back | Next> | Delete

Receipts... | Other... | Auditor Remarks | SAVE | Cancel | ? Help

Review or enter advances against this claim

- After ensuring that the advance information is posted to the Adv/Accrl tab, **continue** processing the **Request for Settlement**. IATS will **deduct** the advance from the total entitlement of the settlement.

Create Cash Collection Voucher

Suspense items are often liquidated by **check, money order, or cash**. This commonly occurs when a settlement is processed and the total entitlement is less than the amount advanced. After the traveler **receives** the collection **letter** generated by IATS, the **amount** due the government is normally mailed to the finance office by the **traveler**. The traveler may also visit the finance office to pay the debt in cash.

- **Collection Vouchers:** Cash, checks and money orders must be processed by the disbursing office. The disbursing office prepares a **DD Form 1131**, and assigns a Collection Voucher (**CV**) number to the document.
- **Disbursing System Download:** Collection voucher transactions are passed from the disbursing system to IATS on a download. When IATS receives the CV# on a download, the CV# is **automatically posted** and **clears** the suspense item from the suspense report.
- **Rejected Downloads:** Sometimes the download rejects because of erroneous data. If the downloaded CV transactions **rejects**, the CV# is not posted and the suspense item **remains** on the suspense report until corrective action is taken.
- **Manual Posted Collection Vouchers:** When downloaded CV#'s **reject**, or when the disbursing process is **not automated**, users may post CV#'s **manually** to IATS.

 Complete the following steps to "manually post a CV#" and generate DD Form 1131:

1. At the **Examiner View** screen, **click** on the **Collections** button. A drop down **menu** appears offering several options.
2. **Click** on the **Collecting IATS Debt** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**.
4. After accessing the traveler's account, **click** the **OK** button, the **Suspense Record Selection** screen appears.

Suspense Record Selection

SMITH, MARK T

CV Travel Order Selection

Travel Order Nbr	Period Beginning	Period Ending	Open Obligation	Outstanding Bal	Date Pr
06-001	6/1/2017	6/5/2017	\$0.00	\$500.00	6/30/201

Other... OK Cancel ? Help

5. At this screen, **click** on the desired suspense **item**. When the correct **suspense item** is highlighted, click the **OK** button. The **Collections** screen appears.

6. At this screen, the **date** at the **Detail Date** field is automatically populated with the **current** date. **Press Tab** to continue, or **type a different** date if desired. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
7. At the **CV DOV #** field, **type** the **CV#** you wish to assign to this collection voucher and **press Tab**.
8. **DOV Date:** - The **date** at the **DOV Date** field is automatically populated with the **current** date. **Press Tab** to continue, or **type a different** date if desired. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
9. At the **Advance Amount Collected** field, **type** the **amount** to be collected and **press Tab**.

Note: The **entire** outstanding **amount** is not required to be collected all at once. If the entire **amount** is not collected with this collection voucher, IATS will hold the remaining amount open in the **suspense file**.

10. Click in the **Remarks** text box and **type** any desired remarks.
11. When **finished** typing the remarks, if applicable, **click** the **OK** button to save the entries or **click** on the **Print/Save** button to **print** the collection **voucher** and **save** the entries.

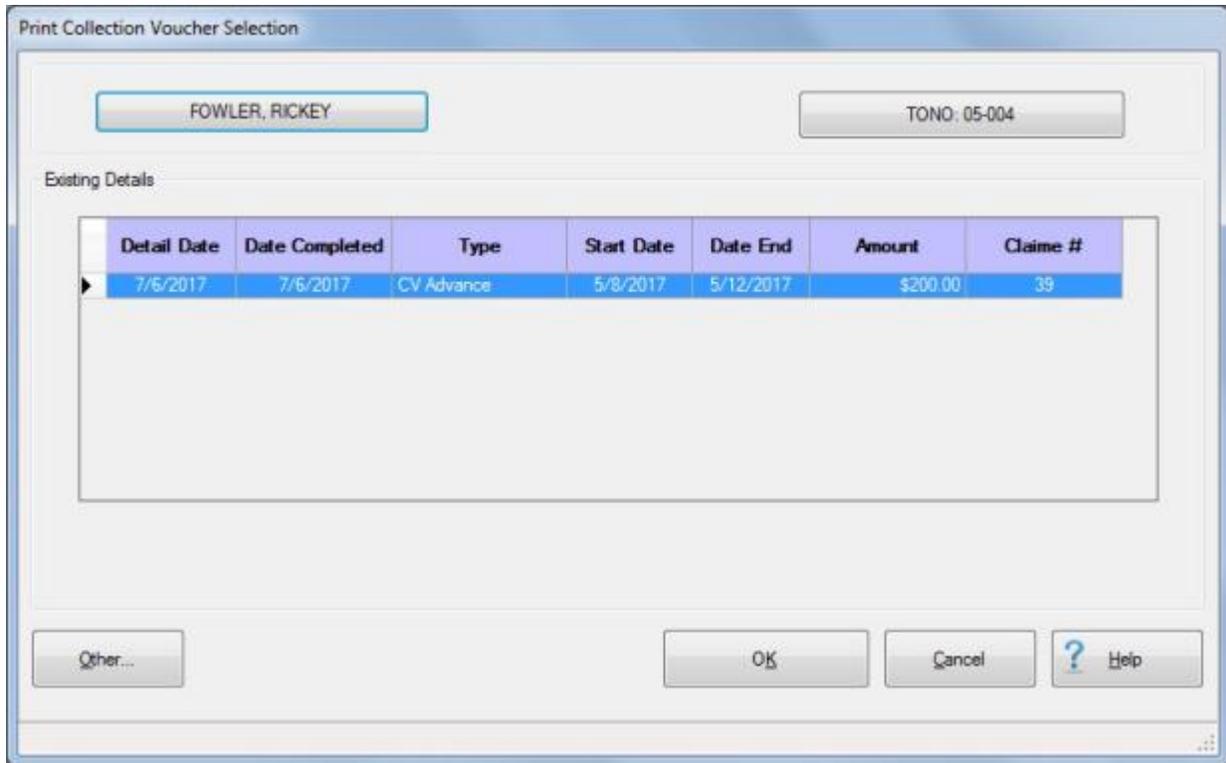
Printing Collection Vouchers

Suspense items are often liquidated by **check, money order, or cash**. This commonly occurs when a settlement is processed and the total entitlement is less than the amount advanced. After the traveler **receives** the collection **letter** generated by IATS, the **amount** due the government is normally mailed to the finance office by the **traveler**. The traveler may also visit the finance office to pay the debt in cash.

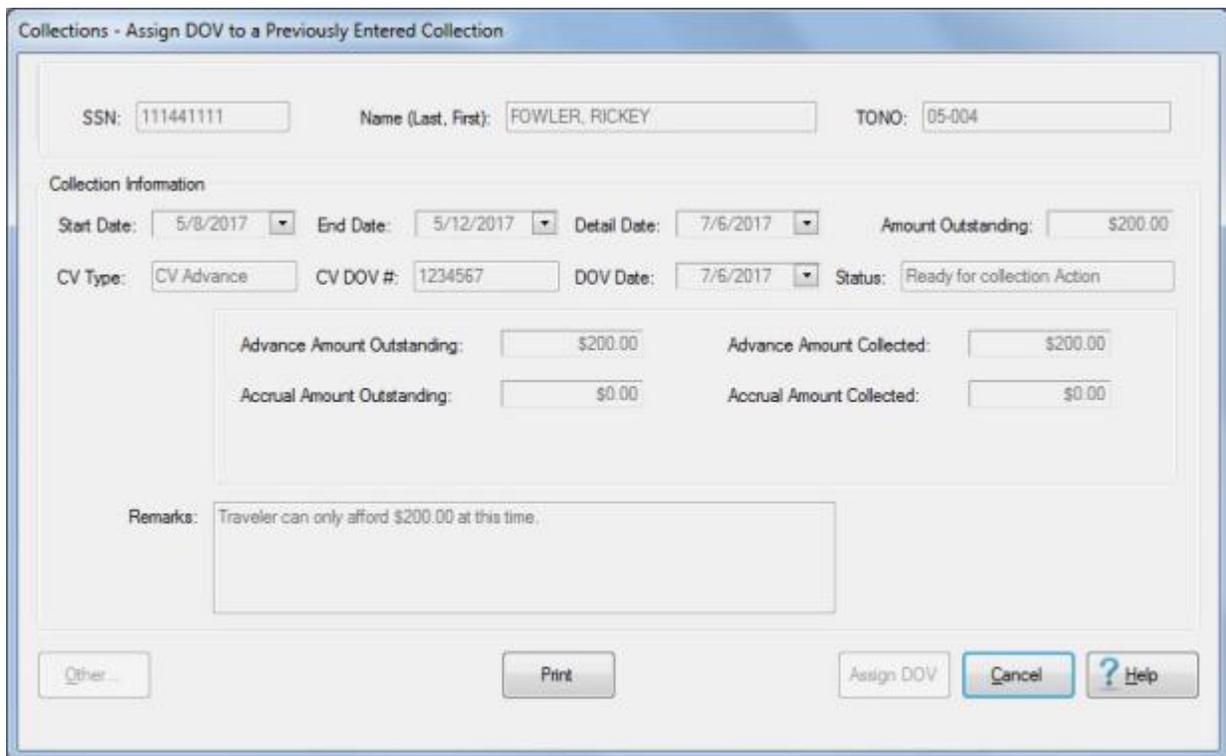
Cash, checks and money orders must be processed by the **disbursing** office. The disbursing office prepares a **DD Form 1131**, and assigns a Collection Voucher (**CV**) number to the document. IATS **produces** a computer facsimile of **DD Form 1131** that can be **printed** at the time the collection is posted to IATS or at a later time.

 **Complete the following steps to "print" a collection voucher:**

1. At the **Examiner View** screen, **click** on the **Collections** button. A drop down **menu** appears offering several options.
2. **Click** on the **Print Collection Voucher** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press Tab**.
4. After accessing the traveler's account, **click** the **OK** button, the **Travel Order Selection** screen appears.
5. At the **Travel Order Selection** screen, double click on the **travel order number associated** with the **collection voucher** or **click** on the order once and then **click** on the **OK** button. The **Print Collection Voucher Selection** screen appears.



- At this screen, **click** on the desired collection **item**. When the correct **item** is highlighted, click the **OK** button. The **Collections** screen appears.



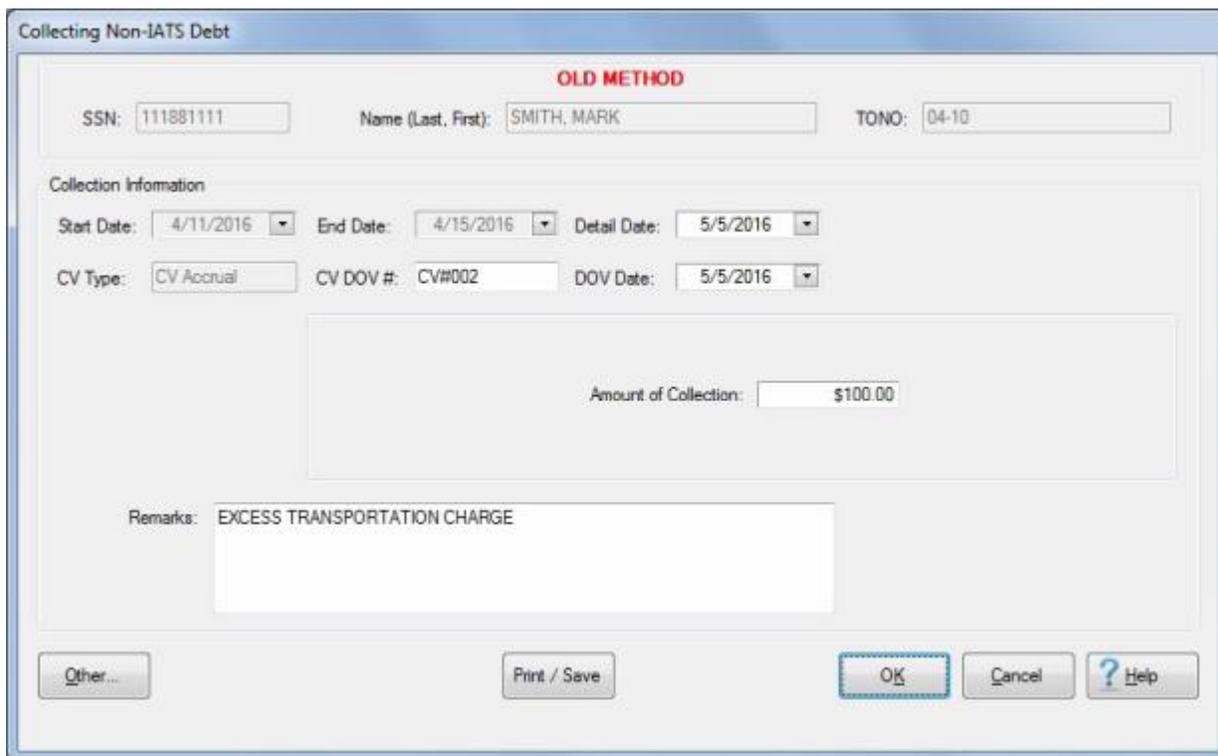
6. At this screen, **click** on the **Print** button. The **Adobe Acrobat Reader** screen appears.
7. **Click** on the **Printer** Icon. The **Print** screen appears.
8. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
9. **Select** the number of **copies** you wish to print and **click** the **Print** button.
10. IATS **prints** the **DD Form 1131** (Collection Voucher).
11. If you are finished using the **Adobe Acrobat Reader** screen, **click** on the **red (X)** button at the top right corner of the screen to **return** to the **Examiner View** screen.

Create Non-IATS Collection Voucher

This feature is for collecting debts that are not maintained in the IATS **database**. This would include **advances** processed at other stations, or for **excess transportation costs**. Typically this **feature** is used by **Air Force** customers, but may be used by any customer.

 Complete the following steps to "create" a Non-IATS collection voucher:

1. At the **Examiner View** screen, **click** on the **Collections** button. A drop down **menu** appears offering several options.
2. **Click** on the **Collecting Non-IATS Debt** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field. After the traveler's account information appears, **click** on **OK**. The **Travel Order Selection** screen appears.
4. At the **Travel Order Selection** screen, any existing travel orders in the IATS database appear below in the **Order** section.
5. **Click** on the **order number** associated with the collection item and then **click** the **OK** button. The **Collecting Non-IATS Debt** screen appears.



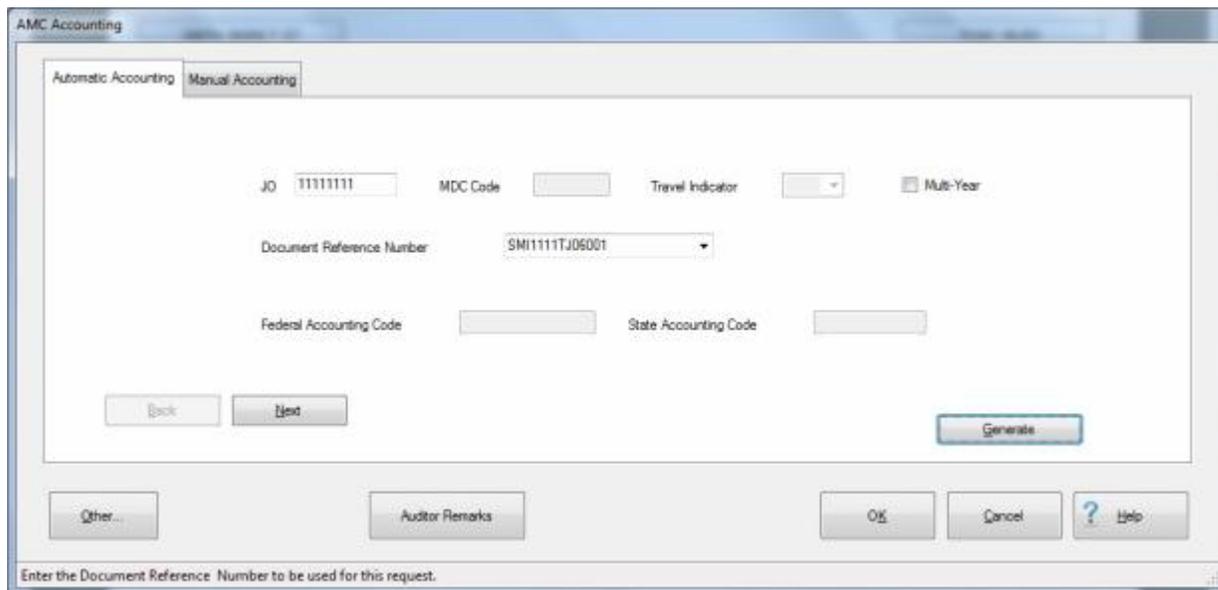
6. At this screen, the **date** at the **Detail Date** field is automatically populated with the **current** date. **Press Tab** to continue, or **type** a different date if desired.
7. At the **CV DOV #** field, **type** the **CV#** you wish to assign to this collection voucher and press **Tab**.

8. At the **Amount of Collection** field, **type** the **amount** to be collected and press *Tab*.
9. At the **Remarks** field, **type** any desired remarks.
10. **Click** the **OK** button to save the entries.
11. A *pop-up* **message** will appear indicating that a **CV#** has been **posted**.
12. **Click** on **OK** to finish.

AMC Accounting

AMC-Automatic Accounting

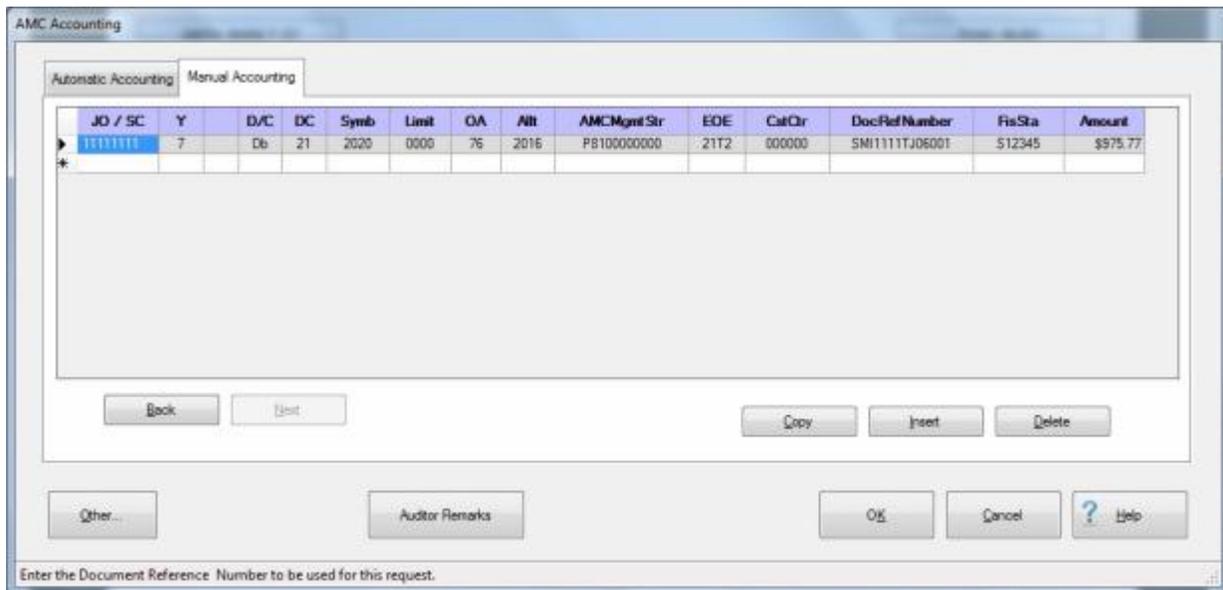
When the **AMC Accounting** screen appears, there are **two** possible **methods** for entering the accounting information; **Automatic** or **Manual**.



 Use the following steps to "complete" the Automatic Accounting tab:

1. If the **Automatic Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **JO**: If processing a **TDY** Request for Settlement, **type** the **Job Order** code associated with the travel order and then **press Tab**.
3. **MDC Code**: If processing a **MILPCS** Request for Settlement, **type** the **MDC Code** associated with the travel order and then **press Tab**.
4. **Travel Indicator**: Not used.
5. **Multi-Year**: **Click** in the **box** at this field if using an accounting line that involves **fiscal year** indicator (**X**). Funds appropriated to fiscal year X. Otherwise, **press Tab** to continue.
6. **Document Reference Number**: IATS automatically generates the Document Reference Number (**DRN**), which the accounting branch uses to track transactions related to this travel order. Ensure that the number generated by IATS matches the number on the travel order. Make any required changes or **press Tab** if correct.
7. **Federal Accounting Code**: If processing an **entitlement** that **requires** a **collection** of **Federal Withholding** taxes, **type** the **APC** code for the Federal Accounting **appropriation** and **press Tab** to continue.

8. **State Accounting Code:** If **processing** an **entitlement** that **requires** a **collection** of **State Withholding** taxes, **type** the **APC** code for the State Accounting **appropriation** and **press Tab** to continue.
9. After completing the required input fields, **click** on the **Generate** button. IATS automatically populates the accounting classification lines, **if** an **appropriation** matching the **APC Code** and **Fiscal Year**, was loaded into the **Accounting Table** in the **Maintenance** module.
10. After clicking on the **Generate** button as explained in step (9) above, the **Manual Accounting** tab appears **displaying** the **accounting** lines automatically generated by IATS.



11. **Review** the accounting lines for **accuracy**. If **changes** are necessary, **click** in the appropriate field and **type** the required change.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically **copy** the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press Tab** through the **Amount** field until the correct amount is **populated** at the new line.

12. When **satisfied** that the accounting lines are correct, **click** the **OK** button.

AMC-Manual Accounting

When the **AMC Accounting** screen appears, there are **two** possible **methods** for entering the accounting information; **Automatic** or **Manual**.

JO / SC	Y	D/C	DC	Symb	Limit	OA	Alt	AMCMgmt Str	EOE	CatClr	DocRef Number	FisSta	Amount
11111111	7	Db	21	2020	0000	76	2016	P810000000		000000		S12345	\$975.77

Use the following steps to "complete" the Manual Accounting tab:

1. If the **Manual Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **JO / SC**: At this field, **type** the **Job Order** code associated with the travel order and then **press Tab**.
3. **Y**: At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field is correct, **press Tab** to continue. If not, **click** on the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the keyboard to display more choices. When the correct year is shown, **click** on the desired **year** to make a selection and then **press Tab** to continue.

Note: After pressing **Tab** at the **Year** field, IATS will automatically populate most of the remaining fields if the **APC Code** and **FY indicator** match an accounting appropriation loaded into the **Accounting** table in the **Maintenance** module.

4. **D/C**: At this field, a drop down listing appears displaying the choices debit (**Db**) or credit (**Cr**). If the **correct** choice is already displayed in this field, **press Tab** to continue. If not, **click** on the **correct** choice and **press Tab**.
5. **DC**: If not already automatically populated, **type** the correct two digit code for the **Department Number** as shown on the travel order and **press Tab**.
6. **Symb**: If not already automatically populated, **type** the correct four digit code for the **Basic Symbol Number** as shown on the travel order and **press Tab**.

7. **OA:** If not already automatically populated, **type** the correct two digit code for the **Operating Agency** as shown on the travel order and **press Tab**.
8. **Allt:** If not already automatically populated, **type** the correct four digit code for the **Allotment Serial Code** as shown on the travel order and **press Tab**.
9. **AMCMgmtStr:** If not already automatically populated, **type** the correct **code** for the **AMC Management Structure Program Code** as shown on the travel order and **press Tab**.
10. **EOE:** At this field, a drop down listing appears displaying various choices for **Element of Expenses Codes** loaded into the **EOE** table in the **Maintenance** module. If the **default** value appearing at this field is correct, **press Tab** to continue. If not, **click** on the *Up/Dn arrows* or **press** the *Up/Dn arrows* on the keyboard to display more choices. When the correct code is shown, **click** on the desired code to make a selection and then **press Tab** to continue.
11. **CstCtr:** If not already automatically populated, **type** the correct six digit code for the **Cost Center Code** as shown on the travel order and **press Tab**.
12. **DocRefNumber:** IATS automatically generates the Document Reference Number (**DRN**), which the accounting branch uses to track transactions related to this travel order. Ensure that the number generated by IATS matches the number on the travel order. Make any required changes or **press Tab** if correct.
13. **FisSta:** If not already automatically populated, **type** the correct six digit code for the **Fiscal Station ID Code** as shown on the travel order and **press Tab**.
14. **Amount:** IATS automatically populates this field with the **total dollar amount** for the **debits** or **credits** depending on the code entered at the **D/C** field. If the correct amount is displayed, **press Tab**.
15. **Repeat** steps 2-15 above to **additional** accounting lines if necessary.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically copy the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press Tab** through the **Amount** field until the correct amount is **populated** at the new line.

16. When **finished** adding the required accounting lines, **click** the **OK** button.

Army Accounting

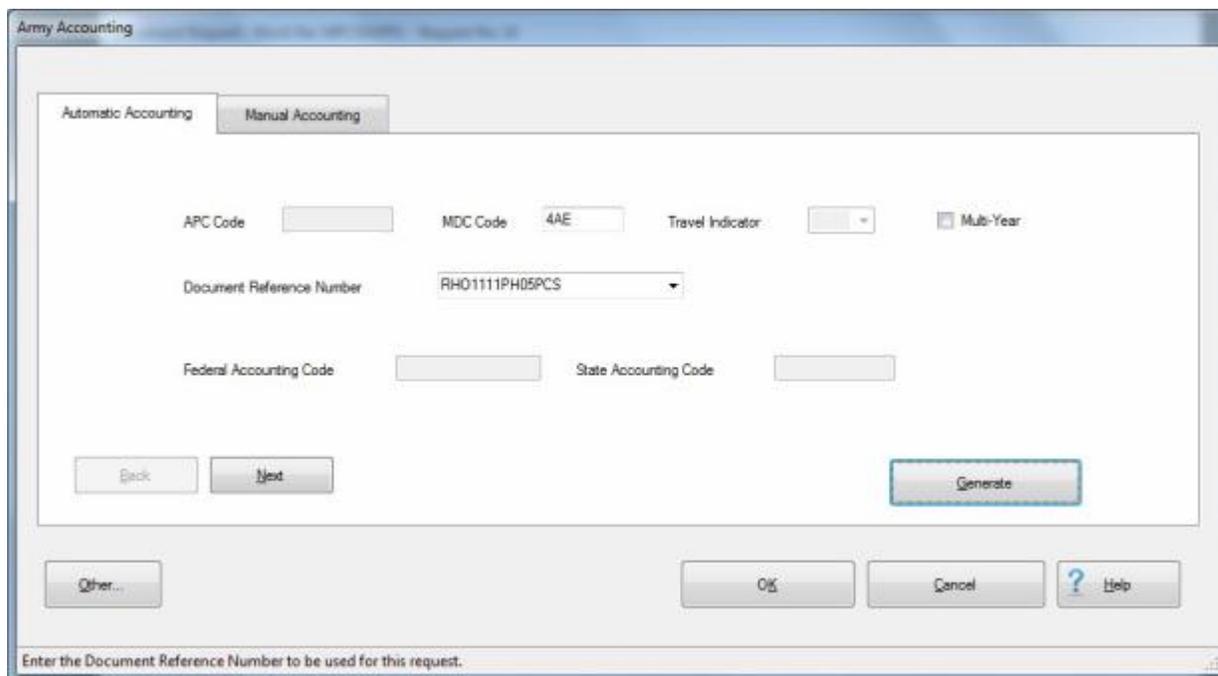
Army-Automatic Accounting

Beginning in **FY12** Army changed the way that member and dependent MALT and commercial transportation are to be handled regarding accounting. MALT and commercial transportation for both are now to be itemized separately from per diem, with each now on its own individual line of accounting (LOA).

On the Accounting screen for any Army MILPCS enroute settlement claim involving FY12 funds or later add **TI** (Travel Indicator) for **Member MALT (13)** or **Member Commercial Transportation (12)**, and change the **ArmyMgmtSTR** last 2 characters to either **12 Member MALT** or **30 for Member Commercial Transportation**.

For the Dependent add **TI** for **Dependent MALT (15)** or **Dependent Commercial Transportation (14)**, and change the **ArmyMgmtSTR** last 3 characters to either **B12 Dependent MALT** or **B30 for Dependent Commercial Transportation**.

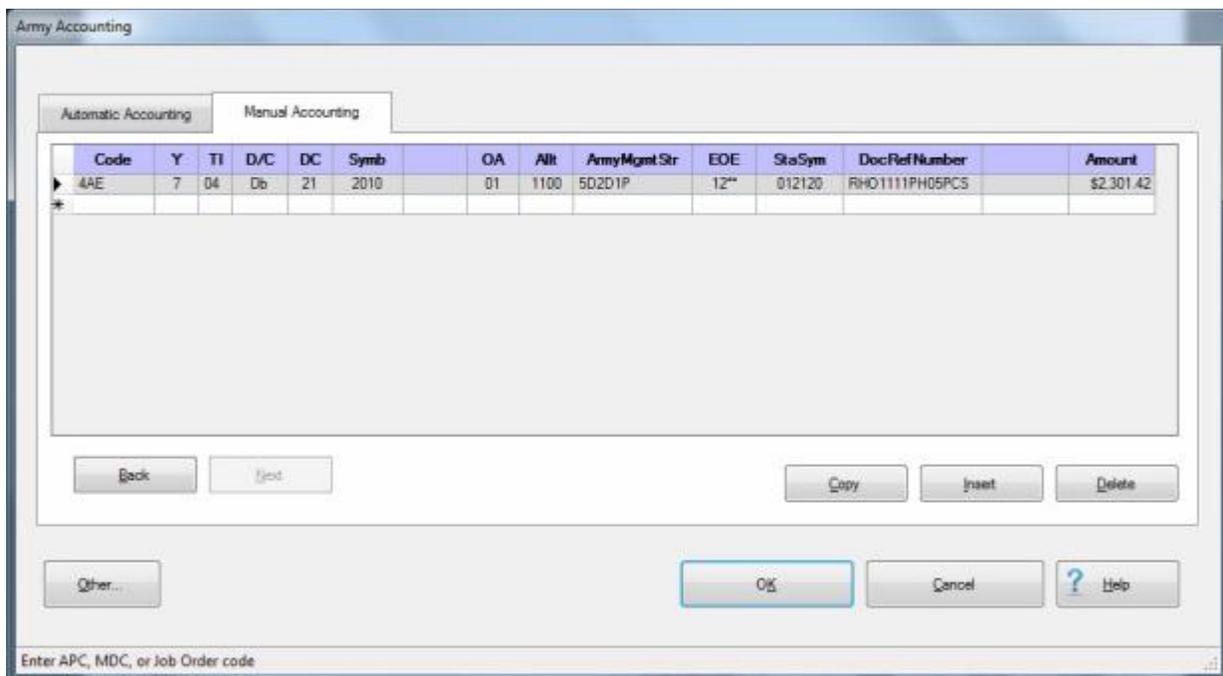
When the **Army Accounting** screen appears, there are **two possible methods** for entering the accounting information; **Automatic** or **Manual**.



 Use the following steps to "complete" the Automatic Accounting tab:

1. If the **Automatic Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **APC Code**: If processing a **TDY** Request for Settlement, **type** the **APC Code** associated with the travel order and then **press Tab**.

3. **MDC Code:** If processing a **MILPCS** Request for Settlement, **type** the **MDC Code** associated with the travel order and then **press Tab**.
4. **Travel Indicator:** Not used.
5. **Multi-Year:** **Click** in the **box** at this field **if** using an accounting line that involves **fiscal year** indicator (**X**). Funds appropriated to fiscal year X. Otherwise, **press Tab** to continue.
6. **Document Reference Number:** IATS automatically generates the Document Reference Number (**DRN**), which the accounting branch uses to track transactions related to this travel order. Ensure that the number generated by IATS matches the number on the travel order. Make any required changes or **press Tab** if correct.
7. **Federal Accounting Code:** **If processing** an **entitlement** that **requires a collection** of **Federal Withholding** taxes, **type** the **APC** code for the Federal Accounting **appropriation** and **press Tab** to continue.
8. **State Accounting Code:** **If processing** an **entitlement** that **requires a collection** of **State Withholding** taxes, **type** the **APC** code for the State Accounting **appropriation** and **press Tab** to continue.
9. After completing the required input fields, **click** on the **Generate** button. IATS automatically populates the accounting classification lines, **if** an **appropriation** matching the **APC Code** and **Fiscal Year**, was loaded into the **Accounting Table** in the **Maintenance** module.
10. After clicking on the **Generate** button as explained in step (9) above, the **Manual Accounting** tab appears **displaying** the **accounting** lines automatically generated by IATS.



11. **Review** the accounting lines for **accuracy**. If **changes** are necessary, **click** in the appropriate field and **type** the required change.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically **copy** the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press** *Tab* through the **Amount** field until the correct amount is **populated** at the new line.

12. When **satisfied** that the accounting lines are correct, **click** the **OK** button.

Army-Manual Accounting

Beginning in **FY12** Army changed the way that member and dependent MALT and commercial transportation are to be handled regarding accounting. MALT and commercial transportation for both are now to be itemized separately from per diem, with each now on its own individual line of accounting (LOA).

On the Accounting screen for any Army MILPCS enroute settlement claim involving FY12 funds or later add **TI** (Travel Indicator) for **Member MALT (13)** or **Member Commercial Transportation (12)**, and change the **ArmyMgmtSTR** last 2 characters to either **12 Member MALT** or **30 for Member Commercial Transportation**.

For the Dependent add **TI** for **Dependent MALT (15)** or **Dependent Commercial Transportation (14)**, and change the **ArmyMgmtSTR** last 3 characters to either **B12 Dependent MALT** or **B30 for Dependent Commercial Transportation**.

When the **Army Accounting** screen appears, there are **two** possible **methods** for entering the accounting information; **Automatic** or **Manual**.

Code	Y	TI	D/C	DC	Symb	OA	Alt	ArmyMgmtStr	EOE	StaSym	DocRefNumber	Amount
4AE	7	04	Db	21	2010	01	1100	5D2D1P	12**	012120	RHO1111PH05PCS	\$2,301.42

Use the following steps to "complete" the Manual Accounting tab:

1. If the **Manual Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **Code:** At this field, **type** the **APC or MDC Code** associated with the travel order and then **press Tab**.
3. **Y:** At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field is correct, **press Tab** to continue. If not, **click** on the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the keyboard to

display more choices. When the correct year is shown, **click** on the desired **year** to make a selection and then **press Tab** to continue.

Note: After pressing *Enter* at the **Year** field, IATS will automatically populate most of the remaining fields if the **APC or MDC Code** and **FY indicator** match an accounting appropriation loaded into the **Accounting** table in the **Maintenance** module.

4. **TI:** At this field, **type** the travel indicator code representing the entitlement the accounting line is reporting. For example; **01** = Member Travel or POV Pick-up or Drop-off, **02** = Dependent Travel, **04** = DLA, **08** = DITY, **09** = TLE, **12** = Member Commercial Transportation, **13** = Member MALT, **14** = Dependent Commercial Transportation, **15** = Dependent MALT,.
5. **D/C:** At this field, a drop down listing appears displaying the choices debit (**Db**) or credit (**Cr**). If the **correct** choice is already displayed in this field, **press Tab** to continue. If not, **click** on the **correct** choice and **press Tab**.
6. **DC:** If not already automatically populated, **type** the correct two digit code for the **Department Number** as shown on the travel order and **press Tab**.
7. **Symb:** If not already automatically populated, **type** the correct four digit code for the **Basic Symbol Number** as shown on the travel order and **press Tab**.
8. **Limit:** If not already automatically populated, **type** the correct four digit code for the **Limitations** as shown on the travel order and **press Tab**.
9. **OA:** If not already automatically populated, **type** the correct two digit code for the **Operating Agency** as shown on the travel order and **press Tab**.
10. **Allt:** If not already automatically populated, **type** the correct four digit code for the Allotment Serial Code as shown on the travel order and **press Tab**. For **MILPCS** accounting enter **1100**.
11. **ArmyMgmtStr:** If not already automatically populated, **type** the correct **code** for the **Army Management Structure Program Code** as shown on the travel order and **press Tab**. If necessary, **change** the last 2 characters to either **12** for **Member MALT** or **30** for **Member Commercial Transportation**. For **Dependent** travel **change** the last 3 characters to either **B12** for **Dependent MALT** or **B30** for **Dependent Commercial Transportation**.
12. **EOE:** At this field, a drop down listing appears displaying various choices for **Element of Expenses Codes** loaded into the **EOE** table in the **Maintenance** module. If the **default** value appearing at this field is correct, **press Tab** to continue. If not, **click** on the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the keyboard to display more choices. When the correct code is shown, **click** on the desired code to make a selection and then **press Tab** to continue.
13. **CstCtr:** If not already automatically populated, **type** the correct six digit code for the **Cost Center Code** as shown on the travel order and **press Tab**.
14. **DocRefNumber:** IATS automatically generates the Document Reference Number (**DRN**), which the accounting branch uses to track transactions related to this travel order. Ensure that the number generated by IATS matches the number on the travel order. Make any required changes or **press Tab** if correct.
15. **FisSta:** If not already automatically populated, **type** the correct six digit code for the **Fiscal Station ID Code** as shown on the travel order and **press Tab**.

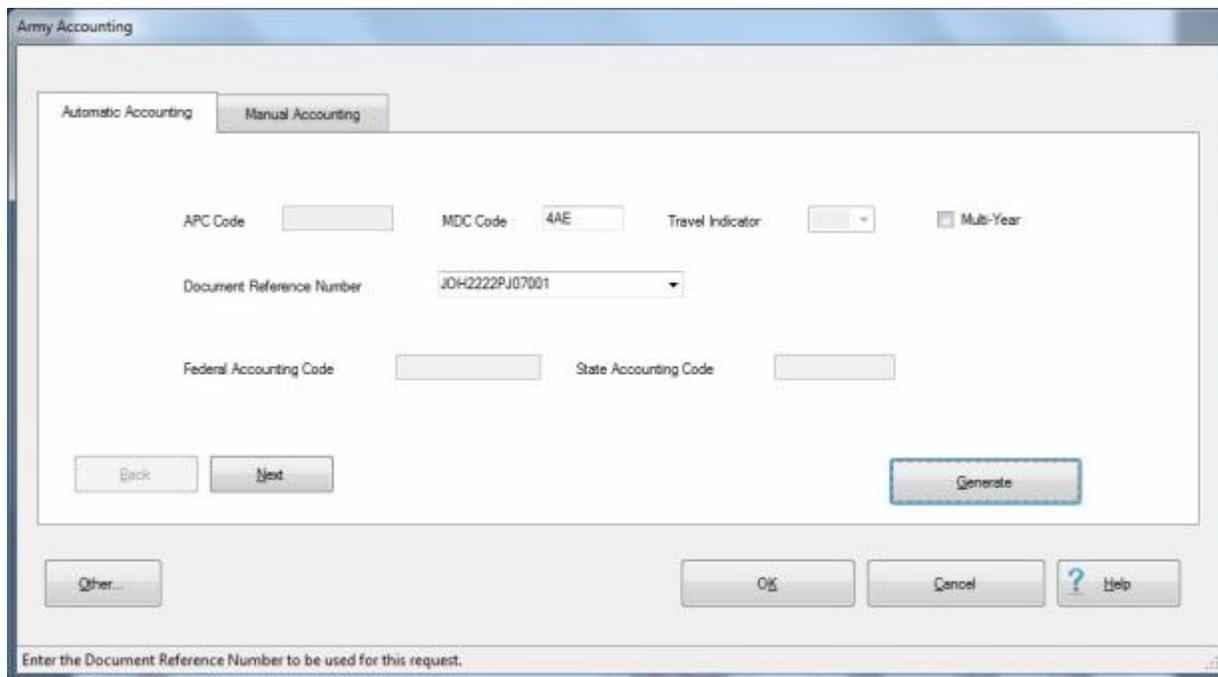
16. **Amount:** IATS automatically populates this field with the **total dollar amount** for the **debits** or **credits** depending on the code entered at the **D/C** field. If the correct amount is displayed, press *Tab*.
17. **Repeat** steps **2-16** above to **additional** accounting lines if necessary.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically copy the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press** *Tab* through the **Amount** field until the correct amount is **populated** at the new line.

18. When **finished** adding the required accounting lines, **click** the **OK** button.

Army MILPCS Advance Accounting

When the **Army Accounting** screen appears, the **Automatic Accounting** tab is in focus when you are processing MILPCS travel advances.



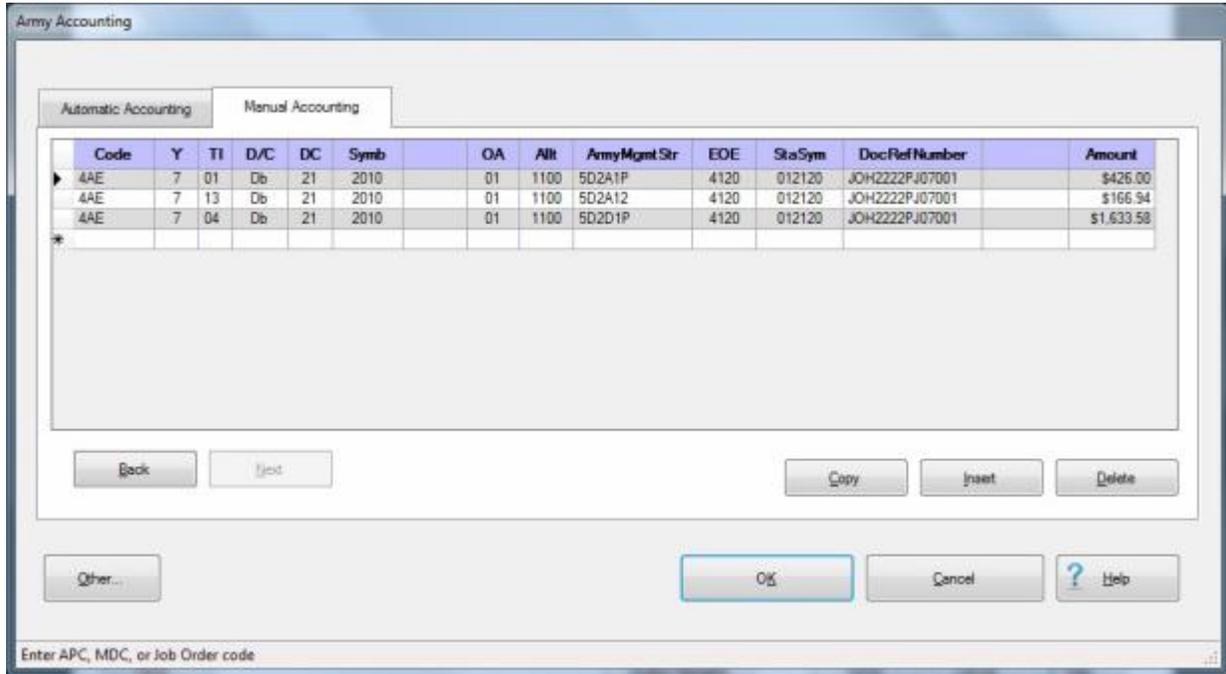
The screenshot shows the 'Army Accounting' window with the 'Automatic Accounting' tab selected. The 'Manual Accounting' tab is also visible. The form contains the following fields and controls:

- APC Code: [Empty text box]
- MDC Code: 4AE
- Travel Indicator: [Dropdown menu]
- Multi-Year:
- Document Reference Number: J0H2222PJ07001
- Federal Accounting Code: [Empty text box]
- State Accounting Code: [Empty text box]
- Buttons: Back, Next, Generate, Other..., OK, Cancel, Help
- Status bar: Enter the Document Reference Number to be used for this request.

 Use the following steps to "complete" the Automatic Accounting tab:

1. **APC Code:** If processing a **MILPCS** travel **Advance** that also involves **TDY** enroute, **type** the **APC Code** associated with the travel order and then **press Tab**.
2. **MDC Code:** If processing a **MILPCS** Request for Advance, **type** the **MDC Code** associated with the travel order and then **press Tab**.
3. **Travel Indicator:** Not used.
4. **Multi-Year:** **Click** in the **box** at this field if using an accounting line that involves **fiscal year** indicator (**X**). Funds appropriated to fiscal year X. Otherwise, **press Tab** to continue.
5. **Document Reference Number:** IATS automatically generates the Document Reference Number (**DRN**), which the accounting branch uses to track transactions related to this travel order. Ensure that the number generated by IATS matches the number on the travel order. Make any required changes or **press Tab** if correct.
6. **Federal Accounting Code:** If processing an **entitlement** that **requires** a **collection** of **Federal Withholding** taxes, **type** the **APC** code for the Federal Accounting **appropriation** and **press Tab** to continue.
7. **State Accounting Code:** If processing an **entitlement** that **requires** a **collection** of **State Withholding** taxes, **type** the **APC** code for the State Accounting **appropriation** and **press Tab** to continue.

- After completing the required input fields, **click** on the **Generate** button. IATS automatically populates the accounting classification lines, if an **appropriation** matching the **APC Code** and **Fiscal Year**, was loaded into the **Accounting Table** in the **Maintenance** module. IATS will then display the **Manual Accounting** tab with the auto generated line(s) of accounting.



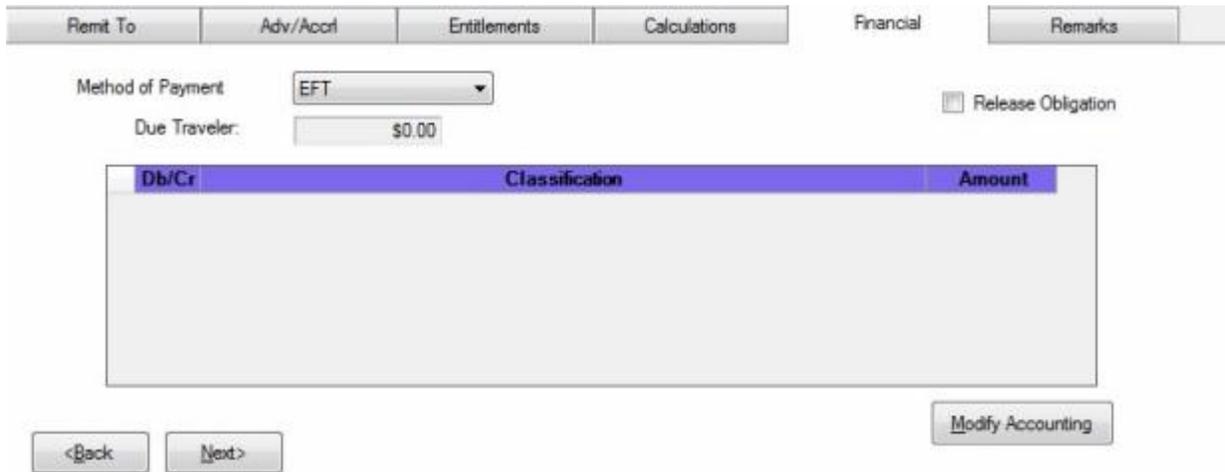
- If any **changes** to the displayed accounting line(s) need to be made, **click** in the desired field and **type** the appropriate change.
- When **satisfied** that the accounting line(s) are correct, **click** the **OK** button.

DLA Accounting

APC Code Validation

When the **Pre-validate Accounting** option is **activated** in the Maintenance module, the **"Financial"** tab will be in focus when the **"Settlement or Advance Request"** screen is displayed. The purpose for this is to **validate** that the **accounting appropriation** associated with the claim being processed is **loaded** into the **accounting table**.

 Use the following steps to "validate" the APC code using the Automatic Accounting screen:



The screenshot shows a software interface with several tabs: 'Remit To', 'Adv/Accr', 'Entitlements', 'Calculations', 'Financial' (selected), and 'Remarks'. Below the tabs, there are input fields for 'Method of Payment' (set to 'EFT'), 'Due Traveler' (set to '\$0.00'), and a checkbox for 'Release Obligation'. A table with three columns is displayed: 'Db/Cr', 'Classification', and 'Amount'. At the bottom, there are buttons for '<Back', 'Next>', and 'Modify Accounting'.

1. To validate that the accounting appropriation associated with the claim being processed is loaded into the accounting table, first you would **click** on the **Modify Accounting** button. The **Automatic Accounting** screen appears next (depending on the customer type). For some customers, the **Manual Accounting** screen will appear.

DLA Accounting

Automatic Accounting Manual Accounting

APC Code MDC Code Travel Indicator Multi-Year

Document Reference Number

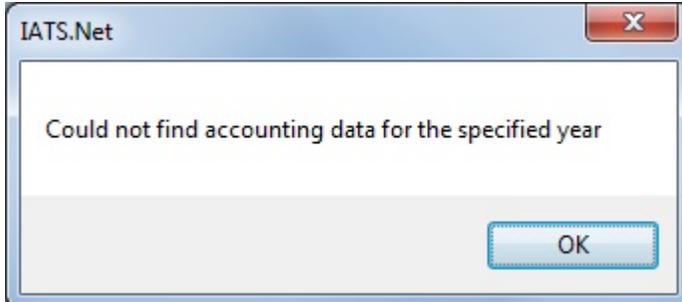
Federal Accounting Code State Accounting Code

Back Next Generate

Other... Auditor Remarks OK Cancel ? Help

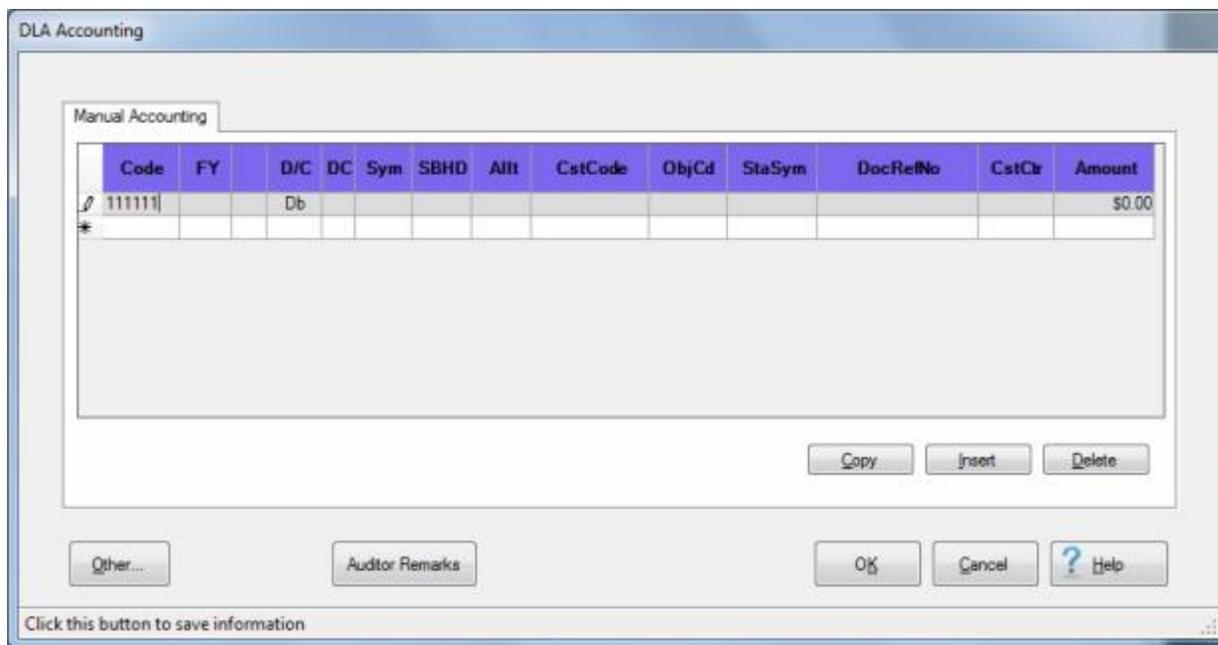
Enter the APC Code to be used for this request

2. On the **Automatic Accounting** screen, **enter the APC Code** for the accounting appropriation you wish to validate at the **APC Code** field.
3. **Click** on the **Generate** button. The following message will **appear** if the accounting appropriation for the APC Code you entered does not exist in the database.

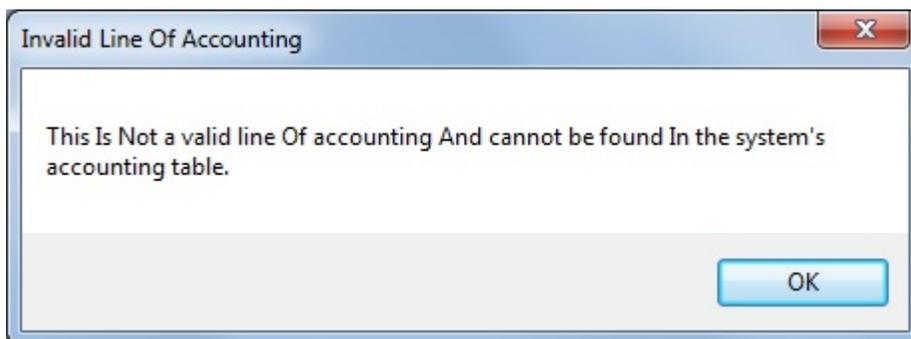


4. If this message appears, the accounting **appropriation** should be added to the **Accounting Classifications** table in **Maintenance** before you begin processing the claim.

Use the following steps to "validate" the APC code using the Manual Accounting screen:



2. At the **APC Code** field, you would **type** the **APC Code** as shown in the accounting citation at on the travel orders attached to the claim and **press Tab**.
3. Continue entering all of the appropriate information into each of the remaining accounting fields.
4. After you have finished entering the CstCtr data, click on the OK button.
5. The following message will **appear** if the accounting appropriation for the APC Code you entered does not exist in the database.



6. If this message appears, the accounting **appropriation** should be added to the **Accounting Classifications** table in **Maintenance** before you begin processing the claim.
7. If the APC Code you entered is **loaded** into the accounting table, IATS will display the complete accounting appropriation on the **Manual Accounting** tab. The **Amount** field will display **zero**, however, since the **computation** has not been performed yet.

DLA Accounting

Manual Accounting

Code	Y	D/C	DC	Symb	DA	All	ArmyMgmtStr	EOE	StaSym	DocRefNumber	CstCtr	Amount
111111	7	Db	21	2020	01	A2016	P810000	2111	S12345	22334455667788	123456	\$0.00
*												

Copy Insert Delete

Other... Auditor Remarks OK Cancel ? Help

Enter APC, MDC, or Job Order Code

8. When you are **satisfied** that the accounting line is correct, **click** on the **OK** button and IATS will return to the **Financial** tab with the accounting line displayed.
9. **Click** on the **Entitlements** tab to continue processing the claim.

Tip: If the accounting appropriation must be added to the accounting table, you must **cancel** out of the claim, **exit** IATS, and then **re-start** the claim after the accounting appropriation has been **added** to the accounting table.

DLA-Automatic Accounting

When the **DLA Accounting** screen appears, there are **two** possible **methods** for entering the accounting information; **Automatic** or **Manual**.

Use the following steps to "complete" the Automatic Accounting tab:

1. If the **Automatic Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **APC Code:** If processing a **TDY** Request for Settlement, **type** the **APC Code** associated with the travel order and then **press Tab**.
3. **MDC Code:** If processing a **MILPCS** Request for Settlement, **type** the **MDC Code** associated with the travel order and then **press Tab**.
4. **Travel Indicator:** Not used.
5. **Multi-Year:** **Click** in the **box** at this field if using an accounting line that involves **fiscal year** indicator (**X**). Funds appropriated to fiscal year X. Otherwise, **press Tab** to continue.
6. **Document Reference Number:** IATS Users must manually enter the Document Reference Number for **TDY** travel. **Click** in the **Document Reference Number** field and **enter** the desired number. **Press Tab** to continue.
7. **Federal Accounting Code:** If processing an **entitlement** that **requires a collection of Federal Withholding** taxes, **type** the **APC** code for the Federal Accounting **appropriation** and **press Tab** to continue.
8. **State Accounting Code:** If processing an **entitlement** that **requires a collection of State Withholding** taxes, **type** the **APC** code for the State Accounting **appropriation** and **press Tab** to continue.
9. After completing the required input fields, **click** on the **Generate** button. IATS automatically populates the accounting classification lines, if an **appropriation**

matching the **APC Code** and **Fiscal Year**, was loaded into the **Accounting Table** in the **Maintenance** module.

10. After clicking on the **Generate** button as explained in step (9) above, the **Manual Accounting** tab appears **displaying** the **accounting lines** automatically generated by IATS.

The screenshot shows the 'DLA Accounting' window with the 'Manual Accounting' tab selected. The window contains a table with the following columns: Code, Y, D/C, DC, Symb, OA, Allt, ArmyMgmtStr, EOE, StaSym, DocRefNumber, CatCtr, and Amount. The first row of data is highlighted in blue and contains the following values: Code: 111111, Y: 7, D/C: Db, DC: 21, Symb: 2020, OA: 76, Allt: 02016, ArmyMgmtStr: P810000, EOE: 2111, StaSym: S12345, DocRefNumber: 1111111111111111, CatCtr: 000000, and Amount: \$1,004.14. Below the table are several buttons: 'Back', 'Next', 'Copy', 'Insert', 'Delete', 'Other...', 'Auditor Remarks', 'OK', 'Cancel', and 'Help'. At the bottom of the window, there is a text input field with the placeholder text 'Enter APC, MDC, or Job Order Code'.

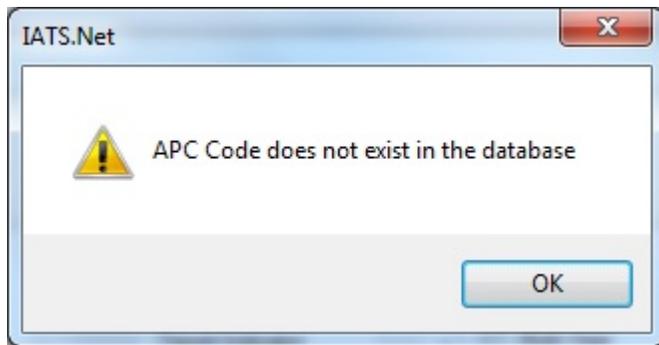
Code	Y	D/C	DC	Symb	OA	Allt	ArmyMgmtStr	EOE	StaSym	DocRefNumber	CatCtr	Amount
111111	7	Db	21	2020	76	02016	P810000	2111	S12345	1111111111111111	000000	\$1,004.14
*												

11. **Review** the accounting lines for **accuracy**. If **changes** are necessary, **click** in the appropriate field and **type** the required change.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically **copy** the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press Tab** through the **Amount** field until the correct amount is **populated** at the new line.

12. When **satisfied** that the accounting lines are correct, **click** the **OK** button.

Note: If the APC Code entered at the DLA Accounting Automatic screen is invalid, a pop-up message will appear after you click on **Generate**. You would **click** on **OK** to continue and ask your supervisor to have the accounting citation added to the accounting table.



Tip: If the accounting citation must be added to the accounting table, you must **cancel** out of the claim, **exit** IATS, and then **re-start** the claim after the accounting citation has been added to the accounting table.

DLA-Manual Accounting

When the **DLA Accounting** screen appears, there are **two** possible **methods** for entering the accounting information; **Automatic** or **Manual**.

Use the following steps to "complete" the Manual Accounting tab:

1. If the **Manual Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **Code:** At this field, **type** the **APC Code** associated with the travel order and then **press Tab**.
3. **Y:** At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field is correct, **press Tab** to continue. If not, **click** on the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the keyboard to display more choices. When the correct year is shown, **click** on the desired **year** to make a selection and then **press Tab** to continue.

Note: After pressing **Tab** at the **Year** field, IATS will automatically populate most of the remaining fields if the **APC Code** and **FY indicator** match an accounting appropriation loaded into the **Accounting** table in the **Maintenance** module.

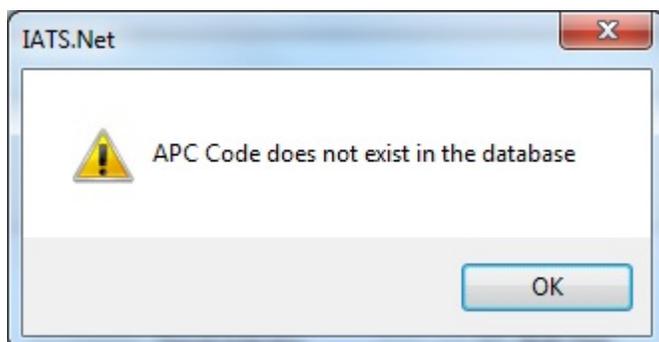
4. **D/C:** At this field, a drop down listing appears displaying the choices debit (**Db**) or credit (**Cr**). If the **correct** choice is already displayed in this field, **press Tab** to continue. If not, **click** on the **correct** choice and **press Tab**.
5. **DC:** If not already automatically populated, **type** the correct two digit code for the **Department Number** as shown on the travel order and **press Tab**.
6. **Symb:** If not already automatically populated, **type** the correct four digit code for the **Basic Symbol Number** as shown on the travel order and **press Tab**.

7. **OA:** If not already automatically populated, **type** the correct two digit code for the **Operating Agency** as shown on the travel order and **press Tab**.
8. **Allt:** If not already automatically populated, **type** the correct four digit code for the **Allotment Serial Code** as shown on the travel order and **press Tab**.
9. **ArmyMgmtStr:** If not already automatically populated, **type** the correct **code** for the **Army Management Structure Program Code** as shown on the travel order and **press Tab**.
10. **EOE:** At this field, a drop down listing appears displaying various choices for **Element of Expenses Codes** loaded into the **EOE** table in the **Maintenance** module. If the **default** value appearing at this field is correct, **press Tab** to continue. If not, **click** on the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the keyboard to display more choices. When the correct code is shown, **click** on the desired code to make a selection and then **press Tab** to continue.
11. **StaSym:** If not already automatically populated, **type** the correct six digit code for the **Fiscal Station ID Code** as shown on the travel order and **press Tab**.
12. **DocRefNumber:** IATS Users must manually enter the Document Reference Number for **TDY** travel. **Click** in the **Document Reference Number** field and **enter** the desired number. **Press Tab** to continue.
13. **CstCtr:** If not already automatically populated, **type** the correct six digit code for the **Cost Center Code** as shown on the travel order and **press Tab**.
14. **Amount:** IATS automatically populates this field with the **total dollar amount** for the **debits** or **credits** depending on the code entered at the **D/C** field. If the correct amount is displayed, **press Tab**.
15. **Repeat** steps **2-14** above to **additional** accounting lines if necessary.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically copy the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press Tab** through the **Amount** field until the correct amount is **populated** at the new line.

16. When **finished** adding the required accounting lines, **click** the **OK** button.

Note: If the APC Code entered at the Manual DLA Accounting screen is invalid, a pop-up message will appear after you click on **OK**. You would **click** on **OK** to continue and ask your supervisor to have the accounting citation added to the accounting table.



Tip: If the accounting citation must be added to the accounting table, you must **cancel** out of the claim, **exit** IATS, and then **re-start** the claim after the accounting citation has been added to the accounting table.

Marines Accounting

Completing the Marines Accounting Screen

When the **Marines Accounting** screen appears, **Manual Accounting** is only one **method** for entering the accounting information.

Code	Yr	ACRN	DP	TC	APPR	SBHD	OC	BCN	SA	AAA	TTC	D/C	PAA	CTI
000016	6	AA	17		1106	3C1F	0121	39878	0	067443	2D	D	0MC111	US

Dbl click Row to view SLOA

Use the following steps to "complete" the Manual Accounting tab:

1. If the **Manual Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **Code:** At this field, **type** the **Accounting Code** associated with the travel order and then **press Tab**.

Note: After entering the **APC** and **pressing Tab**, the following accounting **fields** are automatically populated if the **APC** entered **matches** an **appropriation** loaded into the **Marine Accounting Classifications** table: (**DP**, **APPR**, **SBHD**, **BCN**, **SA**, and **AAA**).

3. **FY:** At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field is correct, **press Tab** to continue. If not, **click** on the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the keyboard to display more choices. When the correct year is shown, **click** on the desired **year** to make a selection and then **press Tab** to continue.
4. **ACRN:** At this field, **type** the **Accounting Classification Reference Number** associated with the travel order and then **press Tab**.
5. **DP:** If not already automatically populated, **type** the correct two digit code for the **Department** code as shown on the travel order and **press Tab**.

6. **TC:** If applicable, **type** the **Transfer Department** code as shown on the travel order and **press Tab**.

Note: After pressing *Tab* at the **TC** field, IATS will automatically populate most of the remaining fields if the **APC Code** and **FY indicator** match an accounting appropriation loaded into the **Accounting** table in the **Maintenance** module.

7. **OC:** At this field, **type** the **Object Class** code as shown on the travel order and **press Tab**. Following is a list of commonly used Object Class codes and their purpose:

- **0021:** - Travel
- **0012:** - DLA
- **0022:** - DITY
- **0011:** - Checkages and Taxes

8. **TTC:** At this field, a drop down listing appears displaying the **Transaction Type** codes **2D**, **1K**, **2E**, and **2F**. If the **correct** choice is already displayed in this field, **press Tab** to continue. If not, **click** on the **correct** choice and **press Tab**.

9. **Debit/Credit:** - At this field always select (**D**) when entering the accounting line for a positive amount, such as, the calculated amount of the entitlement(s). Always select (**C**) when the accounting line represents a collection of an advance, off-setting of a previously paid entitlement, or when reporting withholding taxes. **Leave** this field **blank** if the **TTC** is (**2I**).

10. **PAA:** At this field, **type** the **Property Accounting Activity** code as shown on the travel order and **press Tab**.

11. **CTRY:** The **Country** code, **US**, defaults to this field when the travel was **performed within CONUS**. In addition, a *drop down listing* of **Country** codes appears. If the correct code is not displayed at this field, **type** the correct two letter code or **click** on the *Up/Dn* arrow **buttons** to **scroll** through the list until the desired country name is highlighted. When the correct country name is highlighted, **click** on the **item** or **press Tab** to make a selection.

12. **Cost Code:** At this field, **type** the **Cost Code** as shown on the travel order and **press Tab**.

13. **Amount:** IATS automatically populates this field with the **total dollar amount** for the **debits** or **credits** depending on the code entered at the **D/C** field. If the correct amount is displayed, **press Tab**.

Note: For **PCS** travel, only the **amount** for the first accounting **line** is automatically populated. Users must manually enter the **amount** for each additional PCS accounting **line** added.

14. **Repeat** steps **2-12** above to **additional** accounting lines if necessary.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically **copy** the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press** *Tab* through the **Amount** field until the correct amount is **populated** at the new line.

15. When **finished** adding the required accounting lines, **click** the **OK** button.

Click on the **See Also** button below for additional **Help** topics pertaining to Marine Corps **accounting**.

Marines Advance Accounting

When processing an advance, the code **1K** indicates a travel **advance**. When **issuing** the advance payment, the **1K** is a **debit**. When **collecting** an **advance** on a settlement computation, however, the **1K** line is a **credit**.

The following example represents the correct accounting input for **issuing** a travel **advance**:

Marine Accounting

Manual Accounting

APC	FY	ACRN	DP	TC	APPR	SBHD	OC	BCN	SA	AAA	TTC	D/C	PAA	CTRY	Cost Code	Amount	SDN	
111111	2	44	17		2222	3333	00	4444	5	66666	1K	D	022222	US	222222222222	\$300.00	2222222222	
*																		

Buttons: Interest Acct, Copy, Insert, Delete, Other..., OK, Cancel, Help

Enter the SDN that corresponds to this line of accounting

Note: For **DITY** and **Separation** advances, use a **(2D)** Type Code. For **Retirement** advances, use a **(1K)** Type Code.

Click on the **See Also** button below for additional **Help** topics pertaining to Marine Corps **accounting**.

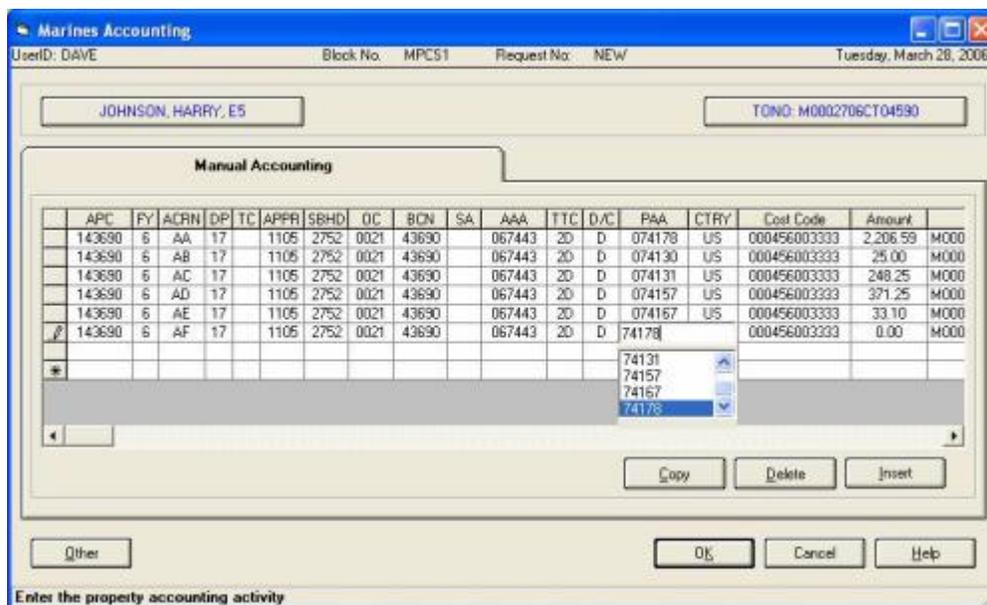
Marines MILPCS Accounting

When processing **MILPCS** travel settlements, the Line of Accounting (LOA) should appear automatically if the travel order was **obligated** in and **downloaded** from the accounting system. If the LOA is not present, then the first required input at the Marine's Accounting screen is the APC. **Click** in the **Code** field, **type** the applicable **Accounting Code** and **press Tab** to continue.

An example of **APC's** for active duty MILPCS travel settlements are listed below:

- **141690**: - Accession Travel
- **142690**: - Training Travel
- **143690**: - Operational Travel (Within CONUS)
- **144690**: - Rotational Travel (OCONUS)
- **145690**: - Separation Travel

Note: Beginning with (FY 09) and beyond, there is only one APC/LOA associated with active duty **MILPCS - APC 141690** (17*1105.2750 41690 067443).



When entering the **PAA** and **Cost Code** for **MILPCS** travel settlements, the following applies:

- For appropriation **1105** type (or select from the drop down list) the applicable **FAN** in the first five (5) **positions** of the PAA field. The system will **generate** one (1) **zero** preceding the **FAN** for appropriation **1105**. The **Cost Code** will display with the appropriate default system-generated value.
- If using appropriation **1108**, enter all zeros in the **PAA** field. then, select the appropriate **FAN** from the drop down list in the **Cost Code** field. IATS displays the **Reserve Pay Group** code in the first three (3) **positions** of the **cost code** field. IATS will then **populate** positions four through seven of the **cost code** field with four (4) **zeros**, followed by the **FAN**.

Click on the **See Also** button below for additional **Help** topics pertaining to Marine Corps **accounting**.

Marines CIVPCS Accounting

When processing **CIVPCS** travel settlements, the first required **input** at the **Marines Accounting** screen is the Accounting Code. **Click** in the **Code** field, **type** the applicable Accounting Code and **press** *Tab* to continue.

If the accounting **appropriation** for the accounting code entered exists in the IATS database, most of the fields of the accounting will be automatically populated as you *Tab* through each field.

You may need to refer to the travel order and manually populate some of the accounting fields.

The screenshot shows a window titled "Marine Accounting" with a sub-tab "Manual Accounting". It contains a table with the following data:

Code	Yr	ACRN	DP	TC	APPR	SBHD	OC	BCN	SA	AAA	TTC	D/C	PAA	CTRY	CostCode	Amount	St
A67400	9	AA	17		1106	27A0	0021	67400		067400	2D	D	0CA235	US	M674009CA235	\$62.98	M6740009
A67400	9	AA	17		1106	27A0	0021	67400		067400	2D	C	0CA235	US	M674009CA235	\$23.59	M6740009
*																	

At the bottom of the window, there are buttons for "Other...", "OK", "Cancel", and "? Help".

When entering the accounting lines, the following rules apply for **CIVPCS** travel:

- One or more (2D) **debit** lines are required for the **entitlements**.
- A (1K) **credit** line is required for the collection of the **advance**.
- One or more (2D) **credit** lines are required for the collection of the **withholding taxes**.

Click on the **See Also** button below for additional **Help** topics pertaining to Marine Corps **accounting**.

Marines Miscellaneous Accounting

The following examples represent some unique accounting situations that require special emphasis:

Line of Accounting (LOA) Downloaded from Accounting System

IATS will not allow you to **change** or **edit** any element of an LOA that has been **downloaded** from the accounting system. This includes all of the Treasury-level elements (FY, DP, APPR, SBHD, BCN, SA, and AAA). IATS will only let you **navigate** through the fields that you are allowed to enter/edit. This **prevents** users from **manipulating** a good LOA that has been **obligated** in the accounting system, which would cause a problem disbursement if allowed.

The screenshot shows a window titled 'Marines Accounting' with the following details: UserID: TISH, Block No. 09126006, Request No. NEW, and the date Tuesday, November 17, 2009. The window contains two buttons: 'LOGAN, AARON, E4' and 'TONO: M2017903FDTXSHFL'. Below these is a 'Manual Accounting' section with a table and several buttons.

APC	FY	ACRN	DP	TC	APPR	SBHD	OC	BCN	SA	AAA	TTC	D/C	PAA	CTRY	Cost Code	Amount
▶ 110309	9	AA	17		1106	27AD	20133			067443	20		OTXHFL		M2017903FDTXSHFL	
*																

Below the table are buttons for 'Copy', 'Delete', and 'Insert'. At the bottom of the window are buttons for 'Other', 'OK', 'Cancel', and 'Help'. A status bar at the bottom left says 'Enter the object class'.

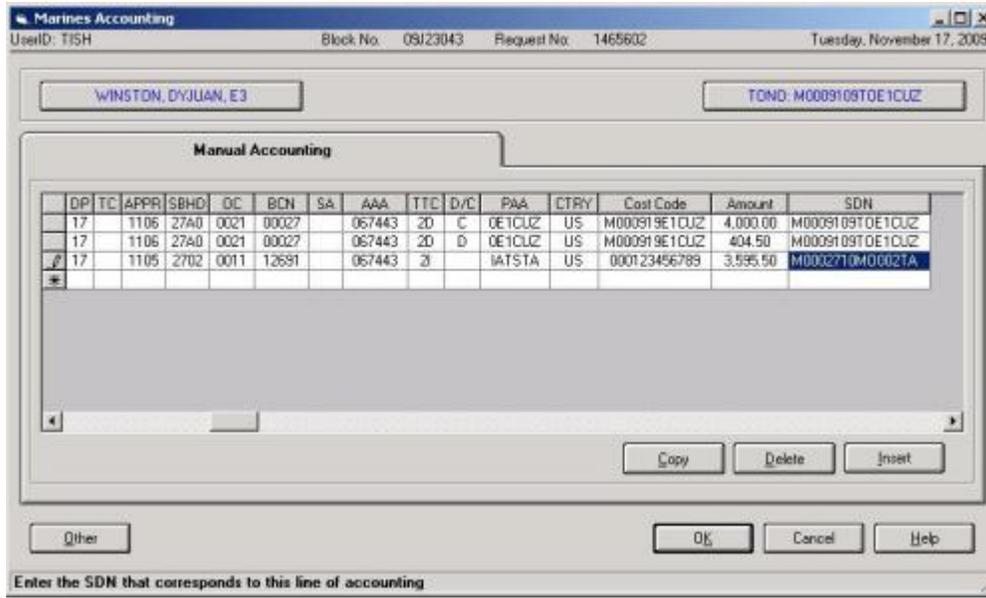
Checkage Accounting

The code **2I** is used to **offset** the **overpayment** when the settlement computation results in an amount **Due US**. This applies to **Marine Corps member** travel only.

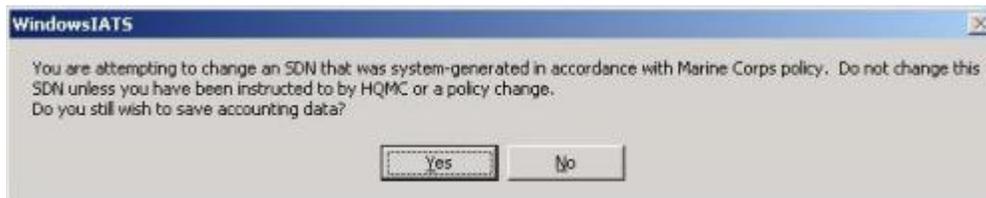
The **2I** line creates a **checkage** to the member's pay account. To **ensure** a checkage is generated, **verify** that the valid Marine Corps active duty (1105.2701, or 1105.2702), and/or reserve (1108) military pay **appropriation** is entered.

IATS will automatically populate the **SDN** field for the **2I** checkage LOA for active duty members, based on the APC entered.

IATS 7.2 User Guide



If you attempt to edit this system-generated **SDN** in any manner, you will get the error message below. IATS has been programmed to auto-populate the correct **SDN**. As a result, do **NOT** change the **SDN** unless there has been a policy change, which has not yet been programmed in IATS.



DITY Advance Accounting

When entering the accounting line for a **DITY advance**, (**both Local and PCS**), use **0022** for the **Object Class** and **2D** for **Transaction Type Code**.

APC	FY	ACRN	DP	TC	APPR	SBHD	DC	BCN	SA	AAA	TTC	D/C	PAA	CTRY	Cost Code	Amount
143690	3	AA	17	1105	2752	0022	43690			000027	2D	D	000000	US	000000074164	500.00

Buttons: Copy, Delete, Insert, Other, OK, Cancel, Help

Enter transfer department code

Local DITY Settlement Accounting

When entering the accounting lines for a **Local DITY Settlement**, the following rules apply:

- Use 0022 for the **Object Class** for the entitlement and advance lines
- Use 2D for **Transaction Type Code** for all of the accounting lines
- Use 0011 for the **Object Class** for the tax line

APC	FY	ACRN	DP	TC	APPR	SBHD	DC	BCN	SA	AAA	TTC	D/C	PAA	CTRY	Cost Code	Amount
F67386	3	AA	17	1106	2770	0022	67386			067443	2D	D	0MV014	US	M673863MV014	1,662.50
F67386	3	AB	17	1106	2770	0022	67386			067443	2D	C	0MV014	US	M673863MV014	500.00
112691	3	AA	17	1105	2702	0011	12691			000027	2D	C	000000	US	000000071130	313.88

Buttons: Copy, Delete, Insert, Other, OK, Cancel, Help

Enter transfer department code

Note: Do not process PCS DITY Settlements at the **local travel office**. Send them to **TVCB Albany, GA**.

Travel Settlement with a 2D Credit and 1K Credit

Due to a system limitation with IATS, specifically with Marine Corps accounting, you are not able to process both a 2D Credit and a 1K Credit on the same travel settlement. In those cases where both a 2D and 1K Credit LOA are required, the settlement will have to be split up into two different claims. For example, you could deduct the travel advance (1K Credit) on one travel settlement and then run the 2D Credit on the second settlement. This may result in a DUE US on each travel settlement, which is not a problem. Both pay checkages will process properly in MCTFS.

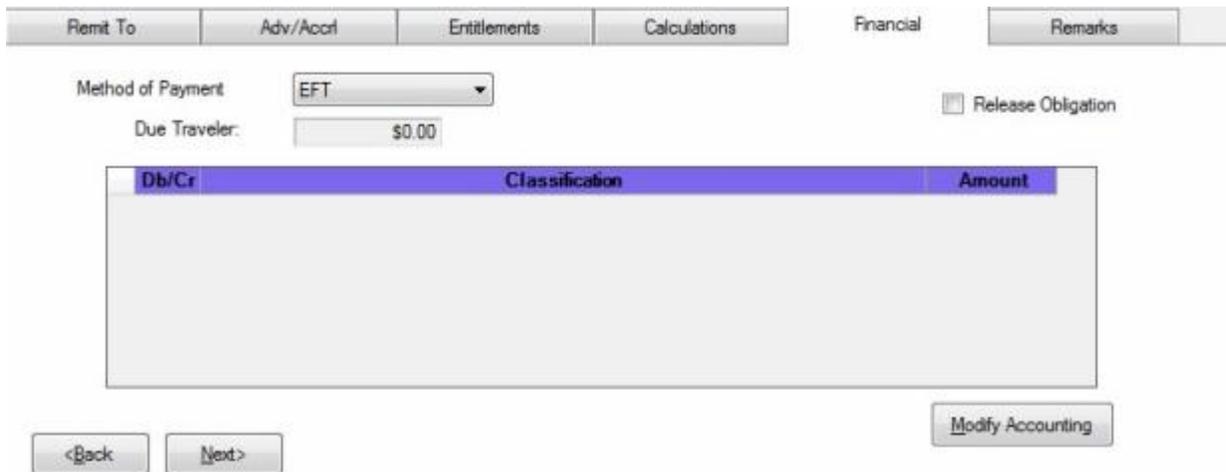
Click on the **See Also** button below for additional **Help** topics pertaining to Marine Corps **accounting**.

Navy Accounting

CMET Validation - TDY

When IATS is configured for **Navy** customers, the "**Financial**" tab will be in focus when the "**Settlement Request**" screen is displayed. The purpose for this is to **validate** that the **accounting appropriation** associated with the claim being processed is **loaded** into the **accounting table** (CMET). This table is located in the IATS Maintenance module.

 Use the following steps to "complete" CMET Validation process for a TDY claim:



The screenshot shows the "Financial" tab selected in the "Settlement Request" screen. The "Method of Payment" is set to "EFT" and "Due Traveler" is \$0.00. A "Release Obligation" checkbox is present. Below these fields is a table with three columns: "Db/Cr", "Classification", and "Amount". The table is currently empty. At the bottom right, there is a "Modify Accounting" button. At the bottom left, there are "<Back" and "Next>" buttons.

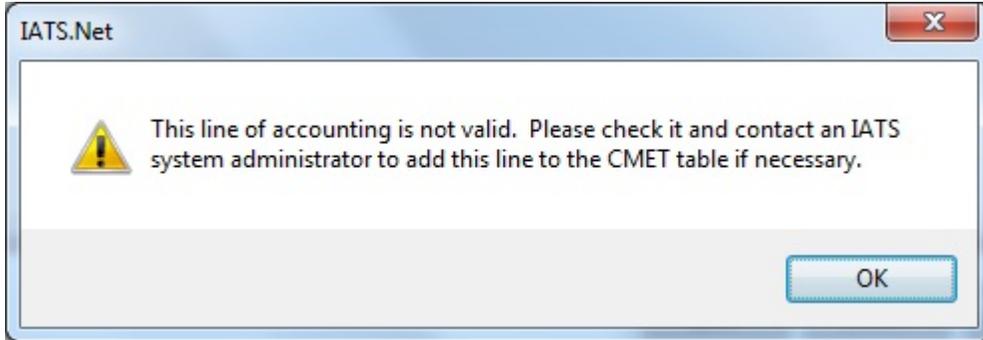
1. To validate that the accounting appropriation associated with the claim being processed is loaded into the CMET table, first you would **click** on the **Modify Accounting** button. The **Navy Accounting** screen appears next.

BCN	SbHd	AAA	ACRN	GA	Y	Appr	O/C	SA	TT	PAA/Tn	Cost Code	Amount
11111	2222	333333	AA	17		4444		5				

2. At the **BCN** field, you would type the Bureau Control Number (**BCN**) as shown in the accounting citation at **block 22** on the **DD Form 1614** attached to the claim and **press Tab**.
3. After entering the BCN and pressing "Tab" the "SbHd", "AAA", "GA", "Appr", and "SA" fields will be populated if a matching BCN is found in the CMET table. **Press** the **Tab** key until you arrive at the **ACRN** field.
4. **ACRN:** - At this field, **type** the correct **Accounting Classification Reference Number** associated with the travel order and then **press Tab**.
5. **GA:** - If not already automatically populated, **type** the correct **two digit code** for the **Gaining Agency** as shown on the travel order and **press Tab**.
6. **Y:** - At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field **is** correct, **press Tab** to continue. **If not, click** on the on the desired **year** to make a selection and then **press Tab** to continue.
7. **Appr:** - If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS **automatically populates** this field. **If not, type** the **APPR** code associated with the travel order and then **press Tab**.
8. **O/C:** - **Three zeros default** to this field. **If this is correct press Tab. If not, type** the correct **Object Class** code as shown on the travel order and **press Tab**.
9. **SA:** - **If** the default number is **correct press Tab. If not, type** the correct **Sub Allotment** code as shown on the travel order and **press Tab**.
10. **TT:** - The **Transaction Type** code **2D defaults** to this field. **Press Tab** to continue.
11. **PAA/Tn:** - At this field, **type** the **Property Accounting Activity** code as shown on the travel order and **press Tab**.
12. **Cost Code:** - At this field, **type** the **Cost Code** as shown on the travel order and **press Tab**.

- 13. **Amount:** - At the Amount field, the default value is 0.00 **press Tab** to continue.
- 14. After pressing **Tab** at the Amount field, IATS returns to the **BCN** field on the next accounting line. **Click** on **OK** to validate that the accounting citation exists in the CMET table.

Note: If the accounting citation entered at the Navy Accounting screen is invalid, a pop-up message will appear after you click on OK. The message will advise you to contact your **system administrator** to have the accounting citation added to the CMET table if necessary. You would click **OK** to continue.



Tip: If the accounting citation must be added to the CMET table, you must **cancel** out of the claim, **exit IATS**, and then **re-start** the claim after the accounting citation has been added to the CMET table.

- 15. If the accounting citation entered at the Navy Accounting screen is valid, IATS will return to the **Financial** tab after you click on OK.

Remit To	Adv/Accr	Entitlements	Calculations	Financial	Remarks
----------	----------	--------------	--------------	-----------	---------

Method of Payment: EFT Release Obligation

Due Traveler: \$0.00

Db/Cr	Classification	Amount
▶ Db	44 17 7 4444 2222 000 11111 5 333333 2D 555555 666666666666	\$0.00

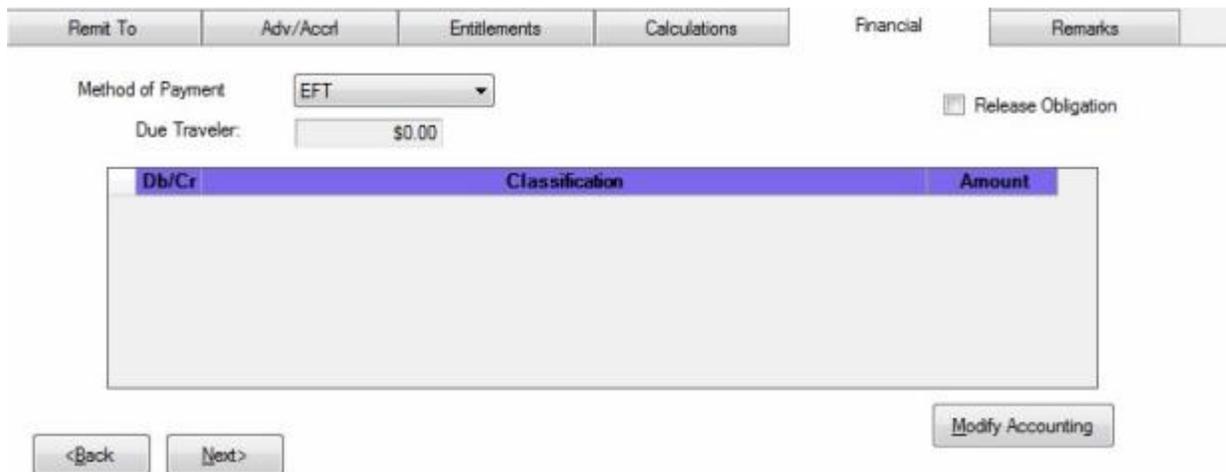
<Back
Next>
Modify Accounting

- 16. **Click** on the **Remit To** tab to continue processing the claim.

CMET Validation - CIVPCS

When IATS is configured for **Navy** customers, the "**Financial**" tab will be in focus when the "**Request for a Settlement Against an Order**" screen is displayed. The purpose for this is to **validate** that the **accounting appropriation** associated with the claim being processed is **loaded** into the **accounting table** (CMET). This table is located in the IATS Maintenance module.

 Use the following steps to "complete" CMET Validation process for a CIVPCS claim:



The screenshot shows a web application interface with several tabs: "Remit To", "Adv/Acct", "Entitlements", "Calculations", "Financial" (which is active), and "Remarks". Below the tabs, there are input fields for "Method of Payment" (set to "EFT") and "Due Traveler" (set to "\$0.00"). A checkbox labeled "Release Obligation" is also present. A table with three columns: "Db/Cr", "Classification", and "Amount" is displayed. At the bottom, there are buttons for "<Back", "Next>", and "Modify Accounting".

1. To validate that the accounting appropriation associated with the claim being processed is loaded into the CMET table, first you would **click** on the **Modify Accounting** button. The **Navy Accounting** screen appears next.

Navy Accounting

Manual Accounting

BCN	SbHd	AAA	ACRN	Db	Tx	GA	Y	Appr	O/C	SA	TT	PAA/Tn	Cost Code	Amount
11111	2222	333333				17		4444		5				
*														

Copy Insert Delete

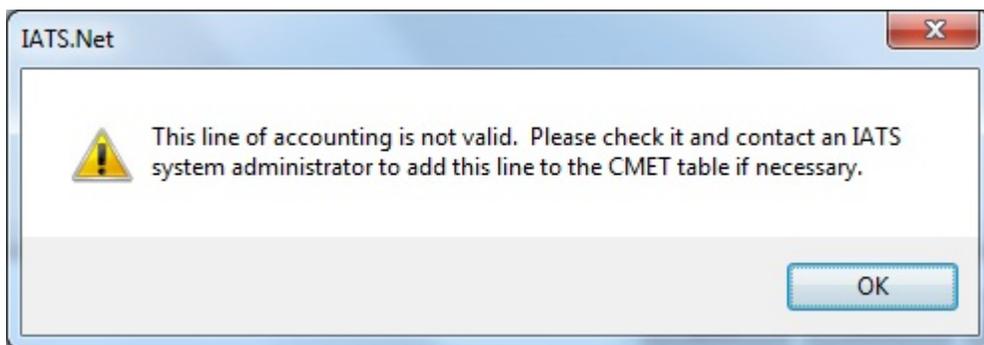
Other... Auditor Remarks OK Cancel ? Help

Enter Subheader Code

2. At the **BCN** field, you would type the Bureau Control Number (**BCN**) as shown in the accounting citation at **block 22** on the **DD Form 1614** attached to the claim and **press Tab**.
3. After entering the BCN and pressing "Tab" the "SbHd", "AAA", "GA", "Appr", and "SA" fields will be populated if a matching BCN is found in the CMET table. **Press** the **Tab** key until you arrive at the **ACRN** field.
4. **ACRN:** - At this field, **type** the correct **Accounting Classification Reference Number** associated with the travel order and then **press Tab**.
5. **Db:** - At this field, a **drop down listing** appears displaying **Db** (debit) and **Cr** (credit). **Db** will be **highlighted**. If this is correct, **press Tab** to continue. If not, **click on Cr** and then **press Tab**.
6. **Tx:** - At the "Tx" field, **press Tab**.
7. **GA:** - If not already automatically populated, **type** the correct **two digit code** for the **Gaining Agency** as shown on the travel order and **press Tab**.
8. **Y:** - At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field is correct, **press Tab** to continue. If not, **click on the** on the desired **year** to make a selection and then **press Tab** to continue.
9. **Appr:** - If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS automatically populates this field. If not, **type** the **APPR** code associated with the travel order and then **press Tab**.
10. **O/C:** - Three zeros default to this field. If this is correct **press Tab**. If not, **type** the correct **Object Class** code as shown on the travel order and **press Tab**.
11. **SA:** - The number **zero** defaults to this field. If this is correct **press Tab**. If not, **type** the correct **Sub Allotment** code as shown on the travel order and **press Tab**.

12. **TT:** - The **Transaction Type** code **2D** defaults to this field. **Press Tab** to continue.
13. **PAA/Tn:** - At this field, **type** the **Property Accounting Activity** code as shown on the travel order and **press Tab**.
14. **Cost Code:** - At this field, **type** the **Cost Code** as shown on the travel order and **press Tab**.
15. **Amount:** - At the Amount field, the default value is 0.00 **press Tab** to continue.
16. After pressing **Tab** at the Amount field, IATS returns to the **BCN** field on the next accounting line. **Click** on **OK** to validate that the accounting citation exists in the CMET table.

Note: If the accounting citation entered at the Navy Accounting screen is invalid, a pop-up message will appear after you click on OK. The message will advise you to contact your **system administrator** to have the accounting citation added to the CMET table if necessary. You would click **OK** to continue.



Tip: If the accounting citation must be added to the CMET table, you must **cancel** out of the claim, **exit** IATS, and then **re-start** the claim after the accounting citation has been added to the CMET table.

17. If the accounting citation entered at the Navy Accounting screen is valid, IATS will return to the **Financial** tab after you click on OK.

Remit To	Adv/Accr	Entitlements	Calculations	Financial	Remarks
----------	----------	--------------	--------------	-----------	---------

Method of Payment: EFT

Due Traveler: \$0.00 Release Obligation

Db/Cr	Classification	Amount
▶ Db	44 17 7 4444 2222 000 11111 5 333333 2D 555555 666666666666	\$0.00

<Back
Next>
Modify Accounting

18. **Click** on the **Remit To** tab to continue processing the claim.

Navy TDY Accounting

When the **Navy Accounting** screen appears, **Manual Accounting** is the only **method** for entering the accounting information for **TDY** and **CIVPCS** travel.

BCN	SbHd	AAA	ACRN	GA	Y	Appr	O/C	SA	TT	PAA/Tn	Cost Code	Am
00000	0000	021001	AA	21	6	2020	000	0	2D	111111	111111111111	
00000	0000	021001	AA	21	6	2020	000	0	1K	111111	111111111111	

Use the following steps to "complete" the **Manual Accounting** tab for **TDY** travel:

1. If the **Manual Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **BCN**: At this field, **type** the **Bureau Control Number** code associated with the travel order and then **press Tab**.

Note: After pressing **Tab** at the **BCN** field, IATS will automatically populate most of the remaining fields if the **BCN Code** matches an accounting appropriation loaded into the **CMET** table in the **Maintenance** module.

3. **SbHd**: If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS automatically populates this field. If not, **type** the **SubHead** code associated with the travel order and then **press Tab**.
4. **AAA**: If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS automatically populates this field. If not, **type** the **AAA** code associated with the travel order and then **press Tab**.
5. **ACRN**: The letters **AA** default to this field. If this is correct **press Tab**. If not, **type** the correct **Accounting Classification Reference Number** associated with the travel order and then **press Tab**.

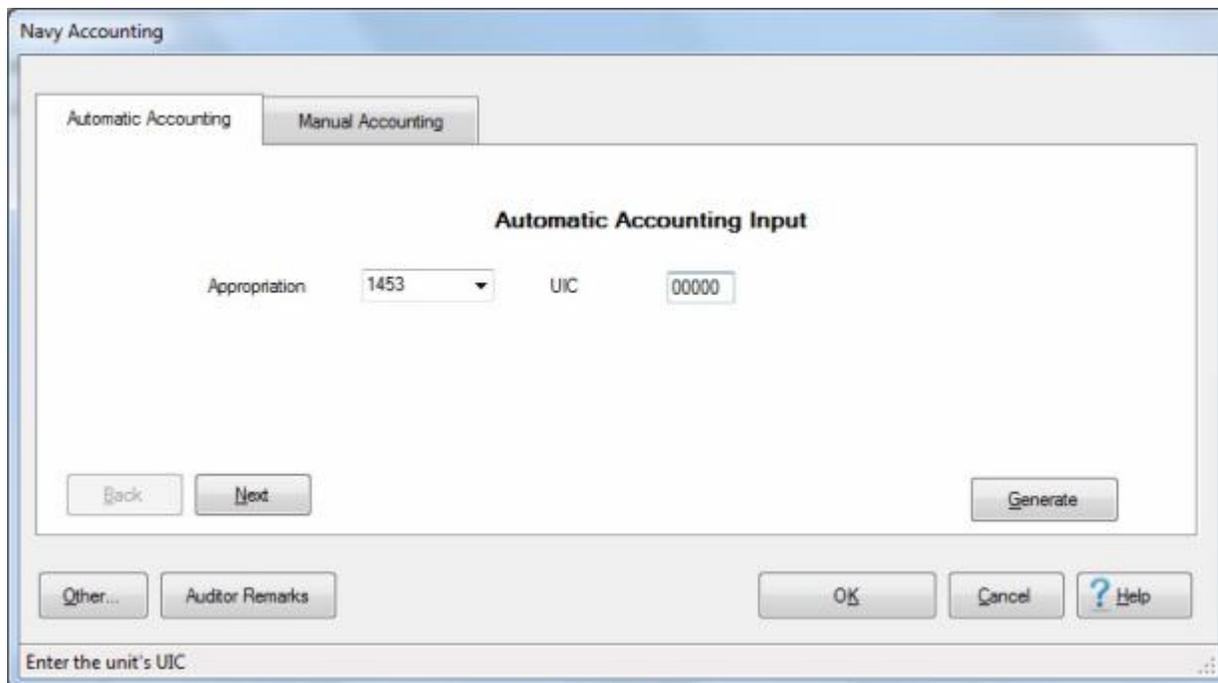
6. **GA:** If not already automatically populated, **type** the correct two digit code for the **Gaining Agency** as shown on the travel order and **press Tab**.
7. **Y:** At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field is correct, **press Tab** to continue. If not, **click** on the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the keyboard to display more choices. When the correct year is shown, **click** on the desired **year** to make a selection and then **press Tab** to continue.
8. **Appr:** If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS automatically populates this field. If not, **type** the **APPR** code associated with the travel order and then **press Tab**.
9. **O/C:** Three zeros default to this field. If this is correct **press Enter**. If not, **type** the correct **Object Class** code as shown on the travel order and **press Tab**.
10. **SA:** The number **zero** defaults to this field. If this is correct **press Tab**. If not, **type** the correct **Sub Allotment** code as shown on the travel order and **press Tab**.
11. **TT:** The **Transaction Type** code **2D** defaults to this field. If this is correct **press Tab** to continue. If not, **type** the correct TT code, as shown on the travel order, and **press Tab**.
12. **PAA/Tn:** At this field, **type** the **Property Accounting Activity** code, as shown on the travel order, and **press Tab**.
13. **Cost Code:** At this field, **type** the **Cost Code** as shown on the travel order and **press Tab**.
14. **Amount:** IATS automatically populates this field with the **total dollar amount** for the **debits** or **credits** depending on the code entered at the **D/C** field. If the correct amount is displayed, **press Tab**.
15. **Repeat** steps 2-14 above to **additional** accounting lines if necessary.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically copy the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press Tab** through the **Amount** field until the correct amount is **populated** at the new line.

16. When **finished** adding the required accounting lines, **click** the **OK** button.

Navy MILPCS Accounting

When the **Navy Accounting** screen appears, **Automatic Accounting** is an optional **method** for entering the accounting information for **MILPCS** travel.



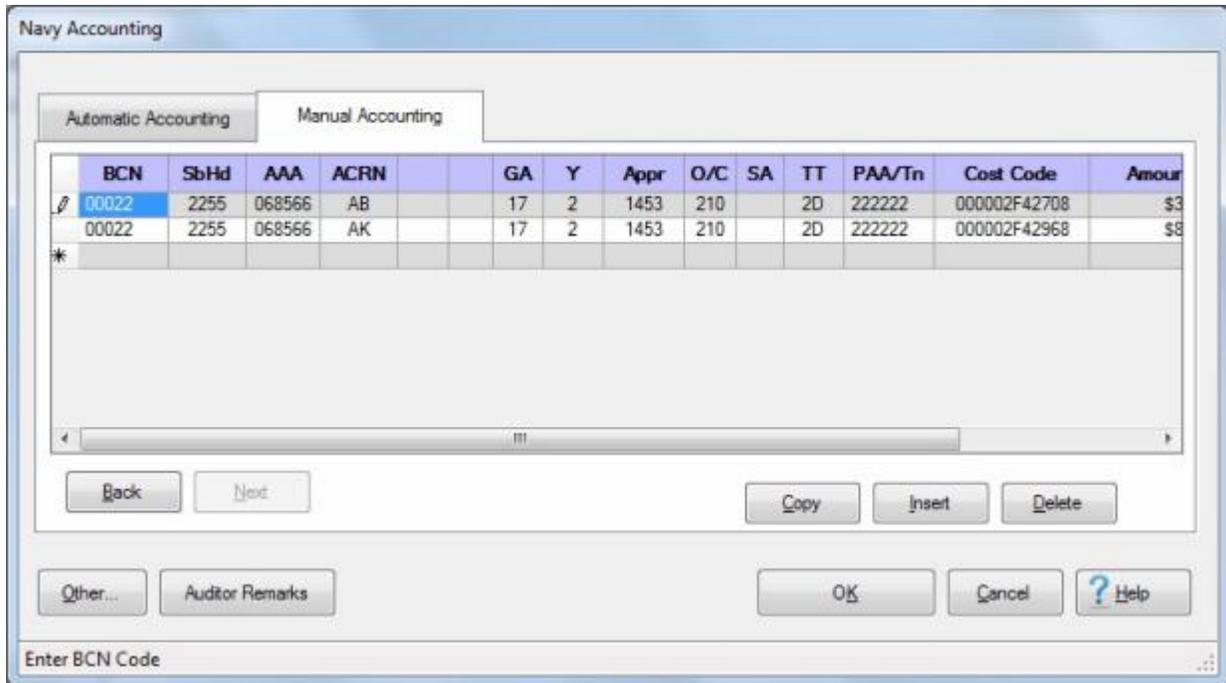
The screenshot shows a window titled "Navy Accounting" with two tabs: "Automatic Accounting" (selected) and "Manual Accounting". The "Automatic Accounting Input" section contains the following fields and buttons:

- Appropriation:** A dropdown menu currently showing "1453".
- UIC:** A text input field containing "00000".
- Buttons:** "Back", "Next", "Generate", "Other...", "Auditor Remarks", "OK", "Cancel", and "Help".

At the bottom of the window, there is a status bar with the text "Enter the unit's UIC" and a small icon on the right.

 Use the following steps to "complete" the Automatic Accounting tab for MILPCS travel:

1. If the **Automatic Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **Appropriation:** - **Click** on the *down arrow* button to **display** the appropriation **options** and then **click** on **1403** or **1405**.
3. **UIC:** - **Click** in the **UIC** field and **enter** the appropriate UIC number.
4. After populating the required fields, **click** on the **Generate** button. IATS **displays** the completed accounting **line(s)** at the **Manual Accounting** tab.



- At the **Manual Accounting** tab, make any necessary changes and then **click** on the **OK** button to **save** the accounting **line(s)**.

Navy CIVPCS Accounting

When the **Navy Accounting** screen appears, **Manual Accounting** is the only method for entering the accounting information for **TDY** and **CIVPCS** travel.

BCN	SbHd	AAA	ACRN	Db	Tx	GA	Y	Appr	O/C	SA	TT	PAA/Tn	Cost Code	Amount
11111	2222	333333	44	Db		17	7	4444	000	5	2D	555555	666666666666	\$3.8
11111	2222	333333	44	Cr		17	7	4444	000	5	2D	555555	666666666666	\$1.5

Use the following steps to "complete" the Manual Accounting tab for TDY travel:

1. If the **Manual Accounting** tab is not already in **focus**, **click** on this tab to **display** the input fields.
2. **BCN:** At this field, **type** the **Bureau Control Number** code associated with the travel order and then **press Tab**.

Note: After pressing *Enter* at the **BCN** field, IATS will automatically populate most of the remaining fields if the **BCN Code** matches an accounting appropriation loaded into the **CMET** table in the **Maintenance** module.

3. **SbHd:** If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS automatically **populates** this field. If not, **type** the **SubHead** code associated with the travel order and then **press Tab**.
4. **AAA:** If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS automatically **populates** this field. If not, **type** the **AAA** code associated with the travel order and then **press Tab**.

5. **ACRN:** - At this field, **type** the correct **Accounting Classification Reference Number** associated with the travel order and then **press Tab**.
6. **Db:** - At this field, a **drop down listing** appears displaying **Db** (debit) and **Cr** (credit). **Determine** what **type** of accounting **line** is needed and then **click** on the **desired choice**. A selection can **also** be made by simply typing **D** or **C** and then **pressing Tab**.
7. **Tx:** - At this field, **type one** of the following **codes** **if** the accounting **line** is to **report** the **withholding** of **taxes**. **If not** leave this line **blank** and **press Tab** to continue:
 - **(S)** if the accounting line is for reporting the withholding for **FICA** taxes
 - **(M)** if the accounting line is for reporting the withholding for **Medicare** taxes
 - **(F)** if the accounting line is for reporting the withholding for **Federal** taxes
 - **(A)** if the accounting line is for reporting the withholding for the **Agency's** portion
8. **GA:** If not already automatically populated, **type** the correct **two digit code** for the **Gaining Agency** as shown on the travel order and **press Tab**.
9. **Y:** At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears at this field **is correct**, **press Tab** to continue. **If not**, **click** on the **Up/Dn arrows** or **press** the **Up/Dn arrows** on the keyboard to display more choices. When the correct year is shown, **click** on the desired **year** to make a selection and then **press Tab** to continue.
10. **Appr:** If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS **automatically populates** this field. **If not**, **type** the **APPR** code associated with the travel order and then **press Tab**.
11. **O/C:** **Three zeros** **default** to this field. **If this is correct** **press Tab**. **If not**, **type** the correct **Object Class** code as shown on the travel order and **press Tab**.
12. **SA:** The number **zero** **defaults** to this field. **If this is correct** **press Tab**. **If not**, **type** the correct **Sub Allotment** code as shown on the travel order and **press Tab**.
13. **TT:** The **Transaction Type** code **2D** **defaults** to this field. **If this is correct** **press Tab** to continue. **If not**, **type** the **correct TT** code and **press Tab**.
14. **PAA/Tn:** At this field, **type** the **Property Accounting Activity** code as shown on the travel order and **press Tab**.
15. **Cost Code:** At this field, **type** the **Cost Code** as shown on the travel order and **press Tab**.
16. **Amount:** At this field, a **window** appears **displaying** a **breakdown** of the **entitlements** and **deductions**. Determine what is being **reported** on this line and then **type** the **amount** **associated to** the accounting **line**.

Note: When the **first credit** line is entered, IATS will **automatically populate** the **Amount** field with the **total** of **all** of the **credits**. As **additional** credit **lines** are **added** and the **amounts** for those lines are **entered**, IATS will **automatically reduce** the

amount that **defaulted** to the first credit line entered. In addition, if the traveler **received** an **advance**, it is highly recommended that the advance (**1K**) line of accounting be the first credit line following the last debit line. This will **assist** in proper tax reporting.

17. **Repeat** steps **2-16** above for **additional** accounting lines if necessary.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically copy the previous accounting line information to the fields in the following accounting line. The user can then make any minor **changes**; such as making the line a **debit** or **credit**. **Press Tab** through the **Amount** field until the correct amount is **populated** at the new line.

18. When **finished** adding the required accounting lines, **click** the **OK** button.

DD1131 Accounting

A **(DD1131 Accounting)** tab appears on the **Navy Accounting** screen. IATS automatically generates an **accounting line** for the DD Form 1131 when a claim is processed that results in an amount **Due US**. This accounting line appears automatically on the **DD1131 Accounting** tab.

BCN	SbHd	AAA	ACRN	Db	AG	YR	Appr	O/C	SA	TT	PAA/Tn	Cost Code	Amount
11111	2222	333333	AA		17	.7	4444	000	5	1K	111111	222222222222	\$657.50

If you need to **modify** this accounting line, **click** on the **DD1131 Accounting** tab to bring it into focus, and then **enter** your desired **changes**.

Click on **OK** after making your changes to **save** the accounting lines.

Transactional Accounting

Beginning 1 October 2010 (FY 11), Members' PCS Orders will contain a Standard Document Number (**SDN**) that will allow Navy to capture Funding information in the official accounting system by individual member using unique line of accounting (**LOA**). The construction of the new SDN and new LOA will be further explained in the revised **BUPERS** Instruction 7040.6/7.

The following information explains how to use IATS to use the Transactional Accounting process: If you are processing a claim for a **DITY/PPM Advance**, click on this link, "[DITY-PPM Advances](#)", for the instructions.

Note: These instructions assume that you already know how to create travel orders and process claims.

Travel Order Selection

MANN, SAILOR

Traveler ID: 111661111 Traveler Name: MANN, SAILOR

Address-1: 222 N SOUTH ST Grade/Rank: E8

Address-2: Organization: NAVY

City: NORFOLK DSSN:

State/Country: VIRGINIA

Zip Code: 22233

Traveler Profile

TONO: 3333333333333333

Order Number	Category	Start Date	End Date
--------------	----------	------------	----------

Select an existing order or enter a new order number with which you wish to work

OK Cancel ? Help

1. At the Travel Order Selection screen, **enter** a new travel order number (**SDN**) and **click** on **OK**.

IATS 7.2 User Guide

The screenshot shows the 'Travel Order' window for user 'DAVE' on 'Tuesday, July 11, 2017'. The window contains several input fields and a dropdown menu. The 'Order Type' dropdown is open, showing options: Normal, Blanket, Repetitive, Invitational, PCS (highlighted), Local, Local DITY, and Evacuation. The 'Description' tab is active, showing fields for Purpose of Trip (Site Visit), Issuing Organization (NAVY), Paying Organization (NAVY), DSSN/ITR (6416), UIC (00000), Funds (Navy), and Is for Reserve Travel (checked). The 'Dates' section shows Issue Date, Begin Date, and End Date all set to 7/11/2017, and Number of Days set to 1. Navigation buttons (Back, Next, OK, Cancel, Help) are at the bottom. A status bar at the bottom reads: 'Select the category that best describes type of travel authorized for this order'.

2. At the **Order Type** field on the Travel Order screen, **click** the *down arrow* button and then **click** on **PCS**.

Travel Order User ID: DAVE Tuesday, July 11, 2017

Traveler's Name: MANN, SAILOR: E8 Grade/Rank: E8 Order Number/TONO: 3333333333333333 Order Type: PCS Trans. Acct.

Order is for Reserve Is Trans. Acct.

Transactional Accounting Information

If this order is for fiscal year 2011 or later Please select a PIC. Locate the Customer Identification Code (CIC) on the MILPCS order the PIC is the 3rd digit of the CIC, to verify this the PIC is also located at the 7th position of the Cost code.

If this MILPCS order is for fiscal year 2010 or earlier within the PIC drop down list select MILPCS =< FY2010

**** for this selection non transactional accounting format applies to Financial/accounting tab****

PIC

- 0 - OFFICER IPCOT -
- 1 - ENLISTED IPCOT -
- 2 - OFFICER ACCESSION LAND
- 3 - OFFICER TRAINING - LAND
- 4 - OFFICER OPERATION - LAND
- 5 - OFFICER SEPARATION - CONUS
- 6 - OFFICER ORGANIZED UNIT MOVES
- 7 - OFFICER ROTATIONAL - OCONUS DEPENDENT
- 8 - ENLISTED ROTATIONAL - OCONUS DEPENDENT
- 9 - NAVAL AVIATION CADETS ACCESSION - TRAINING
- A - ENLISTED ACCESSION RECRUITS - LAND
- B - ENLISTED ACCESSION OTHER THAN RECRUITS - LAND
- C - ENLISTED TRAINING - LAND
- D - ENLISTED OPERATION - LAND
- E - ENLISTED SEPARATION - CONUS
- F - ENLISTED ORGANIZED UNIT MOVES
- G - MIDSHIPMAN ACCESSION
- H - REIMBURSABLE
- I - NAVAL AVIATION CADETS ACCESSION
- J - ENLISTED ACCESSION RECRUITS - OCONUS
- K - ENLISTED ACCESSION OTHER THAN RECRUITS - OCONUS
- L - ENLISTED TRAINING - OCONUS
- M - ENLISTED ROTATIONAL - OCONUS

Back Next Help Cancel ? Help

Select the Navy Transaction Accounting PIC to be associated with this order.

3. A **drop down list** appears displaying numerous Purpose Identification Codes (**PIC**).
4. **Locate the PIC** on the member's PCS **order** it is the third character of the **CIC** code.
5. **Click** on the desired **code** to make your selection.

The screenshot shows a 'Travel Order' window with the following fields and options:

- Traveler's Name:** MANN, SAILOR: E8
- Grade/Rank:** E8
- Order Number/TONO:** 3333333333333333
- Order Type:** PCS
- Trans. Acct.:**
- Transactional Accounting Information:**
 - Order is for Reserve:
 - Is Trans. Acct.:
 - Instructions: "If this order is for fiscal year 2011 or later Please select a PIC. Locate the Customer Identification Code (CIC) on the MILPCS order the PIC is the 3rd digit of the CIC, to verify this the PIC is also located at the 7th position of the Cost code." and "If this MILPCS order is for fiscal year 2010 or earlier within the PIC drop down list select MILPCS =< FY2010".
 - Warning: "** for this selection non transactional accounting format applies to Financial/accounting tab**"
 - PIC:** F - ENLISTED ORGANIZED UNIT MOVES
 - SDN 1, 2, 3:** Three empty text input fields.

Buttons at the bottom include: Back, Next, Close, Help, OK, Cancel, and ? Help. A footer note reads: "Enter the SDN for OMN funds being used on this order (if any)".

6. After making your selection you have the opportunity to enter **SDNs** for **OM&N TEMDUINS**. A separate SDN will be entered for each fiscal year for **TEMDUINS** as provided on the member's PCS order or subsequent order modification for additional TEMDUINS.
7. After selecting the PIC and entering the SDN(s) if applicable, **click** on the **Close** button. IATS will return you to the **Travel Order** screen.

Travel Order User ID: DAVE Tuesday, July 11, 2017

Traveler's Name: MANN, SAILOR: E8
 Grade/Rank: E8
 Order Number/TONO: 33333333333333
 Order Type: PCS
 Trans. Acct. PIC: F

Order is for Reserve Is Trans. Acct.

Description **What's Authorized (Military PCS)** **Dependents** **Remarks**

Purpose of Trip: Change of Home Port

Issuing Organization: NAVY

Paying Organization: NAVY

DSSN/ITR: 6416 UIC: 00000

Funds: Navy Is for Reserve Travel

Group Travel

Origin: JACKSONVILLE, FL, DUVAL

Destination: NORFOLK, VA, NORFOLK

Dates

Issue Date: 6/5/2017

Begin Date: 6/19/2017

End Date: 6/30/2017

Enter the report date for this Permanent Change of Station Authorization

8. Finish completing the travel order as usual.
9. After completing the travel order, process the claim. After you have entered the **itinerary** and **applied** the **advances**, if applicable, **click** on the **Financial** tab.

IATS 7.2 User Guide

Settlement Request - Block No: MPC5 - Request No: NEW

MANN, SAILOR: E8 TONO: 33333333333333

Request Type - Settlement

Type of Settlement: Partial Type of Partial: Not a Partial

Remit To: Adv/Acct: Entitlements: Calculations: **Financial**: Remarks:

Method of Payment: EFT Computed Split: \$0.00 Release Obligation

Due Traveler: \$388.04 Split Payment: \$0.00

Db/Cr	Classification	Amount
-------	----------------	--------

<Back Next> Modify Accounting

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

Choose method of payment to be used to reimburse the traveler for these expenses

10. Make any required entries at the Financial tab and then **click** on the **Modify Accounting** button.

Navy Accounting

Automatic Accounting Manual Accounting

Automatic Accounting Input

Appropriation: 1453 UIC:

1405
1453

Back Next Generate

Other... Auditor Remarks OK Cancel ? Help

Enter the Appropriation Code (1405 or 1453)

- You will be prompted to **select** the Appropriation, **1453** for **MPN** or **1405** for **RPN**. Once the selection is made **click** on the **Generate** button.

The screenshot shows the 'Navy Accounting' window with the 'Manual Accounting' tab selected. A table displays accounting data with the following columns: BCN, SbHd, AAA, ACRN, GA, Y, Appr, O/C, SA, TT, PAA/Tn, Cost Code, and Amount. Two rows are visible, both with BCN 00022 and Appr 1453. The first row has ACRN AB and Cost Code 000003F42708. The second row has ACRN AK and Cost Code 000003F42968. Below the table are buttons for 'Back', 'Next', 'Copy', 'Insert', 'Delete', 'Other...', 'Auditor Remarks', 'OK', 'Cancel', and 'Help'. A status bar at the bottom says 'Enter BCN Code'.

BCN	SbHd	AAA	ACRN	GA	Y	Appr	O/C	SA	TT	PAA/Tn	Cost Code	Amount
00022	2255	068566	AB	17	3	1453	210		2D	333333	000003F42708	\$1
00022	2255	068566	AK	17	3	1453	210		2D	333333	000003F42968	\$2

- Your Navy Transactional Accounting is generated! You will notice that each **LOA** now has an **ACRN**. The ACRN is associated with position **8-11** of the **Cost Code** which is the abbreviated Functional Account Number (**FAN**) and the **sub allot** field is now **blank**.
- Finish processing the claim as usual.

DITY-PPM Advances

Commencing with (FY11), funded Navy **MILPCS Orders** will submit the **advance operating allowance** (DITY/PPM) as a **1K** transaction (**advance**) instead of a **2D** transaction (**settlement**) as was the business practice in previous fiscal years.

Requests for advance DITY/PPM with accounting line with fiscal year prior to **2011** will continue to be paid as a **2D** transaction. When the MILPCS order is created in IATS it will now have a unique Standard Document Number (**SDN**) assigned by the Order Writer. In most cases this will be the order writing systems at PERS. Locally prepared Standard Transfer Orders (**STOs**), **Separation/Fleet Reserve** and **Retirement** Orders will also be assigned a unique **SDN**. Copies of locally prepared STOs must be **forwarded** to **NAVYPCSORDERS@navy.mil** to **prevent** possible unfunded obligations.

The following instructions will provide guidance on how to enter these transactions to process DITY/PPM payments that will be using **Transactional Accounting**:

Note: These instructions assume that you already know how to create travel orders and process claims.

Travel Order Selection

MANN, SAILOR

Traveler ID: 111661111 Traveler Name: MANN, SAILOR

Address-1: 222 N SOUTH ST Grade/Rank: E8

Address-2: Organization: NAVY

City: NORFOLK DSSN: [Traveler Profile](#)

State/Country: VIRGINIA

Zip Code: 22233

TONO: 3333333333333333

Order Number	Category	Start Date	End Date
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Select an existing order or enter a new order number with which you wish to work

[OK](#) [Cancel](#) [? Help](#)

1. At the Travel Order Selection screen, **enter** a new travel order number (**SDN**) and **click** on **OK**.

IATS 7.2 User Guide

The screenshot shows the 'Travel Order' application window. At the top, it displays 'User ID: DAVE' and 'Tuesday, July 11, 2017'. The main form area is divided into several sections:

- Traveler's Name:** MANN, SAILOR: E8
- Grade/Rank:** E8
- Order Number/TONO:** 333333333333333
- Order Type:** A dropdown menu is open, showing options: Normal, Blanket, Repetitive, Invitational, **PCS** (highlighted), Local, Local DITY, and Evacuation.
- Description/Remarks:** A section with a 'Purpose of Trip' dropdown set to 'Site Visit'. Below it are fields for 'Issuing Organization' (NAVY), 'Paying Organization' (NAVY), 'DSSN/ITR' (6416), 'UIC' (00000), 'Funds' (Navy), and 'Is for Reserve Travel' (checkbox). There is also a 'Group Travel' checkbox.
- Dates:** A section with fields for 'Issue Date' (7/11/2017), 'Begin Date' (7/11/2017), 'Number of Days' (1), and 'End Date' (7/11/2017).

At the bottom of the window, there are buttons for 'Back', 'Next', 'OK', 'Cancel', and 'Help'. A status bar at the very bottom reads: 'Select the category that best describes type of travel authorized for this order'.

2. At the **Type of Order** field on the Travel Order screen, **click** the *down arrow* button and then **click** on **PCS**.

Travel Order User ID: DAVE Tuesday, July 11, 2017

Traveler's Name: MANN, SAILOR: E8 Grade/Rank: E8 Order Number/TONO: 33333333333333 Order Type: PCS Trans. Acct.

Order is for Reserve Is Trans. Acct.

Transactional Accounting Information

If this order is for fiscal year 2011 or later Please select a PIC. Locate the Customer Identification Code (CIC) on the MILPCS order the PIC is the 3rd digit of the CIC, to verify this the PIC is also located at the 7th position of the Cost code.

If this MILPCS order is for fiscal year 2010 or earlier within the PIC drop down list select MILPCS =< FY2010

**** for this selection non transactional accounting format applies to Financial/accounting tab****

PIC

- 0 - OFFICER IPCOT -
- 1 - ENLISTED IPCOT -
- 2 - OFFICER ACCESSION LAND
- 3 - OFFICER TRAINING - LAND
- 4 - OFFICER OPERATION - LAND
- 5 - OFFICER SEPARATION - CONUS
- 6 - OFFICER ORGANIZED UNIT MOVES
- 7 - OFFICER ROTATIONAL - OCONUS DEPENDENT
- 8 - ENLISTED ROTATIONAL - OCONUS DEPENDENT
- 9 - NAVAL AVIATION CADETS ACCESSION - TRAINING
- A - ENLISTED ACCESSION RECRUITS - LAND
- B - ENLISTED ACCESSION OTHER THAN RECRUITS - LAND
- C - ENLISTED TRAINING - LAND
- D - ENLISTED OPERATION - LAND
- E - ENLISTED SEPARATION - CONUS
- F - ENLISTED ORGANIZED UNIT MOVES
- G - MIDSHIPMAN ACCESSION
- H - REIMBURSABLE
- I - NAVAL AVIATION CADETS ACCESSION
- J - ENLISTED ACCESSION RECRUITS - OCONUS
- K - ENLISTED ACCESSION OTHER THAN RECRUITS - OCONUS
- L - ENLISTED TRAINING - OCONUS
- M - ENLISTED ROTATIONAL - OCONUS

Back Next Help Cancel ? Help

Select the Navy Transaction Accounting PIC to be associated with this order.

3. A **drop down list** appears displaying numerous Purpose Identification Codes (**PIC**).
4. **Locate the PIC** on the member's PCS **order** it is the third character of the **CIC** code.
5. **Click** on the desired **code** to make your selection.

IATS 7.2 User Guide

The screenshot shows a software window titled "Travel Order" with the user ID "DAVE" and the date "Tuesday, July 11, 2017". The form contains the following fields and controls:

- Traveler's Name:** MANN, SAILOR: E8
- Grade/Rank:** E8
- Order Number/TONO:** 3333333333333333
- Order Type:** PCS
- Trans. Acct.:**
- Transactional Accounting Information:**
 - Order is for Reserve:
 - Is Trans. Acct.:
 - Instructions: "If this order is for fiscal year 2011 or later Please select a PIC. Locate the Customer Identification Code (CIC) on the MILPCS order the PIC is the 3rd digit of the CIC, to verify this the PIC is also located at the 7th position of the Cost code."
"If this MILPCS order is for fiscal year 2010 or earlier within the PIC drop down list select MILPCS =< FY2010"
"for this selection non transactional accounting format applies to Financial/accounting tab**"
 - PIC:** F - ENLISTED ORGANIZED UNIT MOVES
 - SDN 1:** [Text Input Field]
 - SDN 2:** [Text Input Field]
 - SDN 3:** [Text Input Field]
- Buttons:** Close, Help, Back, Next, OK, Cancel, ? Help
- Footer:** Enter the SDN for OMN funds being used on this order (if any)

6. After making your selection you have the opportunity to enter **SDNs** for **OM&N TEMDUINS**. A separate SDN will be entered for each fiscal year for **TEMDUINS** as provided on the member's PCS order or subsequent order modification for additional TEMDUINS.
7. After selecting the PIC and entering the SDN(s) if applicable, **click** on the **Close** button. IATS will return you to the **Travel Order** screen.

Travel Order User ID: DAVE Tuesday, July 11, 2017

Traveler's Name: MANN, SAILOR: E8
 Grade/Rank: E8
 Order Number/TONO: 33333333333333
 Order Type: PCS
 Trans. Acct. PIC: F

Order is for Reserve Is Trans. Acct.

Description **What's Authorized (Military PCS)** **Dependents** **Remarks**

Purpose of Trip: Change of Home Port

Issuing Organization: NAVY

Paying Organization: NAVY

DSSN/ITR: 6416 UIC: 00000

Funds: Navy Is for Reserve Travel

Group Travel

Origin: JACKSONVILLE, FL, DUVAL

Destination: NORFOLK, VA, NORFOLK

Dates

Issue Date: 6/5/2017

Begin Date: 6/19/2017

End Date: 6/30/2017

Enter the report date for this Permanent Change of Station Authorization

8. At the Travel Order screen, **click** on the **What's Authorized (MILPCS)** tab.

IATS 7.2 User Guide

The screenshot shows the 'Travel Order' window for user 'DAVE' on 'Tuesday, July 11, 2017'. The form is titled 'What's Authorized (Military PCS)' and contains the following fields and options:

- Traveler's Name: MANN, SAILOR: E8
- Grade/Rank: E8
- Order Number/TONO: 3333333333333333
- Order Type: PCS
- Trans. Acct. PIC: F
- Order is for Reserve:
- Is Trans. Acct.:
- DLA: None
- Household Goods: None (with a dropdown menu showing 'None' and 'DITY' as options)
- Other options: TLE, Emergency TLE, Ship POV, Proceed Time, Separate COT Travel

Buttons at the bottom include 'Back', 'Next', 'OK', 'Cancel', and 'Help'. A footer note states: 'Select if member will be reimbursed DITY (Do it yourself House Hold Goods Move)'.

- At the What's Authorized (MILPCS) tab, **ensure** that you select **DITY** at the **Household Goods** field.
- Finish completing the travel order as usual. After completing and saving the Travel order, IATS will take you to the **Advance Request** screen.

11. At the **Entitlements** tab, **click** on the **Add Entitlement** button and select **DITY**.

Note: When **DITY** is selected, no other entitlement can be advanced on the current transaction being entered.

12. At the **DITY Advance** screen, **enter** the dollar **amount** from DD Form 2278 advance operating allowance field and **click** on **OK**.

13. **Click** on **Next** to go to the **Calculations** Tab.

Entitlement	Computed	Given
Household Goods/DITY	\$1,800.00	\$0.00

Total: 0.00

Other... Default OK Cancel ? Help

Enter amount to be applied

14. At the Calculations tab, **click** in the **Advance Authorized** field.
15. When the **Allocate PCS Advance** screen appears, **click** on the **Default** button to authorize a **100 percent** of the computed amount, and then **click** on **OK**.

Advance Request - Block No: ADV - Request No: NEW

MANN, SAILOR: E8 Transient Traveler TONO: 3333333333333333

Request Type - Advance

Type of Advance: Partial Advance Type of Partial: Not a Partial

Remit To Adv/Acct Entitlements Calculations **Financial** Remarks

Method of Payment: EFT Computed Split: \$0.00

Due Traveler: \$1,800.00 Split Payment: \$0.00

Db/Cr	Classification	Amount

<Back Next> **Modify Accounting**

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

Depress this button to modify the accounting data

16. At the **Financial** tab, make any required entries and then **click** on the **Modify Accounting** button.

Navy Accounting

Automatic Accounting Manual Accounting

Automatic Accounting Input

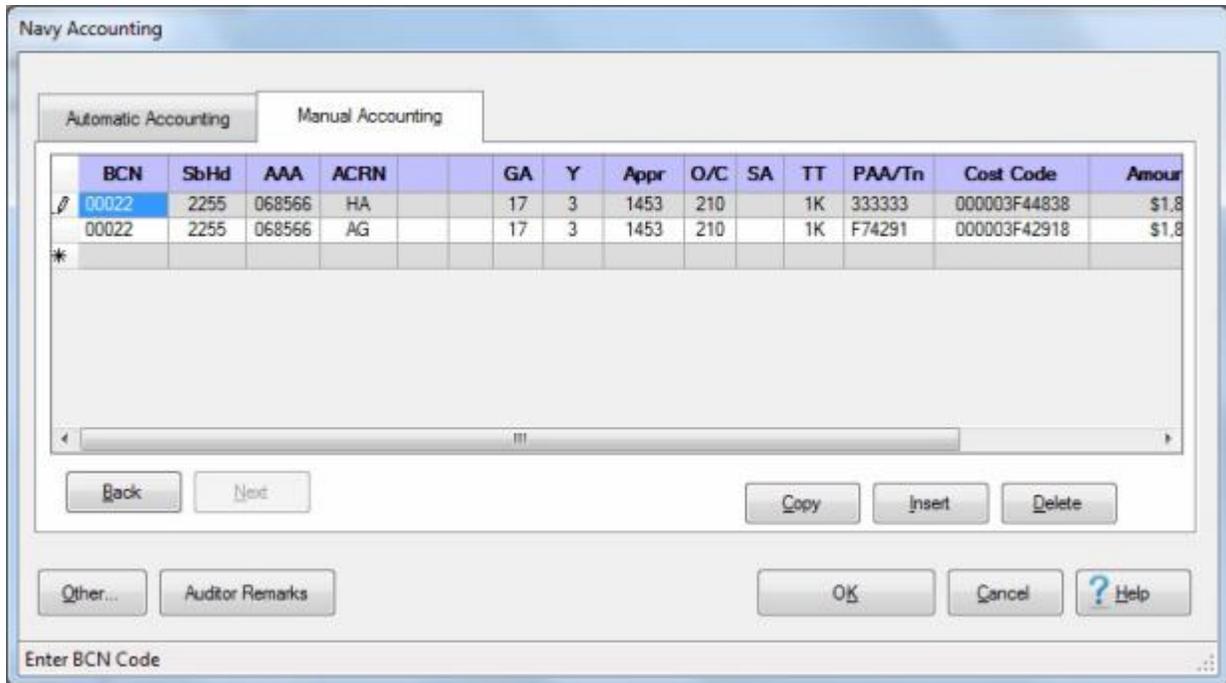
Appropriation: 1453 UIC: 00000

Back Next Generate

Other... Auditor Remarks OK Cancel ? Help

Enter the Appropriation Code (1405 or 1453)

17. **Select** the correct **Appropriation** from the *drop down arrow*, enter the **UIC** code and **click** on the **Generate** button. This brings you to the **Manual Accounting** screen.



18. **Click** on **OK**.
19. Finish processing the claim as usual.

Coast Guard Accounting

Completing the Coast Guard Accounting Screen

When creating a **Request for Travel Authorization, Advance, or Settlement**, an accounting appropriation must be entered. This is necessary to **determine** whether **funds** are **available** and to **charge** the **expenditures** to the appropriate organization.

Typically, members and employees of the Coast Guard will be **provided** with the accounting **appropriation** that must be used for the transaction being processed.

TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAcct	Obj	Amount
114444444444000										\$0.00
*										

Use the following steps to "complete" the Coast Guard Accounting screen:

1. **TONO:** - At the **TONO** field, the order **number** previously entered at the **Travel Order** screen is displayed. **Press Tab** to continue.
2. **Ag:** - IATS automatically populates the **Ag** field and advances to the **R/D** field.
3. **R/D:** - At the **R/D** field, **type** the Region/District code from the accounting appropriation you were provided and **press Tab**.
4. **Appr:** - At the **Appr** field, **type** the Appropriation code from the accounting appropriation you were provided and **press Tab**.
5. **Limit:** - At the **Limit** field, **type** the Appropriation Limit code from the accounting appropriation you were provided and **press Tab**.
6. **Allt:** - At the **Allt** field, **type** the Allotment Fund Control code from the accounting appropriation you were provided and **press Tab**.
7. **Alc:** - IATS automatically populates the **Alc** field and advances to the **ProgEle** field.

8. **ProgEle:** - At the **ProgEle** field, **type** the Program Element code from the accounting appropriation you were provided and **press Tab**.
9. **CstAcct:** - At the **CstAct** field, **type** the Coast Account code from the accounting appropriation you were provided and **press Tab**.
10. **Obj:** - At the **Obj** field, a *drop down list* appears displaying various Object Class codes. **Scroll** down the list, if there are several codes listed, and then **click** on the correct **code** specified in the accounting appropriation you were provided.
11. **Amount:** - IATS automatically populates the **Amount** field with the amount calculated for the transaction.
12. When the amount is displayed, **press Tab**.
13. **Repeat** steps 1-12 above to **additional** accounting lines if necessary.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically **copy** the previous accounting line information to the fields in the following accounting line. You can then make any minor **changes**.

14. When **finished** adding the required accounting lines, **click** the **OK** button.

Air Force Accounting

Completing the (TV04) Appropriation - tab

When **Self (TV04)** is selected from the **Air Force Accounting** screen, the **Self (TV04)** screen appears with the **Appropriation** tab in focus.

Automatically Completing the Self (TV04) Accounting Appropriation - tab

1. If an **ATRAS** download was processed with the applicable accounting data for the travel order, the required elements are automatically populated.
2. **Review** the screen to **ensure** that the **data** shown **matches** the travel **order**. After making any necessary changes, or if no changes are required, **click** on the **Next** button or the **MAFR** tab to continue.

Manually Completing the Self (TV04) Accounting Appropriation - tab

If an **ATRAS** download was not processed, **manual** input must be made to complete the accounting (**TV04**) screens.

 Use the following steps to "manually" complete the **Self (TV04) Appropriation** tab:

1. **Appropriation:** - Click in this field and **type** the **Appropriation Symbol** as shown on the travel orders.
2. **FC:** - At this field, **type** the **Fund Code** as shown on the travel orders. The fund codes commonly encountered in a travel office are **30, 32, 56, and 58**.
3. **FY:** - At this field, **type** the **Fiscal Year Code** applicable for the **dates** on the travel claim. If the appropriation is (X) year, this field must be blank.
4. **OAC:** - At this field, **type** the **Operating Agency Code** as shown on the travel orders.
5. **OBAN:** - At this field, **type** the **Operating Budget Account Number** as shown on the travel orders.
6. **RC/CC:** - At this field, **type** the **Responsibility Center/Cost Center** as shown on the travel orders.
7. **BPAC:** - At this field, **type** the **code** that **applies** to the **claim** being processed as shown on the travel orders.
8. **EEIC:** - At this field, **type** the **Element of Expense/Investment Code** as shown on the travel orders. For **TDY**, the most common EEIC is **(409)**. For **CIVPCS** the most common EEICs are **(395), (421), and (421SS)**.
9. **FMS:** - At this field, **type** the **Foreign Military Sales Contract Line Number** as shown on the travel orders, if applicable.
10. **ADSN:** - The **ADSN** entered at the **Base Description** screen in the IATS **Maintenance** Module defaults to this field. **Enter a different number**, or **press Enter** to continue, if the correct ADSN is shown.
11. **ESP:** - **Input** at this field is **required** when processing travel **claims involving exercises, or emergencies**. Enter the **Emergency Special Program Code** as shown on the travel orders.
12. **Amount:** - At this field, a *pop-up* **appears** displaying the **amount** computed as the **Net Entitlement** for the claim being processed. **Enter the desired amount** that is to be **applied** to the **1st For Self appropriation**, or **press Enter** to continue if only one appropriation is **applicable**.
13. **IBOP:** - When the travel **involves OCONUS localities**, enter the **International Balance of Payments Code** for the country in which the majority of the **funds** were **expended**. If all travel was within CONUS, no input is required.
14. **Vnd:** - No input is required at this field. **Press Enter** to continue.
15. **OBY:** - At this field, **type** the **Operating Budget Year**, if applicable. If in doubt, contact your **ALO**. This is only used for **(X) year appropriations** associated with a program year.
16. **SC:** - At this field, **type** the **Sales Code for Reimbursables** as shown on the travel order, if applicable.
17. After completing the **Appropriation** tab, **click** on the **Next** button or the **MAFR** tab to **continue**.

Completing the (TV04) MAFR - tab

After completing the **Self (TV04) Appropriation - tab** and **clicking** on the **Next** button or the **MAFR** tab, the **MAFR tab** comes into **focus**.

Automatically Completing the Self (TV04) Appropriation - tab

1. If an **ATRAS** download was processed with the applicable accounting data for the travel order, the required elements are automatically populated.
2. **Review** the screen to **ensure** that the **data** shown **matches** the travel **order**. After making any necessary changes, or if no changes are required, **click** on the **Next** button or the **FSRA/PSRA** tab to continue.

Manually Completing the Self (TV04) MAFR - tab

If an **ATRAS** download was not processed, **manual** input must be made to complete the accounting (**TV04**) screens.

Use the following steps to "manually" complete the Self (TV04) MAFR tab:

1. **MAFR:** - At this field, **type** the applicable **Merged Accountability Fund Reporting Code**.

2. **Order Data:** - At this field, **type** the **BCE Workorder/JOCAS Number** as shown on the travel order.
3. **Document Number:** - At this field, **type** the Funds Control Number, (**MORD#**), as shown on the travel order.
4. **TR/MTA/GBL:** - First, check with the **accounting branch** to **determine how transportation is paid**. Then, **type** the **ticket #, TR #, or invoice #**.
5. **PSRA:** - At this field, **type** the **Program Summary Record Account** as shown on the travel order, or in the **Address Directory**.
6. **Doc Type:** - A *pop-up* **appears** listing various **transportation document** types. **Select** the correct type and **press Enter**.
7. **CC:** A **Country Code** must be entered at this field when the **Doc Type** is (**W**) for **Travel Warrant**.
8. **Amount:** - At this field, **type** the **amount** to be **allocated** to the cost of transportation.

Note: Input at the **Advance DOV** field is **required** when an **advance** was **taken** at a **location**, other than the home station. In addition, the **input** to **report** the **advance** is being manually entered when processing the settlement.

9. **Advance DOV:** - If an **advance** was **paid** and **charged** to the **travel order**, associated with the claim being settled, **type** the **DOV #** at this field. If a **DOV #** is entered, the **FSRA, PSRA, DSSN, and Amount** fields, must also be populated with the **information** pertaining to the **advance** payment.
10. After completing the **Appropriation** tab, **click** on the **Next** button or the **FSRA/PSRA** tab to **continue**.

Completing the (TV04) FSRA-PSRA - tab

After completing the **Self (TV04) MAFR - tab** and **clicking** on the **Next** button or the **FSRA/PSRA** tab, the **FSRA/PSRA** tab comes into **focus**.

The screenshot shows the 'Air Force Accounting - Self (TV04)' window. The 'FSRA/PSRA' tab is selected. The table below has the following structure:

FSRA	PSRA	EC	Amount	Due US
+				

Buttons at the bottom include '<Back', 'Next>', 'Other', 'OK', 'Cancel', and '? Help'. A status bar at the bottom left contains the text 'Enter the FSRA'.

Automatically Completing the Self (TV04) FSRA/PSRA - tab

1. If an **ATRAS** download was processed with the applicable accounting data for the travel order, the required elements are automatically populated.
2. **Review** the screen to **ensure** that the **data shown matches** the travel **order**. After making any necessary changes, or if no changes are required, **click** on the **OK** button to **save** the accounting **entries**.

Manually Completing the Self (TV04) FSRA/PSRA - tab

If an **ATRAS** download was not processed, **manual** input must be made to complete the accounting (**TV04**) screens.

Use the following steps to "manually" complete the Self (TV04) FSRA/PSRA tab:

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1. **FSRA:** - At this field, **type** the **Fund Summary Record Account** as shown on the travel order, or in the **Address Directory**.
2. **PSRA:** - At this field, **type** the **Program Summary Record Account** as shown on the travel order, or in the **Address Directory**.
3. **EC:** - At this field, **type** the applicable **Entitlement Code** for **CIVPCS** settlements.
4. **Amount:** - At this field, **type** the total entitlement **amount** applicable to the **FSRA/PSRA** codes entered on this line.
5. **Enter** the additional **FSRA/PSRA codes** associated with the claim, or **click** on the **OK** button if no additional **input is required**.

Auditor Functions

Auditing Overview

After an **advance** or **settlement** is entered into IATS, an **audit** may be required before the transaction can be released for further processing. Travel claims are often complex and voucher examiners are not always experienced. For these reasons, it is a good idea to have a **supervisor**, or experienced voucher **examiner** audit certain claims prior to payment.

IATS is programmed to flag certain claims for audit based on a random percentage, or other criteria. This is accomplished by accessing the **Maintenance** module, selecting the **Constants/Descriptions** option and then selecting **Audit Parameters**. At the Maintain Audit Criteria screen, the System Administrator can establish the audit criteria in accordance with regulator or policy requirements.

In addition to setting up the criteria for flagging a claim for audit, IATS can be configured to require the performance of an on-screen audit. This is accomplished by activating the **Forced Audit** field at the **System Configuration** screen in the **Maintenance** module.

After a block is released by the voucher examiner, if any of the claims were randomly selected for audit, or matched the audit criteria, the status of the block changes to "**Awaiting Audit**".

Auditors must determine if there are any blocks in the **Awaiting Audit** status and perform an audit on the flagged claims. Before a block can be audited, however, it must be **grabbed** by the auditor or assigned to the auditor by the **System Administrator**.

Then, if any **errors** are **found**, the auditor must **reassign** the **block** back to the voucher **examiner** for **corrections**. After the corrections are made, the voucher **examiner** must again **release** the **block** for further processing.

Once all of the flagged claims on a block are audited and any required corrections are made, the **block** must be released by the **auditor** for further processing. Releasing blocks in the status Awaiting Audit, and the audit function, can only be performed by individuals with **auditor privileges**. This **privilege** is established when the **usernames** and **passwords** are assigned.

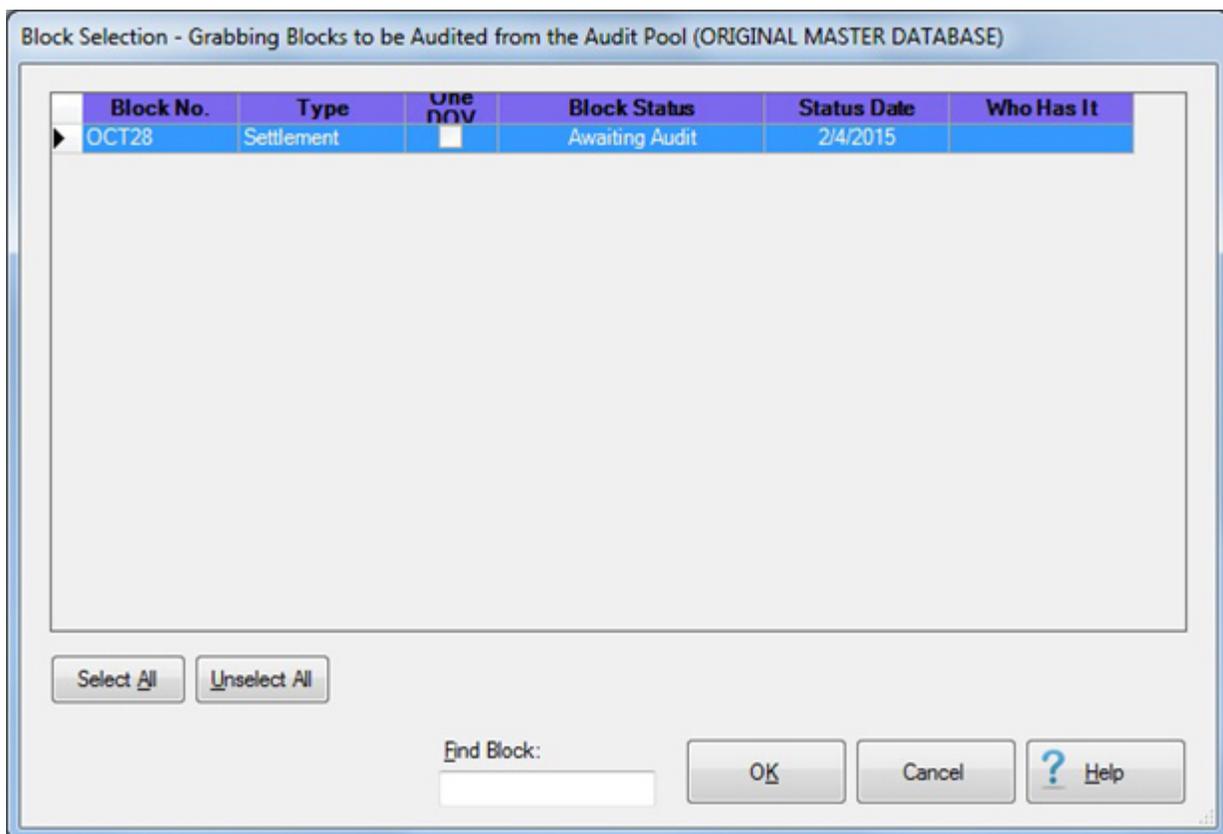
Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for performing Auditor functions.

Grab Blocks

Before a **block** of requests can be processed, the block must be **assigned** to an IATS user. The most common method of assigning a block, is for the user to "**grab**" the desired block from those available. After in-coming claims are **logged** to a block or when a block is **released** for further processing, the block resides in a **pool** awaiting assignment.

 **Complete the following steps to "grab" a block:**

1. At the **Examiner, Auditor, or Disbursing View** screen, **click** on the **Grab Blocks** button and the **Block Selection** screen appears.



2. Select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select all of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

3. After selecting a block, the **Confirmation Password** screen appears. Complete the process by **typing** your assigned **Confirmation Password** at the **Enter Password** field and then **click** on the **OK** button.

Selecting Blocks for Audit

Double click on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **View Block** button.

Selecting Requests for Audit

At the **Request Selection** screen, **select** a **request** through one of the following **methods**:

- **Method 1:** - **Double click** on the desired request.
- **Method 2:** - **Click** on the request **once** and then **click** the **View/Audit** button.

Note: Unless office **policy requires** a **100%** audit, auditors are only **required** to **select** and **review** requests that are **annotated** with an **asterisk** indicating that the **request** is **flagged** for audit.

Print Requests

After an advance or settlement request is processed, IATS will **produce** an approved computer facsimile of the **DD Form 1351** and **1351-2**. In addition, IATS also produces a facsimile of **Optional Form 1164** for local vicinity travel.

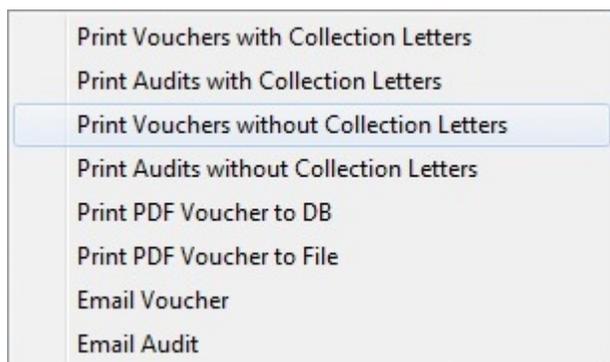
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

IATS also produces the **Advance Audit Voucher**, the **Travel Voucher Audit**, and the **Prepayment Audit Checklist** documents. **Audit vouchers** provide a printed **display** of the **input** made by the voucher examiner.

Note: Requests may be printed by an IATS user in **any** of the **View** modes.

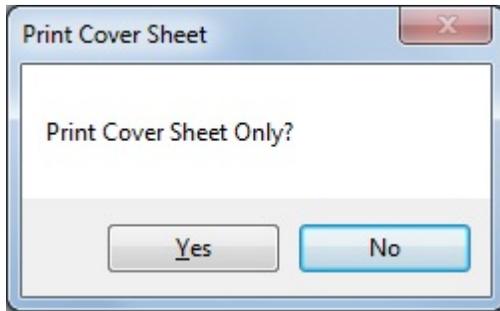
 **Complete the following steps to "print" a request:**

1. At the **Examiner**, **Auditor**, or **Disbursing** View screen, select a block.
2. At the **Request Selection** screen, **click** on the **request** you wish to print and then **click** the **Print Requests** button. A *pop-up* appears listing several printing **options**.

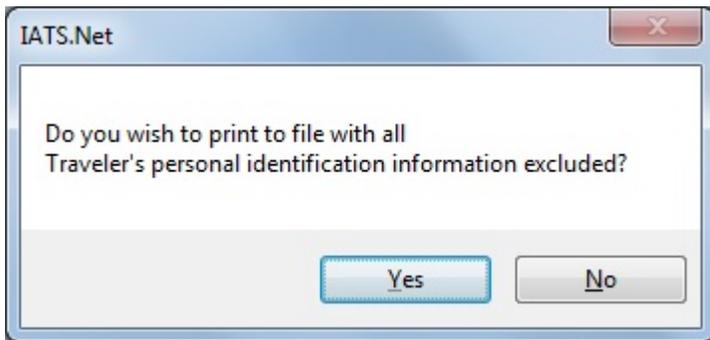


Note: If you click on the option, **Print PDF Voucher to DB**, this process will happen **transparently**. You will find the saved request(s) when you run the [Retrieve Scanned Documents from Database](#) process.

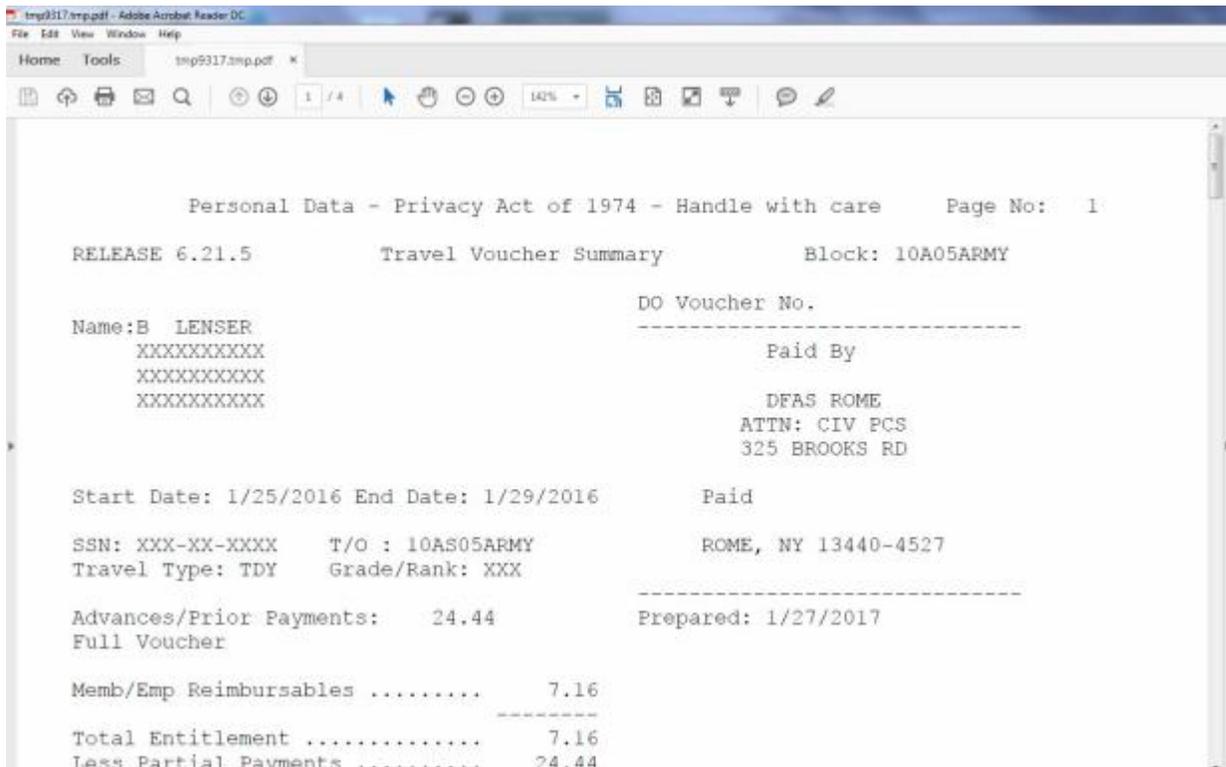
3. At the *pop-up*, **click** on the desired **option**. The following *pop-up* **message** will appear asking if you would like to print the **cover sheet** only.



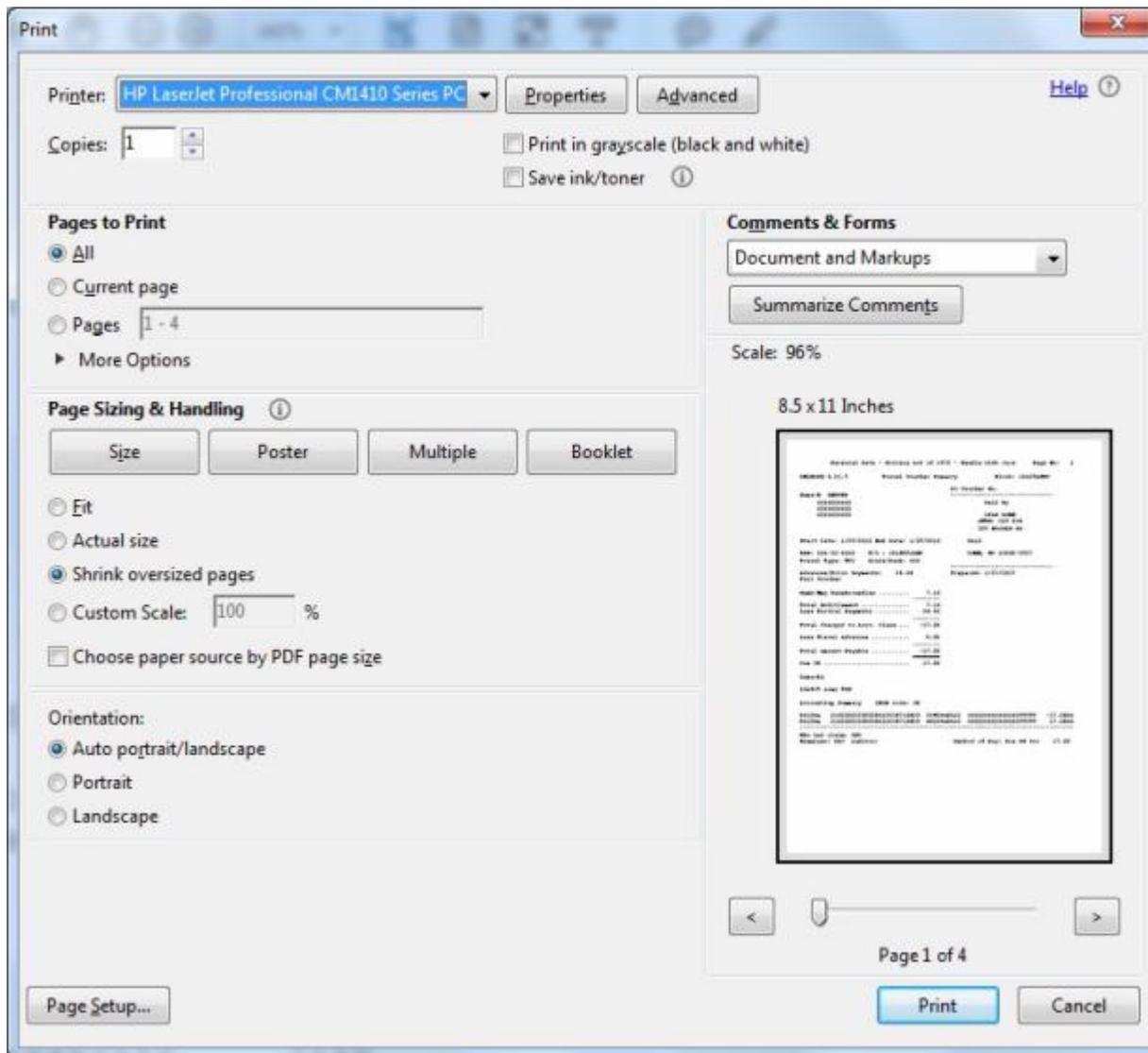
4. **Click** on *Yes* or *No* as desired. The following *pop-up message* will appear asking if you would like to print with the traveler's personal identification excluded.



5. **Click** on *Yes* or *No* as desired. The **Adobe Acrobat Reader** screen will appear next displaying the selected print option.



6. **Click** on the **Printer Icon** button if you wish to **print** the selected print option.
7. The **Print** screen will appear.



8. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
9. **Select** the number of **copies** you wish to print and **click** the **Print** button.
10. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
11. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the red X **button** in the top right corner to **close** the screen.

Tip: The **selected print option** may also be **printed to** a **PDF file** by clicking on the **File** menu option at the **Adobe Acrobat Reader** screen and then **clicking** on the **Save As** option. After activating this option, you will have to **specify** what **directory** to **save** the file in and the **file name**.

Performing a Non-Forced Audit

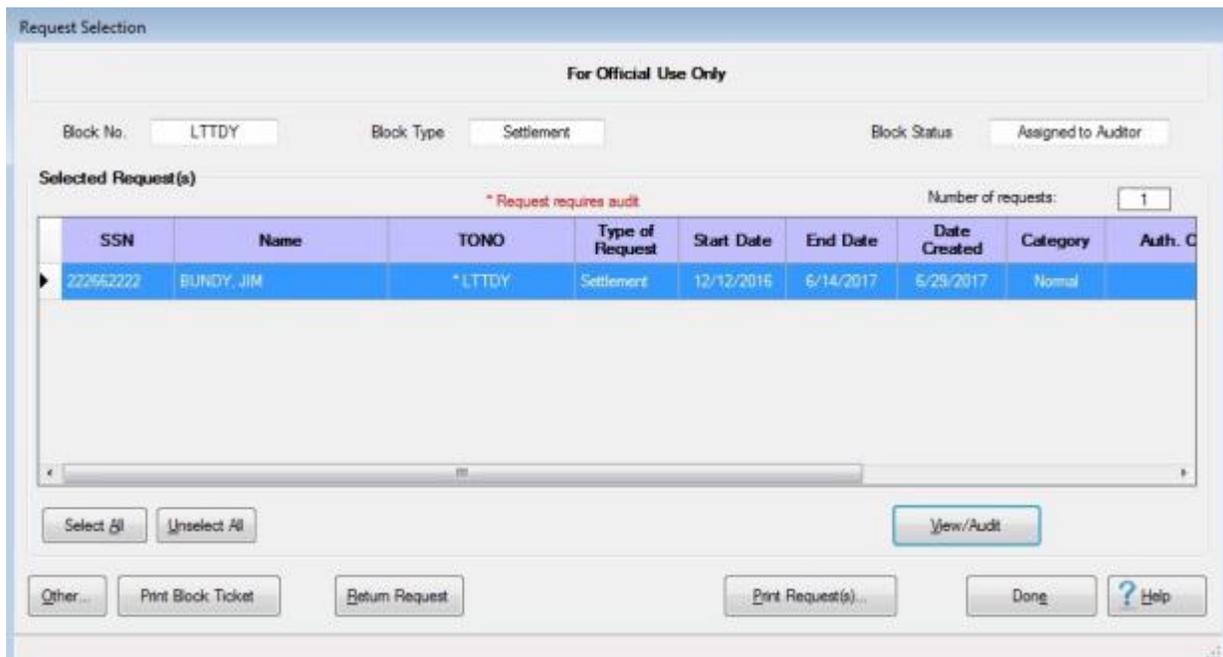
Using the **Non-Forced** method, the auditor has the **option** of **viewing** the input screens for the advance/settlement or **reviewing** the **audit report** generated by IATS. If the auditor **chooses** to simply **review** the printed **audit report**, a **comparison** is made between the request for **advance/settlement** submitted by the traveler and the **audit report** to ensure that the voucher **examiner** entered the correct **details** for the trip. If the auditor **discovers** an **error** requiring correction, the **block** must be returned to the examiner and the **examiner** must **modify** the previously entered request for **advance/settlement**.

Tip: If the **audit report** was not **printed** by the **examiner** prior to releasing the block, the **auditor** must print this report if **performing** the **audit** by **reviewing** the audit report.

 **Complete the following steps to "audit" a previously entered advance/settlement by viewing the input screens:**

1. Once the **block** requiring audit is **assigned** to the **auditor**, the process **begins** at the **Auditor View** screen. At this screen, select the **block** requiring audit.

Note: After selecting a block the **Request Selection** screen appears. At this screen, all **requests** assigned to the block are **listed** under the **Select Request(s)** section. Unless office **policy** **requires** a **100%** audit, auditors are only **required** to **select** and **review** requests that are **annotated** with an **asterisk** indicating that the **request** is **flagged** for audit.



Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) * Request requires audit Number of requests:

SSN	Name	TONO	Type of Request	Start Date	End Date	Date Created	Category	Auth. C
222562222	BUNDY, JIM	*LTTDY	Settlement	12/12/2016	6/14/2017	6/29/2017	Normal	

Select All Unselect All View/Audit

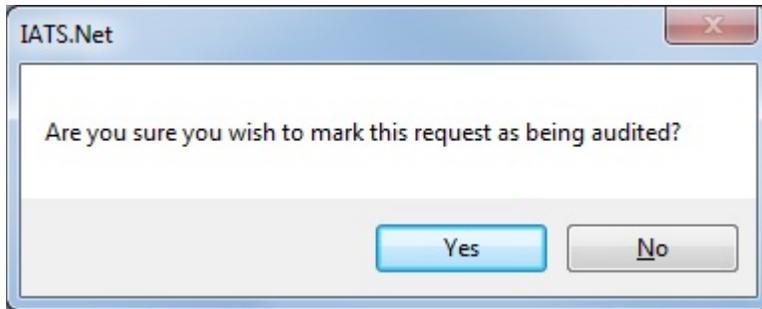
Other... Print Block Ticket Return Request Print Request(s) Done Help

2. Select a **request** that is **flagged** for audit. The **Request for Advance or Settlement Against an Order** screen will appear.

3. At this screen, **notice** that the **Reason for Audit** section **explains why** the request was **flagged** for audit.
4. After determining the **reason** for audit, **click** on the appropriate **tab** to **view** the necessary input **screen**.

Tip: If needing to **view** the **Itinerary** or **Reimbursables** tab, **click** on the **Entitlements** tab, **click** on the listed entitlement or **expense**, and then **click** on the **View/Modify** button. The **Itinerary** and **Reimbursables** tab will then be visible.

5. When **finished** viewing the desired input screens, **click** on the **OK** button at the **Advance Request** or **Settlement Request** screen. The following *pop-up message* will appear asking if you wish to **mark** the request as being audited.



6. **Click** on *Yes* or *No* as desired.
7. IATS **returns** to the **Request Selection** screen.
8. **Repeat** steps **1 - 6** to **review** another request or **click** the **Done** button to **return** to the **Auditor View** screen if finished with the block.
9. At the **Auditor View** screen, either return the **block** to the **examiner** if corrections are needed or release the **block** for further processing.

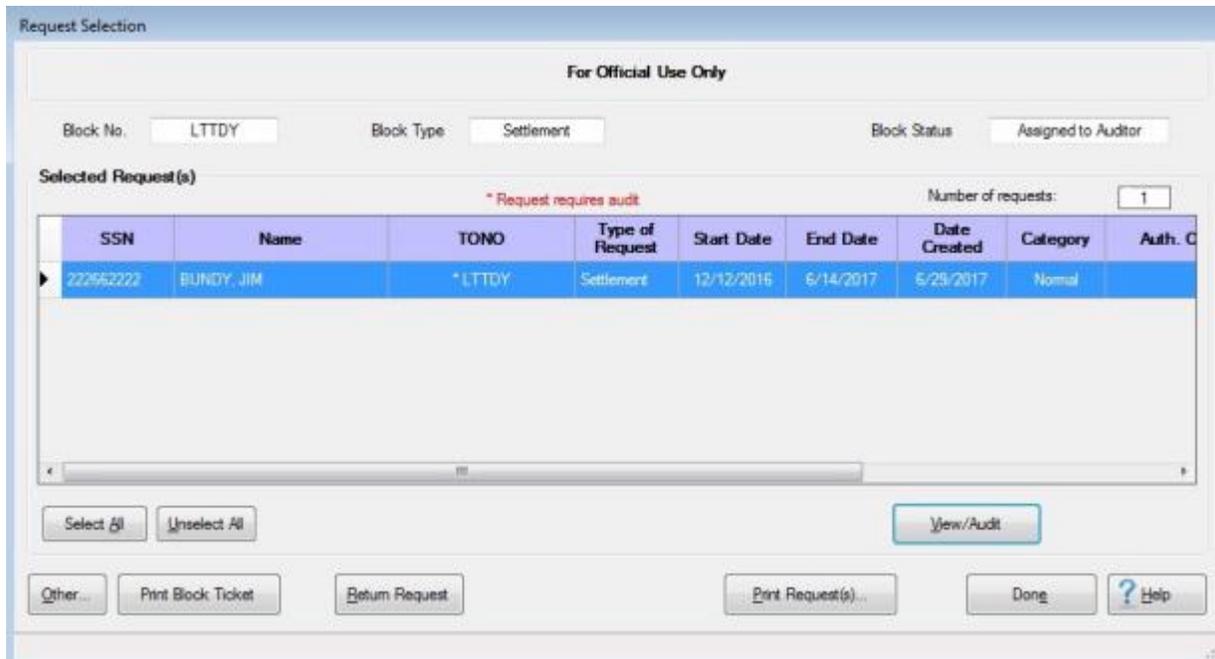
Performing a Forced Audit

Using the **Forced** method, the auditor must **view all** of the input screens for the advance/settlement request flagged for audit. If the auditor **discovers** an **error requiring correction**, the **block must be returned** to the examiner and the **examiner must modify** the previously entered request for **advance/settlement**.

 **Complete the following steps to "audit" a previously entered advance/settlement using the Forced Audit method:**

1. Once the **block** requiring audit is **assigned** to the **auditor**, the process **begins** at the **Auditor View** screen. At this screen, select the **block** requiring audit.

Note: After selecting a block the **Request Selection** screen appears. At this screen, all requests assigned to the block are **listed** under the **Selected Request(s)** section. Unless office policy requires a 100% audit, auditors are only required to **select** and **review** requests that are **annotated** with an **asterisk** indicating that the **request is flagged** for audit.



Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) * Request requires audit Number of requests:

SSN	Name	TONO	Type of Request	Start Date	End Date	Date Created	Category	Auth. C
222952222	BUNDY, JIM	* LTTDY	Settlement	12/12/2016	6/14/2017	6/29/2017	Normal	

Select All Unselect All View/Audit

Other... Print Block Ticket Return Request Print Request(s)... Done ? Help

2. Select a **request** that is **flagged** for audit. The **Advance Request** or **Settlement Request** screen will appear.

Settlement Request - Block No: LTTDY - Request No: 29

BUNDY, JIM M: E7 TONO: LTTDY

Request Type - Settlement

Type of Settlement Final - First Submission

Remit To Adv/Acct Entitlements Calculations Financial Remarks

Address

Line 1 2020 W EAST ST

Line 2

City INDIANAPOLIS

Country/State IN INDIANA

Zip Code 46236 Update Traveler

Reason for Audit

Request entitlement is above the audit threshold

<Back Next>

Receipts... Flag As Audited

Other... Print Request Prepay Audit Auditor Remarks OK Cancel Help

3. At this screen, **notice** that the **Reason for Audit** section **explains why** the request was **flagged** for audit.
4. **After** determining the **reason** for audit, **click** on the appropriate **tab** to **view** the necessary input **screen**.

Note: When performing a **Forced Audit**, you **must click** on the **Entitlements** tab, **click** on the **listed entitlement** or **expense**, and then **click** on the **View/Modify** button. The **Itinerary** and **Reimbursables** tab **will then be visible**. You **must review** the **entries** on these tabs in order to be able to **mark** the request as being **audited**.

5. When **finished** viewing the desired input screens, **click** on the **OK** button **at** the **Advance Request** or **Settlement Request** screen. The following *pop-up message* will appear asking if you wish to **mark** the request as being **audited**.

IATS.Net

Are you sure you wish to mark this request as being audited?

Yes No

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6. **Click** on *Yes* or *No* as desired.
7. IATS **returns** to the **Request Selection** screen.
8. **Repeat** steps **1 - 6** to **review** another **request** or **click** the **Done** button to **return** to the **Auditor View** screen if finished with the block.
9. At the **Auditor View** screen, either return the **block** to the **examiner** if corrections are needed or release the **block** for further processing.

Prepayment Audit

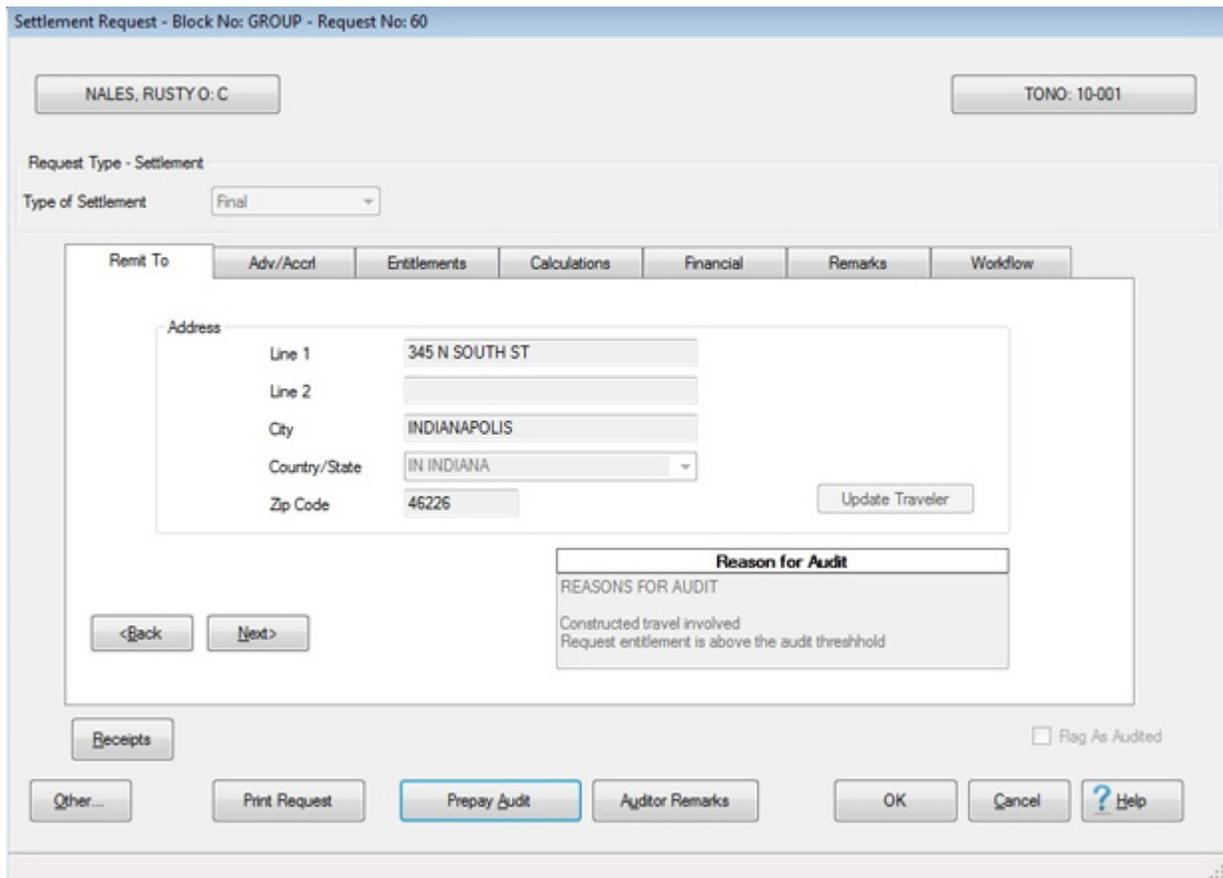
IATS allows the **Auditor** to perform an audit using a **Prepayment Audit Checklist**.

In order to use this feature, your **System Administrator** must access the **Maintenance** module and **activate** the **Prepayment Audit** feature.

When this feature is **activated**, the Auditor will see a **button**, at the bottom of the **Request for Advance** or **Settlement Against an Order** screen, named **Prepay Audit**.

 **Complete the following steps to "use" the Prepayment Audit Checklist:**

1. At the **Request for Advance** or **Settlement Against an Order** screen, **click** on the **Prepay Audit** or the **OK** button.



Settlement Request - Block No: GROUP - Request No: 60

NALES, RUSTY O. C. TONO: 10-001

Request Type - Settlement

Type of Settlement Final

Remit To Adv/Acct Entitlements Calculations Financial Remarks Workflow

Address

Line 1 345 N SOUTH ST

Line 2

City INDIANAPOLIS

Country/State IN INDIANA

Zip Code 46226 Update Traveler

<Back Next>

Reason for Audit

REASONS FOR AUDIT
Constructed travel involved
Request entitlement is above the audit threshold

Receipts Flag As Audited

Other... Print Request Prepay Audit Auditor Remarks OK Cancel Help

2. After clicking on either the **Prepay Audit** or **OK** button, the following **Improper Claim Check List** screen appears.

Improper Claim Checklist - Block No: GROUP - Request No: 60

NALES, RUSTY TONO: 10-001

Specify if Following are Missing or Incomplete Miscellaneous Discrepancy Checklist

Do not check if not applicable

- 1. Missing Original Signature of Travel
- 2. Missing Authorizing Official Verification/Approval
- 3. Incomplete Copies of All Original Documents
- 4. Itinerary Does Not Match Orders
- 5. Incomplete Advance Information Included
- 6. Missing Detaching/Reporting Endorsements
- 7. Missing Statement of Availability/Non-availability for Govt. Qtrs
- 8. Missing Valid Lodging Receipts or Traveler's Explanation
- 9. Missing Valid Receipts for Reimbursable Expenses as Required
- 10. Missing Signature for Official Long Distance/Local Calls
- 11. Mode of Travel Does not Match Orders
- 13. DD Form 1351-3 Not Signed by Traveler (if Actual Expense Claimed)
- 14. Missing Endorsement Stating Govt Qtrs not Assigned at New PDS
- 15. There are Miscellaneous PCS Discrepancies
- 16. There are Miscellaneous TAD/TDY Discrepancies
- 17. Missing Separation Travel Order
- 18. Missing Separation Travel Allowance Election Certificate
- 19. Distance Traveler Claims Exceeds Official Distance to Home of Record
- 20. Missing Retirement Travel Order
- 21. Missing Home of Selection Certificate
- 22. Missing Extension Approval if Travel Not Performed Within One Year

Other... Back Next OK Cancel Help

- At this screen, there are two tabs listing **items** that may be selected as audit discrepancies that will appear on the **Prepayment Audit** report generated by IATS:

- **Specify if Following are Missing or Incomplete**

- **Miscellaneous Discrepancy Checklist**

- Click** in the **selection box** next to the desired item to place a **check mark** in the box. A check mark indicates that the item has been selected.
- Ensure that you **display each tab** and **select any item** that must be **reported** as a discrepancy.
- When **finished** selecting the necessary discrepancies, **click** on the **OK** button to **save** the selections.

Viewing Travel Accounts

On occasion, it may be necessary to **view** the traveler's **account** information.

 Complete the following steps to "view" a travel account:

1. At the **Examiner, Auditor or System Administrator View** screen, **click** on the **Tools** menu. A *drop down list* of options appears.



2. **Click** on the **Traveler Profile** option and the **Traveler Selection** screen appears.
3. At the **Traveler Selection** screen, **type** the Social Security Number (**SSN**), for the traveler who's account you wish to create, at the **ID** field, and **press Tab** or **click** on the **Search by ID** button. The **Traveler Profile** screen appears.

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Traveler Profile User ID: DAVE Wednesday, October 01, 2014

SMITH, MARK View: Examiner

SSN: 111881111 Name: Last: SMITH First: MARK Middle: E

Personal Financial Address

Employee Status: Member

Grade/Rank: E7

Salutation: SFC

Position/Title:

Security Clearance: Confidential

DSSN: 6416

Credit Card Status: Holder of Govt. Credit Card

Credit Card Num: *****

Service: Army

Organization: DFAS

Automatically audit all claims for individual

This traveler has VIP status

Profile Flagged

Back Next OK Cancel ? Help

Check if this traveler has been granted VIP status

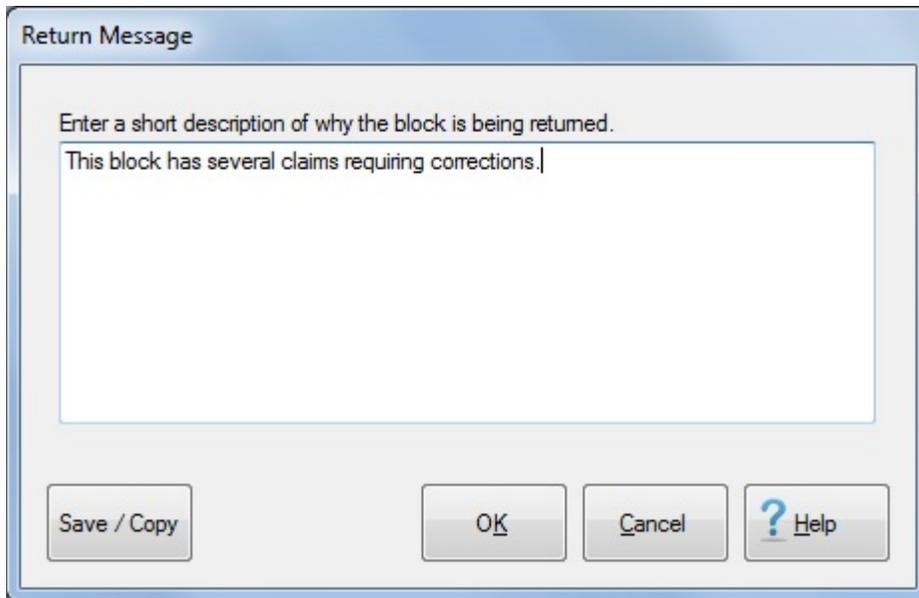
4. When **finished** viewing the travel account, **click** on the **OK** or **Cancel** button.

Returning Blocks

After **auditing** the flagged claims, it may be **necessary** to **return** the **block** to the **examiner** for **correction**.

 **Complete the following steps to "return" a block to the examiner for correction:**

1. At the **Auditor View** screen, **click** on the **Return Block** button or **click** on the **File** menu and **select** the **Return Block(s)** option. The **Confirmation Password** screen appears.
2. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and **click** the **OK** button. The **Return Message** screen appears.



Return Message

Enter a short description of why the block is being returned.

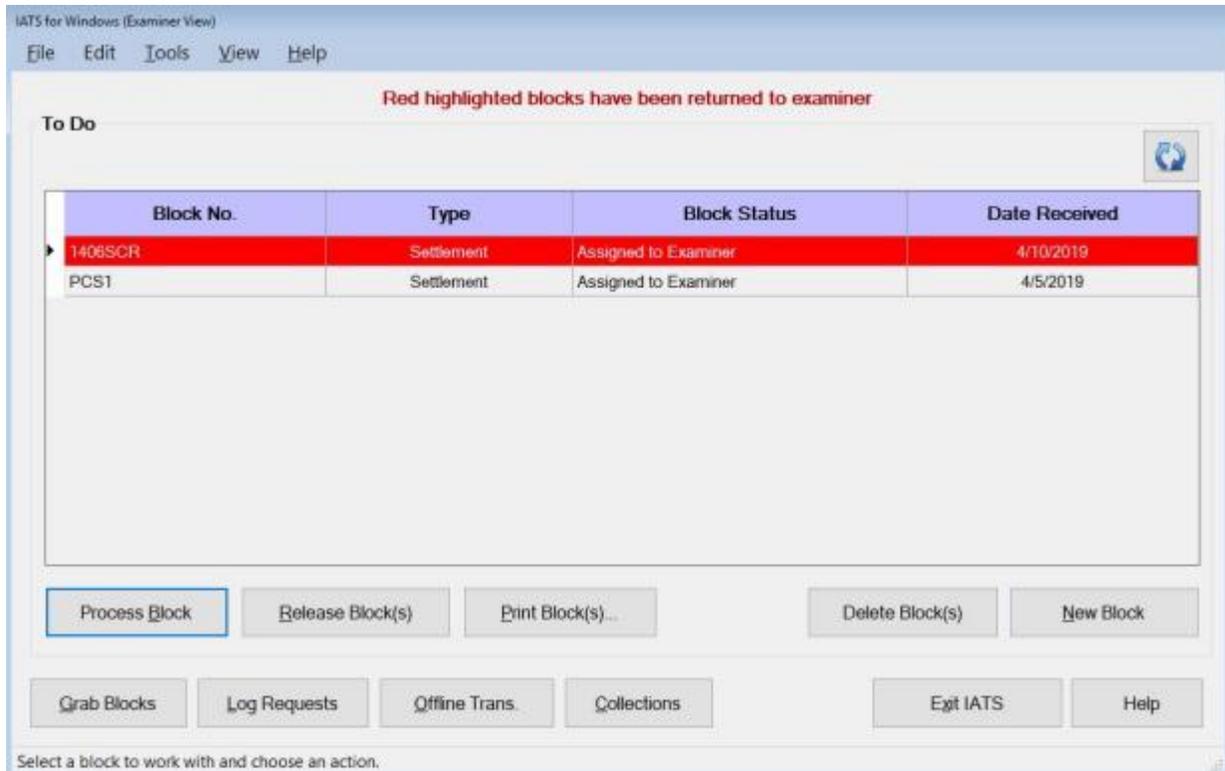
This block has several claims requiring corrections.

Save / Copy OK Cancel ? Help

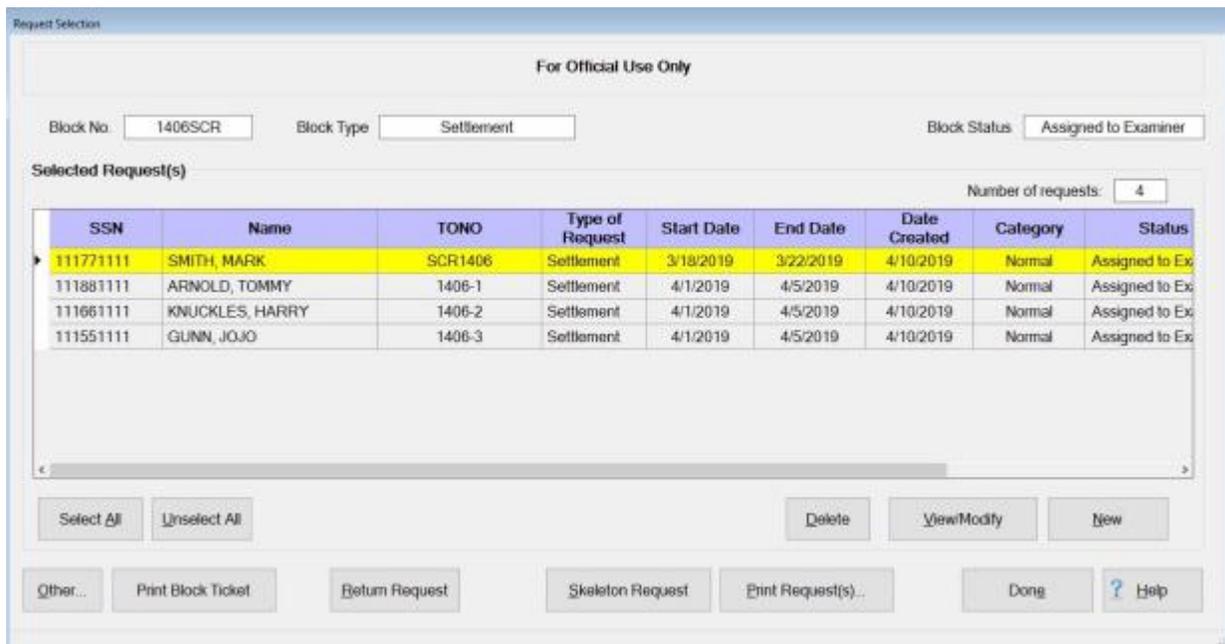
3. At this screen, **type** a **brief message explaining why** the block is being returned and then **click** the **OK** button. IATS **returns** the **block back** to the **examiner** who originally had it.

Note: When the Auditor **returns** a block back to the Examiner for corrections, the **block** will be highlighted in **red** on the Examiner view screen as shown below.

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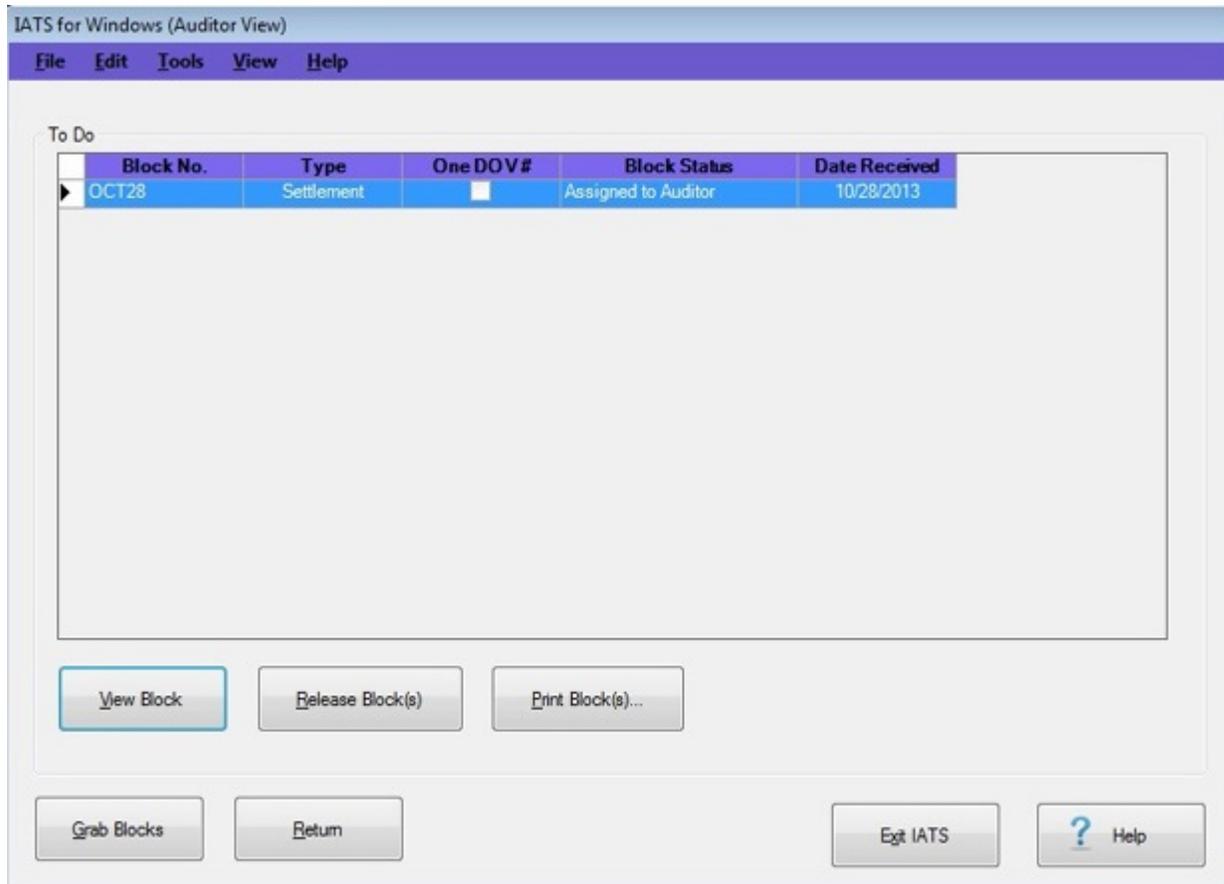
Note: When the Examiner **clicks** on the **Process Block** button for a block highlighted in **red** that has been **returned** by the **Auditor**, any claim that the auditor has **attached** a **remark** to will be highlighted in **yellow** on the **Request Selection** screen as shown below.



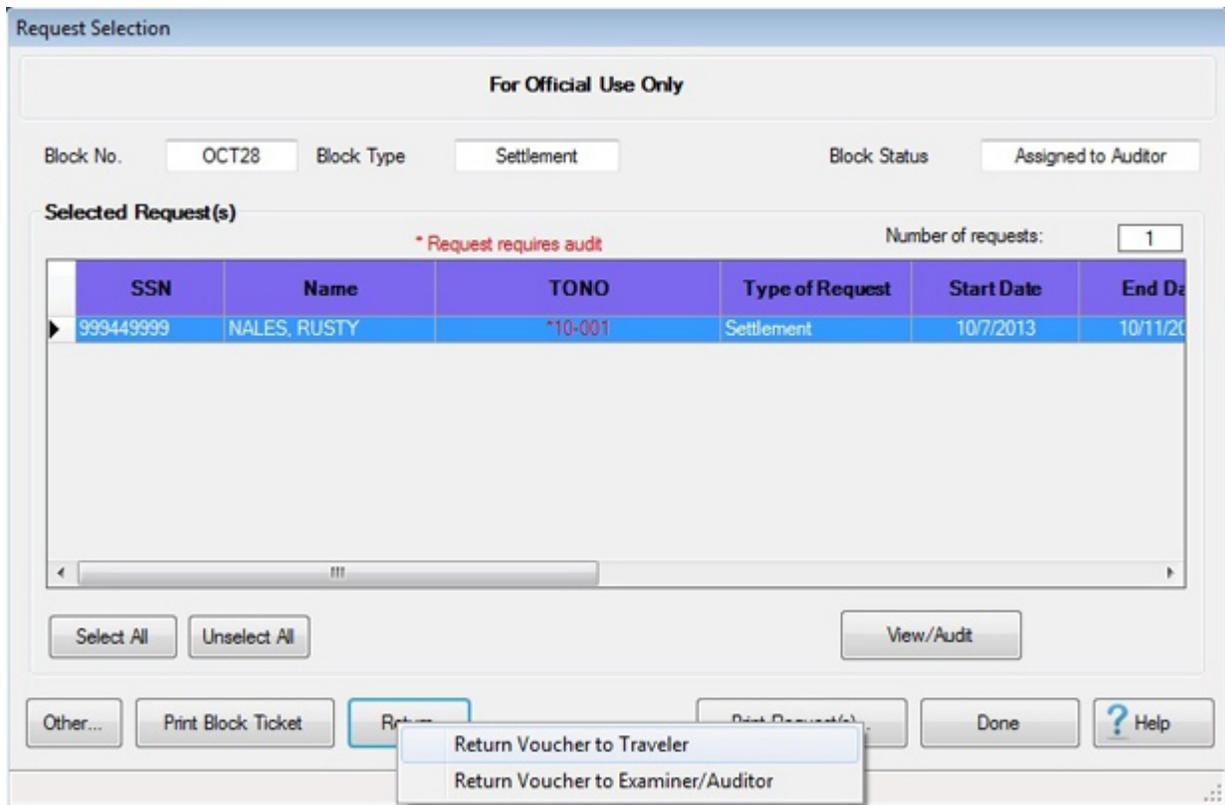
Return a Request to a Traveler

While performing an audit, the Auditor may determine that it is necessary to return the claim back to the traveler. A feature was added to IATS that allows the Auditor to perform this task instead of sending the block back to the Examiner and having the Examiner return the claim.

 Complete the following steps to "return" a request to the Traveler:



1. Once the **block** requiring audit is assigned to the **auditor**, the process **begins** at the **Auditor View** screen. At this screen, select the **block** requiring audit and then **click** on **View Block**.



2. **Perform** the **audit** as usual. After performing the audit, IATS returns to the **Request Selection** screen.
3. If it is determined that the request must be returned to the Traveler, **click** on the **Return Request** button. A **sub-menu** appears.
4. **Click** on the **Return Voucher to Traveler** option. The **Return Voucher** screen appears.

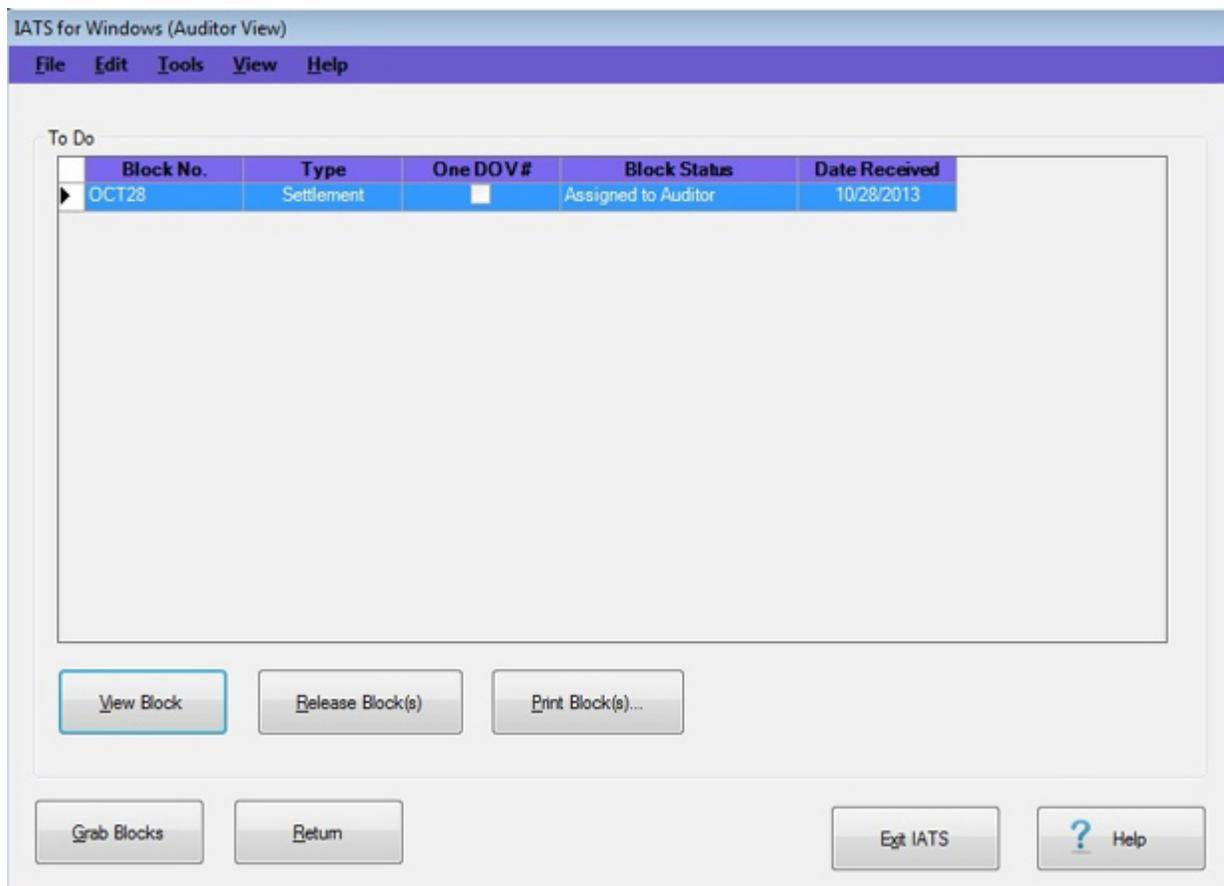
9. **Remarks:** - **Click** in this field and **type** a **remark** if desired.
10. **Send email to traveler:** **Click** in the **check box** if you wish to send an email message to the traveler regarding the returned voucher.
11. **Click** on **OK** to **save** the return letter or click the **Print Letter** button if you wish to **print** the return letter. The **Adobe Reader** screen will appear if you **click** on the Print Letter button.
12. **Click** on the Printer **icon**. The **Print** screen appears.
13. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
14. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
15. IATS prints the report and returns to the **Adobe Reader** screen.
16. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to **close** the screen.

Return a Request to Auditor or Examiner

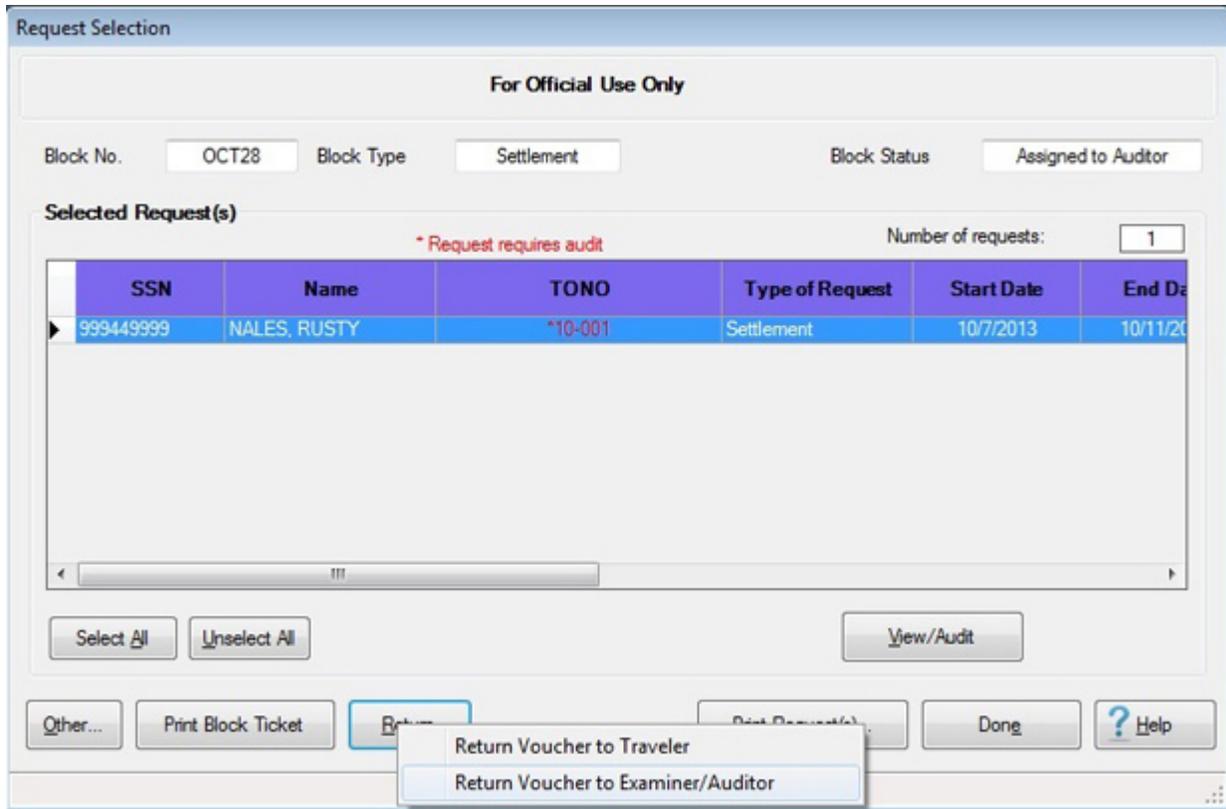
While performing an audit, the Auditor may determine that it is **necessary** to **return** the claim back to a different Auditor or to the **Examiner**. A feature was added to IATS that allows the Auditor to perform this task instead of sending the entire block back to the Examiner and holding up the other claims on the block.

Click on this [link](#) to display a **table** describing the **criteria** for re-assigning requests from one block to another.

 **Complete the following steps to "return" a request to an Auditor or an Examiner:**



1. Once the **block** requiring audit is **assigned** to the **auditor**, the process **begins** at the **Auditor View** screen. At this screen, select the **block** requiring audit and then **click** on **View Block**.



2. **Perform** the **audit** as usual. After performing the audit, IATS returns to the **Request Selection** screen.
3. If it is determined that the request must be returned to an Auditor or an Examiner, **click** on the **Return Request** button. A **sub-menu** appears.
4. **Click** on the **Return Voucher to Examiner/Auditor** option. The **Return Request** screen appears.

Return Request

Requests to Return

SSN	Name	TONO	Type of Request	Start Date	End Date	Date Created	C
999449999	NALES, RUSTY	*10-001	Settlement	10/7/2013	10/11/2013	11/15/2013	

Select Block and User

Assign to: Examiner Auditor

Move to block: GROUP

Find: FARRIS, DAVID (DAVE)

Return Cancel ? Help

Select the block to move the request to

5. **Assign to:** - Click in the **circle** next to **Examiner** or **Auditor** to **specify** who the claim will be returned to.
6. At the **Find** field, you can **type** the **number** of the block you wish to transfer a claim from and then press *Tab*.
7. **Move to Block:** - Click on the *down arrow* button. A *drop down listing* appears **displaying** all of the **blocks** that match the criteria for the block selected. Click on the desired **block number** to make a selection or **type** the **number** to **create** a new block. If automatic block numbering is activated, **type** the word **New** to **create** a new block, if applicable.
8. **Enter confirmation password:** - After making your required selections. Click in the **Enter confirmation password** field and **type** your confirmation password.
9. Click on the **Return** button.
10. IATS returns the request and the **Request Selection** screen appears allowing you to return another request or continue auditing the block.
11. If you do not want to return another request or continue auditing the block, **click** on the **Done** button to return to the **Auditor View** screen.

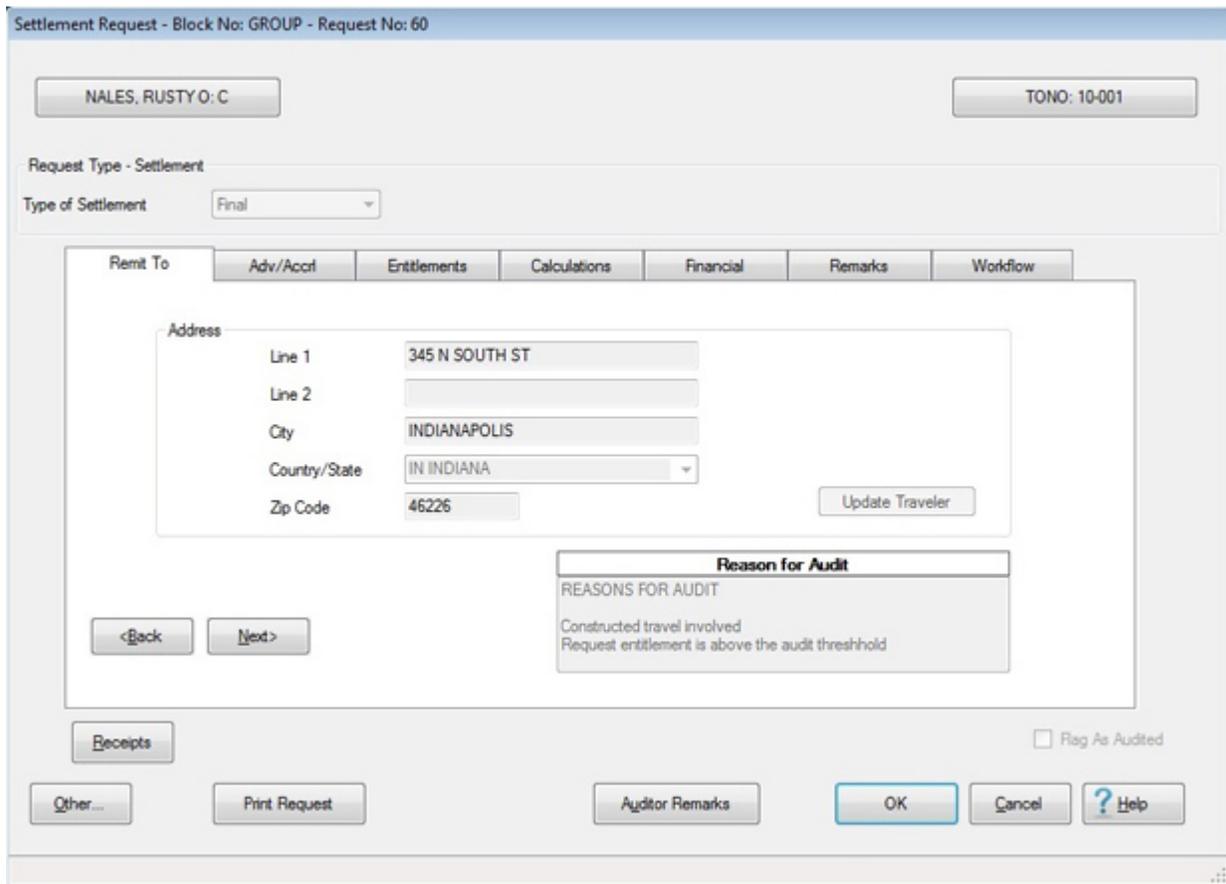
Auditor Remarks

If a claim requires audit, sometimes it is necessary to make detailed **comments** that the examiner will need to see so that all of the required changes are made.

The **Reasons For Auditor Return** screen is used for this purpose.

 **Complete the following steps to "enter" Auditor Remarks:**

1. When performing an audit, you will see an **Auditor Remarks** button on the **Request for Settlement** or **Advance** screen.



Settlement Request - Block No: GROUP - Request No: 60

NALES, RUSTYO, C TONO: 10-001

Request Type - Settlement

Type of Settlement Final

Remit To Adv/Accr Entitlements Calculations Financial Remarks Workflow

Address

Line 1 345 N SOUTH ST

Line 2

City INDIANAPOLIS

Country/State IN INDIANA

Zip Code 46226 Update Traveler

Reason for Audit

REASONS FOR AUDIT

Constructed travel involved

Request entitlement is above the audit threshold

<Back Next>

Receipts Flag As Audited

Other... Print Request Auditor Remarks OK Cancel Help

2. Click on the **Auditor Remarks** button. The **Reasons For Auditor Return** screen will appear.

Reasons For Auditor Return

Reason for Return #1
Claimed not signed

Reason for Return #2
Orders not attached

Reason for Return #3

Auditor Comments:
Return this request to the traveler for signature and required receipts.

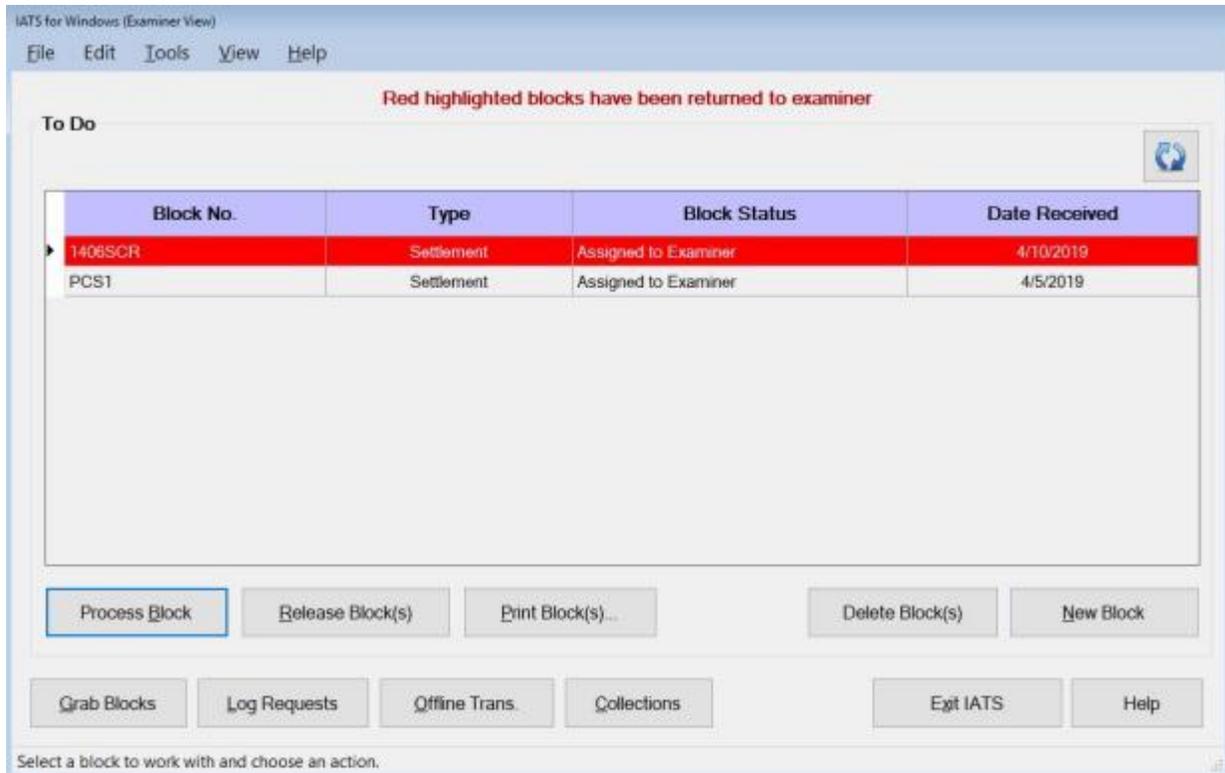
Save Reasons Now Cancel ? Help

Enter a description for reason for return

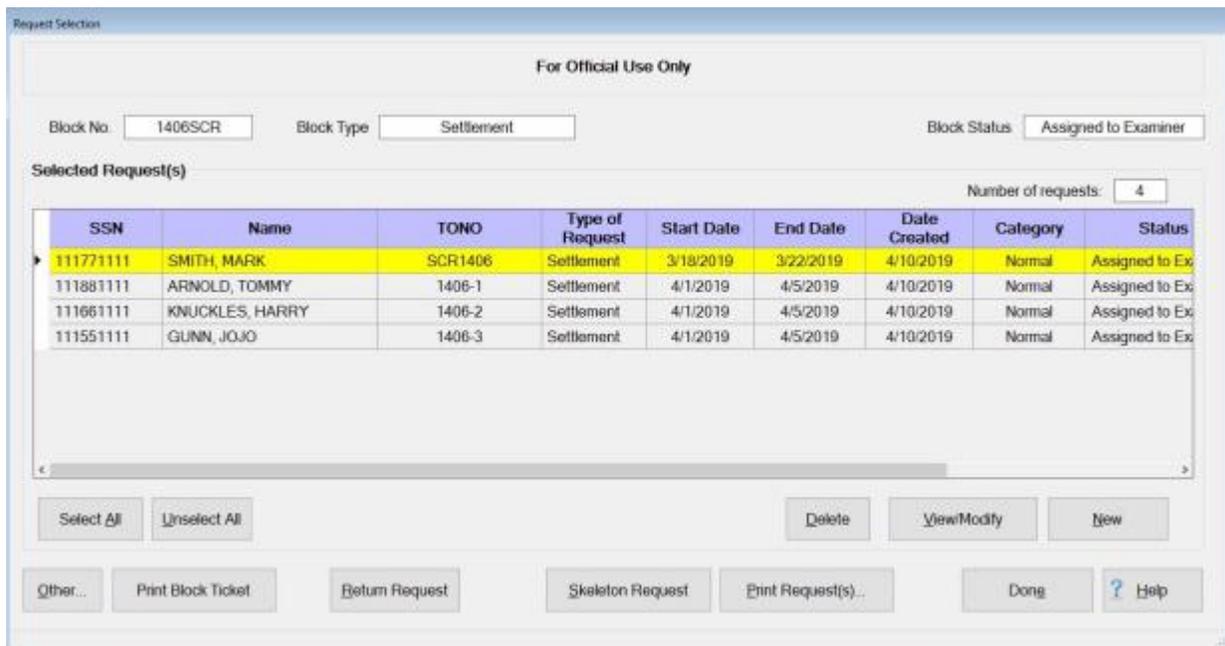
3. **Reason(s) for Return:** - At the first Reason for Return field, **click** on the *down arrow* button to **display** a **list** of the **reasons** for return from the **Reasons for Return Codes table** in the **Maintenance** module. When the **list** is displayed, **click** on the desired **reason** to make a selection.
4. Users may **add up to (3)** reasons for returning a request. If additional reasons are needed **click** in the next available Reason for Return **field** and **repeat** the **instructions** from step (3) above to **add additional reasons**.
5. **Auditor Comments:** - **Click** in this field and **type** a **remark** if desired.
6. **Click** on the **Save Reasons Now** button when you are finished.

Note: When the Auditor **returns** a block back to the Examiner for corrections, the **block** will be highlighted in **red** on the Examiner view screen as shown below.

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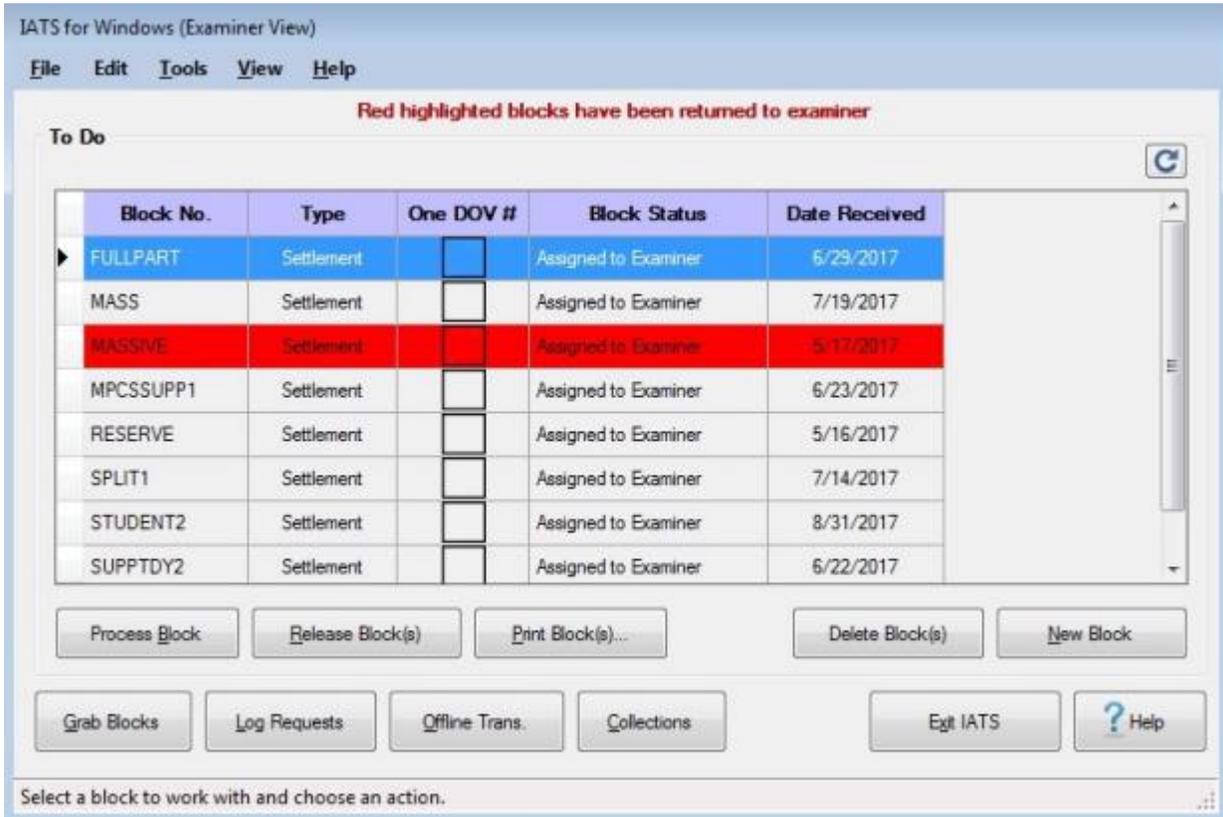
Note: When the Examiner **clicks** on the **Process Block** button for a block highlighted in **red** that has been **returned** by the **Auditor**, any claim that the auditor has **attached** a **remark** to will be highlighted in **yellow** on the **Request Selection** screen as shown below.



Displaying Auditor Remarks

If a claim requires audit, sometimes it is necessary to make detailed **comments** that the examiner will need to see so that all of the required changes are made.

When a Block is **returned** to an Examiner the Block will be highlighted in **red** on the Examiner View screen as shown below:



To Do

Red highlighted blocks have been returned to examiner

Block No.	Type	One DOV #	Block Status	Date Received
FULLPART	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/29/2017
MASS	Settlement	<input type="checkbox"/>	Assigned to Examiner	7/19/2017
MASSIVE	Settlement	<input type="checkbox"/>	Assigned to Examiner	5/17/2017
MPCSSUPP1	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/23/2017
RESERVE	Settlement	<input type="checkbox"/>	Assigned to Examiner	5/16/2017
SPLIT1	Settlement	<input type="checkbox"/>	Assigned to Examiner	7/14/2017
STUDENT2	Settlement	<input type="checkbox"/>	Assigned to Examiner	8/31/2017
SUPPTY2	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/22/2017

Process Block Release Block(s) Print Block(s)... Delete Block(s) New Block

Grab Blocks Log Requests Offline Trans. Collections Exit IATS ? Help

Select a block to work with and choose an action.

If the Examiner **selects** the highlighted Block and then positions the mouse **pointer** over the Block, a **tool tip** will appear **displaying** the Auditor's **remarks** explaining why the Block was returned:

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IATS for Windows (Examiner View)

File Edit Tools View Help

Red highlighted blocks have been returned to examiner

To Do

Block No.	Type	One DOV #	Block Status	Date Received
FULLPART	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/29/2017
MASS	Settlement	<input type="checkbox"/>	Assigned to Examiner	7/19/2017
MASSIVE	Settlement	<input type="checkbox"/>	Assigned to Examiner	5/17/2017
MPCSSUPP1	Settlement	<input type="checkbox"/>		
RESERVE	Settlement	<input type="checkbox"/>		
SPLIT1	Settlement	<input type="checkbox"/>	Assigned to Examiner	7/14/2017
STUDENT2	Settlement	<input type="checkbox"/>	Assigned to Examiner	8/31/2017
SUPPTY2	Settlement	<input type="checkbox"/>	Assigned to Examiner	6/22/2017

MASSIVE - Returned: Fuel is not an allowable expense when POC is used as the mode of travel.

Process Block Release Block(s) Print Block(s)... Delete Block(s) New Block

Grab Blocks Log Requests Offline Trans. Collections Exit IATS ? Help

Select a block to work with and choose an action.

Another method for displaying Auditor remarks is from the **Settlement Request** screen when the Examiner **modifies** the claim to **correct** the problem.

Settlement Request - Block No: MASSIVE - Request No: 2

ARNOLD, TOMMY G: E9 TOND: 03-001

Request Type - Settlement
Type of Settlement: Final - First Submission

Remit To Adv/Accr Entitlements Calculations Financial Remarks

Types of Entitlements Claimed
 Travel Not Performed Not a Reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	3/5/2017-3/24/2017	Validated Data

Add Itinerary
View/Modify
Delete

<Back Next> Daily Summary Cons. Comp. Show Calcs

Receipts... Other... Auditor Remarks SAVE Cancel ? Help

Select to add an entitlement to this claim

If the Examiner **clicks** on the **Auditor Remarks** button at the bottom of the screen the **Reasons For Auditor Return** screen will appear **displaying** the **remarks** the Auditor entered at this screen when the audit was performed.

Reasons For Auditor Return

Reason for Return #1
No receipts attached

Reason for Return #2

Reason for Return #3

Auditor Comments:
Fuel is not an allowable expense when POC is used as the mode of travel.

Save Reasons Now Cancel ? Help

Enter a description for reason for return

Release Blocks

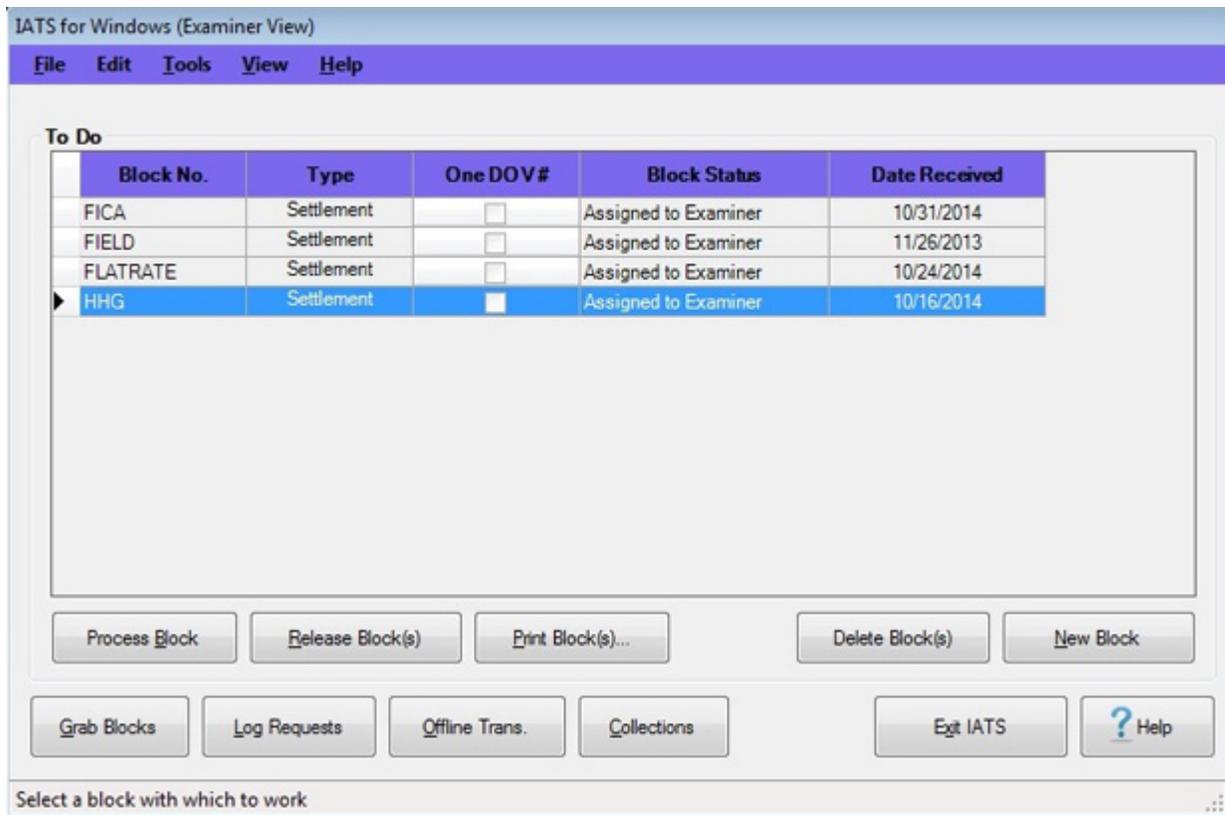
Voucher examiners have **completed** a block when all logged requests are in one of the following **conditions**:

- Computed
- Audited
- Transferred to another block
- Returned to the traveler
- Deleted

Once the IATS user is **certain** that there are no outstanding **logged** requests on the block, the next step is to **release** it for further processing.

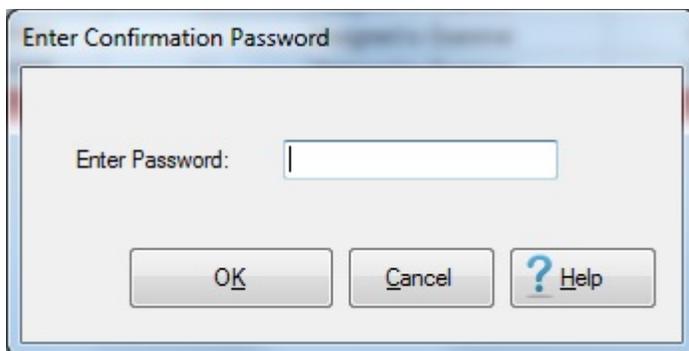
 **Complete the following steps to "release" a block:**

1. At the **Examiner, Auditor, or Disbursing View** screen, **click** on the listed block that you wish to release.



Note: Before attempting to release a block, it's good idea to **determine** that all requests on the block have been processed. This is accomplished by **double clicking** on the desired block. The **Request Selection** screen appears. **Look** at the **Status** field to **ensure** the status of each request is **Entered**. If there are any requests in the status "**Logged**", the request must be **processed** or **deleted** from the block before the block may be released.

2. When the desired block(s) selection is complete, **click** on the **Release Block(s)** button. The **Confirmation Password** screen will appear.



3. At the **Confirmation Password** screen, **type** your confirmation password at the **Enter Password** field and then **click** the **OK** button or **press Tab**.

4. After entering the confirmation password, a **message** appears asking if you wish to **print** the **block tickets** for the blocks being released. **Click** on Yes or No as desired.

Note: It's a good idea to always **print** the **block ticket** to use as a **cover sheet**. Settlement requests are sometimes **added** to the block or **deleted** during the **processing phase** and may not **reflect** the cover sheet originally printed, if the block was initially **logged** into IATS through the **logging process**. Disbursing clerks can also **use** the latest block ticket **cover sheet** to **verify** that a valid request exists for the **transactions** that **appear** in the **upload file**.

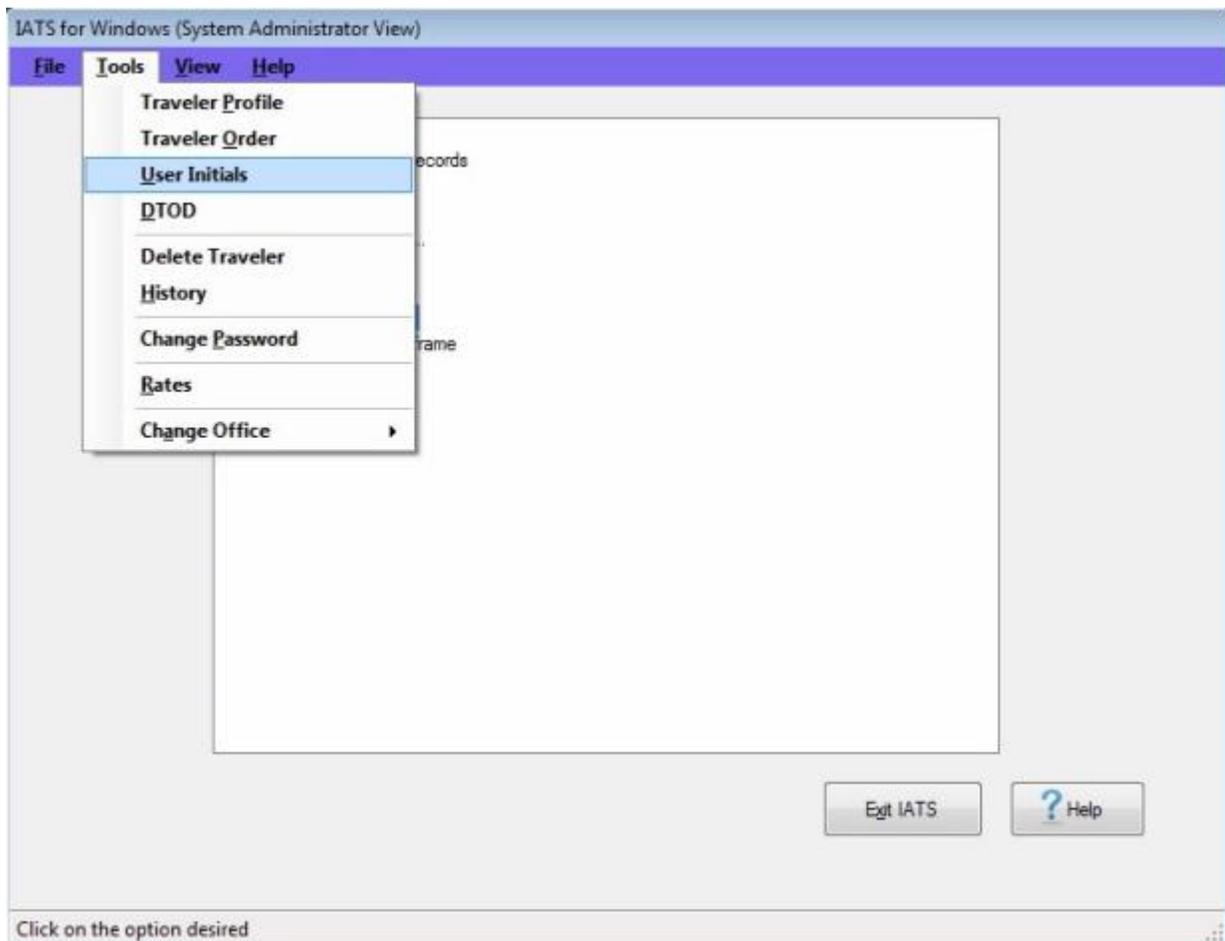
Display User Initials

Often times, key travel office personnel have a **question** when viewing a claim as to **who** the **initials** belong to that **processed** or **audited** a particular claim. Without going into **Maintenance** and viewing the **Users Passwords and Privileges** table, there is no easy way to determine this information.

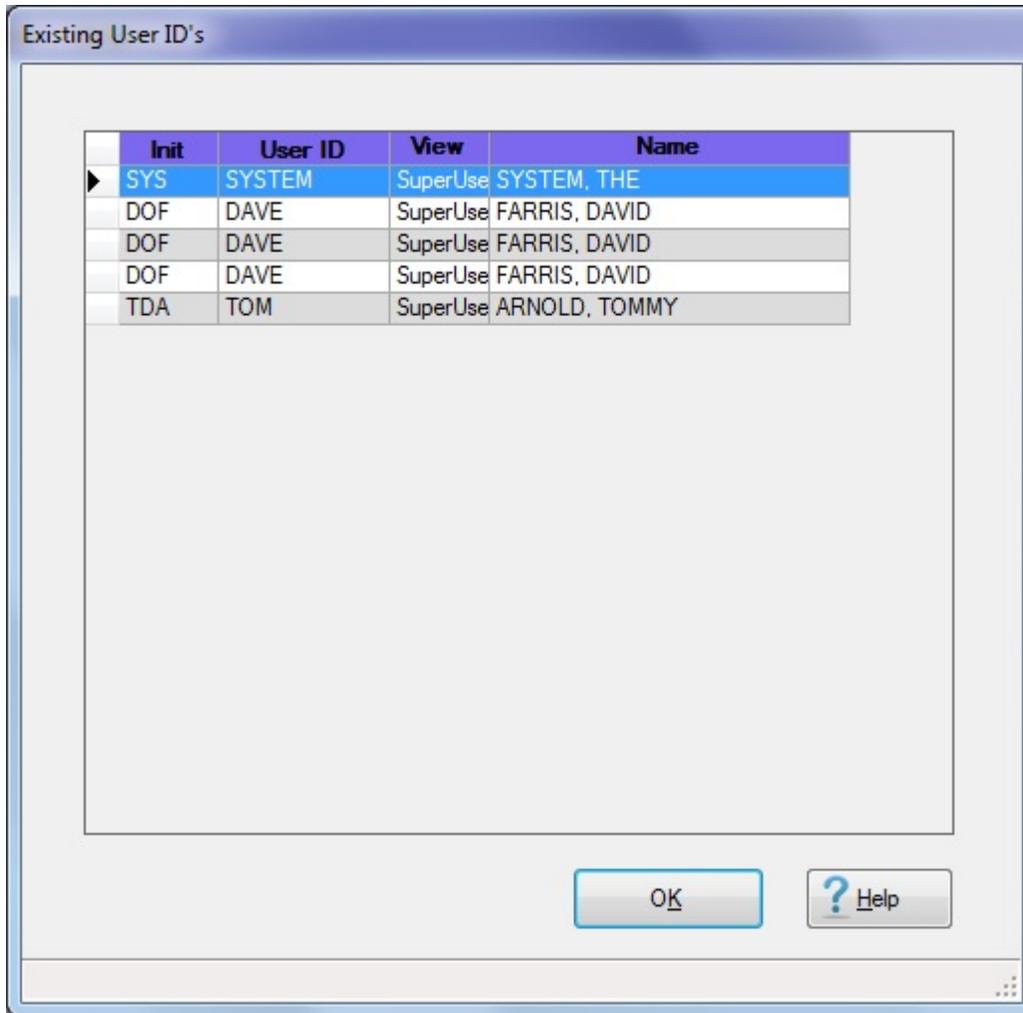
For this reason, an **option** has been added to the **Tools** menu on the **Auditor**, **Disbursing**, and **System Administrator** view screens that allow you to easily **display** this information.

 Complete the following steps to "display" user initials:

1. On either the **Auditor**, **Disbursing**, or **System Administrator** view screen, click on the **Tools** menu.



2. A *sub-menu* appears listing several options.
3. Click on **User Initials**. The **Existing User ID's** screen appears.



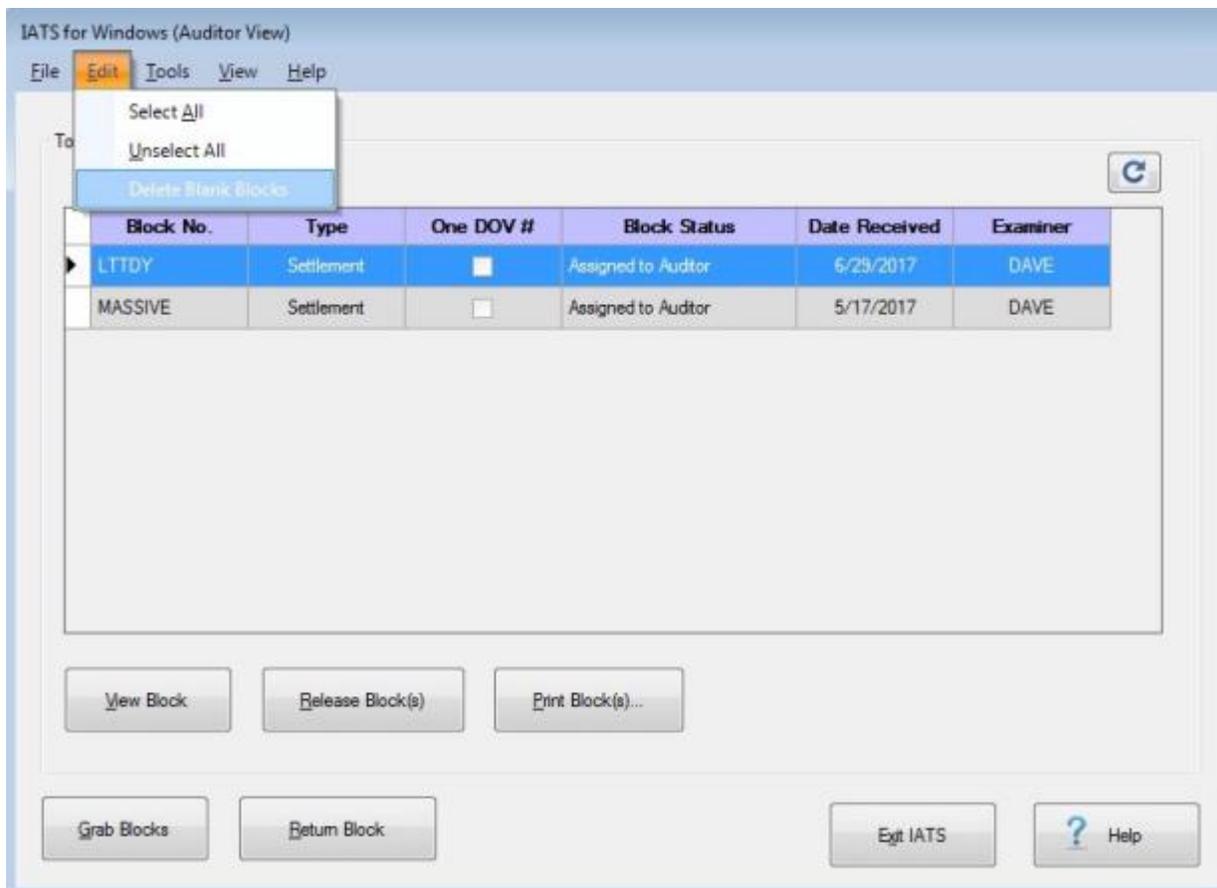
4. **Notice** that the Existing User ID's screen displays **initials** in the left hand column and the user's **name** in the far right hand column.
5. When **finished** using the Existing User ID's screen, **click** on **OK** to return to the previous screen.

Delete Empty Blocks

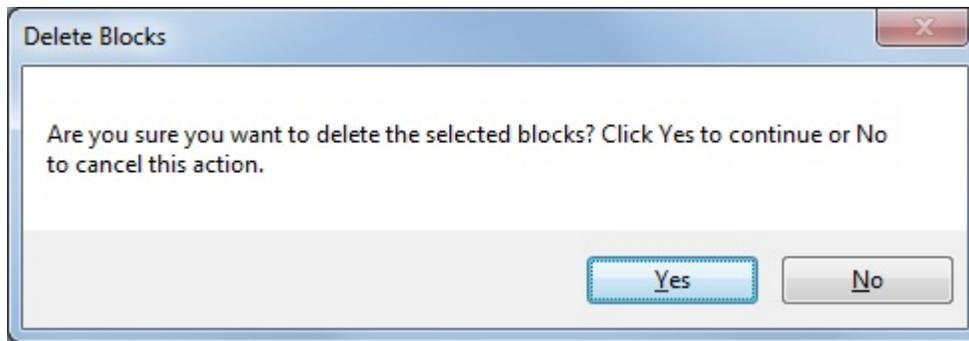
If an Auditor has a block in his/her possession, that (for whatever reason) contains no claims, the Auditor can delete the block.

 Complete the following steps to "delete" an empty block:

1. At the **Auditor View** screen, **click** on the **empty block** you wish to delete.



2. After you have highlighted the correct block, **click** on the **Edit** menu and then **click** on the **Delete Blank Block(s)** option. The following *pop-up message* appears asking if you are **sure** you wish to delete the selected block.



3. **Click** on *Yes* or *No* as desired.
4. If you click on *Yes*, the **Confirmation Password** screen appears.
5. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and **click** the **OK** button.

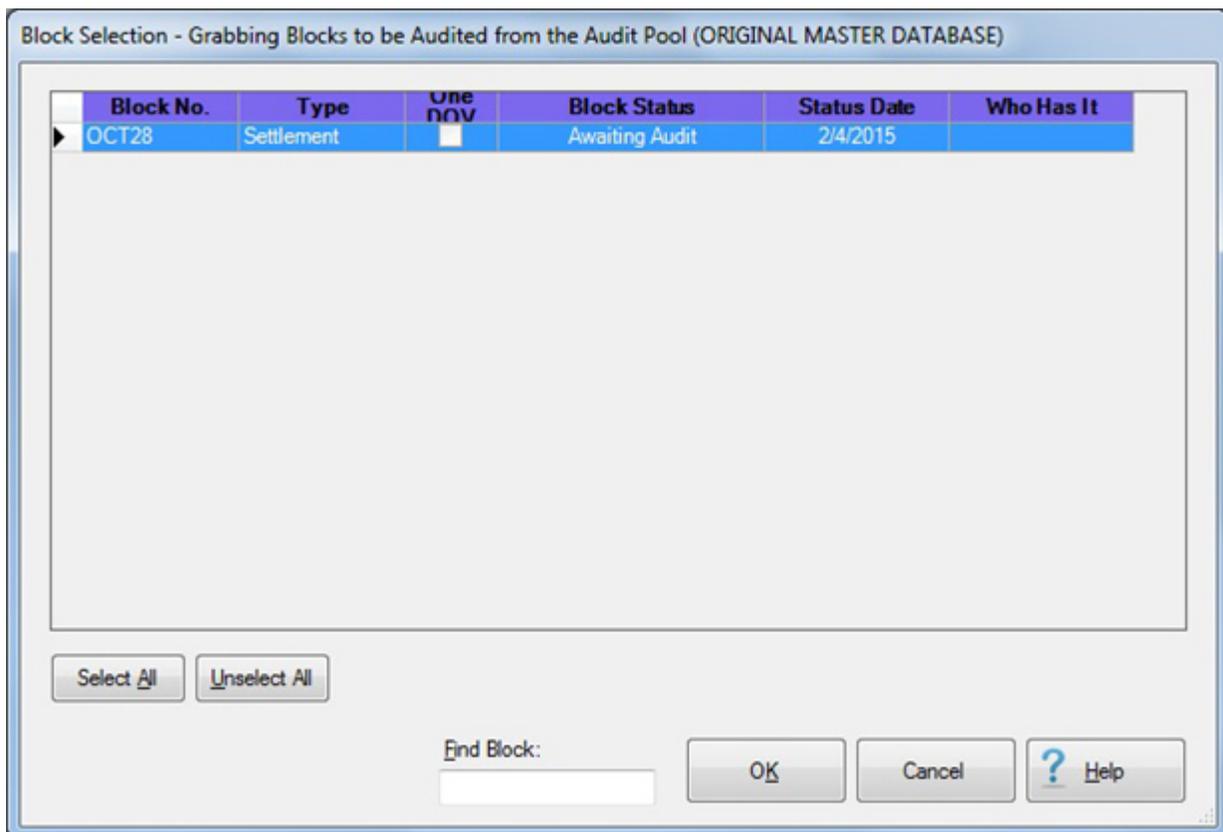
Disbursing Functions

Grab Blocks

Before a **block** of requests can be processed, the block must be **assigned** to an IATS user. The most common **method** of assigning a block, is for the user to "**grab**" the desired block from those available. After in-coming claims are **logged** to a block or when a block is **released** for further processing, the block resides in a **pool** awaiting assignment.

 Complete the following steps to "grab" a block:

1. At the **Examiner, Auditor, or Disbursing View** screen, **click** on the **Grab Blocks** button and the **Block Selection** screen appears.



2. Select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select all of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

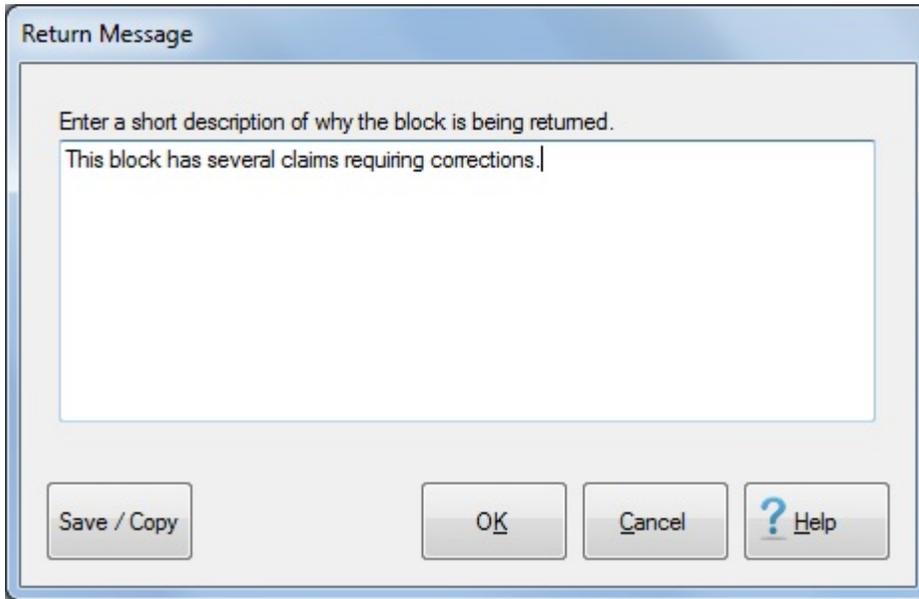
3. After selecting a block, the **Confirmation Password** screen appears. Complete the process by **typing** your assigned **Confirmation Password** at the **Enter Password** field and then **click** on the **OK** button.

Return Blocks

Once the **Disbursing** clerk has **received** and **grabbed** a block for Disbursement Processing, a **review** should be performed to be sure that the block is **ready** for disbursement. If a **problem** is discovered, the block may have to be **returned** to the voucher **examiner** or **auditor** for **corrections** or **review**.

 **Complete the following steps to "return" a block:**

1. At the **Disbursing View** screen, **click** on the **Send to Disbursing** tab and then **click** desired **block** listed under the heading "**Blocks Available for Processing**".
2. After **selecting** a block, **click** on the **Return Block(s)**. The **Confirmation Password** screen appears.
3. **Type** the confirmation **password** at the **Enter Password** field and then **click** the **OK** button. The **Return Message** screen appears.



Return Message

Enter a short description of why the block is being returned.

This block has several claims requiring corrections.

Save / Copy OK Cancel ? Help

4. At this screen, **type** a brief **message** explaining **why** the block is being returned and **what** action to take, then **click** the **OK** button.

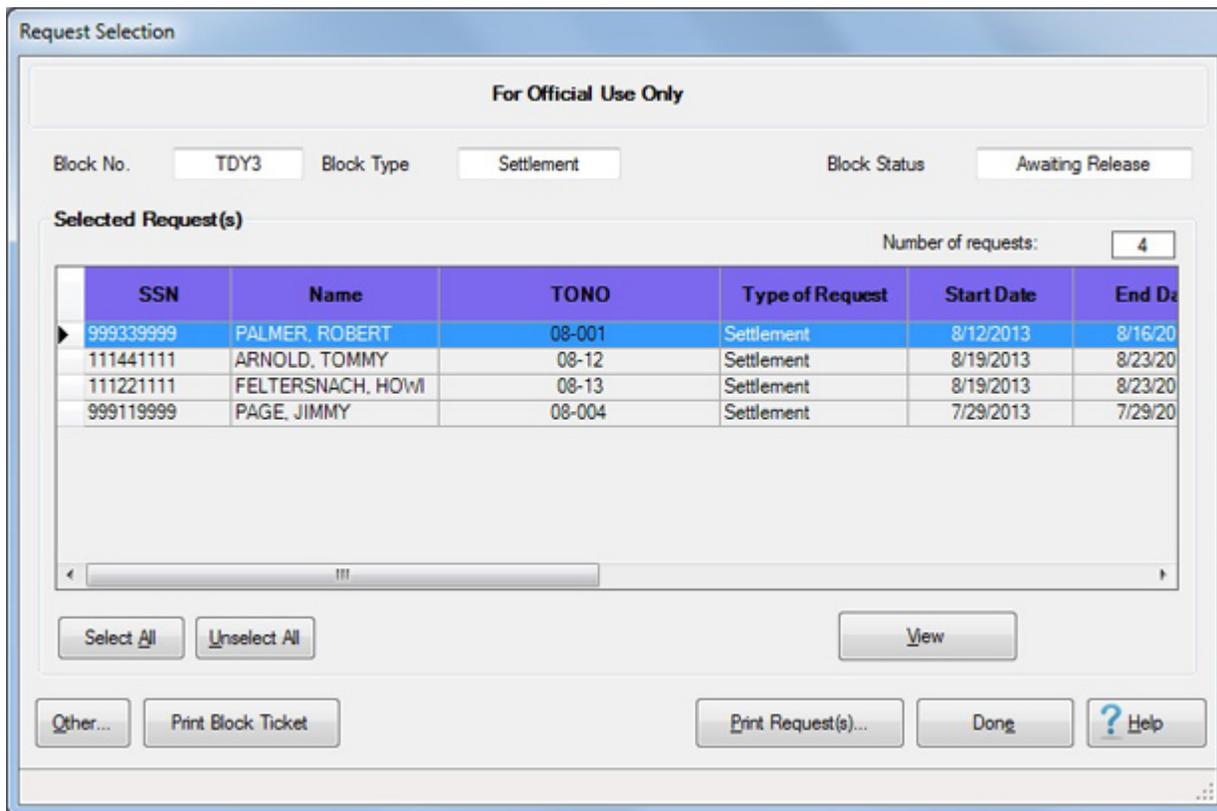
Tip: When the voucher examiner **sees** the returned **block** listed at the **Examiner View** screen, the **message** that was entered by the disbursing clerk is **displayed** at the **bottom** of the screen.

Viewing Blocks in the Disbursing View

Before processing a block, the Disbursing clerk may want to **view** the block to determine what **types** of **payments** the block contains.

 Complete the following steps to "view" a block:

1. At the **Disbursing View** screen, **click** on the listed **block** that you wish to view and then **click** the **View Block** button. The **Request Selection** screen appears.



Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) Number of requests:

SSN	Name	TONO	Type of Request	Start Date	End Date
999339999	PALMER, ROBERT	08-001	Settlement	8/12/2013	8/16/2013
111441111	ARNOLD, TOMMY	08-12	Settlement	8/19/2013	8/23/2013
111221111	FELTERSNACH, HOWI	08-13	Settlement	8/19/2013	8/23/2013
999119999	PAGE, JIMMY	08-004	Settlement	7/29/2013	7/29/2013

Select All Unselect All View

Other... Print Block Ticket Print Request(s)... Done Help

2. At the **Request Selection** screen, all requests assigned to the block are **listed**.
3. If **finished** reviewing the block, **click** the **Done** button.

Tip: The user may also view the input screens for the **requests** if desired.

 Complete the following steps to "view" a request:

1. At the **Request Selection** screen, **select** a **request** through one of the following **methods**:
 - **Method 1:** - **Double click** on the desired request.

- **Method 2:** - **Click** on the request **once** and then **click** the **View** button.
- 2. After selecting a request using one of the methods listed above, the **Settlement Request** or **Advance Request** screen appears.
- 3. At this screen, **click** on the appropriate **tab** to **view** the necessary input **screen**.

Tip: If needing to **view** the **Itinerary** or **Reimbursables** tab, **click** on the **Entitlements** tab, **click** on the listed **entitlement** or **expense**, and then **click** on the **View/Modify** button. The **Itinerary** and **Reimbursables** tab will then be visible.

- 4. When **finished** viewing the desired input screens, **click** on the **OK** button at the **Settlement Request** or **Advance Request** screen. IATS **returns** to the **Request Selection** screen.
- 5. **Click** the **Done** button to **return** to the **Disbursing View** screen if finished viewing the block.

Print Blocks

After an advance or settlement request is processed, IATS will produce an approved computer facsimile of the **DD Form 1351** and **1351-2**. In addition, IATS also produces a facsimile of **Optional Form 1164** for local vicinity travel.

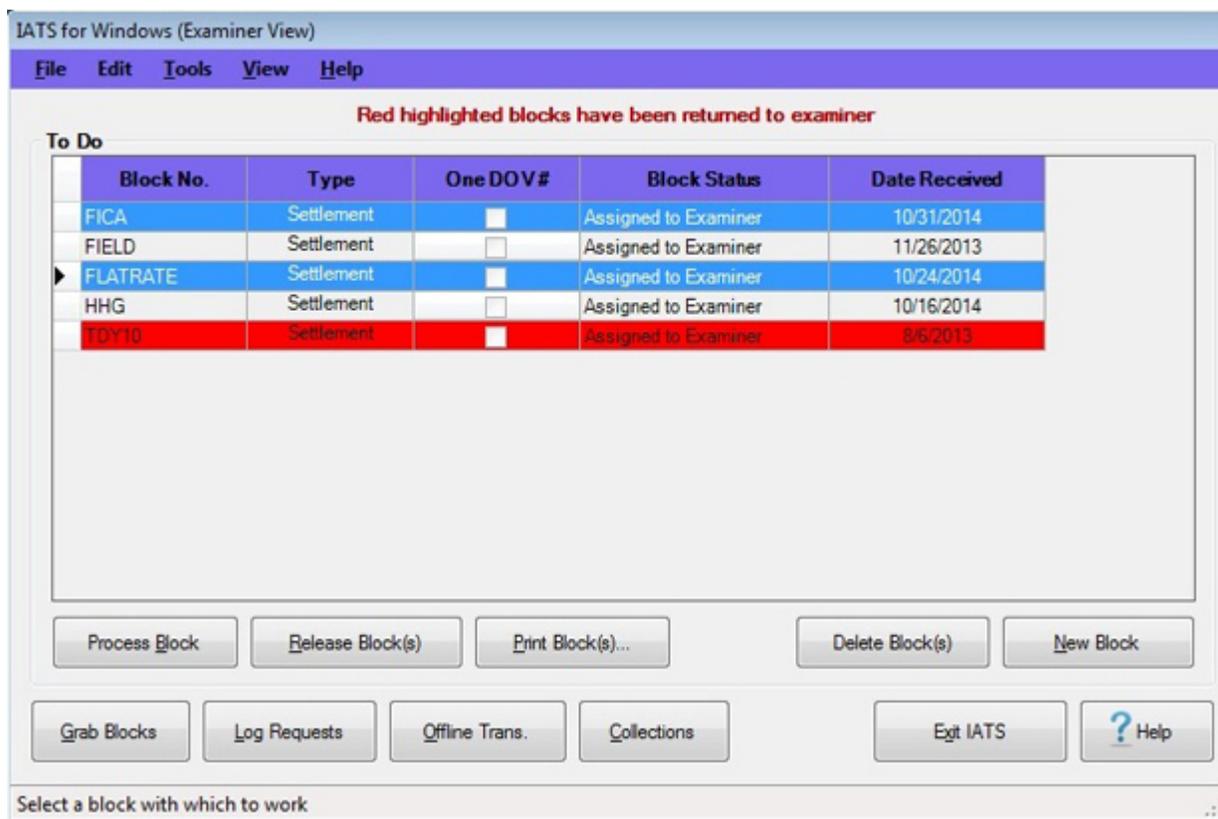
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

IATS also produces the **Advance Audit Voucher** and the **Travel Voucher Audit** documents. Audit vouchers provide a printed display of the input made by the voucher examiner.

Note: Blocks may be printed by a user in the **Examiner, Auditor, Disbursing** or **System Administrator** view mode.

 Complete the following steps to "print" a block:

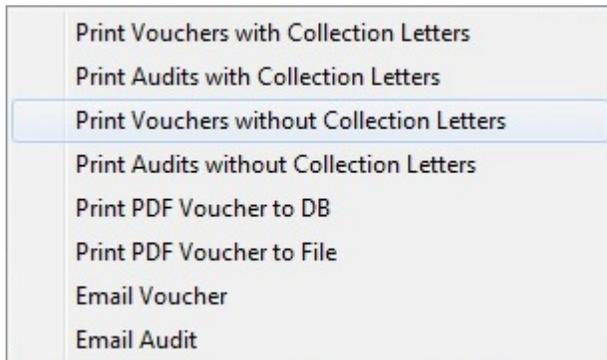
1. At either the **Examiner, Auditor, or Disbursing View** screen, **select** the **block(s)** to be printed by **clicking** on the desired block(s) listed in the grid.



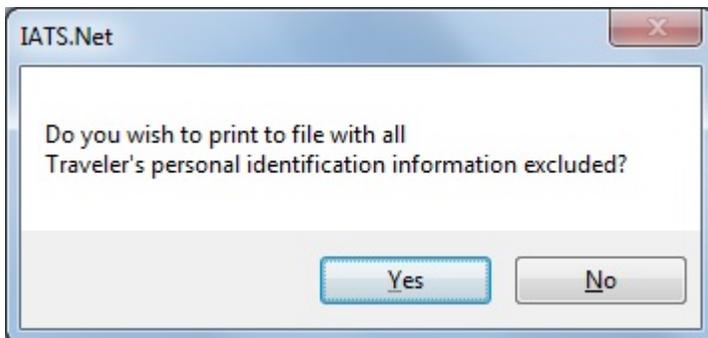
Tip: More than one block may be selected. To select consecutively listed blocks, **click** on the first block you wish to print. **Press** and **hold** down the **Shift** key and then **click** on the last block you wish to print. IATS will **highlight** all of the blocks between the first

and last selections. To select **multiple** blocks that are not listed consecutively, **press** and **hold** down the **Ctrl** key and then **click** on the **blocks** you wish to print. IATS will **highlight** all of the selected blocks.

2. After selecting the block(s) to be printed, **click** the **Print Block(s)** button or **click** on the **File** menu and select the **Print Block(s)** option. The following *drop down Print* menu appears:



3. At the *drop down Print* menu, **click** on the desired option. The following *pop-up message* will appear asking if you would like to print with the traveler's personal identification excluded.



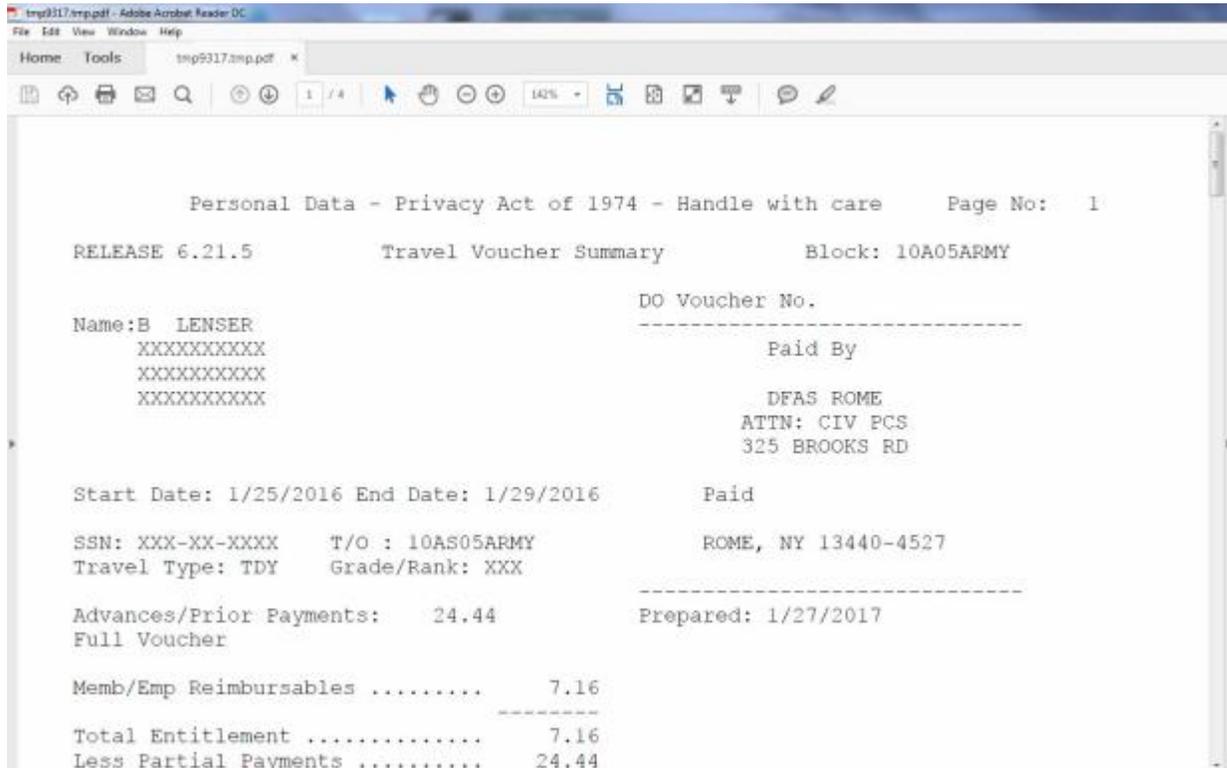
4. **Click** on *Yes* or *No* as desired. The following *pop-up message* will appear asking if you would like to print the **cover sheet only**.



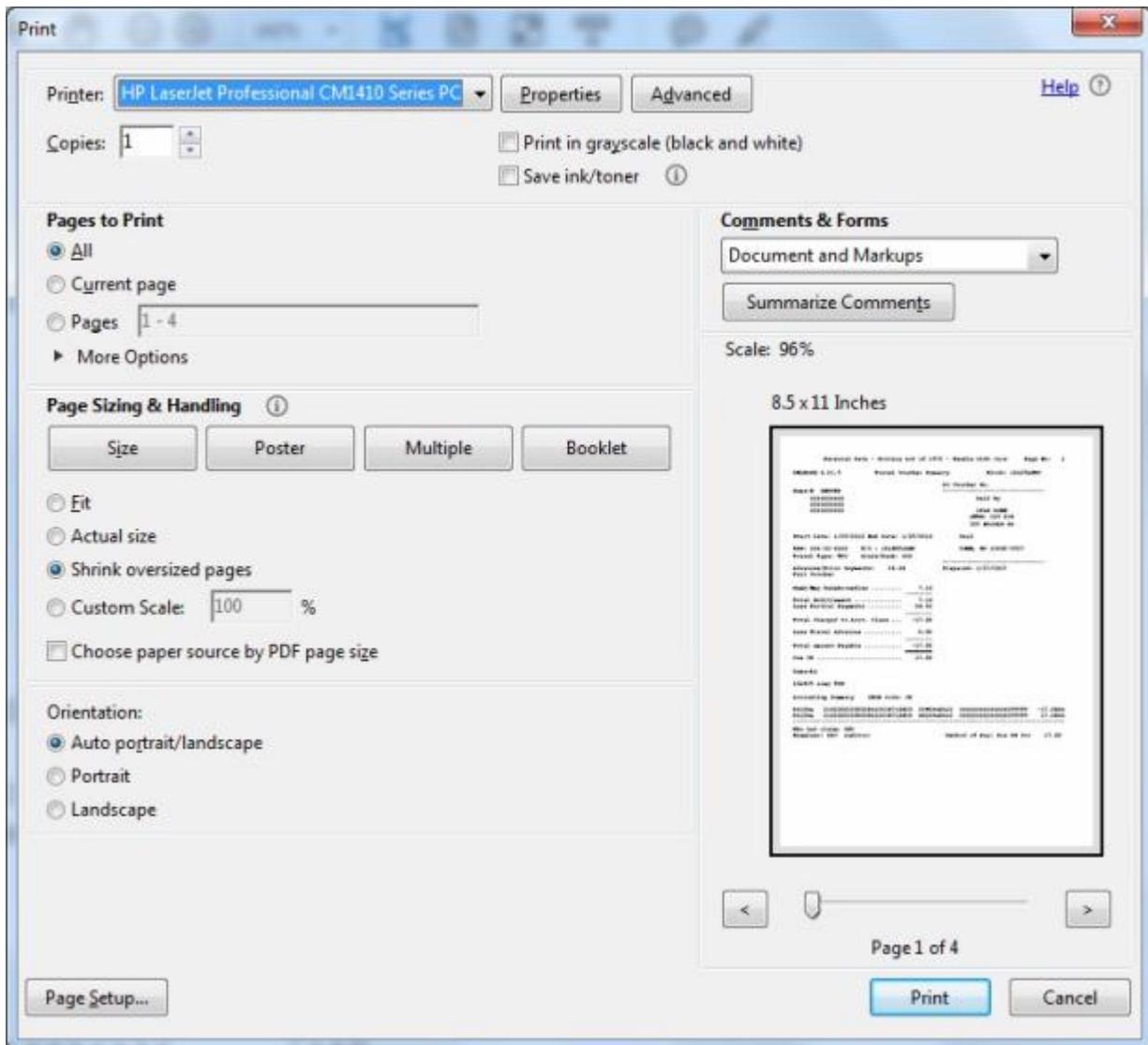
5. **Click** on *Yes* or *No* as desired.

IATS 7.2 User Guide

6. If you answer Yes, will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.



6. **Click** on the **Printer icon**. The **Print** screen appears.

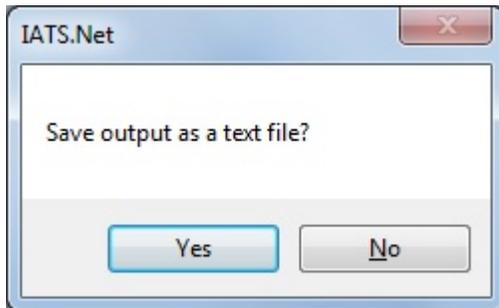


7. **Verify** that the **PC** is **configured** for the **correct printer** or **make** any **necessary changes**.
8. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
9. IATS prints the block(s) and returns to the **Adobe Reader** screen.
10. If you are finished using the **Adobe Reader**, **click** on the **red X** button in the top right corner to close the screen.



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11. If you answer *No*, The following *pop-up message* will appear asking if you wish to **save** the output to a **text** file.



12. **Click** on *Yes* or *No* as desired.
13. If you click on *No*, IATS will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.
14. If you click on *Yes*, the following **Saved Output** screen will appear.



15. At the Saved Output screen **select** the **directory/folder** to store the saved text file.
16. **Enter a name** for the text file you are saving at the **File name** field.
17. **Click** on the **Save** button.

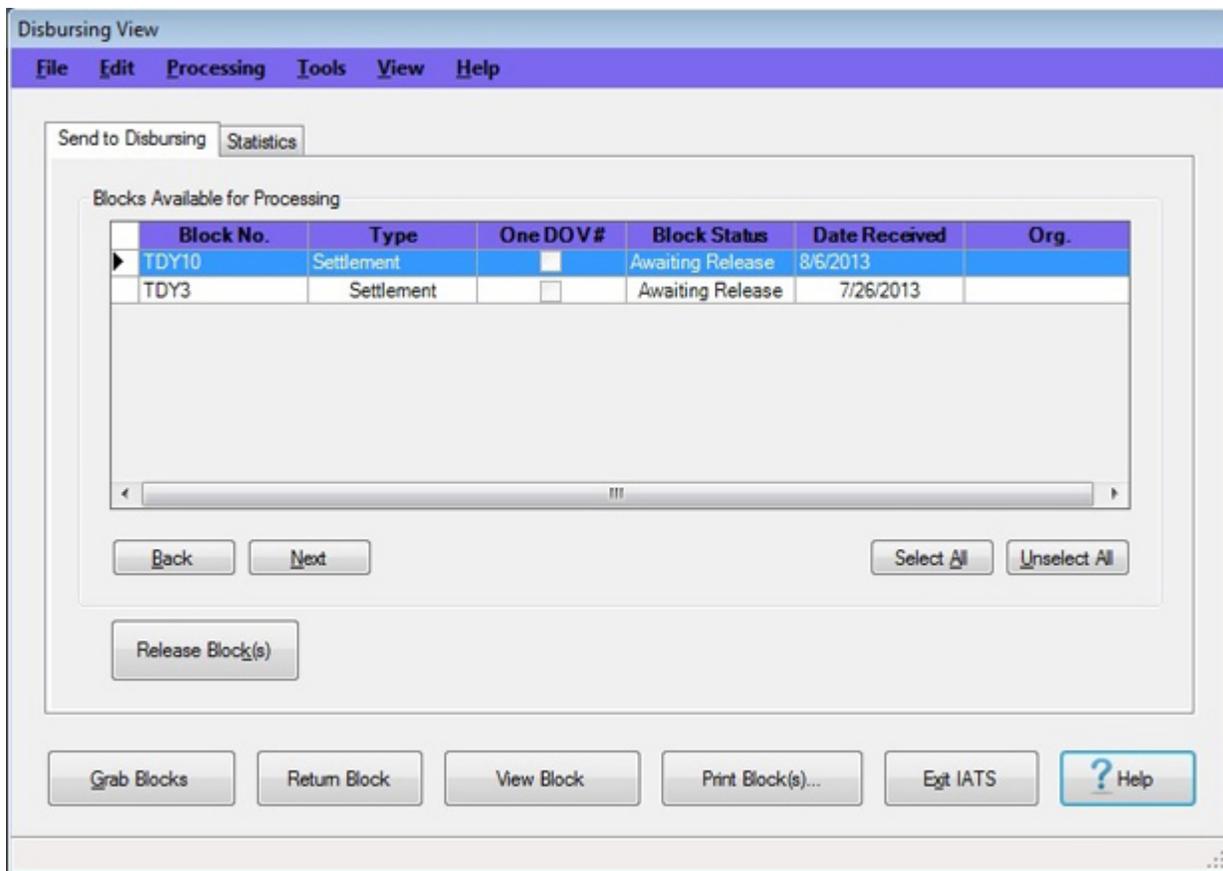
Note: If you click on *Cancel*, IATS will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.

