Defense Finance and Accounting Service (DFAS-IN)

IATS

User Guide

Version 7.3 November 2020

IATS-7.3-User Guide

Table of Contents

New and Changed Help Topics

The following list of Help topics are either new or have been changed for IATS version 7.3.

- **MILPCS Reasons for Stop:** This Help topic was updated to address the new QP and QT Reason for Stop codes to be used when MILPCS travel involves a stop for quarantine.
- **CIVPCS Reasons for Stop:** This Help topic was updated to address the new QP Reason for Stop code to be used when CIVPCS travel involves a stop for quarantine.
- **MILPCS Travel Involving a Stop for Quarantine:** This Help topic was created to address the new QP and QT Reason for Stop codes to be used when MILPCS travel involves a stop for quarantine.
- **CIVPCS Travel Involving a Stop for Quarantine:** This Help topic was created to address the new QP Reason for Stop code to be used when CIVPCS travel involves a stop for quarantine.
- **House Hunting Trips Involving 10 - Day Limit Waivers:** This Help topic was created to address this new entitlement rule.
- **Daily Calculations - Screen:** This Help topic was updated and the screen image replaced to show the date field in MMDDYY format.
- **Display Daily Calculations:** This Help topic was updated and the screen image replaced to show the date field in MMDDYY format.
- **Navy MILPCS Accounting:** This Help topic was updated to change appropriation code 1403 to 1453.
- **Processing a Supplemental to Multiple Partial Payments:** This Help topic was created to address this new IATS feature.
- **Maintain System Configuration – Screen:** This Help topic was updated and the screen image was replaced to show the new check box for the option Allow Auditor Remarks.
- **Maintaining System Configuration:** This Help topic was updated and the screen image was replaced to show the new check box for the option Allow Auditor Remarks.
- **Configuring the System Description:** This Help topic was updated and the screen image was replaced to show the new check box for the option Allow Auditor Remarks. In addition, text was added to address this new option.
- **Auditor Remarks:** This Help topic was updated and detailed instructions were added to explain how the Auditor can add remarks to the traveler's History Record and/or the Voucher.
- **Maintain System Configuration – Screen:** This Help topic was updated and the screen image was replaced to show the new check box for the option Force Selection of Liaison Office.
- **Returning Requests:** This Help topic was updated to provide instructions on how to use bold and italics to emphasize desired words when manually entering remarks in the remarks text box at the Return Voucher screen.

- **Maintaining System Configuration:** This Help topic was updated and the screen image was replaced to show the new check box for the option Force Selection of Liaison Office.
- **Configuring the System Description:** This Help topic was updated and the screen image was replaced to show the new check box for the option Force Selection of Liaison Office. In addition, text was added to address this new option.
- **Workflow – tab:** This Help topic was updated and a note was added to explain that users must select a Liaison Office from the drop down list if the new check box for the option Force Selection of Liaison Office is checked. Users may no longer type in a Liaison Office name when this option is activated.
- **Configuring the TPAX Parameters:** This Help topic was created to address this new IATS feature.
- **Route TPAX Imports – Screen:** This Help topic was created to address this new IATS screen.

- **Routing Imported TPAX Claims:** This Help topic was created to address this new IATS feature for Coast Guard customers.
- **Dependents – Tab:** This Help topic was updated to address the new Active Status field that was added to IATS for Coast Guard customers.
- **Meal Types:** This Help topic was updated to address the new meal type WGWP - Weekday Government Mess/Week End Proportional. The screen image was replaced to show this new meal type. In addition the Help topic was modified to add bullet comments describing each meal type.
- **Tax Recoupment Items – Screen:** This Help topic was created to address this IATS screen that was added for Coast Guard customers.
- **Maintaining Tax Recoupment Items:** This Help topic was created to address this IATS feature that was added for Coast Guard customers.
- **Entering Traveler's Personal Information:** This Help topic was updated to address the Government Credit Nbr field and the check box for whether the traveler is a Bona Fide resident of Puerto Rico. In addition, the screen image was replaced.
- **Entering Traveler's Financial Information:** This Help topic was updated to address the Date Last Checked field. In addition some of the screen images were replaced.
- **Entering Traveler's Financial Information:** This Help topic was updated to address the check box for Foreign Customer (IATS version 7.2). In addition, a new screen image was added to reflect the IBAN fields that appear when this option is checked.
- **Financial - tab:** This Help topic was updated to address the check box for Apply 100% to Split. A note was added to state that the option only applies to TPAX customers. In addition, another note was added to explain that if there is no EFT information in the Traveler’s Profile, but a GTCC number has been entered, that

EFT will now be an option for the method of payment. Additionally, IATS will automatically apply 100% of what is due the traveler to the GTCC.

- **Back-up the IATS Database:** This Help topic was updated to address the new option for changing the path and location for the backup files.
- **Missing Payment Date or DOV – Screen:** This Help topic was updated and then image was replaced to reflect the new order type filtering options.
- **Missing Payment Date or DOV – Report:** This Help topic was updated and then image was replaced to reflect the new order type filtering options. In addition, the text was updated to reflect the current process when the option for Create as CSV file is checked.
- **Modifying Travel Orders:** This Help topic was updated to add a new IATS feature to allow the user to change the traveler's Grade/Rank at the Travel Order screen and have this change update the traveler's profile if desired.
- **View or Modify the Travel Order from Input Screens:** This Help topic was updated to add a new IATS feature to allow the user to change the traveler's Grade/Rank at the Travel Order screen and have this change update the traveler's profile if desired.
- **Disbursing Actions Report - Screen:** This Help topic was created to address this new IATS screen.
- **Disbursing Actions Report:** This Help topic was created to address this new IATS report.
- **Periodic Tax Report – Screen:** This Help topic was updated and the screen image was replaced to show the new option for sorting on either the Date Disbursed or the Invoice Date. Plus, the new options to select which Tax Records you wish to generate the report for.
- **Periodic Tax Log – Report:** This Help topic was updated and the screen image was replaced to show the new option for sorting on either the Date Disbursed or the Invoice Date. Plus, the new options to select which Tax Records you wish to generate the report for. In addition, text was added to address these new options.
- **Exporting Advice of Payments:** This new Help topic was created to address this new IATS feature.
- **Liaison Report – Screen:** This Help topic was updated and the screen image was replaced to show the new Export to Excel option.
- **Liaison Report:** This Help topic was updated and the screen image was replaced to show the new Export to Excel option. In addition, new text and screen images were added to address the process for using this new **Export to Excel** option.
- **Personally Procured Non-Temporary Storage:** This Help topic was created to address this new IATS entitlement.

- **House Hold Goods Overview:** The new Help topic Personally Procured Non-Temporary Storage was added to the See Also button.
- **CIVPCS POV Shipment – Overview:** The new Help topic POV Shipment Personally Procured was added to the See Also button.
- **POV Shipment - Personally Procured:** This Help topic was created to address this new IATS entitlement.
- **W2 Wage and Tax Statement – Screen:** This Help topic was updated and the screen image was replaced to show the new check box for Generating both Domestic and Foreign Files.
- **W2 Wage and Tax Statement:** This Help topic was updated and the screen image was replaced to show the new check box for Generating both Domestic and Foreign Files. In addition, additional text was added to describe the purpose for this new option.
- **Form 1099 Interest Income – Screen:** This Help topic was updated and the screen image was replaced to show the new check box for Generating both Domestic and Foreign Files.
- **Form 1099 Interest Income – Report:** This Help topic was updated and the screen image was replaced to show the new check box for Generating both Domestic and Foreign Files. In addition, additional text was added to describe the purpose for this new option.
- **Form 1099-INT and Tax Statement Mag Media – Screen:** This Help topic was updated and the screen image was replaced to show the new check box for Generating both Domestic and Foreign Files.
- **Form 1099-INT and Tax Statement Mag Media File:** This Help topic was updated and the screen image was replaced to show the new check box for Generating both Domestic and Foreign Files. In addition, additional text was added to describe the purpose for this new option.
- **W2c Corrected Wage and Tax Statement – Screen:** This Help topic was updated and the screen image was replaced to show the new check box for Generating both Domestic and Foreign Files.
- **W2c Corrected Wage and Tax Statement:** This Help topic was updated and the screen image was replaced to show the new check box for Generating both Domestic and Foreign Files. In addition, additional text was added to describe the purpose for this new option.
- **Travelers Eligible for W2 – Screen:** This Help topic was updated and the screen image was replaced to show the new Save as **SSN Only** option.
- **Travelers Eligible for W2 – Report:** This Help topic was updated and the screen image was replaced to show the new Save as **SSN Only** option. In addition, new text and screen images were added to show the steps involved for saving the file in a PDF, CSV, Text, and SSN only format.
- **Travelers Eligible for W2c – Screen:** This Help topic was updated and the screen image was replaced to show the new Save as **SSN Only** option.

- **Travelers Eligible for W2c – Report:** This Help topic was updated and the screen image was replaced to show the new Save as **SSN Only** option. In addition, new text and screen images were added to show the steps involved for saving the file in a PDF, CSV, Text, and SSN only format.
- **Travelers Eligible For ETTRA – Screen:** This Help topic was updated and the screen image was replaced to show the new Save as **SSN Only** option.
- **Travelers Eligible For ETTRA – Report:** This Help topic was updated and the screen image was replaced to show the new Save as **SSN Only** option. In addition, new text and screen images were added to show the steps involved for saving the file in a PDF, CSV, Text, and SSN only format.
- **Import Tax Statement Delivery Preference - Screen:** This Help topic was created to address this new IATS screen.
- **Import Tax Statement Delivery Preference:** This Help topic was created to address this new IATS import option.
- **Entering Traveler's Personal Information:** This Help topic was updated and a screen image was replaced to show the new Turn Off Hardcopy Tax Statements check box. In addition, text was added to explain how this option may be reset.
- **Form 1099 Interest Income – Report:** This Help topic was updated and a screen image was replaced to show the new file type options when the option to save as a CSV file is selected. In addition, text was added to define the different file types and the default filenames generated by IATS.
- **W2 Wage and Tax Statement:** This Help topic was updated and the screen images were replaced to show the new file type options when the option to Create Formatted File is selected. In addition, text was added to define the different file types and the default filenames generated by IATS.
- **W2c Corrected Wage and Tax Statement:** This Help topic was updated and the screen images were replaced to show the new file type options when the option to Create Formatted File is selected. In addition, text was added to define the different file types and the default filenames generated by IATS.
- **Unsuccessful Logins Report – Screen:** This Help topic was updated and the screen image was replaced to show the new Print to Excel option.
- **Unsuccessful Logins Report:** This Help topic was updated and the screen images were replaced to show the new Print to Excel option. In addition, text was added to explain how to generate and save the report in an Excel format.
- **Maintain User Passwords and Privileges – Screen:** This Help topic was updated and the screen image was replaced to show the new Print to Excel option.
- **Create User Passwords and Privileges:** This Help topic was updated and the screen image was replaced to show the new Print to Excel option.
- **Modify User Passwords and Privileges:** This Help topic was updated and the screen image was replaced to show the new Print to Excel option.

- **Viewing User Accounts:** This Help topic was updated and the screen image was replaced to show the new Print to Excel option.
- **Deleting User Accounts:** This Help topic was updated and the screen image was replaced to show the new Print to Excel option.
- **Forcing Password Changes:** This Help topic was updated and the screen image was replaced to show the new Print to Excel option.
- **Printing User Privileges:** This Help topic was updated and the screen image was replaced to show the new Print to Excel option. In addition, text was added to explain how to generate and save the report in an Excel format.
- **Access Control Log Report:** - This Help topic was updated and a note was added to advise the user that if no entry is made at the User ID field that IATS will generate the report for all users. In addition, a note and image was added to advise the user that if no entries are made at the Time Range fields that IATS will generate the report for all dates.
- **House Hunting Trips Involving 10 - Day Limit Waivers:** This Help topic was created to address this new entitlement rule.
- **MILPCS Reasons for Stop:** This Help topic was updated to address the new QP and QT Reason for Stop codes to be used when MILPCS travel involves a stop for quarantine.
- **CIVPCS Reasons for Stop:** This Help topic was updated to address the new QP Reason for Stop code to be used when CIVPCS travel involves a stop for quarantine.
- **MILPCS Travel Involving a Stop for Quarantine:** This Help topic was created to address the new QP and QT Reason for Stop codes to be used when MILPCS travel involves a stop for quarantine.
- **CIVPCS Travel Involving a Stop for Quarantine:** This Help topic was created to address the new QP Reason for Stop code to be used when CIVPCS travel involves a stop for quarantine.
- **Completing the RITA Municipal Tax – tab:** This Help topic was updated to change two errors in the text describing the steps. In step 6 the word Federal was changed to State. In step the words Request for Advance Against an Order were changed to Settlement Request.
- **Configuring the System Interfaces:** This Help topic was updated and the screen images replaced to show the new option **New Upload**. In addition, the reference to the options **Payroll Interface Active** and **Local DITY TONOs Only**were removed since they no apply. Also, the reference to MCTIR File was changed to **Expanded MCTFS**.
- **Create Blocks:** This Help topic was updated to remove **steps 5 and 6** to **Activate Liaison** and **Assign One DOV#** since these options no longer appear on the Create New Block screen.
- **State Marginal Tax Rates - as of 2019 – Screen:** This Help topic was created to address this new IATS screen.

- **Maintaining State Marginal Tax Rates - as of 2019:** This Help topic was created to address this new IATS feature.
- **W2 Wage and Tax Statement:** This Help topic was updated and a screen image was added to show the new option to truncate the SSN when printing the form.
- **W2c Corrected Wage and Tax Statement:** This Help topic was updated and a screen image was added to show the new option to truncate the SSN when printing the form.
- **Completing the TDY Advance Request for Settlement Screen:** This Help topic was updated to change the text for the Transient Traveler option to read - **Click this check box if the travel account the advance is being processed for is not maintained by AN OFFICE IN YOUR DB and a Transaction for Others (TFO) is being generated**.
- **Completing the MILPCS Advance Request for Settlement Screen:** This Help topic was updated to change the text for the Transient Traveler option to read - **Click this check box if the travel account the advance is being processed for is not maintained by AN OFFICE IN YOUR DB and a Transaction for Others (TFO) is being generated**
- **Transient Travelers:** This Help topic was updated and a screen image was replaced to show the new verbiage for the pop-up message when Transient Traveler is un-checked.
- **Tax Adjustment – Screen:** This Help topic was updated and the screen image was replaced to show the new Summary Records button.
- **Tax Adjust:** This Help topic was updated and all screen images were replaced to show the new Summary Records button. In addition, text was added to describe the steps for displaying and modifying Associated CIVPCS Summary Records screen.
- **Select Tax Record Screen:** This Help topic was updated and a screen image was replaced to show the new W2C and 941X columns.
- **Associated Civpcs Summary Records – Screen:** This Help topic was created to address this new IATS screen.
- **Associated CIVPCS Summary Record – Screen:** This Help topic was created to address this new IATS screen.
- **Create User Passwords and Privileges:** This Help topic was updated and the Password Requirements section was modified to be less ambiguous.
- **Changing Passwords:** This Help topic was updated and the Password Requirements section was modified to be less ambiguous. In addition, the screen images were replaced to reflect their current appearance.
- **Items Ready for Collection Action – Screen:** The Help topic was created to document and explain how to use this IATS screen.
- **List Items Ready for Collection:** This Help topic was updated. Screen images were replaced and added as needed to show the new appearance and new

options. In addition, text was added and changed to describe the current functionality.

- **Select Oracle Locked Items – Screen:** This Help topic was created to address this new IATS screen.
- **Unlocking Oracle Users:** This Help topic was created to address this new IATS feature.
- **Maintain Locality Rates – Screen:** This Help topic was updated and the screen image was replaced to show that the ILPP rate column no longer exists.
- **Maintaining Locality Rates:** This Help topic was updated and the screen image was replaced to show that the ILPP rate column no longer exists. In addition, the text was modified to remove any reference to ILPP rates.
- **Create Cash Collection Voucher:** This Help topic was updated and the screen images were replaced to show the current appearance. In addition, the topic was modified to describe the way this option presently works.
- **Create Cash Collection Voucher for PCS Travel:** This Help topic was created to describe how to process a Cash Collection vouched for PCS travel.
- **Create Non-IATS Collection Voucher:** This Help topic was updated and the screen images were replaced to show the current appearance. In addition, the topic was modified to describe the way this option presently works.
- **Assign CV Number:** This Help topic was updated and the screen images were replaced to show the current appearance. In addition, the topic was modified to describe the way this option presently works.
- **Collections – Screen:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen. In addition, a See Also button was added to display the various Collections Help topics that this screen is used for.
- **Collection Voucher Selection – Screen:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen. In addition, text was added to explain that this screen is used in two different situations and the screen title will reflect the function being performed.
  - **Printing Collection Vouchers:** This Help topic was updated and the screen images were replaced to show the current appearance. In addition, the topic was modified to describe the way this option presently works.
  - **Round Trip MILPCS Travel:** This Help topic was created to explain how to use this new IATS feature.
- **Round Trip MILPCS DITY Requests:** This Help topic was created to explain how to use this new IATS feature.
- **Tax Reporting Safeguards – Overview:** This Help topic was created to provide an overview of this new IATS feature.
- **Block or Unblock Tax Collections – Screen:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen.

- **Block or Unblock Release of Tax Collections to Disbursing:** This Help topic was updated and the screen images were replaced or added to show the current appearance and new features. In addition, the text was changed to describe how this process currently works and to explain the new features.
- **Closing the Books for Tax Collection Records:** This Help topic was created to explain how to use this new IATS feature.
- **Periodic Tax Report – Screen:** This Help topic was updated and the screen image was replaced to show the new Which Records option “All (Date Disbursed)”.
- **Periodic Tax Log Report:** This Help topic was updated and the screen image was replaced to show the new Which Records option “All (Date Disbursed)”.
- **About IATS – Screen:** This Help topic was updated and the About IATS screen image was replaced to show the new **Load License** option. In addition, the bullet items and the See Also button were updated to show the new Load License option.
- **About IATS:** This Help topic was updated and the About IATS screen image was replaced to show the new **Load License** option. In addition, the bullet items and the See Also button were updated to show the new Load License option.
- **Displaying your System Info:** This Help topic was updated and the About IATS screen image was replaced to show the new **Load License** option.
- **Checking the Status of your IATS License:** This Help topic was updated and the About IATS screen image was replaced to show the new **Load License** option.
- **Locating the IATS Debug Log File:** This Help topic was updated and the About IATS screen image was replaced to show the new **Load License** option.
- **Displaying your CAC Info:** This Help topic was updated and the About IATS screen image was replaced to show the new **Load License** option
- **Load License:** This Help topic was created to explain how to use this new IATS feature.
- **Import Credit Card and Ticket Data – Screen:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen.
- **Import Credit Card and Ticket Data:** This Help topic was updated and the screen images were replaced or added to show the current appearance and new features. In addition, the text was changed to describe how this process currently works and to explain the new features.
- **CBA Reconciliation – Screen:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen.
- **Performing a CBA Reconciliation:** This Help topic was updated and the screen images were replaced or added to show the current appearance and new

features. In addition, the text was changed to describe how this process currently works and to explain the new features.

- **Merge Credit Card and Ticket Data – Screen:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen.
- **Merging Credit Card and Ticket Data:** This Help topic was updated and the screen images were replaced or added to show the current appearance and new features. In addition, the text was changed to describe how this process currently works and to explain the new features.
- **IATS Login – Screen:** This Help topic was updated and the screen image was replaced to show the wording on the Login button.
- **Login:** This Help topic was updated and the screen image was replaced to show the wording on the Login button. The text was also updated to reflect this new change.
- **State Tax Rates – Screen:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen. In addition, any reference to modifying this screen was removed since this screen is for View Only purposes now.
- **Maintaining State Marginal Tax Rates:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen. In addition, any reference to modifying this screen was removed since this screen is for View Only purposes now.
- **Puerto Rico Tax Table – Screen:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen. In addition, any reference to modifying this screen was removed since this screen is for View Only purposes now.
- **Maintaining the Puerto Rico Tax Table:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen. In addition, any reference to modifying this screen was removed since this screen is for View Only purposes now.
- **Maintaining Audit Criteria:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen. In addition the 2 new criteria options, Active Duty Spouse, and CBA Authorized, were addressed.
- **Maintaining Locality Codes and Descriptions:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen. In addition, text was added to address the ILPP Code field.
- **Correcting Third Party Government Payment Records:** A Tip was added explaining how to use the Ctrl key to change the Save and Validate buttons to Save All and Validate All. Text was also added to explain the difference. In addition, a screen image was added to show the Save All and Validate All buttons.

- **Correcting Third Party Payments Travel Order Numbers:** A Tip was added explaining how to use the Ctrl key to change the Save and Validate buttons to Save All and Validate All. Text was also added to explain the difference. In addition, a screen image was added to show the Save All and Validate All buttons.
- **Correcting DPS Item Codes:** A Tip was added explaining how to use the Ctrl key to change the Save and Validate buttons to Save All and Validate All. Text was also added to explain the difference. In addition, a screen image was added to show the Save All and Validate All buttons.
- **Correcting Dates:** A Tip was added explaining how to use the Ctrl key to change the Save and Validate buttons to Save All and Validate All. Text was also added to explain the difference. In addition, a screen image was added to show the Save All and Validate All buttons.
- **Correcting Invoice Numbers:** A Tip was added explaining how to use the Ctrl key to change the Save and Validate buttons to Save All and Validate All. Text was also added to explain the difference. In addition, a screen image was added to show the Save All and Validate All buttons.
- **Correcting Invoice Amounts:** A Tip was added explaining how to use the Ctrl key to change the Save and Validate buttons to Save All and Validate All. Text was also added to explain the difference. In addition, a screen image was added to show the Save All and Validate All buttons.
- **Correcting Bill of Lading Numbers:** A Tip was added explaining how to use the Ctrl key to change the Save and Validate buttons to Save All and Validate All. Text was also added to explain the difference. In addition, a screen image was added to show the Save All and Validate All buttons.
- **Validating Corrected Third Party Payment Records:** A Tip was added explaining how to use the Ctrl key to change the Save and Validate buttons to Save All and Validate All. Text was also added to explain the difference. In addition, a screen image was added to show the Save All and Validate All buttons.
- **Automated Data Base Backup Info – Screen:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen.
- **Maintaining the Automated DB Backup Info:** This Help topic was updated and the screen images were replaced to show the current appearance. In addition, text was added and changed to describe the current functionality.
- **Periodic Tax Report – Screen:** This Help topic was updated and the screen image was replaced to show the current appearance of this screen. This was done to satisfy **DFAS Rome SAT – TDR # 59**.
- **Periodic Tax Log – Report:** This Help topic was updated. The screen image was replaced to show the new appearance and new options. In addition, text was added and changed to describe the current functionality. This was done to satisfy **DFAS Rome SAT – TDR # 59**.

- **Configuring the Customer:** This Help topic was updated. The screen image was replaced to show the new appearance. In addition, text was added to advise the user to save their customer type and to log out and then log back in order to activate the customer unique features.
- **Configuring the Interface File Directories:** This Help topic was updated and the Browse For Folder screen image was replaced to show the current appearance of this screen. In addition, any reference to directories was changed to read folders. A new step was also added to address the Make New Folder button.
- **Configuring the System Description:** This Help topic was updated and the screen image was replaced to show the new **Enable Safeguards** check box. This was done to satisfy **DFAS Rome SAT – TDR # 63**.
- **Tax Reporting Safeguards – Overview:** This Help topic was updated to address the new **Enable Safeguards** check box. This was done to satisfy **DFAS Rome SAT – TDR # 63**.
- **Using the Flexible Method to Block or Unblock Release of Tax Collection Records:** This Help topic was created to explain how to use this new IATS feature. This was done to satisfy **DFAS Rome SAT – TDR # 63**.
- **Using the Flexible Method to Close the Books for Tax Collection Records:** This Help topic was created to explain how to use this new IATS feature. This was done to satisfy **DFAS Rome SAT – TDR # 63**.
- **Updating Rates and Locations:** This Help topic was updated to address the new Set Table Permissions button. In addition, the screen images were replaced to show the current appearance.
- **Method of Reimbursement:** This Help topic was updated to address the method of reimbursement option SFC – Special Family Considerations.

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.

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About IATS

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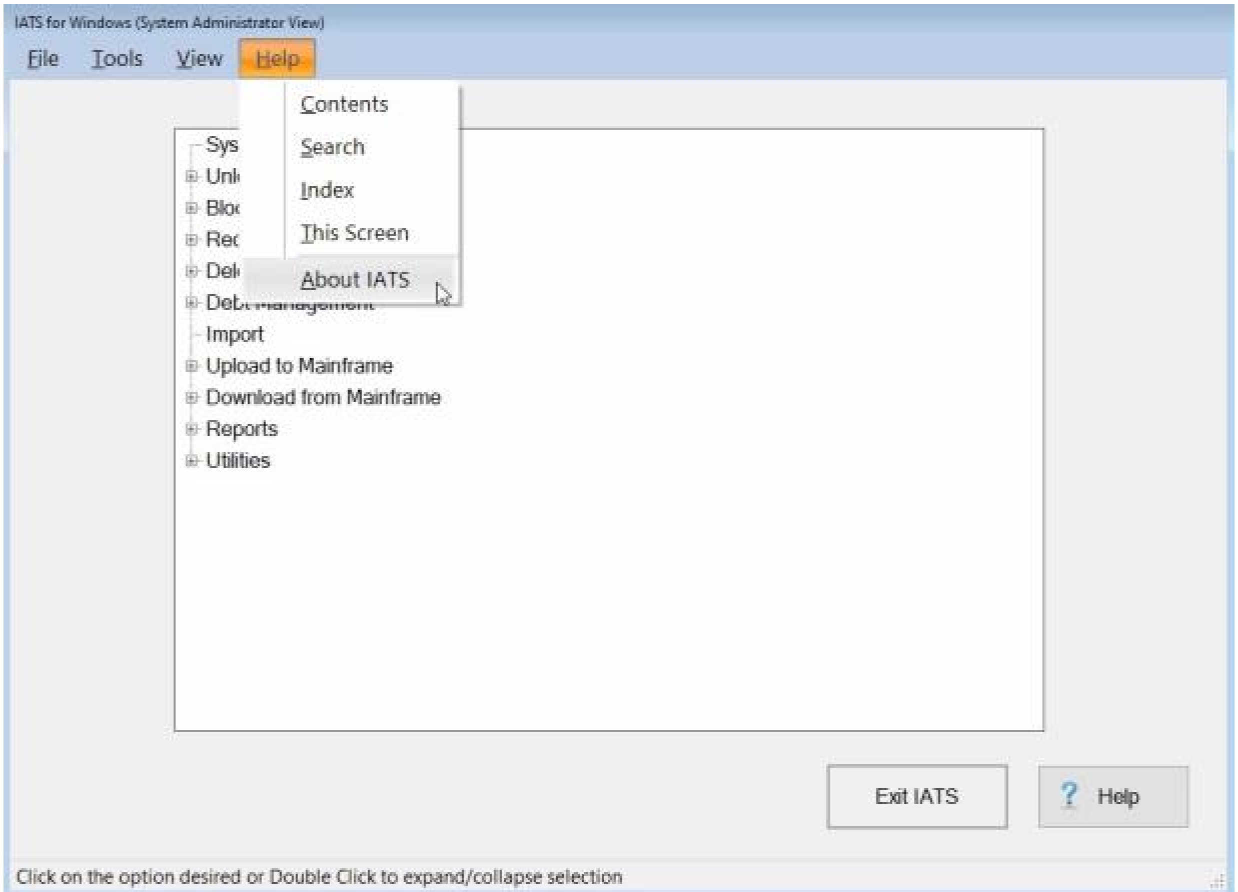
After Logging into IATS, the **IATS for Windows** screen **appears** for the View associated with the users **account**.



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
- Load License
- CAC Info

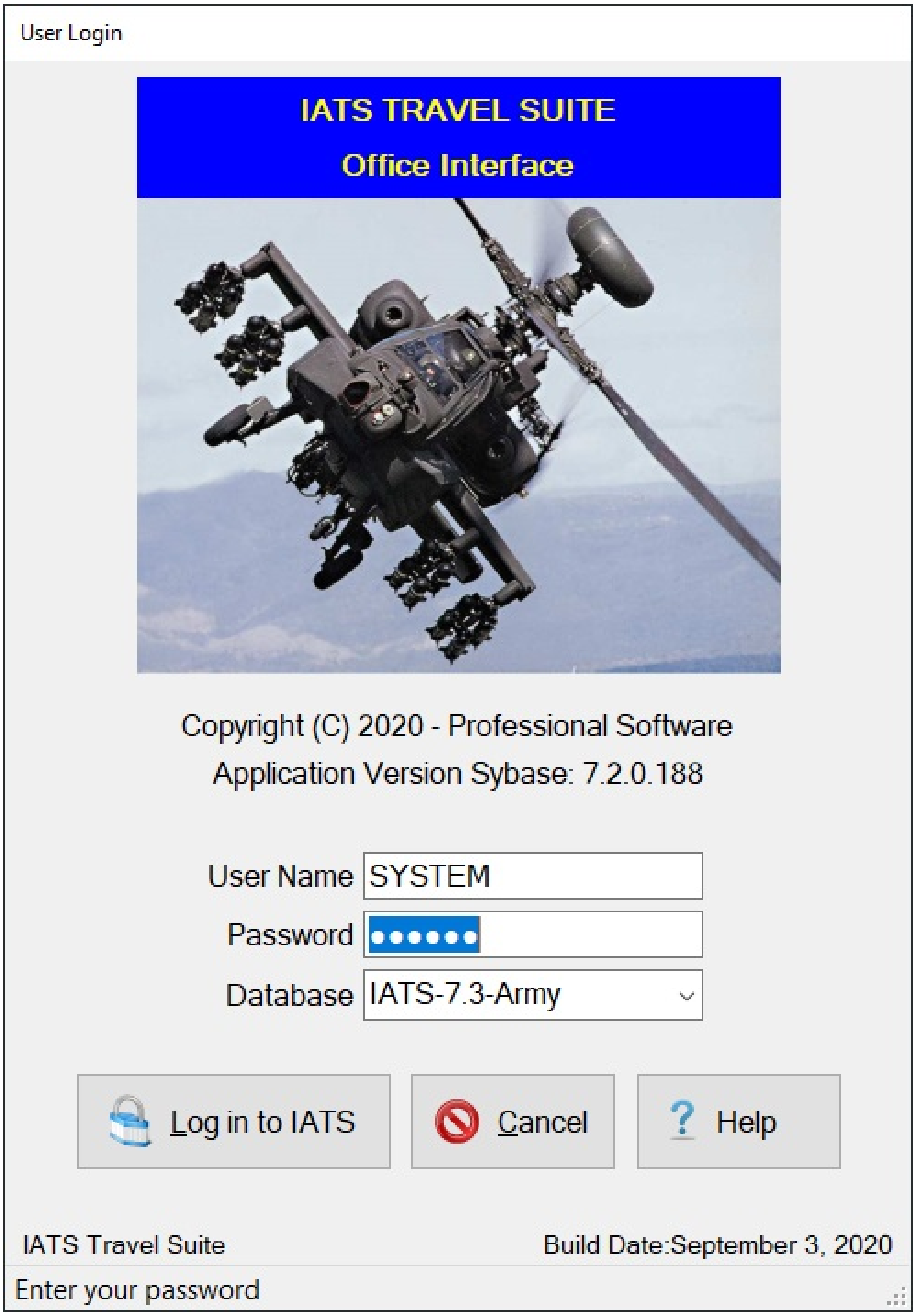
After clicking on the **About IATS** option, the following **About IATS** screen will appear:

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

Login

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

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

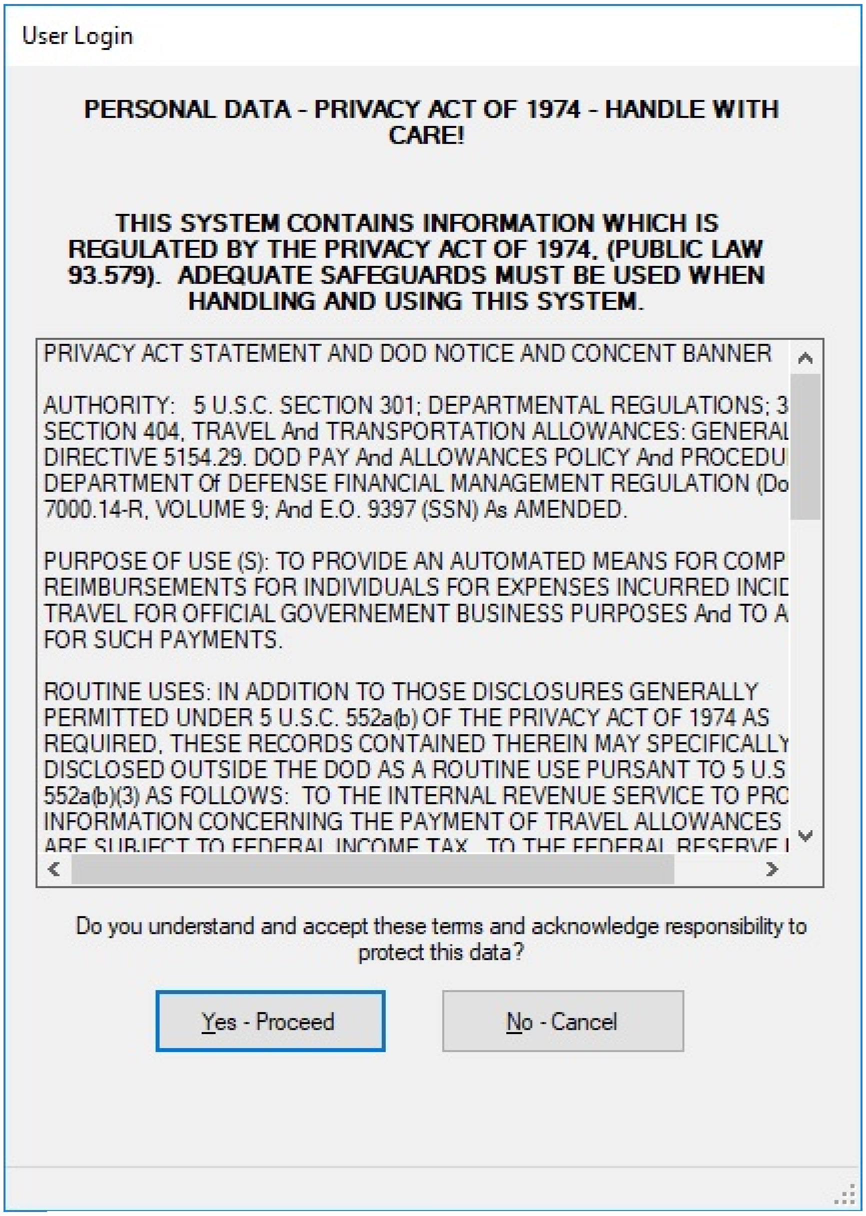


Complete the following steps to "login" to IATS:

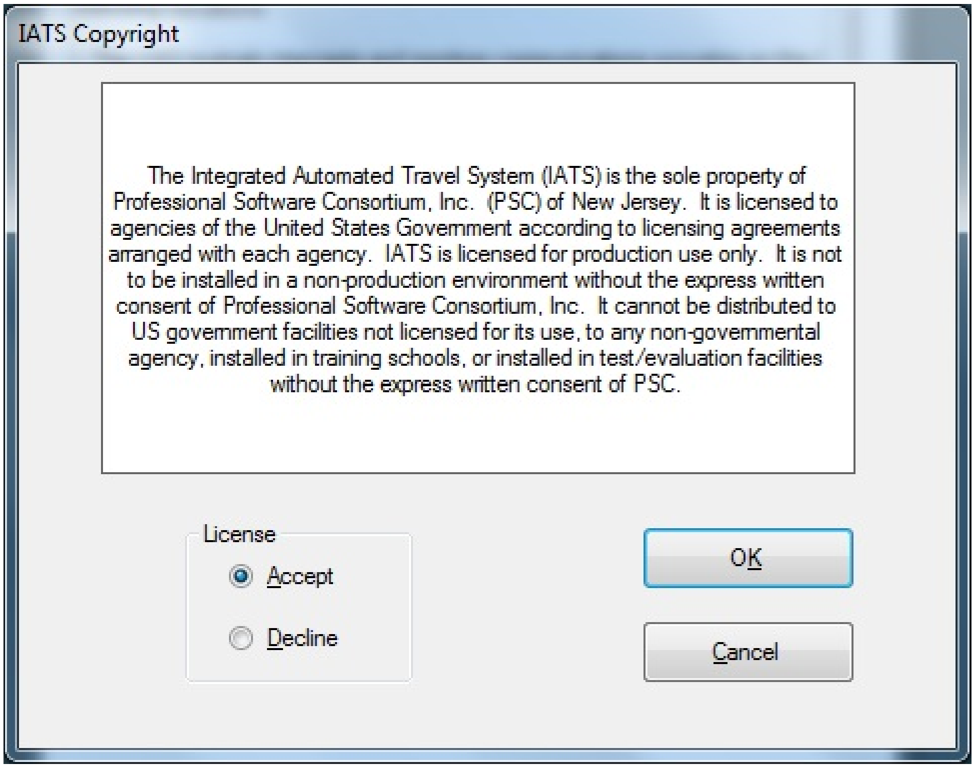
1. **User Name**: At this field, **type** the assigned **user name** and **press** the *Enter* or *Tab* key to continue.
2. **Password:** At this field, **type** the assigned **password** and **press** the *Enter* or *Tab* key to continue.

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.

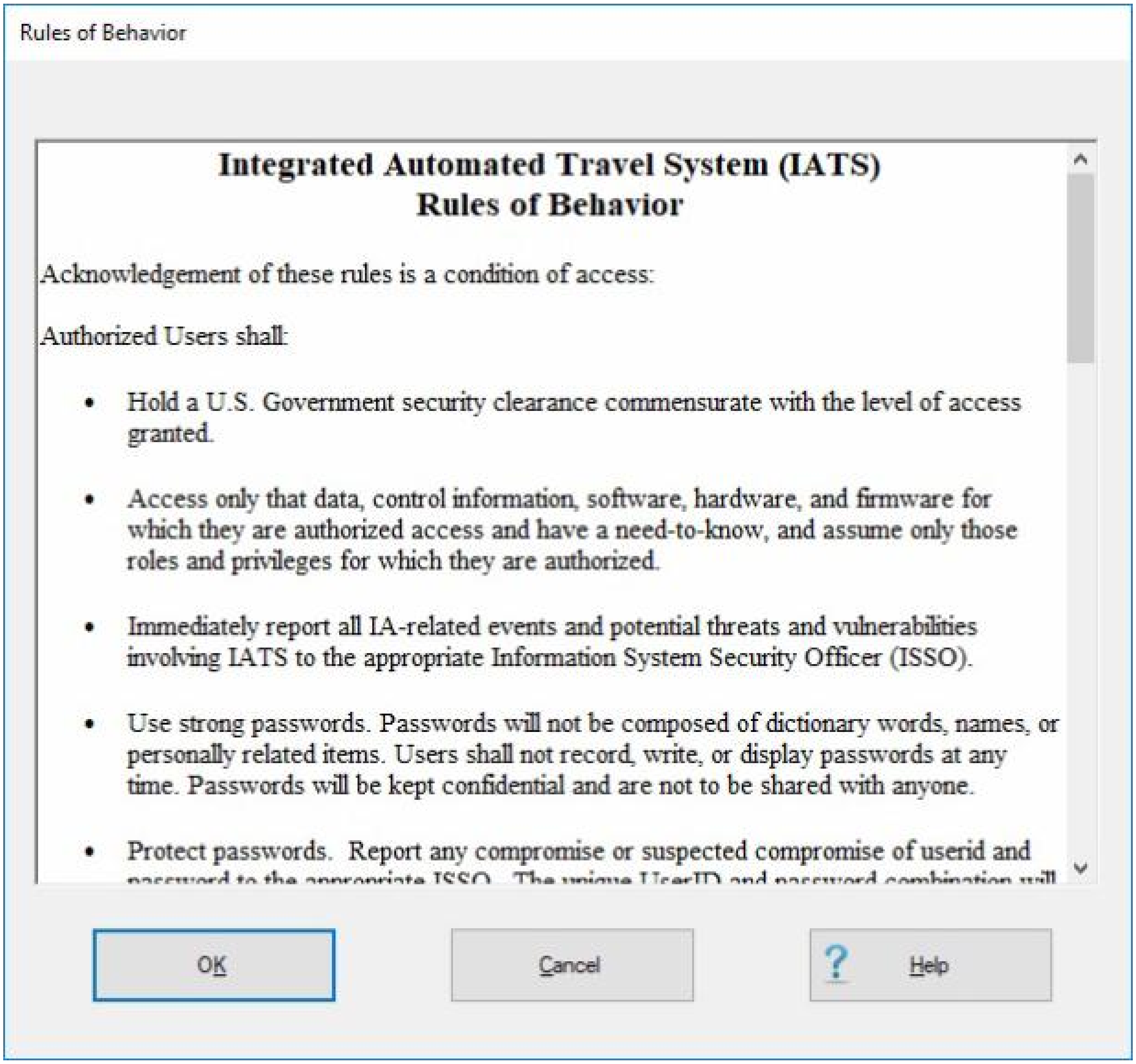
3. If the user is logging into IATS for the **first time**, the **Change Passwords** screen appears and the user is required to change the **Login** password created by the System Administrator.
4. **Database:** If the correct **database** you wish to connect to is displayed, **click** the **OK** button 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** on the **Log in to IATS** button.
6. The next screen to appear is the **Privacy Act**.



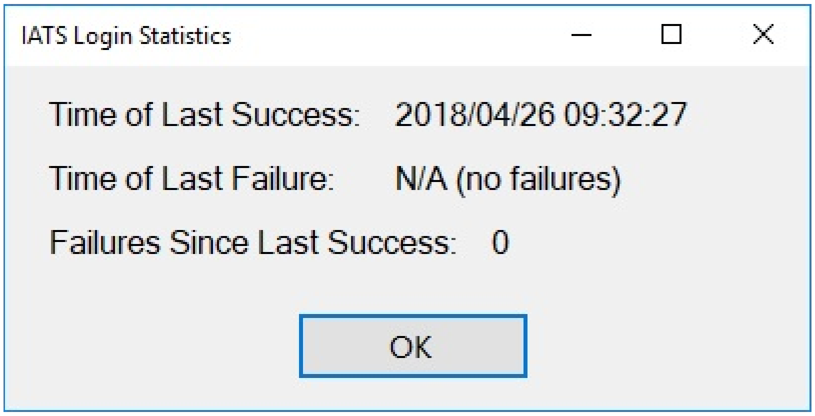
7. The **Privacy Act** statement appears to remind users that private **information** is **protected** by public law. **Click** on the **Yes, Proceed** button to indicate understanding of the need to keep this information **confidential** and continue logging into IATS.
8. The next screen to appear is 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** <u>next</u> to the option **Accept** <u>or</u> **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**.



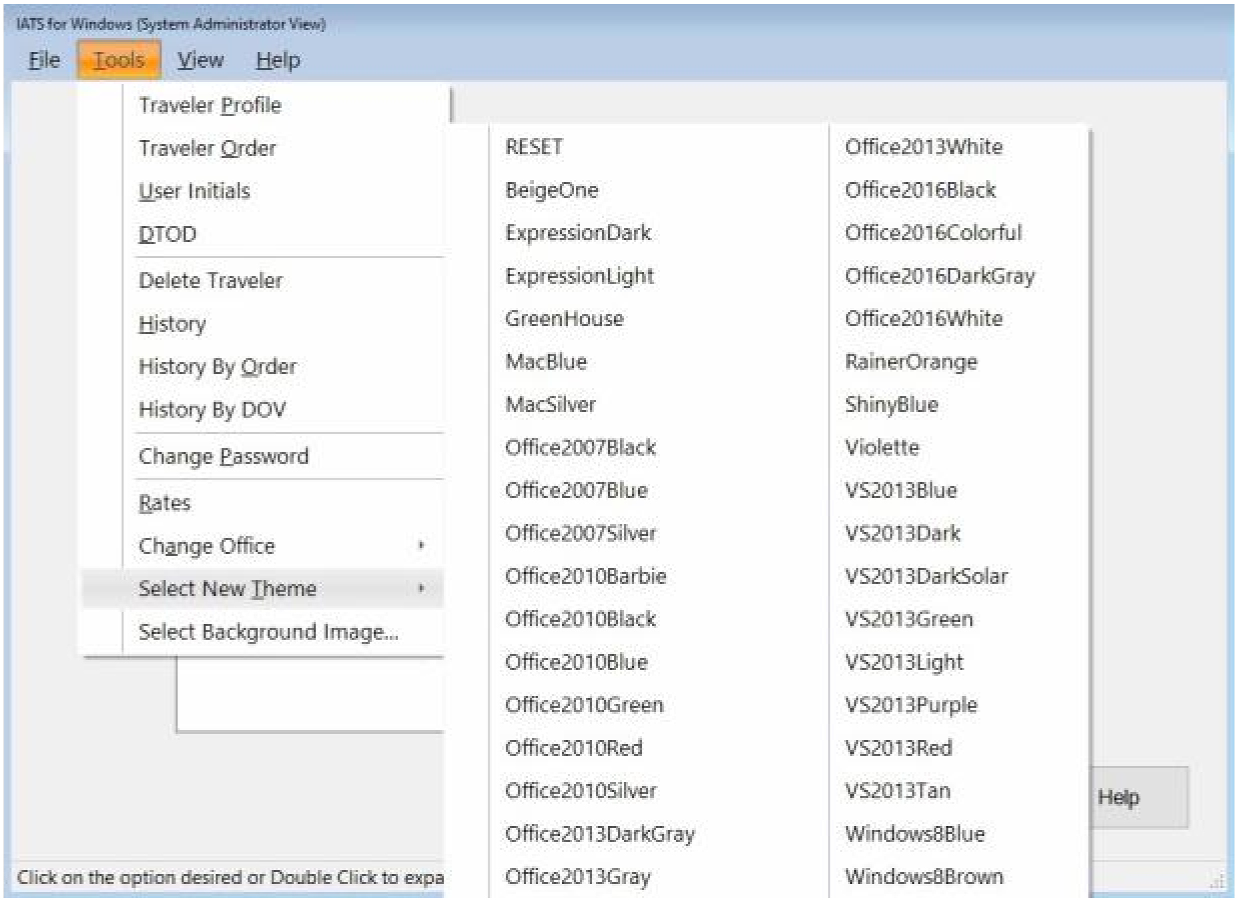
13. **Click** on **OK** to continue.
14. After clicking on the **OK** button, the **IATS for Windows** screen **appears** for the View associated with the users **account**.

Selecting a new Theme

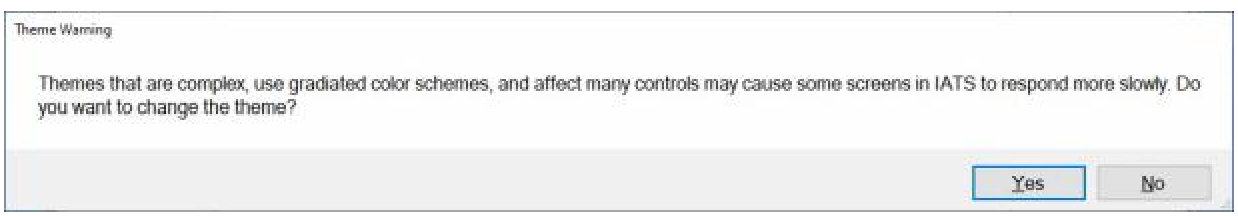
In computing, a **theme** is a preset package containing **graphical appearance** details. A **theme** usually comprises a set of **shapes** and **colors** for the graphical control elements, the window **decoration** and the window. **Themes** are used to **customize** the **look** and **feel** of a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

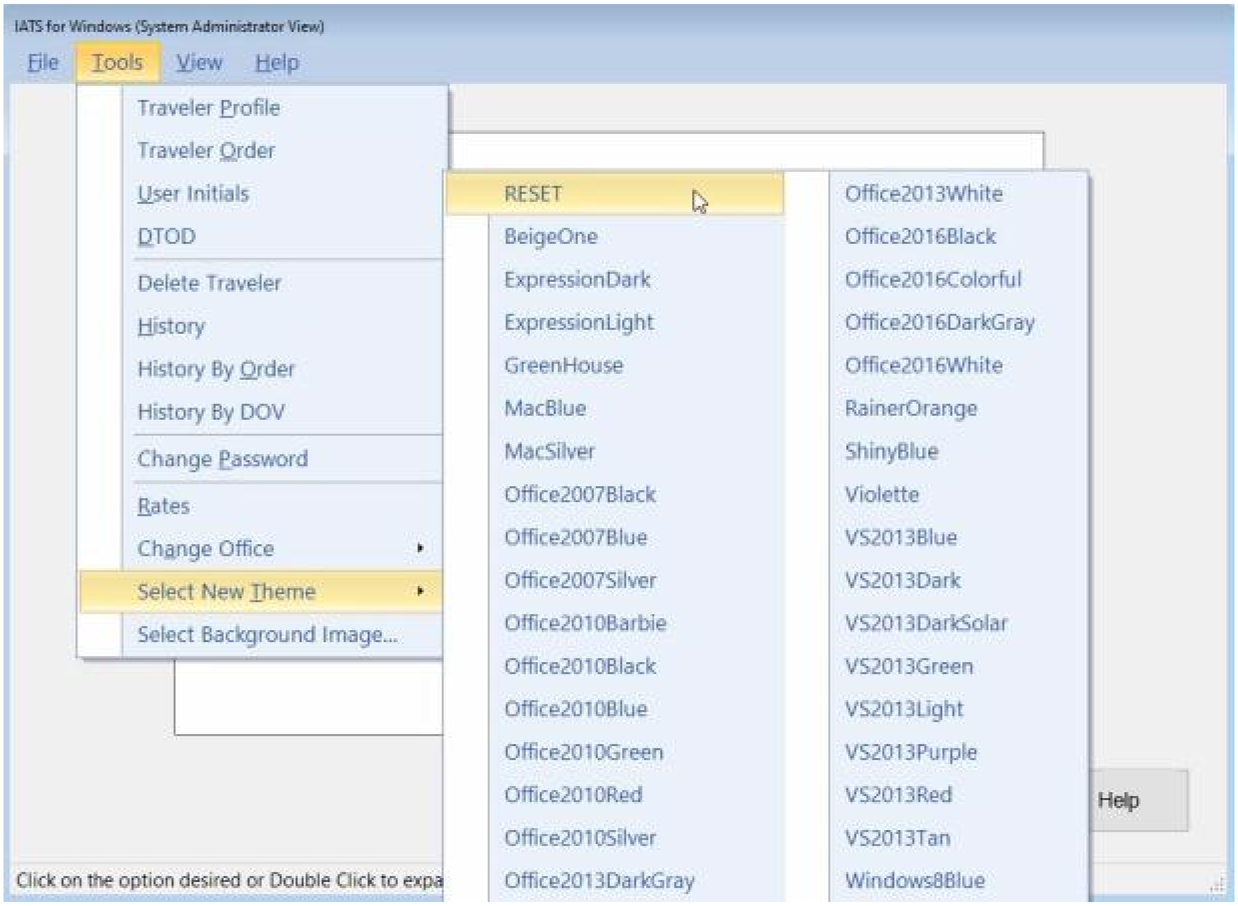
Complete the following steps to "change" the default IATS theme:



1. At the **IATS for Windows** screen, <u>regardless of your view</u>, **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 <u>new</u> **theme** you wish to select. IATS will **change** the appearance to the selected theme.
4. IATS <u>may</u> **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.

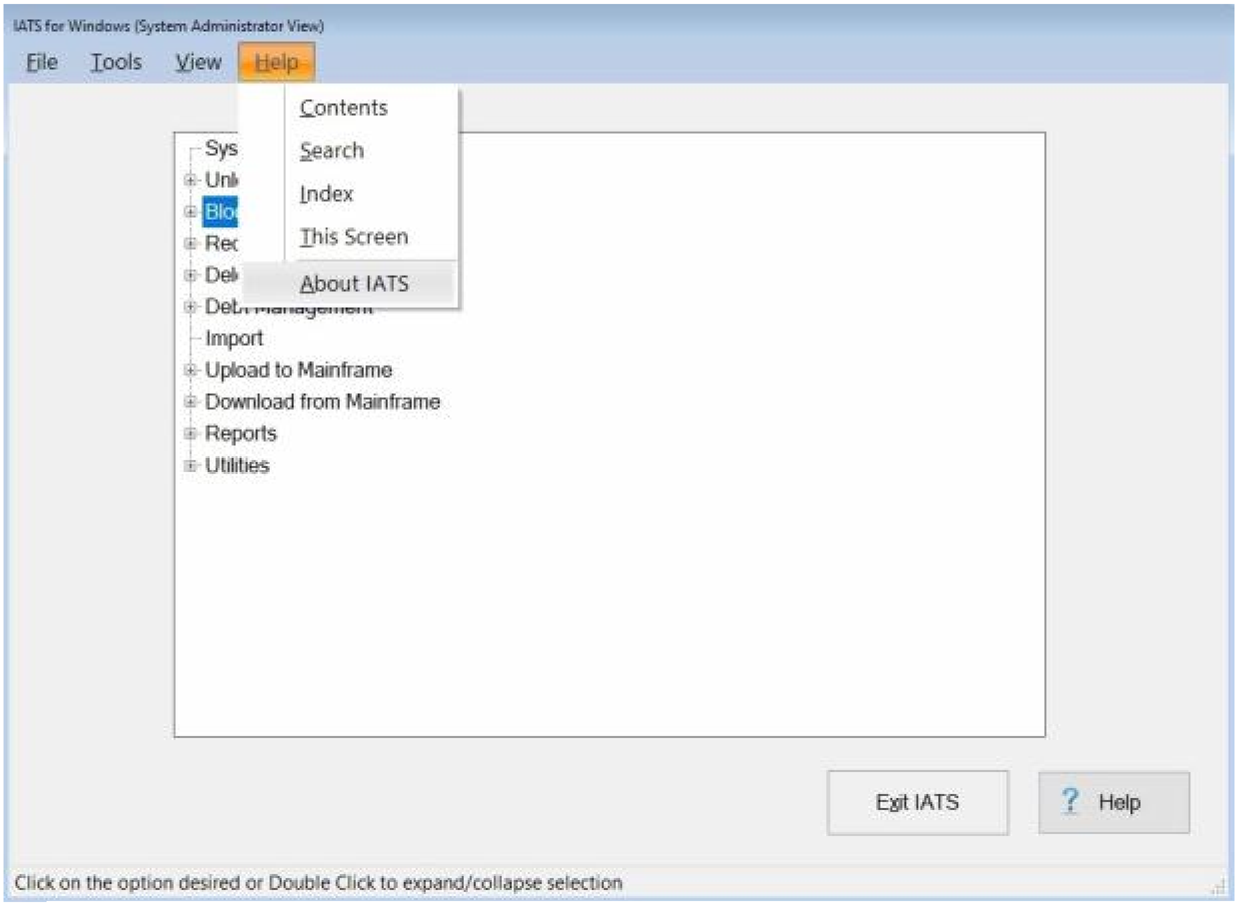
Note: It is **recommended** that you **log out** of IATS and **log back in** after **resetting** the theme since the **fonts** do not always **reset** as expected..

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.

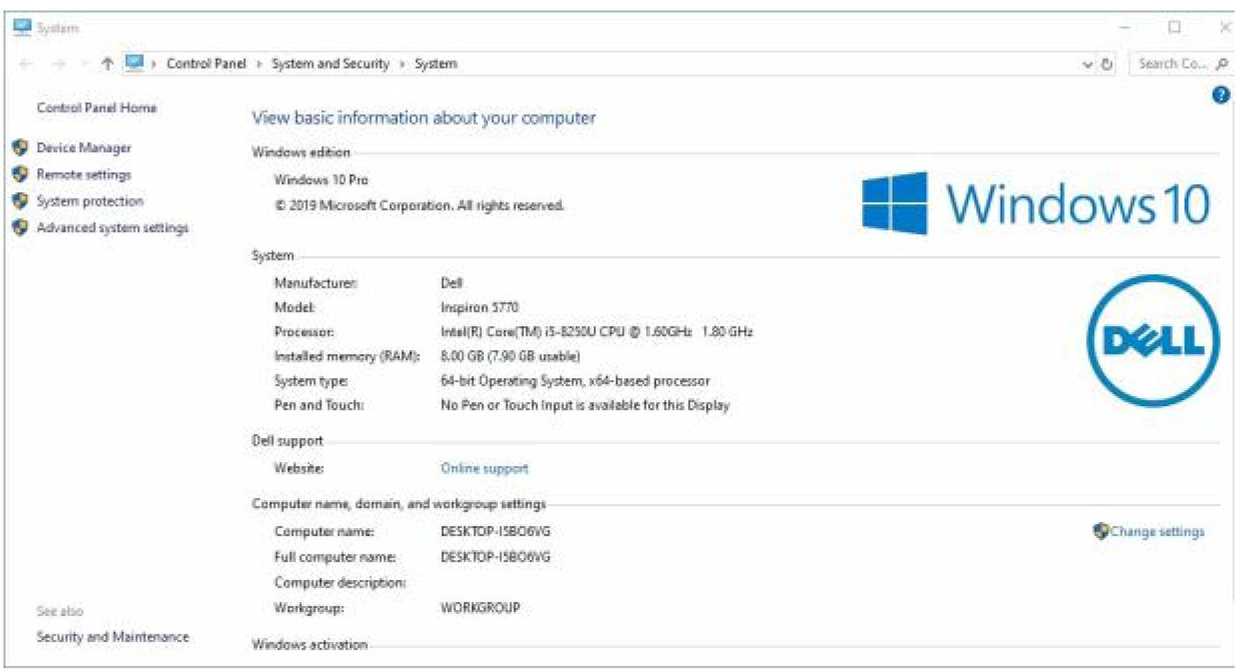
A **feature** was added to IATS that **enables** you to easily **display** the **System Information** for your computer.

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



1. At the **Menu bar** at the <u>top</u> 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 **System Info** link. The **MS Windows System** screen will appear showing the **System Information** for your computer.



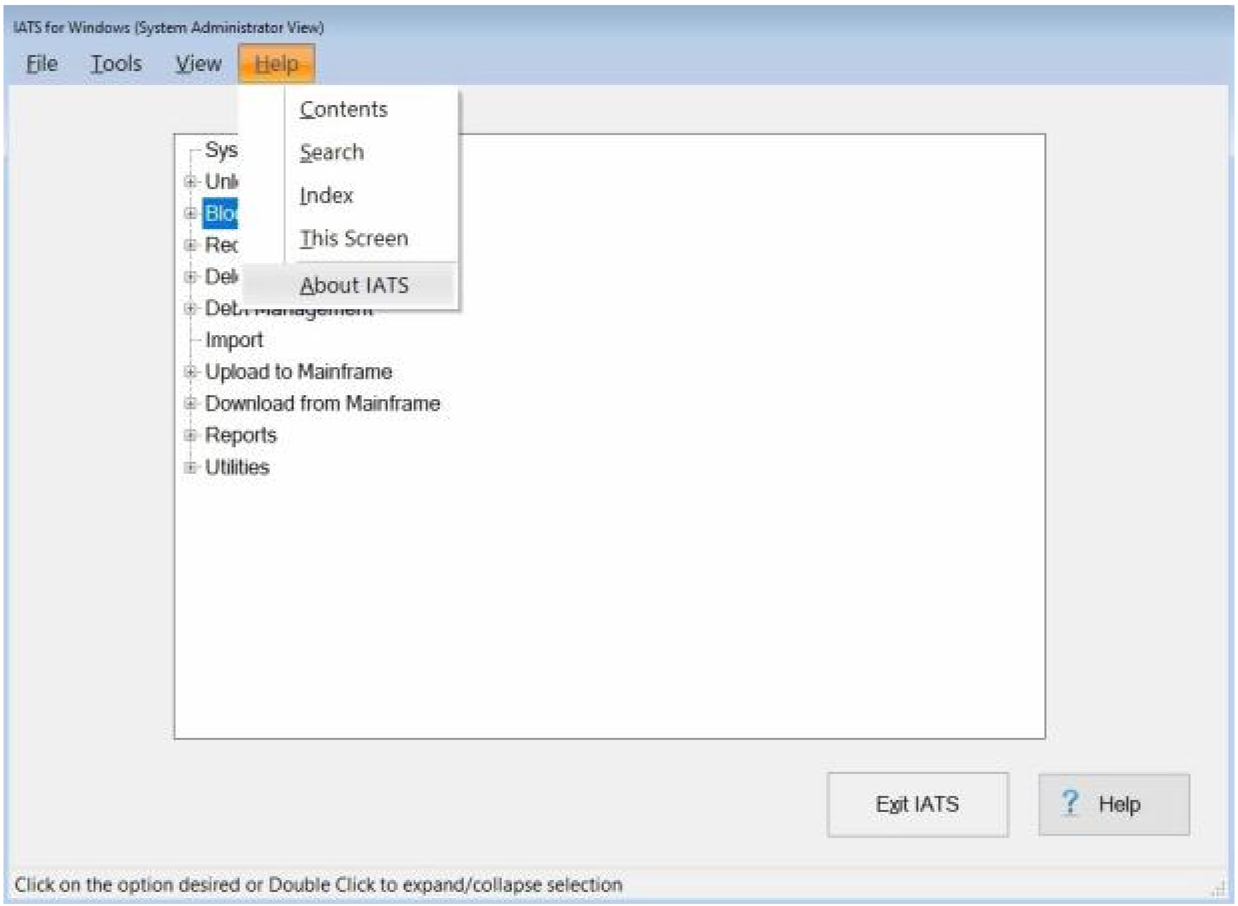
4. **Click** on the (**X**) in the top right **corner** when you are **finished** reviewing the **System** screen.

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.

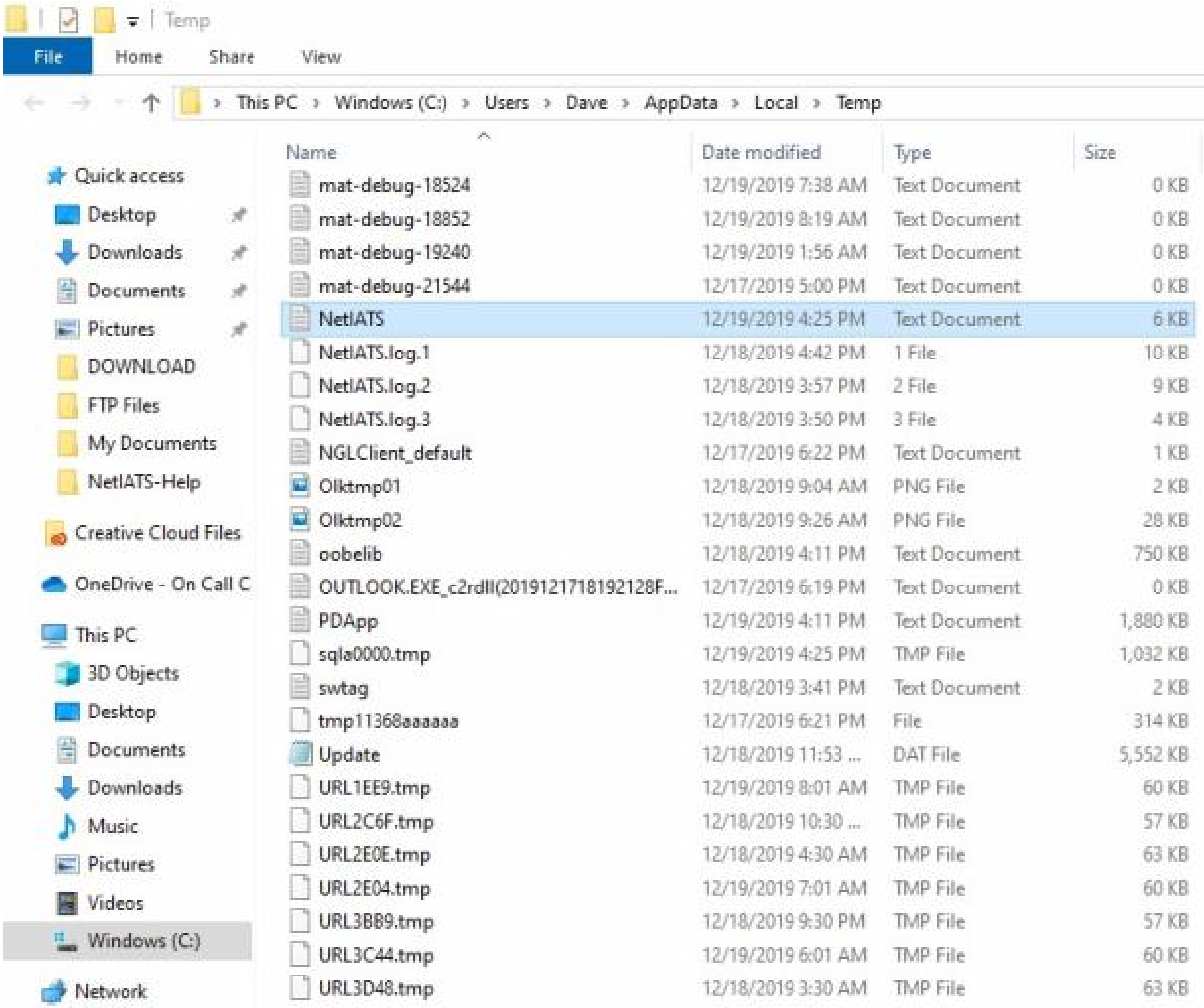
A new **feature** was added to IATS that **enables** you to easily **find** the **location** where the IATS debug log file **resides** on your computer.

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 <u>exact</u> **drive/directory** where the IATS debug log file is residing..

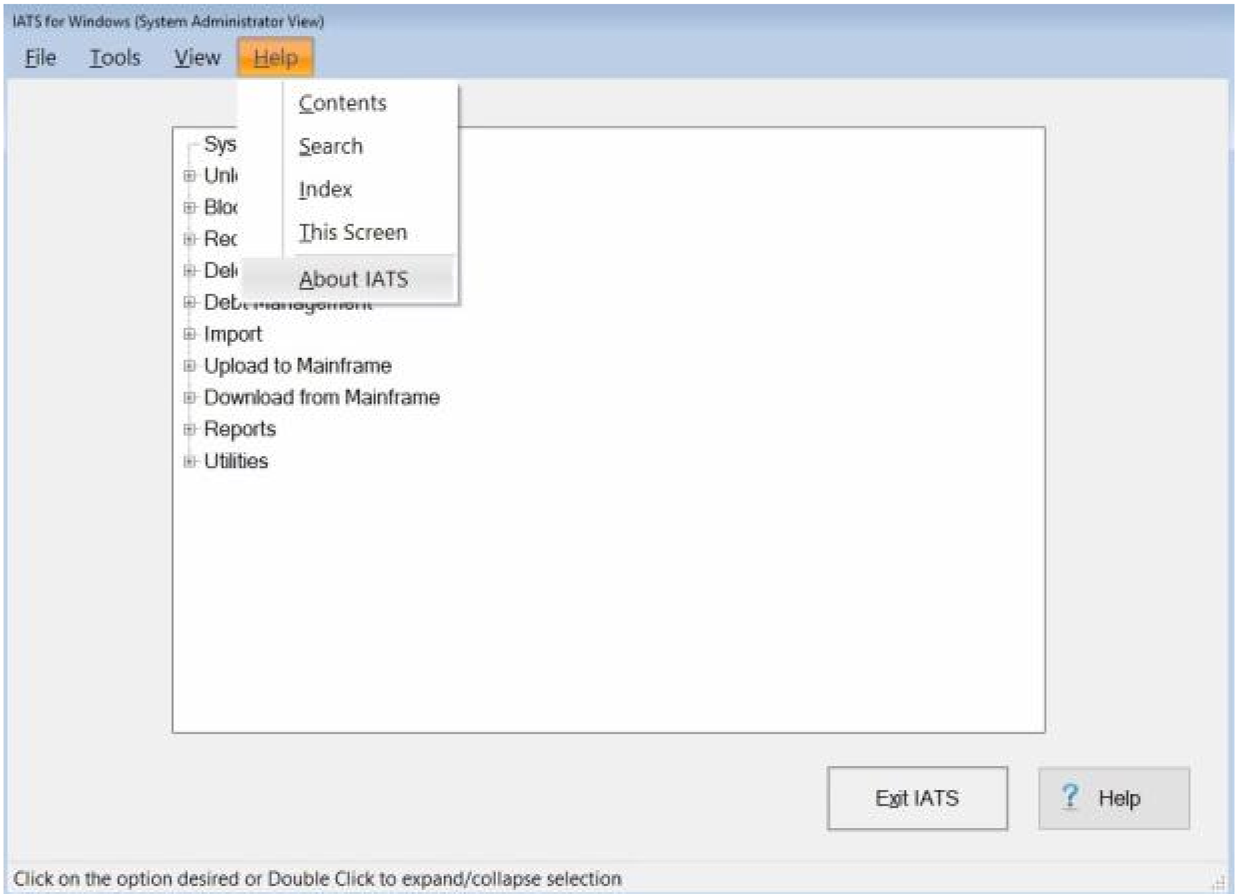


Checking the Status of your IATS License

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.

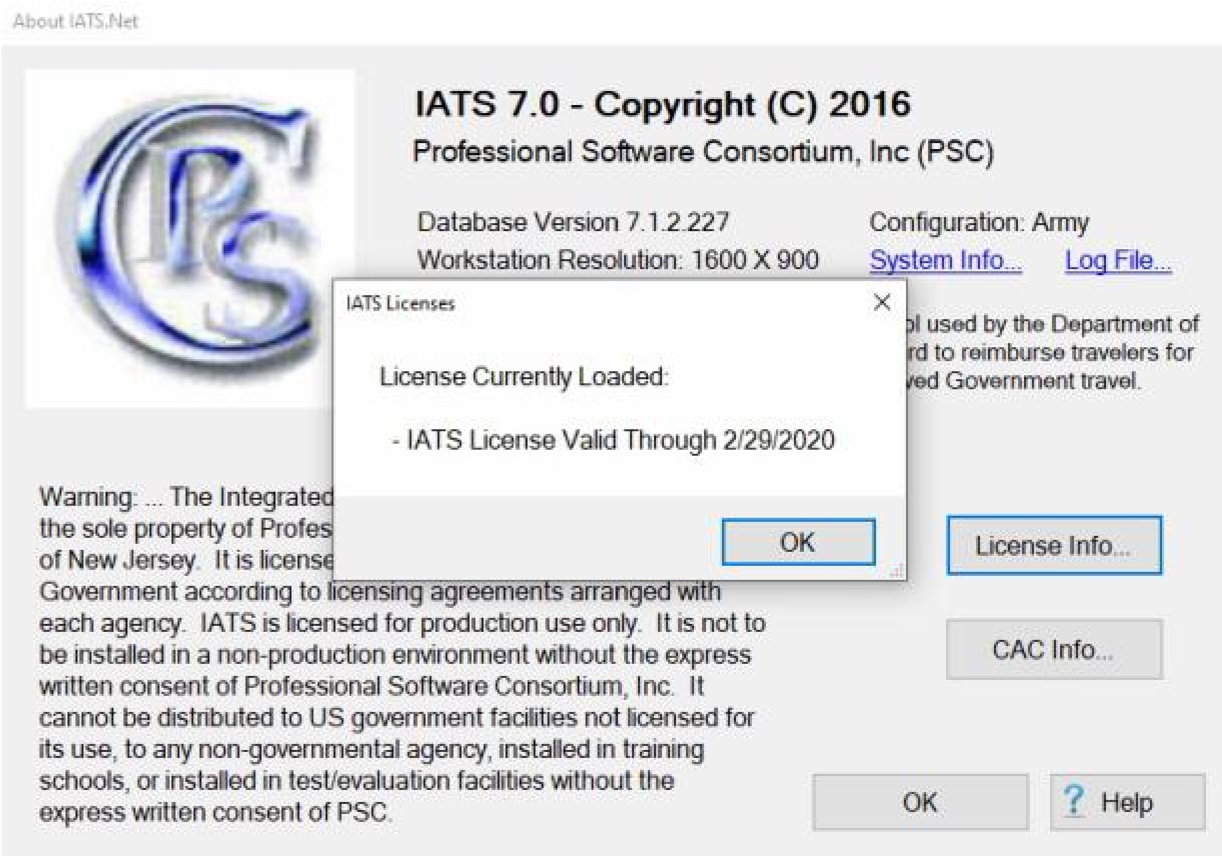
A new **feature** was added to IATS that enables you to **check** the **status** of your IATS **license** to determine if the **expiration** date is near.

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.



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

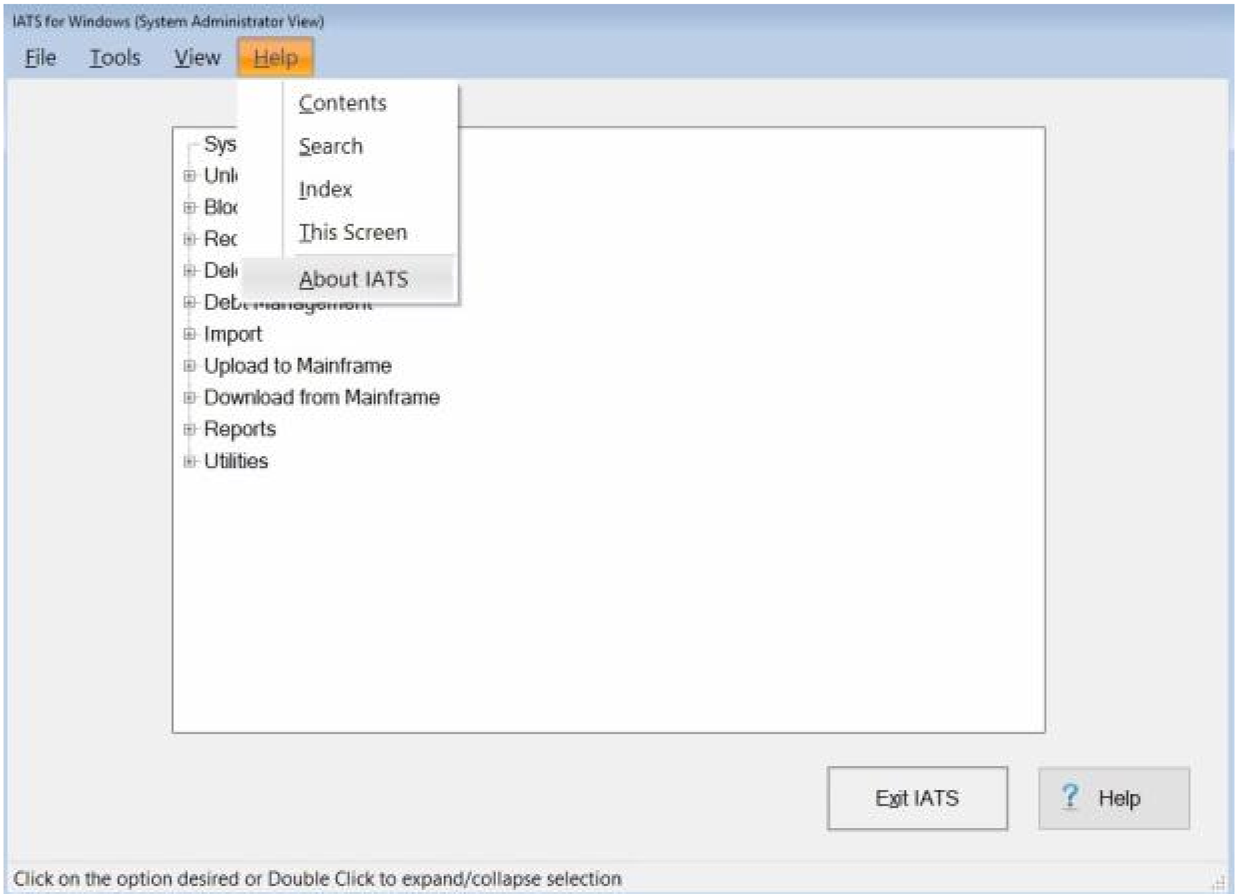
Load License

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.

In addition, a **special license** is **needed** to use some of the **IATS features**. These features are typically **specific** to a particular **IATS customer**.

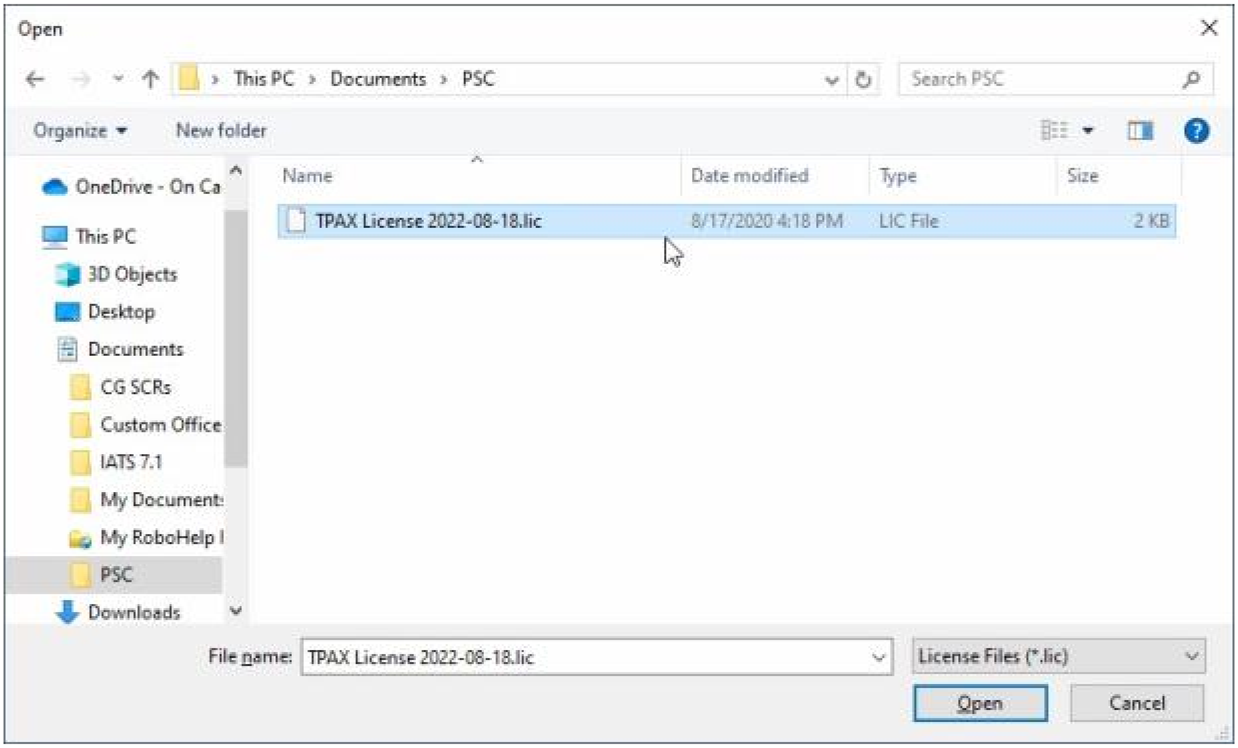
A new **feature** was **added** to allow users to easily **load** a required **license**.

Complete the following steps to "load" an 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 **Load License** link. The **Open** screen will appear.



4. At the **Open** screen, **navigate** to the **drive/directory/folder** where the **license file** is **located**.
5. **Click** on the **license file** you wish to load.
6. When the desired file is **highlighted** <u>as shown above</u>, **click** on the **Open** button.

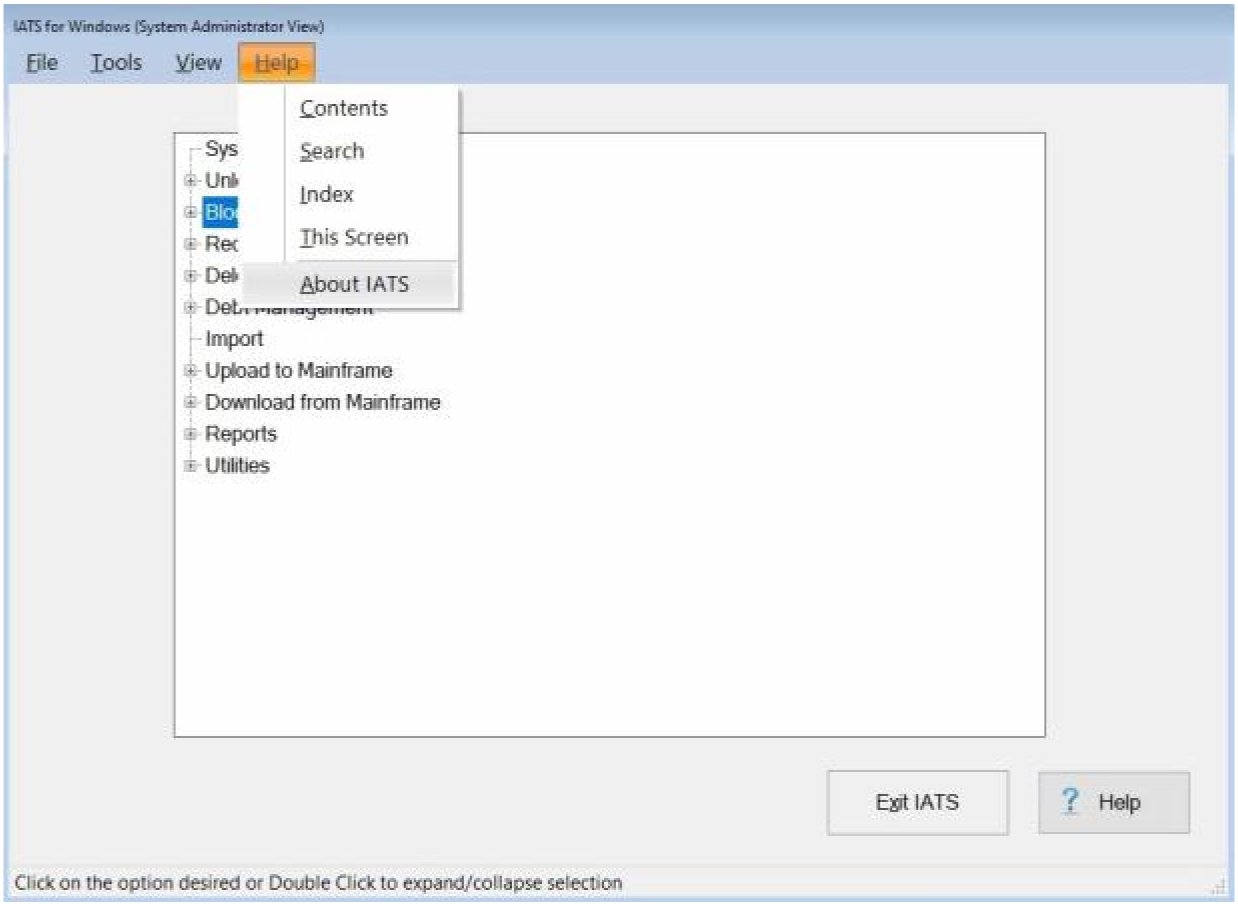
7. IATS **displays** a **message** pertaining to the **status** of the license as shown above.
8. **Click** on **OK** to continue. IATS **loads** the selected license.

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.

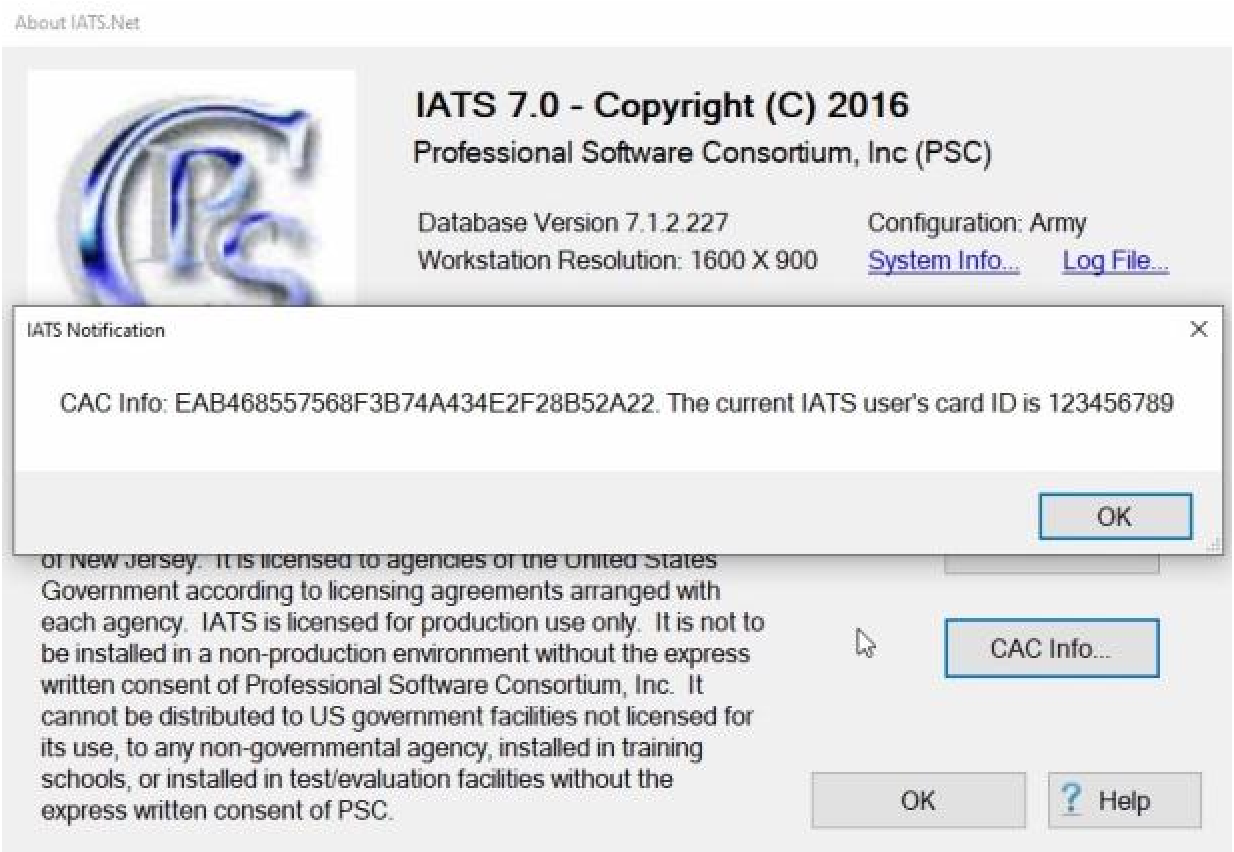
A **feature** was added to IATS that allows a user to quickly and easily **display** their **CAC information**.

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.



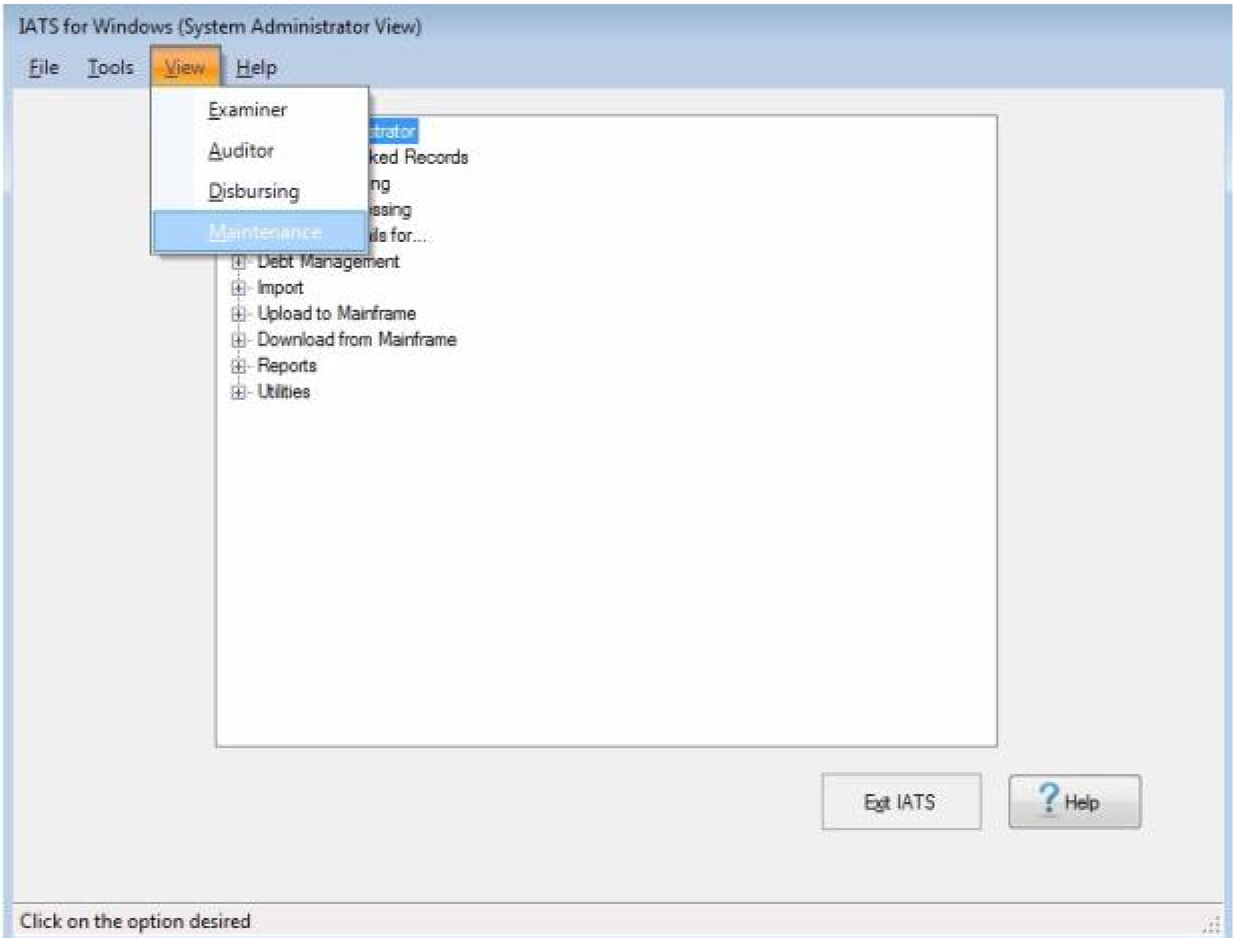
4. When you are **finished** reviewing the CAC info, **click** on the **OK** button to continue.

Checking Inactivity for an IATS User

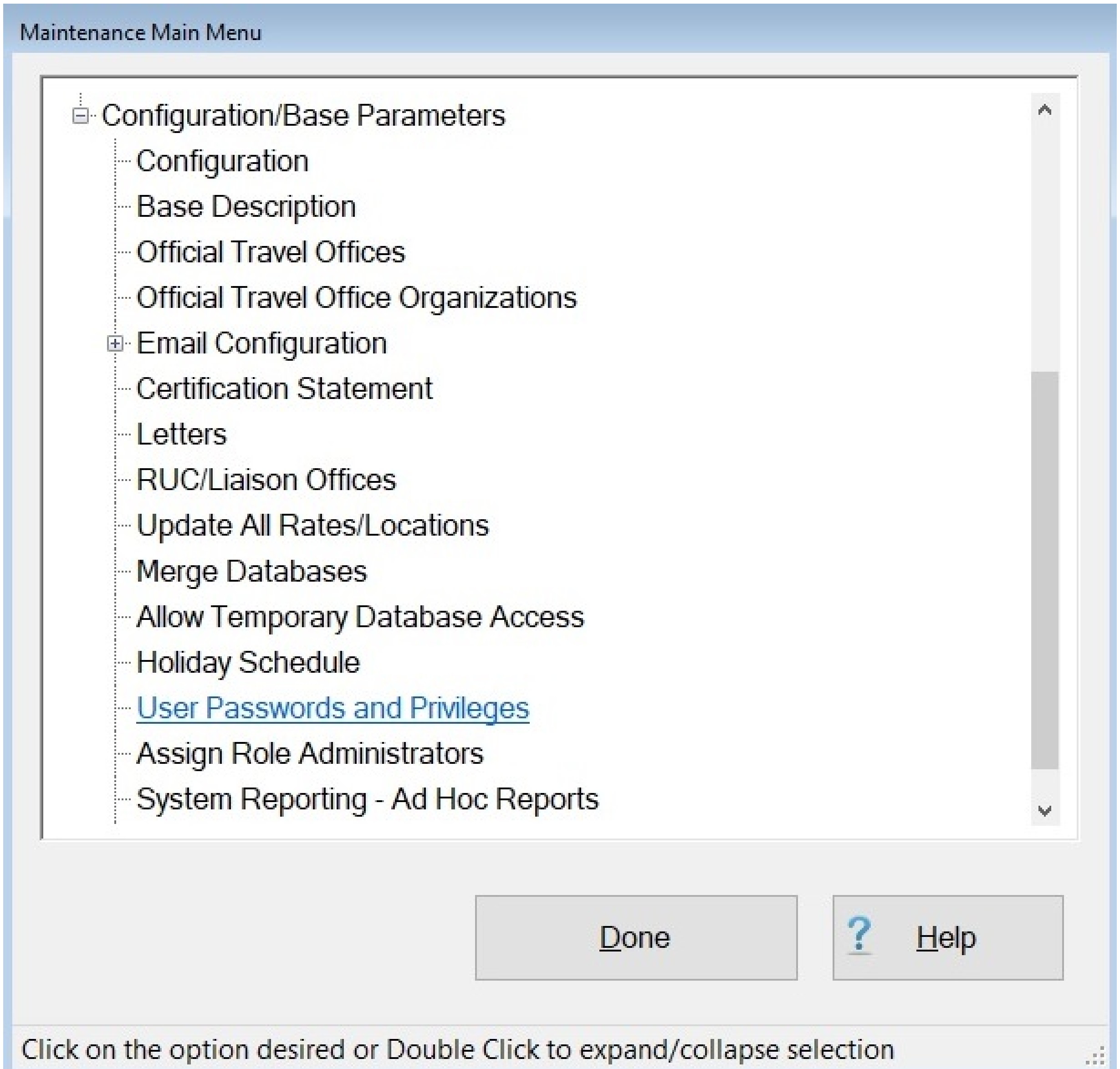
An IATS **user account** will automatically be **suspended** after a particular number of days of **inactivity**, which is determined by the organization.

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

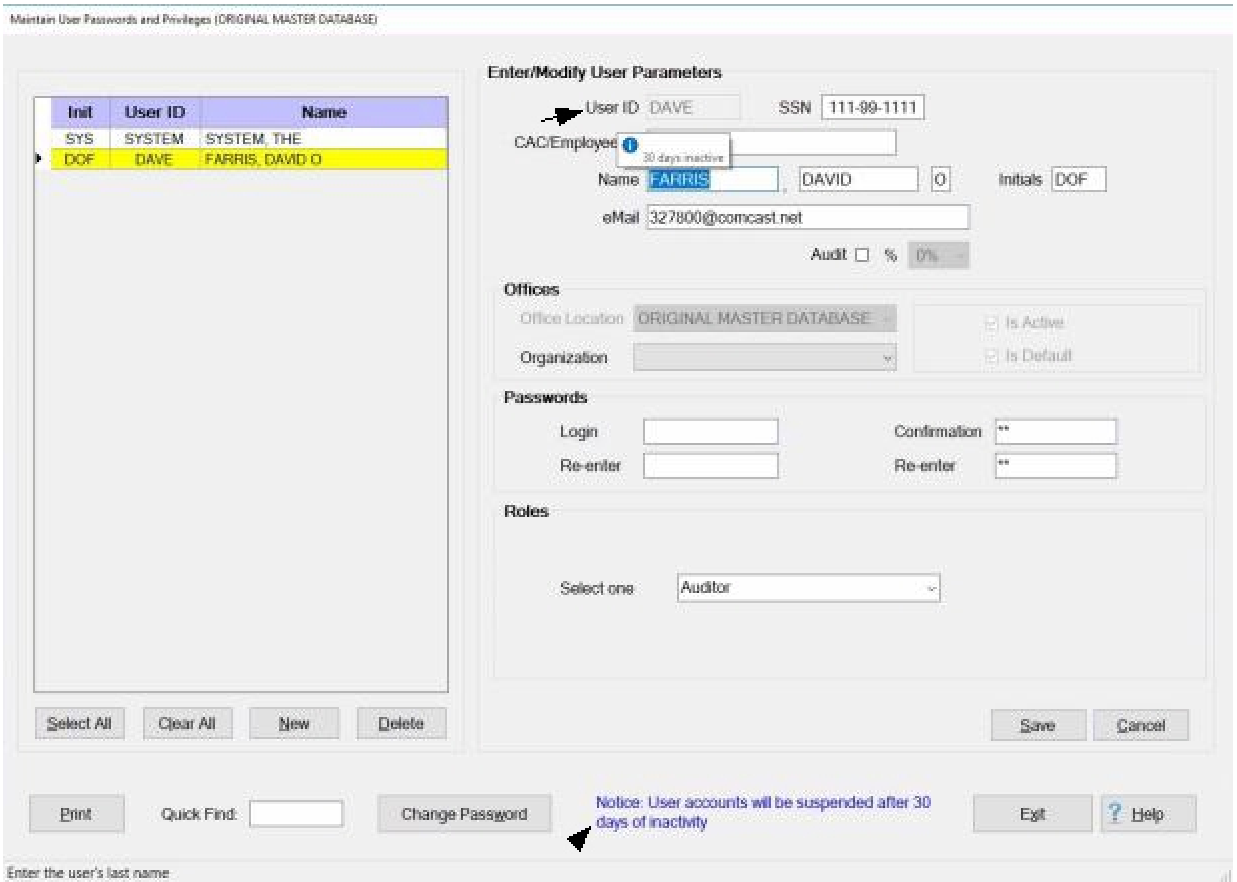
Complete the following steps to "check" the inactivity status of an IATS user:



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.



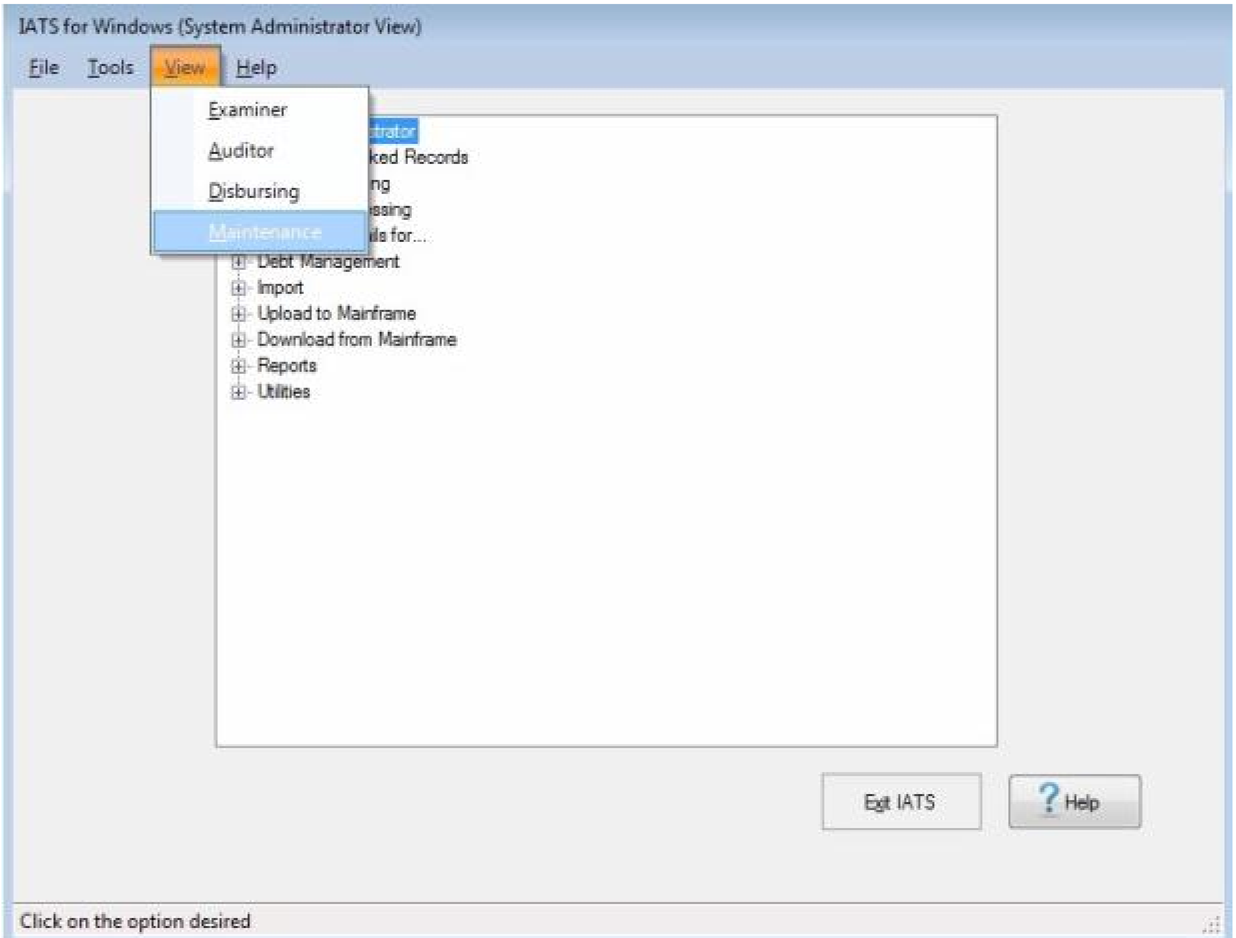
5. **Click** on the desired **user name** from the list of IATS user accounts in the **grid** on the <u>left side</u> of the screen.
6. **If** you position your **mouse pointer** over the words **User ID** at the <u>top</u> of the screen, a *pop-up* message will appear showing **how many days** the selected user has been **inactive**.
7. **Notice** at the <u>bottom</u> 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

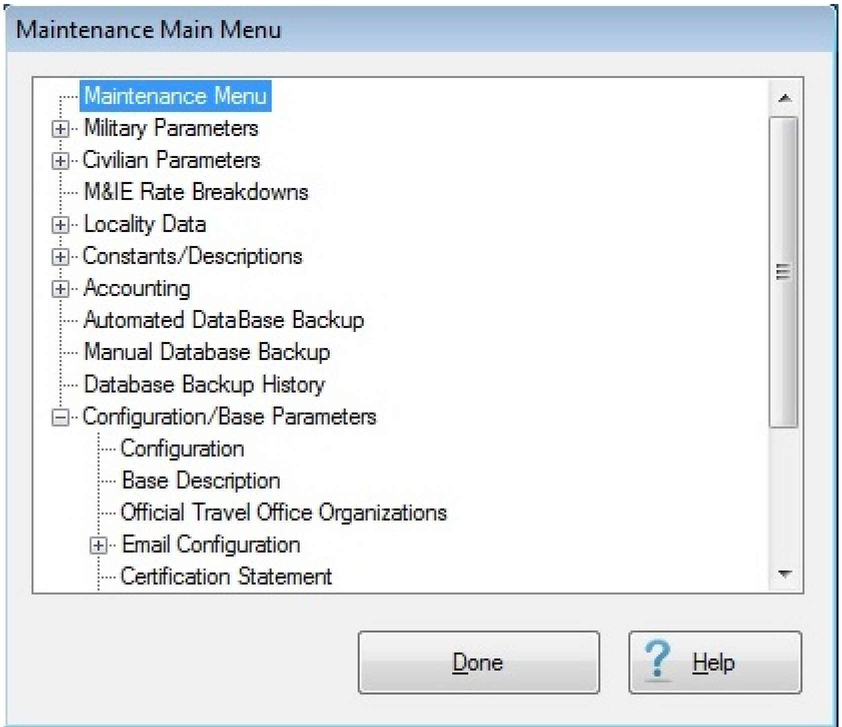
The IATS **Maintenance Module** is where IATS users must **establish** all of the **configuration parameters** for their particular customer type or branch of service.

Access to the IATS Maintenance Module is <u>only</u> 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.



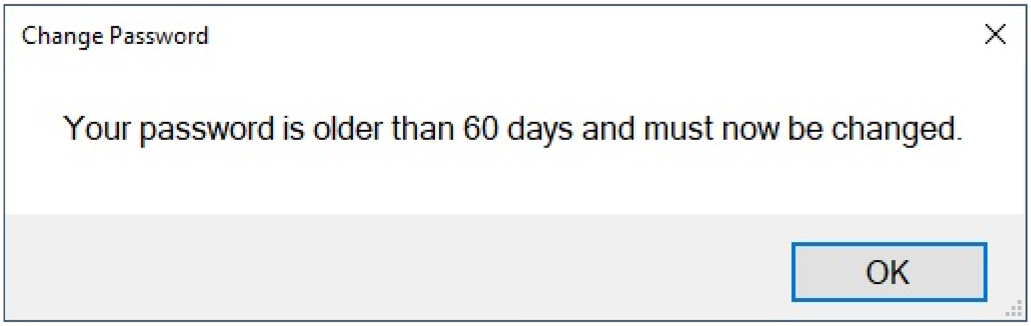
Changing Passwords

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 a **15-character** mix of **upper case letters**, **lower case letters**, **numbers**, and **special characters** (i. e. @, #,$,%,&,!).
- A **15-character** password consists of the following:
    - At least two lower case letters.
    - At least two upper case letters.
    - At least two numbers.
    - At least 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:



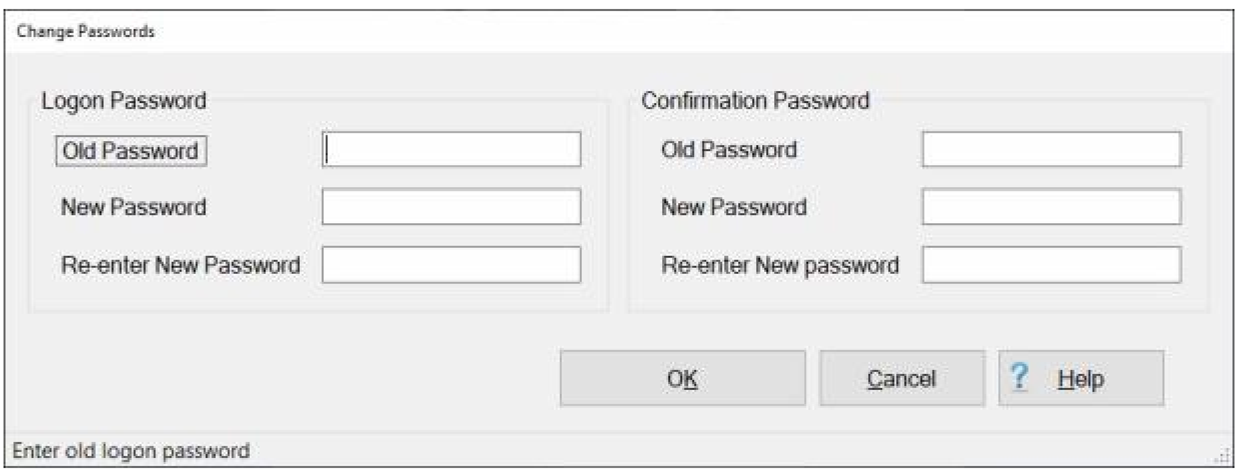
When this pop-up message is displayed, **click** on the **OK** button. The **Change Passwords** screen appears and you will then need to **complete** steps **3** - **7** below to change your passwords.

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:



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

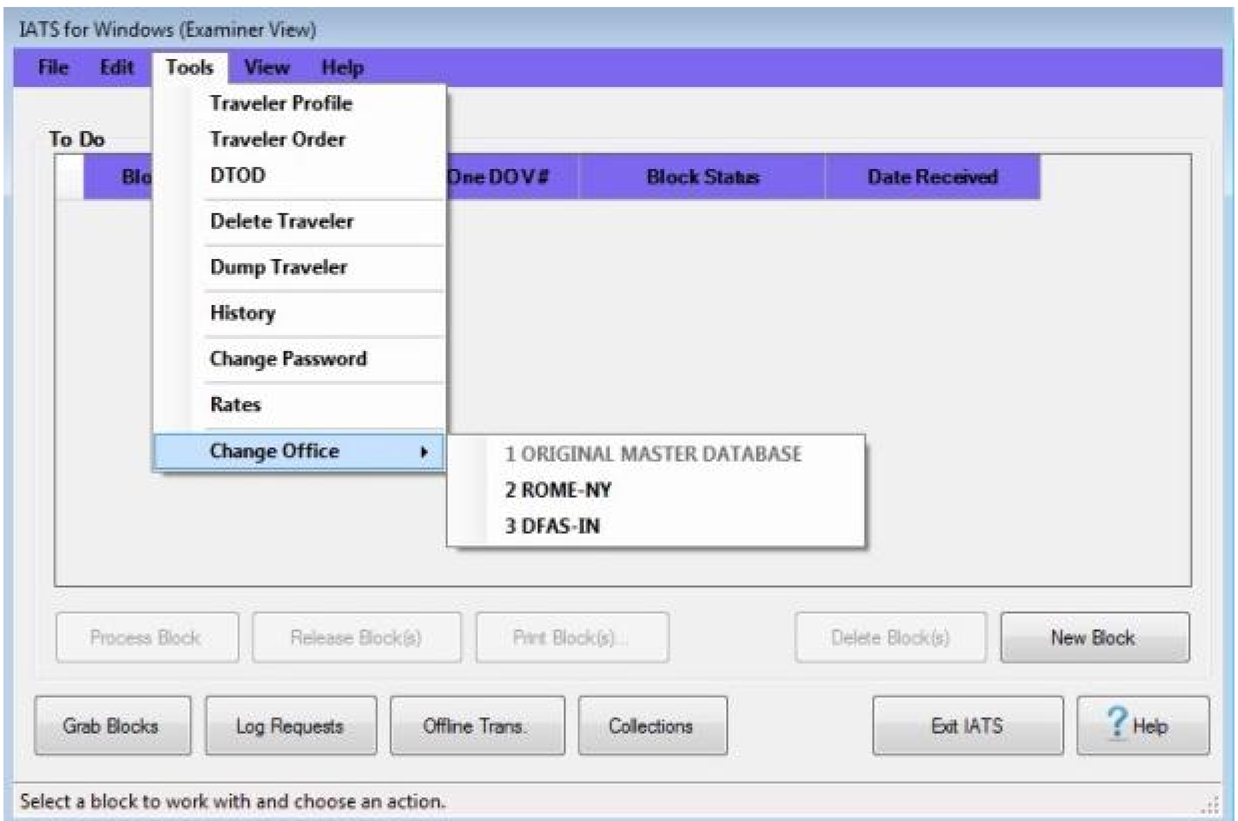
IATS allows travel offices to **combine** multiple **databases** into one **centralized** database. This applies even if the configuration/customer type is different. For example, the original master database was Army, but DLA, Marines, and Navy, databases were merged into the original master database.

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

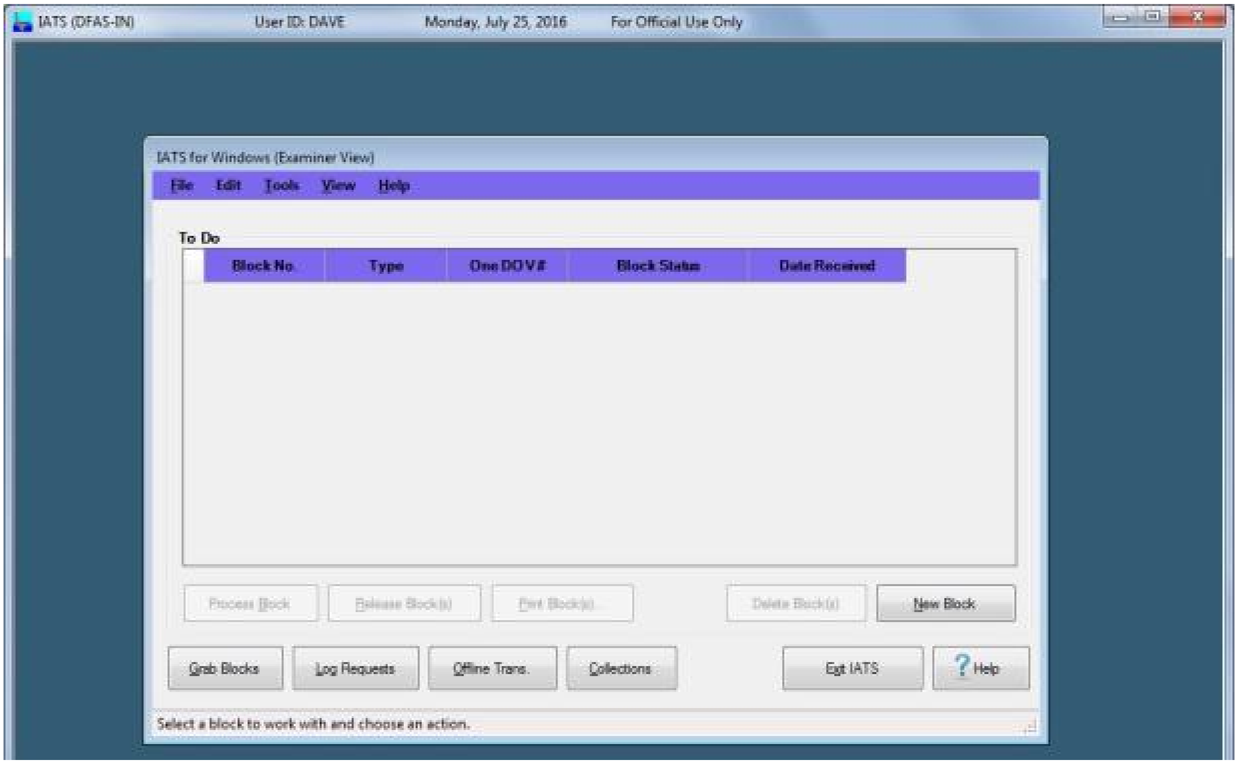
Note: In order to be able to perform this task, a user with the **privilege** to create/modify user passwords and privileges must **access** the **maintenance** module and **specify** which offices are **active** for a particular user.

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.



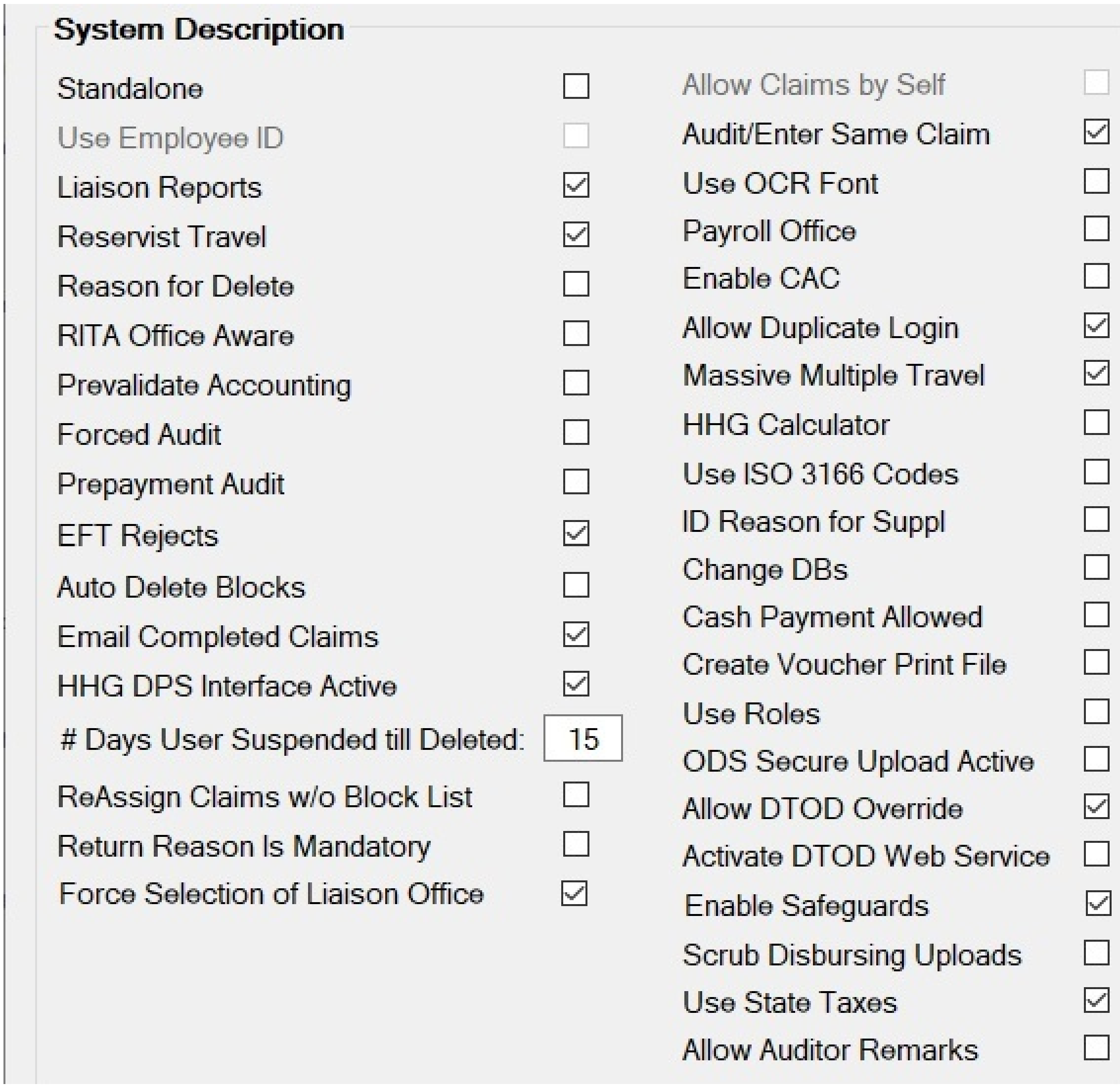
3. **Click** on the desired **office** you wish to switch to.
4. The **Confirmation Password** screen appears and you must **enter** your **confirmation password** and then click on **OK**.
5. After you have switched offices, the office **name** you have switched to will now **appear** in the **label** 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.



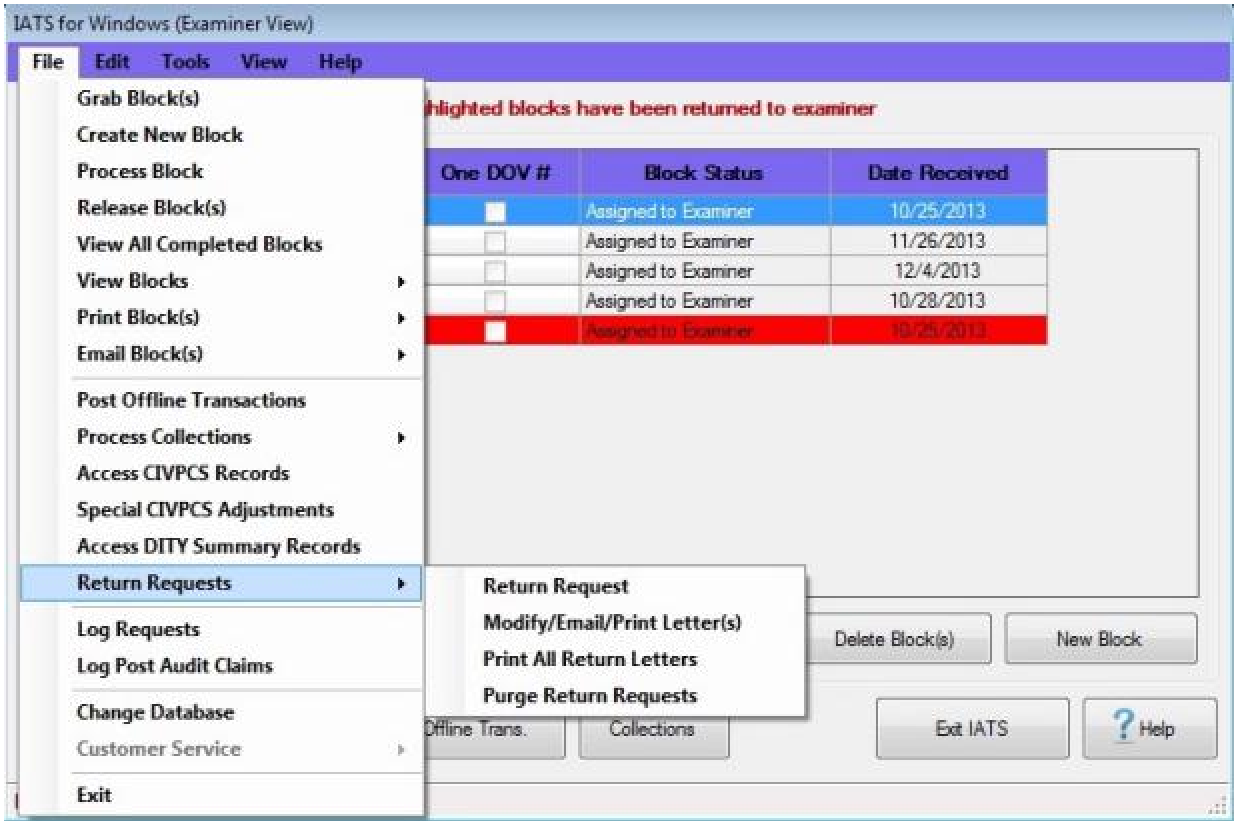
Rather than using the **mouse** to **click** in these **boxes** to activate the features, the user may simply **press** the **space bar** when the desired option is in **focus**. Being in focus means that a dotted **line** appears around the option as shown for the **Liaison Reports** option above.

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

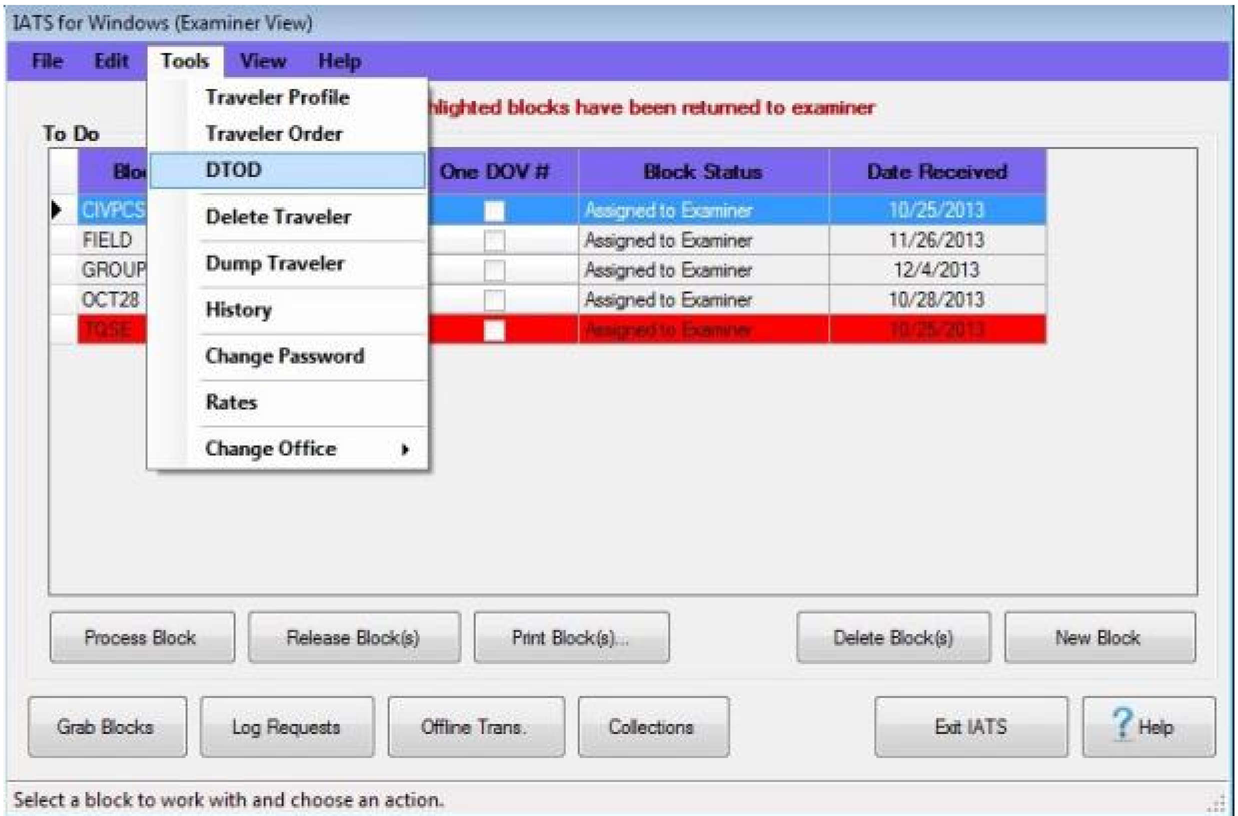
Note: When the **DTOD Lookup** screen is displayed, you will **notice** in the **title bar** the **version** of the DTOD table IATS is using to pull the distance if the **DTOD Web Service** is being used. **Refer** to **Help** topic "Maintaining DTOD Web Service Versions" if you wish to **change** the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

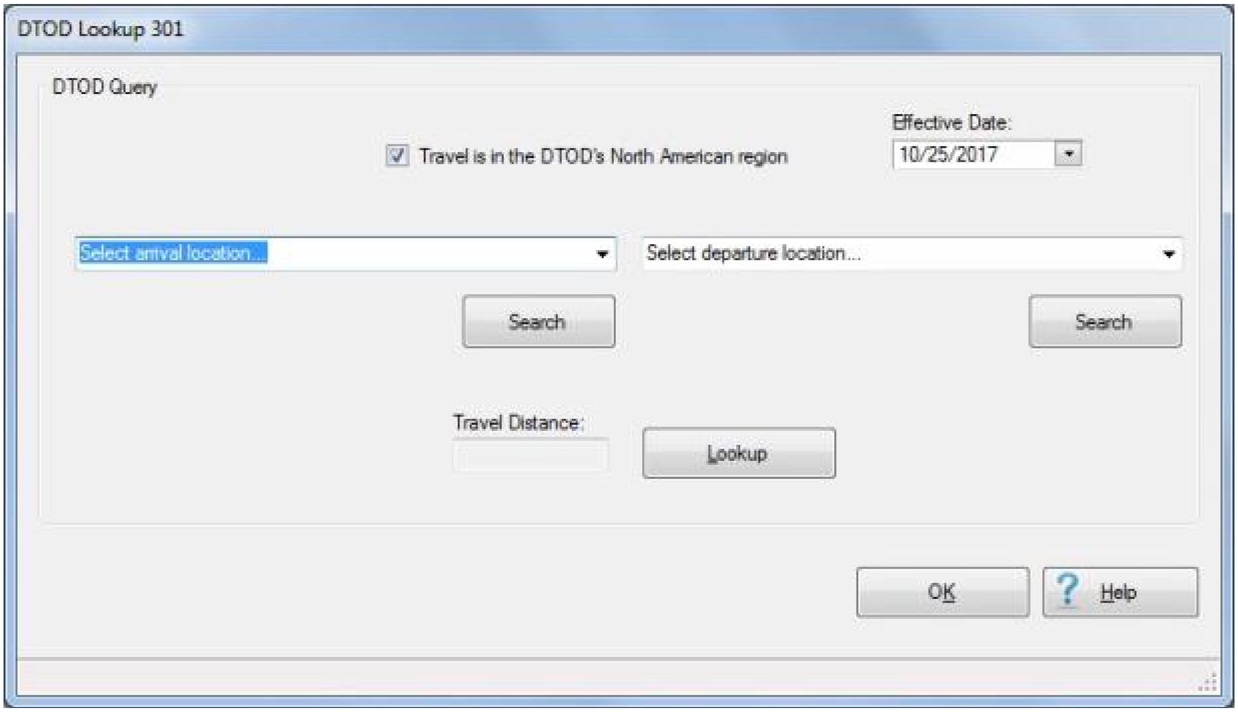
This can be accomplished two (**2**) ways.

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**.

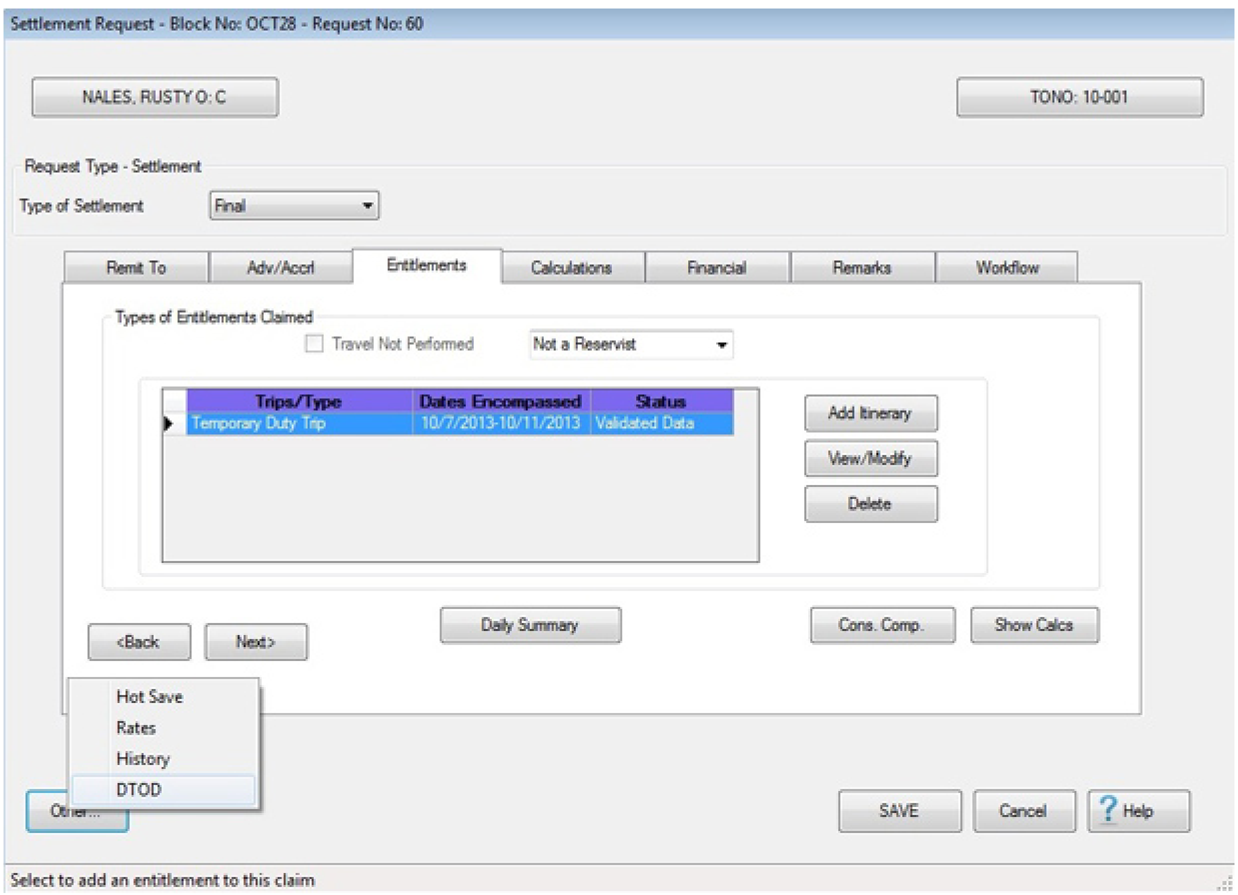


2. From the *drop-down* menu, **click** on the **DTOD** option. IATS will then display the **DTOD** Lookup screen.

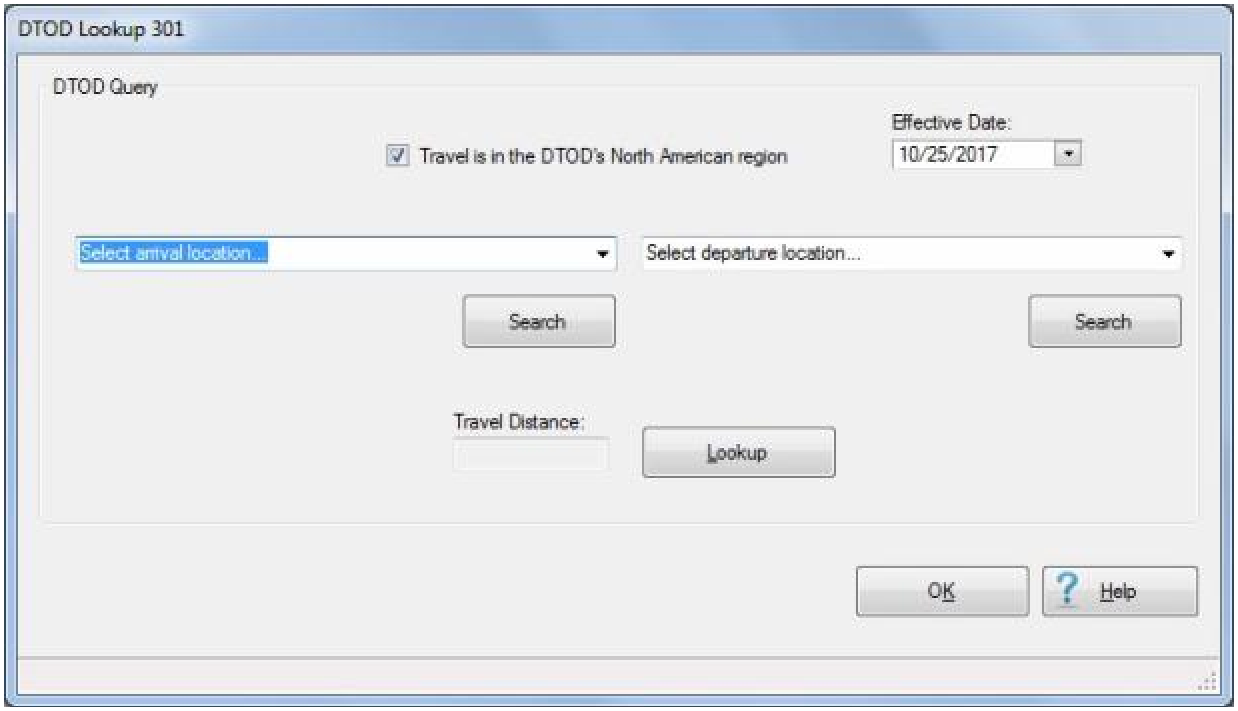


Method 2:

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**.



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



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

Completing the Query DTOD Screen

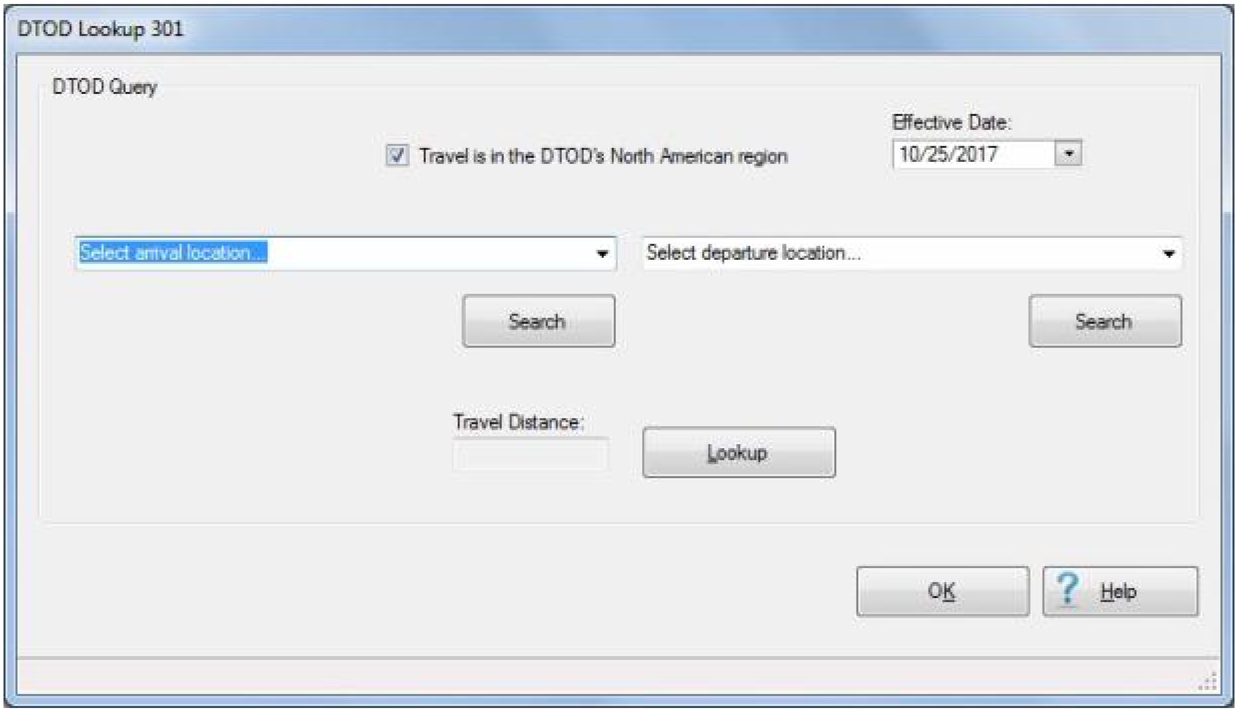
Note: When the **DTOD Lookup** screen is displayed, you will **notice** in the **title bar** the **version** of the DTOD table IATS is using to pull the distance if the **DTOD Web Service** is being used. **Refer** to **Help** topic "Maintaining DTOD Web Service Versions" if you wish to **change** the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

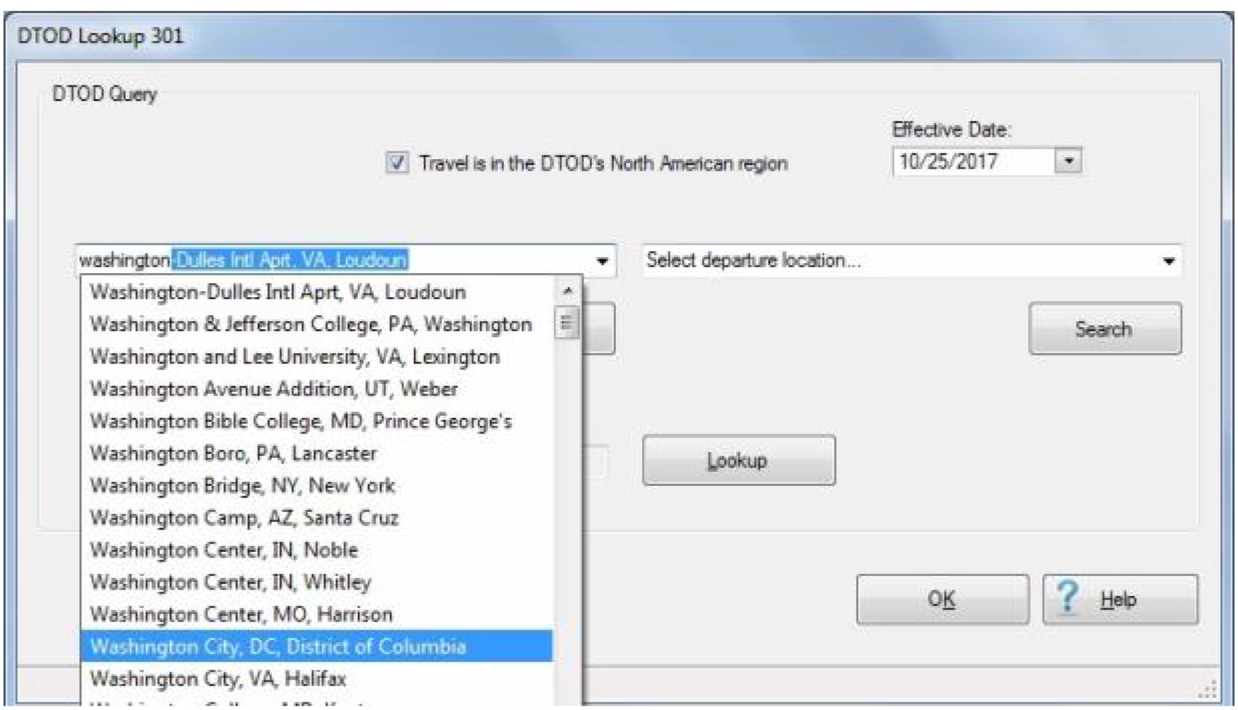
This can be accomplished by using the **DTOD Lookup** screen.

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

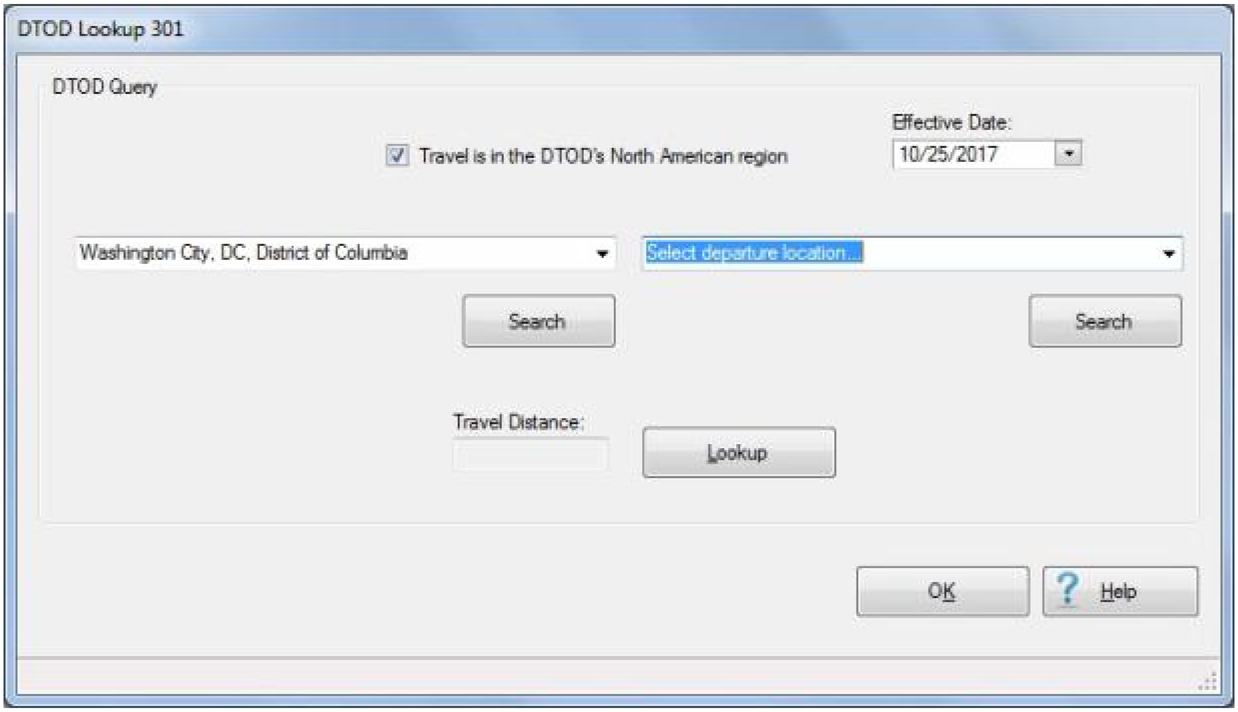
1. **Access** the **DTOD Lookup** screen by using one of the **methods** demonstrated in the **Help** topic "DTOD Mileage Look-up".



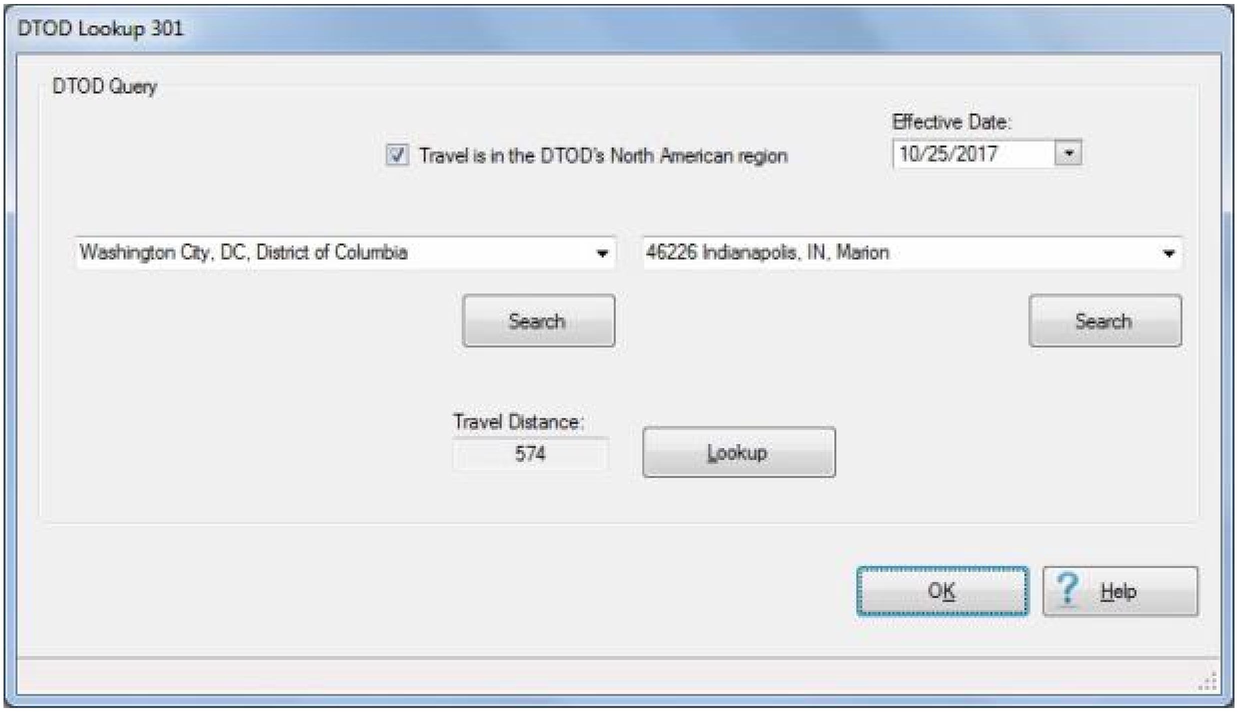
2. At the top of the **DTOD Lookup** screen, you will see a **check box** next to the words "**Travel is in the DTOD's North American region**". If not already checked, **click** in the check box to **activate** it if the mileage you wish to look-up is in the North American region.
3. **Effective Date:** - 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.



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.

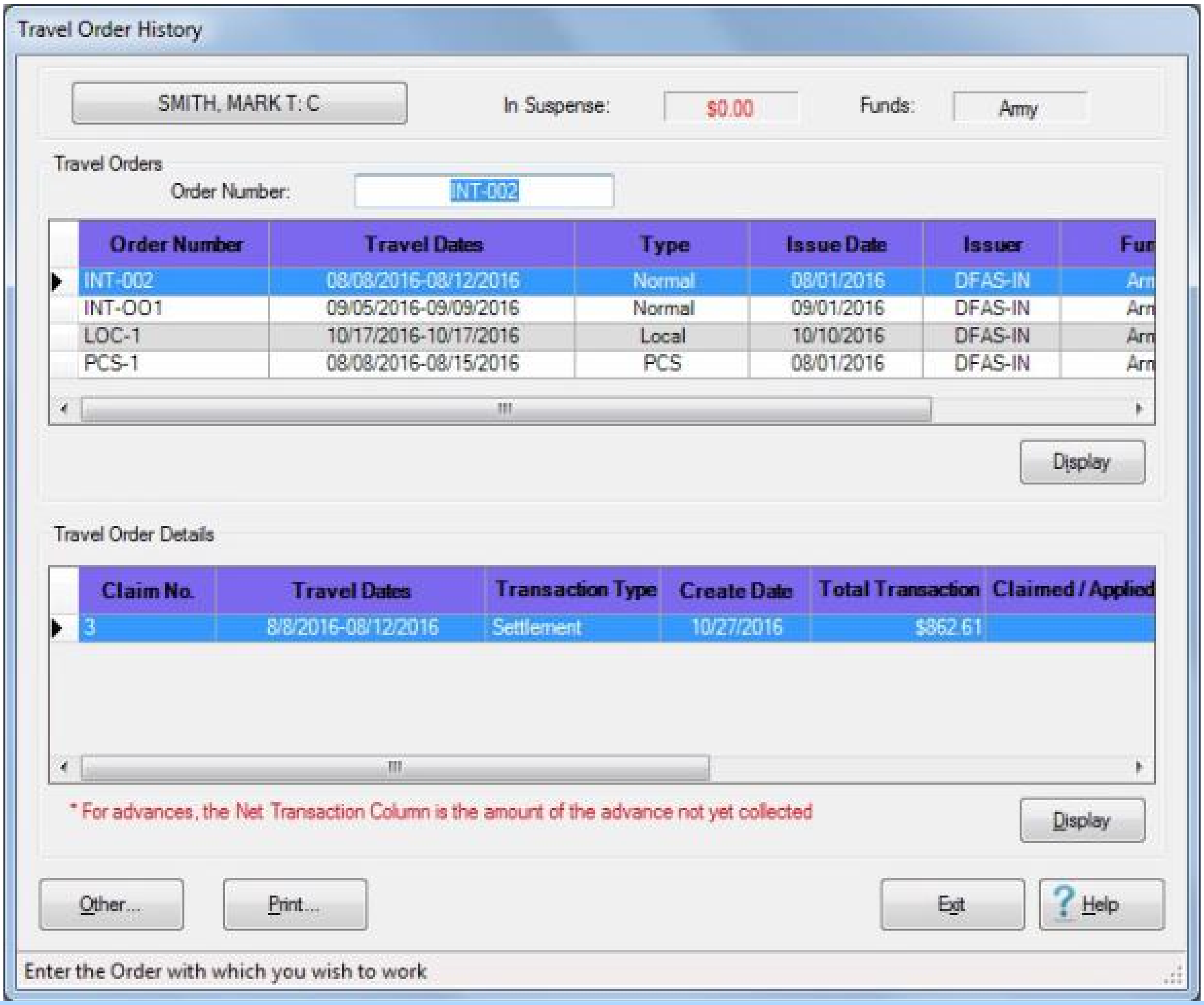
Tip: The **Travel Order History** screen can be **accessed** from the **Examiner**, **Auditor**, **Disbursing**, or **System Administrator View** screen, or by clicking on the **Other** button when processing a **Request for Advance**, or **Settlement**. Please **refer** to the **instructions** below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

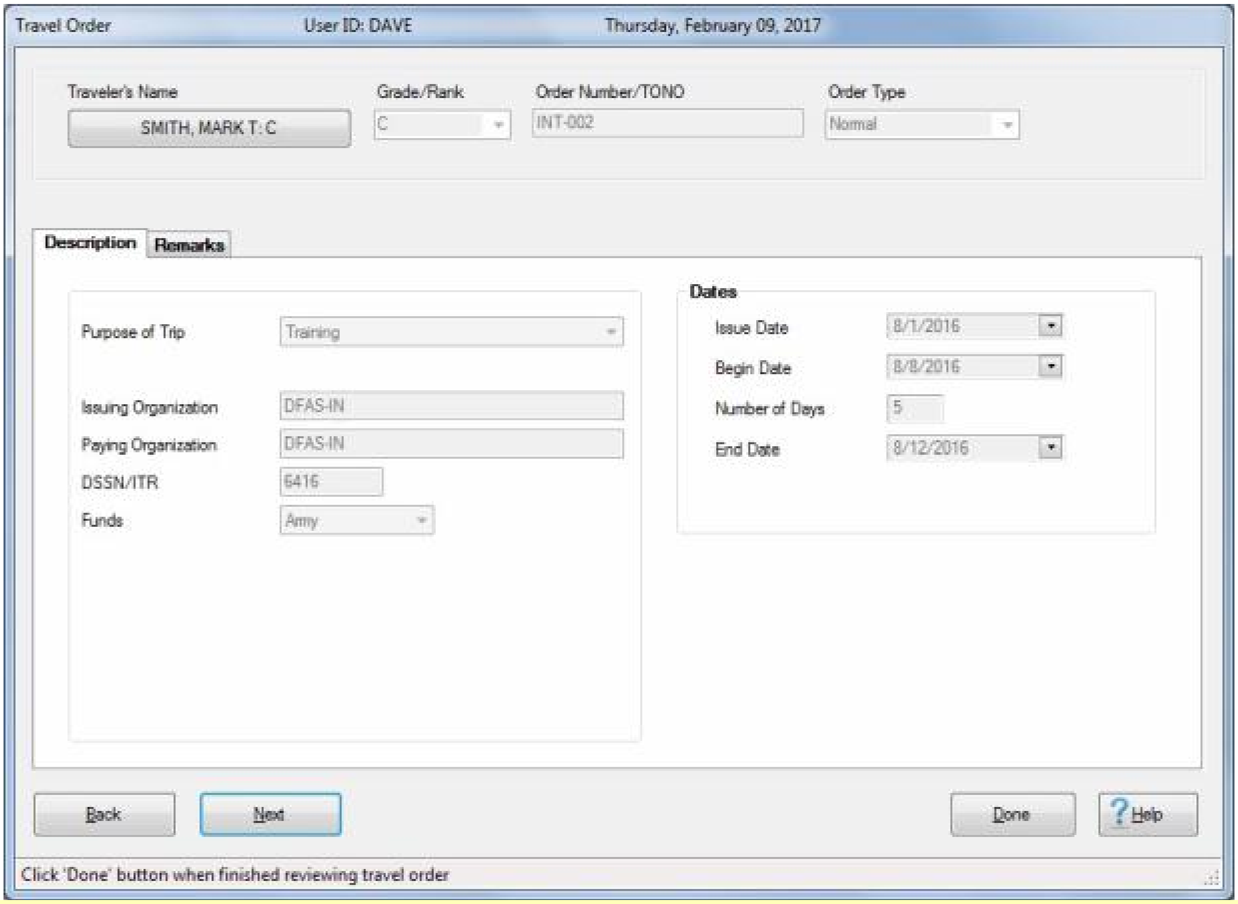


Note: This screen is **divided** into (**2**) sections; **Travel Orders** and **Travel Order Details**. The **Travel Order** section, **lists** every travel **order** existing in the IATS **database** for the selected **traveler**. The **Travel Order Details** sections, **lists** every **transaction**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

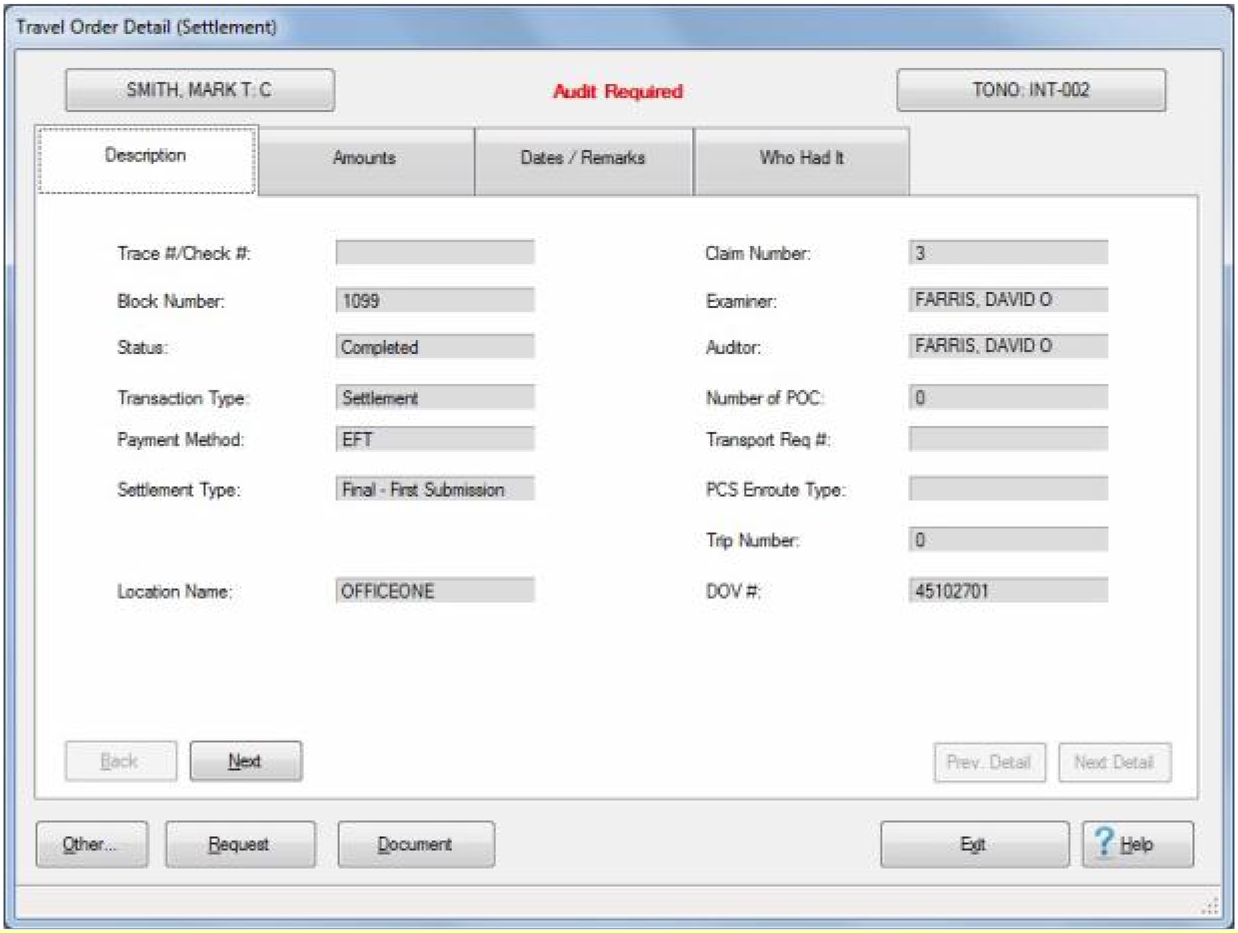


Tip: At this screen, the user may **click** on each **tab** to **review** the specific **details** pertaining to the travel order.

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**.

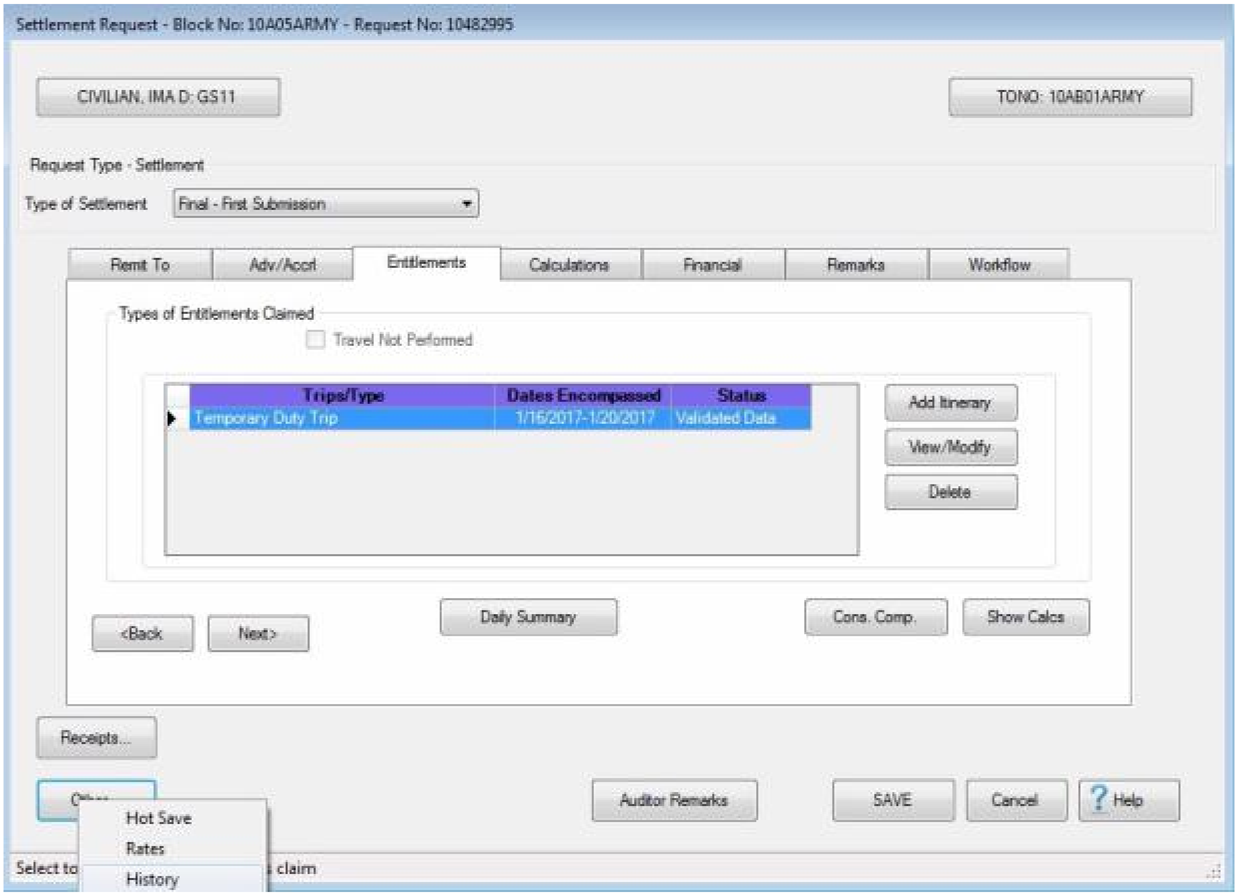


Tip: At this screen, the user may **click** on each **tab** to **review** the specific **details** pertaining to the **transaction**. Different **tabs** will be **available** depending on the **type** of travel order selected. In addition, if the **Request** button is **visible** at the bottom left **corner**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



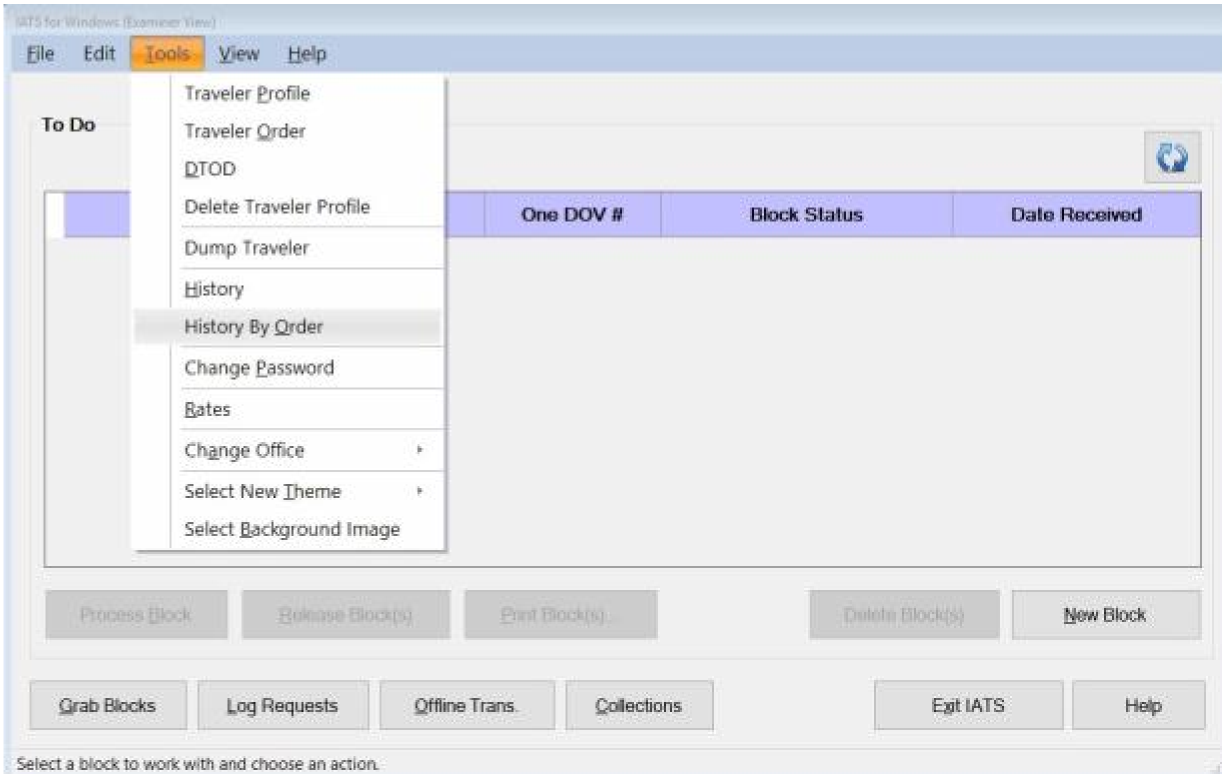
2. **Click** on the **History** option. The **Travel Order History** screen appears.
3. From this point, **follow** the **instructions** provided in the <u>first</u> **section above** to **continue** viewing the Travel Order History screen.
4. When **finished** viewing the Travel Order History screen,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

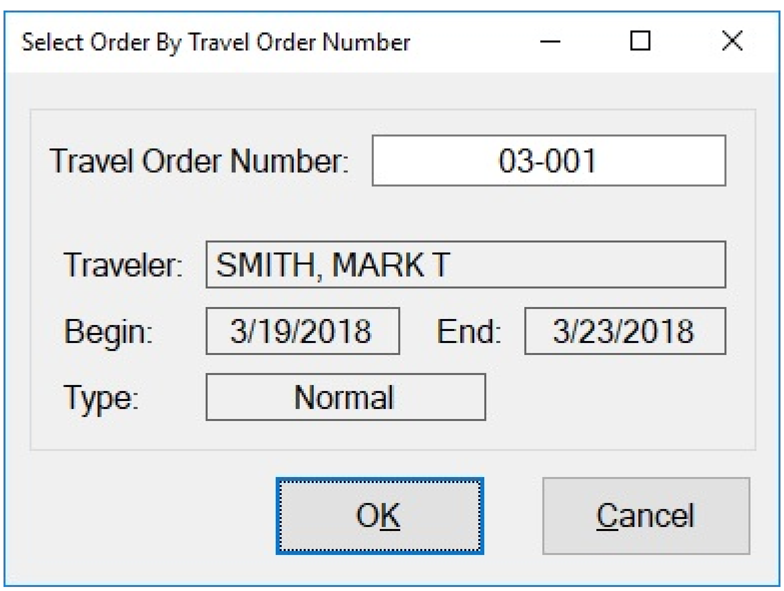
The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

A <u>new</u> **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:

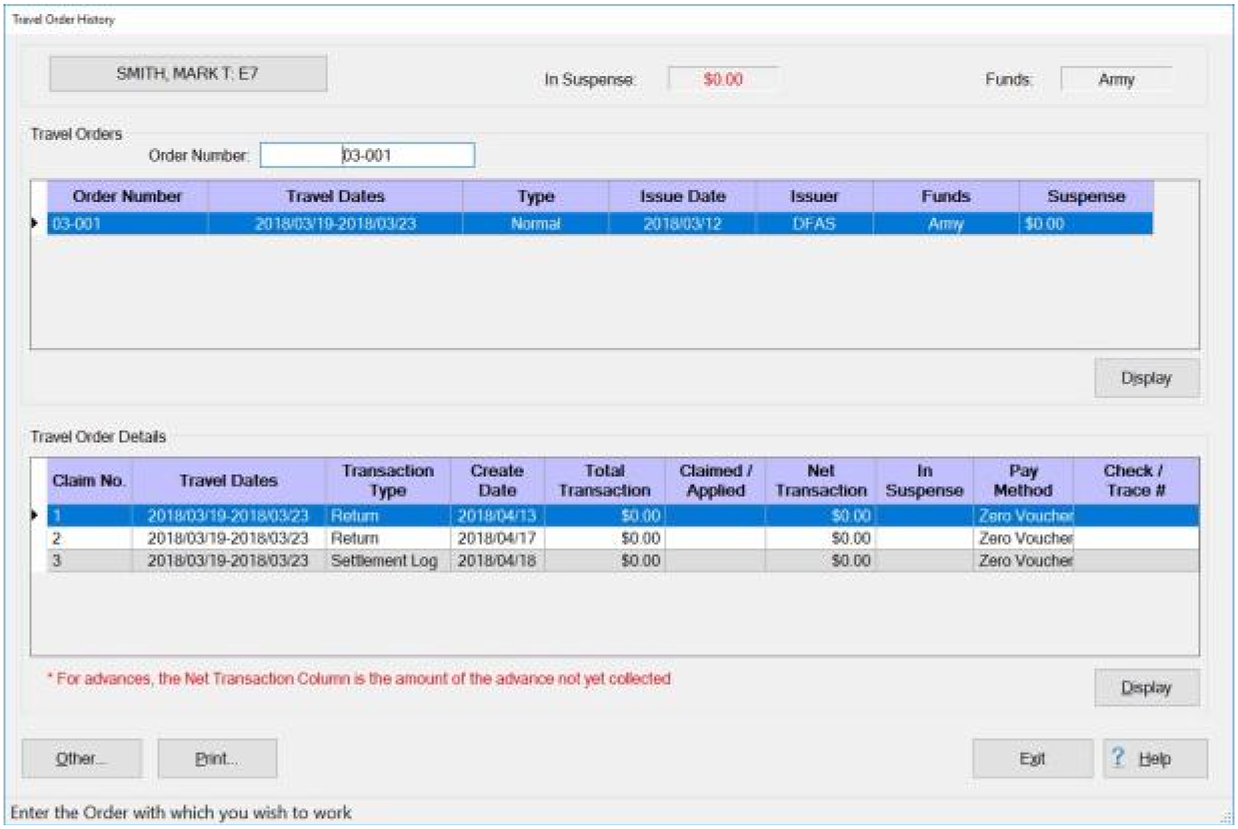


1. At the **Examiner**, **Auditor**, **Disbursing**, or **System Administrator View** screen, **click** on the **Tools** menu. A *drop down* **menu** appears **listing** various **options**.
2. **Click** on the **History By Order** option. The **Select Order By Travel Order Number** screen appears.



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. <u>If</u> this is the <u>correct</u> **order number** and **traveler**, click on the **OK** button. The **Travel Order History screen** will appear.



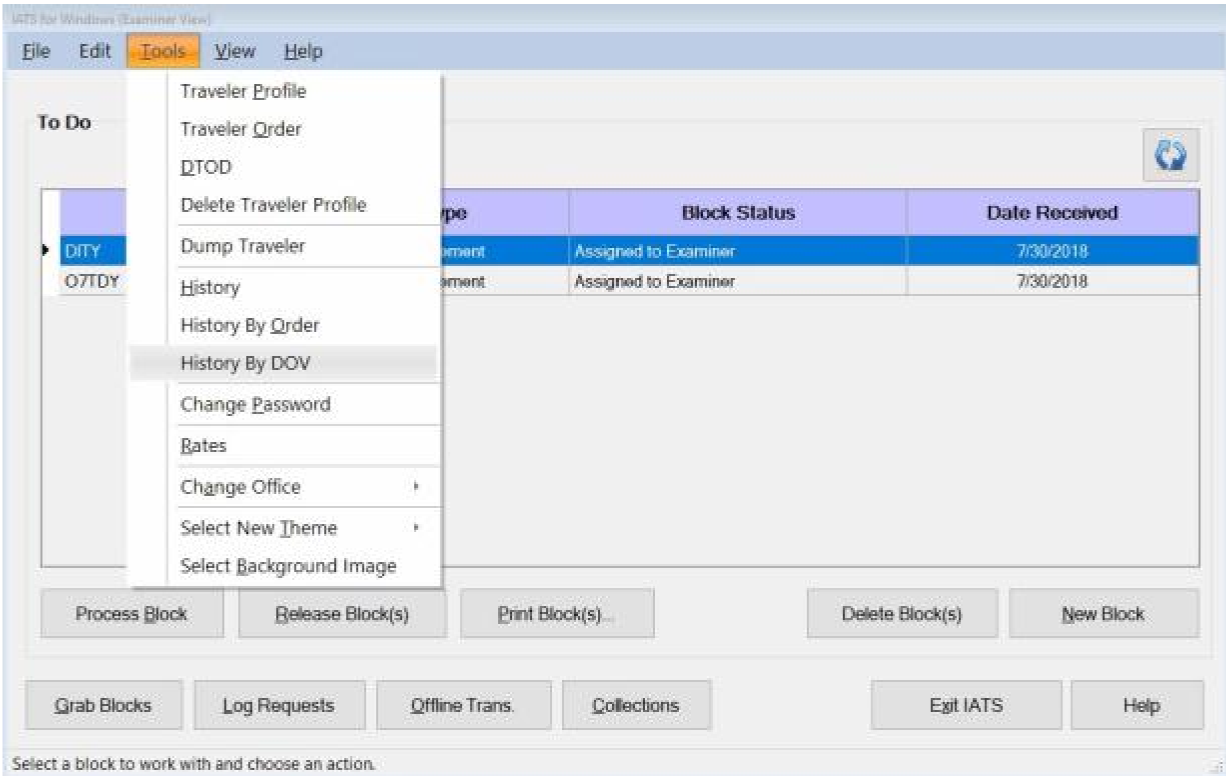
Refer to the **Help** topic, "View Travel History", for <u>additional</u> **instructions** on how to view a traveler's History.

View Travel History by DOV Number

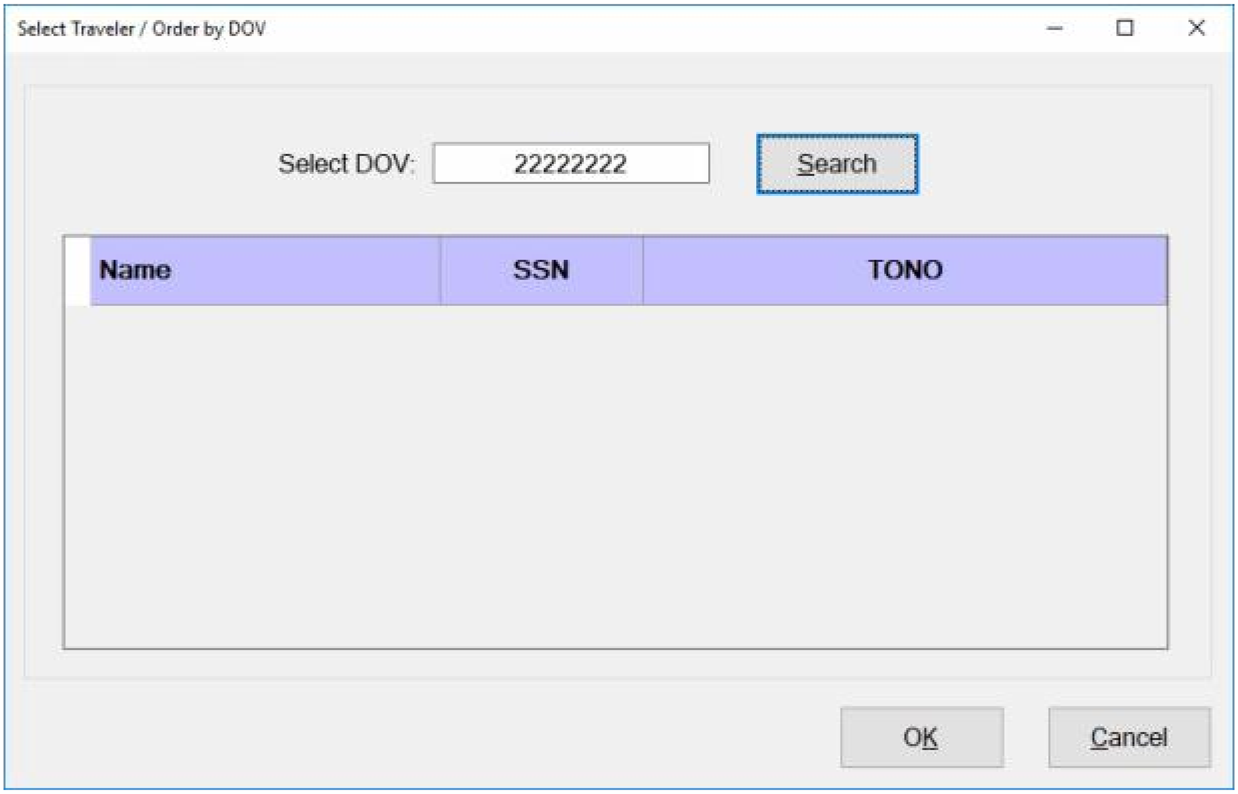
The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

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

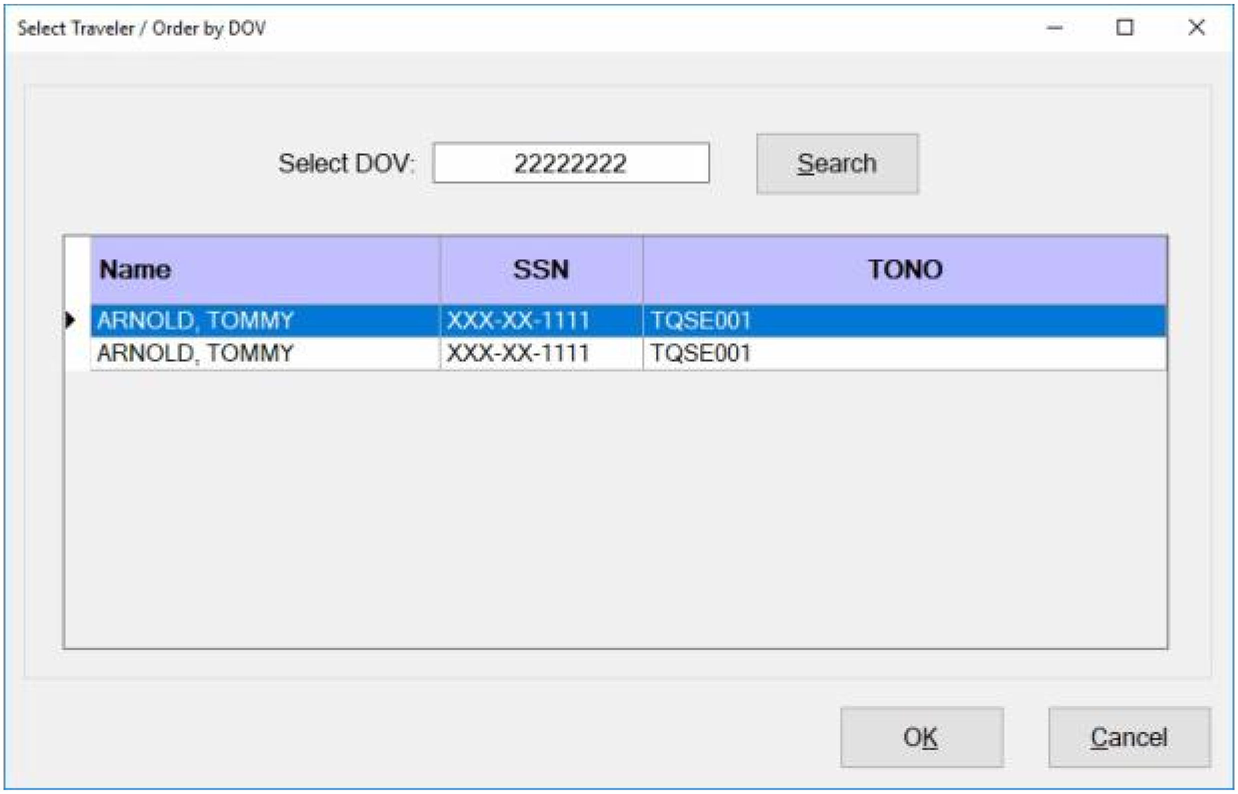
Complete the following steps to "view" a traveler's historical record:



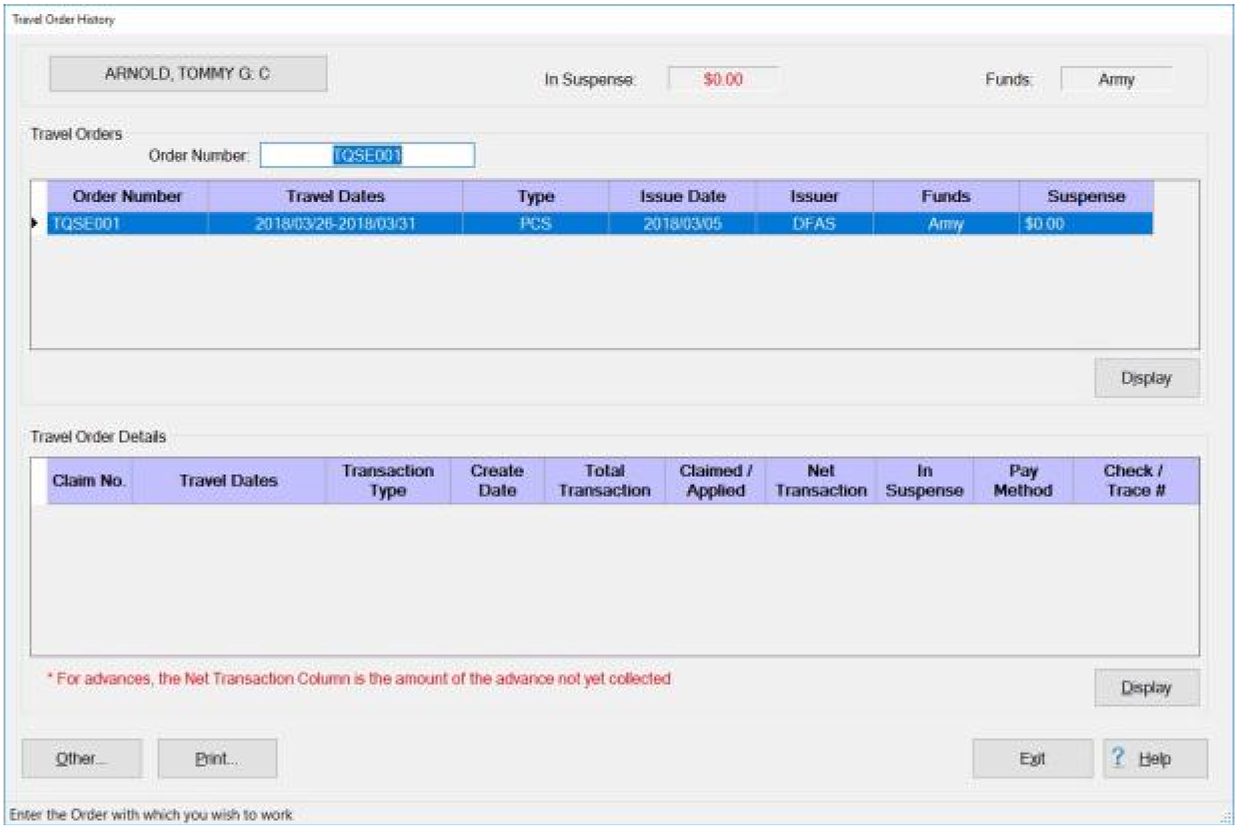
1. At the **Examiner**, **Auditor**, **Disbursing**, or **System Administrator View** screen, **click** on the **Tools** menu. A *drop down* **menu** appears **listing** various **options**.
2. **Click** on the **History By DOV** option. The **Select Traveler / Order by DOV** screen appears.



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.



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

Display Rates

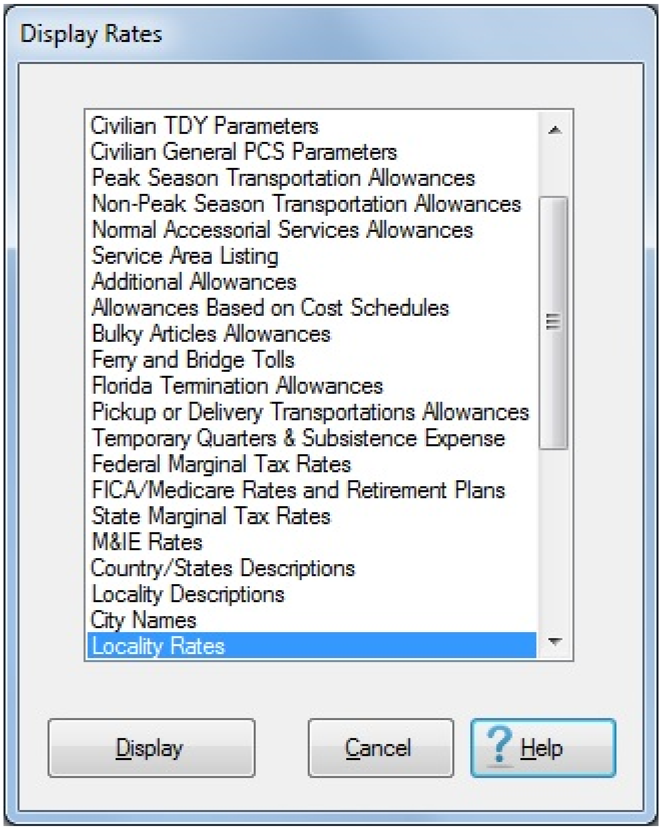
While using IATS, the user may find it necessary to look-up a rate on occasion. The **Display Rates** screen provides the user with an easy way to look up various **rates** that will **assist** in **processing** the various travel **transactions** or answering inquiries.

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.

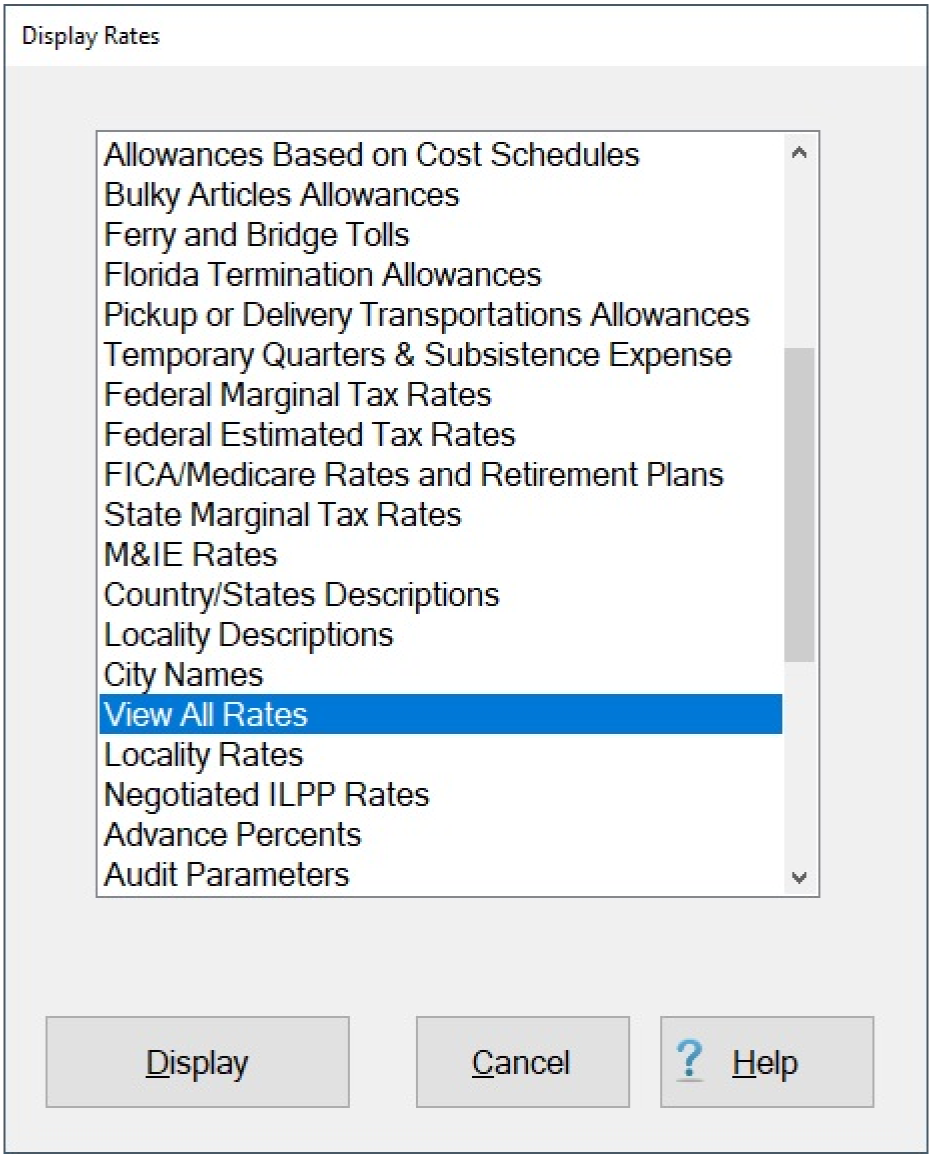
Using the View Locality Rates - Screen

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:

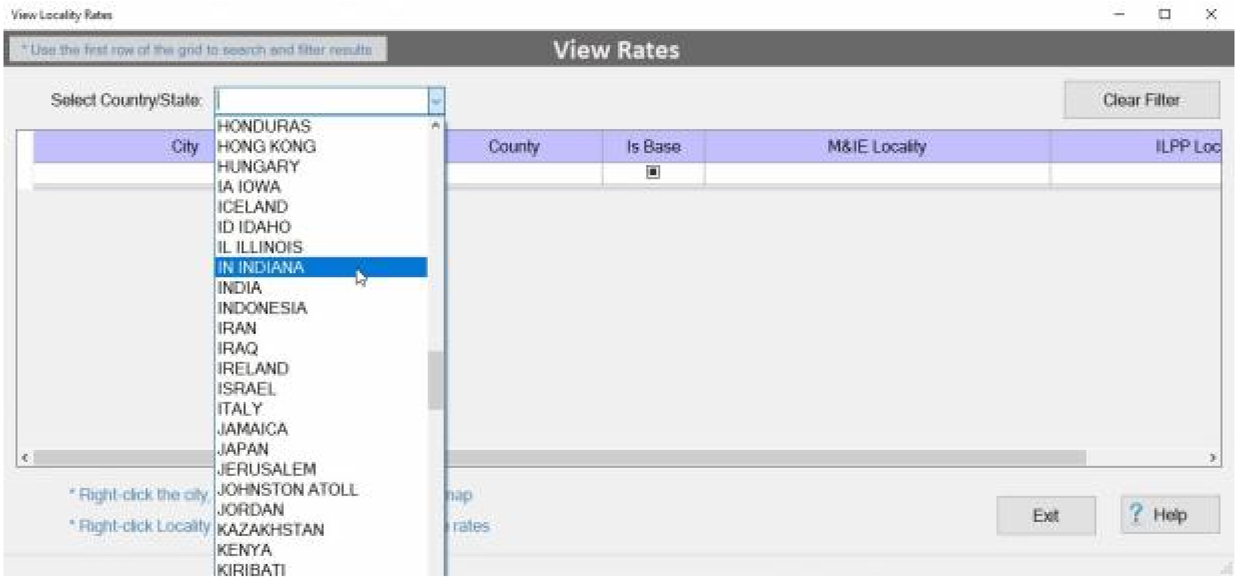
1. **Access** the **Display Rates** screen through one of the following **methods**:
- **Method 1:** - **Click** on the **Tools** menu and then **select** the **Rates** option.
- **Method 2:** - **Click** on the **Other** button and **select** the **Rates** option.
- **Method 3:** - **Click** on the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

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

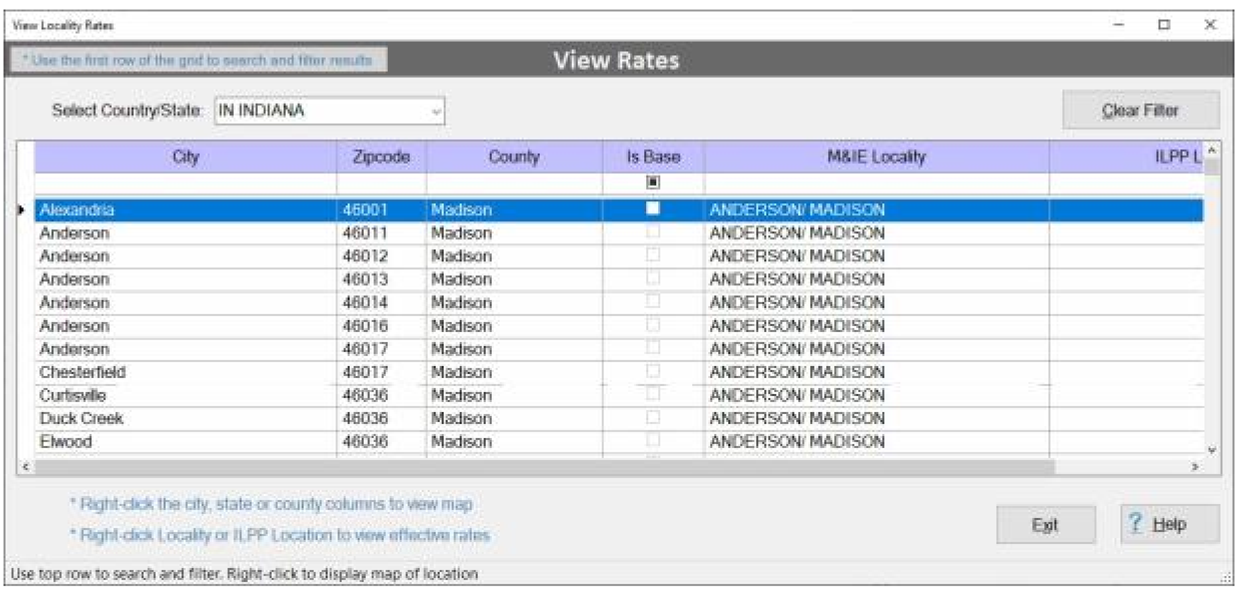


2. At this screen, the various rates **tables** in the IATS **Maintenance** module are **listed**.
3. Double **click** on **View All Rates** option or **click** on the **View All Rates** option and then **click** the **Display** button. IATS will **display** the **View Locality Rates** screen.

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.



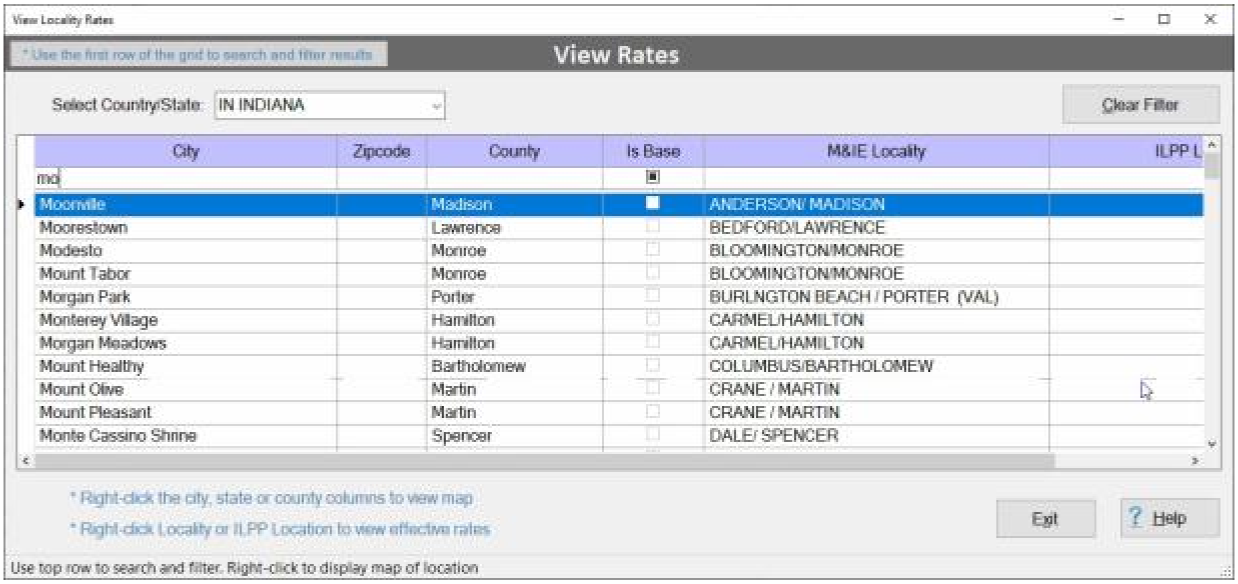
4. **Select Country/State:** - At the View Locality Rates screen you <u>must</u> first **select** a **country** or **state** you wish to display the rates for.
5. **Click** on the *down* **arrow** button at the **Select Country/State** field. IATS will display an <u>alphabetical</u> **listing** of countries 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 <u>right side</u> 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.



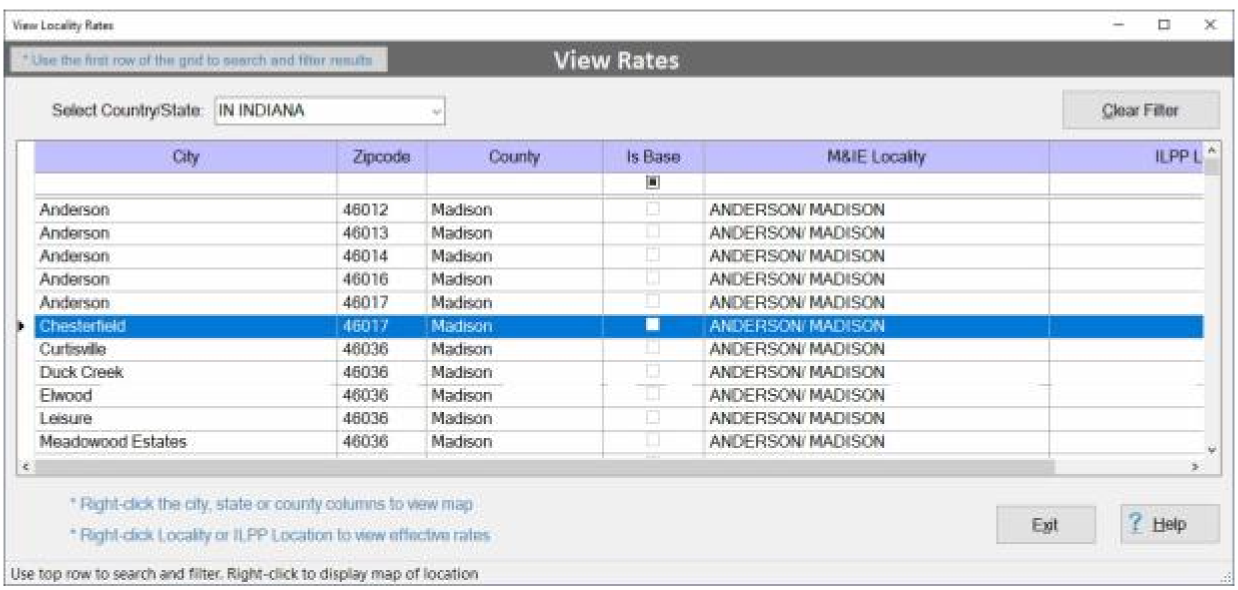
<u>Using the Filter Row:</u>

1. You will **notice** a **blank line** just <u>under</u> 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 <u>every</u> **name** displayed in the **City** column begins the letters (**mo**).
3. You may filter every column using this <u>same</u> technic <u>except</u> for the **Zipcode** column where you <u>must</u> enter **numbers** <u>instead</u> of **alpha** characters.
4. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.



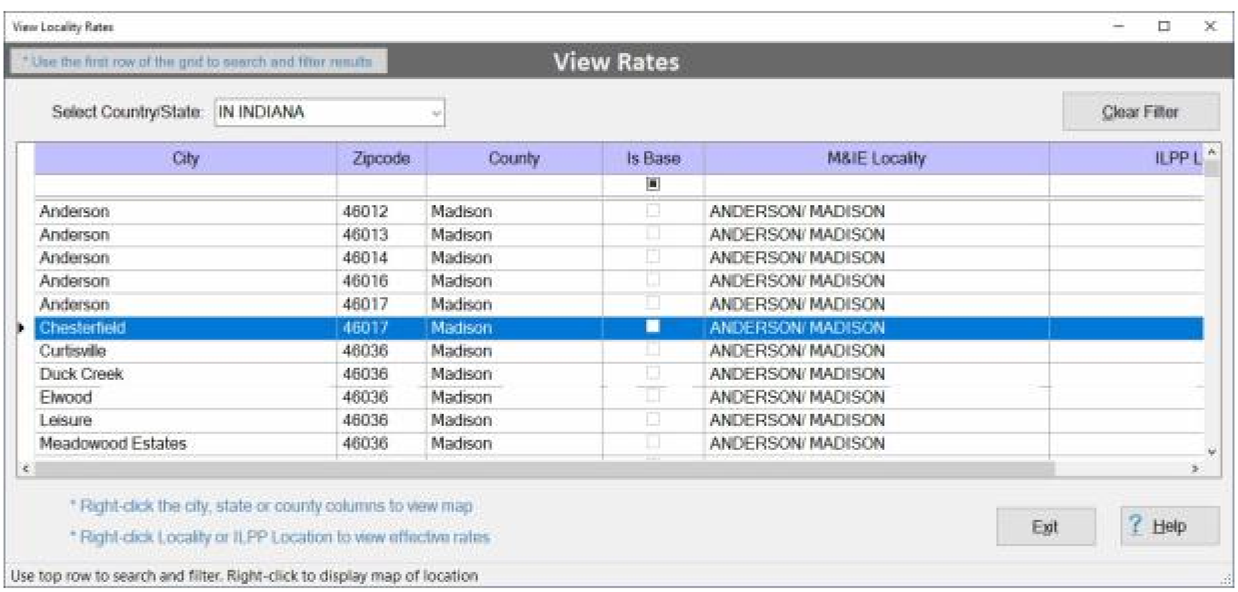
<u>Display the location on a Google map:</u>



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.

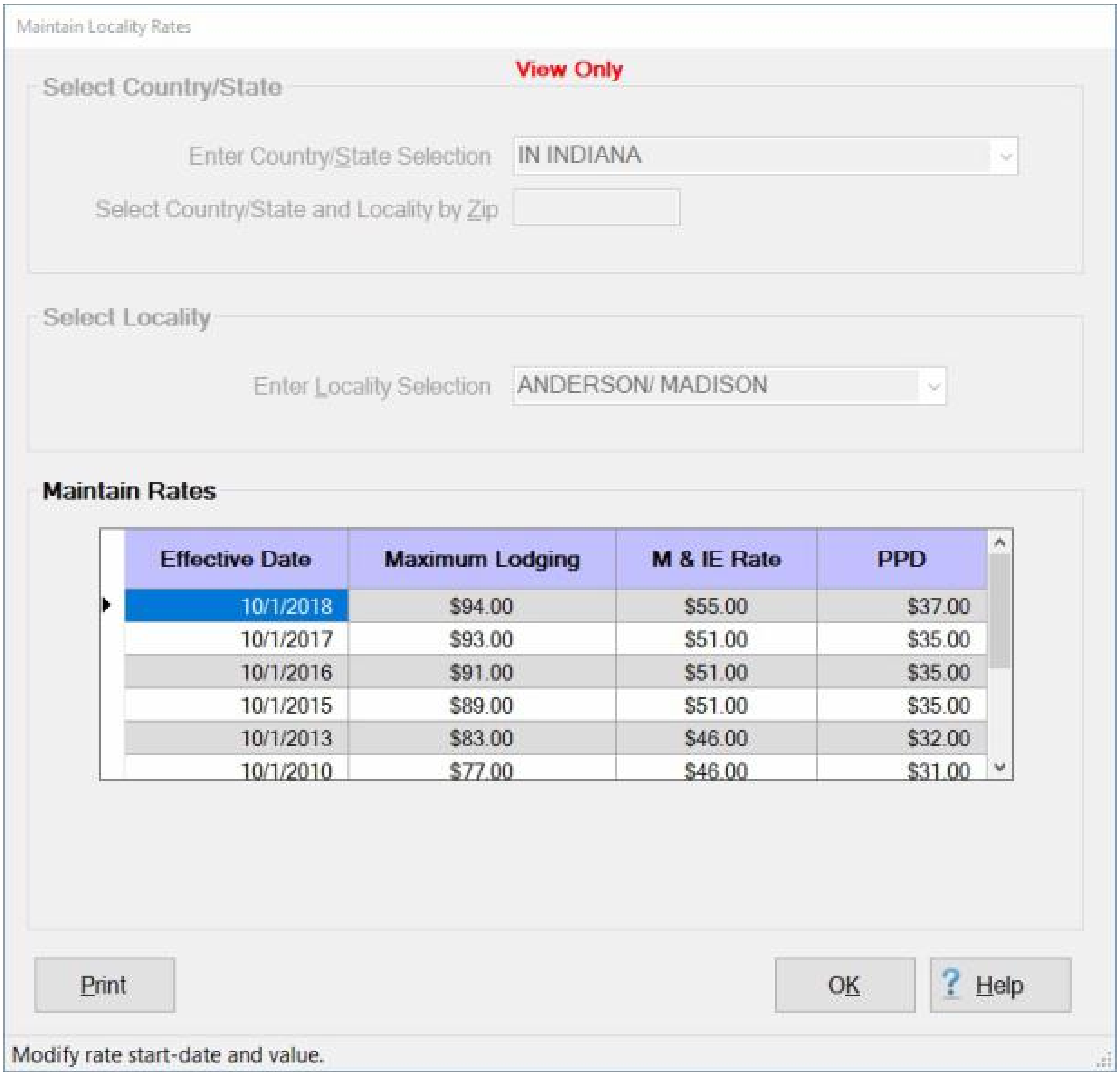
3. When you are **finished** reviewing the map **close** the **page** to **return** to the **View Locality Rates** screen.

Display the Locality Rates



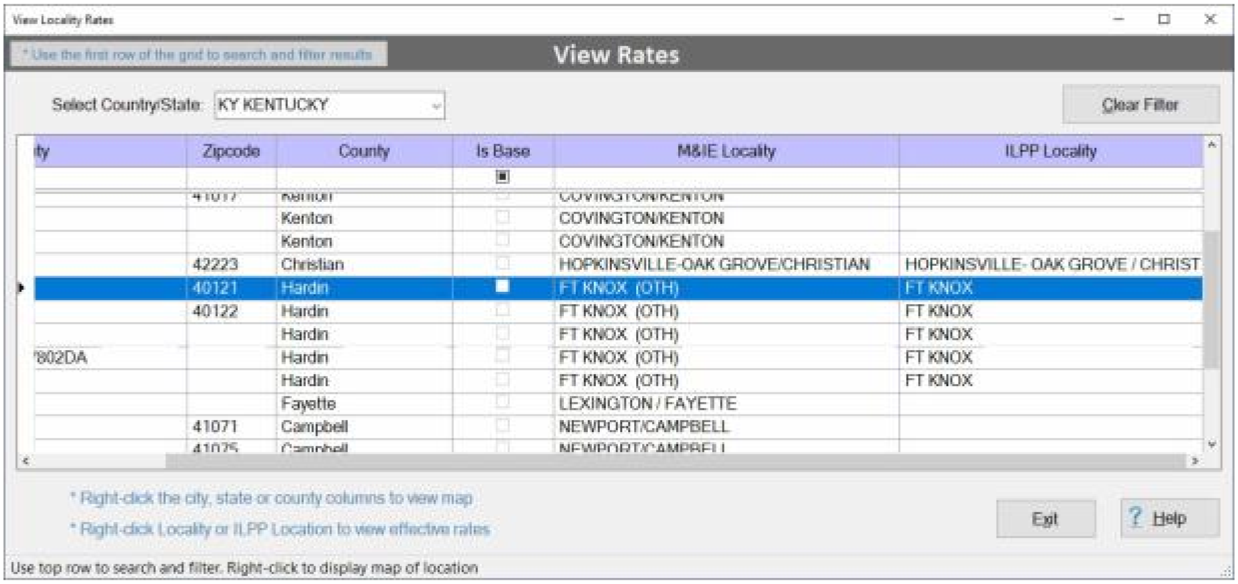
1. **Click** on a **city name** you wish to display the rates for.

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

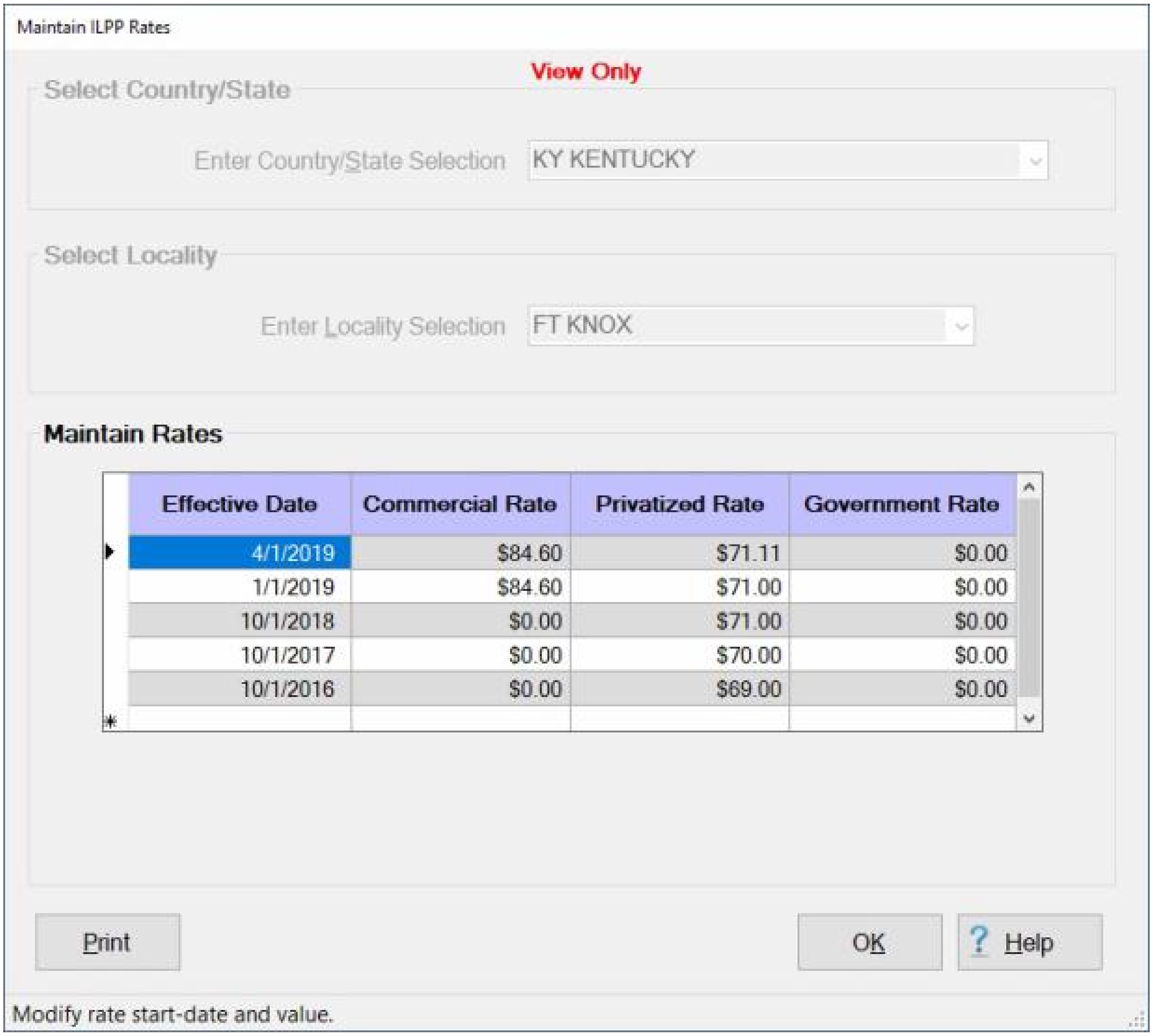


3. When you are **finished** reviewing the rates **click** on **OK** to **close** the screen and **return** to the **View Locality Rates** screen.

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.

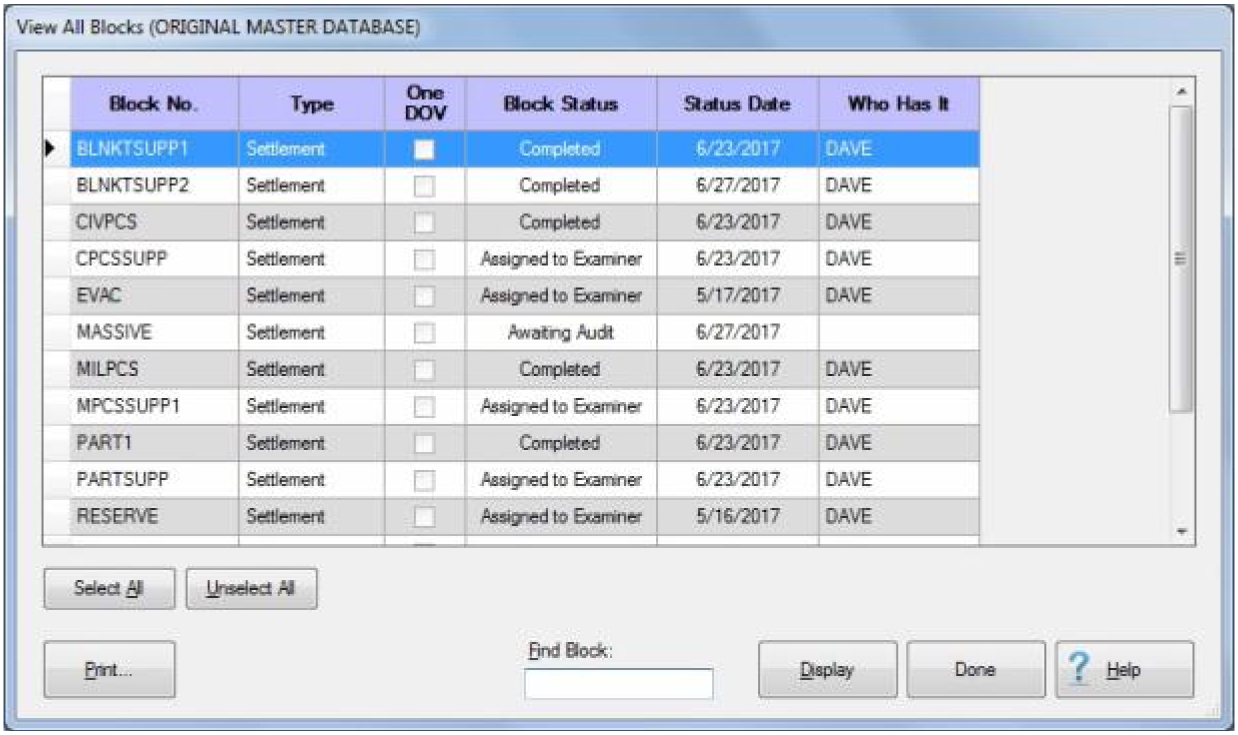


3. When you are **finished** reviewing the rates **click** on **OK** to **close** the screen and **return** to the **View Locality Rates** screen.
4. When you are **finished** using the **View Locality Rates** screen, **click** on the **Exit** button to **close** the screen.

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.

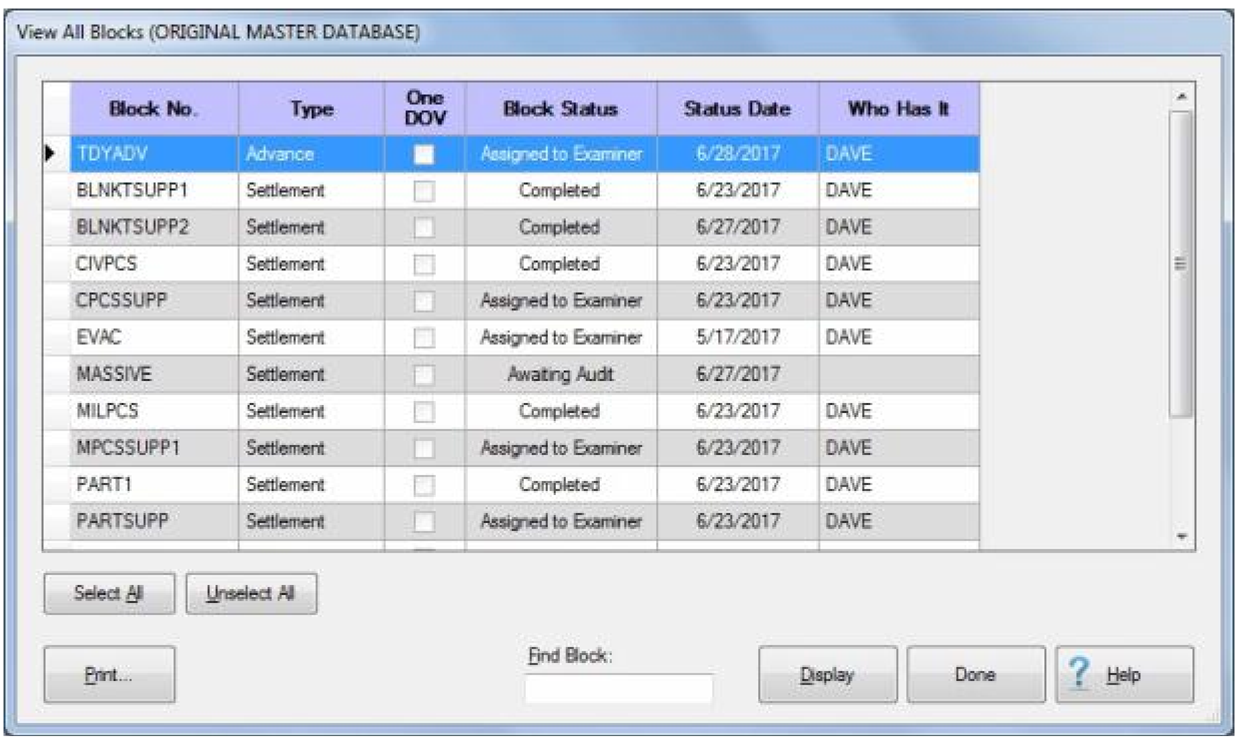


Block No.	Type	One DOV	Block Status	Status Date	Who Has It
BLNKTSUPP1	Settlement		Completed	6/23/2017	DAVE
BLNKTSUPP2	Settlement		Completed	6/27/2017	DAVE
CIVPCS	Settlement		Completed	6/23/2017	DAVE
CPCSSUPP	Settlement		Assigned to Examiner	6/23/2017	DAVE
EVAC	Settlement		Assigned to Examiner	5/17/2017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

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.



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

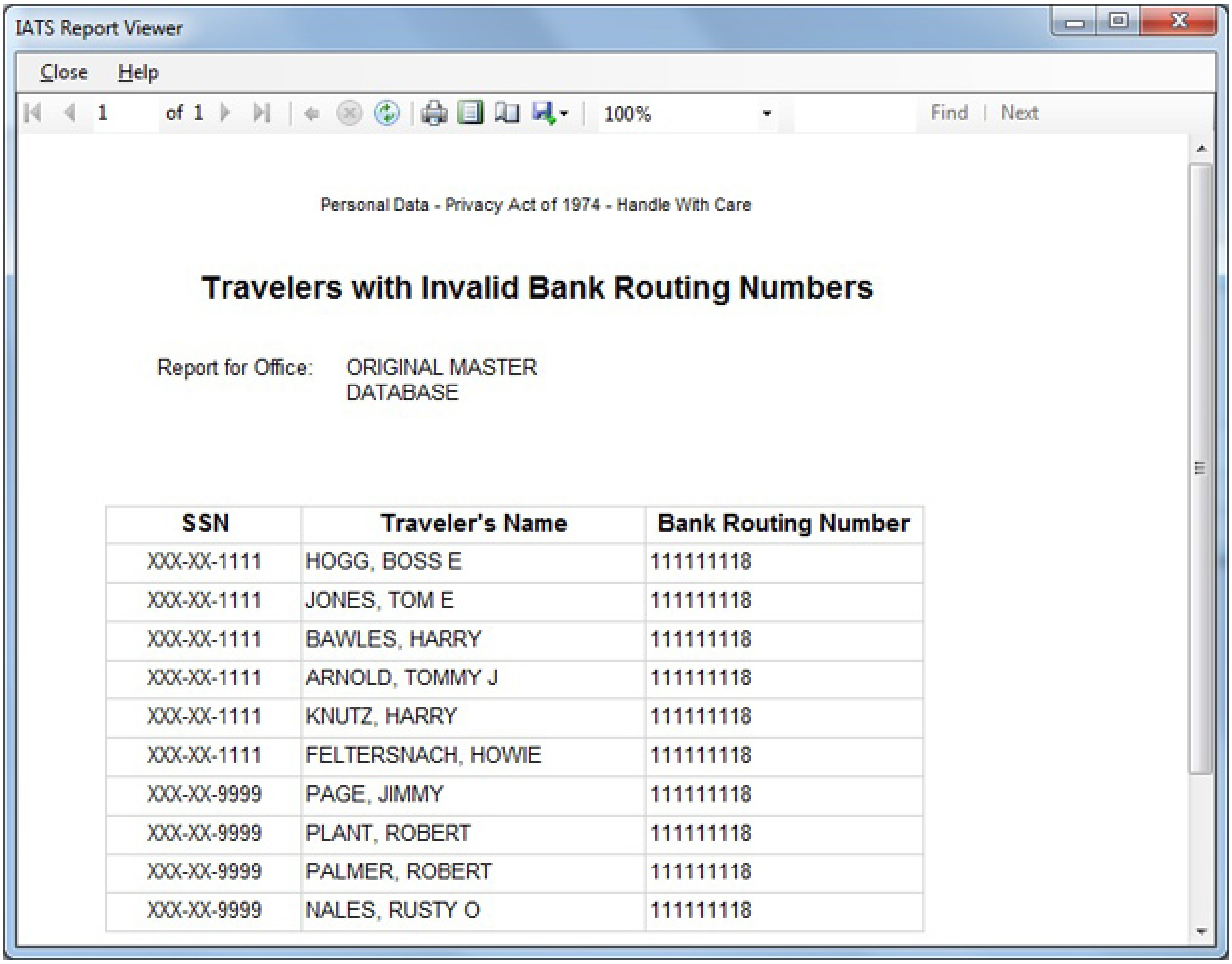
Click the header **again** and the column will be sorted in **reverse** order.

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:


IATS Report Viewer

Close Help

1 of 1 100% Find | Next

Personal Data - Privacy Act of 1974 - Handle With Care

Travelers with Invalid Bank Routing Numbers

Report for Office: ORIGINAL MASTER DATABASE

SSN	Traveler's Name	Bank Routing Number
XXX-XX-1111	HOGG, BOSS E	111111118
XXX-XX-1111	JONES, TOM E	111111118
XXX-XX-1111	BAWLES, HARRY	111111118
XXX-XX-1111	ARNOLD, TOMMY J	111111118
XXX-XX-1111	KNUTZ, HARRY	111111118
XXX-XX-1111	FELTERSNACH, HOWIE	111111118
XXX-XX-9999	PAGE, JIMMY	111111118
XXX-XX-9999	PLANT, ROBERT	111111118
XXX-XX-9999	PALMER, ROBERT	111111118
XXX-XX-9999	NALES, RUSTY O	111111118

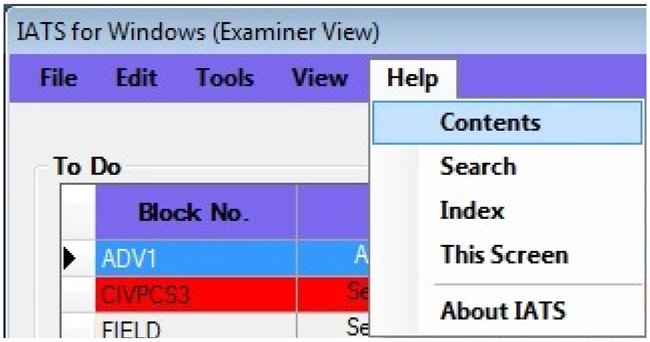
1. **Page Numbers**: - If the report you have generated contains **more than one page** you can **click** on the left and right **arrow** buttons to **scroll** to the different pages.
2. **Printer**: - **Click** on the **printer** button to print the report. a **Print** screen will appear allowing you 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** an 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**:

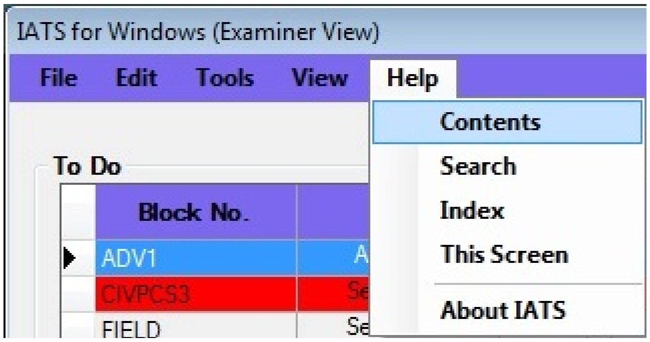
1. **Click** the **Help** menu at the top of any screen and then **click** on the **Contents** option.
2. **Click** on the **Contents** tab at the **IATS Help Topics** screen.

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

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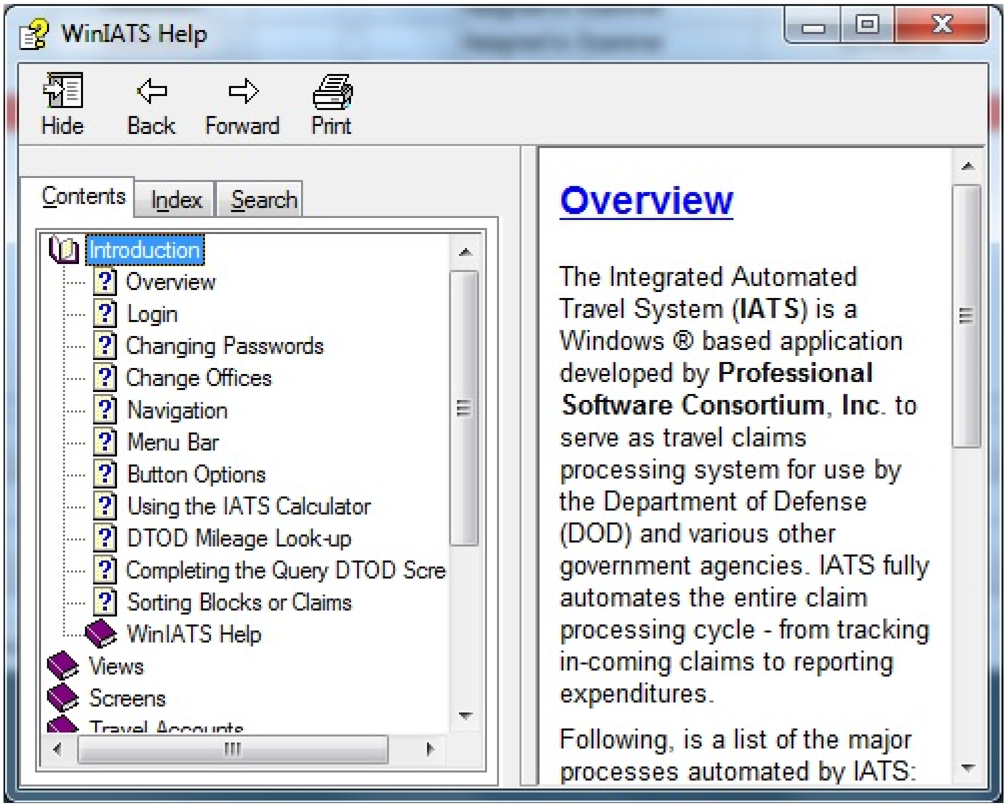
Topics in the IATS Help system are categorized into **Books**. Help Contents **Books** are displayed two **ways**:

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.

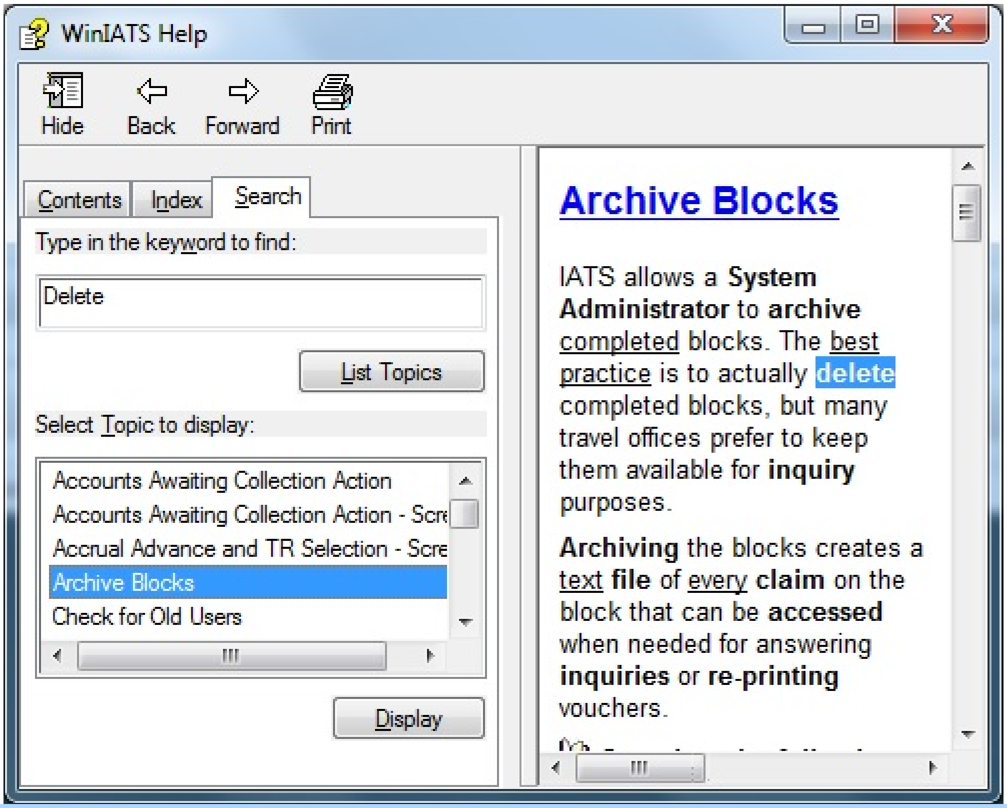
Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for using the IATS on-line **Help** program.

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

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**:

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

Examiner Functions

Auditor Functions

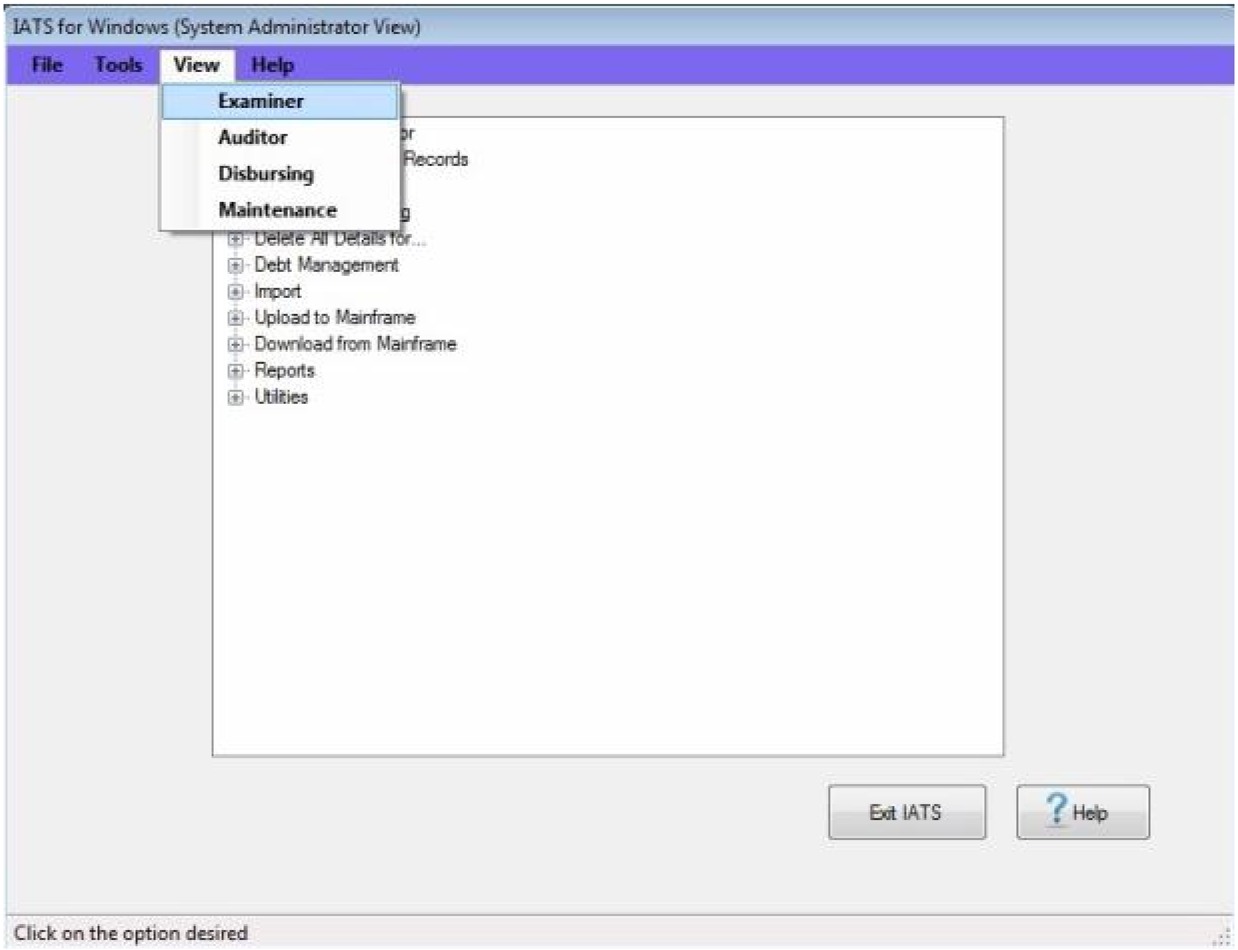
Disbursing Functions

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

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.

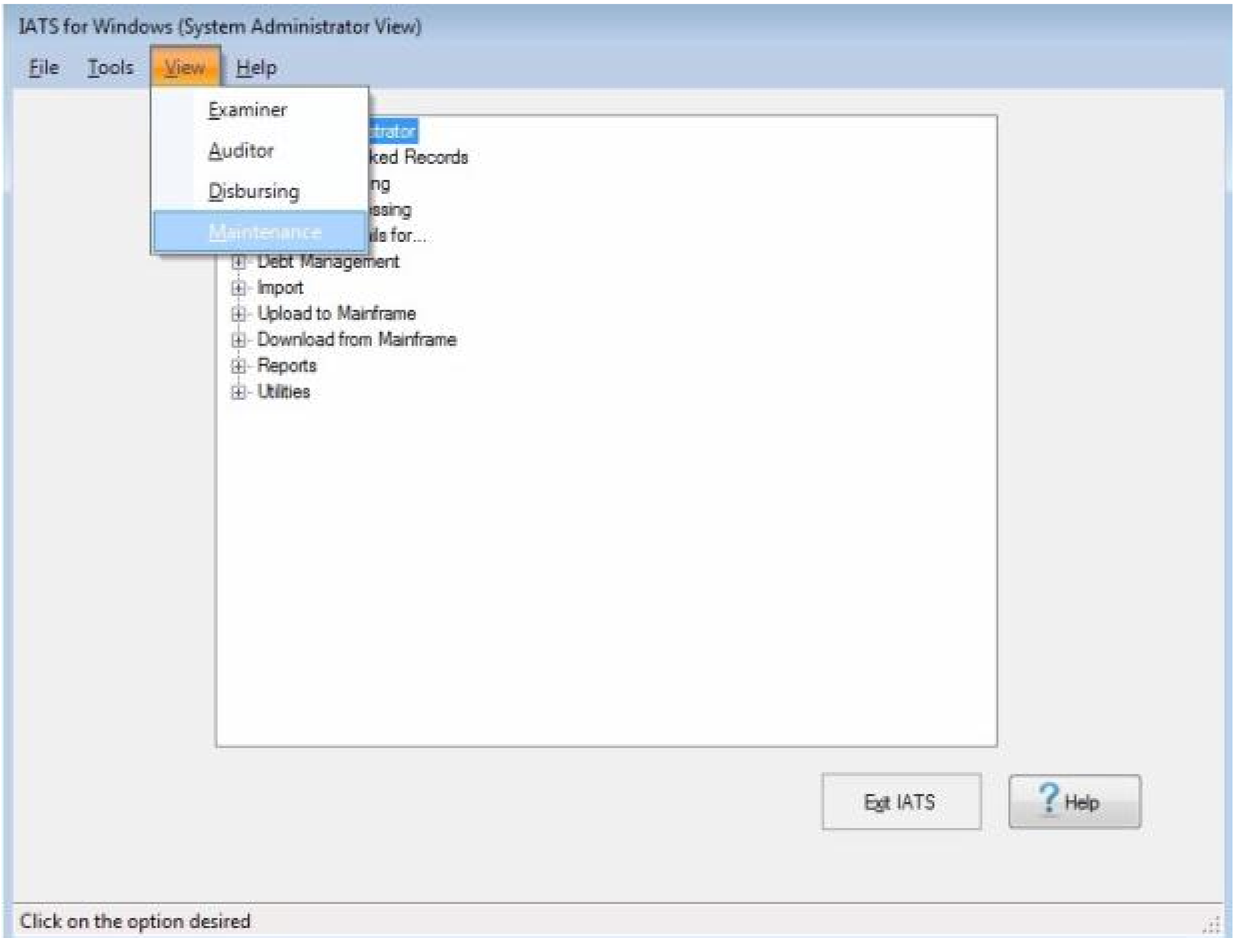
Note: Although, the **title** of this particular **View** is **Super User**, this does not mean that a user under this View has the ability to **perform** any desired **function**. All privileges for every View are **established** in the Maintenance module by the **System Administrator** and may be **restricted** 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

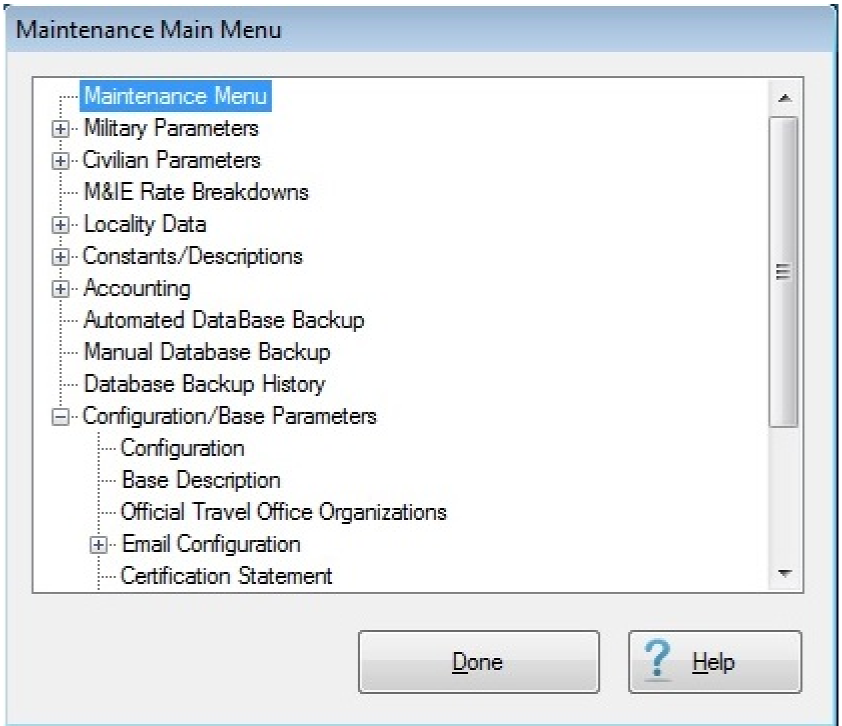
The IATS **Maintenance Module** is where IATS users must **establish** all of the **configuration parameters** for their particular customer type or branch of service.

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.


Maintenance Main Menu
Maintenance Menu
Military Parameters
Civilian Parameters
M&IE Rate Breakdowns
Locality Data
Constants/Descriptions
Accounting
Automated DataBase Backup
Manual Database Backup
Database Backup History
Configuration/Base Parameters
Configuration
Base Description
Official Travel Office Organizations
Email Configuration
Certification Statement
Done
Help

Travel Accounts

About Traveler Profile

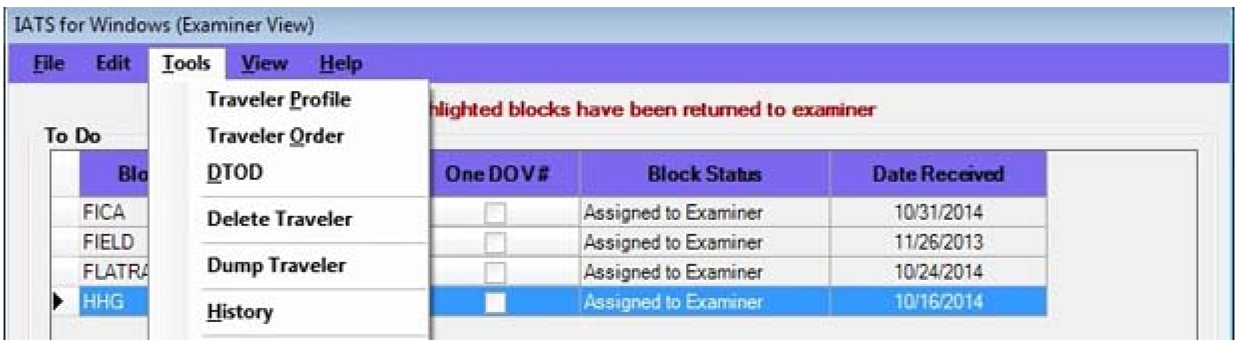
A **Traveler Profile** is an **account** that <u>must be</u> **created** for <u>every</u> **individual** who's travel advance or settlement is processed through IATS. This profile is used to store **personal information** about the traveler and is <u>automatically</u> **transferred** to transactions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

Creating Traveler Profile

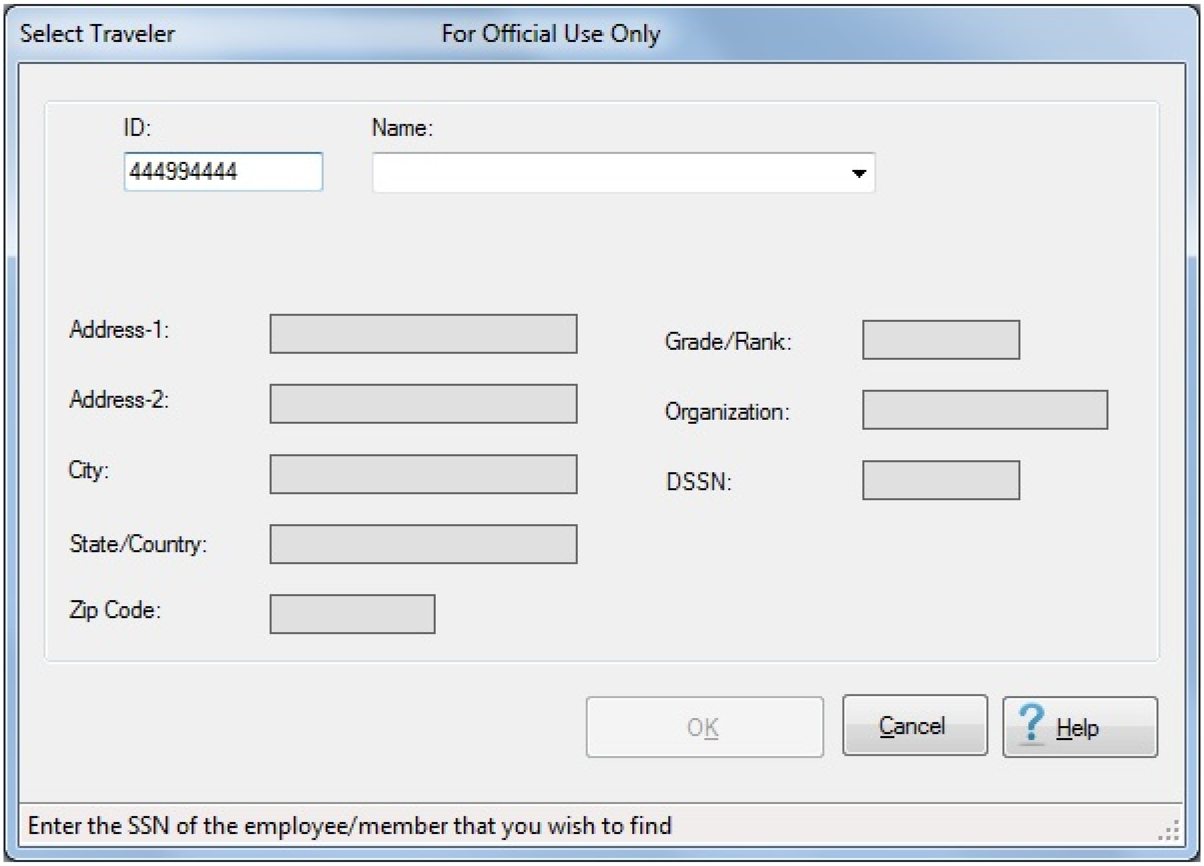
Note: A traveler profile may be **created** by an IATS user in the **Examiner** or **System Administrator** view if the **privilege** was established when the IATS user account was created.

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

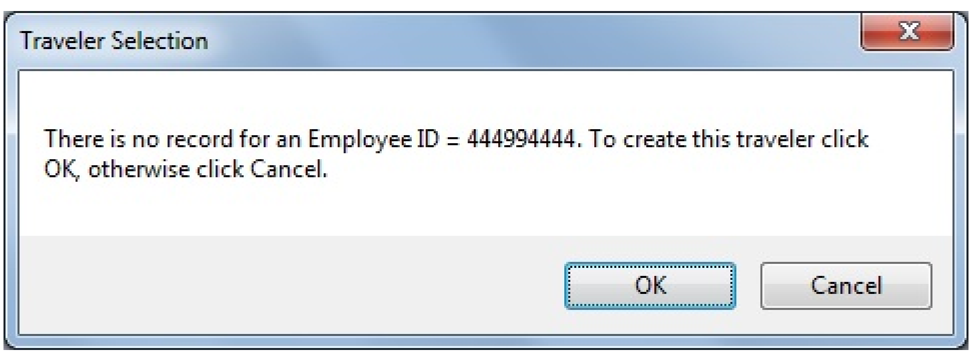
1. Login to IATS as an **Examiner** or **System Administrator**, and **click** on the **Tools** menu at the top of the **IATS for Windows** screen. A *drop down* **list** of options appears.



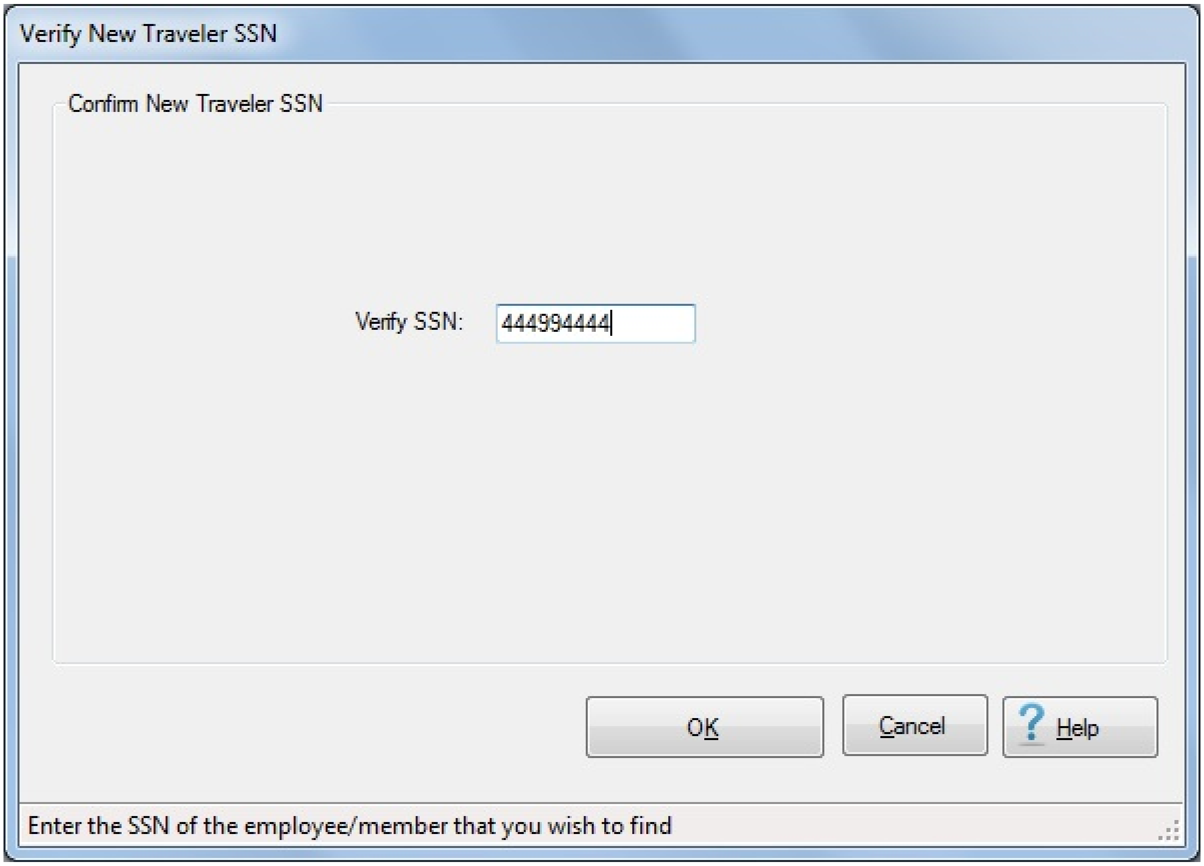
2. **Click** on the **Traveler Profile** option and the **Select Traveler** screen appears.



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:



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

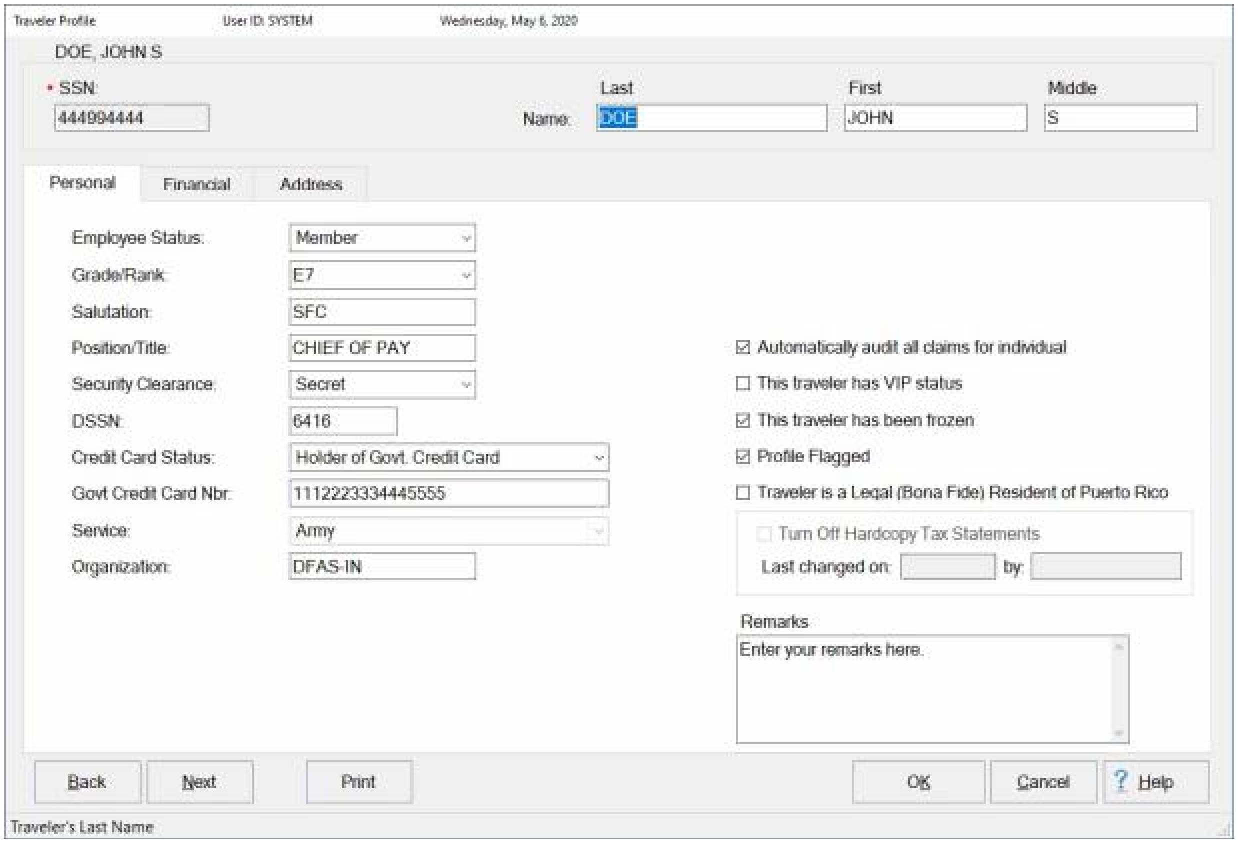
Enter E-mail Address Information

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:



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*.

Govt Credit Card Nbr: - If the Credit Card Status is **Holder of Govt. Credit Card**, enter the government issued credit card number and then **press** *Tab* to continue.

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: - **Click** in the **check box** to **activate** this option if you wish to **flag** the traveler's account for **review**.

Traveler is a Legal (Bona Fide) Resident of Puerto Rico: - **Click** in the **check box** to **activate** this option if applicable.

Turn Off Hardcopy Tax Statements: - By default, this option is set to **On**. This option can only be set to **Off** by the traveler via their **myPay** account. IATS will **import** files from the **myPay** system that will **reset** the flag to **Off** if the **traveler makes that change** to their **myPay** account. See the **Note** below.

Note: IATS Users with **Role** designation of **Tax Accountant** or the **System Administrator** or **Super User View** can **reset** the **Turn Off Hardcopy Tax Statements** flag to **On** if it has been set to **Off** via a myPay import file. The IATS users can only make this change if the privilege "**Turn On Hardcopy Tax Statements**" granted to their user account.

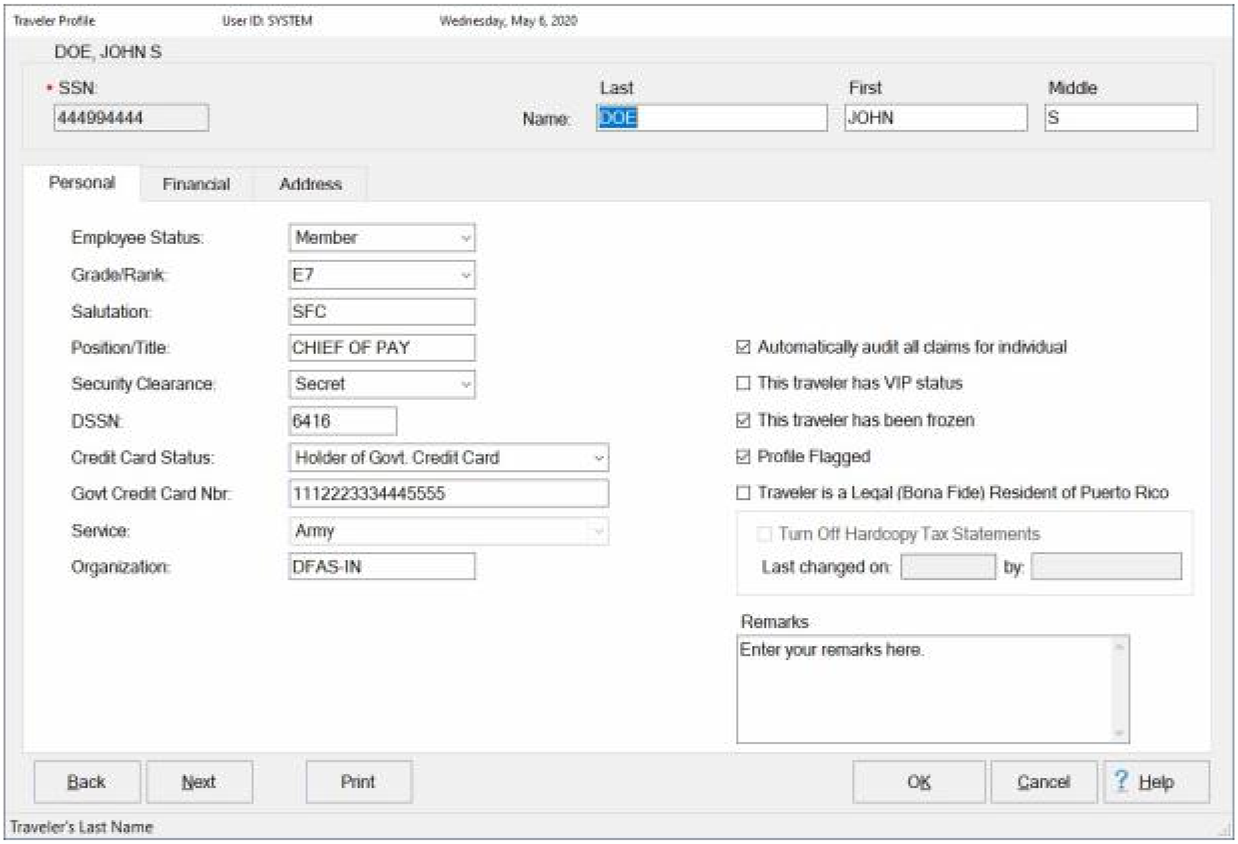
Remarks: - When **Profile Flagged** is **checked**, a **Remarks** text box appears. Use this text box to **enter** a **reason** for flagging the traveler's profile for **review**.

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

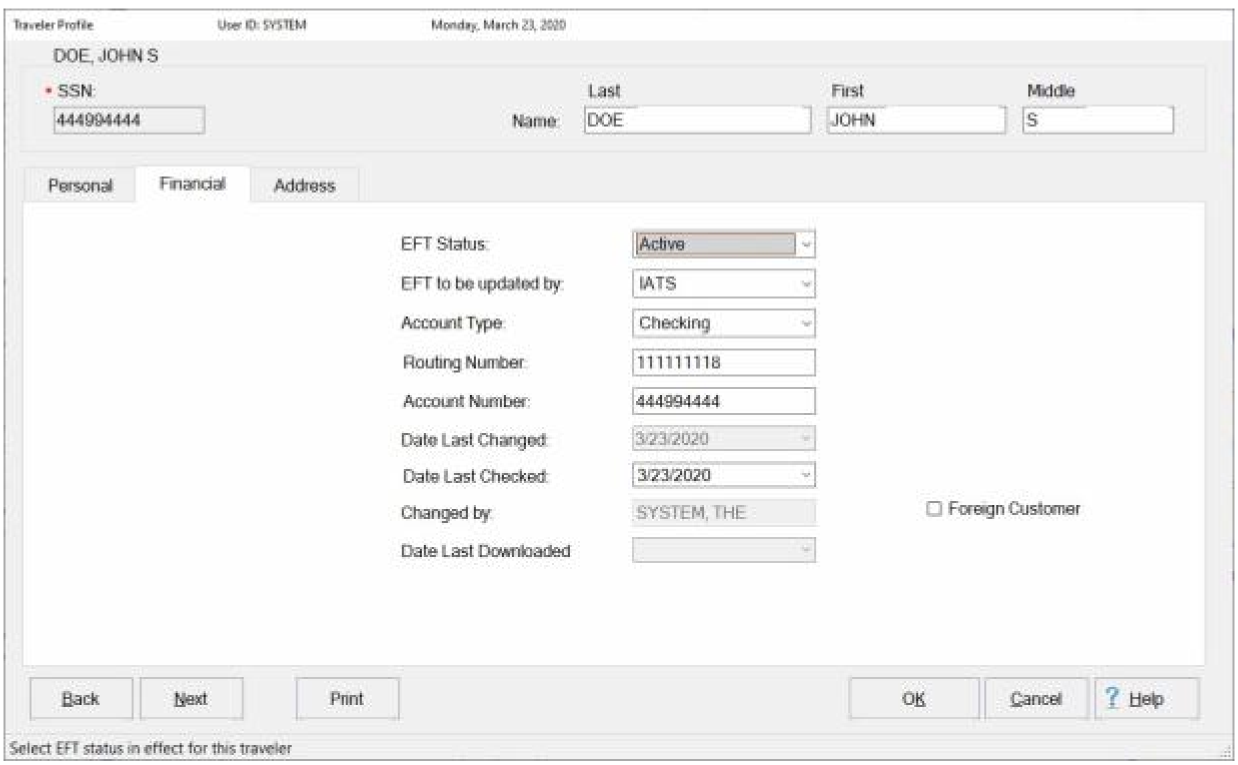
Entering Traveler's Financial Information

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:



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



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*.

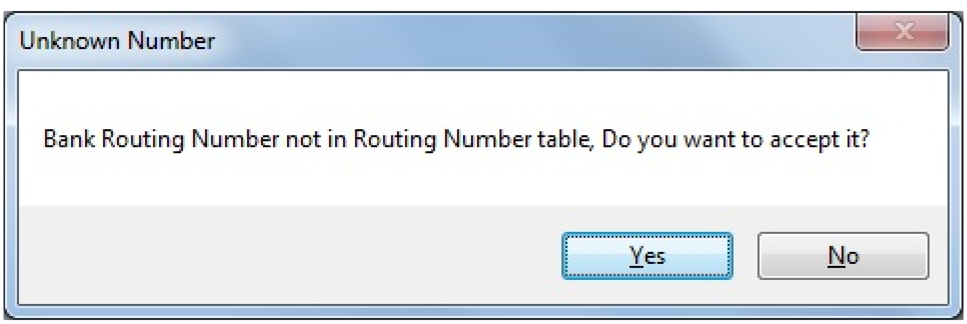
Note: After clicking on the *Down* **arrow**, if you are **unable** to **make** a **selection** form the drop-down listing at the EFT Status field, you do not have the privilege to create or modify the traveler's financial information. A supervisor or IATS user with access to the **Maintenance** Module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

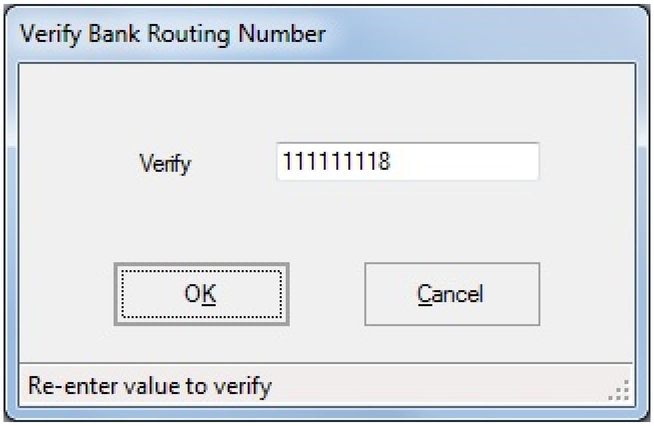
Note: The two types are either **IATS**, (when the EFT account data was manually entered), or **Payroll**, (when the EFT account data was entered though the payroll interface process).

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**.

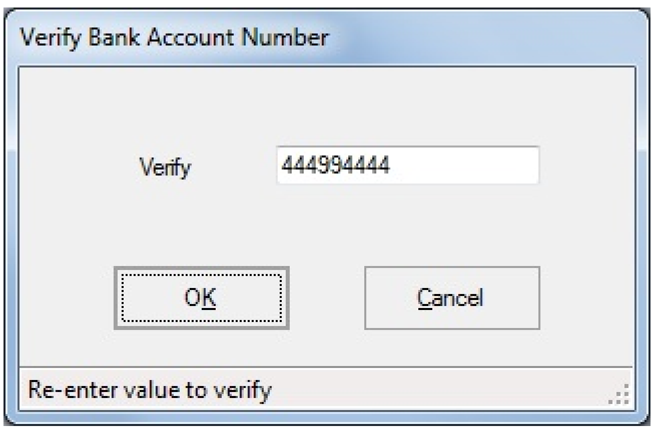
4. **Account Type:** - Press the *Down* arrow on your keyboard to scroll through the options or **click** on the *Down* **arrow** button. A listing appears offering several choices. **Click** on the desired choice or press the *Up/Down* arrow keys. When the correct choice is highlighted, press *Tab*.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



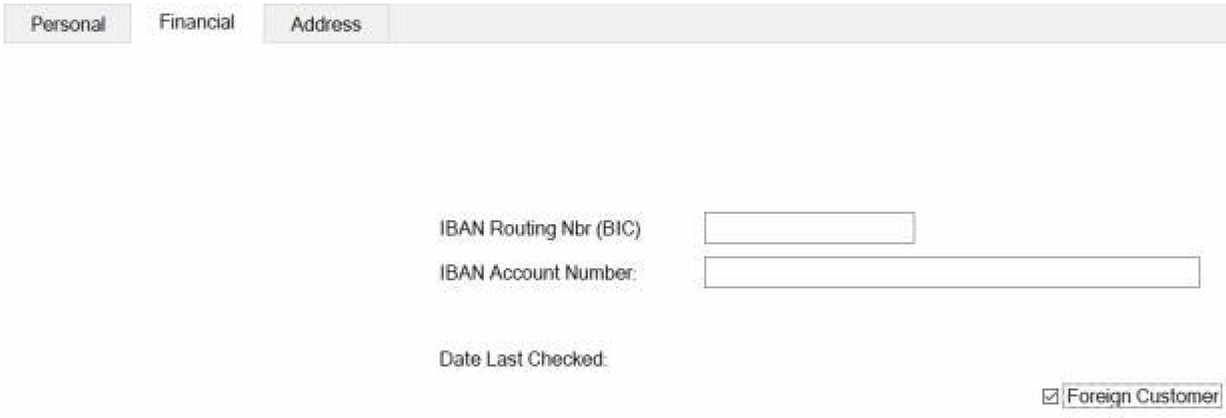
7. **Click** on *Yes* or *No* as applicable.
8. After clicking on *Yes*, the **Verify Bank Routing Number** screen appears.



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.

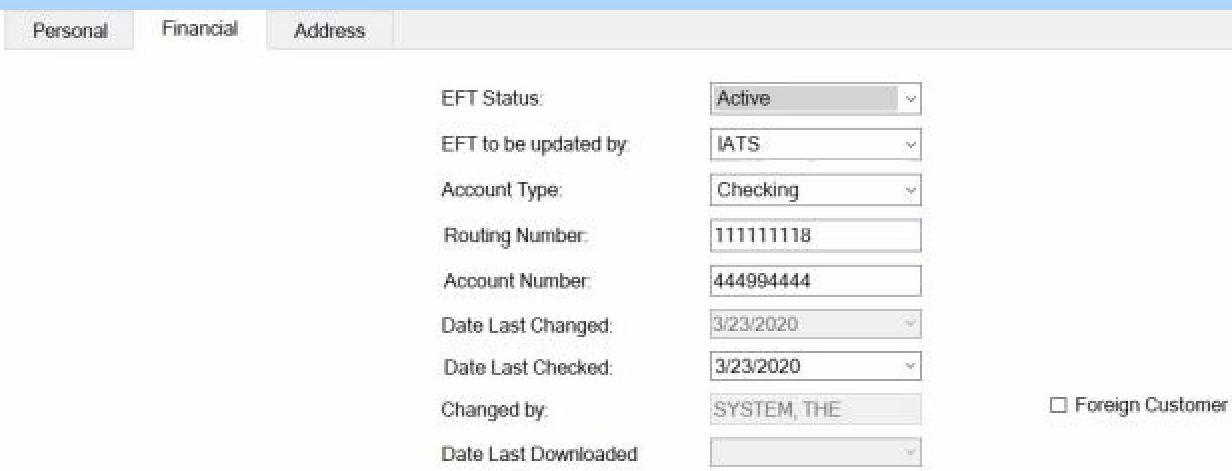


11. **Re-enter** the previously entered **account number** at the **Verify** field and then **click** on **OK**.
12. **Date Last Checked:** - This field is **optional**. If required to be entered by your travel office policy, however, **click** in this field and **enter** the **date** that the traveler's **EFT account information** was **last verified** in **MMDDYY** format. You can also **click** on the *down* **arrow** button and use the **calendar** to select the date.
13. **Foreign Customer:** - **Click** in the **check box** to **activate** this option if the traveler is from a **foreign country**. When this option is **checked**, IATS will **display** the International Bank Account Numbering (**IBAN**) fields as shown below.



14. **IBAN Routing Nbr (BIC):** - This is an **optional** field. <u>If required</u> by your travel office policy, however, **enter** the IBAN Routing Number and **press** *Tab* to continue.
15. **IBAN Account Number:** - This is an **optional** field. <u>If required</u> by your travel office policy, however, **enter** the IBAN Account Number and **press** *Tab* to continue.

Note: After the traveler's EFT account information has been **entered** and **saved**, the fields "**Date Last Changed**", "**Date Last Checked**", 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.

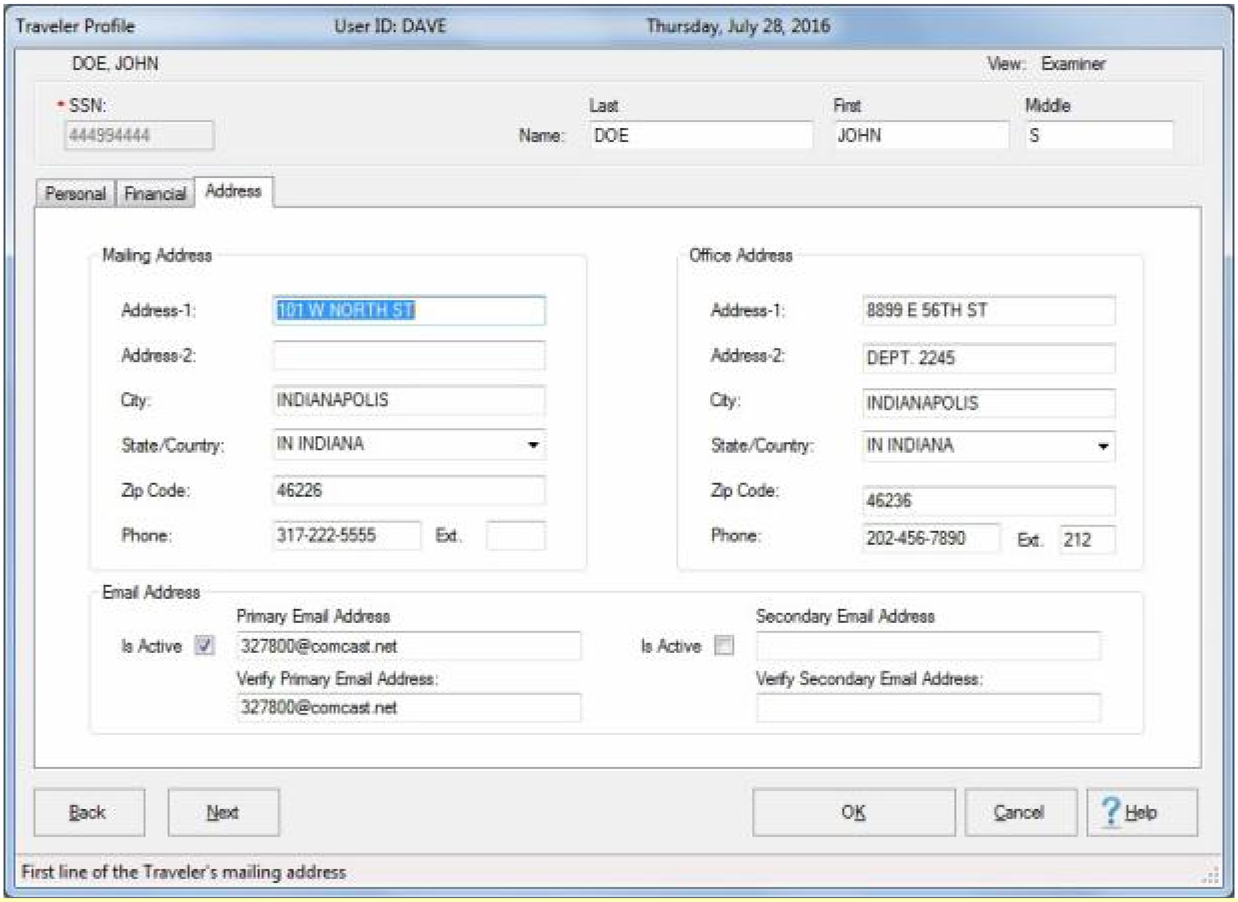


Click on the **Address** tab or **click** the **Next** button to continue.

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:



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 <u>first line</u> 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 <u>not</u> 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 <u>must</u> **select** the <u>correct</u> **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.

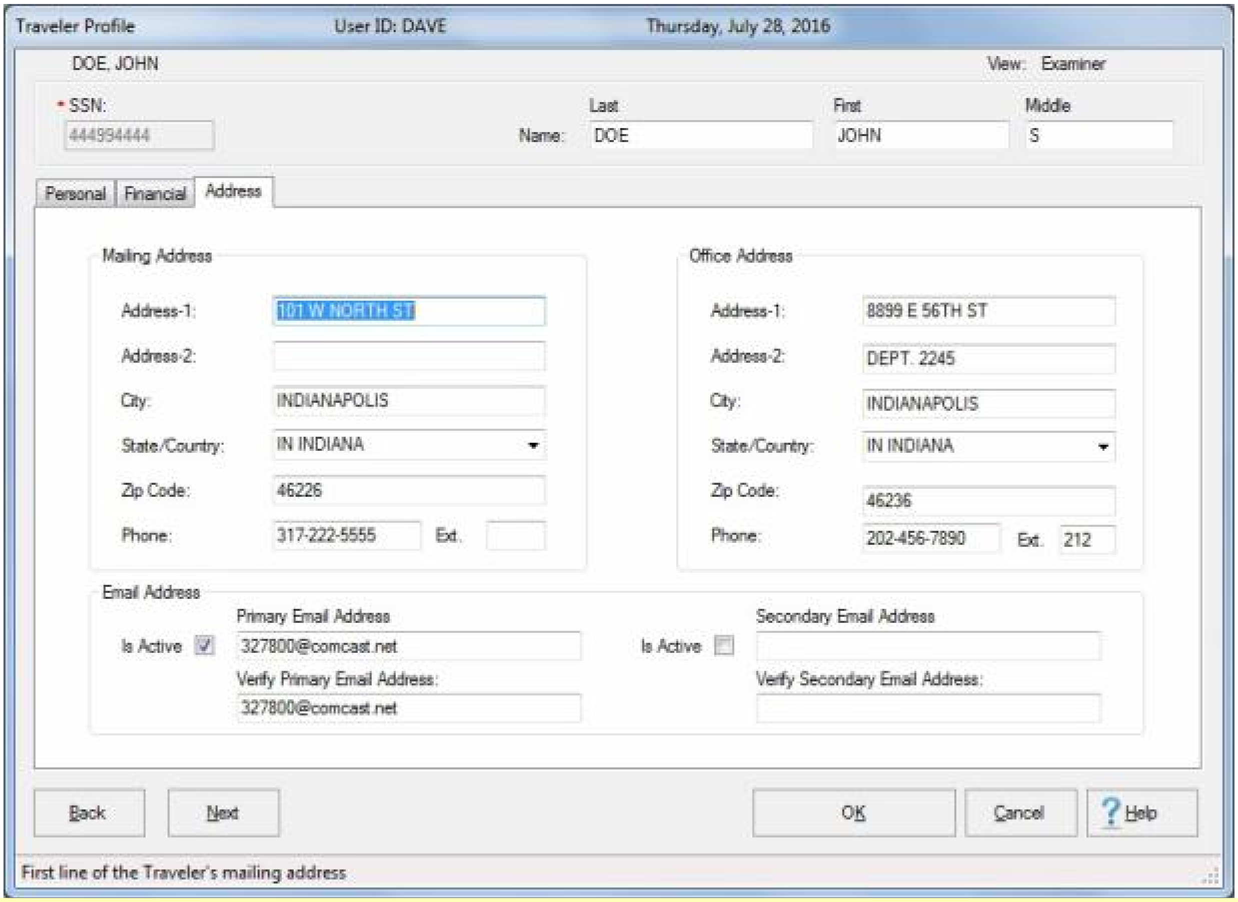
Phone: - This field is **optional**. If used however, the phone number may be entered in <u>any</u> desired **format**. Special characters such as **dashes**, **parenthesis**, and **commas** are **allowed**. This will accommodate **OCONUS** phone numbers. **Press** *Tab*, when finished, to continue.

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:



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 <u>not</u> 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 <u>any</u> desired **format**. Special characters such as **dashes**, **parenthesis**, and **commas** are **allowed**. This will accommodate **OCONUS** phone numbers. **Press** *Tab*, when finished, to continue.

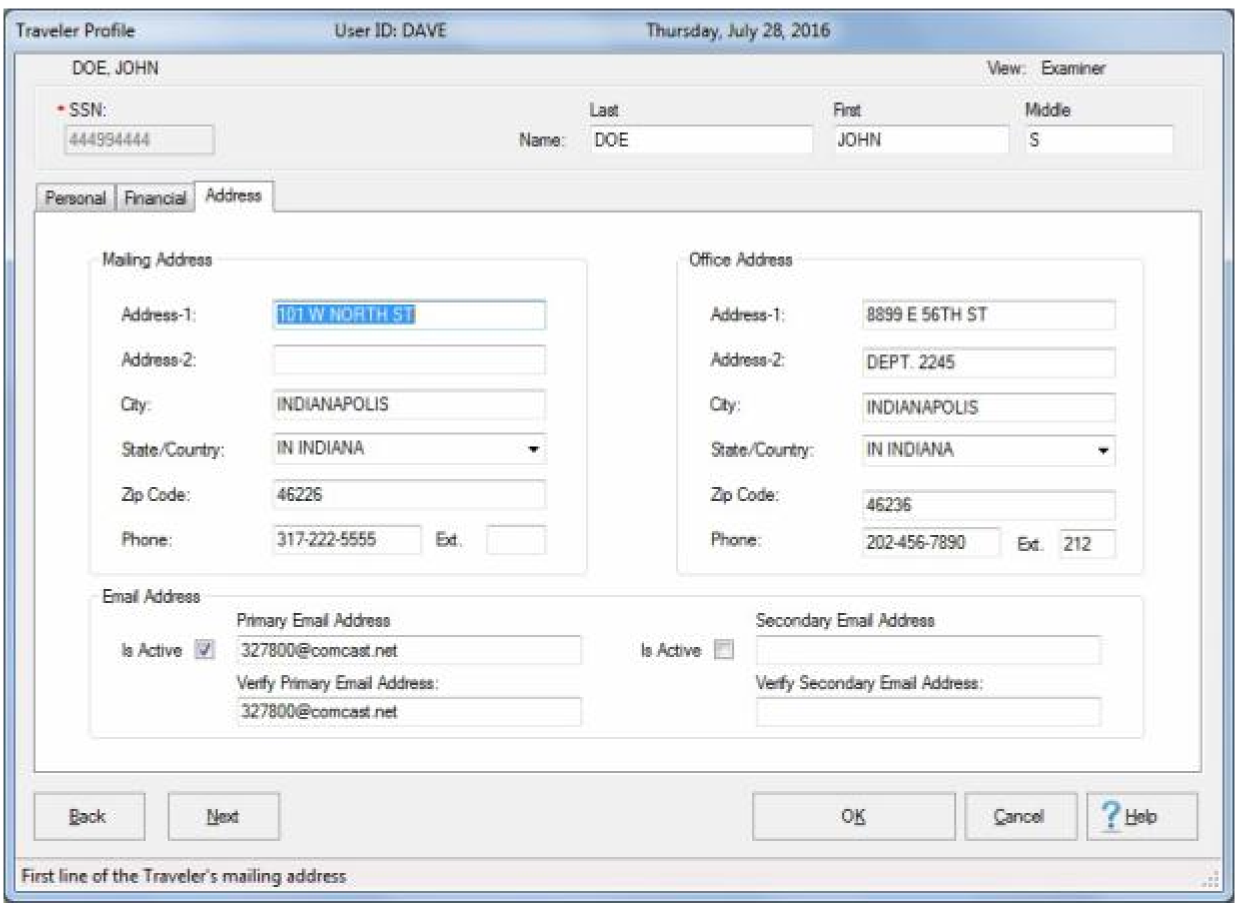
Ext: - This field is **optional**. Type the (**4**) digit extension, if applicable, and **press** *Tab*.

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 <u>via</u> an **e-mail message**.

An e-mail address entered into this section is used by the **E-mail for IATS** feature to <u>automatically</u> **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:



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.

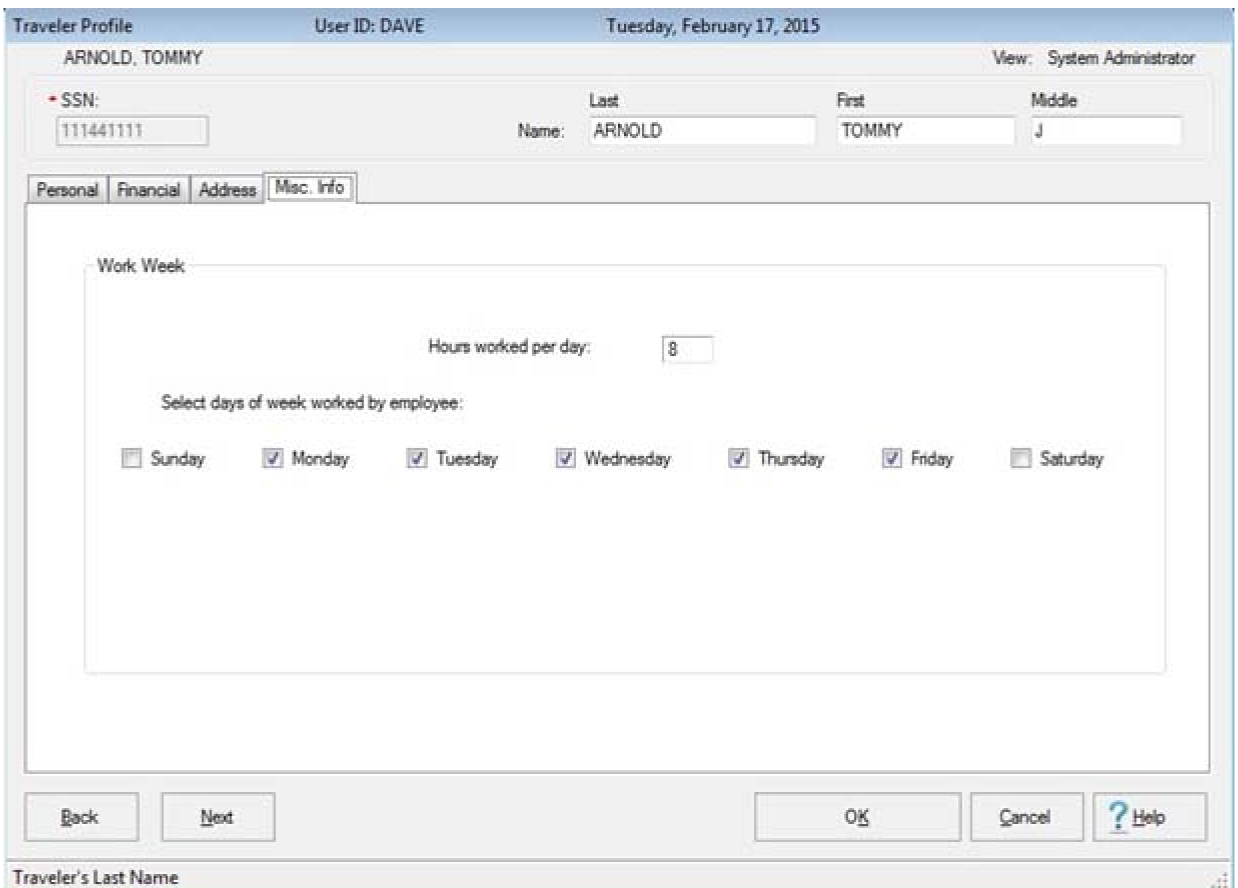
Note: If the traveler is a **civilian** employee, **click** on the **Miscellaneous** Tab and review or make necessary changes to the **Work Week** section.

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:



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:

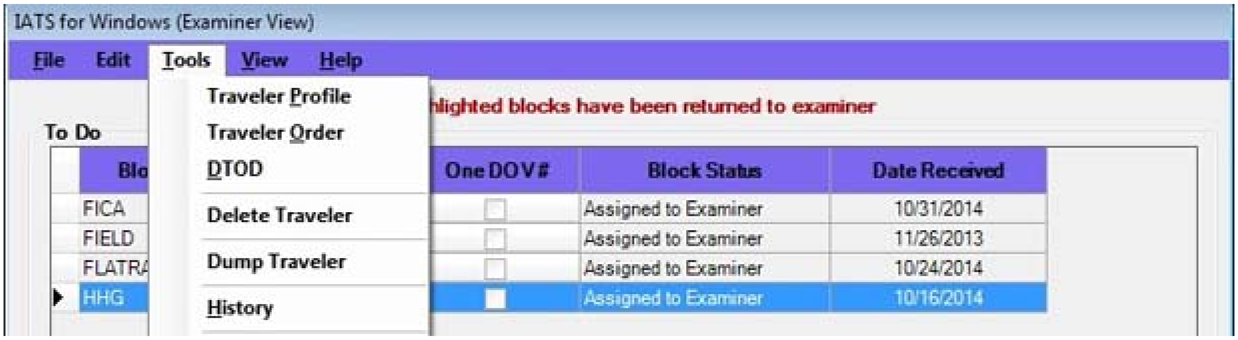
- **Method 1:** - **Type** the traveler's **SSN** at the **ID** field and **press** *Tab* or **click** on the **Search by ID** button.
- **Method 2:** - **Type** the first (**2**) letters of the traveler's **last name**. A listing appears displaying all travel accounts in the IATS database beginning 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

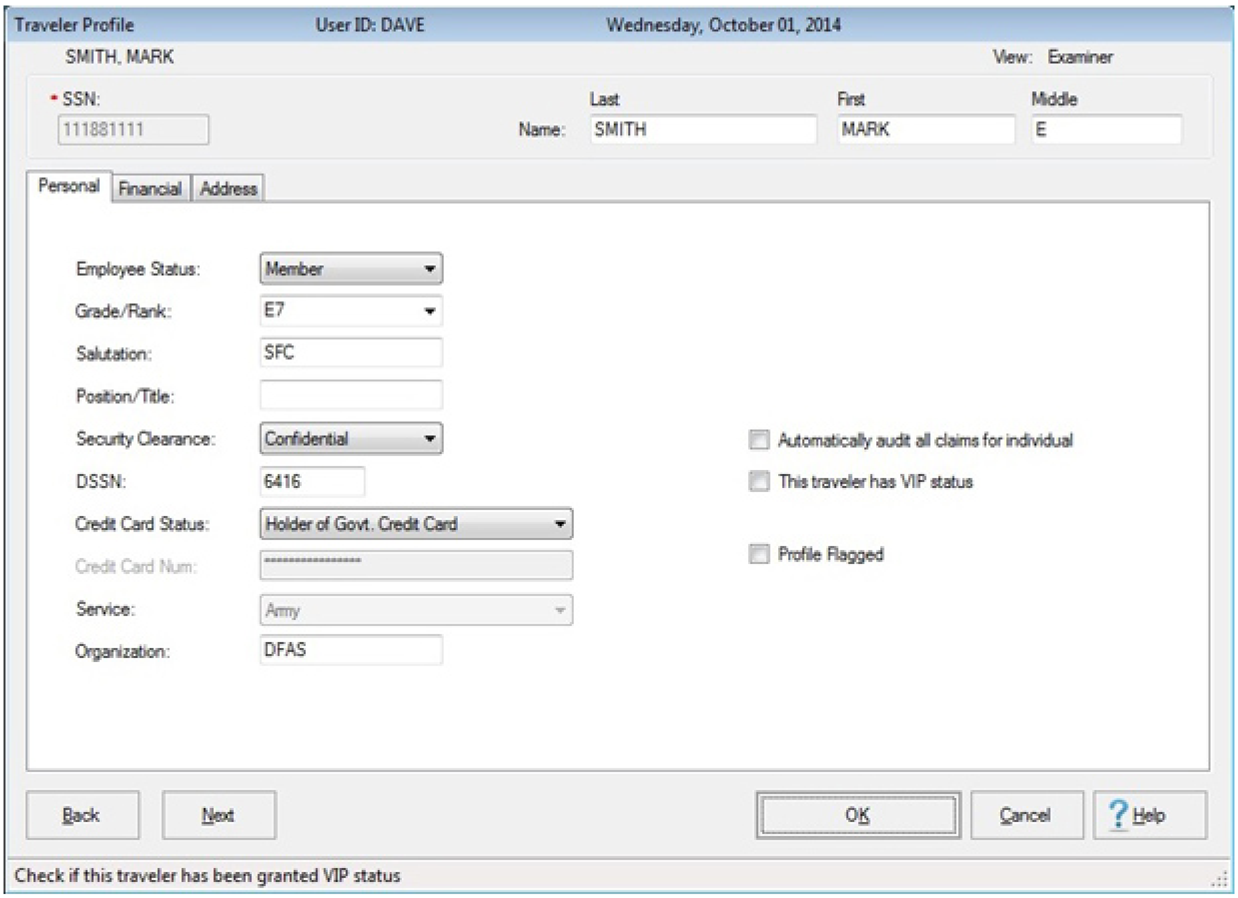
On occasion, **modification** of an existing travel **account** is necessary. Additional **information** about the traveler may be **needed**, or existing data may need to be **changed**.

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.



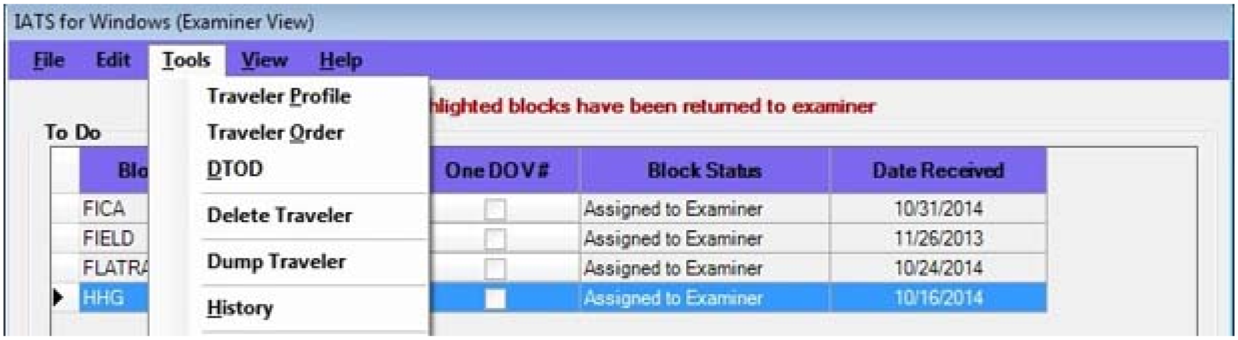
4. When the **Traveler Account** screen appears, **click** in the desired **field** and **type** the required **change**.
5. When **finished** modifying the travel account, **click** on the **OK** button to **save** the changes.

Viewing Travel Accounts

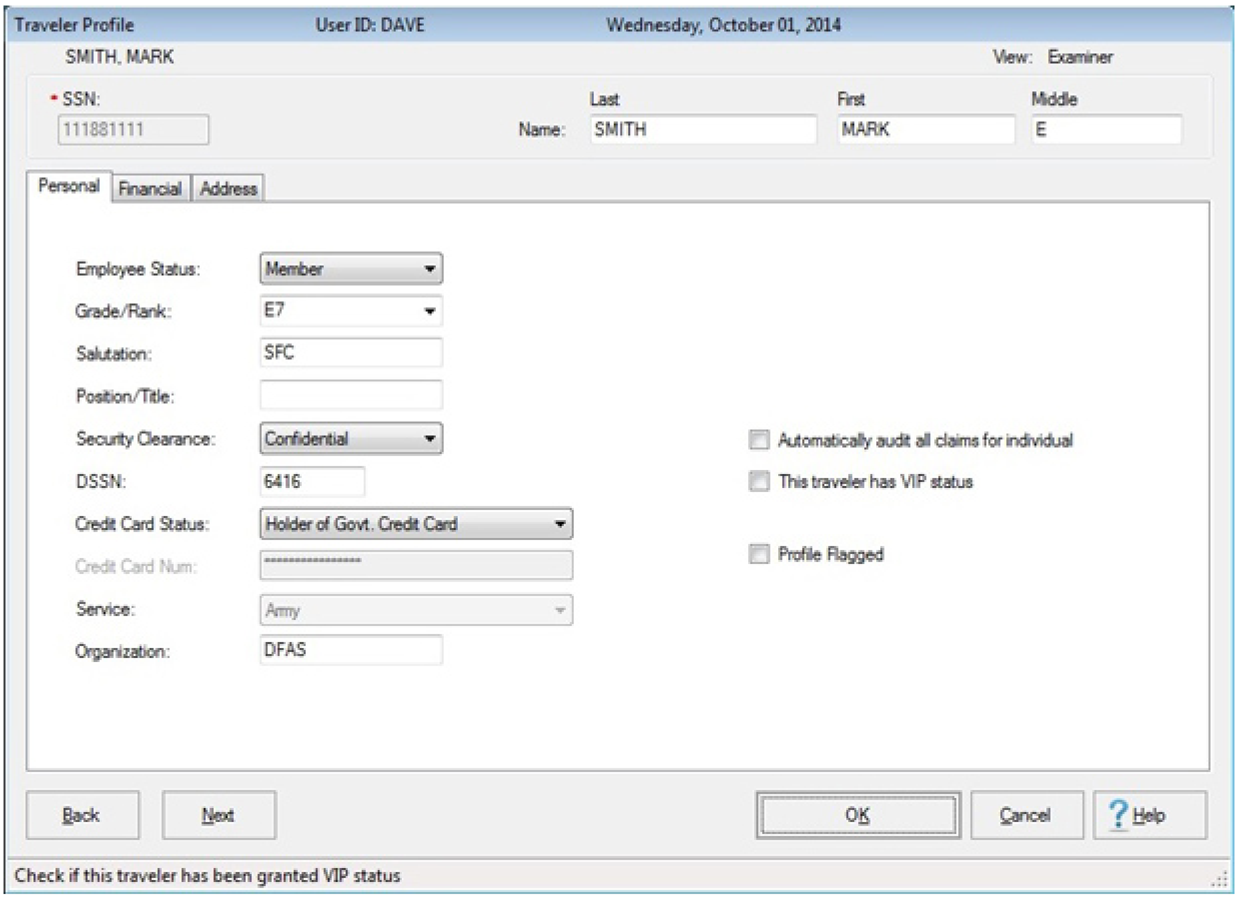
On occasion, it may be necessary to **view** the traveler's **account** information.

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.

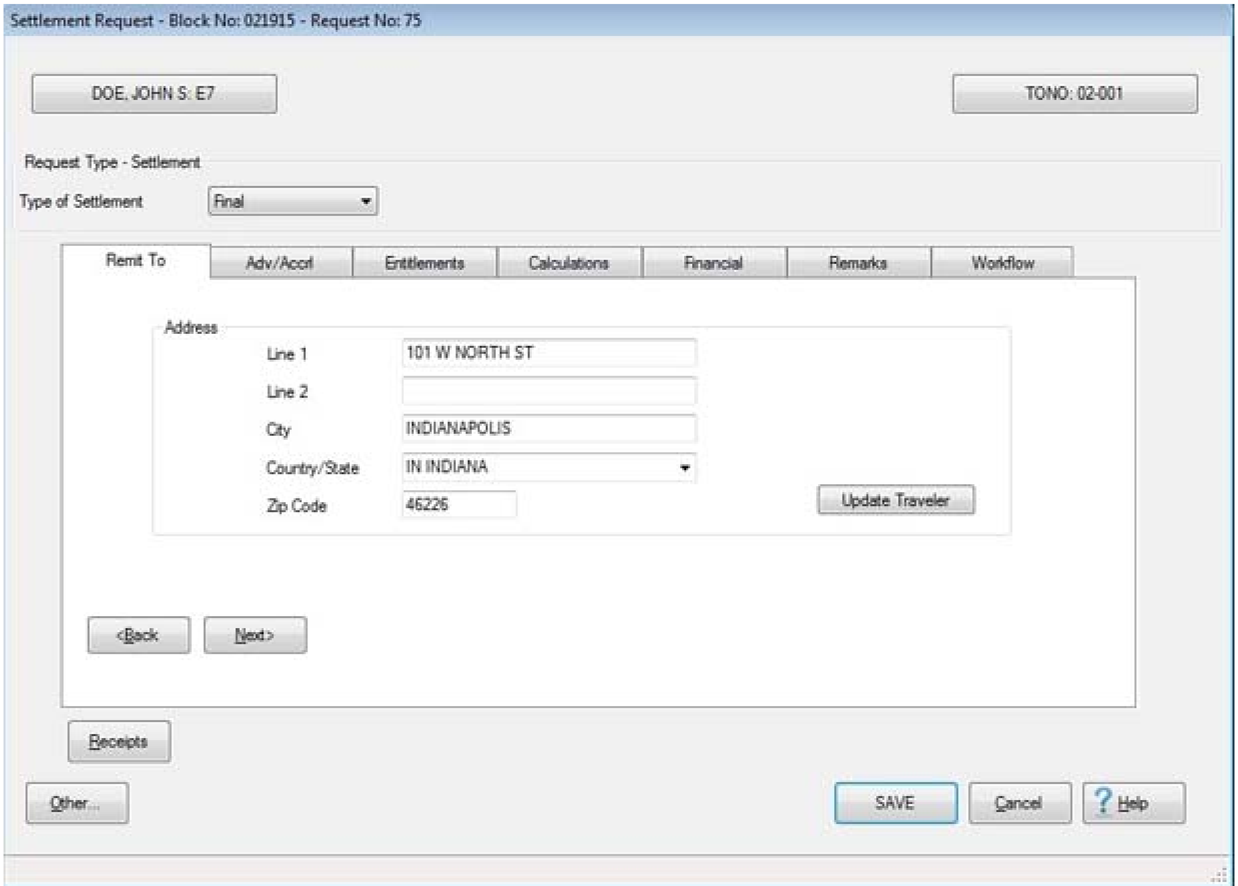


4. When **finished** viewing the travel account, **click** on the **OK** or **Cancel** button.

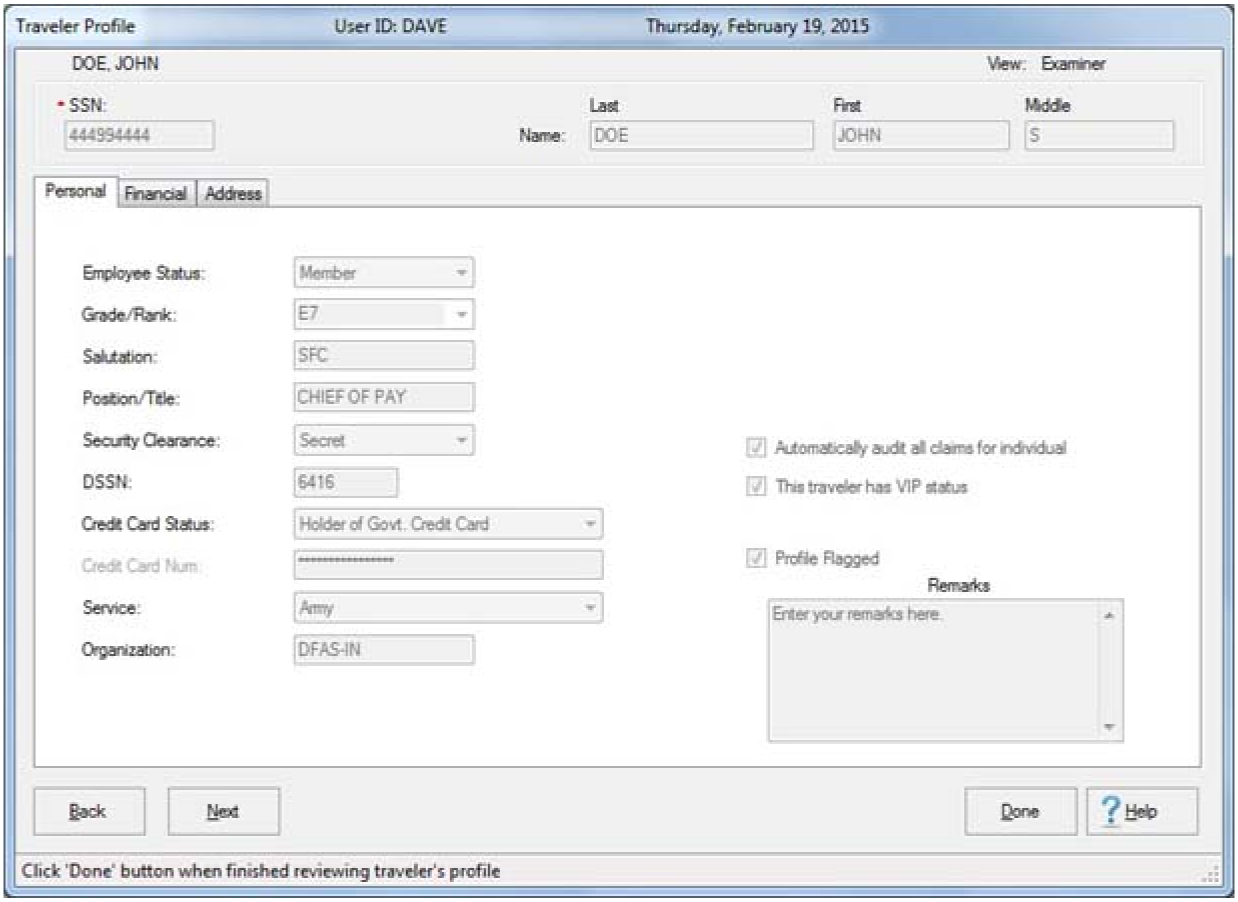
View or Modify the Traveler's Account from Input Screens

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



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



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.

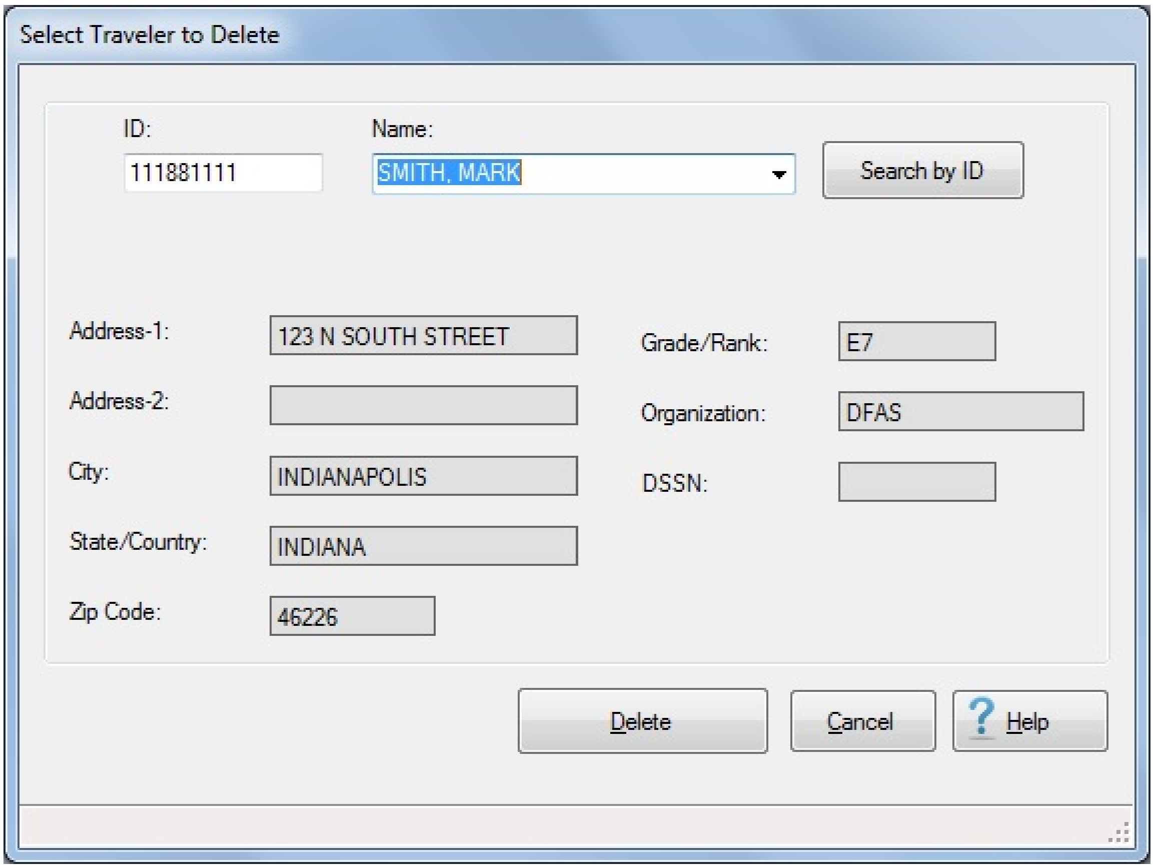
Open Items: - An open item is a transaction such as an **advance** or a **settlement** that has been **processed** and **posted** to the traveler's history record, and no **DOV#** has been posted to the transaction.

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**.

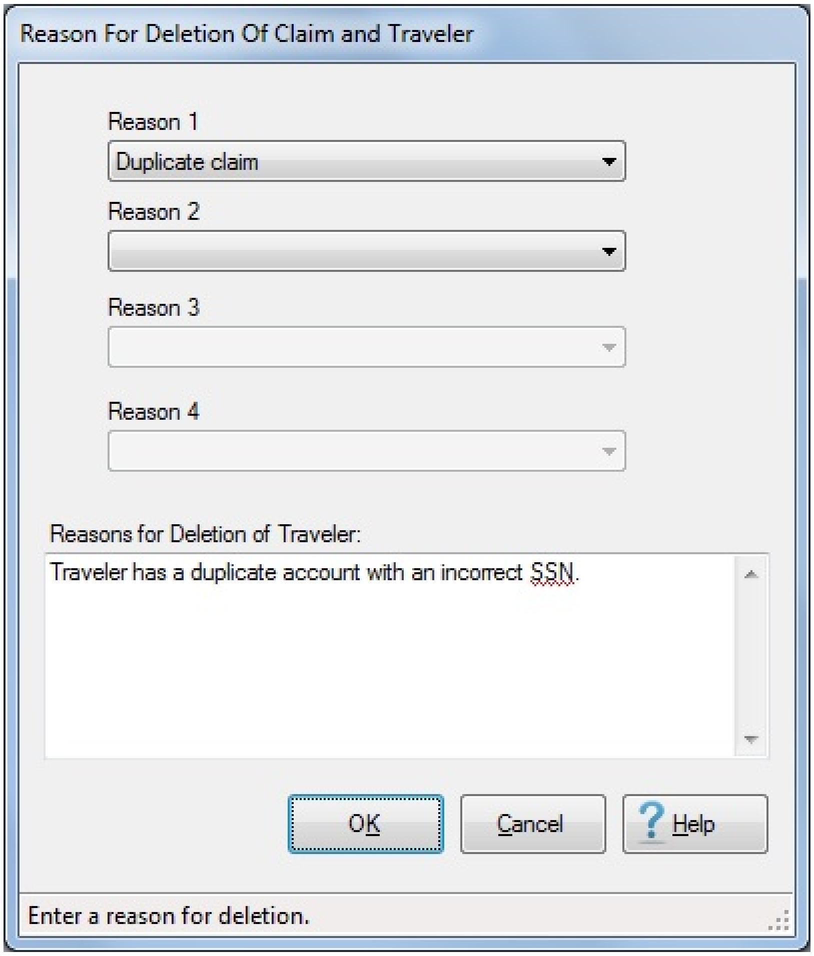
The second **method** is performed from the **System Administrator** menu, which **requires** a special **privilege**. Using this method, the user can **delete** any **profile** regardless of the condition. **Refer** to the **Help** topic, "Delete Travel Account Details", for **instructions** on using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



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.



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.

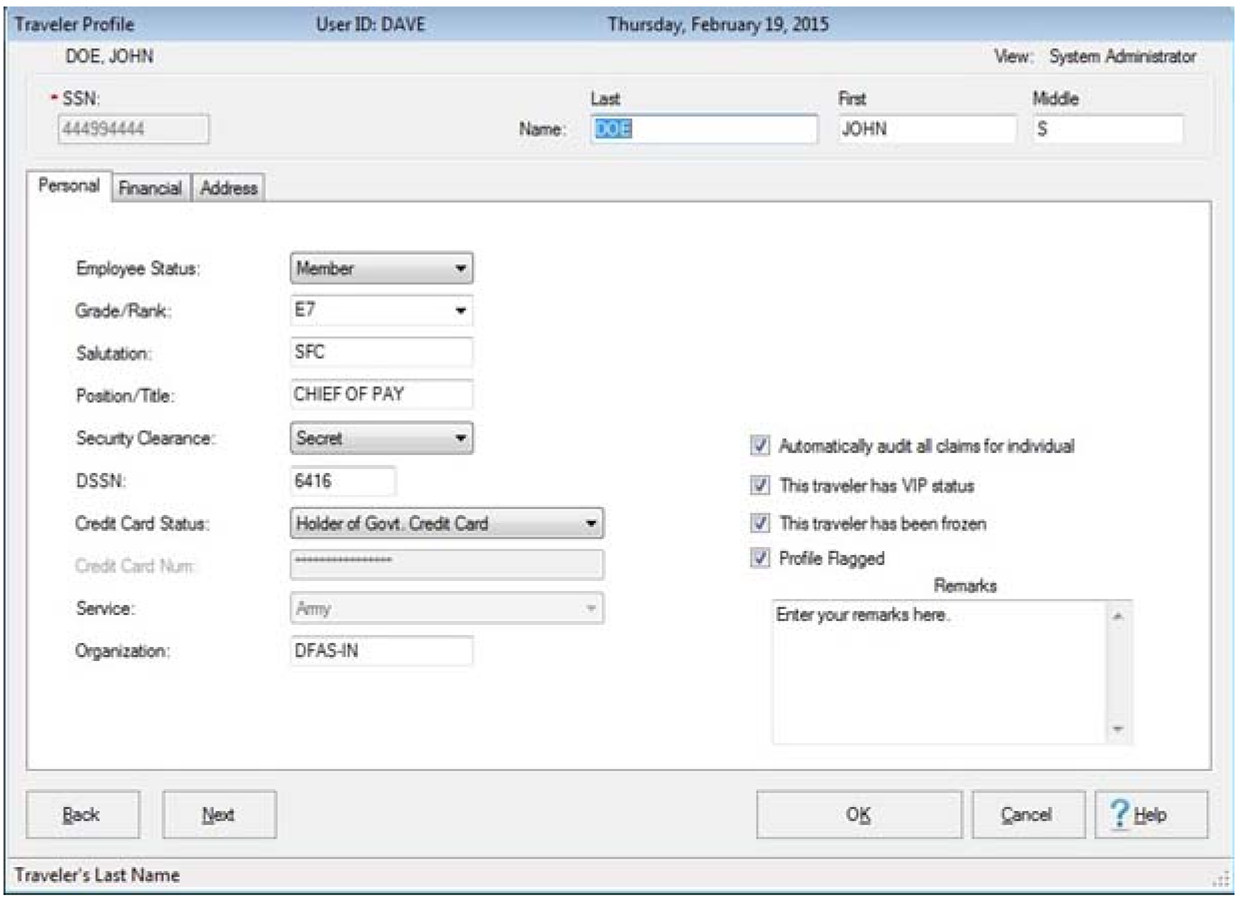
Freeze Traveler Account

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.



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:

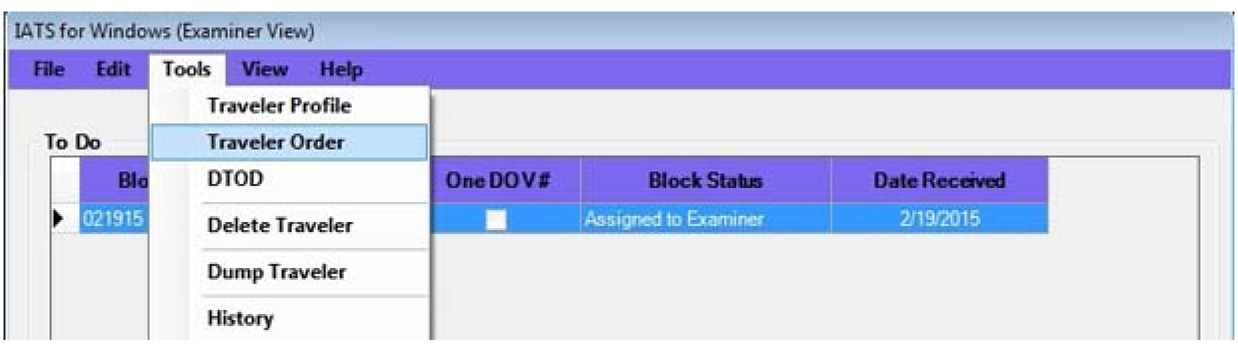
- Normal
- Blanket
- Repetitive
- Invitational
- MILPCS
- CIVPCS
- Local (1164)
- Evacuation
- Student

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.

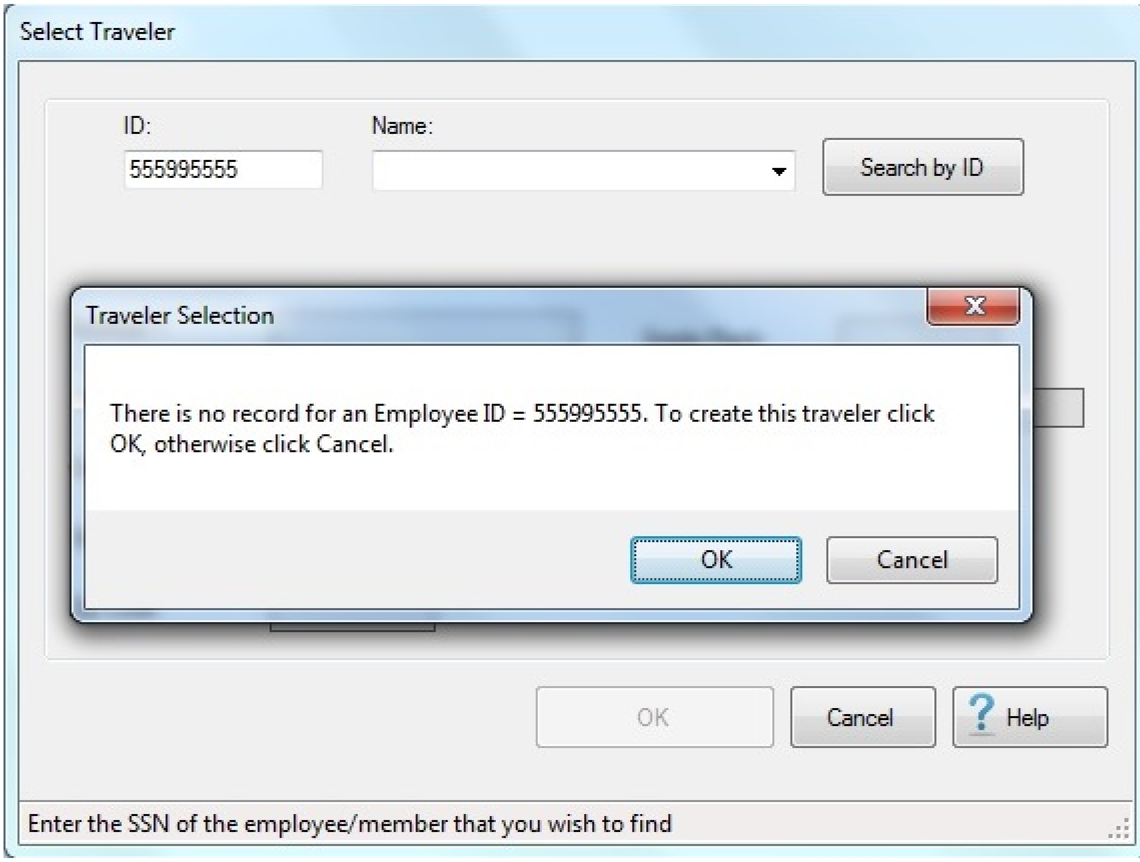
Creating Travel Orders

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.

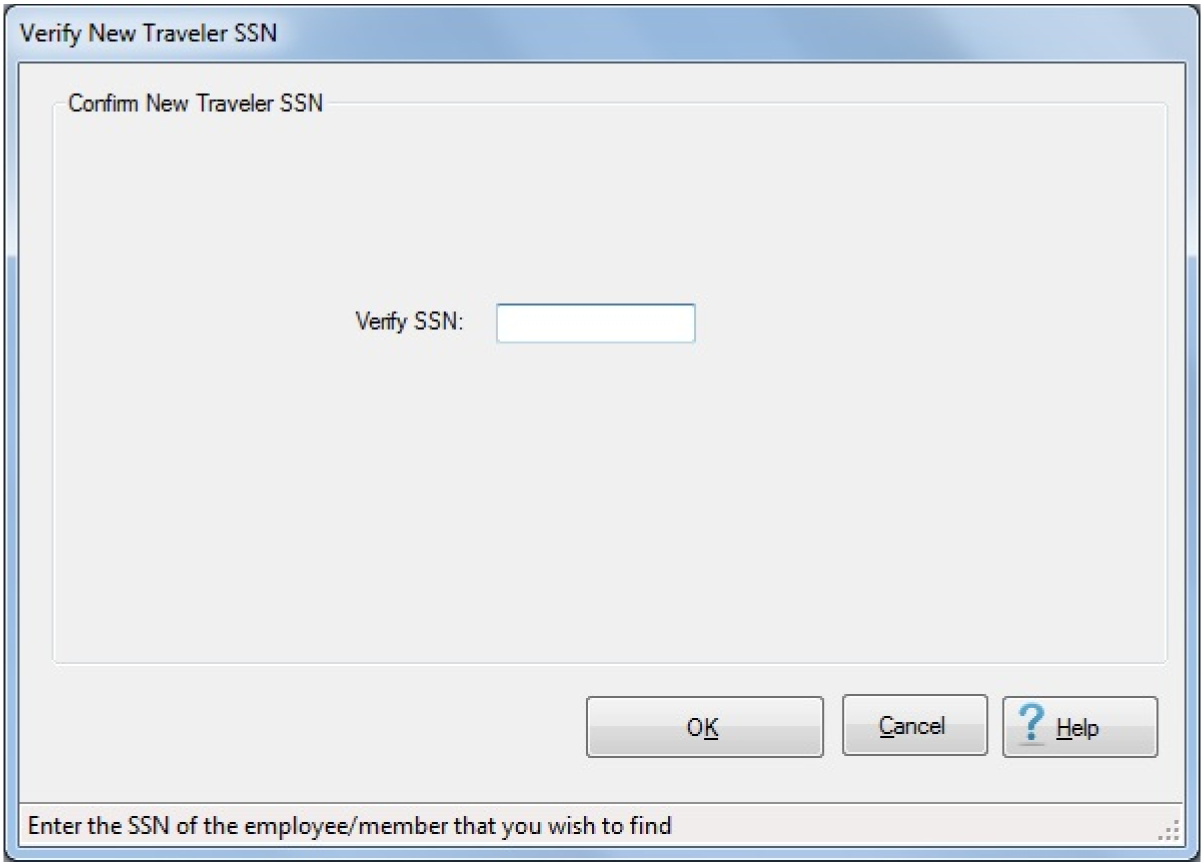
1. Login to IATS as an **Examiner** or **System Administrator**, click on the **Tools** menu at the top of the **IATS for Windows** screen. A *drop down* **list** of options appears.



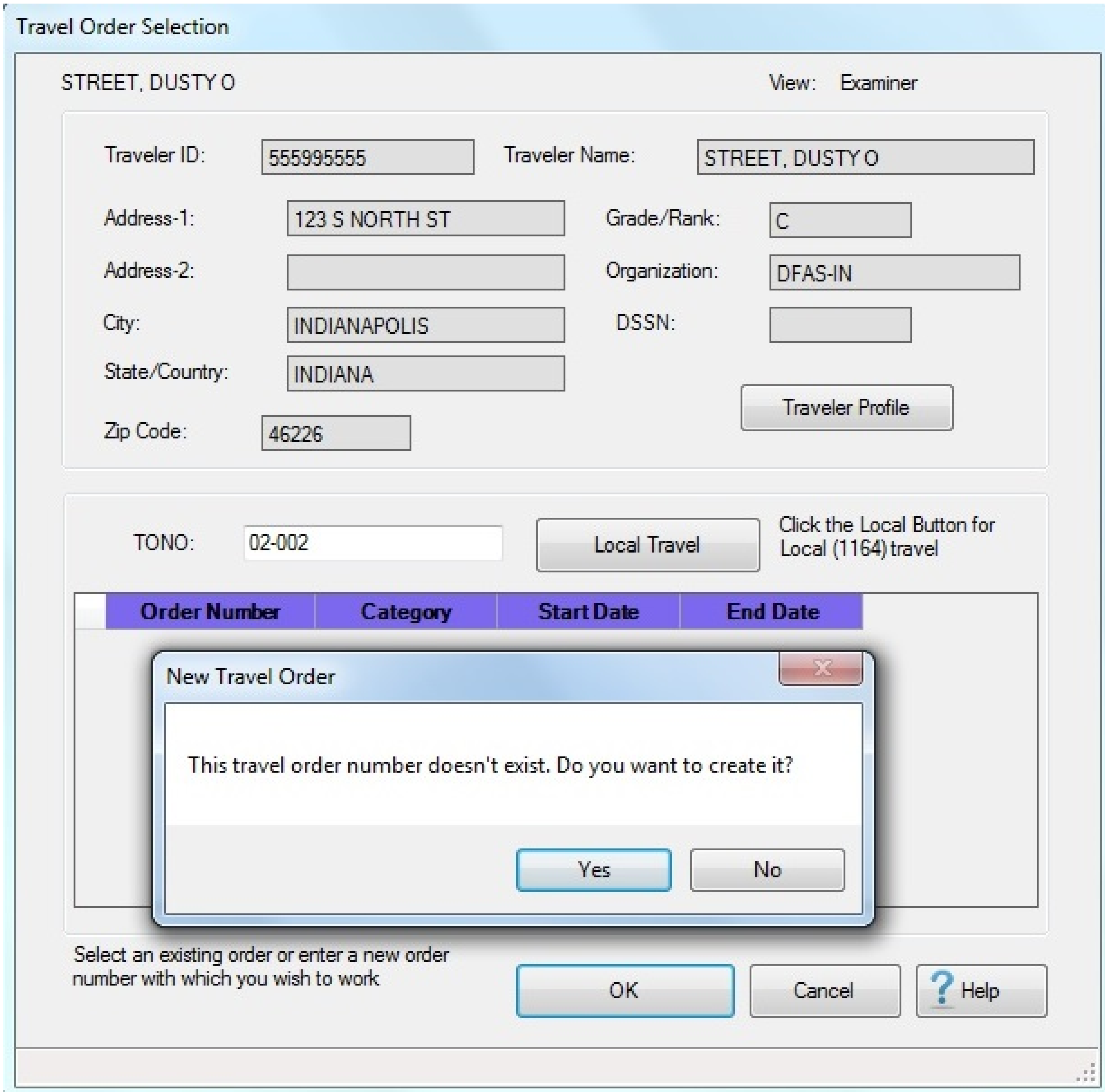
2. **Click** on the **Traveler Order** option and the **Select Traveler** screen appears.



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. 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.



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

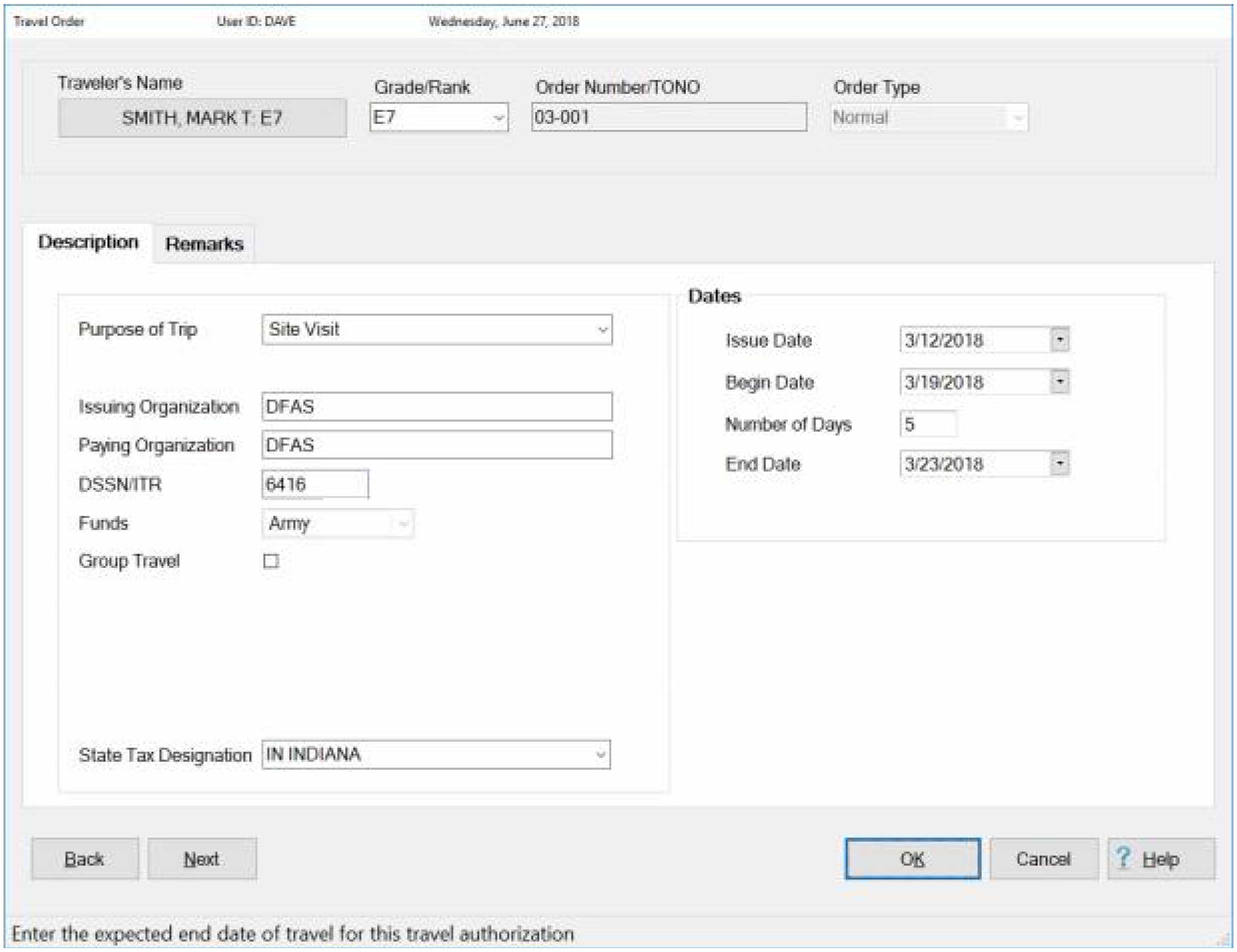


7. **Type** the travel order number at the **TONO** field and **click** on the *OK* button. A *pop-up* **message** appears indicating that the order does not exist and asking if you want to **create** it. **Click** on the *Yes* button to continue.
8. The **Travel Order** screen appears next.
9. **Refer** 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.



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**.

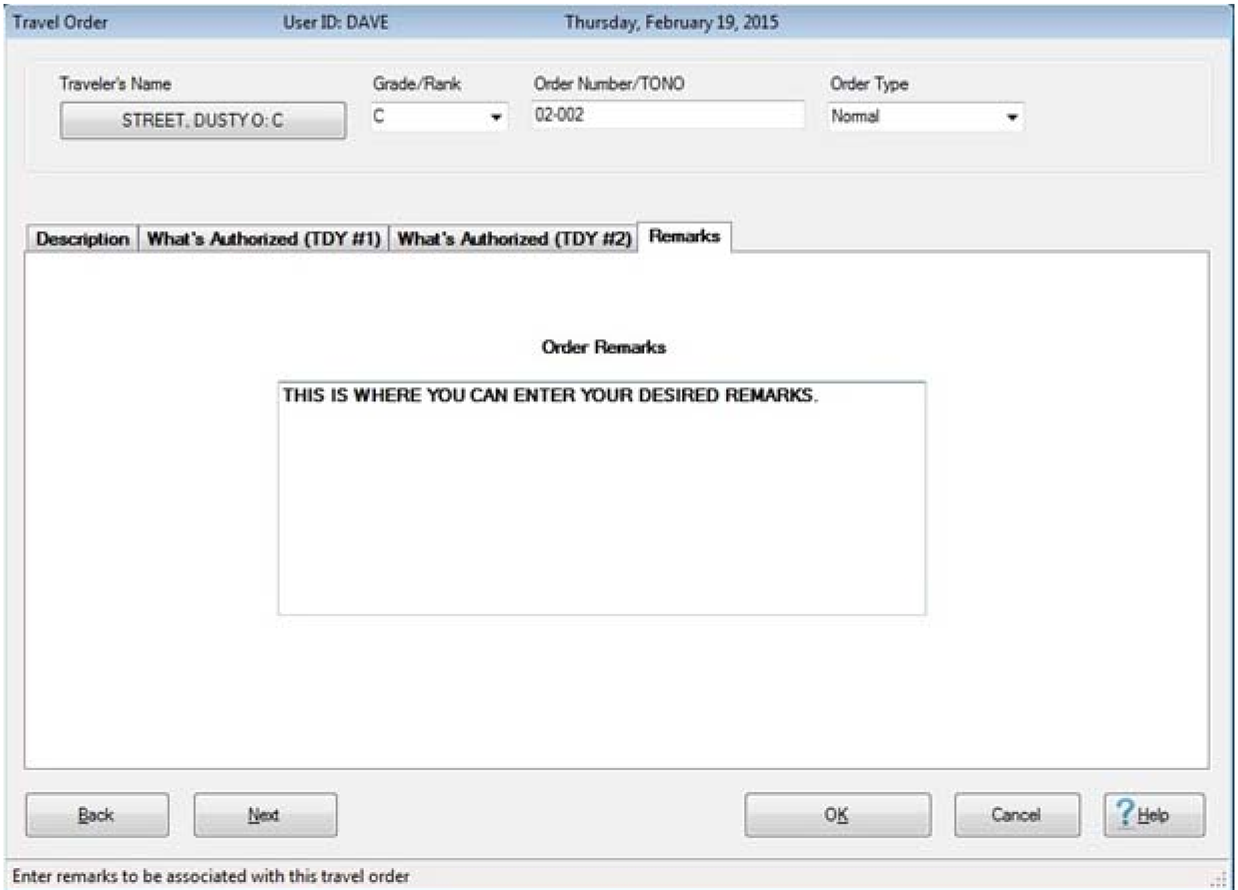
- **Issuing Organization:** - The default **value** previously entered into the **Organization** field, when the travel account was created, is **displayed** in this field. This information is **posted** to the **travel order detail record**, and may be useful when conducting **research** or answering **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.



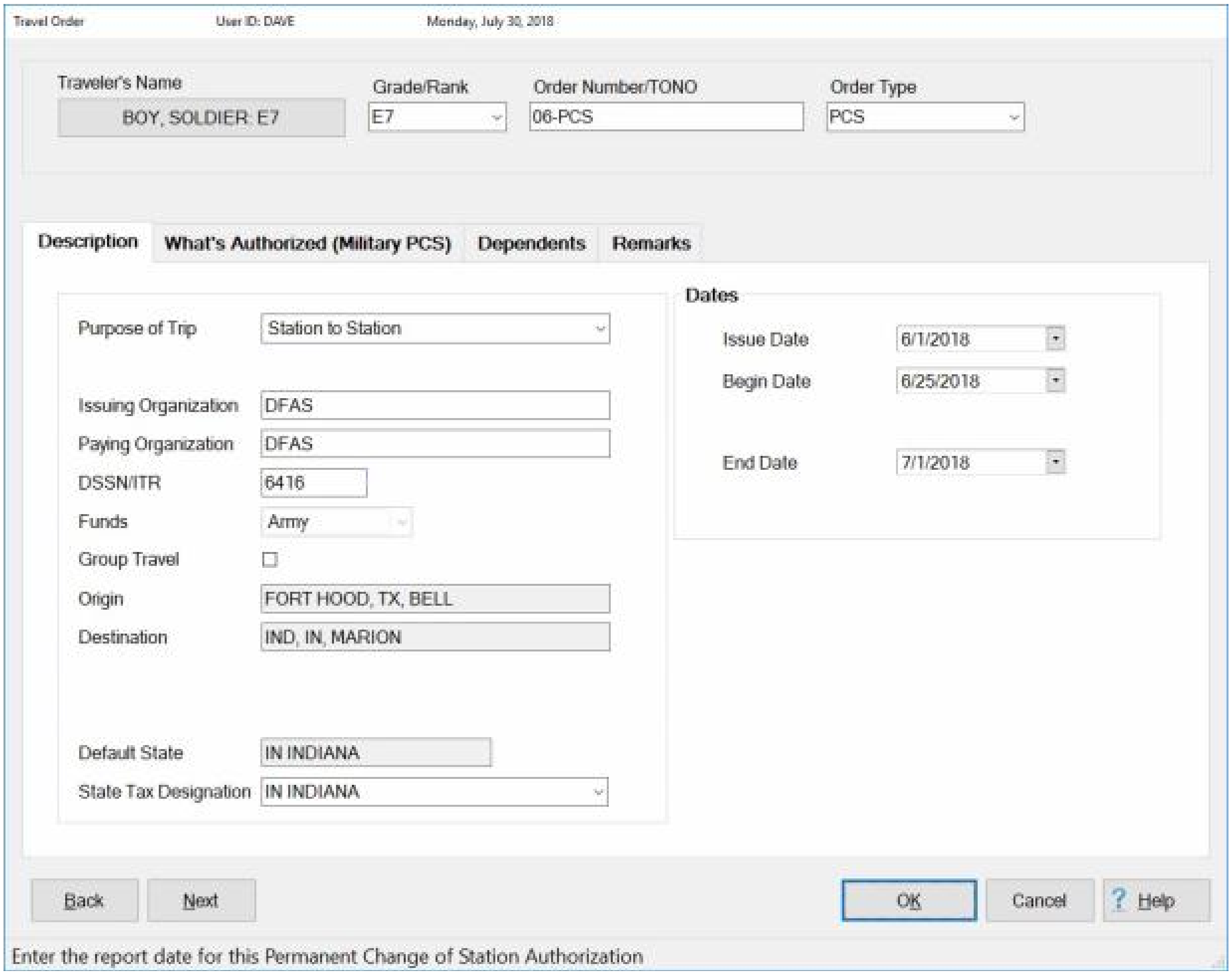
If you wish to enter remarks, **click** on the **Remarks** tab. When the Remarks tab is displayed, **click** in the **text box** and **type** your desired remarks.

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.



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.