Release Blocks to Disbursing

All **block(s)** that have been **grabbed** by or **assigned** to the **Disbursing** clerk are **listed** at the **Disbursing View** screen. Initially, the block **status** is shown as "**Awaiting Release**" The Disbursing clerk must **release** the blocks(s) and **change** the **status** to "**Released For Disbursement**" before attempting to **perform** the various disbursing processes.

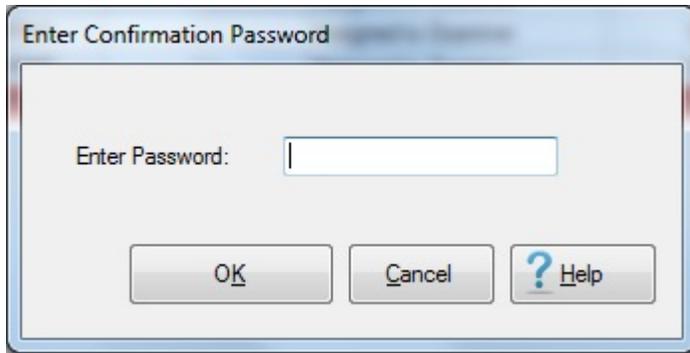
 Complete the following steps to "release" a block:

1. At the **Disbursing View** screen, if not already in focus, **click** on the **Send to Disbursing** tab. All blocks in the status "**Awaiting Release**" will be **listed**.
2. **Click** on the listed **block** that you wish to release.



Tip: If there is more than one block you wish to release, multiple blocks can be selected by pressing and holding down the **Shift** key and **clicking** on the additional blocks.

3. When the desired block(s) selection is complete, **click** on the **Release Block(s)** button. The **Confirmation Password** screen will appear.



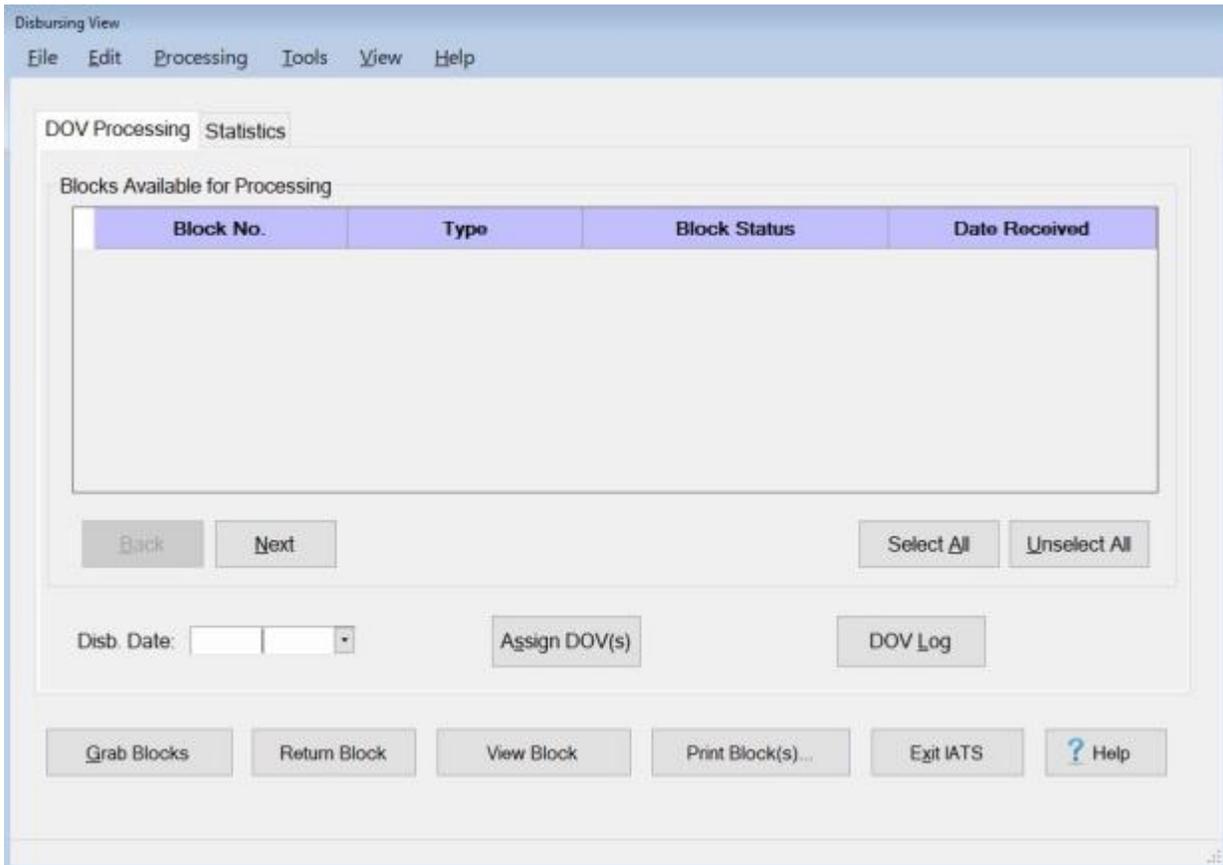
4. At the **Confirmation Password** screen, **type** your confirmation password at the **Enter Password** field and then **click** the **OK** button.

Assign DOV#s

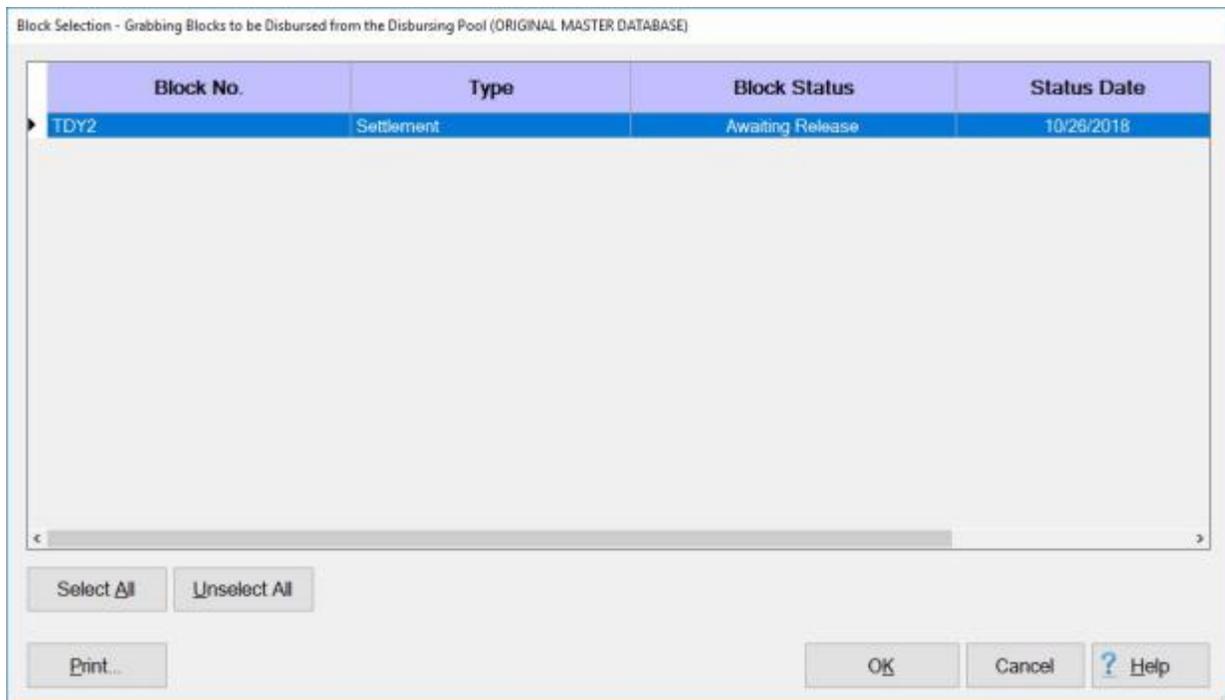
Travel offices often use IATS to **assign DOV #'s** to travel **payments** without printing checks or creating an EFT transmission file. This is easily accomplished through the **Assign DOV Numbers** module.

Note: This feature is for use by **Air Force** customers only. For **Air Force** travel offices, this is the standard practice.

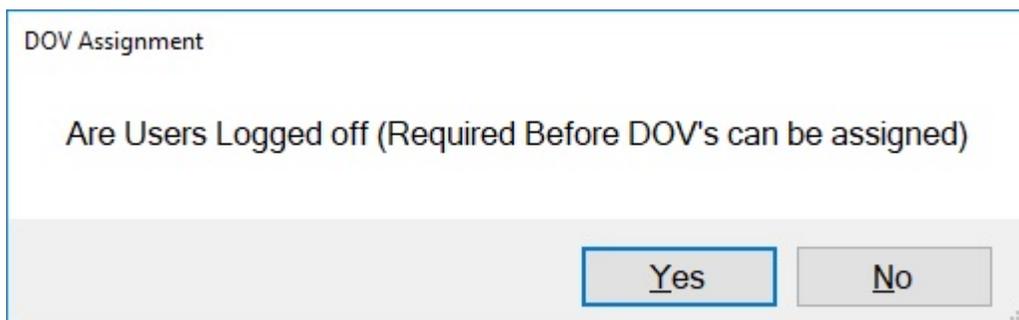
 Complete the following steps to "automatically assign" DOV#s:



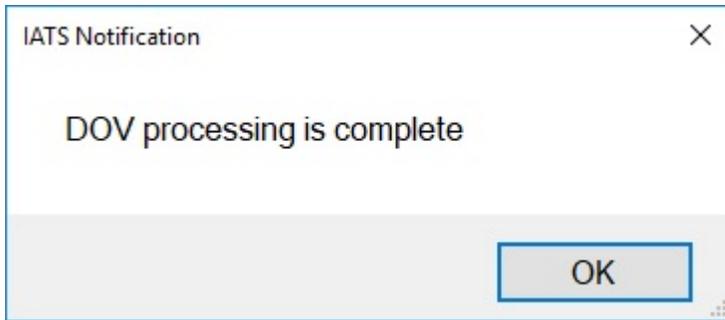
1. At the **Disbursing View** screen, **click** on the **Grab Blocks** button and the **Block Selection** screen appears.



2. Select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.
3. After selecting a block, the **Confirmation Password** screen appears. Complete the process by **typing** your assigned **Confirmation Password** at the **Enter Password** field and then **click** on the **OK** button.
4. At the **Disbursing View** screen, **click** in the **Disb. Date** field and **enter** the **disbursement date** for the DOV numbers you are assigning. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
5. **Click** on the **Assign DOV(s)** button. The following **message** appears asking if all other users are **logged off**.



6. After **ensuring** that all other users are logged off, **click** on the *Yes* button. IATS **automatically assigns** the next available DOV#, based on the information entered at the **Maintain DOV Number Assignment** screen in the **Maintenance** module.
7. The following message will appear indicating the DOV processing process is **complete**.



8. **Click on OK** to continue.
9. The **status** of the block will now be **Completed** and the block is **available** for **uploading** to **CDS**.

Manually Assign DOV#s

The **Cash Disbursement Module** of IATS is used to assign DOV #s to **cash** and **zero dollar** amount payment **vouchers**. In addition, this module is also used to manually post DOV #s and **check numbers** that **rejected** on the disbursing system **download** interface.

 Complete the following steps to "manually assign" DOV#s:

1. At the **Disbursing View** screen, **click** on the **Processing** menu and then **click** on the **Cash Disbursements/Manual DOV's** option. The **Travel Order Selection** screen appears.
2. At the **Traveler Order Selection** screen, type the Social Security Number (**SSN**) for the traveler at the **Find ID** field and **press Tab** or **click** on the **OK** button.
3. After the traveler's **account** information **appears**, any **orders** for the selected traveler are **listed** under the **Order** section. **Select** an order through one of the following methods:
 - **Method 1:** - **Double click** on the desired order **number**.
 - **Method 2:** - **Click** on the order number **once** and then **click** the **OK** button.
4. After selecting the travel order, the **Cash Disbursements and/or Manual DOV Assignment** screen **appears**.

Cash Disbursements and/or Manual DOV Assignment

SMITH, MARK TONO: 07-002

Travel OrderDetails

Pay Method	Detail Date	Amount	Start Date	End Date	Type
DirectDeposi	7/30/2013	\$800.00	8/1/2013	8/5/2013	Adv

Enter Information

Payment Date: 2/6/2015 DOV #: 345678 Check/Sched #:

Remarks: You can also enter remarks here.

Other... OK Cancel ? Help

Enter a comment for this detail and DOV

5. **Payment Date:** The current date **defaults** to this field. If this date is incorrect, **type** the correct date in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
6. **DOV#:** Click in this field and **type** the **DOV number** assigned to the payment.
7. **Check/Sched#:** If applicable, **click** in this field and **type** the US Treasury **check number** or **EFT trace number** assigned to the payment.
8. **Remarks:** Click in this field and **type** any desired **remarks**.
9. When **finished** entering the required information at this screen, **click** the **OK** button. IATS **returns** to the **Disbursing View** screen.

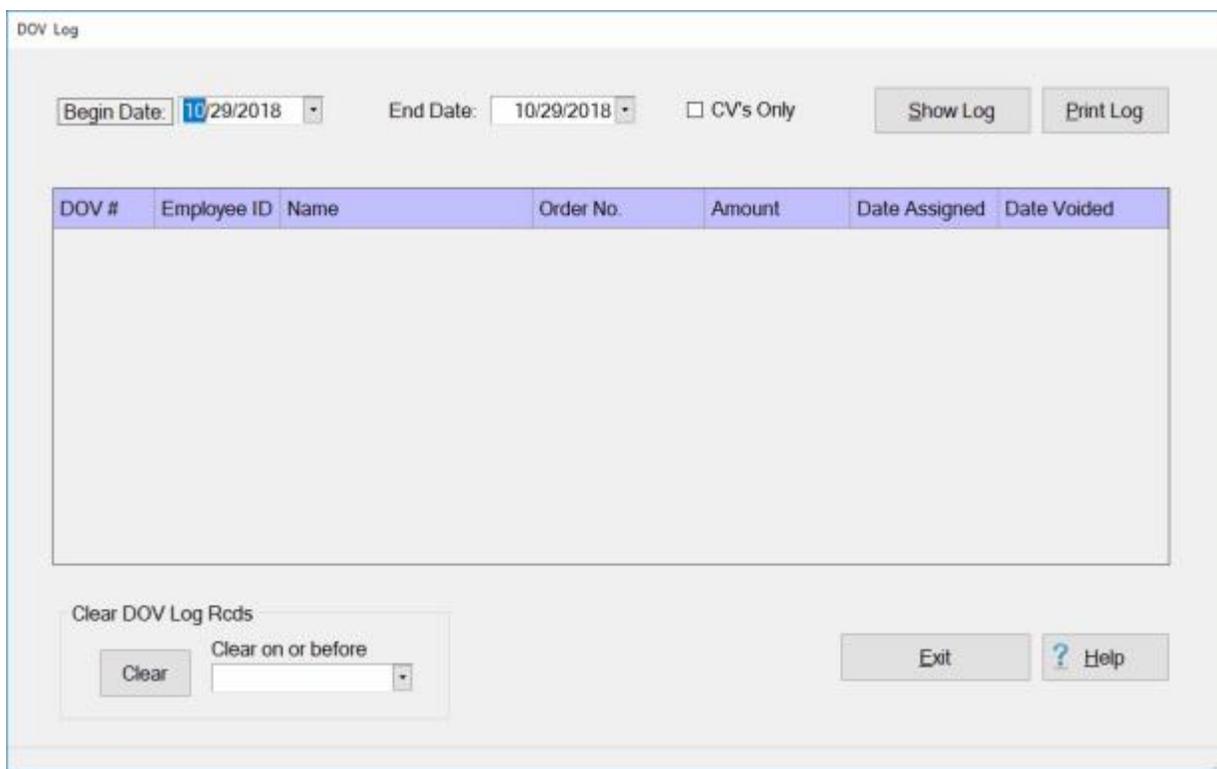
DOV Log

When IATS is used to assign **DOV#s** to travel payments, the assigned numbers are **written** to the **DOV Log Report**.

Note: This feature is for use by **Air Force** customers only.

 **Complete the following steps to "generate" the DOV Log report:**

1. At the **Disbursing View** screen, **click** on the **DOV Processing** tab.
2. At the DOV Processing tab, **click** on the **DOV Log** button. The **DOV Log** screen appears.



DOV Log

Begin Date: 10/29/2018 End Date: 10/29/2018 CV's Only Show Log Print Log

DOV #	Employee ID	Name	Order No.	Amount	Date Assigned	Date Voided

Clear DOV Log Rcds

Clear Clear on or before

Exit ? Help

Note: When the **DOV Log** screen appears, users can **manipulate** the report by **adjusting** the **Beginning** and **Ending** dates for the report period. In addition, users may generate the report for **collection vouchers** only. Users may also **clear** the log report.

3. **Beginning Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down arrow* to display the IATS **calendar**. Once the IATS calendar is displayed, users can adjust the **month** and **year** by **clicking** on the *left/right arrows* at the top of the calendar **screen**. The **day** can be selected by **clicking** on the desired **date** once the correct **month** and **year** have been selected.

4. **Ending Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down arrow* to display the **IATS calendar**. Follow the **instructions** explained in step (3) above if wishing to use the **IATS calendar** to adjust the Ending date.
5. **CV's Only:** - **Click** in the **box** next to this field if wishing to generate a DOV Log for **collection vouchers** only.
6. **Show Log:** - Once the **Beginning** and **Ending** dates have been selected, **click** on the **Show Log** button to **generate** the DOV Log report.

DOV Log

Begin Date: 10/29/2018 End Date: 10/29/2018 CV's Only

DOV #	Employee ID	Name	Order No.	Amount	Date Assigned	Date Voided
0000003	111771111	ARNOLD, TOMMY	102618	735	10/29/2018	1/1/0001

Clear DOV Log Rcds

Clear on or before:

7. **Print Log:** - Once the DOV Log report is displayed, **click** on the **Print Log** button to **generate a printed** DOV Log report.
8. **Clear DOV Log Rcds:** - If wishing to **clear** the entire DOV Log report, **click** on the **Clear** button.
9. **Clear on or before:** - If wishing to **clear** only the records on or before a particular date, **type** the desired **date** in **MMDDYY** format or **click** on the *down arrow* to display the **IATS calendar**. Follow the **instructions** explained in step (3) above if wishing to use the **IATS calendar** to adjust the **Clear on or before date**.
10. When **finished** using the DOV Log report screen, **click** on the **Exit** button to **return** to the **DOV Processing tab**.

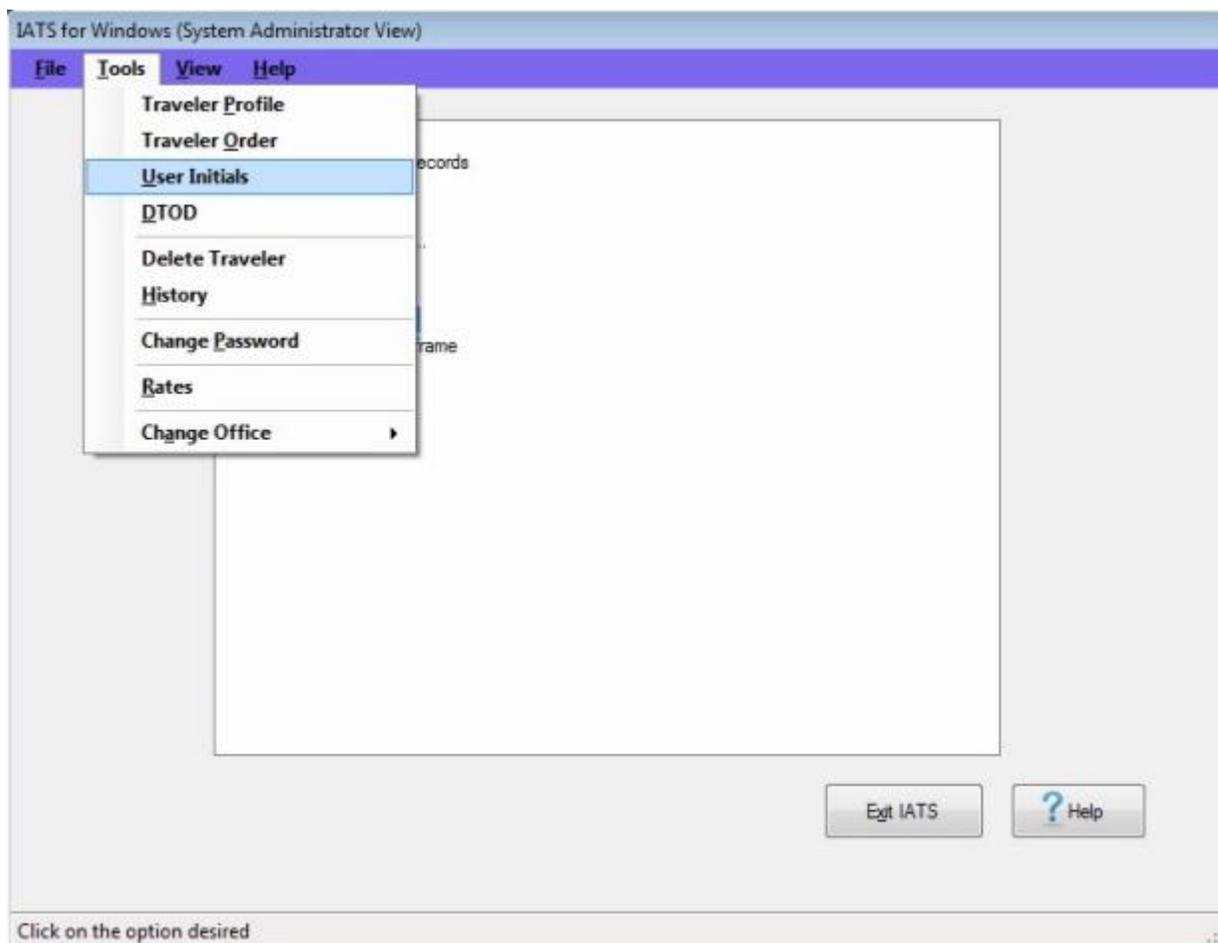
Display User Initials

Often times, key travel office personnel have a **question** when viewing a claim as to **who** the **initials** belong to that **processed** or **audited** a particular claim. Without going into **Maintenance** and viewing the **Users Passwords and Privileges** table, there is no easy way to determine this information.

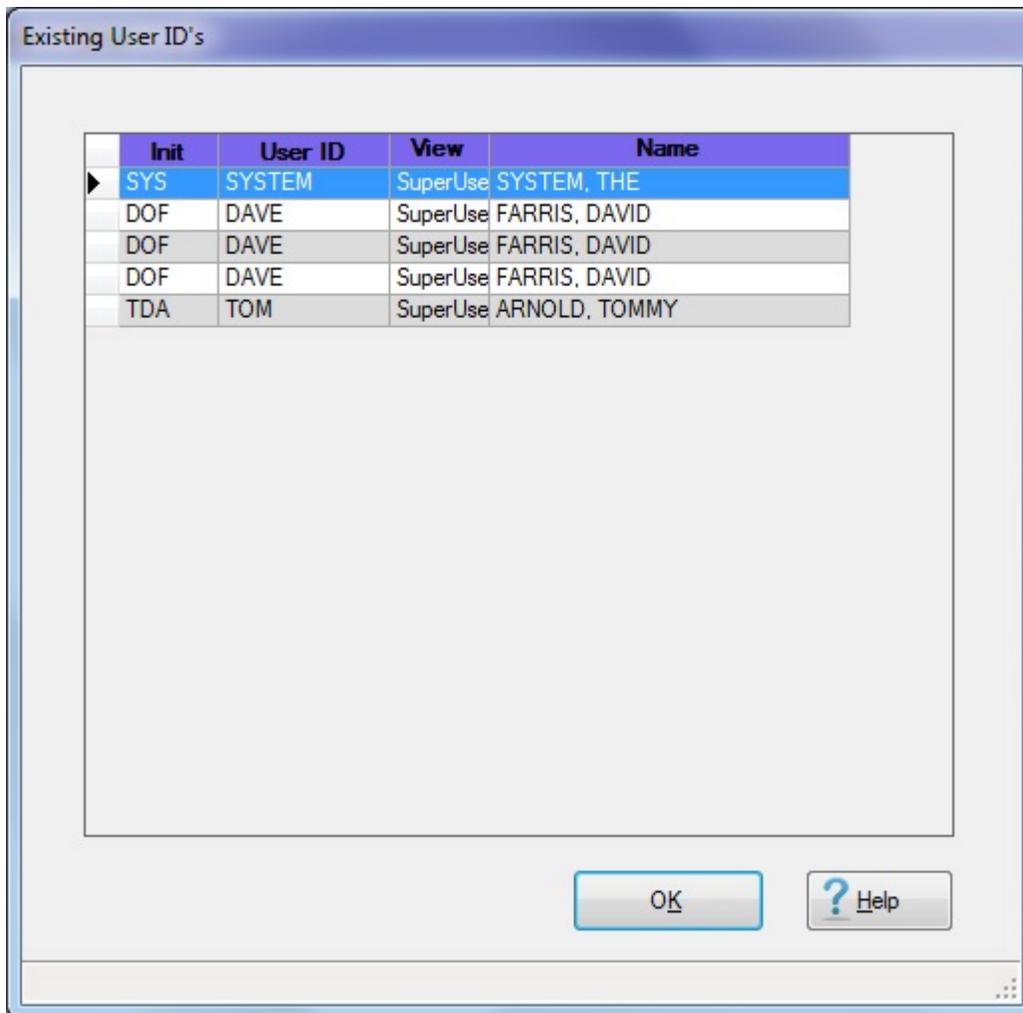
For this reason, an **option** has been added to the **Tools** menu on the **Auditor**, **Disbursing**, and **System Administrator** view screens that allow you to easily **display** this information.

 **Complete the following steps to "display" user initials:**

1. On either the **Auditor**, **Disbursing**, or **System Administrator** view screen, **click** on the **Tools** menu.



2. A *sub-menu* appears listing several options.
3. **Click** on **User Initials**. The **Existing User ID's** screen appears.



4. **Notice** that the Existing User ID's screen displays **initials** in the left hand column and the user's **name** in the far right hand column.
5. When **finished** using the Existing User ID's screen, **click** on **OK** to return to the previous screen.

Disbursing Reports

Disbursing Reports Overview

Included in the IATS **Disbursing** Module are various statistical **reports** designed to assist Travel **supervisors** with management **operations**. By using these reports, travel supervisors can easily prepare production **reports**, answer **inquiries** and manage **DOV # assignments**.

The following reports are available in the disbursing module depending on how IATS is **configured** for disbursing **interfaces**:

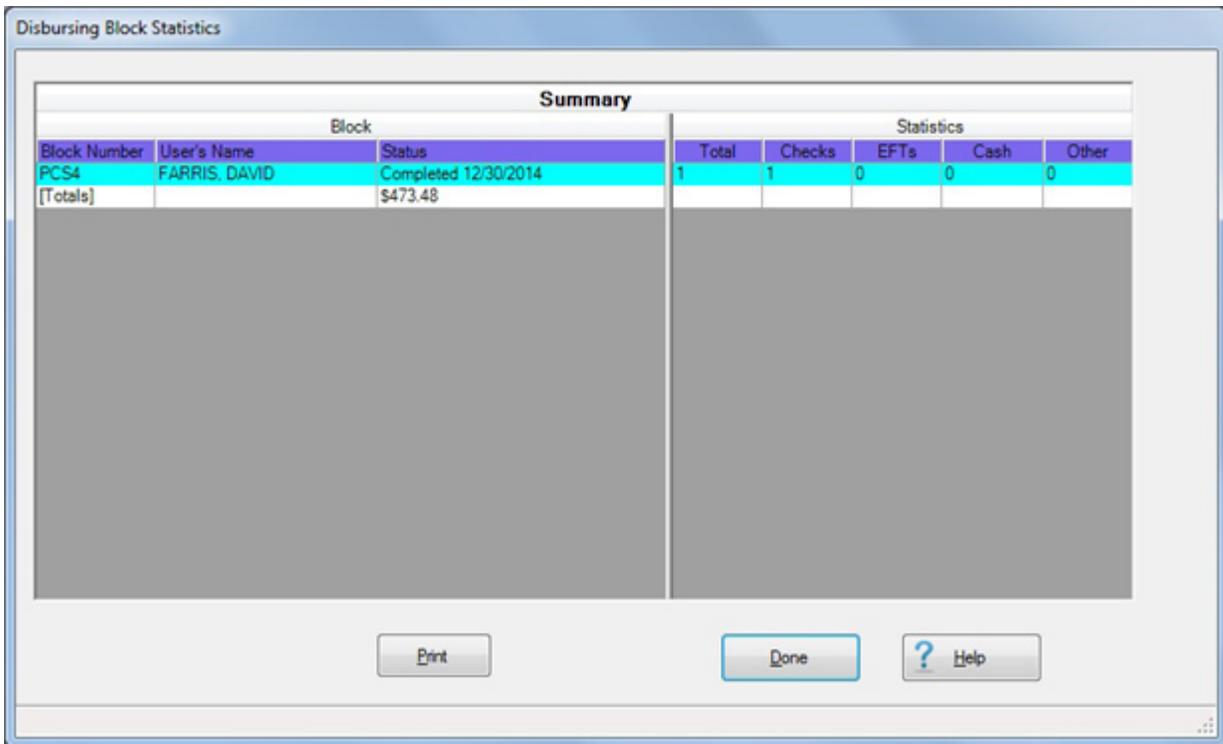
- [Block Summary](#)
- [Block Details](#)

Block Statistics - Summary

The **Block Statistics Summary** report provides travel supervisors with a great deal of **information** regarding the **payments** on a given block ticket. This report **lists each block**, plus **displays** the **status** and **information** about the **transactions** contained in the block.

 Complete the following steps to "generate" the **Block Statistics - Summary** report:

1. At the **Disbursing View** screen, **click** on the **Statistics** tab.
2. At the Statistics tab, every block in the database in the status "**Awaiting Release**" or "**Release for Disbursement**" is listed.
3. **Click** on the **block** you wish to generate the details report for. IATS **highlights** the selected block.
4. When the desired **block** is highlighted, **click** on the **Summary** button. The **Disbursing Block Statistics** screen appears.



Block			Statistics				
Block Number	User's Name	Status	Total	Checks	EFTs	Cash	Other
PCS4	FARRIS, DAVID	Completed 12/30/2014	1	1	0	0	0
[Totals]		\$473.48					

Tip: Generate a **print-out** of the **Block Summary Report** by **clicking** on the **Print** button.

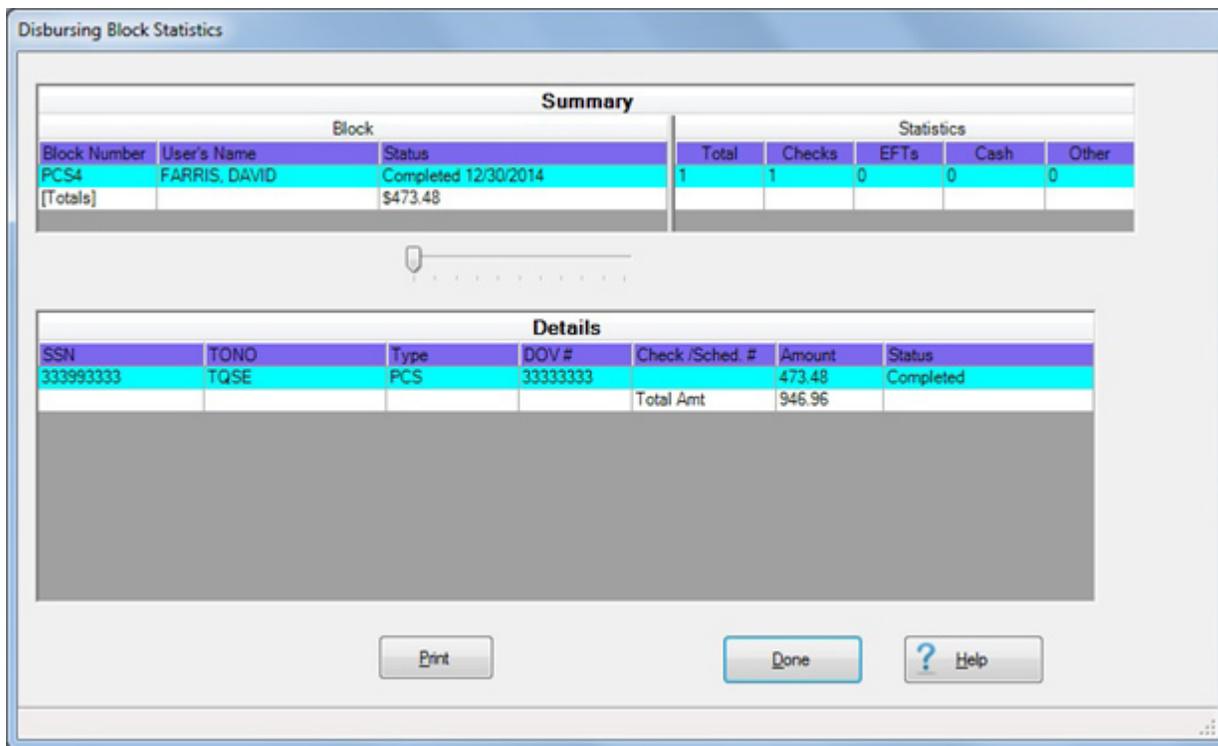
5. When **finished** printing or reviewing this report, **click** on the **Done** button to **return** to the **Statistics** tab.

Block Statistics - Details

The **Block Statistics Details** report provides travel supervisors with a great deal of information regarding the **payments** on a given block ticket. This report **lists each claim** by **SSN** and **travel order number** for the selected block, plus displays payment details. In addition, the block ticket is **summarized** by the **number** and **type** of payments.

 Complete the following steps to "generate" the Block Statistics - Details report:

1. At the **Disbursing View** screen, **click** on the **Statistics** tab.
2. At the Statistics tab, every block in the database in the status "**Awaiting Release**" or "**Release for Disbursement**" is listed.
3. **Click** on the **block** you wish to generate the details report for. IATS **highlights** the selected block.
4. When the desired **block** is highlighted, **click** on the **Details** button. The **Disbursing Block Statistics** screen appears.



Block			Statistics				
Block Number	User's Name	Status	Total	Checks	EFTs	Cash	Other
PCS4	FARRIS, DAVID	Completed 12/30/2014	1	1	0	0	0
[Totals]							

SSN	TONO	Type	DOV #	Check /Sched. #	Amount	Status
333993333	TQSE	PCS	33333333		473.48	Completed
				Total Amt	\$46.96	

Tip: Generate a **print-out** of the **Block Details Report** by **clicking** on the **Print** button.

5. When **finished** printing or reviewing this report, **click** on the **Done** button to **return** to the **Statistics** tab.

System Administrator Functions

Unlocking Locked Records

Unlocking Logins

When operating IATS in a networked environment, all **logins** will be **blocked** when the System Administrator is performing functions such as processing downloads, backing up the database, and updating rates.

A feature has been added to IATS that allows the System Administrator to **allow** logins to **resume** if the process that was being performed **terminated** prior to completion.

 Complete the following steps to "un-lock" blocked logins:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Unlocking Locked Records**". An expandable menu appears listing several options.
2. **Click** on the **Unlock Logins** option. A *pop-up* appears indicating that Logins are now allowed.



3. **Click** on the **OK** button and IATS **returns** to the **System Administrator** menu.

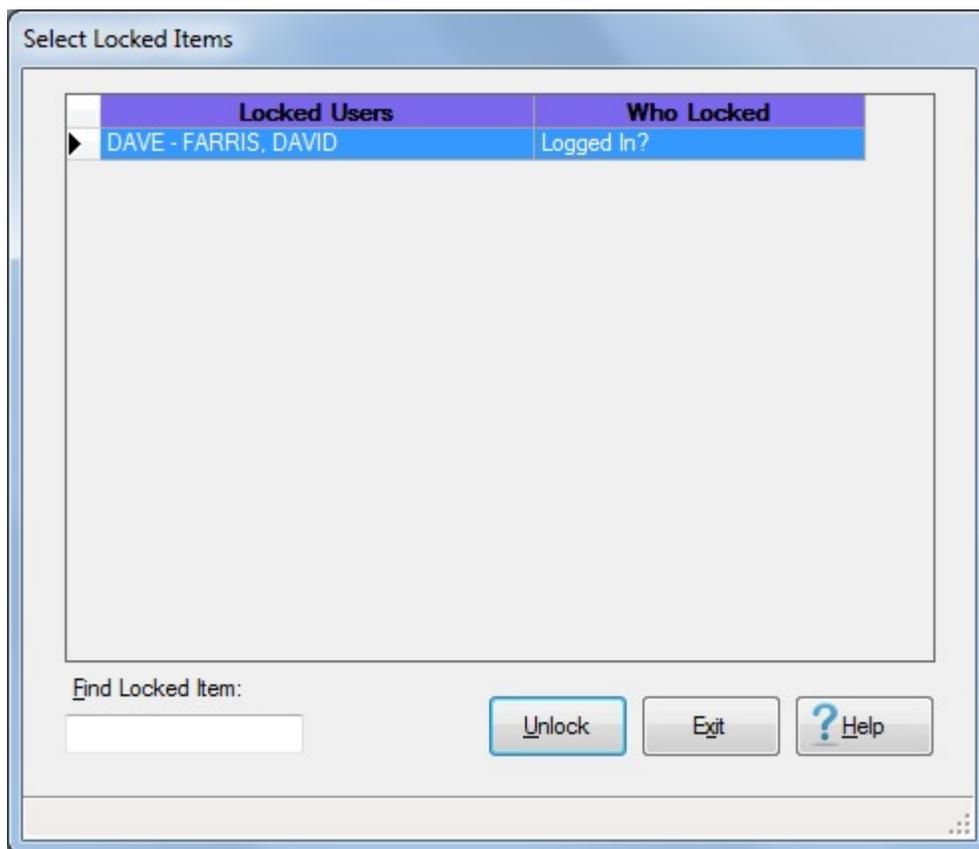
Unlocking Users

When operating IATS in a networked environment, a system failure may cause **user accounts, traveler records, blocks, DOV's, or CEFMS download files** to be **locked**. When this situation occurs, the **System Administrator** must log into IATS and **un-lock** the locked **item** in order to continue the operation.

When operating IATS in a standalone environment, a users account will be **suspended** after **3 unsuccessful** attempts to login and must be un-locked.

 **Complete the following steps to "un-lock" user accounts:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Unlocking Locked Records**". An expandable menu appears listing several options.
2. **Click** on the **Unlock User** option. The **Select Locked Items** screen appears.



At this screen, any user account currently locked by IATS is **displayed**.

3. **Click** on the **item** you wish to **unlock**. IATS **highlights** the selected item.
4. When the item you wish to unlock is highlighted, **click** on the **Unlock** button. IATS **unlocks** the selected item.

5. **Click** on the **Exit** button to **return** to the **System Administrator** menu when you are finished unlocking users.

Unlocking Suspended Users

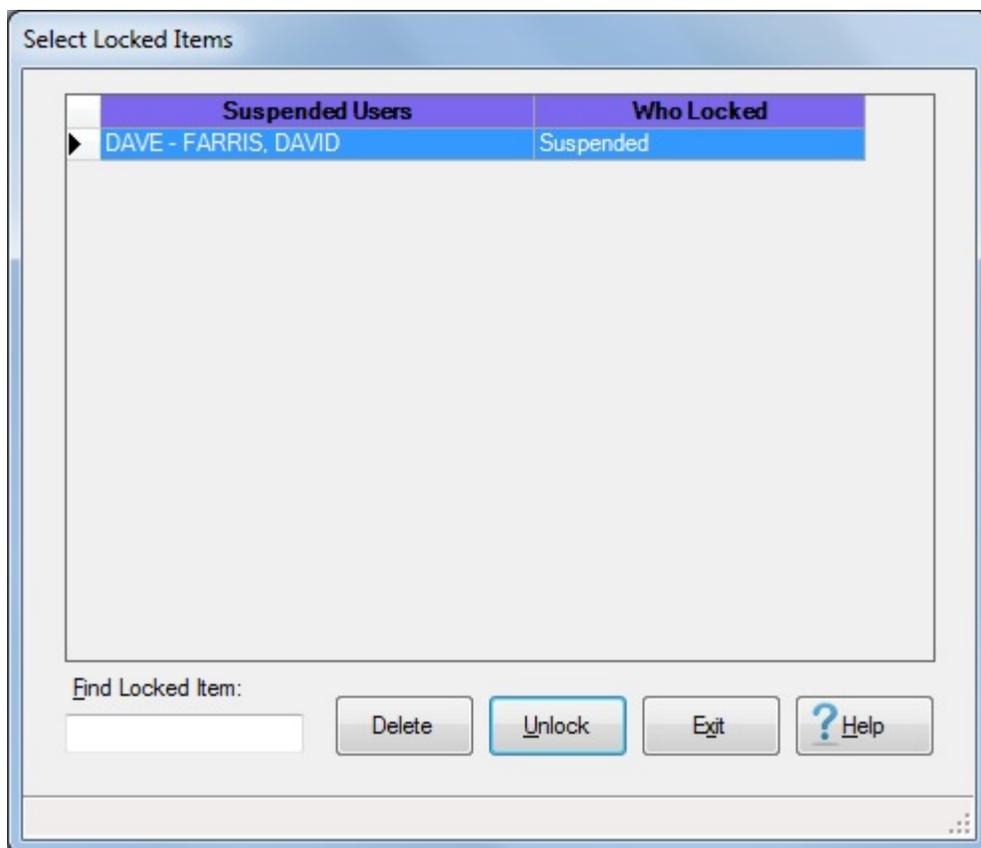
IATS user accounts are **suspended** (locked) if there is no activity for **30** days or if they have **exceeded** the allowed number of **login** attempts.

Note: User accounts that are suspended will not appear on the **Maintain User Passwords and Privileges** screen in the Maintenance module unless you are logged in with the **System** user ID.

 **Complete the following steps to "un-lock" suspended user accounts:**

Note: You can only perform this feature by logging into IATS with **System** user ID.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Unlocking Locked Records**". An expandable menu appears listing several options.
2. **Click** on the **Unlock Suspended User** option. The **Select Locked Items** screen appears.



At this screen, any user account currently **Suspended/locked** by IATS is **displayed**.

3. **Click** on the **item(s)** you wish to **unlock**. IATS **highlights** the selected item.

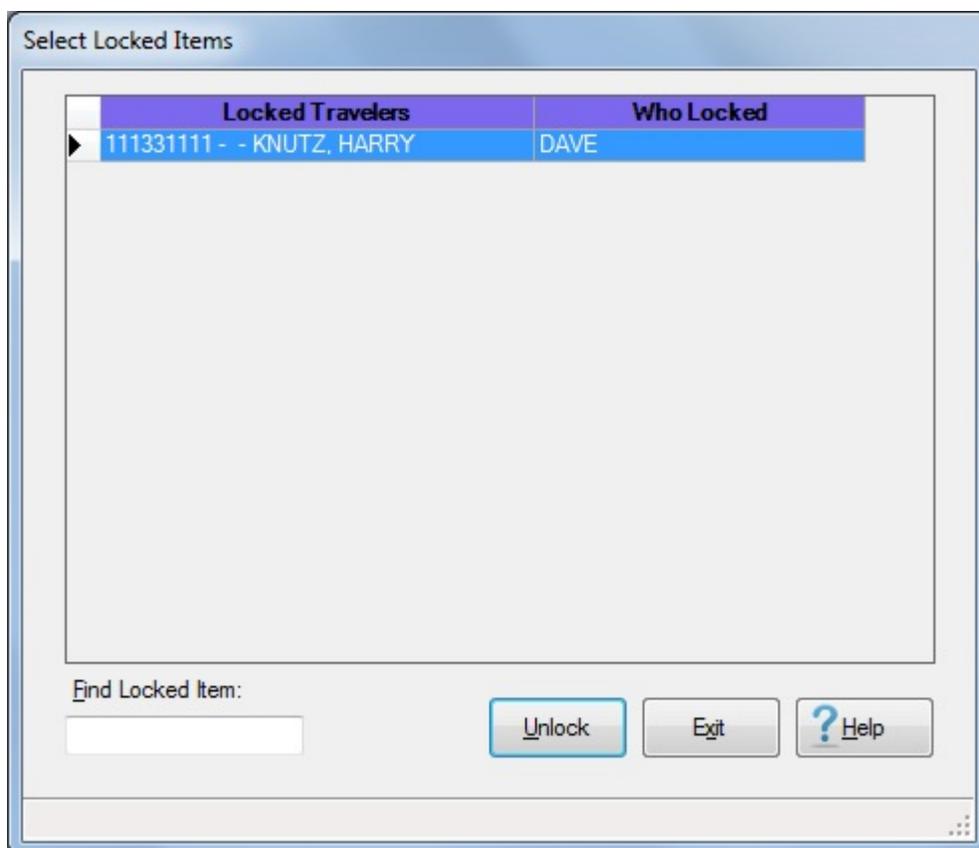
4. When the item(s) you wish to unlock are highlighted, **click** on the **Unlock** button. IATS **unlocks** the selected item(s).
5. **Click** on the **Exit** button to **return** to the **System Administrator** menu.

Unlocking Travelers

When operating IATS in a networked environment, a system failure may cause **user accounts, traveler records, blocks, DOV's, or CEFMS download files** to be **locked**. When this situation occurs, the **System Administrator** must log into IATS and **un-lock** the locked **item** in order to continue the operation.

 Complete the following steps to "un-lock" traveler accounts:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Unlocking Locked Records**". An expandable menu appears listing several options.
2. **Click** on the **Unlock Traveler** option. The **Select Locked Items** screen appears.



At this screen, any traveler account currently locked by IATS is **displayed**.

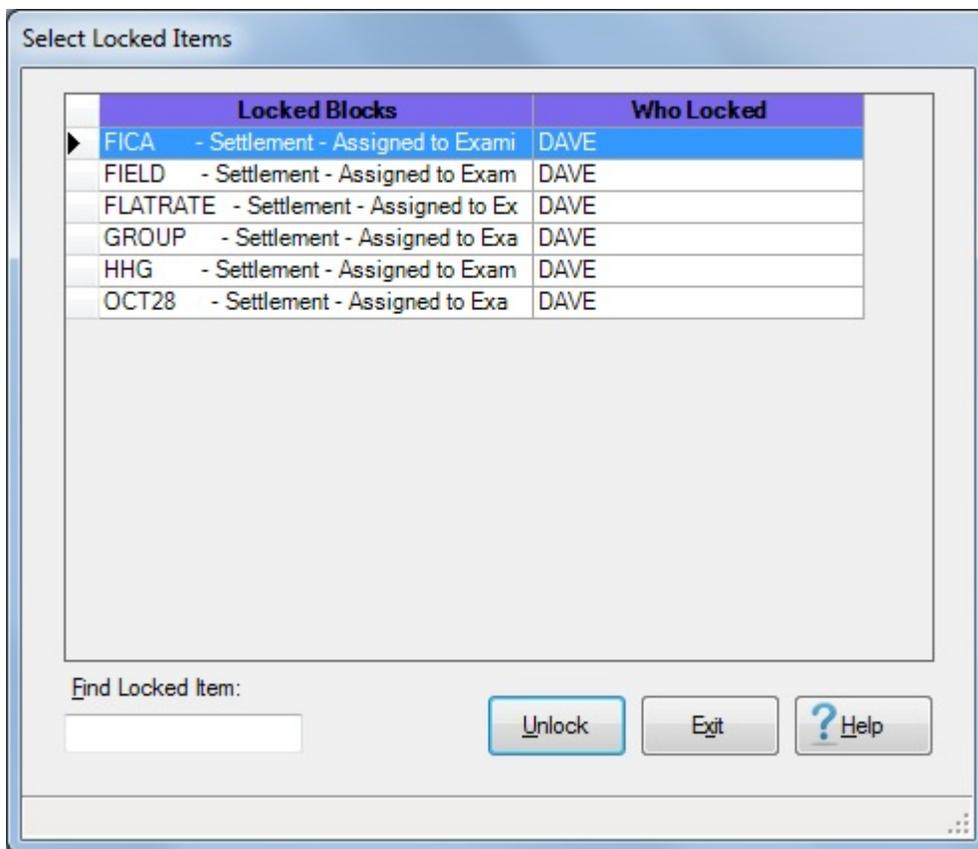
3. **Click** on the **item** you wish to **unlock**. IATS **highlights** the selected item.
4. When the item you wish to unlock is highlighted, **click** on the **Unlock** button. IATS **unlocks** the selected item.
5. **Click** on the **Exit** button to **return** to the **System Administrator** menu when you are finished unlocking travelers.

Unlocking Blocks

When operating IATS in a networked environment, a system failure may cause **user accounts, traveler records, blocks, DOV's, or CEFMS download files** to be locked. When this situation occurs, the **System Administrator** must log into IATS and **un-lock** the locked **item** in order to continue the operation.

 Complete the following steps to "un-lock" blocks:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Unlocking Locked Records**". An expandable menu appears listing several options.
2. **Click** on the **Unlock Block** option. The **Select Locked Items** screen appears.



At this screen, any blocks currently locked by IATS are **displayed**.

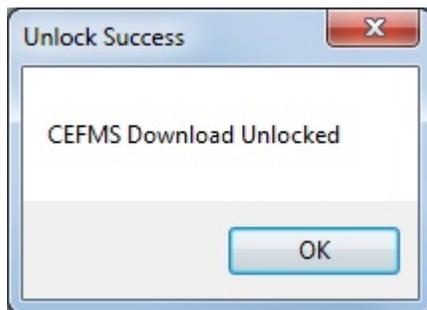
3. **Click** on the **item** you wish to **unlock**. IATS **highlights** the selected item.
4. When the item you wish to unlock is highlighted, **click** on the **Unlock** button. IATS **unlocks** the selected item.
5. **Click** on **Exit** to **return** to the **System Administrator** menu when you are finished unlocking blocks.

Unlocking CEFMS

When operating IATS in a networked environment, a system failure may cause **user accounts, traveler records, blocks, or CEFMS download files** to be **locked**. When this situation occurs, the **System Administrator** must log into IATS and **un-lock** the locked **item** in order to continue the operation. The **Unlock CEFMS Download** option is a **feature** for use by **Army Corps of Engineers** customers only.

 Complete the following steps to "un-lock" the CEFMS download:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Unlocking Locked Records**". An expandable menu appears listing several options.
2. **Click** on the **Unlock CEFMS Download** option. A *pop-up* appears indicating that the CEFMS download **file** is **unlocked**.



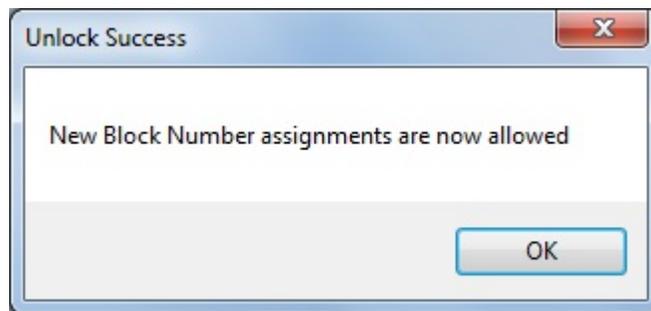
3. **Click** on the **OK** button and IATS **returns** to the **System Administrator** menu.

Unlocking Block Number Assignments

A new feature was added to IATS to give users the ability to **unlock** New Block Number Assignments when the Automatic Block Numbering feature is used.

 Complete the following steps to "un-lock" New Block Number Assignments:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the words, "**Unlocking Locked Records**". An **expandable menu** appears listing several options.
2. **Click** on the **Unlock Block Number Assignment** option. A *pop-up* appears indicating that New Block Number Assignments are now allowed.



3. **Click** on the **OK** button and IATS **returns** to the **System Administrator** menu.

Unlocking Batch Data

When operating IATS in a networked environment, a system failure may cause **user accounts, traveler records, blocks, or Batch Data files** to be **locked**. When this situation occurs, the **System Administrator** must log into IATS and **un-lock** the locked **item** in order to continue the operation. The **Unlock Batch Data** option is a **feature** for use by **Coast Guard** customers only.

 Complete the following steps to "un-lock" the Batch Data:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Unlocking Locked Records**". An expandable menu appears listing several options.
2. **Click** on the **Unlock Batch Data** option. A *pop-up* appears indicating that the **Batch Data** records have been **unlocked**.



3. **Click** on the **OK** button and IATS **returns** to the **System Administrator** menu.

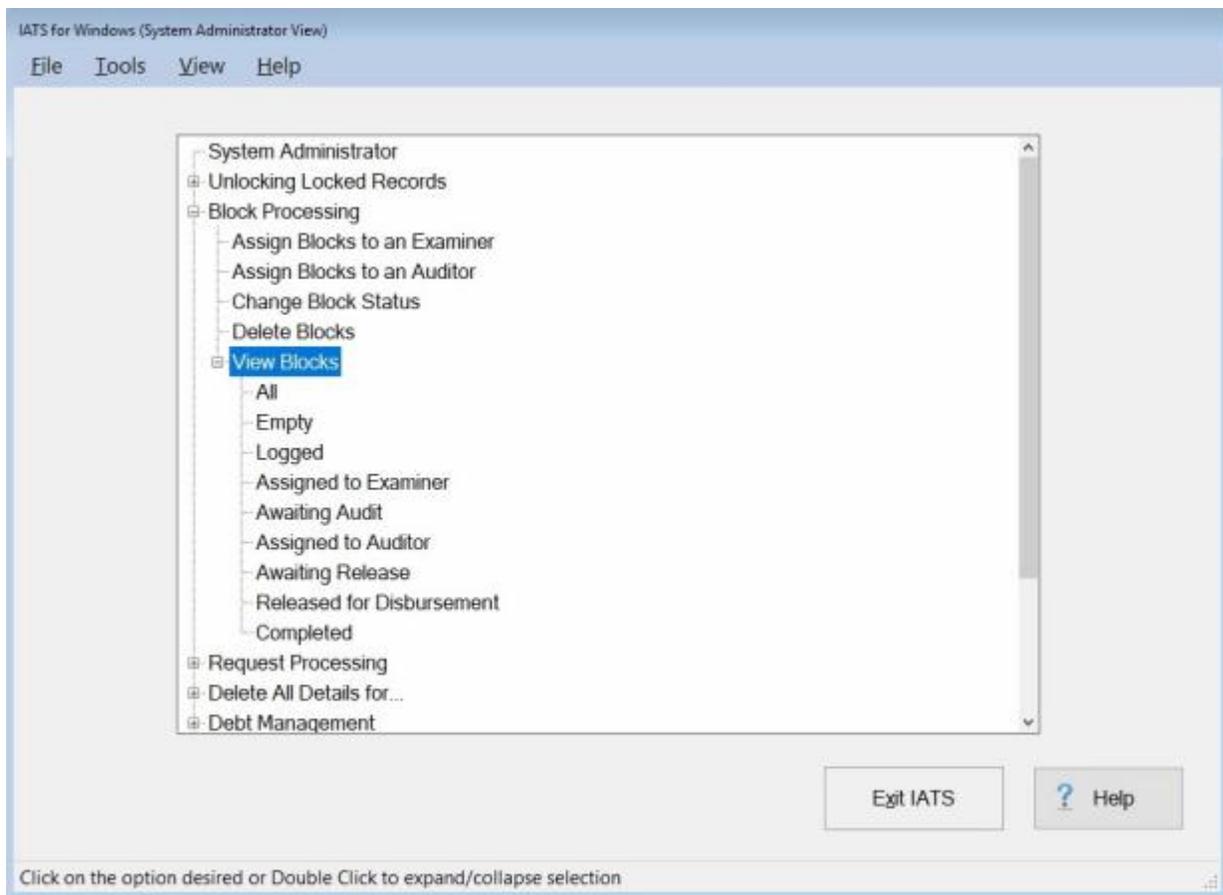
Block Processing

Viewing Blocks in the Sys Adm View

Advance and settlement **requests** are **controlled** throughout the workflow process by **block tickets**. For this reason, travel supervisors should periodically **monitor** the **progress** of blocks in the system. Once the blocks in the system are displayed, the supervisor can **analyze** the workflow to **determine** which phase of the process, if any, requires immediate **attention**.

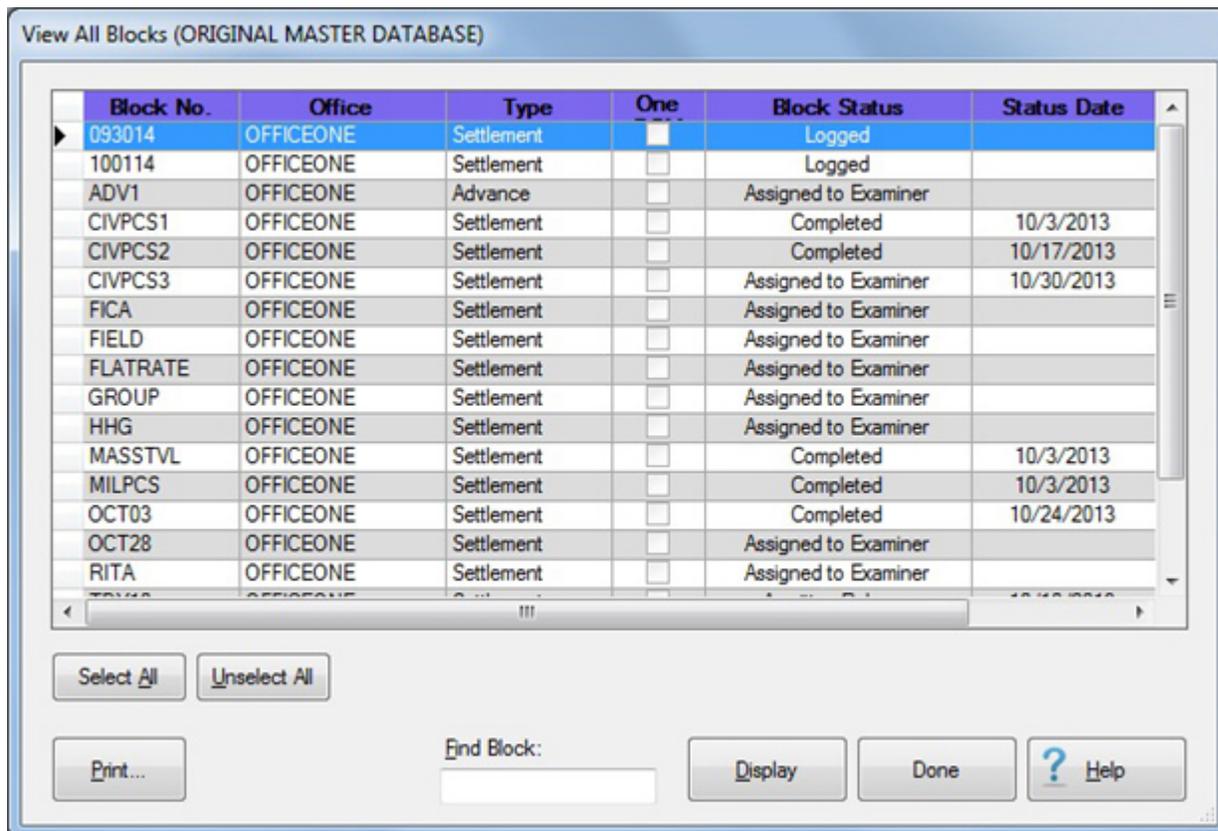
 Complete the following steps to "view" blocks:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Block Processing**". An expandable **menu** appears listing several options.
2. **Click** on the **View Blocks** option. An expandable **menu** appears listing various block categories.



Tip: Due to the **volume** of blocks in a large travel office, it is often better to view blocks in a particular **phase** of processing.

3. **Click** on the desired block **category**. The **View Blocks** screen appears listing any blocks in the category selected.



Note: At this screen, the System Administrator may **Print** or **Display** the listed blocks by **selecting** a block and **clicking** on the **Print** or **Display** button as desired. If there are more blocks in the database than can be displayed all at once on the View Blocks screen, users can type the block number at the Find Block field for a quick search.

4. When **finished** viewing the blocks, **click** the **Done** button to **return** to the previous screen.

Print Blocks

After an advance or settlement request is processed, IATS will produce an approved computer facsimile of the **DD Form 1351** and **1351-2**. In addition, IATS also produces a facsimile of **Optional Form 1164** for local vicinity travel.

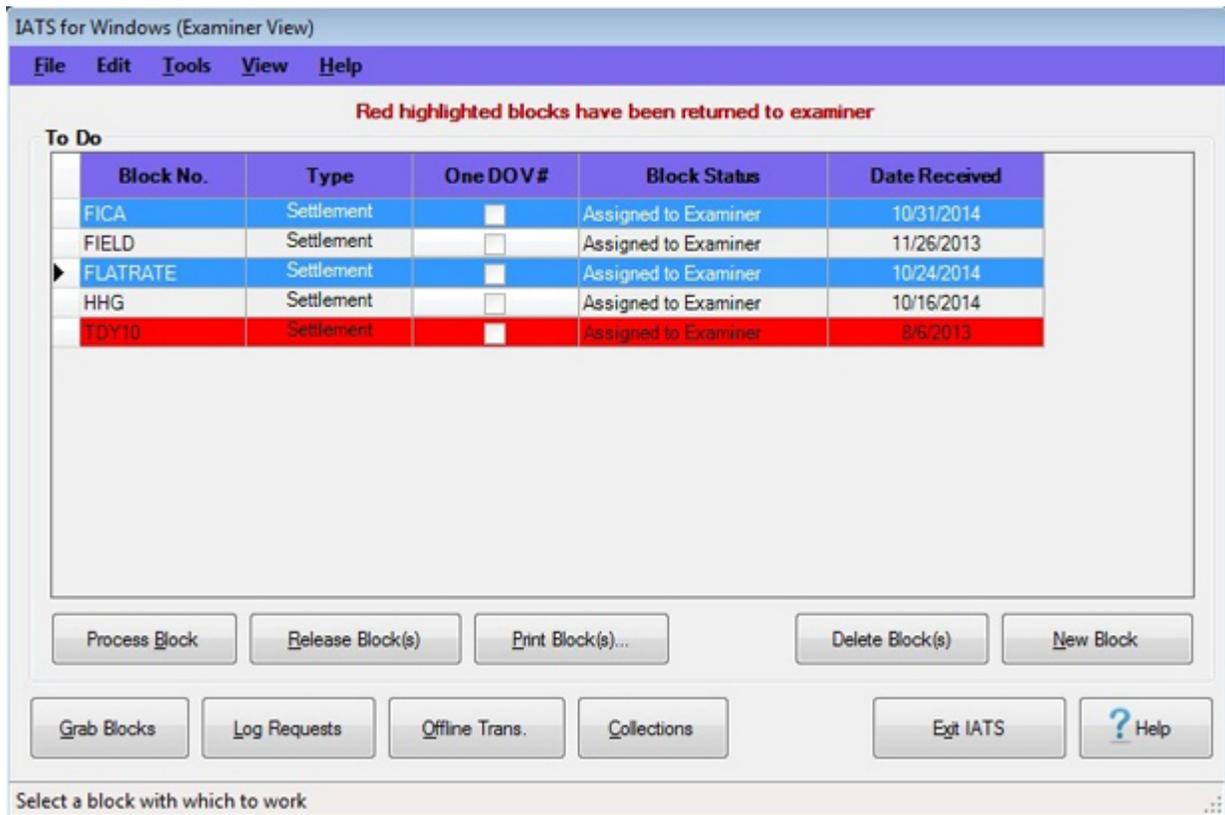
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

IATS also produces the **Advance Audit Voucher** and the **Travel Voucher Audit** documents. Audit vouchers provide a printed display of the input made by the voucher examiner.

Note: Blocks may be printed by a user in the **Examiner, Auditor, Disbursing** or **System Administrator** view mode.

 Complete the following steps to "print" a block:

1. At either the **Examiner, Auditor, or Disbursing View** screen, **select the block(s)** to be printed by **clicking** on the desired block(s) listed in the grid.



IATS for Windows (Examiner View)

File Edit Tools View Help

Red highlighted blocks have been returned to examiner

To Do

Block No.	Type	One DOV#	Block Status	Date Received
FICA	Settlement	<input type="checkbox"/>	Assigned to Examiner	10/31/2014
FIELD	Settlement	<input type="checkbox"/>	Assigned to Examiner	11/26/2013
FLATRATE	Settlement	<input type="checkbox"/>	Assigned to Examiner	10/24/2014
HHG	Settlement	<input type="checkbox"/>	Assigned to Examiner	10/16/2014
TDY10	Settlement	<input type="checkbox"/>	Assigned to Examiner	8/6/2013

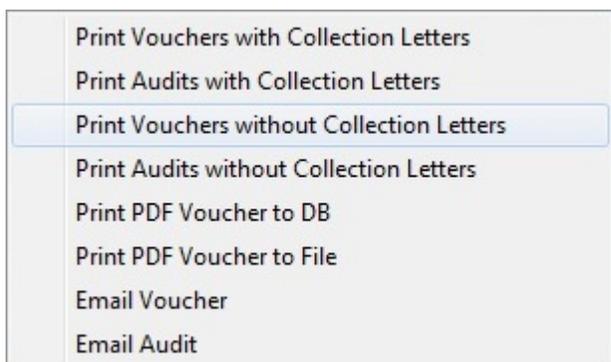
Process Block Release Block(s) Print Block(s)... Delete Block(s) New Block

Grab Blocks Log Requests Offline Trans. Collections Exit IATS ? Help

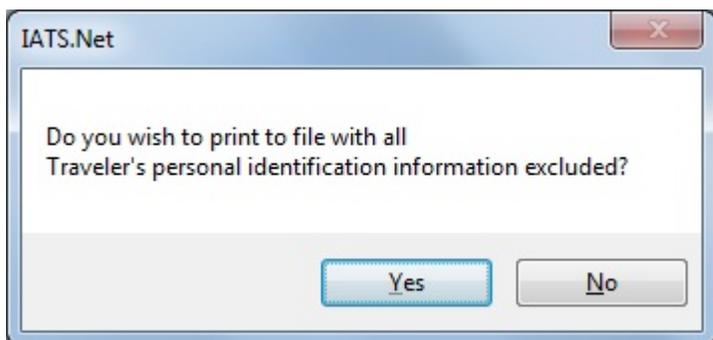
Select a block with which to work

Tip: More than one block may be selected. To select consecutively listed blocks, **click** on the first block you wish to print. **Press** and **hold** down the **Shift** key and then **click** on the last block you wish to print. IATS will **highlight** all of the blocks between the first and last selections. To select **multiple** blocks that are not listed consecutively, **press** and **hold** down the **Ctrl** key and then **click** on the **blocks** you wish to print. IATS will **highlight** all of the selected blocks.

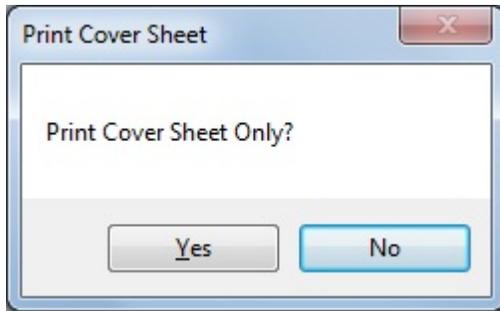
2. After selecting the block(s) to be printed, **click** the **Print Block(s)** button or **click** on the **File** menu and select the **Print Block(s)** option. The following *drop down Print* menu appears:



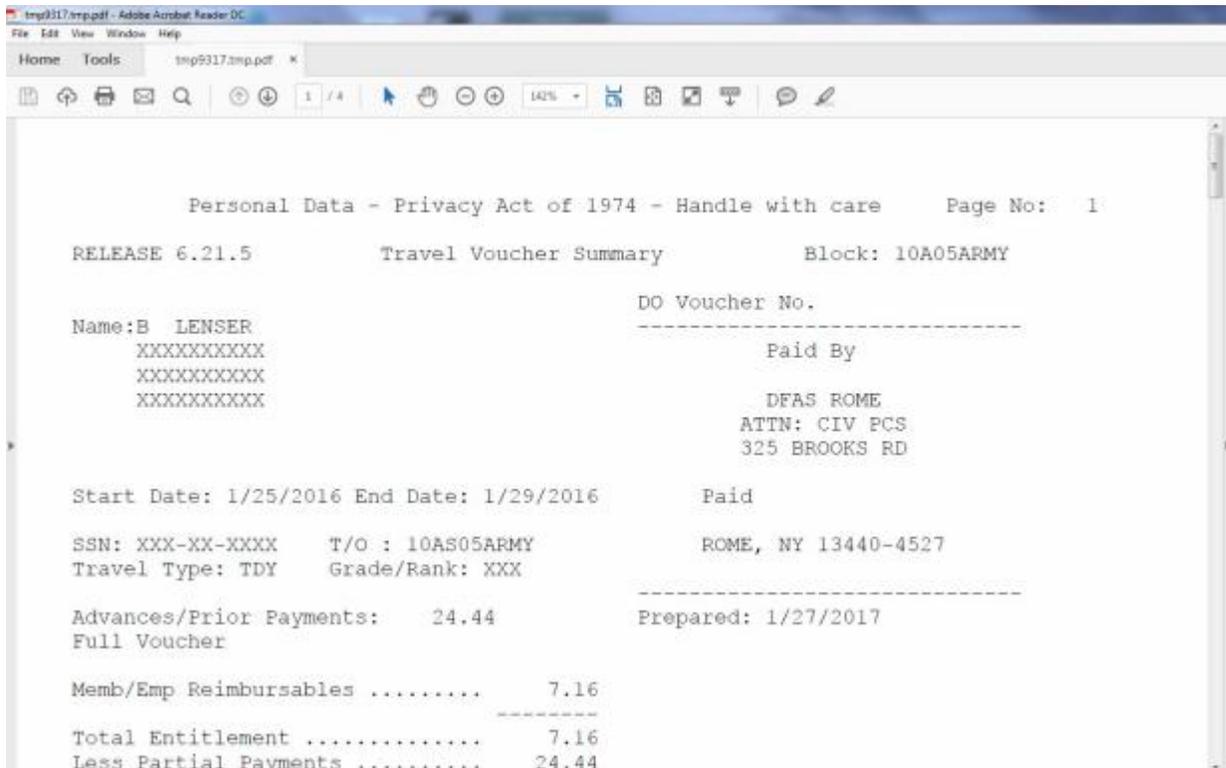
3. At the *drop down Print* menu, **click** on the desired option. The following *pop-up message* will appear asking if you would like to print with the traveler's personal identification excluded.



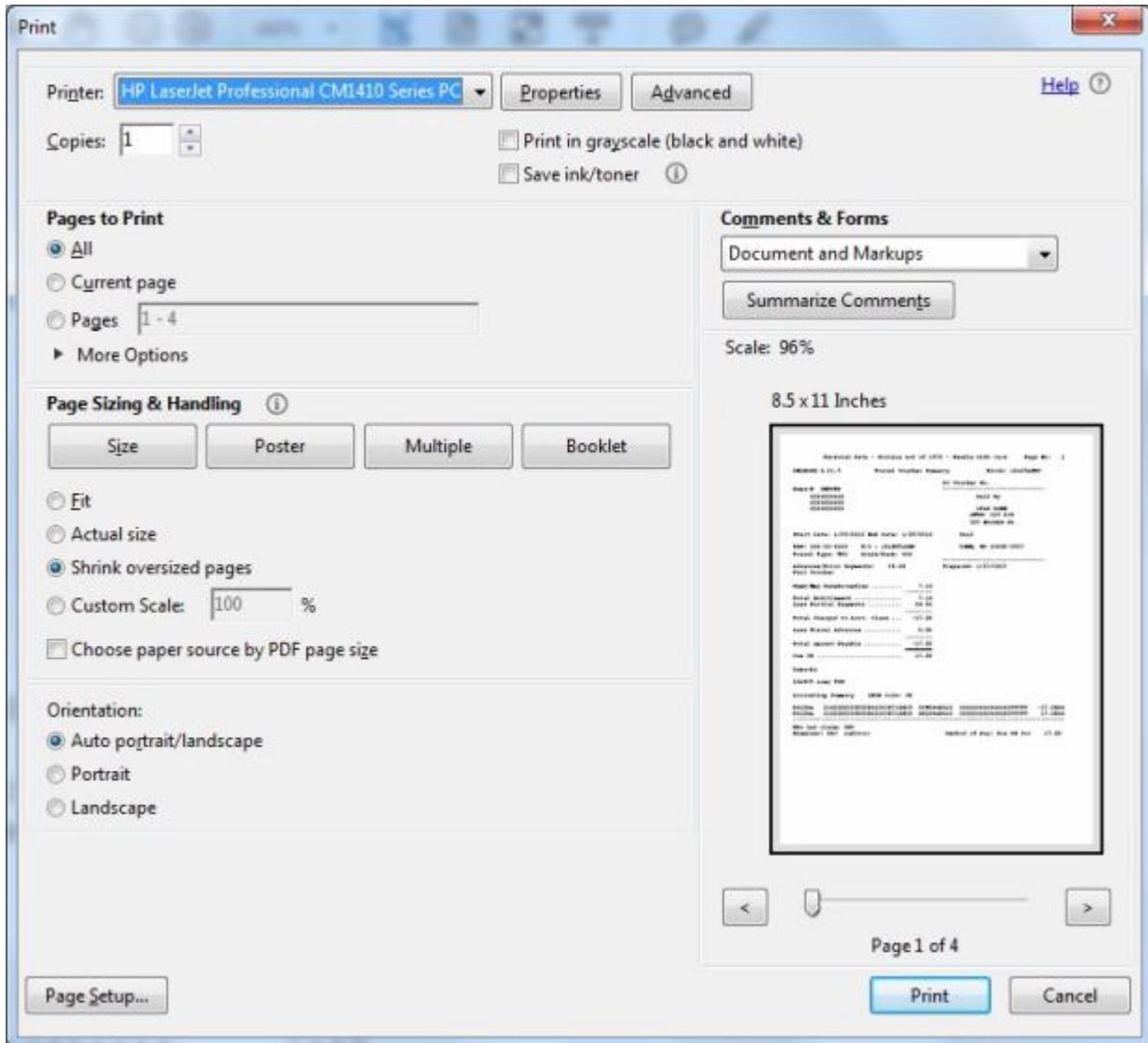
4. **Click** on *Yes* or *No* as desired. The following *pop-up message* will appear asking if you would like to print the **cover sheet** only.



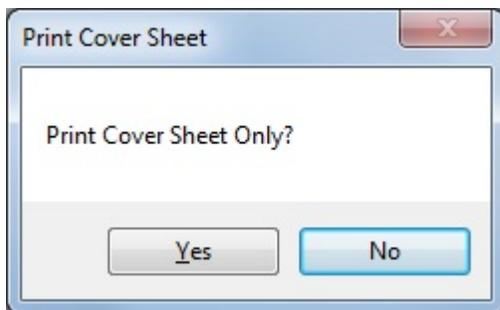
5. **Click** on *Yes* or *No* as desired.
6. If you answer *Yes*, will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.



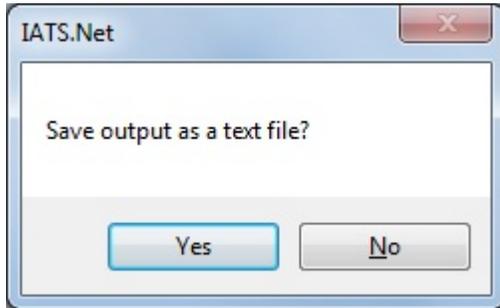
6. **Click** on the Printer icon. The **Print** screen appears.



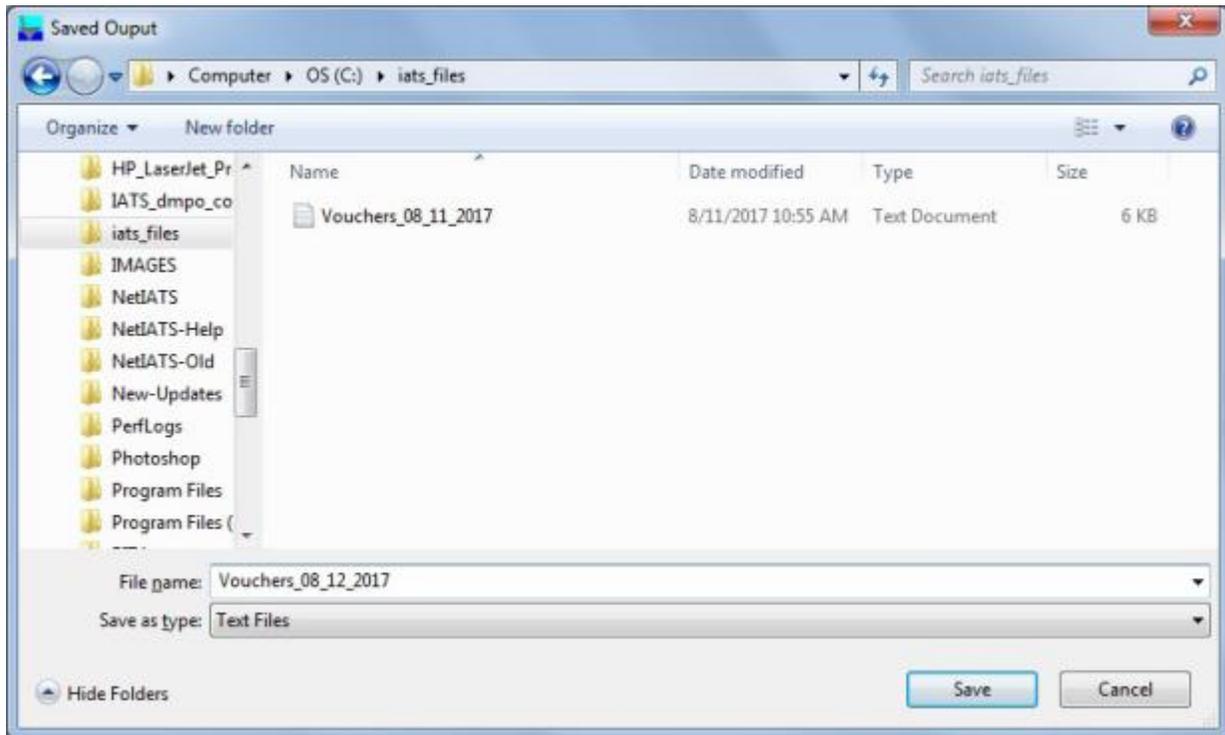
7. **Verify** that the **PC** is **configured** for the **correct printer** or **make** any **necessary changes**.
8. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
9. IATS prints the block(s) and returns to the **Adobe Reader** screen.
10. If you are finished using the **Adobe Reader**, **click** on the **red X** button in the top right corner to close the screen.



11. If you answer *No*, The following *pop-up message* will appear asking if you wish to **save** the output to a **text** file.



12. **Click** on *Yes* or *No* as desired.
13. If you click on *No*, IATS will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.
14. If you click on *Yes*, the following **Saved Output** screen will appear.



15. At the Saved Output screen **select** the **directory/folder** to store the saved text file.
16. **Enter a name** for the text file you are saving at the **File name** field.
17. **Click** on the **Save** button.

Note: If you click on *Cancel*, IATS will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.

Assigning Blocks to an Examiner

On occasion, it may be **necessary** for a **System Administrator** to **assign** or **re-assign** a block to an **Examiner**. This normally **occurs** when all of the **requests** on a block are not processed and the **examiner** the block is assigned to is **absent**.

The unprocessed requests must be **reassigned** to another block if **immediate** processing is required.

Sometimes, rather than just **reassigning** certain **claims** to another block, it may be **necessary** to **reassign** an entire block.

 **Complete the following steps to "assign" a block to an Examiner:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Block Processing**". An expandable **menu** appears listing several options.
2. **Click** on the **Assign Blocks to an Examiner** option. The **Block Selection** screen appears.
3. At the **Block Selection** screen, all blocks available for assignment are listed. **Click** on the **block** to be assigned or **click** on the **Select All** button to select all of the listed blocks if desired. After selecting the block(s), **click** the **OK** button. The following screen appears:



4. At this screen, a **list** of **Examiners** eligible to receive the block is displayed. **Click** on the desired **name** and then **click** the **OK** button. The **Confirmation Password** screen appears.

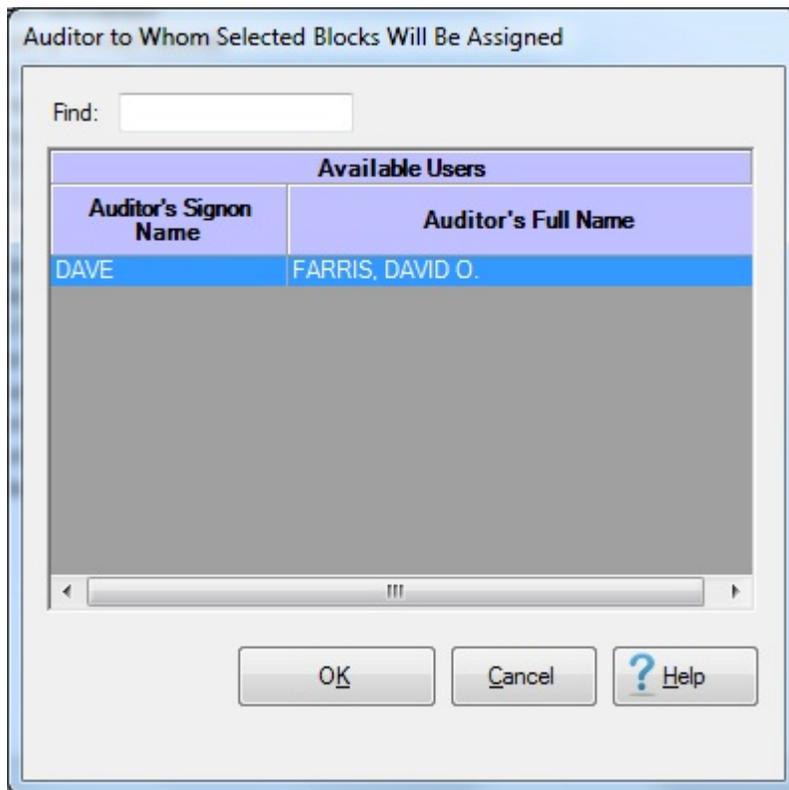
5. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and then **click** on the **OK** button.
6. IATS **re-assigns** the block and **returns** to the **System Administrator View** screen.

Assigning Blocks to an Auditor

On occasion, it may be **necessary** for a **System Administrator** to **assign** or **re-assign** a block to an **Auditor**.

 **Complete the following steps to "assign" a block to an Auditor:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Block Processing**". An expandable menu appears listing several options.
2. **Click** on the **Assign Blocks to an Auditor** option. The **Block Selection** screen appears.
3. At the **Block Selection** screen, all blocks available for assignment are listed. **Click** on the **block** to be assigned or **click** on the **Select All** button to select all of the listed blocks if desired. After selecting the block(s), **click** the **OK** button. The following screen appears:



4. At this screen, a **list** of **Auditors** eligible to receive the block is displayed.
5. **Click** on the desired **name** and then **click** the **OK** button. The **Confirmation Password** screen appears.
6. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and then **press Tab** or **click** on the **OK** button.
7. IATS **re-assigns** the block and **returns** to the **System Administrator View** screen.

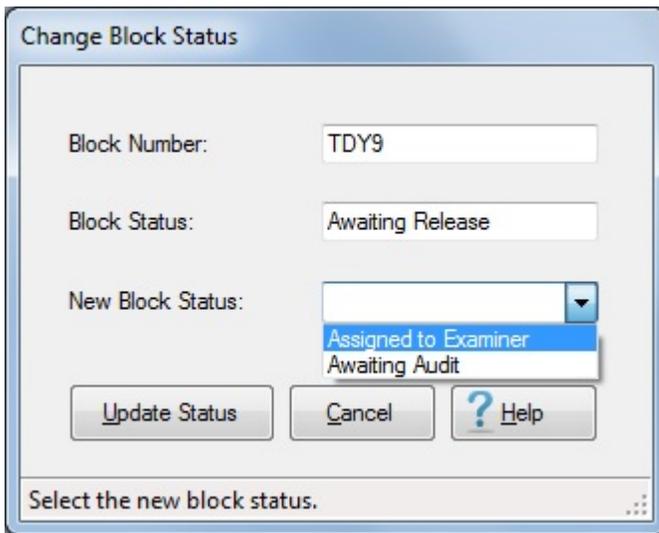
Changing the Block Status

On occasion it may be **necessary** for a **System Administrator** to **change** the **status** of a **block** and **return** it to an **Examiner**, **Auditor**, or **Disbursing** clerk.

Note: System Administrators may **use** this **feature** if the privilege, "**Assign/Reassign Blocks to Examiners/Auditors**" was **granted** when the System Administrator's user **account** was **created**.

 **Complete the following steps to "change" the block status:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Block Processing**". An expandable **menu** appears listing several options.
2. **Click** on the **Change Block Status** option. The **Change Block Screen** appears.



3. **Block Number:** - At this field, **type** the **number** for the **block** you wish to **access** and **press Tab**.
4. **Block Status:** - After entering the block number in step (3) above, the current **status** of the block **appears** at this field.

Note: If the current **status** of a block is, "**Completed**", the **status** cannot be changed.

5. **New Block Status:** - At this field, **click** on the *down* **arrow** to **display** a **list** of the status **options** the block may be changed to and then **click** on the desired **option**.
6. After selecting the new status, **click** on the **Update Status** button. IATS **changes** the **status** of the block and **returns** to the **System Administrator** menu.

Deleting Blocks in the Sys Adm View

After assigning **DOV #s** or creating a Disbursing System **Upload File**, the blocks in the previous status, "Released To Disbursing" are now in the status, "**Completed**". Once a block is completed, it is no longer needed in the IATS data base, unless the Disbursing System **Upload File** must be **recreated**. This is normally known within a few days of the creation, however. When satisfied that a completed block is no longer needed, supervisors should **delete** the **completed** blocks. Deleting these blocks makes more hard disk **space** available and **improves** the program **performance**. In addition, there are less blocks to be reviewed when analyzing the workflow process.

 **Complete the following steps to "delete" completed blocks:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Block Processing**". An expandable menu appears listing several options.
2. **Click** on the **Delete Blocks** option. The **Block Selection** screen appears.
3. At the **Block Selection** screen, all blocks available for deletion are listed.
4. There are several options for **selecting** blocks as explained below:
 - **Option 1:** - **Click** on the **block** you wish to delete.
 - **Option 2:** - **Click** on the **Select All** button to **select** all of the listed blocks.
 - **Option 3:** - **Click** on the **Select Completed Blocks** button. This action will generate the following **sub menu** with various choices:

Delete All Completed Blocks
Delete All Compl Blocks w/Disb. Dates
Delete Blocks 8 days or Older
Delete Blocks 4 - 7 Days Old
Delete Blocks 1 - 3 Days Old

Selecting any of these options will **produce** a *pop-up* message asking if you are **sure**. If you **click** on **Yes**, the blocks **matching** the selection criteria will be **highlighted**.

Tip: If you made the **wrong** selection choice, **click** on the **Unselect All** button to **clear** your selection.

5. After selecting the block(s), **click** the **Delete** button. The **Confirmation Password** screen appears.
6. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and **click** the **OK** button. IATS deletes the block(s).

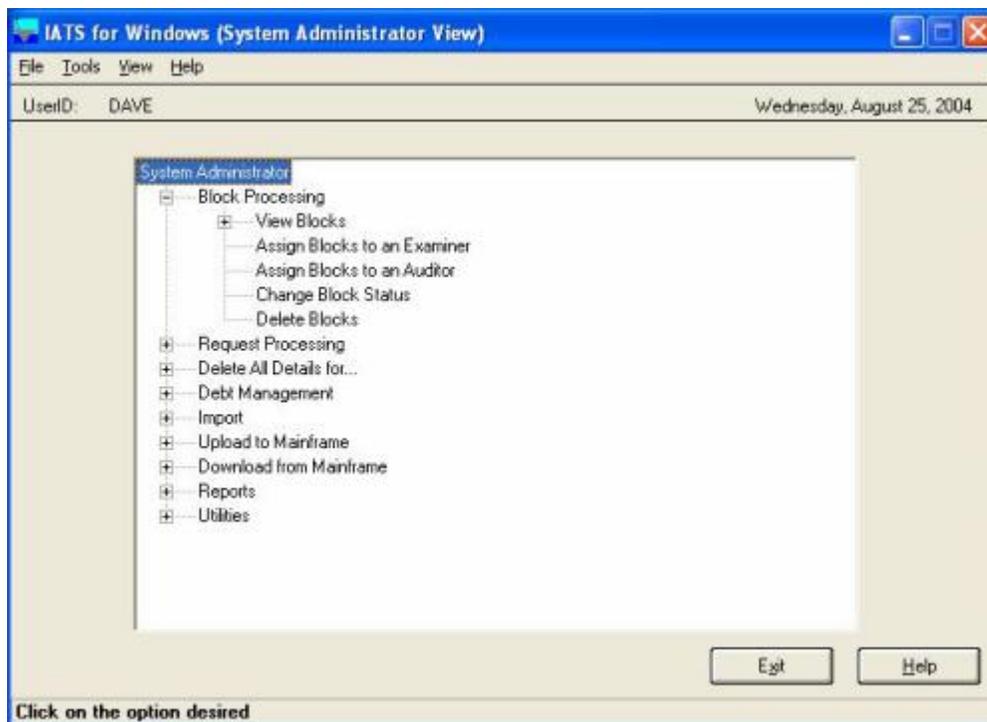
Archive Blocks

IATS allows a **System Administrator** to **archive** completed blocks. The best practice is to actually **delete** completed blocks, but many travel offices prefer to keep them available for **inquiry** purposes.

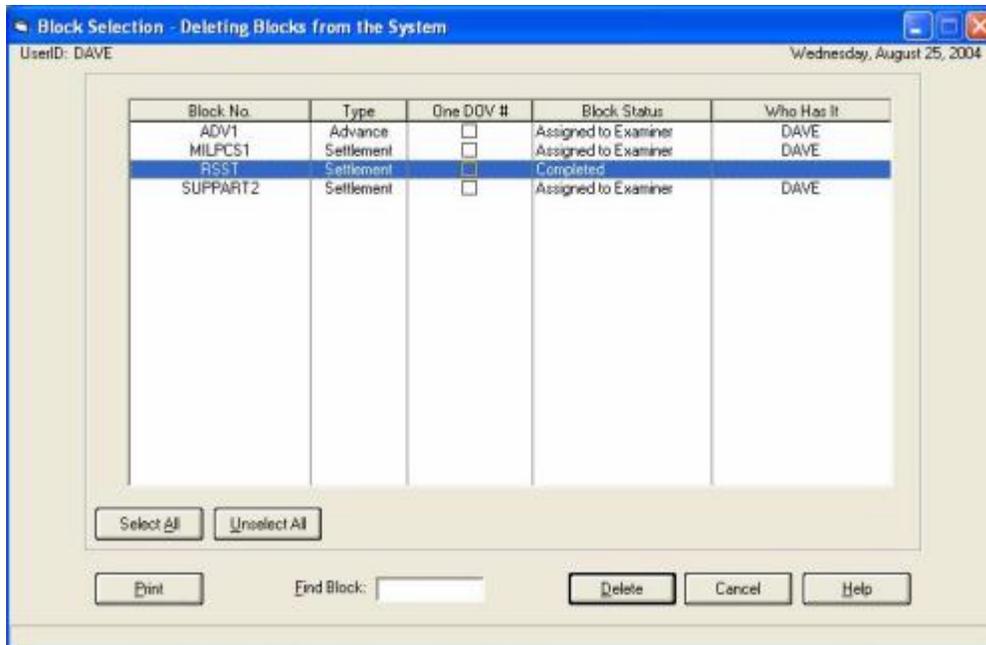
Archiving the blocks creates a text file of every claim on the block that can be **accessed** when needed for answering **inquiries** or **re-printing** vouchers.

 **Complete the following steps to "archive" completed blocks:**

1. Login to IATS in the **System Administrator** View mode or **change** the View to System Administrator, if necessary.



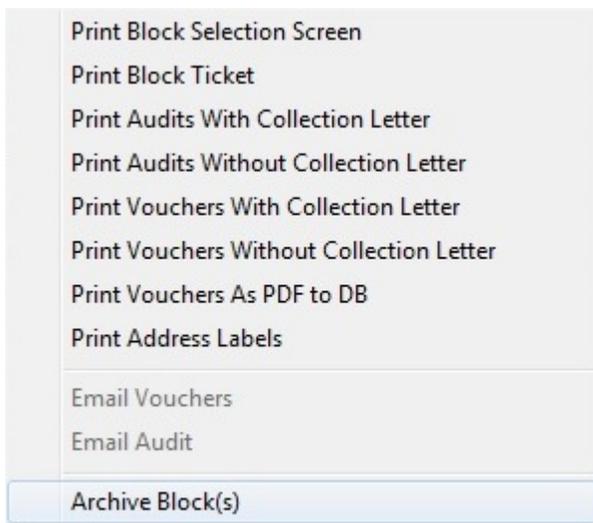
2. At the System Administrator View screen, **click** on the **Block Processing** option and then **click** on the **Delete Blocks** option. The **Block Selection** screen appears next.



- At the Block Selection screen, **select** the **block(s)** you wish to archive.

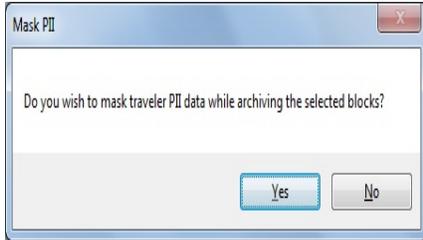
Note: At this screen, the System Administrator may **Print**, **Delete** or **Archive** the listed blocks as desired. **Select** the block(s) and **click** on the **Print** button. If there are more blocks in the database than can be displayed all at once on the Block Selection screen, you can type the block number at the Find Block field for a quick search.

- After selecting a block and clicking on the **Print** button, a *drop down menu* of printing options appears.



- At the drop down menu, **click** on the **Archive Block(s)** option.

6. After clicking on the Archive Block(s) option, a *pop-up* **appears** asking if you wish to print to file with all traveler's SSN's **masked** (XXX-XXX-1234)? This is a **security** feature for **protecting** the traveler's SSN. **Click** on *Yes* or *No* as desired.



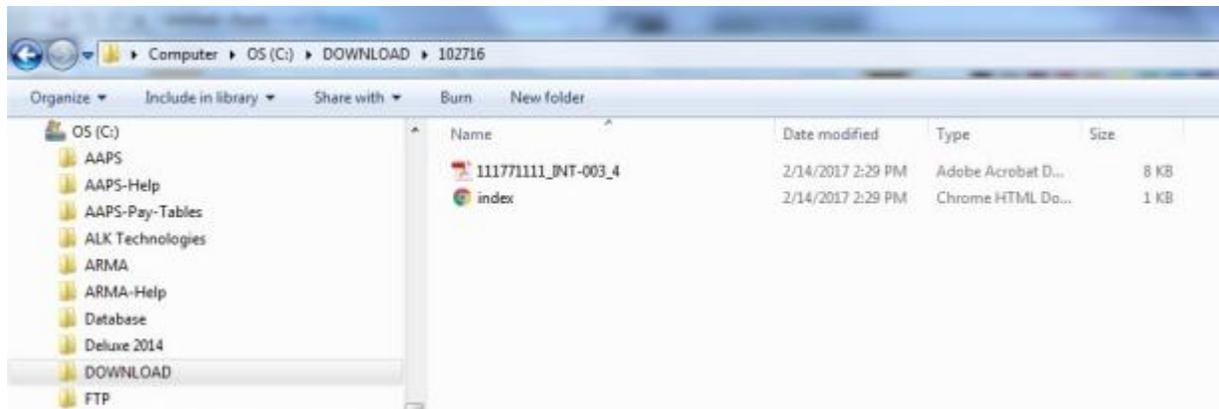
7. After clicking on *Yes* or *No*, IATS **creates** a **sub-folder** for the selected block and places it in the **folder** established in the **Maintenance** module for **Download** files. The sub-folder is created with the **block number** as it's **name** and will contain every **claim** on the block in the form of a **text** file.
8. When **finished** archiving blocks, **click** the **Cancel** button to **return** to the previous screen.

View Archived Blocks

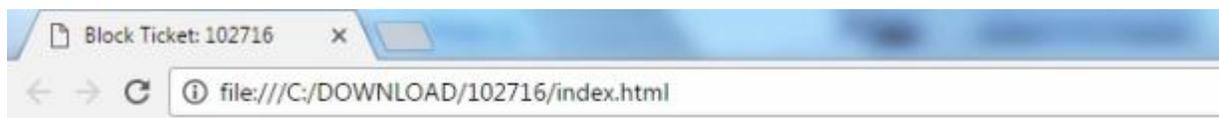
Once a completed block has been **archived**, you may **view** the archived blocks.

 **Complete the following steps to "view" archived blocks:**

1. Using Windows Explorer, **navigate** to the **folder** established in the Maintenance module for **Download** files.



2. **Open** the **folder** for the Download files and then double click on the **folder** for the desired archived block.
3. Once the folder for the archived block is opened, you will notice a **file** in this folder named "**Index**".
4. Double click on the **Index** file. The following screen is displayed:

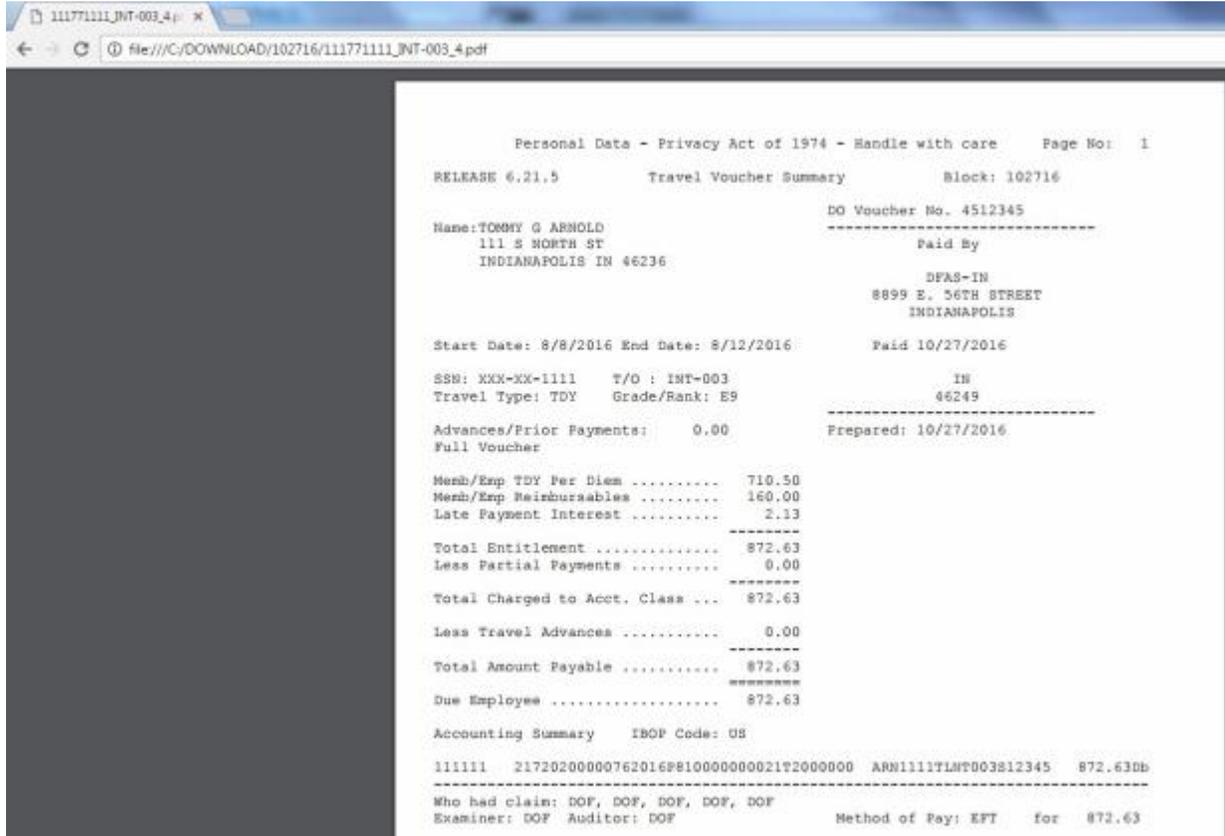


Requests In Block 102716

SSN / Name	TONO	Date	Detail ID
111771111 (ARNOLD, TOMMY)	INT-003	8/8/2016-8/12/2016	4

Note: All claims contained in the archived block will be listed.

5. **Click** on the **SSN link** in the **SSN / Name** column. This will cause the following screen to appear showing the selected claim.



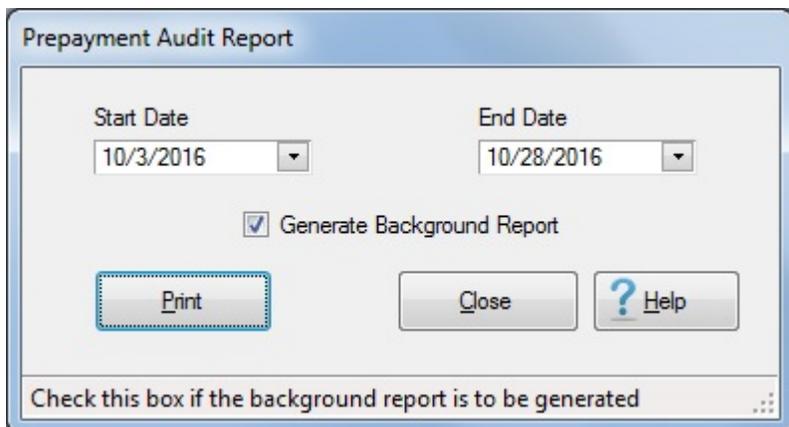
Tip: Click on the **Back** button to return to the previous screen if you wish to display another claim.

6. When finished viewing archived blocks, **click** on the **red (X)** in the **top right corner** of the **Explorer** screens until **all windows** are closed.

Printing the Prepayment Audit Checklist

IATS allows the **Auditor** to perform an audit using a **Prepayment Audit Checklist**. IATS allows the **System Administrator** to generate a **print out** of the **Prepayment Audit Checklist** using two methods:

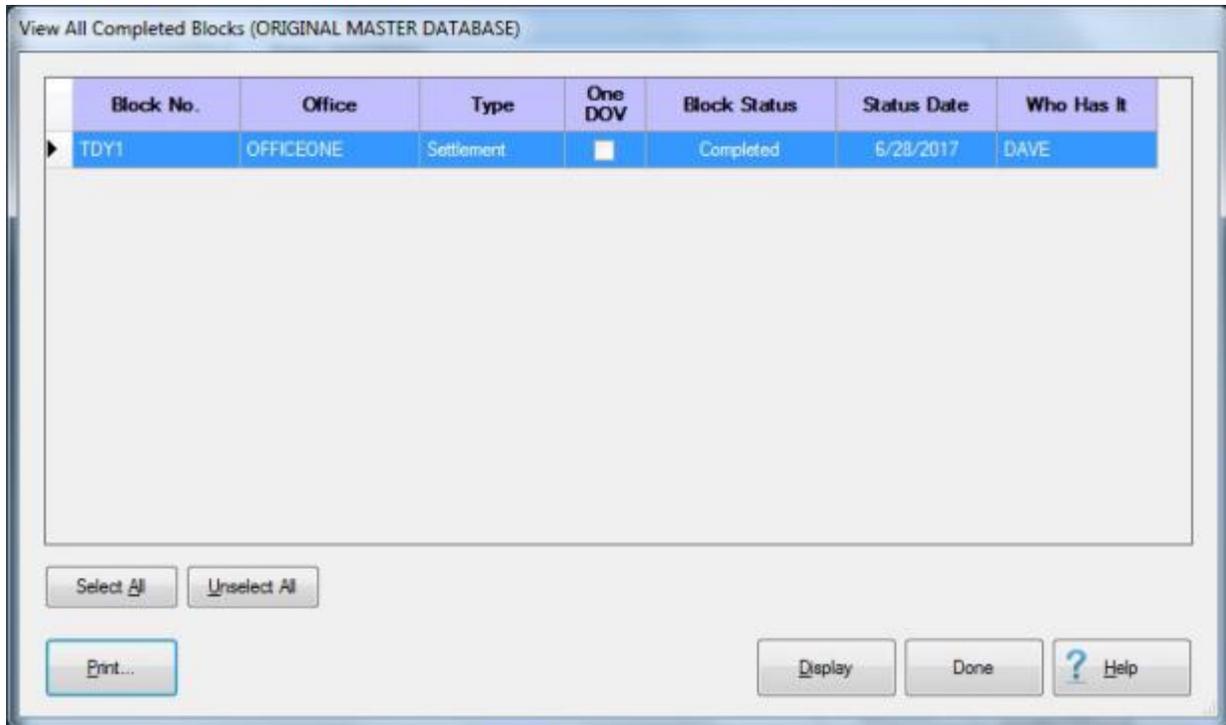
Method 1: - When generating the **Prepayment Audit Report**.



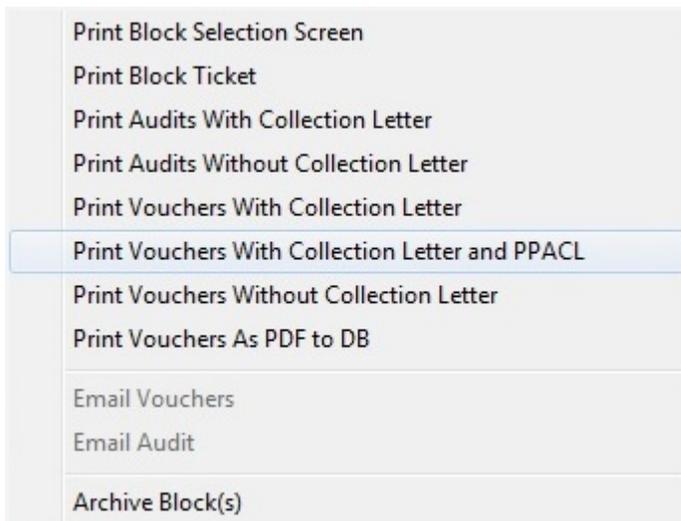
When generating the [Prepayment Audit Report](#) **click** in the selection box at the **Generate Background Report** field if you wish to generate a **print-out** of the **Prepayment Audit Checklist** that was completed during the audit process.

Method 2: - When viewing **completed** blocks. **Note** that this method is for **Navy** configurations only.

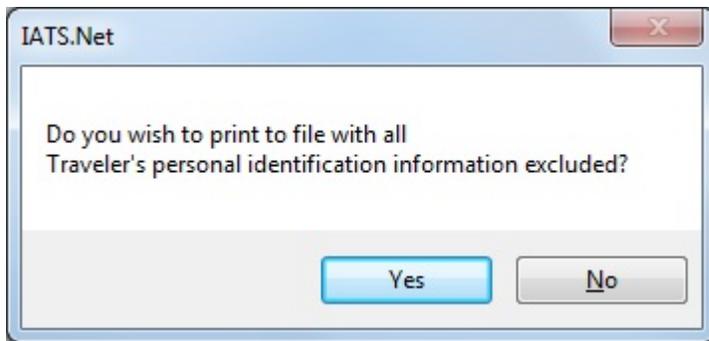
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Block Processing**". An expandable menu appears listing several options.
2. **Click** on the **View Blocks** option. An expandable menu appears listing various block categories.
3. **Click** on **Completed**. The **View All Completed Blocks** screen will appear.



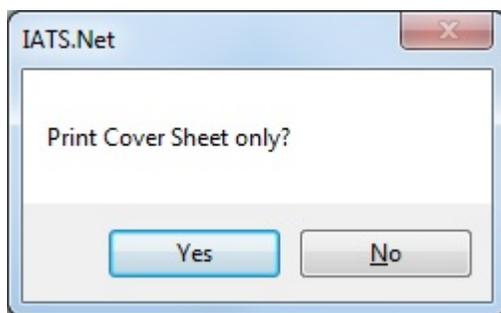
4. **Click** on the **block** containing the **voucher(s)** you wish to print the Prepayment Audit Checklist for.
5. **Click** on the **Print** button. A drop down **menu** appears listing various print **options**.



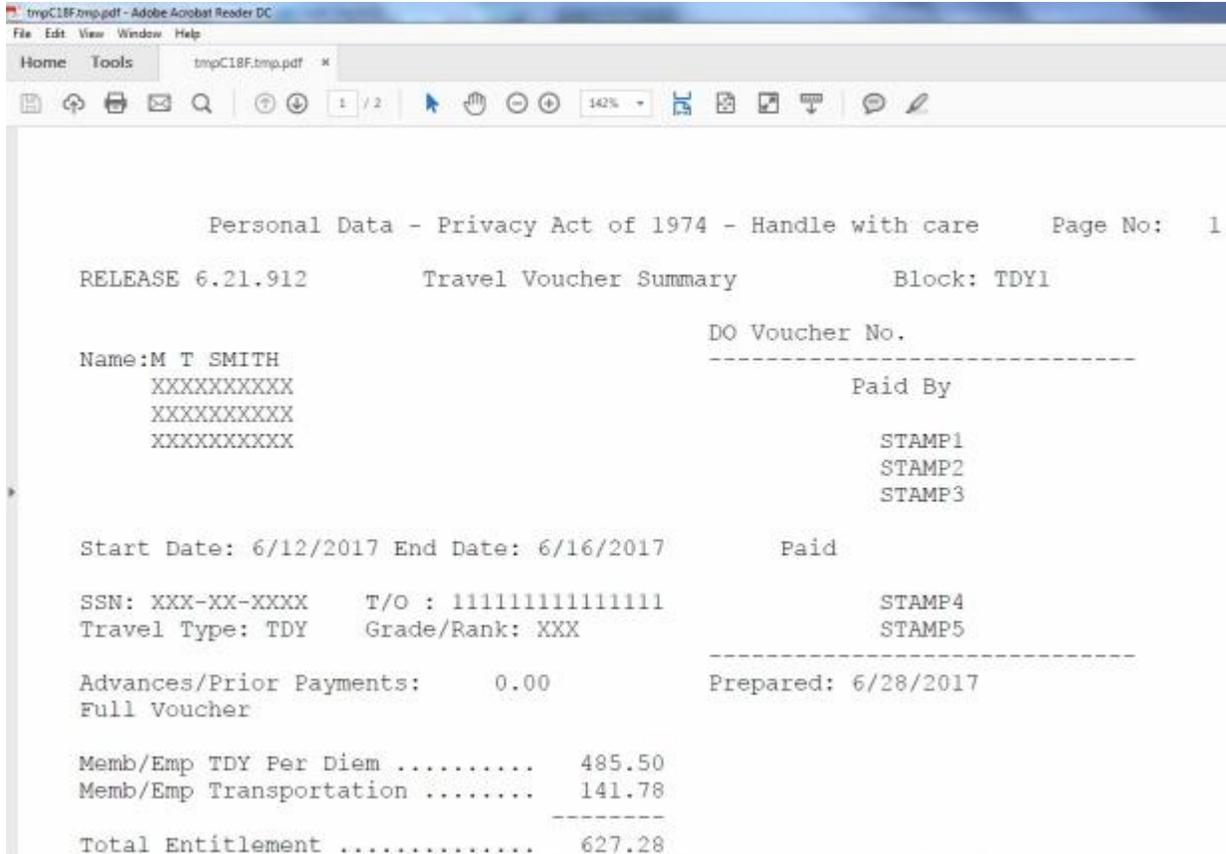
6. **Click** on the **Print Vouchers with Collection Letter and PPACL** option. A **pop-up message** will appear asking if you wish to **exclude** the traveler's personal information.



7. **Click** on *Yes* or *No* as desired. Another *pop-up message* will appear asking if you wish to print the **Cover Sheet** only.



8. **Click** on *Yes* or *No* as desired. The **Adobe Acrobat Reader** screen will appear displaying the **voucher** and the **Pre-payment Audit Checklist** forms.



9. **Click** on the **Printer icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or make any necessary changes.
11. **Select** the **number of copies** you wish to print and **click** the **Print** button. IATS **prints** all of the **vouchers** on the selected block and the associated **Prepayment Audit Checklist(s)**.
12. If you are finished using the **Adobe Reader**, **click** on the **red (X)** button in the top right corner to **close** the screen.
13. IATS returns to the **View All Completed Blocks** screen.

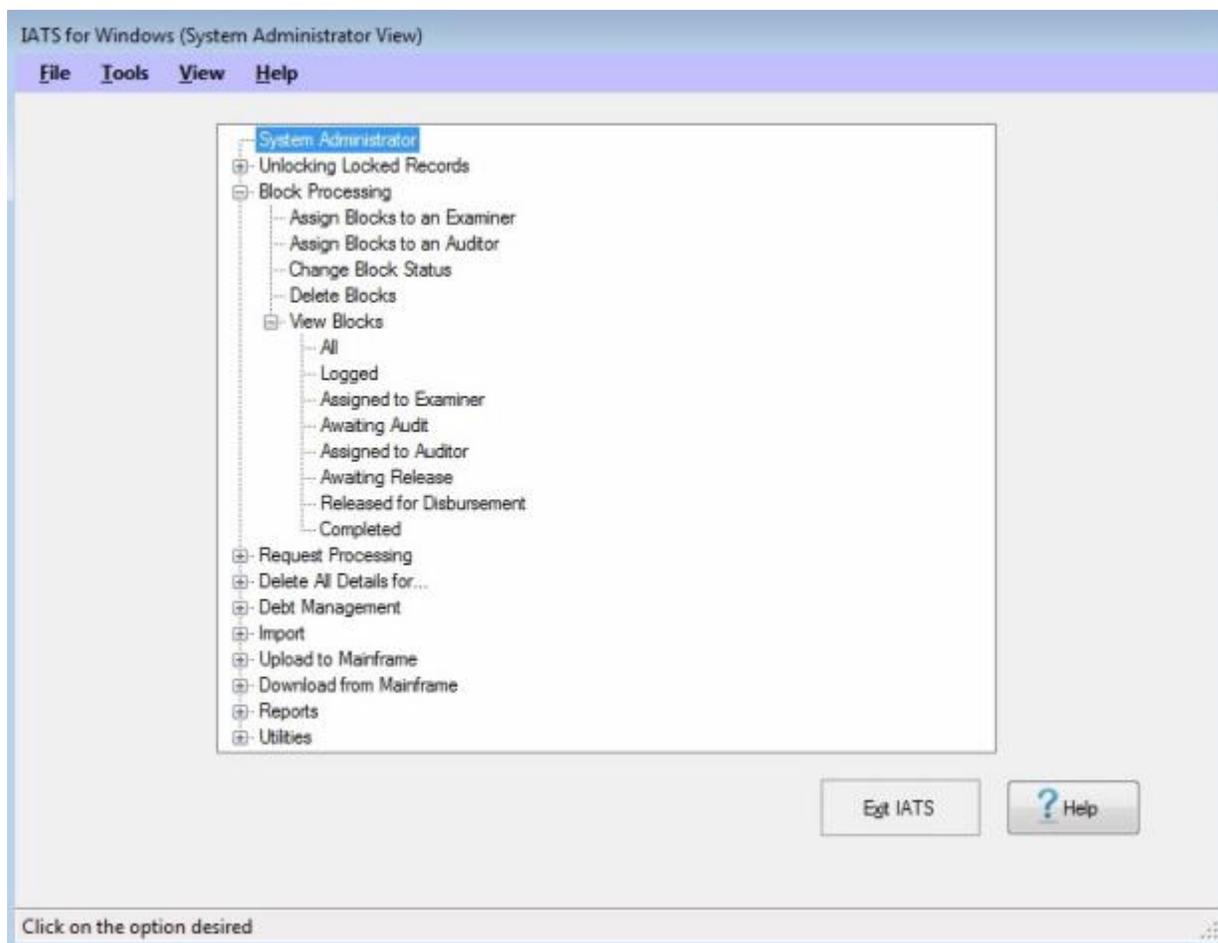
Sending Email

Sending **Email** as the **System Administrator**, emailing of a block(s) or a single claim can be done via the **Print** button in the lower left hand section of the screen once the select of **Block Processing** followed by **View Blocks** and the **category** the block is in has been chosen. Selecting **All** will allow the access for all **blocks** currently in the system at that time while performing this function.

You must first **select** the **block(s)** or **claim(s)** to Email.

 **Complete the following steps to "send" Email:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Block Processing**". An expandable menu appears listing several options.
2. **Click** on the **View Blocks** option. An expandable menu appears listing various block categories.



Tip: Due to the **volume** of blocks in a large travel office, it is often better to view blocks in a particular **phase** of processing.

3. **Click** on the desired block **category**. The **View Blocks** screen appears listing any blocks in the category selected.

View All Completed Blocks (ORIGINAL MASTER DATABASE)

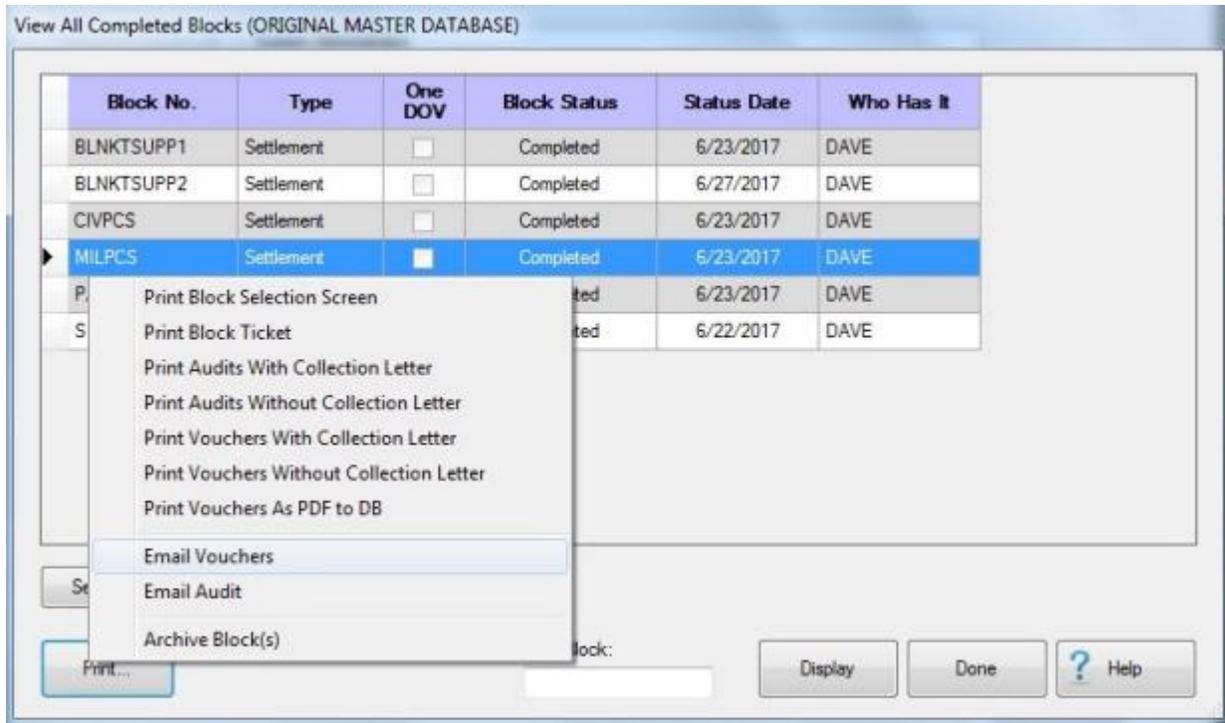
Block No.	Type	One DOV	Block Status	Status Date	Who Has It
▶ BLNKTSUPP1	Settlement	<input checked="" type="checkbox"/>	Completed	6/23/2017	DAVE
BLNKTSUPP2	Settlement	<input type="checkbox"/>	Completed	6/27/2017	DAVE
CIVPCS	Settlement	<input type="checkbox"/>	Completed	6/23/2017	DAVE
MILPCS	Settlement	<input type="checkbox"/>	Completed	6/23/2017	DAVE
PART1	Settlement	<input type="checkbox"/>	Completed	6/23/2017	DAVE
SUPPTY	Settlement	<input type="checkbox"/>	Completed	6/22/2017	DAVE

Select All Unselect All

Print... End Block: Display Done ? Help

4. **Click** on the **block** or **blocks** you wish to select.
5. When you have selected the desired block or blocks, **click** on the **Print** button.

IATS 7.2 User Guide



- When the Print Menu appears **click** on either **Email Vouchers** or **Email Audit** as desired. The **Email Log** screen appears.

Email Log

Emails Sent

	Block	Order Number	SSN	Name
▶	MILPCS	02-PCS	111-77-1111	ARNOLD, TOMMY G.
	MILPCS	05-001	111-33-1111	PAGE, JIMMY J.

Emails Not Sent

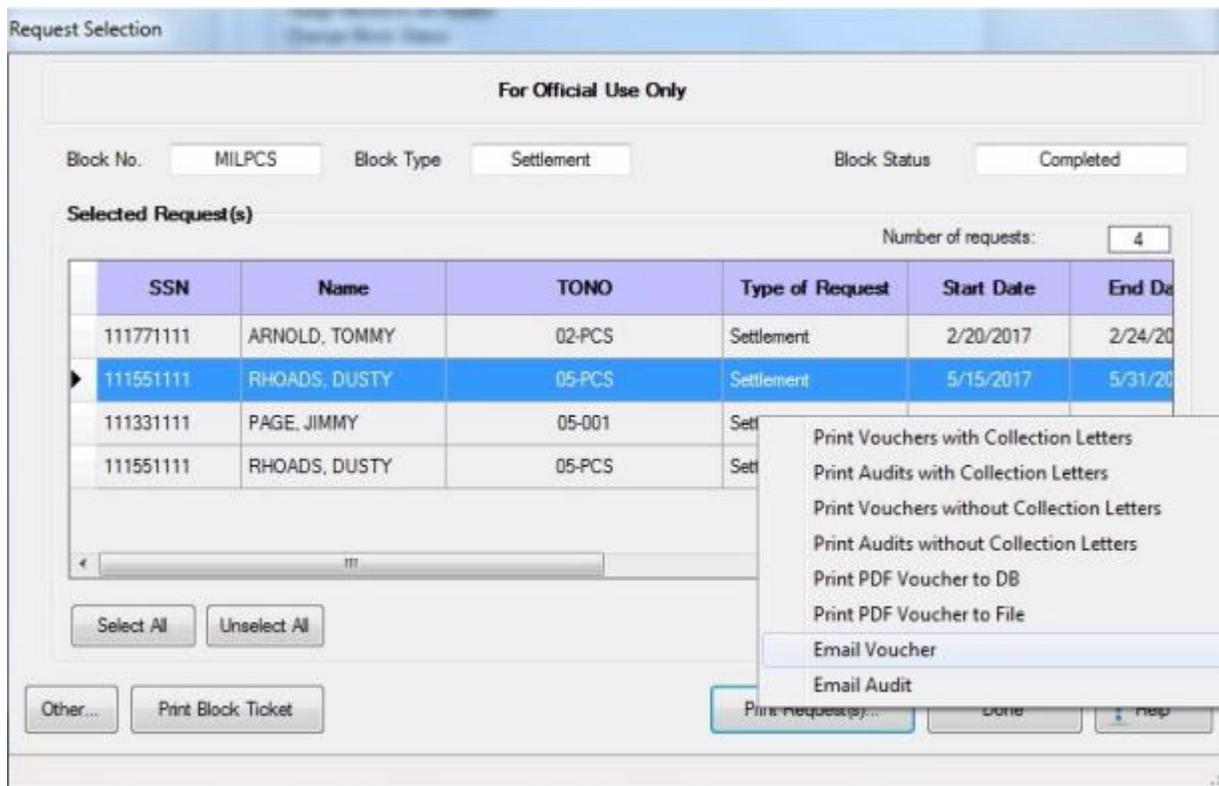
	Block	Order Number	SSN	Name
▶	MILPCS	05-PCS	111-55-1111	RHOADS, DUSTY O.
	MILPCS	05-PCS	111-55-1111	RHOADS, DUSTY O.

Print OK Cancel

Note: The Email Log screen **indicates** the requests that have been **sent** via Email and those that were not. **Click** on the **Print** button if you wish to print the Email Log.

7. **Click** on **OK** to complete the process.

Tip: If you wish to Email a particular **claim**, first **select** a **block** as indicated in step (4) and then **click** on the **Display** button. The **Request Selection** screen will appear displaying the claims on the block.



8. **Select** the **claim** or **claims** you wish to Email and then **click** on the **Print Request(s)** button.
9. When the Print Menu appears **click** on either **Email Vouchers** or **Email Audit** as desired.
10. IATS will send the selected Email and display the **Email Log** screen again.

The 'Email Log' window is divided into two main sections: 'Emails Sent' and 'Emails Not Sent'. Both sections feature a table with four columns: 'Block', 'Order Number', 'SSN', and 'Name'. The 'Emails Not Sent' section contains one entry with a selection arrow on the left.

Emails Sent				
	Block	Order Number	SSN	Name

Emails Not Sent				
	Block	Order Number	SSN	Name
▶	MILPCS	05-PCS	111-55-1111	RHOADS, DUSTY O.

Buttons: Print, OK, Cancel

11. **Repeat** the previous steps to **send another** Email or **click** on the **OK** button to close the **Email Log** screen.

Request Processing

Re-assigning Requests Criteria

The table below was designed to assist the IATS user in understanding the relationship between the block a request is being transferred from and the block the selected claim can be transferred to. In addition, if the "To Block" will be assigned to a particular individual, the "Users Privilege" column describes the privilege this individual must have assigned to their user account.

From Block Status	To Block Status	Users Privilege
Logged	Logged or "New"	Examiner
Assigned to Examiner	Assigned to Examiner or "New"	Examiner
Awaiting Audit	Awaiting Audit or "New"	Auditor
Awaiting Release	Awaiting Release or "New"	Disbursing
Release for Disbursing	Release for Disbursing or "New"	Sys Admin. or Super User
* Completed	Assigned to Examiner or "New"	Examiner
** Completed	"New" (Completed status)	Disbursing

* Only claims without DOV data will appear in the field "From Block". These blocks can be transferred to "To Blocks" within the system that are in the status "Assigned to Examiner". If the "To Block" is a "New" block to the system, then you can also choose the Examiner to whom you wish to assign the block. The block will have an "Assigned to Examiner" status.

Transfer Requests From One Block to Another

On occasion, it may be necessary for the System Administrator to **transfer** the **requests** from one block to another block. This normally occurs when most of the requests on a block are **processed**, but there are some claims that cannot be completed for some reason. The **un-processed** requests must be **re-assigned** to another block to allow the processed claims to be disbursed.

Click on this [link](#) to display a **table** describing the **criteria** for re-assigning requests from one block to another.

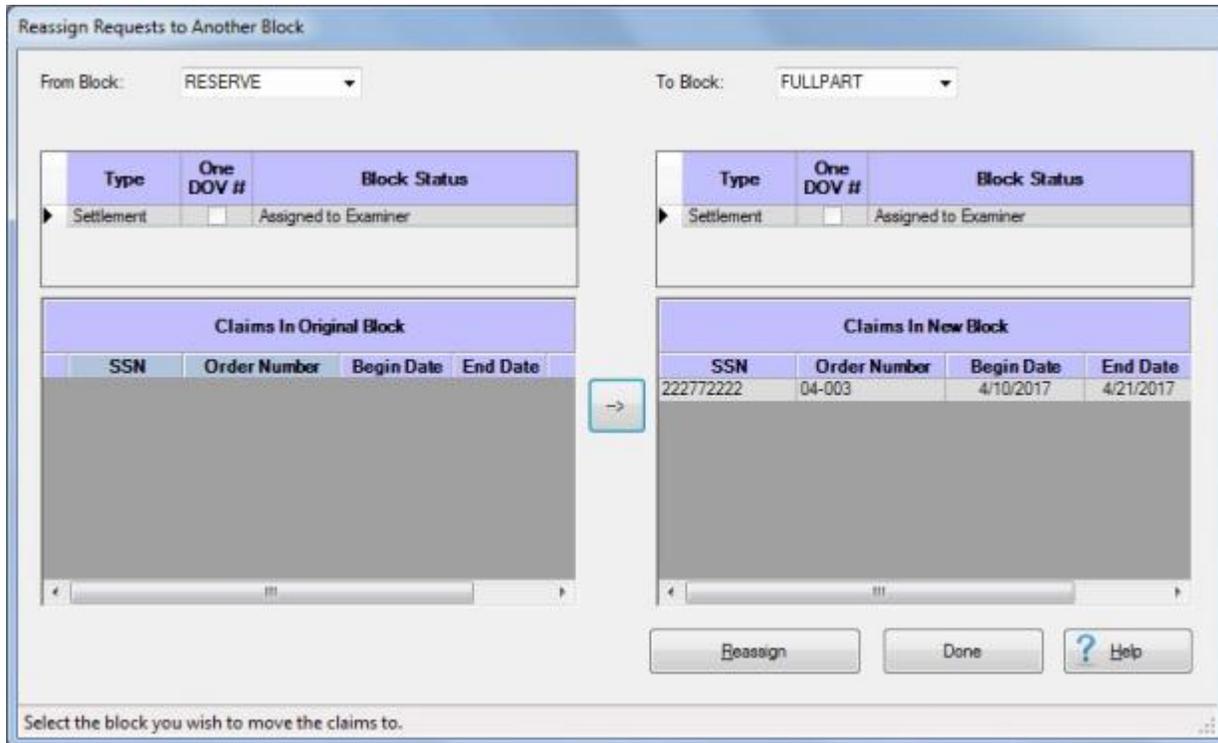
Note: There are two options for **transferring requests** from one block to another. One method will **display** a **list** of all available blocks residing in the database. The other method will not display a list. These options are either activated or de-activated at the Maintain System Configuration screen in the Maintenance Module. **Click** in the **check box** for the option **ReAssign Claims w/o Block List** in the **System Description** section of the **Maintain System Configuration** screen to **activate** or **de-active** these options.

System Description			
Standalone	<input type="checkbox"/>	Allow Claims by Self	<input type="checkbox"/>
Use Employee ID	<input type="checkbox"/>	Audit/Enter Same Claim	<input checked="" type="checkbox"/>
Liaison Reports	<input type="checkbox"/>	Use OCR Font	<input type="checkbox"/>
Reservist Travel	<input checked="" type="checkbox"/>	Payroll Office	<input type="checkbox"/>
Reason for Delete	<input checked="" type="checkbox"/>	Enable CAC	<input type="checkbox"/>
RITA Office Aware	<input type="checkbox"/>	Allow Duplicate Login	<input checked="" type="checkbox"/>
Prevalidate Accounting	<input type="checkbox"/>	Massive Multiple Travel	<input checked="" type="checkbox"/>
Forced Audit	<input type="checkbox"/>	HHG Calculator	<input checked="" type="checkbox"/>
Prepayment Audit	<input type="checkbox"/>	Use ISO 3166 Codes	<input type="checkbox"/>
EFT Rejects	<input checked="" type="checkbox"/>	ID Reason for Suppl	<input type="checkbox"/>
Auto Delete Blocks	<input checked="" type="checkbox"/>	Change DBs	<input type="checkbox"/>
Email Completed Claims	<input type="checkbox"/>	Cash Payment Allowed	<input type="checkbox"/>
HHG DPS Interface Active	<input type="checkbox"/>	Create Voucher Print File	<input type="checkbox"/>
# Days User Suspended till Deleted:	<input type="text" value="15"/>	Use Roles	<input checked="" type="checkbox"/>
ReAssign Claims w/o Block List	<input type="checkbox"/>	ODS Secure Upload Active	<input type="checkbox"/>
Return Reason Is Mandatory	<input type="checkbox"/>	Allow DTOD Override	<input checked="" type="checkbox"/>
Audit All Claims in Profile Restriction	<input checked="" type="checkbox"/>	Activate DTOD Web Service	<input type="checkbox"/>
		Scrub Disbursing Uploads	<input type="checkbox"/>
		Use State Taxes	<input checked="" type="checkbox"/>

 Complete the following steps to "transfer" requests:

Transfer a Request using the option to show available blocks

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Request Processing**". An expandable menu appears listing several options.
2. **Click** on the **Transfer Requests From One Block to Another** option. The **Reassign Requests to Another Block** screen appears.



Reassign Requests to Another Block

From Block: RESERVE To Block: FULLPART

Type	One DOV #	Block Status
Settlement	<input type="checkbox"/>	Assigned to Examiner

Claims In Original Block

SSN	Order Number	Begin Date	End Date
222772222	04-003	4/10/2017	4/21/2017

Claims In New Block

SSN	Order Number	Begin Date	End Date
222772222	04-003	4/10/2017	4/21/2017

Reassign Done ? Help

Select the block you wish to move the claims to.

3. **From Block:** At the **From Block** field, you can simply enter the number of the block you wish to transfer a claim from and then press *Tab*. Or, you can also **click** on the *down arrow* button. A *drop down listing* will appear **displaying** all of the **blocks** in the database. **Click** on the desired **block number** to make a selection. After selecting a block, all of the **requests** assigned to the block are **displayed** below in the **Claims In Original Block** section.
4. **To Block:** At the **To Block** field, you can simply enter the number of the block you wish to transfer a claim from and then **press Tab**. Or, you can also **click** on the *down arrow* button. A *drop down listing* appears **displaying** all of the **blocks** that match the criteria for the block selected at the **From Block** section. **Click** on the desired **block number** to make a selection or **type** the **number** to **create** a new block. If automatic block numbering is activated, **type** the word **New** to **create** a new block, if applicable.
5. **Claims In Original Block:** In this section, **click** the **checkbox** in the **column** to the left of the **SSN** column to select the claim you wish to transfer.

6. After you have selected the desired claim, **click** on the **arrow** button in the middle of the screen to **move** the claim from the **From Block** side to the **To Block** side.
7. When you have **moved** the claim you wish to transfer to the To Block side of the screen, **click** on the **Reassign** button. The **Confirmation Password** screen will appear.
8. **Type** the confirmation **password** at the **Enter Password** field and then **click** on the **OK** button.
9. If a new block number was **entered** at the **To Block** field, a **message** appears indicating that the block does **not exist** and asks if you wish to **create** it. **Click** on the **Yes** button. IATS **creates** the new block and **returns** to the **System Administrator View** screen.

Transfer a Request (without) using the option to show available blocks

Reassign Requests to Another Block

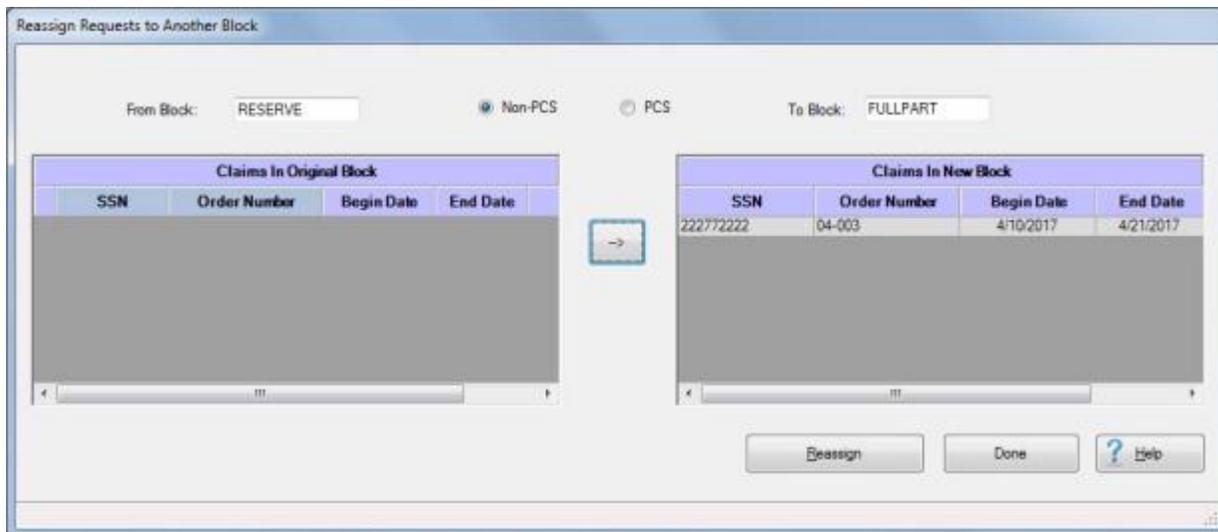
From Block: RESERVE Non-PCS PCS To Block: FULLPART

Claims In Original Block				
SSN	Order Number	Begin Date	End Date	Part
<input checked="" type="checkbox"/>	222772222	04-003	4/10/2017	4/21/2017

Claims In New Block			
SSN	Order Number	Begin Date	End Date

Reassign Done ? Help

1. **From Block:** At the **From Block** field, **enter** the **number** for the **block** you wish to transfer a claim from. IATS will **display** the claims that are **contained** in the block in the **Claims In Original Block** section.
2. **Non-PCS:** - **Click** in the **radio button** if you wish to transfer only **Non-PCS** requests.
3. **PCS:** - **Click** in the **radio button** if you wish to transfer only **PCS** requests.
4. **To Block:** At the **To Block** field, **enter** the **number** for the **block** you wish to transfer a claim to.
5. **Click** in the **check box** in the **column** to the left of the **SSN** column to select the claim you wish to transfer.
6. After you have selected the desired claim, **click** on the **arrow** button in the middle of the screen to **move** the claim from the **From Block** side to the **To Block** side.



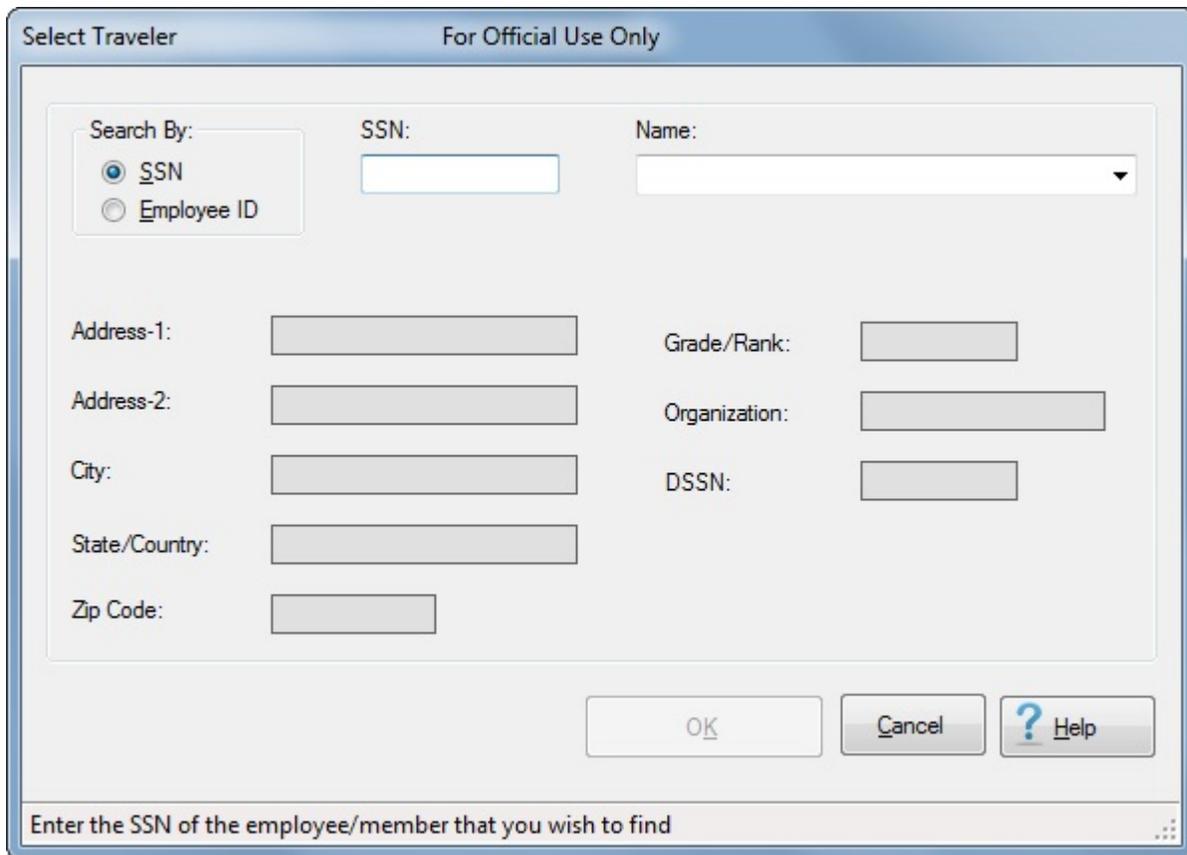
7. When you have **moved** the claim you wish to transfer to the To Block side of the screen, **click** on the **Reassign** button. The **Confirmation Password** screen will appear.
8. **Type** the confirmation **password** at the **Enter Password** field and then **click** on the **OK** button.
9. **If** a **new** block **number** was **entered** at the **To Block** field, a **message** appears indicating that the block does **not exist** and asks if you **wish** to **create** it. **Click** on the **Yes** button. IATS **creates** the **new** block and **returns** to the **System Administrator View** screen.

Transfer Prev Uploaded FINCEN Request to New Block

On occasion, it may be necessary for the System Administrator to **transfer** a Request that was previously uploaded to **FINCEN** to a new Block.

 **Complete the following steps to "transfer" a request previously uploaded to FINCEN to a new block:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Request Processing**". An expandable menu appears listing several options.
2. **Click** on the **Transfer Prev. Uploaded FINCEN Request to new Block** option. The **Select Traveler** screen appears.



Select Traveler For Official Use Only

Search By: SSN Employee ID

SSN:

Name:

Address-1:

Address-2:

City:

State/Country:

Zip Code:

Grade/Rank:

Organization:

DSSN:

OK Cancel ? Help

Enter the SSN of the employee/member that you wish to find

3. At the **Search By** section, **click** in the **radio button** to **select** whether to search for the traveler's account by using an **SSN** or **Employee ID**.
4. **Enter** the traveler's **SSN** or **Employee ID** and then **press Tab**.
5. When the traveler's account information is displayed, **click** on the **OK** button. The **Travel Order Selection** screen appears.

Travel Order Selection

THREE, THREE T

Traveler ID: Traveler Name:

Address-1: Grade/Rank:

Address-2: Organization:

City: DSSN:

State/Country:

Zip Code:

Order Number	Category	Start Date	End Date
1217G87000000000	PCS	7/1/2017	7/2/2017
1217V87000000000	PCS	3/15/2017	4/13/2017
1316336SNBET9000	Doc Type 13	6/10/2016	7/17/2016
1117G74998866000	Normal	8/31/2017	8/31/2017
1117X22837830000	Local (SF1164)	8/15/2017	8/15/2017
1217C87282920000	PCS	8/1/2017	8/5/2017
1117G87EVAC00000	Evacuation	8/28/2017	9/11/2017
1217B87PCS900000	PCS	6/1/2017	6/29/2017
1117M87EVAC10000	Evacuation	8/24/2017	9/26/2017

Select an existing order with which you wish to work and then click the OK button

6. Click on the desired **Travel Order Number** displayed in the **grid** at the bottom of the screen and then **click** on **OK**.
7. The **Previously Uploaded FINCEN Claims to be Moved** screen will appear next.

Previously Uploaded FINCIN Claims to Be moved

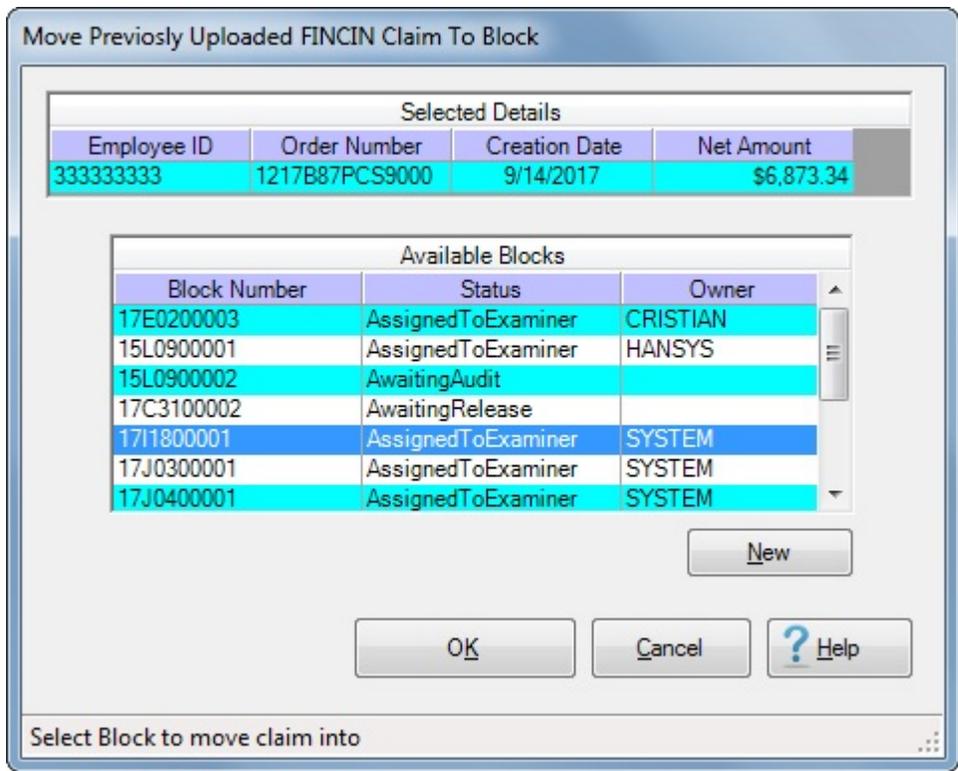
THREE, THREE T TONO: 1217887PCS900000

Existing Details

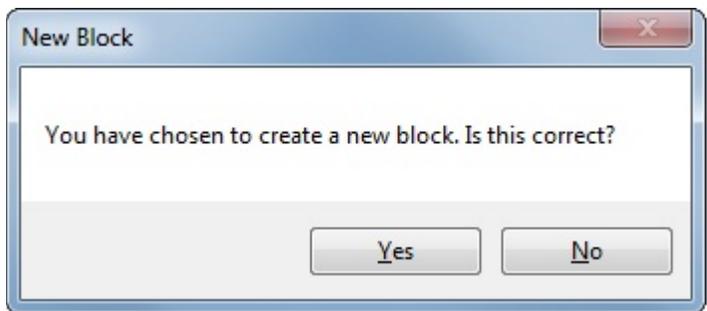
Detail Date	Date Completed	Type	Start Date	Date End	Amount	Claime #
9/14/2017	2/12/2018	Settlement	6/1/2017	6/28/2017	\$6,873.34	186

Other... OK Cancel ? Help

8. The **Previously Uploaded FINCEN Claims to be Moved** screen will list any claims for the selected traveler and travel order number that have been previously uploaded to FINCEN.
9. If there is more than one claim listed, **click** on the **claim** that you wish to move.
10. When you have selected the correct claim, **click** on the **OK** button. The **Move Previously Uploaded FINCEN Claim To Block** screen appears.



11. At the **Move Previously Uploaded FINCEN Claim To Block** screen, all available pre-existing blocks in the database will be displayed.
12. If you wish to move the request to an existing block, **click** on the desired **block** to select.
13. **Click** on **OK** to continue if you have selected an existing block.
14. **Click** on the **New** button if you wish to move the request to a new block. The following *pop-up message* will appear asking you to **confirm** that you wish to create a new block.



15. **Click** on *Yes* if you wish to move the request to a new block.

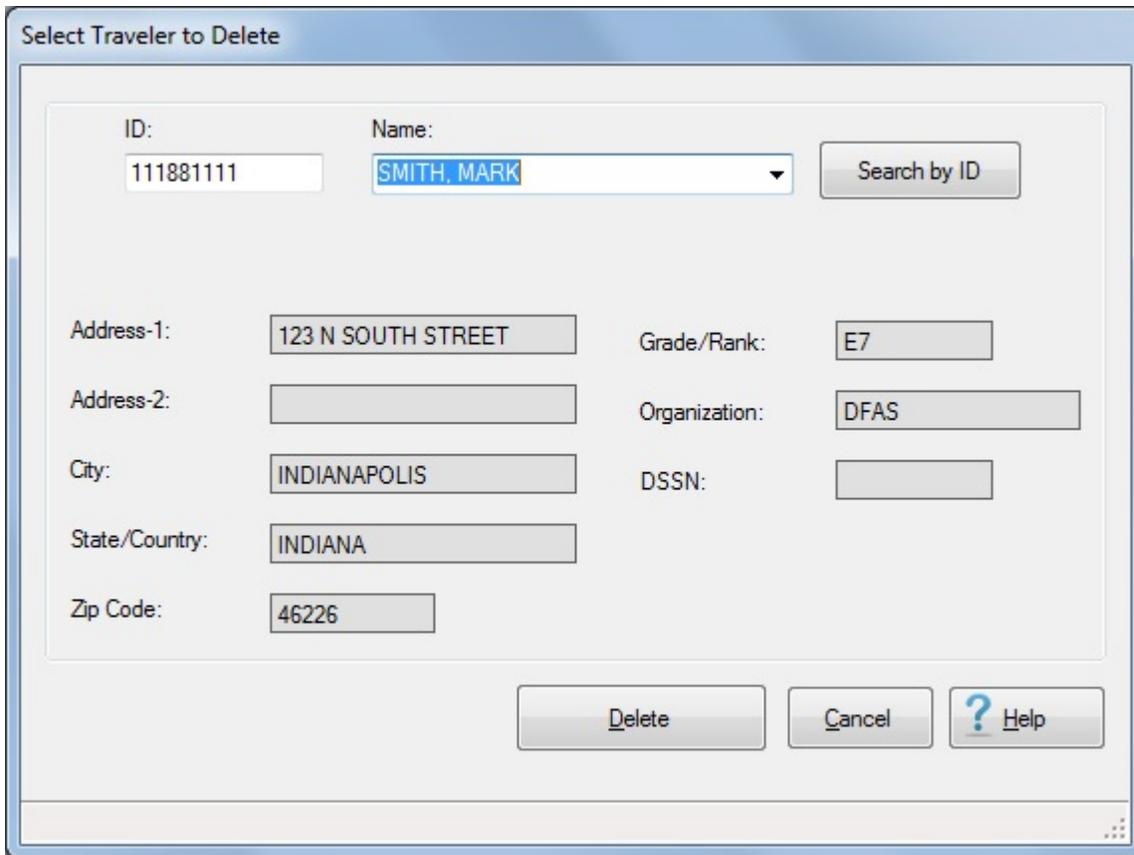
Delete Details

Delete Travel Account Details

As a travel office supervisor, it may be necessary to **delete** travel **accounts** on occasion. This is a common practice when travelers **relocate** to a new duty **station** and will be **serviced** by a **different** travel **office**. It is also required when an account was created initially with the **wrong** social security number. This requires that the account be **deleted** and **recreated** with the correct SSN. Using this method, the user can delete any account regardless of the condition.

 Complete the following steps to "delete" Traveler Accounts:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Delete All Details for...**". An expandable menu appears listing several options.
2. **Click** on the **a Traveler** option. The **Select Traveler to Delete** screen appears.



Select Traveler to Delete

ID: 111881111 Name: SMITH, MARK Search by ID

Address-1: 123 N SOUTH STREET Grade/Rank: E7

Address-2: Organization: DFAS

City: INDIANAPOLIS DSSN:

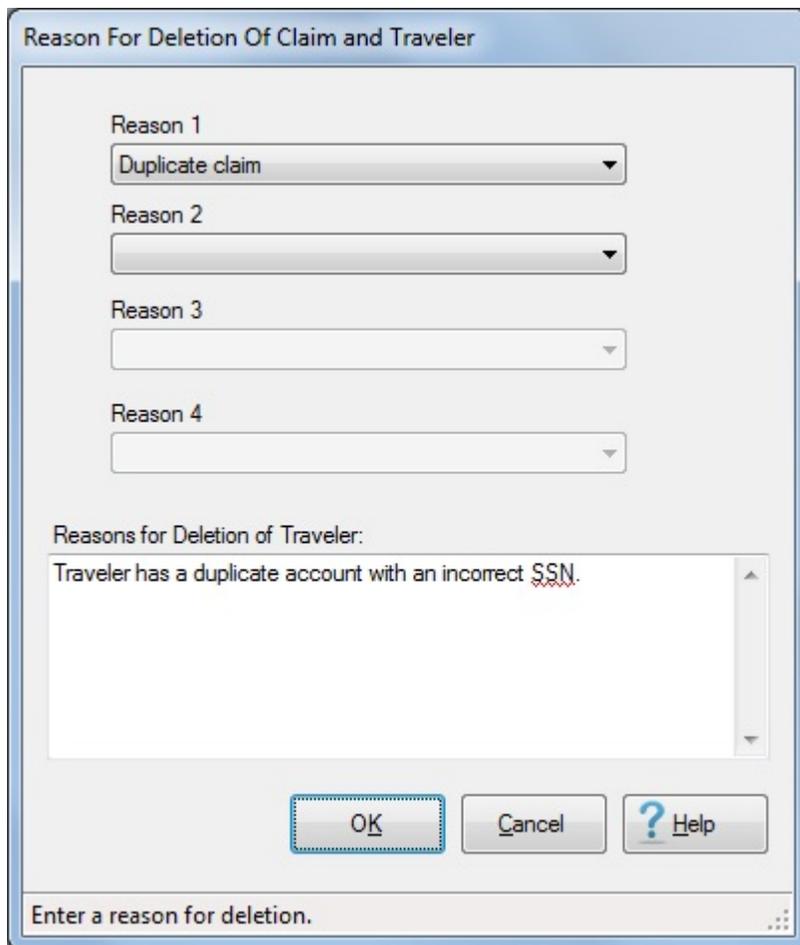
State/Country: INDIANA

Zip Code: 46226

Delete Cancel ? Help

3. **Type** the traveler's **SSN** at the **ID** field and **press Tab** or **click** on the **Search by ID** button. The travel account information will appear.

4. You can also **type** a **few letters** of the traveler's **last name** at the **Name** field and then **click** on the **down arrow** button to **display** a **list** of names beginning with the letters entered. When the desired traveler's name is displayed, **click** on the **name** to select the traveler.
5. **After** the travel account **information** is displayed, **click** the **Delete** button. The **Confirmation Password** screen appears.
6. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and **click** the **OK** button.
7. The **Reason for Deletion of Claim and Traveler** screen appears next.



Reason For Deletion Of Claim and Traveler

Reason 1
Duplicate claim

Reason 2

Reason 3

Reason 4

Reasons for Deletion of Traveler:
Traveler has a duplicate account with an incorrect SSN.

OK Cancel ? Help

Enter a reason for deletion.

8. **Reason(s) for Deletion:** - Notice that there are **four Reason** fields. You **must select** at least **one** reason by **clicking** on the **down arrow** button in one of the Reason fields and then **click** on a reason from **drop down list** of reasons.
9. **Reasons for Deletion of Traveler:** - In the **text box** at this field, you **must** enter a **remark**. **Click** in the text box and **type** a remark.
10. When you have **finished** selecting reasons and entering remarks, **click** on **OK**.
11. **If** the travel account has any **open transactions**, **suspense** items, or **Tax Records**, a **message** appears indicating the situation and asking if you are **sure** you wish to delete the account. **If** **sure**, **click** the **Yes** button.

12. IATS **deletes** the account and displays a *pop-up message* appears stating that the account was successfully deleted.
13. **Click on OK to return** to the **System Administrator View** screen.

Delete Travel Order Details

As a travel office supervisor, it may be necessary to **delete** travel orders on occasion. This is a common practice when an order was created initially with the **wrong** number. This requires that the order be **deleted** and **recreated** with the correct number. Using this method, the user can delete any order regardless of the condition.

 Complete the following steps to "delete" Travel Order Details:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Delete All Details for...**". An expandable menu appears listing several options.
2. **Click** on the **a Specific Travel Order** option. The **Select Traveler** screen appears.
3. At the Select Traveler screen, **type** the traveler's **SSN** at the **ID** field and then **click** on the **OK** button. The **Travel Order Selection** screen appears.

Travel Order Selection

BUNDY, JIM M

Traveler ID: 222662222 Traveler Name: BUNDY, JIM M

Address-1: 2020 W EAST ST Grade/Rank: E7

Address-2: Organization: DFAS

City: INDIANAPOLIS DSSN:

State/Country: INDIANA

Zip Code: 46236

[Traveler Profile](#)

Order Number	Category	Start Date	End Date
LTTDY	Normal	12/12/2016	6/14/2017

Select an existing order with which you wish to work and then click the OK button

[Delete](#) [OK](#) [Cancel](#) [? Help](#)

4. **Click** on the desired **order** listed in the **Order** section and then **click** the **Delete** button. The following pop-up **message** appears asking if you are **sure** you wish to delete the travel order.

IATS.Net

Are you sure you want to delete this Order?

[Yes](#) [No](#)

5. **Click** on *Yes* or *No* as desired.
6. If you click on *Yes*, the **Confirmation Password** screen appears.
7. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and **click** the **OK** button.
8. The **Reason for Deletion of Claim** screen appears next.

Reason For Deletion Of Claim

Reason 1
Duplicate claim

Reason 2

Reason 3

Reason 4

Remarks
This claim was already submitted for processing.

OK Cancel ? Help

Enter a reason for deletion.

9. **Reason(s) for Deletion:** - Notice that there are four **Reason** fields. You must **select** at least one reason by **clicking** on the *down* **arrow** button in one of the Reason fields and then **click** on a reason from *drop down list* of reasons.
10. **Remarks:** - In the **text box** at this field, you may enter optional **remarks**. **Click** in the text box and **type** a remark if desired.
11. When you have **finished** selecting reasons and entering optional remarks, **click** on **OK**. IATS **deletes** the travel order and **display** the following *pop-up message* indicating that the order was deleted.



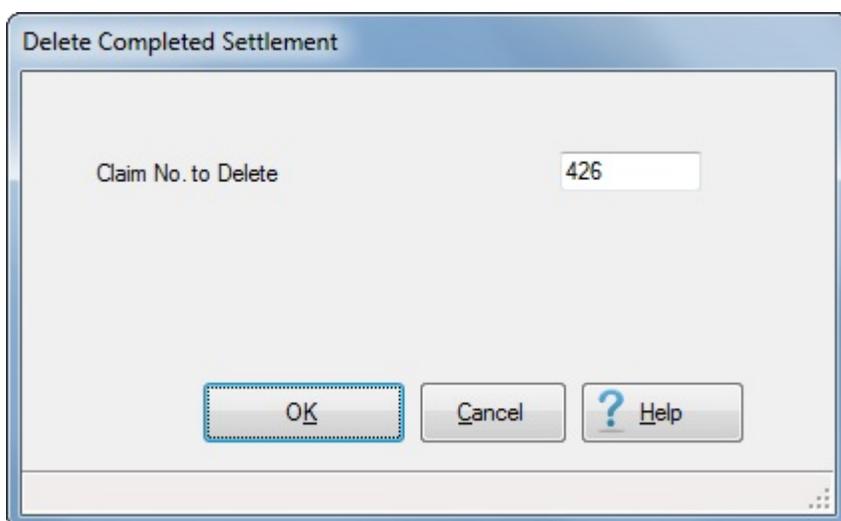
12. Click on **OK** to continue.

Delete a Completed Settlement

On occasion, it may be necessary for the System Administrator to **delete** a **Settlement Request** that was previously uploaded to and is in a **completed** status.

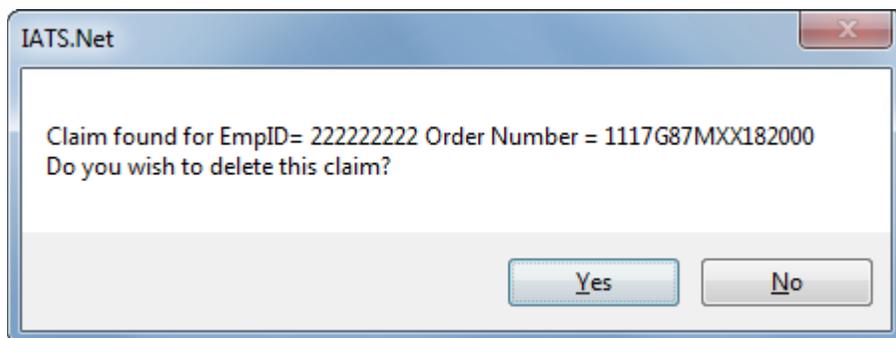
 **Complete the following steps to "delete" a completed Settlement Request:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Delete All Details for...**" option. An expandable menu appears listing several options.
2. **Click** on the "**a Specific Claim**" option. The **Delete Completed Settlement** screen appears.



The screenshot shows a dialog box titled "Delete Completed Settlement". It contains a text input field labeled "Claim No. to Delete" with the value "426" entered. At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "? Help". The "OK" button is highlighted with a dashed border.

3. **Enter** the **claim number** at the **Claim No. to Delete** field.
4. **Click** on the **OK** button. The following *pop-up message* will appear asking if you wish to delete the specified claim.



The screenshot shows a "pop-up message" dialog box titled "IATS.Net". The message text reads: "Claim found for EmpID= 222222222 Order Number = 1117G87MXX182000 Do you wish to delete this claim?". At the bottom of the dialog, there are two buttons: "Yes" and "No".

5. **Click** on the *Yes* button if you wish to **delete** the claim.

Debt Management

Debt Management Overview

Travel **supervisors** are **responsible** for ensuring the expedient processing of traveler's debt vouchers. These vouchers require careful management to protect government funds. IATS provides supervisors with **tools** to expedite the collection of travel funds owed the government by travelers. Before using these tools, supervisors must have a thorough understanding of how IATS **processes** traveler's debt-related items.

The automated **suspense tracking module** assists supervisors in maintaining control over funds advanced to travelers. By periodically running suspense updates in IATS, these funds (known as **suspense items**) are matched to the established due dates. When the **due date** is **exceeded**, IATS will **generate** either a **collection letter** or a **payroll deduction form**.

Suspense Items: - When funds are **advanced** or **accrued** to a traveler, IATS **creates** a **suspense item** in the database. The amount of funds advanced or accrued to travelers is held in suspense a predetermined number of **days** based on the first suspense **parameter** (# Days of Suspense until 1st Collection Letter). When the suspense **period** is **over**, IATS automatically generates a **collection** or **payroll deduction** document.

Suspense Parameters: - IATS uses two key **elements** to automatically track suspense items throughout the processing cycle. These items are:

- The expected **date of return** from the travel order
- The **suspense parameters** established in maintenance.

The expected **date of return** is vital in determining whether a suspense item is **overdue** or not. Current DFAS policy requires a traveler to file a settlement claim within (**5**) days after returning from a TDY trip. These **parameters** determine when an item is **overdue** based on the expected **return date**, the **date an item was returned** to the traveler, or the **date a notification was generated**.

Suspense Date: - Initially, the **suspense date** is the estimated **return date**. After the estimated return date is **passed**, the suspense date becomes the **date the suspense file was last updated**.

Due Date: - The **number of days** established in the **suspense parameter** is **added** to the **suspense date** to determine the **Due Date**. The due date is when either the advanced **amount** is **due** for **repayment** or a **settlement voucher** must be received in the travel office. (**Suspense Date + Suspense Parameter = Due Date**).

Collection Letters: - If, by the first due date, the traveler does not pay off the debt by cash collection or file a settlement voucher, IATS **prints** a **collection letter**. This letter **notifies** the **traveler** of the debt due the U.S. government and **warns** of impending **payroll deduction** if the debt is not paid back.

Payroll Deduction: - After the 1st collection letter is printed, IATS **establishes** a new due date based on the second suspense parameter. The second suspense parameter is (**# Days of Suspense until Collection Takes Place**). The **number** at this parameter is **added** to the **date** the **collection letter** was **printed** to determine the next due date.

Returned Settlement Vouchers: - If a **settlement** voucher contains an **advance** or **accrual**, and was **returned** to the traveler for correction or signature, IATS places the debt into **suspense** based on a third parameter established in the maintenance module (**# Days after Voucher Return until Payroll Deduction**). The **number** at this parameter is **added** to the **date** the **return letter** was **printed** to determine the next due date.

Due U.S. Vouchers: - Often a **settlement** is processed when the **amount** advanced or accrued is **higher** than the authorized settlement amount. These debts are held in suspense based on the fourth parameter in the maintenance module (**# Days after Due U.S. Voucher until Payroll Deduction**). The **number** at this parameter is **added** to the **date** the **Due US letter** was **printed** to determine the **next** due date

Printing Collection & Payroll Letters: - IATS allows supervisors to **print** letters either when the **update** is processed, or as separate process. Collection documents may also be **reprinted** if needed.

Update Suspense Status: - Supervisors should perform the suspense **update** on a daily basis. This allows for timely submission of **payroll deduction** transactions to servicing payroll offices, as well as **ensuring** travelers are **notified** immediately concerning outstanding and delinquent travel advances.

Accounts Ready for Collection Action: - The suspense status, "**Accounts Ready for Collection Action**" is generated when a second collection **letter** was generated and the **due date** established by the second collection letter has **passed**. The account will **remain** in that status until the voucher examiner manually generates a collection voucher (**CV**) or a payroll deduction (**PD**) document.

Accounts Awaiting Collection Action: - Once an examiner **generates** a **CV** or **PD** document against a suspense item, the suspense status becomes "**Accounts Awaiting Collection Action**". This status will **remain** in that state until a **CV number** has been **assigned**.

Once an account is in the status "**Accounts Awaiting Collection Action**" the suspense **item** cannot be collected from the **settlement** if a claim is received. The only **exception** is if a **CV number** has not been posted to the CV and the CV is manually deleted. In this case the status will **revert** back to "**Accounts Ready for Collection Action**".

Posting Collection Voucher (CV) Numbers: - To **remove** suspense items from the IATS database after a **payroll deduction** document has been generated, a **CV number** must be posted.

Suspense Reports: - Many suspense **reports** are available to the travel supervisor. These reports allows a statistical measure of **timeliness**, as well as suspense processing **workflow**. Daily printing and review of suspense reports helps to **prevent a backlog** of processing suspense workflow.

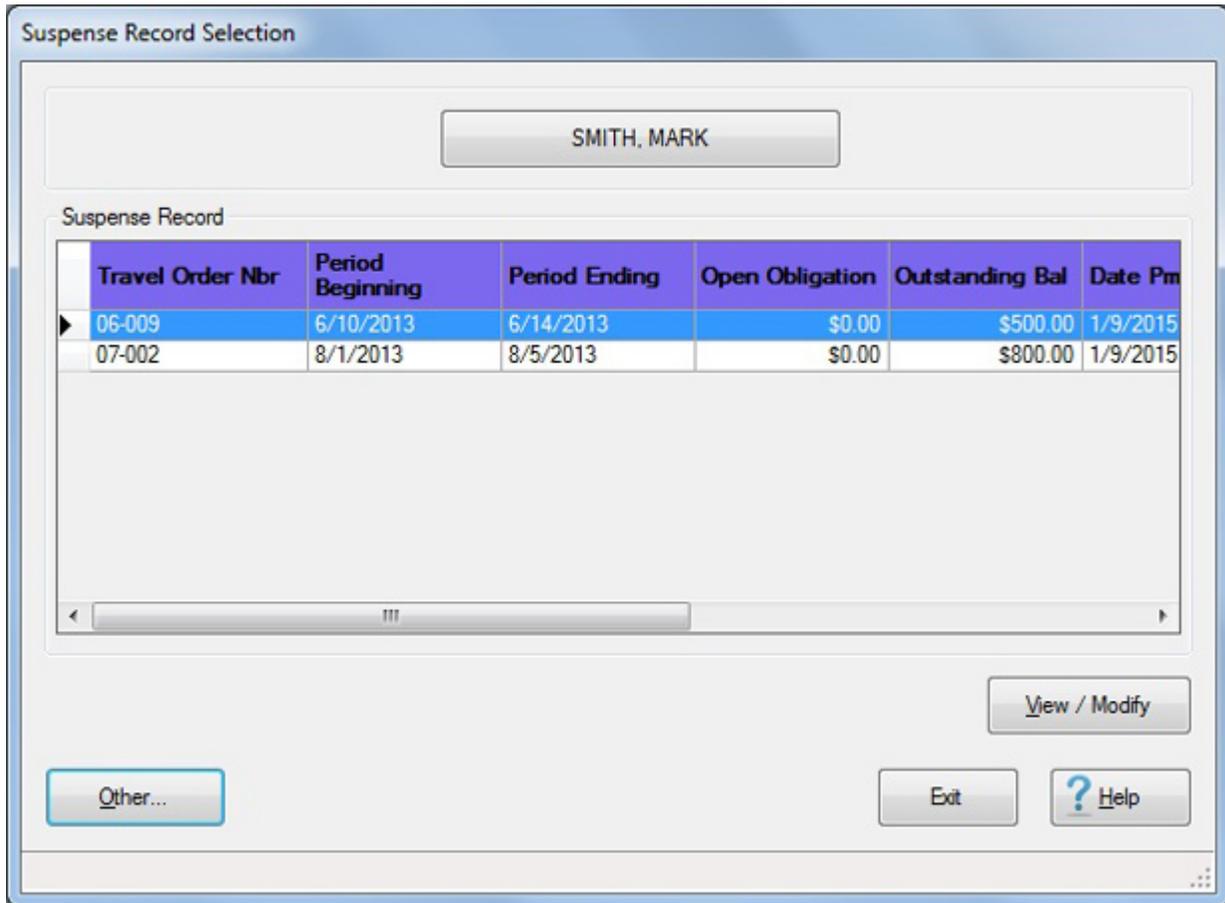
View or Modify a Suspense Item

Sometimes suspense items do not accurately **reflect** the correct suspense **status** or **due date**. For example, a TDY trip may be **extended** beyond the original **ending date**. Another example is when the traveler has an emergency or extenuating circumstance **preventing** the **filing** of a **settlement** voucher or paying back the advanced amount.

For both of these situations, travel supervisors must **modify** suspense items within IATS to **change** the ending date of the TDY period or to **adjust** the number of days the item is held in suspense.

 **Complete the following steps to "view or modify" a suspense item:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable **menu** appears listing several options.
2. **Click** on the **Process Suspense Item** option. The **Select Traveler** screen appears.
3. At the Select Traveler screen, **type** the traveler's **SSN** at the **ID** field and then **click** on the **OK** button. The **Suspense Record Selection** screen appears.



Suspense Record Selection

SMITH, MARK

Suspense Record

Travel Order Nbr	Period Beginning	Period Ending	Open Obligation	Outstanding Bal	Date Pm
06-009	6/10/2013	6/14/2013	\$0.00	\$500.00	1/9/2015
07-002	8/1/2013	8/5/2013	\$0.00	\$800.00	1/9/2015

Other... View / Modify Exit ? Help

4. At the **Suspense Record Selection** screen, any outstanding suspense items for the selected traveler are **listed**. **Click** on the desired **item** and IATS highlights the selected item.
5. When the desired suspense **item** is highlighted, **click** on the **View/Modify** button. The **Suspense Detail** screen appears.

The screenshot shows a window titled "Suspense Detail" with the following fields and values:

SMITH, MARK		TONO: 06-009	
Period Beginning	6/10/2013	Outstanding Balance	500
Period Ending	6/14/2013	Amt. in Payroll Deduction	0
Suspense Date	12/10/2014	Date of Payroll Deduction	
Days to Suspense	30	CV Posted	<input type="checkbox"/>
Fiscal Year	2013		
Status	1st collection letter sent		
Remarks			
Other	OK	Cancel	? Help

Note: At the **Suspense Detail** screen, users may **view** the **details** of the suspense item or make **modifications** to adjust the **Suspense Date** or the **Number of Days to Suspense**. Users may also **modify** the **Status** of the suspense item.

6. **Suspense Date:** - The **date** at this field is initially the **date** the traveler is due to **return** from the trip. Once this date has **passed**, this date becomes the date the **suspense file** was last updated. IATS uses this date and the date at the **Days to Suspense** field to establish the **Due Date** for the suspense item to **generate** the **collection letter** and adjust the suspense **Status**. If necessary, **type** a new date at this field in **MMDDYY** format to adjust the **Due Date** of the suspense

item. You can also **click** on the *down arrow* button and use the **calendar** to select the new date.

7. **Days to Suspense:** - The number at this field defaults from the suspense parameters established in the Maintenance module. If necessary, **type** a new number at this field to adjust the **Due Date** of the suspense item.
8. **Status:** - The **status** of the suspense item is used to **identify** the **condition** of the suspense item. The status may be changed if circumstances require the **issuance** of a new collection **letter** or to **prevent** a collection **letter** from being **generated**. If necessary, **click** on the *down arrow* button to **display** the **listing** for various suspense status levels and then **click** on the desired **status** level to make a selection. A selection can also be made by **pressing** the *Up/Dn* arrow **keys** on the keyboard until the desired status is **displayed**.
9. **Remarks:** - If the suspense item has been **modified**, it's a **good idea** to **click** in the remarks field and then **type** a **remark** explaining why the changes were made.
10. When **finished** viewing or modifying the suspense item, **click** on the **OK** button to save the changes and **return** to the **System Administrator** menu.

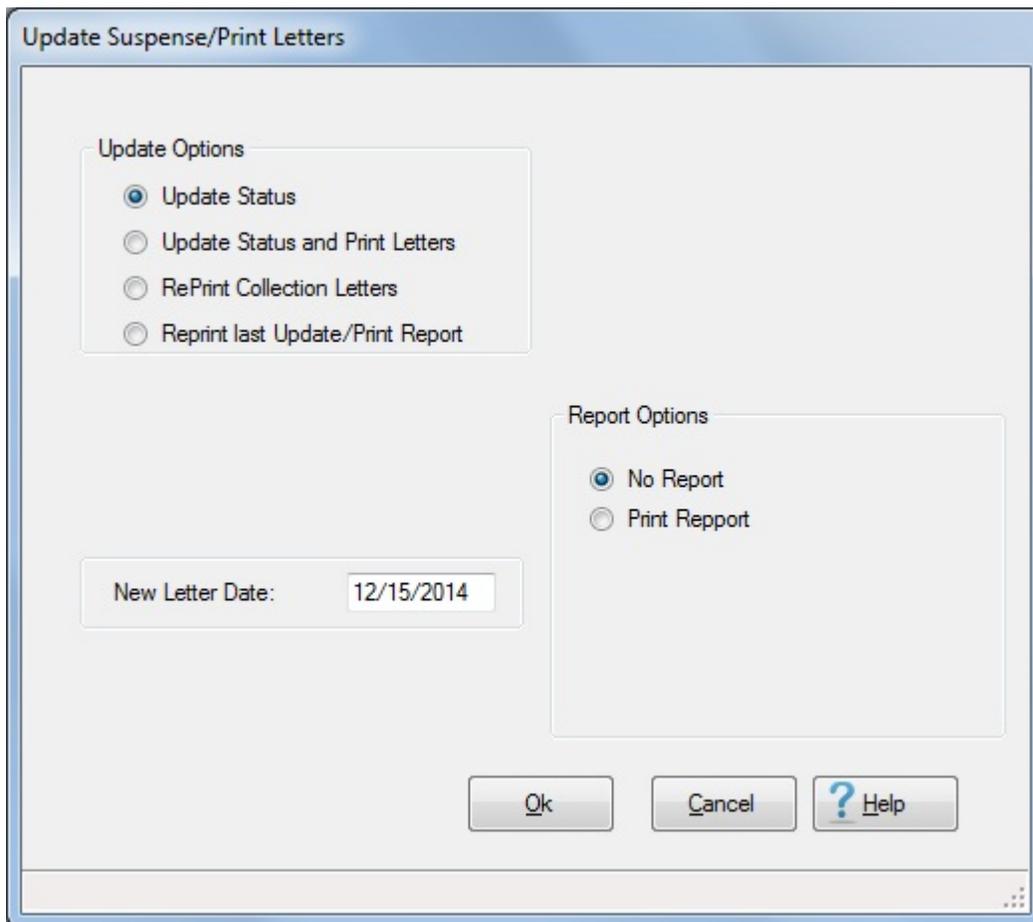
Update Suspense and Print Collection Letters

The automated **suspense tracking module** assists supervisors in maintaining control over funds advanced to travelers. By periodically running **suspense updates** in IATS, these funds (known as **suspense items**) are matched to the established due dates. When the **due date** is **exceeded**, IATS will **generate** either a **collection letter** or a **payroll deduction form**.

Supervisors should perform the suspense **update** on a daily basis. This allows for timely submission of **payroll deduction** transactions to servicing payroll offices, as well as **ensuring** travelers are **notified** immediately concerning outstanding and delinquent travel advances.

 Complete the following steps to "update" the suspense file and "print" collection letters:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **Update Suspense/Collection Letters** option. The **Update Suspense/Print Letters** screen appears.



Update Suspense/Print Letters

Update Options

- Update Status
- Update Status and Print Letters
- RePrint Collection Letters
- Reprint last Update/Print Report

Report Options

- No Report
- Print Repport

New Letter Date: 12/15/2014

Ok Cancel ? Help

Update Menu Options

Update Status: - Click in the **circle next** to this **option** to **update** the suspense **file** based on the **date** entered at the **Date of New Letter** field.

Update Status & Print Letters: - Click in the **circle next** to this **option** to **update** the suspense **file** and **generate** collection **letters** based on the **date** entered at the **Date of New Letter** field.

Reprint Collection Letters: - Refer to the **Help** topic, "[Re-print Collection Letters](#)", for detailed instructions on using this option.

Reprint last Update/Print Report: - Click in the **circle next** to this **option** to print the suspense **update** report based on the **date** entered at the **Date of New Letter** field.

Report Menu Options

No Report: - Click in the **circle next** to this **option** if you wish to simply **update** the suspense **file**, but do not want to **generate** the suspense update **report**.

Print Report: - Click in the **circle next** to this **option** to print the suspense update report based on the **date** entered at the **Date of New Letter** field, in-conjunction with **updating** the suspense file.

Date of New Letter

The current date defaults to the **Date of New Letter** field. The suspense file **update** process is based upon the **date** entered at this field and **determines** the **Due Date** for items in suspense. In addition, collection **letters** are **generated** for the suspense **items** that are **due** on this date or are **passed** their due date. If this date is not correct, **type** the desired **date** in **MMDDYY** format.

3. After **selecting** the desired **options** and **specifying** the date, **click** on the **OK** button. IATS **updates** the suspense file.
4. After the suspense file has been **updated**, IATS **displays** the Suspense Summary by Period screen. After reviewing this screen, **click** on the **OK** button to **display** the Suspense File Summary screen, or **click** on the **Cancel** button to return to the **Update Suspense/Print Letters** screen.
5. After **reviewing** the **Suspense Summary by Period** and **Suspense File Summary** screen, **clicking** the **Cancel** button **takes** the user **back** to the **Update Suspense/Print Letters** screen. If **finished** updating the suspense file and generating the collection letters, or update report, **click** on the **Cancel** button. IATS **returns** to the **System Administrator** menu.

Re-print Collection Letters

The automated **suspense tracking module** assists supervisors in maintaining control over funds advanced to travelers. By periodically running **suspense updates** in IATS, these funds (known as **suspense items**) are matched to the established due dates. When the **due date** is **exceeded**, IATS will **generate** either a **collection letter** or a **payroll deduction form**.

Travel supervisors can **print** collection letters when **running** the **suspense update** or can choose not to print the letters when **running** the **update** and **print** the letters at a later time.

 **Complete the following steps to "re-print" collection letters:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable **menu** appears listing several options.
2. **Click** on the **Update Suspense/Collection Letters** option. The **Update Suspense/Print Letters** screen appears.
3. At the **Update Suspense/Print Letters** screen, **click** in the **circle** next to the option "**Reprint Collection Letters**". The **appearance** of this screen and **options** change as shown below.

Update Suspense/Print Letters

Update Options

- Update Status
- Update Status and Print Letters
- RePrint Collection Letters
- Reprint last Update/Print Report

RePrint Options

- For a Specific Date
- All After Specific SSN
- Specific SSN and TO

Last Letter Date: 120114

New Letter Date: 12/15/2014

Ok Cancel ? Help

Enter the date for the new letter

Reprint Menu Options

For Specific Date: - Click in the **circle next** to this **option** to re-print collection letters based upon a specific date.

All After an SSN and TO: - Click on the **link** and **refer** to the **Help** topic, "Re-print Collection Letters After an SSN and TO", for **instructions** on using **this option**.

Specific SSN and TO: - Click on the **link** and **refer** to the **Help** topic, "[Re-print Collection Letters for a Specific SSN and TO](#)", for **instructions** on using **this option**.

Last Letter Date

At this field, **type** the **date**, in **MMDDYY** format, that the collection **letters** were **last printed**. You can also **click** on the **down arrow** button and use the **calendar** to select the date.

Date of New Letter

The **current date defaults** to the **Date of New Letter** field. The suspense file **update** process is **based upon** the **date** entered at this field and

determines the **Due Date** for items in suspense. In addition, collection **letters** are **generated** for the suspense **items** that are **due** on this date or are **passed** their due date. If this date is **not** correct, **type** the desired **date** in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.

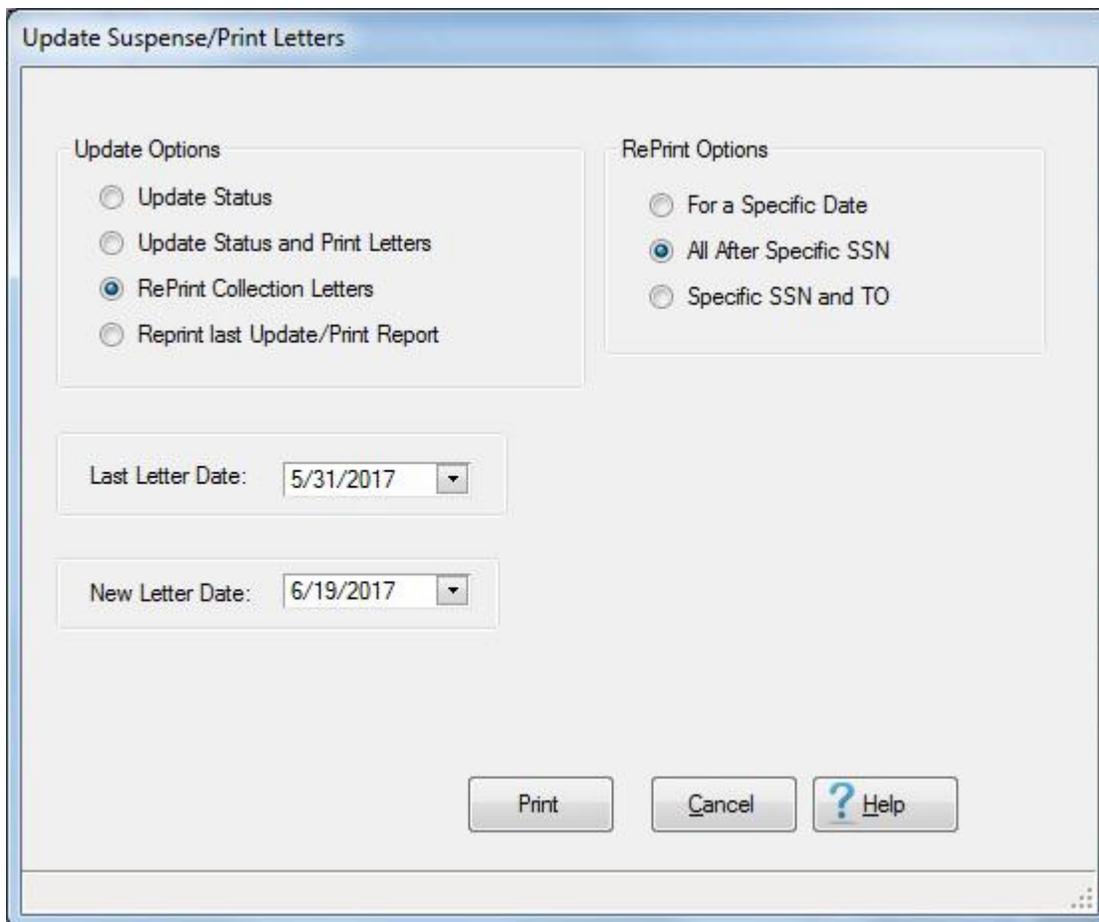
4. After specifying the **dates** and **options** for the letters, **click** the **OK** button. The **Adobe Acrobat Reader** screen appears.
5. **Click** on the **Printer** Icon. The **Print** screen appears.
6. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
7. **Select** the number of **copies** you wish to print and **click** the **Print** button. IATS **re-prints** the collection **letters** based upon the dates entered.
8. If you are finished using the **Adobe Acrobat Reader** screen, **click** on the **red (X)** button at the top right corner of the screen to **return** to the previous screen.

Re-print Collection Letters After a Specific SSN

Sometimes, the printer **jams** and does not print all of the letters. If this occurs, the print job may be restarted. **Click** in the **circle next** to this **option** if you wish to **restart** the print job **following** a specific SSN.

 **Complete the following steps to "re-print" collection letters after a specific SSN:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **Update Suspense/Collection Letters** option. The **Update Suspense/Print Letters** screen appears.
3. At the **Update Suspense/Print Letters** screen, **click** in the **circle next** to the option "**Reprint Collection Letter**". The **appearance** of this screen and **options** change as shown below.



The screenshot shows the "Update Suspense/Print Letters" dialog box. It features two main sections: "Update Options" and "RePrint Options".

- Update Options:**
 - Update Status
 - Update Status and Print Letters
 - RePrint Collection Letters
 - Reprint last Update/Print Report
- RePrint Options:**
 - For a Specific Date
 - All After Specific SSN
 - Specific SSN and TO

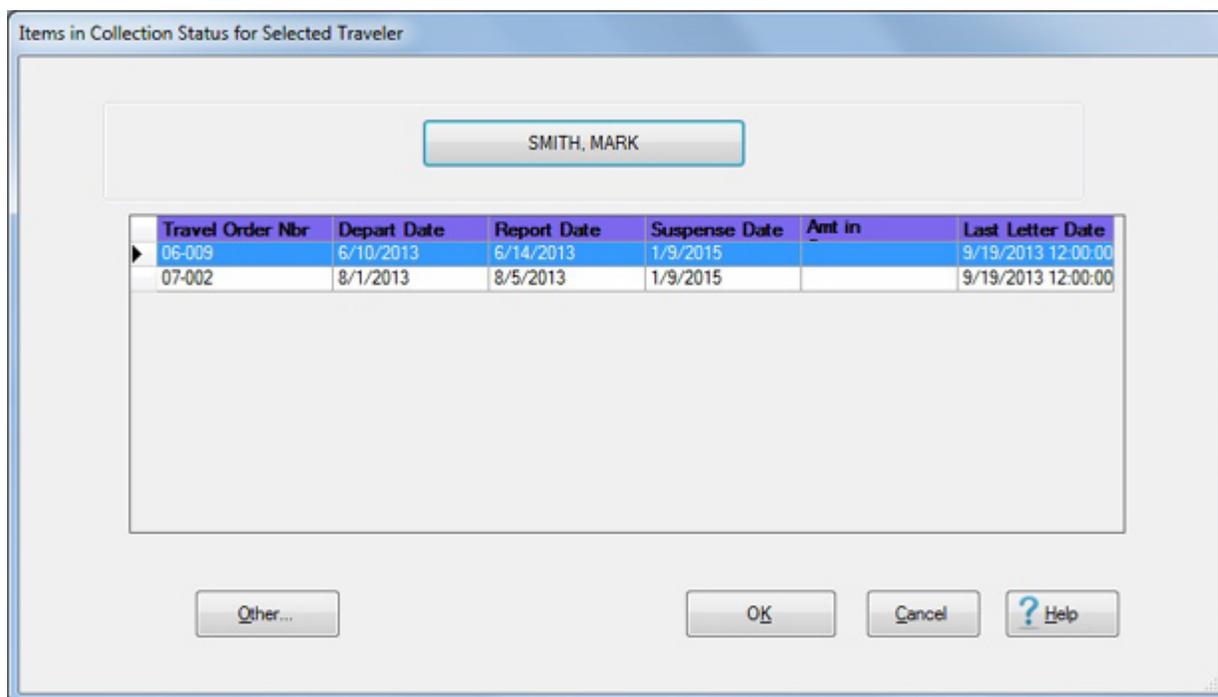
Below the options are two date pickers:

- Last Letter Date: 5/31/2017
- New Letter Date: 6/19/2017

At the bottom of the dialog are three buttons: "Print", "Cancel", and "Help".

4. **Click** in the **circle** next to the re-print option "**All After Specific SSN**".

5. At the **Last Letter Date** field, **type** the **date**, in **MMDDYY** format, that the collection **letters** were last printed. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
6. The current date defaults to the **Date of New Letter** field. If this date is not correct, **type** the desired **date** in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
7. After entering the required dates, **click** on the **Print** button. The **Select Traveler** screen appears.
8. At the Select Traveler screen, **type** the desired **SSN** at the **ID** field and **press Tab**. When the traveler's account information appears, **click** on the **OK** button. The **Items in Collection Status for Selected Traveler** screen appears if the selected traveler has more than one suspense item.



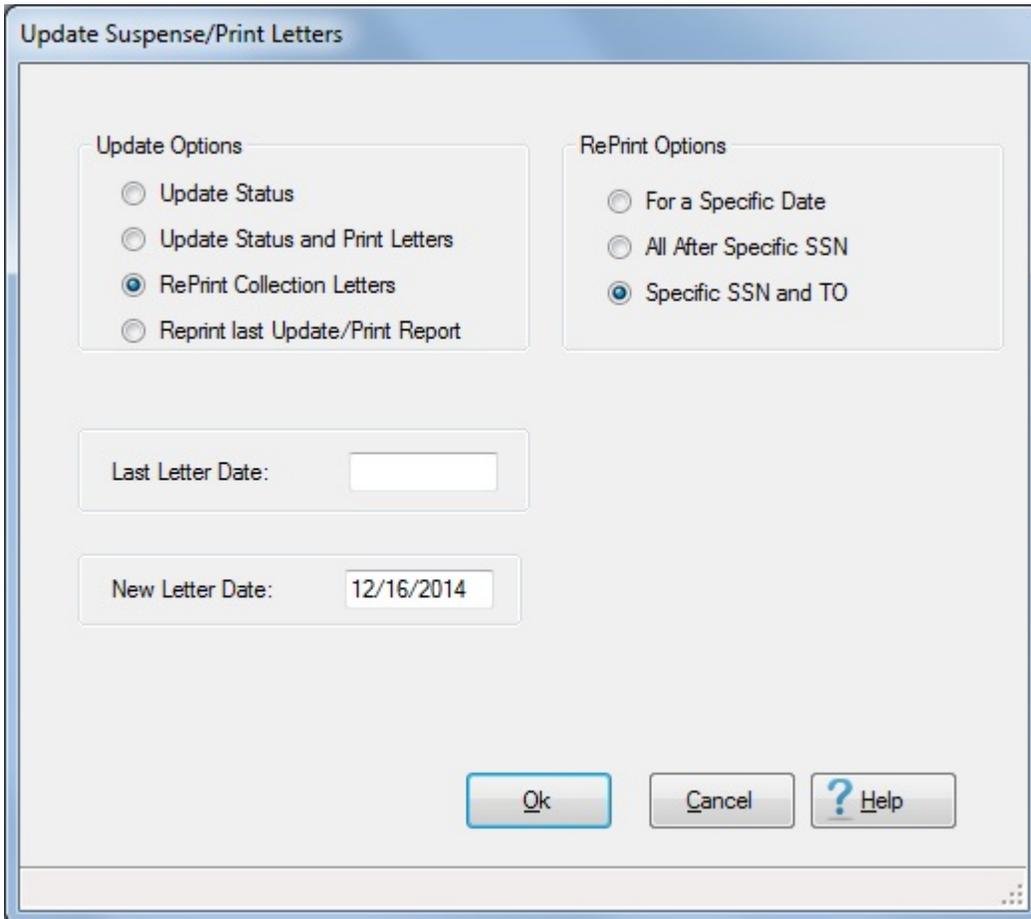
9. At this screen, **click** on the desired suspense item. IATS highlights the selection.
10. When the desired suspense item is highlighted, **click** on the **OK** button. The **Adobe Acrobat Reader** screen appears.
11. **Click** on the **Printer** icon. The **Print** screen appears.
12. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
13. **Select** the number of **copies** you wish to print and **click** the **Print** button. IATS **re-prints** the collection **letters** based upon the dates entered.
14. If you are finished using the **Adobe Acrobat Reader** screen, **click** on the **red (X)** button at the top right corner of the screen to **return** to the previous screen.

Re-print Collection Letters for a Specific SSN and TO

On occasion, it may be necessary to **reprint** a collection **document** for a particular traveler.

 **Complete the following steps to "re-print" a collection letter for a specific SSN and TO:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **Update Suspense/Collection Letters** option. The **Update Suspense/Print Letters** screen appears.
3. At the **Update Suspense/Print Letters** screen, **click** in the **circle next** to the option "**Reprint Collection Letters**". The **appearance** of this screen and **options** change as shown below.



Update Suspense/Print Letters

Update Options

- Update Status
- Update Status and Print Letters
- RePrint Collection Letters
- Reprint last Update/Print Report

RePrint Options

- For a Specific Date
- All After Specific SSN
- Specific SSN and TO

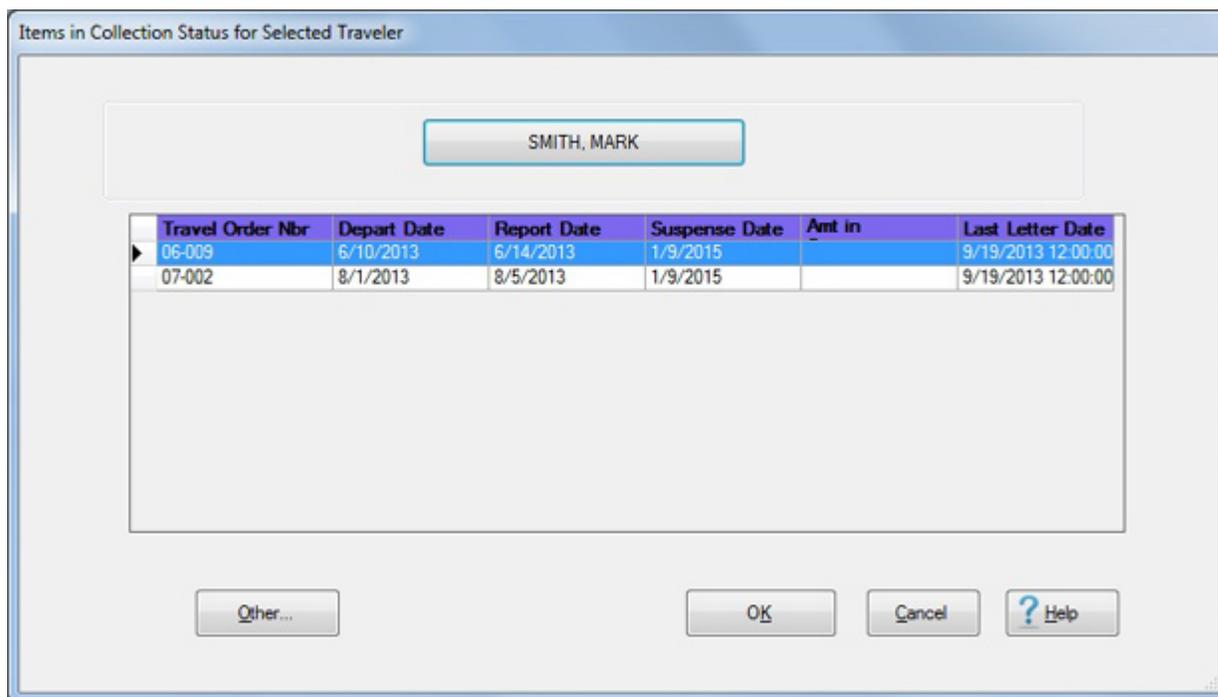
Last Letter Date:

New Letter Date:

Ok Cancel ? Help

4. **Click** in the **circle** next to the re-print option "**Specific SSN and TO**".
5. At the **Last Letter Date** field, **type** the **date**, in **MMDDYY** format, that the collection **letter** was last printed.

6. The current date defaults to the **Date of New Letter** field. If this date is not correct, **type** the desired **date** in **MMDDYY** format.
7. **Suspense Letter Type to Reprint:** - At the Suspense Letter Type to Reprint field, **click** on the *Up/Dn* arrows to **scroll** through the **list** of letter types and then **click** on the desired **type** to make your selection.
8. After entering the required dates and selecting the letter type, **click** on the **OK** button. The **Traveler Selection** screen appears.
9. At the Traveler Selection screen, **type** the desired **SSN** at the **Find ID** field. When the traveler's account information appears, **click** on the **OK** button. The **Items in Collection Status for Selected Traveler** screen appears if the selected traveler has more than one suspense item.



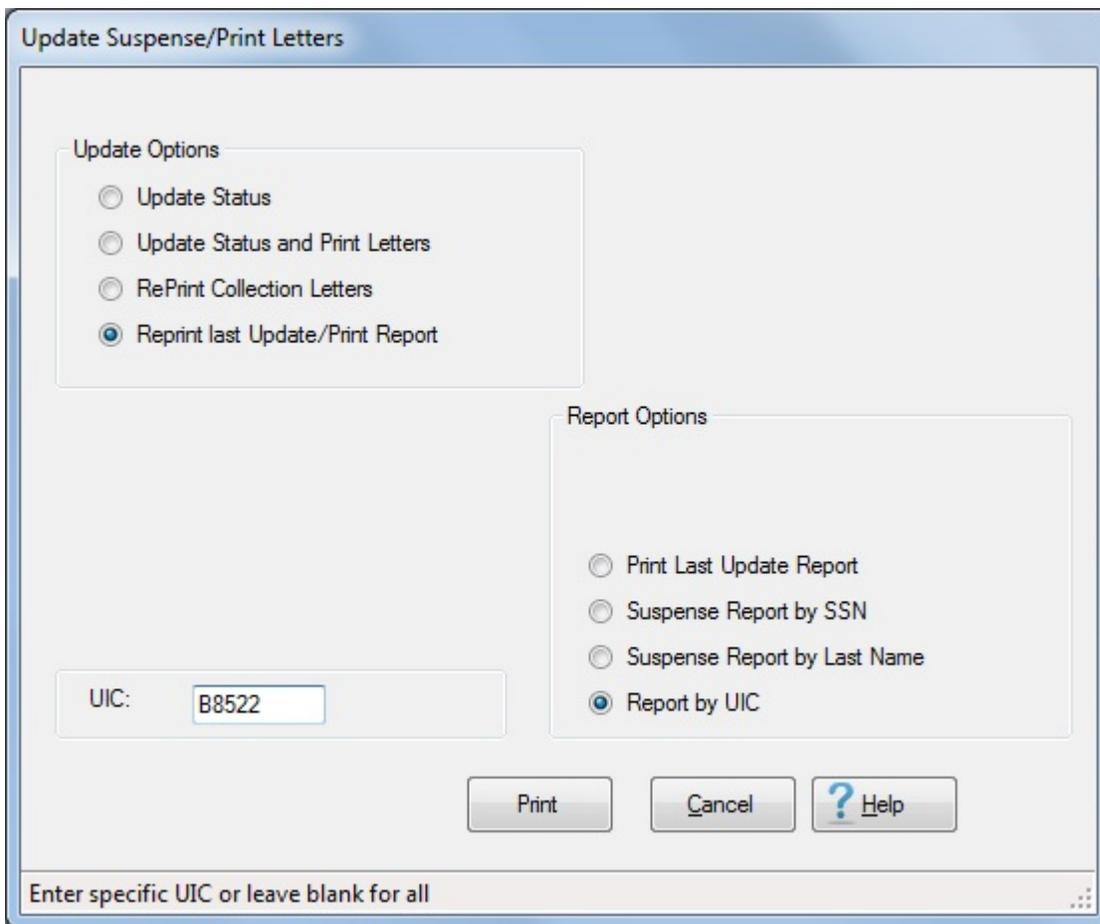
10. At this screen, **click** on the desired suspense item. IATS highlights the selection.
11. When the desired suspense item is highlighted, **click** on the **OK** button. The **Adobe Acrobat Reader** screen appears.
12. **Click** on the **Printer** icon. The **Print** screen appears.
13. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
14. **Select** the number of **copies** you wish to print and **click** the **Print** button. IATS **re-prints** the collection **letters** based upon the dates entered.
15. If you are finished using the **Adobe Acrobat Reader** screen, **click** on the **red (X)** button at the top right corner of the screen to **return** to the previous screen.

Print Last Update-Print Report

On occasion, it may be necessary to print the suspense report that was generated based on the **last** update.

 **Complete the following steps to "print" the last update report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **Update Suspense/Collection Letters** option. The **Update Suspense/Print Letters** screen appears.



Update Suspense/Print Letters

Update Options

Update Status

Update Status and Print Letters

RePrint Collection Letters

Reprint last Update/Print Report

Report Options

Print Last Update Report

Suspense Report by SSN

Suspense Report by Last Name

Report by UIC

UIC:

Print Cancel ? Help

Enter specific UIC or leave blank for all

3. **Click** in the **circle** next to the **Print Last Update/Print Report** option.

Report Options

Print Last Update Report: - **Click** in the **circle** next to this **option** if you wish to print the suspense report.

Suspense Report by SSN: - Click in the **circle** next to this **option** if you wish to print the suspense report and have the report **sorted** by **SSN** numbers.

Suspense Report by Last Name: - Click in the **circle** next to this **option** if you wish to print the suspense report and have the report **sorted** by the traveler's **last name**.

Report by UIC: - This option is for **Navy** customers only. Click in the **circle** next to this **option** if you wish to print the suspense report and have the report **sorted** by a specific **UIC**. When this option is selected, you must enter the desired UIC in the **UIC** field.

4. After **selecting** the desired **option**, **click** on the **Print** button.

Suspense Reports

Suspense Summary by Period

This report **summarizes** and **displays** the number of accounts and amounts in **suspense** by the following periods: **0-15** days, **16-30** days, **31-60** days, and **over 60** days. This report is used to **determine** if debt **amounts** are being **collected expeditiously**.

 **Complete the following steps to "display" the Suspense Summary by Period report**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **plus sign** to the left of the words, **Suspense/Aging Reports**. An expandable menu appears listing several additional options.
3. **Click** on the **Summary by Period** option. The **Suspense Summary by Period** screen appears.

Suspense Summary by Period

	0 to 15 Days	16 to 30	31 to 60	Over 60
▶ Number of Accounts	0	0	0	0
Advance Outstanding	\$0.00	\$0.00	\$0.00	\$0.00
Obligation Outstanding		\$0.00	\$0.00	\$0.00

Number of Accounts: Total Advances Outstanding:

Total Obligations Outstanding: Total Payroll Deductions Outstanding:

OK Cancel ? Help

4. When **finished** reviewing this report, **click** on the **OK** button to **return** to the **System Administrator** menu.

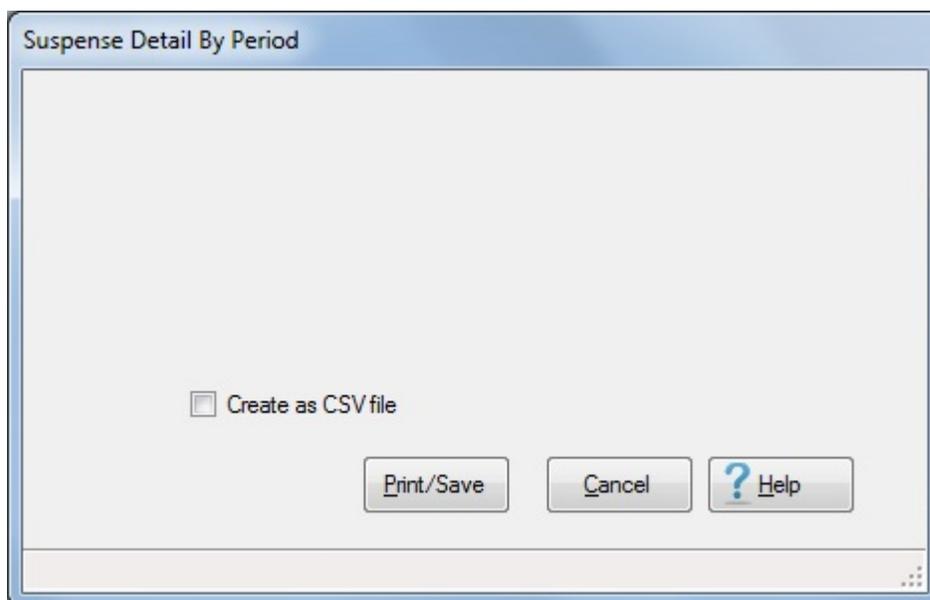
Suspense Detail by Period

The **Suspense Detail by Period Report** provides the supervisor with a printed report detailing the suspense **items** by **age**. This report will **list** the traveler's **SSN**, **travel order number**, **dates of the trip**, and the **amount** outstanding.

This report may either be **printed** or **saved** to a **CSV** file that may be **viewed** using another program.

 **Complete the following steps to "print" the Suspense Detail by Period report**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **plus sign** to the left of the words, **Suspense/Aging Reports**. An expandable menu appears listing several additional options.
3. **Click** on the **Detail by Period** option. The **Suspense Detail by Period** screen appears.



4. **Create as CSV file:** - **Click** in the **check box** to **activate** this option if you wish to save the output as a CSV file.
5. **Click** on the **Print/Save** button. A *pop-up message* appears asking if you want to **save** the output to a file. **Click** on *Yes* or *No* as desired.
6. If you clicked on *Yes*, the **Save As** screen appears and you must enter a **filename** and select a file **type** for the report.
7. A pop-up message will now appear asking if you want the SSN's to be masked on the report. **Click** on *Yes* or *No* as desired.

8. After selecting the report option, **Click** on the **Print** button. The **IATS Report Viewer** screen appears.
9. **Click** on the printer **icon**. The **Print** screen appears.
10. Ensure you are **connected** to the correct printer, **select** the **number of copies** and then **click** on the **Print** button.
11. When **finished** using the **Suspense Detail By Period** screen, **click** on the **Cancel** button to **return** to the **System Administrator** menu.

First Collection Letter

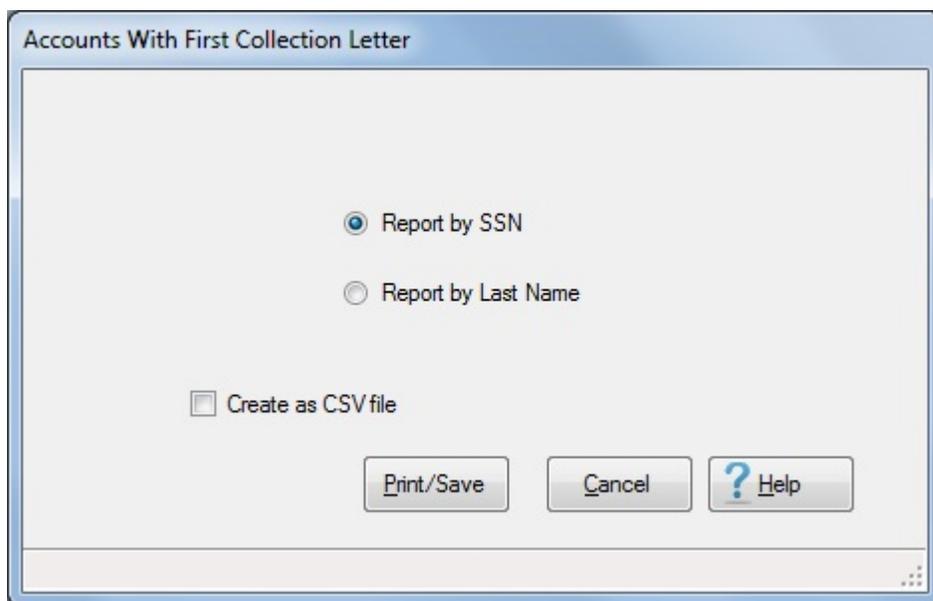
If, by the first due date, the traveler does not pay off the debt by cash collection or file a settlement voucher, IATS **prints a First Collection Letter**. This letter **notifies the traveler** of the debt due the U.S. government and **warns of impending payroll deduction** if the debt is not paid back.

IATS maintains a **report** that supervisors may use as a debt management **tool** to track the suspense items that have had a **First Collection Letter** generated.

This report may either be **printed** or **saved** to an **ASCII** file that may be **viewed** using another program.

 **Complete the following steps to "print" the Accounts with First Collection Letter report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **plus sign** to the left of the words, **Suspense/Aging Reports**. An expandable menu appears listing several additional options.
3. **Click** on the **Accounts with First Collection Letter** option. The **Accounts with First Collection Letter** screen appears.



Accounts With First Collection Letter

Report by SSN

Report by Last Name

Create as CSV file

Print/Save Cancel ? Help

4. **Report by SSN:** - **Click** in the **circle next** to this **option** if you wish to generate the report based on social security number (**SSN**) order.
5. **Report by Last Name:** - **Click** in the **circle next** to this **option** if you wish to generate the report based on **last name** order.
6. **Create as CSV file:** - **Click** in the **check box** to **activate** this option if you wish to save the output as a CSV file.

7. **Click** on the **Print/Save** button. A *pop-up message* appears asking if you want to **save** the output to a file. **Click** on *Yes* or *No* as desired.
8. If you clicked on *Yes*, the **Save As** screen appears and you must enter a **filename** and select a file **type** for the report.
9. A pop-up message will now appear asking if you want the SSN's to be masked on the report. **Click** on *Yes* or *No* as desired.
10. After selecting the report option, **Click** on the **Print** button. The **IATS Report Viewer** screen appears.
11. **Click** on the printer **icon**. The **Print** screen appears.
12. Ensure you are **connected** to the correct printer, **select** the **number of copies** and then **click** on the **Print** button.
13. When **finished** using the **Accounts with First Collection Letter** screen, **click** on the **Cancel** button to **return** to the **System Administrator** menu.

Accounts Ready for Collection Action

After the 1st collection letter is printed, IATS **establishes** a new due date based on the second suspense **parameter**. The second suspense parameter is (**# Days of Suspense until Collection Takes Place**). The **number** at this parameter is **added** to the **date** the **collection letter** was **printed** to determine the next due date. If the debt is not settled by this next due date, IATS generates a **Pay Adjustment Authorization** document that is used to have the debt **collected** from the traveler's **payroll**.

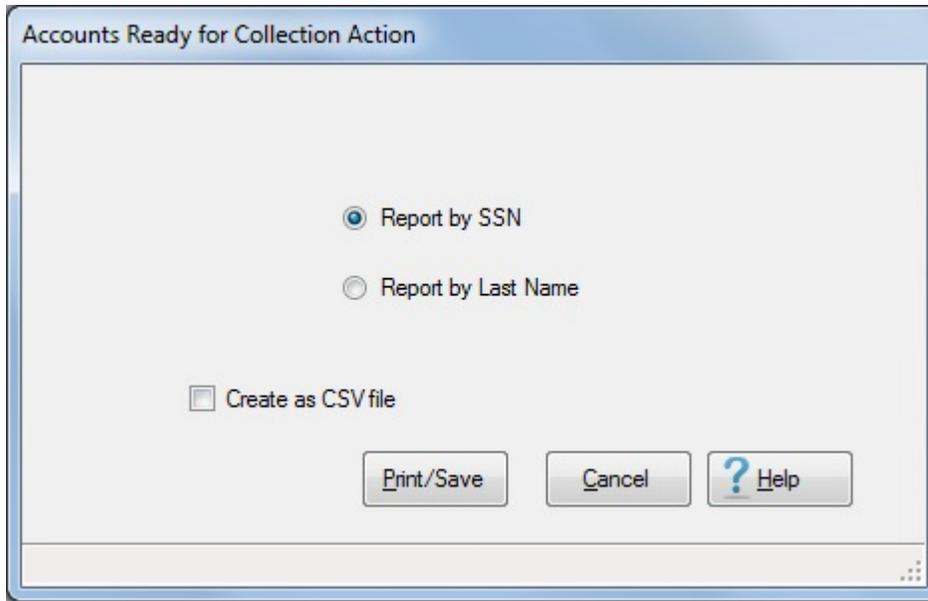
The suspense status, "**Accounts Ready for Collection Action**" is generated when a second collection **letter** was generated and the **due date** established by the second collection letter has **passed**. The account will **remain** in that status until the voucher examiner manually generates a collection voucher (**CV**) or a payroll deduction (**PD**) document.

IATS maintains a **report** that supervisors may use as a debt management **tool** to track the suspense items that have had a **Pay Adjustment Authorization** document generated.

This report may either be **printed** or **saved** to a file that may be **viewed** using another program.

 **Complete the following steps to "print" the Accounts Ready for Collection Action report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **plus sign** to the left of the words, **Suspense/Aging Reports**. An expandable menu appears listing several additional options.
3. **Click** on the **Accounts Ready for Collection Action** option. The **Accounts Ready for Collection Action** screen appears.



4. **Report by SSN:** - **Click** in the **circle next** to this **option** if you wish to generate the report **based on** social security number (**SSN**) order.
5. **Report by Last Name:** - **Click** in the **circle next** to this **option** if you wish to generate the report **based on** last name order.
6. **Create as CSV file:** - **Click** in the **check box** to **activate** this option if you wish to save the output as a CSV file.
7. **Click** on the **Print/Save** button. A *pop-up message* appears asking if you want to **save** the output to a file. **Click** on *Yes* or *No* as desired.
8. If you clicked on *Yes*, the **Save As** screen appears and you must enter a **filename** and select a file **type** for the report.
9. A pop-up message will now appear asking if you want the SSN's to be masked on the report. **Click** on *Yes* or *No* as desired.
10. After selecting the report option, **Click** on the **Print** button. The **IATS Report Viewer** screen appears.
11. **Click** on the printer **icon**. The **Print** screen appears.
12. Ensure you are **connected** to the correct printer, **select** the **number** of **copies** and then **click** on the **Print** button.
13. When **finished** using the **Accounts with First Collection Letter** screen, **click** on the **Cancel** button to **return** to the **System Administrator** menu.

Accounts Awaiting Collection Action

After the 1st collection letter is printed, IATS **establishes** a new due date based on the second suspense parameter. The second suspense parameter is (**# Days of Suspense until Collection Takes Place**). The **number** at this parameter is **added** to the **date** the **collection letter** was **printed** to determine the next due date. If the **debt** is not **settled** by this next due date, IATS generates a **Pay Adjustment Authorization** document that is used to have the debt **collected** from the traveler's **payroll**.

Once an examiner **generates** a **CV** or **PD** document against a suspense item, the suspense status becomes "**Accounts Awaiting Collection Action**". This status will **remain** in that state until a **CV number** has been **assigned**.

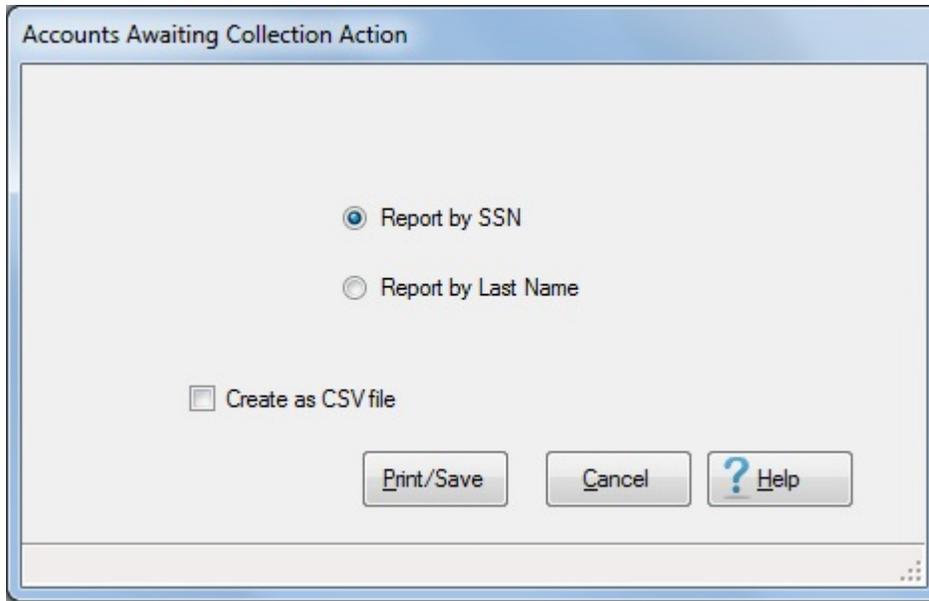
Once an account is in the status "**Accounts Awaiting Collection Action**" the suspense item cannot be **collected** from the **settlement** if a claim is received. The only **exception** is if a **CV number** has not been **posted** to the CV and the CV is manually **deleted**. In this case the status will **revert** back to "**Accounts Ready for Collection Action**".

IATS maintains a **report** that supervisors may use as a debt management **tool** to track the suspense items that have had a **CV** or **PD** document generated.

This report may either be **printed** or **saved** to a file that may be **viewed** using another **program**.

 **Complete the following steps to "print" the Accounts Awaiting Collection Action report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable **menu** appears listing several options.
2. **Click** on the **plus sign** to the left of the words, **Suspense/Aging Reports**. An expandable **menu** appears listing several additional options.
3. **Click** on the **Accounts Awaiting Collection Action** option. The **Accounts Awaiting Collection Action** screen appears.



4. **Report by SSN:** - **Click** in the **circle next** to this **option** if you wish to generate the report based on social security number (**SSN**) order.
5. **Report by Last Name:** - **Click** in the **circle next** to this **option** if you wish to generate the report based on **last name** order.
6. **Create as CSV file:** - **Click** in the **check box** to **activate** this option if you wish to save the output as a CSV file.
7. **Click** on the **Print/Save** button. A *pop-up message* appears asking if you want to **save** the output to a file. **Click** on *Yes* or *No* as desired.
8. If you clicked on *Yes*, the **Save As** screen appears and you must enter a **filename** and select a file **type** for the report.
9. A pop-up message will now appear asking if you want the SSN's to be masked on the report. **Click** on *Yes* or *No* as desired.
10. After selecting the report option, **Click** on the **Print** button. The **IATS Report Viewer** screen appears.
11. **Click** on the printer **icon**. The **Print** screen appears.
12. Ensure you are **connected** to the correct printer, **select** the **number** of **copies** and then **click** on the **Print** button.
13. When **finished** using the **Accounts Awaiting Collection Action** screen, **click** on the **Cancel** button to **return** to the **System Administrator** menu.

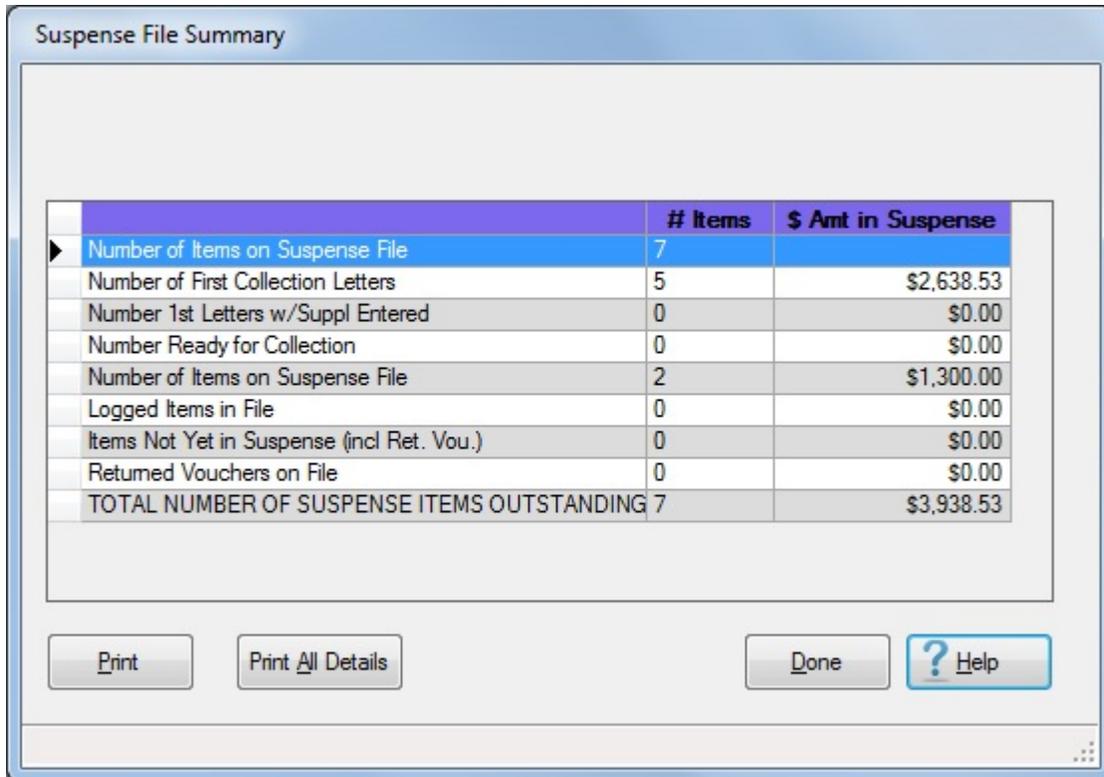
Totals of Outstandings

The **Suspense File Summary** appears after performing the **suspense update** and helps the supervisor to **manage** the following items:

- **Number of Items on Suspense File.** The total number and amount of items in the suspense file
- **Number of First Collection Letters** - The total number and amount of suspense items in the status, "**First Collection Letter Sent**"
- **Number of First Collection Letters w/Suppl Entered** - The total number and amount of suspense items in the status, "**First Collection Letter Sent**" that have had a **supplemental** settlement entered into the system
- **Number Ready for Collection** - The total number and amount of suspense items in the status, "**Second or Later Collection Letter Sent**"
- **Number of Items in Suspense File** - The total number and amount of suspense items in the status, "**Second or Later Collection Letter Sent**" that have had a **supplemental** settlement entered into the system
- **Logged items in File.** Settlements **received** for items in suspense, but not yet processed.
- **Items Not Yet in Suspense.** The total number and amount of items in the status, "**Obligation/Advance/Accrual Entered**"
- **Returned Vouchers on File.** The total number and amount of items that have had the settlement voucher **returned**
- **Total Number of Suspense Items Outstanding.** The total number and amount of items in the suspense file that are **over due**.

Complete the following steps to "display" the Suspense File Summary

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **Totals of Outstandings** option. The **Suspense File Summary** screen appears.



Suspense File Summary

	# Items	\$ Amt in Suspense
▶ Number of Items on Suspense File	7	
Number of First Collection Letters	5	\$2,638.53
Number 1st Letters w/Suppl Entered	0	\$0.00
Number Ready for Collection	0	\$0.00
Number of Items on Suspense File	2	\$1,300.00
Logged Items in File	0	\$0.00
Items Not Yet in Suspense (incl Ret. Vou.)	0	\$0.00
Returned Vouchers on File	0	\$0.00
TOTAL NUMBER OF SUSPENSE ITEMS OUTSTANDING	7	\$3,938.53

Buttons: Print, Print All Details, Done, ? Help

3. When **finished** reviewing this report, **click** on the **Done** button to **return** to the **System Administrator** menu.

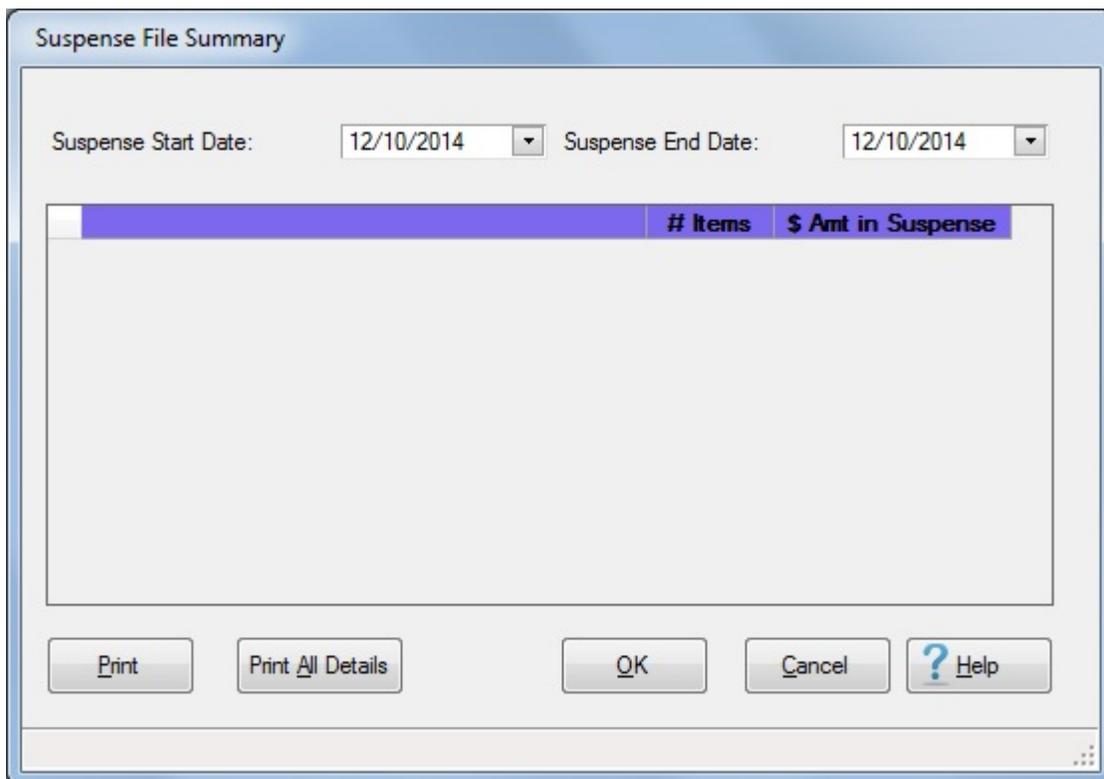
Tip: Generate a **print-out** of this report by clicking on the **Print** button.

Suspense Summary by Date Range

The **Suspense Summary by Date Range Report** was developed to give IATS users the ability to generate a Suspense Summary report for a specific time frame.

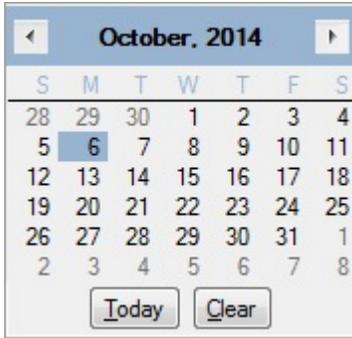
 **Complete the following steps to "generate" the Suspense Summary by Date Range Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, **Debt Management**. An expandable menu appears listing several options.
2. **Click** on the **plus sign** to the left of the words, **Suspense/Aging Reports**. An expandable menu appears listing several additional options.
3. **Click** on the **Suspense Summary by Date Range** option. The **Suspense Summary by Date** screen appears.



# Items	\$ Amt in Suspense
---------	--------------------

4. **Suspense Start Date:** - **Click** on the *down arrow* button to display the **calendar**.



5. At the calendar, **click** on the **date** you wish to use for the **start** date of the report. **Click** on the *left* or *right arrow* buttons if you wish to change the **month**.
6. **Suspense Start Date:** - **Repeat** the same steps to select the **end** date for the report.
7. When you have selected the start and end dates, **click** on **OK**. IATS will generate and display the report.
8. **Click** on the **Print** or **Print All Details** button if you wish to generate a printed version of the report.

Import Files

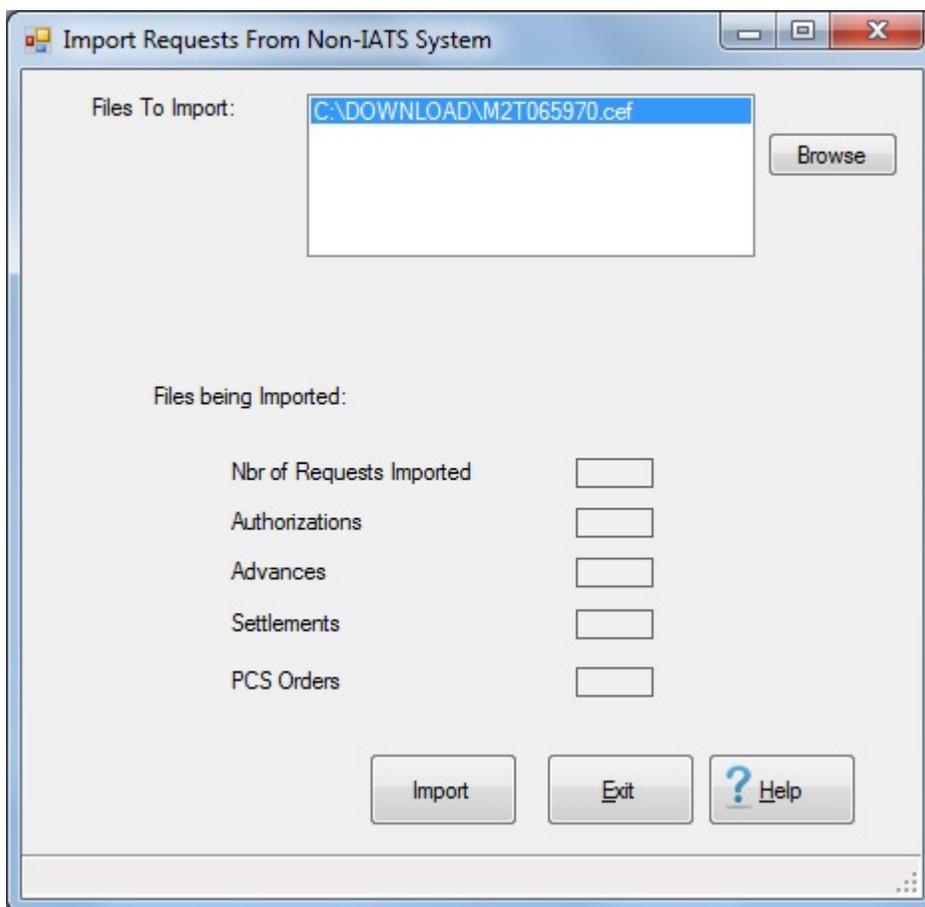
Import Requests

Travel **requests** that were **initiated** on a financial system other than IATS can be **imported** into IATS for **computation** and **disbursement** processing.

Note: Before attempting this process, users must **access** the IATS **Maintenance** module and **configure** IATS for [Automatic Block Numbering](#).

 **Complete the following steps to "import" requests from a non-IATS system:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Import**". An expandable menu appears listing the option.
2. **Click** on the **Import Requests from a Non-IATS System** option. The **Import Requests from a Non-IATS System** screen appears.



Note: At this screen, the IATS user must **select** the **location** where the import file **resides**.

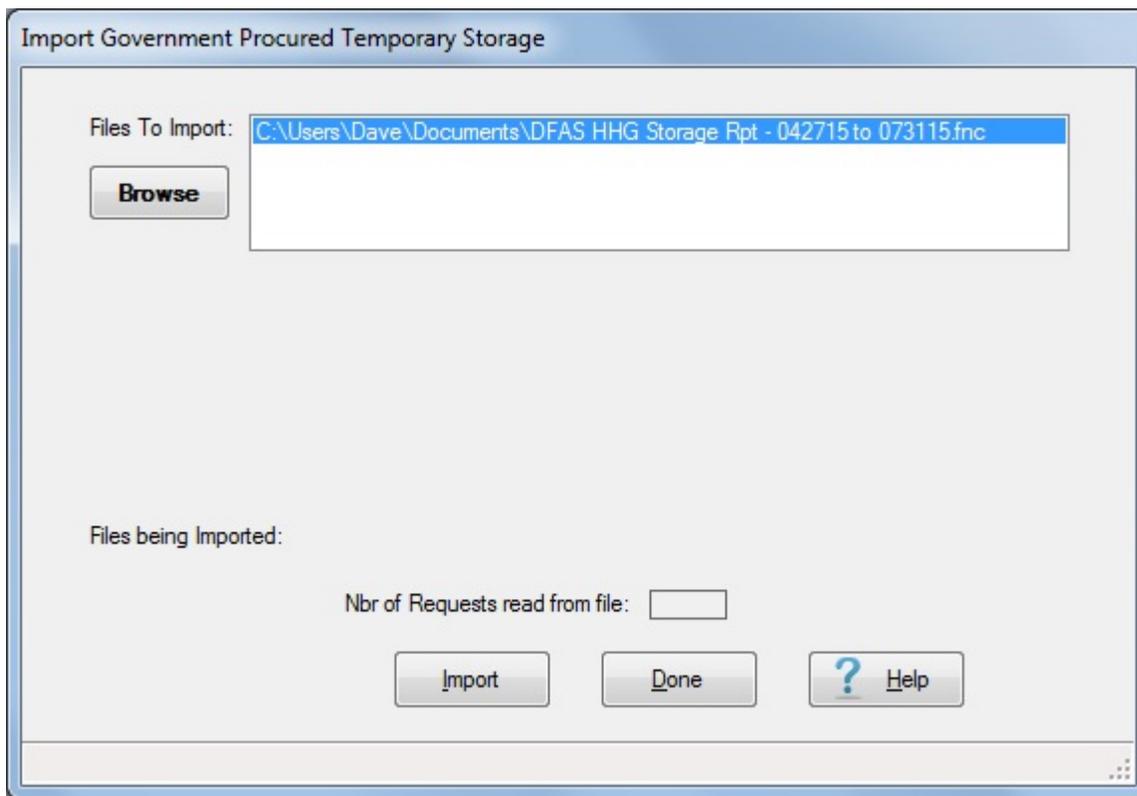
3. **Click** on the **Browse** button and **navigate** to the location where the file you wish to import resides.
4. **Select** the desired **file** after finding the location. When the file is **displayed** in the **window** at the top of the screen **click** on the **file** to select it.
5. IATS highlights the **filename**.
6. When the correct file has been selected, **click** on the **Import** button.
7. IATS **creates** a new block and **imports** the **requests** into the newly created block.
8. In addition, IATS displays a **summary** of the **number** and **types** of claims being imported.
9. When **finished** importing requests, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Import HHG Storage Requests

HHG Temporary Storage Requests that were **paid** by a **third party vendor** can be **imported** into IATS to generate a **debt** for the traveler's **tax liability**.

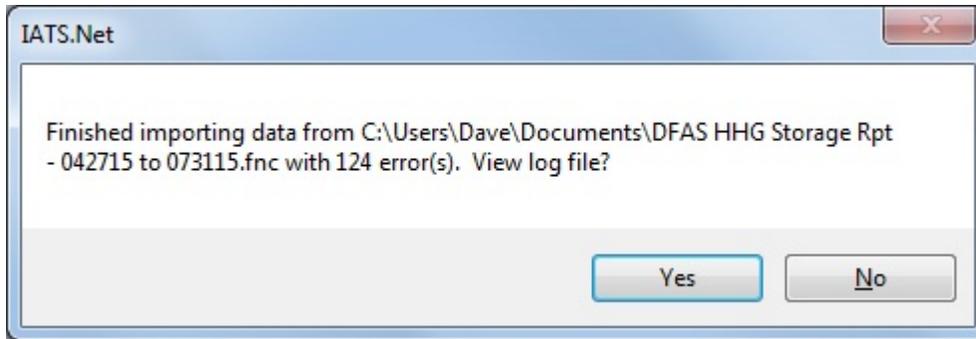
 **Complete the following steps to "import" the HHG Temporary Storage Requests file.**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "Import". An **expandable menu** appears listing the option.
2. **Click** on the **Import HHG Temp Storage Request Paid by Government** option. The **Import Government Procured Temporary Storage** screen appears.

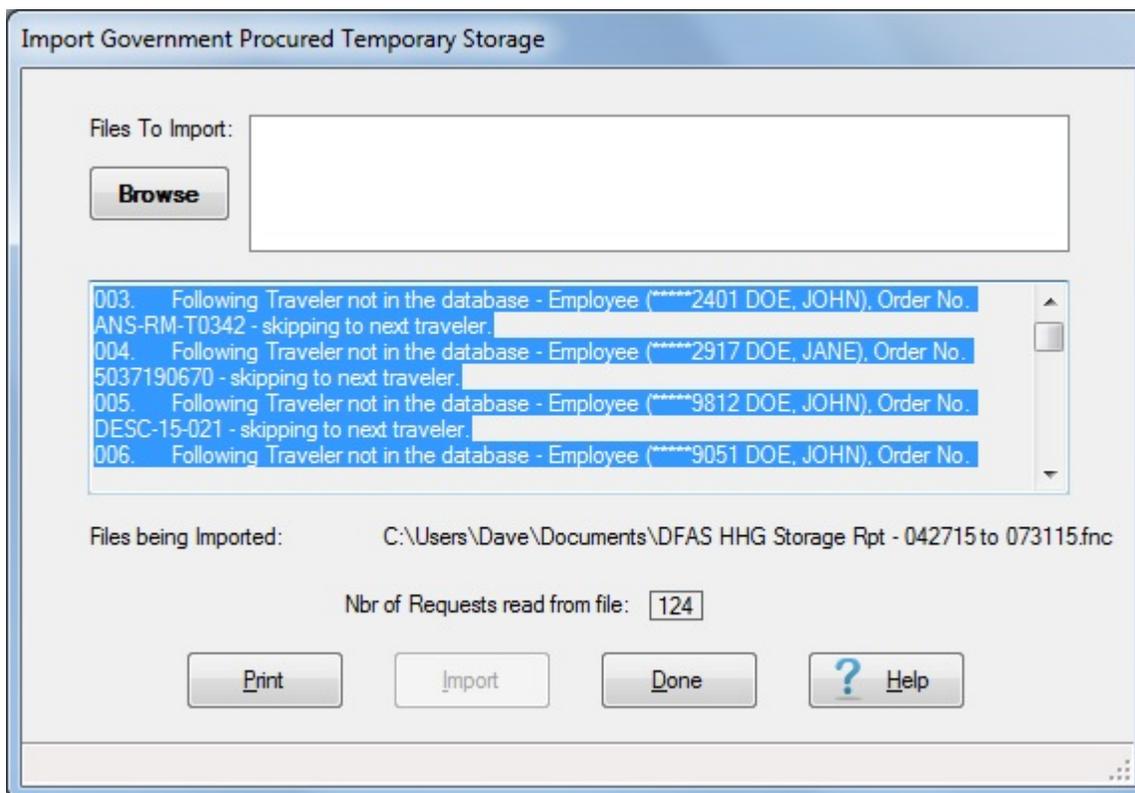


Note: At this screen, the IATS user must **select** the **location** where the import file **resides**.

3. If the **default** directory is not **correct** when the **Import Government Procured Temporary Storage** screen appears, **click** on the **Browse** button and **browse** to the desired **directory**.
4. After specifying the desired directory, the desired import **file(s)** will **appear** in the Files to Import section.
5. **Click** on the desired import **file**. IATS highlights the **filename**.
6. After the desired import **file** is selected, **click** the **Import** button. IATS **creates** a new **block** and **imports** the **requests** into the newly created **block(s)**. The newly created blocks will automatically be placed into the **Awaiting Release** status and have a naming convention that begin with the letters **HHG** followed by the first three **letters** of the **office name** and then (MM/YY).
7. IATS displays the following *pop-up message* when the import process has finished and **asks** you if you wish to **view** the log file.



8. **Click** on Yes or No as desired. If you click on Yes, IATS displays the **Import Government Procured Temporary Storage** screen again and **displays** the log file.



9. **Click** on the **Print** button if you wish to generate a print-out of the log.
10. When you are **finished** importing HHG Temporary Storage requests or viewing the log, **click** the **Done** button to **return** to the **System Administrator View** screen

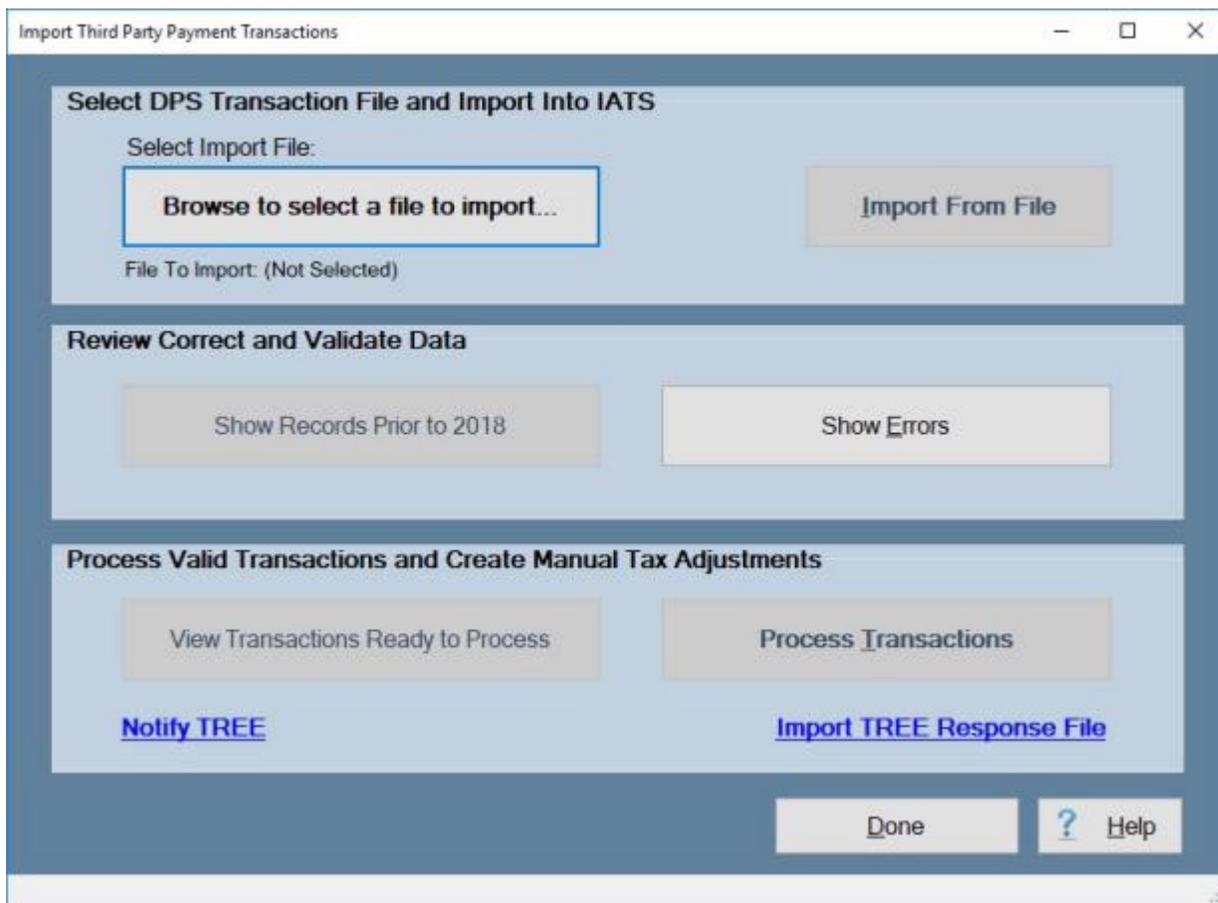
Import Third Party Government Payments

An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

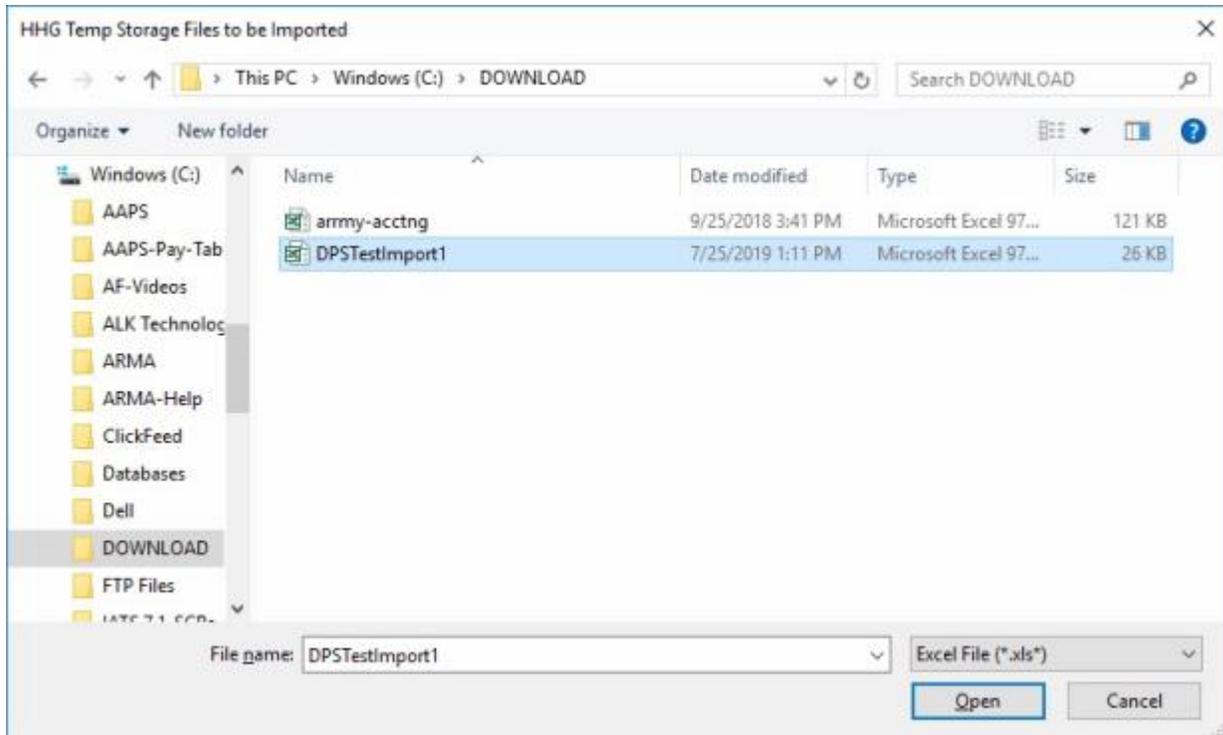
Complete the following steps to "import" the Third Party Payment Transactions file.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "Import". An **expandable menu** appears listing the option.
2. **Click** on the **Import Third Party Government Payments** option. The **Import Third Party Payment Transactions** screen appears.

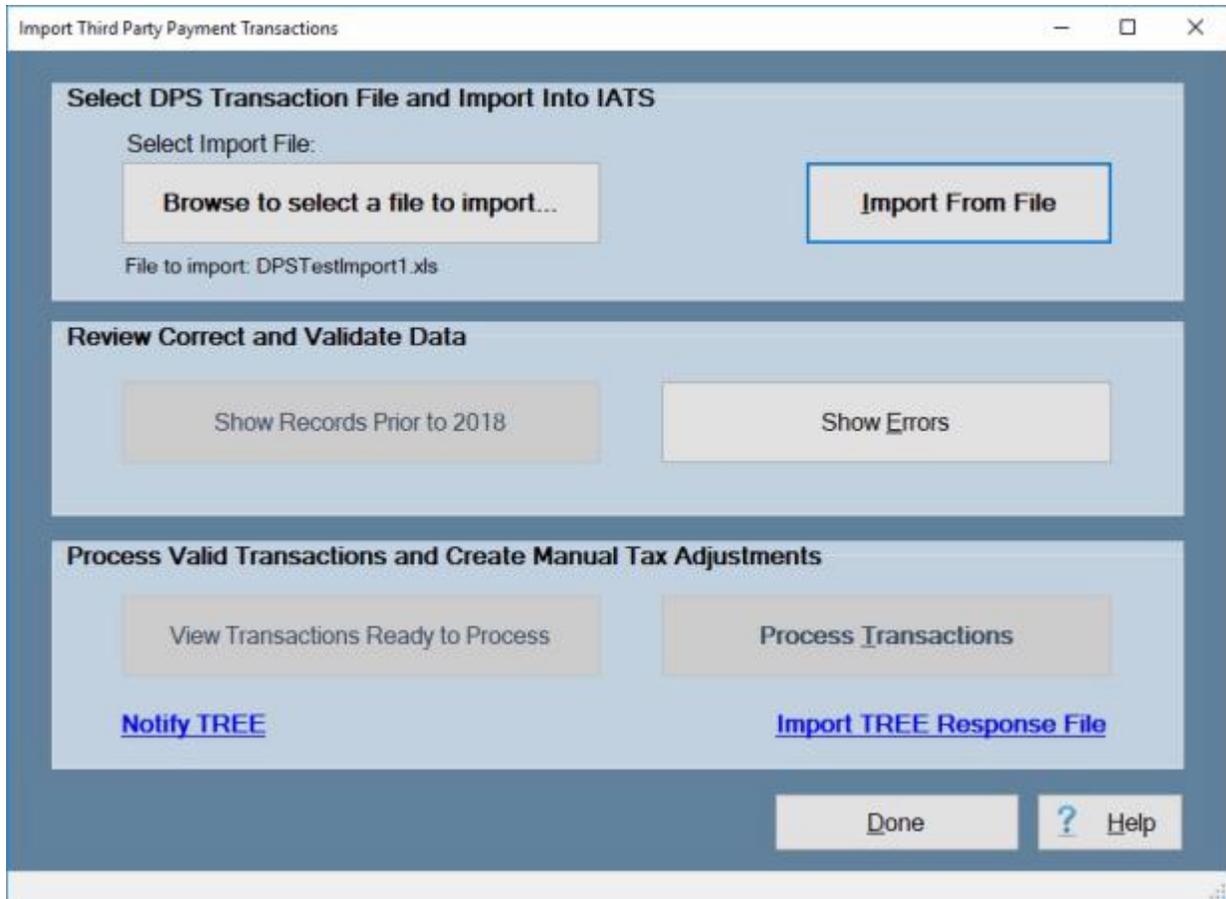


Note: At this screen, the IATS user must select the **location** where the import file **resides**.

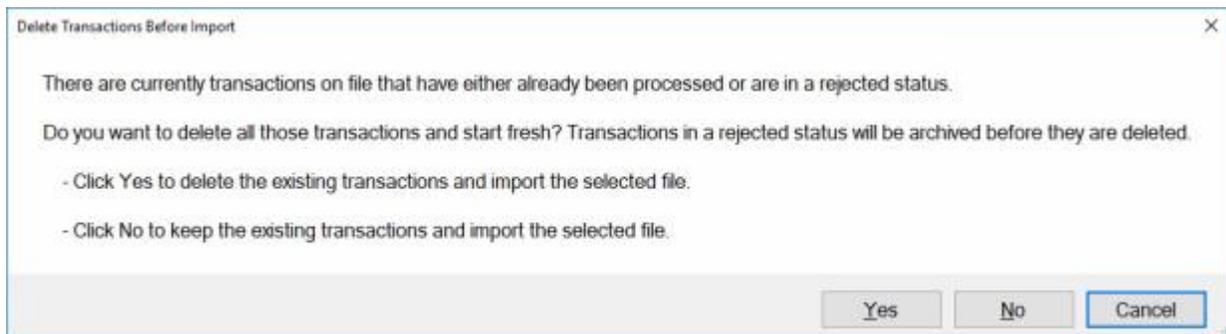
3. **Click** on the **Browse to select a file to import** button. The **HHG Temp Storage Files to be Imported** screen appears.



4. At the **HHG Temp Storage Files to be Imported** screen, you must **select the file type**, and **browse to the directory/folder where the import file resides**.
5. **Click** on the desired import **file**. IATS highlights the **filename**.
6. After the desired import **file** is selected, **click** on the **Open** button.

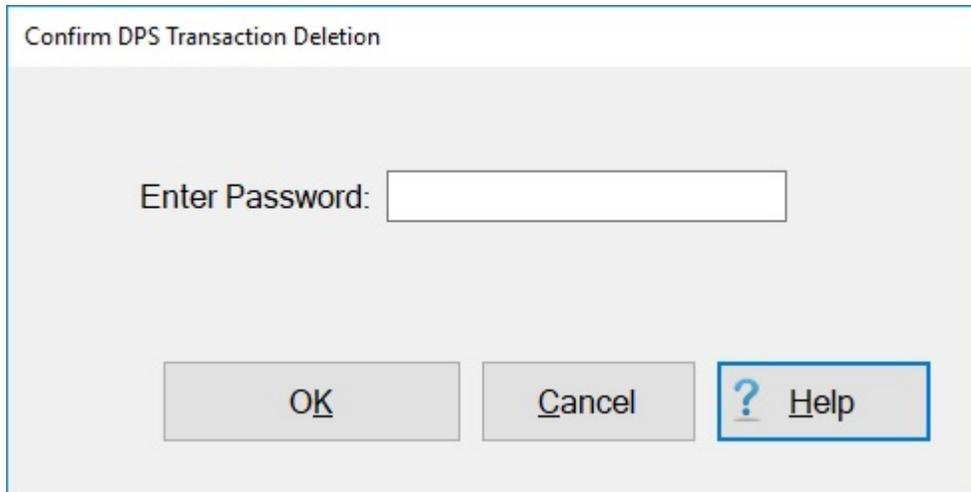


7. Click on the **Import From File** button. The following **warning message** appears.

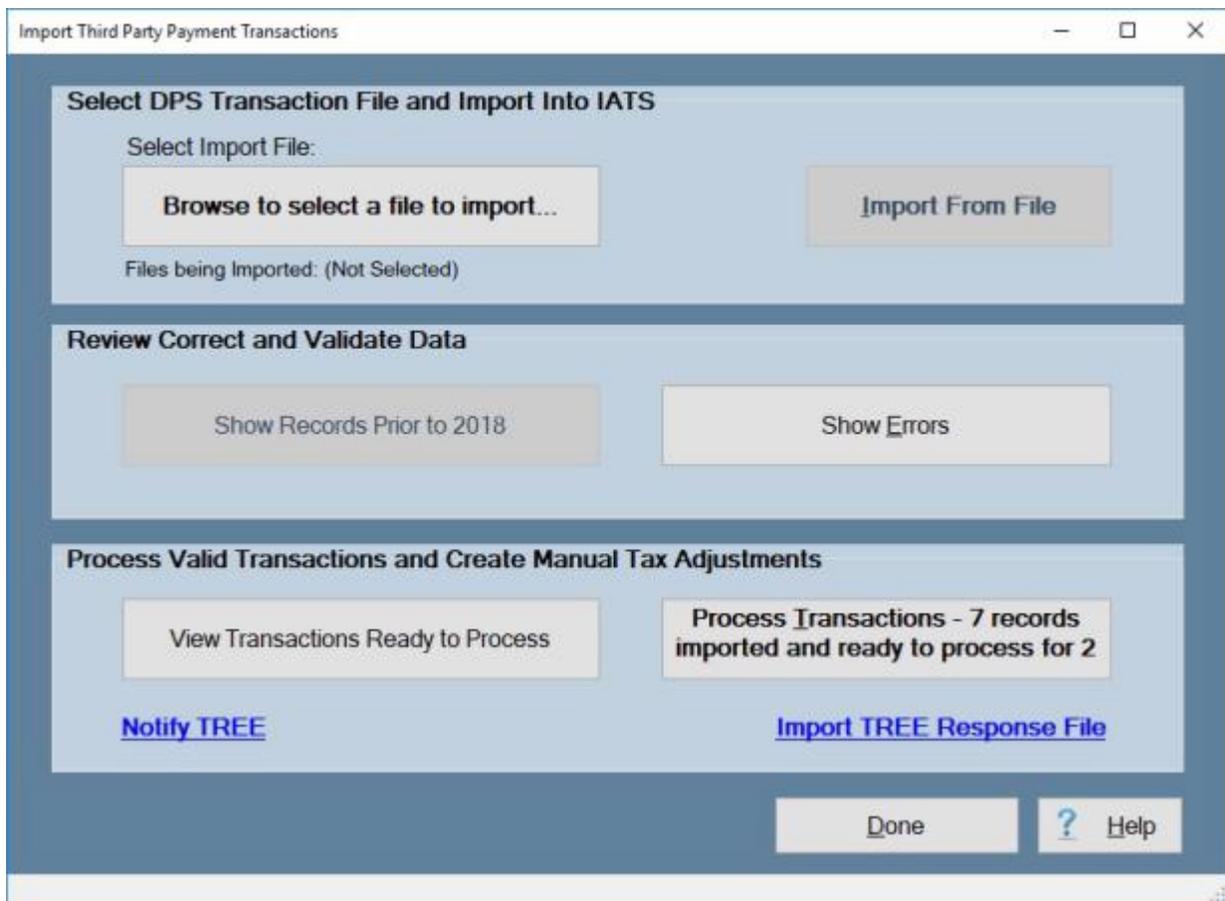


8. **Review** the message, make the appropriate **determination** and then **click** on *Yes* or *No* as applicable.

9. The **Confirmation Password** screen will appear.



10. **Enter** your confirmation password and **click** on the **OK** button. IATS **imports** the file and **displays** the **results** in the **Process Valid Transactions and Create Manual Tax Adjustments** section as shown below.



Notice that the display shows that **7 records** were **imported** and **2 records** are **ready** for processing. The also indicates that there are **errors** associated with **5 records** that must be **corrected** before they may be processed.

Click on the **See Also** button below for additional **Help topics** related to this process.

Import from T-PAX

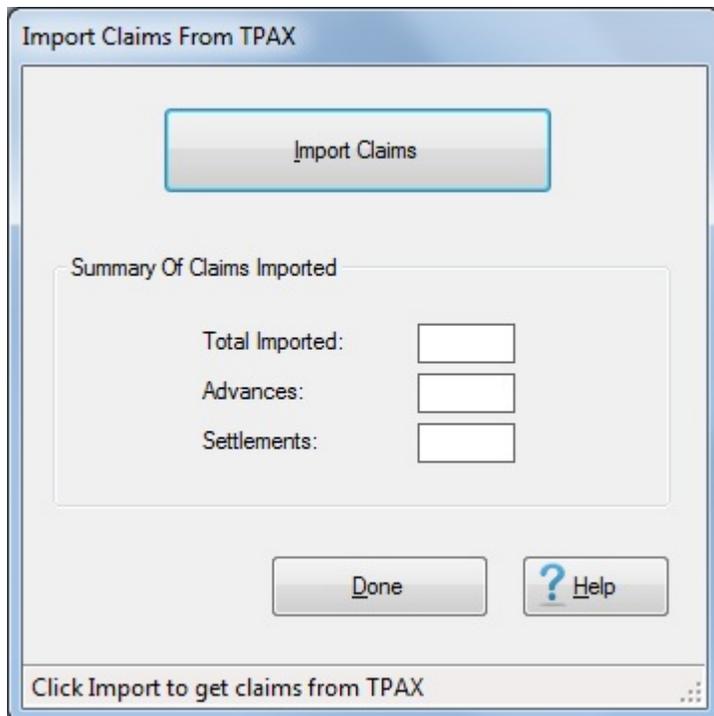
The Travel Preparation and Examination System, (**TPAX**) is a Windows based application developed by Professional Software Consortium to serve as a **TDY** (Temporary Duty) and **MILPCS** (Military Permanent Change of Station) and **CIVPCS** (Civilian Permanent Change of Station) voucher preparation system for anyone using IATS. In addition to preparing settlement vouchers, TPAX can be used to create **Travel Authorizations**, **Travel Orders**, and pay **Advances** of travel expenses.

With TPAX, Travel Authorizations, Advance Requests, or Settlement Requests are created on-line by either the individual **Traveler** or a designated **Proxy**. Once an authorization or request is created, the transaction is **transferred**, electronically, to an **Authorizing Official** for approval. Approved Settlement Requests are then **imported** into the Integrated Automated Travel System (IATS, the calculation software) for computation.

Note: Before attempting this process, users must **access** the IATS **Maintenance** module and **configure** IATS for [Automatic Block Numbering](#).

 **Complete the following steps to "import" requests from the T-PAX system:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "Import". An expandable menu appears listing the option.
2. **Click** on the **Import Requests from T-PAX** option. The **Import Claims From T-PAX** screen appears.



3. **Click** on the **Import Claims** button. IATS **creates** a new block and **imports** the **requests** into the newly created block.
4. In addition, IATS displays a **summary** of the **total number** of claims imported and breaks them out by **advances** and **settlements**.
5. When **finished** importing requests, **click** the **Done** button to **return** to the **System Administrator View** screen.

Correcting Imported Third Party Payment Records

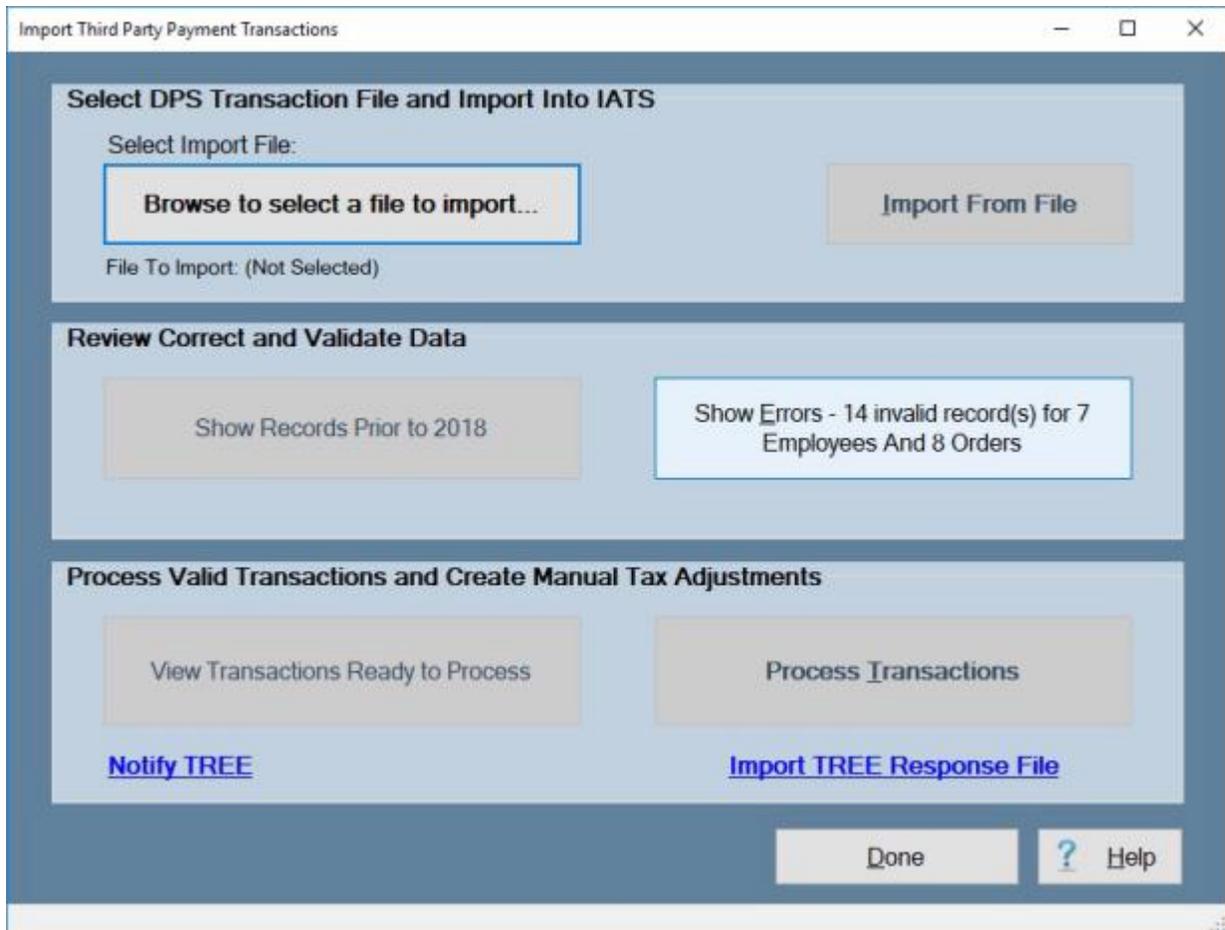
Correcting Third Party Government Payment Records

An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

 **Complete the following steps to "display and use" the View and Correct Third Party Payment Records screen.**



Import Third Party Payment Transactions

Select DPS Transaction File and Import Into IATS

Select Import File:

[Browse to select a file to import...](#) [Import From File](#)

File To Import: (Not Selected)

Review Correct and Validate Data

[Show Records Prior to 2018](#) [Show Errors - 14 invalid record\(s\) for 7 Employees And 8 Orders](#)

Process Valid Transactions and Create Manual Tax Adjustments

[View Transactions Ready to Process](#) [Process Transactions](#)

[Notify TREE](#) [Import TREE Response File](#)

[Done](#) [? Help](#)

Note: After you have imported the **Third Party Payments** file, if there were any records that were for payments **prior to 2018**, you can **click** on the **Show Records Prior to 2018** button to see a **list** of those records.