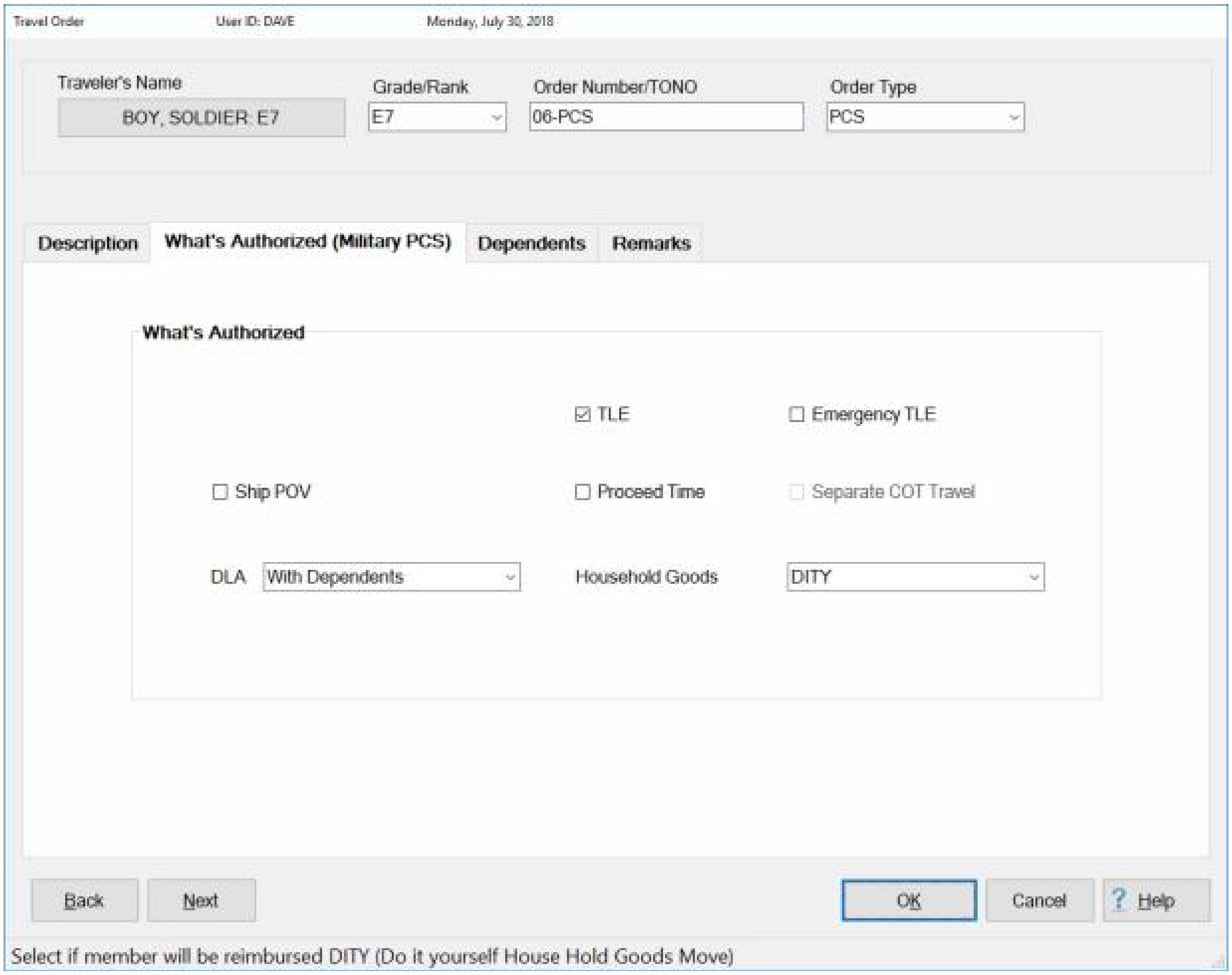
- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order** attached to the request for **settlement** or **advance**.
- **Order Type:** - The default order **type** at this field is **normal**.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



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.

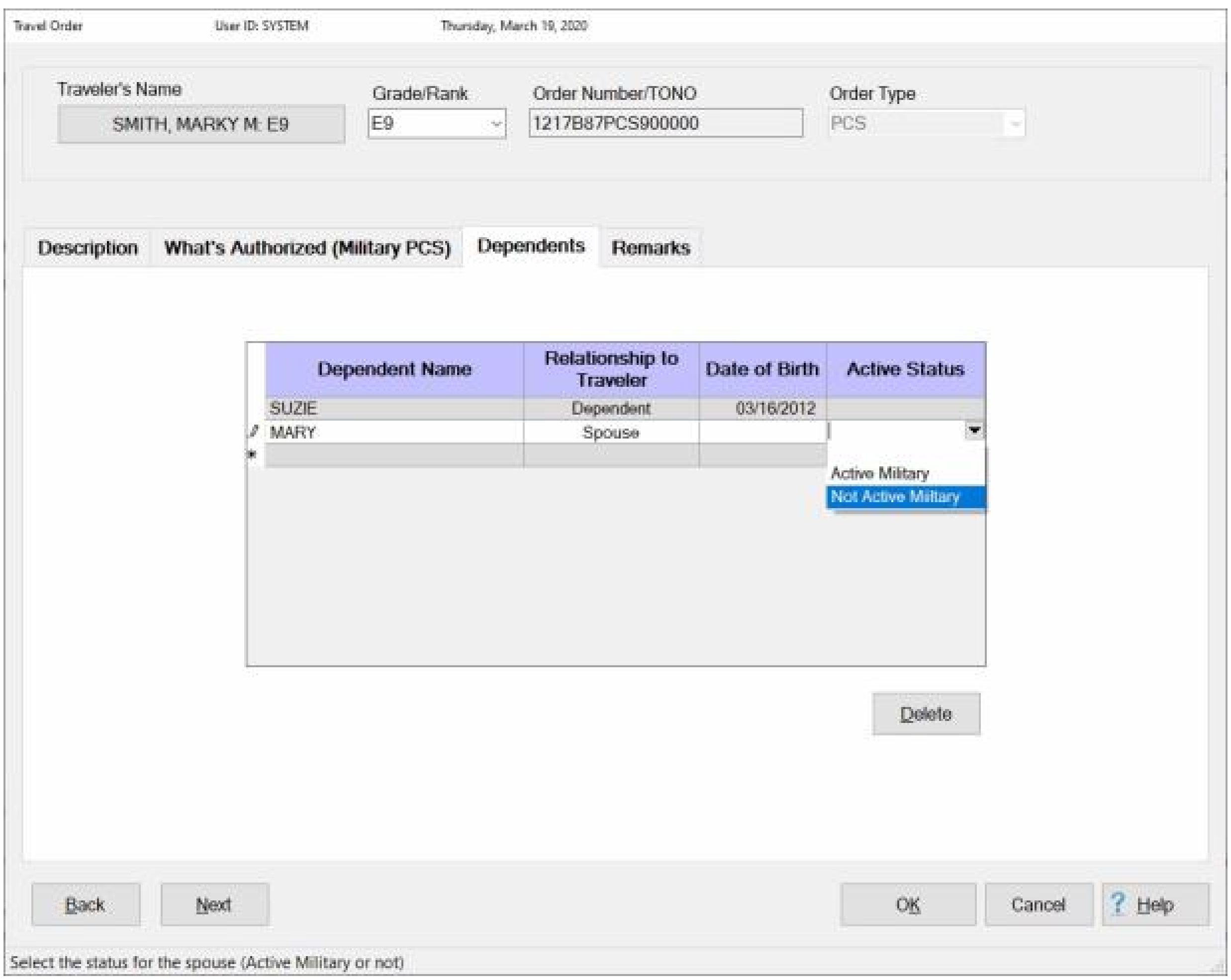
After completing all of the required input fields, **click** on the **Next** button, the **Dependents tab**, or **press** the (**Alt + N**) keys to **advance** to the Dependents tab.

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.



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.

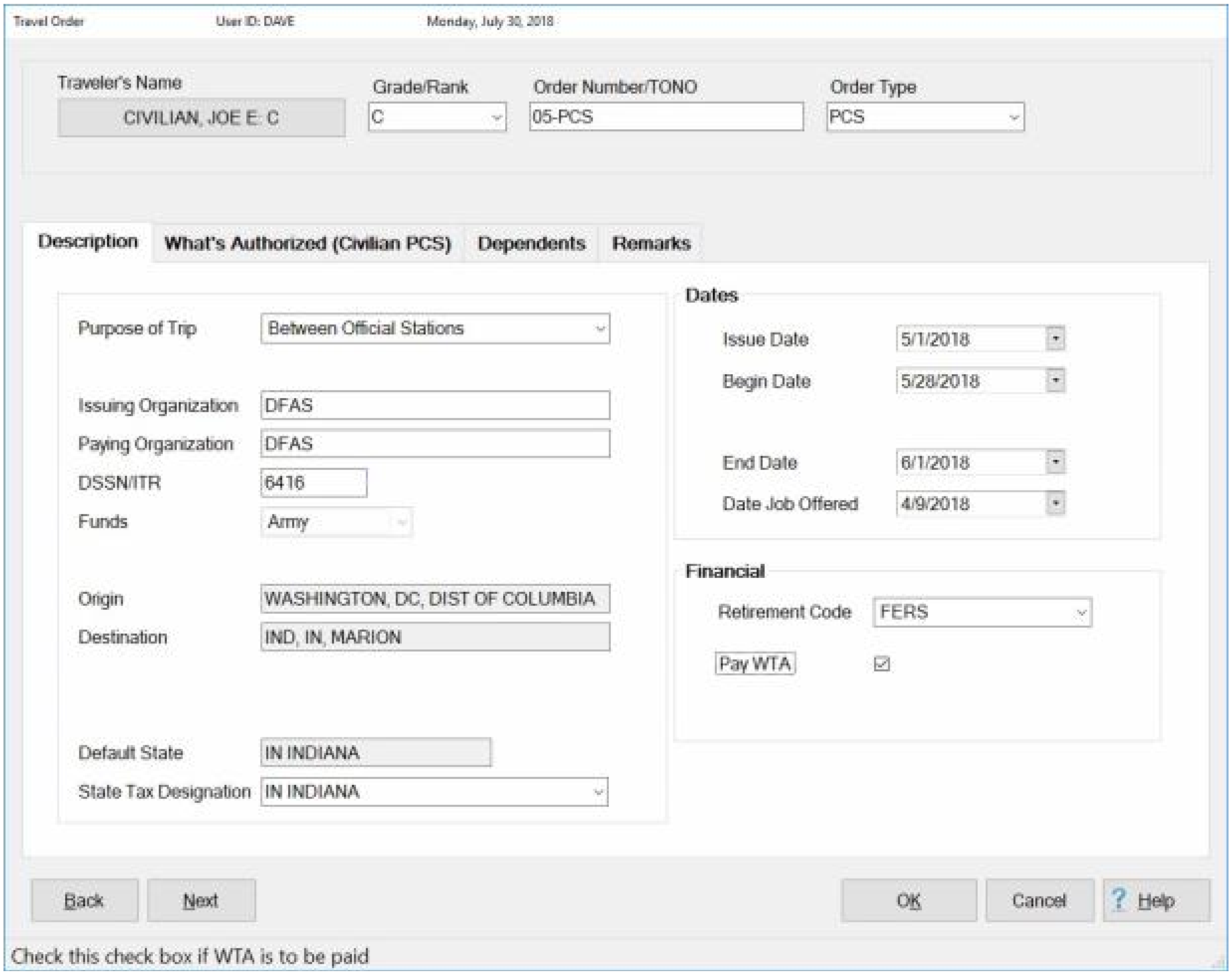
- **Dependent Name:** - At this field, **type** the dependent's first **name**.
- **Relationship to Traveler:** - At this field, a *drop down* **list** appears displaying various choices. **Click** on the desired **choice** or **press** the *Up/Dn* **arrow keys** until the desired choice is highlighted and then **press** *Tab*.
- **Date of Birth:** - If **Dependent** was selected at the **Relationship** field, **type** the dependent's **date of birth** in **MMDDYY** format.
- **Active Status:** - This field is for **Coast Guard** customers only. If the **dependent** is a **spouse**, you must **click** on the *down* **arrow** button and then **select** either **Active Military** or **Not Active Military**.

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**.



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.

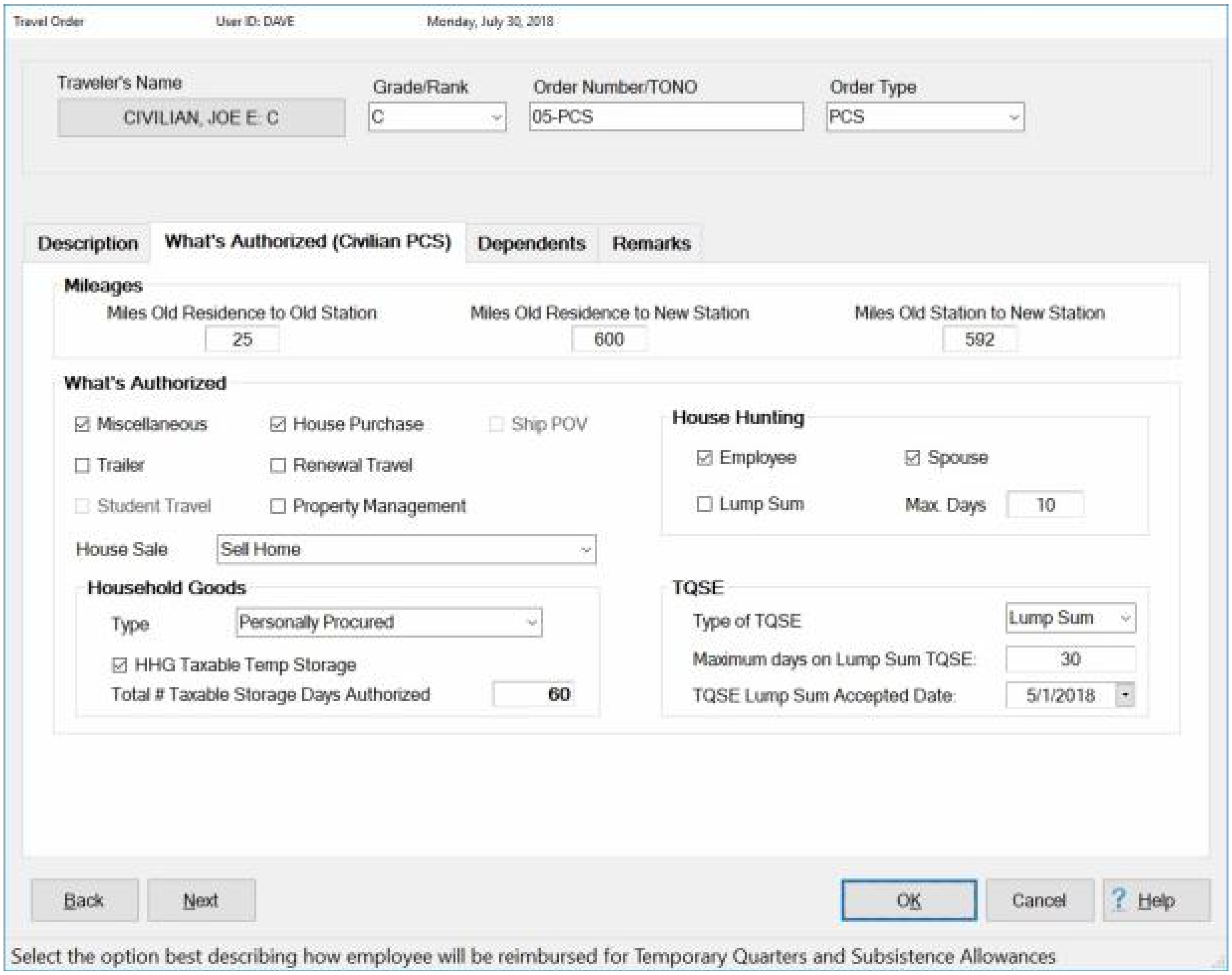
- **Order Number:** - If not previously entered at the **Travel Order Selection** screen, **type** the **travel order number** as shown on the hard-copy travel **order** attached to the request for settlement or advance.
- **Order Type:** - The default order **type** at this field is **normal**. Click 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, <u>click</u> 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** <u>in accordance with</u> the <u>published</u> **orders**.



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.

<u>Mileages</u>

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

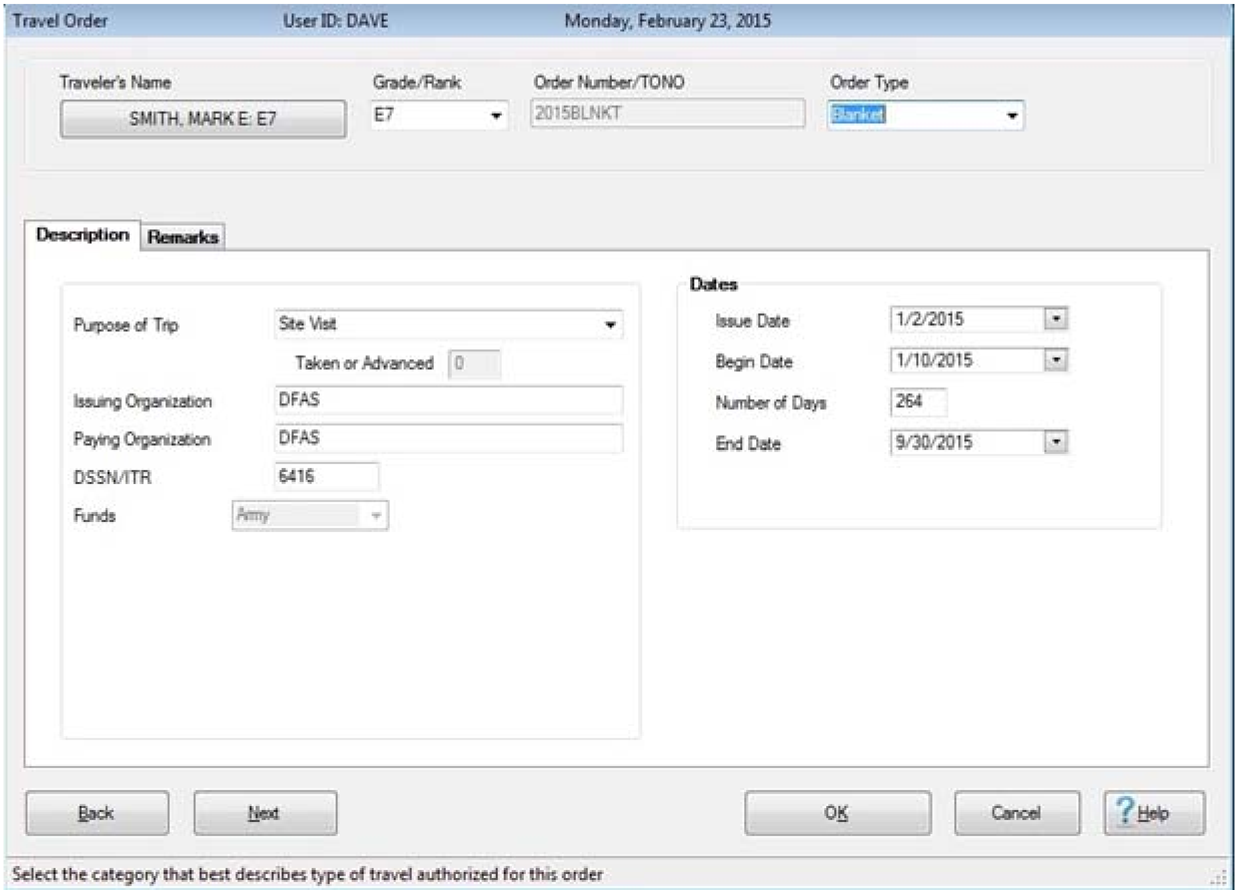
After completing the Dependents tab, if applicable, **click** on the **Next** button, the **Remarks tab**, or **press** the (**Alt + N**) keys to **advance** to the **Remarks tab** if you wish to **add** some **remarks** to the travel order.

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.

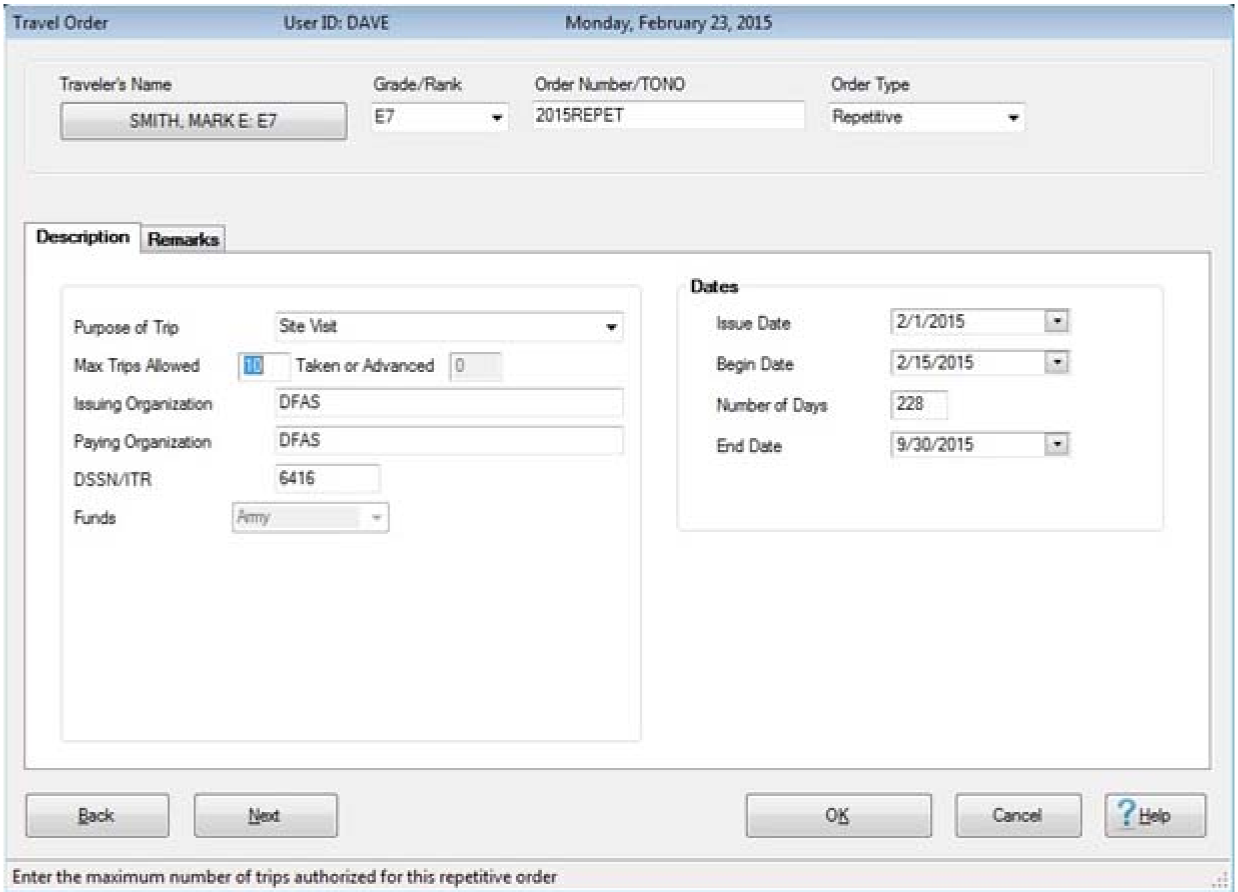
- **DSSN ITR:** The default **number** displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the **payment** when the payment is disbursed at a DSSN located other than where the voucher 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**.



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.

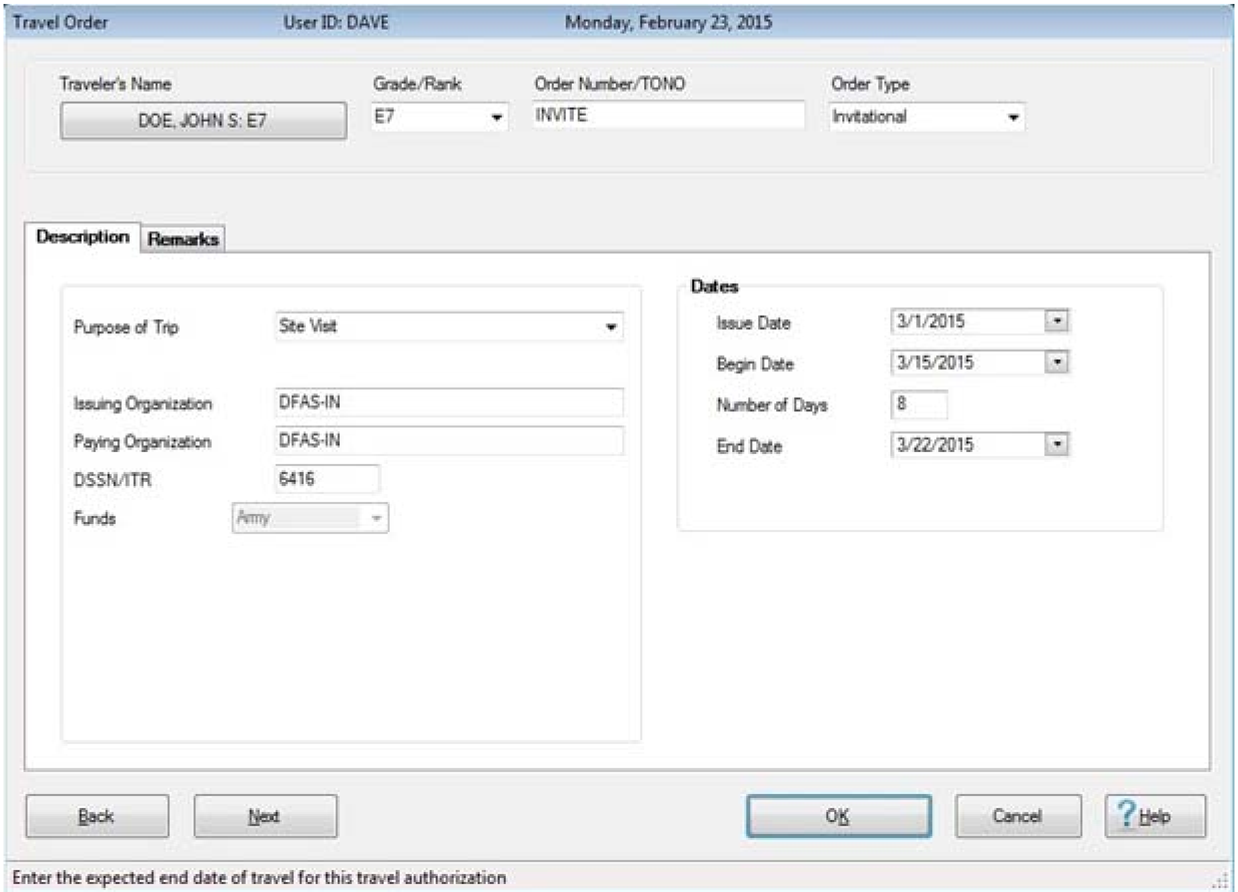
- **Paying Organization:** The default organization **displayed** is the information entered into the **Organization** field when the travel **account** was **created**. This information is **posted** to the **travel order detail record**, and may be useful when conducting **research** or answering **inquires**. **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**.



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.

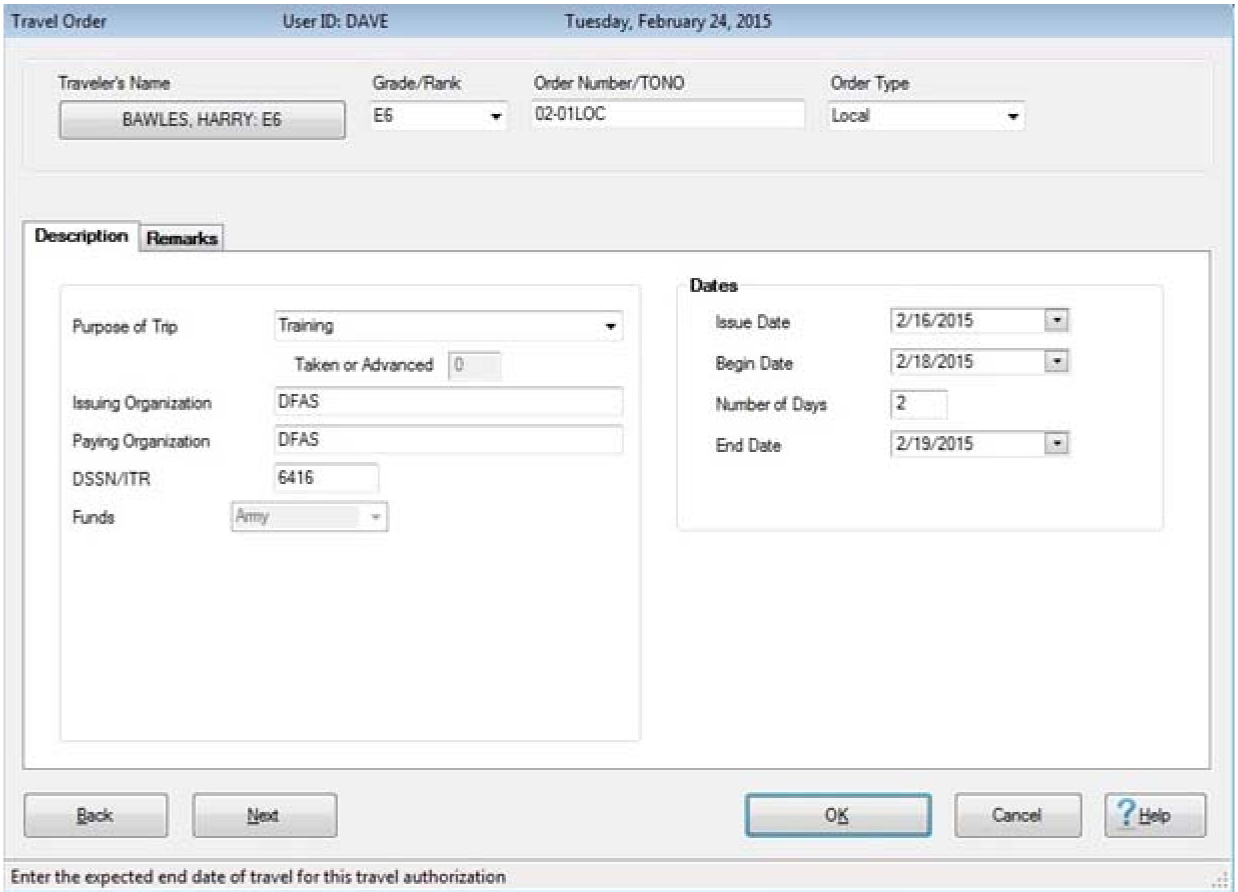
Creating Local Travel Orders

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.



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.

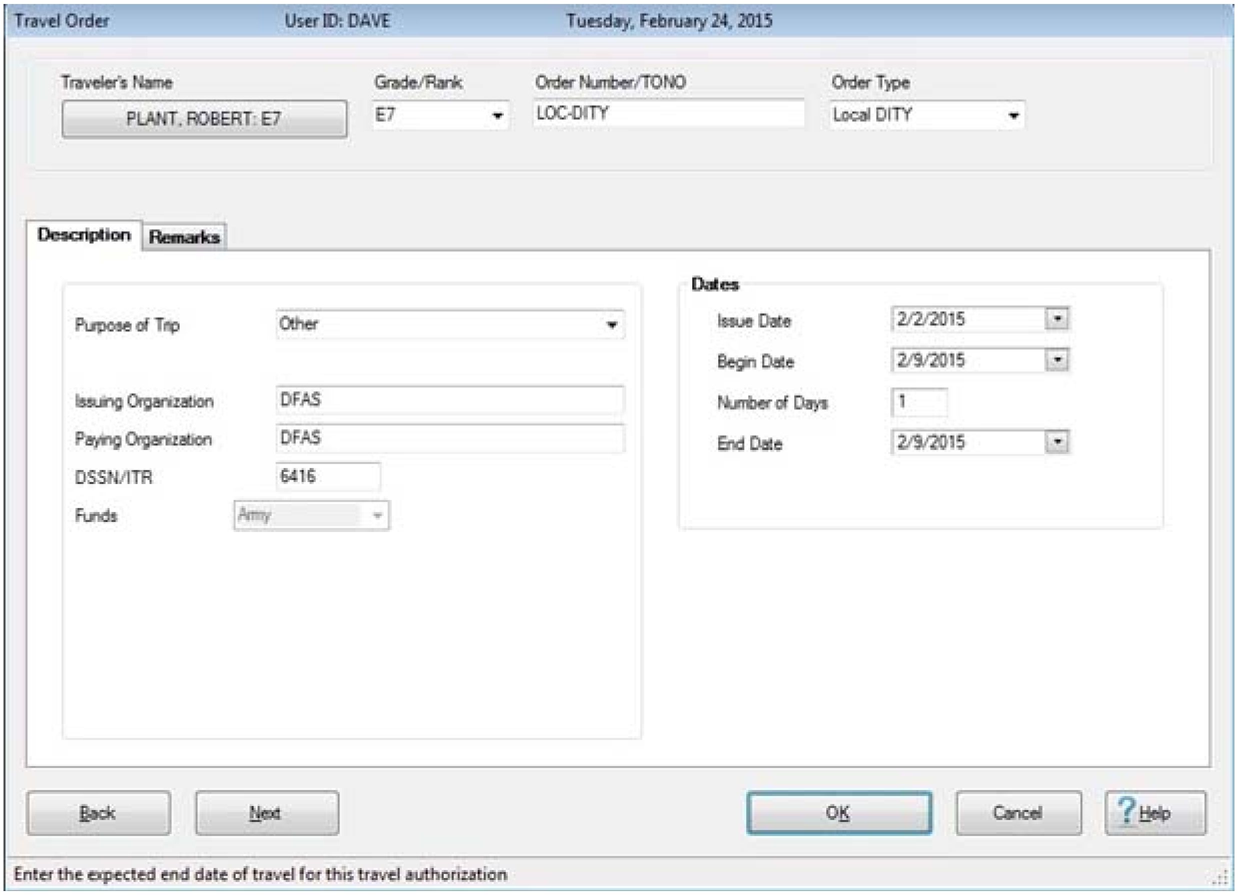
- **DSSN ITR:** The default **number** displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher 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.

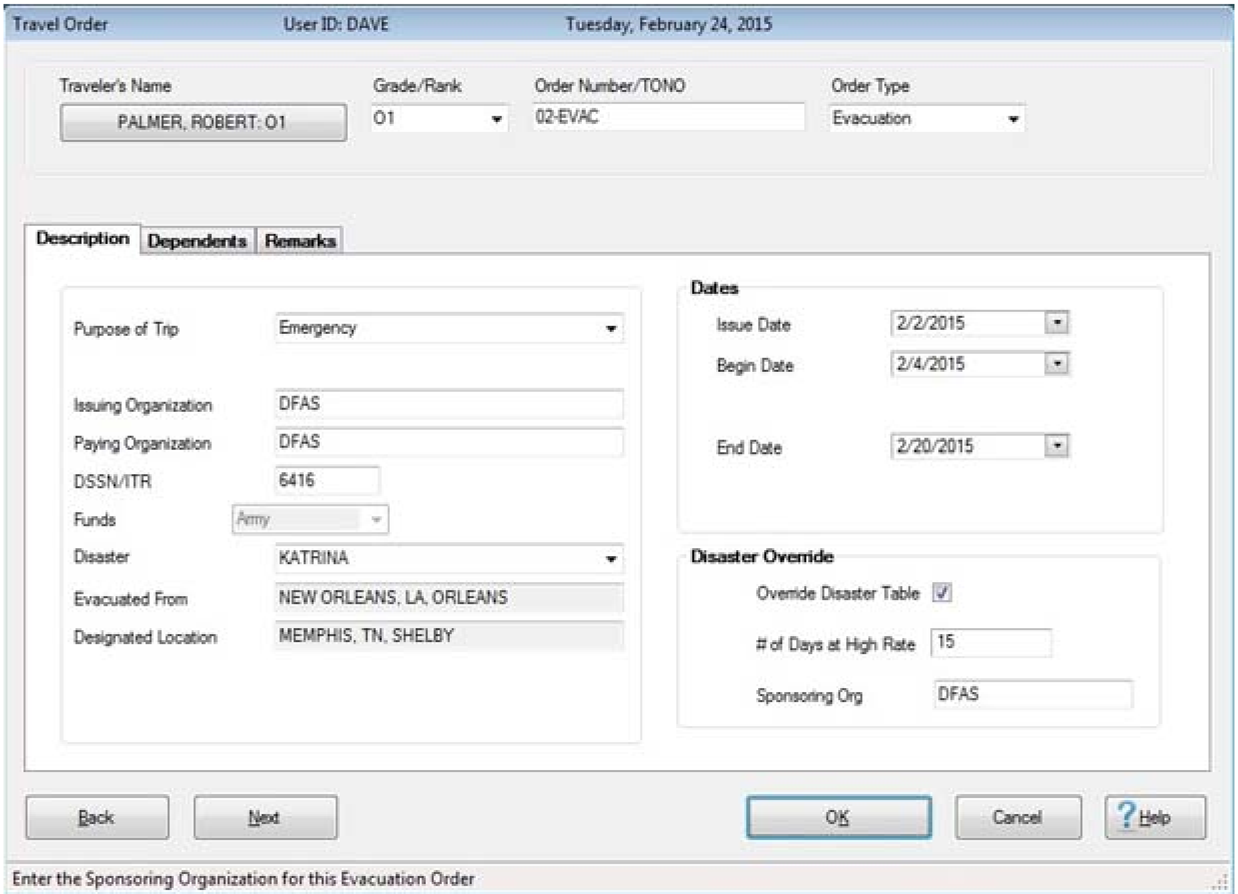
After completing all of the required input fields, click the OK button to save the entries.

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).



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:** - <u>If not previously entered</u> at the **Travel Order Selection** screen, **type** the **travel order number** <u>as shown on</u> the hard-copy travel **order** <u>attached</u> to the request for **settlement** or **advance**.
- **Order Type:** - The <u>default</u> 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 <u>useful</u> when <u>conducting</u> **research** or <u>answering</u> **inquires**. At this field, **click** on the *down* arrow to display a **listing** of various choices and then **click** on the <u>desired</u> **choice** to make a selection.
- **Issuing Organization:** - The <u>default</u> **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 <u>useful</u> when <u>conducting</u> **research** or <u>answering</u> **inquires**. **Press** *Tab* to continue or **type** a different organization if desired.
- **Paying Organization:** - The <u>default</u> 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 <u>useful</u> when <u>conducting</u> **research** or <u>answering</u> **inquires**. **Press** *Tab* to continue or **type** a different organization if desired.

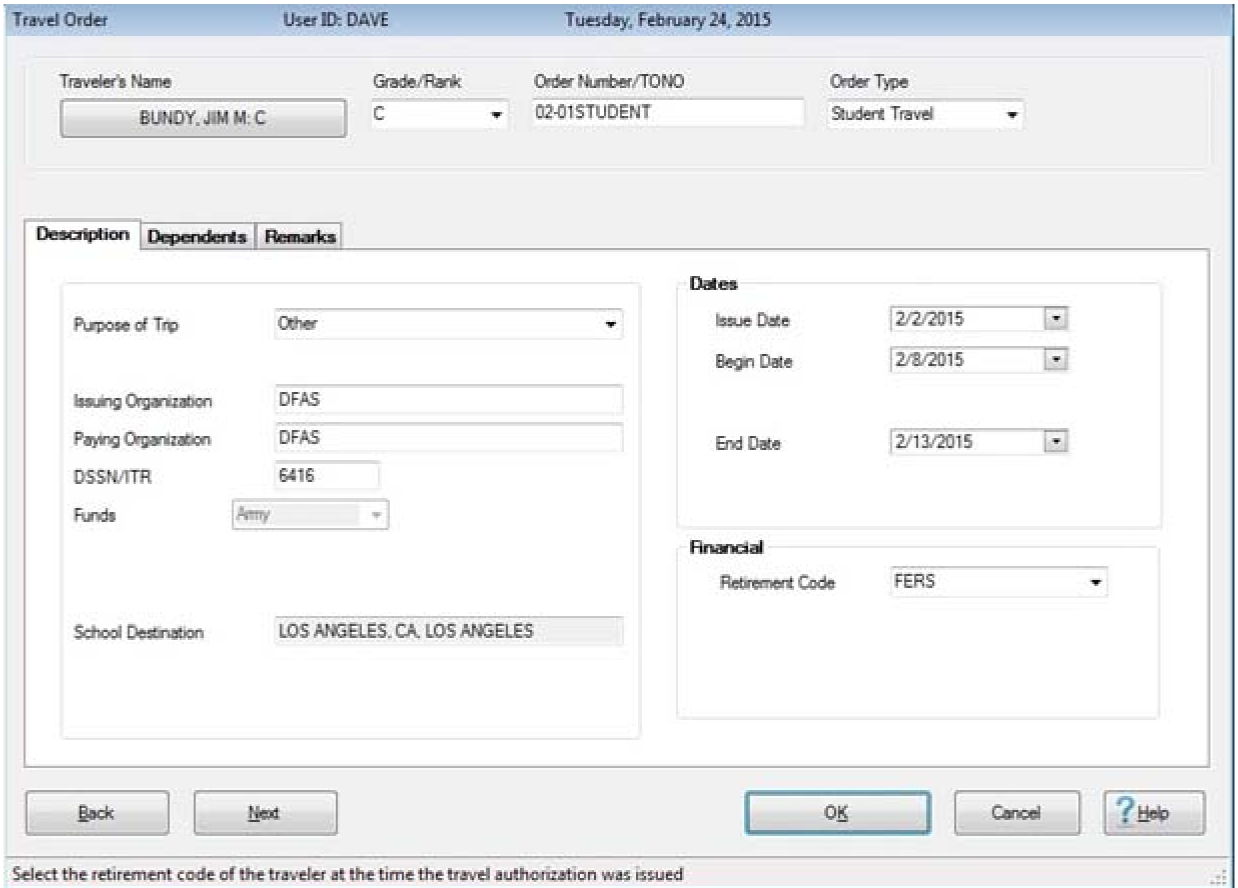
- **DSSN ITR:** - The default **number** displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher 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.



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.

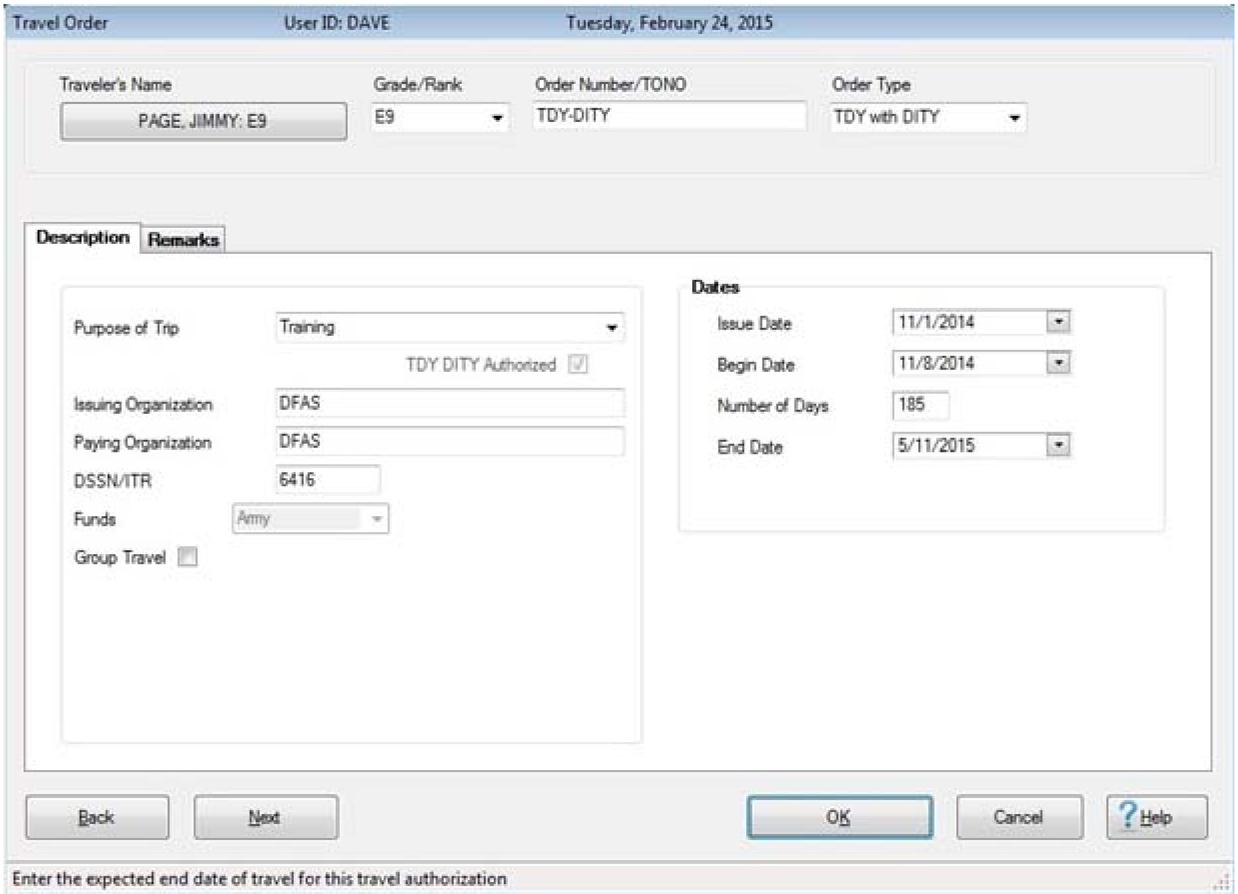
- **DSSN ITR:** - The default **number** displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher 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.



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.

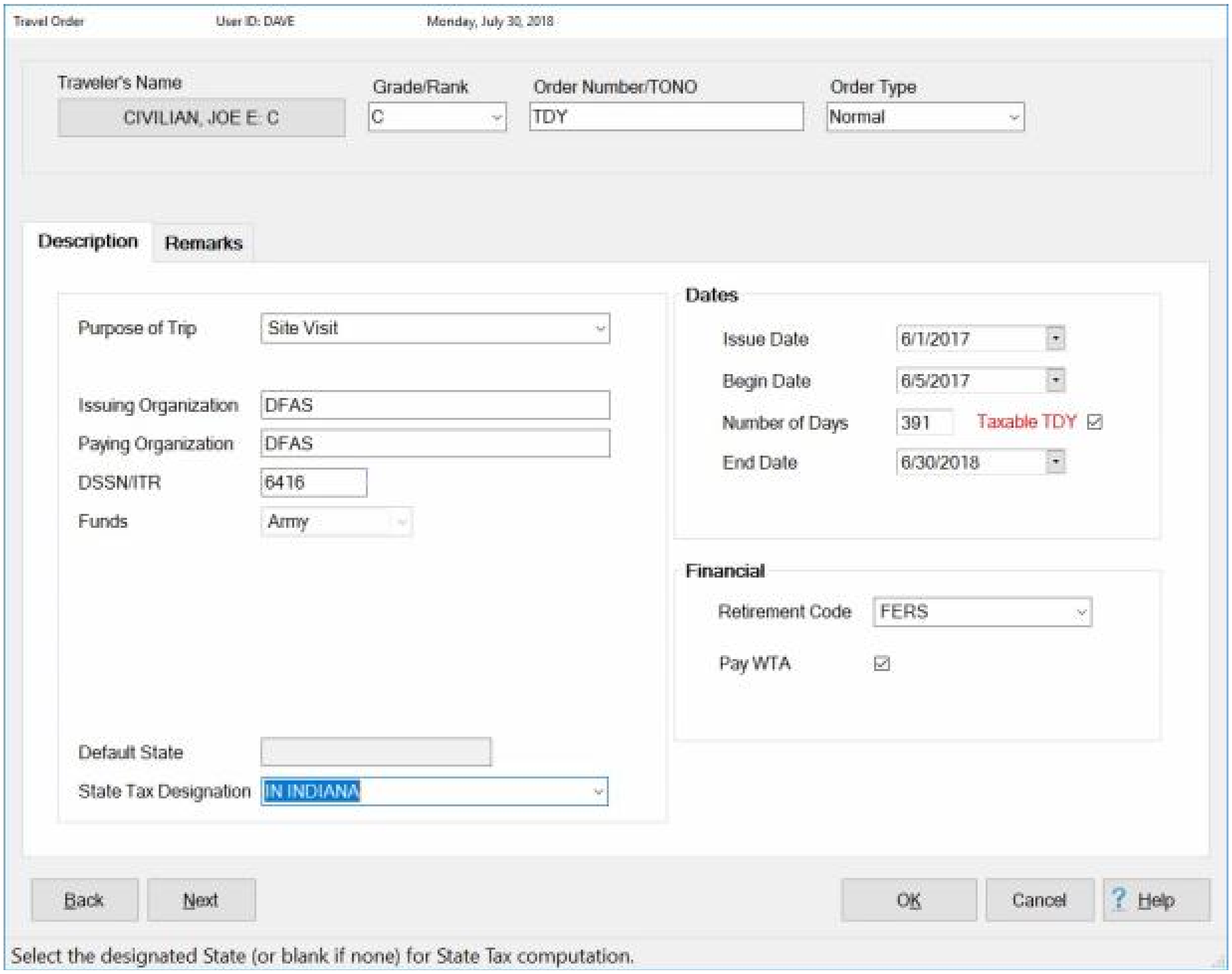
- **DSSN ITR:** - The default **number** displayed is from the **DSSN ITR** field at the **Maintain Base Description** screen in the **Maintenance** module. This number is used to **identify** the **source** of the payment when the payment is **disbursed** at a **DSSN** located other than where the voucher 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.



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.

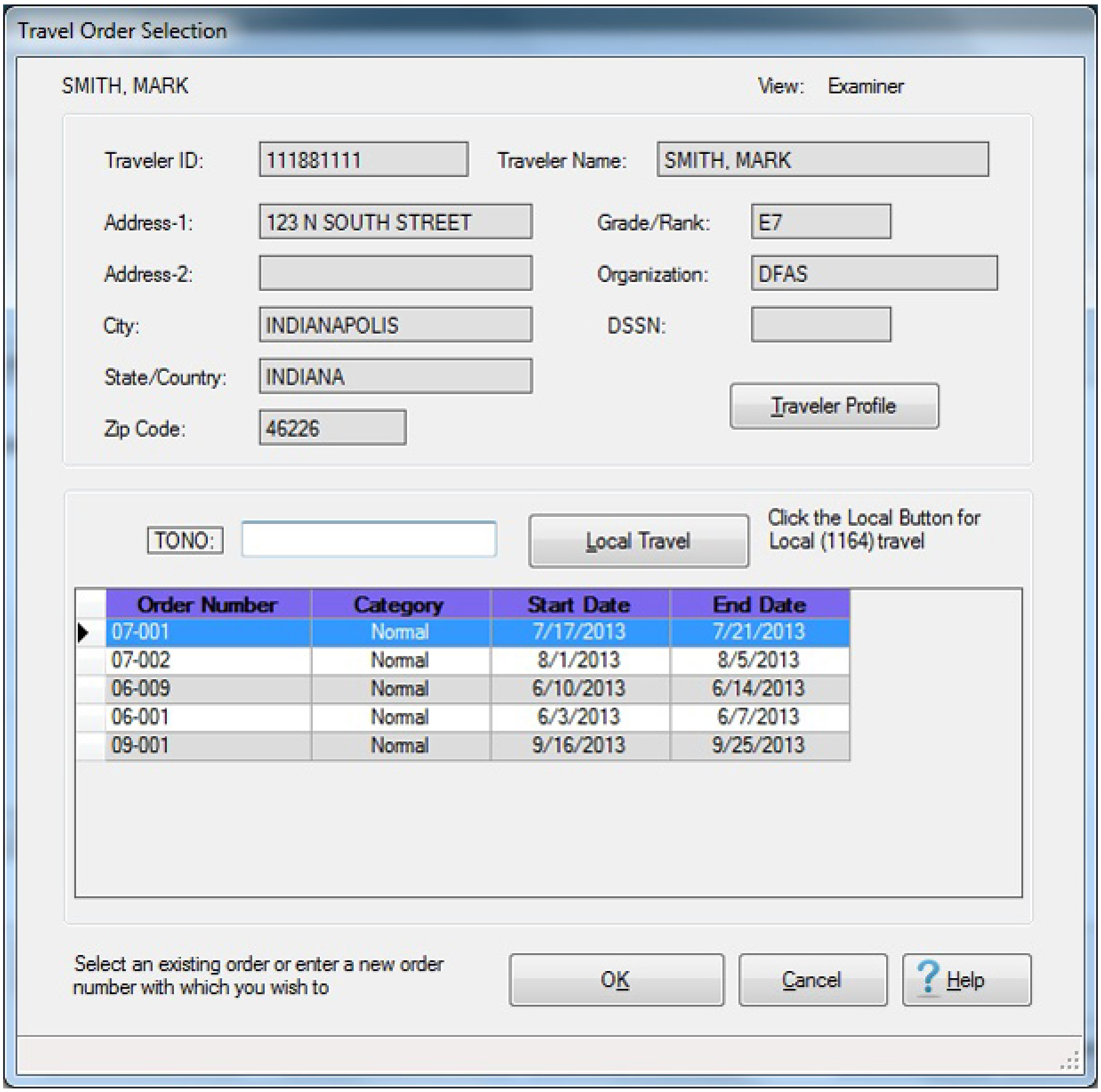
After completing all of the required input fields, click the OK button to save the entries.

Selecting Travel Orders

Essentially, <u>all</u> travel pay transactions **require** the use of a **travel order**. <u>Before</u> 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.



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 <u>non-existing</u> 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 <u>create a new travel order</u>.

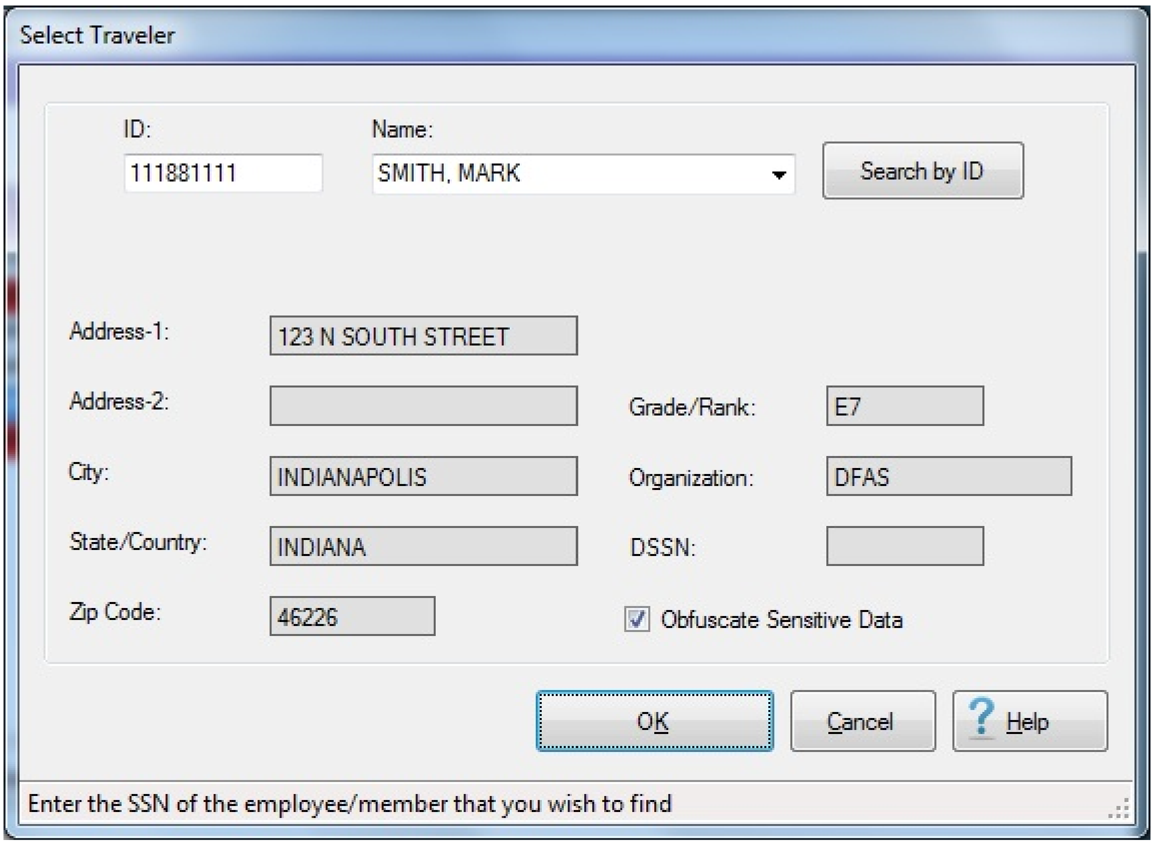
Modifying Travel Orders

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

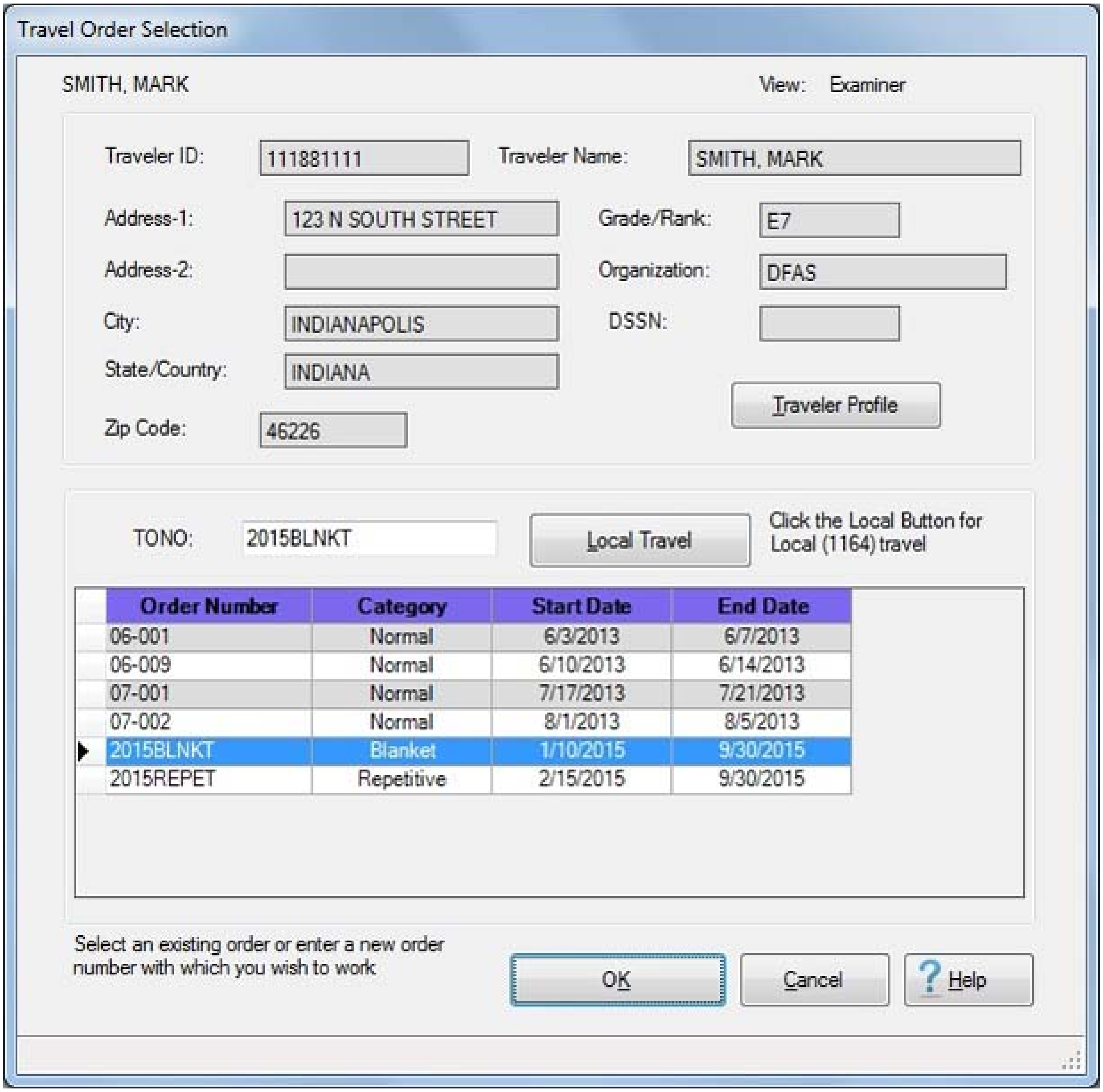
Note: Travel Orders may be **modified** by IATS users in either the **Examiner** or **System Administrator** view if the **privileges** were granted when the user **account** was created.

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.

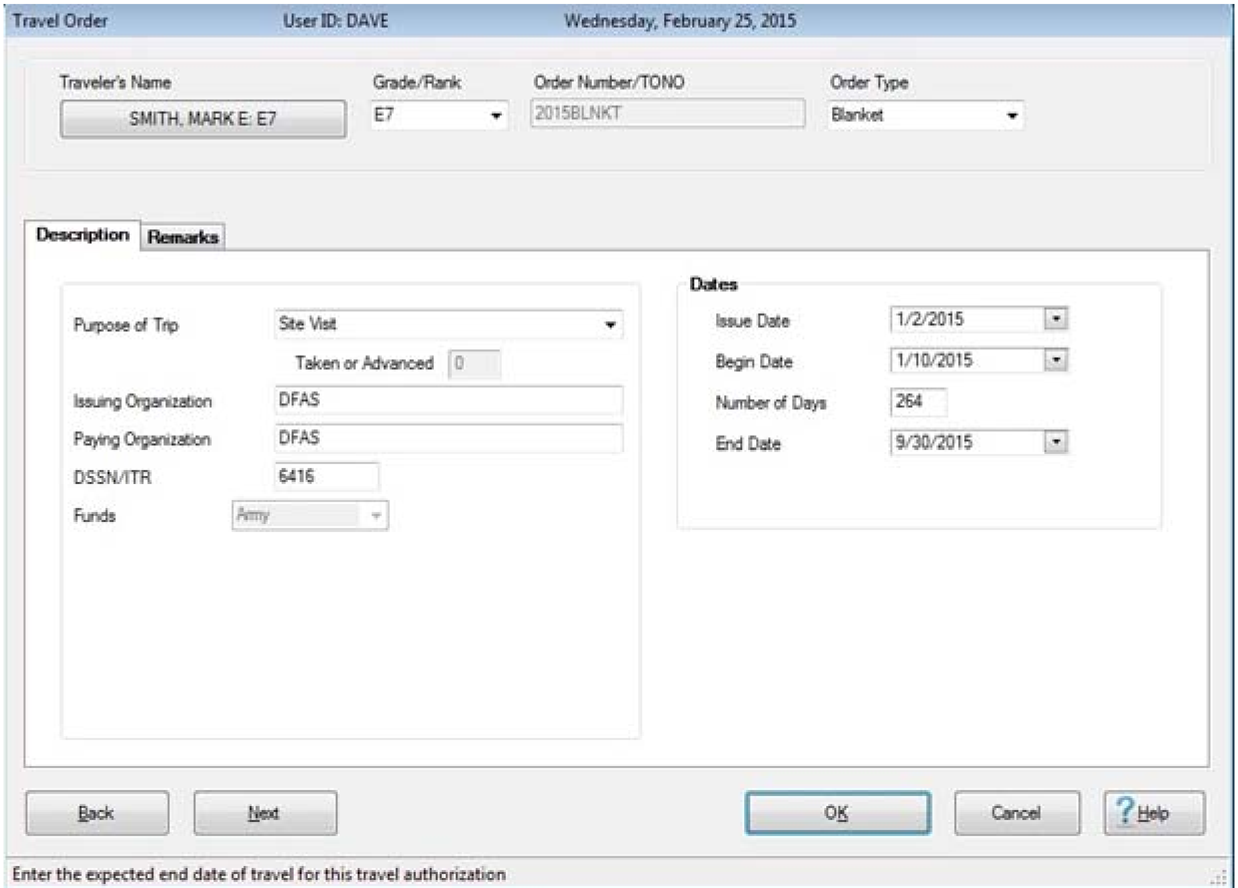


3. At the Select Traveler screen, **enter** the traveler's **SSN** at the **ID** field and **press** *Tab*.
4. When the traveler's account information is displayed, **click** on **OK**. The **Travel Order Selection** screen appears.



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 desired order and IATS highlights the order in dark blue. After selecting an order click the **OK** button. The **Travel Order** screen appears.

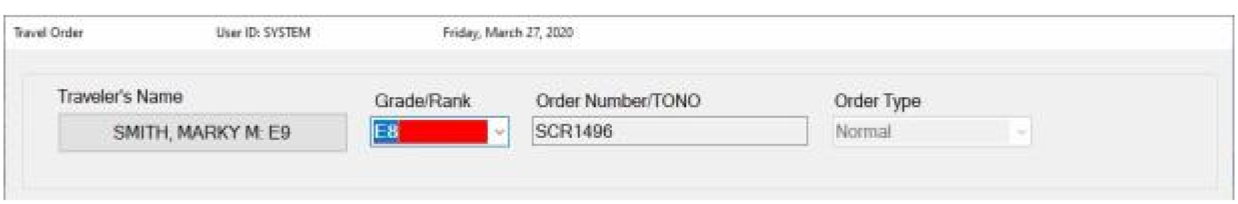
Tip: An order may also be selected by double clicking on the desired order.



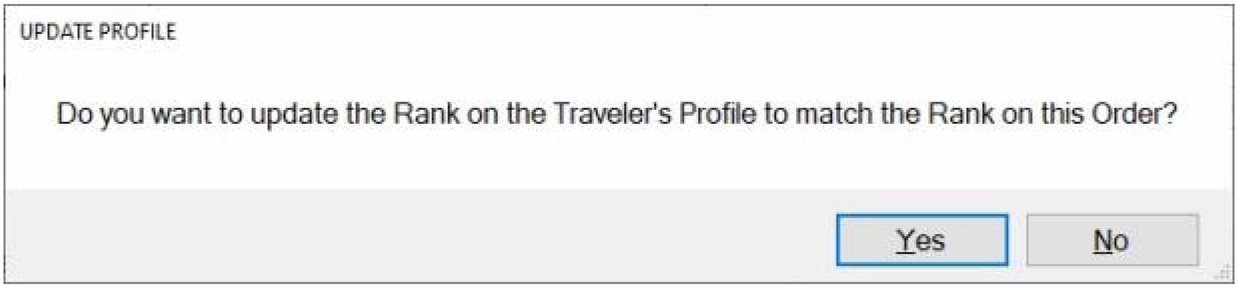
7. At the **Travel Order** screen, **press** *Tab* to advance through the input fields or **point** to the desired field and **click** the left mouse button.
8. **Type** the desired changes or **select** a new **option** as needed.

Note: A **feature** was added to IATS to allow the user to **change** the traveler's **Grade/Rank** at the Travel Order screen and have this change **update** the **traveler's profile** if desired.

9. If **changing** the traveler's Grade/Rank, **click** on the *down* **arrow** button at the **Grade/Rank** field to display a **list** of ranks or grades.
10. **Click** on the desired **grade** or **rank** you wish to **change** the current grade or rank to.
11. IATS will **display** the new grade or rank with a red **background** as shown below.



12. **Click** on the **OK** button, to **save** your changes.
13. If a **change** has been made to the traveler's **grade** or **rank**, IATS will **display** the following *pop-up* **message** asking if you want **update** the **traveler's profile** with this change.



14. **Click** on *Yes* or *No* as desired.
15. 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.

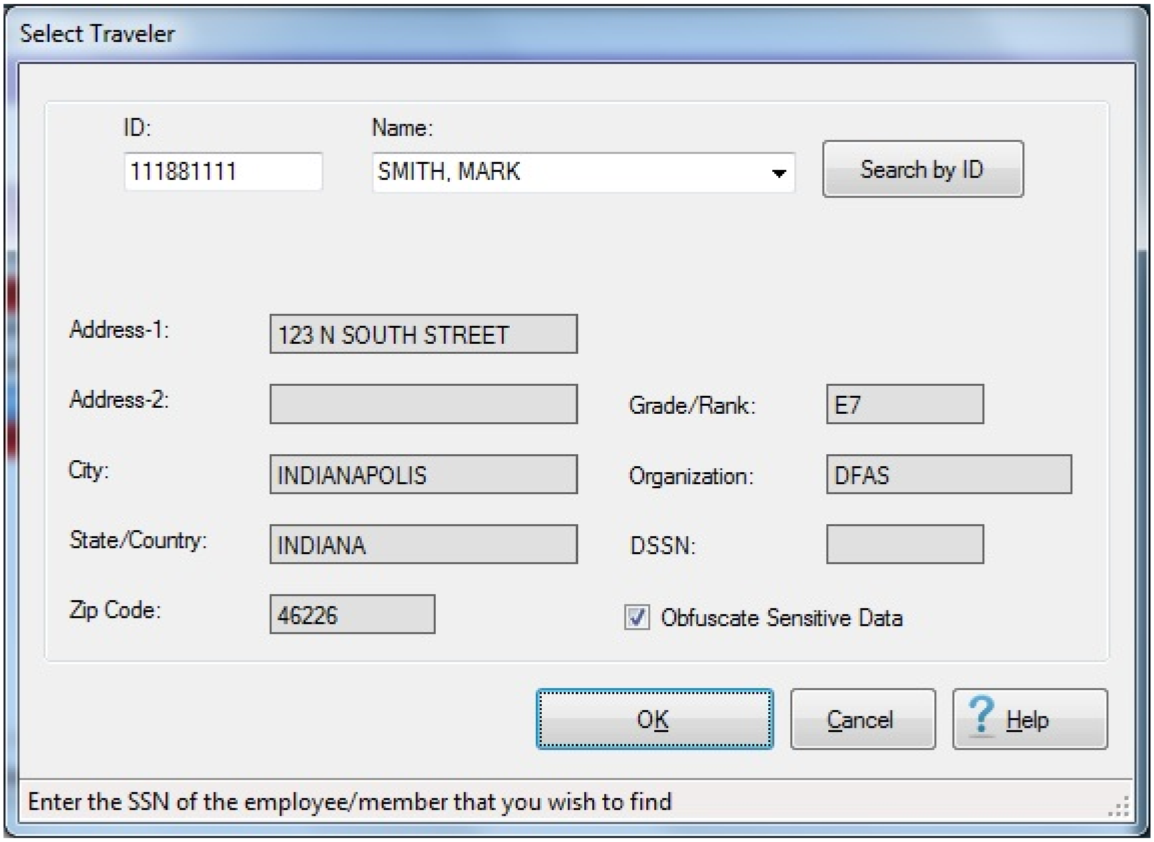
Viewing Travel Orders

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

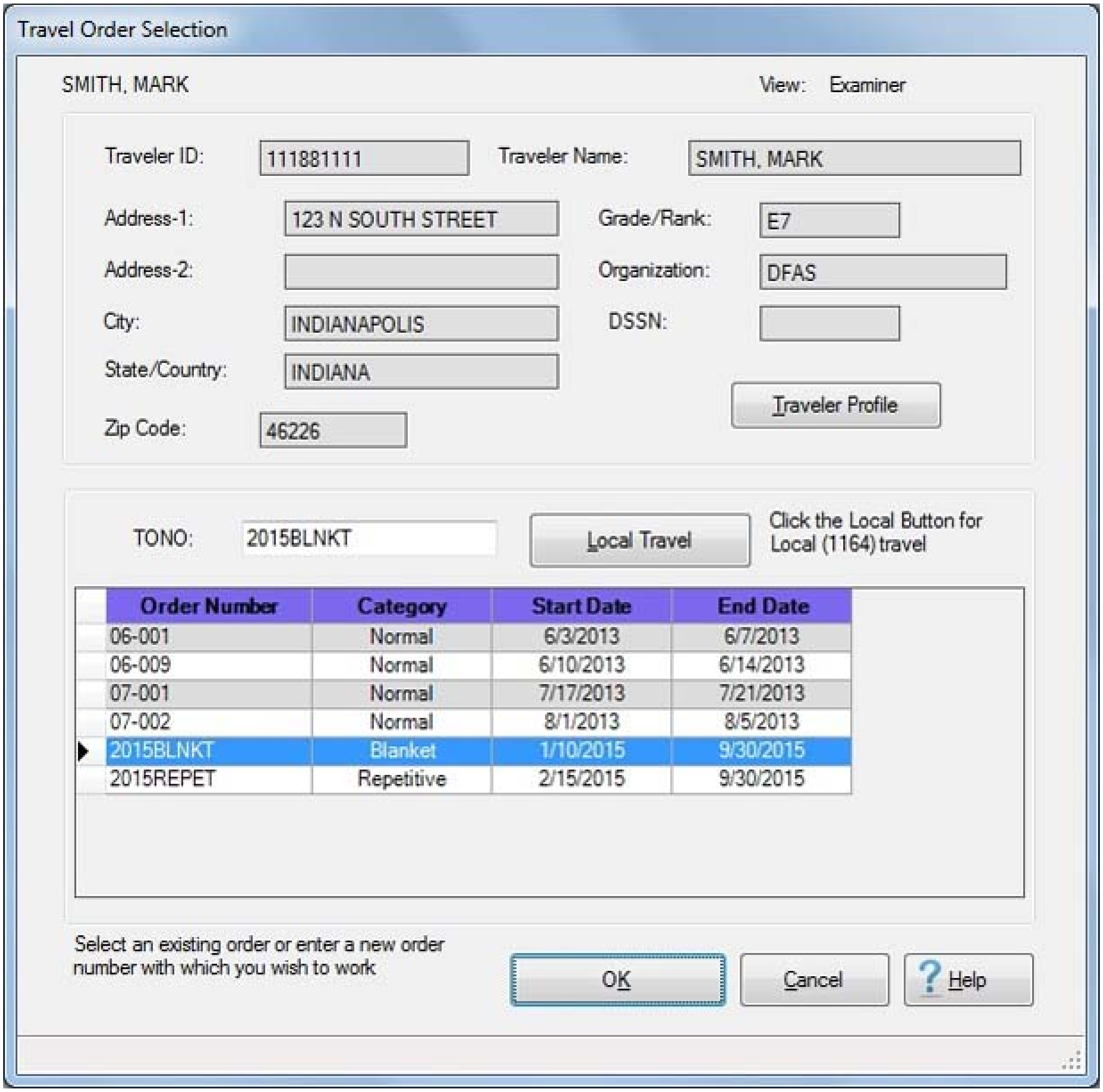
Note: Travel Orders may be **viewed** by IATS users in either the **Examiner** or **System Administrator** view if the **privileges** were granted when the user **account** was created.

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.

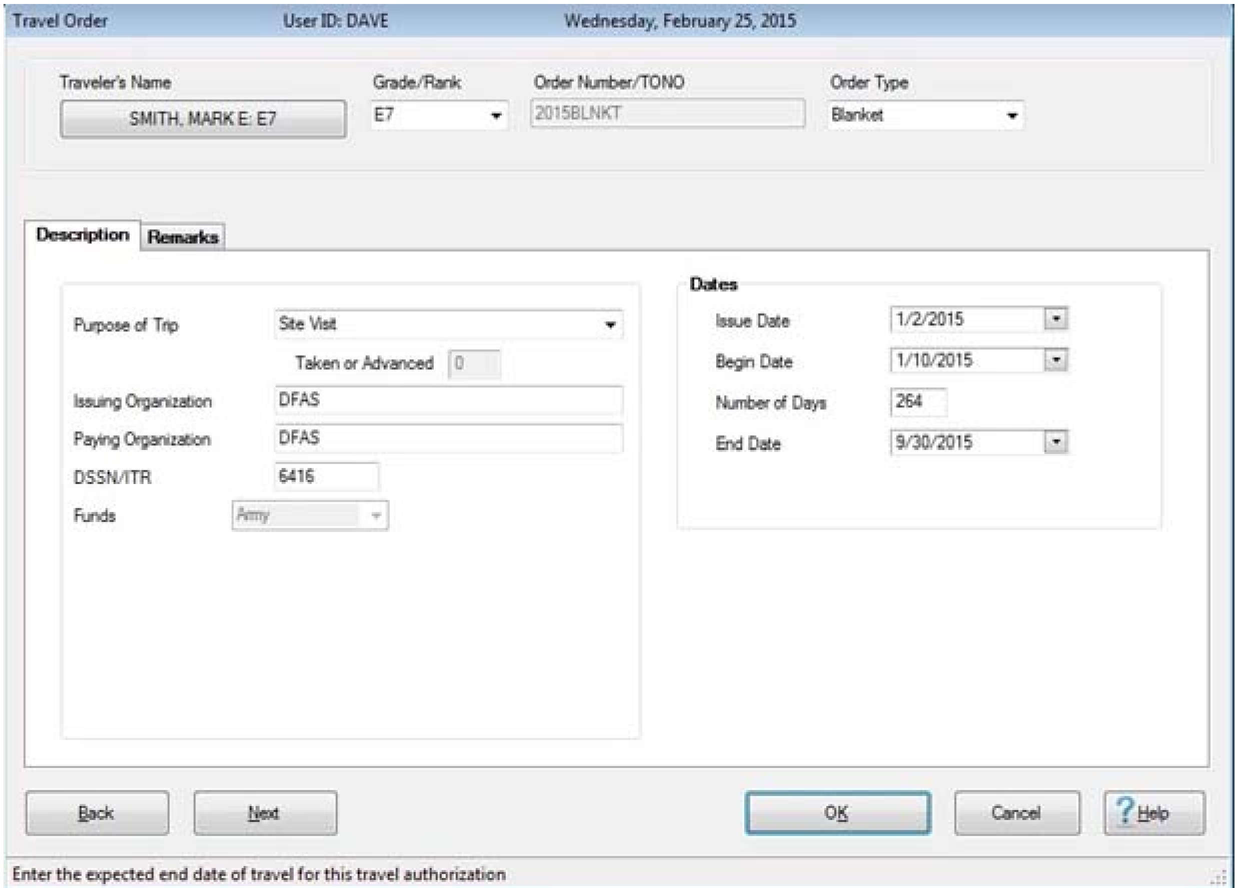


3. At the Select Traveler screen, **enter** the traveler's **SSN** at the **ID** field and **press** *Tab*.
4. When the traveler's account information is displayed, **click** on **OK**. The **Travel Order Selection** screen appears.



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 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.

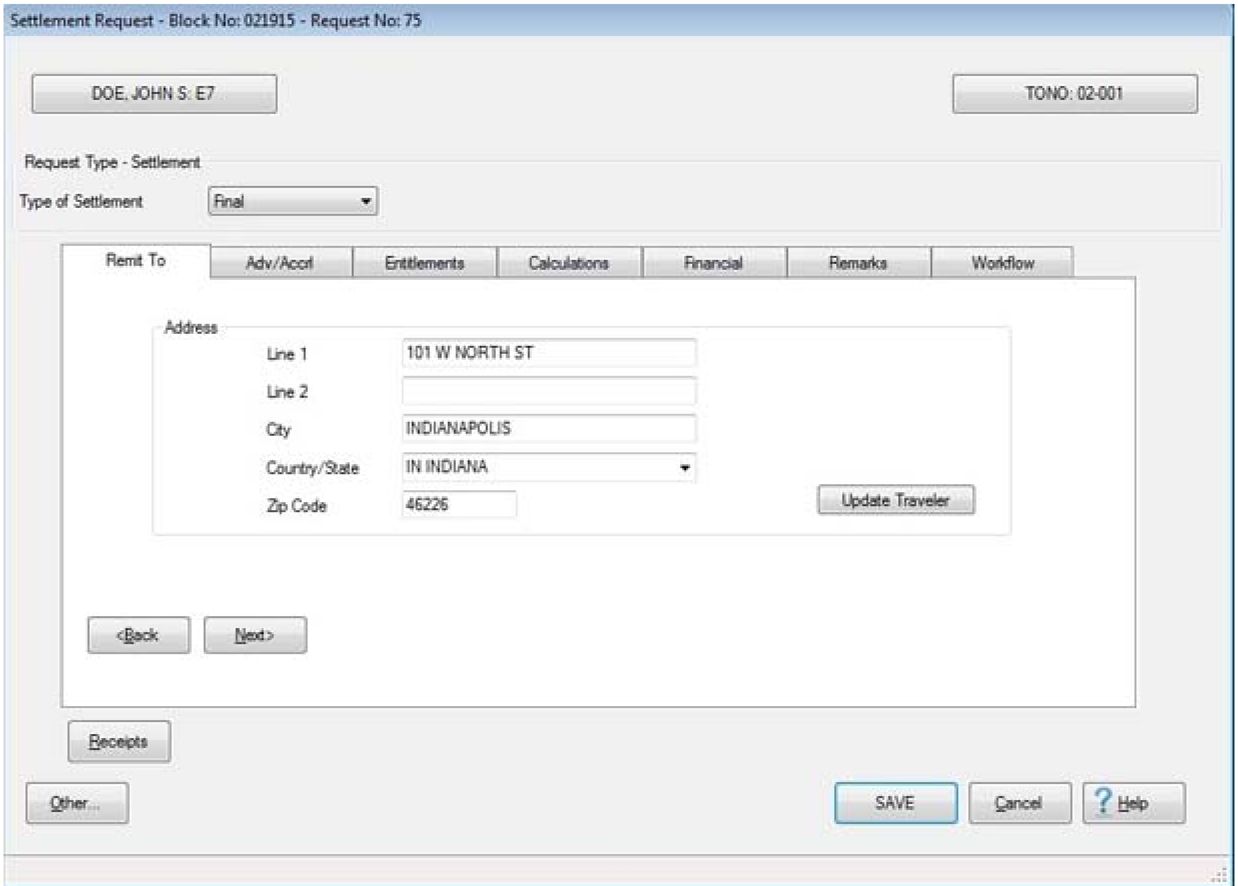


7. When **finished** viewing the order, **click** on the **OK** button.

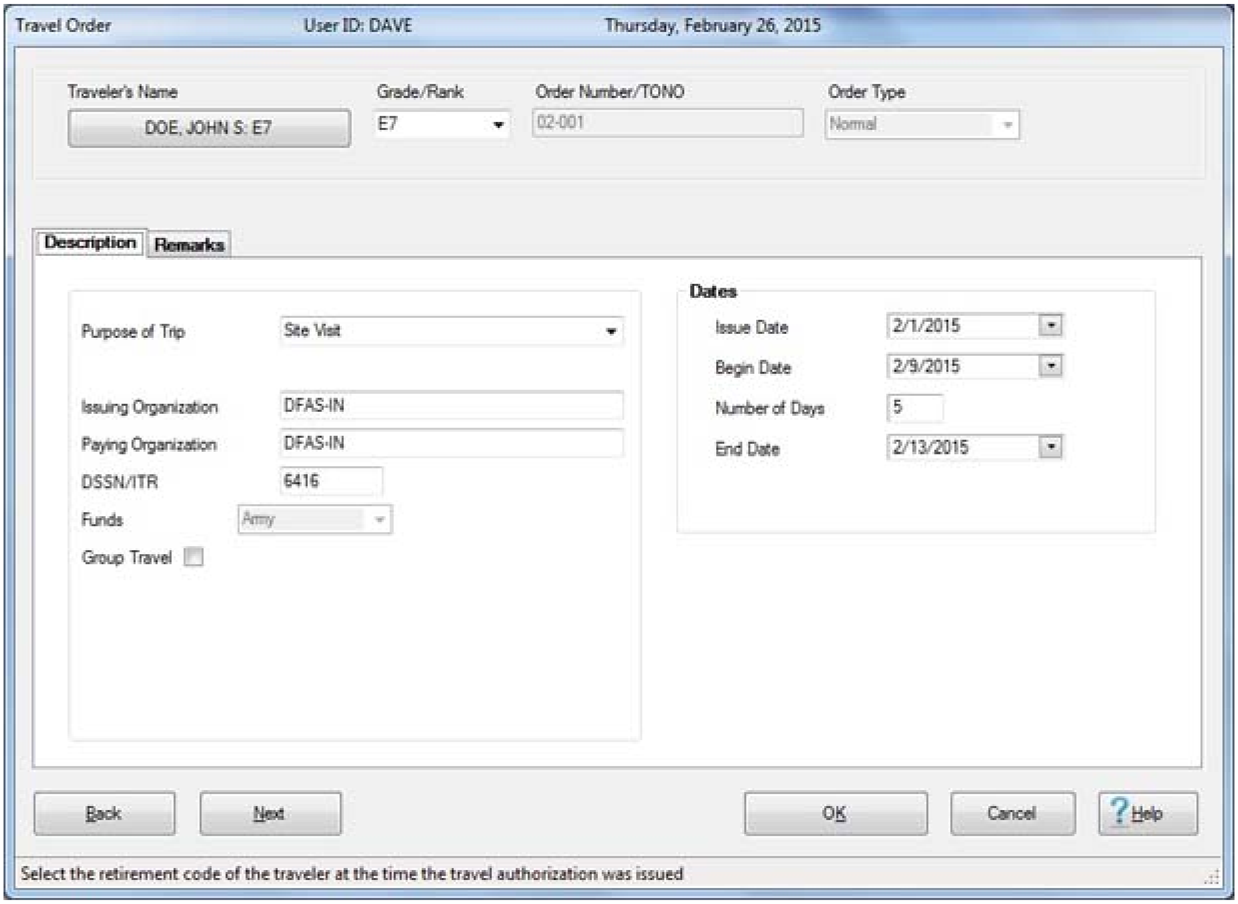
View or Modify the Travel Order from Input Screens

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

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



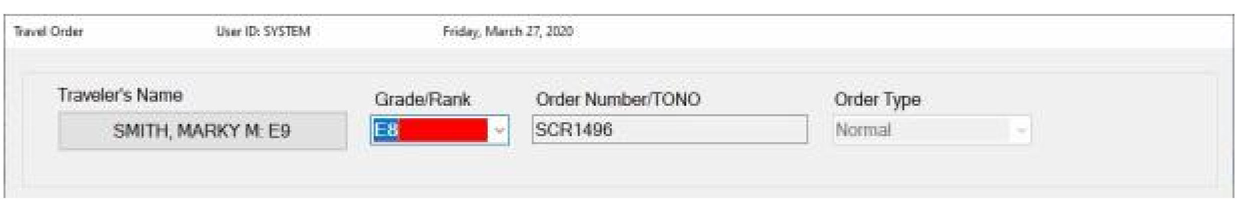
1. **Click** on the **TONO button** at the top of the **screen** displaying the **travel order number**. IATS displays the **Travel Order** screen for this travel order number.



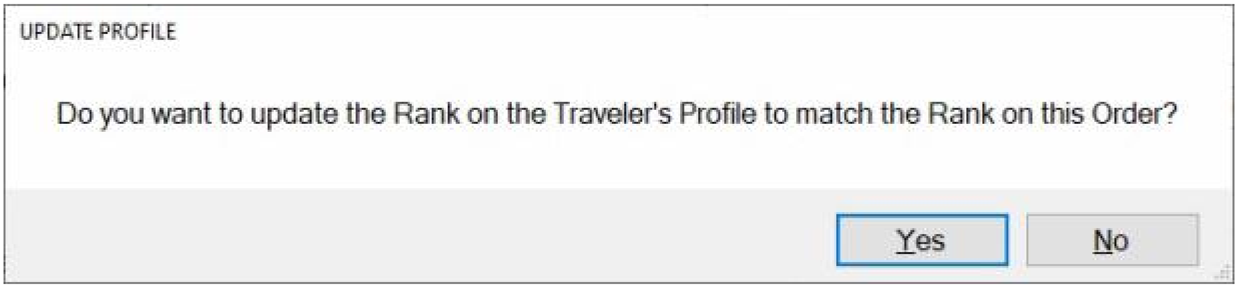
2. When the **Travel Order** screen appears, the user may **view** the travel order information or **modify** the information as needed.

Note: A **feature** was added to IATS to allow the user to **change** the traveler's **Grade/Rank** at the Travel Order screen and have this change **update** the **traveler's profile** if desired.

3. If **changing** the traveler's Grade/Rank, **click** on the *down* **arrow** button at the **Grade/Rank** field to display a **list** of ranks or grades.
4. **Click** on the desired **grade** or **rank** you wish to **change** the current grade or rank to.
5. IATS will **display** the new grade or rank with a red **background** as shown below.



6. **Click** on the **OK** button, to **save** your changes.
7. If a **change** has been made to the traveler's **grade** or **rank**, IATS will **display** the following *pop-up* **message** asking if you want **update** the **traveler's profile** with this change.



8. **Click** on *Yes* or *No* as desired.

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.

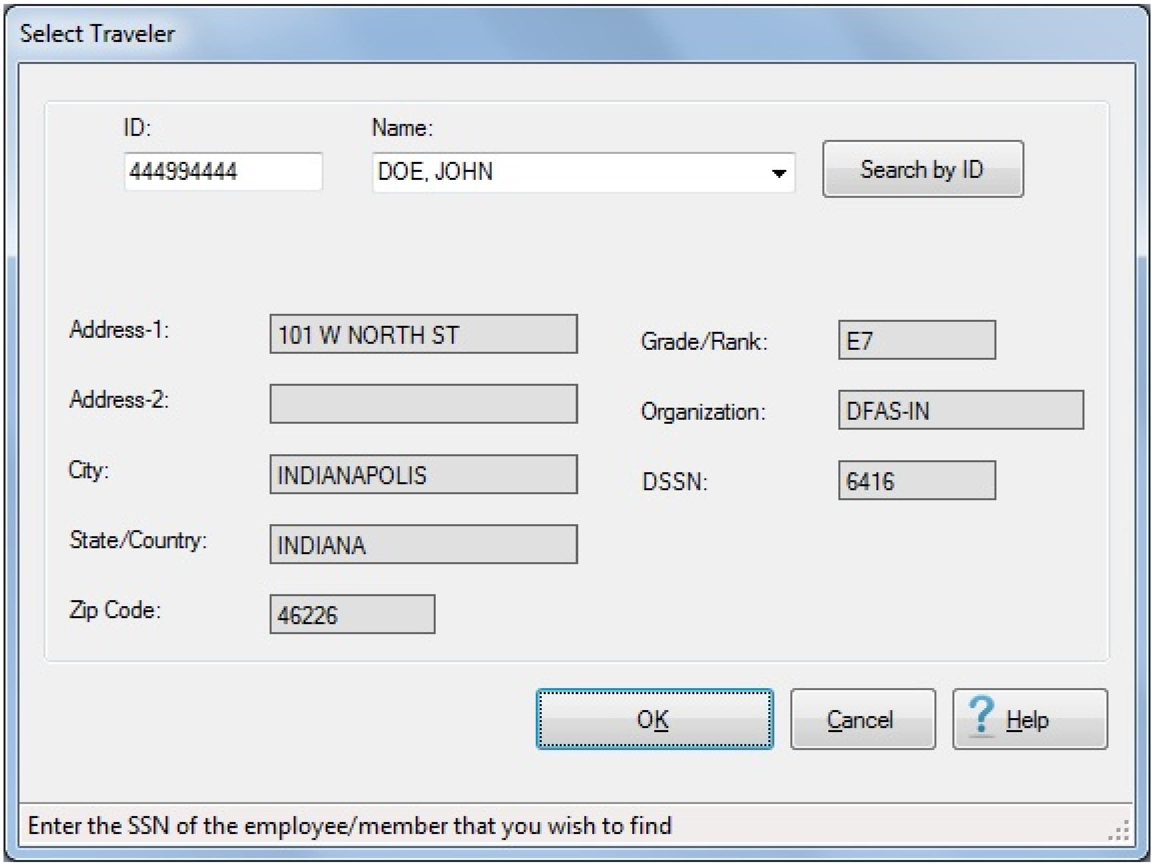
Open Suspense Items: - An open suspense item is an amount **due the US** associated with a particular travel order. This can be the result of an unsettled **advance** or a **settlement** that was **processed** resulting in an amount **due the US**.

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.

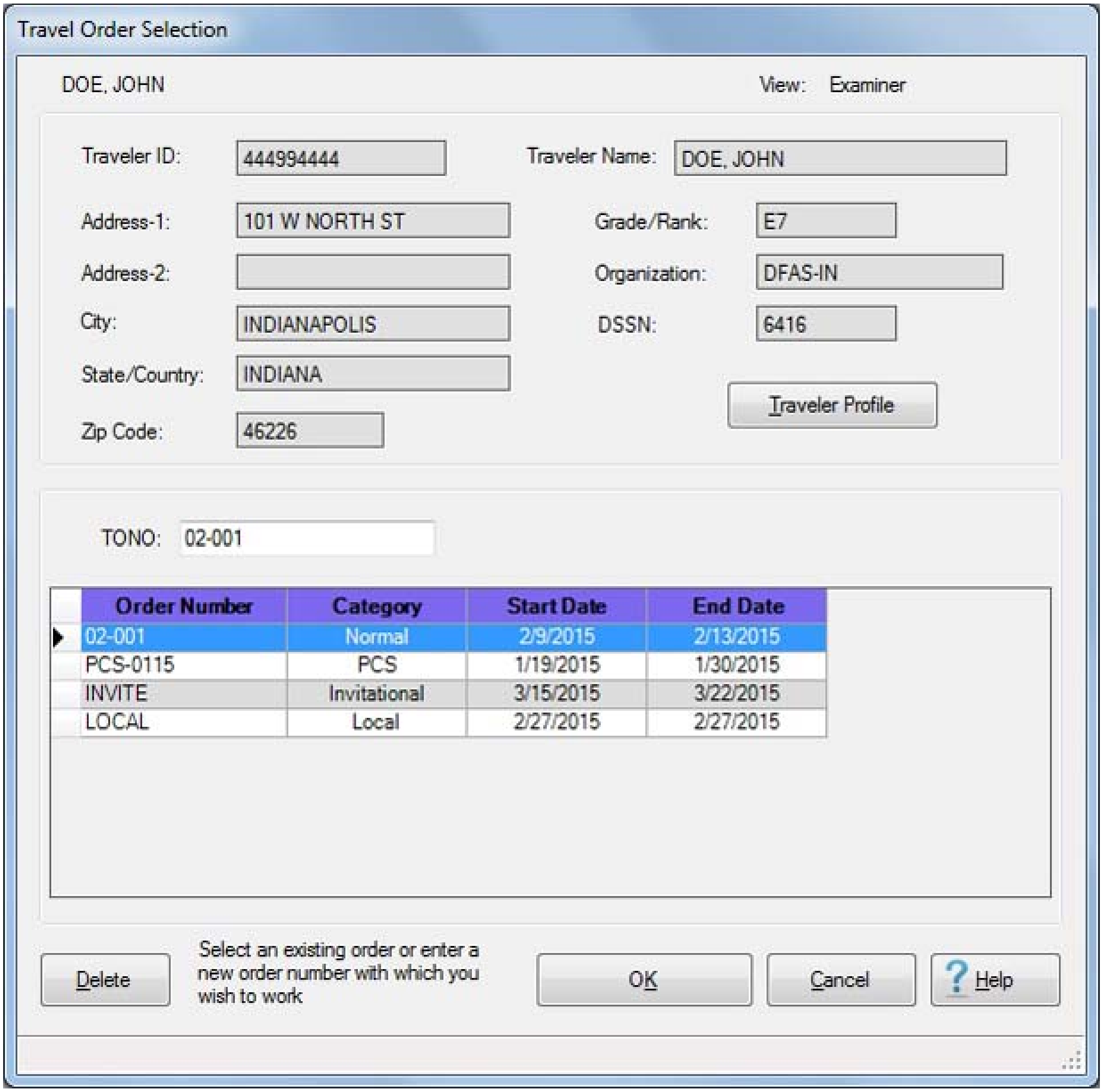
Refer to the **Help** topic, "Delete Travel Order Details", for **instructions** on using this method.

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

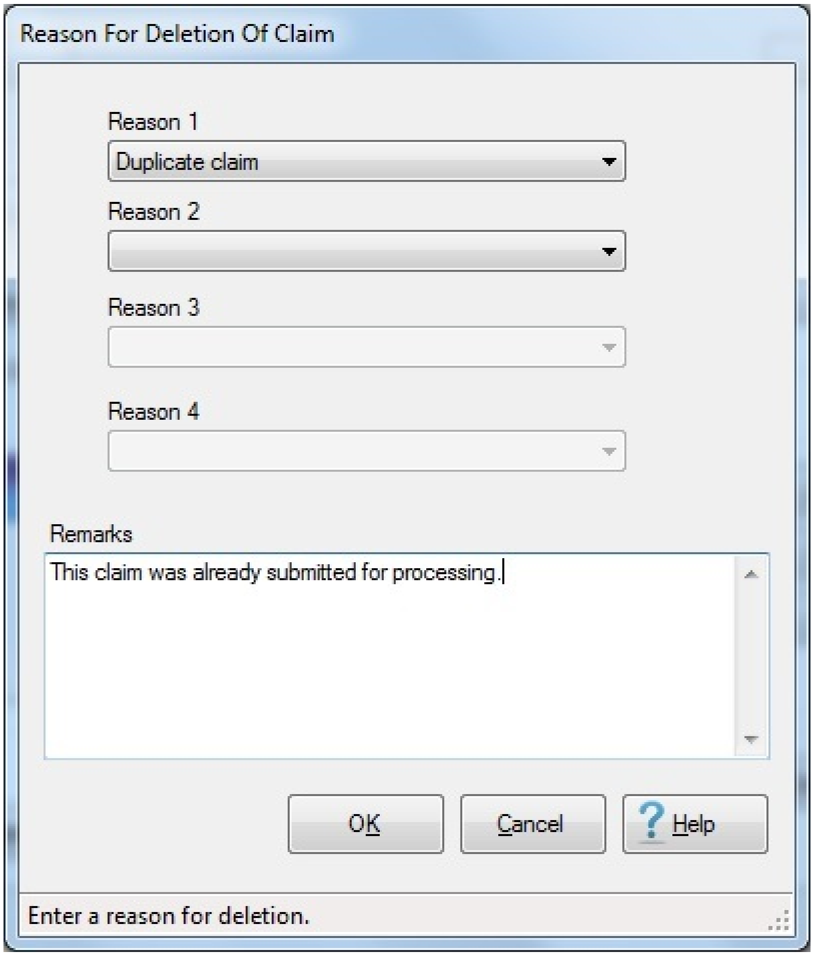
1. At the **Examiner View** screen, **click** on the **Tools** menu and select the **Travel Order** option. The **Select Traveler** screen appears.



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.



4. **A**t 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.



9. **Reason(s) for Deletion:** - Notice that there are <u>four</u> **Reason** fields. You <u>must</u> **select** at least <u>one</u> 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 <u>optional</u> **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

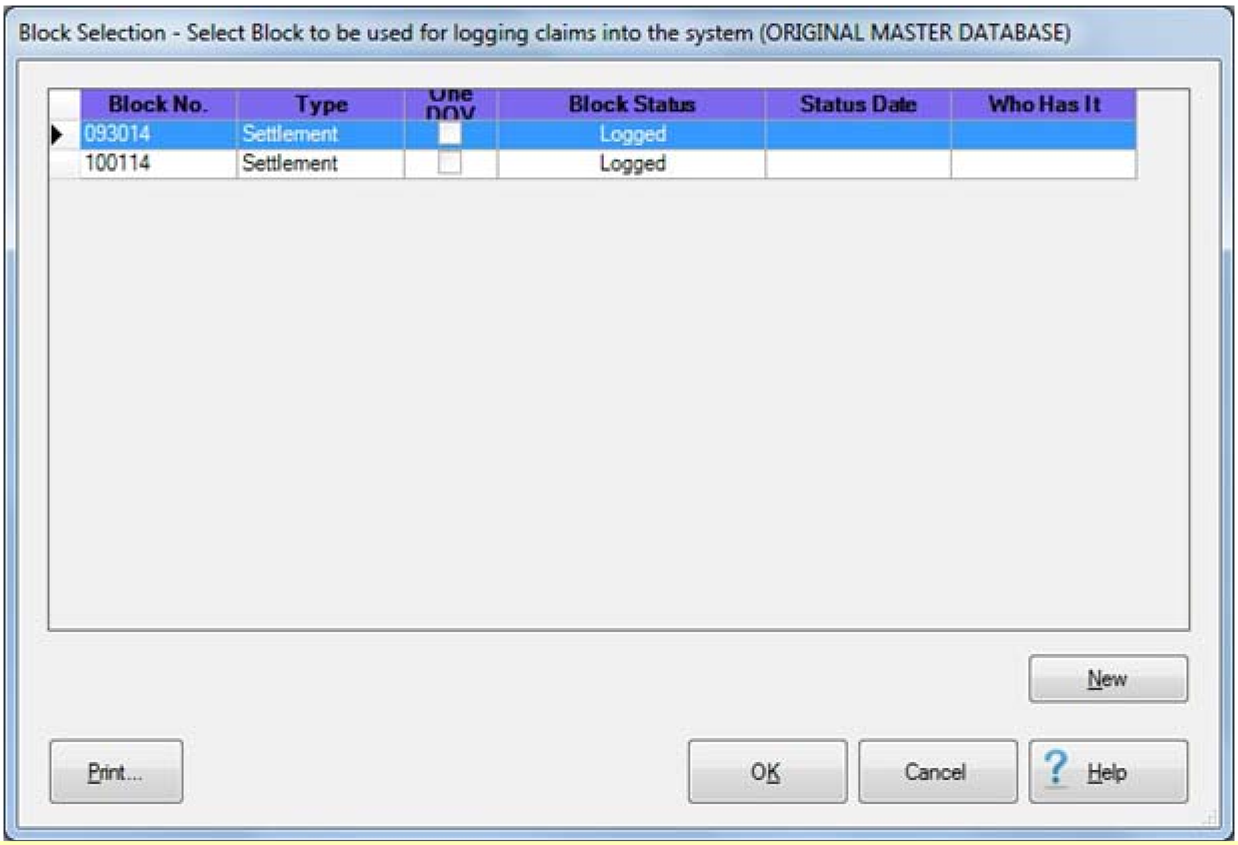
Log Requests

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**.

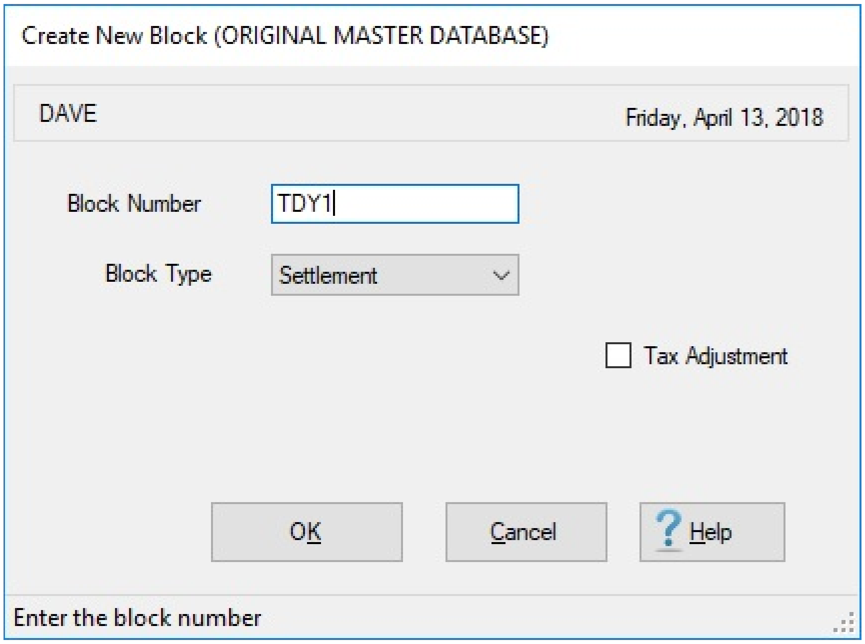
Complete the following steps to "log" in-coming requests:

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.



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.

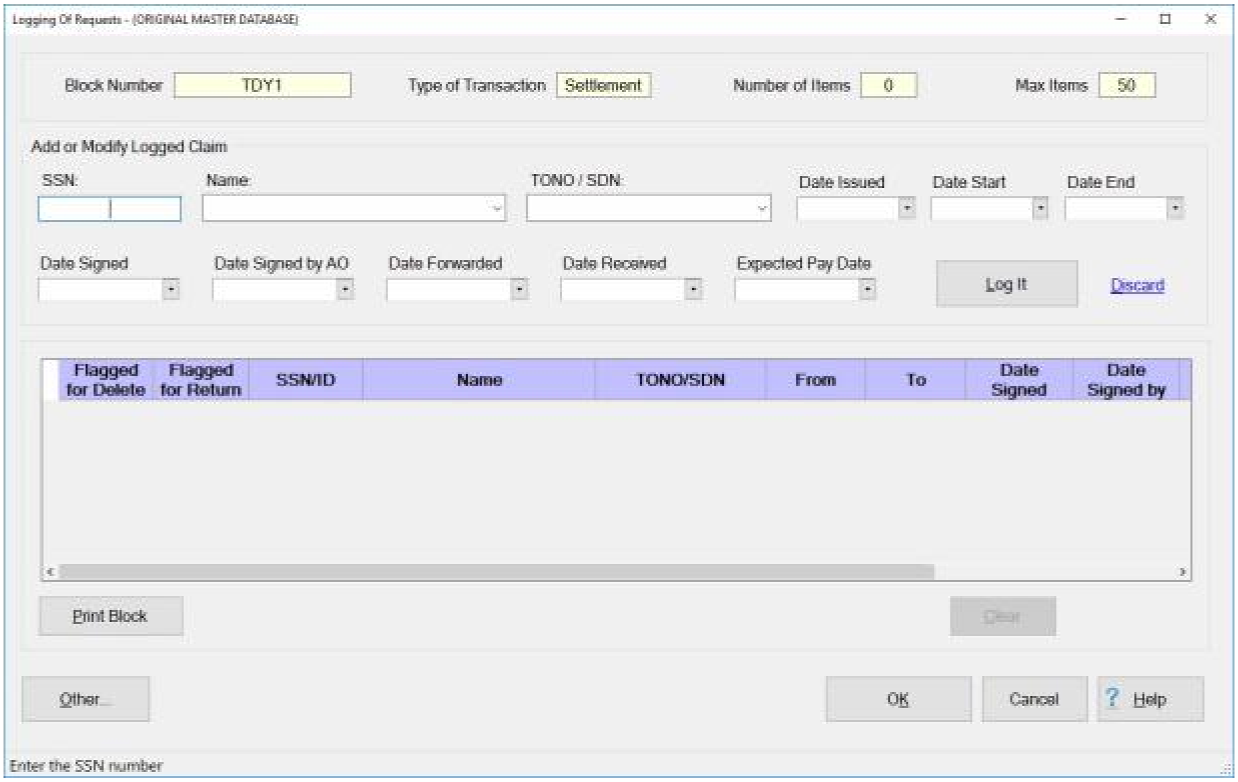
3. **Double click** on an existing block or **click** the **New** button to create a new block. If the **New** button is clicked, the Create New Block screen appears next.



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

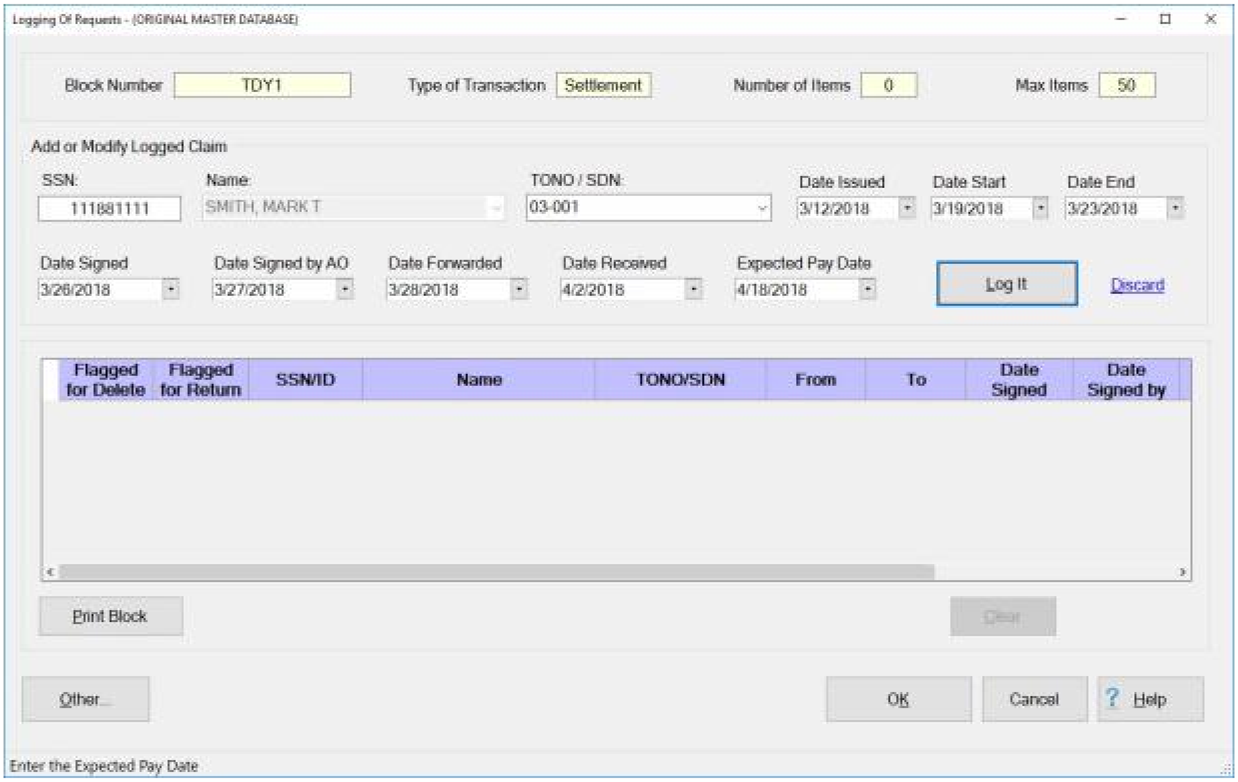
Tip: Block numbers can be from (**1**) to (**10**) characters in length. In addition, the numbers may be **alpha**, **numeric**, or a **combination** of both.

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.

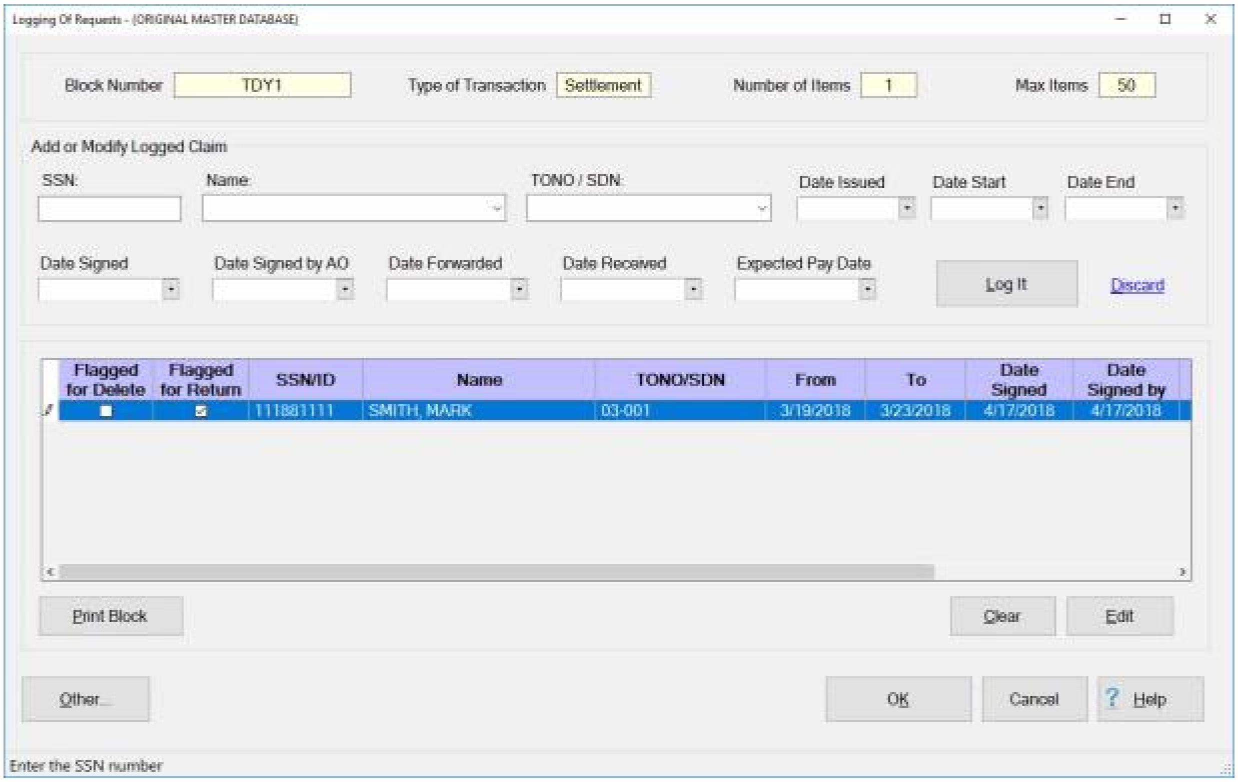


9. **Type** the traveler's **SSN** at the **SSN** field and press *Tab*. If the traveler's account exists, the name and SSN appears in the **Name** field, and the cursor moves to the **TONO/SDN** field. If the travel account does not exist, a message appears asking if you wish to create a new traveler 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

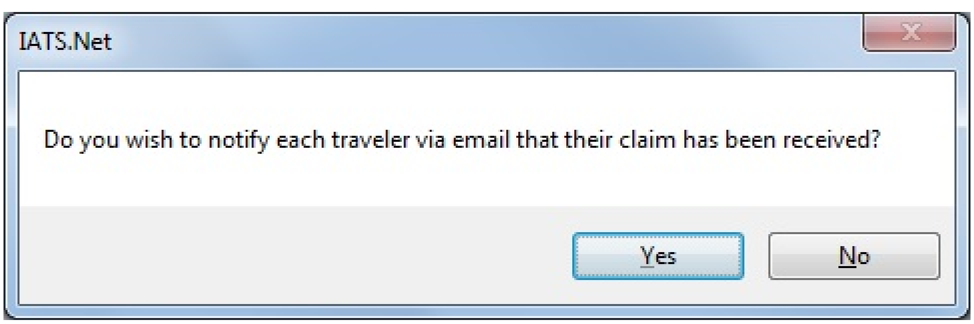
claim was **signed** by the traveler and **press** *Tab*. You can also **click** on the *down* **arrow** button and use the **Calendar** to select the date.



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 <u>correct</u>, **press** *Tab* to continue, or **type** a <u>new</u> **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 <u>correct</u>, **press** *Tab* to continue, or **type** a <u>new</u> **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.



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.



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.

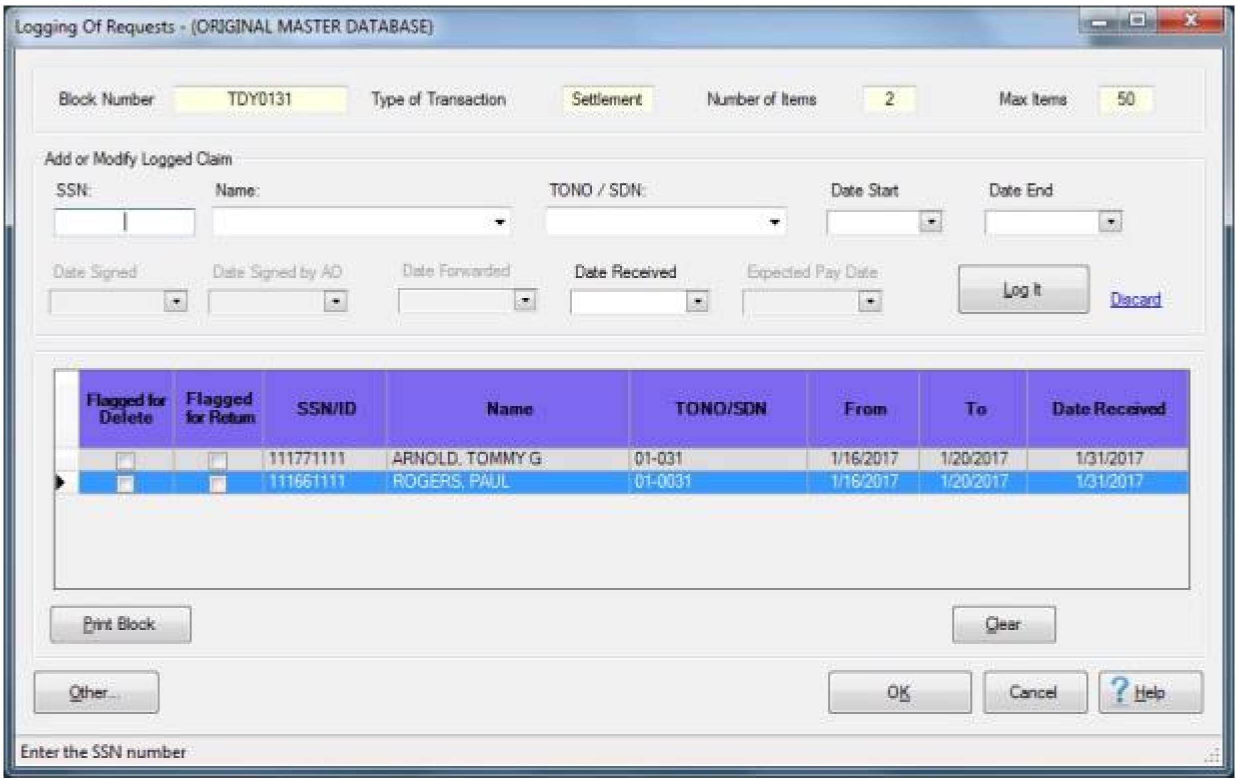
Click on the **See Also** button below for instructions on **clearing**,**deleting**, and **returning** logged requests.

Clearing Logged Requests

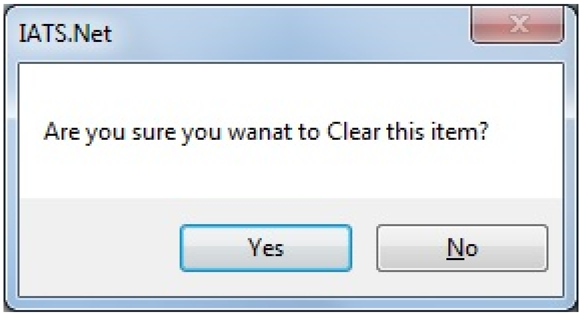
On occasion you may wish to **clear/remove** a request from the Logging of Requests screen. This is **allowed** if the request has not been **saved** to a block.

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

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



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



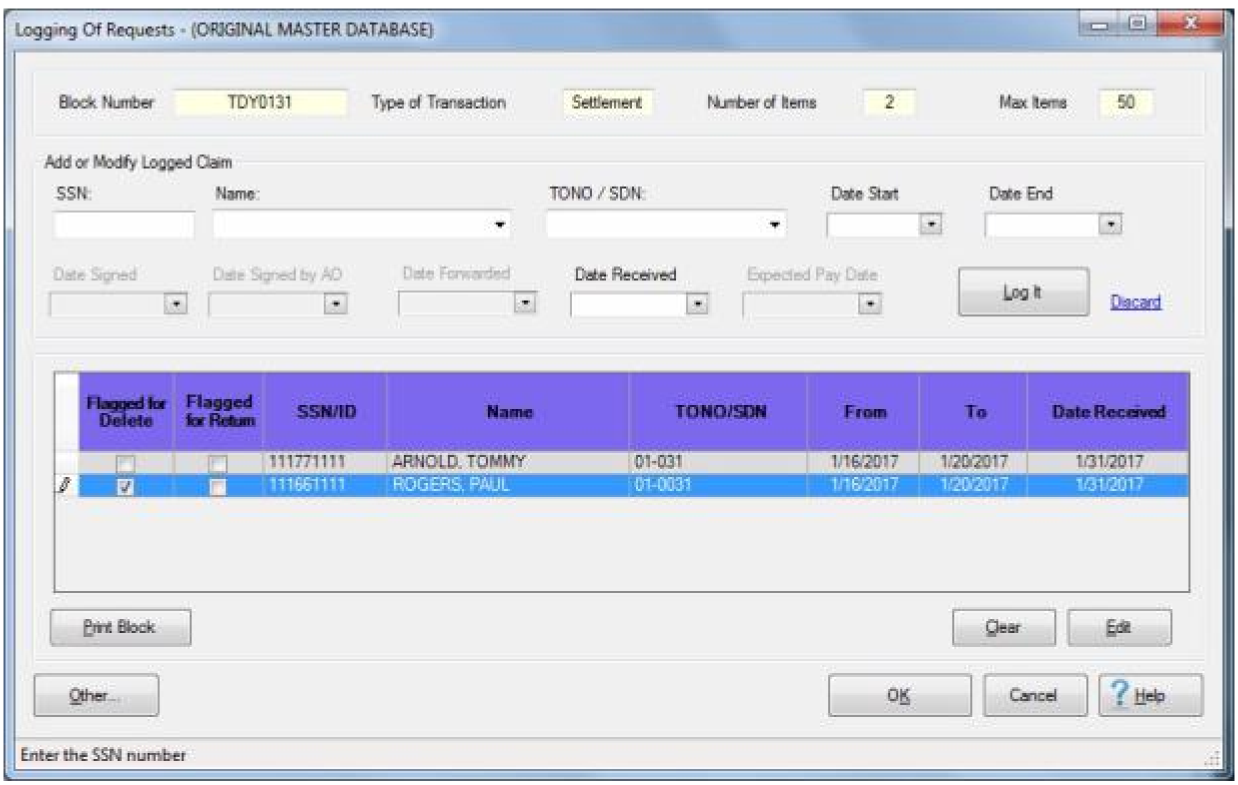
3. If you are sure, **click** on **Yes**. The selected request is then deleted.

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.

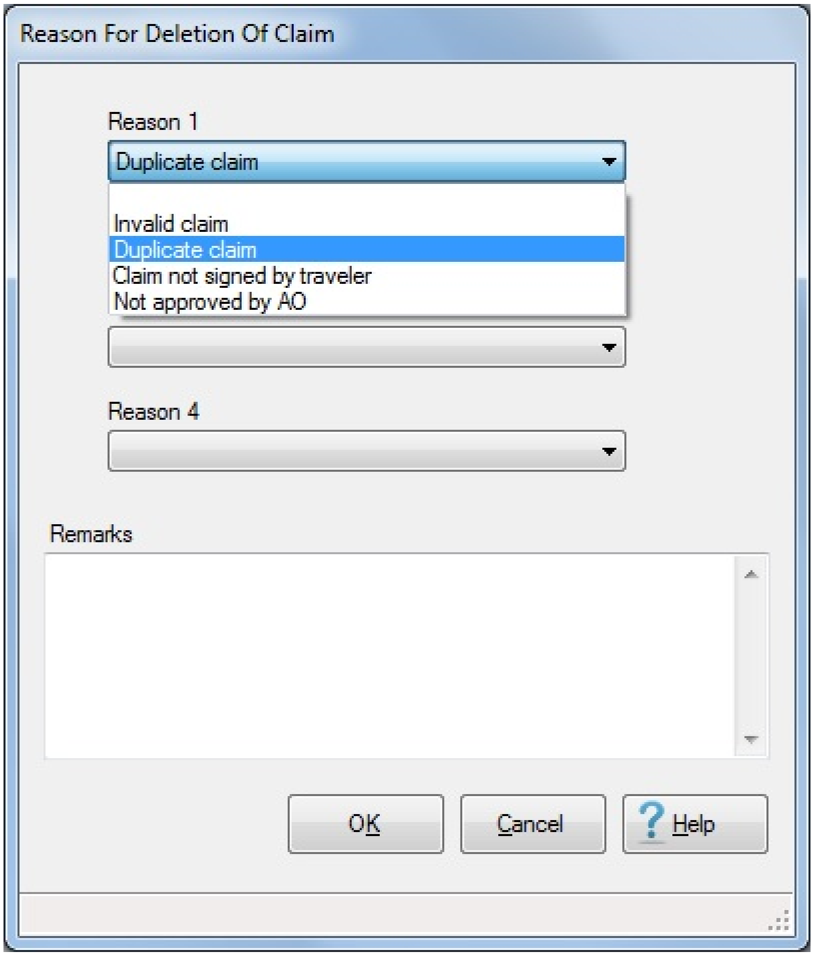
Complete the following steps to "delete" a logged request:

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.



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.



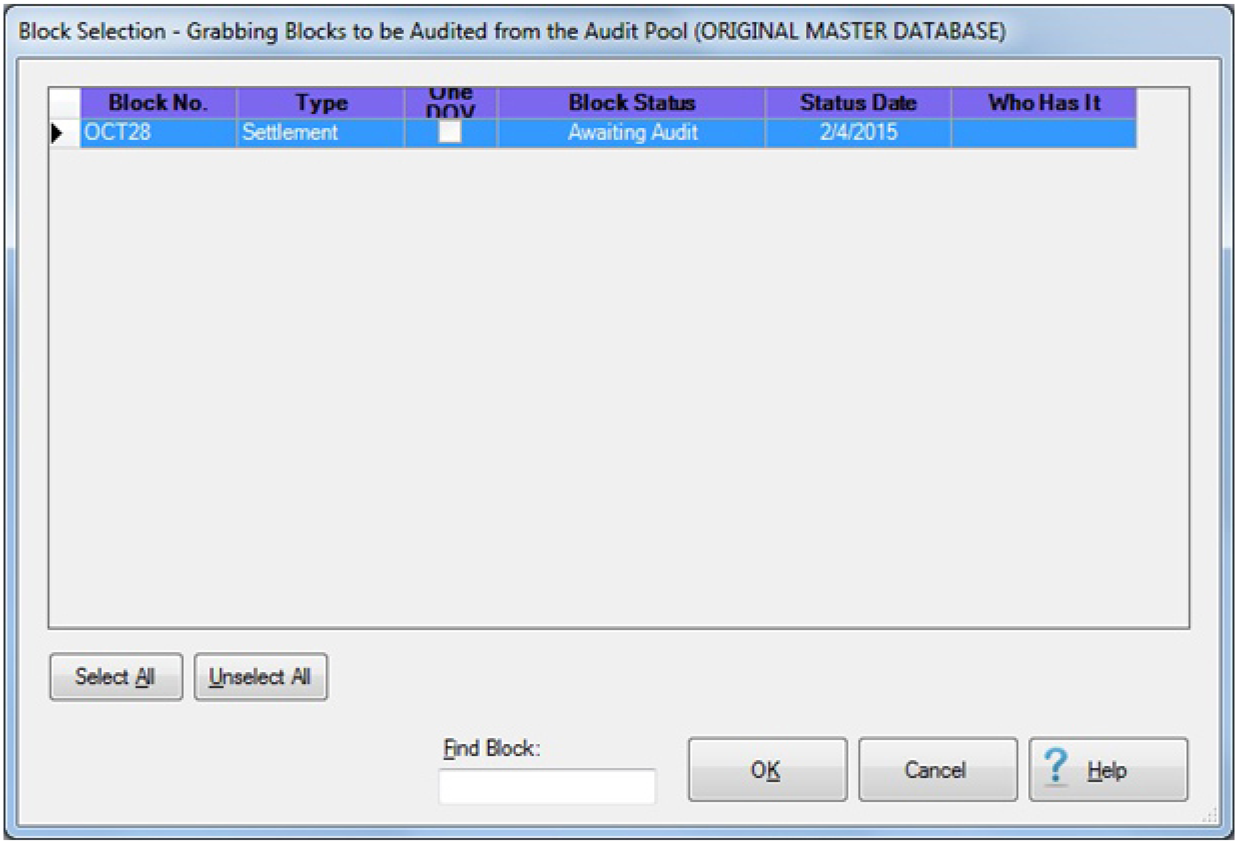
5. At the **Reason 1 - 4** fields, **click** on the *down* **arrow** button to display a **list** of **reasons** and then **click** on the desired **reason**.
6. You may also **click** in the **Remarks** text box and manually **enter** a **remark**.
7. **Click** on **OK** after you have **finished** 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.



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 <u>all</u> of the blocks listed by **clicking** on the **Select All** button. To **void** a selection, **click** the **Unselect All** button.

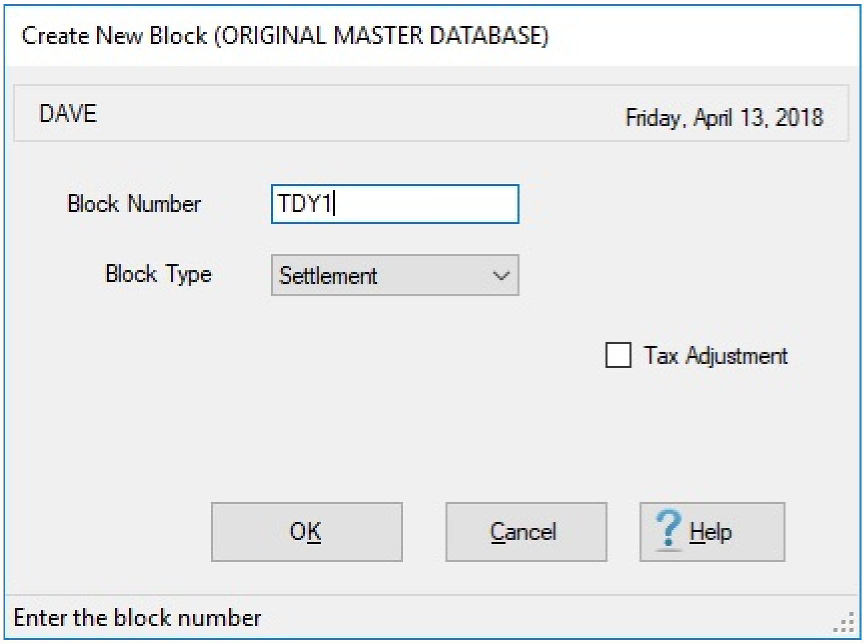
3. After selecting a block, the **Confirmation Password** screen appears. Complete the process by **typing** your assigned **Confirmation Password** at the **Enter Password** field and then **click** on the **OK** button.

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. <u>Throughout the workflow process</u>, the requests will <u>normally</u> **remain** in the batch. Because the blocking process is <u>common</u> 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.

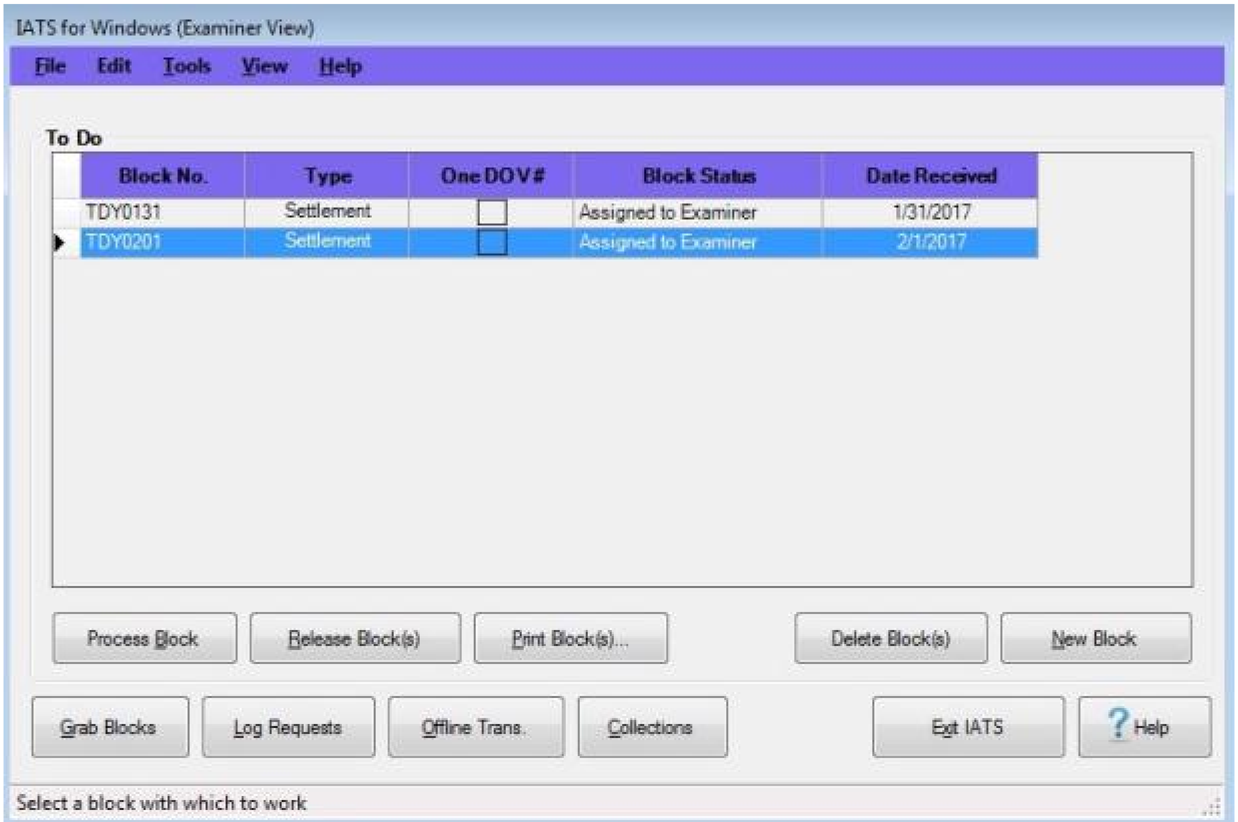


3. At the **Block Number** field, **type** the desired block ticket number unless the **Automatic Block Numbering** feature is turned on. If so, the word **New** will already be displayed in this field, and no action is necessary.

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** 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

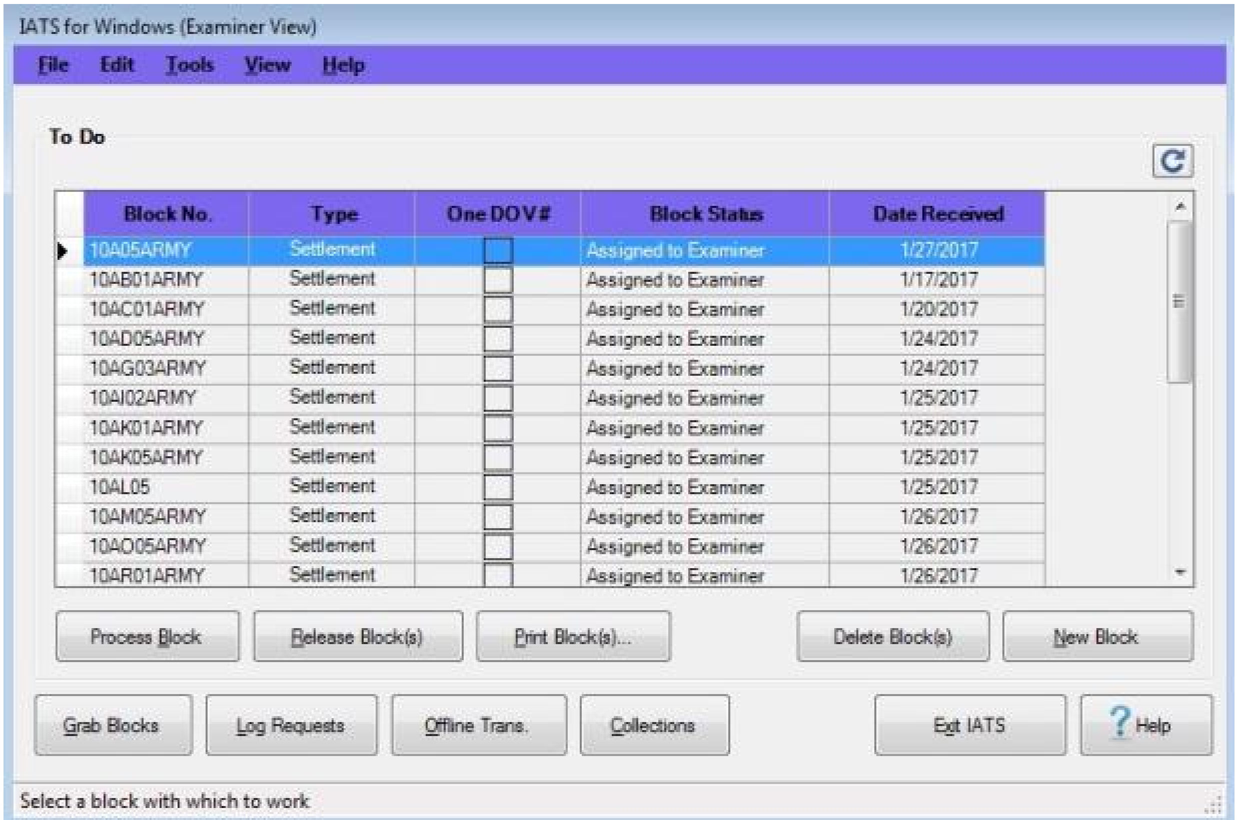
The Travel Pay System (TPS)/IATS **interface** is a one-way **web** interface with **TPS** being the primary system **pushing** and **pulling** information to/from IATS.

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.



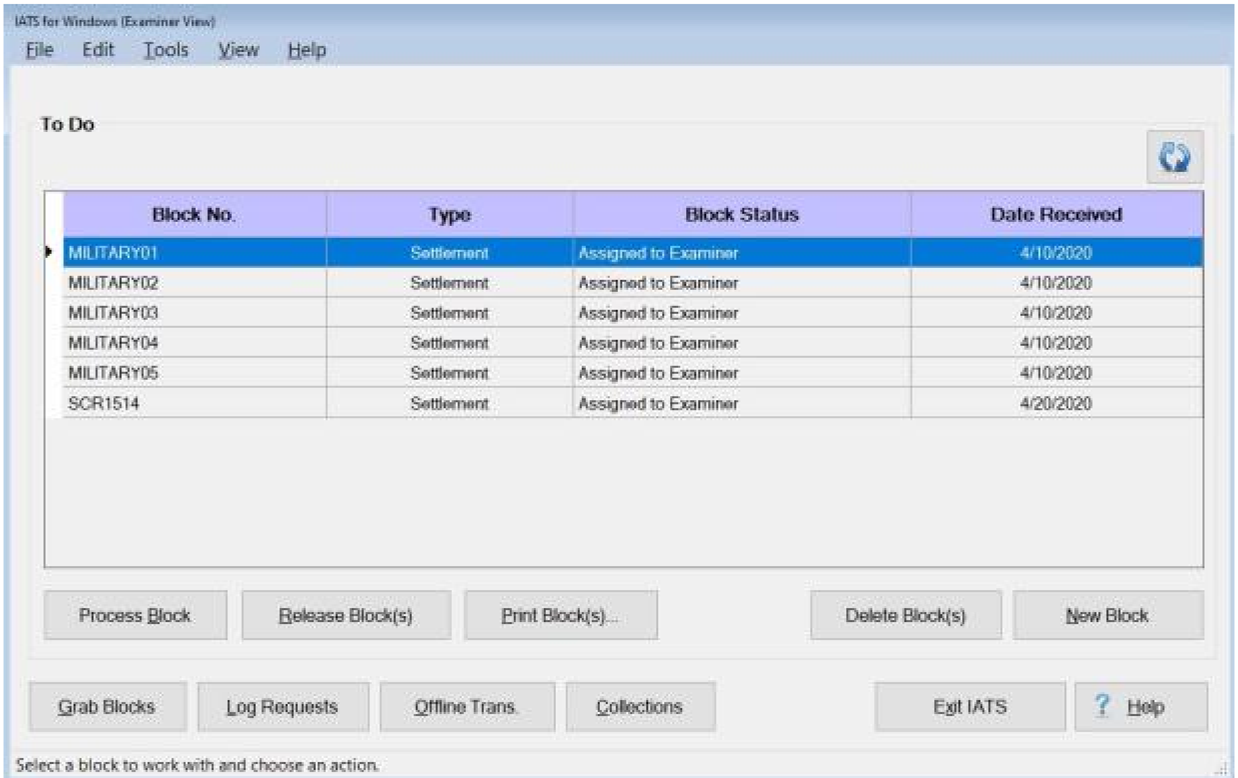
Process Blocks

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

Note: Although **recommended**, requests are <u>not</u> **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.

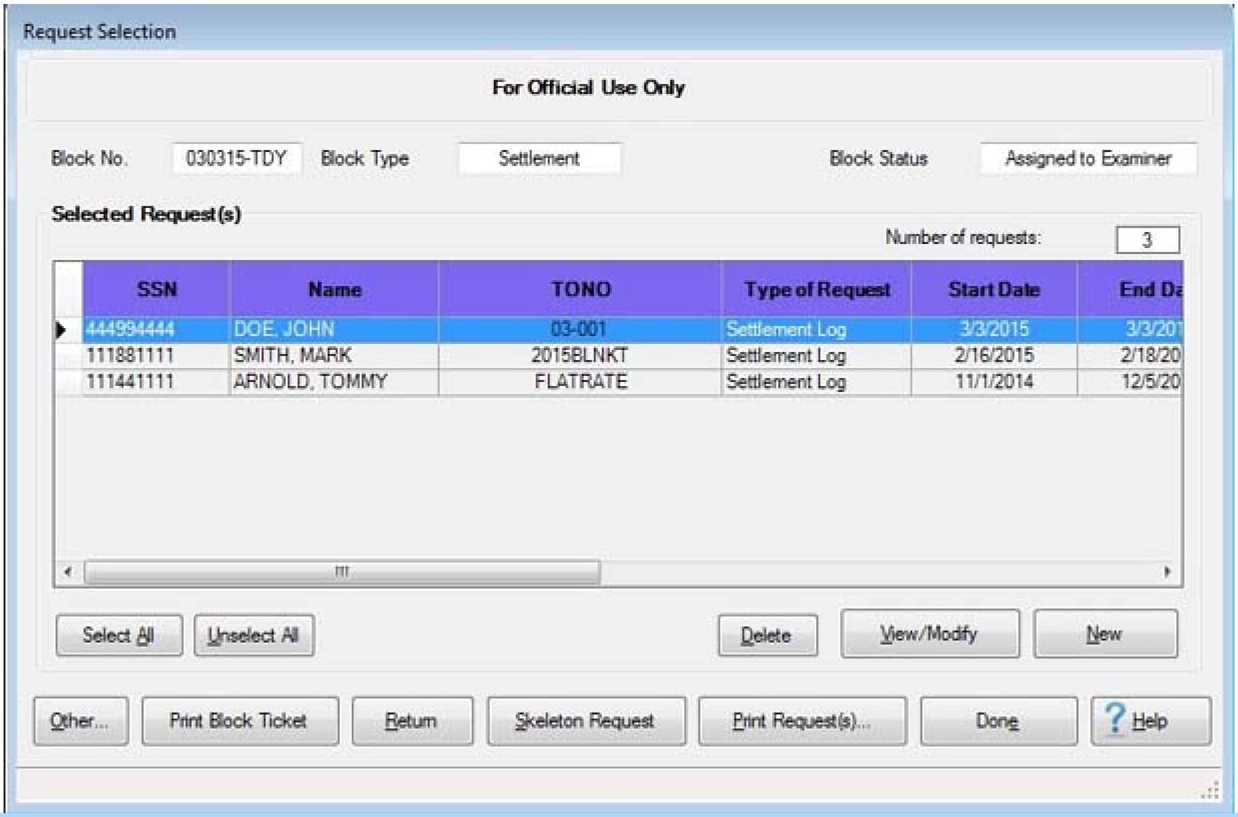


Tip: At the **Examiner View** screen, all blocks that were previously "**grabbed**" by the Examiner or **assigned** to the Examiner by the System Administrator are listed in the **To Do** section. Notice that the block status is "**Assigned to Examiner**".

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.



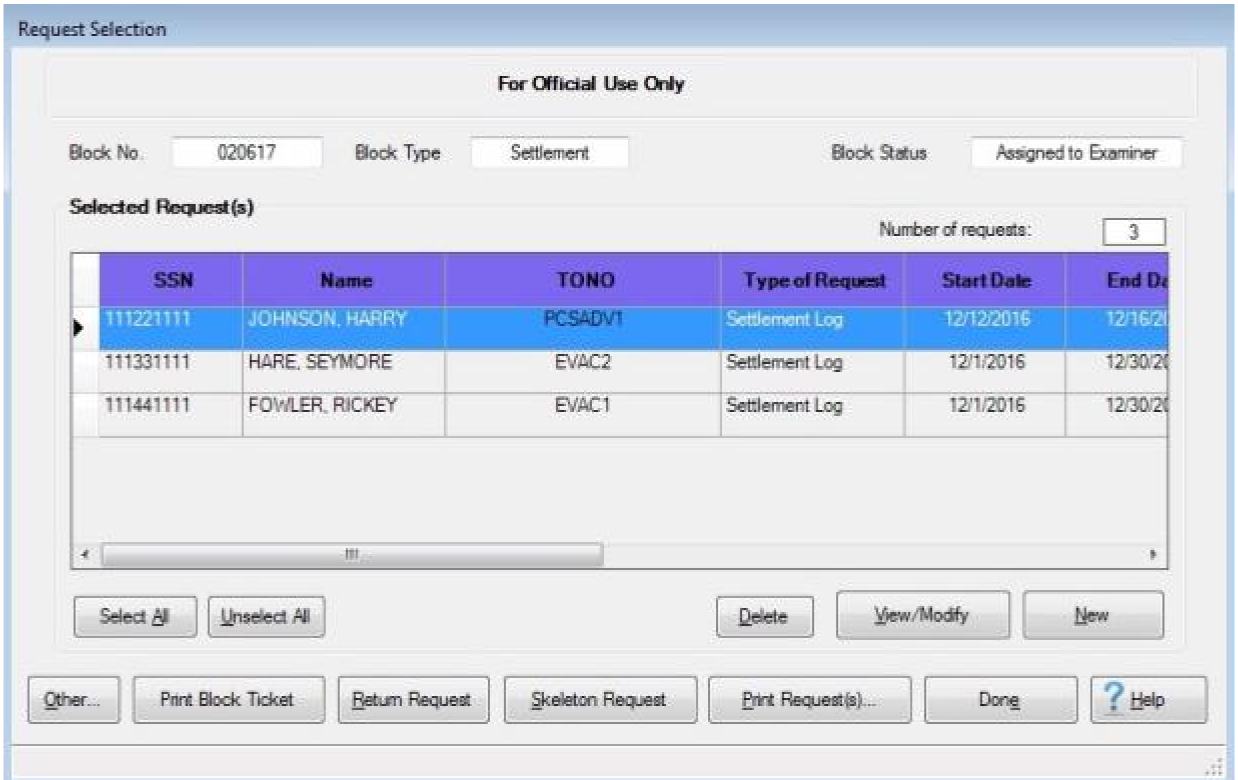
Note: When the **Request Selection** screen appears, any request previously logged to the block, is listed in the **Selected Requests** section. In the screen display above, there are (**3**) requests logged to the block.

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



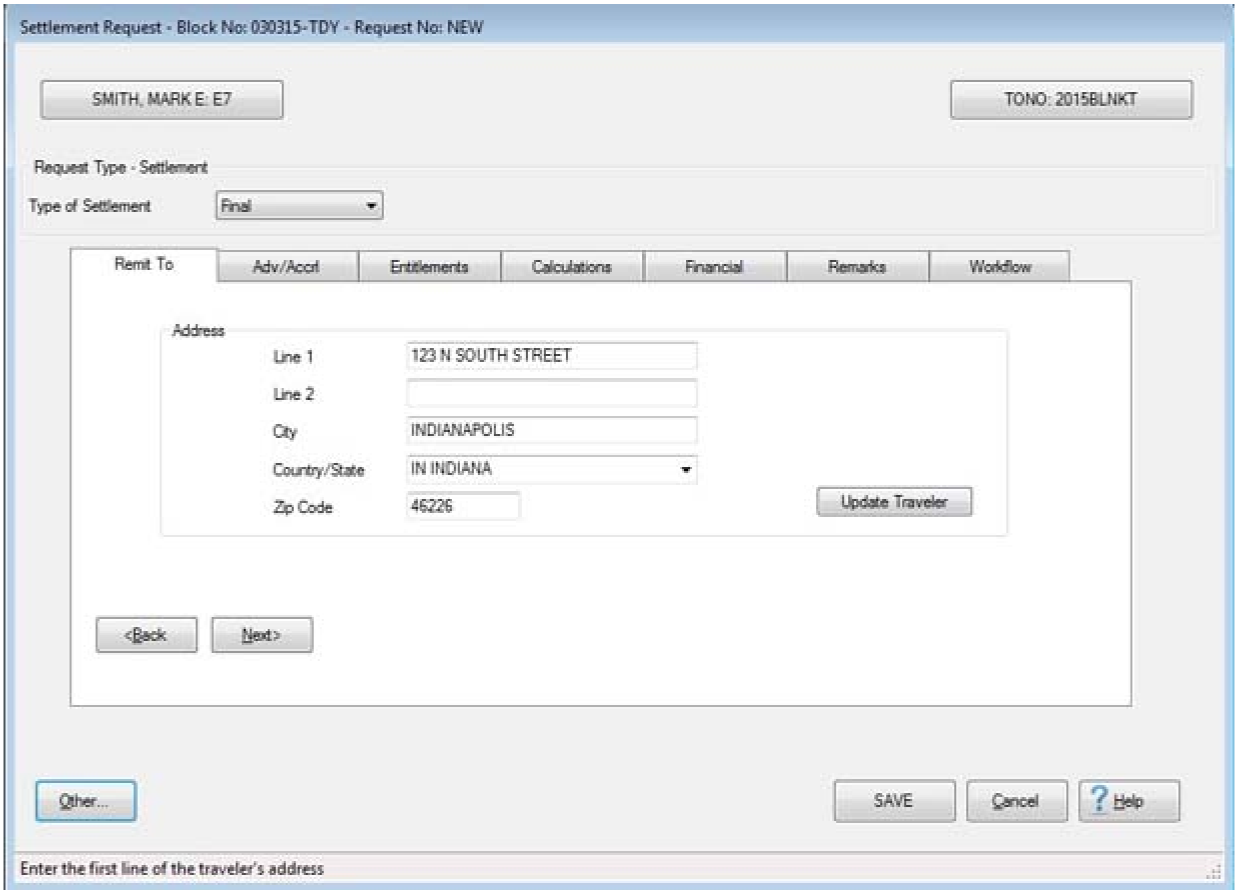
At the **Request Selection** screen, **select a request for Advance or Settlement** through one of the following **methods**:

- **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.



<u>What do you want to do?</u>

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

Process a MILPCS DITY Request

Process a Local DITY Request

Process a Supplemental Request

Hot Save

Note: This feature is <u>not</u> to be used by **Coast Guard** customers.

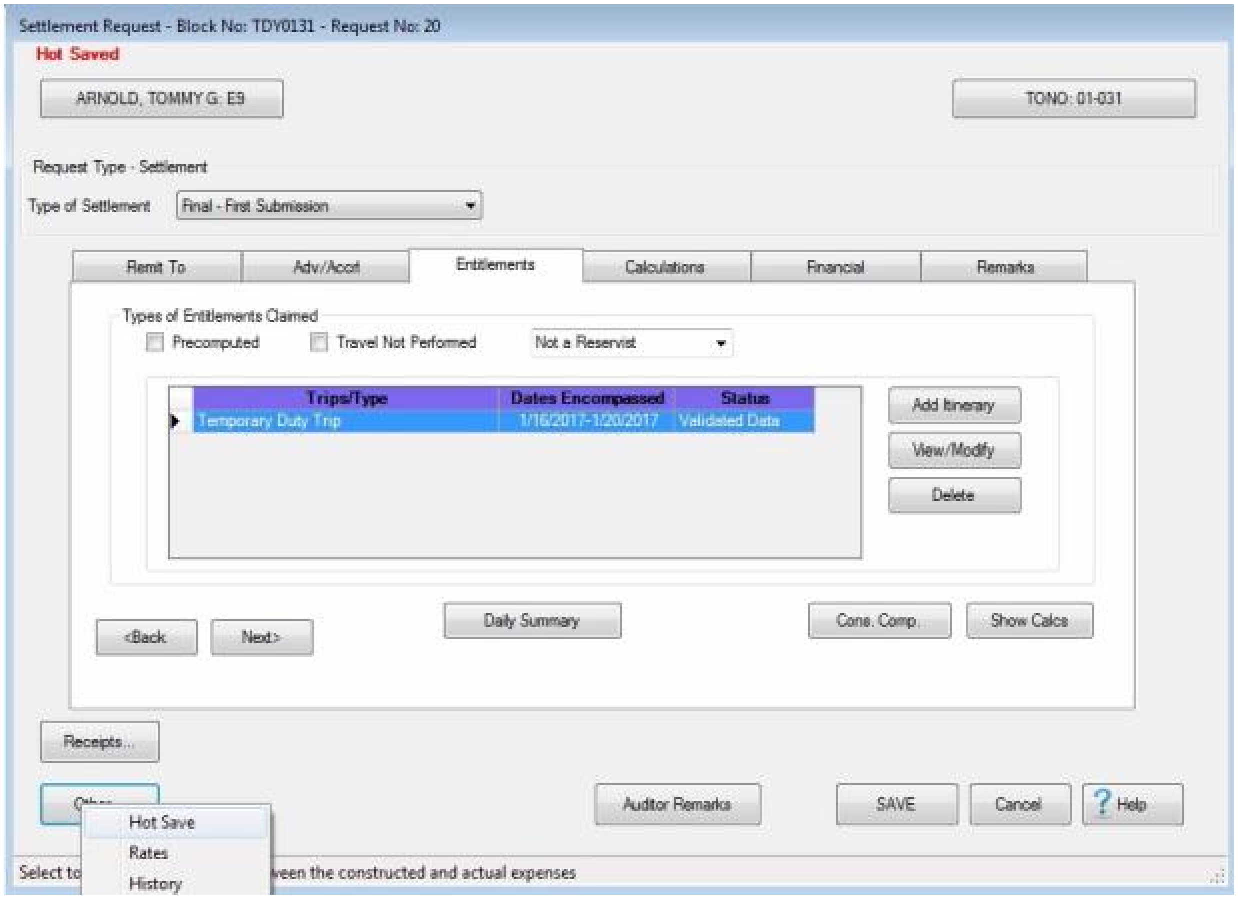
When processing a **Request for Settlement** or **Advance**, it may be necessary for a voucher examiner to stop before the claim is completed and **saved.** This required the voucher examiner to **cancel** out of the entire claim and then **restart** the entire claim at a later time.

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 <u>only</u> the **Settlement** or **Advance Request** screen.

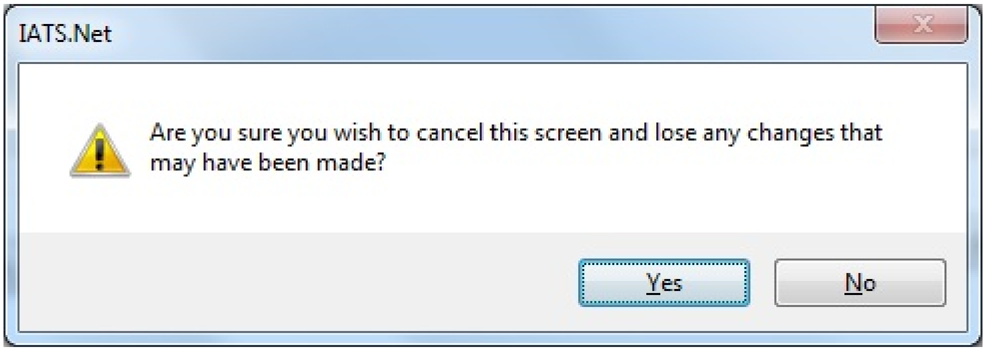
Complete the following steps to "perform" a Hot Save:

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.



4. 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 <u>successfully</u> **hot saved**.

5. **Click** on **OK** to continue.
6. **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.

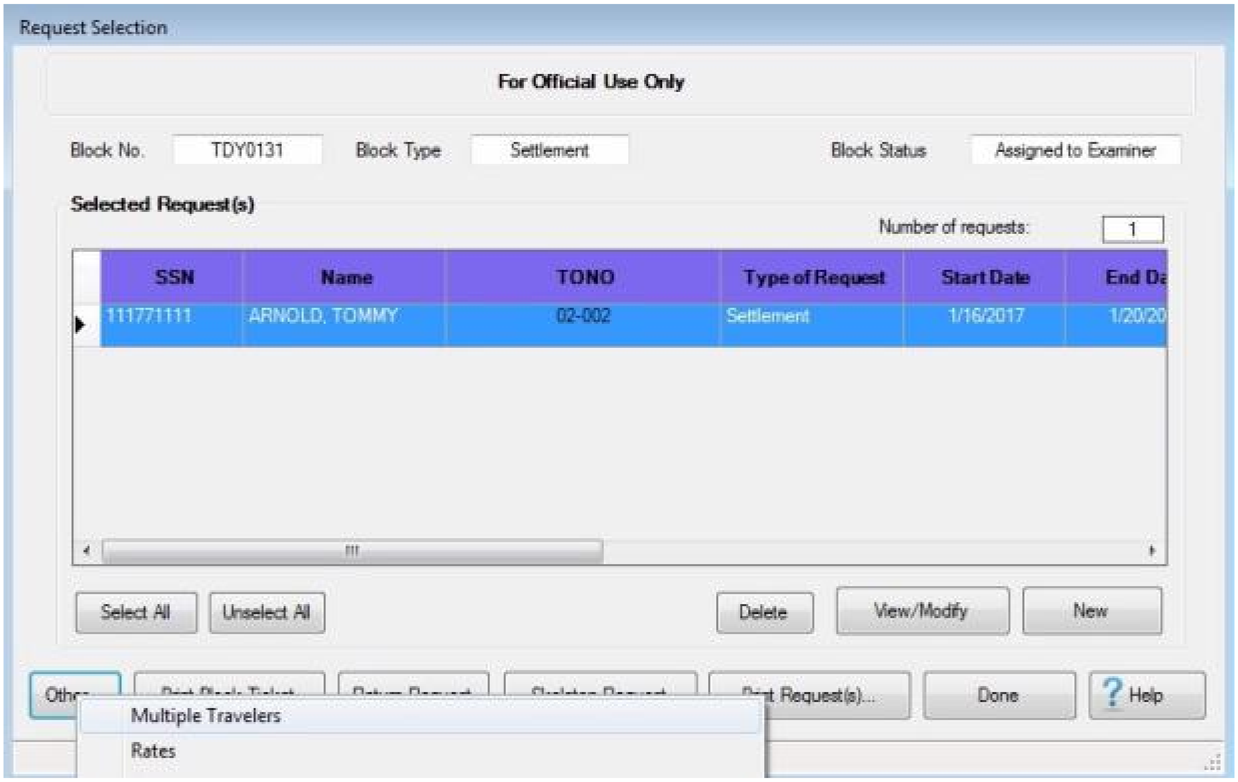
Note: If you **recall** a claim, make changes, and then perform another **Hot Save**, you will **overwrite** the original claim with new Hot Saved data.

Activating the Multiple Travelers Function

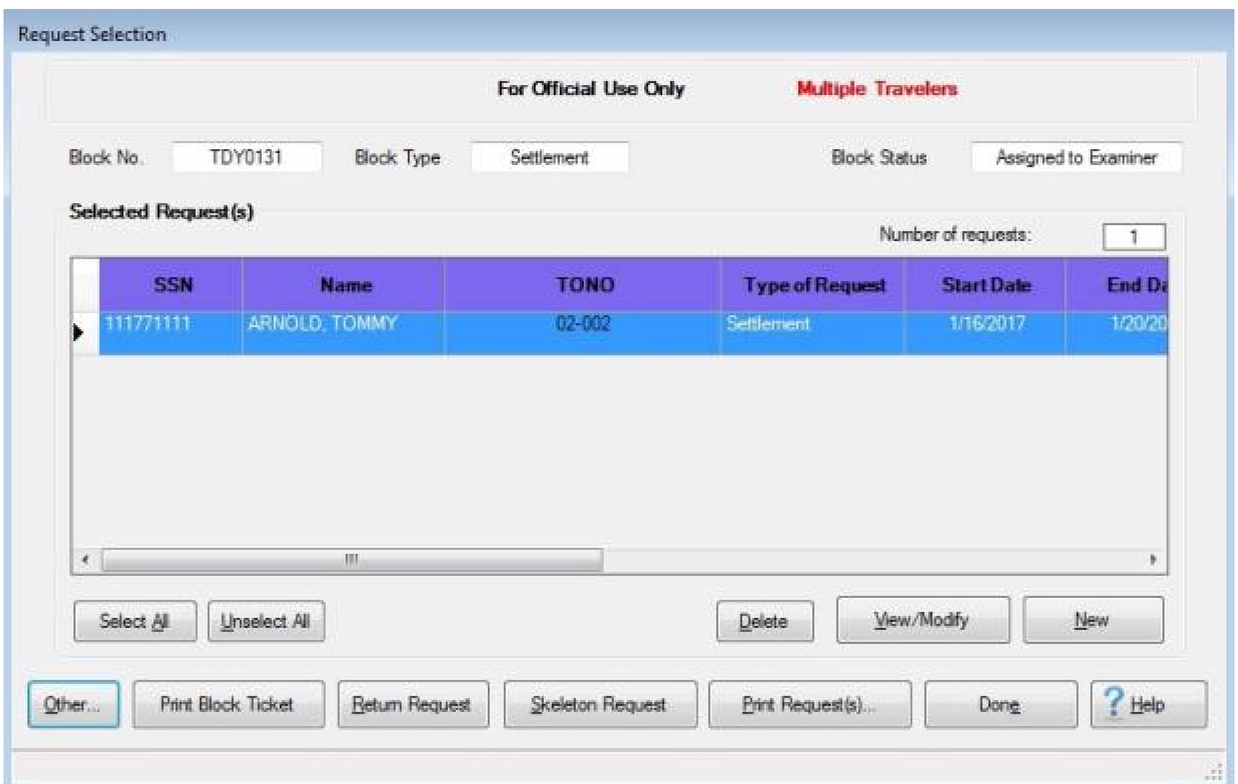
When the **Multiple Travelers** function is **activated**, IATS will **repeat** the previously entered **itinerary** for each subsequent **settlement**. This is a useful feature that can be used when **processing** a **block** of settlements involving different **travelers** with identical or similar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

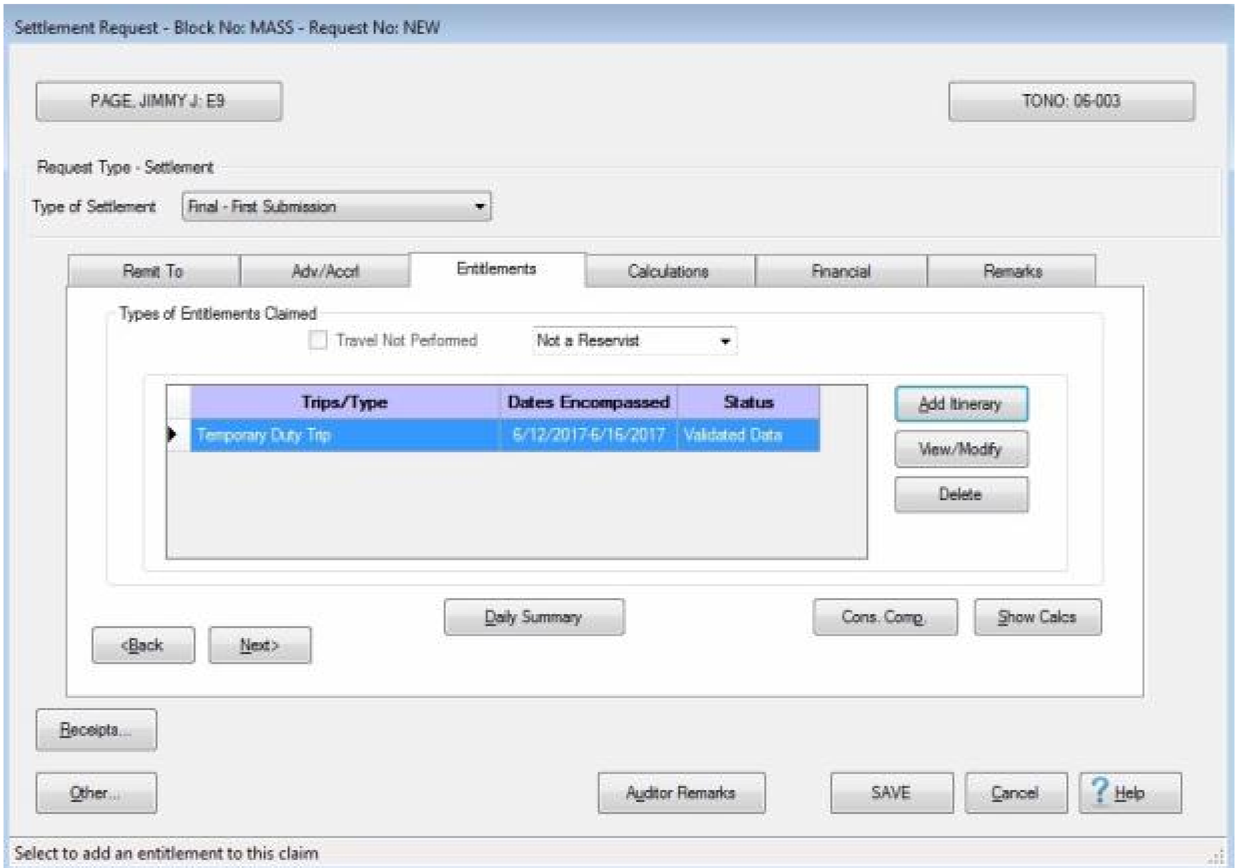


2. **Click** on the **Multiple Travelers** option. After selecting this option, the words **Multiple Travelers** appears in red at the top of the **Request Selection** screen as shown below.



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.



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 **click**ing 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**.

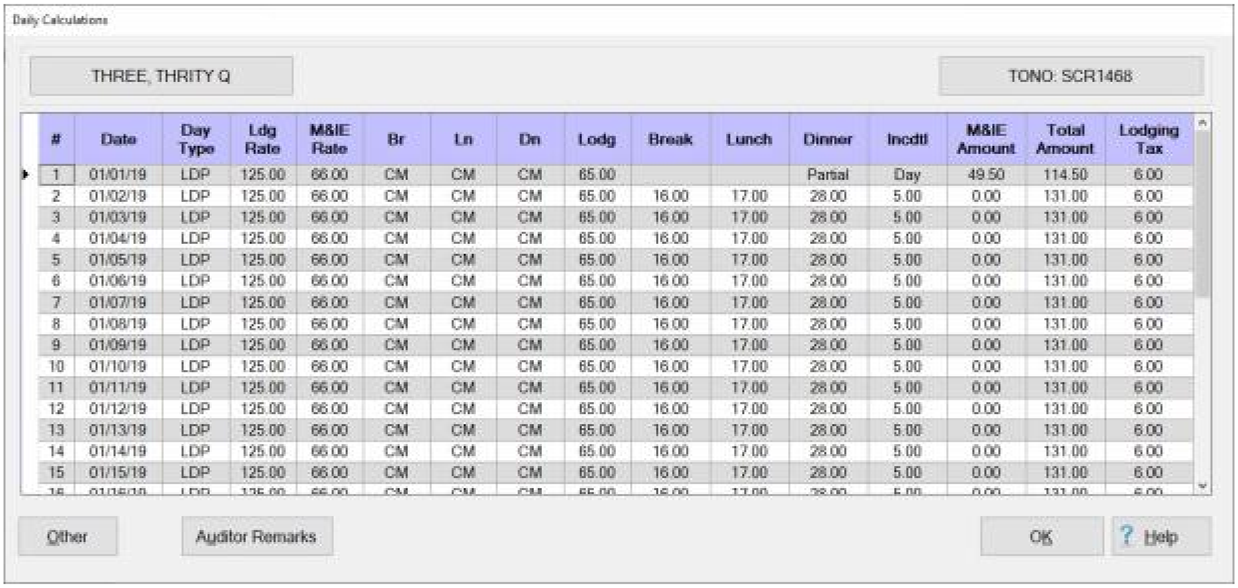
Displaying Daily Calculations

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 <u>only</u> **one** entitlement or expense listed, you <u>do not</u> have to **click** on it since it will <u>already</u> be **highlighted**.
3. When the **entitlement** or **expense** is <u>highlighted</u>, **click** on the **Show Calcs** button. The **Daily Calculations** screen appears.