1. After the DPS Transaction File has been imported, if any **errors** occurred, that **information** will be shown on the **Show Errors** button in the **Review Correct and Validate Data** section in the middle of the **Import Third Party Payment Transactions** screen.
2. **Click** on the **Show Errors** button. The **View and Correct Third Party Payment Records** screen will appear.

Reason for Reject	SSN	Order Number	IATS Order Numbers	Last Name	First Name
FILTER ROW					
No matching CIVPCS order was found	111-22-1111	6012019		ADAMS	DAVE
No matching CIVPCS order was found	111-22-1111	6012019		ADAMS	DAVE
No matching CIVPCS order was found	111-77-1111	2012018		ARNOLD	TOMMY
No matching CIVPCS order was found	111-77-1111	2012018		ARNOLD	TOMMY
No matching CIVPCS order was found	111-33-1111	5012019		BAWLES	HARRY
No matching CIVPCS order was found	111-33-1111	5012019		BAWLES	HARRY
No matching CIVPCS order was found	111-44-1111	4012019		JOHNSON	HARRY
No matching CIVPCS order was found	111-44-1111	4012019		JOHNSON	HARRY
No matching CIVPCS order was found	111-55-1111	3012018		JONES	RON
No matching CIVPCS order was found	111-55-1111	3012019		JONES	RON
No matching CIVPCS order was found	111-66-1111	2012019		NAIL S	RUSTY

Note: The **reason** each record was **rejected** is displayed in the first (**Reason for Reject**) column and the **data** for each record is displayed in the **remaining** columns. Cells that contain **invalid** data are **highlighted** and each field can be **modified**. After changes have been made the user must click the **Validate** button to re-validate the records. Any records that are **valid** will be **removed** from the list of errors and will appear in the “**Ready to Process**” group.

Because the **View and Correct Third Party Payment Records** screen has multiple functionality, a variety of additional **Help topics** have been created to **describe** the various functions. **Click** on the **See Also** button below for a **list** of the additional Help topics and then **click** on the desired topic.

Displaying the Travel Order History Screen

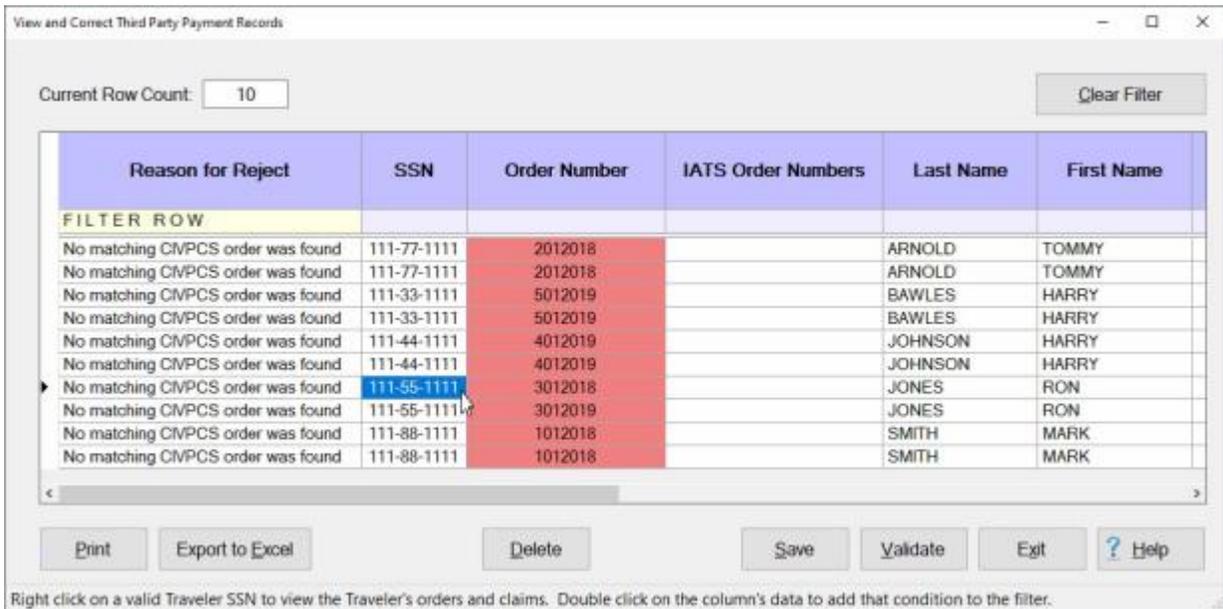
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

During the process of making **corrections** you may need to **review** the **Travel Order History** for a particular SSN. This can be done from the **View and Correct Third Party Payment Records** screen.

 **Complete the following steps to "display" the Travel Order History for a particular SSN.**



Reason for Reject	SSN	Order Number	IATS Order Numbers	Last Name	First Name
FILTER ROW					
No matching CIVPCS order was found	111-77-1111	2012018		ARNOLD	TOMMY
No matching CIVPCS order was found	111-77-1111	2012018		ARNOLD	TOMMY
No matching CIVPCS order was found	111-33-1111	5012019		BAWLES	HARRY
No matching CIVPCS order was found	111-33-1111	5012019		BAWLES	HARRY
No matching CIVPCS order was found	111-44-1111	4012019		JOHNSON	HARRY
No matching CIVPCS order was found	111-44-1111	4012019		JOHNSON	HARRY
No matching CIVPCS order was found	111-55-1111	3012018		JONES	RON
No matching CIVPCS order was found	111-55-1111	3012018		JONES	RON
No matching CIVPCS order was found	111-88-1111	1012018		SMITH	MARK
No matching CIVPCS order was found	111-88-1111	1012018		SMITH	MARK

1. Place your mouse pointer on any cell in **any column** for the **SSN** you wish to display the Travel Order History for.
2. After you have selected the desired cell, **right click** with your mouse. IATS will display the **Travel Order History** screen for the selected SSN.

Travel Order History

JONES, RON E: C In Suspense: \$0.00 Funds: Army

Travel Orders

Order Number:

Order Number	Travel Dates	Type	Issue Date	Issuer	Funds	Suspense
03012017	2017/08/13-2017/08/15	PCS	2017/08/01	DFAS	Army	\$0.00
03012019	2019/04/01-2019/04/05	PCS	2019/03/01	DFAS	Army	\$0.00

Display

Travel Order Details

Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction	In Suspense	Pay Method	Check / Trace #
-----------	--------------	------------------	-------------	-------------------	-------------------	-----------------	-------------	------------	-----------------

* For advances, the Net Transaction Column is the amount of the advance not yet collected

Display

Other... Print... Exit ? Help

Enter the Order with which you wish to work.

3. At the **Travel Order History** screen, travel orders can be **displayed** by the following methods:

- **Method 1:** - Double click on an **order** number listed in the **Travel Order** section.
- **Method 2:** - Click on an **order** number listed in the **Travel Order** section and then **click** on the **Display** button.
- **Method 3:** - **Type** the desired order **number** at the **Order Number** field and then **click** on the **Display** button.

4. After using one of the methods above, the **Travel Order** screen appears for the selected travel **order**.

Travel Order User ID: SYSTEM Friday, September 13, 2019

Traveler's Name: JONES, RON E. C Grade/Rank: C Order Number/TONO: 03012017 Order Type: PCS **VIEW ONLY**

Description **What's Authorized (Civilian PCS)** Dependents Remarks

Purpose of Trip: Between Official Stations

Issuing Organization: DFAS

Paying Organization: DFAS

DSSN/ITR: 6416

Funds: Army

Origin: ROME, NY, ONEIDA

Destination: WASHINGTON, DC, DIST OF COLUMBIA

Default State: DC WASHINGTON D.C.

State Tax Designation: NY NEW YORK

Dates

Issue Date: 8/1/2017

Begin Date: 8/13/2017

End Date: 8/15/2017

Date Job Offered: 7/15/2017

Financial

Retirement Code: FERS

Pay WTA:

Back Next Done ? Help

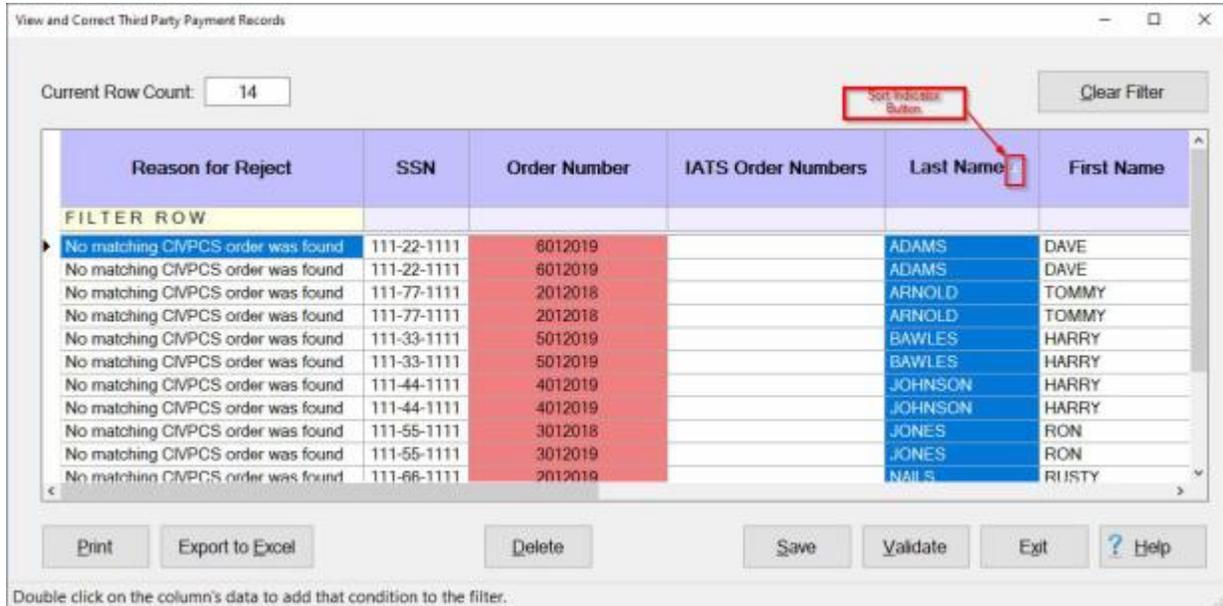
Enter the Travel Order (TONO/SDN) Number

5. When **finished** reviewing the **Travel Order** screen, **click** on the **Done** button. IATS **returns** to the **Travel Order History** screen.
6. When **finished** reviewing the **Travel Order History** screen, **click** on the **Exit** button. IATS **returns** to the **View and Correct Third Party Payment Records** screen.

Because the **View and Correct Third Party Payment Records** screen has multiple functionality, a variety of additional **Help topics** have been created to **describe** the various functions. **Click** on the **See Also** button below for a **list** of the additional Help topics and then **click** on the desired topic.

Sorting the Columns Display

The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

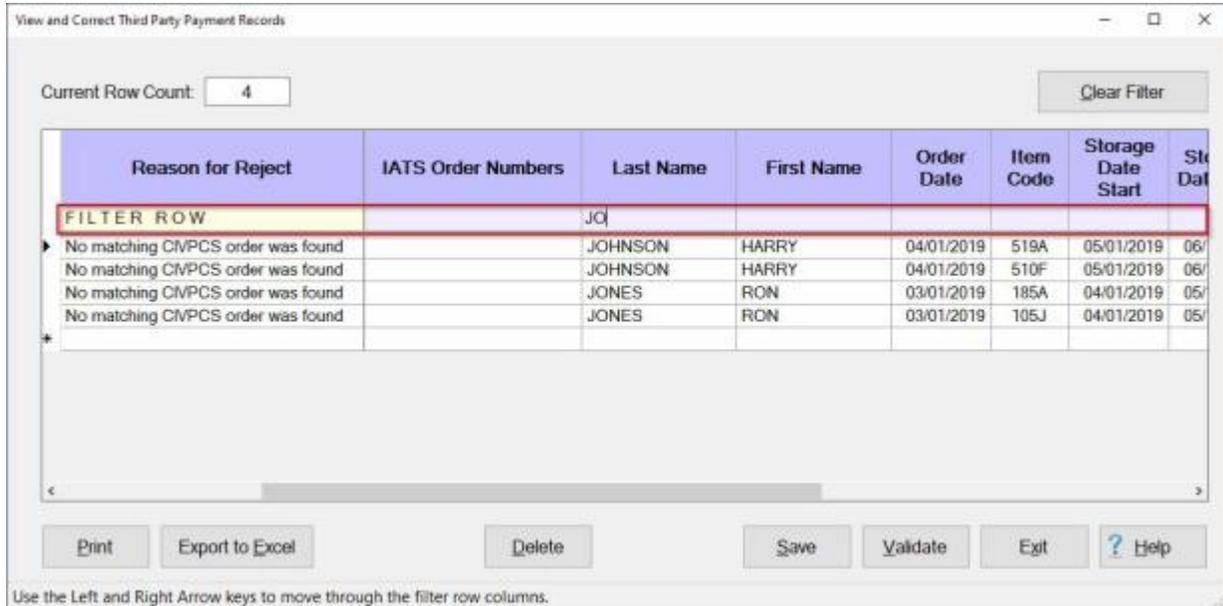


Sorting the columns display:

1. **Notice** in the screen image above that a **Sort Indicator** is shown.
2. The various columns in the grid may be **sorted** in **ascending** or **descending** order which would be either **numerically** or **alphabetically** depending on the column.
3. To **sort** a column, **click** in the column **title** field. You will notice that the entire column will then be **highlighted** in **blue**. You will also notice a **Sort Indicator** button appearing next to the **column title**.
4. **Click** on the **Sort Indicator** button to sort the column in **ascending** or **descending** order.

Using the Filter Feature

The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.



Reason for Reject	IATS Order Numbers	Last Name	First Name	Order Date	Item Code	Storage Date Start	Storage Date End
FILTER ROW		JO					
▶ No matching CIVPCS order was found		JOHNSON	HARRY	04/01/2019	519A	05/01/2019	06/01/2019
▶ No matching CIVPCS order was found		JOHNSON	HARRY	04/01/2019	510F	05/01/2019	06/01/2019
▶ No matching CIVPCS order was found		JONES	RON	03/01/2019	185A	04/01/2019	05/01/2019
▶ No matching CIVPCS order was found		JONES	RON	03/01/2019	105J	04/01/2019	05/01/2019

Using the Filter Row:

1. You will **notice** a **blank line** just under the **column headings** on the grid. This is a **Filter Row** as shown above.
2. In the example below, **(JO)** was entered into the Filter Row in the **Last Name** column. **Notice** that every name displayed in the **Last Name** column begins with the letters **(JO)**.
3. You may **filter** the **SSN, Order Number, Invoice Number** and **BL Number** columns using this same technic except for entering of **numbers** instead of **alpha** characters.
4. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.

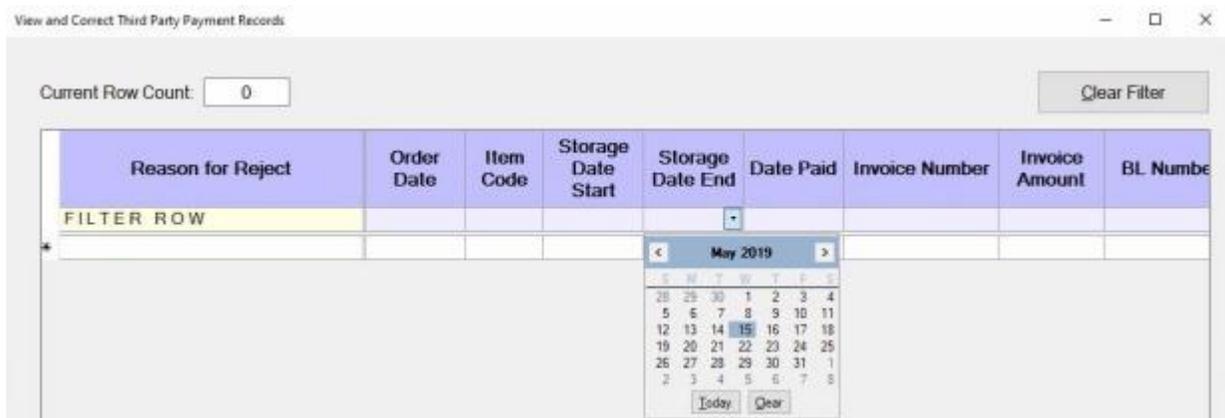
Filtering the Date Columns:

Note: There are three (3) different **methods** you can use to filter the **Date** columns. Each method is explained below:

Using the Calendar:



1. Double click in any of the **Date** cells on the **Filter Row**. You will see **text** indicating the date cell is **null**, which means that there is **no value** in the cell.
2. Click again in the **cell** and you will see a **down arrow** button.
3. Click on the **down arrow** button and IATS will display a **calendar** as shown below.

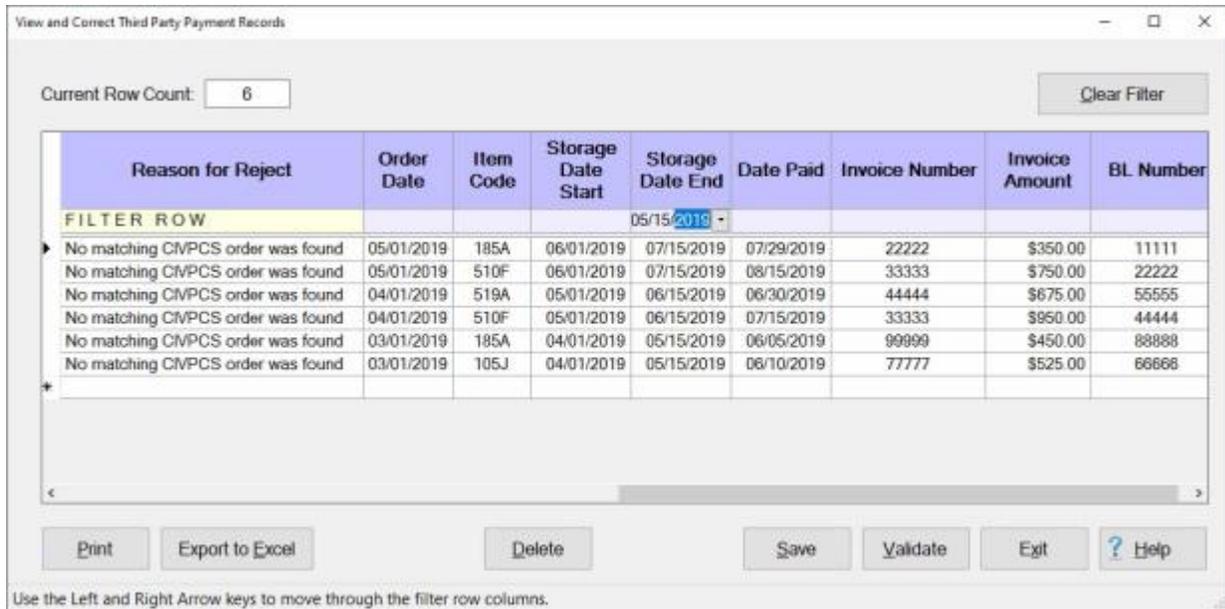


4. You can now **use** the **calendar** to **select** a **date** that you would like to use as the **filter** to display the records **matching** the selected **criteria**.
5. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.

Manually Entering the Date:

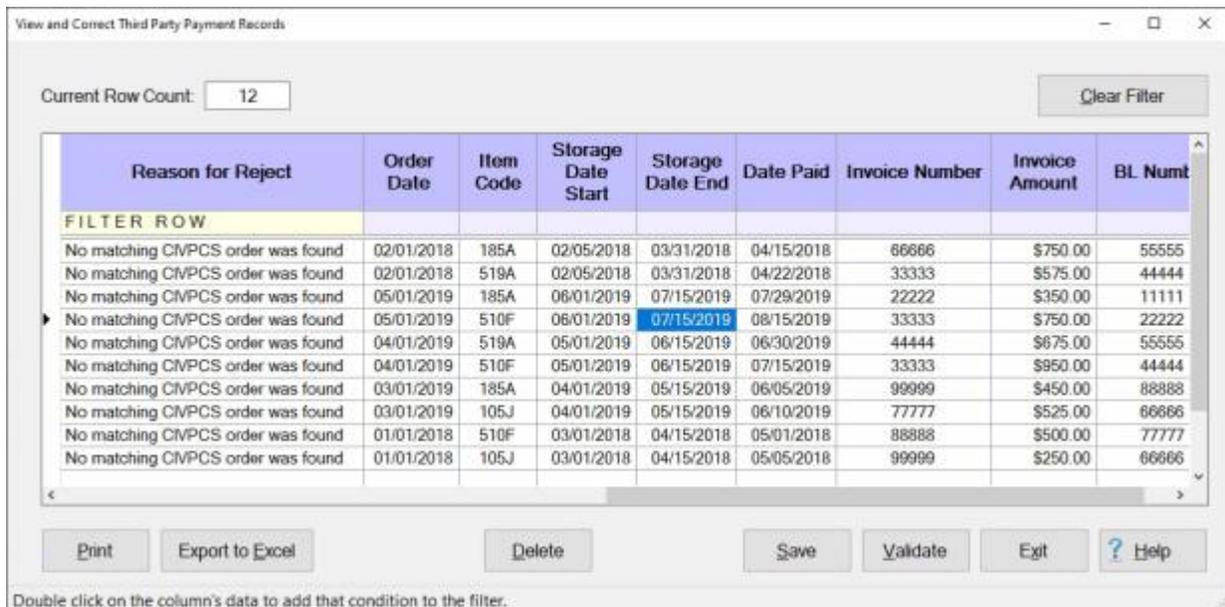


1. Click in any of the **Date** cells on the **Filter Row**. You will see that the cell is in **focus**.
2. Manually type in the **date** you wish to use as the filter criteria in **MMDDYY** format as shown below.



3. Notice in the image above that IATS filtered and displayed all records with the date entered (05/15/19), plus any other record that had 15 as the day and 2019 as the year.
4. When you are finished filtering the display, click on the Clear Filter button to return to the original/default display.

Double Clicking in a Date Cell:



1. Double click in a date cell that you wish to filter records for.

IATS 7.2 User Guide

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

Reason for Reject	Order Date	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Number
FILTER ROW				07/15/2019				
No matching CIVPCS order was found	05/01/2019	185A	06/01/2019	07/15/2019	07/29/2019	22222	\$350.00	11111
No matching CIVPCS order was found	05/01/2019	510F	06/01/2019	07/15/2019	08/15/2019	33333	\$750.00	22222

Print Export to Excel Delete Save Validate Exit ? Help

Double click on the column's data to add that condition to the filter.

2. Notice that IATS displays the records that match the date in the cell that you double clicked on.
3. When you are finished filtering the display, click on the **Clear Filter** button to return to the original/default display.

Filtering Cells:

Note: The same procedure demonstrated above by **double clicking** in a cell to filter records by date can also be used for any other cell in any other column.

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

Reason for Reject	Order Date	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Number
FILTER ROW		510F						
No matching CIVPCS order was found	05/01/2019	510F	06/01/2019	07/15/2019	08/15/2019	33333	\$750.00	22222
No matching CIVPCS order was found	04/01/2019	510F	05/01/2019	06/15/2019	07/15/2019	33333	\$850.00	44444
No matching CIVPCS order was found	01/01/2018	510F	03/01/2018	04/15/2018	05/01/2018	88888	\$500.00	77777

Print Export to Excel Delete Save Validate Exit ? Help

Double click on the column's data to add that condition to the filter.

1. In the above screen **image** the user **double clicked** in a **cell** displaying the item code **(510F)**. Notice that IATS **filtered** the column to display only records with the item code **(510F)**.
2. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.

Because the **View and Correct Third Party Payment Records** screen has multiple functionality, a variety of additional Help topics have been created to **describe** the various functions. **Click** on the **See Also** button below for a **list** of the additional Help topics and then **click** on the desired topic.

Correcting Third Party Payments Travel Order Numbers

The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

Occasionally the **Travel Order number** imported from the Third Party Payments file **does not match** the CIVPCS Travel Order number existing in the IATS database. This situation causes the records to be **rejected** and must be **corrected** before a tax adjustment claim can be processed.

 **Complete the following steps to "correct" mismatched travel order numbers:**

View and Correct Third Party Payment Records

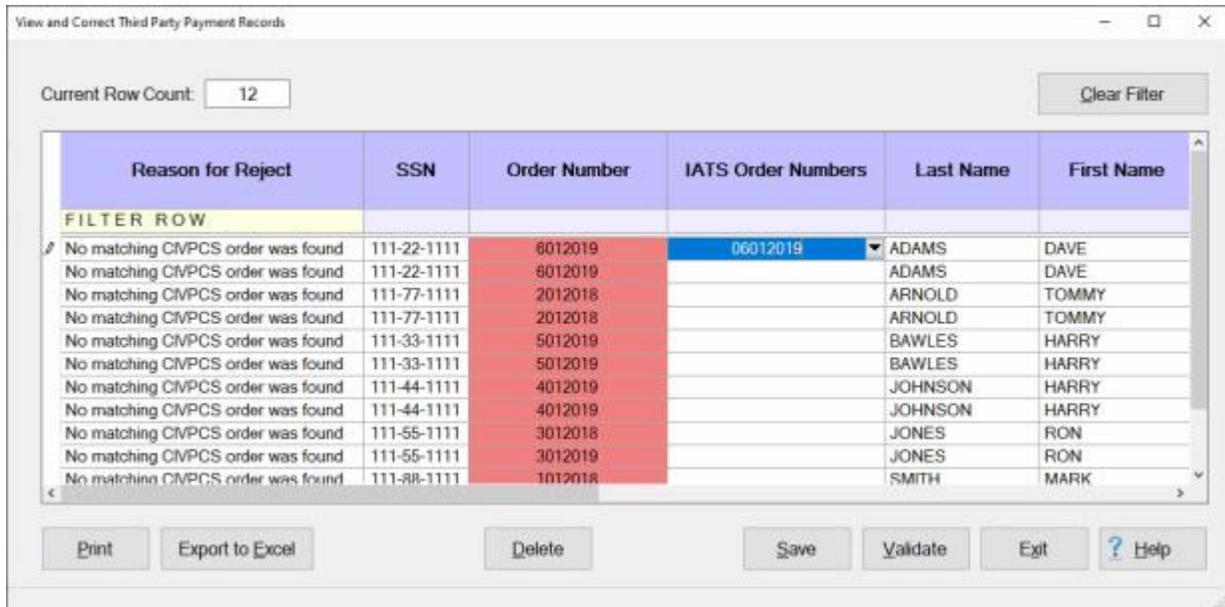
Current Row Count: Clear Filter

Reason for Reject	SSN	Order Number	IATS Order Numbers	Last Name	First Name
FILTER ROW					
No matching CIVPCS order was found	111-22-1111	6012019	Orders in IATS	ADAMS	DAVE
No matching CIVPCS order was found	111-22-1111	6012019	06012019	Date	DAVE
No matching CIVPCS order was found	111-77-1111	2012018			TOMMY
No matching CIVPCS order was found	111-77-1111	2012018		ARNOLD	TOMMY
No matching CIVPCS order was found	111-33-1111	5012019		BAWLES	HARRY
No matching CIVPCS order was found	111-33-1111	5012019		BAWLES	HARRY
No matching CIVPCS order was found	111-44-1111	4012019		JOHNSON	HARRY
No matching CIVPCS order was found	111-44-1111	4012019		JOHNSON	HARRY
No matching CIVPCS order was found	111-55-1111	3012018		JONES	RON
No matching CIVPCS order was found	111-55-1111	3012019		JONES	RON
No matching CIVPCS order was found	111-66-1111	2012019		NAI S	RUSTY

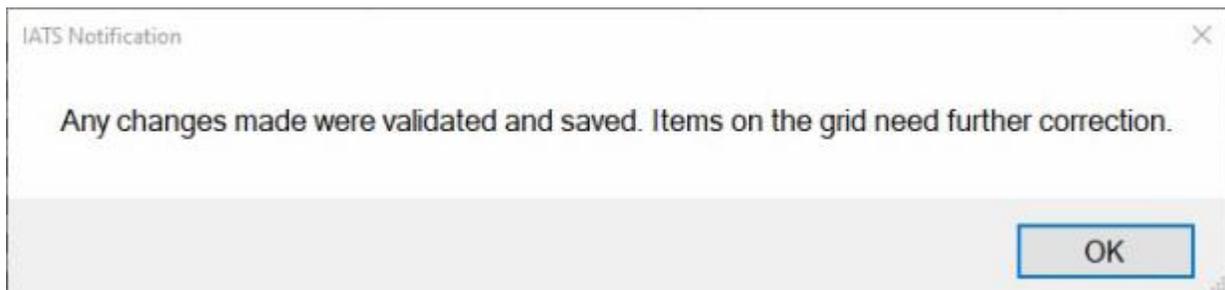
Print Export to Excel Delete Save Validate Egt ? Help

Note: In the example above, The **Reason for Reject** column indicates that several records were **rejected** because a **matching CIVPCS travel order number** was **not found**. Also notice that the rejected orders numbers are **highlighted in red** in the **Order Number** column.

1. **Click** in the **cell** in the **IATS Order Number** column next to the rejected order number shown in the **Order Number** column.
2. You will see a *down arrow* button appearing in the cell.
3. **Click** on the *down arrow* button. IATS will **display** a **list** of CIVPCS travel order numbers existing in the IATS database for the selected SSN.
4. If the correct order number is displayed in the *drop down* list of Orders in IATS, **click** on the correct **order number** to **select** that order.



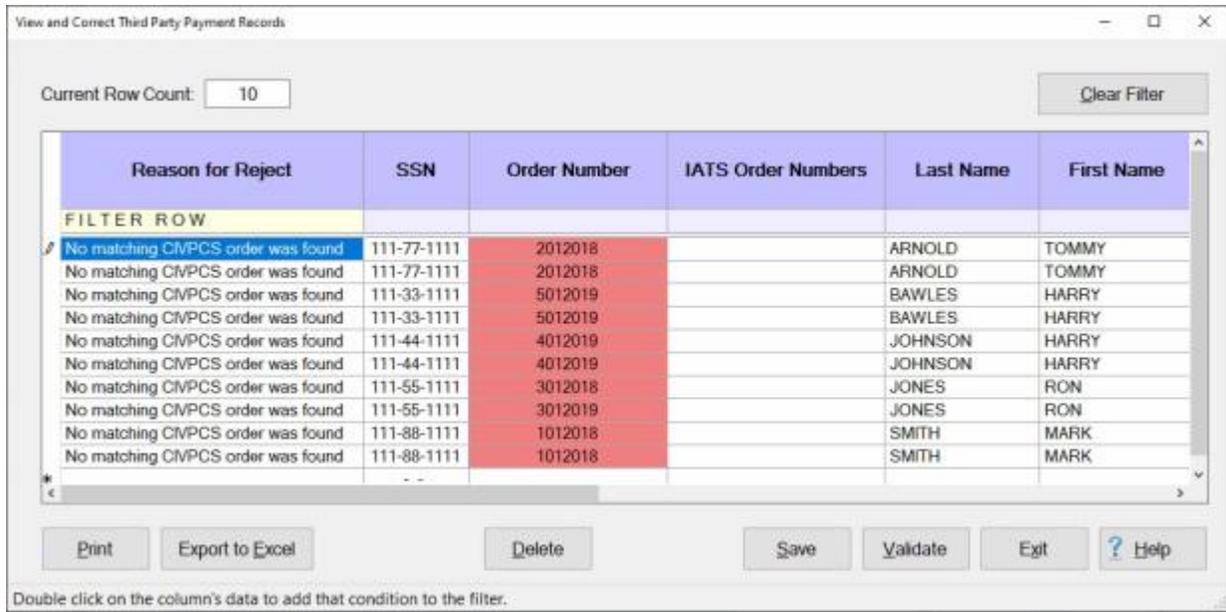
5. You will now see the order number selected from the *drop down* list of Orders in IATS shown in the **IATS Order Numbers** column.
6. **Click** on the **Validate** button. The following *pop-up message* will appear.



7. **Click** on **OK** to **continue** making corrections.

Note: You will notice that the records **corrected** and **validated** will no longer appear in the **Reason for Reject** column as shown below.

IATS 7.2 User Guide



View and Correct Third Party Payment Records

Current Row Count: 10 Clear Filter

Reason for Reject	SSN	Order Number	IATS Order Numbers	Last Name	First Name
FILTER ROW					
No matching CIVPCS order was found	111-77-1111	2012018		ARNOLD	TOMMY
No matching CIVPCS order was found	111-77-1111	2012018		ARNOLD	TOMMY
No matching CIVPCS order was found	111-33-1111	5012019		BAWLES	HARRY
No matching CIVPCS order was found	111-33-1111	5012019		BAWLES	HARRY
No matching CIVPCS order was found	111-44-1111	4012019		JOHNSON	HARRY
No matching CIVPCS order was found	111-44-1111	4012019		JOHNSON	HARRY
No matching CIVPCS order was found	111-55-1111	3012018		JONES	RON
No matching CIVPCS order was found	111-55-1111	3012019		JONES	RON
No matching CIVPCS order was found	111-88-1111	1012018		SMITH	MARK
No matching CIVPCS order was found	111-88-1111	1012018		SMITH	MARK

Print Export to Excel Delete Save Validate Exit Help

Double click on the column's data to add that condition to the filter.

8. Repeat the steps above to **continue** correcting travel order numbers as needed.

Correcting DPS Item Codes

An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

Defense Personal Property System (**DPS**) **Item Codes** and **Descriptions** for the codes are stored in a **table** in the IATS database.

When the Third Party Payment Records file is **imported**, records will be rejected if there is **no Item Code** in the **DPS Item Codes table** in the IATS database that **matches** the Item Code in the imported payment record.

 **Complete the following steps to "correct" DPS Item Codes.**

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

Reason for Reject	First Name	Order Date	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Item Code
FILTER ROW								
No matching CIVPCS order was found	TOMMIT	02/01/2018	519A	02/05/2018	03/31/2018	04/22/2018	33333	
No matching CIVPCS order was found	HARRY	05/01/2019	185A	06/01/2019	07/15/2019	07/29/2019	22222	
No matching CIVPCS order was found	HARRY	05/01/2019	510F	06/01/2019	07/15/2019	08/15/2019	33333	
No matching CIVPCS order was found	HARRY	04/01/2019	519A	05/01/2019	06/15/2019	06/30/2019	44444	
No matching CIVPCS order was found	HARRY	04/01/2019	510F	05/01/2019	06/15/2019	07/15/2019	33333	
1. No matching CIVPCS order was found	RON	03/01/2019	ABCD	04/01/2019	05/15/2019	06/05/2019	99999	
No matching CIVPCS order was found	RON	03/01/2019	105J	04/01/2019	05/15/2019	06/10/2019	77777	
No matching CIVPCS order was found	RUSTY	02/01/2019	185B	03/01/2019	04/15/2019	05/05/2019	22222	
No matching CIVPCS order was found	RUSTY	02/01/2019	510F	03/01/2019	04/15/2019	05/05/2019	33333	
No matching CIVPCS order was found	MARK	01/01/2018	510F	03/01/2018	04/15/2018	05/01/2018	88888	
No matching CIVPCS order was found	MARK	01/01/2018	105J	03/01/2018	04/15/2018	05/05/2018	99999	

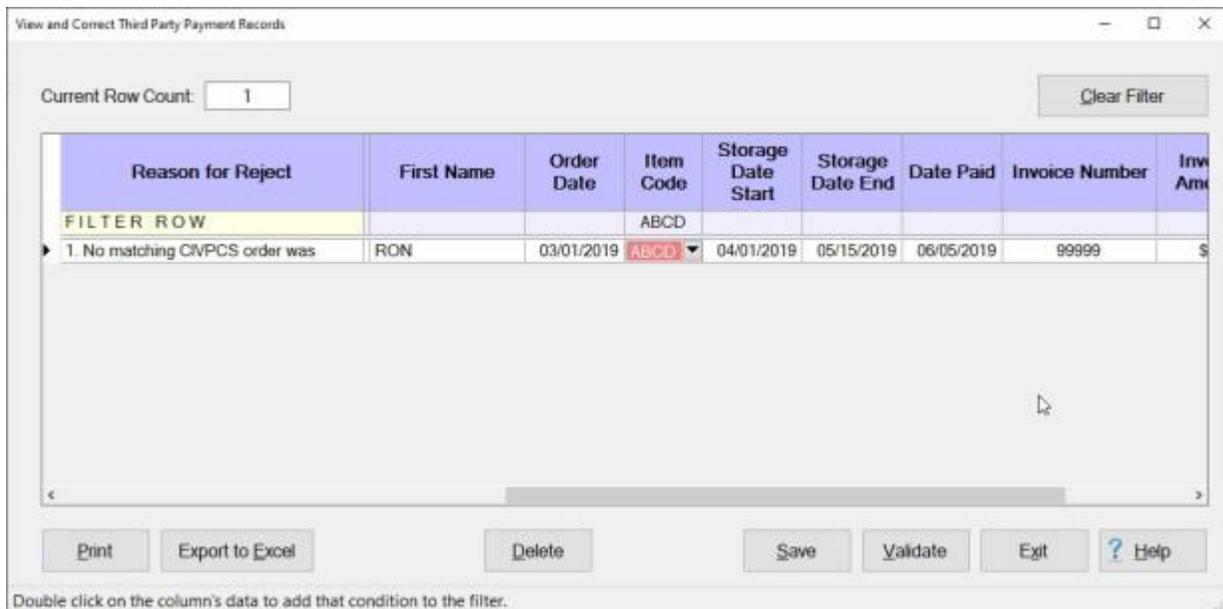
Print Export to Excel Delete Save Validate Exit ? Help

Double click on the column's data to add that condition to the filter.

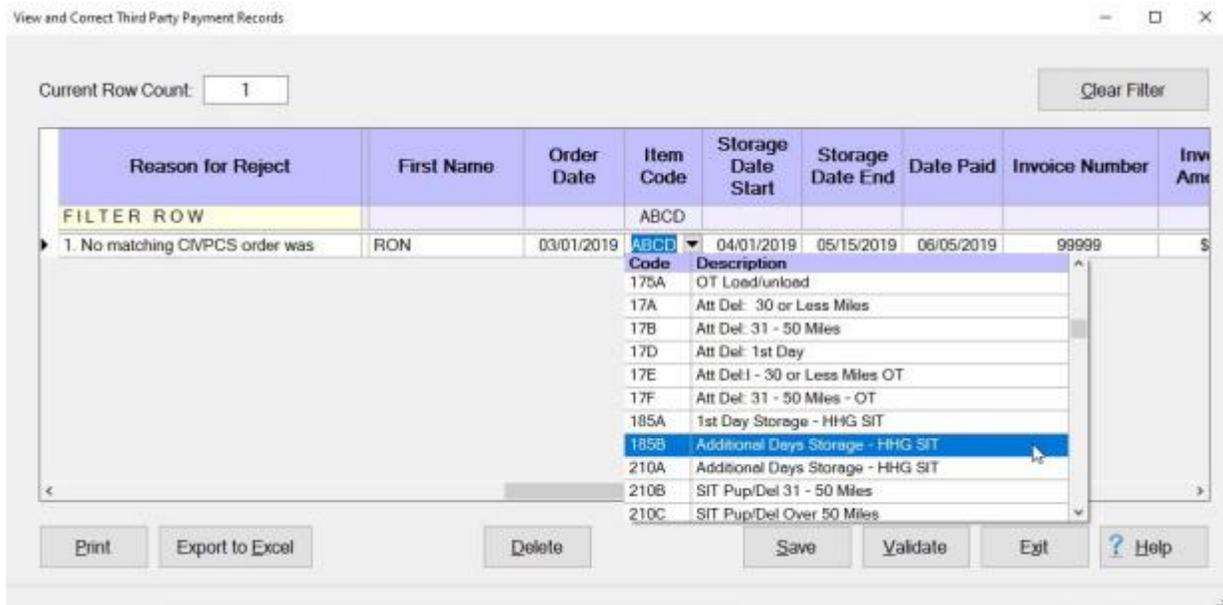
Note: Notice that a rejected **Item Code** is **highlighted** in red in the **Order Number** column.

1. **Double Click** in the Item Code **cell** that is **highlighted** in red.

IATS 7.2 User Guide

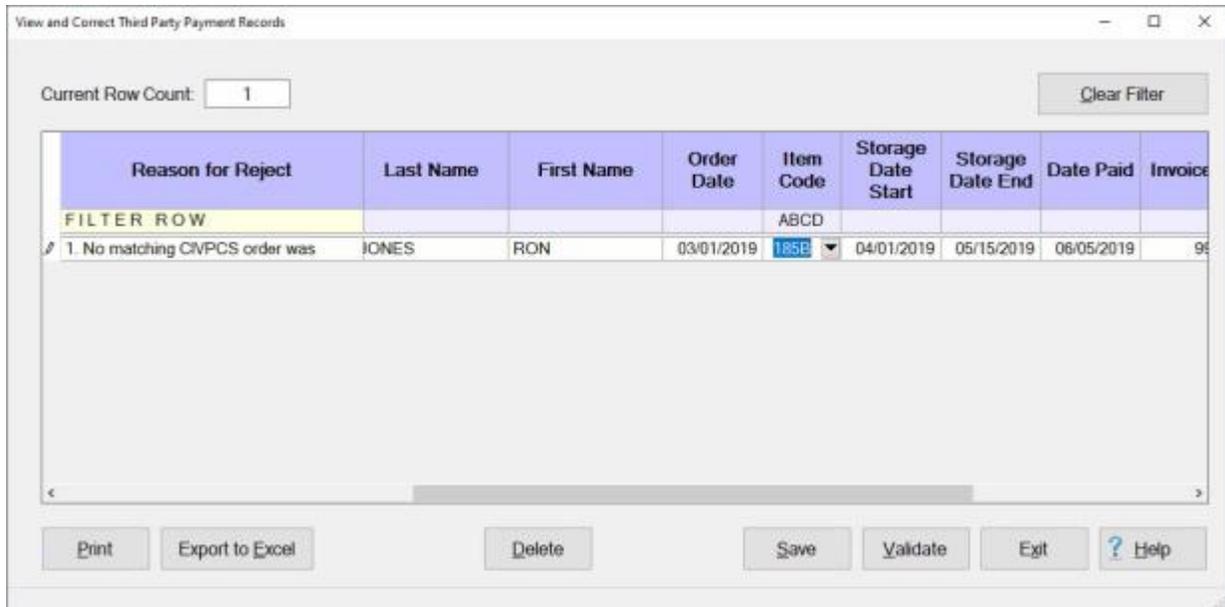


2. You will now see a **down arrow** button appearing in the cell.
3. **Click** on the **down arrow** button. IATS will **display** a **list** of **DPS Item Codes** existing in the IATS database.



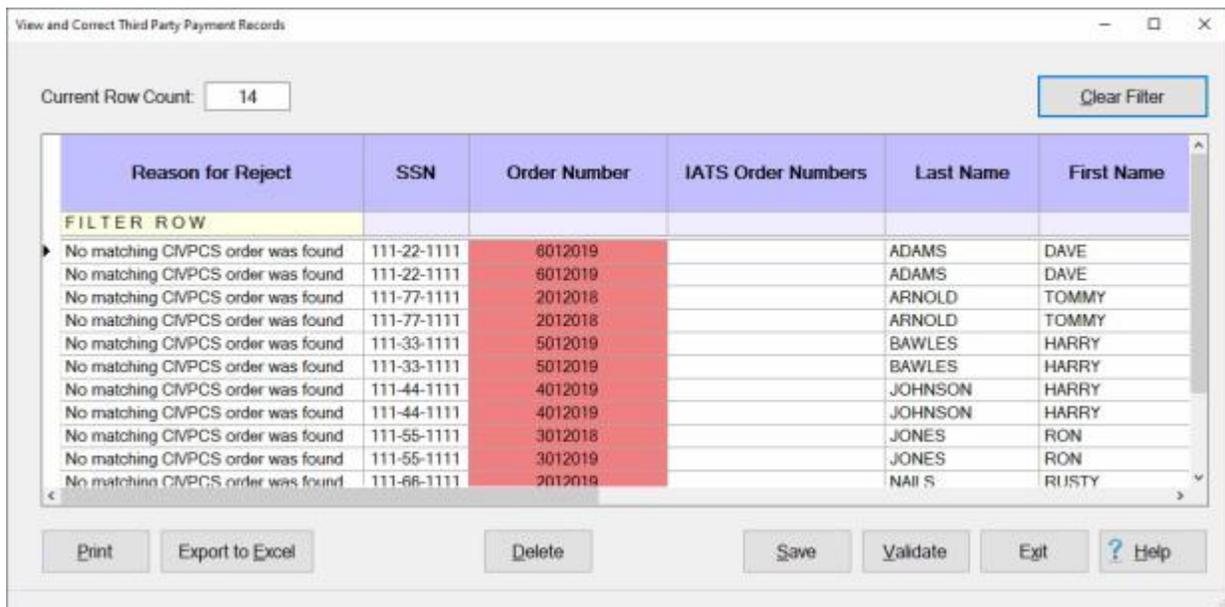
Note: Click on the **up/dn arrow** buttons on the **right side** of the grid listing the DPS Item Codes to **scroll** through the list. If the correct DPS Item Code **does not** appear in the list, you can **add** it to the DPS Item Codes table in Maintenance. **Click** on the "[Maintaining DPS Item Codes](#)" link for **instructions** on how to **add** an Item Code.

4. If the **correct** Item Code is displayed in the **drop down** list of Item Codes in the IATS database, **click** on the **correct Item Code** to **select** that code.



Note: If a different Item Code was **selected** from the *drop down* list of Item Codes in the IATS database, you will see that IATS **replaced** the previous incorrect Item Code with the one you selected.

5. **Click** on the **Save** button when you have **finished** correcting any invalid Item Codes.
6. **Click** on the **Clear Filter** button to **change** your **display** back to the original display showing all of the imported records.



7. After changes have been made the user must **click** the **Validate** button to re-validate the records. Any records that are **valid** will be **removed** from the list of errors and will appear in the **“Ready to Process”** group.

Correcting Dates

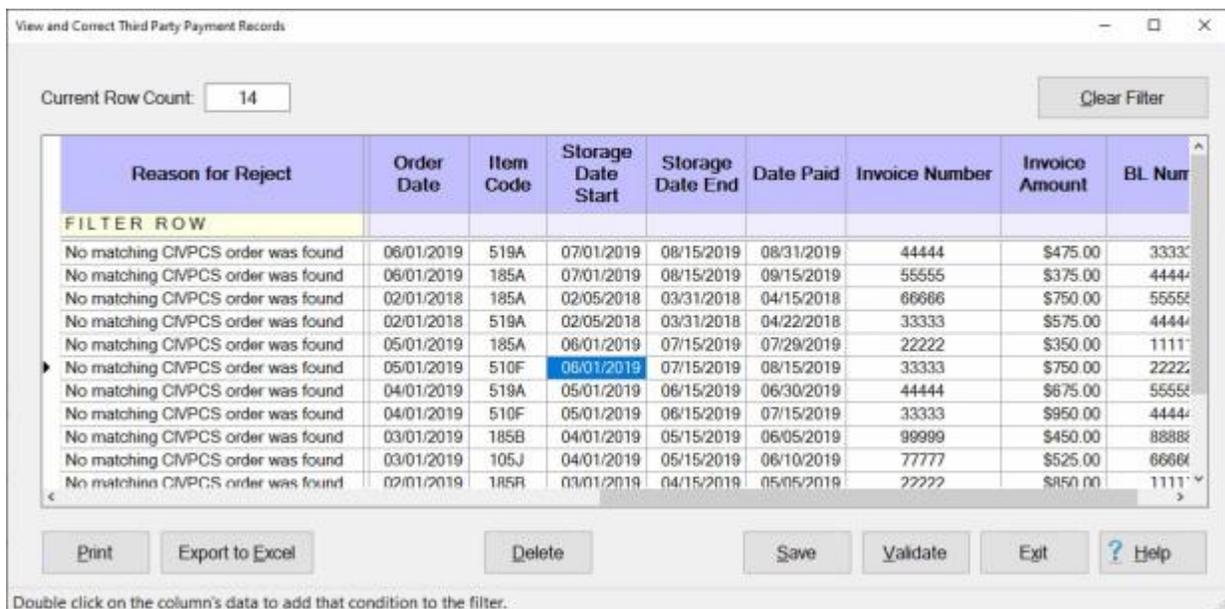
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

When performing **corrections** to the imported Third Party Payment records, you may discover that some of the **dates** are **incorrect**.

 **Complete the following steps to "correct" invalid dates.**



Reason for Reject	Order Date	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Num
FILTER ROW								
No matching CIVPCS order was found	06/01/2019	519A	07/01/2019	08/15/2019	08/31/2019	44444	\$475.00	33333
No matching CIVPCS order was found	06/01/2019	185A	07/01/2019	08/15/2019	09/15/2019	55555	\$375.00	44444
No matching CIVPCS order was found	02/01/2018	185A	02/05/2018	03/31/2018	04/15/2018	66666	\$750.00	55555
No matching CIVPCS order was found	02/01/2018	519A	02/05/2018	03/31/2018	04/22/2018	33333	\$575.00	44444
No matching CIVPCS order was found	05/01/2019	185A	06/01/2019	07/15/2019	07/29/2019	22222	\$350.00	11111
No matching CIVPCS order was found	05/01/2019	510F	06/01/2019	07/15/2019	08/15/2019	33333	\$750.00	22222
No matching CIVPCS order was found	04/01/2019	519A	05/01/2019	06/15/2019	06/30/2019	44444	\$675.00	55555
No matching CIVPCS order was found	04/01/2019	510F	05/01/2019	06/15/2019	07/15/2019	33333	\$950.00	44444
No matching CIVPCS order was found	03/01/2019	185B	04/01/2019	05/15/2019	06/05/2019	99999	\$450.00	88888
No matching CIVPCS order was found	03/01/2019	105J	04/01/2019	05/15/2019	06/10/2019	77777	\$525.00	66666
No matching CIVPCS order was found	02/01/2019	185R	03/01/2019	04/15/2019	05/05/2019	22222	\$850.00	11111

1. **Click** in the **cell** for a date you wish to correct. You will notice that IATS **highlights** the date in **blue**.
2. **Enter** the desired date in **MMDDYY** format.

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

Reason for Reject	Order Date	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Num
FILTER ROW								
No matching CIVPCS order was found	06/01/2019	519A	07/01/2019	08/15/2019	08/31/2019	44444	\$475.00	33333
No matching CIVPCS order was found	06/01/2019	185A	07/01/2019	08/15/2019	09/15/2019	55555	\$375.00	44444
No matching CIVPCS order was found	02/01/2018	185A	02/05/2018	03/31/2018	04/15/2018	66666	\$750.00	55555
No matching CIVPCS order was found	02/01/2018	519A	02/05/2018	03/31/2018	04/22/2018	33333	\$575.00	44444
No matching CIVPCS order was found	05/01/2019	185A	06/01/2019	07/15/2019	07/29/2019	22222	\$350.00	11111
No matching CIVPCS order was found	05/01/2019	510F	06/05/19	07/15/2019	08/15/2019	33333	\$750.00	22222
No matching CIVPCS order was found	04/01/2019	519A	05/01/2019	06/15/2019	06/30/2019	44444	\$675.00	55555
No matching CIVPCS order was found	04/01/2019	510F	05/01/2019	06/15/2019	07/15/2019	33333	\$950.00	44444
No matching CIVPCS order was found	03/01/2019	185B	04/01/2019	05/15/2019	06/05/2019	99999	\$450.00	88888
No matching CIVPCS order was found	03/01/2019	105J	04/01/2019	05/15/2019	06/10/2019	77777	\$525.00	66666
No matching CIVPCS order was found	02/01/2019	185R	03/01/2019	04/15/2019	05/05/2019	22222	\$850.00	11111

Print Export to Excel Delete Save Validate Exit ? Help

Double click on the column's data to add that condition to the filter.

3. You will notice that the **date** was **changed** as shown above.

Using the IATS calendar to change the date:

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

Reason for Reject	Order Date	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Num
FILTER ROW								
No matching CIVPCS order was found	06/01/2019	519A	07/01/2019	08/15/2019	08/31/2019	44444	\$475.00	33333
No matching CIVPCS order was found	06/01/2019	185A	07/01/2019	08/15/2019	09/15/2019	55555	\$375.00	44444
No matching CIVPCS order was found	02/01/2018	185A	02/05/2018	03/31/2018	04/15/2018	66666	\$750.00	55555
No matching CIVPCS order was found	02/01/2018	519A	02/05/2018	03/31/2018	04/22/2018	33333	\$575.00	44444
No matching CIVPCS order was found	05/01/2019	185A	06/01/2019	07/15/2019	07/29/2019	22222	\$350.00	11111
No matching CIVPCS order was found	05/01/2019	510F	06/01/2019	07/15/2019	08/15/2019	33333	\$750.00	22222
No matching CIVPCS order was found	04/01/2019	519A	05/01/2019	06/15/2019	06/30/2019	44444	\$675.00	55555
No matching CIVPCS order was found	04/01/2019	510F	05/01/2019	06/15/2019	07/15/2019	33333	\$950.00	44444
No matching CIVPCS order was found	03/01/2019	185B	04/01/2019	05/15/2019	06/05/2019	99999	\$450.00	88888
No matching CIVPCS order was found	03/01/2019	105J	04/01/2019	05/15/2019	06/10/2019	77777	\$525.00	66666
No matching CIVPCS order was found	02/01/2019	185R	03/01/2019	04/15/2019	05/05/2019	22222	\$850.00	11111

Print Export to Excel Delete Save Validate Exit ? Help

1. **Click** in the cell two times (**don't double click**) for a date you wish to correct. You will notice that IATS **highlights** the date in **blue**. In addition, you will see a **down arrow** button.
2. **Click** on the **down arrow** button. IATS will display a **calendar** as shown below.

IATS 7.2 User Guide

View and Correct Third Party Payment Records

Current Row Count: 14 Clear Filter

Reason for Reject	Order Date	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Num
FILTER ROW								
No matching CIVPCS order was found	06/01/2019	519A	07/01/2019	08/15/2019	08/31/2019	44444	\$475.00	33333
No matching CIVPCS order was found	06/01/2019	185A	07/01/2019	08/15/2019	09/15/2019	55555	\$375.00	44444
No matching CIVPCS order was found	02/01/2018	185A	02/05/2018	03/31/2018	04/15/2018	66666	\$750.00	55555
No matching CIVPCS order was found	02/01/2018	519A	02/05/2018	03/31/2018	04/22/2018	33333	\$575.00	44444
No matching CIVPCS order was found	05/01/2019	185A	06/01/2019	07/15/2019	07/29/2019	22222	\$350.00	11111
No matching CIVPCS order was found	05/01/2019	510F	06/01/2019	07/15/2019	08/15/2019	33333	\$750.00	22222
No matching CIVPCS order was found	04/01/2019	519A	05/01/2019	06/15/2019	06/30/2019	44444	\$675.00	55555
No matching CIVPCS order was found	04/01/2019	510F	05/01/2019	06/15/2019	07/15/2019	33333	\$950.00	44444
No matching CIVPCS order was found	03/01/2019	185B			06/05/2019	99999	\$450.00	88888
No matching CIVPCS order was found	03/01/2019	105J			06/10/2019	77777	\$525.00	66666
No matching CIVPCS order was found	02/01/2019	185R			05/05/2019	22222	\$850.00	11111

Print Export to Excel Delete Save Validate Exit Help

3. Click on the *left* or *right* arrow buttons at the top of the **calendar** screen to **change** the **month** if necessary.
4. When the correct **month** is displayed, **click** on the desired **date**.

View and Correct Third Party Payment Records

Current Row Count: 14 Clear Filter

Reason for Reject	Order Date	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Num
FILTER ROW								
No matching CIVPCS order was found	06/01/2019	519A	07/01/2019	08/15/2019	08/31/2019	44444	\$475.00	33333
No matching CIVPCS order was found	06/01/2019	185A	07/01/2019	08/15/2019	09/15/2019	55555	\$375.00	44444
No matching CIVPCS order was found	02/01/2018	185A	02/05/2018	03/31/2018	04/15/2018	66666	\$750.00	55555
No matching CIVPCS order was found	02/01/2018	519A	02/05/2018	03/31/2018	04/22/2018	33333	\$575.00	44444
No matching CIVPCS order was found	05/01/2019	185A	06/01/2019	07/15/2019	07/29/2019	22222	\$350.00	11111
No matching CIVPCS order was found	05/01/2019	510F	06/01/2019	07/15/2019	08/15/2019	33333	\$750.00	22222
No matching CIVPCS order was found	04/01/2019	519A	05/01/2019	06/15/2019	06/30/2019	44444	\$675.00	55555
No matching CIVPCS order was found	04/01/2019	510F	06/11/2019	06/15/2019	07/15/2019	33333	\$950.00	44444
No matching CIVPCS order was found	03/01/2019	185B	04/01/2019	05/15/2019	06/05/2019	99999	\$450.00	88888
No matching CIVPCS order was found	03/01/2019	105J	04/01/2019	05/15/2019	06/10/2019	77777	\$525.00	66666
No matching CIVPCS order was found	02/01/2019	185R	03/01/2019	04/15/2019	05/05/2019	22222	\$850.00	11111

Print Export to Excel Delete Save Validate Exit Help

Note: You will see that IATS **replaced** the previous incorrect date with the one you selected as shown above.

5. Click on the **Save** button when you have **finished** correcting any invalid dates.

Correcting Invoice Numbers

An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

When performing **corrections** to the imported Third Party Payment records, you may discover that some of the **Invoice Numbers** are **incorrect**.

 **Complete the following steps to "correct" invalid Invoice Numbers.**

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

Reason for Reject	Order Date	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Num
FILTER ROW								
No matching CIVPCS order was found	06/01/2019	519A	07/01/2019	08/15/2019	08/31/2019	44444	\$475.00	33333
No matching CIVPCS order was found	06/01/2019	185A	07/01/2019	08/15/2019	09/15/2019	55555	\$375.00	44444
No matching CIVPCS order was found	02/01/2018	185A	02/05/2018	03/31/2018	04/15/2018	66666	\$750.00	55555
No matching CIVPCS order was found	02/01/2018	519A	02/05/2018	03/31/2018	04/22/2018	33333	\$575.00	44444
No matching CIVPCS order was found	05/01/2019	185A	06/01/2019	07/15/2019	07/29/2019	22222	\$350.00	11111
No matching CIVPCS order was found	05/01/2019	510F	06/01/2019	07/15/2019	08/15/2019	33333	\$750.00	22222
No matching CIVPCS order was found	04/01/2019	519A	05/01/2019	06/15/2019	06/30/2019	44444	\$675.00	55555
No matching CIVPCS order was found	04/01/2019	510F	06/11/2019	06/15/2019	07/15/2019	33333	\$950.00	44444
No matching CIVPCS order was found	03/01/2019	185B	04/01/2019	05/15/2019	06/05/2019	99999	\$450.00	88888
No matching CIVPCS order was found	03/01/2019	105J	04/01/2019	05/15/2019	06/10/2019	77777	\$525.00	66666
No matching CIVPCS order was found	02/01/2019	185B	03/01/2019	04/15/2019	05/05/2019	22222	\$850.00	11111

Print Export to Excel Delete Save Validate Exit ? Help

Double click on the column's data to add that condition to the filter.

1. **Click** in the **cell** for an Invoice Number you wish to correct. You will notice that IATS **highlights** the Invoice Number in **blue**.
2. **Enter** the correct Invoice Number and then **press Tab**.
3. **Click** on the **Save** button when you have **finished** correcting any invalid Invoice Numbers.

Correcting Invoice Amounts

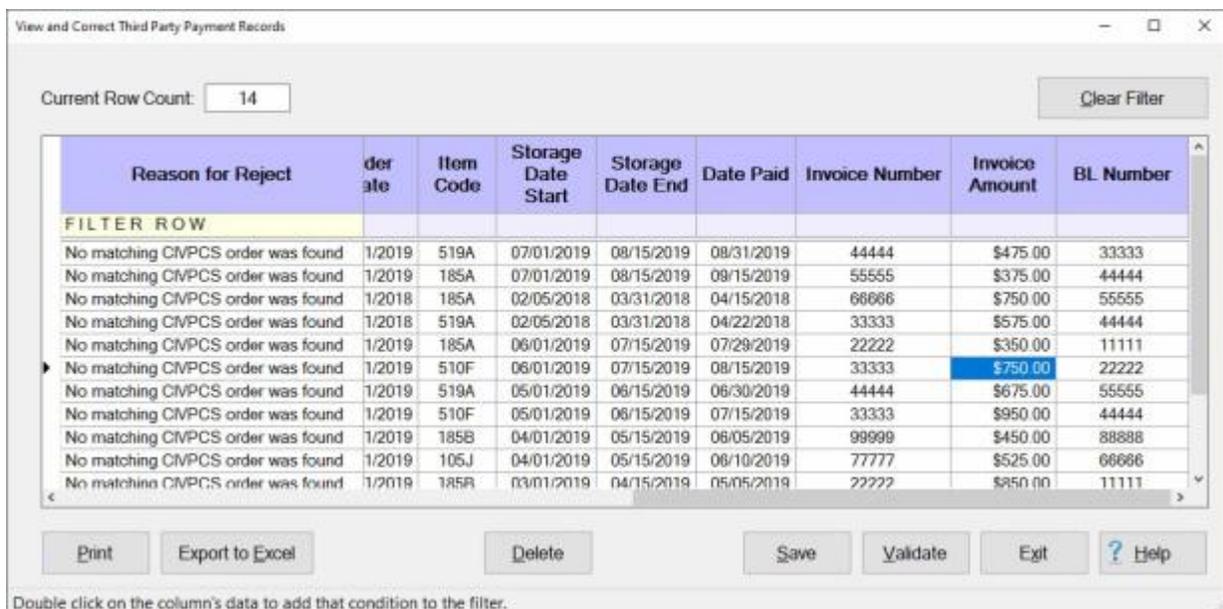
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

When performing **corrections** to the imported Third Party Payment records, you may discover that some of the **Invoice Amounts** are **incorrect**.

 **Complete the following steps to "correct" invalid Invoice Amounts.**



Reason for Reject	der ate	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Number
FILTER ROW								
No matching CIVPCS order was found	1/2019	519A	07/01/2019	08/15/2019	08/31/2019	44444	\$475.00	33333
No matching CIVPCS order was found	1/2019	185A	07/01/2019	08/15/2019	09/15/2019	55555	\$375.00	44444
No matching CIVPCS order was found	1/2018	185A	02/05/2018	03/31/2018	04/15/2018	66666	\$750.00	55555
No matching CIVPCS order was found	1/2018	519A	02/05/2018	03/31/2018	04/22/2018	33333	\$575.00	44444
No matching CIVPCS order was found	1/2019	185A	06/01/2019	07/15/2019	07/29/2019	22222	\$350.00	11111
No matching CIVPCS order was found	1/2019	510F	06/01/2019	07/15/2019	08/15/2019	33333	\$750.00	22222
No matching CIVPCS order was found	1/2019	519A	05/01/2019	06/15/2019	06/30/2019	44444	\$675.00	55555
No matching CIVPCS order was found	1/2019	510F	05/01/2019	06/15/2019	07/15/2019	33333	\$950.00	44444
No matching CIVPCS order was found	1/2019	185B	04/01/2019	05/15/2019	06/05/2019	99999	\$450.00	88888
No matching CIVPCS order was found	1/2019	105J	04/01/2019	05/15/2019	06/10/2019	77777	\$525.00	66666
No matching CIVPCS order was found	1/2019	185R	03/01/2019	04/15/2019	05/05/2019	22222	\$850.00	11111

1. **Click** in the **cell** for an Invoice Amount you wish to correct. You will notice that IATS **highlights** the Invoice Amount in **blue**.
2. **Enter** the correct Invoice Amount and then **press Tab**. The amount entered will now be shown in the cell as shown below.

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

Reason for Reject	Year	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Number
FILTER ROW								
No matching CIVPCS order was found	1/2019	519A	07/01/2019	08/15/2019	08/31/2019	44444	\$475.00	33333
No matching CIVPCS order was found	1/2019	185A	07/01/2019	08/15/2019	09/15/2019	55555	\$375.00	44444
No matching CIVPCS order was found	1/2018	185A	02/05/2018	03/31/2018	04/15/2018	66666	\$750.00	55555
No matching CIVPCS order was found	1/2018	519A	02/05/2018	03/31/2018	04/22/2018	33333	\$575.00	44444
No matching CIVPCS order was found	1/2019	185A	06/01/2019	07/15/2019	07/29/2019	22222	\$350.00	11111
No matching CIVPCS order was found	1/2019	510F	06/01/2019	07/15/2019	08/15/2019	33333	\$850.00	22222
No matching CIVPCS order was found	1/2019	519A	05/01/2019	06/15/2019	06/30/2019	44444	\$675.00	55555
No matching CIVPCS order was found	1/2019	510F	05/01/2019	06/15/2019	07/15/2019	33333	\$950.00	44444
No matching CIVPCS order was found	1/2019	185B	04/01/2019	05/15/2019	06/05/2019	99999	\$450.00	88888
No matching CIVPCS order was found	1/2019	105J	04/01/2019	05/15/2019	06/10/2019	77777	\$525.00	66666
No matching CIVPCS order was found	1/2019	185R	03/01/2019	04/15/2019	05/05/2019	22222	\$850.00	11111

Print Export to Excel Delete Save Validate Exit ? Help

Double click on the column's data to add that condition to the filter.

3. Click on the **Save** button when you have **finished** correcting any invalid Invoice Amounts.

Correcting Bill of Lading Numbers

An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

When performing **corrections** to the imported Third Party Payment records, you may discover that some of the **Bill of Lading Numbers** are **incorrect**.

 **Complete the following steps to "correct" invalid Bill of Lading Numbers.**

View and Correct Third Party Payment Records

Current Row Count: Clear Filter

Reason for Reject	Year	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Number
FILTER ROW								
No matching CIVPCS order was found	1/2019	519A	07/01/2019	08/15/2019	08/31/2019	44444	\$475.00	33333
No matching CIVPCS order was found	1/2019	185A	07/01/2019	08/15/2019	09/15/2019	55555	\$375.00	44444
No matching CIVPCS order was found	1/2018	185A	02/05/2018	03/31/2018	04/15/2018	66666	\$750.00	55555
No matching CIVPCS order was found	1/2018	519A	02/05/2018	03/31/2018	04/22/2018	33333	\$575.00	44444
No matching CIVPCS order was found	1/2019	185A	06/01/2019	07/15/2019	07/29/2019	22222	\$350.00	11111
No matching CIVPCS order was found	1/2019	510F	06/01/2019	07/15/2019	08/15/2019	33333	\$850.00	22222
No matching CIVPCS order was found	1/2019	519A	05/01/2019	06/15/2019	06/30/2019	44444	\$675.00	55555
No matching CIVPCS order was found	1/2019	510F	05/01/2019	06/15/2019	07/15/2019	33333	\$950.00	44444
No matching CIVPCS order was found	1/2019	185B	04/01/2019	05/15/2019	06/05/2019	99999	\$450.00	88888
No matching CIVPCS order was found	1/2019	105J	04/01/2019	05/15/2019	06/10/2019	77777	\$525.00	66666
No matching CIVPCS order was found	1/2019	185R	03/01/2019	04/15/2019	05/05/2019	22222	\$850.00	11111

Print Export to Excel Delete Save Validate Exit ? Help

Double click on the column's data to add that condition to the filter.

1. **Click** in the **cell** for a Bill of Lading Number you wish to correct. You will notice that IATS **highlights** the Bill of Lading Number in **blue**.
2. **Enter** the correct Bill of Lading Number and then **press Tab**.
3. **Click** on the **Save** button when you have **finished** correcting any invalid Bill of Lading Numbers.

Validating Corrected Third Party Payment Records

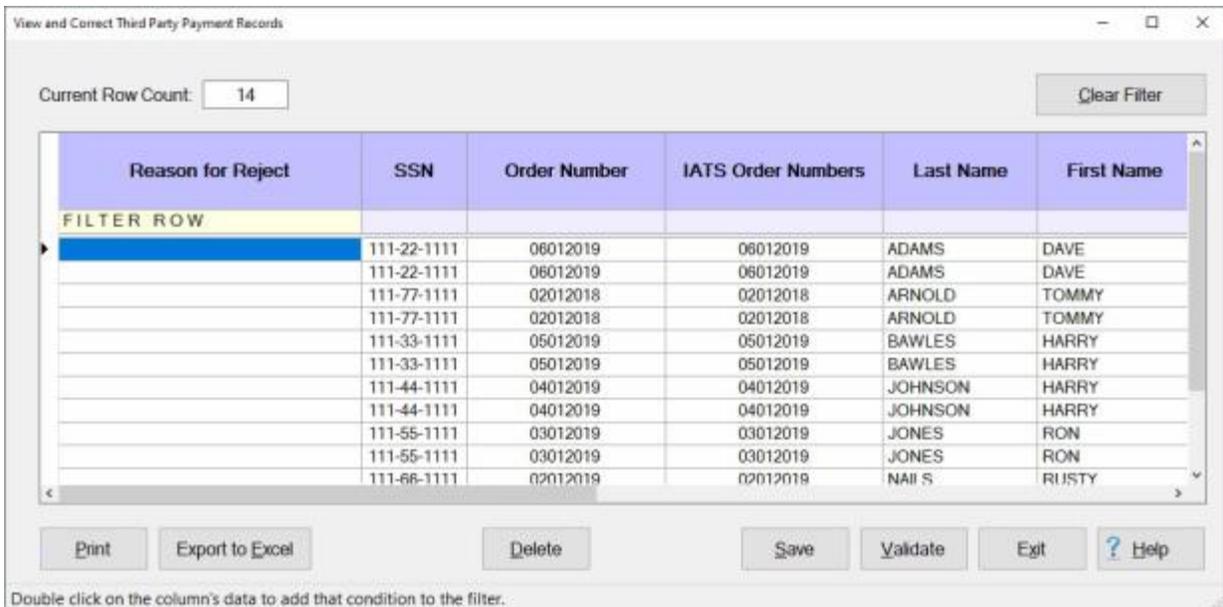
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

After you have made the necessary **corrections** you must **validate** the corrected records to **move** them to the **Ready for Processing pool**.

 **Complete the following steps to "validate" corrected Third Party Payment records.**



View and Correct Third Party Payment Records

Current Row Count: Clear Filter

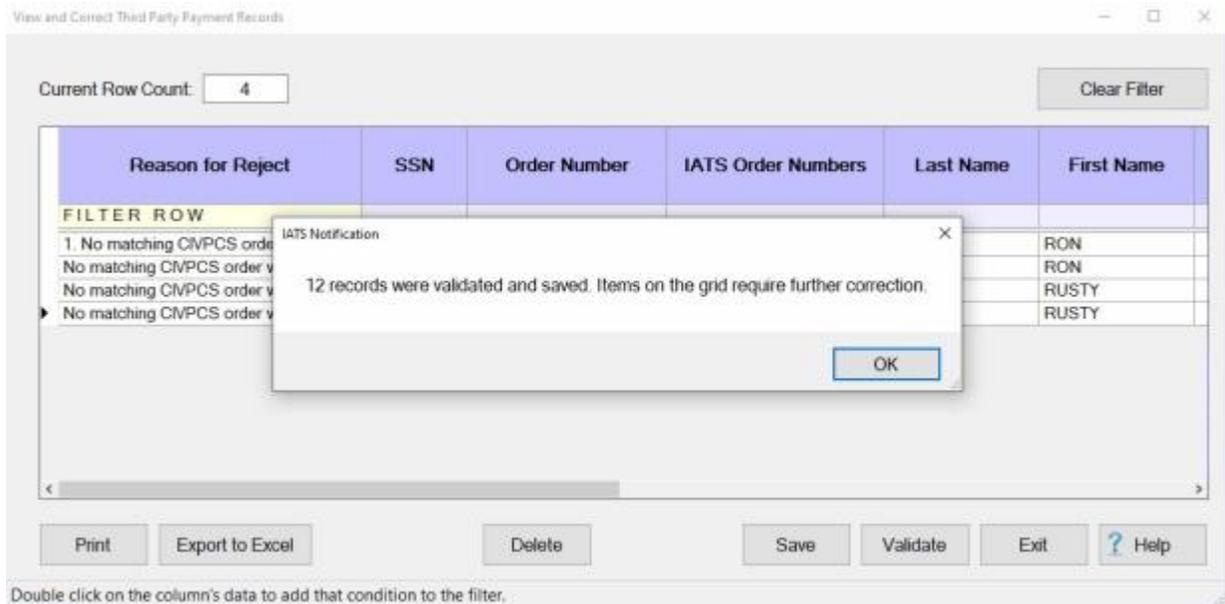
Reason for Reject	SSN	Order Number	IATS Order Numbers	Last Name	First Name
FILTER ROW					
	111-22-1111	06012019	06012019	ADAMS	DAVE
	111-22-1111	06012019	06012019	ADAMS	DAVE
	111-77-1111	02012018	02012018	ARNOLD	TOMMY
	111-77-1111	02012018	02012018	ARNOLD	TOMMY
	111-33-1111	05012019	05012019	BAWLES	HARRY
	111-33-1111	05012019	05012019	BAWLES	HARRY
	111-44-1111	04012019	04012019	JOHNSON	HARRY
	111-44-1111	04012019	04012019	JOHNSON	HARRY
	111-55-1111	03012019	03012019	JONES	RON
	111-55-1111	03012019	03012019	JONES	RON
	111-66-1111	02012019	02012019	NAI S	RUSTY

Print Export to Excel Delete Save Validate Exit ? Help

Double click on the column's data to add that condition to the filter.

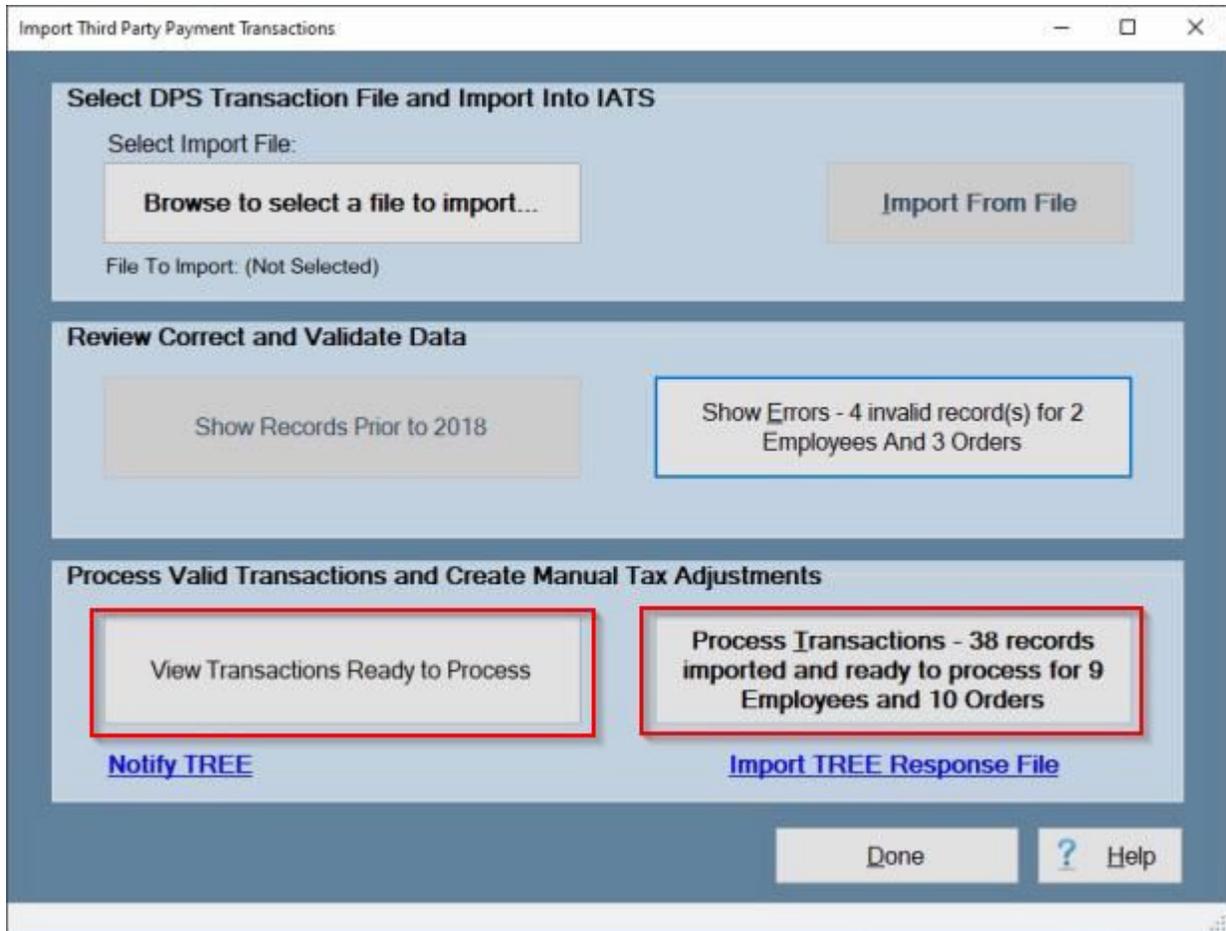
1. When you have finished making the desired corrections you can move the corrected records to the **Ready for Processing pool**.
2. If you are **ready** to move the records, **click** on the **Validate** button. IATS will **remove** the validated records from the list and **display a message** showing you the **results**.

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Note: Any records that still need to be corrected will **remain** on the screen to be **corrected** or **exported** to an **Excel** spreadsheet pending additional research.

3. **Click on OK** to continue.
4. **Click on the Exit** button. IATS will return to the **Import Third Party Payment Transactions** screen.



Note: After you have **validated** the **corrected** records and IATS has returned to the **Import Third Party Payment Transactions** screen, you are now **ready** to **process** the validated transactions if desired. **Click** on the **See Also** button below and **select** the **Help** topic "**Processing Valid Transactions**" for additional **instructions** on how to **process valid transactions**.

Exporting to Excel

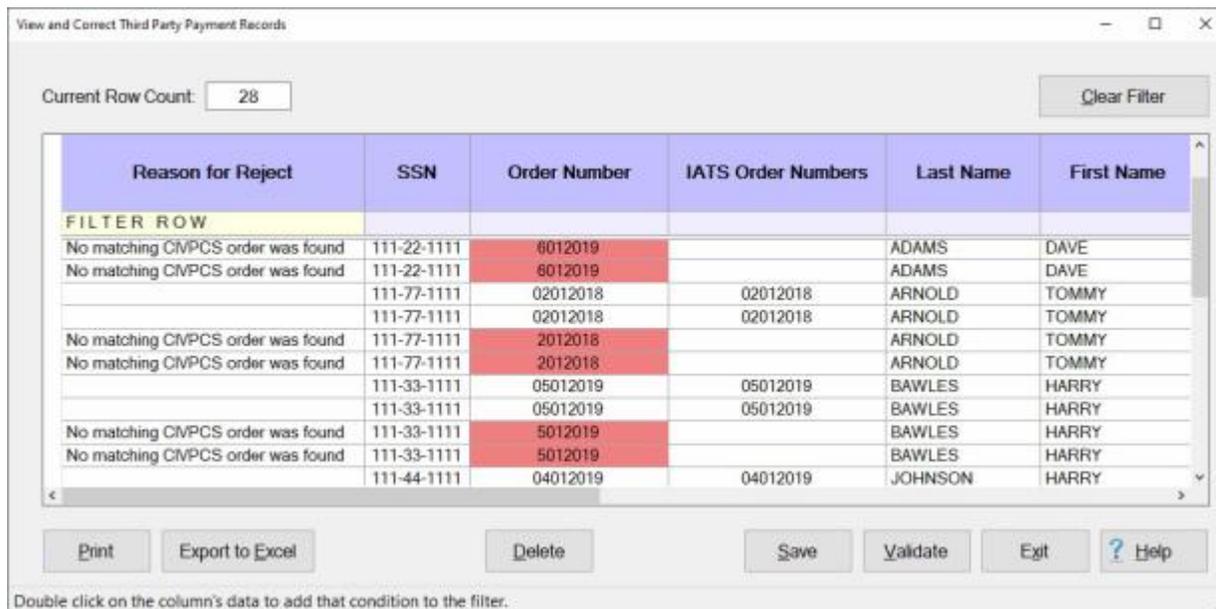
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

A feature was added to the **View and Correct Third Party Payment Records** screen that allows you to **export** records to an **Excel** spreadsheet. You may want to use this feature to **save invalid** records so you can **process** the **valid** records and **save** the **invalid** records to another file and make the **corrections** at another time.

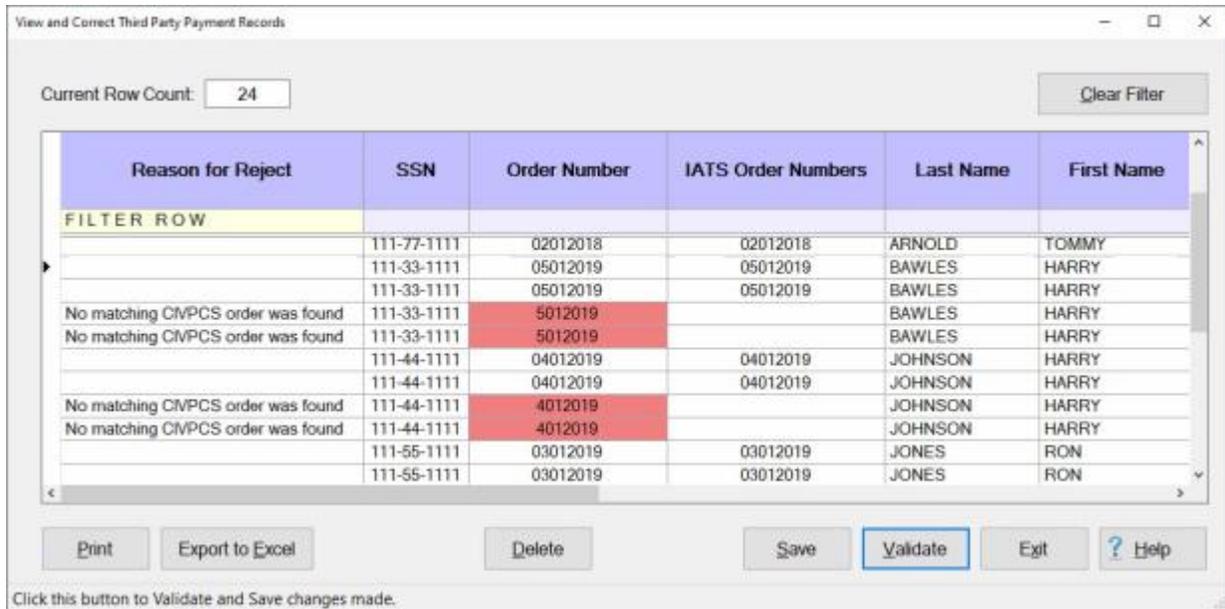
 **Complete the following steps to "export" records to Excel.**



Reason for Reject	SSN	Order Number	IATS Order Numbers	Last Name	First Name
FILTER ROW					
No matching CIVPCS order was found	111-22-1111	6012019		ADAMS	DAVE
No matching CIVPCS order was found	111-22-1111	6012019		ADAMS	DAVE
	111-77-1111	02012018	02012018	ARNOLD	TOMMY
	111-77-1111	02012018	02012018	ARNOLD	TOMMY
No matching CIVPCS order was found	111-77-1111	2012018		ARNOLD	TOMMY
No matching CIVPCS order was found	111-77-1111	2012018		ARNOLD	TOMMY
	111-33-1111	05012019	05012019	BAWLES	HARRY
	111-33-1111	05012019	05012019	BAWLES	HARRY
No matching CIVPCS order was found	111-33-1111	5012019		BAWLES	HARRY
No matching CIVPCS order was found	111-33-1111	5012019		BAWLES	HARRY
	111-44-1111	04012019	04012019	JOHNSON	HARRY

Note: In the screen image above you can see that there are still some **invalid records** that have not been corrected and many records that are ready to be **processed**.

Before exporting records to Excel, you should **click** on the **Validate** button to **move** the corrected records to the **Ready for Processing pool**. When you **click** on the **Validate** button only the **invalid** records will **remain**.

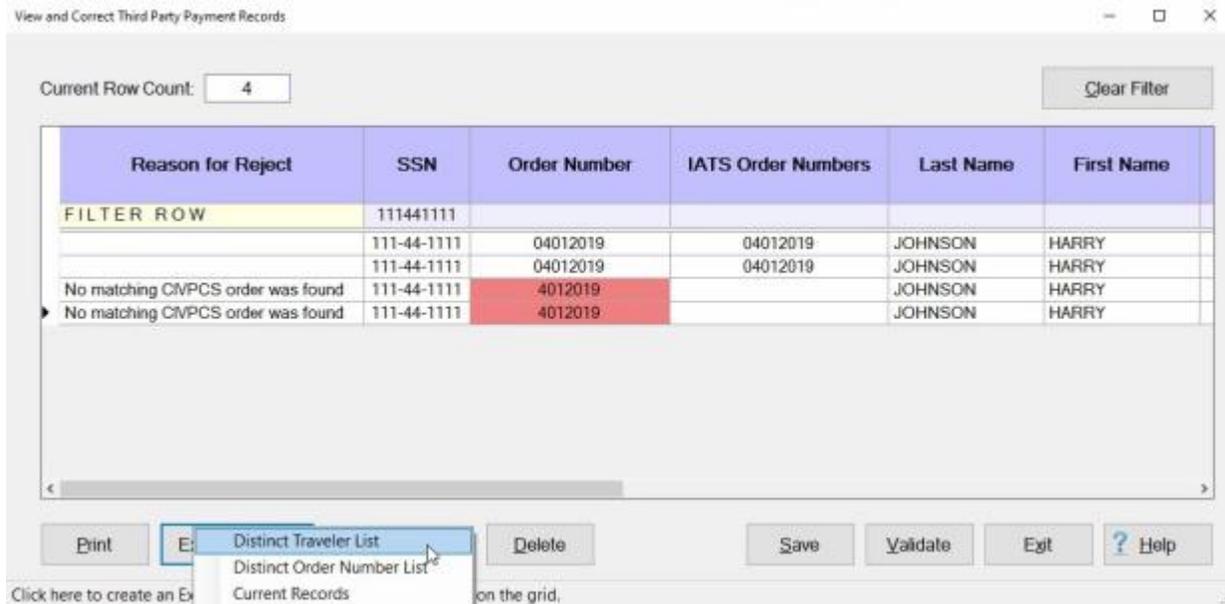


Note: In the screen image above you can see that the validated records have been moved to the **Ready for Processing pool** and there are still some **invalid records** that have not been corrected. You can use the **Export to Excel** feature to **copy** these records to another file in order to conduct **research** and make the **corrections** at another time.

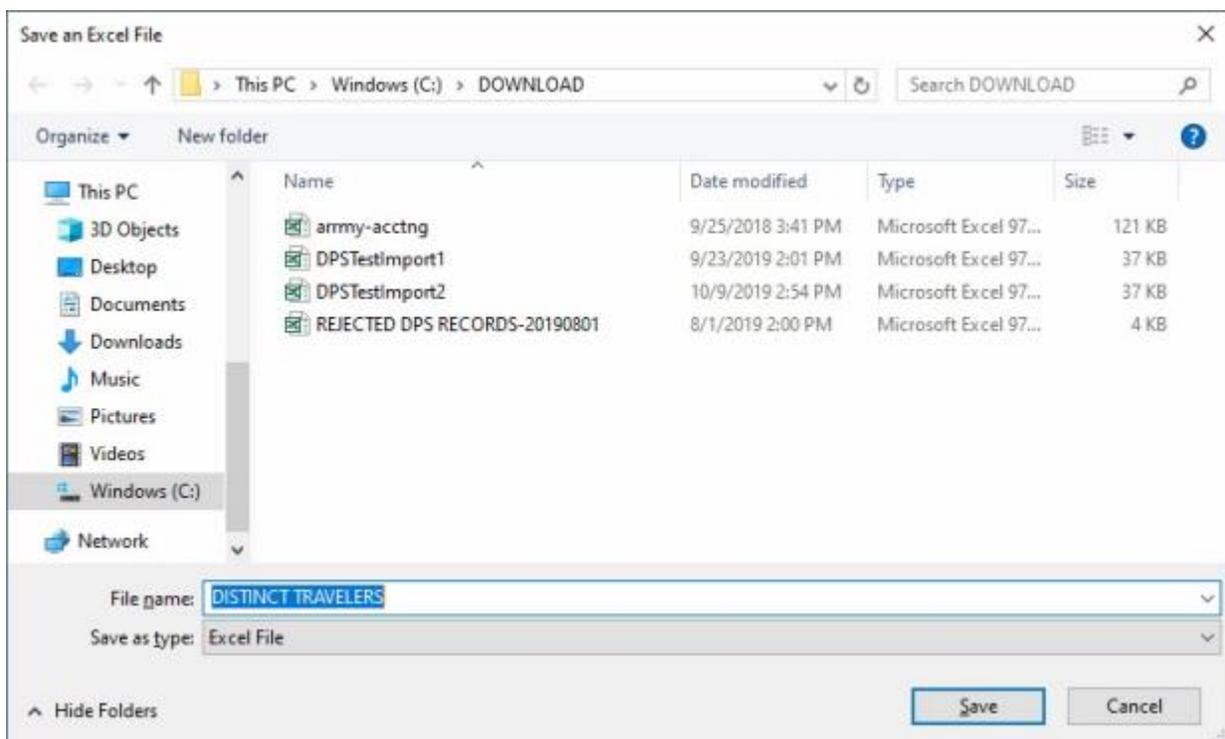
Exporting records for a distinct traveler:

1. In order to export records for a **distinct** traveler, you **must first apply** a **filter** to **select** the records for a **particular** traveler.
2. To **apply** a filter, you can either **double click** on a **cell** for the **SSN** you wish to select or, you can **enter** that **SSN** in the empty **SSN** cell on the **Filter Row**.

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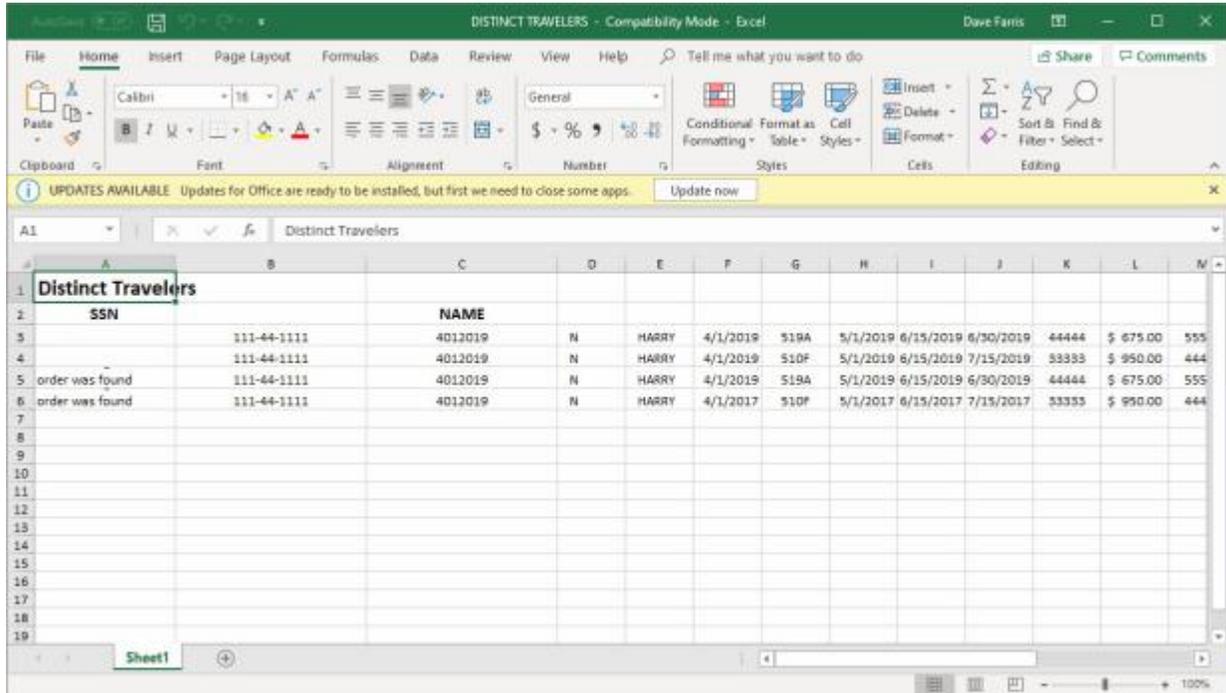


3. Click on the **Export to Excel** button. IATS will display a **menu** various export **criteria** options as shown below.
4. Click on the **Distinct Traveler List** option. The following **Save an Excel File** screen will appear.



5. At the **Save an Excel File** screen, you will **notice** that the **default name** for the file will be **Distinct Travelers**. Click in the **Filename** field and **enter** a **different name** for the file **if desired**.

6. At the **Save an Excel File** screen you may also **change** the **location** where the file will be **saved** to.
7. **After** you have made any desired changes, **click** on the **Save** button.
8. The following **screen** will appear **displaying** an Excel **document** for the **SSN** that was selected.



9. **Click** on the **File** menu and then **click** on the **Print** option if you wish to **print** the document.
10. After the document has printed, **click** on the **(X)** in the top right corner to **close** the Excel screen. IATS will return you to the **View and Correct Third Party Payment Records** screen.
11. **Click** on the **Clear Filter** button if you wish to export records for a different traveler or for a distinct travel order number.
12. If you are **finished** using the **View and Correct Third Party Payment Records** screen, **click** on the **Exit** button.

Exporting records for a distinct travel order:

1. **Click** on the **Clear Filter** button if necessary to **change** the **view** on the **View and Correct Third Party Payment Records** screen back to the **original** display showing **all** of the records.
2. In order to print records for a **distinct** travel order number, you **must first** **apply** a **filter** to **select** the records for a **particular** order number.
3. To **apply** a filter, you can either **double click** on a **cell** for the **order number** you wish to select or, you can **enter** that **order number** in the empty **Order Number** cell on the **Filter Row**.

4. After you have **applied** the **filter** to select a distinct traveler, **click** on the **Export to Excel** button. IATS will display a **menu** for export options.
5. **Click** on the **Distinct Order Number List** option. The **Save an Excel File** screen will appear.
6. At the **Save an Excel File** screen, you will **notice** that the default name for the file will be **Distinct Orders**. **Click** in the **Filename** field and **enter** a different name for the file if desired.
7. At the **Save an Excel File** screen you may also **change** the **location** where the file will be **saved** to.
8. **After** you have made any desired changes, **click** on the **Save** button.
9. The following screen will appear **displaying** an Excel **document** for the **Order Number** that was selected.
10. **Click** on the **File** menu and then **click** on the **Print** option if you wish to **print** the document.
11. After the document has printed, **click** on the **(X)** in the top right corner to **close** the Print screen. IATS will return you to the **View and Correct Third Party Payment Records** screen.
12. **Click** on the **Clear Filter** button if you wish to export records for a different **travel order number** or for a distinct **traveler**.
13. If you are **finished** using the **View and Correct Third Party Payment Records** screen, **click** on the **Exit** button.

Exporting records for all of the current records :

1. **Click** on the **Clear Filter** button if necessary to **change** the **view** on the **View and Correct Third Party Payment Records** screen back to the **original** display showing **all** of the records.
2. **Click** on the **Export to Excel** button. IATS will display a **menu** for export options.
3. **Click** on the **Current Records** option. The **Save an Excel File** screen will appear.
4. At the **Save an Excel File** screen, you will **notice** that the default name for the file will be **Rejected DPS Records**. **Click** in the **Filename** field and **enter** a different name for the file if desired.
5. At the **Save an Excel File** screen you may also **change** the **location** where the file will be **saved** to.
6. **After** you have made any desired changes, **click** on the **Save** button.
7. The following screen will appear **displaying** an Excel **document** for all of the records appearing on the **View and Correct Third Party Payment Records** screen.
8. **Click** on the **File** menu and then **click** on the **Print** option if you wish to **print** the document.
9. After the document has printed, **click** on the **(X)** in the top right corner to **close** the Print screen. IATS will return you to the **View and Correct Third Party Payment Records** screen.
10. **Click** on the **Clear Filter** button if you wish to export records for a different **travel order number** or for a distinct **traveler**.
11. If you are **finished** using the **View and Correct Third Party Payment Records** screen, **click** on the **Exit** button.

Printing Third Party Payment Records

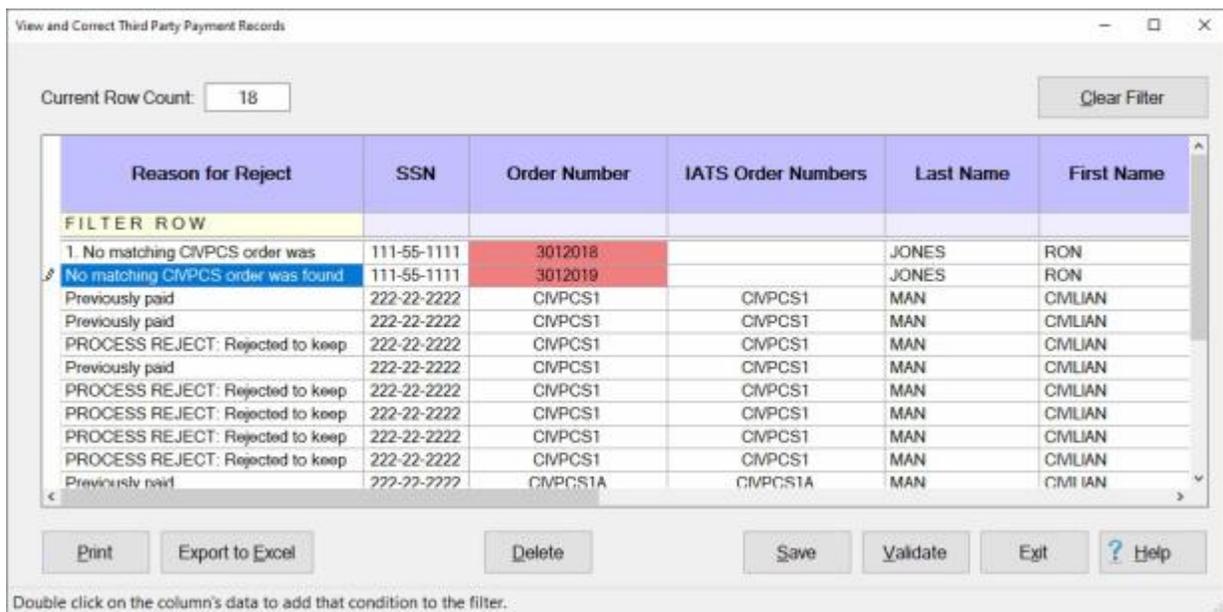
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

A feature was added to the **View and Correct Third Party Payment Records** screen that allows you to **print** records to a document for a distinct traveler or travel order number.

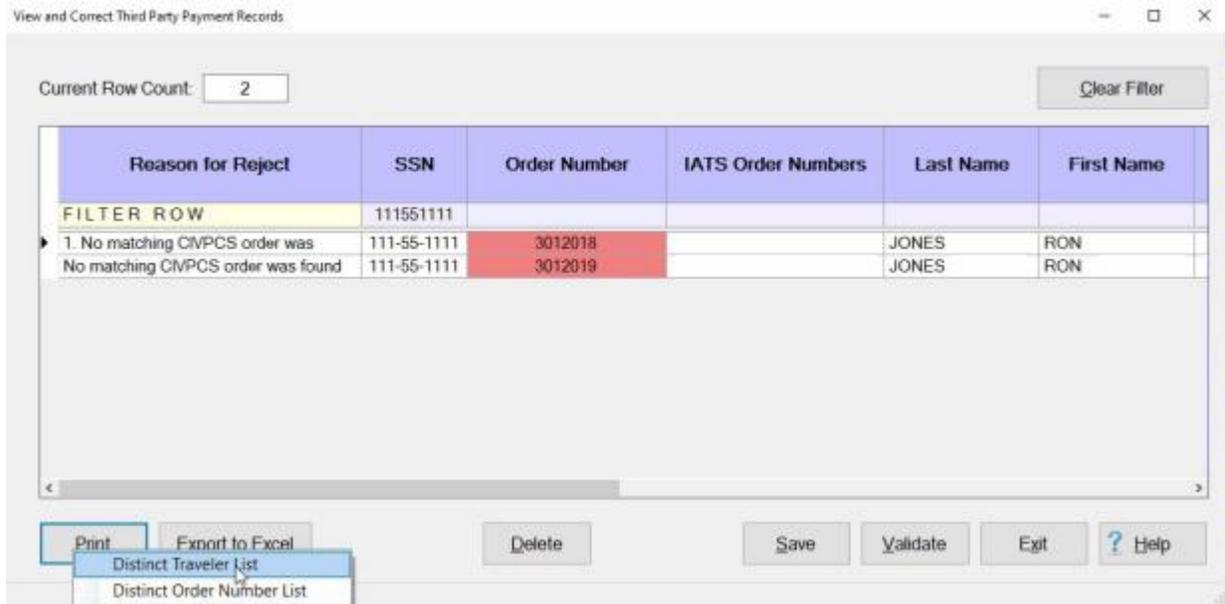
 **Complete the following steps to "print" records to a document.**



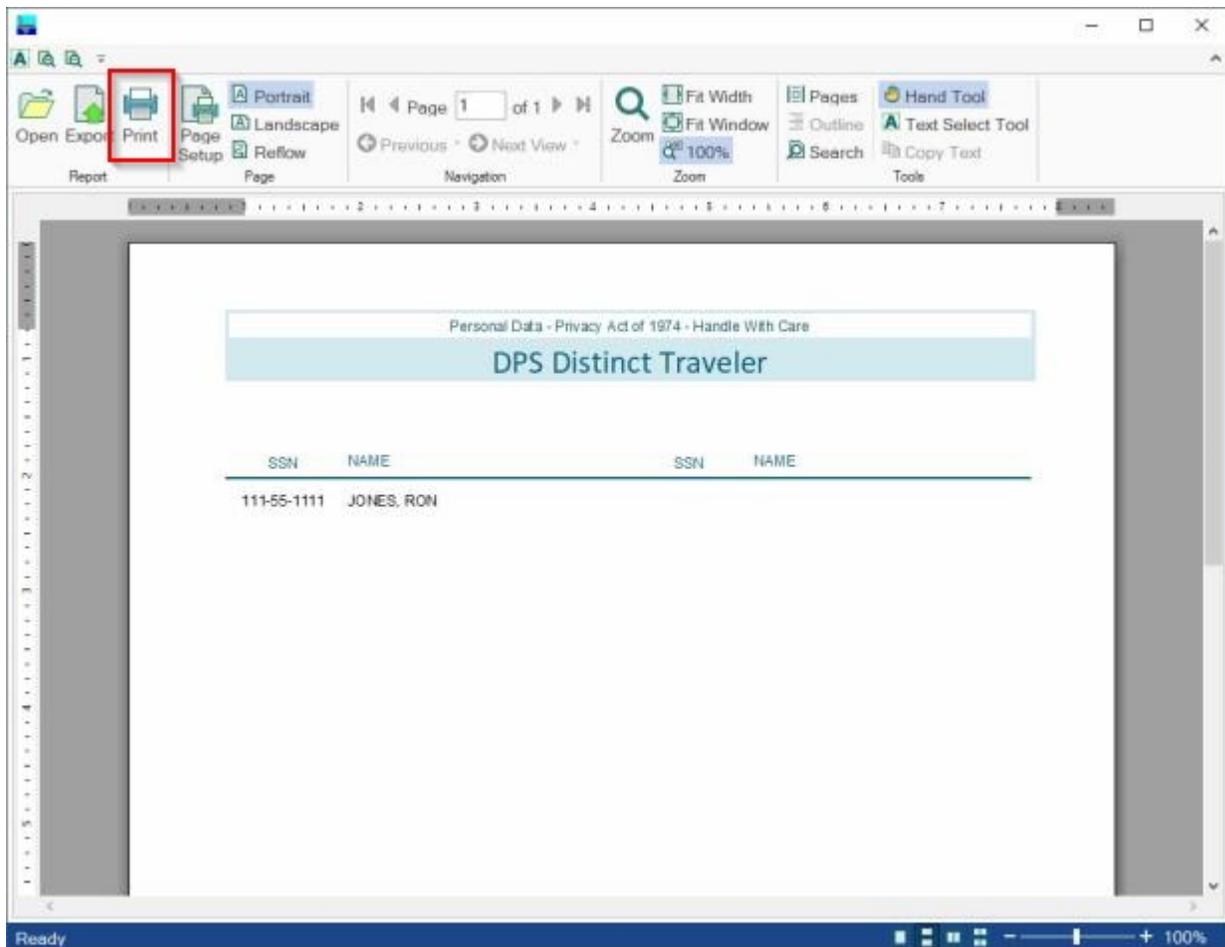
Reason for Reject	SSN	Order Number	IATS Order Numbers	Last Name	First Name
FILTER ROW					
1. No matching CIVPCS order was found	111-55-1111	3012018		JONES	RON
No matching CIVPCS order was found	111-55-1111	3012019		JONES	RON
Previously paid	222-22-2222	CIVPCS1	CIVPCS1	MAN	CMLIAN
Previously paid	222-22-2222	CIVPCS1	CIVPCS1	MAN	CMLIAN
PROCESS REJECT: Rejected to keep	222-22-2222	CIVPCS1	CIVPCS1	MAN	CMLIAN
Previously paid	222-22-2222	CIVPCS1	CIVPCS1	MAN	CMLIAN
PROCESS REJECT: Rejected to keep	222-22-2222	CIVPCS1	CIVPCS1	MAN	CMLIAN
PROCESS REJECT: Rejected to keep	222-22-2222	CIVPCS1	CIVPCS1	MAN	CMLIAN
PROCESS REJECT: Rejected to keep	222-22-2222	CIVPCS1	CIVPCS1	MAN	CMLIAN
PROCESS REJECT: Rejected to keep	222-22-2222	CIVPCS1	CIVPCS1	MAN	CMLIAN
Previously paid	222-22-2222	CIVPCS1A	CIVPCS1A	MAN	CMLIAN

Printing records for a distinct traveler:

1. In order to print records for a **distinct** traveler, you **must first apply** a **filter** to **select** the records for a **particular** traveler.
2. To **apply** a filter, you can either **double click** on a **cell** for the **SSN** you wish to select or, you can **enter** that **SSN** in the empty SSN cell on the **Filter Row**.



3. After you have **applied** the **filter** to select a distinct traveler, **click** on the **Print** button. IATS will display a **menu** for print options.
4. **Click** on the **Distinct Traveler List** option. The following screen will appear **displaying a document** for the **SSN** that was selected.



5. **Click** on the **Print** icon if you wish to **print** the document.
6. After the document has printed, **click** on the **(X)** in the top right corner to **close** the Print screen. IATS will return you to the **View and Correct Third Party Payment Records** screen.
7. **Click** on the **Clear Filter** button if you wish to print a document for a different traveler or for a distinct travel order number.
8. If you are **finished** using the **View and Correct Third Party Payment Records** screen, **click** on the **Exit** button.

Printing records for a distinct travel order:

1. **Click** on the **Clear Filter** button if necessary to **change** the **view** on the **View and Correct Third Party Payment Records** screen back to the **original** display showing **all** of the records.
2. In order to print records for a **distinct** travel order number, you **must first apply** a **filter** to **select** the records for a **particular** order number.
3. To **apply** a filter, you can either **double click** on a **cell** for the **order number** you wish to select or, you can **enter** that **order number** in the empty Order Number cell on the **Filter Row**.

4. After you have **applied** the **filter** to select a distinct traveler, **click** on the **Print** button. IATS will display a **menu** for print options.
5. **Click** on the **Distinct Order Number List** option. The **Print** screen will appear **displaying a document** for the **Order Number** that was selected.
6. **Click** on the **Print** icon if you wish to **print** the document.
7. After the document has printed, **click** on the **(X)** in the top right corner to **close** the Print screen. IATS will return you to the **View and Correct Third Party Payment Records** screen.
8. **Click** on the **Clear Filter** button if you wish to print a document for a different travel order number or for a distinct traveler.
9. If you are **finished** using the **View and Correct Third Party Payment Records** screen, **click** on the **Exit** button.

Processing Valid Transactions

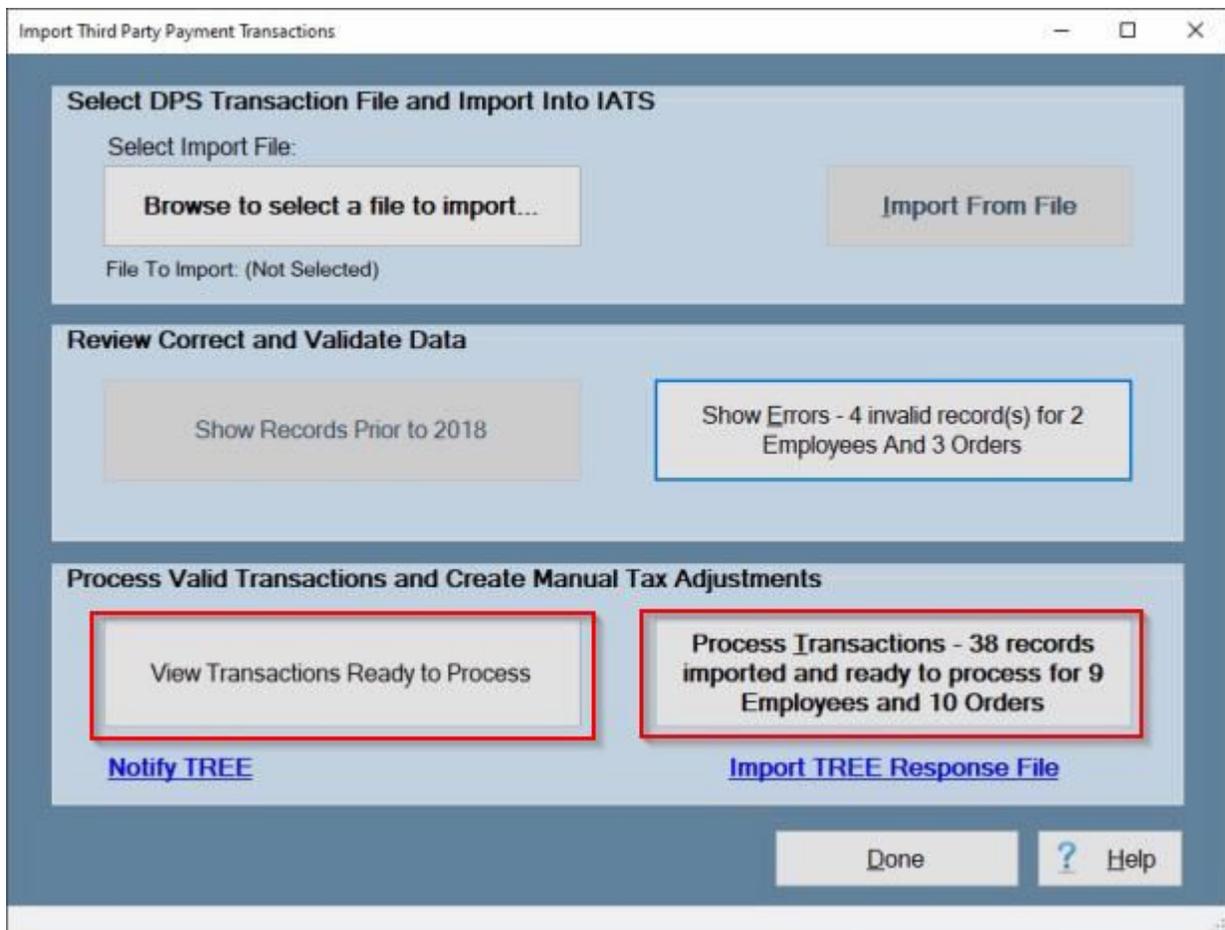
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

After you have made the necessary **corrections** you must **validate** the corrected records to **move** them to the **Ready for Processing pool**.

 **Complete the following steps to "process" corrected and validated Third Party Payment records.**



Import Third Party Payment Transactions

Select DPS Transaction File and Import Into IATS

Select Import File:

Browse to select a file to import... Import From File

File To Import: (Not Selected)

Review Correct and Validate Data

Show Records Prior to 2018 Show Errors - 4 invalid record(s) for 2 Employees And 3 Orders

Process Valid Transactions and Create Manual Tax Adjustments

View Transactions Ready to Process Process Transactions - 38 records imported and ready to process for 9 Employees and 10 Orders

[Notify TREE](#) [Import TREE Response File](#)

Done Help

Note: After you have **validated** the **corrected** records and IATS has returned to the **Import Third Party Payment Transactions** screen, you are now **ready** to **process** the validated transactions if desired. You will notice that in the **bottom section** titled **Process Valid Transactions and Create Manual Tax Adjustments** that there are **two** buttons...**View Transactions Ready to Process** and **Process Transactions**.

1. Click on the **View Transactions Ready to Process** if you wish to see a **list** of the **payment records** that are in the **Ready for Processing** pool. IATS will **display** the **Transactions Ready to Process** screen as shown below.

Transactions Ready to Process

Current Row Count: 38 View Only Clear Filter

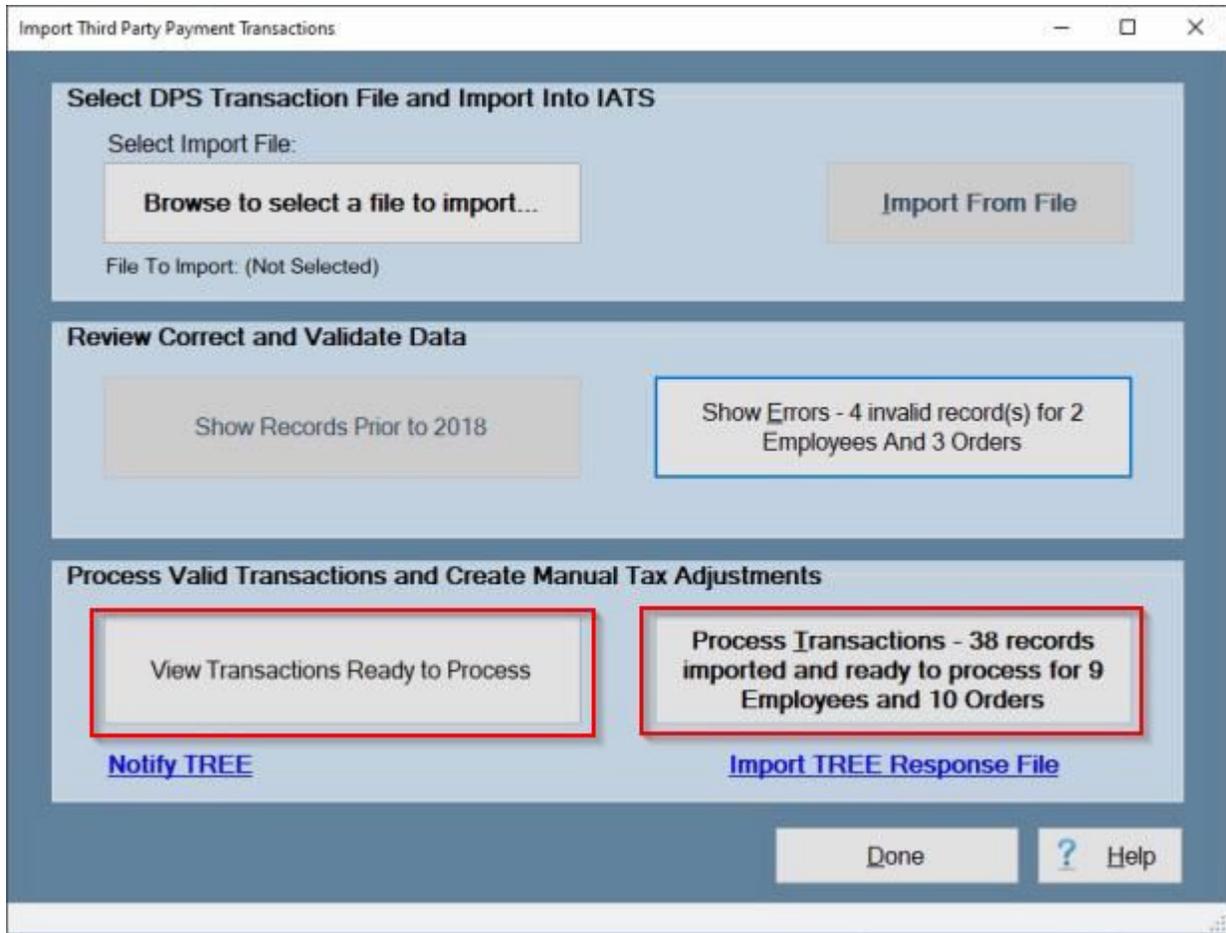
SSN	Order Number	Last Name	First Name	Order Date	Item Code	Storage D Start
111-22-1111	06012019	ADAMS	DAVE	06/01/2019	519A	07/01/
111-22-1111	06012019	ADAMS	DAVE	06/01/2019	185A	07/01/
111-22-1111	06012019	ADAMS	DAVE	06/01/2019	519A	07/01/
111-22-1111	06012019	ADAMS	DAVE	06/01/2019	185A	07/01/
111-77-1111	02012018	ARNOLD	TOMMY	02/01/2018	185A	02/05/
111-77-1111	02012018	ARNOLD	TOMMY	02/01/2018	519A	02/05/
111-77-1111	02012018	ARNOLD	TOMMY	02/01/2018	185A	02/05/
111-77-1111	02012018	ARNOLD	TOMMY	02/01/2018	519A	02/05/
111-33-1111	05012019	BAWLES	HARRY	05/01/2019	185A	06/01/
111-33-1111	05012019	BAWLES	HARRY	05/01/2019	510F	06/01/
111-33-1111	05012019	BAWLES	HARRY	05/01/2019	185A	06/01/

Print Export to Excel Exit Help

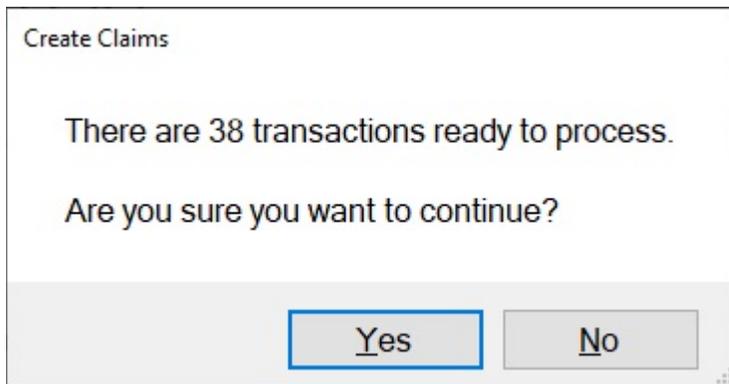
Right click on a valid Traveler SSN to view the Traveler's orders and claims. Double click on the column's data to add that condition to the filter.

Note: You will notice that the **Transactions Ready to Process** screen is for **viewing only**. **No corrections** can be made. You may, however, apply a **filter**, **sort** records, **export** the records to an Excel spreadsheet, and generate a **print-out** of the records. **Click** on the **See Also** button at the bottom of this page to see a list of **Help** topics explaining how to perform the various options.

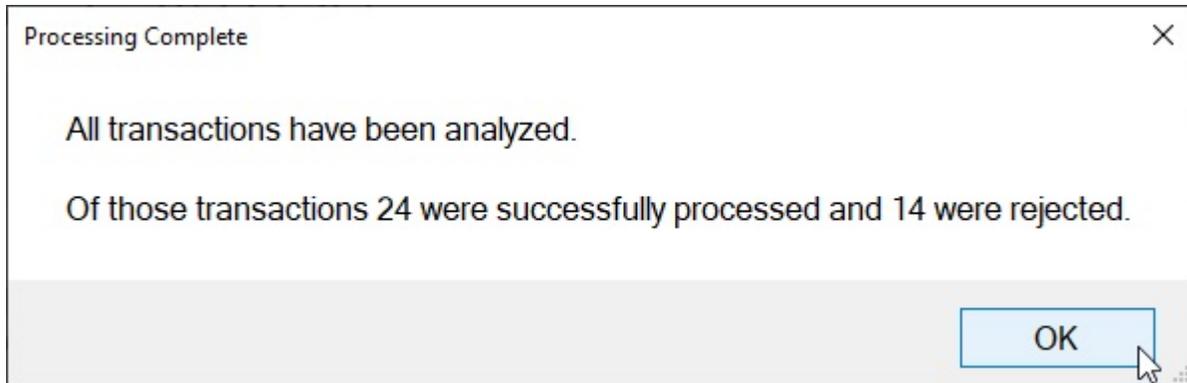
2. When you are **finished** viewing the **Transactions Ready to Process** screen, **click** on the **Exit** button to **return** to the **Import Third Party Payment Transactions** screen.



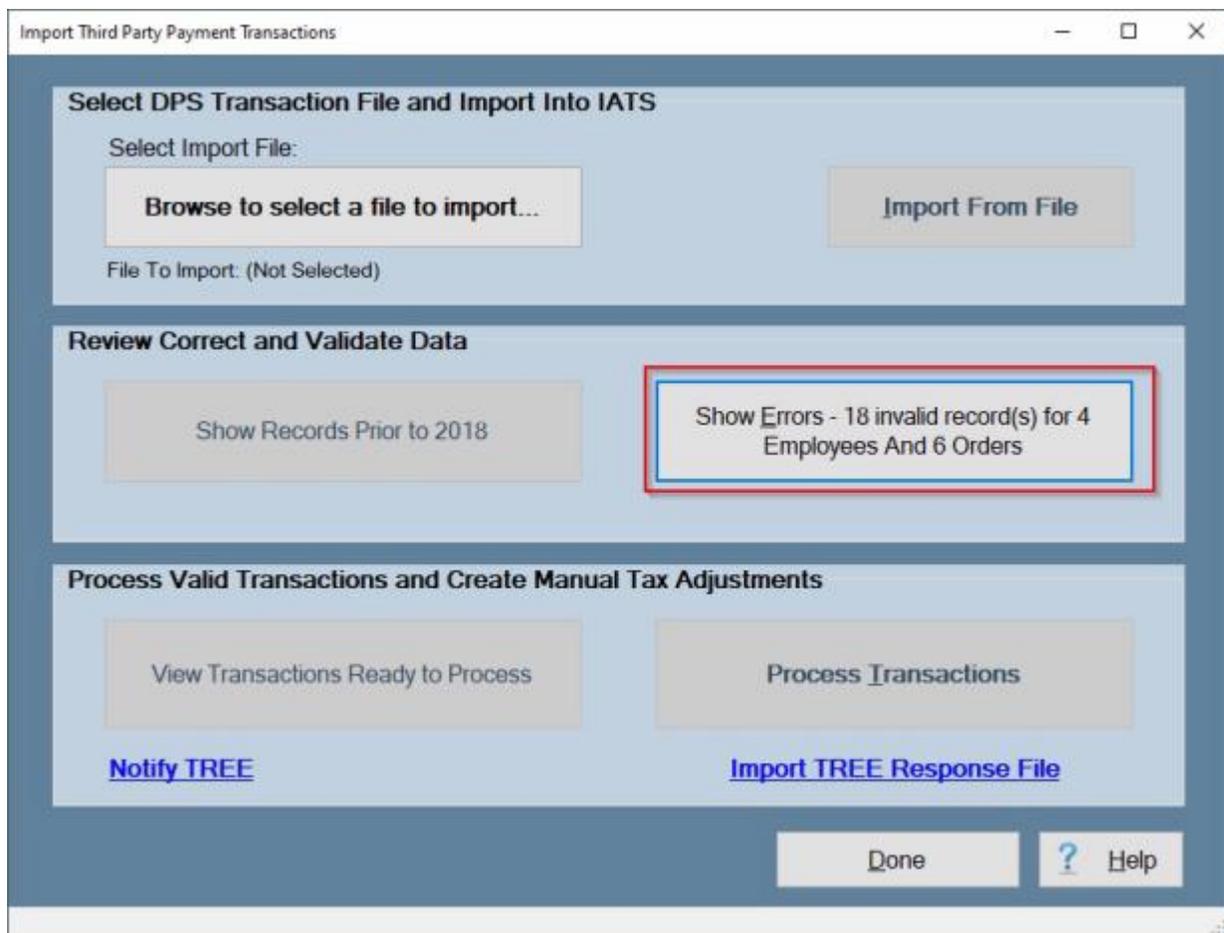
3. If you are now **ready** to process the transactions, **click** on the **Process Transactions** button. IATS will display the following message.



4. **Click** on **Yes** to continue. IATS will process the transactions and display the following message showing the results.



5. Click on **OK** to continue. IATS will return to the **Import Third Party Payment Transactions** screen.



6. If any **rejects** occurred during processing, you can **click** on the **Show Errors** button to **display** the **View and Correct Third Party Payment Records** screen.
7. If you are **finished** using the **Import Third Party Payment Transactions** screen, **click** on the **Done** button to **return** to the **System Administrator View** screen.

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Note: When you Process Transactions, IATS **creates** a **block** beginning with the letters **TPP** containing all of the **records** that were **processed** as shown below.

View All Blocks (ORIGINAL MASTER DATABASE)

Block No.	Office	Type	Block Status	Status Date	Who Has It
ACCRL	OFFICEONE	Settlement	Assigned to Examiner	8/29/2019	SYSTEM
TPPARM0813	OFFICEONE	Tax Collection	Logged	8/13/2019	
TPPARM1008	OFFICEONE	Tax Collection	Logged	10/8/2019	

Select All Unselect All

Print... End Block: Display Done ? Help

- The next step in the process is to **create** a **file** to be **uploaded** to the **TREE** program which will **create** individual blocks for **each** transaction.

Click on the **See Also** button below for a **list** of the additional Help topics and then **click** on the desired topic.

Creating the TREE Notification file

An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

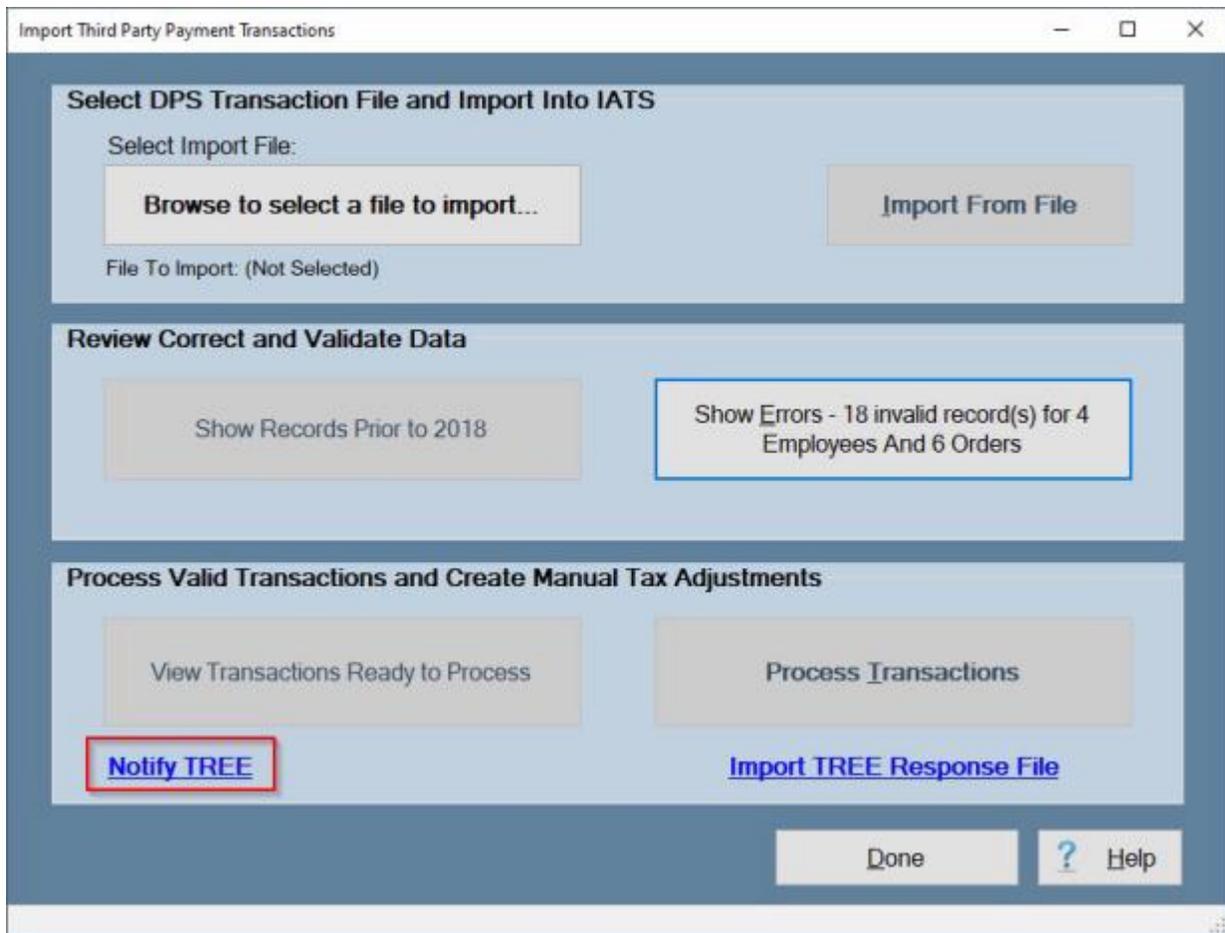
After you have made the necessary **corrections** you must **validate** the corrected records to **move** them to the **Ready for Processing pool**.

Note: After you have Processed the Transactions, IATS **creates** a **block** beginning with the letters **TPP** containing all of the **records** that were **processed** as shown below.

The next **step** in the process is to **create** a **file** to be **uploaded** to the **TREE** program which will **create** individual blocks for **each** transaction.

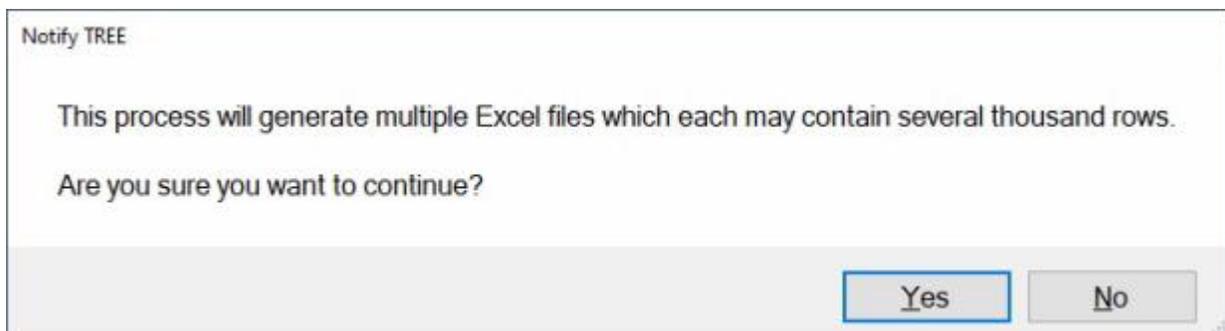
TREE is an external system developed in-house by DFAS-Rome. An IATS user has to **copy/move/transmit** the **Excel** spreadsheet created to “notify TREE” to the computer/user responsible for working on TREE. That user has to **load** that file into TREE to be processed. The result is an Excel file that can be **given back** to IATS and **imported** to tell IATS where to **move** each claim.

 **Complete the following steps to "create" the TREE Notification File.**



Note: After you have Processed the Transactions, and verified that IATS **created** a **block** beginning with the letters **TPP** containing all of the **records** that were **processed**, you must **click** on the **Notify TREE** link to **create** an **Excel file** to be **uploaded** to the TREE system.

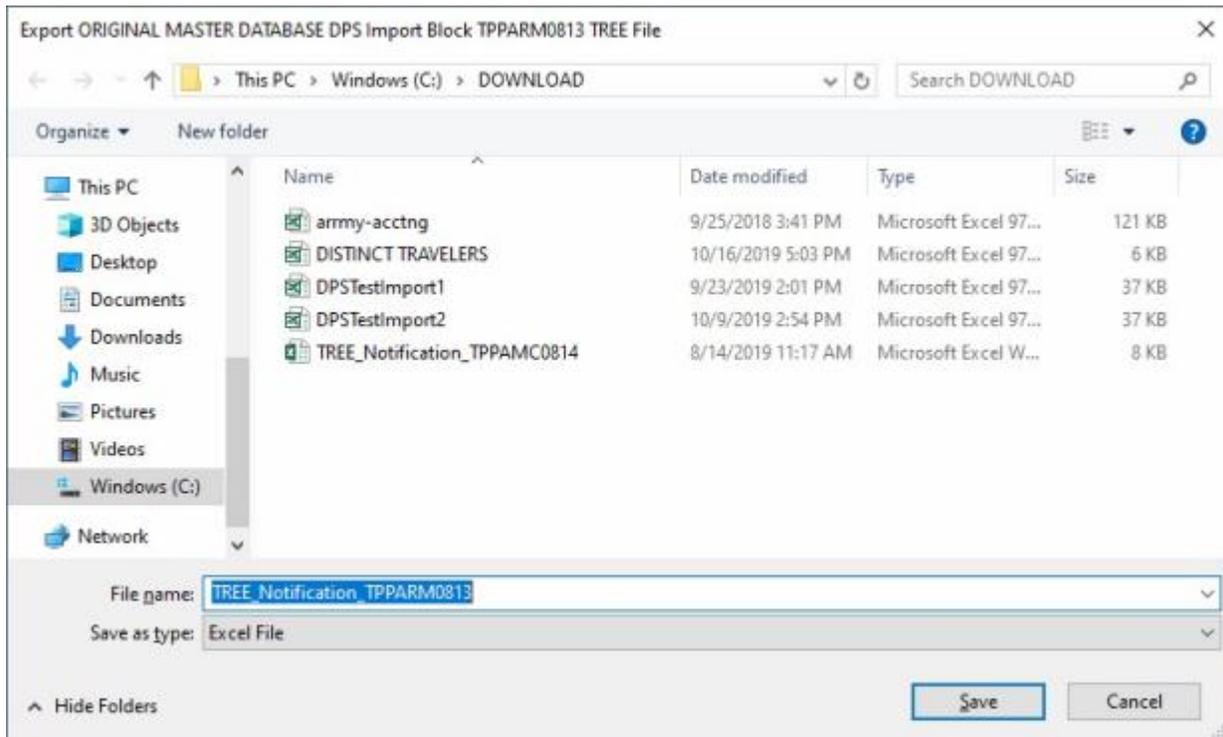
1. **Click** on the **Notify TREE** link. IATS will **display** the following **warning message**.



2. **Click** on *Yes* if you wish to **continue**. If you **click** on *Yes*, IATS will **display** the following **message**.

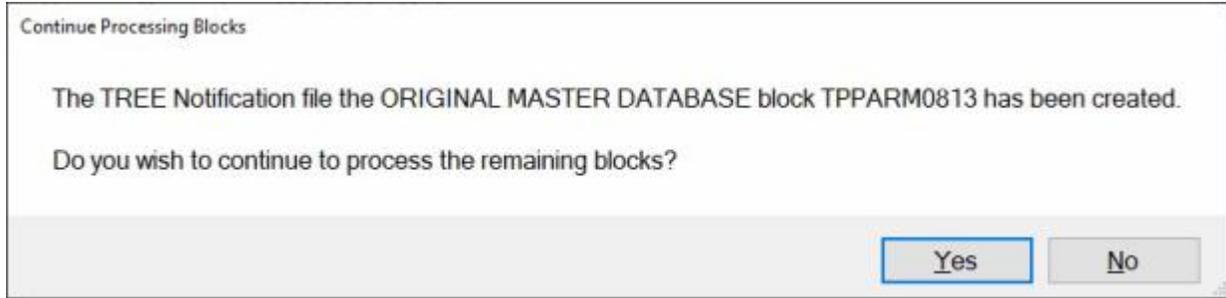


3. Click on **OK** to continue. IATS will **display** the following **Export** screen.



4. At the **Export** screen, you will **notice** that the **default name** for the file will be **TREE Notification** plus the **name of the block** that the records were pulled from. **Click** in the **Filename** field and **enter** a **different** name for the file **if desired**.
5. At the **Export** screen you may **also change** the **location** where the file will be **saved** to.
6. **After** you have made any desired changes, **click** on the **Save** button. IATS will **display** the following **message** if there are **other TPP blocks** pending.

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7. **Click** on *Yes* or *No* as desired.
8. If there were no other pending TPP blocks or if you clicked on *No*, IATS will **display** the following **message** indicating that the process is **complete**.



9. **Click** on **OK** to continue.
10. **Click** on the **Done** button if you are **finished** using the **View and Correct Third Party Payment Records** screen.

Note: An IATS user *now* has to **copy/move/transmit** the **Excel** spreadsheet created to “notify TREE” to the computer/user responsible for working on TREE. That user must load that file into TREE to be processed.

Importing the TREE Response file

An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

After you have made the necessary **corrections** you must **validate** the corrected records to **move** them to the **Ready for Processing pool**.

Note: After you have Processed the Transactions, IATS **creates** a **block** beginning with the letters **TPP** containing all of the **records** that were **processed** as shown below.

The next **step** in the process is to **create** a **file** to be **uploaded** to the **TREE** program which will **create** individual blocks for **each** transaction.

TREE is an external system developed in-house by DFAS-Rome. An IATS user has to **copy/move/transmit** the **Excel** spreadsheet created to “**notify TREE**” to the computer/user responsible for working with TREE. That user has to **load** that file into TREE to be processed. The result is an Excel file that can be **given back** to IATS and **imported** to tell IATS where to **move** each claim.

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Request Selection

For Official Use Only

Block No. Block Type Block Status

Selected Request(s) Number of requests:

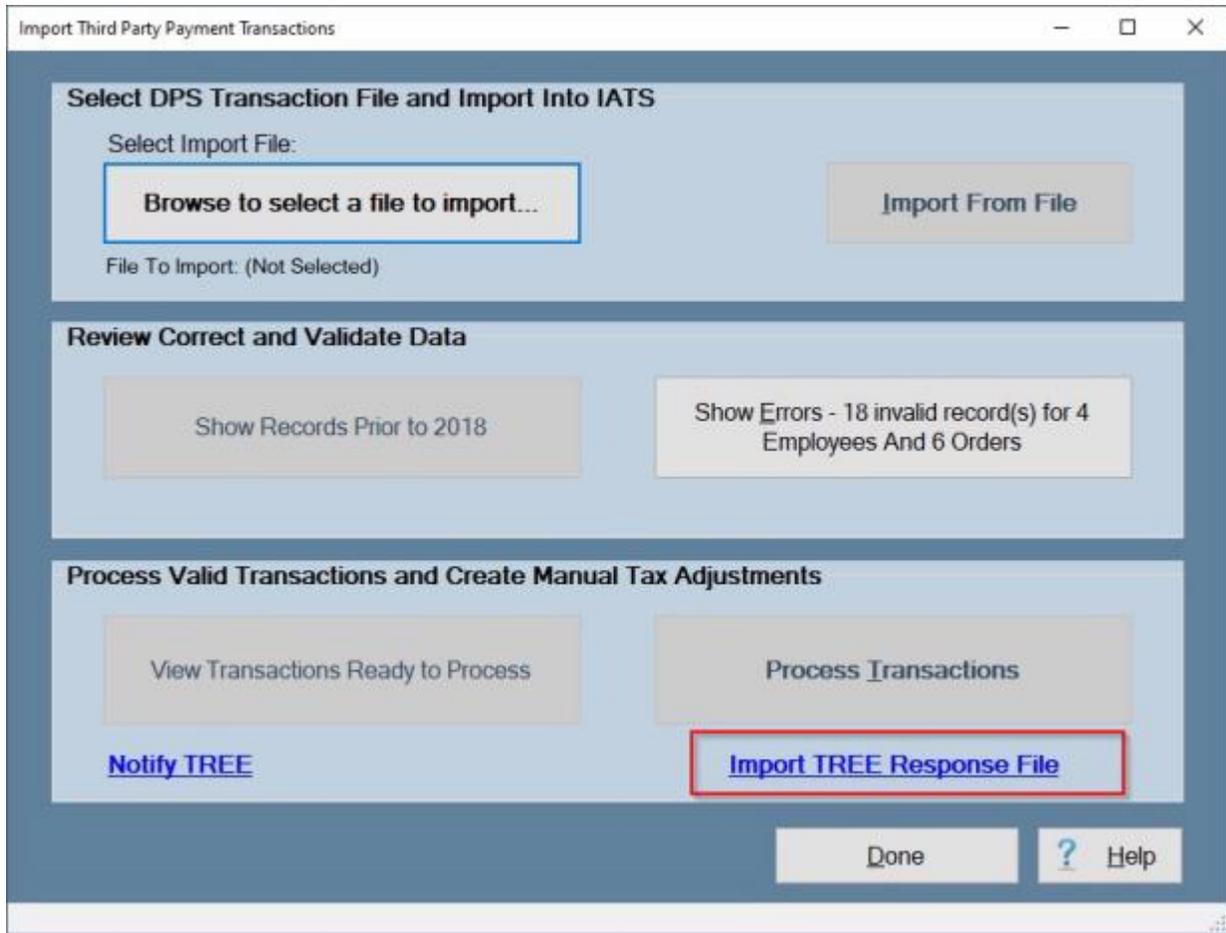
SSN	Name	TONO	Type of Request	Start Date	End Date	Date Created	Category	Status
222222222	MAN, CIVILIAN	OVP1251	Settlement	01/2018	2/10/2018	8/13/2018	PCS	Not Saved
222222222	MAN, CIVILIAN	OVP151A	Settlement	11/12018	11/1/2018	8/13/2018	PCS	Not Saved
333333333	OTHER, CIVILIAN	OVP150	Settlement	8/202018	9/30/2018	8/13/2018	PCS	Not Saved

Select All Unselect All View

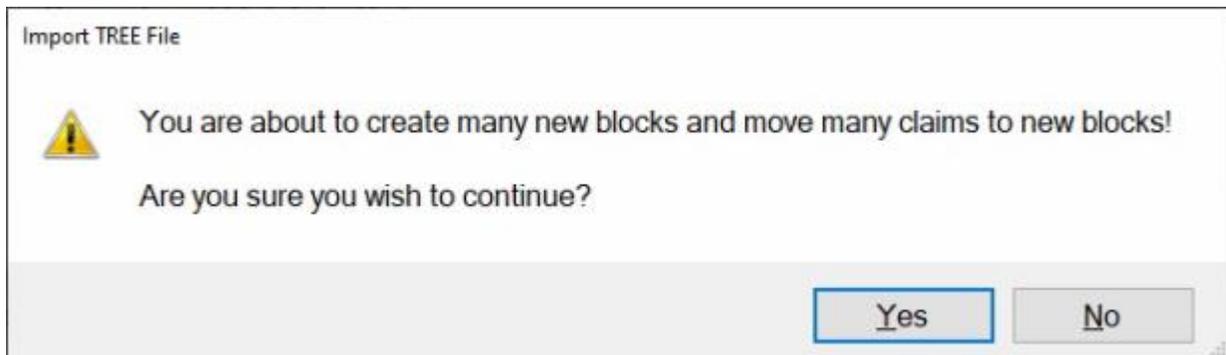
Other... Print Block Ticket Print Request(s)... Done ? Help

Note: The image above shows the block (TPPARM0813) that was **created** by IATS when the validated Third Party Payment records were **processed**. After the **TREE Notification** file has been **uploaded** to TREE and then the **Response** file from TREE has been **imported**, IATS will **move** the **claims** on this block to new blocks designated by TREE.

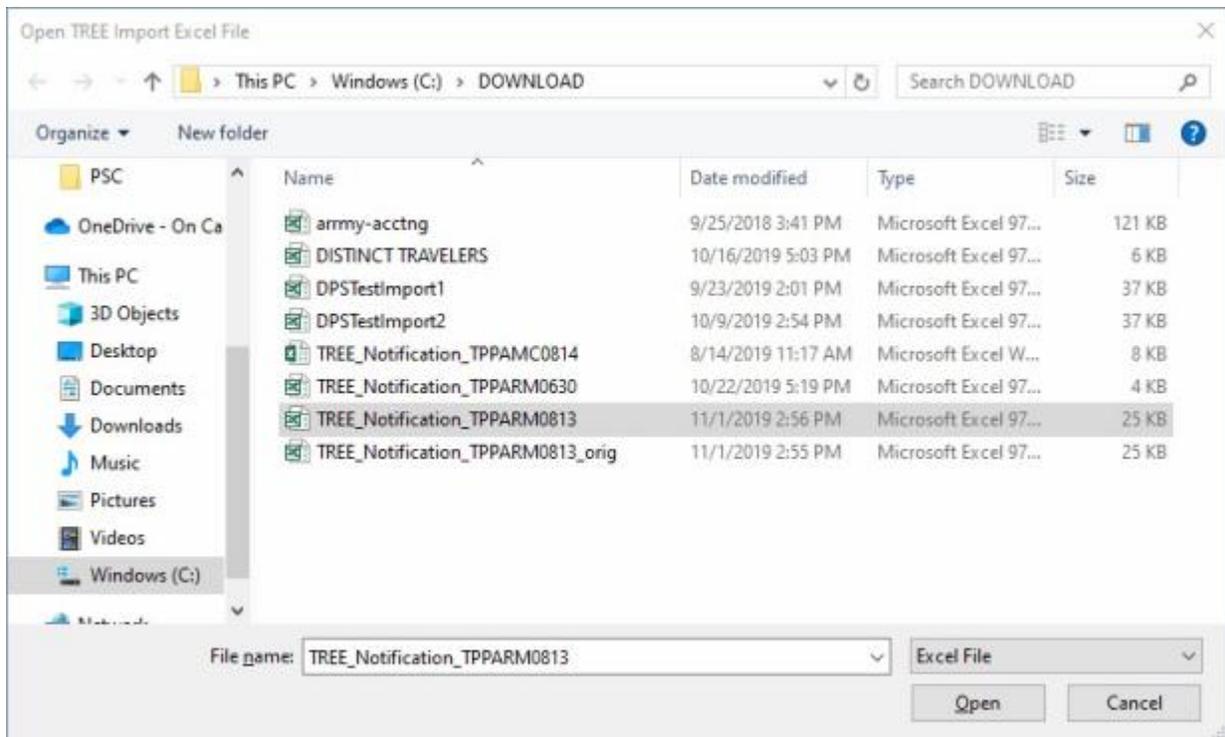
 **Complete the following steps to "import" the TREE Response File.**



1. Click on the **Import TREE Response File** link. IATS will **display** the following **warning message**.



2. Click on **Yes** if you wish to **continue**. If you **click** on **Yes**, IATS will **display** the **Open TREE Import Excel File** screen.



3. At the **Open TREE Import Excel File** screen, you can **browse** to the **directory/folder** where the TREE Response file is **located** if necessary.
4. After you have selected the correct directory/folder, you will **notice** that the default name for the file will be **TREE Notification** plus the **name of the block** that the records were originally pulled from.
5. **Click** on the desired TREE Response **file** that you wish to **import**.
6. **After** you have selected the desired Tree Response file, **click** on the **Open** button. IATS will **display** the following **message** showing the results.



Note: In this example, IATS has successfully imported the TREE Response file and **reassigned** the **claims** that were on the original block (**TPPARM0813**) and placed them in the new TREE assigned block numbers as shown in the image below.

System Administrator Functions

View All Blocks (ORIGINAL MASTER DATABASE)

Block No.	Office	Type	Block Status	Status Date	Who Has It
ACCRL	OFFICEONE	Settlement	Assigned to Examiner	8/29/2019	SYSTEM
TAXADJ1	OFFICEONE	Tax Collection	Logged	11/1/2019	
TAXADJ2	OFFICEONE	Tax Collection	Logged	11/1/2019	
TAXADJ3	OFFICEONE	Tax Collection	Logged	11/1/2019	
TPPARM0813	OFFICEONE	Tax Collection	Logged	8/13/2019	

Select All Unselect All

Print... End Block: Display Done ? Help

Note: The highlighted blocks are the new blocks created by importing the TREE Response file and **contain** the **claims** that were on the original block (**TPPARM0813**). The original block (**TPPARM0813**) is now **empty** since all of the claims have been **reassigned**.

Upload Files

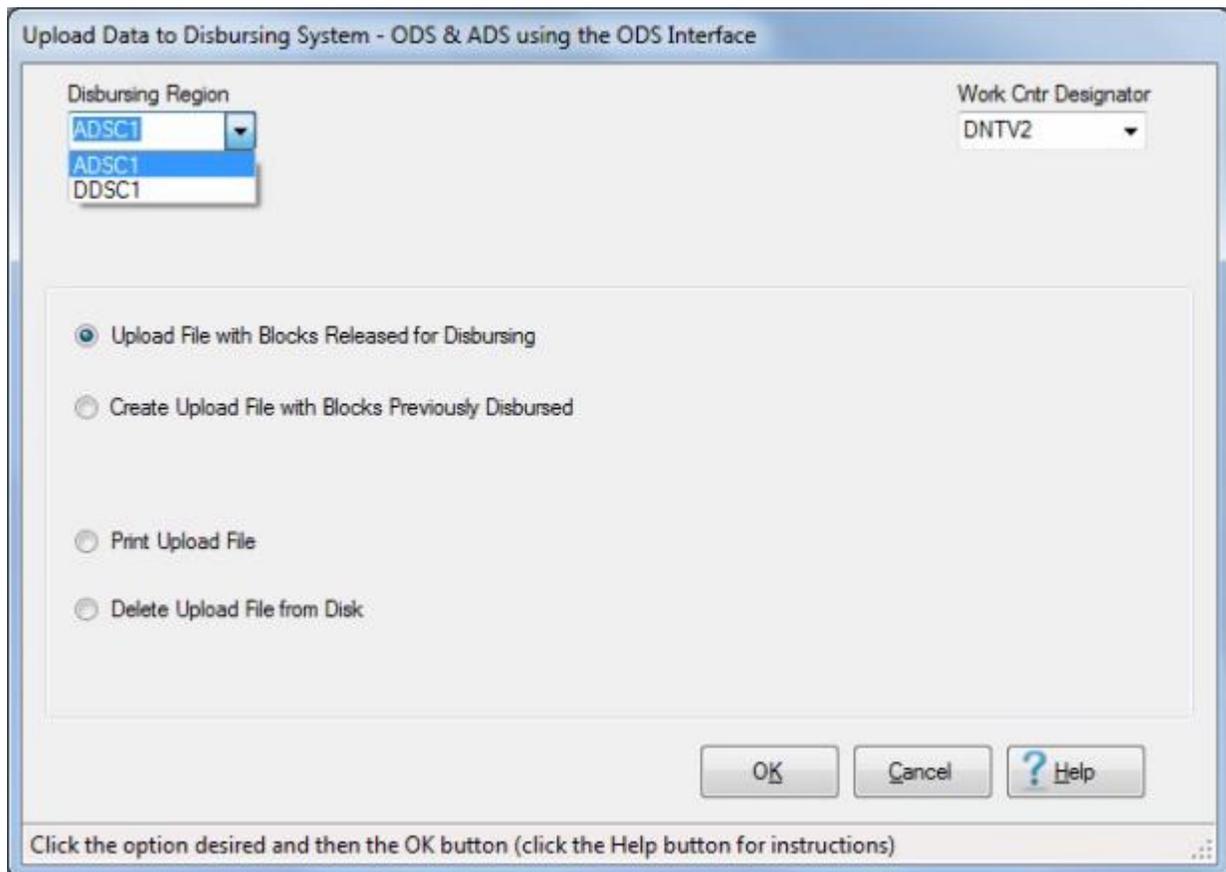
Secure Upload to ODS and ADS

This process **transforms** the payment information for the **advance** and **settlement** requests computed by IATS, into a **format** acceptable by **ODS and ADS**. This data is then **processed** by ADS to assign DOV#s, print checks and transmit EFT payment transactions.

In addition, a new feature was added to IATS to generate a **secure** upload file to ODS.

 Complete the following steps to "generate" a secure upload file for ODS and ADS.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Upload to Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Upload Transactions to Disbursing System** option. The **Upload Data to Disbursing System - ODS & ADS using the ODS Interface** screen appears.



Upload Data to Disbursing System - ODS & ADS using the ODS Interface

Disbursing Region: ADSC1
Work Cntr Designator: DNTV2

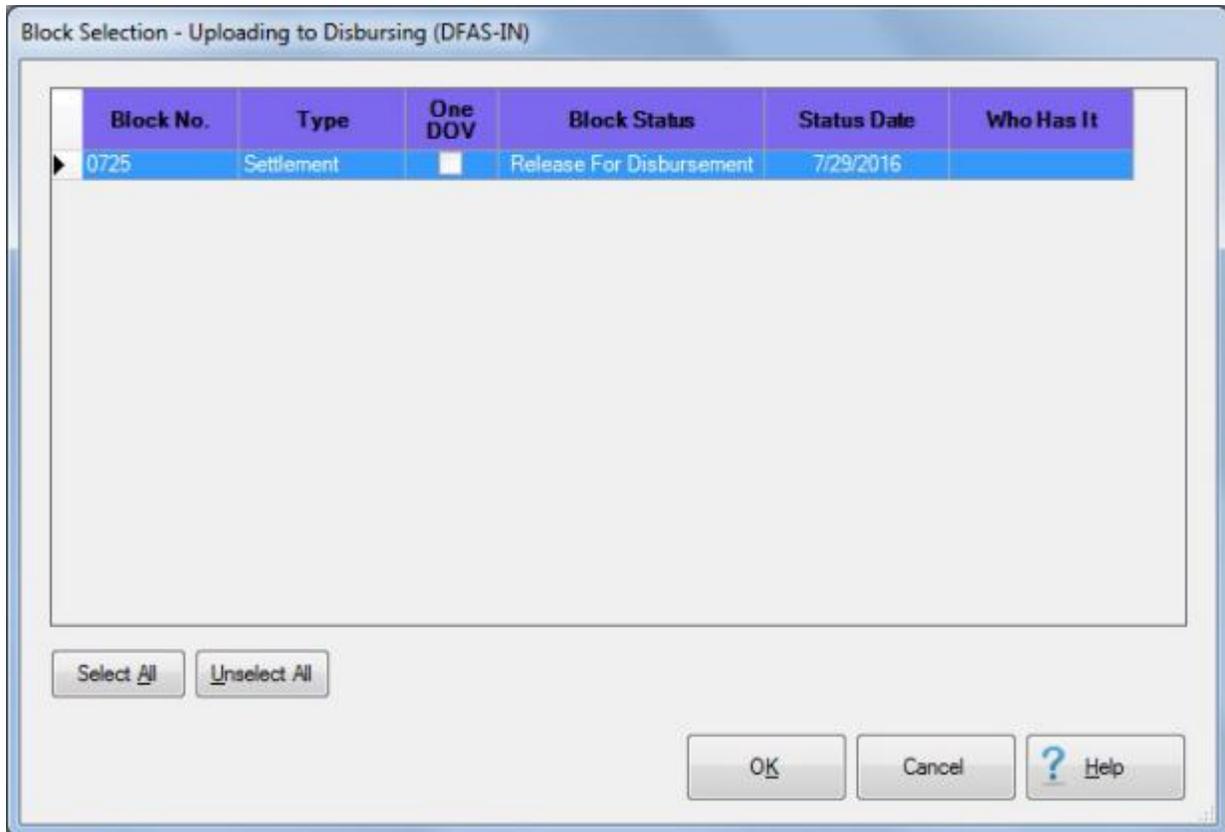
Upload File with Blocks Released for Disbursing
 Create Upload File with Blocks Previously Disbursed
 Print Upload File
 Delete Upload File from Disk

OK Cancel ? Help

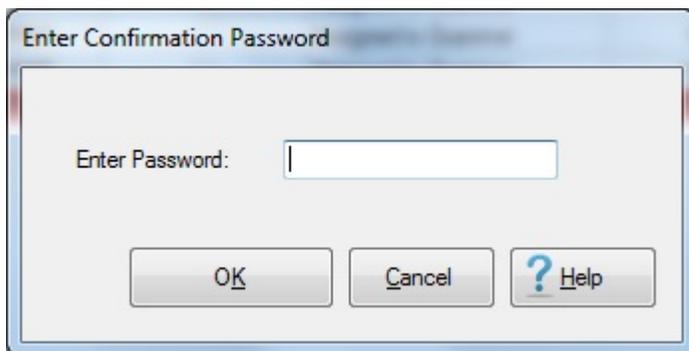
Click the option desired and then the OK button (click the Help button for instructions)

Note: If there is only one Disbursing Region and one Work Center Designator established in Maintenance, you will not see the Disbursing Region and Work Cntr Designator sections at the top of the above screen since no decision must be made.

3. **Disbursing Region:** - Click on the *down arrow* button to **display** a **listing** of **Regions** and then **click** on the **code** for the **Disbursing Region** the file will be generated for.
4. **Work Cntr Designator:** - Click on the *down arrow* button to **display** a **listing** of **Work Centers** and then **click** on the **code** for the **Work Center Designator** the file will be generated for.
5. If not already selected, **click** in the **circle next** to the **Upload File with Blocks Released for Disbursing** option.
6. After you have made the desired **Disbursing Region**, **Work Center Designator**, and **Option** selections, **click** on the **OK** button.
7. The **Block Selection - Uploading to Disbursing** screen appears.

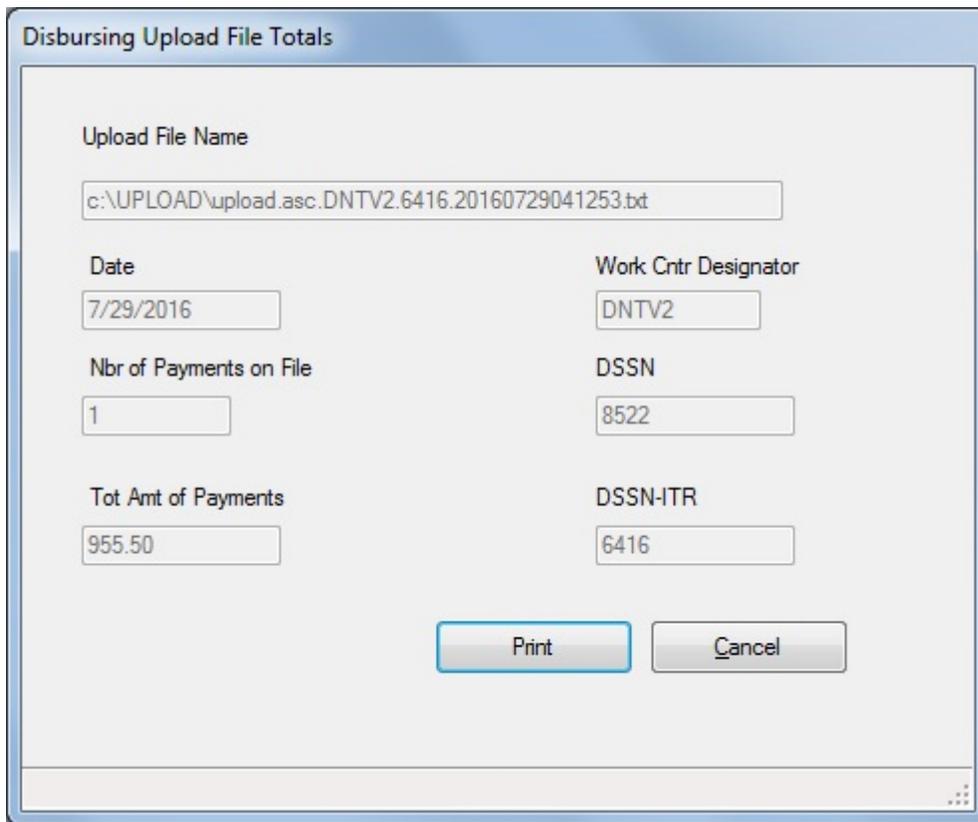


8. At the **Block Selection - Uploading to Disbursing** screen, **click** on the **Block(s)** you wish to upload or **click** on the **Select All** button if you wish to upload all of the Blocks.
9. After you have selected the desired Block(s), **click** on the **OK** button.
10. The **Confirmation Password** screen appears.



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11. **Enter** your confirmation password and then **click** on the **OK** button.
12. The **Disbursing Upload File Totals** screen appears and **displays** a **summary** of what was uploaded.



The screenshot shows a dialog box titled "Disbursing Upload File Totals". It contains several input fields with the following values:

Field	Value
Upload File Name	c:\UPLOAD\upload.asc.DNTV2.6416.20160729041253.bt
Date	7/29/2016
Work Cntr Designator	DNTV2
Nbr of Payments on File	1
DSSN	8522
Tot Amt of Payments	955.50
DSSN-ITR	6416

At the bottom of the dialog box, there are two buttons: "Print" and "Cancel".

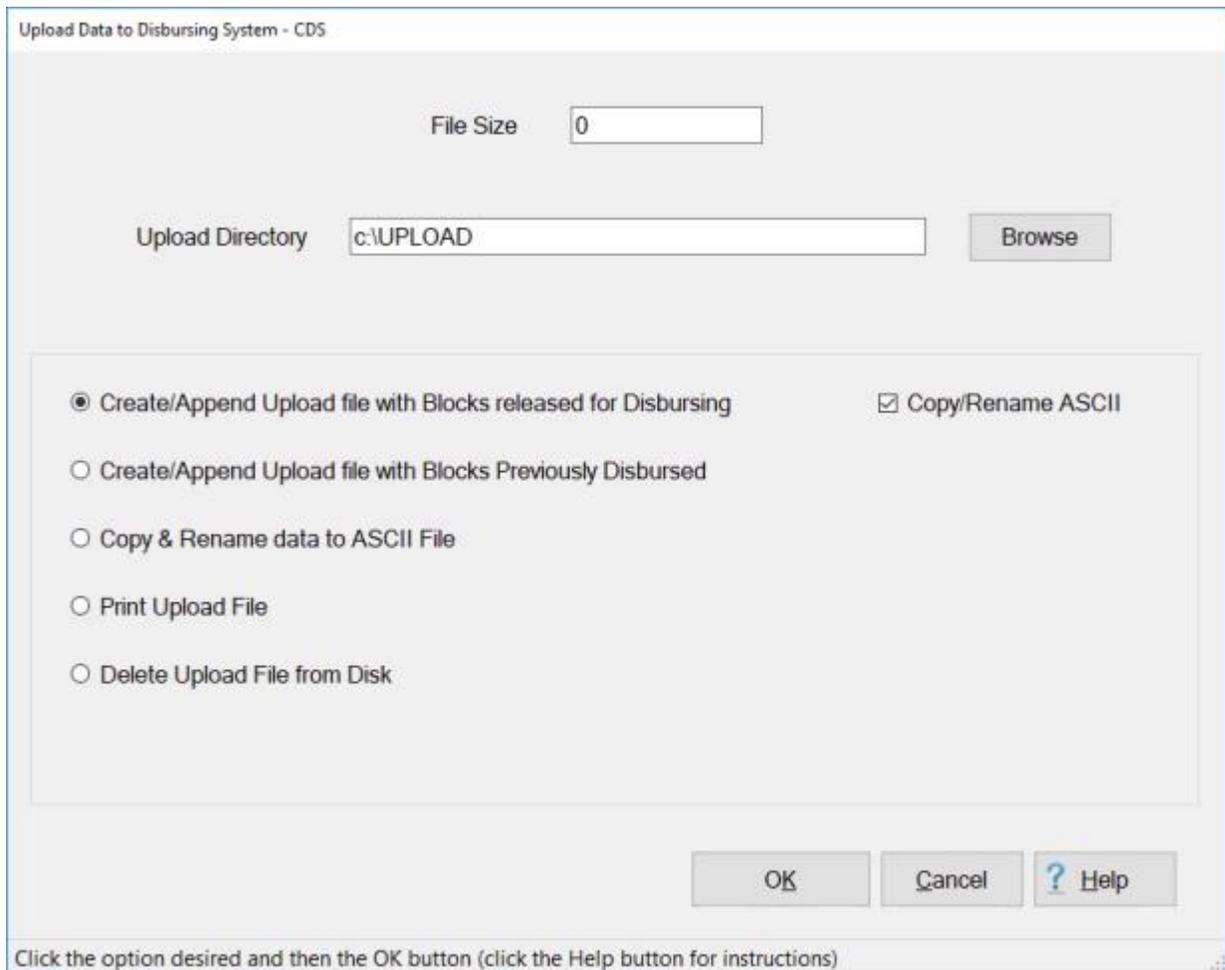
13. **Click** on the **Print** button to generate a print-out of the **Disbursing Upload File Totals** or **click** on the **Cancel** button if you are **finished**.
14. IATS returns to the **Upload Data to Disbursing System - ODS & ADS using the ODS Interface** screen.
15. **Click** on the **Cancel** button to **close** the screen if you are **finished** with this process.

Upload to CDS

For **Air Force** travel offices, the Central Disbursing System (**CDS**) is used to **disburse** travel payments. This process transforms the payment information for the **advance** and **settlement** requests, computed by IATS, into a **format** acceptable by the CDS system. This data is then processed by CDS to disburse the payments.

 Complete the following steps to "create" the upload file for CDS:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Upload to Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Upload Transactions to Disbursing System** option. The **Upload Data to Disbursing System - CDS** screen appears.



Upload Data to Disbursing System - CDS

File Size

Upload Directory

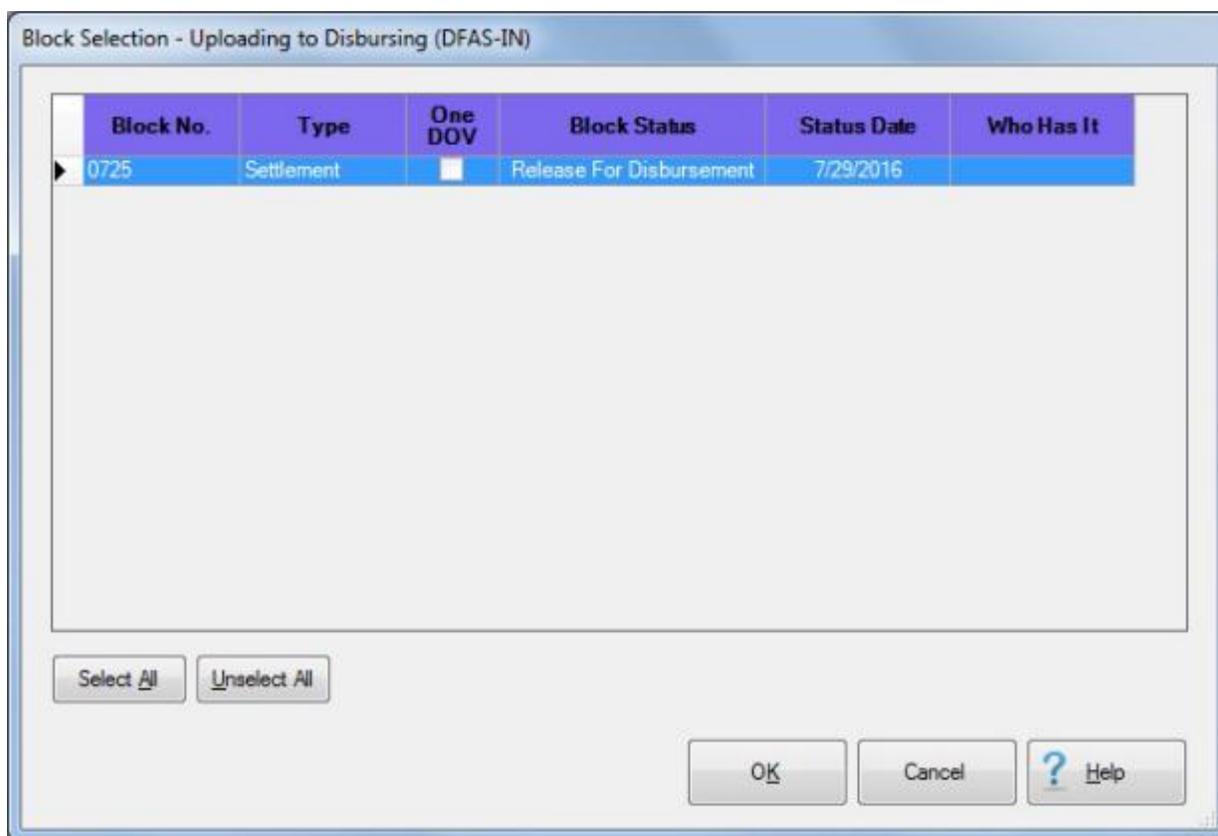
Create/Append Upload file with Blocks released for Disbursing Copy/Rename ASCII
 Create/Append Upload file with Blocks Previously Disbursed
 Copy & Rename data to ASCII File
 Print Upload File
 Delete Upload File from Disk

Click the option desired and then the OK button (click the Help button for instructions)

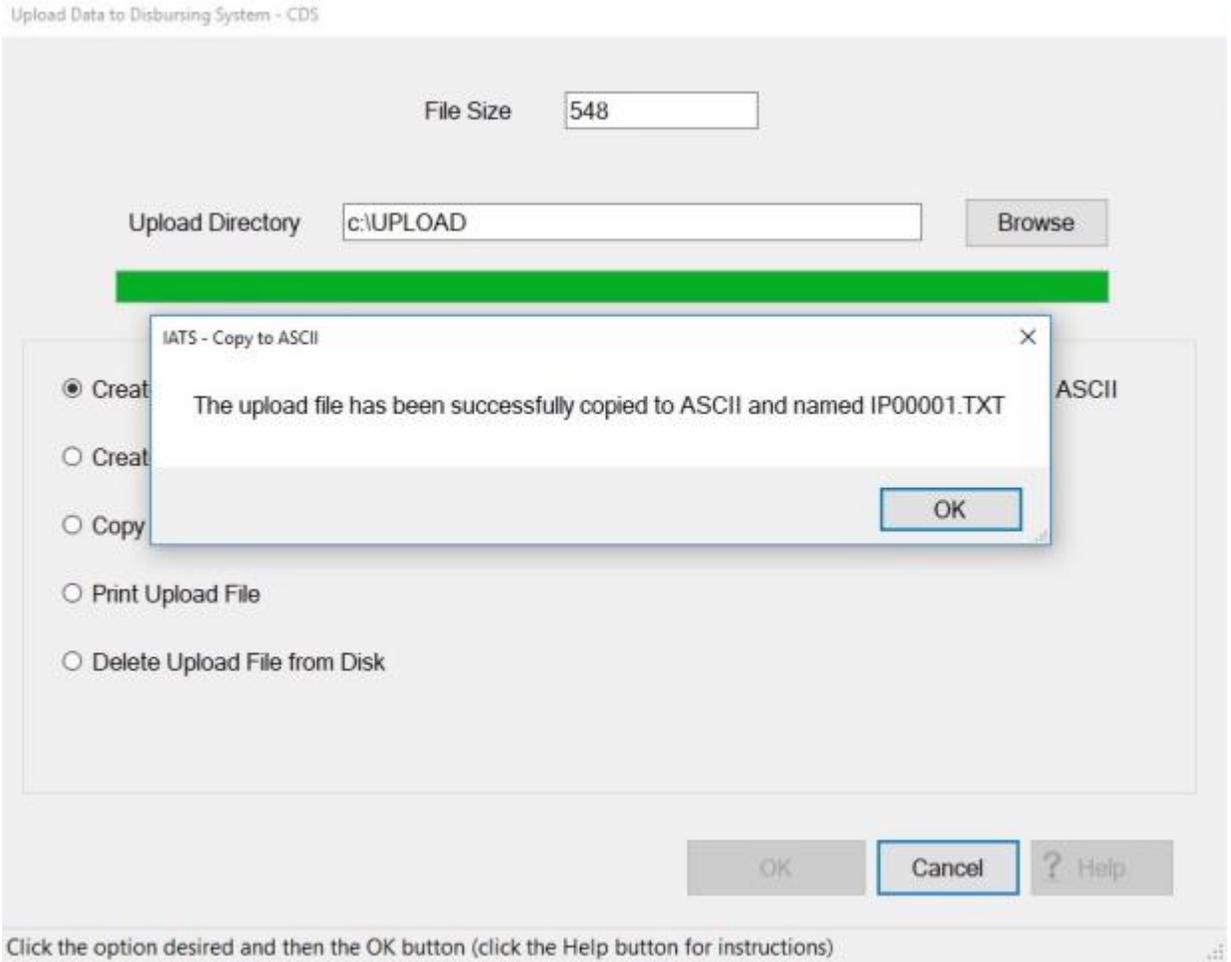
Note: IATS will **append new data** to the existing data residing in the file **UPLOAD.DAT**. Therefore, prior to creating a new CDS upload file, ensure that the **display** at the top of the **screen** reflects a **file size** equal to zero. If the size is shown as anything other

than zero, **click** in the **circle next** to the **Delete Upload File from Disk** option and then **click** the **OK** button. IATS will delete the previously existing **UPLOAD.DAT** file.

3. **Copy/Rename ASCII File:** - A **check mark defaults** to this check box indicating that the upload file will **automatically** be **renamed** and **copied** to an **ASCII** format. If you **do not** want to complete this process automatically, **click** in the check box to **remove** the check mark.
4. After ensuring that the Upload File **size** is equal to **zero**, **click** in the **circle next** to the **Create/Append Upload File with Blocks released for Disbursing** option and then **click** the **OK** button.
5. The **Block Selection** screen appears listing **every block** in the database in the **status "Release For Disbursement"**.



6. At the **Block Selection - Uploading to Disbursing** screen, **click** on the **Block(s)** you wish to upload **or click** on the **Select All** button if you wish to upload **all** of the Blocks.
7. After you have selected the desired Block(s), **click** on the **OK** button.
8. The **Confirmation Password** screen appears.
9. **Enter** your conformation **password** and then **click** on **OK**. A message appears indicating that the file has been created and copied to the ASCII format.



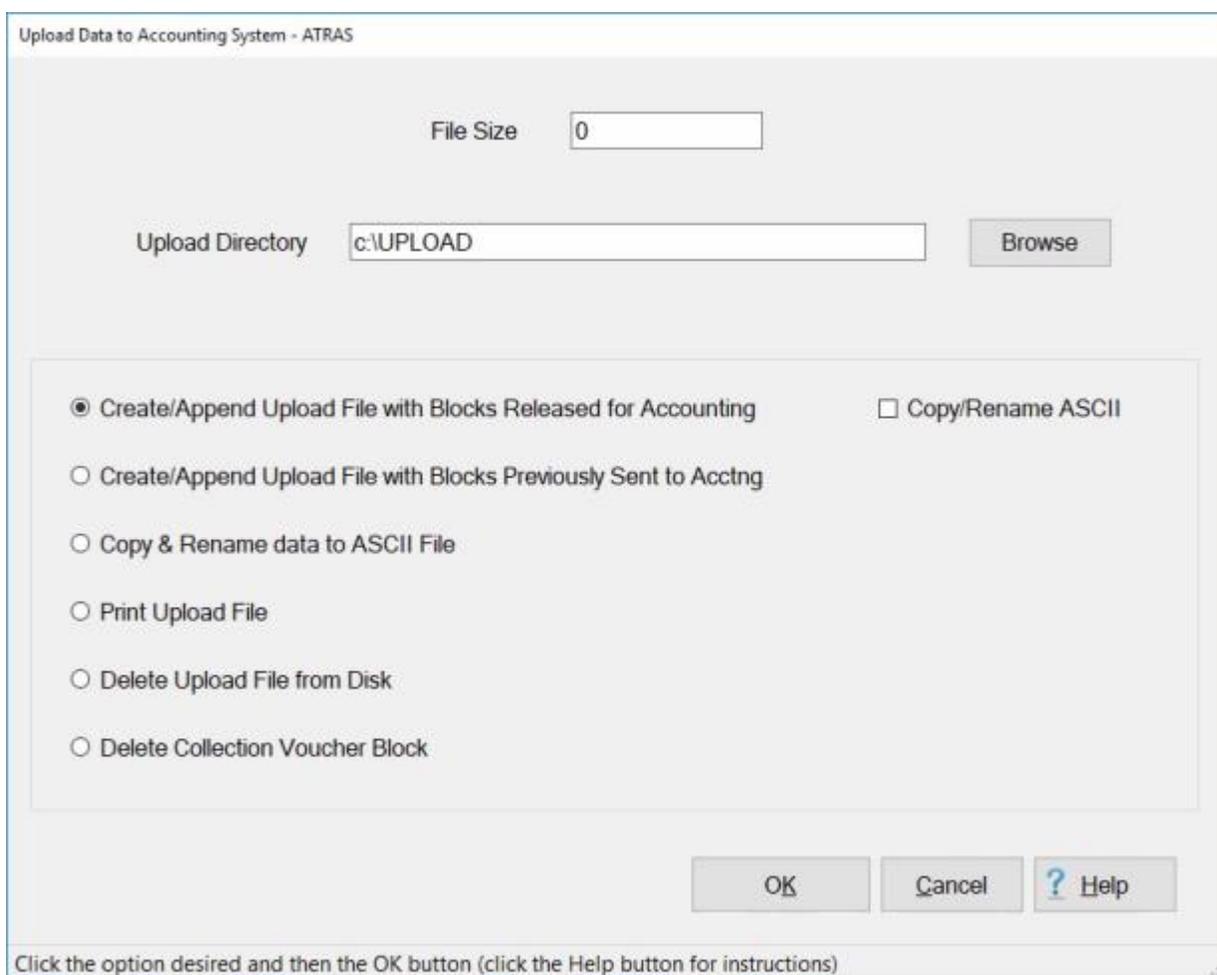
10. **Click** on the **Cancel** button if you have no more upload files to create.

Upload to ATRAS

To **report** the accounting transactions for the advance and settlement requests processed by IATS, an upload **file** must be created for the **ATRAS** system.

 **Complete the following steps to "upload" blocks to ATRAS:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Upload to Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Upload Transactions to Accounting System** option. The **Upload Data to ATRAS Accounting System** screen appears.



Upload Data to Accounting System - ATRAS

File Size

Upload Directory

Create/Append Upload File with Blocks Released for Accounting Copy/Rename ASCII

Create/Append Upload File with Blocks Previously Sent to Acctng

Copy & Rename data to ASCII File

Print Upload File

Delete Upload File from Disk

Delete Collection Voucher Block

Click the option desired and then the OK button (click the Help button for instructions)

Note: IATS will **append new data** to the existing data residing in the file **ATRAS.DAT**. Therefore, prior to creating a new ATRAS upload file, ensure that the **display** at the top of the screen reflects a **file size equal to zero**. If the size is shown as anything other than zero, **click** in the **circle next** to the **Delete Upload File from Disk** option and then **click** the **OK** button. IATS will delete the previously existing **ATRAS.DAT** file.

3. After ensuring that the Upload File **size** is equal to zero, **click** in the **circle next** to the **Create/Append Upload File with Blocks Released for Disbursing** option and then **click** the **OK** button. The **Block Selection** screen appears listing every block in the database in the status "**Release For Disbursement**".
4. At the **Block Selection** screen, select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select all of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

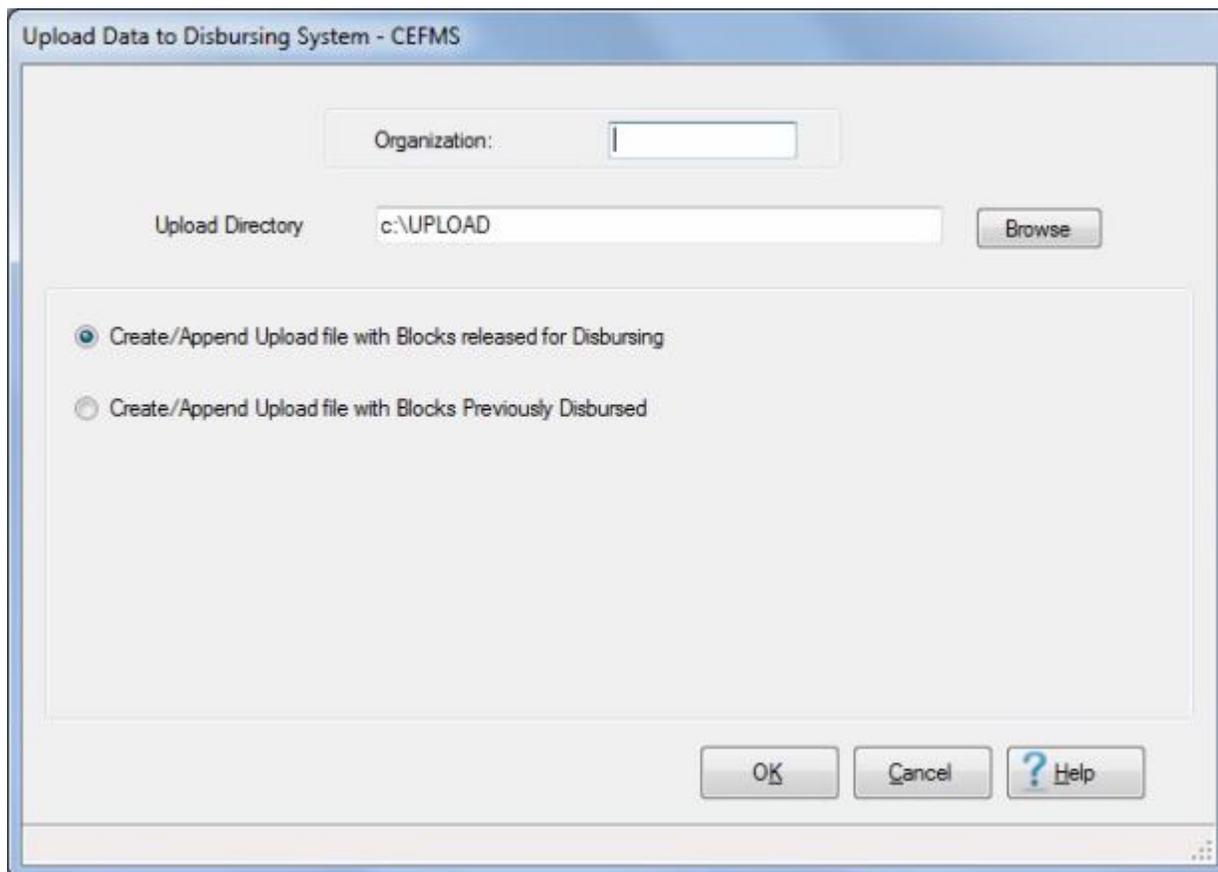
5. After **selecting** a block and **clicking** the **OK** button, IATS **creates** the new Upload File and **displays** the file **size** at the top of the **Upload Data to Accounting System -ATRAS** screen.
6. Before **transmitting** the Upload File to ATRAS, the file must be [copied to an ASCII format](#).
7. **Click** on the **See Also** button below for additional **instructions** on processing disbursing system upload files.

Upload to CEFMS

This process **transforms** the payment information for the **advance** and **settlement** requests computed by IATS, into a **format** acceptable by **CEFMS**. This data is then **processed** by CEFMS to assign **DOV#s**, print **checks** and transmit **EFT payment transactions**.

 Complete the following steps to "create" the upload file for CEFMS:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Upload to Mainframe**". An expandable **menu** appears listing the options.
2. **Click** on the **Upload Transactions to Disbursing System** option. The **Upload Data to Disbursing System - CEFMS** screen appears.



3. **Organization:** - At this field, **type** the (2) character **EROC** for the **district** the payments were processed for.
4. **Click** in the **circle** next to the **Create/Append Upload File with Blocks Released for Disbursing** option and then **click** the **OK** button. The **Block**

Selection screen appears listing every block in the database in the status "Release For Disbursement".

5. At the **Block Selection** screen, **select** a **block** by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select all of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

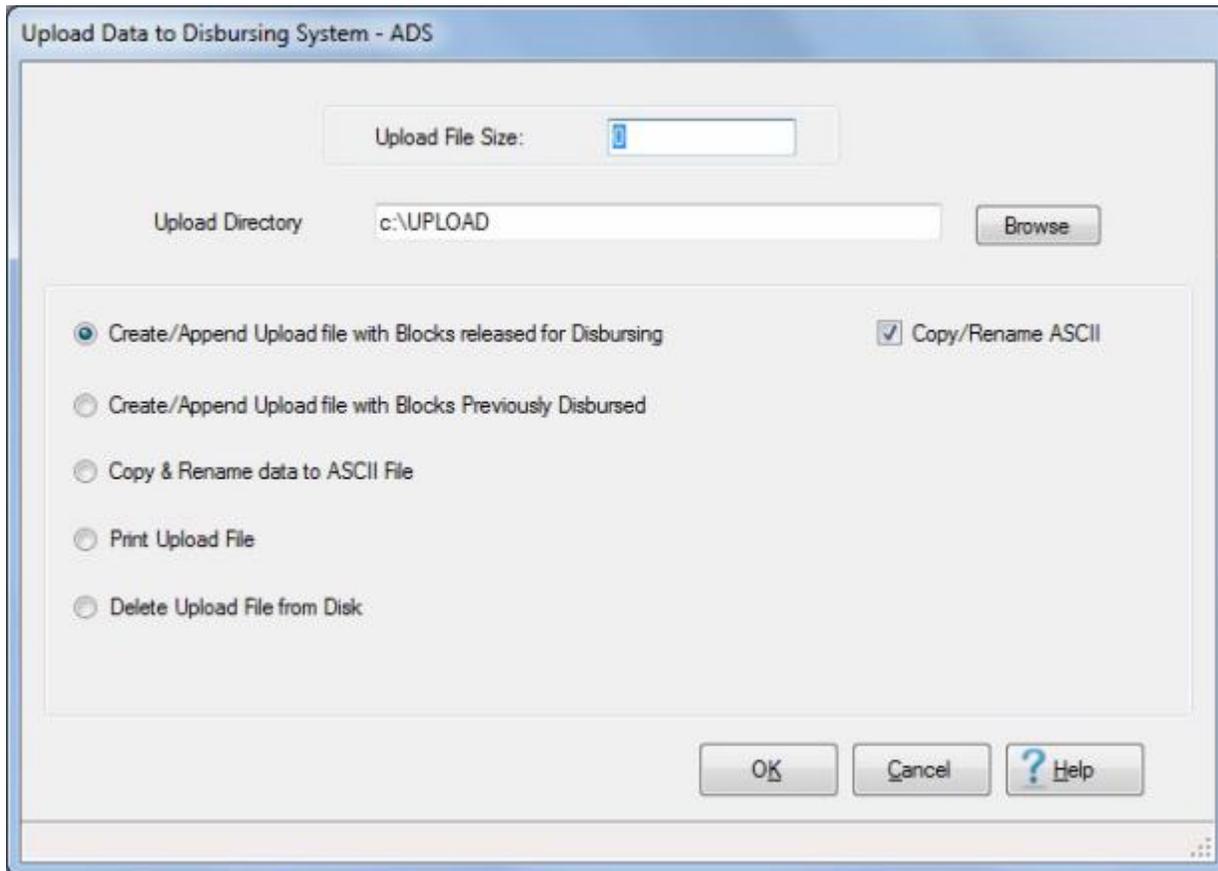
6. After **selecting** a block and **clicking** the **OK** button, IATS **creates** the new Upload File and returns to the **Upload Data to CEFMS Disbursing System** screen.

Upload to ADS

The disbursing system, **ADS** is used to **process** travel **payments**. ADS processes a data **file** created by IATS that contains the payment information. This data is then processed to assign **DOV#s**, print **checks**, transmit **EFT transactions**, and report the U.S. Treasury **checks issued**.

 **Complete the following steps to "upload" blocks to ADS:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Upload to Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Upload Transactions to Disbursing System** option. The **Upload Data to Disbursing System - ADS** screen appears.



Upload Data to Disbursing System - ADS

Upload File Size:

Upload Directory:

Create/Append Upload file with Blocks released for Disbursing Copy/Rename ASCII

Create/Append Upload file with Blocks Previously Disbursed

Copy & Rename data to ASCII File

Print Upload File

Delete Upload File from Disk

Note: IATS will **append new data** to the existing data residing in the file **UPLOAD.DAT**. Therefore, prior to creating a new ADS upload file, ensure that the display at the top of the screen reflects a file size equal to zero. If the size is shown as anything other than

zero, **click** in the **circle next** to the **Delete Upload File from Disk** option and then **click** the **OK** button. IATS will delete the previously existing **UPLOAD.DAT** file.

3. **Copy/Rename ASCII File:** - A **check mark defaults** to this check box indicating that the upload file will automatically be **renamed** and **copied** to an **ASCII** format. If you do not want to complete this process automatically, **click** in the check box to **remove** the check mark.
4. After ensuring that the Upload File **size** is equal to zero, **click** in the **circle next** to the **Create/Append Upload File with Blocks released for Disbursing** option and then **click** the **OK** button. The **ADS File and Header Information** screen appears.

Use the following instructions to "complete" the ADS File and Header Information screen:

Name of the ADS File to be Uploaded

1. **UIC:** - This **number defaults** from the **Maintain Base Description** screen in the IATS **Maintenance** module. No action necessary.
2. **Batch:** - At this field, **type** the **batch number** for the transmission. This is a sequential number, beginning with 001, that must be tracked by the travel office.

Header Record Information

3. **Block:** - At this field, **type** the block number for the transmission. This is also a sequential number, beginning with 000001, that must be tracked by the travel office.
4. **Submission Number:** - At this field, **type** the same number entered at the **Batch** field.
5. **UIC:** - This **number** defaults from the **Maintain Base Description** screen in the IATS **Maintenance** module. No action necessary.
6. When **finished** entering the required information at this screen, **click** on the **OK** button. The **Block Selection** screen appears listing every block in the database in the status "Release For Disbursement".
7. At the Block Selection screen, select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select all of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

8. After **selecting** a block (or blocks) and **clicking** the **OK** button, the **Confirmation Password** screen appears.
9. **Enter** your conformation **password** and then **click** on **OK**. A message appears indicating that the file has been created and copied to the ASCII format.
10. **Click** on **OK**. The **Disbursing Upload File Totals** screen appears next.

Disbursing Upload File Totals

Upload File Name
c:\UPLOAD\3305B001.TVL

Date
8/3/2016

Nbr of Payments on File
1

Tot Amt of Payments
231.80

Print Cancel

Note: The purpose of the **Disbursing Upload File Totals** screen is to **provide** the **certifying officer** with the information needed to **certify** the **ADS upload** file prior to sending the certification e-mail message to CCL-IATS-CERT@dfas.mil.

11. When the ADS File Totals screen is displayed, **click** on the **Print** button. IATS will print the **Disbursing File Summary** document, which must be provided to the certifying officer.
12. After printing the Disbursing File Summary document, **click** on the **Exit** button. IATS **returns** to the **Upload Data to Disbursing System - ADS** screen.
13. After returning to the **Upload Data to Disbursing System - ADS** screen, **click** the **Cancel** button if you have no more upload files to create.
14. **Click** on the **See Also** button below for additional **instructions** on processing disbursing system upload files.

Completing the ADS File and Header Screen

After copying the ADS upload file to the **ASCII** format the **ADS File and Header Information** screen appears. This screen is used to **create** the **filename** and **header record** for IATS **payments** transmitted to the disbursing system **ADS**.

ADS File and Header Information

Name of the ADS File to be Uploaded

UIC: 3305B

Batch: 001

Header Record Info

Block: 000001

Submission No.: 001

UIC: 3305B

OK Cancel ? Help

Click on this button to save information

 Use the following instructions to "complete" the ADS File and Header Information screen:

Name of the ADS File to be Uploaded

1. **UIC:** - This **number** defaults from the **Maintain Base Description** screen in the IATS **Maintenance** module. No action necessary.
2. **Batch:** - At this field, **type** the batch **number** for the transmission. This is a sequential number, beginning with 001, that must be tracked by the travel office.

Header Record Information

3. **Block:** - At this field, **type** the **block number** for the transmission. This is **also** a **sequential number**, **beginning with 000001**, that **must be tracked** by the travel office.
4. **Submission Number:** - At this field, **type** the **same number** entered at the **Batch** field.
5. **UIC:** - This **number defaults** from the **Maintain Base Description** screen in the IATS **Maintenance** module. **No action necessary**.
6. When **finished** entering the required information at this screen, **click** on the **OK** button. IATS **creates** the ADS transmission **file** and then displays the **Disbursing Upload File Totals** screen.

The screenshot shows a software window titled "Disbursing Upload File Totals". Inside the window, there are four labeled input fields: "Upload File Name" containing "c:\UPLOAD\3305B001.TVL", "Date" containing "8/3/2016", "Nbr of Payments on File" containing "1", and "Tot Amt of Payments" containing "231.80". Below these fields are two buttons: "Print" and "Cancel".

Note: The purpose of the **Disbursing Upload File Totals** screen is to **provide** the **certifying officer** with the information needed to **certify** the **ADS upload** file prior to sending the certification e-mail message to CCL-IATS-CERT@dfas.mil.

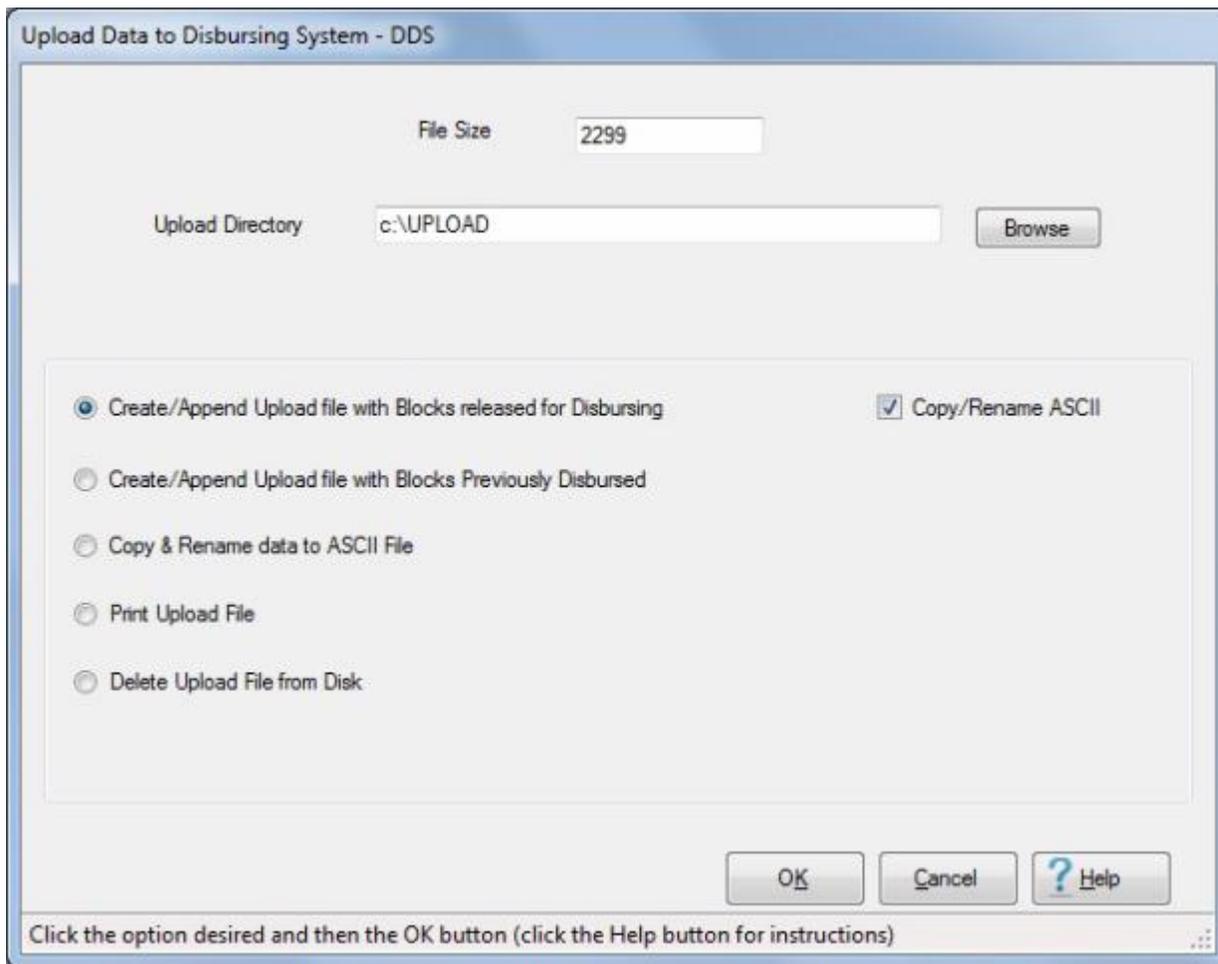
7. When the Disbursing Upload File Totals screen is displayed, **click** on the **Print** button. IATS will print the **Disbursing File Summary** document, which must be provided to the certifying officer.
8. After printing the Disbursing File Summary document, **click** on the **Exit** button. IATS **returns** to the **Upload Data to Disbursing System - ADS** screen.
9. After returning to the **Upload Data to Disbursing System - ADS** screen, **click** the **Cancel** button if you have **no more** upload files to create.

Upload to DDS

The disbursing system, **DDS** is used to **process** travel **payments**. DDS processes a data **file** created by IATS that contains the payment information. This data is then processed to assign **DOV#s**, print **checks**, transmit **EFT transactions**, and report the U.S. Treasury **checks issued**. The **Upload Data Disbursing System - DDS** screen is used for that purpose.

 **Complete the following steps to "upload" blocks to DDS:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Upload to Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Upload Transactions to Disbursing System** option. The **Upload Data to Disbursing System - DDS** screen appears.



Upload Data to Disbursing System - DDS

File Size 2299

Upload Directory c:\UPLOAD Browse

Create/Append Upload file with Blocks released for Disbursing Copy/Rename ASCII
 Create/Append Upload file with Blocks Previously Disbursed
 Copy & Rename data to ASCII File
 Print Upload File
 Delete Upload File from Disk

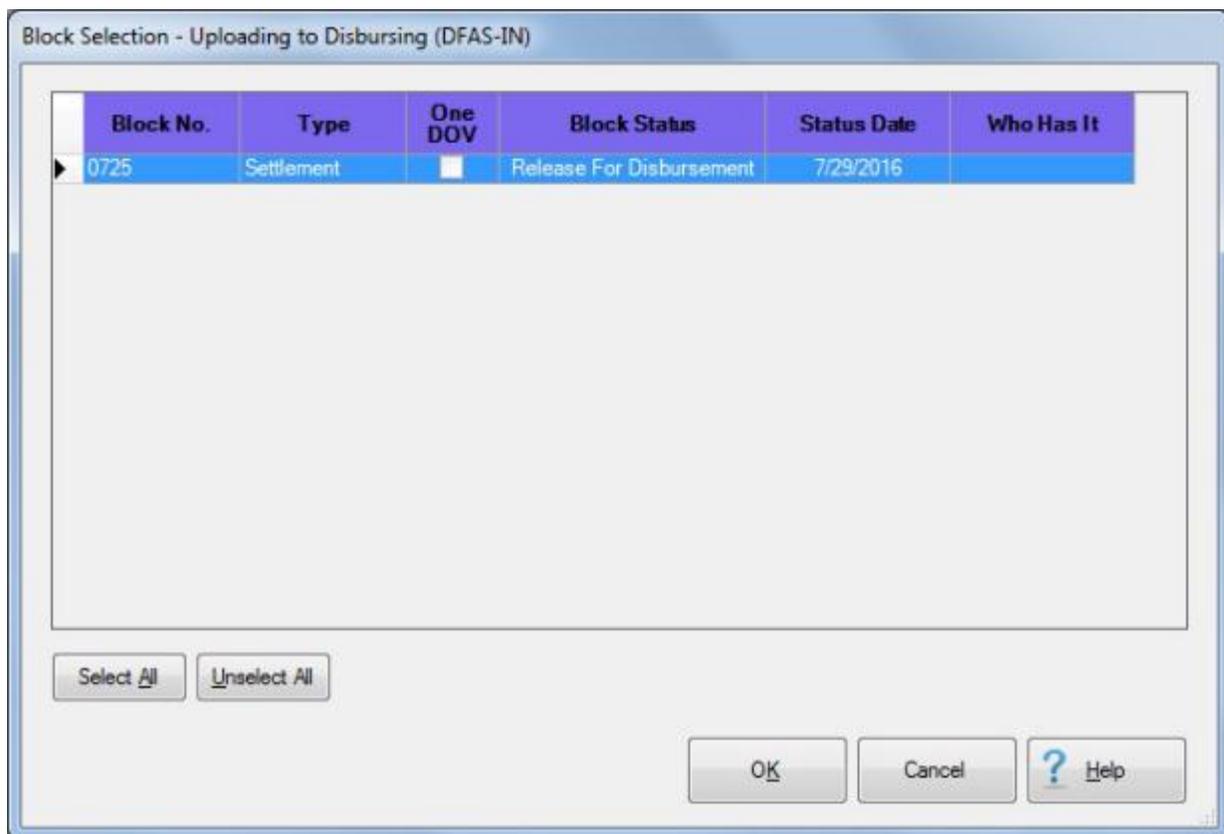
OK Cancel ? Help

Click the option desired and then the OK button (click the Help button for instructions)

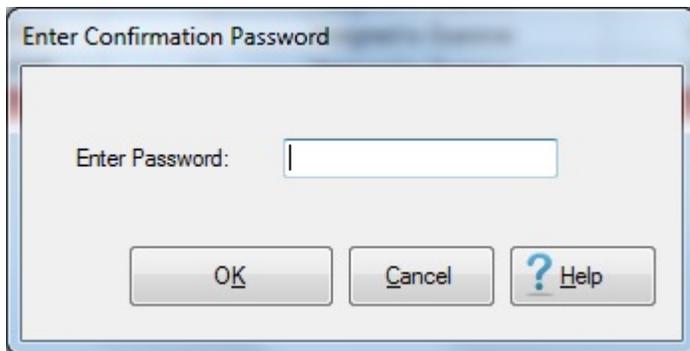
Note: IATS will **append** new data to the existing data residing in the file **UPLOAD.DAT**. Therefore, prior to **creating** a new DDS upload file, ensure that the **display** at the top of the **screen** reflects a **file size** equal to zero. If the **size** is shown as anything other

than zero, **click** in the **circle next** to the **Delete Upload File from Disk** option and then **click** the **OK** button. IATS will delete the previously existing **UPLOAD.DAT** file.

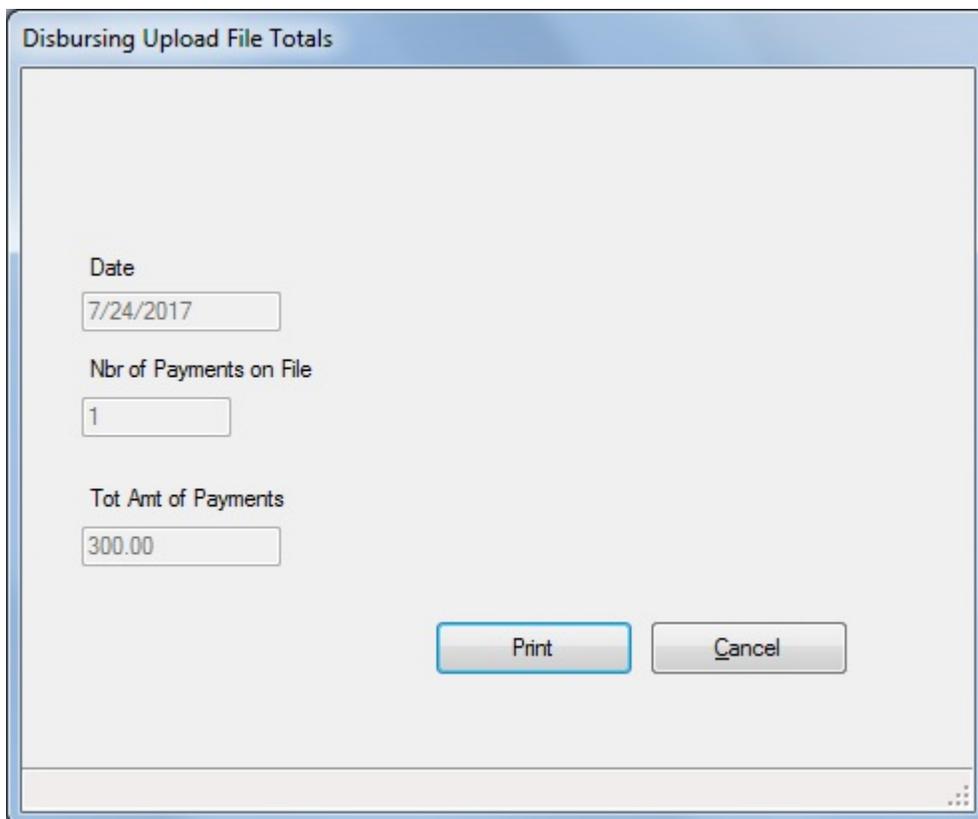
3. **Copy/Rename ASCII File:** - A **check mark defaults** to this check box indicating that the upload file will **automatically** be **renamed** and **copied** to an **ASCII** format. If you **do not** want to complete this process automatically, **click** in the check box to **remove** the check mark.
4. After ensuring that the Upload File **size** is equal to **zero**, **click** in the **circle next** to the **Create/Append Upload File with Blocks released for Disbursing** option and then **click** the **OK** button.
5. The **Block Selection** screen appears listing **every block** in the database in the status "**Release For Disbursement**".



6. At the **Block Selection - Uploading to Disbursing** screen, **click** on the **Block(s)** you wish to upload **or** **click** on the **Select All** button if you wish to upload **all** of the Blocks.
7. After you have selected the desired Block(s), **click** on the **OK** button.
8. The **Confirmation Password** screen appears.



9. **Enter** your conformation **password** and then **click** on **OK**. A message appears indicating that the file has been created and copied to the ASCII format.
10. **Click** on **OK**. The **Disbursing Upload File Totals** screen appears next.



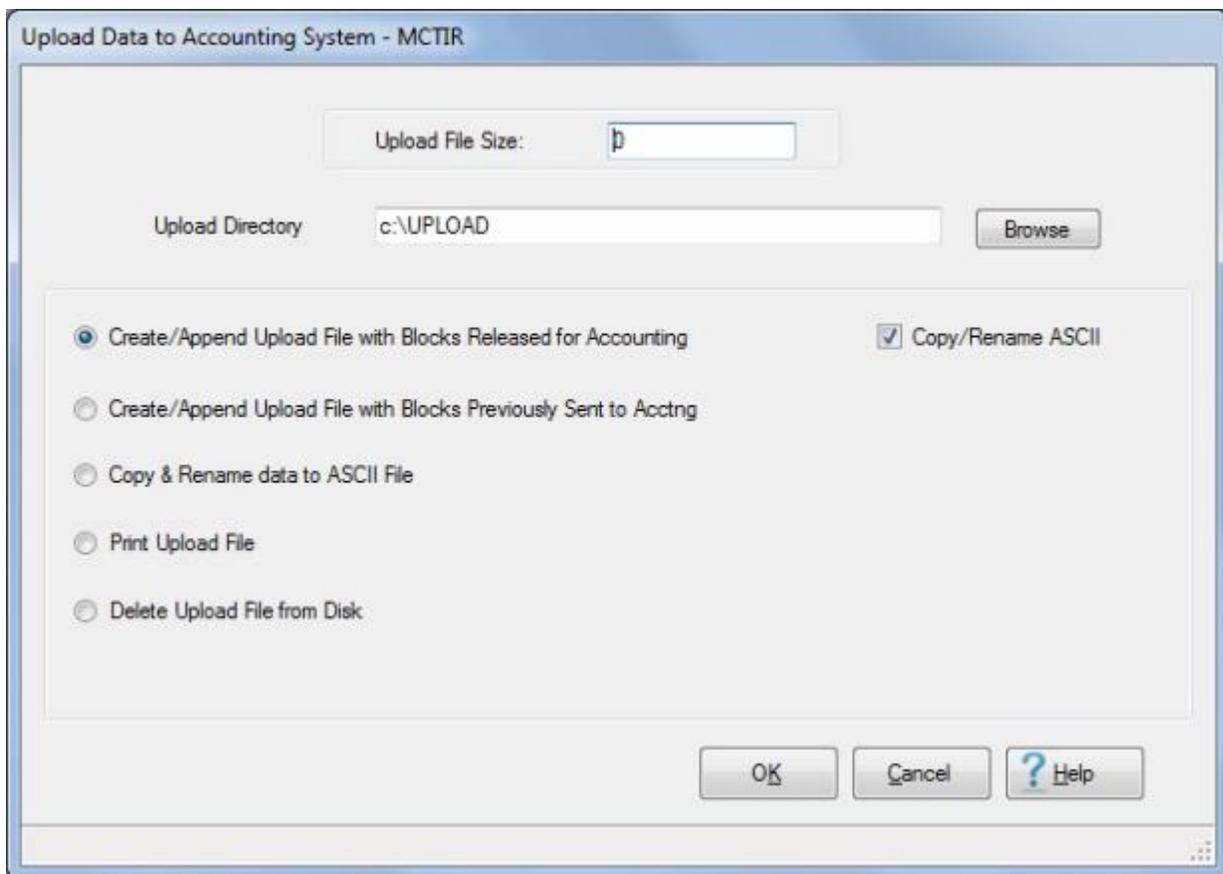
11. **Click** on the **Print** button to generate a print-out of the **Disbursing Upload File Totals** or **click** on the **Cancel** button if you are **finished**.
12. IATS returns to the **Upload Data to Disbursing System - DDS** screen.
13. **Click** on the **Cancel** button to **close** the screen is you are **finished** with this process.

Create MCTIR from IATS Blocks

IATS users may **create** an **upload** file for **MCTIR** using the IATS **blocks** that are in the status, "**Completed**".

 **Complete the following steps to "create" an upload to MCTIR from the IATS blocks:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Upload to Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Upload Transactions to Accounting System** option. The **Upload Data to MCTIR Accounting System - MCTIR** screen appears.



Upload Data to Accounting System - MCTIR

Upload File Size:

Upload Directory:

Create/Append Upload File with Blocks Released for Accounting Copy/Rename ASCII
 Create/Append Upload File with Blocks Previously Sent to Acctng
 Copy & Rename data to ASCII File
 Print Upload File
 Delete Upload File from Disk

Note: IATS will **append** new data to the existing data residing in the file **MCTIR.DAT**. Therefore, prior to creating a new MCTIR upload file, ensure that the **display** at the top of the **screen** reflects a **file size** equal to zero. If the size is shown as anything other than zero, **click** in the circle next to the **Delete Upload File from Disk** option and then **click** the **OK** button. IATS will delete the previously existing **MCTIR.DAT** file.

3. **Copy/Rename ASCII File:** - A **check mark** defaults to this check box indicating that the upload file will automatically be **renamed** and **copied** to an **ASCII** format. If you do not want to complete this process automatically, **click** in the check box to **remove** the check mark.
4. After ensuring that the Upload File **size** is equal to zero, **click** in the **circle** next to the **Create Append Upload File with Blocks Released for Accounting** option and then **click** the **OK** button. The **Block Selection** screen appears listing every block in the database in the status "**Completed**".
5. At the **Block Selection** screen, select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select all of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button. In addition, users can quickly locate a specific block by **typing** the block **number** in the **Find Block** field.

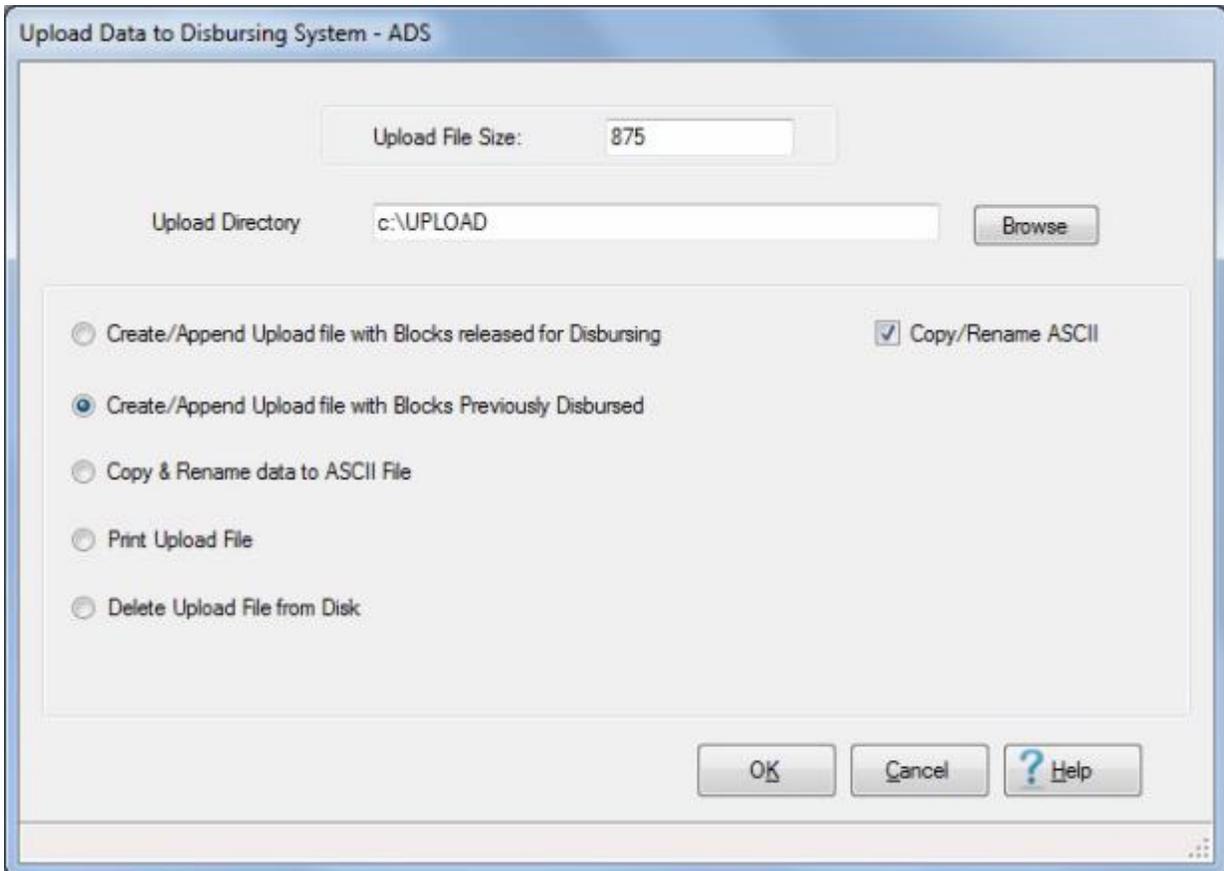
6. After **selecting** a block and **clicking** the **OK** button, IATS **creates** the new Upload File and **displays** the file **size** at the top of the **Upload Data to MCTIR Accounting System** screen.
7. Before **transmitting** the Upload File to MCTIR, the file must be [copied to an ASCII format](#).
8. **Click** on the **See Also** button below for additional **instructions** on processing upload files.

Upload Blocks Previously Disbursed

After the **Upload File** for a block has been initially **created**, the **status** of the **block** is changed to "**Completed**". As long as the block has not been **deleted**, however, it is still **possible** to **re-create** the **Upload File** if necessary.

 Complete the following steps to "upload" blocks previously disbursed:

1. At the **Upload Data to Disbursing** screen, **click** in the **circle next** to the option **Create/Append Upload File with Blocks Previously Disbursed**.



Upload Data to Disbursing System - ADS

Upload File Size: 875

Upload Directory: c:\UPLOAD Browse

Create/Append Upload file with Blocks released for Disbursing Copy/Rename ASCII
 Create/Append Upload file with Blocks Previously Disbursed
 Copy & Rename data to ASCII File
 Print Upload File
 Delete Upload File from Disk

Note: IATS will **append new data** to the existing data residing in the previously created upload file. Therefore, prior to creating a new upload file, ensure that the **display** at the top of the screen reflects a **file size equal to zero**. If the **size** is shown as anything other than zero, **click** in the **circle next** to the **Delete Upload File from Disk** option and then **click** the **OK** button. IATS will delete the previously existing **upload** file.

2. **Copy/Rename ASCII File:** - A **check mark defaults** to this check box indicating that the upload file will automatically be **renamed** and **copied** to an **ASCII**

format. If you do not want to complete this process automatically, **click** in the check box to **remove** the check mark.

3. **Select** the **location** where the upload file will be copied to. **Click** on the **Browse** button to select a *different drive* if necessary. When the correct drive is displayed, **click** on the desired **folder** to select the location for the upload file.
4. When you have **selected** the desired **location** for the upload file, **click** the **OK** button. the **Block Selection** screen appears listing every **block** in the database in the status "**Completed**".
5. At the Block Selection screen, select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select all of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

6. After **selecting** a block and **clicking** the **OK** button, the **Upload Claim Selection/Status** screen appears.

The screenshot shows a dialog box titled "Upload Claim Selection/Status". Inside the dialog, there is a section titled "Upload Option Selection". This section contains three text input fields: "Block:" with the value "TDY1", "SSN:" with the value "111881111", and "TONO:" with the value "0800000000000001". Below these fields are four radio button options: "Upload Claim on Exception Basis" (which is selected), "Upload All Claims on Block", "Disregard This Claim", and "Disregard All Claims on Block". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "? Help".

Note: At this screen, IATS **displays** the **block number** and **lists** the **SSN** and **TONO** for the first request on the block. IATS users must **chose** one of the following **options**:

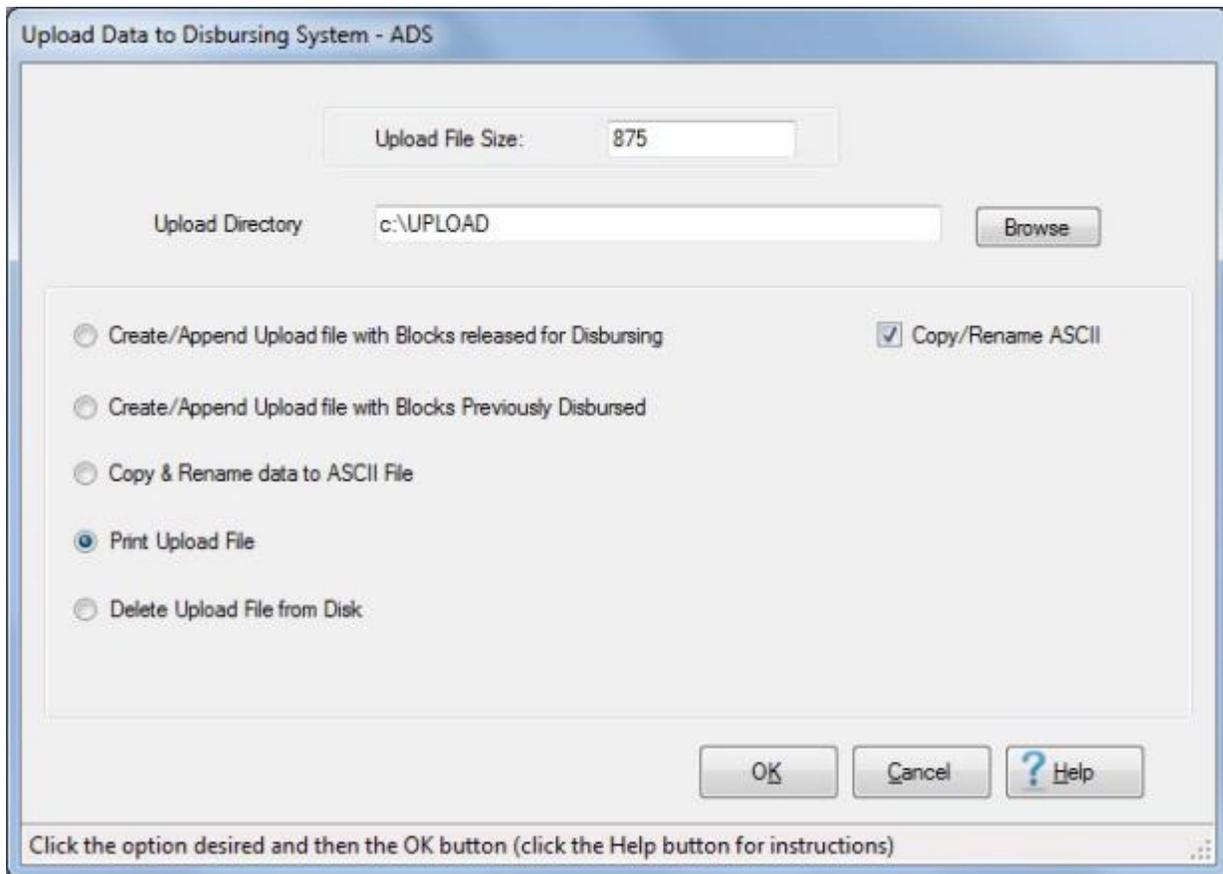
- Upload Claim on Exception Basis
 - Upload All Claims in Block
 - Disregard this Claim
 - Disregard All Claims in Block
7. After making a selection, **click** the **OK** button. IATS **creates** the **Upload File** based on the selection made and **returns** to the **Upload Data** screen.
 8. If not already done, (before **transmitting**), the re-created **Upload File**, the file must be [copied to an ASCII format](#).

Print Upload File

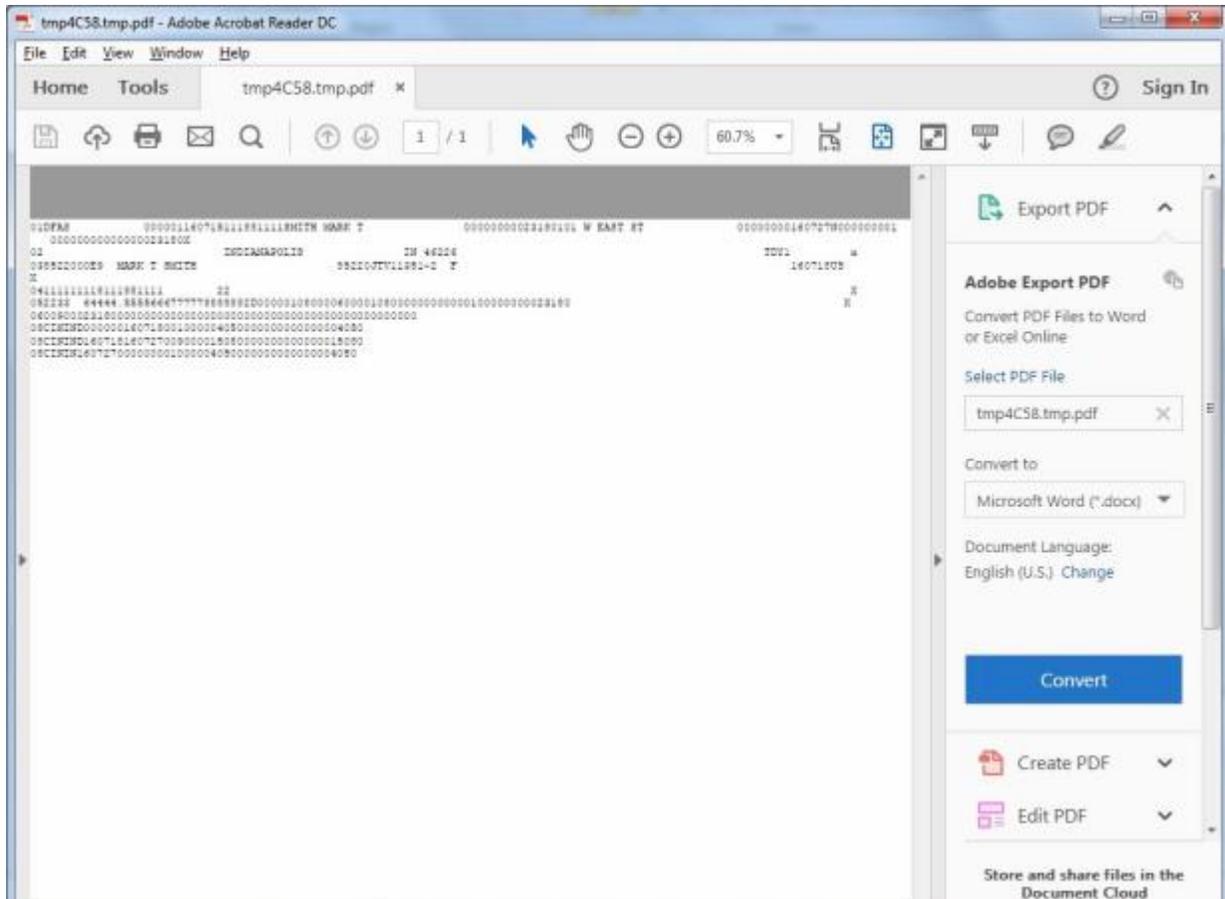
Before transmitting an Upload File, it is a good idea to **print** the **contents** of the file and **verify** that a valid request exists for each payment **record**.

 **Complete the following steps to "print" the contents of the Upload File:**

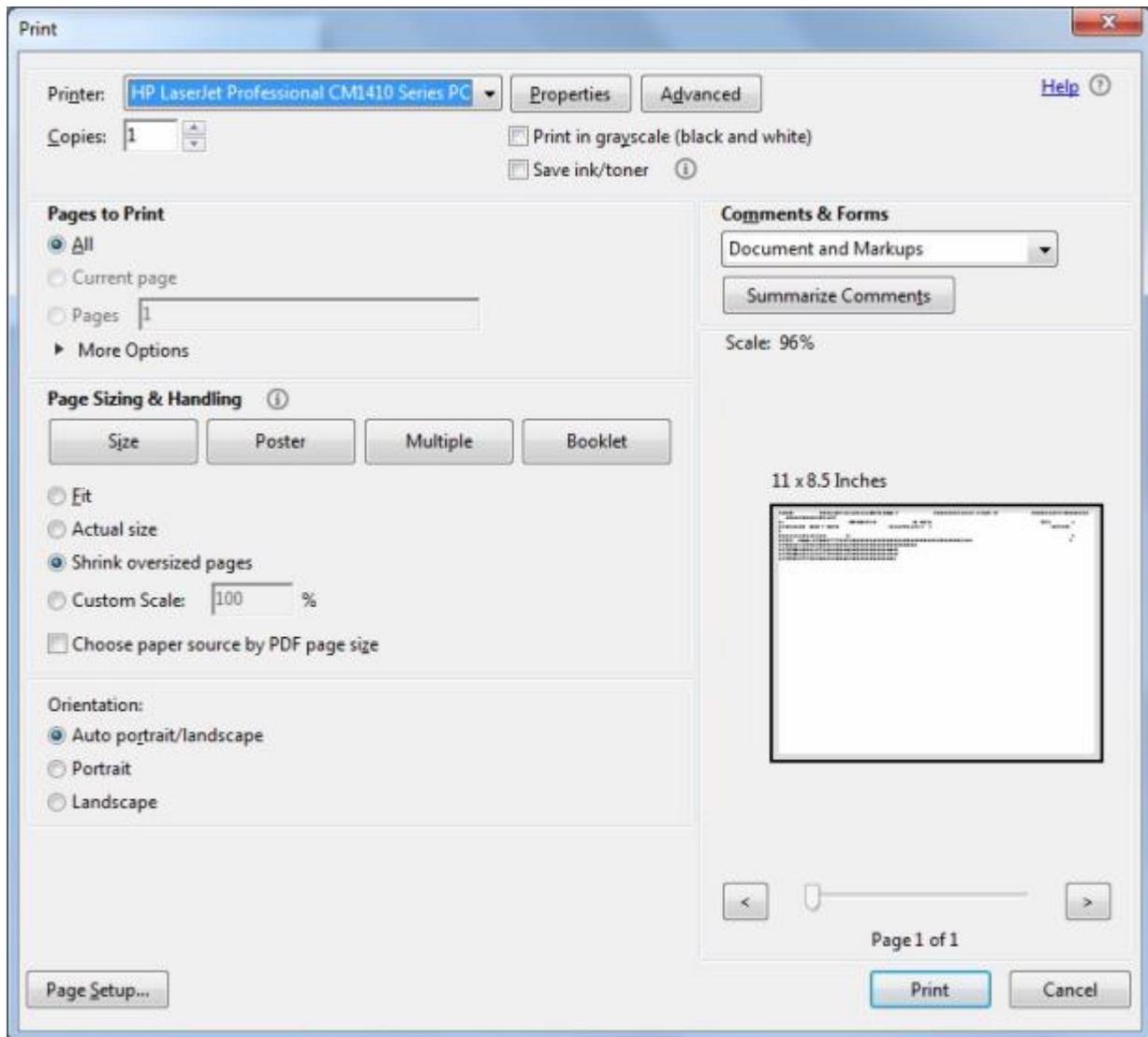
1. At the **Upload Data to Disbursing** screen, **click** in the **circle next** to the **Print Upload File** option and then **click** the **OK** button.



2. After clicking the **OK** button, the **Adobe Reader** screen appears.



3. Click on the **Printer** icon on the **toolbar** at the top of the screen. The **Print** screen will appear.



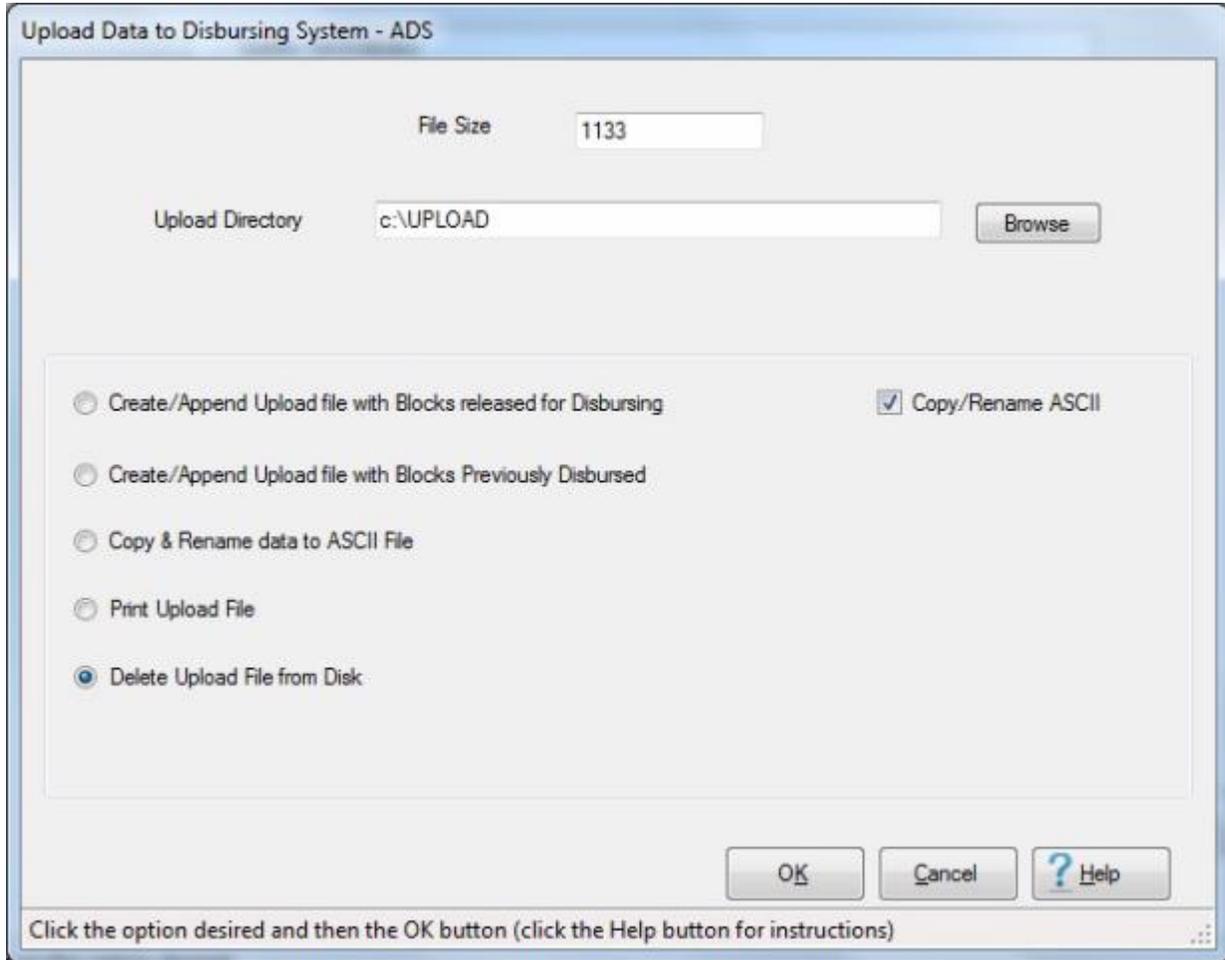
4. **Verify** that the **PC** is **configured** for the **correct printer** or **make** any **necessary changes**.
5. **Select** the **number** of **copies** you wish to **print** and **click** the **Print** button. IATS **prints** the **contents** of the Upload File and returns to the Adobe Acrobat Reader screen.
6. **Click** the **red X** button at the **top right corner** of the Adobe Acrobat Reader screen when you are ready.
7. IATS returns to the **Upload Data to Disbursing** screen.
8. **Click** on the **Cancel** button if you are **finished** printing the upload file.

Delete Upload File

After copying the Upload File to an **ASCII** format, the **UPLOAD.DAT** file is no longer needed and should be deleted.

 Complete the following steps to "delete" the **UPLOAD.DAT** file:

1. At the **Upload Data to Disbursing** screen, **click** in the **circle next** to the **Delete Upload File from Disk** option and then **click** the **OK** button.



Upload Data to Disbursing System - ADS

File Size 1133

Upload Directory c:\UPLOAD Browse

Create/Append Upload file with Blocks released for Disbursing Copy/Rename ASCII

Create/Append Upload file with Blocks Previously Disbursed

Copy & Rename data to ASCII File

Print Upload File

Delete Upload File from Disk

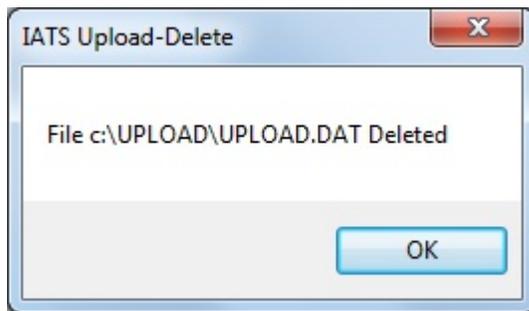
OK Cancel ? Help

Click the option desired and then the OK button (click the Help button for instructions)

2. After clicking the **OK** button, a *pop-up* appears asking if you are **sure** you wish to **delete** the **UPLOAD.DAT** file.



3. **Click** on the **Yes** button. A second *pop-up* **appears** indicating that the file was **deleted**.



4. **Click** on the **OK** button to **finish** the process. After clicking on **OK**, IATS **displays** a **zero** at the **Upload File of Size** field at the **Upload Data to Disbursing** screen.

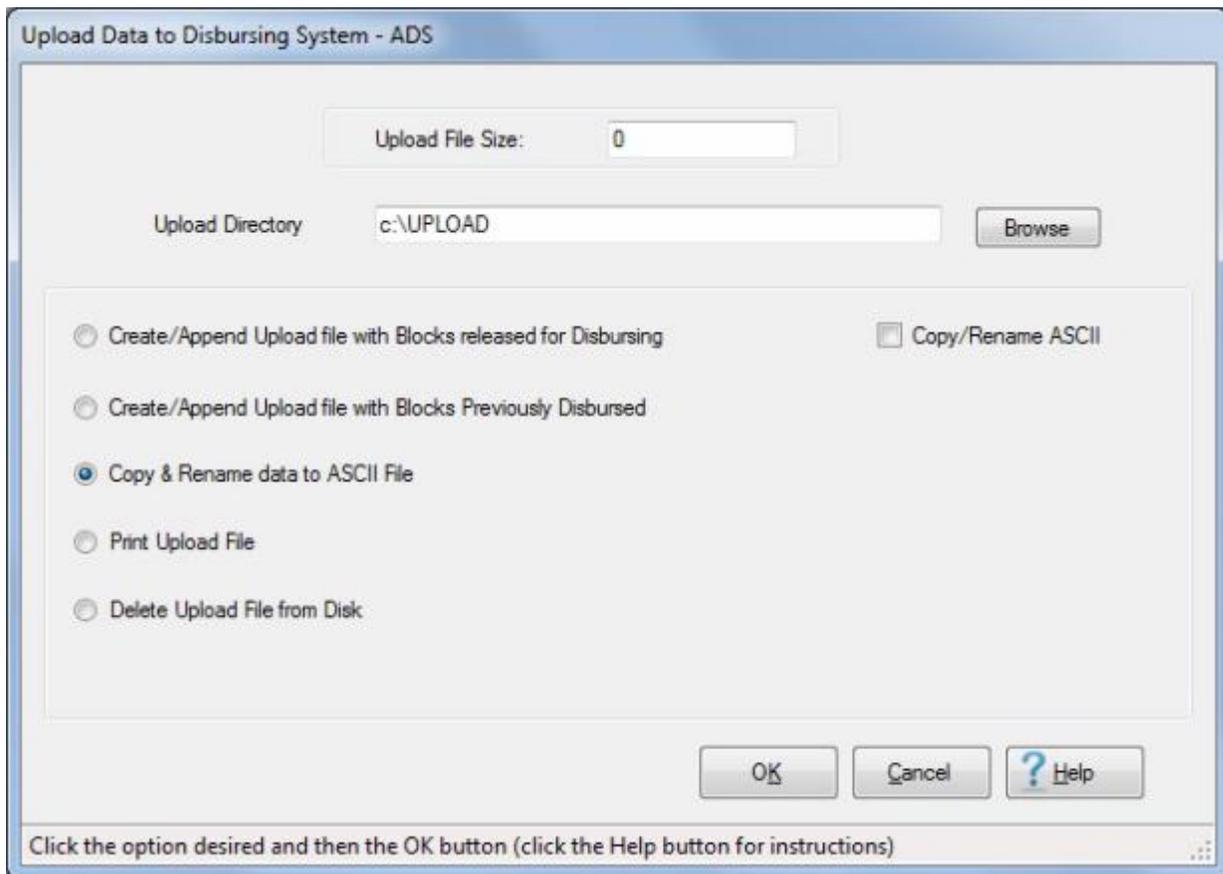
Copy Upload file to ASCII

After creating the disbursing system upload file, the **file** must be **copied** to an **ASCII** format prior to being **transmitted** to the applicable system.

If this was **not** already done when you initially created the file, **use the following steps** to complete the process.

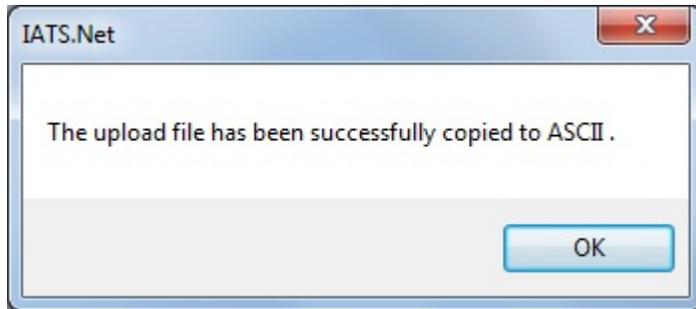
 **Complete the following steps to "copy" the Upload File to an ASCII format:**

1. At the **Upload Data to Disbursing System** screen, **click** in the **circle** next to the **Copy & Rename data to ASCII File** option and then **click** the **OK** button.



Note: After selecting this option as shown above, the IATS user must **select** the **location** where the ASCII file will **reside**.

2. If the **default** directory is not **correct** after selecting this option, **click** on the **Browse** button at the right portion of the screen and **browse** to the desired **directory**.
3. After specifying the desired directory, **click** the **OK** button. The following *pop-up* **appears** after the file has been copied.



4. **Click** on the **OK** button and IATS **returns** to the **Upload Data** screen.

Note: For **US Navy** and **Marines** travel offices creating an upload file to ADS, the **ADS File & Header Information** screen will appear after completing step (3) above. **Refer** to the **Help** topic, "[Completing the ADS File and Header Screen](#)", for additional instructions.

Copy Upload File to a Secure Directory

Inbound and Outbound Interfaces

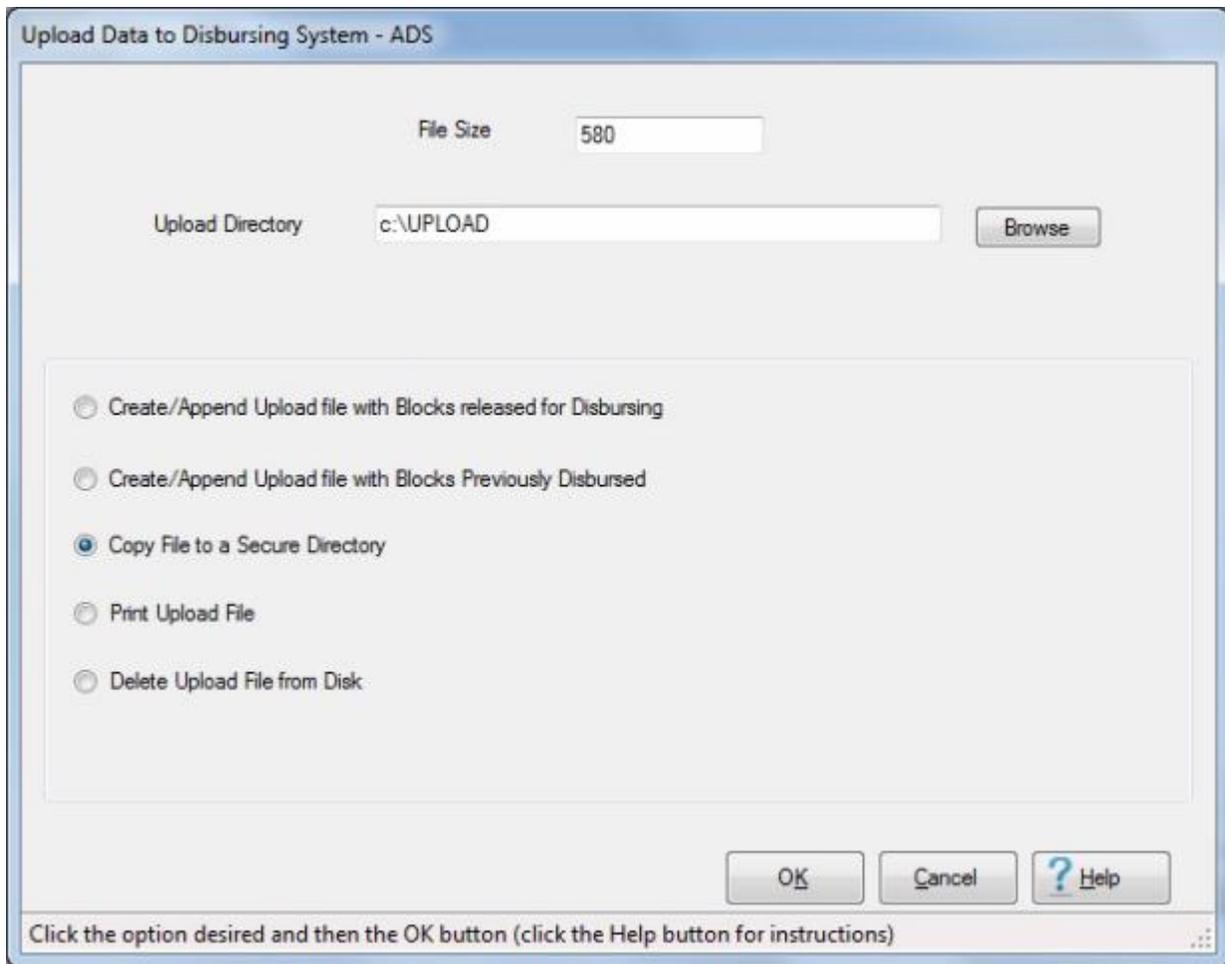
Disbursing Interface	DDS w/o MCTFS ▼	w/o SLOA ▼
Local DITY TONOs Only	<input type="checkbox"/>	
Payroll Interface Active	<input checked="" type="checkbox"/>	w/o SLOA ▼
		Secure Uploads <input checked="" type="checkbox"/>

IATS provides the option to create **secure** upload files. This option is activated in the **Maintenance** module.

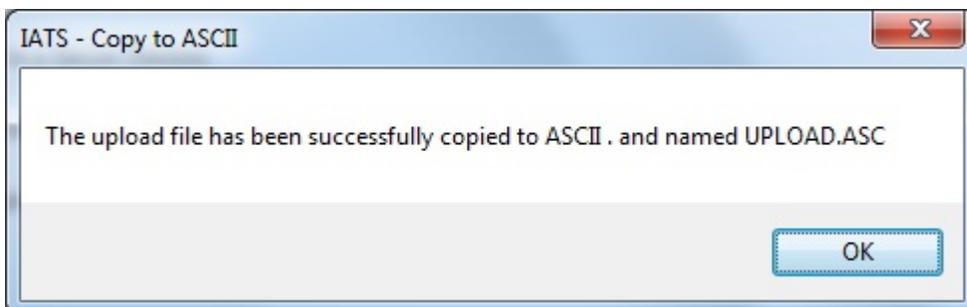
After creating the **secure** disbursing upload file. The **file** must be **copied** to a secure directory prior to being transmitted to the applicable system.

 **Complete the following steps to "copy" the Upload File to a secure directory:**

1. **Upload Directory:** - The directory displayed at the Upload Directory field is the **default** directory that has been previously established in Maintenance. **Click** on the **Browse** button if you wish to **select** a **different** directory.
2. At the **Upload Data to Disbursing** screen, **click** in the **circle** next to the **Copy File to a Secure Directory** option.



3. **Click on OK.** The **ADS File and Header Information** screen appears if IATS is configured to interface with the ADS disbursing system and you must **complete** this screen.
4. If IATS is configured to interface with the a different disbursing system, the following *pop-up message* is displayed to let you know that the file has been copied.



5. **Click on OK** to continue. The **Disbursing Upload File Totals** screen will appear.

The screenshot shows a window titled "Disbursing Upload File Totals". It contains three data entry fields and two action buttons. The first field is labeled "Date" and contains the text "7/20/2017". The second field is labeled "Nbr of Payments on File" and contains the number "3". The third field is labeled "Tot Amt of Payments" and contains the value "7,956.39". Below these fields are two buttons: "Print" and "Cancel". The "Print" button is highlighted with a blue border, while the "Cancel" button is not.

6. **Click** on the **Print** button if wish to generate a **print-out** of the information or **click** on the **Cancel** button to **close** the screen.

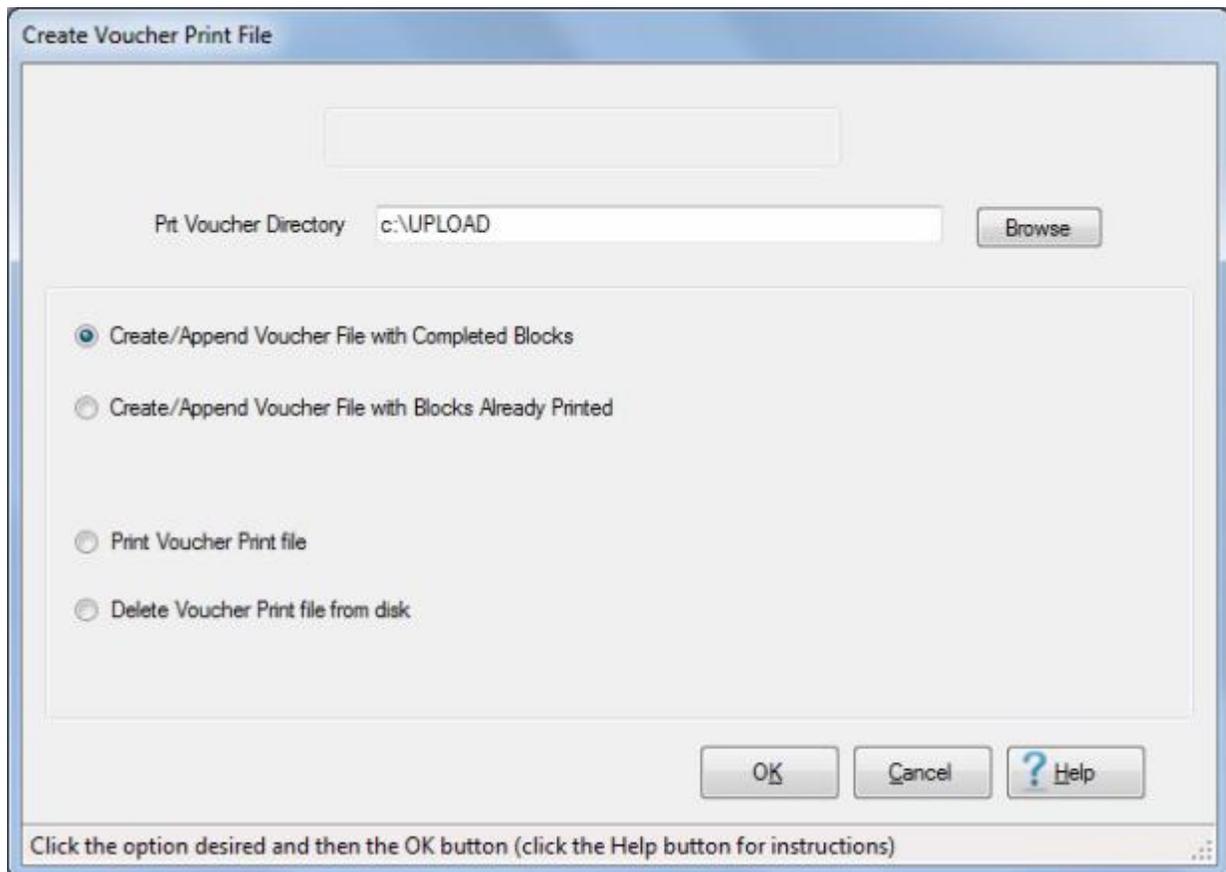
Create Voucher Print File

The **Create Voucher Print File** feature **creates** a print job file for **voucher(s)** rather than **sending** the print job to a **printer**. When this option is active, all of the **transactions** on a **block** must be **printed before** the block may be **deleted**.

This option must be **activated** by placing a **check mark** in the check box for "**Create Voucher Print File**" when [configuring the system interfaces](#) in the IATS **Maintenance** module.

 Complete the following steps to "create" a voucher print file:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Upload to Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Upload/Create Voucher Print File option**. The **Create Voucher Print File** screen appears.



Create Voucher Print File

Print Voucher Directory: c:\UPLOAD

Create/Append Voucher File with Completed Blocks

Create/Append Voucher File with Blocks Already Printed

Print Voucher Print file

Delete Voucher Print file from disk

Click the option desired and then the OK button (click the Help button for instructions)

3. **Directory:** - IATS is programmed to automatically place the created file into the **directory** you have **specified** in the **Maintenance** module for Upload files. If you wish to place the file into a **different** directory, **click** on the **Browse** button.

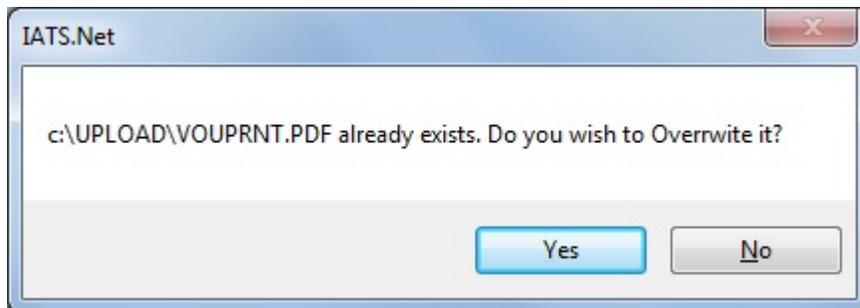
The **Browse For Folder** screen appears and you may select the desired directory/folder for the file.

4. **Click** in the **circle next** to the **Create/Append Voucher File with Completed Blocks** option.
5. **Click** on the **OK** button. The **Block Selection** screen appears listing every **block** in the database in the status "**Completed**"
6. At the **Block Selection** screen, select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select all of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

7. The **Enter Confirmation Password** screen will appear.
8. **Enter** your Confirmation Password and then **click** on **OK**.
9. After you click on OK, IATS creates a **PDF** file named **VOUPRNT** and places it in the specified directory/folder.

Note: If the **VOUPRNT** file already exists, you will see the following warning **message**.



Note: If you wish to **keep** the existing VOUPRNT file, you must **re-name** it before creating a new VOUPRNT file.

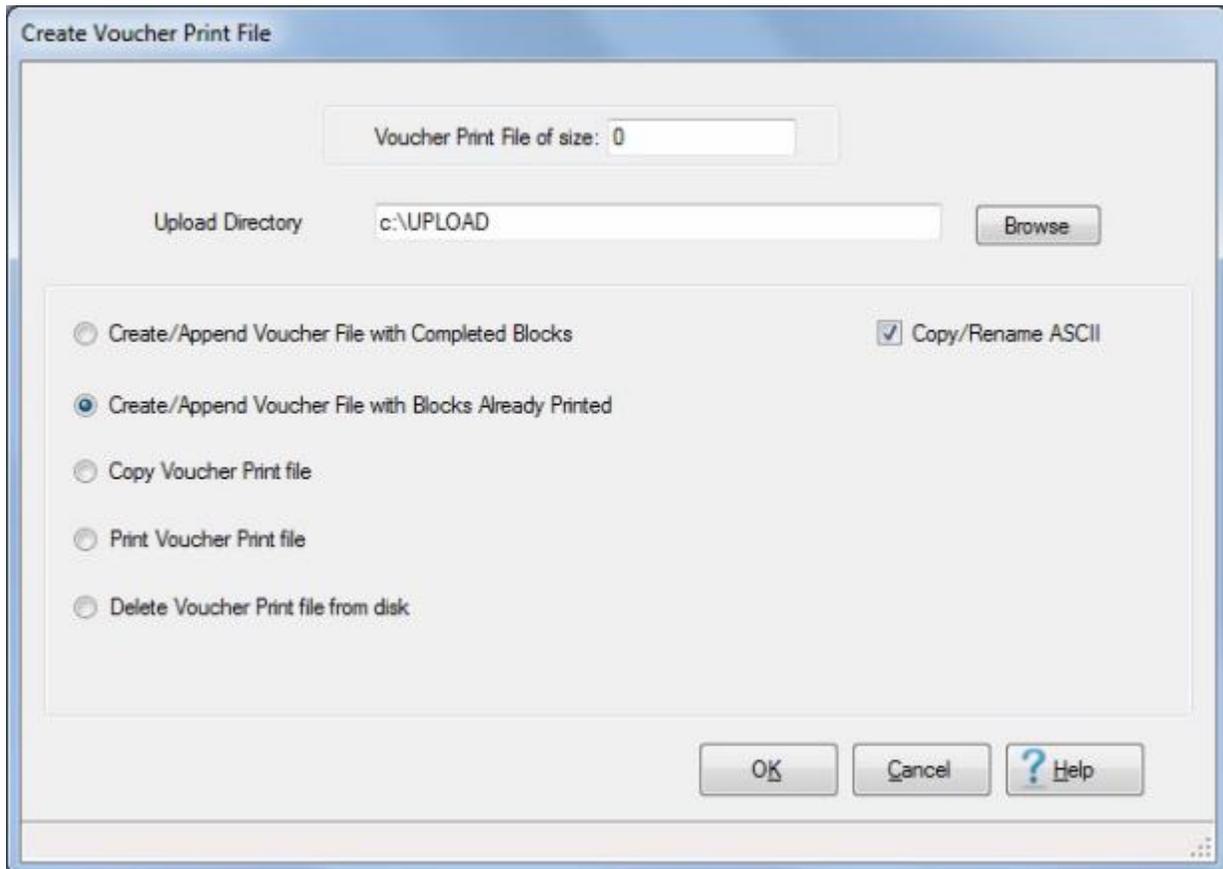
10. **Click** on *Yes* or *No* as desired.

Create Voucher Print File with Blocks Already Printed

After the **Voucher Print File** for a block has been initially **created**, it is still possible to create a new Voucher Print File for the block or several blocks if applicable.

 **Complete the following steps to "create" a voucher print file with blocks already printed:**

1. At the Create Voucher Print File screen, **click** in the **circle next** to the option **Create/Append Voucher Print File with Blocks Already Printed**.
2. **Copy/Rename ASCII File:** - A **check mark defaults** to this check box indicating that the upload file will automatically be **renamed** and **copied** to an **ASCII** format. If you do not want to complete this process automatically, **click** in the check box to **remove** the check mark.



Note: IATS will **append new data** to the existing data residing in the file **VOUPRNT.DAT**. Therefore, prior to creating a new Voucher Print File file, ensure that the **display** at the top of the **screen** reflects a **file size equal to zero**. If the **size** is shown as anything other than zero, **click** in the **circle next** to the **Delete Voucher Print**

File from Disk option and then **click** the **OK** button. IATS will delete the previously existing **VOUPRNT.DAT** file.

3. After ensuring that the Voucher Print File **size** is equal to zero, **click** the **OK** button. The **Block Selection** screen appears listing every **block** in the database that a previous Voucher Printed File was created for.
4. At the Block Selection screen, select a block by **double clicking** on the desired block or by **clicking** on the block **once** and then **clicking** the **OK** button.

Tip: Users may select all of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

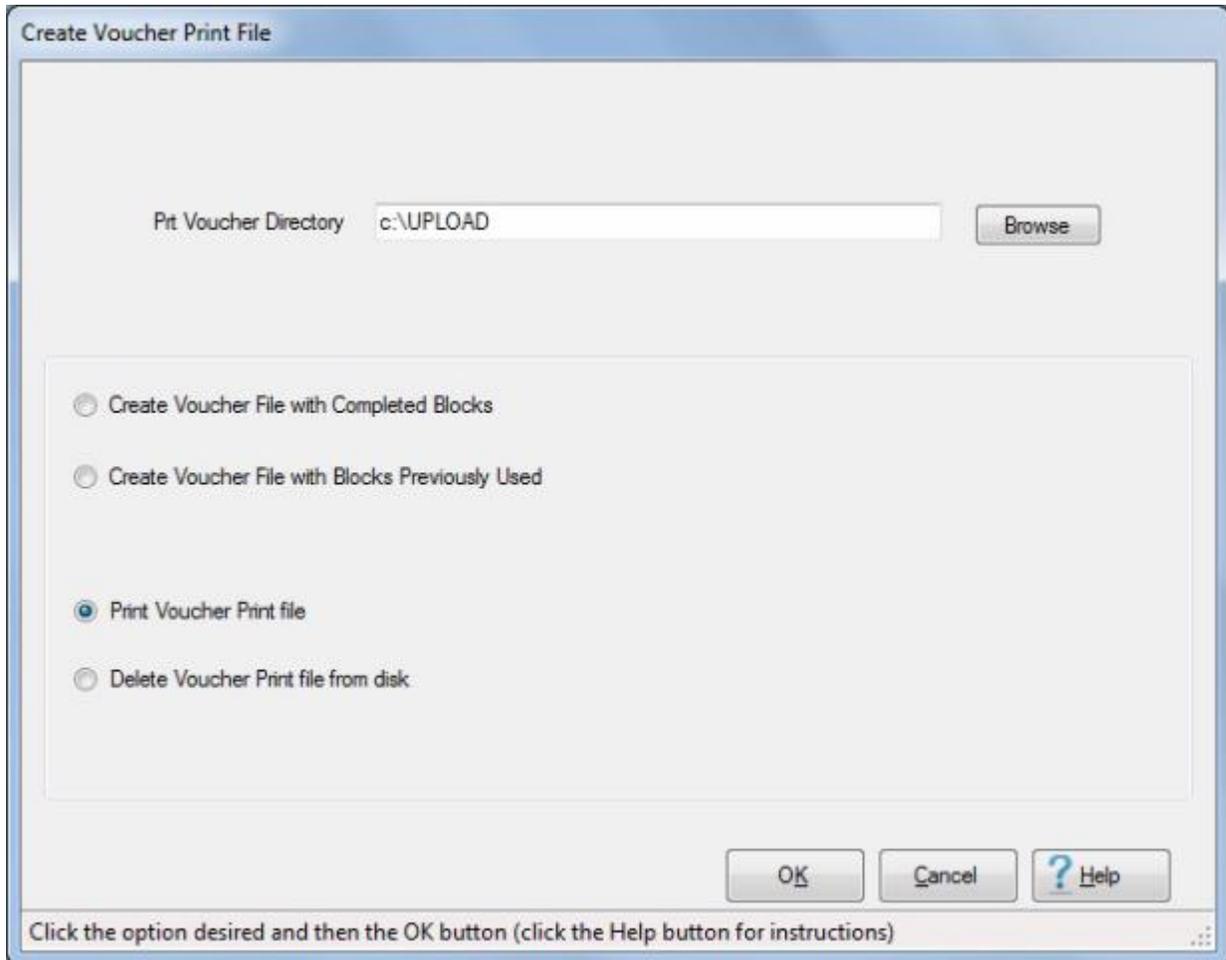
5. After **selecting** a block and **clicking** the **OK** button, IATS **creates** the new Voucher Print File and **displays** the file **size** at the top of the Create Voucher Print File screen.

Print Voucher Print File

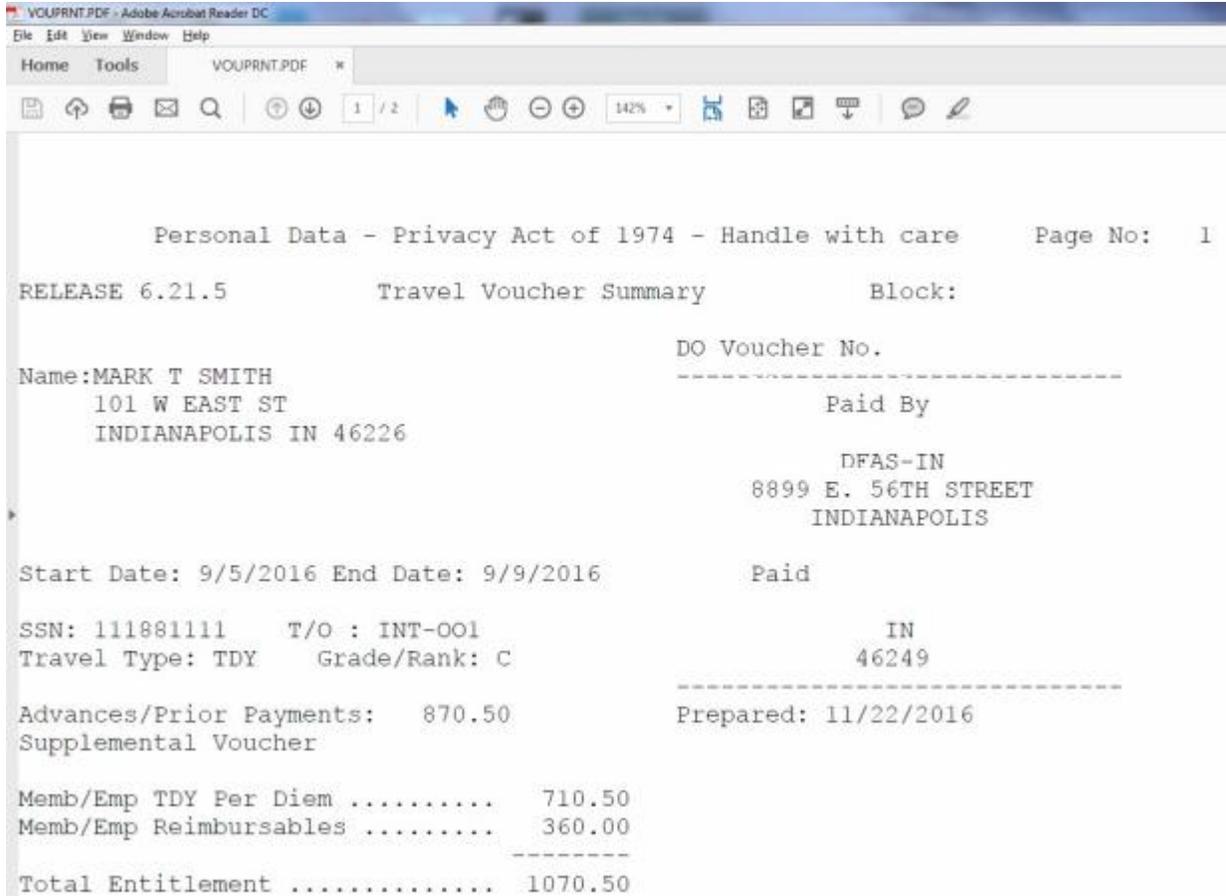
Once a Voucher Print File is created, you can **print** the file from the **Create Voucher Print File** screen if desired.

 **Complete the following steps to "print" a voucher print file:**

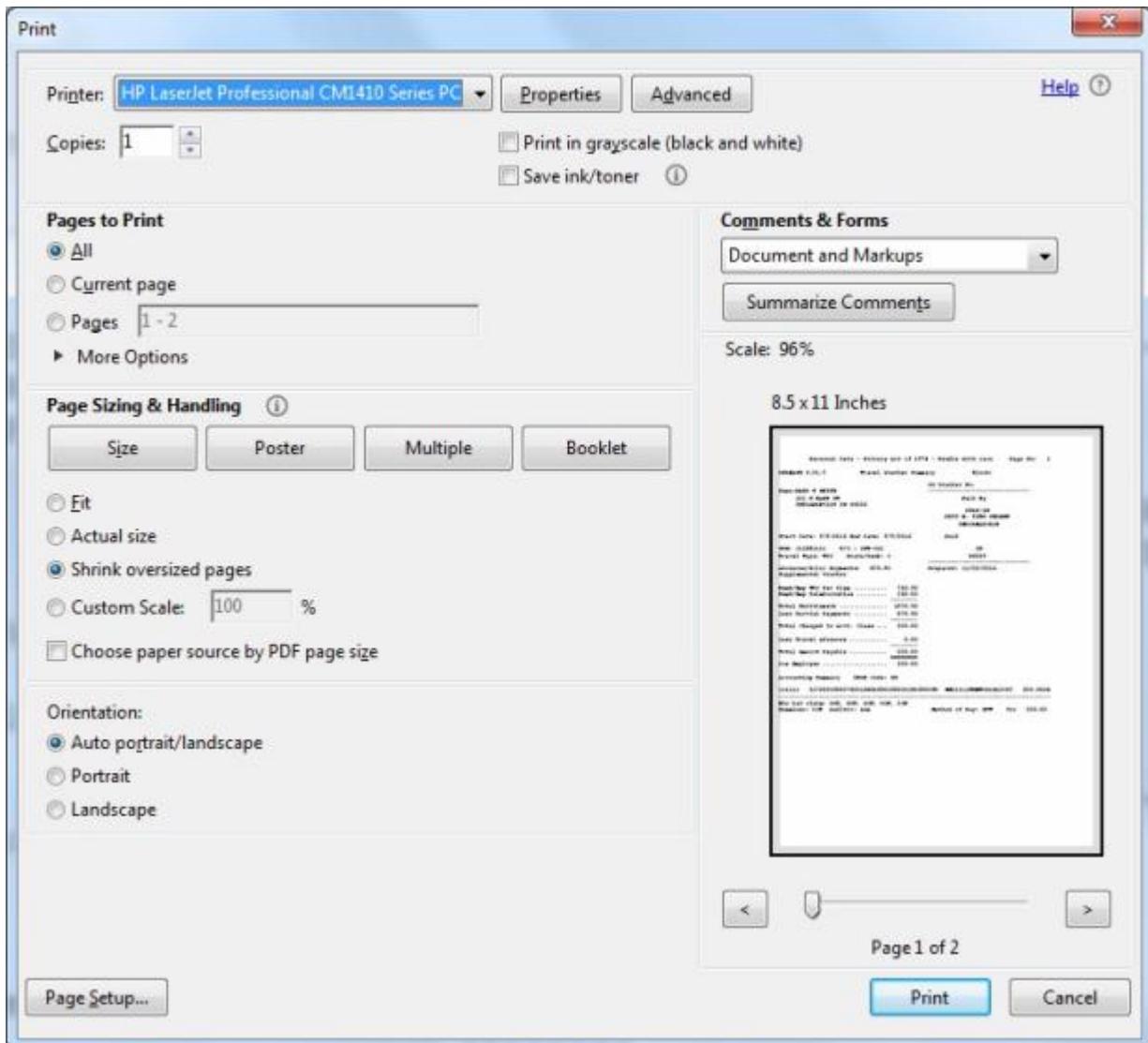
1. At the **Create Voucher Print File** screen, **click** in the **circle next** to the **Print Voucher Print File** option and then **click** the **OK** button.



2. The **Adobe Acrobat Reader** screen appears displaying the vouchers.



- At the **Adobe Acrobat Reader** screen, **click** on the **printer** icon on the **tool bar**. The **Print** screen will appear



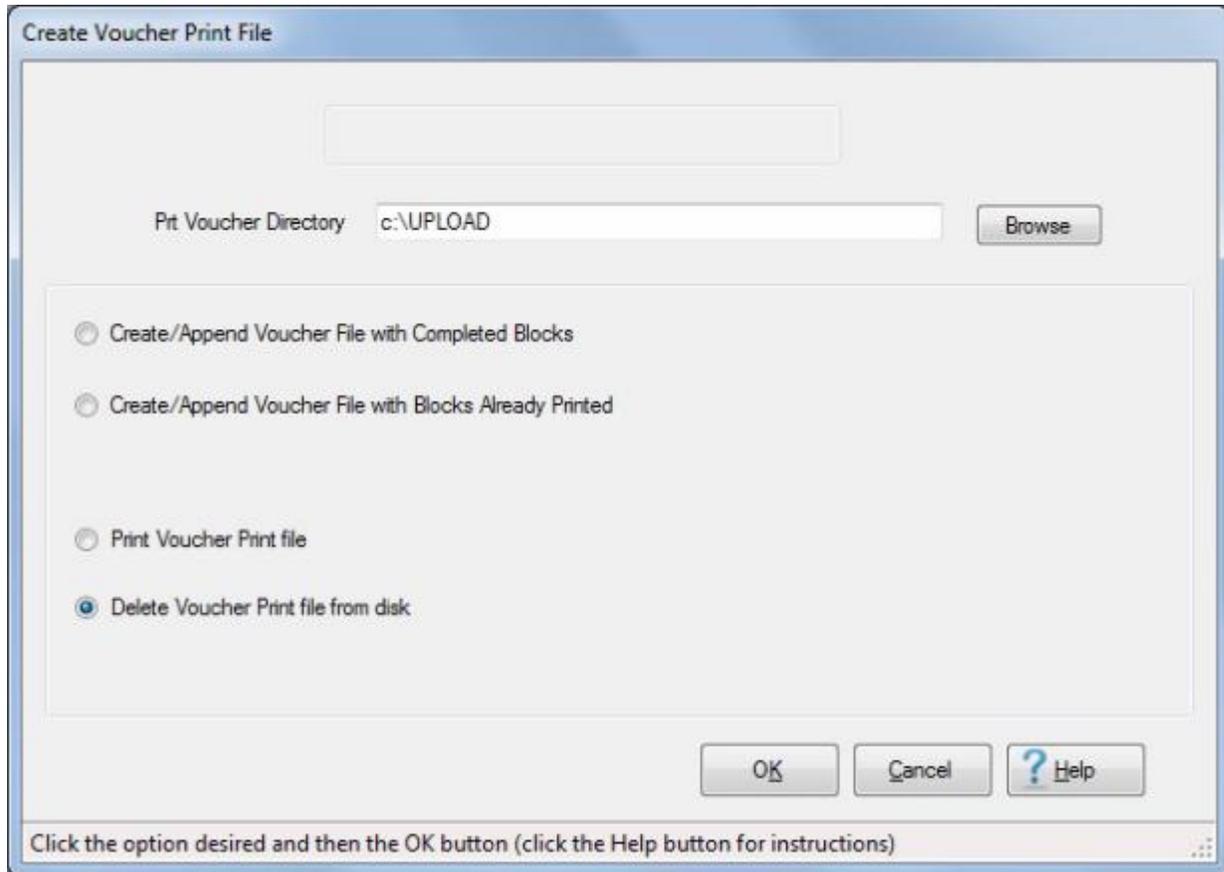
4. **Verify** that the **PC** is **configured** for the **correct printer** or **make** any **necessary changes**.
5. **Select** the **number of copies** you wish to print, the number of pages, and make any other desired adjustments.
6. When you are **ready** to print the file, **click** the **Print** button. IATS **prints** the **contents** of the Voucher Print File.
7. If you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the **red X** button at the **top right corner** to **close** the screen.
8. If you are **finished** using the **Create Voucher Print File** screen, **click** on the **Cancel** button to return to the System Administrator screen.

Delete Voucher Print File

Prior to creating a new Voucher Print File, you may **delete** the existing **VOUPRNT.PDF** file.

 **Complete the following steps to "delete" a voucher print file:**

1. At the **Create Voucher Print File** screen, **click** in the **circle next** to the **Delete Voucher Print File From Disk** option and then **click** the **OK** button.



2. After clicking the **OK** button, a *pop-up* appears asking if you are **sure** you wish to **delete** the **VOUPRNT.PDF** file. **Click** on **Yes**.
3. After clicking on **Yes**, another *pop-up* appears stating that the file was deleted. **Click** on **OK** to continue.

Coast Guard Upload to Mainframe

This process **transforms** the payment information for the **advance** and **settlement** requests computed by IATS, into a **format** acceptable by **Coast Guard Systems**. This data is then **processed** assign DOV#s, print checks and transmit EFT payment transactions.

Note: Coast Guard **uploads** to the mainframe are based upon **specific funds** and the information entered at the **Batch Specific Data** screen in the **Maintenance** module. **See** the example **below**:

Maintain Yard Batch Specific Data

User ID: SYSTEM

TLC Specific Data

OPFAC

Transmit Directory

Verification/Transmission List Directory

Travel Office Mail Name

CG HQ Mail Name

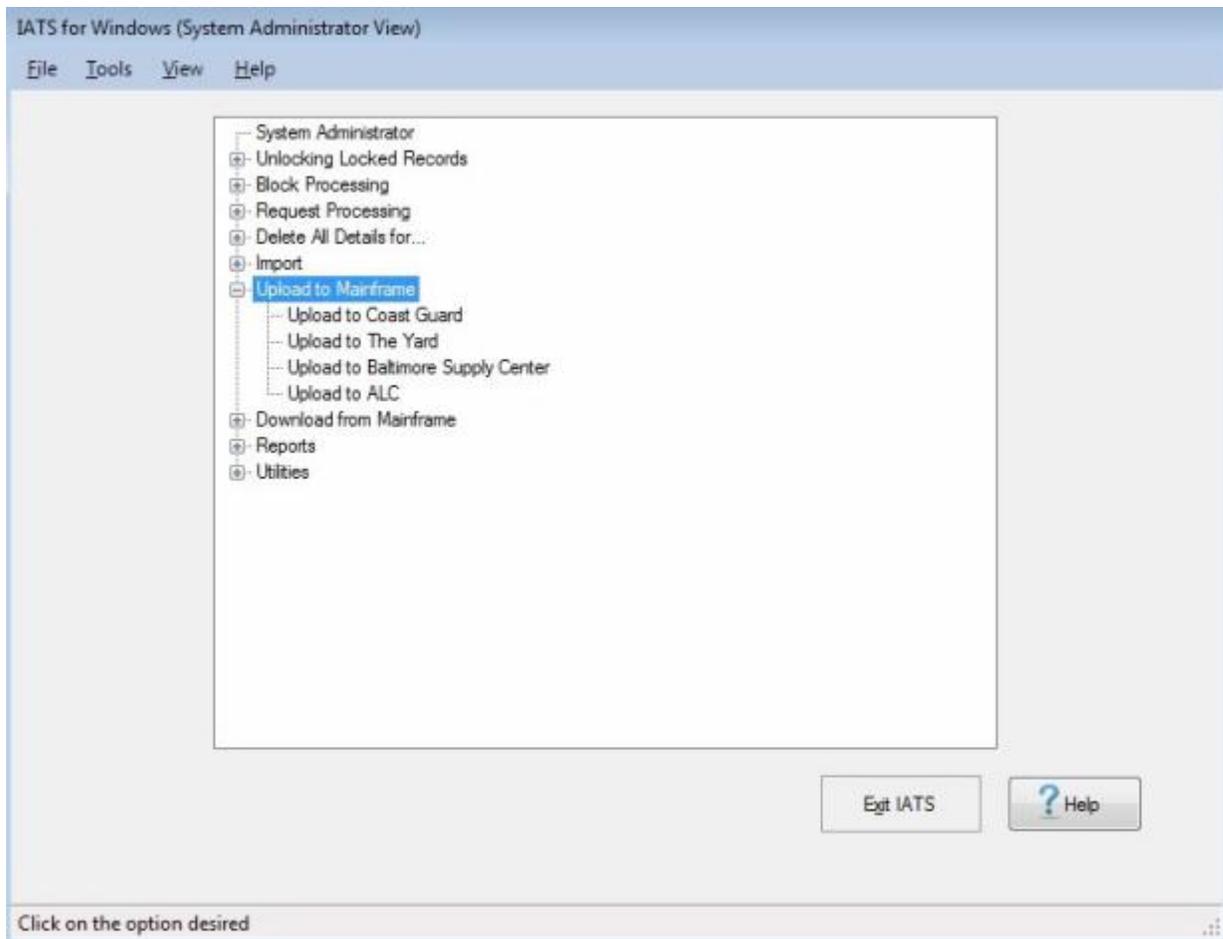
FINCEN Mail Name

FUT Claim Directory

Automatically send to DAFIS after claims

Complete the following steps to "create" the upload file for Coast Guard funds:

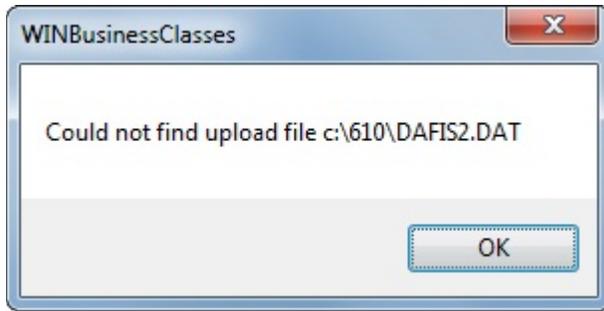
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Upload to Mainframe**". An expandable menu appears listing the options.



2. **Click** on the **Upload** option for the desired funding organization.
3. IATS will **complete** the upload process (and display the following message) if claim transaction file(s) **exist** in the specified **directory/folder** that was established at the **Batch Specific Data** screen in the **Maintenance** module.



If claim transaction file(s) does not exist in the specified **directory/folder** that was established at the **Batch Specific Data** screen in the **Maintenance** module, IATS will display the following message..



4. **Click** on the **OK** button to continue.

Download Files

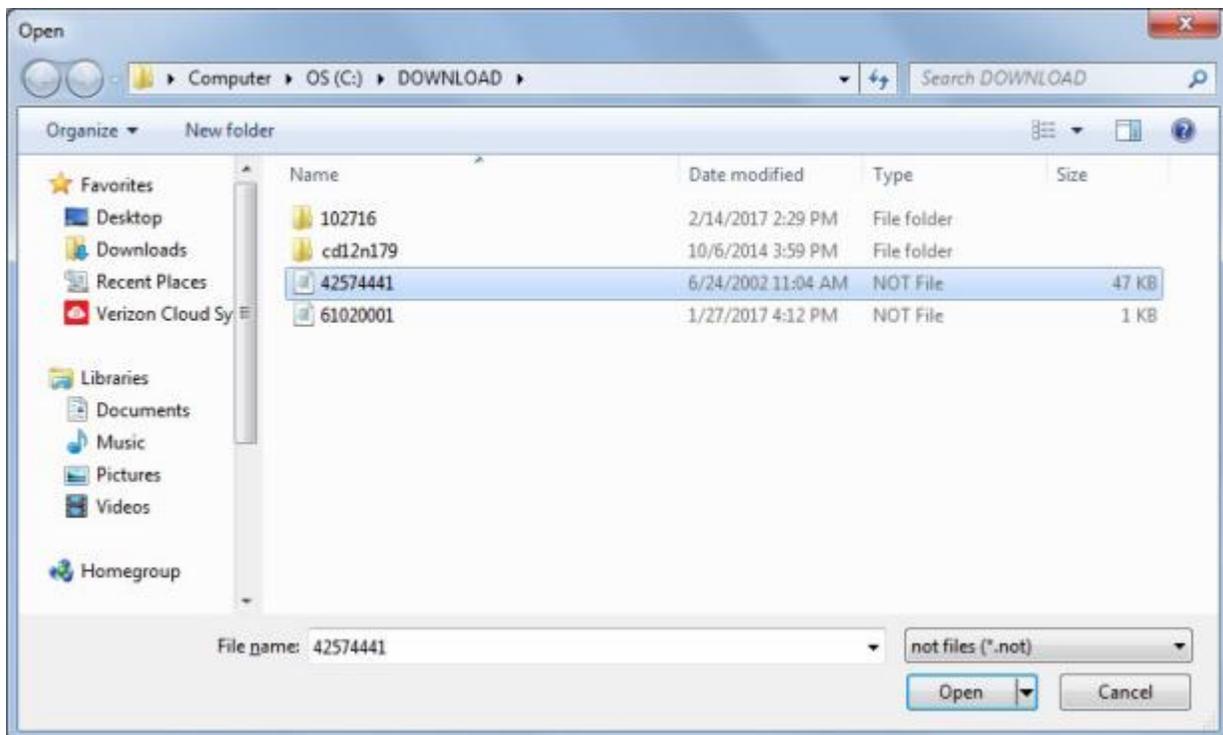
Process ADS Download File

After **ADS** has **processed** the uploaded IATS **payments**, a **file must** be **downloaded** from ADS to pass the disbursing **information** back to IATS.

 **Complete the following steps to "process" the ADS Download File:**

Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download Transactions from Disbursing System** option. The **Open** screen appears.



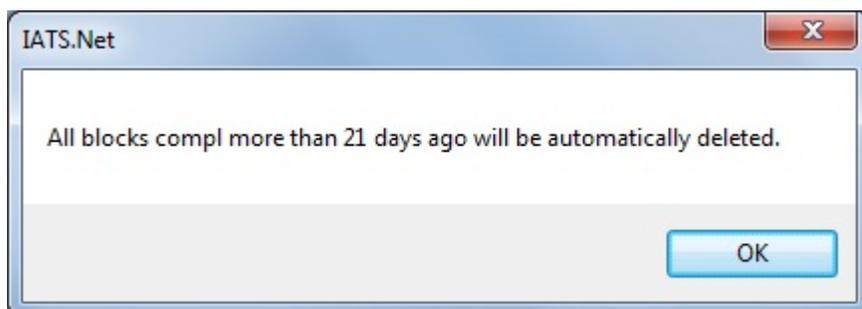
Note: At this screen, the IATS user must **select** the **location** where the download file resides.

3. If the **default** directory is not correct when the **Open** screen appears, **browse** to the desired directory/folder.
4. After specifying the desired directory/folder, the download **file(s) will appear**.
5. **Click** on the desired download **file**. IATS highlights the **filename**.

6. Click on the **Open** button. The **Download from ADS** screen appears.

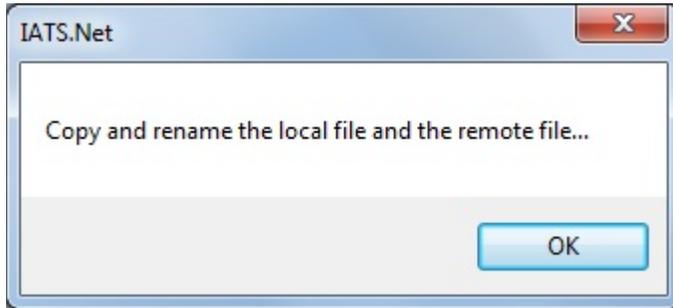
	File	Total	Disbursed Amt
Nbr Rcds Read	<input type="text"/>	<input type="text"/>	
TDY Setl Created/Updated	<input type="text"/>	<input type="text"/>	<input type="text"/>
PCS Setl Created/Updated	<input type="text"/>	<input type="text"/>	<input type="text"/>
EFT Payments Corrected/Rej	<input type="text"/>	<input type="text"/>	
TDY Adv Created/Updated	<input type="text"/>	<input type="text"/>	<input type="text"/>
PCS Adv Created/Updated	<input type="text"/>	<input type="text"/>	<input type="text"/>
Travel Orders Created/Updated	<input type="text"/>	<input type="text"/>	
Traveler Accts Created/Updated	<input type="text"/>	<input type="text"/>	
EFT Claims Created/Updated	<input type="text"/>	<input type="text"/>	
Total Nbr Claims Rejected	<input type="text"/>	<input type="text"/>	

7. If the **correct** file is not displayed at the top of the screen, **click** on the **Change File** button. The **Open** screen will re-appear and you can select a different file.
8. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.
9. The following *pop-up message* will appear indicating that all blocks completed prior to 21 days ago will be **deleted**.

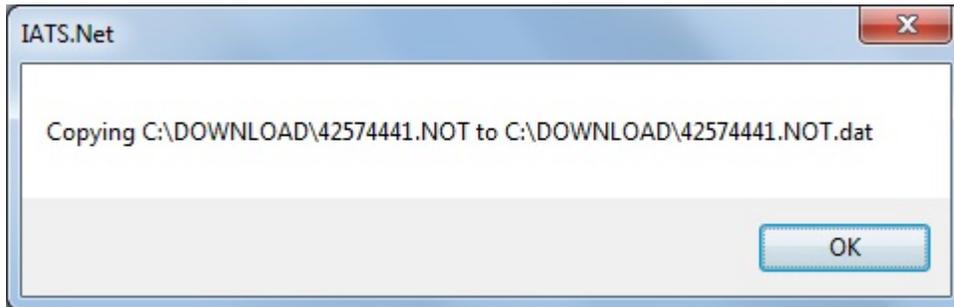


10. Click on **OK** to continue.

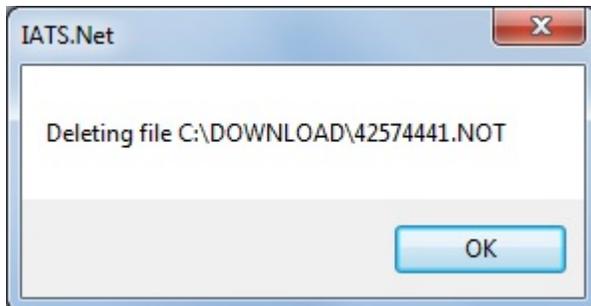
11. The following *pop-up message* will appear indicating that IATS will now **copy** and **rename** the **local** and **remote** file.



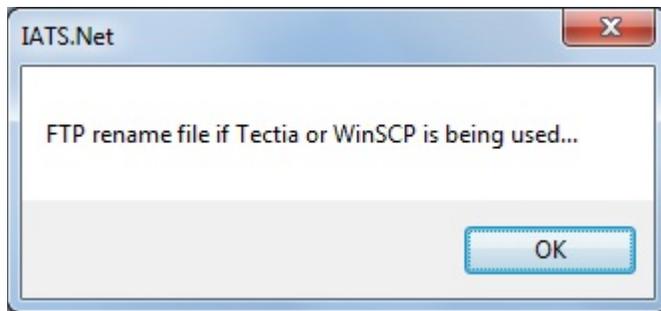
12. **Click** on **OK** to continue.
13. The following *pop-up message* will appear indicating that IATS is **copying** the file and **displays** the new filename.



13. **Click** on **OK** to continue. The following *pop-up message* will appear indicating that IATS is **deleting** the original ADS Download file.



14. **Click** on **OK** to continue. The following *pop-up message* will appear indicating that IATS is **renaming** the file if **Tectia** or **WinSCP** is being used for the secure ODS upload.



15. Click on **OK** to continue.

Tip: If rejects occur, the errors are written to the **error** file. A *pop-up appears* asking if you **wish** to **view** the **log file**. It is a good idea to **view** the download error report. This report should be **analyzed** to determine the **cause** of the reject. **Click** on the *Yes* or *No* button to **view** the **log file** as desired.

16. When **finished** processing the ADS download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

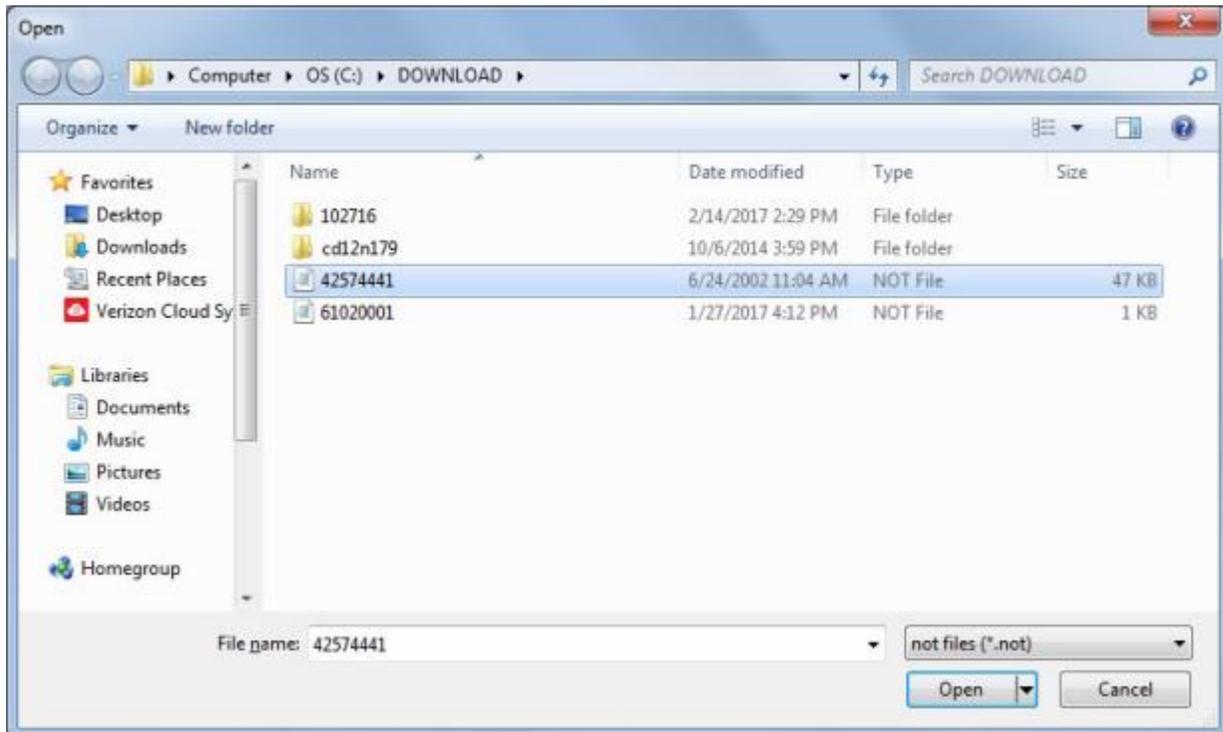
Process DDS Download File

After **DDS** has **processed** the uploaded IATS **payments**, a **file** must be **downloaded** from DDS to pass the disbursing **information** back to IATS.

 **Complete the following steps to "process" the DDS Download File:**

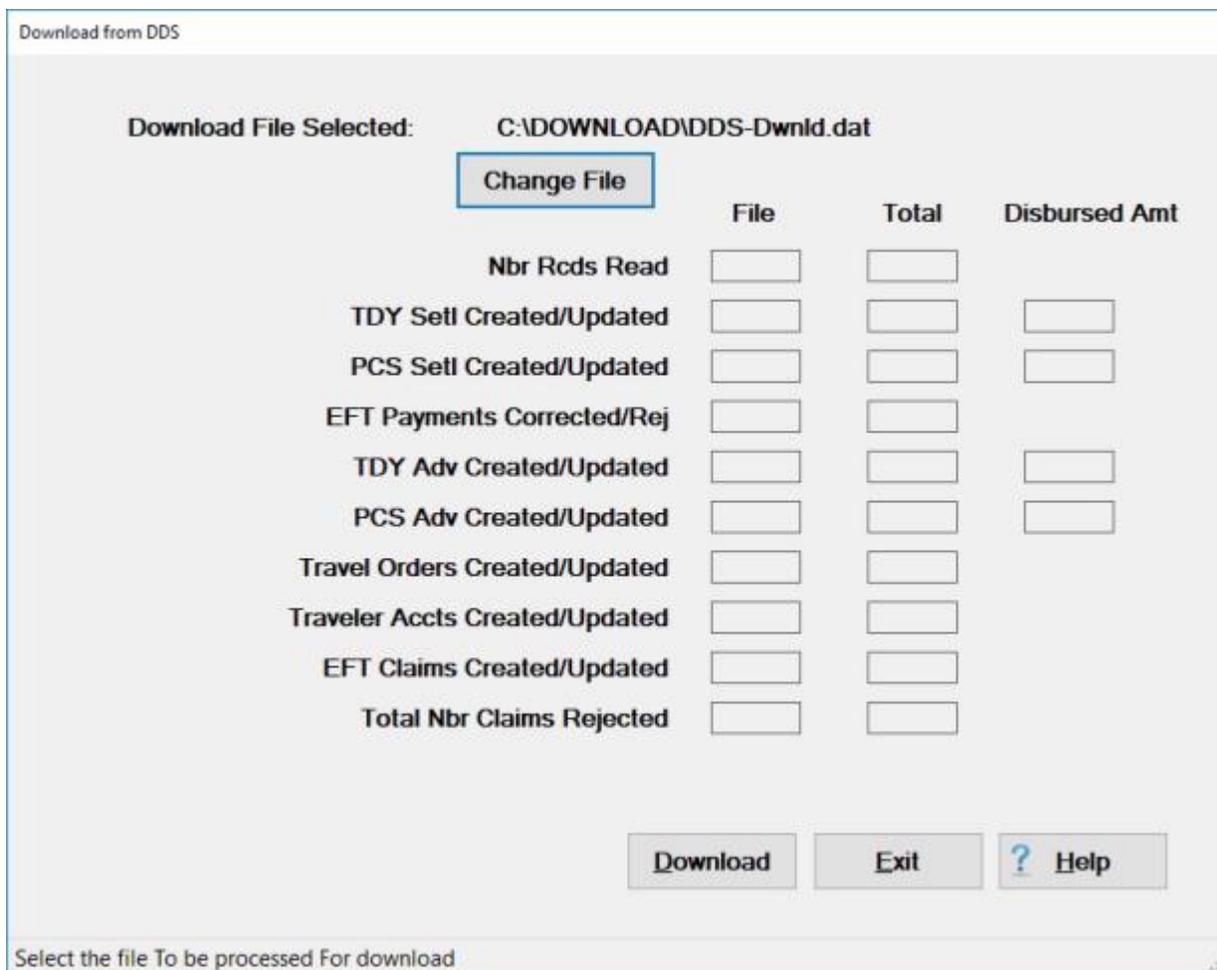
Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download Transactions from Disbursing System** or the **Download Transactions from DDS Disbursing System** option (depending on your customer type). The **Open** screen appears.

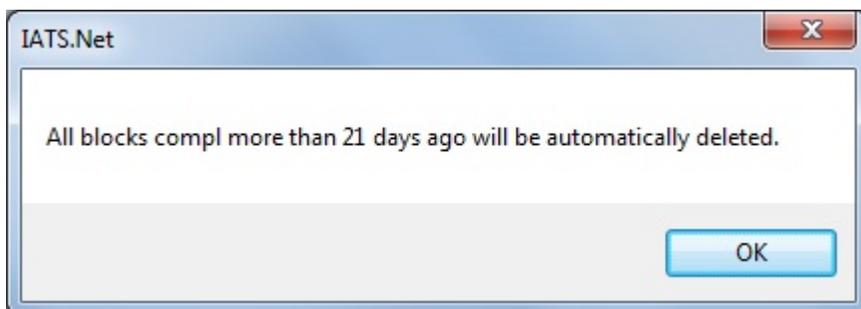


Note: At this screen, the IATS user must **select** the **location** where the download file resides.

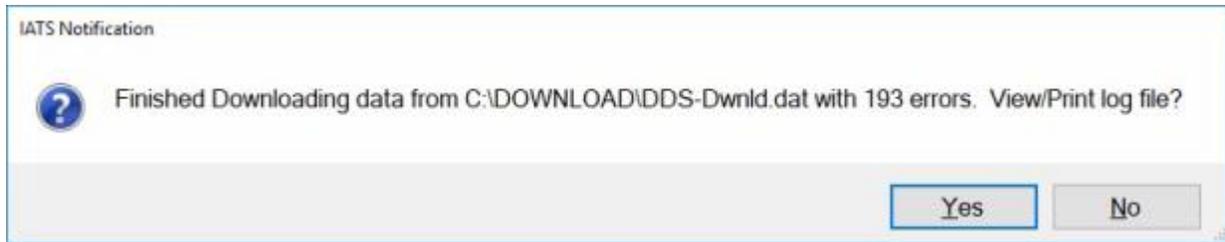
3. If the **default** directory is not **correct** when the **Open** screen appears, **browse** to the desired **directory/folder**.
4. After specifying the desired directory/folder, the download **file(s)** will **appear**.
5. **Click** on the desired download **file**. IATS highlights the **filename**.
6. **Click** on the **Open** button. The **Download from DDS** screen appears



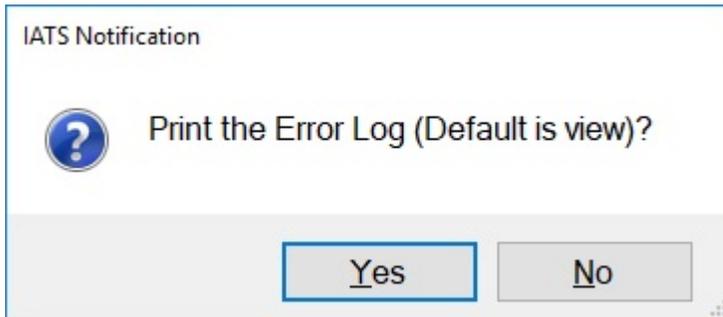
7. If the **correct** file is not displayed at the top of the screen, **click** on the **Change File** button. The **Open** screen will re-appear and you can select a different file.
8. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.
9. The following *pop-up* **message** will appear indicating that all blocks completed prior to 21 days ago will be **deleted**.



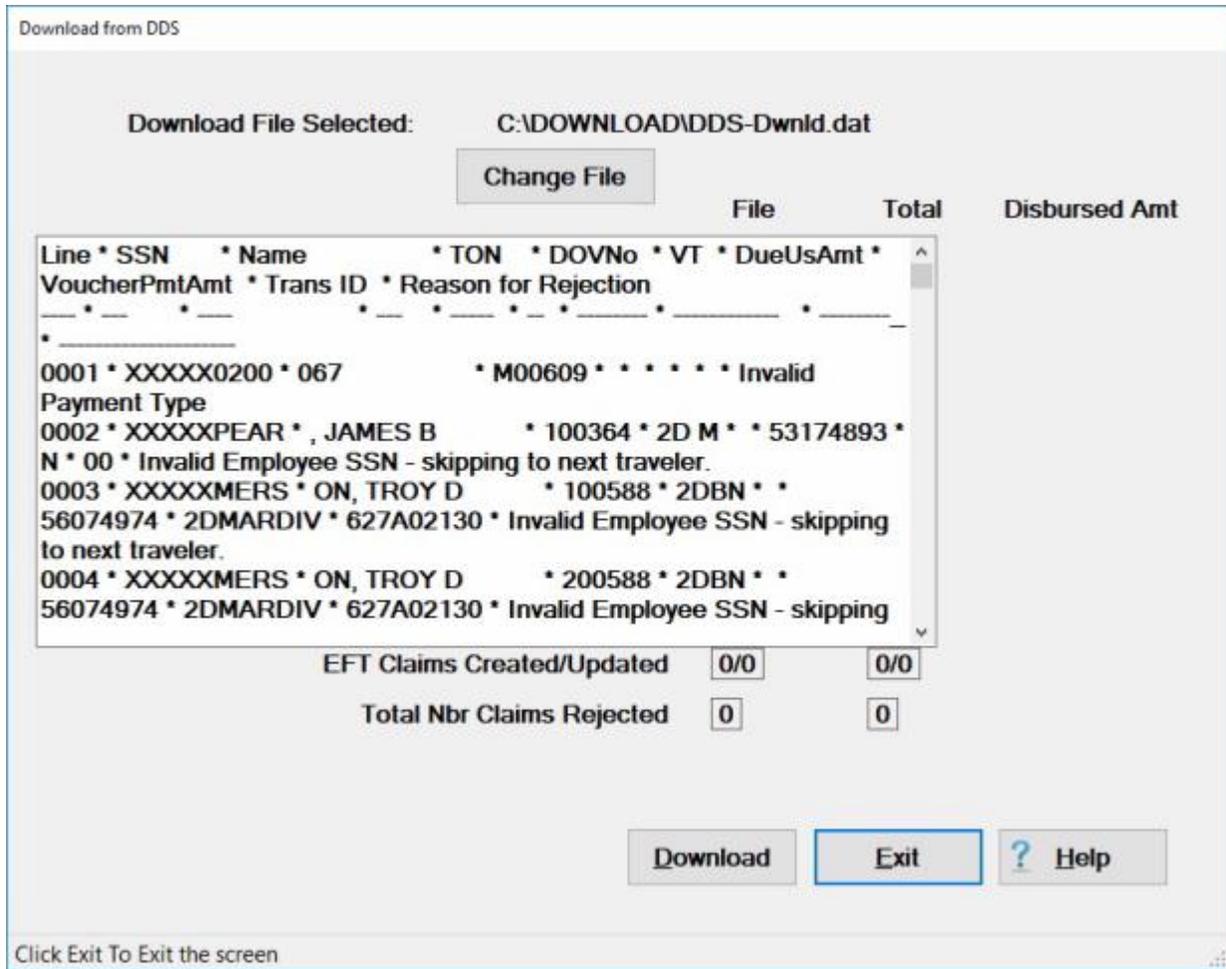
10. **Click** on **OK** to continue.
11. The following *pop-up* **message** will now appear asking if you wish to **print** the **log file**.



12. **Click** on *Yes* or *No* as desired.
13. If you click on *Yes*, the following *pop-up message* appears **indicating** that the **default** is **View** and **asks** if you wish to **Print**.



14. **Click** on *Yes* or *No* as desired.
15. If you click on *No*, IATS will **display** the **details** of the log as shown below.



- If you **click** on the *Yes* button to **Print** the log, your default PDF file viewer application will launch and **display** the log file.

tmp105F.tmp.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools tmp8614.tmp.pdf tmp105F.tmp.pdf *

1 / 5 82.7%

Line	SSN	Name	TCN	DOVNo	VT	DocUsAmt	VoucherPmtAmt	Trans ID	Reason for Rejection
0001	XXXXXX020	DET	800409						Invalid Payment Type
0002	XXXXXPEAR	JAMES B	100344	ID M	53174893	N * 00			Invalid Employee SSN - skipping to next traveler.
0003	XXXXXBERS	ON, TROY D	100583	IDBN	56074974	2EMARDIV	627A02130		Invalid Employee SSN - skipping to ne
0004	XXXXXBERS	ON, TROY D	200888	IDBN	56074974	2EMARDIV	627A02130		Invalid Employee SSN - skipping to ne
0005	XXXXXBERS	ON, TROY D	300583	IDBN	56074974	2EMARDIV	627A02130		Invalid Employee SSN - skipping to ne
0006	XXXXXTHEN	EMARMOLEJO, O F	101780	1ST	56074974	MAR 2EMARDIV	627A02130		Invalid Employee SSN - skipping to
0007	XXXXXNEVA	DAVID	101944	MOB	11381437	ENTER	627A02180		Invalid Employee SSN - skipping to next t
0008	XXXXXNEVA	DAVID	201944	MOB	11381437	ENTER	627A02180		Invalid Employee SSN - skipping to next t
0009	XXXXXOLLO	Y III, PHILIP F	102144	II M	53174893	DQUARTERS GROU	627A02130		Invalid Employee SSN - skipping
0010	XXXXXOLLO	Y III, PHILIP F	202144	II M	53174893	DQUARTERS GROU	627A02130		Invalid Employee SSN - skipping
0011	XXXXXOLLO	Y III, PHILIP F	302144	II M	53174893	DQUARTERS GROU	627A02130		Invalid Employee SSN - skipping
0012	XXXXXOLLO	Y III, PHILIP F	402144	II M	53174893	DQUARTERS GROU	627A02130		Invalid Employee SSN - skipping
0013	XXXXXOLLO	Y III, PHILIP F	502144	II M	53174893	DQUARTERS GROU	627A02130		Invalid Employee SSN - skipping
0014	XXXXXOLLO	Y III, PHILIP F	602144	II M	53174893	DQUARTERS GROU	627A02130		Invalid Employee SSN - skipping
0015	XXXXXOLLO	Y III, PHILIP F	702144	II M	53174893	DQUARTERS GROU	627A02130		Invalid Employee SSN - skipping
0016	XXXXXARBE	R JR, WILLARD T	102456	H63C	56074974	24THMAR 4TRMA	82731		Invalid Employee SSN - skipping to n
0017	XXXXXARBE	R JR, WILLARD T	202456	H63C	56074974	24THMAR 4TRMA	82731		Invalid Employee SSN - skipping to n
0018	XXXXXARBE	R JR, WILLARD T	302456	H63C	56074974	24THMAR 4TRMA	82731		Invalid Employee SSN - skipping to n
0019	XXXXXARBE	R JR, WILLARD T	402456	H63C	56074974	24THMAR 4TRMA	82731		Invalid Employee SSN - skipping to n
0020	XXXXXRAA	MICHAEL R	102458	HQ C	56074974	AR	627A02130		Invalid Employee SSN - skipping to next tra
0021	XXXXXACCH	US, JAMES E	103838	II M	14074269		82731		Invalid Employee SSN - skipping to next traveler.
0022	XXXXXACCH	US, JAMES E	203838	II M	14074269		627A02130		Invalid Employee SSN - skipping to next trave
0023	XXXXXACCH	US, JAMES E	303838	II M	14074269		627A02130		Invalid Employee SSN - skipping to next trave
0024	XXXXXTHRO	NS, TODD F	105540	1ST	56074974	MAR 2EMARDIV	627A02130		Invalid Employee SSN - skipping to
0025	XXXXXTHRO	NS, TODD F	205540	1ST	56074974	MAR 2EMARDIV	627A02130		Invalid Employee SSN - skipping to
0026	XXXXXTHRO	NS, TODD F	305540	1ST	56074974	MAR 2EMARDIV	627A02130		Invalid Employee SSN - skipping to
0027	XXXXXTHRO	NS, TODD F	405540	1ST	56074974	MAR 2EMARDIV	627A02130		Invalid Employee SSN - skipping to
0028	XXXXXARTE	GILBERT A	106858	ID F	53174893	CO II MRG	627A02130		Invalid Employee SSN - skipping to n
0029	XXXXXARTE	GILBERT A	206858	ID F	53174893	CO II MRG	627A02130		Invalid Employee SSN - skipping to n
0030	XXXXXARTE	GILBERT A	306858	ID F	53174893	CO II MRG	627A02130		Invalid Employee SSN - skipping to n
0031	XXXXXNHSL	IN, MARK A	104954	HQ C	53174893	MAR 2EMARDIV	627A02130		Invalid Employee SSN - skipping t
0032	XXXXXNHSL	IN, MARK A	204954	HQ C	53174893	MAR 2EMARDIV	627A02130		Invalid Employee SSN - skipping t
0033	XXXXXNHSL	IN, MARK A	304954	HQ C	53174893	MAR 2EMARDIV	627A02130		Invalid Employee SSN - skipping t
0034	XXXXXNHSL	IN, MARK A	404954	HQ C	53174893	MAR 2EMARDIV	627A02130		Invalid Employee SSN - skipping t
0035	XXXXXIRAN	DA, JOHN A	114240	II M	14074269		82731		Invalid Employee SSN - skipping to next traveler.
0036	XXXXXIRAN	DA, JOHN A	214240	II M	14074269		627A02130		Invalid Employee SSN - skipping to next trave
0037	XXXXXIRAN	DA, JOHN A	314240	II M	14074269		627A02130		Invalid Employee SSN - skipping to next trave
0038	XXXXXURIS	III, GEORGE W	119244	CE 2	56074974	U * 00			Invalid Employee SSN - skipping to next traveler.
0039	XXXXXUTLA	ND, JAMES R	121304	HQ C	56074974	R 2EMARDIV	627A02130		Invalid Employee SSN - skipping to
0040	XXXXXUTLA	ND, JAMES R	221304	HQ C	56074974	R 2EMARDIV	627A02130		Invalid Employee SSN - skipping to
0041	XXXXXHEST	NUT, DARRIN M	121486	II M	56074974	DQUARTERS GROU	627A02130		Invalid Employee SSN - skipping
0042	XXXXXHEST	NUT, DARRIN M	221486	II M	56074974	DQUARTERS GROU	627A02130		Invalid Employee SSN - skipping
0043	XXXXXAGAL	JOSHUA E	121402	2ND	56074974	ORINATION SUPPO	00		Invalid Employee SSN - skipping to next
0044	XXXXXALEN	GER, DANIEL E	122635	ID F	53174893	CO II MRG	00		Invalid Employee SSN - skipping to next tra
0045	XXXXXINGE	SAMUEL R	122902	IDBN	56074974	2EMARDIV	627B02130		Invalid Employee SSN - skipping to ne
0046	XXXXXCOT	TER, CHRISTIA R	123945	II M	08112675		627A02130		Invalid Employee SSN - skipping to next trave

17. Click on the **Printer** icon to generate a print-out of the log.
18. When you are **finished** printing, **close** the **PDF file viewer application**.
19. IATS will **return** to the **Download from DDS** screen.
20. Click on the **Exit** button to **close** the **Download from DDS** screen after you have **finished** reviewing or printing the log.

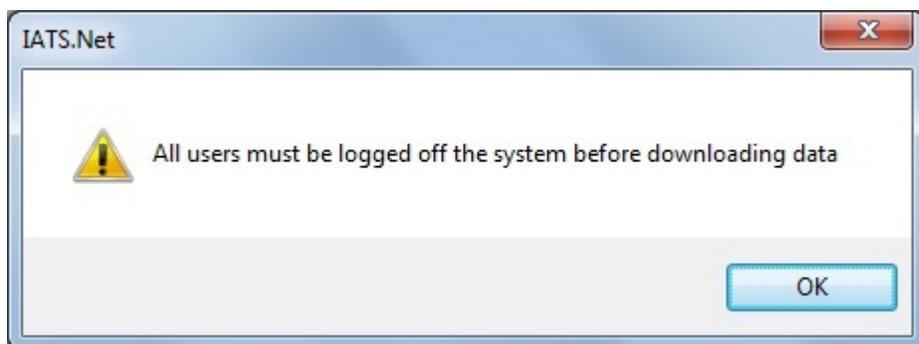
Process Payroll Download File

IATS has the ability to extract **EFT account data** from a download **file** generated by the military and civilian **payroll systems**. Since this information is already stored in the payroll system, **activating** **EFT accounts** by using the interface process is greatly **simplified** and **ensures** correct **input** of information.

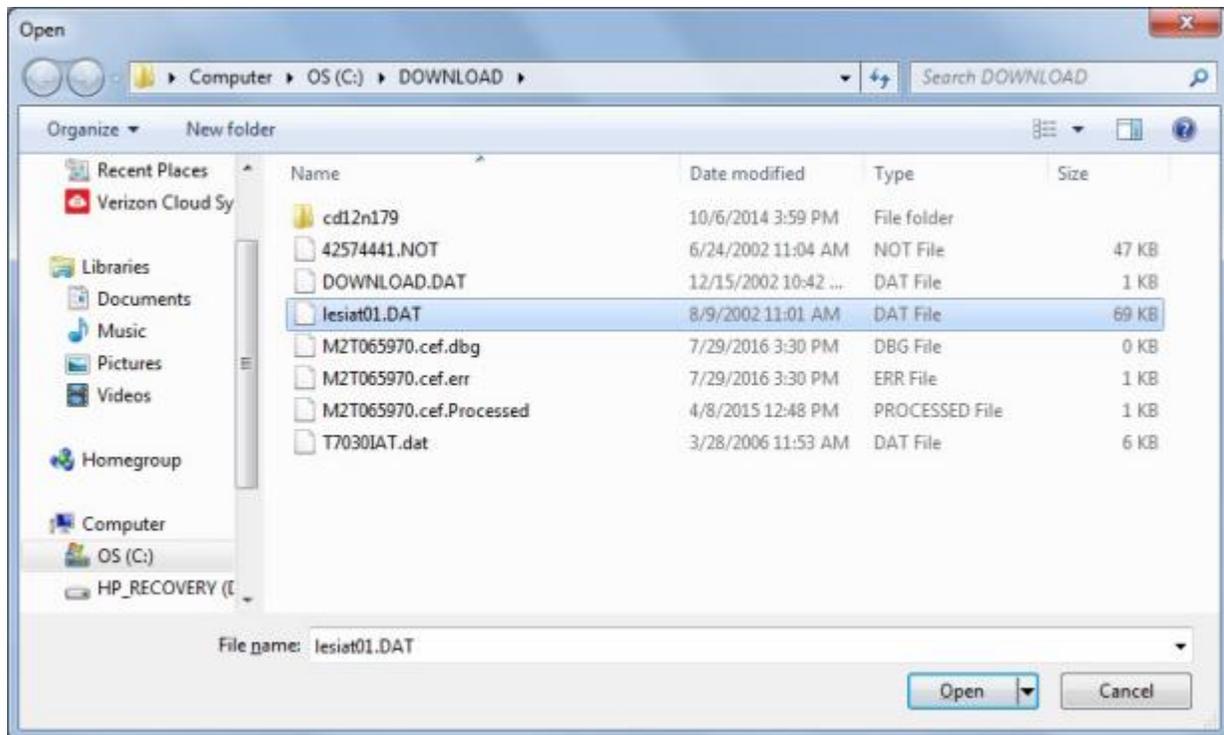
IATS will even **create** non-existing travel **accounts** through this process. When the payroll interface file is read, IATS checks the database for a matching **SSN**. If no match is found, IATS **creates** a travel **account** using the personnel information provided on the interface file.

 **Complete the following steps to "process" the Payroll Download File:**

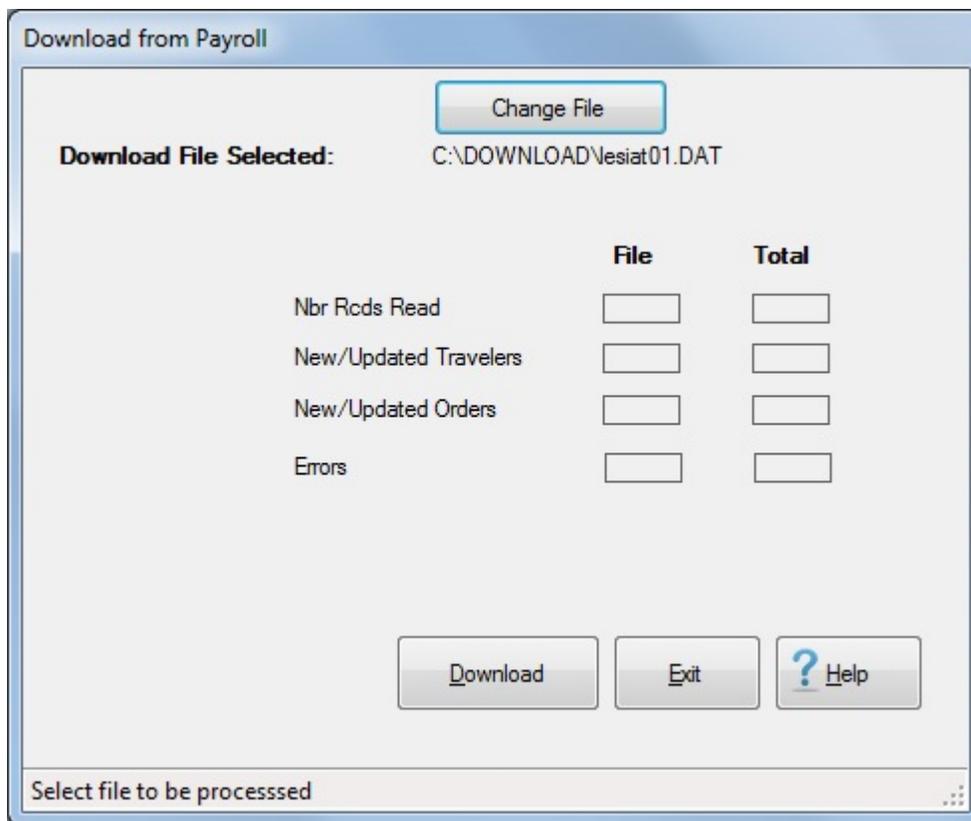
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable **menu** appears listing the options.
2. **Click** on the **Download from Payroll System** option. A *pop-up message* appears stating that all other users must be **logged off** before downloading this data.



3. **Ensure** that all other users are logged off and then **click** on **OK**. The **Open** file screen appears next.



4. At the **Open** file screen, **select** the **file** you wish to process. You may need to **browse** to a **different directory** to locate the correct file.
5. When you have selected the correct file, **click** on the **Open** button. The **Download from Payroll** screen will appear.



6. **Before** processing the file, **ensure** you have the **correct** file.
7. If you need to select a **different** file, **click** on the **Change File** button. The **Open** file screen will **re-appear** and you can **select** the desired file.
8. When you are ready to process the file, **click** on the **Download** button. A *pop-up* appears **asking if** you **wish** to **create** **Historical Records**. **Click** on the *Yes* or *No* button as desired.
9. After **clicking** on *Yes* or *No* at the *pop-up* regarding the **Historical Records**, IATS processes the download file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. A *pop-up* **appears** asking if you **wish** to **view** the **log file**. It is a good idea to **view** the download **error report**. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be manually entered, if necessary. **Click** on the *Yes* or *No* button to **view** the **log file** as desired.

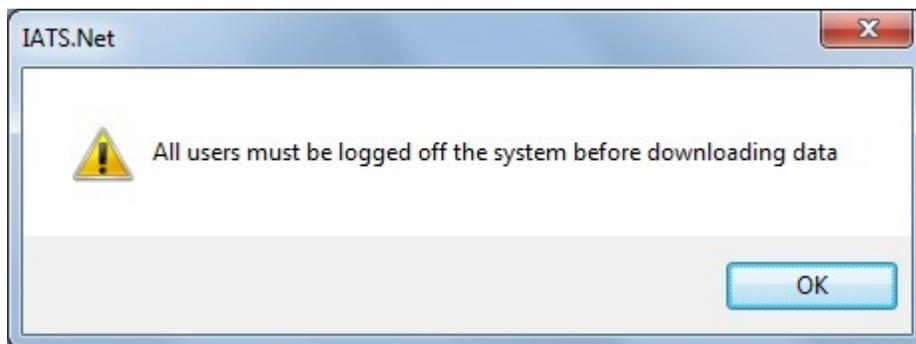
10. When **finished** processing the Payroll download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process GTCC Download File

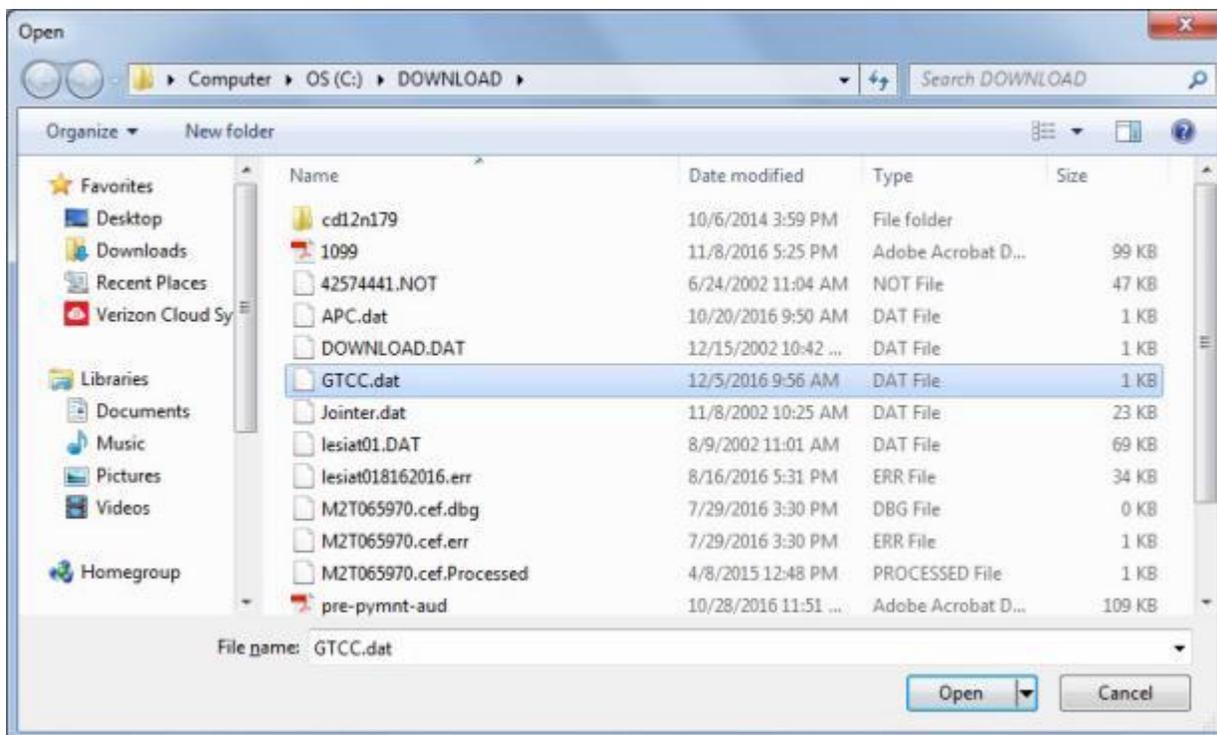
The **Download from GTCC** screen is for use by **Marine Corps** customers only. The **GTCC** file is in a new format that will automatically populate the **IATS Traveler's Profile** screen with additional personal information.

 **Complete the following steps to "process" the GTCC Download File:**

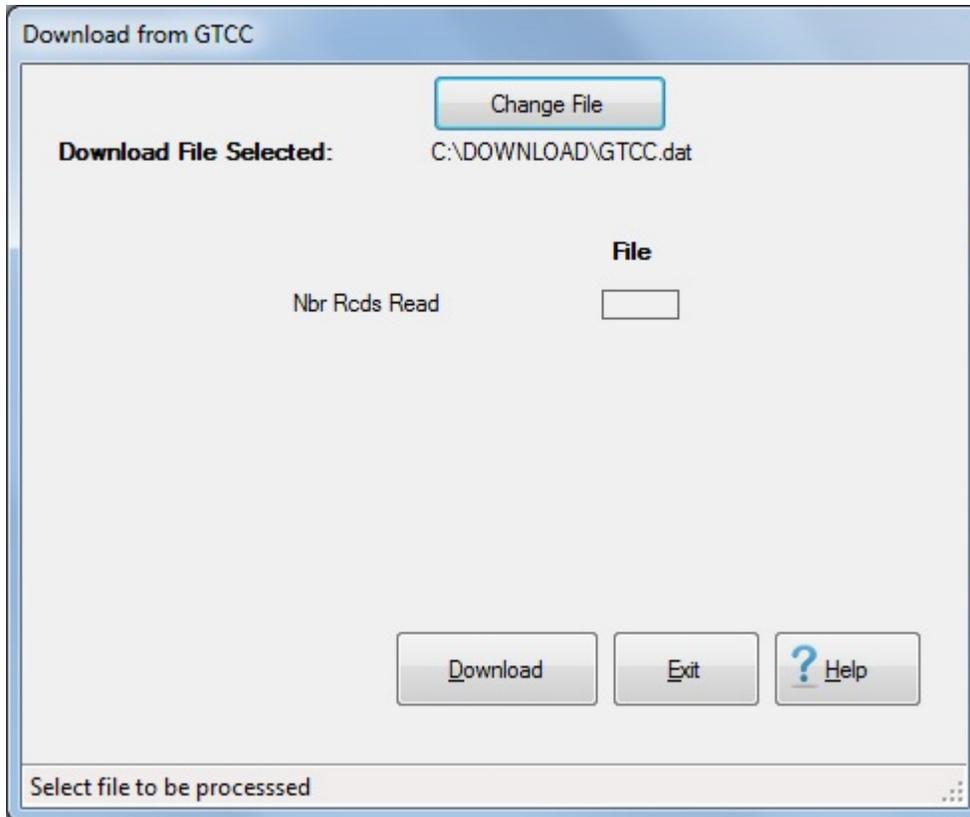
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download the GTCC file** option. A *pop up message* appears (if you are operating in a networked configuration) stating that all users must be logged off.



3. **Ensure** that all other users have **logged off** and then **click** on the **OK** button.
4. The **Open** screen appears next.



5. At the Open screen, **browse** to the **directory/folder** where the GTCC file resides.
6. **Click** on the **GTCC file** you wish to process and then **click** on the **Open** button.
7. The **Download from GTCC** screen appears next.



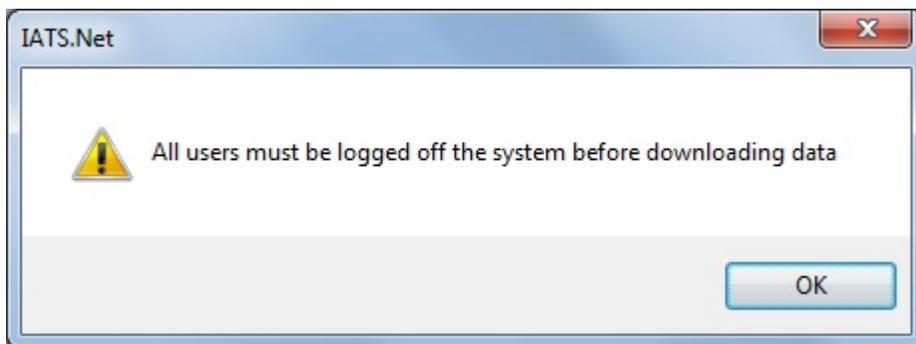
8. If the correct file not displayed, when the **Download from GTCC** screen appears, **click** on the **Change File** button and **browse** to the correct **directory/folder**.
9. If the correct file is displayed, **click** the **Download** button. IATS processes the download file and **displays** the **results**.
10. When **finished** processing the GTCC download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process Accounting Download File

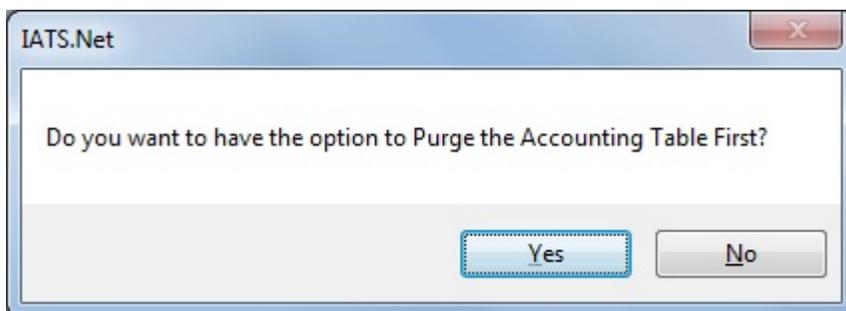
For **various** customers, IATS is programmed to process a **download** file from the **Accounting System** to automatically populate the **Accounting Classifications** table maintained within IATS.

 **Complete the following steps to "process" the Accounting Download File:**

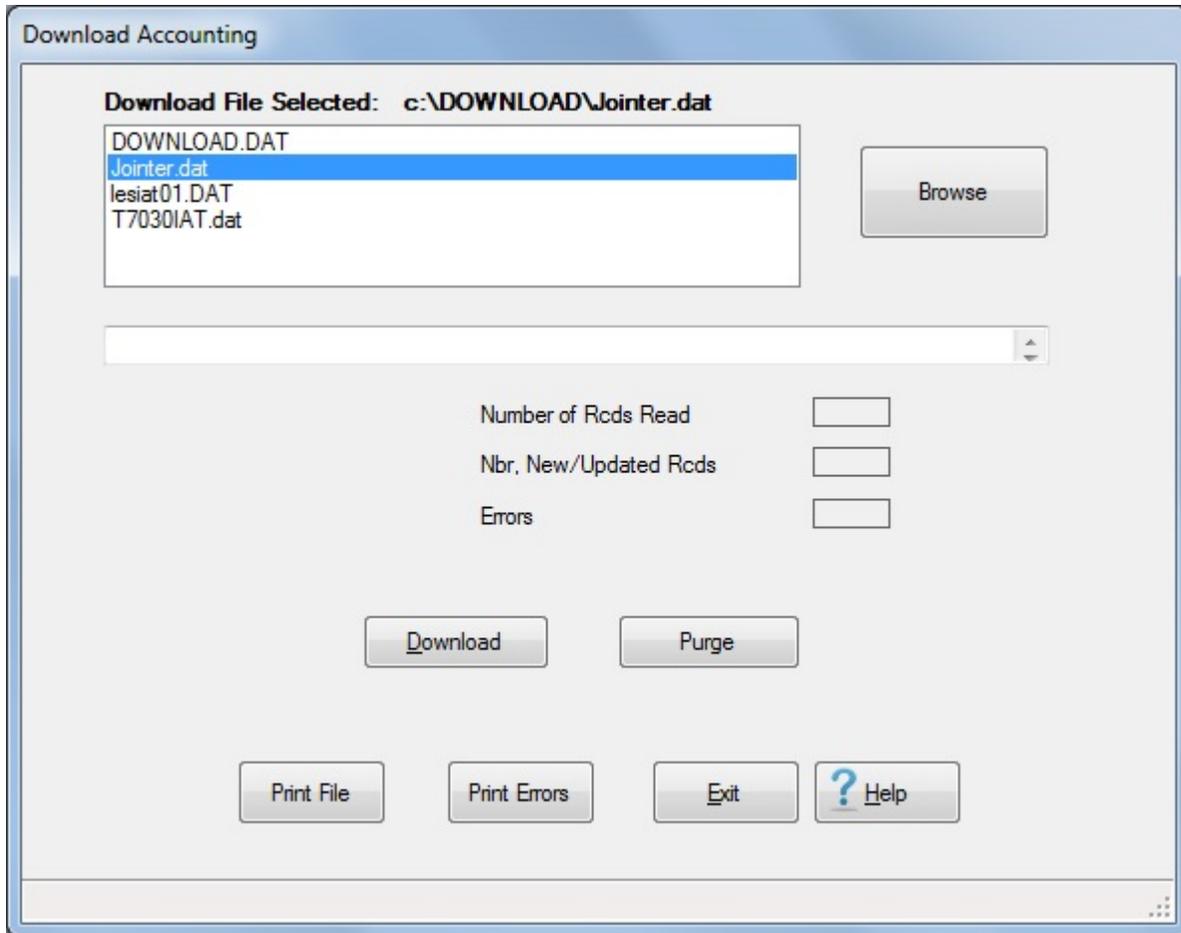
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download Accounting Classifications** option. The following *pop-up message* is displayed **indicating** that all other users must log-off before processing the accounting download file.



3. **Ensure** that all other users have **logged off** and then **click** on the **OK** button.
4. Another *pop-up* message appears asking if you want to have the **option to purge** the accounting table first.



5. **Click** on *Yes* or *No* as desired. The **Download Accounting** screen will appear.



Note: The **Purge** button will only appear on the Download Accounting screen if you **answer Yes** to the *pop-up message* asking if you want to have the **option to purge** the accounting table first.

6. **Click** on the **Purge** button if you wish to **purge** the accounting table **prior** to **processing** the new accounting download file.
7. If the **default** directory is not correct when the **Download Accounting** screen appears, **click** on the **Browse** button and **browse** to the desired directory.
8. After specifying the desired directory, the download **file(s)** will appear in the **area** at the top left portion of the screen.
9. **Click** on the desired download **file**. IATS highlights the **filename**.
10. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. It is a good idea to **view** the download error report. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be manually entered, if necessary. **Click** on the **Print Errors** button to generate a **printed** error report. **Click** on the **Print File** button if you wish to generate a **print-out** of the Accounting Download **file**.

11. When **finished** processing the Accounting download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process CMET Download File

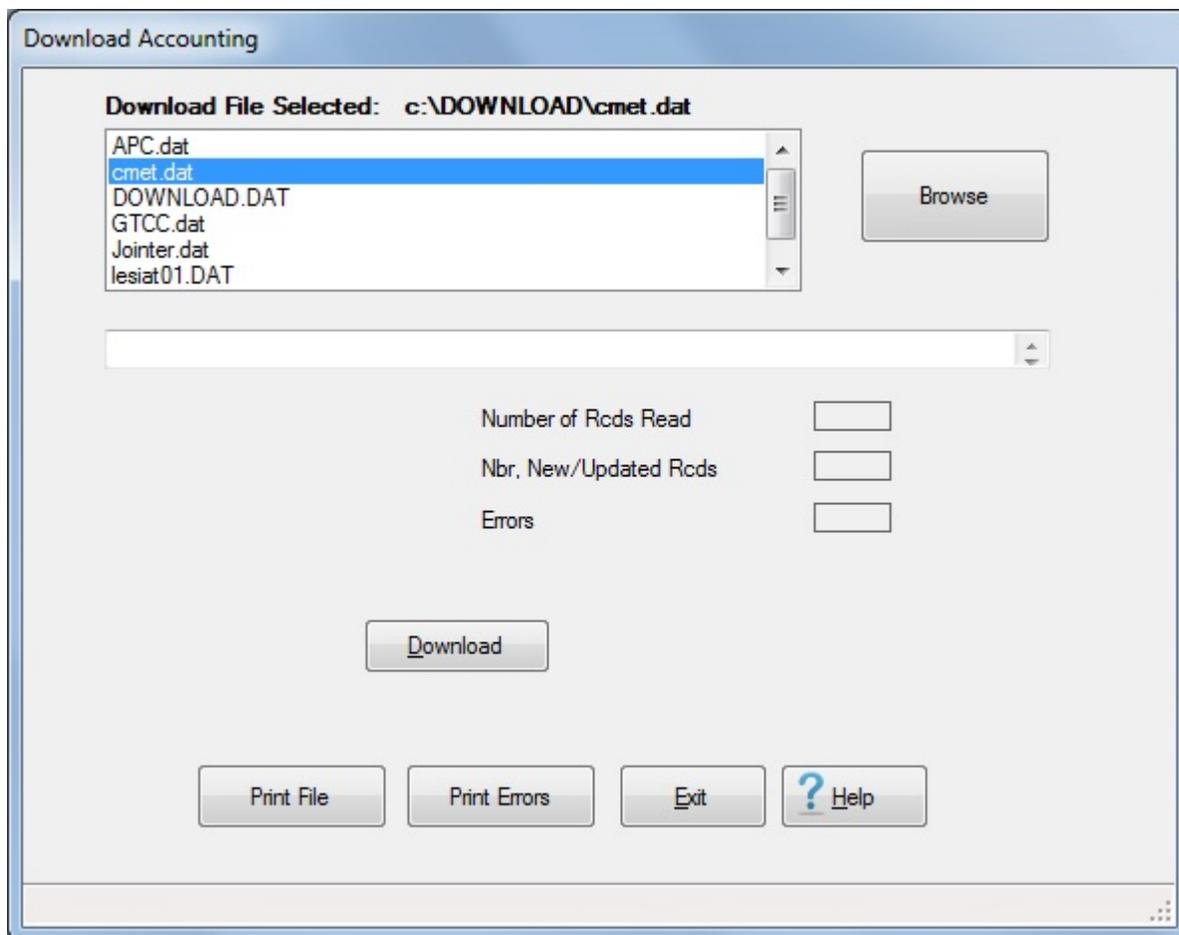
At the **Maintain CMET Codes** screen in the IATS **Maintenance** module, the user must enter all of the accounting **appropriations** applicable to the organizations serviced. The accounting **appropriations** are **stored** in the table using Bureau Control Number Codes (**BCN**). When processing an **advance**, or **settlement** request, the user can automatically pull the full **appropriation** from the table just by entering the **BCN**. This **saves** many **keystroke** entries, and increases accuracy. Input to this table is normally accomplished by **processing** a CMET download file. Ordinarily, travel offices will **process** a **download** file containing the **CMET Database** to populate the **CMET Table**.

Note: When this file is provided to the travel office, it is in a **compressed** format. Before proceeding with this process, ensure that you **unzip** the CMET data file.

 **Complete the following steps to "process" the CMET Download File:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download Accounting Classifications** option. The **Download Accounting** screen appears.

Note: When this screen appears, a *pop-up* is displayed **indicating** that all other users must log-off before processing the accounting download file. **Ensure** that all others **users** have **logged off** and then **click** on the **OK** button to continue.



Note: At this screen, the IATS user must **select** the **location** where the download file resides.

3. If the **default** directory is not correct when the **Download Accounting** screen appears, **click** on the **Browse** button at the top right portion of the screen and **browse** to the desired **directory**.
4. After specifying the desired directory, the download **file(s)** will **appear** in the **area** at the top portion of the screen.
5. **Click** on the desired download **file**. IATS highlights the **filename**.
6. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. It is a good idea to **view** the download error **report**. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be manually entered, if necessary. **Click** on the **Print Errors** button to generate a **printed** error report. **Click** on the **Print File** button if you wish to generate a **print-out** of the Accounting Download file.

7. When **finished** processing the CMET download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

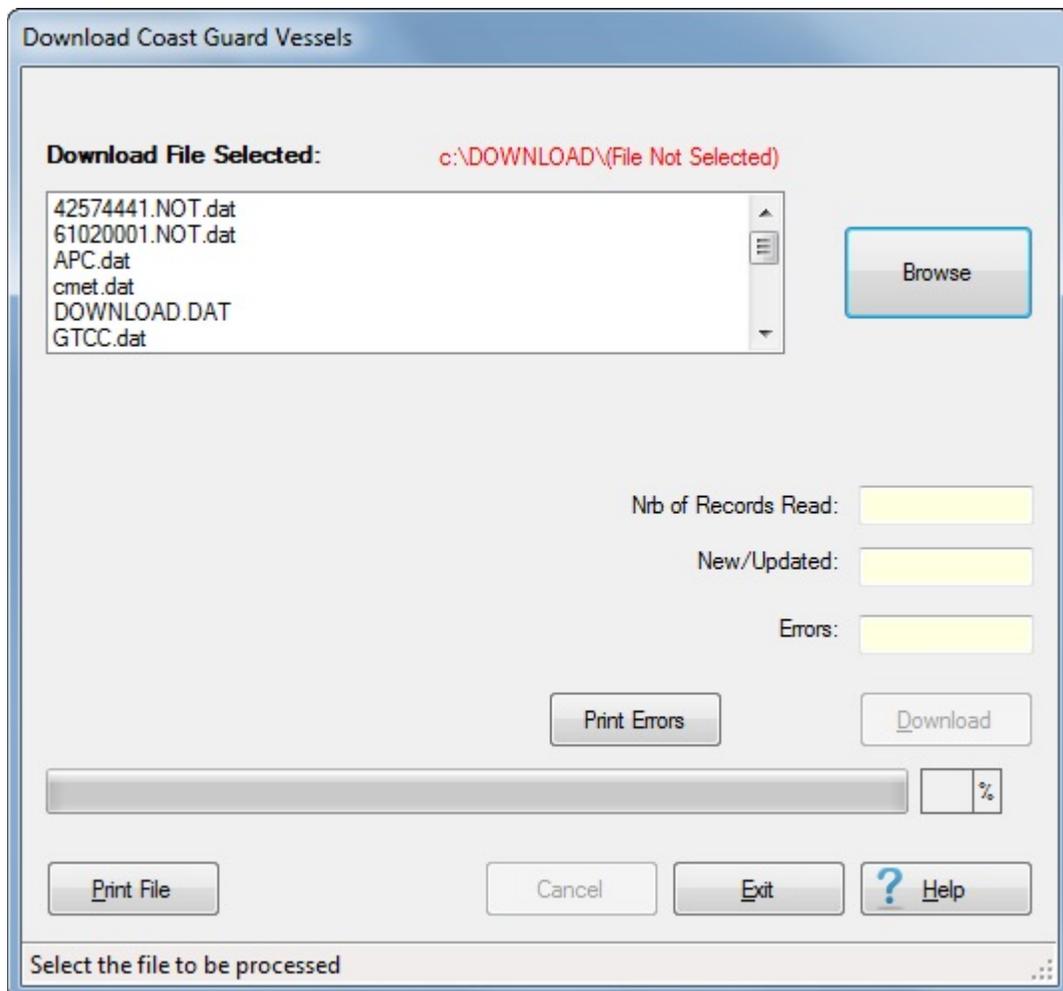
Process CG Download Vessels File

The IATS database includes a table that contains **names of ships** belonging to the **US Coast Guard**. The information stored in this table is used to identify the traveler's assigned vessel. This table is **populated** and **updated** by **importing** a file that contains the ship information.

 **Complete the following steps to "process" the CG Download Vessels File:**

Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download Vessels OPFACs and Names** option. The **Download Coast Guard Vessels** screen appears.



Download Coast Guard Vessels

Download File Selected: c:\DOWNLOAD\ (File Not Selected)

42574441.NOT.dat
61020001.NOT.dat
APC.dat
cmet.dat
DOWNLOAD.DAT
GTCC.dat

Browse

Nrb of Records Read:

New/Updated:

Errors:

Print Errors Download

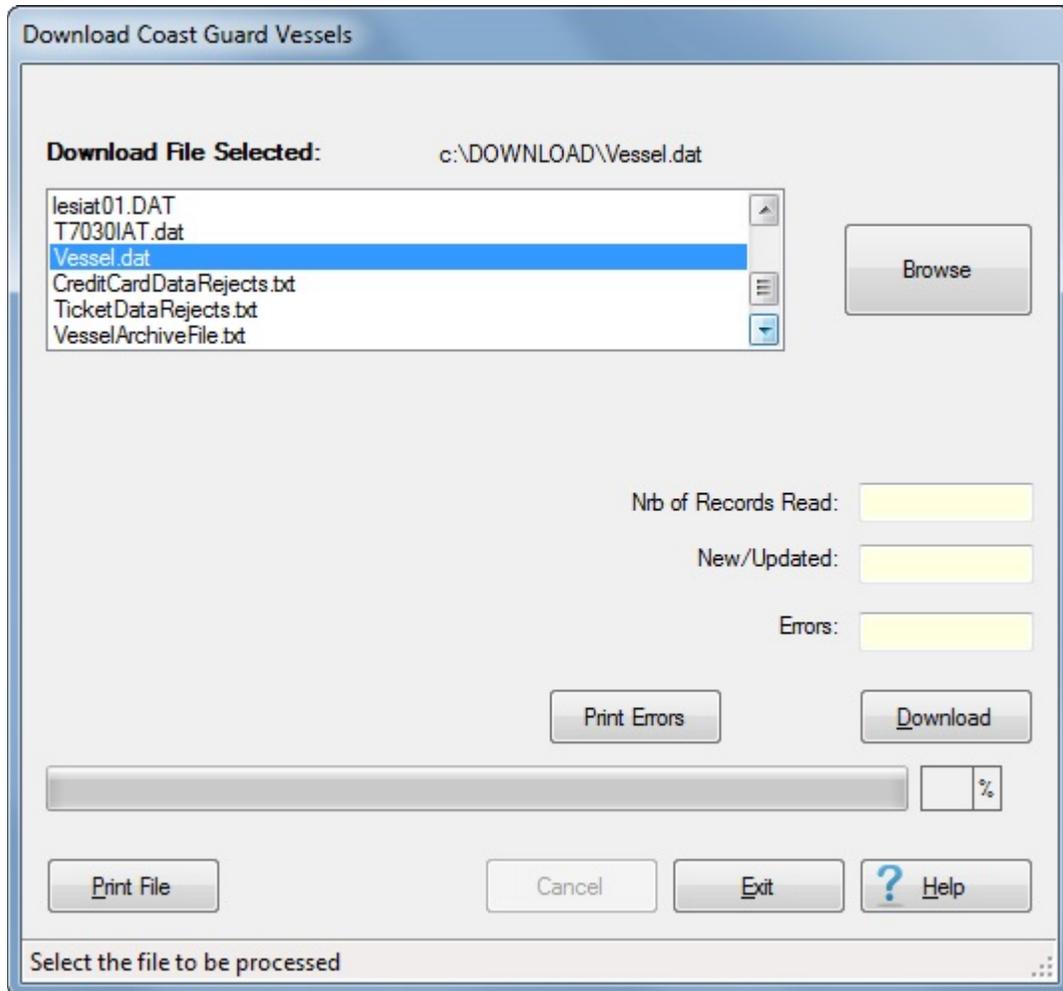
%

Print File Cancel Exit Help

Select the file to be processed

Note: At this screen, the IATS user must **select** the **location** where the download file resides.

3. If the **default** directory is not **correct** when the **Download Coast Guard Vessels** screen appears, **click** on the **Browse** button and **navigate** to the desired **directory/folder**.
4. After specifying the desired directory/folder, the download **file(s)** will **appear**.
5. **Click** on the desired download **file**. IATS highlights the **filename**.



6. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. It is a good idea to **view** the download error **report**. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be manually entered, if necessary. **Click** on the **Print Errors** button to generate a **printed** error report. **Click** on the **Print File** button if you wish to generate a **print-out** of the Vessels Download **file**.

7. When **finished** processing the Vessels download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process CG Download Personnel File

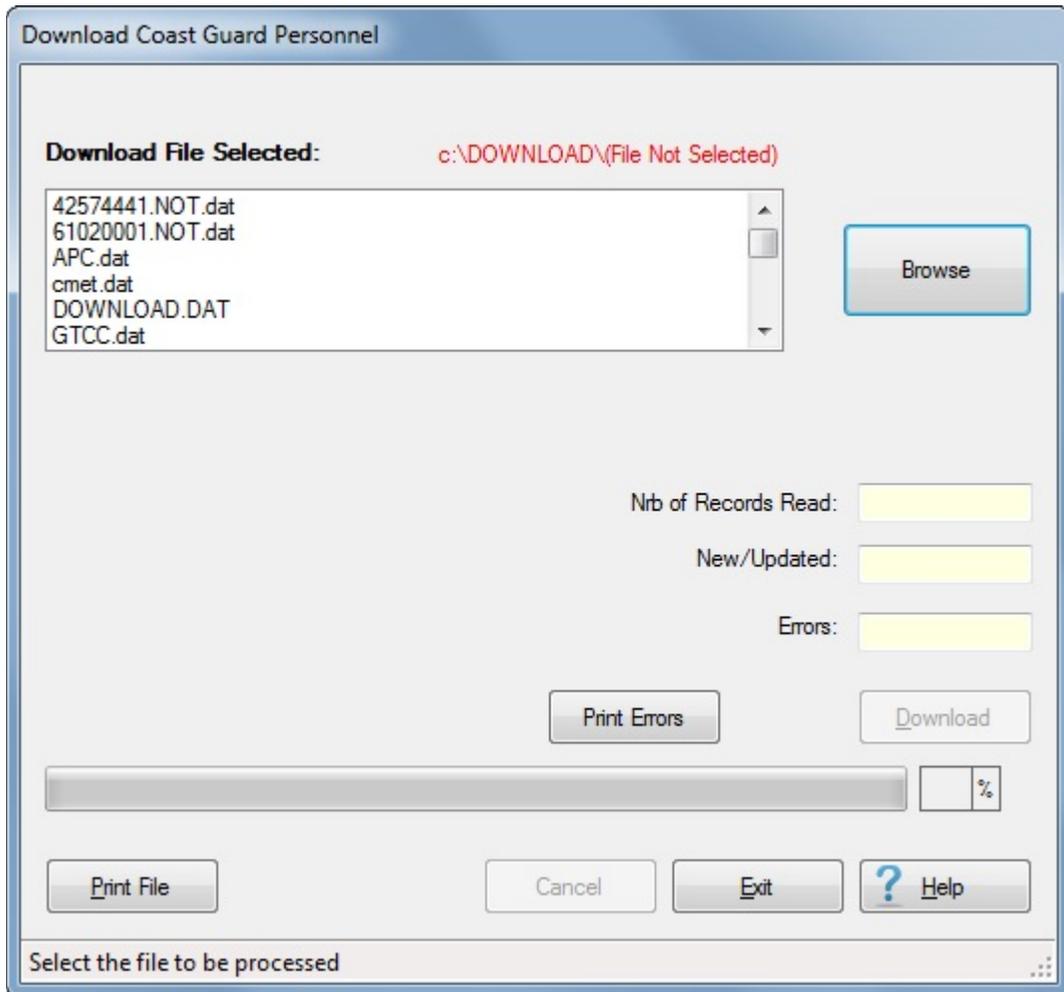
Traveler accounts in the IATS database for the Coast Guard are automatically added and **updated** by processing a **download file** from the **payroll system** containing personnel information.

The **Download Coast Guard Personnel** screen is used for processing this download file.

 **Complete the following steps to "process" the CG Download Personnel File:**

Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download from Payroll System** option. The **Download Coast Guard Personnel** screen appears.



Download Coast Guard Personnel

Download File Selected: c:\DOWNLOAD\ (File Not Selected)

42574441.NOT.dat
61020001.NOT.dat
APC.dat
cmet.dat
DOWNLOAD.DAT
GTCC.dat

Browse

Nrb of Records Read:

New/Updated:

Errors:

Print Errors

Download

Print File

Cancel

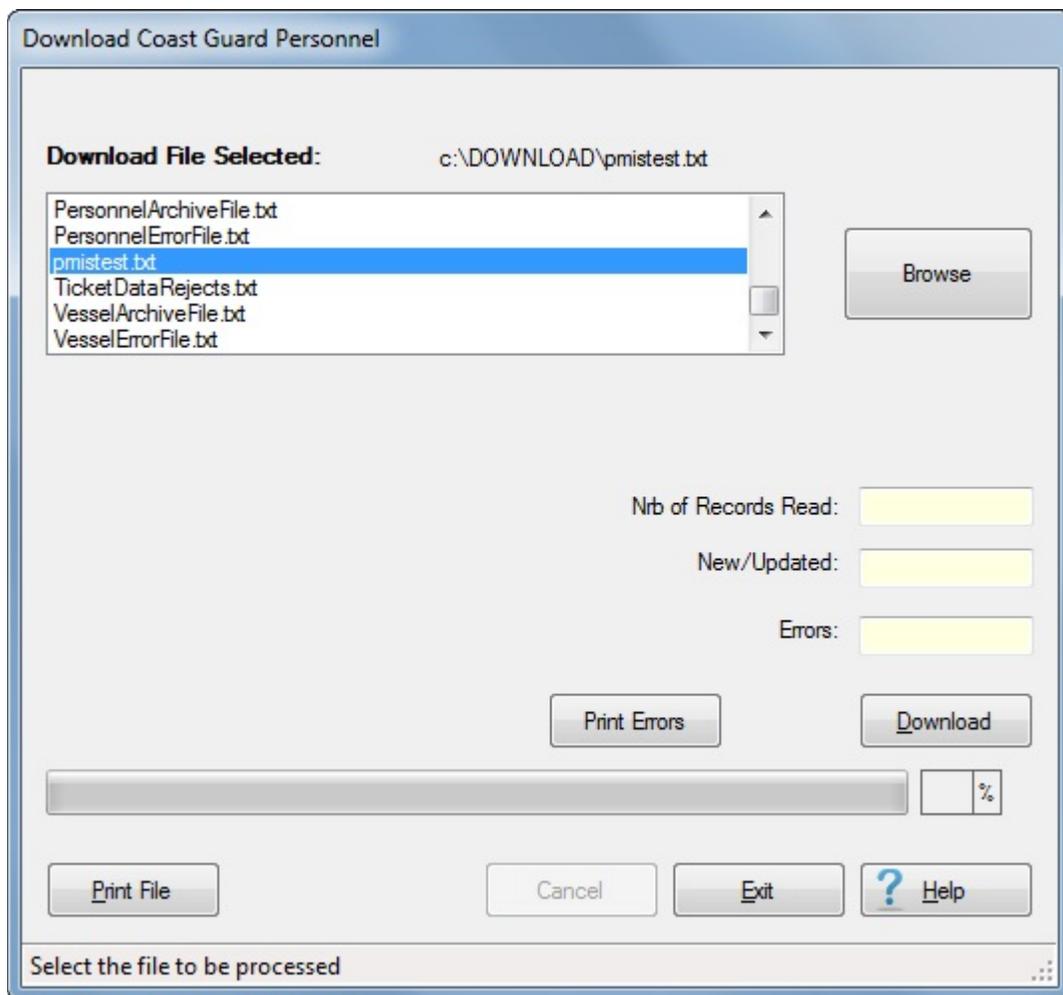
Exit

Help

Select the file to be processed

Note: At this screen, the IATS user must **select** the **location** where the download file resides.

3. If the **default** directory is not **correct** when the **Download Coast Guard Personnel** screen appears, **click** on the **Browse** button and **navigate** to the desired **directory/folder**.
4. After specifying the desired directory/folder, the download **file(s)** will **appear**.
5. **Click** on the desired download **file**. IATS highlights the **filename**.



6. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. It is a good idea to **view** the download error **report**. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be manually entered, if necessary. **Click** on the **Print Errors** button to generate a **printed** error report. **Click** on the **Print File** button if you wish to generate a **print-out** of the Personnel download **file**.

7. When **finished** processing the Personnel download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

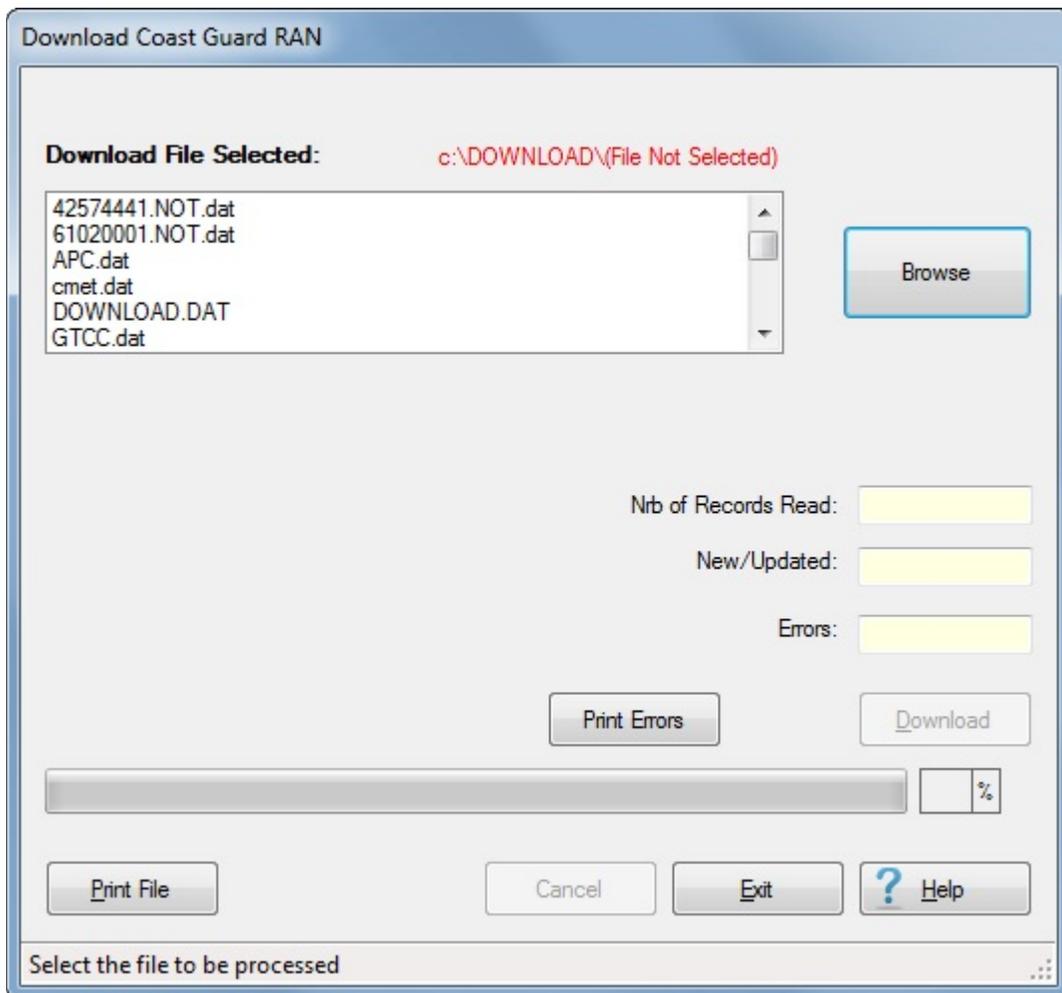
Process CG Download RAN Reference Table File

RAN Codes in the IATS database are automatically added and updated by importing a file containing RAN Codes.

 Use the following procedures to import the RAN Reference Table file:

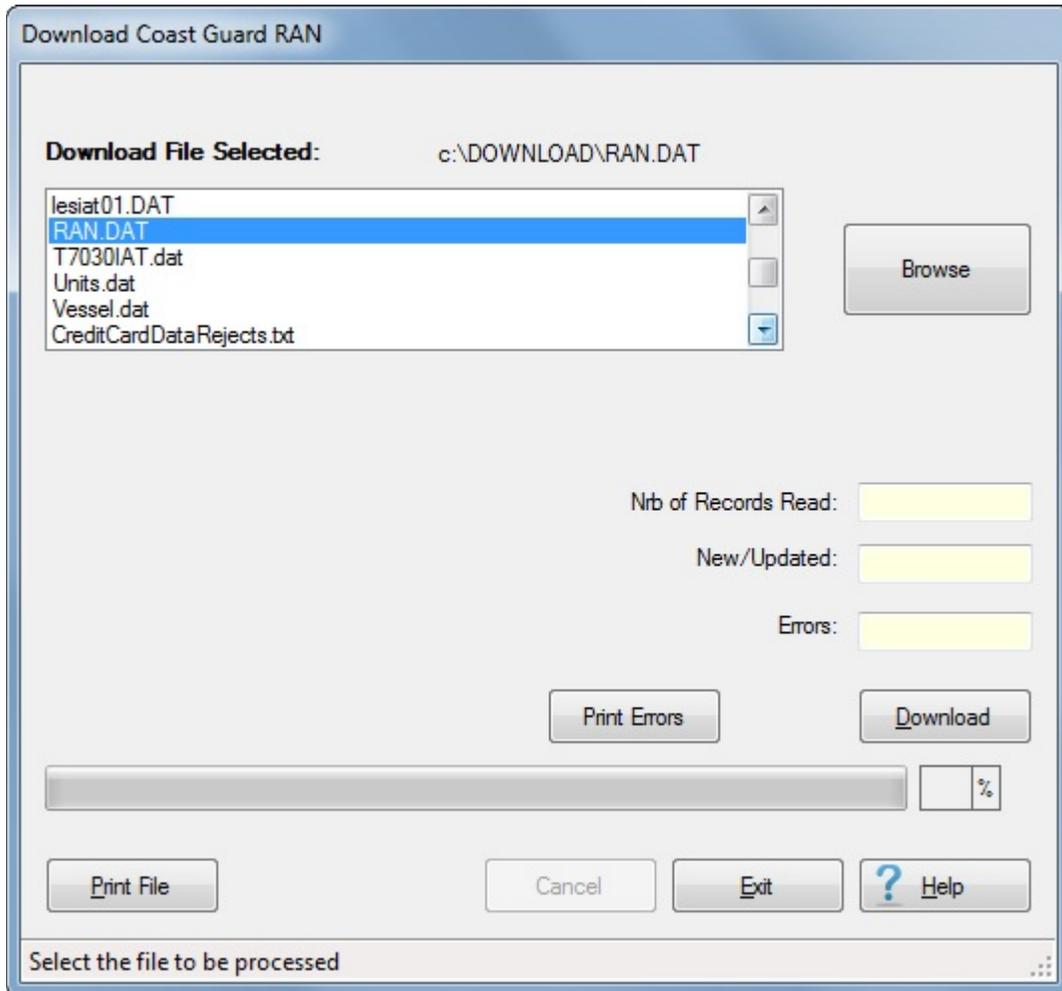
Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download RAN Reference Table** option. The **Download Coast Guard RAN** screen appears.



Note: At this screen, the IATS user must **select** the **location** where the download file resides.

3. If the **default** directory is not correct when the **Download Coast Guard RAN** screen appears, **click** on the **Browse** button and **navigate** to the desired **directory/folder**.
4. After specifying the desired directory/folder, the download **file(s)** will appear.
5. **Click** on the desired download **file**. IATS highlights the **filename**.



6. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. It is a good idea to **view** the download error report. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be manually entered, if necessary. **Click** on the **Print Errors** button to generate a **printed** error report. **Click** on the **Print File** button if you wish to generate a **print-out** of the RAN Download **file**.

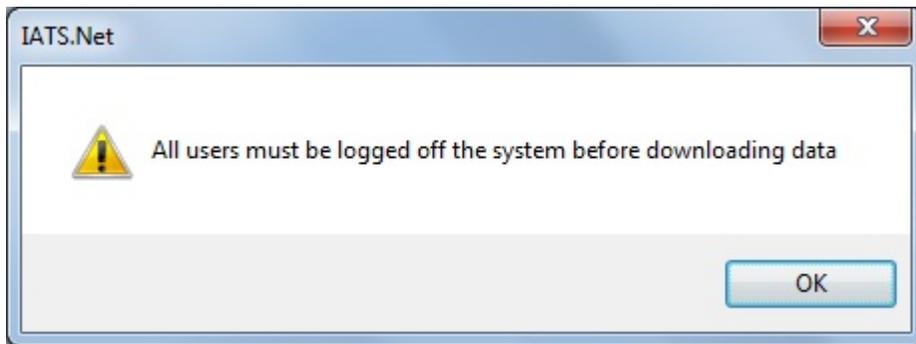
7. When **finished** processing the RAN Reference Table download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process CG Download Accounting - File

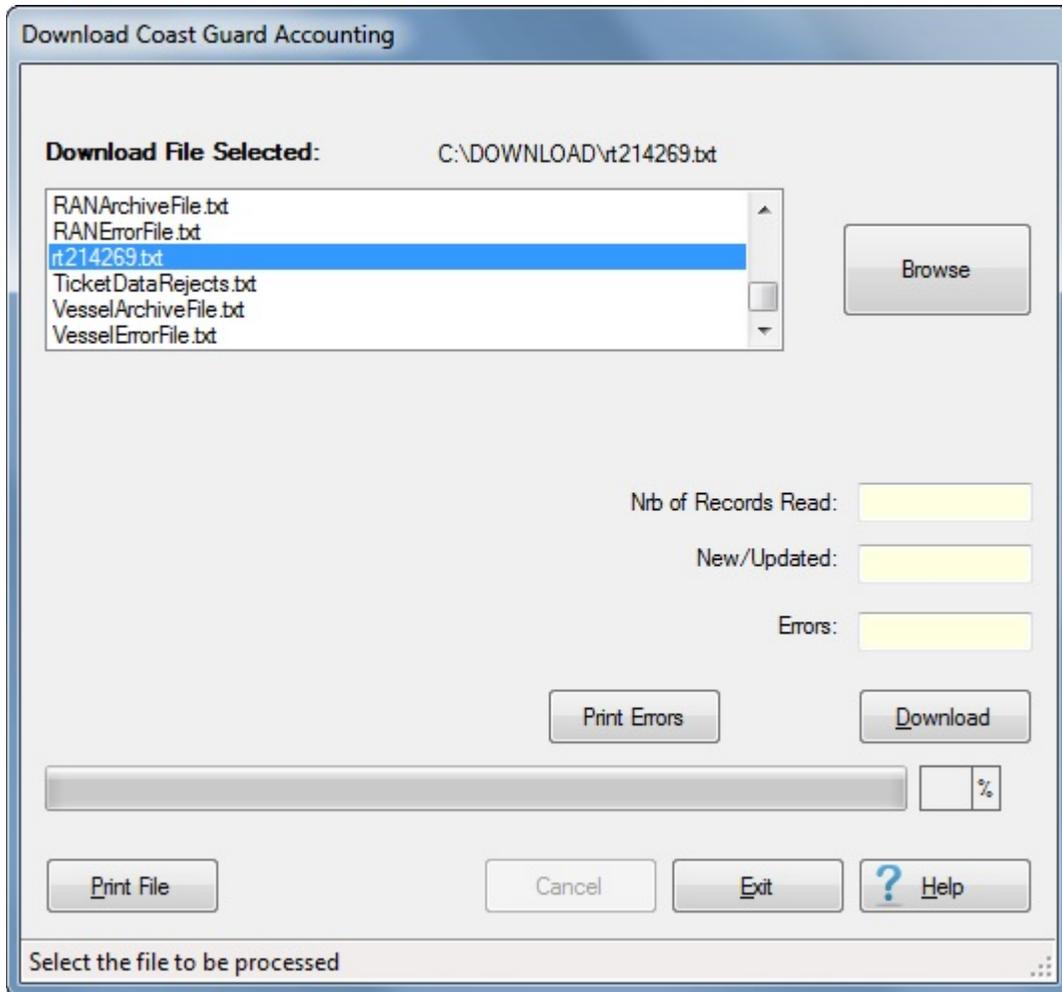
For **various** customers, IATS is programmed to process a **download** file from the **Accounting System** to automatically populate the **Accounting Classifications** table maintained within IATS.

 **Complete the following steps to "process" the Accounting Download File:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download Accounting Classifications** option. The following *pop-up message* is displayed **indicating** that all other users must log-off before processing the accounting download file.



3. **Ensure** that all other users have **logged off** and then **click** on the **OK** button. The **Download Coast Guard Accounting** screen will appear.



4. If the **default** directory is not correct when the **Download Coast Guard Accounting** screen appears, **click** on the **Browse** button and **browse** to the desired directory.
5. After specifying the desired directory, the download **file(s)** will appear in the **area** at the top left portion of the screen.
6. **Click** on the desired download **file**. IATS highlights the **filename**.
7. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. It is a good idea to **view** the download error report. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be manually entered, if necessary. **Click** on the **Print Errors** button to generate a **printed** error report. **Click** on the **Print File** button if you wish to generate a **print-out** of the Accounting Download **file**.

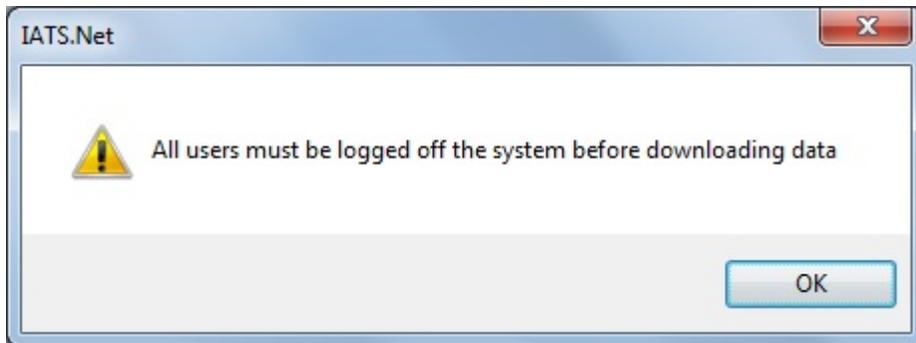
8. When **finished** processing the Accounting download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process CG Download Object Classifications - File

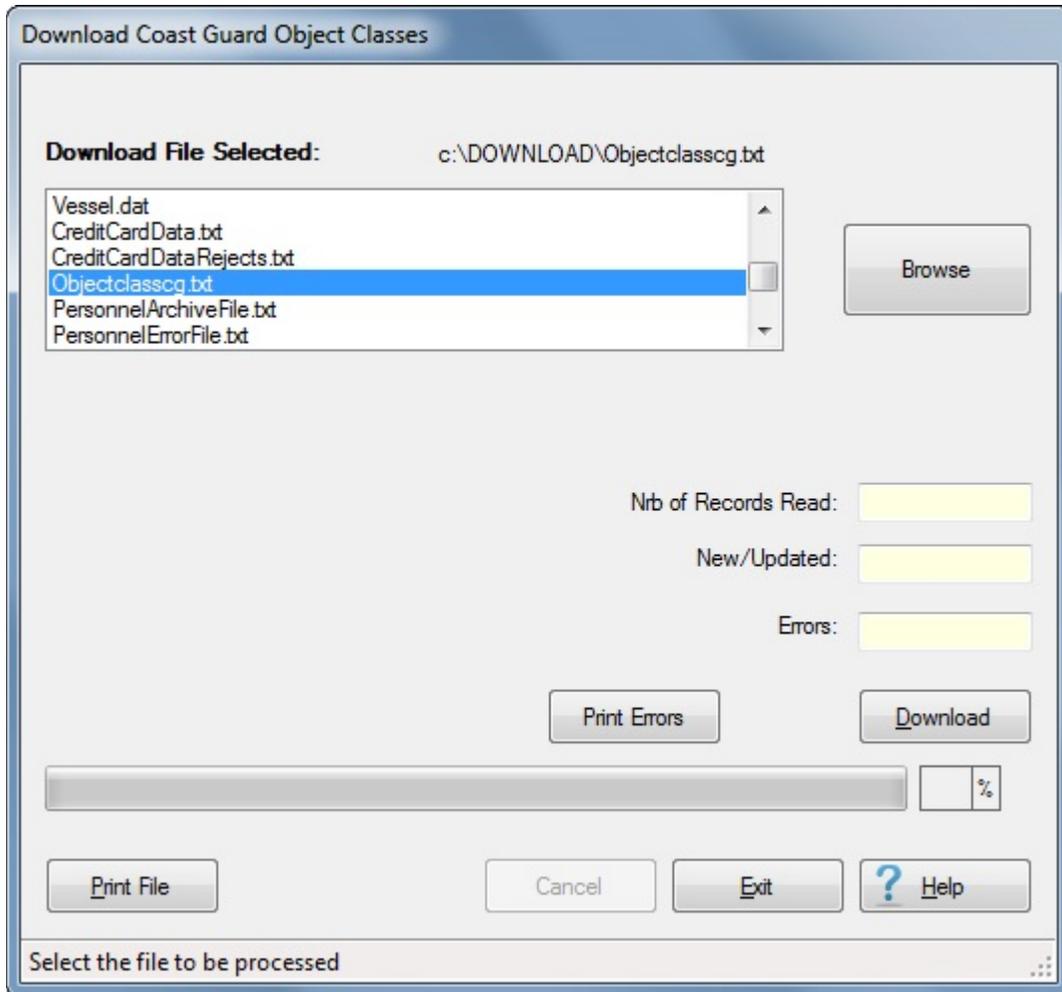
For **various** customers, IATS is programmed to process a **download** file from the **Accounting System** to automatically populate the **Obligation Classifications** table maintained within IATS.

 **Complete the following steps to "process" the Object Classifications Download File:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download Object Class Table** option. The following *pop-up message* is displayed **indicating** that all other users must log-off before processing the accounting download file.



3. **Ensure** that all other users have **logged off** and then **click** on the **OK** button. The **Download Coast Guard Object Classes** screen will appear.



4. If the **default** directory is not correct when the **Download Coast Guard Object Classes** screen appears, **click** on the **Browse** button and **browse** to the desired directory.
5. After specifying the desired directory, the download **file(s)** will appear in the **area** at the top left portion of the screen.
6. **Click** on the desired download **file**. IATS highlights the **filename**.
7. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. It is a good idea to **view** the download error report. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be manually entered, if necessary. **Click** on the **Print Errors** button to generate a **printed** error report. **Click** on the **Print File** button if you wish to generate a **print-out** of the Object Classes Download **file**.

8. When **finished** processing the Object Classes download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process CG Download Credit Card - File

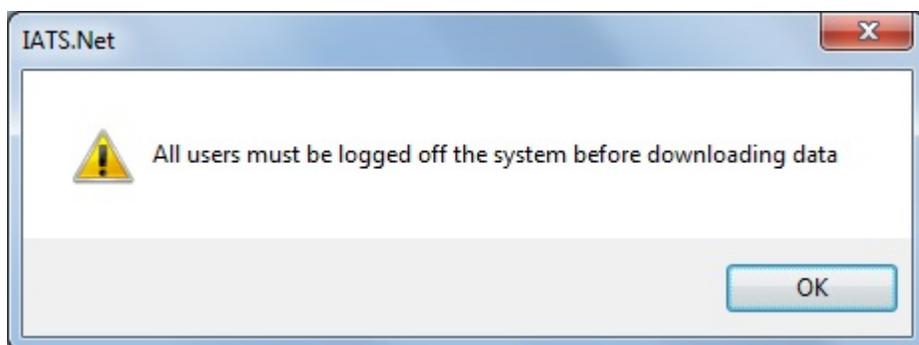
Traveler **credit card account information** in the IATS database, for the Coast Guard, is automatically added and updated by processing a **download file** from the **payroll system** containing personnel information.

The **Download Coast Guard Credit Cards** screen is used for processing this download file.

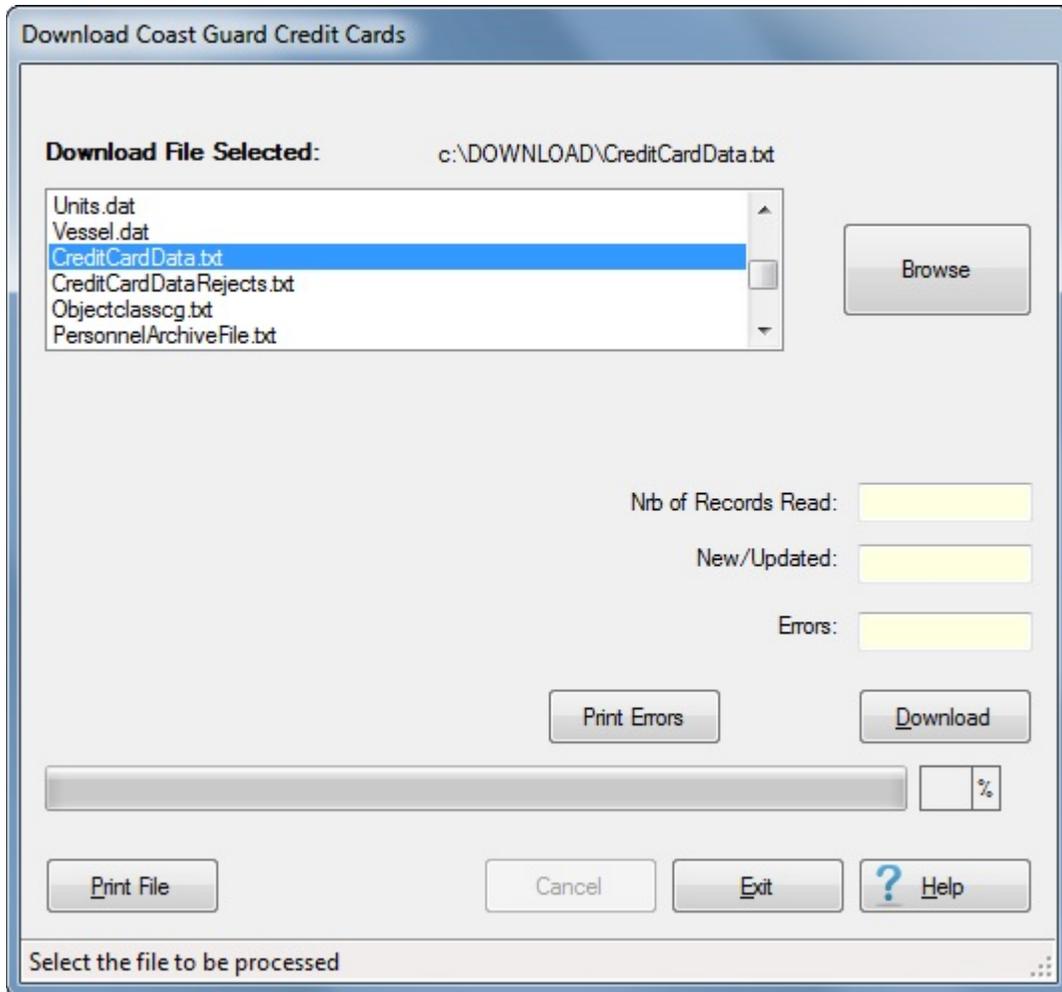
 **Complete the following steps to "process" the CG Download Credit Card File:**

Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download Traveler Credit Cards** option. The following *pop-up message* is displayed **indicating** that all other users must log-off before processing the credit card download file.



3. **Ensure** that all other users have **logged off** and then **click** on the **OK** button. The **Download Coast Guard Credit Cards** screen will appear.



4. If the **default** directory is not correct when the **Download Coast Guard Credit Card** screen appears, **click** on the **Browse** button and **browse** to the desired directory.
5. After specifying the desired directory, the download **file(s)** will appear in the **area** at the top left portion of the screen.
6. **Click** on the desired download **file**. IATS highlights the **filename**.
7. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. It is a good idea to **view** the download error report. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be manually entered, if necessary. **Click** on the **Print Errors** button to generate a **printed** error report. **Click** on the **Print File** button if you wish to generate a **print-out** of the Credit Card download **file**.

8. When **finished** processing the Credit Card download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process CG Download Units - Offices File

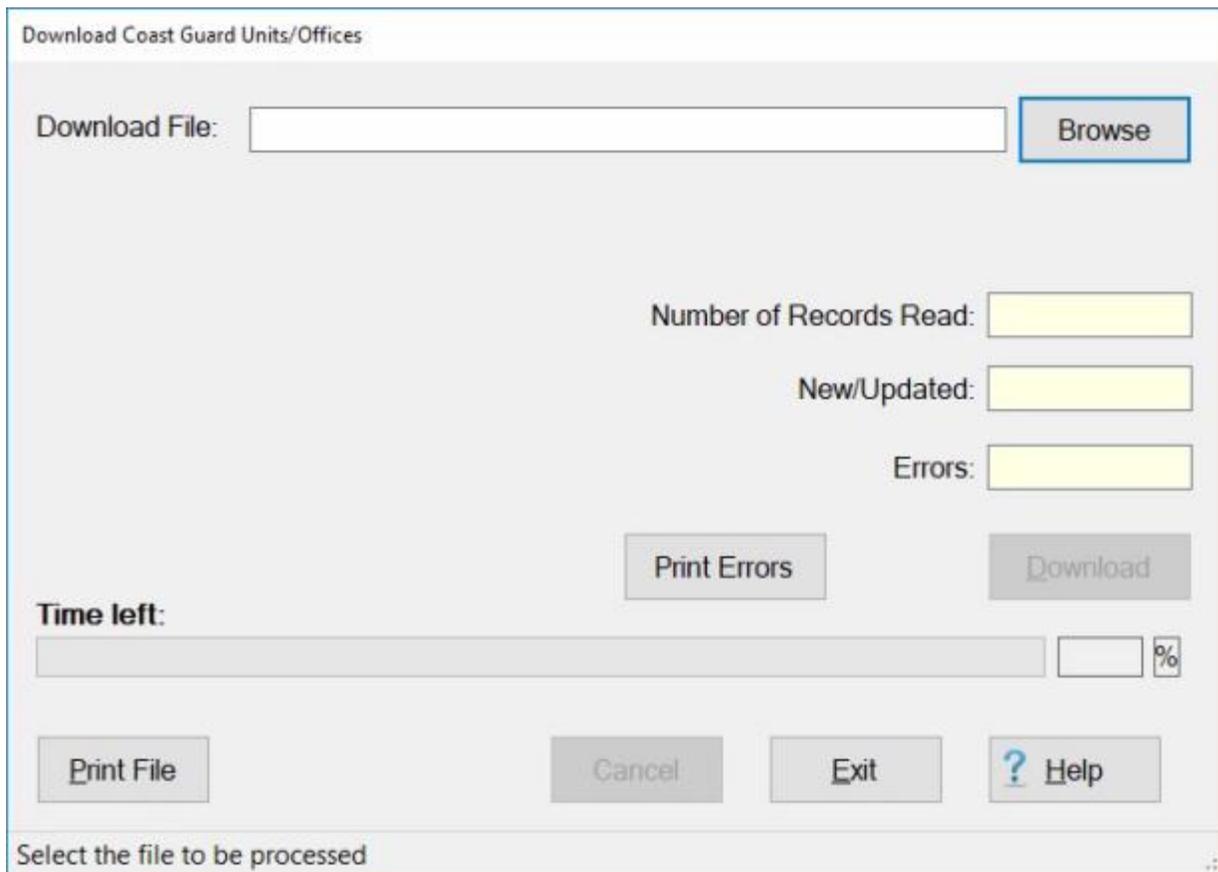
Units and **Offices** information in the IATS database for the **Coast Guard** is automatically added and **updated** by processing a **download file** containing this information.

The **Download Coast Guard Units/Offices** screen is used for processing this download file.

 **Complete the following steps to "process" the CG Download Units/Offices File:**

Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download Office (Unit) Codes and Names** option. The **Download Coast Guard Units/Offices** screen appears.



Download Coast Guard Units/Offices

Download File:

Number of Records Read:

New/Updated:

Errors:

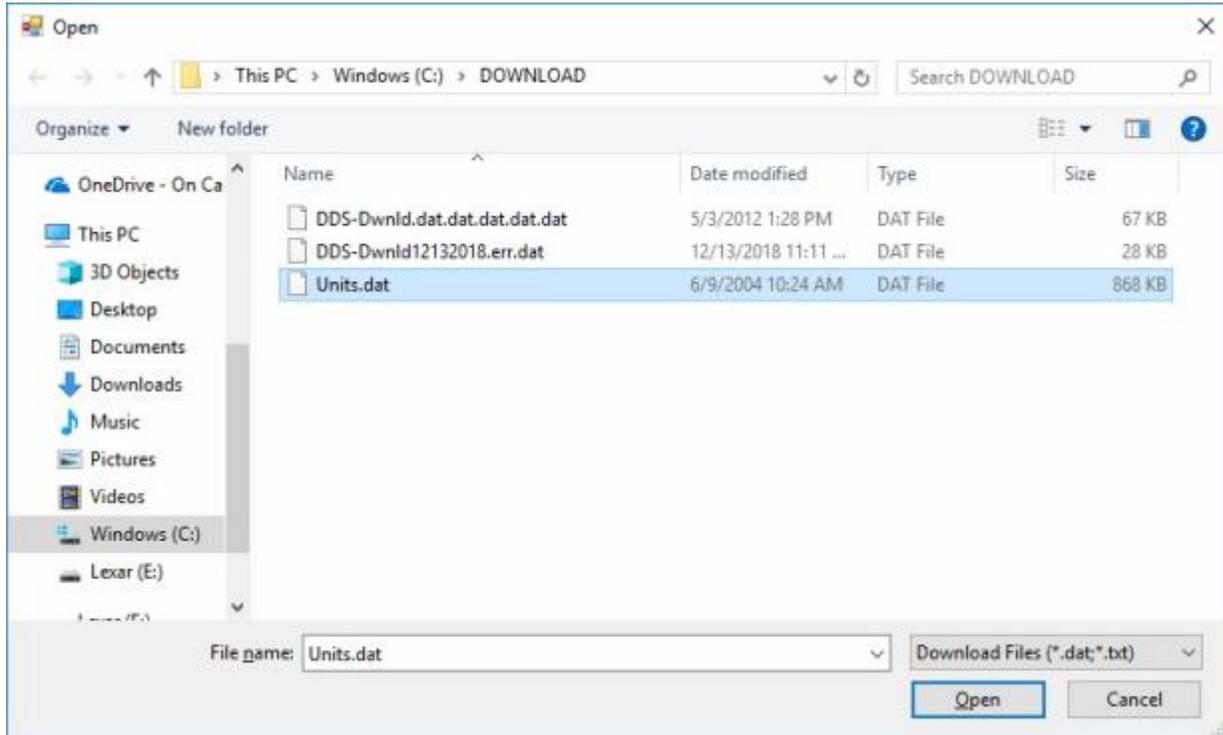
Time left: %

Select the file to be processed

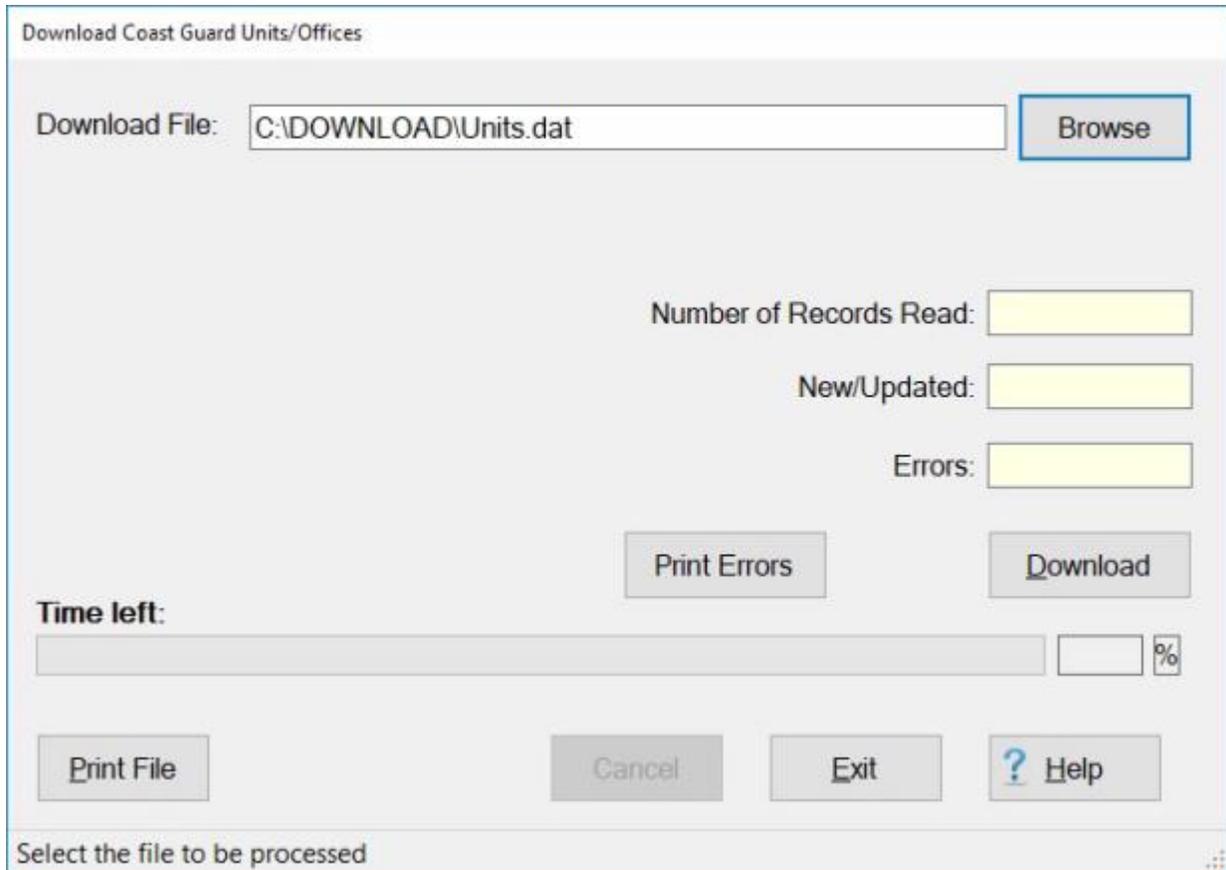
Note: At this screen, the IATS user must **select** the **location** where the download file **resides**.

3. **Click** on the **Browse** button and **navigate** to the desired **directory/folder**.
4. After specifying the desired directory/folder, the download **file(s)** will **appear**.

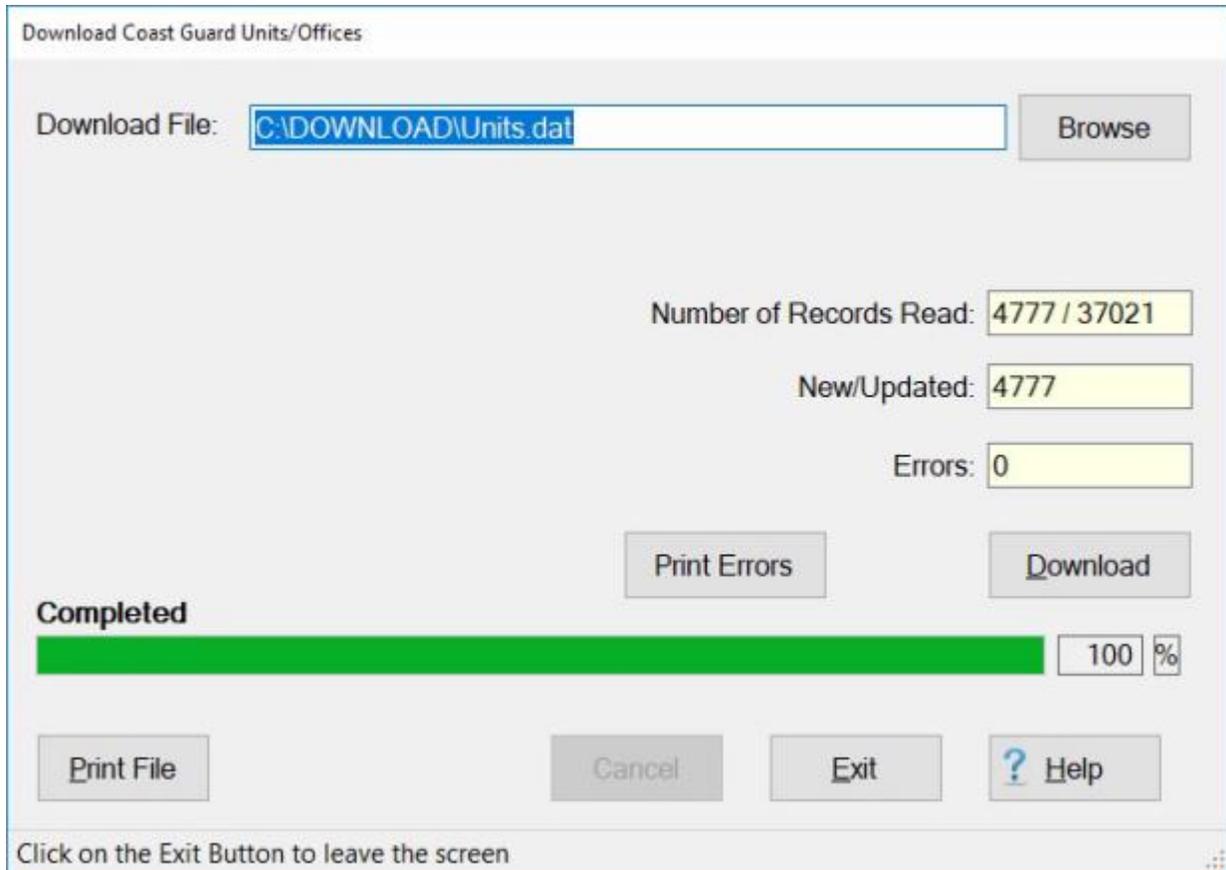
5. **Click** on the desired download **file**. IATS highlights the **filename**.



6. **Click** on the **Open** button when the desired file is displayed at the **File name** field.
7. IATS will **return** to the **Download Coast Guard Units/Offices** screen **displaying** the selected file at the **Download File** field.



8. If the correct download **file** is displayed, **click** the **Download** button. IATS processes the download file and **displays** the **results**.



9. Click on the **Exit** button if you are **finished** using the **Download Coast Guard Units/Offices** screen.

Reports

Ad Hoc Reports

IATS provides a **query tool** that can be used to **extract** various **data** from the database to **generate** a variety of **reports**.

The **IATS Query and Reporting Tool** screen used to extract the data and generate the reports.

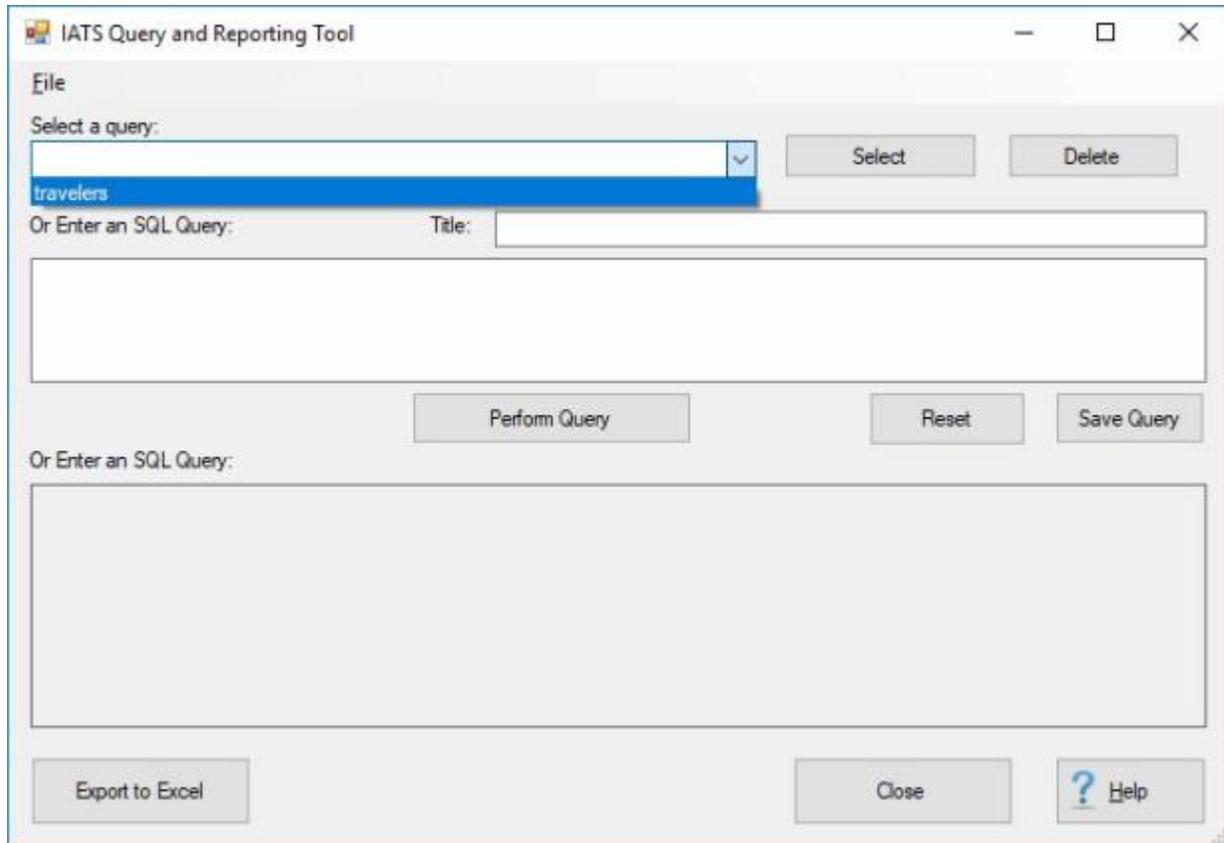
 Complete the following steps to "display" the **IATS Query and Reporting Tool** screen:

Coast Guard Customer Steps:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Ad Hoc Reports** option. The **IATS Query and Reporting Tool** screen will appear.

DFAS Customer Steps:

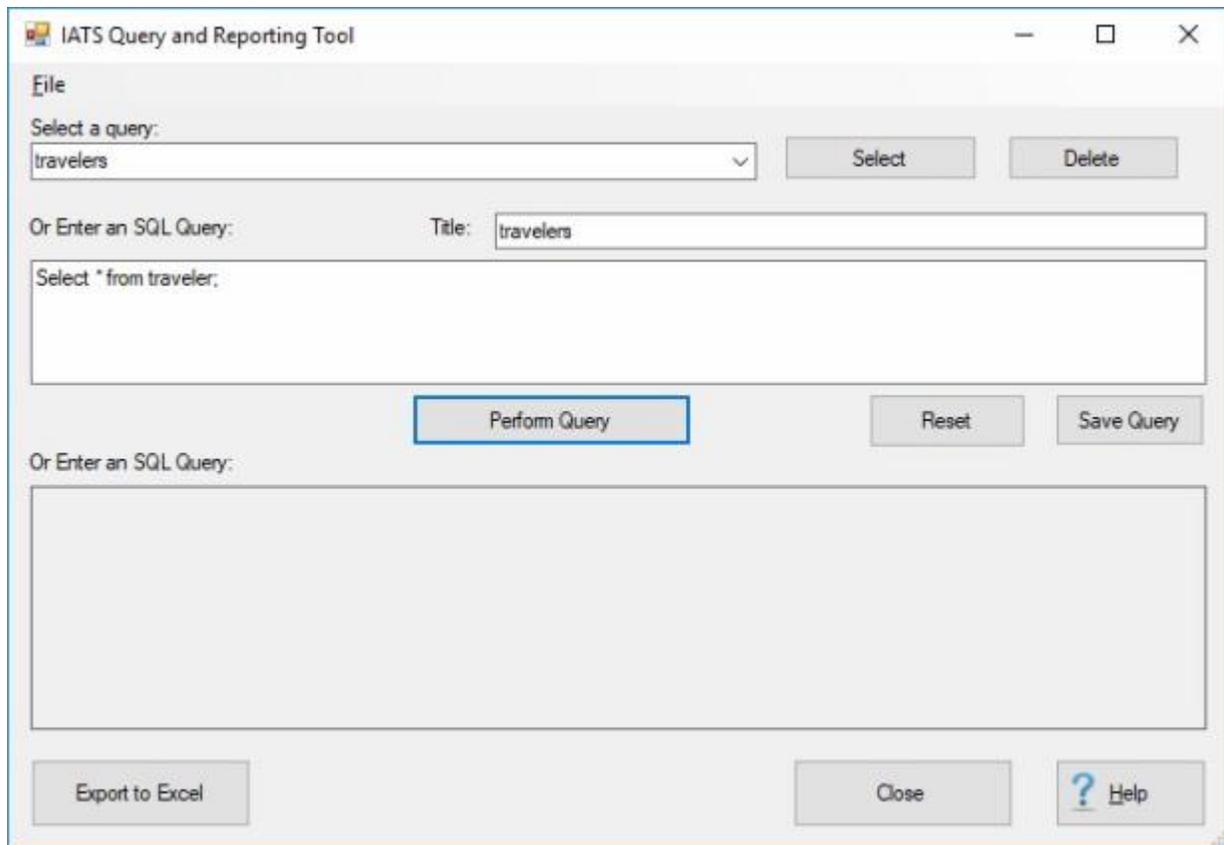
1. **Change** the View to **Maintenance**.
2. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**.
3. **Click** on the **System Reporting -Ad Hoc Reports** option.



 Complete the following steps to "use" the IATS Query and Reporting Tool screen:

Performing a "saved" Query:

1. **Select a query:** - If you already have some queries **saved** to you database and you would like to run one, **click** on the *down arrow* button at the **Select a query** field. IATS will **display** a *drop down list* of saved queries.
2. **Click** on the desired **query** and then **click** on the **Select** button. The selected query will now be **displayed** in the **text box** as shown below.



3. When the desired query is **displayed** in the text box, **click** on the **Perform Query** button to run it. The results will be **displayed** in the **display field** at the bottom of the screen as shown below.

IATS Query and Reporting Tool

File

Select a query: travelers [Select] [Delete]

Or Enter an SQL Query: Title: travelers

Select * from traveler;

[Perform Query] [Reset] [Save Query]

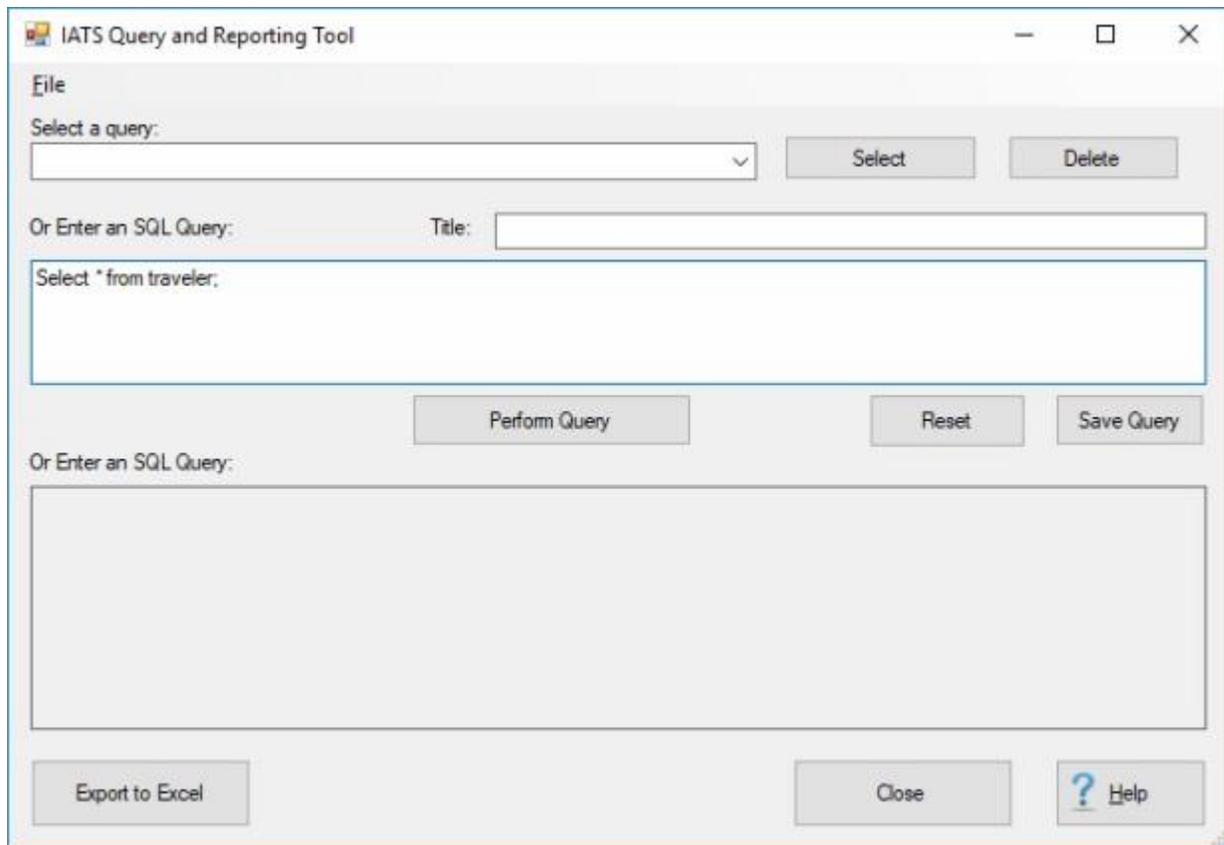
Or Enter an SQL Query:

empid	ssn	datecreated	vlastname	vfirstname	cmiddleinit	vdsb
111881111	111881111	4/13/2018	SMITH	MARK	T	
111771111	111771111	4/18/2018	ARNOLD	TOMMY	G	
111661111	111661111	4/18/2018	BOY	SOLDIER		

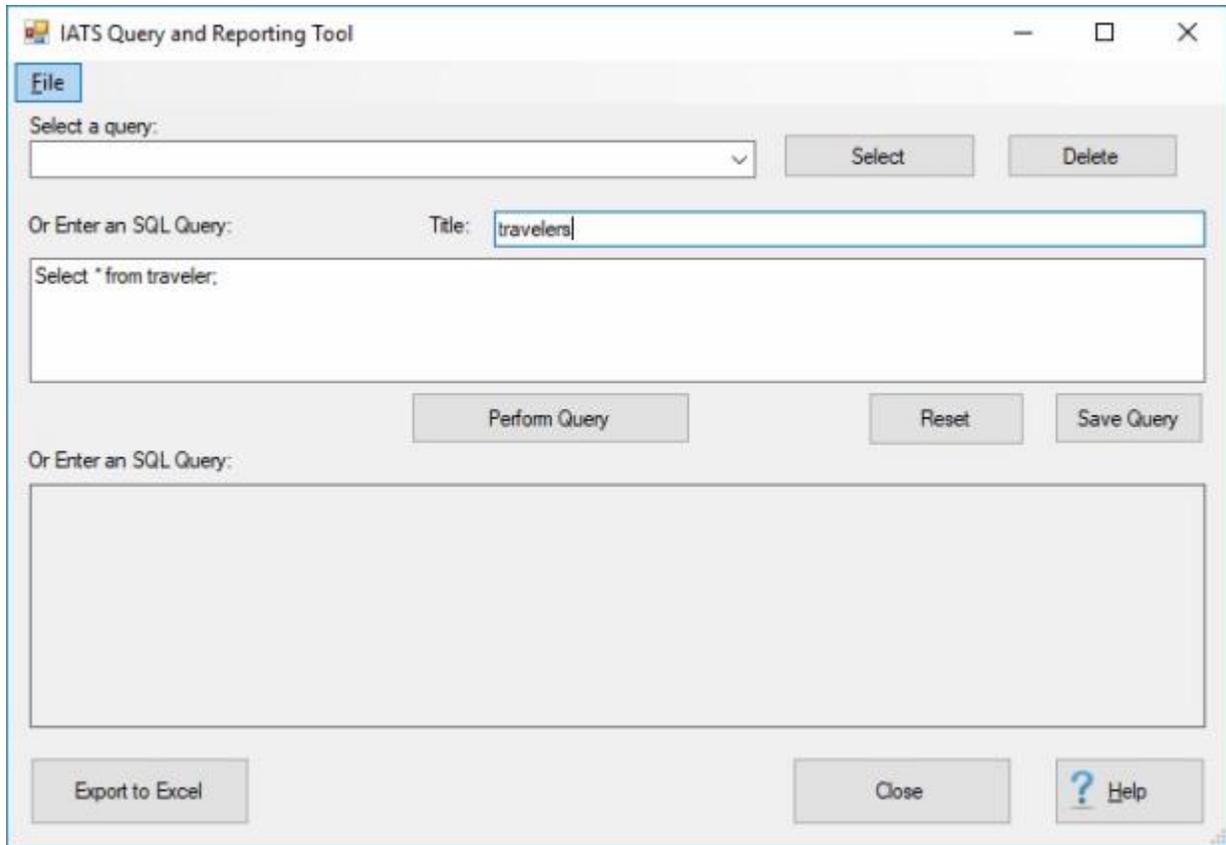
[Export to Excel] [Close] [Help]

4. When the results as displayed, you can then **click** on the **Export to Excel** button to have the data **transferred** to an **Excel file** to **generate** your **report**.
5. If you wish to run another query, **click** on the **Reset** button to clear the current query from the screen and **select** or **enter** the next query.

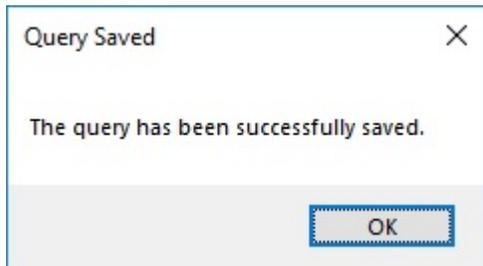
Entering and Saving a new Query:



1. If you wish to **perform** and **save** a new query that doesn't already **exist** in you database, **enter** the query in the **Enter an SQL Query** text box as shown above.
2. After you have entered the query command, you may **click** on the **Perform Query** button to run it.
3. If you wish to **save** the new query to your database, **click** in the **Title** field and **enter** a **name** for the query.

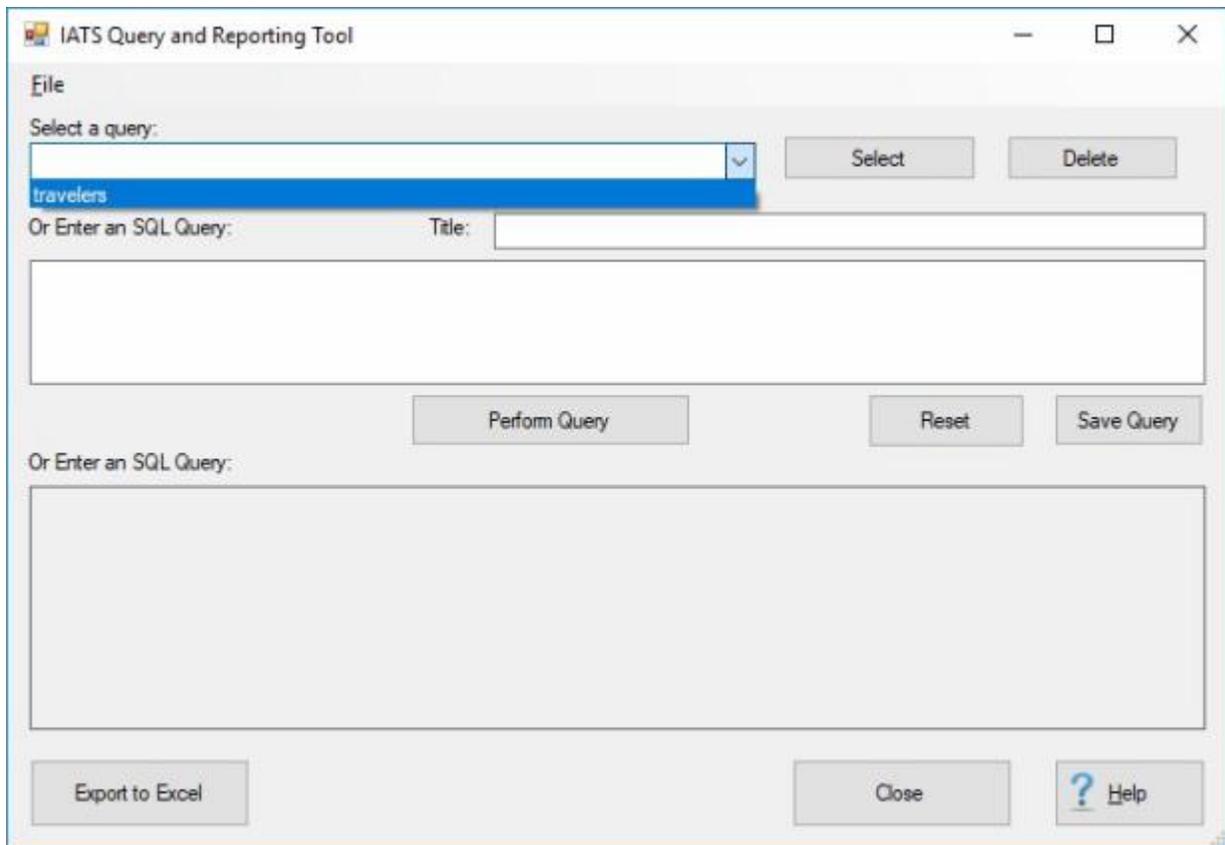


4. After entering a **name** for the query at the **Title** field, **click** on the **Save Query** button. The following *pop-up message* will appear telling you that the query has been **saved**.

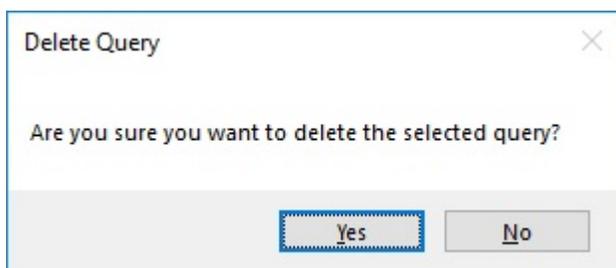


5. **Click** on **OK** to continue.

Deleting a Saved Query:



1. **Select a query:** - If you already have some queries **saved** to you database and you would like to **delete** one, **click** on the *down arrow* button at the **Select a query** field. IATS will **display** a *drop down list* of saved queries.
2. **Click** on the desired **query** and then **click** on the **Delete** button. The following *pop-up message* will appear.



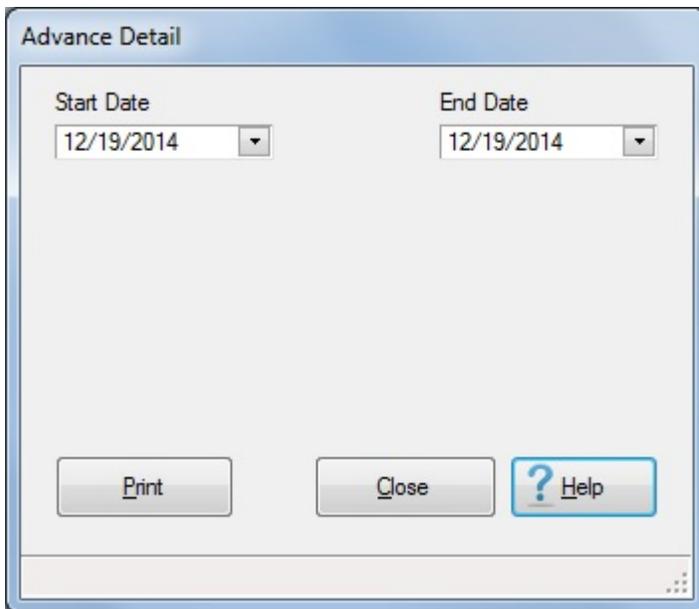
3. **Click** on the *Yes* button if you are **sure** you wish to **delete** the selected query.

Advance Detail - Report

Periodically some customers are required to provide **advance claim information** for a specific period of time. The **Advance Detail Report** screen is used to generate this information.

 Complete the following steps to "generate" the Advance Detail report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Advance Detail** option. The **Advance Detail** screen will appear.



The screenshot shows a window titled "Advance Detail". At the top, there are two date selection fields: "Start Date" and "End Date". Both fields currently display "12/19/2014" and have a small downward arrow on the right side, indicating they are dropdown menus. Below these fields, there are three buttons: "Print", "Close", and "? Help". The "Print" button is on the left, "Close" is in the middle, and "? Help" is on the right. The window has a standard Windows-style border and a small icon in the bottom right corner.

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the *down arrow* button and use the **calendar** to select the desired date.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the *down arrow* button and use the **calendar** to select the desired date.
6. **Click** on the **Print** button. The **IATS Report Viewer** screen appears.

Personal Data - Privacy Act of 1974 - Handle With Care

Advance and Settlement Detail Report

Disbursement Period: 12/19/2014 to 12/19/2014

SSN	Last Name	First Name	M	TONO	Travel Dates		Date Paid	Amt Pd	Examiner
					Begin	End			
XXX-XX-1111	ARNOLD	TOMMY	J	12-001	12/19/2014	12/19/2014	12/19/2014	\$800.00	DAVID FARRIS

7. **Click** on the Printer **icon**. The **Print** screen appears.
8. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
9. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
10. IATS prints the report and returns to the **IATS Report Viewer** screen.
11. If you are finished using the IATS Report Viewer, **click** on the **red** button in the top right corner to close the screen.
12. At the Advance Detail screen **click** on the **Close** button to return to the System Administrator (View) screen.

Audit Count - Report

Type topic text here.

Auditor Production - Report

To assist managers in assessing the **performance** of travel office **personnel**, IATS generates the **Auditor Production Report**. This report provides detailed information regarding the **number** of **advance** or **settlement** requests audited by a given auditor.

The **information** shown on the report **represents** the **auditor's total production** for the period specified.

 **Complete the following steps to "generate" the Auditor Production report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Auditor Production** option. The **Auditor Production Report** screen appears.

Auditor Production Report

Start Date: 1/1/2013 End Date: 12/19/2014

Auditors: All Auditors

Run Report

	Category	Number of Claims
▶	Travel Advances	0
	PCS Settlements	10
	Temporary Duty	8
	Returned Vouchers	2
	All Other Travel Vouchers	0
	Total	20
*		

Print Report Exit ? Help

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
6. **Auditors:** - The default setting at the Auditor field is "**All auditors**". If you wish to run the report for a specific auditor, however, **click** on the *down arrow* button to **display** a **list** of auditors and then **click** on the desired **name** to make a selection.
7. After the **Starting** date, **Ending** date, and **Auditor** is specified, **click** the **Run Report** button. **IATS generates** the Auditor Production **report** for the specified period.

Tip: Generate a **print-out** of the **Auditor Production Report** by **clicking** on the **Print Report** button.

8. If you click on the Print Report button, the **Adobe Reader** screen appears.
9. **Click** on the Printer icon. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.

IATS 7.2 User Guide

11. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
12. IATS prints the report and returns to the **Adobe Reader** screen.
13. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
14. At the **Auditor Production Report** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Counts and Entitlements - Report

Periodically, some IATS customers are required to provide **counts** and total entitlement **amounts** for specific periods of time.

The **Counts and Entitlement Management Report** was created to satisfy this requirement.

Note: The **Counts and Entitlement Management Report** reports the gross entitlement amount for each original settlement. For example, if a traveler received a \$500 **advance** and the gross **entitlement** amount is \$600 the report will display \$600. But for **supplemental** claims, the report displays the **difference** between the new gross entitlement amount and the original gross entitlement amount. So if a supplemental claim is submitted (for the above \$600 gross entitlement example) and the new gross entitlement amount is now \$700 (due member \$100) the report will display \$100.

 **Complete the following steps to "generate" the Counts and Entitlements report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Counts and Entitlements** option. The **Counts and Entitlement Management Report** screen will appear.

Counts and Entitlement Management Report

Start Date: 1/1/2013 End Date: 12/19/2014

Claim Type: Settlement Order Type: TDY - Military

Run Report

Report Data

Counts and Entitlement Management Report
 DSSN-ITR: 6416
 Office: ORIGINAL MASTER DATABASE

Date: 1/1/2013 - 12/19/2014 Order Type: TDY - Military
 Claim type: Settlement
 : 1

Print **Close** **Help**

Press Print Report to print the report

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the IATS **calendar**. Once the IATS calendar is displayed, you can adjust the **month** and **year** by **clicking** on the **left/right arrows** at the **top** of the calendar **screen**. The **day** can be selected by **clicking** on the desired **date** once the correct **month** and **year** have been selected.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the IATS **calendar**. Follow the **instructions** explained in step (4) above if wishing to use the IATS **calendar** to adjust the **Ending Date**.
6. **Claim Type:** - At the **Claim Type** field, **click** on the **down arrow** to display a list of order types and then **click** on the desired type.
7. **Order Type:** - At the **Order Type** field, **click** on the **down arrow** to display a list of order types and then **click** on the desired type.
8. **Run Report:** - When you are satisfied with the dates and the order type, **click** on the **Run Report** button.
9. **Report Data:** - After you click the Run Report button, IATS generates the report and displays the details in the Report Data field.
10. **Print:** - **Click** on the **Print** button to generate a printed copy of the details. The **IATS Report Viewer** screen appears
11. **Click** on the Printer icon. The **Print** screen appears.

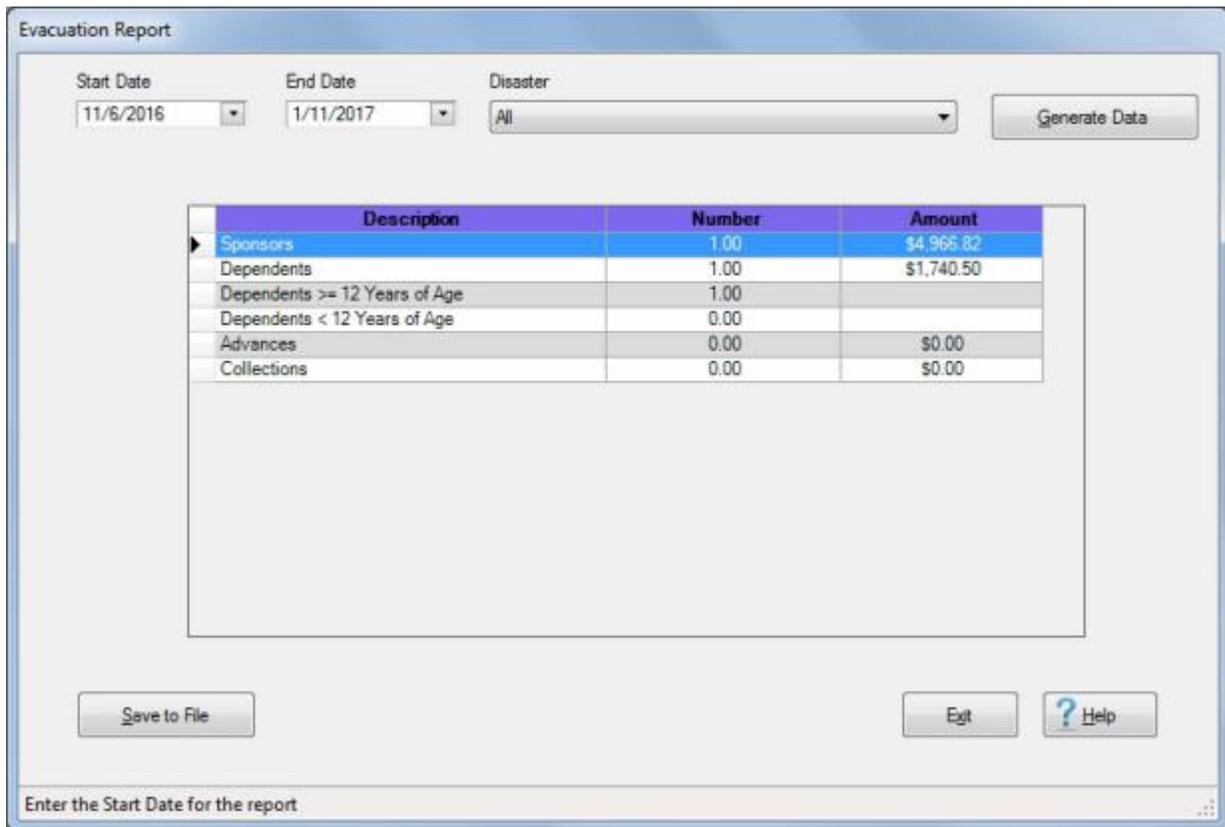
12. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
13. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
14. IATS prints the report and returns to the **IATS Report Viewer** screen.
15. If you are finished using the IATS Report Viewer, **click** on the **red** button in the top right corner to close the screen.
16. At the **Counts and Entitlement Management Report** screen **click** on the **Close** button to return to the System Administrator (View) screen.

Emergency Evacuations - Report

IATS includes the **option** for generating a **report** detailing the **advances**, **settlements**, and **collection** information pertaining to Emergency Evacuation travel transactions that have been processed.

 Complete the following steps to "generate" the Evacuation report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Reports**". An **expandable menu** appears listing the various report options.
2. **Click** on the **Emergency Evacuations** option. The **Evacuation Report** screen appears.



Description	Number	Amount
Sponsors	1.00	\$4,966.82
Dependents	1.00	\$1,740.50
Dependents >= 12 Years of Age	1.00	
Dependents < 12 Years of Age	0.00	
Advances	0.00	\$0.00
Collections	0.00	\$0.00

3. **Start Date:** - If the **default date** displayed at this field is **incorrect**, **type** the desired **date** in **MMDDYY** format. You can also **click** on the **down arrow** button and use the **calendar** to select the date.
4. **End Date:** - If the **default date** displayed at this field is **incorrect**, **type** the desired **date** in **MMDDYY** format. You can also **click** on the **down arrow** button and use the **calendar** to select the date.

5. **Disaster:** - The default value at the Disaster field is **All**. If you wish to generate the report for a **specific** disaster, however, **click** the *Down arrow* button to display a **list** of named disasters from the Disaster Rates table in the Maintenance module. When the list of disasters is displayed, **click** on the disaster **name** you wish to generate the report for.
6. After the **Starting** date, **Ending** date, and the Disaster is specified, **click** the **Generate Data** button. IATS **generates** the **report** for the specified period and disaster.

Tip: Save the Evacuation Report to a **file** by **clicking** on the **Save to File** button. After clicking this button, the **Save As** dialog box appears and you must **specify** the **filename** for the report and the **location** where the file will reside.

7. When **finished** generating and saving the Evacuation Report, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Examiner Accuracy - Report

To assist managers in assessing the **performance** of travel office **personnel**, IATS generates the **Examiner Accuracy Report**. This report provides detailed information regarding the total number of **claims processed**, the total number of claims **returned** back to the examiner for correction, the **accuracy** percentage, and the **reasons** why a claim was returned back to the examiner.

The **information** shown on the report **represents** the examiner's **accuracy** for the period specified.

 **Complete the following steps to "generate" the Examiner Accuracy report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. Click on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Examiner Accuracy** option. The **Examiner Accuracy Report** screen appears.

The screenshot shows a software dialog box titled "Examiner Accuracy Report". It features two date selection fields: "Start Date" (set to 1/1/2013) and "End Date" (set to 12/19/2014). Below these is a dropdown menu for "Examiners" currently set to "All Examiners". A "Run Report" button is prominently displayed in the center. At the bottom right, there are "Exit" and "? Help" buttons.

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
6. **Examiners:** - The default setting at the Auditor field is "**All examiners**". If you wish to run the report for a specific examiner, however, **click** on the *down arrow* button to **display** a **list** of examiners and then **click** on the desired **name** to make a selection.
7. After the **Starting** date, **Ending** date, and **Examiner** is specified, **click** the **Run Report** button.
8. IATS **generates** the **Examiner Accuracy report** for the specified period and displays the **IATS Report Viewer** screen.
9. If you wish to print the report, **click** on the **Printer icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.

11. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
12. IATS prints the report and returns to the **IATS Report Viewer** screen.
13. If you are finished using the IATS Report Viewer, **click** on the **red** button in the top right corner to close the screen.
14. At the **Examiner Accuracy Report** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Examiner Production - Report

To assist managers in assessing the **performance** of travel office **personnel**, IATS generates the **Examiner Production Report**. This report provides detailed information regarding the **number** of **advance** or **settlement** requests **processed** by a given voucher **examiner**.

The **information** shown on the report **represents** the **examiner's** total **production** for the period specified.

 **Complete the following steps to "generate" the Examiner Production report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Examiner Production** option. The **Examiner Production Report** screen appears.

Examiner Production Report

Start Date: 1/1/2013 End Date: 12/19/2014

Examiners: All Examiners

Run Report

	Category	Number of Claims
▶	Travel Advances	8
	PCS Settlements	14
	Temporary Duty	14
	Returned Vouchers	5
	All Other Travel Vouchers	2
	Total	43
	Travel Advances	1
	PCS Settlements	3

Print Report Exit ? Help

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
6. **Examiners:** - The default setting at the Auditor field is "**All examiners**". If you wish to run the report for a specific examiner, however, **click** on the *down arrow* button to **display** a **list** of examiners and then **click** on the desired **name** to make a selection.
7. After the **Starting** date, **Ending** date, and **Examiner** is specified, **click** the **Run Report** button.
8. IATS **generates** the **Examiner Production Report** for the specified period.
9. If you wish to print the report, **click** on the **Print Report** button. The **Adobe Reader** screen appears.
10. **Click** on the Printer **icon**. The **Print** screen appears.
11. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
12. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
13. IATS prints the report and returns to the **Adobe Reader** screen.

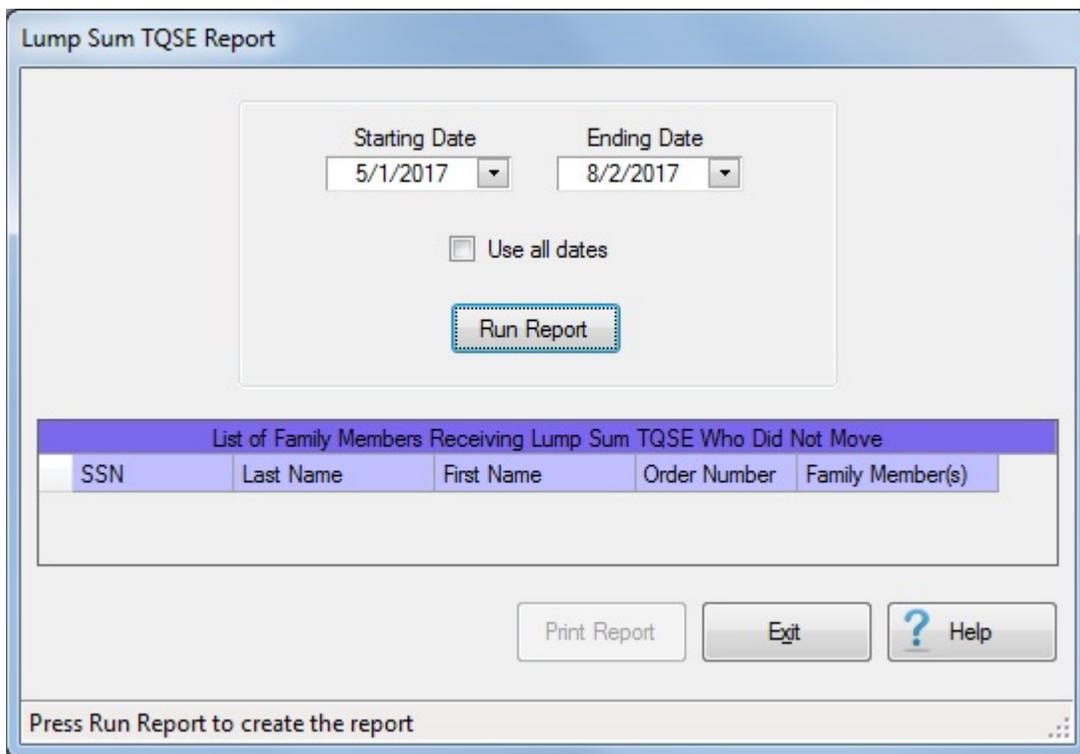
14. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
15. At the **Examiner Production Report** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Lump Sum TQSE Report

IATS contains a report that will identify individuals who received a **Lump Sump TQSE** payment, but did not relocate to a new permanent duty station.

 **Complete the following steps to "generate" the Lump Sum TQSE report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Lump Sum TQSE** option. The **Lump Sum TQSE Report** screen appears.



Lump Sum TQSE Report

Starting Date: 5/1/2017 Ending Date: 8/2/2017

Use all dates

Run Report

List of Family Members Receiving Lump Sum TQSE Who Did Not Move				
SSN	Last Name	First Name	Order Number	Family Member(s)

Print Report Exit ? Help

Press Run Report to create the report

4. **Starting Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down arrow* to display the **IATS calendar**. Once the IATS calendar is displayed, you can adjust the **month** and **year** by **clicking** on the *left/right arrows* at the top of the calendar **screen**. The **day** can be selected by **clicking** on the desired **date** once the correct **month** and **year** have been selected.
5. **Ending Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down arrow* to display the **IATS calendar**. Follow the **instructions** explained in step (4) above if wishing to use the **IATS calendar** to adjust the **Ending Date**.

6. **Use all dates:** - Click in the **check box** at the **Use all dates** field if you wish to run this report for all of the transactions in your database.
7. When you are satisfied with the date selections, **click the Run Report** button. IATS will display the results for the selected dates as shown in the image below.

Lump Sum TQSE Report

Starting Date

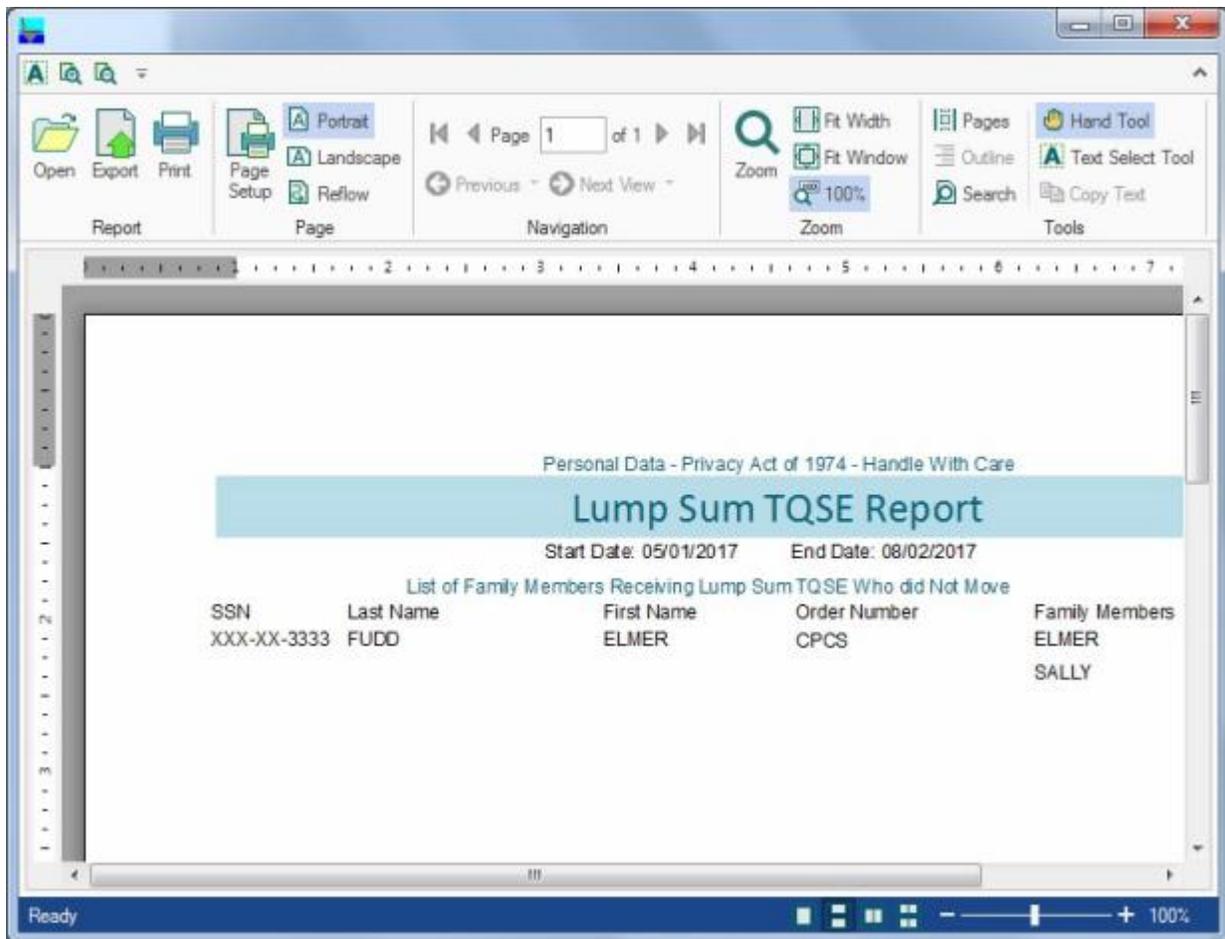
Ending Date

Use all dates

List of Family Members Receiving Lump Sum TQSE Who Did Not Move				
SSN	Last Name	First Name	Order Number	Family Member(s)
▶ XXX-XX-3333	FUDD	ELMER	CPCS	ELMER
				SALLY

Enter the Starting date for the report.

8. **Print Report:** - If you wish to have a print-out of the Lump Sum TQSE report, **click the Print Report** button. The **following** screen appears and **displays the report**.



9. **Click** on the **Print** icon if you wish to print the report. The **Print** screen will appear.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the **number** of **copies** you wish to print and **click** the **Print** button.
12. **Click** on the **red (X)** button at the top right corner of the screen displaying the report to **close** the screen.
13. When finished, **click** on the **Exit** button at the **Lump Sum TQSE Report** screen to **return** to the **System Administrator View** screen.

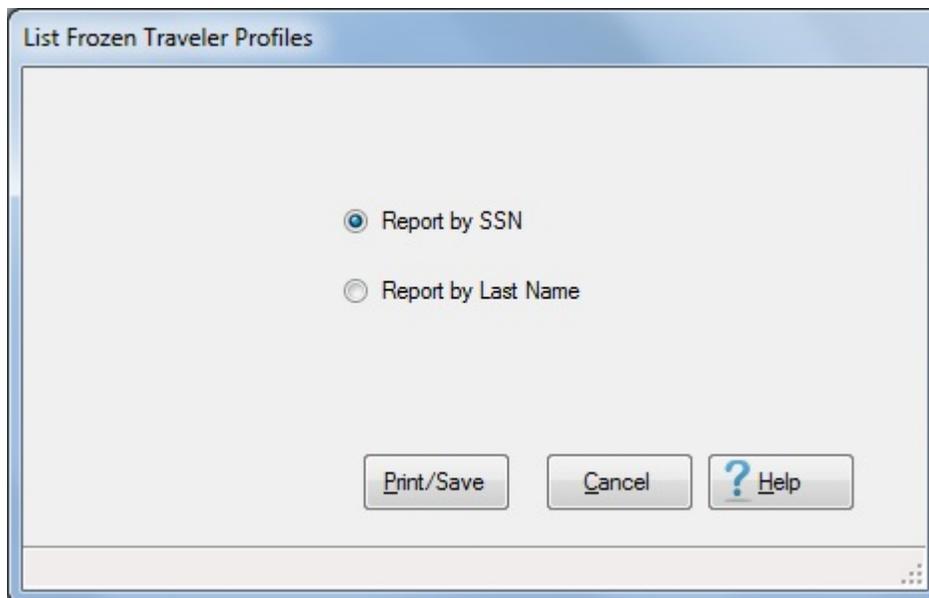
Frozen Travelers - Report

A feature was added to IATS for situations where the traveler account was created incorrectly and claims have been processed. By using this feature you may keep the historical data for the claim, (unless the account was deleted), but **prevent** users from **accessing** the incorrectly created account again.

Another new feature was added to generate a report to identify all of the frozen accounts existing in the database.

 **Complete the following steps to "generate" the Frozen Travelers report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. Click on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Frozen Travelers** option. The **List Frozen Traveler Profiles** screen appears.



4. When running this report, you have the **option** to generate the report by either **SSNs** or **Last Names**.
5. **Click** in the **circle** next to the options **Report by SSN** or **Report by Last Name** to make your selection.
6. **Click** on the **Print/Save** button. A **pop-up message** appears asking if you wish to **save** the output to a **file**.
7. **Click** on *Yes* or *No* as desired. If you click on *Yes*, the **Save As** screen appears and you must **specify** a **location**, **name**, and file **type**.
8. If you click on *No*, the **Adobe Reader** screen appears.
9. **Click** on the Printer **icon**. The **Print** screen appears.

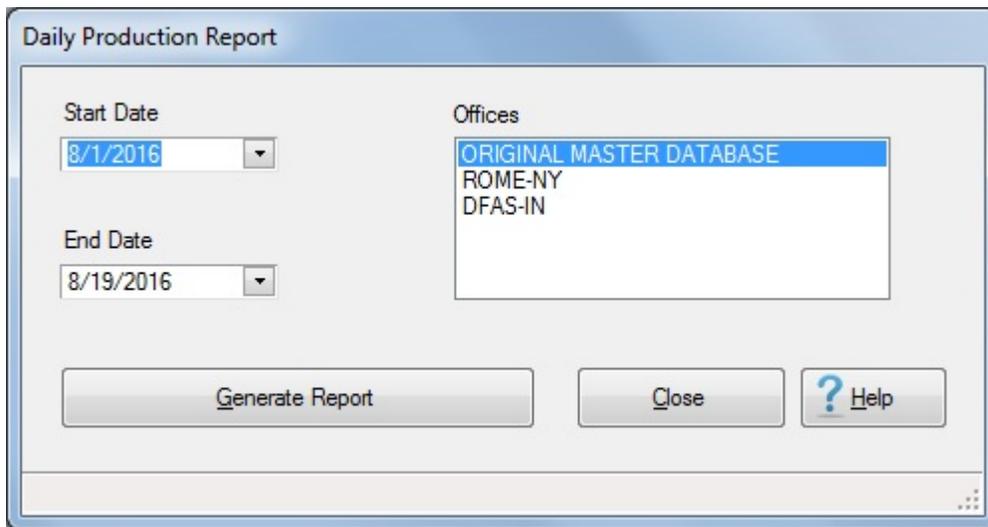
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
12. IATS prints the report and returns to the **Adobe Reader** screen.
13. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
14. At the **List Frozen Traveler Profiles** screen **click** on the **Cancel** button to return to the System Administrator (View) screen.

Daily Production - Report

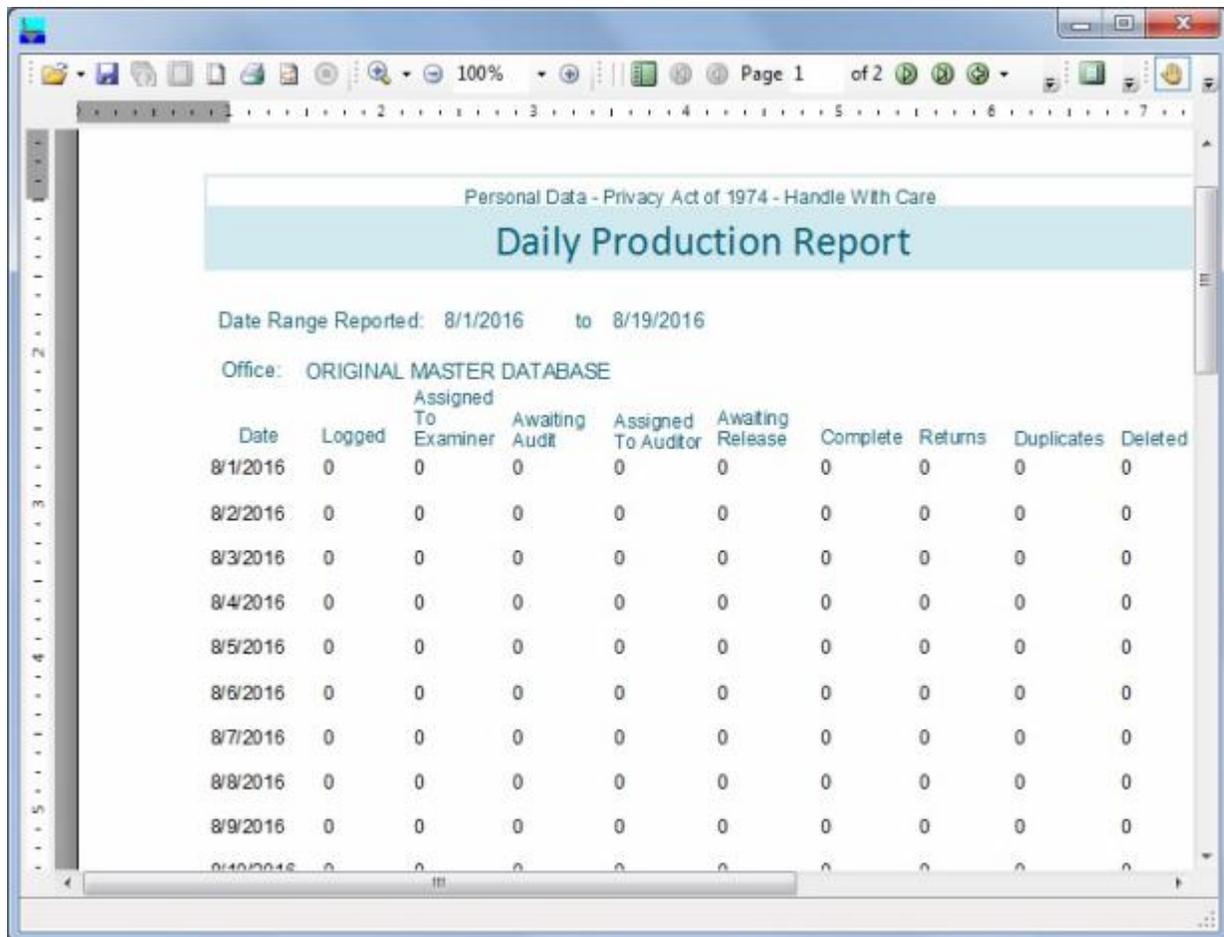
The Daily Production Report allows you to **report** the **number** of vouchers **logged**, **completed**, **returned**, **duplicated** or **deleted** from the system during the specified business day (starting/ending at 3:00PM).

 **Complete the following steps to "generate" the Settlement Detail report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**".
An expandable menu appears listing the various management report options.
3. **Click** on the **Daily Production Report** option. The **Daily Production Report** screen will appear.



4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format. You may also **click** on the **button** to display the calendar and then **click** on the desired **date**.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format. You may also **click** on the **button** to display the calendar and then **click** on the desired **date**.
6. **Offices:** - If you have access to multiple offices, **click** on the **office name** to make your selection.
7. **Generate Report:** - After selecting the start/end dates and the office, **click** on the **Generate Report** button. The following screen will appear **displaying** the **results** for selected **Start** and **End** dates.



Personal Data - Privacy Act of 1974 - Handle With Care

Daily Production Report

Date Range Reported: 8/1/2016 to 8/19/2016

Office: ORIGINAL MASTER DATABASE

Date	Logged	Assigned To Examiner	Awaiting Audit	Assigned To Auditor	Awaiting Release	Complete	Returns	Duplicates	Deleted
8/1/2016	0	0	0	0	0	0	0	0	0
8/2/2016	0	0	0	0	0	0	0	0	0
8/3/2016	0	0	0	0	0	0	0	0	0
8/4/2016	0	0	0	0	0	0	0	0	0
8/5/2016	0	0	0	0	0	0	0	0	0
8/6/2016	0	0	0	0	0	0	0	0	0
8/7/2016	0	0	0	0	0	0	0	0	0
8/8/2016	0	0	0	0	0	0	0	0	0
8/9/2016	0	0	0	0	0	0	0	0	0
8/10/2016	0	0	0	0	0	0	0	0	0

8. After you have **finished** reviewing or printing the report, **click** on the **red X** button at the top right hand corner of the screen to **close**.
9. When the **Daily Production Report** screen re-appears, **click** on the **Close** button if you are **finished** running this report.

Outstanding Travel Advances - Report

The **Outstanding Travel Advances Report** provides a detailed **list** of travel advances that have been **issued** but never collected.

 **Complete the following steps to "generate" the Voucher Production report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Outstanding Advances Report option**. The **Outstanding Travel Advances Report** screen will appear.

Outstanding Travel Advance Report

Order Type

All

Optional Inputs

SSN:

Days Outstanding:

Discharge Date Range

From:

To:

Generate Report Close ? Help

4. **Order Type:** - At the Order Type section, **click** on the *down arrow* button to **display** a **list** of **order types** and then **click** on the desired type.
5. **Optional Inputs:** - At the **Optional Inputs** section, you may further **define** the results of the report.
6. **SSN:** - If desired, enter the traveler's **SSN**.
7. **# Days Outstanding:** - If desired, enter the number of days outstanding that you would like the report to reflect.
8. **Discharge Date Range:** - A date range was included because under certain circumstances traveler's are given a period of time after the discharge date to settle the advance. If desired, **enter** the traveler's discharge date range. You

may either manually type in the dates in **MMDDYY** format or **click** on the *down arrow* button and use the **calendar** to select the dates.

9. After making all of your desired selections, **click** on the **Generate Report** button.

Liaison - Report

To assist managers in determining where **delays** in travel settlement requests processing occur, IATS generates the Reporting Unit Code (**RUC**) **Report** for **Marine Corps** travel offices. For **Army/DLA** travel offices, this report is named the **Liaison Office Report**.

The purpose of this report is to **track** the number of days required to **move** a settlement request **through** the **processing cycle**. Because settlement requests processed by these organizations are often **routed through liaison offices**, IATS tracks their movement from the **date signed** until the **date disbursed**.

Note: In order to use this report, the **parameter** for **Liaison Reports** at the [System Configuration](#) screen in **Maintenance** must be activated. In addition, users must also establish their **RUC/Liaison offices**.

 **Complete the following steps to "generate" the RUC/Liaison Office Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Liaison** option. The **Liaison/RUC Report** screen appears.

The screenshot shows a software dialog box titled "Liaison /RUC Report". It features three dropdown menus for date and office selection, and three buttons at the bottom for "Print", "Exit", and "? Help".

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the IATS **calendar**. Once the IATS calendar is displayed, users can adjust the **month** and **year** by **clicking** on the **left/right arrows** at the **top** of the calendar **screen**. The **day** can be selected by **clicking** on the desired **date** once the correct **month** and **year** have been selected.
5. **Last Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the IATS **calendar**. Follow the **instructions** explained in step (3) above if wishing to use the IATS **calendar** to adjust the Ending date.
6. **Day Types:** - The default value at the Day Types field is **Calendar**. If you wish, however, to generate the Liaison Report based on work days, **click** the **Down arrow** button and then **click** on the **Work** option.
7. **RUC/Liaison Unit/Office:** - The **default** value for this field is **All Offices**, users may generate this report for a **specific** office, however. To select a different office, **click** the **down arrow** to display a **list** of offices and then **click** on the desired **office** to make a selection.
8. Once the **Start/Ending** dates, plus the **office** have been specified, **click** on the **Print** button. A **pop-up message** appears indicating the **number** of records printed and that the report is done.
9. **Click** on **OK** to continue.
10. The **Adobe Reader** screen appears.
11. **Click** on the Printer **icon**. The **Print** screen appears.
12. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.

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13. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
14. IATS prints the report and returns to the **Adobe Reader** screen.
15. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
16. At the **Liaison/RUC Report** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Missing Payment Date or DOV - Report

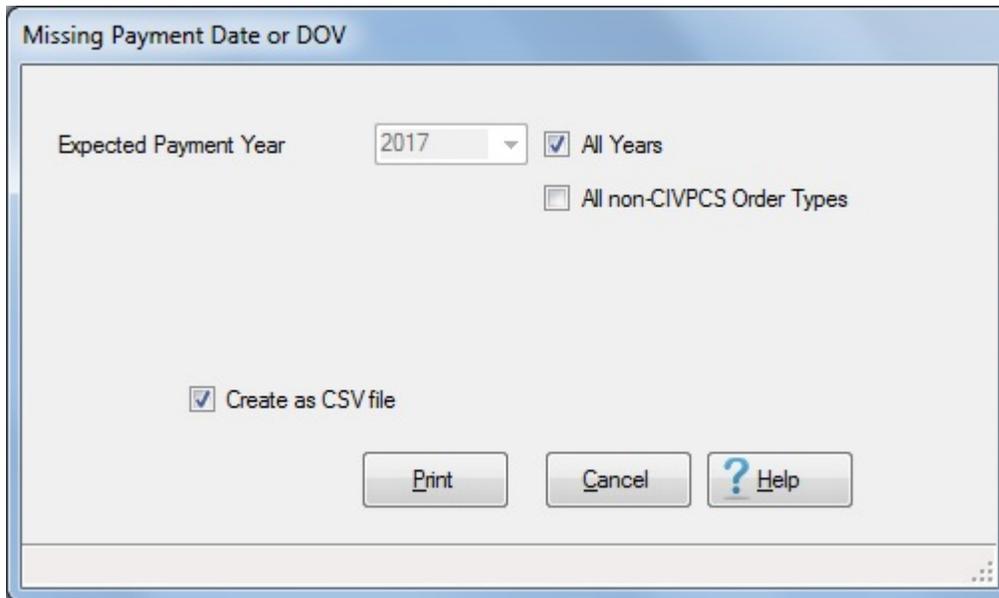
To **identify** any **records** that must be corrected IATS provides the following report:

Missing Payment Date or DOV:

Note: Prior to creating the **magnetic file and IRS Form 6559**, it is strongly recommended that this **report** is generated first.

 **Complete the following steps to "generate" the Missing Payment Date or DOV Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Missing Payment Date or DOV** option. The **Missing Payment Date or DOV** screen appears.



Missing Payment Date or DOV

Expected Payment Year: 2017 All Years All non-CIVPCS Order Types

Create as CSV file

Print Cancel ? Help

4. **Expected Payment Year:** - If the default year displayed at this field is incorrect, **click** the *down arrow* and then **click** on the desired **year** to make a **selection**.
5. **All Years:** - **Click** in the **check box** at the All Years field if you wish to generate the report for all tax years stored in the IATS database.
6. **All non-PCS Order Types:** - **Click** in the **check box** next to this option if you wish to generate this report for all non-PCS order types.
7. **Create as CSV file:** - **Click** in the **check box** if you wish to **activate** this option. A **check mark** appears in the **check box** when this option is activated. If you **activate** this

option, IATS **generates** a comma delimiter **file** containing the report information. This file may then be **imported** into **Microsoft Excel** to create a **spreadsheet**.

8. After you have specified the year(s) and the order type, **click** on the **Print** button. A *pop-up message* appears asking if you wish to **save** the output to a **file**.
9. **Click** on *Yes* or *No* as desired. If you click on *Yes*, the **Save As** screen appears and you must **specify** a **location, name**, and file **type**.
10. If you click on *No*, the **Adobe Reader** screen appears.
11. **Click** on the Printer **icon**. The **Print** screen appears.
12. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
13. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
14. IATS prints the report and returns to the **Adobe Reader** screen.
15. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
16. At the **Missing Payment Date or DOV** screen **click** on the **Cancel** button to return to the System Administrator (View) screen.

Monthly Workload - Report

In order to assist managers in assessing the performance of the entire travel office, IATS generates the **Monthly Workload Report**. This report provides detailed information regarding the **number** of **advance** or **settlement** requests processed within the entire office.

The information shown on this report **represents** the total production for the specified period.

 **Complete the following steps to "generate" the Monthly Workload report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Monthly Workload** option. The **Monthly Workload Report** screen appears.

Monthly Workload Report

Month: December Year: 2014

Examiners: All Examiners

Run Report

	Category	Number of Claims
▶	Travel Advances	1
	PCS Settlements	3
	Temporary Duty	0
	Returned Vouchers	0
	All Other Travel Vouchers	0
	Total	4
*		

Print Report Exit ? Help

4. **Month:** - If the default month displayed at this field is incorrect, **click** the *down arrow* and then **click** on the desired **month** to make a **selection**.
5. **Year:** - If the default year displayed at this field is incorrect, **click** the *down arrow* and then **click** on the desired **year** to make a **selection**.
6. **Examiners:** - **Click** on the *down arrow* button to **display** a **list** of voucher **examiners** and then **click** on the desired **name** to make a selection.
7. After the **month**, **year**, and **examiner** is specified, **click** the **Run Report** button. IATS **generates** the Monthly Workload **report** for the specified period.

Tip: Generate a **print-out** of the **Monthly Workload Report** by **clicking** on the **Print Report** button.

8. If you click on the Print Report button, the **Adobe Reader** screen appears.
9. **Click** on the Printer **icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.

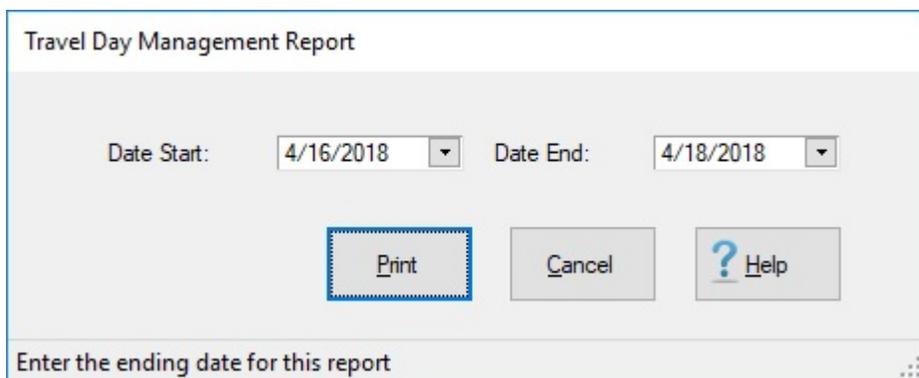
12. IATS prints the report and returns to the **Adobe Reader** screen.
13. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
14. At the **Monthly Workload Report** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Travel Day Management Report

IATS generates a **Travel Day Management** report. This report **assists** the **MilPay** department to **identify** differences in **elapsed travel time** paid in IATS versus the elapsed time used to calculate **chargeable leave** entered in DJMS prior to settlement of the travel voucher.

 **Complete the following steps to "generate" the Travel Day Management report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Travel Day Report** option. The **Travel Day Management Report** screen will appear.



Note: You will notice that the **default** dates at the **Date Start** and **Date End** fields will be the **current** date.

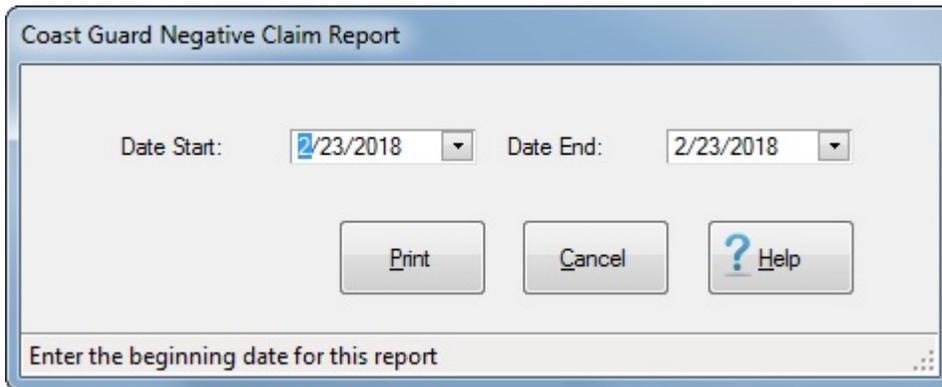
4. **Date Start:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the **down arrow** button and use the **calendar** to select the desired date.
5. **Date End:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the **down arrow** button and use the **calendar** to select the desired date.
6. **Click** on the **Print** button.

Negative Supplemental Report

IATS will generate a **Negative Claim Report** for **Coast Guard** customers when a **supplemental** settlement requests is processed that results in a **negative** amount. The **Coast Guard Negative Claim Report** screen is used to **generate** this report.

 Complete the following steps to "generate" the Negative To Positive Supplemental report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Negative Supplemental Report** option. The **Coast Guard Negative Claim Report** screen will appear.



Note: You will notice that the **default** dates at the **Date Start** and **Date End** fields will be the **current** date.

4. **Date Start:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the **down arrow** button and use the **calendar** to select the desired date.
5. **Date End:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the **down arrow** button and use the **calendar** to select the desired date.
6. **Click** on the **Print** button.

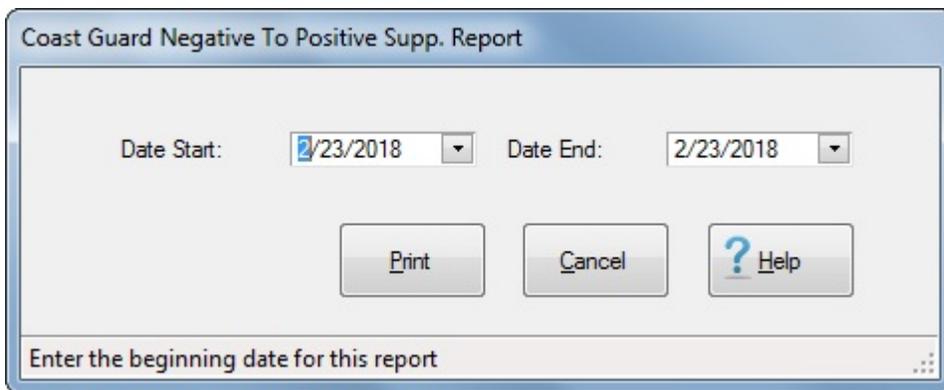
Negative To Positive Supplemental Report

IATS will generate a **Negative To Positive Supplemental Claim Report** for **Coast Guard** customers when a **supplemental** settlement requests is processed that results in a **positive** amount.

The **Coast Guard Negative To Positive Supp. Report** screen is used to **generate** this report.

 **Complete the following steps to "generate" the Negative To Positive Supplemental report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Negative to Positive Supplemental Report** option. The **Coast Guard Negative To Positive Supp. Report** screen will appear.



Note: You will notice that the **default** dates at the **Date Start** and **Date End** fields will be the **current** date.

4. **Date Start:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the *down arrow* button and use the **calendar** to select the desired date.
5. **Date End:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the *down arrow* button and use the **calendar** to select the desired date.
6. **Click** on the **Print** button.

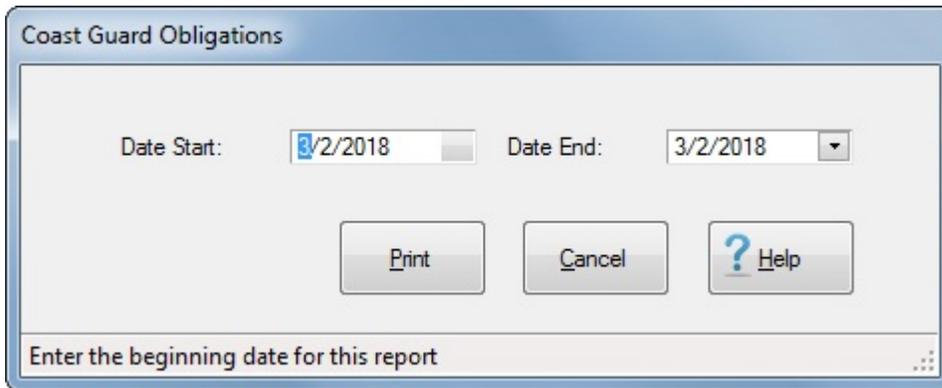
Obligation Report

IATS will generate an **Obligations Report** for **Coast Guard** customers to show what obligations were used for a specific period.

The **Coast Guard Obligations** screen is used to **generate** this report.

 **Complete the following steps to "generate" the Obligation Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Obligation Report** option. The **Coast Guard Obligations** screen will appear.



Note: You will notice that the **default** dates at the **Date Start** and **Date End** fields will be the **current** date.

4. **Date Start:** - If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the *down arrow* button and use the **calendar** to select the desired date.
5. **Date End:** - If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the *down arrow* button and use the **calendar** to select the desired date.
6. **Click** on the **Print** button.

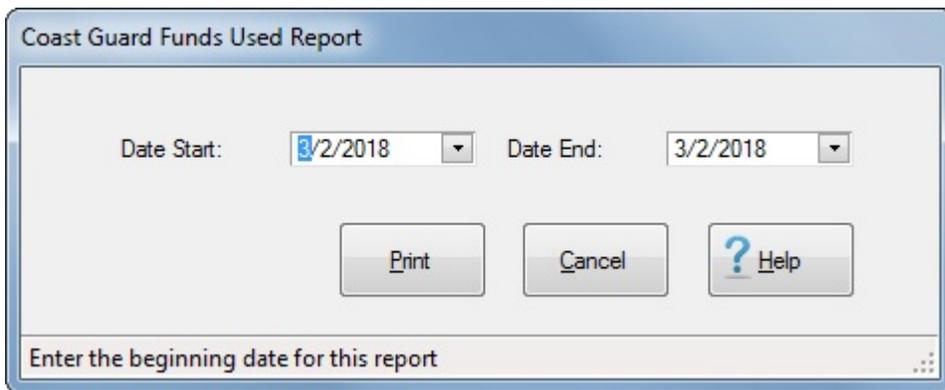
Other Funds Report

IATS will generate an **Funds Used Report** for **Coast Guard** customers to show what funds were used for a specific period.

The **Coast Guard Funds Used Report** screen is used to **generate** this report.

 Complete the following steps to "generate" the Funds Used Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Other Funds Report** option. The **Coast Guard Funds Used Report** screen will appear.



Note: You will notice that the **default** dates at the **Date Start** and **Date End** fields will be the **current** date.

4. **Date Start:** - If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the *down arrow* button and use the **calendar** to select the desired date.
5. **Date End:** - If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the *down arrow* button and use the **calendar** to select the desired date.
6. **Click** on the **Print** button.

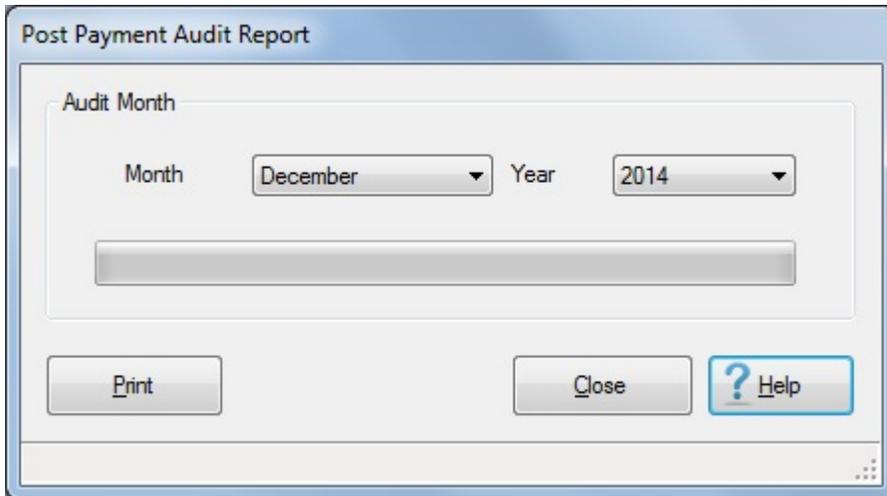
Post Audit Summary - Report

IATS **generates** a **report** identifying claims that were randomly selected for a post disbursement audit based on the dollar amount parameters established in the Maintenance module.

Note: In order to generate this report, you must activate the Post Audit option in the Maintenance module.

 **Complete the following steps to "generate" the Post Audit Summary report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Post Audit Summary** option. The **Post Payment Audit Report** screen appears.



4. **Month:** **Click** on the *down arrow* and then **click** on the desired **month**.
5. **Year:** **Click** on the *down arrow* and then **click** on the desired **year**.
6. **Click** the **Print** button. A *pop-up message* appears stating the report is done and then the **Adobe Reader** screen appears.
7. **Click** on the **Printer icon**. The **Print** screen appears.
8. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
9. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
10. IATS prints the report and returns to the **Adobe Reader** screen.
11. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
12. At the **Post Payment Audit Report** screen **click** on the **Close** button to return to the System Administrator (View) screen.

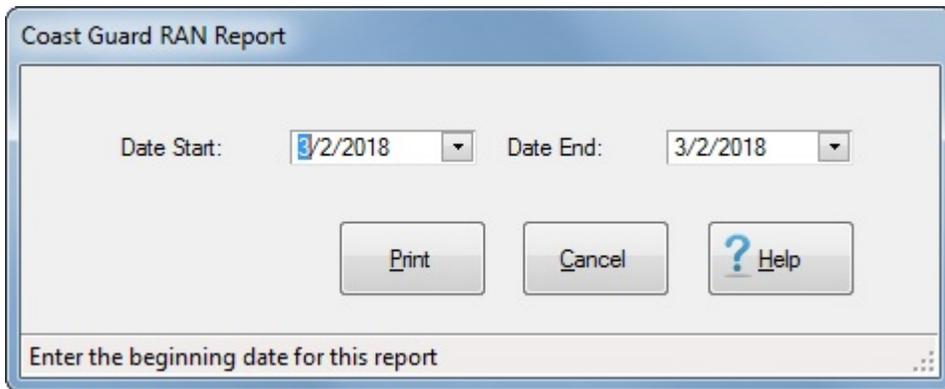
RAN Report

IATS will generate a **RAN Report** for **Coast Guard** customers to show what RAN codes were used for a specific period.

The **Coast Guard RAN Report** screen is used to **generate** this report.

 Complete the following steps to "generate" the RAN Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **RAN Report** option. The **Coast Guard RAN Report** screen will appear.



Note: You will notice that the **default** dates at the **Date Start** and **Date End** fields will be the **current** date.

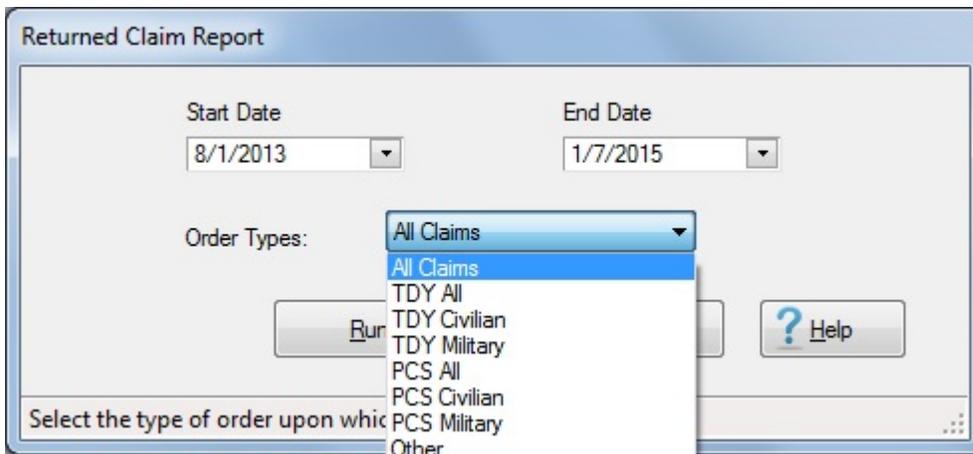
4. **Date Start:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the *down arrow* button and use the **calendar** to select the desired date.
5. **Date End:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the *down arrow* button and use the **calendar** to select the desired date.
6. **Click** on the **Print** button.

Returned Claim - Report

The **Returned Claim Report** screen is used to generate a **report** for travel claims that have been **returned** to the traveler.

 **Complete the following steps to "generate" the Returned Claim report:**

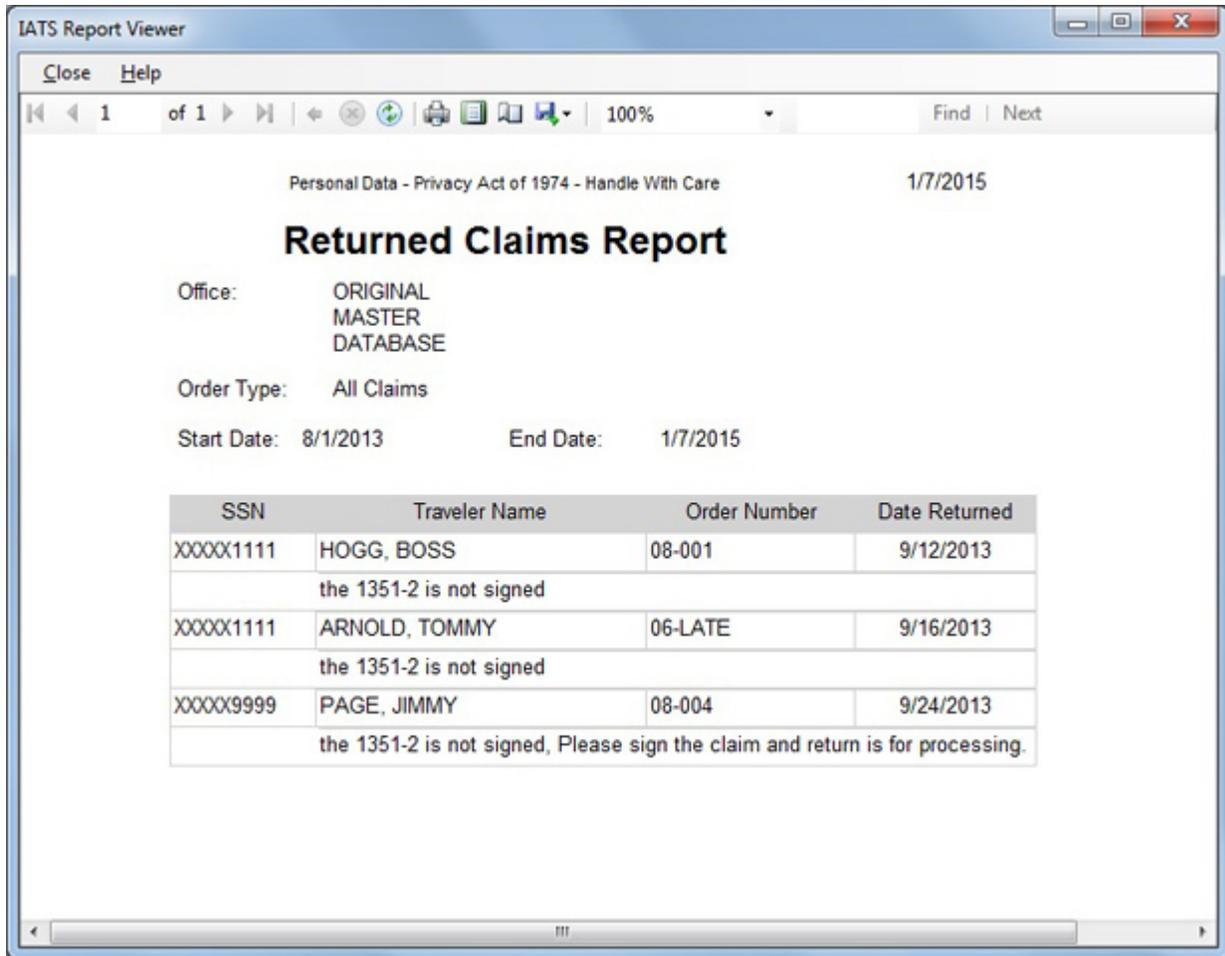
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Returned Claims** option. The **Returned Claim Report** screen will appear.



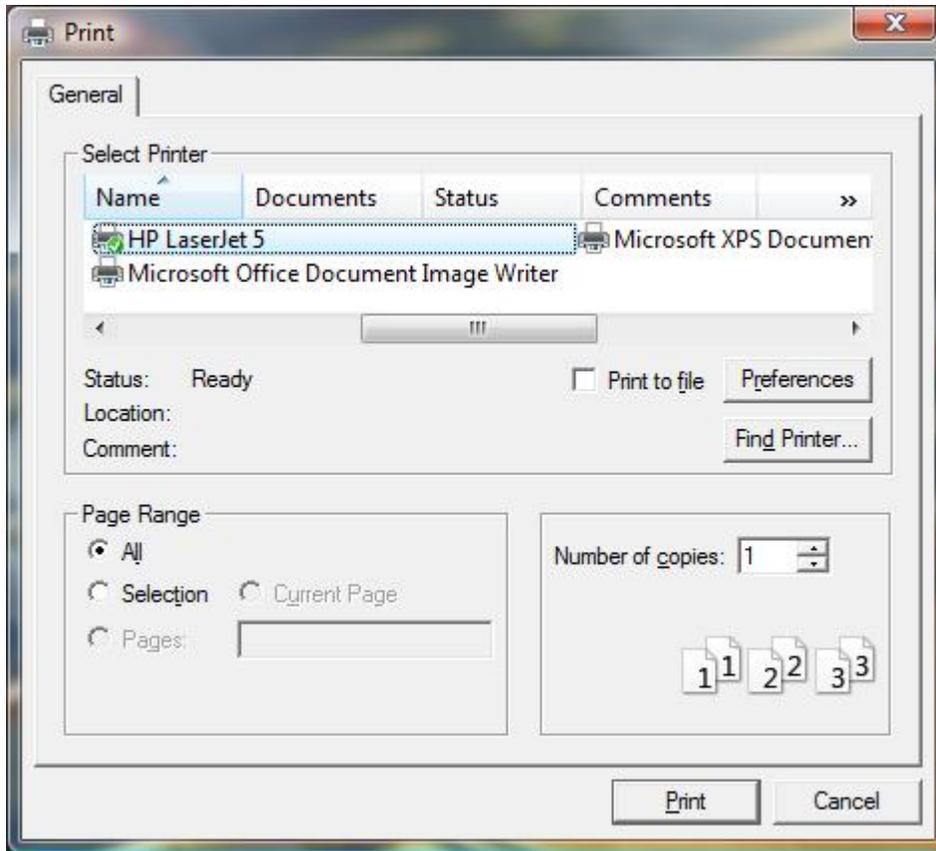
4. **Start Date:** - If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
5. **End Date:** - If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.

Note: If you **click** on the *down arrow* button at either the **Start** or **End Date** field, a **calendar** appears that allows you to select a different **month**, **date**, or **year**.

6. **Order Types:** - At the **Order Types** field, **click** on the *down arrow* to display a list of various order types and then **click** on the desired type.
7. After selecting the correct Start/End dates and the order type, **click** on the **Run Report** button.
8. After clicking on the Run Report button, all claims returned for the specified criteria are **displayed** along with the **reason** for return on the **IATS Report Viewer** screen.



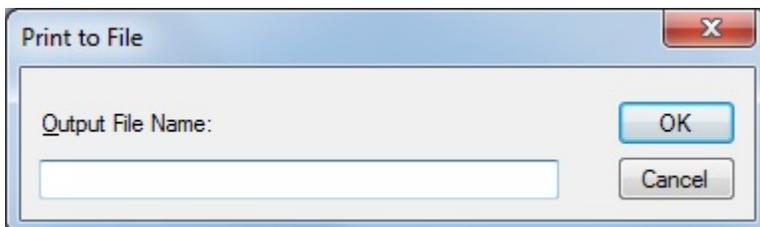
9. **Print:** - If you wish to print the Returned Claim Report, **click** on the **printer** icon. The **Print** screen appears.



10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
12. IATS prints the report and returns to the **IATS Report Viewer** screen.
13. **Click** on the **Close** option or the **red X** button in the top right corner to **close** the screen.

Print to File

1. If you wish to print the report to a file, **click** in the **Print to File** check box and then **click** on the **Print** button.
2. If you have selected the **Print to File** option, the **Print to File** screen appears.



IATS 7.2 User Guide

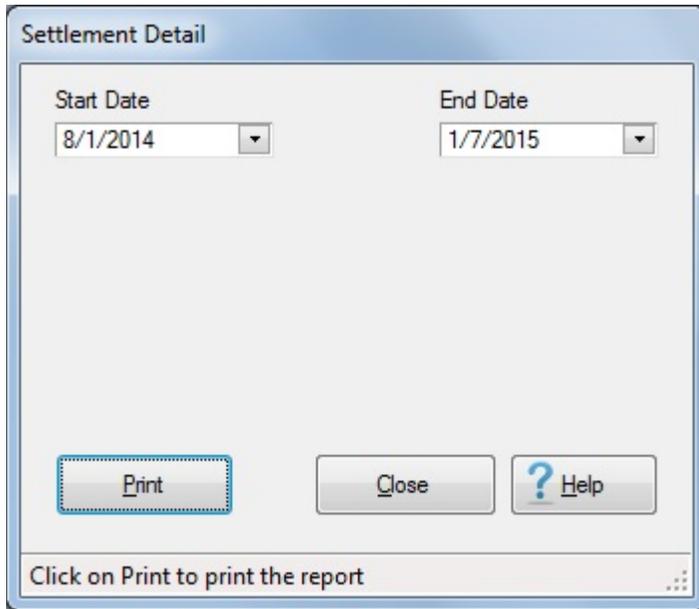
3. At the Print to File screen, **enter a filename** at the **Output File Name** field and then **click on OK**.

Settlement Detail - Report

Periodically some customers are required to provide **settlement claim information** for a specific period of time. The **Settlement Detail Report** screen is used to generate this information.

 Complete the following steps to "generate" the Settlement Detail report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Settlement Detail** option. The **Settlement Detail Report** screen will appear.



4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** button and use the **calendar** to select the desired date.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** button and use the **calendar** to select the desired date.
6. **Click** on the **Print** button. The **IATS Report Viewer** screen appears.
7. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
8. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
9. IATS prints the report and returns to the **IATS Report Viewer** screen.
10. **Click** on the **Close** option or the **red X** button in the top right corner to **close** the screen.

Print to File

1. If you wish to print the report to a file, **click** in the **Print to File** check box and then **click** on the **Print** button.
2. If you have selected the **Print to File** option, the **Print to File** screen appears.



3. At the Print to File screen, **enter** a **filename** at the **Output File Name** field and then **click** on **OK**.

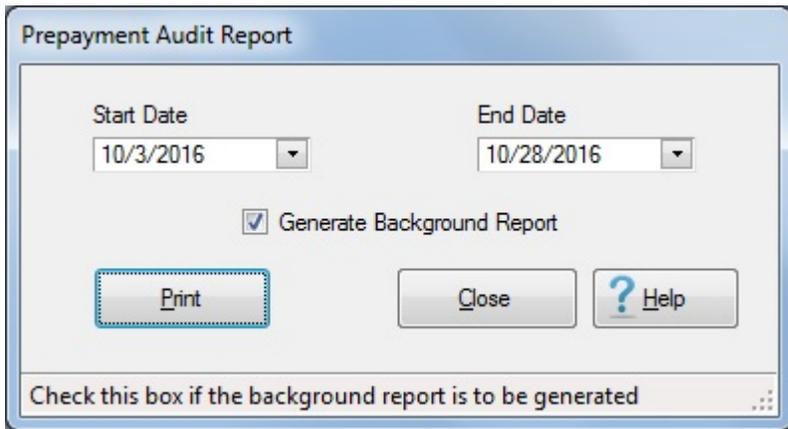
Prepayment Audit - Report

IATS allows the **System Administrator** to generate a **Prepayment Audit Report** based on **discrepancies** selected by the **Auditor** from the **Prepayment Audit Checklist**.

In order to use this feature, the **System Administrator** must access the **Maintenance** module and **activate** the **Prepayment Audit** feature.

 **Complete the following steps to "generate" the Prepayment Audit report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **Prepayment Audit** option. The **Prepayment Audit Report** screen appears.



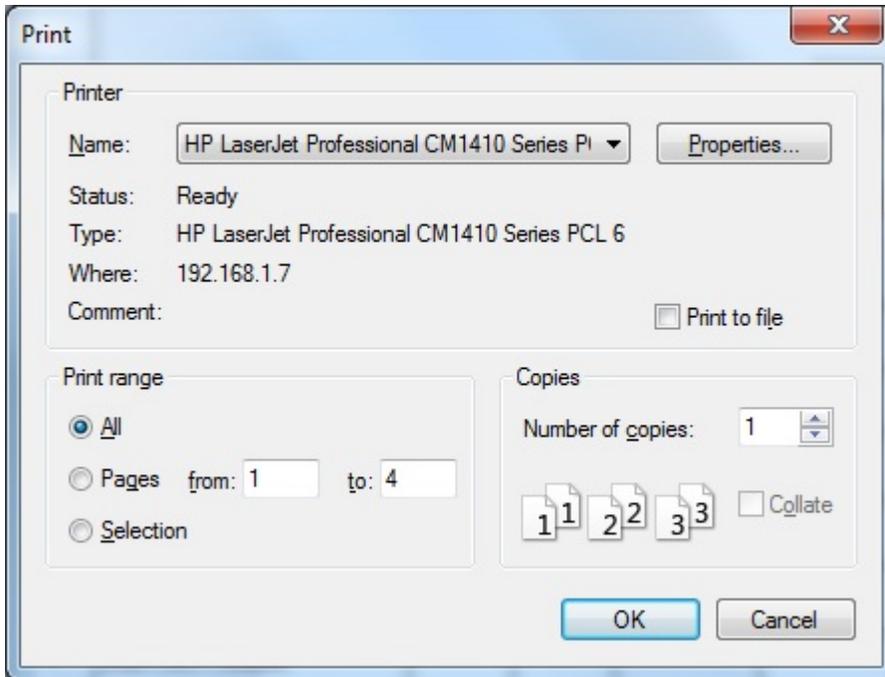
3. **Start Date:** - If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
4. **End Date:** - If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
5. **Generate Background Report:** - **Click** in the selection **box** at this field if you wish to generate a **print-out** of the **Prepayment Audit Checklist** that was completed during the audit process.
6. **Click** the **Print** button and the **following** screen appears that allows you to **print** or **save** the report.

SUMMARY FROM PRE_PAYMENT REVIEW

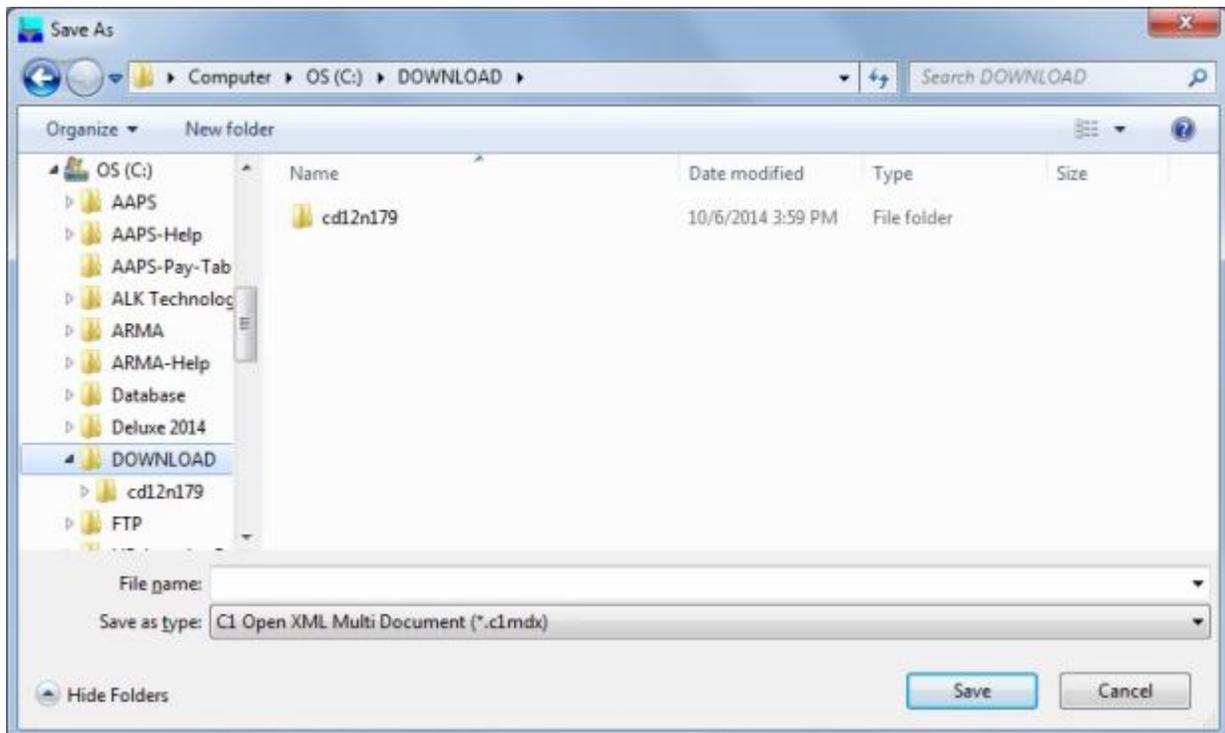
September, 2016

Organization		DOD TRAVEL OFFICE				NUMBER OF DISCREPANCIES BY TYPE - CHECK EACH TYPE OF DISCREPANCY - USE THE RESPECTIVE PRE-PAYMENT CHECK LIST POTENTIAL												
	CLAIMS SUBJ TO REVIEW	CLAIMS REVIEWED	TOTAL \$ VALUE OF CLAIMS REVIEWED	TOTAL \$ VALUE OF CLAIMS SUBJECT TO REVIEW	TAD TRAVEL													
					#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12	#13	#14
TAD/TDY > \$2500																		
PCS > \$2500																		
Total																		
TAD/TDY < \$2500																		
PCS < \$2500	1	1	\$1,621.98	\$1,621.98			1				1						1	
Total	1	1	\$1,621.98	\$1,621.98			1				1						1	

7. Click on the **Printer** icon if you wish to print the report. The **Print** screen will appear.



8. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
9. **Select** the **number** of **copies** you wish to print and **click** the **Print** button. **IATS prints** the report.
10. If you **click** on the **Save** icon the **Save As** screen will appear.



11. At the **Save As** screen, **browse** to the **directory/folder** where you wish to save the file.

12. **Enter** the desired **filename** at the **File name** field.
13. **Click** on the *down arrow* button at the **Save as type** field and **click** on the desired file **type** from the *drop-down list* of types.
14. After selecting the **directory/folder**, entering a **filename**, and selecting the file **type**, click on the **Save** button.
15. When **finished** using the Prepayment Audit Report screen, **click** on the **Close** button to **return** to the **System Administrator View** screen.

Prompt Payment Interest - Report

IATS provides a **report** that will **calculate** and then **print** the **interest expense** for all claims that were **paid over 30 days after** the Authorizing Official **signed** the claim. The **Prompt Payment Interest Report** screen is used to generate this report.

There are two **Maintenance** requirements that must be performed in order to **generate** this report:

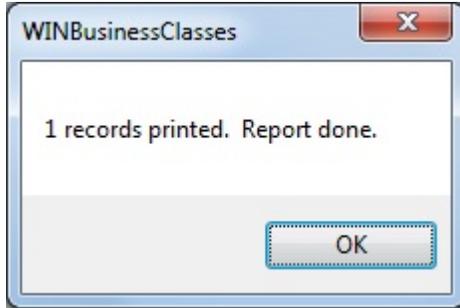
1. The **parameter** for **Liaison Reports** at the [System Configuration](#) screen must be **activated**.
2. A **check mark** must appear in the check box at the **Activate Prompt Payment Interest Payments** field on the [Prompt Payment Act Configuration](#) screen.

 **Complete the following steps to "generate" the Prompt Payment Interest report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Prompt Payment Interest** option. The **Prompt Payment Interest Report** screen appears.

The screenshot shows a software dialog box titled "Prompt Payment Interest Report". It features three dropdown menus for data entry: "Start Date" (11/1/2016), "Amount Types" (All), and "Liaison Unit./RUC Office" (All Offices). A horizontal scrollbar is positioned below the dropdowns. At the bottom of the dialog, there are three buttons: "Print" (which is highlighted with a dashed border), "Exit", and "? Help".

4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down arrow* to display the IATS **calendar**. Once the IATS calendar is displayed, you can adjust the **month** and **year** by **clicking** on the *left/right arrows* at the top of the calendar **screen**. The **day** can be selected by **clicking** on the desired **date** once the correct **month** and **year** have been selected.
5. **Last Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down arrow* to display the IATS **calendar**. Follow the **instructions** explained in step (4) above if wishing to use the IATS **calendar** to adjust the **Last** date.
6. **Amount Types:** - The default type is **All**. If you wish to **change** the type, **click** on the *down arrow* button to display a **list** of types and then **click** on the desired type.
7. **RUC/Liaison Unit/Office:** - The **default** value for this field is **All Offices**, users may generate this report for a **specific** office, however. To select a different office, **click** the *down arrow* to display a **list** of offices and then **click** on the desired **office** to make a selection.
8. Once the **Start/Last** dates, plus the **amount type** and **office** have been specified, **click** on the **Print** button. The following message will appear indicating that the report is done.



9. **Click** on **OK** to continue.
10. The **Adobe Acrobat Reader** screen will appear **displaying** the report screen appears.
11. At the **Adobe Acrobat Reader** screen, you may **print** the report by **clicking** on the **printer icon**.
12. You may also **save** the report by **clicking** on the **File** menu and then **clicking** on the **Save As** option.
13. When you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the **(X)** button in the top right corner or **click** on the **File** menu and then **click** on the **Close** option.
14. IATS will **return** to the **Prompt Payment Interest Report** screen.
15. If you are **finished** using this screen, **click** on the **Exit** button to **return** to the **System Administrator View** screen .

SORT Report

"For Navy Configuration Only".

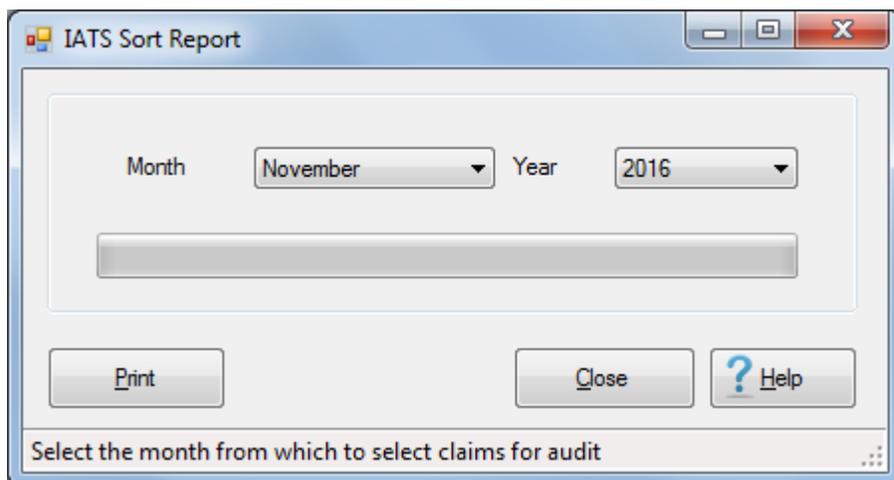
NAVY travel processing locations provide it's headquarters (NPPCS) with a Status of Resources and Training System Report for Travel claims (**SORTS Travel**) processed. This report is provided on a **monthly** basis, providing data from a normal work week, considering weekends and national holidays as non work days. This report is formatted as an **Excel** spread sheet columnar by work day providing the number of claims on hand from the previous workday, the number of claims received for each work day, the number of claims returned for each workday, the number of claims processed for each workday, total claims on hand at the end of each workday, and the average working days to release a claim for payment for each workday.

This report has always been prepared **manually** requiring countless numbers of man-hours.

For this reason, we have added the capability of generating this report into IATS.

Complete the following steps to "generate" SORT" report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **SORT Report** option. The **IATS SORT Report** screen will appear.



The screenshot shows a window titled "IATS Sort Report". Inside the window, there are two dropdown menus: "Month" with "November" selected and "Year" with "2016" selected. Below these is a large empty text field. At the bottom of the window are three buttons: "Print", "Close", and "Help". A status bar at the bottom of the window reads "Select the month from which to select claims for audit".

4. **Month:** - If the default month displayed at this field is incorrect, **click** the *down arrow* and then **click** on the desired **month** to make a **selection**.
5. **Year:** - If the default year displayed at this field is incorrect, **click** the *down arrow* and then **click** on the desired **year** to make a **selection**.
6. **Print:** - After selecting the correct month and year, **click** on the **Print** button. The **following** screen will appear displaying the SORT Report.

Daily Backlog	Claims Forwarded	Claims Received	Claims Returned	Claims Deleted	Claims Processed	Claims on Hand	Working Date	Calendar Days
Prev Month								
Tue 11/01	0	0	0	0	0	0		0
Wed 11/02	0	0	0	0	0	0		0
Thu 11/03	0	1	0	0	1	0		0
Fri 11/04	0	0	0	0	0	0		0
Sat 11/05	0	0	0	0	0	0		0

7. Click on the **Printer** icon if you wish to print the report. The **Print** screen will appear.

Print

Printer

Name: HP LaserJet Professional CM1410 Series P1 Properties...

Status: Ready

Type: HP LaserJet Professional CM1410 Series PCL 6

Where: 192.168.1.7

Comment: Print to file

Print range

All

Pages from: 1 to: 4

Selection

Copies

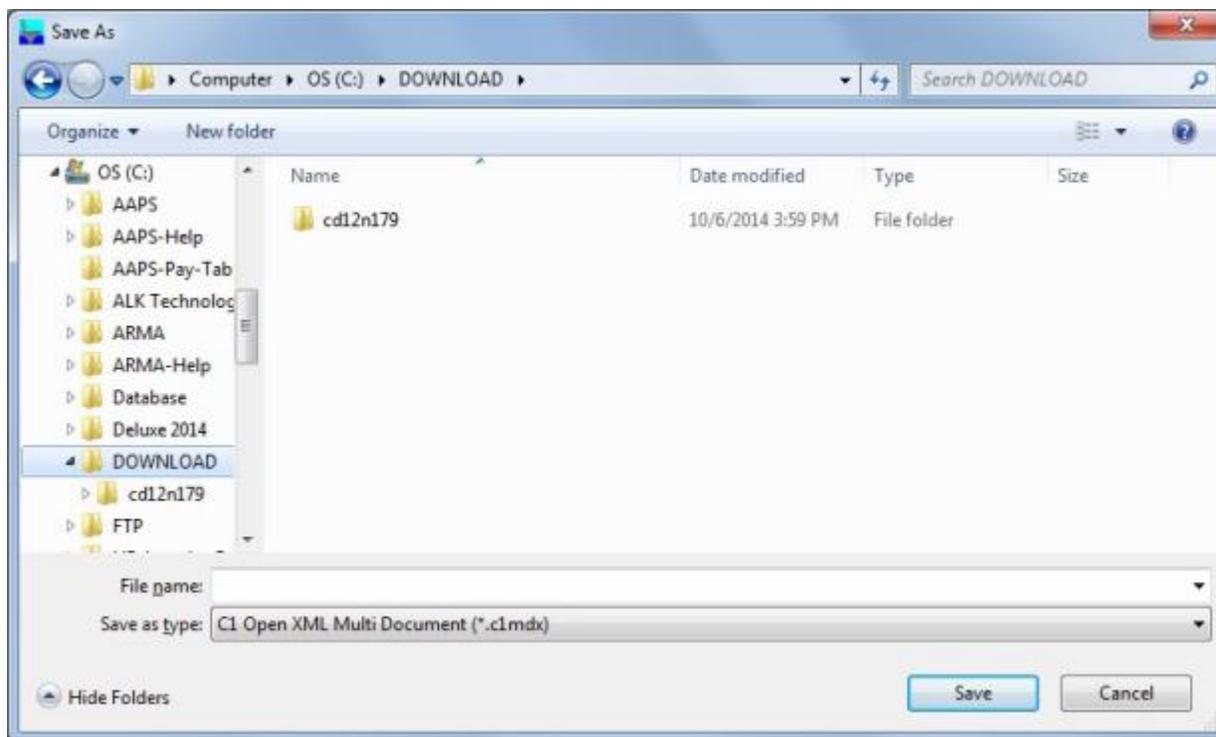
Number of copies: 1

Collate

OK Cancel

8. Verify that the **PC** is **configured** for the correct printer or make any necessary changes.

9. **Select** the **number** of **copies** you wish to print and **click** the **Print** button. IATS **prints** the report and then displays a *message* indicating that the print is **complete**.
10. If you **click** on the **Save** icon the **Save As** screen will appear.



11. At the Save As screen, **browse** to the **directory/folder** where you wish to save the file.
12. **Enter** the desired **filename** at the **File name** field.
13. **Click** on the *down* **arrow** button at the **Save as type** field and **click** on the desired file **type** from the *drop-down* **list** of types.
14. After selecting the **directory/folder**, entering a **filename**, and selecting the file **type**, click on the **Save** button.
15. When **finished** using the SORT Report screen, **click** on the **Close** button to **return** to the **System Administrator View** screen.

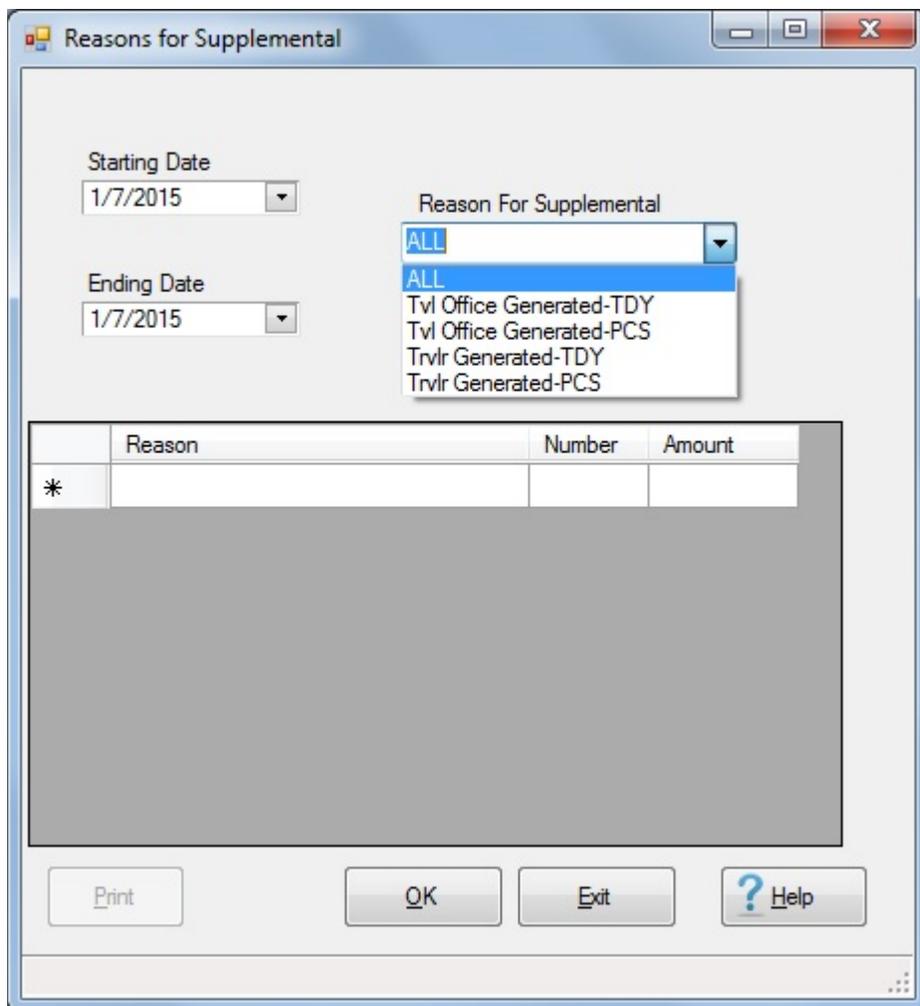
Reason for Supplemental - Report

DFAS is trying to properly **identify** the **purpose** of **supplemental claims** being processed. They would like to identify the purpose as being either a correction by the Travel Office or additional information provided by the traveler.

The **Reason for Supplemental** screen is used to generate a **report** that specifies whether the supplemental claim was generated by the **Travel Office**, by the **Traveler**, or for some **other** reason.

 **Complete the following steps to "generate" the Reason for Supplemental report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Reasons for Supplemental** option. The **Reason for Supplemental** screen appears.



4. **Starting Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
5. **Ending Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
6. **Reason for Supplemental:** - The **default** value at this field is **All**. If you wish to generate this report, however, for a specific reason, **click** on the *down arrow* button to **display** a **list** of reasons and then **click** on the desired reason to make a selection.
7. After the **Starting** date, **Ending** date, and **Reason for Supplemental** is specified, **click** the **OK** button. IATS **generates** the **report** for the specified period and reason.

Tip: Generate a **print-out** of the **Reason for Supplemental Report** by **clicking** on the **Print** button.

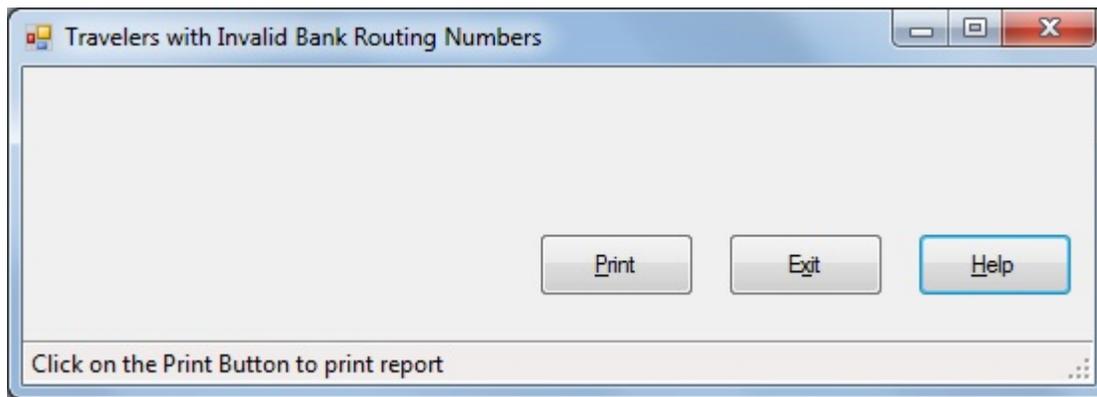
8. When **finished** printing or reviewing this report, **click** on the **Cancel** button to **return** to the **System Administrator View** screen.

Travelers with Invalid Bank RTN's - Report

A new report was added to IATS that generates a print-out of traveler's that have an invalid bank routing number entered into their profile.

 **Complete the following steps to "generate" the Travelers with Invalid Bank RTN's Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Travelers with Invalid Bank RTN's** option. The **Travelers with Invalid Bank Routing Numbers** screen appears.



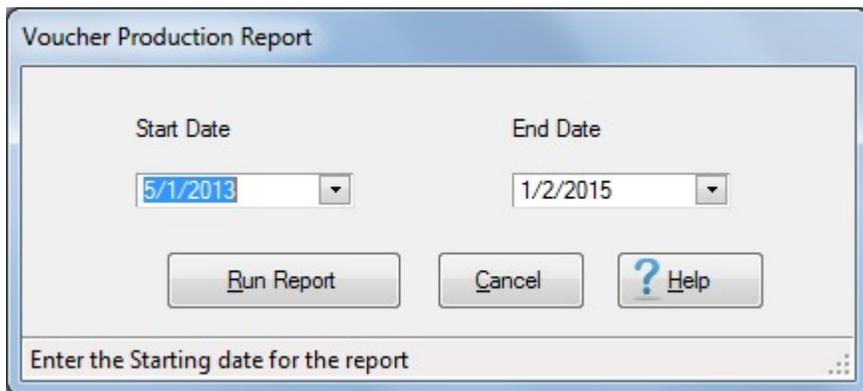
4. When this screen appears, **click** the **Print** button. The **The IATS Report Viewer** screen appears.
5. **Click** on the **Printer icon**. The **Print** screen appears.
6. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
7. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
8. IATS prints the report and returns to the **IATS Report Viewer** screen.
9. If you are finished using the IATS Report Viewer, **click** on the **red** button in the top right corner to close the screen.
10. At the **Travelers with Invalid Bank Routing Numbers** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Voucher Production - Report

In order to assist managers in assessing the current **status** of the settlement **workload** within the travel office, IATS generates a **Voucher Production Report**. This report provides detailed information regarding the **status** of settlement **requests** in the varying processing phases.

 **Complete the following steps to "generate" the Voucher Production report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Voucher Production** option. The **Voucher Production Report** screen appears.



4. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down arrow* button and use the **calendar** to select the desired date.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down arrow* button and use the **calendar** to select the desired date.
6. After the **Starting** and **Ending** dates are specified, **click** the **Run Report** button. IATS **generates** the Voucher Production **report** for the specified period and displays the **IATS Report Viewer**.
7. **Click** on the Printer icon. The **Print** screen appears.
8. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
9. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
10. IATS prints the report and returns to the **IATS Report Viewer** screen.
11. If you are finished using the IATS Report Viewer, **click** on the **red** button in the top right corner to close the screen.

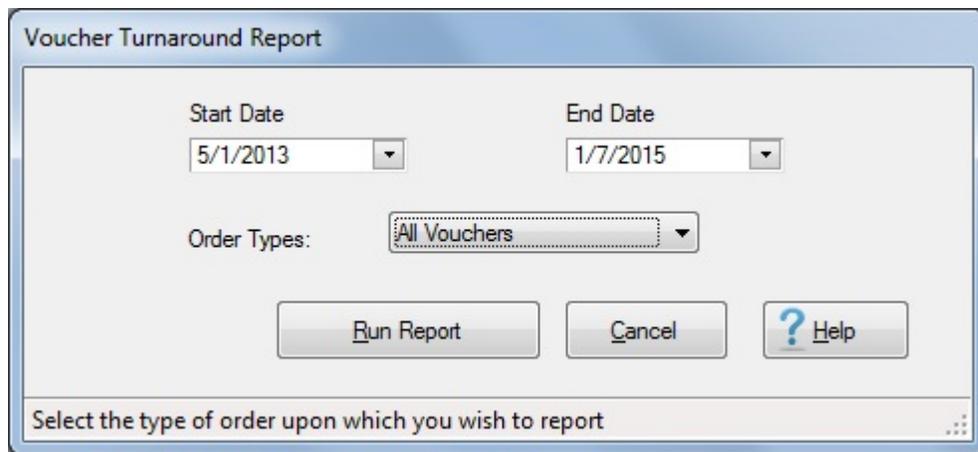
12. At the Voucher Production Report screen **click** on the **Cancel** button to return to the System Administrator (View) screen.

Voucher Turnaround - Report

In order to assist managers in assessing the **timeliness** in which settlement requests are processed within the travel office, IATS generates the **Voucher Turnaround Report**. This report provides detailed information regarding the number of days it takes to **process** settlement requests from the **date** they are **received** until they are **released** to **disbursing**.

 Complete the following steps to "generate" the Voucher Turnaround Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable menu appears listing the various management report options.
3. **Click** on the **Voucher Turnaround** option. The **Voucher Turnaround Report** screen appears.



4. The **Start** and **End** dates will **default** to the current date. If you wish to run this report for a different period, **click** in the desired date field and **type** the correct date in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the desired dates.
5. The **default** value at the **Order Types** field is **All Vouchers**. **Click** on the *down arrow* button if you wish to select another order type. The **options** are **TDY Only**, **Civilian PCS Only**, **Military PCS Only**, and **Other**.
6. **Click** the **Run Report** button. IATS **generates** the Voucher Turnaround **report** and displays the **IATS Report Viewer**.
7. **Click** on the **Printer icon**. The **Print** screen appears.
8. **Verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary changes.
9. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
10. IATS prints the report and returns to the **IATS Report Viewer** screen.

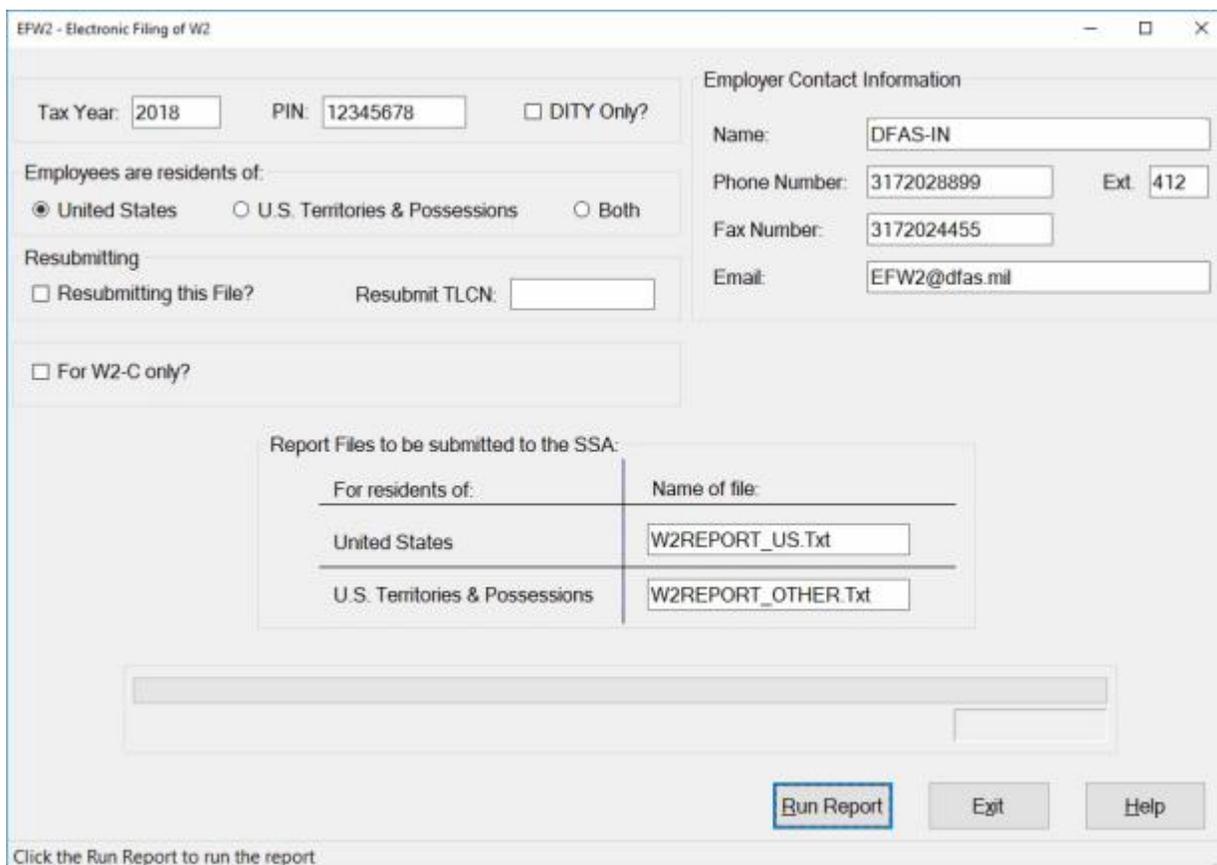
11. If you are finished using the IATS Report Viewer, **click** on the **red** button in the top right corner to close the screen.
12. At the Voucher Turnaround Report screen **click** on the **Cancel** button to return to the System Administrator (View) screen.

EFW2 - Electronic Filing of W2

At the conclusion of the **tax year**, the **IRS** requires all **agencies** that **issue** more than **250 W2 Forms** to **transmit** a **magnetic file** containing this data. The **EFW2 - Electronic Filing of W2** screen is used to **generate** this file which is a **summary** of the **payments** and **with-holdings**.

 **Complete the following steps to "generate" the EFW2 - Electronic Filing of W2 file(s):**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word **Tax Reports**. An expandable menu appears listing the various tax report options.
3. **Click** on the **EFW2 - Electronic Filing of W2** option. The **EFW2 - Electronic Filing of W2** screen appears.



EFW2 - Electronic Filing of W2

Tax Year: 2018 PIN: 12345678 DITY Only?

Employees are residents of:
 United States U.S. Territories & Possessions Both

Resubmitting
 Resubmitting this File? Resubmit TLCN:

For W2-C only?

Employer Contact Information
 Name: DFAS-IN
 Phone Number: 3172028899 Ext. 412
 Fax Number: 3172024455
 Email: EFW2@dfas.mil

Report Files to be submitted to the SSA:	
For residents of:	Name of file:
United States	W2REPORT_US.Txt
U.S. Territories & Possessions	W2REPORT_OTHER.Txt

Click the Run Report to run the report

4. **Tax Year:** - At this field, **type** the desired tax year in **YYYY** format.

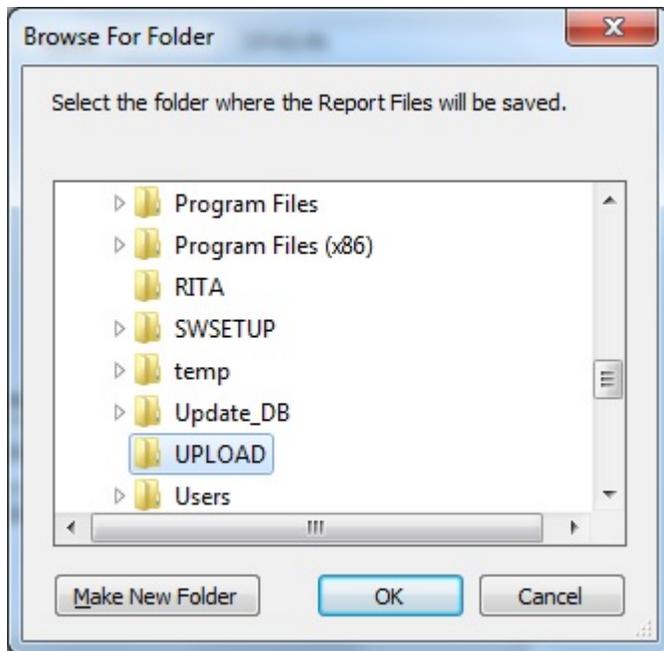
5. **PIN:** - At this field, **type** the **Personal Identification Number** assigned by the Social Security Administration (**SSA**). A PIN can be **obtained** by **contacting** the **SSA** at the World Wide Web address; ssa.gov/employer. After accessing this site, select the **Registration** option. Requester's may also **call** the **SSA** at **1-800-772-6270**, Mon.-Fri., 7AM to 7PM, Eastern Standard Time.
6. **DITY Only?:** - If the Form 6559 and magnetic media report is being prepared for **Do It Yourself (DITY) Household Goods** movement claims, **click** in this **box** to **activate** the option.
7. **Employees are residents of:** - In this section, **click** the **radio button** for the type of file you wish generate. **United States** residents, residents of **U.S. Territories and Possessions**, or **Both**. If Both is selected **two** files will be generated.
8. **Resubmitting this File:** - If the file being created is for a re-submission, **click** in this **box** to **activate** the option.
9. **Resubmit TLCN:** - If **resubmitting** the **EFW2** file, **type** the **control number** at this field. This **number** can be found on the **notice** for re-submission sent by the **SSA**.
10. **For W2-C only?:** - If the file being created is for a **correction** to previously reported IRS Form W2, **click** in this **box** to **activate** the option.

Employer Contact Information:

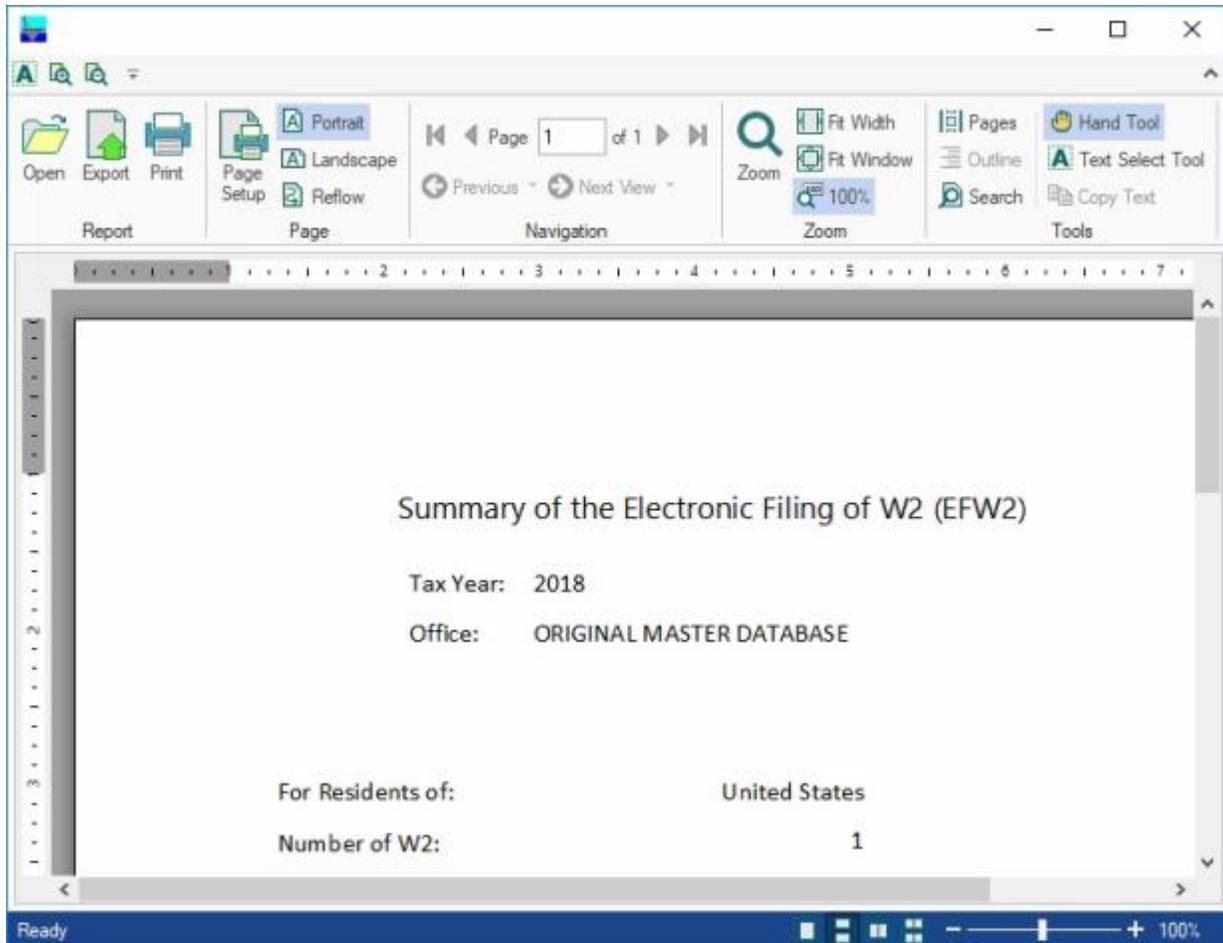
- **Name:** **Click** in this field and **enter** the **name** of the employer's organization.
- **Phone Number:** **Click** in this field and **enter** the employer's organization phone number.
- **Ext:** **Click** in this field and **enter** the employer's organization phone number **extension** if applicable.
- **Fax Number:** **Click** in this field and **enter** the employer's organization **fax** number if applicable.
- **Email:** **Click** in this field and **enter** the employer's organization **e-mail** address.

Report Files to be submitted to the SSA:

- This section displays the default **filenames** for the files to be submitted for the United States and U.S. territories and Possessions.
 - **Click** in the **Name of file field** and **change** the file name if **desired**.
10. After you have enter all of the required information, **click** on the **Run Report** button. The **Browse For Folder** screen will appear.



11. At the **Browse For Folder** screen, **browse** to the **folder/directory** where you wish to have the file **saved** at.
12. After selecting the desired folder/directory, **click** on the **OK** button. IATS creates the report and places the file in the specified directory/folder.
13. The **Report Viewer** screen will appear displaying the report.



14. If you wish to **print** the report, **click** on the Printer **icon**. The **Print** screen appears.
15. **Verify** that the **PC** is **configured** for the **correct printer** or **make** any **necessary changes**.
16. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
17. IATS prints the report and returns to the **Report Viewer** screen.
18. If you are finished using the Report Viewer, **click** on the **X** button in the top right corner to close the screen.
19. IATS will now display the following *pop-up message*.



20. **Click** on **OK** to continue.

21. If you are finished using the **EFW2 - Electronic Filing of W2** screen, **click** on the **Exit** button to return to the System Administrator screen.

Form 941- Quarterly Federal Tax

In accordance with IRS regulations, **agencies** withholding employment taxes are required to file IRS Form 941 on a quarterly basis. This is required to report the dollar **amount** of the **taxes** withheld year to date.

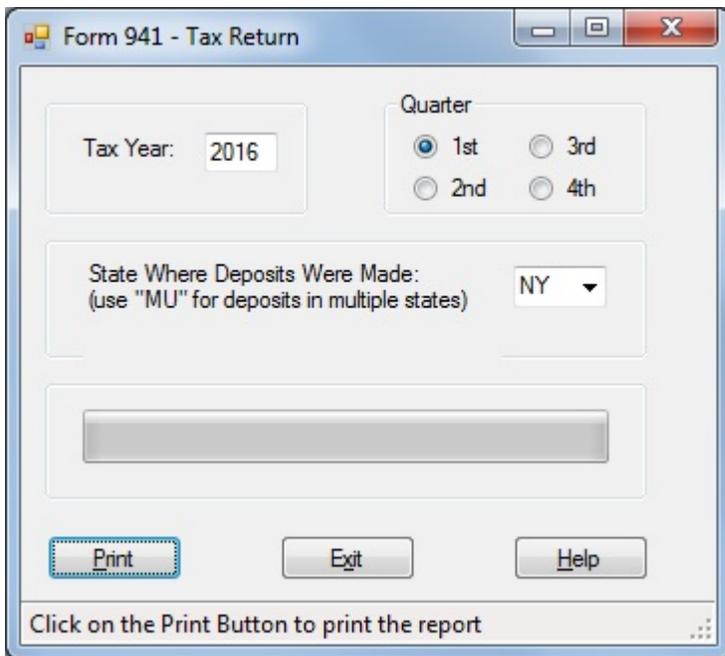
IATS will produce the IRS Form 941 for payments **computed** using **IATS** or for payments manually entered into the database through the **CIVPCS Summary Records Module**. As with all tax reports, however, IATS **requires** that the **DOV #** and the **payment date** be **posted** to the **CIVPCS Summary Record**.

Also, as mentioned in the previous section, it is a good idea to generate the **Periodic Tax Log** report and **reconcile** with **accounting** prior to creating the 941.

Note: A laser printer is **required** for printing this form.

 **Complete the following steps to "generate" the Form 941 Quarterly Tax Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **Form 941** option. The **Form 941 - Tax Return** screen appears.



4. **Tax Year:** - At this field, **type** the desired tax **year** in **YYYY** format.
5. **Quarter:** - **Click** in the **circle next** to the **quarter** you wish to generate the Form 941 for.
6. Once the tax **year**, plus the **quarter** has been specified, **click** on the **Print** button. The **following** screen appears.

Form 941 for 2016 Employer's QUARTERLY Federal Tax Return **95011**
OMB No. 1545-00

Rev. January 2013 Department of the Treasury - Internal Revenue Service

Employer Identification number (EIN) -

Name (not your trade name)

Trade name (if any)

Address

Number Street Suite or room number
City State Zip Code

Report for this Quarter of

1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December

Instructions and prior year forms are available at www.irs.gov/form941.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1 Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. (Quarter 4)

2 Wages, tips, and other compensation

3 Income tax withheld from wages, tips, and other compensation

4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6.

	Column 1		Column 2
5a Taxable social security wages	<input type="text" value="\$0.00"/>	X .124	<input type="text" value="\$0.00"/>
5b Taxable social security tips	<input type="text"/>	X .124	<input type="text"/>

7. **Click** on the **printer icon** if you wish to print the report. The **Print** screen will appear.
8. **Verify** that the **PC is configured** for the correct printer or **make any necessary changes**.
9. **Select** the **number of copies** you wish to print and **click** the **Print** button. IATS **prints** the **Form 941** for the specified quarter.
10. When **finished** using the Form 941 - Tax Return screen, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Form 941-X - Adjusted Employers Quarterly Tax Return

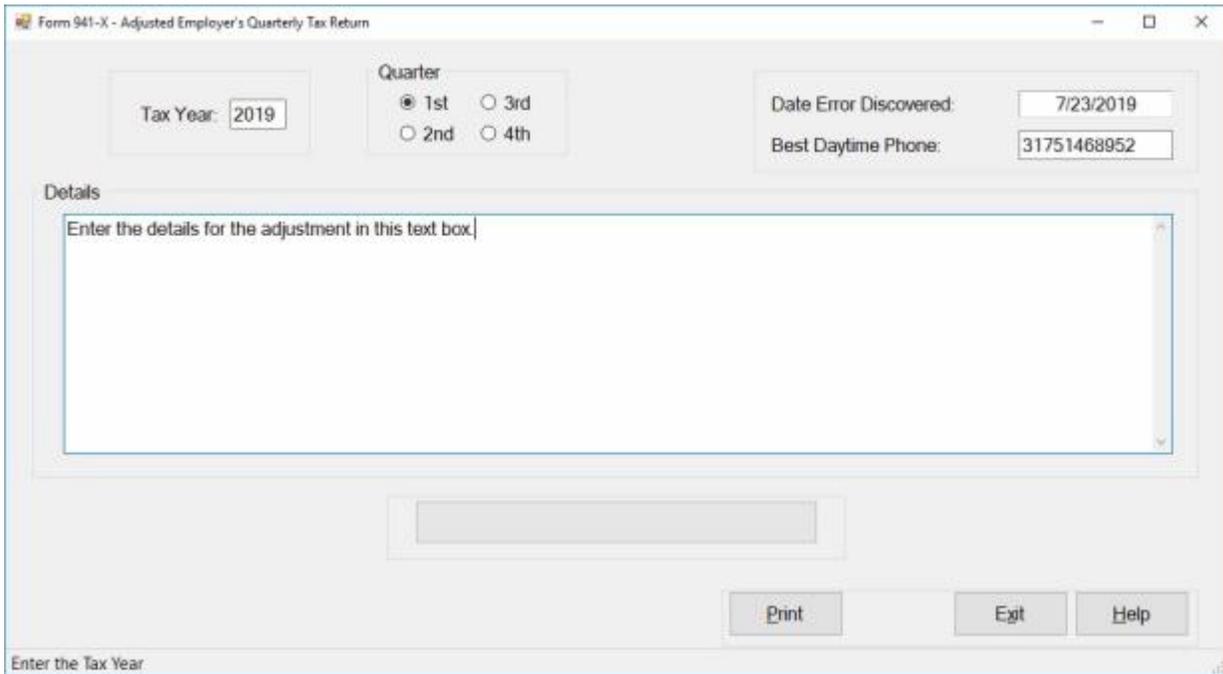
In accordance with IRS regulations, **agencies** withholding employment taxes are required to file IRS Form 941 on a quarterly basis. This is required to report the dollar **amount** of the **taxes** withheld year to date.

The **Form 941 - X** screen is used to report **corrections** to taxes previously reported as **withheld**.

Note: The **option** for this form will not appear on the **Reports menu** as an option unless there are **corrections** that need to be reported.

 **Complete the following steps to "generate" the Form 941 Quarterly Tax Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **Form 941 -X (Adjusted Employer's Quarterly Federal Tax)** option. The **Form 941 - X - Adjusted Employer's Quarterly Tax Return** screen appears.



4. **Tax Year:** - At this field, **type** the desired tax **year** in **YYYY** format.
5. **Quarter:** - **Click** in the **circle next** to the **quarter** you wish to generate the Form 941 - X for.
6. **Date Error Discovered:** - The date in this field **defaults** to the **current date**. If necessary, enter a different date in **MMDDYY** format.
7. **Best Daytime Phone:** - Enter the employer's best daytime 10 digit phone number.

8. **Details:** - **Click** in this **text box** and **enter** any desired **details**.
9. When you have entered all of the required information, **click** on the **Print** button to **generate** the **Form 941 - X**. The **IATS Report Viewer** screen will appear displaying the **Form 941 - X**.

Form **941-X** Adjusted Employer's QUARTERLY Federal Tax Return or Claim for Refund
 Rev. April 2017 Department of the Treasury - Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN) 22-1112333

Name (not your trade name) DOD TRAVEL OFFICE

Trade name (if any)

Address 8899 EAST
 Number Street Suite or room number
 INDIANAPOLIS IN 46121
 City State Zip Code

Foreign country name Foreign province/County Foreign Postal Code

Read the separate instructions before completing this form. Use this form to correct errors you made on Form 941 or 941-SS. Use a separate Form 941-X for each quarter that needs correction. Type or print within the boxes. You MUST complete all three pages. Don't attach this form to Form 941 or 941-SS.

Part 1: Select ONLY one process. See page 4 for additional guidance.

1: Adjusted employment tax return. Check this box if you underreported amounts. Also check this box if you overreported amounts and you would like to use the adjustment process to correct the errors. You must check this box if you're correcting both underreported and overreported amounts on this form. The amount shown on line 21, if less than zero, may only be applied as a credit to your form 941, Form 941-SS, or Form 944 for the tax period in which you're filing this form.

2: Claim. Check this box if you overreported amounts only and you would like to use the claim process to ask for a refund or abatement of the amount shown on line 21. Don't check this box if you're correcting ANY underreported amounts on this form.

Part 2: Complete the certifications.

3: I certify that I've filed or will file Forms W-2, Wage and Tax Statement, or Forms W-2c, Corrected Wage and Tax Statement, as required.