#	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax
1	01/01/19	LDP	125.00	66.00	CM	CM	CM	65.00			Partial	Day	49.50	114.50	6.00
2	01/02/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
3	01/03/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
4	01/04/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
5	01/05/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
6	01/06/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
7	01/07/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
8	01/08/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
9	01/09/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
10	01/10/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
11	01/11/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
12	01/12/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
13	01/13/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
14	01/14/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00
15	01/15/19	LDP	125.00	66.00	CM	CM	CM	65.00	16.00	17.00	28.00	5.00	0.00	131.00	6.00

4. When **finished** reviewing this screen, **click** on the **OK** button to continue.

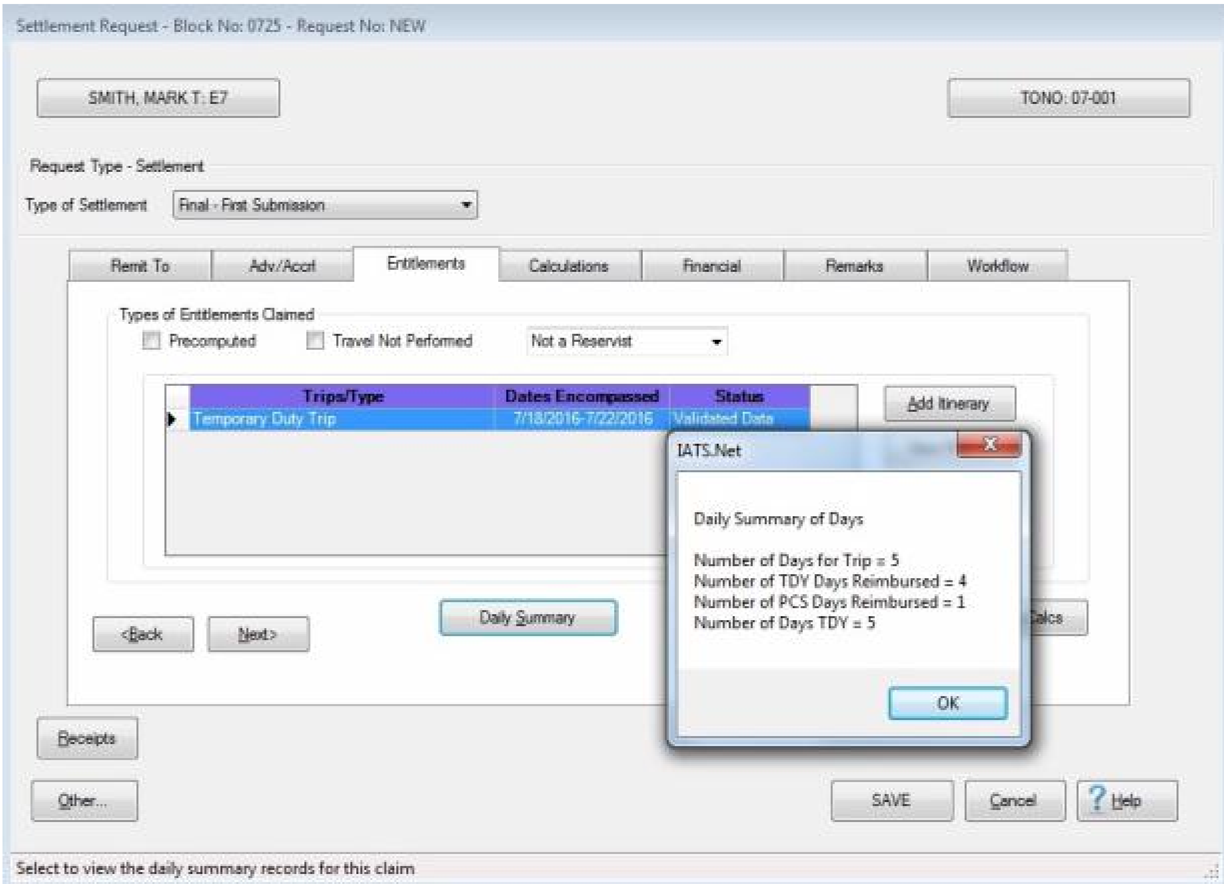
Display Daily Summary of Days

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.

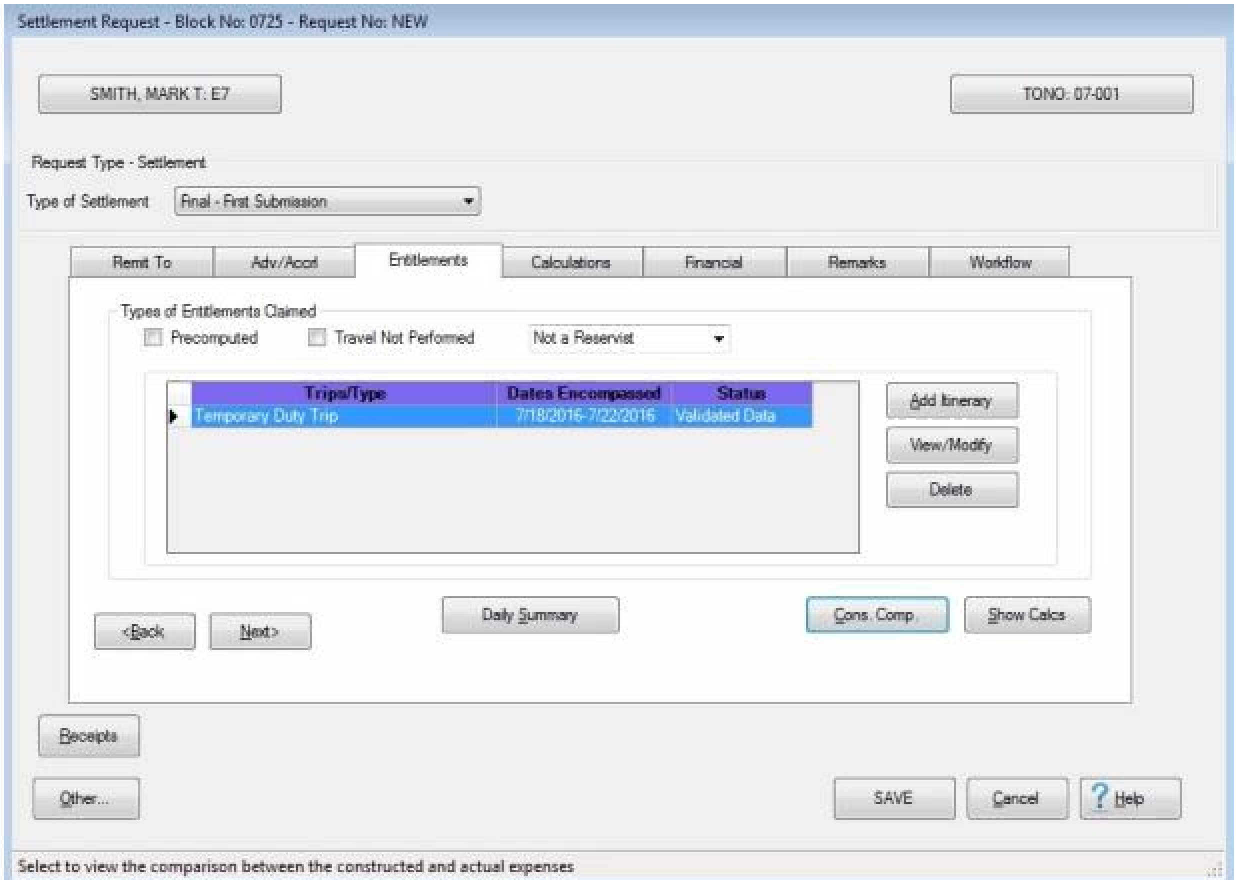
Displaying Constructive Comparisons

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**.

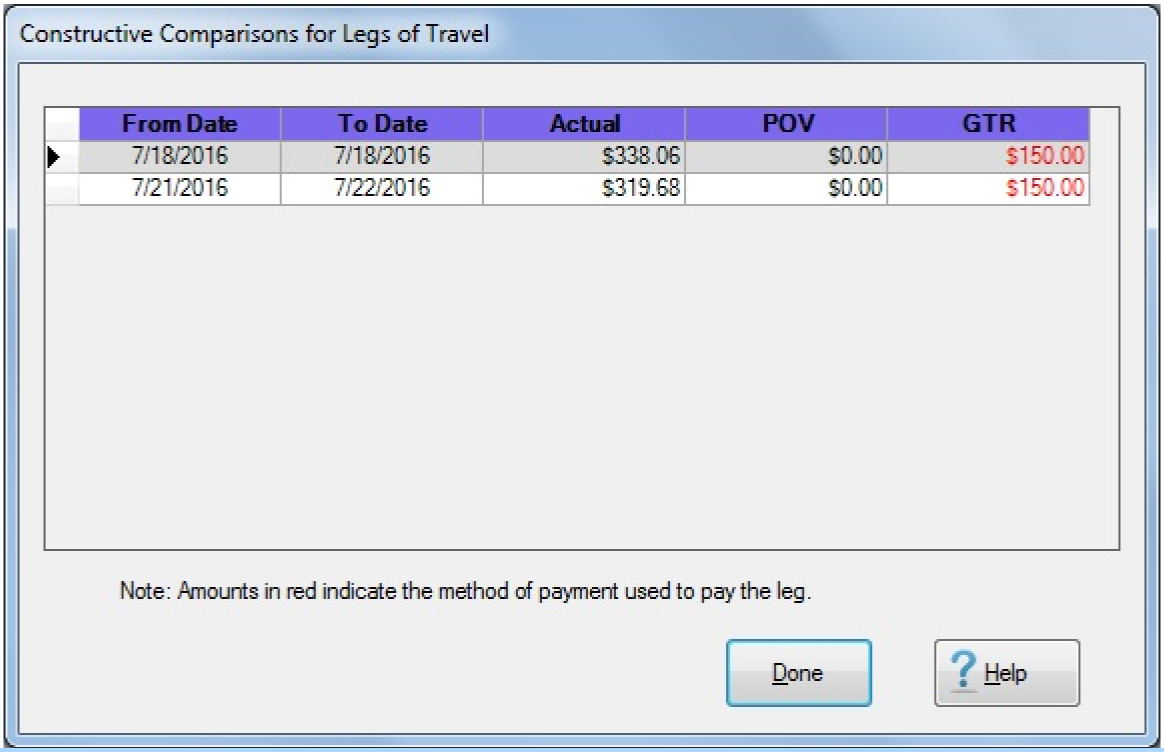
At this screen, **amounts** are **shown** representing the computation for the **actual** travel **performed**, and what was **authorized**. The **amounts** highlighted in **red** indicate the **amounts** that will be **used** by IATS for the **reimbursement**.

Complete the following steps to "display" constructive comparisons:

1. At the **Settlement Request** screen, **click** on the **Entitlements** tab, if not already in **focus**.



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.



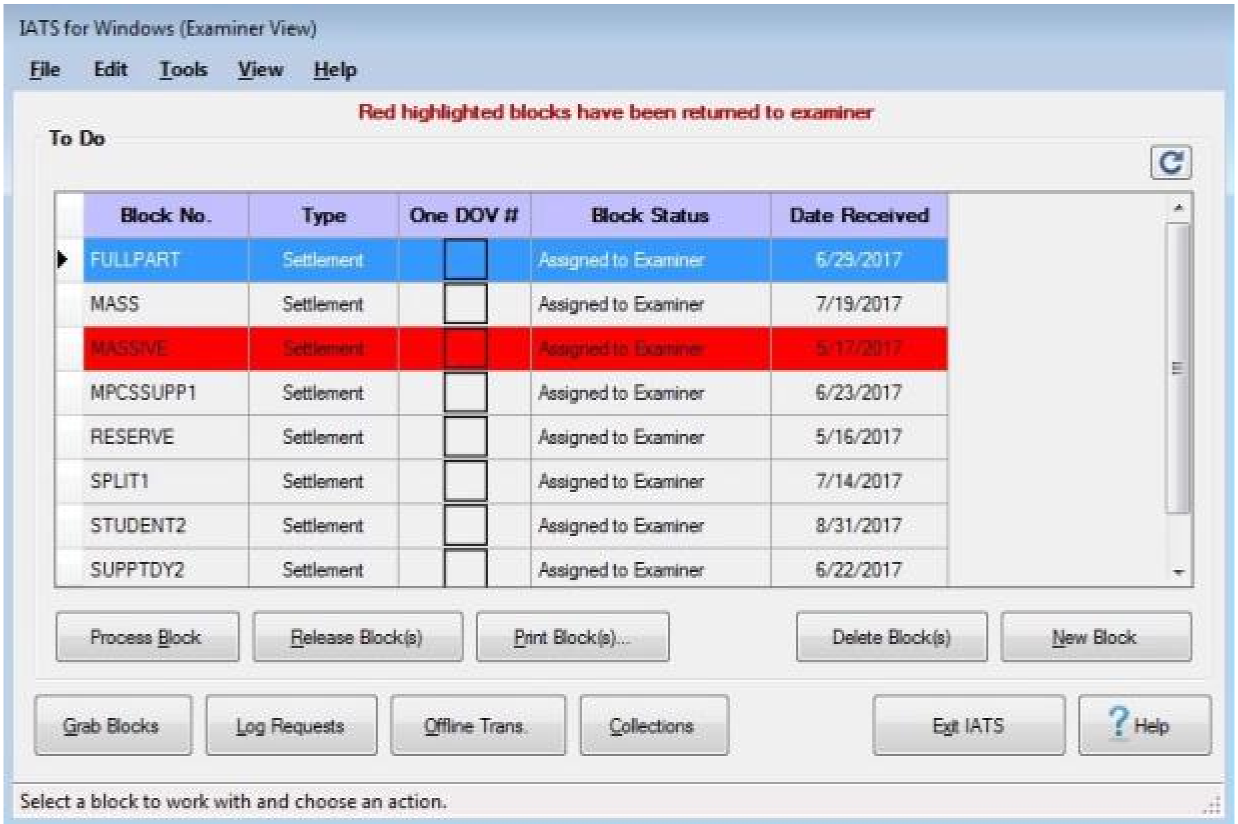
Note: At this screen, **notice** that the traveler's actual **costs** for the constructed comparison legs of travel exceeded what the **cost to the government** would have been **if the traveler had used the authorized mode of travel**. The **amounts** highlighted in **red** indicate the **amounts** 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.

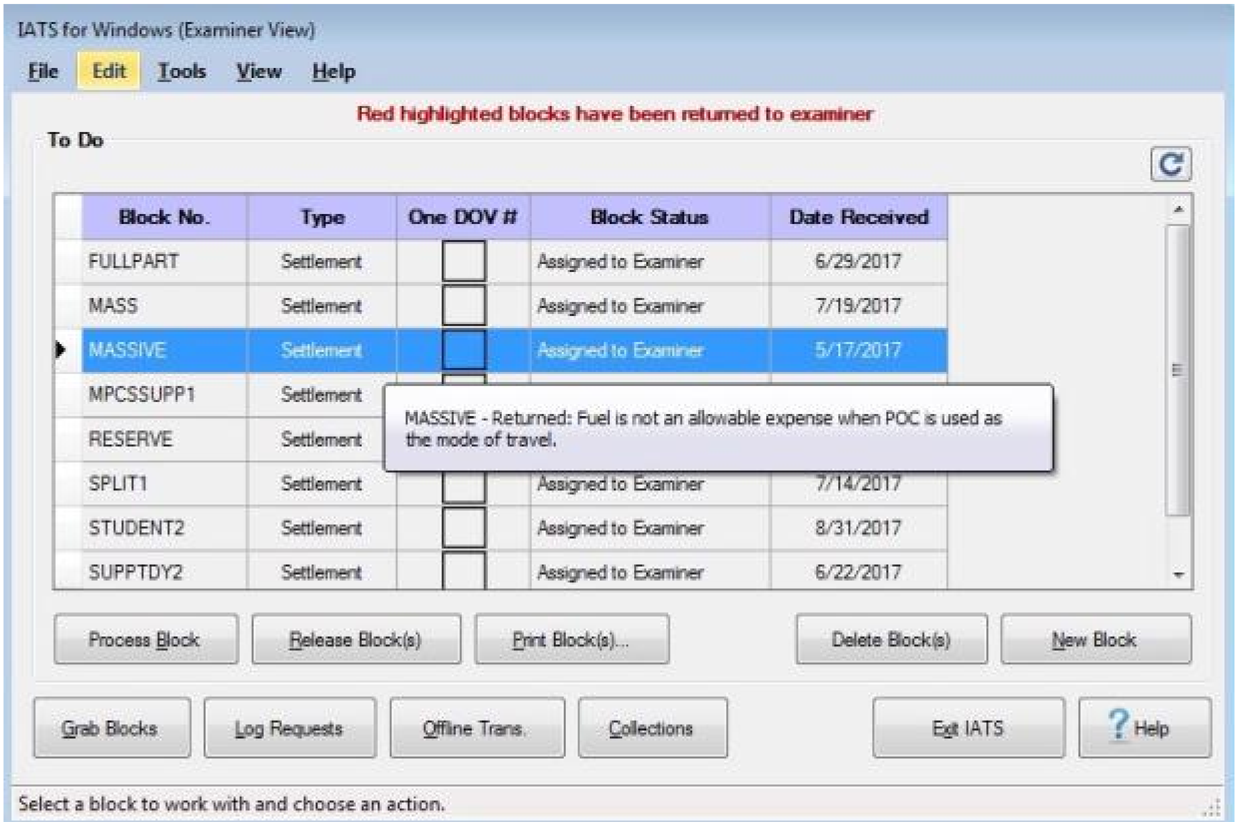
Displaying Auditor Remarks

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.

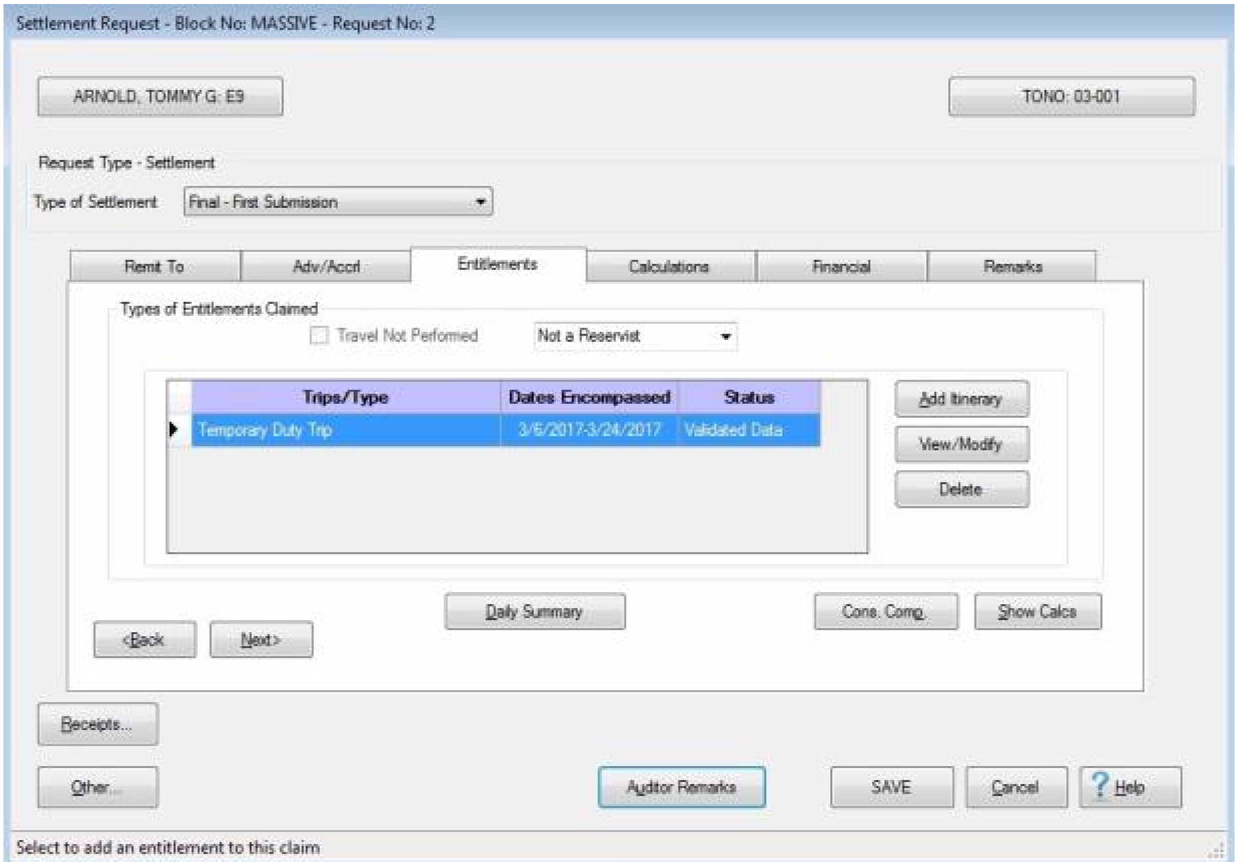
When a Block is **returned** to an Examiner the Block will be highlighted in **red** on the Examiner View screen as shown below:



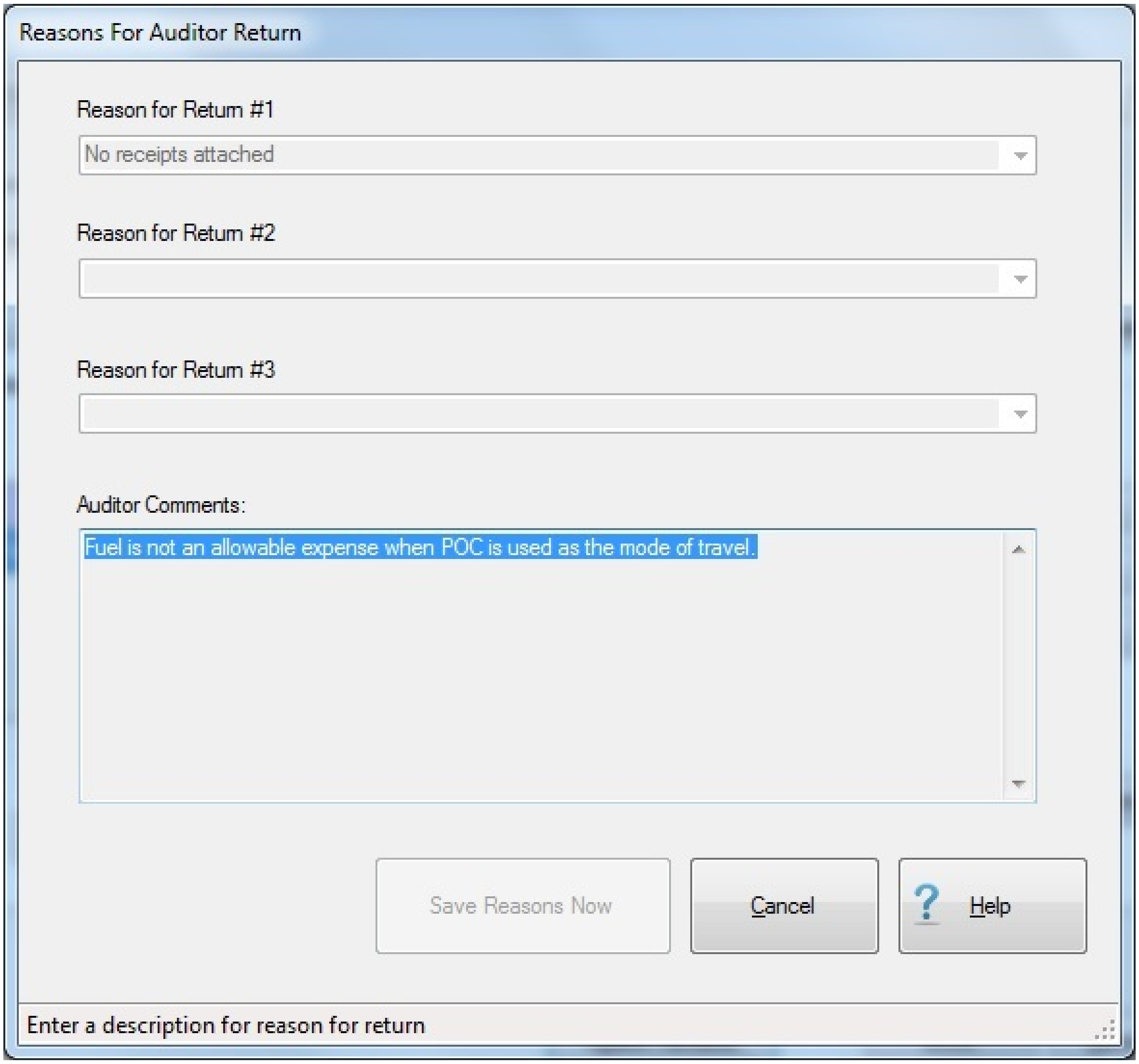
If the Examiner **selects** the <u>highlighted</u> Block and then positions the mouse **pointer** over the Block, a **tool tip** will appear **displaying** the Auditor's **remarks** explaining why the Block was returned:



Another method for displaying Auditor remarks is from the **Settlement Request** screen when the Examiner **modifies** the claim to **correct** the problem.



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.

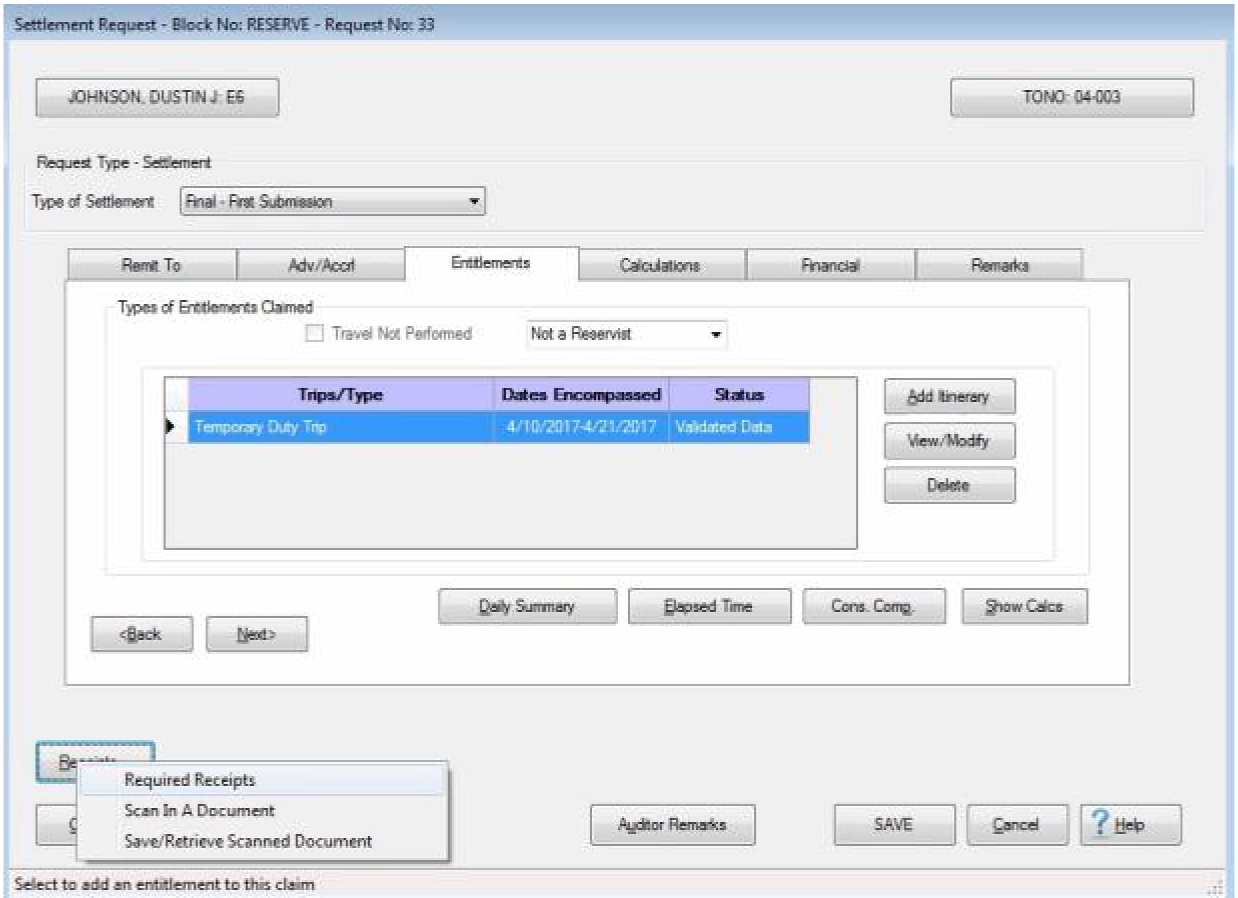


Displaying Required Receipts

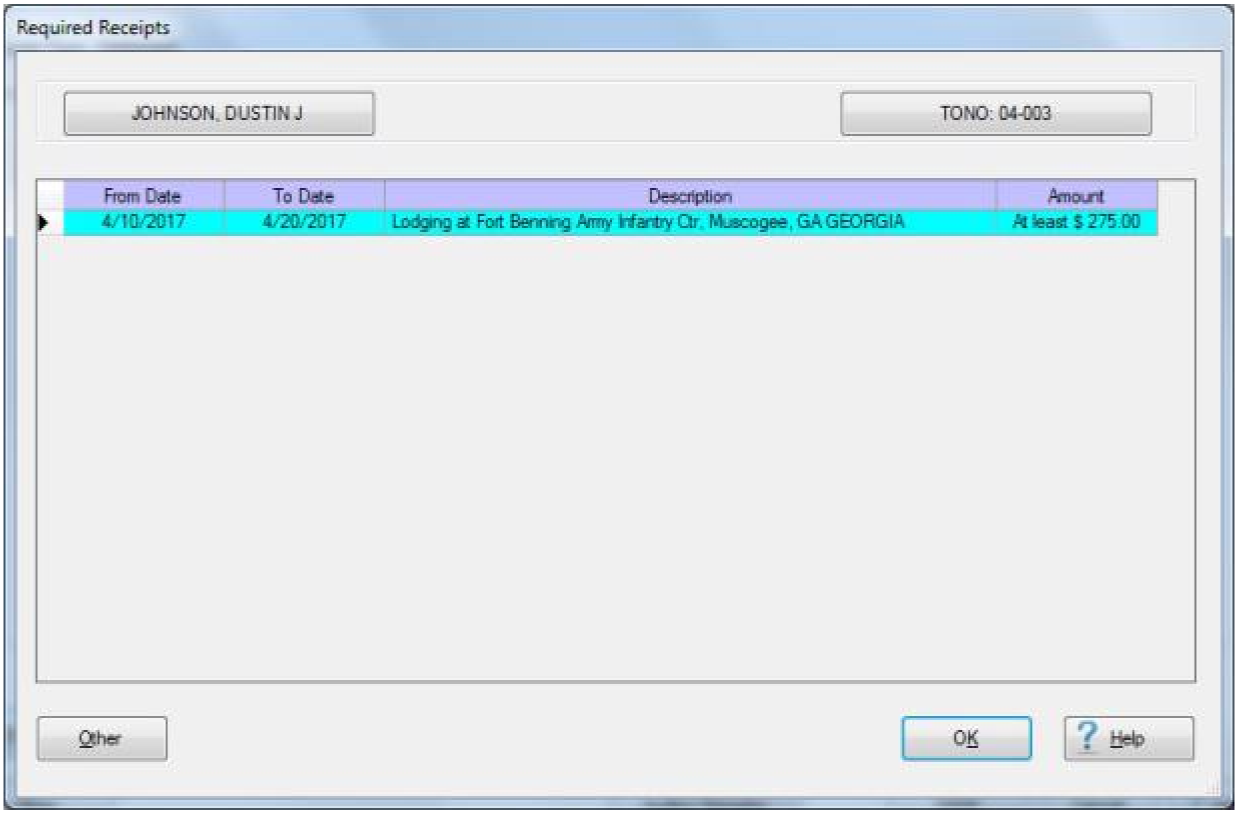
The **Required Receipts** screen is provided for **informational** purposes. The IATS user may **view** this screen to see a **list** of **items** associated with the settlement requests that <u>must be</u> **accompanied** by a **receipt** <u>before</u> **payment** may be made. It's a <u>good idea</u> 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 <u>not already</u> in **focus**.



2. At the **Entitlements** tab, **click** on the **trip** listed in the **Type of Entitlements Claimed** section.
3. When the entitlement is <u>highlighted</u>, **click** on the **Receipts** button and then click on the **Required Receipts** option. The **Required Receipts** screen appears.



4. When **finished** reviewing this screen, **click** the **OK** button to **return** to the **previous** screen.

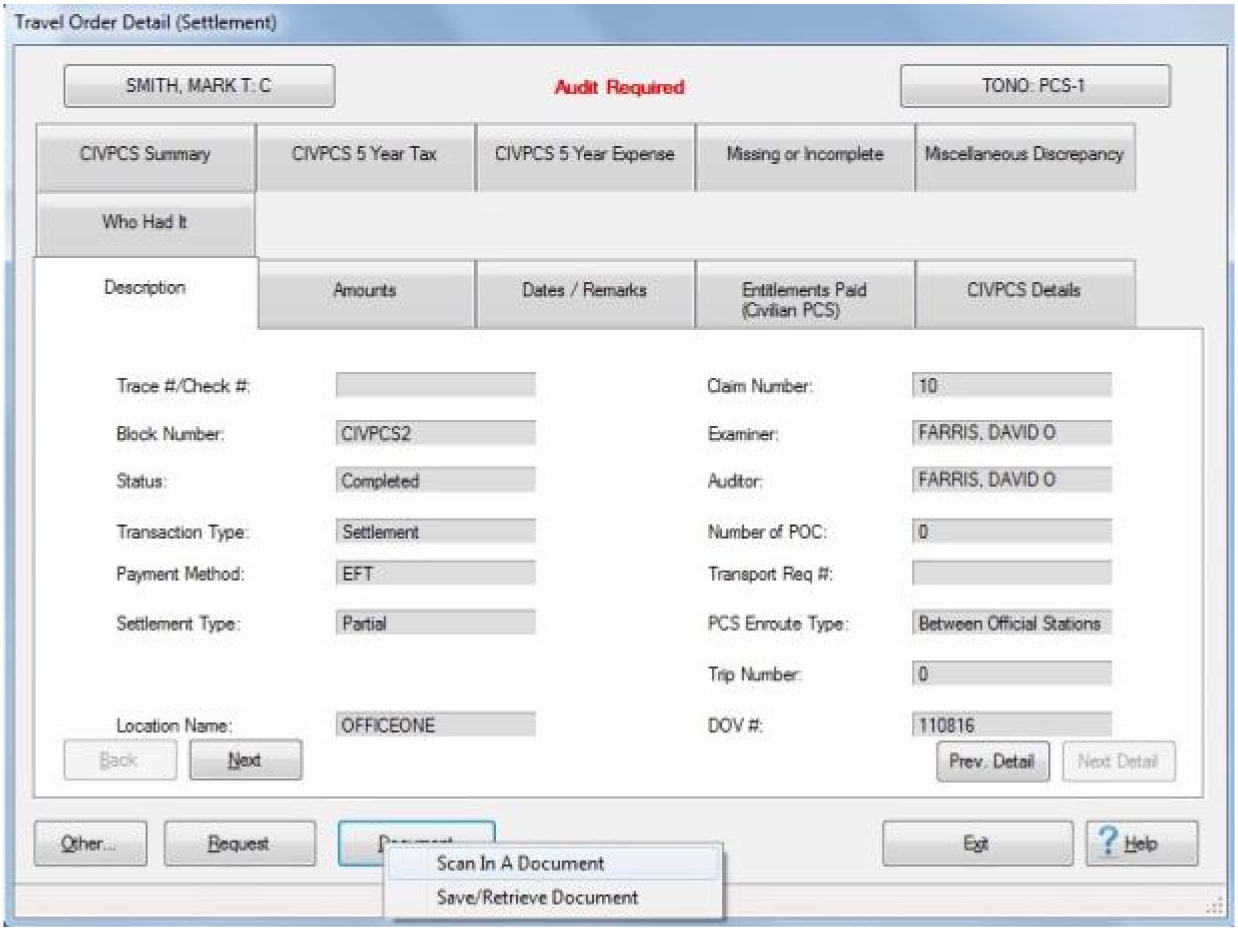
Scan in a Document

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**.

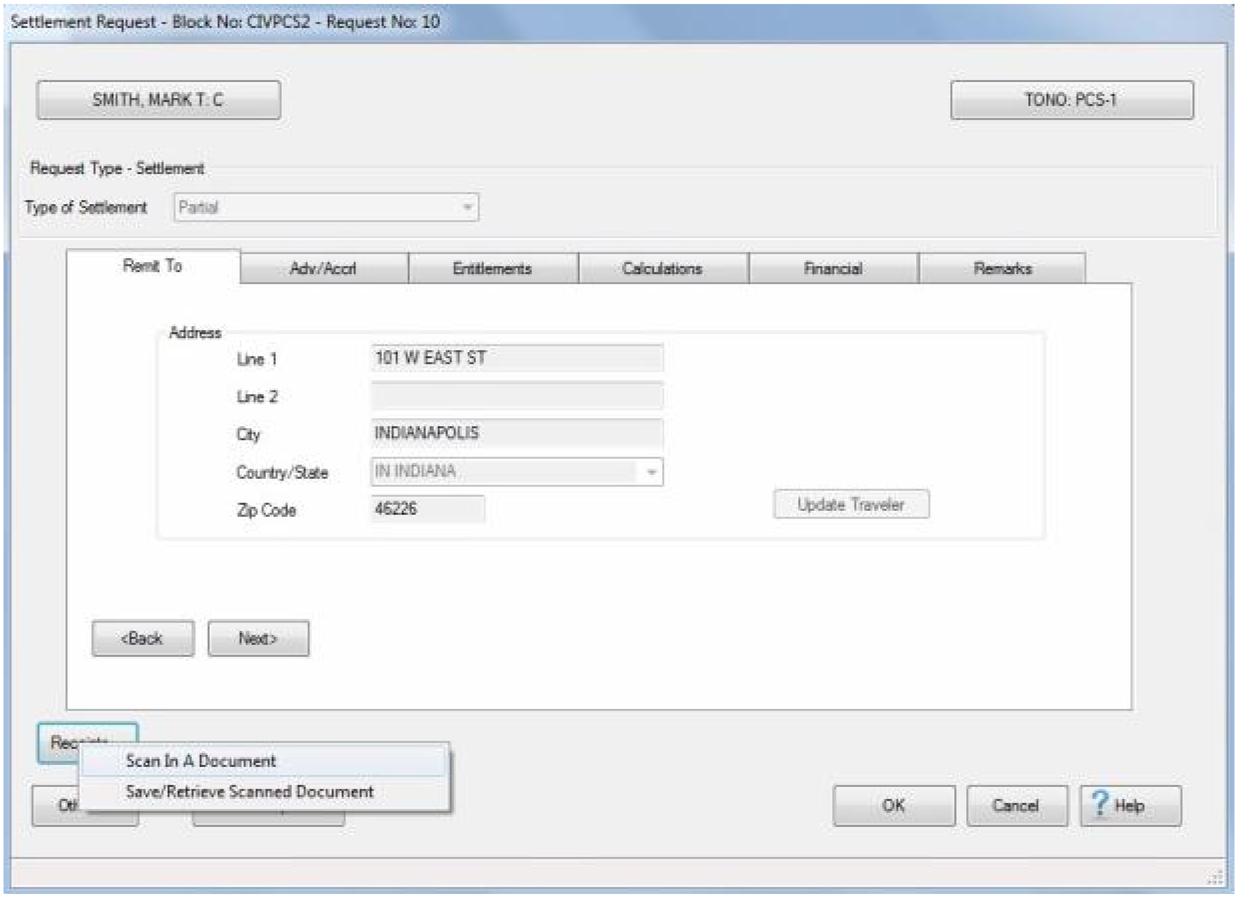
Note: In order to use this feature, your PC must be **connected** to a **scanner** and the scanner must be **turned on**.

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 other entry point will be found when you **click** on the **Receipts** button when you are **processing** a **claim** as shown below:

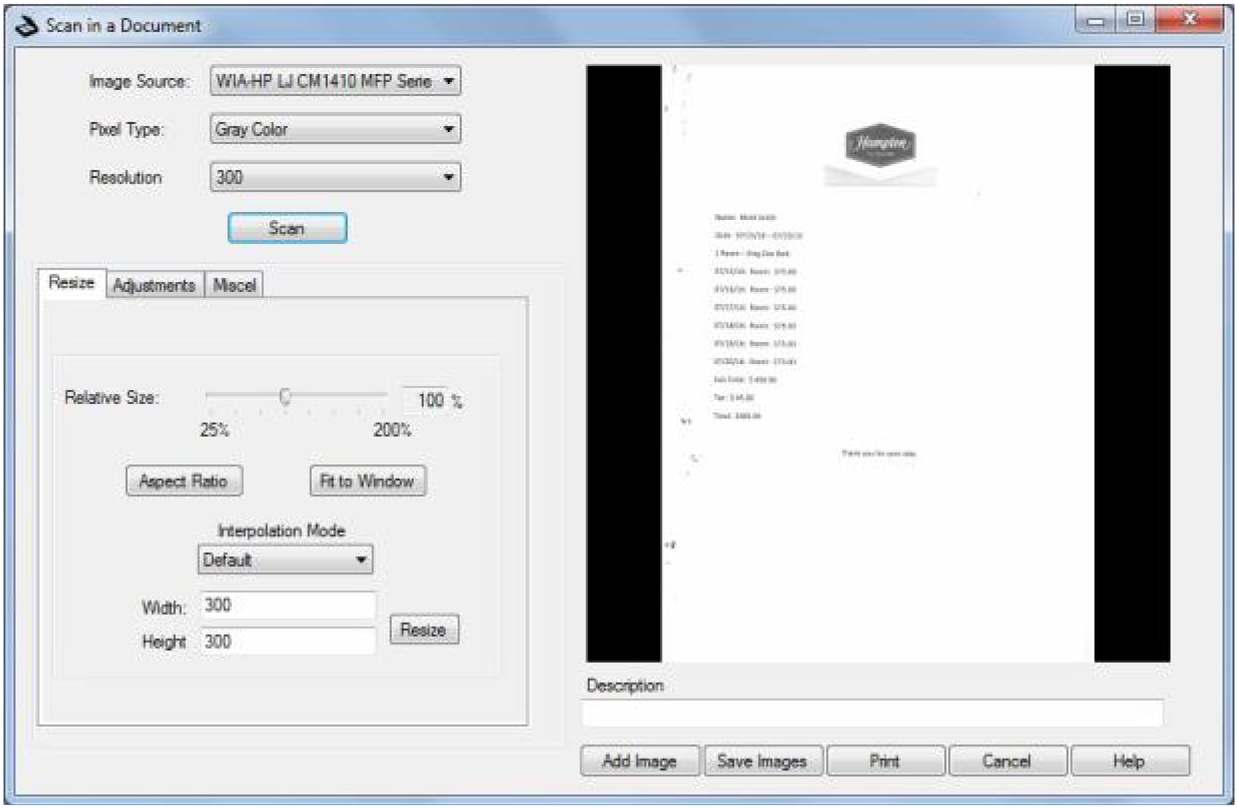


Complete the following steps to "scan" a document into the IATS database:

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.

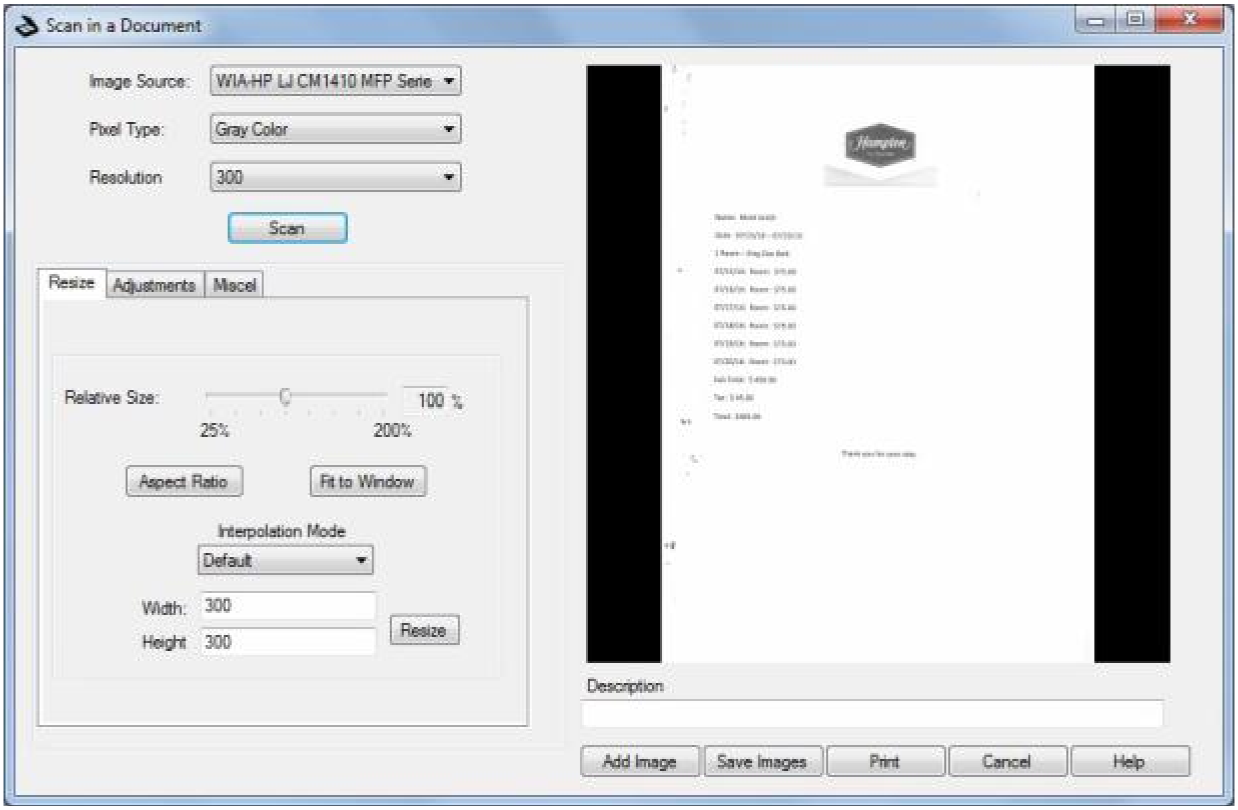
2. The **Scan in a Document** screen appears next.



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 it's original **state**.

Complete the following steps to "save" a scanned document:

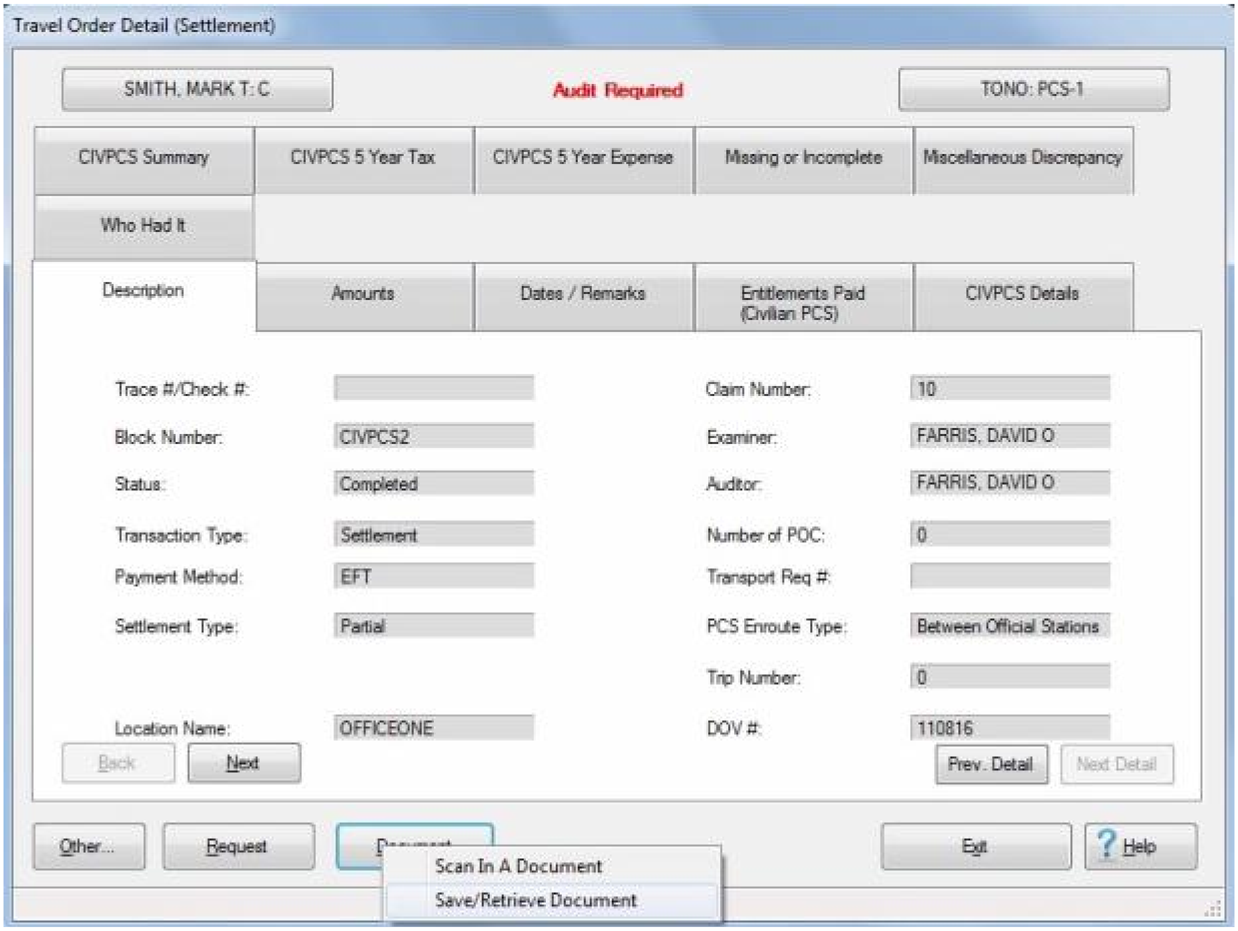
1. **Description: - Click** in the **Description** field and **type** a **description** or a **name** for the image if desired.
2. After you have made all of the desired adjustments to the scanned image and entered a description or name, **click** on the **Add Image** button.
3. After clicking on the **Add Images** button, **click** on the **Save Images** button to **save** the image into the IATS database.

Save Scanned Documents to Database

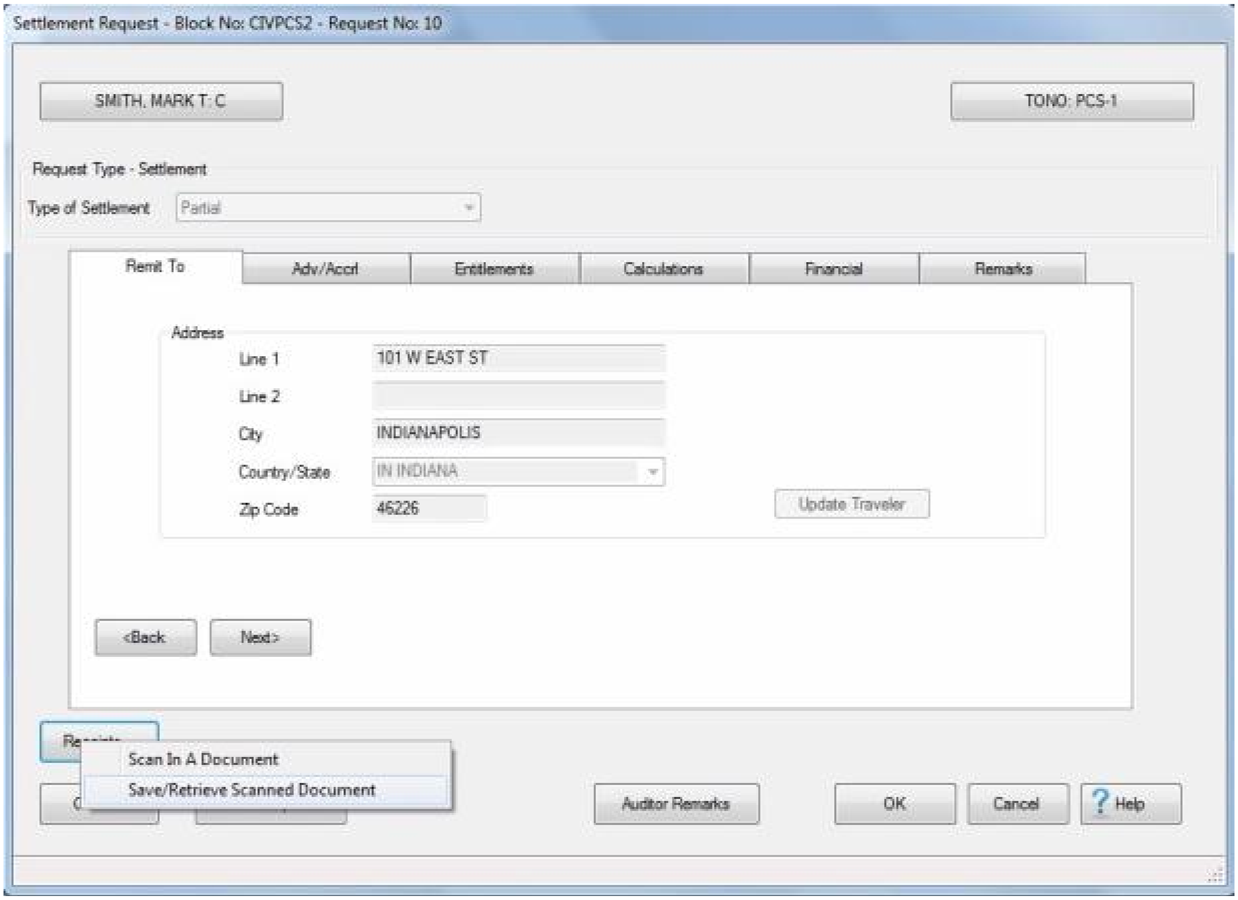
IATS contains a **feature** that allows you to **save** scanned **images** of documents such as **hotel** or **rental car** receipts into the IATS database.

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 other **entry point** will be found when you **click** on the **Receipts** button when you are **processing** a **claim** as shown below:

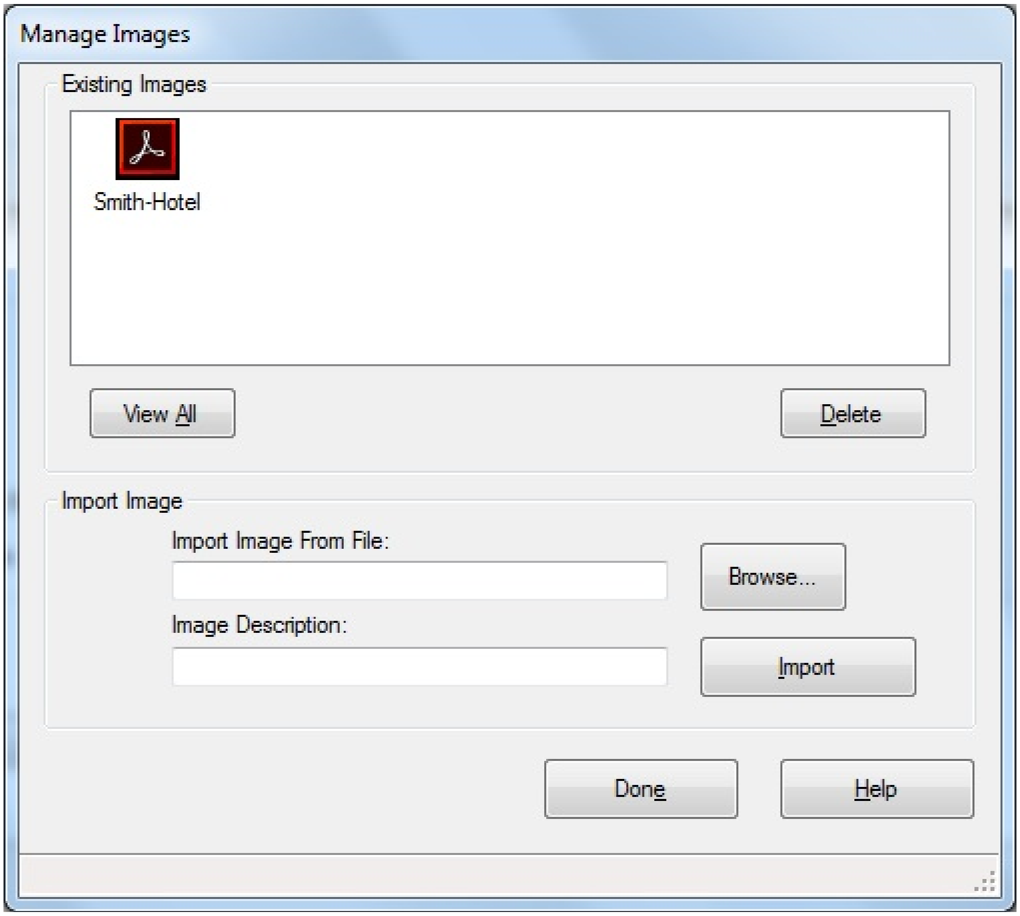


Complete the following steps to "save" a scanned image to the IATS database:

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 <u>first</u> **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**.**



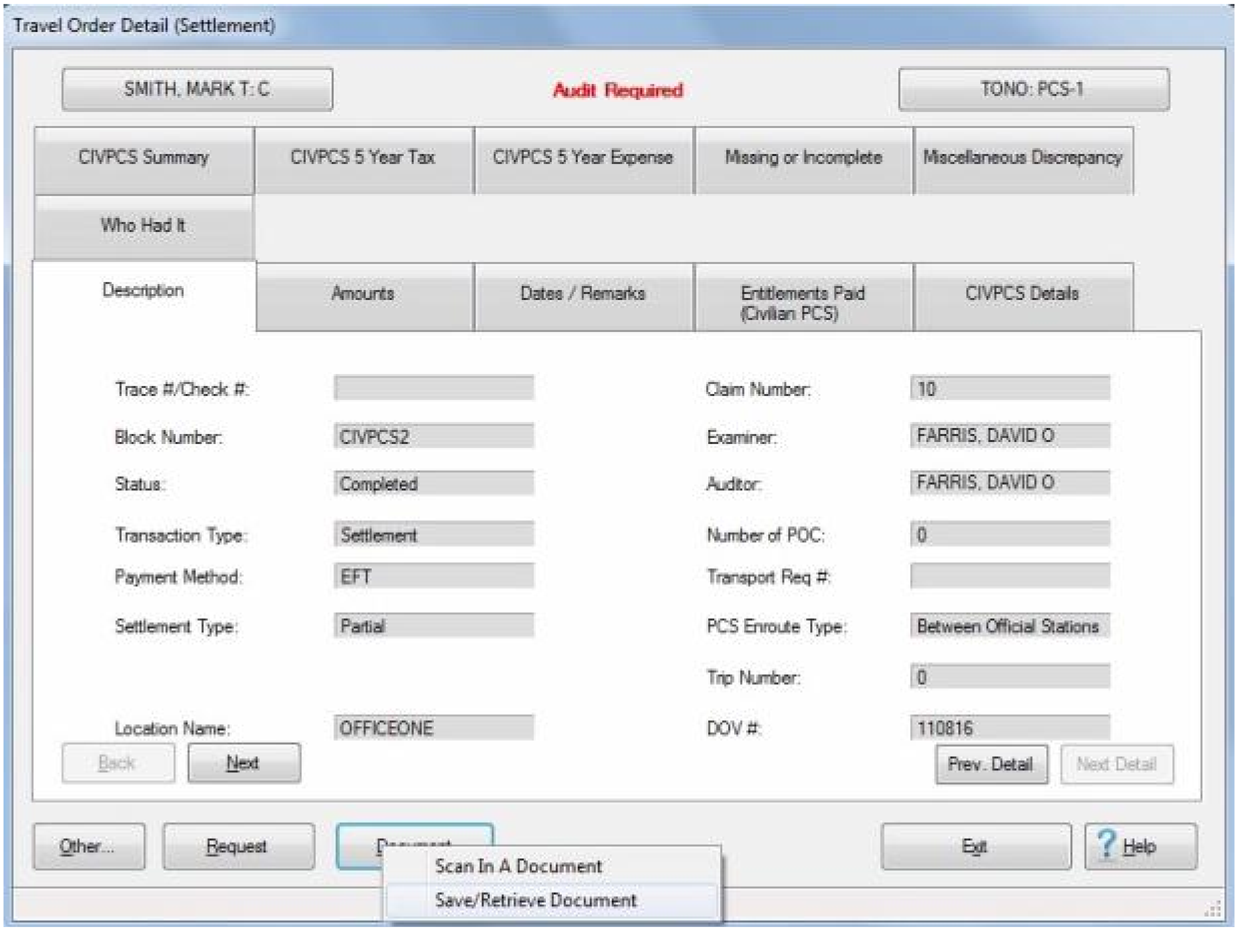
Click on the **See Also** button for related Help **topics** for using this screen and then **click** on the **Importing Images** option for additional instructions.

Retrieve Scanned Documents from Database

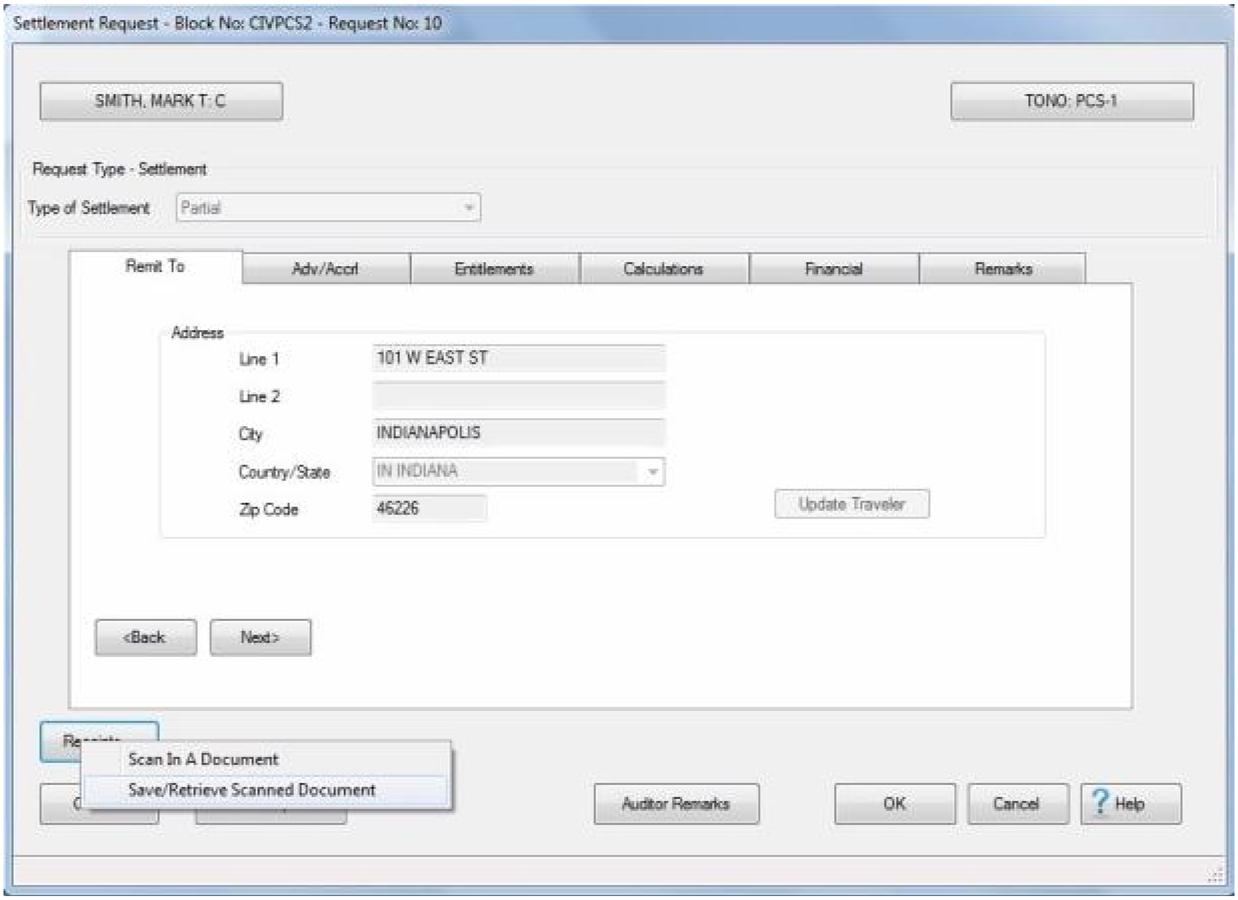
IATS contains a **feature** that allows you to **save** scanned **images** of documents such as **hotel** or **rental car** receipts into the IATS database.

There are two **entry points** in IATS that will allow you to **retrieve** a saved 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 **Scan In A Document** a document, or to **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:

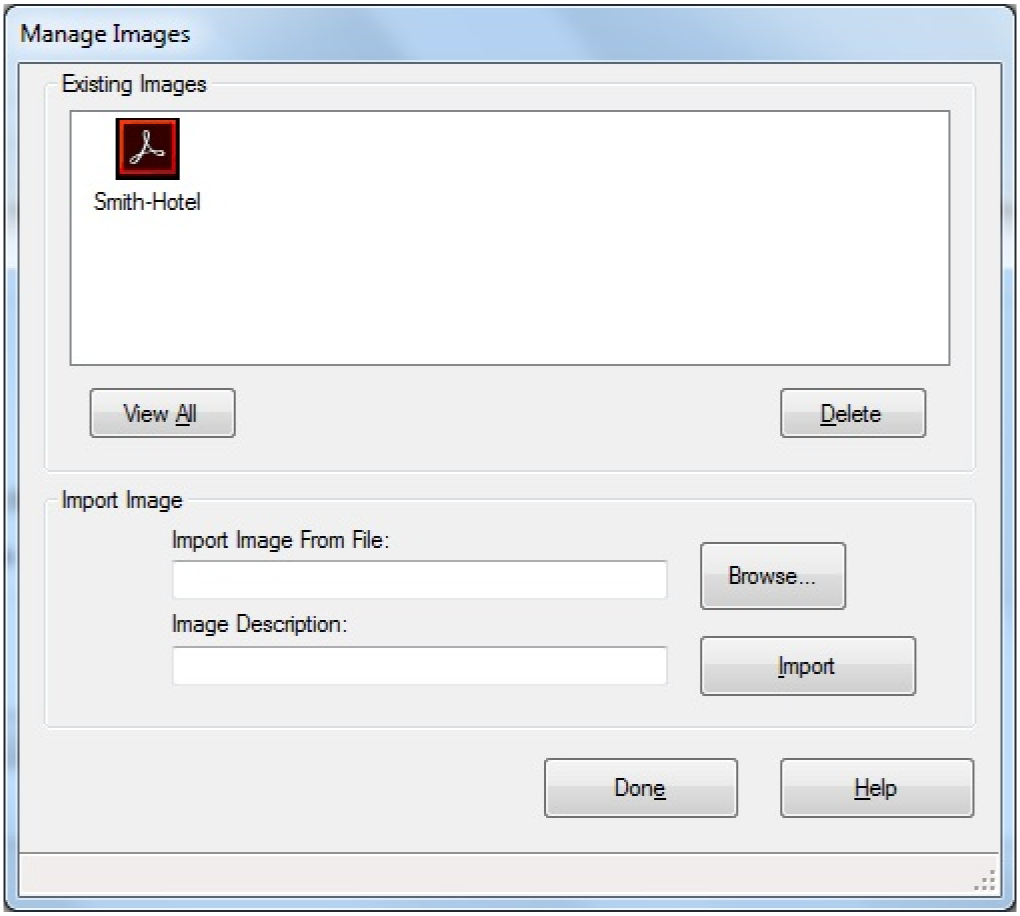


Complete the following steps to "retrieve" a scanned image from the IATS database:

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.



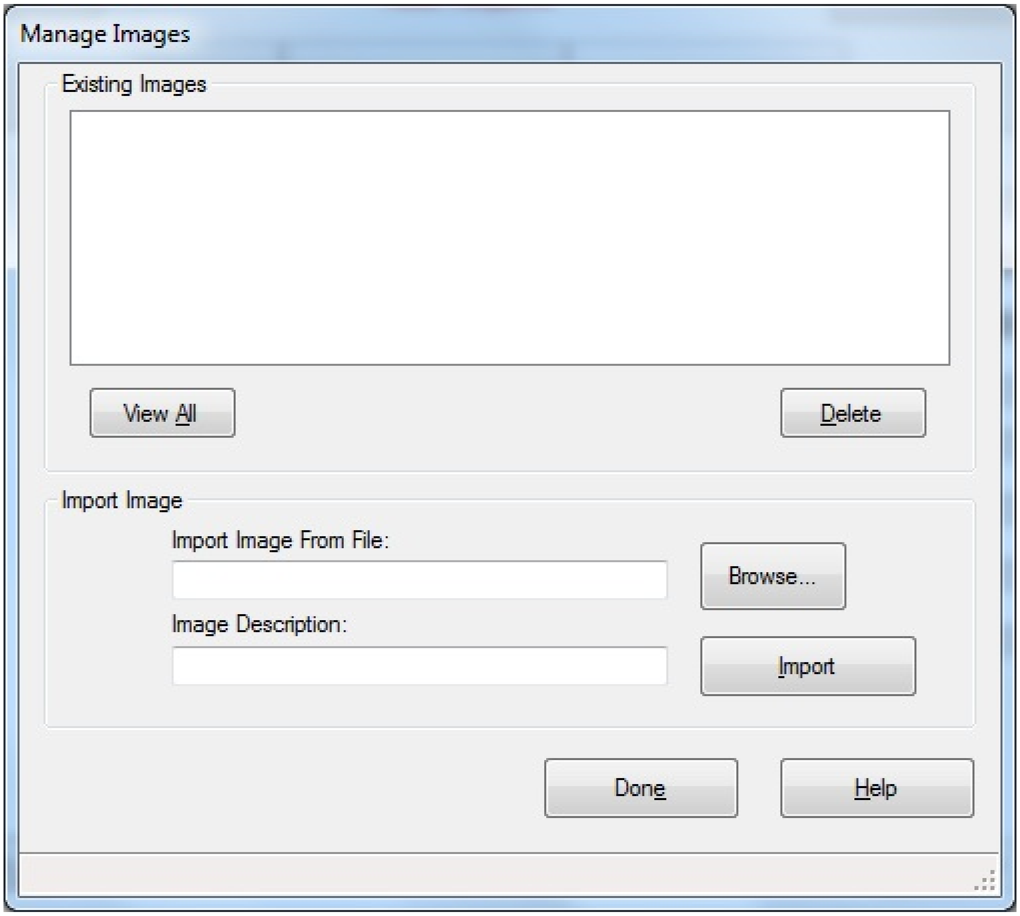
3. When the Manage Images screen appears, any saved scanned **image** associated to the specified **travel order** will be **displayed**.
4. **Select** an image by **double clicking** on the desired image. If there are multiple images you can select all of them by **clicking** on the **View All** button.
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

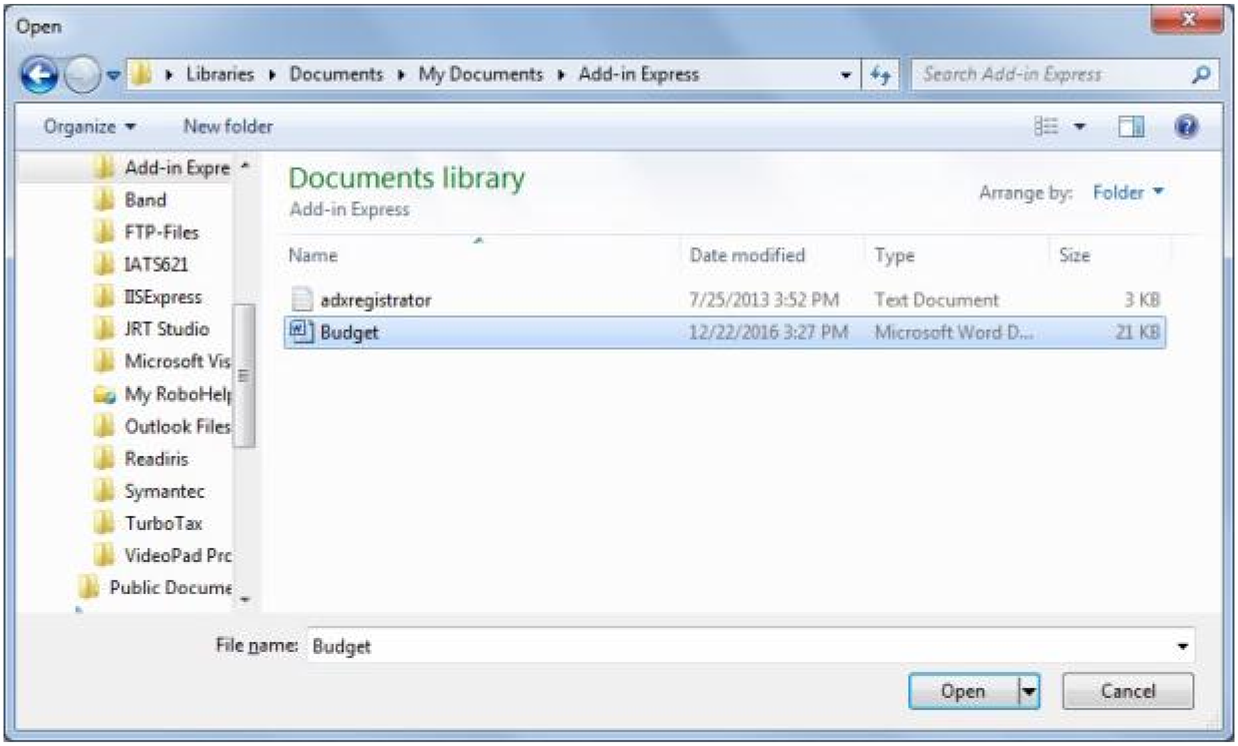
IATS contains a **feature** that allows you to **save** scanned **images** of documents such as **hotel** or **rental car** receipts into the IATS database.

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.

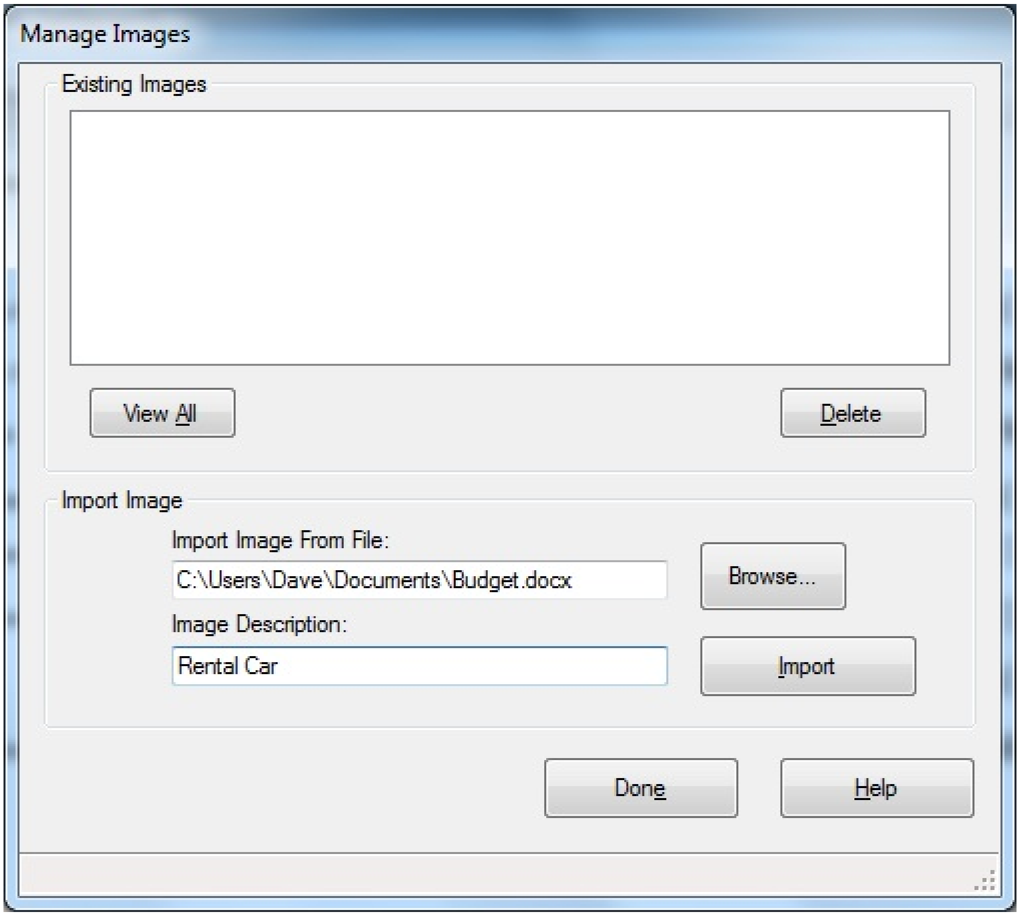
Complete the following steps to "import" a scanned image into the IATS database:



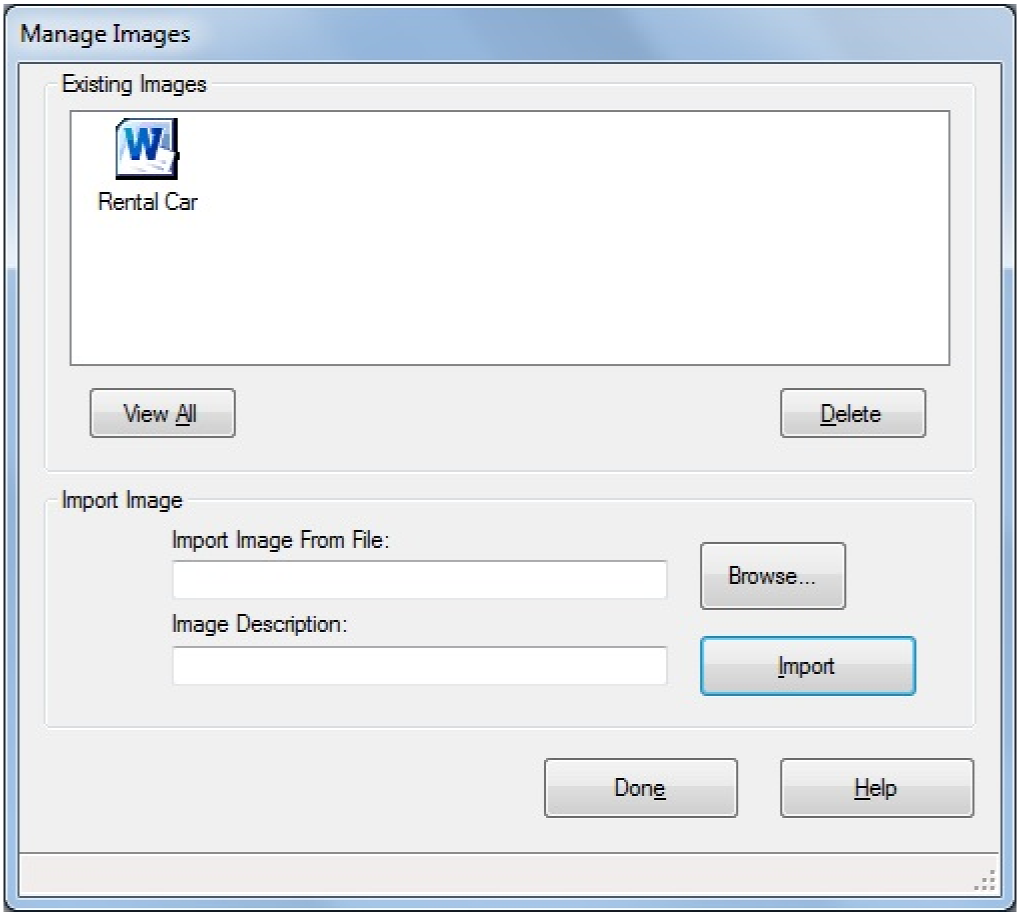
1. At the **Import Image From File** field, **click** on the **Browse** button. The **Open** screen appears.



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 Image**s screen, **click** on the **Done** button.

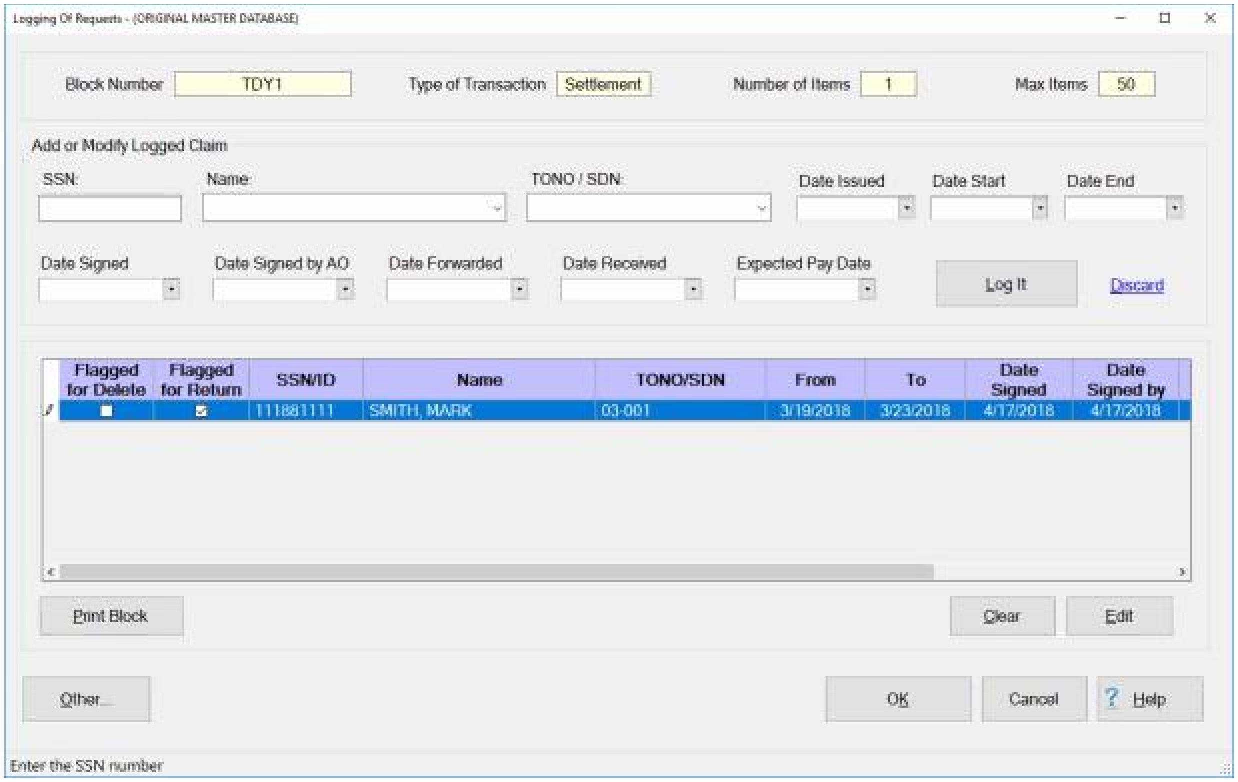
Returning Requests

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**.

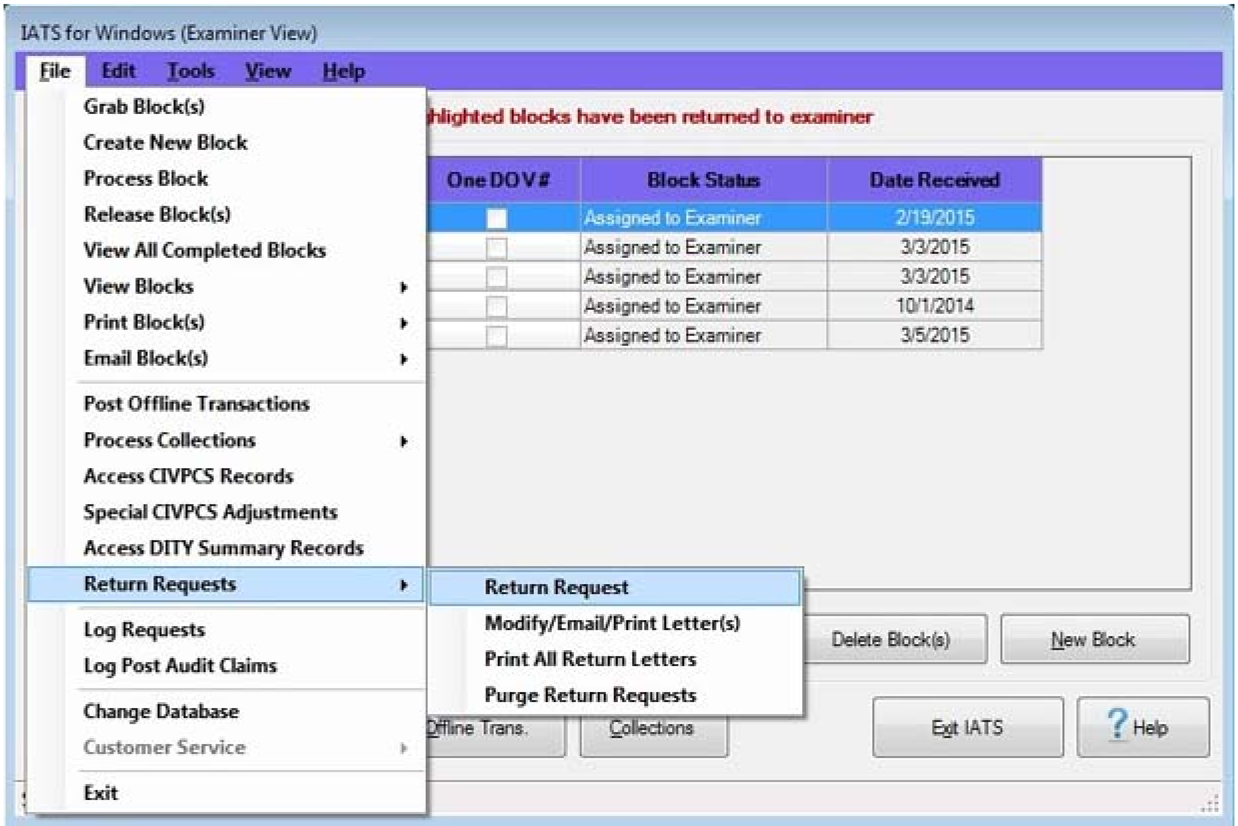
There are (**3**) **methods** you can chose for returning a request to the traveler:

Method 1: - **Return** a request from the **Logging of Requests** screen.

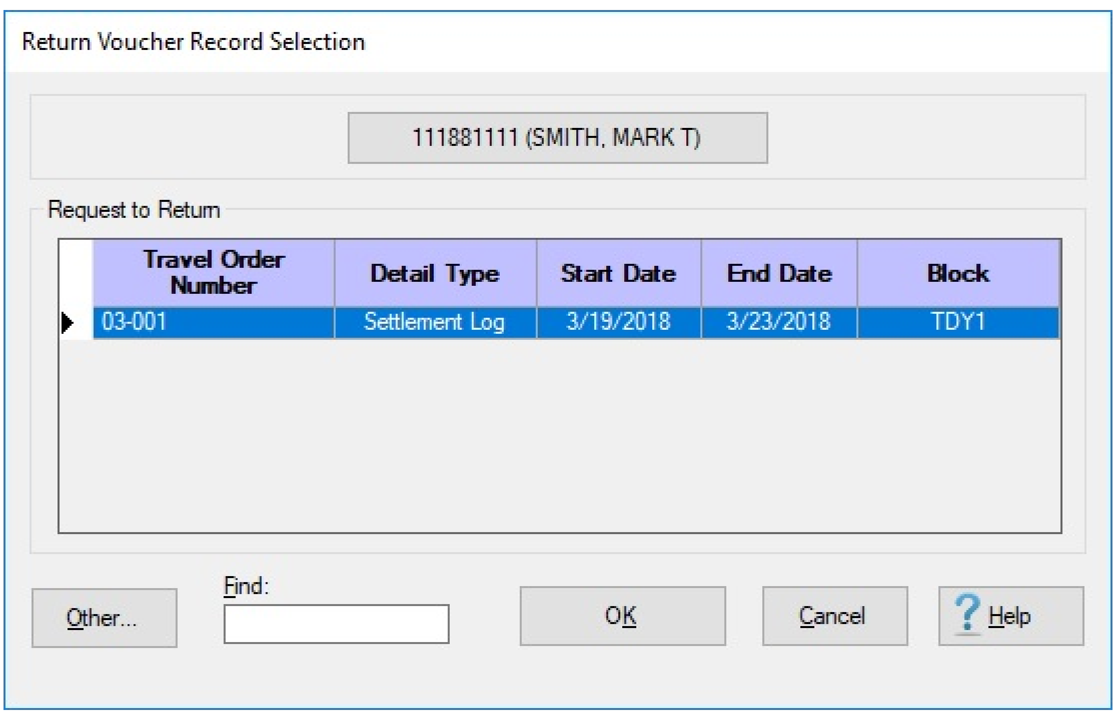


1. **Click** in the **check box** at the **Flagged for Return** column to the left of the **SSN/ID field** for the claim you wish to return. When you click on **OK**, the **Return Voucher** screen will appear.
2. **Follow** the **steps** (below) at the heading " **Complete the following steps to "return" a request:"** to return the request.

Method 2: - **Return** a request from the **Examiner View** screen.

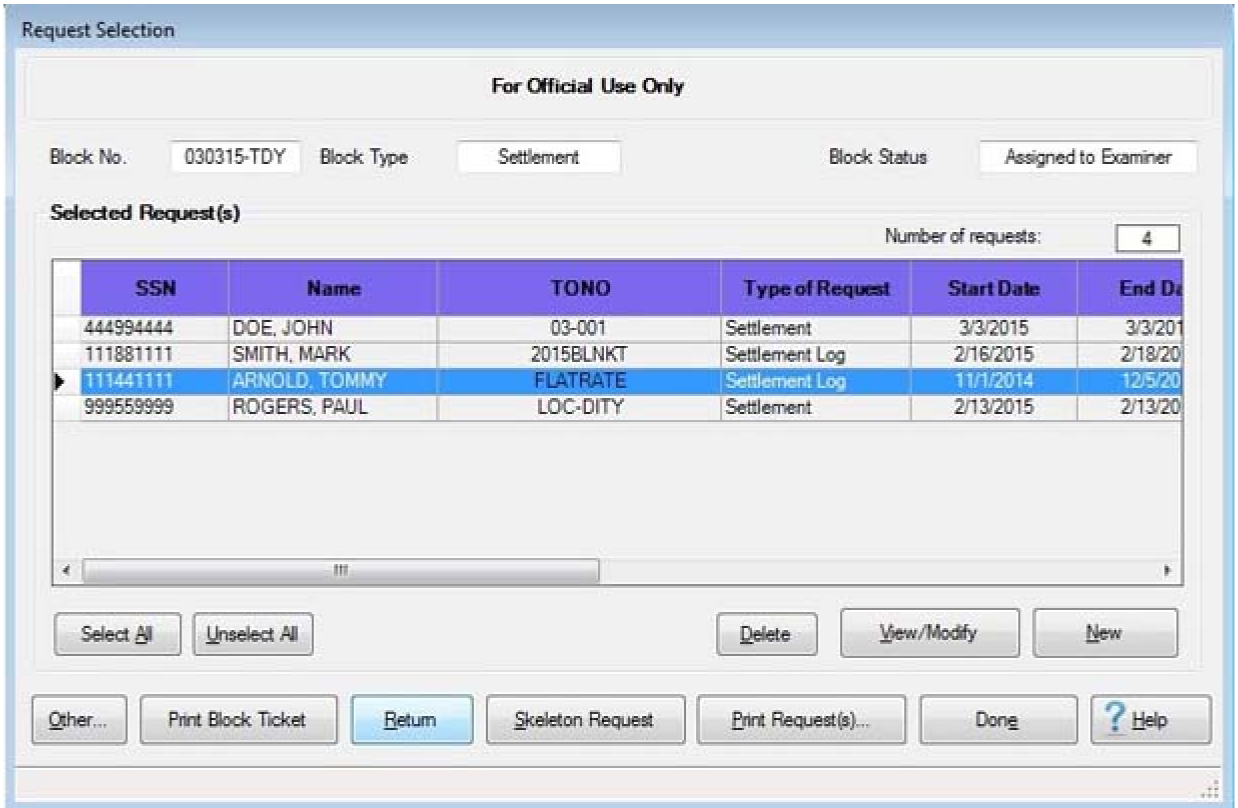


1. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Return Requests** option. The **Select Traveler** screen appears.
2. At the Select Traveler screen, **type** the traveler's **SSN** for the request being returned at the **ID** field and press *Tab*. When the account information appears, **click** the **OK** button. The **Return Voucher Record Selection** screen **appears**.



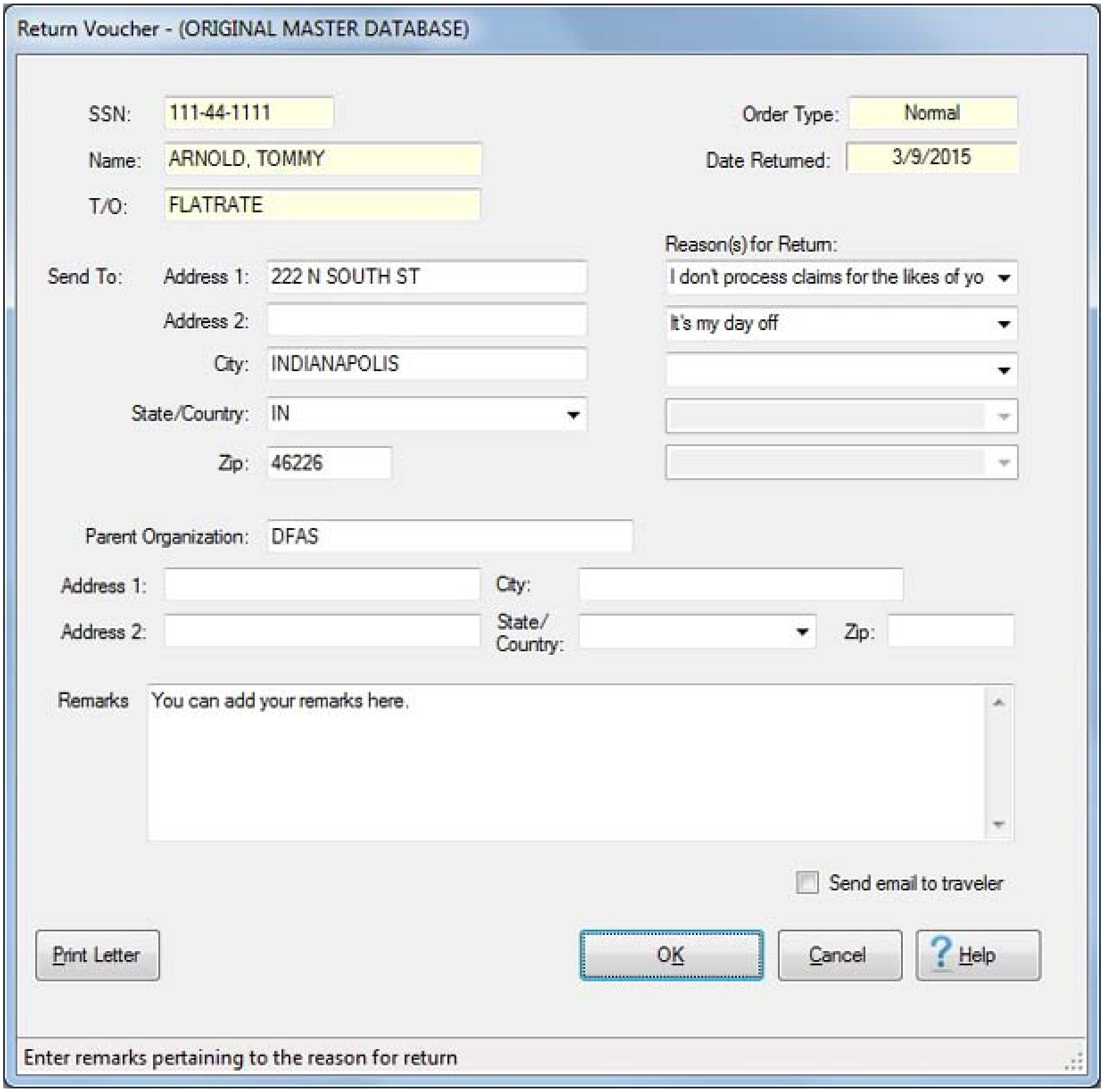
3. At this screen, **click** on the **order** number for the request being returned and then **click** the **OK** button. The **Return Voucher** screen will appear.
4. **Follow** the **steps** (below) at the heading "**Complete the following steps to "return" a request:"** to return the request.

Method 3:- Initiate the process to **return** a request from the **Request Selection** screen,



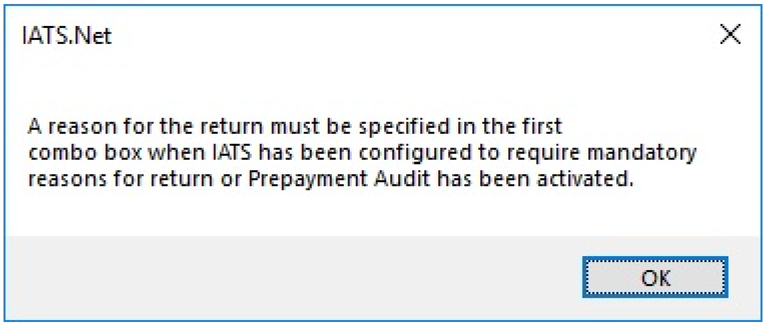
1. At the **Request Selection** screen, **click** on the **claim** you wish to return.
2. When the desired claim has been selected, **click** on the **Return Request** button. The **Return Voucher** screen will appear.
3. **Follow** the **steps** below to return the request.

Complete the following steps to "return" a request:



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.

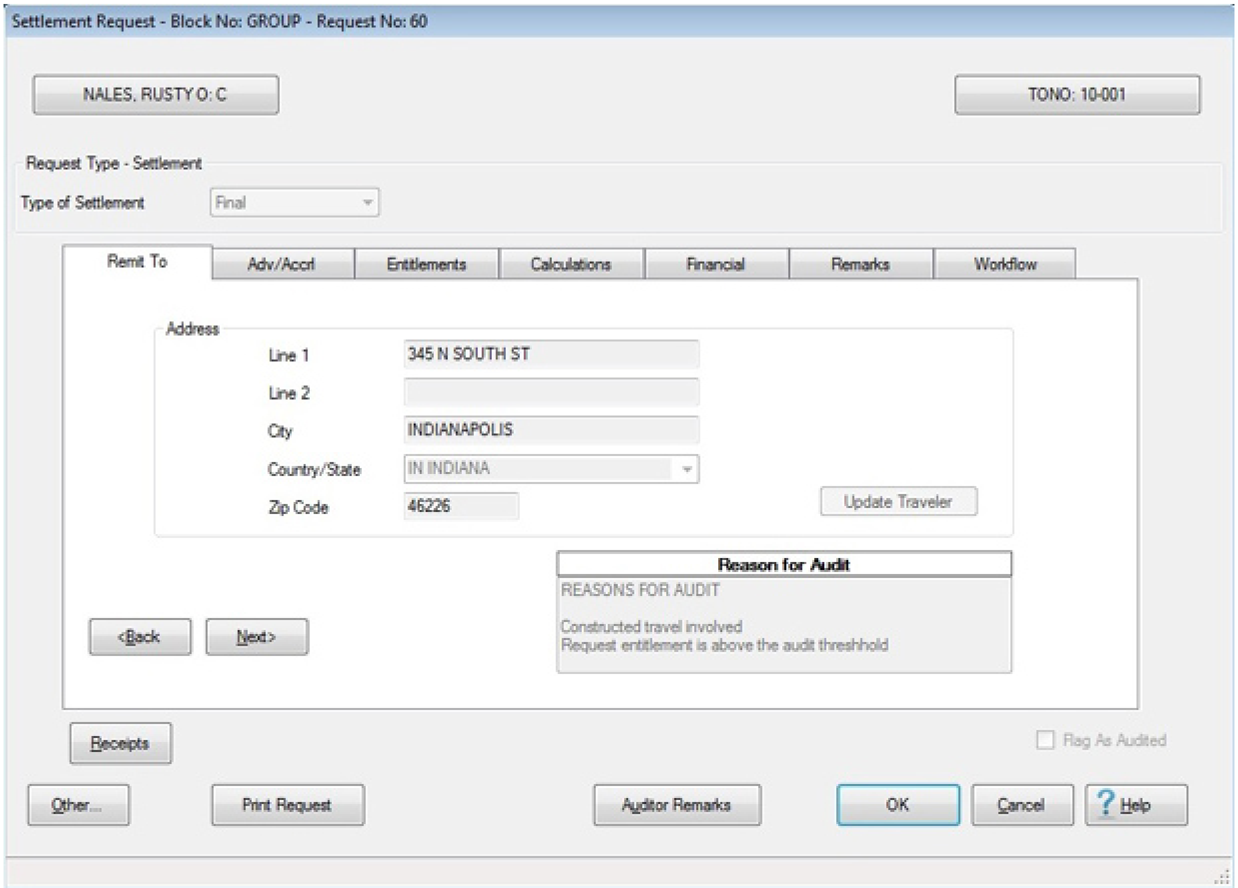


3. **Reason(s) for Return:** - At the first **Reason(s) for Return** combo box, **click** on the *down* **arrow** button to **display** a **list** of the **reasons** for return from the **Reasons for Return Codes table** in the **Maintenance** module. When the **list** is displayed, **click** on the 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**.

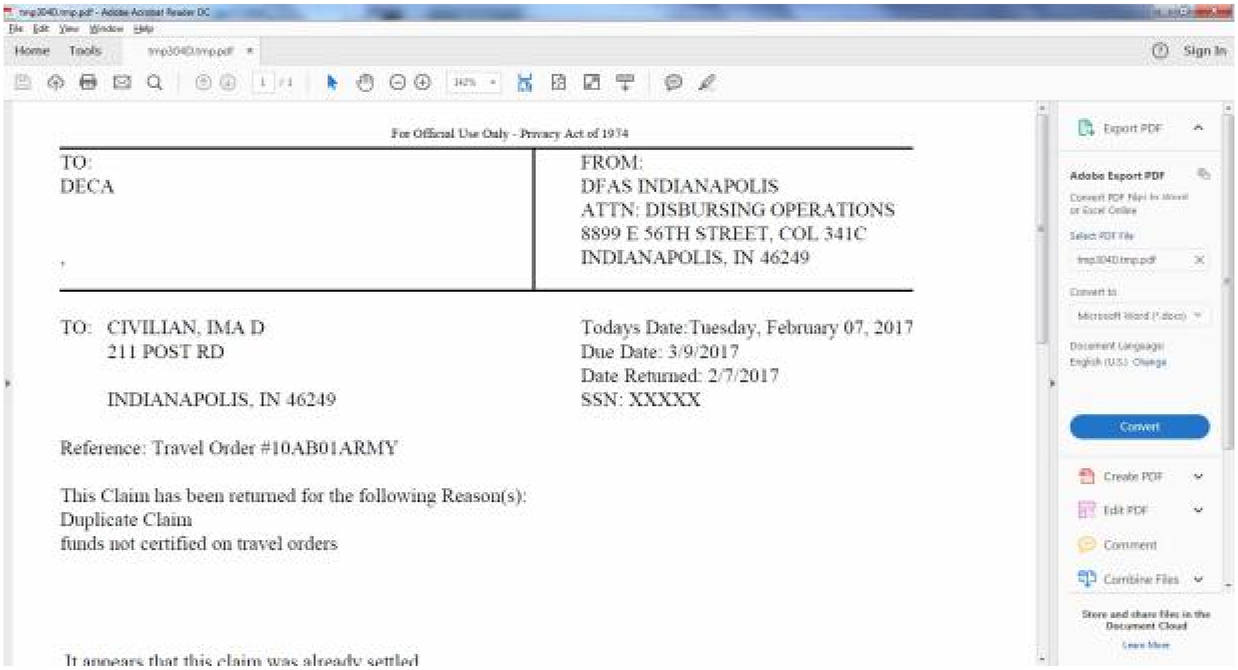
5. **Remarks:** - **Click** in this field and **type** a **remark** if desired.

Note: When adding remarks you can **emphasize** a **word** by **adding** a **bold**, **underline**, or **italics** option as shown above. To use this feature, **double click** on the **word** you wish to emphasize. When the desired word is highlighted, **press and hold down the ctrl key** on your keyboard and then either **press** (**b**) for **bold**, (**u**) to **underline**, or (**i**) for **italics**.

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 <u>automatically</u> placed into the **Remarks** field.
9. **Click** on the **Print Letter** button. The **Adobe Acrobat Reader** screen will appear **displaying** the **return letter**.



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TO:	FROM:
DECA	DFAS INDIANAPOLIS
	ATTN: DISBURSING OPERATIONS
	8899 E 56TH STREET, COL 341C
,	INDIANAPOLIS, IN 46249

TO: CIVILIAN, IMA D
211 POST RD

INDIANAPOLIS, IN 46249

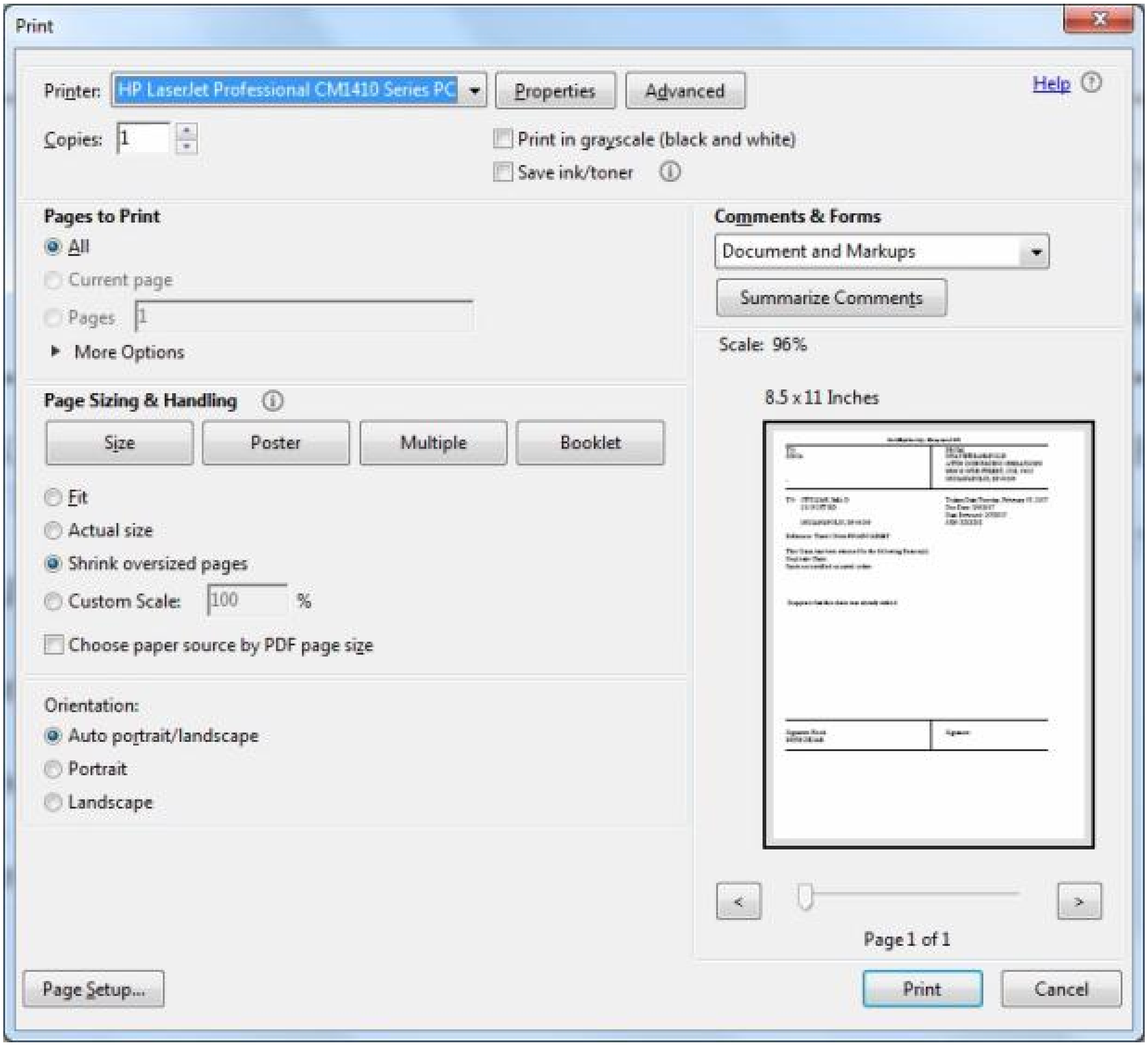
Todays Date:Tuesday, February 07, 2017
Due Date: 3/9/2017
Date Returned: 2/7/2017
SSN: XXXXX

Reference: Travel Order #10AB01ARMY

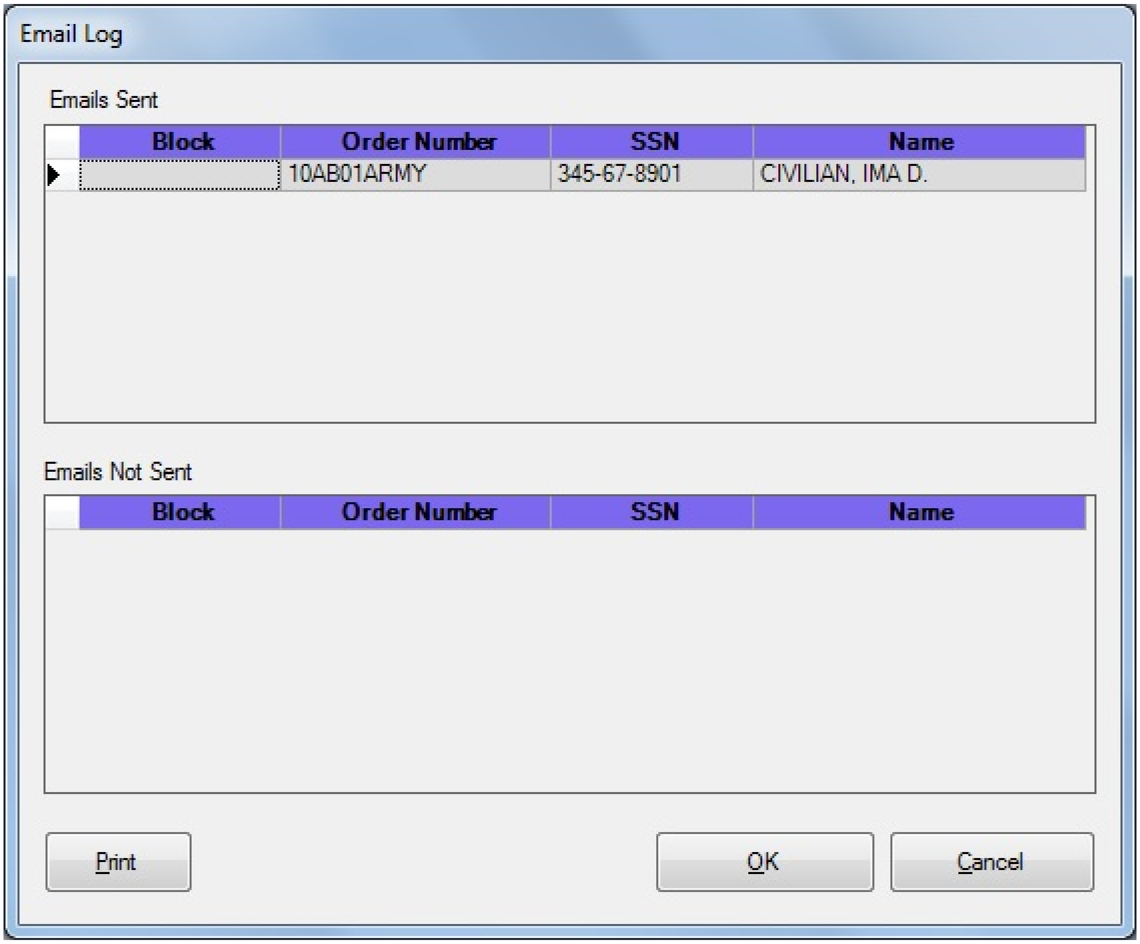
This Claim has been returned for the following Reason(s):
Duplicate Claim
funds not certified on travel orders

It appears that this claim was already settled

10. **Click** on the **Printer Icon** button if you <u>wish</u> 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



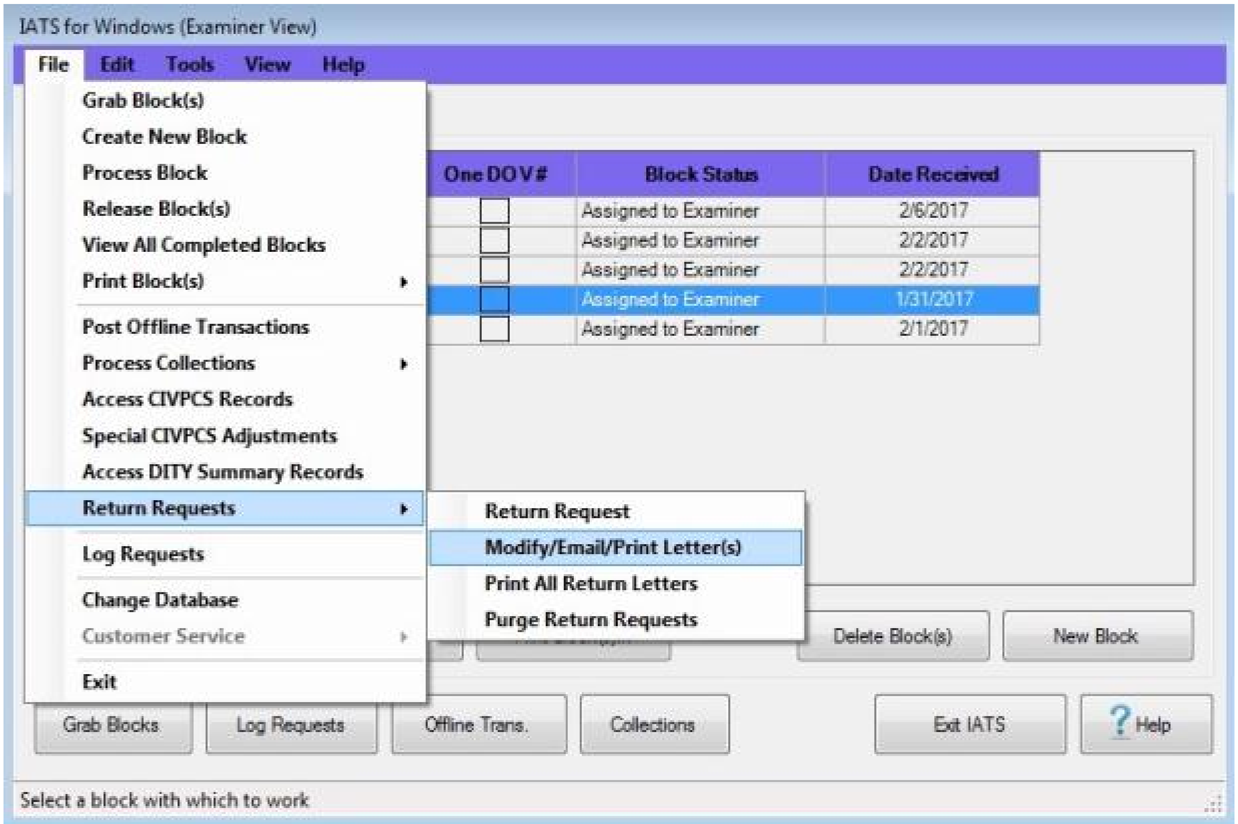
18. If you wish to **see** or **print** the Email Log Report, **click** on the **Print** button.
19. The **Adobe Acrobat Reader** screen will appear **displaying** the **Email Log Report**.
20. **Click** on the **Printer Icon** button if you wish to **print** the **Email Log Report**.
21. The **Print** 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

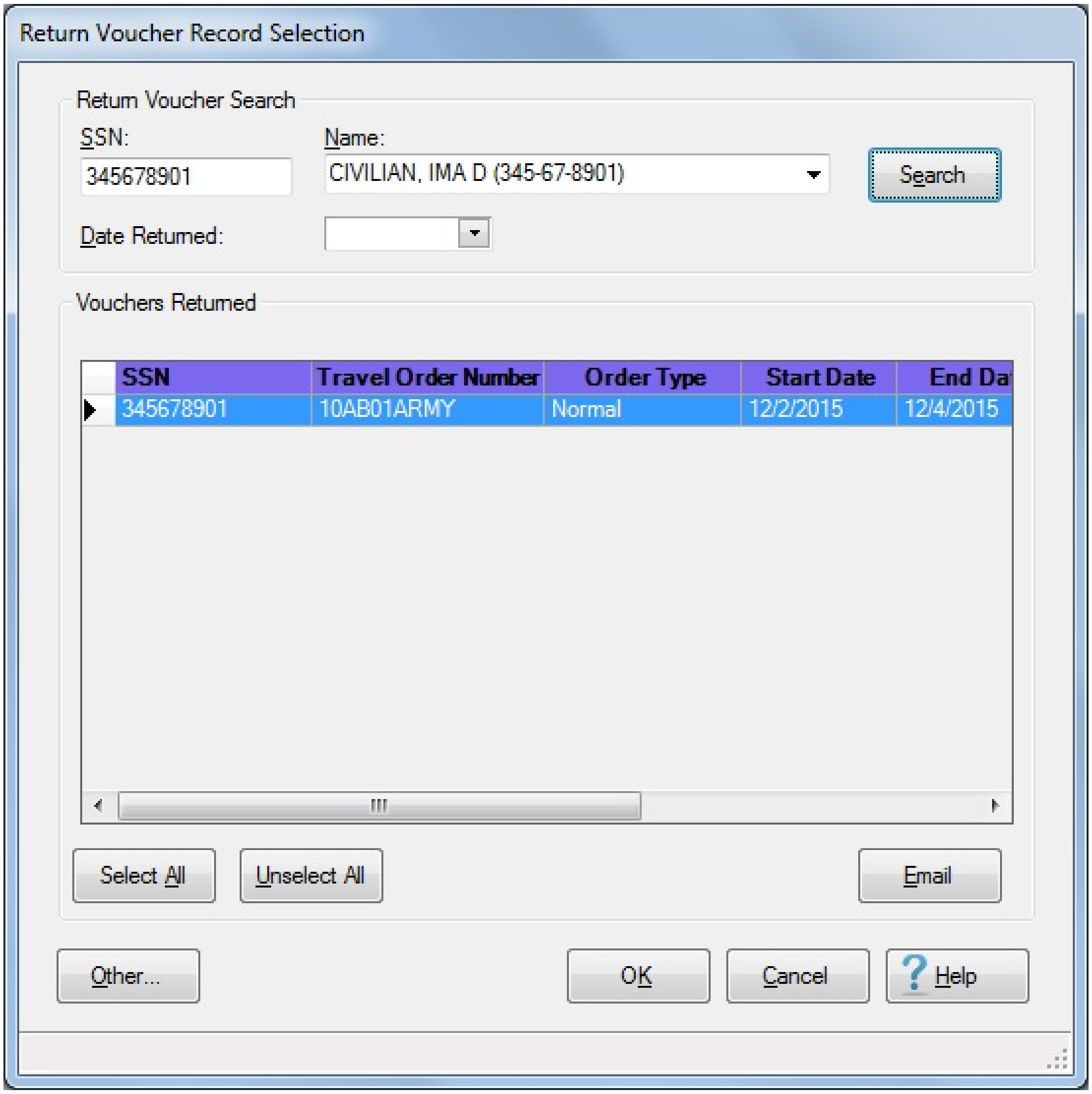
If you have processed a transaction to **return** a **request** to the traveler, you have the ability to **modify** the return letter that was previously generated.

Complete the following steps to "modify" a return letter:

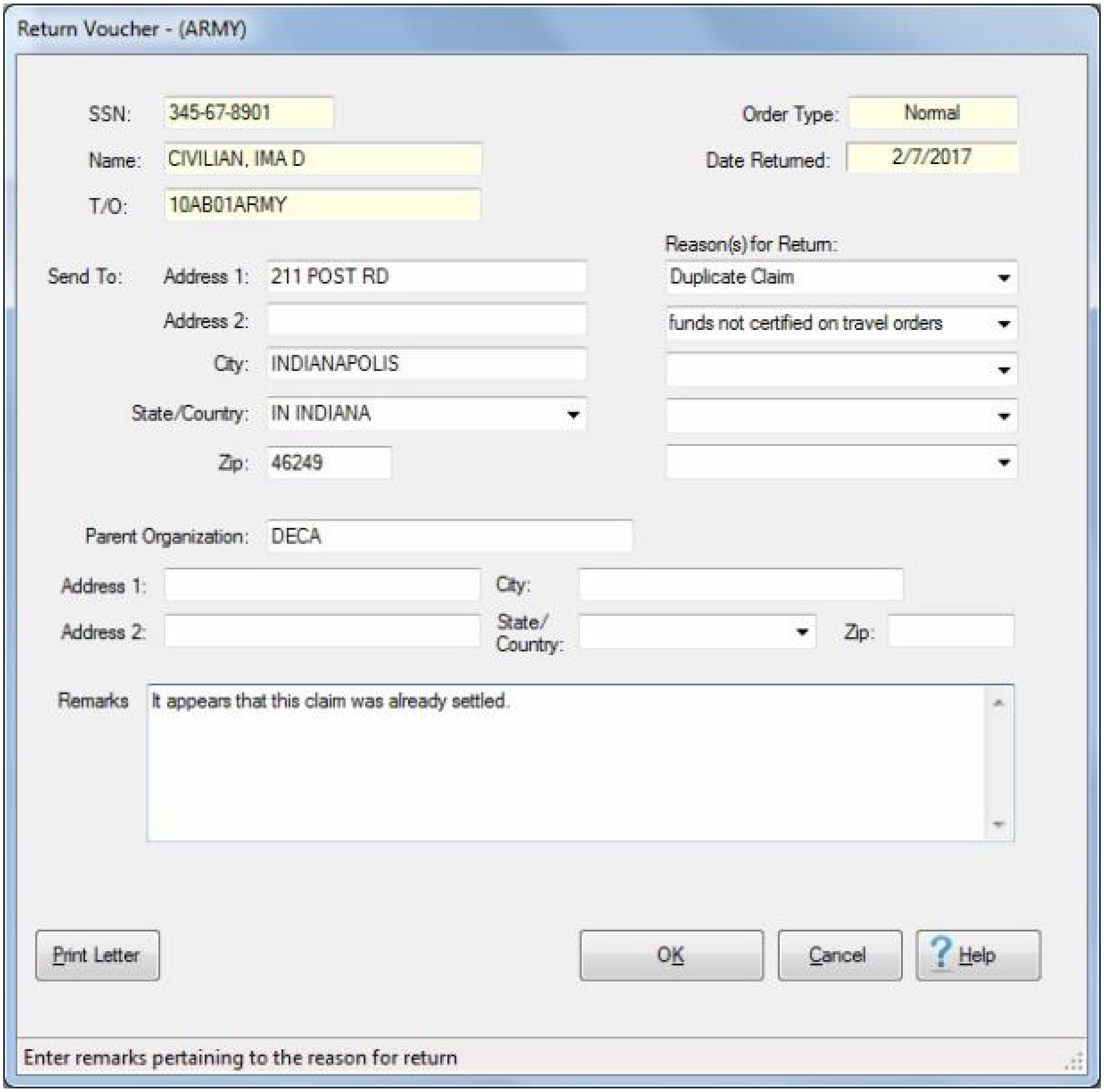
1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.



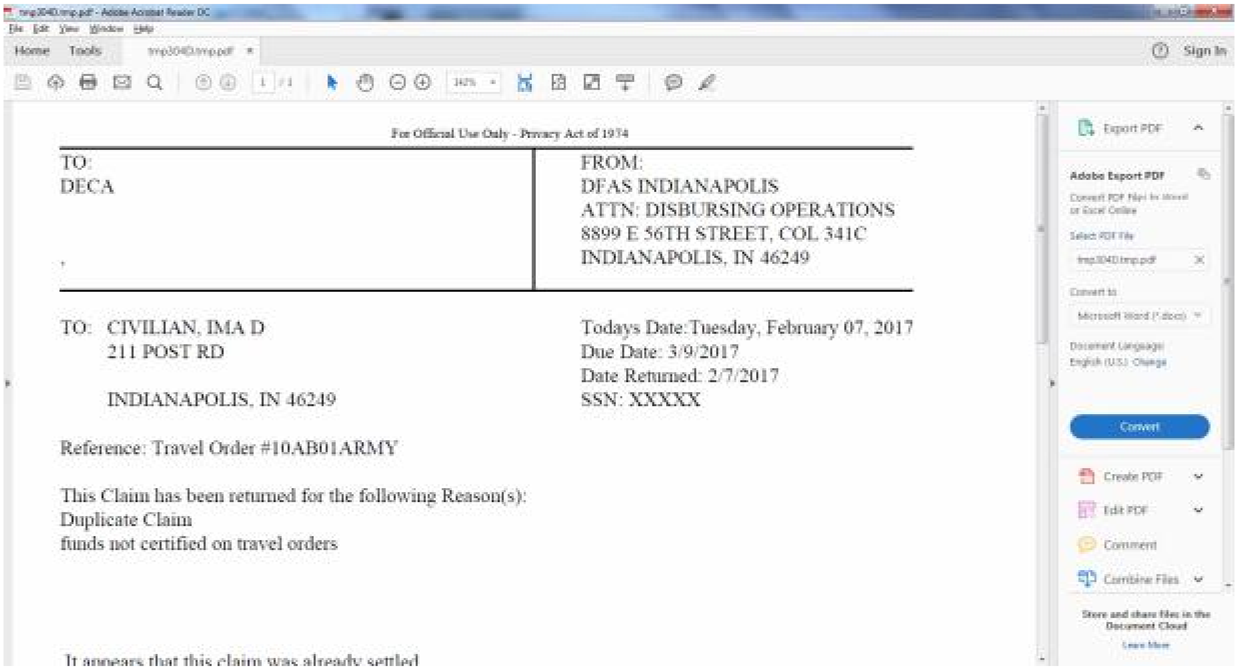
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Return Requests** option. Another **menu** appears offering additional **selections**.
3. **Click** on the **Modify/Email/Print Letters** option. The **Return Voucher Selection** screen appears.



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.



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**.



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TO:	FROM:
DECA	DFAS INDIANAPOLIS
	ATTN: DISBURSING OPERATIONS
	8899 E 56TH STREET, COL 341C
,	INDIANAPOLIS, IN 46249

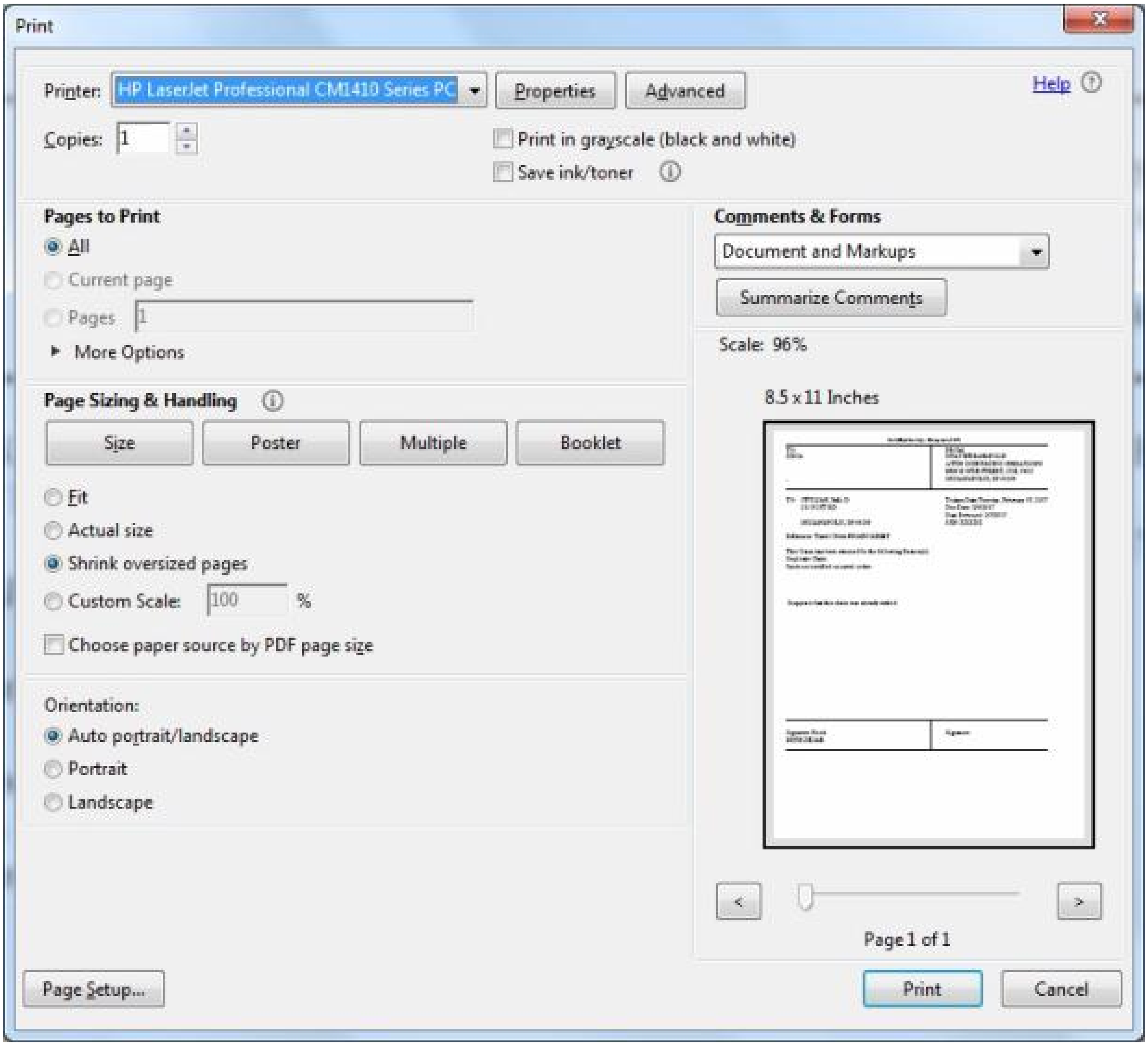
TO: CIVILIAN, IMA D	Todays Date:Tuesday, February 07, 2017
211 POST RD	Due Date: 3/9/2017
	Date Returned: 2/7/2017
INDIANAPOLIS, IN 46249	SSN: XXXXX

Reference: Travel Order #10AB01ARMY

This Claim has been returned for the following Reason(s):
Duplicate Claim
funds not certified on travel orders

It appears that this claim was already settled

11. **Click** on the **Printer Icon** button if you <u>wish</u> to **print** the return letter.
12. The **Print** screen will appear.



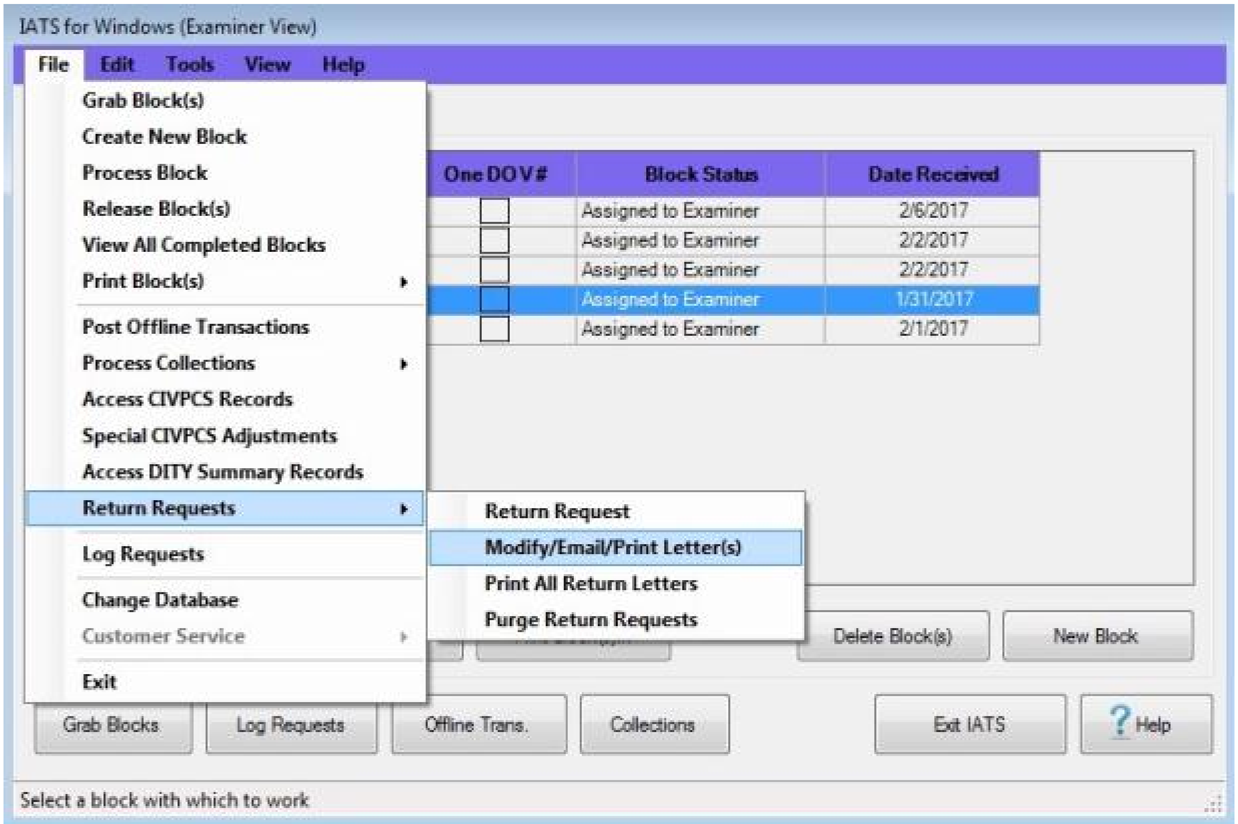
13. **Verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary changes.
14. **Select** the number of **copies** you wish to print and **lick** on the **Print** button.
15. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
16. If you are **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

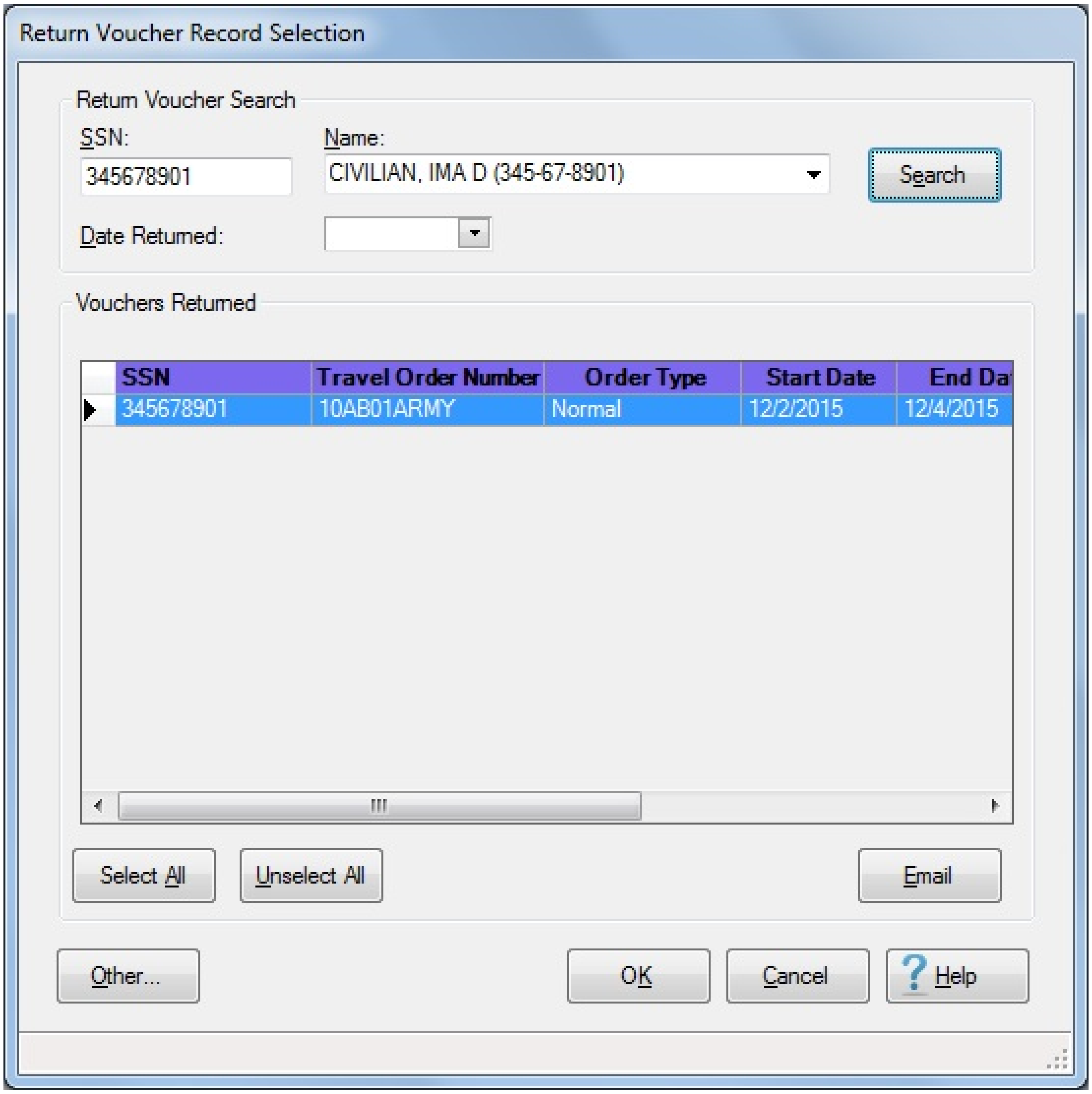
If you have processed a transaction to **return** a **request** to the traveler, you have the ability to **send** an email notice to the traveler that a request has been returned.

Complete the following steps to "email" a notice to the traveler that a request has been returned:

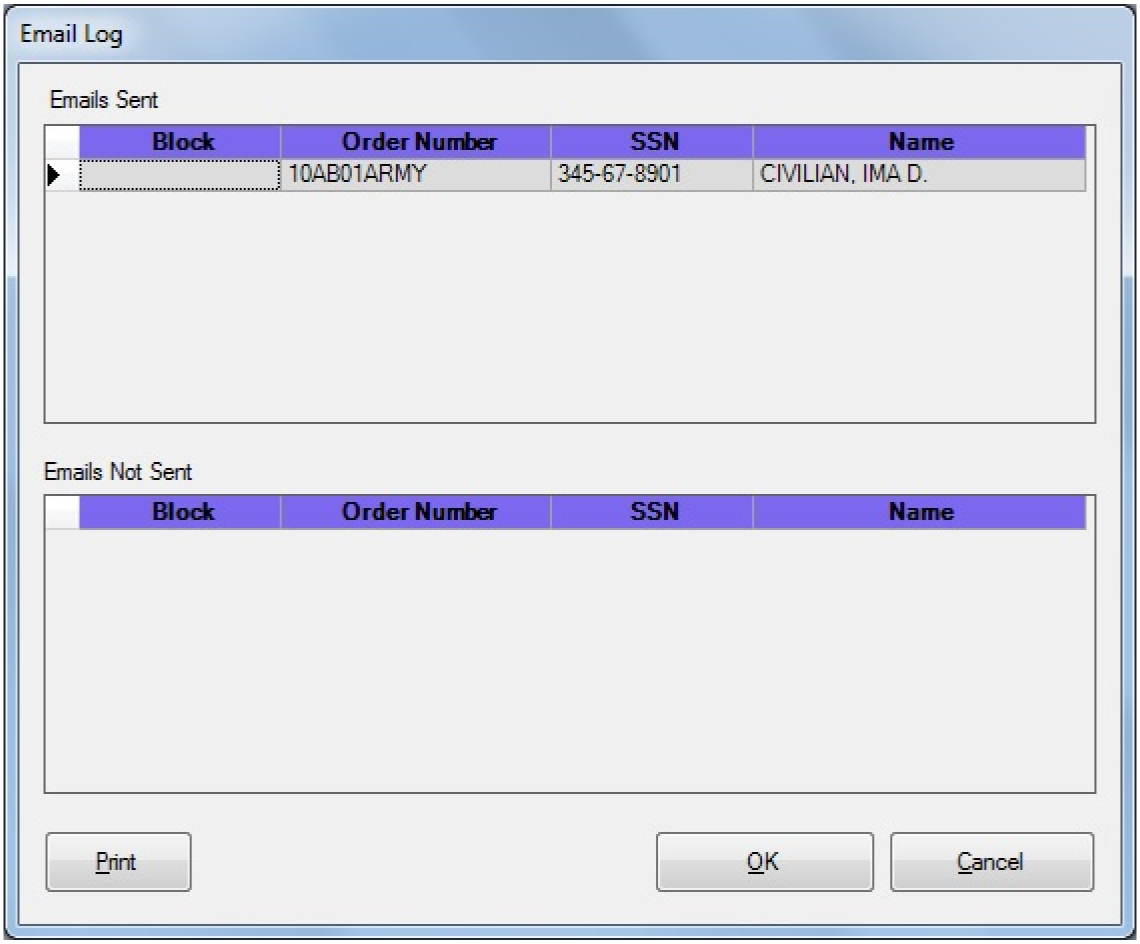
1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.



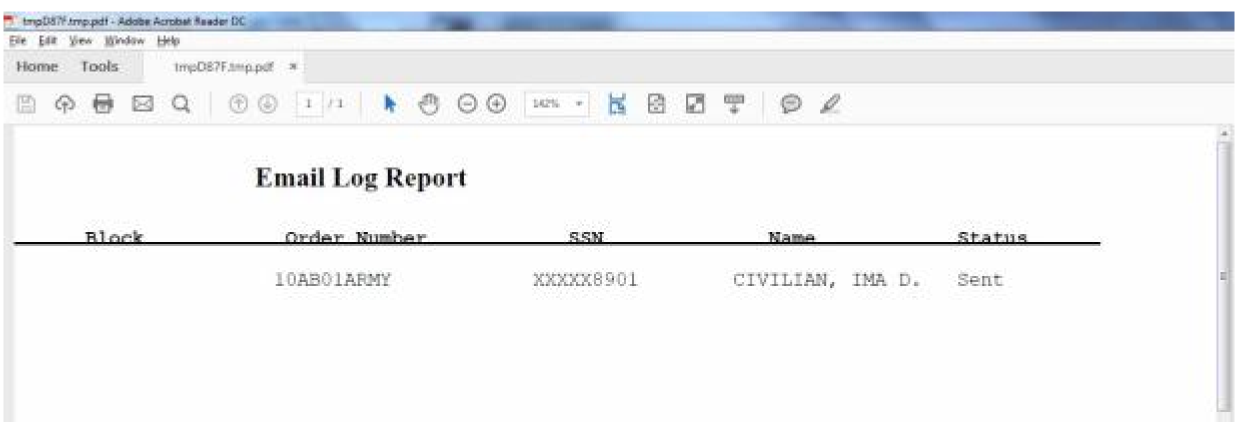
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **Return Requests** option. Another **menu** appears offering additional **selections**.
3. **Click** on the **Modify/Email/Print Letters** option. The **Return Voucher Selection** screen appears.



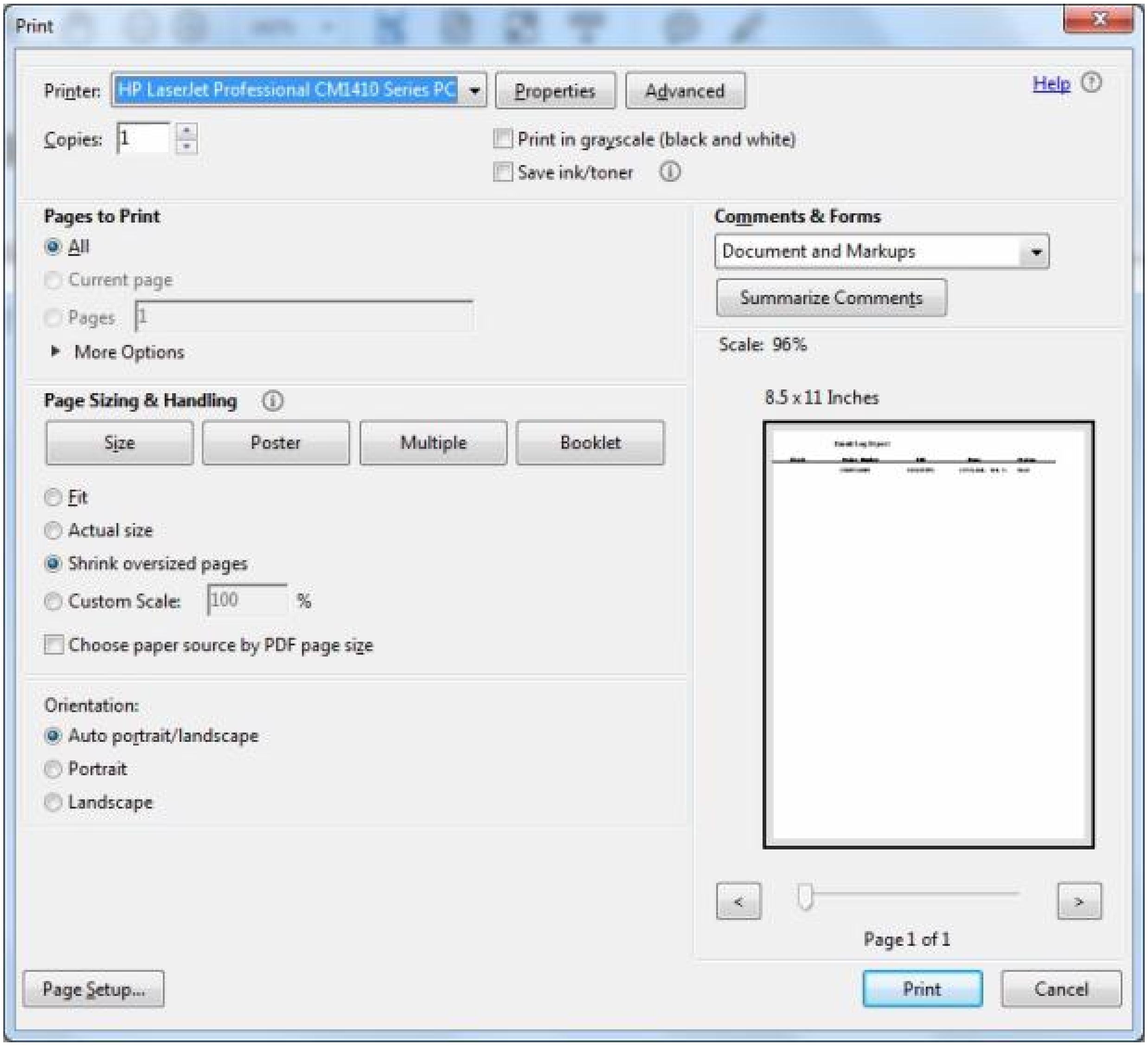
4. **SSN:** - At the SSN field, **type** the traveler's **social security number** and **press** *Enter*. The traveler's name will appear in the **Name** field.
5. **Date Returned:** - At the Date Returned field, **enter** the **date** of the original return **letter** if you wish to access the letter 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 <u>wish</u> 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 <u>wish</u> to **print** the **Email Log Report**.
11. The **Print** screen will appear.



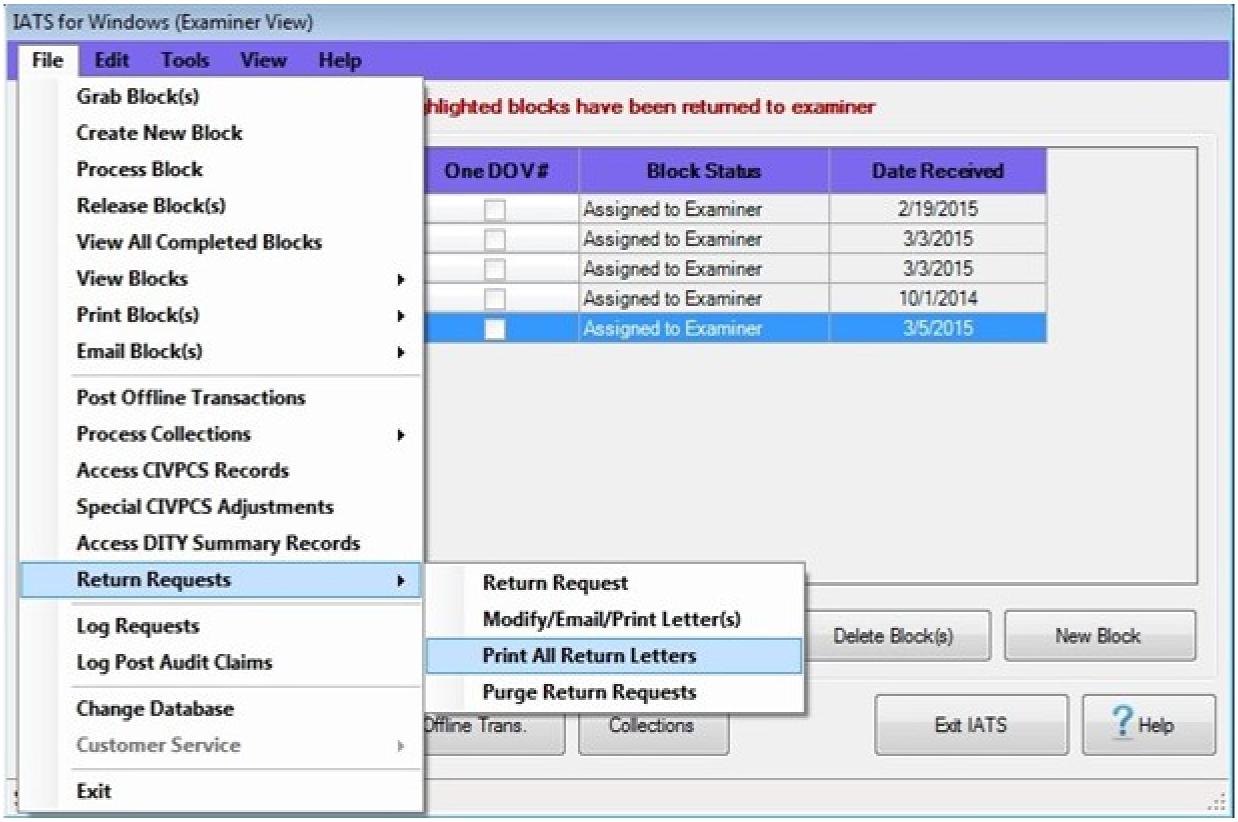
11. **Verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary changes.
12. **Select** the number of **copies** you wish to print and **click** the **Print** button.
13. IATS prints the letter and returns to the **Adobe Acrobat Reader** screen.
14. If you are **finished** 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

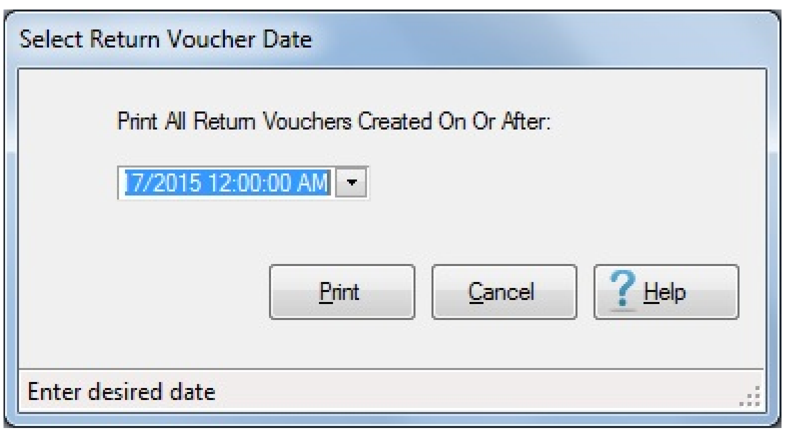
On occasion, user may need to **print** all of the **letters** for the settlement requests that have been **returned**.

Complete the following steps to "print" all return letters:

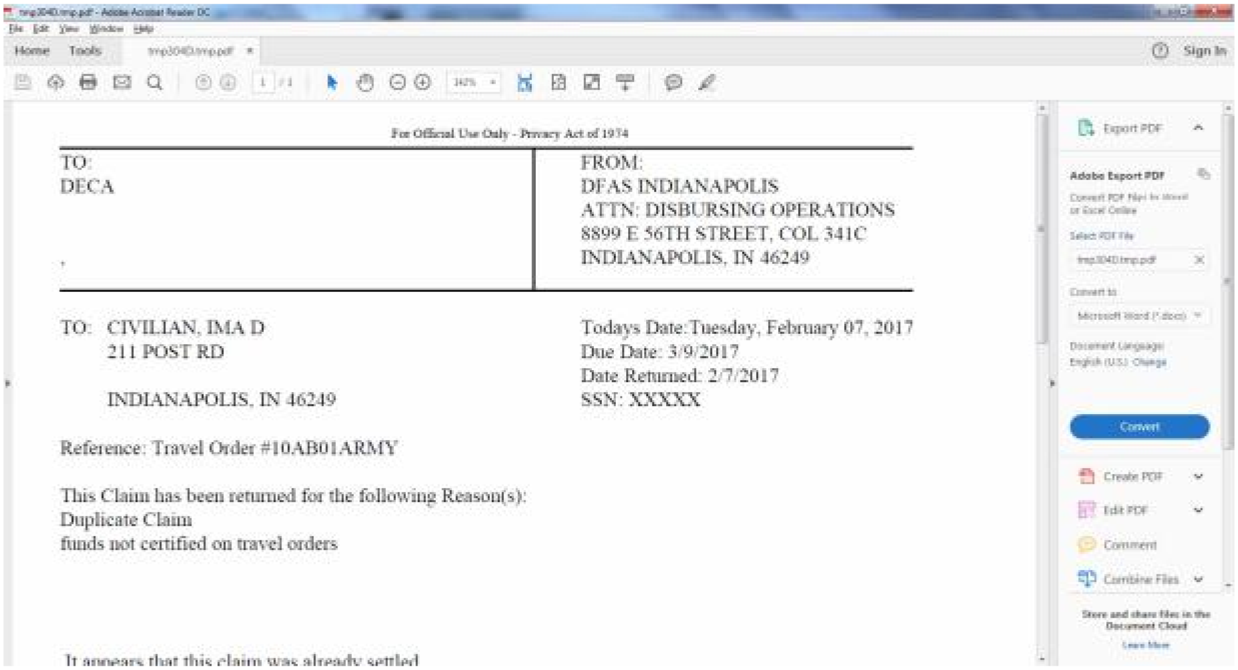
1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.



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)**.



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TO:	FROM:
DECA	DFAS INDIANAPOLIS ATTN: DISBURSING OPERATIONS 8899 E 56TH STREET, COL 341C INDIANAPOLIS, IN 46249

TO: CIVILIAN, IMA D
211 POST RD

INDIANAPOLIS, IN 46249

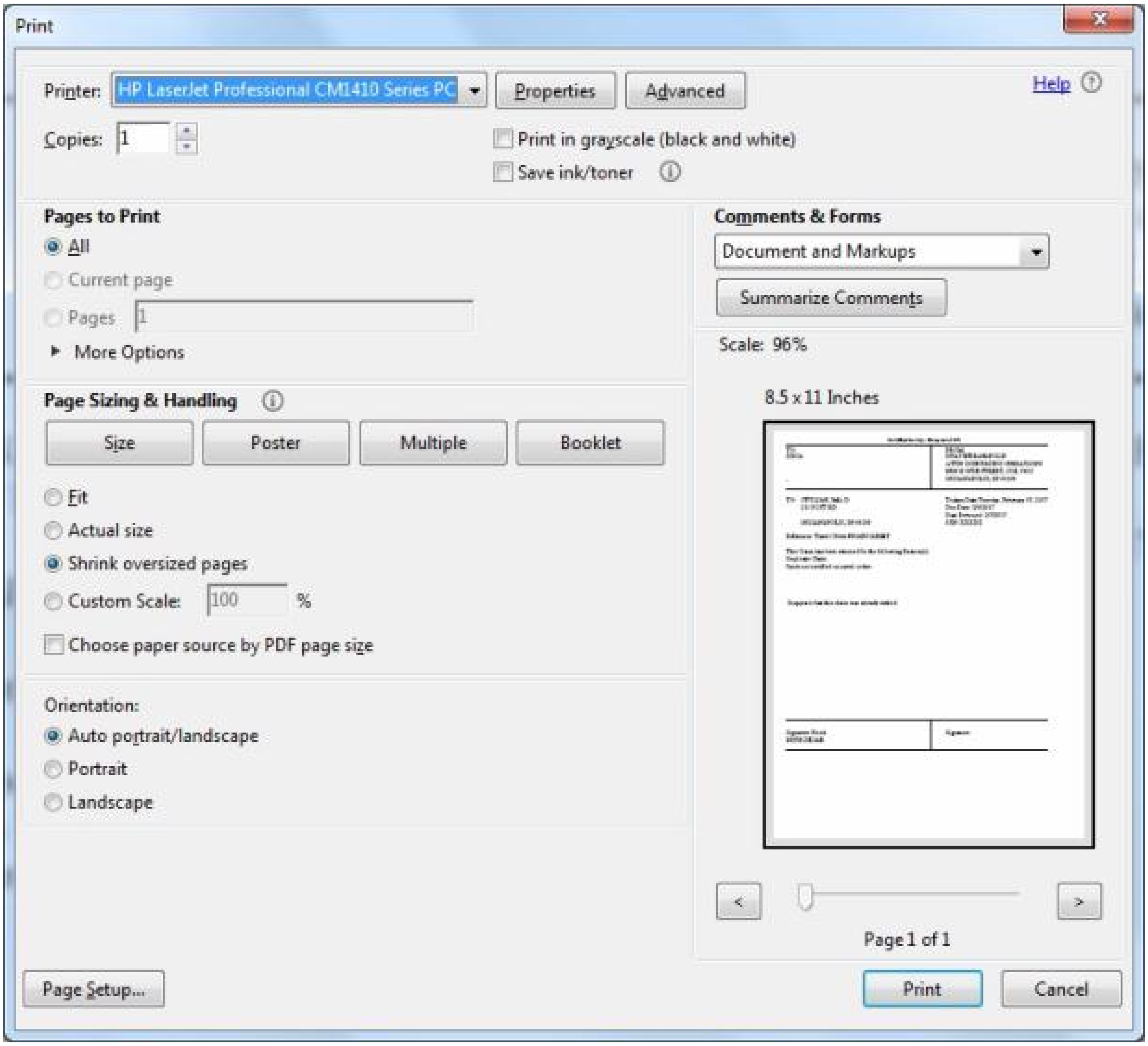
Todays Date:Tuesday, February 07, 2017
Due Date: 3/9/2017
Date Returned: 2/7/2017
SSN: XXXXX

Reference: Travel Order #10AB01ARMY

This Claim has been returned for the following Reason(s):
Duplicate Claim
funds not certified on travel orders

It appears that this claim was already settled

6. **Click** on the **Printer Icon** button if you <u>wish</u> 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.

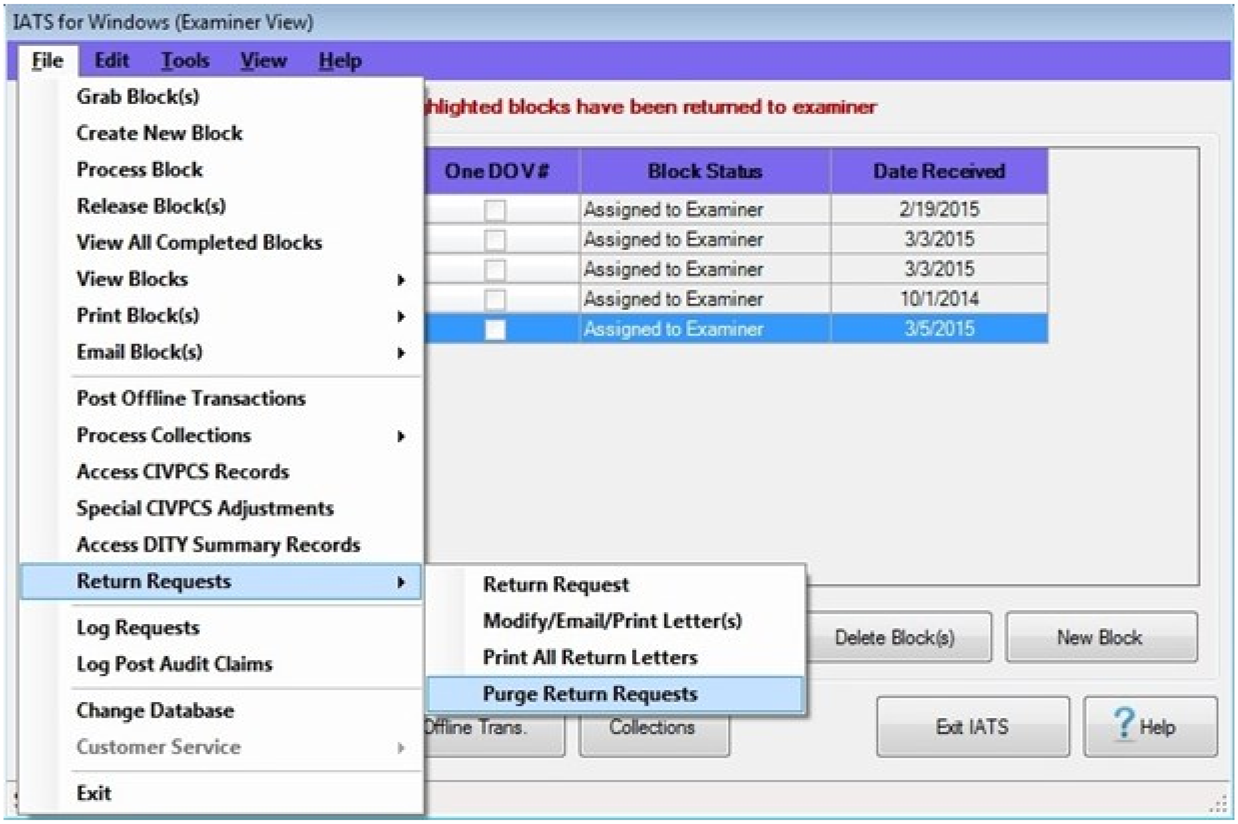
Purge All Returned Requests Records

On occasion, user may need to **purge** all of the **letters** for the settlement requests that have been **returned**.

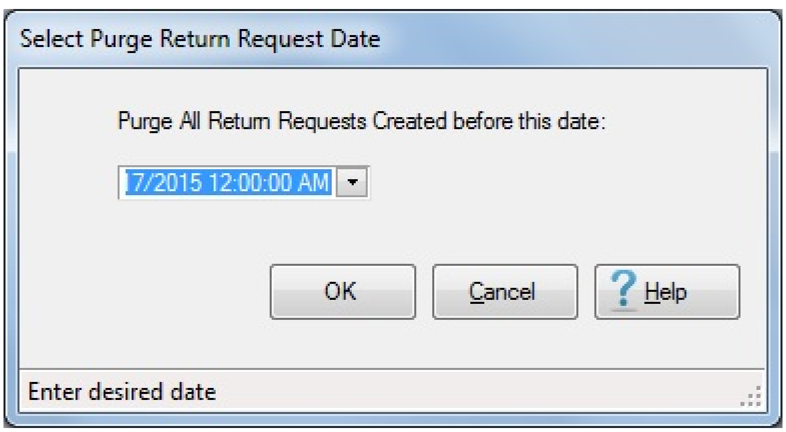
Note: In order to **purge** the **Returned Requests** table, the user must have the privilege "**Purge Return Request for a Traveler**" assigned to their user account by the System Administrator.

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. <u>Another</u> **menu** appears offering <u>additional</u> **selections**.
3. **Click** on the **Purge Return Requests** option. The **Select Purge Return Requests Date** screen appears.



4. **Type** the <u>desired</u> **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** <u>all</u> of the return **letters** <u>created before the specified date</u>.

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:

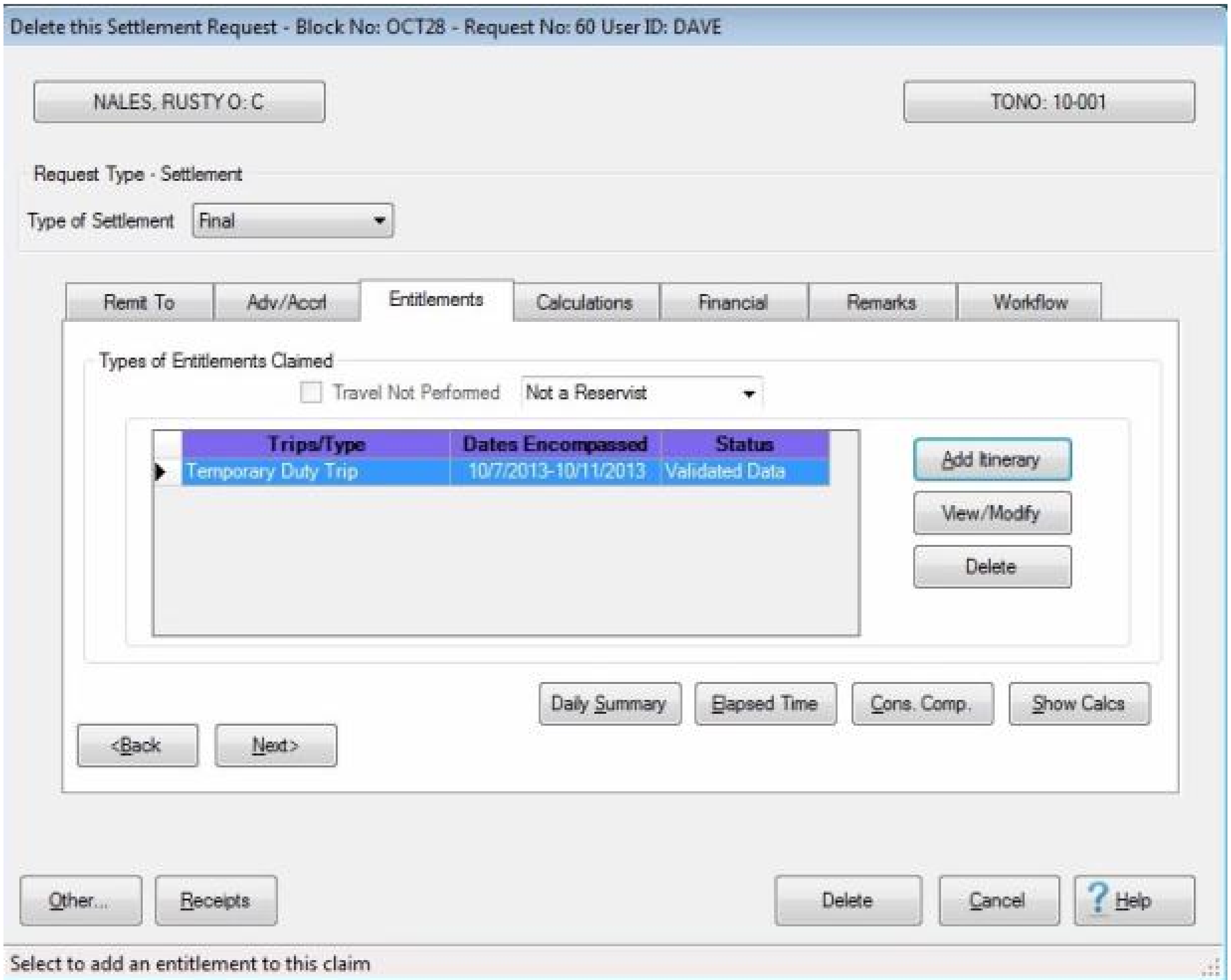
1. At the **Examiner View** screen, select a block through one of the following methods:

- **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.

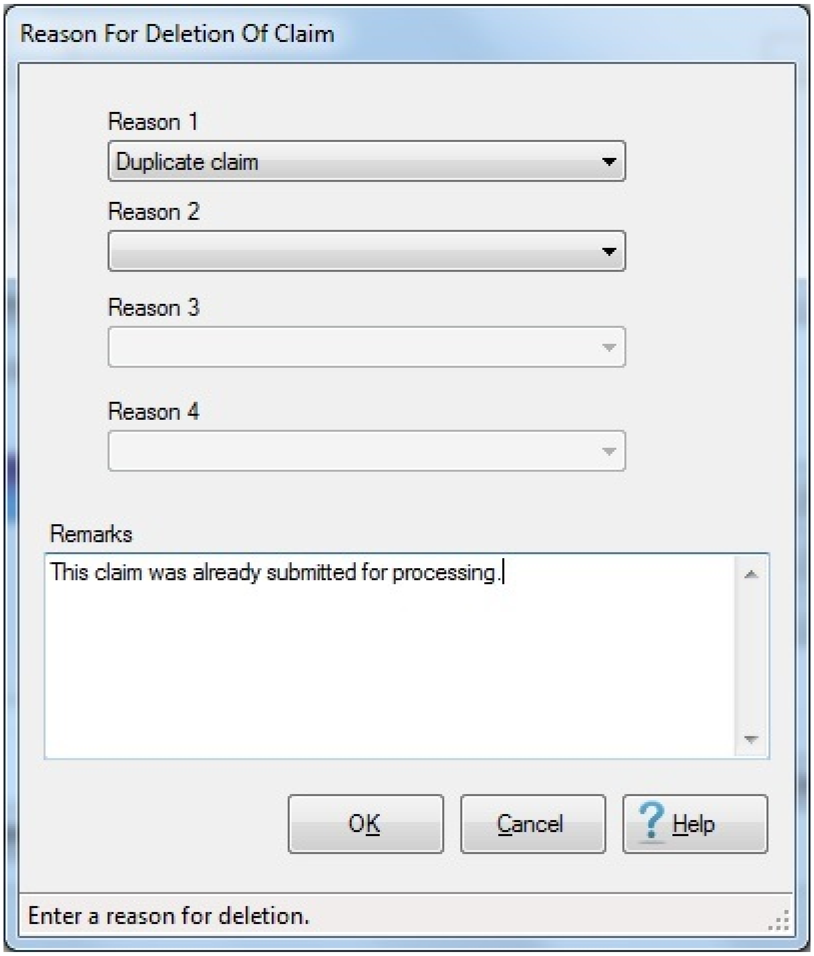
2. At the **Request Selection** screen, **click** on the **request** to be deleted.