Note: If you're correcting underreported amounts only, go to Part 3 on page 2 and skip lines 4 and 5. If you're correcting overreported amounts, for purposes of the certifications on lines 4 and 5, Medicare tax doesn't include Additional Medicare Tax. Form 941-X can't be used to correct

Return You're Correcting...
 Check the type of return you're correcting.
 941
 941-SS

Check the QTR quarter you're correcting.
 1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December

Enter the calendar year of the quarter you're correcting.
 2019 (YYYY)

Enter the date you discovered errors.
 7 / 15 / 2019
 (MM / DD / YYYY)

10. **Click** on the **Print Icon** if you wish to **print** the **Form 941 - X**.
11. When you are **finished** viewing or printing the **Form 941 - X**, **click** on the **(X)** in the **top right corner** to **close** the screen.

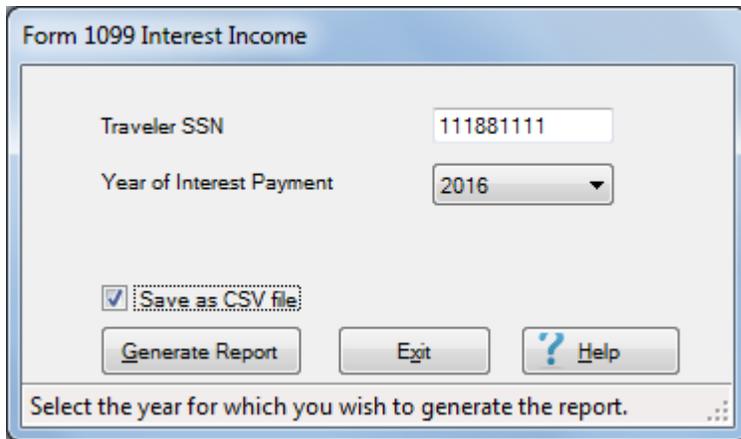
Form 1099 Interest Income - Report

IATS provides a **report** that will **calculate** and then **print** the **interest expense** for all claims that were **paid over 30 days after** the Authorizing Official **signed** the claim.

In addition, IATS will generate an **IRS Form 1099** to be provided to the traveler for **income tax** reporting.

 **Complete the following steps to "generate" the Form 1099 For Prompt Payment Interest:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Reports**". An **expandable menu** appears listing the various report options.
2. **Click** on the **plus sign** to the **left** of the word, "**Tax Reports**". An **expandable menu** appears listing the various tax report options.
3. **Click** on the **Form 1099-INT For Prompt Payment Interest** option. The **Form 1099 Interest Income** screen appears.



4. **Traveler SSN:** - At the Traveler SSN field, **type** the **SSN** of the traveler you wish to generate the Form 1099 for and then **press Tab**.
5. **Year of Interest Payment:** - The **default** value at the Year of Interest Payment field is the **current** year. If this is incorrect, **click** the **Down arrow** button and then **click** on the **correct** year.
6. **Save as CSV file:** - **Click** in the **check box** if you wish to **activate** this option. A **check mark** appears in the **check box** when this option is activated. If you **activate** this option, IATS **generates** a comma delimiter **file** containing the report information. This file may then be **imported** into **Microsoft Excel** to create a **spreadsheet**.
7. **Generate Report:** - **Click** on the **Generate Report** button to generate the report to your printer. The **following** screen appears **displaying** the report.

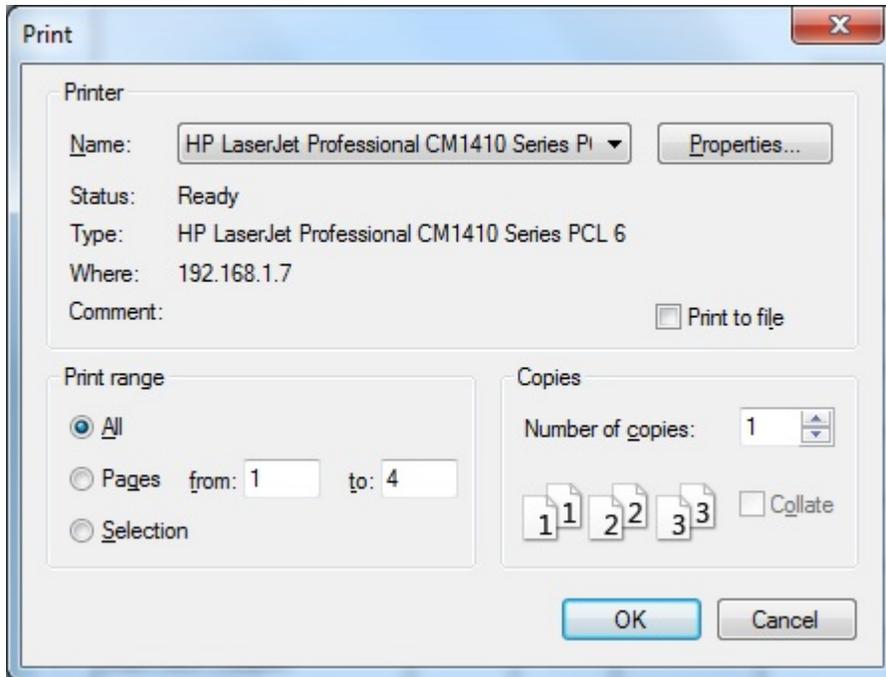
Personal Data - Privacy Act of 1974 - Handle With Care

CORRECTED (if checked)

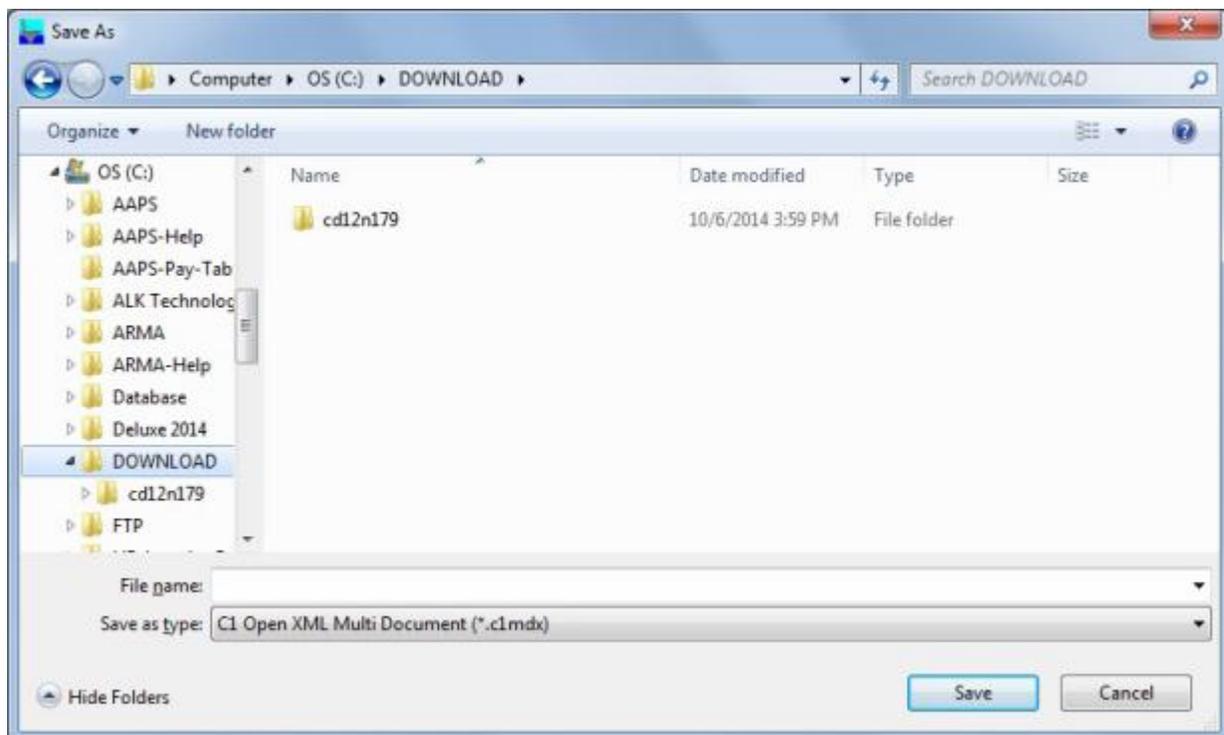
PAYER'S name, street address, city, state, ZIP code, & telephone no. DOD TRAVEL OFFICE 8899 E EAST INDIANAPOLIS, IN 55121 31751468952		Payer's RTN (optional) 1 Interest income \$16.12 2 Early withdrawal penalty \$	OMB No. 1545-0112 2016 Form 1099-INT	Interest Income						
PAYER'S federal identification 2350000000000000	RECIPIENT'S identification no. XXXXX1111	3 Interest on U.S. Savings Bonds and Treas. obligations \$	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> 4 Federal Income tax \$ </td> <td style="width: 50%; vertical-align: top;"> 5 Investment expenses \$ </td> </tr> <tr> <td style="vertical-align: top;"> 6 Foreign tax paid \$ </td> <td style="vertical-align: top;"> 7 Foreign country or U.S. possession \$ </td> </tr> <tr> <td style="vertical-align: top;"> 8 Tax-exempt interest \$ </td> <td style="vertical-align: top;"> 9 Specified private activity bond interest \$ </td> </tr> </table>		4 Federal Income tax \$	5 Investment expenses \$	6 Foreign tax paid \$	7 Foreign country or U.S. possession \$	8 Tax-exempt interest \$	9 Specified private activity bond interest \$
4 Federal Income tax \$	5 Investment expenses \$									
6 Foreign tax paid \$	7 Foreign country or U.S. possession \$									
8 Tax-exempt interest \$	9 Specified private activity bond interest \$									
RECIPIENT'S name MARK T. SMITH Street address (including apt.) 101 W EAST ST City, state, and ZIP code INDIANAPOLIS, IN 46226 Account number (see		(keep for your records)								
Form 1099-INT		Department of the Treasury - Internal Revenue Service								

Copy B For Recipient
 This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

8. Click on the **Printer** icon if you wish to print the report. The **Print** screen will appear.



9. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
10. **Select** the **number** of **copies** you wish to print and **click** the **Print** button. **IATS prints** the report and then displays a *message* indicating that the print is **complete**.
11. If you **click** on the **Save** icon the **Save As** screen will appear.



12. At the **Save As** screen, **browse** to the **directory/folder** where you wish to save the file.

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13. **Enter** the desired **filename** at the **File name** field.
14. **Click** on the *down arrow* button at the **Save as type** field and **click** on the desired file **type** from the *drop-down list* of types.
15. After selecting the **directory/folder**, entering a **filename**, and selecting the file **type**, click on the **Save** button.
16. When **finished** using the **Form 1099 Interest Income** screen, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Form 1099-INT and Tax Statement Mag Media File

The **IRS** requires any organization filing **250** or more information returns such as 1099-INTs to file them electronically.

 **Complete the following steps to "generate" the Form 1099-INT and Tax Statement Mag Media File:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. Click on the **plus sign** to the left of the word Tax Reports. An expandable menu appears listing the various tax report options.
3. **Click** on the **Form 1099-INT and Tax Statement Mag Media File** option. The **Form 1099-INT and Tax Statement Mag Media File** screen appears.



4. **Tax Year:** - The Tax Year defaults to the current year. If this is not the desired year, click in this field and type the correct year.
5. **Transmitter Control Code:** - Click in this field and type your **Transmitter Control Code** that was assigned by the **IRS**.
6. **Test File Check Box:** - **Click** in this field if you wish to generate **test** file.
7. **Payer Name Control:** - **Click** in this field and type your **Payer Name Control Code** from the **mail label** on the **1096 package** sent by the **IRS**.
8. **File to be submitted to the IRS:** - **Click** on the **Browse** button to **select** the **directory** you wish to have the file written to.
9. After you completed all of the required entries click on the **Run Report** button.

Form 4782 - Employees Moving Expenses

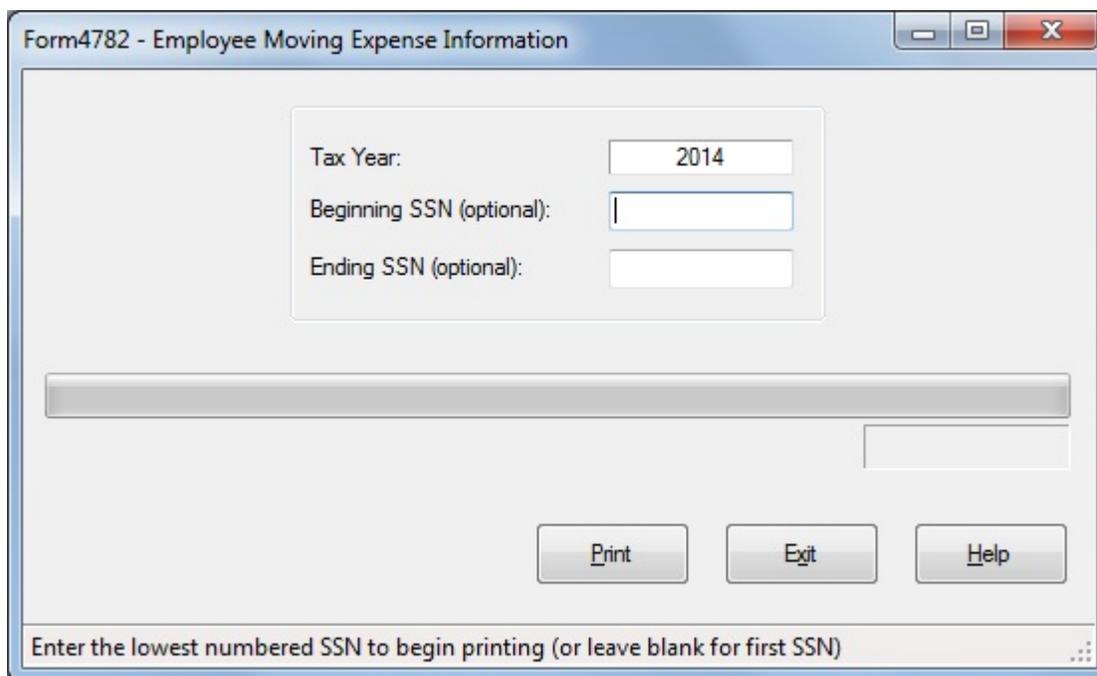
Travel offices are required to **furnish** the payee with an **IRS Form 4782** whenever a payment is made that includes reportable income. This can be done at the time the payment is made or at the conclusion of the tax year.

IATS will produce the IRS Form W2 for payments **computed** using **IATS** or for payments manually entered into the database through the **CIVPCS Summary Records Module**.

Note: In order to generate this form, IATS requires that the **DOV #** and the **payment date** be **posted** to the **CIVPCS Summary Record**.

 **Complete the following steps to "generate" the Form 4782 :**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **Form 4782** option. The **Form 4782 - Employee Moving Expense Information** screen appears.



4. **Tax Year:** - At this field, **type** the desired tax **year** in **YYYY** format.
5. **Beginning SSN:** - IATS allows you to generate more than one **Form 4782** at one time by entering an **SSN range**. At this field, **type** the first **SSN** in the desired range.

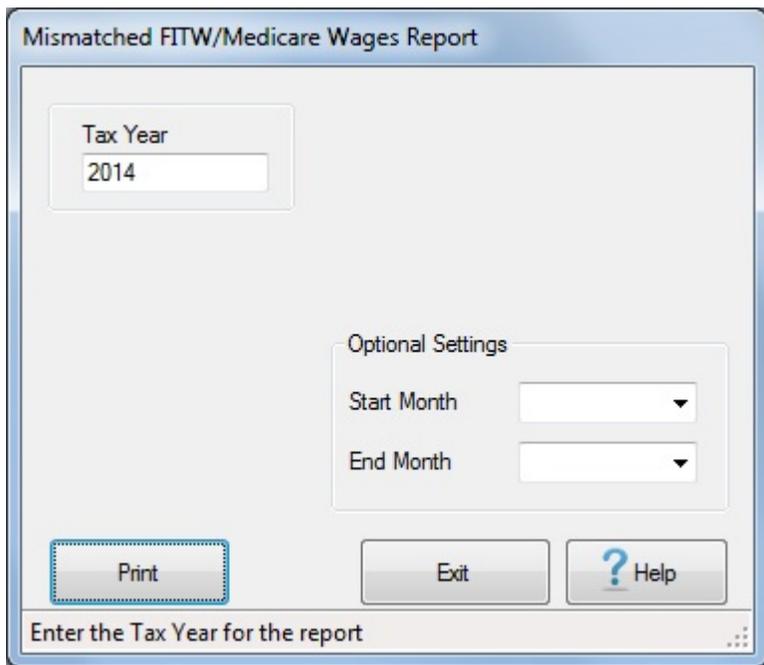
6. **Ending SSN:** - IATS allows you to generate more than one **Form 4782** at once by entering an **SSN range**. At this field, **type** the last SSN in the desired range. If wishing to print a 4782 for one traveler, **type** the same SSN entered at the **Beginning SSN** field.
7. Once the **tax year**, beginning and ending SSNs are specified, **click** the **Print** button. The **Adobe Reader** screen appears.
8. **Click** on the Printer **icon**. The **Print** screen appears.
9. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
10. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
11. IATS prints the report and returns to the **Adobe Reader** screen.
12. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
13. At the **Form 4782 - Employee Moving Expense Information** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Mismatched FITW-Medicare Wages - Report

To assist users in **balancing** the quarterly and annual **tax reports**, the **Mismatched FITW/Medicare Wages report** was developed to identify discrepancies.

 **Complete the following steps to "generate" the Mismatched FITW/Medicare Wages report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **Mismatched FITW/Medicare Wages** option. The **Mismatched FITW/Medicare Wages Report** screen appears.



The screenshot shows a software window titled "Mismatched FITW/Medicare Wages Report". Inside the window, there is a "Tax Year" input field containing the value "2014". Below this is an "Optional Settings" section containing two dropdown menus: "Start Month" and "End Month". At the bottom of the window, there are three buttons: "Print", "Exit", and "? Help". A status bar at the very bottom of the window contains the text "Enter the Tax Year for the report".

4. **Tax Year:** - When the **Mismatched FITW/Medicare Wages Report** screen appears, the value at the **Tax Year** field **defaults** to the **current** calendar **year**. If this is not the desired year, **click** in this field and enter the correct year.
5. **Start Month:** - The Start Month is an **optional** field. If you wish, to generate the report for a specific beginning month, however, **click** on the *down arrow* button and then **click** on the desired **month** from the *drop down list* of months.
6. **End Month:** - The End Month is an **optional** field. If you wish, to generate the report for a specific ending month, however, **click** on the *down arrow* button and then **click** on the desired **month** from the *drop down list* of months.
7. After selecting the tax year, beginning and ending months for the report, **click** the **Print** button. The **Adobe Reader** screen appears if mismatched **data** is found.

8. **Click** on the Printer **icon**. The **Print** screen appears.
9. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
10. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
11. IATS prints the report and returns to the **Adobe Reader** screen.
12. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
13. At the **Mismatched FITW/Medicare Wages Report** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Periodic Tax Log - Report

To assist travel supervisors in **reconciling** with the **accounting** branch, IATS generates a **Periodic Tax Log Report**. This report **lists every payment** calculated by IATS that **includes** employment **taxes** and is compared to a similar accounting system report.

Analyzing this report **ensures** that the **with-holdings** reported to the accounting system **match** the with-holdings the travel office will **report** to the **IRS**.

IATS allows the travel offices to **specify** the **period** in which the report will cover. This is helpful for large volume offices that wish to reconcile on a weekly basis.

Tip: It is a good idea to **generate** and **analyze** this report **prior** to **preparing** the IRS Form 941 (**Quarterly Tax Report**).

 **Complete the following steps to "generate" the Periodic Tax Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **Periodic Tax Log** option. The **Periodic Tax Log** screen appears.

Periodic Tax Log

Summary Type

Type of Report	Purpose	Period
<input checked="" type="radio"/> FITW & WTA <input type="radio"/> FICA <input type="radio"/> Medicare <input type="radio"/> SITW	<input checked="" type="radio"/> Accounting Use <input type="radio"/> IRS Reporting	Begin Date <input type="text" value="11/27/2018"/> ▾ End Date <input type="text" value="11/27/2018"/> ▾
<input type="checkbox"/> include negative amounts		
<input type="button" value="Display Summary"/>		

Summary Results

Federal Withholding Tax:	<input type="text" value="\$719.23"/>
Total Entitlement:	<input type="text" value="\$3,269.23"/>
Withholding Tax Allowance:	<input type="text" value="\$719.23"/>
Taxable Wages:	<input type="text" value="\$3,269.23"/>

Save as:

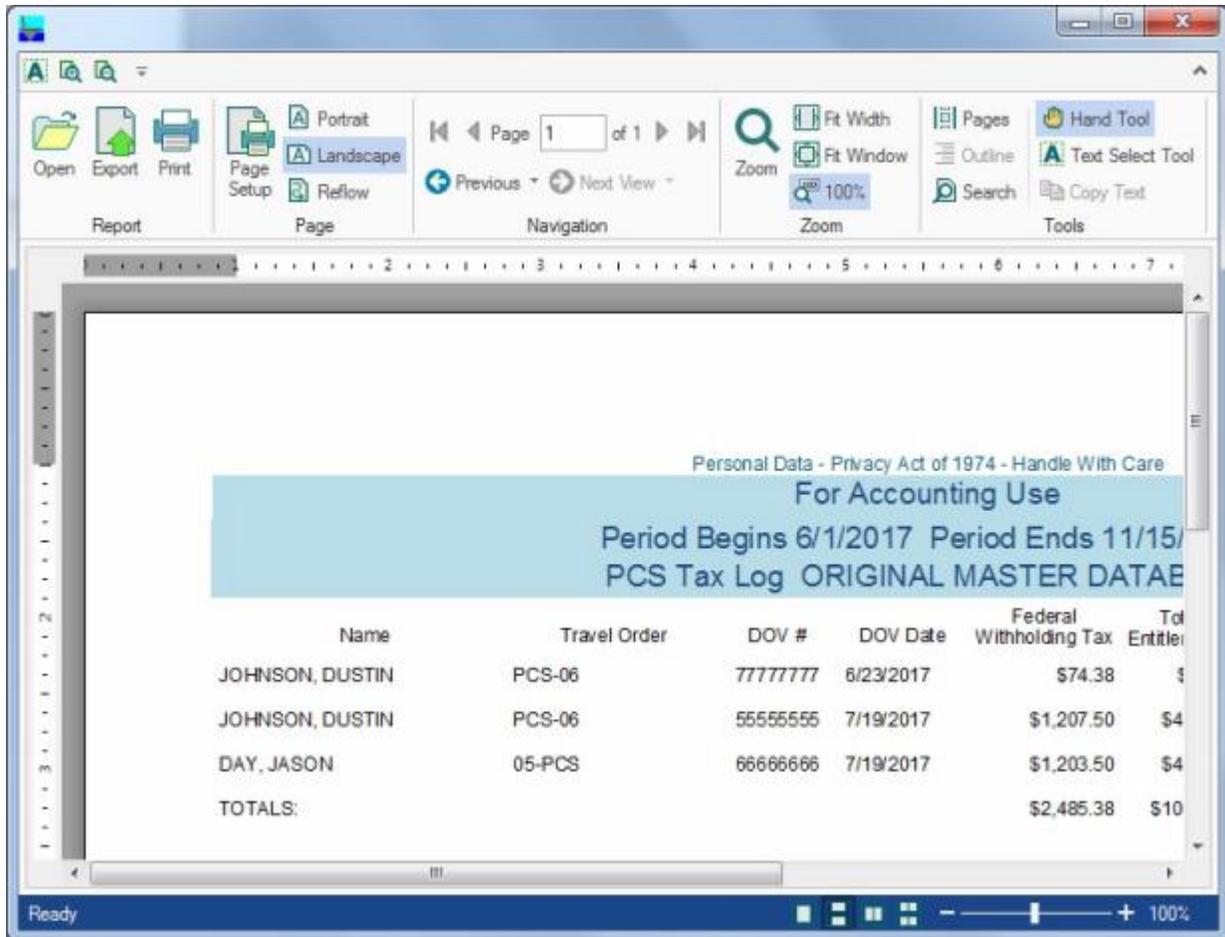
PDF File
 CSV File
 Text File

4. **Type of Report:** - Click in the **circle next** to the option for the **type** of report you wish to generate.
5. **Purpose:** - Click in the **circle next** to the option for the **purpose** for the report you wish to generate.
6. **Begin Date:** - If the **default date** displayed at this field is **incorrect**, **type** the desired **date** in **MMDDYY** format or **click** on the **down arrow** to display the **IATS calendar**. Once the IATS calendar is displayed, users can adjust the **month** and **year** by **clicking** on the

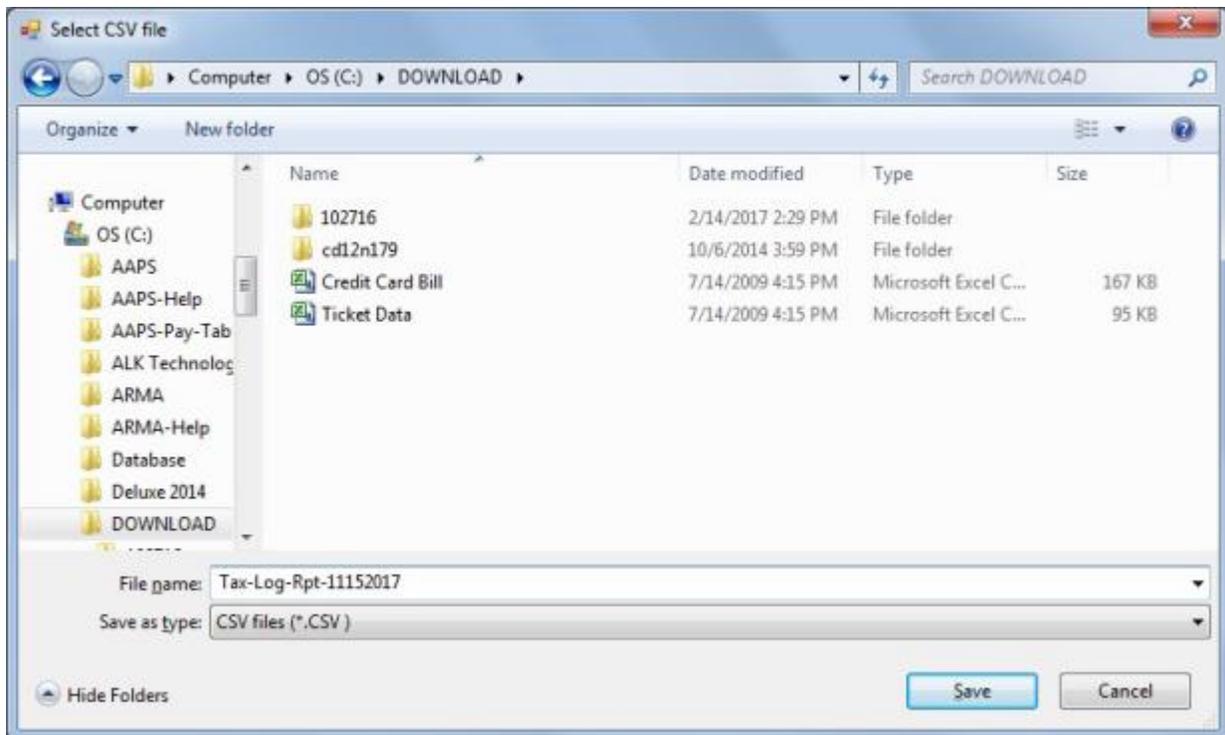
left/right arrows at the top of the calendar **screen**. The **day** can be selected by **clicking** on the desired **date** once the correct **month** and **year** have been selected.

7. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down arrow* to display the **IATS calendar**. Follow the **instructions** explained in step (6) above if wishing to use the **IATS calendar** to adjust the **End** date.
8. **Include Negative Amounts:** - If you **click** in the **check box** to **activate** this option, all negative amounts will be included in the report.. If left unchecked the report will perform as it did before. It is **recommended** that you run the report using **both** options and **compare** the results. This may help you to determine how you would prefer to run the report in the future
9. Once the **type**, **purpose** and **period** has been specified, **click** the **Display Summary** button. IATS **displays** a **summary** of the report in the **Summary Results** section.
10. **Save as a PDF File:** - **Click** in the **check box** if you wish to **activate** this option. A **check mark** appears in the **check box** when this option is activated. If you **activate** this option, IATS **generates** a PDF file containing the report information.
11. **Save as a CSV File:** - **Click** in the **check box** if you wish to **activate** this option. A **check mark** appears in the **check box** when this option is activated. If you **activate** this option, IATS **generates** a comma delimiter **file** containing the report information. This file may then be **imported** into **Microsoft Excel** to create a **spreadsheet**.
12. **Save as a Text File:** - **Click** in the **check box** if you wish to **activate** this option. A **check mark** appears in the **check box** when this option is activated. If you **activate** this option, IATS **generates** a text file containing the report information.
13. **Print Details:** - After you have **selected** the desired **option** at the **Save as** section, **click** on the **Print Details** button. Depending on **which** option was selected at the **Save as** section, the following **events** will occur:

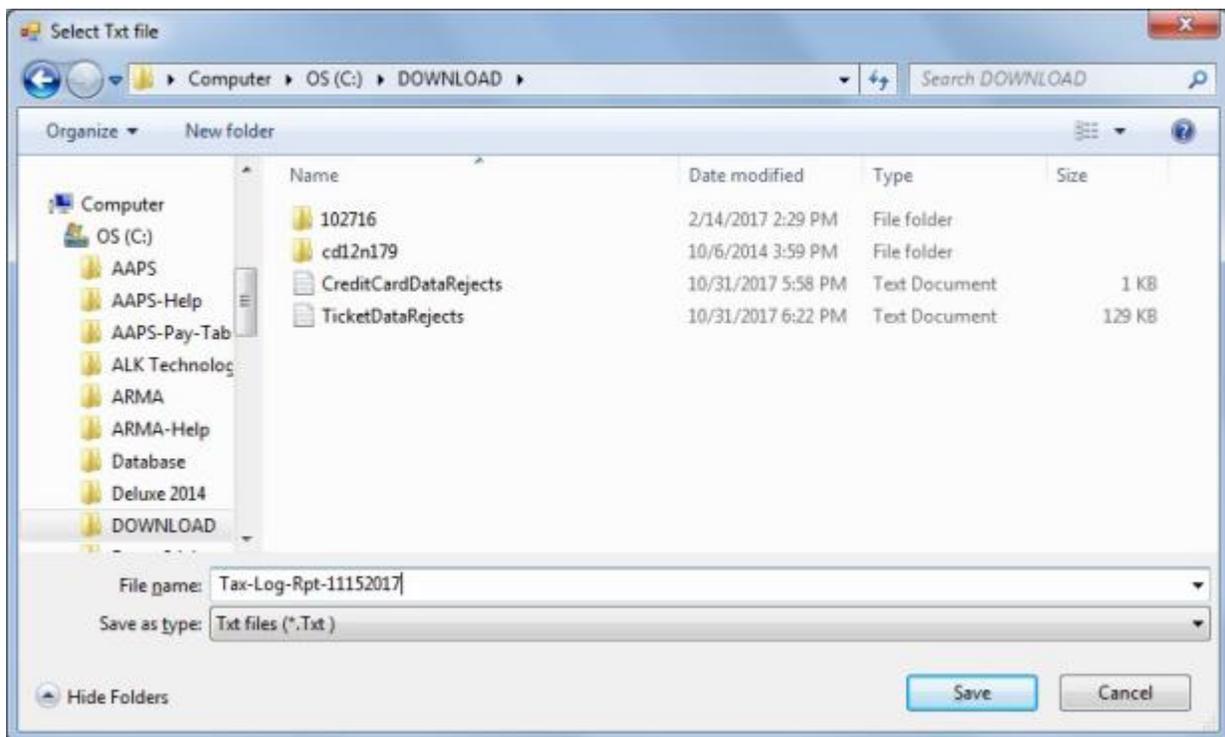
- **Save as a PDF File:** - If this option is selected, the following screen will appear displaying the report. This screen make a variety of **adjustments** and **print** the report.



- **Save as a CSV File:** - If this option is selected, the **Select CSV file** screen will appear. At this screen, you must **select** the desired **directory/folder** where you want the file to reside and **also name** the file.



- **Save as a Text File:** - If this option is selected, the **Select Txt file** screen will appear. At this screen, you must **select** the desired **directory/folder** where you want the file to reside and **also name** the file.



14. When you are **finished** using the **Periodic Tax Log** screen, **click** on the **Exit** button.

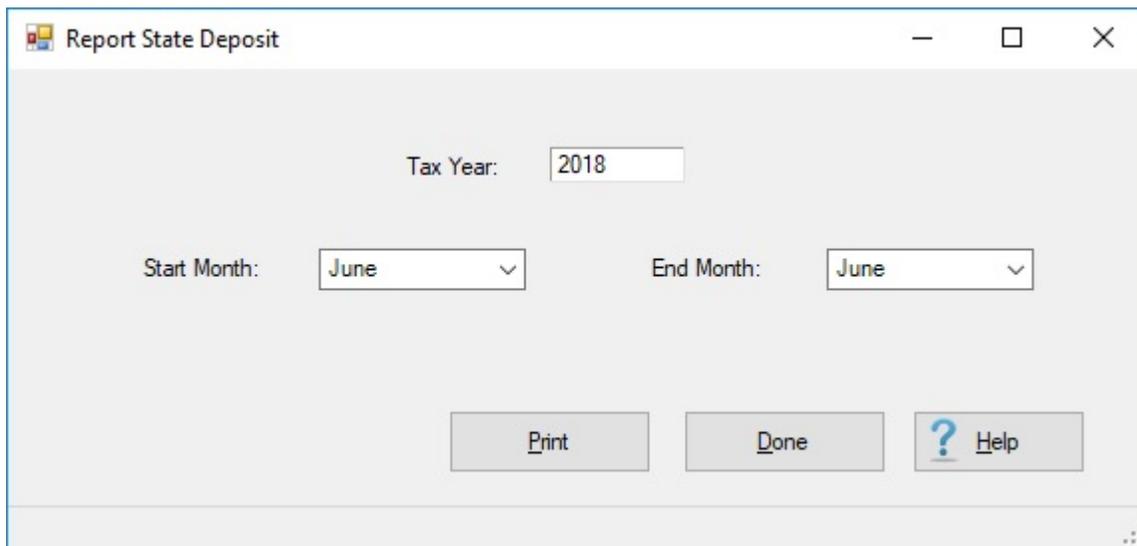
SITW Deposit Form

DFAS is required to **generate** and **send** a **deposit form** for State Taxes withheld to the State's Tax Office.

The **Report State Deposit** screen is used to generate this deposit form.

 **Complete the following steps to "generate" the SITW Deposit Form:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **SITW Deposit Form** option. The **Report State Deposit** screen appears.



The screenshot shows a web application window titled "Report State Deposit". The window contains the following elements:

- Tax Year:** A text input field containing the value "2018".
- Start Month:** A dropdown menu currently displaying "June".
- End Month:** A dropdown menu currently displaying "June".
- Buttons:** Three buttons are located at the bottom of the form: "Print", "Done", and "Help" (which includes a question mark icon).

4. **Tax Year:** - When the Report State Deposit screen appears, the current tax year will be displayed at the **Tax Year** field. If you wish to generate the deposit form for a different tax year, **enter** the desired year in **YYYY** format.
5. **Start Month:** - The current month will be displayed at the **Start Month** field. If you wish to **change** the month, **click** on the **down arrow** button and then **click** on the desired month from the *drop down list* of months.
6. **End Month:** - The current month will be displayed at the **End Month** field. If you wish to **change** the month, **click** on the **down arrow** button and then **click** on the desired month from the *drop down list* of months.
7. When you have **specified** the correct Tax Year, **Start Month**, and **End Month**, click on the **Print** button. The following screen will appear displaying the **deposit forms** for each state taxes were withheld for.

2018 State Tax Withholding Summary

State Tax Identification Number	Tax Period Beginning (MM/YYYY)	Tax Period Ending (MM/YYYY)
1111111111	06/2018	06/2018

State Tax Office
In. Dept. Of Revenue

Mailing Address Line 1
PO Box 204

Mailing Address Line 2

City: Indianapolis State: IN Zip Code: 46204

1. State Income Tax Withheld this Period: \$100.00

2. State Income Tax Withheld Year to Date: \$100.00

Signature Block DATE: 6/26/2018

8. **Click** on the **printer icon** if you wish to generate a print-out of the forms.
9. When you are **finished** using the report viewer screen, **click** on the **(X)** in the top right corner to **close** the screen.
10. **Click** on the **Done** button when you are **finished** using the **Report State Deposit** screen.

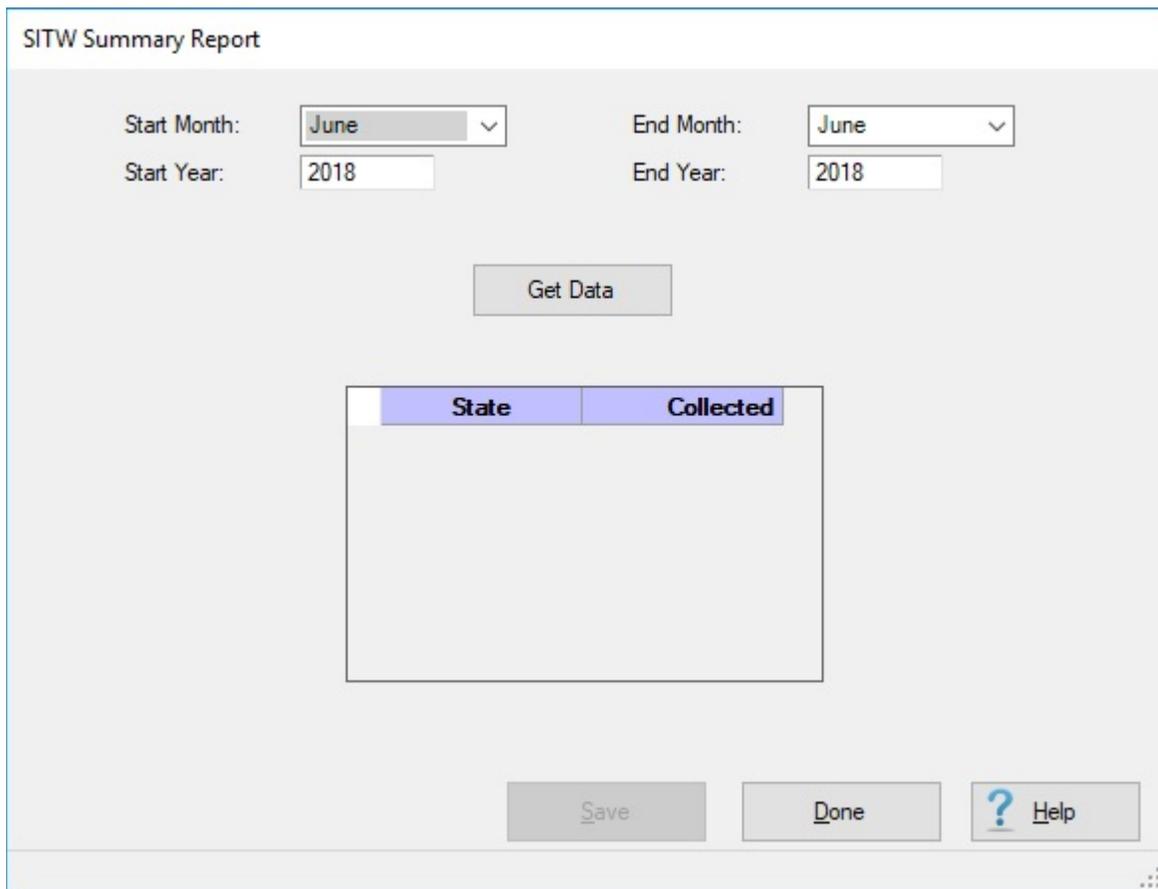
SITW Summary Report

IATS generates a report **summarizing** the **amounts** of **state taxes** withheld for a specific period in time.

The **SITW Summary Report** screen is used to generate this report.

 **Complete the following steps to "generate" the SITW Summary Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Reports**". An **expandable menu** appears listing the various report options.
2. **Click** on the **plus sign** to the **left** of the word, "**Tax Reports**". An **expandable menu** appears listing the various tax report options.
3. **Click** on the **SITW Summary Report** option. The **SITW Summary Report** screen appears.



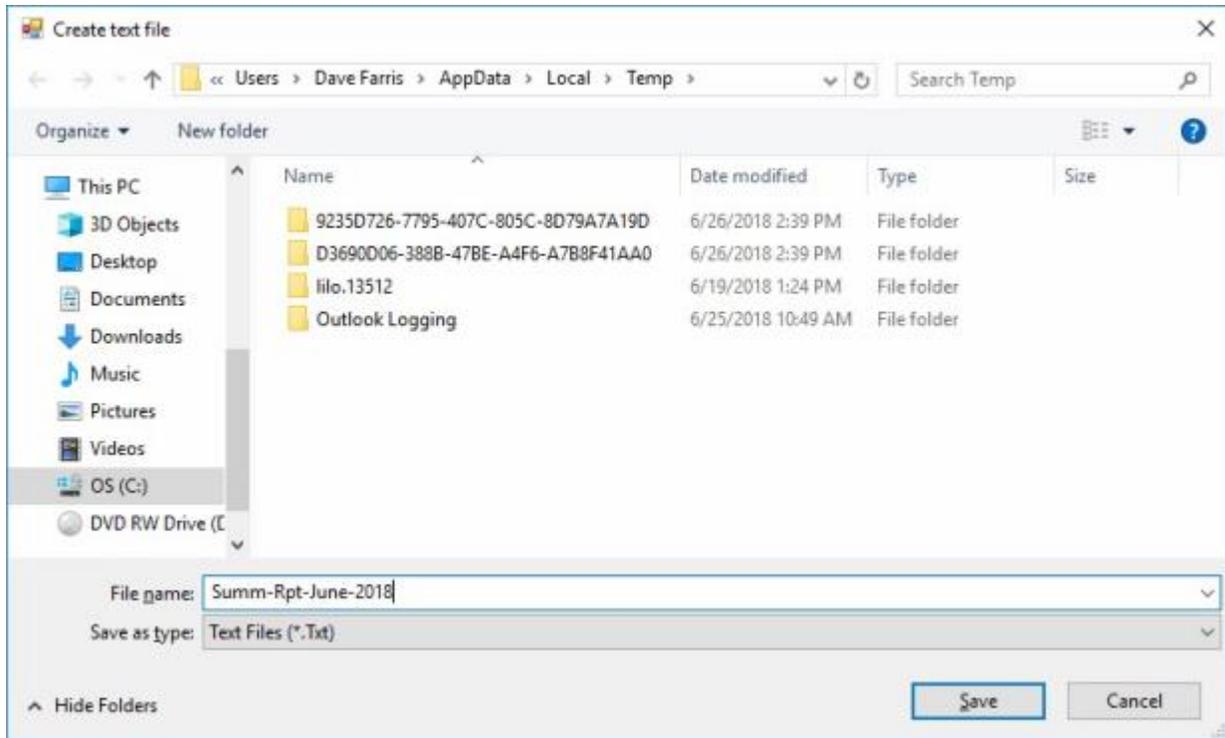
State	Collected
-------	-----------

4. **Start Month:** - The **current month** will be displayed at the **Start Month** field. **If** you wish to **change** the month, **click** on the **down arrow** button and then **click** on the **desired month** from the **drop down list** of months.

5. **End Month:** - The current month will be displayed at the **End Month** field. If you wish to **change** the month, **click** on the *down arrow* button and then **click** on the desired month from the *drop down list* of months.
6. **Start Year:** - The current year will be displayed at the **Start Year** field. If you wish to **change** the year, **enter** the desired year in **YYYY** format.
7. **End Year:** - The current year will be displayed at the **End Year** field. If you wish to **change** the year, **enter** the desired year in **YYYY** format.
8. **Get Data:** - When you have **specified** the correct Start Month, End Month, Start Year, and End Year, click on the **Get Data** button.
9. The **summary data** for the state taxes withheld will be **displayed** in the **grid** below the **Get Data** button.

The screenshot shows a web interface titled "SITW Summary Report". It contains four input fields: "Start Month" (dropdown menu with "June" selected), "End Month" (dropdown menu with "June" selected), "Start Year" (text input with "2018"), and "End Year" (text input with "2018"). Below these fields is a "Get Data" button. Underneath the button is a data grid with two columns: "State" and "Collected". The grid contains one row with "IN" in the "State" column and "\$100.00" in the "Collected" column. At the bottom of the interface are three buttons: "Save", "Done", and "? Help".

10. **Click** on the **Save** button if you wish to **save** the summary report. The **Create Text File** screen will appear after you **click** on the **Save** button.



11. At the Create Text File screen, **browse** to the **directory/folder** where you wish to **save** the file.
12. **Enter** a **filename** for the file at the **File Name** field.
13. After you have specified the desired directory/folder and filename, **click** on the **Save** button. IATS will create a **text** file in the specified location.
14. **Click** on the **Done** button when you are **finished** using the **SITW Summary Report** screen.

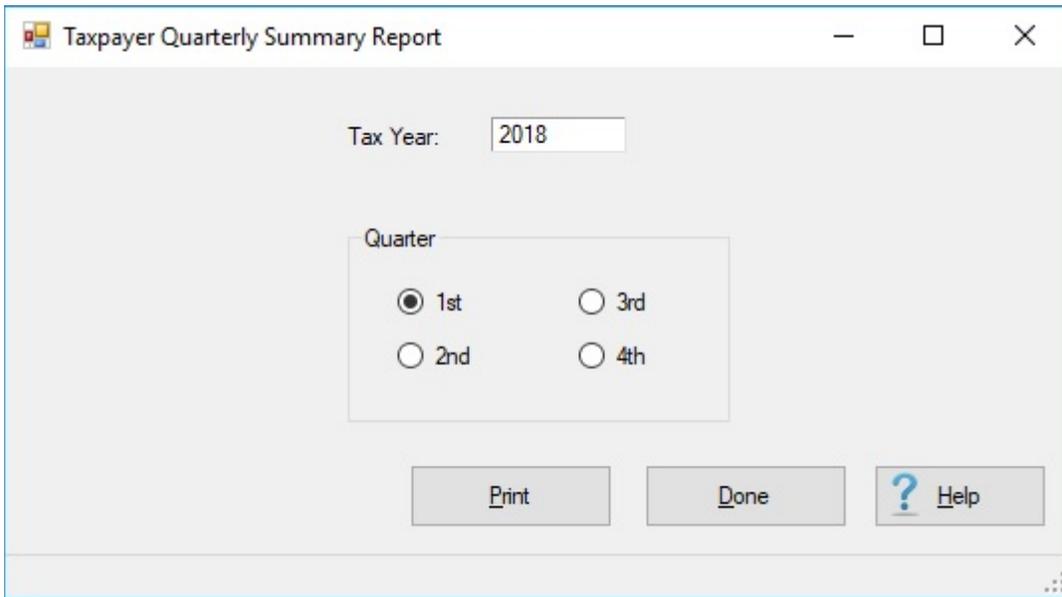
State Quarterly - Report

IATS generates a **quarterly** report **summarizing** the **amounts** of **state taxes** withheld for a specific period in time.

The **Taxpayer Quarterly Summary Report** screen is used to generate this report.

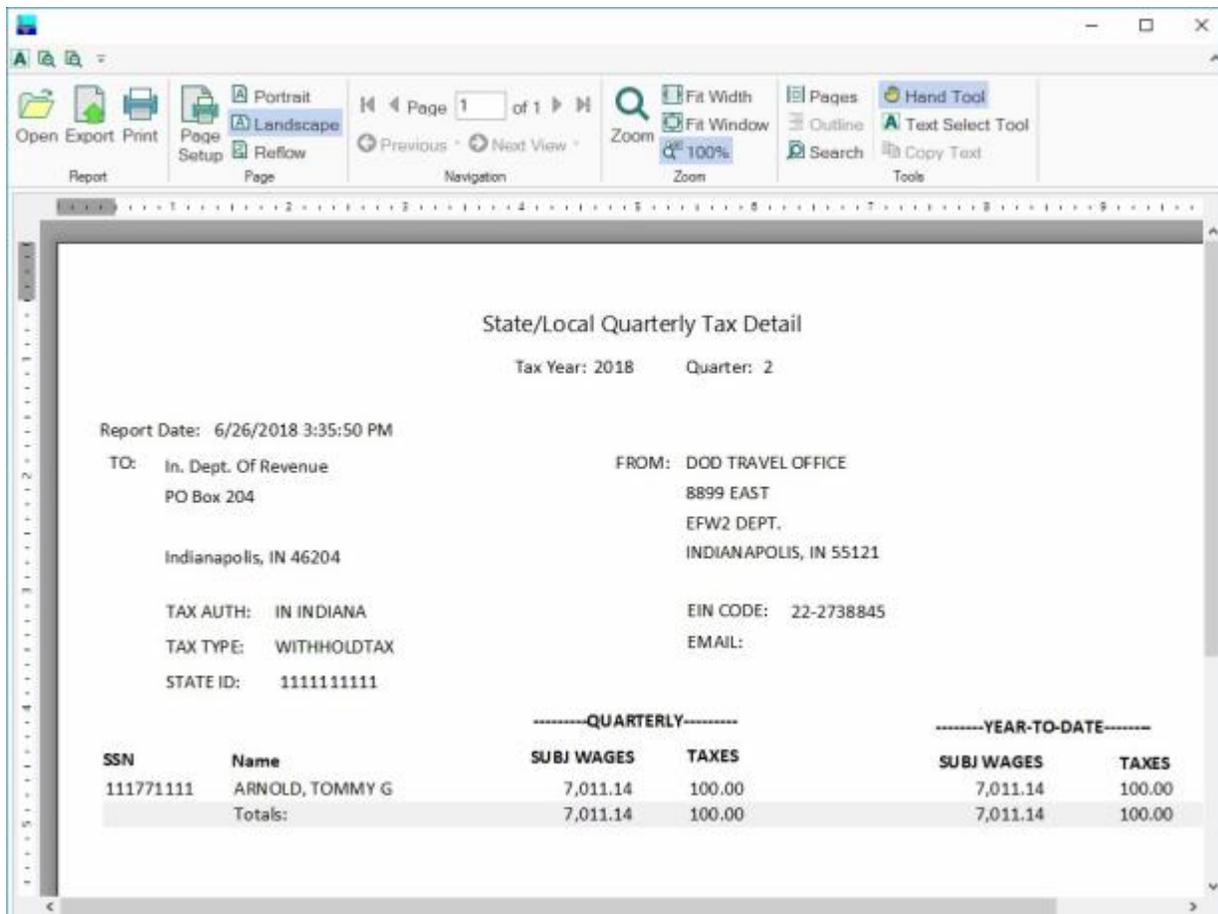
 **Complete the following steps to "generate" the Taxpayer Quarterly Summary Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **State Quarterly Report** option. The **Taxpayer Quarterly Summary Report** screen appears.



The screenshot shows a software window titled "Taxpayer Quarterly Summary Report". Inside the window, there is a "Tax Year:" label followed by a text input field containing "2018". Below this is a "Quarter" section with four radio button options: "1st" (which is selected), "2nd", "3rd", and "4th". At the bottom of the window, there are three buttons: "Print", "Done", and "Help".

4. **Tax Year:** - The current year will be displayed at the **Tax Year** field. If you wish to generate the report for a different tax year, **enter** the desired year in **YYYY** format.
5. **Quarter:** - **Click** in the **radio button** to **select** the **quarter** you wish to generate the report for.
6. When the desired year and quarter have been specified, **click** on the **Print** button. The following screen will appear displaying the quarterly tax report for each traveler that state taxes were withheld from.



7. **Click** on the **printer icon** if you wish to generate a print-out of the forms.
8. When you are **finished** using the report viewer screen, **click** on the **(X)** in the top right corner to **close** the screen.
9. **Click** on the **Done** button when you are **finished** using the **Taxpayer Quarterly Summary Report** screen.

Tax Records not Included in W2 - Report

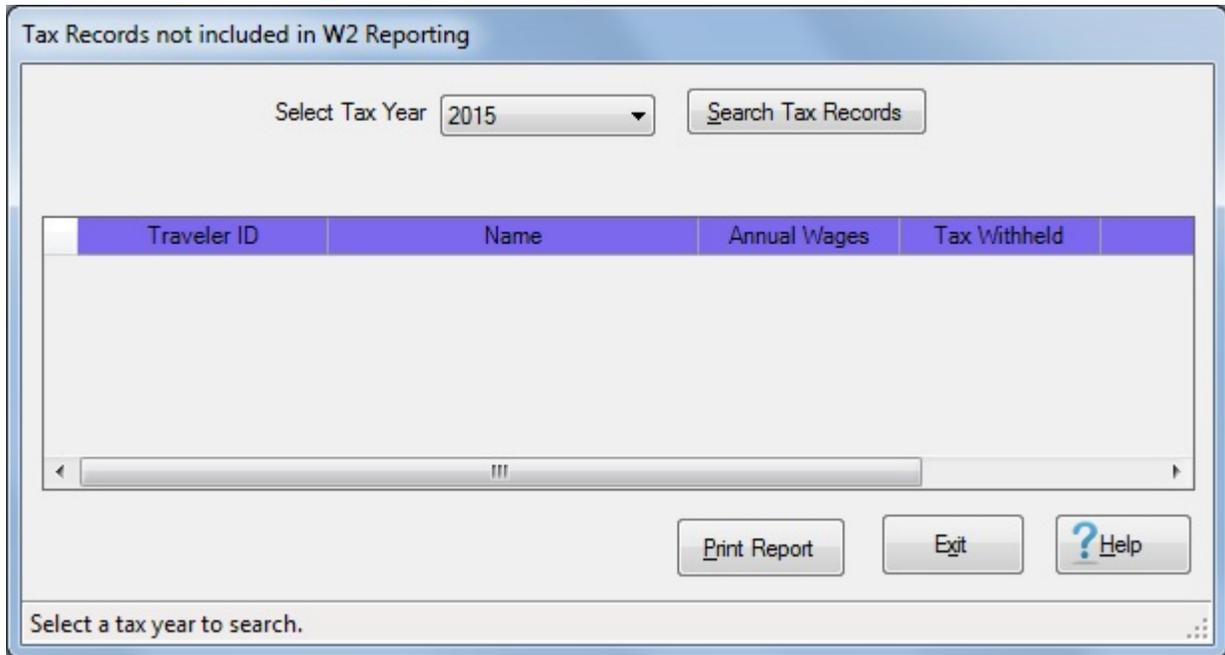
To **identify** any **records** that must be corrected IATS provides the following report:

Tax Records not Included in W2 Reporting

Note: Prior to creating the **magnetic file and IRS Form 6559**, it is strongly recommended that this report is generated first.

 **Complete the following steps to "generate" the Tax Records not Included in W2 - Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **Tax Records not Included in W2 Reporting** option. The **Tax Records not Included in W2 Reporting** screen appears.



Traveler ID	Name	Annual Wages	Tax Withheld

4. **Select Tax Year:** **Click** on the *down arrow* button to **display a list** of tax years and then **click** on the desired year to make a selection.
5. After selecting the tax year, **click** on the **Search Tax Records** button. IATS **creates** the report and **displays any record(s) not** included in **W2** reporting.

Tip: Generate a **print-out** of the **Tax Records not Included in W2 Report** by **clicking** on the **Print Report** button.

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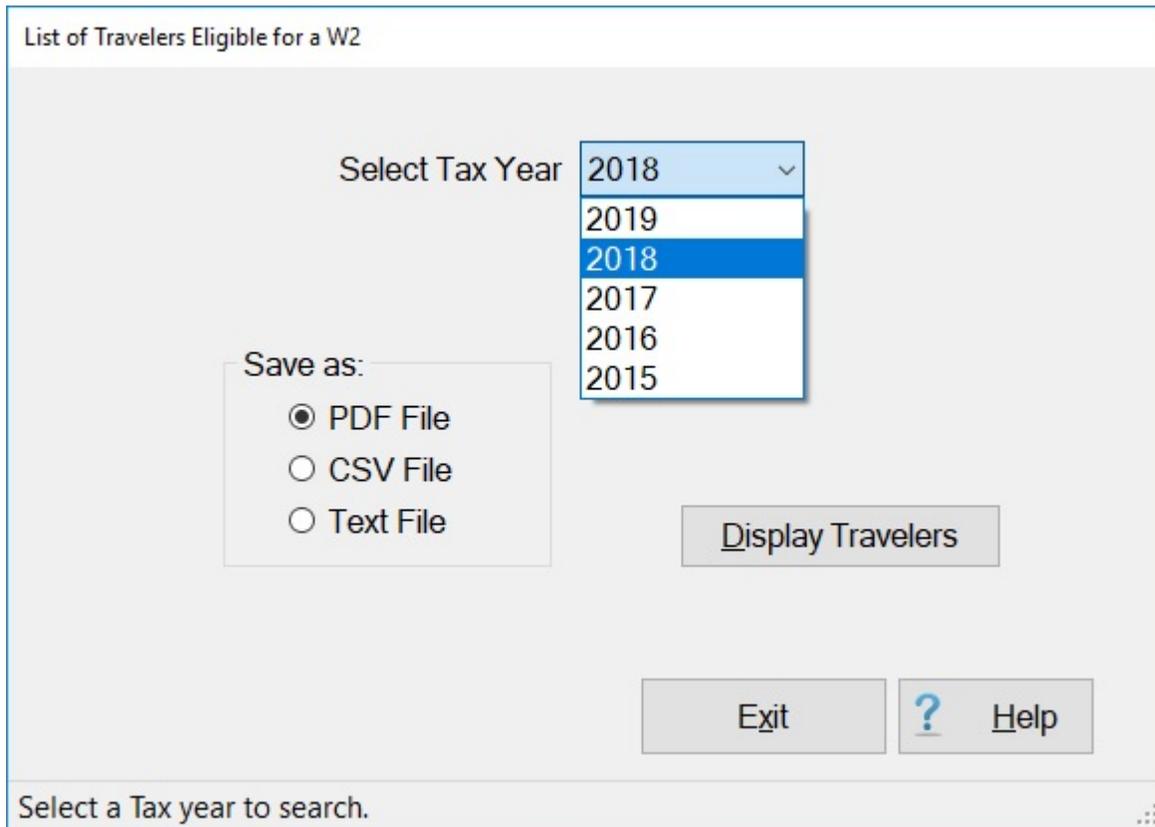
6. When finished, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Travelers Eligible for W2 - Report

A function was created for IATS that allows the user to generate a report for travelers that were not paid **WTA** and do not have a **RITA** entitlement.

 Complete the following steps to "generate" the Travelers Eligible for W2 Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **Travelers Eligible for W2** option. The **List of Travelers Eligible for a W2** screen appears.



List of Travelers Eligible for a W2

Select Tax Year 2018 ▾

2019

2018

2017

2016

2015

Save as:

PDF File

CSV File

Text File

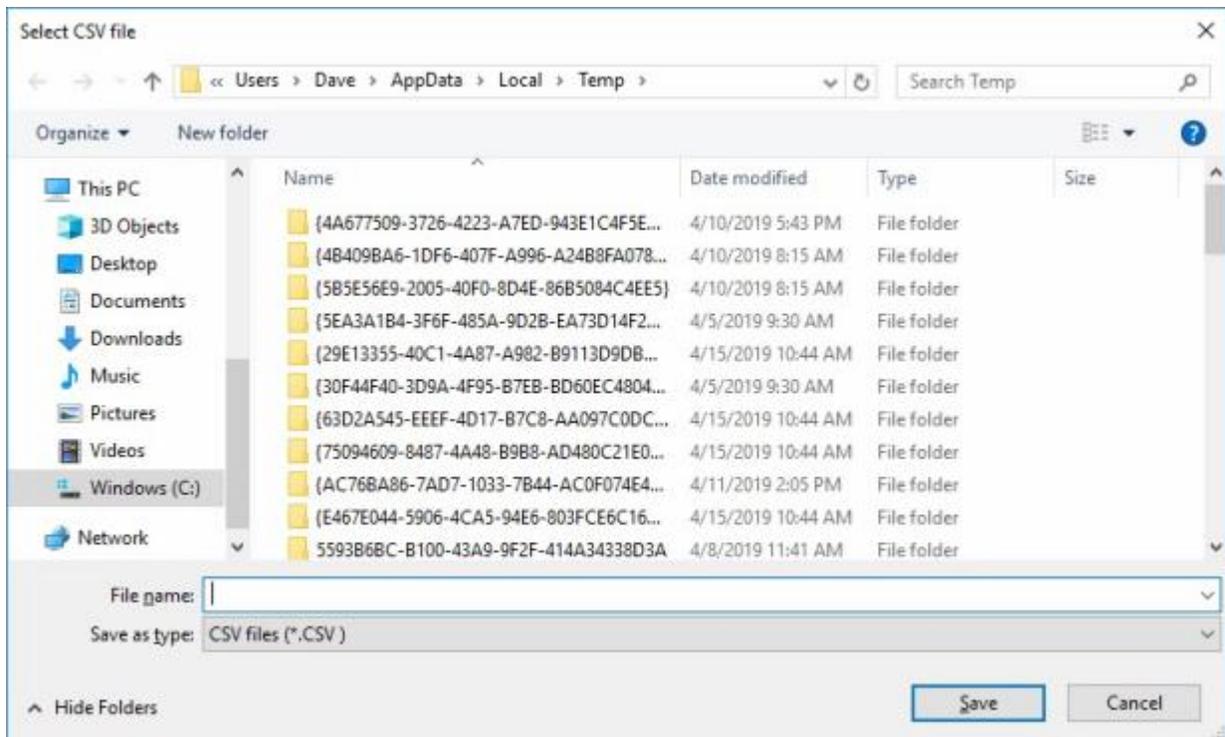
Display Travelers

Exit

? Help

Select a Tax year to search.

4. **Select Tax Year:** - **Click** on the *down arrow* button to **display** a **list** of tax years and then **click** on the desired **year** to make a selection.
5. **Save As:** - In the **Save As** section, **click** in the **radio button** to **select** the **type** of file you wish to have the output saved as. If you select **CSV** or **Text** as the file type the following **Select CSV** or **Text File** screen will appear depending on which **option** you selected.



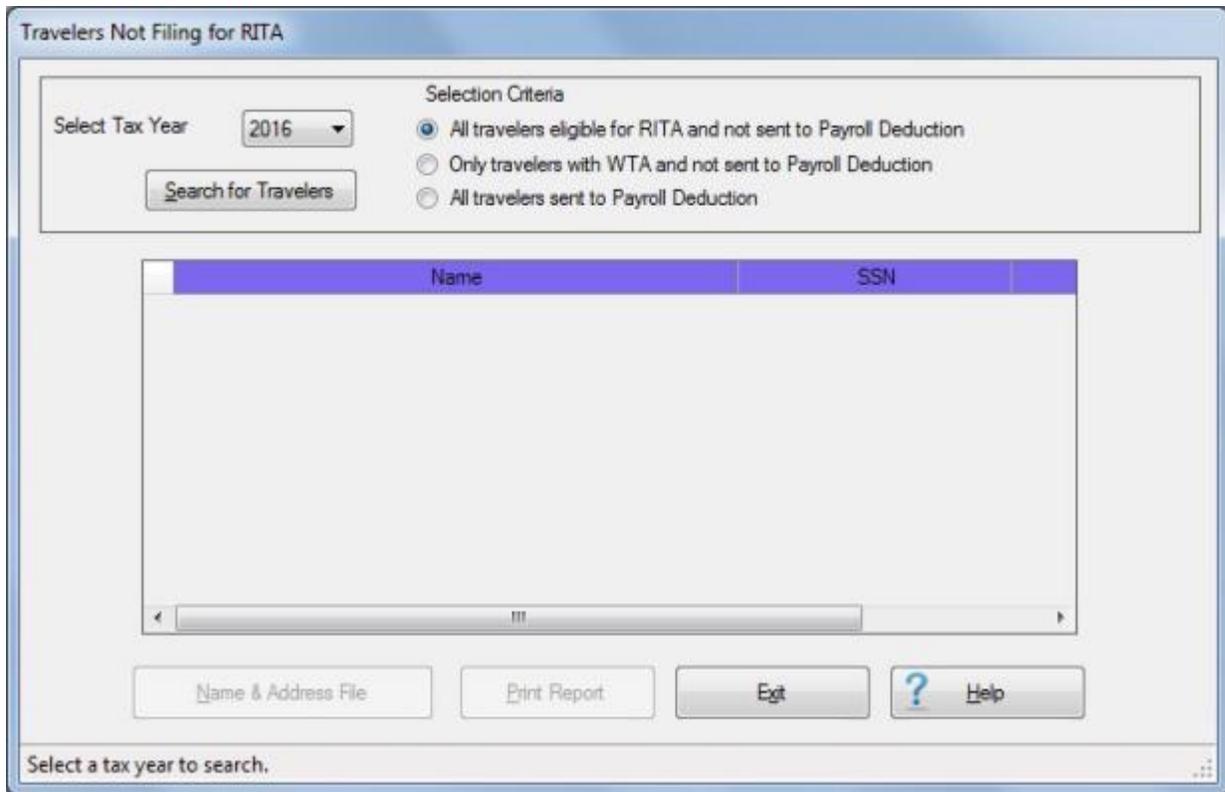
6. At the Select CSV or Txt File screen, you must **select** the **directory/folder** where you wish to **save** the file to and also enter a **name** for the file at the **File name** field.
7. After you have selected the directory/folder and entered the filename click on the Save button.
8. **click** on the **Display Travelers** button.
9. A **pop-up message** appears asking if you wish to print with the traveler's **SSN** masked. **Click** on **Yes** or **No** as desired.
10. IATS **creates** the report and **displays** a **list** for travelers that need to have a W2 generated.
11. When finished, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Travelers not Submitting RITA - Report

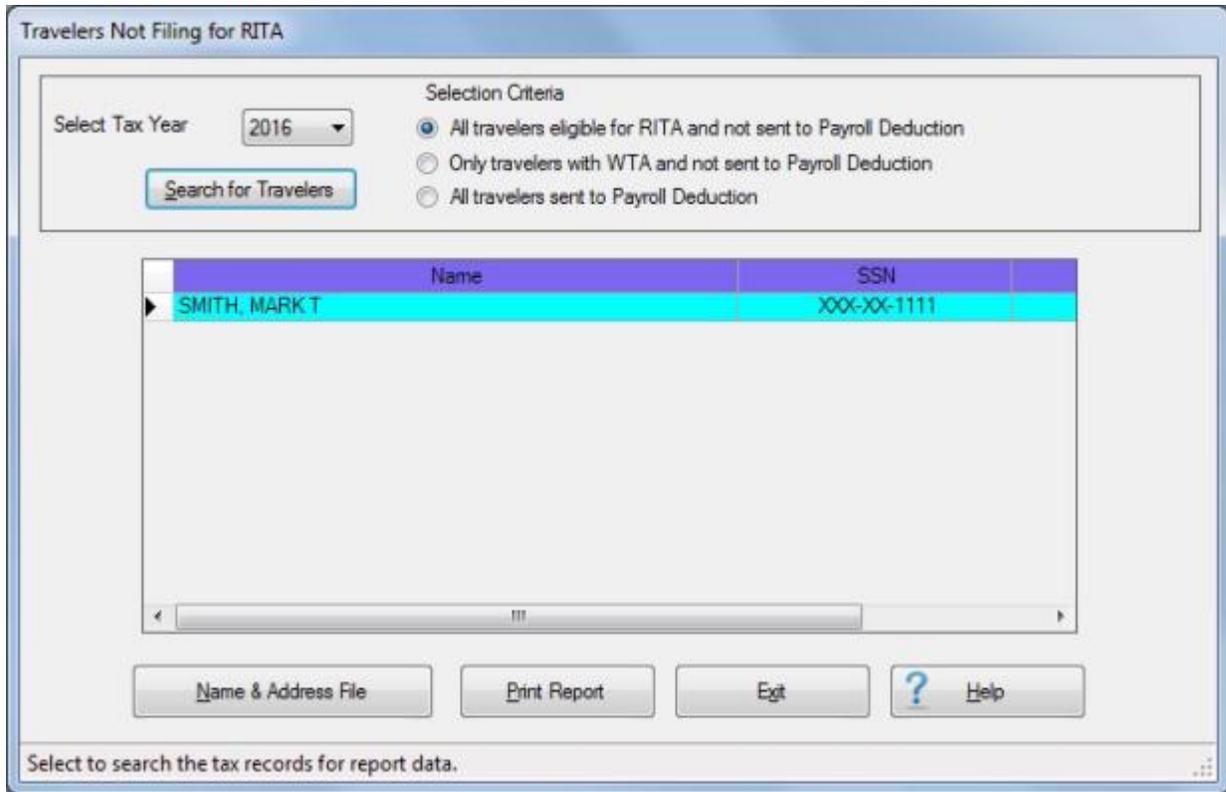
This report generates a listing of travelers that received a **WTA** payment in **Tax Year 1** and have failed to **submit** a **RITA** settlement in **Tax Year 2**.

 **Complete the following steps to "generate" the Travelers not Submitting a RITA Report:**

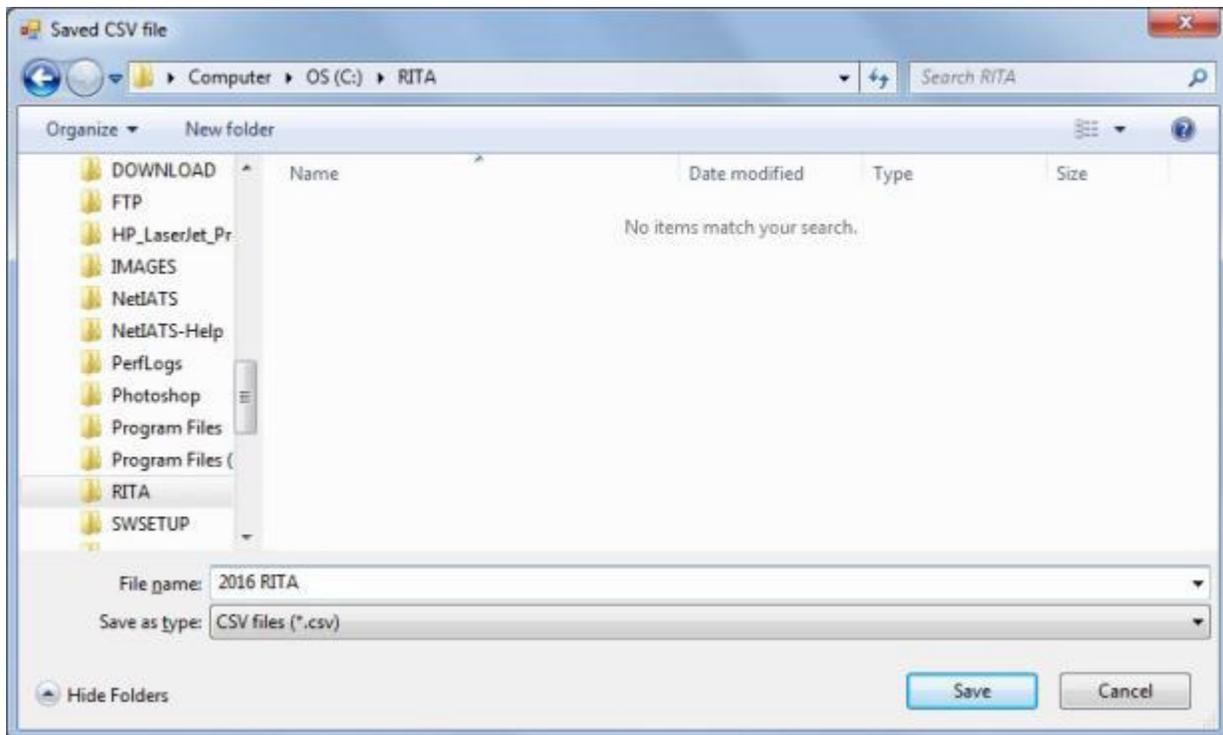
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **Travelers not Submitting RITA Claims** option. The **Travelers Not Filing for RITA** screen appears.



4. **Select Tax Year:** - **Click** on the *down arrow* button to **display** a **list** of tax years and then **click** on the desired **year** to make a selection.
5. **Selection Criteria:** - At the **Selection Criteria** section, there are three options and you must select one by **clicking** in the radio **button** next to the desired option.
6. After selecting the tax year, **click** on the **Search for Travelers** button. IATS **creates** the report and **displays** any record(s) for travelers not submitting a **RITA** settlement.



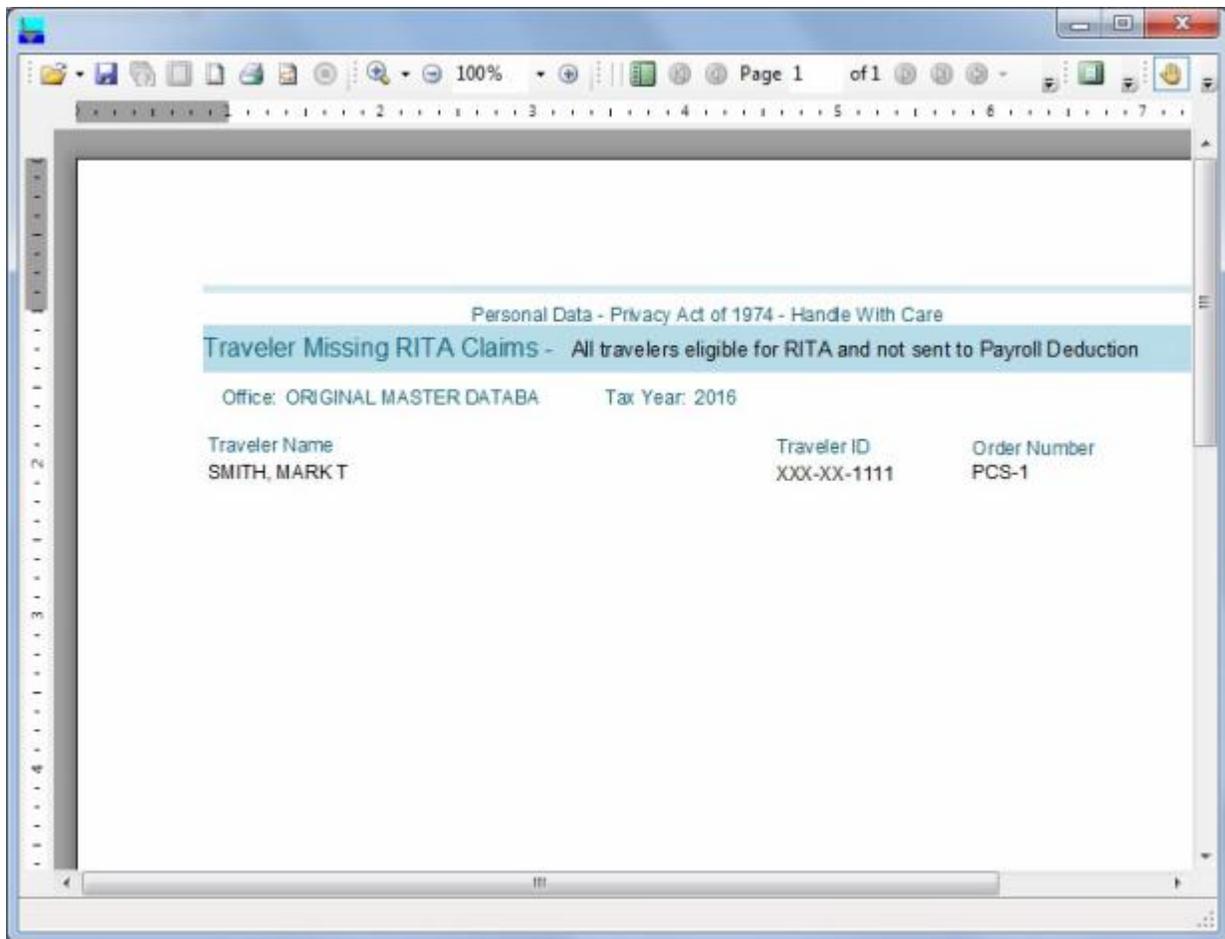
7. **Name & Address File:** - Click on the Name & Address button if you wish to generate a CVS file of the names and addresses of the traveler accounts that have not submitted a RITA.
8. If you click on the Name & Address button, the following **Saved CSV file** screen appears.



9. At the Saved CSV file screen, **browse** to the **directory** and **folder** where you wish to **save** the CSV file.
10. After specifying the directory/folder, **enter** a **name** for the file at the **File name** field.
11. **Click** on the **Save** button. IATS creates the CSV file and places it in the specified directory/folder.

Tip: Generate a **print-out** of the **Travelers not Submitting a RITA Report** by **clicking** on the **Print Report** button.

12. The **following** screen appears **displaying** the report.



13. Click on the **printer icon** if you wish to generate a print-out of the report. The **Print** screen will appear.
14. At the Print screen, **verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
15. **Select** the **number** of **copies** you wish to print and **click** the **Print** button.
16. When you are **finished** using the screen that displays the report, **click** on the **red (x)** button in the top right corner to **close** the screen.
17. When finished using the **Travelers Not Filing for RITA** screen, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

W2 Wage and Tax Statement

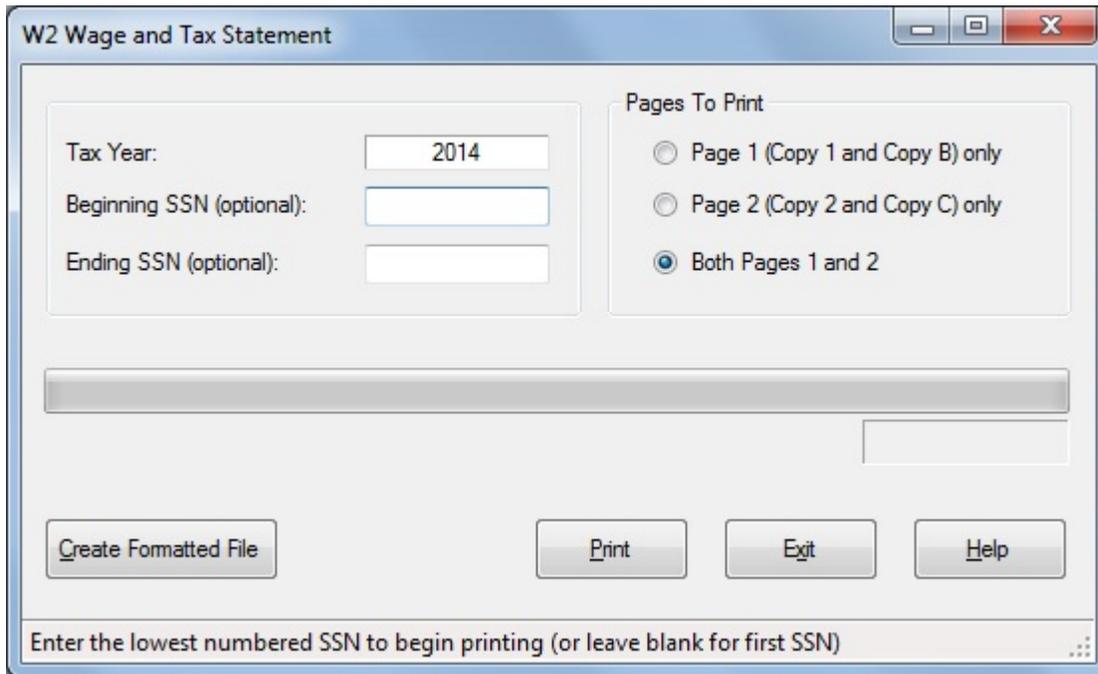
Travel offices are required to **furnish** an **IRS Form W2** to the payee whenever a payment is made that includes reportable income. This can be done at the time the payment is made or at the conclusion of the tax year.

IATS will produce the **IRS Form W2** for payments **computed** by **IATS** or for payments manually entered into the database through the **CIVPCS Summary Records Module**.

Note: In order to generate this form, IATS requires that the **DOV #** and the **payment date** be **posted** to the **CIVPCS Summary Record**.

 **Complete the following steps to "generate" the W2 Wage and Tax Statement:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **W2 Wage and Tax Statement** option. The **W2 Wage and Tax Statement** screen appears.

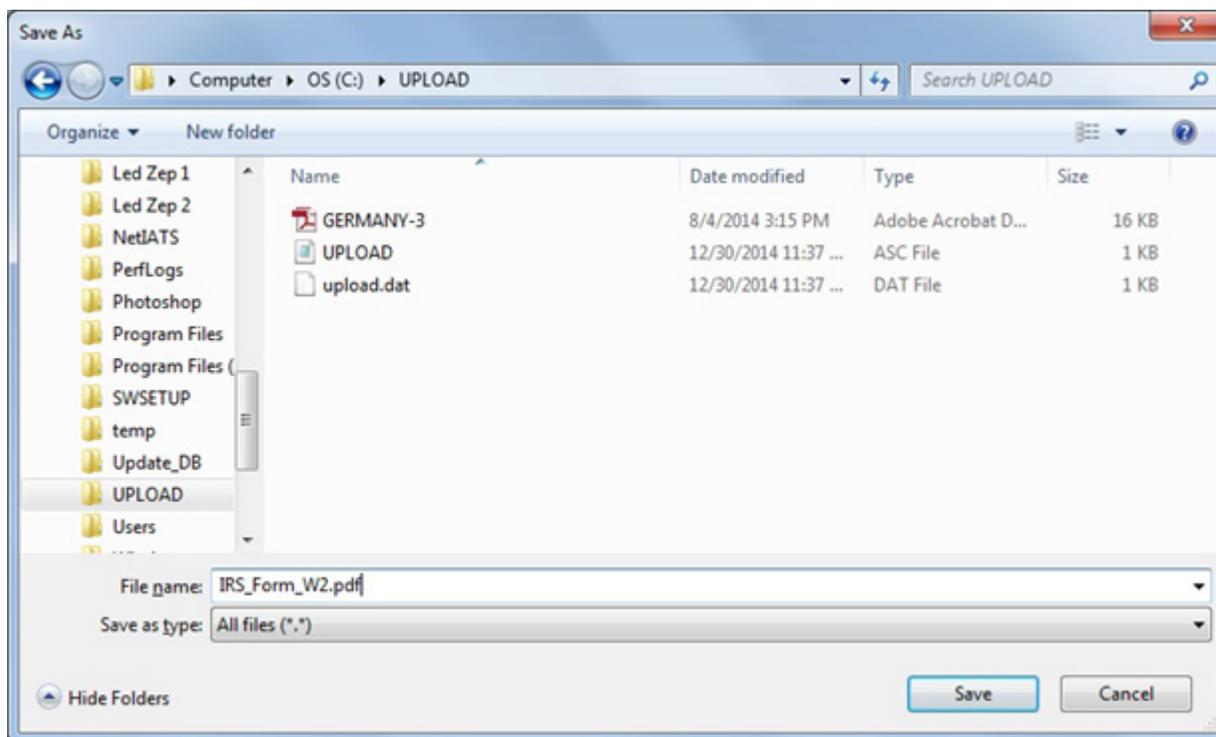


4. **Tax Year:** - At this field, **type** the desired tax **year** in **YYYY** format.
5. **Beginning SSN:** - IATS allows you to generate more than one IRS Form W2 at one time by entering an **SSN range**. At this field, **type** the first SSN in the desired range.

6. **Ending SSN:** - IATS allows you to generate more than one IRS Form W2 at once by entering an SSN **range**. At this field, **type** the last SSN in the desired range. If wishing to print a W2 for one traveler, **type** the same SSN entered at the **Beginning SSN** field.
7. **Pages To Print:** **Click** in the radio button to **select** the desired **pages** you wish to print.
8. Once the **tax year**, beginning and ending SSNs, and **pages** are specified, **click** the **Print** button. The **Adobe Reader** screen appears.
9. **Click** on the Printer **icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
12. IATS prints the report and returns to the **Adobe Reader** screen.
13. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
14. At the **W2 Wage and Tax Statement** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Create Formatted File:

1. **Click** on the **Create Formatted File** button if you wish to **generate** a formatted file copy of the IRS Form W2. The **Save As** screen will appear.



2. At the Save As screen, **select** the **location**, **filename**, and file **type**.
3. After you made your selections, **click** on the **Save** button. The IRS Form W2 will be saved in the specified location.

W2c Corrected Wage and Tax Statement

Travel offices are required to **furnish** an **IRS Form W2** to the payee whenever a payment is made that includes reportable income. This can be done at the time the payment is made or at the conclusion of the tax year.

IATS will produce the **IRS Form W2** for payments **computed** by **IATS** or for payments manually entered into the database through the **CIVPCS Summary Records Module**.

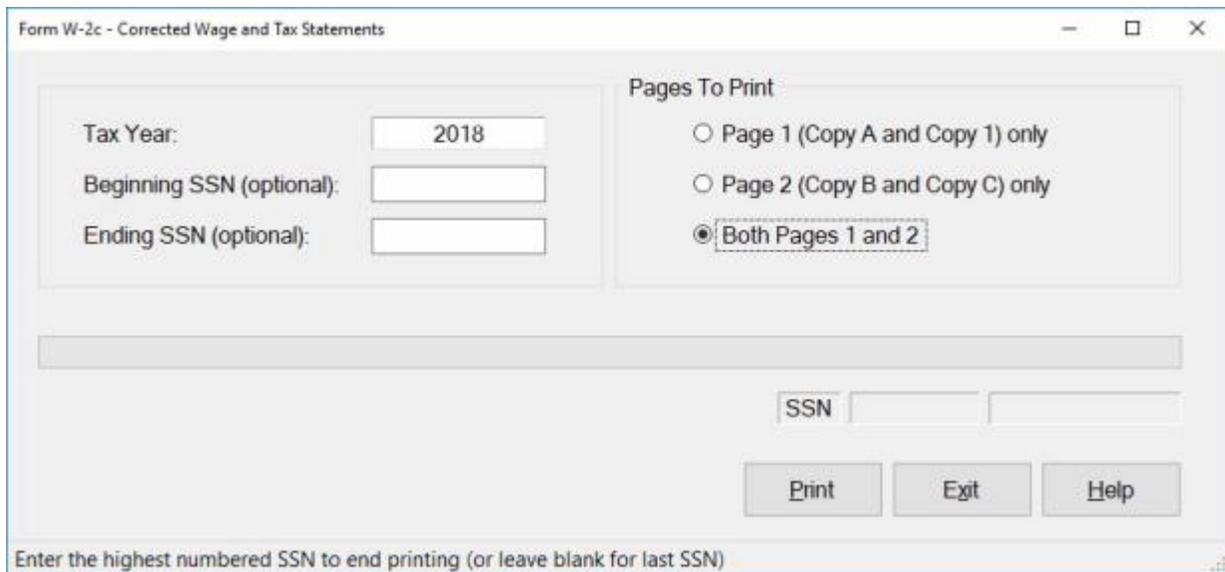
If **corrections** need to be reported for an **IRS Form W2** that was previously issued, the **IRS Form W-2c** is used to report the corrections.

Note: In order to generate this form, IATS requires that the **DOV #** and the **payment date** be **posted** to the **CIVPCS Summary Record**.

 **Complete the following steps to "generate" the W-2c Corrected Wage and Tax Statement:**

Note: The **option** for this form will not appear on the **Reports menu** as an option unless there are **corrections** that need to be reported.

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable menu appears listing the various tax report options.
3. **Click** on the **W-2c Corrected Wage and Tax Statement** option. The **W-2c Corrected Wage and Tax Statement** screen appears.



Form W-2c - Corrected Wage and Tax Statements

Tax Year:

Beginning SSN (optional):

Ending SSN (optional):

Pages To Print

Page 1 (Copy A and Copy 1) only

Page 2 (Copy B and Copy C) only

Both Pages 1 and 2

SSN

Enter the highest numbered SSN to end printing (or leave blank for last SSN)

4. **Tax Year:** - At this field, **type** the desired tax **year** in **YYYY** format.

IATS 7.2 User Guide

5. **Beginning SSN:** - IATS allows you to generate more than one IRS Form W-2c at one time by entering an SSN **range**. At this field, **type** the first SSN in the desired range.
6. **Ending SSN:** - IATS allows you to generate more than one IRS Form W-2c at once by entering an SSN **range**. At this field, **type** the last SSN in the desired range. If wishing to print a W-2c for one traveler, **type** the same SSN entered at the **Beginning SSN** field.
7. **Pages To Print:** **Click** in the radio button to **select** the desired **pages** you wish to print.
8. Once the **tax year**, beginning and ending SSNs, and **pages** are specified, **click** the **Print** button.

Travelers Eligible For ETTRA - Report

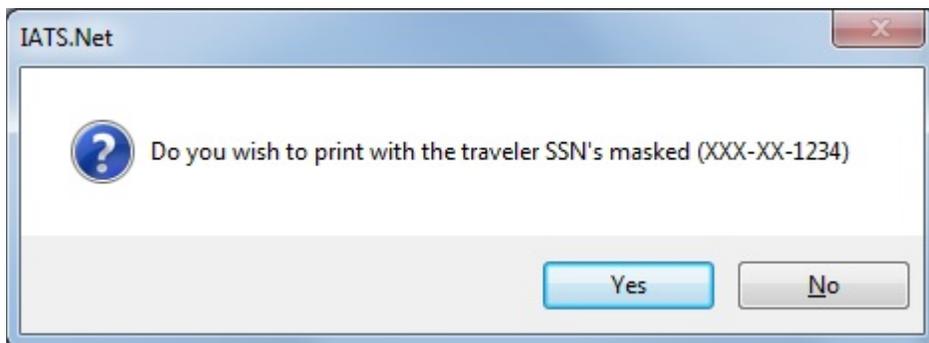
A feature was added to IATS to generate a **report** for the travelers that performed **extended taxable TDY** and are **eligible** for the Extended TDY Tax Reimbursement Allowance (**ETTRA**) entitlement.

 Complete the following steps to "generate" the Travelers Eligible for ETTRA Report:

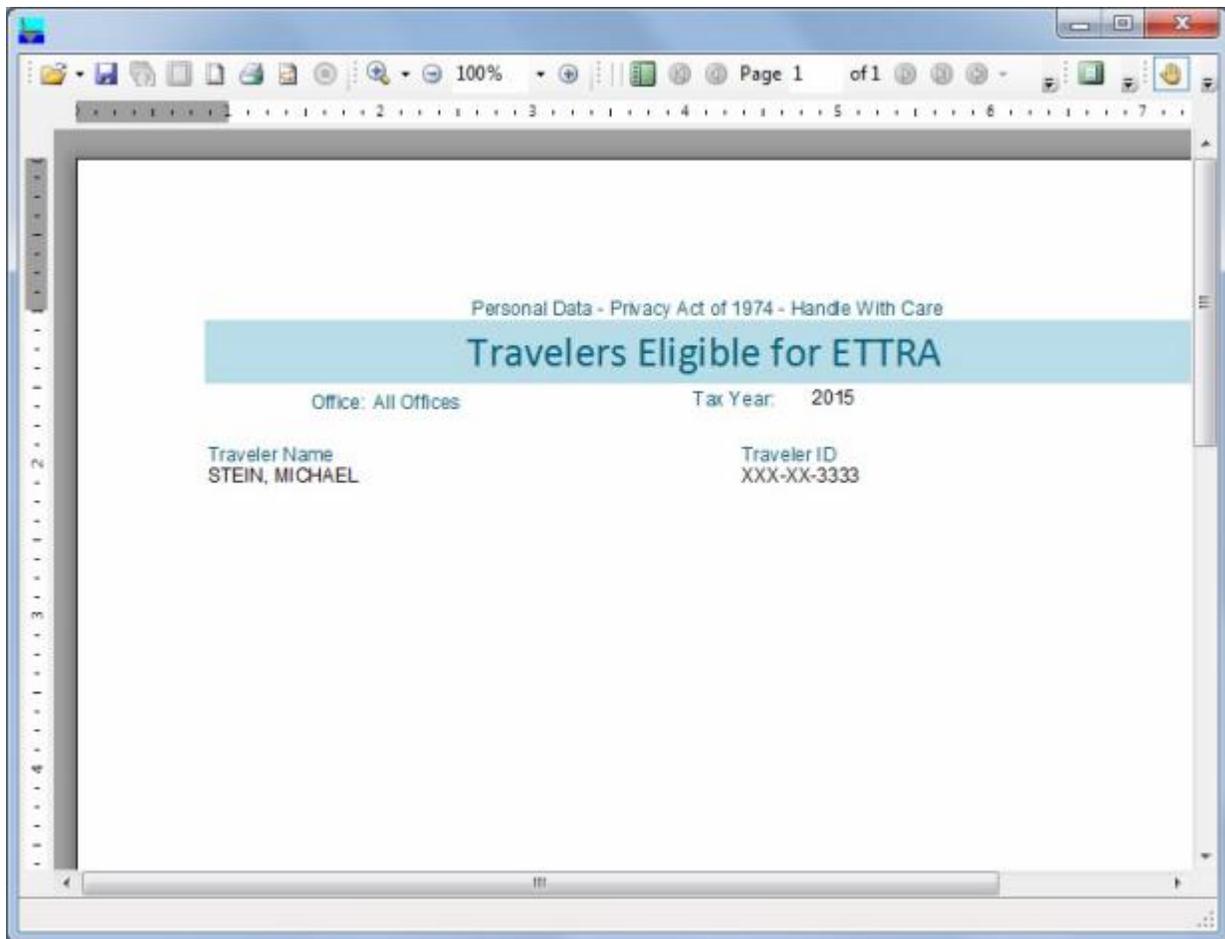
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable menu appears listing the various report options.
2. **Click** on the **Travelers Eligible for ITRA** option. The **List of Travelers Eligible for ETTRA** screen appears.



3. **Select Tax Year:** - **Click** on the *down* arrow button to **display** a **list** of tax years and then **click** on the desired **year** to make a selection.
4. **Display Travelers:** - **Click** on this **button** after you have selected the desired Tax Year. IATS will **display** A pop-up message asking if you wish to mask the SSN's.



5. **Click** on *Yes* or *No* as desired. The following screen appears **displaying** the **results** of your search.



6. After you have **finished** reviewing or printing this report, **click** on the **red X** button in the top right hand corner to **close** this screen.
7. When the **List of Travelers Eligible for ETTRA** screen is displayed again, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Utilities

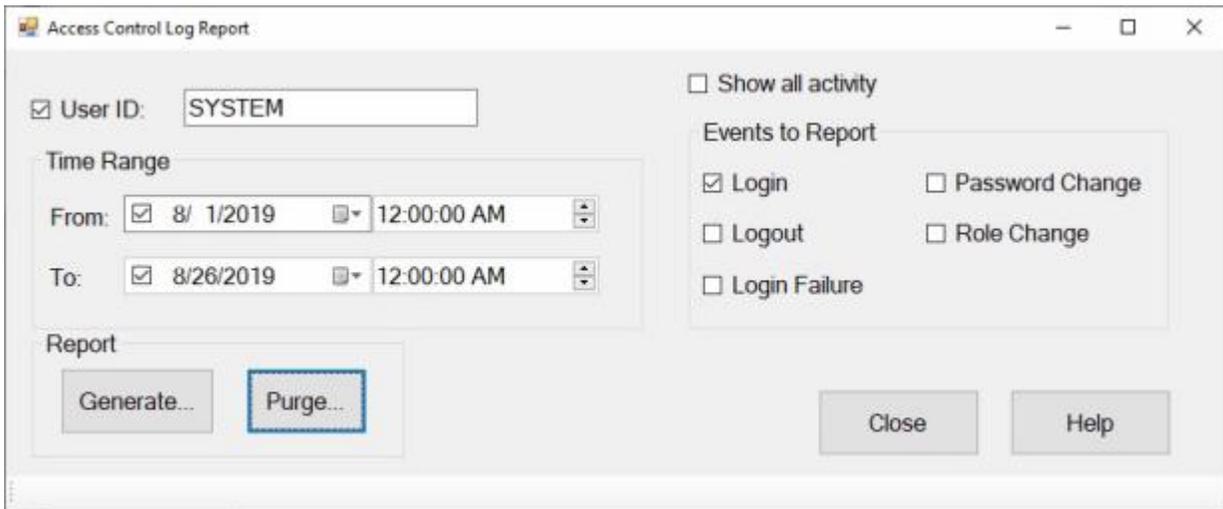
Access Control Log Report

IATS generates a report that shows various activities an IATS user has performed for a specific date and time range.

The **Access Control Log Report** screen is used to generate this report.

 Complete the following steps to "generate" the Access Control Log report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Access Control Log** option. The **Access Control Log Report** screen will appear.



3. **User ID:** - **Click** in the **check box** at the **User ID** field if you wish generate the report for an **IATS User ID**. Otherwise, **do not** check the box and **enter** the **Employee ID** instead.

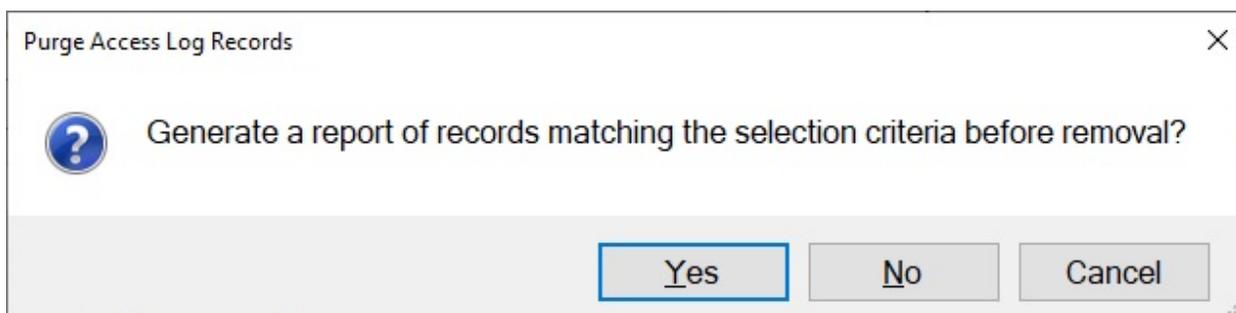
Time Range: Using the **Time Range** is **optional**.

4. **From:** - **Click** in the **check box** at the **From** field if you wish to generate the report **beginning** on a specific date. After checking the check box, enter the desired **begin** date in **MMDDYY** format. You can also **click** on the **calendar icon** and use the **calendar** to select the date. If you wish to generate the report **beginning** at a specific time, click on the *up/dn* **arrow** buttons to **adjust** the **begin** time.
5. **To:** - **Click** in the **check box** at the **To** field if you wish to generate the report for a specific ending date. After checking the check box, enter the desired **ending** date in **MMDDYY** format. You can also **click** on the **calendar icon** and use the **calendar** to

select the date. If you wish to generate the report to **end** at a specific **time**, click on the *up/dn* **arrow** buttons to **adjust** the **ending** time.

Events:

6. **Show All Activity:** - **Click** in the **check box** next to the words **Show All Activity** if you wish to generate a report that shows **all** of the **activity** tracked by IATS.
7. **Events to Report:** - If you **did not** place a **check mark** in the box at the **Show All Activity** field, **click** in the **check boxes** to select the **events** you wish to show on the report.

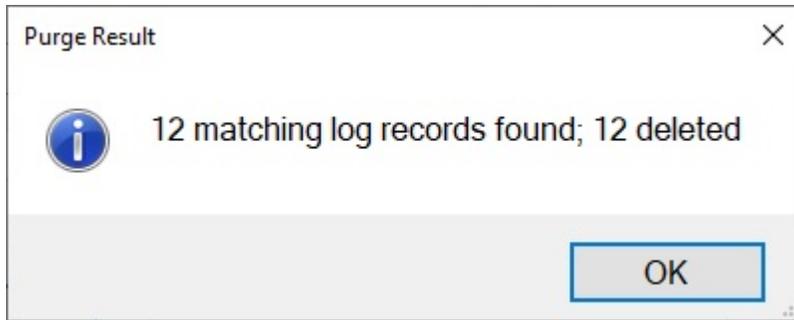


Report:

8. When have **completed** the steps above, **click** on the **Generate Report** button.
9. **Click** on the **Purge** button if you wish to **delete** previously generated Access Control Log records. The following **message** will appear asking if you wish to **generate a report** of records matching the specified criteria before removal.
10. **Click** on *Yes* or *No* as desired.
11. After **generating** the report or answering *No*, another **message** will appear asking if you delete the records matching the specified criteria.



12. **Click** on *Yes* or *No* as desired.
13. If you **click** on *Yes*, IATS will **delete** any records matching the specified criteria and **display** a **message** showing the results.



14. **Click** on **OK** to continue.

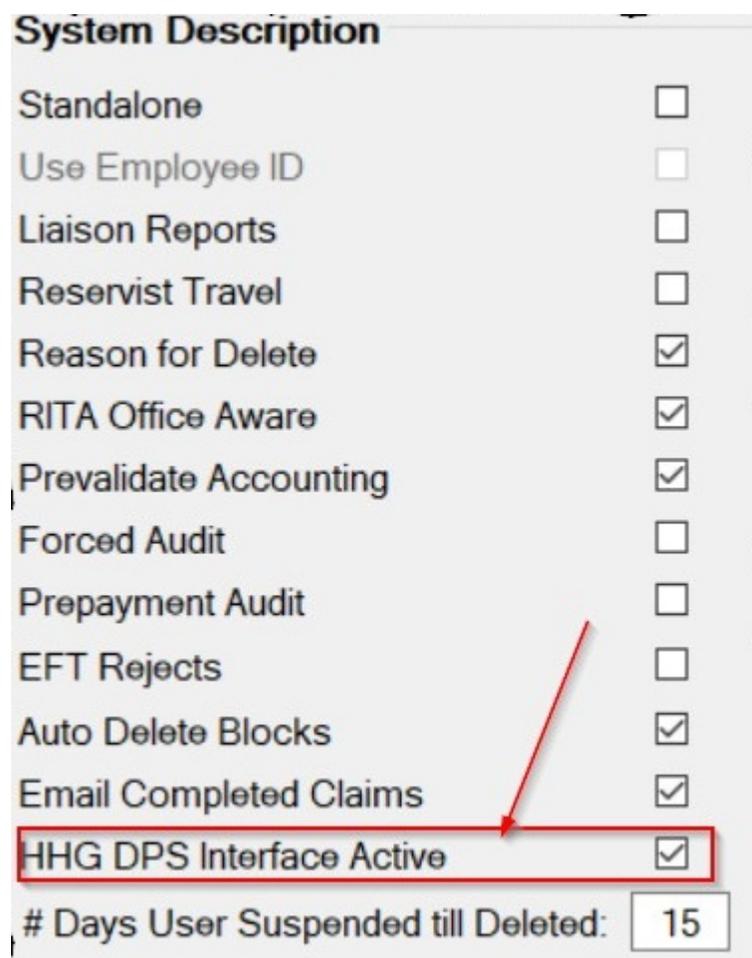
15. **Click** on the **Close** button when you are **finished** using the **Access Control Log Report** screen.

Block or Unblock Release of Tax Collections to Disbursing

A feature was added to IATS to allow a System Administrator to **prevent** a **Tax Collection block** from being **released** to the disbursing module.

The **purpose** is to give the user **time to reconcile** the **data** for producing **Form 941-X** or **W-2c** without having any additional data added in. Once the appropriate report has been sent to the IRS, the **switch** can be **changed** to **allow** Tax Collections to be dispersed.

Note: In order to use this feature, **ensure** that the “**HHG DPS Interface Active**” check box in **Configuration** in **Maintenance** is checked as shown below:



System Description	
Standalone	<input type="checkbox"/>
Use Employee ID	<input type="checkbox"/>
Liaison Reports	<input type="checkbox"/>
Reservist Travel	<input type="checkbox"/>
Reason for Delete	<input checked="" type="checkbox"/>
RITA Office Aware	<input checked="" type="checkbox"/>
Prevalidate Accounting	<input checked="" type="checkbox"/>
Forced Audit	<input type="checkbox"/>
Prepayment Audit	<input type="checkbox"/>
EFT Rejects	<input type="checkbox"/>
Auto Delete Blocks	<input checked="" type="checkbox"/>
Email Completed Claims	<input checked="" type="checkbox"/>
HHG DPS Interface Active	<input checked="" type="checkbox"/>
# Days User Suspended till Deleted:	<input type="text" value="15"/>

 Complete the following steps to "block or unblock" a Tax Collection block:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.

2. **Click** on the **Block/Unblock Release of Tax Collections option**. The following *pop-up message* appears.



3. **Click** on *Yes* or *No* as applicable.

Change Bank Routing Number

Bank Routing Numbers are stored in the IATS database for each travel account that is set-up for **EFT** payments.

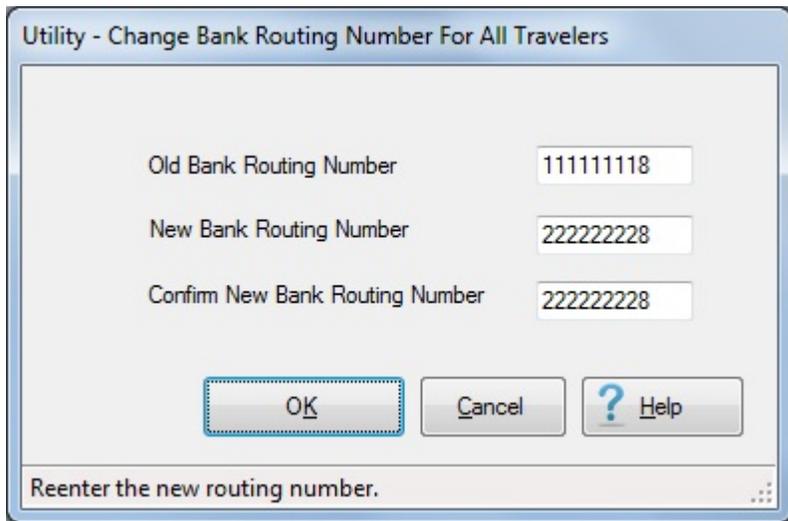
If the bank or financial institution **changes** its routing number, this requires a **change** to **each** travel **account** with that institution's code.

This commonly occurs when financial institutions are **sold** or **acquired** by another company.

The change of a bank routing code could affect thousands of travel accounts. For this reason, a **utility program** was developed to make a global change to every account storing the old routing number. This **prevents** the travel office from manually updating these records, which **saves** valuable **man hours** and **eliminates** input **errors**.

 **Complete the following steps to "change" the Bank Routing Number:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Change Bank Routing Number** option. The **Change Bank Routing Number for All Travelers** screen appears.



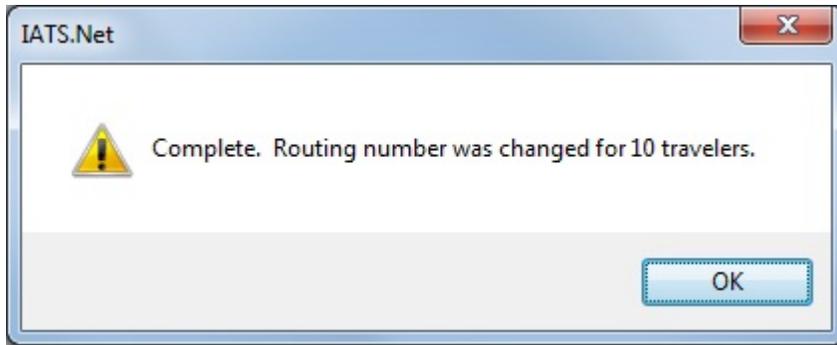
Utility - Change Bank Routing Number For All Travelers

Old Bank Routing Number	111111118
New Bank Routing Number	222222228
Confirm New Bank Routing Number	222222228

OK Cancel ? Help

Reenter the new routing number.

3. **Old Bank Routing Number:** - At this field, **type** the old **Bank Routing Number** and **press Tab**.
4. **New Bank Routing Number:** - At this field, **type** the new **Bank Routing Number** and **press Tab**.
5. **Confirm New Bank Routing Number:** - At this field, **re-type** the new **Bank Routing Number** and **press Tab**.
6. After re-entering the new **Bank Routing Number** at the **Confirm New Bank Routing Number** field, **click** on the **OK** button. IATS **changes** the routing numbers and **displays** a *pop-up* indicating that the change was made.



7. **Click** on the **OK** button at the *pop-up* displayed above. IATS **returns** to the **System Administrator View** screen.

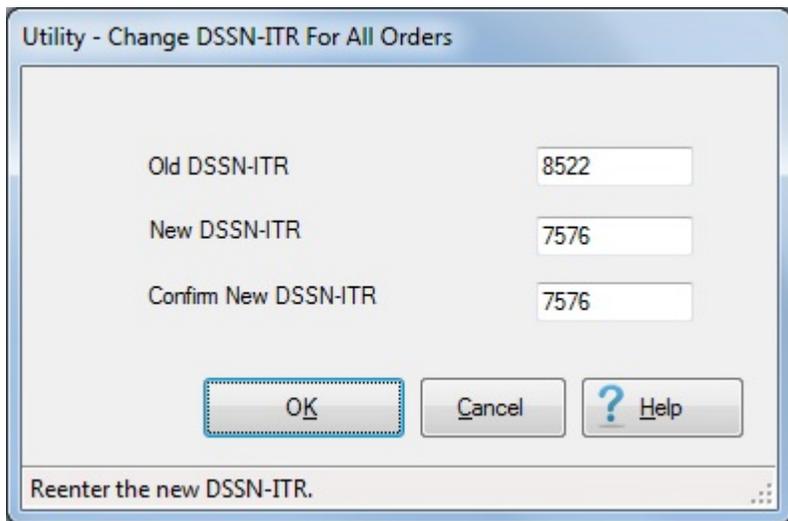
Change DSSN ITR

The **DSSN-ITR** is a **number** used to **identify** the **source** of the **payment** when a payment is **disbursed** at a **DSSN** other than where the voucher was **computed**. Because of the opening of the many new DFAS Operating Locations (**OPLOCS**), some travel offices have **closed** and **transferred** their **accounts** to the **OPLOCS**.

When this occurs, the **DSSN-ITR numbers** stored in the travel accounts being transferred must be changed to the new station's **DSSN-ITR**.

 **Complete the following steps to "change" the DSSN-ITR:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Change DSSN-ITR** option. The **Change DSSN-ITR for All Travelers** screen appears.



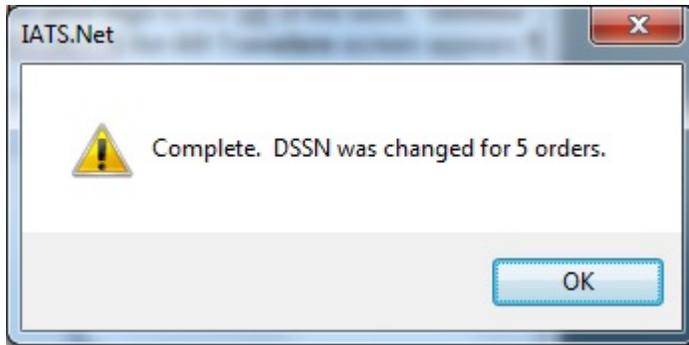
Utility - Change DSSN-ITR For All Orders

Old DSSN-ITR	8522
New DSSN-ITR	7576
Confirm New DSSN-ITR	7576

OK Cancel ? Help

Reenter the new DSSN-ITR.

3. **Old DSSN-ITR:** - At this field, **type** the old **DSSN** and **press Tab**.
4. **New DSSN-ITR:** - At this field, **type** the new **DSSN** and **press Tab**.
5. **Confirm New DSSN-ITR:** - At this field, **re-type** the new **DSSN** and **press Tab**.
6. After re-entering the new **DSSN-ITR** at the **Confirm New DSSN-ITR** field, **click** on the **OK** button. IATS **changes** the DSSNs and **displays** a *pop-up* indicating that the change was made.



7. **Click** on the **OK** button at the *pop-up* displayed above. IATS **returns** to the **System Administrator View** screen.

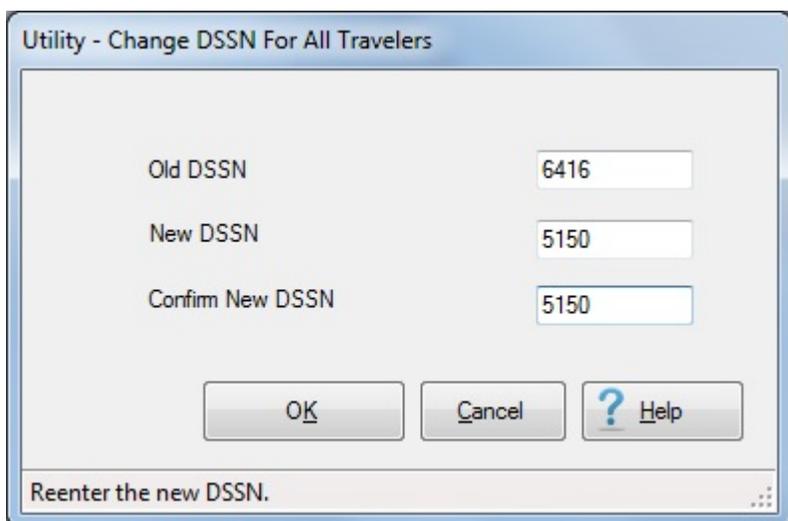
Change Paying DSSN

Because of the opening of the many new DFAS Operating Locations (**OPLOCS**), some travel offices have **closed** and **transferred** their **accounts** to the **OPLOCS**.

When this occurs, the **DSSN numbers** stored in the travel accounts being transferred must be changed to the new accountable **DSSN**.

 **Complete the following steps to "change" the Paying DSSN:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Change Paying DSSN** option. The **Change DSSN for All Travelers** screen appears.



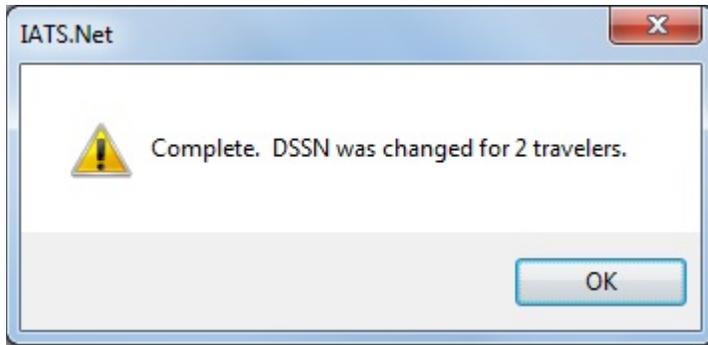
Utility - Change DSSN For All Travelers

Old DSSN	6416
New DSSN	5150
Confirm New DSSN	5150

OK Cancel ? Help

Reenter the new DSSN.

3. **Old DSSN:** - At this field, **type** the old **DSSN** and **press Tab**.
4. **New DSSN:** - At this field, **type** the new **DSSN** and **press Tab**.
5. **Confirm New DSSN:** - At this field, **re-type** the new **DSSN** and **press Tab**.
6. After re-entering the new **DSSN** at the **Confirm New DSSN** field, **click** on the **OK** button. IATS **changes** the DSSNs and **displays** a *pop-up* indicating that the change was made.



7. **Click** on the **OK** button at the *pop-up* displayed above. IATS **returns** to the **System Administrator View** screen.

Check for Old Users

User ID's and associated **passwords** remain in the database until the **System Administrator** accesses the **Maintenance** module and **deletes** them.

A **utility** program was added to IATS that will provide a **listing** of users that have not logged into the database in the past **90** days. When the list is generated, the System Administrator then has the **option** to **delete** those users if desired. In addition, any **deletions** made by using this utility will be **added** to the **Privilege Change Report**.

Note: One **exception** is that the User ID "**System**" cannot be deleted by using this utility program.

 Complete the following steps to "generate" the list of Old Users:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Delete Old Users** option. If there are no users that have not logged in with in the past 90 days, the following *pop-up message* appears.



3. You would then **click** on **OK**.

Delete Old Users

User ID	Name	Date Last Used/ Suspd	Suspended
SHIRL	FARRIS, SHIRL	1/7/2015	<input type="checkbox"/>
GEORGE	FARRIS, GEORGE	1/7/2015	<input type="checkbox"/>

Select All

Unselect All

Delete

OK

? Help

Note: When using this screen you can **sort** the data by **clicking** on the column **headers**.

4. If there are no old users listed on the Delete Old Users screen, **click** on **OK** to return to the System Administrator View screen.
5. If users are listed, however, that you would like to delete, you would **select** the desired users by **clicking** on the user's **name** listed in the **Name** field. If you wish to select **all** of the listed users, **click** on the **Select All** button.
6. When the users you wish to delete are highlighted, **click** on the **Delete** button. The highlighted users will **disappear** from the list.
7. When you are finished, **click** on the **OK** button to return to the System Administrator View screen.

Deleted Details Report

Some requests received in the travel office **cannot be processed**. There are **various reasons** for this - no signature on the voucher, no attached travel orders, etc. IATS allows users with the appropriate privileges to **delete** these requests. The **Delete Details Report** screen allows users to generate a report detailing the following items:

- Logged advances or settlements deleted by a user
- Computed advances or settlements deleted by a user
- Travel Orders that have been deleted by a user
- Travel Accounts/Profiles that have been deleted by a user

 Complete the following steps to "run" the Delete Details Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Utilities**". An **expandable menu** appears listing the various utility programs.
2. **Click** on the **Deleted Details Report** option. The **Deleted Details Report** screen appears.

Query By Traveler

1. **Click** in the **circle** next to the word **Traveler** if you wish to generate the report details for a particular traveler.
2. **Find ID:** - At the **Find ID** field, **type** the SSN of the travel account you wish to generate the report for and then **press Tab**.
3. **Traveler Name:** - If the **correct** SSN was entered, the traveler's **name** will automatically appear in the **Name** field.
4. **Begin Date for Print:** - This is an **optional** field. If you wish, however, to generate the report from a specific beginning date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
5. **End Date for Print:** - This is an **optional** field. If you wish, however, to generate the report for a specific ending date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
6. **Click** on the **Print** button to generate this report.

Query by IATS User

1. **Click** in the **circle** next to the words **IATS User** you wish to generate the report details for a particular user. When this option is selected, you will see a *drop down list* of IATS users at the **IATS User Name** field.

Deleted Details Report

Query By

Traveler IATS User

Deleted Details to Print - Traveler (Optional)

Find ID

IATS User Name:

- FARRIS, DAVID O. (DAVE)
- SYSTEM, THE (SYSTEM)

Default Purge Date is 60 days prior to today

Date Last Purged:

Begin Date for Print (optional)

End Date for Print (optional)

Enter the name of the IATS user that you wish to find

2. **Click** on the desired **user name** to make your selection.
3. **Begin Date for Print:** - This an **optional** field. If you wish, however, to generate the report from a specific beginning date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**. You can also **click** on the *down arrow* button and use the **calendar** to select the date.

4. **End Date for Print:** - This an **optional** field. If you wish, however, to generate the report for a specific ending date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
5. **Click** on the **Print** button to generate this report.

Purge

1. After the report is printed, the **Purge** button will be accessible. If you wish to purge the report from your database, **click** on the **Purge** button.
2. A *pop-up message* will appear indicating that all records will be purged **60 days prior** to **today's date** or **60 days prior** to the **date** entered at the **Begin Date for Print** field. The pop-up message will also ask whether you want to change the date. You would **click** on *Yes* or *No* as desired.
3. If you click on *Yes*, the **Date of Purge** field will be highlighted and you must enter the desired purge date in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
4. If you click on *No*, a pop-up message appears asking if you want to begin the purge. **Click** on *Yes* or *No* as desired.
5. When you click on *Yes*, to begin the purge, another *pop-up message* appears asking if you wish to print all records being purged. **Click** on *Yes* or *No* as desired.
6. IATS purges the table and also **prints** the records for the purged items if that option was selected.
7. When finished running the Deleted Details Report, **click** on **Exit** to return to the **System Administrator View** screen.

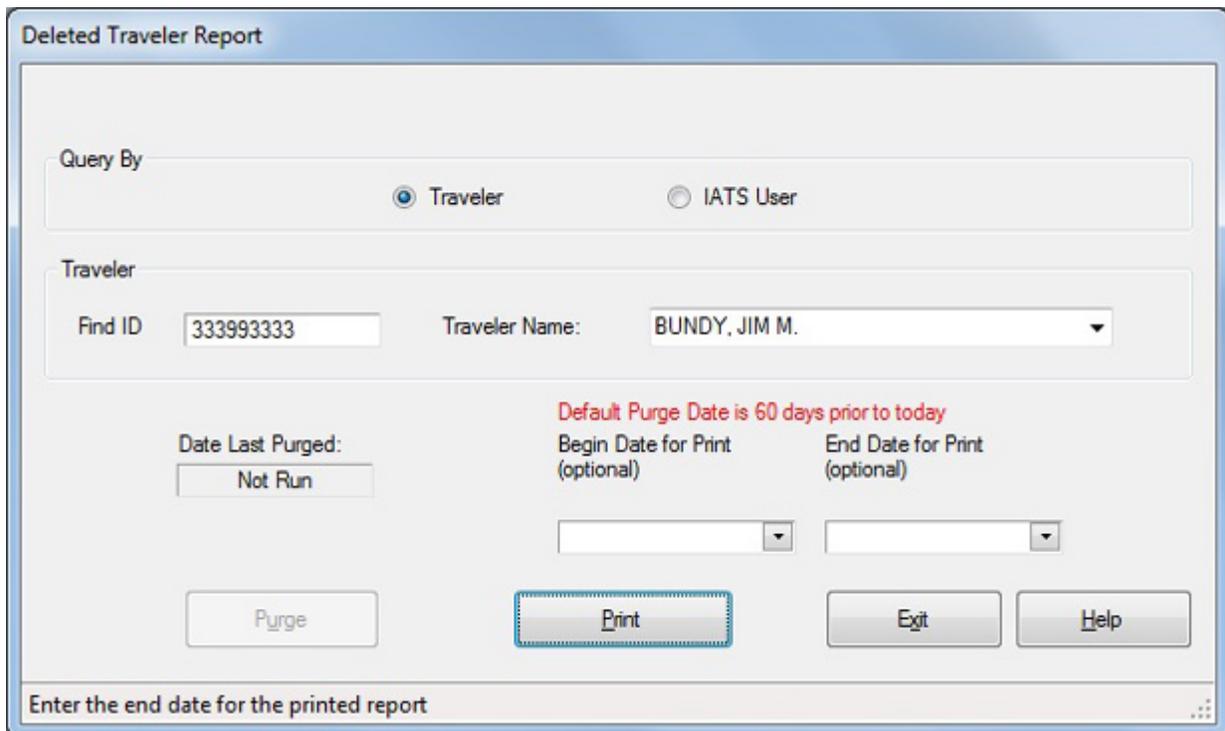
Deleted Traveler Report

As a travel voucher **examiner**, it may be necessary to **delete** traveler **profiles** on occasion. This commonly occurs when the traveler has **relocated** to a new duty **station** and the **account** is no longer **serviced** by your office.

On occasion, a travel voucher examiner may **delete** details that they should not. For this reason, a report was added to IATS that will show the **reason** the profile was deleted, the **date** deleted, and the **examiner** that performed the deletion.

 **Complete the following steps to "run" the Deleted Traveler Report:**

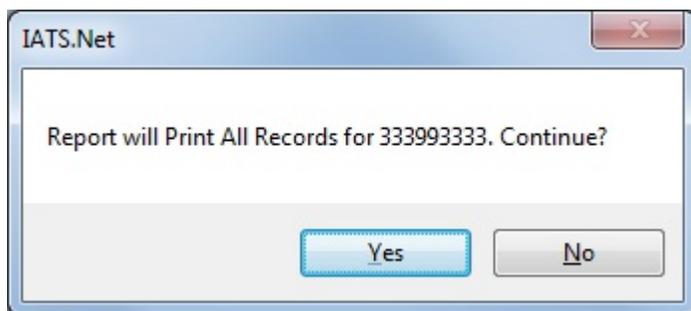
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Deleted Travelers Report** option. The **Deleted Traveler Report** screen appears.



Query By Traveler

1. **Click** in the **circle** next to the word **Traveler** if you wish to generate the report details for a particular traveler.
2. **Find ID:** - At the **Find ID** field, **type** the SSN of the travel account you wish to generate the report for and then **press Tab**.
3. **Traveler Name:** - If the **correct** SSN was entered, the traveler's **name** will automatically appear in the **Name** field.

4. **Begin Date for Print:** - This an **optional** field. If you wish, however, to generate the report from a specific beginning date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**.
5. **End Date for Print:** - This an **optional** field. If you wish, however, to generate the report for a specific ending date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**.
6. **Click** on the **Print** button to generate this report. A *pop-up message* will appear asking if you wish to print with the SSN **masked**. **Click** on *Yes* or *No* as desired.
7. A *pop-up message* will appear indicating that the report will print all records for the selected traveler.



8. **Click** on *Yes* or *No* as desired.
9. The **Adobe Reader** screen appears.
10. **Click** on the **Printer icon**. The **Print** screen appears.
11. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
12. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
13. IATS prints the report and returns to the **Adobe Reader** screen.
14. If you are finished using the **Adobe Reader**, **click** on the **red X** button in the top right corner to close the screen.

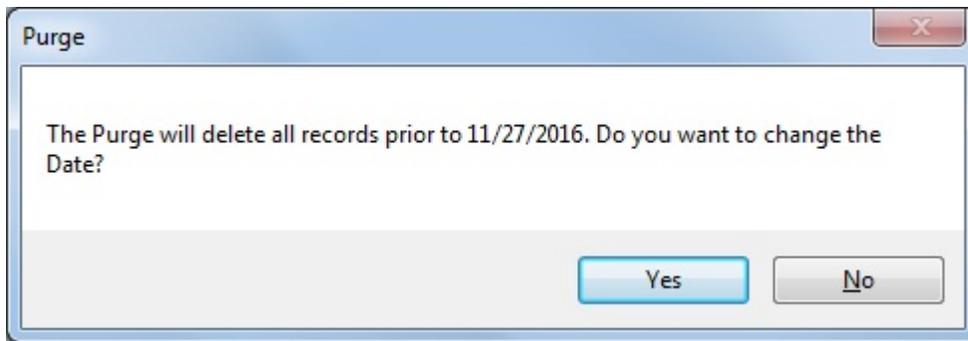
Query by IATS User

1. **Click** in the **circle** next to the words **IATS User** you wish to generate the report details for a particular user.
2. **IATS User Name:** - **Click** on the *down arrow* button to **display** a *drop down list* of IATS user.

3. **Click** on the desired **user name** to make your selection.
4. **Begin Date for Print:** - This an **optional** field. If you wish, however, to generate the report from a specific beginning date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**.
5. **End Date for Print:** - This an **optional** field. If you wish, however, to generate the report for a specific ending date, **type** the desired **date** at this field in **MMDDYY** format and then **press Tab**.
6. **Click** on the **Print** button to generate this report.
7. A **pop-up message** will appear asking if you wish to **mask** the SSN's. **Click** on **Yes** or **No** as desired.
8. Another **pop-up message** will appear asking if you want to **print** all records for the selected IATS user. **Click** on **Yes** or **No** to **continue**.
9. If you click on **Yes**, the **Adobe Acrobat Reader** screen will appear displaying the report.
10. **Click** on the Printer **icon**. The **Print** screen appears.
11. **Verify** that the **PC** is **configured** for the **correct printer** or **make** any **necessary changes**.
12. **Select** the **number of copies** you wish to print and then **click** on the **Print** button.
13. IATS prints the report and returns to the **Adobe Reader** screen.
14. If you are finished using the **Adobe Reader**, **click** on the **red X** button in the top right corner to close the screen.

Purge

1. If you wish to purge the report from your database, **click** on the **Purge** button.
2. The following **pop-up message** will appear indicating that all records will be purged **60 days prior to the current date**. The pop-up message will also ask whether you want to change the date. You would **click** on **Yes** or **No** as desired.



3. If you click on *Yes*, the **Date of Purge** field will be highlighted and you must **enter** the desired purge date in **MMDDYY** format.
4. If you click on *No*, a pop-up message appears asking if you want to begin the purge. **Click** on *Yes* or *No* as desired.
5. When you click on *Yes*, to begin the purge, another *pop-up* message appears asking if you wish to print all records being purged. **Click** on *Yes* or *No* as desired.
6. IATS purges the table and also **prints** the records for the purged items if that option was selected.
7. When finished running the Deleted Traveler Report, **click** on **Exit** to return to the **System Administrator View** screen.

Dump CMET Table

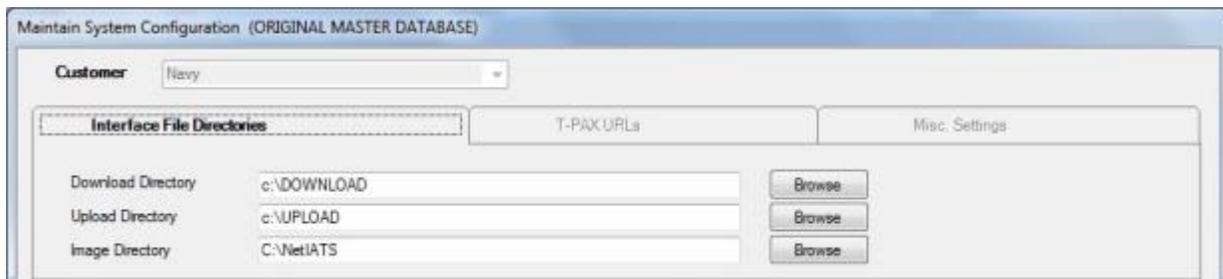
Navy accounting **appropriations** are stored in the IATS database in a **CMET table**.

IATS users can automatically pull the full appropriation from the table just by entering the Bureau Control Number Codes (**BCN**). This saves many keystroke entries, and increases accuracy. Ordinarily, travel offices will **process** a **download** file containing the CMET Database to **populate** the CMET Table.

IATS contains a **Utility** program that allows you to **export** the **CMET table** from one IATS database that can be **imported** into another IATS database. This feature provides an efficient means of managing multiple IATS databases.

 Complete the following steps to "export" the CMET table:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Dump CMET Table** option.
3. After clicking on the **Dump CMET Table** option, IATS automatically creates an export file of the data contained in the CMET table.
4. The **exported CMET file** will be **found** in the **directory** that was established in the **Maintenance** module for **Uploads** as demonstrated in the following screen.



Tip: The exported CMET file will be a **dat** file named **CMET**. This file can then be **imported** into another IATS database by the system administrator. **Refer** to the the **Help** topic, "[Process CMET Download File](#)", for **instructions** on how to **import** the CMET file.

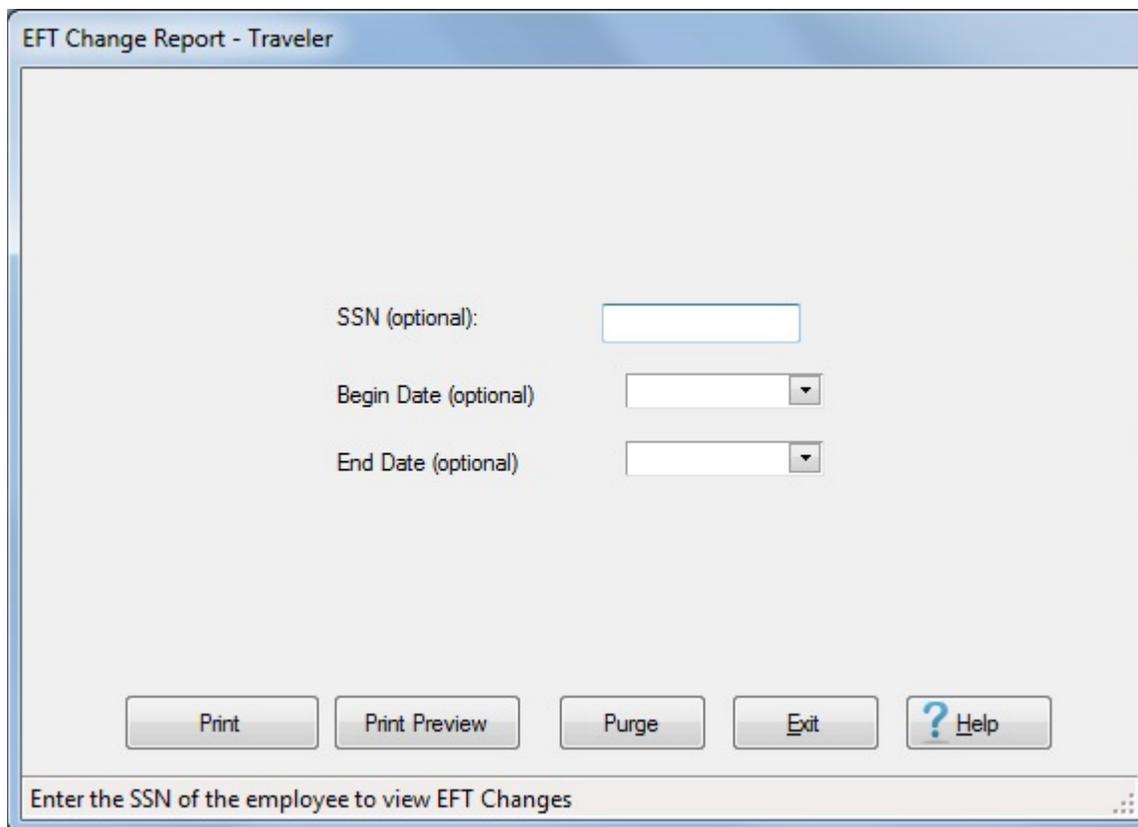
EFT Change Report - Traveler

IATS generates a **report** that lists all travel **accounts** having a **change** made to the **EFT account data** residing in the IATS database. This will be a useful tool for supervisors needing to research a traveler's account history when problems arise with EFT payments.

Note: This report can be generated for either **travel accounts** that have been changed or for **users** that made changes to EFT account data.

 **Complete the following steps to "generate" the EFT Change Report for a Traveler:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various report options.
2. **Click** on the **EFT Change Report - Traveler** option. The **EFT Change Report - Traveler** screen appears.



EFT Change Report - Traveler

SSN (optional):

Begin Date (optional)

End Date (optional)

Print Print Preview Purge Exit ? Help

Enter the SSN of the employee to view EFT Changes

Note: Entering an **SSN** a **Beginning Date** and **Ending Date** is **optional**. If not entered, IATS **displays** a *pop-up* asking the user if they are **sure** they wish to **print all** EFT changes.

3. **SSN:** - IATS allows you to generate the EFT Change Report for a specific traveler. At this field, **type** the travelers SSN in the **SSN** field. If no SSN is entered, IATS generates this report for all traveler **accounts** that have had a **change** made to their EFT account **information**.
4. **Begin Date:** - IATS allows you to generate the EFT Change Report for a period beginning with a specific date **if** a **date** is **entered** at this field. If no date is entered, IATS generates this report for all traveler **accounts** that have had a **change** made to their EFT account **information**.
5. **End Date:** - IATS allows you to generate the EFT Change Report for a period ending with a specific date **if** a **date** is **entered** at this field. If no date is entered, IATS generates this report for all traveler **accounts** that have had a **change** made to their EFT account **information**.
6. **Print Preview:** - **Click** on the **Print Preview** button if you wish to see a screen **display** of the report. You will see a **PDF** view of the report. You must have a **PDF reader** (such as **Adobe**) installed on your PC.
7. **Print:** - After entering an SSN and/or a beginning date, if desired, **click** on the **Print** button. A *pop-up message* appears asking if you are **sure** you wish to print all changes. **Click** on Yes or No as desired.
8. If you click on Yes, the **Adobe Reader** screen appears.
9. **Click** on the Printer **icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
11. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
12. IATS prints the report and returns to the **Adobe Reader** screen.
13. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
14. **Purge:** - After you have printed the EFT Change Report for travelers, you may want to **purge** the file so that the next time you run the report, you will only generate data for new changes that have been since the purge was last run.
15. To purge the file, **click** on the **Purge** button. A *pop-up message* will appear asking you to **enter** a Purge through date. **Click** on **OK** to continue.
16. Next you would **click** in the **Begin Date** field and then **type** the desired Purge through **date**.

Note: The Purge through date must be at least **60 days** prior to the current date. If you have entered at date that is less than 60 days prior to the current date you will see a *pop-up message* stating so. You would **click** on **OK** and re-enter the appropriate date at the **Beginning Date** field.

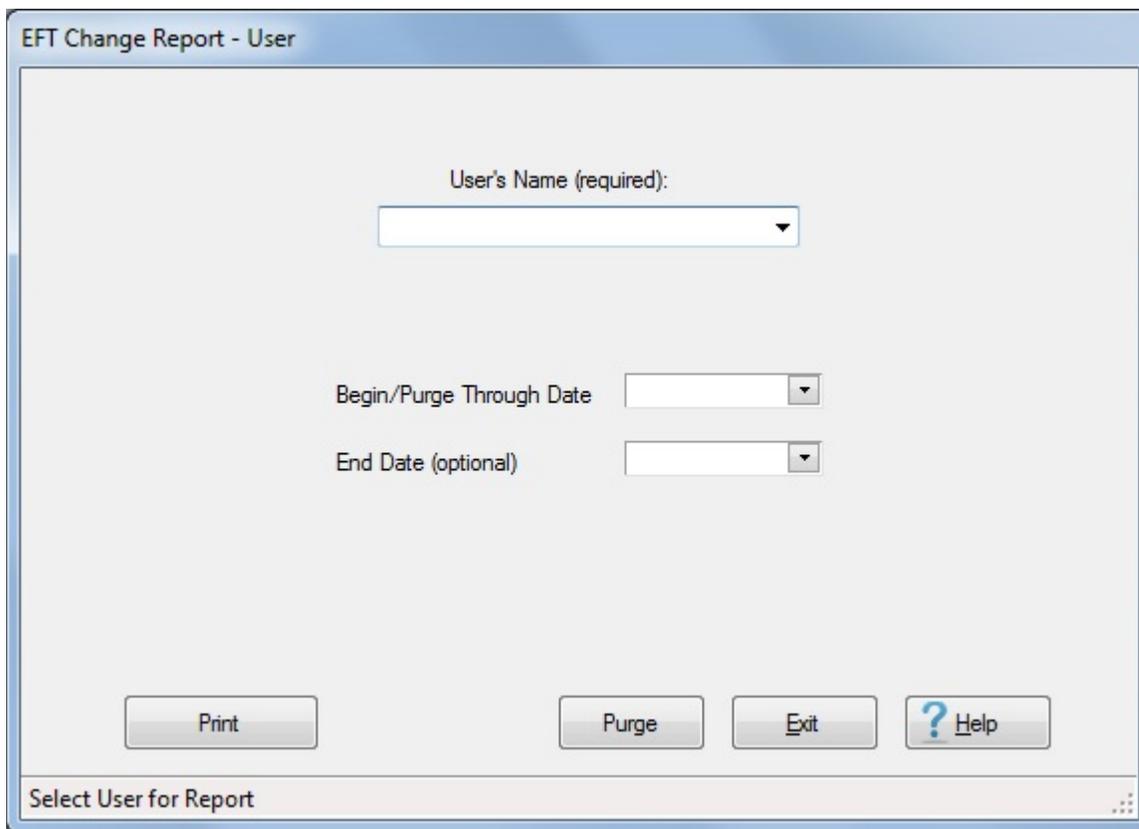
17. Once you have a correct Purge through **date** entered, **click** on the **Purge** button again. Another *pop-up* message appears asking if you wish to purge all EFT records prior to the date entered. **Click** on Yes or No as desired.
18. IATS purges the file and displays a **message** that all EFT change records prior to the date entered were purged. **Click** on **OK** to continue.
19. When finished running the **EFT Change Report** for travelers, **click** on **Exit** to return to the **System Administrator View** screen.

EFT Change Report - User

IATS generates a **report** that lists all travel **accounts** having a **change** made to the **EFT account data** residing in the IATS database. This will be a useful tool for supervisors needing to research a traveler's account history when problems arise with EFT payments.

 **Complete the following steps to "generate" the EFT Change Report for users:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various report options.
2. **Click** on the **EFT Change Report - User** option. The **EFT Change Report - User** screen appears.



The screenshot shows a software window titled "EFT Change Report - User". Inside the window, there is a form with the following elements:

- A dropdown menu labeled "User's Name (required):".
- A dropdown menu labeled "Begin/Purge Through Date".
- A dropdown menu labeled "End Date (optional)".
- Four buttons at the bottom: "Print", "Purge", "Exit", and "? Help".
- A status bar at the bottom of the window that says "Select User for Report".

3. **User's Name:** - At the User's Name field, **click** on the **down arrow** button. A **list** will appear displaying the **names** of all **users** assigned to the particular office. You would then **click** on the desired user's **name**.
4. **Begin/Purge Through Date:** - IATS allows you to generate the EFT Change Report for a period beginning with a specific date **if** a **date** is **entered** at this field. If no date is entered, IATS generates this report for all traveler **accounts** that have had a **change** made to their EFT account **information**. Either **type** a date

in **MM/DD/YY** format or **click** on the *down arrow* button and use the **calendar** to select a date.

5. **End Date:** - IATS allows you to generate the EFT Change Report for a period ending with a specific date if a **date** is **entered** at this field. If no date is entered, IATS generates this report for all traveler **accounts** that have had a **change** made to their EFT account **information**. Either **type** a date in **MM/DD/YY** format or **click** on the *down arrow* button and use the **calendar** to select a date.
6. After entering a beginning date, if desired, **click** on the **Print** button. The **Adobe Reader** screen appears.
7. **Click** on the Printer **icon**. The **Print** screen appears.
8. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
9. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
10. IATS prints the report and returns to the **Adobe Reader** screen.
11. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
12. **Purge:** - After you have printed the EFT Change Report for users, you may want to **purge** the file so that the next time you run the report, you will only generate data for new changes that have been since the purge was last run.
13. To purge the file, **click** on the **Purge** button. A *pop-up message* will appear asking you to **enter** a Purge through date if no date was previously entered at the **Begin/Purge Through Date** field. **Click** on **OK** to continue.
14. If no date was previously entered, you would **click** in the **Begin/Purge Through Date** field and then **type** the desired Purge through **date**.

Note: The Purge through date must be at least **60 days** prior to the current date. If you have entered a date that is less than 60 days prior to the current date you will see a *pop-up message* stating so. You would **click** on **OK** and re-enter the appropriate date at the **Begin/Purge Through Date** field.

15. Once you have a correct Purge through **date** entered, **click** on the **Purge** button again. Another *pop-up message* appears asking if you wish to purge all EFT records prior to the date entered. **Click** on *Yes* or *No* as desired.
16. If you click on *Yes*, another *pop-up message* appears asking if you would like to **print** the records being purged first. **Click** on *Yes* or *No* as desired.
17. IATS purges the file and displays a **message** that all EFT change records prior to the date entered were purged. **Click** on **OK** to continue.
18. When finished running the **EFT Change Report** for users, **click** on **Exit** to return to the **System Administrator View** screen.

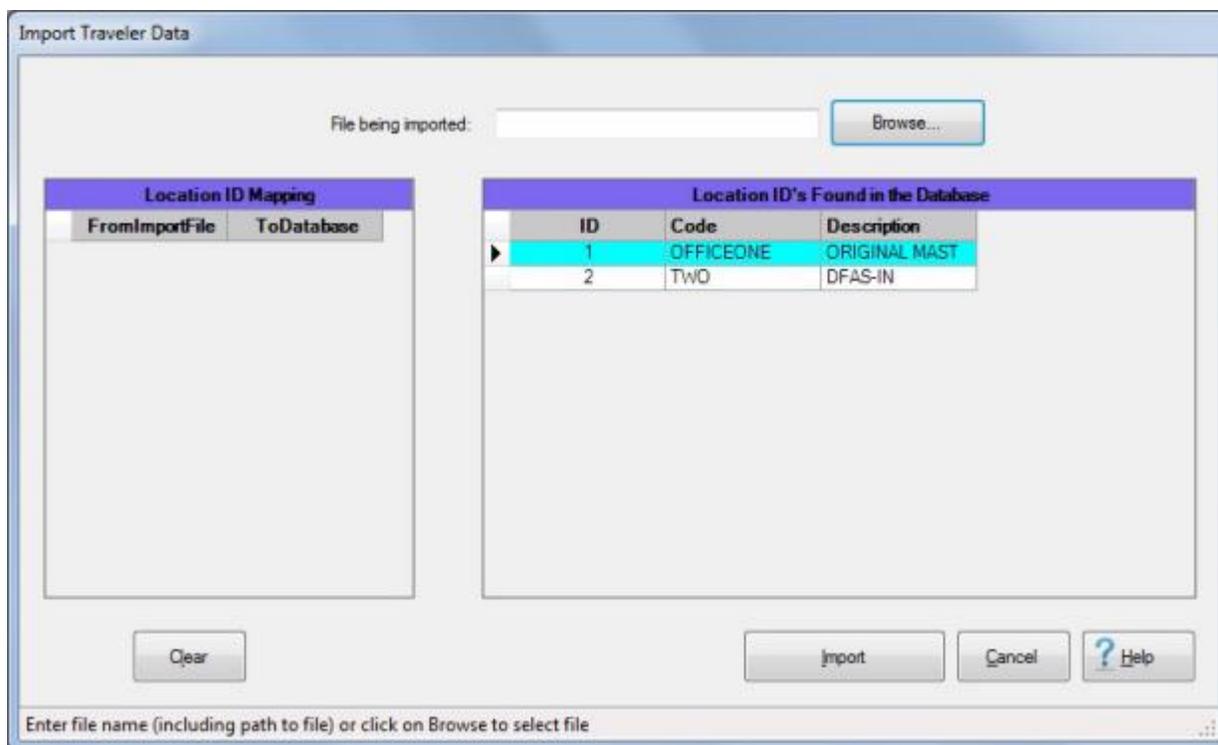
Import DumpData

IATS contains a utility program that will allow data that has been dumped to a file from one travel office to be imported into the IATS database at another travel office. This feature is useful when a traveler switches duty stations.

The servicing travel office at the old duty station can dump the departing traveler's data to a file and then forward that data to the servicing travel office at the new duty station. The travel office at the new duty station can then import the DumpData file to create the traveler's history record.

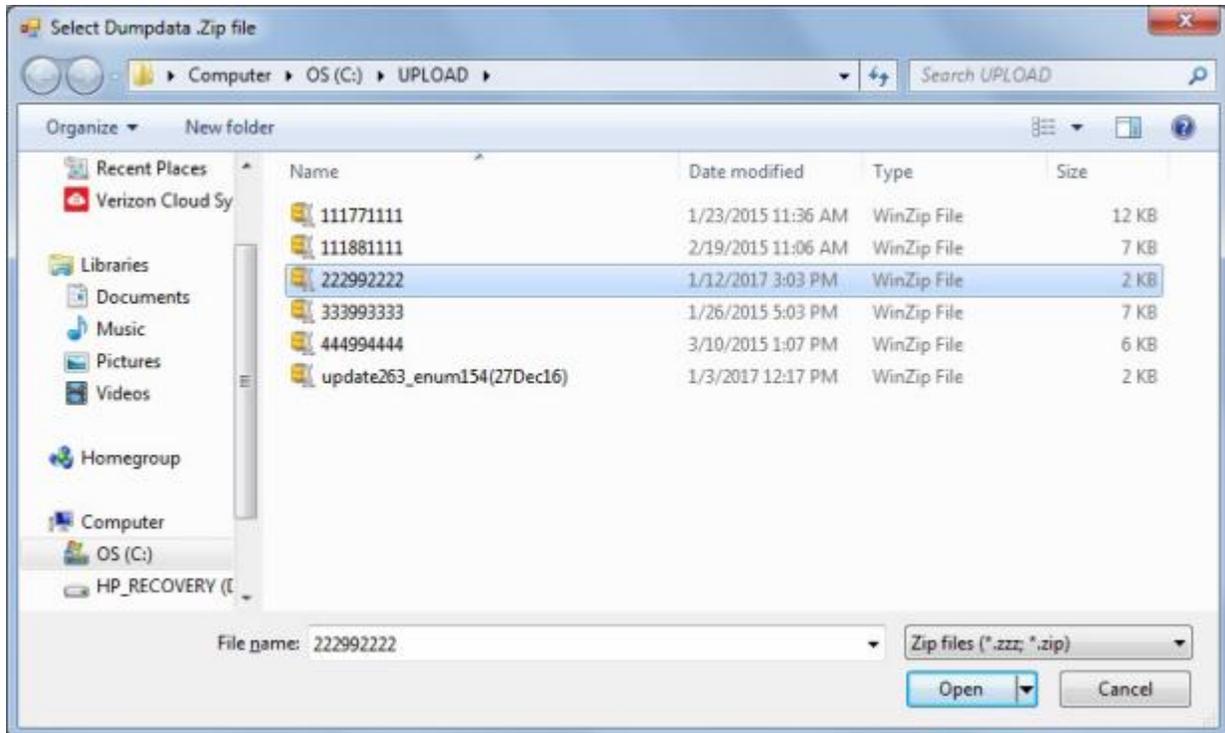
 **Complete the following steps to "import" a DumpData file:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Import Dump Traveler** option. The **Import Traveler Data** screen appears.

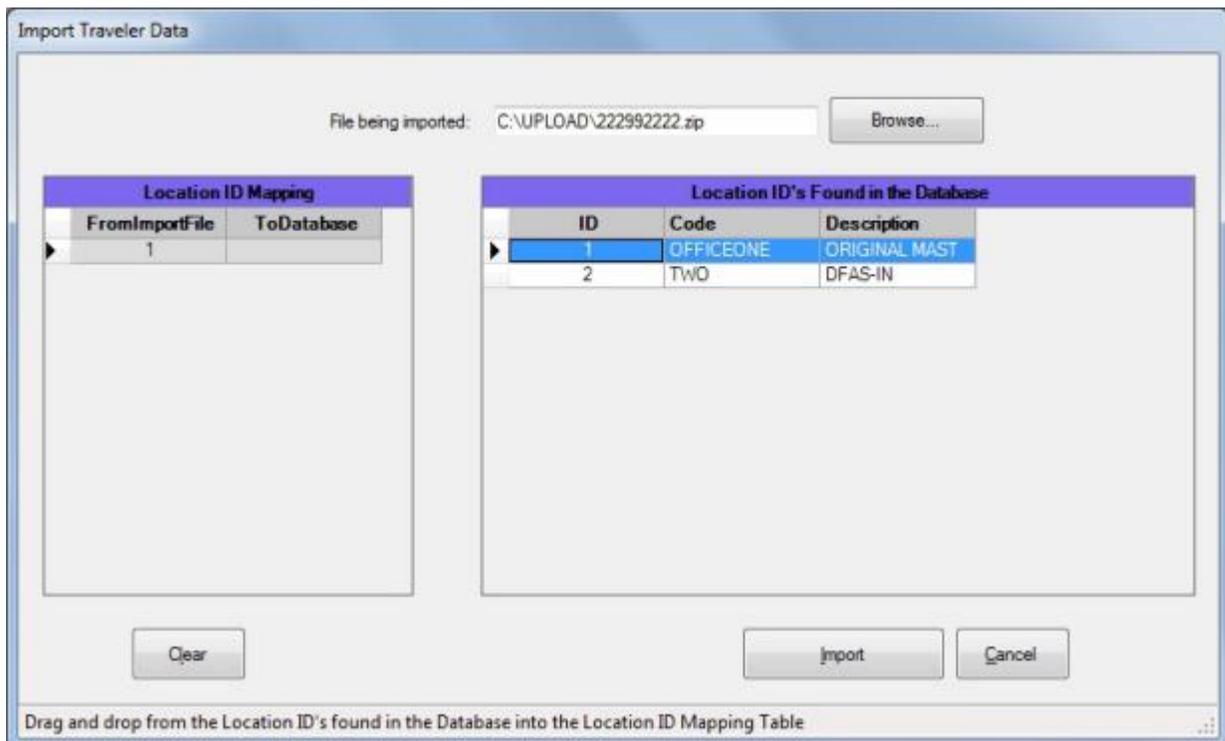


Note: At this screen, the IATS user must browse to the **location** where the import file **resides** and then **select** the desired file.

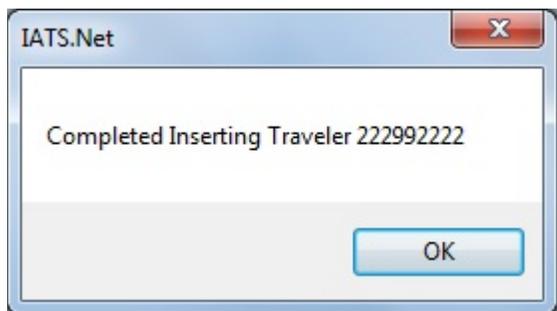
3. **Click** on the **Browse** button. The **Select Dumpdata.Zip File** screen will appear.



4. Once you have **located** and **selected** the file to be imported, **click the Open** button.
5. IATS returns to the **Import Traveler Data** screen and displays the selected filename at the **File being imported** field.



6. If you have more than one **office** listed under the heading "**Location ID's Found in the Database**", you would first **click** on the desired **office** you wish to import the file into to highlight the office.
7. Next, **place** your mouse **pointer** on the desired **office** and **hold** down the right button.
8. Now you will **drag** the **Location ID** left to the **Location ID Mapping** section until you see that the listed **file** is **highlighted** and the **Office ID number** is **displayed** in the **To Database** column.
9. When you have selected the correct office and file to import, **Click** on **Import**.
10. IATS **imports** the selected file and **displays** the following *pop-up message*:



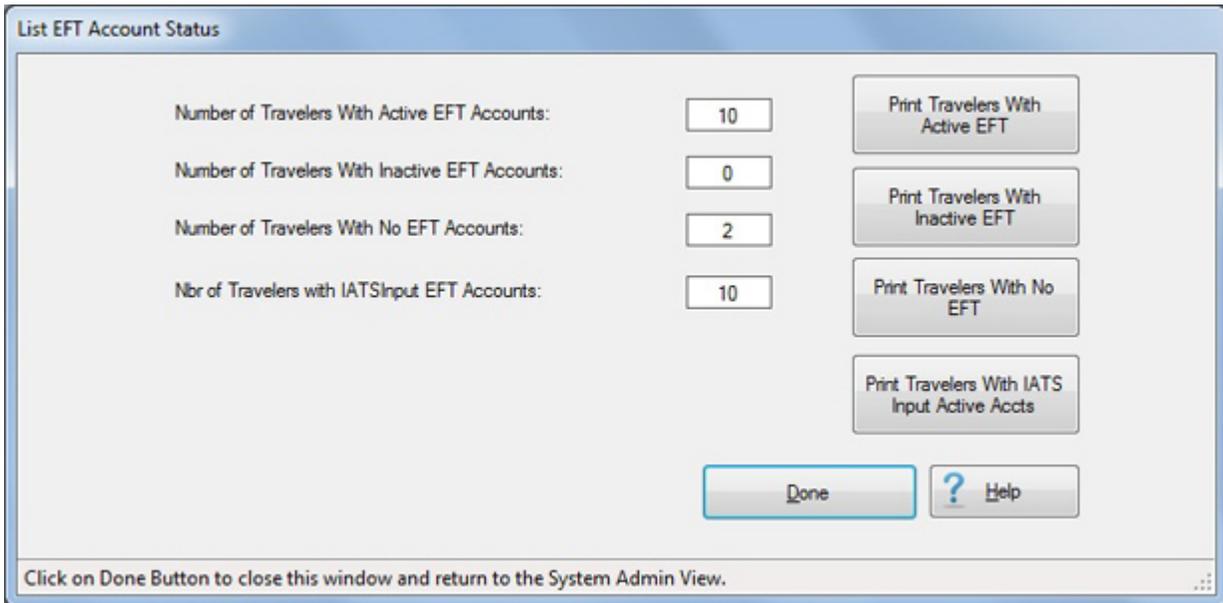
11. **Click** on **OK** to return to the **Import Traveler Data** screen.
12. If you are **finished** using the **Import Traveler Data** screen, **click** on **Done** to return to the **System Administrator View** screen.

List Travelers EFT Status

On occasion, a supervisor may wish to have a printed listing of every travel **account** in the database that is either **active** or **inactive** for **EFT payments**. This can be accomplished through the IATS **Utility Module**.

 Complete the following steps to "generate" the EFT Status List:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **List Travelers According to EFT Status** option. The **List EFT Account Status** screen appears.



Category	Count	Action
Number of Travelers With Active EFT Accounts:	10	Print Travelers With Active EFT
Number of Travelers With Inactive EFT Accounts:	0	Print Travelers With Inactive EFT
Number of Travelers With No EFT Accounts:	2	Print Travelers With No EFT
Nbr of Travelers with IATSInput EFT Accounts:	10	Print Travelers With IATS Input Active Accts

Click on Done Button to close this window and return to the System Admin View.

Note: An **inactive EFT account** is one in which EFT account **data** has been **entered** into the traveler's **profile**, but the EFT **status** is set to **Inactive**. **Direct deposits** and **split disbursement** payments cannot be processed for **accounts** that are **inactive** for EFT.

3. **Print Travelers With Active EFT:** **Click** on this **button** to generate a printed listing of every travel **account** in the databases that is **active** for EFT payments.
4. **Print Travelers With Inactive EFT:** **Click** on this **button** to generate a printed listing of every travel **account** in the database that is **in-active** for EFT payments.
5. **Print Travelers With No EFT:** **Click** on this **button** to generate a printed listing of every travel **account** in the database that does not have an EFT account.

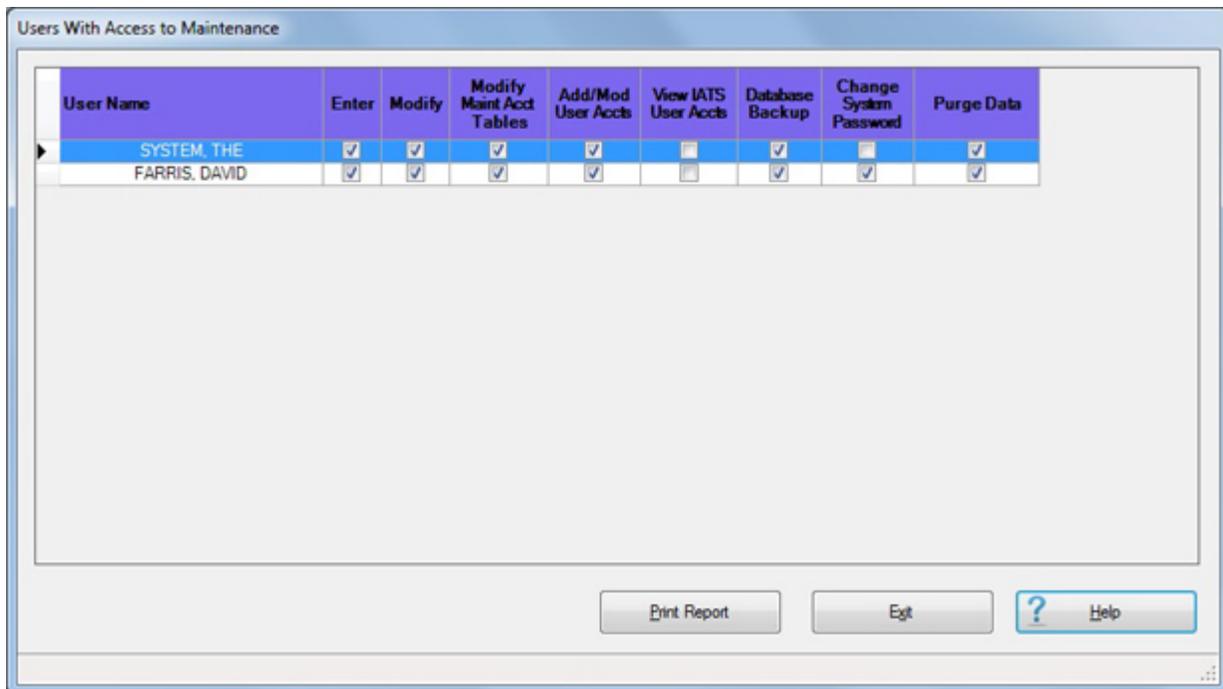
6. **Print Travelers With IATS Input Active Accts:** **Click** on this **button** to generate a printed listing of every travel **account** in the databases that is **active** for EFT payments and the accounts were created by manual input through IATS.
7. After clicking on one of the various print buttons, the a *pop-up message* will appear asking if you wish to **save** the output to a **file**.
8. **Click** on *Yes* or *No* as desired. If you click on *Yes*, the **Save As** screen appears and you must **specify** a **location**, **name**, and file **type**.
9. If you click on *No*, the **Adobe Reader** screen appears.
10. **Click** on the Printer **icon**. The **Print** screen appears.
11. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
12. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
13. IATS prints the report and returns to the **Adobe Reader** screen.
14. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
15. When **finished** generating the EFT Status Report, **click** on the **Done** button to **return** to the **System Administrator View** screen.

List Users With Access to Maintenance

On occasion it may be necessary to **determine** which **users** in a travel office have **access** to the IATS **Maintenance** module.

 Complete the following steps to "generate" a list of users with access to the Maintenance module:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **List Users with Access to Maintenance** option. The **Users With Access to Maintenance** screen appears.



3. The **Users With Access to Maintenance** screen will display a **list** of users that have access to **enter** the Maintenance module and if they have the privilege to **modify** anything within the Maintenance module.
4. **Click** on the **Print Report** button to generate a printed output of this screen is desired. The [IATS Report Viewer](#) screen will appear.
5. **Click** on the Printer icon. The **Print** screen appears.
6. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
7. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
8. IATS prints the report and returns to the **IATS Report Viewer** screen.

IATS 7.2 User Guide

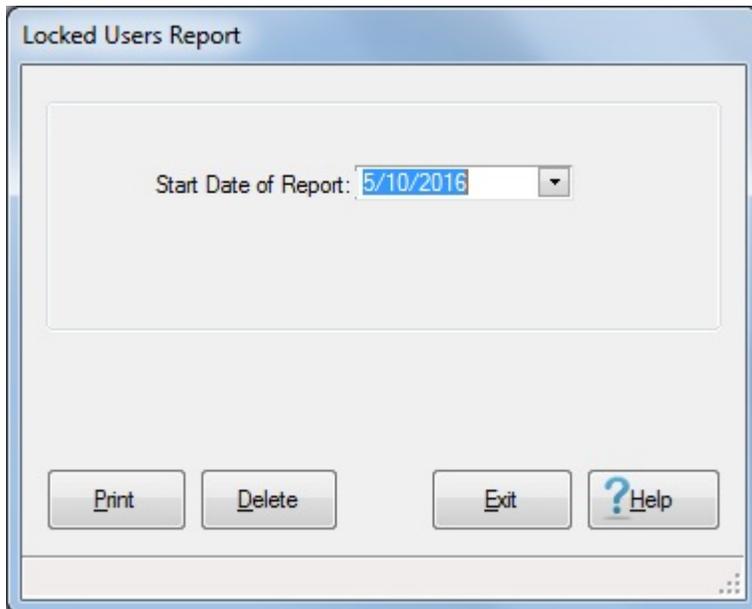
9. If you are finished using the IATS Report Viewer, **click** on the **red** button in the top right corner to close the screen.
10. At the **Users With Access to Maintenance** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Locked Users Report

In order to comply with the Risk Management Framework (**RMF**) and Federal Information Systems Controls Audit Manual (**FISCAM**) security controls, the **Locked Users Report** was added to IATS to **track** individuals making unsuccessful **attempts** to **access** security files.

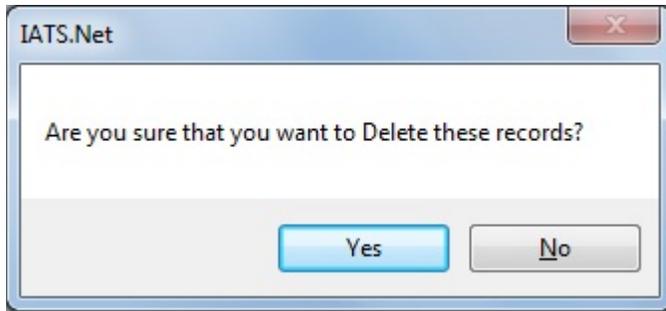
 Complete the following steps to "generate" the Locked Users Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various report options.
2. **Click** on the **Locked Users Report** option. The **Locked Users Report** screen appears.



The screenshot shows a window titled "Locked Users Report". Inside the window, there is a text input field labeled "Start Date of Report:" containing the date "5/10/2016". Below the input field, there are four buttons: "Print", "Delete", "Exit", and "? Help".

3. **Start Date of Report:** - The current date defaults to this field. If desired, enter a different start date in **MMDDYY** format. You may also **click** on the *down arrow* button and use the **calendar** to select the date.
4. After entering the **Start** date, **click** on the **Print** button.
5. After you have generated the report you may **delete** the records that have been generated if desired.
6. If you wish to **delete** these records, **click** on the **Delete** button. The following *pop-up message* will appear asking if you are **sure** you wish to delete these records.



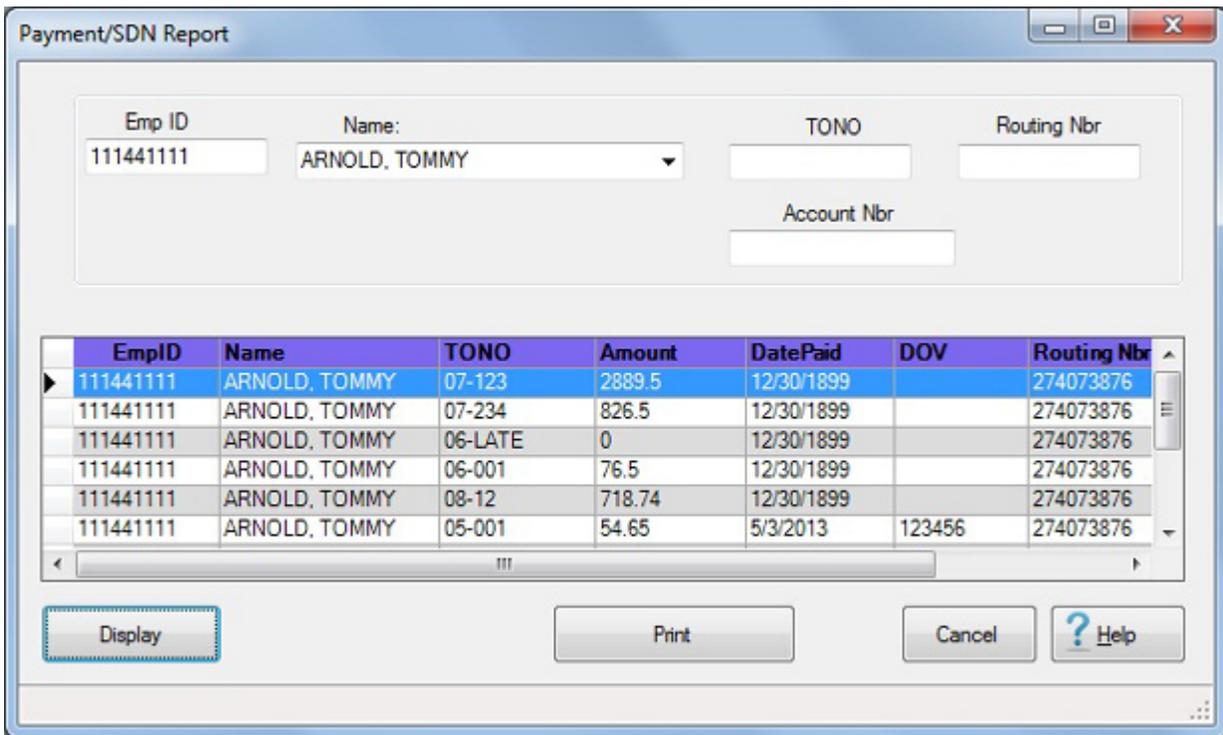
7. **Click** on *Yes* or *No* as desired.
8. If you are **finished** using the Locked Users Report screen, **click** on the **Exit** button.

Payment-SDN Report

The **Payment/SDN Report** was added to IATS as a **tool** supervisors can use to **analyze** the number of claims that were processed and paid against a particular travel order number or SDN.

 Complete the following steps to "generate" the Payment/SDN Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Utilities**". An **expandable menu** appears listing the various utility programs.
2. **Click** on the **Payment/SDN Report** option. The Payment/SDN Report screen appears.



EmpID	Name	TONO	Amount	DatePaid	DOV	Routing Nbr
111441111	ARNOLD, TOMMY	07-123	2889.5	12/30/1899		274073876
111441111	ARNOLD, TOMMY	07-234	826.5	12/30/1899		274073876
111441111	ARNOLD, TOMMY	06-LATE	0	12/30/1899		274073876
111441111	ARNOLD, TOMMY	06-001	76.5	12/30/1899		274073876
111441111	ARNOLD, TOMMY	08-12	718.74	12/30/1899		274073876
111441111	ARNOLD, TOMMY	05-001	54.65	5/3/2013	123456	274073876

3. When the Payment/SDN Report screen is displayed, users may generate payment data in a variety of ways. **Any** of the following **methods** may be used:

- **Emp ID:** - At the Emp ID field, **type** the traveler's **SSN** and then **click** on the **Display** button.
- **Name:** - At the Name field, **type** the traveler's **last name**. When entering the last name, a **drop down list** of names may appear. You may then **scroll** up or down the list of names to find the correct name. When the correct name is displayed,

click on the **name** to select it. After selecting the correct name, **click** on the **Display** button.

- **TONO:** - At the TONO field, **type** the desired **travel order number** or **SDN** and then **click** the **Display** button.
 - **Routing Nbr:** - At the Routing Nbr field, **type** the traveler's bank **routing number** and then **click** on the **Display** button.
 - **Account Nbr:** - At the Routing Nbr field, **type** the traveler's bank **account number** and then **click** on the **Display** button.
4. After using one of the methods described above, IATS generates a **screen display** of the selected payment data.
 5. **Print:** - If you wish to have a print-out of the Payment/SDN Report, **click** the **Print** button. The **Adobe Reader** screen appears.
 6. **Click** on the Printer **icon**. The **Print** screen appears.
 7. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
 8. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
 9. IATS prints the report and returns to the **Adobe Reader** screen.
 10. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
 11. When finished, **click** on the **Cancel** button to **return** to the **System Administrator View** screen.

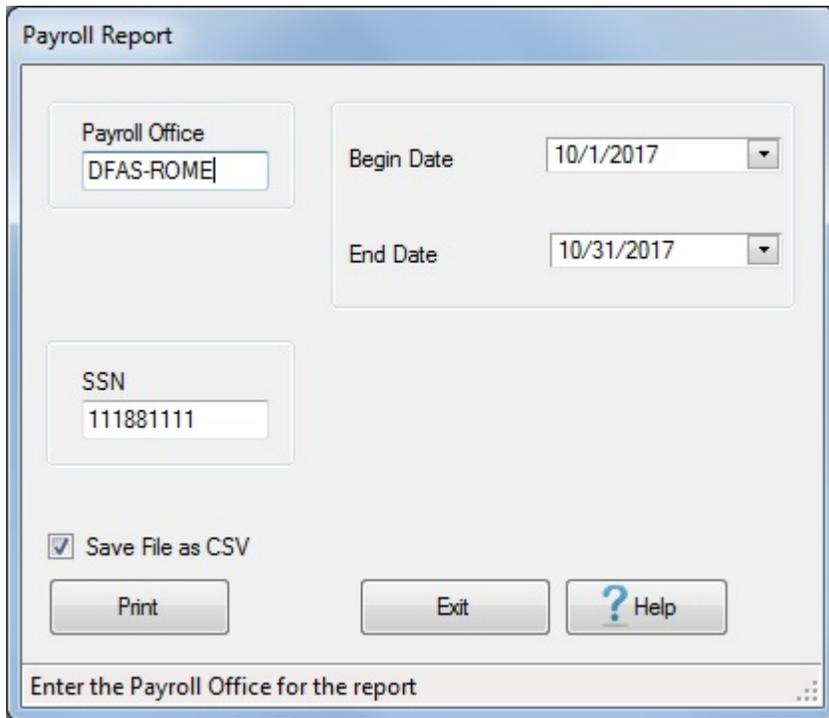
Payroll Report

The **Payroll Report** is used to provide **social security wages** and **social security tax** information to payroll offices.

Note: You may generate this report for an entire payroll office or for a specific individual.

 **Complete the following steps to "generate" the Payroll Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Payroll Report** option. The Payroll Report screen appears.



The screenshot shows a "Payroll Report" dialog box with the following fields and controls:

- Payroll Office:** Text box containing "DFAS-ROME".
- Begin Date:** Date picker showing "10/1/2017".
- End Date:** Date picker showing "10/31/2017".
- SSN:** Text box containing "111881111".
- Save File as CSV:** A checked checkbox.
- Buttons:** "Print", "Exit", and "Help" (with a question mark icon).
- Status Bar:** "Enter the Payroll Office for the report".

3. **Payroll Office:** - **Click** in the **Payroll Office** field and **type** the Payroll Office number if you wish to generate this report by **Payroll Office Code**. This number is **alphanumeric** and consists of **3** characters.
4. **Begin Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
5. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
6. **SSN:**- **Click** in the **SSN** field and **type** the traveler's SSN if you wish to generate this report for a specific individual.
7. **Save as CSV file:** - **Click** in the **check box** if you wish to **activate** this option. A **check mark** appears in the **check box** when this option is activated. If you

activate this option, IATS **generates** a comma delimiter **file** containing the report information. This file may then be **imported** into **Microsoft Excel** to create a **spreadsheet**.

8. **Print:** - When you have entered the Payroll Office number or an SSN and the Begin and End dates, **click** on the **Print** button.
9. The **Adobe Reader** screen appears.
10. **Click** on the Printer **icon**. The **Print** screen appears.
11. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
12. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
13. IATS prints the report and returns to the **Adobe Reader** screen.
14. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
15. When finished, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

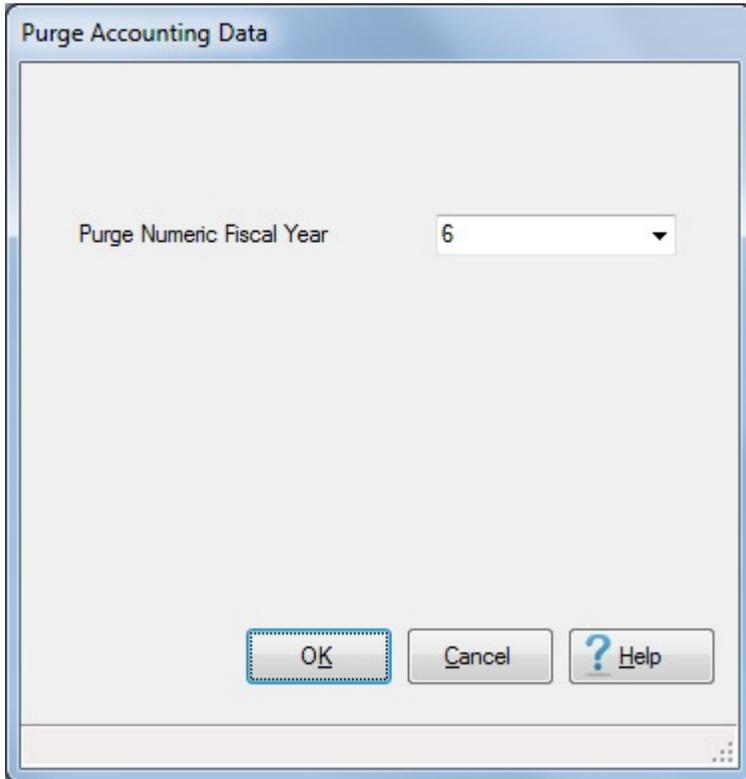
Purge Accounting Data

The **Purge Accounting Data** utility program is used to **delete** expired accounting classifications from the IATS database.

Note: Only **numeric** fiscal years will be **deleted**. All **alphabetic** fiscal years (eg. A, M, R, X, etc.) will **remain**.

 **Complete the following steps to "delete" expired accounting classifications from the IATS database:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Purge Accounting Data** option. The **Purge Accounting Data** screen appears.

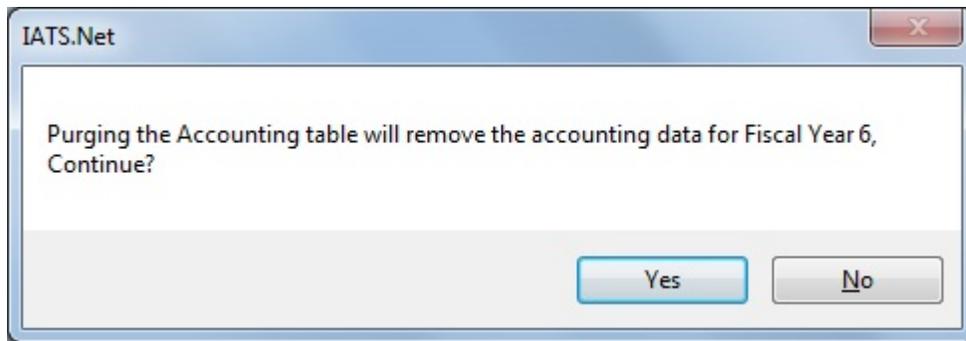


Purge Accounting Data

Purge Numeric Fiscal Year 6

OK Cancel ? Help

3. **Click** on the *down arrow* button at the **Purge Numeric Fiscal Year** field to display the list of fiscal years.
4. **Click** on the **number** that represents the fiscal year you wish to delete.
5. After you have selected the number for the fiscal year you wish to delete, **click** on **OK**. The following *pop-up message* will appear:



6. **Click** on *Yes* to continue. The following pop-up message will appear when the data has been purged.



7. **Click** on **OK**.

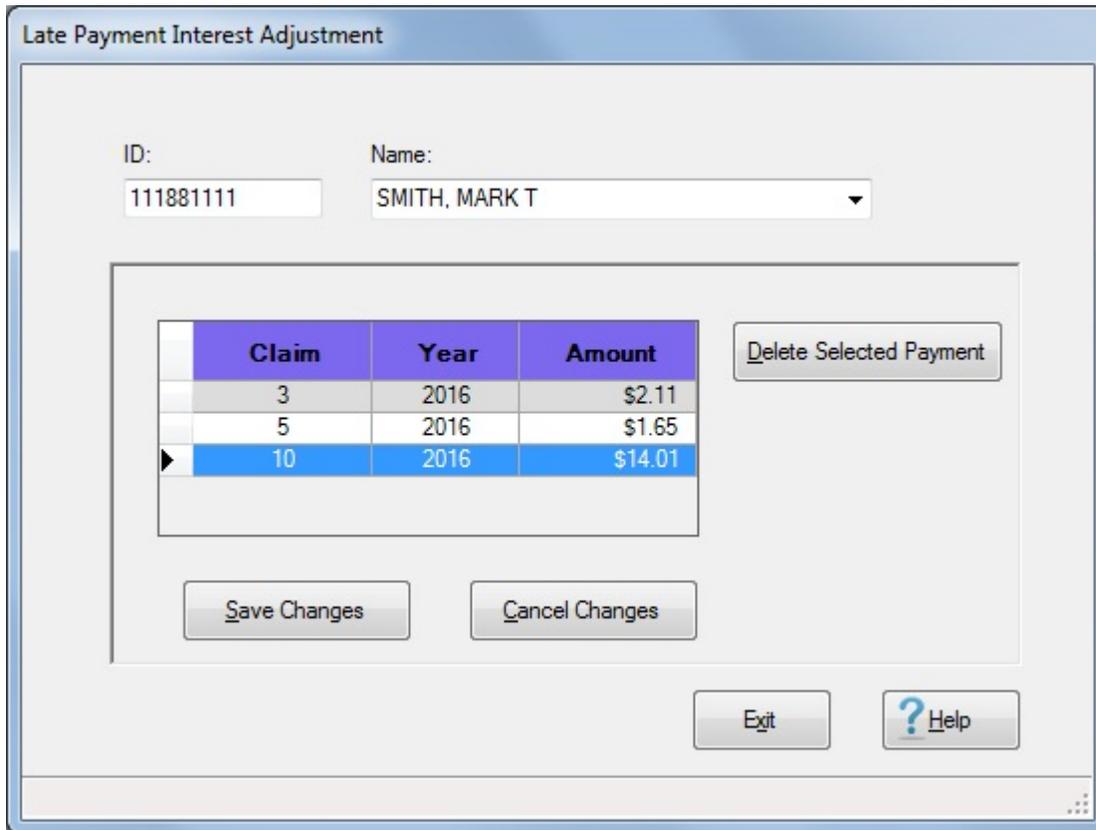
Prompt Pay Interest Adjustment

IATS provides a **report** that will **calculate** and then **print** the **interest expense** for all claims that were **paid over 30 days after** the Authorizing Official **signed** the claim.

If a **discrepancy** is discovered **after** the **Prompt Payment Interest Report** is generated, IATS provides a **utility** program (**Prompt Pay Interest Adjustment**) that allows you to make **changes** to the interest **record** prior to generating the **1099 Interest Income Report**.

 Complete the following steps to "run" the Prompt Pay Adjustment program:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Utilities**". An **expandable menu** appears listing the various utility programs.
2. **Click** on the **Prompt Pay Interest Adjust** option. The **Late Payment Interest Adjustment** screen appears.



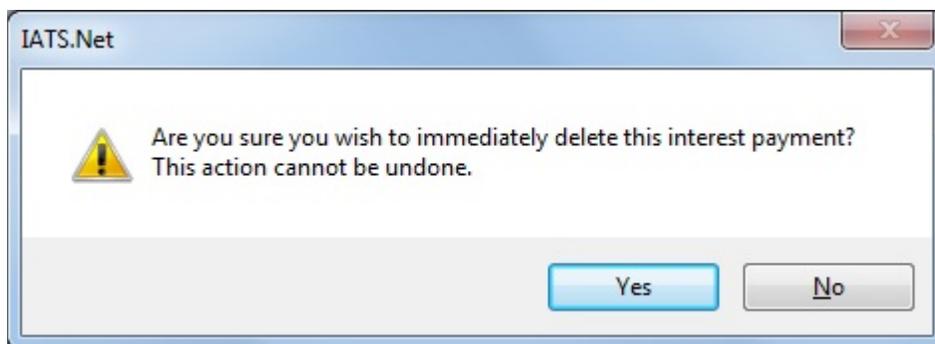
The screenshot shows the 'Late Payment Interest Adjustment' window. The 'ID' field contains '111881111' and the 'Name' dropdown shows 'SMITH, MARK T'. A table displays payment information:

Claim	Year	Amount
3	2016	\$2.11
5	2016	\$1.65
10	2016	\$14.01

Buttons visible include 'Delete Selected Payment', 'Save Changes', 'Cancel Changes', 'Exit', and '? Help'.

3. **ID:** - At the ID field, **type** the **SSN** for the traveler you wish to adjust the interest record for and **press Tab**. If a record exists for the SSN entered, the traveler's **name** will appear at the **Last Name** field and **payment info** is displayed in the grid.

4. **Name:** - You may also **retrieve** an interest record for a traveler by typing a portion of the traveler's last name. At this field, **enter a few characters** of the traveler's last name. IATS will generate a *drop down list* of names beginning with the characters you entered. When the list is displayed, **click** on the desired **name** to make your selection. When the traveler is selected, the associated **payment info** is displayed in the **grid**.
5. **Interest Payments:** - The only change that can be made to the Interest Payments section is the **amount**. If there is more than one claim listed, ensure that you **click** in the **amount** field for the correct claim and **type** the amount for the adjustment. If only one claim is listed, simply **type** the new **amount**.
6. **Save Changes:** - After adjusting the amount, **click** on the **Save Changes** button. **Click** on **OK** to continue. The cursor **returns** to the **ID** field. Follow the previous steps to adjust the interest record for another traveler or **click** on **Exit** to return to the System Administrator screen.
7. **Cancel Changes:** - After adjusting the amount, **click** on the **Cancel Changes** button if the adjustment is not desired. **Click** on **OK** to continue. The cursor **returns** to the **ID** field. Follow the previous steps to adjust the interest record for another traveler or **click** on **Exit** to return to the System Administrator screen.
8. **Delete Selected Payment:** - If you wish to **delete** an interest record, **click** in the **amount** field to **highlight** the desired claim if there is more than one claim listed. When the correct claim is selected, **click** the **Delete Selected Payment** button. A *pop-up* message appears asking if you are sure and warning you that this action cannot be undone.



9. **Click** on Yes or No as desired.
10. Follow the previous steps to adjust the interest record for another traveler or **click** on **Exit** to return to the System Administrator screen.

Purge Data

On occasion, it may be necessary to purge (**delete**) old **travel orders** and their associated **detail records** from the IATS database. This can be accomplished by using the IATS **Utilities** module and **running** the **Purge Data** program.

When testing the purge on a 2.0 GHZ PC the following results were uncovered:

- If doing a purge on a 200 MB or smaller DB, the purge took less than one hour in testing using any of the purge options
- If doing a purge on approximately 500 MB DB, the purge took about 6 hours in testing using any of the purge options
- If doing a purge on a DB over 1 GB and doing a TDY only purge, it took about 24 Hours for every 1.1GB of space in the DB. If doing a MILPCS, CIVPCS or ALL Claims, it took about 18 hours for every 1.1 GB of space in the DB

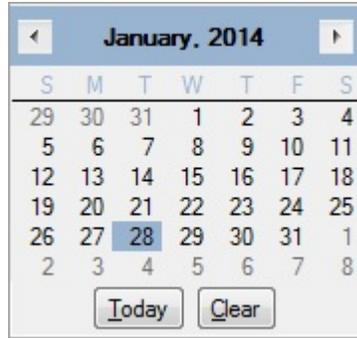
The purge will wipe out old data, but it will NOT reduce the size of the DB. To reduce the size of the DB, the IATS Tech Support Team will have to rebuild the DB for the site.

Note: When the purge is **completed**, IATS generates a file (**winiatspurge.txt**) that contains all of the purged **records**. This file will be written to the **directory** specified in the Maintenance module for your organization's upload files.

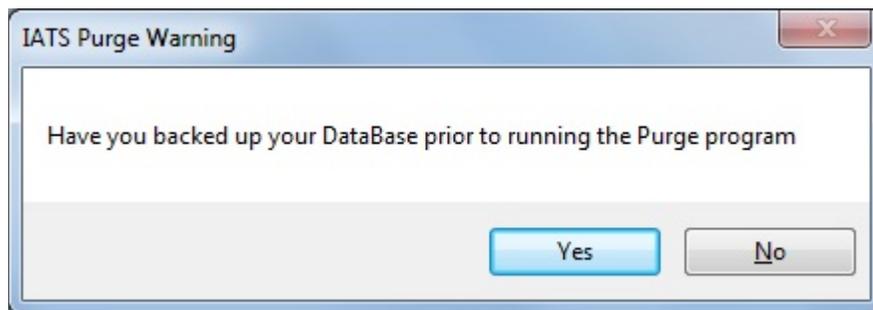
 **Complete the following steps to "run" the Purge Data program:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Purge Data** option. The **IATS Data Purge** screen appears.

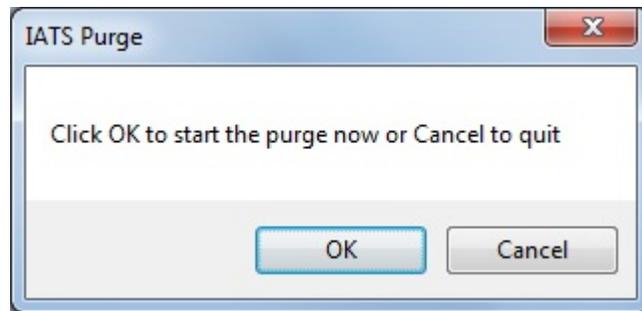
3. **TDY Only:** - **Click** in the radio **button** to select this option if you only want to purge **TDY** records.
4. **Civ PCS Only:** - **Click** in the radio **button** to select this option if you only want to purge **CIVPCS** records.
5. **Mil PCS Only:** - **Click** in the radio **button** to select this option if you only want to purge **MILPCS** records.
6. **All Claims:** - **Click** in the radio **button** to select this option if you only want to purge **all** claims.
7. **Purge Date:** - The default value at the Purge Date field is the current date. If this date is not correct, **click** the "*Down*" **arrow**. This action results in IATS displaying a **calendar**.



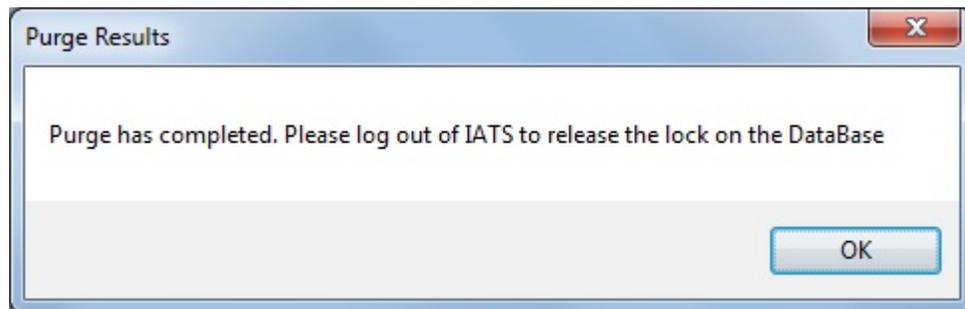
7. Clicking on the "left" **arrow** button on the calendar will **advance** the calendar **back** one month. Clicking the "right" **arrow** button on the calendar will **advance** the calendar **forward** one month. **Click** the left or right arrow **buttons** until the desired **month** is displayed. When the correct month is displayed, **click** on the desired **date**.
8. **Delete Tax Records:** - A **check mark** appears in the **check box** at this field by default. Leaving the check mark in this field will cause IATS to **delete** the system generated tax records associated with the travel order being deleted. If you do not wish to delete the tax records, **click** in this **check box** to **remove** the **check mark**.
9. **Delete Travelers w/o Orders:** - A **check mark** appears in the **check box** at this field by default. Leaving the check mark in this field will cause IATS to **delete** any travel accounts that have no associated travel orders.
10. **Select SSN Range:** - **Click** on the **Select SSN Range** button if you wish to purge the data by using an SSN Range.
11. **Beginning SSN:** - **Click** in this field and **enter** the beginning **SSN** if you have selected the option to purge by SSN range.
12. **Ending SSN:** - **Click** in this field and **enter** the ending **SSN** if you have selected the option to purge by SSN range.
13. Once you have specified the desired purge options, **click** on **OK**. A *pop-up message* will appear asking if you have **backed-up** your database.



14. Ensure that a back-up of your database has been performed. If you are satisfied that a back-up has been performed, **click** on **Yes**. Another *pop-up message* will now appear advising you to either **click** on **OK** to continue or **Cancel** to quit.



15. **Click** on **OK** or **Cancel** as desired. If you click on OK IATS will perform the purge and display the following pop-up message:



16. **Click** on **OK**.
17. **Click** on the **Cancel** button to **return** to the **System Administrator View** screen and then **click** the **Exit** button to **log out** of IATS.

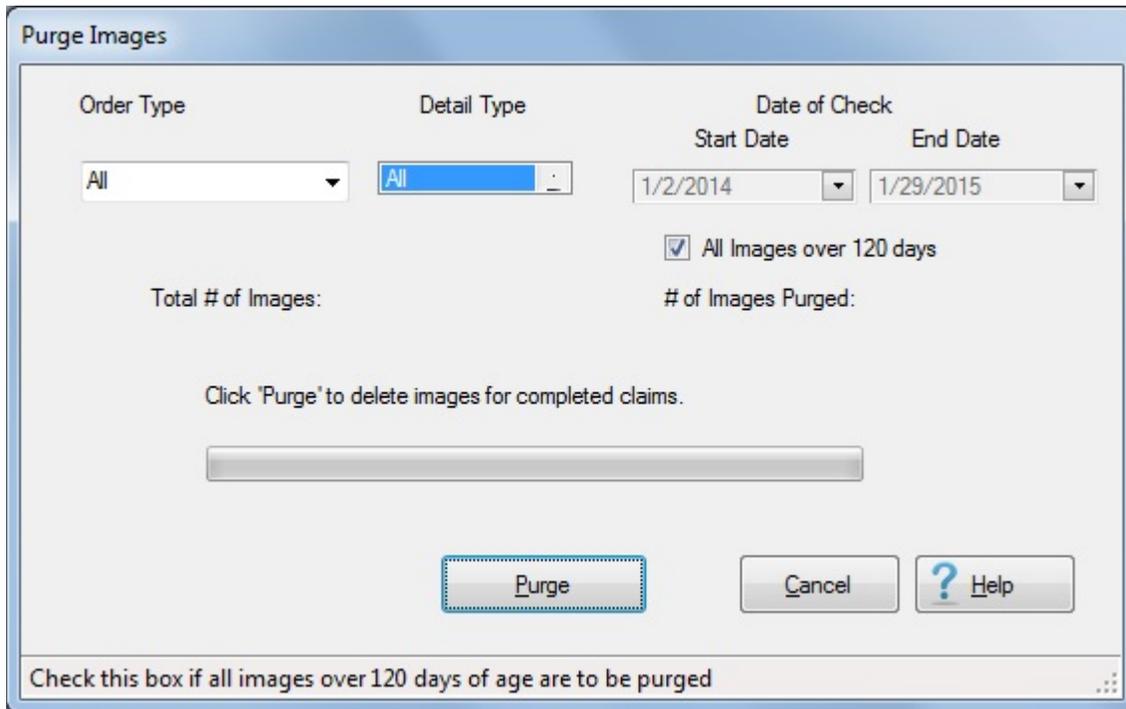
Purge Images for Completed Orders

After a claim has been **completed** and **paid**, you may want to **delete** any imported images associated with the travel order to free up space.

When purging images you may set up specific parameters. You may specify the **type** of **order**, the **detail type**, or a specific date range.

 Complete the following steps to "run" the Purge Data program:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Purge Images for Completed Orders** option. The **Purge Images** screen appears.



3. **Order Type:** -At the Order Type field, the **default** value is **All**. If you wish to select a specific type of order, **click** on the **down arrow** button. A *drop down list* of order types appears. **Click** on the desired order **type** to make your selection.
4. **Detail Type:** - At the Detail Type field, the **default** value is **All**. If you wish to select a specific type of detail, **click** on the **down arrow** button. A *drop down list* of detail types appears. **Click** on the desired detail **type** to make your selection.
5. **Start Date:** - If you wish to purge images for a specific date range, enter the desired **beginning date** in the Start Date field and **press Tab**.
6. **End Date:** - Enter the desired **ending date** in the End Date field and **press Tab**.

IATS 7.2 User Guide

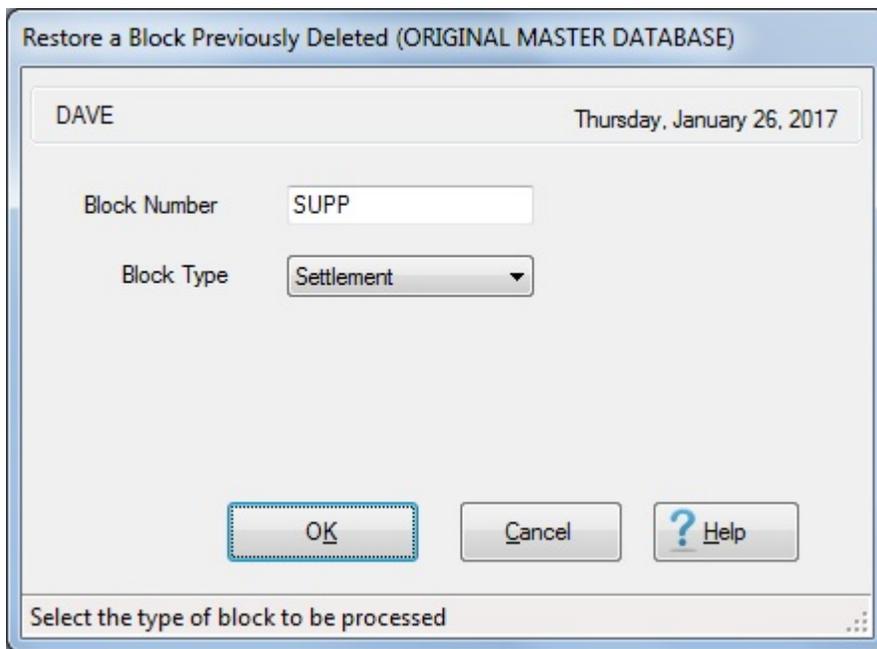
7. **All Images more than 120 days old:** - If you wish to purge the images that are more than **120** days old, **click** in the **check box** to activate this option.
8. After you have selected the desired parameters, **click** on the **Purge** button. IATS will **delete** imported images for travel orders that are considered to be in a **completed** status.

Restoring a Previously Deleted Block

IATS contains a **utility** program that is used to **recall** a **block** of claims that have been **completed** and **deleted**.

 Complete the following steps to "restore" a previously deleted block:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Utilities**". An **expandable menu** appears listing the various utility programs.
2. **Click** on the **Restore Deleted Blocks** option. The **Restore a Block Previously Deleted** screen appears.



Restore a Block Previously Deleted (ORIGINAL MASTER DATABASE)

DAVE Thursday, January 26, 2017

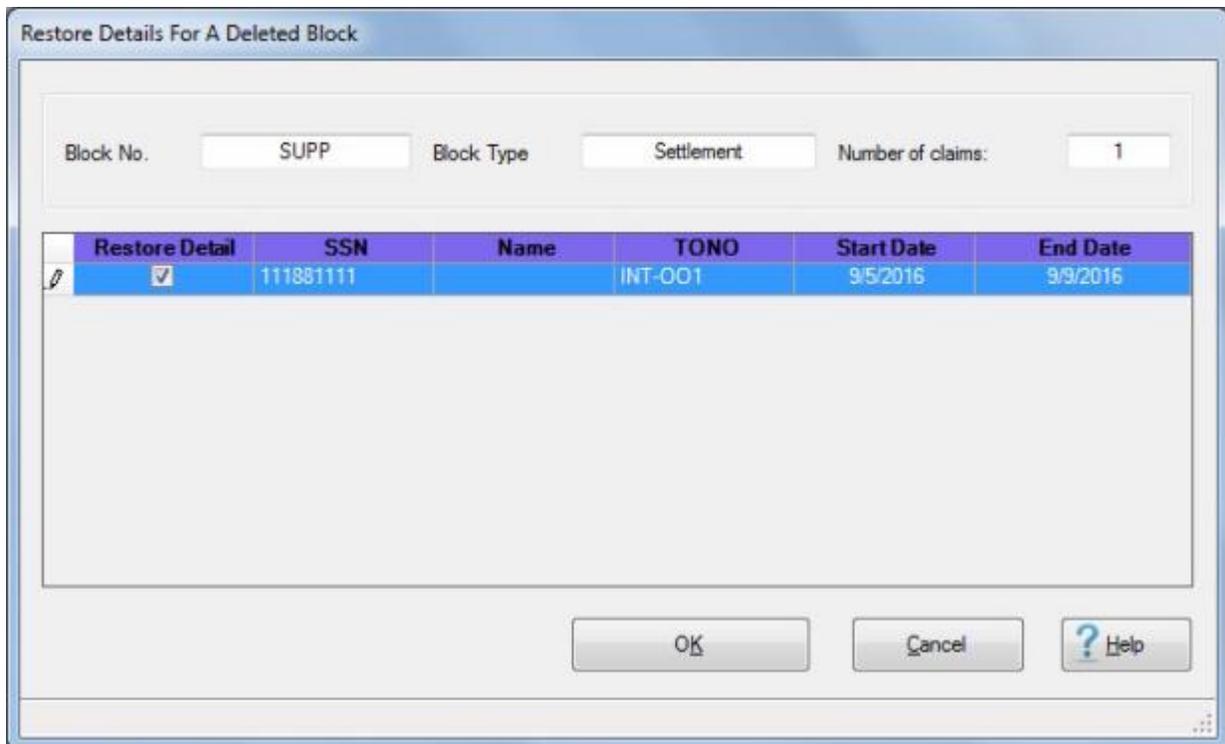
Block Number: SUPP

Block Type: Settlement

OK Cancel ? Help

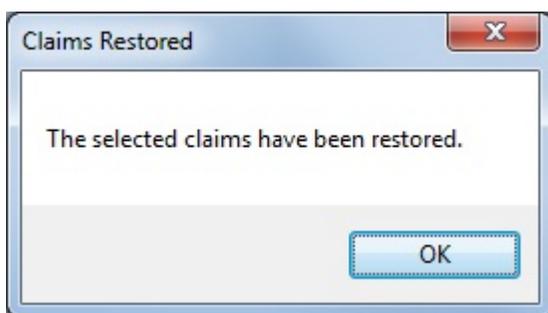
Select the type of block to be processed

3. **Block Number:** - At the Block Number field, **type** the **number** for the block you wish to restore.
4. **Block Type:** - The **default** value at the Block Type field is **Settlement**. If this is the **correct** block type, **no action** is necessary. **If not**, **click** on the **down arrow** and then **click** on **Advance**.
5. After entering the block number and ensuring that the block type is correct, **click** on **OK**.
6. The **Restore Details for a Deleted Block** screen will appear next.



At this screen a **list** of **all claims** that have ever been assigned to the selected block will be displayed and you **must select** which claims you wish to restore.

7. **Click** in the **check box** in the **Restore Detail** field for each claim you wish to restore.
8. When you have selected the claims you wish to restore, **click on OK**.
9. A **pop-up message** will now appear indicating that the selected claims have been restored.



10. **Click on OK** if you are ready to restore the block and the selected claims.
11. When the block has been restored, **click on Cancel** at the **Restore Details for a Deleted Block** screen to return to the **System Administrator View** screen.

Tax Adjust

IATS maintains a **Tax Record** for each **SSN** and **travel order** combination that has an associated withholding tax transaction. The Tax Record that IATS maintains is used to **generate** the associated tax **reports** required for the **IRS**. These records will also **include** the **taxes** withheld for both **Military DITY** and **Civilian PCS** travel.

Differences will sometimes **occur** between the **IRS Tax Reports** that IATS generates and the **Periodic Tax Report**. These differences may **require adjustments** to the Tax Records. For this reason, a standalone **Tax Adjustment** program was developed that allows IATS users to select a particular Tax Record and make any required adjustments.

 Complete the following steps to "run" the Tax Adjustment program:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Tax Adjust** option. The **Select Traveler** screen appears.

Select Traveler
For Official Use Only

ID:

Name:

Address-1:

Address-2:

City:

State/Country:

Zip Code:

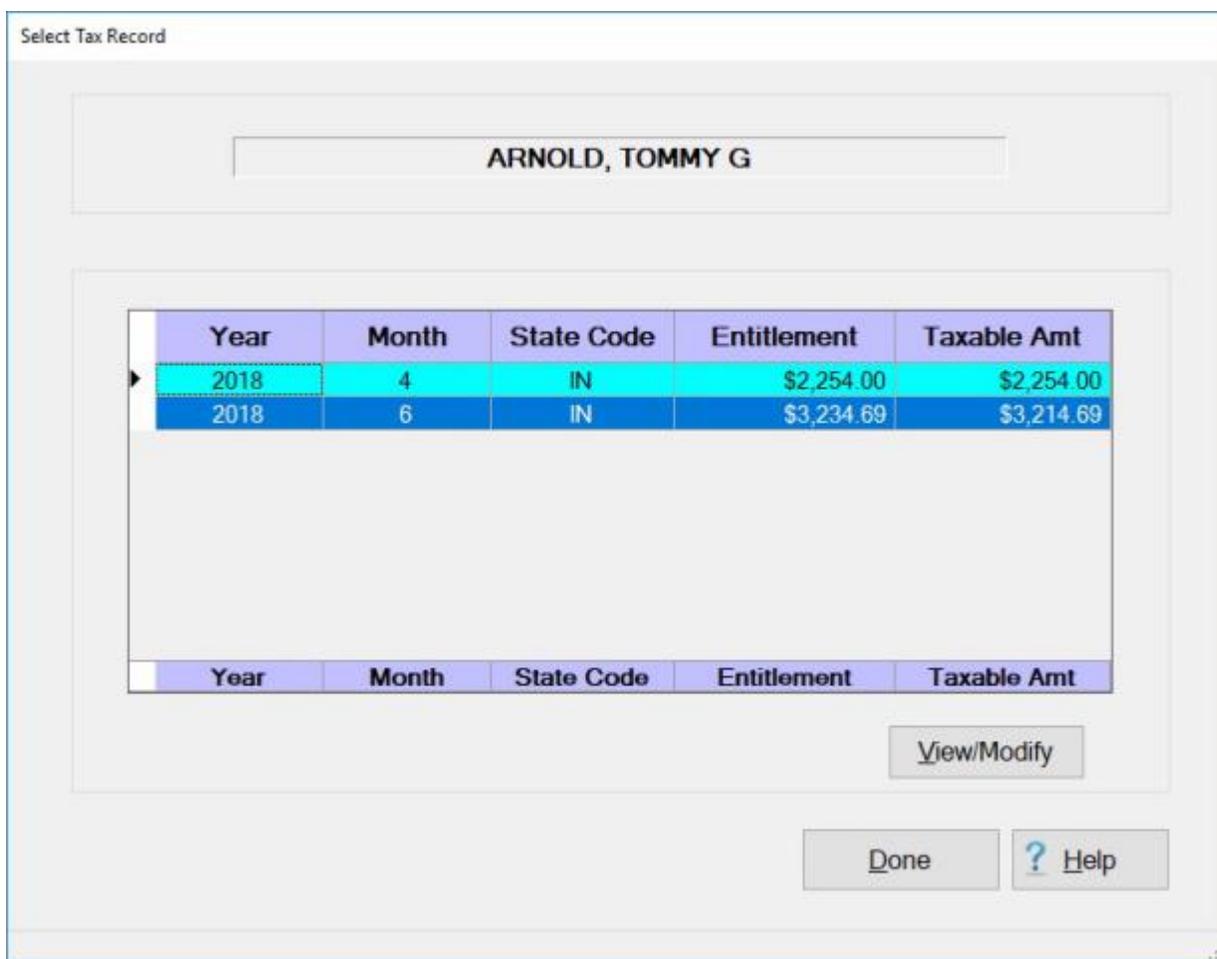
Grade/Rank:

Organization:

DSSN:

Enter the SSN of the employee/member that you wish to find

3. At the **Select Traveler** screen, there are (2) methods for selecting a traveler account:
 - **Method 1:** - **Type** the traveler's **SSN** at the **ID** field and **press Tab**.
 - **Method 2:** - **Type** the first (**few**) letters of the traveler's **last name**. If the traveler's name appears click on OK. If not, click on the down arrow button to display a list of names that begin with the letters you entered. **Click** on the **Up/Down arrows** next to this listing or **press** the **Up/Down arrow keys** on the keyboard to scroll through the list. When the desired traveler is highlighted, press **Tab** and then **click** on **OK**.
4. After selecting the desired traveler, the **Select Tax Record** screen appears.



5. Tax **records** for the selected traveler will be **displayed** in the **grid** in the **middle** of the screen.
6. **Click** in the **column** to the left of the **Year** column to select the desired record.
7. When the desired record has been selected, **click** on the **View/Modify** button. The **Tax Adjustment** screen will appear.

Tax Adjustment (ORIGINAL MASTER DATABASE)

Tax Record Selection

Traveler	Tax Month	Tax Year	State
ARNOLD, TOMMY G	June	2018	IN

Traveler's Tax Record

Entitlement Amt:	\$3,234.69	FICA:	\$255.52	Medicare Wages:	\$4,121.40
Trans. Req. Cost Amt:	\$0.00	Medicare:	\$59.77	State Wages:	\$4,121.40
Fringe Amount:	\$20.00	YTD Wages:	\$0.00	State Tax Rate:	0.00
Taxable Amount:	\$3,214.69	Annual Wages:	\$4,121.40	State Withholding Tax:	\$100.00
WTA Amount:	\$906.71	Soc. Sec. Wages:	\$4,121.40		
Tax Withheld:	\$906.71			Retirement Code:	FERS

Print **Delete Record** Update Record Cancel ? Help

8. Once the tax record is displayed, users may **press Tab** to **move** through the various fields and **enter** any required **changes**.

Tip: Once the tax record is displayed, users may **delete** the record, if desired, by **clicking** on the **Delete Record** button.

9. After making the desired changes to the tax record, **click** on the **Update Record** button to **save** the changes.
10. **Print:** **Click** on the **Print** button if you wish to generate a print-out of the tax record. The **Adobe Acrobat Reader** screen will appear.
11. When **finished** using the Tax Adjustment screen, **click** on the **Cancel** button. IATS will return to the **Select Tax Record** screen.
12. **Click** on the **Done** button if you are **finished** making tax adjustments for the selected traveler.

Tax Adjust History

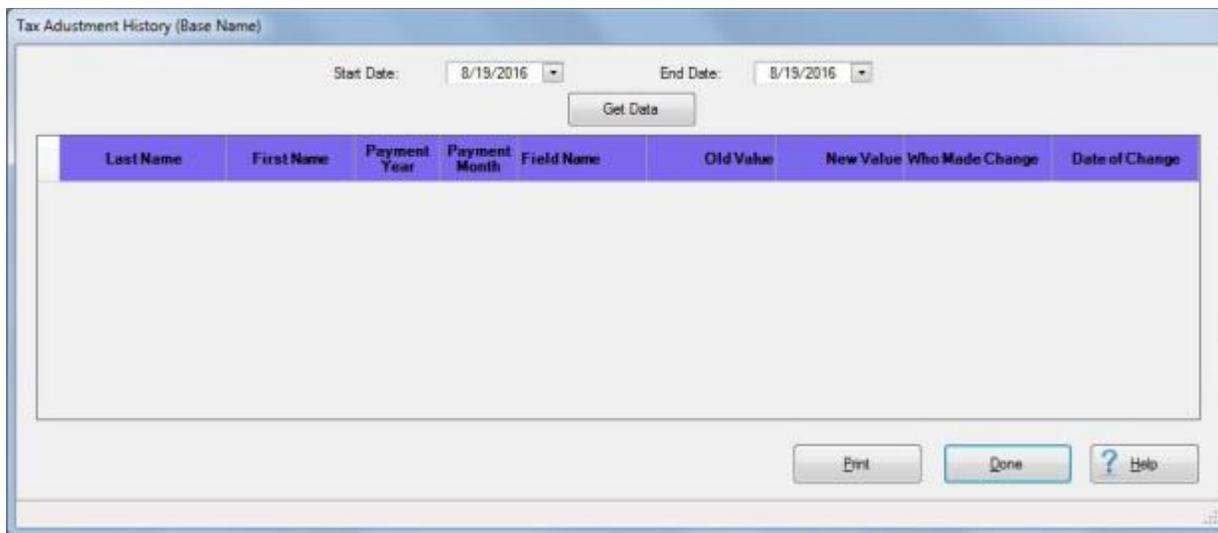
IATS maintains a **Tax Record** for each **SSN** and **travel order** combination that has an associated withholding tax transaction. The Tax Record that IATS maintains is used to **generate** the associated tax **reports** required for the **IRS**. These records will also **include** the **taxes** withheld for both **Military DITY** and **Civilian PCS** travel.

Differences will sometimes **occur** between the **IRS Tax Reports** that IATS generates and the **Periodic Tax Report**. These differences may **require adjustments** to the Tax Records. For this reason, a standalone **Tax Adjustment** program was developed that allows IATS users to select a particular Tax Record and make any required adjustments.

Whenever **changes** are made to the tax records using the Tax Adjust option, they are **saved** in a new table in the database. In order to **view** the changes the **Tax Adjust History** option has been added to IATS.

 **Complete the following steps to "view" the Tax Adjustment History:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Tax Adjust History** option. The **Tax Adjustment History** screen appears.



Last Name	First Name	Payment Year	Payment Month	Field Name	Old Value	New Value	Who Made Change	Date of Change
-----------	------------	--------------	---------------	------------	-----------	-----------	-----------------	----------------

3. **Start Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format. You may also **click** on the **button** to display the calendar and then **click** on the desired **date**.
4. **End Date:** - If the default date displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format. You may also **click** on the **button** to display the calendar and then **click** on the desired **date**.
5. After entering the desired date range, **click** on the **Get Data** button. IATS will display the all changes to the tax records or just the **changes** for the specified period if a date range was entered.
6. **Click** on the **Print** button if you wish to print the changes to a printer or to a file.

7. When finished, **click** on the **Done** button to return to the System Administrator view screen.

Tax Summary

By law, employment taxes **must be calculated** and **withheld** whenever **Civilian PCS** settlements are processed through a DoD Travel Office. IATS maintains a **Tax Record** and a **Civilian PCS Summary Record** for each **SSN** and **travel order** combination that has an associated withholding **tax** transaction.

The Tax Record that IATS maintains is used to generate the associated tax **reports** required for the IRS. These records, however, will also include the taxes withheld for **both Military DITY** and **Civilian PCS** travel.

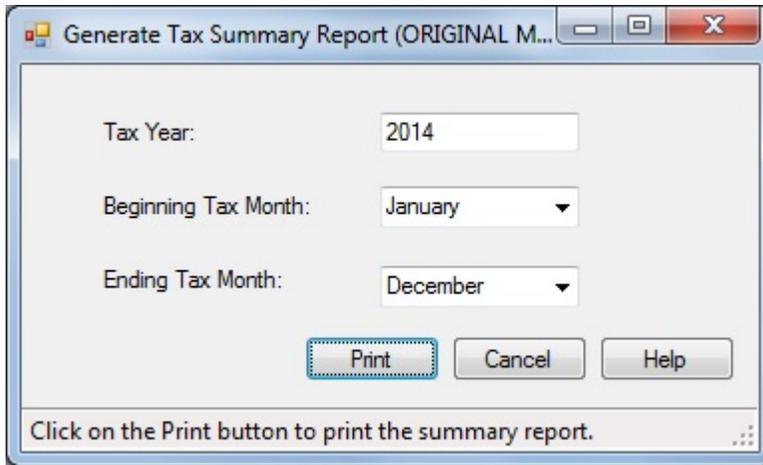
The **Civilian PCS Summary Records** are used to track the employment taxes **calculated** and **withheld** for Civilian PCS travel only. This data is also used to produce the **Periodic Tax Report**.

Since **differences** will sometimes occur between the **IRS tax reports** that IATS generates and the **Periodic Tax Report**, the **Tax Summary** program was developed to generate a **report** listing the following:

- **Differences** between the **IRS reports** and the **Periodic Tax Report**.
- Whether the tax **record** was **generated** by a **Military** or **Civilian** travel order.
- If the travel order was originally created as an **Local Travel** order and then changed to a **Local DITY** order.
- Whether there are any **Civilian PCS Summary Records** that do not have an associated **Tax Record**.

 **Complete the following steps to "generate" the Tax Summary Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Tax Summary** option. The **Generate Tax Summary Report** screen appears.



3. **Tax Year:** - At this field, **type** the desired tax **year** in **YYYY** format.
4. **Beginning Tax Month:** - If the default month displayed at this field is incorrect, **click** the *down arrow* and then **click** on the desired **month** to make a **selection**.
5. **Ending Tax Month:** - If the default month displayed at this field is incorrect, **click** the *down arrow* and then **click** on the desired **month** to make a **selection**.
6. Once the **tax year**, beginning and ending tax months are specified, **click** the **Print** button. The **Adobe Reader** screen appears.
7. **Click** on the Printer icon. The **Print** screen appears.
8. **Verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
9. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
10. IATS prints the report and returns to the **Adobe Reader** screen.
11. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
12. When finished, **click** on the **Cancel** button to **return** to the **System Administrator View** screen.

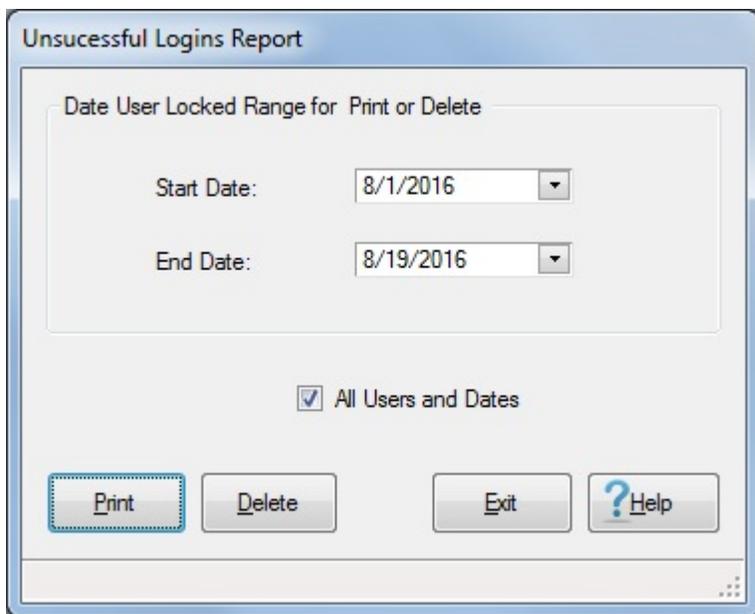
Unsuccessful Logins Report

In order to comply with the Risk Management Framework (RMF) and Federal Information Systems Controls Audit Manual (FISCAM) security controls, the **Unsuccessful Logins Report** was added to IATS to **track** individuals making unsuccessful attempts to **access** IATS.

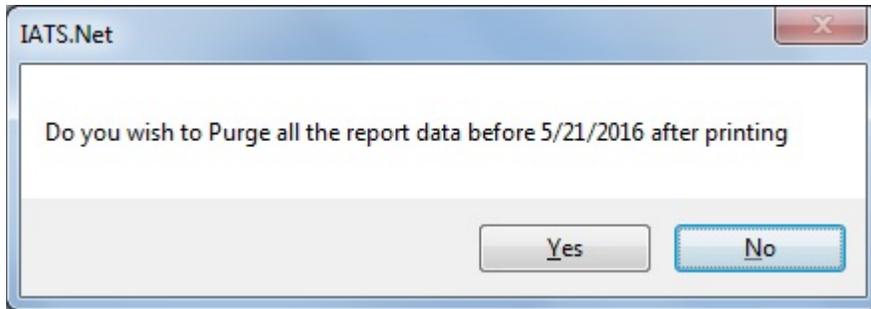
This report will track **3** unsuccessful login **attempts** by a **valid** IATS user and every attempt by an **invalid** IATS user.

 **Complete the following steps to "generate" the Unsuccessful Logins Report:**

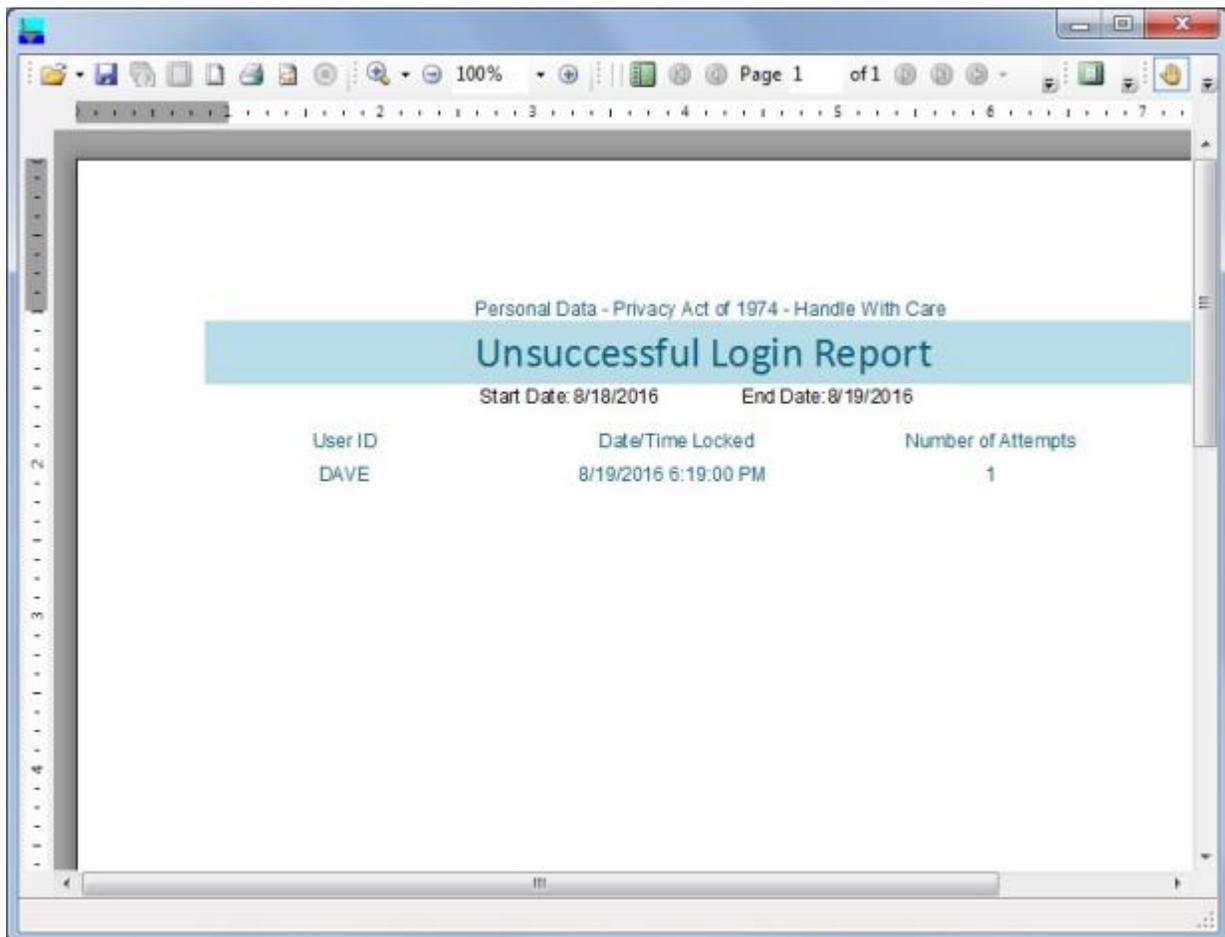
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various report options.
2. **Click** on the **Unsuccessful Logins Report** option. The **Unsuccessful Logins Report** screen appears.



3. **Start Date:** - At this field, **enter** the beginning date for the report in **MMDDYY** format and **press Tab**. You can also **click** on the **down arrow** button and use the **Calendar** to select the date.
4. **End Date:** - At this field, **enter** the ending date for the report in **MMDDYY** format and **press Tab**. You can also **click** on the **down arrow** button and use the **Calendar** to select the date.
5. **All Users and Dates:** **Click** in the **check box** to **activate** this option to generate a report for **all** of the **records** in the database.
6. After entering the Start/End Dates or selecting the option for All Users and Dates, **click** on the **Print** button. A *pop-up message* will appear asking if you wish to **purge** the records after printing.



7. **Click** on *Yes* or *No* as desired. The following screen will appear **displaying** a **report** of the users performing unsuccessful login attempts.



8. After you have **finished** reviewing or printing the report, **click** on the **red X** button at the top right hand corner of the screen to **close**.
9. When the **Unsuccessful Logins Report** screen re-appears, **click** on the **Exit** button if you are **finished** running this report.

User Privilege Change Report

A feature has been added to IATS that allows security officials to periodically **generate** a report that shows which travel voucher examiner's **privileges** have **changed** and to **determine** whether a **conflict of internal controls** exists.

The report may be generated for an **individual** User ID (optional) if desired. The report may also be sent to a **file** if desired.

When the report is generated the following items will be included:

- The current calendar date of the report
- The last date that the complete report was run against the database
- The users that had privilege changes since the last report
- The date the privilege was changed
- The User ID of the person that changed the privilege(s)
- The privileges that changed are denoted by a plus sign (added) or minus sign (removed)

 **Complete the following steps to "generate" the User Privilege Change Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various options.
2. **Click** on the **User Privilege Change Report** option. The **User Privilege Change Report** screen appears.

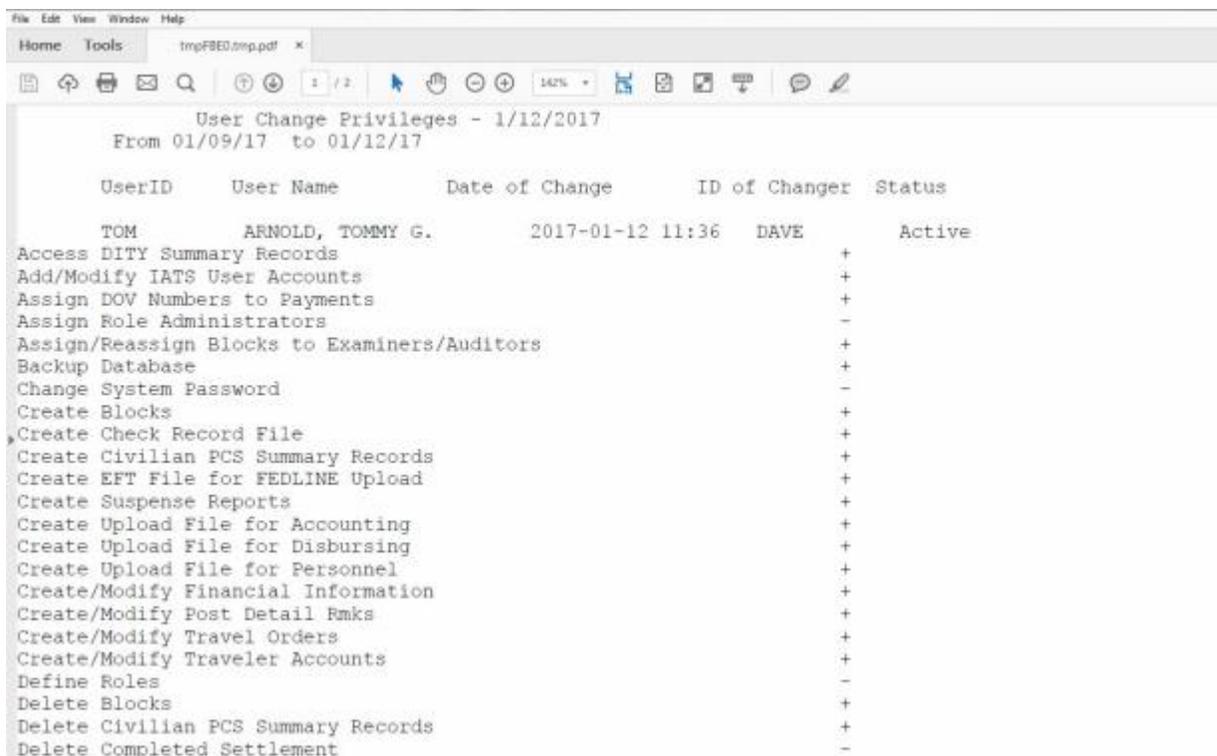
The screenshot shows a software window titled "User Privilege Change Report". Inside the window, there is a dropdown menu labeled "User's Name (optional)" with the text "ARNOLD, TOMMY G" and a downward arrow. Below this are two date selection fields: "Begin Report Date" with the value "1/9/2017" and "End Report Date" with the value "1/12/2017". At the bottom of the window, there are four buttons: "Print", "Purge", "Exit", and "? Help". A footer bar at the very bottom contains the text "Click this button to generate the report" and a small icon on the right side.

3. **User's Name:** - At the **User's Name** field, **click** on the *down arrow* button and then **click** on the **user name** of the individual you wish to generate this report for (if you wish to generate the report for a particular user). This field is **optional**. If no entry is made, the report will be generated and display the results for every user having privilege **changes**.
4. **Begin Report Date:** - The current **date** defaults to this field. If you wish to **change** the date, **enter** a new date in **MMDDYY** format or **click** on the *down arrow* button and use the **calendar** to select the date.
5. **End Report Date:** - The current **date** defaults to this field. If you wish to **change** the date, **enter** a new date in **MMDDYY** format or **click** on the *down arrow* button and use the **calendar** to select the date.
6. **Purge:** - Before generating the report, you may want to **purge** the **existing data** from a previous report. **Click** on the **Purge** button if you wish to **delete** any pre-existing data.

Note: You cannot delete the records that are less than 90 days old.

7. When you are **ready** to **generate** the report, **click** the **Print** button. The **Adobe Acrobat Reader** screen will appear displaying the report.

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The screenshot shows a PDF document titled "User Change Privileges - 1/12/2017" with a date range of "From 01/09/17 to 01/12/17". The document contains a table with the following columns: UserID, User Name, Date of Change, ID of Changer, and Status. Below the table is a list of privileges for user TOM, each followed by a plus or minus sign indicating the change.

UserID	User Name	Date of Change	ID of Changer	Status
TOM	ARNOLD, TOMMY G.	2017-01-12 11:36	DAVE	Active

Access DITY Summary Records	+
Add/Modify IATS User Accounts	+
Assign DOV Numbers to Payments	+
Assign Role Administrators	-
Assign/Reassign Blocks to Examiners/Auditors	+
Backup Database	+
Change System Password	-
Create Blocks	+
Create Check Record File	+
Create Civilian PCS Summary Records	+
Create EFT File for FEDLINE Upload	+
Create Suspense Reports	+
Create Upload File for Accounting	+
Create Upload File for Disbursing	+
Create Upload File for Personnel	+
Create/Modify Financial Information	+
Create/Modify Post Detail Rmks	+
Create/Modify Travel Orders	+
Create/Modify Traveler Accounts	+
Define Roles	-
Delete Blocks	+
Delete Civilian PCS Summary Records	+
Delete Completed Settlement	-

8. At The **Adobe Acrobat Reader** screen you may **print** the report or **save** it to a file.
9. When you are **finished** using the **Adobe Acrobat Reader** screen, **click** on the **red (X)** button at the top right corner to **close** the screen.
10. When you are finished using the **User Privilege Change Report** screen, **click** on the **Exit** button.

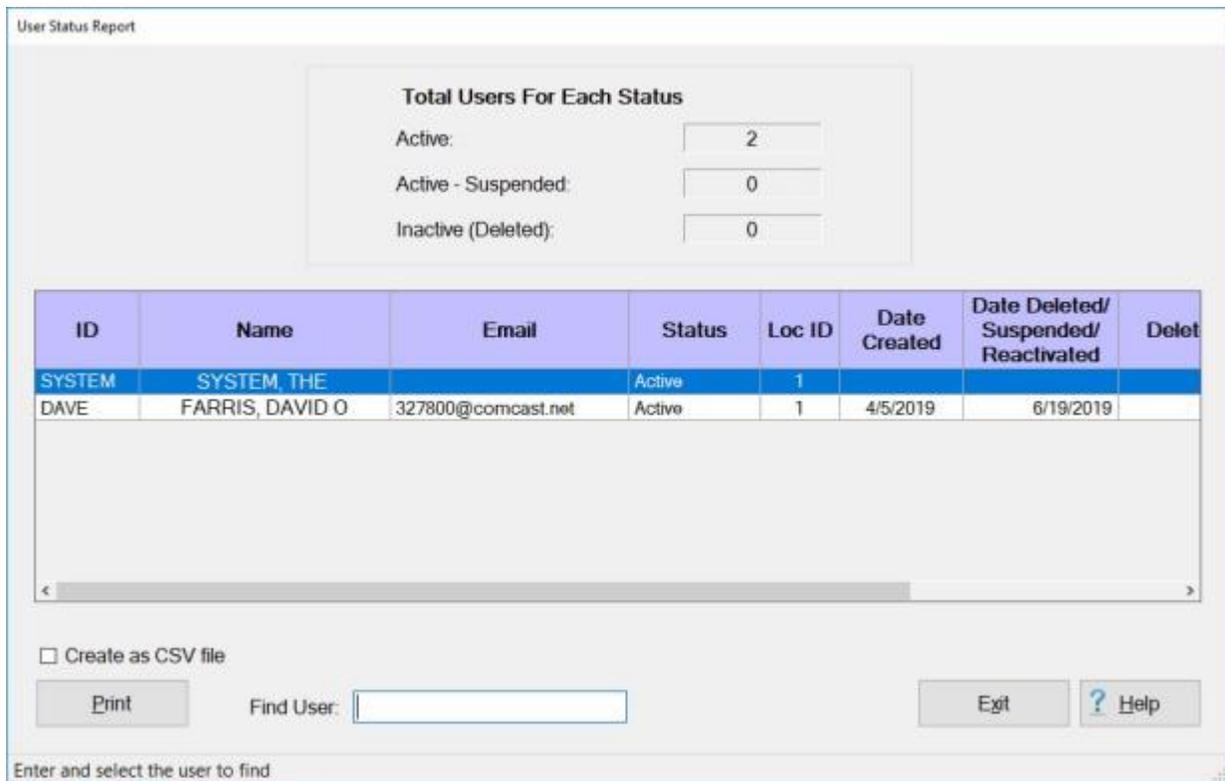
User Status Report

The **User Status Report** screen is used to generate a **report** pertaining to the **status** of **all users** that have been created in your IATS database.

This report will display the status of **Active**, **Active-Suspended**, and **Inactive** users.

 **Complete the following steps to "generate" the User Status Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Utilities**". An **expandable menu** appears listing the various report options.
2. **Click** on the **User Status Report** option. The **User Status Report** screen appears.



User Status Report

Total Users For Each Status

Active: 2

Active - Suspended: 0

Inactive (Deleted): 0

ID	Name	Email	Status	Loc ID	Date Created	Date Deleted/Suspended/Reactivated	Delet
SYSTEM	SYSTEM, THE		Active	1			
DAVE	FARRIS, DAVID O	327800@comcast.net	Active	1	4/5/2019	6/19/2019	

Create as CSV file

Print Find User: Exit ? Help

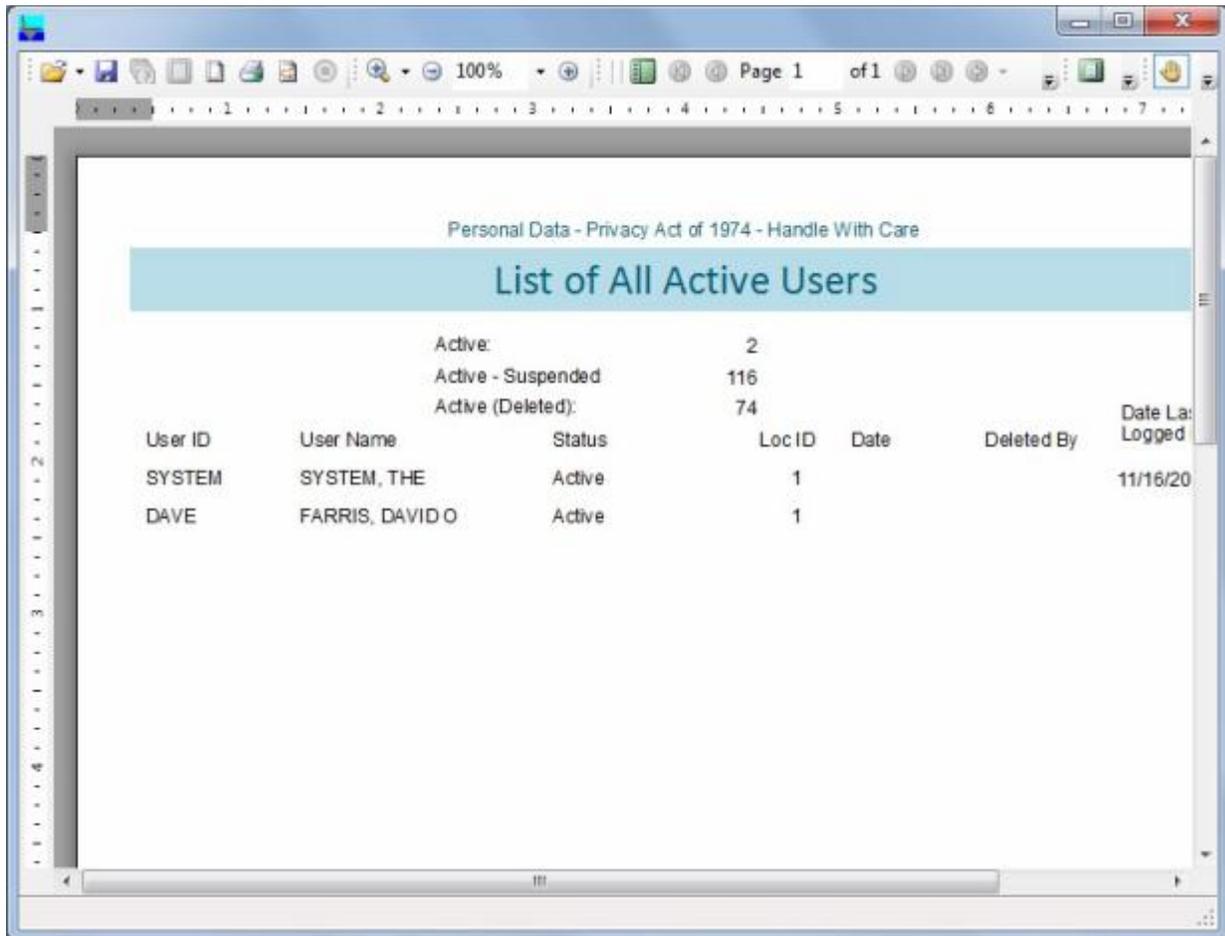
Enter and select the user to find

3. When the User Status Report screen is displayed, **all** of the **user accounts** in your database are displayed.
4. You may generate this report for **one** particular **user** if desired by **clicking** on the user's **name**. The selected user name will then be **highlighted**.
5. **Create as CSV file:** - **Click** in the **check box** if you wish to **activate** this option. A **check mark** appears in the **check box** when this option is activated. If you **activate** this option, IATS **generates** a comma delimiter **file** containing the report information. This file may then be **imported** into **Microsoft Excel** to create a **spreadsheet**.

6. **Find User:** - **Click** in the **Find User** field and begin typing the **last name** for a particular user if you have numerous users in your database and wish to narrow your search.
7. When you are ready to generate this report, **click** on the **Print** button. A **menu** will appear that allows you to generate the report for **every** status or a **particular** status.



8. **Click** on **All** or the desired **status**. The following screen appears displaying the report



9. **Click** on the **printer icon**. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary **changes**.

11. **Select** the **number of copies** you wish to print and **click** the **Print** button. IATS **prints** the **User Status Report** for the selected criteria.
12. When finished, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

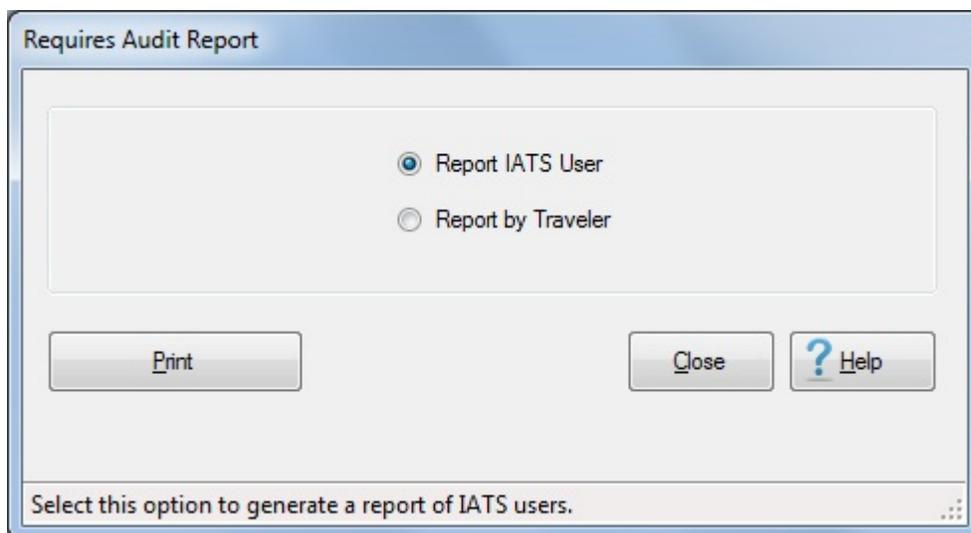
Users or Travelers Requiring Audit

At times, travel offices want to know which users **require** their work to be **audited**. In addition, they may want to know which traveler **profiles** are set up as automatically requiring **audit** for all submitted claims.

Note: For travel offices using a **consolidated** database, the generated report will include **all** travelers requiring audit regardless of which office they are associated with.

 **Complete the following steps to "run" the Users or Travelers Requiring Audit Report:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various utility programs.
2. **Click** on the **Users or Travelers Requiring Audit** option. The **Requires Audit Report** screen appears.



3. When running this report, you have the **option** to generate the report for **either** an **IATS User** or for **Travelers**.
4. **Click** in the **circle** next to the options **Report IATS User** or **Report by Traveler** to make your selection.
5. **Print:** - **Click** on the **Print** button to generate the report to your printer. The **following** screen appears **displaying** the report.

Personal Data - Privacy Act of 1974 - Handle With Care

Travelers Requiring Audit as of 1/11/2017

SSN	Traveler Name	G/R	Org.
XXXXX0711	DESGROSSEILLIERS, T S	O5	
XXXXX4164	ALEXSON, WILLIAM	E3	MARIETTA
XXXXX7048	MCMAHAN, DEAN P	E4	
XXXXX9277	BROWNING, BRENDON L	E4	
XXXXX8973	MCALLISTER, BRIAN	C	FIRE DEPT
XXXXX9204	CHIN, EDWIN J	C	MAILOUT
XXXXX5135	LOPEZ, JOHN P	O6	
XXXXX5827	ELIZABETH, ZALDANA	C	ITO
XXXXX4201	ADAMS, MARQUES S	E4	
XXXXX9680	CHARRON, RICHARD M	E7	
XXXXX0824	CUSKEY, JEFFREY R	GS13	
XXXXX1968	LANE, THOMAS F	GS9	CODE 847-3
XXXXX9162	HENDERSON, DAVID H	WG10	MAINT CTR
XXXXX6578	ROUSH, PAUL E	C	
XXXXX5794	STERANKA, ROBERT W	GS11	MAINTENANCE C
XXXXX0733	WOODS, CHARMAIN M	GS5	MCCDC

6. **Click** on the **printer icon** if you wish to generate a print-out of the report. The **Print** screen will appear.
7. At the Print screen, **verify** that the **PC** is **configured** for the correct printer or **make** any necessary changes.
8. **Select** the **number** of **copies** you wish to print and **click** the **Print** button.
9. When you are **finished** using the screen that displays the report, **click** on the **red (x)** button in the top right corner to **close** the screen.
10. When you are **finished** using the Requires Audit Report screen, **click** on the **Close** button to return to the System Administrator screen.

Who Changed Maintenance Configuration - Report

The **Who Change Maintenance Configuration** screen is used to generate a **report** showing **who** made the change and **what** was **changed** in the Maintenance configuration.

 Complete the following steps to "generate" the **Who Changed Maintenance Configuration** Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable menu appears listing the various report options.
2. **Click** on the **Who Changed Maintenance Configuration** option. The **Who Changed Maintenance Configuration** screen appears.

3. **Database Table:** - At the Database Table section, **click** on the **database table** you wish to generate the report for.
4. **Location:** - At the Location section, **click** on the **Travel Office** you wish to generate the report for.
5. **UserID:** - At the UserID section, **click** on the **UserID** you wish to generate the report for.
6. **Report Start Date:** - The current date **defaults** to this field. If you wish to **change** the start date for the report, **type** a new date in **MMDDYY** format. You can also **click** on the **down arrow** button and use the **Calendar** to select the date. When you satisfied with the start date, **press Tab** to continue.
7. **Report End Date:** - The current date **defaults** to this field. If you wish to **change** the end date for the report, **type** a new date in **MMDDYY** format. You can also **click** on the **down arrow** button and use the **Calendar** to select the date. When you satisfied with the end date, **press Tab** to continue.
8. When you are **satisfied** with the start and end dates, **click** on the **Generate Report** button. IATS will **display** the **details** for any **changes** made to the Maintenance configuration for the specified period and the selected criteria.
9. **Print:** - **Click** on the **Print** button if you wish to generate a printed report. When you click on the Print button the following screen will appear.

Personal Data - Privacy Act of 1974 - Handle With Care

Who Changed Maintenance Configuration

Report Start Date: 8/19/2016 Report End Date: 8/19/2016

Table	Location ID	User ID	Field	Date Stamp	Old Value
config	1	SYSTEM	IsHHGDPSInterfaceActive	8/19/2016 7:08 AM	N

10. After you have **finished** reviewing or printing this report, **click** on the **red X** button in the top right hand corner to **close** this screen.
11. **Purge:** - **Click** on the **Purge** button if you wish to **purge** the report **details** from the database.
12. When you click on the Purge button, a **screen** will appear requiring you to **specify** a **date** for beginning the purge.

Purge on or Prior to:

13. **Purge on or Prior to:** - The current date **defaults** to this field. **type** a different date in **MMDDYY** format if you wish to begin the purge on a different date. You can also **click** on the *down arrow* button and use the **calendar** to select the date.

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14. When you are satisfied with the date, **click** on the **Start** button. The **Confirmation Password** screen will appear.
15. At the Confirmation Password screen, **enter** your **password** at the **Enter Password** field and **click** on **OK**.
16. **Click** on the **Exit** button when you are **finished** using the Who Changed Maintenance Configuration screen.

Freeze Traveler Account

This feature was added for situations where the traveler account was created incorrectly and claims have been processed. By using this feature you may keep the historical data for the claim, (unless the account was deleted), but **prevent** users from **accessing** the incorrectly created account again.

 **Complete the following steps to "freeze" a travel account:**

1. Login to IATS as a **System Administrator**, and **click** on the **Tools** menu at the top of the **IATS for Windows** screen. A *drop down list* of options appears.



2. **Click** on the **Traveler Profile** option and the **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the Social Security Number (**SSN**), for the traveler who's account you wish to freeze, at the **ID** field, and **press Tab**. When the traveler's account information appears, **click** on the **OK** button.
4. The **Traveler Profile** screen appears.

The screenshot shows a web-based form titled "Traveler Profile" for User ID: DAVE, dated Thursday, February 19, 2015. The user is identified as DOE, JOHN, with a view of System Administrator. The form includes fields for SSN (444994444), Name (Last: DOE, First: JOHN, Middle: S), and tabs for Personal, Financial, and Address. The Personal tab is active, showing fields for Employee Status (Member), Grade/Rank (E7), Salutation (SFC), Position/Title (CHIEF OF PAY), Security Clearance (Secret), DSSN (6416), Credit Card Status (Holder of Govt. Credit Card), Credit Card Num (masked), Service (Army), and Organization (DFAS-IN). On the right, there are four checked checkboxes: "Automatically audit all claims for individual", "This traveler has VIP status", "This traveler has been frozen", and "Profile Flagged". Below these is a "Remarks" field with the text "Enter your remarks here." At the bottom, there are buttons for Back, Next, OK, Cancel, and Help. The footer of the form displays "Traveler's Last Name" and a small icon.

5. Click in the **check box** at the **This traveler has been frozen** field.
6. Click on the **OK** button to **save** your entry.

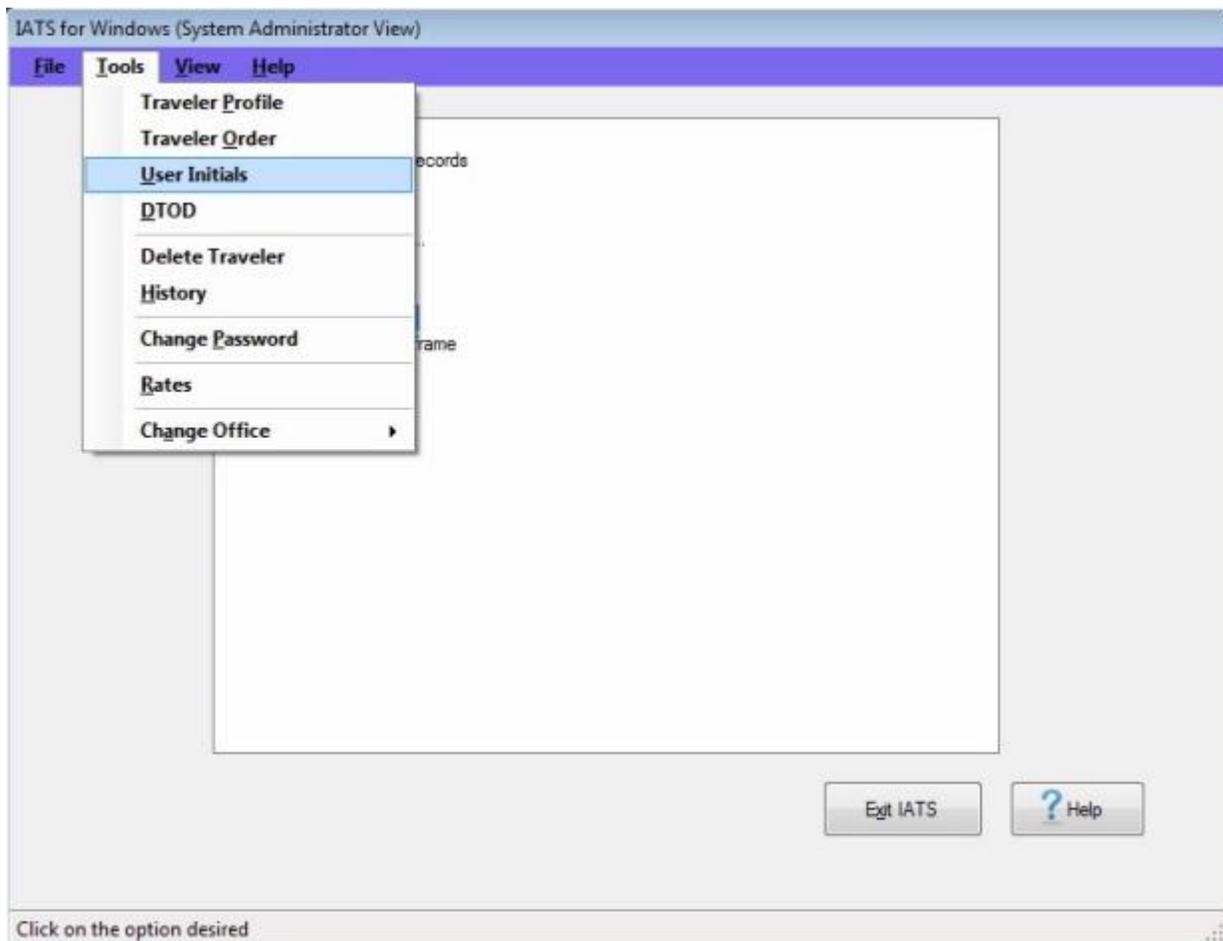
Display User Initials

Often times, key travel office personnel have a **question** when viewing a claim as to **who** the **initials** belong to that **processed** or **audited** a particular claim. Without going into **Maintenance** and viewing the **Users Passwords and Privileges** table, there is no easy way to determine this information.

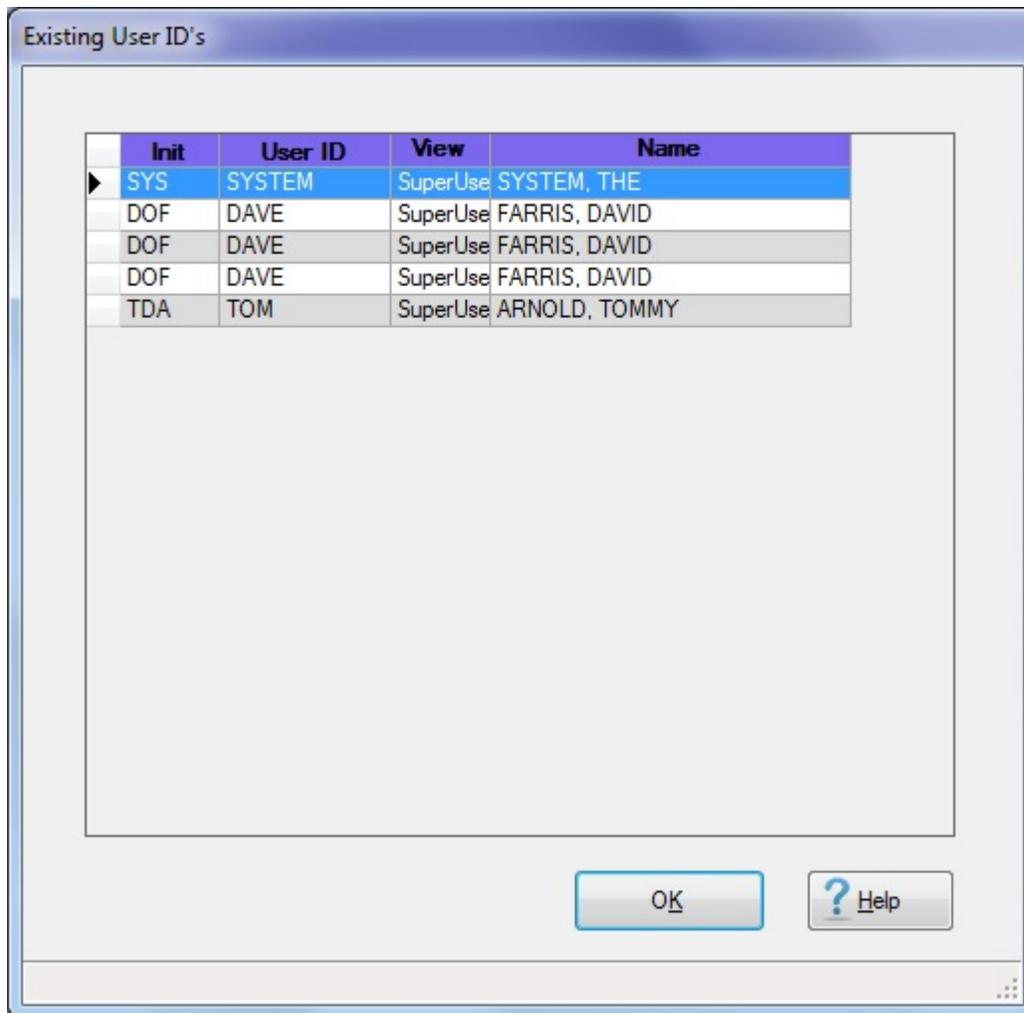
For this reason, an **option** has been added to the **Tools** menu on the **Auditor**, **Disbursing**, and **System Administrator** view screens that allow you to easily **display** this information.

 Complete the following steps to "display" user initials:

1. On either the **Auditor**, **Disbursing**, or **System Administrator** view screen, **click** on the **Tools** menu.



2. A *sub-menu* appears listing several options.
3. **Click** on **User Initials**. The **Existing User ID's** screen appears.



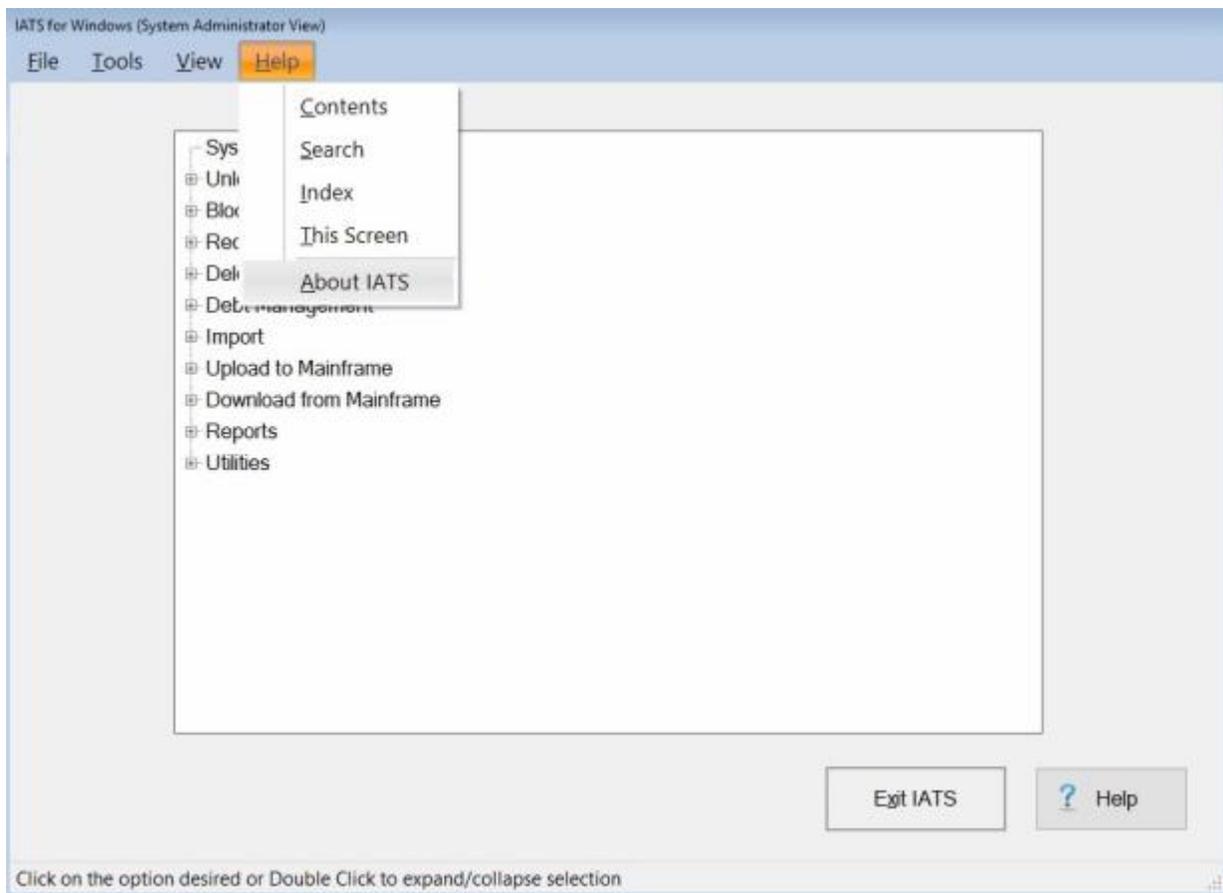
4. **Notice** that the Existing User ID's screen displays **initials** in the left hand column and the user's **name** in the far right hand column.
5. When **finished** using the Existing User ID's screen, **click** on **OK** to return to the previous screen.

Checking the Status of your IATS License

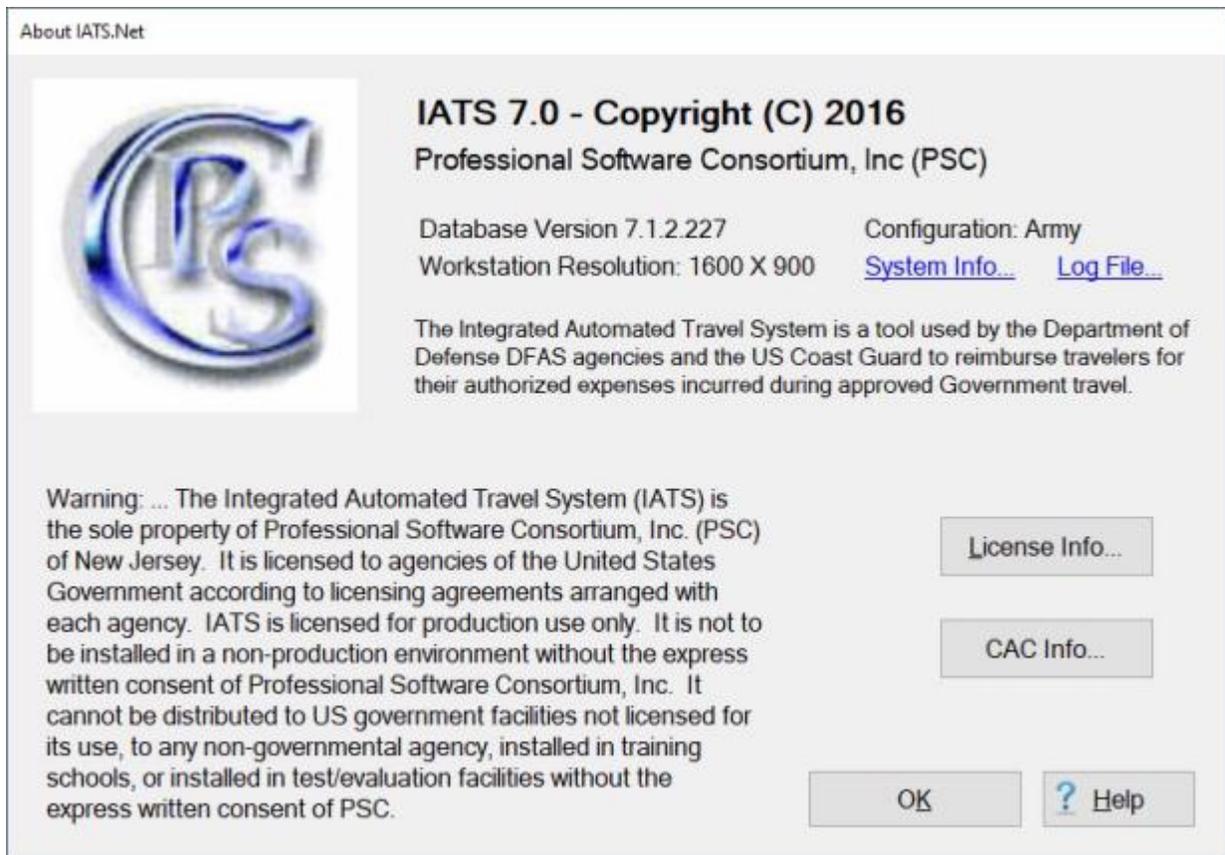
A valid and current **license** is required in order to use the IATS program. This license is **included** with the IATS software but will **expire** after **60 days** if the monthly **per diem rates update** provided by Professional Software Consortium (**PSC**) is not installed.

A new **feature** was added to IATS that enables you to **check** the **status** of your IATS **license** to determine if the **expiration** date is near.

 Complete the following steps to "check" the status of your IATS license:



1. At the **Menu bar** at the top of the IATS **System Administrator, Examiner, Auditor, or Disbursing** View screen, **click** on the **Help** option. A *drop down list* of additional options will appear.
2. **Click** on the **About IATS** option. The **About IATS** screen appears.



3. At the About IATS screen, **click** on the **License Info** button. The **IATS Licenses** display will appear.

About IATS.Net

The screenshot displays the IATS 7.0 software interface. At the top left is the IATS logo. The main title is "IATS 7.0 - Copyright (C) 2016" by the Professional Software Consortium, Inc (PSC). System information includes "Database Version 7.1.2.227" and "Workstation Resolution: 1600 X 900". The configuration is set to "Army". There are links for "System Info..." and "Log File...". A warning message is visible: "Warning: ... The Integrated ... the sole property of Profes ... of New Jersey. It is license ... Government according to licensing agreements arranged with each agency. IATS is licensed for production use only. It is not to be installed in a non-production environment without the express written consent of Professional Software Consortium, Inc. It cannot be distributed to US government facilities not licensed for its use, to any non-governmental agency, installed in training schools, or installed in test/evaluation facilities without the express written consent of PSC." A modal dialog box titled "IATS Licenses" is open, showing "License Currently Loaded:" and "- IATS License Valid Through 2/29/2020". Buttons for "OK", "License Info...", "CAC Info...", and "? Help" are visible.

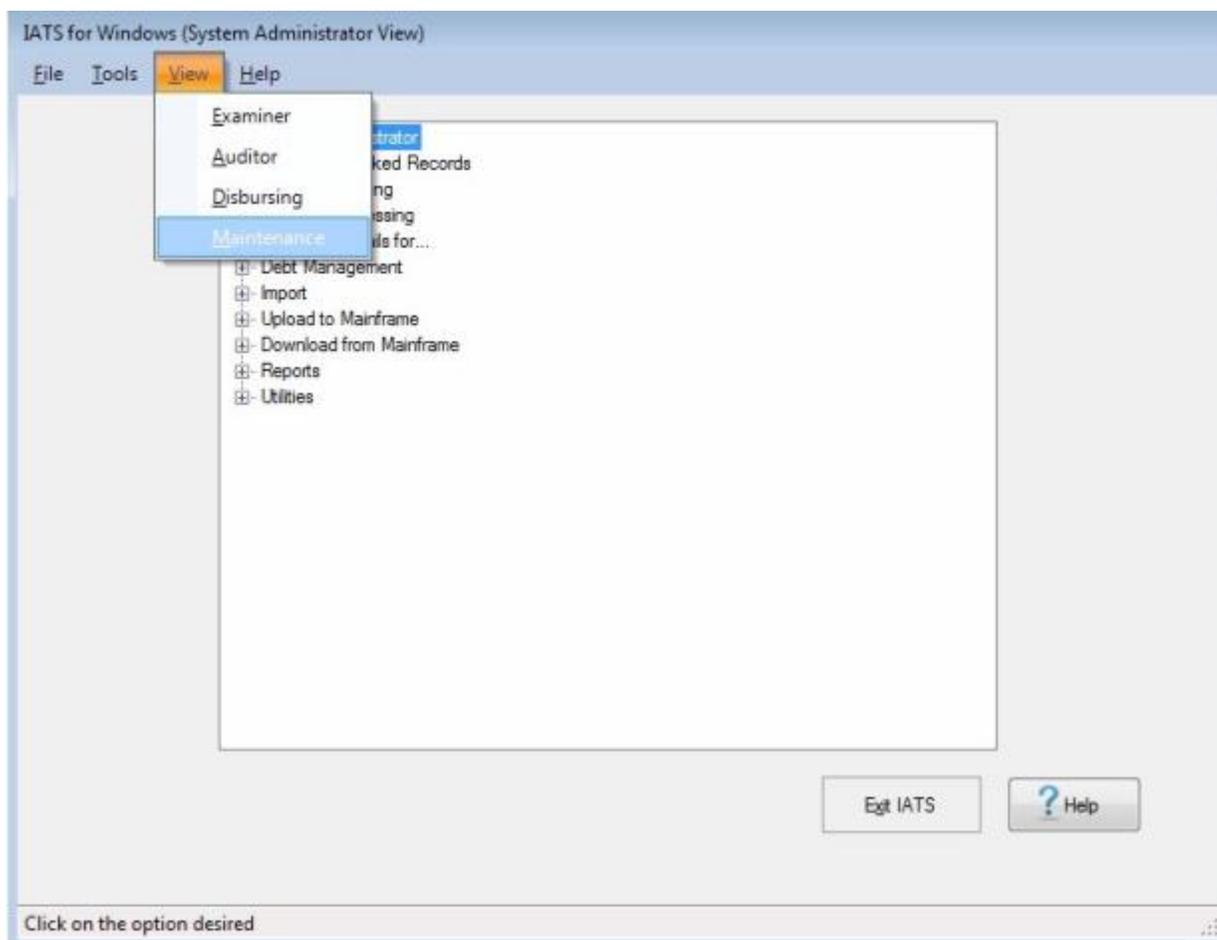
4. **Click** on the **OK** button after you have **finished** reviewing your IATS license information.

Checking Inactivity for an IATS User

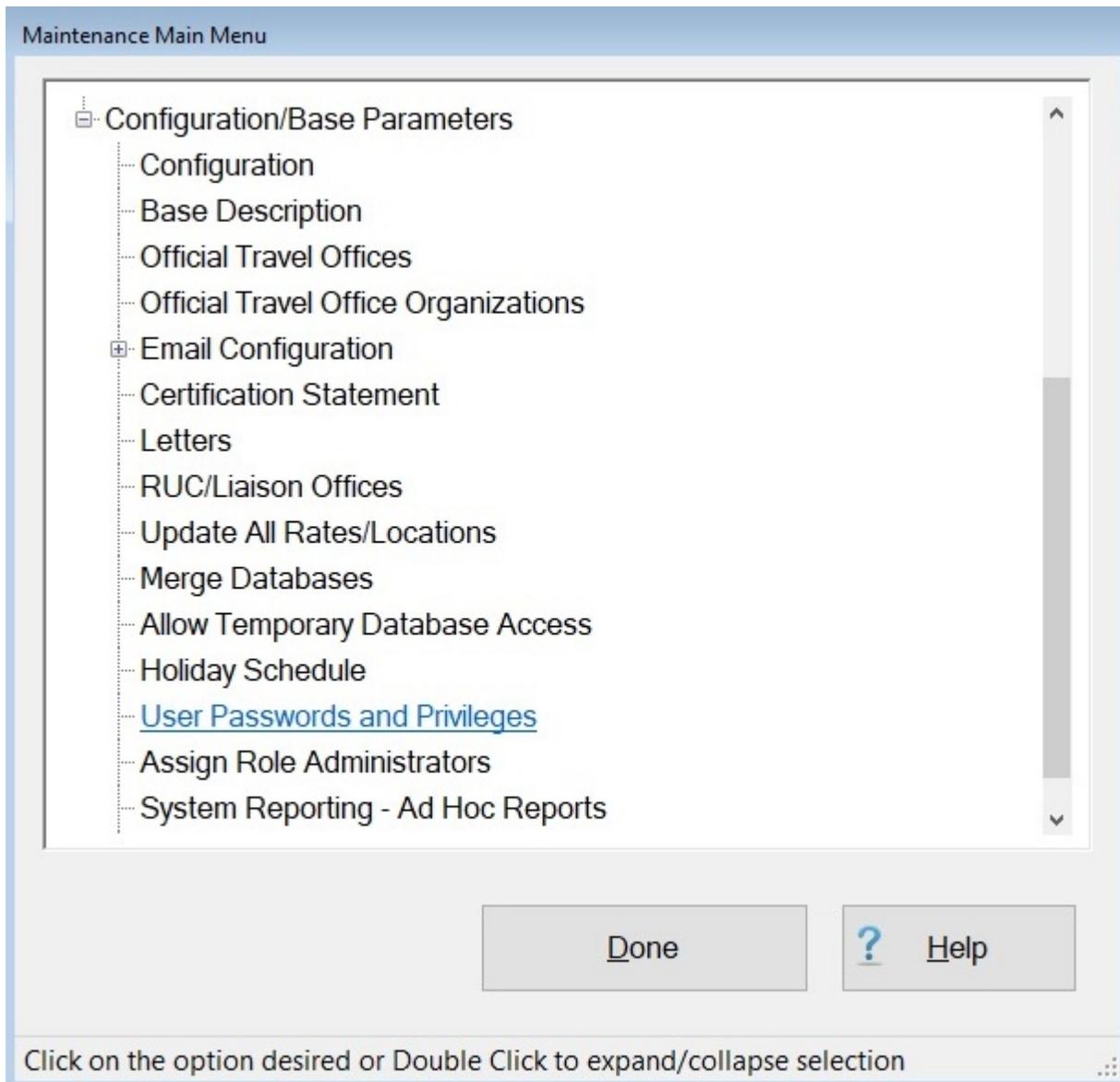
An IATS **user account** will automatically be **suspended** after a particular number of days of inactivity, which is determined by the organization.

A feature was added to IATS to allow the System Administrator to **check** the **inactivity status** of an IATS user.

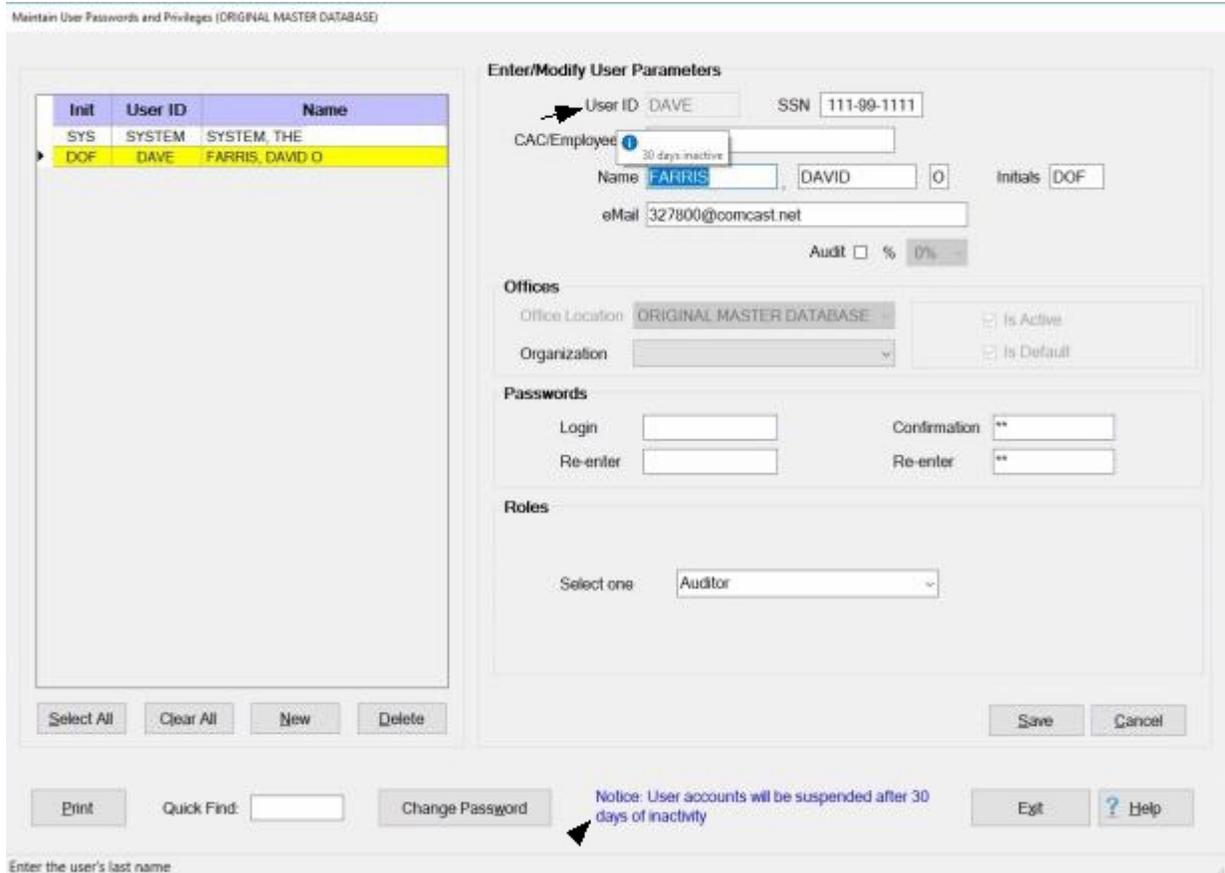
 Complete the following steps to "check" the inactivity status of an IATS user:



1. At the **System Administrator View** screen, **click** on the **View** option. A *drop down menu* appears listing the various views the user has the **privilege** for.
2. **Click** on the **Maintenance** option. The **Maintenance Main Menu** screen will appear.



3. **At the Maintenance Main Menu, click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters**. An **expandable menu** appears listing the various options.
4. **Click** on the **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.



5. **Click** on the desired **user name** from the list of IATS user accounts in the **grid** on the left side of the screen.
6. If you position your **mouse pointer** over the words **User ID** at the top of the screen, a *pop-up* message will appear showing **how many days** the selected user has been **inactive**.
7. **Notice** at the bottom of the screen there is a **statement** indicating the **number of days** of **inactivity** that will cause the user account to become **suspended**.

TPAX Administrator Functions

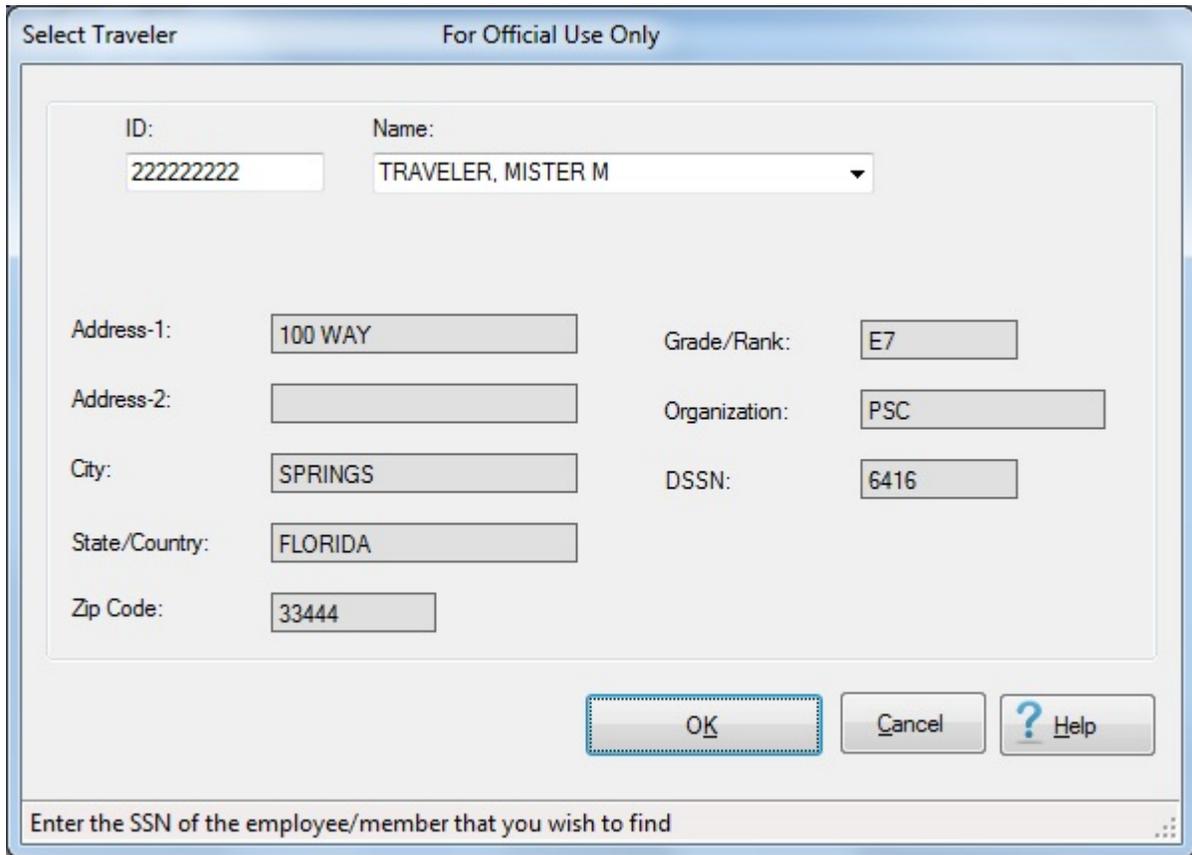
Locking TPAX Travel Orders

This option was requested by the **Coast Guard** to be able to **keep** an erroneously created Travel Order for historical purposes, but **prevent** a settlement or advance request to be processed against it.

Note: To use this feature you must login to IATS as a **TPAX Administrator**.

 Complete the following steps to "lock" a TPAX travel order:

1. At the **System Administrator View** screen, **click** on the **Lock/Unlock TPAX Orders** option. An expandable menu appears listing several options.
2. **Click** on the **Lock a TPAX Order** option. The **Select Traveler** screen appears.



Select Traveler For Official Use Only

ID: 22222222 Name: TRAVELER, MISTER M

Address-1: 100 WAY Grade/Rank: E7

Address-2: Organization: PSC

City: SPRINGS DSSN: 6416

State/Country: FLORIDA

Zip Code: 33444

OK Cancel ? Help

Enter the SSN of the employee/member that you wish to find

3. At the Select Traveler screen, **enter** the traveler's **SSN** at the **ID** field and **press Tab**.
4. When the traveler's account information is displayed, **click** on **OK**. The **Travel Order Selection** screen appears.

Travel Order Selection

TRAVELER, MISTER M

Traveler ID: Traveler Name:

Address-1: Grade/Rank:

Address-2: Organization:

City: DSSN:

State/Country:

Zip Code:

Click the Local Button for Local (1164) travel

Order Number	Category	Start Date	End Date
TO BE ASSIGNED	Normal	10/1/2017	10/5/2017
▶ E100001	Normal	11/19/2017	11/23/2017

Select Order Number to be Locked in T-PAX

5. At the **Travel Order Selection** screen, any existing travel orders in the database for the selected traveler are **listed** in the **table** in the **Order** grid.
6. **Click** on the **Order** you wish lock and then **click** the **Lock** button.

Unlocking TPAX Travel Orders

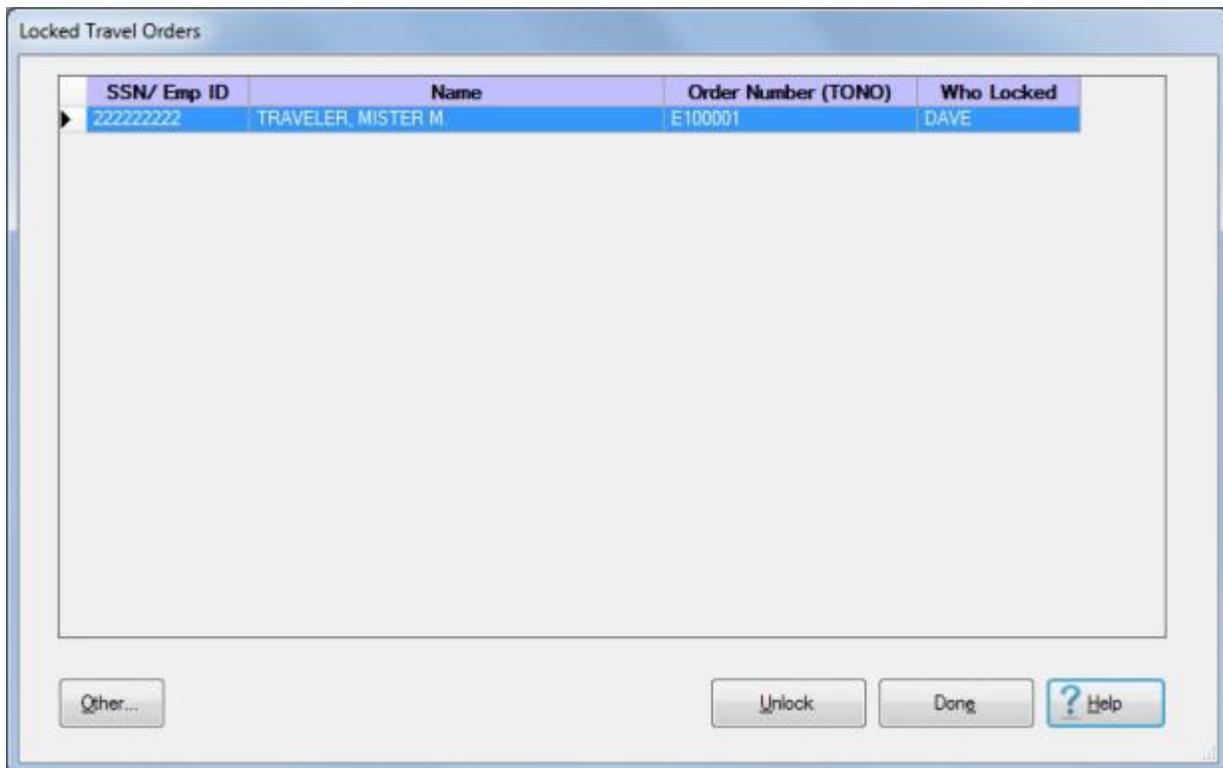
The option to lock TPAX travel orders was requested by **TPAX** users to be able to **keep** an erroneously created order for historical purposes, but **prevent** a settlement or advance request to be processed against it.

After an order has been locked, it may be determined that the order should be **unlocked**.

Note: To use this feature you must login to IATS as a **TPAX Administrator**.

 **Complete the following steps to "unlock" a locked TPAX travel order:**

1. At the **System Administrator View** screen, **click** on the **Lock/Unlock TPAX Orders** option. An expandable menu appears listing several options.
2. **Click** on the **View/Unlock Locked TPAX Orders** option. The **Locked Travel Orders** screen appears.



3. At the **Locked Travel Orders** screen, **click** in the **column** to the left of the **SSN/Emp ID** column to **select** the order you wish to unlock.
4. When the order you wish to unlock is **highlighted** in blue, **click** on the **Unlock** button.
5. IATS **unlocks** the order and **removes** it from the **Locked Travel Orders** screen.

6. If you are **finished** using the **Locked Travel Orders** screen, **click** on the **Done** button.

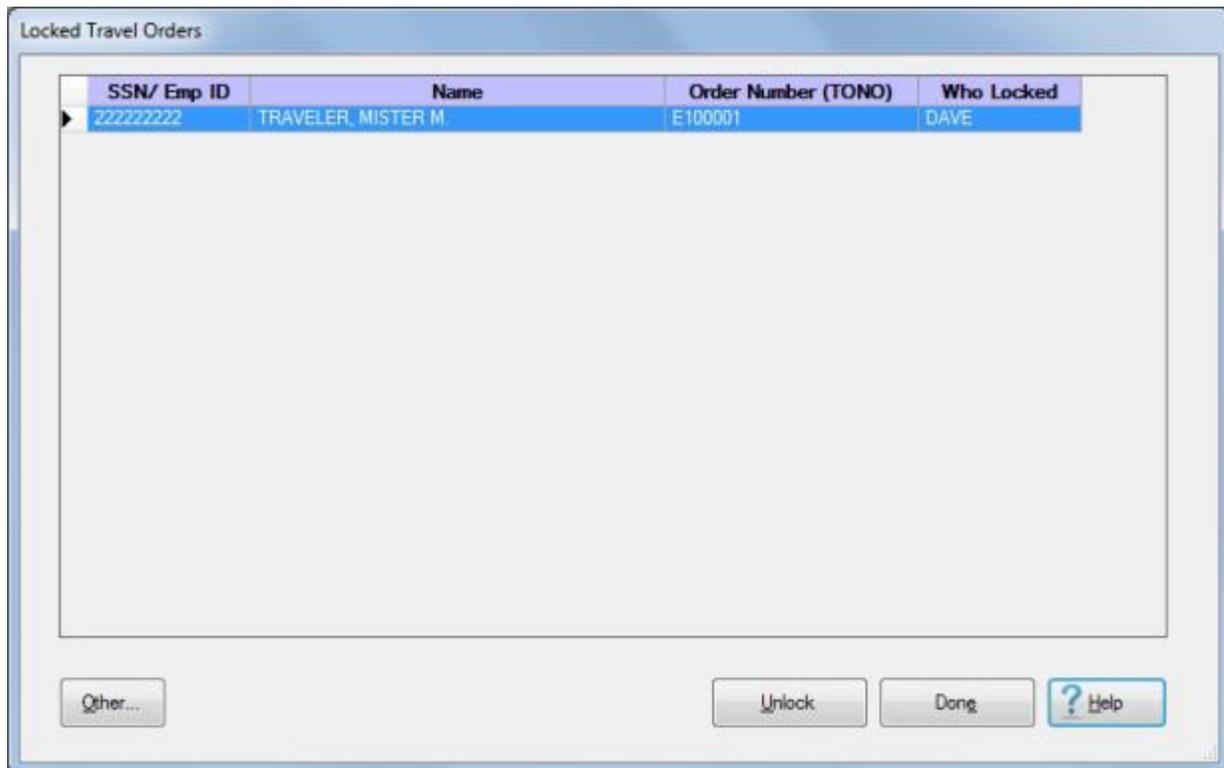
Viewing Locked TPAX Travel Orders

The option to lock TPAX travel orders was requested by **TPAX** users to be able to **keep** an erroneously created order for historical purposes, but **prevent** a settlement or advance request to be processed against it.

Note: To use this feature you must login to IATS as a **TPAX Administrator**.

 Complete the following steps to "view" a locked TPAX travel orders:

1. At the **System Administrator View** screen, **click** on the **Lock/Unlock TPAX Orders** option. An expandable menu appears listing several options.
2. **Click** on the **View/Unlock Locked TPAX Orders** option. The **Locked Travel Orders** screen appears.



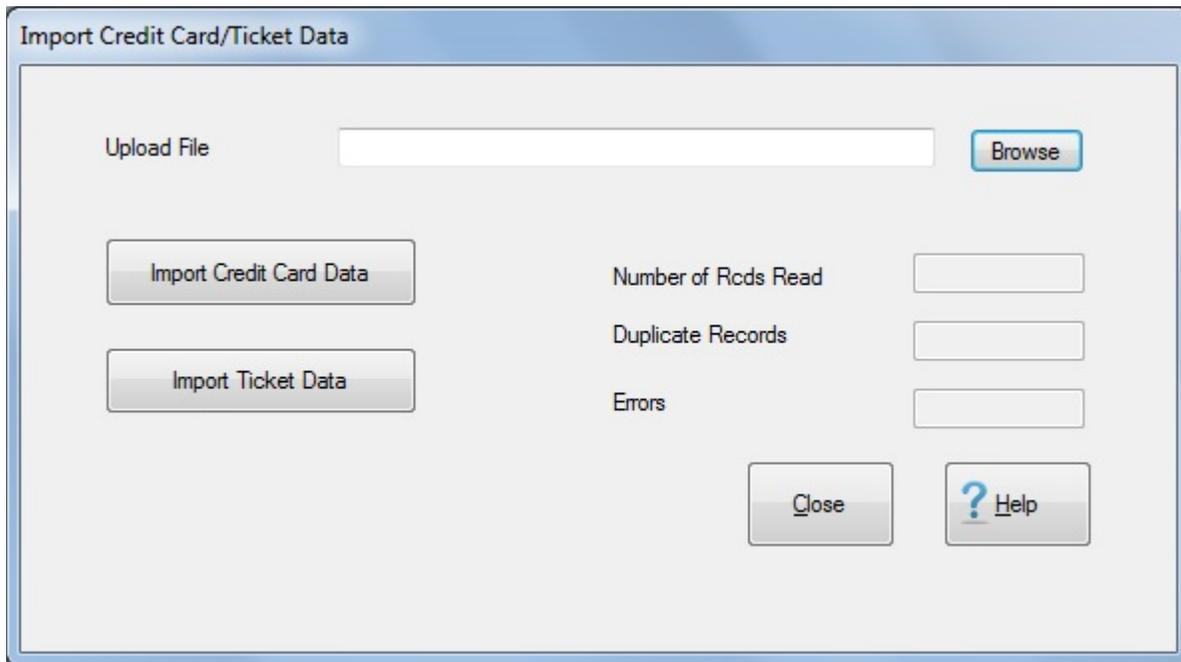
3. When you are **finished** viewing locked TPAX orders, **click** on the **Done** button.

Import Credit Card and Ticket Data

The **Import Credit Card/Ticket Data** screen is used to process the download files for **credit card** and **ticket data** that is later used to perform the CBA reconciliation.

 Complete the following steps to "process" the credit card and ticket data files:

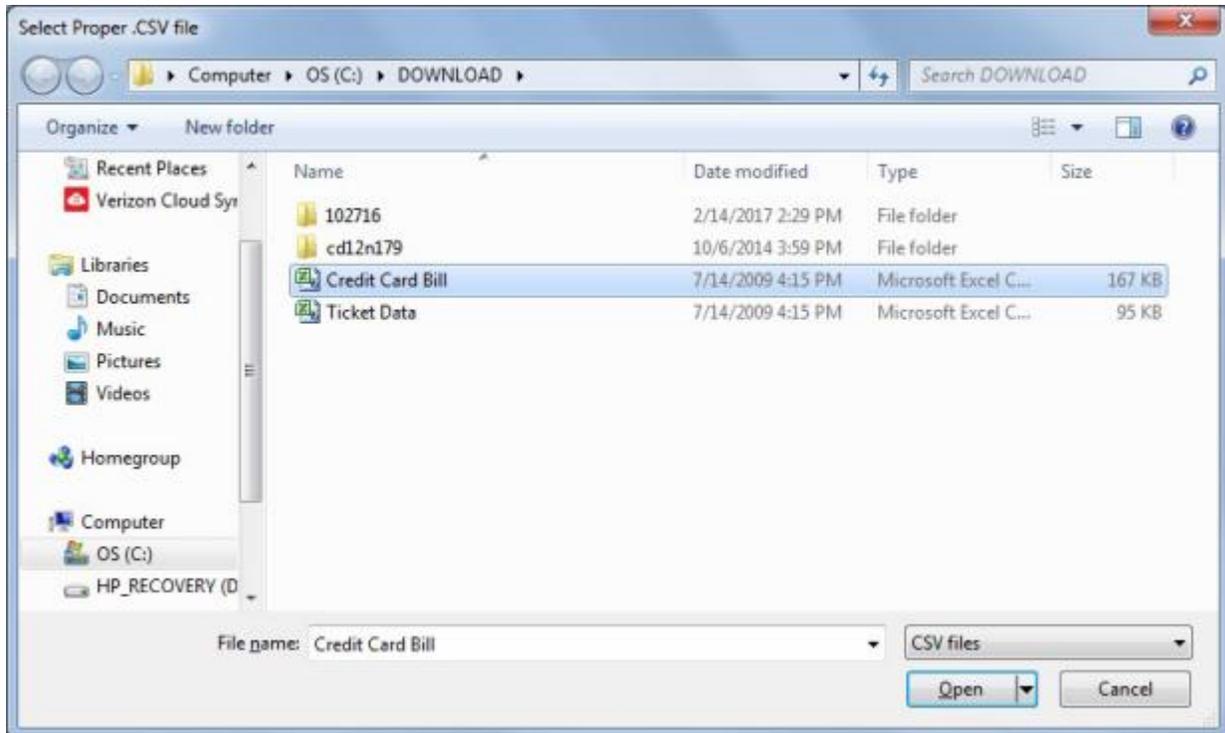
1. **Login** to IATS as a **TPAX Administrator**.
2. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Import**" and then **click** on the **Import Credit Card/Ticket Data** option.
3. The **Import Credit Card/Ticket Data** screen appears.



Import Credit Card/Ticket Data

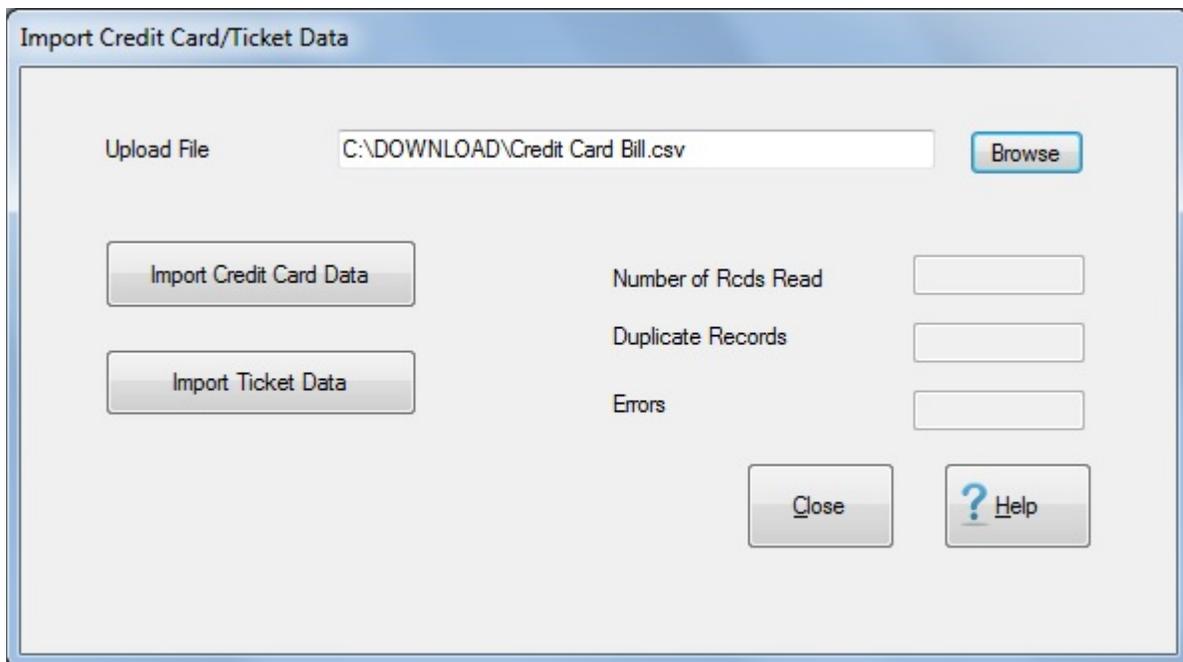
Upload File

4. **Click** on the **Browse** button. The **Select Proper CSV File** screen will appear.



Note: At this screen, the IATS user must select the **location** where the import files reside.

5. After specifying the drive and directory, the desired import **files will appear**.
6. **Click** on the desired import **file**. IATS highlights the **filename**.
7. After you have clicked on the desired import file, **click** on either the **Open** button.



8. When the correct file is displayed at the **Upload File** field, **click** on either the **Import Credit Card Data** or **Import Ticket Data** button (depending on which file you are importing).
9. IATS will import the selected file and generate an on screen **display** of the results.
10. When IATS is finished processing the selected file, the following *pop-up* message will appear indicating that the import is complete:



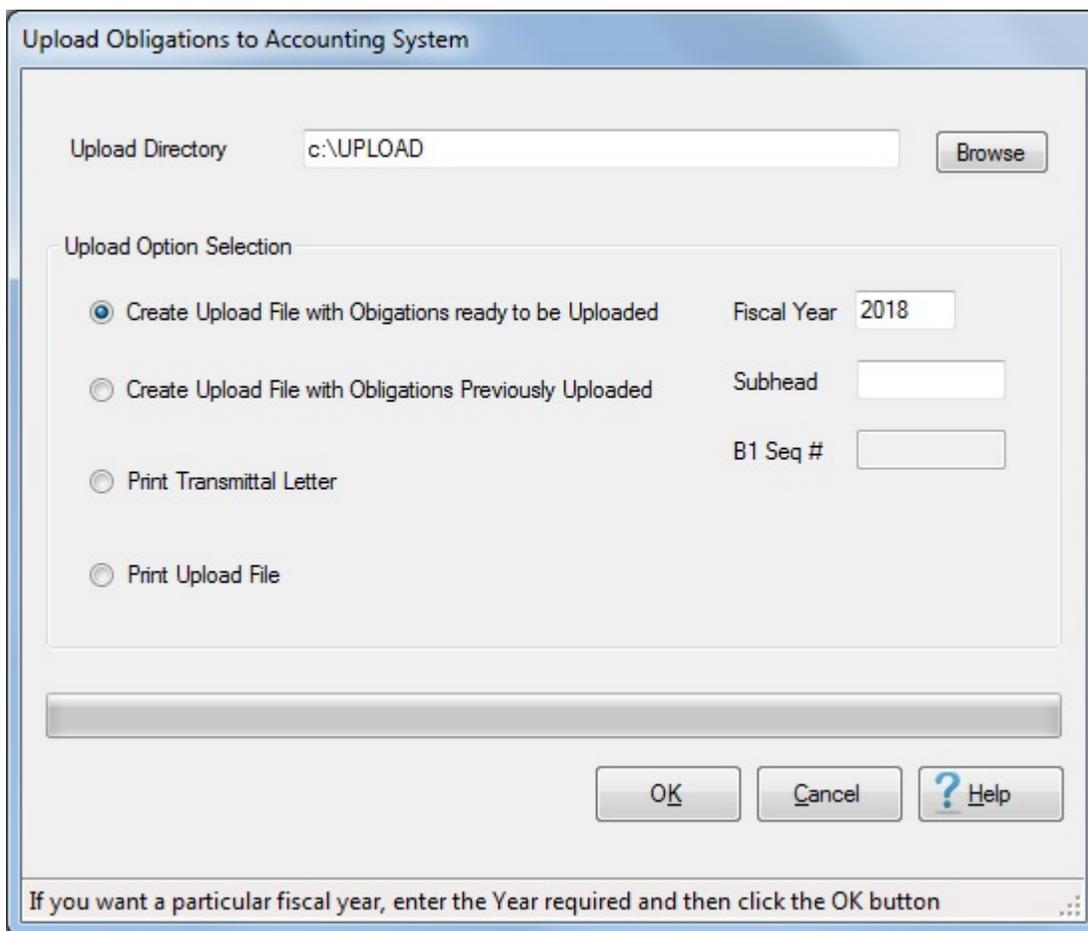
11. **Click** on **OK**.
12. **Repeat** the previously described steps to import a different file.
13. When you are **finished** using the Import Credit Card/Ticket Data screen, **click** on the **Close** button.

Uploading Obligations

Once a **TEMADD** has been created by a traveler, processed by a travel agent , and approved by an AO, an **Obligation** file is generated by TPAX that must be **uploaded** to the **Navy** accounting system (**STARS**) through IATS.

 **Complete the following steps to "upload" Obligations to STARS:**

1. **Login** to IATS as a **TPAX Administrator**.
2. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Upload to Mainframe**". An expandable menu appears listing the options.
3. **Click** on the **Upload Obligations to STARS** option. The **Upload Obligations to Accounting System** screen appears.



Upload Obligations to Accounting System

Upload Directory: c:\UPLOAD

Upload Option Selection

Create Upload File with Obligations ready to be Uploaded Fiscal Year: 2018

Create Upload File with Obligations Previously Uploaded Subhead:

Print Transmittal Letter B1 Seq #:

Print Upload File

If you want a particular fiscal year, enter the Year required and then click the OK button

4. If not already selected, **click** in the radio button next to the option, **Create Upload file with Obligations ready to be Uploaded**.
5. **Fiscal Year:** - The default value at this field is the current fiscal year. **Enter** a different **fiscal year code** in **YYYY** format if you want to create the B1 file for a **specific** fiscal year. For example, if some of the obligations ready to be

uploaded are for **FY 2018** and money has not been **allocated** for FY 2018 yet, enter 2017 at the Fiscal Year field. This will **prevent** the FY 2018 obligations from being **included** in the B1 upload file.

6. **Subhead:** - Enter the **Subhead number** to be used for the transmission.
7. After you have made your required entries **click** the **OK** button. IATS will create the **B1** upload file and **display** a **message** indicating the **number of records** included in the file.



Note: You will find the **B1** upload file in the **directory** you have specified in the IATS **Maintenance** module for your upload and download files.

8. If you have previously **created** a B1 file and **uploaded** the obligations, but need to **recreate** the B1 file (for some reason), **click** in the radio button next to the option, **Create Upload file with Obligations Previously Uploaded**.
9. **Click** in the **B1 Seq #** field, **type** the **sequence number** for the B1 file you wish to recreate and then **click** on **OK**.

Tip: The sequence number is the last 5 digits of the **filename** IATS generates when the B1 file is created.

10. If you wish to **print** a **Transmittal Letter** for the B1 upload file, **click** in the radio button next to the option, **Print Transmittal Letter**.
11. **Click** in the **B1 Seq #** field, **type** the **sequence number** for the B1 file you wish to print the Transmittal Letter for and then **click** on **OK**.
12. If you wish to generate a **print-out** of the B1 upload file, **click** in the radio button next to the option, **Print Upload File** and then **click** on **OK**.

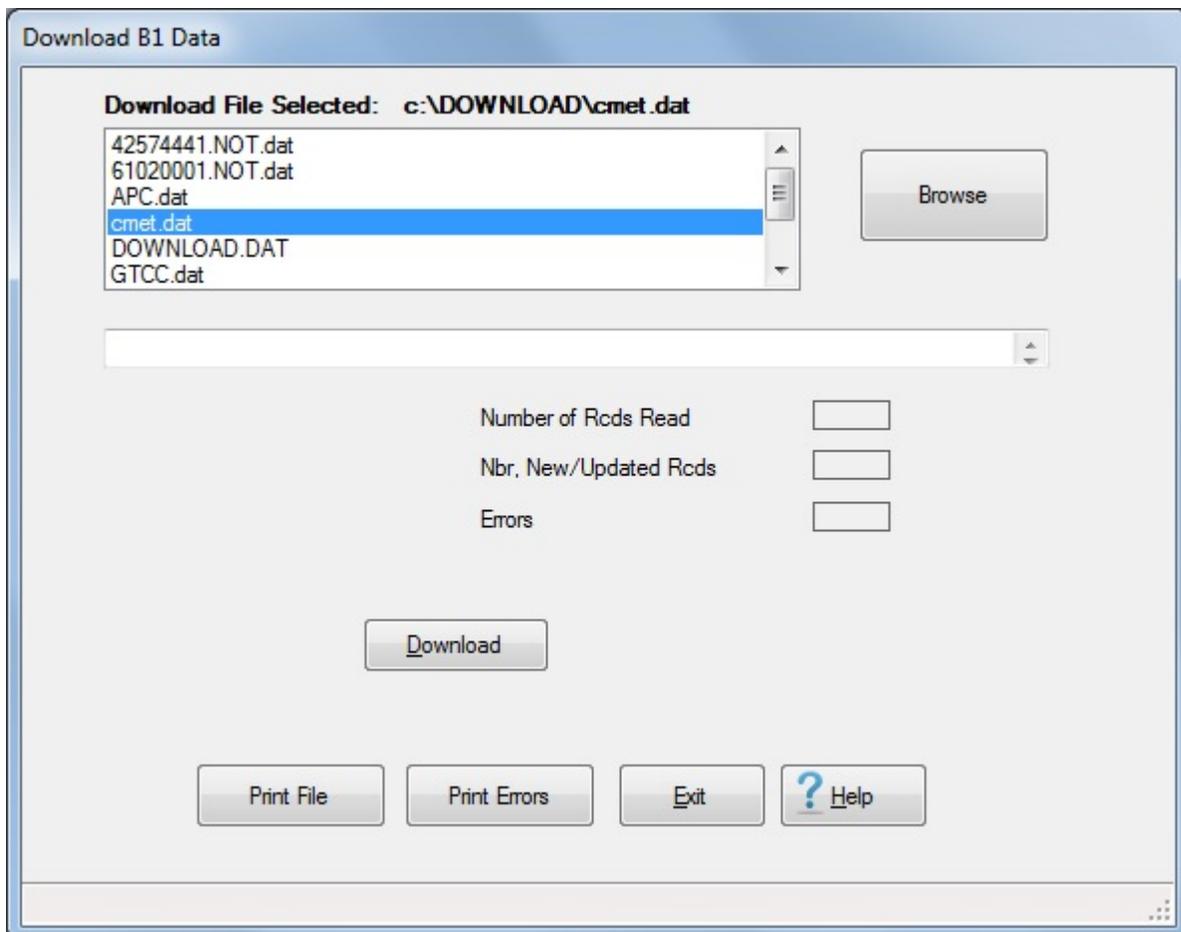
Process B2 Download File

For **NAVY** customers, IATS is programmed to process a **download** the **B2** file from the **Accounting System** to automatically populate the **Accounting Classifications** table maintained within IATS.

 Complete the following steps to "process" the B2 Download File:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download B2 file for CMET JON Update** option. The **Download B1 Data** screen appears.

Note: When this screen appears, a *pop-up* is displayed **indicating** that all other users must log-off before processing the accounting download file. **Ensure** that all others users have **logged off** and then **click** on the **OK** button to continue.



Download B1 Data

Download File Selected: c:\DOWNLOAD\cmet.dat

42574441.NOT.dat
61020001.NOT.dat
APC.dat
cmet.dat
DOWNLOAD.DAT
GTCC.dat

Browse

Number of Rclds Read

Nbr. New/Updated Rclds

Errors

Download

Print File Print Errors Exit ? Help

Note: At this screen, the IATS user must **select** the **location** where the B2 download file **resides**.

3. If the **default** directory is not correct when the **Download B1 Data** screen appears, **click** on the **Browse** button at the top left portion of the screen and **browse** to the desired **directory**.
4. After specifying the desired directory, the download **file(s)** will **appear** in the **area** at the top left portion of the screen.
5. **Click** on the desired download **file**. IATS highlights the **filename**.
6. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. It is a good idea to **view** the download error **report**. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be manually entered, if necessary. **Click** on the **Print Errors** button to generate a **printed** error report. **Click** on the **Print File** button if you wish to generate a **print-out** of the B2 Download **file**.

7. When **finished** processing the B2 download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process CMET JON Department File

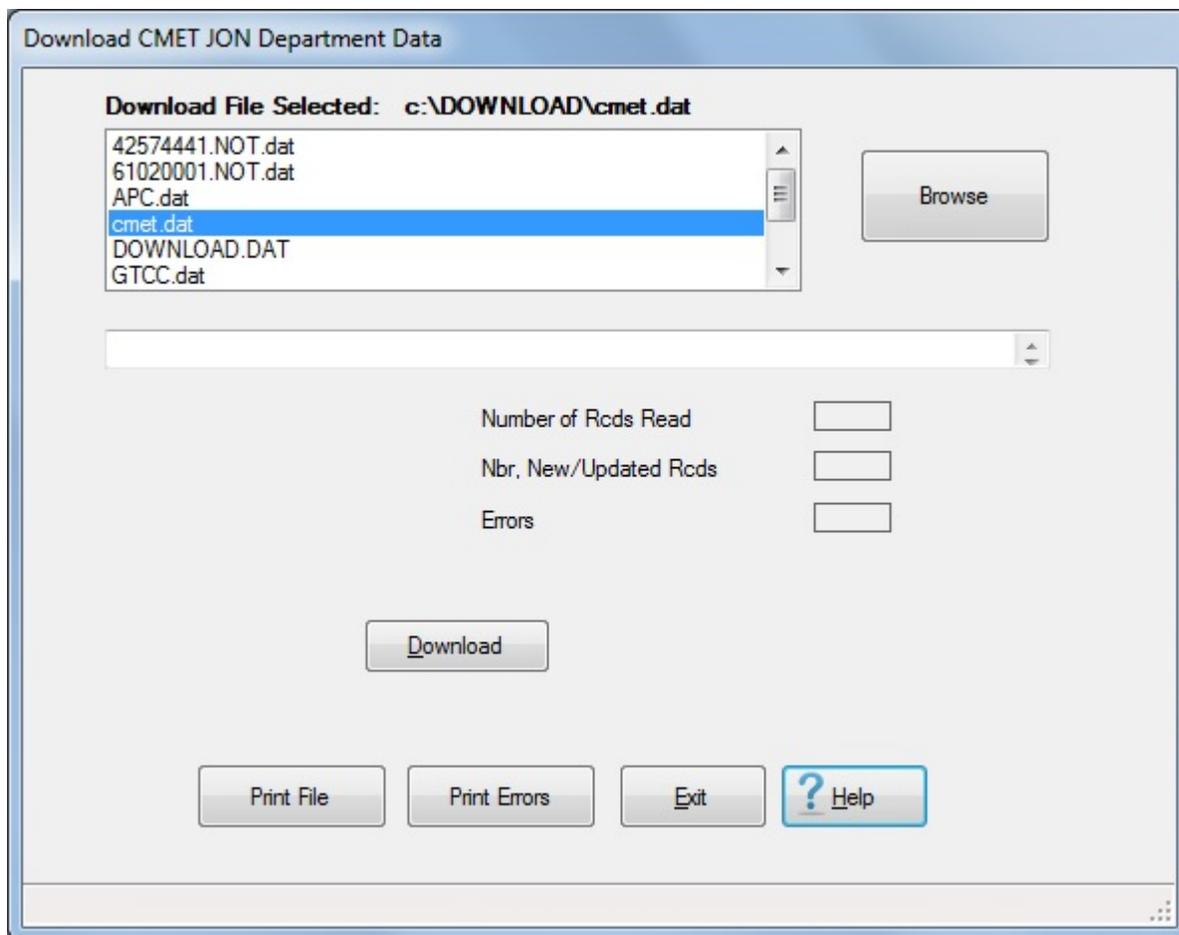
The CMET JON Department Proxies table is used to designate **units** or **departments** that require a **Proxy signature** in order to approve a TEMADD/Authorization for Travel before it may be approved by the AO.

The **Download CMET JON Department Data** screen is used to process the downloaded file and populate the table.

 **Complete the following steps to "process" the CMET JON Department file:**

1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable menu appears listing the options.
2. **Click** on the **Download CMET JON Department File Update** option. The **Download CMET JON Department Data** screen appears.

Note: When this screen appears, a *pop-up* is displayed **indicating** that all other users must log-off before processing the accounting download file. **Ensure** that all others users have **logged off** and then **click** on the **OK** button to continue.



Note: At this screen, the IATS user must **select** the **location** where the file **resides**.

3. If the **default** directory is not **correct** when the **Download CMET JON Department Data** screen appears, **click** on the **Browse** button and **browse** to the desired **directory**.
4. After specifying the desired directory, the download **file(s)** will **appear** in the **area** at the top left portion of the screen.
5. **Click** on the **file**. IATS highlights the **filename**.
6. After the **file** is selected, **click** the **Download** button. IATS processes the file and **displays** the **results**.

Tip: If rejects occur, the errors are written to the **error** file. It is a good idea to **view** the download error **report**. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be manually entered, if necessary. **Click** on the **Print Errors** button to generate a **printed** error report. **Click** on the **Print File** button if you wish to generate a **print-out** of the **file**.

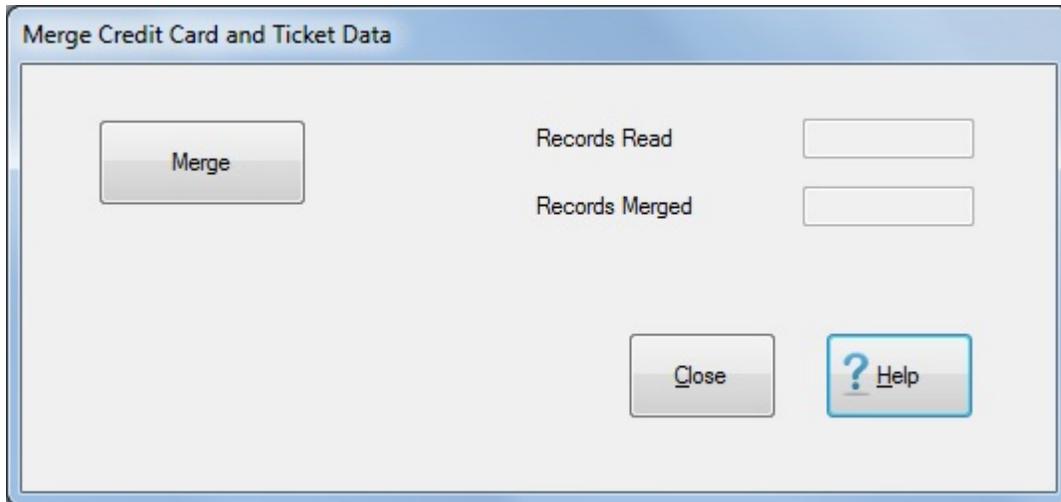
7. When **finished** processing the file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Merging Credit Card and Ticket Data

After you have **imported** credit card and ticket data files, the files must be **merged** in order to perform the CBA reconciliation.

 **Complete the following steps to "merge" the credit card and ticket data files:**

1. **Login** to IATS as a **TPAX Administrator**.
2. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**" and then **click** on the **Merge Credit Card/Ticket Data** option.
3. The **Merge Credit Card and Ticket Data** screen appears.



The screenshot shows a dialog box titled "Merge Credit Card and Ticket Data". On the left side, there is a button labeled "Merge". To the right of this button, there are two text input fields: "Records Read" and "Records Merged". At the bottom right of the dialog, there are two buttons: "Close" and "? Help".

4. **Click** on the **Merge** button.
5. IATS merges the imported files and displays the results in the **Records Read** and **Records Merged** fields.
6. When you have **finished** performing the merge, **click** on the **Close** button.

Modify Ticket Data

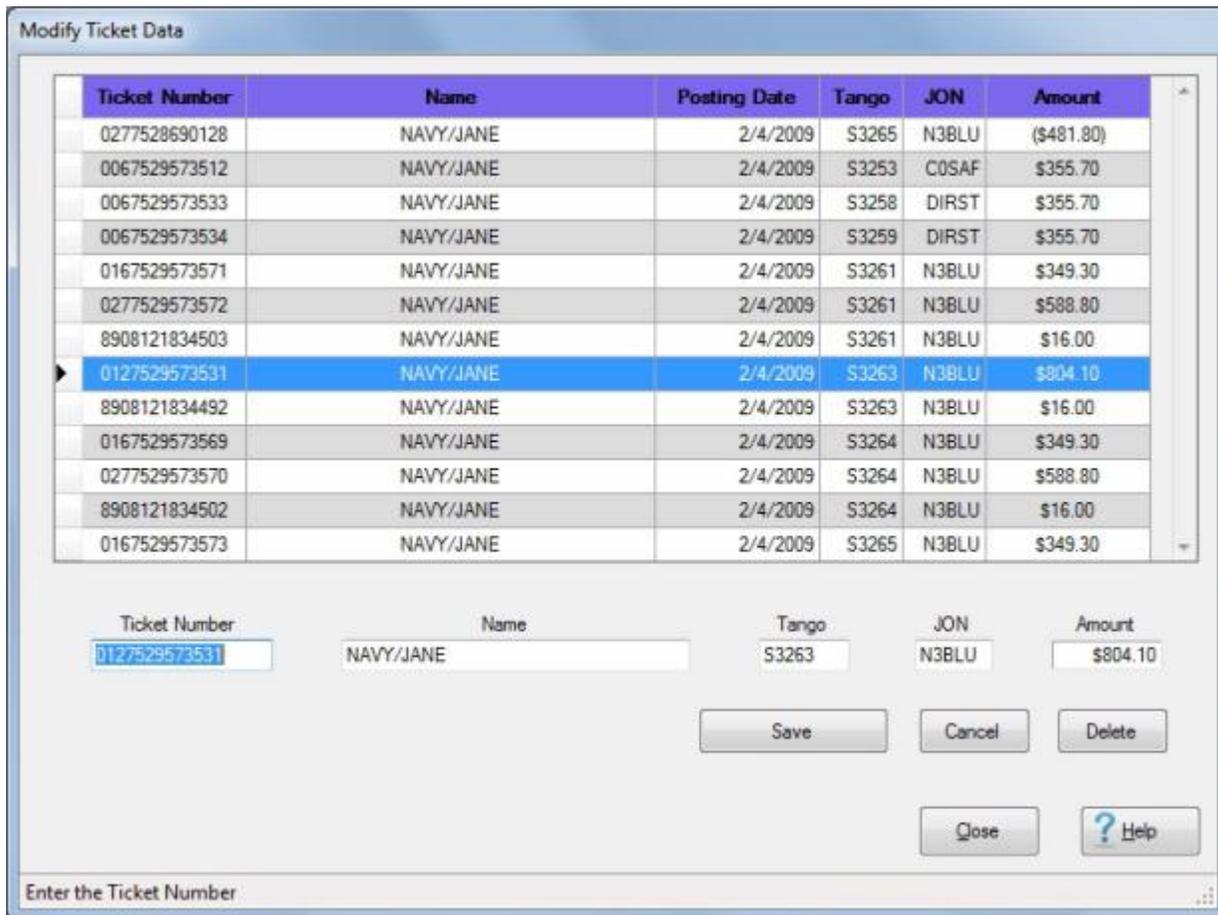
After you have imported credit card and ticket data files and merged the files, a **CBA reconciliation** must be performed to identify **discrepancies** between what was **obligated** for travel expenditures and what was actually **billed**.

Before running the CBA reconciliation, however, it may be necessary to **modify** any **ticket data records** that may have an incorrect JON or Tango number.

The **Modify Ticket Data** screen is used to perform this function.

 Complete the following steps to "modify" ticket data records:

1. **Login** to IATS as a **TPAX Administrator**.
2. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**" and then **click** on the **Modify Ticket Data** option.
3. The **Modify Ticket Data** screen appears.



Ticket Number	Name	Posting Date	Tango	JON	Amount
0277528690128	NAVY/JANE	2/4/2009	S3265	N3BLU	(\$481.80)
0067529573512	NAVY/JANE	2/4/2009	S3253	COSAF	\$355.70
0067529573533	NAVY/JANE	2/4/2009	S3258	DIRST	\$355.70
0067529573534	NAVY/JANE	2/4/2009	S3259	DIRST	\$355.70
0167529573571	NAVY/JANE	2/4/2009	S3261	N3BLU	\$349.30
0277529573572	NAVY/JANE	2/4/2009	S3261	N3BLU	\$588.80
8908121834503	NAVY/JANE	2/4/2009	S3261	N3BLU	\$16.00
0127529573531	NAVY/JANE	2/4/2009	S3263	N3BLU	\$804.10
8908121834492	NAVY/JANE	2/4/2009	S3263	N3BLU	\$16.00
0167529573569	NAVY/JANE	2/4/2009	S3264	N3BLU	\$349.30
0277529573570	NAVY/JANE	2/4/2009	S3264	N3BLU	\$588.80
8908121834502	NAVY/JANE	2/4/2009	S3264	N3BLU	\$16.00
0167529573573	NAVY/JANE	2/4/2009	S3265	N3BLU	\$349.30

Ticket Number: 0127529573531 Name: NAVY/JANE Tango: S3263 JON: N3BLU Amount: \$804.10

Buttons: Save, Cancel, Delete, Close, Help

Enter the Ticket Number

4. At the Modify Ticket Data screen, **double click** on the **ticket number** you wish to modify. **Click** on the **up/dn arrow** buttons on the right side of the screen to scroll through the list if necessary.

5. After you have selected a ticket to modify, the data for the ticket record appears in the **Ticket Data** section.
6. When the ticket data is displayed, **click** in the **field** you wish to modify the data for and **enter** the correct information.

Tip: You may also **delete** the record if necessary by clicking on the **Delete** button. If you click on the Delete button, a *pop-up message* will appear asking if you are **sure** you want to delete the record. **Click** on Yes if you are sure.

7. When you are finished modifying the ticket record, **click** on the **Save** button to save your changes.

Note: If you entered a **Tango** number or **JON** that does not exist in the Maintenance tables, the following *pop-up message* appears:



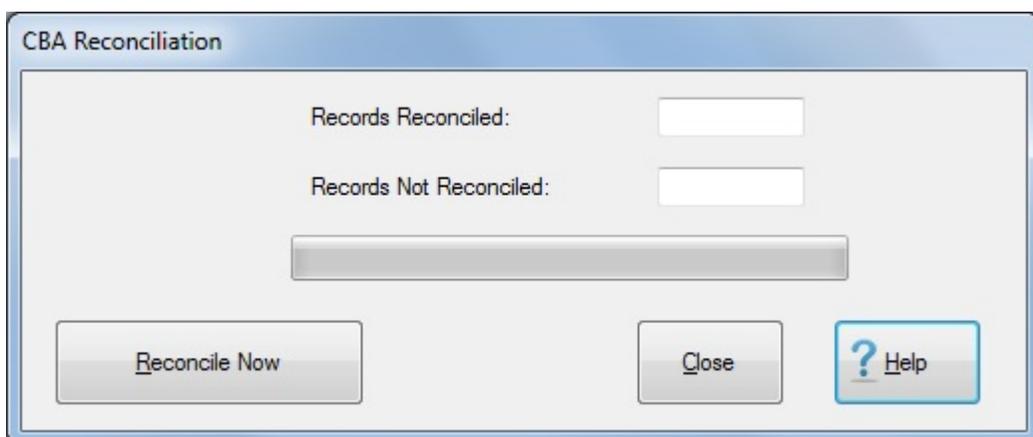
Click on **OK** and enter the correct data or have your System Administrator add the Tango number or JON to the appropriate table in the Maintenance module.

Performing a CBA Reconciliation

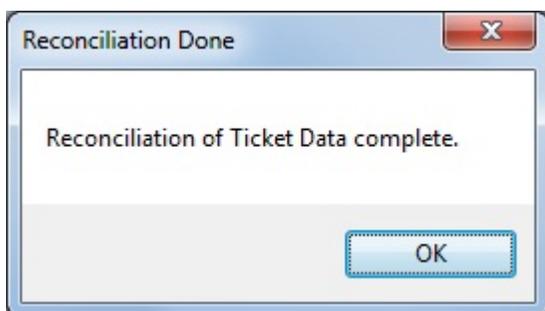
After you have imported credit card and ticket data files and merged the files, a **reconciliation** must be performed to identify **discrepancies** between what was **obligated** for travel expenditures and what was actually **billed**. IATS will then generate an **adjustment** file for any found discrepancies that is transmitted to the accounting system.

 Complete the following steps to "perform" the CBA reconciliation:

1. **Login** to IATS as a **TPAX Administrator**.
2. At the **System Administrator View** screen, **click** on the **plus sign** to the **left** of the word, "**Utilities**" and then **click** on the **CBA Reconciliation** option.
3. The **CBA Reconciliation** screen appears.



4. **Click** on the **Reconcile** button.
5. IATS reconciles the imported files and displays the results in the **Records Reconciled** and **Records Not Reconciled** fields.
6. The following *pop-up* message will appear indicating that the reconciliation is complete:



7. **Click** on **OK**.
8. When you have **finished** performing the reconciliation, **click** on the **Close** button.

Maintaining Navy ATOS Parameters

ATOS - STARS parameters are accounting **data elements** that are added to **B1 file** generated by IATS that is transmitted to the Navy disbursing system.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **ATOS - STARS Parameters** option.

Complete the following steps to "enter" the ATOS - STARS parameters:

1. **Treasury Index:** - **Click** in this field and **type** the Treasury Index **code** used by your organization.
2. **Object Class:** - **Click** in this field and **type** the Object Classification **code** used by your organization.
3. **Expense Element:** - **Click** in this field and **type** the Expense Element **code** used by your organization.
4. **Use Electronic Signature:** - The Electronic Signature is a mechanism used to **control** the **flow** of the B1 file generation. If left unchecked, the authorization is automatically approved by IATS when the Travel Agent **releases** it to the AO. If checked, however, the AO must digitally sign the authorization in order for the obligation to be included in the next B1 file generation. **Click** in the **check box** to check or uncheck this option as required by your organization.
5. When you have **finished** entering the required data elements, **click** on **OK** to save your entries.

Maintaining Authorization Remarks

The DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) contains a **Remarks** section (Block 16) that is used to address special requirements and **authorizations**.

IATS contains a **table** in the **Maintenance** module that allows you to enter a variety of standard remarks and associate them to a particular fund type, (cost, no-cost, command, etc.).

These remarks may then be pulled from the table and **printed** in block 16 of the DD Form 1610 generated by TPAX after an authorization has been approved.

Code	All	Cost	Fund Cite	Split	Non Command	No Cost	ITA	ITA No Cost	Gov Cont Trvl	Blanket	CIVPCS
RMK1	<input checked="" type="checkbox"/>										
Short Description											
ATM ADVANCE FEES AUTHORIZED.											

REMARKS:
ATM ADVANCE FEES AUTHORIZED. THIS AUTHORIZATION APPLIES FOR ALL TYPES OF TRAVEL.

Buttons: Copy, Delete, Print, OK, Cancel, Help

Enter Code for this Remark

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **Authorization Remarks** option.

Complete the following steps to "enter" the obligation remarks:

1. **Click** in the **Code** field and **type** a **code** for the remark for wish to enter.
2. **Click** in the **check box** at the **All** column if the remark will apply to all authorization types. If not, **press Tab** until you are at the desired authorization type and then **click** in the **check box** to apply the remark.

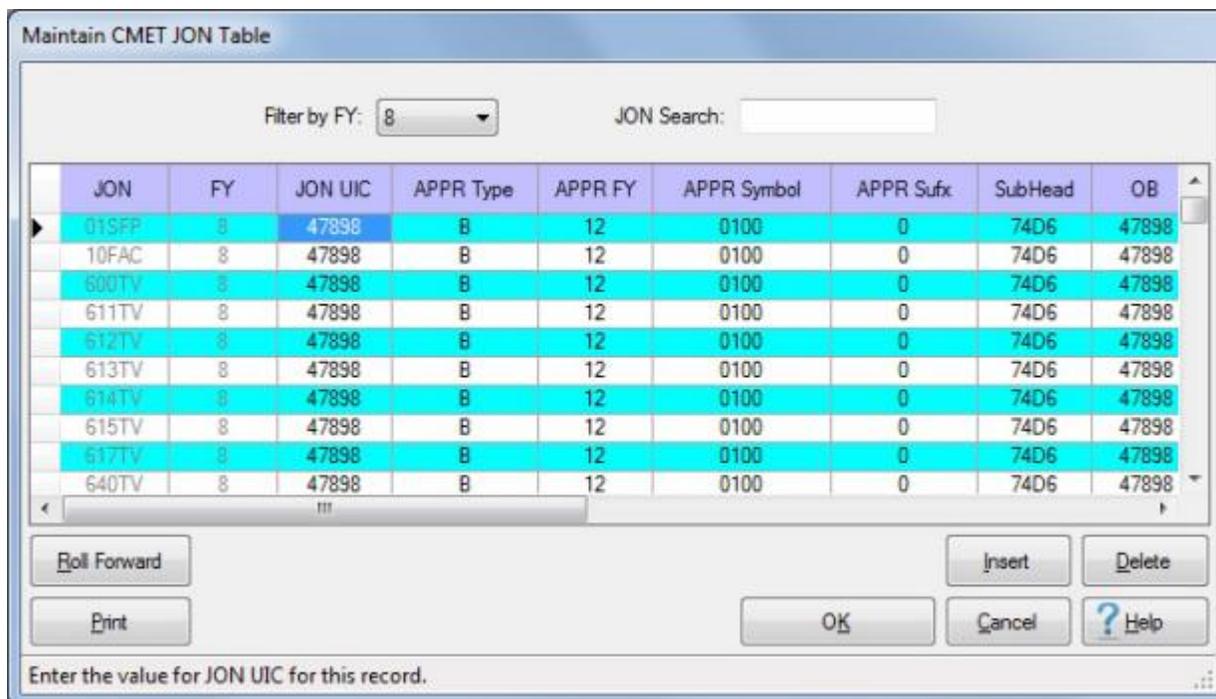
Note: More than one authorization type can be selected.

3. Continue pressing *Tab* until the blank **text field** just below the check boxes is **highlighted**.
4. **Type** a short description for the remark you are entering in the highlighted text box.
5. **Click** in the **Remarks** text box and **type** the desired remark.
6. **Click** on the **Copy** button, to **append** the short description to the **Remark** text box.
7. After you have entered a remark, applied it to the proper fund type, and appended the short description, **click** on **OK** to save your entry.

Maintaining the CMET JON Table

IATS contains a variety of tables that are used by the TPAX program for generating the accounting lines for Travel Authorizations and Settlements.

The **Maintain CMET JON Table** is used to store and maintain the various JON Codes.



JON	FY	JON UIC	APPR Type	APPR FY	APPR Symbol	APPR Sufx	SubHead	OB
015FP	8	47898	B	12	0100	0	74D6	47898
10FAC	8	47898	B	12	0100	0	74D6	47898
600TV	8	47898	B	12	0100	0	74D6	47898
611TV	8	47898	B	12	0100	0	74D6	47898
612TV	8	47898	B	12	0100	0	74D6	47898
613TV	8	47898	B	12	0100	0	74D6	47898
614TV	8	47898	B	12	0100	0	74D6	47898
615TV	8	47898	B	12	0100	0	74D6	47898
617TV	8	47898	B	12	0100	0	74D6	47898
640TV	8	47898	B	12	0100	0	74D6	47898

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **CMET JON Table** option.

 Complete the following steps to "modify" an existing code in the CMET JON Table:

1. **Notice** that various **JON Codes** are listed in the grid by Fiscal Year.
2. **Determine** the JON Code you wish to make changes to.
3. **Filter by FY:** - If you wish to **display** the JON Codes for a different fiscal year, **click** on the *down arrow* button at the **Filter by FY** field. IATS will **display** a *drop down list* of fiscal year codes. **Click** on the desired **fiscal year code** to make your selection.
4. **JON Search:** - If you already know the JON Code you wish to modify, **enter** that JON Code at the **JON Search** field. IATS will **display** that JON Code information at the top of the grid.
5. **Click** in the **field(s)** you wish to make changes to and **type** your desired **changes**.

- When you have **finished** making the desired changes, **click** the **OK** button to **save** the changes.

 Complete the following steps to "add" a new JON Code into the CMET JON Table:

- Click** on the **Insert** button. IATS will generate a **blank line** at the top of the grid (as shown below).

JON	FY	JON UIC	APPR Type	APPR FY	APPR Symbol	APPR Sufc	SubHead	OB
	8			0				
JL22T	8	47898	B	12	0100	0	74DA	47898
JMFFT	8	47898	B	12	0100	0	74DA	47898
JMSPT	8	47898	B	12	0100	0	74DA	47898
JMULT	8	47898	B	12	0100	0	74DA	47898
JPT01	8	47898	B	12	0100	0	74DA	47898
JRUTT	8	47898	B	12	0100	0	74DA	47898
JTHUF	8	47898	B	12	0100	0	74DA	47898
JTNWD	8	47898	B	12	0100	0	74DA	47898
JTREN	8	47898	B	12	0100	0	74DA	47898

- Click** in the **JON** field at the blank line at the top of the grid, **enter** the **JON Code**, and then **press** the *Tab* key.
- The **Fiscal Year Code** shown at the **Filter by FY** field will be shown at the **FY** field. If you wish to **change** this value, **click** in the **FY** field, and **enter** the desired **Fiscal Year Code** for the JON Code you are adding and then **press** the *Tab* key.
- At each accounting element field **type** the desired **information** and **press** *Tab* to continue.

Maintain CMET JON Table

Filter by FY: 8 JON Search:

AA	UIC	CCSCC	FC	Sub FC	SAG	CAC	SGMT	Level	Description
3688	47898	T150	X	U	ED	J520	3080	Unit	8CDAN1MSXX.UOH
3688	47898	T115	X	U	ED	J516	3080	Unit	8CDAN1MSXX.UOH
3688	47898	T222	X	U	ED	J522	3080	Program	8CDAN1MSXX.UOH
3688	47898	T110	X	U	ED	J516	3080	Directorate	8CDAN1MSXX.UOH
3688	47898	T160	X	U	ED	J518	3080	Unit	8CDAN1COMX.UOH
3688	47898	T161	X	U	ED	J518	3080	Unit	8CDAN1COMX.UOH
3688	47898	T161	X	U	ED	J518	3080	Unit	8CDAN1COMX.UOH
3688	47898	T161	X	U	ED	J518	3080	Unit	8CDAN1COMX.UOH
3688	47898	T161	X	U	ED	J518	3080	Unit	8CDAN1COMX.UOH
3688	47898	T161	X	U	ED	J518	3080	Unit	8CDAN1COMX.UOH

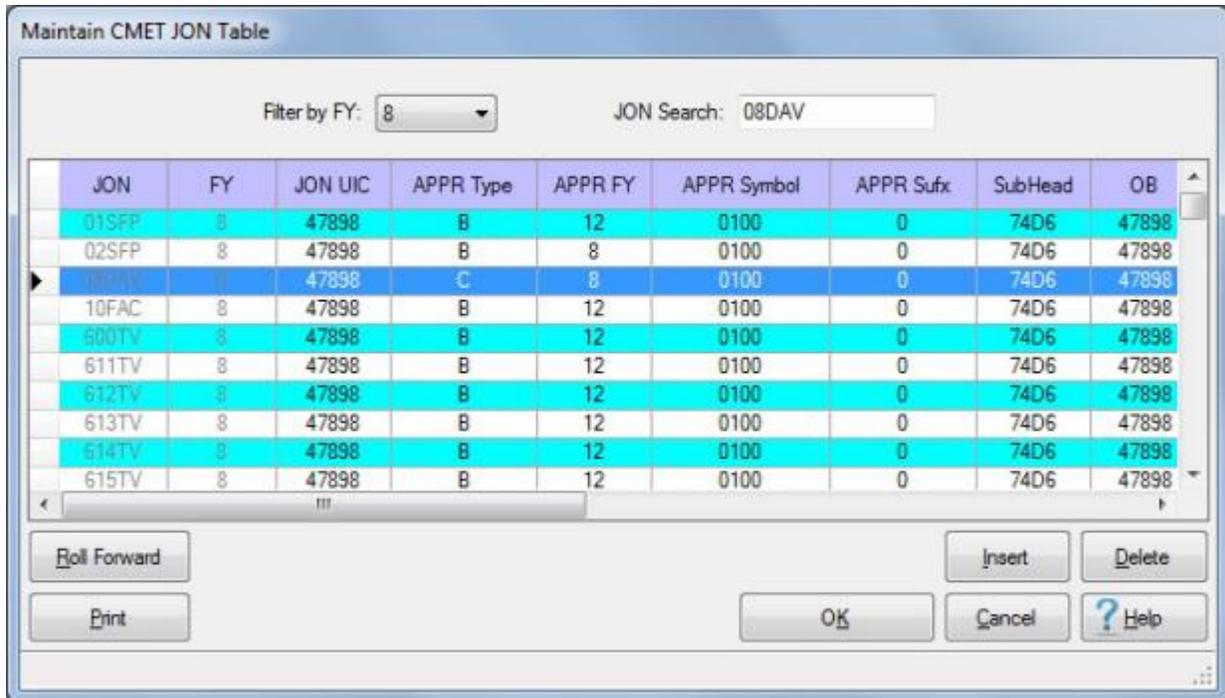
Roll Forward Insert Delete

Print OK Cancel Help

Enter the value for Level for this record.

5. The default value at the **Level** field will be **Unit**. If you wish to **change** this value, **click** on the **down arrow** button and then **click** on the desired value from the **drop-down list** of options.
6. When you have **finished** entering the information for the new JON Code, **click** on the **OK** button.

 Complete the following steps to "delete" a JON Code from the CMET JON Table:

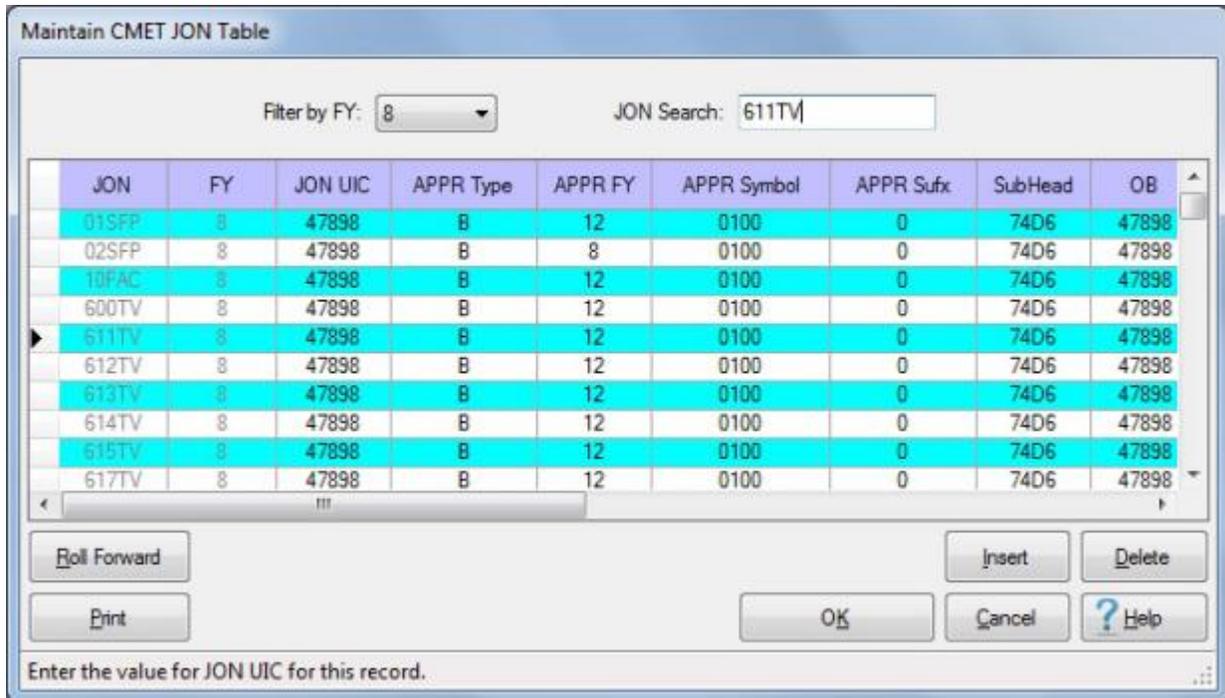


1. **Determine** the JON Code you wish to delete.
2. **Filter by FY:** - If you wish to **display** the JON Codes for a different fiscal year, **click** on the *down arrow* button at the **Filter by FY** field. IATS will **display** a *drop down list* of fiscal year codes. **Click** on the desired **fiscal year code** to make your selection.
3. **JON Search:** - If you already know the JON Code you wish to delete, **enter** that JON Code at the **JON Search** field. IATS will **display** that JON Code information as indicated by the **arrow** in the **column** to the left of the **JON** field.
4. When you are **sure** that IATS is **pointing** to the JON Code you wish to delete, **click** on the **Delete** button. The following *pop-up message* will appear asking if you are **sure** you wish to delete the selected JON Code.

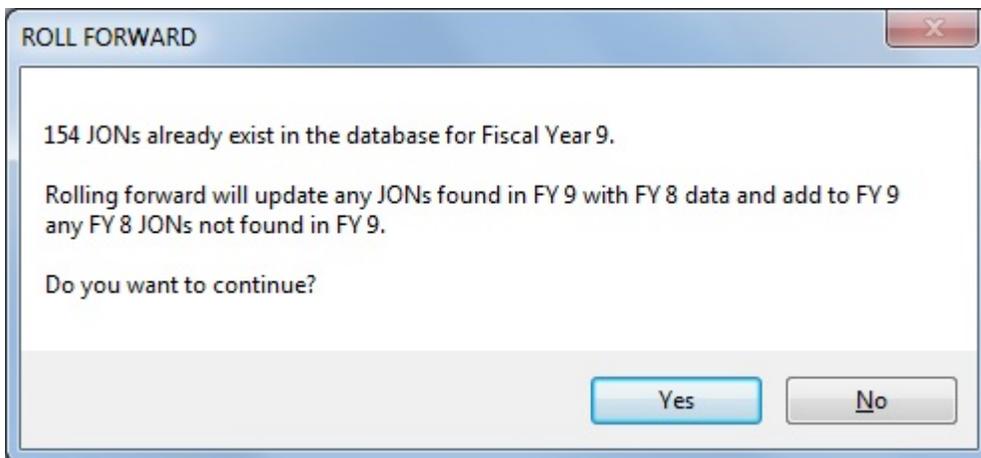


5. If you are sure, **click** on the *Yes* button. IATS **removes** the JON Code from the table
6. If you are **finished** deleting JON Codes, **click** on the **OK** button.

 **Complete the following steps to "roll" a JON Code forward to the next Fiscal Year:**



1. **Determine** the JON Code you wish to Roll Forward.
2. **Filter by FY:** - If you wish to **display** the JON Codes for a different fiscal year, **click** on the *down arrow* button at the **Filter by FY** field. IATS will **display** a *drop down list* of fiscal year codes. **Click** on the desired **fiscal year code** to make your selection.
3. **JON Search:** - If you already know the JON Code you wish to Roll Forward, **enter** that JON Code at the **JON Search** field. IATS will **display** that JON Code information as indicated by the **arrow** in the **column** to the left of the **JON** field.
4. When you are **sure** that IATS is **pointing** to the JON Code you wish to Roll Forward, **click** on the **Roll Forward** button. The following *pop-up message* will appear asking if you are **sure** you wish to roll the selected JON Code forward to the next Fiscal Year.



5. If you are sure, **click** on the *Yes* button. IATS **rolls** the JON Code **forward** to the CMET JON Table for the next fiscal year.
6. If you are **finished** rolling forward JON Codes, **click** on the **OK** button.

Note: **Click** on the **Print** button if you wish to generate a **print-out** of the CMET JON Table.

Maintaining the CMET JON Departments Table

IATS contains a variety of tables that are used by the TPAX program for generating the accounting lines for Travel Authorizations and Settlements.

The **Maintain CMET JON Department Table** is used to store and maintain the various JON Department Codes.

JON	FY	Cost Center	CCSCC	Work Center	Appropriation	Department	SubH
01SFP	8	T1	T11S	N01S	090100	N01S	74
10FAC	8	T1	T110	N10A	090100	N10	74
600TV	8	T1	T160	N600	090100	N6	74
611TV	8	T1	T161	N610	090100	N6	74
612TV	8	T1	T161	N610	090100	N6	74
613TV	8	T1	T161	N610	090100	N6	74
614TV	8	T1	T161	N610	090100	N6	74
615TV	8	T1	T161	N610	090100	N6	74
617TV	8	T1	T161	N610	090100	N6	74
640TV	8	T1	T164	N640	090100	N6	74

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **CMET JON Departments** option.

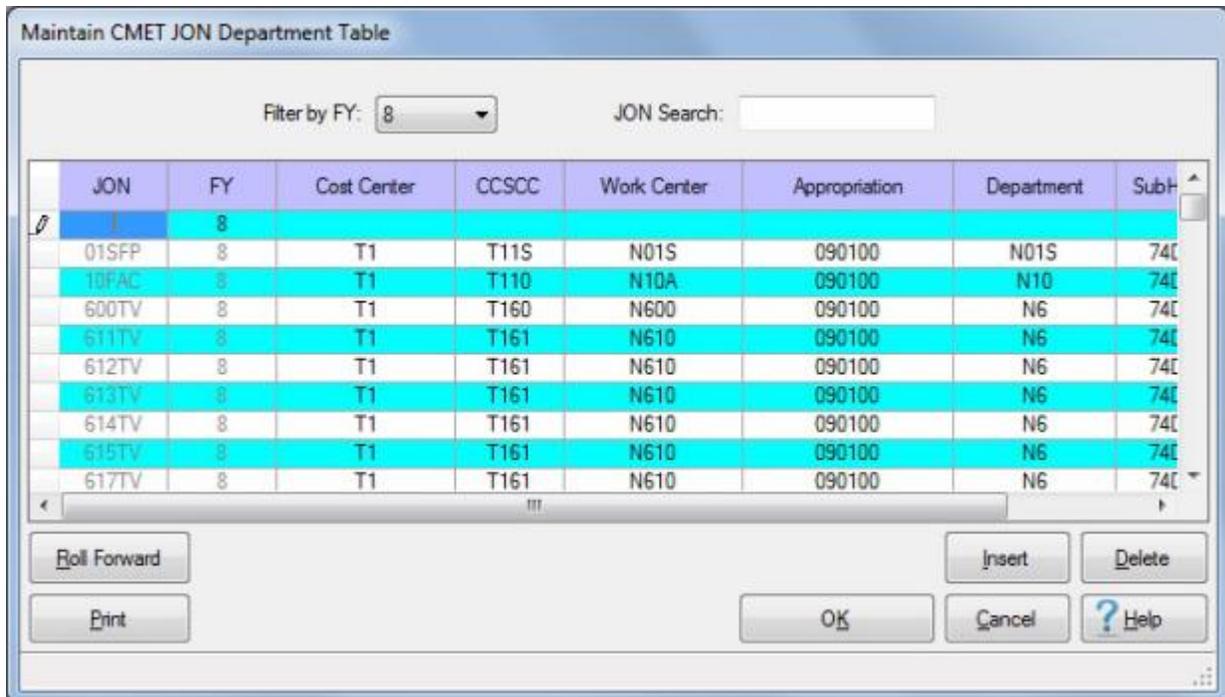
Complete the following steps to "modify" an existing code in the CMET JON Department Table:

1. **Notice** that various **JON Department Codes** are listed in the grid by Fiscal Year.
2. **Determine** the JON Code you wish to make changes to.
3. **Filter by FY:** - If you wish to **display** the JON Codes for a different fiscal year, **click** on the **down arrow** button at the **Filter by FY** field. IATS will **display** a **drop down list** of fiscal year codes. **Click** on the desired **fiscal year code** to make your selection.
4. **JON Search:** - If you already know the JON Code you wish to modify, **enter** that JON Code at the **JON Search** field. IATS will **display** that JON Code information at the top of the grid.
5. **Click** in the **field(s)** you wish to make changes to and **type** your desired **changes**.

- When you have **finished** making the desired changes, **click** the **OK** button to **save** the changes.

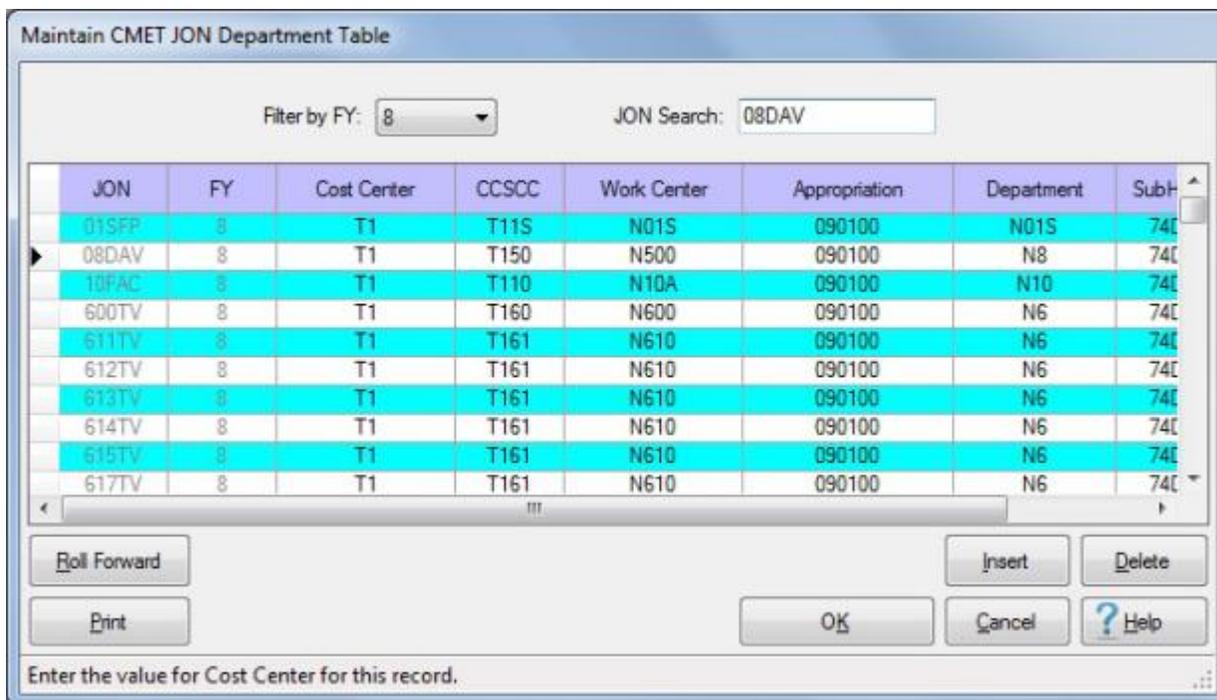
Complete the following steps to "add" a new JON Department Code into the CMET JON Department Table:

- Click** on the **Insert** button. IATS will generate a **blank line** at the top of the grid (as shown below).



- Click** in the **JON** field at the blank line at the top of the grid, **enter** the **JON Code**, and then **press** the **Tab** key.
- The **Fiscal Year Code** shown at the **Filter by FY** field will be shown at the **FY** field. If you wish to **change** this value, **click** in the **FY** field, and **enter** the desired **Fiscal Year Code** for the JON Code you are adding and then **press** the **Tab** key.
- At each accounting element field **type** the desired **information** and **press Tab** to continue.
- When you have **finished** entering the information for the new JON Department Code, **click** on the **OK** button.

Complete the following steps to "delete" a JON Department Code from the CMET JON Department Table:



1. **Determine** the JON Code you wish to delete.
2. **Filter by FY:** - If you wish to **display** the JON Codes for a different fiscal year, **click** on the *down arrow* button at the **Filter by FY** field. IATS will **display** a *drop down list* of fiscal year codes. **Click** on the desired **fiscal year code** to make your selection.
3. **JON Search:** - If you already **know** the JON Code you wish to delete, **enter** that JON Code at the **JON Search** field. IATS will **display** that JON Code information as indicated by the **arrow** in the **column** to the left of the **JON** field.
4. When you are **sure** that IATS is **pointing** to the JON Code you wish to delete, **click** on the **Delete** button. The following *pop-up message* will appear asking if you are **sure** you wish to delete the selected JON Code.



5. If you are sure, **click** on the *Yes* button. IATS **removes** the JON Code from the table
6. If you are **finished** deleting JON Codes, **click** on the **OK** button.

 **Complete the following steps to "roll" a JON Department Code forward to the next Fiscal Year:**

Maintain CMET JON Department Table

Filter by FY: 8 JON Search: 612TV

JON	FY	Cost Center	CCSCC	Work Center	Appropriation	Department	SubH
01SFP	8	61	T11S	N01S	090100	N01S	74
08DAV	8	T1	T150	N500	090100	N8	74
10FAC	8	T1	T110	N10A	090100	N10	74
600TV	8	T1	T160	N600	090100	N6	74
611TV	8	T1	T161	N610	090100	N6	74
612TV	8	T1	T161	N610	090100	N6	74
613TV	8	T1	T161	N610	090100	N6	74
614TV	8	T1	T161	N610	090100	N6	74
615TV	8	T1	T161	N610	090100	N6	74
617TV	8	T1	T161	N610	090100	N6	74

Roll Forward Insert Delete

Print OK Cancel Help

Enter the value for Cost Center for this record.

1. **Determine** the JON Code you wish to Roll Forward.
2. **Filter by FY:** - If you wish to **display** the JON Codes for a different fiscal year, **click** on the *down arrow* button at the **Filter by FY** field. IATS will **display** a *drop down list* of fiscal year codes. **Click** on the desired **fiscal year code** to make your selection.
3. **JON Search:** - If you already know the JON Code you wish to Roll Forward, **enter** that JON Code at the **JON Search** field. IATS will **display** that JON Code information as indicated by the **arrow** in the **column** to the left of the **JON** field.
4. When you are **sure** that IATS is **pointing** to the JON Code you wish to Roll Forward, **click** on the **Roll Forward** button. The following *pop-up message* will appear asking if you are **sure** you wish to roll the selected JON Department Code forward to the next Fiscal Year.

ROLL FORWARD

154 JON Departments already exist in the database for Fiscal Year 9.

Rolling forward will update any JON Departments found in FY 9 with FY 8 data and add to FY 9 any FY 8 JON Departments not found in FY 9.

Do you want to continue?

Yes No

IATS 7.2 User Guide

5. If you are sure, **click** on the *Yes* button. IATS **rolls** the JON Department Code **forward** to the CMET JON Department Table for the next fiscal year.
6. If you are **finished** rolling forward JON Codes, **click** on the **OK** button.

Note: **Click** on the **Print** button if you wish to generate a **print-out** of the CMET JON Department Table.

Maintaining the CMET Stamped Table

The CMET Stamped Table is used for special processing associated with the DD Form 1610 generated by TPAX after an authorization has been processed and approved.

This table allows you to enter specific information pertaining to the line of accounting (LOA) that is printed in block 19 of the DD Form 1610.

#	FY	Description	TI	Appr	SubHd	ObjCls	UIC	BCN	Sufx	AAA	TT	Active
1	4	Line 1	11	1111	1111	111	11111		1	111111	11	<input checked="" type="checkbox"/>
1	8	Line 1	11	1111	1111	111	11111		1	111111	11	<input checked="" type="checkbox"/>
2	8	Line 2	22	2222	2222	222	22222		2	222222	22	<input checked="" type="checkbox"/>
3	8	Line 3	33	3333	3333	333	33333		3	333333	33	<input checked="" type="checkbox"/>
4	9	Line 1	11	1111	1111	111	11111		1	111111	11	<input checked="" type="checkbox"/>
5	9	Line 2	22	2222	2222	222	22222		2	222222	22	<input checked="" type="checkbox"/>
6	9	Line 3	33	3333	3333	333	33333		3	333333	33	<input checked="" type="checkbox"/>
8	8	Line 4	17	1804	60CA	210	00060		W	068732	2D	<input checked="" type="checkbox"/>
*												<input type="checkbox"/>

Buttons: Print, Delete, Save, Done, Help

Text input: Enter a value for the Description

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **CMET Stamped Table** option.

Complete the following steps to "modify" an existing LOA in the CMET Stamped Table:

1. **Notice** that various lines of accounting are listed in the grid by Fiscal Year.
2. **Determine** the line of accounting you wish to make changes to.
3. **Click** in the **field(s)** you wish to make changes to and **type** your desired **changes**.
4. When you have **finished** making the desired changes, **click** the **Save** button to **save** the changes.

Complete the following steps to "add" a LOA to the CMET Stamped Table:

1. **Click** in the **#** field at the blank line at the bottom of the grid, **enter** a **number** for the LOA, and then **press** the *Tab* key.
2. At the **FY** field, **enter** the **Fiscal Year Code** for the LOA you are adding and then **press** the *Tab* key.

3. At the **Description** field, **type** a **description** for the LOA you are entering and **press** *Tab*.
4. At each accounting element field **type** the desired **information** and **press** *Tab* to continue.
5. **Click** in the **check box** at the **Active** field to indicate that the CMET ACRN is currently **active**.
6. **Click** in the **check box** to **remove** the check mark if the ACRN is not **active**.
7. When you have **finished** entering the information for the LOA, **click** on the **Save** button.

 **Complete the following steps to "delete" a LOA to the CMET Stamped Table:**

1. **Click** in the **column** to the left of the # field to **select** the LOA you wish to delete.
2. **Click** on the **Delete** button. IATS **removes** the LOA from the table.
3. **Click** on the **Save** button to **save** your changes.

Maintaining the CMET Tango Codes Table

A **Tango** is a serialized **number** that corresponds to a particular allocation of **funds**.

TPAX will automatically assign the next Tango number to be used based the values entered into the CMET Tango Table.

The **CMET Tango Codes** screen is used to **display** or **modify** existing codes and to **enter new** codes.

Cat Code	FY	Description	Designator	Tango Start	Tango Stop	Next Tango
74D6	1	Travel Direct (FAD1)	E	0	9999	0
74D6	2	Travel Direct (FAD1)	E	0	9999	0
74D6	3	TRAVEL DIRECT (FAD1)	E	0	9999	1
74D6	4	TRAVEL DIRECT (FAD1)	E	0	9999	1
74D6	5	TRAVEL DIRECT (FAD 1)	E	0	9999	0
74D6	6	TRAVEL DIRECT (FAD 1)	E	0	9999	0
74D6	7	TRAVEL DIRECT (FAD 1)	E	0	9999	0
74D6	8	Travel Direct (FAD1)	E	0	9999	0
74D6	0	Travel Direct (FAD1)	J	0	9999	0
74D6	9	Travel Direct (FAD1)	S	0	9999	0
74DA	0	Travel Direct (FAD2)	K	0	9999	0
74DA	9	Travel Direct (FAD2)	M	0	9999	0
74DA	1	Travel Direct (FAD2)	U	0	9999	0
74DA	2	Travel Direct (FAD2)	U	0	9999	0
74DA	3	TRAVEL DIRECT FAD2)	U	0	9999	0

Buttons: Print, Save, Done, Help, Delete

Enter the category code

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **CMET Tango Table** option.

Complete the following steps to "modify" an existing code in the CMET Tango Table:

1. **Notice** that various **Tango Codes** are listed in the grid by Fiscal Year.
2. **Determine** the Tango Code you wish to make changes to.
3. **Click** in the **field(s)** you wish to make changes to and **type** your desired **changes**.
4. When you have **finished** making the desired changes, **click** the **Save** button to **save** the changes.

 **Complete the following steps to "add" a new code to the CMET Tango Table:**

1. **Drag** the **slider bar** on the right side of the screen to **bottom** of the grid until you see a **blank** line.
2. At the blank line, **click** in the **Cat Code** field, enter the desired category code and then **press Tab**.
3. At the **FY** field, enter the desired fiscal year designator code and then **press Tab**.
4. At the **Description** field, enter a **description** for the CMET Tango code you are adding to this table and then **press Tab**.
5. At the **Designator** field, enter the desired designator code and then **press Tab**.
6. At the **Tango Start** field, enter the starting number for the CMET Tango code you are adding to the table and then **press Tab**.
7. At the **Tango Stop** field, enter the ending number for the CMET Tango code you are adding to the table and then **press Tab**.
8. At the **Next Tango** field, enter the next number TPAX will use (for this code) when generating the accounting lines and then **press Tab**.
9. If you are finished using the CMET Tango Codes screen, **click** on the **Save** button to **save** the changes.

 **Complete the following steps to "delete" a code from the CMET Tango Table:**

1. **Click** in the **Description** field to **select** the Tango Code you wish to delete.
2. **Click** on the **Delete** button. IATS **removes** the Tango Code from the table.
3. **Click** on the **Save** button to **save** your changes.

Maintaining the CMET JON Units Table

IATS contains a variety of tables that are used by the TPAX program for the **Approval** of Travel Authorizations and Settlements.

The **Maintain CMET Units** screen is used to store and maintain the various CMET Unit Codes.

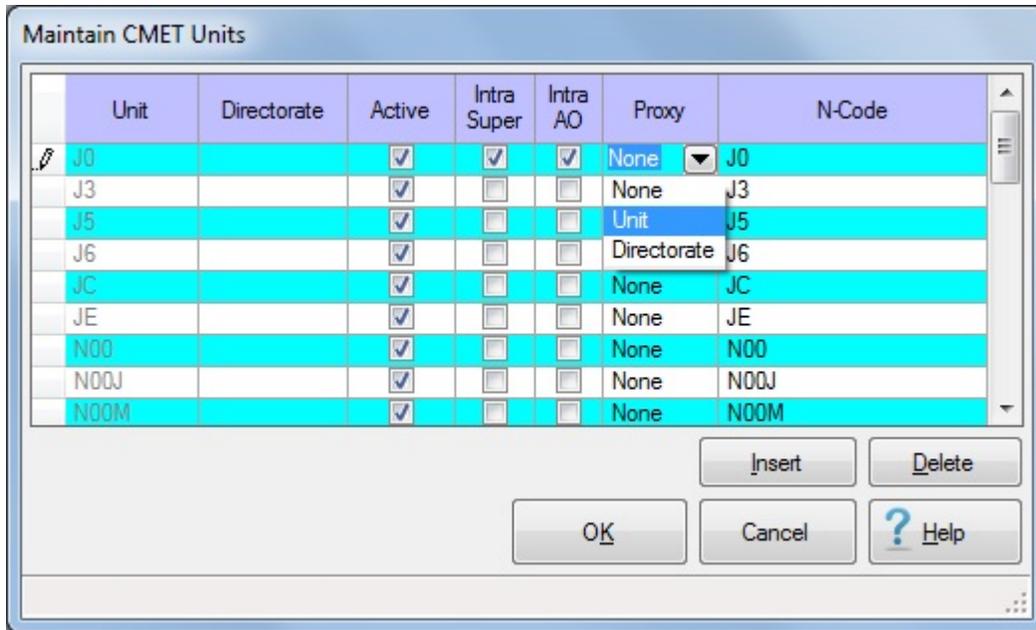
Unit	Directorate	Active	Intra Super	Intra AO	Proxy	N-Code
J0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	J0
J3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	J3
J5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	J5
J6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	J6
JC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	JC
JE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	JE
N00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	N00
N00J		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	N00J
N00M		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	N00M

Buttons: Insert, Delete, OK, Cancel, Help

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **CMET JON Units Table** option.

Complete the following steps to "modify" the existing Units information in the CMET Units Table:

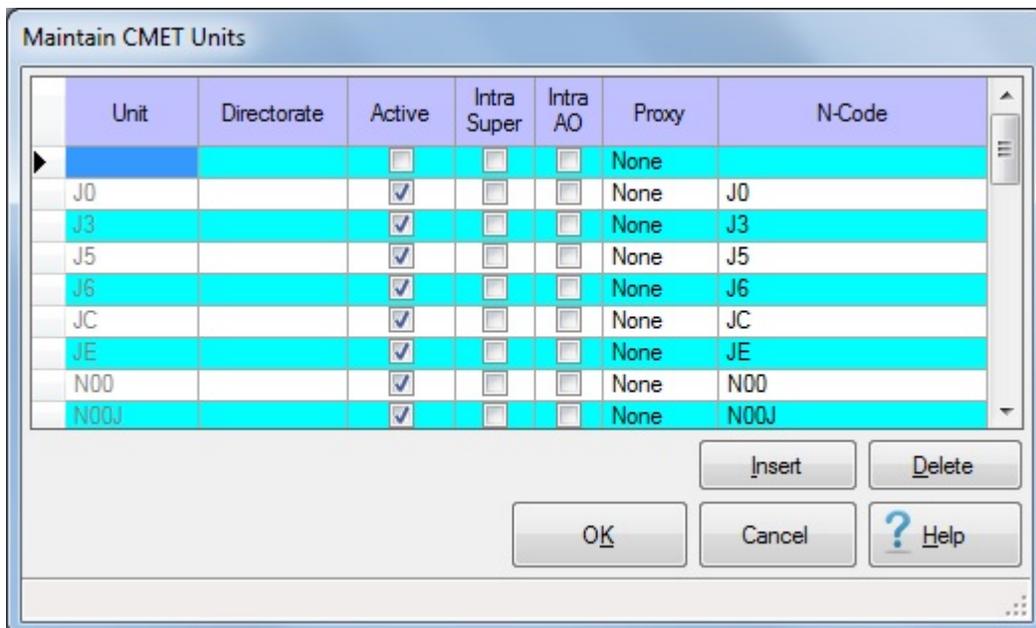
1. **Determine** the Unit Code you wish to make changes to.
2. **Click** in the **field(s)** you wish to make changes to and **enter** your desired **changes**.



3. If you wish to make **changes** to the **Proxy** field, **click** on the *down arrow* button and then **click** on the desired value from the *drop-down list* of options.
4. When you have **finished** making the desired changes, **click** the **OK** button to **save** the changes.

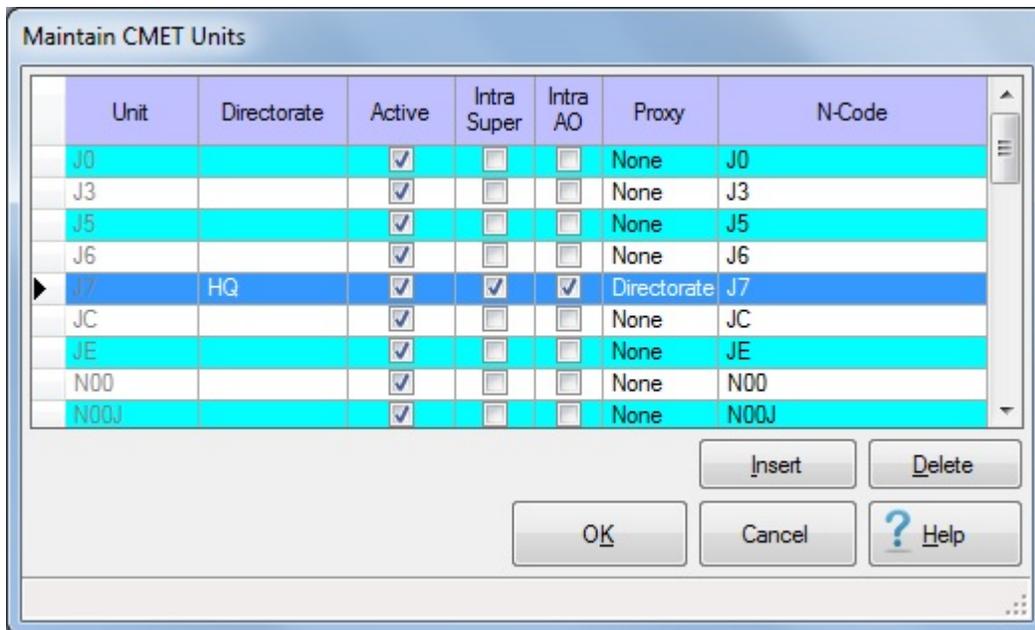
Complete the following steps to "add" new CMET Unit information into the CMET Units Table:

1. **Click** on the **Insert** button. IATS will generate a **blank line** at the top of the grid (as shown below).



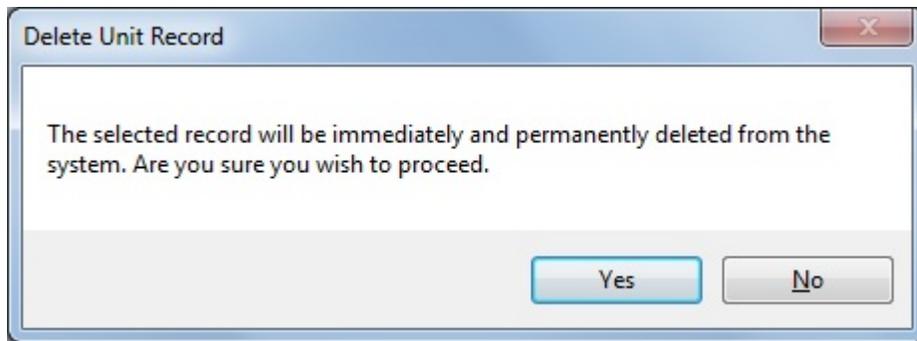
2. **Unit:** - Enter the **Unit Code** for the new CMET Unit being added to the table and **press Tab**.
3. **Directorate:** - Enter the desired **information** to **identify** the Directorate, if applicable.
4. **Active:** - Click in the **check box** if the new Unit being added to the table will be in an **active** status.
5. **Intra Super:** - Click in the **check box** if the new Unit being added will be **allowing alternative supervisors within** the unit to **approve** travel authorizations and settlements.
6. **Intra AO:** - Click in the **check box** if the new Unit being added will be **allowing alternative Authorizing Officials within** the unit to **approve** travel authorizations and settlements.
7. **Proxy:** - At the **Proxy** field, **click** on the *down arrow* button and then **click** on the desired value from the *drop-down list* of options.
8. **N-Code:** - Enter the **N-Code** for the new CMET Unit being added to the table.
9. When you have **finished** making the required entries, **click** the **OK** button to **save** the new Unit information.

 Complete the following steps to "delete" CMET Unit information from the CMET Units Table:



Unit	Directorate	Active	Intra Super	Intra AO	Proxy	N-Code
J0		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	J0
J3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	J3
J5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	J5
J6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	J6
J7	HQ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Directorate	J7
JC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	JC
JE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	JE
N00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	N00
N00J		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	N00J

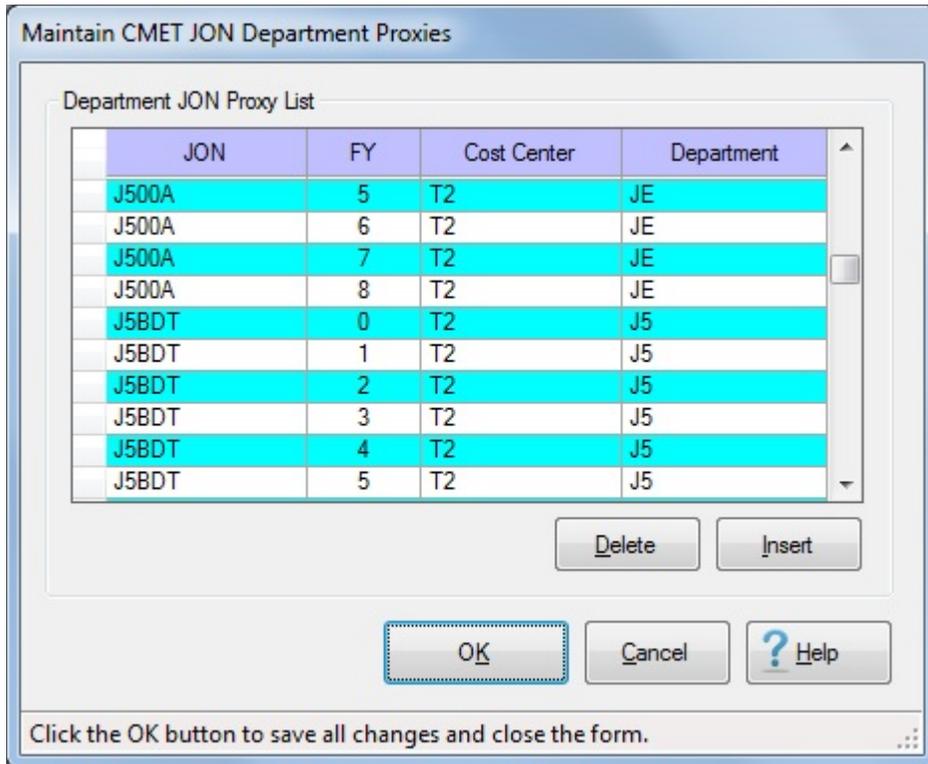
1. **Determine** the Unit Code you wish to delete.
2. **Click** in the **column** to the left of the **Unit** column to select the Unit you wish to delete. IATS will **highlight** your selection in blue.
3. When you are **sure** that you have selected the Unit Code you wish to delete, **click** on the **Delete** button. The following *pop-up message* will appear asking if you are **sure** you wish to delete the selected Unit Record.



4. If you are sure, **click** on the *Yes* button. IATS **removes** the Unit Record from the table
5. If you are **finished** deleting Units, **click** on the **OK** button.

Maintaining the CMET JON Department Proxies

The CMET JON Department Proxies table is used to designate **units** or **departments** that require a **Proxy signature** in order to approve a TEMADD/Authorization for Travel before it may be approved by the AO.



JON	FY	Cost Center	Department
J500A	5	T2	JE
J500A	6	T2	JE
J500A	7	T2	JE
J500A	8	T2	JE
J5BDT	0	T2	J5
J5BDT	1	T2	J5
J5BDT	2	T2	J5
J5BDT	3	T2	J5
J5BDT	4	T2	J5
J5BDT	5	T2	J5

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **CMET Departments Proxy** option.

 **Complete the following steps to "add" a new CMET JON Department Proxy to the table:**

1. **Click** on the **Insert** button. IATS will display a **blank line** at the top of the grid.

Department JON Proxy List

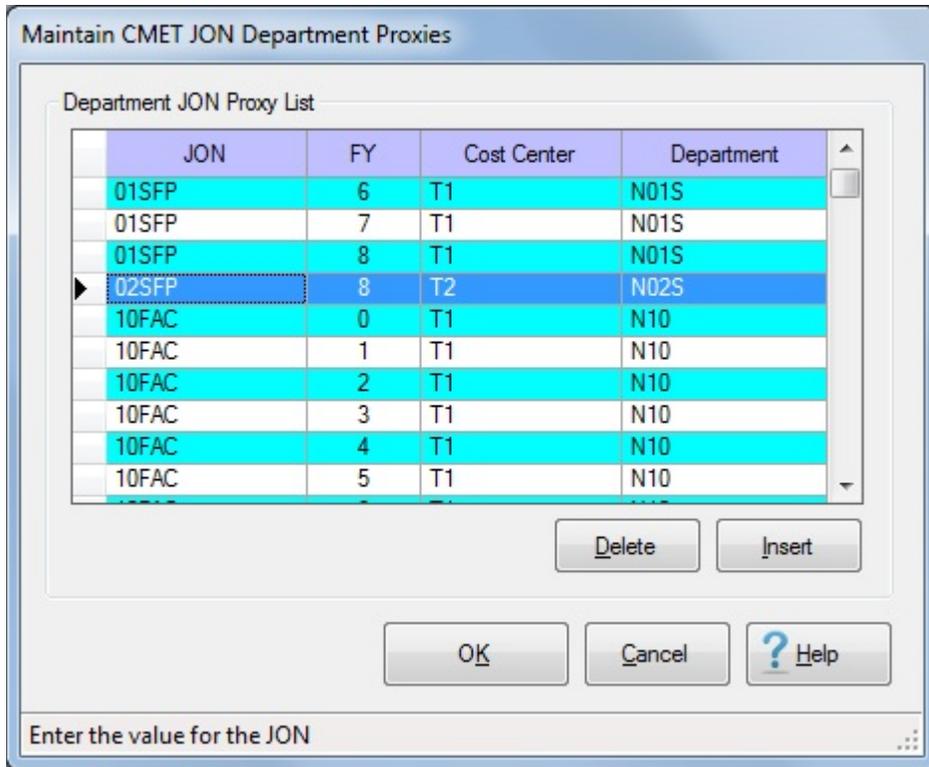
JON	FY	Cost Center	Department
	0		
01SFP	0	T1	N01S
01SFP	1	T1	N01S
01SFP	2	T1	N01S
01SFP	3	T1	N01S
01SFP	4	T1	N01S
01SFP	5	T1	N01S
01SFP	6	T1	N01S
01SFP	7	T1	N01S
01SFP	8	T1	N01S

Buttons: Delete, Insert, OK, Cancel, Help

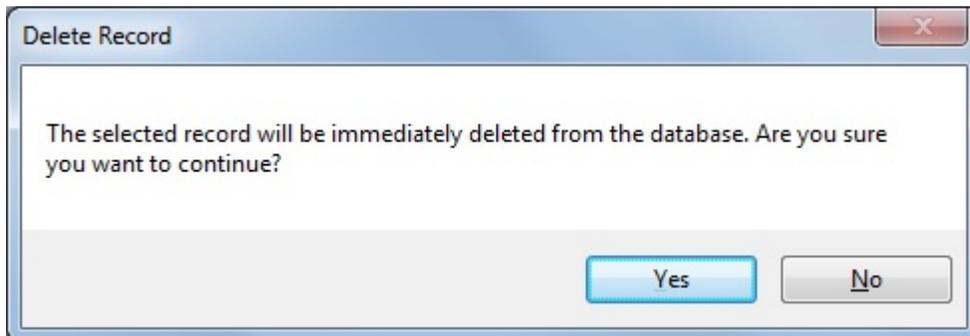
Enter the value for the JON

2. **JON:** - Click in the **JON** field, **enter** the desired **JON code**, and then **press Tab**.
3. **FY:** - Click in the **FY** field, **enter** the desired **FY code**, and then **press Tab**.
4. **Cost Center:** - Click in the **Cost Center** field, **enter** the desired **Cost Center code**, and then **press Tab**.
5. **Department:** - Click in the **Department** field, **enter** the desired **Department code**, and then **press Tab**.
6. When you are **finished** using this screen, **click** on **OK** to **save** your entries and return to the Maintenance Main Menu.

 Complete the following steps to "delete" a CMET JON Department Proxy from the table:



1. **Click** in the **column** to the **left** of the **JON** field to **select** the **CMET JON Department Proxy** you wish to delete.
2. **Click** on the **Delete** button. The following *pop-up message* appears asking if you are **sure** you wish to **delete** the selected record.



3. **Click** on *Yes* if you are sure.
4. If you **click** on *Yes*, IATS **removes** the record from the table.
5. **Click** on the **Save** button to **OK** your changes.

Maintaining the CMET JON Roll FY Forward Table

IATS contains a variety of tables that are used by the TPAX program for generating the accounting lines for Travel Authorizations and Settlements.

The **CMET Roll Forward Fiscal Year** screen is used to **Roll** the **JON Codes** (in the various tables) **Forward** to the next fiscal year.

Note: Using this option will allow you to roll forward all of the JON Codes in the particular table **at once** rather than rolling them forward **individually**.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **CMET JON Roll FY Forward** option.

 **Complete the following steps to "roll forward" an existing CMET JON Table:**

1. **Table To Update:** - **Click** on the *down arrow* button to **display** a *drop-down list* of the available JON tables and then **click** on the desired table.
2. **JON to Roll Fwd (optional):** - This section is **optional** if you do not want to **roll** the entire table **forward**. Use the *Up/Dn arrow* buttons or **drag** the **slider bar** to **scroll** through the list. **Click** on the **JON Code** you wish to roll forward to make your selection. IATS will **highlight** your selection in blue.

Tip: When you are selecting JON Codes from the list shown at the **JON to Roll Fwd (optional)** section, **multiple** JON Codes may be selected by holding down the **Ctrl** key and then **clicking** on the desired JON Codes. You can also hold down the **Shift** key, **clicking** on the first JON Code and then **clicking** on the last JON Code in the series.

3. **New Fiscal Year:** - Enter the **Fiscal Year code** for the Fiscal Year you wish to roll the JON Codes forward to.
4. After making the selections to set-up your criteria, **click** on the **Roll Forward** button. A *pop-up message* will appear displaying the **results**.



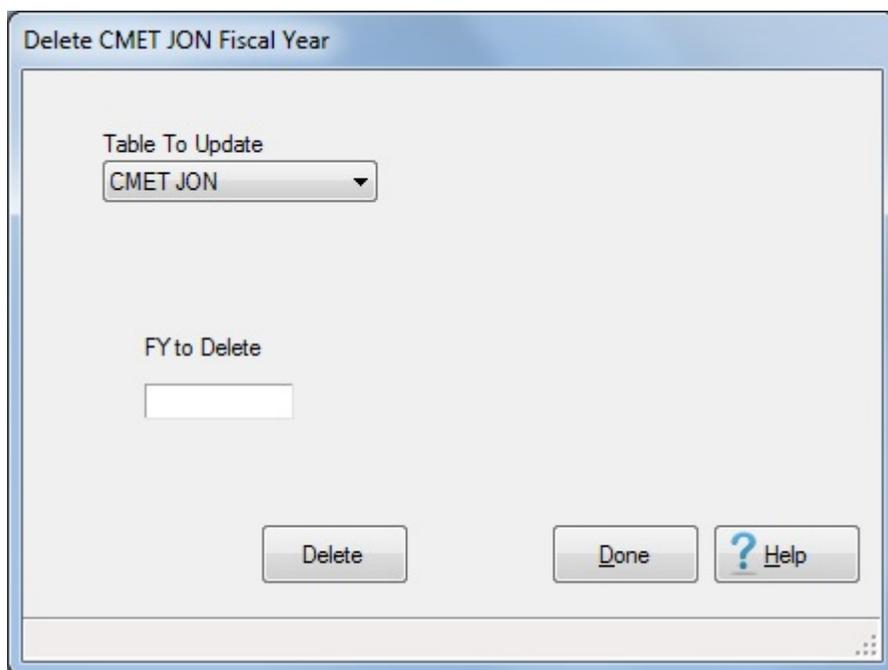
5. **Click** on **OK** to continue.
6. When you are **finished** using the **CMET Roll Forward Fiscal Year** screen, **click** on the **Done** button.

Using the CMET JON Delete FY - Screen

IATS contains a variety of tables that are used by the TPAX program for generating the accounting lines for Travel Authorizations and Settlements.

The **Delete CMET JON Fiscal Year** screen is used to **delete** JON Codes (from the various tables) by fiscal year.

Note: Using this option will allow you to **delete** all of the JON Codes in the particular table **at once** rather than deleting them **individually**.

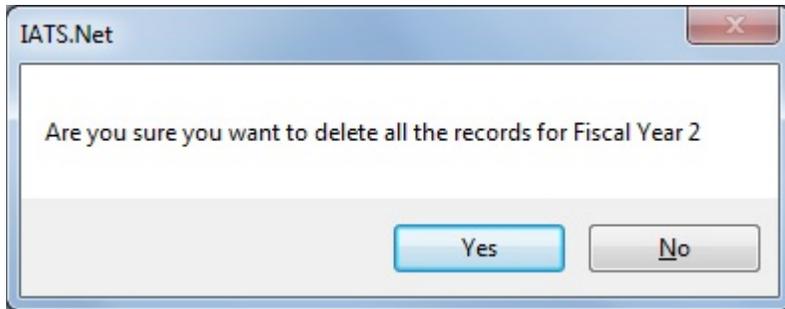


The screenshot shows a dialog box titled "Delete CMET JON Fiscal Year". It contains a "Table To Update" dropdown menu with "CMET JON" selected. Below this is a "FY to Delete" text input field. At the bottom of the dialog, there are three buttons: "Delete", "Done", and "? Help".

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **CMET JON Roll FY Forward** option.

Complete the following steps to "delete" the JON Codes for a specific Fiscal Year:

1. **Table To Update:** - **Click** on the *down arrow* button to **display** a *drop-down list* of the available JON tables and then **click** on the desired table.
2. **FY to Delete:** - **Enter** the **Fiscal Year** code for the Fiscal Year you wish to delete the JON Codes from.
3. **After selecting** the desired **table** and **entering** the desired **Fiscal Year** code, **click** on the **Delete** button. A *pop-up message* will appear asking if you are **sure** you wish to **delete** the records for the specified Fiscal Year.



4. If you are sure, **click** on the *Yes* button. IATS **deletes** the records from the specified table.
5. When you are **finished** using the **Delete CMET JON Fiscal Year** screen, **click** on the **Done** button.

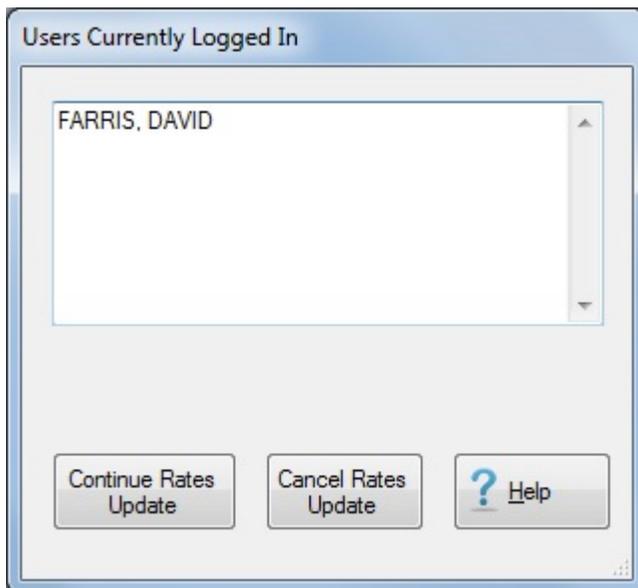
Back-up the IATS Database

A **feature** has been added to the IATS **Maintenance** module that allows a user with **System Administrator** or **Super User** capabilities to **copy** a **back-up** of the IATS **database** to a specified location.

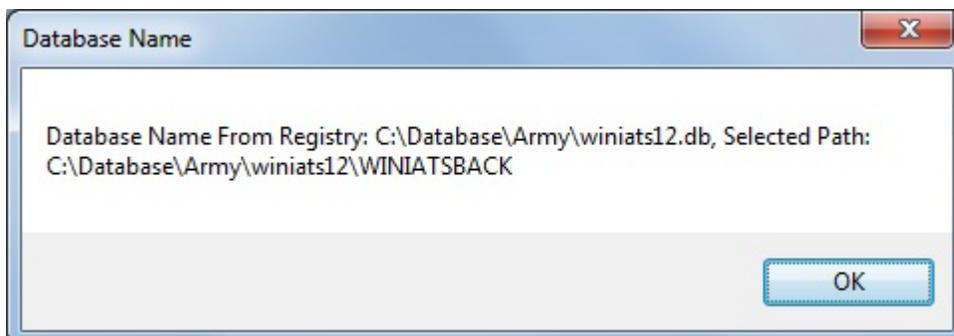
Note: To **access** the database back-up option, **change** the View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **Manual DataBase Backup** option.

 **Complete the following steps to "back-up" the IATS database:**

1. If your system is a **network** configuration and other users are logged in, the **Users Currently Logged In** screen appears.

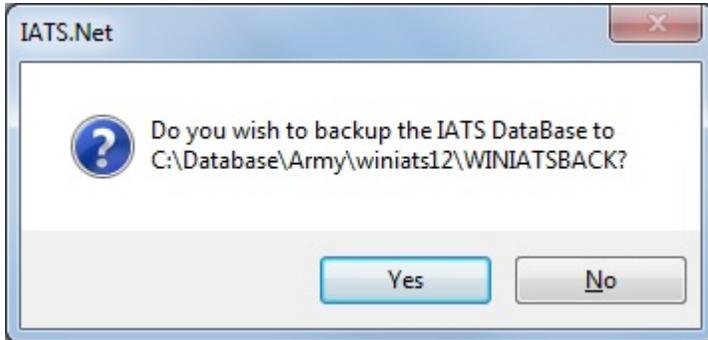


2. When this screen appears, you may either **continue** or **cancel** the back-up
3. If you **continue** with the back-up or if no other users are logged in, the following *pop-up* message will appear.

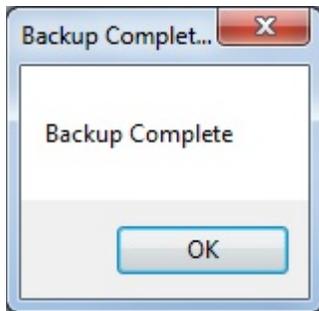


Note: When the above *pop-up* message appears, the exact path, location, and name of the IATS **database** and **back-up directory** is displayed. IATS users have no option to **change** the **path, location, or name** for the back-up file. In addition, IATS will create a **zip** file for the **winiats.log** file. The **name** of the zip file will be based upon the **date** the back-up was created. For example (052412log.zip). The log file must be **saved** for at least one year.

4. If you wish to continue, **click** on **OK**. The following *pop-up* message will appear



5. If you wish to **continue** and perform a back-up of the IATS database, **click** on **Yes**. Otherwise, **click** on **No**.
6. When the back-up is **complete**, the following *pop-up* message will **appear**:



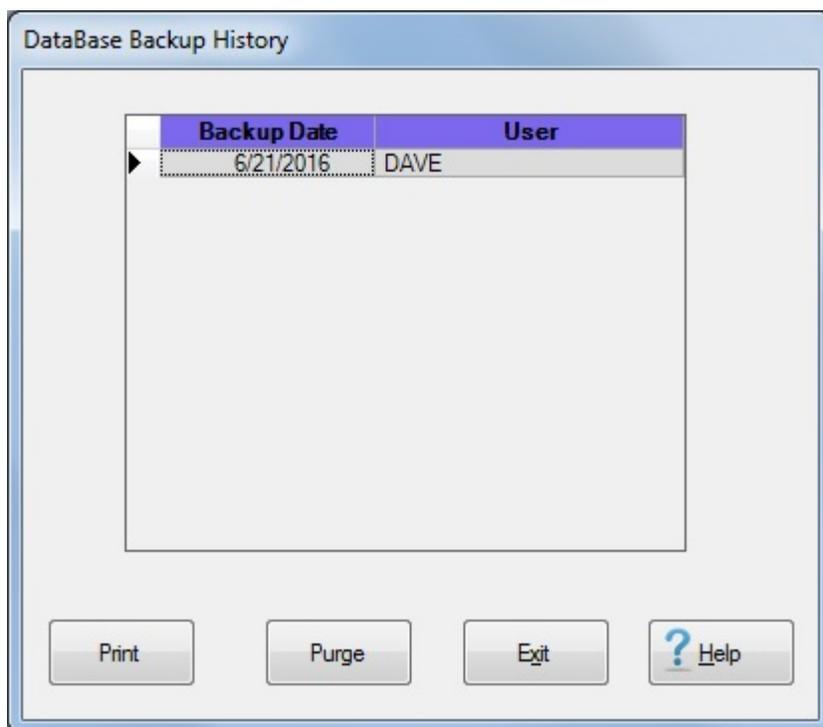
7. **Click** on **OK**. IATS will **return** to the **Maintenance Main Menu** screen.

Viewing the Database Back-up History

To determine **who** ran the **back-up** of an IATS database in a travel office that connects to **multiple databases**, a new feature was added to IATS to display the **history** of **all** of the back-ups that have been performed (for the last **25** users). This history displays the back-up **dates** and the **user-name** of the person who performed a back-up .

 Complete the following steps to "view" the IATS database back-up history:

1. **Change** the View to **Maintenance**.
2. At the **Maintenance Main Menu**, **click** on the **Database Backup History** option.



3. **Click** on the **Purge** button if you wish to **delete** this history.
4. **Click** on the **Print** button to generate a print-out of the history.
5. If you are finished, **click** on the **Exit** button.

Maintenance

Maintaining Military TDY Parameters

The **Military TDY Parameters** table stores many of the **effective dates** and **rates** IATS uses to calculate TDY per diem entitlements. Some of the information maintained in this table includes:

- Meal Times and Rates
- Standard CONUS Per Diem Rate
- Surcharge Rates
- Incidental Expense Ceilings
- Mileage Rates.

Maintain Rates by Effective Date

Military TDY Rates

Select Which Rate You Wish to Modify

- Breakfast Time
- Lunch Time
- Dinner Time
- BAS for Breakfast
- BAS for Lunch
- BAS for Dinner
- Standard CONUS Maximum Lodging

Modify Data for Selected Rate

Effective Date	Rate
1/1/1982	07:00

Buttons: Insert Rate, Delete Rate, Apply, Print, OK, Cancel, Help

ToolStripStatusLabel1

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium. On occasion, however, the Travel Supervisor may find it necessary to make changes to an existing rate or to add a new rate.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Military Parameters** and then **click** on the **TDY Parameters** option.

 **Complete the following steps to "display" a rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 **Complete the following steps to "insert" a new rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.
2. **Click** on the **Insert Rate** button. A blank line appears at the top of the grid with the current date in the **Effective Date** field. If this date is correct for new effective date, **press Tab**. If not, **type** the correct date in **MMDDYY** format and **press Tab**.
3. At the **Value** field, **type** the new value for the selected item and **press Tab**.
4. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" an existing rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.
2. **Determine** which value you wish to delete and then **click** in the **box** to the left of the desired effective date. IATS **highlights** the effective **date** and the **value** for the item selected.
3. When the desired item is highlighted, **click** the **Delete Rate** button.
4. **Click** on the **OK** button to **save** the changes.

Maintaining MILPCS Parameters

The **Military PCS Parameters** table stores many of the **effective dates** and **rates** IATS uses to calculate PCS entitlements. Some of the information maintained in this table includes:

- Standard PCS Flat Per Diem Rate
- Mileage Rates
- Dependent Per Diem Rates
- TLE Rates.

Maintain Rates by Effective Date

Military PCS Rates

Select Which Rate You Wish to Modify

Standard Daily PCS Flat Per Diem Rate
 POV Mileage Rate for PCS with one passenger in vehicle
 POV Mileage Rate for PCS with two passengers in vehicle
 POV Mileage Rate for PCS with three passengers in vehicle
 POV Mileage Rate for PCS with four or more passengers in vehicle
 Percent of Daily Per Diem given to Dependent less than 12 years of age
 Percent of Daily Per Diem given to Dependent Greater than or equal 12 years of age

Modify Data for Selected Rate

Effective Date	Rate
10/1/2013	\$129.00
10/1/2010	\$123.00
10/1/2009	\$116.00
10/1/2007	\$109.00
10/1/2005	\$99.00
10/1/2004	\$91.00

Insert Rate
 Delete Rate
 Apply

Print OK Cancel ? Help

ToolStripStatusLabel

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium. On

occasion, however, the Travel Supervisor may find it necessary to make changes to an existing rate or to add a new rate.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Military Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters** and then **click** on the **General PCS Data** option.

 **Complete the following steps to "display" a rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 **Complete the following steps to "insert" a new rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.
2. **Click** on the **Insert Rate** button. A **blank line** appears at the top of the grid with the current date in the **Effective Date** field. If this **date** is **correct** for new effective date, **press Tab**. If not, **type** the correct date in **MMDDYY** format and **press Tab**.
3. At the **Value** field, **type** the new value for the selected item and **press Tab**.
4. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" an existing rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.
2. **Determine** which value you wish to delete and then **click** in the **box** to the left of the desired effective date. IATS **highlights** the effective **date** and the **value** for the item selected.
3. When the desired item is highlighted, **click** the **Delete Rate** button.
4. **Click** on the **OK** button to **save** the changes.

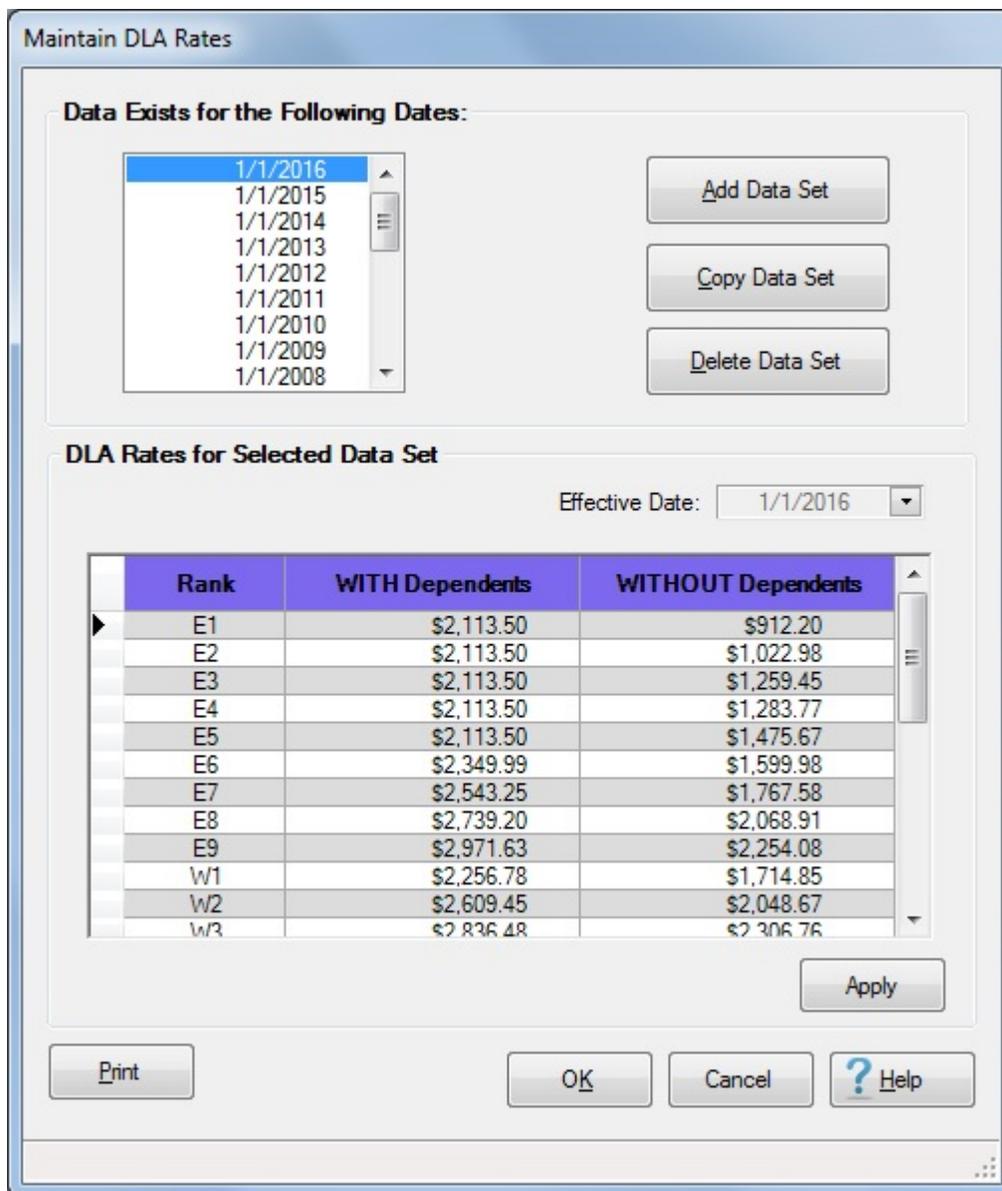
Maintaining DLA Rates

The IATS Maintenance Module includes a **table** which stores the Dislocation Allowance (**DLA**) rates payable.

When IATS is initially installed, the table includes the DLA rates for the current year and the previous years back to 1996. New DLA rates are **effective** on **January 1st** each year.

Because of the yearly changes, procedures were developed to **update** the DLA rates table **automatically** via the monthly per diem rates file.

The monthly per diem rates file distributed by Professional Software Consortium is normally received in CONUS travel offices during the first week of a new month. Since the DLA rates are effective on January 1st, however, Travel Supervisor's may find it necessary to manually update the DLA Rates table.



Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Military Parameters**. Click on the **plus sign** to the **left** of the item **PCS Parameters** and then click on the **DLA Rates** option.

Use one of the following methods to "display" a rate:

- **Method 1:** - If the desired date for the DLA rates table you wish to display is shown, double click on the **date**.
- **Method 2:** - Click on the **Up/Dn arrow** buttons next to the listed dates to **scroll** through the list and then **click** on the desired date. IATS displays the **effective date** and the **rates** effective by **pay grade**.

Tip: Once the effective date and rates are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 **Complete the following steps to "add" a new DLA Data Set:**

1. **Click** on the **Add Data Set** button.
2. **Effective Date:** At this field, **type** the **date** in **MMDDYY** format for the new Data Set being added and **press Tab**. IATS creates a new table with all of the appropriate pay grades listed in the **Rank** field.
3. **WITH Dependents:** At this field, **type** the dollar **amount** for the With Dependents DLA **rate** for the **pay grade** shown in the **Rank** field and **press Tab**.
4. **WITHOUT Dependents:** At this field, **type** the dollar **amount** for the Without Dependents DLA **rate** for the **pay grade** shown in the **Rank** field and **press Tab**.
5. **Continue** steps **3** and **4** until the new DLA rates are entered for every listed **pay grade**.
6. When **finished**, entering the new rates, **click** on the **Apply** button.
7. **Click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "copy" a DLA Data Set:**

1. If the desired date for the DLA rates table you wish to copy is shown, double click on the **date**.
2. Or, **click** on the *Up/Dn arrow* buttons next to the listed dates to **scroll** through the list and then **click** on the desired date.
3. When you have selected the desired Data Set you wish to copy, **click** on the **Copy Data Set** button.
4. **Effective Date:** At this field, **type** the **date** in **MMDDYY** format for the Data Set being copied and **press Tab**.
5. After entering the effective date, **click** on the **Apply** button. IATS creates an exact copy of the selected Data Set with the effective date you entered.
6. You may then **modify** the Data Set as needed.

 **Complete the following steps to "modify" a DLA Data Set:**

1. If the desired date for the DLA rates table you wish to modify is shown, double click on the **date**.
2. Or, **click** on the *Up/Dn arrow* buttons next to the listed dates to **scroll** through the list and then **click** on the desired date.
3. IATS displays the **effective date** and the **rates** effective by **pay grade**.
4. **Click** in the **field** you wish to modify and **type** the new **amount**. If necessary, **click** on the *Up/Dn arrow* buttons next to the listed rates to scroll through the table until the desired field is located.
5. When **finished**, modifying Data Sets, **click** the **Apply** button.
6. **Click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "delete" a DLA Data Set:**

1. If the desired date for the DLA rates table you wish to modify is shown, double click on the **date**.
2. Or, **click** on the *Up/Dn* **arrow** buttons next to the listed dates to **scroll** through the list and then **click** on the desired date.
3. When the desired date is highlighted, **click** the **Delete Data Set** button. A *pop-up message* appears asking if you are **sure** you wish to delete the data set. **Click** on *Yes*.
4. IATS removes the date and the Data Set from the database.
5. When **finished**, deleting Data Sets, **click** on the **Apply** button.
6. **Click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu**.

Maintaining DITY Rates

Included in the IATS **Maintenance** Module, are Do It Yourself, (**DITY**) tables IATS uses to calculate **DITY** settlement requests. These tables are **populated** when IATS is installed, and are automatically updated by the monthly per diem rates **file** distributed by the IATS contractor. On occasion, however, the Travel Supervisor may find it necessary to manually update these tables.

Maintain Dity Parameters

DITY Constants | DITY State Tax Rates

Select Rate You Wish to Modify

- DITY Allowance Percent of actual GBL
- Operational Allowance Percent of actual GBL

Modify Data for Selected Rate

Effective Date	Rate
2/1/1998	95
1/1/1994	80

Buttons: Insert Rate, Delete Rate, Apply, < Back, Next >, Print, OK, Cancel, ? Help

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Military Parameters**. Click on the **plus sign** to the left of the item **PCS Parameters** and then click on the **DITY Parameters** option.

Complete the following steps to "display" a rate:

1. If not already in focus, **click** on the **DITY Constants** tab.
2. There are **two** rate **tables** listed under the heading **Select Rate You Wish to Modify**. **Click** on the desired **item**. IATS lists the **effective dates** and the **rates** in the grid as shown above.

3. When **finished** displaying the rates, **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "insert " a new rate:**

1. **Click** on the **table** you wish to add a new rate into. When the **effective dates** and the **rates** are displayed, **click** the **Insert Rate** button. A **blank line** with the **current date** appears at the **top** of the **grid**.
2. **Effective Date:** **If** the **date** displayed at this field is correct, **press Tab** to continue. **If not**, **type** the **desired date** in **MMDDYY** format and **press Tab**.
3. **Rate:** Type the new **percentage rate** and **press Tab**.
4. When **finished** inserting the new rates, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "delete " a rate:**

1. **Click** on the **table** you wish to delete a rate from. IATS lists the **effective dates** and the **rates** in the grid as shown above.
2. **Determine** which rate you wish to delete and then **click** in the **box** to the **left** of the effective date. IATS **highlights** the effective **date** and **rate**.
3. When the desired item is **highlighted**, **click** the **Delete Rate** button. A *pop-up message* **appears** asking if you are **sure** you want to delete the selected rate. **Click** on **Yes**.
4. When **finished** deleting rates, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu**.

Maintaining DITY State Tax Rates

Included in the IATS **Maintenance** Module, are Do It Yourself, (**DITY**) tables IATS uses to calculate **DITY** settlement requests. These tables are populated when IATS is installed, and are automatically updated by the monthly per diem rates file distributed by the IATS contractor. On occasion, however, the Travel Supervisor may find it necessary to manually update these tables.

Maintain Dity Parameters

DITY Constants DITY State Tax Rates

DITY State Tax Rates for Selected Data Set

State	Code	%	Up To	% on Remainder
ALABAMA	1 - On Entitlement	0.000	\$0.00	5.000
ALASKA	0 - No Tax	0.000	\$0.00	0.000
ARIZONA	3 - Intrastate Only	0.000	\$0.00	4.000
ARKANSAS	2 - On Federal Tax	0.000	\$0.00	7.000
CALIFORNIA	0 - No Tax	0.000	\$0.00	6.000
COLORADO	1 - On Entitlement	0.000	\$0.00	4.630
CONNECTICUT	2 - On Federal Tax	0.000	\$0.00	5.000
DELAWARE	3 - Intrastate Only	0.000	\$0.00	4.000
DIST. OF COL.	1 - On Entitlement	0.000	\$0.00	4.000
FLORIDA	0 - No Tax	0.000	\$0.00	0.000
FOREIGN OR TERR	0 - No Tax	0.000	\$0.00	0.000
GEORGIA	1 - On Entitlement	0.000	\$0.00	4.000
HAWAII	1 - On Entitlement	0.000	\$0.00	4.000
IDAHO	1 - On Entitlement	0.000	\$0.00	7.800
ILLINOIS	0 - No Tax	0.000	\$0.00	0.000

< Back Next > Apply

Print OK Cancel ? Help

Enter the tax code (0-No Tax, 1-On Entitlement, 2-On Federal Tax, or 3-Intrastate Only)

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Military Parameters**. Click on the **plus sign** to the left of the item **PCS Parameters** and then click on the **DITY Parameters** option.

 Complete the following steps to "modify" the DITY State Tax Rates:

1. If not already in focus, click on the **DITY State Tax Rates** tab.
2. Click on the *Up/Dn* arrow buttons on the right side of the table or press the *Up/Dn* arrow keys on the keyboard to scroll through the table until the desired state is displayed.

3. **Click** on the desired **state**. IATS highlights the current **Code** for the selected state plus provides a *down* arrow **button**.
4. **Click** on the *down* arrow **button** to **display** a **list** of possible tax **codes**, if a change to the existing code is required.
5. **Click** on the desired **code** to make a **selection** and **change** the existing tax **code**, if applicable. After changing the tax code **press Tab**. The percentage (%) field is now highlighted.
6. At the percentage (%) field, **type** the new percentage **rate**, if applicable, and **press Tab**. The **Up To** field is now highlighted.
7. At the **Up To** field, **type** the new dollar **amount**, if applicable, and **press Tab**. The **Percentage (%) on Remainder** field is now highlighted.
8. At the **Percentage (%) on Remainder** field, **type** the new percentage **rate**, if applicable, and **press Tab**.
9. When **finished** making the desired changes, **click** on the **Apply** button.
10. When **finished** with this screen, **click** on the **OK** button to **return** to the **Maintenance** menu.

Maintaining Civilian TDY Parameters

The **Civilian TDY Parameters** table stores many of the **effective dates** and **rates** IATS uses to calculate TDY per diem entitlements. Some of the information maintained in this table includes:

- Meal Times and Rates
- Standard CONUS Per Diem Rate
- Surcharge Rates
- Incidental Expense Ceilings
- Mileage Rates.

The screenshot shows a dialog box titled "Maintain Rates by Effective Date" with a subtitle "Civilian TDY Rates". It contains a list box for selecting a rate to modify, a table for modifying data for the selected rate, and several action buttons.

Select Which Rate You Wish to Modify

- Breakfast Time
- Lunch Time
- Dinner Time
- Standard CONUS Maximum Lodging
- Standard CONUS MIE Rate
- Incidental Rate for Government Quarters Onbase CONUS
- Incidental Rate for Government Quarters Onbase OCONUS

Modify Data for Selected Rate

Effective Date	Rate
7/1/1986	07:00

Buttons: Insert Rate, Delete Rate, Apply, Print, OK, Cancel, Help

ToolStripStatusLabel1

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium. On occasion, however, the Travel Supervisor may find it necessary to make changes to an existing rate or to add a new rate.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters** and then **click** on the **TDY Parameters** option.

 **Complete the following steps to "display" a rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 **Complete the following steps to "insert" a new rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.
2. **Click** on the **Insert Rate** button. A blank line appears at the top of the grid with the current date in the **Effective Date** field. If this date is correct for new effective date, **press Tab**. If not, **type** the correct date in **MMDDYY** format and **press Tab**.
3. At the **Value** field, **type** the new value for the selected item and **press Tab**.
4. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" an existing rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.
2. **Determine** which value you wish to delete and then **click** in the **box** to the left of the desired effective date. IATS **highlights** the effective **date** and the **value** for the item selected.
3. When the desired item is highlighted, **click** the **Delete Rate** button.
4. **Click** on the **OK** button to **save** the changes.

Maintaining CIVPCS Parameters

The **Civilian PCS Parameters** table stores many of the **effective dates** and **rates** IATS uses to calculate PCS entitlements. Some of the information maintained in this table includes:

- Standard PCS Flat Per Diem Rate
- Mileage Rates
- Dependent Per Diem Rates
- Withholding Tax rates.

Maintain Rates by Effective Date

Civilian PCS Rates

Select Which Rate You Wish to Modify

- Standard Daily PCS Flat Per Diem Rate
- POV Mileage Rate for PCS with one passenger in vehicle
- POV Mileage Rate for PCS with two passengers in vehicle
- POV Mileage Rate for PCS with three passengers in vehicle
- POV Mileage Rate for PCS with four or more passengers in vehicle
- Travel Distance Tolerance allowed for use of Private Auto
- Percent of Daily Per Diem given to Dependent less than 12 years of age

Modify Data for Selected Rate

Effective Date	Rate
10/1/2013	\$129.00
10/1/2010	\$123.00
10/1/2009	\$116.00
10/1/2007	\$109.00
10/1/2005	\$99.00
10/1/2004	\$91.00

Buttons: Insert Rate, Delete Rate, Apply, Print, OK, Cancel, Help

ToolStripStatusLabel

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium. On

occasion, however, the Travel Supervisor may find it necessary to make changes to an existing rate or to add a new rate.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters** and then **click** on the **General PCS Data** option.

 **Complete the following steps to "display" a rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 **Complete the following steps to "insert" a new rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.
2. **Click** on the **Insert Rate** button. A **blank line** appears at the top of the grid with the current date in the **Effective Date** field. If this **date** is **correct** for new effective date, **press Tab**. If not, **type** the correct date in **MMDDYY** format and **press Tab**.
3. At the **Value** field, **type** the new value for the selected item and **press Tab**.
4. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" an existing rate:**

1. **Click** on an **item** listed in the **Rate Description** section. IATS displays the effective dates and the rates effective on those dates.
2. **Determine** which value you wish to delete and then **click** in the **box** to the left of the desired effective date. IATS **highlights** the effective **date** and the **value** for the item selected.
3. When the desired item is highlighted, **click** the **Delete Rate** button.
4. **Click** on the **OK** button to **save** the changes.

Displaying the Peak Transportation Charges Table

The **Peak Transportation Charges** table stores the **rates** for the movement of **Household Goods**, during the **peak season**, by effective dates. These rates are used by IATS when processing a **CIVPCS** settlement request for the movement of **Household Goods** using the **Commuted Rates** method.

These tables are located in the IATS **Maintenance** Module and are **updated automatically** by the monthly per diem rates **file** distributed by the IATS contractor. The IATS **user does not** have the **ability** to manually **adjust** the **rates** in this table. The **purpose** of this screen is to allow the user to **view** the rates and **generate a print-out** of the table, if desired.

Peak Transportation Charges

User ID: DAVE View Only

Effective Date:

Miles	Weight (in pounds)							
	1000-1099	1100-1199	1200-1299	1300-1399	1400-1499	1500-1599	1600-1699	1700-1799
1-20	\$1,295.00	\$1,364.00	\$1,433.00	\$1,502.00	\$1,571.00	\$1,640.00	\$1,708.00	\$1,777.00
21-40	\$1,322.00	\$1,393.00	\$1,464.00	\$1,535.00	\$1,607.00	\$1,678.00	\$1,749.00	\$1,820.00
41-60	\$1,348.00	\$1,422.00	\$1,495.00	\$1,569.00	\$1,643.00	\$1,716.00	\$1,790.00	\$1,864.00
61-80	\$1,374.00	\$1,450.00	\$1,526.00	\$1,602.00	\$1,679.00	\$1,755.00	\$1,831.00	\$1,908.00
81-100	\$1,400.00	\$1,479.00	\$1,557.00	\$1,636.00	\$1,714.00	\$1,793.00	\$1,871.00	\$1,950.00
101-120	\$1,427.00	\$1,508.00	\$1,589.00	\$1,670.00	\$1,750.00	\$1,831.00	\$1,912.00	\$1,994.00
121-140	\$1,453.00	\$1,536.00	\$1,620.00	\$1,703.00	\$1,786.00	\$1,870.00	\$1,953.00	\$2,037.00
141-160	\$1,479.00	\$1,565.00	\$1,651.00	\$1,737.00	\$1,822.00	\$1,908.00	\$1,994.00	\$2,080.00
161-180	\$1,506.00	\$1,594.00	\$1,682.00	\$1,770.00	\$1,858.00	\$1,946.00	\$2,035.00	\$2,124.00
181-200	\$1,532.00	\$1,623.00	\$1,713.00	\$1,804.00	\$1,894.00	\$1,985.00	\$2,075.00	\$2,166.00
201-250								

OK ? Help

Select the effective date for which you wish to work.

This table is already **populated** when IATS is installed and is automatically **updated** by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to the left of the item, **Before May 1, 2013** and then **click** on the **Peak Season Transportation Allowances** option.

 Complete the following steps to "display" rates for a different effective date:

IATS 7.2 User Guide

1. At the **Peak Transportation Charges** screen, **click** on the *down arrow* button at the **Effective Date** field. A list of **effective dates** is **displayed**.
2. **Click** on the desired date. IATS **displays** the **table** for the selected date.
3. When **finished** viewing this table **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

Displaying the Non-Peak Transportation Charges Table

The **Non-Peak Transportation Charges** table stores the **rates** for the movement of **Household Goods**, during the **non-peak season**, by effective dates. These rates are used by IATS when processing a **CIVPCS** settlement request for the movement of **Household Goods** using the **Commuted Rates** method.

These tables are located in the IATS **Maintenance** Module and are **updated automatically** by the monthly per diem rates **file** distributed by the IATS contractor. The IATS **user does not** have the **ability** to **manually adjust** the **rates** in this table. The **purpose** of this screen is to allow the user to **view** the rates and **generate a print-out** of the table, if desired.

Non-peak Transportation Charges

User ID: DAVE View Only

Effective Date: 05/15/2007

Miles	Weight (in pounds)							
	1000-1099	1100-1199	1200-1299	1300-1399	1400-1499	1500-1599	1600-1699	1700-1799
1-20	\$1,177.00	\$1,240.00	\$1,303.00	\$1,365.00	\$1,428.00	\$1,491.00	\$1,553.00	\$1,616.00
21-40	\$1,201.00	\$1,266.00	\$1,331.00	\$1,396.00	\$1,461.00	\$1,525.00	\$1,590.00	\$1,655.00
41-60	\$1,225.00	\$1,292.00	\$1,359.00	\$1,426.00	\$1,493.00	\$1,560.00	\$1,627.00	\$1,694.00
61-80	\$1,249.00	\$1,318.00	\$1,388.00	\$1,457.00	\$1,526.00	\$1,595.00	\$1,664.00	\$1,733.00
81-100	\$1,273.00	\$1,345.00	\$1,416.00	\$1,487.00	\$1,559.00	\$1,630.00	\$1,701.00	\$1,772.00
101-120	\$1,297.00	\$1,371.00	\$1,444.00	\$1,518.00	\$1,591.00	\$1,665.00	\$1,738.00	\$1,811.00
121-140	\$1,321.00	\$1,397.00	\$1,472.00	\$1,548.00	\$1,624.00	\$1,700.00	\$1,775.00	\$1,851.00
141-160	\$1,345.00	\$1,423.00	\$1,501.00	\$1,579.00	\$1,657.00	\$1,735.00	\$1,812.00	\$1,890.00
161-180	\$1,369.00	\$1,449.00	\$1,529.00	\$1,609.00	\$1,689.00	\$1,769.00	\$1,850.00	\$1,930.00
181-200	\$1,393.00	\$1,475.00	\$1,557.00	\$1,640.00	\$1,722.00	\$1,804.00	\$1,887.00	\$1,970.00
201-250								

OK ? Help

Select the effective date for which you wish to work.

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **Household Goods Commuted Rates** option. **Click** on the **plus sign** to the left of the item, **Before May 1, 2013** and then **click** on the **Non-Peak Season Transportation Allowances** option.

 **Complete the following steps to "display" rates for a different effective date:**

1. At the **Non-peak Transportation Charges** screen, **click** on the *down arrow* button at the **Effective Date** field. A **list of effective dates** is **displayed**.
2. **Click** on the desired date. IATS **displays** the **table** for the selected date.
3. When **finished** viewing this table **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

Displaying the Accessory Rates Table

The **Accessory Rates** table stores the various **schedules** and allowable rates for **accessory services** by effective dates. These rates are used by IATS when processing a **CIVPCS** settlement request for the movement of **Household Goods** using the **Commuted Rates** method.

These tables are located in the IATS **Maintenance** Module and are **updated automatically** by the monthly per diem rates **file** distributed by the IATS contractor. The **IATS user does not** have the **ability** to manually adjust the **rates** in this table. The **purpose** of this screen is to allow the user to **view** the rates and **generate a print-out** of the table, if desired.

The screenshot shows a window titled "Accessory Rates" with the following details:

- User ID: DAVE
- View Only (in red text)
- Effective Date: 01/01/1998
- A table with columns for "Applicable Schedule" and "Weight (in pounds)" categories: 1000 Pounds Base, Add'l Cwt. Excess, 2000 Pounds Base, Add'l Cwt. Excess, 4000 Pounds Base, Add'l Cwt. Excess, 8000 Pounds Base, and Add'l Cwt. Excess.
- Rows A, B, C, and D with corresponding monetary values.
- Buttons for OK and Help.
- Footer text: "Select the effective date."

Applicable Schedule	Weight (in pounds)							
	1000 Pounds Base	Add'l Cwt. Excess	2000 Pounds Base	Add'l Cwt. Excess	4000 Pounds Base	Add'l Cwt. Excess	8000 Pounds Base	Add'l Cwt. Excess
A	\$490.00	\$35.40	\$844.00	\$27.95	\$1,403.00	\$35.08	\$2,806.00	\$35.08
B	\$513.00	\$37.10	\$884.00	\$29.10	\$1,466.00	\$36.65	\$2,932.00	\$36.65
C	\$536.00	\$38.80	\$924.00	\$38.23	\$3,058.00	\$38.23	\$3,058.00	\$38.23
D	\$559.00	\$40.40	\$963.00	\$31.45	\$1,592.00	\$39.80	\$3,184.00	\$39.80

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **Household Goods Commuted Rates** option. **Click** on the **plus sign** to the left of the item, **Before May 1, 2013** and then **click** on the **Normal Accessorial Services Allowances** option.

Complete the following steps to "display" rates for a different effective date:

IATS 7.2 User Guide

1. At the **Accessory Rates** screen, **click** on the *down arrow* button at the **Effective Date** field. A **list of effective dates** is **displayed**.
2. **Click** on the desired date. IATS **displays** the **table** for the selected date.
3. When **finished** viewing this table **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

Displaying the Service Areas Table

The **Service Areas** table stores the **Service Area Numbers** by effective dates. These **numbers** are used by IATS when processing a **CIVPCS** settlement request for the movement of **Household Goods** using the **Commuted Rates** method.

These tables are located in the IATS **Maintenance** Module and are **updated automatically** by the monthly per diem rates **file** distributed by the IATS contractor. The IATS **user does not have the ability to manually adjust** the information in this table. The **purpose** of this screen is to allow the user to **view** the information.

Service Areas

View Only

Effective Date: 1/1/1998

State: AL

County	Service Area Num.
AUTAUGA	20
BALDWIN	16
BARBOUR	212
BIBB	4
BLOUNT	4
BULLOCK	20
BUTLER	20
CALHOUN	4
CHAMBERS	212
CHEROKEE	4
CHILTON	20
CHOCTAW	436
CLARKE	16
CLAY	4
CLEBURNE	4
COFFEE	8

OK ? Help

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Civilian Parameters**. **Click** on the **plus sign** to the **left** of the item **PCS Parameters**, and **click** on the **plus sign** to the **left** of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to

the left of the item, **Before May 1, 2013** and then **click** on the **Service Area Listing** option.

 **Complete the following steps to "display" rates for a different effective date:**

1. At the **Service Areas** screen, **click** on the *down arrow* button at the **Effective Date** field. A **list of effective dates** is **displayed**.
2. **Click** on the desired date to make a selection.
3. **Click** on the *down arrow* button at the **State** field. A **list of state codes** is **displayed**. **Click** on the *Up/Dn arrow* buttons or **press** the *Up/Dn arrows* on the **keyboard** to **scroll** through the **list**, if necessary.
4. When the desired state is displayed, **click** on this state **code** to make a selection. IATS **displays** the **table** for the selected date and **state**.
5. When **finished** viewing this table **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Displaying the Additional Services Table

The **Additional Services** table stores the **Service Area Numbers**, **Cost Schedules**, and allowable Rates for **Additional Services** by effective dates. These rates are used by IATS when processing a **CIVPCS** settlement request for the movement of **Household Goods** using the **Commuted Rates** method.

These tables are located in the IATS **Maintenance** Module and are **updated automatically** by the monthly per diem rates **file** distributed by the IATS contractor. The IATS **user does not** have the **ability** to manually adjust the **rates** in this table. The **purpose** of this screen is to allow the user to **view** the rates and **generate a print-out** of the table, if desired.

Additional Services

View Only

Effective Date:

Service Area Number	Services Cost Level	SIT Cost Level	Additional Line Haul Factor	Origin / Destination Factor	SIT 1st Day	SIT Each Additional Day
4	2	2	1.01	5.44	\$15.28	\$0.54
8	1	2	0.09	3.74	\$11.73	\$0.37
12	1	2	0.42	5.74	\$12.10	\$0.39
16	1	3	0.17	3.74	\$12.63	\$0.54
20	1	3	0.28	5.74	\$12.63	\$0.54
22	4	4	4.48	5.89	\$11.49	\$0.43
24	3	3	0.42	3.06	\$11.56	\$0.39
28	2	3	0.65	3.11	\$11.56	\$0.39
32	2	3	0.80	3.13	\$11.08	\$0.45
36	2	3	0.53	3.02	\$11.56	\$0.39
40	2	3	0.30	4.00	\$13.06	\$0.57
44	3	3	0.15	5.79	\$14.00	\$0.57
48	3	3	0.21	3.85	\$13.06	\$0.57
52	3	3	0.70	3.19	\$9.13	\$0.37

OK ? Help

Select the effective date.

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to

the left of the item, **Before May 1, 2013** and then **click** on the **Additional Allowances** option.

 **Complete the following steps to "display" rates for a different effective date:**

1. At the **Additional Services** screen, **click** on the *down arrow* button at the **Effective Date** field. A **list of effective dates** is **displayed**.
2. **Click** on the desired date. IATS **displays** the **table** for the selected date.
3. When **finished** viewing this table **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

Displaying the Allowable Cost Schedule Table

The **Allowable Cost** table stores the **schedules** and **allowable rates** for **extra labor**, **waiting time**, **elevator usage**, **stair climbs**, **long distance carries**, and the movement of **pianos** or **organs** by effective dates. These rates are used by IATS when processing a **CIVPCS** settlement request for the movement of **Household Goods** using the **Commuted Rates** method.

These tables are located in the IATS **Maintenance** Module and are **updated automatically** by the monthly per diem rates **file** distributed by the IATS contractor. The IATS **user does not** have the **ability** to **manually adjust** the **rates** in this table. The **purpose** of this screen is to allow the user to **view** the rates and **generate a print-out** of the table, if desired.

Cost Level	Extra Labor (rate per hour per man)
1	\$58.68
2	\$67.71
3	\$74.03
4	\$95.40

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **Household Goods Commuted Rates** option. **Click** on the **plus sign** to the left of the item, **Before May 1, 2013** and then **click** on the **Allowances Based on Cost Schedules** option.

Complete the following steps to "display" rates for a different effective date:

IATS 7.2 User Guide

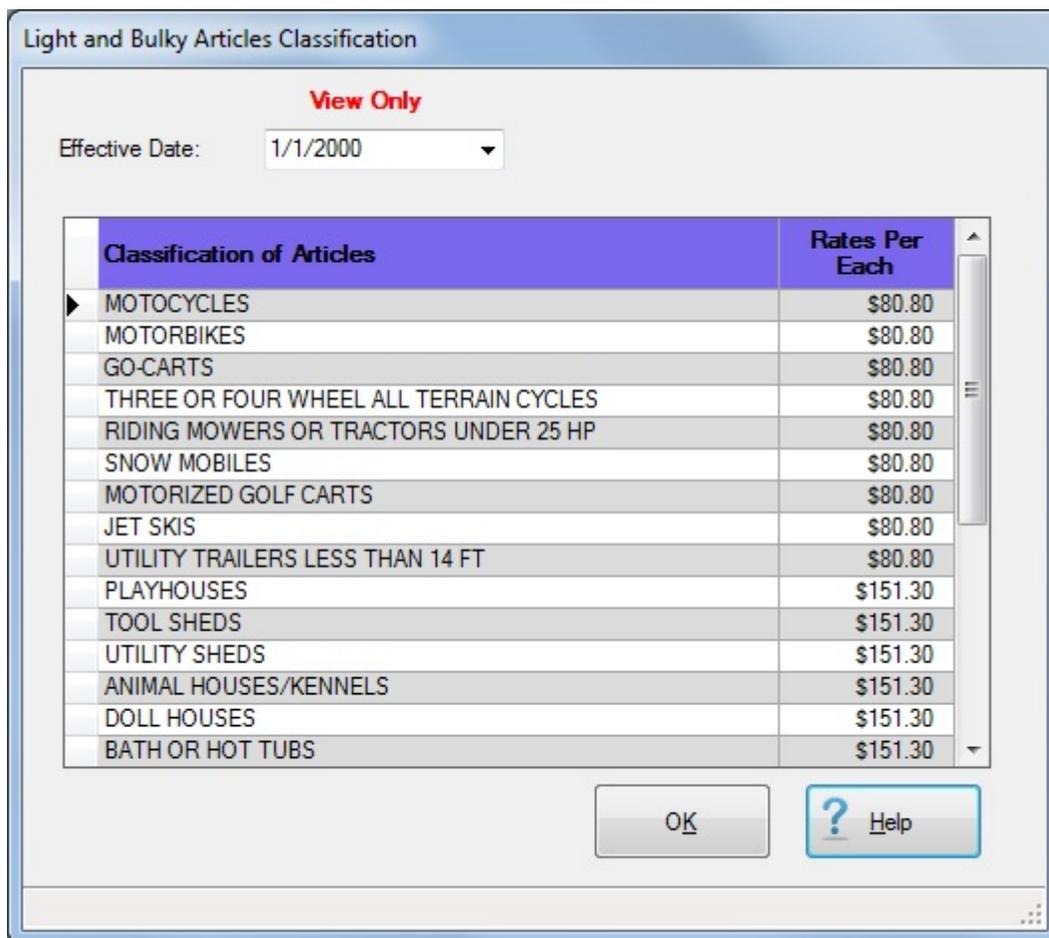
1. At the **Allowable Cost Schedule** screen, **click** on the *down arrow* button at the **Effective Date** field. A **list of effective dates** is **displayed**.
2. **Click** on the desired date. IATS **displays** the **table** for the selected date.
3. When **finished** viewing this table **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

Displaying the Light and Bulky Articles Table

The **Light and Bulky Article Classifications** table stores the qualifying items and allowable rate for the movement of the item by effective dates. These rates are used by IATS when processing a **CIVPCS** settlement request for the movement of **Household Goods** using the **Commuted Rates** method.

These tables are located in the IATS **Maintenance** Module and are **updated automatically** by the monthly per diem rates **file** distributed by the IATS contractor. The IATS **user does not** have the **ability** to manually adjust the **rates** in this table. The **purpose** of this screen is to allow the user to **view** the rates and **generate a print-out** of the table, if desired.



Classification of Articles	Rates Per Each
MOTOCYCLES	\$80.80
MOTORBIKES	\$80.80
GO-CARTS	\$80.80
THREE OR FOUR WHEEL ALL TERRAIN CYCLES	\$80.80
RIDING MOWERS OR TRACTORS UNDER 25 HP	\$80.80
SNOW MOBILES	\$80.80
MOTORIZED GOLF CARTS	\$80.80
JET SKIS	\$80.80
UTILITY TRAILERS LESS THAN 14 FT	\$80.80
PLAYHOUSES	\$151.30
TOOL SHEDS	\$151.30
UTILITY SHEDS	\$151.30
ANIMAL HOUSES/KENNELS	\$151.30
DOLL HOUSES	\$151.30
BATH OR HOT TUBS	\$151.30

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to

the left of the item, **Before May 1, 2013** and then **click** on the **Bulky Articles Allowances** option.

 **Complete the following steps to "display" rates for a different effective date:**

1. At the **Light and Bulky Article Classifications** screen, **click** on the *down arrow* button at the **Effective Date** field. A **list of effective dates** is **displayed**.
2. **Click** on the desired date. IATS **displays** the **table** for the selected date.
3. When **finished** viewing this table **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

Displaying the Bridge and Ferry Tolls Table

The **Bridge and Ferry Tolls** table stores the qualifying items, weight, and allowable rate for the movement of **Household Goods** over a **bridge** or by **ferry**. These rates are used by IATS when processing a **CIVPCS** settlement request for the movement of **Household Goods** using the **Commuted Rates** method.

These tables are located in the IATS **Maintenance** Module and are **updated automatically** by the monthly per diem rates **file** distributed by the IATS contractor. The **IATS user does not** have the **ability** to manually adjust the **rates** in this table. The **purpose** of this screen is to allow the user to **view** the rates and **generate a print-out** of the table, if desired.

Bridge and Ferry Tolls

View Only

Effective Date:

Bridge or Ferry Charge	Minimum Weight	Rates per CWT
▶ KEY BISCAYNE FL	0	\$0.42
MACKINAW CITY MI - ST IGNACE MI	0	\$0.85
MEGLER WA - ASTORIA OR	0	\$0.85
SAN DIEGO CA - CORONADO CA	0	\$0.60
CAPE CHARLES VA - VIRGINIA BEACH VA	0	\$1.05
NEWPORT RI - CONANICUT ISLAND RI	0	\$0.47
FERRY - ANACORTES WAS - SAN JAUN ISLANDS WA	0	\$2.00
FERRY - EDMONDS WA - KINGSTON WA	0	\$1.10
FERRY - FAINTLERROY WA - VASHON-HARPER WA	0	\$1.10
FERRY - MUKILTEO WA - COLUMBIA BEACH WA	0	\$1.10
FERRY - PORT TOWNSEND WA - KEYSTONE WA	0	\$1.10
FERRY - SEATTLE WA - BREMERTON WA	0	\$1.35
FERRY - SEATTLE WA - WINSLOW WA	0	\$1.10

OK ? Help

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to

the left of the item, **Before May 1, 2013** and then **click** on the **Ferry and Bridge Tolls** option.

 **Complete the following steps to "display" rates for a different effective date:**

1. At the **Bridge and Ferry Tolls** screen, **click** on the *down arrow* button at the **Effective Date** field. A **list of effective dates** is **displayed**.
2. **Click** on the desired date. IATS **displays** the **table** for the selected date.
3. When **finished** viewing this table **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

Displaying the Florida Termination Surcharge Table

The **Florida Termination Surcharge** table stores the **State Codes** and surcharge rate for the movement of Household Goods into the **state** of **Florida**, by effective date. These rates are used by IATS when processing a **CIVPCS** settlement request for the movement of **Household Goods** using the **Commuted Rates** method.

These tables are located in the IATS **Maintenance** Module and are **updated automatically** by the monthly per diem rates **file** distributed by the IATS contractor. The IATS **user does not** have the **ability** to manually adjust the **rates** in this table. The **purpose** of this screen is to allow the user to **view** the rates and **generate a print-out** of the table, if desired.

Florida Termination Surcharge

View Only

Effective Date: 1/1/2000

Surcharge	
State	Amount
AL	\$0.00
AR	\$0.00
AZ	\$0.00
CA	\$0.00
CO	\$0.00
CT	\$1.10
DC	\$1.10
DE	\$1.10
FL	\$0.00
GA	\$0.00
IA	\$0.00
ID	\$0.00
IL	\$1.10

OK ? Help

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to

the left of the item, **Before May 1, 2013** and then **click** on the **Florida Termination Allowances** option.

 **Complete the following steps to "display" rates for a different effective date:**

1. At the **Florida Termination Surcharge** screen, **click** on the *down arrow* button at the **Effective Date** field. A **list of effective dates** is **displayed**.
2. **Click** on the desired date. IATS **displays** the **table** for the selected date.
3. When **finished** viewing this table **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

Displaying the Pickup and Delivery Table

The **Pickup and Delivery** table stores the **schedules** and allowable rates for the **pickup** and **delivery** of **Household Goods** by effective dates. These rates are used by IATS when processing a **CIVPCS** settlement request for the movement of **Household Goods** using the **Commuted Rates** method.

These tables are located in the IATS **Maintenance** Module and are **updated automatically** by the monthly per diem rates **file** distributed by the IATS contractor. The **IATS user does not** have the **ability** to manually adjust the **rates** in this table. The **purpose** of this screen is to allow the user to **view** the rates and **generate a print-out** of the table, if desired.

Applicable Schedule	Weight (in pounds)								
	1,000 to 1,099	1,100 to 1,199	1,200 to 1,299	1,300 to 1,399	1,400 to 1,499	1,500 to 1,599	1,600 to 1,699	1,700 to 1,799	1,800 to 1,899
1	\$475.00	\$509.00	\$543.00	\$576.00	\$610.00	\$644.00	\$678.00	\$712.00	\$746.00
2	\$527.00	\$564.00	\$602.00	\$640.00	\$678.00	\$715.00	\$753.00	\$791.00	\$829.00
3	\$578.00	\$620.00	\$662.00	\$703.00	\$745.00	\$786.00	\$828.00	\$869.00	\$911.00
4	\$682.00	\$731.00	\$780.00	\$830.00	\$879.00	\$929.00	\$978.00	\$1,027.00	\$1,077.00

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters**, and **click** on the **plus sign** to the left of the item **Household Goods Commuted Rates** option. **Click** on the **plus sign** to the left of the item, **Before May 1, 2013** and then **click** on the **Pickup or Delivery Transportation Allowances** option.

Complete the following steps to "display" rates for a different effective date:

1. At the **Pickup and Delivery** screen, **click** on the *down arrow* button at the **Effective Date** field. A **list of effective dates** is **displayed**.

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2. **Click** on the desired date. IATS **displays** the **table** for the selected date.
3. When **finished** viewing this table **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

Maintaining HHGSIT Shipment Rates

The **HHGSIT Shipment Rates** screen **stores** the **rates** used for calculating **HHG Storage** claims.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Civilian Parameters**. **Click** on the **plus sign** to the **left** of the item **PCS Parameters**, and **click** on the **plus sign** to the **left** of the item **HouseHold Goods Commuted Rates** option. **Click** on the **plus sign** to the **left** of the item, **Before May 1, 2013** and then **click** on the **SIT Shipments** option.

HHG SIT Shipment Rates

User ID: DAVE

View Only

SIT Shipment Rates for the Following Dates

Dates /
1/1/2010
8/1/2011

View Data Set

SIT Shipment Rates for Selected Data Set

Effective Date: 1/1/2010

Low Weight	High Weight	Sched A	Sched B	Sched C	Sched D	Sched E	Sched F	Sched G	Sched H
0	999	\$21.03	\$23.75	\$24.96	\$26.84	\$28.95	\$31.07	\$32.80	\$35.2
1,000	1,999	\$12.36	\$13.27	\$14.31	\$15.76	\$17.27	\$18.93	\$20.58	\$22.7
2,000	3,999	\$10.41	\$11.15	\$12.05	\$13.06	\$13.86	\$15.30	\$16.57	\$17.9
4,000	7,999	\$8.89	\$9.79	\$10.86	\$11.61	\$12.80	\$13.27	\$14.02	\$14.7
8,000	11,999	\$8.89	\$9.79	\$10.86	\$11.61	\$12.80	\$12.80	\$12.80	\$12.8
12,000	18,000	\$8.89	\$9.79	\$10.86	\$11.61	\$12.80	\$12.80	\$12.80	\$12.8

OK Help

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium and no changes are allowed.

Complete the following steps to "view" a different Data Set:

1. Under the heading **Dates**, click on the data set you wish to display.

2. **Click** on the **View DataSet** button.
3. When you are **finished** viewing this table, **click** on **OK**.

Maintaining HHG State and County Rates

The **HHG State/County Rates** screen is used to **store** the various state and county **rates** for calculating **HHG Storage** claims.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Civilian Parameters**. **Click** on the **plus sign** to the **left** of the item **PCS Parameters**, and **click** on the **plus sign** to the **left** of the item **Household Goods Commuted Rates** option. **Click** on the **plus sign** to the **left** of the item, **Before May 1, 2013** and then **click** on the **State/County Rates** option.

HHG State/County Rates

User: DAVE View Only

State/County Rate Sets Exist for the Following Dates

Dates: 5/1/2005 Add/Copy Data Set

State/County Rates for Selected Data Set

Effective Date: 5/1/2005

County	State	Schedule	1st Day	Additional	Warehouse	SC	Additional
All Others	AK	O	2.38	0.16	5.74	D	0
Fairbanks	AK	N	2.38	0.16	5.74	D	0
Haines	AK	O	2.38	0.16	5.74	D	0
Juneau	AK	O	2.38	0.16	5.74	D	0
Ketchikan	AK	O	2.38	0.16	5.74	D	0
Kodiak Island Bon	AK	O	2.38	0.16	5.74	D	0
Petersburg-Wrang	AK	O	2.38	0.16	5.74	D	0
Sitka	AK	O	2.38	0.16	5.74	D	0
Skagway	AK						

OK ? Help

This table is already populated when IATS is installed and is automatically updated by the monthly per diem rates **file** provided by Professional Software Consortium and no changes are allowed.

When you are **finished** viewing this table, **click** on **OK**.

Maintaining Commuted Rates

Civilian employees **relocating** to a **new PDS** are generally **authorized** to **ship** their **house hold goods** to the **new PDS** at **government expense**. **Two methods** exist for processing the expenses involved with moving the employee's belongings.

When the **Commuted Rate Method** is used, the **employee makes all arrangements** and **pays** the **expenses out-of-pocket**. The employee **then files** a **claim for reimbursement** of these expenses **upon completion** of the **delivery**.

The **Maintain Commuted Rates** screen is a Maintenance **table** that is used to **store** the **rates** used by IATS for the **calculation** of the Commuted Rates entitlement.

Commuted Rates for the Following Dates

Dates
5/1/2013

Buttons: Add/Copy Data Set, Delete Data Set

Commuted Rates for Selected Data Set

Effective Date: 5/1/2013

Low Mileage	High Mileage	Amount
1	500	\$34.42
501	1,000	\$45.70
1,001	1,500	\$54.39
1,501	2,000	\$63.42
2,001	18,000	\$72.45

Buttons: Add a Row, Apply

Bottom Buttons: Print, OK, Cancel, Help

This table is **already populated** when IATS is installed and is **automatically updated** by the monthly per diem rates **file** provided by Professional Software Consortium.

Note: To **access** this table, **login** to the IATS **Maintenance** module, **click** on the **plus sign** to the **left** of the item **Civilian Parameters**. **Click** on the **plus sign** to the **left** of the item **PCS Parameters**,

Next, **click** on the **plus sign** to the left of the item **HouseHold Goods Commuted Rates** option, and then **click** on the **On or after May 1, 2013** option.

 **Complete the following steps to "add" a new Data Set:**

1. Under the heading **Commuted Rates for the Following Dates**, click on the data set you wish to copy.
2. **Click** on the **Add/Copy DataSet** button.
3. At the **Effective Date** field **enter** a new effective date in **MMDDYY** format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
4. **Click** on the **Apply** button. The effective date for the new data set appears under the heading **Commuted Rates for the Following Dates**.

 **Complete the following steps to "modify" a Data Set:**

1. Under the heading **Commuted Rates for the Following Dates**, click on the data set you wish to modify.
2. When the data set is displayed, **click** in the **field** you wish to change and make the desired changes.
3. **Add a Row:** - **Click** on the **Add a Row** button if you wish to **add a new row** to the table at the bottom of the **grid** to add additional data.
4. If you have added a new row, **enter** the desired **data** for each **column**.
5. **Click** on the **Apply** button to **save** the changes.

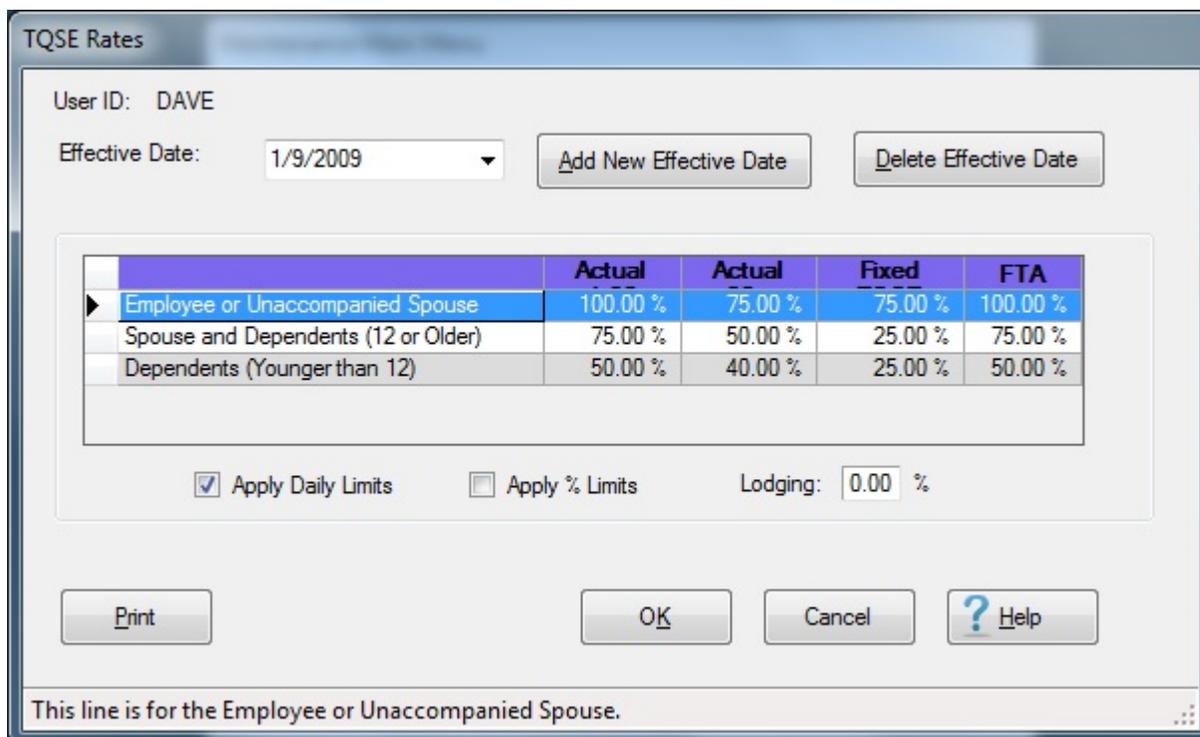
 **Complete the following steps to "delete" a Data Set:**

1. Under the heading **Commuted Rates for the Following Dates**, click on the data set you wish to delete.
2. **Click** on the **Delete Data Set** button.
3. A **prompt** appears asking if you are **sure** you wish to delete the data set.
4. **Click** on the **Yes** button.

When you are **finished** using this screen, **click** on the **OK** button.

Maintaining TQSE Rates

Included in the IATS **Maintenance** Module, is a **TQSE** table that IATS uses to calculate Temporary Quarters Subsistence Expense (**TQSE**) settlement requests. This table is **populated** when IATS is installed, and is automatically updated by the monthly per diem rates **file** distributed by the IATS contractor. On occasion, however, the Travel Supervisor may find it necessary to manually update this table.



TQSE Rates

User ID: DAVE

Effective Date: 1/9/2009

Add New Effective Date

Delete Effective Date

	Actual	Actual	Fixed	FTA
Employee or Unaccompanied Spouse	100.00 %	75.00 %	75.00 %	100.00 %
Spouse and Dependents (12 or Older)	75.00 %	50.00 %	25.00 %	75.00 %
Dependents (Younger than 12)	50.00 %	40.00 %	25.00 %	50.00 %

Apply Daily Limits Apply % Limits Lodging: 0.00 %

Print OK Cancel ? Help

This line is for the Employee or Unaccompanied Spouse.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Civilian Parameters**. **Click** on the **plus sign** to the **left** of the item **PCS Parameters** and then **click** on the **Temporary Quarters & Subsistence Expense** option.

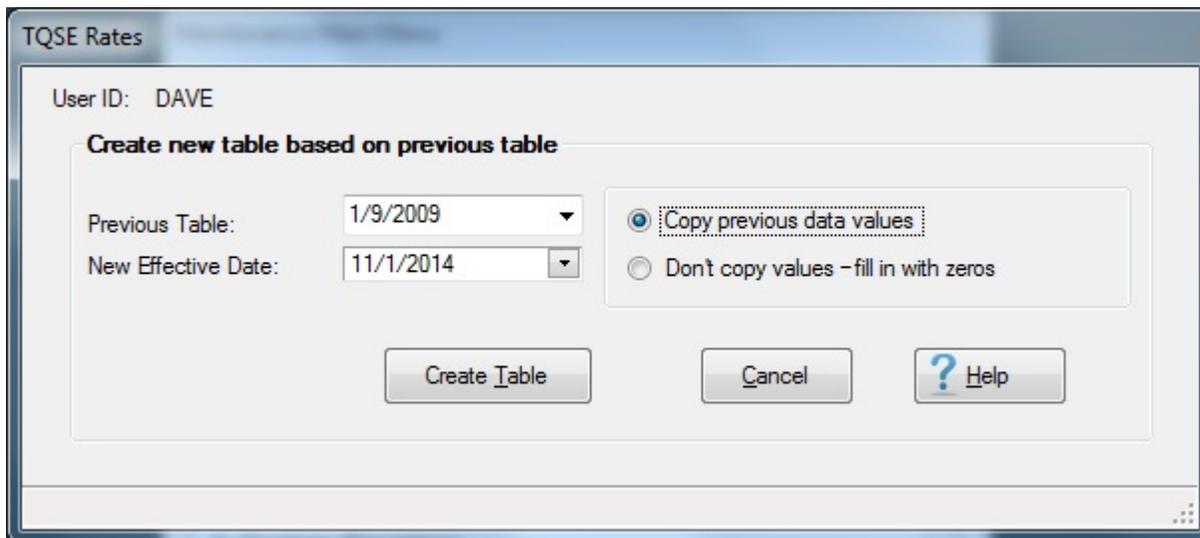
 Use one of the following methods to "display" the rates for a different Effective Date:

- **Method 1:** - At the **Effective Date** field, **click** on the *down* arrow **button** to **display** a **list** of effective **dates** and then **click** on the desired **date**. IATS **displays** the **rates** for the selected effective **date**.
- **Method 2:** - **Press** the *Up/Dn* arrow **keys** on the keyboard. IATS **displays** the **rates** for each effective **date** shown.

Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 **Complete the following steps to "add" a new Effective Date and TQSE Rates:**

1. **Click** on the **Add New Effective Date** button. The **Create TQSE Table** screen appears.



Note: This screen allows the user to **create** a **new table** with a **new effective date** based on the **values** of a **previous table**.

2. **Previous Table:** - At this field, **click** on the *down* arrow **button** to **display** a list of effective **dates** and then **click** on the desired **date**.
3. **New Effective Date:** - **Click** in this field and **type** the **new effective date** in **MMDDYY** format for the table being created.
4. **Copy Previous Data Values:** - **Click** in the **circle** at this **option** if you **wish** to **copy** the **previous values**, from the table selected at the **Previous Table** field, **into** the **new table** being created.
5. **Don't Copy Values - Fill in with Zeros:** - **Click** in the **circle** at this **option** if you **do not wish** to **copy** the **previous values**, from the table selected at the **Previous Table** field, **into** the **new table** being created. IATS will **zero fill** the **values** instead.
6. After making all of the required selections, **click** on the **Create Table** button. IATS **creates** the **new table** and **returns** to the **previous screen**.

 **Complete the following steps to "delete" an Effective Date and TQSE Rate table:**

1. **Select** the **effective date** to be deleted by using one of the following **methods**:

- **Method 1:** - At the **Effective Date** field, **click** on the *down* arrow **button** to **display** a **list** of effective **dates** and then **click** on the desired **date**. IATS **displays** the **rates** for the selected effective **date**.
 - **Method 2:** - **Press** the *Up/Dn* arrow **keys** on the keyboard. IATS **displays** the **rates** for each effective **date** shown.
2. After selecting the desired effective date to be deleted, **click** on the **Delete Effective Date** button. A *pop-up* appears asking the user to **verify** deleting the changes for the specified effective date.
 3. **Click** on the **Yes** button. IATS **deletes** the **table** for the specified effective date.

Note: When **finished** using this screen, **click** on the **OK** button to **save** the changes and **return** to the **Maintenance** menu.

Maintaining Federal Income Tax Rates

Included in the IATS **Maintenance** Module, is a **Federal Income Tax Rates** table that IATS uses to **calculate** withholding taxes when processing **CIVPCS** settlement requests. This table is **populated** when IATS is installed, and is automatically updated by the monthly per diem rates **file** distributed by the IATS contractor. On occasion, however, the Travel Supervisor may find it necessary to manually update this table.

Federal Income Tax Rates

User ID: DAVE

Effective Year: 1/1/2014

Marginal Tax Rate	Single	Head of Household	Married Filing Jointly/ Qualifying Widow(er)	Married Filing Separately
0.00 %	\$0.00	\$0.00	\$0.00	\$0.00
10.00 %	\$10,850.00	\$20,508.00	\$28,922.00	\$14,051.00
15.00 %	\$20,214.00	\$33,505.00	\$45,842.00	\$23,184.00
25.00 %	\$49,586.00	\$71,517.00	\$102,569.00	\$52,810.00
28.00 %	\$106,343.00	\$157,215.00	\$184,422.00	\$94,306.00
33.00 %	\$211,498.00	\$244,425.00	\$266,427.00	\$140,145.00
35.00 %	\$435,355.00	\$445,054.00	\$444,186.00	\$233,881.00
39.60 %	\$438,500.00	\$497,942.00	\$510,946.00	\$268,415.00

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Civilian Parameters**. Click on the **plus sign** to the left of the item **PCS Parameters** and then click on the **Federal Marginal Tax Rates** option.

 Use one of the following methods to "display" the rates for a different Effective Year:

- **Method 1:** - At the **Effective Year** field, click on the *down* arrow button to display a list of effective years and then click on the desired date. IATS displays the rates for the selected effective year.

- **Method 2:** - Press the *Up/Dn* arrow keys on the keyboard. IATS displays the rates for each effective year shown.

Tip: Once the rates for the selected effective date is displayed, the user can generate a print-out by clicking on the **Print** button.

 Complete the following steps to "delete" a Tax Rate:

1. Click on the **percentage** in the **Marginal Tax Rate** column for the **rate** you wish to delete. IATS highlights the percentage.
2. When the desired **rate** is selected, click on the **Delete Tax Rate** button. A pop-up **message** appears asking if you are **sure** you want to **delete** the selected Tax Rate.
3. Click on Yes. IATS **deletes** the selected **rate**.

 Complete the following steps to "add" a new Effective Year and Tax Rates:

1. Click on the **Add New Effective Year** button. The **Create Federal Income Tax Table** screen appears.

Note: This screen allows the user to **create** a new table with a new effective year based on the **values** of a **previous** table.

2. **Previous Table:** - At this field, click on the *down* arrow button to display a list of effective years and then click on the desired year.
3. **New Effective Year:** - Click in this field and type the new effective year in YYYY format for the table being created.
4. **Copy Previous Data Values:** - Click in the circle at this option if you wish to copy the previous values, from the table selected at the **Previous Table** field, into the new table being created.

5. **Don't Copy Values - Fill in with Minimum Values:** - **Click** in the **circle** at this **option** if you **do not wish** to **copy** the previous values, from the table selected at the **Previous Table** field, **into** the new table being created. IATS will **fill** the **values** of the filing status **fields** with the tax **percentages** from the **Marginal Tax Rate** column.
6. After making all of the required selections, **click** on the **Create Table** button. IATS **creates** the new table and **returns** to the previous screen.

 **Complete the following steps to "delete" an Effective Year and Federal Income Tax Rate table:**

1. **Select** the **effective year** to be deleted by using one of the following **methods**:
 - **Method 1:** - At the **Effective Year** field, **click** on the *down* arrow **button** to **display** a **list** of **effective years** and then **click** on the desired **year**. IATS **displays** the **rates** for the selected **effective year**.
 - **Method 2:** - **Press** the *Up/Dn* arrow **keys** on the keyboard. IATS **displays** the **rates** for each **effective year** shown.
2. After selecting the desired **effective year** to be deleted, **click** on the **Delete Effective Year** button. A *pop-up* appears asking the user to **verify** deleting the table for the specified **effective year**.
3. **Click** on the **Yes** button. IATS **deletes** the **table** for the specified **effective year**.

Note: When **finished** using this screen, **click** on the **OK** button to **save** the changes and **return** to the **Maintenance** menu.

Maintaining the Federal Estimated Taxes - Screen

Included in the IATS **Maintenance** Module, is a **Federal Estimated Tax Rates** table that IATS uses to **calculate withholding taxes** when processing **CIVPCS** settlement requests. This table is **populated** when IATS is installed, and is **automatically updated** by the monthly per diem rates **file** distributed by the IATS contractor. On occasion, however, the Travel Supervisor may find it necessary to **manually update** this table.

Federal Estimated Taxes (1040-ES)

User ID: DAVE

Effective Year:

Marginal Tax Rate	Single	Head of Household	Married Filing Jointly/ Qualifying Widow(er)	Married Filing Separately
10.00 %	\$0.00	\$0.00	\$0.00	\$0.00
15.00 %	\$9,325.00	\$13,350.00	\$18,650.00	\$9,325.00
25.00 %	\$37,950.00	\$50,800.00	\$75,900.00	\$37,950.00
28.00 %	\$91,900.00	\$131,200.00	\$153,100.00	\$76,550.00
33.00 %	\$191,650.00	\$212,500.00	\$233,350.00	\$116,675.00
35.00 %	\$416,700.00	\$416,700.00	\$416,700.00	\$208,350.00
39.60 %	\$418,400.00	\$444,550.00	\$470,700.00	\$235,350.00

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Civilian Parameters**. Click on the **plus sign** to the **left** of the item **PCS Parameters** and then click on the **Federal Estimated (1040-ES) Tax Rates** option.

 Use one of the following methods to "display" the rates for a different Effective Year:

- **Method 1:** - At the **Effective Year** field, click on the *down* arrow button to display a list of effective years and then click on the desired date. IATS displays the rates for the selected effective year.

- **Method 2:** - Press the *Up/Dn* arrow keys on the keyboard. IATS displays the rates for each effective year shown.

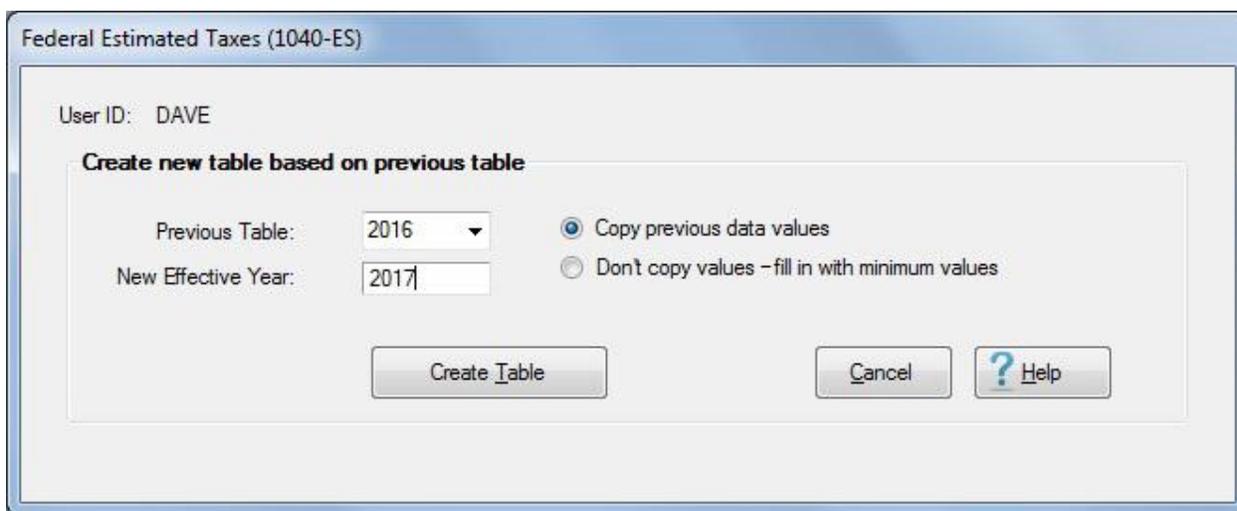
Tip: Once the rates for the selected effective date is displayed, the user can generate a print-out by clicking on the **Print** button.

 Complete the following steps to "delete" a Tax Rate:

1. Click on the **percentage** in the **Marginal Tax Rate** column for the **rate** you wish to delete. IATS highlights the percentage.
2. When the desired **rate** is selected, click on the **Delete Tax Rate** button. A pop-up **message** appears asking if you are **sure** you want to **delete** the selected Tax Rate.
3. Click on Yes. IATS **deletes** the selected **rate**.

 Complete the following steps to "add" a new Effective Year and Tax Rates:

1. Click on the **Add New Effective Year** button. The **Federal Estimated Taxes (1040-ES)** screen appears.



Note: This screen allows the user to **create** a new table with a new effective year based on the **values** of a **previous** table.

2. **Previous Table:** - At this field, click on the *down* arrow button to display a list of effective **years** and then click on the desired **year**.
3. **New Effective Year:** - Click in this field and **type** the new effective year in YYYY format for the table being created.
4. **Copy Previous Data Values:** - Click in the **circle** at this option if you wish to **copy** the previous values, from the table selected at the **Previous Table** field, into the new table being created.

5. **Don't Copy Values - Fill in with Minimum Values:** - **Click** in the **circle** at this **option** if you **do not wish** to **copy** the previous values, from the table selected at the **Previous Table** field, **into** the new table being created. IATS will **fill** the **values** of the filing status **fields** with the tax **percentages** from the **Marginal Tax Rate** column.
6. After making all of the required selections, **click** on the **Create Table** button. IATS **creates** the new table and **returns** to the previous screen.

 **Complete the following steps to "delete" an Effective Year and Federal Estimated Tax Rate table:**

1. **Select** the **effective year** to be deleted by using one of the following **methods**:
 - **Method 1:** - At the **Effective Year** field, **click** on the *down* arrow **button** to **display** a **list** of **effective years** and then **click** on the desired **year**. IATS **displays** the **rates** for the selected **effective year**.
 - **Method 2:** - **Press** the *Up/Dn* arrow **keys** on the keyboard. IATS **displays** the **rates** for each **effective year** shown.
2. After selecting the desired **effective year** to be deleted, **click** on the **Delete Effective Year** button. A *pop-up* appears asking the user to **verify** deleting the table for the specified **effective year**.
3. **Click** on the **Yes** button. IATS **deletes** the **table** for the specified **effective year**.

Note: When **finished** using this screen, **click** on the **OK** button to **save** the changes and **return** to the **Maintenance** menu.

Maintaining State Marginal Tax Rates

Included in the IATS **Maintenance** Module, is a **State Income Tax Rates** table that IATS uses to **calculate withholding taxes** when processing **CIVPCS** settlement requests. This table is **populated** when IATS is installed, and is **automatically updated** by the monthly per diem rates **file** distributed by the IATS contractor. On occasion, however, the Travel Supervisor may find it necessary to **manually update** this table.

State Tax Rates

Effective Year: 2013

State	Filing Status	Pct of Fed Tax?	20,000 - 24,999	25,000 - 49,999	50,000 - 74,999	75,000 & Over
AL	A	<input type="checkbox"/>	5	5	5	5
AK	A	<input type="checkbox"/>	0	0	0	0
AQ	A	<input type="checkbox"/>	0	0	0	0
AZ	S	<input type="checkbox"/>	2.88	3.36	4.24	4.24
AZ	N	<input type="checkbox"/>	2.88	2.88	3.36	3.36
AR	A	<input type="checkbox"/>	6	7	7	7
CA	S	<input type="checkbox"/>	4	8	9.3	9.3
CA	N	<input type="checkbox"/>	2	4	6	8
CO	A	<input type="checkbox"/>	4.63	4.63	4.63	4.63
CT	S	<input type="checkbox"/>	5	5	5.5	5.5
CT	N	<input type="checkbox"/>	5	5	5	5
DE	A	<input type="checkbox"/>	5.2	5.55	6.75	6.75
FL	A	<input type="checkbox"/>	0	0	0	0
GA	A	<input type="checkbox"/>	6	6	6	6

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Civilian Parameters**. Click on the **plus sign** to the **left** of the item **PCS Parameters** and then click on the **State Marginal Tax Rates** option. Now, click on the **All States (all years)** and **Puerto Rico (prior to 2006)** option.

 Use one of the following methods to "display" the rates for a different Effective Year:

- **Method 1:** - At the **Effective Year** field, **click** on the *down* arrow **button** to **display** a **list** of effective **years** and then **click** on the desired **date**. IATS **displays** the **rates** for the selected effective **year**.
- **Method 2:** - **Press** the *Up/Dn* arrow **keys** on the keyboard. IATS **displays** the **rates** for each effective **year** shown.

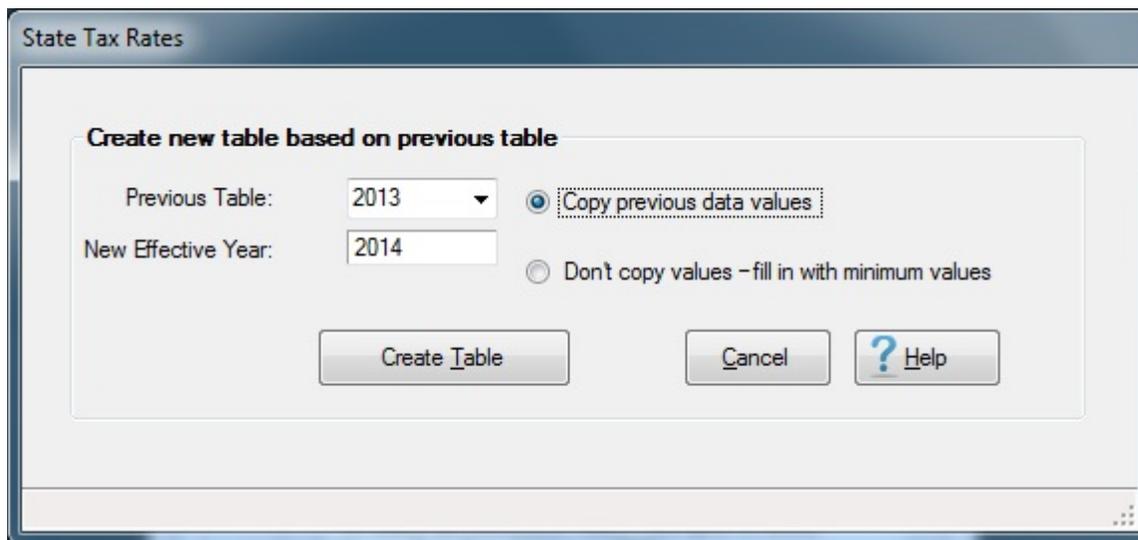
Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 **Complete the following steps to "delete" a line from this table**

1. **Click** on the state code in the **State** column for the **line** you wish to delete. IATS **highlights** the **line**.
2. When the desired **line** is selected, **click** on the **Delete Line** button. IATS **deletes** the selected **line**.

 **Complete the following steps to "add" a new Effective Year and Tax Rates:**

1. **Click** on the **Add New Effective Year** button. The **Create State Income Tax Table** screen appears.



Note: This screen allows the user to **create** a new **table** with a new **effective year** based on the **values** of a **previous** table.

2. **Previous Table:** - At this field, **click** on the *down* arrow **button** to **display** a **list** of effective **years** and then **click** on the desired **year**.
3. **New Effective Year:** - **Click** in this field and **type** the new **effective year** in **YYYY** format for the table being created.

4. **Copy Previous Data Values:** - Click in the **circle** at this **option** if you **wish** to **copy** the previous values, from the table selected at the **Previous Table** field, **into** the new table being created.
5. **Don't Copy Values - Fill in with Zeros:** - Click in the **circle** at this **option** if you **do not wish** to **copy** the previous values, from the table selected at the **Previous Table** field, **into** the new table being created. IATS will **zero fill** the **values** instead.
6. After making all of the required selections, **click** on the **Create Table** button. IATS **creates** the new table and **returns** to the previous screen.

 **Complete the following steps to "delete" an Effective Year and State Income Tax Rate table:**

1. **Select** the **effective year** to be deleted by using one of the following **methods**:
 - **Method 1:** - At the **Effective Year** field, **click** on the *down* arrow **button** to **display** a **list** of **effective years** and then **click** on the desired **year**. IATS **displays** the **rates** for the selected effective **year**.
 - **Method 2:** - **Press** the *Up/Dn* arrow **keys** on the keyboard. IATS **displays** the **rates** for each effective **year** shown.
2. After selecting the desired effective **year** to be deleted, **click** on the **Delete Effective Year** button. A *pop-up* appears asking the user to **verify** deleting the tax **table** for the specified effective **year**.
3. **Click** on the **Yes** button. IATS **deletes** the **table** for the specified effective **year**.

Note: When **finished** using this screen, **click** on the **OK** button to **save** the changes and **return** to the **Maintenance** menu.

Maintaining the Puerto Rico Tax Table

Included in the IATS **Maintenance** Module, is a **Puerto Rico Tax Table** that IATS uses to **calculate withholding taxes** when processing **CIVPCS** settlement requests. This table is **populated** when IATS is installed, and is **automatically updated** by the monthly per diem rates **file** distributed by the IATS contractor. On occasion, however, the Travel Supervisor may find it necessary to **manually update** this table.

Puerto Rico Tax Table

Effective Year:

Marginal Tax Rate	For married person living with spouse and filing jointly, married person not living with spouse, single person, or head of household	For married person living with spouse and filing separately
0.00 %	\$0.00	\$0.00
7.00 %	\$9,000.00	\$9,000.00
14.00 %	\$25,000.00	\$25,000.00
25.00 %	\$41,500.00	\$41,500.00
33.00 %	\$61,500.00	\$61,500.00
*		

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Civilian Parameters**. Click on the **plus sign** to the **left** of the item **PCS Parameters**. Click on the **plus sign** to the **left** of the **State Marginal Tax Rates** option. Now, click on the **Puerto Rico Only (starting in 2006)** option.

 Use one of the following methods to "display" the rates for a different Effective Year:

- **Method 1:** - At the **Effective Year** field, click on the *down* arrow button to **display** a list of effective years and then click on the desired **date**. IATS displays the **rates** for the selected effective year.

- **Method 2:** - Press the *Up/Dn* arrow keys on the keyboard. IATS displays the rates for each effective year shown.

Tip: Once the rates for the selected effective date is displayed, the user can generate a print-out by clicking on the **Print** button.

 Complete the following steps to "delete" an effective year.

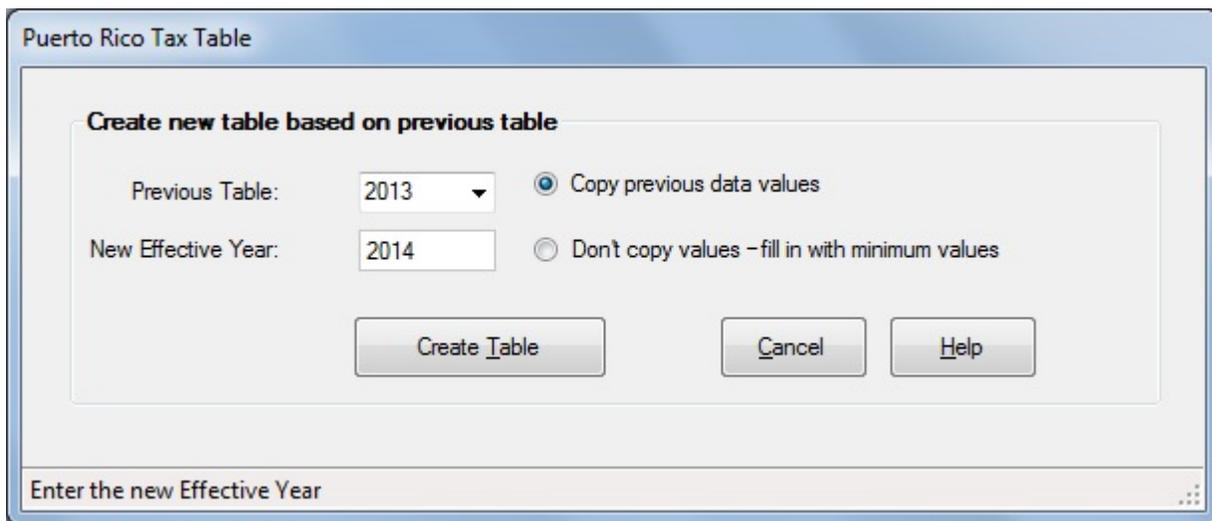
1. At the **Effective Year** field, **click** on the *down* arrow button to display a list of effective years and then **click** on the desired date. IATS displays the rates for the selected effective year.
2. When the desired Effective Year Table is displayed, **click** on the **Delete Effective Year** button. A *pop-up message* appears asking if you want to delete the Tax Data for the selected year.
3. **Click** on Yes. IATS **deletes** the tax table for the selected **Effective Year**.
4. If you are **finished** making changes, **click** on **OK** to **save** your changes.

 Complete the following steps to "delete" a tax rate.

1. At the **Effective Year** field, **click** on the *down* arrow button to display a list of effective years and then **click** on the desired date. IATS displays the rates for the selected effective year.
2. In the **Marginal Tax Rate** column, **click** on the rate you wish to delete.
3. **Click** on the **Delete Tax Rate** button. IATS deletes the selected rate.
4. If you are **finished** making changes, **click** on **OK** to **save** your changes.

 Complete the following steps to "add" a new Effective Year and Tax Rates:

1. **Click** on the **Add New Effective Year** button. The **Puerto Rico Tax Table** screen appears again.



Puerto Rico Tax Table

Create new table based on previous table

Previous Table: 2013 Copy previous data values

New Effective Year: 2014 Don't copy values - fill in with minimum values

Create Table Cancel Help

Enter the new Effective Year

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2. If you wish to create a new table based on a previous year's rates, **click** on the *down arrow* button at the **Previous Table** field and then **click** on the desired **year**.
3. At the **New Effective Year** field, **enter** the desired **year** in YYYY format.
4. Next you must **decide** whether to **copy** a previous year's values or enter new values. If you wish to copy a previous year's values, ensure that you **click** in the **radio button** next to that option.
5. If you wish to enter different values, **click** in the **radio button** for the option **Don't copy values - fill in with minimum values**.
6. **Click** on the **Create Table** button. IATS displays a **new** table or the **copied** table.
7. **Enter** or **Edit** the **data** for the new table.
8. **Click** on **OK** to save you entries.

Maintaining FICA-Medicare Rates and Retirement Plans

Included in the IATS **Maintenance** Module, is a **FICA/Medicare Rates and Retirement Plans** table that IATS uses to **calculate withholding taxes** when processing **CIVPCS** settlement requests. This table is **populated** when IATS is installed, and is **automatically updated** by the monthly per diem rates **file** distributed by the IATS contractor. On occasion, however, the Travel Supervisor may find it necessary to **manually update** this table.

FICA/Medicare Rates and Retirement Plans

User ID: DAVE

Effective Date: 1/1/1993

Add New Effective Date

Delete Effective Date

Rates

Retirement Plans		
Retirement Plan	FICA %	Medicare %
CSRS	0.00 %	100.00 %
FERS	100.00 %	100.00 %

Delete Plan

Print

OK

Cancel

Help

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Civilian Parameters**. Click on the **plus sign** to the **left** of the item **PCS Parameters** and then click on the **FICA/Medicare Rates and Retirement Plans** option.

Use one of the following methods to "display" the rates for a different Effective Date:

- **Method 1:** - At the **Effective Date** field, **click** on the *down* arrow **button** to **display** a **list** of effective **dates** and then **click** on the desired **date**. IATS **displays** the **rates** for the selected effective **date**.
- **Method 2:** - **Press** the *Up/Dn* arrow **keys** on the keyboard. IATS **displays** the **rates** for each effective **date** shown.

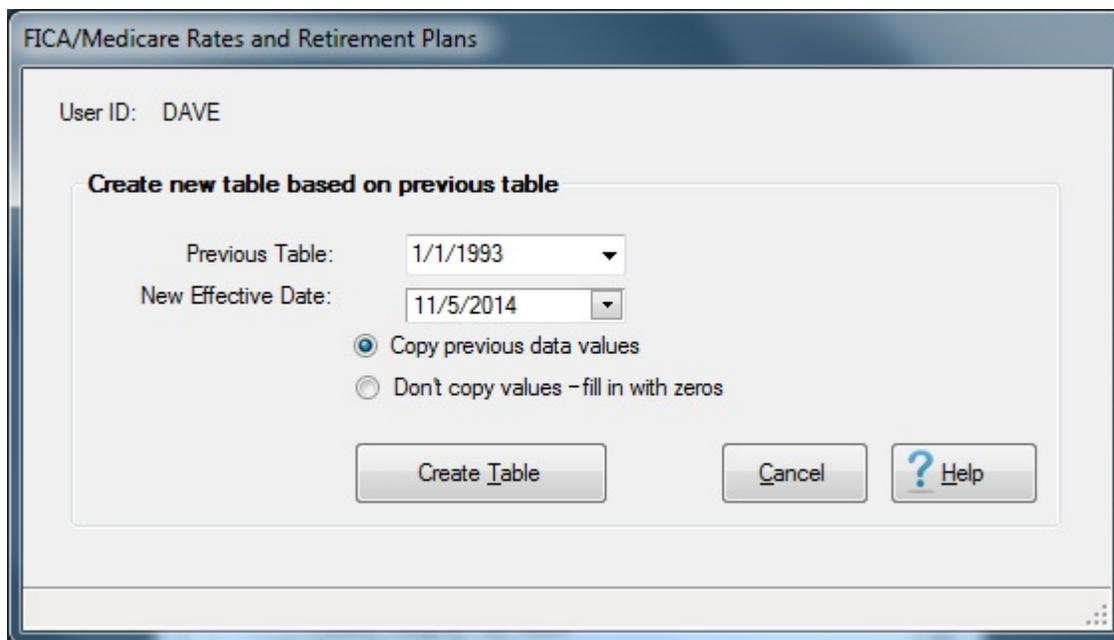
Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 **Complete the following steps to "delete" a Retirement Plan from this table**

1. **Click** on the **plan code** in the **Retirement Plan** column for the **plan** you wish to delete. IATS highlights the **code**.
2. When the desired **plan** is selected, **click** on the **Delete Plan** button. IATS **deletes** the selected **plan**.

 **Complete the following steps to "add" a new Effective Date and Retirement Plan table:**

1. **Click** on the **Add New Effective Date** button. The **Create FICA/Medicare Rates Table** screen appears.



FICA/Medicare Rates and Retirement Plans

User ID: DAVE

Create new table based on previous table

Previous Table: 1/1/1993

New Effective Date: 11/5/2014

Copy previous data values

Don't copy values - fill in with zeros

Create Table Cancel ? Help

Note: This screen allows the user to **create** a new **table** with a new **effective date** based on the **values** of a **previous** table.

2. **Previous Table:** - At this field, **click** on the *down* arrow **button** to **display** a **list** of effective **dates** and then **click** on the desired **date**.

3. **New Effective Date:** - **Click** in this field and **type** the new effective date in **MMDDYY** format for the table being created. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
4. **Copy Previous Data Values:** - **Click** in the **circle** at this **option** if you **wish** to **copy** the previous values, from the table selected at the **Previous Table** field, **into** the new table being created.
5. **Don't Copy Values - Fill in with Zeros:** - **Click** in the **circle** at this **option** if you **do not wish** to **copy** the previous values, from the table selected at the **Previous Table** field, **into** the new table being created. IATS will **zero fill** the **values** instead.
6. After making all of the required selections, **click** on the **Create Table** button. IATS **creates** the new table and **returns** to the previous screen.

 **Complete the following steps to "delete" an Effective Date and Retirement Plans table:**

1. **Select** the **effective date** to be deleted by using one of the following **methods**:
 - **Method 1:** - At the **Effective Date** field, **click** on the *down arrow* **button** to **display** a **list** of **effective dates** and then **click** on the desired **date**. IATS **displays** the **rates** for the selected **effective date**.
 - **Method 2:** - **Press** the *Up/Dn* **arrow keys** on the keyboard. IATS **displays** the **rates** for each **effective date** shown.
2. After selecting the desired **effective date** to be deleted, **click** on the **Delete Effective Date** button. A *pop-up* appears asking the user to **verify** deleting the **rates** for the specified **effective date**.
3. **Click** on the **Yes** button. IATS **deletes** the **table** for the specified **effective date**.

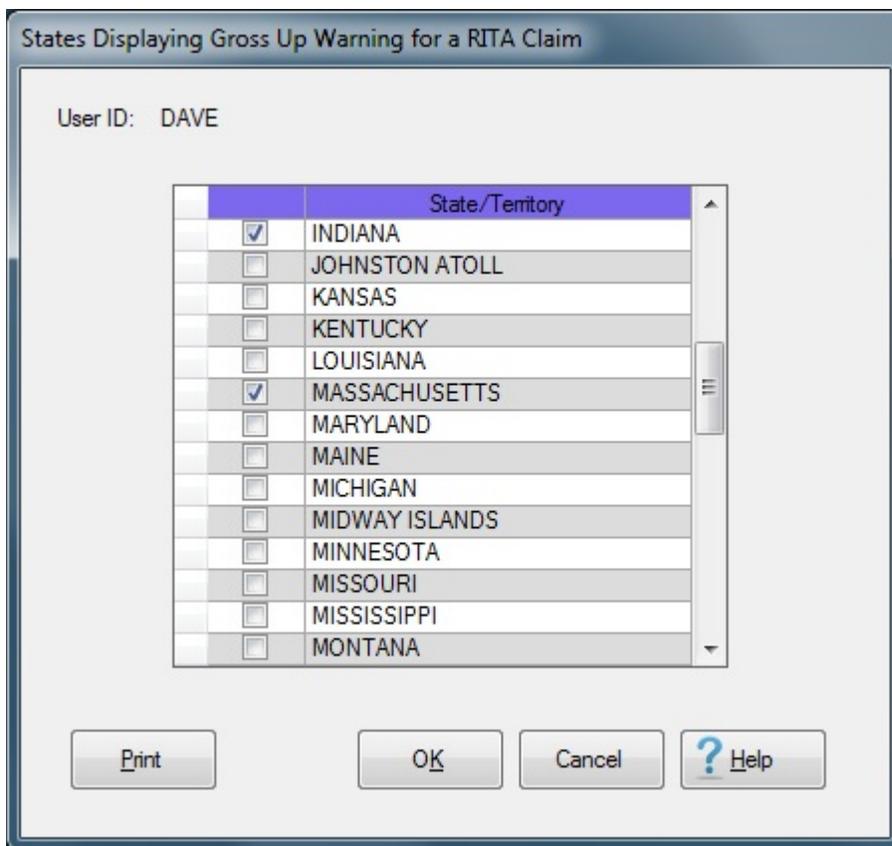
Note: When **finished** using this screen, **click** on the **OK** button to **save** the changes and **return** to the **Maintenance** menu.

Maintaining the States Displaying Gross Up Warning Table

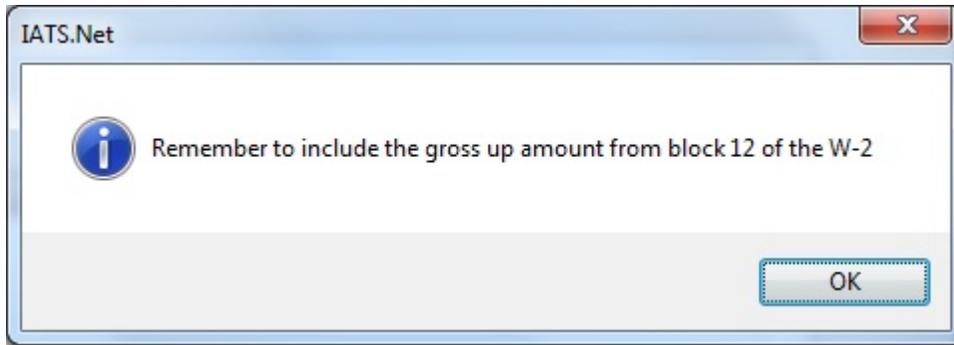
The **States Displaying Gross Up Warning for a RITA Claim** screen is used to add new states to the table when necessary.

Note: To access this table, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Civilian Parameters**. Click on the **plus sign** to the left of the item **PCS Parameters** and then click on the **States Displaying Gross Up Warning for a RITA Claim** option.

To add a new state, simply **scroll** down the list of states and **click** in the **check box**.



When a **check mark** is displayed in the check box for a particular state, IATS will **display** the following pop-up **warning** when you are completing the **State Tax** tab of the **RITA** screen:



This warning is to **remind** you to **enter** the **amount** of the **state gross up** from **block 12** of the traveler's **W-2** form. This amount should be entered at the **Reimbursements not deductible for State income tax purposes** field on the **RITA General** tab.

Maintaining the State Withholding Tax - Table

In accordance with 5 U.S.C. § 5517 and the Treasury Financial Manual (TFM), Volume I, Part 3, Chapter 5000, DoD agency heads are required to **withhold state taxes** from **taxable travel reimbursements**. This rule applies to taxable travel reimbursements for both military members and civilian employees.

The **State Withholding Tax** table is used to **store** the tax withholding **rates** for each state by effective date.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Civilian Parameters**. **Click** on the **plus sign** to the **left** of the item **PCS Parameters** and then **click** on the **State Withholding Tax** option.

State Name	State ID	State Tax Office	Addr 1	Addr 2	City	Zipcode	Civilian Rate	Military Rate
ALABAMA							6.00	6.00
ALASKA							0.00	0.00
AMERICAN SAMOA							0.00	0.00
ARIZONA							6.00	6.00
ARKANSAS							6.00	6.00
CALIFORNIA							6.00	6.00
COLORADO							6.00	6.00
CONNECTICUT							6.00	6.00
DELAWARE							6.00	6.00
FLORIDA							0.00	0.00
GEORGIA							6.00	6.00
GUAM							25.00	25.00
HAWAII							6.00	6.00
IDAHO							6.00	6.00

Note: The **Civilian** and **Military** withholding rates are **pre-populated**. IATS users are **required** to **populate** the **State ID**, **State Tax Office** and **associated address fields** in the State Withholding Tax table **if** you want the **information** to appear on the IATS generated **W2 Form**. This is **optional**.

Complete the following steps to "populate" the State Withholding Tax table:

1. **State ID:** - **Click** in the **State ID** field for the desired state, **enter** the **State ID number** and then **press Tab** to continue.
2. **State Tax Office:** - **Enter** the **name** of the **State's Tax Office** and then **press Tab** to continue.
3. **Addr 1:** - **Enter** the **address** for the **State's Tax Office** and then **press Tab** to continue.
4. **Addr 2:** - **Enter** the additional **address** information (**if applicable**) for the **State's Tax Office** and then **press Tab** to continue.

5. **City:** - Enter the **City name** for the **State's Tax Office** and then **press Tab** to continue.
6. **Zip Code:** - Enter the **Zip Code** for the **State's Tax Office** and then **press Tab** to continue.
7. **Civilian Rate:** - Enter a different withholding rate if applicable and then **press Tab** to continue.
8. **Military Rate:** - Enter a different withholding rate if applicable and then **press Tab** to continue.
9. **Click on OK** to **save** your entries when you are finished.

 Use one of the following methods to "display" the rates for a different Effective Date:

- **Method 1:** - At the **Effective Date** field, **click** on the *down* arrow **button** to **display** a **list** of effective **dates** and then **click** on the desired **date**. IATS **displays** the **rates** for the selected effective **date**.
- **Method 2:** - **Press** the *Up/Dn* arrow **keys** on the keyboard. IATS **displays** the **rates** for each effective **date** shown.

Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

 Complete the following steps to "delete" a Tax Rate from this table

1. **Click** to the left of the **State Name** for **State Tax Rate** you wish to delete. IATS highlights the **row**.
2. When the desired **State** is selected, **click** on the **Delete Tax Rate** button. IATS **deletes** the selected **plan**.

 Complete the following steps to "add" a new Effective Year and State Withholding Tax table:

1. **Click** on the **Add New Effective Year** button. The **State Withhold Tax** screen appears again giving **options** on how to create the new table.

State Withholding Tax

Create new table based on previous table

Previous Table: Copy previous data values

New Effective Year: Don't copy values - fill in with minimum values

Enter the new effective year. ...

Note: This screen allows the user to **create** a **new table** with a **new effective date** based on the **values** of a **previous** table.

2. **Previous Table:** - At this field, **click** on the *down* arrow **button** to **display** a **list** of effective **years** and then **click** on the desired **year**.
3. **New Effective Year:** - **Click** in this field and **type** the **new effective year** in **YYYY** format for the table being created.
4. **Copy Previous Data Values:** - **Click** in the **circle** at this **option** **if** you **wish** to **copy** the **previous values**, from the table selected at the **Previous Table** field, **into** the **new table** being created.
5. **Don't copy values - fill in with minimum values:** - **Click** in the **circle** at this **option** **if** you **do not wish** to **copy** the **previous values**, from the table selected at the **Previous Table** field, **into** the **new table** being created. IATS will **zero fill** the **values** instead.
6. After making all of the required selections, **click** on the **Create Table** button. IATS **creates** the **new table** and **returns** to the **previous screen**.

 Complete the following steps to "delete" an Effective Year and State Withholding Tax table:

1. **Select** the **effective year** to be deleted by using one of the following **methods**:
 - **Method 1:** - At the **Effective Date** field, **click** on the *down* arrow **button** to **display** a **list** of effective **dates** and then **click** on the desired **date**. IATS **displays** the **rates** for the selected effective **date**.
 - **Method 2:** - **Press** the *Up/Dn* arrow **keys** on the keyboard. IATS **displays** the **rates** for each effective **date** shown.
2. After selecting the desired effective **date** to be deleted, **click** on the **Delete Effective Year** button. A *pop-up* appears asking the user to **verify** deleting the **rates** for the specified effective date.
3. **Click** on the **Yes** button. IATS **deletes** the **table** for the specified effective year.

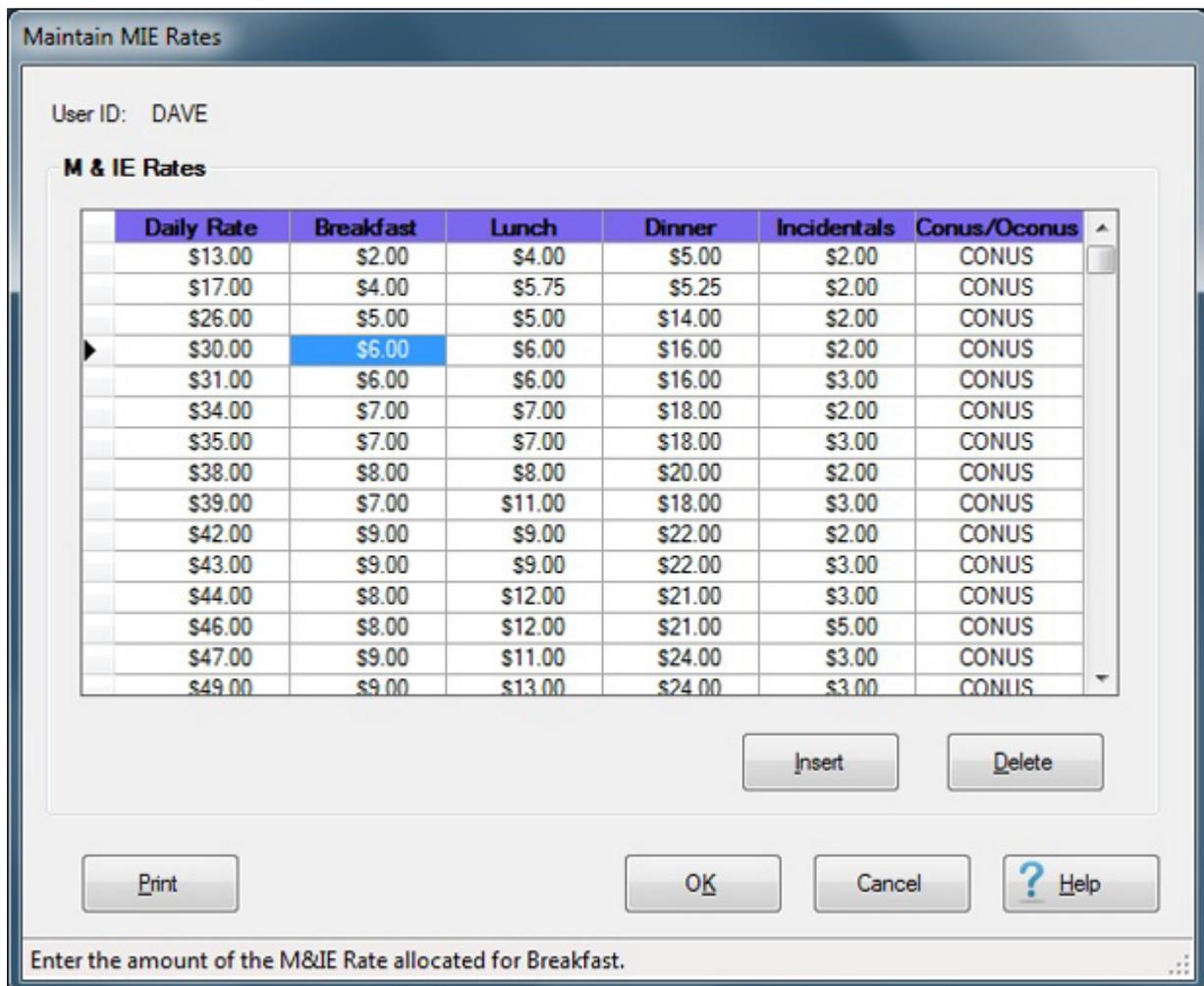
Note: When **finished** using this screen, **click** on the **OK** button to **save** the changes and **return** to the **Maintenance** menu.

Maintaining MIE Rates

Per Diem rates consists of three components; **Lodging, Meals, and Incidental Expense allowances.**

The Maintenance Module of IATS, includes a table that stores all of the **Meals and Incidental Expenses (M&IE)** rates approved for use by the DoD. The M&IE rates listed in this table are broken down by the amount allowed for each meal, and the amount allowed for incidental expenses. This table is used by IATS when calculating travel entitlements, but is also a useful tool for Travel Supervisors. When answering an inquiry regarding a calculation, or if manually computing a settlement, users can refer to this table for assistance.

This **table** is already populated when **IATS** is **installed** and is automatically updated by the monthly per diem rates provided by Professional Software Consortium. On occasion, however, the Travel Supervisor may find it **necessary** to make changes to an existing rate or to add a new rate.



Maintain MIE Rates

User ID: DAVE

M & IE Rates

Daily Rate	Breakfast	Lunch	Dinner	Incidentals	Conus/Oconus
\$13.00	\$2.00	\$4.00	\$5.00	\$2.00	CONUS
\$17.00	\$4.00	\$5.75	\$5.25	\$2.00	CONUS
\$26.00	\$5.00	\$5.00	\$14.00	\$2.00	CONUS
\$30.00	\$6.00	\$6.00	\$16.00	\$2.00	CONUS
\$31.00	\$6.00	\$6.00	\$16.00	\$3.00	CONUS
\$34.00	\$7.00	\$7.00	\$18.00	\$2.00	CONUS
\$35.00	\$7.00	\$7.00	\$18.00	\$3.00	CONUS
\$38.00	\$8.00	\$8.00	\$20.00	\$2.00	CONUS
\$39.00	\$7.00	\$11.00	\$18.00	\$3.00	CONUS
\$42.00	\$9.00	\$9.00	\$22.00	\$2.00	CONUS
\$43.00	\$9.00	\$9.00	\$22.00	\$3.00	CONUS
\$44.00	\$8.00	\$12.00	\$21.00	\$3.00	CONUS
\$46.00	\$8.00	\$12.00	\$21.00	\$5.00	CONUS
\$47.00	\$9.00	\$11.00	\$24.00	\$3.00	CONUS
\$49.00	\$9.00	\$13.00	\$24.00	\$3.00	CONUS

Buttons: Insert, Delete, Print, OK, Cancel, Help

Enter the amount of the M&IE Rate allocated for Breakfast.

Note: To access this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **M&IE Rate Breakdowns** option.

 **Complete the following steps to "display" a rate:**

1. **Click** on the *Up/Dn* **arrows** on the right side of the screen to **scroll** through the listing until the desired rate is displayed. **Notice** that the rates are listed by **CONUS/OCONUS** categories.

Tip: Generate a **print-out** of the **M&IE Rates Table** by **clicking** on the **Print** button.

 **Complete the following steps to "insert" a new rate:**

1. **Click** in the **box** to the left of the **Daily Rate** where the new rate should be inserted. IATS **highlights** this line.
2. **Click** on the **Insert** button. A blank line appears at the top of the grid.
3. **Daily Rate:** **Click** in this field, and **type** the new dollar **amount** for the rate being inserted and **press** *Enter*.
4. **Breakfast:** **Type** the new dollar **amount** for the rate being inserted and **press** *Enter*.
5. **Lunch:** **Type** the new dollar **amount** for the rate being inserted and **press** *Enter*.
6. **Dinner:** **Type** the new dollar **amount** for the rate being inserted and **press** *Enter*.
7. **Incidentals:** **Type** the new dollar **amount** for the rate being inserted and **press** *Enter*.
8. **Conus/Oconus:** At this field, **click** on the *down arrow* button and then **click** on **CONUS** or **OCONUS** as applicable.
9. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" an existing rate:**

1. **Click** in the **box** to the left of the **Daily Rate** for the rate should be deleted. IATS **highlights** this line.
2. When the desired item is highlighted, **click** the **Delete** button. A *pop-up message* appears asking if you are **sure** you wish to **delete** the selected rate. **Click** on **Yes**.
3. **Click** on the **OK** button to **save** the changes.

Maintaining Country and State Codes

Locality Codes for **states, countries, counties** and **cities** are developed and published by a branch of the **State Department**.

IATS requires the input of these Locality Codes at several points throughout the processing cycle. In addition, the **per diem rates** maintained in the database are **stored** by Locality Codes.

To facilitate the use of Locality Codes within IATS, the Maintenance Module includes a **table** that stores the codes.

These **tables** are **updated periodically** by the **monthly per diem rates file** distributed by the IATS contractor. On occasion, however, the Travel Supervisors **may** find it **necessary** to **manually update** the Locality Codes Tables.

The screenshot shows a window titled "Maintain Country and State Codes" with a table of data. The table has the following columns: Conus, State Code, Description, IBOP, Lower 48, All States, With Territories, Postal Code, and ISO 3166 (2_chr). The data rows include entries for various states and territories, such as AA APO/FPO SOUTH/CENTRAL AMERIC, AE APO/FPO EUROPE, AK ALASKA, AL ALABAMA, AP APO/FPO PACIFIC, AR ARKANSAS, AZ ARIZONA, CA CALIFORNIA, CO COLORADO, CT CONNECTICUT, DC WASHINGTON D.C., DE DELAWARE, FL FLORIDA, and GA GEORGIA. Each row has checkboxes for "Lower 48", "All States", and "With Territories", and a text field for "Postal Code".

Conus	State Code	Description	IBOP	Lower 48	All States	With Territories	Postal Code	ISO 3166 (2_chr)
C	AA	AA APO/FPO SOUTH/CENTRAL AMERIC	US	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AA	US
C	AE	AE APO/FPO EUROPE	US	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AE	US
O	AK	AK ALASKA	US	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AK	US
C	AL	AL ALABAMA	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AL	US
C	AP	AP APO/FPO PACIFIC	US	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AP	US
C	AR	AR ARKANSAS	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AR	US
C	AZ	AZ ARIZONA	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AZ	US
C	CA	CA CALIFORNIA	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CA	US
C	CO	CO COLORADO	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CO	US
C	CT	CT CONNECTICUT	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CT	US
C	DC	DC WASHINGTON D.C.	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DC	US
C	DE	DE DELAWARE	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DE	US
C	FL	FL FLORIDA	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FL	US
C	GA	GA GEORGIA	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GA	US

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus** sign next to the word **Locality Data** and then **click** on the **Country/State Descriptions** option.

Complete the following steps to "display" a location:

1. **Click** on the **Up/Dn arrows** on the **right** side of the screen to **scroll** through the listing until the desired location is displayed.

Complete the following steps to "insert" a new location:

1. **Click** on the **Insert** button. A **blank line** appears at the top of the grid.
2. **Conus: Type** either **C** or **O** to indicate whether the location is a **CONUS** or **OCONUS** location.
3. **State Code: Click** in this field, and **type** the **two letter locality code** for the location being inserted and **press Tab**.
4. **Description: Type** the **name** of the **State** or **Country**. **Notice** that for **CONUS** locations the state's **name** must be **preceded** by the **two letter state code**.
5. **IBOP: Type** the **two letter** International Balance of Payments (IBOP) **code** and **press Tab**.
6. **Lower 48: Click** in the **check box** if the location being entered is considered to be **within** the **48 contiguous United States of America**.
7. **All States: Click** in the **check box** if this option **applies** to this location.
8. **With Territories: Click** in the **check box** if this option **applies** to this location.
9. **Postal Code: Enter** the **Postal Code** for this location.
10. **ISO 3166: Enter** the **ISO 3166 Code** for this location.
11. When you are **satisfied** with your entries, **click** on the **OK** button.

 Complete the following steps to "delete" a location:

Maintain Country and State Codes

Country/State Codes

Conus	State Code	Description	IBOP	Lower 48	All States	With Territories	Postal Code	ISO 3166 (2_chr)
O	KT	CHRISTMAS ISLAND-ALSO KIRIBATI	KT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		CX
C	CO	CO COLORADO	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CO	US
O	CK	COCOS (KEELING) ISLANDS	CK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		CC
O	CO	COLOMBIA	CO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		CO
O	CN	COMOROS	CN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		KM
O	CW	COOK ISLANDS	CW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		CK
O	CS	COSTA RICA	CS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		CR
O	IV	COTE D IVOIRE (IVORY COAST)	IV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		CI
O	HR	CROATIA	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		HR
C	CT	CT CONNECTICUT	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CT	US
O	CU	CUBA	CU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		CU
O	CL	CUBRA LIBRA	CL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CL	CL
O	CY	CYPRUS	CY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		CY

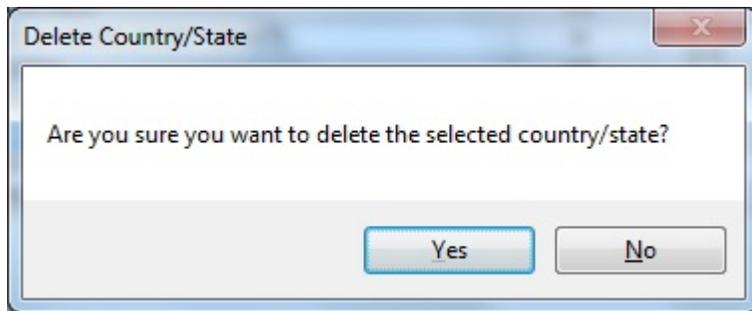
Print

Delete Insert

OK Cancel ? Help

Enter The Country State Code.

1. **Click** on the **Up/Dn arrows** on the **right** side of the screen to **scroll** through the listing until the desired location is displayed.
2. Click in the column to the left of the Conus column to highlight the location you wish to delete.
3. When you have highlighted the desired location, **click** on the **Delete** button. The following **pop-up message** appears asking if you are **sure** you wish to **delete** the selected country or state.



4. **Click** on *Yes* or *No* as desired.
5. If you click on *Yes*, IATS deletes the selected location.
6. **Click** on **OK** to complete the process and **save** your changes.

Maintaining Locality Codes and Descriptions

Locality Codes for **states, countries, counties** and **cities** are developed and published by a branch of the **State Department**.

IATS requires the **input** of these Locality Codes at several points throughout the processing cycle. In addition, the **per diem rates** maintained in the database are **stored** by Locality Codes.

To facilitate the use of Locality Codes within IATS, the Maintenance Module includes a **table** that stores the codes. These tables are updated **periodically** by the **monthly per diem rates file** distributed by the IATS contractor. On occasion, however, the Travel Supervisors may find it necessary to manually **update** the Locality Codes Table.

Maintain Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection: IN INDIANA

List of Localities

Code	Locality Description	Time Zone	Military Base
AND	ANDERSON/ MADISON	R	<input type="checkbox"/>
BED	BEDFORD/LAWRENCE	R	<input type="checkbox"/>
BLO	BLOOMINGTON/MONROE	R	<input type="checkbox"/>
INA	BROWNSBURG / HENDRICKS COUNTY	R	<input type="checkbox"/>
BUR	BURLINGTON BEACH / PORTER (VAL)	R	<input type="checkbox"/>
ATT	CAMP ATTERBURY /JOHNSON	R	<input type="checkbox"/>
CAR	CARMEL/HAMILTON	R	<input type="checkbox"/>
CHA	CHARLESTOWN&JEFFERSONVIL/CLARK	R	<input type="checkbox"/>
COL	COLUMBUS/BARTHOLOMEW	R	<input type="checkbox"/>

Delete Insert

Print OK Cancel ? Help

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus** sign next to the word **Locality Data** and then **click** on the **Locality Descriptions** option.

 **Complete the following steps to "display" locality codes and descriptions:**

1. At the **Enter State/Country Selection** field, **type** the first two letters of the **state** or **country** name. IATS displays the first locality beginning with these two letters. If the desired state or country is not highlighted, **click** on the *Up/Dn* arrow **buttons** or **press** the *Up/Dn* arrow **keys** on the keyboard until the desired location is highlighted.
2. Once the desired location is highlighted, **press Tab**. IATS **displays** the associated locality **codes** and **descriptions** in the **List of Localities** table.
3. You can also **click** on the **down arrow** button to **display** the **listing** of countries and states. When the list is displayed **click** on the *up* or *down arrow* button to **scroll** through the list. When the desired location is displayed, **click** on the **location** to make your selection.

 **Complete the following steps to "insert" a new locality code and description:**

1. **Click** on the **Insert** button. A blank line appears at the top of the grid.
2. **Code: Click** in this field, and **type** the three letter locality **code** for the location being inserted and **press Tab**.
3. **Locality Description:** At this field, **type** the **name** of the **city** followed by a forward slash and then the **county** if the locality is within **CONUS**. If the locality is **OCONUS**, then **type** the **city** or **locality name** as applicable.
4. **Time Zone:** At this field, **type** the **letter** representing the **time zone** for the locality being inserted and **press Tab**.
5. **Military Base:** If the locality being inserted is a **military** facility, **click** in this **box** or **press** the **space bar**. IATS places a **check mark** in the box indicating that the option is selected.
6. When **finished** inserting the new locality code and description, **click** the **OK** button to **save** the entry.

 **Complete the following steps to "delete" a locality code and description:**

1. **Click** in the **box** to the left of the **Code column** for the locality you wish to delete. IATS highlights the entire line.
2. Once the desired locality is highlighted, **click** the **Delete** button. A **message** appears indicating that the locality description will be deleted and **asking if** you are **sure**.
3. **Click** on the **Yes** button. IATS **deletes** the selected locality code and description.
4. When finished, **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Maintaining Cities

Locality Codes for **states, countries, counties** and **cities** are developed and published by a branch of the **State Department**.

IATS requires the input of these Locality Codes at several points throughout the processing cycle. In addition, the **per diem** rates maintained in the database are **stored** by Locality Codes.

To facilitate the use of Locality Codes within IATS, the Maintenance Module includes **tables** that stores these codes.

These tables are updated **periodically** by the **monthly per diem rates file** distributed by the IATS contractor. On occasion, however, the Travel Supervisors may find it necessary to manually update the **Cities** Table.

Maintain Cities

Select Country/State

Enter Country/State Selection: IN INDIANA

List of Cities

Locality	City Name	County Name	Time Zone	Military Base
AND	46001 Alexandria	Madison		<input type="checkbox"/>
AND	46011 Anderson	Madison		<input type="checkbox"/>
AND	46012 Anderson	Madison		<input type="checkbox"/>
AND	46013 Anderson	Madison		<input type="checkbox"/>
AND	46014 Anderson	Madison		<input type="checkbox"/>
AND	46016 Anderson	Madison		<input type="checkbox"/>
AND	46017 Anderson	Madison		<input type="checkbox"/>
AND	46017 Chesterfield	Madison		<input type="checkbox"/>
CAR	46030 Arcadia	Hamilton		<input type="checkbox"/>
CAR	46031 Aroma	Hamilton		<input type="checkbox"/>
CAR	46031 Atlanta	Hamilton		<input type="checkbox"/>

Delete Insert Apply

Print OK Cancel Help

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus** sign next to the word **Locality Data** and then **click** on the **City Names** option.

 Complete the following steps to "display" the City Names Table:

1. At the **Enter Country/State Selection** field, **type** the first letter of the **country** or **state** name. IATS displays the first locality beginning with this letter. If the desired state or country is not highlighted, **press** the *Up/Dn* arrow **keys** on the keyboard until the desired location is highlighted.
2. Once the desired location is highlighted, **press Tab**. IATS **displays** the associated **locality codes**, **city**, and **county** names in the **List of Cities** table.
3. You may also **click** on the *down arrow* button to display a **list** of country/state names. When the list is displayed, **click** on the desired country/state **name**.

 **Complete the following steps to "insert" a new city to the City Names Table:**

1. **Click** on the **Insert** button. A blank line appears at the top of the grid.
2. **Locality: Click** in this field, and **type** the three letter city **code** for the city being inserted and **press Tab**.
3. **City Name:** At this field, **type** the **name** of the **city** and **press Tab**.
4. **County Name:** At this field, **type** the **name** of the **county** and **press Tab**.
5. **Time Zone:** No entry is **required** at this field.
6. **Military Base:** If the city name being inserted is a **military** facility, **click** in this **box** or **press** the **space bar**. IATS places a **check mark** in the box indicating that the option is selected.
7. When **finished** inserting the new city name, **click** the **Apply** button to **save** the entry.

 **Complete the following steps to "delete" a city from the City Names Table:**

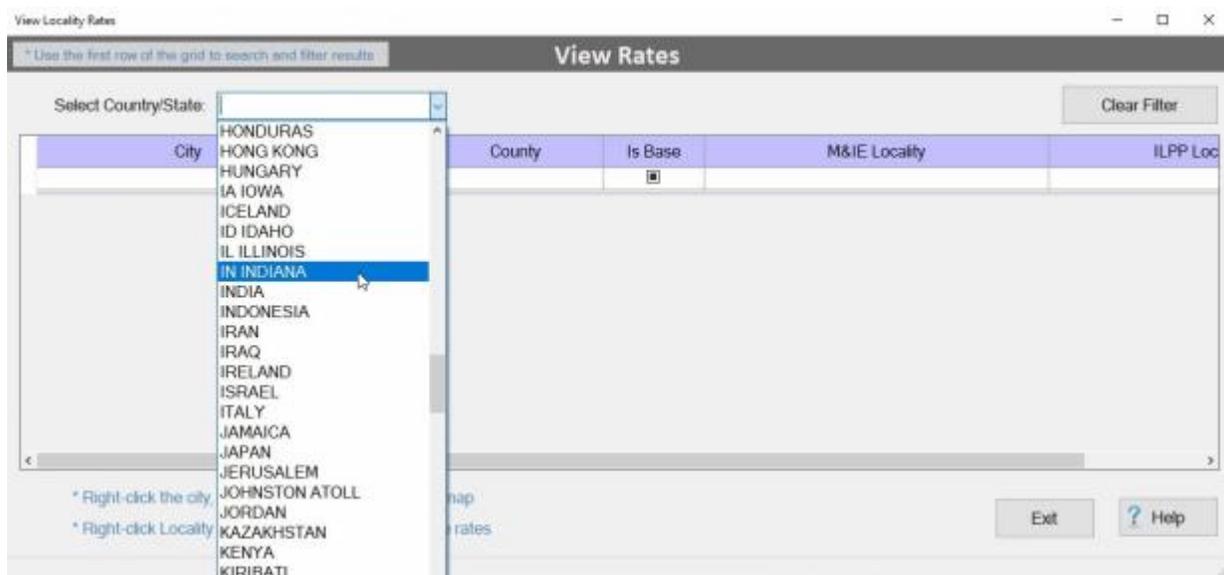
1. At the **Enter Country/State Selection** field, **type** the first letter of the **country** or **state** name. IATS displays the first locality beginning with this letter. If the desired state or country is not highlighted, **press** the *Up/Dn* arrow **keys** on the keyboard until the desired location is highlighted.
2. You may also **click** on the *down arrow* button to display a **list** of country/state names. When the list is displayed, **click** on the desired country/state **name**.
3. When the desired city name is displayed, **click** on the **city name**. IATS highlights the **city name**.
4. Once the desired **city name** is highlighted, **click** the **Delete** button. A **message** appears indicating that the city will be deleted and **asking** if you are **sure**.
5. **Click** on the **Yes** button. IATS **deletes** the selected city.
6. When finished, **click** on the **OK** button to **return** to the **Maintenance** menu.

View All Rates

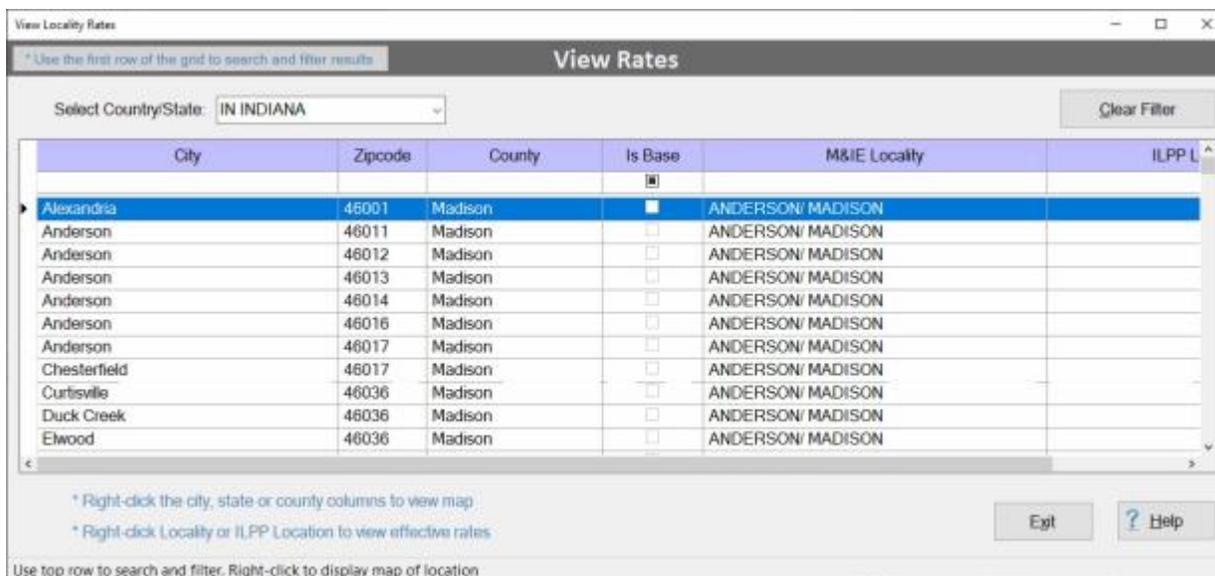
The **View Locality Rates** screen provides the user with an alternative way to **look up** various **rates** that **assists** in **processing** the various travel **transactions** or answering inquiries.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus** sign next to the word **Locality Data** and then **click** on the **View All Rates** option.

 **Complete the following steps to "display and use" the View Locality Rates screen:**

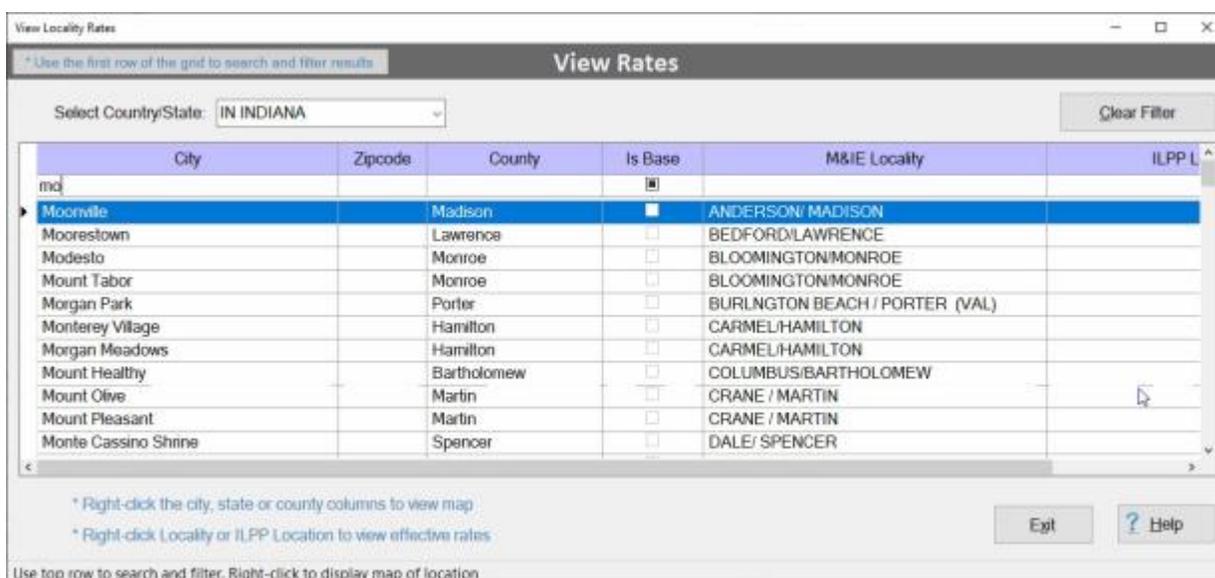


1. **Select Country/State:** - At the View Locality Rates screen you must first **select** a **country** or **state** you wish to display the rates for.
2. **Click** on the *down* **arrow** button at the **Select Country/State** field. IATS will display an alphabetical listing of countries and states.
3. **Press** the *Up/Dn* **arrow** keys on your keyboard or **click** on the *Up/Dn* **arrow** buttons on the **slider bar** on the right side of the listing to **scroll** through the list.
4. **Click** on the desired country or state **name** and then **press** *Tab* to display the associated rates. IATS will display a **list** of **cities** for the selected country or state.

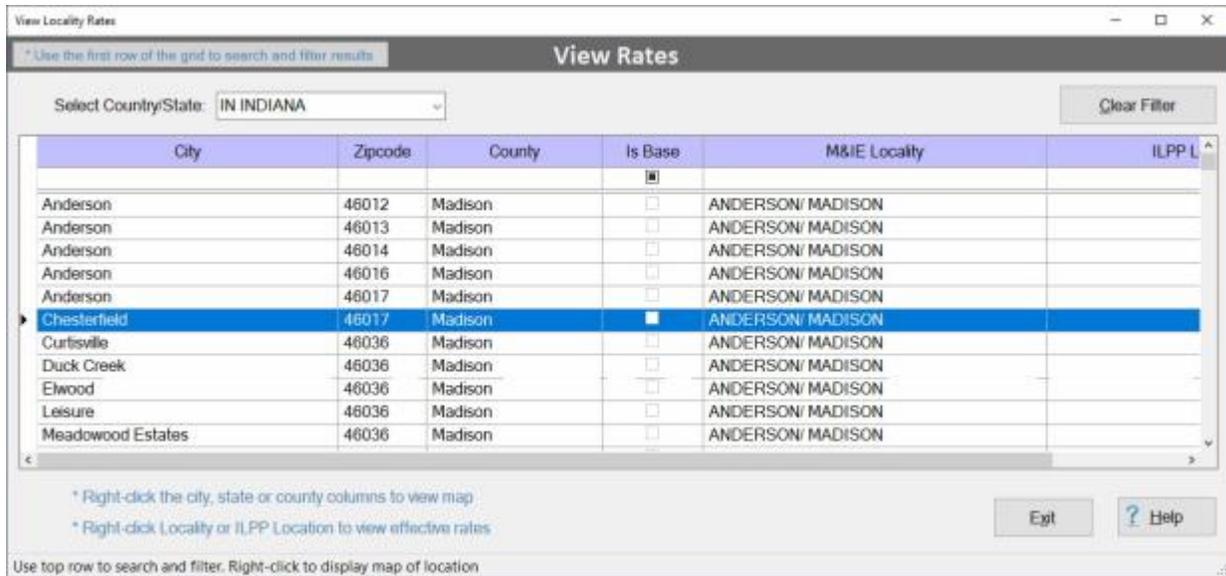


Using the Filter Row:

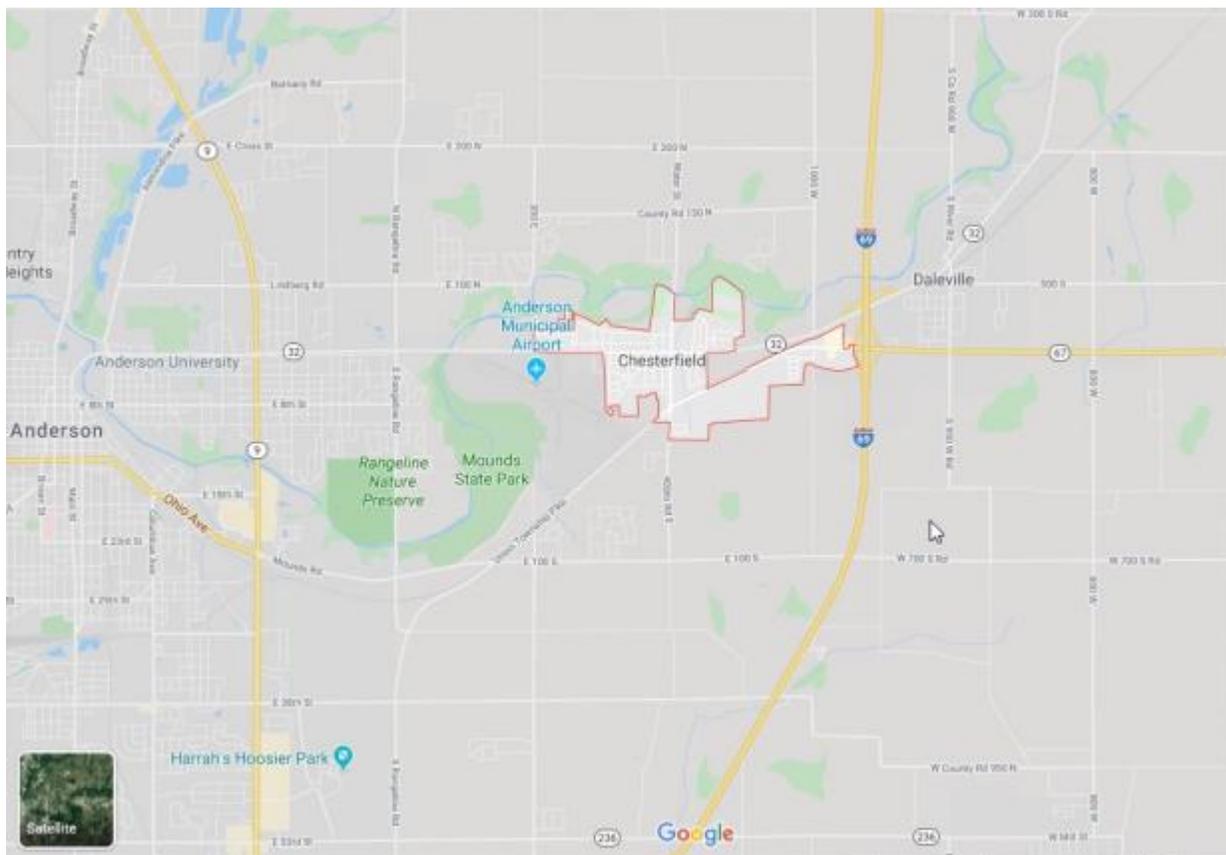
1. You will **notice** a **blank line** just under the **column headings** on the grid. This is a **Filter Row** as shown above.
2. In the example below, **(mo)** was entered into the Filter Row in the **City** column. **Notice** that every name displayed in the **City** column begins the letters **(mo)**.
3. You may filter every column using this same technic except for the **Zipcode** column where you must enter **numbers** instead of **alpha** characters.
4. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.



Display the location on a Google map:

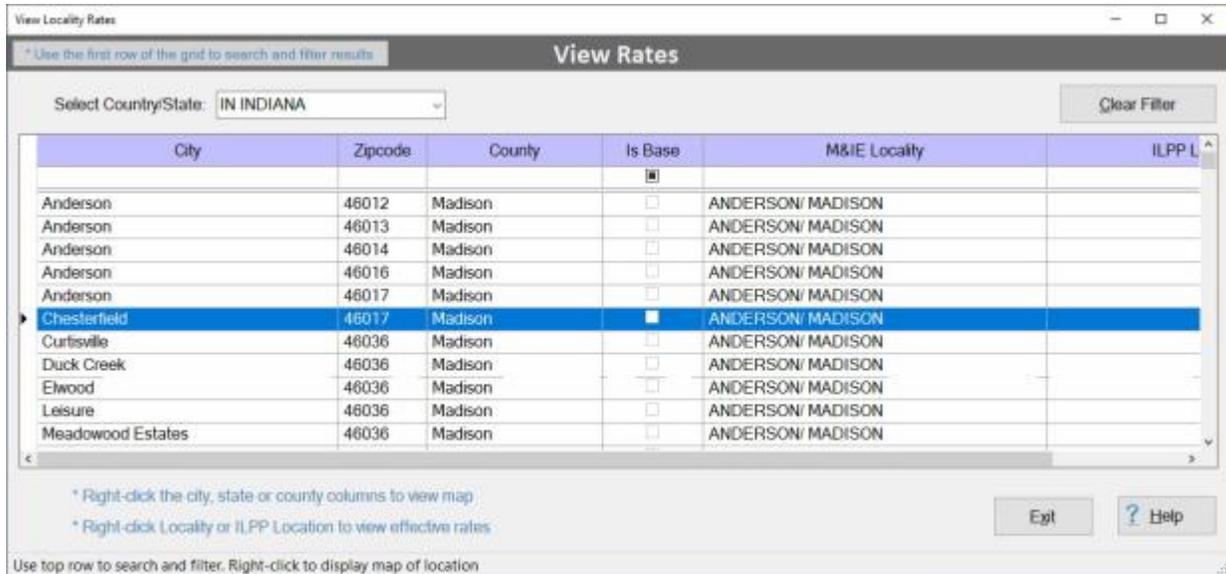


1. **Click** on a **city name** you wish to view on the Google map.
2. When the desired city name is highlighted, **right click** on the highlighted name with your mouse. The **Google Map** screen will appear showing the selected location.



- When you are **finished** reviewing the map **close** the **page** to **return** to the **View Locality Rates** screen.

Display the Locality Rates



- Click** on a **city name** you wish to display the rates for.
- When the desired city name is highlighted, **right click** on the highlighted name in the **M&IE Locality** column with your mouse. The **Maintain Locality Rates** screen will appear showing the rates for the selected location.

Maintain Locality Rates

View Only

Select Country/State

Enter Country/State Selection: IN INDIANA

Select Country/State and Locality by Zip:

Select Locality

Enter Locality Selection: ANDERSON/ MADISON

Maintain Rates

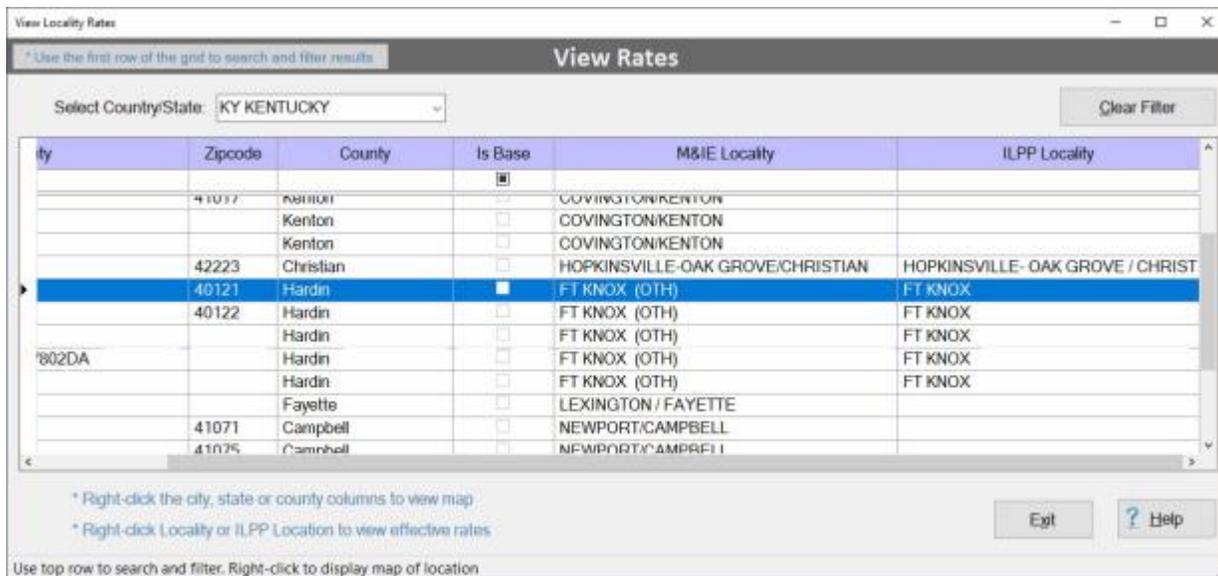
Effective Date	Maximum Lodging	M & IE Rate	PPD
10/1/2018	\$94.00	\$55.00	\$37.00
10/1/2017	\$93.00	\$51.00	\$35.00
10/1/2016	\$91.00	\$51.00	\$35.00
10/1/2015	\$89.00	\$51.00	\$35.00
10/1/2013	\$83.00	\$46.00	\$32.00
10/1/2010	\$77.00	\$46.00	\$31.00

Print OK ? Help

Modify rate start-date and value.

- When you are **finished** reviewing the rates **click** on **OK** to **close** the screen and **return** to the **View Locality Rates** screen.

Display the ILPP Rates



1. **Click** on a **city name** you wish to display the rates for.
2. When the desired city name is highlighted, **right click** on the highlighted name in the **ILPP Locality** column with your mouse. The **Maintain ILPP Rates** screen will appear showing the rates for the selected location.

Maintain ILPP Rates

View Only

Select Country/State

Enter Country/State Selection: KY KENTUCKY

Select Locality

Enter Locality Selection: FT KNOX

Maintain Rates

Effective Date	Commercial Rate	Privatized Rate	Government Rate
4/1/2019	\$84.60	\$71.11	\$0.00
1/1/2019	\$84.60	\$71.00	\$0.00
10/1/2018	\$0.00	\$71.00	\$0.00
10/1/2017	\$0.00	\$70.00	\$0.00
10/1/2016	\$0.00	\$69.00	\$0.00

*

Print OK ? Help

Modify rate start-date and value.

3. When you are **finished** reviewing the rates **click** on **OK** to **close** the screen and **return** to the **View Locality Rates** screen.
4. When you are **finished** using the **View Locality Rates** screen, **click** on the **Exit** button to **close** the screen.

Maintaining Locality Rates

The IATS **Maintenance** Module includes a table of **per diem rates** used to calculate the travel entitlements. These per diem rates are stored by the Locality Code for the location where the rate is applicable.

The per diem rates for **CONUS** cities are normally changed annually. The **OCONUS** rates, however, are subject to **monthly** changes. Because of the continual changes, procedures were developed to **update** the Locality Rates table automatically via the monthly per diem rates file.

The monthly per diem rates **file** distributed by the IATS contractor is normally received in CONUS travel offices during the first week of a new month. OCONUS offices may not receive the file until the second week. Since the per diem rates are usually effective at the beginning of the month, Travel Supervisor's may find it necessary to manually update the Locality Rates table.

Maintain Locality Rates

Select Country/State

Enter Country/State Selection: IN INDIANA

Select Country/State and Locality by zip code (CONUS only): 46226

Select Locality

Enter Locality Selection: Marion

Maintain Rates

Effective Date	Maximum Lodging	M & IE Rate	ILPP Rate
5/1/2017	\$107.00	\$54.00	\$0.00
2/1/2017	\$121.00	\$54.00	\$0.00
10/1/2015	\$107.00	\$54.00	\$0.00
10/1/2014	\$98.00	\$61.00	\$0.00
10/1/2013	\$95.00	\$61.00	\$0.00
10/1/2010	\$91.00	\$61.00	\$0.00
10/1/2009	\$94.00	\$61.00	\$0.00
10/1/2008	\$94.00	\$44.00	\$0.00

Buttons: Delete, Insert, Apply, Print, OK, Cancel, Help

Note: To access this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus** sign next to the word **Locality Data** and then **click** on the **Locality Rates** option.

 **Complete the following steps to "display" the Locality Rates Table:**

1. At the **Enter Country/State Selection** field, **type** the first two **letters** of the **country** or **state** name. IATS displays the first **locality** beginning with these two letters. If the desired state or country is not highlighted, **click press** the *Up/Dn* arrow **keys** on the keyboard until the desired location is highlighted. Once the desired locality is highlighted, **press** *Tab*.
2. You can also **click** on the *down arrow* button to **display** the **listing** of countries and states. When the list is displayed **click** on the *up* or *down arrow* button to **scroll** through the list. When the desired location is displayed, **click** on the **location** to make your selection.
3. **Select Country/State and Locality by zip code (CONUS only):** If the selected locality is within **CONUS**, **enter** the zip **code** for the desired locality and **press** *Tab*.
4. **Enter Locality Selection:** If the selected locality is within **OCONUS**, **type** the first two **letters** of the **country** name. IATS displays the first **locality** beginning with these two letters. If the desired country is not highlighted, **click** on the *Up/Dn* arrow **buttons** or **press** the *Up/Dn* arrow **keys** on the keyboard until the desired location is highlighted. Once the desired locality is highlighted, **press** *Tab*.
5. You can also **click** on the *down arrow* button to **display** the **listing** of **localities** within the selected country. When the list is displayed **click** on the *up* or *down arrow* button to **scroll** through the list. When the desired location is displayed, **click** on the **location** to make your selection.
6. IATS **displays** the associated per diem **rates**, by effective date, in the **Maintain Rates** section.