3. When the correct request is highlighted, **click** the **Delete** button. The **Delete this Settlement Request** screen appears.



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.



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:

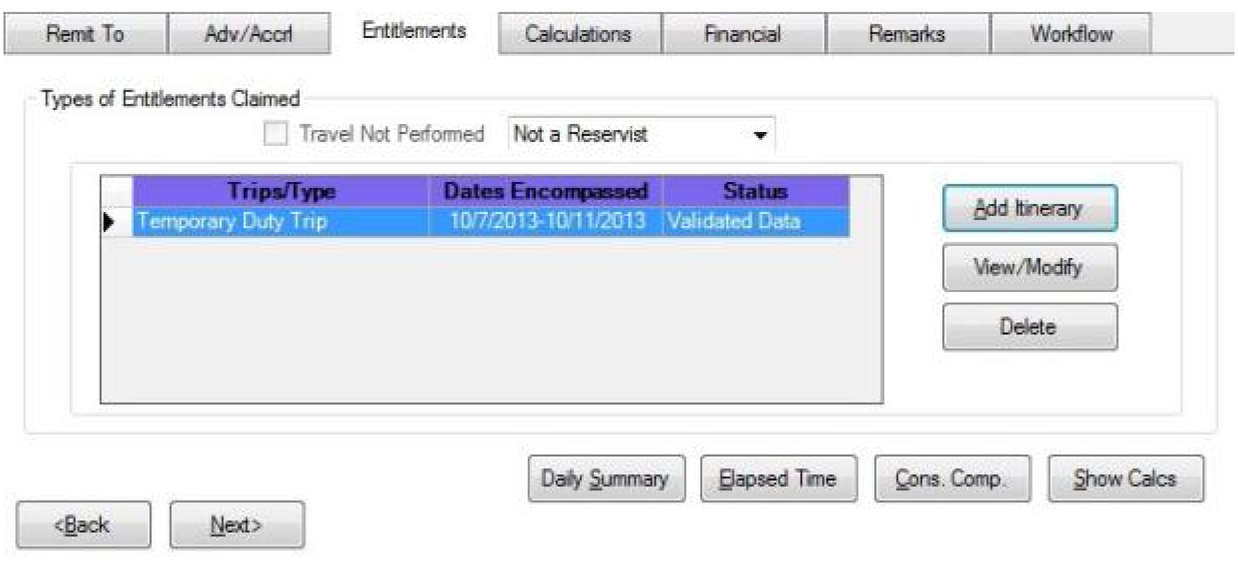
- **Method 1:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
- **Method 2:** - **Click** on the desired block listed under the **To Do** section and then **click** on the **File** 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.



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:

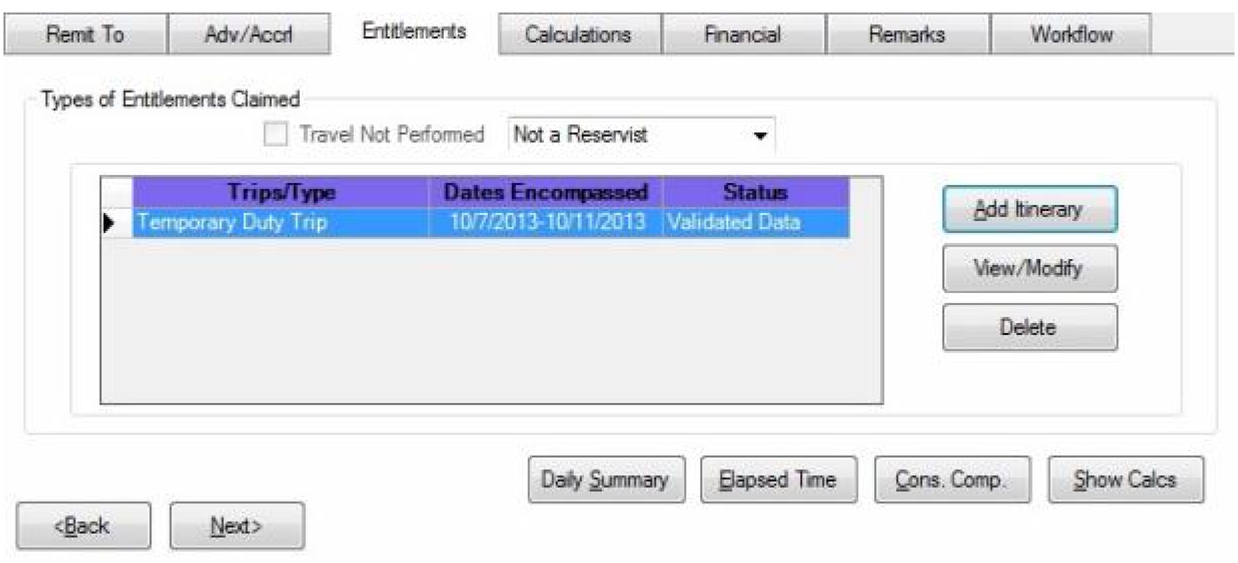
- **Method 1:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
- **Method 2:** - **Click** on the desired block listed under the **To Do** section and then **click** on the **File** 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.



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.

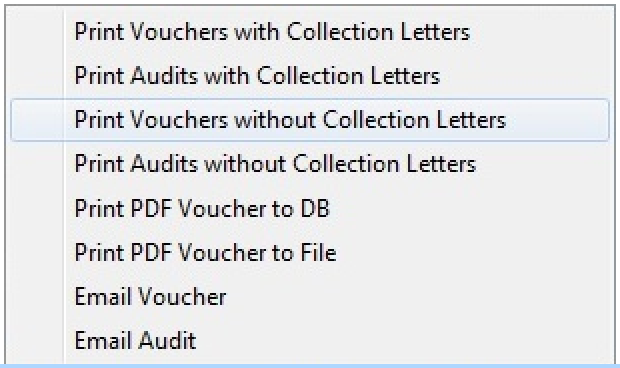
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

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.

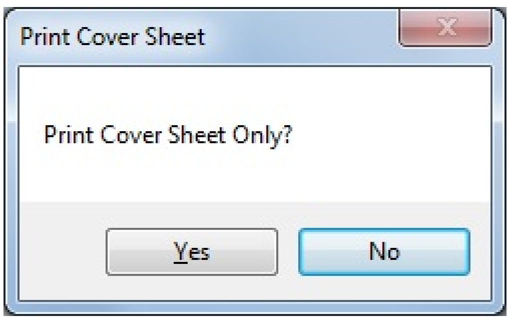
Complete the following steps to "print" a request:

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**.

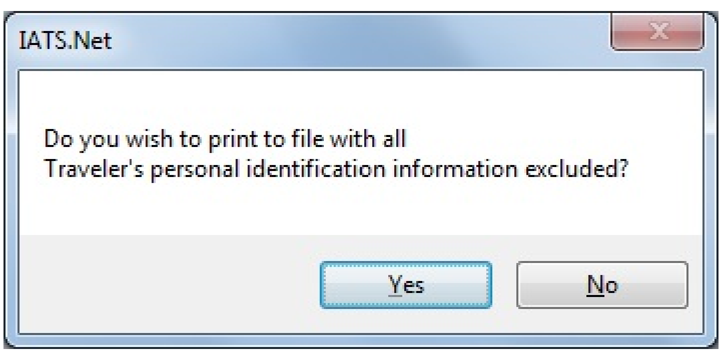


Note: If you click on the option, **Print PDF Voucher to DB**, this process will happen **transparently**. You will find the saved request(s) when you run the Retrieve Scanned Documents from Database process.

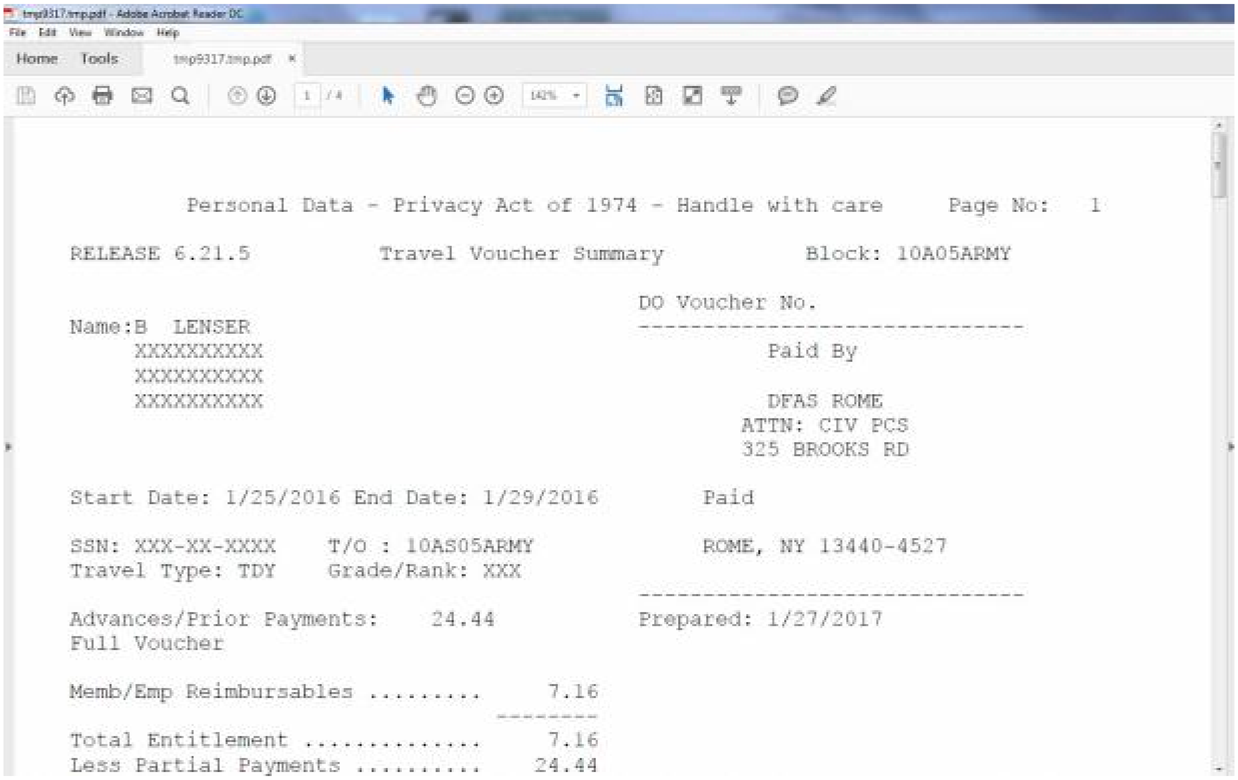
3. At the *pop-up*, **click** on the desired **option**. The following *pop-up* **message** will appear asking if you would like to print the **cover sheet** only.



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**.

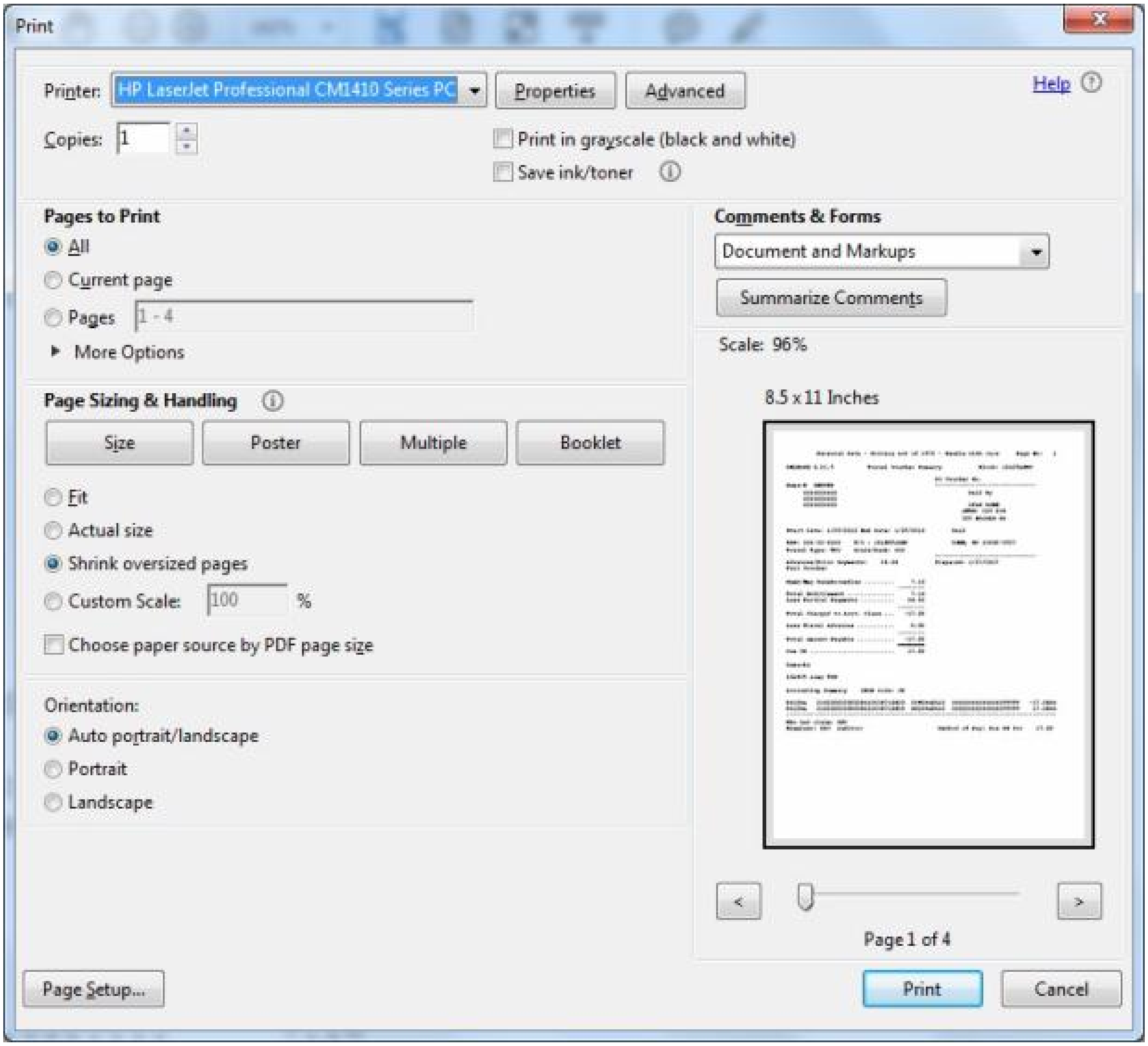


5. **Click** on *Yes* or *No* as desired. The **Adobe Acrobat Reader** screen will appear next displaying the selected print option.



```
        Personal Data - Privacy Act of 1974 - Handle with care      Page No:   1

RELEASE 6.21.5          Travel Voucher Summary           Block: 10A05ARMY

                                                  DO Voucher No.
Name:B  LENSER                                    ------------------------------
     XXXXXXXXXX                                             Paid By
     XXXXXXXXXX
     XXXXXXXXXX                                             DFAS ROME
                                                          ATTN: CIV PCS
                                                          325 BROOKS RD

Start Date: 1/25/2016 End Date: 1/29/2016              Paid

SSN: XXX-XX-XXXX    T/O : 10AS05ARMY                   ROME, NY 13440-4527
Travel Type: TDY    Grade/Rank: XXX
                                                  ------------------------------
Advances/Prior Payments:    24.44                 Prepared: 1/27/2017
Full Voucher

Memb/Emp Reimbursables .........      7.16
                                   --------
Total Entitlement ..............      7.16
Less Partial Payments ..........     24.44
```

6. **Click** on the **Printer Icon** button if you <u>wish</u> 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.

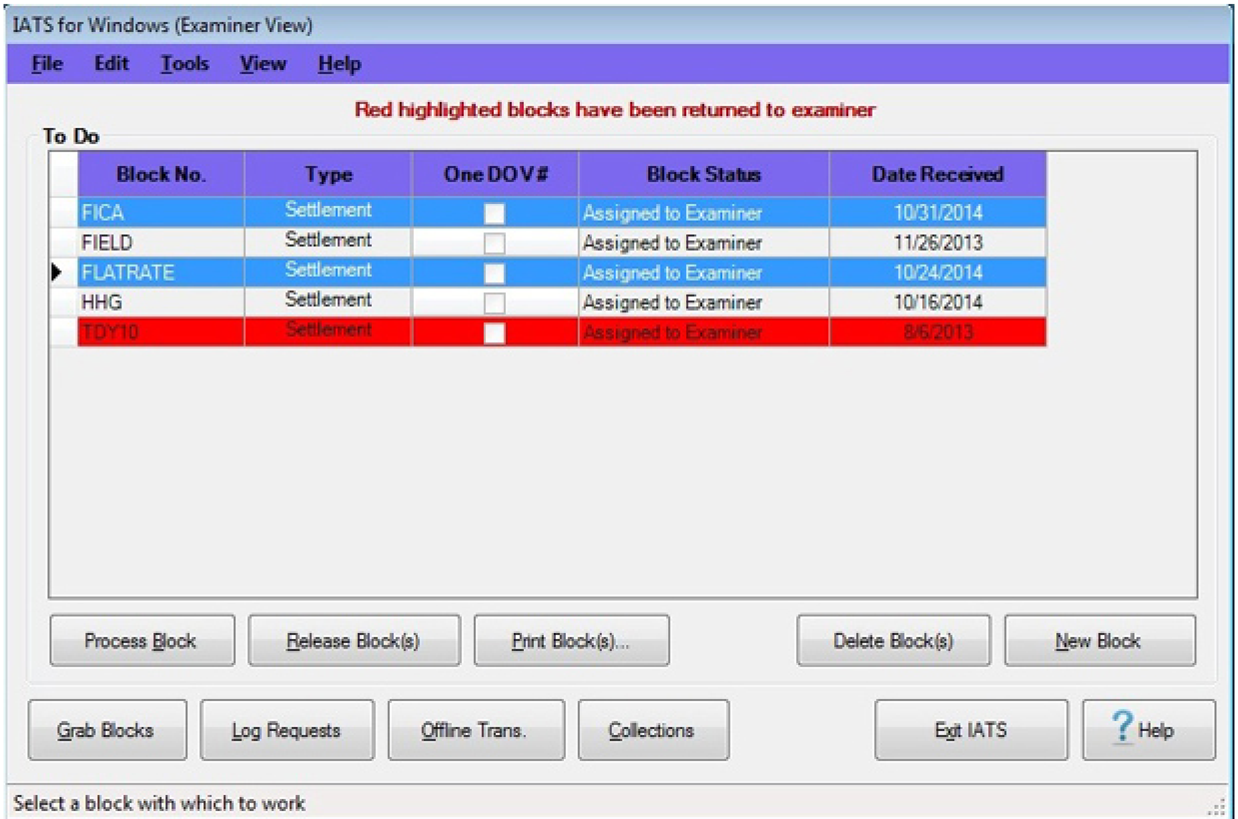
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

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.

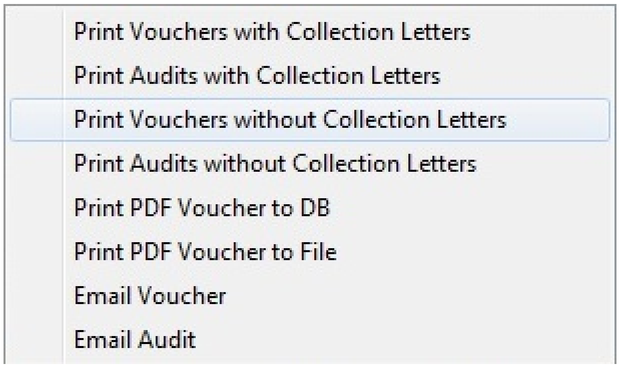
Complete the following steps to "print" a block:

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.

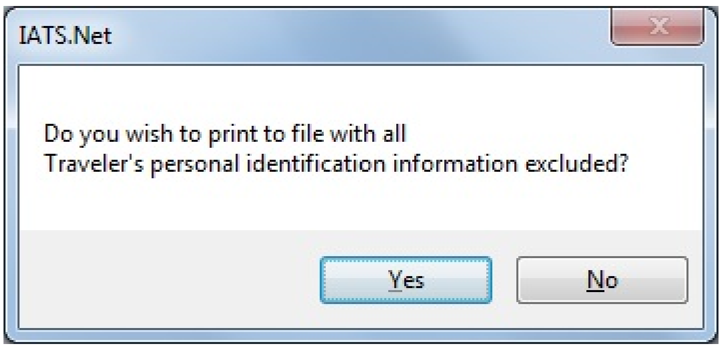


Tip: More than one block may be selected. To select consecutively listed blocks, **click** on the first block you wish to print. **Press** and **hold** down the **Shift** key and then **click** on the last block you wish to print. IATS will **highlight** all of the blocks between the first and last selections. 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.

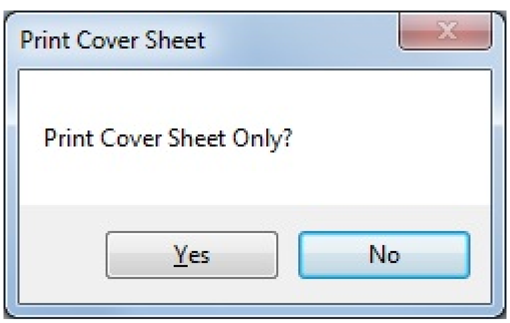
2. After selecting the block(s) to be printed, **click** the **Print Block(s)** button or **click** on the **File** menu and select the **Print Block(s)** option. The following *drop down* **Print** menu appears:



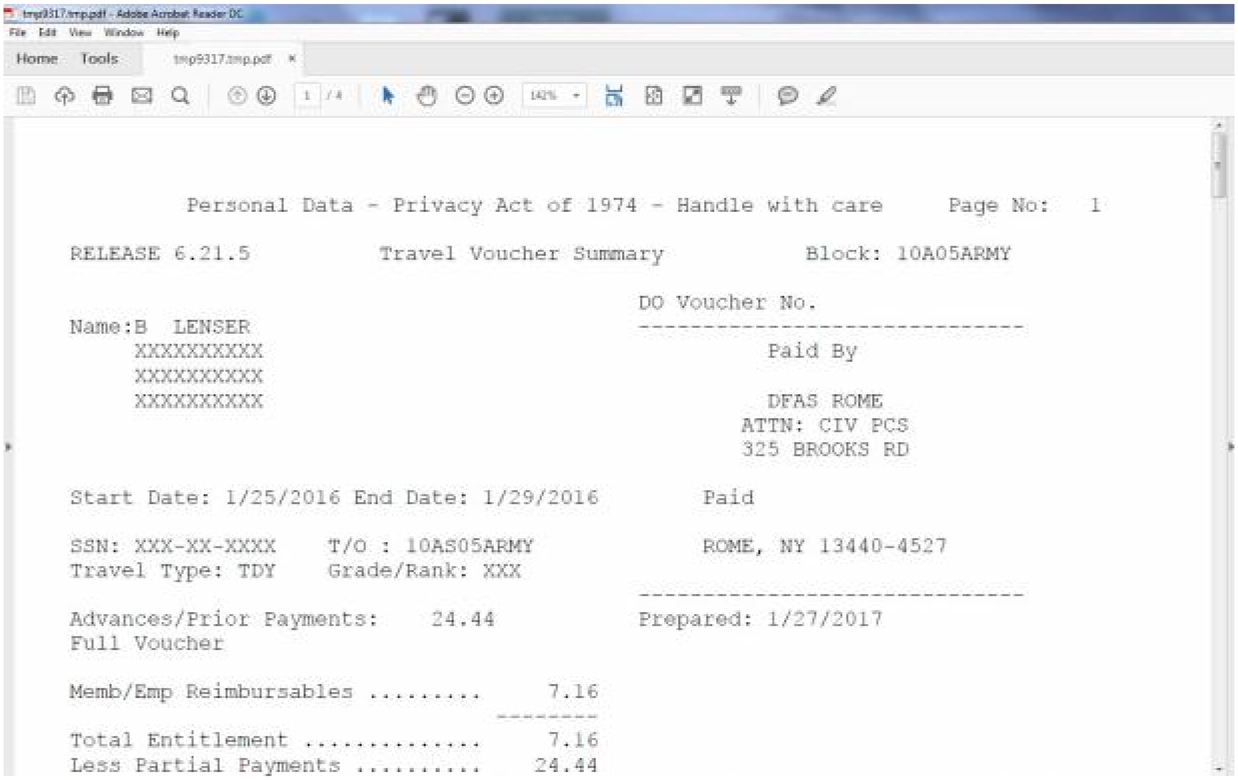
3. At the *drop down* Print menu, **click** on the desired option. The following *pop-up* **message** will appear asking if you would like to print with the traveler's personal identification **excluded**.



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.

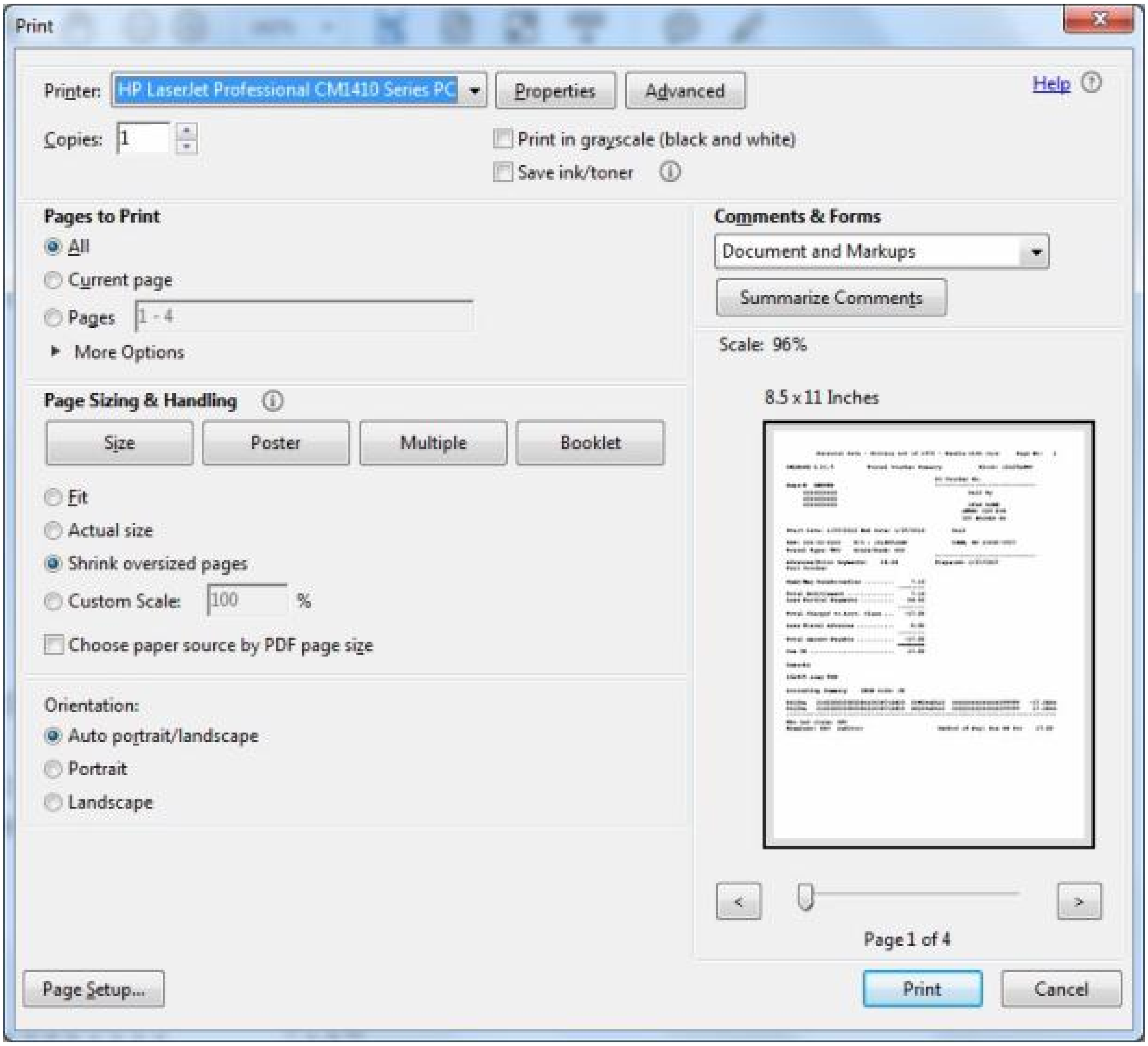


5. **Click** on *Yes* or *No* as desired.
6. If you answer Yes, will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.

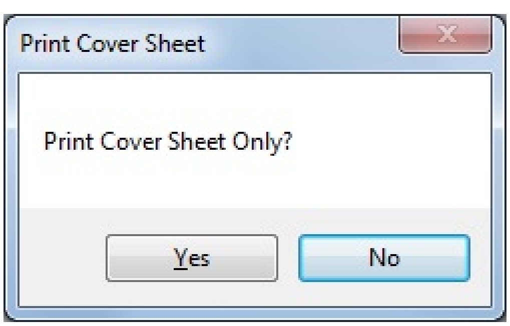



```
        Personal Data - Privacy Act of 1974 - Handle with care     Page No:   1

RELEASE 6.21.5          Travel Voucher Summary          Block: 10A05ARMY

                                            DO Voucher No.
Name:B  LENSER                              ------------------------------
     XXXXXXXXXX                                       Paid By
     XXXXXXXXXX
     XXXXXXXXXX                                       DFAS ROME
                                                    ATTN: CIV PCS
                                                    325 BROOKS RD

Start Date: 1/25/2016 End Date: 1/29/2016        Paid

SSN: XXX-XX-XXXX    T/O : 10AS05ARMY             ROME, NY 13440-4527
Travel Type: TDY    Grade/Rank: XXX
                                            ------------------------------
Advances/Prior Payments:    24.44           Prepared: 1/27/2017
Full Voucher

Memb/Emp Reimbursables .........     7.16
                                  --------
Total Entitlement ..............     7.16
Less Partial Payments ..........    24.44
```

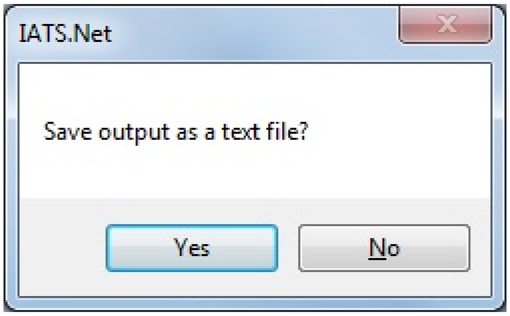
6. **Click** on the Printer **icon**. The **Print** screen appears.



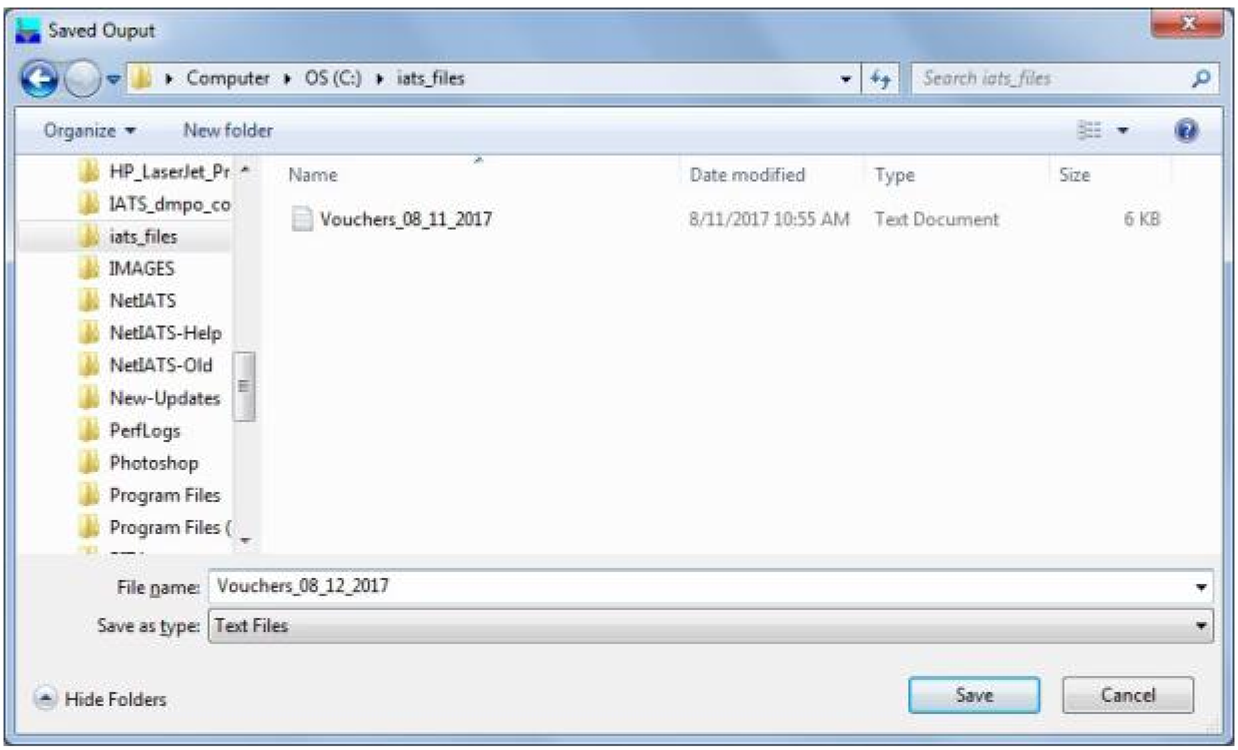
7. **Verify** that the **PC** is **configured** for the <u>correct</u> **printer** or **make** any <u>necessary</u> **changes**.
8. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
9. IATS prints the block(s) and returns to the **Adobe Reader** screen.
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 <u>usual</u> 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 <u>usual</u> and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.

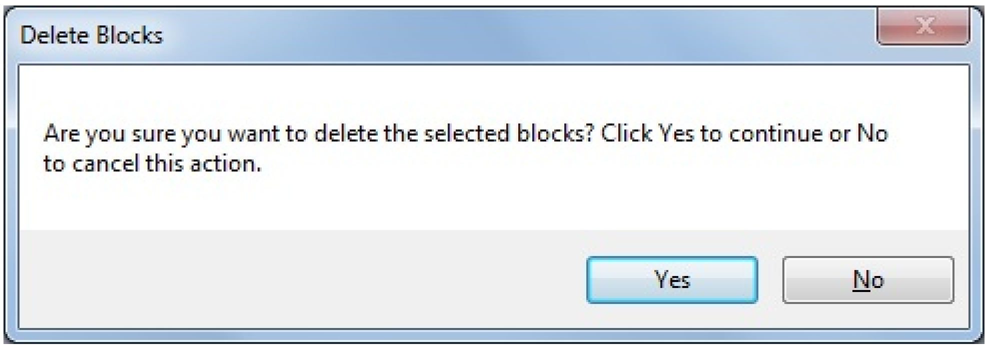
Deleting Blocks in the Examiner View

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

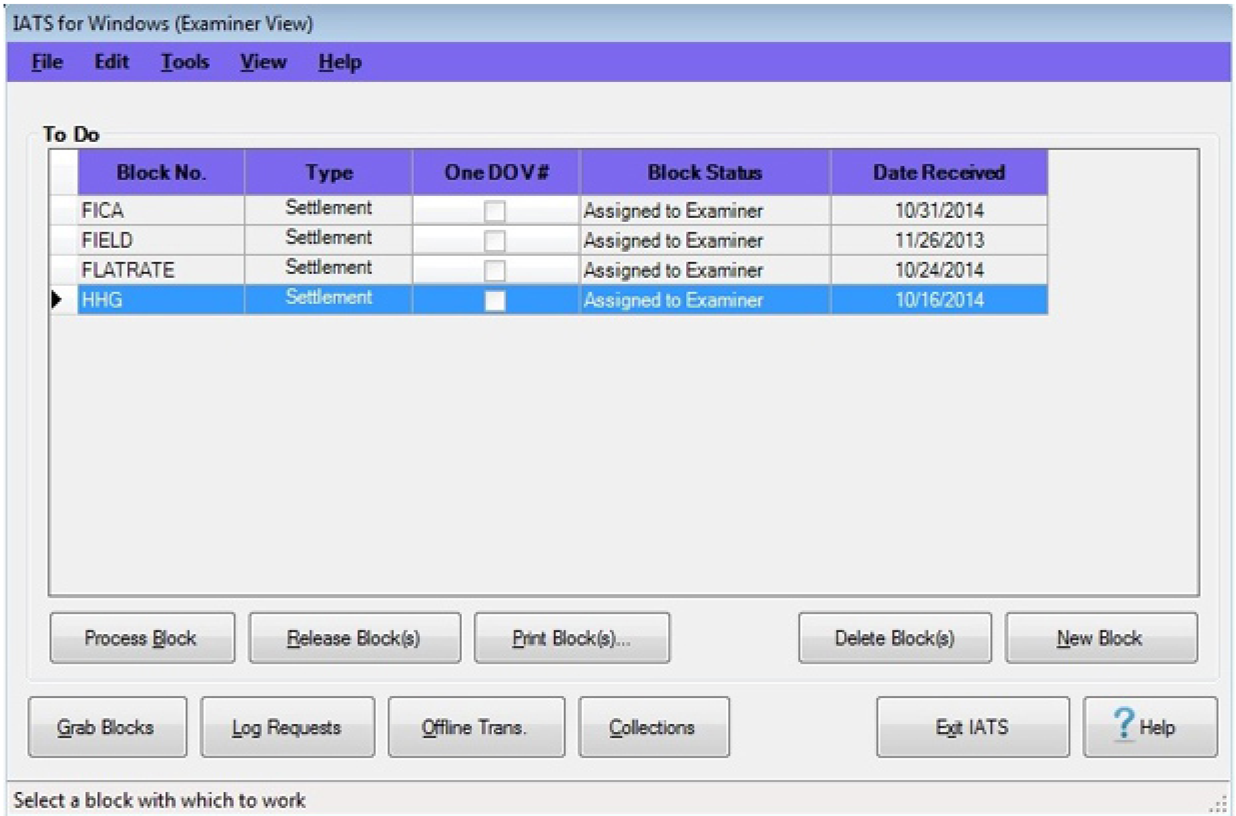
Voucher examiners have **completed** a block when all logged **requests** are in one of the following **conditions**:

- 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.

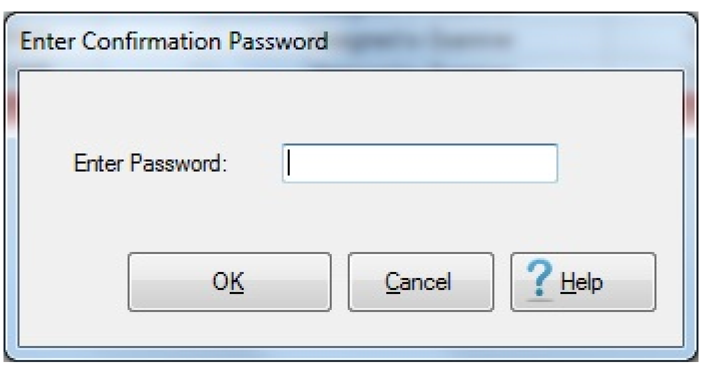
Complete the following steps to "release" a block:

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**.

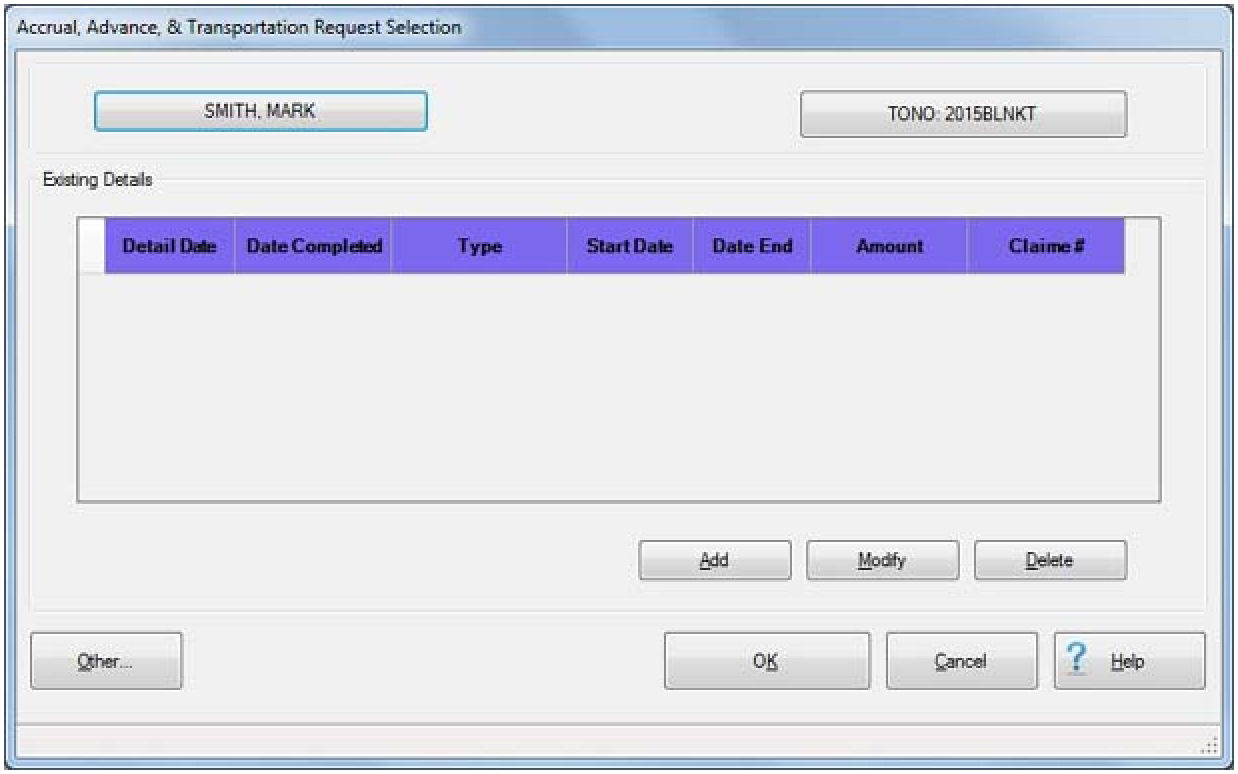
Posting Offline Transactions

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.

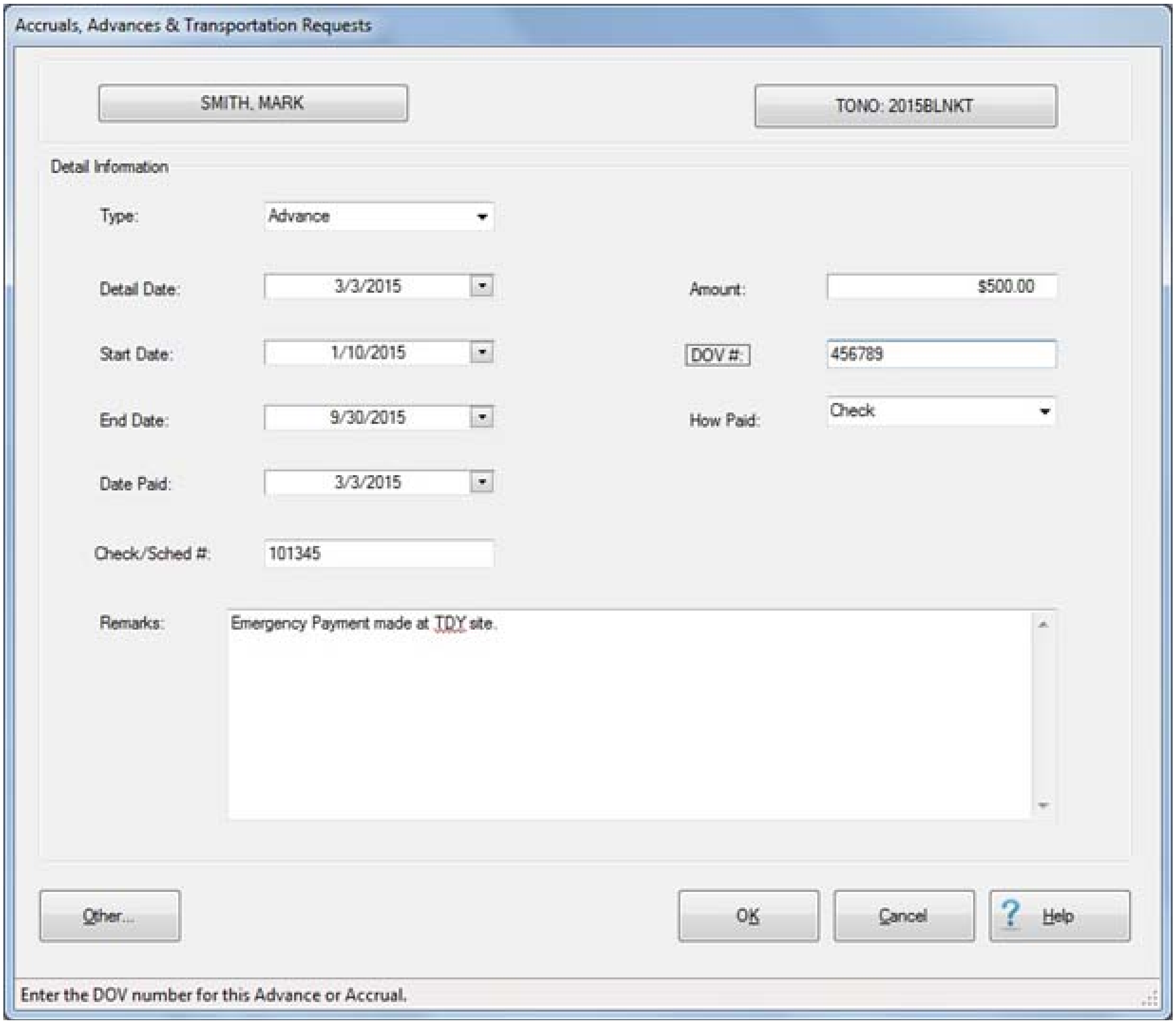
It's a good idea to **post** these **transactions** to the IATS **database**. Once **posted**, IATS automatically **creates** a suspense **record** for these items pending final **settlement** or **collection**.

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.



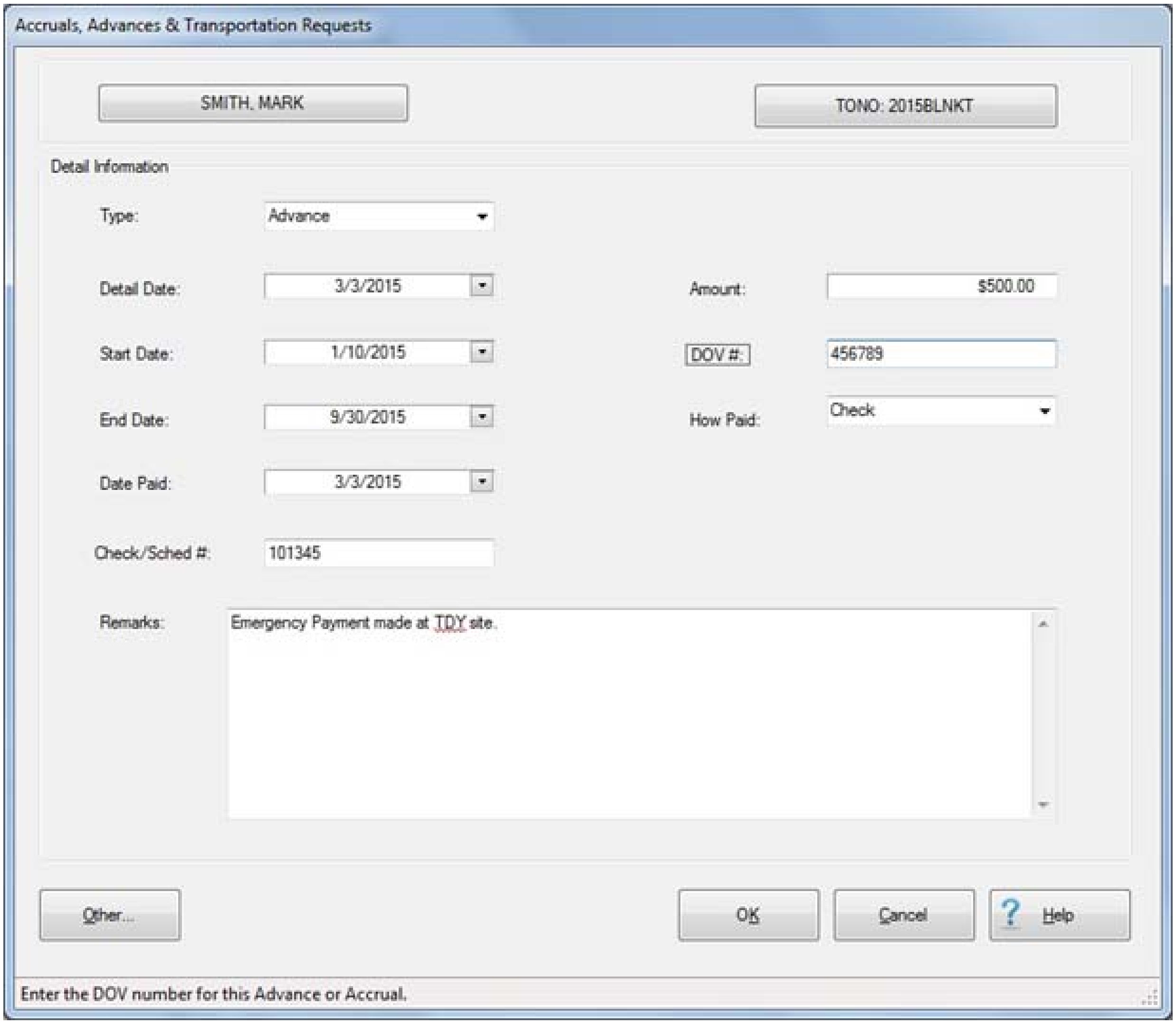
7. At this screen, **click** on the **Add** button. The **Accruals, Advances & Transportation Request** screen appears.



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:



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 <u>highlighted</u>, **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.

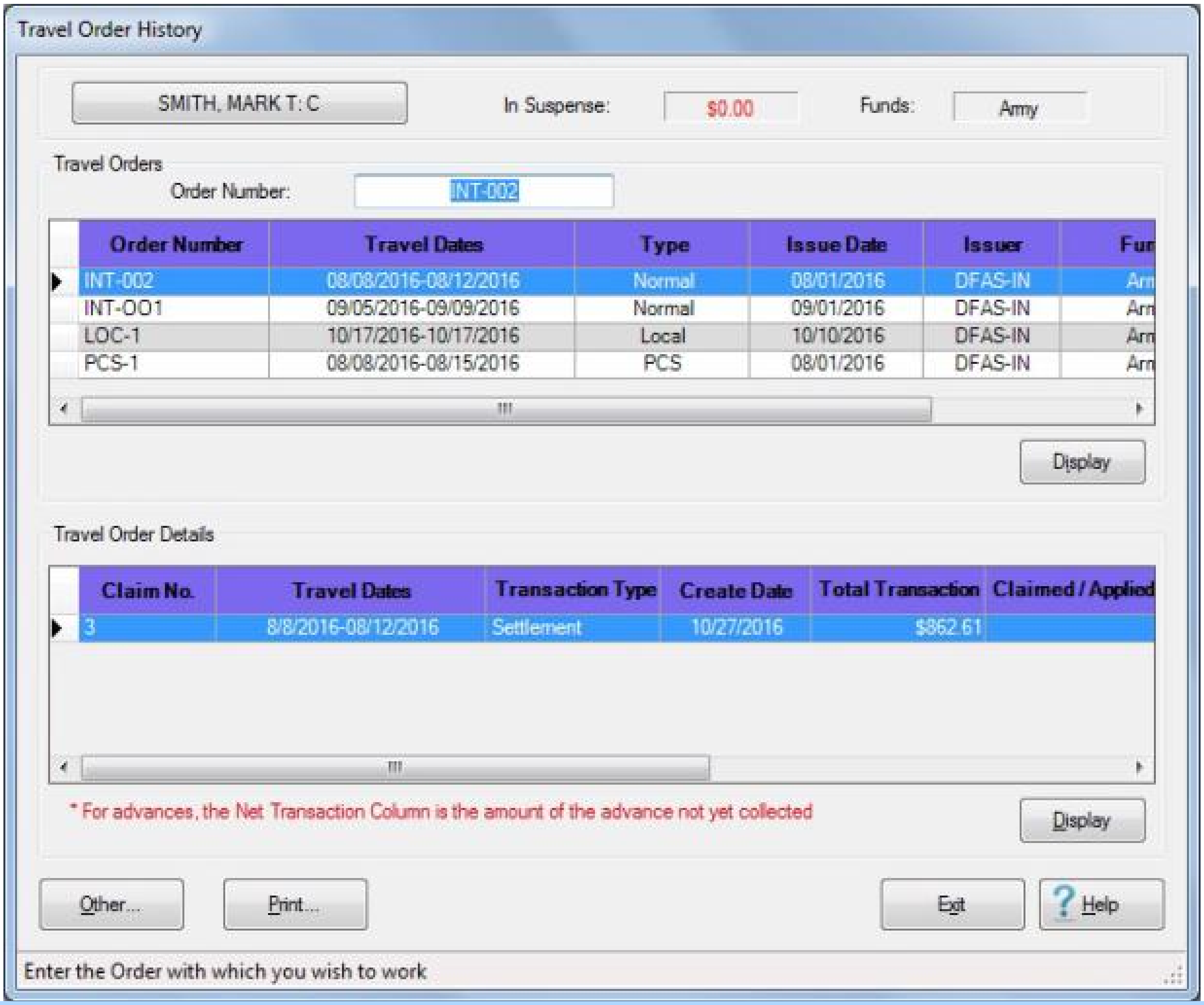
Tip: The **Travel Order History** screen can be **accessed** from the **Examiner**, **Auditor**, **Disbursing**, or **System Administrator View** screen, or by clicking on the **Other** button when processing a **Request for Advance**, or **Settlement**. Please **refer** to the **instructions** below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

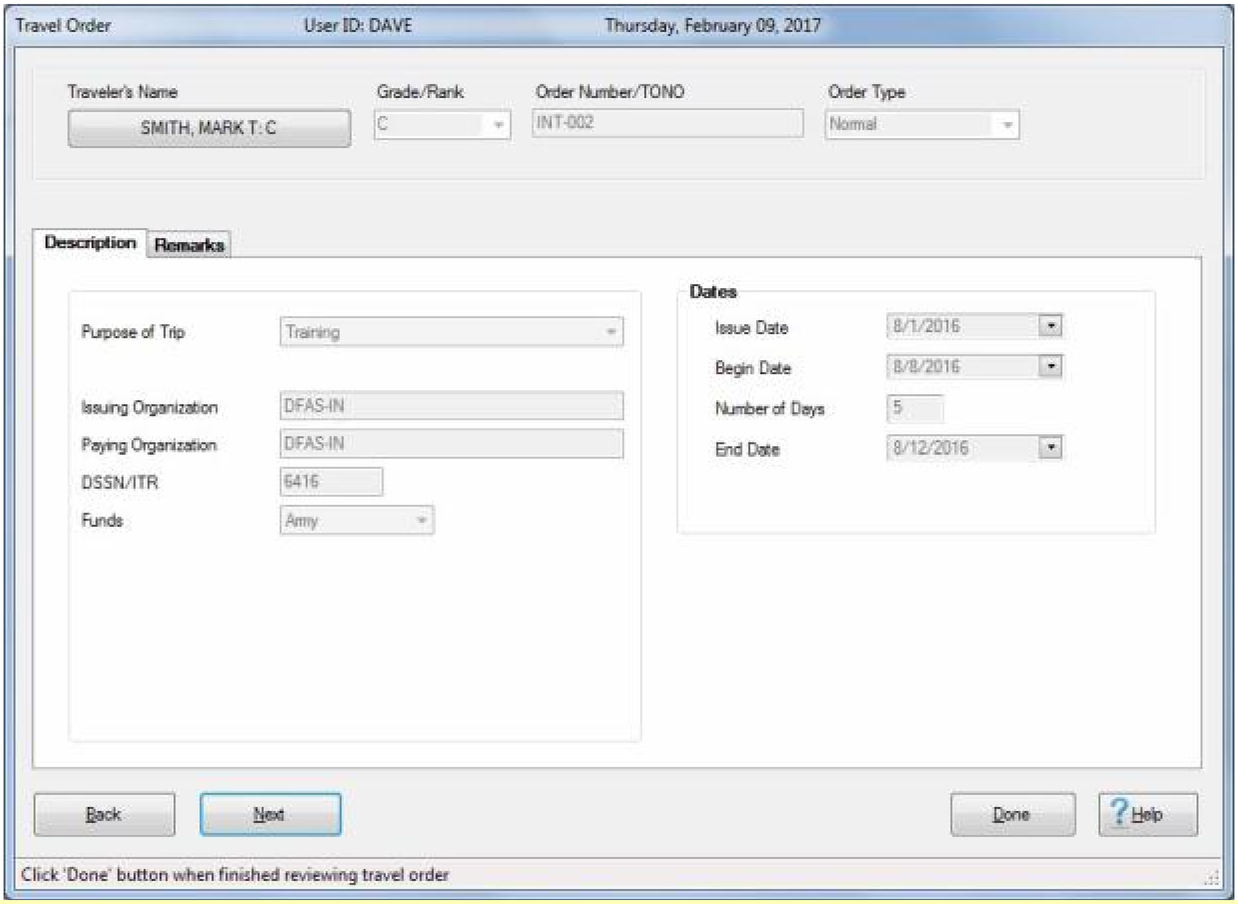


Note: This screen is **divided** into (**2**) sections; **Travel Orders** and **Travel Order Details**. The **Travel Order** section, **lists** every travel **order** existing in the IATS **database** for the selected **traveler.** The **Travel Order Details** sections, **lists** every **transaction**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

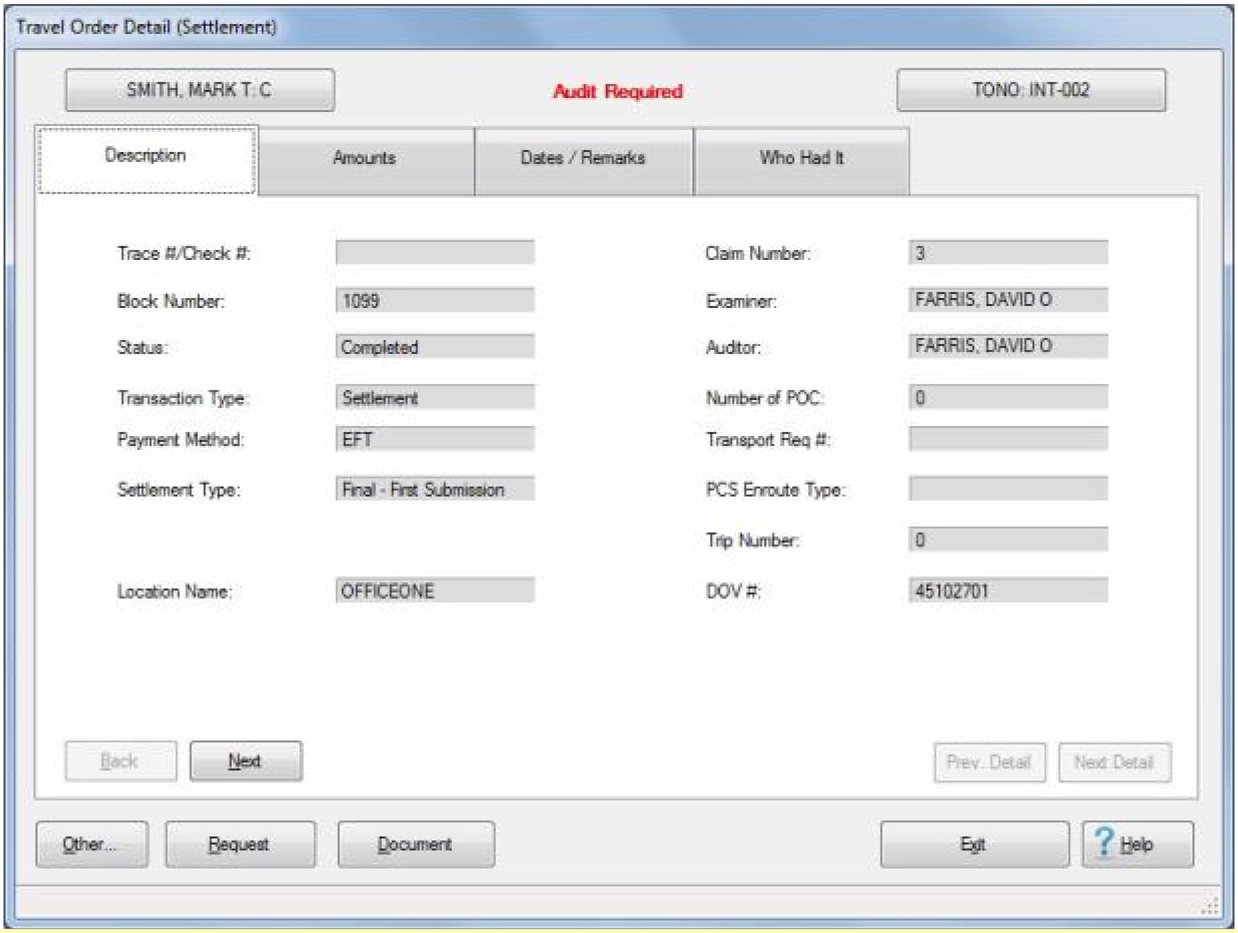


Tip: At this screen, the user may **click** on <u>each</u> **tab** to **review** the specific **details** pertaining to the travel order.

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 <u>selected</u> **transaction**.

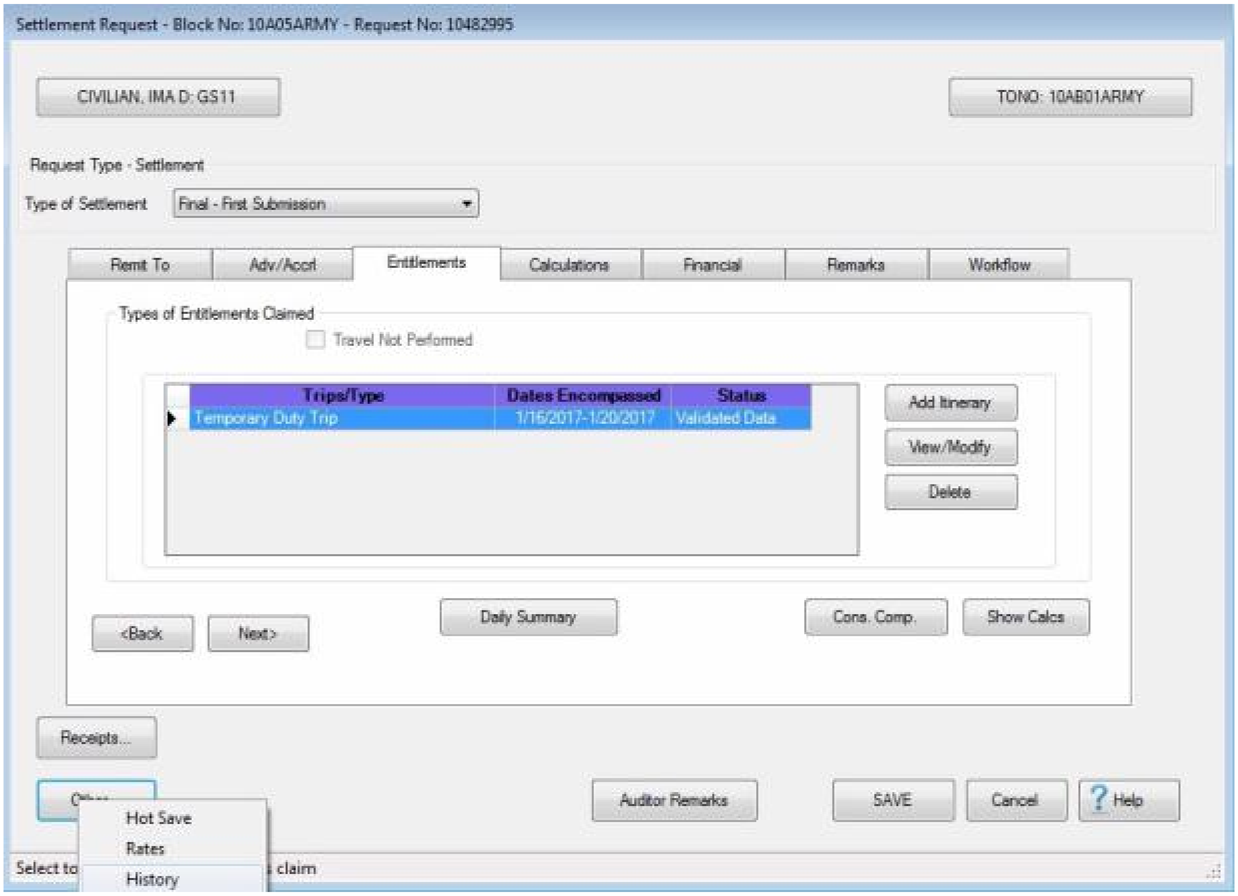


Tip: At this screen, the user may **click** on each **tab** to **review** the specific **details** pertaining to the **transaction**. Different **tabs** will be **available** depending on the **type** of travel order selected. In addition, if the **Request** button is **visible** at the bottom left **corner**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



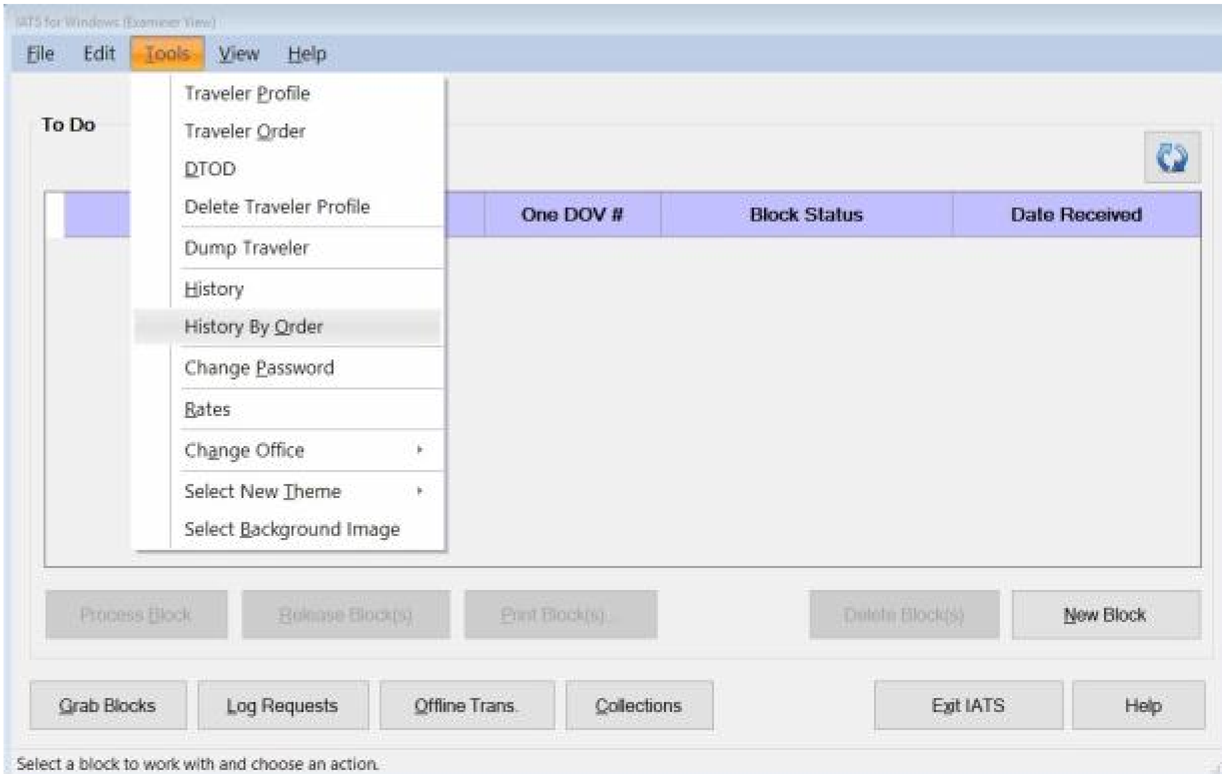
2. **Click** on the **History** option. The **Travel Order History** screen appears.
3. From this point, **follow** the **instructions** provided in the <u>first</u> **section above** to **continue** viewing the Travel Order History screen.
4. When **finished** viewing the Travel Order History screen,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

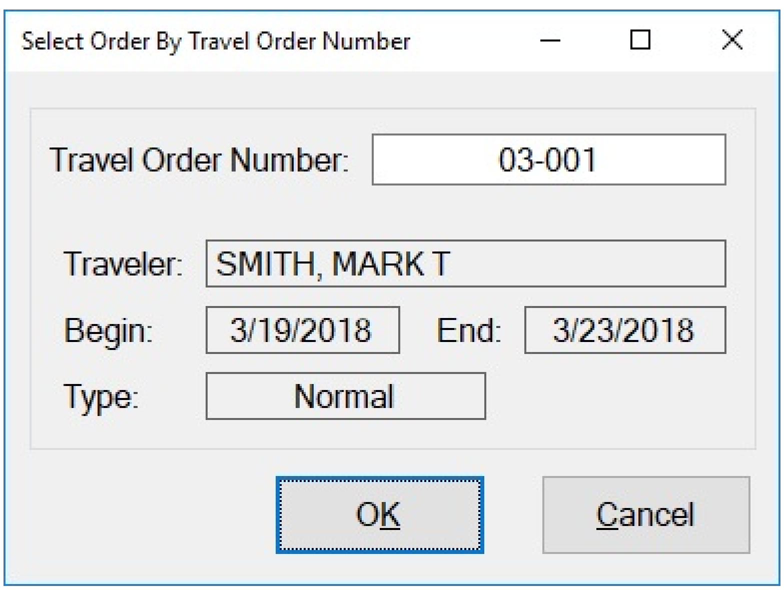
The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

A <u>new</u> **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:

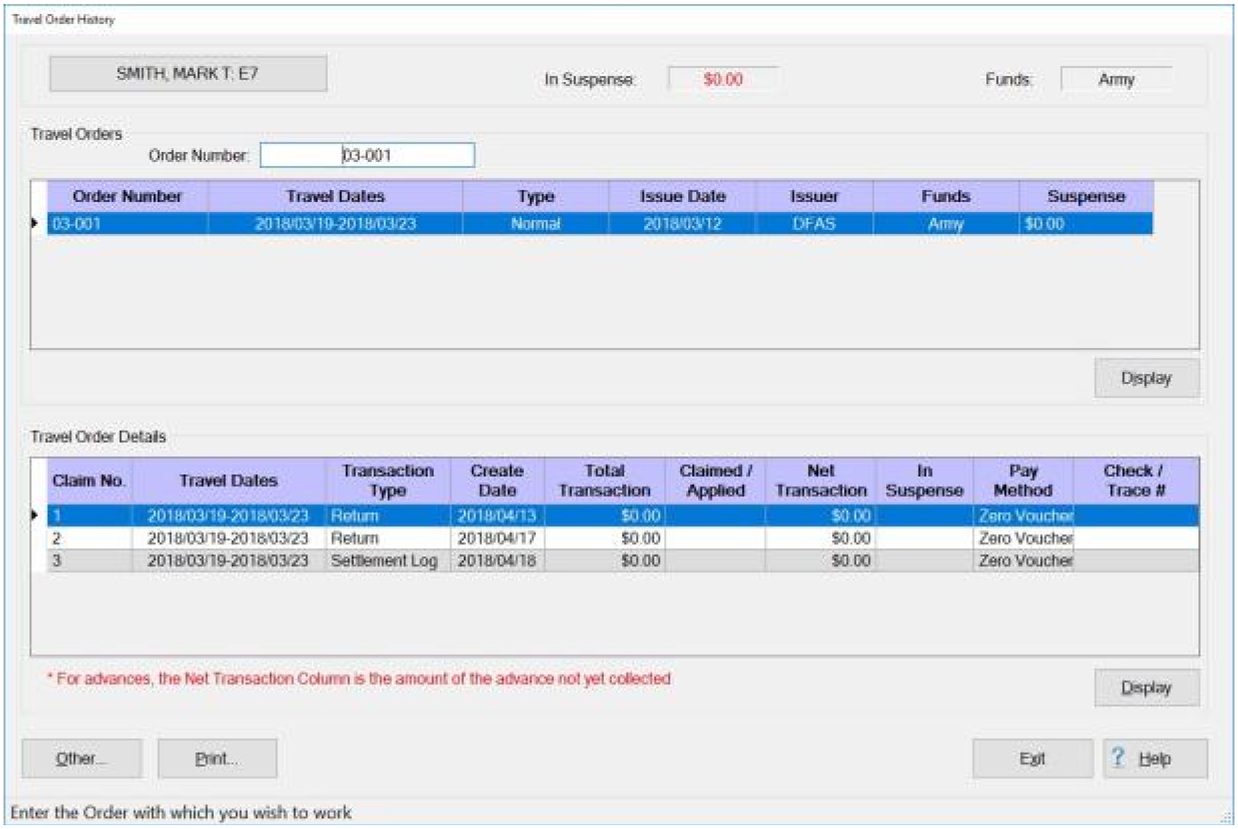


1. At the **Examiner**, **Auditor**, **Disbursing**, or **System Administrator View** screen, **click** on the **Tools** menu. A *drop down* **menu** appears **listing** various **options**.
2. **Click** on the **History By Order** option. The **Select Order By Travel Order Number** screen appears.



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. <u>If</u> this is the <u>correct</u> **order number** and **traveler**, click on the **OK** button. The **Travel Order History screen** will appear.



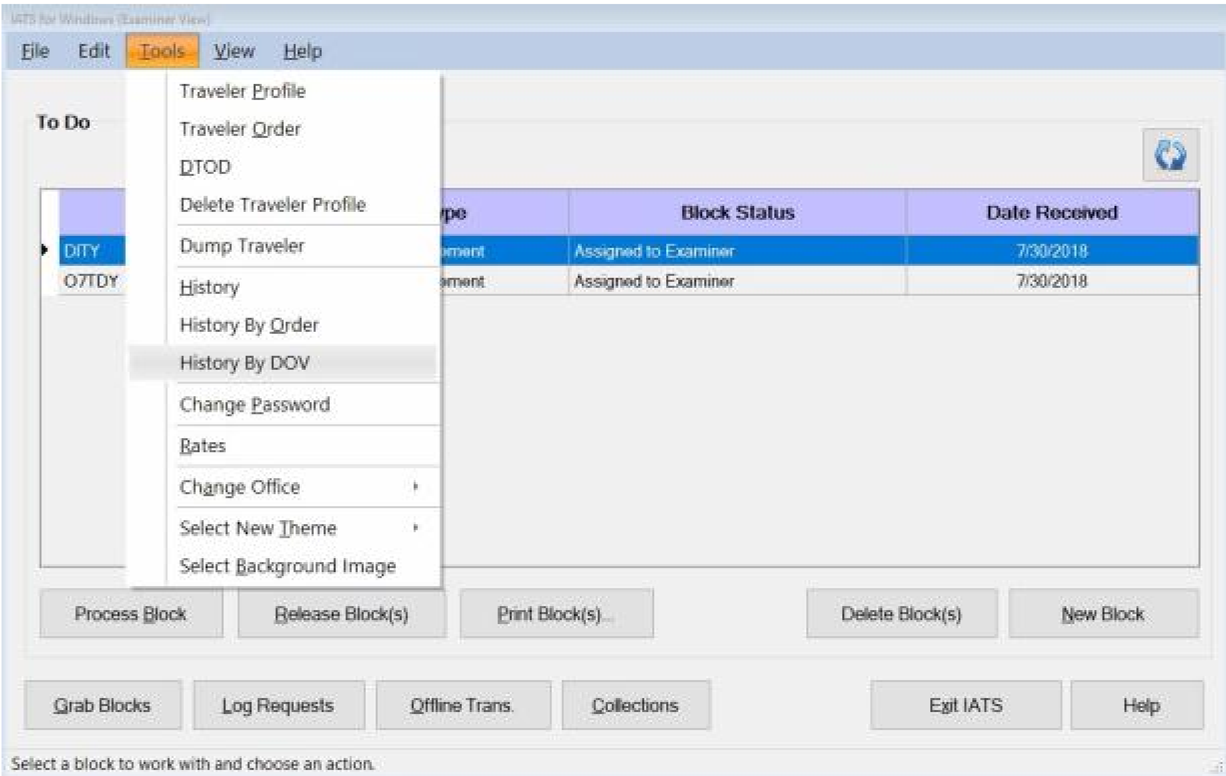
Refer to the **Help** topic, "View Travel History", for <u>additional</u> **instructions** on how to view a traveler's History.

View Travel History by DOV Number

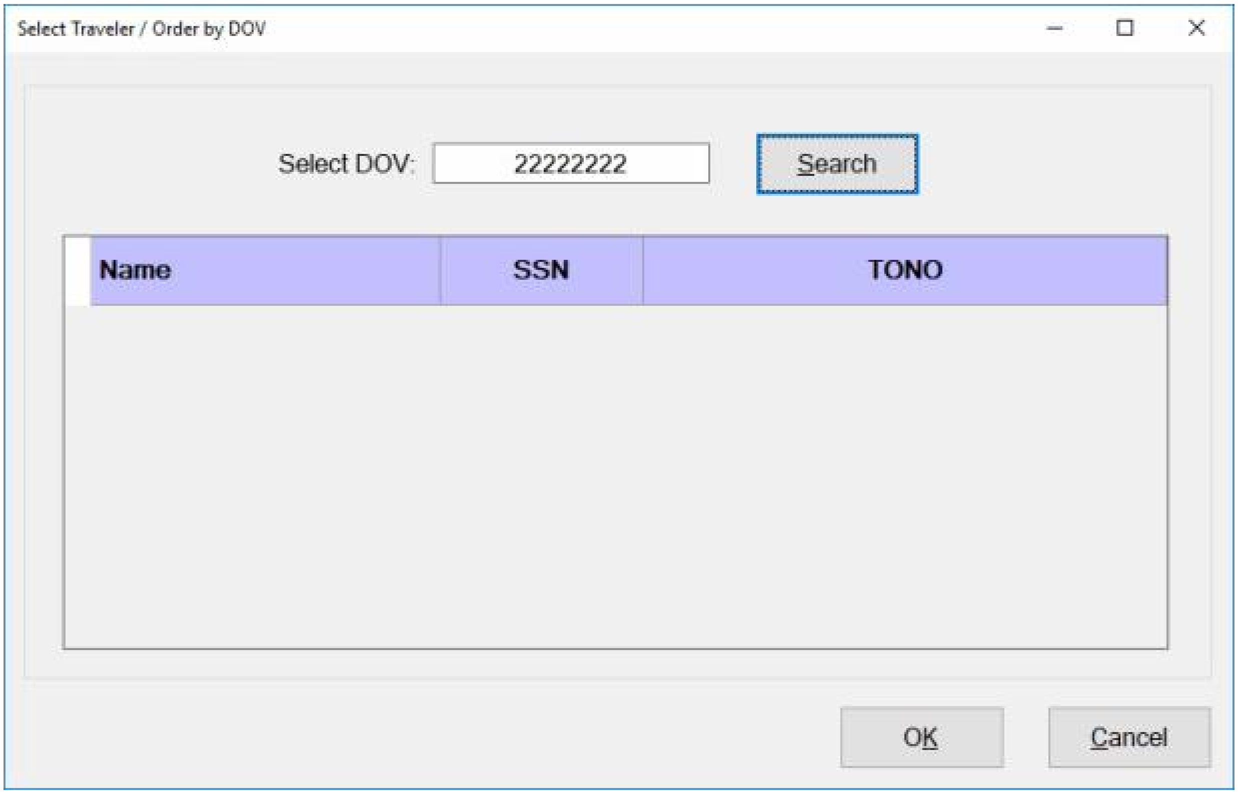
The **Travel Order History** screen is used to **provide** users with an easy to read **inquiry** screen, and includes all necessary travel **data** elements stored in the travel account database.

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

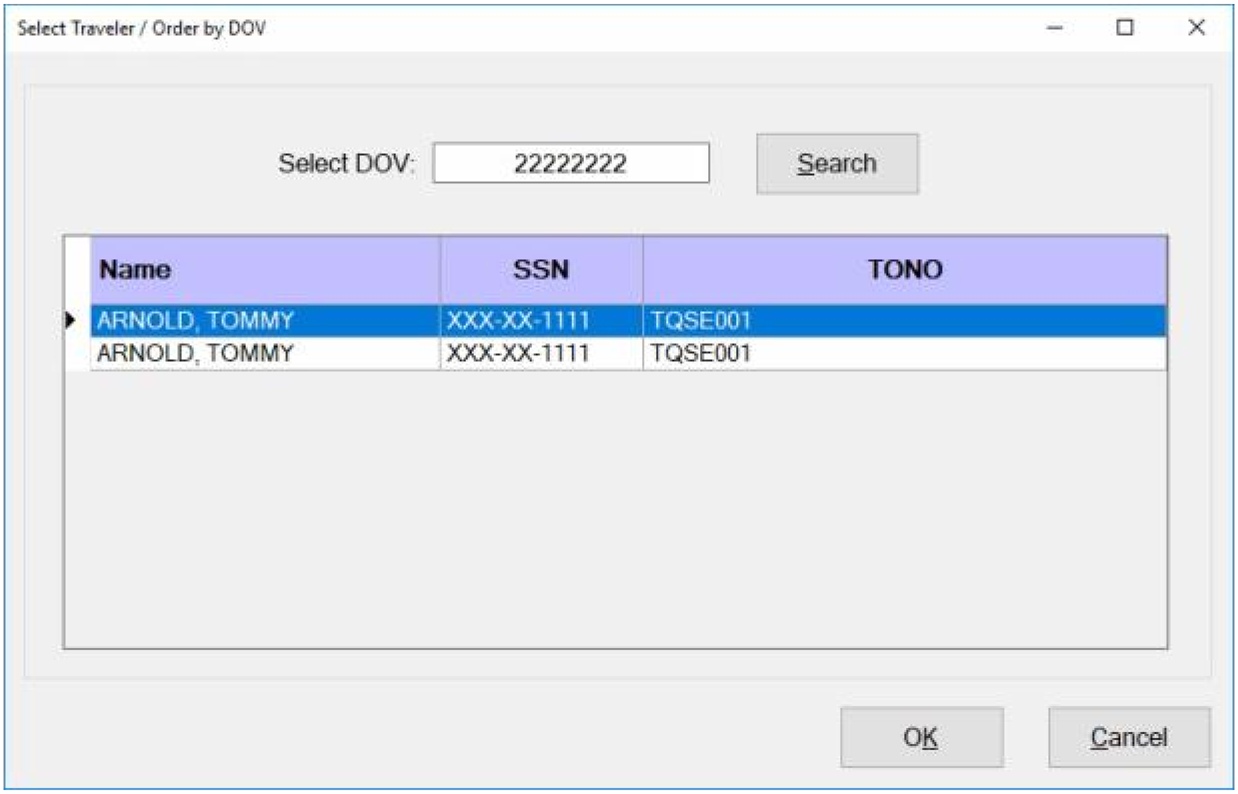
Complete the following steps to "view" a traveler's historical record:



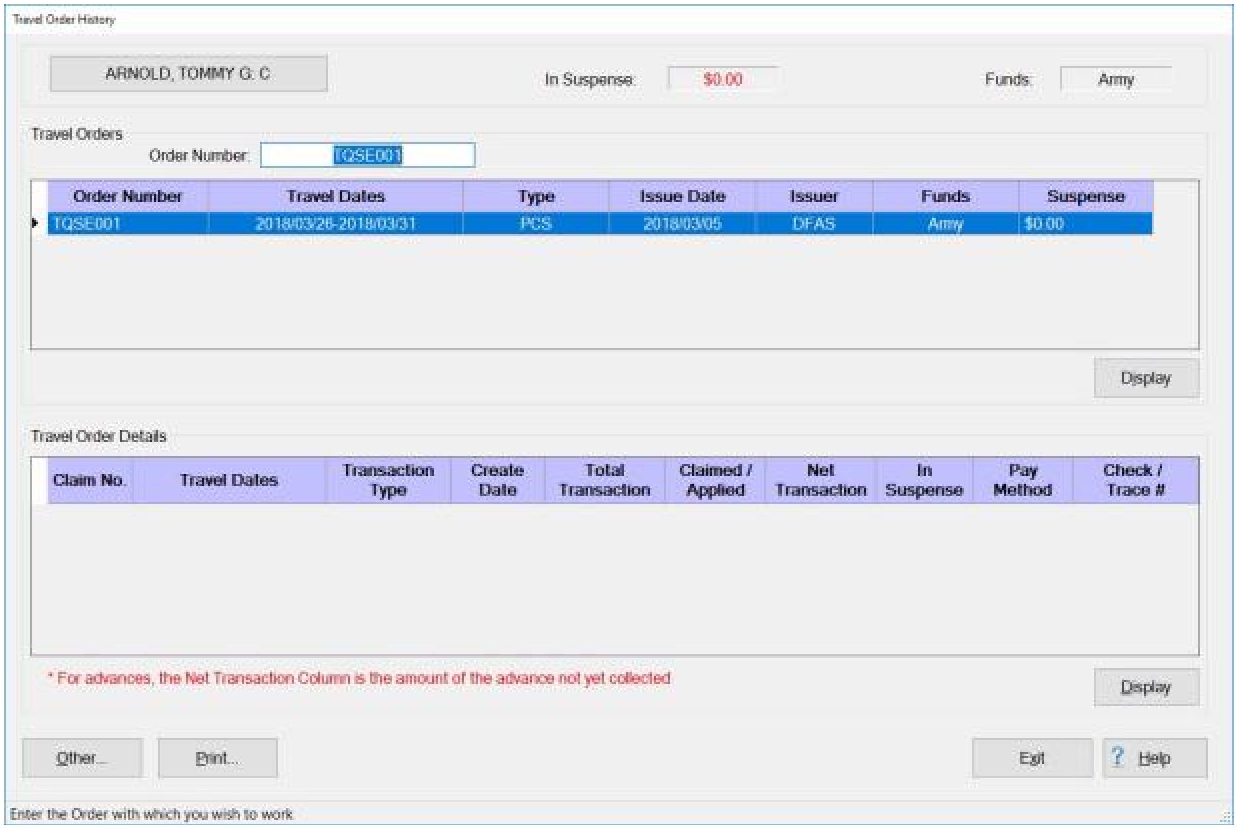
1. At the **Examiner**, **Auditor**, **Disbursing**, or **System Administrator View** screen, **click** on the **Tools** menu. A *drop down* **menu** appears **listing** various **options**.
2. **Click** on the **History By DOV** option. The **Select Traveler / Order by DOV** screen appears.



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.

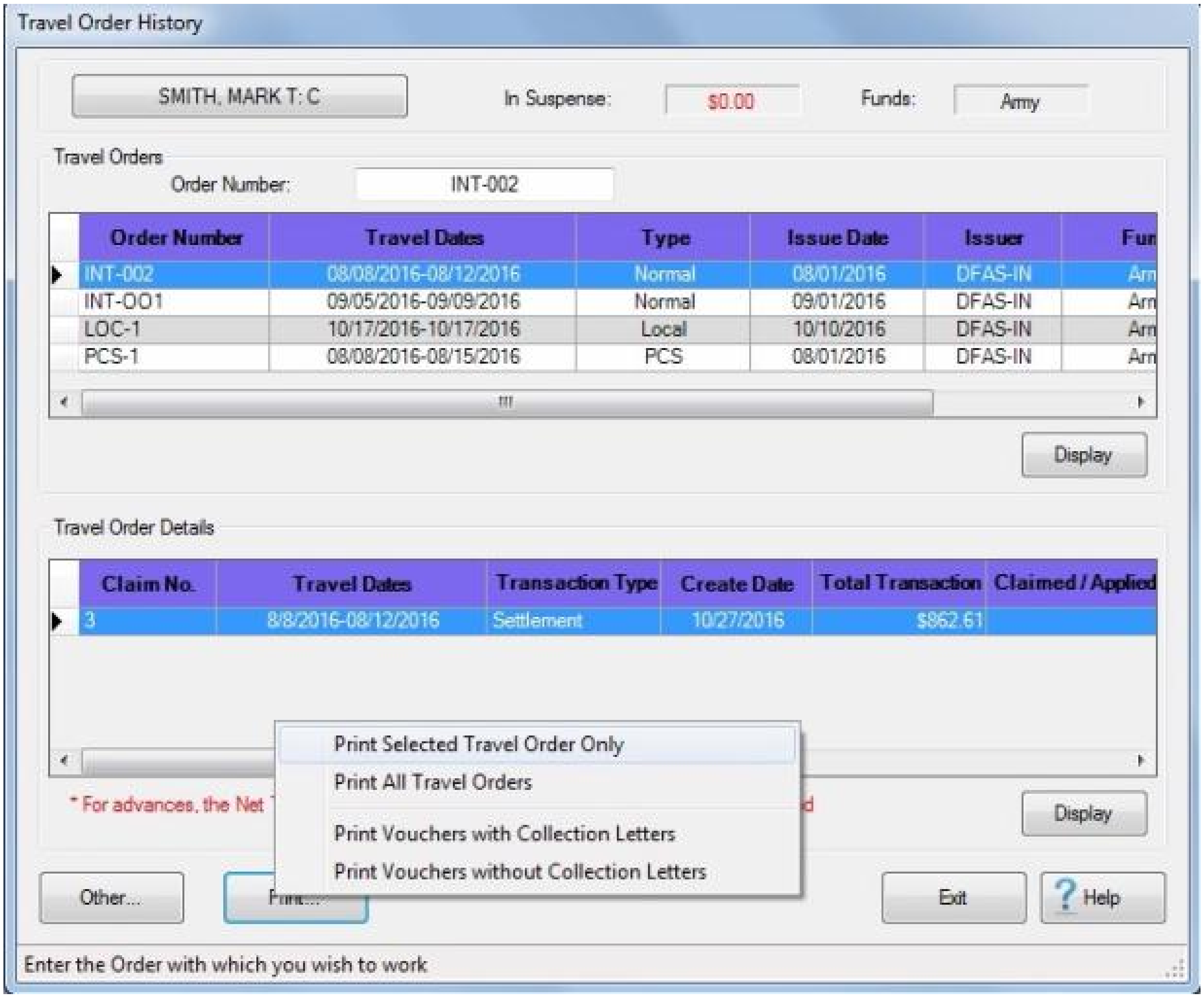


Refer to the **Help** topic, "View Travel History", for additional **instructions** on how to view a traveler's History.

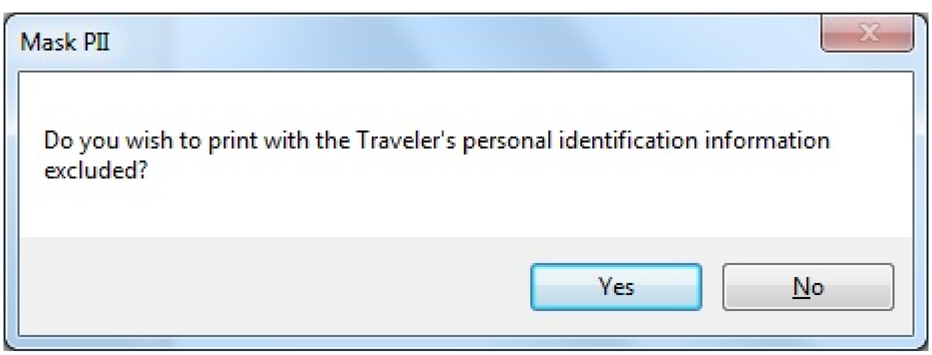
Printing Travel History

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.

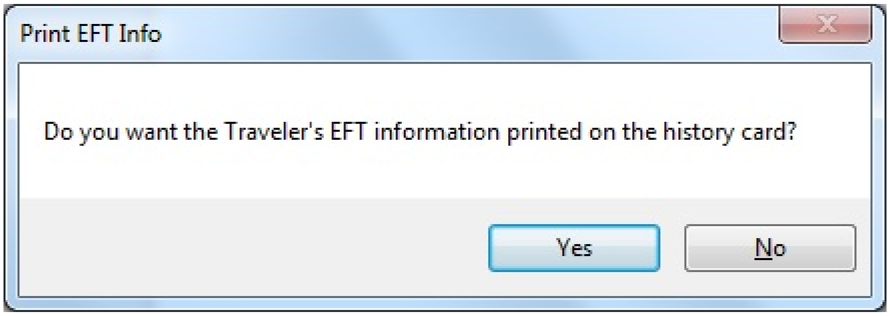
Complete the following steps to "print" a Travel History Record:



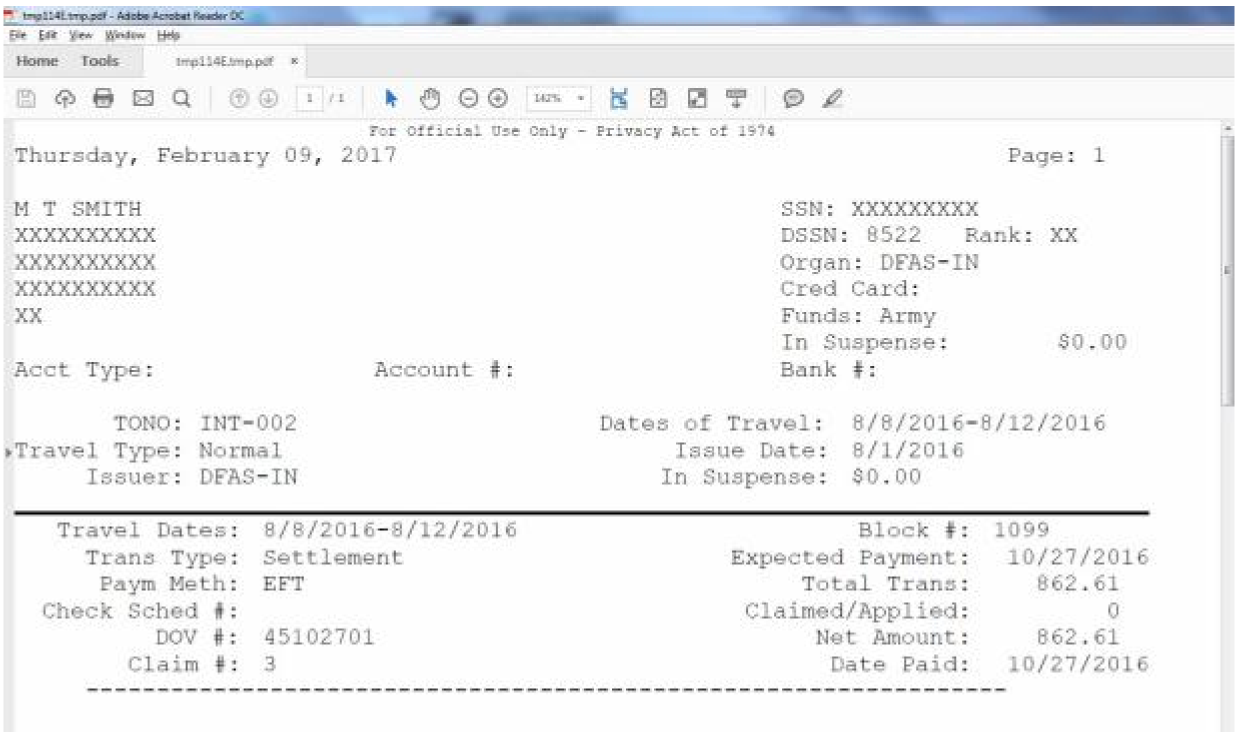
1. **Click** the **Print** button.
2. After clicking on either *Yes* or *No*, the following *pop-up* **message** appears with various print **options**.
3. **Click** on the desired print **option**. The following *pop-up* **message** appears asking if you wish to print with the traveler's personal information **excluded**:



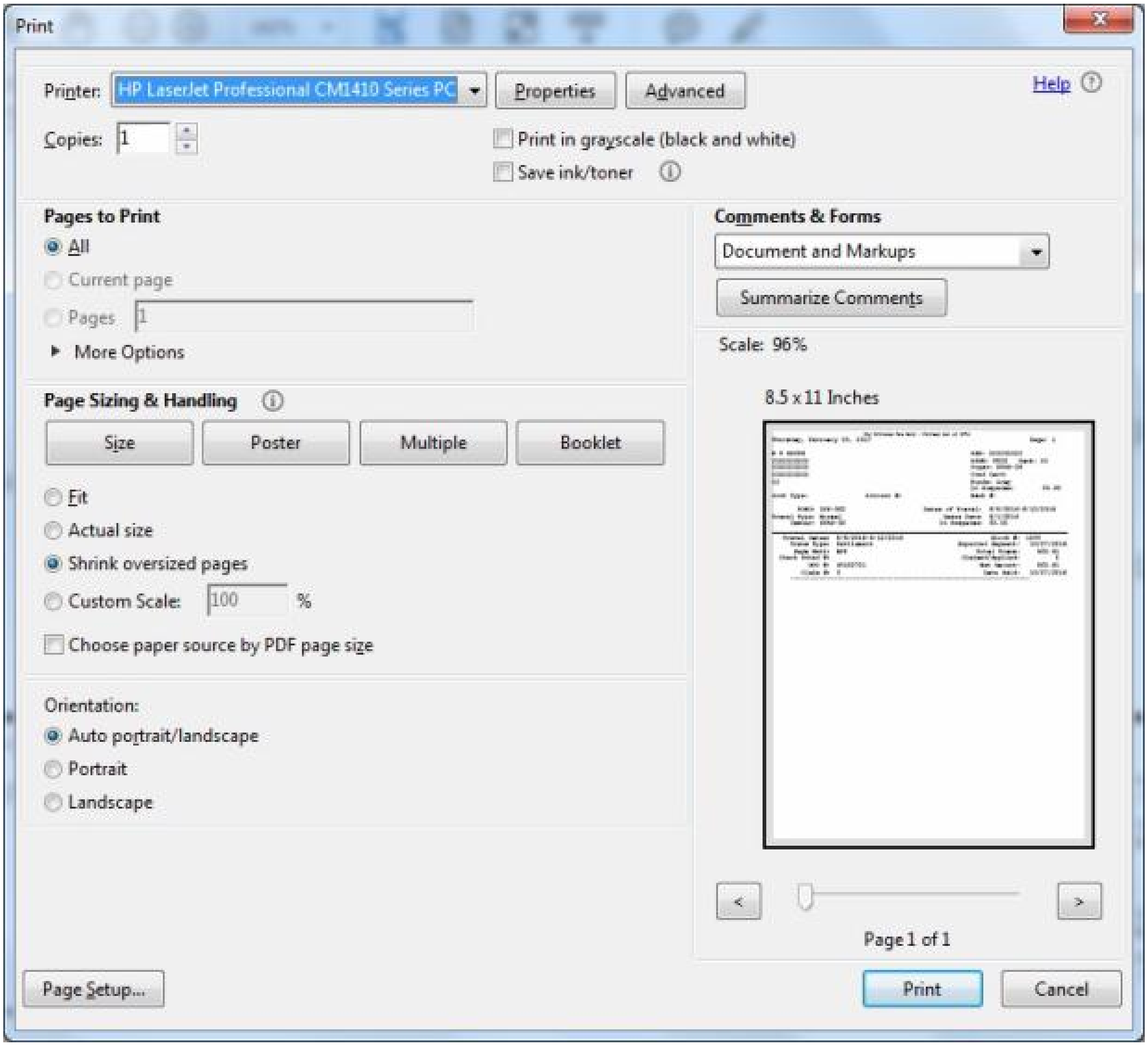
4. **Click** on *Yes* or *No* as desired. Another pop-up message appears asking if you want the Traveler's EFT information printed.



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 <u>wish</u> to **print** the selected print option.
7. The **Print** screen will appear.



8. **Verify** that the **PC** is **configured** for the <u>correct</u> **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 <u>red X</u> **button** in the <u>top right corner</u> to **close** the screen.

Tip: The **selected print option** may also be **printed** <u>to</u> 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

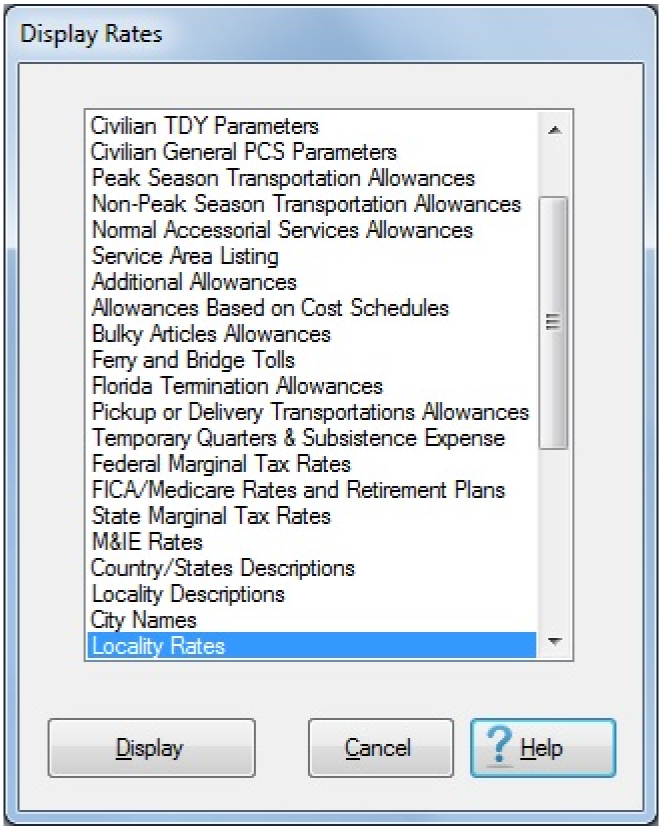
While using IATS, the user may find it necessary to look-up a rate on occasion. The **Display Rates** screen provides the user with an easy way to <u>look up</u> various **rates** that will **assist** in **processing** the various travel **transactions** or answering inquiries.

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.

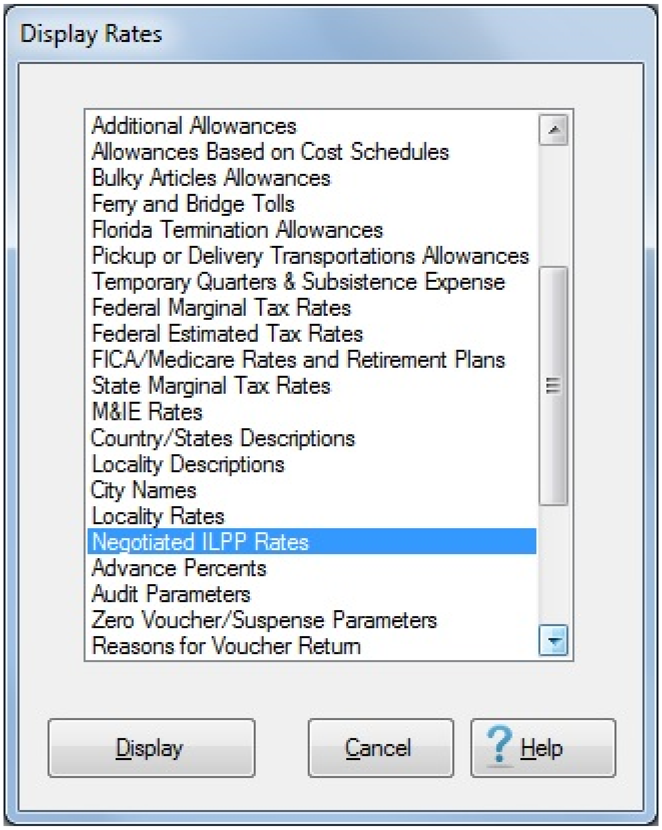
Complete the following steps to "display" ILPP Negotiated Rates:

1. **Access** the **Display Rates** screen through one of the following **methods**:

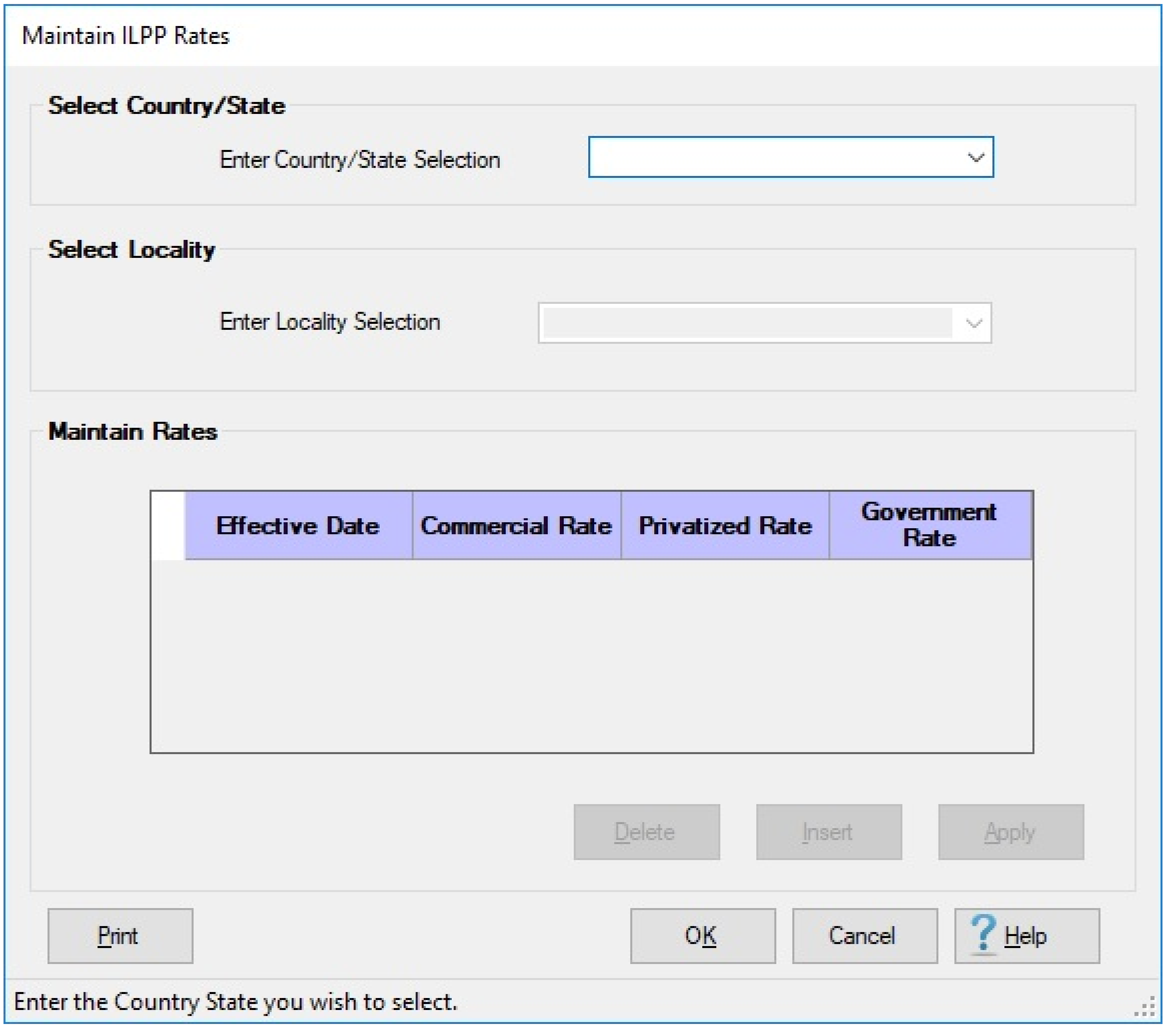
- **Method 1:** - **Click** on the **Tools** menu and then **select** the **Rates** option.

- **Method 2:** - **Click** on the **Other** button and **select** the **Rates** option.
- **Method 3:** - **Click** on the **Lookup** button and **select** the **Rates** option.

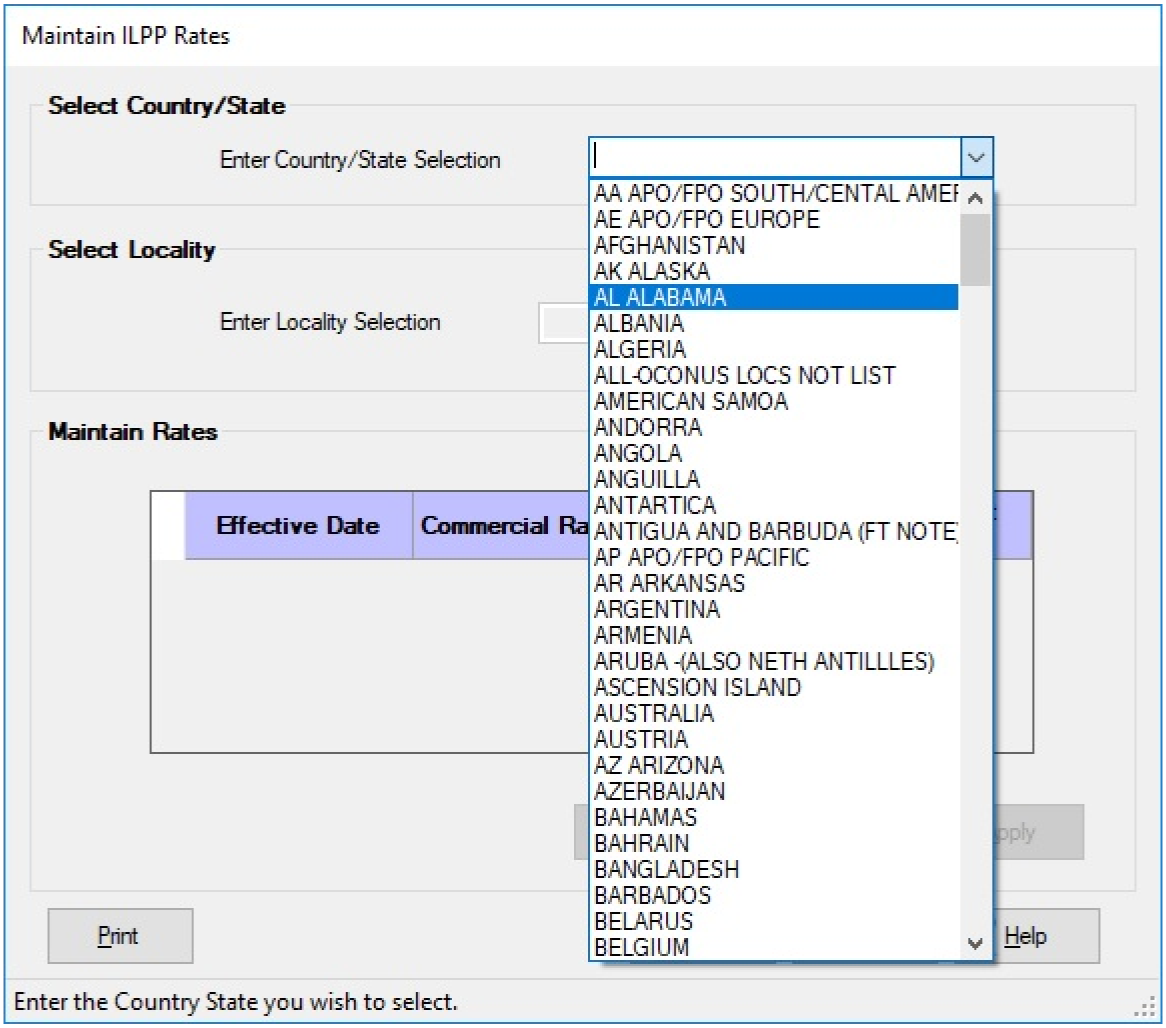
After **using** one of the (**3**) methods listed above, the **Display Rates** screen **appears**.



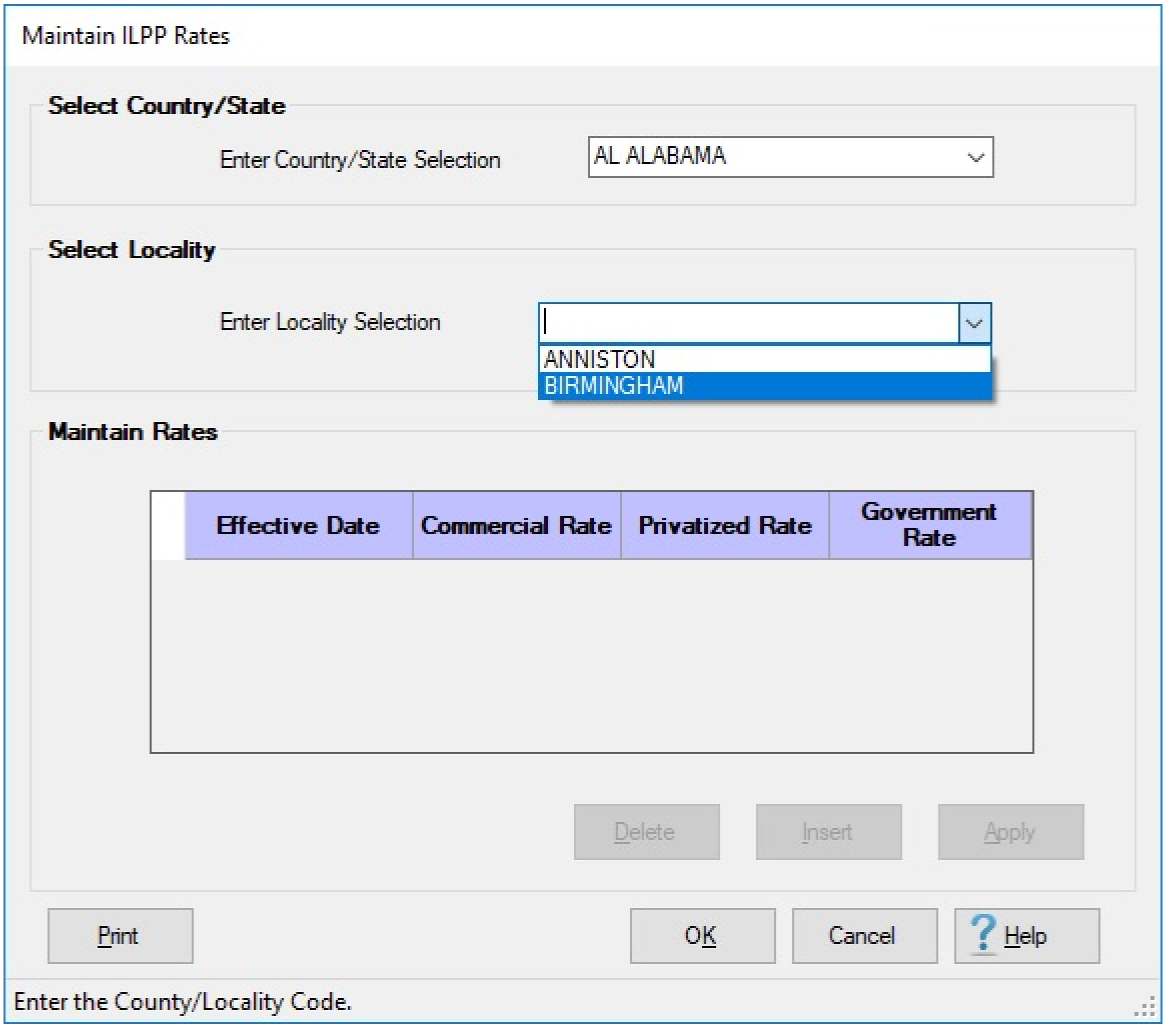
2. At this screen, the various rates **tables** in the IATS **Maintenance** module are **listed**.
3. **Click** on **Negotiated ILPP Rates** and then **click** on the **Display** button. IATS **displays** the **Maintain ILPP Rates** screen.



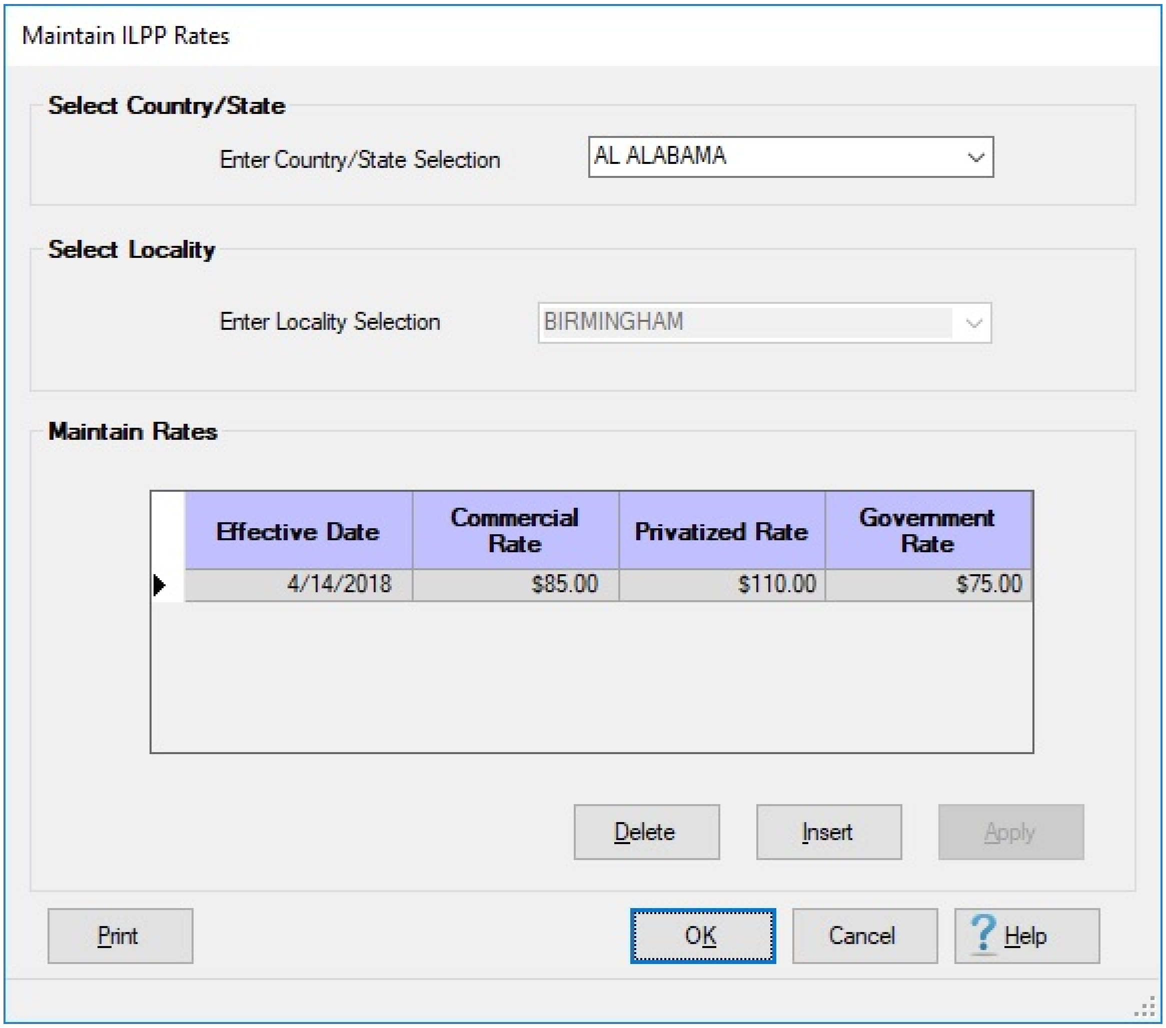
4. **Enter State/Country Selection: - Click** on the *down* **arrow** button at the **Enter State/Country Selection** field. A *drop down* **listing** of state/country **names** will be displayed.



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.



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**.



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

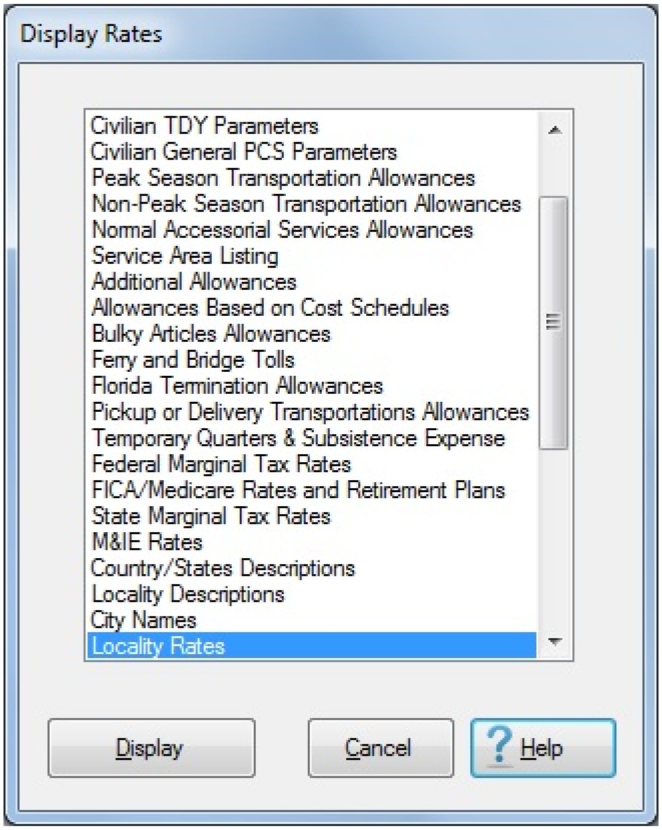
While using IATS, the user may find it necessary to look-up a rate on occasion. The **Display Rates** screen provides the user with an easy way to look up various **rates** that will **assist** in **processing** the various travel **transactions** or answering inquiries.

Complete the following steps to "display" locality and proportional meal rates:

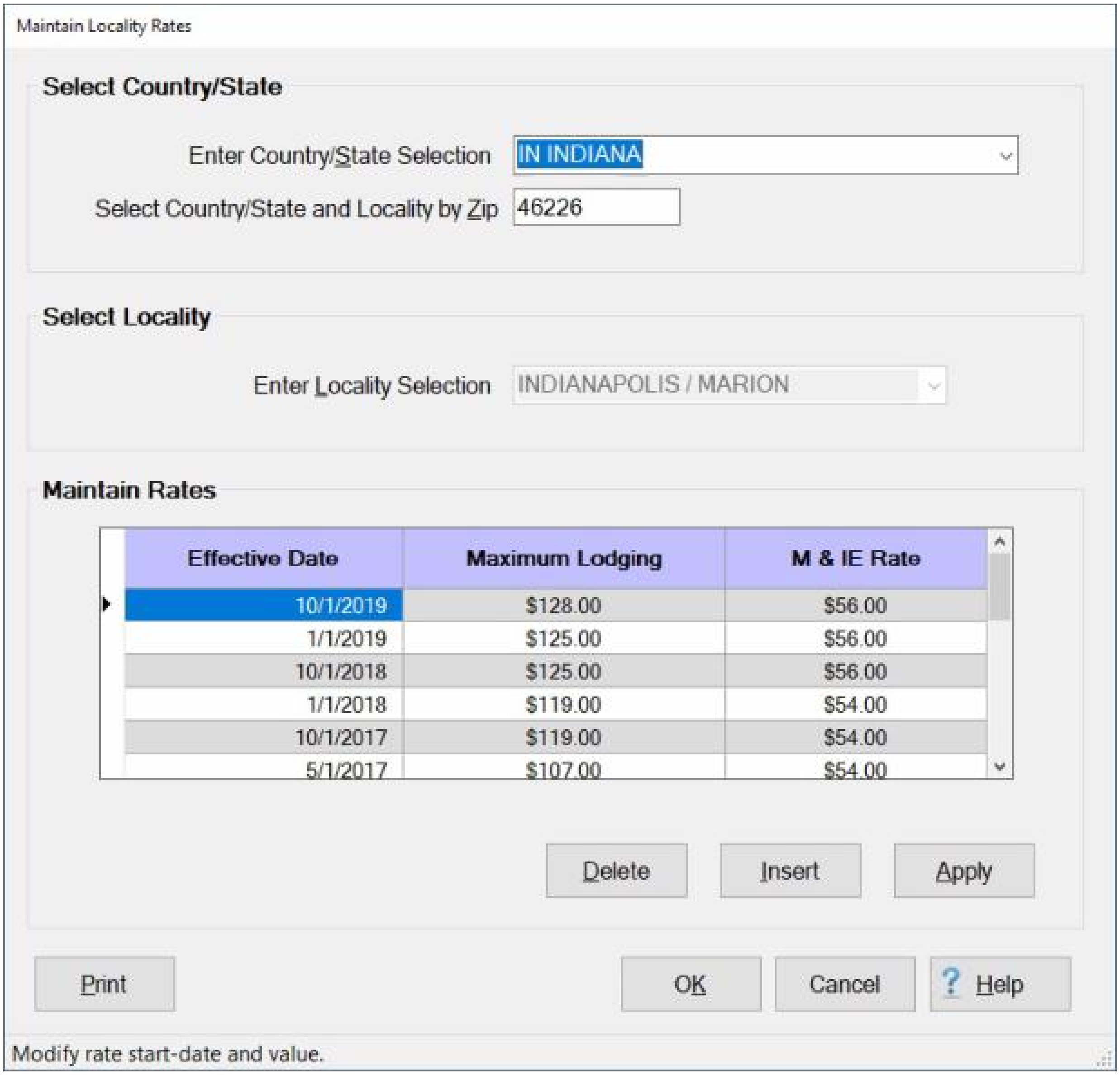
1. **Access** the **Display Rates** screen through one of the following **methods**:

- **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**.



2. 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.



3. 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*.
4. 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.

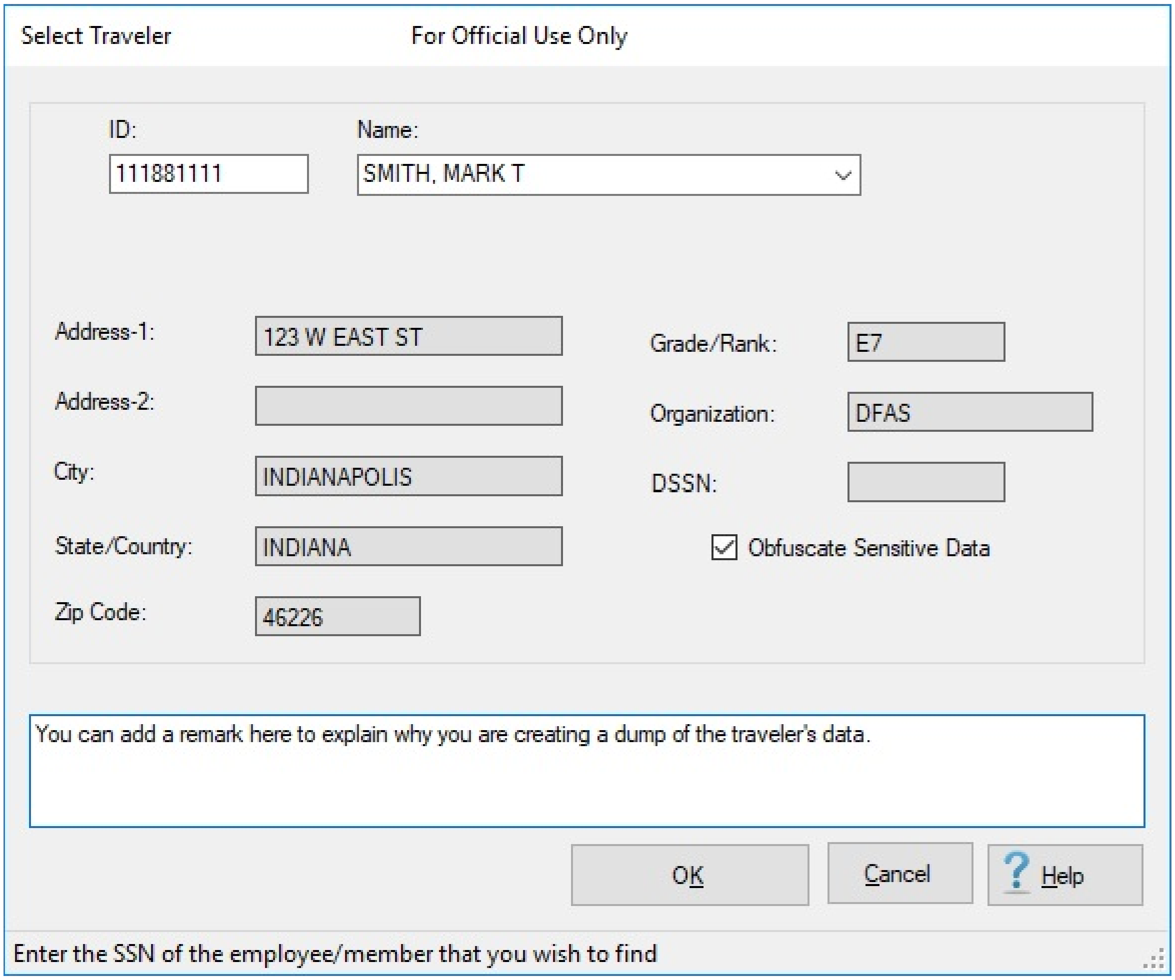
Dump Traveler Data

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**.

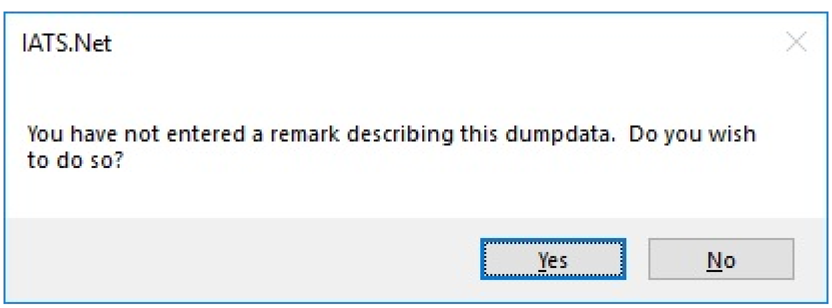
This program is useful when **attempting** to **research** problems. When the user **runs** this process, IATS **creates** a zipped output **file** that the user can then **transmit** to **DFAS-IN** or **Professional Software Consortium** for analysis. Using this data, the **programmers** can **determine** what is causing a particular **problem** or where an **error** exists in the program.

Complete the following steps to "run" the Dump Traveler process:

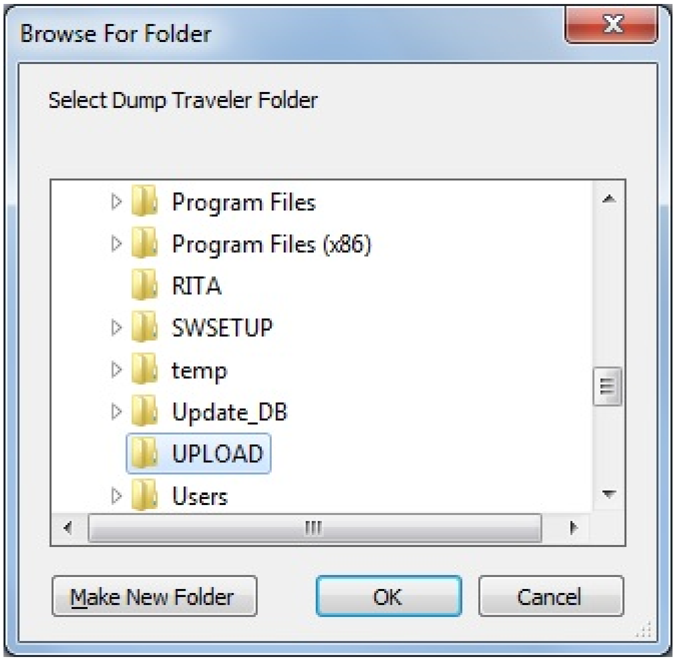
1. At the **Examiner View** screen, **click** on the **Tools** menu and **select** the **Dump Traveler** option. The **Select Traveler** screen will appear.



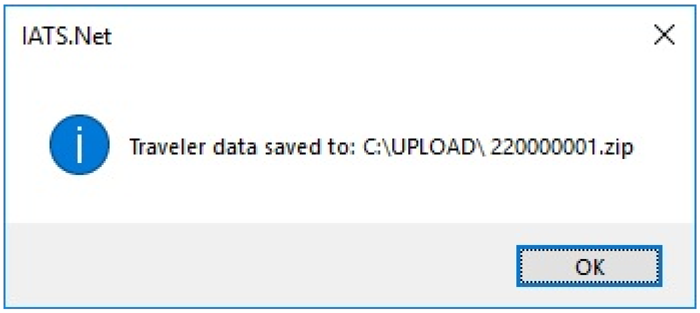
2. At the **Select Traveler** screen, **type** the **SSN** for the traveler, who's data you wish to dump, at the **ID** field and **press** *Tab*.
3. When the traveler's account **information** appears, ensure that a **check mark** appears in the **check box** next to the words **Obfuscate Sensitive 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. I 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**.

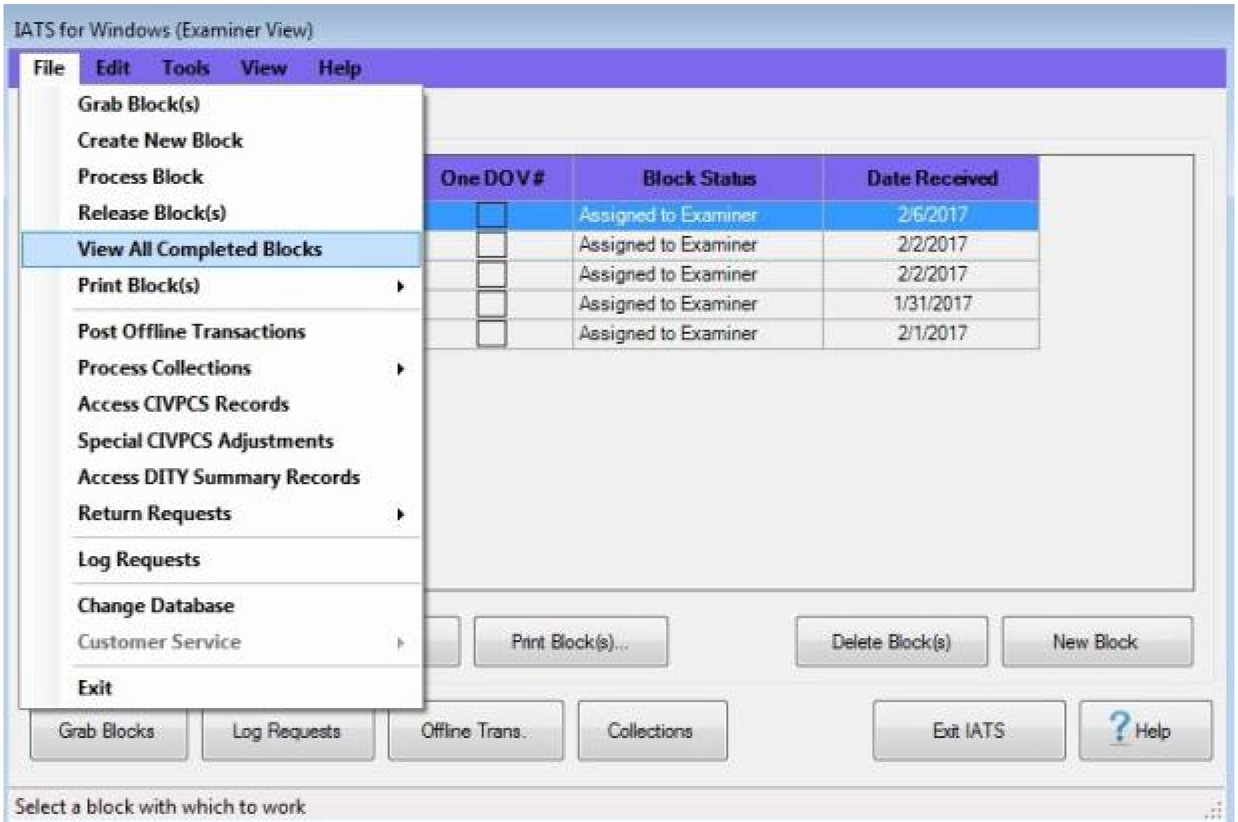
12. **Copy** the **file** to a **disk** or **attach** it to an **e-mail** message and **forward** the file to the desired **organization** for analysis.

View Completed Blocks

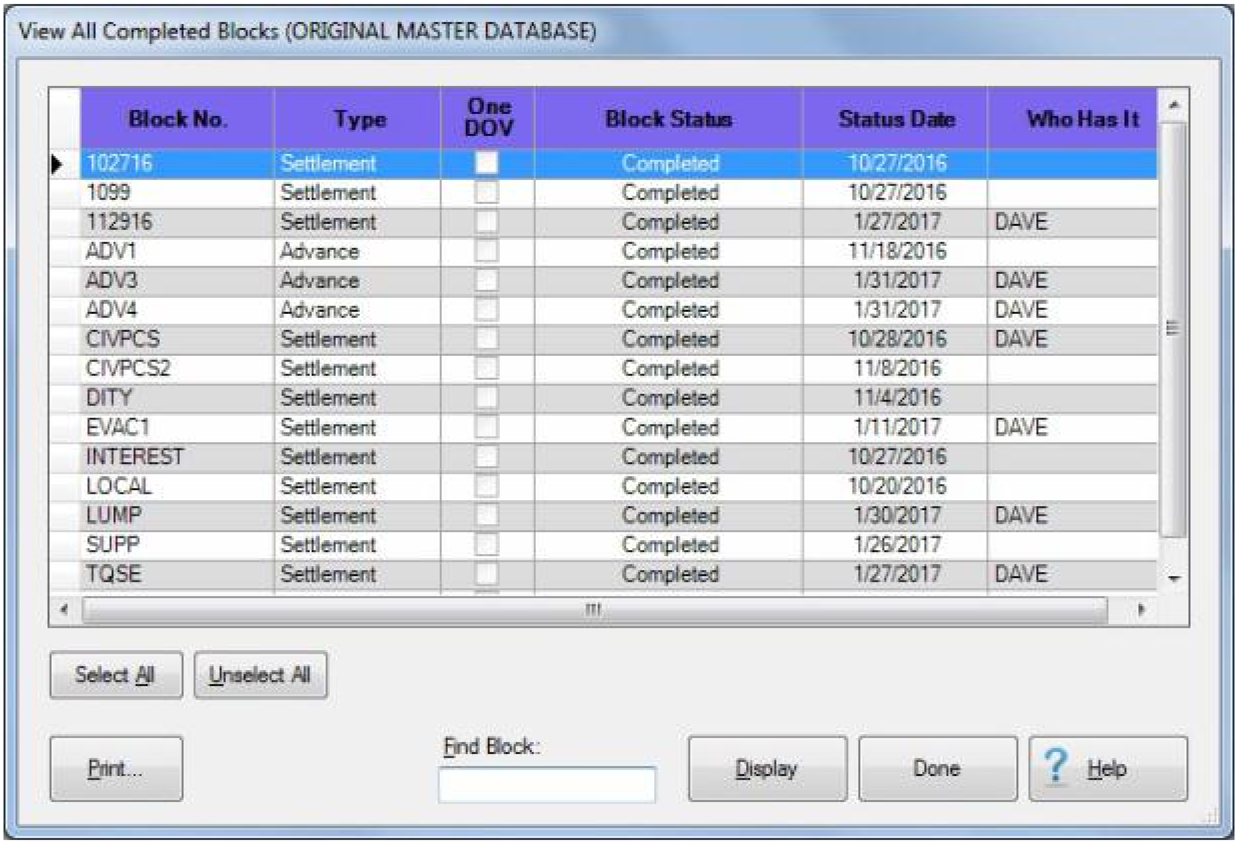
After a block is in the status "**Completed**" examiners may view the details of these blocks if desired.

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**.

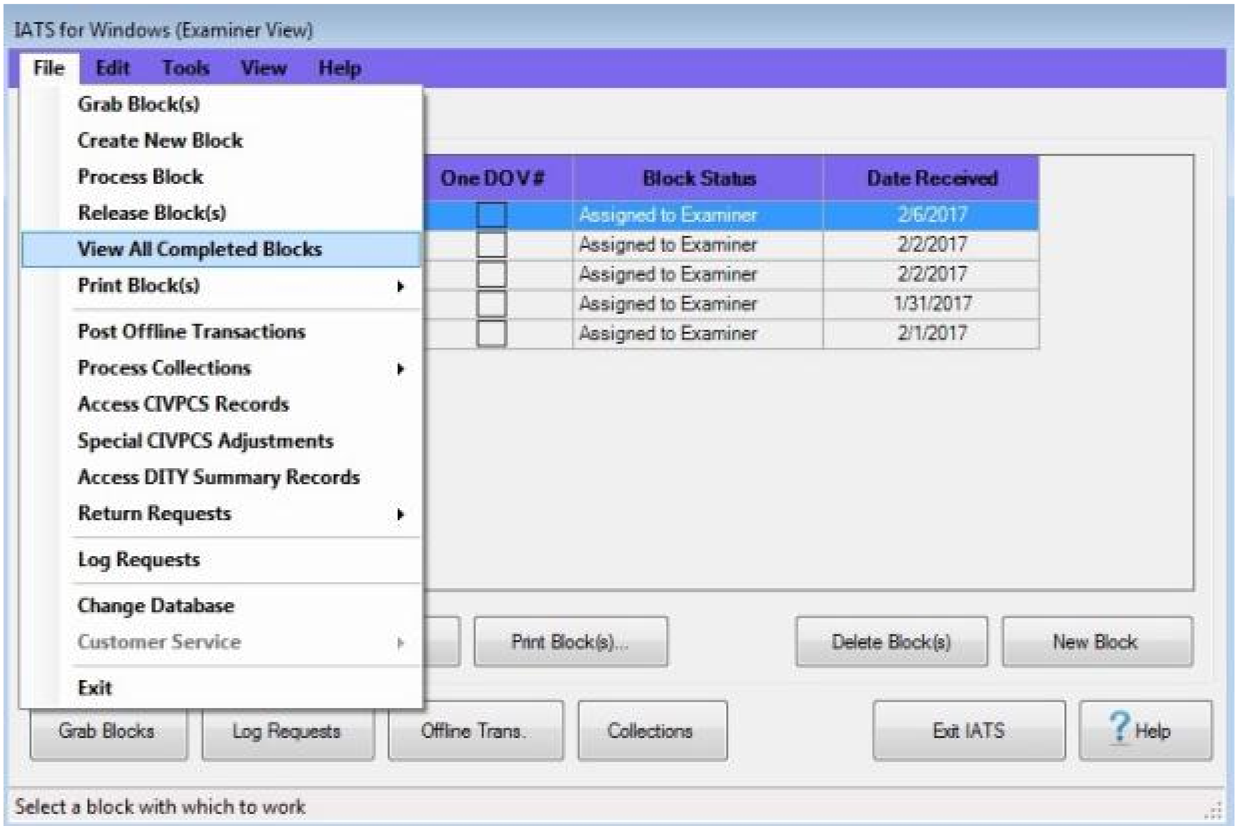
4. When **finished** viewing the blocks, **click** the **Done** button to **return** to the previous screen.

Archive Completed Blocks

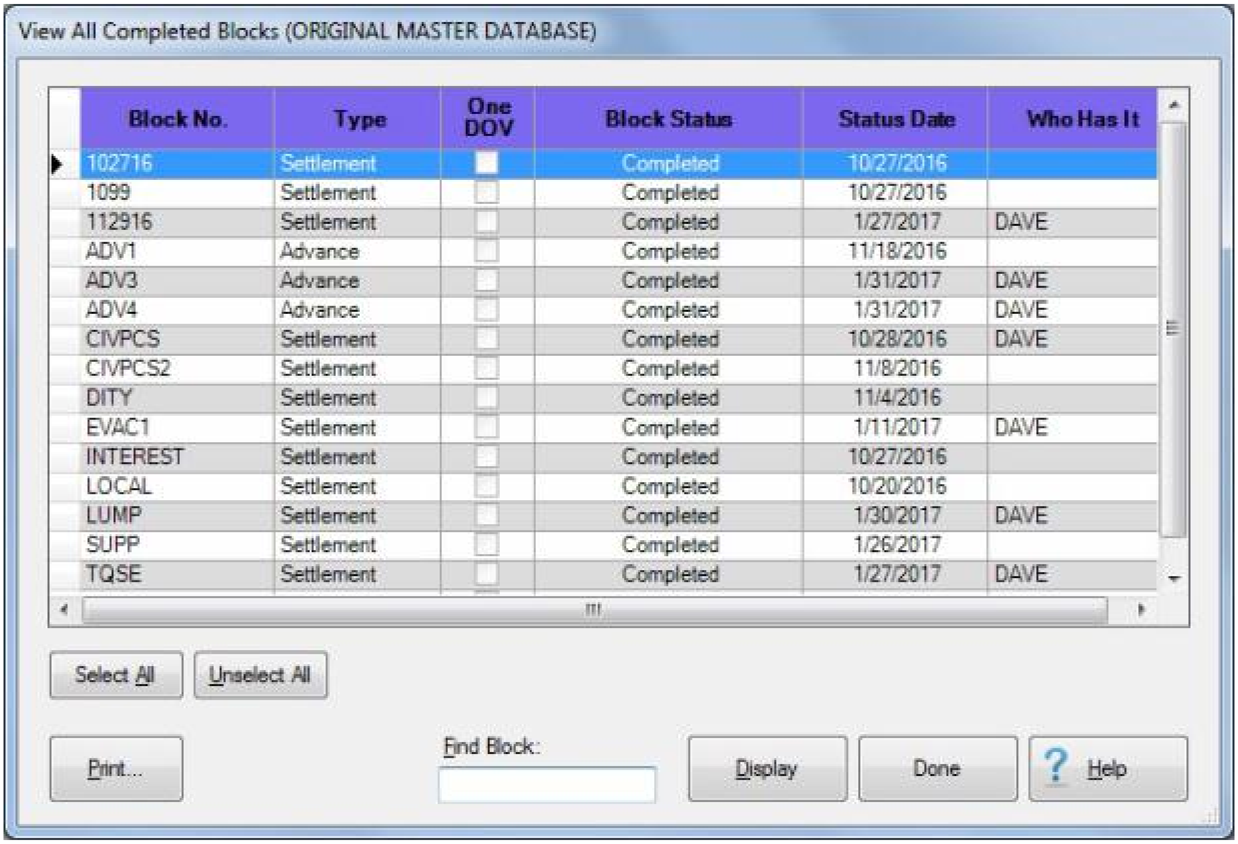
A new feature was added to IATS that allows an Examiner to **archive** completed blocks.

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.



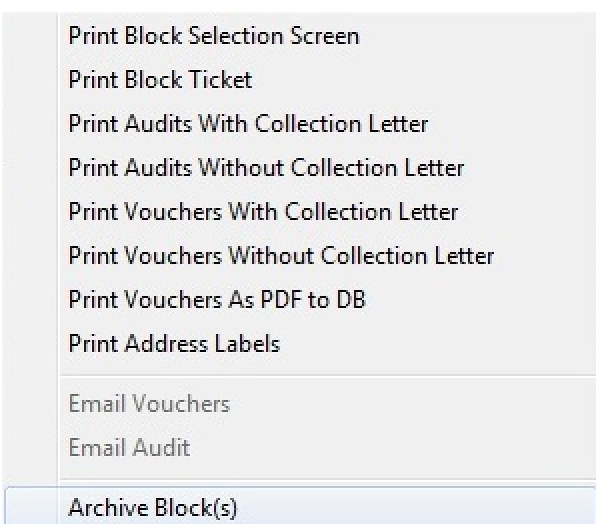
2. At the **Examiner View** screen, **click** on the **File** menu and then **click** on the **View All Completed Blocks** option. The **View All Completed Blocks** screen appears next.



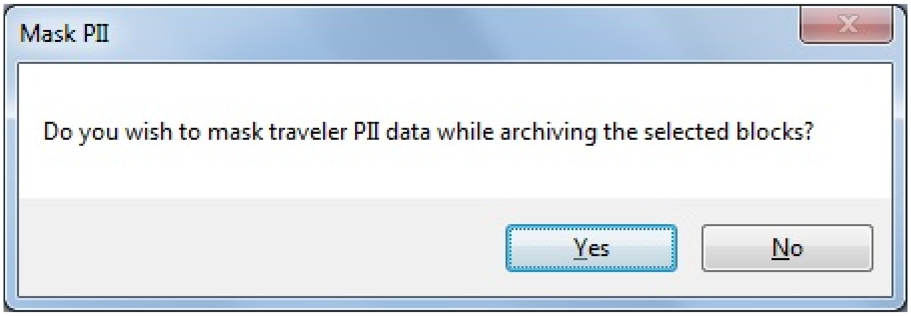
3. At the View All Completed Blocks screen, **select** the **block(s)** you wish to view.

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**.



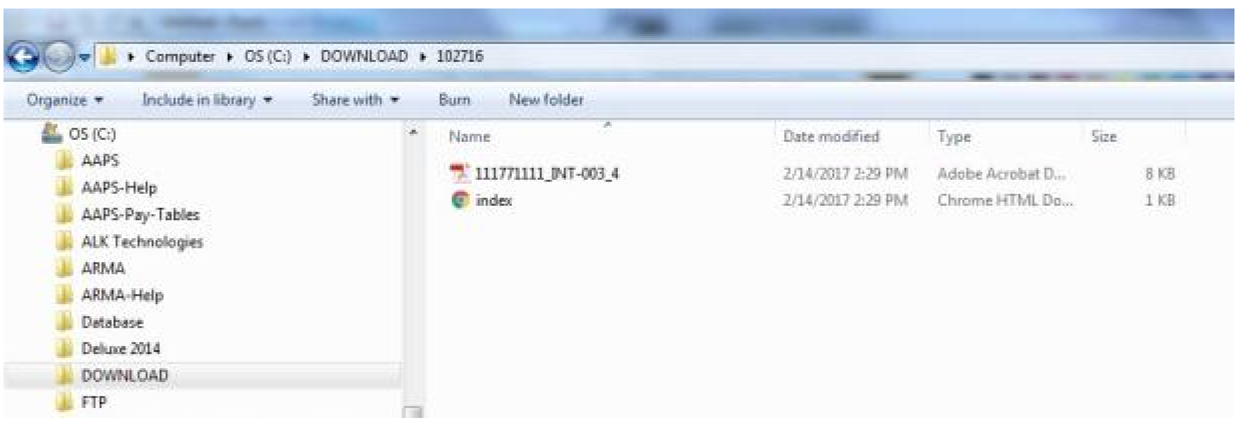
6. **Click** on *Yes* or *No* as desired.
7. After clicking on *Yes* or *No*, IATS **creates** a **folder** for the selected block and places it in the **folder** established in the **Maintenance** module for **Download** files.
8. When **finished** archiving blocks, **click** the **Done** button to **return** to the previous screen.

View Archived Blocks

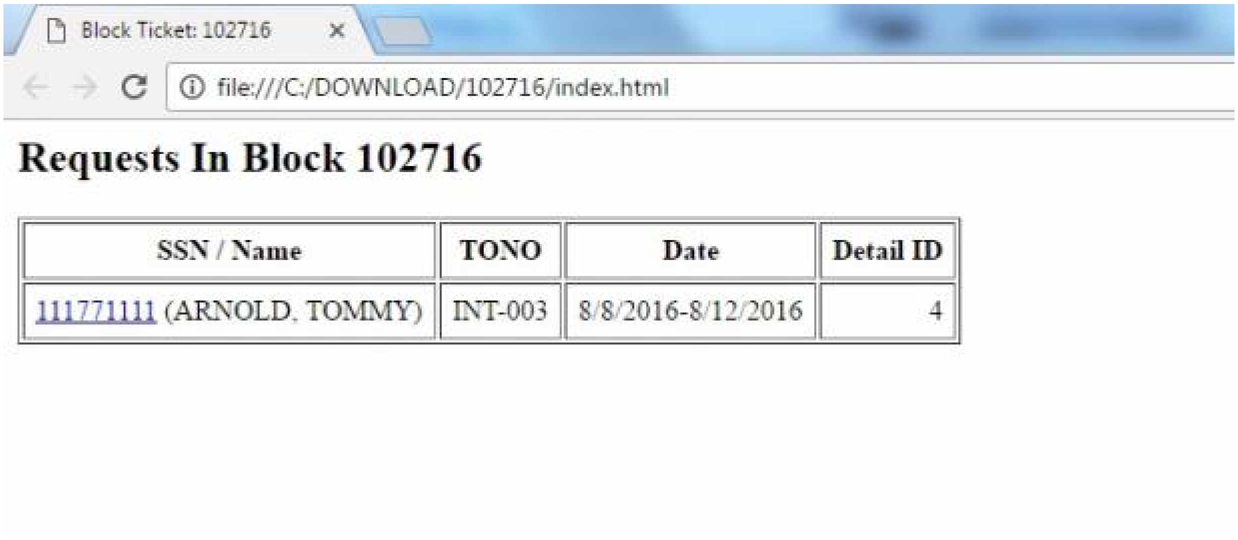
Once a completed block has been **archived**, you may **view** the archived blocks.

Complete the following steps to "view" archived blocks:

1. Using Windows Explorer, **navigate** to the **folder** established in the Maintenance module for **Download** files.

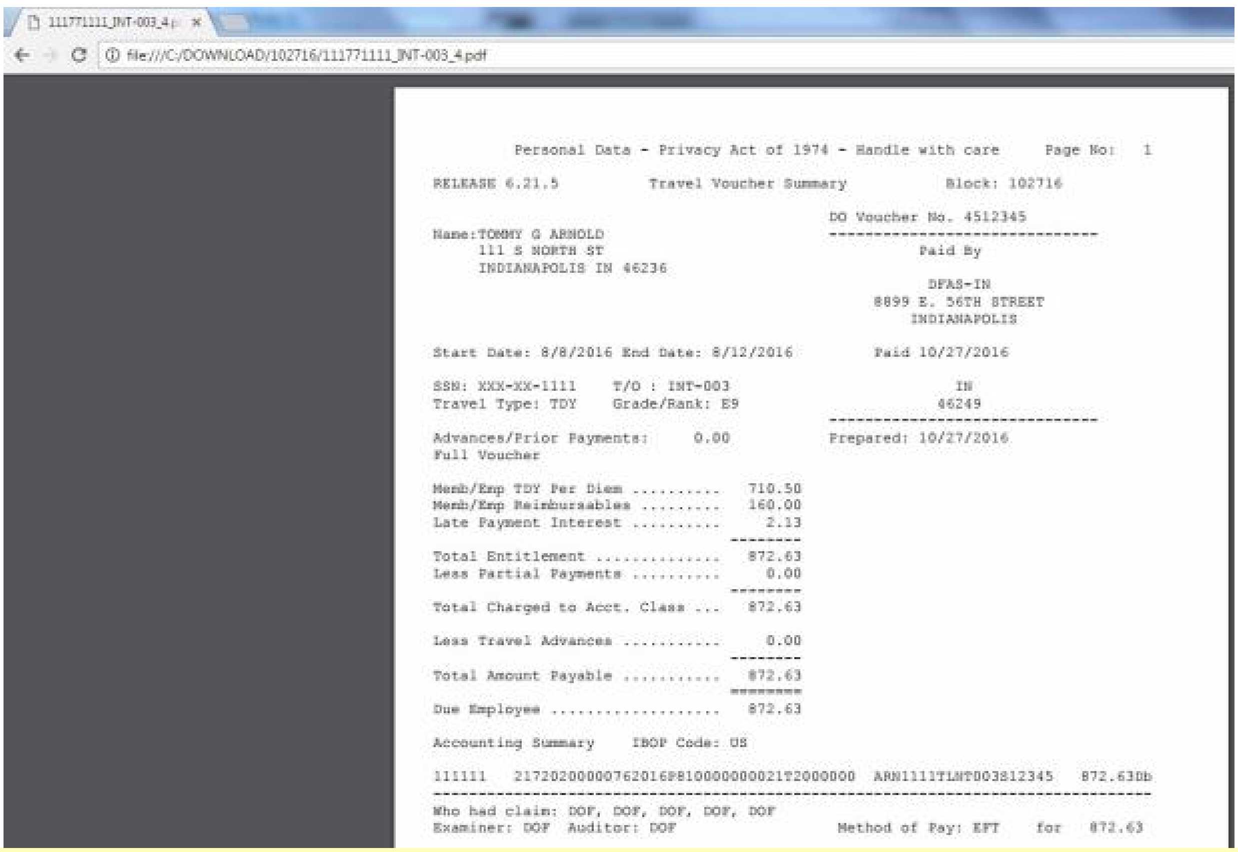


2. **Open** the **folder** for the Download files and then double **click** on the **folder** for the desired archived **block**.
3. Once the folder for the archived block is opened, you will notice a **file** in this folder named "**Index**".
4. Double **click** on the **Index** file. The following screen is displayed:



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.



```
        Personal Data - Privacy Act of 1974 - Handle with care     Page No:   1

RELEASE 6.21.5          Travel Voucher Summary          Block: 102716

                                                DO Voucher No. 4512345
Name:TOMMY G ARNOLD                             ------------------------------
     111 S NORTH ST                                       Paid By
     INDIANAPOLIS IN 46236
                                                          DFAS-IN
                                                     8899 E. 56TH STREET
                                                        INDIANAPOLIS

Start Date: 8/8/2016 End Date: 8/12/2016             Paid 10/27/2016

SSN: XXX-XX-1111    T/O : INT-003                           IN
Travel Type: TDY    Grade/Rank: E9                        46249
                                                ------------------------------
Advances/Prior Payments:     0.00               Prepared: 10/27/2016
Full Voucher

Memb/Emp TDY Per Diem ..........   710.50
Memb/Emp Reimbursables .........   160.00
Late Payment Interest ..........     2.13
                                  --------
Total Entitlement ..............   872.63
Less Partial Payments ..........     0.00
                                  --------
Total Charged to Acct. Class ...   872.63

Less Travel Advances ...........     0.00
                                  --------
Total Amount Payable ...........   872.63
                                  ========
Due Employee ...................   872.63

Accounting Summary    IBOP Code: US

111111   2172020000076201 6P81000000000021T2000000   ARN1111TLNT003812345   872.63Db
--------------------------------------------------------------------------------
Who had claim: DOF, DOF, DOF, DOF, DOF
Examiner: DOF  Auditor: DOF                    Method of Pay: EFT    for   872.63
```

Tip: Click on the **Back** button to return to the previous **screen** if you wish to display another **claim**.

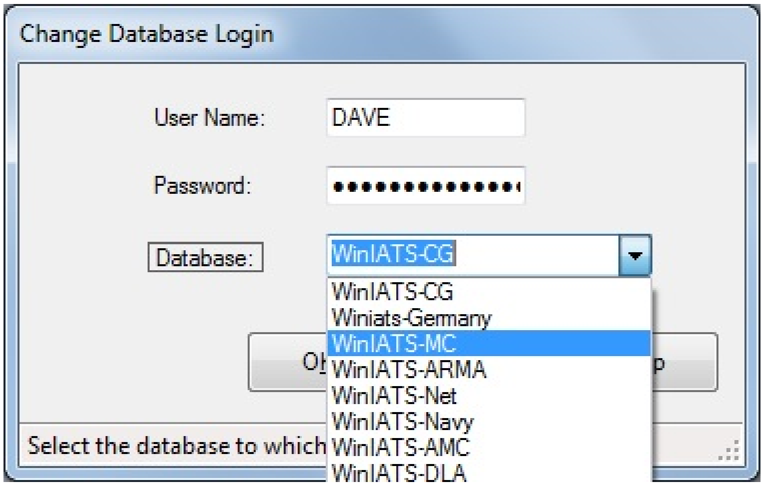
6. When finished viewing archived blocks, **click** on the red (**X**) in the top right **corner** of the **Explorer** screens until all **windows** are closed.

Changing Database Login

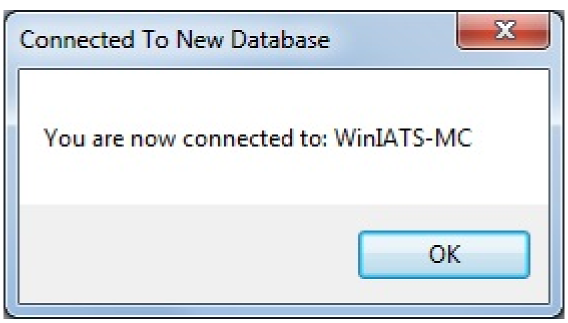
This feature allows an IATS user to **login** to a different database without having to **log out** of IATS, **select** a different database and then **login** to the new database.

Complete the following steps to "login" to a different database.

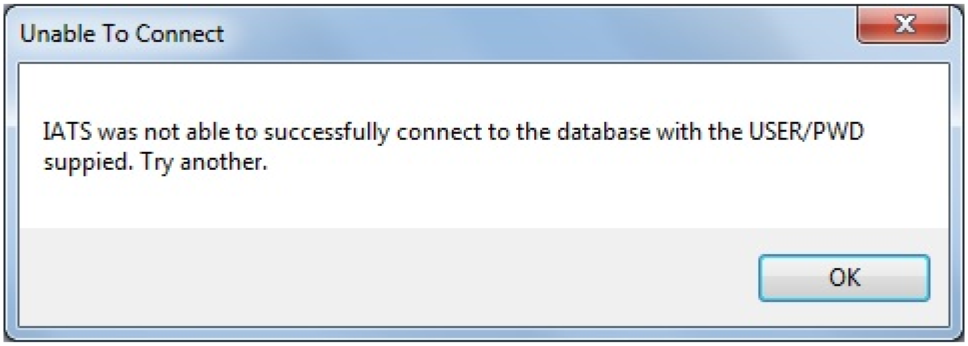
1. At the **Examiner View** screen, **click** on the **File** menu and **select** the option **Change Database**. The **Change Database Login** screen will appear.



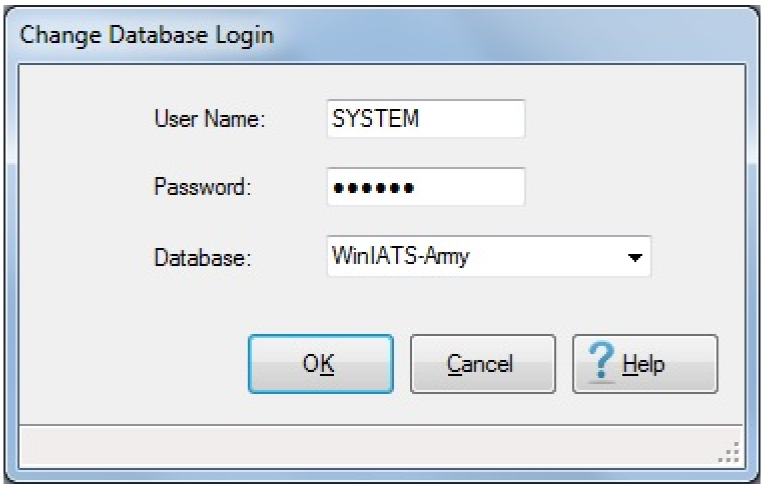
2. At the Change Database Login screen, **click** on the *down* **arrow** button at the **Database** field. A **list** of available database(s) is displayed.
3. **Click** on the **database** you would like to login to.
4. If the login was **successful**, you will see the following message.



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.



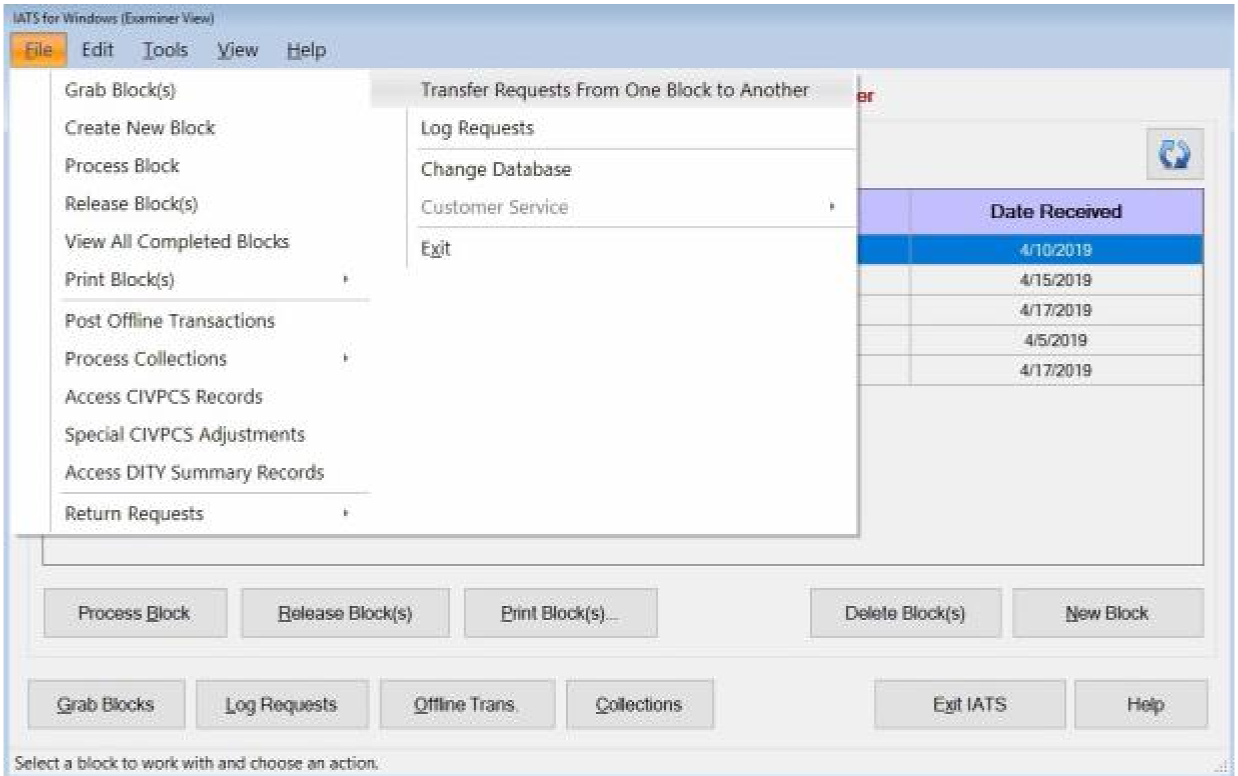
9. **Enter** the <u>correct</u> **User Name** and **Password** and then **click** on **OK**.