Tip: Generate a **print-out** of the selected locality **rates**, if desired, by **clicking** on the **Print** button.

 **Complete the following steps to "insert" a new Effective Date and Locality Rates:**

1. **Click** in the **box** to the left of the **effective date** where the new effective date and rate should be inserted. A **pointer** appears in the **box** indicating the **location** where the **insertion** will take place.
2. When the **pointer** is **positioned** in the desired location, **click** on the **Insert** button. The **current date** defaults to the **effective date** field and the **Maximum Lodging, M&IE, and ILPP** fields are **blank**.
3. If the **default** effective **date** is correct **press** *Tab*. If not, **type** the desired **date** in **MMDDYY** format and **press** *Tab*.

4. At the **Maximum Lodging** field, **type** the new dollar **amount** for the maximum allowable lodging reimbursement for this locality beginning on this effective date and **press Tab**.
5. At the **M&IE** field, **type** the new dollar **amount** for the maximum allowable meals and incidental expense reimbursement for this locality beginning on this effective date.
6. If the locality is **included** in the ILPP program, at the **ILPP** field, **type** the new dollar **amount** for the maximum allowable lodging reimbursement for this locality beginning on this effective date and **press Tab**.
7. When **finished** inserting the new effective date and rates, **click** the **OK** button. A *pop-up* appears asking if you wish to **save** the change.
8. **Click** on the Yes button to **complete** the process and **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "delete" an Effective Date and Locality Rates:**

1. **Click** in the **box** to the left of the **effective date** for the rate you wish to delete. A **pointer** appears in the **box** indicating the **location** where the deletion will take place.
2. When the desired **effective date** is highlighted, **click** on the **Delete** button. IATS **deletes** the selected **rate**.
3. When finished, **click** on the **OK** button. A *pop-up* appears asking if you wish to **save** the change.
4. **Click** on the Yes button to **complete** the process and **return** to the **Maintenance Main Menu**.

Maintaining ILPP Locality Codes and Descriptions

Locality Codes and Descriptions for ILPP locations are stored in a table in the IATS database.

The **Maintain ILPP Locality Codes with Descriptions** screen is used to **maintain** the locality **codes** and a **description** of the locality.

Note: Maintaining this table is **step one** of a **three step** process that ultimately establishes limitation rates for ILPP locations. You must first define ILPP locations. This is done by selecting a **country/state** and then entering ILPP **codes** and **descriptions**.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection: AL ALABAMA

List of Localities

Code	Locality Description
ALB	BIRMINGHAM
*	

Delete Insert

Print OK Cancel ? Help

Enter the location's description.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus** sign next to the word **Locality Data** and then **click** on the **ILPP Locality Descriptions** option.

Complete the following steps to "display" an existing ILPP Locality Code and Description:

1. **Enter State/Country Selection:** Click on the *down arrow* button at the **Enter State/Country Selection** field. A *drop down listing* of state/country **names** will be displayed.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection: AA APO/FPO SOUTH/CENTAL AMERIC ▼

List of Localities

Code	Description
ALB	BIRMINGHAM
*	

AA APO/FPO SOUTH/CENTAL AMERIC
 AA APO/FPO SOUTH/CENTAL AMERIC
 AE APO/FPO EUROPE
 AFGHANISTAN
 AK ALASKA
 AL ALABAMA
 ALBANIA
 ALGERIA
 ALL-OCONUS LOCS NOT LIST
 AMERICAN SAMOA
 ANDORRA
 ANGOLA
 ANGUILLA
 ANTARTICA
 ANTIGUA AND BARBUDA (FT NOTE)
 AP APO/FPO PACIFIC
 AR ARKANSAS
 ARGENTINA
 ARMENIA
 ARUBA -(ALSO NETH ANTILLLES)
 ASCENSION ISLAND
 AUSTRALIA
 AUSTRIA
 AZ ARIZONA
 AZERBAIJAN
 BAHAMAS
 BAHRAIN
 BANGLADESH
 BARBADOS

▲

Select a country/state.

2. **Scroll** through the list until the desired state/country **name** is **highlighted**. You can **scroll** by either pressing the *up/dn arrow keys* on your keyboard or **clicking** on the *up/dn arrow buttons* on the **slider bar** at the *right side* of the list.
3. When the desired state/country name is highlighted, **press Enter** or **click** on the highlighted **name** to make your selection. The **Locality Code** and **Description** for the selected state/country will now **appear** in the **grid** as shown below.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection:

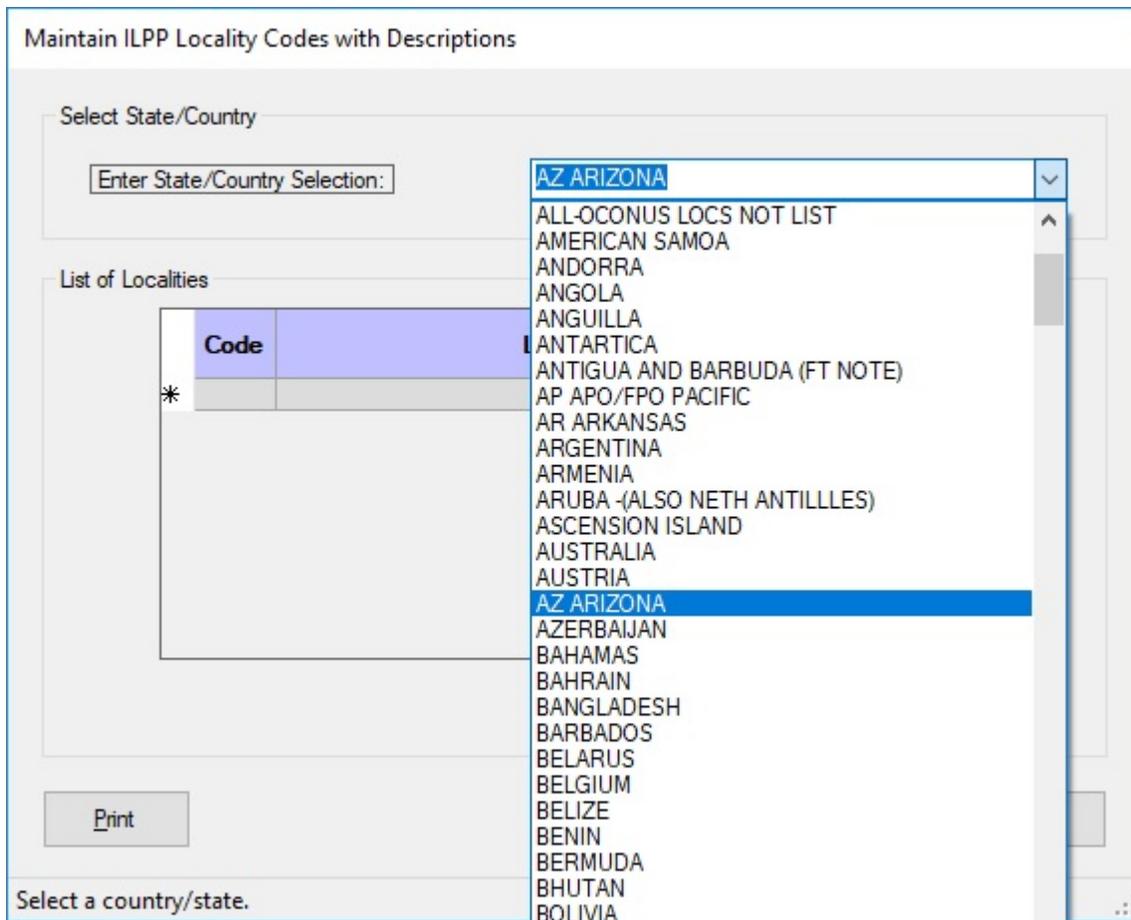
List of Localities

Code	Locality Description
ARL	LITTLE ROCK
*	

Buttons: Print, Delete, Insert, OK, Cancel, Help

 Complete the following steps to "add" an ILPP Locality Code and Description to the table:

1. **Enter State/Country Selection:** Click on the *down arrow* button at the **Enter State/Country Selection** field. A *drop down listing* of state/country **names** will be displayed.



2. **Scroll** through the list until the desired state/country **name** is **highlighted**. You can **scroll** by either pressing the *up/dn* **arrow keys** on your keyboard or **clicking** on the *up/dn* **arrow buttons** on the **slider bar** at the *right side* of the list.
3. When the desired state/country name is highlighted, **press** *Enter* or **click** on the highlighted **name** to make your selection.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection: AZ ARIZONA

List of Localities

Code	Locality Description
*	

Delete Insert

Print OK Cancel ? Help

4. At the **Code** field, **enter** the **locality code** for the selected state/country and then **press** the *Tab* key.
5. At the **Locality Description** field, **enter** a **description** for the Locality Code.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection: AZ ARIZONA

List of Localities

Code	Locality Description
AZP	PHOENIX
*	

Delete Insert

Print OK Cancel ? Help

Note: If you wish to **add** an additional **Locality Code** and **Description** for the selected state/country, **click** on the **Insert** button. IATS will insert a new blank line at the top of the grid as shown below.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection: AZ ARIZONA

List of Localities

Code	Locality Description
AZP	PHOENIX

*

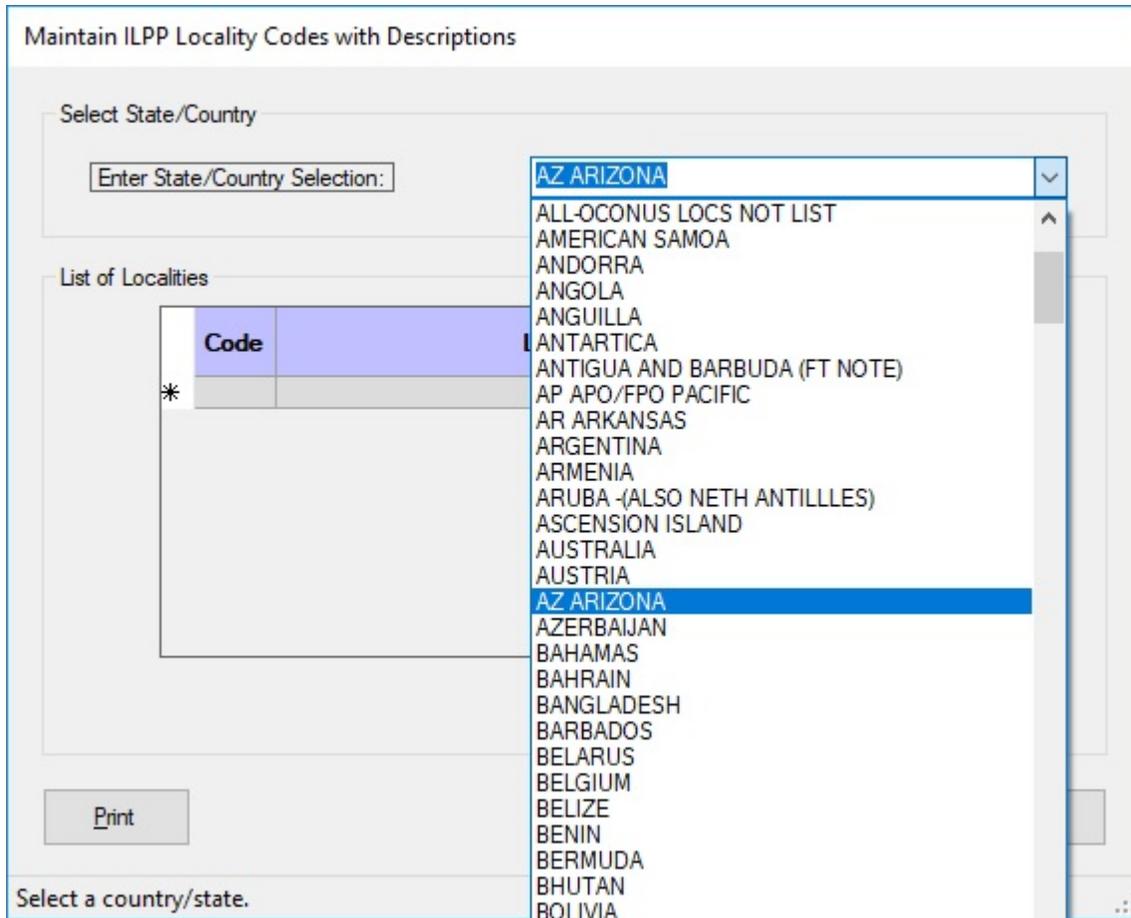
Delete Insert

Print OK Cancel ? Help

7. You would then **repeat** steps **4** and **5** above to **enter** the Locality Code and Description.
8. When you are **finished** entering the Locality Codes and Descriptions, for the selected state/country, **click** on the **OK** button.

 **Complete the following steps to "delete" an existing ILPP Locality Code and Description:**

1. **Enter State/Country Selection:** **Click** on the *down arrow* button at the **Enter State/Country Selection** field. A *drop down listing* of state/country **names** will be displayed.



2. **Scroll** through the list until the desired state/country **name** is **highlighted**. You can **scroll** by either pressing the *up/dn arrow keys* on your keyboard or **clicking** on the *up/dn arrow buttons* on the **slider bar** at the *right side* of the list.
3. When the desired state/country name is highlighted, **press Enter** or **click** on the highlighted **name** to make your selection. IATS will **display** the **Locality Code** and **Description** for the selected state/country in the **grid** as shown below.

Maintain ILPP Locality Codes with Descriptions

Select State/Country

Enter State/Country Selection: AZ ARIZONA

List of Localities

Code	Locality Description
AZP	PHOENIX
*	

Delete Insert

Print OK Cancel ? Help

- When the Locality Code and Description you wish to delete is displayed, **click** on the **Delete** button. The following *pop-up* message will appear asking if you are **sure** you wish to delete this item.

Verify Delete

The locality description will be deleted immediately from the database.

Are you sure you wish to do this?

Yes No

- Click** on the *Yes* button to continue.

Maintaining ILPP Rates

Limitation Rates for ILPP locations are stored in a table in the IATS database.

The **Maintain ILPP Rates** screen is used to **maintain** the **Limitation Rates** for the established ILPP localities.

Note: Maintaining this table are **steps two** and **three** of a **three step** process that ultimately establishes **limitation rates** for ILPP locations.

Maintain ILPP Rates

Select Country/State
Enter Country/State Selection

Select Locality
Enter Locality Selection

Maintain Rates

Effective Date	Commercial Rate	Privatized Rate	Government Rate

Delete Insert Apply

Print OK Cancel Help

Enter the Country State you wish to select.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus** sign next to the word **Locality Data** and then **click** on the **ILPP Rates** option.

Complete the following steps to "enter" Limitation Rates for an existing ILPP Locality Code and Description:

1. **Enter State/Country Selection:** Click on the *down arrow* button at the **Enter State/Country Selection** field. A *drop down listing* of state/country **names** will be displayed.

Maintain ILPP Rates

Select Country/State

Enter Country/State Selection

Select Locality

Enter Locality Selection

Maintain Rates

Effective Date	Commercial Ra

AA APO/FPO SOUTH/CENTAL AMEF
 AE APO/FPO EUROPE
 AFGHANISTAN
 AK ALASKA
AL ALABAMA
 ALBANIA
 ALGERIA
 ALL-OCONUS LOCS NOT LIST
 AMERICAN SAMOA
 ANDORRA
 ANGOLA
 ANGUILLA
 ANTARTICA
 ANTIGUA AND BARBUDA (FT NOTE
 AP APO/FPO PACIFIC
 AR ARKANSAS
 ARGENTINA
 ARMENIA
 ARUBA -(ALSO NETH ANTILLES)
 ASCENSION ISLAND
 AUSTRALIA
 AUSTRIA
 AZ ARIZONA
 AZERBAIJAN
 BAHAMAS
 BAHRAIN
 BANGLADESH
 BARBADOS
 BELARUS
 BELGIUM

Print

Help

Enter the Country State you wish to select.

2. **Scroll** through the list until the desired state/country **name** is **highlighted**. You can **scroll** by either pressing the *up/dn arrow keys* on your keyboard or **clicking** on the *up/dn arrow buttons* on the **slider bar** at the *right side* of the list.
3. When the desired state/country name is **highlighted**, **press Enter** or **click** on the highlighted **name** to make your selection. The **Name** for the selected state/country will now **appear** in the **Enter State/Country Selection** field.
4. **Press Tab** to proceed to the **Enter Locality Selection** field.

Maintain ILPP Rates

Select Country/State

Enter Country/State Selection

Select Locality

Enter Locality Selection
ANNISTON
BIRMINGHAM

Maintain Rates

Effective Date	Commercial Rate	Privatized Rate	Government Rate
----------------	-----------------	-----------------	-----------------

Delete Insert Apply

Print OK Cancel ? Help

Enter the County/Locality Code. ...

5. At the **Enter Locality Selection** field, **click** on the *down arrow* button. IATS will display a list of **Locality Descriptions** that have already been established for the selected state/country.
6. **Click** on the desired **Locality Description**.

Maintain ILPP Rates

Select Country/State

Enter Country/State Selection

Select Locality

Enter Locality Selection

Maintain Rates

Effective Date	Commercial Rate	Privatized Rate	Government Rate
4/16/2018	\$0.00	\$0.00	\$0.00

7. After you have selected the desired Locality Description, **click** on the **Insert** button. IATS **displays** an **Effective Date** an various **Rate Fields** for the location.
8. **Effective Date:** - The effective date will **default** to the **current date**. If you wish to **change** this date, **enter** the desired date in **MMDDYY** format and then **press Tab**.
9. **Commercial Rate:** - **Enter** the **commercial limitation rate** for this location and **press Tab**.
10. **Privatized Rate:** - **Enter** the **privatized limitation rate** for this location and **press Tab**.
11. **Government Rate:** - **Enter** the **government limitation rate** for this location and **press Tab**.

Maintain ILPP Rates

Select Country/State
Enter Country/State Selection

Select Locality
Enter Locality Selection

Maintain Rates

Effective Date	Commercial Rate	Privatized Rate	Government Rate
4/14/2018	\$85.00	\$110.00	\$75.00

Buttons: Delete, Insert, Apply, Print, **OK**, Cancel, ? Help

12. When you have **completed** your entries for the effective date and rates, **click** on the **OK** button.

📄 Complete the following steps to "delete" Limitation Rates for an existing ILPP Locality Code and Description:

1. **Complete** steps 1 - 6 above to **display** the **effective date** and **rates** for the desired locality.

Maintain ILPP Rates

Select Country/State
Enter Country/State Selection

Select Locality
Enter Locality Selection

Maintain Rates

Effective Date	Commercial Rate	Privatized Rate	Government Rate
4/14/2018	\$85.00	\$110.00	\$75.00
3/1/2018	\$82.00	\$105.00	\$72.00

Buttons:

Buttons:

2. **Click** to the left of the **effective date** to **select** the rates you wish to delete. IATS will **highlight** the row in **blue**.
3. When the desired effective and rates are highlighted, **click** on the **Delete** button. The following *pop-up* message will appear asking if you are **sure** you wish to delete the rates.

IATS.Net

Are you sure you want to delete the selected rate?

4. **Click** on the *Yes* button to continue.

Maintaining TDY Advance Percentages

The **TDY Parameters** tab is used to **establish** the **percentages** IATS uses to calculate TDY advances.

M&E Percents for Paying First and Last Day		Local Miles		Limits	
First Day %	75	Last Day %	75	Max	200
TDY Advance Percents				Civilian	
	Frequent Travel	Infrequent Travel	POC MALT Amt.		
Registration Fees	100	100	\$9,999.99		
Miscellaneous Expenses	0	80	Com1 Transp.		
Per Diem - M&IE Portion	80	80	\$9,999.99		
Per Diem - Lodging Portion	0	80	Military		
Car Rental	0	80	POC Miles		
MALT &/or Commercial Transp.	100	100	Com1 Transp.		
			99999		
			99999		

At various input fields, the user may enter a different percentage depending on the organization's policy for calculating TDY advance entitlements. Different percentages are established depending upon the traveler's credit card status. When the **traveler account** is created, the user must specify the **credit card status** of the traveler. If the status **Holder of Govt. Credit Card** is selected, IATS uses the percentages in the **Frequent Traveler** column when calculating the advance. If not, IATS uses the percentages in the **Infrequent Traveler** column when calculating the advance.

Note: To **access** this tab, **change** the View to **Maintenance**. At the **Maintenance Main Menu**., **click** on the **plus sign** to the **left** of the item **Constants/Descriptions** and then **click** on the **Advance Percents** option.

Complete the following steps to make "changes" to this screen :

1. **Click** in the desired **field** and **type** the new desired **percentage** or **amount** if applicable.
2. When **finished** making changes, **click** on the **OK** button.

Maintaining MILPCS Advance Percentages

The **Military PCS Parameters** tab is used to **establish** the **percentages** IATS uses to calculate MILPCS advances.

TDY Parameters	Military PCS Parameters			Civilian PCS Parameters		
Description	Station to Station	Honorable > 90%	< 90% or not Honorable	Retirement Fleet	Change of Home Port	Boot Camp to A School
Dislocation Allowance	100	0	0	0	100	
Member's Flat Per Diem	100	0	0	100	100	100
Member's Regular Per Diem	80	0	0	100	100	0
Member's Malt	100	100	0	100	100	100
Member's Cmil Transportation	100	100	75	100	100	0
Dependent's Flat &/Or Regular Per Diem	100	100	0	100	100	
Dependent's Malt	100	100	0	100	100	
Dependent's Cmil Transportation	100	100	75	100	100	
TLE Allowance	0	0	0	0	100	

OMN M&IE Advance Percent OMN Lodging Advance Percent

<Back Next> Apply

At this tab, there are six **columns** of percentages representing the following types of Military PCS travel:

- Station to Station
- Separation under honorable conditions and completed greater than 90% of initial term
- Separation under honorable conditions and completed less than 90% of initial term
- Retirement/Fleet Reserve
- Change of Home Port
- Boot Camp to A School

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At each input field, the user may enter a different percentage depending on the organization's policy for calculating military PCS advance entitlements.

Note: To **access** this tab, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Advance Percents** option.

 **Complete the following steps to make "changes" to this screen :**

1. **Click** in the desired **field** and **type** the new desired **percentage** or **amount** if applicable.
2. When **finished** making changes, **click** on the **OK** button.

Maintaining CIVPCS Advance Percentages

The **Civilian PCS Parameters** tab is used to **establish** the **percentages** IATS uses to calculate CIVPCS advances.

Category	Percentage
Enroute Travel	100
Ship POV	0
House Hunting	100
Miscellaneous	0
Buy Home	0
Sell Home	0
Unexpired Lease	0
Household Goods	100
TQSE	100
FTA	0

At each input field, the user may enter a different percentage depending on the organization's policy for calculating Civilian PCS advance entitlements.

Note: To **access** this tab, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Constants/Descriptions** and then **click** on the **Advance Percents** option.

 **Complete the following steps to make "changes" to this screen :**

1. **Click** in the desired **field** and **type** the new desired **percentage** or **amount** if applicable.
2. When **finished** making changes, **click** on the **OK** button.

Maintaining Zero Voucher Parameters

The **Zero Voucher Parameters** tab is used to establish the parameters for a zero dollar amount voucher.

A Zero Voucher is a Voucher Where		
Effective Date	the US Government owes the traveler less than	or the Traveler owes the Government less than
01/01/1989	\$1.01	\$10.01
*		

Current DFAS policy provides for the creation of a **zero voucher** when the **costs** to process a payment, or collection greatly **exceed** the amount due. IATS automatically **adds**, or **deducts** an amount from the computed entitlement to create a **zero voucher** when the values input, at this screen are met.

At each input field, a different value may be entered depending on the organizational policy guidance for calculating a zero voucher.

Note: To **access** this tab, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Zero Voucher/Suspense Parameters** option.

Complete the following steps to "add" a new parameter:

1. **Click** the **Insert** button. A blank line with the current date appears at the top of the **grid**.
2. **Effective Date:** If the **date** displayed at this field is correct, **press Tab** to continue. If not, **type** the desired date in **MMDDYY** format and **press Tab**.

3. At the **field**, "the US Government owes the traveler less than" **type** the dollar **amount** that represents the new value for the new parameter and **press Tab**.
4. At the **field**, "or the Traveler owes the Government less than" **type** the dollar **amount** that represents the new value for the new parameter and **press Tab**.
5. When **finished** adding the new parameter, **click** on the **OK** button.

 **Complete the following steps to "delete" a parameter:**

1. **Click** in the **box** to the left of the **Effective Date** for the parameter should be deleted. IATS **highlights** this line.
2. When the desired parameter is highlighted, **click** the **Delete** button.
3. **Click** on the **OK** button to **save** the changes.

Maintaining Suspense Parameters

Suspense Items. When funds are advanced or accrued to a traveler, IATS creates a suspense item in the database. The amount of funds advanced or accrued to travelers is held in suspense for a predetermined number of days based on the first suspense parameter (**# Days of Suspense until 1st Collection Letter**). When the suspense period is over, IATS automatically generates a collection or payroll deduction document.

Suspense Parameters. IATS uses two key **elements** to automatically track suspense items throughout the processing cycle. These items are:

- The expected date of return from the travel order
- The suspense parameters established in maintenance

The expected date of return is vital in determining whether a suspense item is overdue or not. Current **DFAS policy** requires a traveler to **file** a settlement request within (**5**) days after returning from a TDY trip.

The **Suspense Parameters** tab on **Maintenance System %'s & Constants** screen is where IATS maintains many of the suspense parameters.

The screenshot shows a software window titled "Maintain System %'s and Constants". It has two tabs: "Zero Voucher Parameters" and "Suspense Parameters". The "Suspense Parameters" tab is active and displays the following data:

Number of Days of Suspense until First Collection Letter	15
Number of Days of Suspense until Collection takes place	30
Number of Days after Voucher Return until Payroll Deduction	20
Number of Days after Due US Voucher until Payroll Deduction	15
Administration Fee to be Charged	\$15.00

At the bottom of the window, there are several buttons: "<Back", "Next>", "Print", "OK", "Cancel", and "? Help". A status bar at the very bottom reads "Enter Effective Date for this Zero Voucher Data".

These parameters determine when an item is **overdue** based on the expected **return date**, the **date an item was returned** to the traveler, or the **date a notification was generated**.

Note: To **access** this tab, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Zero Voucher/Suspense Parameters** option.

 **Complete the following steps to make "changes" to the suspense parameters:**

1. **Click** in the desired **field** and **type** the new desired parameter.
2. When **finished** making changes, **click** on the **OK** button.

Maintaining Audit Criteria

The **Maintain Audit Criteria** screen is used to establish the **criteria** for auditing settlement requests processed through IATS. Not all of the items listed are **functional** as of the date of this publication. The non-functioning items are intended to be used with the planned IATS order writer program.

Maintain Audit Criteria

Criteria for Auditing Requests

- Random Claims
- Foreign Claims
- Over Threshold Amount
- Funds not Available for Travel
- Variations from Authorized Itinerary
- Improper or No Accounting
- Leave Taken
- Original Authorization not in System
- Directed Meals or Quarters Not Used
- Directed Mode of Transportation Not Used
- Overlapping Another Request
- Claim Requires Constructive Travel
- Travel Outside Authorization Limits
- Not a Lodging Plus Claim
- PCS Travel Evacuation Travel
- Suspicious Amount
- Audit Advances
- Paid Interest
- Dependents 21 or older

Audit What % 5

Threshold Amount \$2,500.00

FSN's	111111	222222	333333
Yr1	2019	2019	2019
Yr2	2018	2018	2018
Yr3	2017	2017	2017

Daily Lodging Tax % 20

Receipt Required for Expenses Over \$75.00

All Tax Collections Audit Duplicate Entitlements

ILPP Negotiated Sites Audit DTOD Override

Print OK Cancel ? Help

Select to audit non lodging plus claims

Users can activate the audit parameters by placing a **check mark** in the **boxes** next to the desired option. To place or remove a check mark, **click** in the box or **press** the space bar.

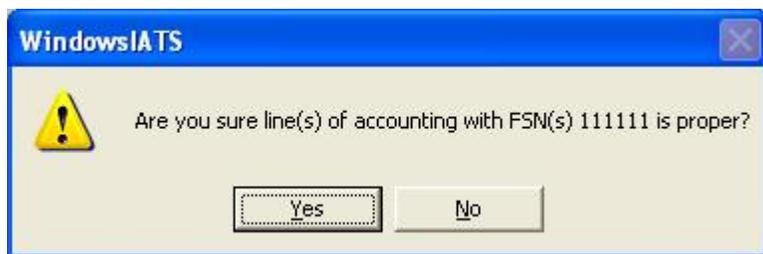
Following is a list of the items that are **functional** and are used to establish the **criteria** for selecting the settlement requests that require auditing:

Random Audit: - When activated, the user must also enter a **percentage** at the **Audit What %** field. IATS will randomly select certain settlement requests for auditing based on the percentage entered.

Foreign Claims: - When activated, IATS will **flag** all settlement requests, involving an **OCONUS** locality, for audit.

Amount Over Audit Threshold: - When activated, the user must also enter a dollar **amount** at the **Threshold Amount** field. IATS will then **flag** all settlement requests, (that exceed this threshold amount), for audit.

Improper or No Accounting: - When activated, **Army** customers will see three (3) **FSN** input fields that may be populated and three (3) **FY** fields that may be populated for each of the three FSNs. When this option is activated and if the **FSN** and **FY** fields are populated, users will see the following pop-up when attempting to **save** the accounting line:



If the accounting line is correct, you would **click** on the **Yes** button. Otherwise, you would **click** on **No** and then **select** the correct accounting line.

In addition, a claim being processed with an FSN in the accounting line matching the audit criteria will be **flagged** for audit.

Overlapping Claims: - When activated, IATS **flags** any settlement request, where the dates of the trip **overlap** the dates on a request previously processed for the **same** traveler.

Claim Requires Constructive Travel: - When activated, IATS **flags** any settlement request that requires the input of a **constructed itinerary**.

Not a Lodging Plus Claim: - When activated, IATS **flags** any settlement request for audit, when a per diem **reimbursement method** other than **LDP** is entered in the itinerary.

PCS Travel: - When activated, IATS **flags** all **PCS** settlement requests for audit.

Suspicious Amount: - When activated, IATS **flags** all settlement requests for audit that have a reimbursable expense item, that exceeds the **limitation** amount entered for that item in the reimbursable expenses table.

Audit Advances: - When activated, IATS **flags** all advance requests for **audit**. If you do not want advances to be flagged for audit, ensure that a **check mark** does not appear in the **box** next to this option.

Paid Interest: - When activated, IATS **flags** all settlement requests for **audit if interest** was included in the calculation. If you do not want settlements (with paid interest) to be

flagged for audit, ensure that a **check mark** does not appear in the **box** next to this option.

Dependents 21 or older: - When activated, IATS **flags** all settlement requests for **audit** if the claim involved a dependent **21** years of age or older.

Daily Lodging Tax %: - At this field, enter a number between 1 and 100 that represents the maximum daily lodging amount as a **percentage** of the daily lodging rate that will be allowed before an **audit** is required. If the number **zero** (0) is entered at this field, lodging taxes will not be subject to an audit.

Receipt Required for Expenses Over: - At This field, **type** the desired dollar **amount**. IATS will list any reimbursable expense that exceeds the **amount** entered at this field at the **Required Receipts** screen and in the **Required Receipts** section of the printed voucher.

Financial Info Modified: - When activated, IATS **flags** any settlement request for audit if the traveler's **EFT** information has been **changed** by the voucher examiner.

All Tax Collections: - When activated, IATS **flags** any settlement request for audit if the **purpose** for the request was to generate a **tax collection**.

Audit Duplicate Entitlements: - When activated, IATS **flags** all settlement requests for **HHG Shipment** and **Storage** when duplicate **payments** have been processed against the same travel order.

ILPP Negotiated Sites: - When activated, IATS **flags** all settlement requests that have an **ILPP site** as the **TDY** location.

Audit DTOD Override: - When activated, IATS **flags** all settlement request in which the examiner has **overridden** the **DTOD mileage** that is automatically **populated** by IATS in the **itinerary**.

 **Complete the following steps to "activate" audit criteria:**

1. **Click** in the **box** next to the desired item. IATS places a **check mark** in the box to indicate that the item is **activated**.
2. When **finished** activating audit criteria, **click** on the **OK** button.

Tip: To **de-activate** an item, **click** in the **box** next to the desired item. IATS removes the **check mark** in the box to indicate that the item is **de-activated**.

Maintaining the Prompt Payment Act Configuration

IATS provides a **report** that will **calculate** and then **print** the **interest expense** for all claims that were **paid over 30 days after** the Authorizing Official **signed** the claim.

The **Prompt Payment Act Configuration** screen is used to **establish** the **parameters** for determining when a payment is late, the interest rate, minimum amounts to pay and report, and the estimated number of days to pay a claim.

Prompt Payment Act Configuration

Prompt Payment Settings | Prompt Payment Interest Rates

Prompt Payment Data

Activate Prompt Payment Interest

Number of days allowed for payment:

Minimum amount of interest to pay:

Minimum amount of interest on form 1099:

Estimated number of days to pay claim:

Print OK Cancel ? Help

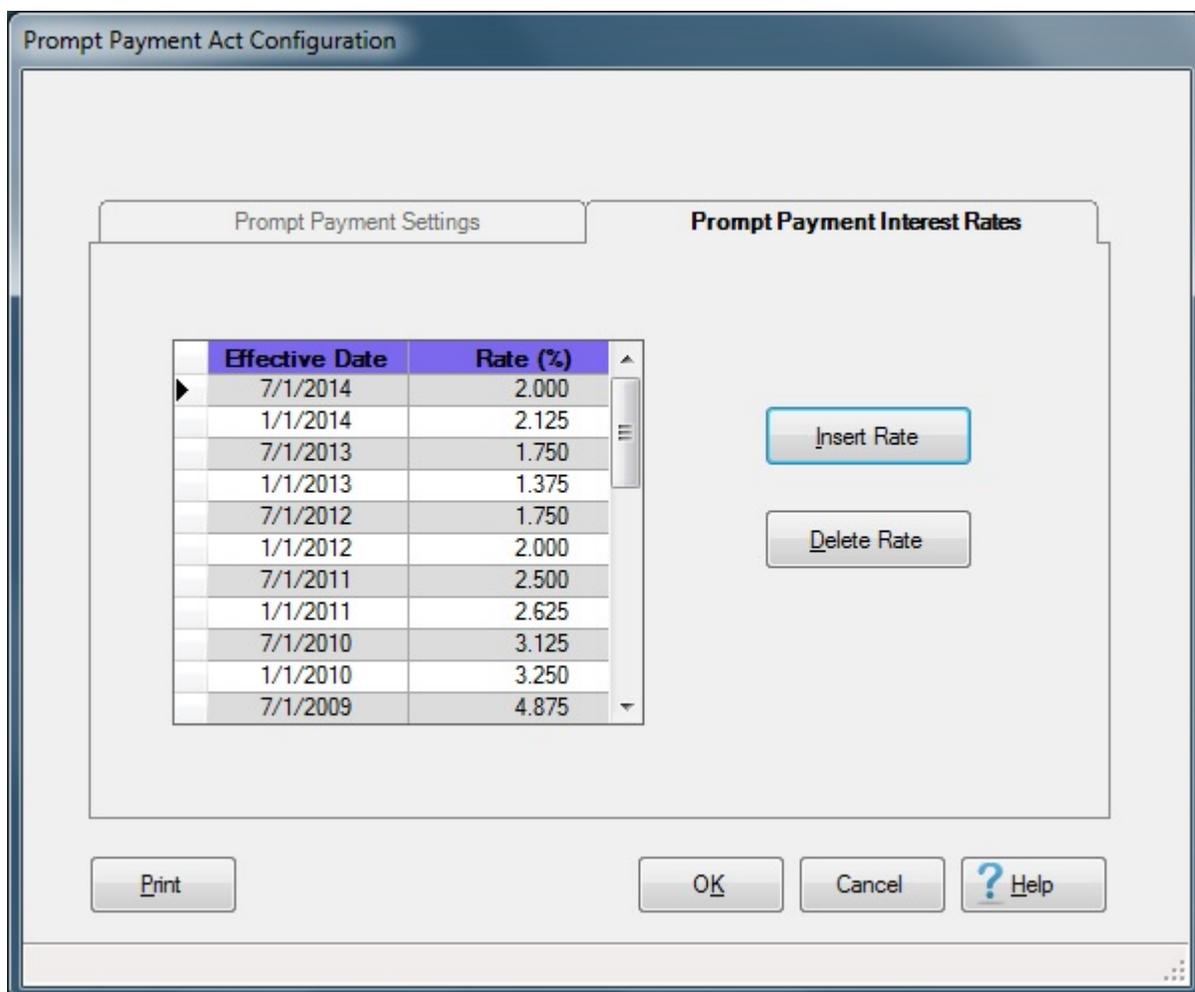
Check this box to active Prompt Payment Interest payments.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Constants/Descriptions** and then **click** on the **Prompt Payment Interest** option.

These **parameters** will be **updated automatically** by the **monthly per diem rates file** distributed by the IATS contractor. On occasion, however, the Travel Supervisors **may** find it necessary to **manually update** these parameters.

Complete the following steps to make "changes" to this screen :

1. **Activate Prompt Payment Interest Payments:** - A **check mark** must appear in the check box for this field in order to generate the Prompt Payment Interest Report. **Click** in the **check box** to **activate** or **de-activate** this option as desired.
2. **Number of days allowed for payment:** - **Click** in this field and **type** the necessary change.
3. **Minimum amount of interest to pay:** - **Click** in this field and **type** the necessary change.
4. **Minimum amount of interest on form 1099:** - **Click** in this field and **type** the necessary change.
5. **Estimated number of days to pay claim:** - **Click** in this field and **type** the necessary change.
6. If needed, you may also **click** on the **Prompt Payment Interest Rates** tab to **add** a **new** rate, **delete** a rate, or to **review** the rates.
7. Clicking on the Prompt Payment Interest Rates tab displays the following screen:



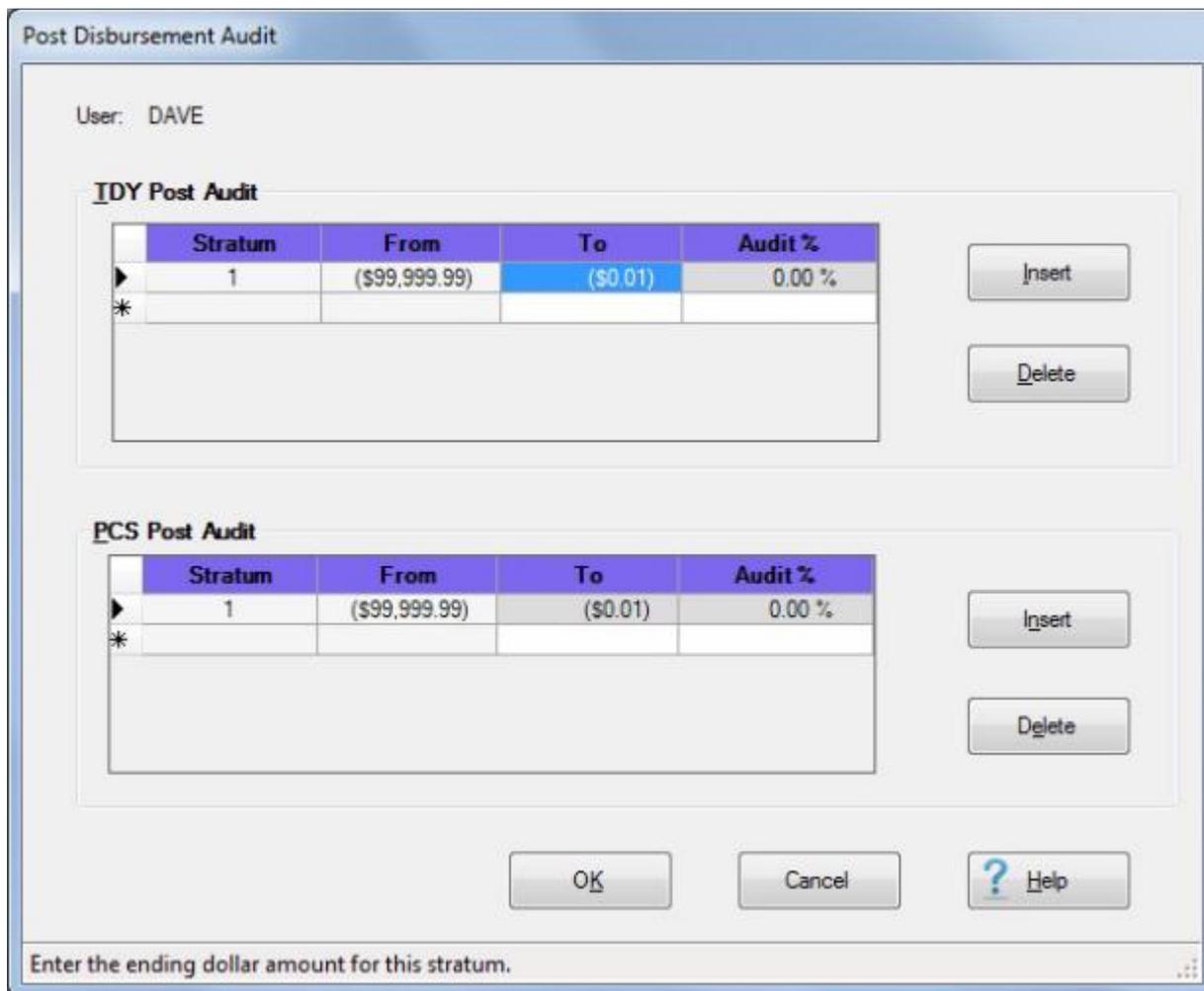
8. If you wish to **add** a new rate, **click** on the **Insert Rate** button. A **new line** will appear at the top of the grid with the **current date** appearing in the **Effective**

Date field. **Enter** the **correct** date in **MMDDYY** format if necessary and **press Tab**.

9. At the **Rate (%)** field, **type** the new interest **rate** you wish to add and **press Tab**.
10. If you wish to **delete** a rate, **click** on the desired **date** and then **click** the **Delete Rate** button. A *pop-up message* will appear asking if you are **sure** you want to delete the selected rate. **Click** on **Yes**.
11. When **finished** making changes to the **Prompt Payment Act Configuration** screen, **click** on **OK** to **save** the changes.

Maintaining the Post Disbursement Audit Parameters

The **Post Disbursement Audit** screen is used to **establish** the **criteria** to **select** claims for a random post disbursement audit and to generate the **Post Audit Summary** report.



User: DAVE

IDY Post Audit

Stratum	From	To	Audit %
1	(\$99,999.99)	(\$0.01)	0.00 %
*			

PCS Post Audit

Stratum	From	To	Audit %
1	(\$99,999.99)	(\$0.01)	0.00 %
*			

Enter the ending dollar amount for this stratum.

Note: To access this screen, change your View to Maintenance. At the Maintenance Main Menu screen, click on the plus sign to the left of the item Constants/Descriptions and then click on the Post Audit Parameters option.

 Complete the following steps to "establish" your desired post disbursement audit parameters:

Note: When this screen is accessed for the first time, you will see that Stratum 1 is already present, but the Audit % field displays zero. You must enter the desired percentage for this Stratum. The percentage is the only field that may be changed for Stratum 1.

1. **Click** in the **Audit %** field for **Stratum 1** in the **TDY Post Audit** section. **Type** your desired **percentage** and **press Tab**.
2. Pressing **Tab** after completing **step 1** will **advance** the **cursor** to the **To** field for next **line below**.
3. If you wish to **add another** Stratum, **click** on the **Insert** button.
4. The new Stratum **number** will appear and you must **enter** the desired **values** for the **To** and **Audit %** fields.

Post Disbursement Audit

User: DAVE

TDY Post Audit

	Stratum	From	To	Audit %
	1	(\$99,999.99)	(\$0.01)	2.00 %
✎	2	\$0.00		0.00 %
*				

Insert

Delete

PCS Post Audit

	Stratum	From	To	Audit %
▶	1	(\$99,999.99)	(\$0.01)	0.00 %
*				

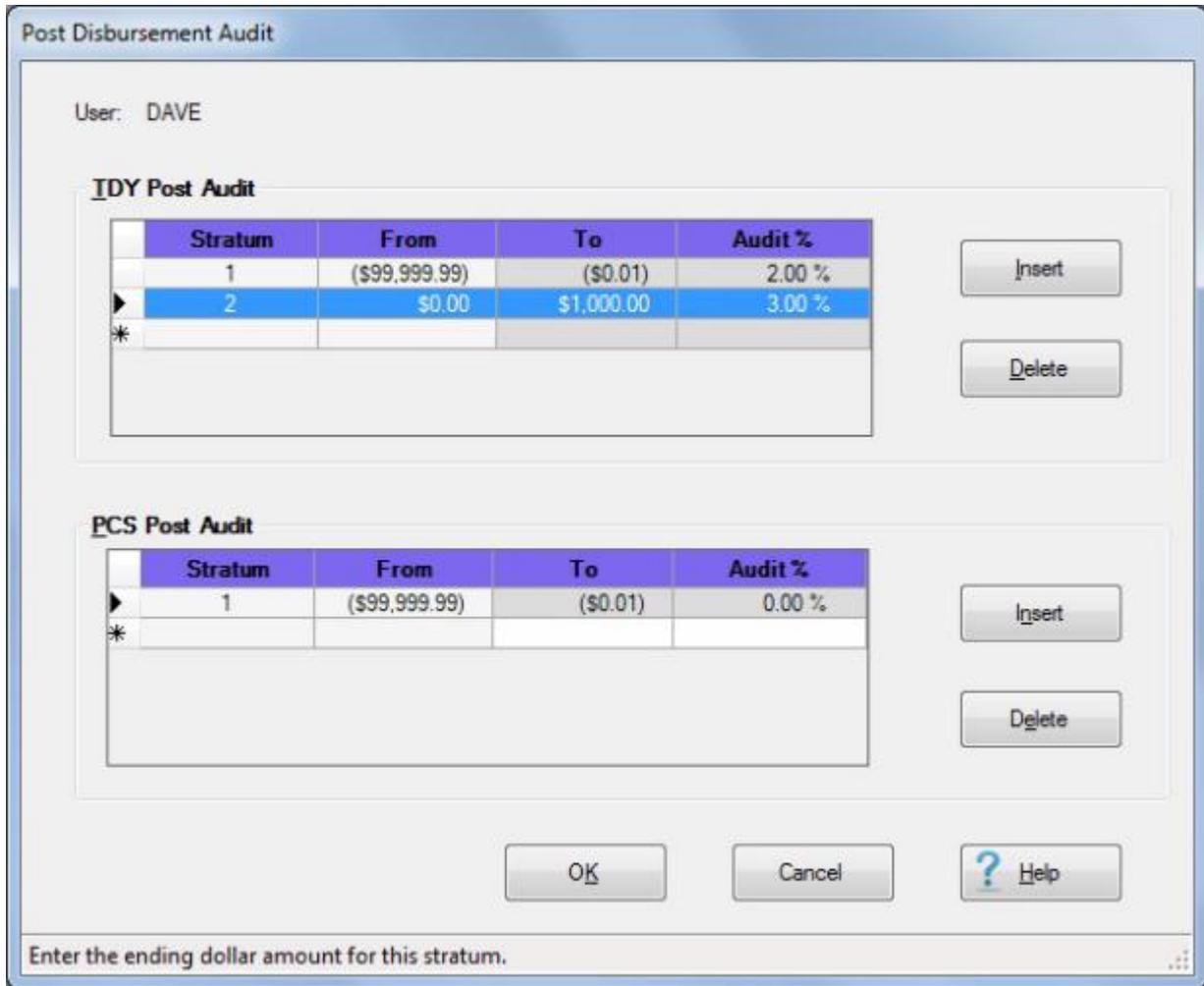
Insert

Delete

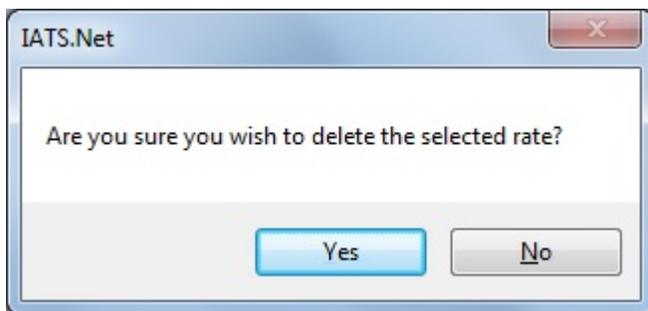
OK Cancel ? Help

5. **Repeat** the steps above to **add more parameters** if desired.
6. When you are **finished** with the TDY Post Audit section, use the same procedures to establish your desired audit parameters for the **PCS Post Audit** section.
7. When you are **finished** creating all of the desired audit parameters, **click** on **OK** to **save** your changes.

 **Complete the following steps to "delete" a post disbursement audit parameter:**



1. **Click** in the **column** to the **left** of the Stratum **number** you wish to delete.
2. When the desired Stratum number is **highlighted**, as shown above, **click** on the **Delete** button.
3. The following *pop-up message* appears asking if you are **sure** you wish to delete the selected rate.



4. **Click** on *Yes*.
5. When you are **finished** using the Post Disbursement Audit screen, **click** on **OK** to **save** your changes and **return** to the **Maintenance Main Menu** screen.

Maintaining Reasons for Return

Some claims received in the travel office cannot be **processed**. There are various reasons for this - **no signature** on the voucher, **no attached travel orders**, etc.

IATS **generates** a **return letter** that is attached to the voucher. This letter provides an **explanation** as to **why** the travel officer **returned** the **voucher** to the traveler.

When **IATS** is initially installed, the travel supervisor, or person designated, must populate the **Reasons for Return** table in maintenance that stores the reason for return explanations.

Reasons for Returning Settlement Requests

User ID:

Reason for Returns

Code	Description
1	the 1351-2 is not signed
2	no travel orders
*	

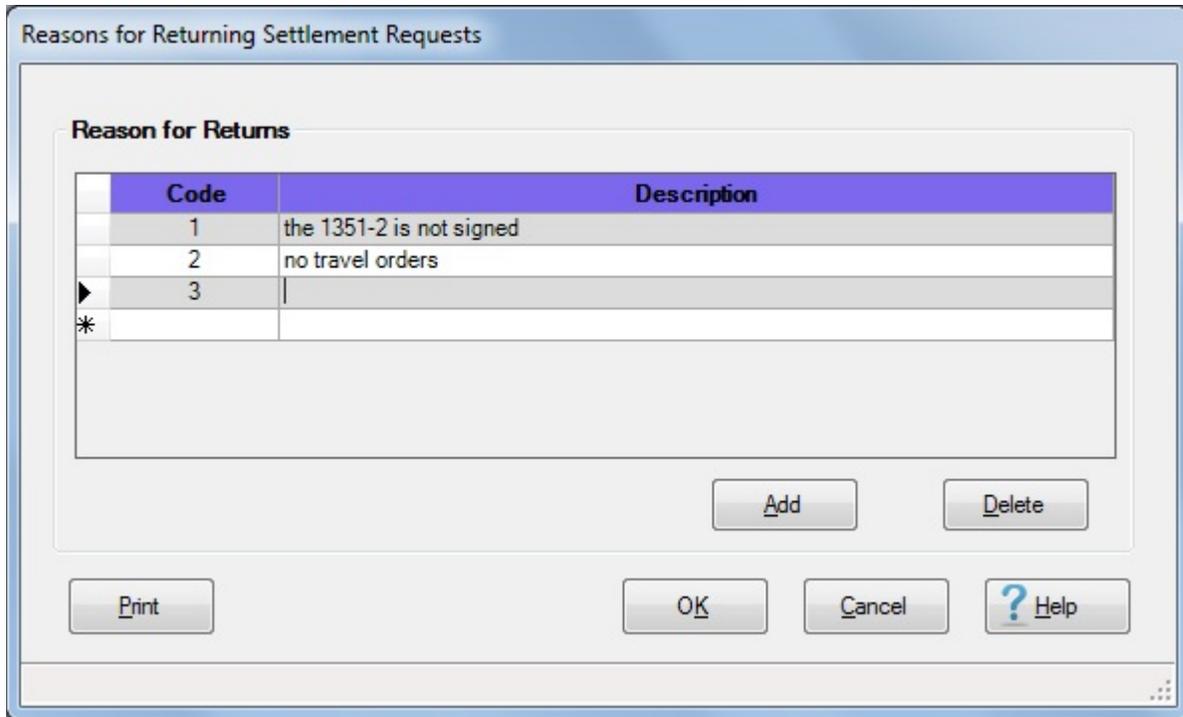
Buttons: Add, Delete, Print, OK, Cancel, Help

When IATS is initially installed, the Reason for Return Table is populated with the two codes shown above. Users may add **additional** reasons to this table, however.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Reasons for Voucher Return** option.

Complete the following steps to "insert" a new reason for return code:

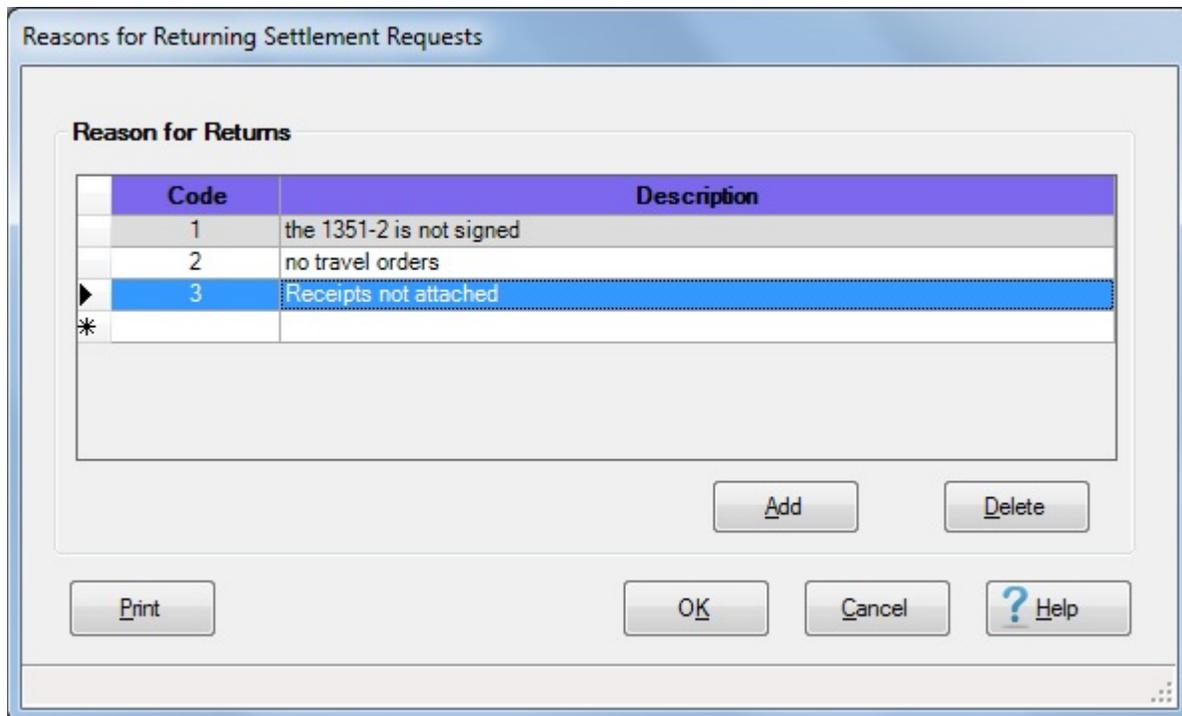
1. **Click** on the **Add** button. A blank line appears at the bottom of the grid with the next consecutive number appearing in the **Code** field.



2. At the **Description** field, **type** the desired **reason** for returning the voucher.
3. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" a reason for return code:**

1. **Determine** which reason for return code you wish to delete and then **click** in the **box** to the left of the desired code.



2. IATS **highlights** the code **number** and the **description** for the item selected.
3. When the desired item is highlighted, **click** the **Delete** button.
4. A **pop-up** appears asking if you are **sure** you wish to delete this reason for return.
5. **Click** on the *Yes* button. IATS deletes the selected item.
6. When finished, **click** on the **OK** button to **save** the changes.

Maintaining the Reasons for Supplemental

The Reasons for Supplemental screen is used to provide a *drop down list* of the **reasons** a supplemental claim is being processed. Items entered into this screen will appear in a *drop down list* at the **Supplemental Reason** field on the **Request for Settlement** screen.

The travel supervisor, or person designated, must **populate** the **Reasons for Supplemental** table.

Reasons for Supplemental

User ID:

Reasons for Supplemental

Code	Description
1	Tvl Office Generated
2	Tvlr Generated
*	

Buttons: Add, Delete, Print, OK, Cancel, ? Help

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Constants/Descriptions** and then **click** on the **Reasons for Supplemental** option.

Complete the following steps to "insert" a new reason for supplemental:

1. **Click** on the **Add** button. A **blank line** appears at the bottom of the grid with the next consecutive number appearing in the **Code** field.

Reasons for Supplemental

Reasons for Supplemental

	Code	Description
	1	Tvl Office Generated
	2	Trvlr Generated
▶	3	
*		

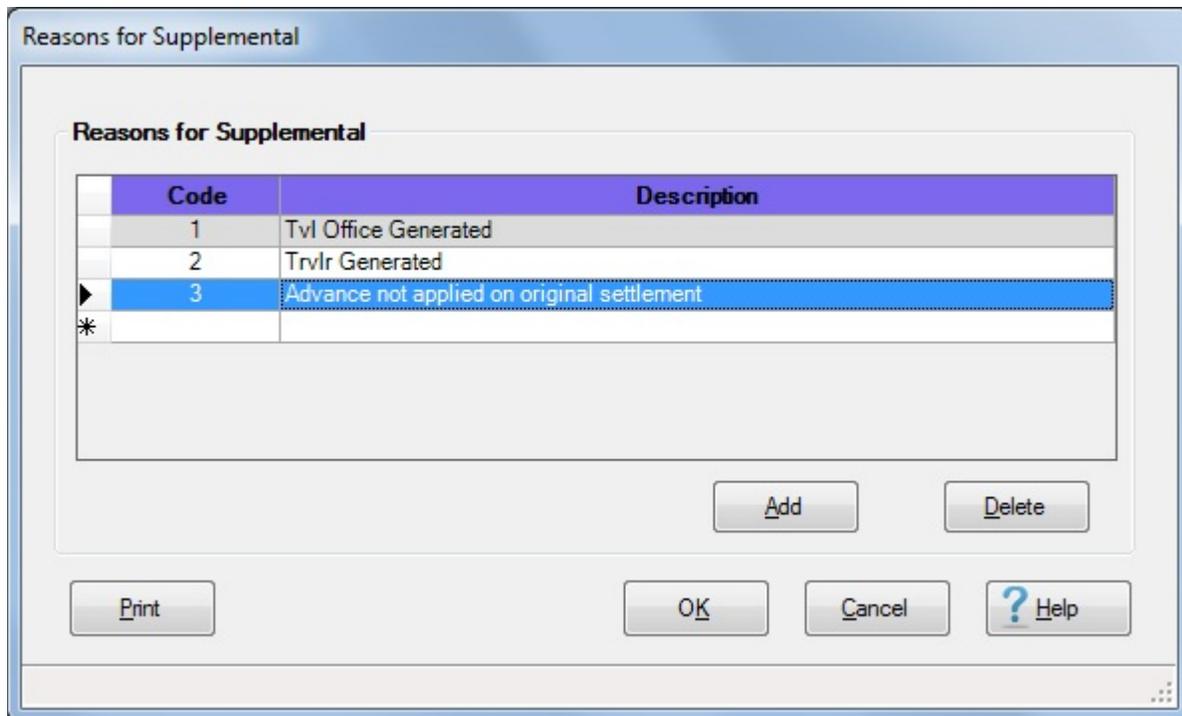
Add Delete

Print OK Cancel ? Help

2. At the **Description** field, **type** the desired **reason** for processing a supplemental.
3. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" a reason for supplemental:**

1. **Determine** which reason for supplemental code you wish to delete and then **click** in the **box** to the **left** of the desired code.



2. IATS **highlights** the code **number** and the **description** for the item selected.
3. When the desired item is highlighted, **click** the **Delete** button.
4. A **pop-up** appears asking if you are **sure** you wish to delete this reason for supplemental.
5. **Click** on the *Yes* button. IATS deletes the selected item.
6. When finished, **click** on the **OK** button to **save** the changes.

Maintaining Reasons for Return by Auditor

Occasionally, an Auditor must **return** a claim back to the voucher **examiner** for correction or to be returned to the traveler. A **table** was added in the IATS Maintenance module that allows you to create common **reasons** that can be selected from a *drop down list* when the Auditor is returning the claim back to the examiner.

The travel supervisor, or person designated, must **populate** the **Reasons for Return By Auditor** table.

Reasons for Return By Auditor

User ID:

Reason For Return By Auditor

Code	Description
1	Claimed not signed
2	Orders not attached
*	

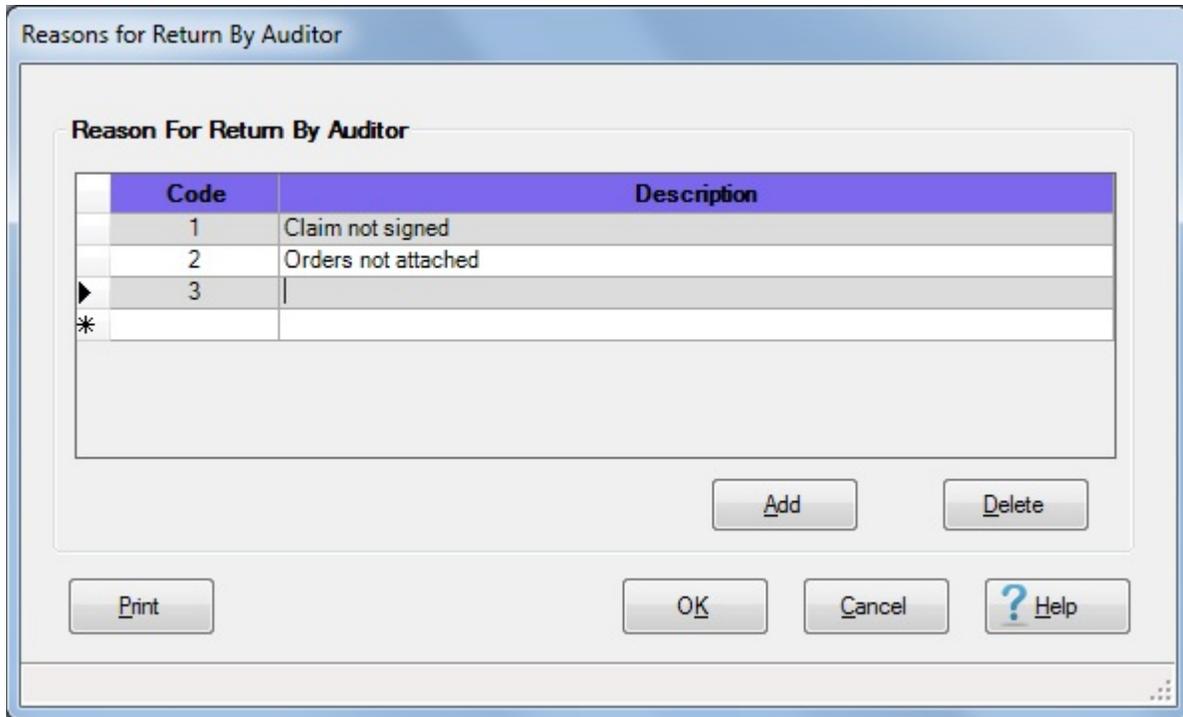
Buttons: Add, Delete, Print, OK, Cancel, Help

When IATS is initially installed, the Reason for Return By Auditor table is populated with the two **codes** shown above. Users may add **additional** reasons to this table, however.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Reasons for Return By Auditor** option.

Complete the following steps to "insert" a new reason for return code:

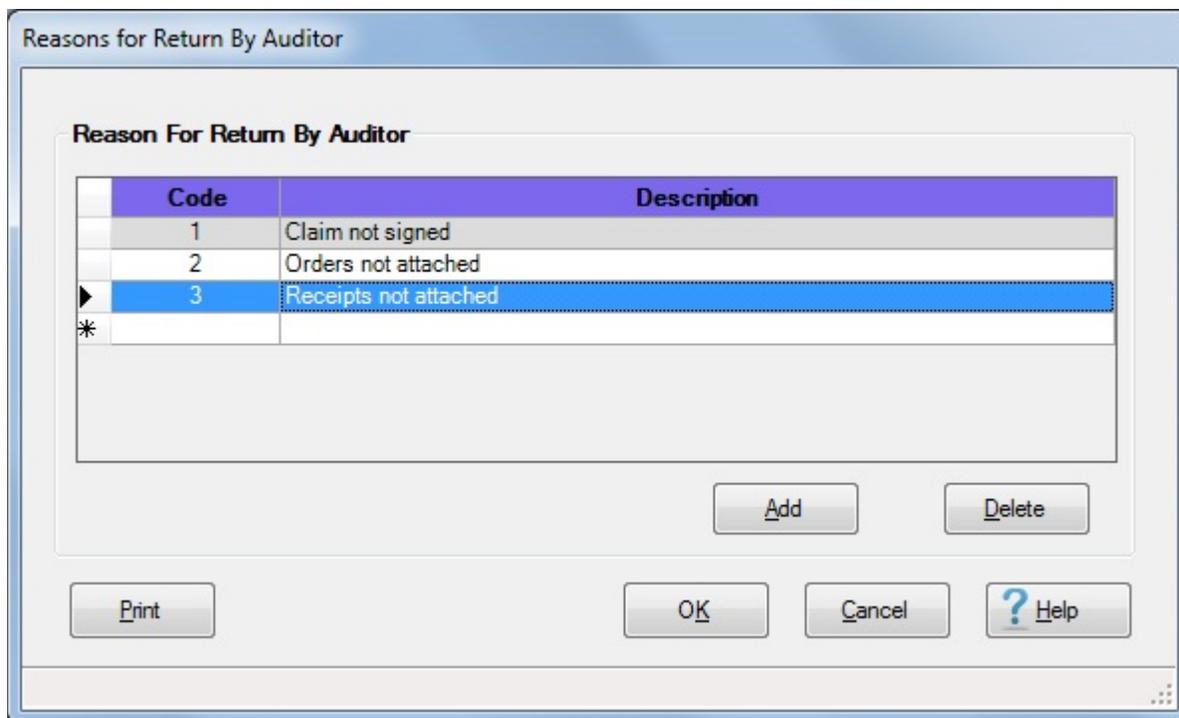
1. **Click** on the **Add** button. A blank line appears at the bottom of the grid with the next consecutive number appearing in the **Code** field.



2. At the **Description** field, **type** the desired **reason** for returning the claim.
3. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" a reason for return code:**

1. **Determine** which reason for return code you wish to delete and then **click** in the **box** to the left of the desired code.



2. IATS **highlights** the code **number** and the **description** for the item selected.
3. When the desired item is highlighted, **click** the **Delete** button.
4. A **pop-up** appears asking if you are **sure** you wish to delete this reason for audit return.
5. **Click** on the *Yes* button. IATS deletes the selected item.
6. When finished, **click** on the **OK** button to **save** the changes.

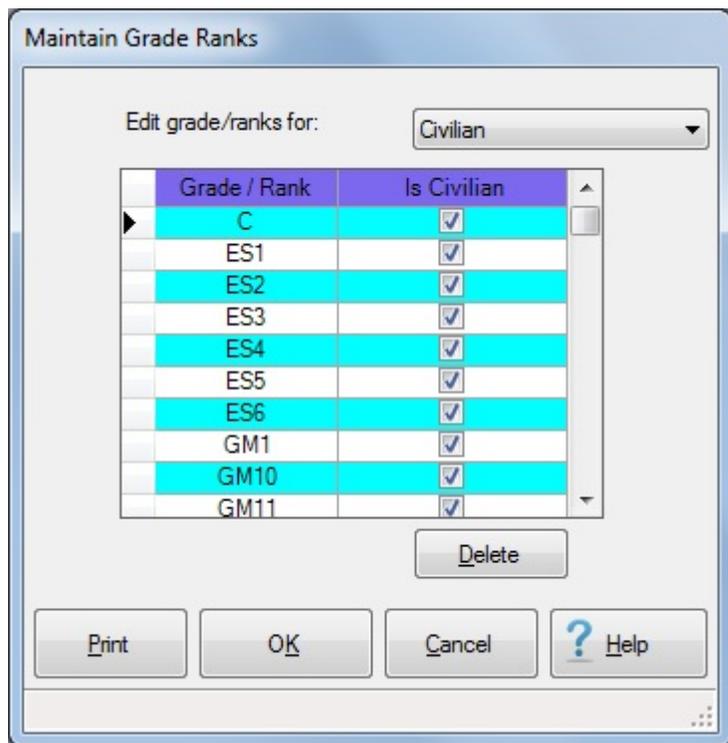
Maintaining Grades and Ranks

Included in the IATS **Maintenance** Module, is a **Grade Ranks** table that IATS uses to **display** as a *drop down list* for populating the **Grade/Rank** field when creating a travel profile.

The **Maintain Grade Ranks** screen is used for making any necessary changes to the table.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Reasons for Return By Auditor** option.

 **Complete the following steps to "maintain" the Grade Ranks table:**



Grade / Rank	Is Civilian
C	<input checked="" type="checkbox"/>
ES1	<input checked="" type="checkbox"/>
ES2	<input checked="" type="checkbox"/>
ES3	<input checked="" type="checkbox"/>
ES4	<input checked="" type="checkbox"/>
ES5	<input checked="" type="checkbox"/>
ES6	<input checked="" type="checkbox"/>
GM1	<input checked="" type="checkbox"/>
GM10	<input checked="" type="checkbox"/>
GM11	<input checked="" type="checkbox"/>

1. When the Maintain Grade Ranks table is displayed, the **default** grades/ranks displayed are for **civilian** employees.
2. **Click** on the *down arrow* button at the top right corner of the screen. A *drop down list* will appear listing an option for **member**.
3. **Click** on the **member** option to display the list of grade/ranks for **military** personnel if desired.
4. **Click** on the **Print** button if you wish to generate a **print-out** of the grade/rank table.

5. Click on the **OK** button when you are **finished** maintaining grades/ranks to **save** your changes.

Add a new Grade/Rank to the table:

Maintain Grade Ranks

Edit grade/ranks for: Civilian

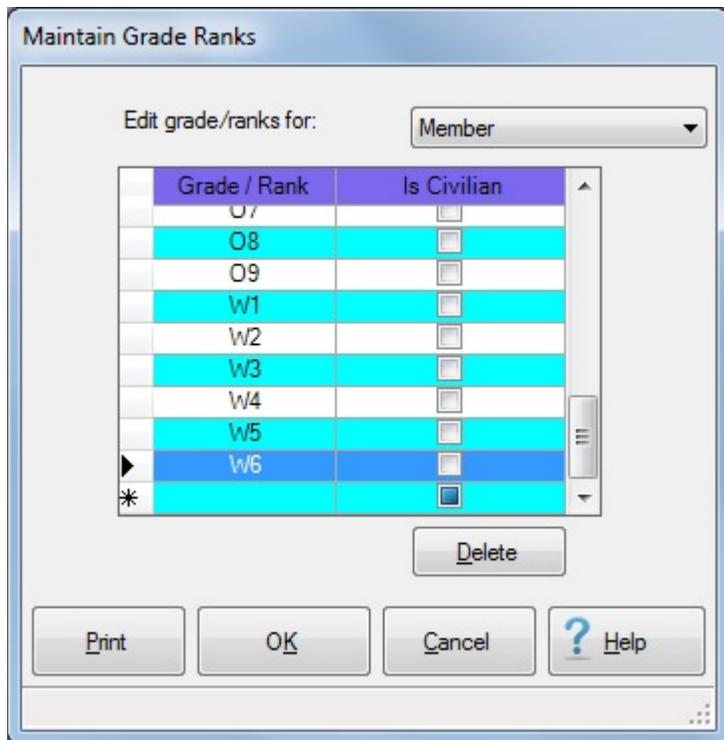
Grade / Rank	Is Civilian
YH	<input checked="" type="checkbox"/>
YI	<input checked="" type="checkbox"/>
YJ	<input checked="" type="checkbox"/>
YK	<input checked="" type="checkbox"/>
YL	<input checked="" type="checkbox"/>
YM	<input checked="" type="checkbox"/>
YN	<input checked="" type="checkbox"/>
YP	<input checked="" type="checkbox"/>
YO	<input checked="" type="checkbox"/>
*	<input type="checkbox"/>

Delete

Print OK Cancel Help

1. **Determine** whether the new grade/rank should be added to the **civilian** or **member** table.
2. **Select** the correct table.
3. **Click** on the *down* **arrow** button on the **slider bar** on the right side of the grid to reach the **bottom** of the list.
4. **Click** in the **Grade / Rank** field and **enter** the new grade/rank **code**. IATS will automatically place a **check mark** in the **Is Civilian** check box when you are working with the Civilian table.
5. When you are satisfied with your entry, **click** on the **OK** button to **save** your changes.

Delete a Grade/Rank from the table:



1. **Click** in the **column** to the left of the **Grade/Rank** column for the grade/rank you wish to delete.
2. When the desired grade/rank is highlighted, **click** on the **Delete** button. IATS will remove the selected grade/rank from the table.
3. **Click** on the **OK** button when you are **finished** maintaining grades/ranks to **save** your changes.

Maintaining the Reasons for Claim Deletion Table

Some requests received in the travel office **cannot be processed**. There are **various reasons** for this - no signature on the voucher, no attached travel orders, etc. IATS allows users with the appropriate privileges to **delete** these requests.

The **Reasons for Claim Deletion** screen allows users to maintain a **table** of reasons and to also **select** a **reason** from the table when deleting a request. This information is used to generate the **Deleted Details Report**.

When **IATS** is **initially installed**, the travel supervisor, or person designated, **must populate** the **Reasons for Claim Deletion** table in maintenance that stores the reason(s) for deleting a claim.

The screenshot shows a software window titled "Reasons for Claim Deletion". Inside the window, there is a table with the following structure:

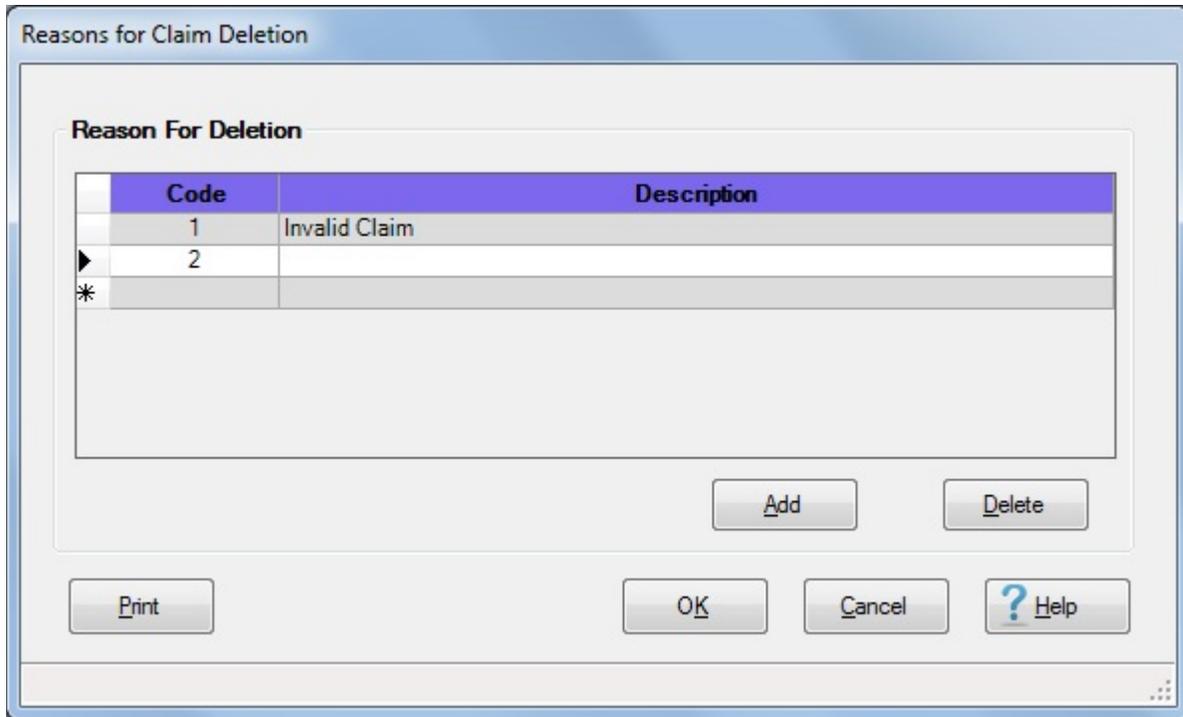
Code	Description
1	
*	

Below the table, there are several buttons: "Add", "Delete", "Print", "OK", "Cancel", and "Help".

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Constants/Descriptions** and then **click** on the **Reasons for Detail Deletion** option.

Complete the following steps to "enter" reasons for detail deletion:

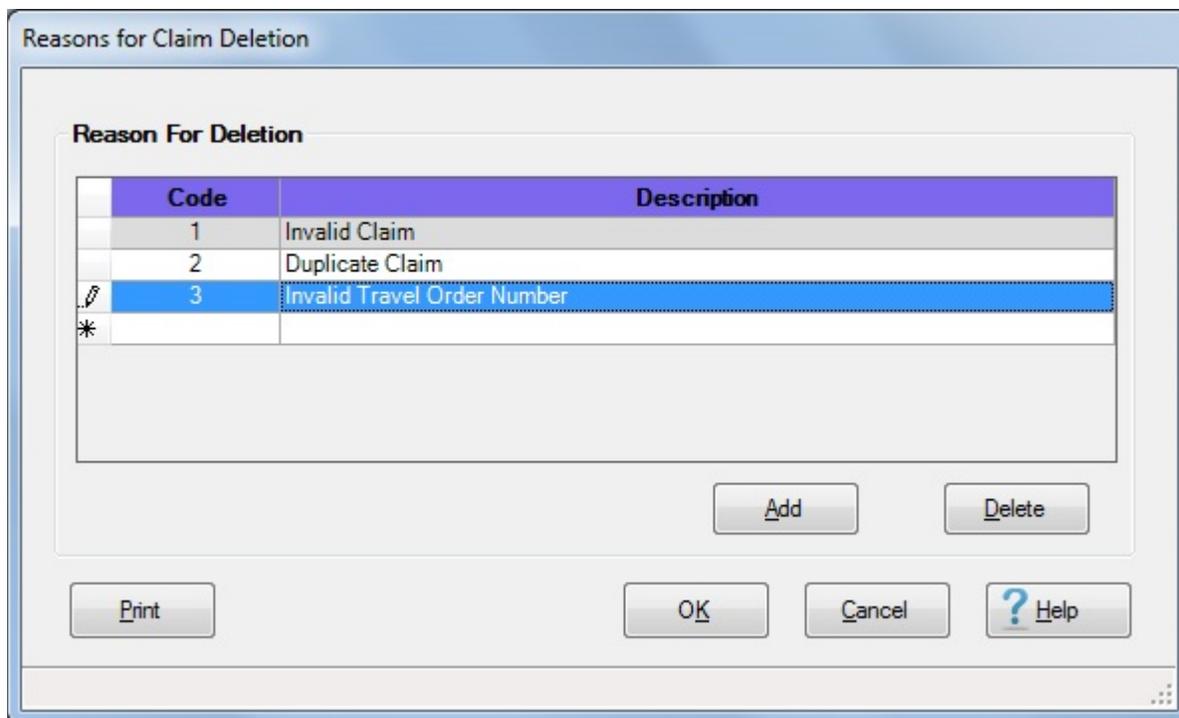
1. When the Reasons for Claim Deletion screen is displayed, initially you will see the number (1) in the **Code** column and the **Description** field will be highlighted.
2. **Type** your desired **reason** for item (1) and then **click** the **Add** button.



3. You will now see the number (2) in the **Code** field on the next line of the table.
4. **Type** your desired **reason** for item (2) in the Description field and then **click** the **Add** button.
5. **Continue** these steps until you are **finished** entering all of your desired reasons.
6. When you are **finished** entering reasons, **click** on **OK** to **save** your entries.

 **Complete the following steps to "delete" reasons for detail deletion:**

1. **Determine** which reason for return code you wish to delete and then **click** in the **box** to the left of the desired code.



2. IATS **highlights** the code **number** and the **description** for the item selected.
3. When the desired item is highlighted, **click** the **Delete** button.
4. A **pop-up** appears asking if you are **sure** you wish to delete this reason for audit return.
5. **Click** on the *Yes* button. IATS deletes the selected item.
6. When finished, **click** on the **OK** button to **save** the changes.

Maintaining the Standard Voucher Remarks - Screen

The **Standard Voucher Remarks** screen allows you to **create** a **list** of **standard remarks** that can be selected from a listing when you are processing a request and wish to add remarks. This will **save** keystrokes for remarks that are fairly **common** and **standard**.

When **IATS** is **initially installed**, the travel supervisor, or person designated, **must populate** the **Standard Voucher Remarks** table in Maintenance that stores the remarks.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Constants/Descriptions** and then **click** on the **Standard Voucher Remarks** option.

Complete the following steps to "modify" standard voucher remarks:

1. At the **Select an Existing Remark** field, **click** on the *down arrow* button to display the **list** of remarks and then **click** on the desired **remark**. The selected remark will appear in the Standard Voucher Remark **text box**.
2. **Make** your desired **changes** to the remark.
3. **Click** on the **OK** button to **save** your changes.

Complete the following steps to "delete" standard voucher remarks:

1. At the **Select an Existing Remark** field, **click** on the *down arrow* button to display the **list** of remarks and then **click** on the desired **remark**. The selected remark will appear in the Standard Voucher Remark **text box**.
2. **Click** on the **Delete** button.
3. **Click** on the **OK** button to **save** your changes.

 **Complete the following steps to "add" standard voucher remarks:**

1. **Click** on the **Add A New Remark** button. The **cursor** will now appear in the Standard Voucher Remark **text box**.
2. **Type** your desired **remark**.
3. When you are **finished** entering the remark, **click** on **OK**.

Maintaining Reimbursable Descriptions and Suspicious Amounts

When entering expenses at the **Reimbursable** tab, a *drop down listing* appears displaying common travel **expenses**. Rather than typing in a lengthy description of the expense, the user can simply select the item from the listing. In addition to providing a description of the expense, the user can use this table to assign **expense type codes**, track **suspicious claims**, and flag items that require **receipts**. This screen is used for that purpose.

Description	Is 1164	Type	Suspicious Amount	Receipt Required
BREAKFAST (COMMERCIAL)	<input checked="" type="checkbox"/>	CB	\$0.00	<input type="checkbox"/>
BREAKFAST (GOVERNMENT)	<input checked="" type="checkbox"/>	GB	\$0.00	<input type="checkbox"/>
DINNER (COMMERCIAL)	<input checked="" type="checkbox"/>	CD	\$0.00	<input type="checkbox"/>
DINNER (GOVERNMENT)	<input checked="" type="checkbox"/>	GD	\$0.00	<input type="checkbox"/>
FARE/TOLLS	<input checked="" type="checkbox"/>	F	\$0.00	<input type="checkbox"/>
LOCAL MILEAGE	<input checked="" type="checkbox"/>	M	\$0.00	<input type="checkbox"/>
LUNCH (COMMERCIAL)	<input checked="" type="checkbox"/>	CL	\$0.00	<input type="checkbox"/>
LUNCH (GOVERNMENT)	<input checked="" type="checkbox"/>	GL	\$0.00	<input type="checkbox"/>
OTHER	<input checked="" type="checkbox"/>	O	\$0.00	<input type="checkbox"/>
TELEPHONE	<input checked="" type="checkbox"/>	P	\$0.00	<input type="checkbox"/>
AIRFARE	<input type="checkbox"/>	A	\$0.00	<input checked="" type="checkbox"/>
ATM ADVANCE EXPENSE	<input type="checkbox"/>	F	\$0.00	<input type="checkbox"/>
ATM FEE	<input type="checkbox"/>	A	\$0.00	<input type="checkbox"/>

Buttons: Insert, Delete, Print, OK, Cancel, Help

Text input: Enter reimbursable expense description

When IATS is initially installed, this table is already populated with most of the common expenses normally encountered. Additional items can be **added** to this table by using the instructions outlined in the **steps below**.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Constants/Descriptions** and then **click** on the **Reimbursables/Suspicious Amounts** option.

Complete the following steps to "insert" a new reimbursable expense item:

1. **Click** on the **Insert** button. A blank line appears at the top of the grid.
2. At the **Description** field, **type** the **description** of the expense item and **press Tab**.
3. At the **Is 1164** column, **click** in the **check box** if the expense item is associated with **Local 1164 travel** and **press Tab**.
4. At the **Type** field, click on the down arrow to display a list of expense type codes. If necessary, **click** on the *Up/Dn* arrow **buttons** at the right hand side of the drop down to scroll through the list. **Click** on the desired **option** or **press Tab** if the desired option is **highlighted**.
5. At the **Suspicious Amount** field, **type** the desired dollar **amount** considered to be a **suspicious** amount for this type of expense and **press Tab**.
6. At the **Receipt Required** field, **click** in the **box** to place a **check mark** if this item must be accompanied by a **receipt**.
7. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" a reimbursable expense item:**

1. **Determine** which reimbursable expense item you wish to delete and then **click** in the **box** to the left of this item. IATS **highlights** the item.
2. When the desired item is highlighted, **click** the **Delete** button. A *pop-up message* appears asking if you are **sure** you wish to **delete** the selected expense. **Click** on Yes.
3. When finished, **click** on the **OK** button to **save** the changes.

Maintaining the Disaster Rates Table

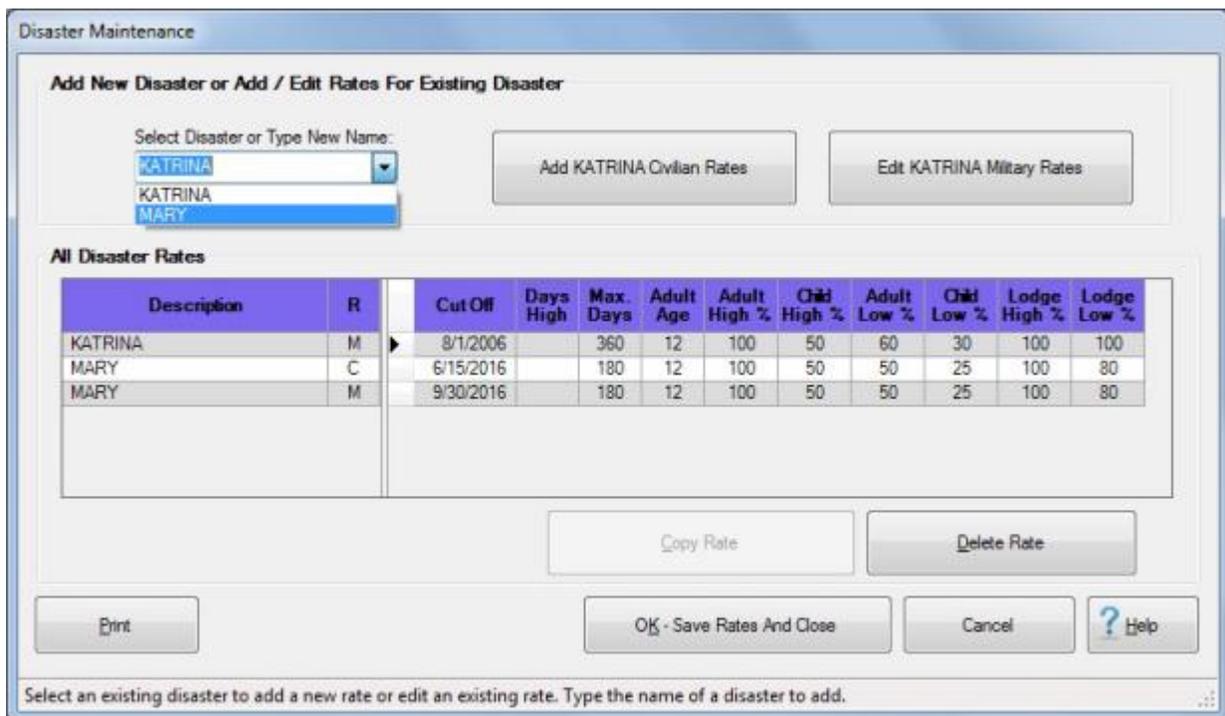
In order to better handle the various **rates** and **entitlement extensions** that often occur in connection with **evacuation** travel, a **Disaster Rates table** has been added to the IATS Maintenance module.

This table can be manually or automatically updated via a rates update file as approved changes are announced to the number of days allowable at each rate.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Constants/Descriptions** and then **click** on the **Disaster Rates** option.

 **Complete the following steps to "edit" an existing disaster rate:**

1. **Click** on the *down arrow* button appearing in the upper section of the screen under the heading "**Select Disaster or Type New Name**". A list of Disaster names will appear.



Disaster Maintenance

Add New Disaster or Add / Edit Rates For Existing Disaster

Select Disaster or Type New Name:

KATRINA
KATRINA
MARY

Add KATRINA Civilian Rates Edit KATRINA Military Rates

All Disaster Rates

Description	R	Cut Off	Days High	Max. Days	Adult Age	Adult High %	Child High %	Adult Low %	Child Low %	Lodge High %	Lodge Low %
KATRINA	M	8/1/2006		360	12	100	50	60	30	100	100
MARY	C	6/15/2016		180	12	100	50	50	25	100	80
MARY	M	9/30/2016		180	12	100	50	50	25	100	80

Copy Rate Delete Rate

Print OK - Save Rates And Close Cancel ? Help

Select an existing disaster to add a new rate or edit an existing rate. Type the name of a disaster to add.

2. **Click** on the desired Disaster name. The existing rates for the selected disaster **appear** in the input **fields** in the **grid** in the middle of the screen.
3. **Click** on either the **Edit Civilian Rates** or **Edit Military Rates** button as applicable.

Disaster Maintenance

Add New Disaster or Add / Edit Rates For Existing Disaster

Select Disaster or Type New Name:

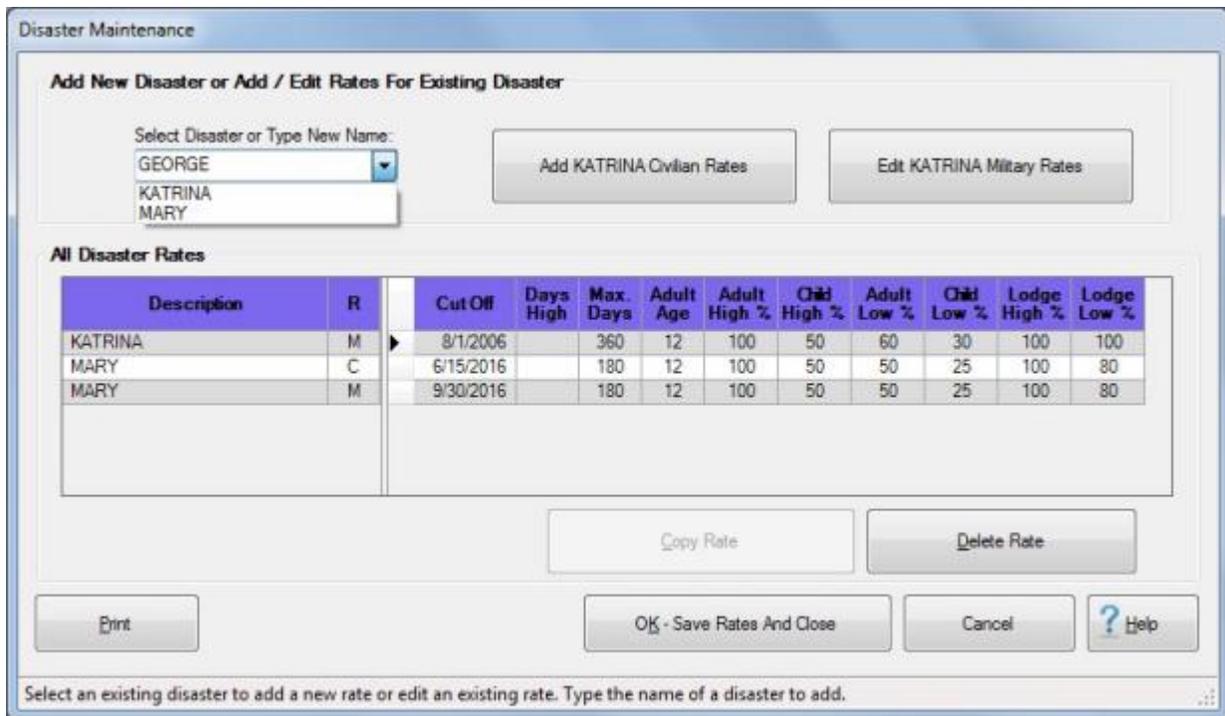
All Disaster Rates

Description	R	Cut Off	Days High	Max. Days	Adult Age	Adult High %	Child High %	Adult Low %	Child Low %	Lodge High %	Lodge Low %
KATRINA	M	8/1/2006		360	12	100	50	60	30	100	100
MARY	C	6/15/2016		180	12	100	50	50	25	100	80
MARY	M	9/30/2016		180	12	100	50	50	25	100	80

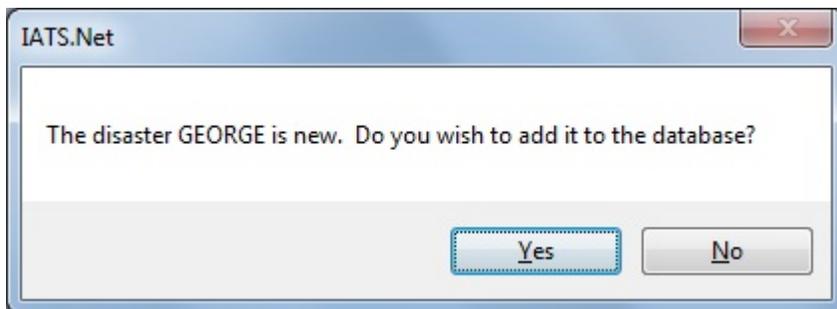
2. **Click** in the **field(s)** you wish to edit and **type** the desired **change**. After typing the desired change, **press** the *Tab* key to the next field.
3. When you have made all of the required changes, **click** on the **OK - Save Rates and Close** button. IATS will **save** the changes and **return** to the **Maintenance Main Menu** screen.

 Complete the following steps to "add" a new disaster name and the applicable rates:

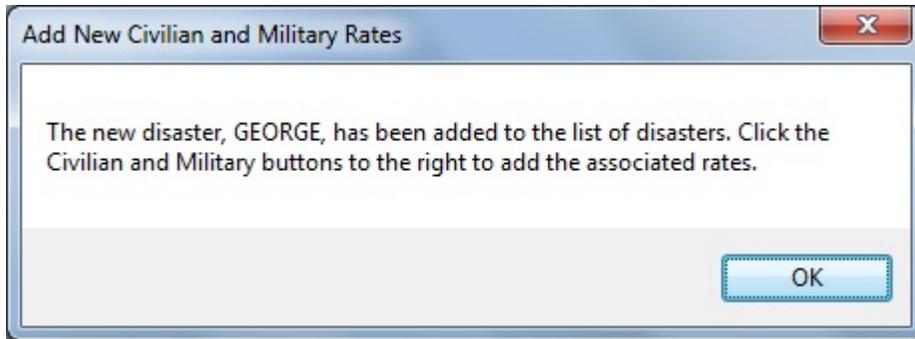
1. **Select Disaster or Type New Name:** - Click in the **Select Disaster or Type New Name** field in the upper section of the screen.



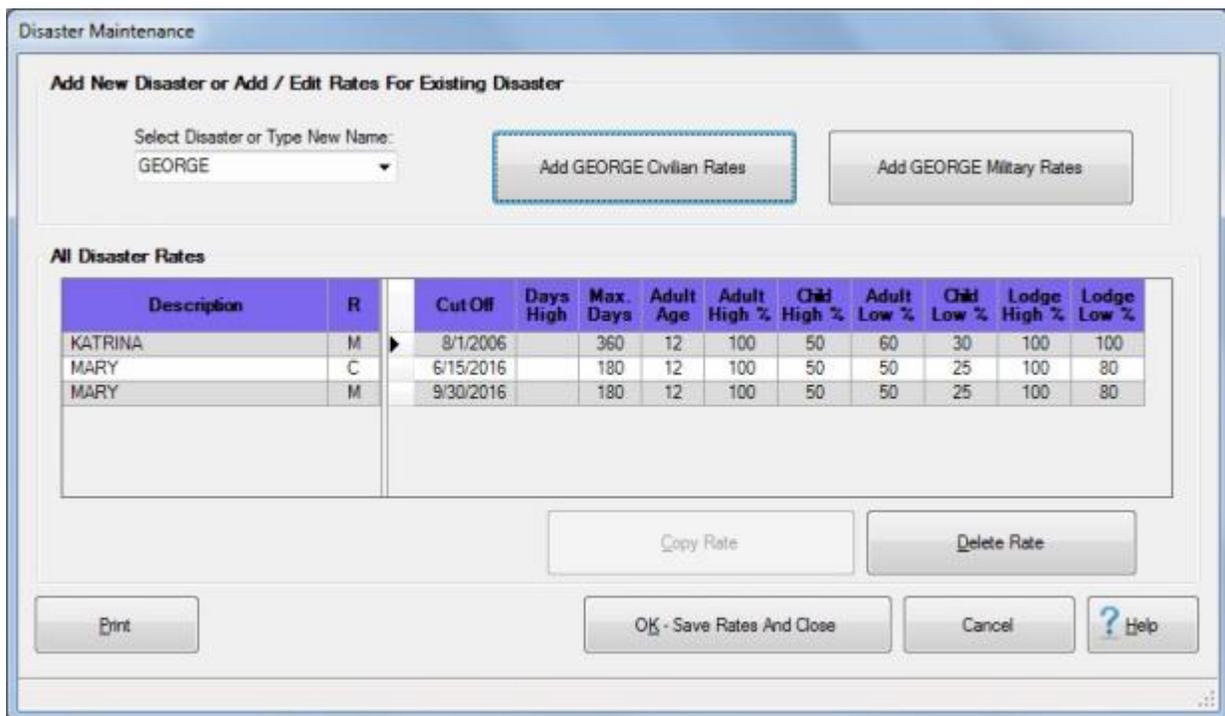
2. Press the **Delete** button to **delete** the highlighted disaster name.
3. **Type** the new disaster **name**, and then **press Tab**. A *pop-up message* will appear indicating that the disaster is **new** and asks if you wish to **add** it to the database.



4. **Click** on *Yes* if you wish to **add** the new disaster name. A *pop-up message* will appear indicating that the disaster has been **added** and instructing you to **click** on the **Civilian** and **Military** buttons to **add** the rates.



5. Click on **OK**.



6. Click on either the **Add Civilian Rates** or **Add Military Rates** button. The new disaster will now appear in the **Description** column in the rates grid and the current date will appear in the **Cut Off** column.

Add New Disaster or Add / Edit Rates For Existing Disaster

Select Disaster or Type New Name:
 GEORGE

Add GEORGE Civilian Rates Add GEORGE Military Rates

All Disaster Rates

Description	R	Cut Off	Days High	Max. Days	Adult Age	Adult High %	Child High %	Adult Low %	Child Low %	Lodge High %	Lodge Low %
KATRINA	M	8/1/2006		360	12	100	50	60	30	100	100
MARY	C	6/15/2016		180	12	100	50	50	25	100	80
MARY	M	9/30/2016		180	12	100	50	50	25	100	80
GEORGE	C	6/20/2016		0	12	100	50	60	30	100	100

Copy to GEORGE Military Rate Delete GEORGE Civilian Rate

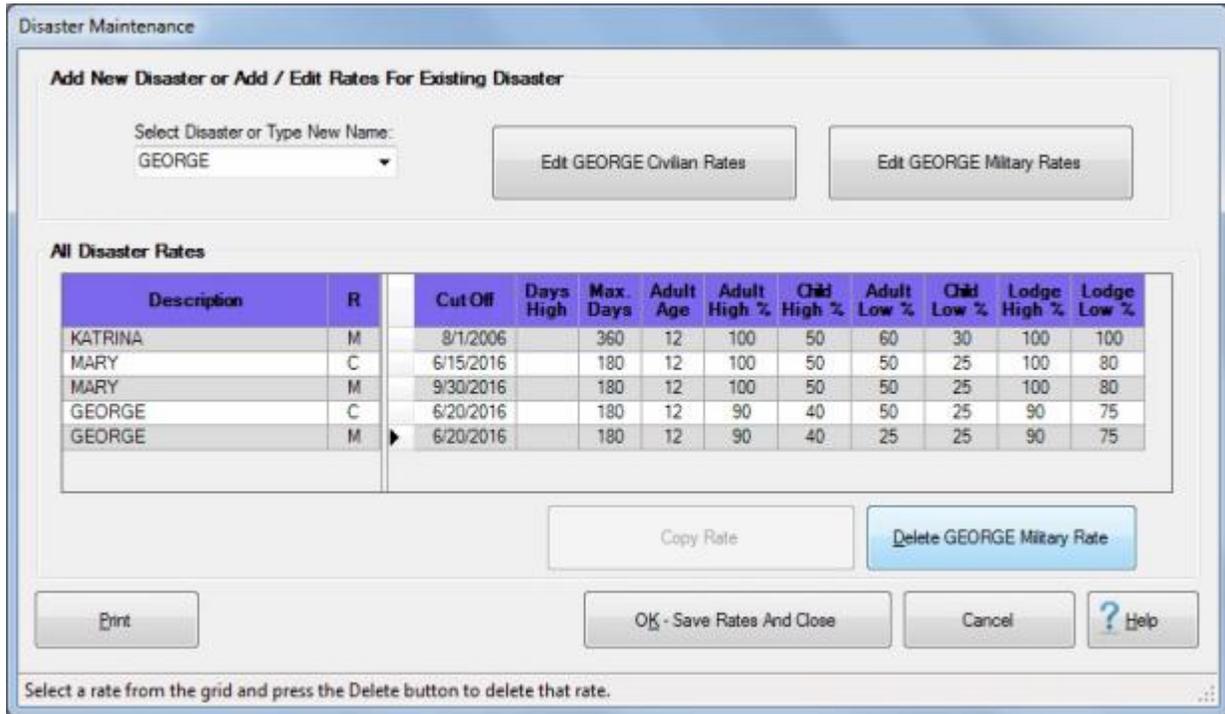
Print OK - Save Rates And Close Cancel ? Help

7. **Cutoff Date:** - Type the **ending date** for the evacuation entitlement **period** in **MMDDYY** format and **press Tab**.
8. **Days High:** - Refer to the regulation authorizing the disaster rate, **type the number** of days allowed at the highest rate, and then **press Tab**.
9. **Max Days:** - Refer to the regulation authorizing the disaster rate, **type the number** of days allowed for the entitlement, and then **press Tab**.
10. **Adult Age:** - Refer to the regulation authorizing the disaster rate, **type the age** qualifying for the adult rate, and then **press Tab**.
11. **Adult High %:** - Refer to the regulation authorizing the disaster rate, **type the percentage** allowed for an **adult** at the highest rate, and then **press Tab**.
12. **Child High %:** - Refer to the regulation authorizing the disaster rate, **type the percentage** allowed for a **child** at the highest rate, and then **press Tab**.
13. **Adult Low %:** - Refer to the regulation authorizing the disaster rate, **type the percentage** allowed for an **adult** at the lowest rate, and then **press Tab**.
14. **Child Low %:** - Refer to the regulation authorizing the disaster rate, **type the percentage** allowed for a child at the lowest rate, and then **press Tab**.
15. **Lodging High %:** - Refer to the regulation authorizing the disaster rate, **type the percentage** allowed for **lodging** at the highest rate, and then **press Tab**.
16. **Lodging Low %:** - Refer to the regulation authorizing the disaster rate, **type the percentage** allowed for **lodging** at the lowest rate, and then **press Tab**.

Note: After you have entered either the **Civilian** or **Military** rates for the new disaster you can use the **Copy** button to **duplicate** the rates you entered to either the **Civilian** or **Military** table depending on which one you entered **first**. After copying the rates you may **edit** them as needed.

17. When you have made all of the required entries, **click** on the **OK - Save Rates and Close** button.
18. IATS will **save** the new disaster rates and **return** to the **Maintenance Main Menu** screen.

 Complete the following steps to "delete" an existing disaster rate:



Description	R	Cut Off	Days High	Max. Days	Adult Age	Adult High %	Child High %	Adult Low %	Child Low %	Lodge High %	Lodge Low %
KATRINA	M	8/1/2006		360	12	100	50	60	30	100	100
MARY	C	6/15/2016		180	12	100	50	50	25	100	80
MARY	M	9/30/2016		180	12	100	50	50	25	100	80
GEORGE	C	6/20/2016		180	12	90	40	50	25	90	75
GEORGE	M	6/20/2016		180	12	90	40	25	25	90	75

1. At the Disaster Maintenance screen, **click** on the **rate** listed in the grid in the **Description** column under the **All Disaster Rates** heading.
2. You will see an **arrow** pointing at the **Cut Off** date as shown above.
3. When you are **sure** you have selected the rate you wish to delete, **click** on the **Delete** button. A *pop-up* message will appear asking if you wish to delete the selected rate.



4. If you are sure, **click** on *Yes*. IATS will delete the selected rate.
5. Click on the **OK - Save Rates and Close** button.
6. IATS will **save** the changes and **return** to the **Maintenance Main Menu** screen.

Maintaining the EFT Rejection Codes Table

The **Maintain EFT Rejection Codes** screen provides a listing of the various codes used to describe the reasons why a particular EFT transaction was either **rejected** or **corrected** by the disbursing system.

This table can be manually updated if you should need to **add** new codes or **delete** codes. You may also generate a **print-out** of the list of rejection codes.

Rej Code	Description
C01	Incorrect Account Number (AN)
C02	Incorrect Routing Number (RTN)
C03	Incorrect RTN and AN
C05	Incorrect Transaction Code (TC)
C06	Incorrect AN and TC
C07	Incorrect RTN, AN and TC
R01	Insufficient Funds
R02	Account Closed

When IATS is initially installed, this table is already populated with most of the common rejection codes normally encountered. Additional codes can be **added** to or **deleted** from this table by using the instructions outlined in the **steps below**.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **EFT Rejection Codes** option.

Complete the following steps to "insert" a new rejection code:

1. **Click** on the **Insert** button. A blank line appears at the top of the grid.
2. At the **Rej Code** field, **type** the new 3 character reject **code** and **press Tab**.

3. At the Description field, **type** the description of the code and then **press** *Tab*.
4. **Click** on the **OK** button to **save** the changes.

 **Complete the following steps to "delete" a rejection code:**

1. **Click** on the rejection **code** you wish to delete.
2. When the desired code is highlighted, **click** the **Delete** button. A *pop-up* message will appear asking if you are **sure** you wish to delete the rejection code.
3. **Click** on Yes. IATS deletes the selected rejection code.
4. **Click** on the **OK** button to **save** the changes.

Maintaining DPS Item Codes

Defense Personal Property System (DPS) Accounting **Codes** and **Descriptions** for the codes are stored in a table in the IATS database.

The **Maintain DPS Item Codes** screen is used to allow users to **view** the codes and descriptions and to also **add** or **delete** items from the table.

Maintain DPS Item Codes

Maintain DPS Item Codes

Entitlement Type ALL Clear Filter

Code	Description	Entitlement Type
105A	Full Pack	Ship HHG 3rd Party
105B	Pack Reg Crate	Ship HHG 3rd Party
105D	Debris Removal within 30 days	Ship HHG 3rd Party
105E	UnPack Reg Crate	Ship HHG 3rd Party
105J	Storage Inspection	HHG Temporary Storage
120A	Extra Labor Reg	Ship HHG 3rd Party
120B	Special Services	Ship HHG 3rd Party
120C	Wait Tm: Lab Reg	Ship HHG 3rd Party
120D	Extra Labor Reg-OT	Ship HHG 3rd Party
120E	Special Services-OT	Ship HHG 3rd Party
120F	Wait Tm: Lab OT	Ship HHG 3rd Party
125A	Shuttle Service 25 or less miles	Ship HHG 3rd Party
125B	Shuttle Service Over 25 Miles	Ship HHG 3rd Party

Add Delete

Print OK Cancel ? Help

Note: To access this screen, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Constants/Descriptions** and then **click** on the **DPS Item Codes** option.

Filtering the grid display:

1. The **default** value at the **Entitlement Type** field, located **just above the grid**, is **All**. If you wish to **change** the display for a specific Entitlement Type, **click** on the **down arrow** button in this field. IATS will **display a list** of the various Entitlement Types.

Maintain DPS Item Codes

Maintain DPS Item Codes

Entitlement Type: ALL

Clear Filter

Code	Description	Entitlement Type
105A	Full HHG Non-temporary Storage	Ship HHG 3rd Party
105B	Pack Reg Crate	Ship HHG 3rd Party
105D	Debris Removal within 30 days	Ship HHG 3rd Party
105E	UnPack Reg Crate	Ship HHG 3rd Party
105J	Storage Inspection	HHG Temporary Storage
120A	Extra Labor Reg	Ship HHG 3rd Party
120B	Special Services	Ship HHG 3rd Party
120C	Wait Trn: Lab Reg	Ship HHG 3rd Party
120D	Extra Labor Reg-OT	Ship HHG 3rd Party
120E	Special Services-OT	Ship HHG 3rd Party
120F	Wait Trn: Lab OT	Ship HHG 3rd Party
125A	Shuttle Service 25 or less miles	Ship HHG 3rd Party
125B	Shuttle Service Over 25 Miles	Ship HHG 3rd Party

Add Delete

Print OK Cancel ? Help

Select the IATS entitlement type with which you want to add/modify/delete Item Codes

2. Click on the **Entitlement Type** you wish to display. The **information** shown in the grid will then be the selected Entitlement Type.

Using the Filter Row:

1. You will **notice** a **blank line** just under the **column headings** on the grid. This is a **Filter Row** as shown below.
2. In the example below, (521) was entered into the Filter Row in the **Code** column. **Notice** that every code displayed in the **Code** column begins with the numbers (521).
3. You may **filter** the **Description** and **Entitlement Type** columns using this same technic except for entering **alpha characters** instead of numbers.
4. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.

Maintain DPS Item Codes

Entitlement Type Clear Filter

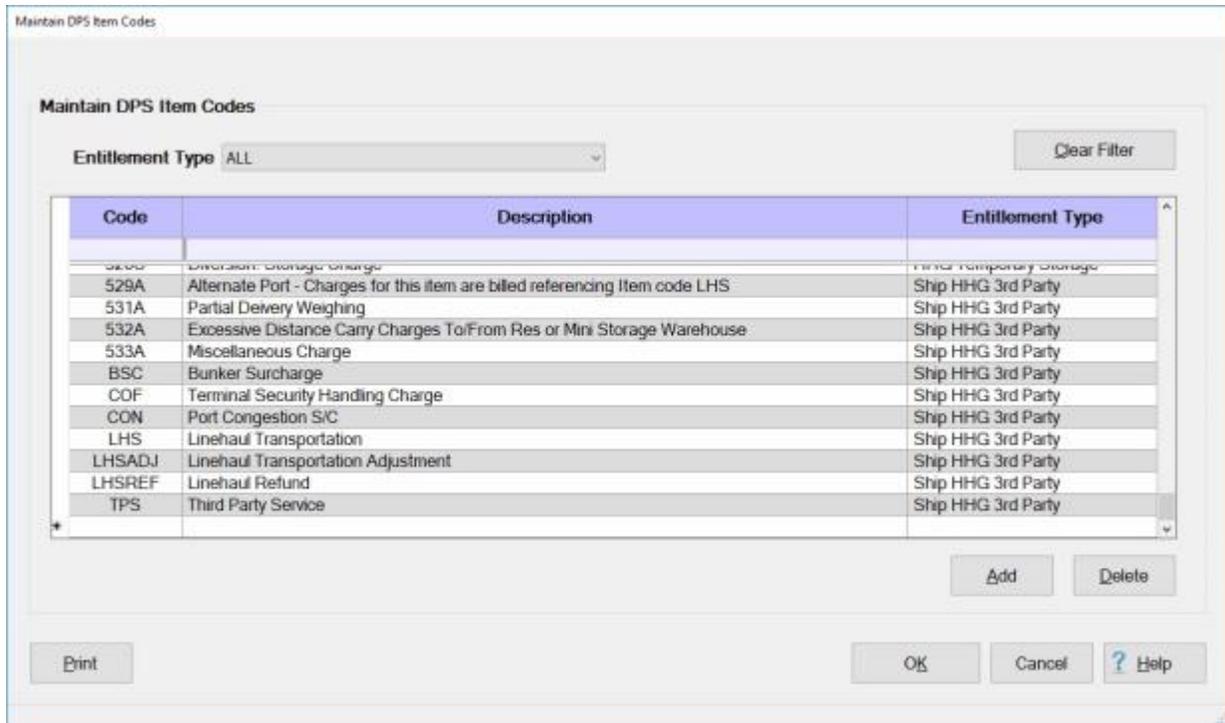
Code	Description	Entitlement Type
521	Filter Row	
521L	Administrative fee	HHG Temporary Storage
521C	Alaska - 30 miles or less	HHG Temporary Storage
521D	Alaska - over 30 miles - min charge	HHG Temporary Storage
521I	All other overseas areas - 30 miles or less	HHG Temporary Storage
521J	All overseas areas except (Germany, Alaska, or Hawaii) - over 30 miles - min charge	HHG Temporary Storage
521B	CONUS and the Island of Oahu, Hawaii - over 30 miles - min charge	HHG Temporary Storage
521F	Germany - over 30 miles - min charge	HHG Temporary Storage
521E	Germany 0 30 miles or less	HHG Temporary Storage
521G	Hawaii - 30 miles or less	HHG Temporary Storage
521H	Islands of Hawaii (other than Islands of Oahu) - over 30 miles - min charge	HHG Temporary Storage
521K	Minimum charge	HHG Temporary Storage
521A	SIT - any point within CONUS - 30 miles or less	HHG Temporary Storage

Add Delete

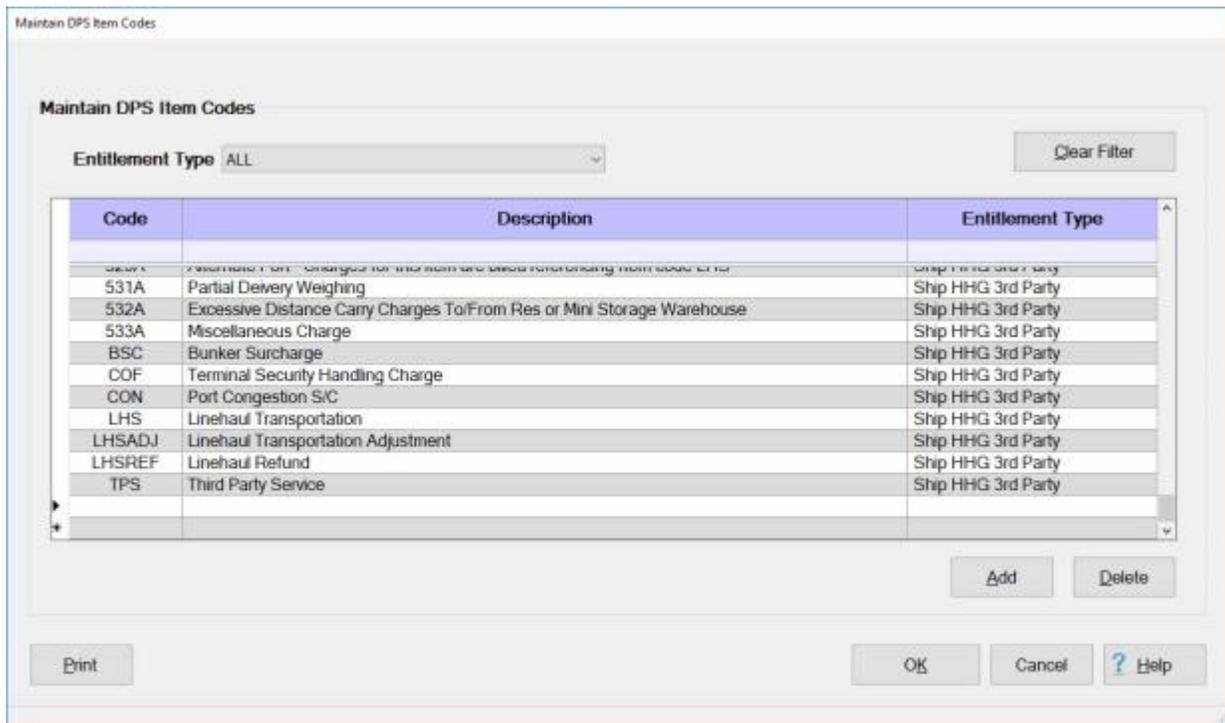
Sorting the grid display:

1. **Notice** in the screen image above that a **Sort Indicator** is shown.
2. The various columns in the grid may be **sorted** in **ascending** or **descending** order which would be either **numerically** or **alphabetically** depending on the column.
3. To **sort** a column, **click** in the column **title** field. You will notice that the entire column will then be **highlighted** in **blue**. You will also notice a **Sort Indicator** button appearing next to the **column title**.
4. **Click** on the **Sort Indicator** button to sort the column in **ascending** or **descending** order.

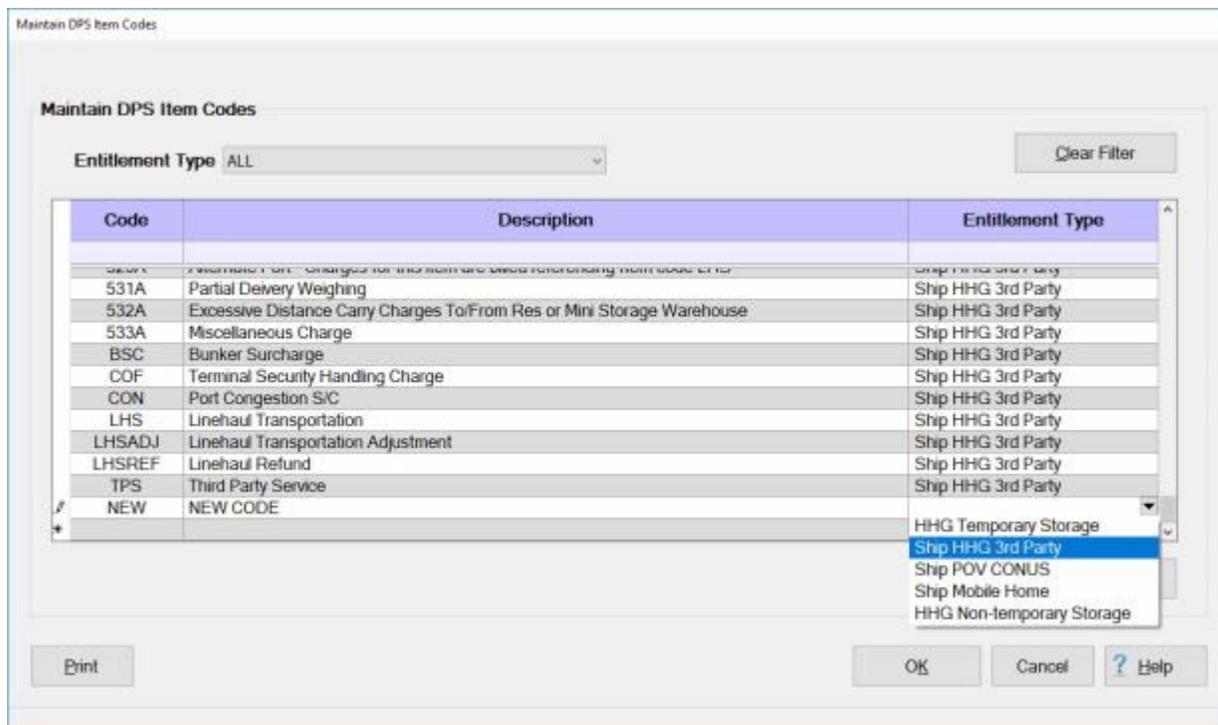
Adding a new code to the DPS Item Codes Table:



1. **Ensure** that the **display** in the grid is set to **All** for the **Entitlement Type**.
2. **Scroll** down to the **bottom** of the grid.
3. **Click** on the **Add** button. A new blank line will appear under the **last item** listed as shown below.



4. **Click** in the **Code** field, **enter** the desired **code number** and then **press Tab** to advance to the **Description** field.
5. **Enter** the desired **description** for the new code at the **Description** field and then **press Tab** to advance to the **Entitlement Type** field.



6. At the **Entitlement Type** field, **click** on the *down arrow* button to display a listing of Entitlement Types.
7. **Click** on the desired **Entitlement Type** for the new code being added.
8. **Click** on the **OK** button to save your entries.

Deleting a code from the DPS Item Codes Table:

1. Using one of the filtering methods described above, **display** the **code** you wish to delete.

Maintain DPS Item Codes

Maintain DPS Item Codes

Entitlement Type ALL Clear Filter

Code	Description	Entitlement Type
531A	Partial Delivery Weighing	Ship HHG 3rd Party
532A	Excessive Distance Carry Charges To/From Res or Mini Storage Warehouse	Ship HHG 3rd Party
533A	Miscellaneous Charge	Ship HHG 3rd Party
BSC	Bunker Surcharge	Ship HHG 3rd Party
COF	Terminal Security Handling Charge	Ship HHG 3rd Party
CON	Port Congestion S/C	Ship HHG 3rd Party
LHS	Linehaul Transportation	Ship HHG 3rd Party
LHSADJ	Linehaul Transportation Adjustment	Ship HHG 3rd Party
LHSREF	Linehaul Refund	Ship HHG 3rd Party
NEW	NEW CODE	Ship HHG 3rd Party
TPS	Third Party Service	Ship HHG 3rd Party

Add Delete

Print OK Cancel ? Help

2. **Click** on the **code** that you wish to delete.
3. When the desired code is **highlighted** in blue, **click** on the **Delete** button. The following **message** will appear asking if you are **sure** you wish to **delete** the selected code.

IATS Notification

 Are you sure you wish to delete DPS Code NEW? Deletions cannot be undone.

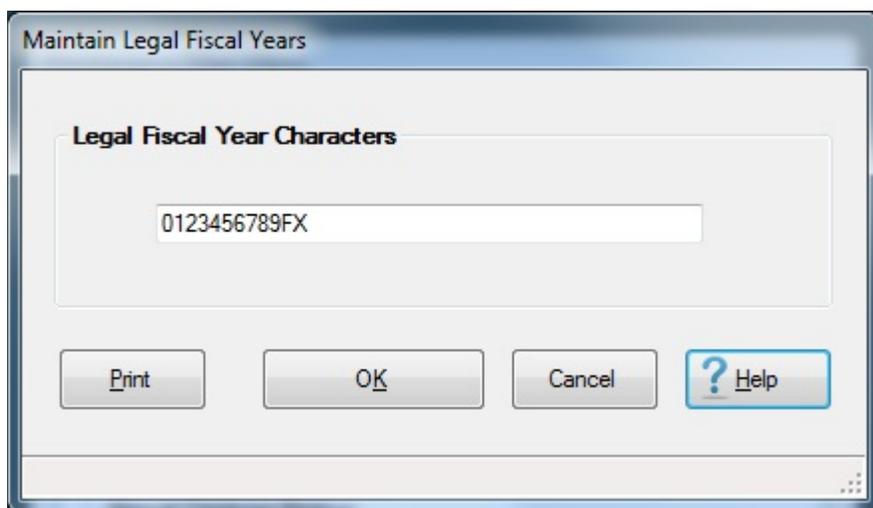
Yes No

4. **Click** on *Yes* or *No* as desired.

Maintaining Legal Fiscal Years

A **fiscal year** is the **accounting** year in which the **funds** allocated by the various government agencies are managed.

The **Maintain Legal Fiscal Years** screen is used to store and display the characters that represent the fiscal years used in processing travel entitlements. This table is already populated when **IATS** is **installed** and is automatically updated by the monthly per diem **rates** provided by Professional Software Consortium. On occasion, however, the Travel Supervisor may find it **necessary** to make changes or add a new character.



Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **Legal Fiscal Years Designatio** option.

 **Complete the following steps to "add" a new fiscal year character:**

1. **Click** at the **location** within the **string** of characters where the new character belongs.
2. **Type** the new character and then **click** the **OK** button.

 **Complete the following steps to "delete" a fiscal year character:**

1. **Click** within the **string** of characters to the left of the character you wish to delete.
2. **Press** the **Delete** key and then **click** the **OK** button.

Tip: Click the **Print** button for a **print-out** of the Legal Fiscal Years table.

Back-up the IATS Database

A **feature** has been added to the IATS **Maintenance** module that allows a user with **System Administrator** or **Super User** capabilities to **copy** a **back-up** of the IATS **database** to a specified **location**.

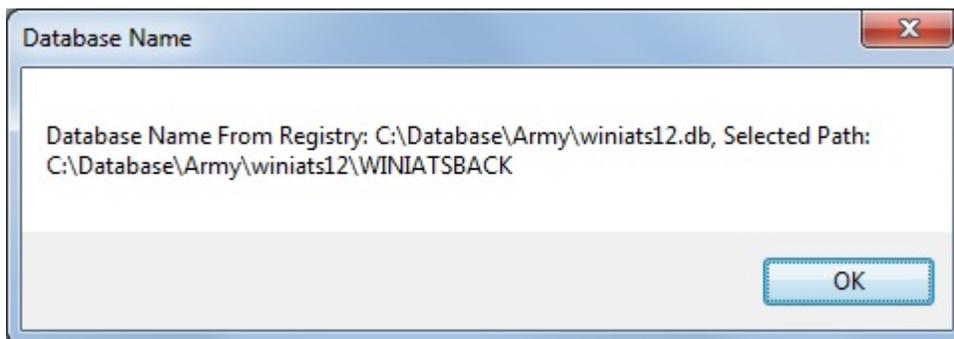
Note: To **access** the database back-up option, **change** the View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **Manual DataBase Backup** option.

 **Complete the following steps to "back-up" the IATS database:**

1. If your system is a **network** configuration and other users are logged in, the **Users Currently Logged In** screen appears.

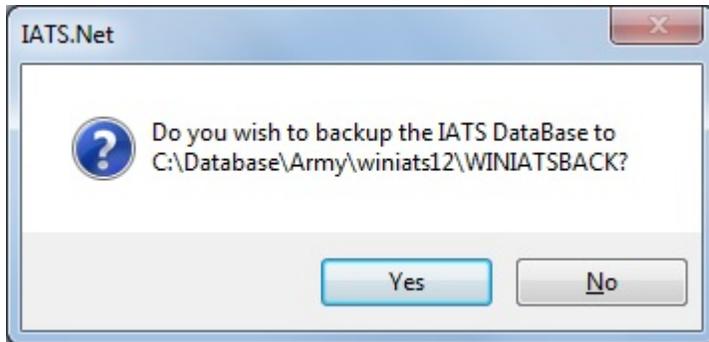


2. When this screen appears, you may either **continue** or **cancel** the back-up
3. If you **continue** with the back-up or if no other users are logged in, the following *pop-up* message will appear.



Note: When the above *pop-up* message appears, the exact path, location, and name of the IATS **database** and **back-up directory** is displayed. IATS users have no option to **change** the **path, location, or name** for the back-up file. In addition, IATS will create a **zip** file for the **winiats.log** file. The **name** of the zip file will be based upon the **date** the back-up was created. For example (052412log.zip). The log file must be **saved** for at least one year.

4. If you wish to continue, **click** on **OK**. The following *pop-up* message will appear



5. If you wish to **continue** and perform a back-up of the IATS database, **click** on **Yes**. Otherwise, **click** on **No**.
6. When the back-up is **complete**, the following *pop-up* message will **appear**:



7. **Click** on **OK**. IATS will **return** to the **Maintenance Main Menu** screen.

Maintaining the Automated DB Backup Info

A feature was added to IATS that allows travel offices to perform an automated backup of their database. The **Automated Data Base Backup Info** screen is used to set-up the criteria.

Note: To **access** the automated database back-up option, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **Automated DataBase Backup** option.

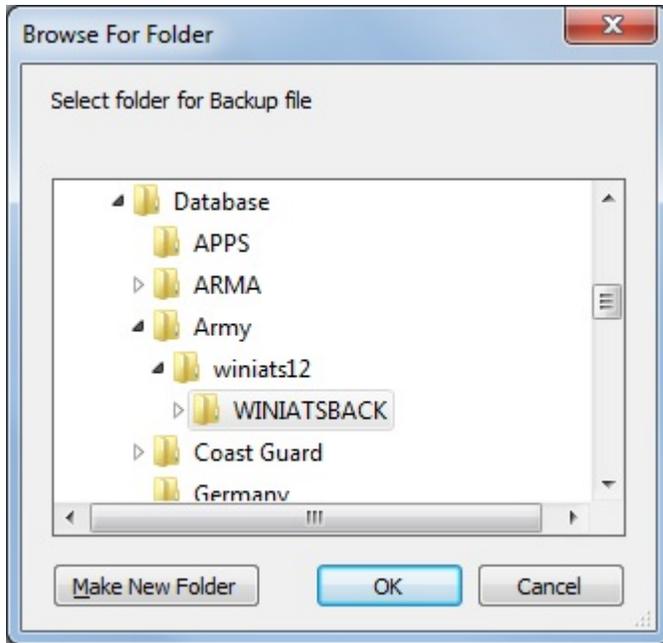
The screenshot shows a dialog box titled "Automated Data Base Backup Info". It contains the following fields and controls:

- Backup Frequency:** A dropdown menu currently set to "Weekly".
- Backup Day:** A dropdown menu currently set to "Monday".
- Backup Start Time (24 hour clock):** A text input field containing "0200".
- Backup Location:** A text input field containing "C:\Database\Army\winiats12\WINIATSBACK" and a "Browse" button (represented by three dots).

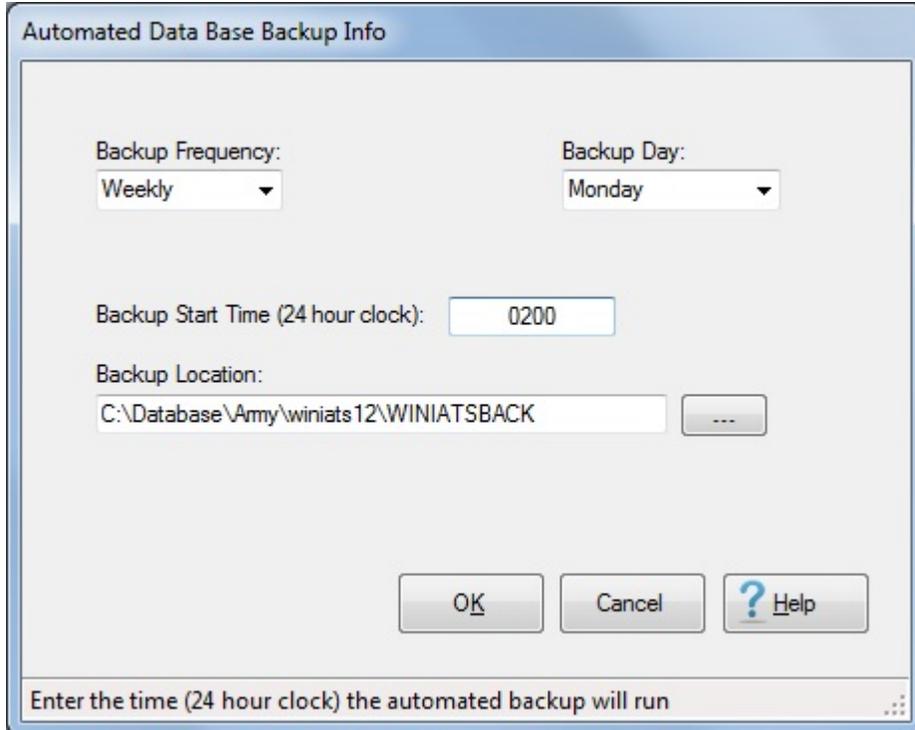
At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help". A status bar at the very bottom of the dialog contains the text: "Enter the time (24 hour clock) the automated backup will run".

Complete the following steps to "set-up" the automatic database back-up criteria:

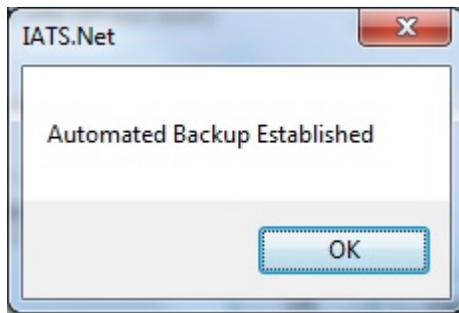
1. **Backup Frequency:** - Click on the *down arrow* button and then click on **Daily**, **Weekly**, or **Monthly**.
2. **Backup Day:** - Click on the *down arrow* button and then click on the desired day.
3. **Backup Start Time:** - Enter the backup **start time** using a **24 hour** clock format.
4. **Backup Location:** - If you wish to use the **default** backup location, click on **OK**. If not, click on the **Browse** button.
5. If you click on the **Browse** button, the following **screen** appears:



6. At the **Browse For Folder** screen select the **drive** and **folder** you wish to use as the Backup Location.
7. **Click** on **OK** after you have selected the desired Backup Location. IATS will return to the **Automated Data Base Backup Info** screen.



8. If you are **satisfied** with the **criteria** for the automated backup, **click** on the **OK** button. The following message appears.



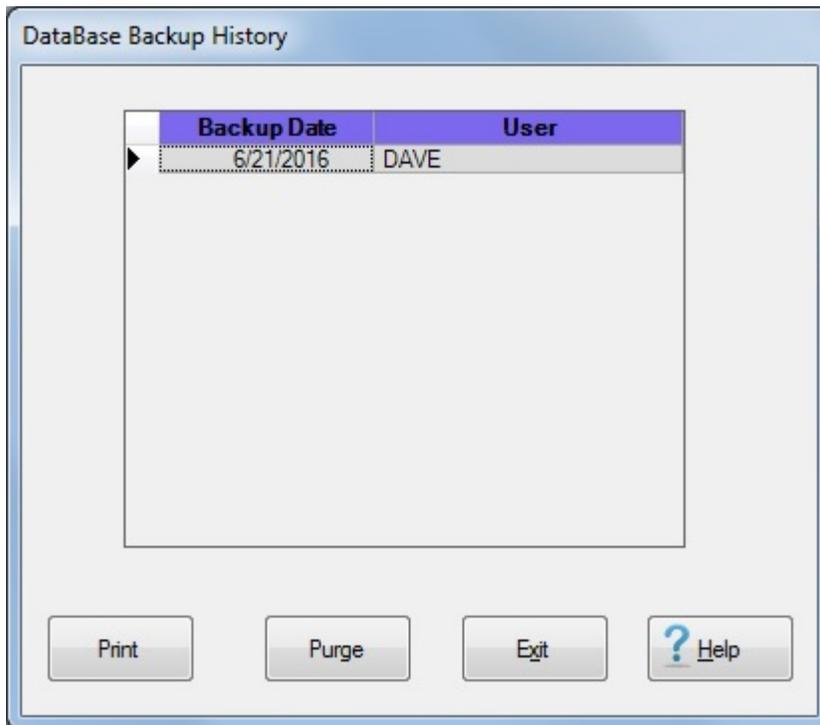
9. **Click** on **OK** to complete the set-up.

Viewing the Database Back-up History

To determine **who** ran the **back-up** of an IATS database in a travel office that connects to **multiple databases**, a new feature was added to IATS to display the **history** of **all** of the back-ups that have been performed (for the last **25** users). This history displays the back-up **dates** and the **user-name** of the person who performed a back-up .

 **Complete the following steps to "view" the IATS database back-up history:**

1. **Change** the View to **Maintenance**.
2. At the **Maintenance Main Menu**, **click** on the **Database Backup History** option.



3. **Click** on the **Purge** button if you wish to **delete** this history.
4. **Click** on the **Print** button to generate a print-out of the history.
5. If you are finished, **click** on the **Exit** button.

Maintaining System Configuration

Immediately following the installation of IATS, the system must be configured before proceeding with any of the initial system maintenance. This process allows the customer to **personalize** the system by activating their required **accounting** structure and any service unique features. In addition, this process is also used to indicate whether the system should run in a **network**, or **stand-alone** mode.

The following **interfaces** to other systems and special **features** are **activated** from this screen:

- Interface to Disbursing systems
- Voucher Print File option
- Interface to the Payroll systems
- Stand-alone/Network switch
- Customer Identification
- RUC/Liaison Office Report feature
- Forced Audit Mode
- Automatic/Manual Block Ticket numbering switch
- Activating the DTOD Web Service switch

Note: To access this screen, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then click on the **Configuration** option.

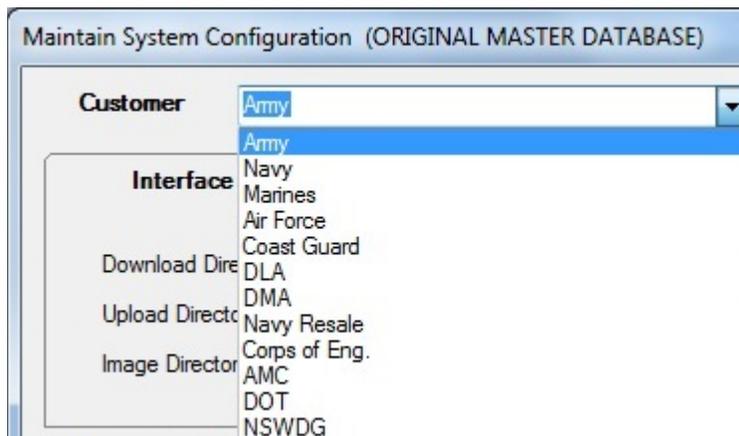
Because of the amount of **details** involved in **setting-up** the system **configuration** and the **variety** of IATS **customers**, the **instructions** for completing this screen will be covered in **several** related **topics**.

Click on the **See Also** button **below** and **select** the **topic** that provides detailed **instructions** for completing this screen.

Configuring the Customer

Immediately following the installation of IATS, the system must be configured before proceeding with any of the initial system maintenance. This process allows the customer to **personalize** the system by activating their required **accounting** structure and any service unique features.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **Configuration** option.



 Complete the following steps to "configure" the customer field:

1. The **Customer** field is at the very top of the **Maintain System Configuration** screen. At this field, **click** the *down arrow* button. A **list** of the possible IATS **customers** is displayed.
2. **Click** on the desired customer **name** to make a **selection**.

Tip: **Click** on the **See Also** button below for additional **instructions** on configuring IATS.

Configuring the Interface File Directories

Immediately following the **installation** of IATS, the system must be configured before proceeding with any of the initial system **maintenance**. One of the items that may need to be configured, depending on organizational preference, is the location where files **downloaded** into IATS or **created** by IATS will reside. When IATS is initially installed, the **configuration** for these items are **subdirectories** named **DOWNLOAD** and **UPLOAD**.

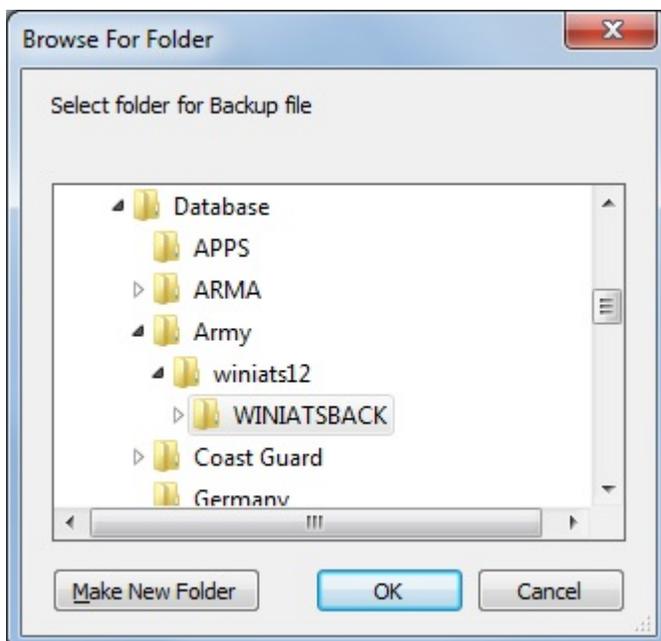
Another subdirectory that must be configured is the **Image** directory.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **Configuration** option.

Interface File Directories		T-PAX URLs	Misc. Settings
Download Directory	c:\DOWNLOAD		Browse
Upload Directory	c:\UPLOAD		Browse
Image Directory	C:\NetIATS\images		Browse

 Complete the following steps to "re-configure" the upload/download/image paths:

1. At the **Download, Upload, or Image Directory** field, **click** on the **Browse** button. The **Browse for Folder** screen appears.



Note: In the example above, the **default** value is the **(C:) drive**. If this is the **correct** path, no **action** is necessary. If this is not the correct path, **continue** with the following **steps**:

2. If the correct **drive** is displayed, but a different **directory** is desired, **click** on the displayed **drive letter** icon. A **list** of all of the associated **directories** on that drive appears.
3. If the correct **directory** is now **displayed**, **click** on that **directory** and then **click** on **OK** to make the selection.
4. If wishing to **change** drives, **click** on the *up* or *down* **arrow** buttons on the right side of the screen to **scroll** up or down the list of available drives. If the desired **drive** is now displayed, **click** on that **drive** to make a selection.
5. If a different **drive** was selected, but the correct **directory** needs to be selected, **repeat** steps **2** and **3** above until the correct **drive** and **directory** are selected.
6. When **satisfied** that the desired **paths** are selected, **click** the **OK** button to **save** the entries and **return** to the **System Configuration** screen.

Tip: **Click** on the **See Also** button below for additional **instructions** on configuring IATS.

Configuring the System Description

In the **System Description** section of the **Maintain System Configuration** screen, there are several **options** that may be **activated** in order to **customize** IATS for the particular agency.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **Configuration** option.

System Description			
Standalone	<input type="checkbox"/>	Allow Claims by Self	<input type="checkbox"/>
Use Employee ID	<input type="checkbox"/>	Audit/Enter Same Claim	<input checked="" type="checkbox"/>
Liaison Reports	<input type="checkbox"/>	Use OCR Font	<input type="checkbox"/>
Reservist Travel	<input checked="" type="checkbox"/>	Payroll Office	<input type="checkbox"/>
Reason for Delete	<input checked="" type="checkbox"/>	Enable CAC	<input type="checkbox"/>
RITA Office Aware	<input type="checkbox"/>	Allow Duplicate Login	<input checked="" type="checkbox"/>
Prevalidate Accounting	<input type="checkbox"/>	Massive Multiple Travel	<input checked="" type="checkbox"/>
Forced Audit	<input type="checkbox"/>	HHG Calculator	<input checked="" type="checkbox"/>
Prepayment Audit	<input type="checkbox"/>	Use ISO 3166 Codes	<input type="checkbox"/>
EFT Rejects	<input checked="" type="checkbox"/>	ID Reason for Suppl	<input type="checkbox"/>
Auto Delete Blocks	<input checked="" type="checkbox"/>	Change DBs	<input type="checkbox"/>
Email Completed Claims	<input type="checkbox"/>	Cash Payment Allowed	<input type="checkbox"/>
HHG DPS Interface Active	<input type="checkbox"/>	Create Voucher Print File	<input type="checkbox"/>
# Days User Suspended till Deleted:	<input type="text" value="15"/>	Use Roles	<input checked="" type="checkbox"/>
ReAssign Claims w/o Block List	<input type="checkbox"/>	ODS Secure Upload Active	<input type="checkbox"/>
Return Reason Is Mandatory	<input type="checkbox"/>	Allow DTOD Override	<input checked="" type="checkbox"/>
Audit All Claims in Profile Restriction	<input checked="" type="checkbox"/>	Activate DTOD Web Service	<input type="checkbox"/>
		Scrub Disbursing Uploads	<input type="checkbox"/>
		Use State Taxes	<input checked="" type="checkbox"/>

Tip: To **activate** any of these features, **click** in the **box** next to the item or **press** the **space bar**. When a **check mark** appears in the box, the item is **activated**. If the item is already activated and you wish to **de-activate** the feature, **click** in the **box** or **press** the **space bar** to remove the **check mark**.

Following, is a description of each of these features:

1. **Standalone:** - Activate this feature if the **PC** IATS is being operated on is not connected to a **network**.
2. **Use Employee ID:** - If activated the IATS user will enter an alternative ID number into IATS to create the **travel account**. This ID number is used instead of a **social security number**. This is used by organizations that must protect **identities** for **security** reasons.
3. **Liaison Reports:** - This feature is primarily for **DLA**, and **Marine Corps** customers. If activated, IATS provides an input **screen** for the **Liaison**, or **RUC** offices. Input into this screen captures dates that IATS uses to generate a **tracking report**.
4. **Reservist Travel:** - **Click** in the **check box** to activate this option if you wish to process settlement claims for **reserve** travel. When this option is **activated** you will be able to **specify** a particular **status** for the reserve travel claim being processed.
5. **Reason for Delete:** - **Click** in the **check box** to **activate** this option if you wish to **generate** the **Deleted Traveler** and/or **Deleted Details Report**.
6. **RITA Office Aware:** - **Click** in the **check box** to **activate** this option if you have multiple offices and want the details for the **RITA** payment to be associated with a specific office.
7. **Prevalidate Accounting:** - **Click** in the **check box** to **activate** this option if you are an **Army** customer and wish **ensure** that the **APC** and **MDC codes** are **loaded** into the **accounting table** before a claim may be completed.
8. **Forced Audit:** - **Click** in the **check box** to **activate** this option if you wish to require the **Auditor** to **review** each **settlement request** in order to complete an **audit** and **release** the **block** for further processing.
9. **Prepayment Audit:** - Activate this feature if you wish to **generate** the **Prepayment Audit Report**.
10. **Post Audit:** - **Click** in the **check box** to activate this option if you wish to be able to generate the [Post Audit Summary Report](#).
11. **Validate CMET:** - This option is a feature for the **Navy** only. **Click** in the **check box** to activate this option if you wish to have the voucher examiners **validate** that the accounting citation for the claim being processed has been **loaded** into the **CMET table**.
12. **EFT Rejects:** - This field is only available for **Army** and **AMC** customers. If activated, EFT rejects will be **included** when the download file from the disbursing system is processed. **Click** in the **check box** to **remove** the **check mark** if you wish to have EFT rejects **eliminated** when the download file from the disbursing system is processed.
13. **Auto Delete Blocks:** - When IATS is installed this feature is automatically set to **active**. When this feature is active, IATS will automatically **delete** all **blocks** that are **empty** or in a **completed** status. The IATS user must [specify](#), however, the **number of days** after the block(s) have been placed in this status that the automatic deletion will occur.. **Click** in the **check box** if you wish to **turn off** this option.

14. **Email Completed Claims:** - Click in the **check box** to **activate** this option if you wish to have IATS automatically e-mail a copy of the completed voucher to the traveler. If this box is checked, (after the download has been processed and successfully posts **DOV** data to the traveler's detail record) IATS will automatically e-mail a copy of the voucher to the primary e-mail **address** in the traveler's **profile**.
15. **HHG DPS Interface Active:** - Click in the **check box** to **activate** this option if you wish use IATS to **import** the **DPS HHG Temporary Storage claims** (paid by the government) **file**.
16. **# Days User Suspended till Deleted:** - IATS user **accounts** will become **suspended** if the user's account has no activity for **30** days. IATS will automatically **delete** the user's account after the number of days shown at this field has passed. The **default** number of days is **15**. If you wish to change this number, **click** in the field and **type** the new value. **Note** that this value may not exceed **60** days.
17. **ReAssign Claims w/o Block List:** - Click in the **check box** to **activate** this option if you wish to **transfer requests** from one block to another **without** having IATS **display** a **list** of available **blocks** residing in the database.
18. **Return Reason is Mandatory:** - Click in the **check box** to **activate** this option if you to make it **mandatory** to enter a **reason** for **returning** a request.
19. **Audit All Claims in Profile Restriction:** - If activated and when using **Roles** rather than **Views** when **establishing** user **accounts**, and this option is checked, the only Roles that are allowed to check the option to **Audit All Claims** for a traveler on the **Traveler Profile** screen are the **Supervisor** and **Tax Accountant**.
20. **Allow Claims by Self:** - Activate this feature if your office **allows** users to **process** claims for themselves. If this option is not activated, you must enter the user's **SSN** at the **Passwords and Privileges** screen. IATS will then **prevent** a user from processing their own claim.
21. **Audit/Enter Same Claim:** - Click in the **check box** to **activate** this option if you wish to allow an IATS user to **enter** and also **audit** the same **claim**.
22. **Use OCR Font:** - Click in the **check box** to activate this option if you wish to have IATS use an **OCR font** when printing **vouchers** and collection **letters**.
23. **Payroll Office:** - Click in the **check box** to **activate** this option if you wish to **require** the user to **enter** a **payroll office code** when creating the travel order.
24. **Enable CAC:** - Click in the **check box** to activate this option if you wish to have WinIATS **require** the user to enter a Personal Identification Number (**PIN**) for their Common Access Card (**CAC**) upon login.
25. **Allow Dup. Login:** - Click in the **check box** to **disable** this option if you wish to have WinIATS generate a *pop-up* message advising a user to see a **System Administrator** for assistance. This option is designed for networked **environments** when multiple users are attempting to **login** to IATS with the same **user ID** and **Password**.
26. **Mass Mult. Travel:** - Click in the **check box** to activate this option if you wish to activate the **Mass Multiple Travelers** feature.

27. **HHG Calculator:** - Click in the **check box** to activate this option if you wish to use the optional **HHG Calculator** to compute the entitlement when processing claims for the **storage** of Household Goods. **Note** that when this option is **activated** you will see a new input **screen** for processing this type of claim. Once the **order** has been **created** you will not be able to use the previous method to process this type of claim unless you **de-activate** this option and **recreate** the travel order.
28. **Use ISO 3166 Codes:** - Click in the **check box** to **activate** this option if you wish for IATS to use **ISO 3166 Codes** for **country names** and their **subdivisions**.
29. **ID Reason for Suppl:** - If activated, IATS **prompts** the user to specify whether **purpose** for a **supplemental** claim was **DFAS** generated or **Traveler** generated. This prompt **appears** when a **supplemental** claim is being processed. This captured information is then used to generate the data for the **Reason for Supplemental** report.
30. **Change DBs:** - Click in the **check box** to activate this option if you wish to allow an IATS user to **switch** to different **databases without** having to **log out** of one database and **log back in** to a different one. This option will only work if the **username** and **password** are the **same** in each **database**.
31. **Cash Payment Allowed:** - Click in the **check box** to **activate** this option if your travel office wishes to select **cash** as a **payment option** for travel advance and settlement claims.
32. **Create Voucher Print File:** - This feature **creates** a print job **file** for **voucher(s)** rather than **sending** the print job to a **printer**. When this option is is **active**, all of the **transactions** on a **block** must be **printed** before the block may be **deleted**. To activate this feature, **click** in the **box** next to this item. When a **check mark** appears in the box, the feature is **activated**.
33. **Use Roles:** - Click in the **check box** to **activate** this option if you wish for IATS to use **Roles** rather than **Views** when **establishing** user **accounts**. Roles are established with a set of pre-determined **privileges** which ensures a more precise **segregation of duties**
34. **ODS Secure Upload Active:** - Click in the **check box** to **activate** this option if you wish to use IATS to **generate** secure **upload files** for the Operational Data Store (**ODS**).
35. **Allow DTOD Override:** - Click in the **check box** to **activate** this option if you wish to **override** the DTOD **mileage** that is automatically **populated** by IATS when you are entering a travel itinerary.
36. **Activate DTOD Web Service:** - Click in the **check box** to **activate** this option if you wish to use the **DTOD Web Site** to **obtain** official distances rather than using the DTOD mileage **tables** that are **embedded** into IATS.
37. **Scrub Disbursing Uploads:** - Click in the **check box** to **activate** this option if you wish to have IATS **scrub** the disbursing **upload file** to **blank out** sensitive information for certain IATS customers.
38. **Use State Taxes:** - Click in the **check box** to **activate** this option if you wish to have IATS **withhold state taxes** from taxable travel reimbursements

Tip: Click on the **See Also** button below for additional **instructions** on configuring IATS.

Configuring the System Interfaces

Because of the various **customers** that use IATS and the differences in associated **disbursing** and **accounting** systems, an **Interface** section was developed to allow user to **configure** IATS for their specific operations.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **Configuration** option.

Inbound and Outbound Interfaces

Disbursing Interface: DDS w/o MCTF

Local DITY TONOs Only:

Expanded MCTFS:

Payroll Interface Active:

Secondary dropdown menu options: with SLOA, w/o SLOA, with SLOA

Bottom dropdown menu option: w/o SLOA

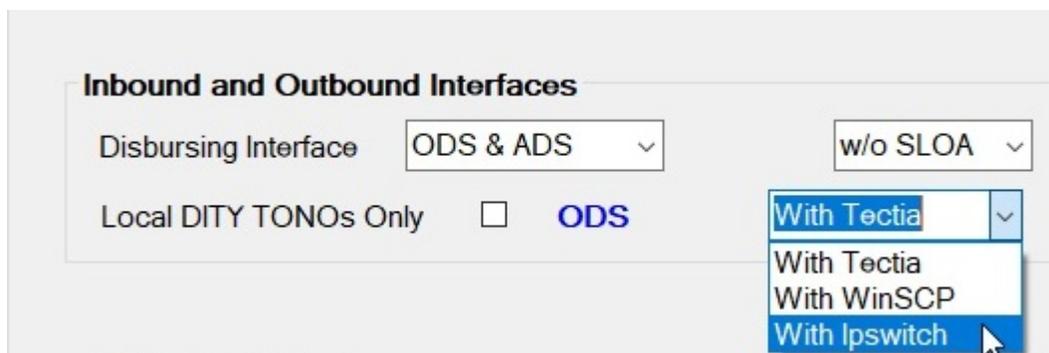
Note: **Ensure** that the **Customer** field at the top of the **Maintain System Configuration** screen displays your organization before **proceeding** with the following steps:

Complete the following steps to "configure" the Interface options:

1. **Disbursing Interface Active:** - **Click** the *down arrow* to display a **list** of the various disbursing system interface **options** for your organization and then **click** on the desired **option** to make a selection. IATS will then **create** a **file** in the correct **format** that can be **uploaded** to the selected **disbursing system** to disburse the payments.
2. **SLOA:** - A new change to the layout of the interface file has been developed to accommodate **SLOA**. This new layout must be **coordinated** with other systems, however. When all systems are coordinated, you must **click** on the *down arrow* and **change** the option from **w/o SLOA** to **with SLOA**.
3. **Payroll Interface Active:** - This field is used by all customers that will process a download **file** from the **Military Pay System**. This file is used to automatically **populate** the travel **accounts** with the Electronic Funds Transfer (**EFT**) data residing in the pay system. If this feature is not activated, IATS will not allow **access** to this **option** on the **System Administrator Menu**. To **activate** this feature, **click** in the **box** next to the item. When a **check mark** appears in the box, the feature is **activated**.

Note: For **Marine Corps** travel offices only, an option appears next to the **Payroll Interface Active** field that allows you to **change** the **layout** of the download file from the Military Pay System. A new change to the layout of the payroll interface file has been developed. This new layout must be **coordinated** with other systems, however. When all systems are coordinated, you must **click** on the *down arrow* and **change** the option from **no Personal History** to **with Personal History**.

4. **MCTIR File:** - For **Marine Corps** travel offices only, a new change to the layout of the MCTIR interface file has been developed. This new layout must be **coordinated** with other systems, however. When all systems are coordinated, you must **click** on the *down arrow* and **change** the option from **w/o 520** to **with 520**.
5. **Local DITY TONO's Only:** - For **Marine Corps** travel offices only. To activate this feature, **click** in the **box**. When a **check mark** appears in the box, the feature is **activated**. If this option is activated, IATS will only import **Local DITY** travel orders for the **Albany** travel office.
6. **Secure Uploads:** - For **Marine Corps** travel offices only. To activate this feature, **click** in the **box**. When a **check mark** appears in the box, the feature is **activated**. If this option is activated, IATS will **encrypt** the **upload** to **disbursing** file for security purposes. The encrypted file will then reside in a protected **directory** created by the System Administrator. The System Administrator will **create** the protected directory from the **Maintenance** menu. **Select** the option for **Configuration**. At the **Maintain System Configuration** screen, under the heading **Interface File Directories**, click in the **Upload Directory** field and enter the **location** and **name** for the protected directory.
7. **ODS Interface:** - If the **ODS Secure Upload Active** option was selected when the **System Description** was configured, you will see the word **ODS** (highlighted in blue) in the **Inbound and Outbound Interfaces** section as shown above. In the field next to these words, **click** on the *down arrow* to display a **list** of **FTP** options and then **click** on the desired option.



8. After selecting the desired FTP option, **click** on the word **ODS**. The **ODS FTP Configuration** screen will appear.

The screenshot shows a dialog box titled "ODS FTP Configuration". It contains the following fields and controls:

- User ID:** A text box containing the value "MDFEIAT1".
- Password:** A text box with masked characters (dots).
- Re-enter:** An empty text box for password confirmation.
- Issue Date:** A date field showing "8/4/2015" with a small downward arrow indicating a calendar selection.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

9. The **user ID** and **password** for the selected FTP option will be already populated.
10. **Re-enter:** - At the Re-enter field, **type** your **password** to **confirm** it.
11. **Issue Date:** - Verify your issue date and change the date if necessary. If needed, enter the new date in **MMDDYY** format or **click** on the *down arrow* button and use the **calendar** to select the new date.
12. After you have re-entered your password and changed the date (if applicable), **click** on the **Save** button.
13. **TPS Interface:** - If the IATS web service **license** is **installed** and the web service has been **activated**, you will see the option **Is TPS Interface Active** with a **check mark** in the check box indicating that the web service option is **active**.

Tip: Click on the **See Also** button below for additional **instructions** on configuring IATS.

Configuring Block Numbering

IATS allows users to either manually create block numbers or the system will create them automatically if the feature is activated.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **Configuration** option.

The screenshot shows a configuration window titled "Blocking". It contains the following fields and controls:

- Blocking:** A checked checkbox.
- Blocking Number Assigned:** A dropdown menu currently showing "Manual", with a list of options including "Automatic" and "Manual".
- Skeleton:** An empty text input field.
- Next Available:** An empty text input field.
- # Days Before Block Deletion:** A text input field containing the number "10".

Note: When IATS is initially installed, the default configuration for block numbering is **Manually**. Users may **change** this option to **Automatically**, however, by **completing** the following steps.

Complete the following steps to "activate" automatic block numbering:

1. **Blocking Number Assigned:** - **Click** the *down arrow* button at this field and then **click** on **Automatic**.
2. **Skeleton:** - If **Automatic** was selected at the **Blocking Number Assigned** field, **click** on the down arrow button to **select** a **skeleton** for the first several **characters** of the block number. A *drop down listing* appears displaying the following choices:
 - **YYMMDD#####:** - Clicking on this option will **generate** a block **number** using two characters for the current **year**, two characters for the current **month**, two characters for the current **day**, and the **next available number**.
 - **YYMDD#####:** - Clicking on this option will **generate** a block **number** using two characters for the current **year**, one character for the current **month**, two characters for the current **day**, and the **next available number**.

Note: When using the **YYMDD#####**, skeleton, the **character** for the **month** must be an **alpha** character as follows: Jan = **A**, Feb = **B**, Mar = **C**, etc.

- **#####**: - Clicking on this option will **generate** a block **number** using ten numeric characters beginning with the number entered at the **Next Available** field. To begin block numbers with the number (1), zero fill the remaining spaces. For example; **(0000000001)**.
- 3. **Next Available**: - The IATS user must **enter** the beginning block **sequence number** in this field, to include the **skeleton** selected in step (2) above. The entire field must be **populated** when the input is made. If wishing to start block numbering with the number (1) the skeleton, "**YYMMDD####**" was selected, and the current date is **23 June, 2016**, the entry at the **Next Available** field would be as follows: **(1606230001)**.

Tip: Click on the **See Also** button below for additional **instructions** on configuring IATS.

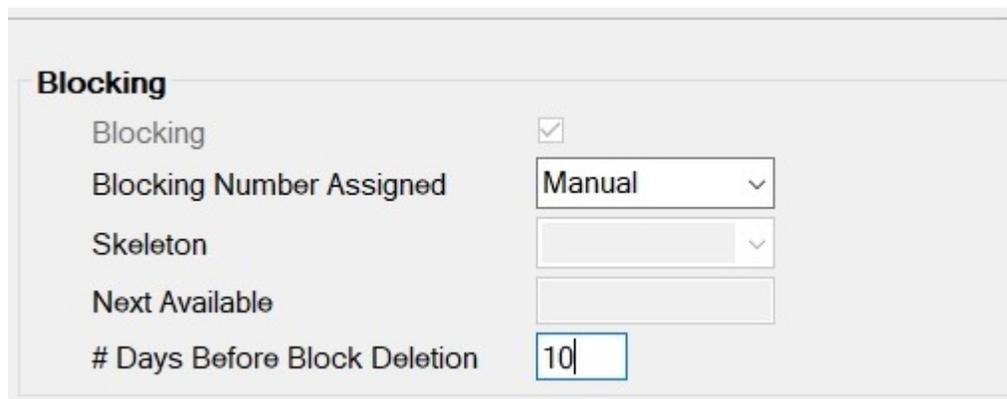
Configuring the Automatic Deletion of Blocks

If this option is activated, IATS will automatically delete all **blocks** that are **empty** or in a **completed** status. The IATS user must specify, however, the **number of days** after the block(s) have been placed in this **status** that the automatic deletion will occur.

Refer to the **Help** topic "[Configuring the System Description](#)" for additional information on **activating** or **deactivating** the **Auto Delete Blocks** option.

 Complete the following steps to "specify" the number of days before automatic block deletion will occur:

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then **click** on the **Configuration** option.



Blocking	
Blocking	<input checked="" type="checkbox"/>
Blocking Number Assigned	Manual
Skeleton	
Next Available	
# Days Before Block Deletion	10

1. On the right hand side of the **Maintain System Configuration** screen, you will notice a section titled **Blocking**.
2. **Click** in the **# Days Before Block Deletion** field and **enter** the desired **number** of days before automatic deletion of blocks will occur.

Note: For **organizations** that have multiple **offices**, the **number** entered for **Office One** will apply to all of the **other** offices.

3. When you are **satisfied** with the number you have entered, **click** on the **OK** button to **save** your entry.

Maintaining Office Locations

IATS contains a feature that will allow organizations to operate with one centralized database having multiple travel offices.

Each travel office must have a unique Office Code and **Office Description**.

When IATS is initially installed, the Maintain Office Locations table will contain one office "Office One" as shown below. The Maintain Office Locations screen is used to **add** additional offices as needed.

Each office will have their own **unique** configurations and will be **responsible** for creating/processing their own **uploads** and **downloads**. In addition, each office will create their own **blocks, print vouchers, generate reports, and maintain** their **suspense** file. **Collection Letters** and all other functions that are unique to a particular **DSSN ITR** will also be **maintained** by the individual travel office.

Note: New travel offices may only be added to the Maintain Office Locations table by individuals using the **System** user name. In addition, the **System** user account must have the privilege "**Multi-Office User**" assigned.

Maintain Office Locations

User ID: DAVE

Add New Office

Office Code

Office Description

Official Travel Offices

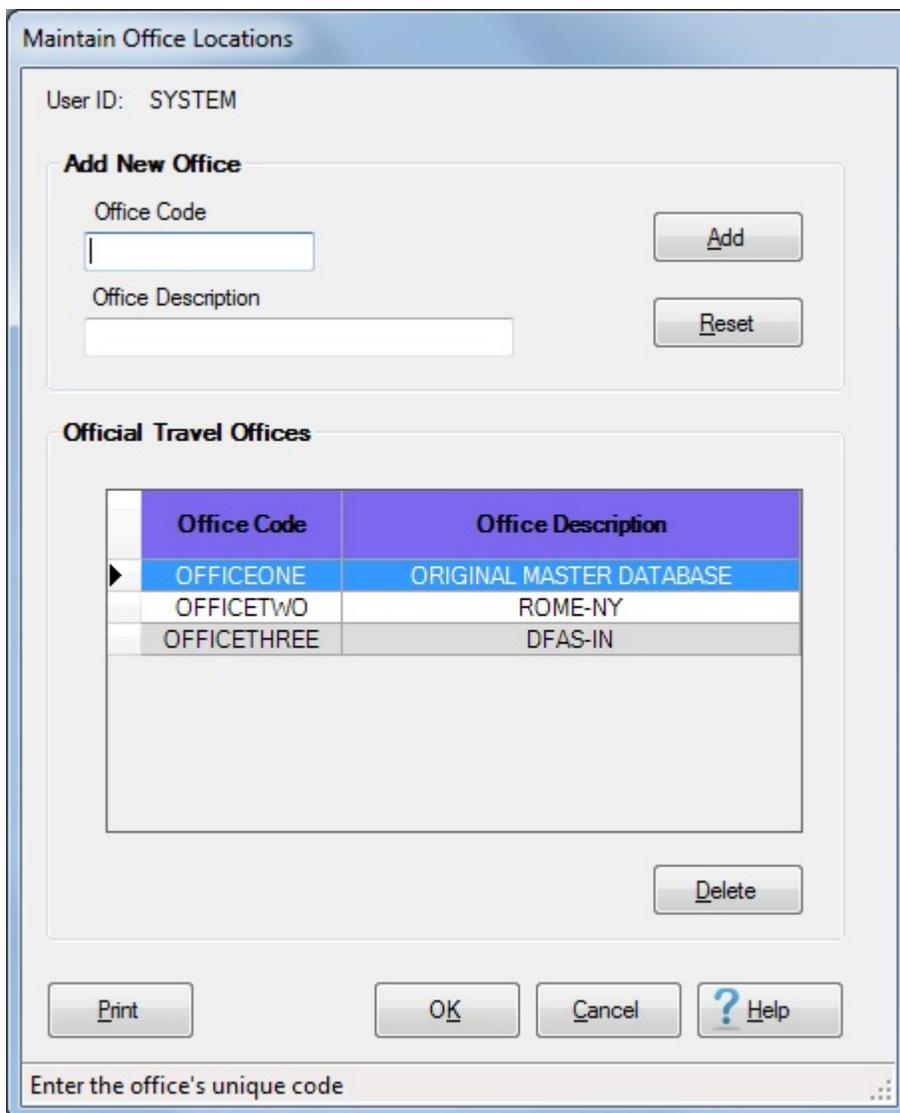
Office Code	Office Description
OFFICEONE	ORIGINAL MASTER DATABASE

Enter the office's unique code

Note: To access this screen, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Configuration/Base Parameters** and then click on the **Official Travel Offices** option.

 Complete the following steps to "add" a new office to the Maintain Office Locations table:

1. **Office Code:** - At this field (under the heading "Add New Office") type the unique office code for the new office you are adding and **press Tab**. The code **may** be up to **16 characters**.
2. **Office Description:** - At this field (under the heading "Add New Office") type the unique office description for the new office you are adding and **press Tab**. The description **may** be up to **32 characters**.
3. **Reset:** - **Click** on the **Reset** button to **clear** the Code/Description fields if you made a typing error and want to start over or if you decide you do not want to add a new office.
4. **Click** on the **Add** button to add the new office to the table. The new office will be displayed in the **grid** under the heading **Official Travel Offices**.



Maintain Office Locations

User ID: SYSTEM

Add New Office

Office Code

Office Description

Official Travel Offices

Office Code	Office Description
OFFICEONE	ORIGINAL MASTER DATABASE
OFFICETWO	ROME-NY
OFFICETHREE	DFAS-IN

Enter the office's unique code

- If you are **finished** using the Maintain Office Locations screen, **click** on **OK** to **save** your changes.

 Complete the following steps to "delete" an office from the Maintain Office Locations table:

Maintain Office Locations

User ID: SYSTEM

Add New Office

Office Code

Office Description

Official Travel Offices

Office Code	Office Description
OFFICEONE	ORIGINAL MASTER DATABASE
OFFICETWO	ROME-NY
OFFICETHREE	DFAS-IN

Enter the office's unique code

- Click** on the **travel office** you wish to **delete** listed in the **grid** under the heading **Official Travel Offices**.
- When the desired office is highlighted, **click** on the **Delete** button. The selected office will be removed from the grid.
- If you are **finished** using the Maintain Office Locations screen, **click** on **OK** to **save** your changes.

Maintaining Travel Office Organizations

IATS contains a feature that will allow organizations to operate with one **centralized database** having multiple travel **offices**.

Each travel office must have a unique **Organization Code** and **Organization Description**.

When IATS is initially installed, the Maintain Travel Office Organizations table will contain one office "**ORG**" as shown below. The Maintain Travel Office Organizations screen is used to **add** additional offices as needed.

Each office will have their own **unique** configurations and will be **responsible** for creating/processing their own **uploads** and **downloads**. In addition, each office will create their own **blocks**, **print vouchers**, **generate reports**, and **maintain** their **suspense** file. **Collection Letters** and all other functions that are unique to a particular **DSSN ITR** will also be **maintained** by the individual travel office.

Note: New organizations may only be added to the Maintain Travel Office Organizations table by individuals using the **System** user name or having **Super User** capabilities. In addition, the user must have the privilege "**Modify Maintenance Tables**" assigned to their individual user account.

Maintain Travel Office Organizations

User ID: DAVE

Add New Organization

Organization Code: Organization Description:

Official Travel Office Organizations

Organization Code	Organization Description
ORG	Default Organization
DFAS-ROME	ROME-NY
DFAS-NAVY	NEW LONDON
*	

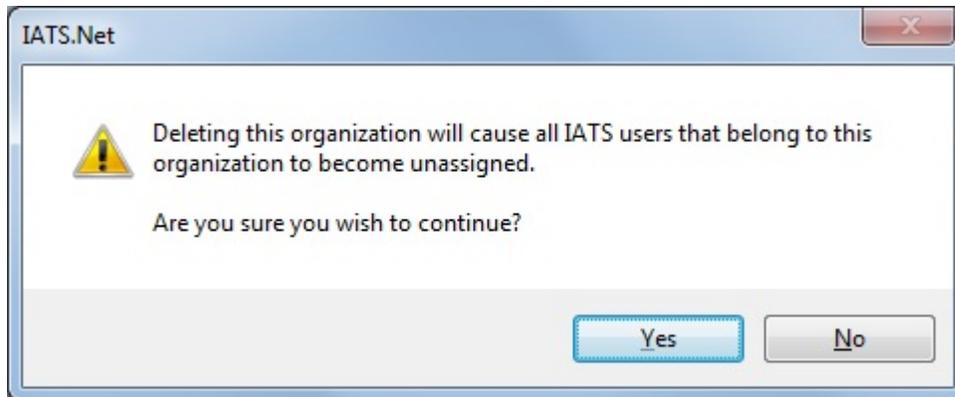
Note: To access this screen, change the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then click on the **Official Travel Office Organizations** option.

 Complete the following steps to "add" a new organization to the Maintain Travel Office Organizations table:

1. **Organization Code:** - At this field **type** the unique **organization code** for the new organization you are adding and **press Tab**. The code **may** be up to **16 characters**.
2. **Organization Description:** - At this field **type** the unique **organization description** for the new organization you are adding and **press Tab**. The description **may** be up to **32 characters**.
3. **Click** on the **Add** button.

 Complete the following steps to "delete" an organization from the Maintain Travel Office Organizations table:

1. **Click** on the organization **code** you wish to delete.
2. When the desired code is highlighted, **click** the **Delete** button. The following *pop-up message* will appear **warning** that deleting this organization will cause all IATS users affiliated with this organization to become **unassigned**.



3. **Click** on *Yes* or *No* to continue.
4. **Click** on **OK** to save your entries.

Maintaining the Email for IATS Configuration

The **Email for IATS** feature is used to send **correspondence** or **contact** the traveler via an **Email message**. It is also used to **attach** the traveler's processed **voucher** to the traveler's Email address and be **sent** to the traveler.

The **configuration** must be **set-up** first, however, to determine what **server** and port number is used by the organization for **sending** and **receiving** Email.

Email Configuration

Enable Email Service

SMTP Server / Port smtp.dfas.mil 25

Return Email Address john.doe@dfas.mil

Authentication User Name john.doe

Authentication Password mypassword

Advance Options

Enable SSL Use Default Credentials

Test OK Cancel ? Help

Select to enable or disable email notification for IATS.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **plus sign** to the left of the item **Email Configuration**. **Click** on the **Email Configuration** option.

Complete the following steps to "enter" the Email configuration:

Note: The **information** shown on the example input screens are for **illustration only**. The actual entries must comply with your organization's format **requirements**.

1. **Enable Email Service:** - Click in the **check box** at this option to **activate** the Email service.
2. **SMTP Server:** - At this field, **enter** the **SMTP server information** for **sending** Email and **press Tab**.
3. **SMTP Server / Port:** - At this field, **enter** the **SMTP server port number** for **sending** Email and **press Tab**.
4. **Return Email Address:** - At this field, **enter** the sender's **information** for **receiving** Email and **press Tab**.
5. **Authentication User Name:** - At this field, **enter** the sender's **Authentication User Name** and **press Tab**.
6. **Authentication Password:** - At this field, **enter** the sender's **Authentication Password** and **press Tab**.
7. **Enable SSL:** - For **DFAS** users, leave this box **un-checked**.
8. **Use Default Credentials:** - For **DFAS** users, leave this box **un-checked**.
9. **Click on OK** to **save** your entries.

Note: IATS has been **modified** to now allow a user to use the **IATS Email** feature through **Google Mail** (gmail).

 **Complete the following steps to "enter" the Email configuration for gmail:**

Email Configuration

Enable Email Service

SMTP Server / Port smtp.googlemail.com 587

Return Email Address john.doe@gmail.com

Authentication User Name john.doe

Authentication Password mypassword

Advance Options

Enable SSL Use Default Credentials

Test OK Cancel ? Help

Select to enable or disable email notification for IATS.

1. **Enable Email Service:** - Click in the **check box** at this option to **activate** the Email service.
2. **SMTP Server:** - At this field, **enter** the **SMTP server information** for **sending** gmail and **press Tab**.
3. **SMTP Server / Port:** - At this field, **enter** the **SMTP server port number (587)** for **sending** gmail and **press Tab**.
4. **Return Email Address:** - At this field, **enter** the sender's **information** for **receiving** gmail and **press Tab**.
5. **Authentication User Name:** - At this field, **enter** the sender's **Authentication User Name** and **press Tab**.
6. **Authentication Password:** - At this field, **enter** the sender's **Authentication Password** and **press Tab**.
7. **Enable SSL:** - Click in the **check box** to **activate** this option if you are establishing a **gmail** configuration.
8. **Use Default Credentials:** - Click in the **check box** to **activate** this option if you are establishing a **gmail** configuration.
9. **Click on OK** to **save** your entries.

 Complete the following steps to "test" the Email configuration:

1. **Click** on the **Test** button. The **Email Configuration** screen will re-appear allowing you to **enter** the **information** needed to send a **test** message.

The screenshot shows a dialog box titled "Email Configuration". It contains a section for "Test Email Configuration" with the following fields and values:

- To:** john.doe@dfas.mil
- Subject:** Test
- Message:** This is a test John. Let me know if you receive it

Below the message field are two buttons: "Send" and "Cancel Test".

Below these buttons is a section for "Advance Options" with two checkboxes:

- Enable SSL
- Use Default Credentials

At the bottom of the dialog are four buttons: "Test", "OK", "Cancel", and "Help".

2. **To:** - At the **To** field, **enter** the test recipient's email **address**.
3. **Subject:** At the **Subject** field, **enter** a **subject** for the message.
4. **Message:** At the **Message** field, **enter** your desired **text** for the test message.
5. **Enable SSL:** - **Click** in the **check box** to **activate** this option if you are establishing a **gmail** configuration. If not, leave it **unchecked**.
6. **Use Default Credentials:** - **Click** in the **check box** to **activate** this option if you are establishing a **gmail** configuration. If not, leave it **unchecked**
7. After entering the required information, **click** on the **Send** button.

Maintaining the Base Description

After the IATS program is installed, some initial **system maintenance** must be performed **prior to processing** any advance or settlement requests on the system. This process is an **extension** of the initial **system configuration**, but cannot be performed until the initial **system configuration** is **completed**, and IATS has been re-started. The initial system maintenance process allows the user to **personalize** the system even further by setting various parameters, and populating a variety of tables.

At the **Maintain Base Description** screen, the user must enter the **information** pertaining to the **Finance Office** processing, or disbursing the travel payments.

Note: For **Air Force** customers, **click** on the **link** ([Maintaining the Air Force Base Description](#)) for **instructions** pertaining to Air Force requirements.

Maintain Base Description (ORIGINAL MASTER DATABASE)

Office

System ID Government Book Number

Name of Finance Officer

DSSN of Finance Office

DSSN ITR

ODS Parameters

Disb Region 1 WCD #1 WCD #2 WCD #3

Disb Region 2 WCD #1 WCD #2 WCD #3

Brief Block/Paid Stamp

Actual Brief Block/Paid Stamp		Sample Paid Stamp
Line 1	<input type="text" value="DFAS-IN"/>	<i>SYMBOL C7734</i>
Line 2	<input type="text" value="8899 E. 56TH STREET"/>	<i>PSA NEW LONDON 78628</i>
Line 3	<input type="text" value="Indianapolis"/>	<i>PSD BRUNSWICK</i>
Line 4	<input type="text" value="IN"/>	<i>ACCTS: FAADCLANT</i>
Line 5	<input type="text" value="46249"/>	<i>NORVA A5245</i>

Print

Click this button to exit, saving any changes that you may have made.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then **click** on the **Base Description** option.

 **Complete the following steps to "configure" the Base Description:**

Office:

1. **System ID:** - The input at this field is used to **identify** the IATS **system** used to compute the travel payment. This is used when **importing** and **exporting** payments between IATS **systems**. System ID numbers must be established by the Finance Office. If using this feature **enter** the designated **System ID** number, or simply **press Tab** to continue.
2. **Government Book Number:** - At this field, **type** the **Government Book Number** issued by the organization providing the **Government Charge Card**. This number identifies the **installation** responsible for the program and is included in the transaction whenever a **split payment** is processed.
3. **Name of Finance Officer:** - At this field, **type** the **name** of the **Finance Officer** responsible for disbursing the travel payment.
4. **DSSN of Finance Office:** - At this field, **type** the Disbursing Station Symbol Number (**DSSN**) for the **Finance Office** disbursing the travel payment.
5. **DSSN ITR:** - At this field, **type** the **DSSN** for the **Finance Office** computing the travel payment if different than the office disbursing the payment.

ODS Parameters:

1. **Disb Region 1:** - **Enter** the **code** for **Disbursing Region 1** and **press Tab** to continue.
2. **WCD # 1:** - **Enter** the **code** for **Work Center Designator #1** and **press Tab** to continue.
3. **WCD # 2:** - **Enter** the **code** for **Work Center Designator #2** and **press Tab** to continue.
4. **WCD # 3:** - **Enter** the **code** for **Work Center Designator #3** and **press Tab** to continue.
5. **Disb Region 2:** - **Enter** the **code** for **Disbursing Region 2**, if applicable, and **press Tab** to continue.
6. **Repeat** steps **2 - 4** to enter the Work Center Designator codes for Disbursing Region 2 if applicable.

Brief Block/Paid Stamp:

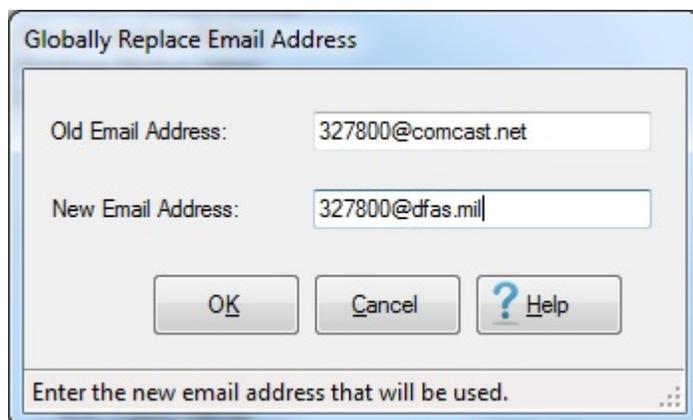
1. **Lines 1-5:** - At this section, **type** the **address** and **other** desired **information** pertaining to the Finance Office disbursing the travel payments. This information will appear in the top right corner of the **printed IATS Travel Voucher**.
2. When **finished** making the required entries at this screen, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu** screen.

Tip: Generate a **print-out** of the **Base Description** by **clicking** on the **Print** button.

Globally Replace Email Addresses

The **Email for IATS** feature is used to send **correspondence** or **contact** the traveler via an **Email message**. It is also used to **attach** the traveler's processed **voucher** to the traveler's Email address and be **sent** to the traveler.

On occasion you may need to **change** the Email address for travelers using the same address. This might be necessary if the travelers from a command has a copy of their claims going to a budget office.



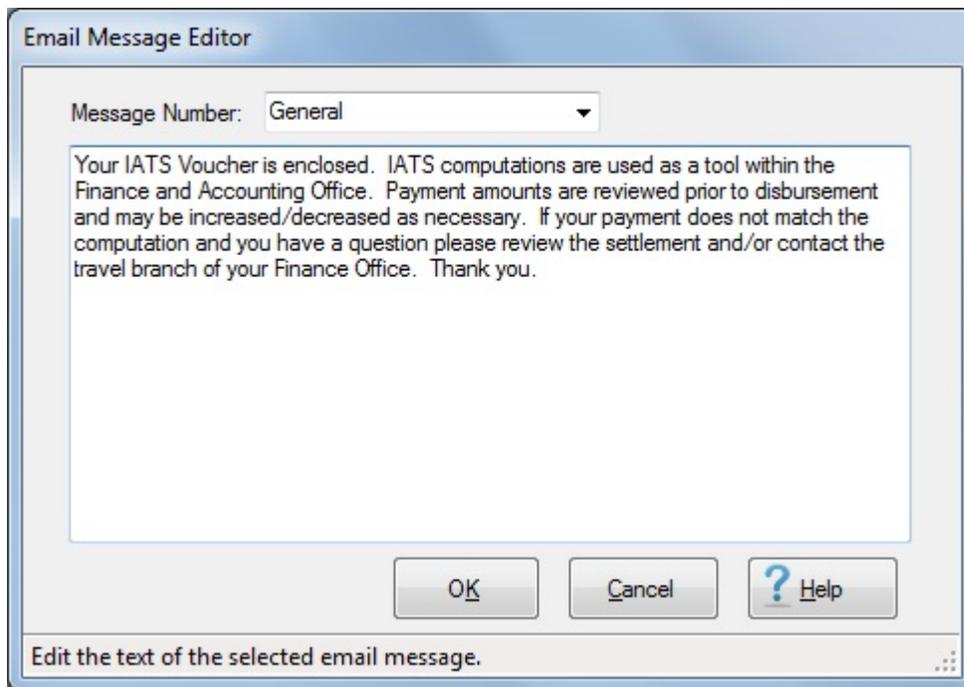
Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **plus sign** to the left of the item **Email Configuration**. **Click** on the option **Globally Replace Email Addresses**.

 **Complete the following steps to "replace" Email addresses:**

1. **Click** in the **Old Email Address** field and enter the old Email address.
2. **Click** in the **New Email Address** field and enter the new Email address.
3. **Click** on **OK**.

Edit Email Message

IATS creates an Email **message** that **accompanies** each **claim** that was sent by email. This default message generated by IATS may be **edited**.



Note: To **access** this screen, **login** to the IATS **Maintenance** module, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**. **Click** on the **plus sign** to the left of the item **Email Configuration** and then **click** on the option **Edit Email Message**.

 **Complete the following steps to "edit" the IATS generated Email message:**

1. At the **Message Number** field, **click** on the *down arrow* button to display a **list** of message numbers (that represents the **situation** of the voucher) and then **click** on your desired choice.
2. When the correct message is displayed, **click** in the **text box** and **type** your desired changes.
3. **Click** on **OK** to save your changes.

Creating HTML Enhanced Email Messages

IATS creates an Email **message** that **accompanies** each **claim** that was sent by email. This default message generated by IATS may be **edited**.

A **feature** was added to IATS that will allow you to **create** a message using an Hyper Text Markup Language (**HTML**) editor program and then **copy** and **paste** it into the **Email Message Editor** screen.

The **purpose** for this feature is to give travel offices the ability to generate email letters, that are sent out to the traveler, that are more **cosmetically robust**.

Using an **HTML editor program** to **create** the messages gives you **control** over **font sizes, colors, etc.**

 **Complete the following steps to "create" HTML enhanced Email messages:**

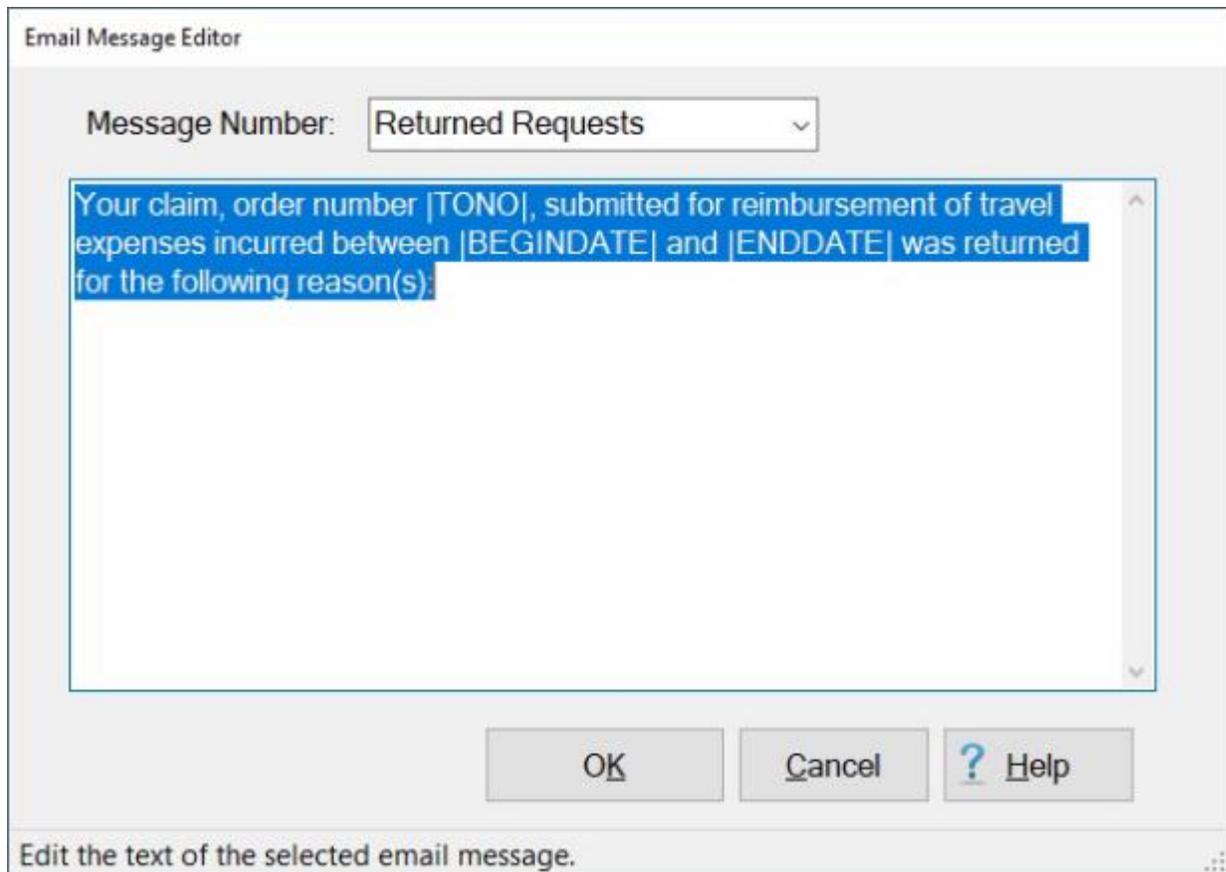
1. **Create** your desired **email message** using an **HTML editor** program as shown below.

```

Travel Order Number: |TONO|<br />
Travel Dates: |BEGINDATE| - |ENDDATE| <br />
<p>We are unable to pay your Travel Claim at this time due to the reason(s) listed at the bottom of this communication. In order to have your Claim prioritized upon resubmittal with all corrections, please follow these instructions;</p>
<ul>
<li>Make ALL corrections to your Claim as indicated.</li>
<li>Resubmit the entire Claim with corrections to include DD Form 1351-2, Orders (include all pages and Amendments) and any/all additional documentation by attaching it as a single electronic file to an email and emailing to: <a href="mailto:dfas.rome.ft.mbx.civrel-priority@mail.mil">dfas.rome.ft.mbx.civrel-priority@mail.mil</a></li>
<li>Put your name and the word "CORRECTION" in the Subject Line of the email.</li>
</ul>
<p>For a detailed checklists and online support for completing your Travel Claim, visit our website at: <a href="http://www.dfas.mil">http://www.dfas.mil</a></p>
<p>Use the Online Payment Status Tool to check the status of your travel voucher at: <a href="http://www.dfas.mil/militarymembers/travelpay/checkvoucherstatus.html">http://www.dfas.mil/militarymembers/travelpay/checkvoucherstatus.html</a></p>
<p>For additional assistance, call the Customer Care Center at: 1-888-332-7411, Option 4, Option 1 then Option 1</p>
<p>Ask a question online at: <a href="http://go.usa.gov/95x">http://go.usa.gov/95x</a></p>
Reason(s) for Return of Claim:</p>

```

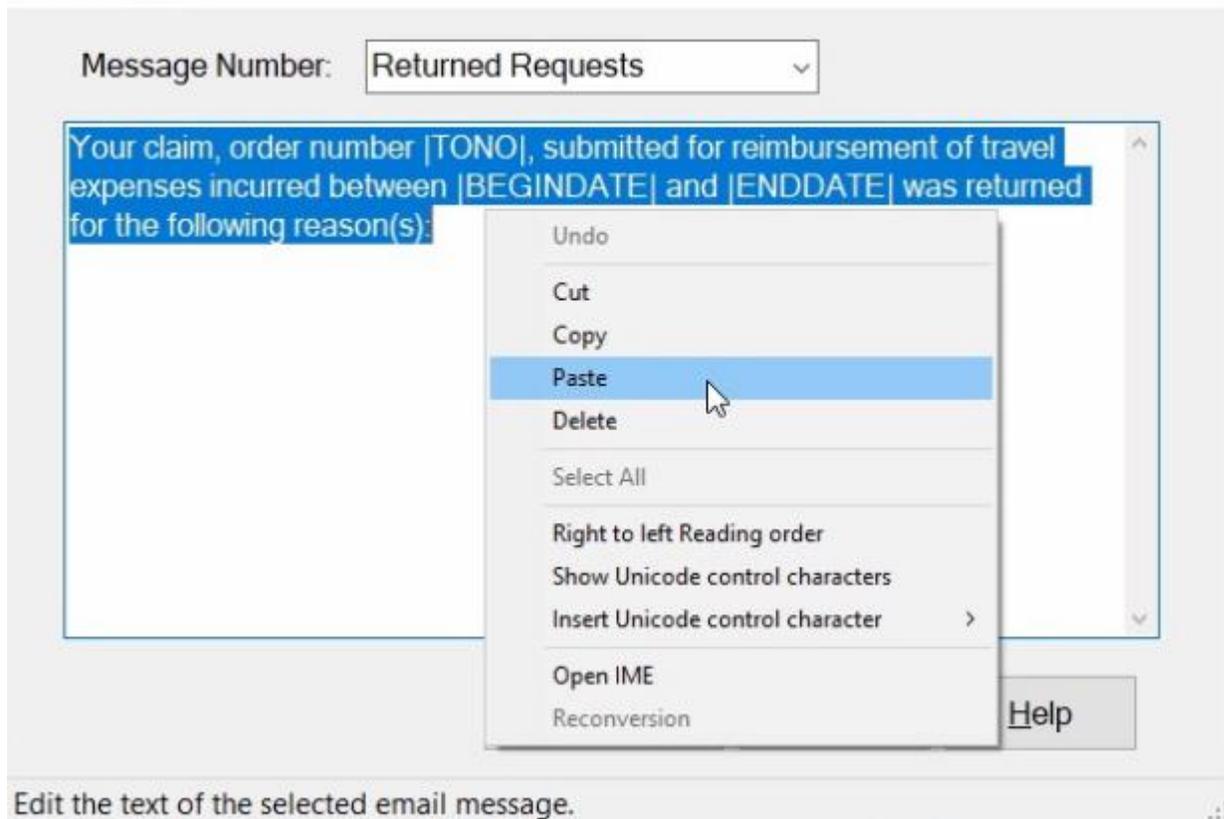
2. **After** you have created the HTML message, **copy** the **text** as shown above.
3. **Access** the **Email Message Editor** screen.



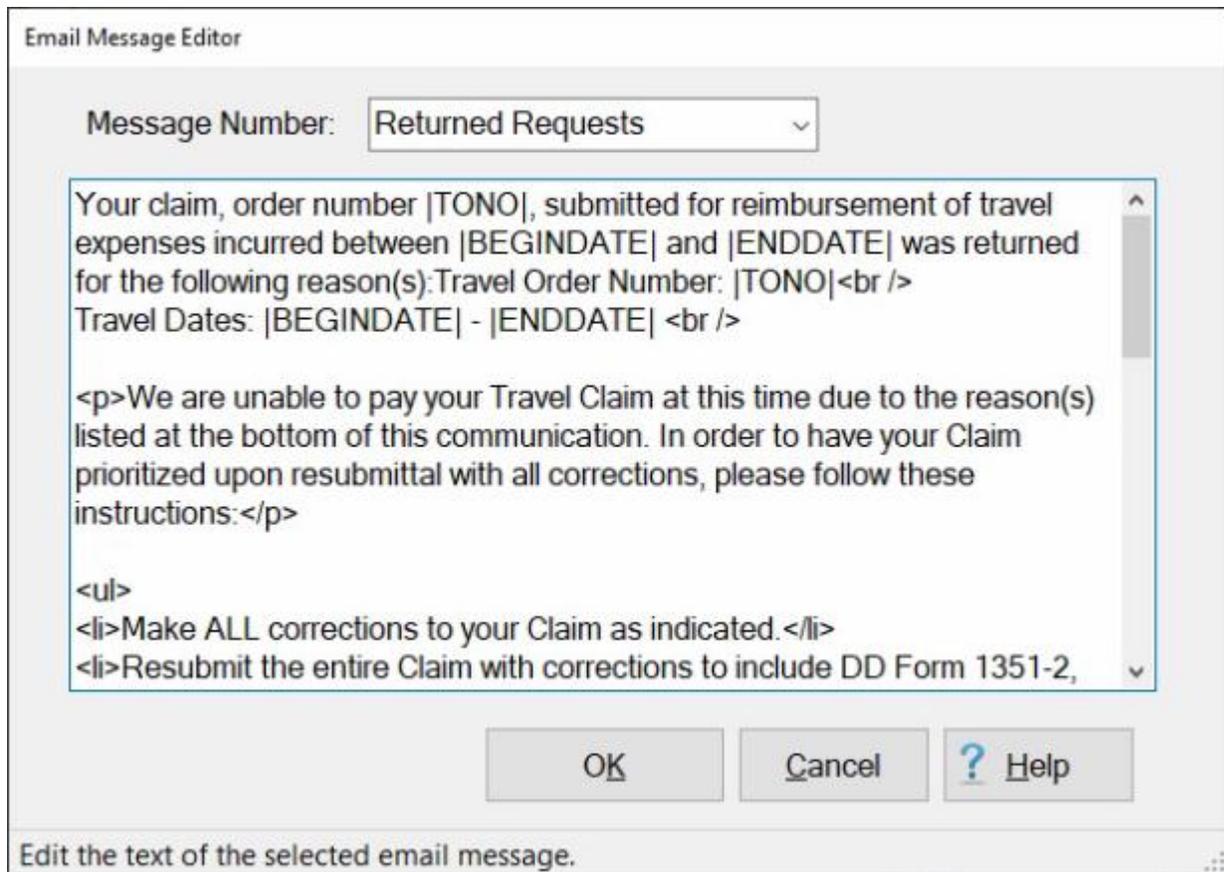
Note: To **access** this screen, **login** to the IATS **Maintenance** module, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters**. **Click** on the **plus sign** to the **left** of the item **Email Configuration** and then **click** on the option **Edit Email Message**.

4. At the **Message Number** field, **click** on the **down arrow** button to display a **list** of message numbers (that represents the **situation** of the voucher) and then **click** on your desired choice.
5. **After** you have selected the email message that you wish to enhance with the HTML text, **place** your **mouse pointer** inside of the **text box** and then **right click**.

Email Message Editor



6. Click on the **Paste** option from the *pop-up* menu. IATS will **replace** the existing email message with the **HTML text** that you **copied** and **pasted**.



Note: IATS will **look** at the message template to see if there is anything in it that looks like **HTML**. In particular it's looking for a **paragraph tag, <p>**. If it sees that tag in the message template then it tells the windows **email library** to **mark** the email messages as **HTML** as it is sent.

7. Click on the **OK** button to **save** your changes when you are **finished** using the **Email Message Editor** screen.

Activating the IATS Web Service

The **IATS Web Service** option is used to interface **Data Flow** from Travel Pay System (TPS) into IATS.

The **IATS Web Service Configuration** screen is used to **activate** this option.



IATS Web Service Configuration

Activate IATS Web Service

Web Service Password:

Verify Password:

OK Cancel ? Help

Enter the password to be used by the web service to connect to the database

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the option **Web Service Activation and Configuration**.

 **Complete the following steps to "configure" the IATS Web Service Configuration screen:**

1. **Activate IATS Web Service:** **Click** in this **check box** to **activate** the service. A **check mark** indicates that the service is **active**.
2. **Web Service Password:** - At the **Web Service Password** field, **enter** your Web Service **password**.
3. **Verify Password:** - At the **Verify Password** field, **re-enter** your Web Service **password**.
4. After **entering** and **verifying** your password, **click** on the **OK** button.

Maintaining the Certification Statement

The **Maintain Certification Statement** screen is used to add **remarks** that print-out on the IATS Travel Voucher. The use of this feature is **optional**, but is a good way to provide **information** to **customers**. IATS users may enter **eight, 32 character, lines** of **remarks** at this screen.

Line
▶ WE CERTIFY THAT YOUR CLAIM HAS BEEN REVIEWED FOR ACCURACY

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then **click** on the **Certification Statement** option.

Complete the following steps to "complete" the Certification Statement:

1. **Type** the desired **remark** at the **first line** and **press Tab**.
2. **Continue** typing the desired **remarks** on **each line** as needed and **press Tab** to continue.
3. When **finished** typing the remarks, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu**.

Tip: Generate a **print-out** of the **Certification Statement** by **clicking** on the **Print** button.

Maintaining RUC-Liaison Offices

To assist managers in determining where **delays** in travel claims processing occur, IATS generates the Reporting Unit Code (**RUC**) Report for **Marine Corps** travel offices. For **Army/DLA** travel offices, this report is named the **Liaison Office** Report.

The purpose of this report is to **track** the number of **days** required to move a claim through the processing cycle. Because claims processed by these organizations are often routed through liaison offices, IATS tracks their movement from the date signed until the date disbursed. In order to use this report, the **parameter** for **Liaison Reports** at the **System Configuration** screen in **Maintenance** must be **activated**.

After activating the Liaison Reports option, the user must **access** the **Maintain Liaison Offices** screen and **establish** a RUC/Liaison **office**.

User: DAVE

RUC/Liaison Offices

No.	Name
1	DFAS-IN
*	

Buttons: Delete, Insert, Print, OK, Cancel, ? Help

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **RUC/Liaison Offices** option.

 **Complete the following steps to "establish" a RUC/Liaison office:**

1. **Click** on the **Insert** button. A blank line appears at the top of the grid.
2. At the **No.** field, **type** the **number** for the new RUC/Liaison **office** being created and **press Tab**.
3. At the **Name** field, **type** the name for the new RUC/Liaison **office** being created and **press Tab**.
4. When **finished** adding the new RUC/Liaison office **click** on the **OK** button to **save** the entry.

 **Complete the following steps to "delete" a RUC/Liaison office:**

1. **Determine** which office you wish to delete and then **click** in the **box** to the left of the desired number. IATS **highlights** the line.
2. When the desired item is highlighted, **click** the **Delete** button. A pop-up message appears asking if you are **sure** you wish to delete the selected office. **Click** on **Yes**. IATS deletes the selected item.
3. When finished, **click** on the **OK** button to **save** the changes and **return** to the **Maintenance Main** Menu.

Tip: Generate a **print-out** of the **RUC/Liaison offices** by **clicking** on the **Print** button.

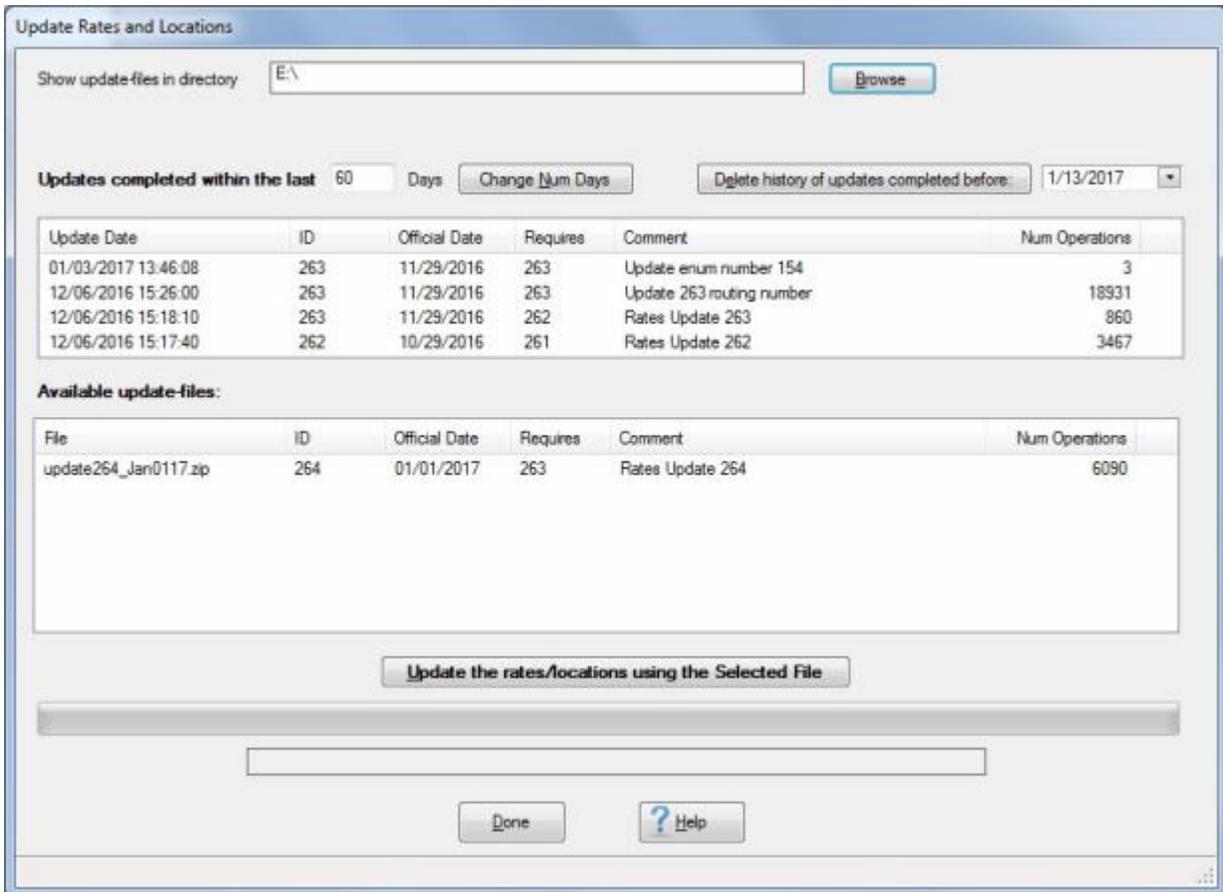
Updating Rates and Locations

Each month the **Per Diem Travel and Transportation Allowances Committee** releases a **listing** of the **CONUS** and **OCONUS per diem rates, locality codes**, and various other rates, which are used to compute travel entitlements for DoD travelers.

The IATS **contractor** reformats the per diem rates listing to IATS specifications and **distributes** these new rates and **codes** to every travel **office** that is a IATS customer. This **disk** is then **installed** into IATS and automatically updates the per diem **rates** and any other **tables** used to calculate travel entitlements.

 Complete the following steps to "update" the rates and locations tables:

1. **Change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **Update All Rates/Locations** option.
2. The **Update Rates and Locations** screen appears.



Update Rates and Locations

Show update files in directory:

Updates completed within the last Days Delete history of updates completed before:

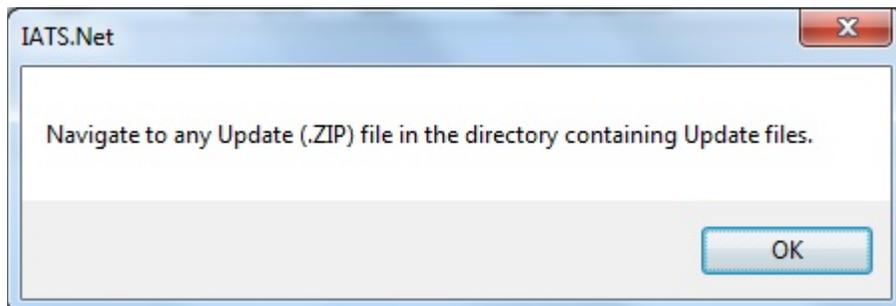
Update Date	ID	Official Date	Requires	Comment	Num Operations
01/03/2017 13:46:08	263	11/29/2016	263	Update enum number 154	3
12/06/2016 15:26:00	263	11/29/2016	263	Update 263 routing number	18931
12/06/2016 15:18:10	263	11/29/2016	262	Rates Update 263	860
12/06/2016 15:17:40	262	10/29/2016	261	Rates Update 262	3467

Available update-files:

File	ID	Official Date	Requires	Comment	Num Operations
update264_Jan0117.zip	264	01/01/2017	263	Rates Update 264	6090

3. **Show update-files in directory:** - At this field, IATS displays the **path** and **directory** for the last update **file** that was processed. If the **correct** path and directory is displayed, **no action** is **necessary**.

Tip: If you need to **change** to a different directory, **click** on the **Browse** button. The following *pop-up* appears.



Click on the **OK** button and use the **Browse For Folder** screen to **navigate** to the desired directory.

4. **Updates completed within the last XX days:** - The **default** value at this field is **60** days. All updates that have been processed within the last 60 days are listed. If you would like to see what updates have been **processed** for a different period, **click** in the **number** field and **type** a new number. You would then **click** on the **Change Num Days** button.
5. **Delete history of updates completed before:** - The **default** date at this field is the **current date**. If you would like to delete the history of updates before a different date, **click** in the **date** field and **type** a new date in MMDDYY format. You can also **click** on the *down arrow* button and use the **calendar** to select the date.
6. You would then **click** on the **Delete history of updates completed before:** button.
7. **Available update-files:** - At this field, IATS **displays** the **name** of any new update **files**, in the **directory** specified in step (3) above. **Click** on the **file** you wish to process to highlight the **filename**. When the desired **file** is highlighted, **click** on the following button:

Update the rates/locations using the Selected File

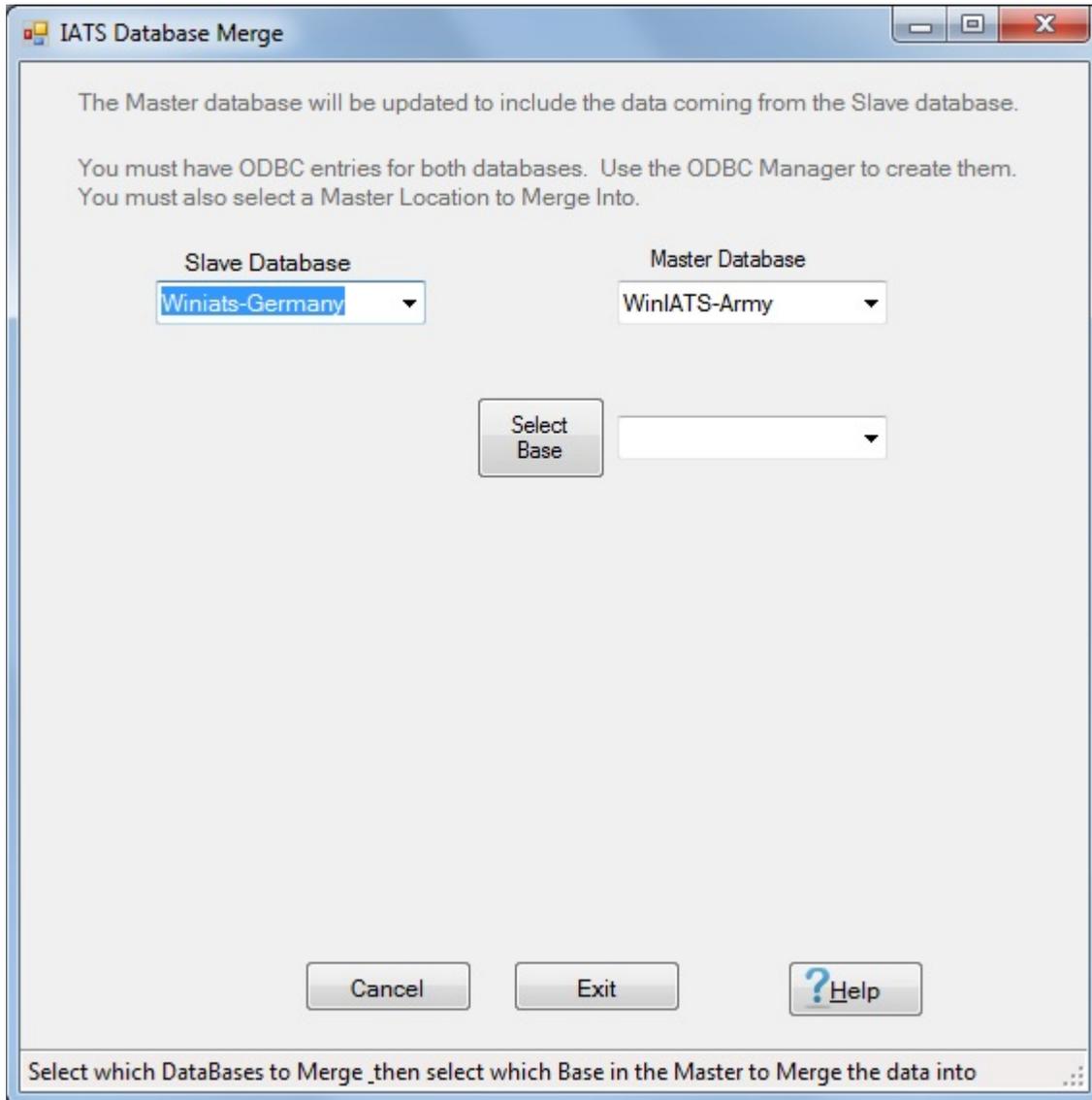
A *pop-up* appears **explaining** the **purpose** of the update **file** and **asks** if you wish to proceed. **Click** on the **Yes** button. IATS **processes** the **file** and **displays** a *pop-up* indicating that the process is **finished**.



8. **Click** on the **OK** button.
9. When **finished** processing the update files, **click** on the **Done** button to **return** to the **Maintenance Main Menu** screen.

Merge Databases

The **Database Merge** screen is used to **merge various IATS databases** into **one database**. This is a **common occurrence** when a travel **office is closed** and the **data is transferred** to a **different office**.



Refer to the **instructions** in the **IATS Installation Manual** for **help** on using this procedure.

Note: This procure can be **complicated** and it is **highly advised** that you **contact** the IATS **help desk** office at **DFAS-IN** for assistance. The **contact** information for the IATS help desk can be found in the monthly newsletter "**The IATS Flyer**" that is enclosed in the package with the monthly per diem updates.

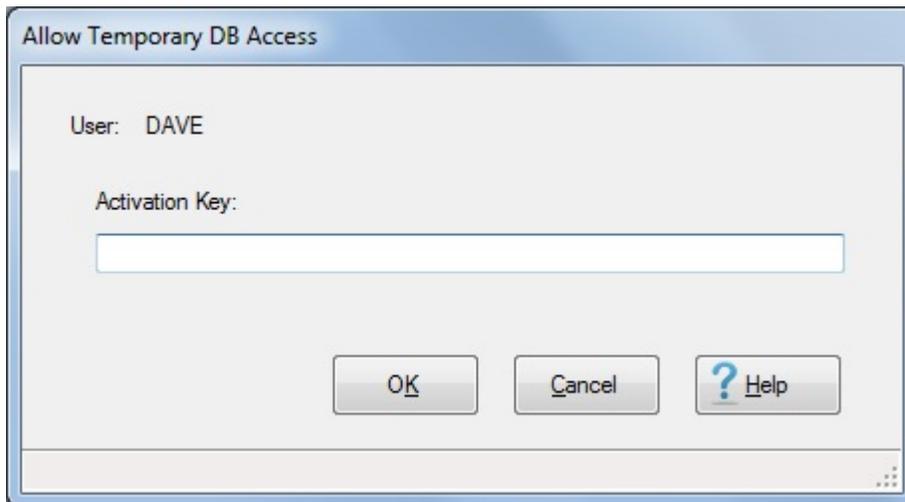
Temporarily Access the IATS Database

On occasion it may be necessary for a **System Administrator** to **access** the IATS **database** and **run** a **process** to make a correction. **Access** to the IATS database is **highly restricted**, but **can be granted** on a **temporary** bases. **Access** is **granted** through the use of a **key code** that can **only** be **obtained** from the **IATS Technical Support Office** at DFAS-IN.

Note: A **back-up** of the IATS database **should be performed** **before** **accessing** the IATS **database** and **performing** any **modifications**.

 **Complete the following steps to "access" the IATS database:**

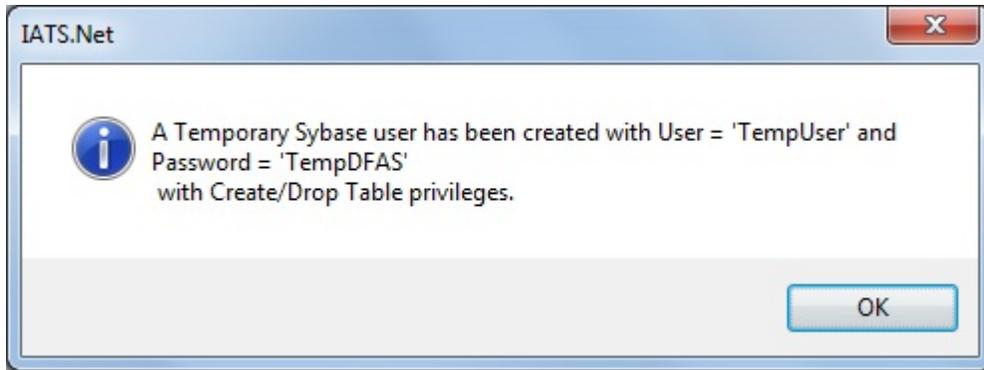
1. **Contact** the **IATS Technical Support Office** at DFAS-IN and **obtain** an **Activation Key Code**.
2. **Login** to the **IATS Maintenance** module, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters**. An **expandable** **menu** appears listing the various options.
3. **Click** on the **Allow Temporary Database Access** option. The **Allow Temporary DB Access** screen appears.



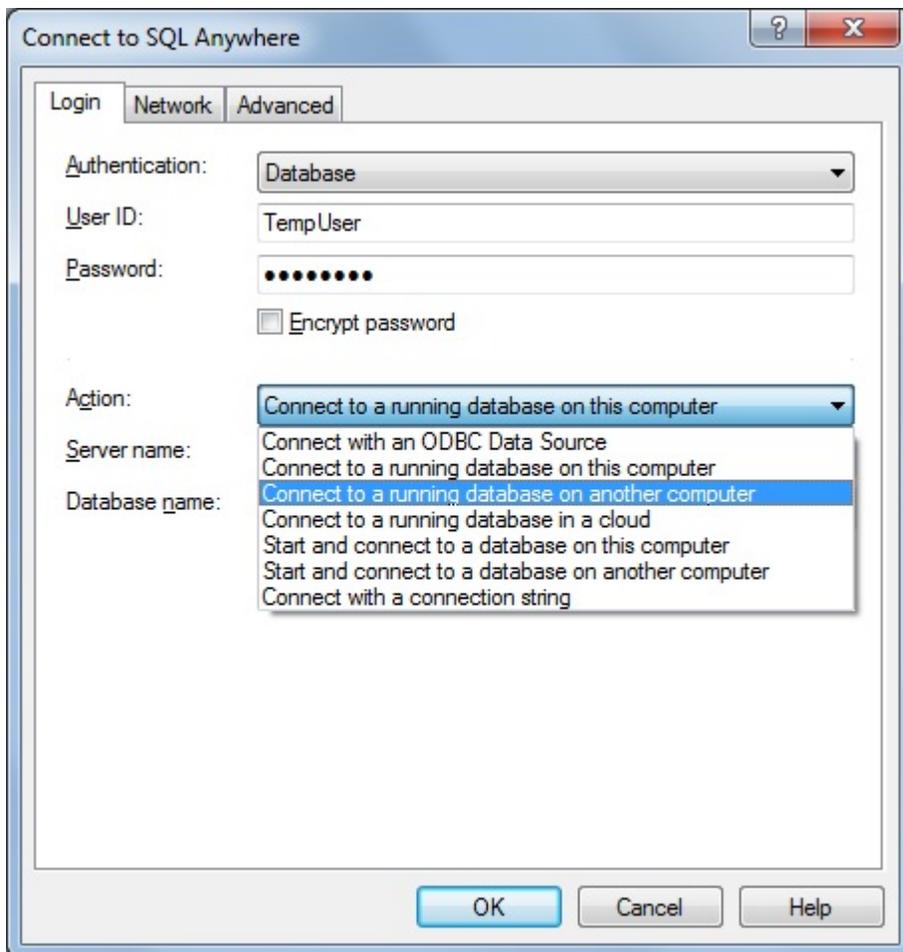
The screenshot shows a dialog box titled "Allow Temporary DB Access". The dialog contains the following elements:

- User: DAVE
- Activation Key: [Text Input Field]
- Buttons: OK, Cancel, ? Help

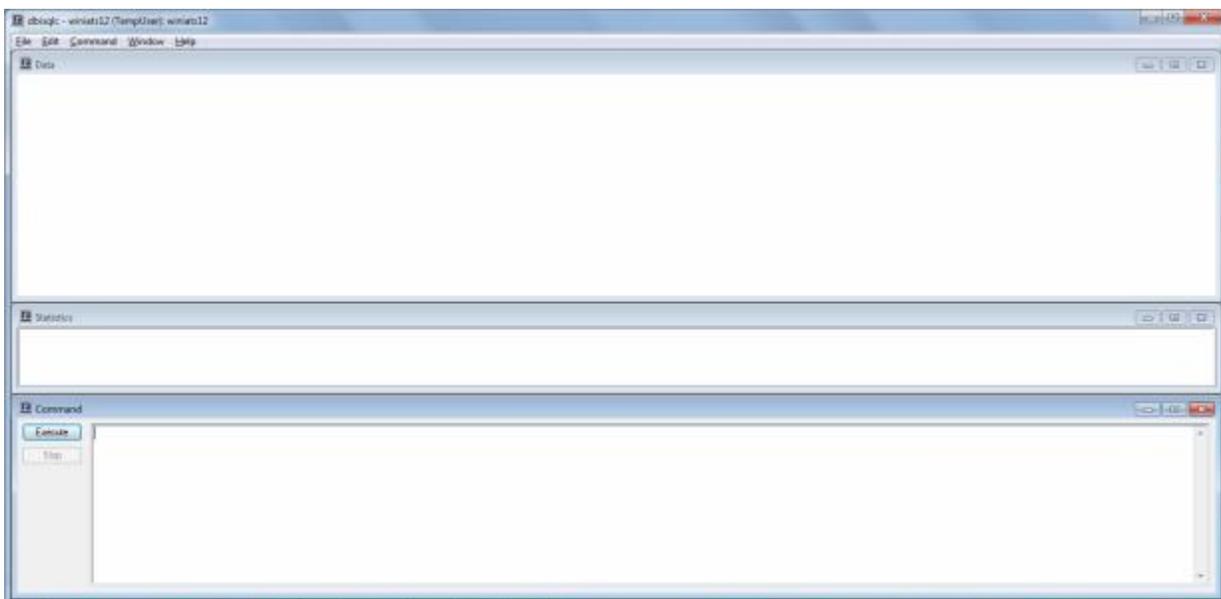
4. At this screen, type the **Activation Key Code**, obtained from the **IATS Technical Support Office**, at the **Activation Key** field.
5. After entering the Activation Key Code, **click** on the **OK** button. A **pop-up** appears **indicating** that temporary **access** has been **created** and also **displays** the user's **ID** and **password**.



6. **Click** on the **OK** button to continue. IATS **returns** to the **Maintenance Main Menu** screen.
7. At the Maintenance Main Menu screen, **click** on the **Done** button to **exit** the Maintenance module.
8. After exiting Maintenance, **click** on the **Exit** button to **close** IATS.
9. After closing IATS, **launch** the Sybase **ISQL** program.
10. The **Connect to SQL Anywhere** screen appears.



11. **User ID:** - At this field, **type** the temporary **User ID** displayed on the *pop-up* that appeared after entering the Activation Key Code as demonstrated in step (5) above.
12. **Password:** - At this field, **type** the temporary **Password** displayed on the *pop-up* that appeared after entering the Activation Key Code as demonstrated in step (5) above.
13. **Action:** - At this field, **click** on the *down arrow* button and then **select** the **method** you need to connect to the database.
14. **Server Name:** Depending on the option you chose for connecting to the database, you may need to enter the file server name.
15. **Database Name:** Depending on the option you chose for connecting to the database, you may need to enter the database name.
16. After **completing** all of the required entries, **click** on the **OK** button. The **Interactive SQL** screen appears.



17. When this screen appears, the **cursor** is positioned in the **Command** section. In this section, **type** the **SQL command** for the process you wish to execute.
18. After you have entered the SQL command, **click** on the **Execute** button.

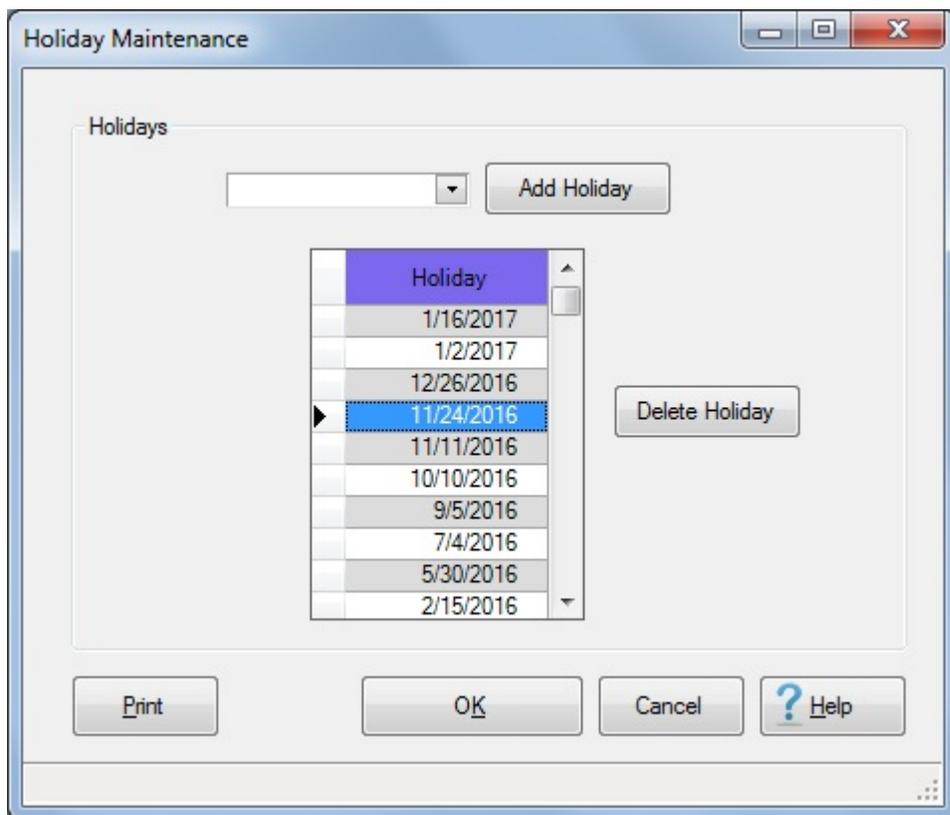
Note: Contact the **IATS Technical Support Office** at DFAS-IN if additional **assistance** is **needed**.

Maintaining Holidays

The IATS Maintenance Module includes a table of **US Federal Holidays**. Holidays are considered to be non-duty days. Civilian **employees** may be **entitled to per diem** when **leave is taken** on a non-duty day. For this reason, IATS uses the **Holiday Schedule** table to determine whether a **leave day** was also a **non-duty day**.

 Complete the following steps to "maintain" the Holiday Schedule:

1. **Change** the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable menu appears listing the various options.
2. **Click** on the **Holiday Schedule** option. The **Holiday Maintenance** screen appears.



 Complete the following steps to "add a holiday" the Holiday Schedule:

1. **Enter** the **date** of the holiday in **MMDDYY** format at the **date field** to the left of the **Add Holiday** button. You can also **click** on the *down arrow* button and use the **calendar** to select the date.

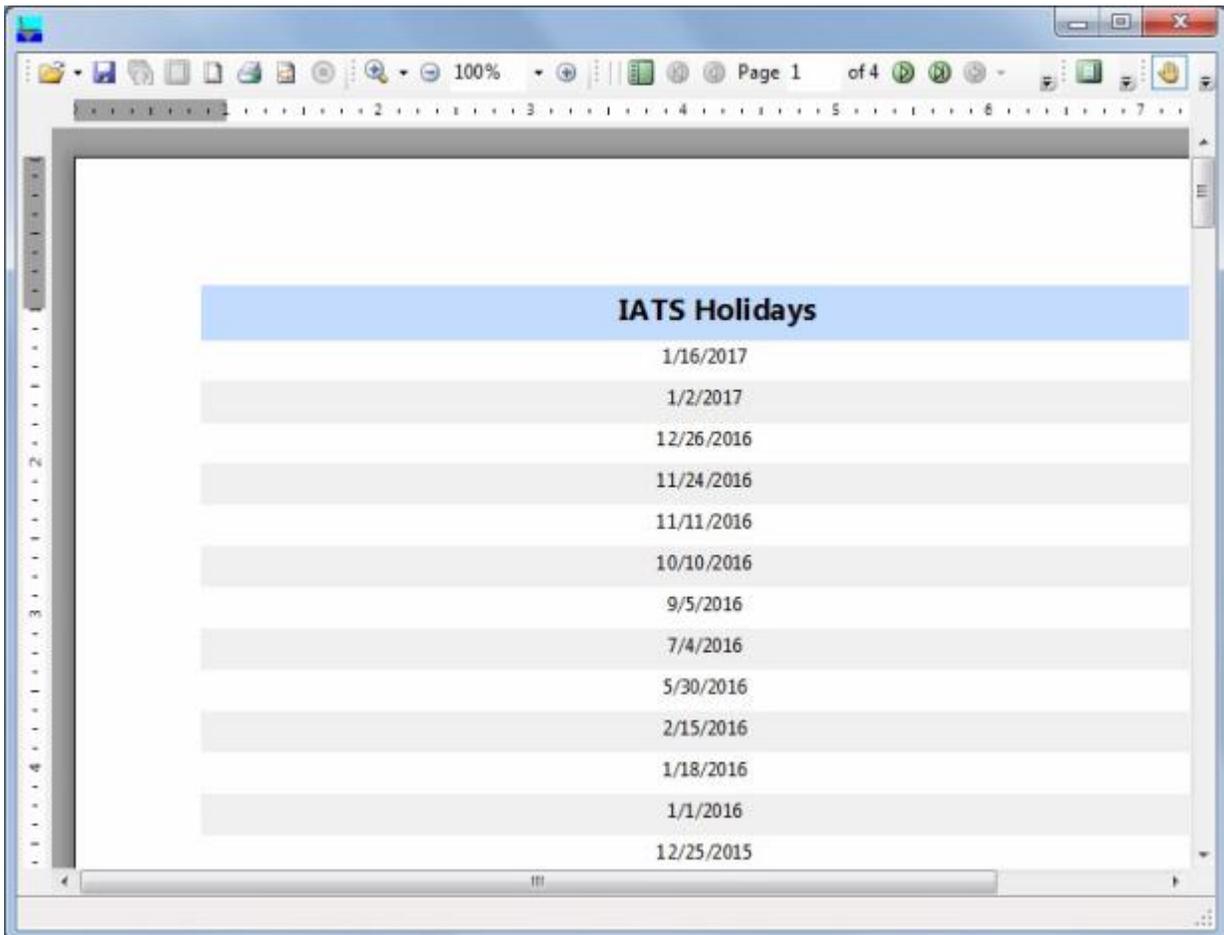
2. After you have entered the date, **click** on the **Add Holiday** button. IATS will add the new date in the grid listing the holidays.
3. If you are **finished** using the Holiday Maintenance screen, **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "delete a holiday" the Holiday Schedule:**

1. **Click** in the **column** to the **left** of the **date** you wish to delete. IATS will **highlight** the date in **blue** as shown in the image above.
2. When you have selected the desired date, **click** on the **Delete Holiday** button.
3. A *pop-up message* appears asking if you are **sure** you wish to delete the selected date. **Click** on *Yes*.
4. IATS **deletes** the selected **date** from the Holiday Schedule.
5. If you are **finished** using the Holiday Maintenance screen, **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "print" the Holiday Schedule:**

1. **Click** on the **Print** button to generate a printed listing of the Holiday Schedule. The following screen will appear.



IATS Holidays	
	1/16/2017
	1/2/2017
	12/26/2016
	11/24/2016
	11/11/2016
	10/10/2016
	9/5/2016
	7/4/2016
	5/30/2016
	2/15/2016
	1/18/2016
	1/1/2016
	12/25/2015

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2. **Click** on the **printer icon** on the **toolbar** at the top of the screen. The **Print** screen will appear.
3. At the Print screen **select** the desired **printer**, the **number** of **copies** and then **click** on the **Print** button.
4. Click on the **red X** button at the top right corner of the screen displaying the holidays schedule to **close** the screen.
5. If you are **finished** using the Holiday Maintenance screen, **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

Create User Passwords and Privileges

In order to use IATS, the user must login with a unique **User ID** and **Password** created by the **System Administrator**. This ensures that only individuals with the proper **authority** may use IATS to generate travel payments.

Password Requirements:

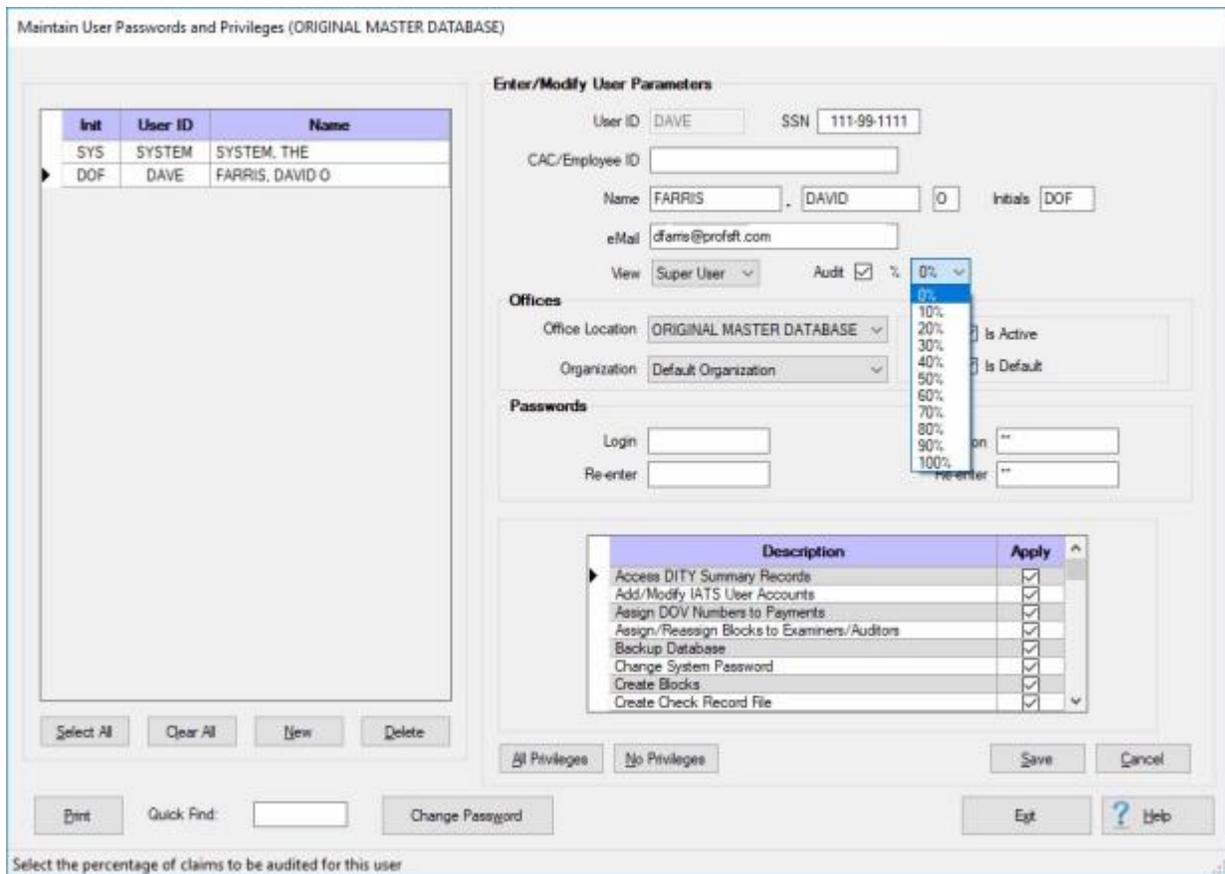
- Passwords must be **case sensitive**
- At least **8** characters must be **changed** to be valid
- You cannot change your password to a password that was previously used during the last **12** months or the last **10** passwords used
- Passwords must be a minimum of an **15-character** mix and (**at least one of each**) of **upper case letters**, **lower case letters**, **numbers**, and **special characters** (i. e. @, #,\$,%,&,!).
- A **15-character** password consisting of the following:
 - Two lower case letters.
 - Two upper case letters.
 - Two numbers.
 - Two special characters.

In addition, the System Administrator must **determine** the user's **role** within the travel office and **assign** a **view** and the associated **privileges** that are necessary for the required duties.

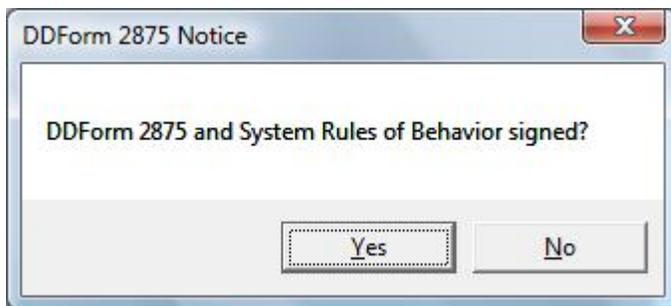
Note: A user account may only be **created** by a user logging in with the username **System** or a user with **Super User** capabilities.

 **Complete the following steps to "create" a user account and "assign" privileges:**

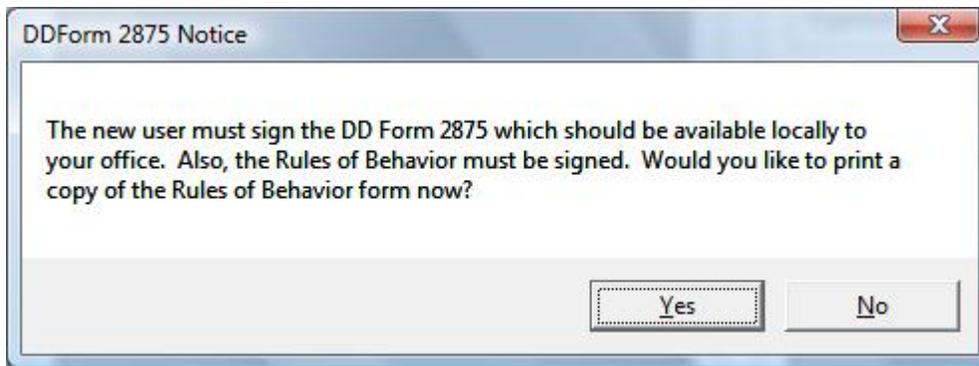
1. **Change the View to Maintenance. At the Maintenance Main Menu, click on the plus sign to the left of the item Configuration/Base Parameters. An expandable menu appears listing the various options.**
2. **Click on the User Passwords and Privileges option. The Maintain User Passwords and Privileges screen appears.**



- At this screen, **click** on the **New** button. The following *pop-up message* will appear:



- If the **DDForm 2875** and **System Rules of Behavior** documents have been **signed** by the user, **click** on **Yes** to continue.
- If not, **click** on **No**. The following *pop-up message* will appear:



6. **Click** on **Yes** to **print** a copy of the **Rules of Behavior** form and have the user **sign** it.
7. After you have a **signed** copy of the **DDForm 2875** and the **Rules of Behavior** you may now go back to step (3) to continue creating the new user's account.
8. **User ID:** - At this field, **type** the desired **User ID** and **press Tab**. A **User ID** may consist of either **alpha** or **numeric** characters and can be from (1 to 8) characters in length.
9. **SSN:** - At this field, you must **type** the user's **SSN** if the option, (**Allow Claims By Self**), at the System Configuration screen in the Maintenance module is **un-checked**. Otherwise, the SSN field is **optional** if your office allows the users to process claims for themselves.
10. **CAC/Employee ID:** - This field is only **available** when **CAC** is **disabled** on the **Maintain System Configuration** screen. When CAC is disabled, the **System Administrator** has the opportunity, using this field, to enter (0-30) characters which are stored **encrypted** in the database. This data may be used by certain specialized **interfaces** in place of the IATS **User Name** and **SSN** to identify IATS users.
11. **Name:** - The **Name** field consists of three input **fields**. In the first field, **type** the user's **last name** and **press Tab**. In the second field, **type** the user's **first name** and **press Tab**. In the last field, **type** the user's **middle initial**, if applicable, and **press Tab**.
12. **eMail:** - An **email** field was added to the **Maintain User Passwords and Privileges** screen in order to have IATS automatically **notify** users when their user **accounts** have gone **inactive\suspended** after **30** and **45** days respectively. This field is **optional**. If you wish to **use** this feature, however, **enter** the user's email address and **press Tab** to continue.
13. **View:** - At this field, **click** the **down arrow** button to display a **list** of the possible **View** options or **press** the **Up/Dn arrow** keys on the keyboard to **scroll** through the list. **Click** on the desired **View** or **press Tab** on a highlighted **View option** to make a selection.
14. **Initials:** - At this field, **type** the user's **initials** and **press Tab**.
15. **Audit:** - **Click** in the box next to the word **Audit**, if you wish for IATS to **flag** every **settlement** processed by this user for **audit**. IATS places a **check mark** in this box to **indicate** the **option** is **activated**. This is a good idea for **new** users.

16. **% (Percentage):** - If you have **activated** the **Audit** option for the user, **click** on the *down arrow* to display a **list** of percentages. **Click** on the desired percentage of claims you wish to have flagged for audit.
17. **Office Location:** - The default value at the Office Location field is "**Original Master Database**". If you are using the **Centralized Database** feature with multiple travel offices, **click** on the *Down arrow* button and then **click** on the travel **office** that the new user is assigned to.
18. **Organization:** - When **creating** a new user account or **modifying** an existing user account, you may select a specific organization for the user. **Click** on the *Down arrow* button. A *drop down listing* of travel office **organizations** that have been entered into the [Maintain Travel Office Organizations table](#) will appear. **Click** on the travel **office** organization the user is assigned to.
19. **Is Active:** - **Click** in the **check box** next to this label if the selected office is an **active** office in your database that the user is allowed to switch to.
20. **Is Default:** - **Click** in the **check box** next to this label if the selected office is the **default** office that user will be connected to after logging into IATS.
21. **Login:** - At this field, **type** the user's login **password** and **press Tab**.
22. **Re-enter:** - Re-enter the password you just entered at the **Login** field to ensure **accuracy**.
23. **Confirmation:** - **Repeat** steps 21 and 22 to enter the **Confirmation Password**.
24. **Privilege:** - In the **Privilege** section, a **listing** of available privileges appears depending on the selection made at the View field. The **System Administrator** must determine the user's **role** within the travel office and **assign** the associated **privileges** that are necessary for the user's required duties. Privileges can be assigned using the following two methods:
 - **Method 1:** - **Click** in the **box** to the right of the privilege **description**. IATS places a **check mark** in this box to **indicate** the **option** is **activated**.
 - **Method 2:** - **Click** on the **All Privileges** button if the user will perform all of the **functions** associated with the assigned **View**.

Tip: Selected **privileges** can be un-selected by **clicking** in the **box** under the heading **Apply** to the right of the privilege **description** or by **clicking** on the **No Privileges** button. IATS will remove the check mark.

25. After assigning the desired privileges, **click** on the **Save** button.
26. When **finished** using this screen, **click** the **Exit** button to **return** to the **Maintenance Main Menu**.

Click on the **See All** button below for additional instructions pertaining to maintaining user accounts.

Modify User Passwords and Privileges

In order to use IATS, the user must **login** with a unique **User ID** and **Password** created by the **System Administrator**. This ensures that only individuals with the proper authority may use IATS to generate travel payments.

In addition, the **System Administrator** must **determine** the user's **role** within the travel office and **assign** a **View** and the associated **privileges** that are necessary for the required duties.

 Complete the following steps to "modify" a user account or privileges:

1. **Change** the View to **Maintenance**. At the **Maintenance Main Menu**, click on the **plus sign** to the **left** of the item **Configuration/Base Parameters**. An expandable menu appears listing the various options.
2. **Click** on the **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.

Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

Init	User ID	Name
SYS	SYSTEM	SYSTEM, THE
DOF	DAVE	FARRIS, DAVID O

Enter/Modify User Parameters

User ID: SSN:

CAC/Employee ID:

Name: . Initials:

eMail:

View: Audit: %

Offices

Office Location: Is Active

Organization: Is Default

Passwords

Login: Confirmation:

Re-enter: Re-enter:

Description	Apply
Access DITY Summary Records	<input checked="" type="checkbox"/>
Add/Modify IATS User Accounts	<input checked="" type="checkbox"/>
Assign DOV Numbers to Payments	<input checked="" type="checkbox"/>
Assign/Reassign Blocks to Examiners/Auditors	<input checked="" type="checkbox"/>
Backup Database	<input checked="" type="checkbox"/>
Change System Password	<input checked="" type="checkbox"/>
Create Blocks	<input checked="" type="checkbox"/>
Create Check Record File	<input checked="" type="checkbox"/>

 Quick Find:

Enter the user's last name

3. **Select User:** On the left side of the screen is a **listing** of all of the user **accounts** existing in the database.

Tip: If your office has numerous user **accounts**, you can quickly find the user account you wish to select by typing the user's **last name** in the **Quick Find** field.

4. **Click** on the **username** you wish to **modify** and then **click** on the **Select** button. The user's **information** will **appear** in the input fields on the right side of the screen.
5. Once the user's information appears, **click** in the **field** you wish to modify and **enter** the desired **change**.
6. When **finished** making the required changes, **click** on the **Save** button to save the changes.
7. When **finished** using this screen, **click** the **Exit** button to **return** to the **Maintenance Main Menu**.

Click on the **See All** button below for additional instructions pertaining to maintaining user accounts.

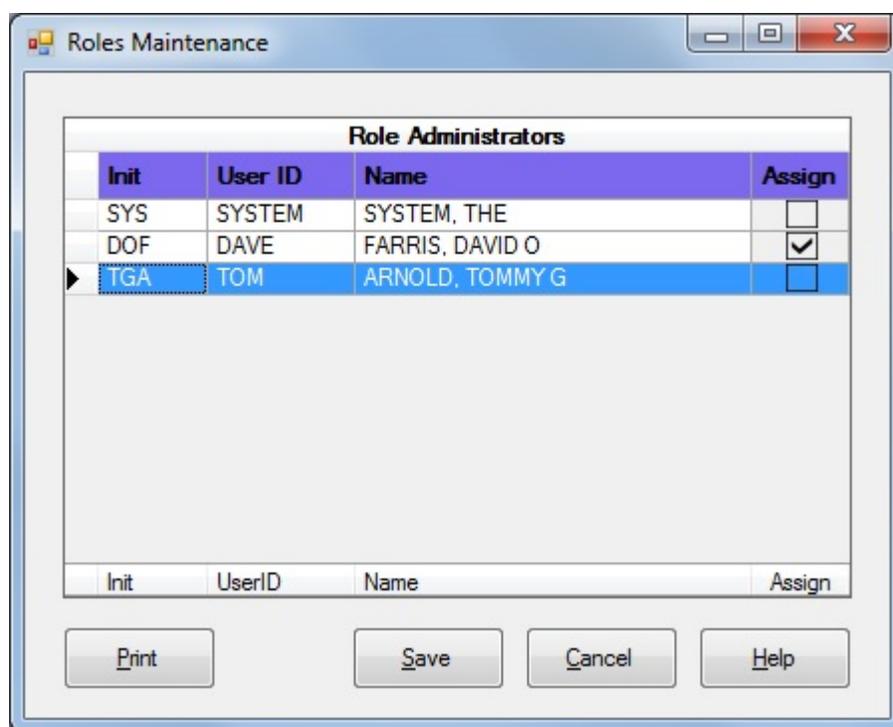
Assigning Role Administrators

A new feature was added to IATS that allows travel offices to **establish** user **accounts** using **Roles** rather than **Views**. Roles are established with a set of pre-determined privileges which ensures a more precise **segregation of duties**.

The **Assign Role Administrators** screen is used to **grant** the **privilege** to certain IATS users to **assign** and **define** the roles for the IATS users in the office.

 Complete the following steps to "assign" Role Administrators:

1. **Login** to the IATS **Maintenance** module and **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters**. An expandable menu appears listing the various options.
2. **Click** on the **Assign Role Administrators** option. The **Roles Maintenance** screen appears.



3. A **list** of IATS **users** will be **displayed** at the **Roles Maintenance** screen.
4. **Click** in the **check box** in the **Assign** column to assign the Role Administrator privilege to the desired user name.
5. **Click** on the **Save** button to save your entries.
6. **Click** on the **Print** button to generate a **print out** of the assigned Role Administrators.
7. **Click** on the **Cancel** button when you are **finished** assigning Role Administrators.

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Click on the **See All** button below for additional instructions pertaining to maintaining user accounts.

Assigning Roles

A new feature was added to IATS that allows travel offices to **establish** user accounts using **Roles** rather than **Views**. Roles are established with a set of pre-determined privileges which ensures a more precise **segregation of duties**.

 Complete the following steps to "assign" a role to a user account:

1. **Change the View to Maintenance. At the Maintenance Main Menu, click on the plus sign to the left of the item Configuration/Base Parameters. An expandable menu appears listing the various options.**
2. **Click on the User Passwords and Privileges option. The Maintain User Passwords and Privileges screen appears.**

Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

Init	User ID	Name
SYS	SYSTEM	SYSTEM, THE
DOF	DAVE	FARRIS, DAVID O

Enter/Modify User Parameters

User ID: DAVE SSN: 111-99-1111

CAC/Employee ID:

Name: FARRIS . DAVID O Initials: DOF

eMail: dfarris@profft.com

Audit % 0%

Offices

Office Location: ORIGINAL MASTER DATABASE Is Active

Organization: Default Organization Is Default

Passwords

Login: Confirmation: **

Re-enter: Re-enter: **

Roles (Select one)

- Admin-Info Officer
- Auditor
- Data Entry
- Debt Management
- Disbursing
- Examiner**
- Reporting
- Super User
- Supervisor
- System Administrator
- Tax Accountant
- View Only

Select All Clear All New Delete

Exit Quick Find: Change Password Est ? Help

Enter the user's last name

3. **Click on the user name at the grid on the left side of the screen to select a user if you are changing the role of an existing user.**
4. After selecting a user name (if applicable) or if you are creating a new user account, **click on the down arrow button at the Roles field.**
5. At the *drop down* list, **click on the role** you wish to assign to the user and then

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6. **Click** on the **Save** button.
7. When you are **finished** assigning roles, **click** on the *Exit* button to close the screen.

Click on the **See All** button below for additional instructions pertaining to maintaining user accounts.

Defining Roles

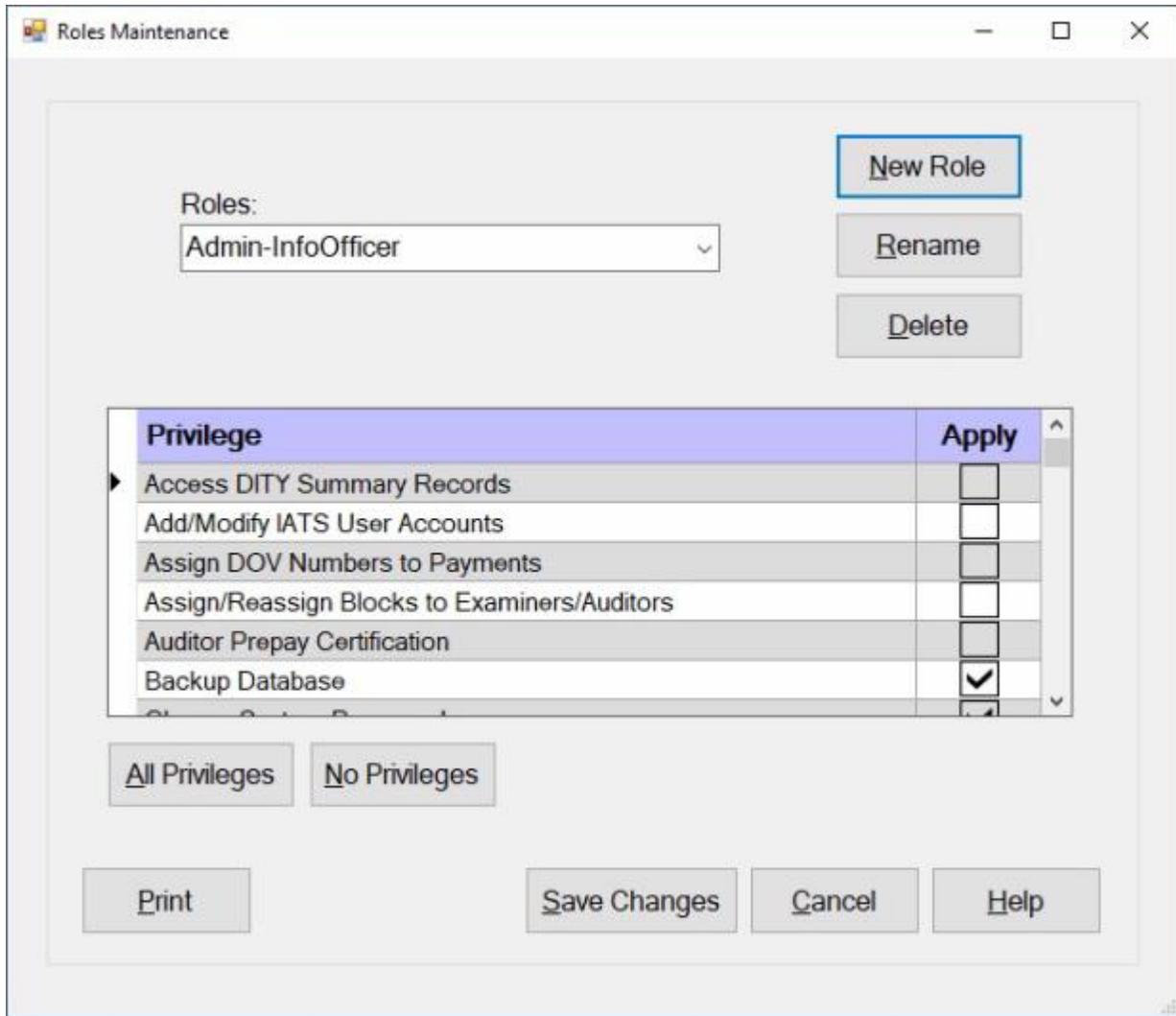
A feature was added to IATS that allows travel offices to **establish** user **accounts** using **Roles** rather than **Views**. Roles are established with a set of pre-determined **privileges** which ensures a more precise **segregation** of **duties**.

The **Roles Maintenance** screen is used to **establish** the **privileges** to perform various IATS **functions** for each particular Role.

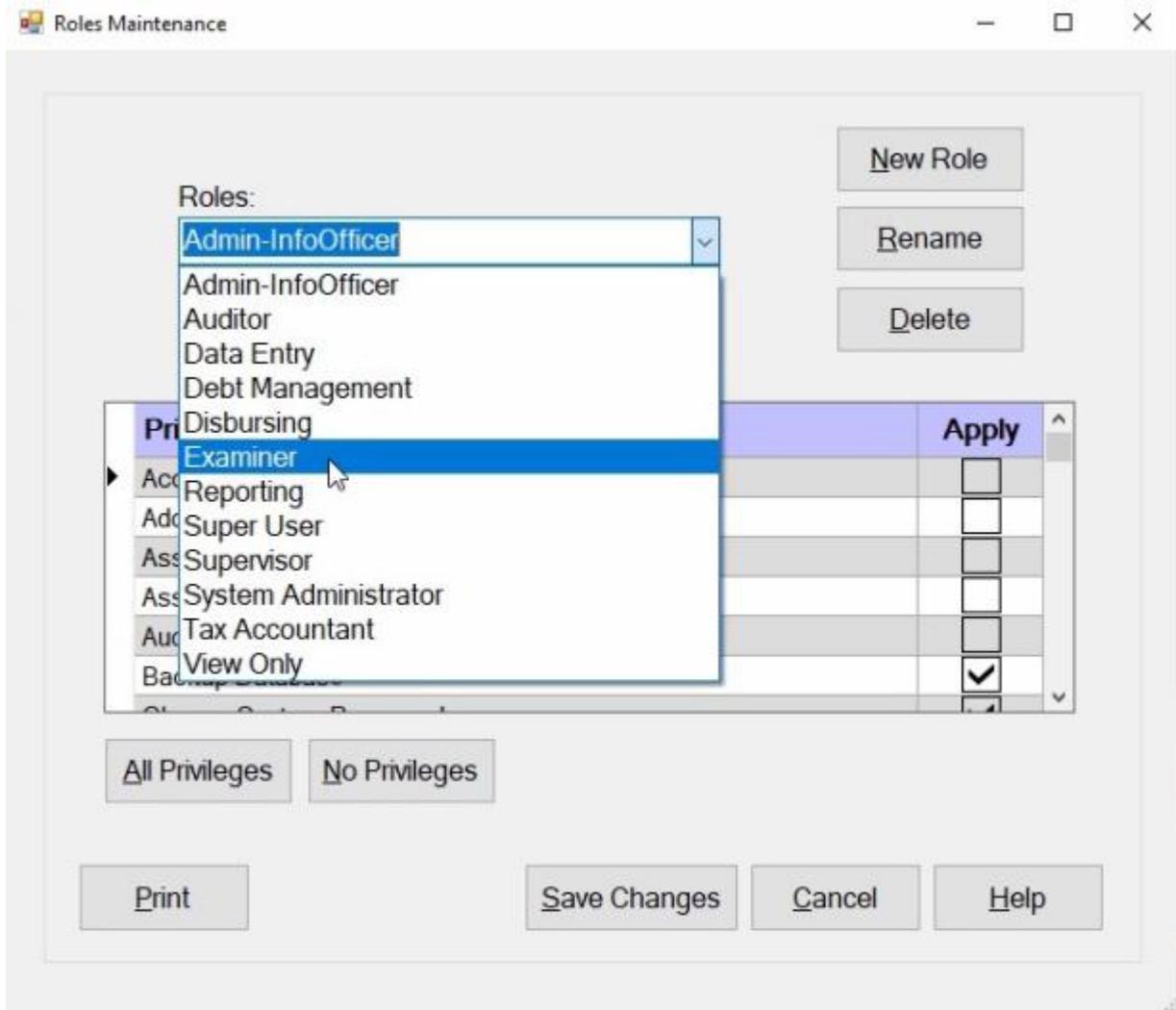
Note: In order to use the **Define Roles** feature, you must first **obtain** a **temporary access key code** and then use the [Allow Temporary Database Access](#) feature in IATS to access the database to **activate** the **Define Roles** feature.

 **Complete the following steps to "define" Roles:**

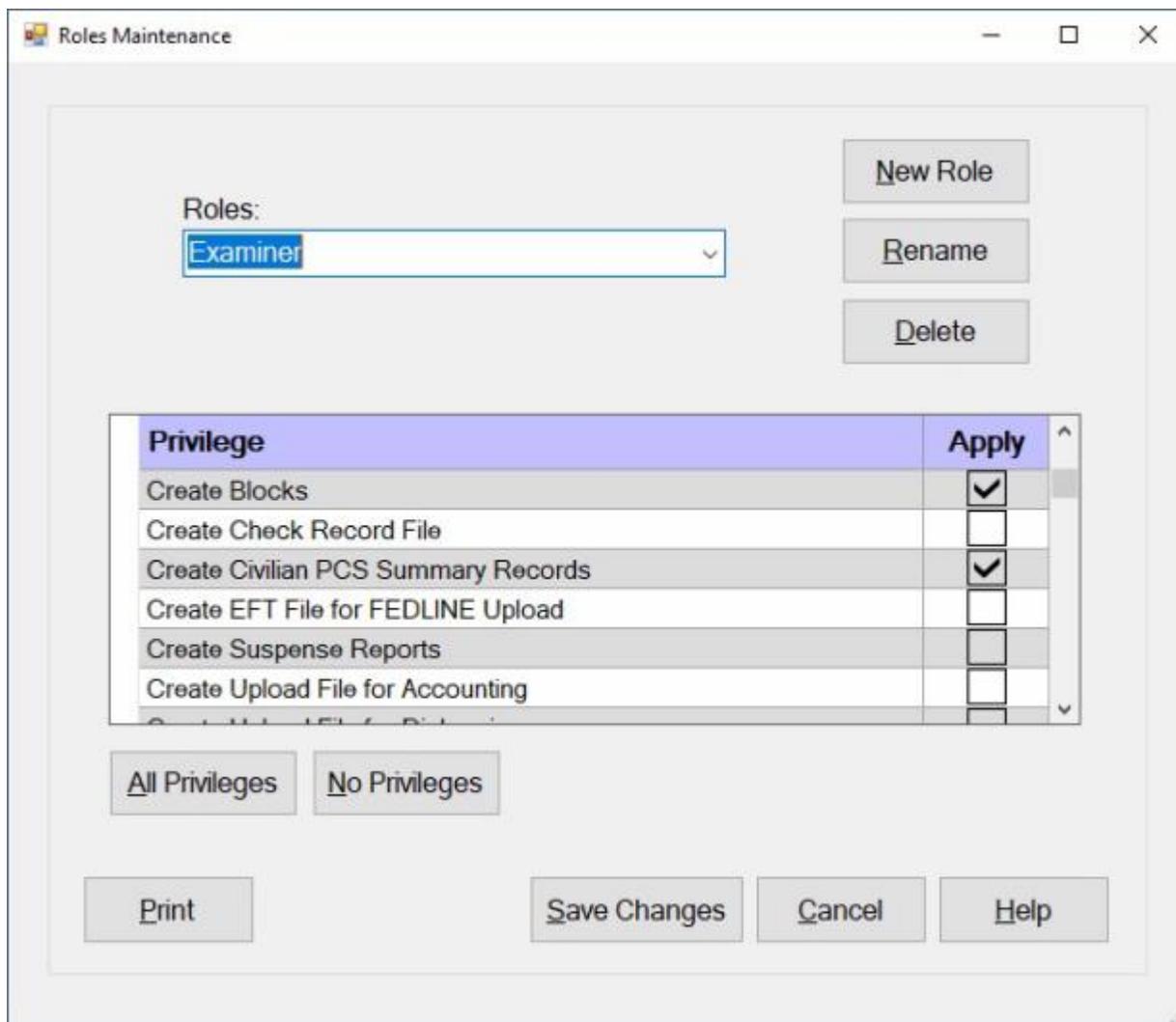
1. **Login** to the IATS **Maintenance** module and **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable **menu** appears listing the various options.
2. After gaining **Temporary Access** to the database, **click** on the **Define Roles** option. The **Roles Maintenance** screen appears.



3. **Roles:** - At the **Roles** section, **click** on the *down arrow* button. IATS will display a **listing** of various roles.