Transfer Requests from Examiner View

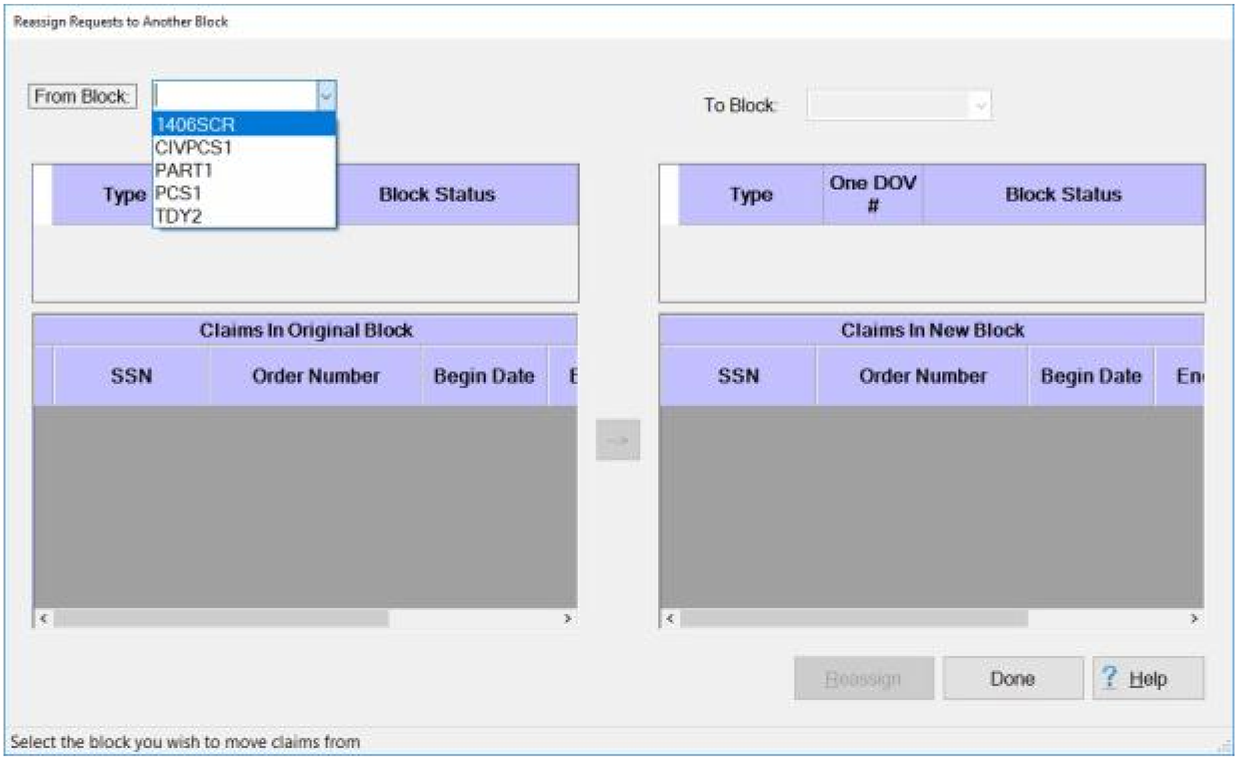
On occasion, it may be necessary for the Examiner to **transfer** the **requests** from one block to another block. This normally occurs when <u>most</u> of the requests on a block are **processed**, but there are <u>some</u> claims that <u>cannot</u> be completed for some reason. The **un-processed** requests <u>must</u> be **re-assigned** to another block to allow the processed claims to be disbursed.

Note: An **Examiner** may <u>only</u> transfer requests <u>from one block to another</u> that he/she has **control** of.

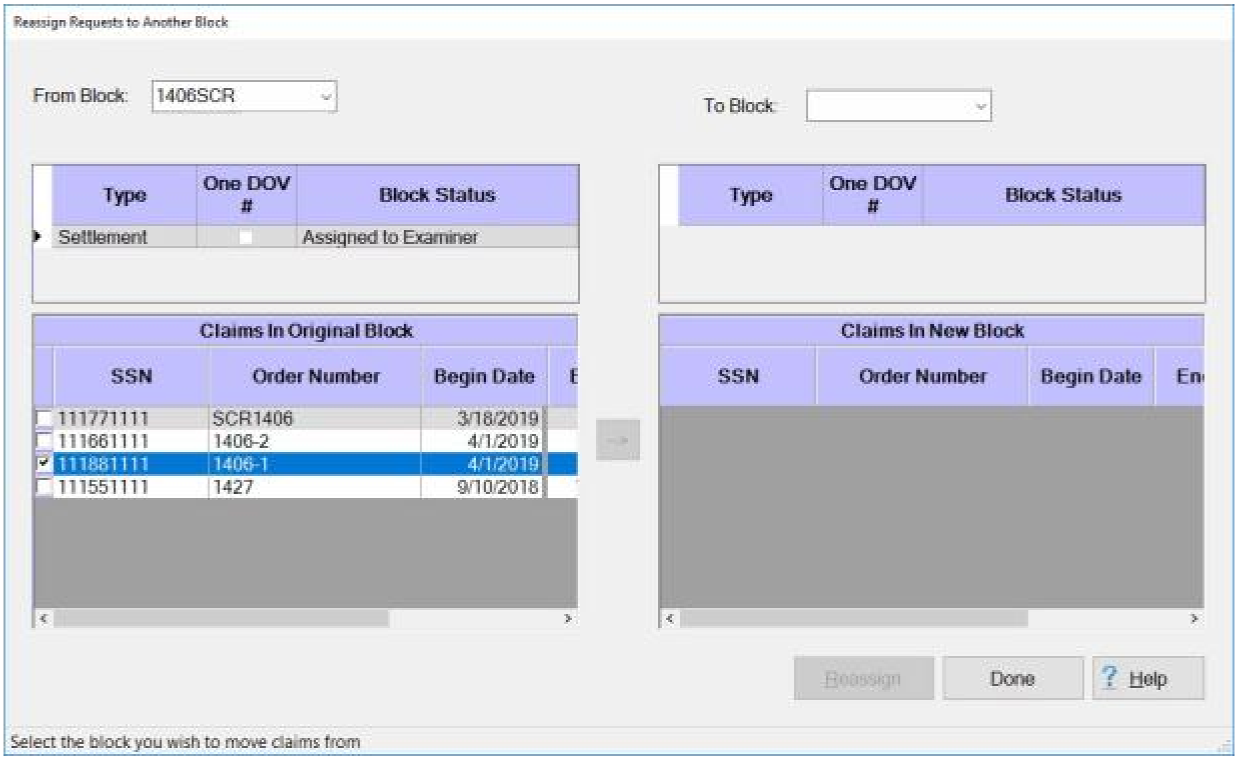
Complete the following steps to "transfer" requests from one block to another:



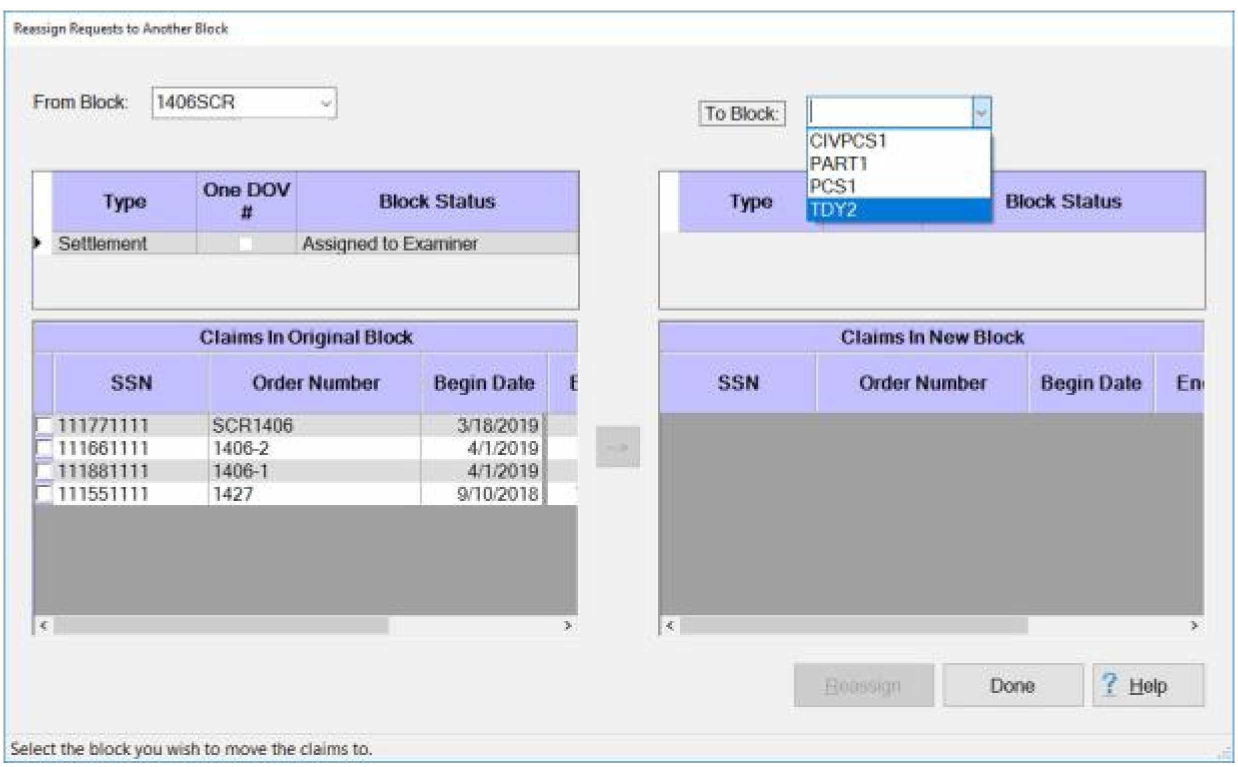
1. At the **Examiner View** screen, **click** on the **File** menu option. IATS displays a **list** of functions that may be performed using the **File** menu option.
2. **Click** on the **Transfer Requests From One Block to Another** option. The **Reassign Requests to Another Block** screen appears.



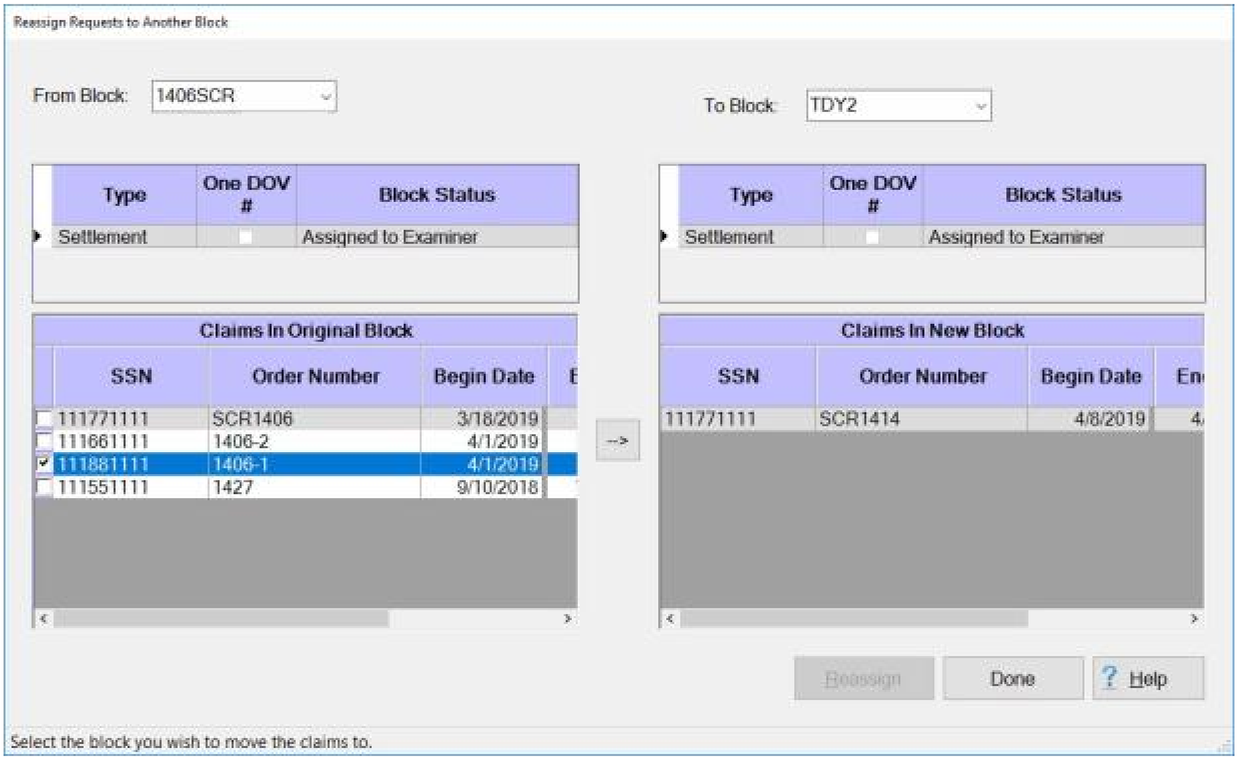
3. **From Block:** At the **From Block** field, you can simply **enter** the number of the block you wish to transfer a claim from and then press *Tab*. Or,you can also **click** on the *down* **arrow** button. A *drop down* **listing** will appear **displaying** all of the **blocks** in the database 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.



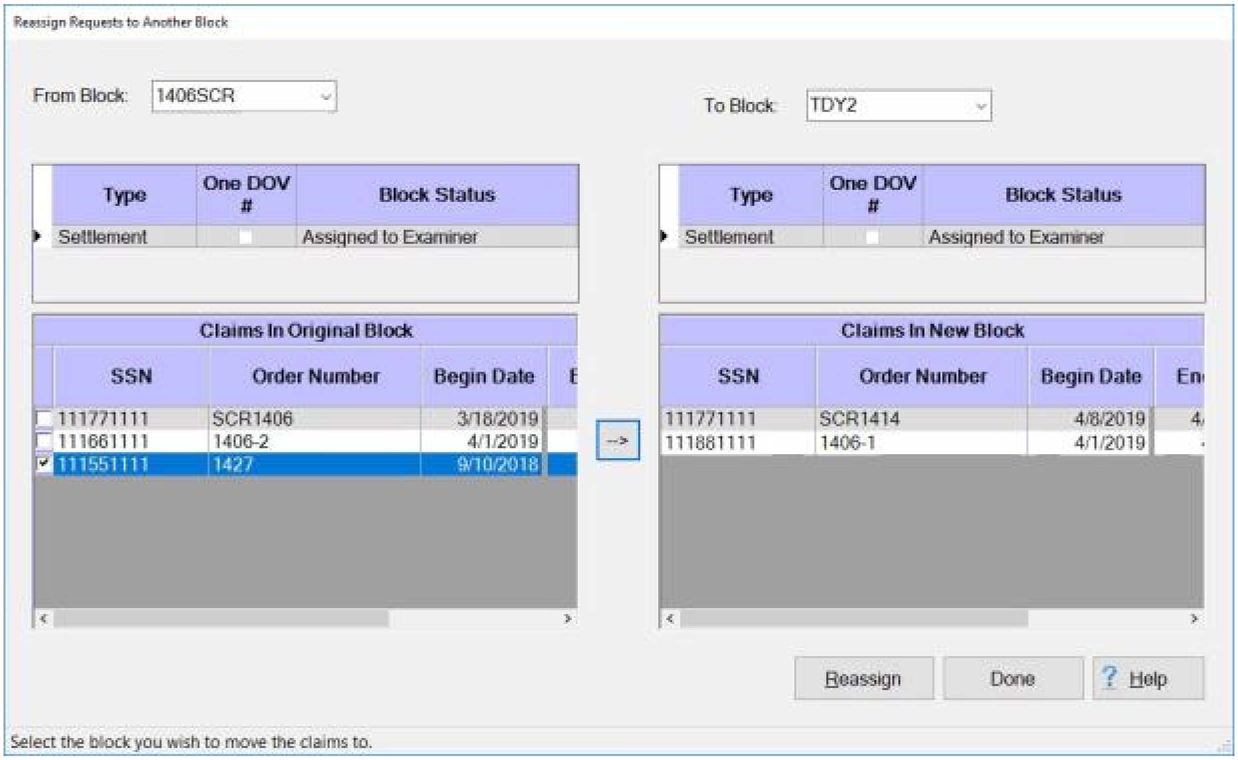
4. **To Block:** At the **To Block** field, you can <u>simply</u> **enter** the number of the block you wish to transfer a claim to and then press *Tab*. <u>Or</u>,you can also **click** on the *down* **arrow** button. A *drop down* **listing** will appear **displaying** all of the **blocks** in the database that are currently under your control.



5. **Click** on the desired **block number** to make a selection.



6. **Claims In Original Block:** In this section, **click** the **check box** in the **column** to the <u>left</u> 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 <u>middle</u> 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.

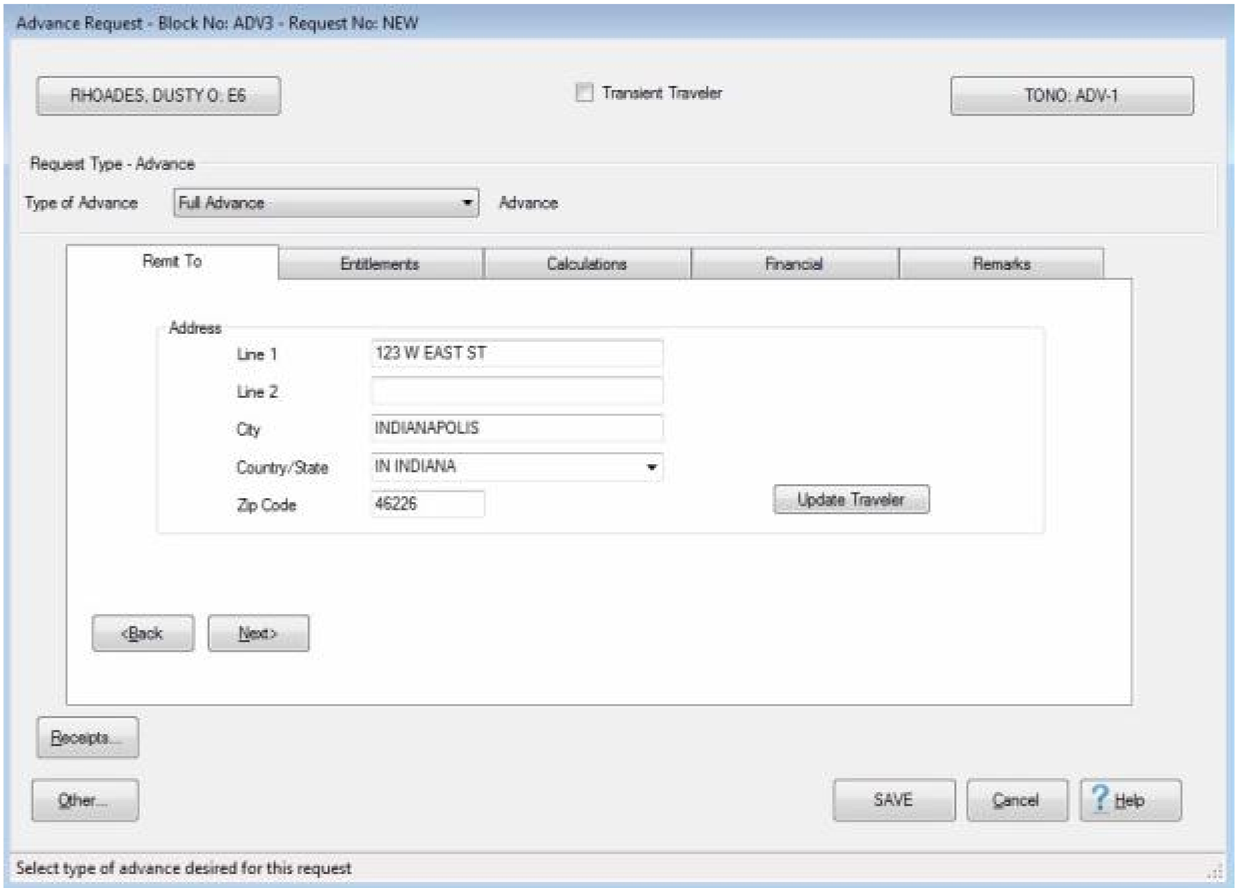
Note: After selecting a block using one of the (**3**) methods listed above, the **Request Selection** screen appears. At this screen, any **request for advance** already **logged** to the block is listed under the **Select Request(s)** section.

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.

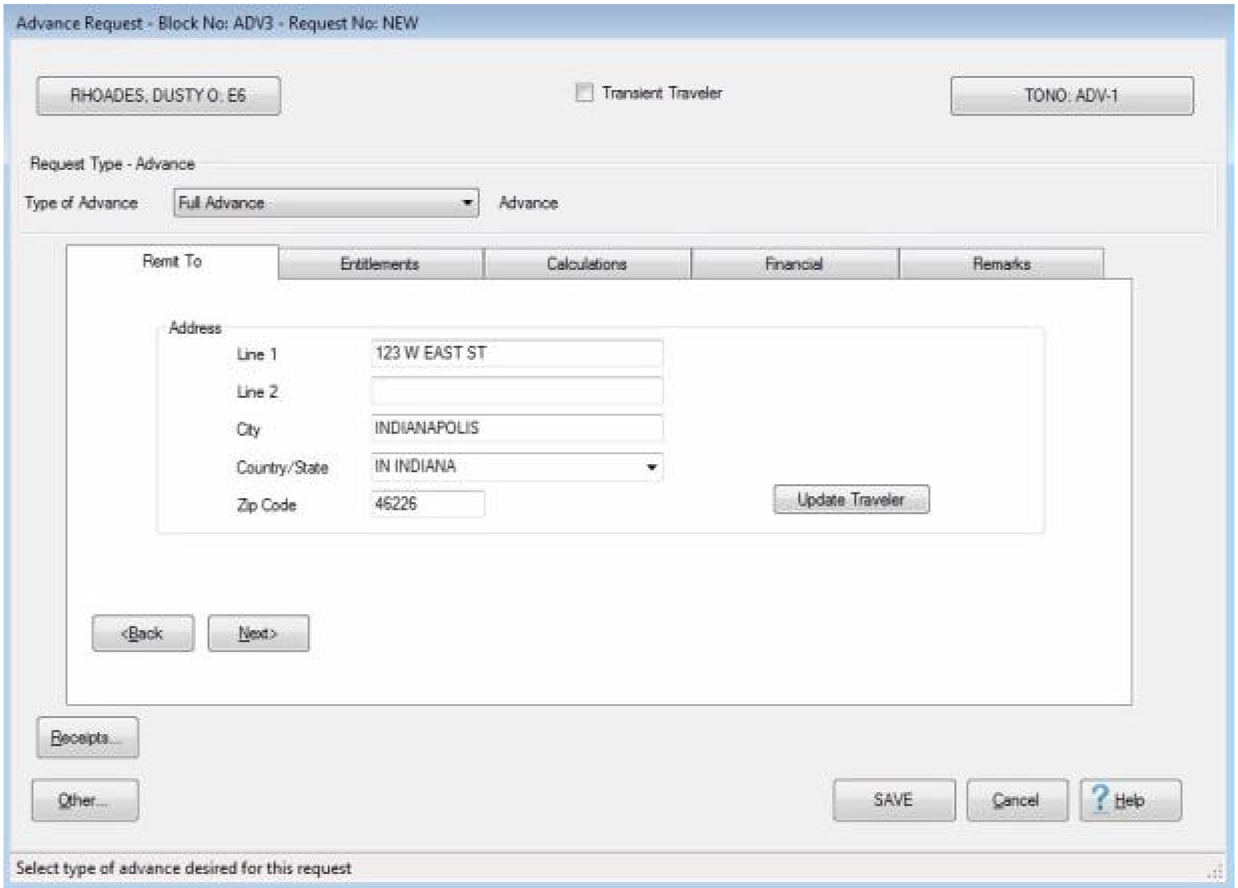
4. After selecting a request using one of the methods listed above, the **Settlement Request** screen appears.



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.



Use the following steps to "complete" the Advance Request screen:

1. **Transient Traveler:** **Click** this **check box** if the travel account the advance is being processed for is <u>not</u> **maintained** by **AN OFFICE IN YOUR DB** and a Transaction for Others (**TFO**) is being generated.
2. **Type of Advance:** - The <u>default</u> **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 <u>desired</u> **type**.
3. **Address:** When the **Advance Request** screen appears, the **Remit To** tab is displayed. At this tab, the traveler's address <u>defaults</u> 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. <u>If</u> the IATS user **changes** the **Remit To** address at this tab, the **change** will appear with a **red** background.

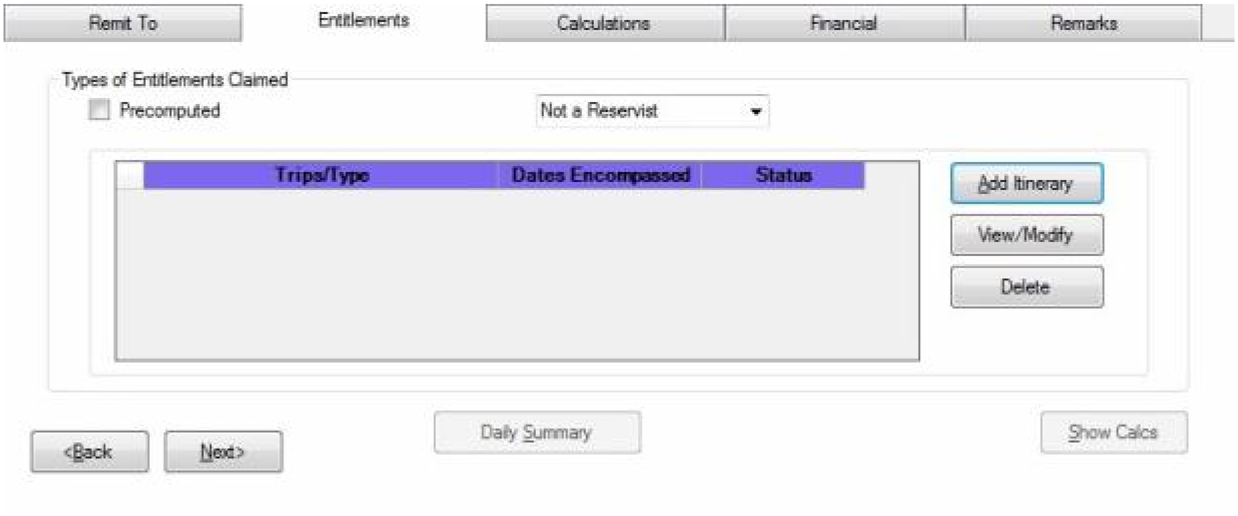
Note: Any changes made to the address at the **Remit To** tab will <u>only affect the advance being processed</u>. A **permanent** address **change** must be made at the **Traveler Profile** screen.

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**.



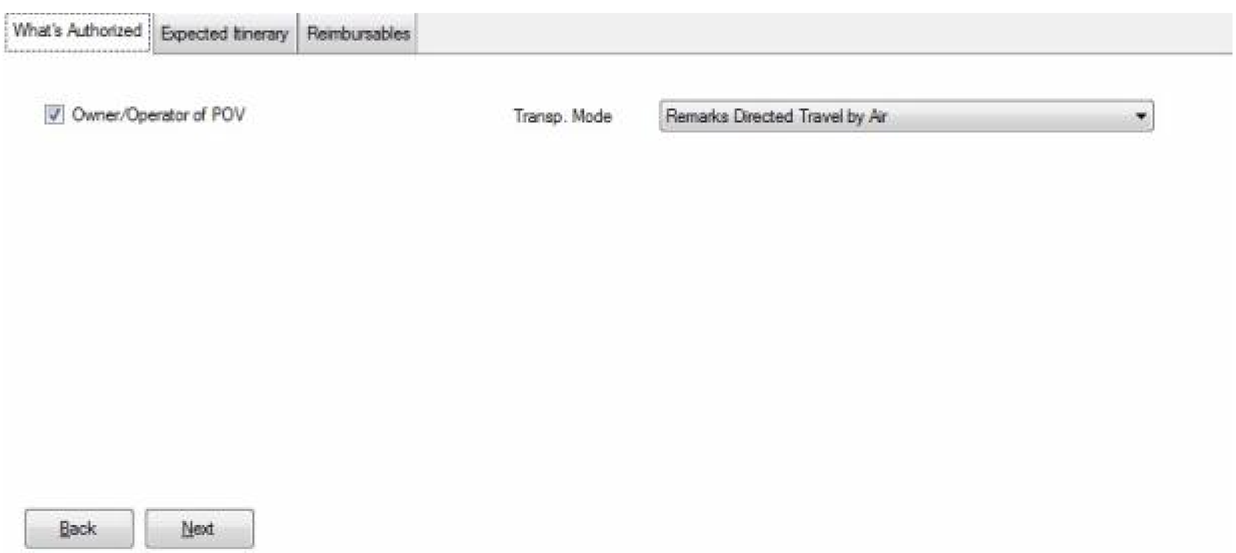
Use the following steps to "complete" the TDY Advance Entitlements tab:

1. **Precomputed:** Under the heading "**Types of Entitlements Claimed**", **click** in this box <u>if</u> a **pre-determined amount** for the settlement is desired. IATS will **by-pass** 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**. <u>No computation</u> 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**.



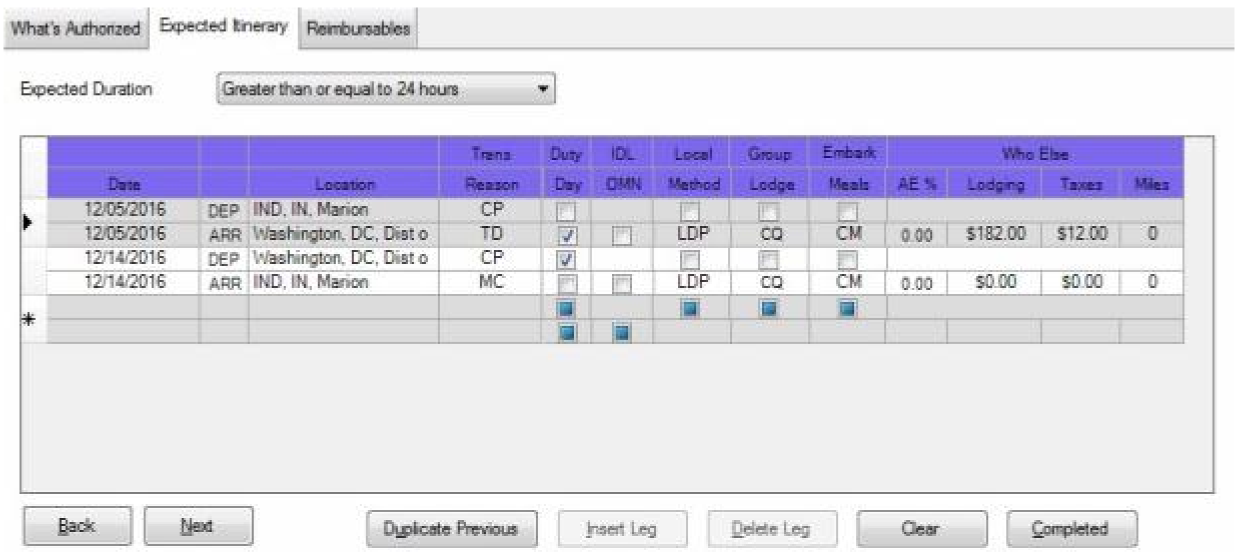
Use the following steps to "complete" the TDY Advance What's Authorized tab:

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.



Use the following steps to "complete" the Expected Itinerary tab:

1. **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.
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 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.

5. 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.

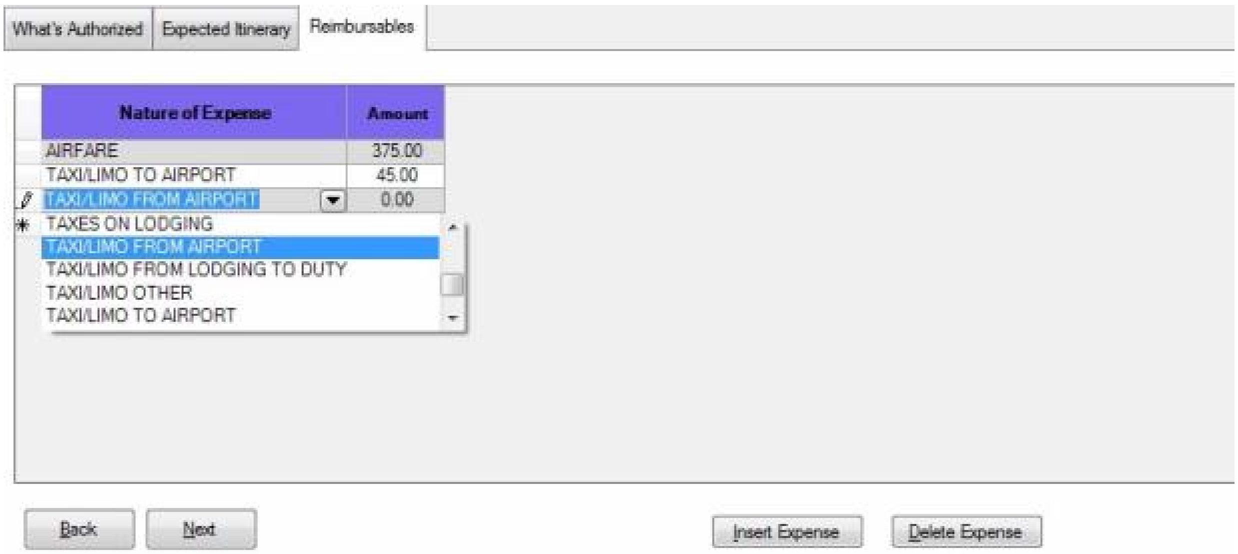
12. **Duty Day:** - A **check mark** automatically **defaults** to this field. If this day is an **official** day of duty, **press** *Tab* to continue. If this day is not an **official** day of duty, however, **click** this box to **remove** the check mark.
13. **OMN:** - This option is for **Navy** 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.



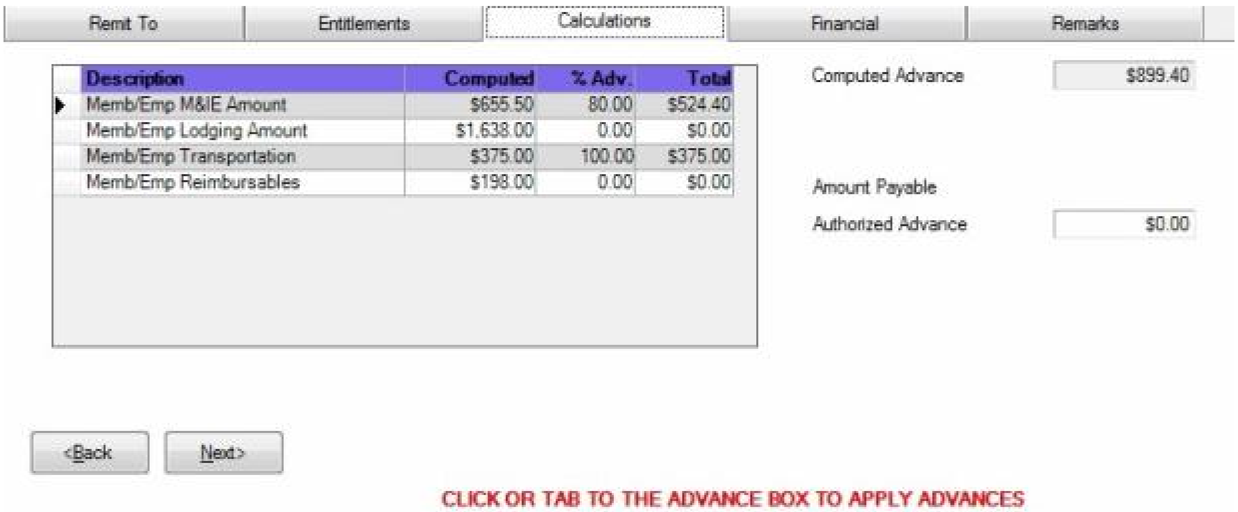
Use the following steps to "complete" the TDY Advance Reimbursables tab:

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.



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**.

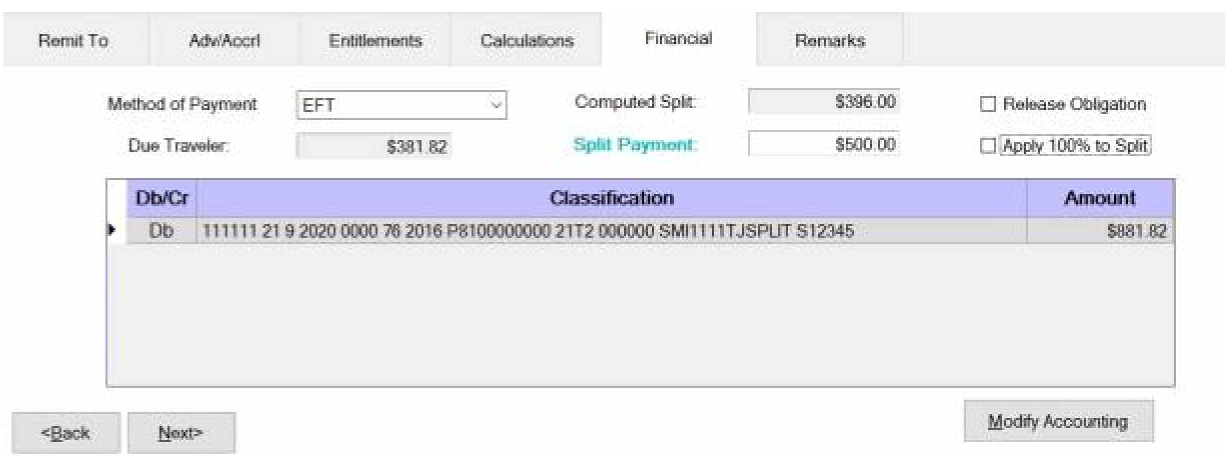
Use the following steps to "complete" the Advance Calculations tab:

1. Computed Advance: This field shows the total amount compted 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.



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. I you wish to chose 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**.

Note: When the **EFT information** is **blank** or only the **IBAN information** is populated on the traveler profile, and the **GTCC number** is **populated**, IATS users can select **Check** or **EFT** as the "**Method of Payment**". If **Check** is selected no split payment is **allowed**. If **EFT** is selected however, IATS automatically sends the entire amount to the **GTCC** and you cannot **change** the split amount in this case.

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**. **Note** that this **check box** is only **visible** and **applicable** to **TPAX** users.
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**.

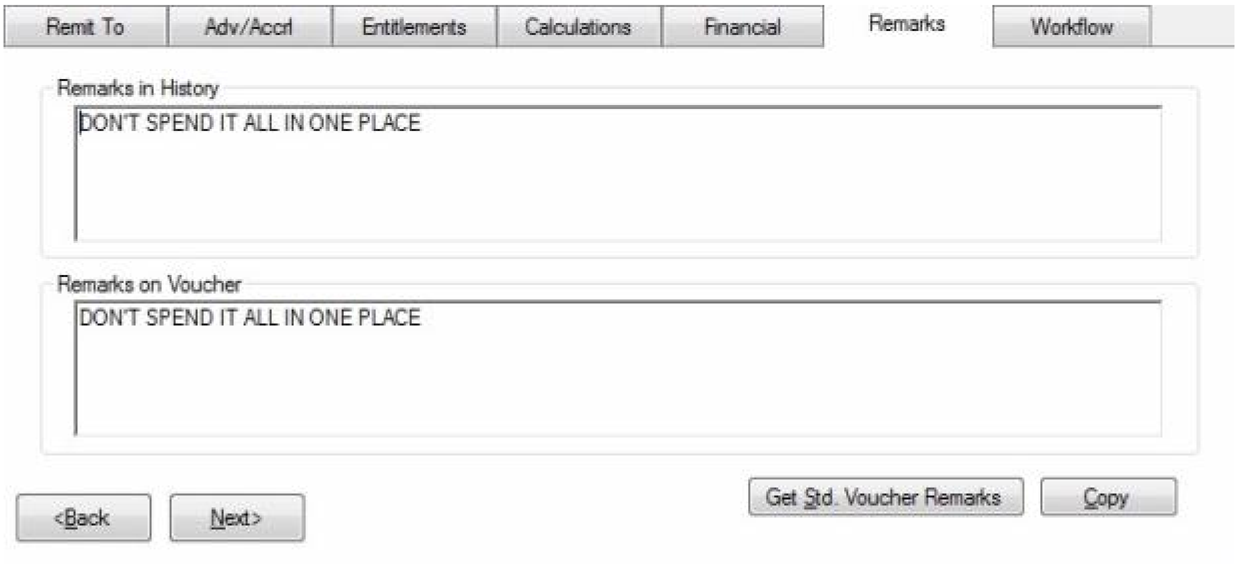
Refer to the **Help** topic, "Remarks - tab", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

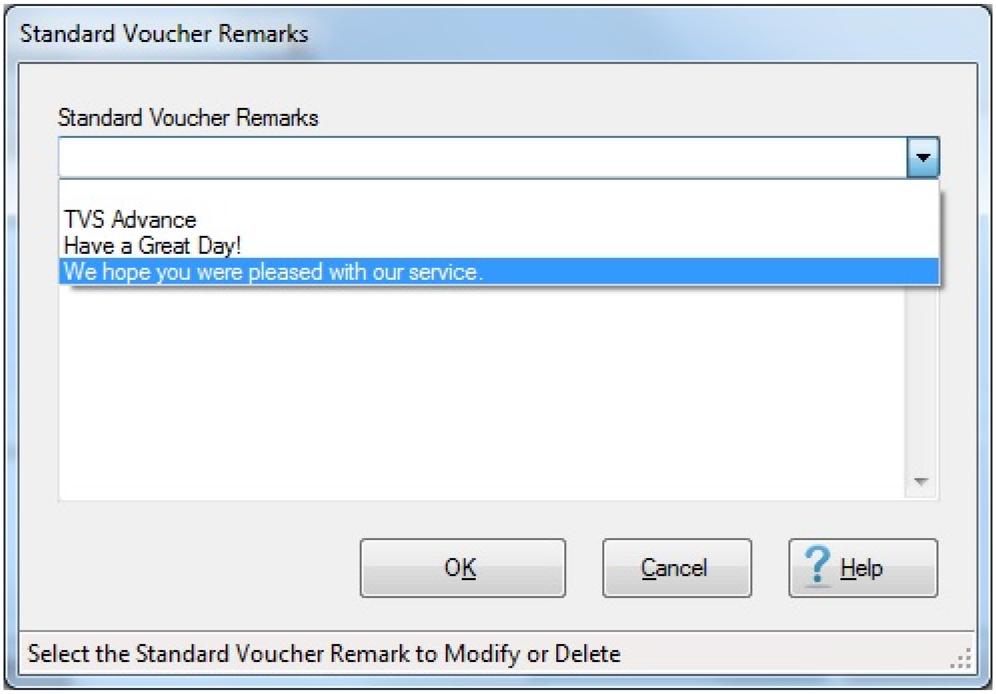
After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

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.

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.

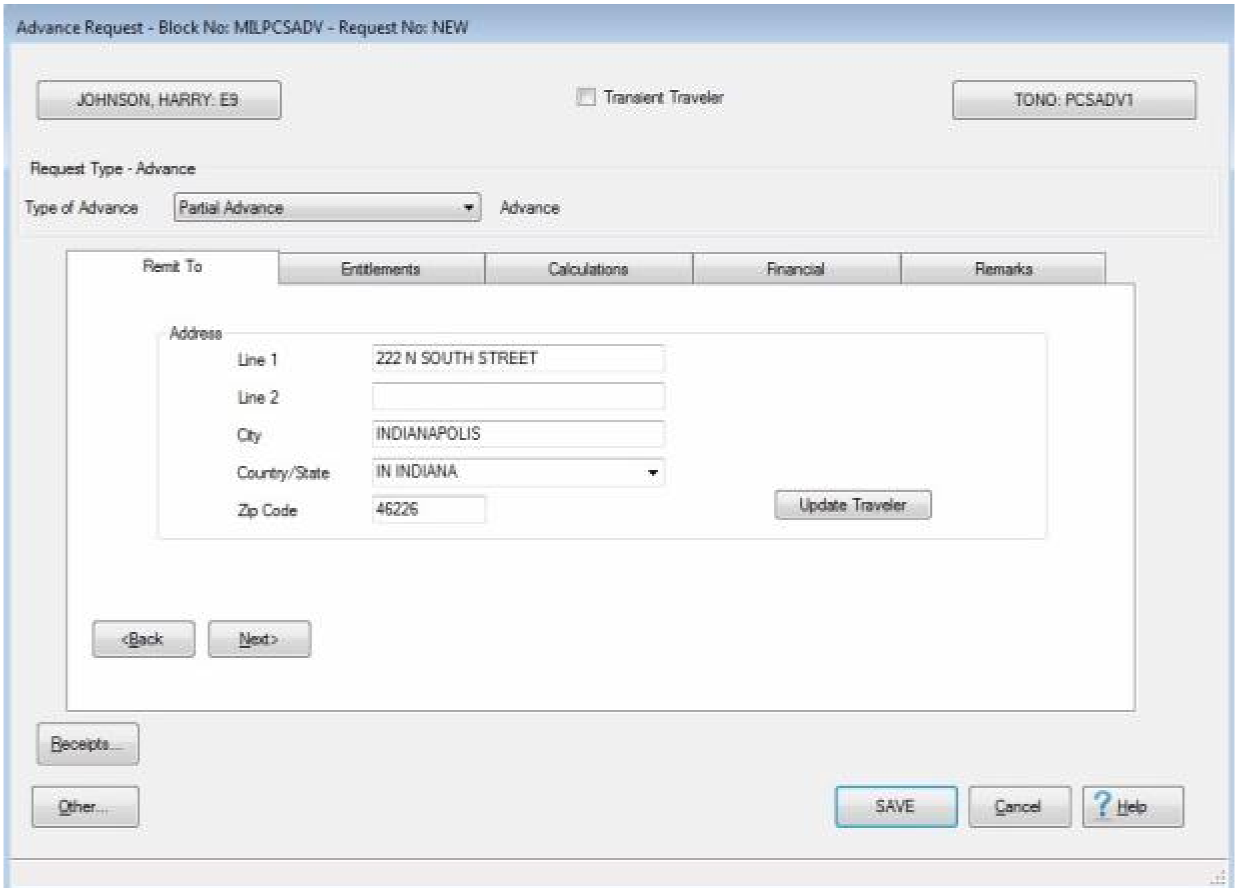
Note: After selecting a block using one of the (**3**) methods listed above, the **Request Selection** screen appears. At this screen, any **request for advance** already **logged** to the block is listed under the **Select Request(s)** section.

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.

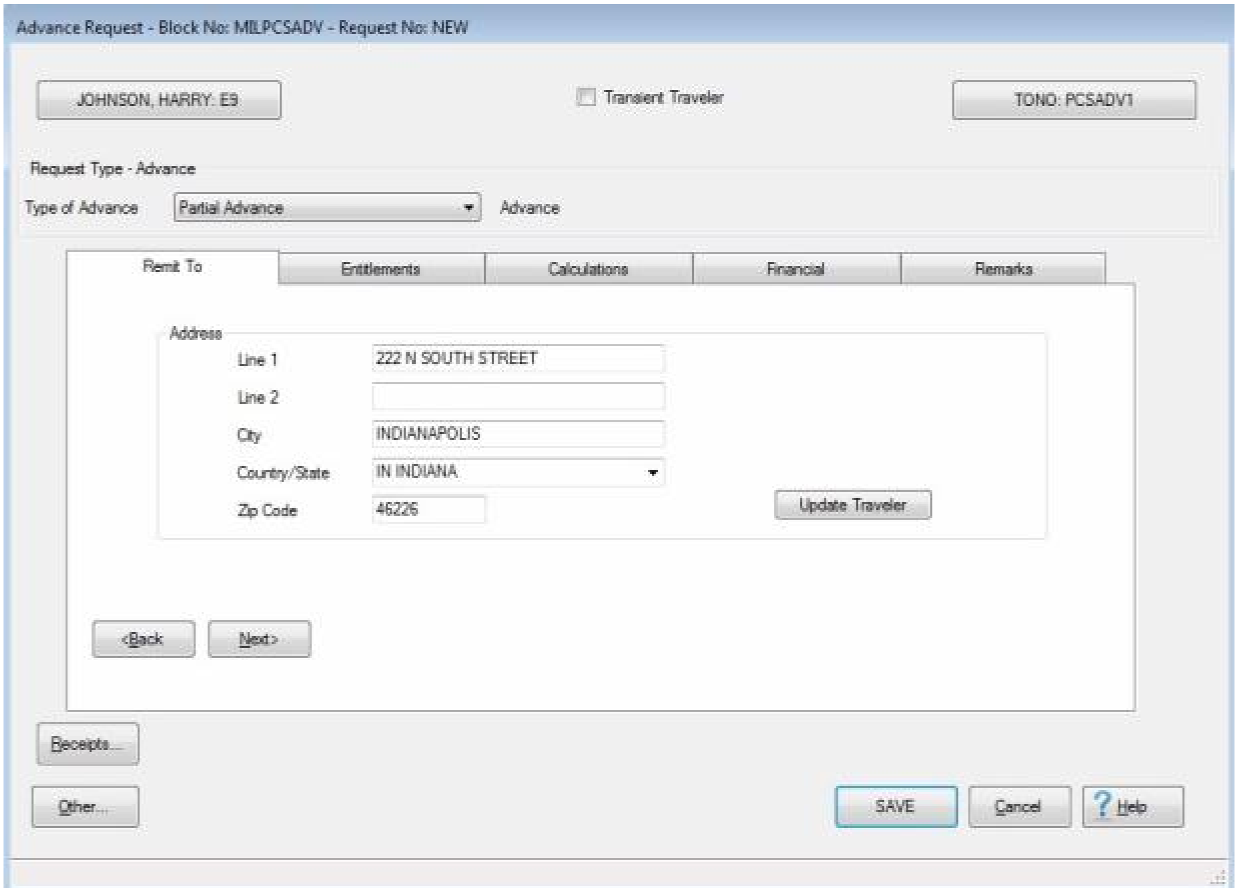


5. **Refer** to the **Help** topic, "Completing the MILPCS Advance Request for Settlement Screen", for additional instructions.

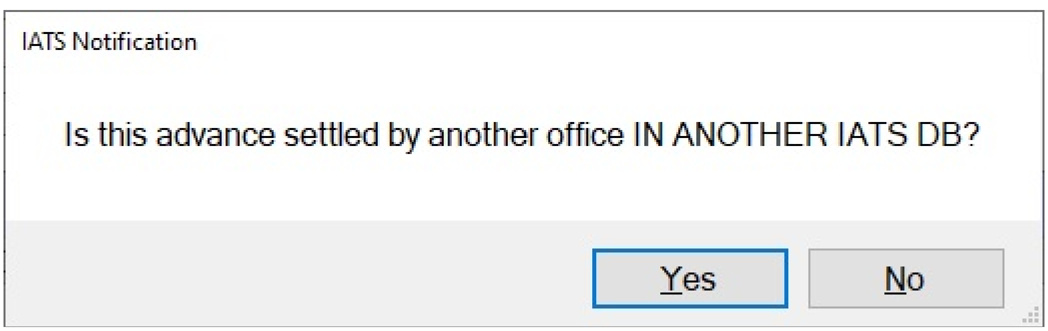
Transient Travelers

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.



Notice that the **Transient Traveler** check box at the top of the above screen is **unchecked**.

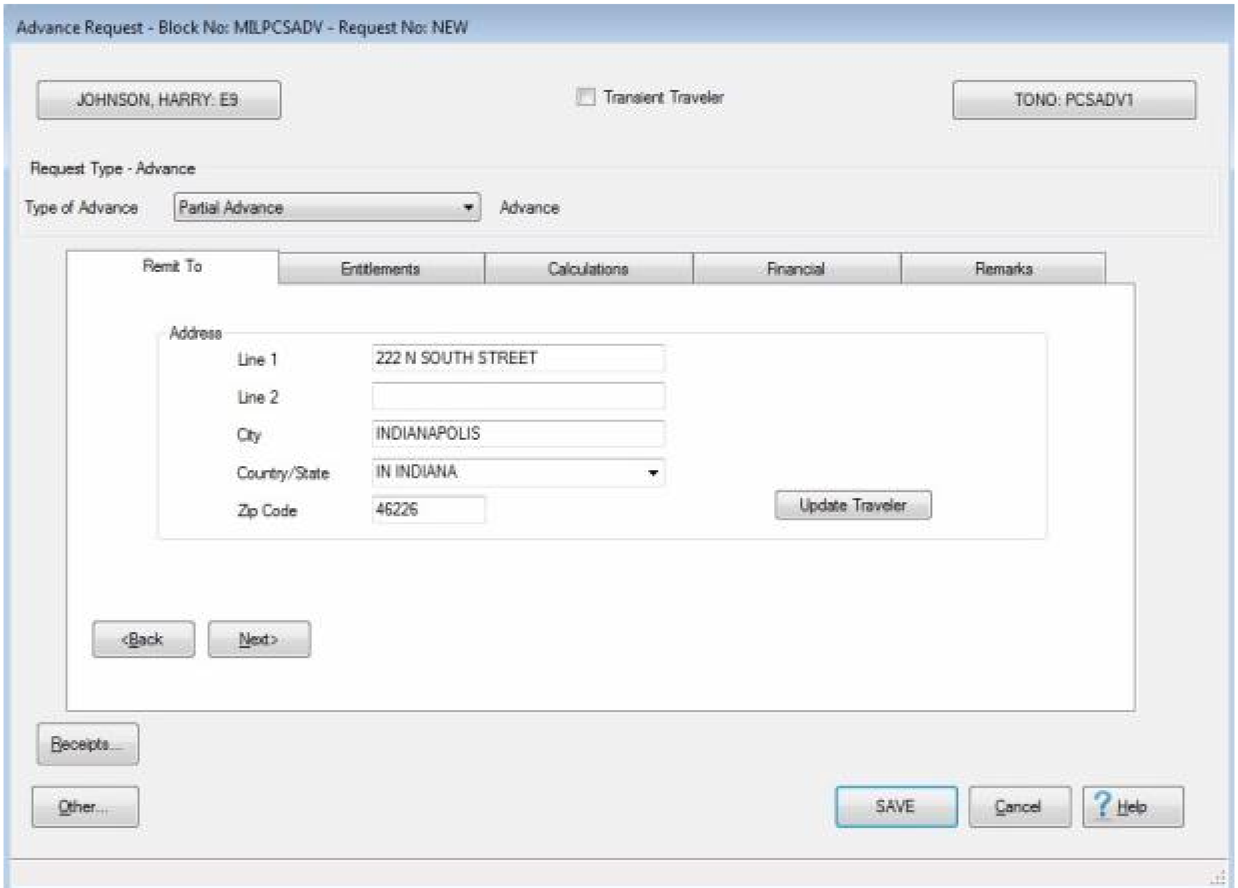


Since the Transient Traveler check box was **unchecked**, the prompt shown in the screen above appeared.

If the advance will be settled by <u>another</u> office and in another database, you would **click** on *Yes*. If the advance will be settled by <u>your</u> 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** this **check box** if the travel account the advance is being processed for is not **maintained** by **AN OFFICE IN YOUR DB** 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.

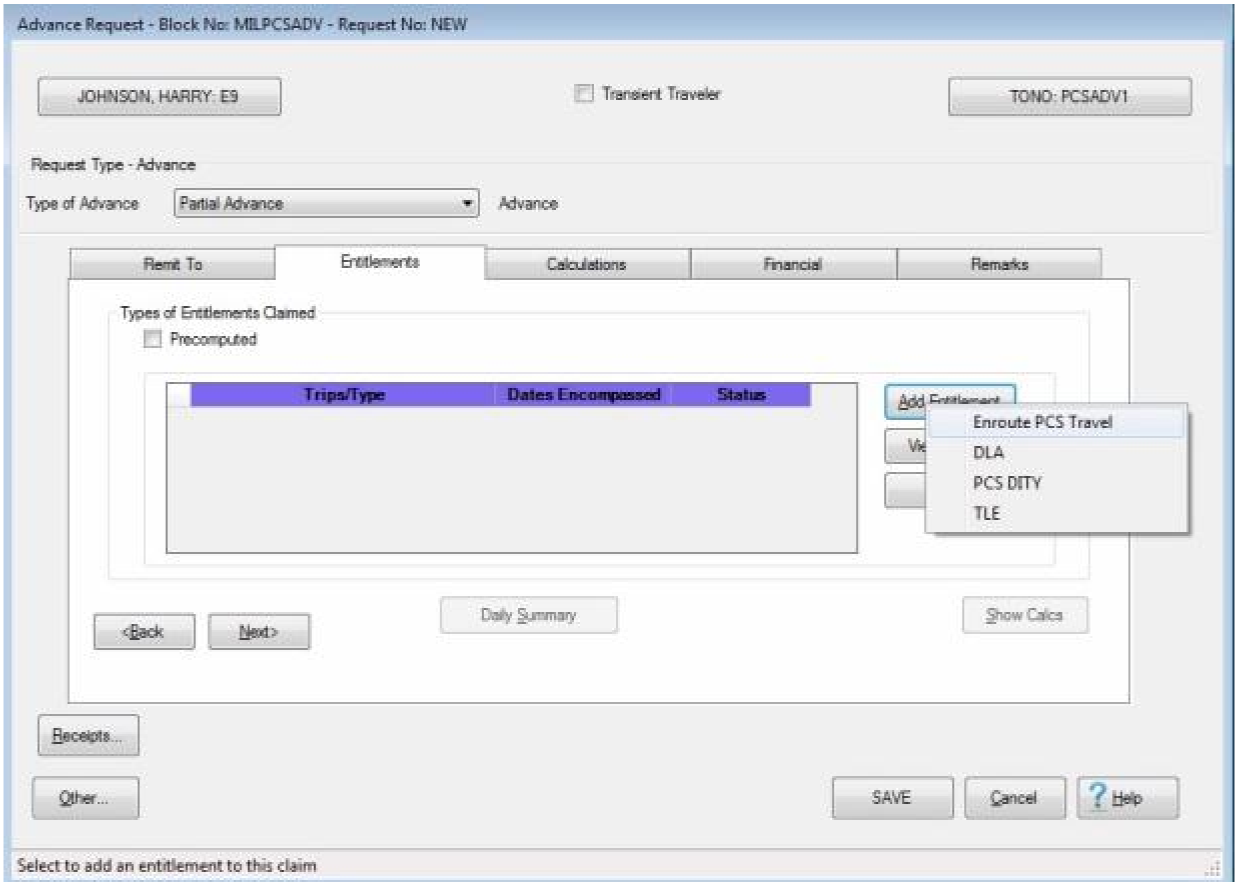
Note: Any changes made to the address at the **Remit To** tab will only affect the advance being processed. A **permanent** address **change** must be made at the **Traveler Profile** screen.

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.

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**.

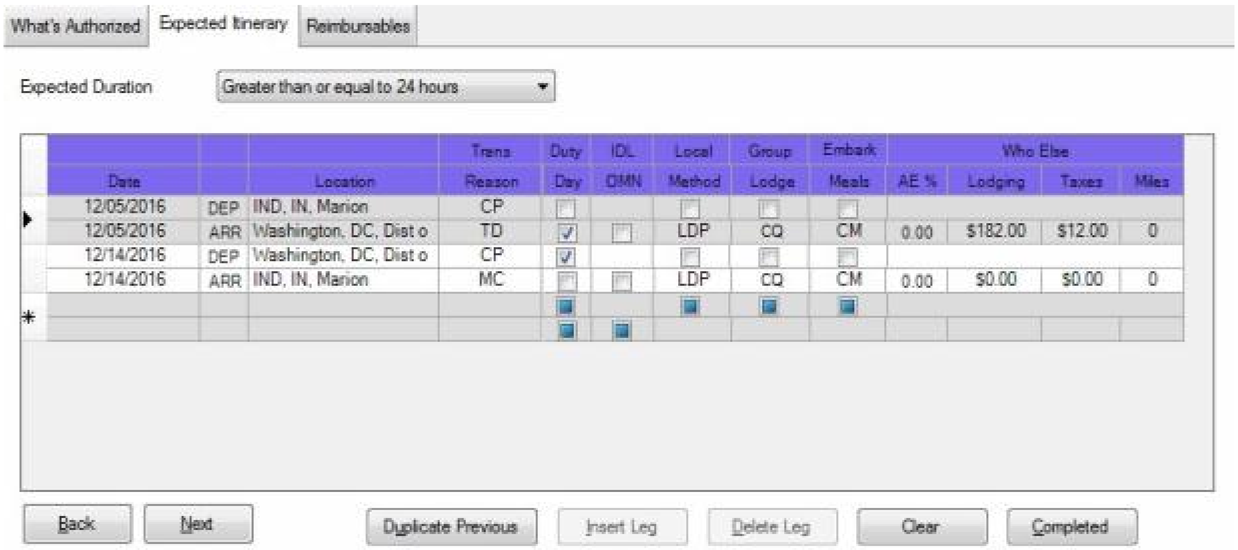
Tip: Multiple traveler's may be **selected** by **pressing** and **holding** the *Shift* **key** and then **clicking** on the desired **names**.

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.



Use the following steps to "complete" the Expected Itinerary tab:

1. **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.
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 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.

5. 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.

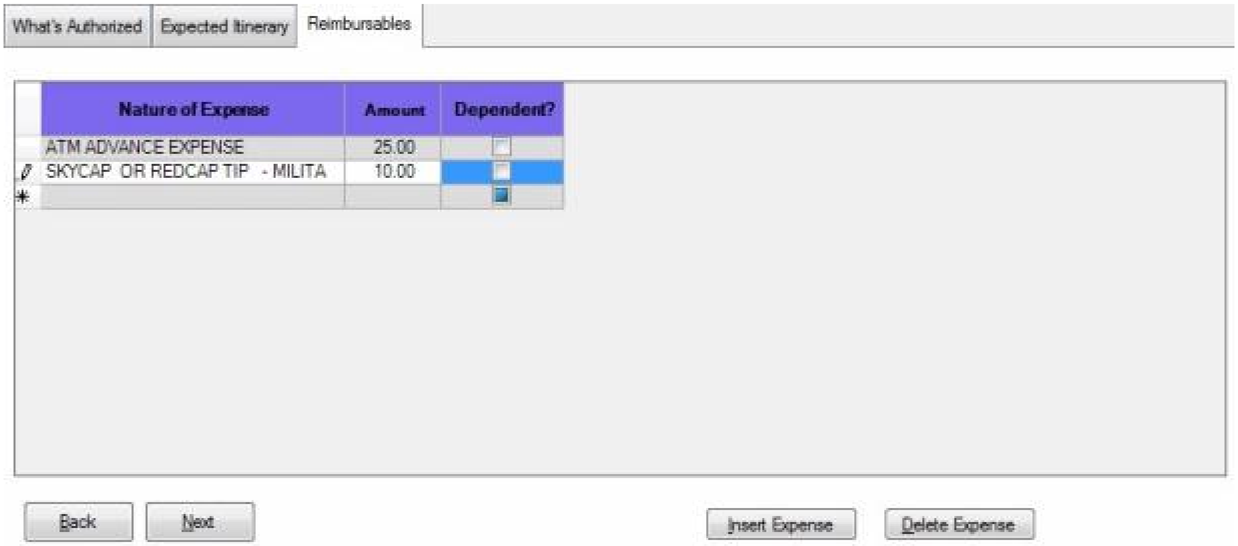
12. **Duty Day:** - A **check mark** automatically **defaults** to this field. If this day is an **official** day of duty, **press** *Tab* to continue. If this day is not an **official** day of duty, however, **click** this box to **remove** the check mark.
13. **OMN: -** This option is for **Navy** 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.



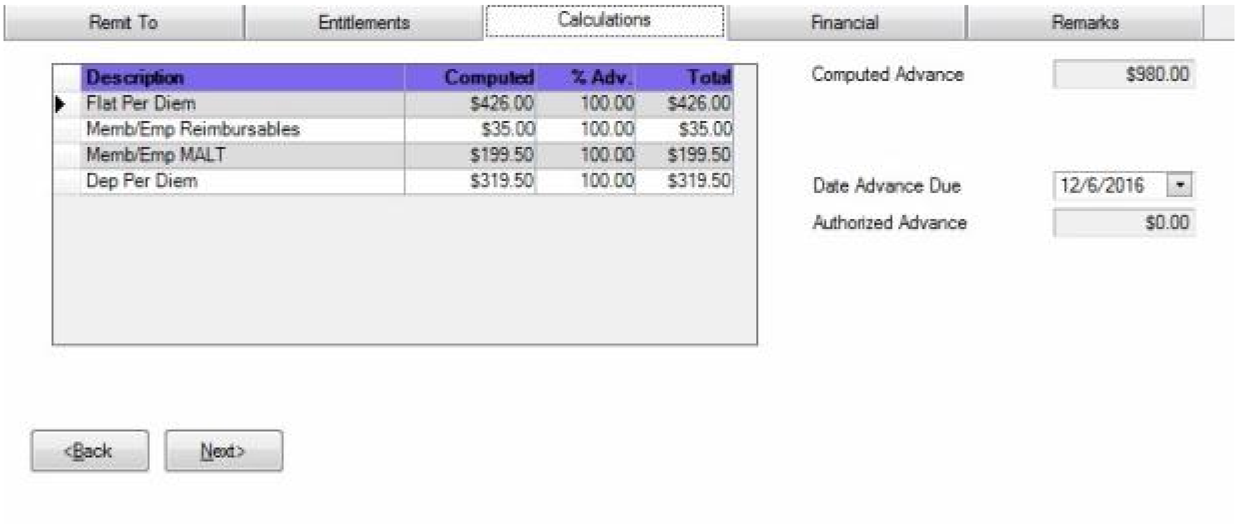
Use the following steps to "complete" the PCS Advance Reimbursables tab:

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

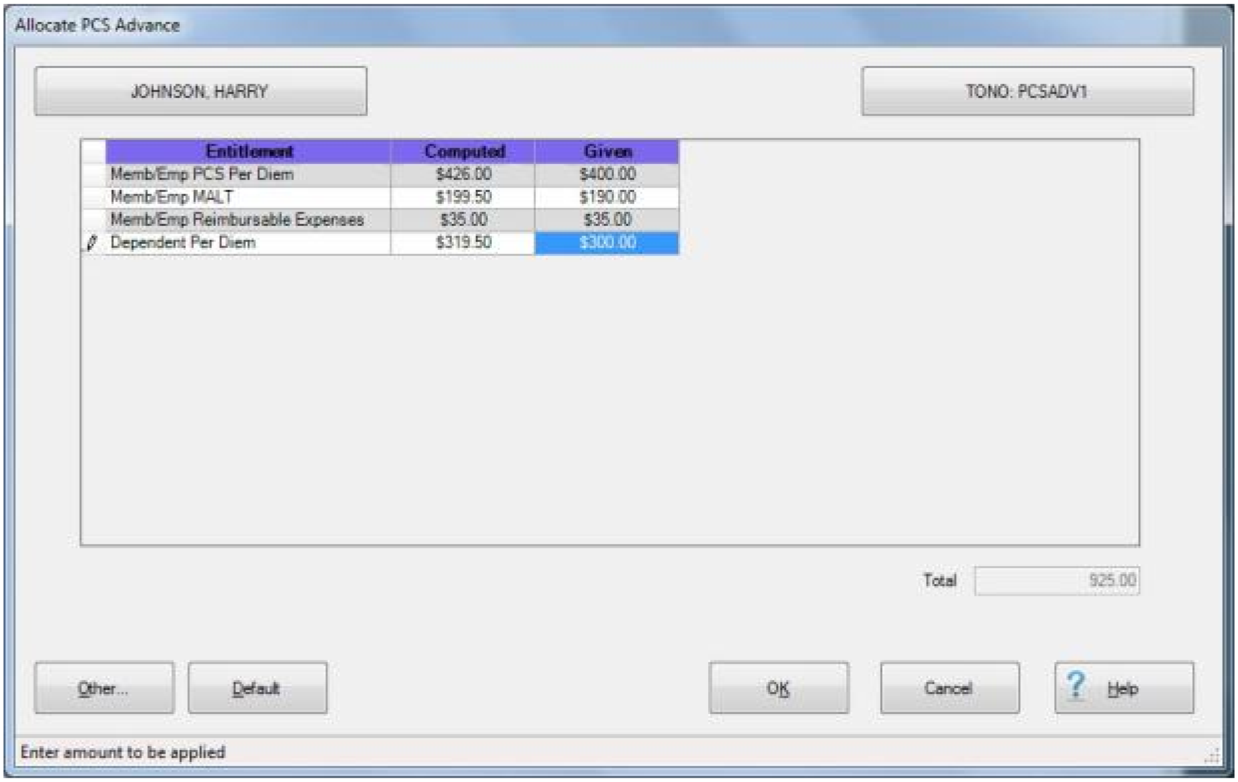
After completing the **Reimbursables** tab, IATS returns to the **Request for an Advance Against an Order** screen. To **view** a summary of the calculations for the advance request, **click** on the **Calculations** tab.



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.



4. 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.

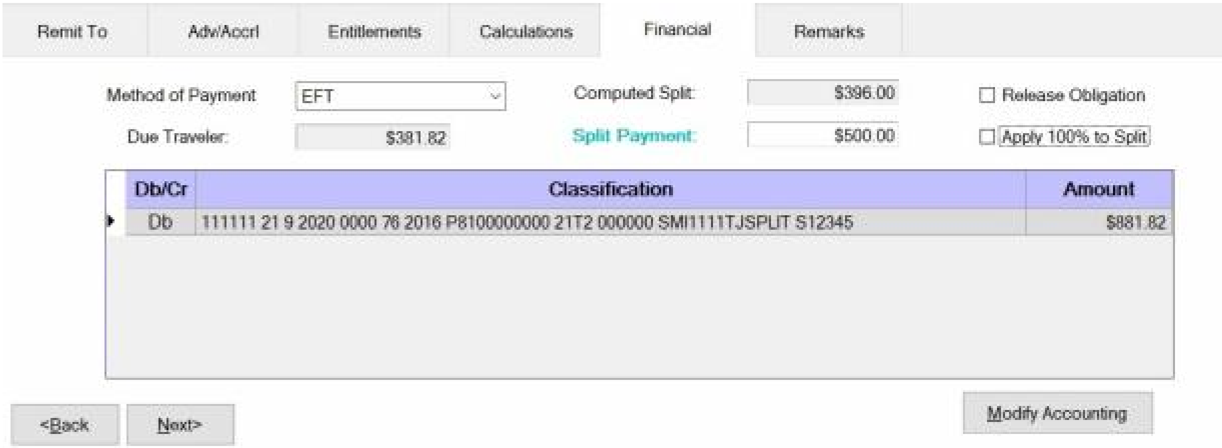
Tip: Users can **apply** all of the calculated **amounts** simply by **clicking** on the **Default** button.

5. After applying all of the desired amounts, **click** on the **OK** button.
6. 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.



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. I you wish to chose 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**.

Note: When the **EFT information** is **blank** or only the **IBAN information** is populated on the traveler profile, and the **GTCC number** is **populated**, IATS users can select **Check** or **EFT** as the "**Method of Payment**". If **Check** is selected no split payment is **allowed**. If **EFT** is selected however, IATS automatically sends the entire amount to the **GTCC** and you cannot **change** the split amount in this case.

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**. **Note** that this **check box** is only **visible** and **applicable** to **TPAX** users.

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**.

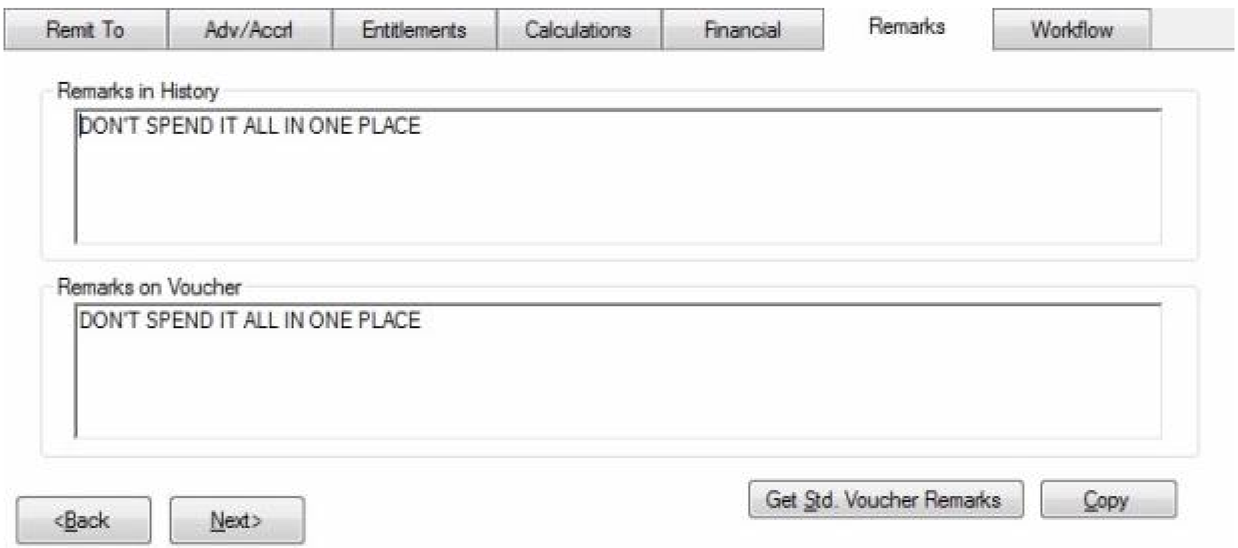
Refer to the **Help** topic, "Remarks - tab", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

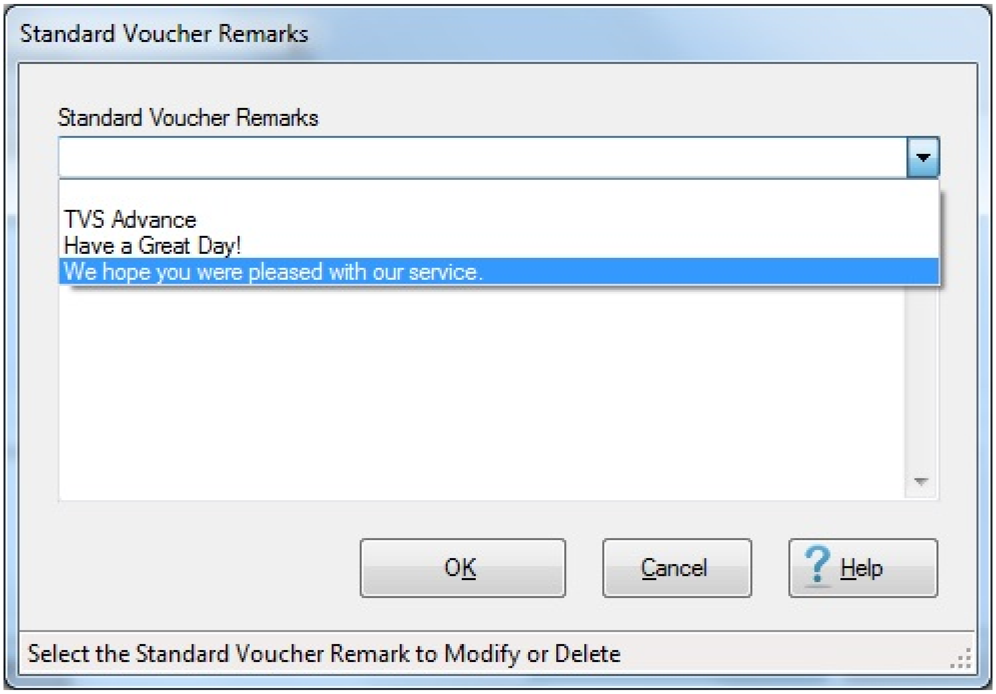
After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

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.



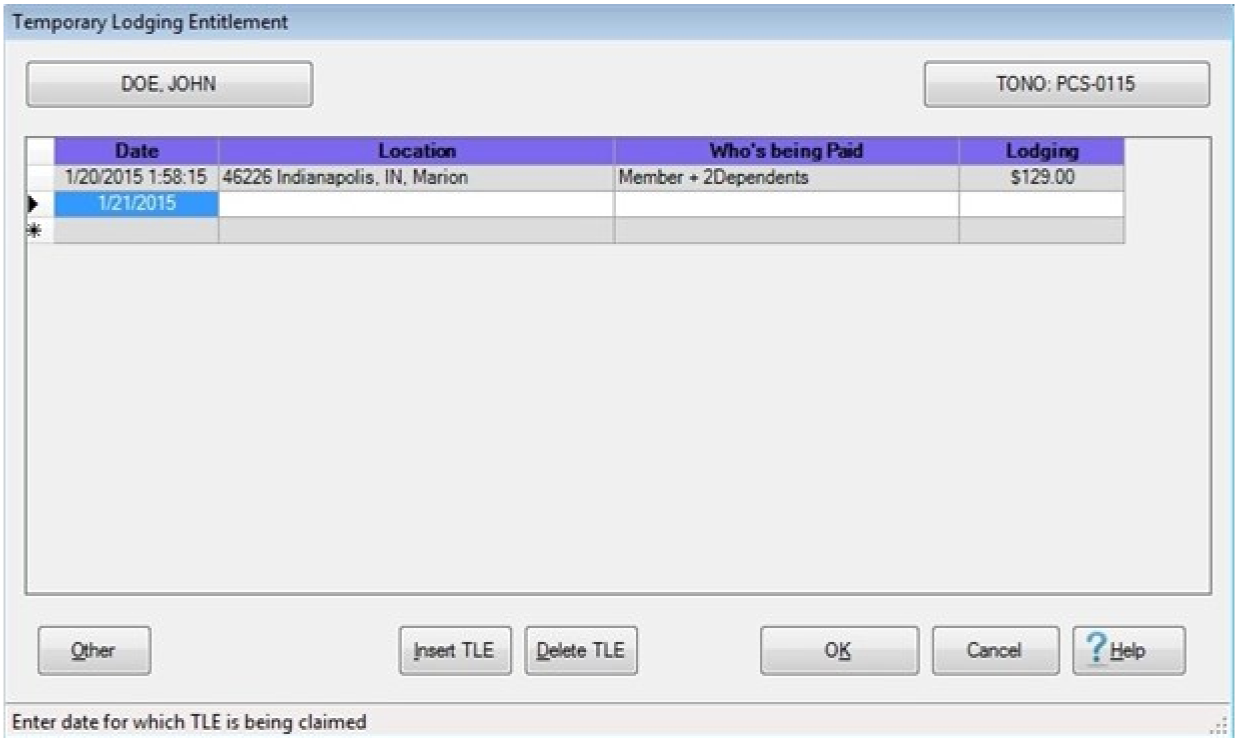
6. At the Standard Voucher Remarks screen, **click** on the *down* **arrow** to display a **list** of remarks and then **click** on the desired **remark**. The selected remark will be displayed in the **Remarks in History** text box. If you are satisfied with the remark, **click** on OK.
7. **Repeat** 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 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.



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.

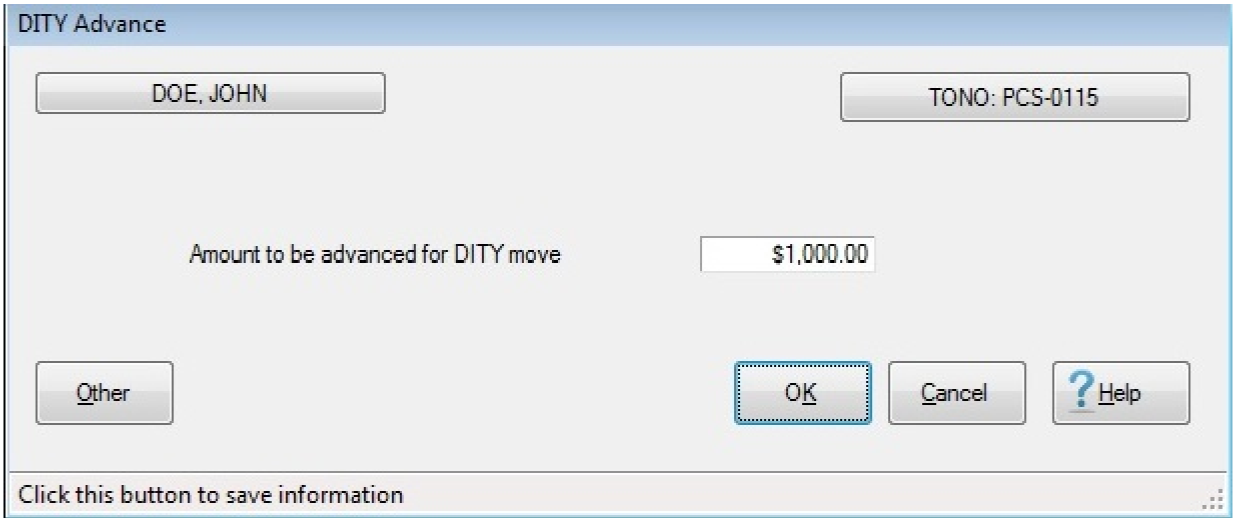
6. **Lodging:** At this field, **type** the total daily **lodging costs** incurred and **press** *Tab*.
7. After entering the lodging amount and pressing *Tab*, IATS automatically **displays** the **next** consecutive **date**. If TLE expenses are **applicable** for that day, simply **press** *Tab*, 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.



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.

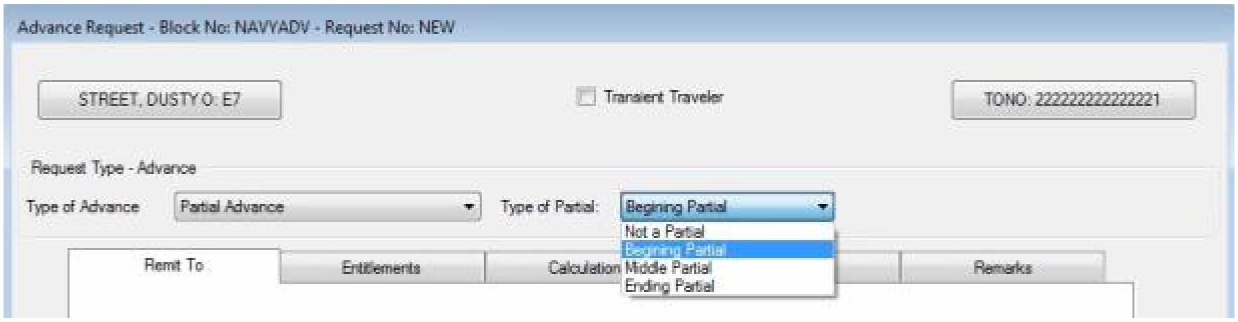
Click on the **See Also** button below for additional **information** on processing Partial Advances.

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**.

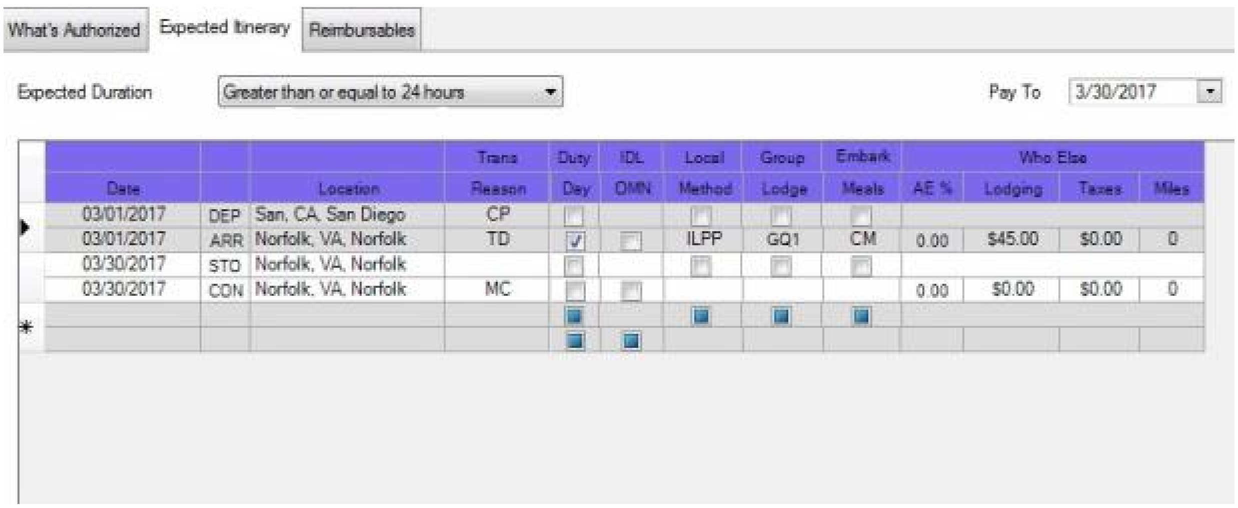
IATS allows the user to process an advance for the **beginning** period, **middle** periods, and an **ending** period.

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.



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.

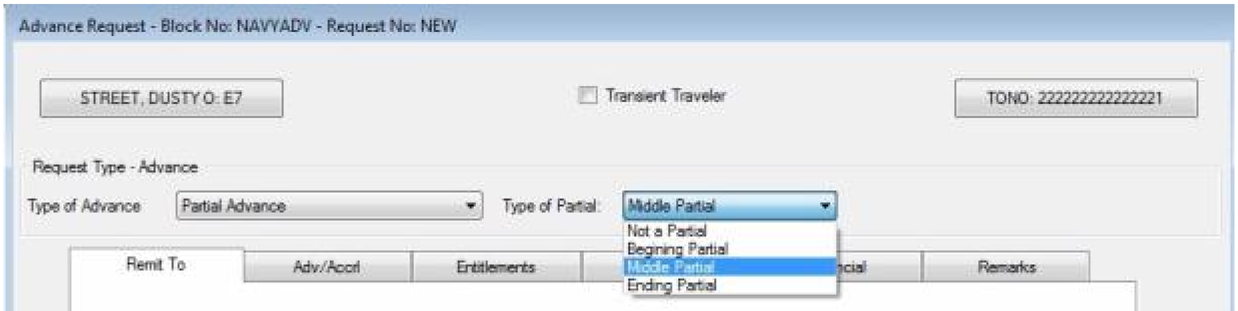
Click on the **See Also** button below and **select** the particular **topic** for additional **information** on working with **Partial Advances.**

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**.

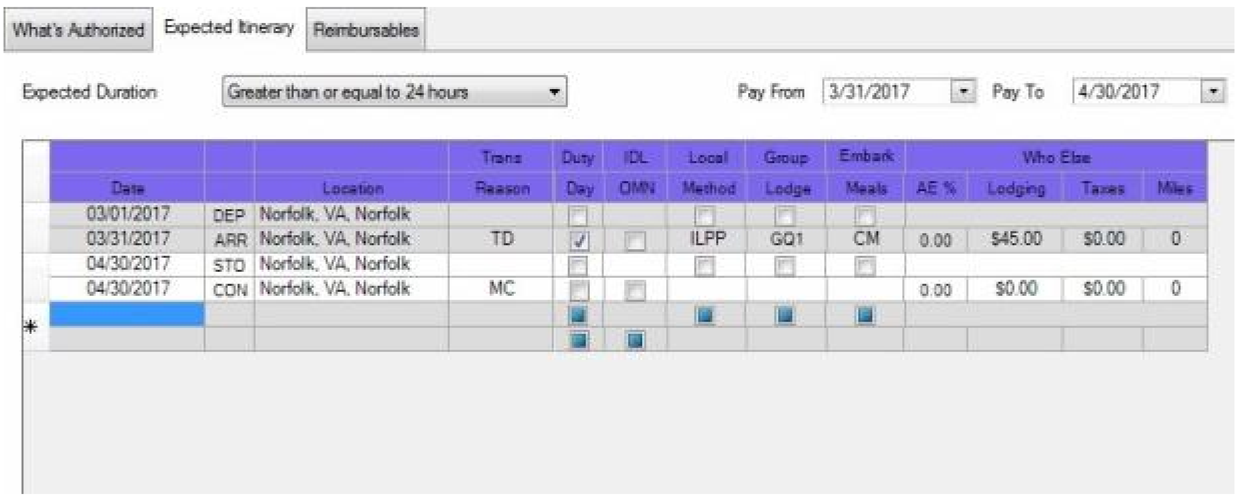
IATS allows the user to process an advance for the **beginning** period, **middle** periods, and an **ending** period.

Complete the following steps to "enter" a middle partial advance:



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.



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.

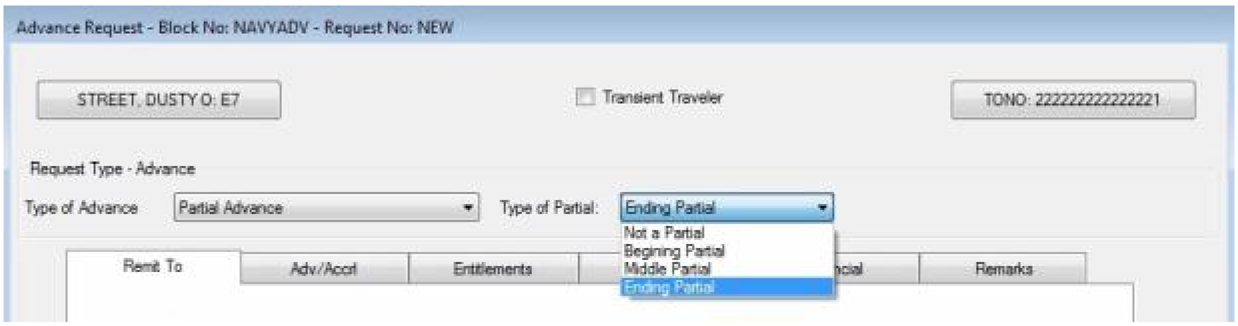
Click on the **See Also** button below and **select** the particular **topic** for additional **information** on working with **Partial Advances.**

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**.

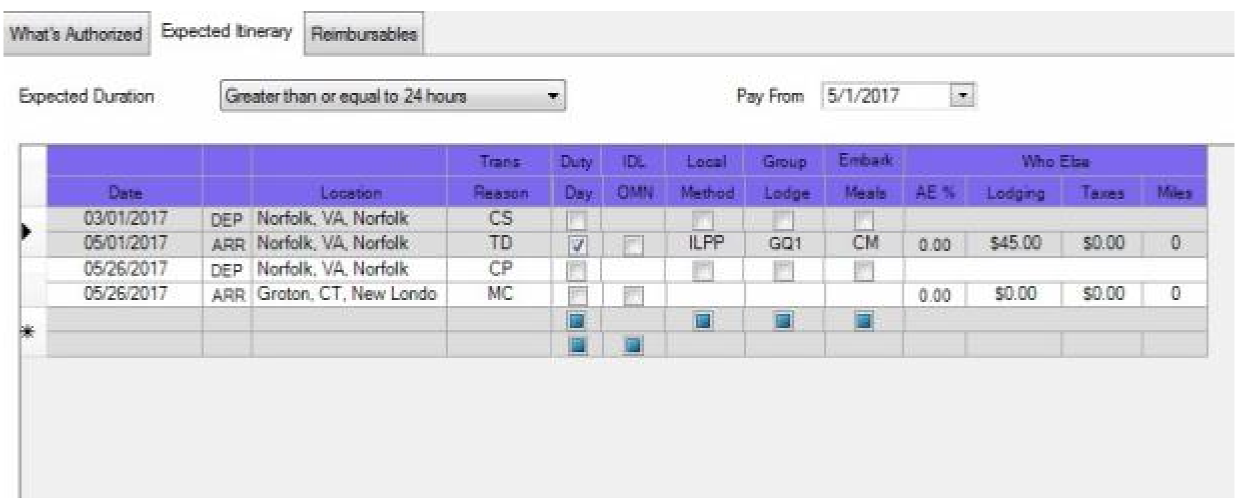
IATS allows the user to process an advance for the **beginning** period, **middle** periods, and an **ending** period.

Complete the following steps to "enter" an ending partial advance:



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.



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.

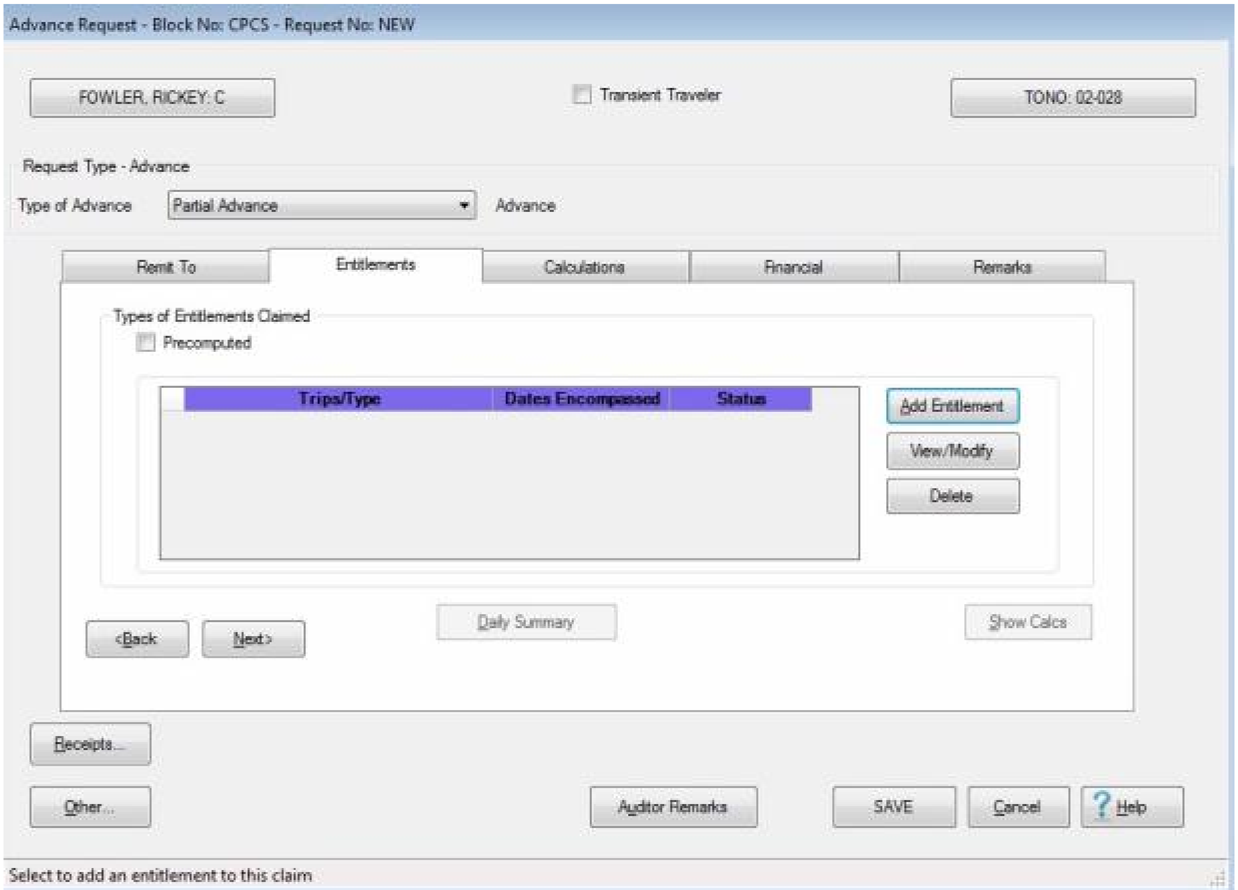
Note: After selecting a block using one of the (**3**) methods listed above, the **Request Selection** screen appears. At this screen, any **request for advance** already **logged** to the block is listed under the **Select Request(s)** section.

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.

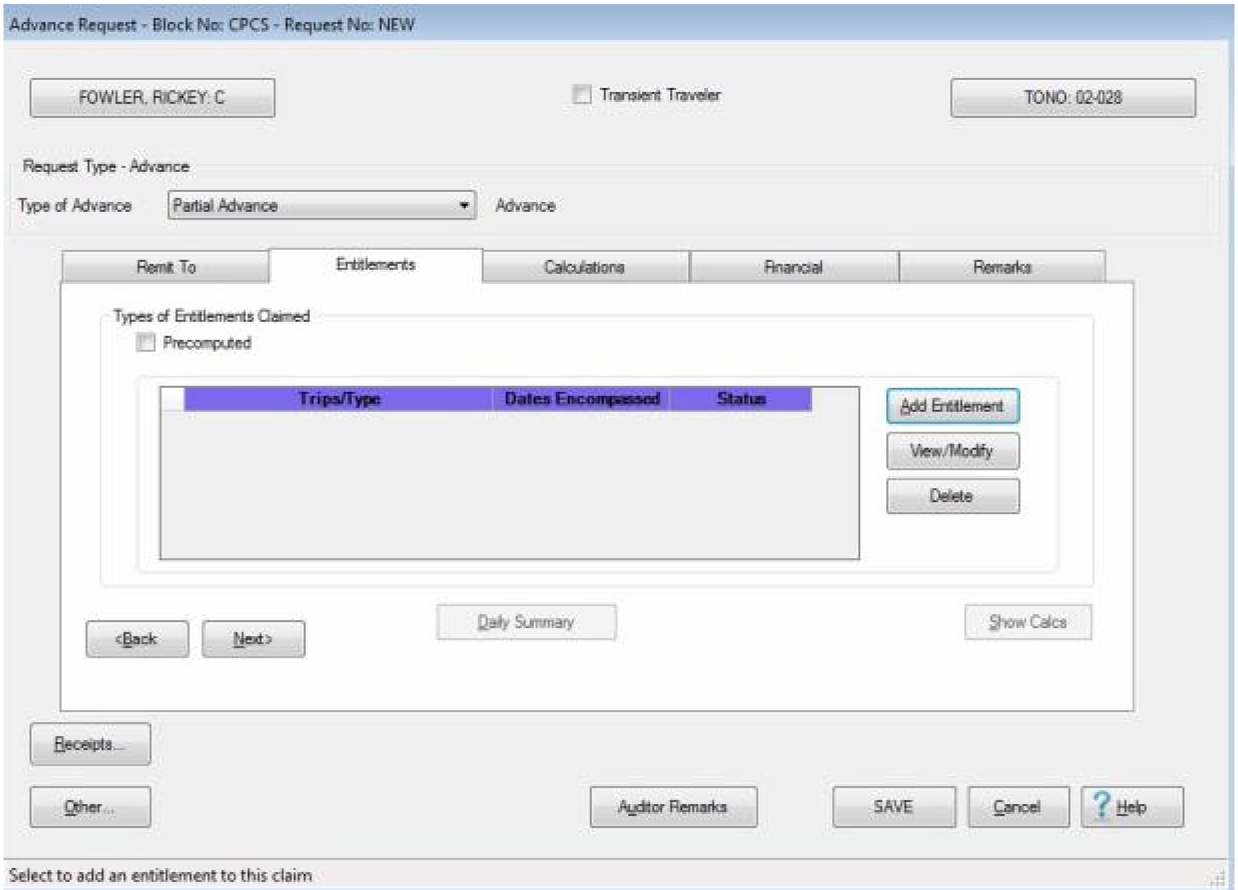
4. After selecting a request using one of the methods listed above, the **Advance Request** screen appears.



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 <u>not</u> **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 <u>defaults</u> 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. <u>If</u> the IATS user **changes** the **Remit To** address at this tab, the **change** will appear with a **red** background.

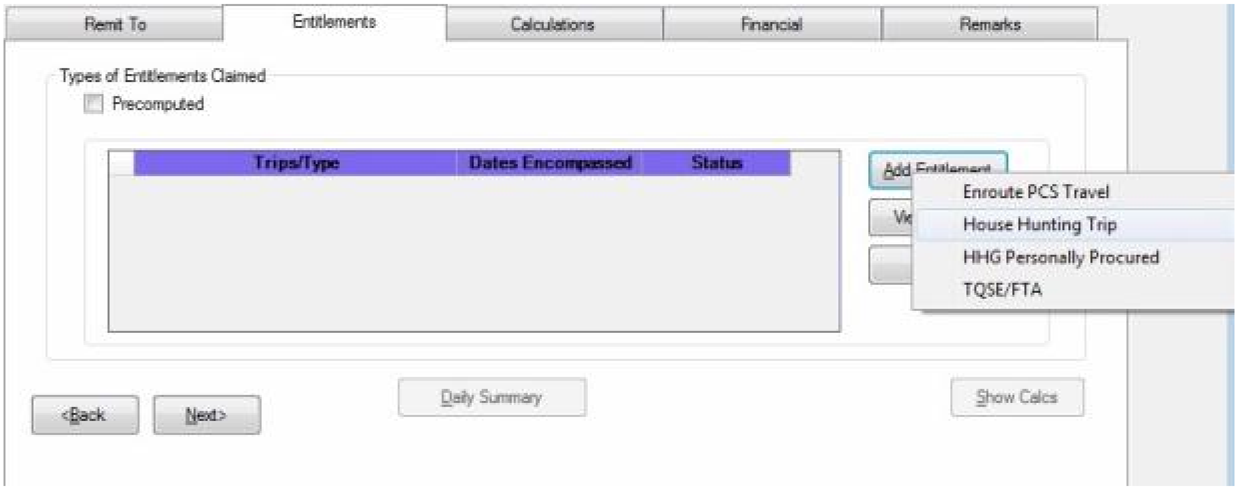
Note: Any changes made to the address at the **Remit To** tab will <u>only affect the advance being processed</u>. A **permanent** address **change** must be made at the **Traveler Profile** screen.

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, "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**.

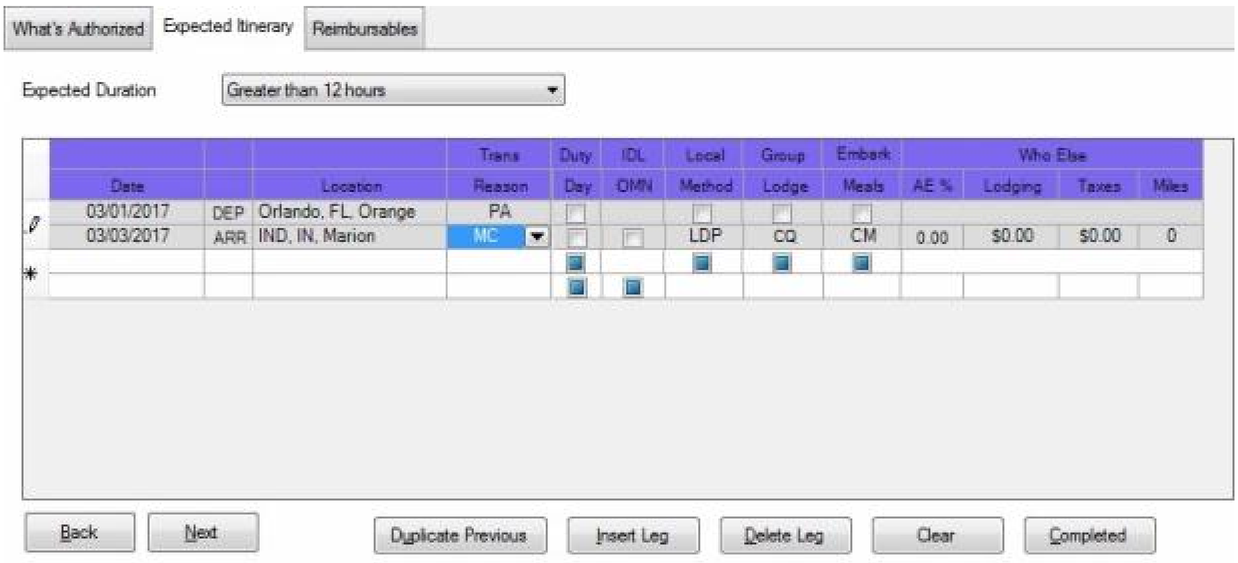
Tip: Multiple traveler's may be **selected** by **pressing** and **holding** the *Shift* **key** and then **clicking** on the desired **names**.

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.

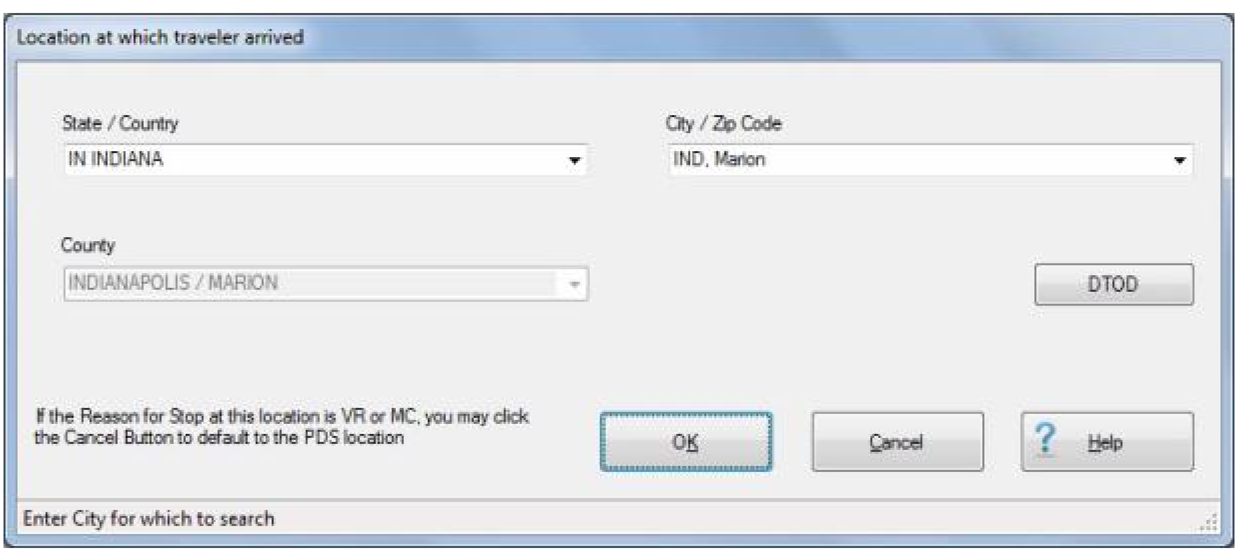
CIVPCS Expected Itinerary - tab

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.



Use the following steps to "complete" the Expected Itinerary tab:

1. **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.
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: -** 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.
4. **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.
5. **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.
6. **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**

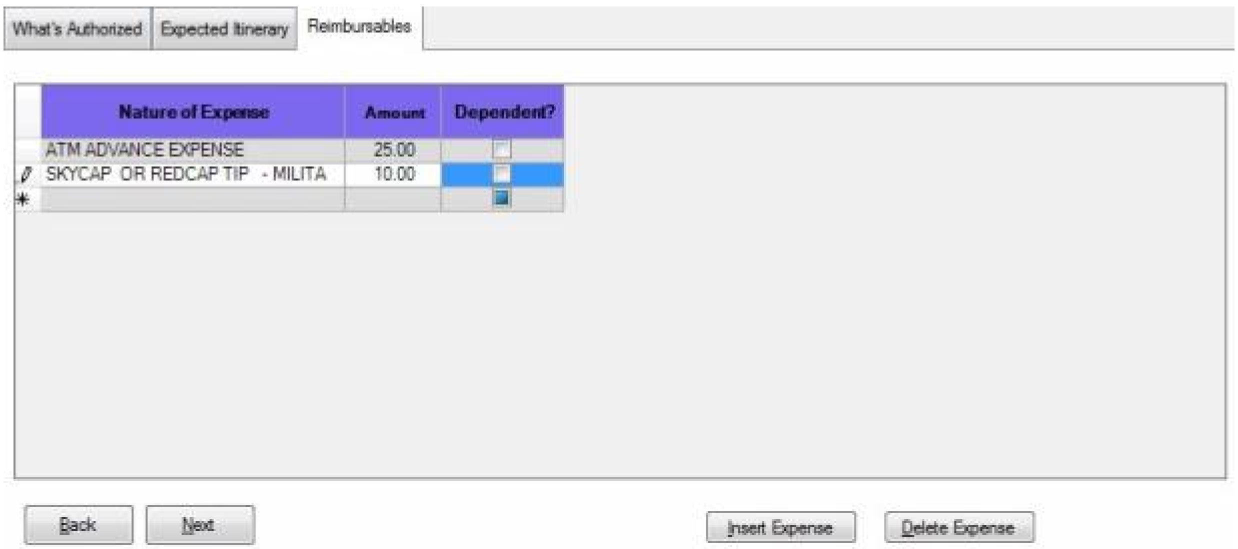
exceeds the authorized amount. If these taxes are entered into the **itinerary**, do not enter them again at the **Reimbursables** tab. The amount calculated for the taxes will appear on the **Calculations** tab after the trip has been completely entered.

- **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.



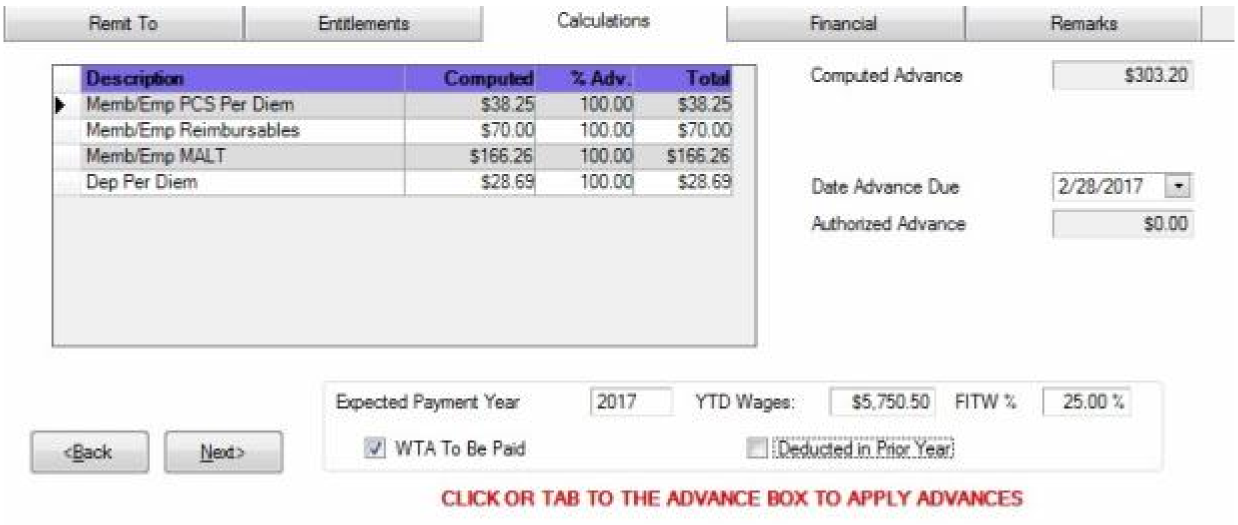
Use the following steps to "complete" the PCS Advance Reimbursables tab:

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

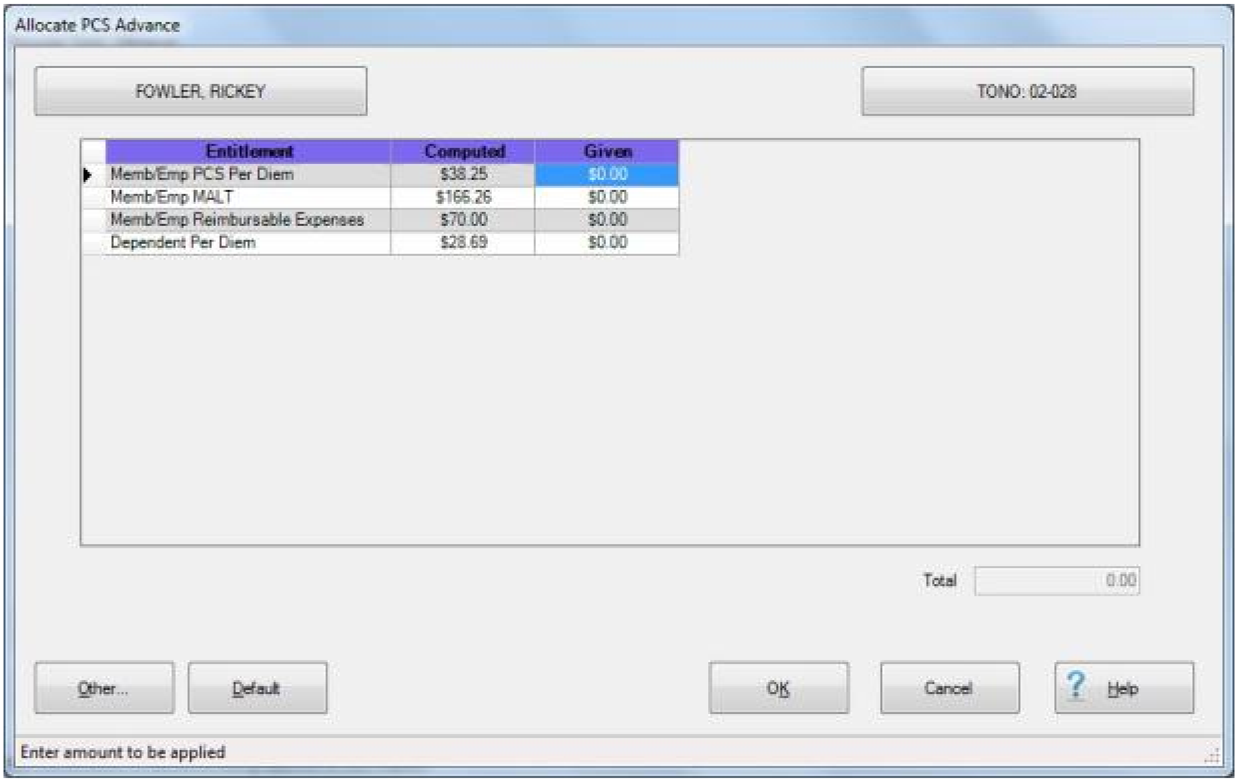
After completing the **Reimbursables** tab, IATS returns to the **Advance Request** screen. To **view** a summary of the calculations for the advance request, **click** on the **Calculations** tab.



Note: At this tab, a **summary** of the **calculations** is displayed by <u>expense</u> **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 <u>reflects</u> the **amount** that may be advanced <u>after</u> the **limitation** is **applied**.

Use the following steps to "complete" the Advance Calculations tab:

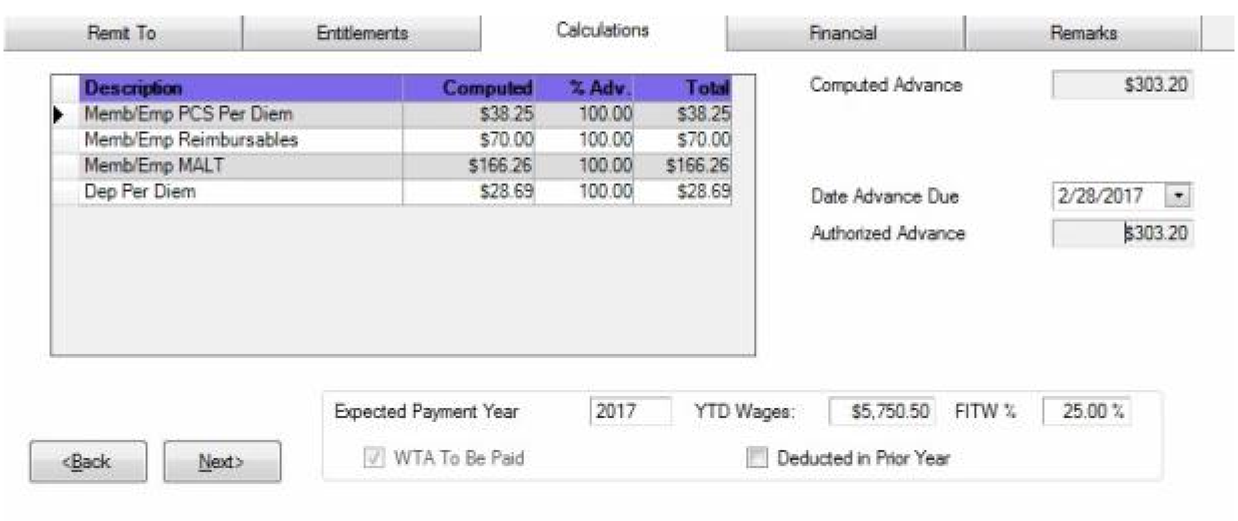
1. **Computed Advance:** - The **amount** shown at this field represents the **total amount** calculated by IATS that is **allowed** to be paid.
2. **Date Advance Due:** - The <u>current</u> **date** <u>defaults</u> to this field. If this date is **correct**, <u>no action</u> is necessary. <u>If not</u>, **click** in this field and **type** the <u>desired</u> **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.



4. At this screen, the **amount** <u>calculated by IATS</u> for the particular entitlement **appears** in the **Computed** field. Users <u>must</u> **click** in the **Given** field, for each entitlement being advanced, and **type** the **amount** <u>to be paid</u>.

Tip: Users can **apply** <u>all</u> of the <u>calculated</u> **amounts** simply by **clicking** on the **Default** button.

5. After applying all of the desired amounts, **click** on the **OK** button. IATS **returns** to the **Calculations** tab.

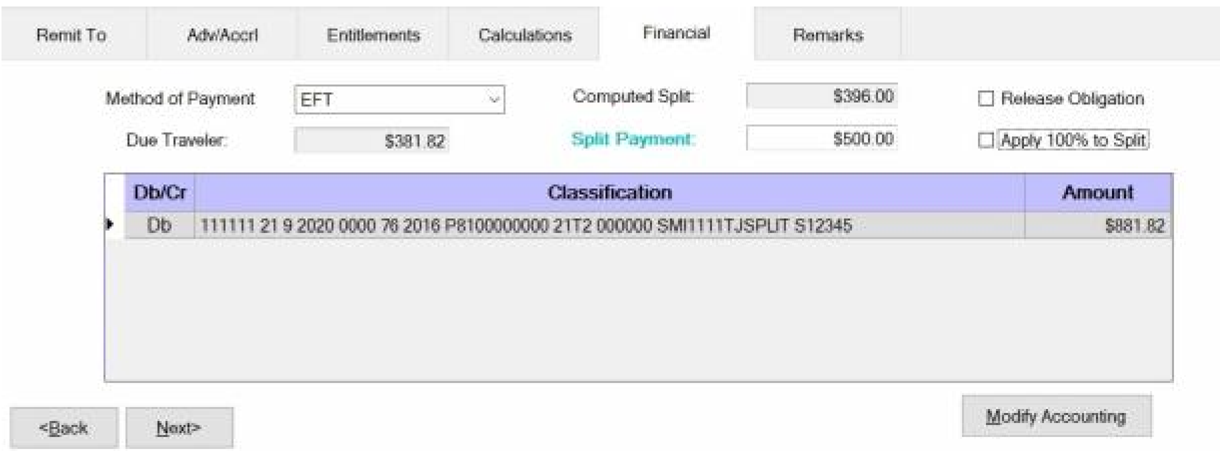


6. **Expected Payment Year: - Enter** the **year** in **YYYY** format for the year the payment is <u>expected</u> to be made.
7. **YTD Wages: - Enter** the **amount** for the employee's **year to date wages**.
8. **FITW %: -** If the <u>default</u> **percentage** for the **FITW** withholding is <u>incorrect</u>, **enter** the <u>correct</u> **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.



Use the following steps to "complete" the Financial tab:

1. **Method of Payment: -** The <u>default</u> value is **EFT** if the traveler's account is active for EFT payments. I you wish to chose a <u>different</u> method of payment, **click** on the *down* **arrow** button to display a list of payment options and then **click** on the <u>desired</u> **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 <u>not</u> already **populated** by double clicking in the **Computed Split** field, **click** in this field and **type** the dollar **amount** <u>specified</u> by the traveler to be **sent** <u>directly</u> to the **company** providing the **Government Credit Card**. This option is <u>only</u> available if the **method** of payment is **EFT**.

Note: When the **EFT information** is **blank** or only the **IBAN information** is populated on the traveler profile, and the **GTCC number** is **populated**, IATS users can select **Check** or **EFT** as the "**Method of Payment**". If **Check** is selected no split payment is **allowed**. If **EFT** is selected however, IATS automatically sends the entire amount to the **GTCC** and you cannot **change** the split amount in this case.

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**. **Note** that this **check box** is only **visible** and **applicable** to **TPAX** users.
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**.

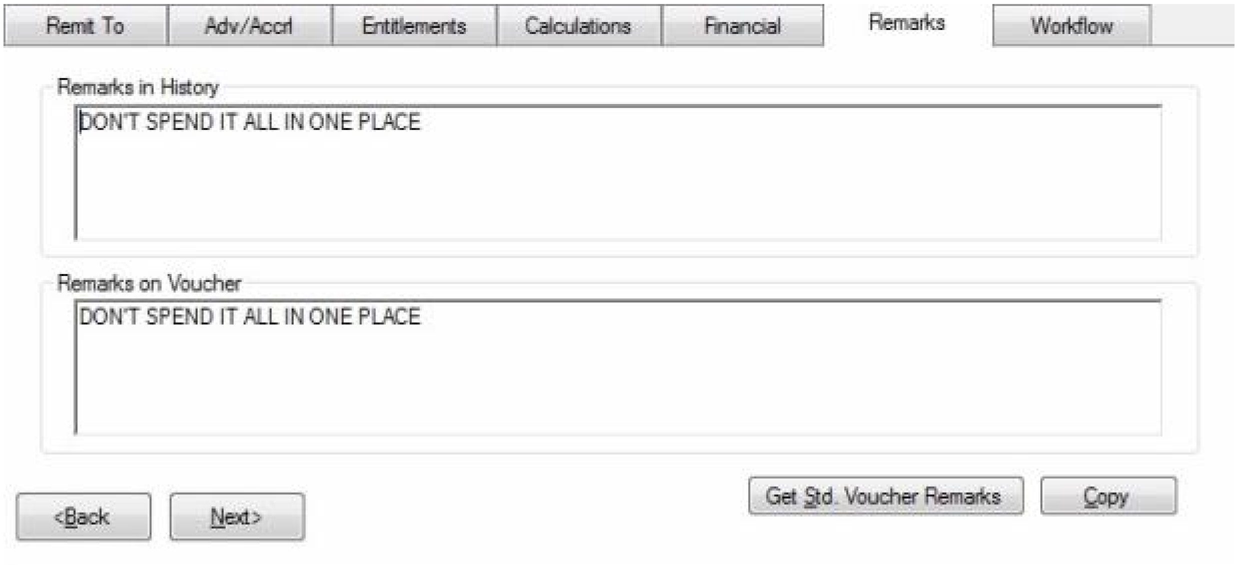
Refer to the **Help** topic, "Remarks - tab", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

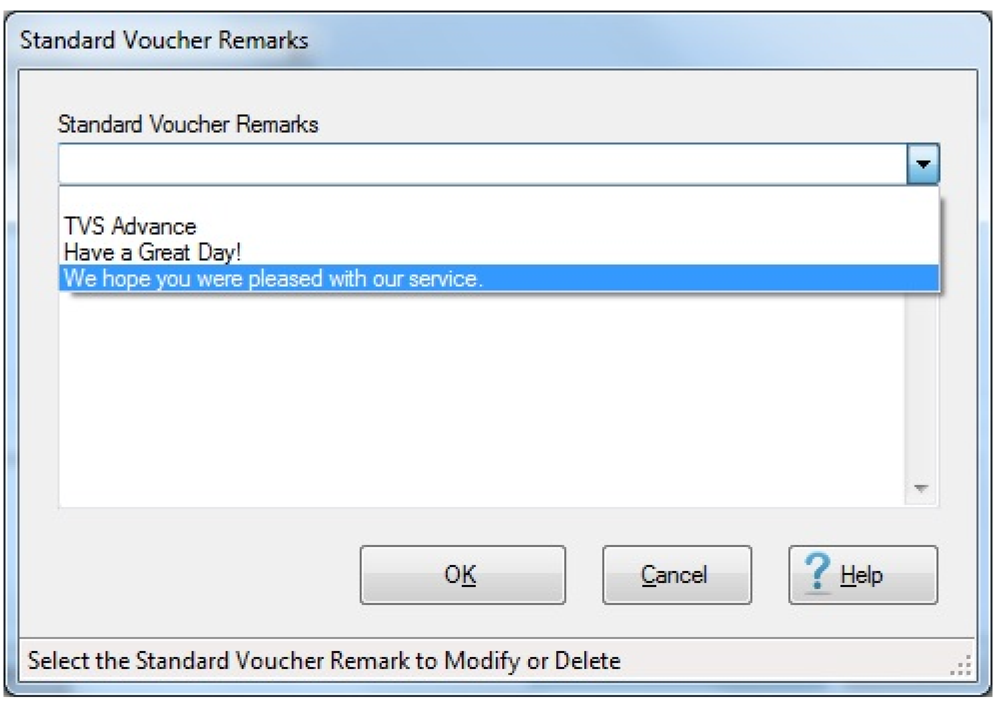
After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

Use the following steps to "complete" the Remarks tab:

1. **Click** on the **Remarks** tab. The following screen appears:



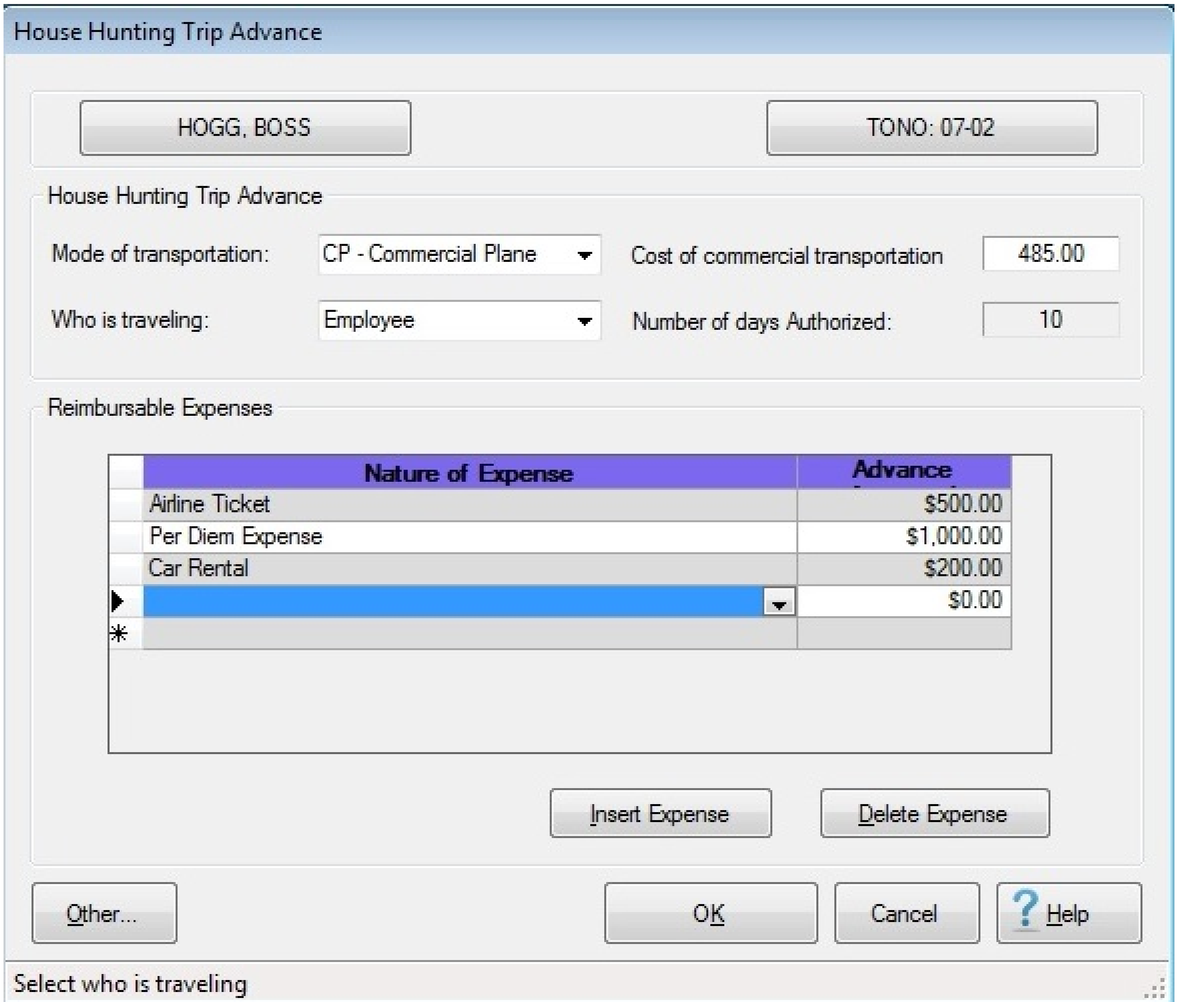
2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **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.



Use the following steps to "complete" the House Hunting Trip Advance screen:

1. **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.

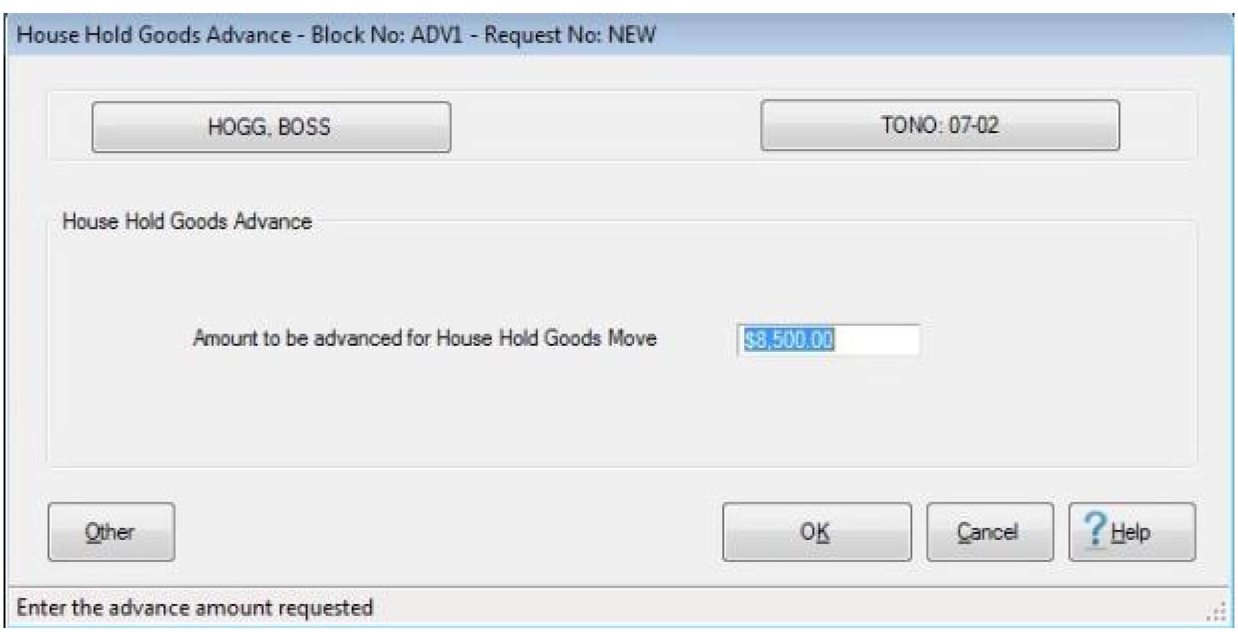
2. **Cost of Commercial Transportation:** If the selected mode of transportation is commercial, **type** the dollar **amount** for the traveler's **cost** for commercial transportation procured at personal expense and **press** *Tab* to continue.

3. **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.



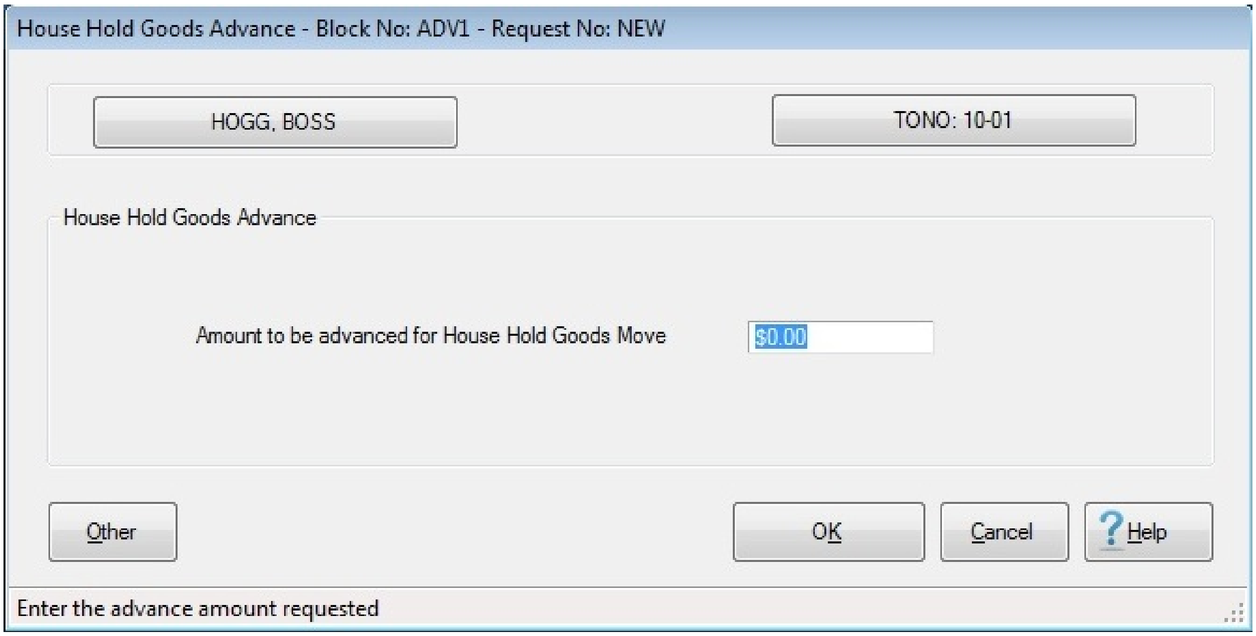
Use the following steps to "complete" the House Hold Goods Advance screen:

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.



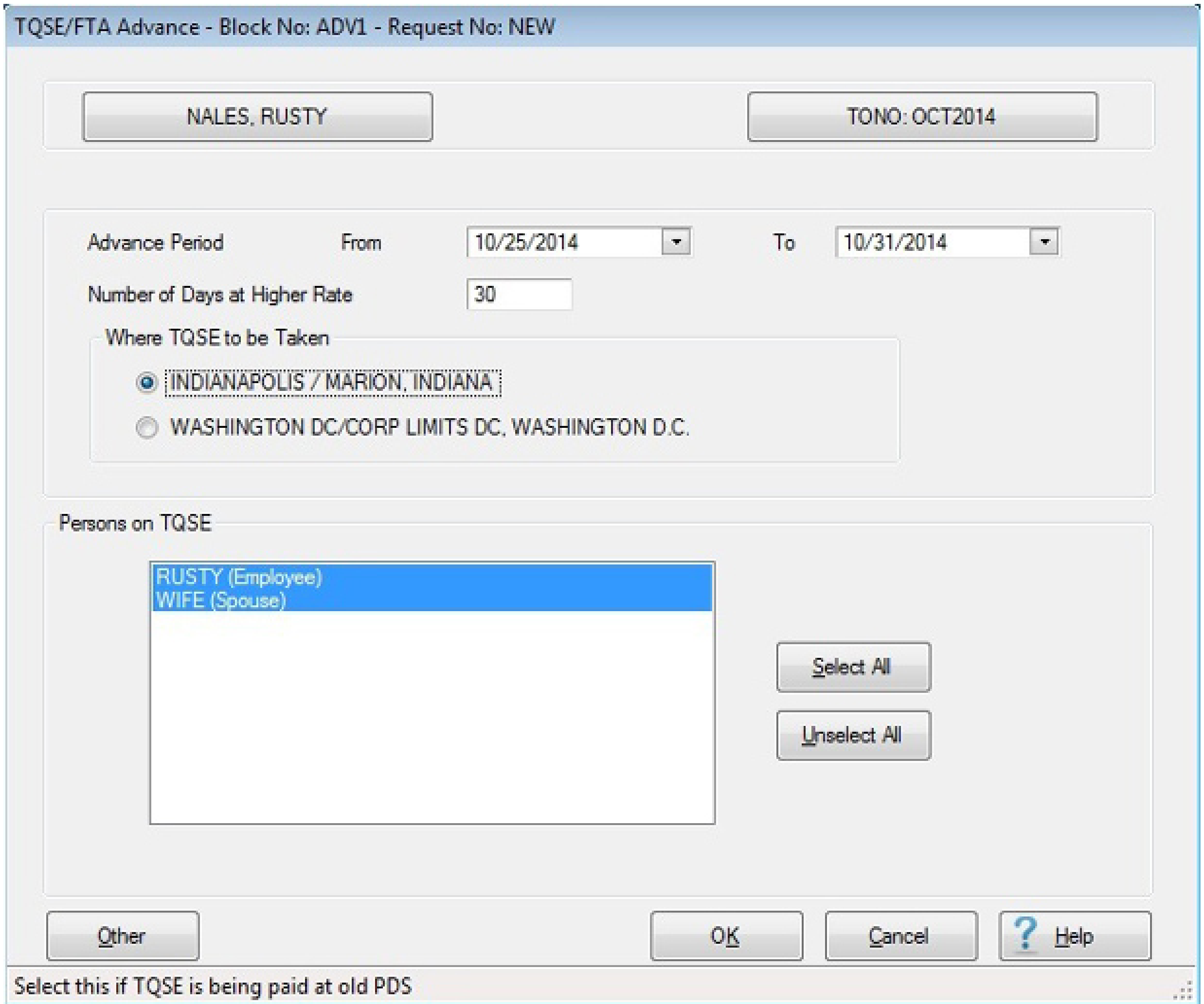
Use the following steps to "complete" the Personally Procured Advance screen:

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.



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.

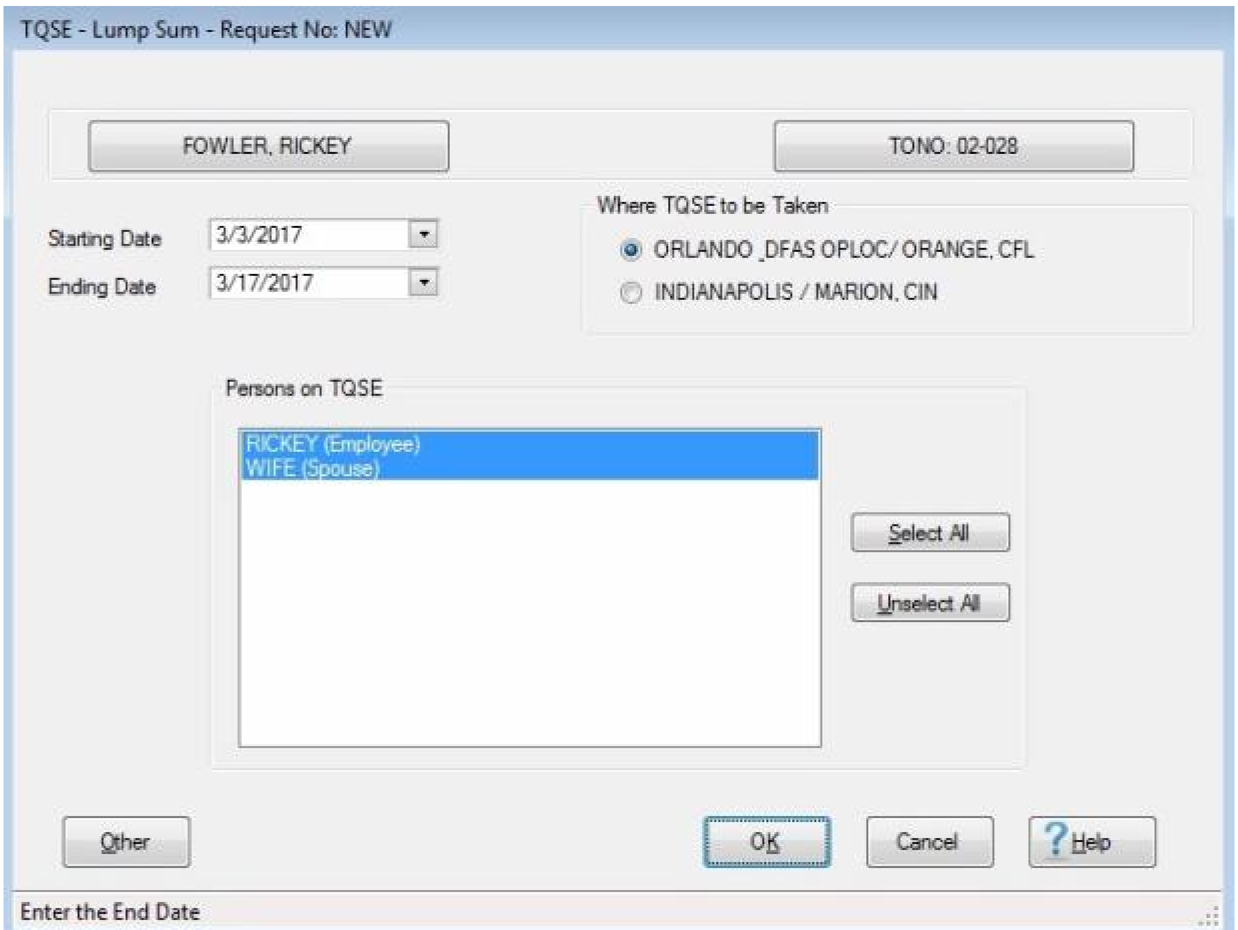
9. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

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:



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**.

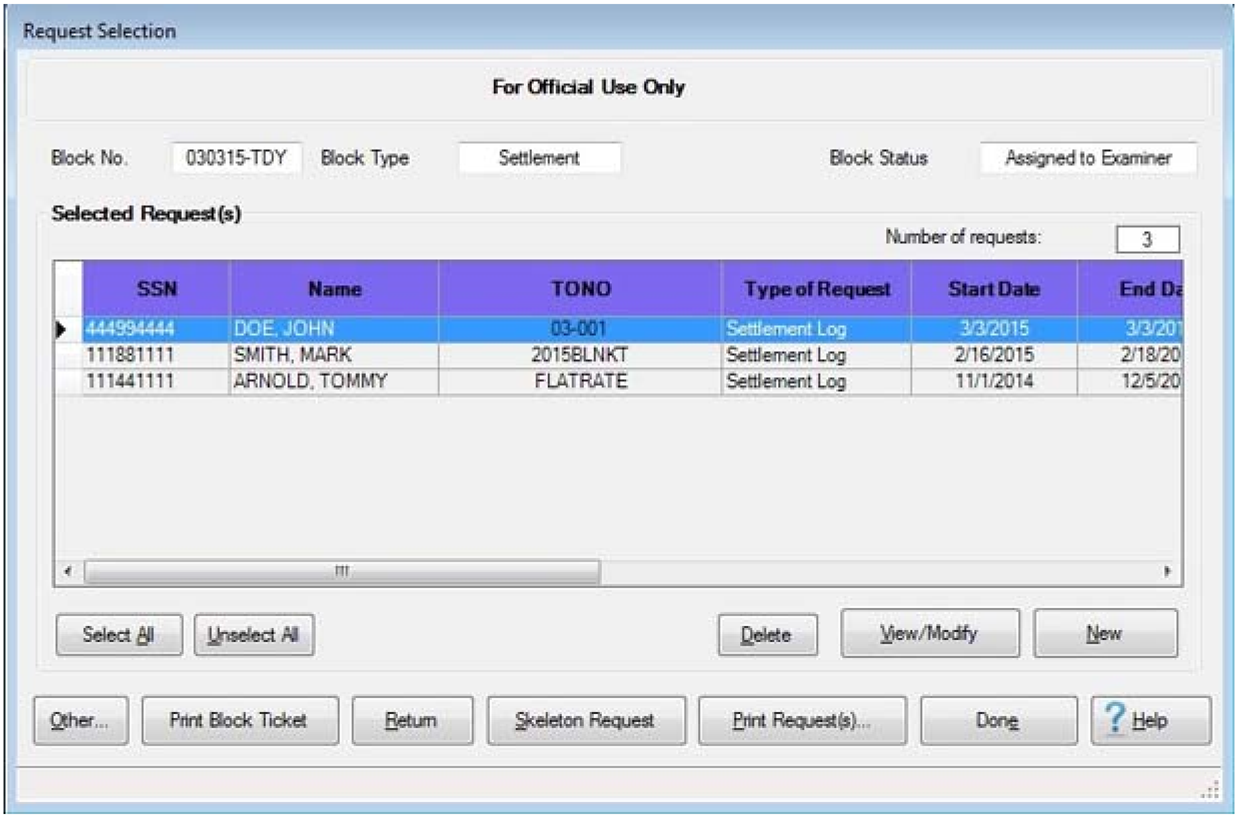
In other Help **topics**, the creation of a travel account and travel order was demonstrated. In addition, users were introduced to creating block tickets, logging incoming requests, and assigning block tickets to voucher examiners for processing. These topics covered the essential steps required before 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.

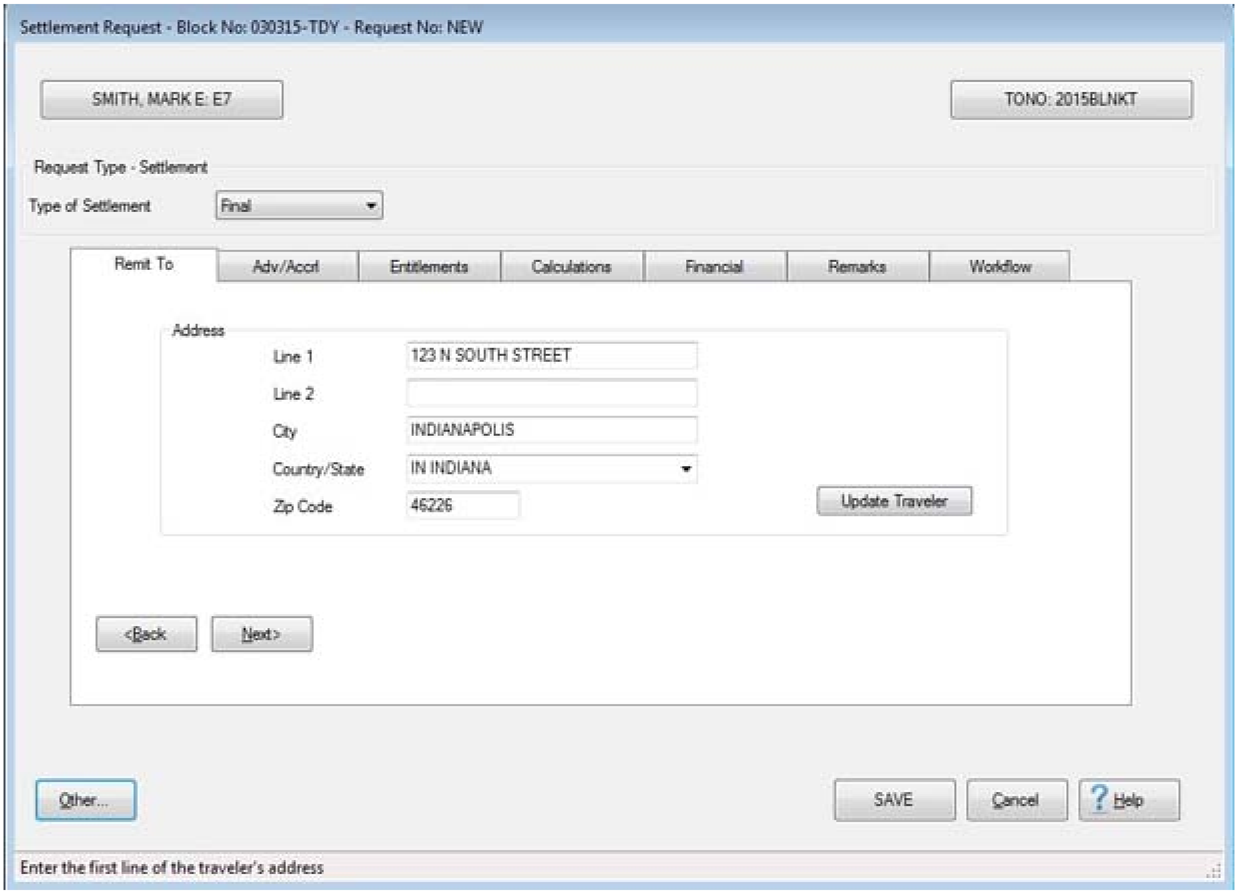


3. At the **Request Selection** screen, **select** a request through one of the following methods:

- **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.

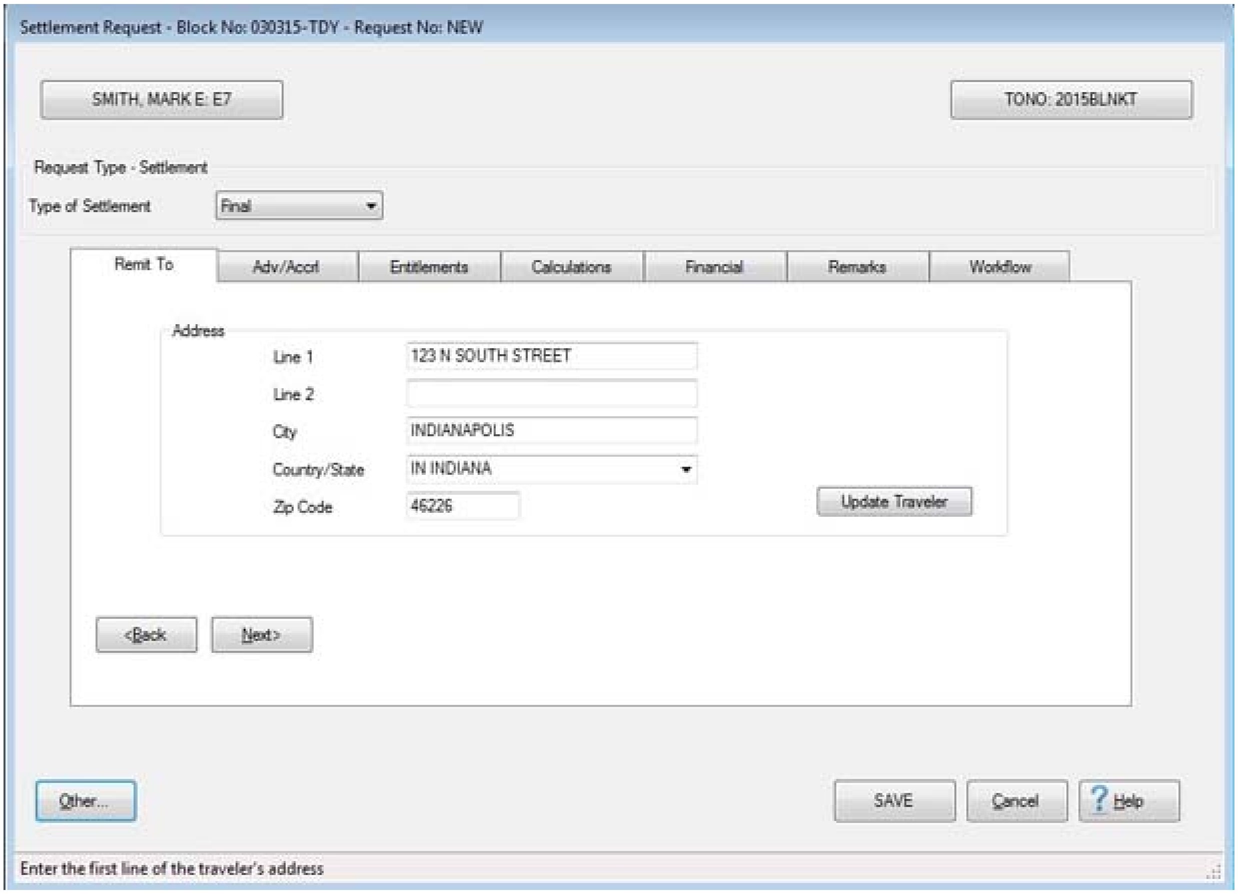
4. After selecting a request using one of the methods listed above, the **Settlement Request** screen appears.



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.



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/Accrl** tab or the **Next** button to proceed. **Refer** to the **Help** topic, "Adv-Accrl 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.

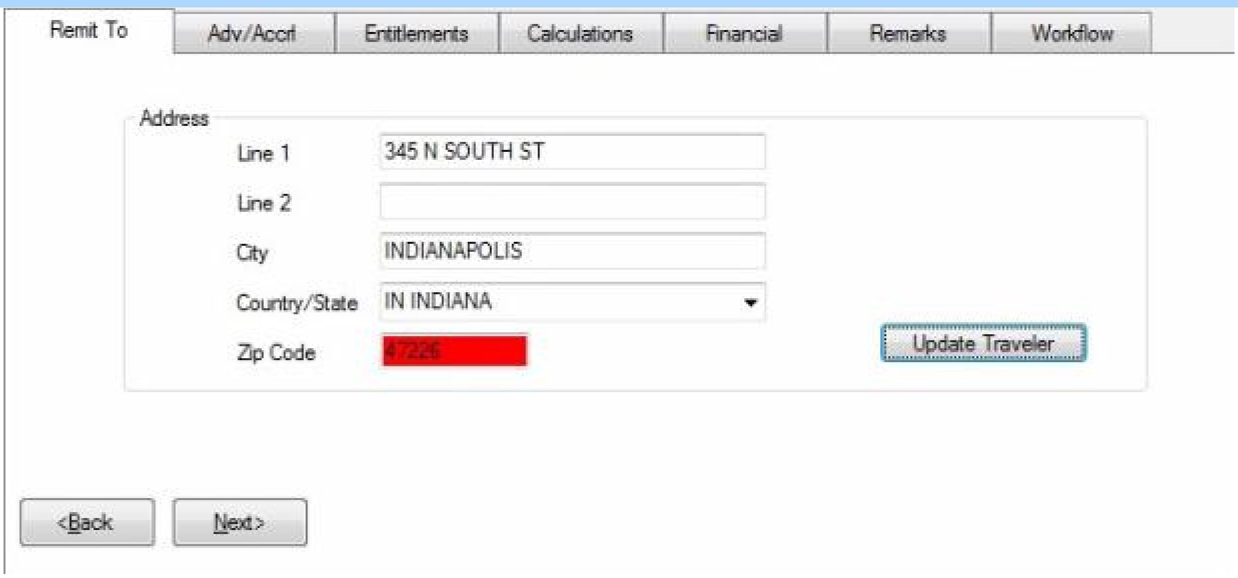
Remit To - tab

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.



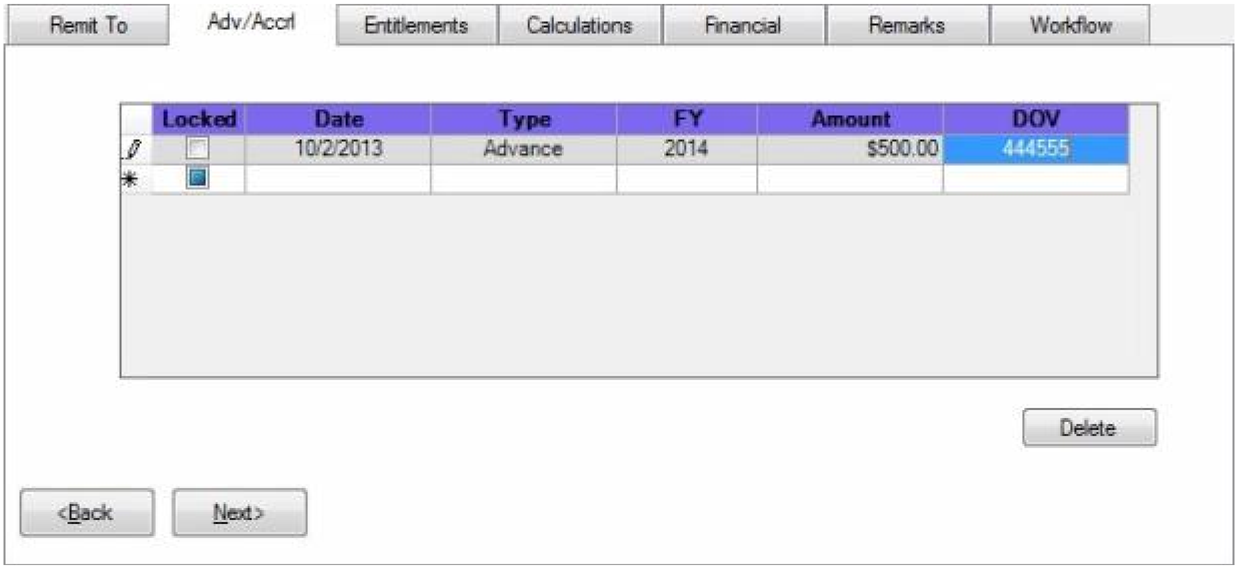
After reviewing or making changes to the address at this tab, **click** on the **Adv/Accrl tab** or the **Next** button to continue.

Refer to the **Help** topic, "Adv-Accrl - tab", for additional instructions.

Adv-Accrl - 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/Accrl** tab. If the information does not **appear** at the **Adv/Accrl** 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.



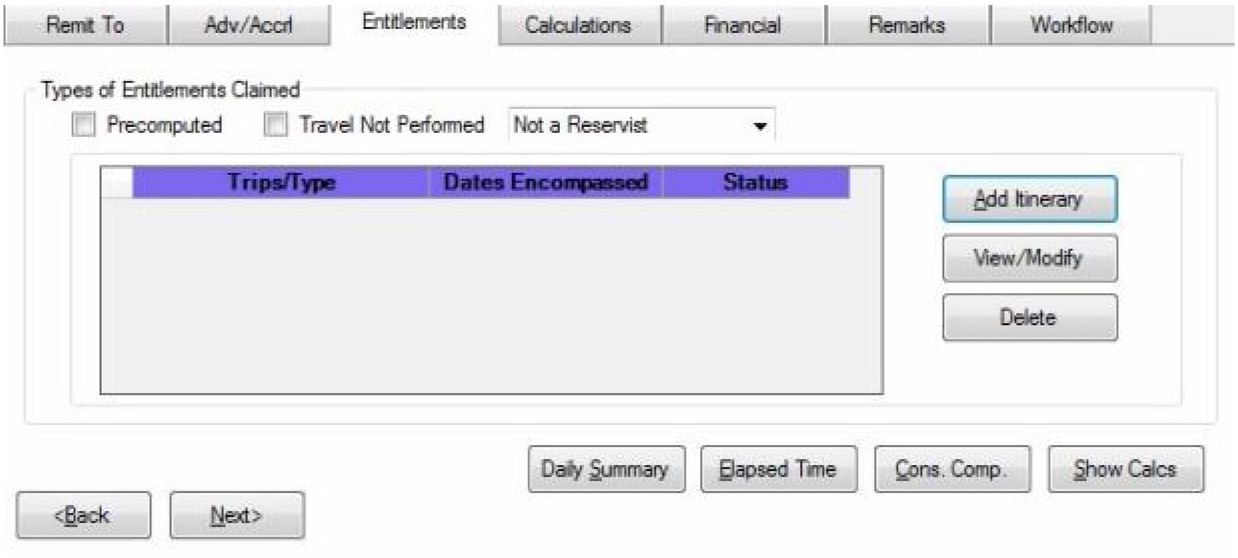
Complete the following steps to "enter" the advance details at the Adv/Accrl tab:

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/Accrl** 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**.



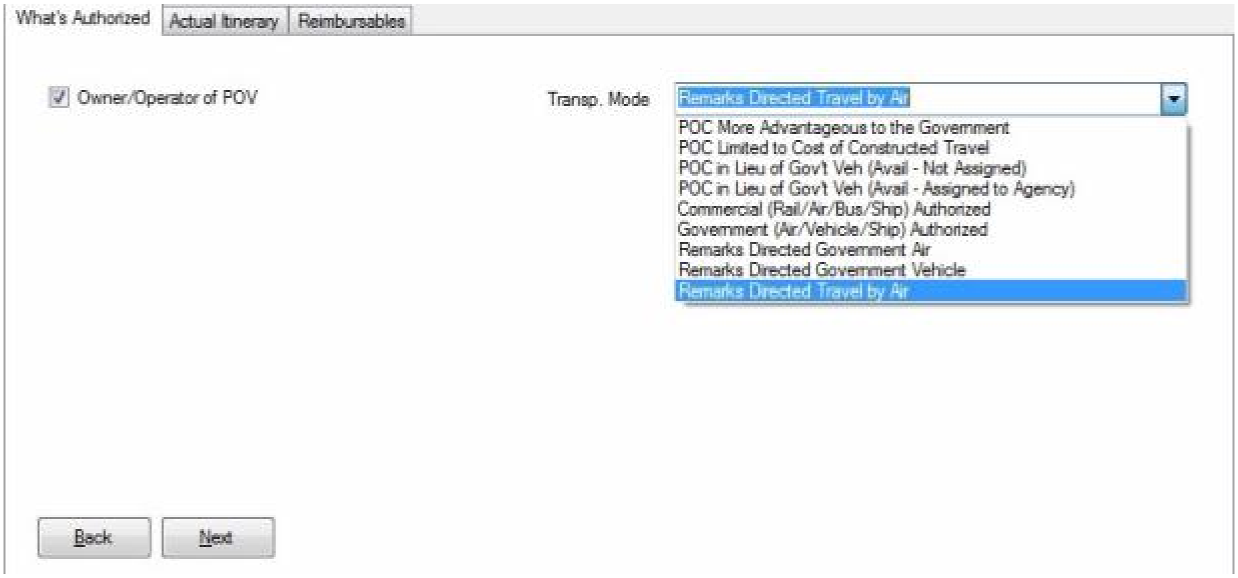
Use the following steps to "complete" the Entitlements tab:

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 **by-pass** 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**.



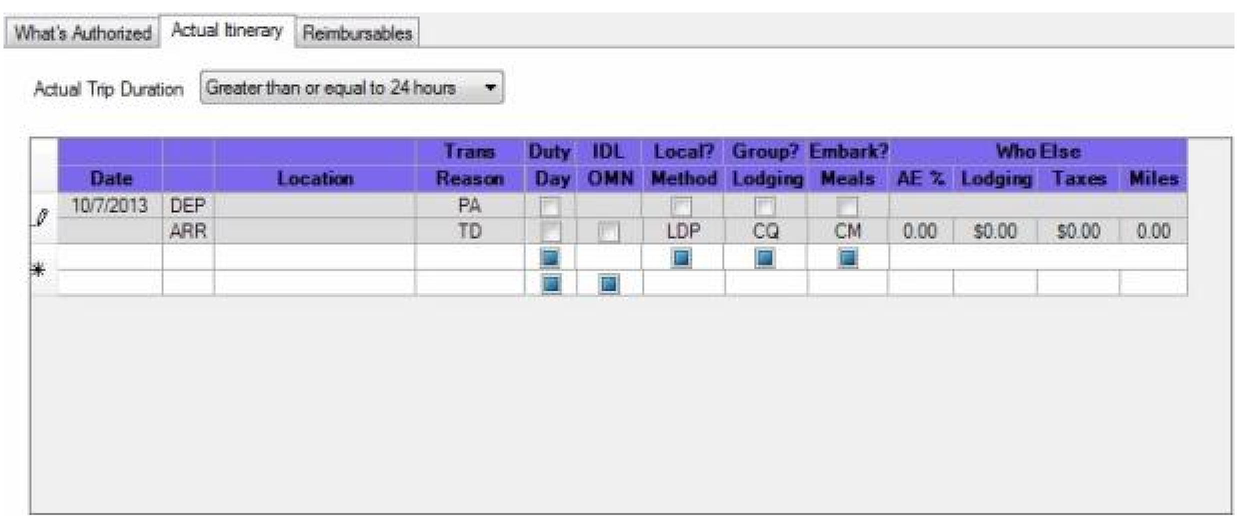
Use the following steps to "complete" the What's Authorized tab:

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.



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**.

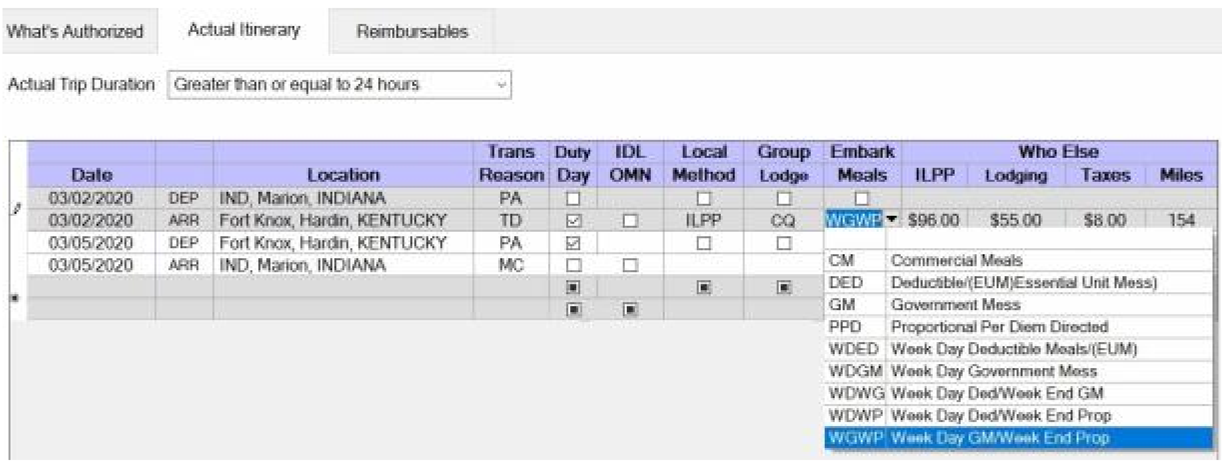
Tip: When **SAE** is selected as the Method of Reimbursement, the user must **click** on the **Exceptions** button after completing the itinerary and then **enter** the **amounts** spent for **M&IE** at the **Daily Exceptions** screen.

- **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**.
- **SFC: - Special Family Considerations:** This method is used with **evacuation** travel claims when the traveler **stops** at a **Safe Haven** or **Designated Location**. **Refer** to the **travel orders** or your office **policy** to see if the option is **applicable** as it will **affect** the **per diem** calculations depending on the **family configuration**.

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.



Note: Following is a **list** of **meal types** that are **programmed**. IATS will **compute** the **reimbursement** to the traveler based on the **selection** made from the *drop down* **list** at the **Meals** field.

- **CM - Commercial Meals:** When this meal type is selected, travelers are reimbursed for meals based on the allowable per diem rate for the locality.
- **DED - Deductible Meals:** When this meal type is selected, travelers are not reimbursed for the cost of meals since they are being provided at no cost.
- **GM - Government Mess:** When this meal type is selected, travelers are reimbursed for the cost of a meal at a Government Dining Facility.
- **PPD - Proportional Per Diem Directed:** When this meal type is selected, travelers are reimbursed at the Proportional Meal rate for the locality.
- **WDED - Week Day Deductible:** When this meal type is selected, travelers are not reimbursed for the cost of meals for weekdays since they are being provided at no cost.
- **WDGM - Week Day Government Mess:** When this meal type is selected, travelers are reimbursed for the cost of a meal at a Government Dining Facility during weekdays.

- **WDWG - Week Day Deductible/Week End Government Mess:** When this meal type is selected, travelers are not reimbursed for the cost of meals for weekdays since they are being provided at no cost. On the weekends, however, they are reimbursed for the cost of a meal at a Government Dining Facility.
- **WDWP - Week Day Deductible/Week End Proportional:** When this meal type is selected, travelers are not reimbursed for the cost of meals for weekdays since they are being provided at no cost. On the weekends, however, they are reimbursed at the Proportional Meal rate for the locality.
- **WGWP - Weekday Government Mess/Week End Proportional:** When this meal type is selected, travelers are reimbursed for the cost of a meal at a Government Dining Facility during weekdays. On the weekends, however, they are reimbursed at the Proportional Meal rate for the locality.

These programmed meal types **prevent** you from having to **access** the **Exceptions to Daily Expenses** screen and manually **change** the **meal types** for the various circumstances.

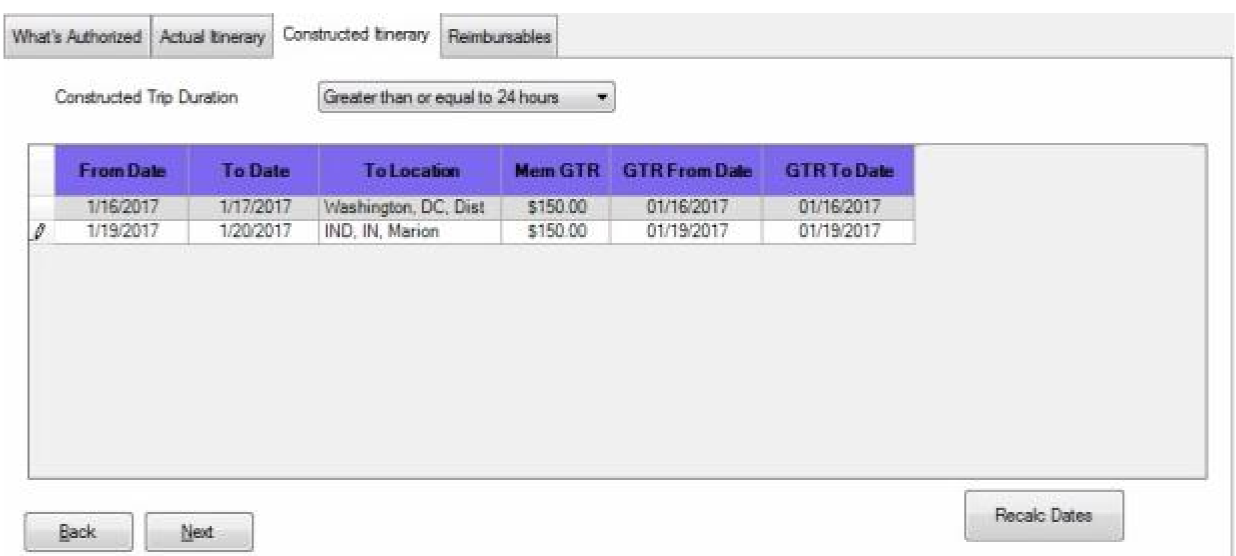
Constructed Itinerary - tab

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":



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*.

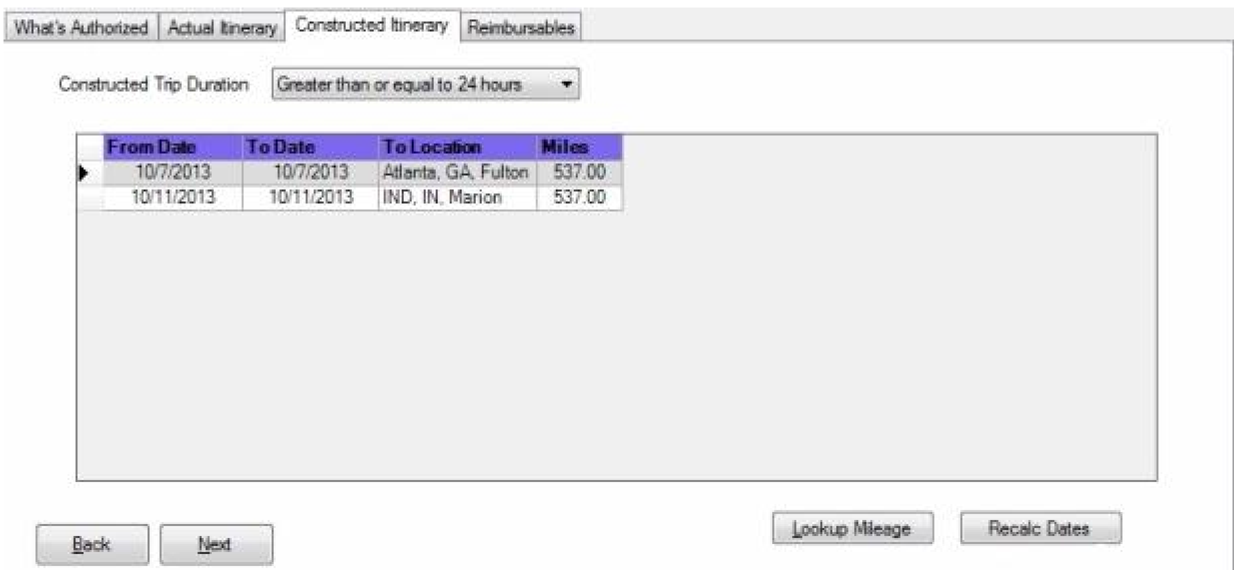
2. **GTR From Date:** - The **date** at this field should be the **date** the traveler would have departed **if** the transportation was procured by the government. The **default** value at this field is the date of departure on the **actual itinerary**. If this is the **correct** date, **press** *Tab* 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":



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*.

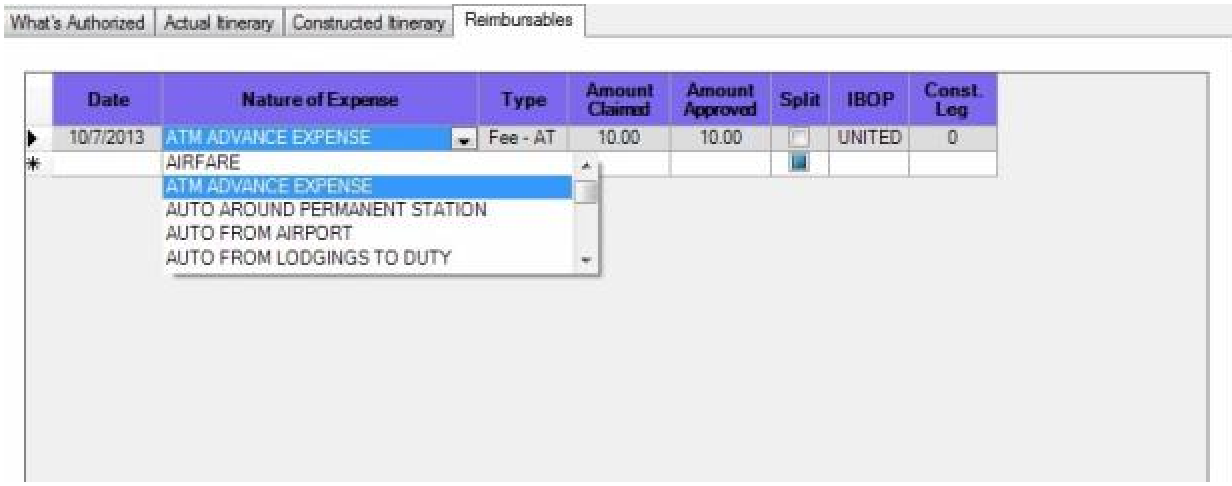
3. At the **Auth Miles** field for the second **leg** of travel, **type** the number of **miles** for the ordered travel from the **Official Table of Distances** and **press** *Tab*.

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.



Use the following steps to "complete" the Reimbursables tab:

1. **Date: -** The **default** value at this field is the **departure** date from the <u>actual</u> **itinerary**. <u>If</u> this is the **correct** date for the expense, **press** *Tab*. <u>If not</u>, **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 <u>not listed</u>, 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 <u>expense</u> **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 <u>specified</u> category. If the correct category is highlighted, **press** *Tab*. <u>If not</u>, **click** the *Up/Dn* **arrows** until the desired category is displayed and **press** *Tab*.

4. **Amount Claimed: -** At this field, **type** the **dollar amount** <u>claimed</u> by the traveler.

5. **Amount Approved: -** IATS <u>automatically</u> **populates** this field with the **amount** entered at the **Amount Claimed** field. <u>If</u> this amount is <u>allowable</u>, **press** *Tab*. <u>If not</u>, **type** the <u>allowable</u> **amount** and **press** *Tab*.

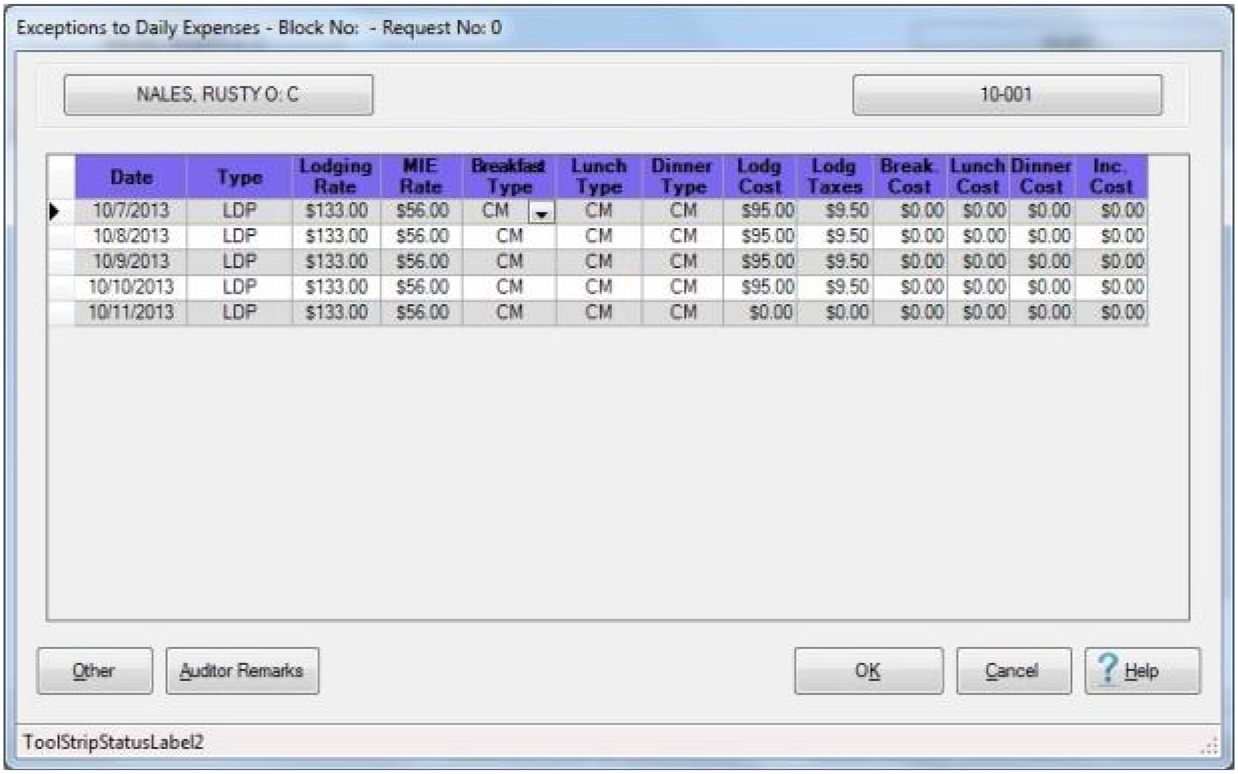
6. **Split: - Click** in the **check box** if you wish to have the expense **added** to the **computed amount** for a **split payment** to the Government credit card company. The **Computed Split** amount will appear on the **Financial** tab.

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.



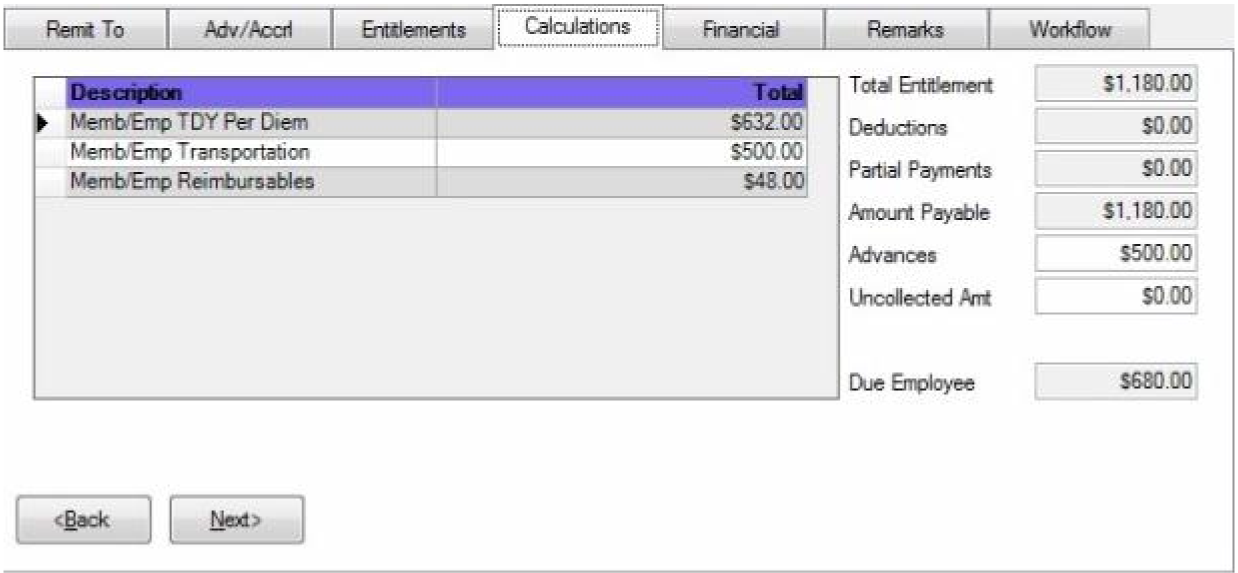
Use the following steps to "make changes" to the Exceptions to Daily Expenses screen:

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.



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**.

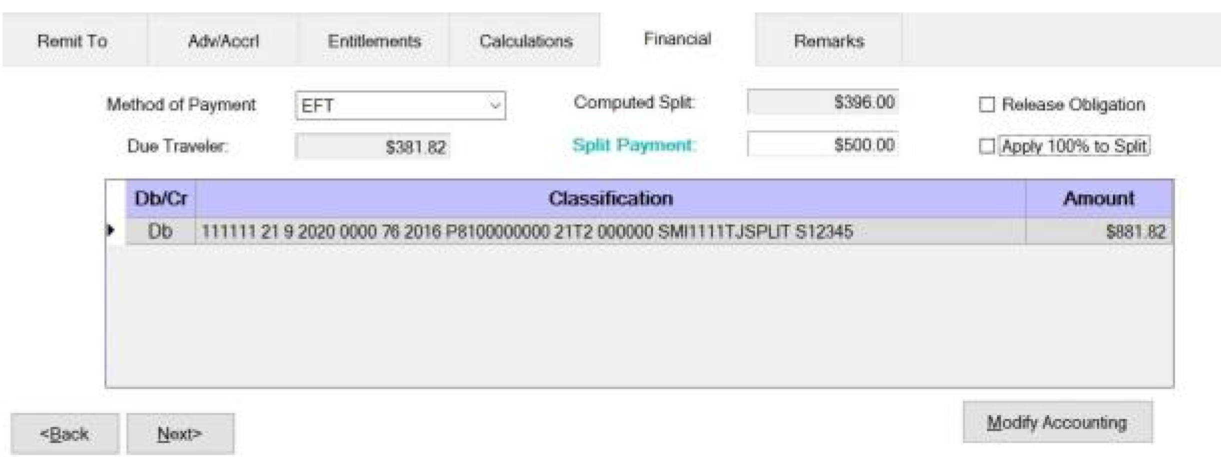
It's a good idea for the user to **review** the **Calculations** tab before adding the **accounting** lines to the settlement. This will **assist** the user in **ensuring** that the appropriate accounting **lines** are added.

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.



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. I you wish to chose 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**.

Note: When the **EFT information** is **blank** or only the **IBAN information** is populated on the traveler profile, and the **GTCC number** is **populated**, IATS users can select **Check** or **EFT** as the "**Method of Payment**". If **Check** is selected no split payment is **allowed**. If **EFT** is selected however, IATS automatically sends the entire amount to the **GTCC** and you cannot **change** the split amount in this case.

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**. **Note** that this **check box** is only **visible** and **applicable** to **TPAX** users.
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**.

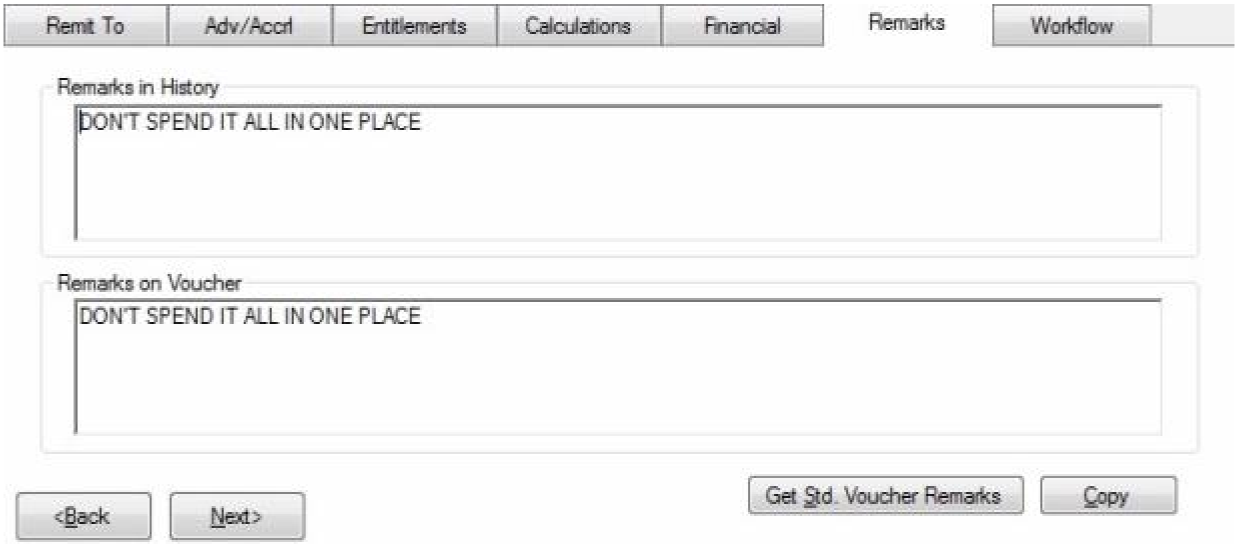
Refer to the **Help** topic, "Remarks - tab", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

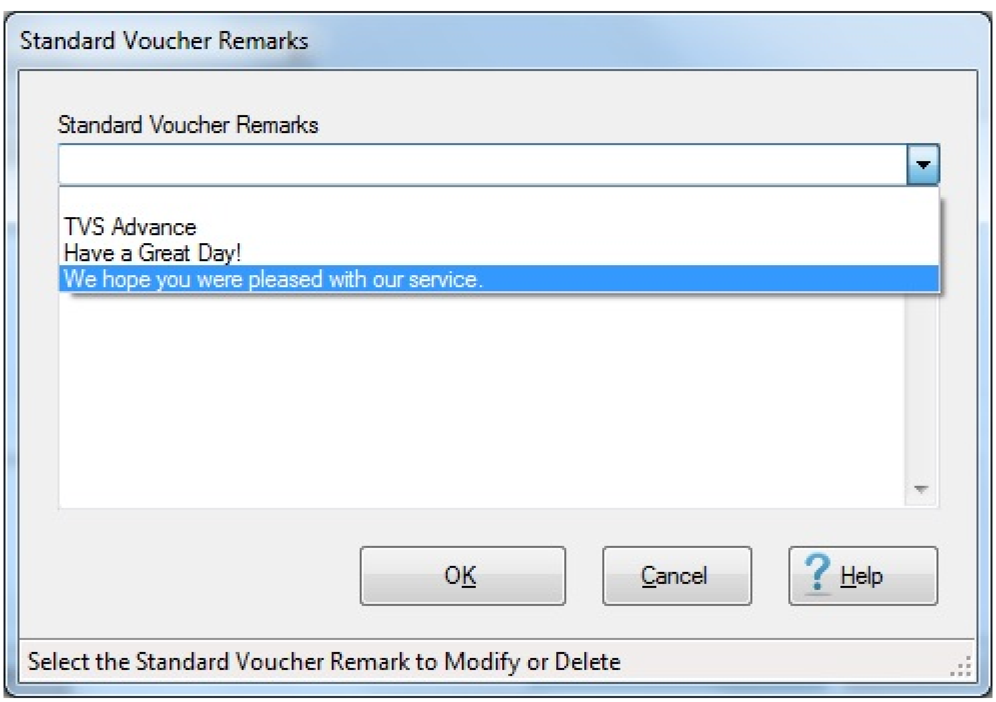
After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

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**.

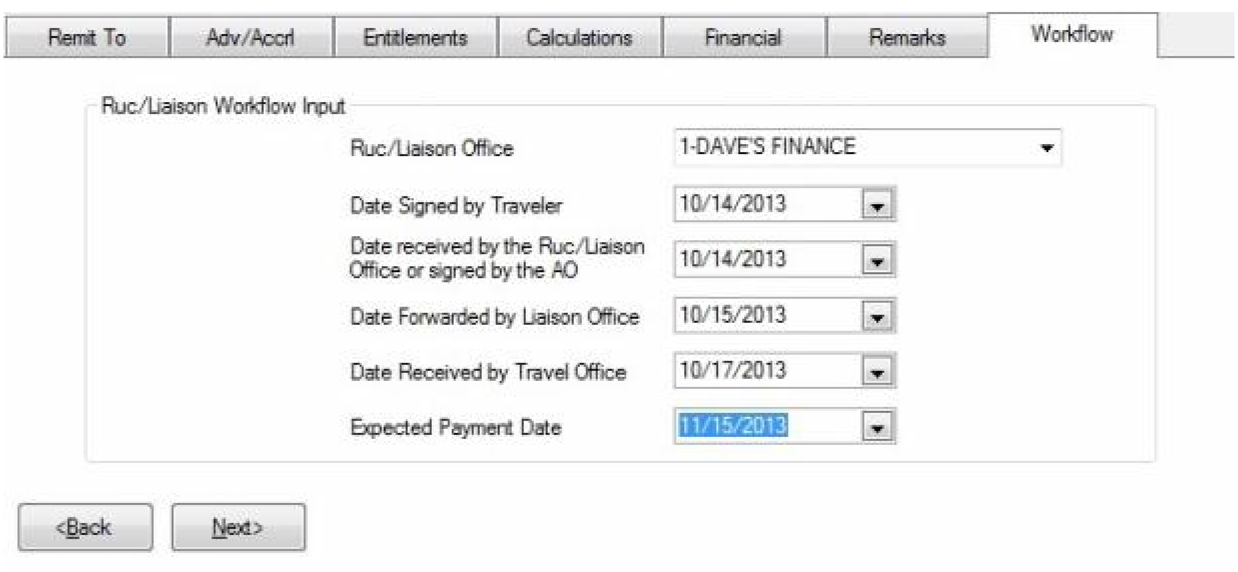
The purpose of this report is to **track** the number of days required to **move** a settlement request **through** the **processing cycle**. Because settlement requests processed by these organizations are often **routed** through **liaison offices**, IATS tracks their movement from the **date** signed 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:



Note: IATS users must **select** a Liaison Office from the *drop down* **list** at the **Ruc/Liaison Office** field if the new **check box** for the option in Maintenance "**Force Selection of Liaison Office"** is checked. Users may no longer **type** in a Liaison Office name when this option is activated.

2. **Ruc/Liaison Office:** - At this field **click** on the *down* **arrow** button. 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**. IATS users may also **type** in a Liaison Office **name** if the desired office name does not **appear** in the

drop down **list** and the "**Force Selection of Liaison Office"** option in Maintenance has not been **activated**.

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:

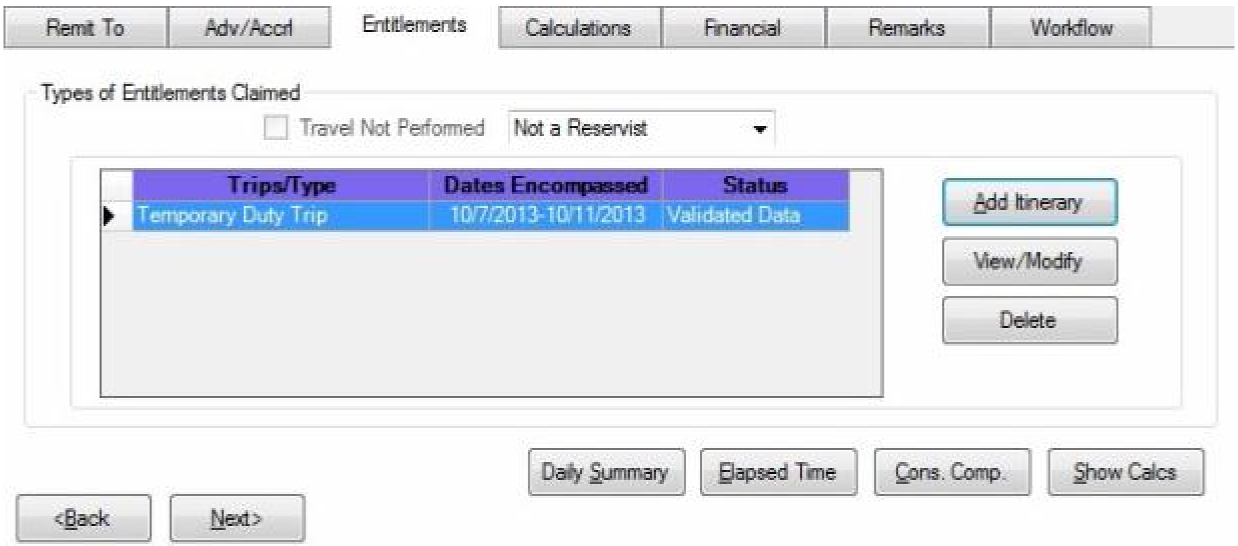
- **Method 1:** - **Double click** on the desired block listed under the **To Do** section or by **clicking** on the block **once** and then **clicking** the **Process Block** button.
- **Method 2:** - **Click** on the desired block listed under the **To Do** section and then **click** on the **File** 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.



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.

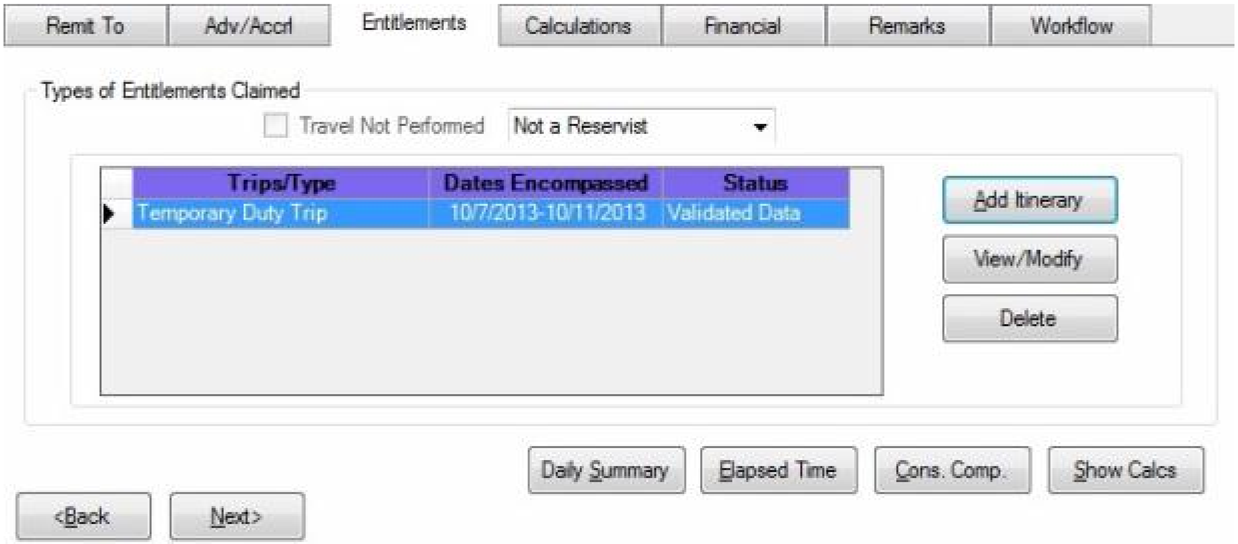
Note: After selecting a block, using one of the (**2**) methods listed above, the **Request Selection** screen appears. At this screen, all requests **assigned** to the block are listed under the **Select Request(s)** section.

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.



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**.

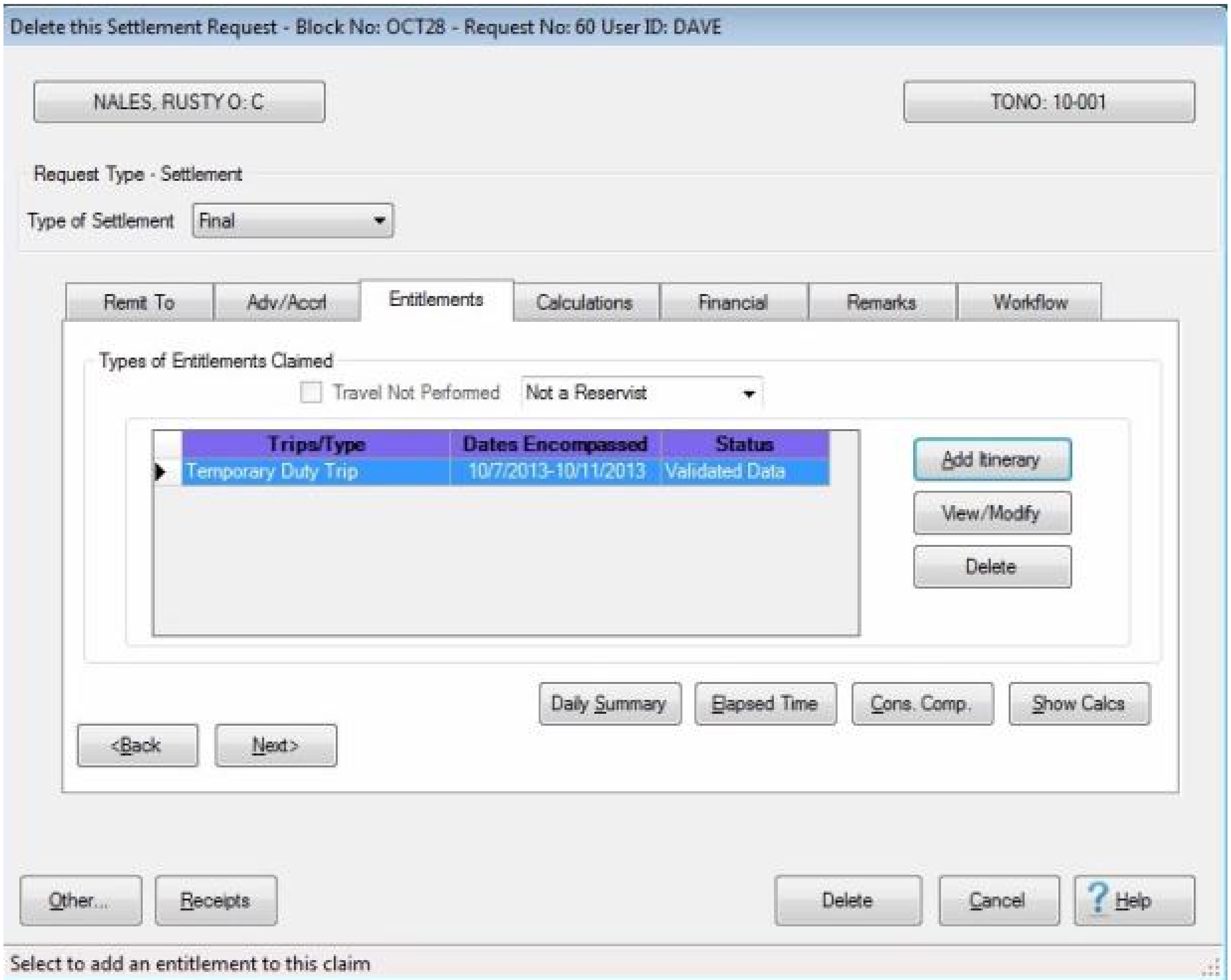
Complete the following steps to "delete" a Request for Settlement:

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.

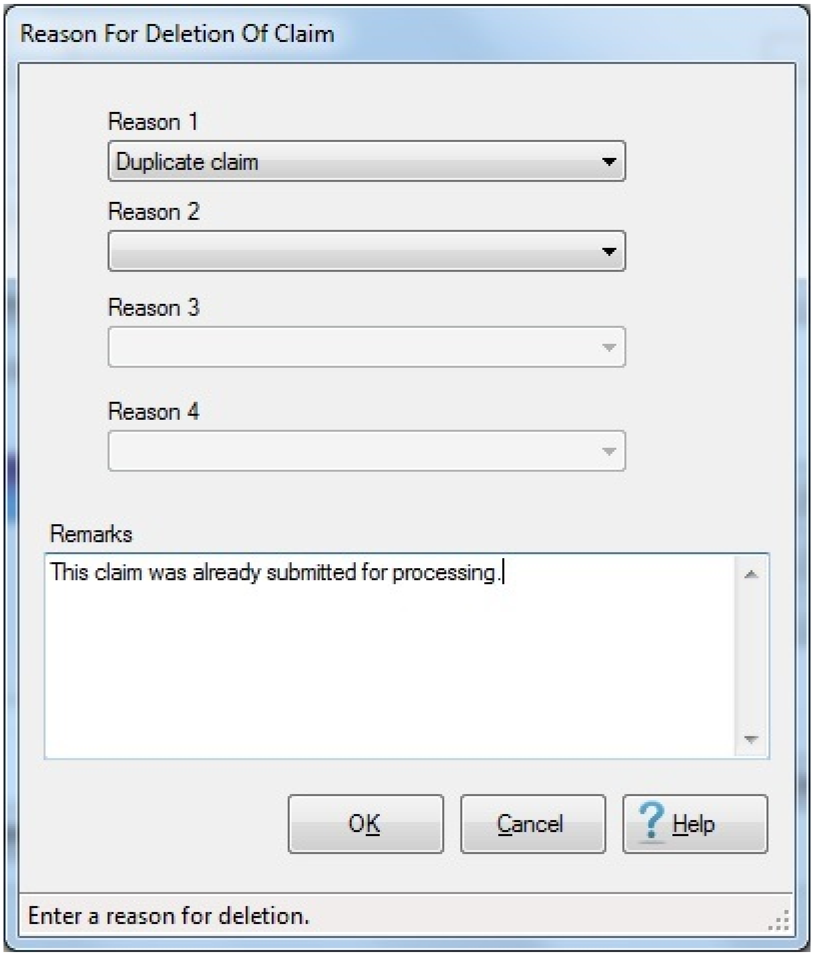
Note: After selecting a block using one of the (**2**) methods listed above, the **Request Selection** screen appears. At this screen, all requests **assigned** to the block are listed under the **Select Request(s)** section.

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.



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.



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.

ILPP Travel

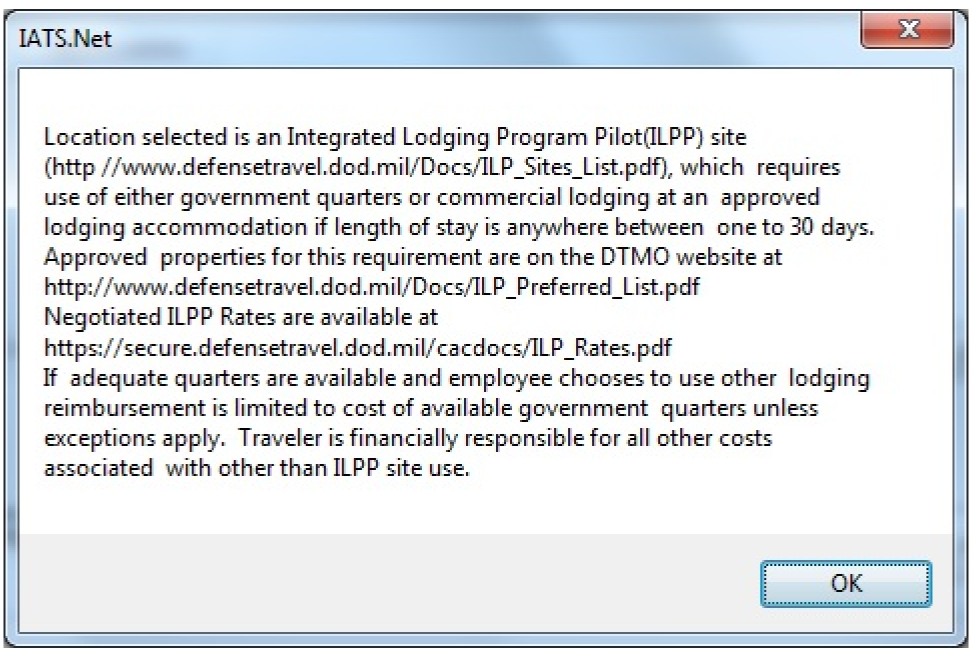
An Integrated Lodging Program Pilot (**ILPP**) was enacted for DoD until 31 December 2019. This program allows DoD to **require** use of either **government quarters** or selected **commercial lodging** for both civilian employees or Uniformed Service members at the pilot locations.

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.

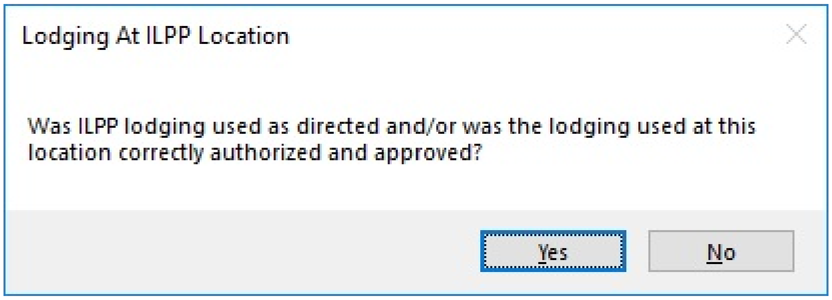
NOTE: This regulation also applies to PCS with TDY enroute entitlements as well!

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**.

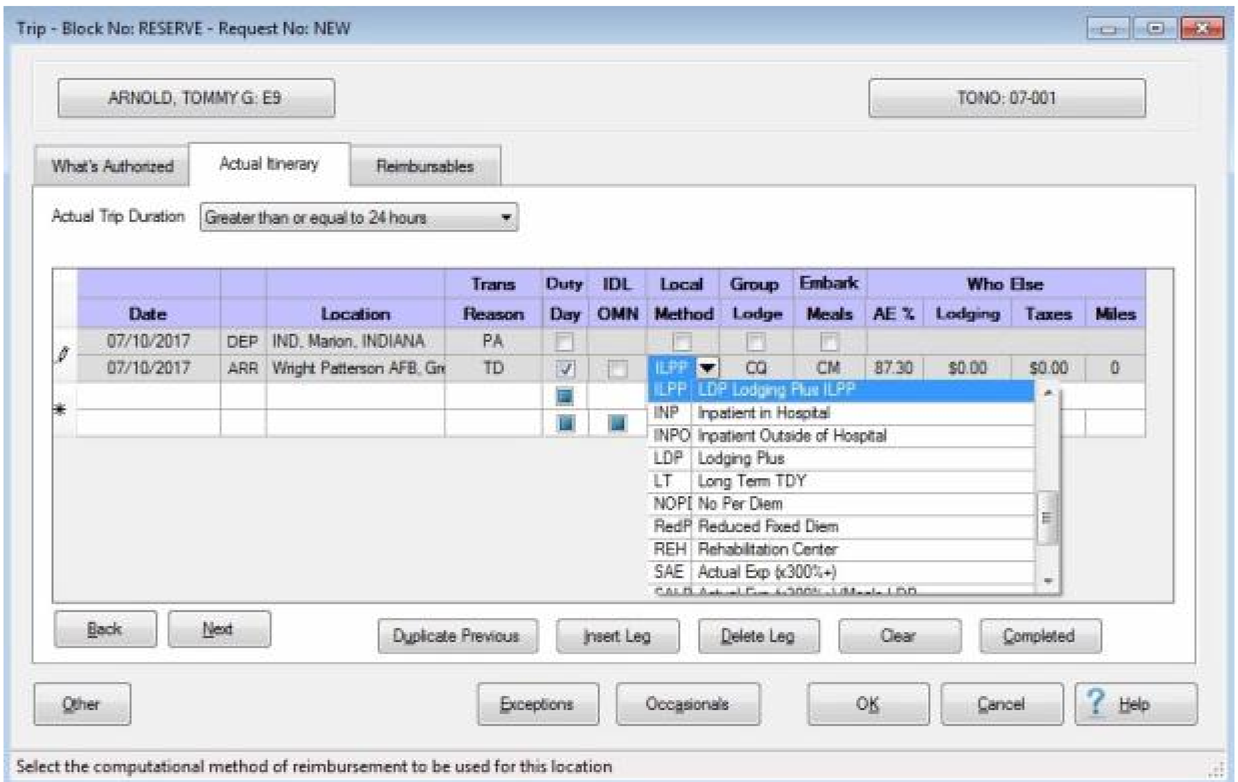


After you click on **OK** to continue, you will see the following *pop-up* **message** asking you to **confirm** whether or not the correct lodging was used.

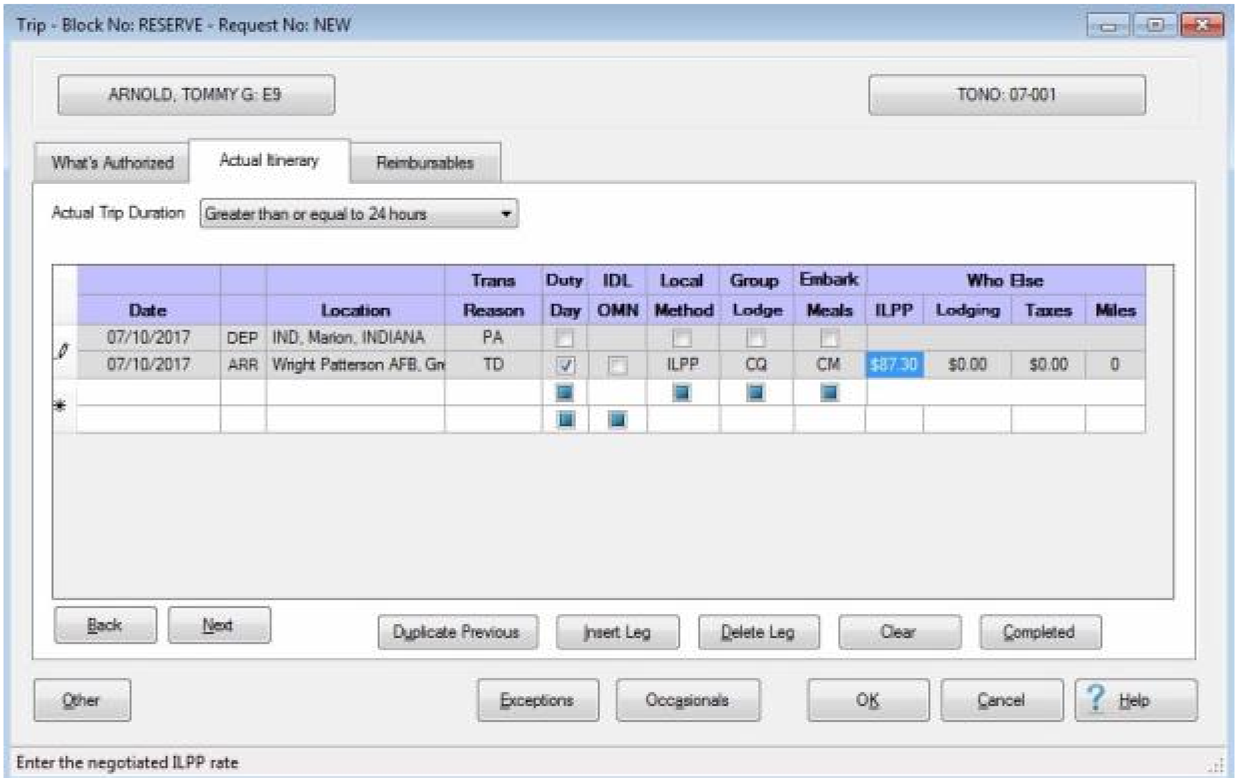


Click on *Yes* or *No* as appropriate.

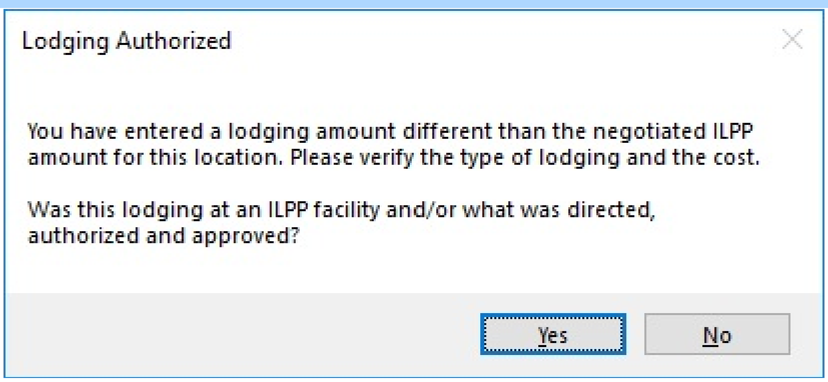
When you are entering an **itinerary** and the **location** entered for the duty location is an **ILPP** site you must select "**ILPP - LDP Lodging Plus ILPP**" as the [Method of Reimbursement](#) (<u>as shown below</u>).



If the Method of Reimbursement is **ILPP - LDP Lodging Plus ILPP** and Commercial (**CQ** or **CQ1**) is selected for the **lodging** type, IATS will <u>automatically</u> **populate** the **Lodging amount** field with the ILPP Negotiated Rate from the table (<u>as shown below</u>). You <u>may</u> **override** this rate, however, if desired.



Note: If you **enter** amount for lodging that is **higher** than the ILPP negotiated rate, the following *pop-up* **message** will appear.



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.

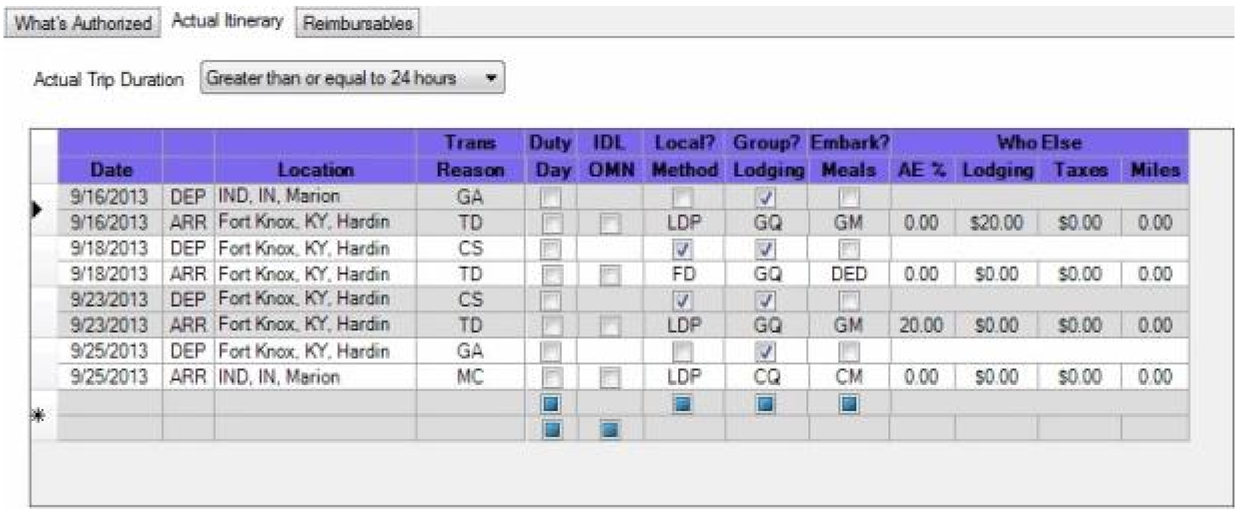
The correct **input** requires **arriving** the traveler into a **TDY** situation using field duty (**FD**) as the per diem reimbursement **method**.

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.



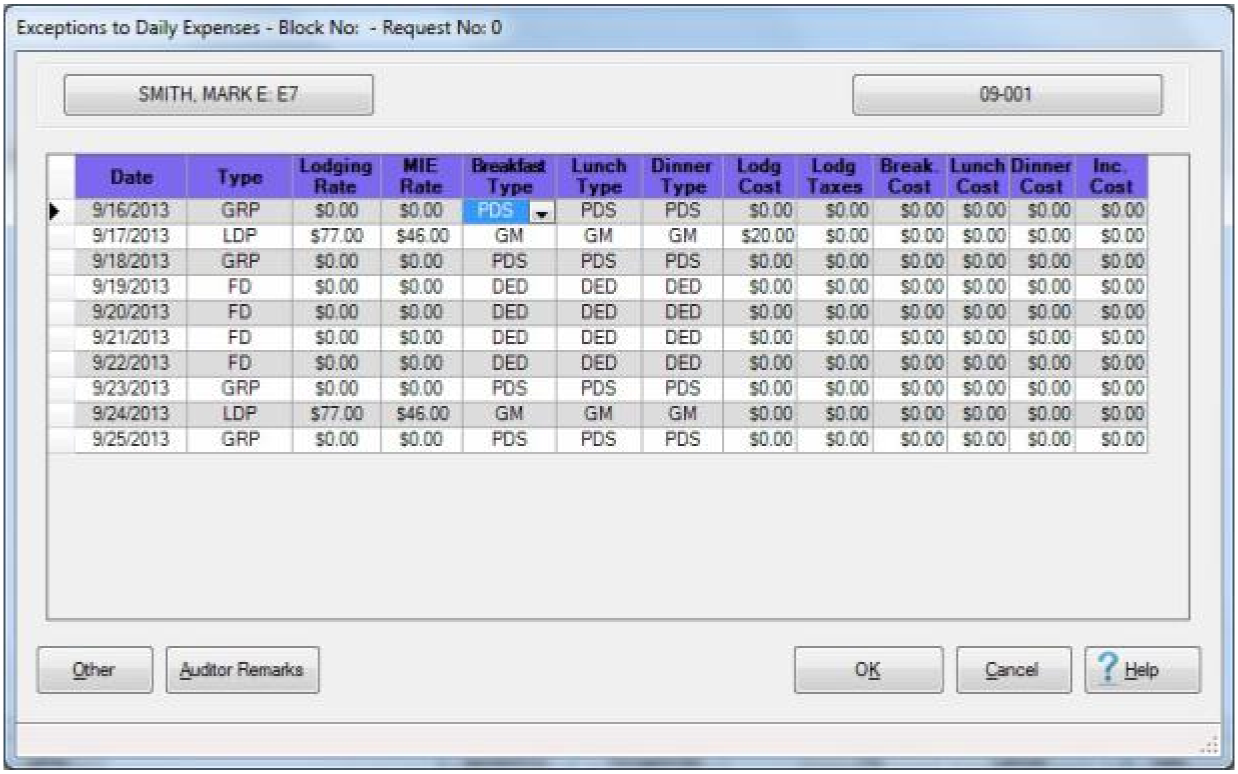
What's Authorized | Actual Itinerary | Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL OMN	Local? Method	Group? Lodging	Embark? Meals	AE %	Who Else Lodging	Taxes	Miles
9/16/2013	DEP	IND, IN, Marion	GA	☐		☐	☑	☐				
9/16/2013	ARR	Fort Knox, KY, Hardin	TD	☐	☐	LDP	GQ	GM	0.00	$20.00	$0.00	0.00
9/18/2013	DEP	Fort Knox, KY, Hardin	CS	☐		☑	☑	☐				
9/18/2013	ARR	Fort Knox, KY, Hardin	TD	☐	☐	FD	GQ	DED	0.00	$0.00	$0.00	0.00
9/23/2013	DEP	Fort Knox, KY, Hardin	CS	☐		☑	☑	☐				
9/23/2013	ARR	Fort Knox, KY, Hardin	TD	☐	☐	LDP	GQ	GM	20.00	$0.00	$0.00	0.00
9/25/2013	DEP	Fort Knox, KY, Hardin	GA	☐		☐	☑	☐				
9/25/2013	ARR	IND, IN, Marion	MC	☐	☐	LDP	CQ	CM	0.00	$0.00	$0.00	0.00

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.



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

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

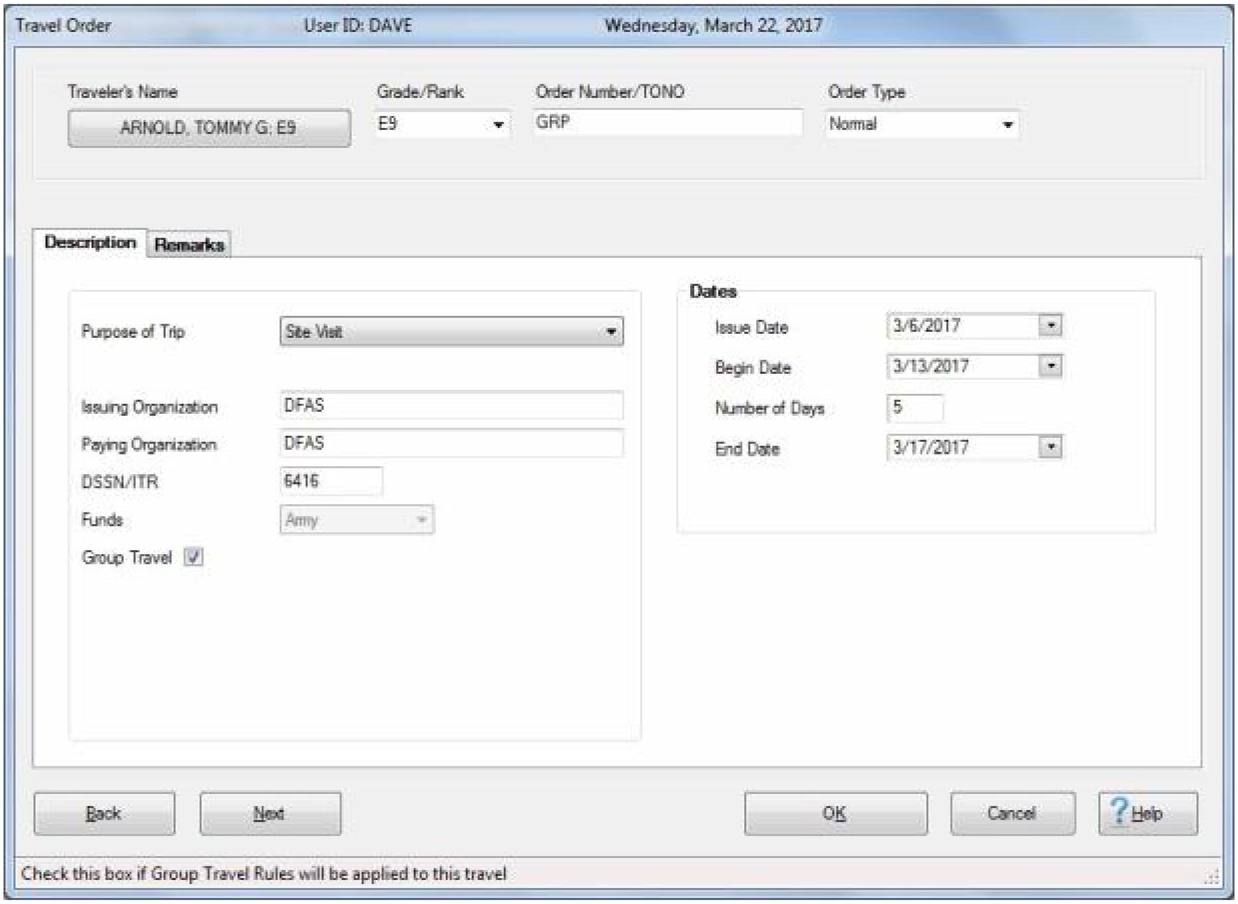
A **Group Travel** situation exists when several **service members** travel from the **same point of origin** to the s**ame destination**. This is a frequent and normal occurrence for units participating in **maneuvers** or traveling to and from a **field training exercise**.

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**.

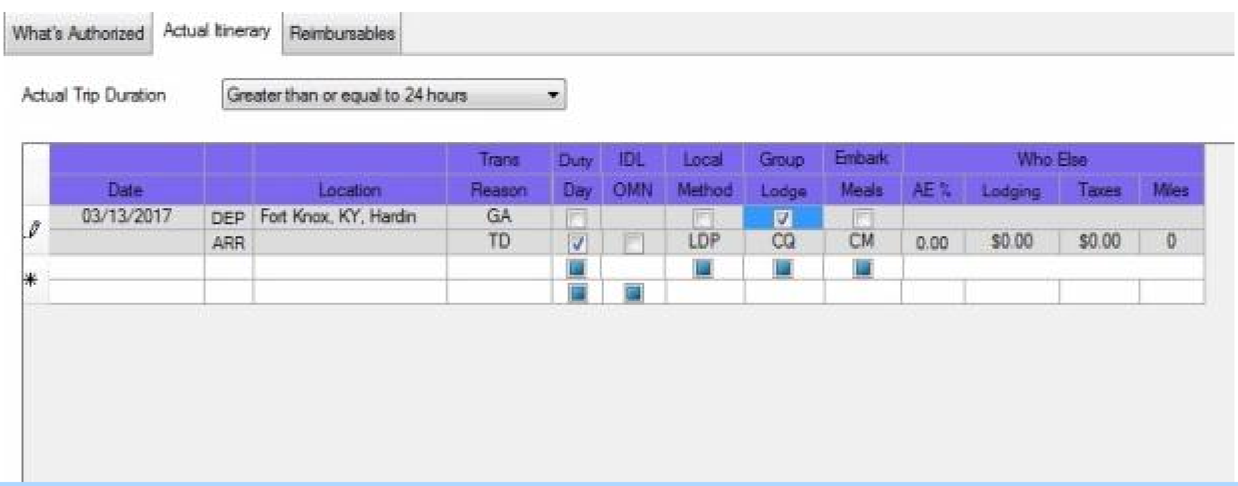
IATS imposes these Group Travel **limitations**, and will correctly calculate the traveler's per diem reimbursement.

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.



2. When entering the traveler's itinerary, **ensure** that a **check mark** appears in the **box** under the column heading "**Group**", as shown below, for <u>each</u> **leg** of travel subject to the Group Travel rule.



Note: If **Group Travel** was **activated** on the **travel order** as shown in step (**1**) above, IATS <u>automatically</u> **populates** the Group **box** with a **check mark** for <u>each</u> travel **leg**. **Click** in this box to **de-activate** the rule if Group Travel <u>does not</u> **apply** to the particular travel leg.

3. **Complete** the rest of the **itinerary** as <u>usual</u> and **finish** processing the **request**.

Actual Expense

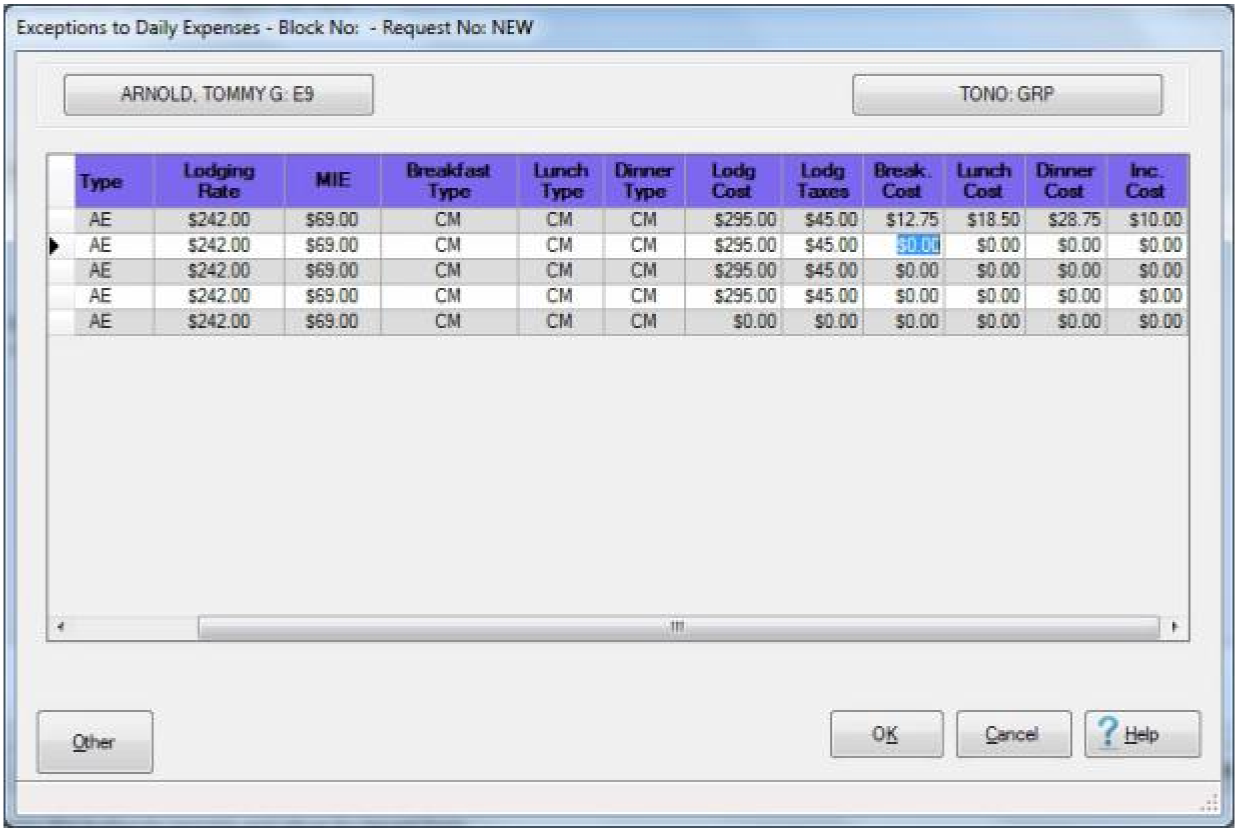
Occasionally, travelers will perform **TDY** in a **high cost area** where the **standard** per diem **rate** is **inadequate** to cover the expenses for suitable **lodging** and **meals**.

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 <u>highlight</u> **AE - Actual Expense (Itemize)** and then **click** on this method or simply **press** *Tab*.

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.



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.

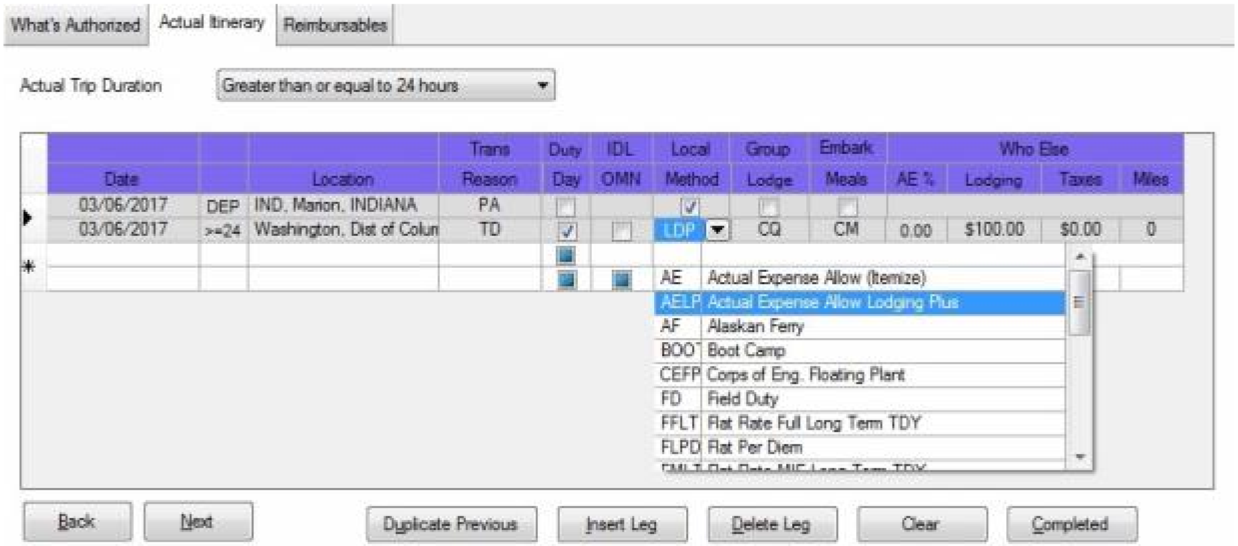
Actual Expense - Lodging Only

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*.



2. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.

Members - On Board Ship

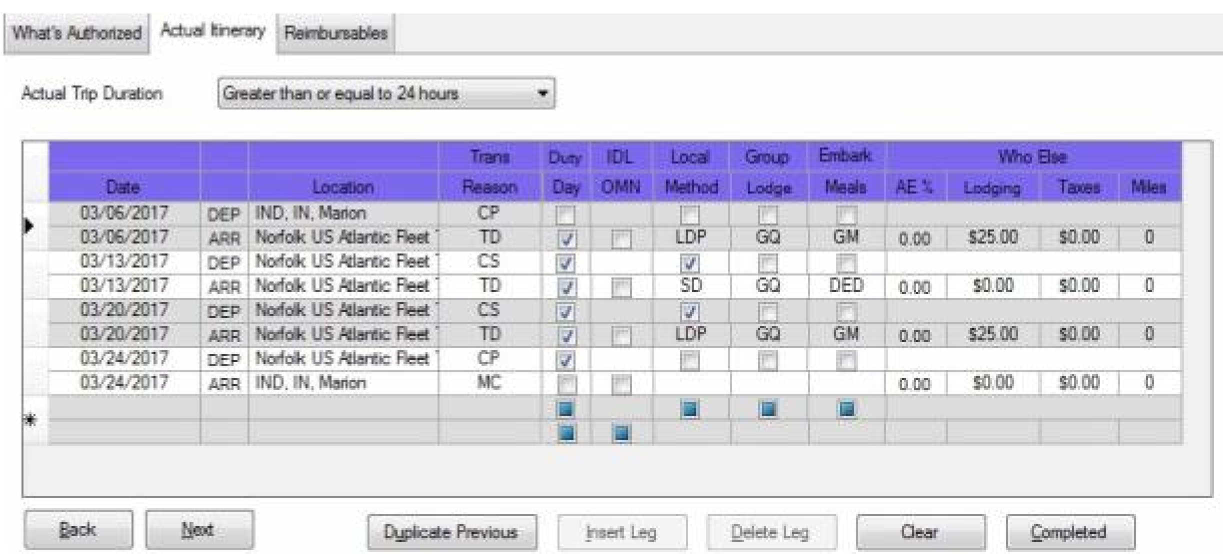
Claims involving TDY on-board a **government ship** have a significant **impact** upon the per diem calculation. Travelers are subject to the on-board per diem **rate** effective at **0001** on the day after arriving on-board and terminating at **2400** on the day prior to departing the ship. IATS is 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*.



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** .

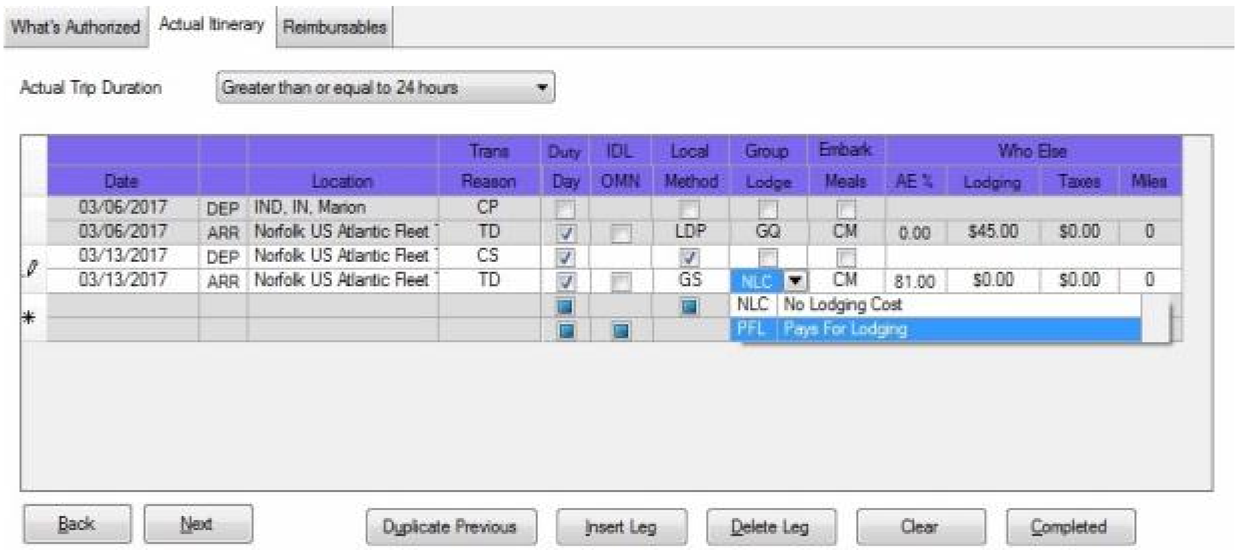
It may be necessary, however, to **arrive** the traveler into **another** type of per diem reimbursement **method** prior to the commencement of the duty on board. If so, it will be necessary to **depart** the traveler from this status and **arrive** them into the **Government Ship** status.

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*.



In this example, the traveler was in a normal **lodgings plus** per diem situation for <u>several</u> **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 <u>no</u> **travel** was actually performed. This entry was made <u>only</u> to **change** the per diem **status**.

2. At the **Lodging** field. Users <u>must</u> **determine** whether the traveler was required to **pay** for **lodging** while on board and **make** the <u>proper</u> **selection**.
3. At the **Meals** field, another *drop down* **list** appears and the user <u>must</u> **select** <u>one</u> of the <u>following</u> **options**:

- **GM** - Government Mess
- **DED** - Deductible Meals

4. After making the required selections for the **reimbursement method**, **lodging**, and **meals**, <u>complete</u> the **remainder** of the **itinerary** as usual and **finish** processing the settlement.

Note: <u>If</u> the traveler **returned** to the <u>original</u> **per diem** reimbursement **method** after disembarking from the government ship, **make** the <u>proper</u> **entries** to **depart** the traveler <u>out</u> of the **GS - Government Ship** method and arrive <u>back</u> into the <u>applicable</u> **per diem** reimbursement **method**.

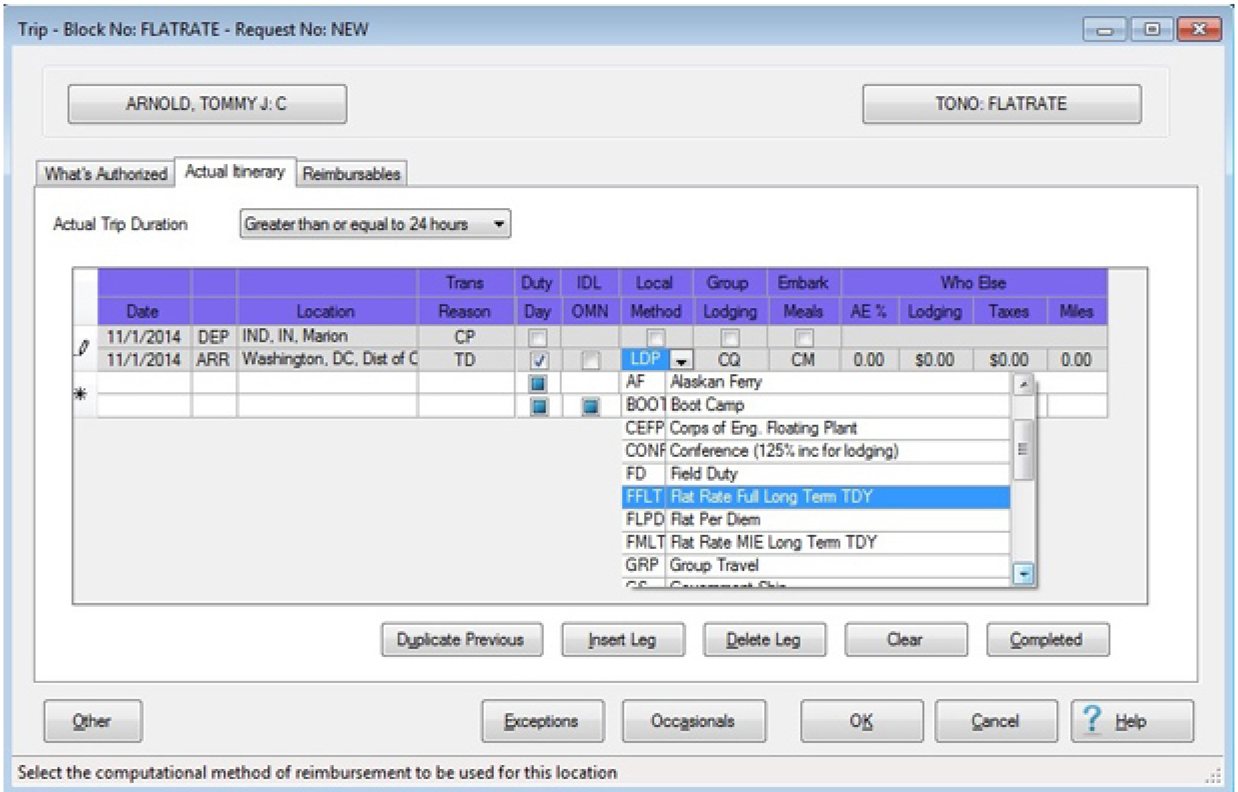
Flat Rate - Long Term TDY

<u>Effective</u> **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 <u>over</u> **30** days but <u>not</u> exceeding **180** days. This item also establishes a **Flat Rate** per diem allowance for TDY in <u>excess</u> of **180** days to be set at **55%** of the locality per diem rate.

- The **Flat Rate** per diem <u>does not</u> **apply** when government lodging or contracted government lodging is available <u>AND</u> directed, when contracted government lodging is provided at no cost, or if a traveler chooses to stay in government quarters.
- Any traveler <u>unable</u> to find suitable **commercial lodging** at the <u>reduced</u> **per diem rate** should contact their Commercial Travel Office (**CTO**) for assistance. If both the traveler and the CTO determine that lodging is <u>not</u> available at the reduced per diem rate, the Authorizing Official

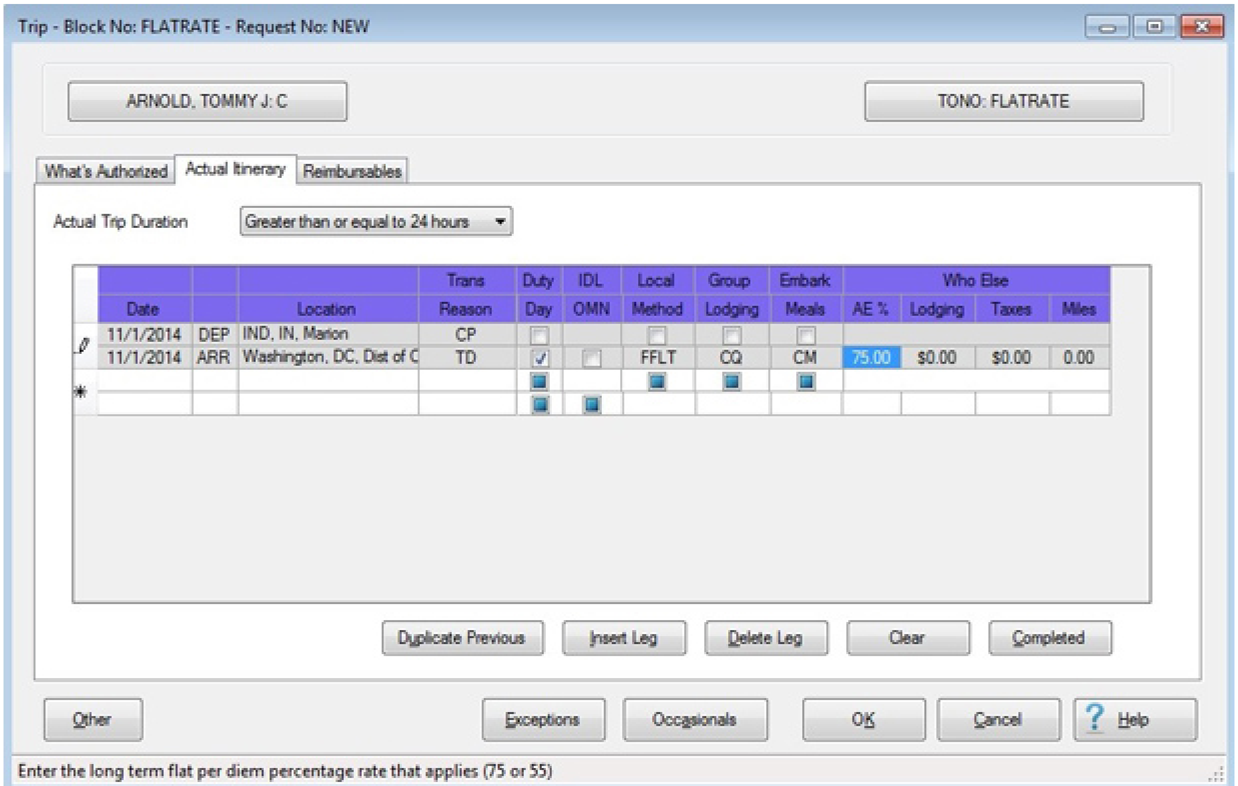
(**AO**) may then authorize **actual lodging** (not to exceed the locality per diem rate). However, the traveler will receive **M&IE** at the **reduced** rate (**75%** for TDY of **31**-**180** days and **55%** for TDY of **181+** days).

Users will process this type of claim like any other TDY settlement with <u>two</u> **exceptions**.



At the **Method** field when you are entering the itinerary, you will see <u>two</u> **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 <u>If</u> the **lodging** and **M&IE** are <u>both</u> subject to the <u>reduced</u> 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 <u>reducing</u> **MIE** to the reduced <u>specified</u> **percentage**.



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**.

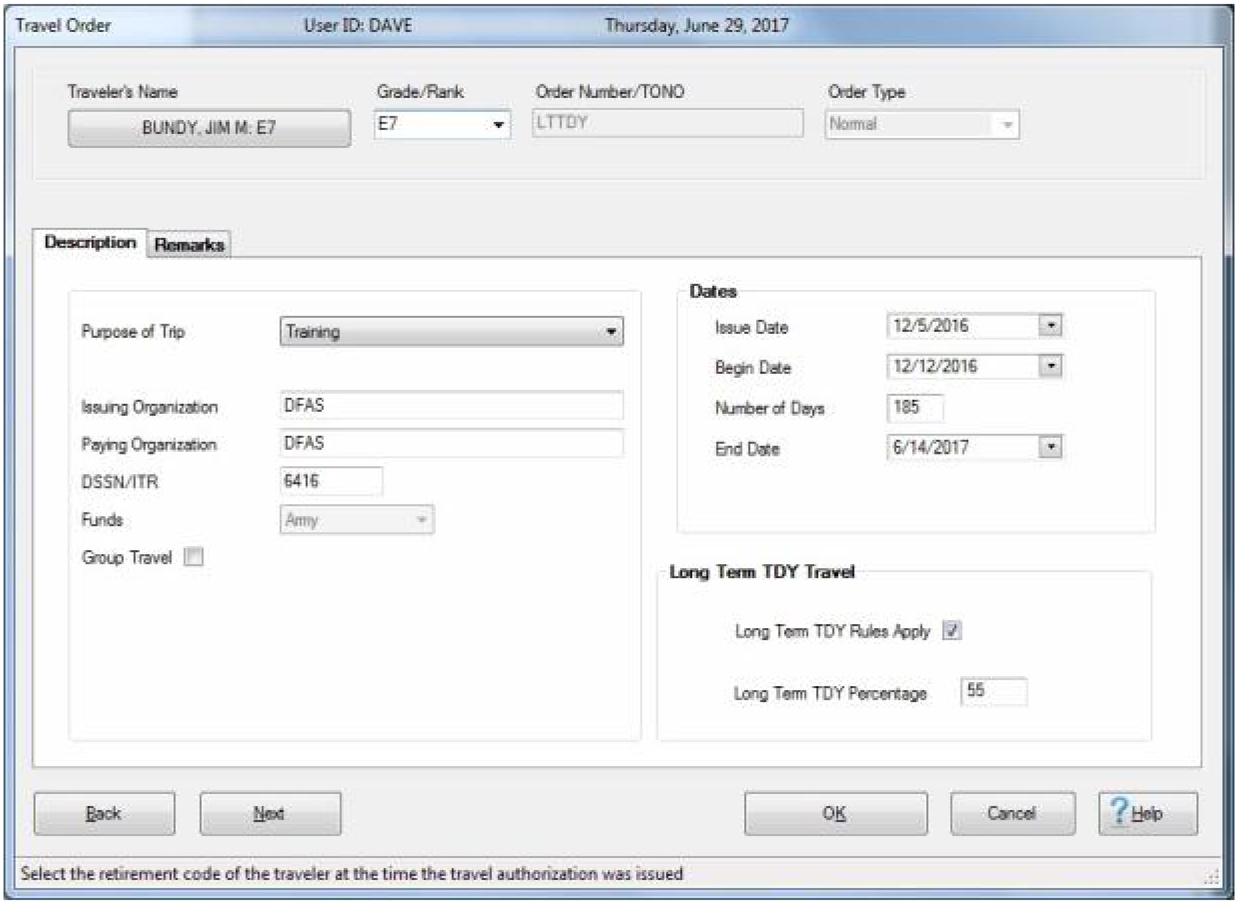
Long Term Training - Military

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.

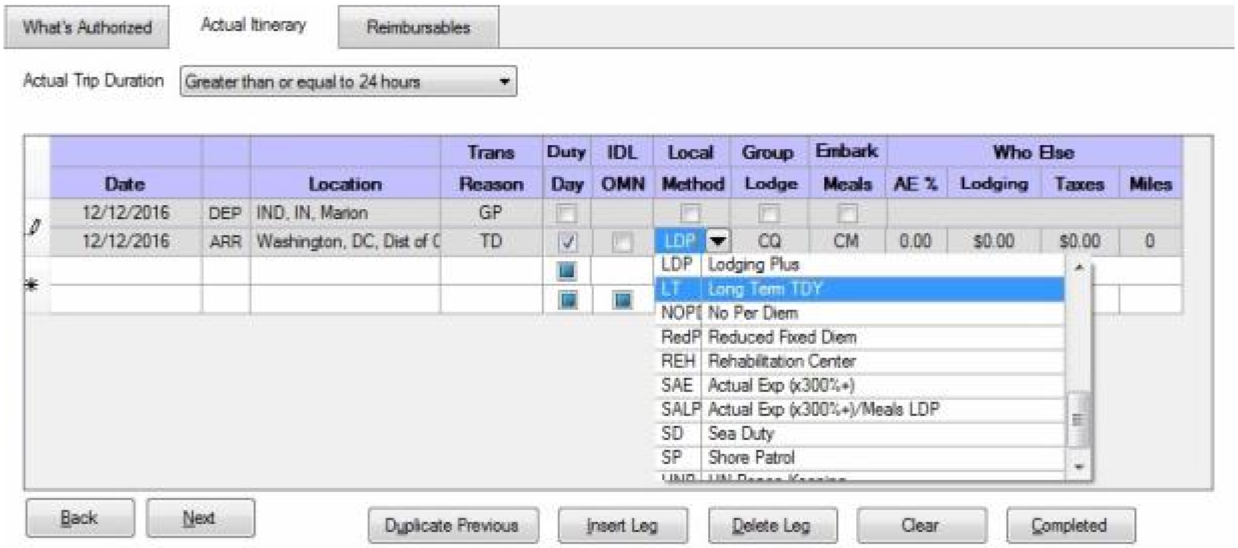
Note: The reduced rate may be **adjusted**, however, if the **order issuing authority** determines that the 55 percent rate is **insufficient**.

Complete the following steps to "activate" the Long Term Training per diem method for Military personnel:

1. **Two** new in put **fields** will appear on the **Travel Order** screen when you are **creating** the travel order record in IATS.



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*.



Tip: Because of the **long nature** of this type of trip, travelers will normally **rent** an **apartment** <u>instead</u> of a **hotel room**. During the input of the **itinerary**, IATS prompts for entry of the **daily lodging** costs. First, <u>determine what the apartment rental costs are for one month</u>, to include the expenses allowed by the JFTR under this circumstance. **Divide** these costs <u>by</u> **30** to determine the **average daily lodging costs**. Enter the Daily Lodging Costs in the **Lodging Cost** field.

Note: <u>If</u> the **average daily lodging cost** <u>was</u> entered at the **Lodging Cost** field in the itinerary, <u>do not</u> enter the lodging expenses at the **Reimbursables** tab because the traveler <u>will be</u> 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 <u>separately</u> **reimbursable** and <u>must</u> be entered at the **Reimbursables** screen.
10. **Complete** the remainder of the **claim** as you would for a <u>normal</u> TDY trip. IATS will apply the specified reduced flat per diem rate for the computation of the per diem entitlement.

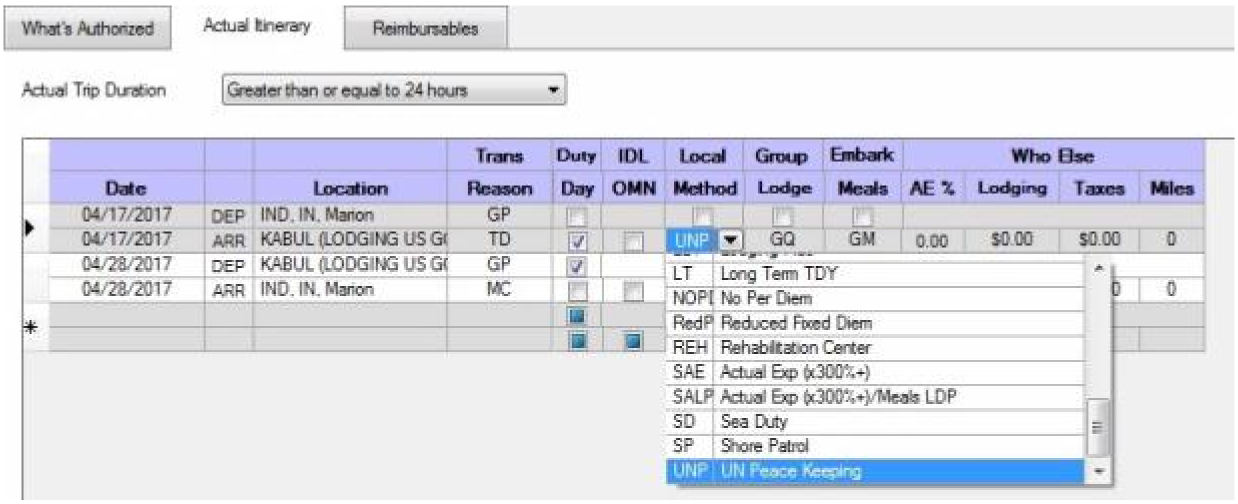
UN Peacekeeping Missions

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*.



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

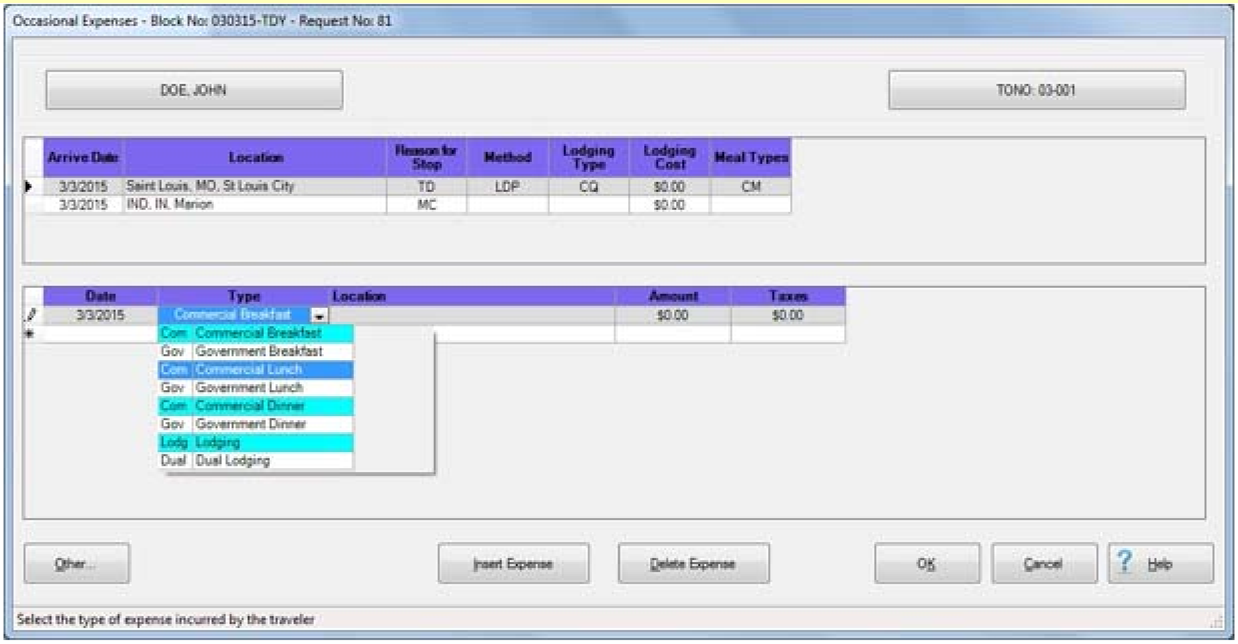
If one of these situations apply, the **Occasional Expenses** screen is used to capture the expenses for lodging and meals purchased by the traveler with personal funds.

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.



3. 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.

4. **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.
5. **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**.
6. **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.
7. **Amount:** Type the **dollar amount** claimed for the occasional expense.
8. **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.

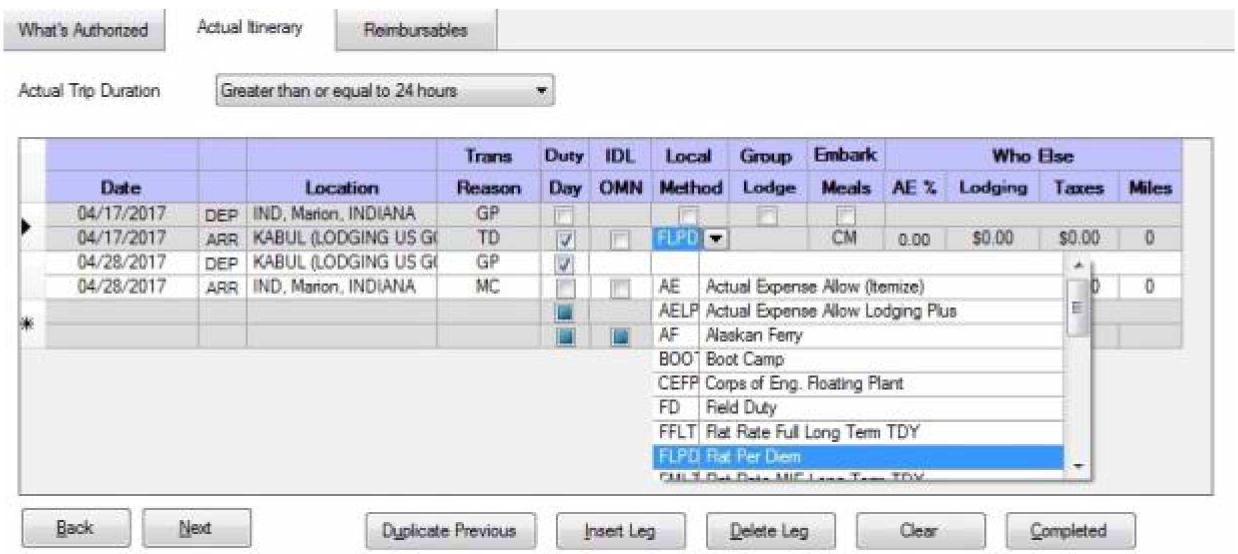
Special Per Diem Rate

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*.



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**.

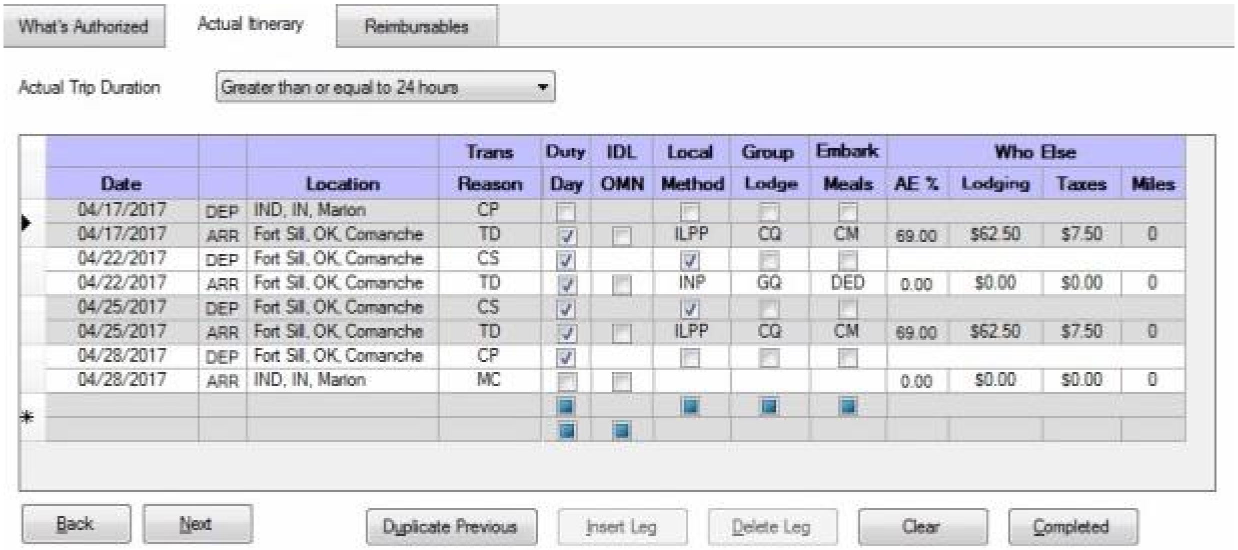
A similar **situation** exists when **hospitalization** at a location other than the **PDS** is necessary and requires **travel** at **government expense**. In this case, the member is entitled to **per diem** for the **travel** to and from the hospital, but not while in an **inpatient status**.

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

			Trans	Duty	IDL	Local	Group	Embark	Who Else			
Date		Location	Reason	Day	OMN	Method	Lodge	Meals	AE %	Lodging	Taxes	Miles
04/17/2017	DEP	IND, IN, Marion	CP	☐		☐	☐	☐				
04/17/2017	ARR	Fort Sill, OK, Comanche	TD	☑	☐	ILPP	CQ	CM	69.00	$62.50	$7.50	0
04/22/2017	DEP	Fort Sill, OK, Comanche	CS	☑		☑	☐	☐				
04/22/2017	ARR	Fort Sill, OK, Comanche	TD	☑	☐	INP	GQ	DED	0.00	$0.00	$0.00	0
04/25/2017	DEP	Fort Sill, OK, Comanche	CS	☑		☑	☐	☐				
04/25/2017	ARR	Fort Sill, OK, Comanche	TD	☑	☐	ILPP	CQ	CM	69.00	$62.50	$7.50	0
04/28/2017	DEP	Fort Sill, OK, Comanche	CP	☑		☐	☐	☐				
04/28/2017	ARR	IND, IN, Marion	MC	☐	☐				0.00	$0.00	$0.00	0

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

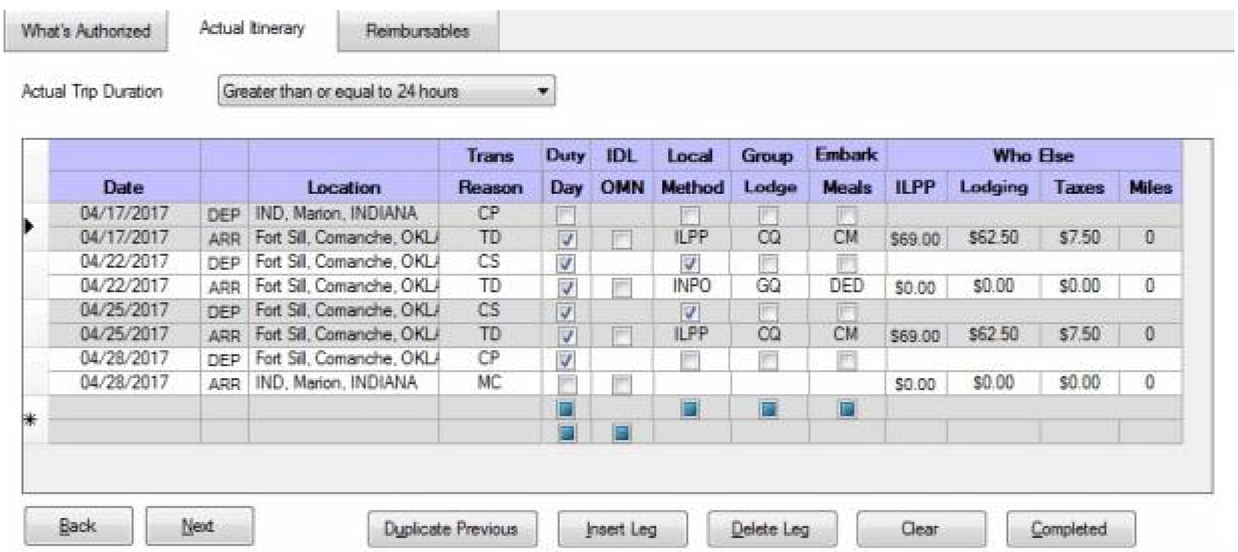
When a service **member**, performing **TDY**, becomes ill or injured, and is considered to be an **inpatient**, but does not require **hospitalization**, the new **duty status** is changed to **Inpatient Outside of Hospital**. No **entitlement** to **per diem** exists under this condition. A member, 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*.



Date		Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	ILPP	Who Else Lodging	Taxes	Miles
04/17/2017	DEP	IND, Marion, INDIANA	CP									
04/17/2017	ARR	Fort Sill, Comanche, OKL/	TD			ILPP	CQ	CM	$69.00	$62.50	$7.50	0
04/22/2017	DEP	Fort Sill, Comanche, OKL/	CS									
04/22/2017	ARR	Fort Sill, Comanche, OKL/	TD			INPO	GQ	DED	$0.00	$0.00	$0.00	0
04/25/2017	DEP	Fort Sill, Comanche, OKL/	CS									
04/25/2017	ARR	Fort Sill, Comanche, OKL/	TD			ILPP	CQ	CM	$69.00	$62.50	$7.50	0
04/28/2017	DEP	Fort Sill, Comanche, OKL/	CP									
04/28/2017	ARR	IND, Marion, INDIANA	MC						$0.00	$0.00	$0.00	0

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.

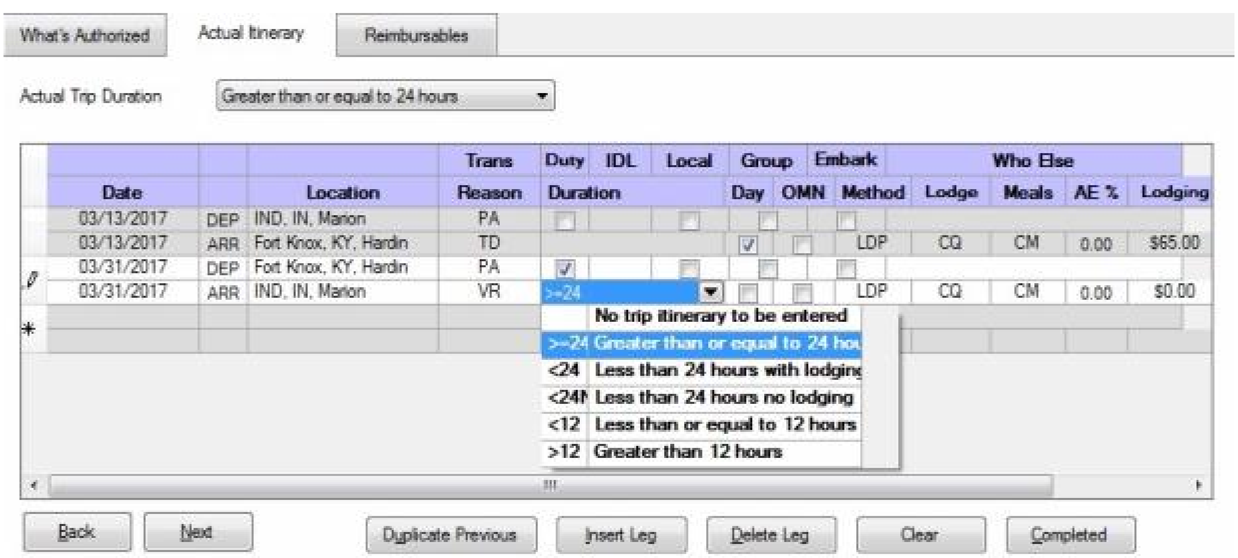
Refer to the **Help** topic, "Daily Exceptions", for additional **instructions** on making **changes** to the daily **meal types**.

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**.

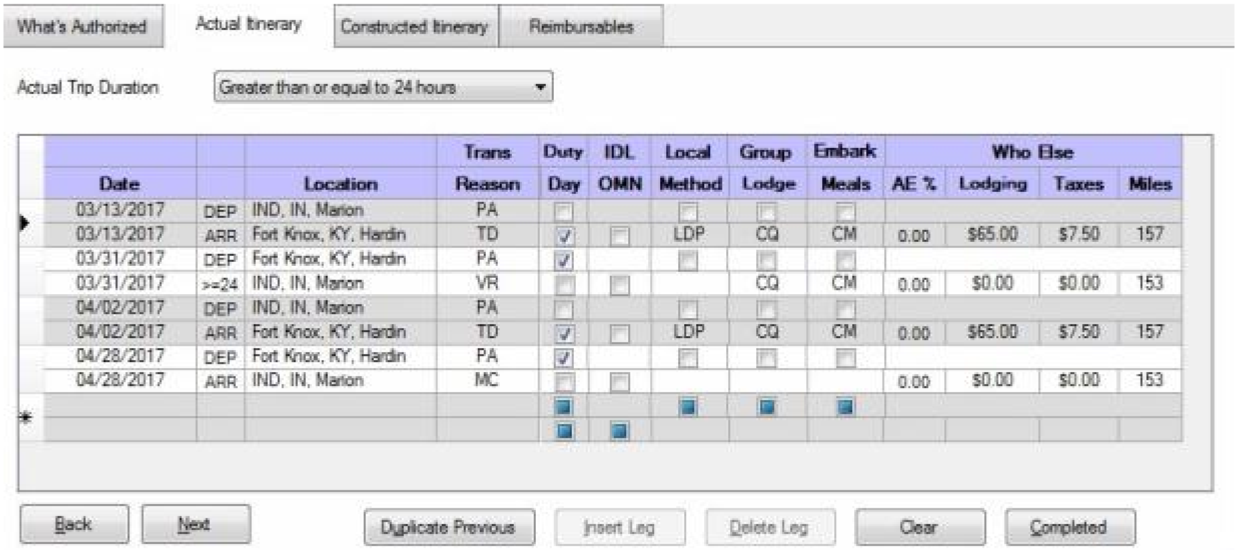
Complete the following steps to "enter" a Voluntary Return by POC settlement:



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**.

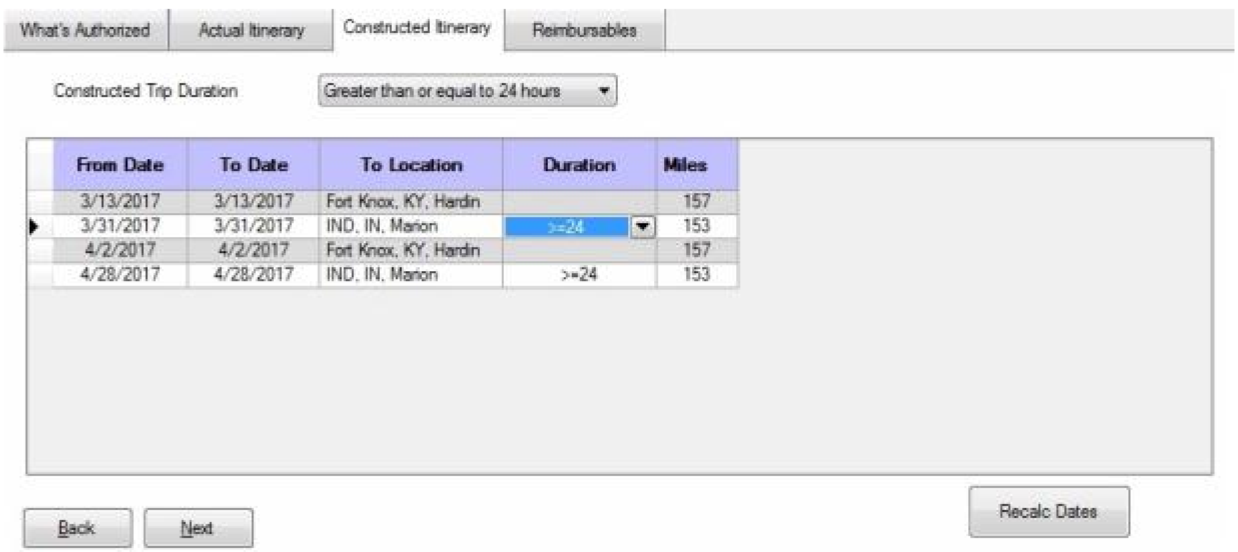
2. At the **Duration** field, **click** on the *down* **arrow** button and then **click** on the **option** that applies for the **length** of **time** the traveler **remained** at the VR location.



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	PA									
03/13/2017	ARR	Fort Knox, KY, Hardin	TD	✓		LDP	CQ	CM	0.00	$65.00	$7.50	157
03/31/2017	DEP	Fort Knox, KY, Hardin	PA	✓								
03/31/2017	>=24	IND, IN, Marion	VR				CQ	CM	0.00	$0.00	$0.00	153
04/02/2017	DEP	IND, IN, Marion	PA									
04/02/2017	ARR	Fort Knox, KY, Hardin	TD	✓		LDP	CQ	CM	0.00	$65.00	$7.50	157
04/28/2017	DEP	Fort Knox, KY, Hardin	PA	✓								
04/28/2017	ARR	IND, IN, Marion	MC						0.00	$0.00	$0.00	153

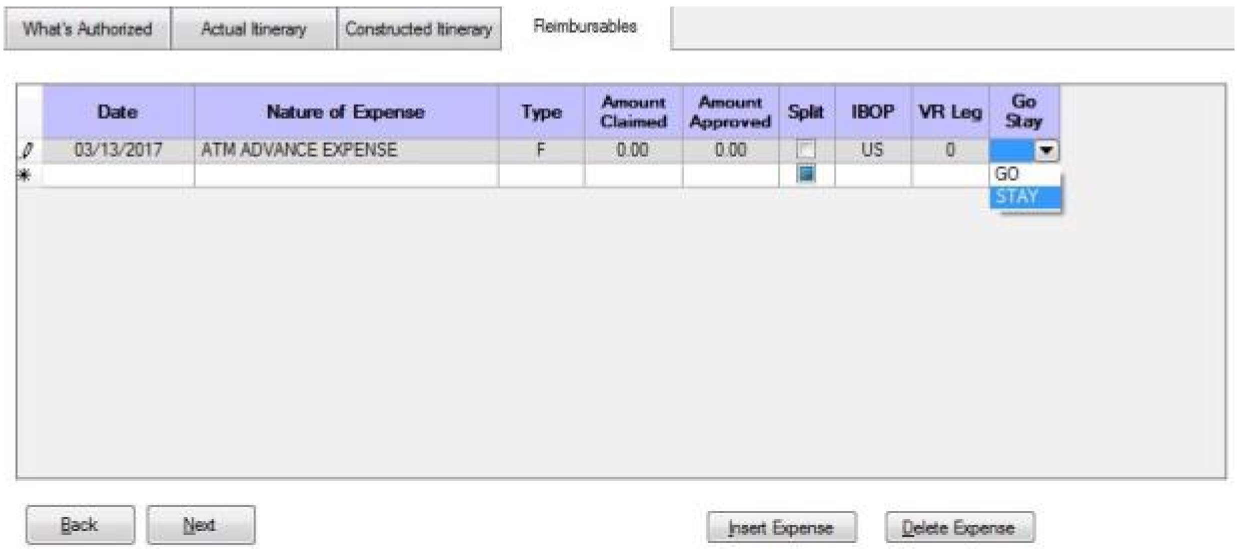
The traveler departed the **VR point** on **04/02/17** and arrived back at the **TDY point** the same **day**.

3. **Complete** the rest of the **itinerary** as usual and **finish** processing the **request**.
4. After completing the Itinerary, the **Constructed Itinerary** tab appears.



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

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**.



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.

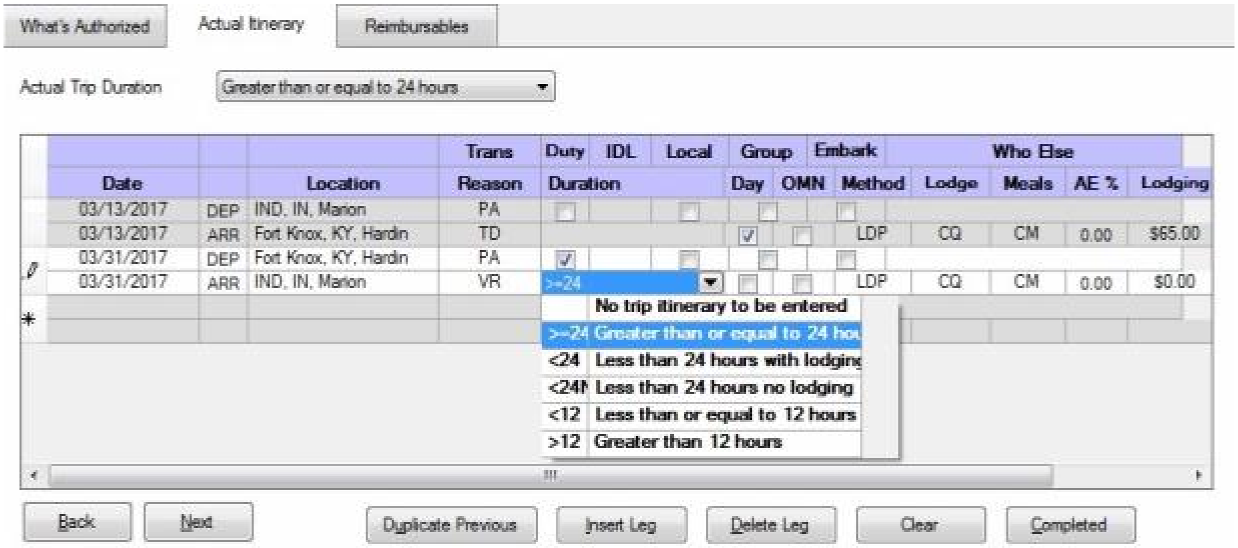
Refer to the **Help** topic, "Daily Exceptions", for additional **instructions** on making **changes** to the daily **meal types** and **lodging costs**.

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**.

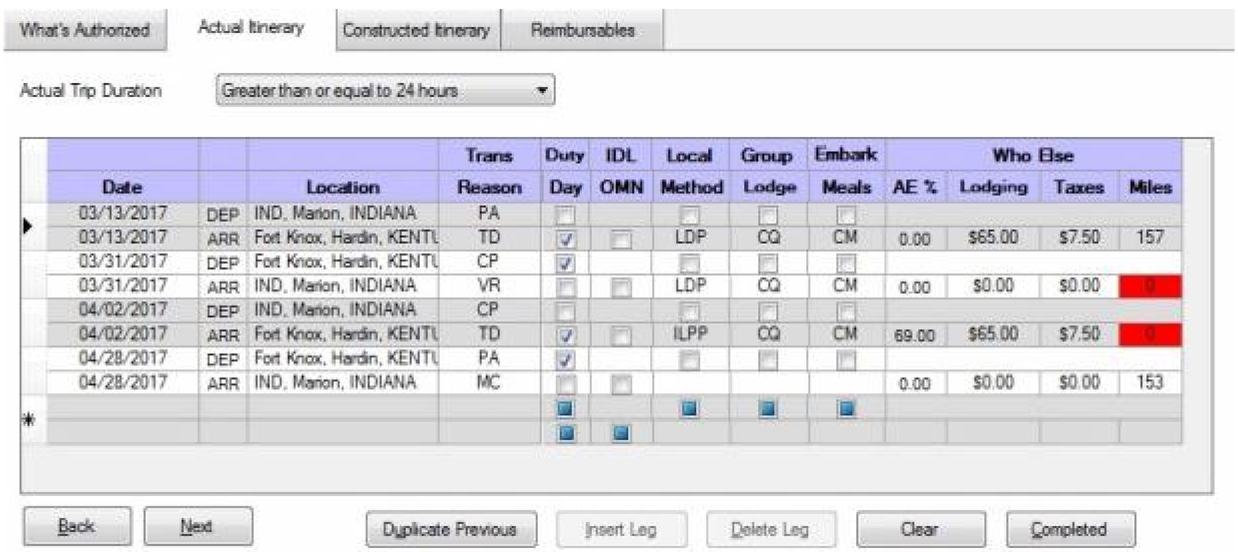
Being absent from the TDY point while on a Voluntary Return (**VR**), affects the per diem **calculation**. In order for IATS to make the proper calculation, the per diem **status** must be **changed** to a **voluntary return** status. This is accomplished by departing the traveler from the **TDY point**, 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:



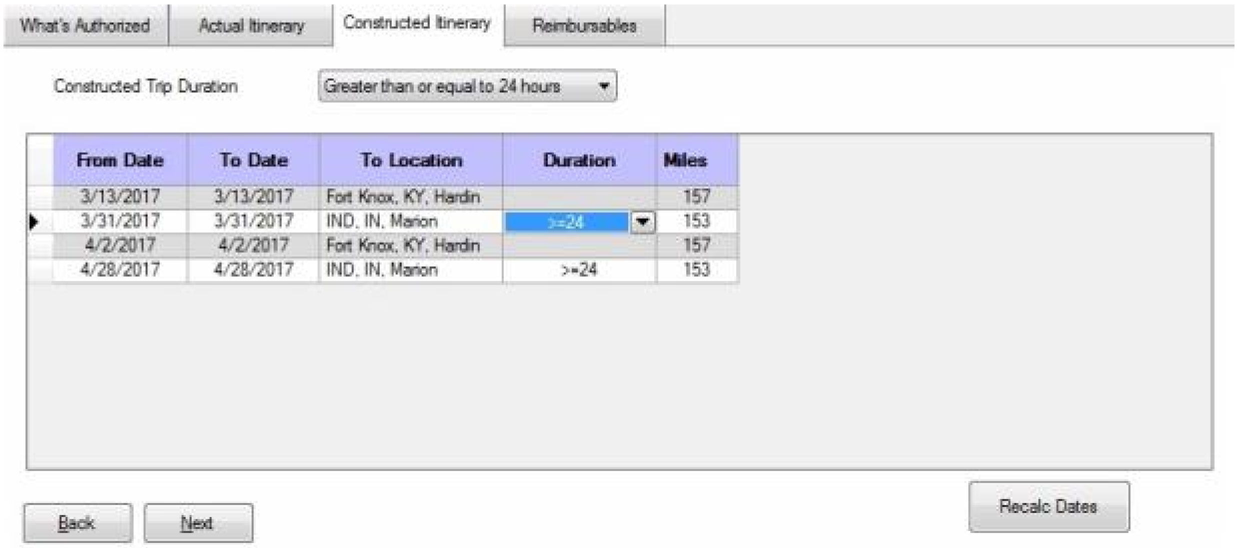
In the **example** <u>above</u>, the traveler <u>departs</u> the **TDY point** on **03/31/17**, and <u>arrived</u> at the **VR point** the <u>same</u> **day**.

1. At the **Reason** field for the <u>arrival leg</u> 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.

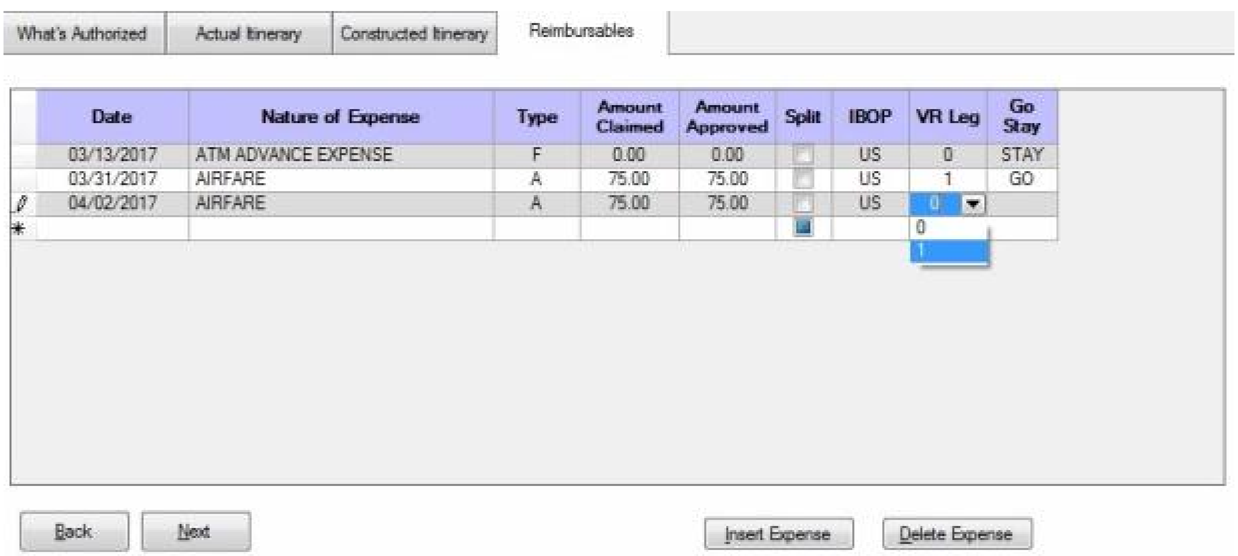


The traveler <u>departed</u> the **VR point** on **04/02/17** and <u>arrived</u> back at the **TDY point** the <u>same</u> **day**.

3. **Complete** the rest of the **itinerary** as <u>usual</u> and **finish** processing the **request**.
4. After completing the Itinerary, the **Constructed Itinerary** tab appears.



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**.



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..

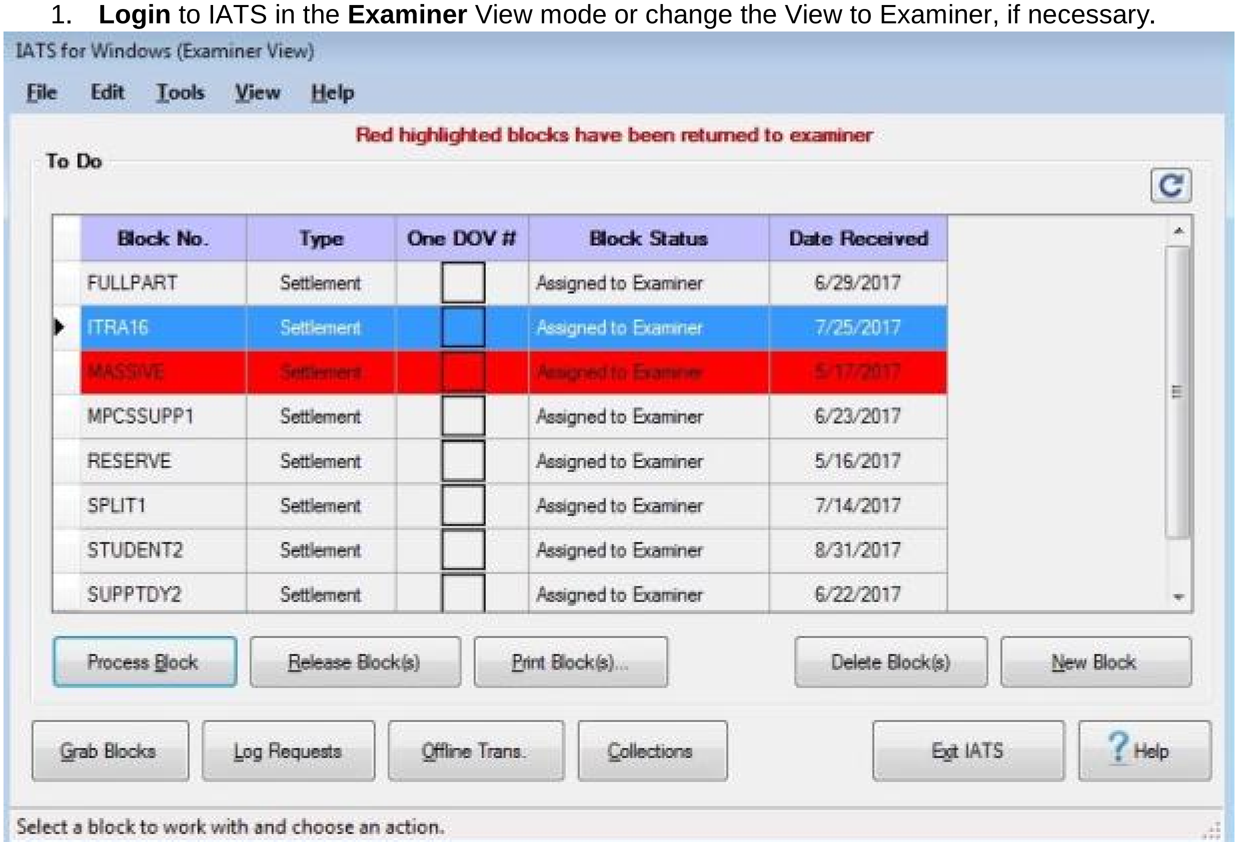
This reimbursement consists of two **parts**:

(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.

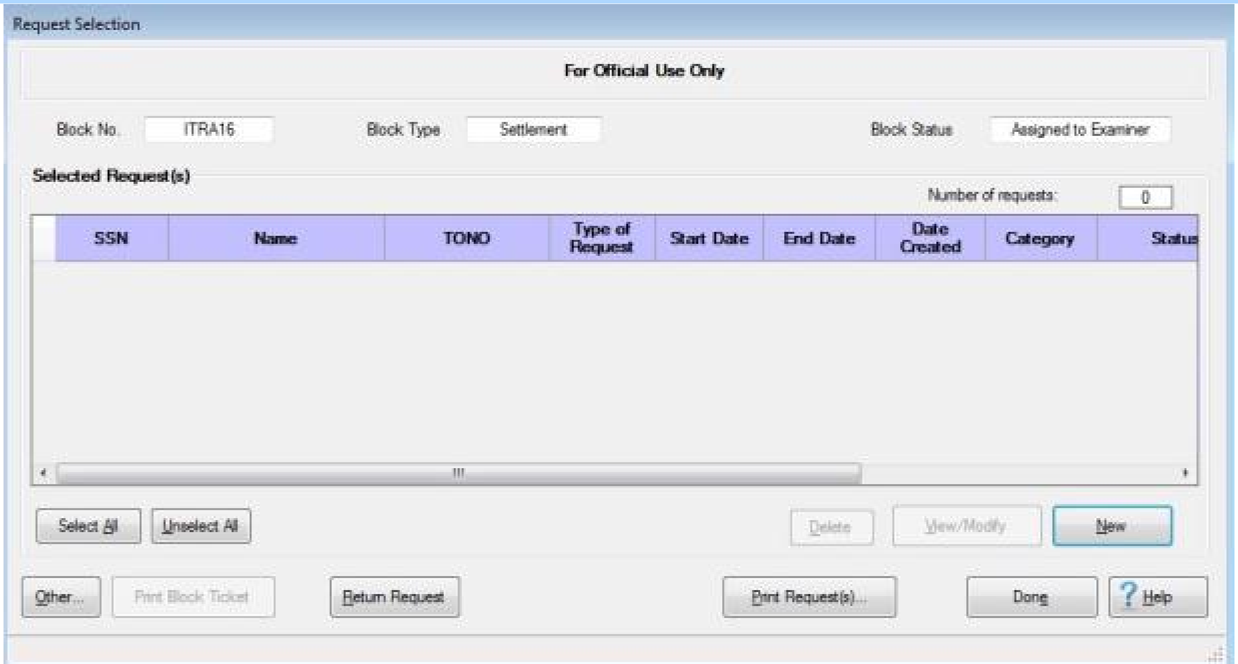


2. **Select** a **block** through one of the following **methods**:

    - **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.

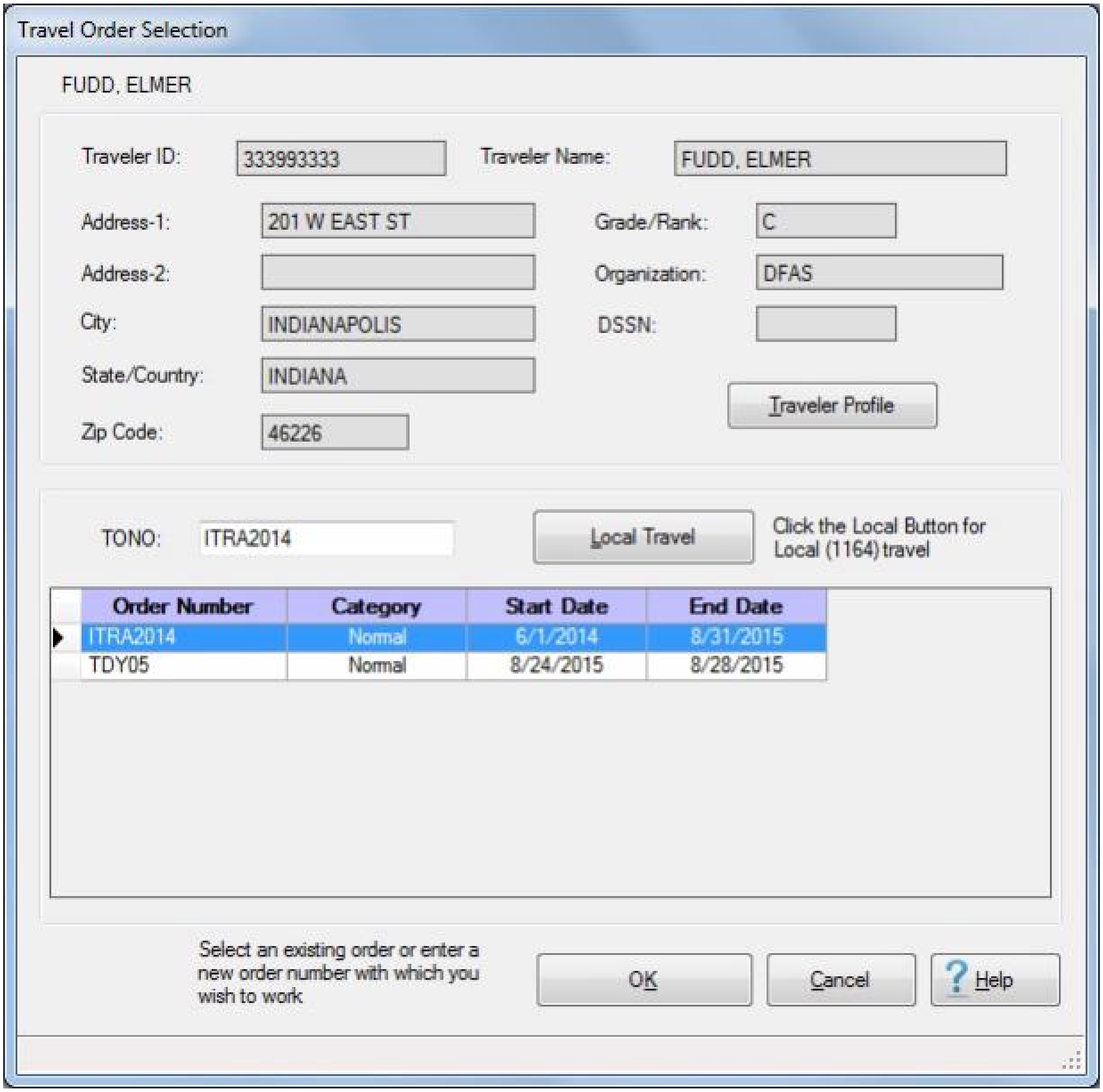
- **Method 3:** - **Click** on the **New Block** button and create a new block.

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.

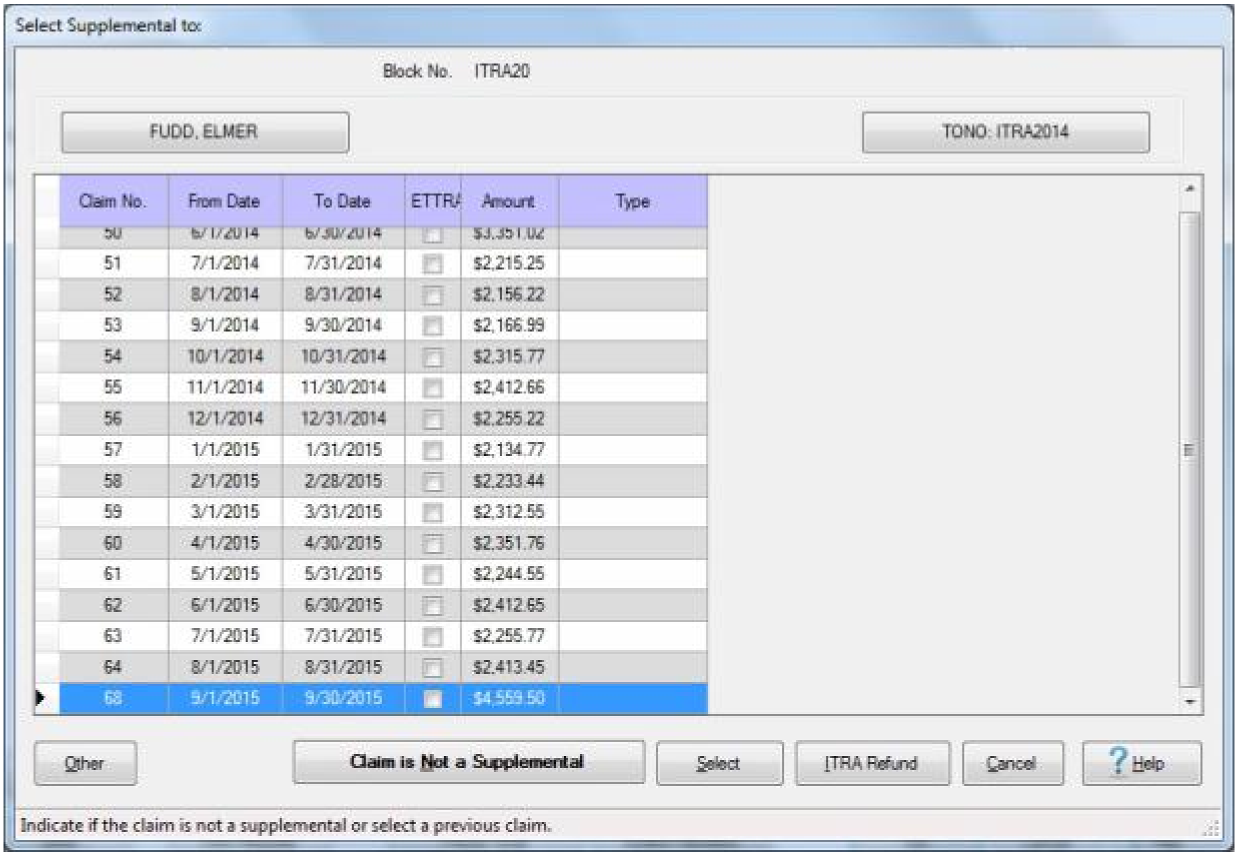


3. At the **Request Selection** screen, **select** a request through one of the following methods:
   - **Method 1:** - **Double click** on the desired request.
   - **Method 2:** - **Click** on the request **once** and then **click** the **View/Modify** button.
   - **Method 3:** - **Click** on the **New** button.

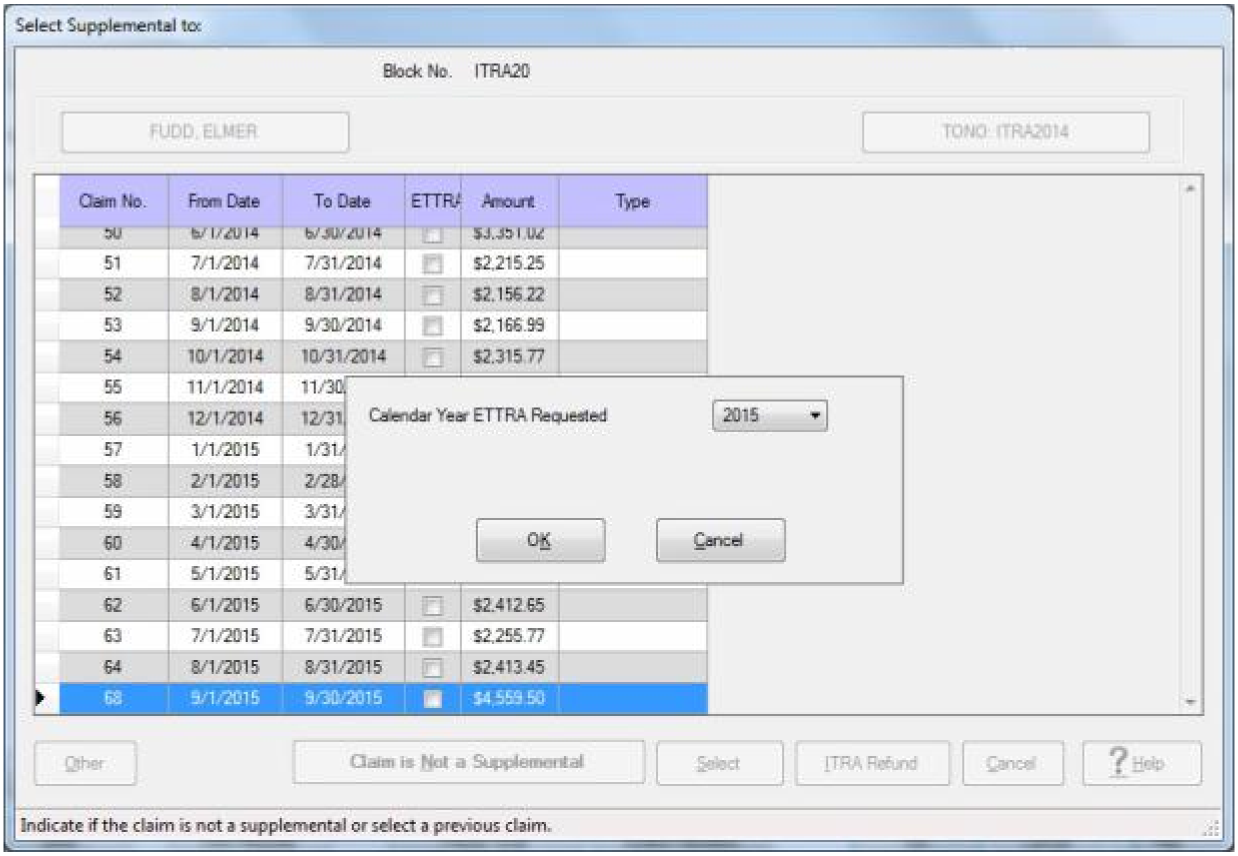
Note: If the **New** button is **clicked**, the **Select Traveler** screen appears. At this screen the Examiner must **select** or **create** the traveler's **account**. After selecting or creating the traveler account , the **Travel Order Selection** screen appears.



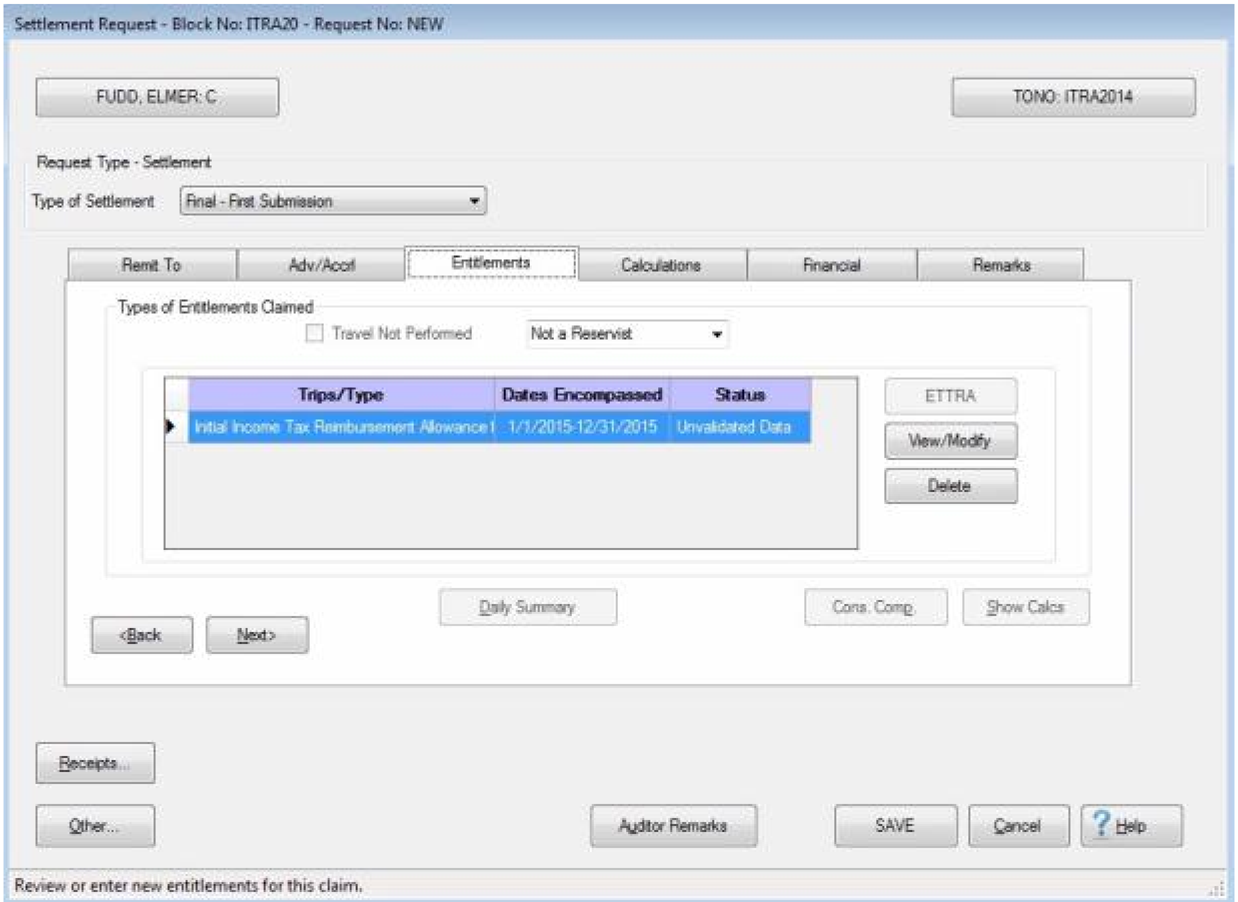
4. When the Travel Order Selection screen is displayed, any existing travel order for the traveler will appear in the grid in the Order section.
5. **Click** on the travel **order number** you wish to process the ITRA settlement for and then **click** on **OK**.
6. Since a <u>previous</u> **claim** for the **extended TDY** trip has been processed, the **Select Supplemental To** screen will appear.



7. 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.
8. When the extended TDY trip claim is highlighted, **click** on the **ITRA Refund** button. The **ITRA Year** *pop-up* **screen** appears.



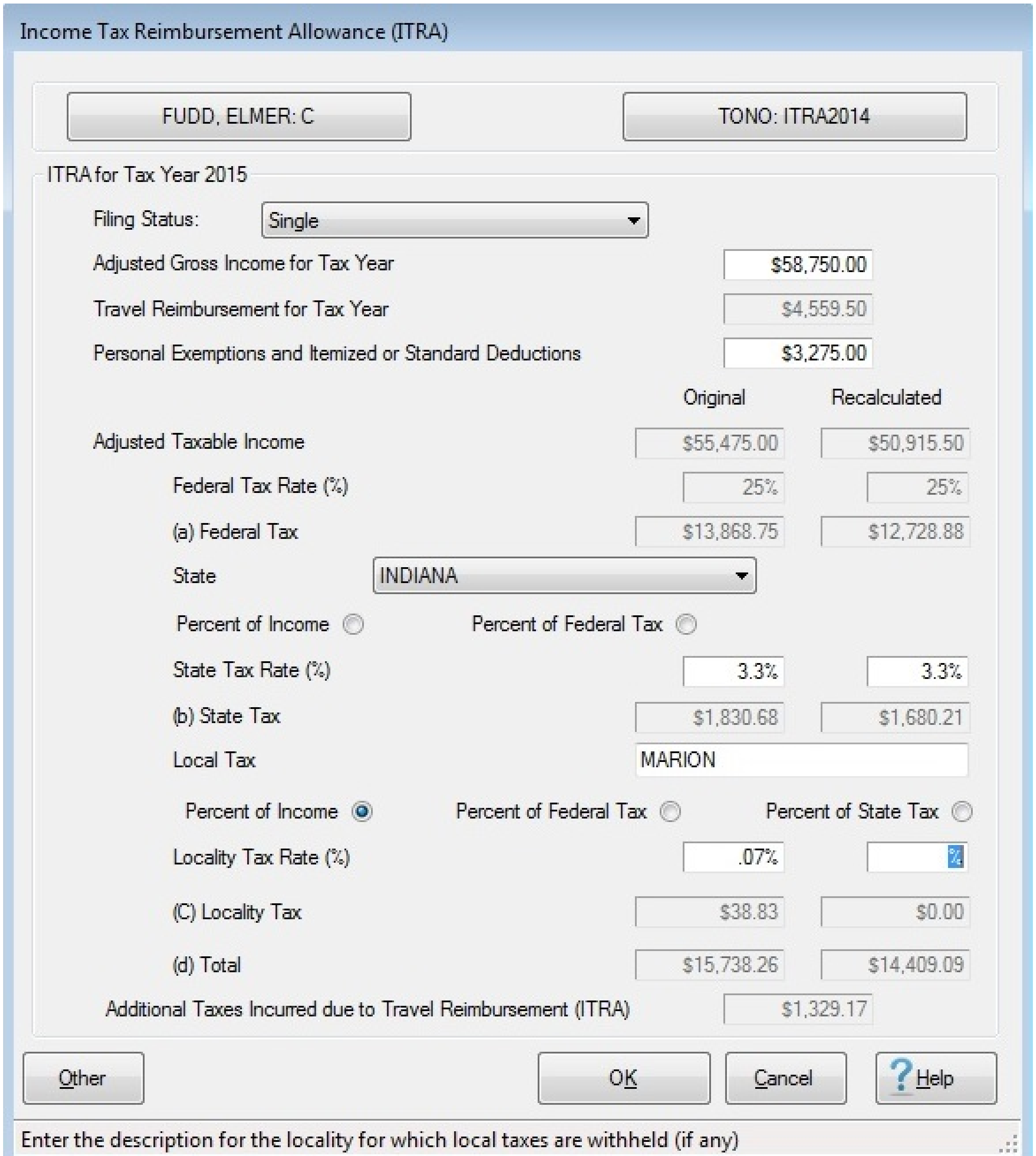
9. If the <u>correct</u> **year** is <u>not</u> shown at the **Calendar Year ITRA Requested** field, **click** on the *down* **arrow** button and then **click** on the <u>correct</u> **year**.
10. When the correct year has been selected, **click** on the **OK** button. The **Settlement Request** screen appears.



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.

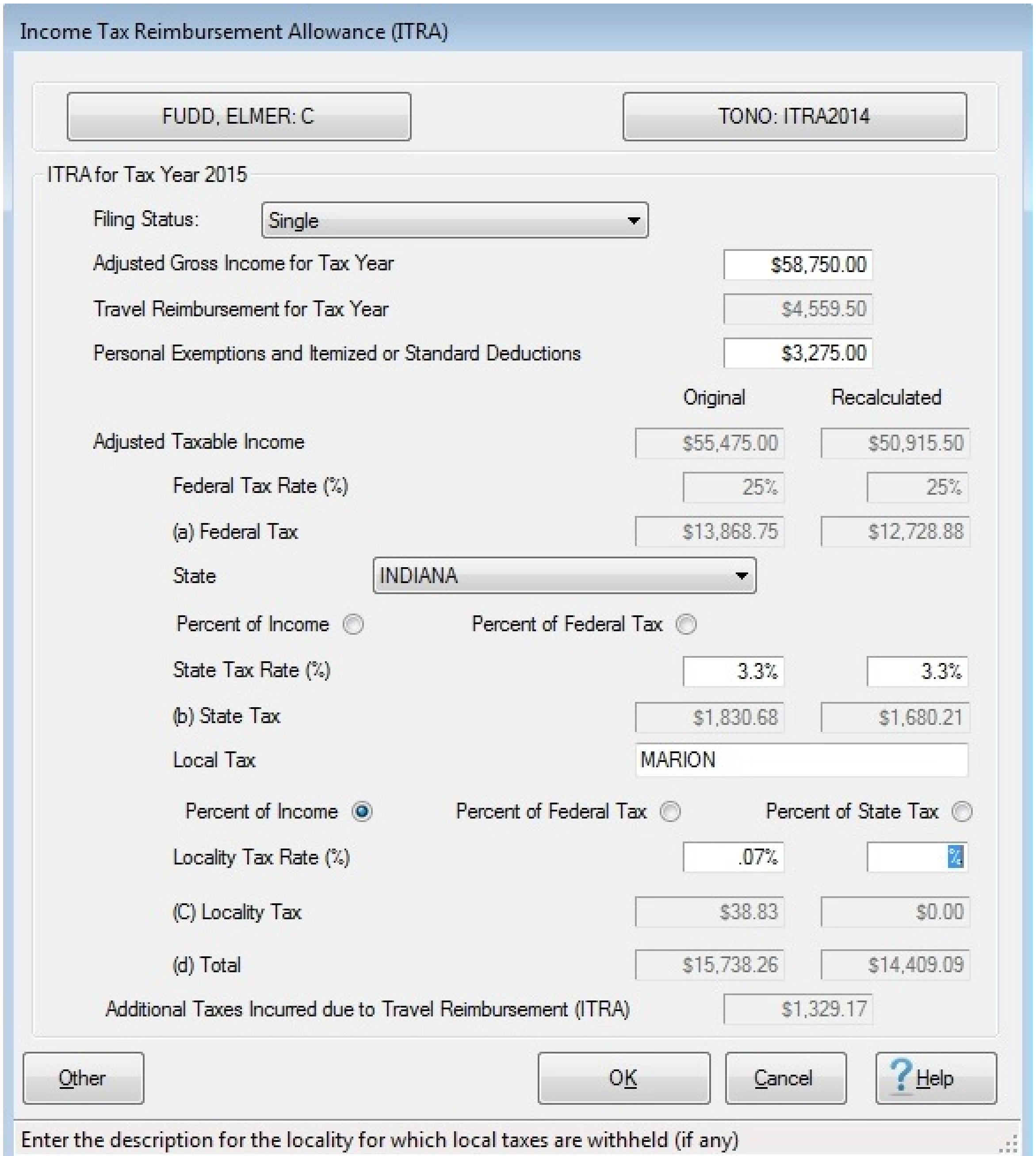


Refer to the **Help** topic, "Completing the Income Tax Reimbursement Allowance Screen" for additional **instructions**.

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:



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..

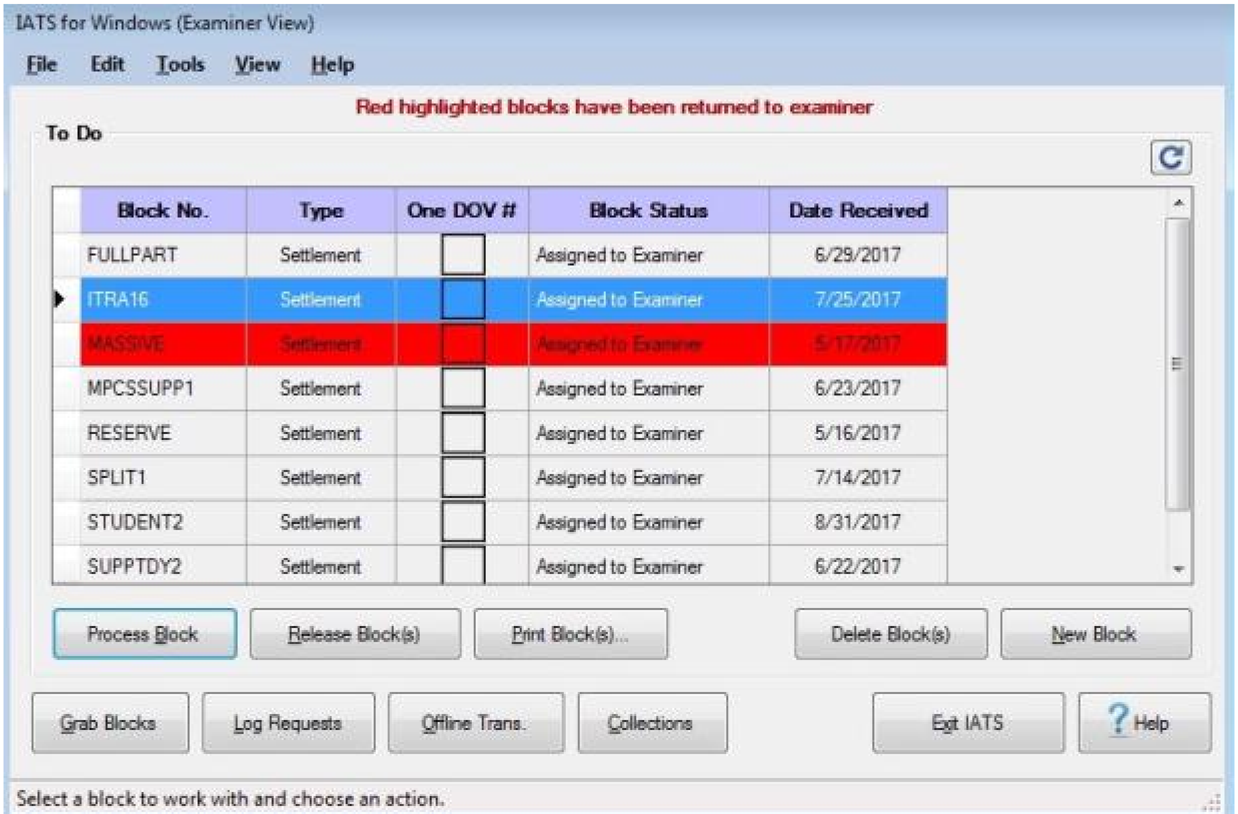
This reimbursement consists of two **parts**:

(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:

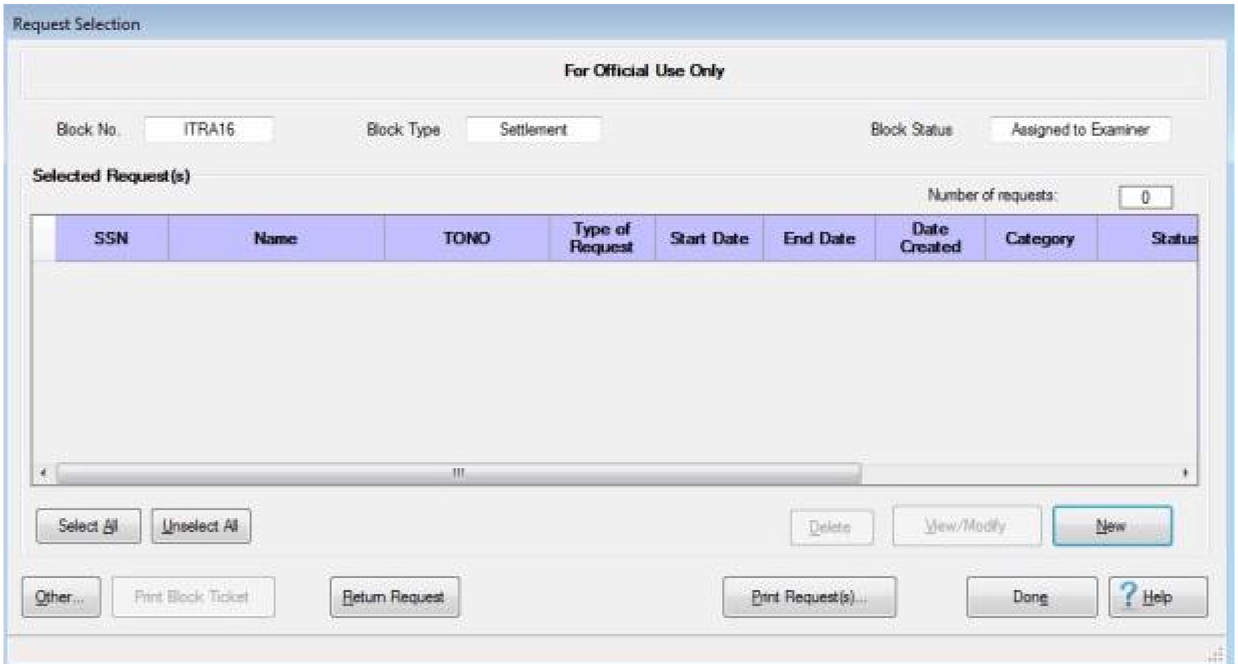
1. **Login** to IATS in the **Examiner** View mode or change the View to Examiner, if necessary.



2. **Select** a **block** <u>through</u> one of the <u>following</u> **methods**:

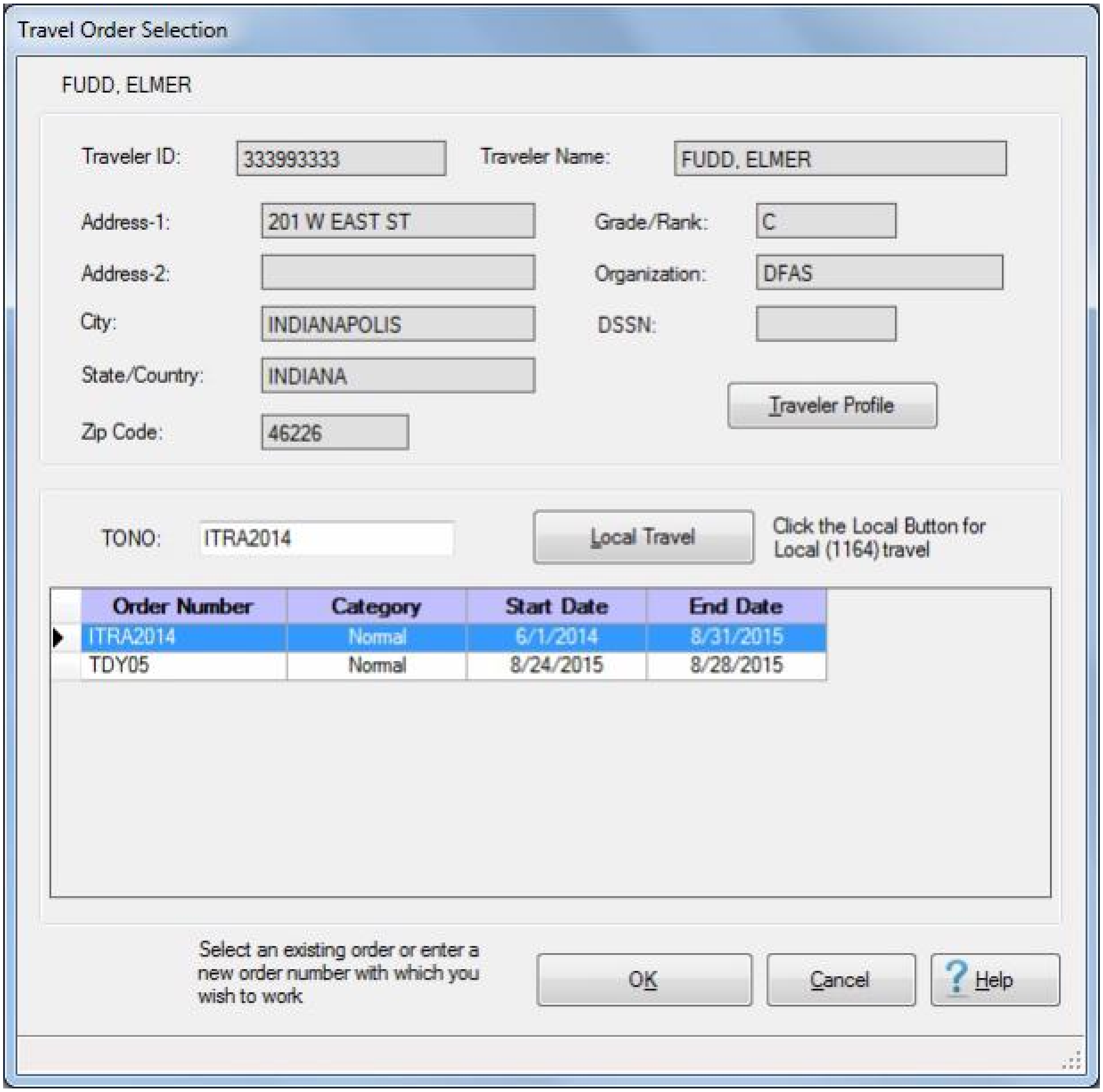
- **Method 1:** - **Click** the [Grab Blocks]() button and **select** a block from the **Logged** Pool.
- **Method 2:** - **Double click** on the <u>desired</u> **block** listed under the **To Do** section or by **clicking** on the **block** <u>once</u> and then **clicking** the **Process Block** button.
- **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.

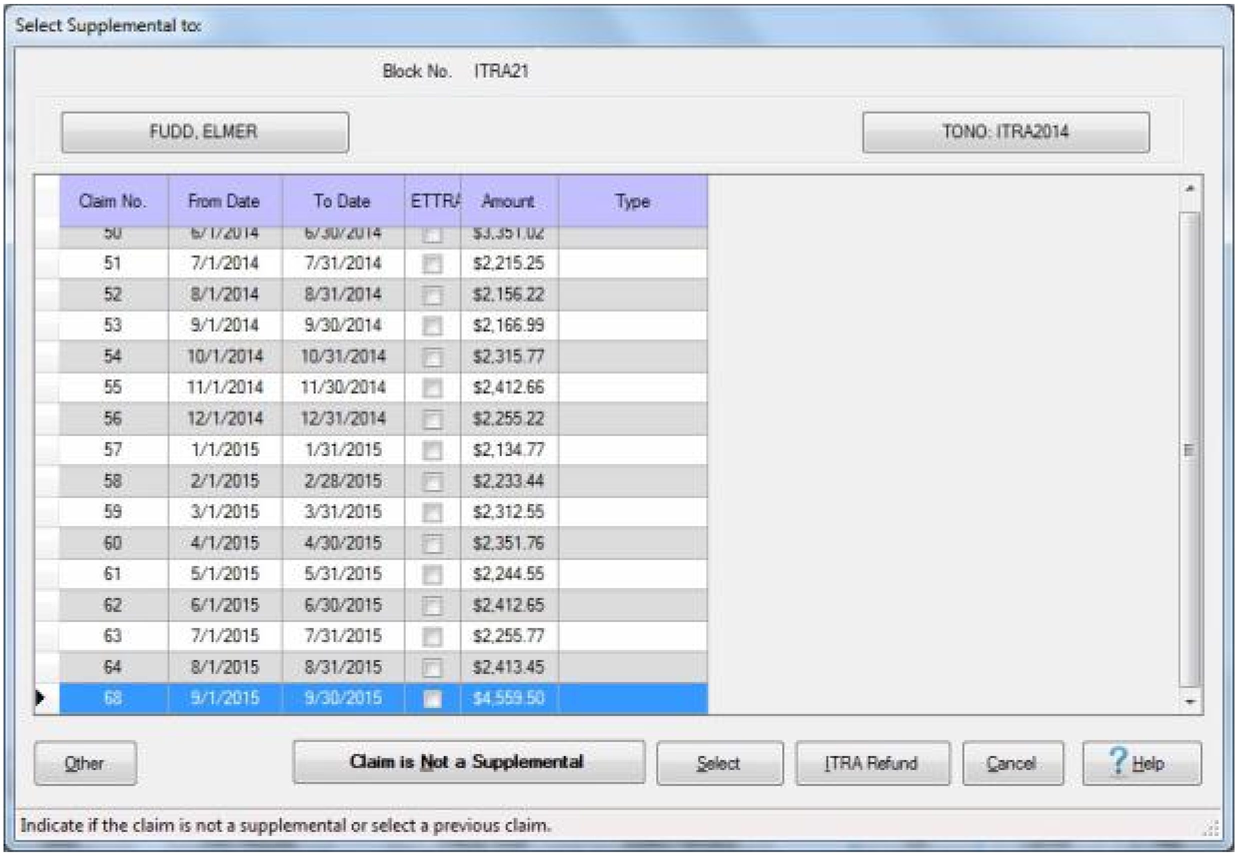


3. At the **Request Selection** screen, **select** a request through one of the following methods:
   - **Method 1: - Double click** on the desired request.
   - **Method 2: - Click** on the request **once** and then **click** the **View/Modify** button.
   - **Method 3: - Click** on the **New** button.

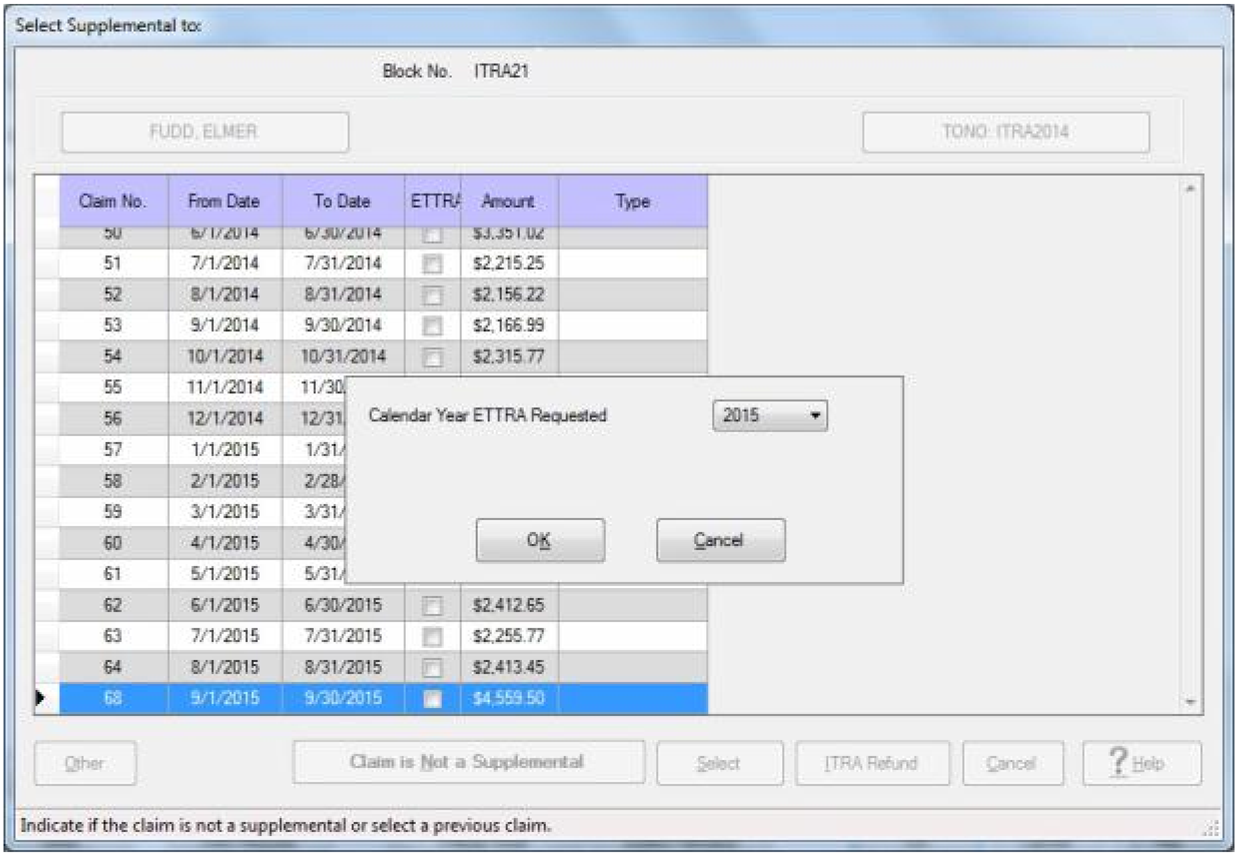
Note: If the **New** button is **clicked**, the **Select Traveler** screen appears. At this screen the Examiner must **select** or **create** the traveler's **account**. After selecting or creating the traveler account , the **Travel Order Selection** screen appears.



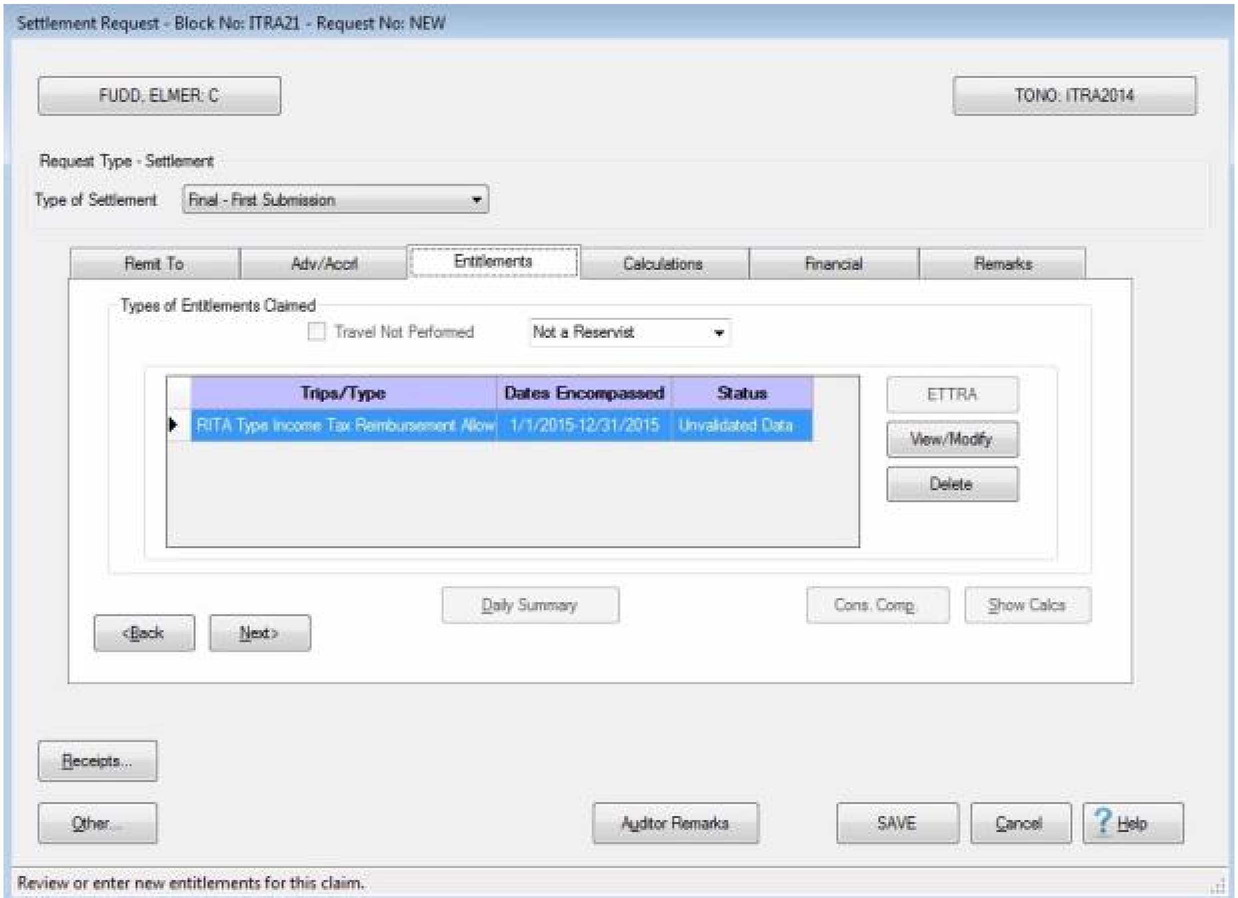
4. When the Travel Order Selection screen is displayed, any existing travel order for the traveler will appear in the grid in the Order section.
5. **Click** on the travel **order number** you wish to process the ITRA settlement for and then **click** on **OK**.
6. Since a <u>previous</u> **claim** for the **extended TDY** trip has been processed, the **Select Supplemental To** screen will appear.



7. 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.
8. When the extended TDY trip claim is highlighted, **click** on the **ITRA Refund** button. The **ITRA Year** *pop-up* **screen** appears.