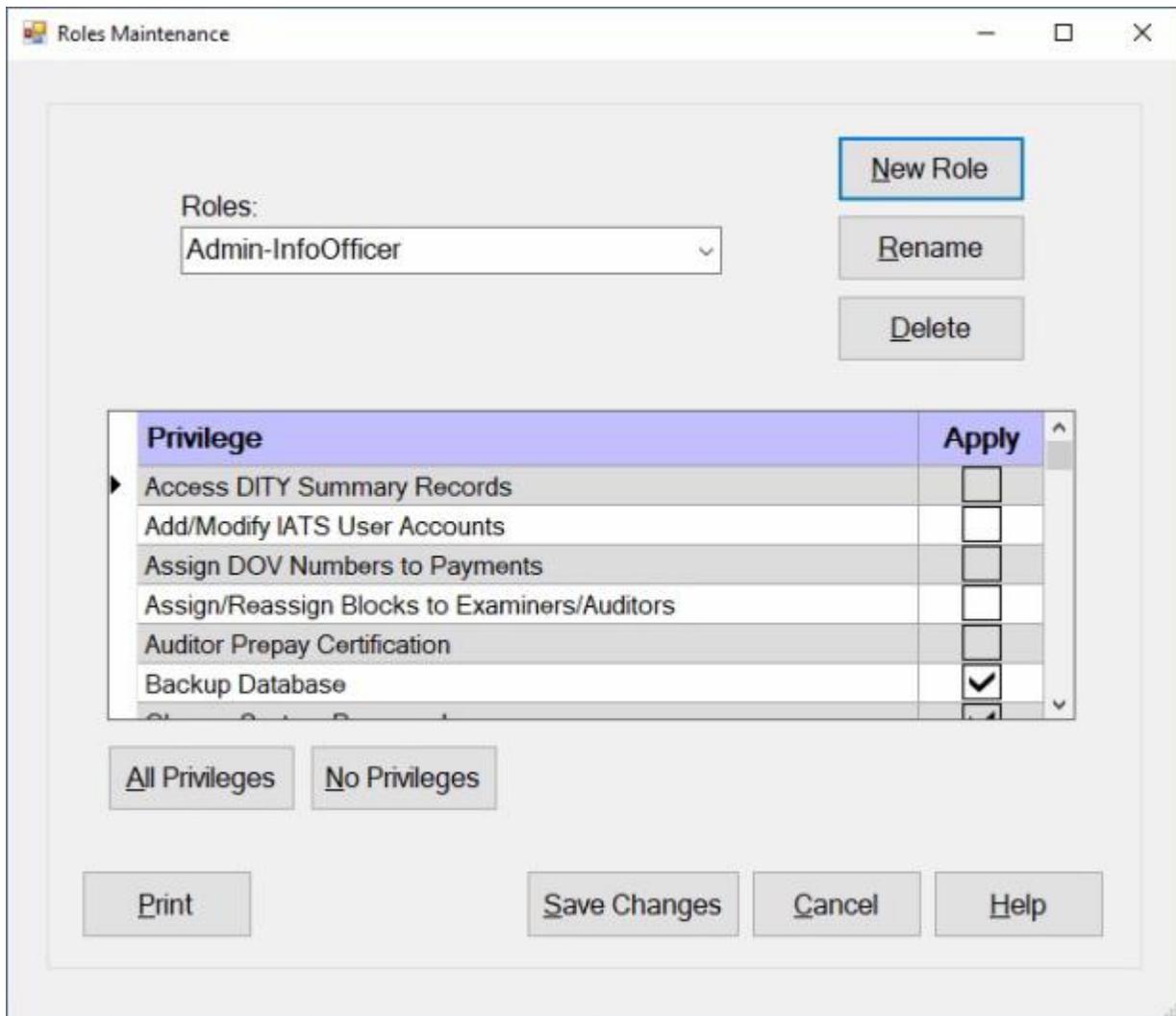


4. Click on the **Role** you wish to select.

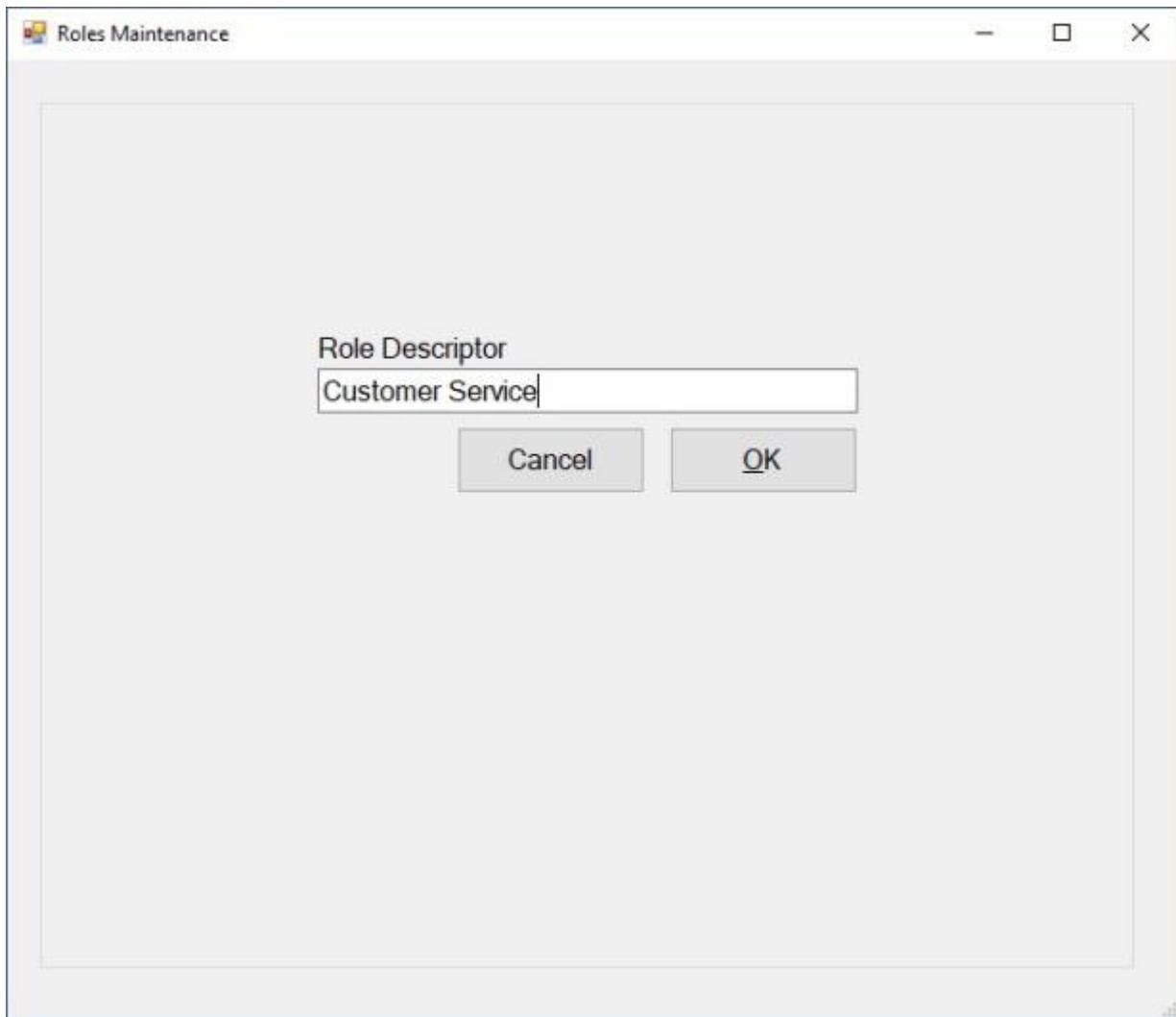


5. **Privileges:** - At the **Privileges** section, you will see a **listing** of **privileges** for performing various IATS functions. You can **scroll** through the list by **pressing** the **Up/Dn arrow** keys on your keyboard or **click** on the **Up/Dn arrow** buttons on the right side of the grid.
6. If you wish to **add** a privilege, **click** in the **check box** in the **Apply** column for the desired privilege.
7. If you wish to **delete** a pre-existing privilege, **double-click** in the **check box** in the **Apply** column for the desired privilege.
8. **All Privileges:** - **Click** on the **All Privileges** button if you wish to grant **all** of the listed privileges to the selected Role.
9. **No Privileges:** - **Click** on the **No Privileges** button if you wish to **remove** all of the previously granted privileges to the selected Role.
10. **Click** on the **Save Changes** button when you have **finished** making your changes.

Adding a New Role:

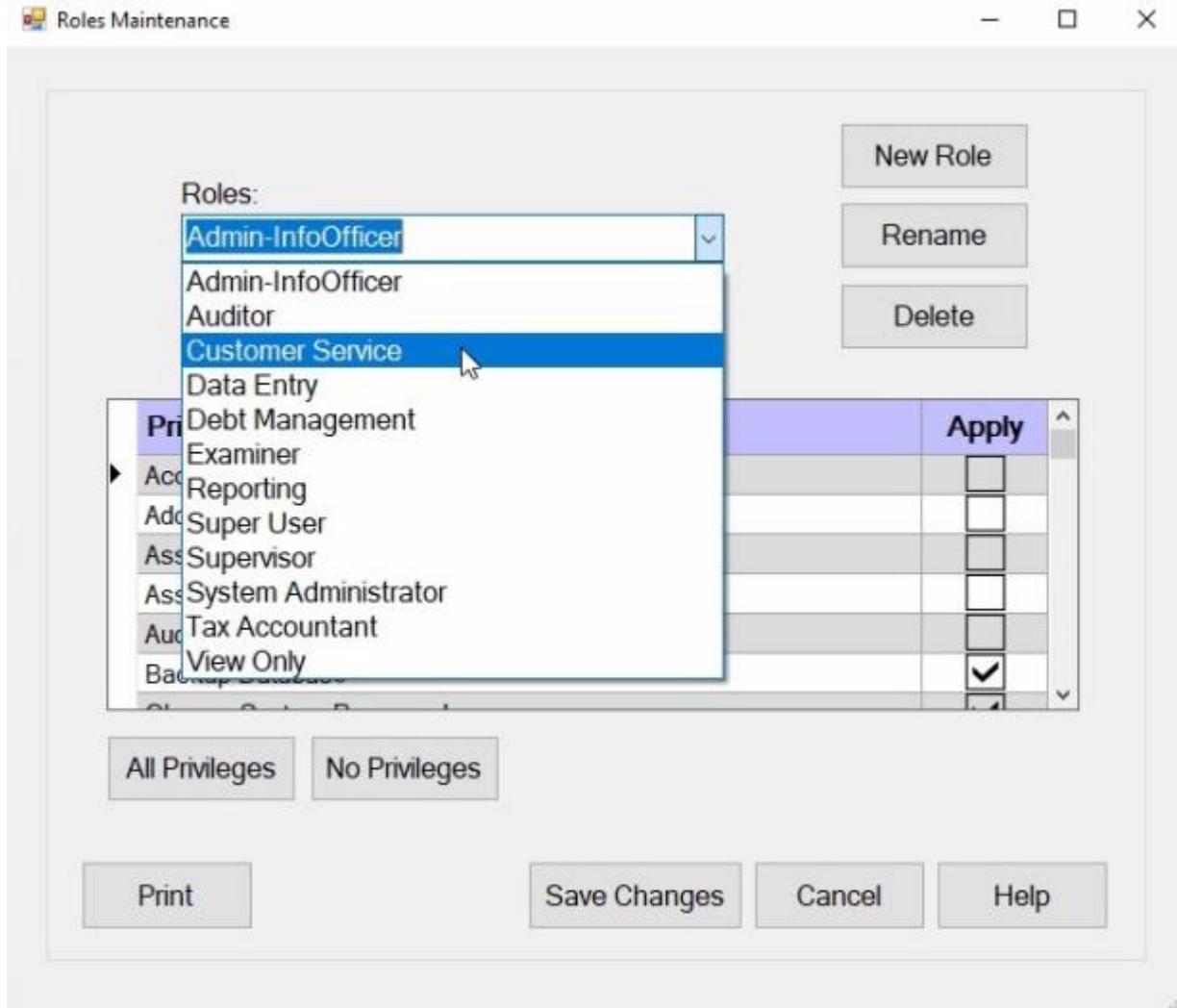


1. Click on the **New Role** button. IATS will display the **Role Descriptor** field.



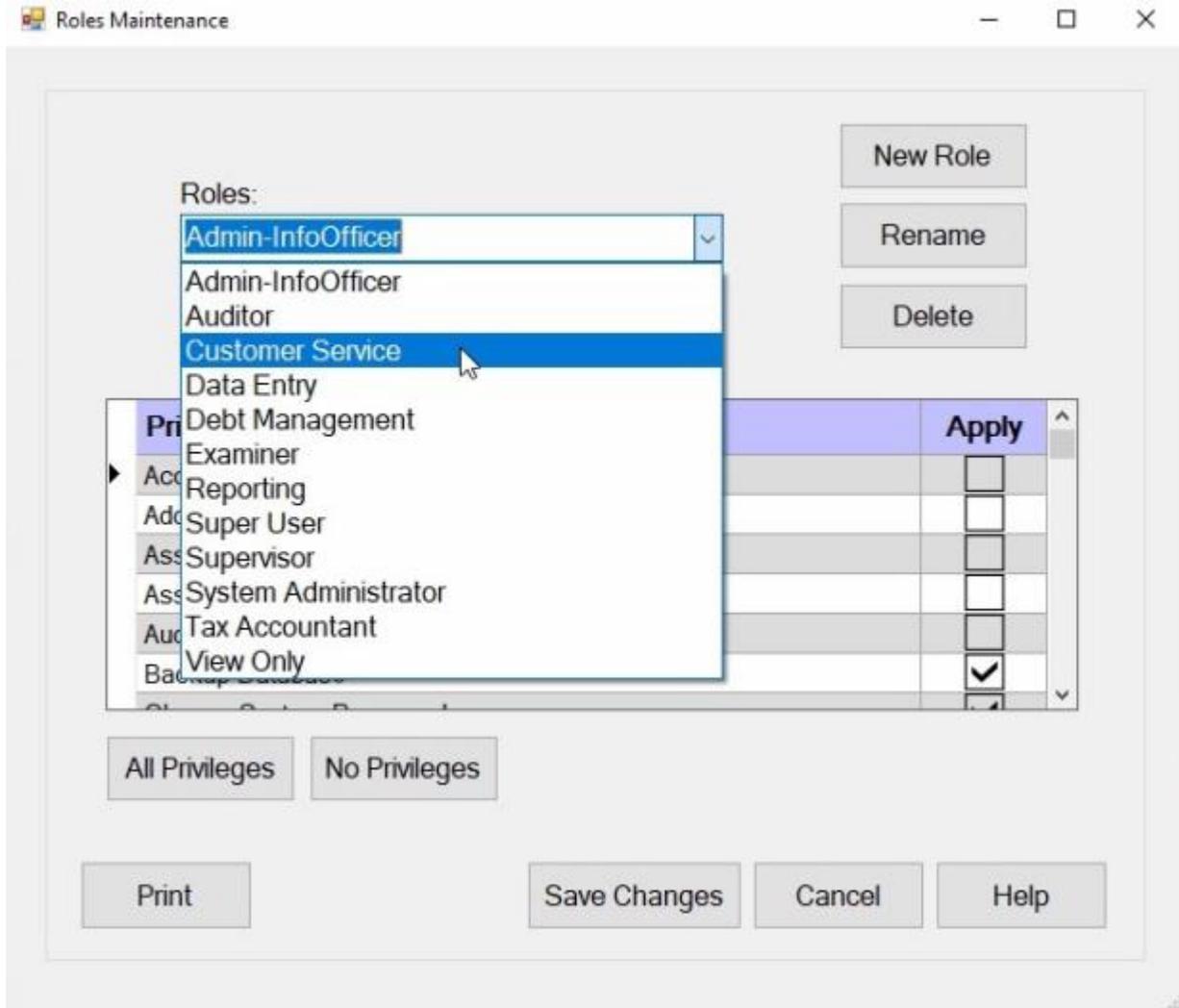
2. At the **Role Descriptor** field, **enter a name** for the new role and then **click** on the **OK** button.
3. After adding the new role, **use the steps previously described above** to **grant** the desired **privileges** for the new role.

Deleting a Role:

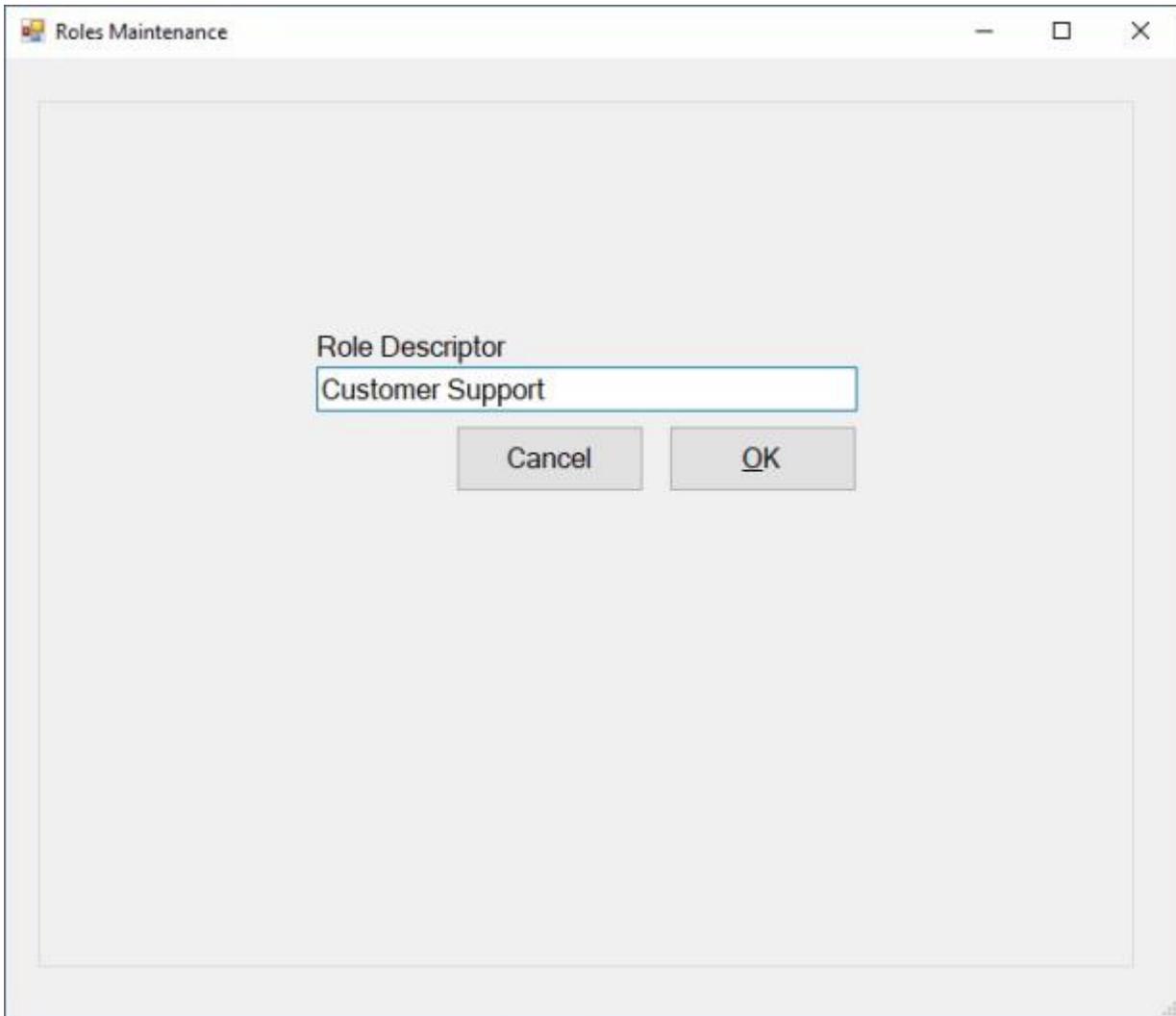


1. **Roles:** - At the **Roles** section, **click** on the *down arrow* button. IATS will display a **listing** of various roles.
2. **Click** on the **Role** you wish to delete.
3. **Click** on the **Delete** button.

Renaming a Role:



1. **Roles:** - At the **Roles** section, **click** on the *down arrow* button. IATS will display a **listing** of various roles.
2. **Click** on the **Role** you wish to rename.
3. **Click** on the **Rename** button. IATS will display the **Role Descriptor** field.



The image shows a screenshot of a software window titled "Roles Maintenance". Inside the window, there is a dialog box with the label "Role Descriptor". The text "Customer Support" is entered into the text field. Below the text field are two buttons: "Cancel" and "OK".

4. At the **Role Descriptor** field, **enter** the new name for the role as shown above.
5. After you have entered the new name for the role, **click** on the **OK** button.
6. **Click** on the **Save Changes** button when you have **finished** making your changes.

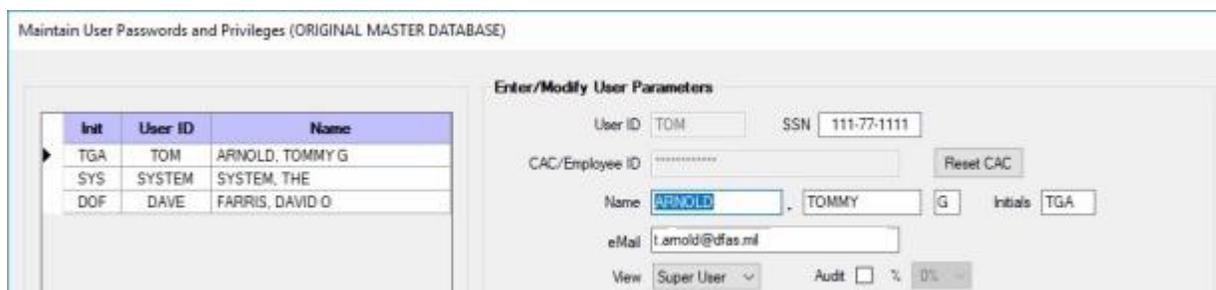
Resetting the CAC Login Access

On occasion it may be necessary for the System Administrator to **reset** an IATS user's CAC login access. This situation will occur under the following scenario:

Scenario: - User (A) did not come into the office today. User (B) used the CAC for user (A) to login to IATS in order to gain access to a block that was assigned to User (A). When User (A) attempts to login to IATS the next time, access is denied. In order for User (A) to login with the CAC, the system Administrator must **reset** the CAC login access.

 Complete the following steps to "reset" a user's CAC login access:

1. **Change** your View to **Maintenance**. At the **Maintenance Main Menu** screen **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters**. An **expandable menu** appears listing the various options.
2. **Click** on the **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.



Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

Init	User ID	Name
TGA	TOM	ARNOLD, TOMMY G
SYS	SYSTEM	SYSTEM, THE
DOF	DAVE	FARRIS, DAVID O

Enter/Modify User Parameters

User ID: TOM SSN: 111-77-1111

CAC/Employee ID:

Name: . Initials:

eMail:

View: Audit: % 0%

3. At the **Maintain User Passwords and Privileges** screen, **click** on the user name that requires a CAC reset.
4. Once the correct user name is highlighted, **click** on the **Reset CAC** button.
5. When finished, **click** the **Save** button.
6. When **finished** using this screen, **click** the **Exit** button to **return** to the **Maintenance Main Menu** screen.

Forcing Password Changes

IATS users are **required** to change their passwords every 60 days. A feature is included with IATS that automatically forces a user to change their passwords if the monthly **rates update** file is **processed** and 60 days has passed since the last password change. Unless travel offices process the rates update file in a timely manner, the requirement to change passwords does not occur.

To **eliminate** this problem, a feature has been added to IATS that allows a user with the **Add/Modify IATS User Accounts** privilege to **force** the required password changes.

 Complete the following steps to "create" a user account and "assign" privileges:

1. **Change** your View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters**. An **expandable menu** appears listing the various options.
2. **Click** on the **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.

Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

Init	User ID	Name
TGA	TOM	ARNOLD, TOMMY G
SYS	SYSTEM	SYSTEM, THE
DOF	DAVE	FARRIS, DAVID O

Select All Clear All New Delete

Enter/Modify User Parameters

User ID: TOM SSN: 111-77-1111

CAC/Employee ID: [] Reset CAC

Name: ARNOLD TOMMY G Initials: TGA

eMail: t.arnold@dfas.mil

View: Super User Audit: % 0%

Offices

Office Location: ORIGINAL MASTER DATABASE Is Active

Organization: Default Organization Is Default

Passwords

Login: [] Confirmation: **

Re-enter: [] Re-enter: **

Description	Apply
Access DITY Summary Records	<input checked="" type="checkbox"/>
Add/Modify IATS User Accounts	<input checked="" type="checkbox"/>
Assign DOV Numbers to Payments	<input checked="" type="checkbox"/>
Assign/Reassign Blocks to Examiners/Auditors	<input checked="" type="checkbox"/>
Backup Database	<input checked="" type="checkbox"/>
Change System Password	<input checked="" type="checkbox"/>
Create Blocks	<input checked="" type="checkbox"/>
Create Check Record File	<input checked="" type="checkbox"/>

All Privileges No Privileges Save Cancel

Print Quick Find: [] Change Password Exit Help

Enter the user's last name

3. At the **Maintain User Passwords and Privileges** screen, **click** on the **Change Password** button. A **menu** appears with the option for **All Users** or the **Users in the Default Office**.
4. **Click** on the desired choice.
5. A *pop-up* message appears asking if you are **sure** you want to change the passwords.



6. **Click** on *Yes* or *No* as desired.

Note: Clicking the *Yes* button will **force** all users for the selected office to **change** their passwords in order to login to IATS.

7. After clicking on *Yes* or *No*, **click** the **Exit** button to close the **Maintain User Passwords and Privileges** screen.

Printing User Privileges

System Administrators or individuals with access to the IATS Maintenance module may generate a **print-out** of an individual IATS user's **privileges**.

A print-out may be generated for **one** individual user or **multiple** users.

 **Complete the following steps to "print" user account privileges:**

1. **Change** your View to **Maintenance**. At the **Maintenance Main Menu** screen **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters**. An **expandable menu** appears listing the various options.
2. **Click** on the **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.

Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

Init	User ID	Name
TGA	TOM	ARNOLD, TOMMY G
SYS	SYSTEM	SYSTEM, THE
DOF	DAVE	FARRIS, DAVID O

Enter/Modify User Parameters

User ID: TOM SSN: 111-77-1111

CAC/Employee ID: [REDACTED]

Name: . Initials:

eMail:

View: Audit: %:

Offices

Office Location: Is Active

Organization: Is Default

Passwords

Login: Confirmation:

Re-enter: Re-enter:

Description	Apply
Access DITY Summary Records	<input checked="" type="checkbox"/>
Add/Modify IATS User Accounts	<input checked="" type="checkbox"/>
Assign DOV Numbers to Payments	<input checked="" type="checkbox"/>
Assign/Reassign Blocks to Examiners/Auditors	<input checked="" type="checkbox"/>
Backup Database	<input checked="" type="checkbox"/>
Change System Password	<input checked="" type="checkbox"/>
Create Blocks	<input checked="" type="checkbox"/>
Create Check Record File	<input checked="" type="checkbox"/>

 Quick Find:

Enter the user's last name

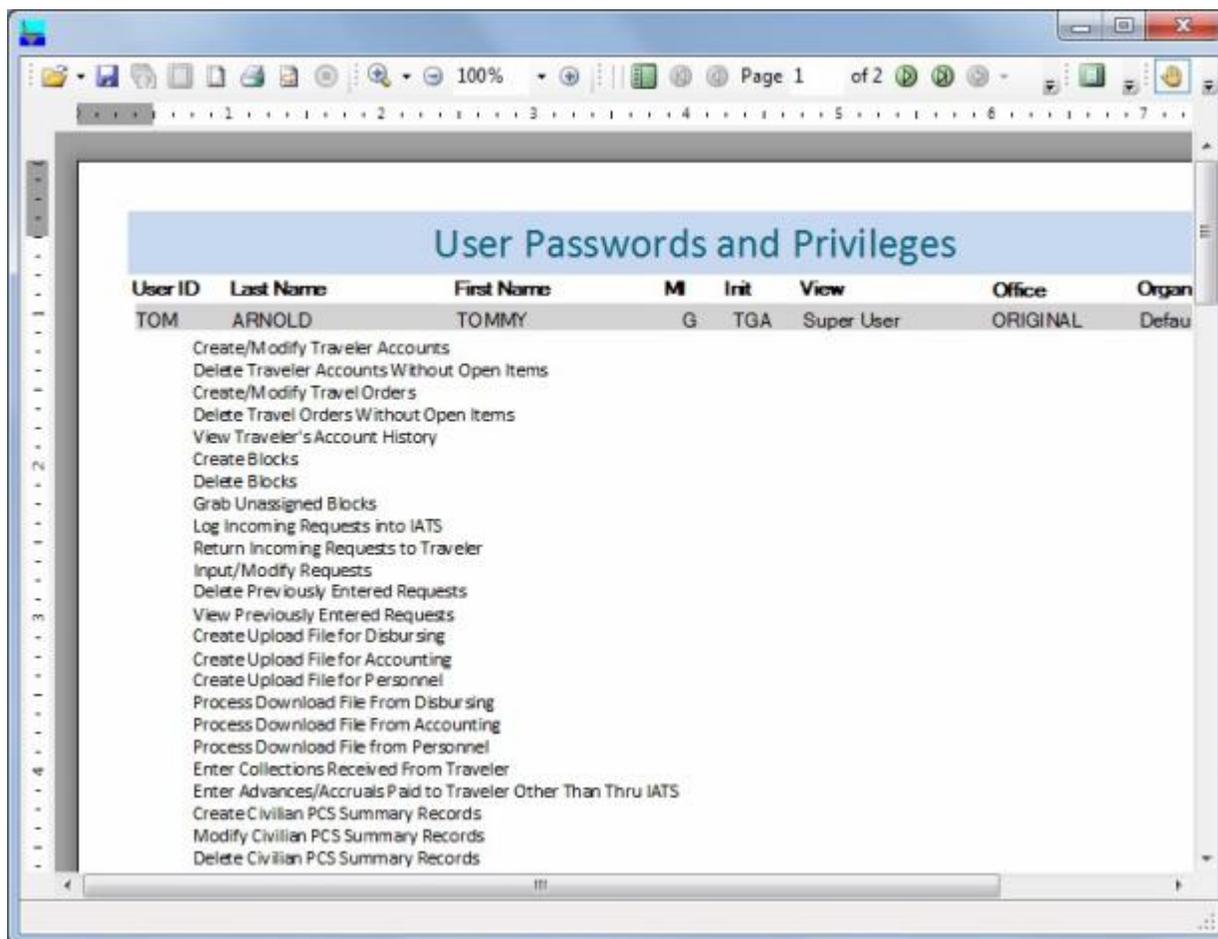
3. **Click** on the **User ID** for the user whose privileges you wish to print.

Tip: If your office has numerous user **accounts**, you can quickly find the user account you wish to select by typing the user's **last name** in the **Quick Find** field.

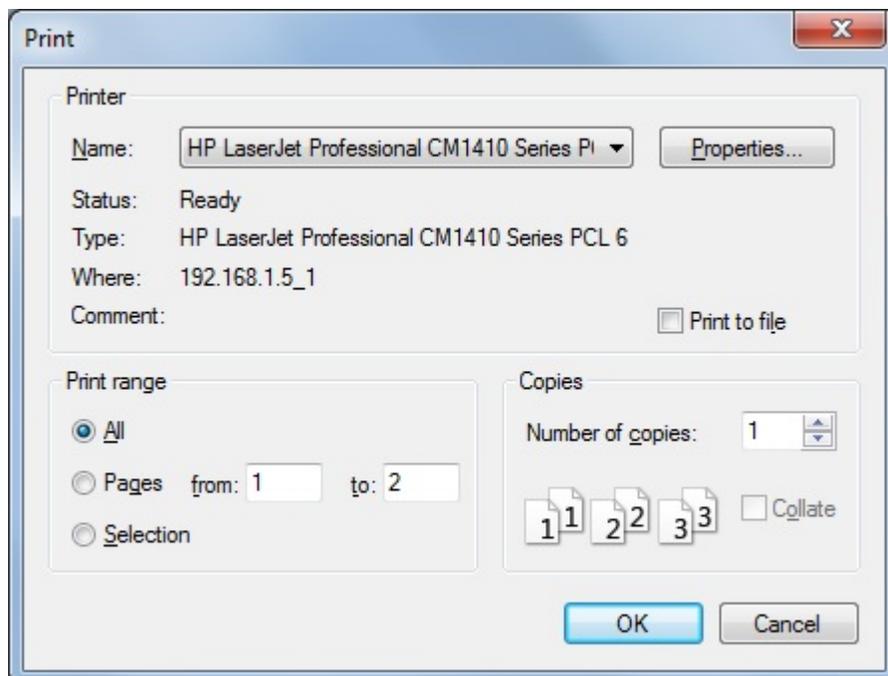
Tip: More than one User ID may be selected. To select consecutively listed User ID's, **click** on the **first User ID**. **Press** and **hold** down the **Shift** key and then **click** on the **last**

User ID you wish to print. IATS will **highlight** all of the User ID's between the first and last selections. To select **multiple** users that are not listed consecutively, **press** and **hold** down the **Ctrl** key and then **click** on the **User ID's** you wish to print. IATS will **highlight** all of the selected User ID's.

4. When the desired User ID's have been selected, **click** the **Print** button. The **following** screen will appear.



5. The screen displayed above will show a **list** of all of the **privileges** assigned to the selected user.
6. **Click** on the **Printer** icon at the top of the screen to continue. The **Print** screen will appear.



7. **Verify** that the **PC** is **configured** for the **correct printer** or **make** any **necessary changes**.
8. **Select** the **number of copies** you wish to print and **click** the **OK** button. IATS will print the user privileges list.

Tip: The **privileges** may also be **printed to a file** by activating the **Print to File** option on the **Print** screen. After activating this option, you will have to **specify** what **directory** to **save** the file in, the file **name**, and the file **type**. The file should be saved as a **Text** file.

9. After the user privileges list has been printed, the following screen will be displayed again.



10. Click on the **red X** in the **top right corner** to **close** this screen and **return** to the **Maintain User Passwords and Privileges** screen.

Viewing User Accounts

System Administrators must **determine** the user's **role** within the travel office and **assign** a **view** and the associated **privileges** that are necessary for the required duties.

Tip: In order to **identify** the **status** of IATS users, the following **color codes** are being used:

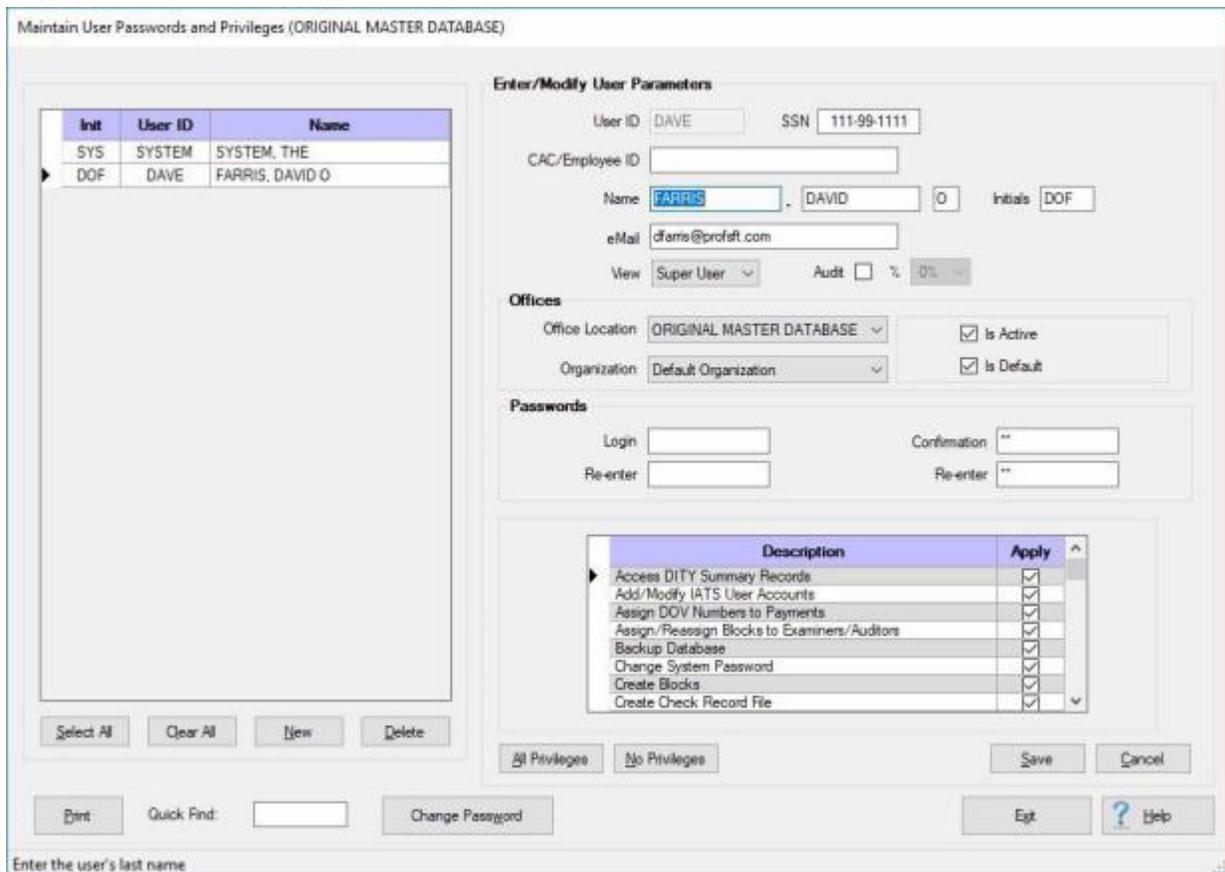
- **Active Users:** - **Black** letters on a **white** background.
- **Suspended Users:** - **Black** letters on a **yellow** background.
- **Inactive Users:** - **White** letters on a **dark grey** background.

Occasionally, **Supervisors** and **Team Leaders** must **review** the user **accounts** to determine what **privileges** a particular user has been granted and possibly request additional privileges. The **View User Accounts** feature will allow certain users to be able to just view user accounts. No changes may be made, however.

Note: The privilege "**View IATS User Accounts**" may only be granted to individuals with **Super User** or **System Administrator** views. In addition, an individual who has been granted this privilege, **cannot** be granted the privilege "**Add/Modify IATS User Accounts**".

 **Complete the following steps to "view" a user account:**

1. **Change** your View to **Maintenance**. At the **Maintenance Main Menu** screen **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable menu appears listing the various options.
2. **Click** on the **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.



3. **Click** on the **User ID** for the user whose privileges you wish to view. The selected users **information** will then be **displayed** on the right-hand side of the screen.

Tip: If your office has numerous user **accounts**, you can quickly find the user account you wish to select by typing the user's **last name** in the **Quick Find** field.

Tip: Generate a **print-out** of an individual IATS user's **privileges** by clicking on the **Print** button.

4. When you are **finished** viewing or printing the user account, **click** the **Exit** button.

Click on the **See All** button below for additional **instructions** pertaining to maintaining user accounts.

Deleting User Accounts

When an IATS **user** leaves the travel office, a prudent security **measure** is to **delete** their **user account** from the database.

 Complete the following steps to "delete" a user account:

1. **Change** your View to **Maintenance**. At the **Maintenance Main Menu** screen **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable **menu** appears listing the various options.
2. **Click** on the **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.

Maintain User Passwords and Privileges (ORIGINAL MASTER DATABASE)

Init	User ID	Name
SYS	SYSTEM	SYSTEM, THE
DOF	DAVE	FARRIS, DAVID O

Enter/Modify User Parameters

User ID: SSN:

CAC/Employee ID:

Name: . Initials:

eMail:

View: Audit: %

Offices

Office Location: Is Active

Organization: Is Default

Passwords

Login: Confirmation:

Re-enter: Re-enter:

Description	Apply	
Access DITY Summary Records	<input checked="" type="checkbox"/>	
Add/Modify IATS User Accounts	<input checked="" type="checkbox"/>	
Assign DOV Numbers to Payments	<input checked="" type="checkbox"/>	
Assign/Reassign Blocks to Examiners/Auditors	<input checked="" type="checkbox"/>	
Backup Database	<input checked="" type="checkbox"/>	
Change System Password	<input checked="" type="checkbox"/>	
Create Blocks	<input checked="" type="checkbox"/>	
Create Check Record File	<input checked="" type="checkbox"/>	

 Quick Find:

Enter the user's last name

3. A **listing** of all of the user **accounts** existing in the database is displayed on the left side of the screen.

Tip: If your office has numerous user **accounts**, you can quickly find the user account you wish to select by typing the user's **last name** in the **Quick Find** field.

IATS 7.2 User Guide

4. **Click** on the **username** you wish to **delete** and then **click** on the **Delete** button. A *pop-up* appears asking if you are **sure** you wish to **delete** the highlighted user.
5. **Click** on the **Yes** button. IATS deletes the selected user account.
6. When **finished** using this screen, **click** the **Exit** button to **return** to the **Maintenance Main Menu** screen.

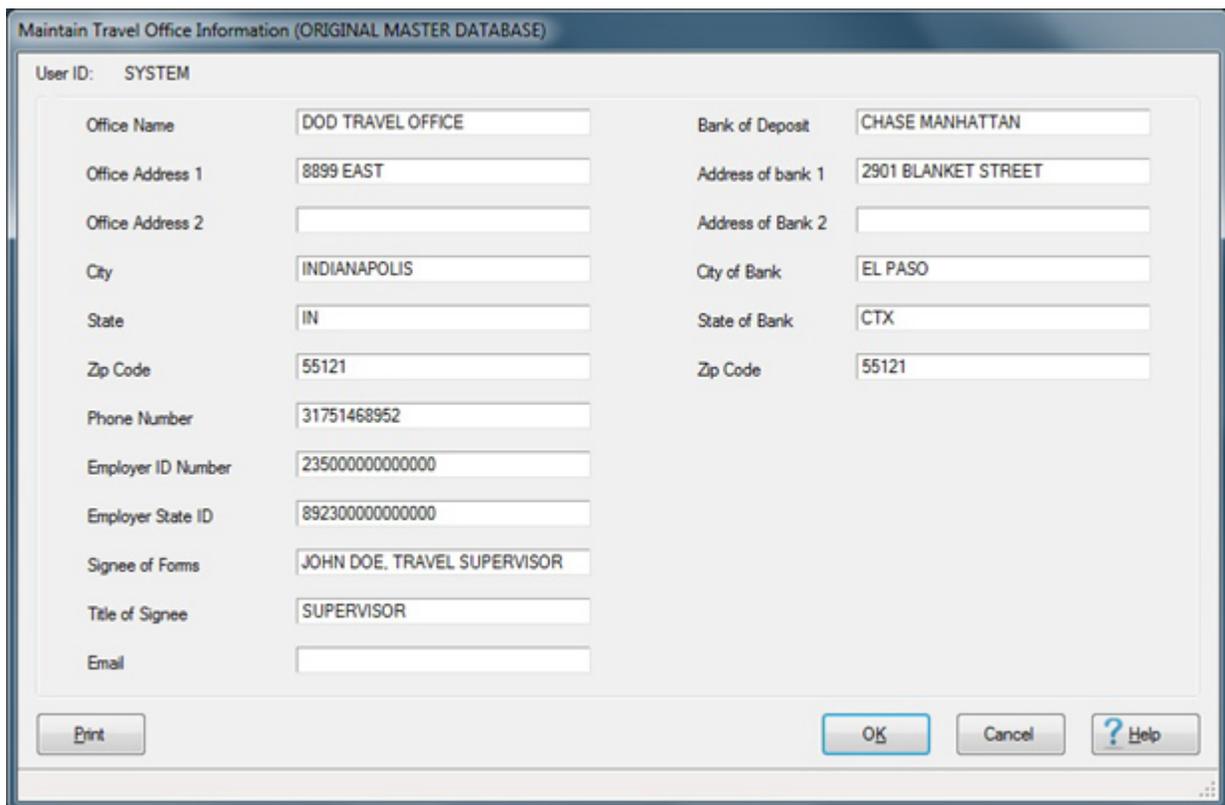
Click on the **See All** button below for additional instructions pertaining to maintaining user accounts.

Maintaining Travel Office Information

The information at the **Maintain Travel Office Information** screen is used to **populate** the various **documents**, **forms** and **letters** generated by IATS.

 **Complete the following steps to "populate" the Maintain Travel Office Information screen:**

1. **Change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters**. An **expandable menu** appears listing the various options.
2. **Click** on the **Travel Office Information** option. The **Maintain Travel Office Information** screen appears.



Maintain Travel Office Information (ORIGINAL MASTER DATABASE)

User ID: SYSTEM

Office Name	DOD TRAVEL OFFICE	Bank of Deposit	CHASE MANHATTAN
Office Address 1	8899 EAST	Address of bank 1	2901 BLANKET STREET
Office Address 2		Address of Bank 2	
City	INDIANAPOLIS	City of Bank	EL PASO
State	IN	State of Bank	CTX
Zip Code	55121	Zip Code	55121
Phone Number	31751468952		
Employer ID Number	23500000000000		
Employer State ID	89230000000000		
Signee of Forms	JOHN DOE, TRAVEL SUPERVISOR		
Title of Signee	SUPERVISOR		
Email			

Print OK Cancel ? Help

3. At this screen, **type** the **information** requested at each input **field** and **press Tab** to **advance** through the fields.
4. When **finished** populating this screen, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu**.

Tip: Generate a **print-out** of this screen, if desired, by **clicking** on the **Print** button

Maintaining DTOD Web Service Versions

Note: to **use** this feature, you must have the option "**Activate DTOD Web Service**" turned on. **Refer** to the **Help** topic "[Configuring the System Description](#)" for additional instructions for **activating** this option.

A feature was added to IATS that allows users to use the **DTOD Web Site** to **obtain** official distances rather than using the DTOD mileage **tables** that are **embedded** into IATS.

The **Maintain DTOD Web Service Version by Date** screen is used to **specify** which **version** of the DTOD to use and which **URL** to be used for accessing the table.

Note: IATS users must **populate** the **Maintain DTOD Web Service Version by Date** screen with the various **versions** of the DTOD mileage **tables** in order to specify a **specific** version/effective date for the distance query.

 **Complete the following steps to "maintain" the Maintain DTOD Web Service Version by Date screen:**

1. **Change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable menu appears listing the various options.
2. **Click** on the **DTOD Web Service Versions** option. The **Maintain DTOD Web Service Version by Date** screen will appear.

Maintain DTOD Web Service Version by Date

DTOD Web Service Version, Effective Date, and URL

Effective Date	Version
----------------	---------

Insert Version

Delete Version

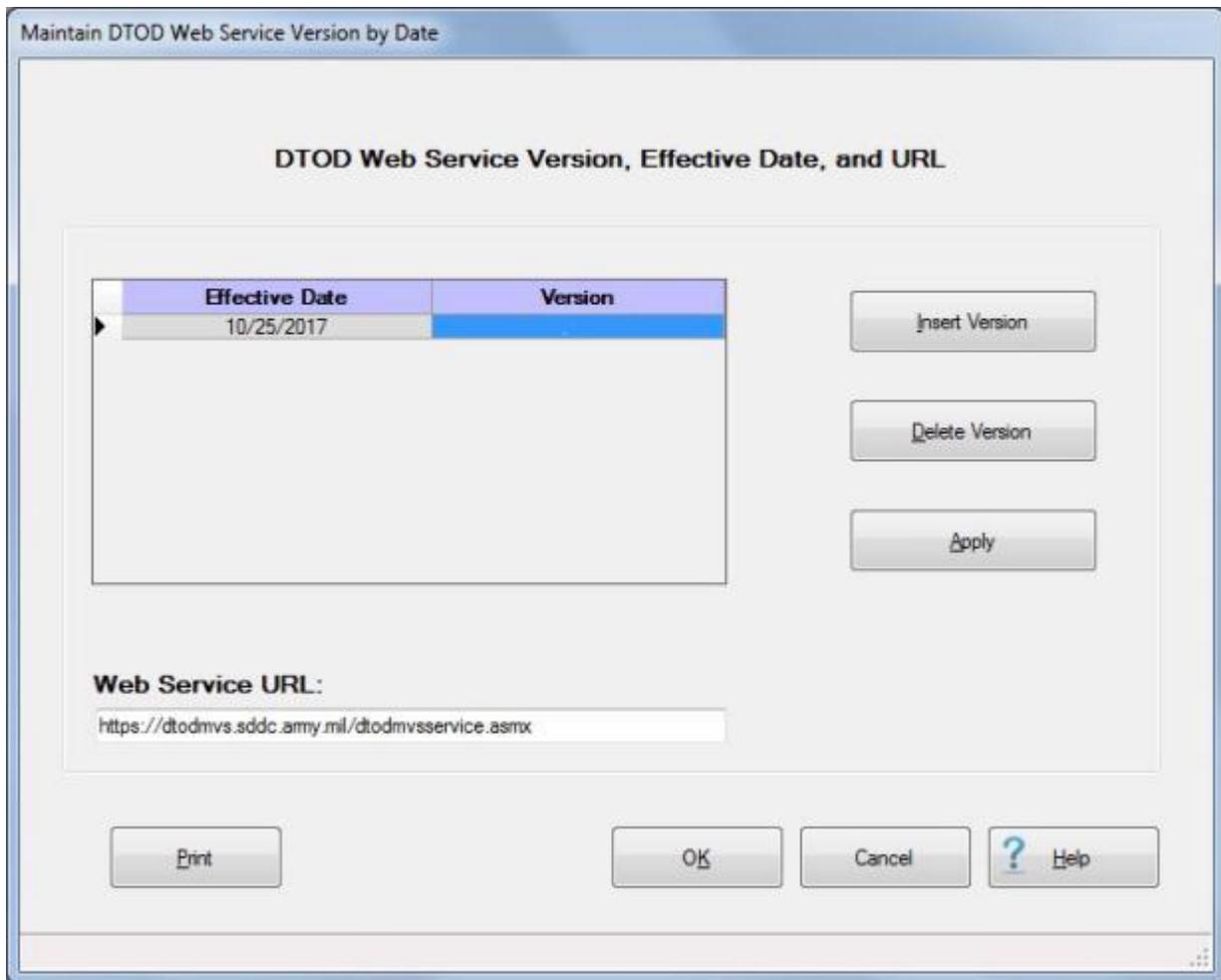
Apply

Web Service URL:
https://dtodmvs.sddc.army.mil/dtodmvsservice.asmx

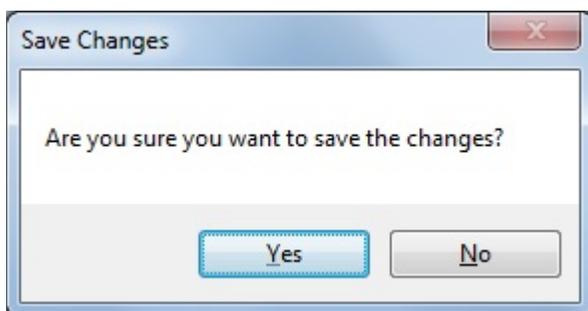
Print OK Cancel ? Help

Inserting a Version/Effective Date:

1. Click on the **Insert Version** button.



2. **Effective Date:** - The **current date defaults** to the Effective Date field. If you wish to **change** the date, **click** in the Effective Date field and **enter** the desired date in **MMDDYY** format and then **press Tab**..
3. **Version:** - **Click** in the Version field and **enter** the desired version number.
4. **After** you have entered the **Effective Date** and **Version** number, **click** on the **Apply** button. The following *pop-up message* appears asking if you **want** to **save** the changes.



5. **Click** on the *Yes* button.

Maintain DTOD Web Service Version by Date

DTOD Web Service Version, Effective Date, and URL

Effective Date	Version
07/06/2017	30.1

Insert Version

Delete Version

Apply

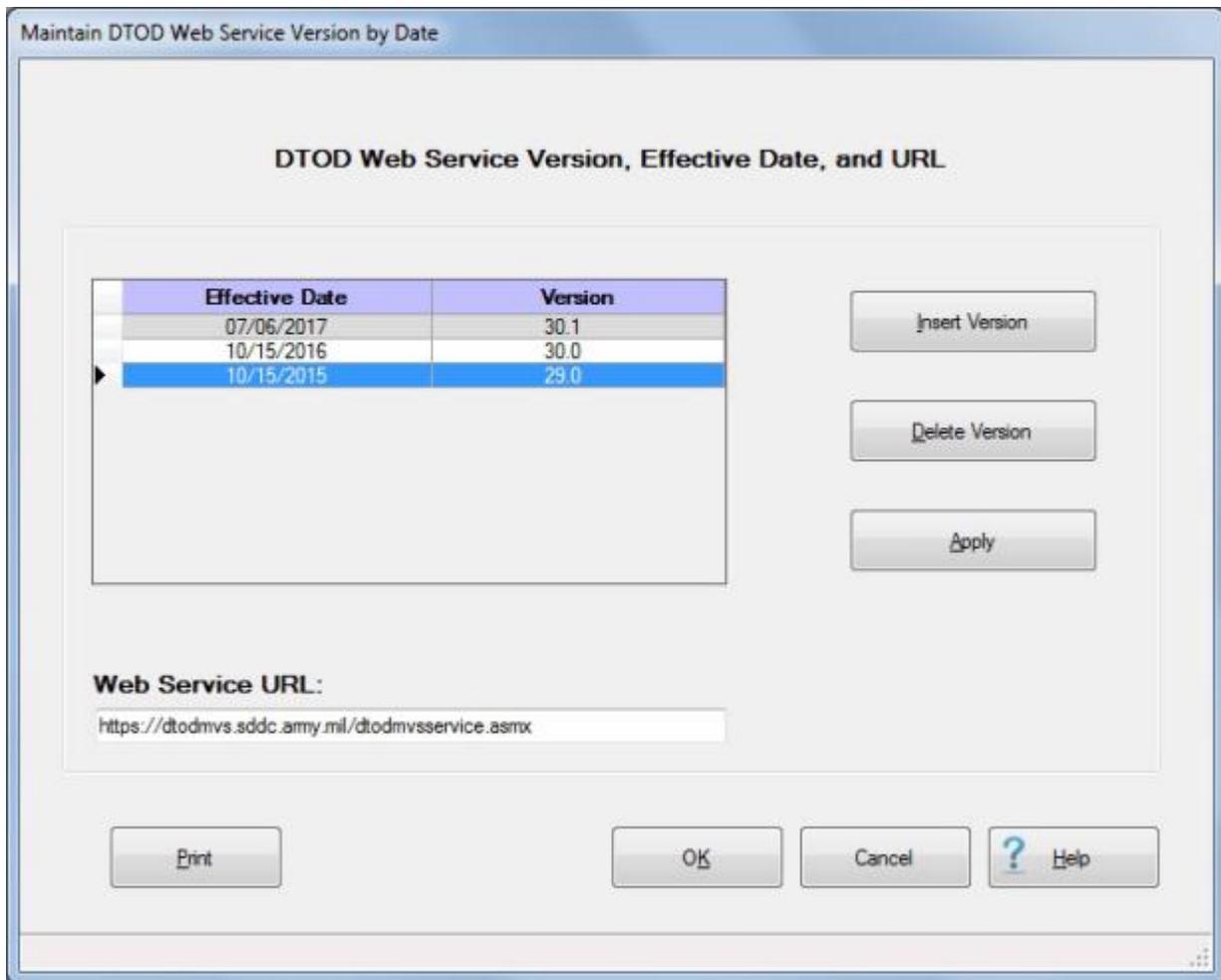
Web Service URL:

https://dtodmvs.sddc.army.mil/dtodmvsservice.asmx

Print OK Cancel ? Help

6. The new Effective Date and Version number will now be **displayed** in the **grid**.
7. **Click on OK** if you are **finished** using the **Maintain DTOD Web Service Version by Date** screen.

Deleting a Version/Effective Date:



1. **Click** on the **Effective Date** and **Version number** listed in the grid that you wish to delete. IATS will **highlight** your selection in blue.
2. When the correct Effective Date and Version number has been selected, **click** on the **Delete Version** button. The following *pop-up message* will appear asking if you are **sure** you wish to **delete** the selected version.



3. **Click** on the *Yes* button.
4. **Click** on **OK** to **save** your changes and **return** to the **Maintenance Main Menu** screen.

Air Force Maintenance

Maintaining AF DOV Numbers

Air Force travel offices use IATS to assign DOV #'s. This must be performed before **creating** an **upload** file to the Central Disbursing System (**CDS**). In order to perform this task, the **DOV # Assignment Table** in the **Maintenance** Module must be populated first.

Maintain Parameters for DOV Number Generation

Advances / Settlements		Collection Vouchers	
Prefix 1	TA	Prefix 1	CT
Prefix 2	J	Prefix 2	AJ
Last DOV #	0	Last DOV #	0
Ending DOV #	99999	Ending DOV #	9999

Buttons: Print, OK, Cancel, Help

Status: Enter the Ending DOV# for Collection Vouchers.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **Maintain DOV Assignment** option.

Complete the following steps to "add" the DOV # parameters to this screen:

Note: The complete DOV # cannot exceed (**8**) characters. Anything entered into the **prefix** fields, **reduces** the **positions** available at the **Last/Ending DOV # fields**.

Advance/Settlement DOV #s

1. **Prefix 1:** - At this field **type** the **characters** of the **prefix** used with **advance**, or **settlement** payments.

2. **Prefix 2:** - At this field **type characters** for the **prefix** used with advance or settlement payments.
3. **Last Used DOV #:** - **Type** the last advance, or settlement **DOV #** used by the travel office.

Tip: Ensure that the number at the **Last Used DOV #** field is **reset to zero**, before processing the next business day's vouchers, at the **beginning** of each new fiscal year.

4. **Ending DOV #:** - **Type** the ending DOV # in the series for advance, or settlement payments. This field should normally be populated with all (9's).

Collection Voucher DOV #s

1. **Repeat** steps (1 - 4) above to **populate** the DOV # **parameters** for **collection vouchers**.
2. When **finished** populating the **Maintain DOV Assignment** screen, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance** menu.

Tip: Generate a **print-out** of the **DOV # Assignment** table by **clicking** on the **Print** button.

Maintaining Tax Accounting Information

The **Tax Accounting Information** table is used to generate **accounting** transactions to **report** any withholding taxes that were collected. If performing a new IATS installation, this table should be populated prior to **processing** travel settlements. The **Maintain Tax Accounting Information** screen **represents** the **BQ addresses** for **Tax Receipt Accounts**. This information can be obtained from the **Travel Accounting Liaison Office** or the **OPLOC**.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **Accounting Classifications** option.

Category	OAC / OBAN	Tax DSRA	Tax PSRA	PCS Tax Appr
Civilian	11	20	750	1500
Military	1039	18000	11	11

Complete the following steps to "populate" the Maintain Tax Accounting Information screen:

1. **OAC/OBAN:** - **Click** in this field and **type** the **Operating Accounting Code/Operating Budget Account Number**. (**Note** that some OPLOC's do not use this field.). **Press Tab** to continue.
2. **TAX DSRA:** - At this field **type** the **Document Summary Record Account number**. **Press Tab** to continue.
3. **TAX PSRA:** - At this field **type** the **Program Summary Record Account number**. **Press Tab** to continue.

4. **PCS Tax Appr:** - At this field, **type** the correct **appropriation code** representing **Federal Withholding Tax** in connection with **PCS**. **Press Tab** to continue.
5. When **finished** populating this screen, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance** menu.

Tip: Generate a **print-out** of the **Tax Accounting Information** table by **clicking** on the **Print** button.

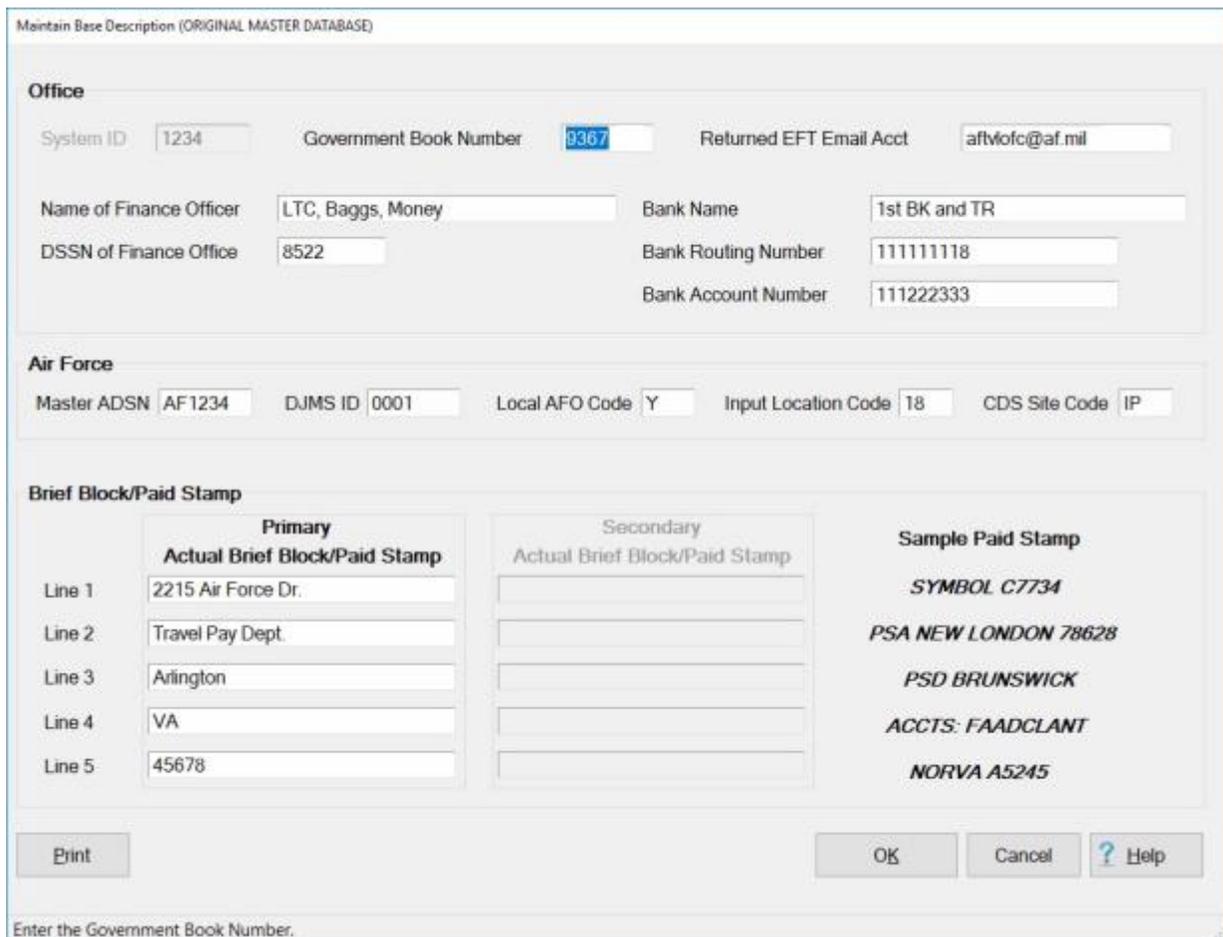
Maintaining AF Fund Codes

Type topic text here.

Maintaining the Air Force Base Description

After the IATS program is installed, some initial system maintenance must be performed **prior to processing** any advance or settlement requests on the system. This process is an **extension** of the initial system configuration, but cannot be performed until the initial system configuration is **completed**, and IATS has been re-started. The initial system maintenance process allows the user to **personalize** the system even further by setting various parameters, and populating a variety of tables.

At the **Maintain Base Description** screen, the user must enter the **information** pertaining to the **Finance Office** processing, or disbursing the travel payments.



Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **Base Description** option.

 **Complete the following steps to "configure" the Base Description:**

Office:

1. **System ID:** - The input at this field is used to **identify** the IATS **system** used to compute the travel payment. This is used when **importing** and **exporting** payments between IATS **systems**. System ID numbers must be established by the Finance Office. If using this feature **enter** the designated **System ID** number, or simply **press Tab** to continue.
2. **Government Book Number:** - At this field, **type** the **Government Book Number** issued by the organization providing the **Government Charge Card**. This number identifies the **installation** responsible for the program and is included in the transaction whenever a **split payment** is processed.
3. **Returned EFT Email Acct:** - At this field, **enter** the **email address** to be used to identify **EFT transactions** that have been **returned**.
4. **Name of Finance Officer:** - At this field, **type** the **name** of the **Finance Officer** responsible for disbursing the travel payment.
5. **DSSN of Finance Office:** - At this field, **type** the Disbursing Station Symbol Number (**DSSN**) for the **Finance Office** disbursing the travel payment.
6. **Bank Name:** - At this field, **type** the **name** of the **bank** that will be used.
7. **Bank Routing Number:** - At this field, **type** the **routing number** for the **bank** that will be used.
8. **Bank Account Number:** - At this field, **type** the **account number** for the **bank** that will be used.

Air Force Codes:

1. **Master ADSN:** - At this field, **type** the Master ASDN **code** that will be used for your organization.
2. **DJMS ID:** - At this field, **type** the DJMS ID **code** that will be used for your organization.
3. **Local AFO Code:** - At this field, **type** the Local AFO **code** that will be used for your organization.
4. **Input Location Code:** - At this field, **type** the Input Location **code** that will be used for your organization.
5. **CDS Site Code:** - At this field, **type** the CDS Site **code** that will be used for your organization.

Brief Block/Paid Stamp:

1. **Lines 1-5:** - At this section, **type** the **address** and **other** desired **information** pertaining to the Finance Office disbursing the travel payments. This information will appear in the top right corner of the **printed IATS Travel Voucher**.
2. When **finished** making the required entries at this screen, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu** screen.

Tip: Generate a **print-out** of the **Base Description** by **clicking** on the **Print** button.

AMC Maintenance

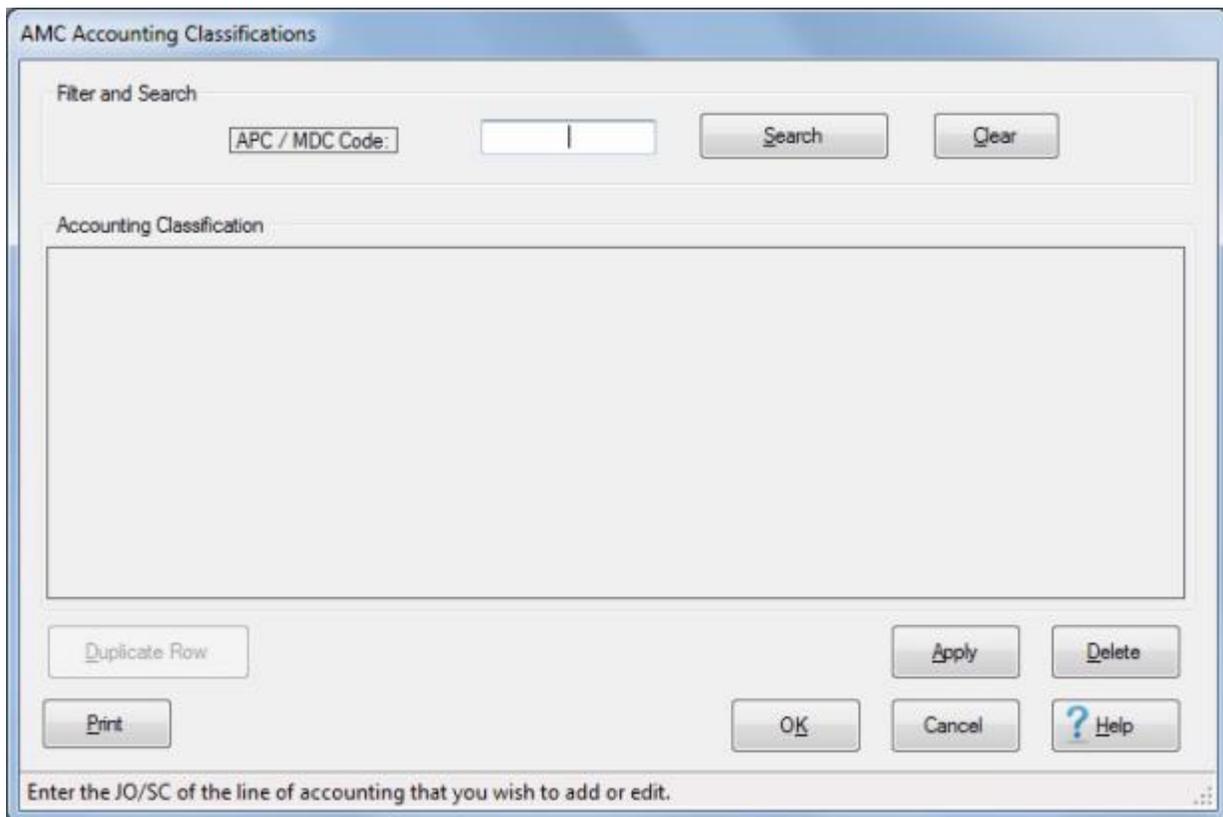
Maintaining AMC Accounting Classifications

At the **AMC Accounting Classifications** screen, the user must **enter** all of the accounting **appropriations**, by **fiscal year**, that are **applicable** to the **organizations** serviced. The accounting appropriations are stored in the table using Account Processing Codes (**APC**), Movement Designator Codes (**MDC**), and Job Order Codes (**JO**).

When processing an advance or settlement request, the user can automatically pull the full **appropriation** from the table just by entering the **APC**, **MDC**, or **JO** code. This saves many **keystroke** entries, and increases accuracy.

This screen may be **populated** automatically by **processing** an **accounting download file** or by manual input.

Note: To **access** this screen, **change** your View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **Accounting Classifications** option.



 Complete the following steps to "view" an existing accounting classification:

1. **APC / MDC Code:** **Click** in this field and **type** the **APC, MDC, or JO/SC** code for the appropriation you wish to display.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the AMC Accounting Classifications screen will re-appear **displaying** the accounting line.

AMC Accounting Classifications

Filter and Search

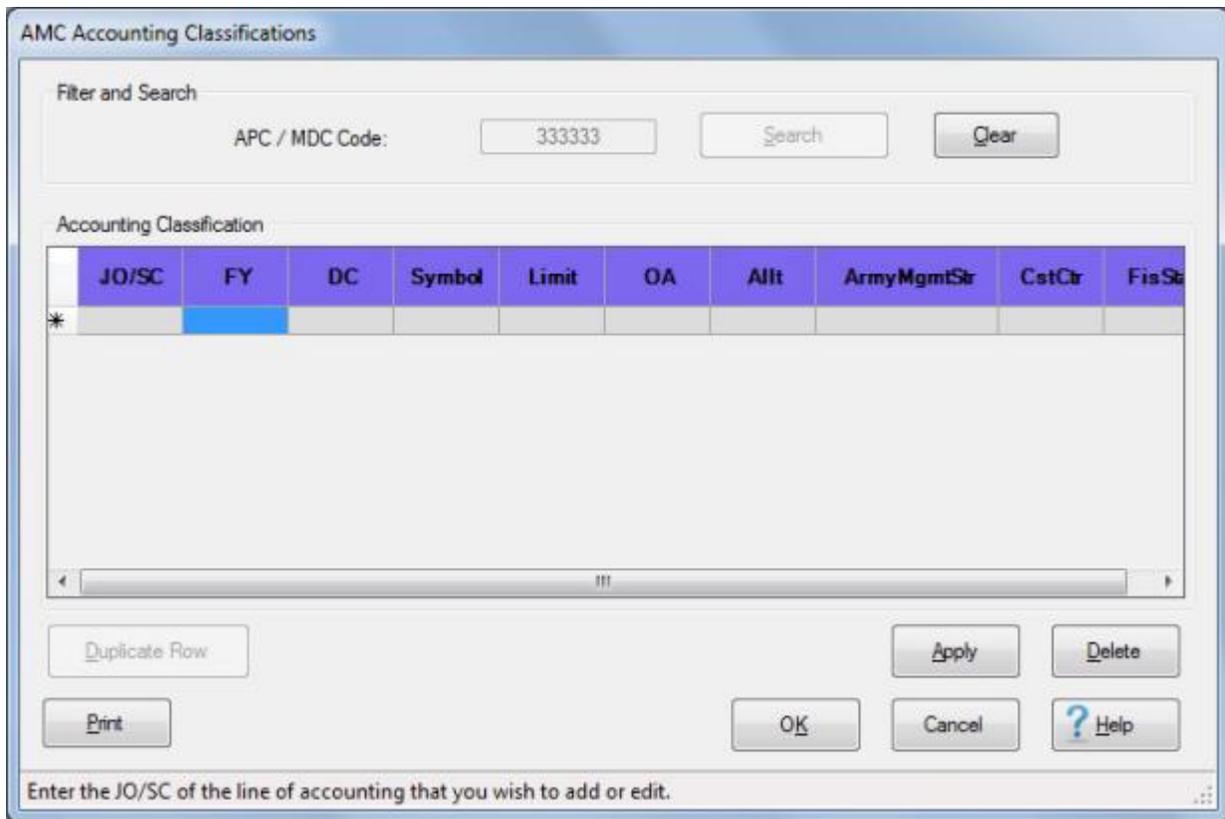
APC / MDC Code:

Accounting Classification

	JO/SC	FY	DC	Symbol	Limit	OA	Allt	ArmyMgmtStr	CstCtr	Fis\$
▶	111111	6	21	2020	0000	01	2016	P81000	000000	S123
*										

Enter the JO/SC of the line of accounting that you wish to add or edit.

4. If this is not the accounting line you wished to display, **click** on the **Clear** button, enter a new code at the **APC / MDC Code** field, and then **click** on the **Search** button.
5. If the accounting classification for the code entered does not exist in the database, the AMC Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.



AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

JO/SC	FY	DC	Symbol	Limit	OA	Allt	ArmyMgmtStr	CstCtr	FisSt
*									

Enter the JO/SC of the line of accounting that you wish to add or edit.

6. **Click** on the **OK** button if you are **finished** using the AMC Accounting Classifications screen.

 **Complete the following steps to "add" a new accounting classification:**

Note: Refer to the Help topic, "[Duplicate an Accounting Classification](#)", if you wish to use a pre-existing classification as the **basis** for the classification you are adding.

1. **APC / MDC Code:** **Click** in this field and **type** the **APC, MDC**, or **JO/SC** code for the appropriation you wish to add.
2. **Click** on the **Search** button. The AMC Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

JO/SC	FY	DC	Symbol	Limit	OA	Allt	ArmyMgmtStr	CstCtr	FisSta
*									

Enter the JO/SC of the line of accounting that you wish to add or edit.

3. **Fy:** Type the one digit or character **Fiscal Year** abbreviation and **press Tab**.
4. **DC:** Type the **Department Code** and **press Tab**.
5. **Symbol:** Type the **Basic Symbol Code** and **press Tab**.
6. **Limitation:** Type the **Limitation Code** and **press Tab**.
7. **OA:** Type the **Operating Agency Code** and **press Tab**.
8. **Allt:** Type the **Allotment Serial Code** and **press Tab**.
9. **ArmyMgmtStr:** Type the Army Management Structure (**AMS**) **Code** and **press Tab**.
10. **CstCtr:** Type the **Cost Center Code**, and **press Tab**.
11. **FisSta:** Type the **Fiscal Station Symbol** and **press Tab**.

Note: The accounting **elements** shown above may or may not be **necessary** depending on whether an **APC**, **MDC** or **JO/SC** code is entered at the **APC / MDC Code** field. Elements that are not used will be **grayed out**.

12. When all of the required accounting elements are entered, **click** on **Apply** button.
13. When **finished** entering accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "edit" an existing accounting classification:**

AMC Accounting Classifications

Filter and Search

APC / MDC Code: | Search Clear

Accounting Classification

Duplicate Row Apply Delete

Print OK Cancel Help

Enter the JO/SC of the line of accounting that you wish to add or edit.

1. **APC / MDC Code:** Click in this field and **type** the **APC, MDC**, or **JO/SC** code for the appropriation you wish to edit.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the AMC Accounting Classifications screen will re-appear **displaying** the accounting line.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

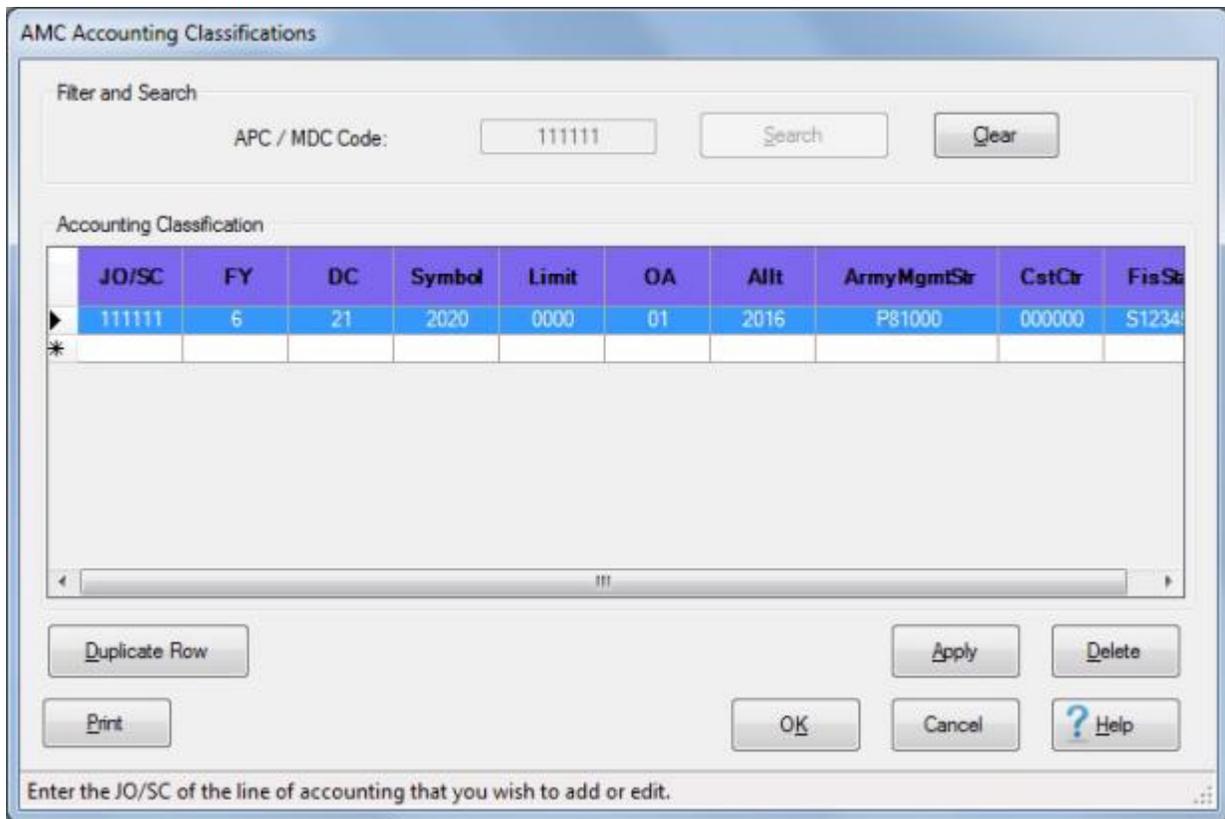
	JO/SC	FY	DC	Symbol	Limit	OA	Allt	ArmyMgmtStr	CatCtr	Fis5
▶	111111	6	21	2020	0000	01	2016	P81000	000000	S123
*										

Enter the JO/SC of the line of accounting that you wish to add or edit.

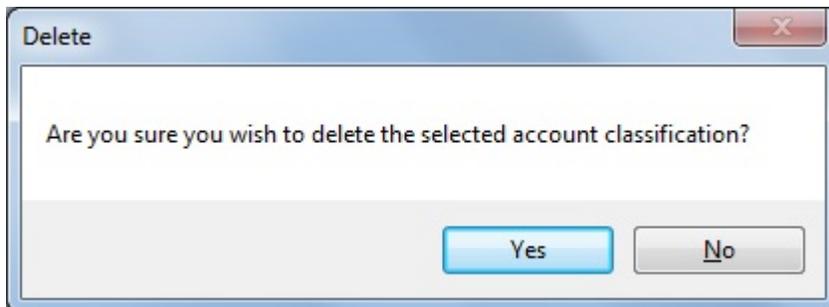
4. **Click** in any field you wish to edit and **enter** your desired **changes**.
5. When you are **satisfied** with your changes, **click** on the **Apply** button.
6. When **finished** editing accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "delete" an appropriation loaded into this table:**

1. **APC / MDC Code:** **Click** in this field and **type** the **APC, MDC**, or **JO/SC** code for the appropriation you wish to delete.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the AMC Accounting Classifications screen will re-appear **displaying** the accounting line.



4. **Click** in the **column** to the left of the **JO/SC** field. IATS will **highlight** the accounting line in **blue**.
5. If you are **sure** you have the correct accounting line highlighted, **click** on the **Delete** button. The following *pop-up message* will appear asking if you are **sure** you wish to delete the selected classification.



6. If you are **sure** you wish to delete the accounting line, **click** on the *Yes* button.
7. **Click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.
8. **Print: Refer** to the **Help** topic, "[Printing Accounting Classifications](#)", for additional instructions.

Duplicate an Accounting Classification

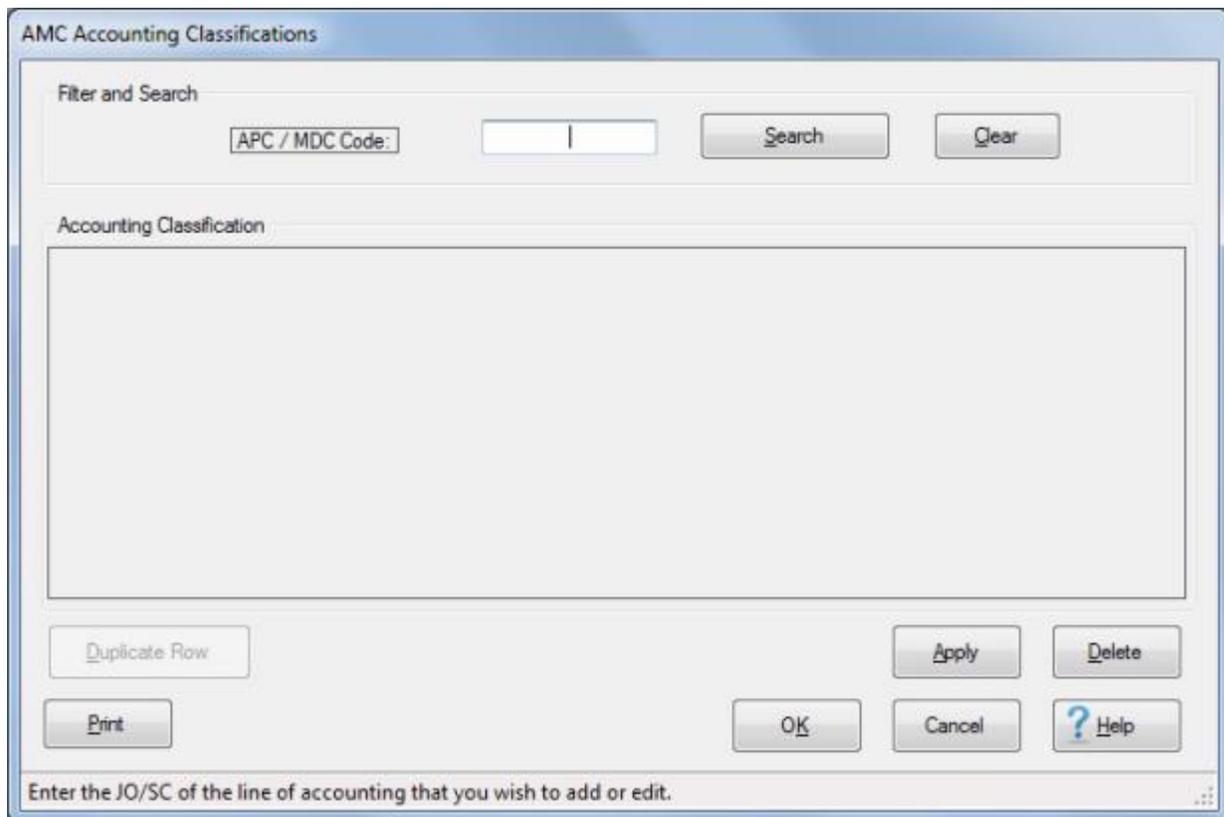
Note: For this example, **AMC** was used for the demonstration. The **same** screen and **procedures** apply, however for **Army, DLA, and Marine Corps** users.

At the **Accounting Classifications** screen, the user must **enter** all of the accounting **appropriations**, by **fiscal year**, that are **applicable** to the **organizations** serviced.

The Accounting Classifications screen may be **populated automatically** by **processing** an **accounting download file** or by **manual input**.

When **manually adding** a **new** classification to this table, the user may want to **recall** an **existing** accounting line that is **similar** to the **new** one being added. When the **existing** accounting line is **displayed**, the user may then **click** on the **Duplicate Row** button to **create** an **exact copy** of the existing line. After the copy is made, the user may then make any necessary **changes** and then **add** this new accounting line to the table.

Note: To **access** this screen, **change** your View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **plus sign** to the **left** of the item **Accounting** and then **click** on the **Accounting Classifications** option.



AMC Accounting Classifications

Filter and Search

APC / MDC Code: Search Clear

Accounting Classification

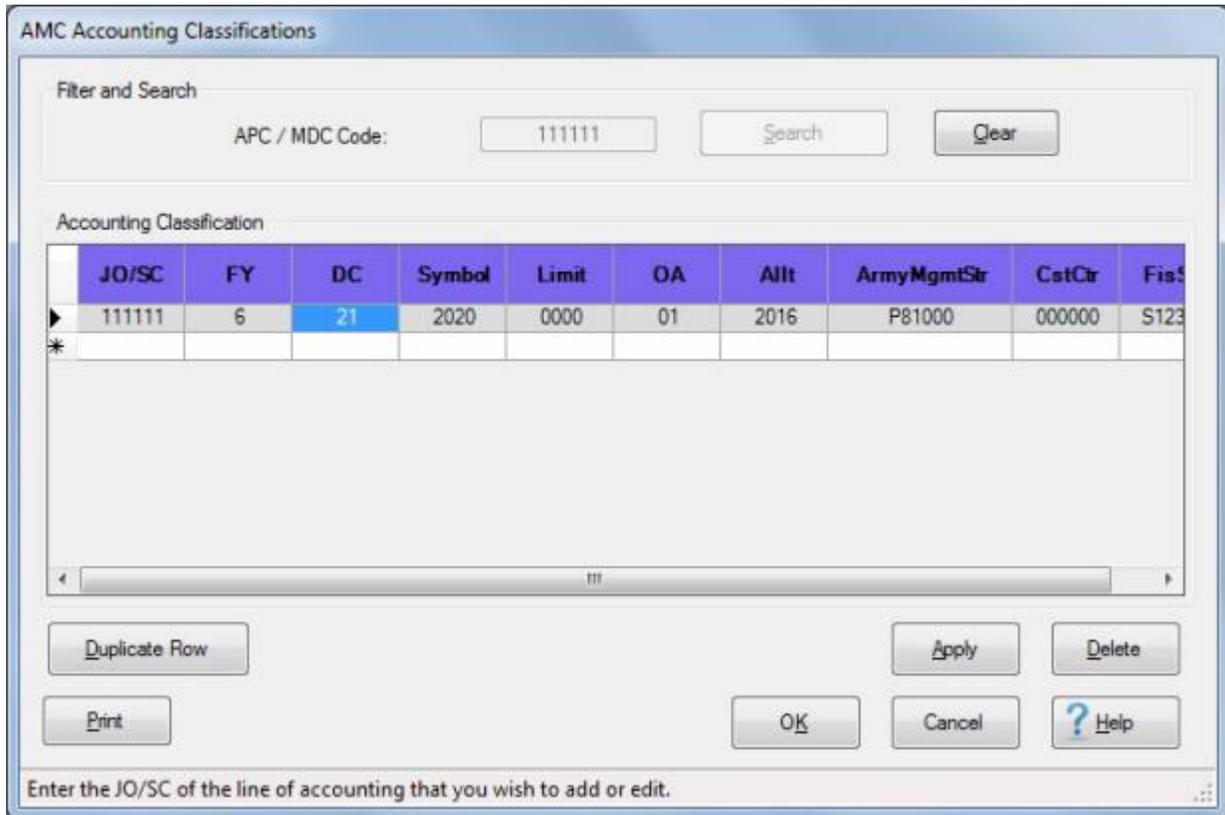
Duplicate Row Apply Delete

Print OK Cancel Help

Enter the JO/SC of the line of accounting that you wish to add or edit.

Complete the following steps to "recall and modify" an existing accounting classification:

1. **APC / MDC Code:** **Click** in this field and **type** the **APC, MDC, or JO/SC** code for the appropriation you wish to display.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Accounting Classifications screen will re-appear **displaying** the accounting line.



4. If the displayed accounting line is the one you wish to duplicate, **click** on the **Duplicate Row** button.
5. A **duplicate** accounting line is created as shown below.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

JO/SC	FY	DC	Symbol	Limit	OA	Allt	ArmyMgmtStr	CatCtr	Fis5
111111	6	21	2020	0000	01	2016	P81000	000000	S123
▶ 111111		21	2020	0000	01	2016	P81000	000000	S123
*									

Enter the JO/SC of the line of accounting that you wish to add or edit.

6. **Notice** that the **FY** field is **blank** for the duplicated accounting line.
7. **Enter** the desired **FY code** and make any needed changes to any of the other fields.
8. When you are **satisfied** with your entries, **click** on the **Apply** button.
9. If you are **finished** using the Accounting Classifications screen, **click** on the **OK** button to **save** your entries.

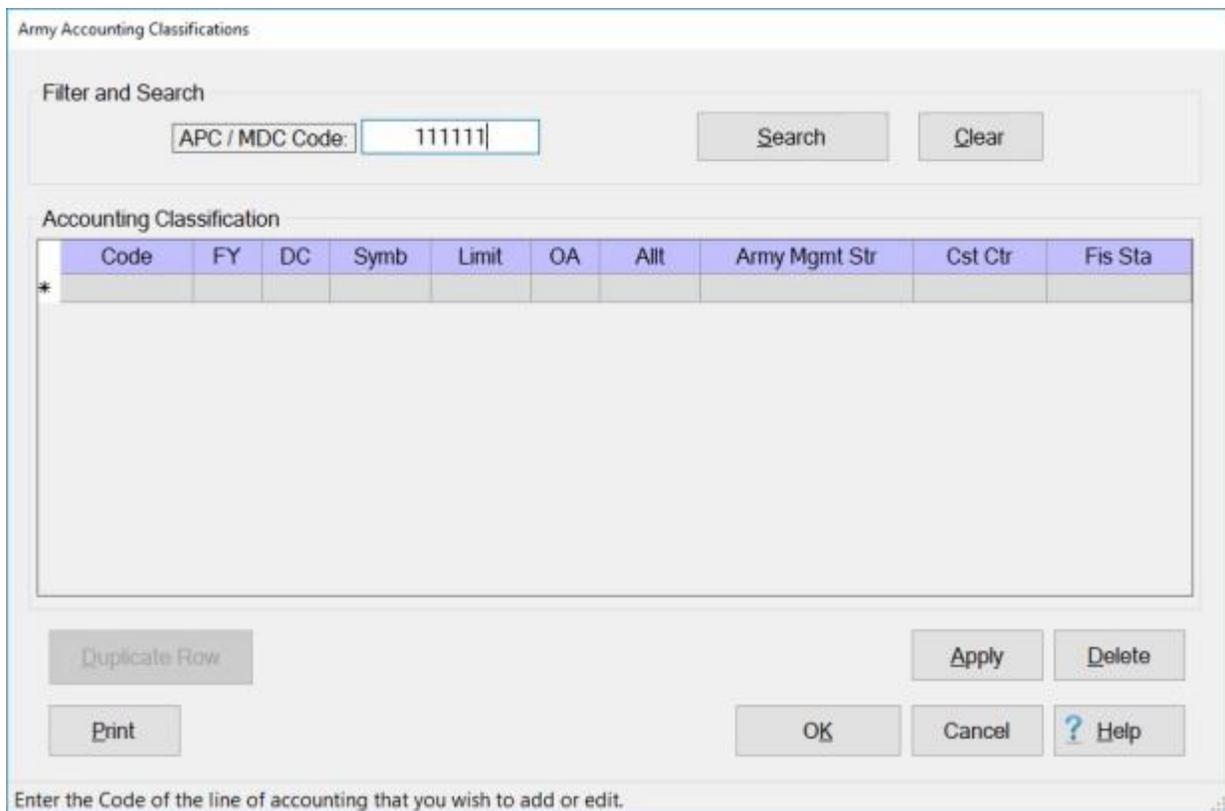
Printing Accounting Classifications

Note: The information in this Help topic **applies** to **Army, AMC, DLA, and Marine Corps** customers only.

The **lines of accounting** that are stored in the IATS database may be **printed** to a **report** or to an **Excel file**.

 **Complete the following steps to "print" lines of accounting:**

Print accounting lines for a specific APC / MDC code:



Code	FY	DC	Symb	Limit	OA	All	Army Mgmt Str	Cst Ctr	Fis Sta
*									

1. At the **APC / MDC Code** field, **enter** the desired **code**.
2. **Click** on the **Search** button. All accounting lines stored in the database (for the code entered) will be **displayed** as shown **below**.

Army Accounting Classifications

Filter and Search

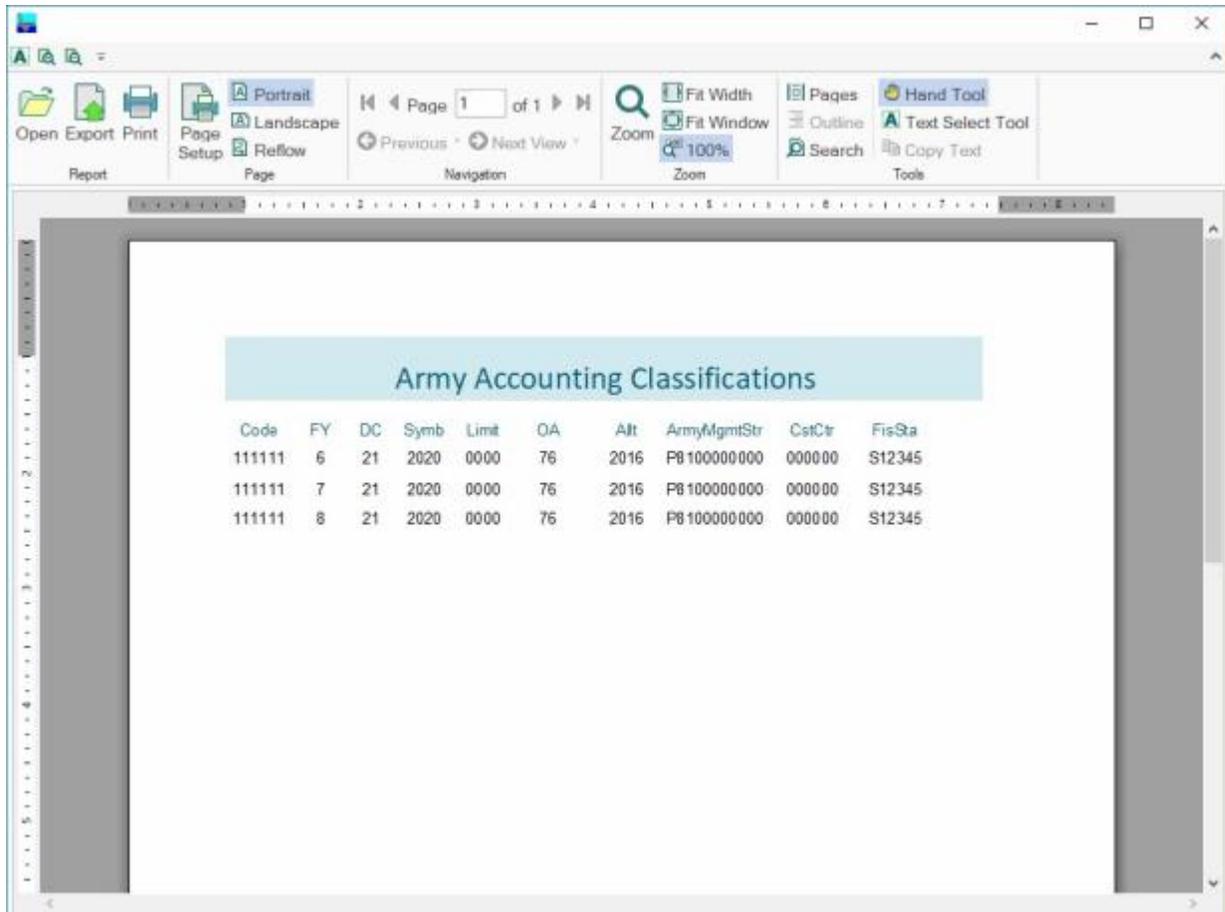
APC / MDC Code:

Accounting Classification

Code	FY	DC	Symb	Limit	OA	Allt	Army Mgmt Str	Cst Ctr	Fis Sta
111111	6	21	2020	0000	76	2016	P8100000000	000000	S12345
111111	7	21	2020	0000	76	2016	P8100000000	000000	S12345
111111	8	21	2020	0000	76	2016	P8100000000	000000	S12345
*									

Enter the Code of the line of accounting that you wish to add or edit.

- When the lines of accounting are displayed, **click** on the **Print** button. The **IATS report reader** screen will appear **displaying** the lines of accounting as shown below.



4. Click on the **Print icon** if you wish to generate a **print-out** of the accounting lines.

Generate an Excel file for all of the accounting lines in the database:

Army Accounting Classifications

Filter and Search

APC / MDC Code: Search Clear

Accounting Classification

	Code	FY	DC	Symb	Limit	OA	Allt	Army Mgmt Str	Cst Ctr	Fis Sta
*										

Duplicate Row Apply Delete

Print OK Cancel ? Help

Enter the Code of the line of accounting that you wish to add or edit.

1. At the **APC / MDC Code** field, do not enter a **code**. Leave this field **blank**.
2. **Click** on the **Print** button. The following *pop-up message* will appear.

Export All Accounting

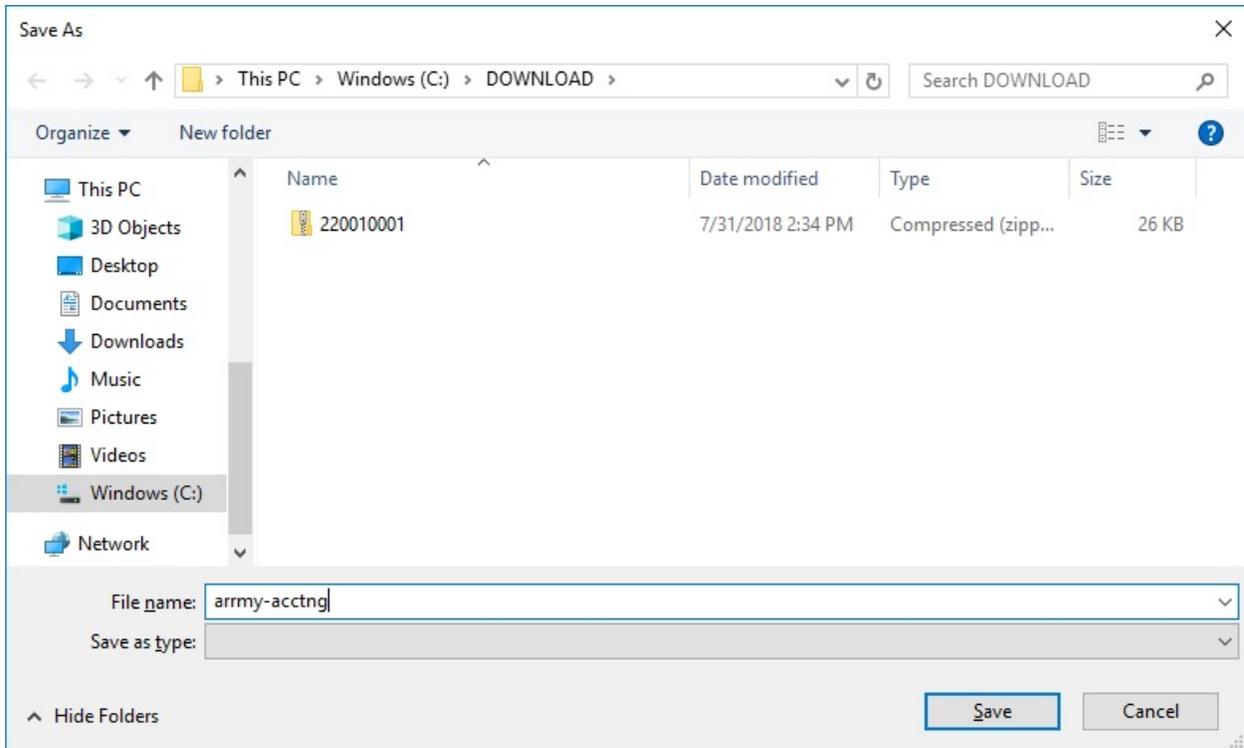
No accounting lines have been selected.

Click Yes to continue and export all lines of accounting to an Excel spreadsheet.

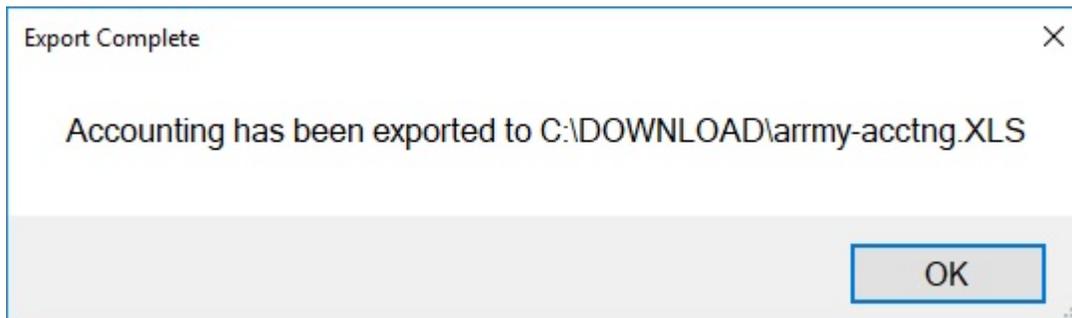
Click No to cancel.

Yes No

3. **Click** on *Yes* or *No* as desired.
4. If you click on **Yes**, the following **Save As** screen will appear.



5. At the **Save As** screen, you must **name** the file and **specify** the **directory/folder** you wish the file to be saved to.
6. **After** you have **named** the file and **specified** the **directory/folder** as shown above, **click** on the **Save** button. The following *pop-up* **message** will appear.



7. **Click** on **OK** to continue.

Army Maintenance

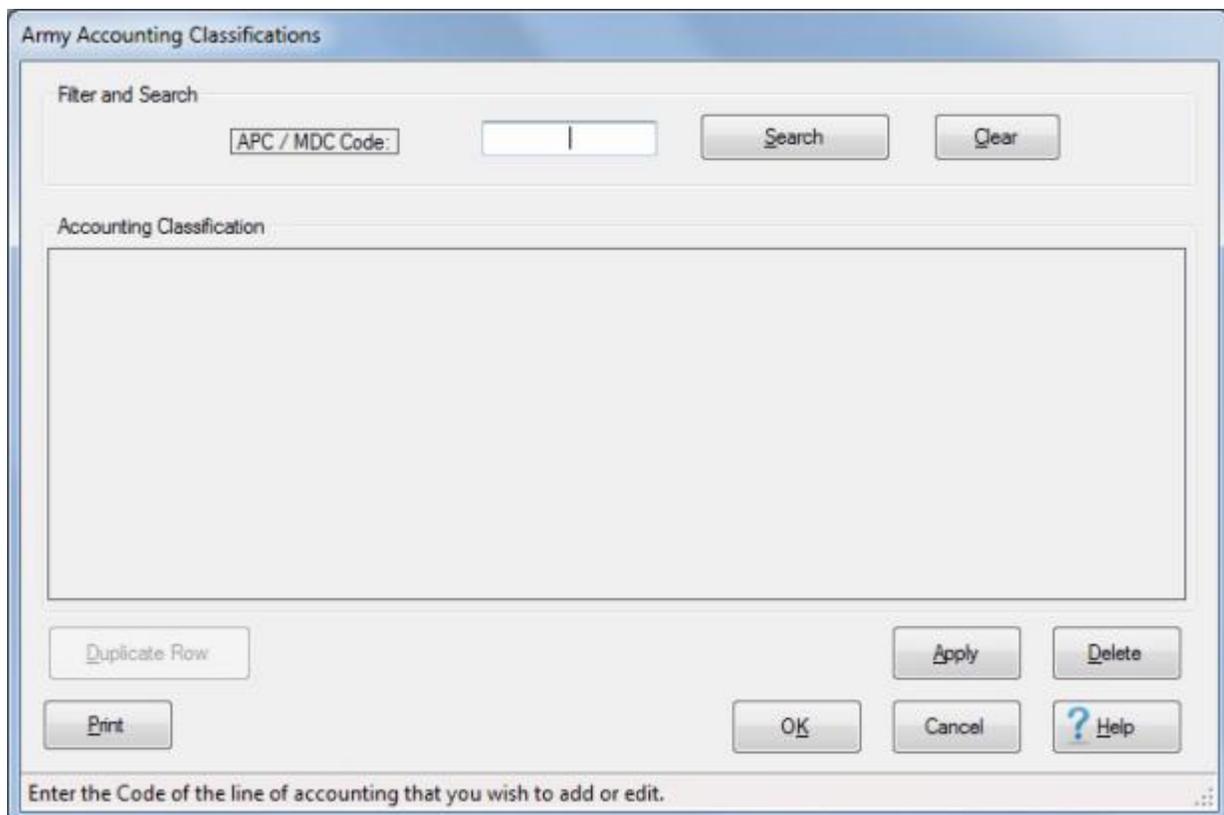
Maintaining Army Accounting Classifications

At the **Army Accounting Classifications** screen, the user **must enter** all of the accounting **appropriations**, by **fiscal years**, which are applicable to the organizations serviced. The accounting appropriations are **stored** in the table using Account Processing Codes (**APC**) and Movement Designator Codes (**MDC**).

When processing an **advance**, or **settlement** request, the user can automatically pull the **full appropriation** from the table just by entering the **APC** or **MDC** code. This **saves** many keystroke **entries**, and increases accuracy.

The Army Accounting Classifications screen is used to **view**, **edit**, or **delete existing** classifications. You may also use it to manually add new classifications.

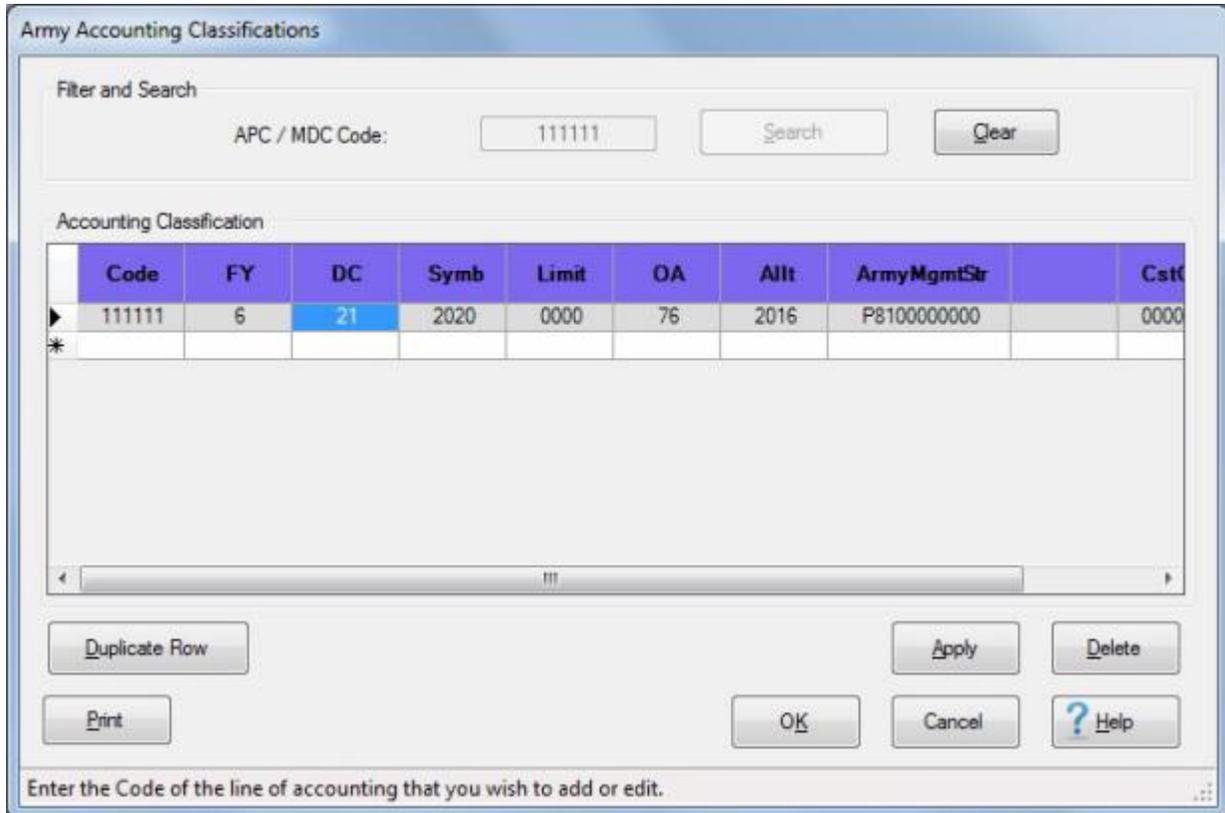
Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **Accounting Classifications** option.



Complete the following steps to "view" an existing accounting classification:

1. **APC / MDC Code:** - **Click** in this field and **type** the **APC** or **MDC** code for the appropriation you wish to display.

2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Army Accounting Classifications screen will re-appear **displaying** the accounting line.



4. If this is not the accounting line you wished to display, **click** on the **Clear** button, enter a new code at the **APC / MDC Code** field, and then **click** on the **Search** button.
5. If the accounting classification for the code entered does not exist in the database, the Army Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

Code	FY	DC	Symb	Limit	OA	Allt	ArmyMgmtStr		Cstt
*									

Enter the Code of the line of accounting that you wish to add or edit.

6. **Click** on the **OK** button if you are **finished** using the Army Accounting Classifications screen.

 **Complete the following steps to "add" a new accounting classification:**

Note: Refer to the Help topic, "[Duplicate an Accounting Classification](#)", if you wish to use a pre-existing classification as the **basis** for the classification you are adding.

1. **APC / MDC Code:** **Click** in this field and **type** the **APC** or **MDC** code for the appropriation you wish to add.
2. **Click** on the **Search** button. The Army Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.

3. **Fy:** - Type the one digit or character **Fiscal Year** abbreviation and press *Tab*.
4. **DC:** - Type the **Department Code** and press *Tab*.
5. **Symb:** - Type the **Basic Symbol Code** and press *Tab*.
6. **Limit:** - Type the **Limit Code** and press *Tab*.
7. **OA:** - Type the **Operating Agency Code** and press *Tab*.
8. **Allt:** - Type the **Allotment Serial Code** and press *Tab*.
9. **ArmyMgmtStr:** - Type the Army Management Structure (**AMS**) **Code** and press *Tab*.
10. **StaSym:** - Type the **Fiscal Station Symbol** and press *Tab*.
11. **CstCtr:** - This field only appears when entering a six digit **APC**. Type the **Cost Center Code**, and press *Tab*.
12. **FisSta:** - Type the **Station Symbol Number** and press *Tab*.

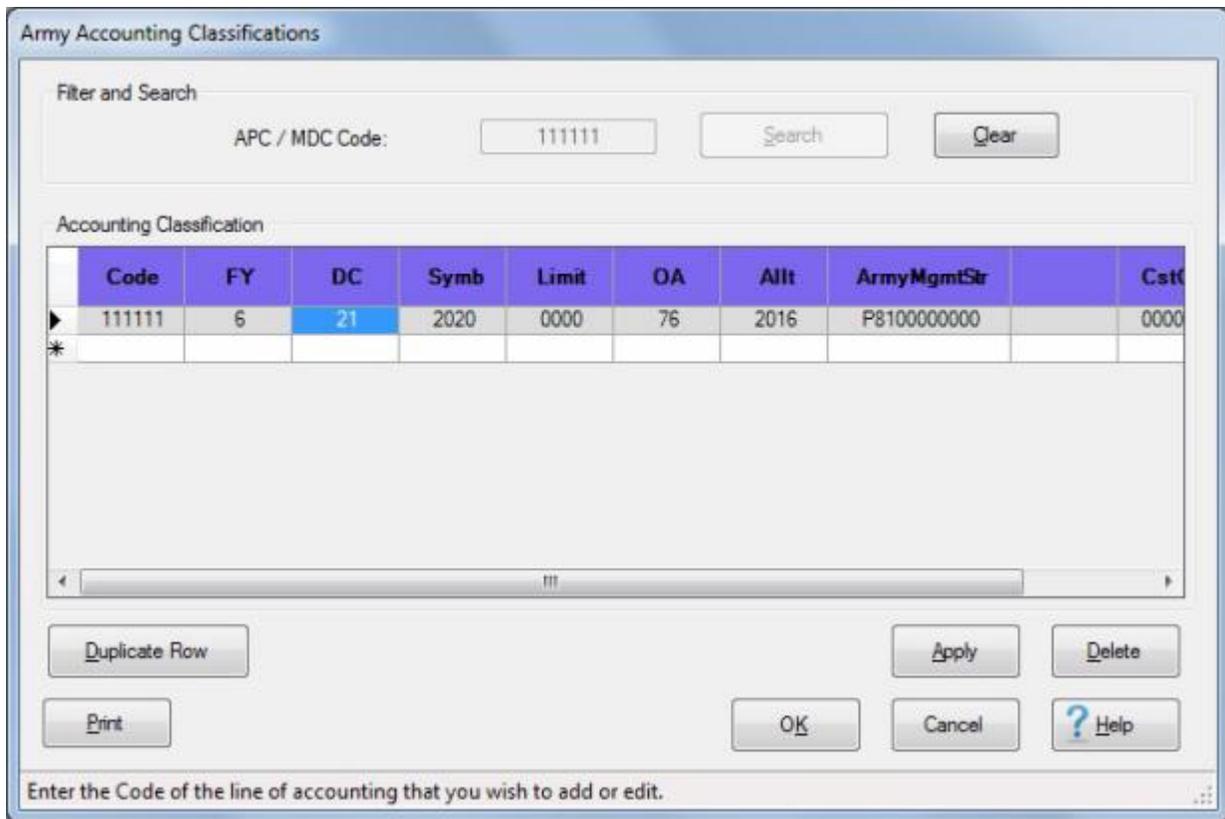
Note: The accounting elements shown above may or may not be **necessary** depending on whether an **APC** code or an **MDC** code is entered at the **APC / MDC Code** field. Elements that are not used will be **grayed out**.

13. When all of the required accounting elements are entered, **click** the **Apply** button.
14. When **finished** entering accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

Complete the following steps to "edit" an existing accounting classification:

The screenshot shows a software window titled "Army Accounting Classifications". At the top, there is a "Filter and Search" section with a text input field labeled "APC / MDC Code:" containing a vertical bar cursor, a "Search" button, and a "Clear" button. Below this is a large, empty rectangular area labeled "Accounting Classification". At the bottom of the window, there are several buttons: "Duplicate Row", "Print", "Apply", "Delete", "OK", "Cancel", and "Help". A status bar at the very bottom contains the text "Enter the Code of the line of accounting that you wish to add or edit." and a small icon on the right.

1. **APC / MDC Code:** Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to edit.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Army Accounting Classifications screen will re-appear **displaying** the accounting line.



Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

Code	FY	DC	Symb	Limit	OA	Allt	ArmyMgmtStr	Cstf
111111	6	21	2020	0000	76	2016	P8100000000	0000
*								

Buttons: Duplicate Row, Print, Apply, Delete, OK, Cancel, Help

Enter the Code of the line of accounting that you wish to add or edit.

4. **Click** in any field you wish to edit and **enter** your desired **changes**.
5. When you are **satisfied** with your changes, **click** on the **Apply** button.
6. When **finished** editing accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "delete" an appropriation loaded into this table:**

1. **APC / MDC Code:** **Click** in this field and **type** the **APC** or **MDC** code for the appropriation you wish to delete.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Army Accounting Classifications screen will re-appear **displaying** the accounting line.

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

	Code	FY	DC	Symb	Limit	OA	Allt	ArmyMgmtStr		Cstf
▶	111111	6	21	2020	0000	76	2016	P8100000000		0000
*										

Enter the Code of the line of accounting that you wish to add or edit.

4. **Click** in the **column** to the **left** of the **Code** field. IATS will **highlight** the accounting line in **blue**.
5. If you are **sure** you have the correct accounting line highlighted, **click** on the **Delete** button. The following *pop-up message* will appear asking if you are **sure** you wish to delete the selected classification.

Delete

Are you sure you wish to delete the selected account classification?

6. If you are **sure** you wish to delete the accounting line, **click** on the *Yes* button.
7. **Click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.
8. **Print: Refer** to the **Help** topic, "[Printing Accounting Classifications](#)", for **additional instructions**.

Duplicate an Accounting Classification

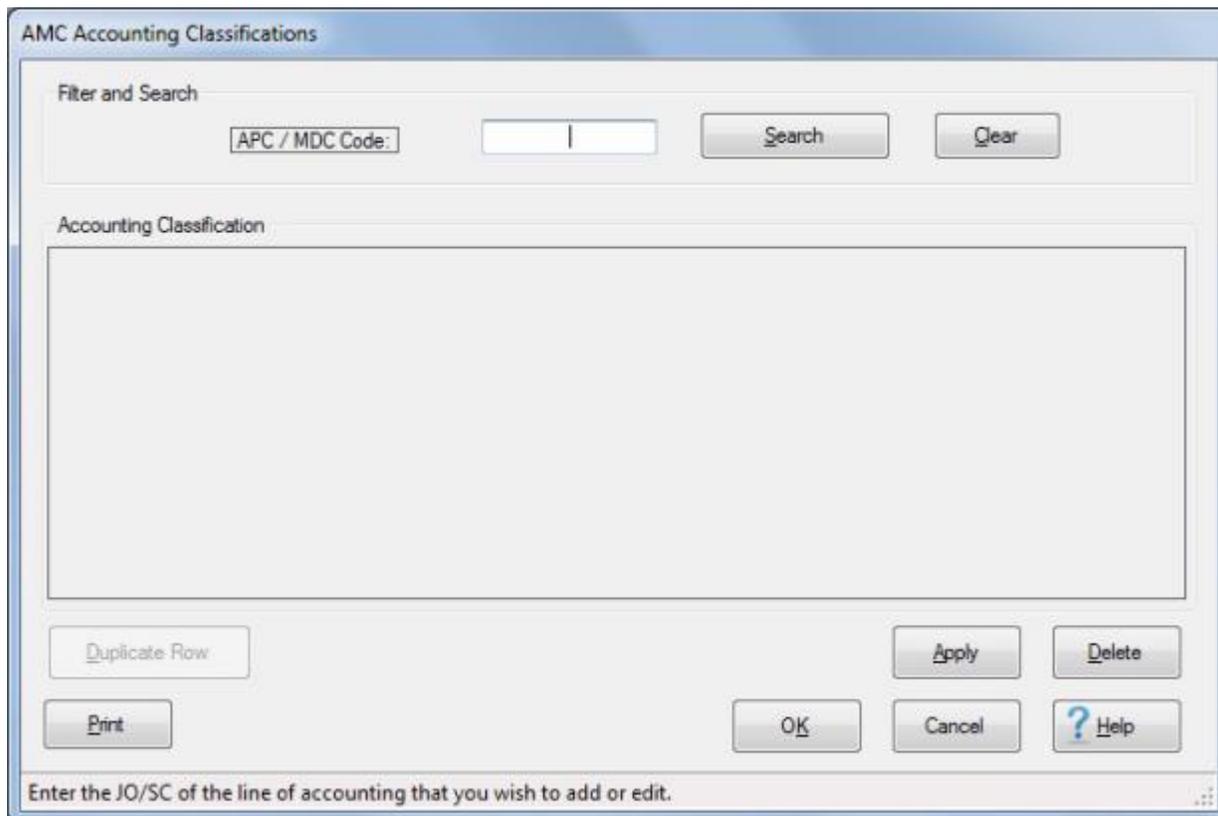
Note: For this example, **AMC** was used for the demonstration. The **same** screen and **procedures** apply, however for **Army**, **DLA**, and **Marine Corps** users.

At the **Accounting Classifications** screen, the user must **enter** all of the accounting **appropriations**, by **fiscal year**, that are **applicable** to the **organizations** serviced.

The Accounting Classifications screen may be **populated** automatically by **processing** an **accounting download file** or by manual input.

When manually adding a new classification to this table, the user may want to **recall** an existing accounting line that is similar to the new one being added. When the existing accounting line is **displayed**, the user may then **click** on the **Duplicate Row** button to **create** an exact copy of the existing line. After the copy is made, the user may then make any necessary **changes** and then **add** this new accounting line to the table.

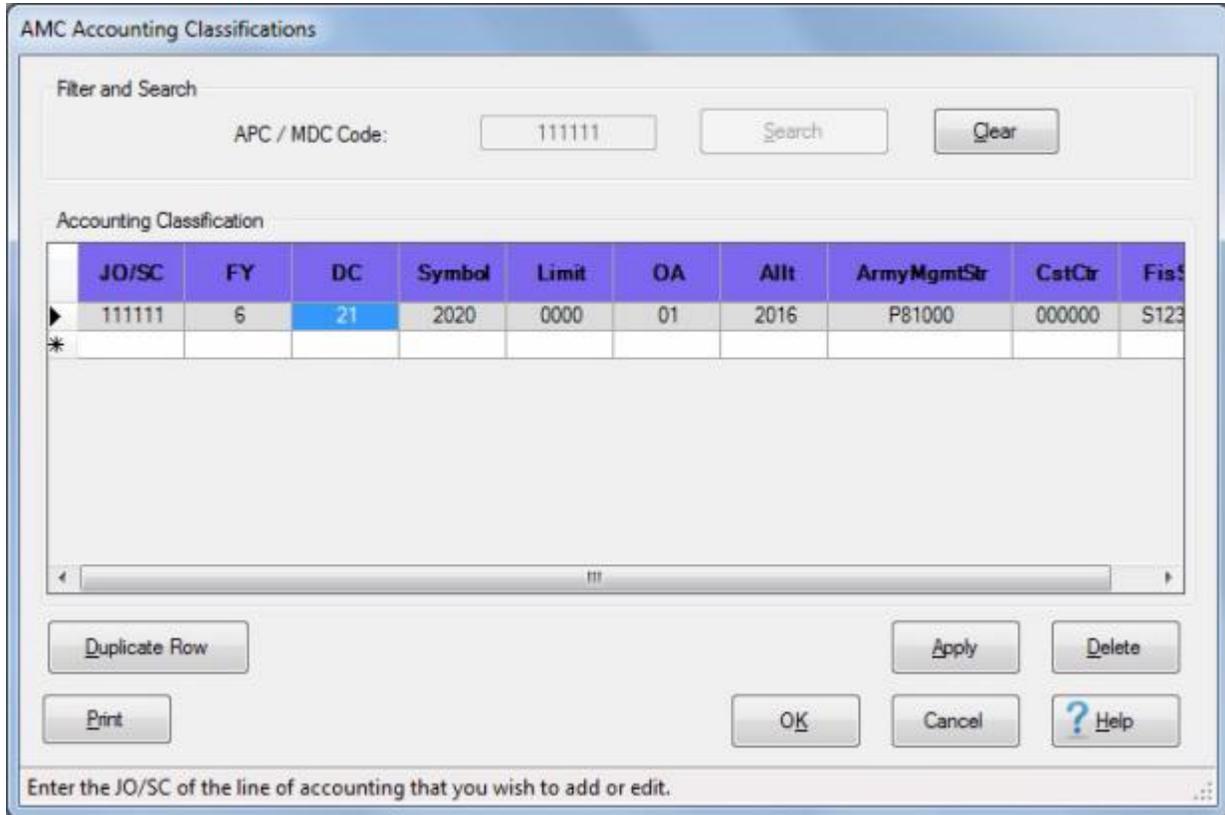
Note: To **access** this screen, **change** your View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **Accounting Classifications** option.



The screenshot shows a software window titled "AMC Accounting Classifications". At the top, there is a "Filter and Search" section containing a text box labeled "APC / MDC Code:", a "Search" button, and a "Clear" button. Below this is a large, empty rectangular area labeled "Accounting Classification". At the bottom of the window, there are several buttons: "Duplicate Row", "Apply", "Delete", "Print", "OK", "Cancel", and "Help". A status bar at the very bottom of the window contains the text: "Enter the JO/SC of the line of accounting that you wish to add or edit."

 Complete the following steps to "recall and modify" an existing accounting classification:

1. **APC / MDC Code:** Click in this field and **type** the **APC, MDC**, or **JO/SC** code for the appropriation you wish to display.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Accounting Classifications screen will re-appear **displaying** the accounting line.



AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

JO/SC	FY	DC	Symbol	Limit	OA	Allt	ArmyMgmtStr	CstCr	Fis
▶ 111111	6	21	2020	0000	01	2016	P81000	000000	S123
*									

Enter the JO/SC of the line of accounting that you wish to add or edit.

4. If the displayed accounting line is the one you wish to duplicate, **click** on the **Duplicate Row** button.
5. A **duplicate** accounting line is created as shown below.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

JO/SC	FY	DC	Symbol	Limit	OA	Allt	ArmyMgmtStr	CatCr	Fis5
111111	6	21	2020	0000	01	2016	P81000	000000	S123
111111		21	2020	0000	01	2016	P81000	000000	S123
*									

Enter the JO/SC of the line of accounting that you wish to add or edit.

6. **Notice** that the **FY** field is **blank** for the duplicated accounting line.
7. **Enter** the desired **FY code** and make any needed changes to any of the other fields.
8. When you are **satisfied** with your entries, **click** on the **Apply** button.
9. If you are **finished** using the Accounting Classifications screen, **click** on the **OK** button to **save** your entries.

Maintaining EOE Codes

At this screen, the user can assign a **code** to each travel **entitlement** and deductible item if desired. Then, when the accounting line is generated, IATS uses these codes for each applicable entitlement or deduction.

Current DFAS **policy** mandates the use of four EOEs for most **TDY** and **PCS** travel.

- **21T2** - Identifies military and civilian **TDY per diem** and **transportation** allowances.
- **21P4** - Identifies **military PCS advances**, plus, military and civilian **PCS per diem** and **transportation** allowances.
- **4110** - Identifies military and civilian **TDY advances**.
- **4120** - Identify **civilian PCS advances**.

Maintain Element of Expense Codes

User ID: DAVE

Description	MIL TDY	CIV TDY	MIL PCS	CIV PCS	MIL TDY ADV	CIV TDY ADV	MIL PCS ADV	CIV PCS ADV
Memb/Emp TDY Per Diem	21T2	21T2	21P4	21P4	4110	4110	4120	4120
Memb/Emp PCS Per Diem			21P4	21P4			4120	4120
OMN Per Diem	21T2	21T2	21P4	21P4	4110	4110	4120	4120
OMN Lodging	21T2	21T2	21P4	21P4	4110	4110	4120	4120
Memb/Emp Transportation	21T2	21T2	21P4	21P4	4110	4110	4120	4120
Memb/Emp Reimbursables	21T2	21T2	21P4	21P4	4110	4110	4120	4120
Memb/Emp Registration Fees	21T2	21T2	21P4	21P4	4110	4110	4120	4120
Memb/Emp MALT	21T2	21T2	21P4	21P4	4110	4110	4120	4120
Ship POV			21P4	21P4			4120	4120
Dep. Per Diem			21P4	21P4			4120	4120
Dep. Transportation			21P4	21P4			4120	4120
Dep. Reimbursables			21P4	21P4			4120	4120
Dep. MALT			21P4				4120	
DLA			12**				4120	
ETA			12**				4120	

Print OK Cancel ? Help

The **codes** displayed in the table shown above are the IATS **default** values.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **Elements of Expense** option.

 **Complete the following steps to make "changes" to this screen:**

1. **Click** in the desired **field** and **type** the new desired EOE **code**.
2. When **finished** making changes, **click** on the **OK** button.

Tip: Generate a **print-out** of the **EOE Table** by **clicking** on the **Print** button.

Printing Accounting Classifications

Note: The information in this Help topic **applies to Army, AMC, DLA, and Marine Corps** customers only.

The **lines of accounting** that are stored in the IATS database may be **printed** to a **report** or to an **Excel file**.

 **Complete the following steps to "print" lines of accounting:**

Print accounting lines for a specific APC / MDC code:

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

	Code	FY	DC	Symb	Limit	OA	Allt	Army Mgmt Str	Cst Ctr	Fis Sta
*										

Enter the Code of the line of accounting that you wish to add or edit.

1. At the **APC / MDC Code** field, **enter** the desired **code**.
2. **Click** on the **Search** button. All accounting lines stored in the database (for the code entered) will be **displayed** as shown **below**.

IATS 7.2 User Guide

Army Accounting Classifications

Filter and Search

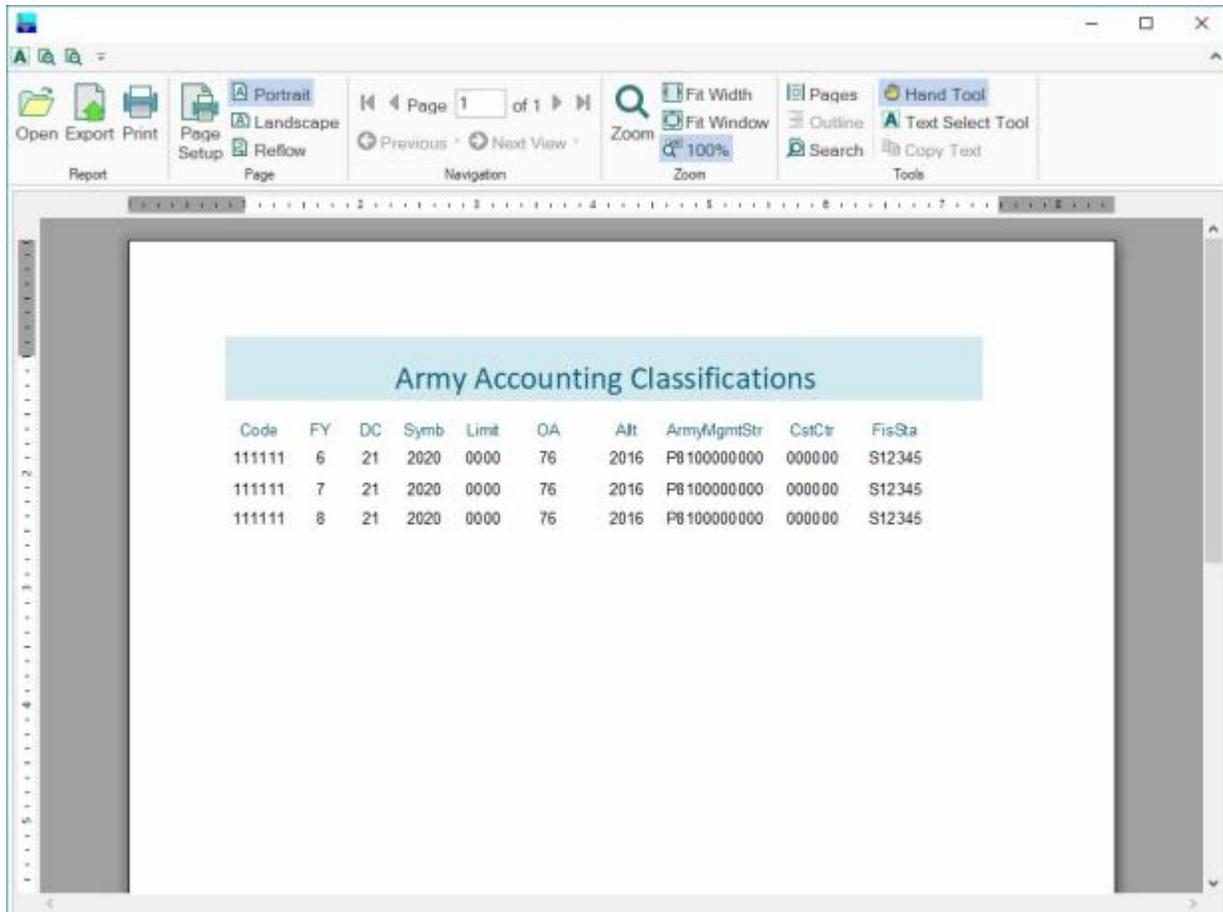
APC / MDC Code:

Accounting Classification

Code	FY	DC	Symb	Limit	OA	Allt	Army Mgmt Str	Cst Ctr	Fis Sta
111111	6	21	2020	0000	76	2016	P8100000000	000000	S12345
111111	7	21	2020	0000	76	2016	P8100000000	000000	S12345
111111	8	21	2020	0000	76	2016	P8100000000	000000	S12345
*									

Enter the Code of the line of accounting that you wish to add or edit.

- When the lines of accounting are displayed, **click** on the **Print** button. The **IATS report reader** screen will appear **displaying** the lines of accounting as shown below.



The screenshot shows a PDF viewer interface with a toolbar at the top. The toolbar includes icons for Open, Export, Print, Page Setup, Page, Navigation, Zoom, Fit Width, Fit Window, Pages, Hand Tool, Outline, Search, Text Select Tool, and Copy Text. The main content area displays a report titled "Army Accounting Classifications" with a table of data.

Code	FY	DC	Symb	Limit	OA	Alt	ArmyMgmtStr	CstCtr	FisSta
111111	6	21	2020	0000	76	2016	P8100000000	000000	S12345
111111	7	21	2020	0000	76	2016	P8100000000	000000	S12345
111111	8	21	2020	0000	76	2016	P8100000000	000000	S12345

4. Click on the **Print icon** if you wish to generate a **print-out** of the accounting lines.

Generate an Excel file for all of the accounting lines in the database:

Army Accounting Classifications

Filter and Search

APC / MDC Code: Search Clear

Accounting Classification

	Code	FY	DC	Symb	Limit	OA	Allt	Army Mgmt Str	Cst Ctr	Fis Sta
*										

Duplicate Row Apply Delete

Print OK Cancel ? Help

Enter the Code of the line of accounting that you wish to add or edit.

1. At the **APC / MDC Code** field, do not enter a **code**. Leave this field **blank**.
2. **Click** on the **Print** button. The following *pop-up message* will appear.

Export All Accounting

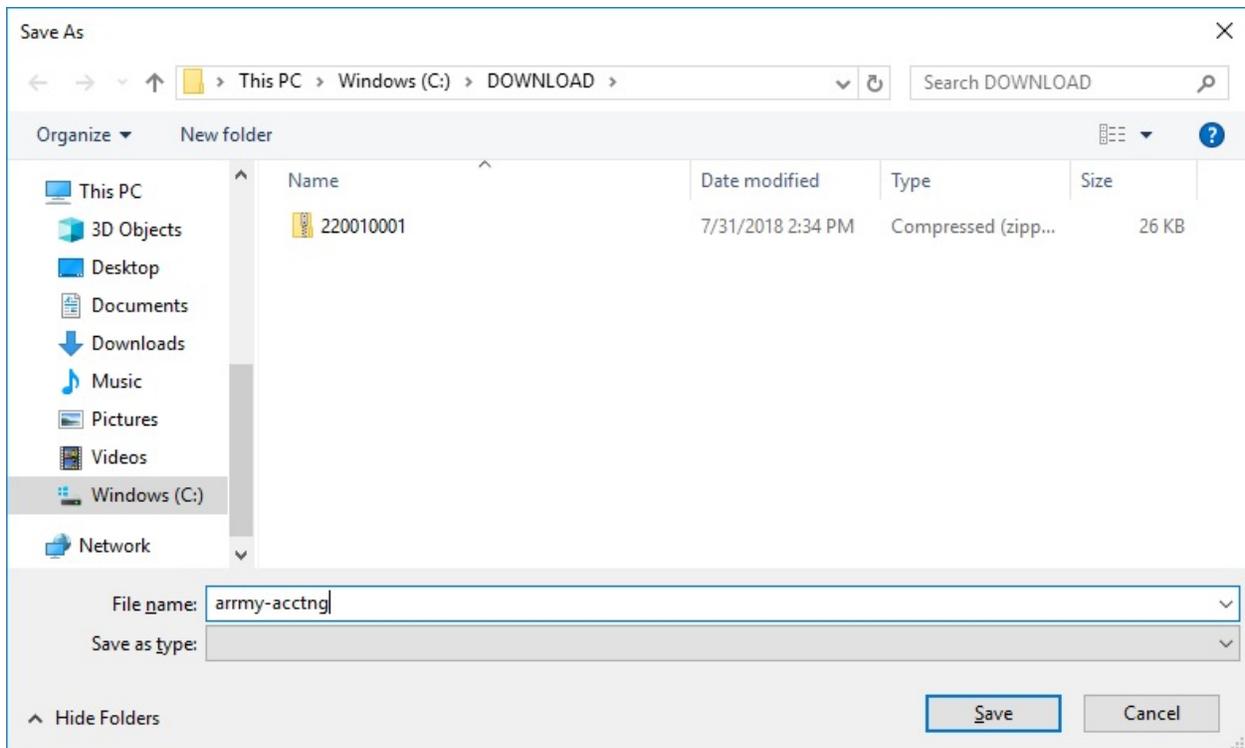
No accounting lines have been selected.

Click Yes to continue and export all lines of accounting to an Excel spreadsheet.

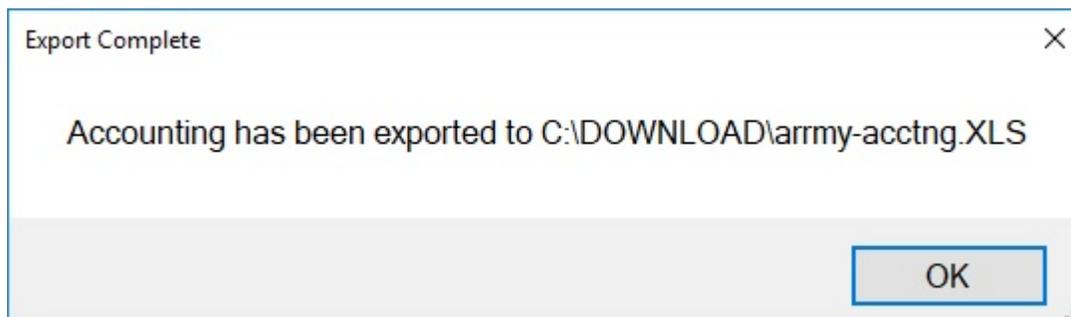
Click No to cancel.

Yes No

3. **Click** on *Yes* or *No* as desired.
4. If you click on **Yes**, the following **Save As** screen will appear.



5. At the **Save As** screen, you must **name** the file and **specify** the **directory/folder** you wish the file to be saved to.
6. **After** you have **named** the file and **specified** the **directory/folder** as shown above, **click** on the **Save** button. The following *pop-up* message will appear.



7. **Click** on **OK** to continue.

DLA Maintenance

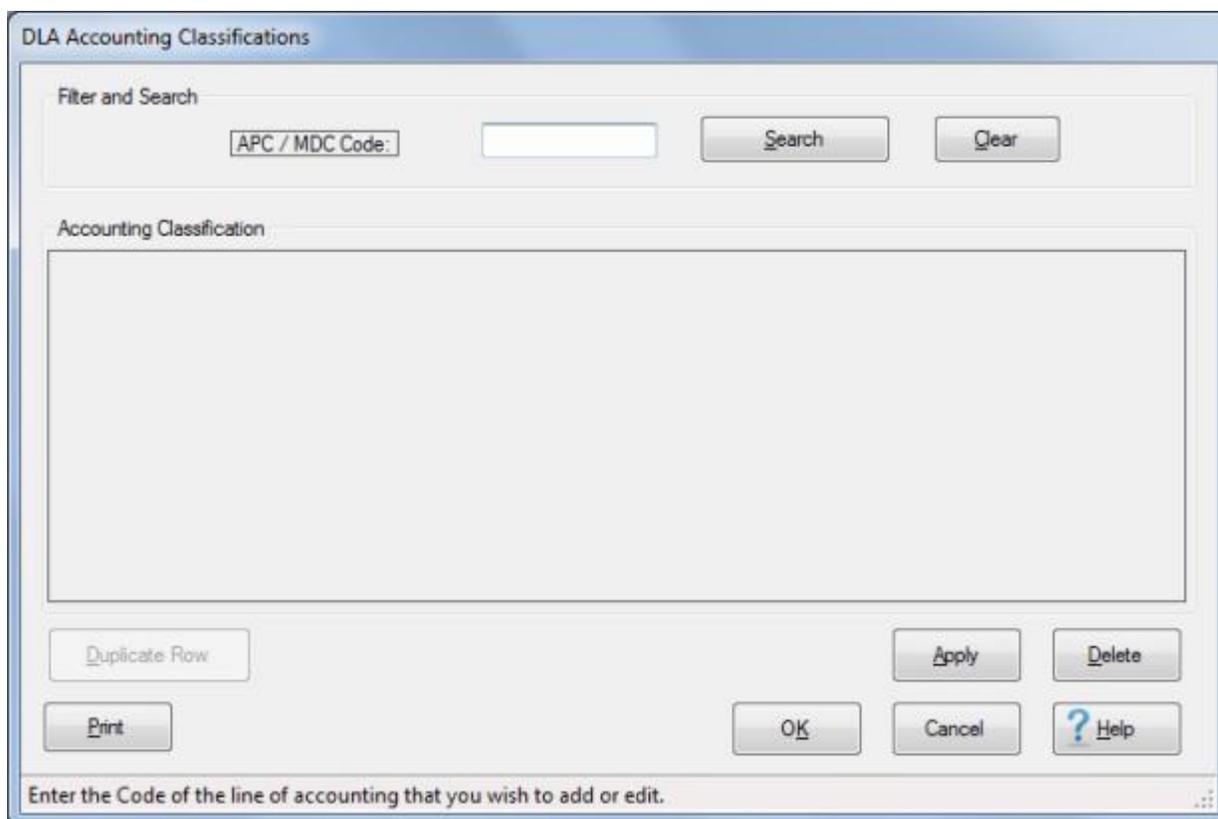
Maintaining DLA Accounting Classifications

At the **DLA Accounting Classifications** screen, the user must **enter** all of the accounting **appropriations**, by **fiscal year**, that are **applicable** to the **organizations** serviced. The accounting appropriations are **stored** in the table using Account Processing Codes (**APC**) and Movement Designator Codes (**MDC**).

When processing an **advance** or **settlement** request, the user can automatically **pull** the full **appropriation** from the table just by entering the **APC** or **MDC** code. This **saves** many keystroke **entries**, and increases **accuracy**.

The DLA Accounting Classifications screen is used to **view**, **edit**, or **delete** existing classifications. You may also use it to manually **add** new classifications.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **Accounting Classifications** option.



Complete the following steps to "view" an existing accounting classification:

1. **APC / MDC Code:** - **Click** in this field and **type** the **APC** or **MDC** code for the appropriation you wish to display.

2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the DLA Accounting Classifications screen will re-appear **displaying** the accounting line.

DLA Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

Code	FY	DC	Appr	OA	Allot	ArmyMgmtStr	StaSymn	CstCtr
▶ 111111	6	21	2020	01	A2016	P810000	S12345	000000
*								

Enter the Code of the line of accounting that you wish to add or edit.

4. If this is not the accounting line you wished to display, **click** on the **Clear** button, enter a new code at the **APC / MDC Code** field, and then **click** on the **Search** button.
5. If the accounting classification for the code entered does not exist in the database, the DLA Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.

DLA Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

	Code	FY	DC	Appr	OA	Allot	ArmyMgmtStr	StaSymn	CstCtr
*									

Enter the Code of the line of accounting that you wish to add or edit.

6. **Click** on the **OK** button if you are **finished** using the DLA Accounting Classifications screen.

Complete the following steps to "add" a new accounting classification:

Note: Refer to the Help topic, "[Duplicate an Accounting Classification](#)", if you wish to use a pre-existing classification as the **basis** for the classification you are adding.

1. **APC / MDC Code:** **Click** in this field and **type** the **APC** or **MDC** code for the appropriation you wish to add.
2. **Click** on the **Search** button. The DLA Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.

DLA Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

	Code	FY	DC	Appr	OA	Allot	ArmyMgmtStr	StaSym	CstCtr
*									

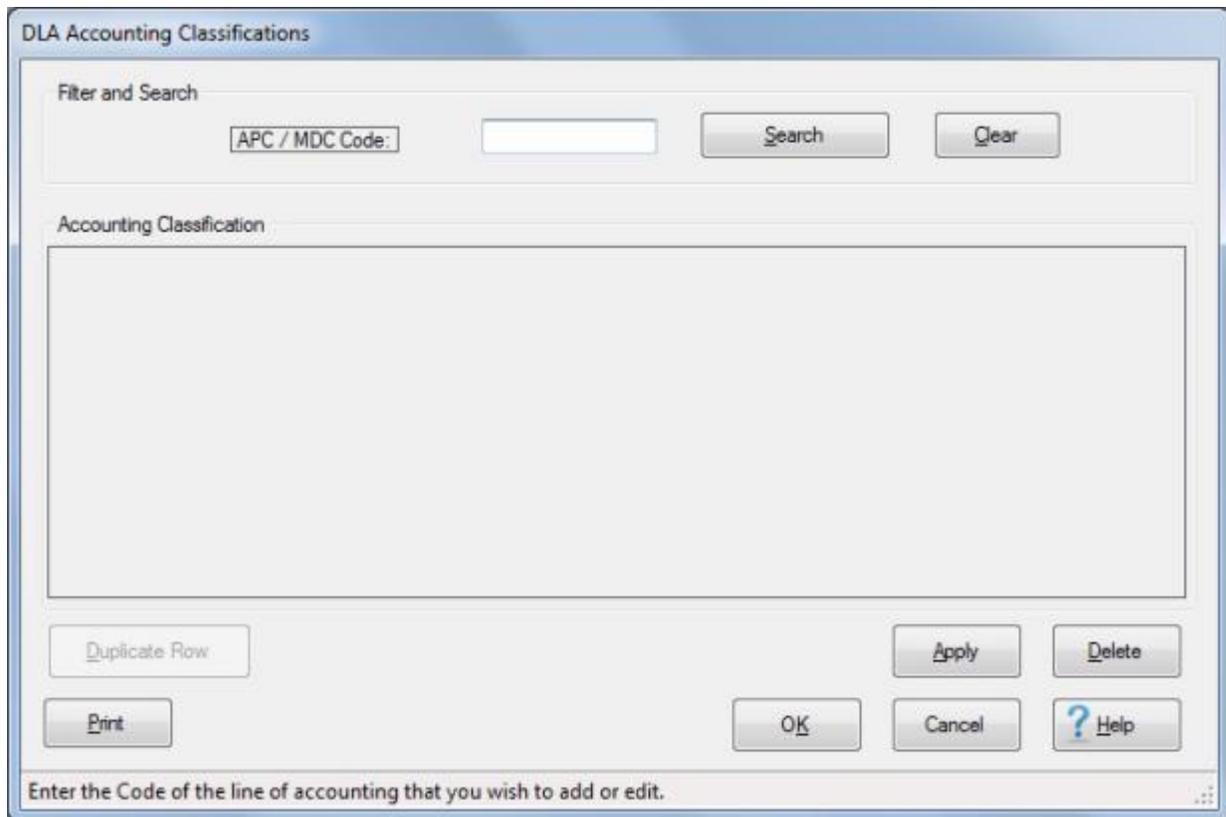
Enter the Code of the line of accounting that you wish to add or edit.

3. **Fy:** - Type the one digit or character **Fiscal Year** abbreviation and press *Tab*.
4. **DC:** - Type the **Department Code** and press *Tab*.
5. **Appr:** - Type the **Appropriation Code** and press *Tab*.
6. **OA:** - Type the **Operating Agency Code** and press *Tab*.
7. **Allot:** - Type the **Allotment Serial Code** and press *Tab*.
8. **ArmyMgmtStr:** - Type the Army Management Structure (**AMS**) **Code** and press *Tab*.
9. **StaSym:** - Type the **Fiscal Station Symbol** and press *Tab*.
10. **CstCtr:** - This field only appears when entering a six digit **APC**. Type the **Cost Center Code**, and press *Tab*.

Note: The accounting elements shown above may or may not be **necessary** depending on whether an **APC** code or an **MDC** code is entered at the **APC / MDC Code** field. Elements that are not used will be **grayed out**.

11. When all of the required accounting elements are entered, **click** the **Apply** button.
12. When **finished** entering accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "edit" an existing accounting classification:**



The image shows a software dialog box titled "DLA Accounting Classifications". At the top, there is a "Filter and Search" section containing a text input field labeled "APC / MDC Code:", a "Search" button, and a "Clear" button. Below this is a large, empty rectangular area labeled "Accounting Classification". At the bottom of the dialog, there are several buttons: "Duplicate Row", "Print", "Apply", "Delete", "OK", "Cancel", and "Help". A status bar at the very bottom contains the text "Enter the Code of the line of accounting that you wish to add or edit." and a small icon on the right.

1. **APC / MDC Code:** Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to edit.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the DLA Accounting Classifications screen will re-appear **displaying** the accounting line.

DLA Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

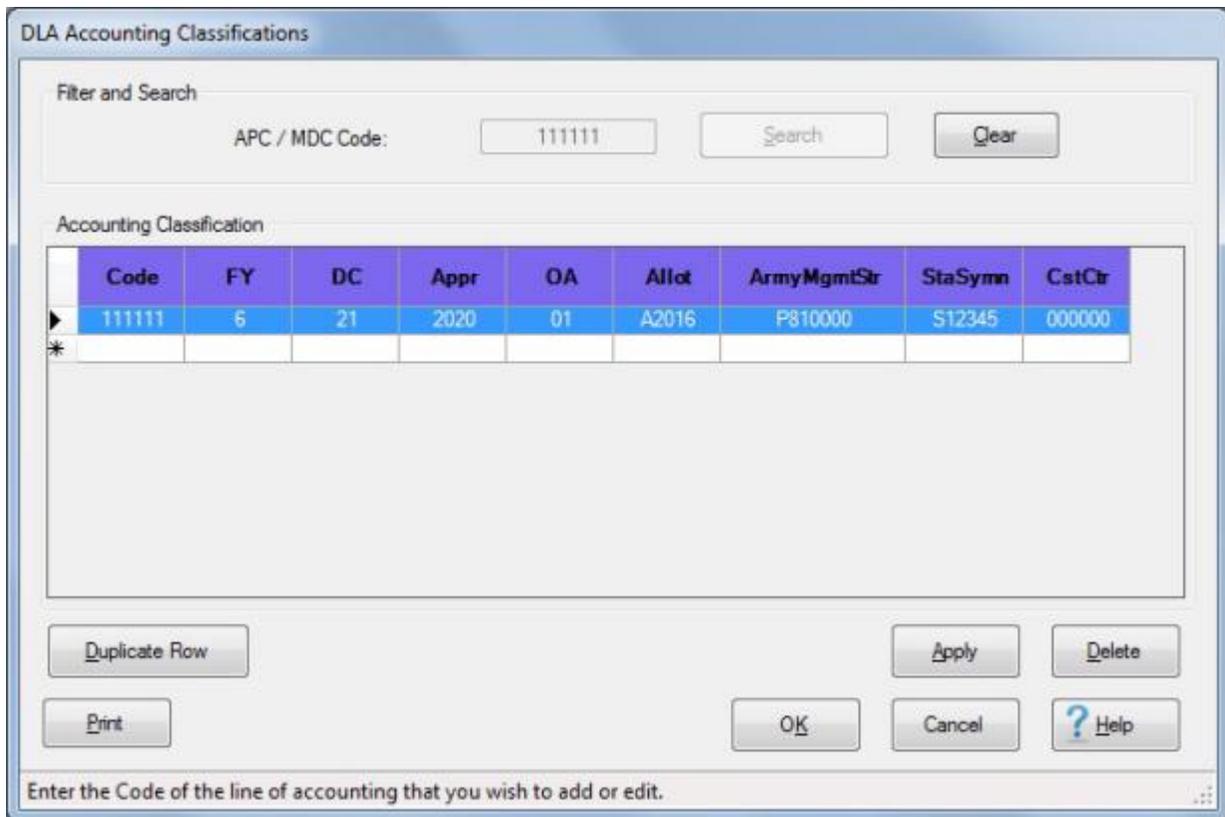
Code	FY	DC	Appr	OA	Allot	ArmyMgmtStr	StaSymm	CstCtr
▶ 111111	6	21	2020	01	A2016	P810000	S12345	000000
*								

Enter the Code of the line of accounting that you wish to add or edit.

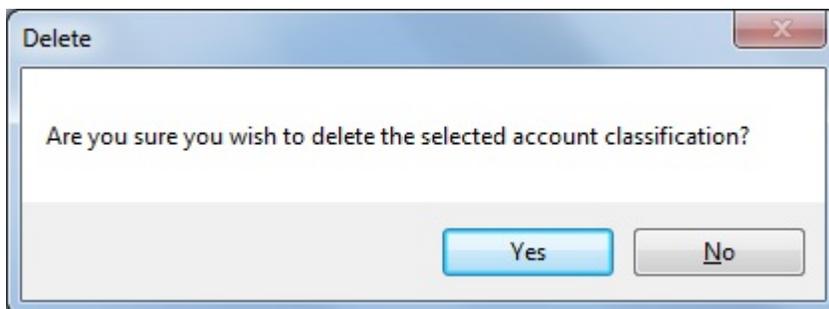
4. **Click** in any field you wish to edit and **enter** your desired **changes**.
5. When you are **satisfied** with your changes, **click** on the **Apply** button.
6. When **finished** editing accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "delete" an appropriation loaded into this table:**

1. **APC / MDC Code:** **Click** in this field and **type** the **APC** or **MDC** code for the appropriation you wish to delete.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the DLA Accounting Classifications screen will re-appear **displaying** the accounting line.



4. **Click** in the **column** to the **left** of the **Code** field. IATS will **highlight** the accounting line in **blue**.
5. If you are **sure** you have the correct accounting line highlighted, **click** on the **Delete** button. The following *pop-up message* will appear asking if you are **sure** you wish to delete the selected classification.



6. If you are **sure** you wish to delete the accounting line, **click** on the *Yes* button.
7. **Click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.
8. **Print: Refer** to the **Help** topic, "[Printing Accounting Classifications](#)", for additional instructions.

Duplicate an Accounting Classification

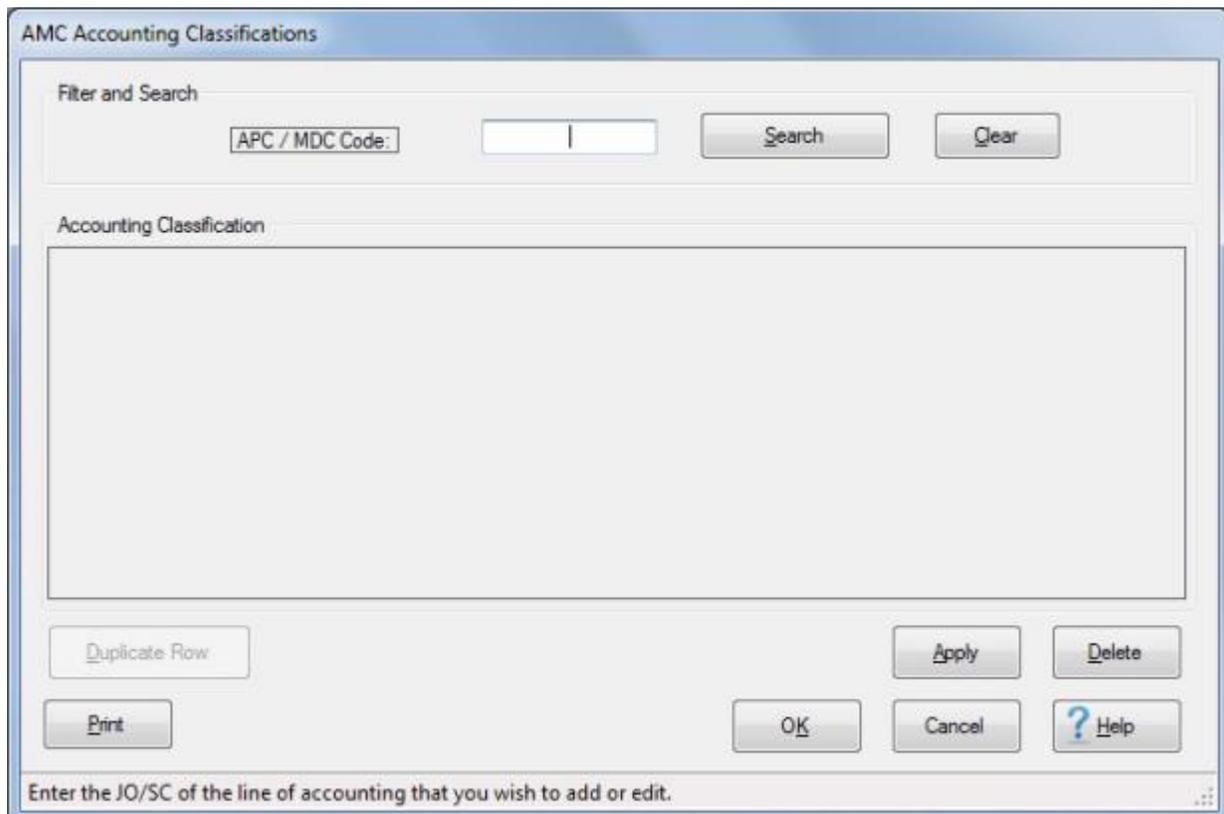
Note: For this example, **AMC** was used for the demonstration. The **same** screen and **procedures** apply, however for **Army**, **DLA**, and **Marine Corps** users.

At the **Accounting Classifications** screen, the user must **enter** all of the accounting **appropriations**, by **fiscal year**, that are **applicable** to the **organizations** serviced.

The Accounting Classifications screen may be **populated** automatically by **processing** an **accounting download file** or by manual input.

When manually adding a new classification to this table, the user may want to **recall** an existing accounting line that is similar to the new one being added. When the existing accounting line is **displayed**, the user may then **click** on the **Duplicate Row** button to **create** an exact copy of the existing line. After the copy is made, the user may then make any necessary **changes** and then **add** this new accounting line to the table.

Note: To **access** this screen, **change** your View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **Accounting Classifications** option.



AMC Accounting Classifications

Filter and Search

APC / MDC Code: | Search Clear

Accounting Classification

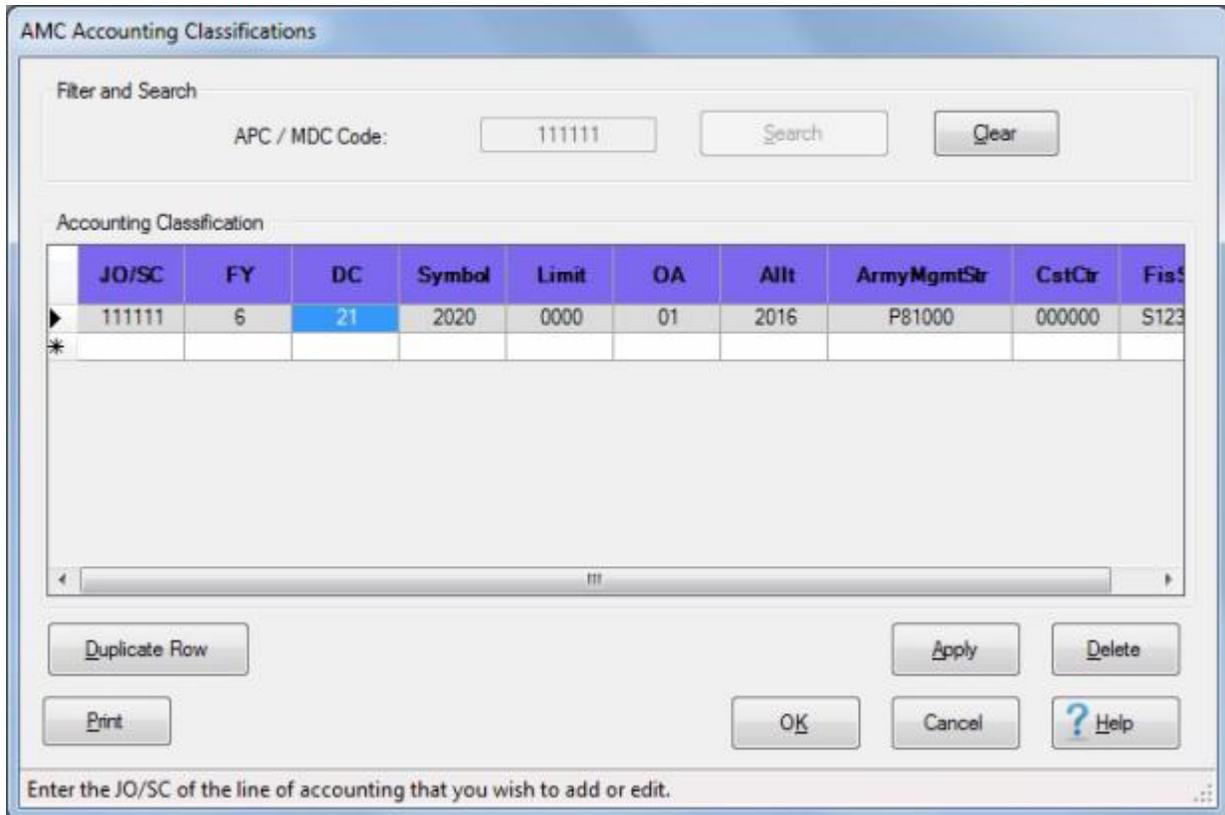
Duplicate Row Apply Delete

Print OK Cancel Help

Enter the JO/SC of the line of accounting that you wish to add or edit.

 **Complete the following steps to "recall and modify" an existing accounting classification:**

1. **APC / MDC Code:** Click in this field and **type** the **APC, MDC**, or **JO/SC** code for the appropriation you wish to display.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Accounting Classifications screen will re-appear **displaying** the accounting line.



4. If the displayed accounting line is the one you wish to duplicate, **click** on the **Duplicate Row** button.
5. A **duplicate** accounting line is created as shown below.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

JO/SC	FY	DC	Symbol	Limit	OA	Allt	ArmyMgmtStr	CatCtr	Fis5
111111	6	21	2020	0000	01	2016	P81000	000000	S123
▶ 111111		21	2020	0000	01	2016	P81000	000000	S123
*									

Enter the JO/SC of the line of accounting that you wish to add or edit.

6. **Notice** that the **FY** field is **blank** for the duplicated accounting line.
7. **Enter** the desired **FY code** and make any needed changes to any of the other fields.
8. When you are **satisfied** with your entries, **click** on the **Apply** button.
9. If you are **finished** using the Accounting Classifications screen, **click** on the **OK** button to **save** your entries.

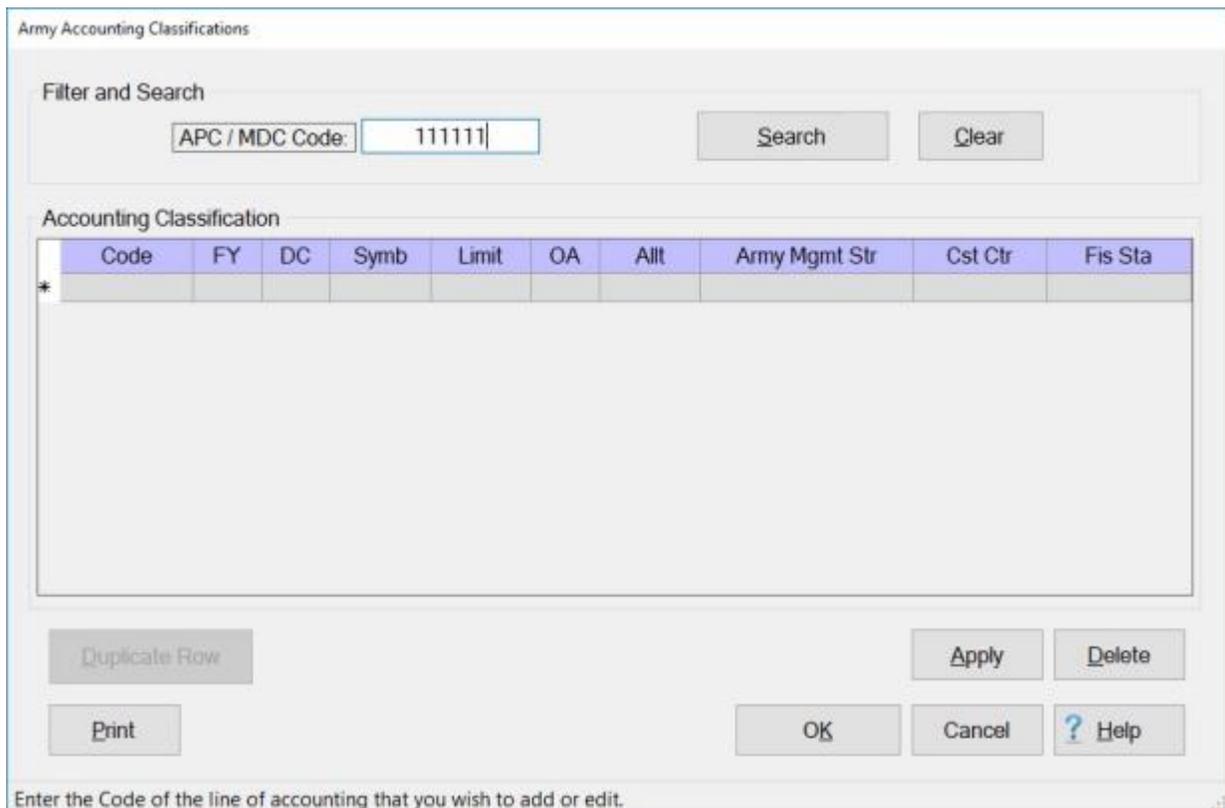
Printing Accounting Classifications

Note: The information in this Help topic **applies to Army, AMC, DLA, and Marine Corps** customers only.

The **lines of accounting** that are stored in the IATS database may be **printed** to a **report** or to an **Excel file**.

 **Complete the following steps to "print" lines of accounting:**

Print accounting lines for a specific APC / MDC code:



Army Accounting Classifications

Filter and Search

APC / MDC Code: Search Clear

Accounting Classification

Code	FY	DC	Symb	Limit	OA	Allt	Army Mgmt Str	Cst Ctr	Fis Sta
*									

Duplicate Row Apply Delete

Print OK Cancel ? Help

Enter the Code of the line of accounting that you wish to add or edit.

1. At the **APC / MDC Code** field, **enter** the desired **code**.
2. **Click** on the **Search** button. All accounting lines stored in the database (for the code entered) will be **displayed** as shown **below**.

Army Accounting Classifications

Filter and Search

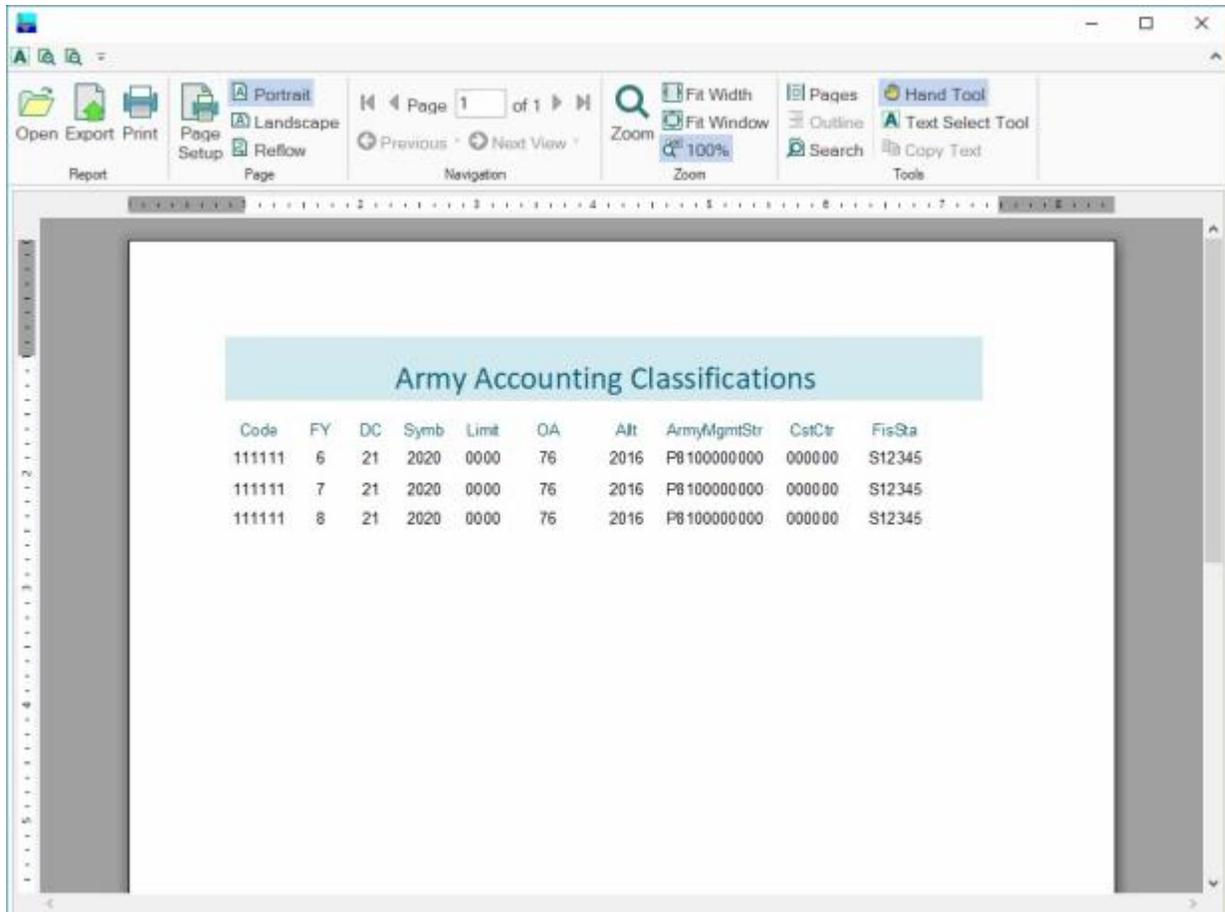
APC / MDC Code:

Accounting Classification

Code	FY	DC	Symb	Limit	OA	Allt	Army Mgmt Str	Cst Ctr	Fis Sta
111111	6	21	2020	0000	76	2016	P8100000000	000000	S12345
111111	7	21	2020	0000	76	2016	P8100000000	000000	S12345
111111	8	21	2020	0000	76	2016	P8100000000	000000	S12345
*									

Enter the Code of the line of accounting that you wish to add or edit.

- When the lines of accounting are displayed, **click** on the **Print** button. The **IATS report reader** screen will appear **displaying** the lines of accounting as shown below.



4. Click on the **Print icon** if you wish to generate a **print-out** of the accounting lines.

Generate an Excel file for all of the accounting lines in the database:

Army Accounting Classifications

Filter and Search

APC / MDC Code: Search Clear

Accounting Classification

	Code	FY	DC	Symb	Limit	OA	Allt	Army Mgmt Str	Cst Ctr	Fis Sta
*										

Duplicate Row Apply Delete

Print OK Cancel ? Help

Enter the Code of the line of accounting that you wish to add or edit.

1. At the **APC / MDC Code** field, do not enter a **code**. Leave this field **blank**.
2. **Click** on the **Print** button. The following *pop-up message* will appear.

Export All Accounting

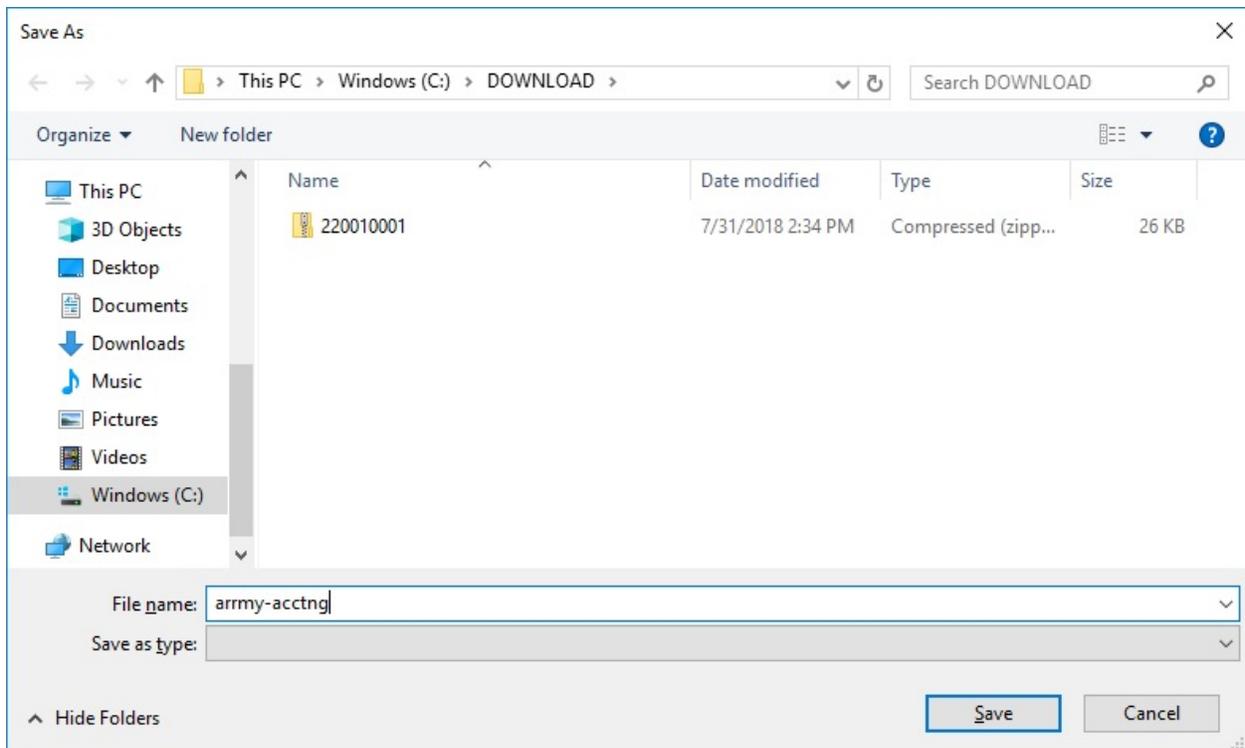
No accounting lines have been selected.

Click Yes to continue and export all lines of accounting to an Excel spreadsheet.

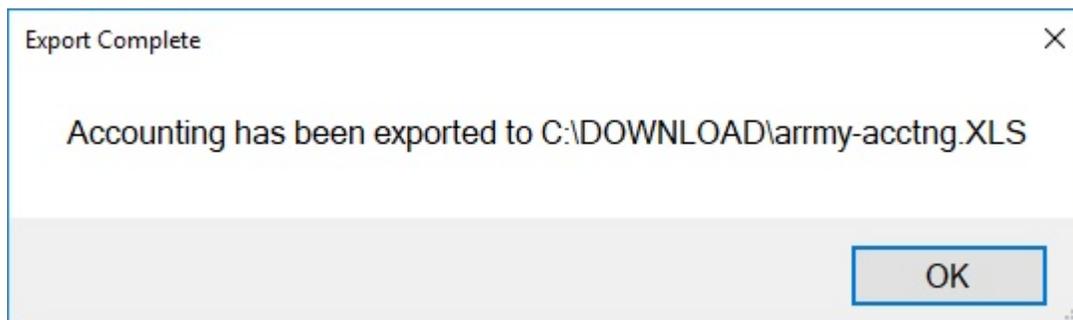
Click No to cancel.

Yes No

3. **Click** on *Yes* or *No* as desired.
4. If you click on **Yes**, the following **Save As** screen will appear.



5. At the **Save As** screen, you must **name** the file and **specify** the **directory/folder** you wish the file to be saved to.
6. **After** you have **named** the file and **specified** the **directory/folder** as shown above, **click** on the **Save** button. The following *pop-up* message will appear.



7. **Click** on **OK** to continue.

Marine Corps Maintenance

Maintaining the Marine Corps FAN Table

The **Functional Account Number** table contains the valid FAN's associated to the **Marine Corps Active** and **Reserve Military Personnel** appropriations **1105** and **1108**. The FAN's are compatible to the **APC's** entered in the **Marines Accounting Classification** Table.

Maintain Functional Account Numbers

User: SYSTEM

APC-Functional Account Number

APC Code	FAN	Pay Group
911508	74501	101
911508	74600	231
911508	74601	231
911508	74605	231
911509	74500	101
911509	74501	101
911509	74502	101
911509	74505	101
911509	74600	231
911509	74601	231
911509	74602	231
911509	74605	231
911631	71500	101
911631	71500	231

Delete Insert

Print OK Cancel ? Help

Enter the corresponding Pay Group.

Note: To **access** this screen, **change** your View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **FAN Tables** option.

 Complete the following steps to "add" a FAN to this table:

1. **Click** on the **Insert** button, a blank line appears at the top of the **grid** under the heading "**APC-Functional Account Number**".
2. **APC Code:** - At this field, **type** an **APC Code** associated with an appropriation previously entered at the **Marines Accounting Classification** table and **press Tab**.
3. **FAN:** - At this field, **type** the **FAN Code** applicable to the particular travel entitlement and **press Tab**.
4. **Pay Group:** - This field is optional and only need to be populated for Marine Corps Reserve appropriations (**1108**). If applicable, **type** the **Pay Group Code** associated with the FAN Code and **press Tab**.
5. When **finished** adding FAN codes, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "delete" a FAN from this table:**

1. **Click** on the **APC code** for the **FAN** you wish to delete. IATS highlights the **APC code**.
2. When the desired **APC code** is highlighted, **click** the **Delete** button. IATS **deletes** the selected **FAN** from the table.
3. When **finished** deleting FAN codes, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu**.

Tip: Generate a **print-out** of the **FAN Table** by **clicking** on the **Print** button.

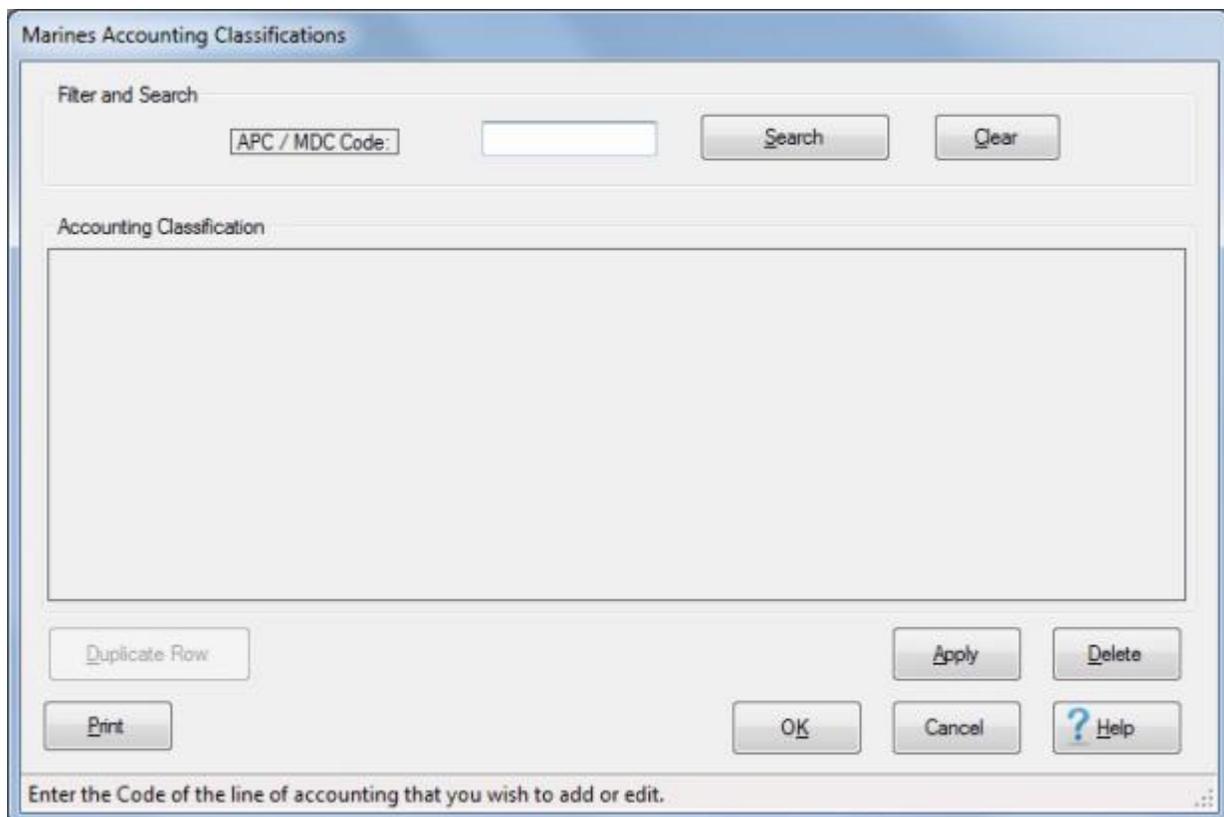
Maintaining Marine Corps Accounting Classifications

The **Marine Accounting Classification** table contains the valid Marine Corps Accounting Classification line data for appropriations **1105, 1106, 1107** and **1108**. The accounting appropriations are **stored** in the table using Account Processing Codes (**APC**) and Movement Designator Codes (**MDC**).

When processing an **advance**, or **settlement** request, the user can automatically pull the **full appropriation** from the table just by entering the **APC** or **MDC** code. This **saves** many keystroke **entries**, and increases accuracy.

The Marines Accounting Classifications screen is used to **view, edit, or delete existing** classifications. You may also use it to manually add new classifications.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **Accounting Classifications** option.

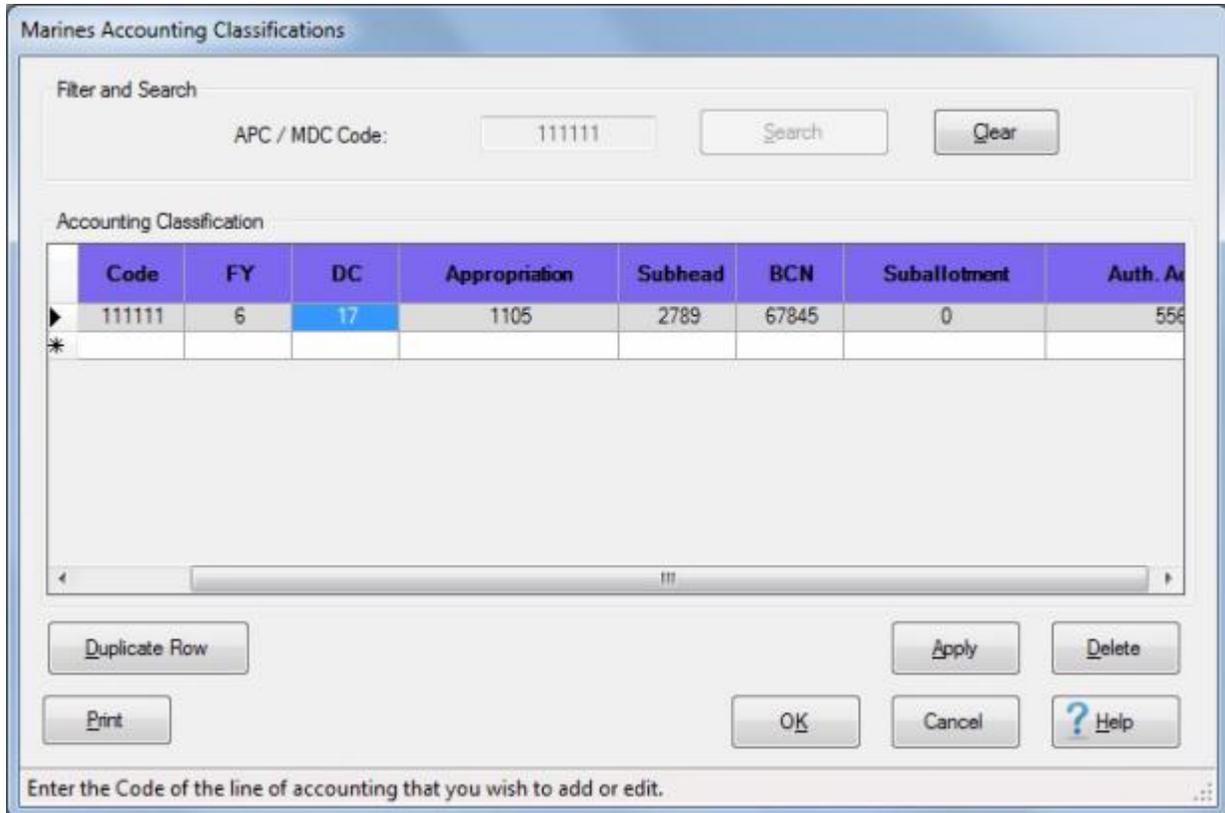


The screenshot shows a software window titled "Marines Accounting Classifications". At the top, there is a "Filter and Search" section containing a text input field labeled "APC / MDC Code:", a "Search" button, and a "Clear" button. Below this is a large, empty rectangular area labeled "Accounting Classification". At the bottom of the window, there are several buttons: "Duplicate Row", "Print", "Apply", "Delete", "OK", "Cancel", and "Help". A status bar at the very bottom of the window contains the text "Enter the Code of the line of accounting that you wish to add or edit."

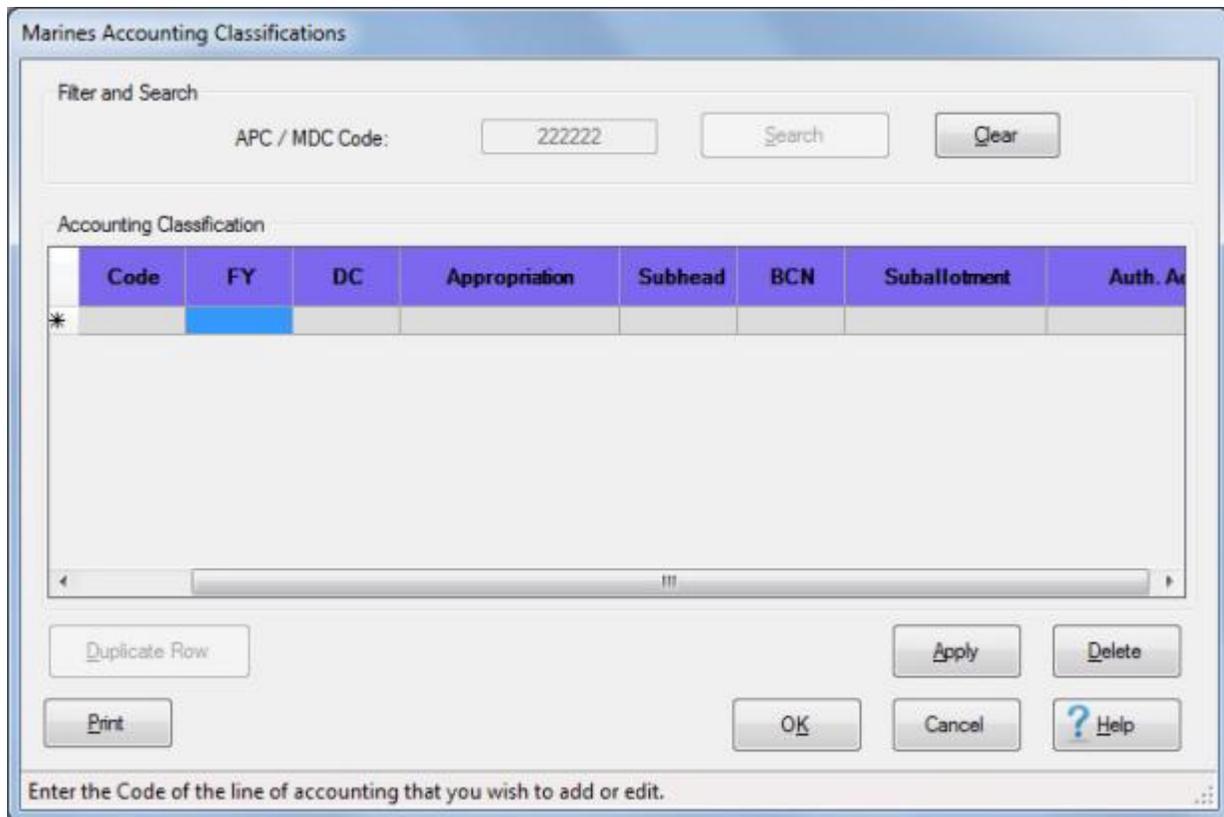
 Complete the following steps to "view" an existing accounting classification:

1. **APC / MDC Code:** - **Click** in this field and **type** the **APC** or **MDC** code for the appropriation you wish to display.

2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Marines Accounting Classifications screen will re-appear **displaying** the accounting line.



4. If this is not the accounting line you wished to display, **click** on the **Clear** button, enter a new code at the **APC / MDC Code** field, and then **click** on the **Search** button.
5. If the accounting classification for the code entered does not exist in the database, the Marines Accounting Classifications screen will re-appear **displaying a blank** accounting line.



Marines Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

Code	FY	DC	Appropriation	Subhead	BCN	Suballotment	Auth. A
*							

Enter the Code of the line of accounting that you wish to add or edit.

6. **Click** on the **OK** button if you are **finished** using the Marines Accounting Classifications screen.

 **Complete the following steps to "add" a new accounting classification:**

Note: Refer to the Help topic, "[Duplicate an Accounting Classification](#)", if you wish to use a pre-existing classification as the **basis** for the classification you are adding.

1. **APC / MDC Code:** **Click** in this field and **type** the **APC** or **MDC** code for the appropriation you wish to add.
2. **Click** on the **Search** button. The Marines Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.

Marines Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

Code	FY	DC	Appropriation	Subhead	BCN	Suballotment	Auth. Act
*							

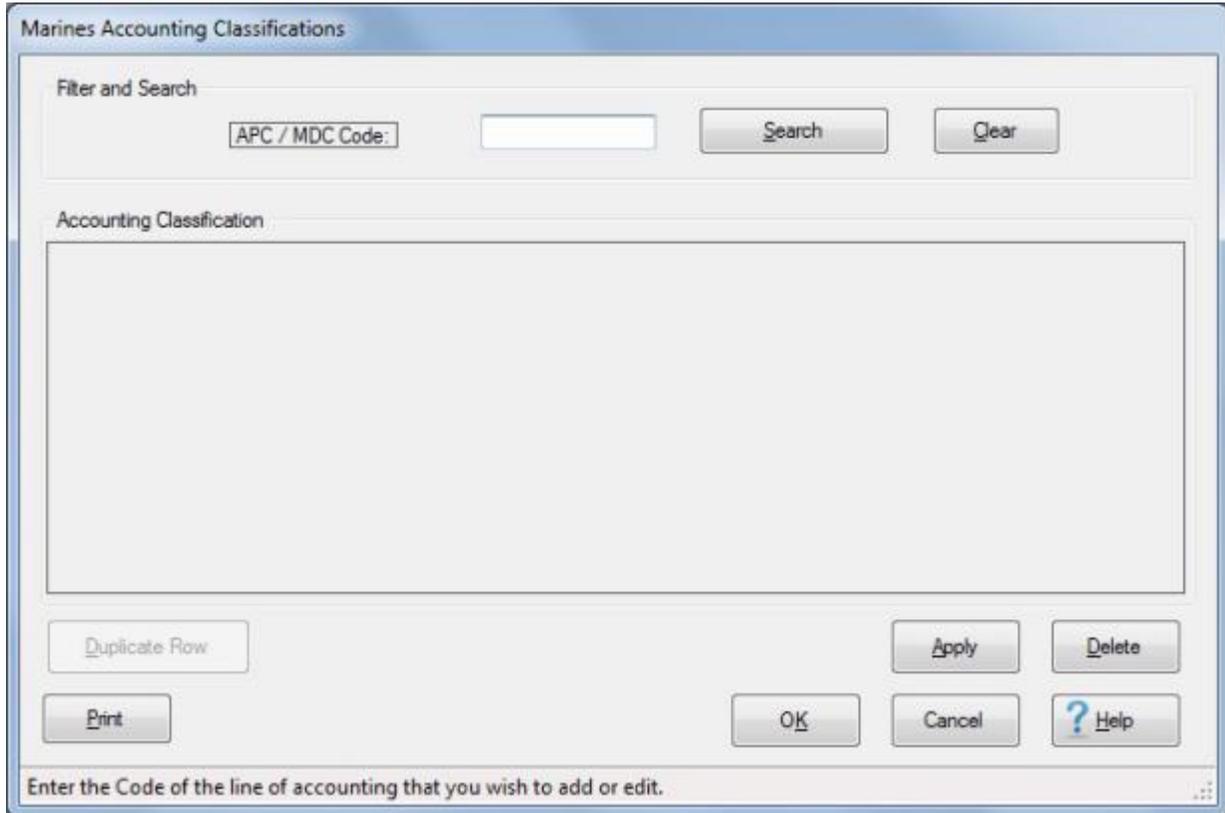
Enter the Code of the line of accounting that you wish to add or edit.

3. **Fy:** - Type the one digit or character **Fiscal Year** abbreviation and press *Tab*.
4. **DC:** - At this field, **type** the **Department Code** that identifies the **agency** funding the appropriation and **press Tab**.
5. **Appropriation:** - At this field, **type** the **Basic Appropriation Code** associated with the appropriation and **press Tab**.
6. **Subhead:** - At this field, **type** the accounting **Subhead** associated with the appropriation and **press Tab**.
7. **BCN:** - At this field, **type** the **Bureau Control Number** associated with the appropriation and **press Tab**.
8. **SubAllotment:** - This is an **optional** field and is never populated for appropriations (**1105** and **1108**). If applicable, however, **type** the **Sub-allotment Number** associated with the appropriation and **press Tab**.
9. **AAA:** - At this field, **type** the "Triple A" (**AAA**) **Code** for the **Authorized Accounting Activity** associated with the appropriation and **press Tab**.

Note: The accounting elements shown above may or may not be **necessary** depending on whether an **APC** code or an **MDC** code is entered at the **APC / MDC Code** field. Elements that are not used will be **grayed out**.

10. When all of the required accounting elements are entered, **click** the **Apply** button.
11. When **finished** entering accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

 Complete the following steps to "edit" an existing accounting classification:



Marines Accounting Classifications

Filter and Search

APC / MDC Code: Search Clear

Accounting Classification

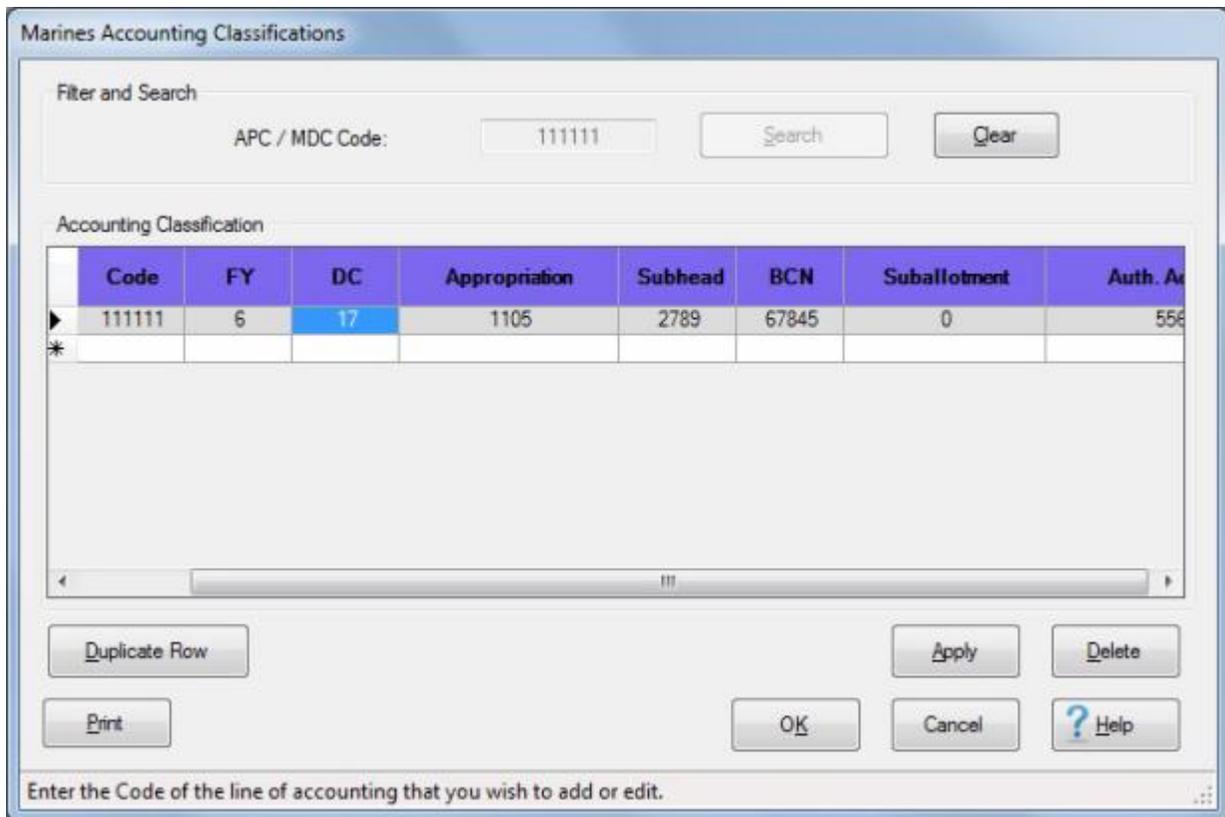
--

Duplicate Row Apply Delete

Print OK Cancel ? Help

Enter the Code of the line of accounting that you wish to add or edit.

1. **APC / MDC Code:** Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to edit.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Marines Accounting Classifications screen will re-appear **displaying** the accounting line.



Marines Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

	Code	FY	DC	Appropriation	Subhead	BCN	Suballotment	Auth. Av
▶	111111	6	17	1105	2789	67845	0	556
*								

Enter the Code of the line of accounting that you wish to add or edit.

4. **Click** in any field you wish to edit and **enter** your desired **changes**.
5. When you are **satisfied** with your changes, **click** on the **Apply** button.
6. When **finished** editing accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "delete" an appropriation loaded into this table:**

1. **APC / MDC Code:** **Click** in this field and **type** the **APC** or **MDC** code for the appropriation you wish to delete.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Marines Accounting Classifications screen will re-appear **displaying** the accounting line.

Marines Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

	Code	FY	DC	Appropriation	Subhead	BCN	Suballotment	Auth. Av
▶	111111	6	17	1105	2789	67845	0	556
*								

Enter the Code of the line of accounting that you wish to add or edit.

4. **Click** in the **column** to the **left** of the **Code** field. IATS will **highlight** the accounting line in **blue**.
5. If you are **sure** you have the correct accounting line highlighted, **click** on the **Delete** button. The following *pop-up message* will appear asking if you are **sure** you wish to delete the selected classification.

Delete

Are you sure you wish to delete the selected account classification?

6. If you are **sure** you wish to delete the accounting line, **click** on the *Yes* button.
7. **Click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.
8. **Print: Refer** to the **Help** topic, "[Printing Accounting Classifications](#)", for **additional instructions**.

Duplicate an Accounting Classification

Note: For this example, **AMC** was used for the demonstration. The **same** screen and **procedures** apply, however for **Army, DLA, and Marine Corps** users.

At the **Accounting Classifications** screen, the user must **enter** all of the accounting **appropriations**, by **fiscal year**, that are **applicable** to the **organizations** serviced.

The Accounting Classifications screen may be **populated automatically** by **processing** an **accounting download file** or by **manual input**.

When **manually adding** a **new** classification to this table, the user may want to **recall** an **existing** accounting line that is **similar** to the **new** one being added. When the **existing** accounting line is **displayed**, the user may then **click** on the **Duplicate Row** button to **create** an **exact copy** of the existing line. After the copy is made, the user may then make any necessary **changes** and then **add** this new accounting line to the table.

Note: To **access** this screen, **change** your View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **plus sign** to the **left** of the item **Accounting** and then **click** on the **Accounting Classifications** option.

The screenshot shows a software window titled "AMC Accounting Classifications". At the top, there is a "Filter and Search" section containing a text input field labeled "APC / MDC Code:", a "Search" button, and a "Clear" button. Below this is a large, empty rectangular area labeled "Accounting Classification". At the bottom of the window, there are several buttons: "Duplicate Row", "Apply", "Delete", "Print", "OK", "Cancel", and "Help". A status bar at the very bottom of the window contains the text "Enter the JO/SC of the line of accounting that you wish to add or edit."

📌 Complete the following steps to "recall and modify" an existing accounting classification:

1. **APC / MDC Code:** **Click** in this field and **type** the **APC, MDC, or JO/SC** code for the appropriation you wish to display.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Accounting Classifications screen will re-appear **displaying** the accounting line.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

	JO/SC	FY	DC	Symbol	Limit	OA	Allt	ArmyMgmtStr	CstCtr	Fis5
▶	111111	6	21	2020	0000	01	2016	P81000	000000	S123
*										

Enter the JO/SC of the line of accounting that you wish to add or edit.

4. If the displayed accounting line is the one you wish to duplicate, **click** on the **Duplicate Row** button.
5. A **duplicate** accounting line is created as shown below.

AMC Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

JO/SC	FY	DC	Symbol	Limit	OA	Allt	ArmyMgmtStr	CatCr	Fis5
111111	6	21	2020	0000	01	2016	P81000	000000	S123
▶ 111111		21	2020	0000	01	2016	P81000	000000	S123
*									

Enter the JO/SC of the line of accounting that you wish to add or edit.

6. **Notice** that the **FY** field is **blank** for the duplicated accounting line.
7. **Enter** the desired **FY code** and make any needed changes to any of the other fields.
8. When you are **satisfied** with your entries, **click** on the **Apply** button.
9. If you are **finished** using the Accounting Classifications screen, **click** on the **OK** button to **save** your entries.

Printing Accounting Classifications

Note: The information in this Help topic **applies** to **Army, AMC, DLA, and Marine Corps** customers only.

The **lines of accounting** that are stored in the IATS database may be **printed** to a **report** or to an **Excel file**.

 **Complete the following steps to "print" lines of accounting:**

Print accounting lines for a specific APC / MDC code:

Army Accounting Classifications

Filter and Search

APC / MDC Code:

Accounting Classification

	Code	FY	DC	Symb	Limit	OA	Allt	Army Mgmt Str	Cst Ctr	Fis Sta
*										

Enter the Code of the line of accounting that you wish to add or edit.

1. At the **APC / MDC Code** field, **enter** the desired **code**.
2. **Click** on the **Search** button. All accounting lines stored in the database (for the code entered) will be **displayed** as shown **below**.

IATS 7.2 User Guide

Army Accounting Classifications

Filter and Search

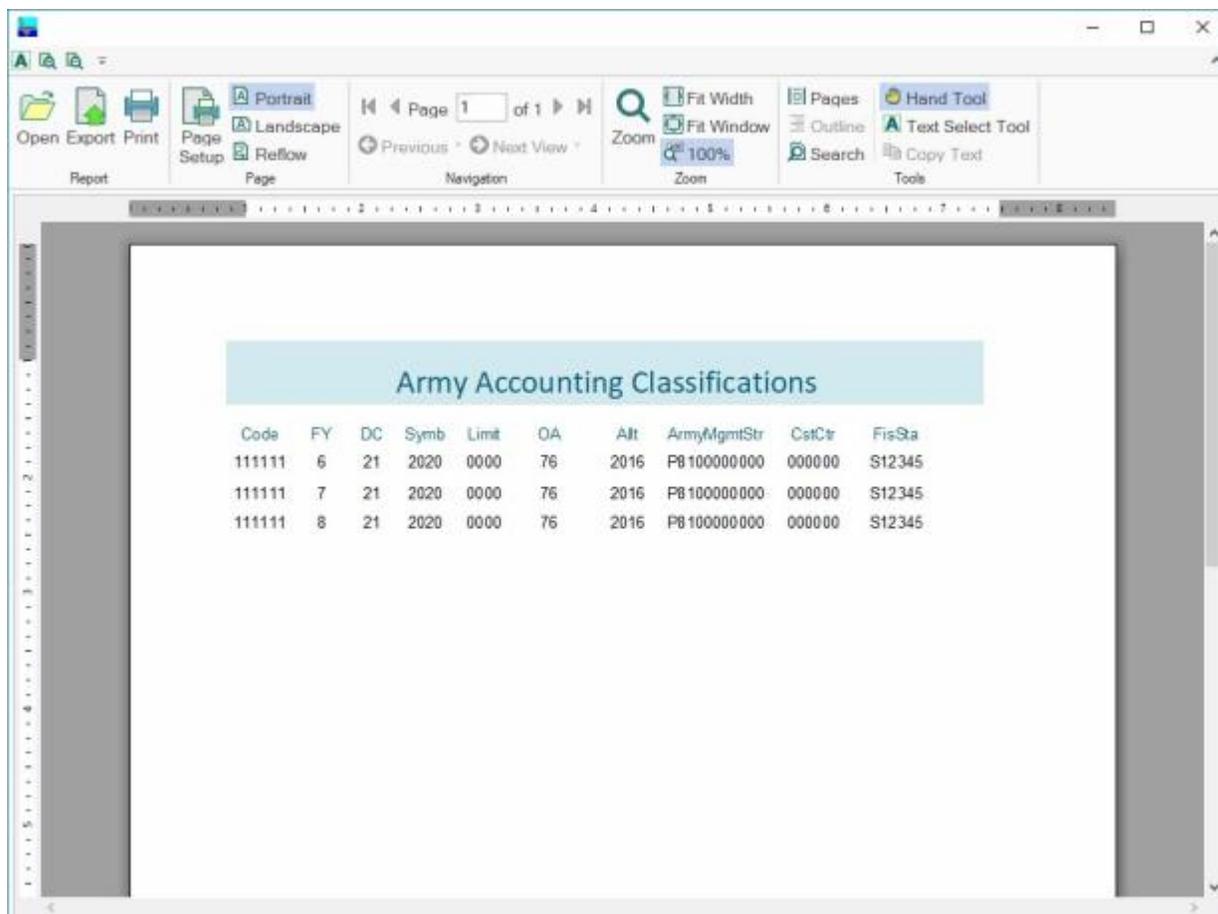
APC / MDC Code:

Accounting Classification

Code	FY	DC	Symb	Limit	OA	Allt	Army Mgmt Str	Cst Ctr	Fis Sta
111111	6	21	2020	0000	76	2016	P8100000000	000000	S12345
111111	7	21	2020	0000	76	2016	P8100000000	000000	S12345
111111	8	21	2020	0000	76	2016	P8100000000	000000	S12345
*									

Enter the Code of the line of accounting that you wish to add or edit.

- When the lines of accounting are displayed, **click** on the **Print** button. The **IATS report reader** screen will appear **displaying** the lines of accounting as shown below.



The screenshot shows a PDF viewer interface. The title bar indicates it is page 1 of 1. The toolbar includes options for Open, Export, Print, Page Setup, Page, Navigation, Zoom (100%), Fit Width, Fit Window, Pages, Outline, Search, Hand Tool, Text Select Tool, and Copy Text. The main content area displays a report with the following table:

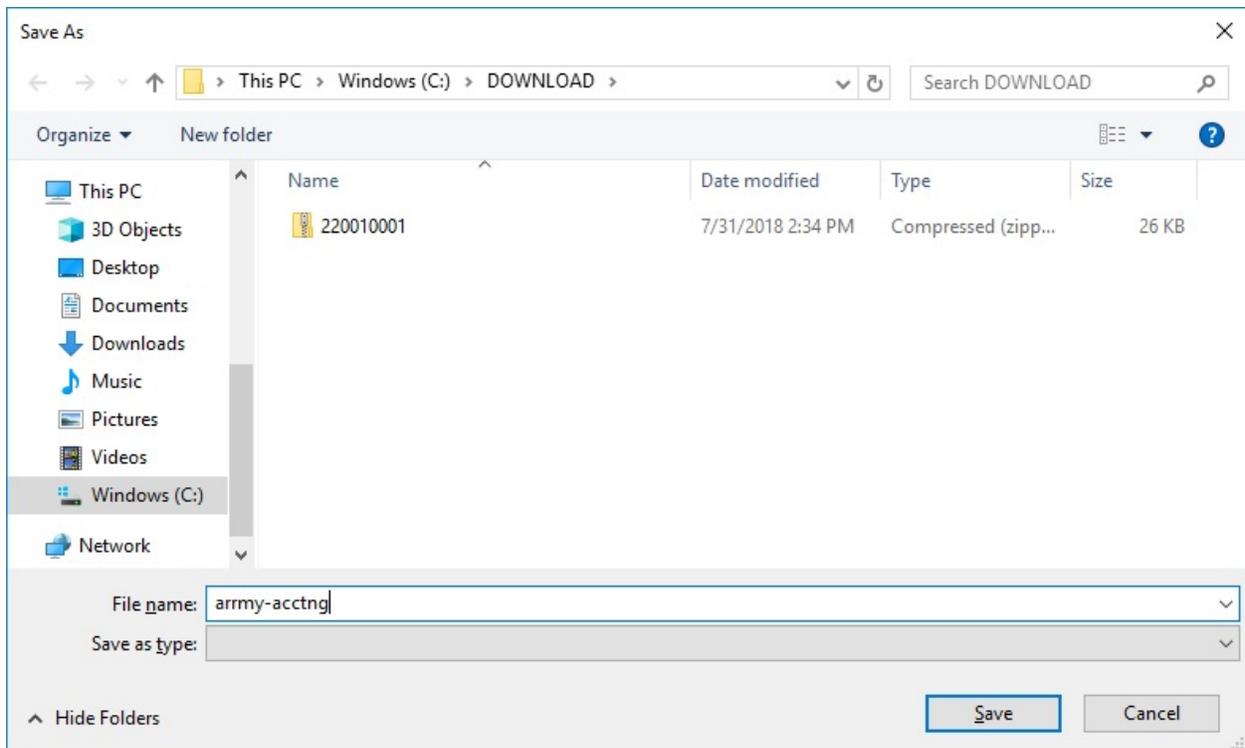
Army Accounting Classifications									
Code	FY	DC	Symb	Limit	OA	Alt	ArmyMgmtStr	CstCtr	FisSta
111111	6	21	2020	0000	76	2016	P8100000000	000000	S12345
111111	7	21	2020	0000	76	2016	P8100000000	000000	S12345
111111	8	21	2020	0000	76	2016	P8100000000	000000	S12345

4. Click on the **Print icon** if you wish to generate a **print-out** of the accounting lines.

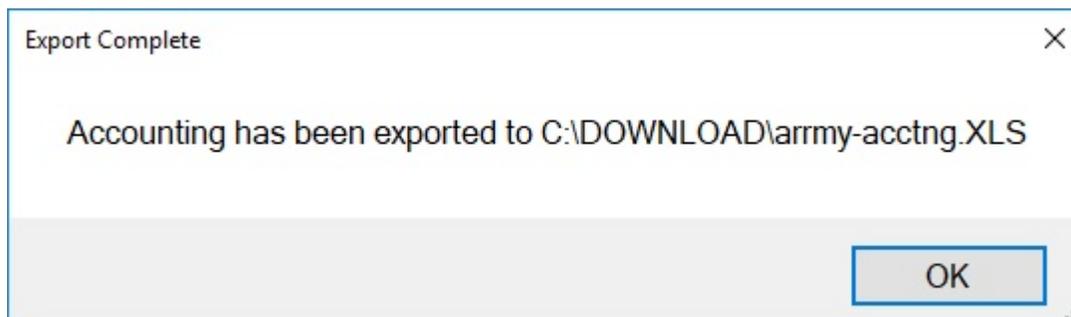
Generate an Excel file for all of the accounting lines in the database:

1. At the **APC / MDC Code** field, do not enter a **code**. Leave this field **blank**.
2. **Click** on the **Print** button. The following *pop-up message* will appear.

3. **Click** on *Yes* or *No* as desired.
4. If you click on **Yes**, the following **Save As** screen will appear.



5. At the **Save As** screen, you must **name** the file and **specify** the **directory/folder** you wish the file to be saved to.
6. **After** you have **named** the file and **specified** the **directory/folder** as shown above, **click** on the **Save** button. The following *pop-up* message will appear.



7. **Click** on **OK** to continue.

Navy Maintenance

Maintaining the CMET Table

At the **Maintain CMET Codes** screen, the user must enter all of the accounting **appropriations** applicable to the organizations serviced. The accounting **appropriations** are **stored** in the table using Bureau Control Number Codes (**BCN**).

When processing an **advance**, or **settlement** request, the user can automatically pull the full **appropriation** from the table just by entering the **BCN**. This **saves** many **keystroke** entries, and increases accuracy. Input to this table is normally accomplished by **processing** a CMET download file. On occasion, however, a Travel Supervisor may find it necessary to manually populate the **CMET** table.

The **Maintain CMET Codes** screen is used to **view**, **edit**, or **delete existing** classifications. You may also use it to manually add new classifications.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **CMET Tables** option.

Maintain CMET Codes

Filter and Search

CMET Code:

Accounting Classification

	BCN	Subhead	Auth. Acct. Act.	Gaining	Appropriation	Suballotment
*						

Enter the BCN of the line of accounting that you wish to add or edit.

Complete the following steps to "view" an existing accounting classification:

1. **CMET Code:** - **Click** in this field and **type** the **BCN** code for the appropriation you wish to display.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Maintain CMET Codes screen will re-appear **displaying** the accounting line.

Maintain CMET Codes

Filter and Search

CMET Code:

Accounting Classification

	BCN	Subhead	Auth. Acct. Act.	Gaining	Appropriation	Suballotment
▶	68547	60FA	068732	17	1804	0
*						

4. If this is not the accounting line you wished to display, **click** on the **Clear** button, enter a new code at the **CMET Code** field, and then **click** on the **Search** button.
5. If the accounting classification for the code entered does not exist in the database, the Maintain CMET Codes screen will re-appear **displaying** a **blank** accounting line.

Maintain CMET Codes

Filter and Search

CMET Code: 68722 Search Clear

Accounting Classification

	BCN	Subhead	Auth. Acct. Act.	Gaining	Appropriation	Suballotment
*						

Apply Delete

Print Print All OK Cancel Help

6. **Click** on the **OK** button if you are **finished** using the Maintain CMET Codes screen.

 **Complete the following steps to "add" a new accounting classification:**

1. **CMET Code:** **Click** in this field and **type** the **BCN** code for the appropriation you wish to add.
2. **Click** on the **Search** button. The Maintain CMET Codes screen will re-appear **displaying** a **blank** accounting line.

Maintain CMET Codes

Filter and Search

CMET Code:

Accounting Classification

	BCN	Subhead	Auth. Acct. Act.	Gaining	Appropriation	Suballotment
*						

1. **BCN:** - At this field, **type** the **Bureau Control Number** associated with the appropriation and **press Tab**.
2. **Subhead:** - At this field, **type** the accounting **Subhead** associated with the appropriation and **press Tab**.
3. **AAA:** - At this field, **type** the "Triple A" (**AAA**) **Code** for the **Authorized Accounting Activity** associated with the appropriation and **press Tab**.
4. **Gaining:** - At this field, **type** the **Code** that identifies the **agency** funding the appropriation and **press Tab**.
5. **Appropriation:** - At this field, **type** the **Basic Appropriation Code** associated with the appropriation and **press Tab**.
6. **SubAllotment:** - At this field, **type** the **SubAllotment Number** associated with the appropriation and **press Tab**.
7. When all of the required accounting elements are entered, **click** on the **Apply** button.
8. When **finished** entering accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

 Complete the following steps to "edit" an existing accounting classification:

Maintain CMET Codes

Filter and Search

CMET Code: Search Clear

Accounting Classification

	BCN	Subhead	Auth. Acct. Act.	Gaining	Appropriation	Suballotment
*						

Apply Delete

Print Print All OK Cancel Help

Enter the BCN of the line of accounting that you wish to add or edit.

1. **CMET Code:** Click in this field and **type** the **BCN** code for the appropriation you wish to edit.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Maintain CMET Codes screen will re-appear **displaying** the accounting line.

Maintain CMET Codes

Filter and Search

CMET Code:

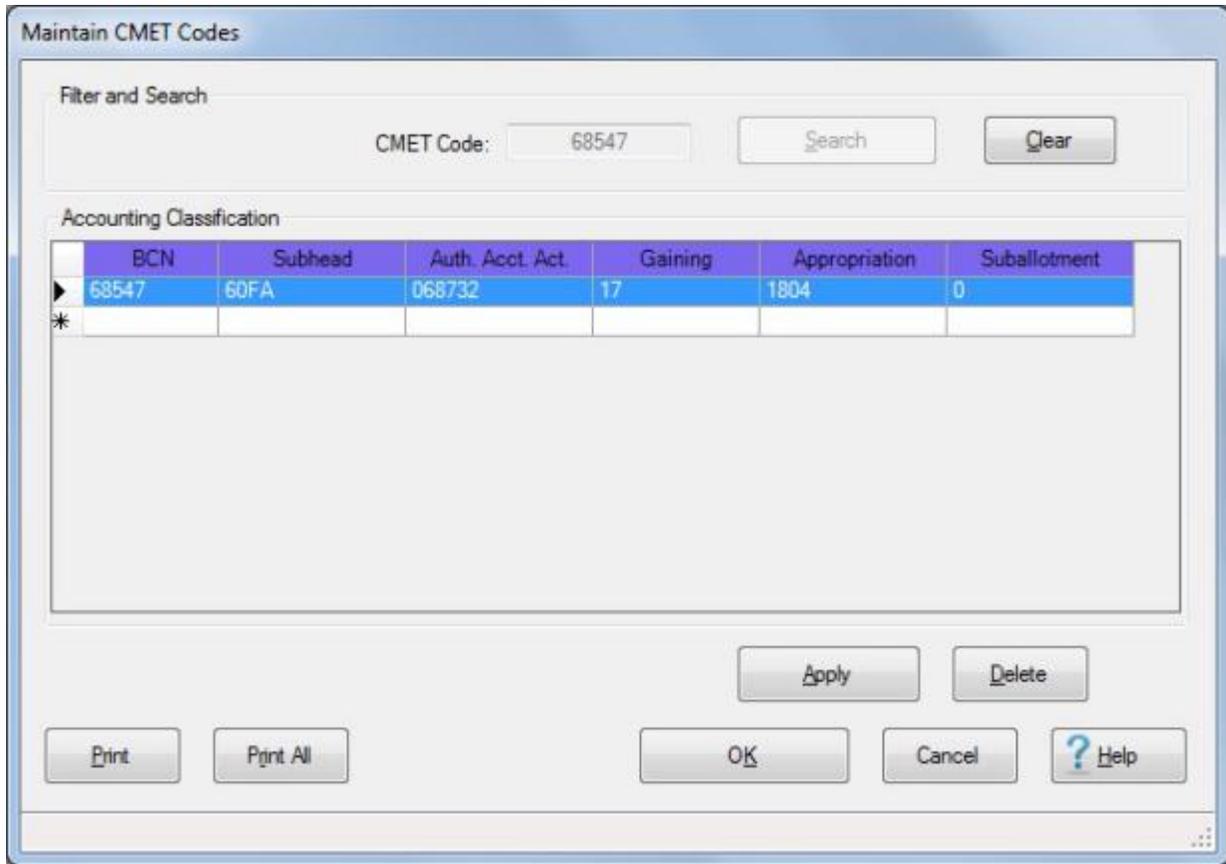
Accounting Classification

	BCN	Subhead	Auth. Acct. Act.	Gaining	Appropriation	Suballotment
▶	68547	60FA	068732	17	1804	0
*						

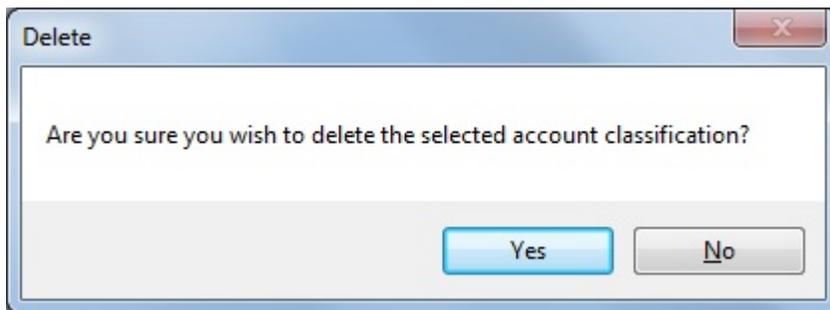
4. **Click** in any field you wish to edit and **enter** your desired **changes**.
5. When you are **satisfied** with your changes, **click** on the **Apply** button.
6. When **finished** editing accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

 **Complete the following steps to "delete" an appropriation loaded into this table:**

1. **CMET Code:** **Click** in this field and **type** the **BCN** code for the appropriation you wish to delete.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the Maintain CMET Codes screen will re-appear **displaying** the accounting line.



4. **Click** in the **column** to the left of the **BCN** field. IATS will **highlight** the accounting line in **blue**.
5. If you are **sure** you have the correct accounting line highlighted, **click** on the **Delete** button. The following *pop-up message* will appear asking if you are **sure** you wish to delete the selected classification.



6. If you are **sure** you wish to delete the accounting line, **click** on the *Yes* button.
7. **Click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

Tip: Generate a **print-out** of the **Accounting Classifications Table** by **clicking** on the **Print** button.

Displaying the Navy FAN Table

The **Functional Account Number** table contains the valid **FAN's** that are used to identify the **entitlement** type when processing a MILPCS **advance** or **settlement**.

Description	FAN
Travel advance (member) <90% / less than honorable	74284
Travel advance (member) Retirees	74290
Travel advance (member) >90% / Honorable (PDS TO PDS)	74291
Travel advance (dependent) <90% / less than honorable	74384
Travel advance (dependent) Retirees	74390
Travel advance (dependent) >90% / Honorable (PDS to PDS)	74391
Excess GTR CONUS (member)	74272
Excess GTR CONUS (dependent)	74372
Excess GTR - to/from OCONUS (member)	74273
Excess GTR - to/from OCONUS (dependent)	74373
Settlement MALT (member)	74270
Settlement Per Diem (TDY) in conjunction w/ PCS (member)	74271

Enter the description for this FAN code

Note: To **access** this screen, change your View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **FAN Tables** option.

Tip: Generate a **print-out** of the **FAN Table** by **clicking** on the **Print** button. When finished **viewing** or **printing** the FAN table, **click** on the **Cancel** or **OK** button to **return** to the **Maintenance** menu.

Maintaining the Navy Base Description

At the **Maintain Base Description** screen there are some additional input **fields** that apply to the **US Navy only**.

Note: To **access** this screen, **change** your View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **Base Description** option.

Complete the following steps to "configure" the Navy Base Description:

1. **System ID:** - The input at this field is used to **identify** the IATS **system** used to compute the travel payment. This is used when **importing** and **exporting** payments between IATS **systems**. System ID numbers must be established by the Finance Office. If using this feature **enter** the designated **System ID** number, or simply **press** *Tab* to continue.

2. **Government Book Number:** - At this field, **type** the **Government Book Number** issued by the organization providing the **Government Charge Card**. This number identifies the **installation responsible** for the program and is included in the transaction whenever a **split payment** is processed.
3. **Name of Finance Officer:** - At this field, **type** the **name** of the **Finance Officer** responsible for **disbursing** the travel payment.
4. **DSSN of Finance Office:** - At this field, **type** the Disbursing Station Symbol Number (**DSSN**) for the **Finance Office disbursing** the travel payment.
5. **DSSN ITR:** - At this field, **type** the **DSSN** for the **Finance Office computing** the travel payment if different than the office disbursing the payment.
6. **ADS Header UIC:** - At this field, **type** the **Unit Identification Code** for the office **creating** the **ADS Transmission file**. IATS will then use this value as a **default** when creating the upload file.
7. **Office Type Code:** - At this field, **click** on the *down arrow* button to display the following choices:
 - **Travel:** - Select this type if the travel office will **only compute** claims. The claims computed by this office are **disbursed** at **another office**.
 - **Disbursing:** - Select this type if the travel office will **only disburse** travel claims. The claims disbursed are **computed** at **another office**.
 - **Combined:** - Select this type if the **both claims processing** and **disbursement processing** are to be **performed** at this office.
8. **Lines 1-5:** - At this section, **type** the **address** and **other** desired **information** pertaining to the Finance Office disbursing the travel payments. This information will appear in the **top right corner** of the **printed IATS Travel Voucher**.
9. When **finished** making the required entries at this screen, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu**.

Tip: Generate a **print-out** of the **Base Description** by **clicking** on the **Print** button.

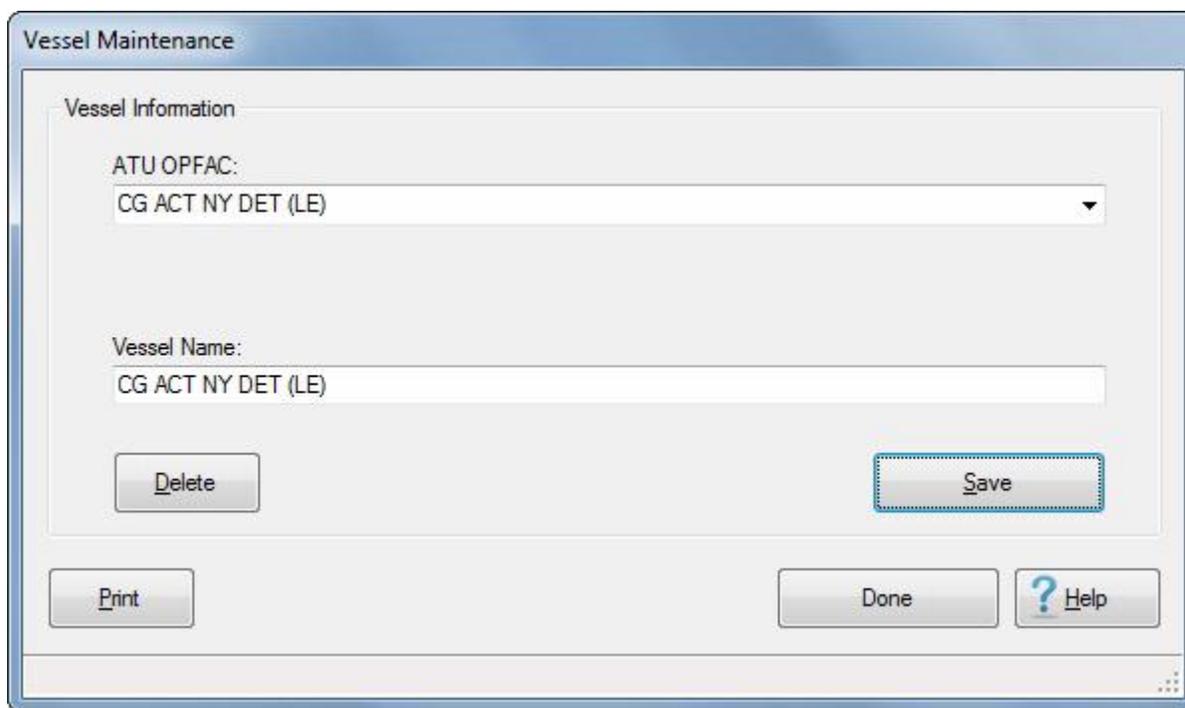
Coast Guard Maintenance

Performing Vessel Maintenance

The IATS database includes a table that contains **names of ships** belonging to the **US Coast Guard**. The information stored in this table is used to identify the traveler's assigned vessel. This table is **populated** and **updated** by **importing** a file that contains the ship information.

The **Vessel Maintenance** screen is used to manually edit or **delete** items from this table.

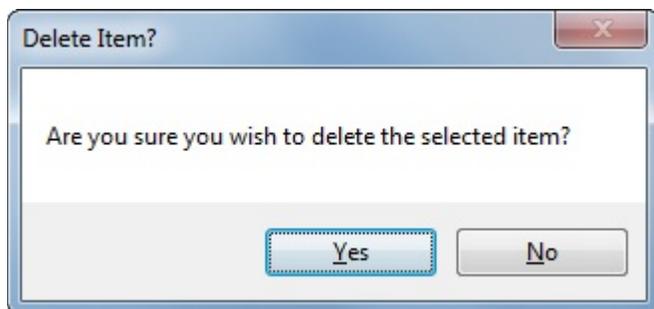
Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus** sign next to the word **Locality Data** and then **click** on the **Vessel OPFACs and Names** option.



The screenshot shows a software window titled "Vessel Maintenance". Inside, there is a section labeled "Vessel Information". It contains two text input fields. The first is labeled "ATU OPFAC:" and has a dropdown arrow on the right; it contains the text "CG ACT NY DET (LE)". The second is labeled "Vessel Name:" and also contains "CG ACT NY DET (LE)". Below these fields are several buttons: "Delete" (under the first field), "Save" (under the second field), "Print" (at the bottom left), "Done" (at the bottom center), and "? Help" (at the bottom right).

 Complete the following steps to "delete" existing Vessel information:

1. **Click** on the *down arrow* button at the **ATU OPFAC** field. IATS will display a *drop-down list* of OPFACs:
2. **Click** on the desired **OPFAC name** you wish to **delete** a vessel name from.
3. When you have selected the desired OPFAC/Vessel Name, **click** on the **Delete** button. The following *pop-up message* will appear asking if you are **sure** you wish to delete the selected item.



4. Click on *Yes* or *No* as desired.

 **Complete the following steps to "edit" existing Vessel information:**

1. Click on the *down arrow* button at the **ATU OPFAC** field. IATS will display a *drop-down list* of OPFACs:
2. Click on the desired **OPFAC/Vessel Name** you wish to **edit**.
3. Click in the **ATU OPFAC** field and **enter** your desired **changes**.
4. Click in the **Vessel Name** field and **enter** your desired **changes**.
5. When you are **satisfied** with your entries, **click** on the **Save** button. The following *pop-up message* will appear



6. Click on **OK** to continue.

Performing Unit Maintenance

The IATS database includes a table that contains **names** of **units** associated to the **US Coast Guard**. The information stored in this table is used to identify the traveler's assigned unit.

The **Unit Maintenance** screen is used to manually **add**, **edit**, or **delete** items from this table.

Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus** sign next to the word **Locality Data** and then **click** on the **Office Codes, Units and Names** option.

The screenshot shows a software window titled "Unit Maintenance". Inside, there is a section labeled "Unit Information" containing several input fields and buttons. The fields are: "ATU OPFAC:" with a dropdown menu showing "SANIBEL"; "Unit Description:" with a text box containing "SAFETY"; "Funds Used:" with a dropdown menu showing "Coast Guard"; "Default AO" with a text box containing "111991111"; "Default AO's Unit" with a text box containing "CGC SAN"; and "Cost Center" with a text box containing "111223". Below these fields are buttons for "Delete" and "Create". At the bottom of the window are buttons for "Print", "Done", and "Help".

Refer to your supervisor or system administrator for instructions on using this screen.

Maintaining TLC Batch Specific Data

The **Maintain TLC Batch Specific Data** screen is used to set-up the **parameters** for generating **batch** files to be **uploaded** to the various **Coast Guard financial systems**.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then **click** on the **plus sign** to the **left** of the item **TLC Fund Batch Specific Data**. A **sub-menu** will appear listing a **variety** of funding organizations. **Click** on the **FINCEN** option.

The screenshot shows a dialog box titled "Maintain TLC Batch Specific Data". At the top left, it displays "User ID: SYSTEM". Below this is a section titled "TLC Specific Data" containing several input fields and buttons:

- OPFAC:** A text box containing the value "47093".
- Transmit Directory:** A text box containing "c:\610\Dumpdata" with a "Browse" button to its right.
- Verification/Transmission List Directory:** A text box containing "c:\610\Dumpdata" with a "Browse" button to its right.
- Travel Office Mail Name:** A text box containing "FINCEN".
- CG HQ Mail Name:** A text box containing "USCG".
- FINCEN Mail Name:** A text box containing "USCG".
- FUT Claim Directory:** A text box containing "C:\FUT" with a "Browse" button to its right.
- Automatically send to DAFIS after:** A text box containing the number "2" followed by the word "claims".

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help". A status bar at the very bottom of the dialog contains the text "Enter the travel office OPFAC number." and a small icon on the right.

Complete the following steps to "configure" the TLC Batch Specific Data screen:

1. **OPFAC:** - **Click** in the **OPFAC** field and **enter** the desired **OPFAC code**.

2. **Transmit Directory:** - Click in the **Transmit Directory** field and **enter** the desired **information** for the **directory/folder** where the claim transaction files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
3. **Verification/Transmission List Directory:** - Click in the **Verification/Transmission List Directory** field and **enter** the desired **information** for the **directory/folder** where the verification transmission files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
4. **Travel Office Mail Name:** - Click in the **Travel Office Mail Name** field and **enter** the desired **Name**.
5. **CG HQ Mail Name:** - Click in the **CG HQ Mail Name** field and **enter** the desired **Name**.
6. **FINCEN Mail Name:** - Click in the **FINCEN Mail Name** field and **enter** the desired **Name**.
7. **FUT Claim Directory:** - Click in the **FUT Claim Directory** field and **enter** the desired **information** for the **directory/folder** where the FUT Claim files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
8. **Automatically send to DAFIS after (specified number) claims:** Click in the **number** field and **enter** the **number** representing how many claims will **generate** an automatic transmission to **DAFIS**.
9. Click on **OK** when you are **satisfied** with your entries to **save** the configuration.

Maintaining Yard Batch Specific Data

The **Maintain Yard Batch Specific Data** screen is used to set-up the **parameters** for generating **batch** files to be **uploaded** to the various **Coast Guard financial systems**.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then **click** on the **plus sign** to the **left** of the item **TLC Fund Batch Specific Data**. A **sub-menu** will appear listing a **variety** of funding organizations. **Click** on **The Yard** option.

Maintain Yard Batch Specific Data

User ID: SYSTEM

TLC Specific Data

OPFAC

Transmit Directory

Verification/Transmission List Directory

Travel Office Mail Name

CG HQ Mail Name

FINCEN Mail Name

FUT Claim Directory

Automatically send to DAFIS after claims

Complete the following steps to "configure" the Yard Batch Specific Data screen:

1. **OPFAC:** - **Click** in the **OPFAC** field and **enter** the desired **OPFAC** code.

2. **Transmit Directory:** - Click in the **Transmit Directory** field and **enter** the desired **information** for the **directory/folder** where the claim transaction files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
3. **Verification/Transmission List Directory:** - Click in the **Verification/Transmission List Directory** field and **enter** the desired **information** for the **directory/folder** where the verification transmission files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
4. **Travel Office Mail Name:** - Click in the **Travel Office Mail Name** field and **enter** the desired **Name**.
5. **CG HQ Mail Name:** - Click in the **CG HQ Mail Name** field and **enter** the desired **Name**.
6. **FINCEN Mail Name:** - Click in the **FINCEN Mail Name** field and **enter** the desired **Name**.
7. **FUT Claim Directory:** - Click in the **FUT Claim Directory** field and **enter** the desired **information** for the **directory/folder** where the FUT Claim files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
8. **Automatically send to DAFIS after (specified number) claims:** Click in the **number** field and **enter** the **number** representing how many claims will **generate** an automatic transmission to **DAFIS**.
9. Click on **OK** when you are **satisfied** with your entries to **save** the configuration.

Maintaining Supply Center Baltimore Batch Specific Data

The **Maintain Supply Center Baltimore Batch Specific Data** screen is used to set-up the **parameters** for generating **batch** files to be **uploaded** to the various **Coast Guard financial systems**.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then **click** on the **plus sign** to the **left** of the item **TLC Fund Batch Specific Data**. A **sub-menu** will appear listing a **variety** of funding organizations. **Click** on the **Supply Center Baltimore** option.

Maintain Supply Center Baltimore Batch Specific Data

User ID: SYSTEM

TLC Specific Data

OPFAC

Transmit Directory

Verification/Transmission List Directory

Travel Office Mail Name

CG HQ Mail Name

FINCEN Mail Name

FUT Claim Directory

Automatically send to DAFIS after claims

Complete the following steps to "configure" the Supply Center Baltimore Batch Specific Data screen:

1. **OPFAC:** - **Click** in the **OPFAC** field and **enter** the desired **OPFAC** code.

2. **Transmit Directory:** - Click in the **Transmit Directory** field and **enter** the desired **information** for the **directory/folder** where the claim transaction files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
3. **Verification/Transmission List Directory:** - Click in the **Verification/Transmission List Directory** field and **enter** the desired **information** for the **directory/folder** where the verification transmission files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
4. **Travel Office Mail Name:** - Click in the **Travel Office Mail Name** field and **enter** the desired **Name**.
5. **CG HQ Mail Name:** - Click in the **CG HQ Mail Name** field and **enter** the desired **Name**.
6. **FINCEN Mail Name:** - Click in the **FINCEN Mail Name** field and **enter** the desired **Name**.
7. **FUT Claim Directory:** - Click in the **FUT Claim Directory** field and **enter** the desired **information** for the **directory/folder** where the FUT Claim files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
8. **Automatically send to DAFIS after (specified number) claims:** Click in the **number** field and **enter** the **number** representing how many claims will **generate** an automatic transmission to **DAFIS**.
9. Click on **OK** when you are **satisfied** with your entries to **save** the configuration.

Maintaining AR and SC Batch Specific Data

The **Maintain AR&SC Batch Specific Data** screen is used to set-up the **parameters** for generating **batch** files to be **uploaded** to the various **Coast Guard financial systems**.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then **click** on the **plus sign** to the **left** of the item **TLC Fund Batch Specific Data**. A **sub-menu** will appear listing a **variety** of funding organizations. **Click** on the **AR&SC** option.

Maintain AR&SC Batch Specific Data

User ID: SYSTEM

TLC Specific Data

OPFAC

Transmit Directory

Verification/Transmission List Directory

Travel Office Mail Name

CG HQ Mail Name

FINCEN Mail Name

FUT Claim Directory

Automatically send to DAFIS after claims

Complete the following steps to "configure" the AR&SC Batch Specific Data screen:

1. **OPFAC:** - Click in the **OPFAC** field and **enter** the desired **OPFAC** code.

2. **Transmit Directory:** - Click in the **Transmit Directory** field and **enter** the desired **information** for the **directory/folder** where the claim transaction files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
3. **Verification/Transmission List Directory:** - Click in the **Verification/Transmission List Directory** field and **enter** the desired **information** for the **directory/folder** where the verification transmission files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
4. **Travel Office Mail Name:** - Click in the **Travel Office Mail Name** field and **enter** the desired **Name**.
5. **CG HQ Mail Name:** - Click in the **CG HQ Mail Name** field and **enter** the desired **Name**.
6. **FINCEN Mail Name:** - Click in the **FINCEN Mail Name** field and **enter** the desired **Name**.
7. **FUT Claim Directory:** - Click in the **FUT Claim Directory** field and **enter** the desired **information** for the **directory/folder** where the FUT Claim files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
8. **Automatically send to DAFIS after (specified number) claims:** Click in the **number** field and **enter** the **number** representing how many claims will **generate** an automatic transmission to **DAFIS**.
9. Click on **OK** when you are **satisfied** with your entries to **save** the configuration.

Maintaining Leave and Subsistence Adjustment Specific Data

The **Maintain Leave and Subsistence Adjustment Specific Data** screen is used to **configure** a **location** for IATS generated Leave and Subsistence files to reside. In addition, this screen is used to **specify when** to **automatically generate** a **transmission** of the files to DAFIS.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then **click** on the **plus sign** to the **left** of the item **TLC Fund Batch Specific Data**. A **sub-menu** will appear listing a **variety** of funding organizations. **Click** on the **Leave & Subsistence Adjustments** option.

Maintain Leave and Subsistence Adjustment Specific Data

User ID: SYSTEM

Leave and Subsistence Adjustment Specific Data

Transmit Directory: C:\Leave

Automatically send to DAFIS after: 10

Complete the following steps to "configure" the Maintain Leave and Subsistence Adjustment Specific Data screen:

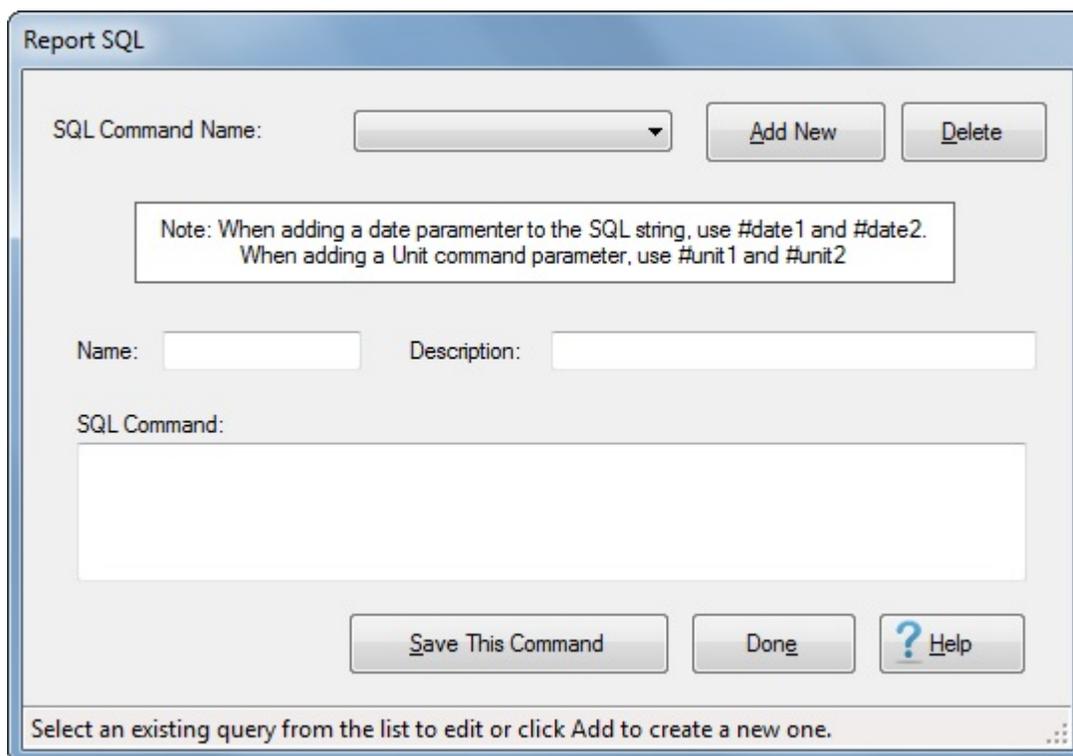
1. **Transmit Directory:** - **Click** in the **Transmit Directory** field and **enter** the desired **information** for the **directory/folder** where the Leave and Subsistence Adjustment transaction files will reside. You can also **click** on the **Browse** button and **browse** to the desired **directory/folder**.
2. **Automatically send to DAFIS after (specified number) files:** **Click** in the **number** field and **enter** the **number** representing how many files will **generate** an automatic transmission to **DAFIS**.
3. **Click** on **OK** when you are **satisfied** with your entries to **save** the configuration.

Using the Report SQL screen

IATS contains a **table** of **SQL commands** that **generate** a variety of **reports** for Coast Guard customers.

The **Report SQL** screen is used to **edit** or **delete** existing SQL commands. In addition, it can also be used to **add new** ones.

Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters** and then **click** on the **Report SQL** option.



Report SQL

SQL Command Name: Add New Delete

Note: When adding a date parameter to the SQL string, use #date1 and #date2.
When adding a Unit command parameter, use #unit1 and #unit2

Name: Description:

SQL Command:

Save This Command Done ? Help

Select an existing query from the list to edit or click Add to create a new one.

 **Complete the following steps to "edit" an existing SQL command:**

1. **SQL Command Name:** - **Click** on the *down* **arrow** button at the **SQL Command Name** field. A *drop-down list* of existing SQL commands is displayed.
2. **Click** on the desired **SQL Command Name** to make your selection.
3. The information for the selected command will be displayed at the **Name**, **Description** and **SQL Command** fields.
4. Click in the **Name**, **Description** and **SQL Command** fields and **enter** your **changes** as desired.
5. When you are **satisfied** with your entries, **click** on the **Save This Command** button.

 **Complete the following steps to "delete" an existing SQL command:**

1. **SQL Command Name:** - **Click** on the *down arrow* button at the **SQL Command Name** field. A *drop-down list* of existing SQL commands is displayed.
2. **Click** on the desired **SQL Command Name** to make your selection.
3. The information for the selected command will be displayed at the **Name, Description** and **SQL Command** fields.
4. If the correct **SQL Command** that you wish to delete is displayed, **click** on the **Delete** button.

 **Complete the following steps to "add" a new SQL command:**

1. **Click** on the **Add New** button.
2. **Click** in the **Name** field and **enter** a **name** for the new **SQL Command**.
3. **Click** in the **Description** field and **enter** a **description** for the new **SQL Command**.
4. **Click** in the **SQL Command** text box and **enter** the new **SQL Command**.
5. When you are **satisfied** with your entries, **click** on the **Save This Command** button.

Collection Letters

Collection Letters Overview

To **assist** the travel office supervisor with **managing** outstanding suspense items, IATS will generate automatic collection letters.

The following letters are reserved for a specific purpose:

Letters 1-3: - These are free form letters used by the travel office to **contact** the traveler when the **settlement** yields an amount "**Due U.S.**" IATS prompts the user to **enter** a collection letter **number** when processing a "**Due U.S.**" settlement.

Letter-4: - This letter is generated when a **settlement** not received within the specified number of days after the traveler's expected date of **return**.

Letter-5: - This letter is a computer-generated **DD Form 139**, Pay Adjustment Authorization. It is generated when the **suspense date** stated on **letter-4** is past, and a **settlement** voucher or **payment** was not received. This form is used to **collect** the amount due from the traveler's **payroll**.

Letter-6: - This letter is used to **advise** the traveler that an **EFT transaction** was **processed**, but **changes** were made to the **account information** residing in the IATS data base.

Letter-7: - This letter is used to **advise** the traveler that an **EFT transaction** was **processed**, but **rejected** for the reason stated in the letter.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for maintaining collection letters.

Creating Collection Letters

To **assist** the travel office supervisor with **managing outstanding suspense items**, IATS will generate automatic **collection letters**. When IATS is installed, sample letters, **1**, through **5** are included. The **System Administrator**, however, may want to **create** additional letters.

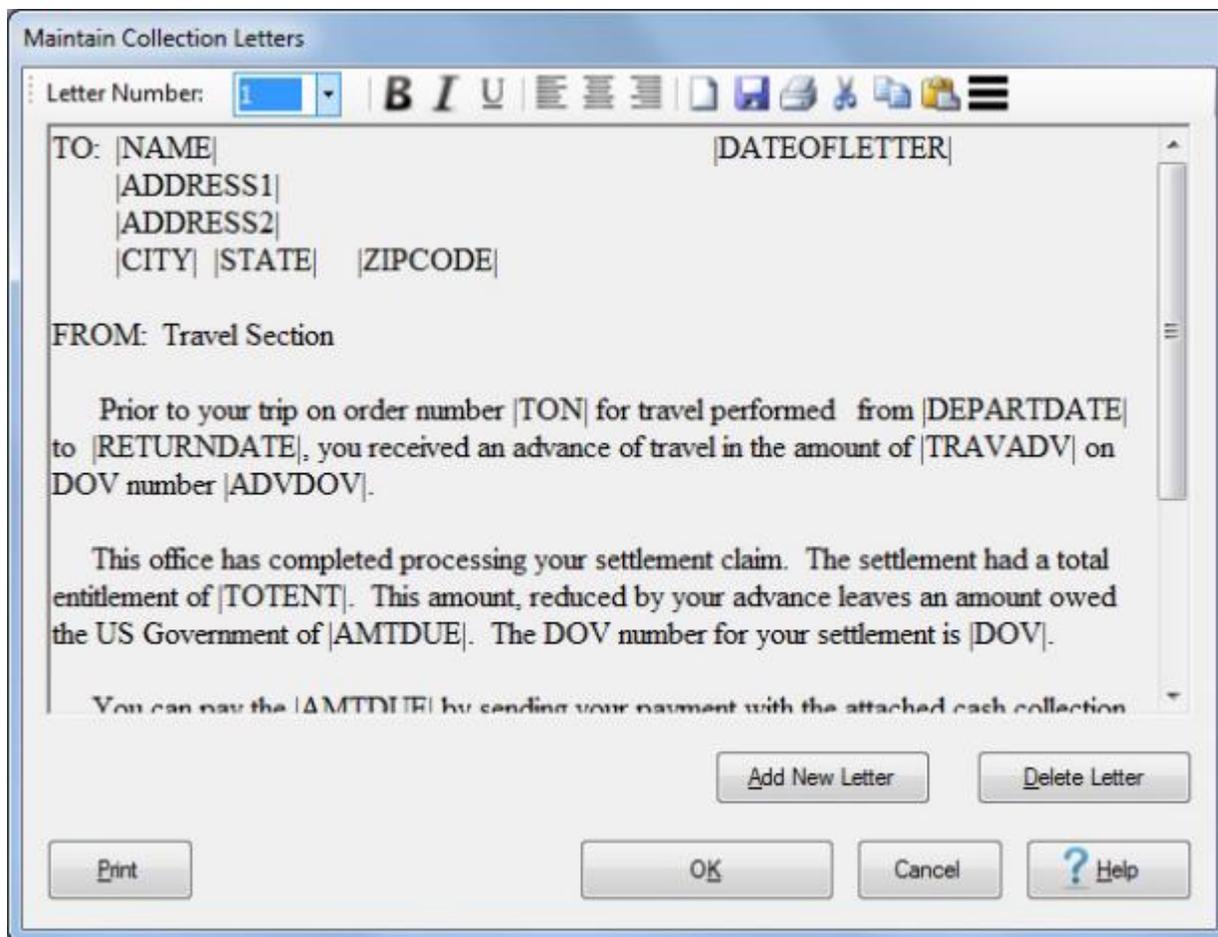
As stated in the **Help** topic, "[Collection Letters Overview](#)", letters (**1 - 3**) are free form letters that can be **produced** when a settlement is processed that yields an amount **Due the US**. Since there are essentially three types of **settlements** processed that are likely to yield an amount Due the US, a System Administrator may want to use these letters in the following manner:

- **Letter 1:** - TDY Due US
- **Letter 2:** - MILPCS Due US
- **Letter 3:** - CIVPCS Due US

In addition, letters **6** and **7** pertain to **EFT transactions**. The System Administrator may also want to **create** these letters, as well, to advise customers when **changes** to their account were made or there were **problems** associated with processing their **transactions**.

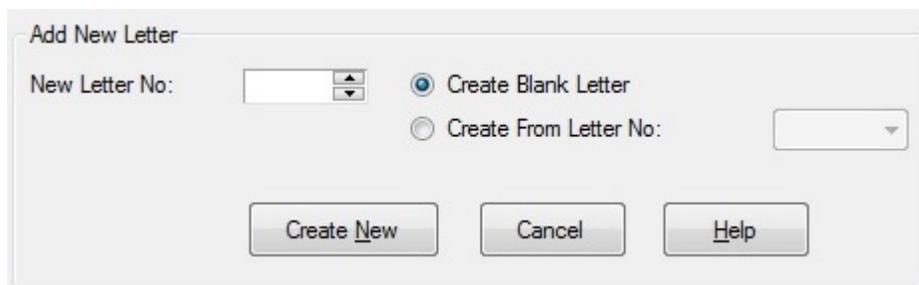
 **Complete the following steps to "create" collection letters:**

1. **Change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable menu appears listing the various options.
2. **Click** on the **Letters** option. The **Maintain Collection Letters** screen appears.
3. **Click** on the *down arrow* button at the **Letter Number** field to display a **list** of available letters.
4. **Click** on the desired **number** to make your selection.



Note: When you are creating a new letter, you may use an existing letter as the **basis** for the new letter and just **edit** this letter as desired.

3. **Review** this letter to see if this letter should be used as the **basis** for the new letter or if a **completely new** letter is needed.
4. **Click** on the **Add New Letter** button. The **Add New Letter** screen appears.



5. **New Letter No:** - At this field, **type** the **number** of the new letter being created and **press Tab**.
6. **Create Blank Letter:** - **Click** in the **circle** next to this option if you would like to **create** a completely **blank** letter to be designed by the System Administrator.

7. **Create From Letter No:** - Click in the **circle** next to this option if you would like to **create** a new letter based on a previously **existing** letter. If this option is selected, **click** on the *down* **arrow** button to display a **list** of the previously **existing** letters and then **click** on the desired **number** to make a selection.
8. After entering the required information, **click** on the **Create New** button. IATS **creates** the new letter and **returns** to the **Maintain Collection Letters** screen with the new letter **displayed** as shown below.

The screenshot shows a window titled "Maintain Collection Letters". At the top, there is a "Letter Number:" field with the value "9" and a dropdown arrow. To the right of this field is a toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Print, Save, Copy, Paste, and a menu icon. The main area of the window contains a letter template with the following text:

TO: [NAME] [DATEOFLETTER]
 [ADDRESS1]
 [ADDRESS2]
 [CITY] [STATE] [ZIPCODE]

FROM: Travel Section

Prior to your trip on order number [TON] for travel performed from [DEPARTDATE] to [RETURNDATE], you received an advance of travel in the amount of [TRAVADV] on DOV number [ADVDOV].

This office has completed processing your settlement claim. The settlement had a total entitlement of [TOTENT]. This amount, reduced by your advance leaves an amount owed the US Government of [AMTDUE]. The DOV number for your settlement is [DOV].

You can pay the [AMTDUE] by sending your payment with the attached cash collection.

At the bottom of the window, there are several buttons: "Print", "Add New Letter", "Delete Letter", "OK", "Cancel", and "Help".

9. With the new letter displayed, **click** inside the **body** of the letter and **type** the new text or **make** the required **changes** to the existing text.
10. When **finished** creating the new letter **click** on the **OK** button to **save** the new letter and **return** to the **Maintenance Main Menu**.

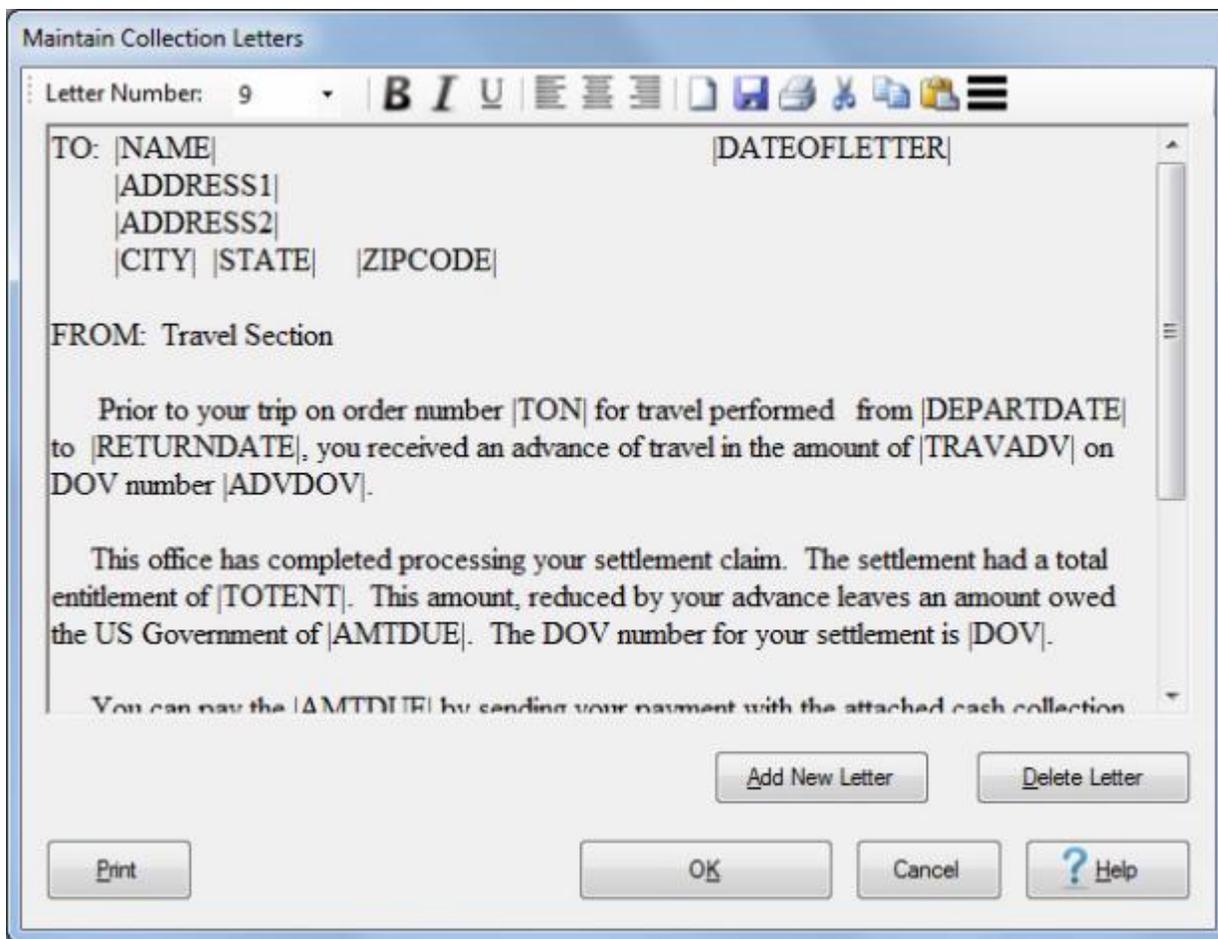
Refer to the **Help** topic, "[Modifying Collection Letters](#)", for additional **instructions** on adding **text** and **symbols** into a collection letter.

Modifying Collection Letters

To **assist** the travel office supervisor with **managing outstanding suspense items**, IATS will generate automatic collection letters. When IATS is installed, sample letters, **1**, through **5** are included. As part of the initial maintenance, the **System Administrator** must modify these letters to **personalize** them for the **organization's** use.

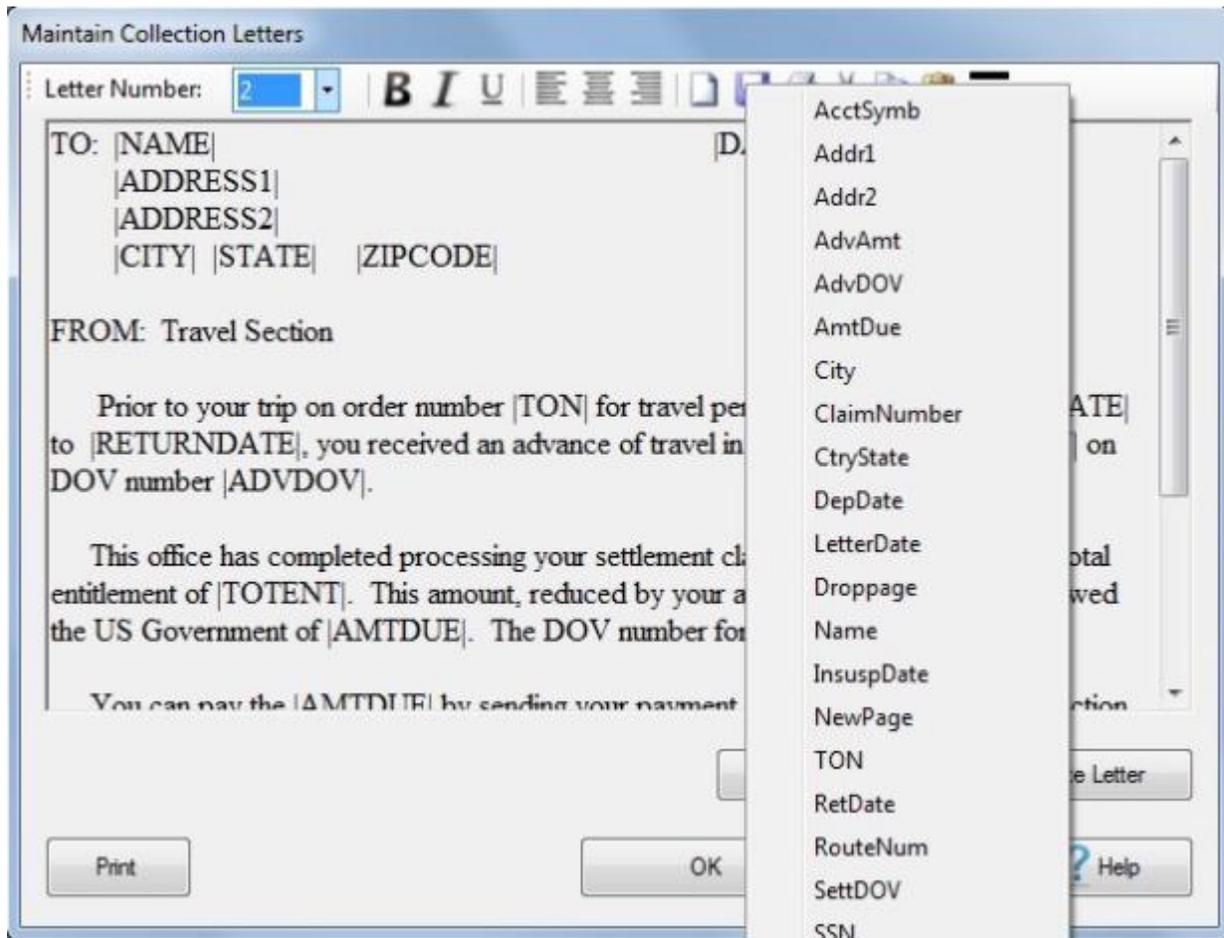
 Complete the following steps to "modify" collection letters:

1. **Change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable menu appears listing the various options.
2. **Click** on the **Letters** option. The **Maintain Collection Letters** screen appears.



3. **Click** on the *down arrow* button at the **Letter Number** field to display a **list** of the existing letters and then **click** on the **number** of the letter you wish to modify to make a selection. IATS **displays** the selected letter.
4. With the desired letter displayed, **type** the new text or **make** any desired **changes** to the existing text.

Note: As shown in the letter displayed above, the IATS collection letters must contain **symbols** that automatically populate the letter with **information**, such as, the traveler's **Name, SSN, Address, Travel Order Number**, etc. These symbols are hard-coded into IATS and may be selected from a **list** that can be displayed by **clicking** on the **icon** titled **Abbreviations** (furthest to the right) on the **tool bar** at the top of this screen. **Refer** to the screen below for an **example**:



5. **Add** a **symbol** to the letter, if desired, by **clicking** in the **body** of the letter, where you wish the symbol to be placed, to **position** the **cursor**. **Click** on the **down arrow** button on the **tool bar** at the top of this screen. When the **list** of symbols is displayed, **click** on the desired **symbol** to place it into the body of the letter.

Note: Never type a dollar sign into the body of the letter where a **symbol** is being placed that will **populate** the **position** with a dollar amount. IATS is **programmed** to automatically include a dollar sign. If the user **types** a dollar sign, the **letter will print** with **two dollar signs**.

Tip: Use the **tool bar** at the top of this screen to **add effects, change the alignment, cut and paste text**, etc. **Refer** to the screen below for an **example**:



If you **point** to any **button** on the **tool bar**, a **tip** appears **indicating** what the **tool** may be used for. In the tool bar **screen** displayed above, the **pointer** was **positioned** on the letter **B** tool. The displayed **tip** indicates that this tool is used to make the selected text **bold**.

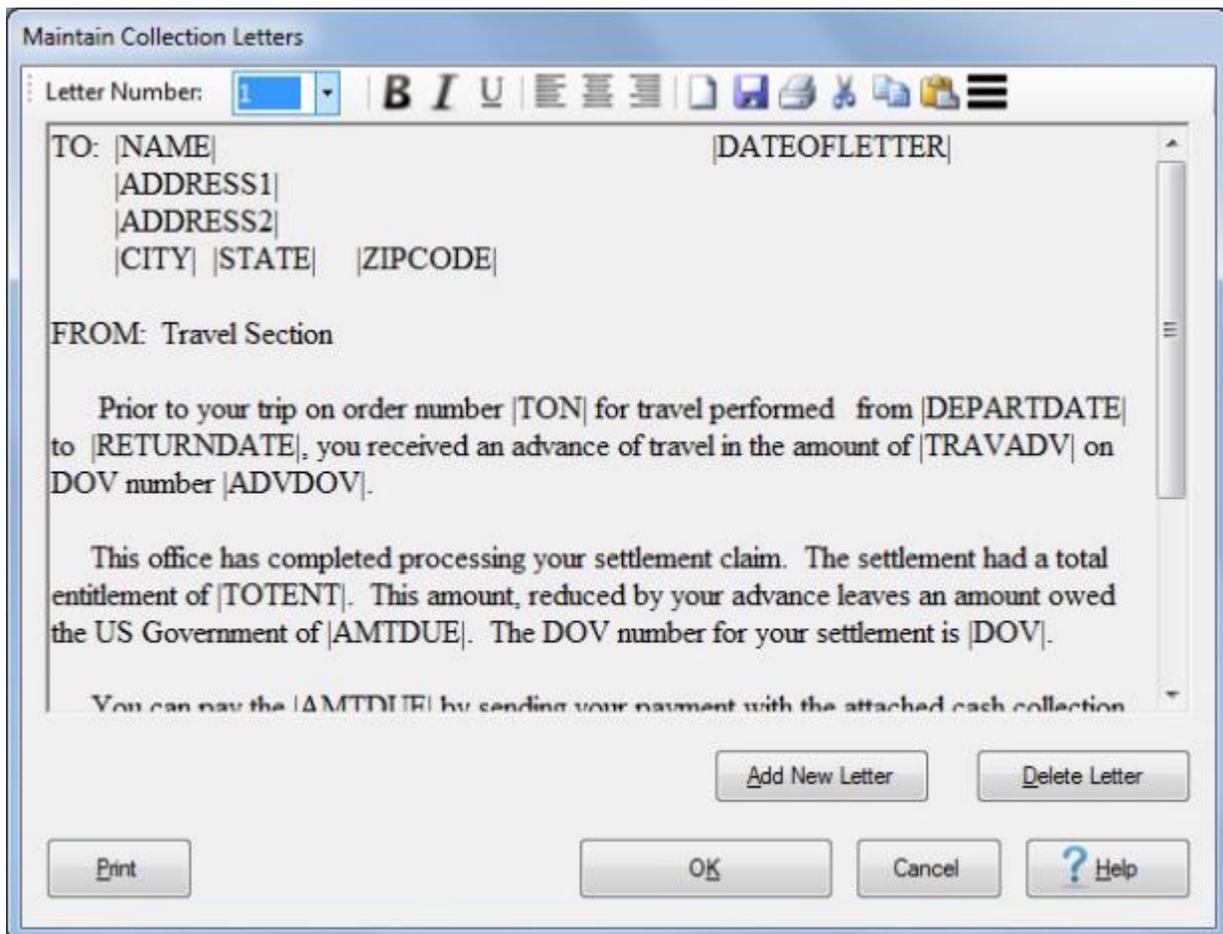
6. When **finished** modifying the letter **click** on the **OK** button to **save** the letter and **return** to the **Maintenance Main Menu** screen.

Deleting Collection Letters

On occasion, it may be necessary to **delete** an existing **collection letter**.

 **Complete the following steps to "delete" a collection letter:**

1. **Change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the **left** of the item **Configuration/Base Parameters**. An **expandable menu** appears listing the various options.
2. **Click** on the **Letters** option. The **Maintain Collection Letters** screen appears.



Maintain Collection Letters

Letter Number:  **B** **I** **U**        

TO: [NAME] [DATEOFLETTER]
 [ADDRESS1]
 [ADDRESS2]
 [CITY] [STATE] [ZIPCODE]

FROM: Travel Section

Prior to your trip on order number [TON] for travel performed from [DEPARTDATE] to [RETURNDATE], you received an advance of travel in the amount of [TRAVADV] on DOV number [ADVDOV].

This office has completed processing your settlement claim. The settlement had a total entitlement of [TOTENT]. This amount, reduced by your advance leaves an amount owed the US Government of [AMTDUE]. The DOV number for your settlement is [DOV].

You can pay the [AMTDUE] by sending your payment with the attached cash collection

3. **Click** on the **down arrow** button at the **Letter Number** field to display a **list** of the **existing** letters and then **click** on the **number** of the letter you wish to **delete**. IATS **displays** the **selected** letter.
4. When the desired letter is displayed, **click** on the **Delete Letter** button. A **pop-up** **appears** asking if you wish to **delete** the selected letter.
5. **Click** on the **Yes** button. IATS **deletes** the selected letter.
6. When **finished** deleting letters, **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

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