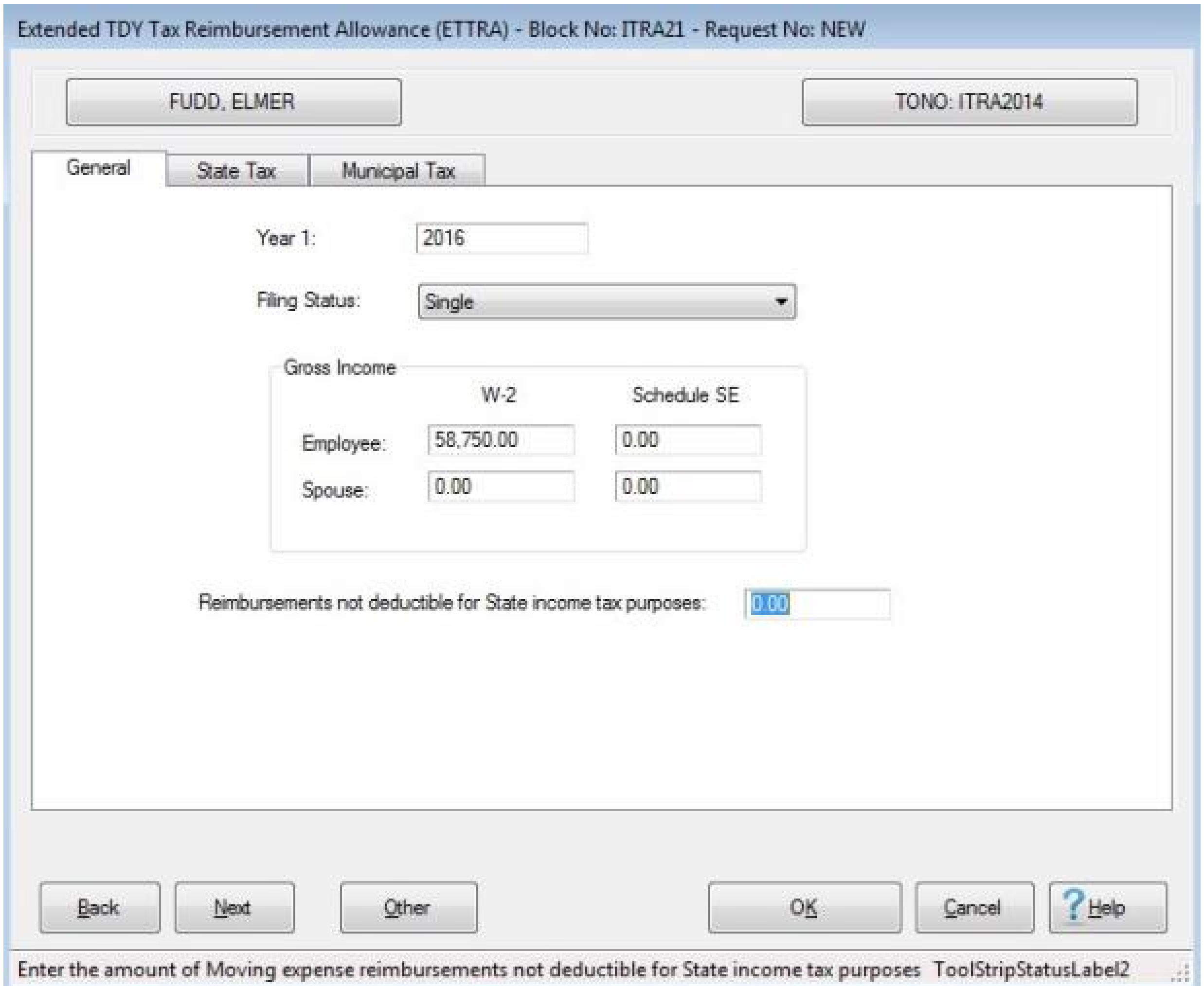
9. If the correct **year** is not shown at the **Calendar Year ITRA Requested** field, **click** on the *down* **arrow** button and then **click** on the correct **year**.
10. When the correct year has been selected, **click** on the **OK** button. The **Settlement Request** screen appears.



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 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.

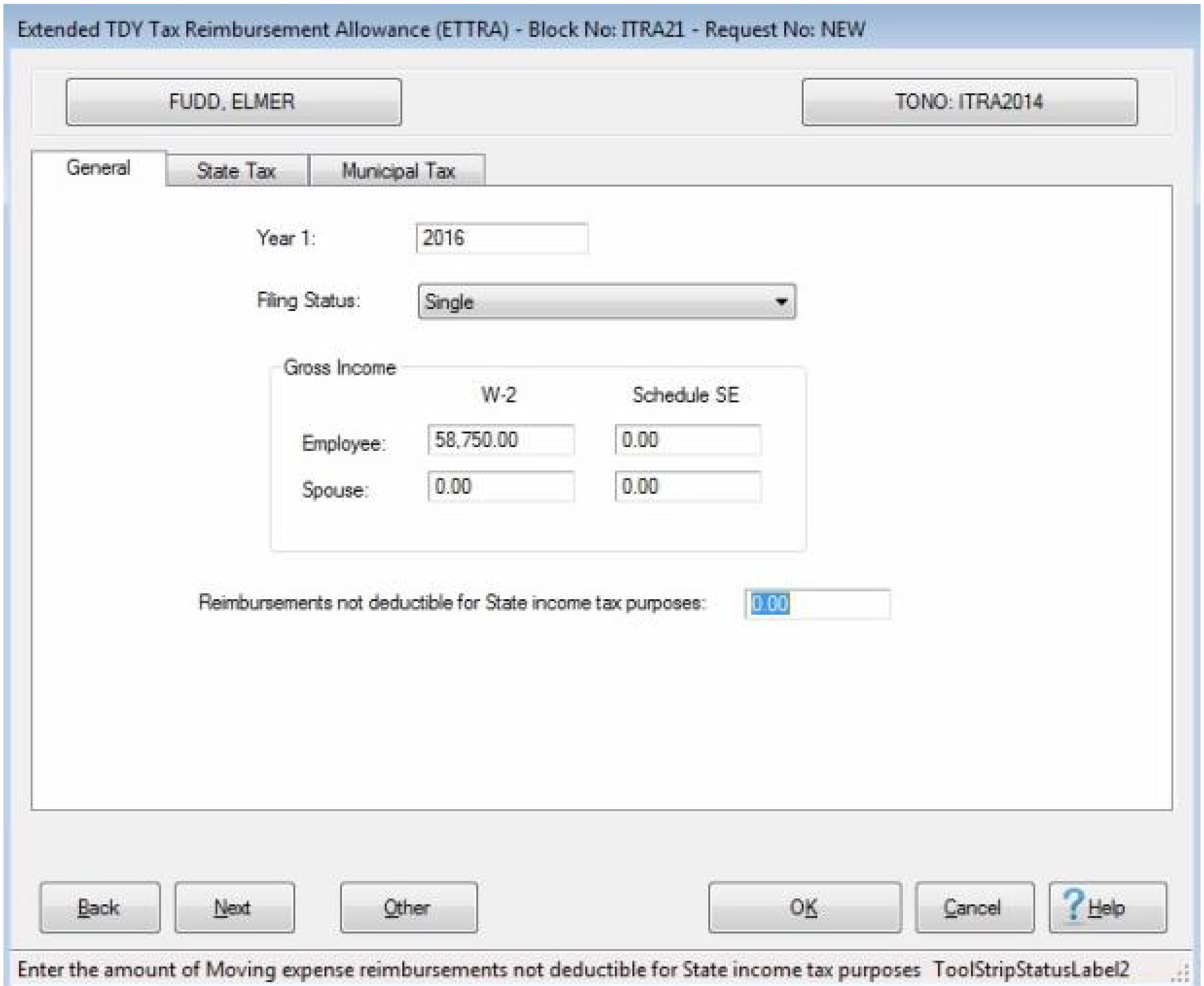


Refer to the **Help** topic, "Completing the ITRA (RITA Type) Screen - General tab" for additional **instructions**.

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:



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**.

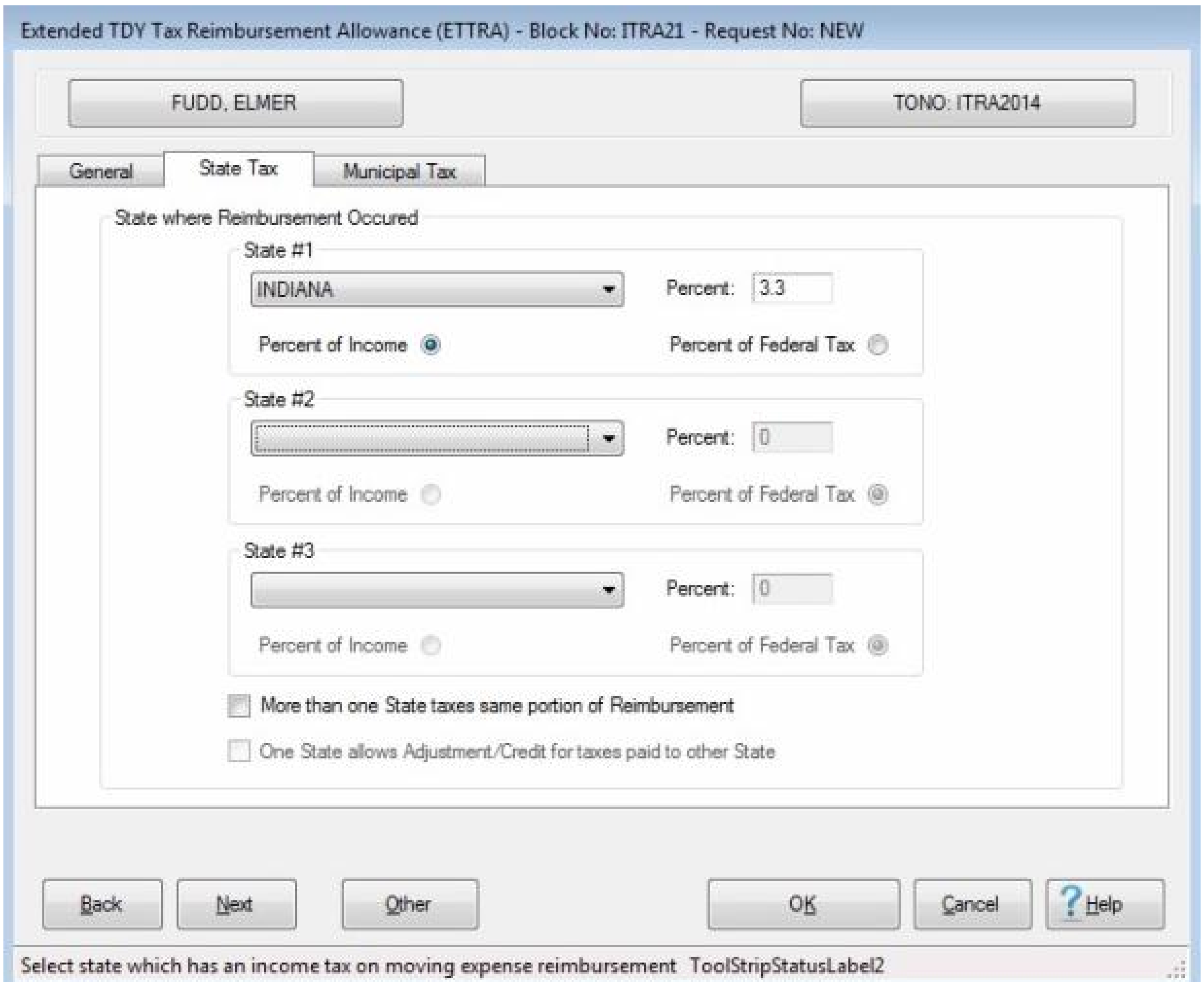
8. When **finished** entering the required information at the **ITRA (RITA Type) Screen - General** tab, **click** on the **Next** button or the **State Tax** tab to continue.

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.

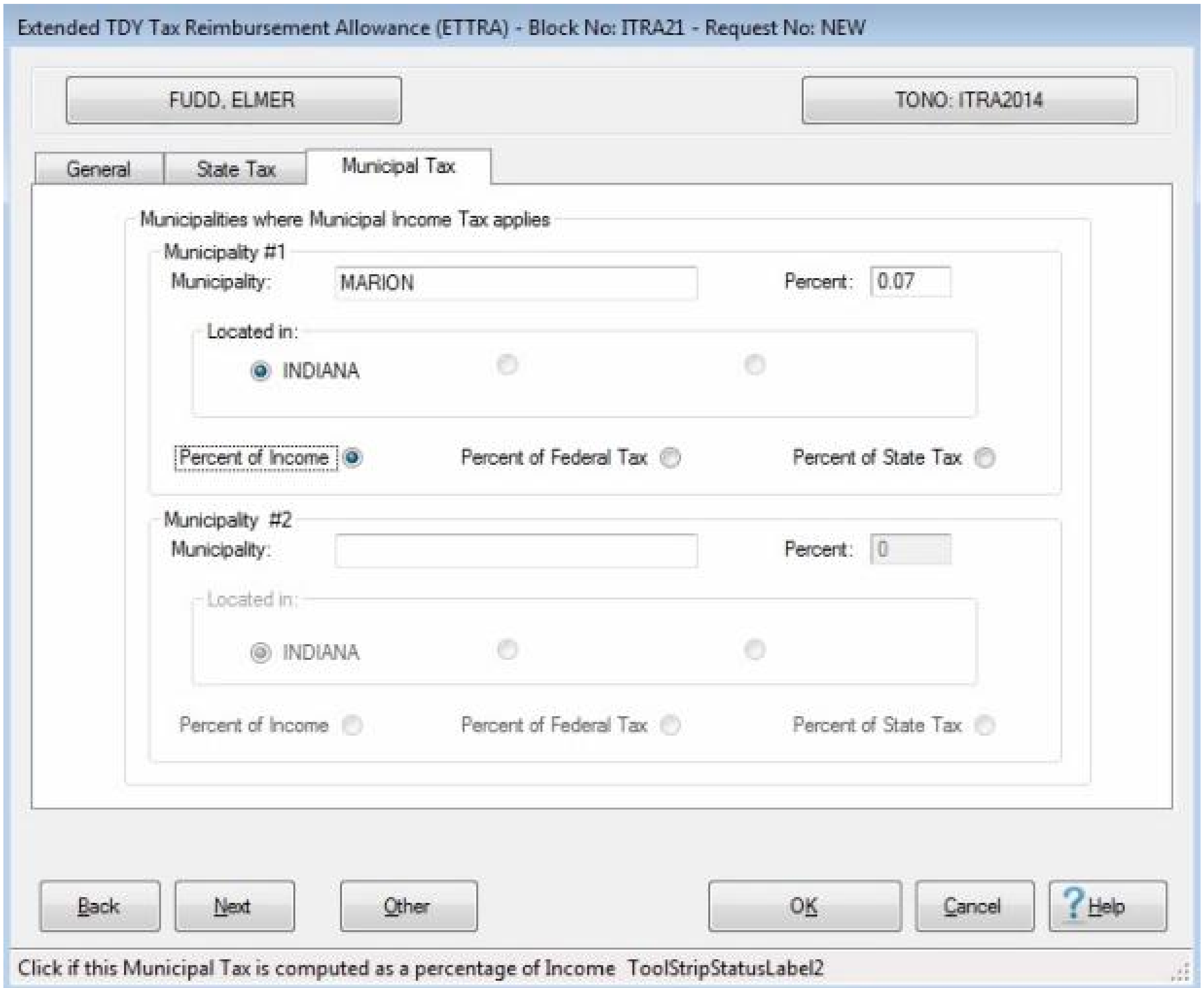
2. **Percent:** - **Click** in this field, IATS will automatically **populate** this field with the applicable **percentage** form the tax **table** in the **Maintenance** module.
3. **Percent of Income:** - A black **dot** must **appear** in this field if the tax **liability** is based on a **percentage** 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. 1. For **Beginning** and **Middle** periods, the **effective date of orders** must be the **Pay To Date**. It cannot be a **future** date.
2. 2. For the **Ending/Final** period, compute the **effective date of orders** in accordance with the travel **regulations**.
3. 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

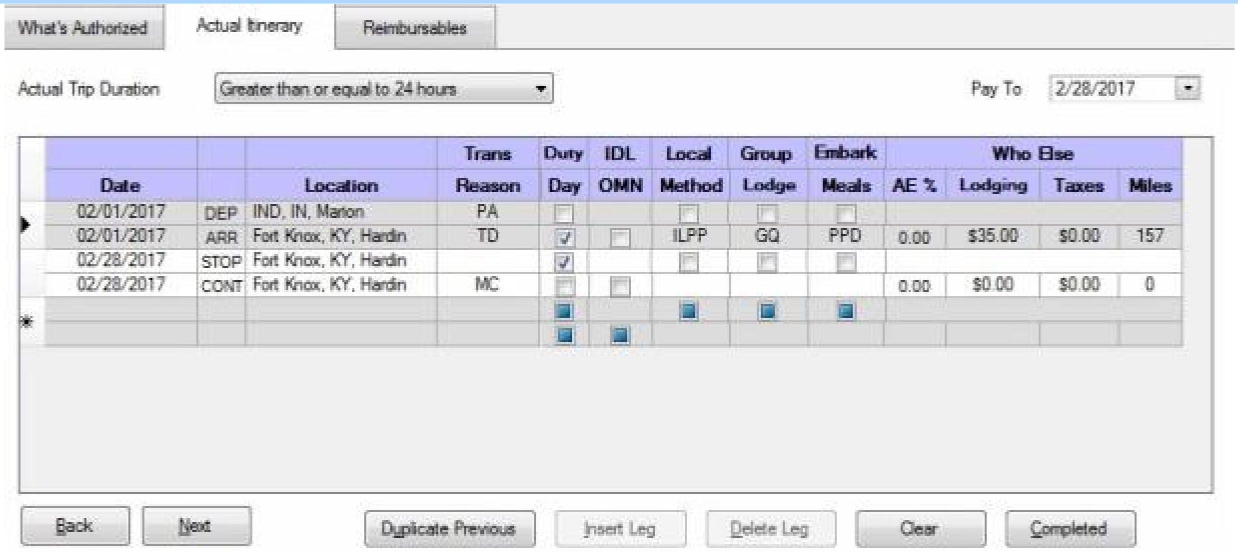
In order to process a **partial Settlement**, users must **specify** that the **type** of settlement is a **partial** and must also **specify** the **type** of partial. This is accomplished at the **Settlement Request** screen.

Complete the following steps to "enter" a beginning partial settlement:

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.



Date		Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	AE %	Who Else Lodging	Taxes	Miles
02/01/2017	DEP	IND, IN, Marion	PA									
02/01/2017	ARR	Fort Knox, KY, Hardin	TD	✓		ILPP	GQ	PPD	0.00	$35.00	$0.00	157
02/28/2017	STOP	Fort Knox, KY, Hardin		✓								
02/28/2017	CONT	Fort Knox, KY, Hardin	MC						0.00	$0.00	$0.00	0

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

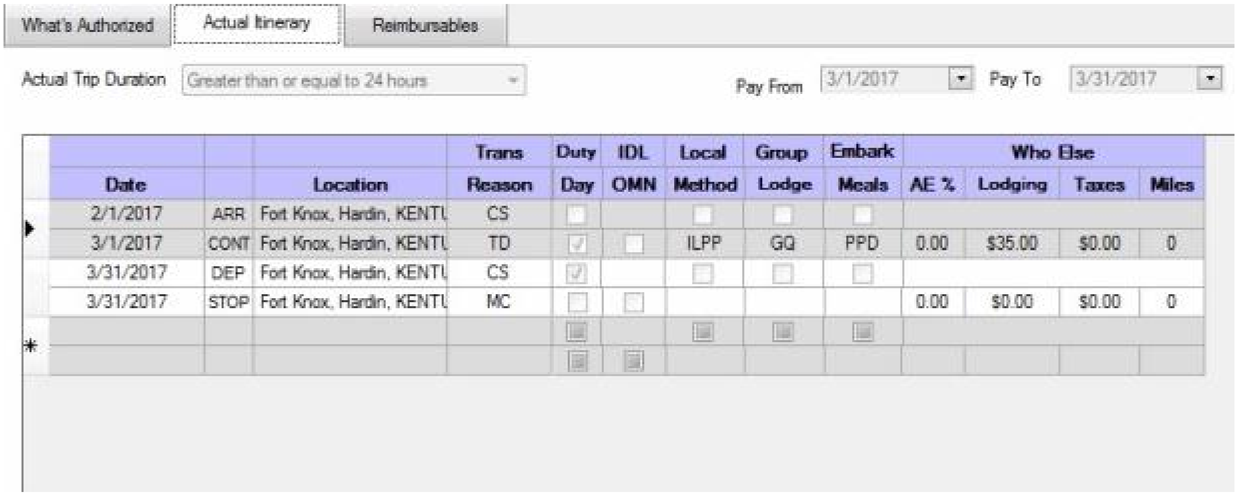
In order to process a **partial TDY Settlement**, users must **specify** that the **type** of settlement is a **partial** and must also **specify** the **type** of partial. This is accomplished at the **Settlement Request** screen.

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.



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**.

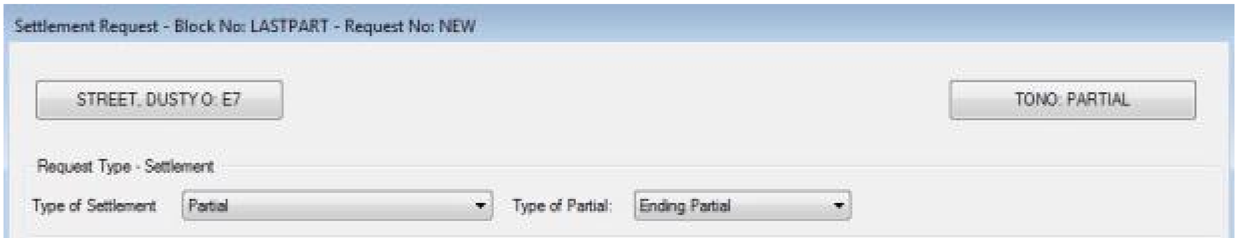
8. **Finish** processing the request for settlement as usual.

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:



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.

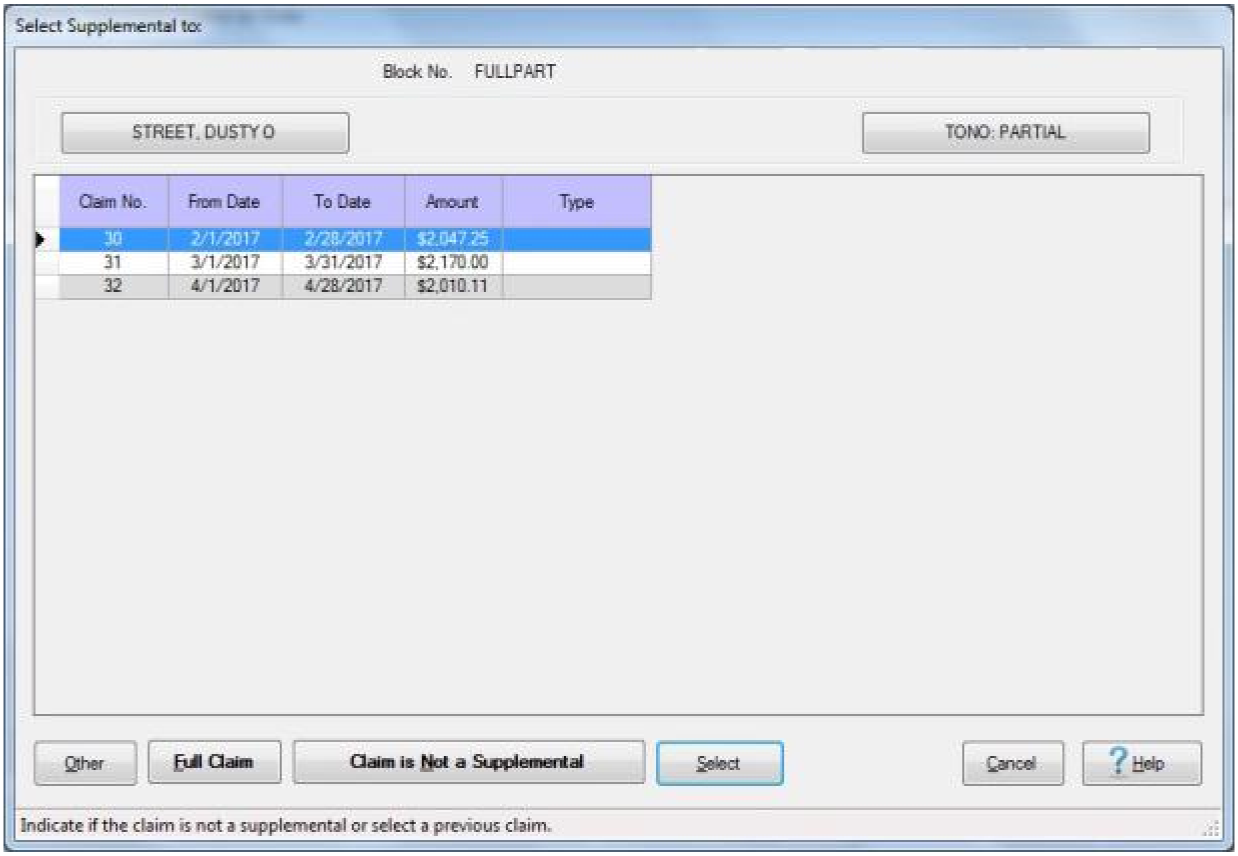
Click on the **See Also** button below and **select** the particular **topic** for additional **information** on working with **Partial Settlements**.

Processing a Full Claim

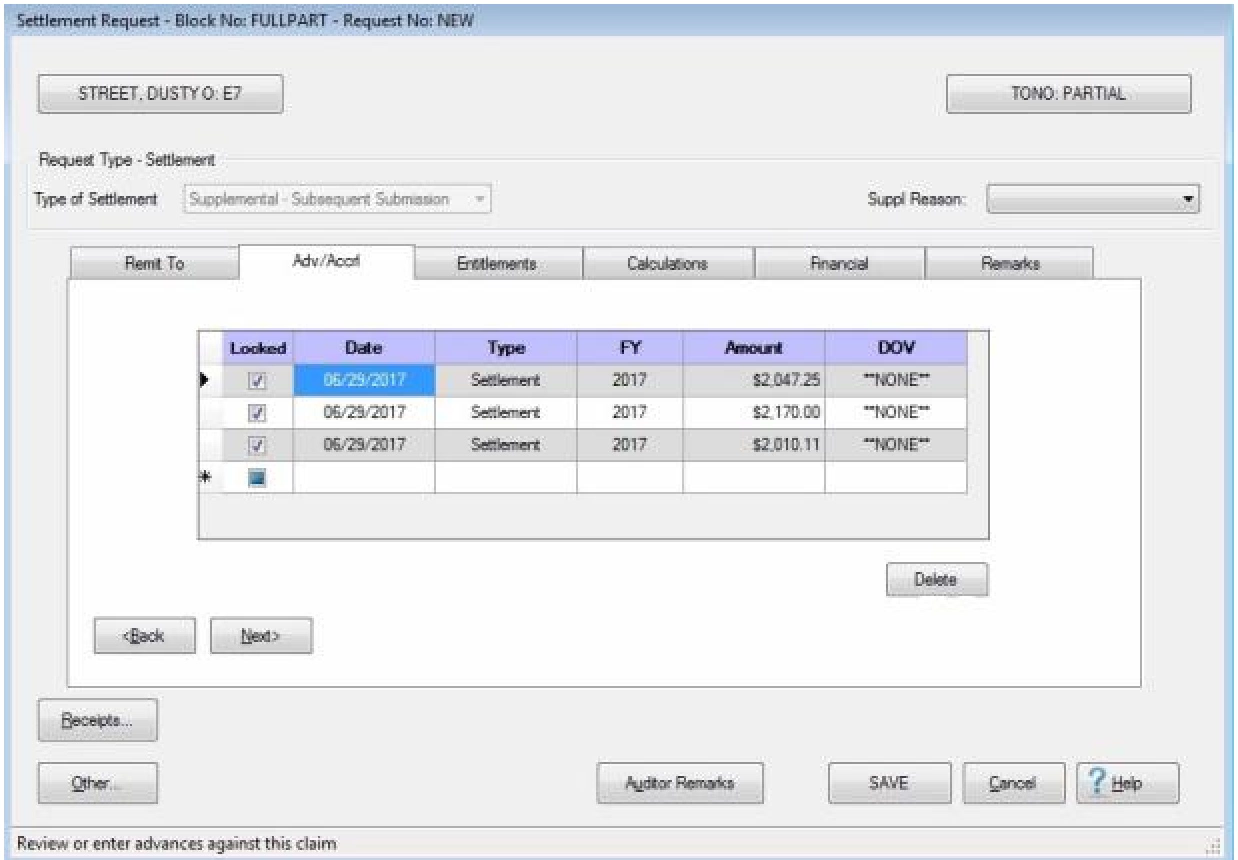
When working with **partial** settlements, sometimes it may be necessary to **recalculate** the entire **trip** from start to finish. The **Full Claim** feature provides this opportunity. When a Full Claim is processed, IATS recalculates the entire trip and deducts any previous partial settlements.

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.



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.



Note: If you **click** on the **Adv/Accrl** tab, any prior **payments** existing in the database that were processed against the travel order for the claim currently being processed are displayed.

6. Now you would **process** the claim as you would any other TDY settlement and IATS will **deduct** the previous **payments** from the calculated amount.

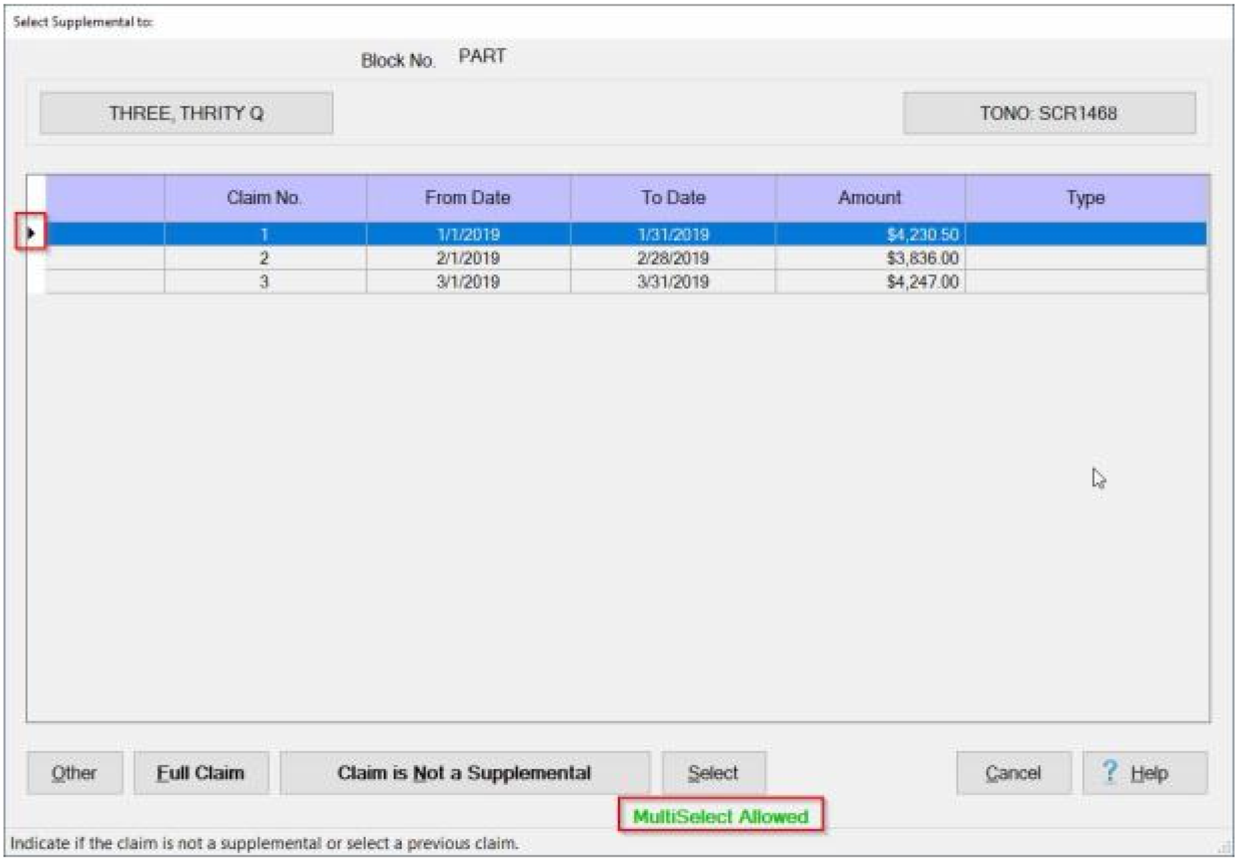
Processing a Supplemental to Multiple Partial Payments

A feature was added to IATS to allow the IATS user to be able to process a supplemental payment to multiple previously paid TDY partial payments.

Complete the following steps to "process" a Supplemental payment for Multiple Partial Settlements:

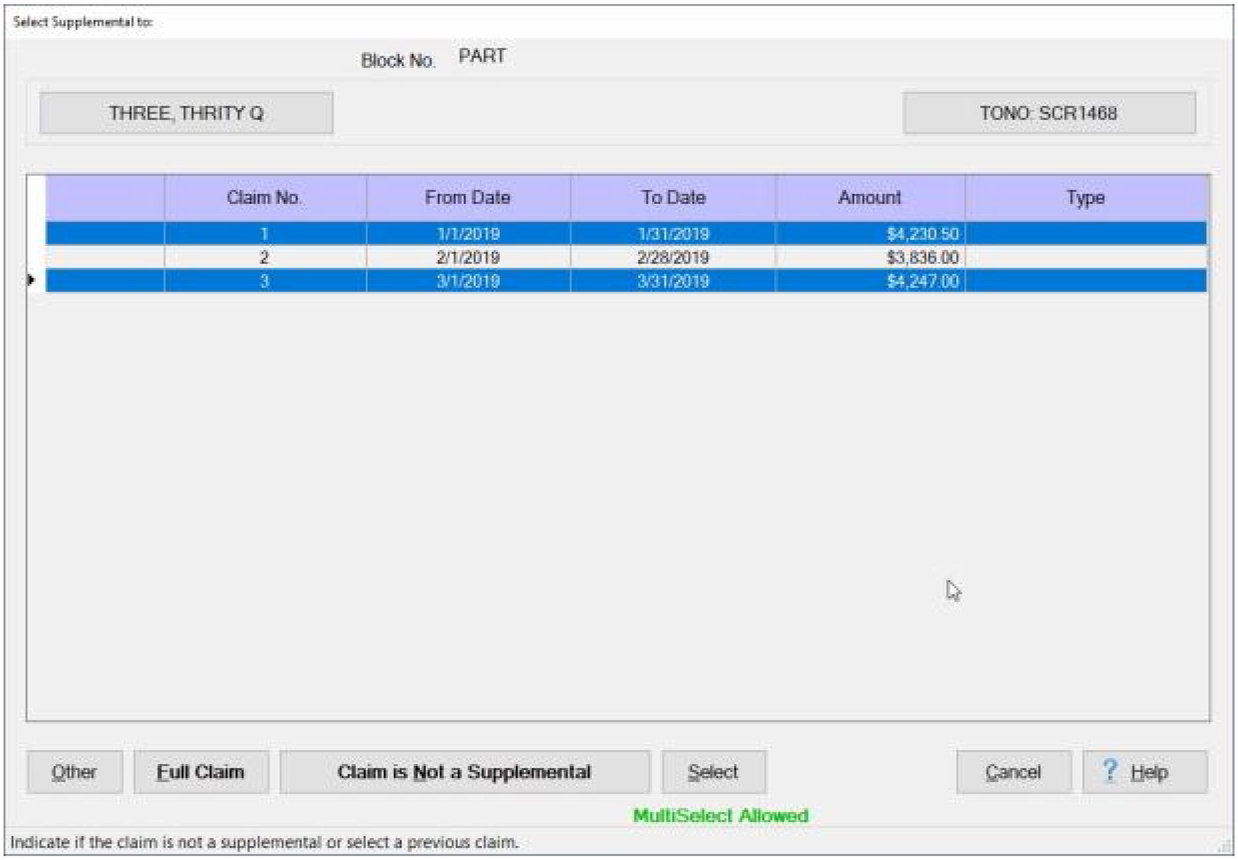
1. Select or create a block for processing.
2. At the **Request Selection** screen, **select** the desired request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select 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.



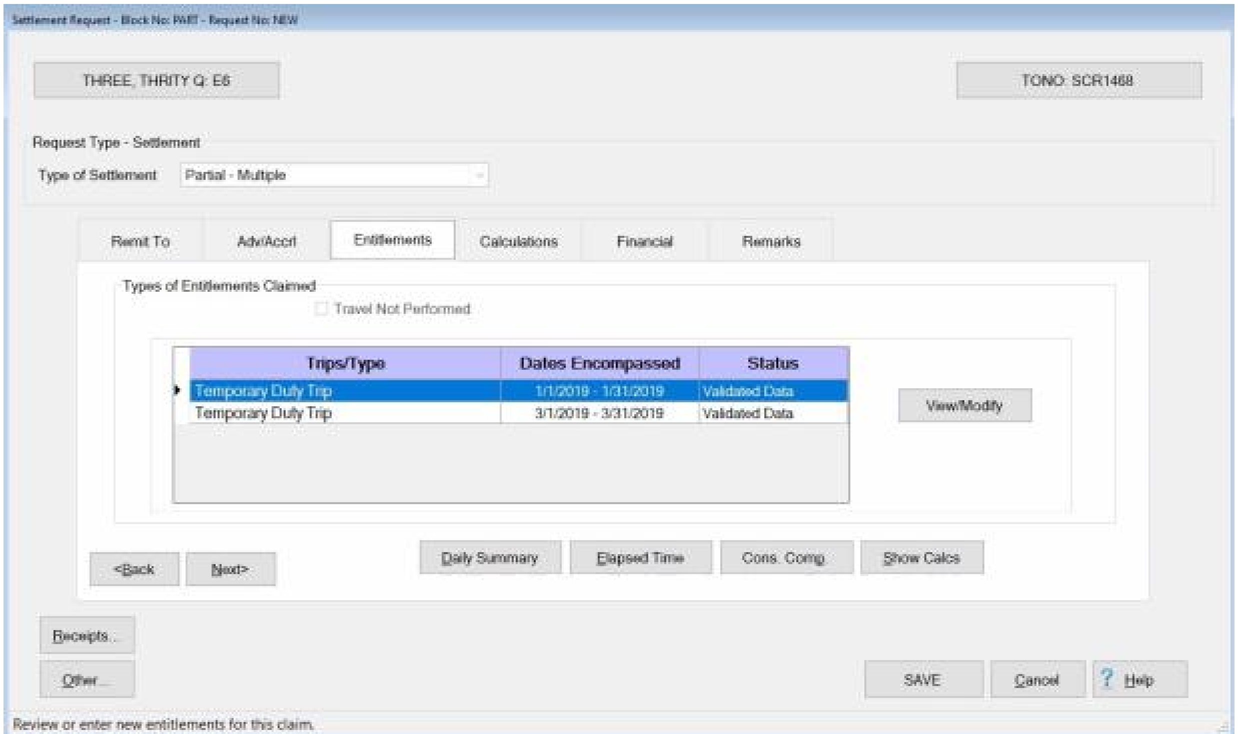
Note: The **image** above shows that there are three **partial settlements** for the specified travel order. In addition, at the bottom of the screen, you will see the words **MultiSelect Allowed** in **green**. This means that you may **select** any or all of these partial settlements.

7. To select multiple partial settlements, **press** on **hold down** the **Ctrl** key on your keyboard.
8. **Click** to the left of each **row** where you see an **arrow** pointing to the current row for each row you want to select.



Note: The **image** above shows that there are two **partial settlements** for the specified travel order selected.

9. After you have **selected** the desired partial settlements that you wish to process a supplemental payment for, **click** on the **Select** button. The **Settlement Request** screen appears.



10. At this screen, **click** on the **Entitlements** tab.
11. At the **Entitlements** tab, the selected **partial settlements** processed against the selected travel order are **displayed** in the **Types of Entitlements Claimed** section.
12. **Click** on the **partial settlement** you wish to modify and then click on the **View/Modify** button to continue.
13. At the **Trip** screen, **determine** whether the **Actual Itinerary** or the **Reimbursables** tab requires **modification** and **click** on the **appropriate** tab.
14. 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.

15. IATS **returns** to the **Settlement Request** screen.

Note: Repeat steps **12 - 14** for any other partial settlements listed in the **Types of Entitlements Claimed** section.

16. 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.

17. After **adjusting** the accounting lines, **add** any desired remarks and **finish** processing the **request**.

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.

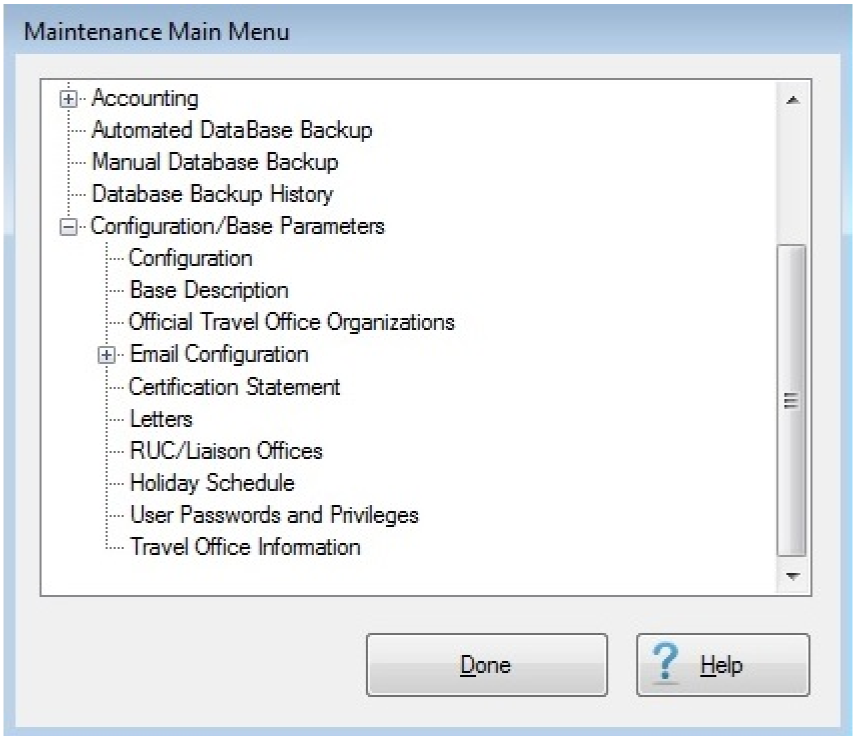
Click on the **See Also** button below and **select** the particular **topic** for additional **information** on processing Reservist Travel claims.

Activating the Reservist Travel Option

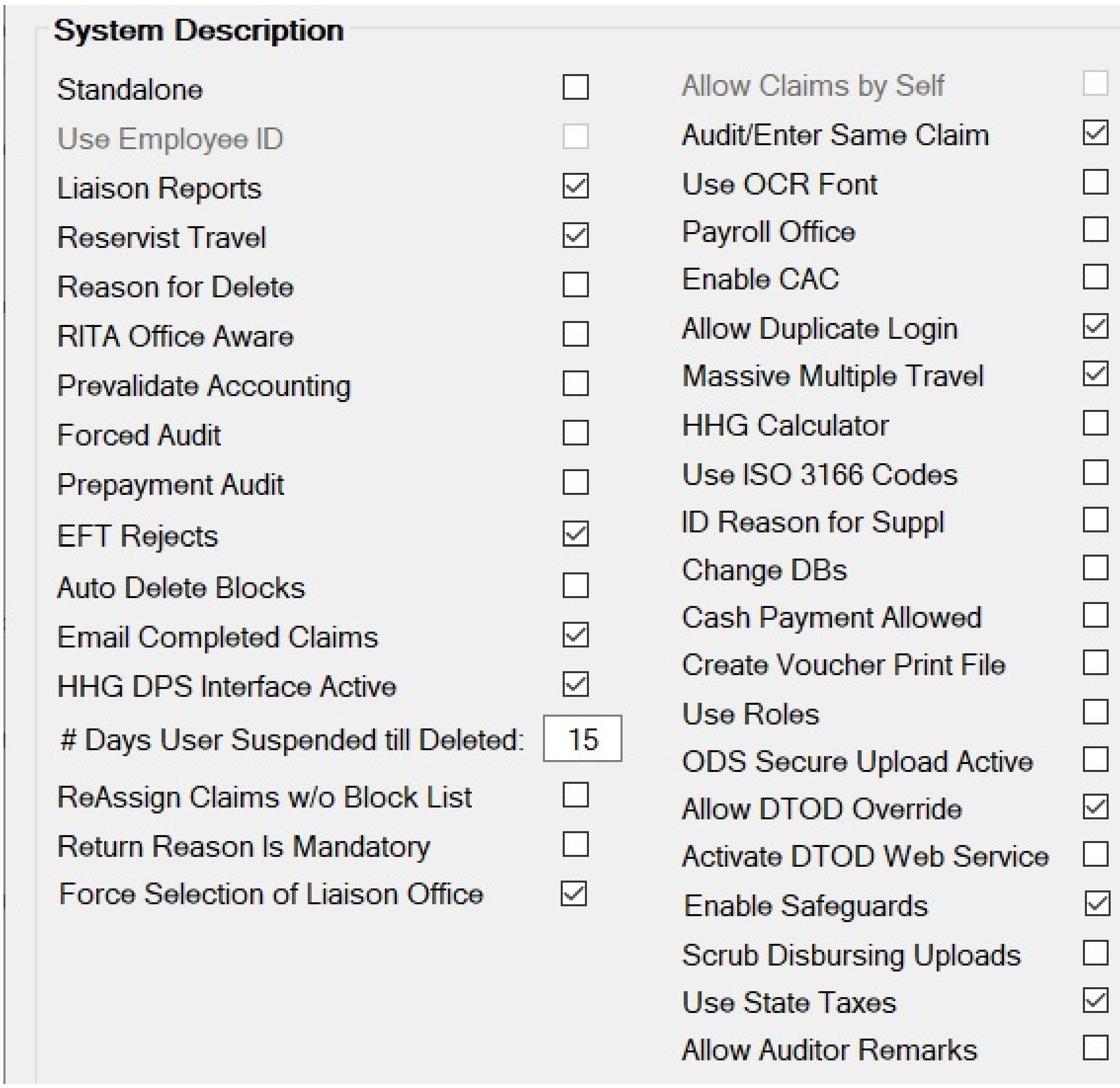
In order to use this feature, your **System Administrator** must access the **Maintenance** module and **activate** the Reservist Travel feature.

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 <u>left</u> of the item **Configuration/Base Parameters**.
3. **Click** on the **Configuration** option. IATS will display the **Maintain System Configuration** screen.

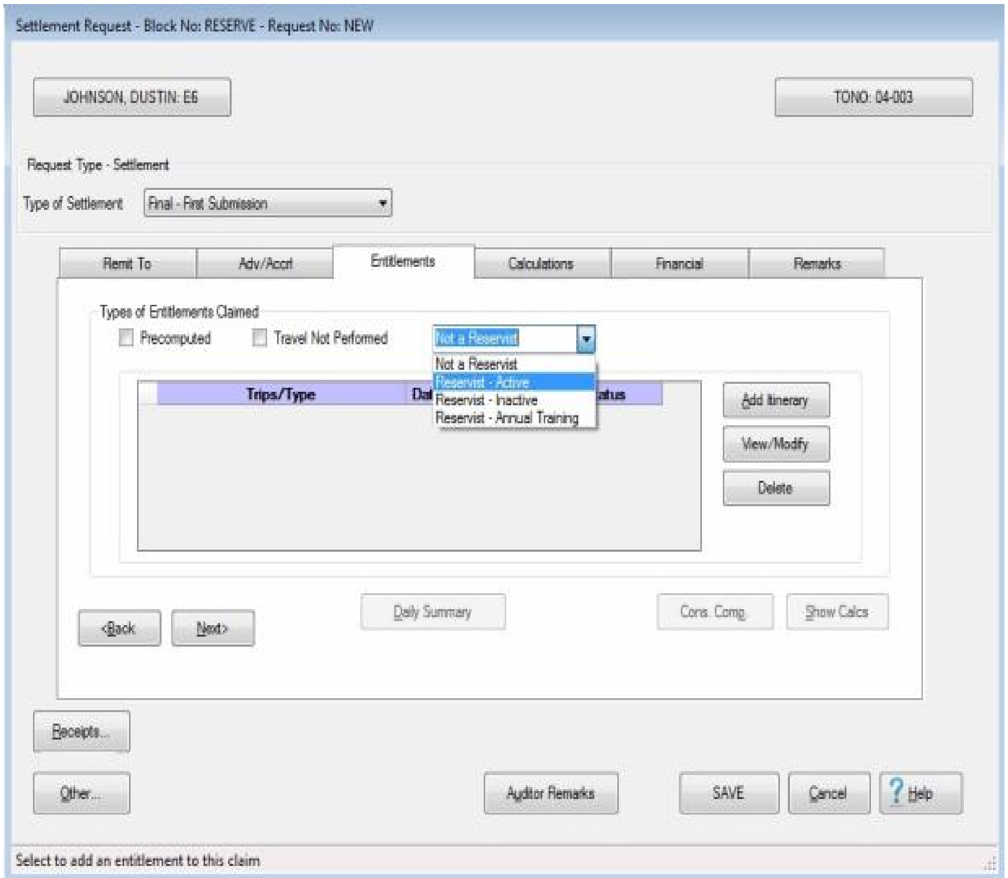


4. At the **System Description** section, **click** in the **check box** next to the words **Reservist Travel** to activate this option.
5. When you are satisfied that Reservist Travel is activated, **click** on the **OK** button and then **exit** the **Maintenance** module.

Click on the **See Also** button <u>below</u> and **select** the particular **topic** for <u>additional</u> **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 <u>new</u> **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 <u>not</u> for **reserve** travel, <u>no action</u> is necessary. You would continue to process the claim as usual.

If the claim, however, <u>is</u> for reserve travel, you would **click** on the *down* **arrow** at this field to display the reserve travel options and then **click** on the <u>desired</u> **option**.

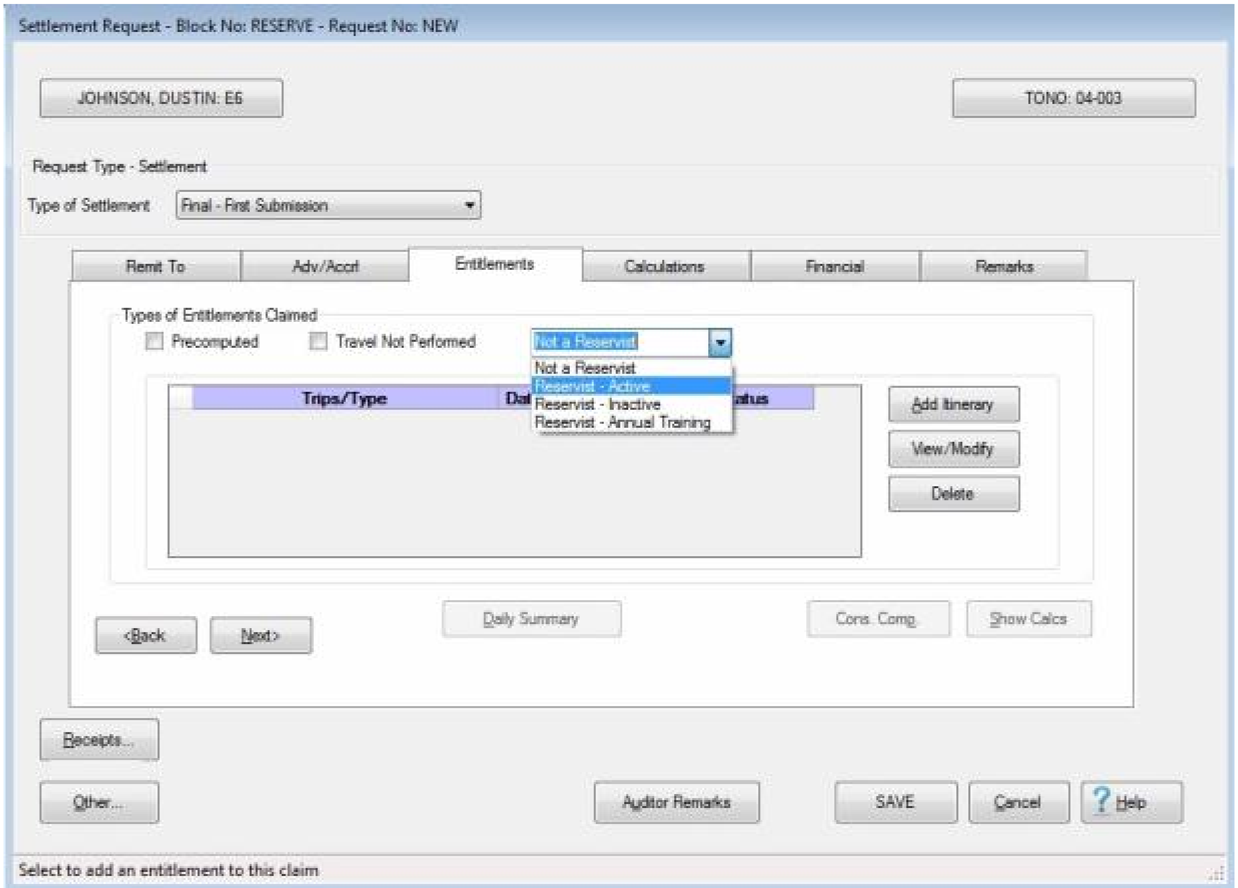
Click on the **See Also** button <u>below</u> and **select** the particular **topic** for <u>additional</u> **information** on processing Reservist Travel claims.

Reservist - Active

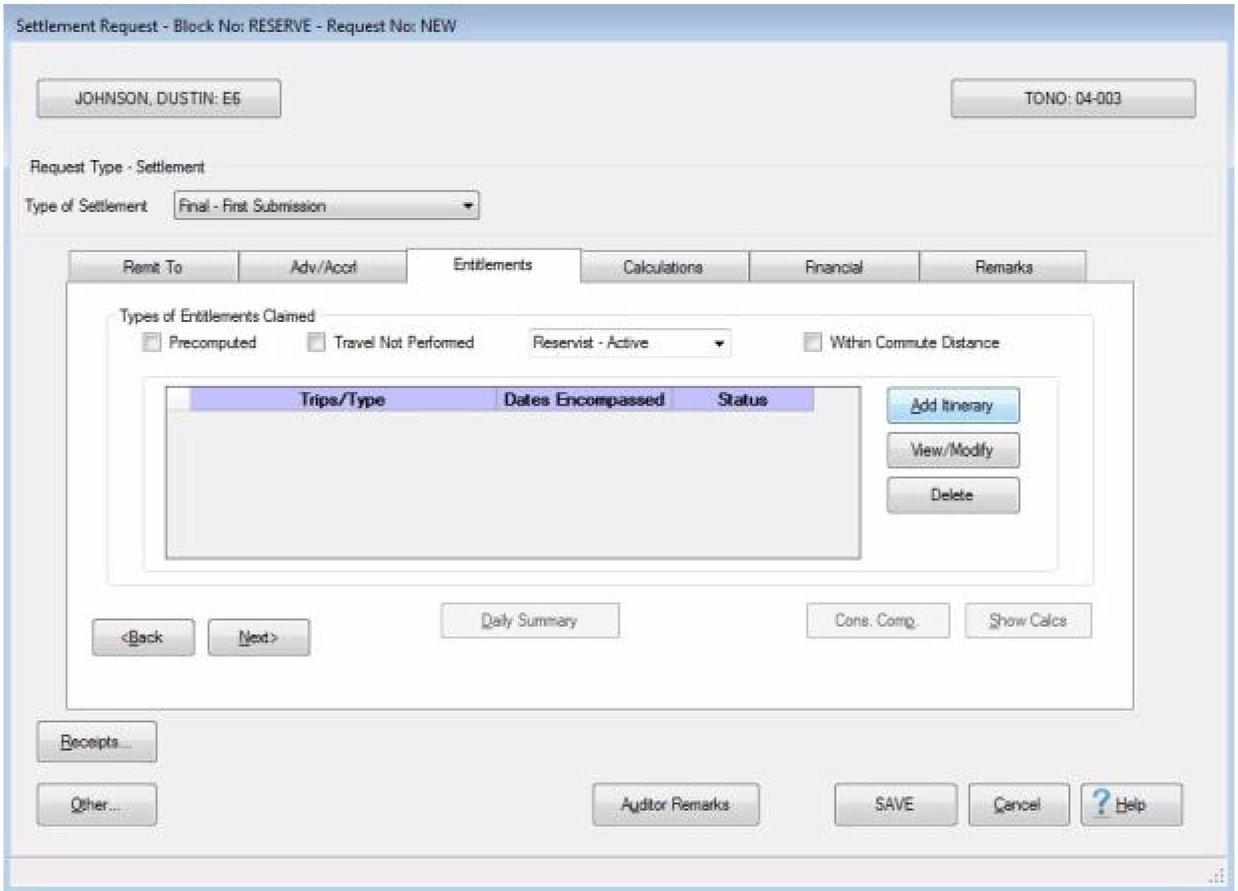
Members of the reserve components are entitled to **TDY** entitlements when called (or ordered) to **active duty** for any reason with pay orders which provide for return home or to the place (from which the Reservist) entered active duty (PLEAD) in accordance with the JFTR Chapter 7, paragraph U7150.

Complete the following steps to "process" a Reservist Travel claim for Active Duty:

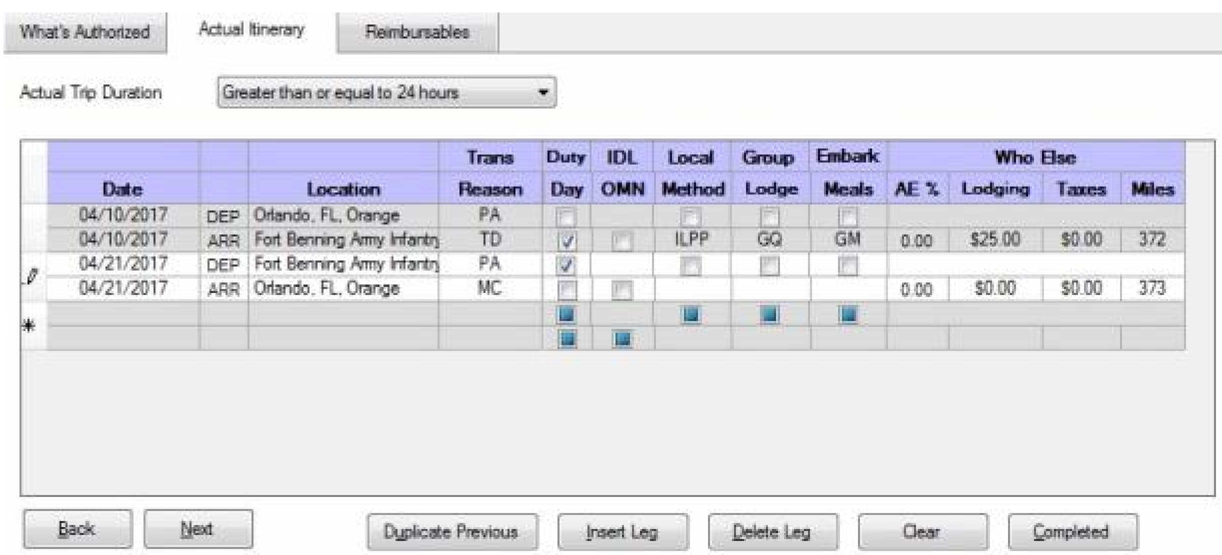
1. **Click** on the *down* **arrow** at the **Not a Reservist** field at the **Entitlements** tab on the **Settlement Request** screen to display the reserve travel options.



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.



4. At the "**Within Commute Distance**" field, you would **click** in the **check box** to check it, <u>if</u> the travel orders attached to the claim indicate that the travel is <u>within</u> **commuting distance**. <u>If not</u>, **no action** is necessary.
5. Next you would **click** the **Add Itinerary** button and then **enter** the traveler's **itinerary**.



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

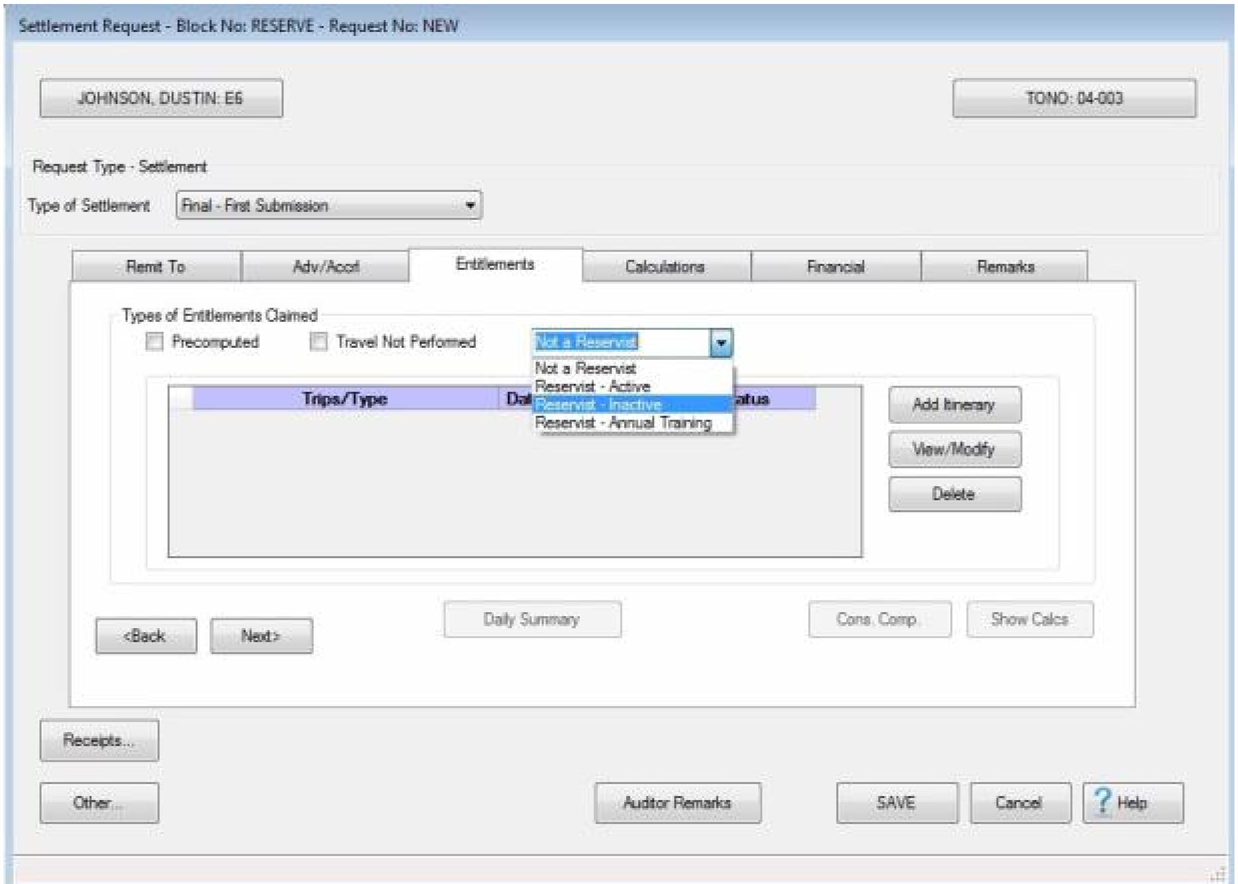
In accordance with the JFTR Chapter 7, paragraph U7150, a reserve member's assigned unit is the designated post of duty.

General Rules

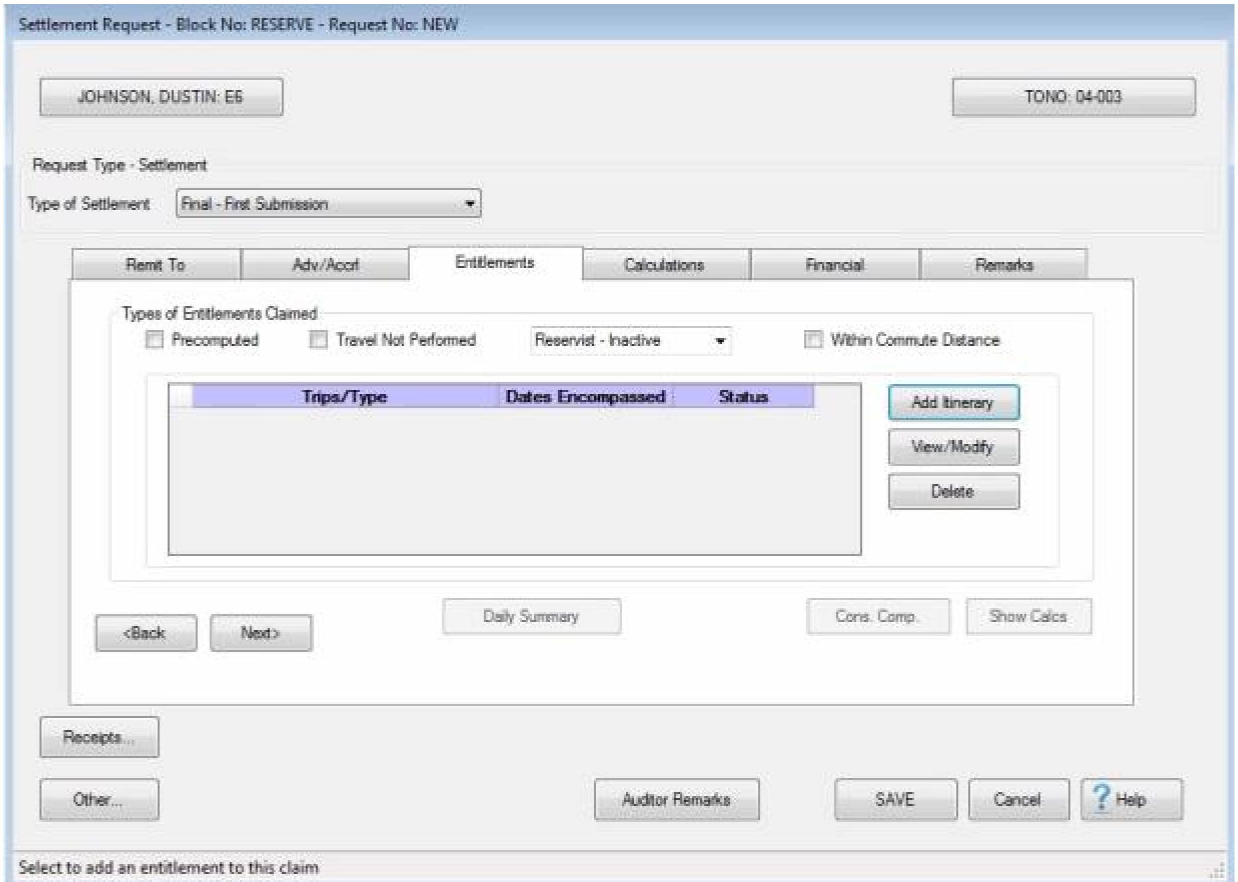
- If the Inactive duty training (IADT) is at the member's unit or headquarters no per diem or transportation expenses are payable
- If the (IADT) is at an alternate point per diem and transportation expenses are payable
- If the alternate point is within commuting distance, no per diem is payable, and 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:

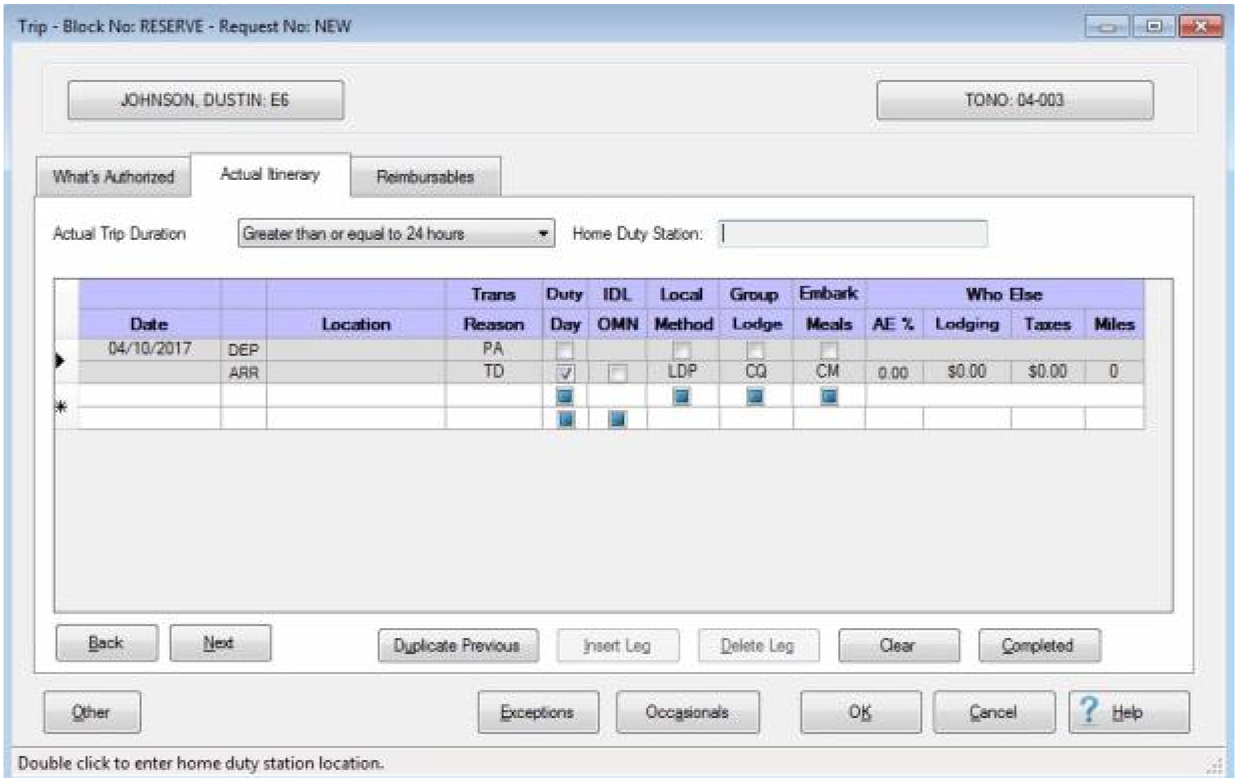
1. **Click** on the *down* **arrow** at the **Not a Reservist** field at the **Entitlements** tab on the **Settlement Request** screen to display the reserve travel options.



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.



4. At the "**Within Commute Distance**" field, you would **click** in the **check box** to check it, <u>if</u> the travel orders attached to the claim indicate that the travel is <u>within</u> **commuting distance**. <u>If not</u>, **no action** is necessary.
5. Next you would **click** the **Add Itinerary** button and then **enter** the traveler's **itinerary**.



6. 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.
7. When the **Location Selection** screen is displayed, **select** the traveler's **home duty station** location.
8. 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.

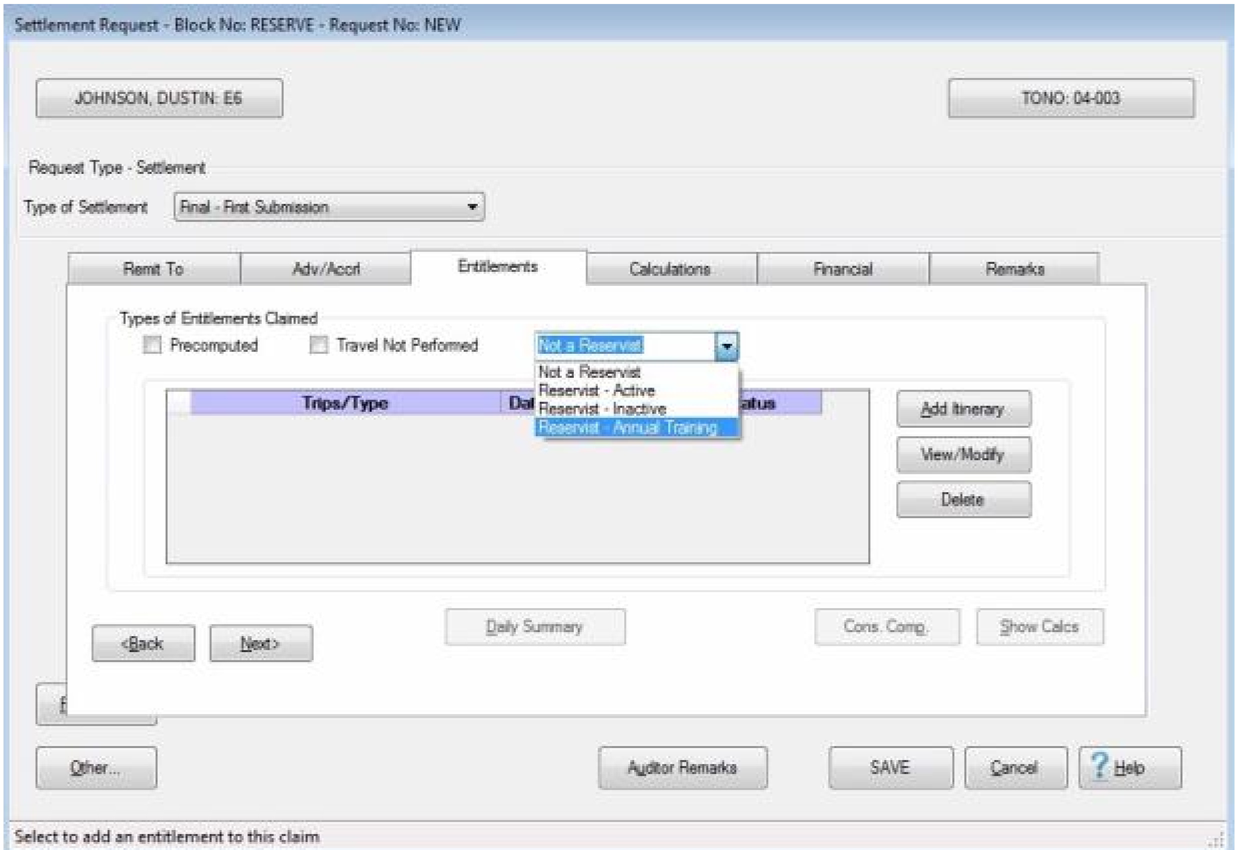
In accordance with the JFTR Chapter 7, paragraph U7150, a reserve member performing AT is subject to the following general rules pertaining to travel and transportation allowances:

General Rules

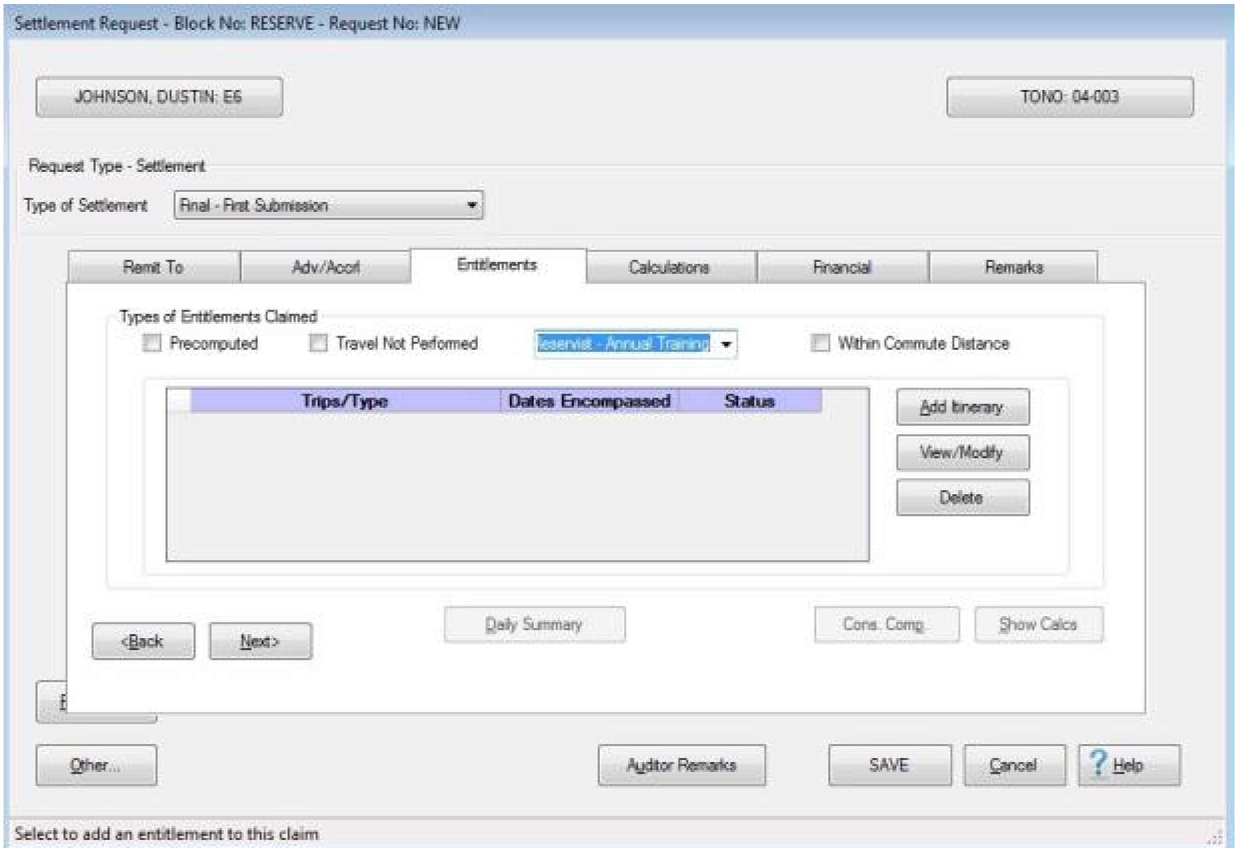
- If the Annual Training (AT) is within the same city as the member's home no per diem or transportation expenses are payable
- If the AT is within commuting distance of the member's home, mileage is paid for one round trip from home to the Annual Training/Active Duty Location
- If the AT is outside 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:

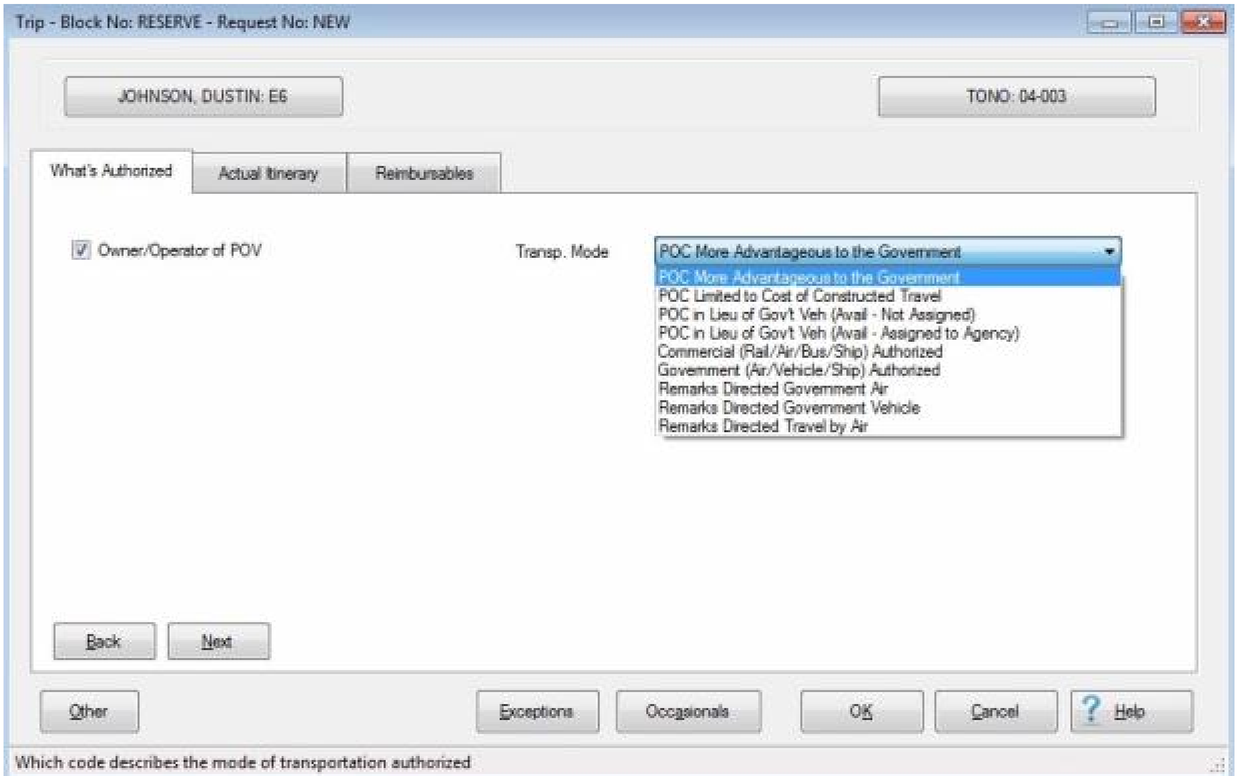
1. **Click** on the *down* **arrow** at the **Reserve Travel Type** field at the **Entitlements** tab on the **Settlement Request** screen to display the reserve travel options.



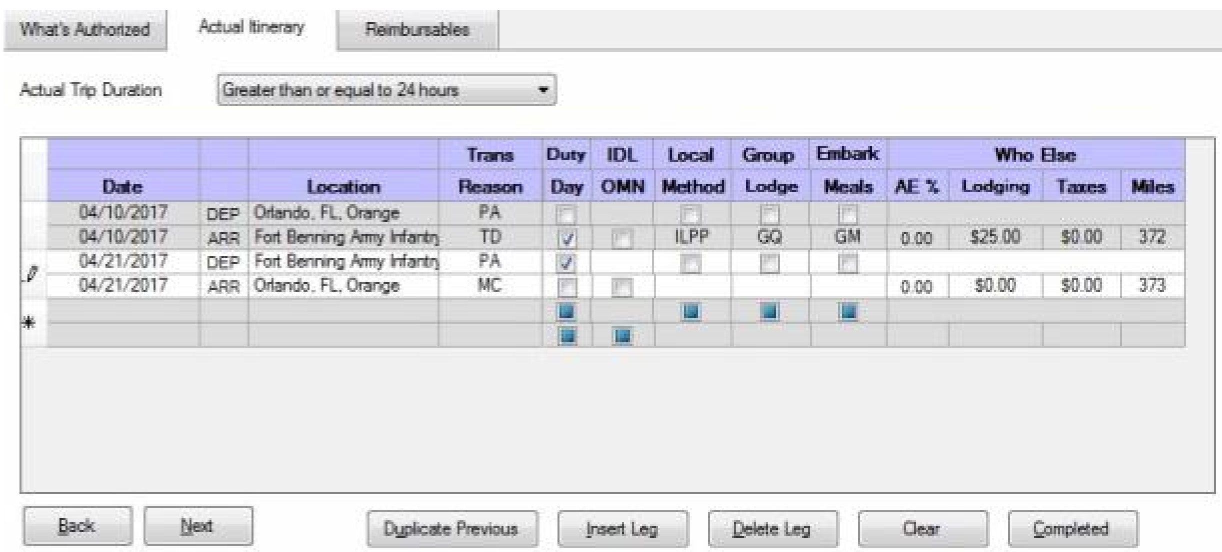
2. **Click** on **Reservist - Annual Training**.
3. After selecting **Reservist - Annual Training.**, a check box and the words "**Within Commute Distance**" appears next to the Reserve Travel Type field.



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.



6. 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.



7. **Complete** the **itinerary** as you would for a normal TDY claim.
8. 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 <u>multiple</u> **Satuses**.

Quite often <u>multiple</u> sets of travel **orders** are **issued** to Reservists performing travel on behalf of the Government that **fund** <u>certain</u> **segments** of the trip. In addition, many Reservists have a <u>dual</u> **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 <u>status change</u> 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 <u>one</u> **Beginning**, <u>multiple</u> **Middles**, and <u>one</u> **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 <u>individual</u> **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

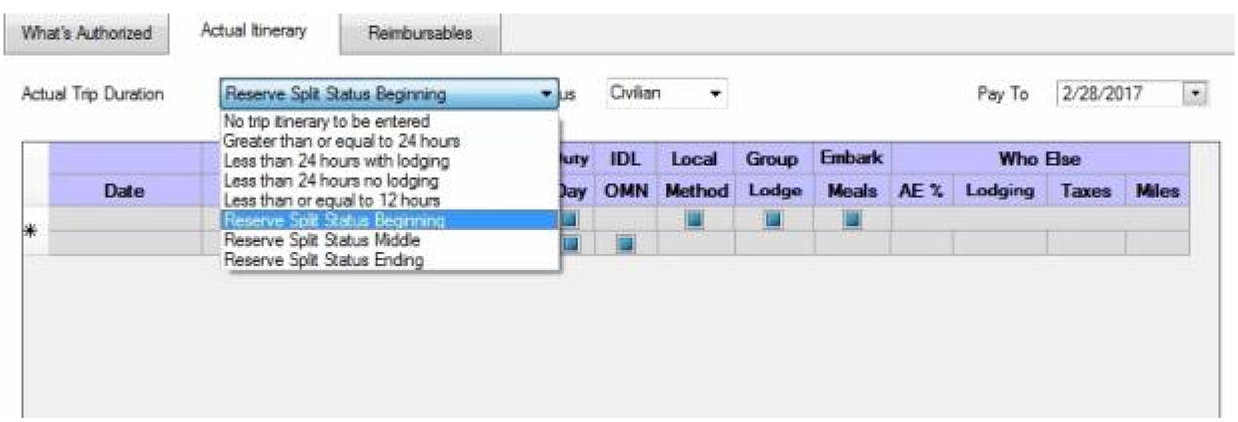
IATS allows you to process travel settlements for **Reservists** who are traveling under <u>multiple</u> **statuses.**

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 <u>only</u> when the **beginning**, **middle**, and **final** legs are processed on the <u>same</u> **claim**.

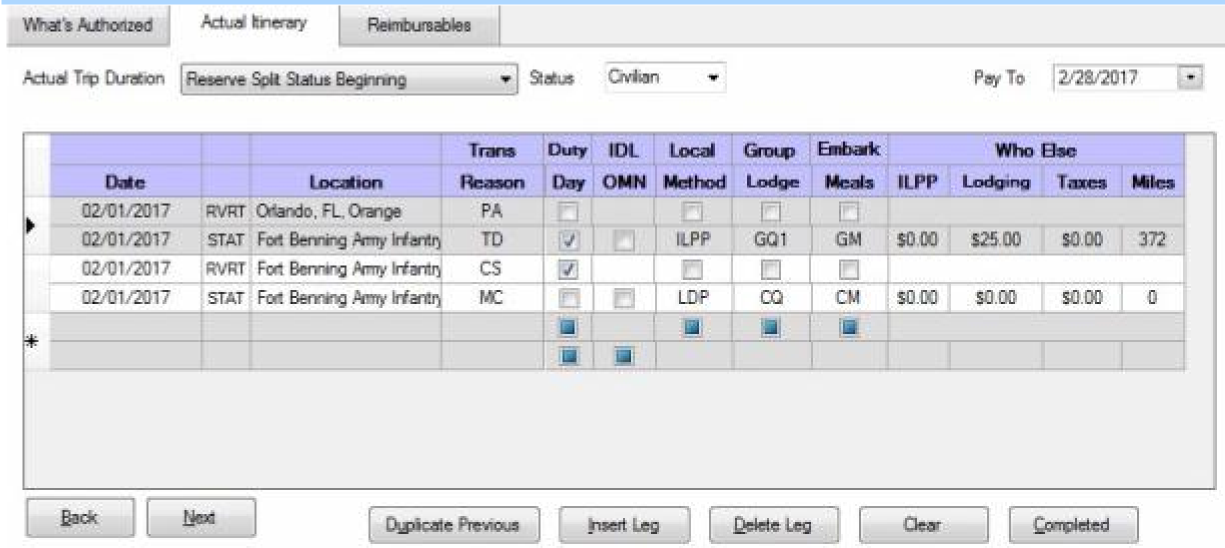
Complete the following steps to "enter" a beginning Reserve Split Status Travel leg:



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 <u>default</u> **value** at this field <u>may</u> 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**.



8. 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**.
9. 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.

10. 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

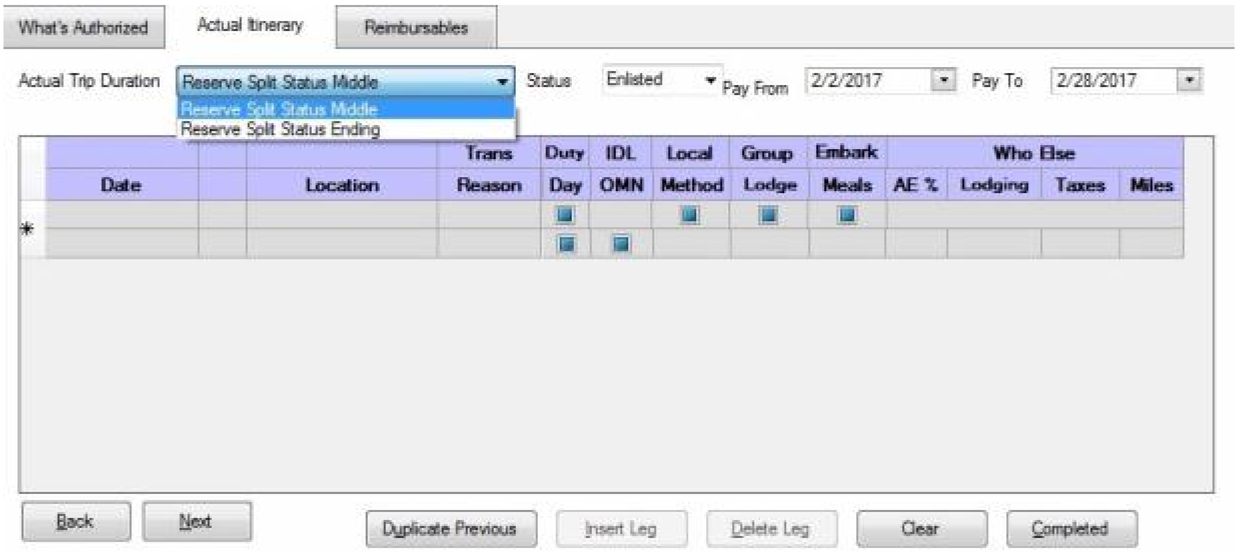
IATS allows you to process travel settlements for **Reservists** who are traveling under multiple **statuses.**

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.

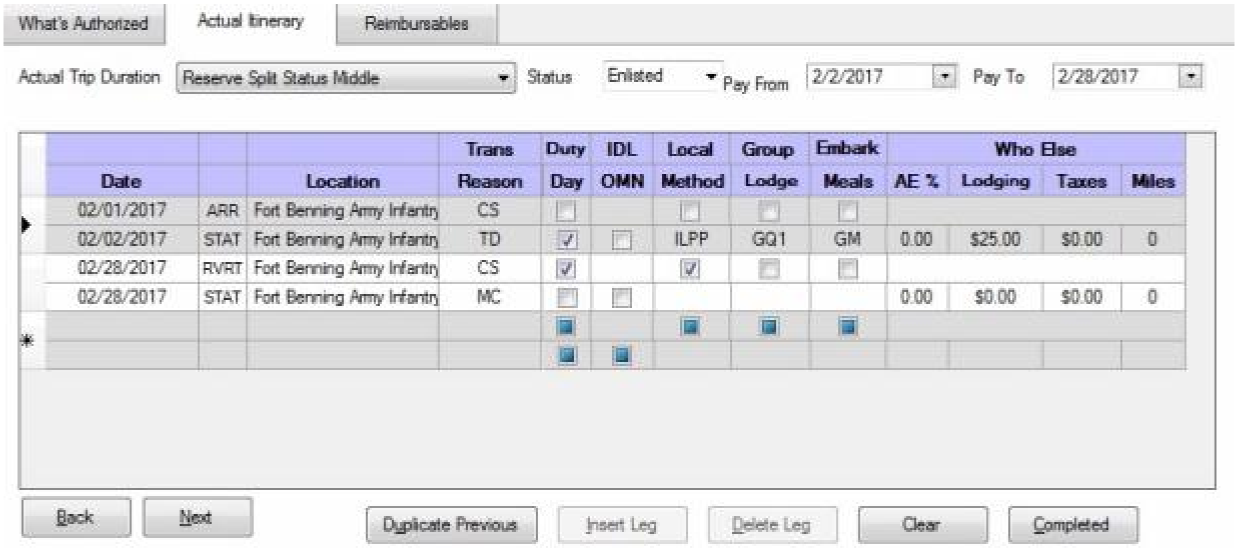
Note: This feature works only when the **beginning**, **middle**, and **final** legs are processed on the same **claim**.

Complete the following steps to "enter" a middle Reserve Split Status Travel leg:



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 MMYYDD 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 MMYYDD 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.



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

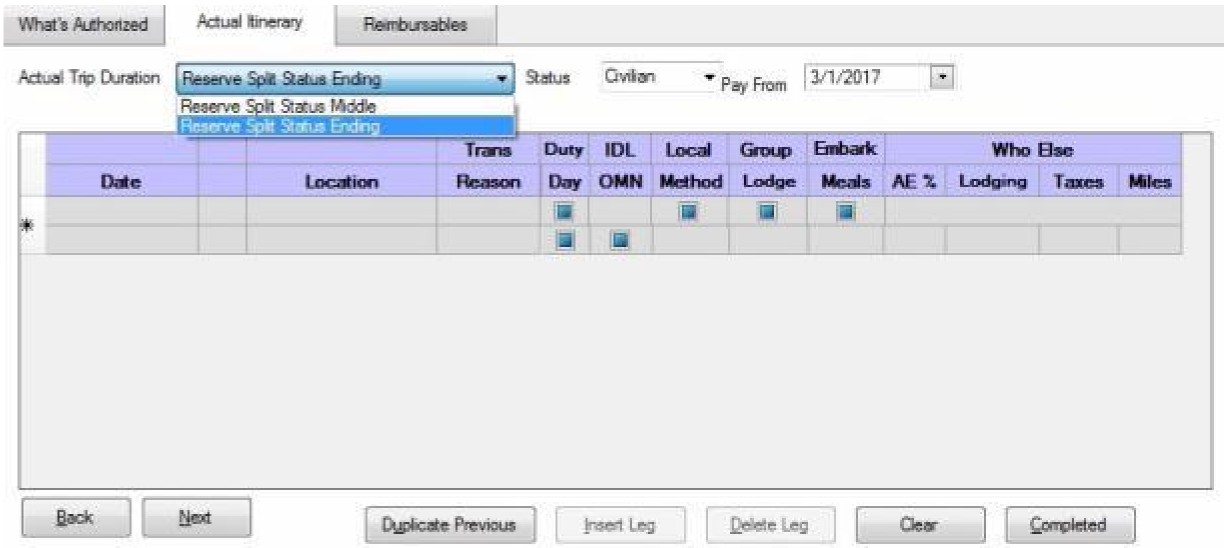
IATS allows you to process travel settlements for **Reservists** who are traveling under multiple **statuses.**

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.

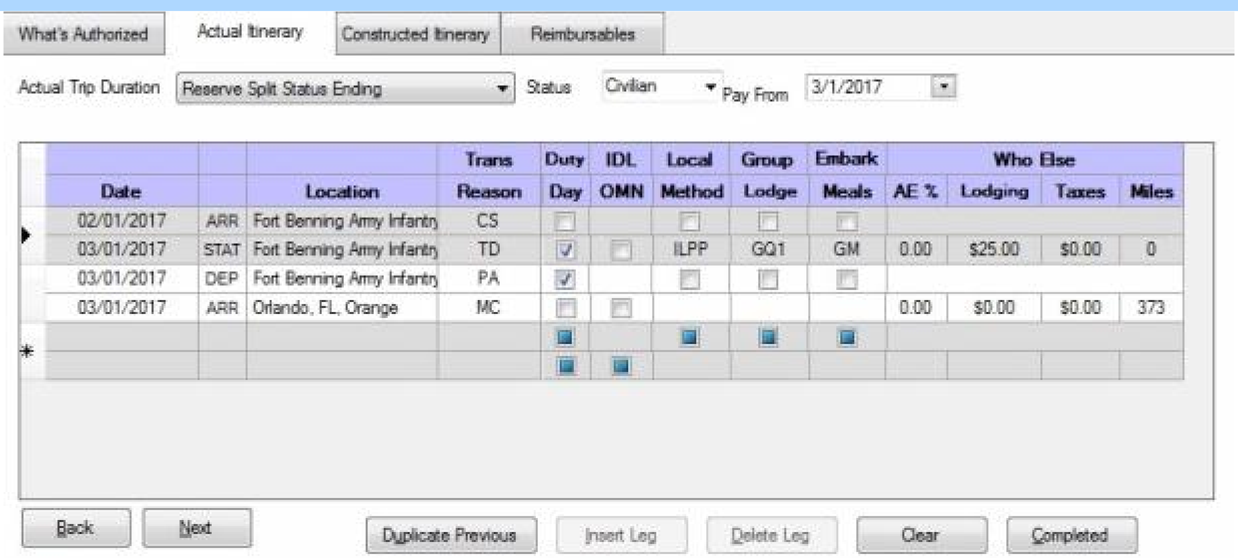
Note: This feature works only when the **beginning**, **middle**, and **final** legs are processed on the same **claim**.

Complete the following steps to "enter" an ending Reserve Split Status Travel leg:



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 <u>default</u> **value** at this field <u>may</u> 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 MMYYDD format, for the <u>first</u> **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 <u>special</u> **entries** are required:

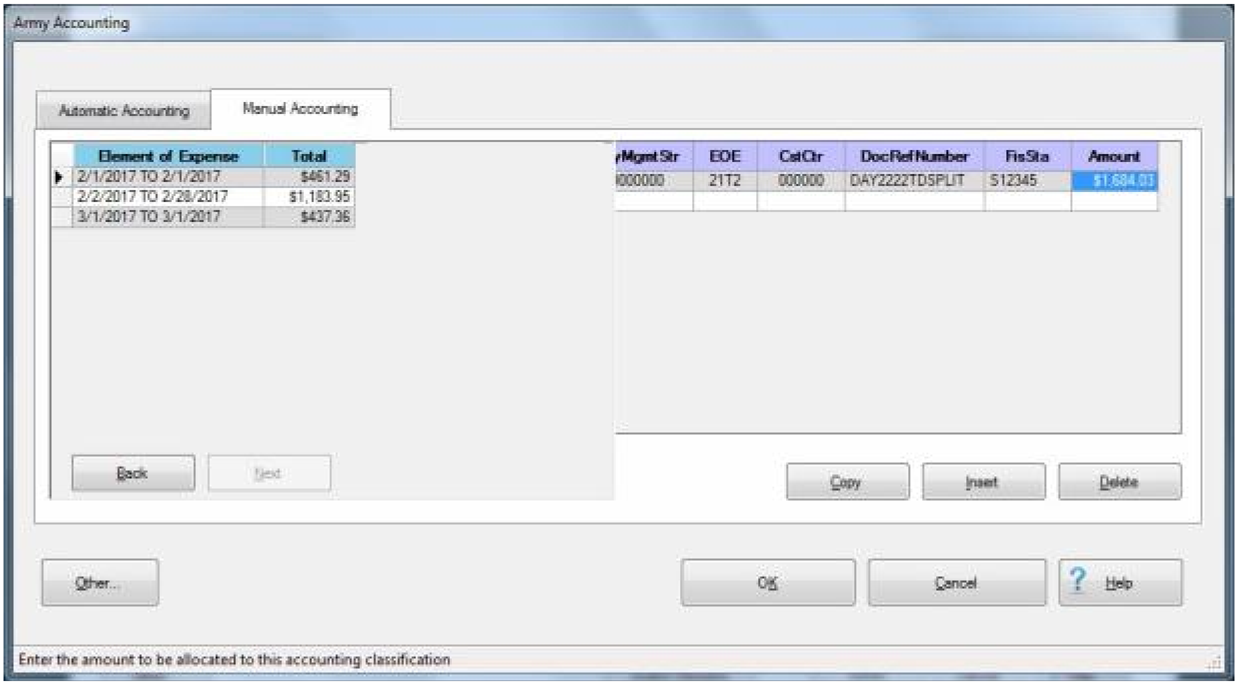
Note: For this **example**, the traveler's **status** was **changed** to **Civilian** for the **return** leg of travel back to the PDS.



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

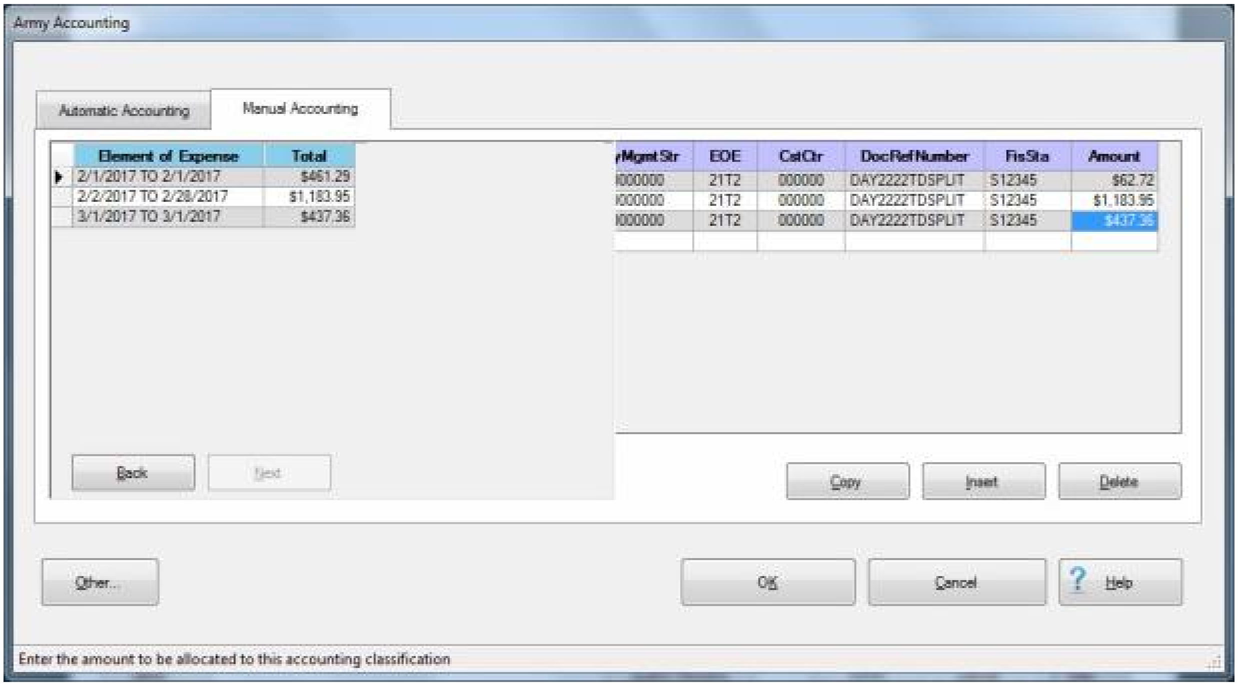
When completing the **accounting** screen for RSST travel, IATS will **break** the entitlements down by the individual legs when **Manual Accounting** is used rather than Automatic.



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.



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).

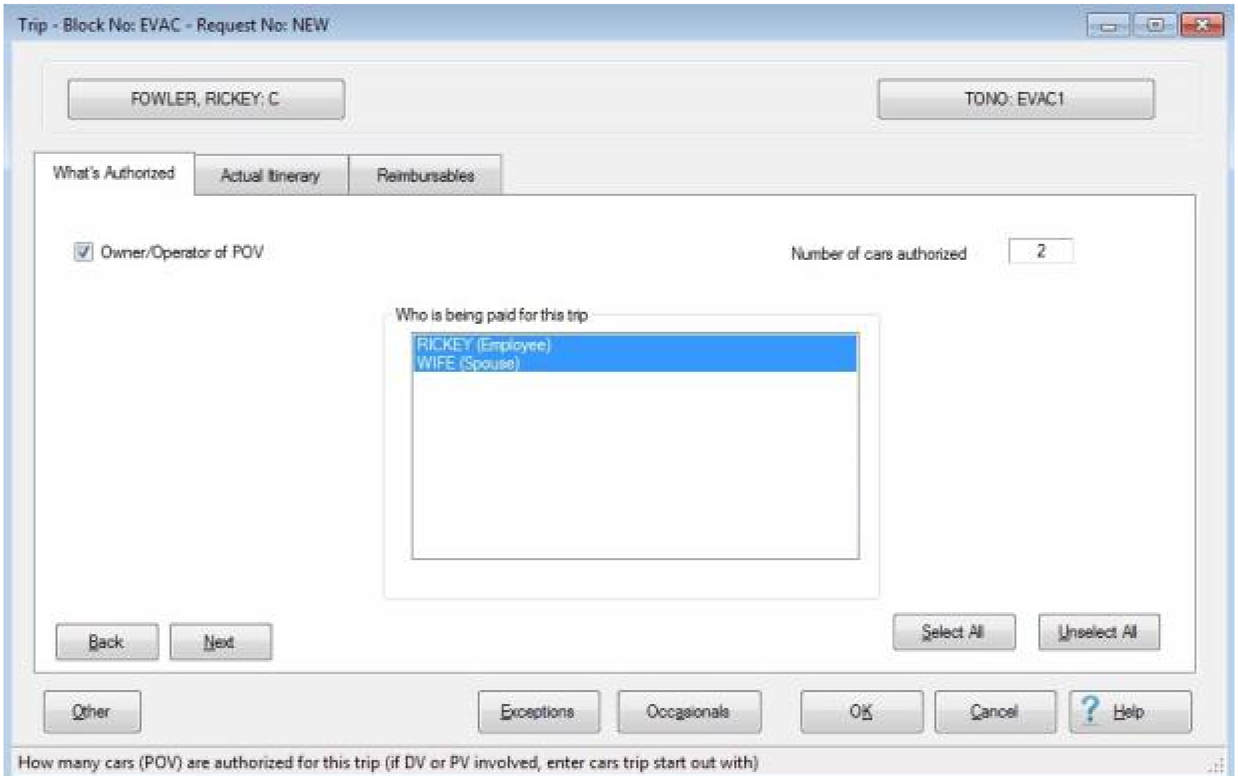
Evacuation travel involves the **movement** of **dependents** from the location they are currently residing at to either a Safe Haven (**SH**), or a Designated Location (**DL**) or **both**.

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**.

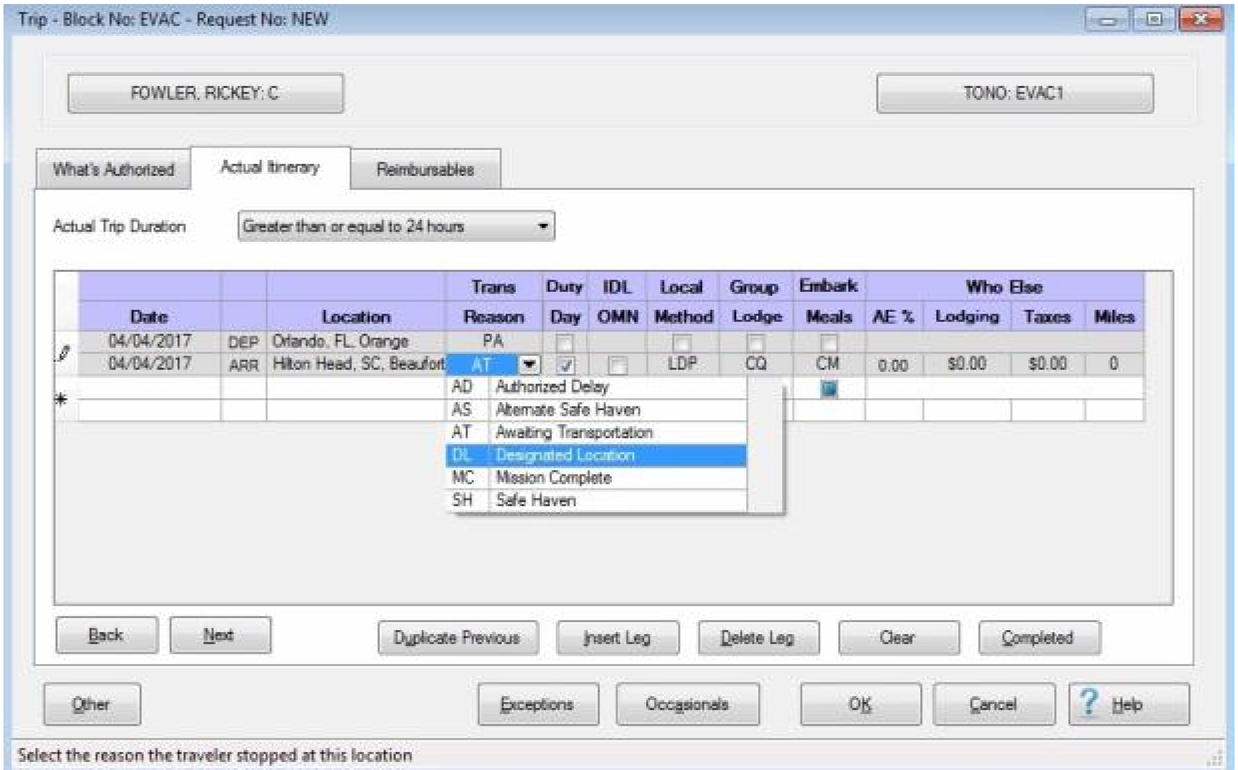
6. After **selecting** or **creating** the **Evacuation** travel order the **Settlement Request** screen appears.
7. At the **Remit To** tab, **verify** that the traveler's **address** matches the **mailing address** shown on the **DD Form 1351-2** submitted by the traveler and make any necessary changes. 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/Accrl** tab, **click** on the **Next** button or the **Entitlements** tab to continue.
9. 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.



10. **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.
11. **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.
12. **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.

13. After completing the **What's Authorized** tab, **click** on the **Actual Itinerary** tab or **click** on the **Next** button to continue.



14. **Complete** the actual **itinerary** as you would for any other **TDY** or **PCS** claim with <u>one</u> **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 <u>one</u> **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 <u>first</u> trip to **arrive** the student at the school destination and then process a <u>second</u> trip to **return** the student to the employee's OCONUS duty station using the <u>same</u> **travel order**.

Note: When processing the **arrival** and **return** as **separate** trips, you <u>do not</u> treat the second trip as a **supplemental** to the <u>first</u> trip. When the **Select Supplemental To** screen is displayed, you would **click** on the **Claim is Not a Supplemental** button to process the <u>second</u> trip as a **separate** claim.

Processing Student Travel Requests

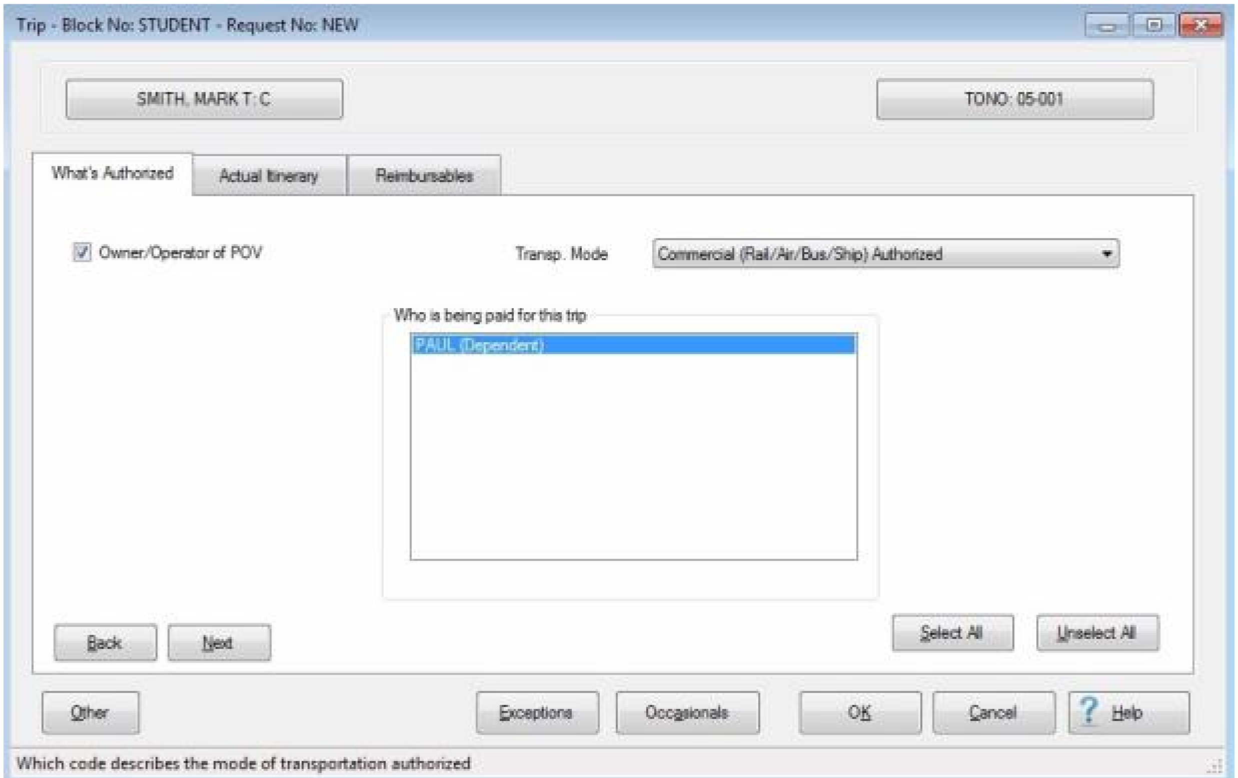
The **purpose** of **Student Travel** is to send an employee's dependent on one **round trip** each year from the employee's **OCONUS** duty station to a **school** in the **United States**. This type of travel **requires** the creation of a Student Travel Order.

Complete the following steps to "process" a Student Travel request for settlement:

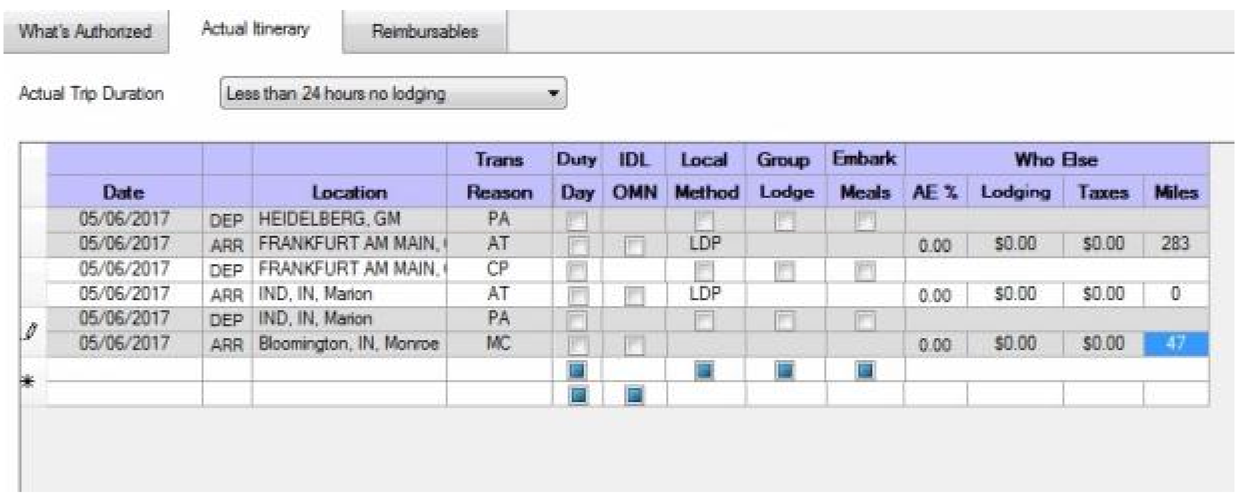
1. Select or create a block for processing.
2. At the **Request Selection** screen, **select** the desired Student Travel Request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button and the **Select Traveler** screen appears.
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.



9. At the **What's Authorized** tab. **Click** on the *down* **arrow** to the <u>right</u> 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 <u>must</u> **specify** <u>which</u> of the listed **travelers** are to be **included** in the itinerary being entered. If not already highlighted, **click** on the desired **name** to select.



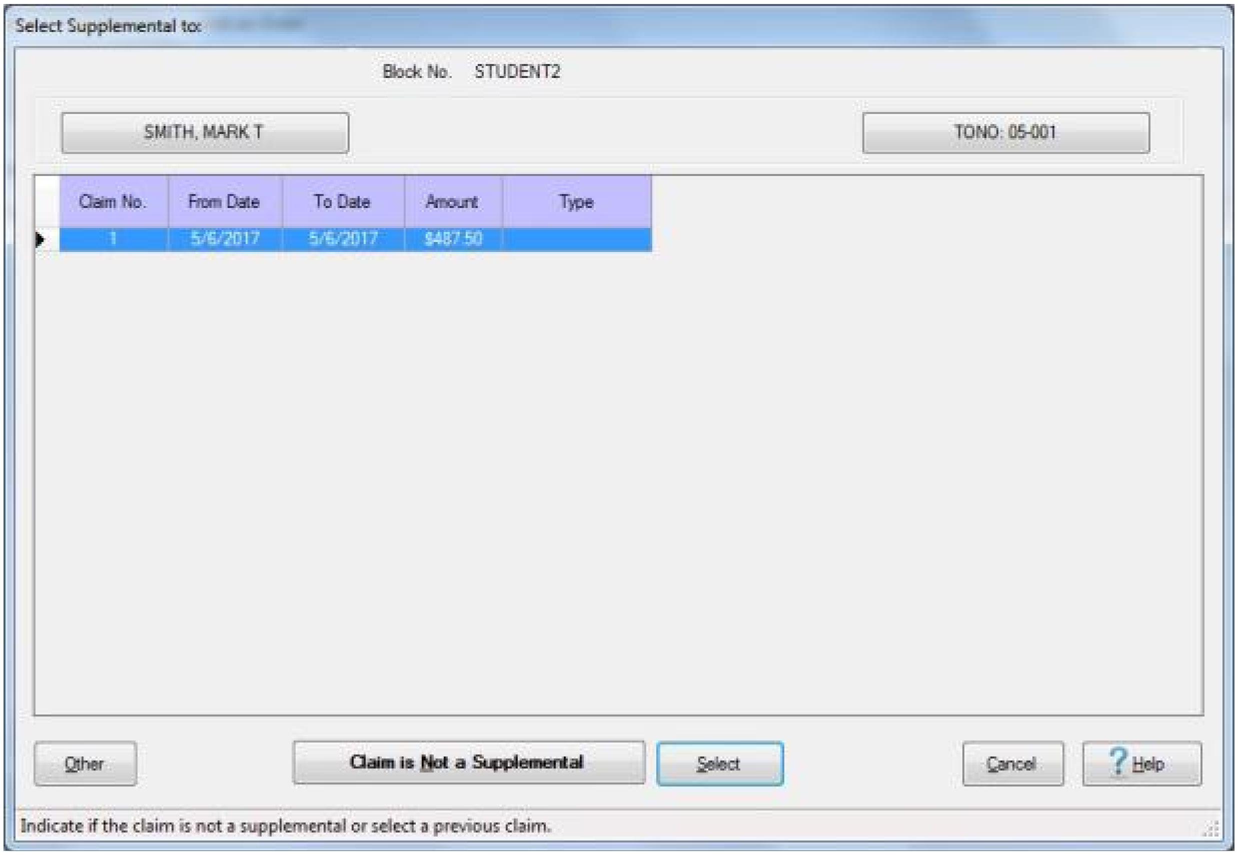
11. **Complete** the actual **itinerary** as you would for any other **TDY** or **PCS** claim.
12. After completing the **Actual Itinerary** tab, **finish** the **claim** as you would for any other claim.

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.



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

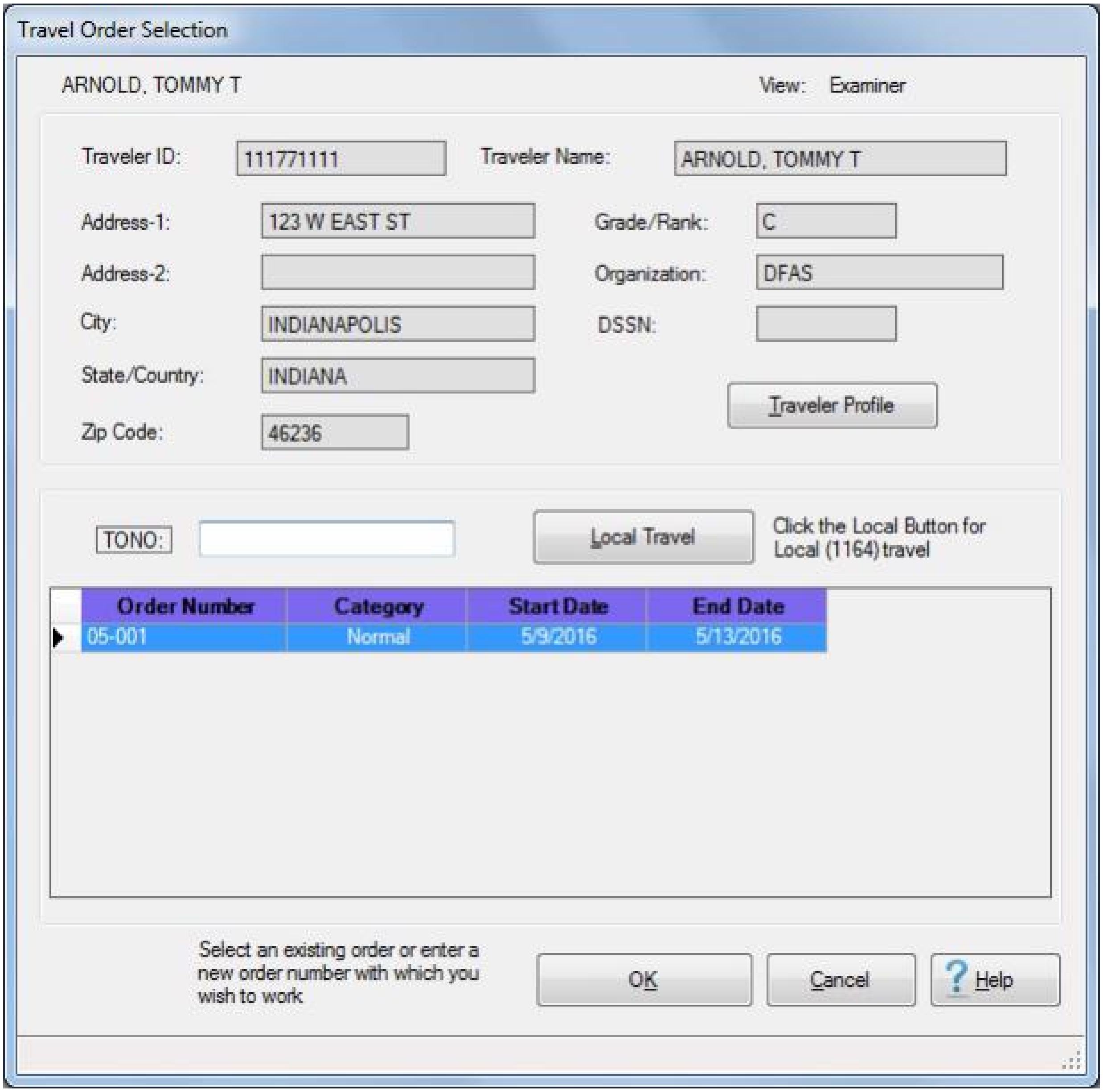
Processing Local Travel Requests

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.

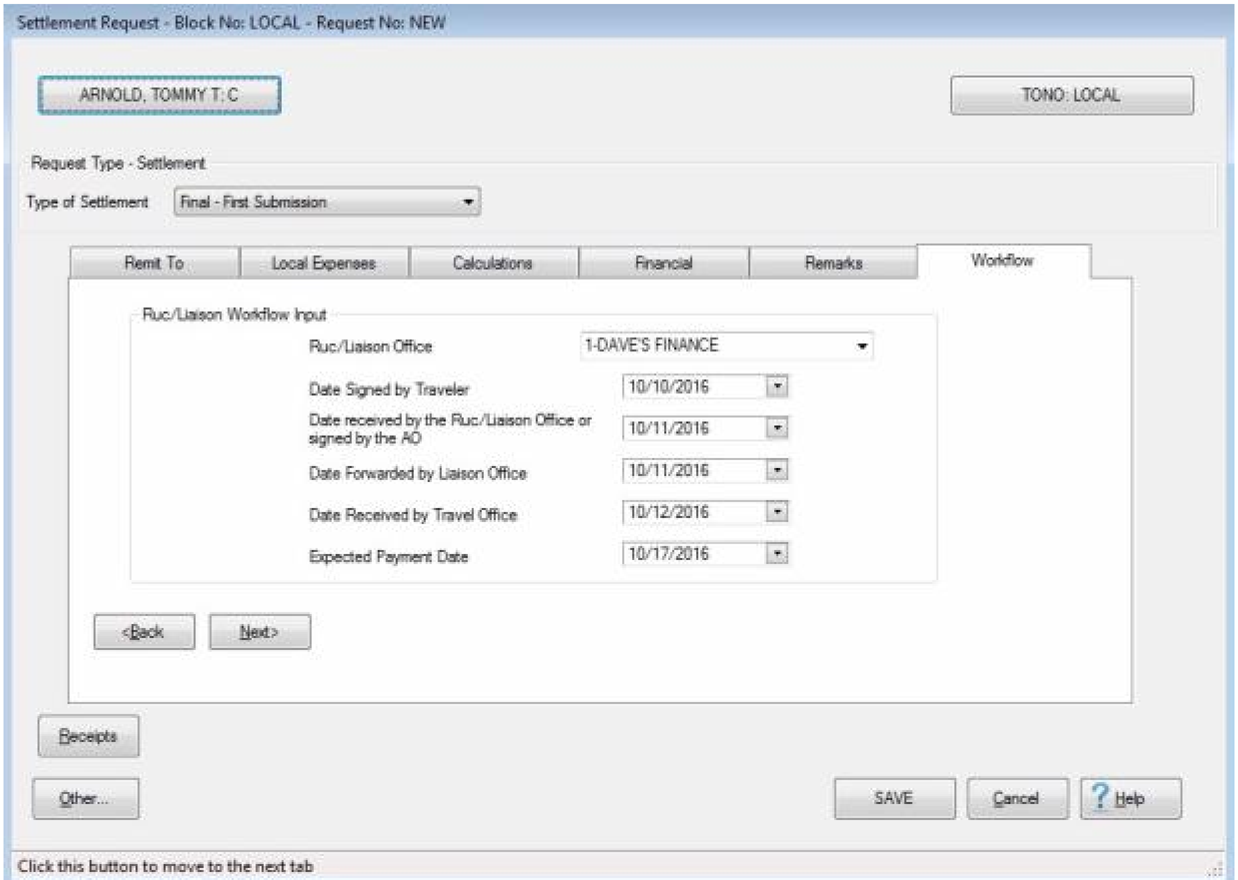
Travelers performing local vicinity travel are not **entitled** to **per diem**, but are allowed **reimbursement** for their **transportation expenses**. This type of travel is normally processed on **Optional Form 1164**. IATS will properly compute local vicinity travel, and prints a simulated 1164 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.



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.

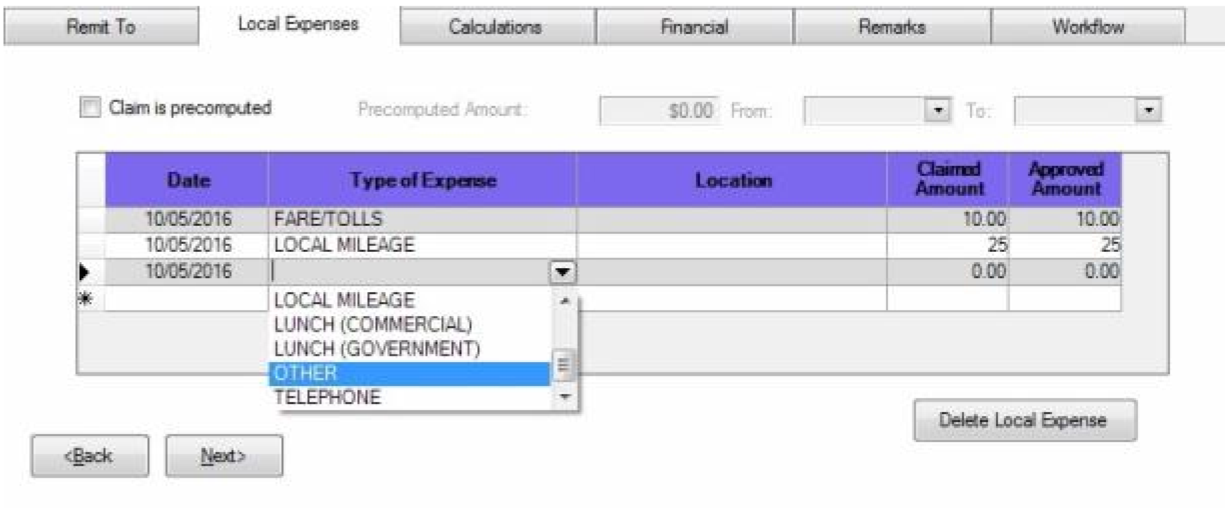


13. If the **Liaison Report** option is activated in Maintenance, the Workflow Tab will be in focus and you must **complete** this Tab first.
14. After **completing** the Workflow Tab, if applicable, **click** on the **Local Expenses** Tab.

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.



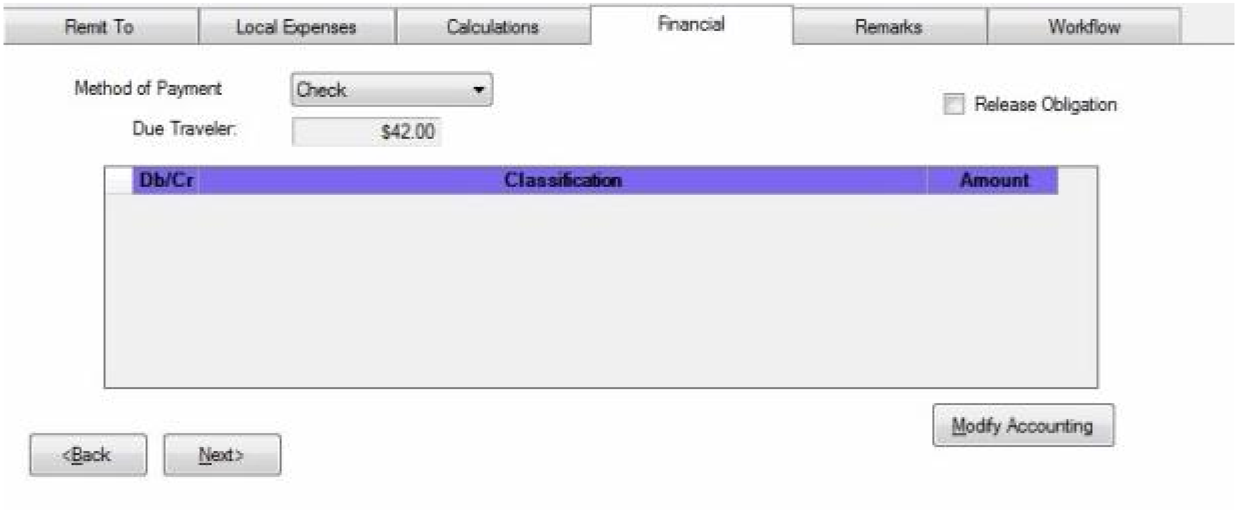
Use the following steps to "complete" the Local Expenses tab:

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.



Use the following steps to "complete" the Local Travel Financial tab:

1. **Due Traveler:** - At this field, IATS **displays** the <u>net</u> **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 <u>right</u> of this field. A drop down **listing** appears displaying various **payment methods**. When the desired option is <u>highlighted</u>, **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. <u>If desired</u>, **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.

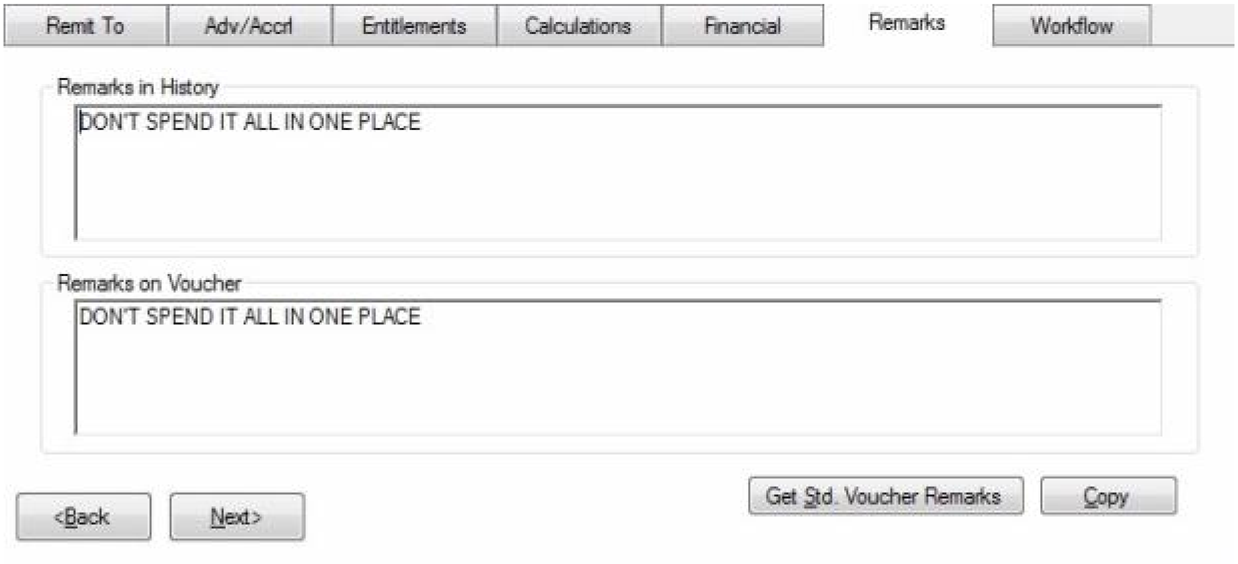
Note: Click on the **See Also** button below and **select** the appropriate **link** for additional **instructions** on entering the information.

Remarks - tab

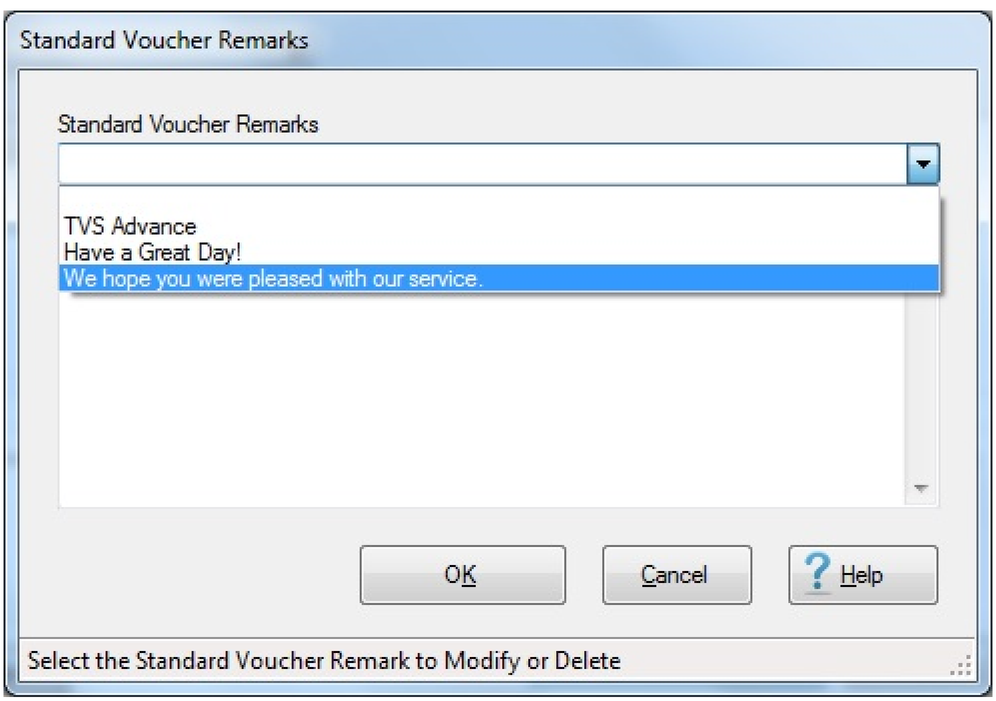
After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

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**.

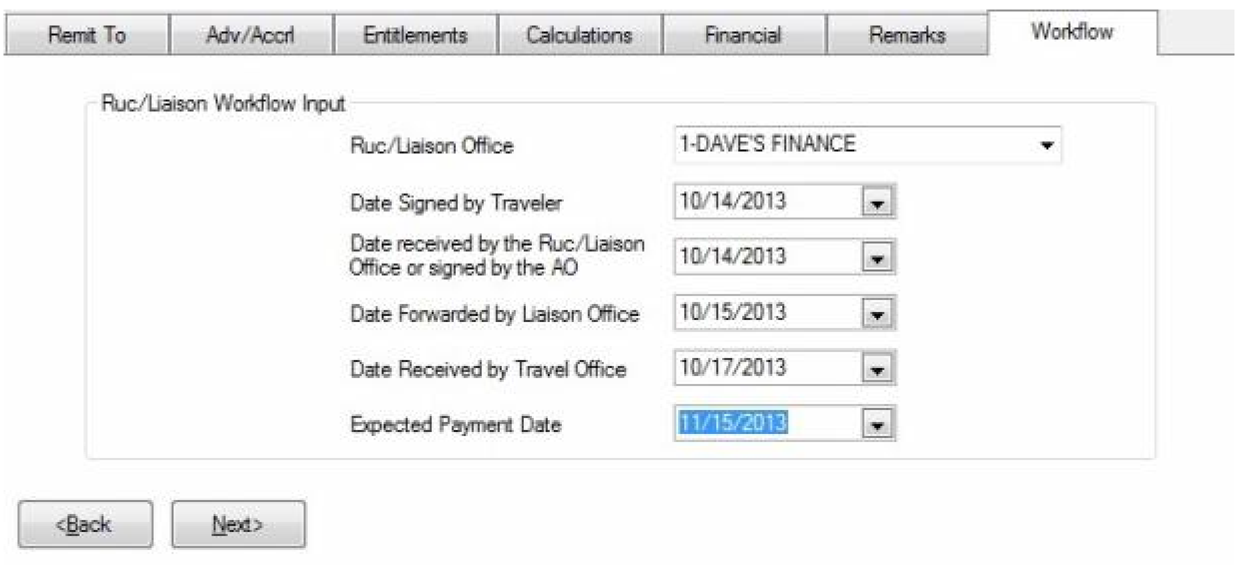
The purpose of this report is to **track** the number of days required to **move** a settlement request **through** the **processing cycle**. Because settlement requests processed by these organizations are often **routed** through **liaison offices**, IATS tracks their movement from the **date** signed 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:



Note: IATS users must **select** a Liaison Office from the *drop down* **list** at the **Ruc/Liaison Office** field if the new **check box** for the option in Maintenance "**Force Selection of Liaison Office"** is checked. Users may no longer **type** in a Liaison Office name when this option is activated.

2. **Ruc/Liaison Office: -** At this field **click** on the *down* **arrow** button. 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**. IATS users may also **type** in a Liaison Office **name** if the desired office name does not **appear** in the

drop down **list** <u>and</u> the "**Force Selection of Liaison Office"** option in Maintenance has <u>not been</u> **activated**.

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 <u>correct</u>, **press** *Tab* to continue, or **type** a <u>new</u> **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:

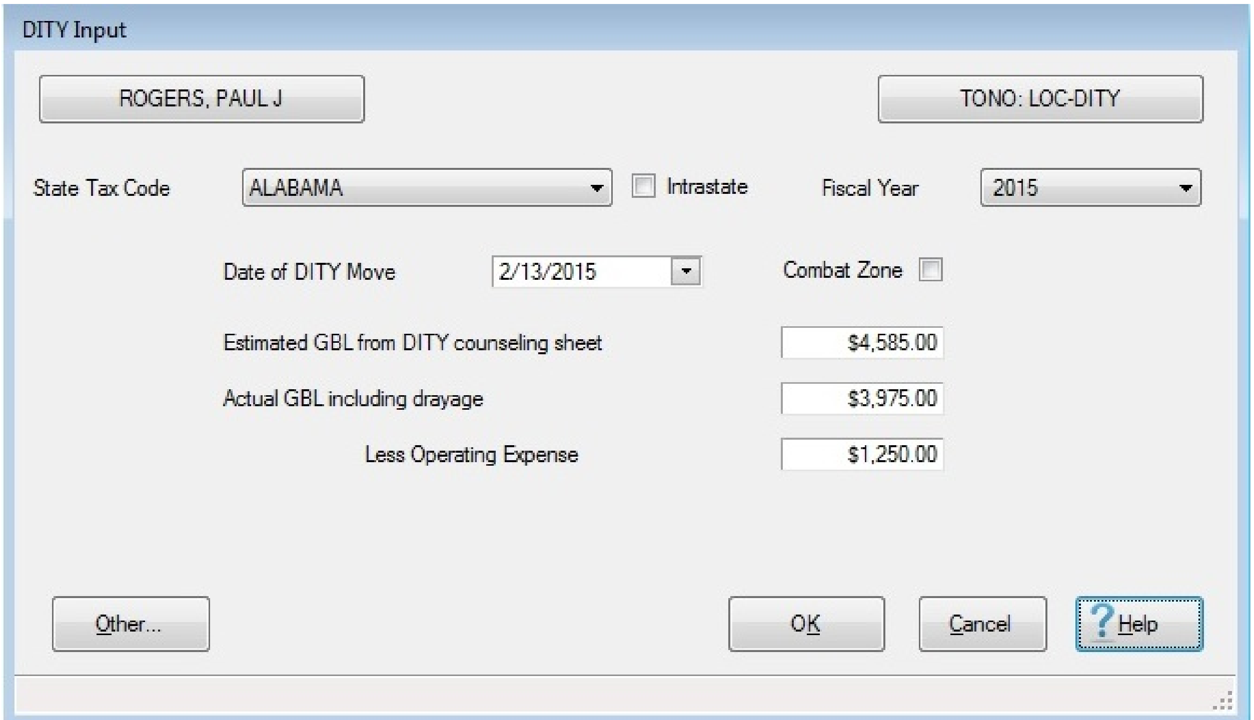
1. Select or create a block for processing.
2. At the **Request Selection** screen, **select** the desired MILPCS DITY Travel Request <u>if</u> it was <u>already</u> **logged** to the block. If the request was <u>not</u> previously **logged** to the block, **click** the **New** button and the **Select 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 <u>is</u> listed, **click** on the **travel order number** and then **click** on **OK**.
5. If the desired travel order number is <u>not</u> 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**, <u>ensure</u> 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** <u>matches</u> the **mailing address** shown on the **DD Form 1351-2** submitted by the traveler and <u>make any necessary changes</u>. 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 <u>does not</u> 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.



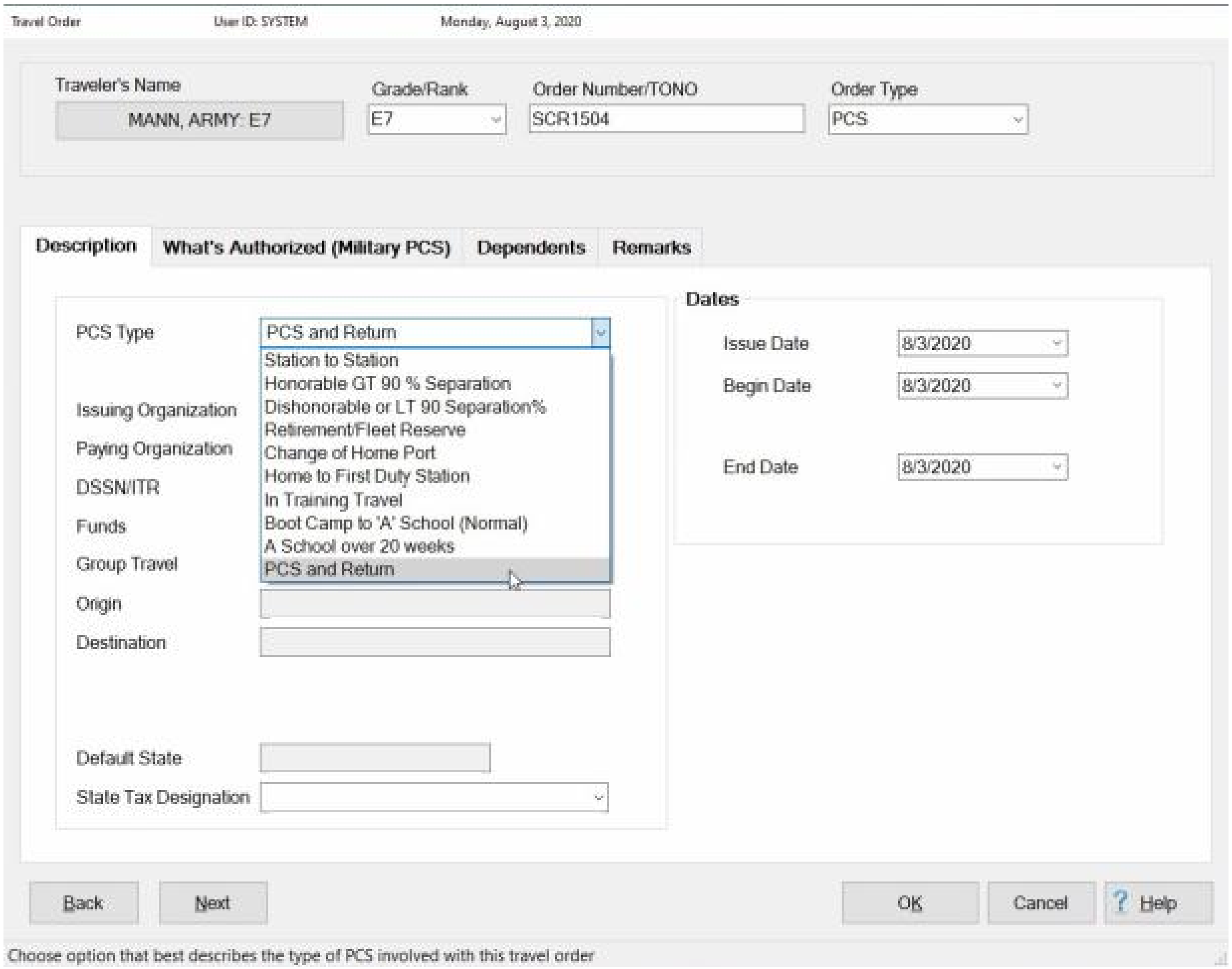
Refer to the **Help** topic, "<u>Completing the DITY Input Screen</u>", for additional instructions.

Round Trip MILPCS DITY Requests

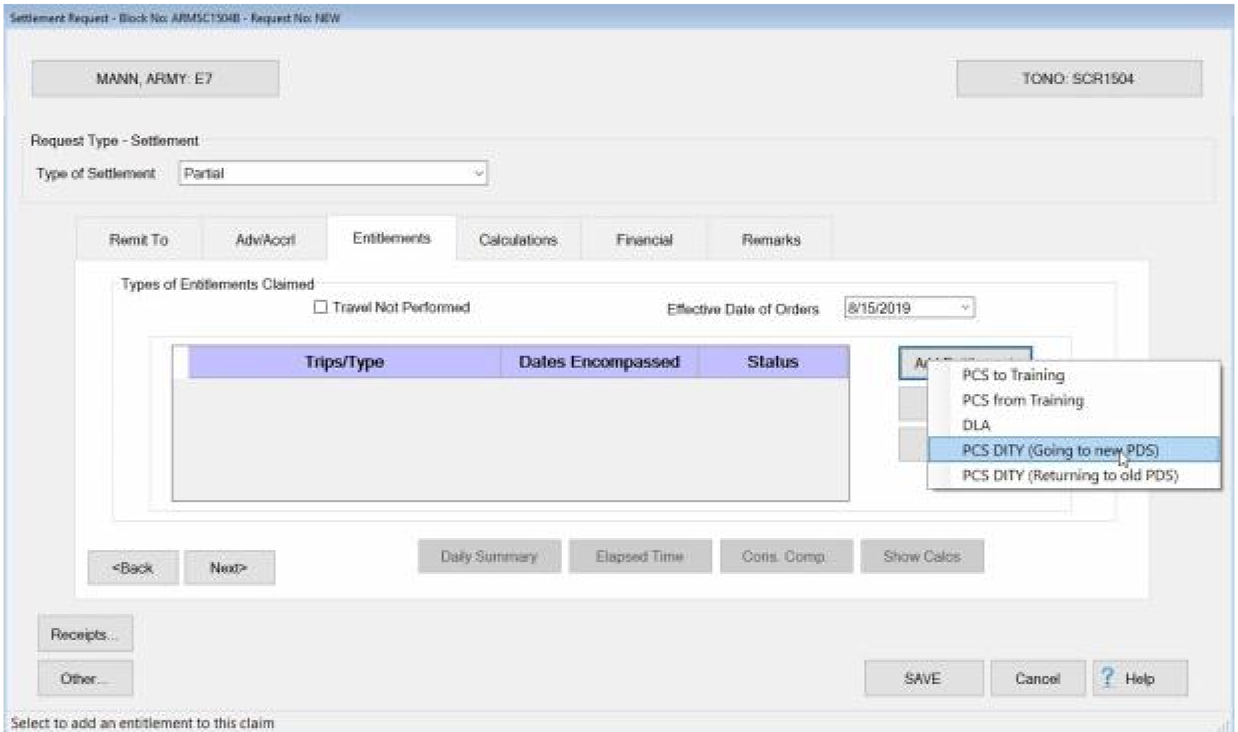
A **feature** was added to IATS to **allow** <u>more than one</u> MILPCS **DITY** claims to be processed against the <u>same</u> **travel order**.

This situation <u>typically</u> applies to **Reserve Components** and occurs when a member is brought on active duty and sent to a school that lasts <u>longer than</u> **140 days** making it a **PCS**. All Reserve component orders bring the person on duty from his/her **home** to where he/she is performing the duty then <u>back</u> to **home**. This situation can cause <u>two</u> **MILPCS DITY claims** for the <u>same</u> **order**. The <u>one</u> **from home to the duty** then the <u>one</u> at the **end** when he/she **returns home**.

Use the following steps to "process" Round Trip MILPCS DITY claims:



1. At the **PCS Type** field on the **Travel Order** screen, **click** on the *down* **arrow** button and then **click** on the PCS type **PCS and Return** from the *drop down* **list** of PCS Types.



2. At the **Entitlements** tab on the **Settlement Request** screen, **click** on the **Add Entitlements** button. IATS will **display** a **list** of authorized **entitlements** reflecting what was **authorized** by the Travel Order.
3. **Click** on either **PCS DITY (Going to new PDS)** or **PCS DITY (Returning to old PDS)** as appropriate.
4. You would then **continue processing** the claim **like** any other **MILPCS DITY claim**.

Processing Local DITY Requests

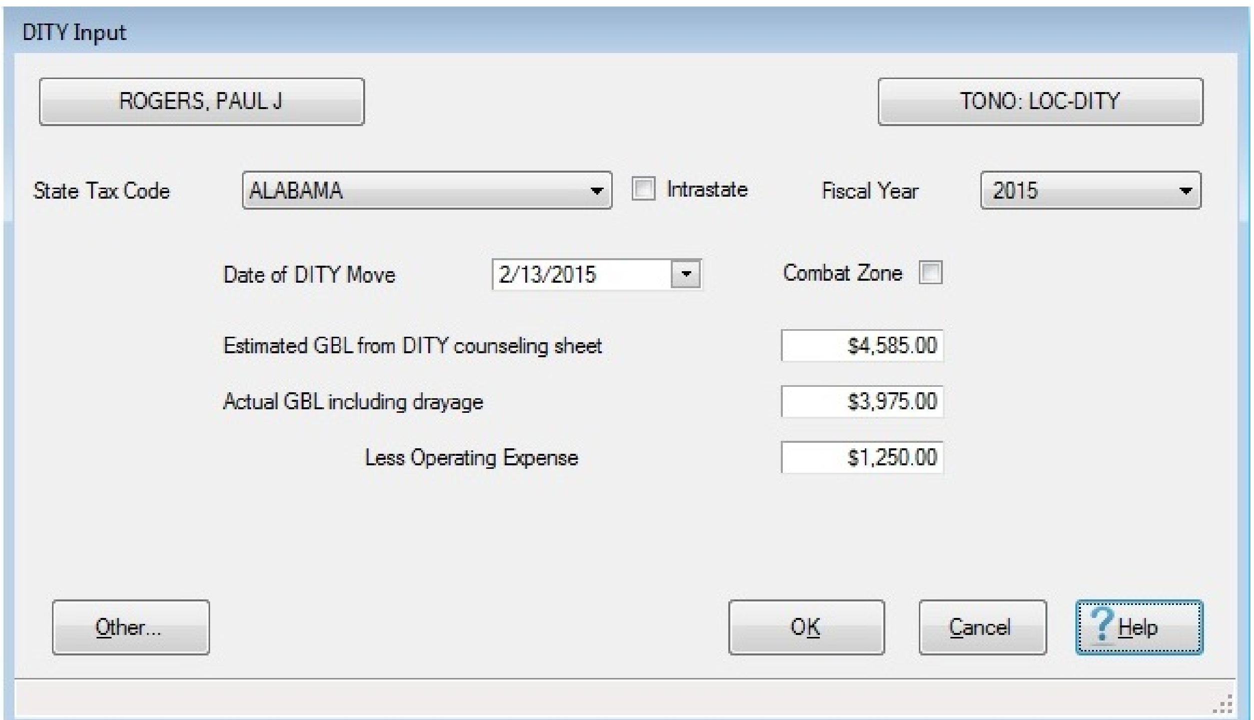
Service members are authorized to personally move their household goods and receive a reimbursement for **95** per cent of the amount it would cost the government to make the same move.

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/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, **click** on the **Add Expense** button. The **DITY Input** screen appears.

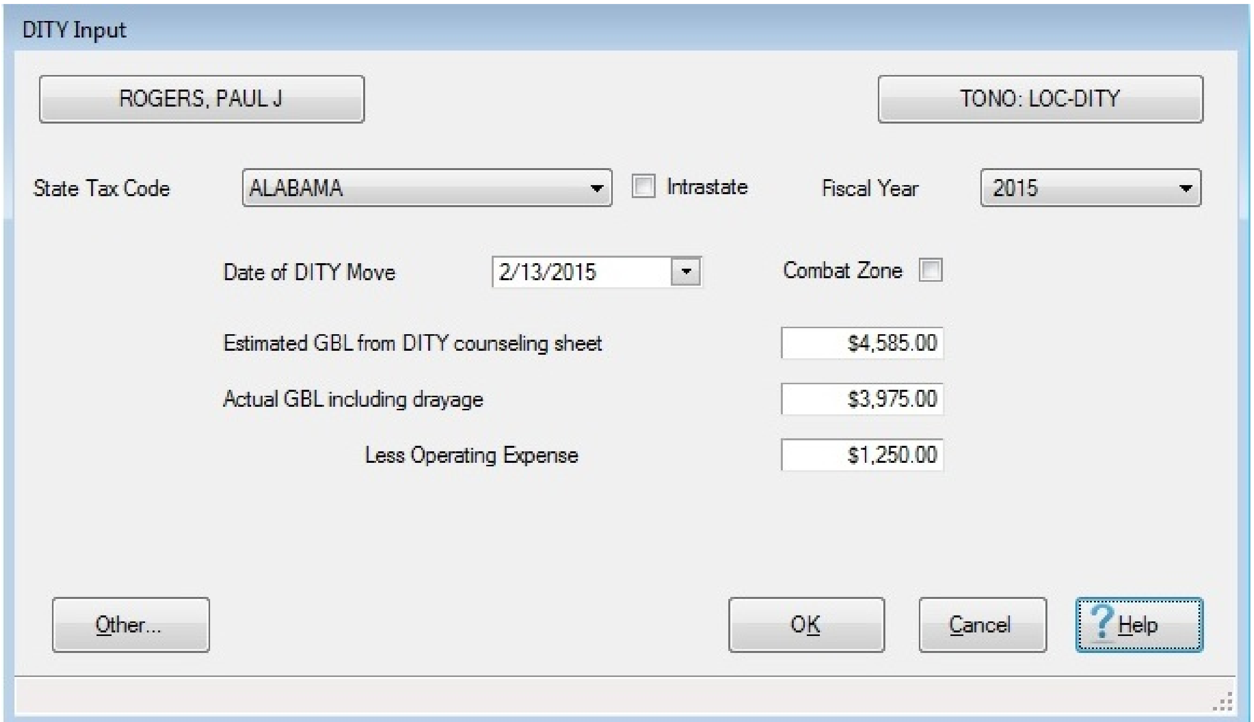


Refer to the **Help** topic, "Completing the DITY Input Screen", for additional instructions.

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 From 1351-2** Travel Voucher, submitted by the customer.



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**.

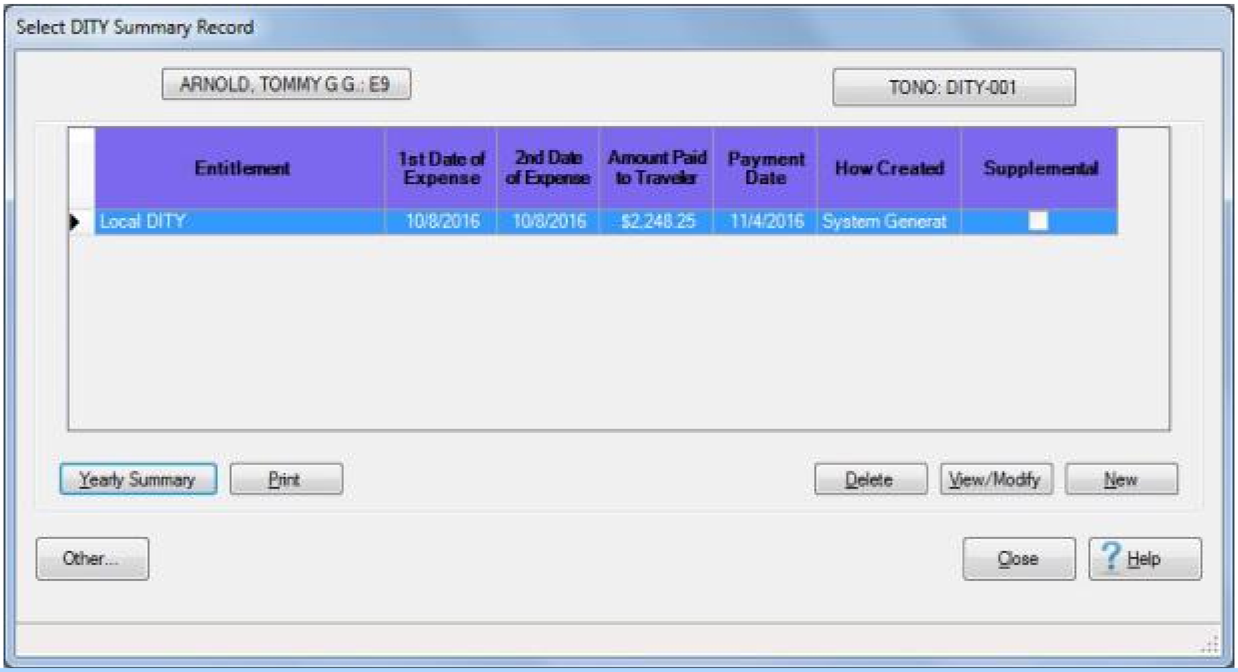
Accessing DITY Summary Records

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.

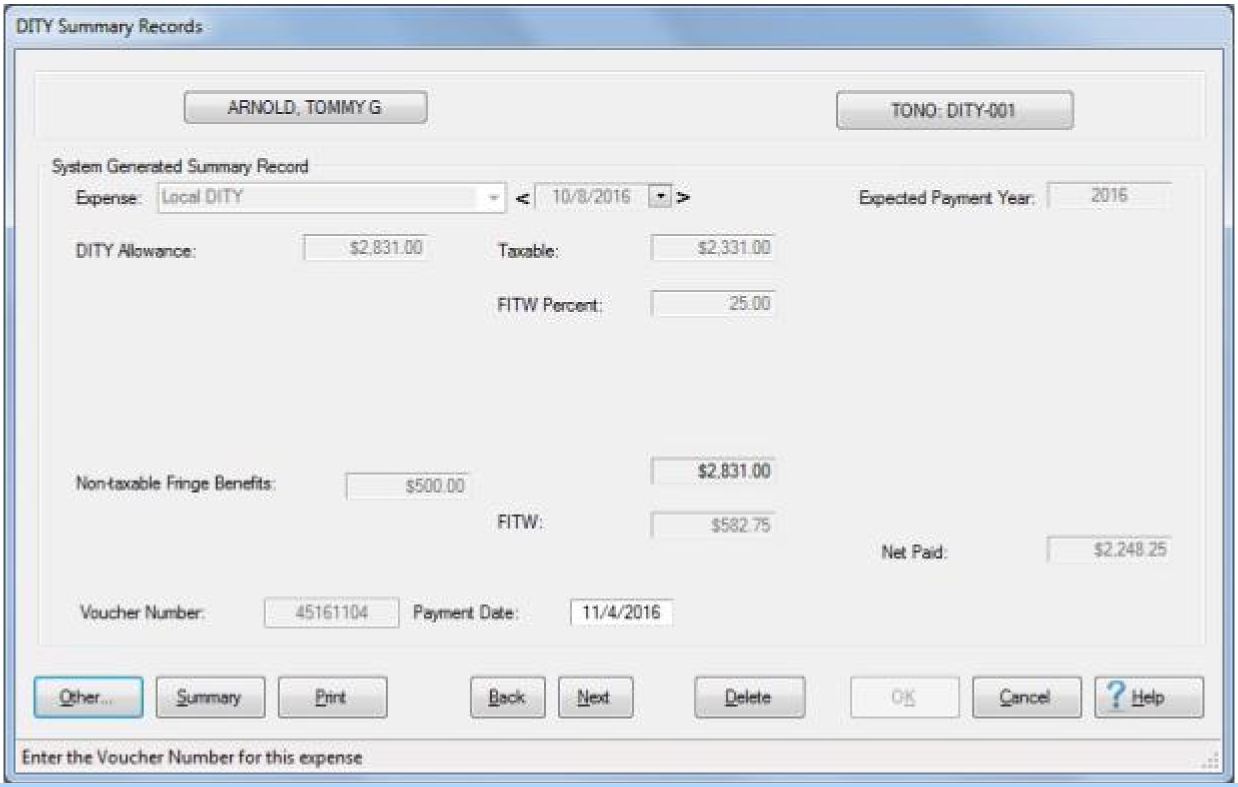
Complete the following steps to "access" a DITY Summary Record:

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.



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.

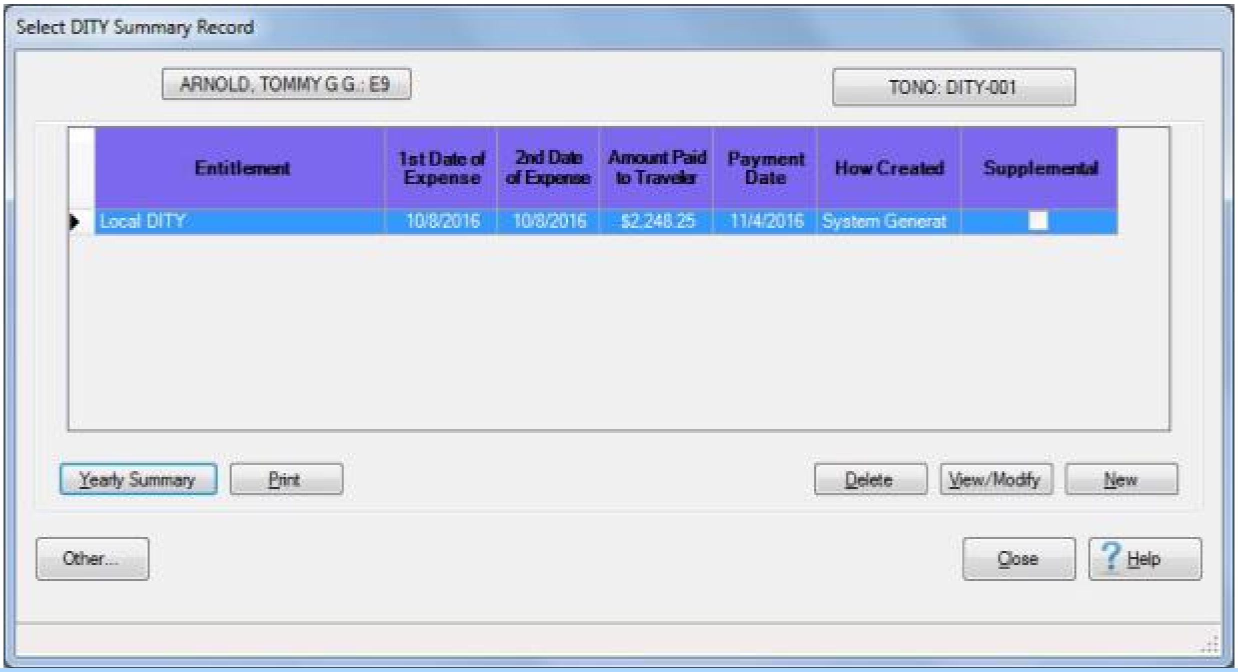
Modifying DITY Summary Records

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**.

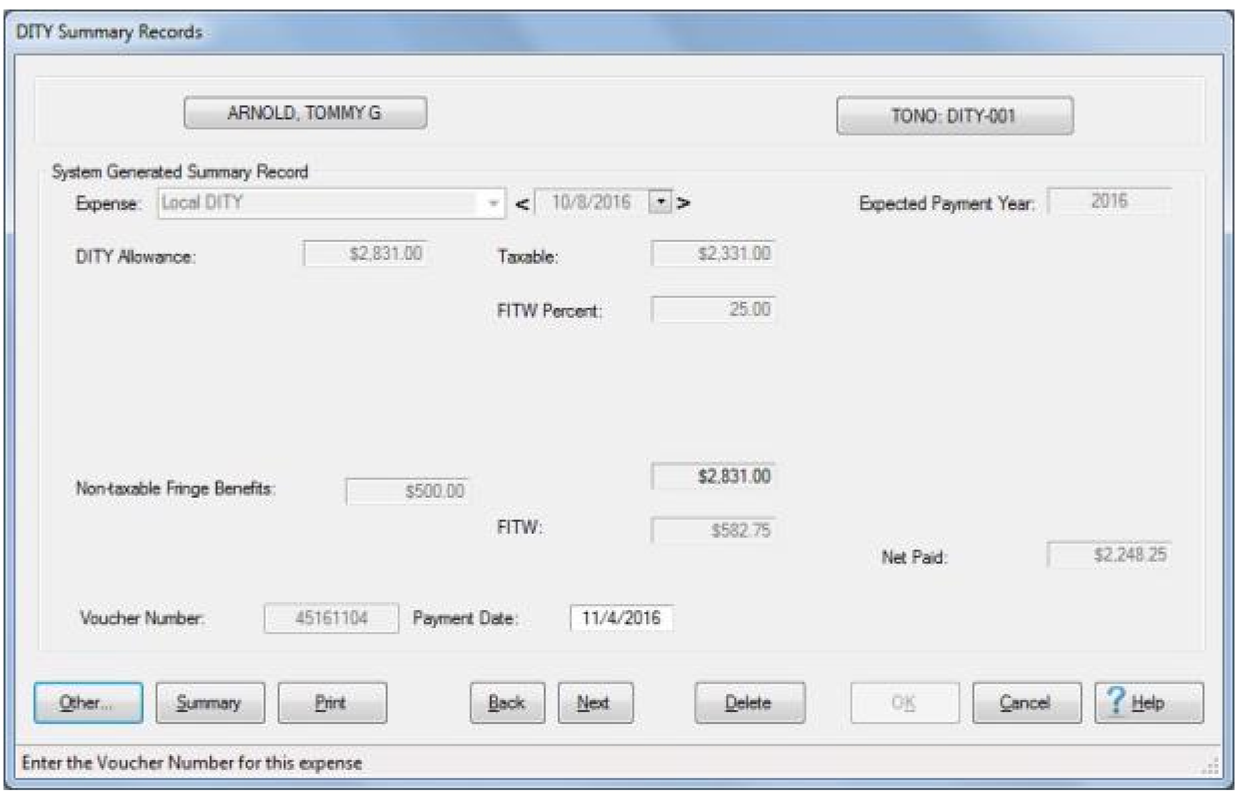
Complete the following steps to "modify" a DITY Summary Record:

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.



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.

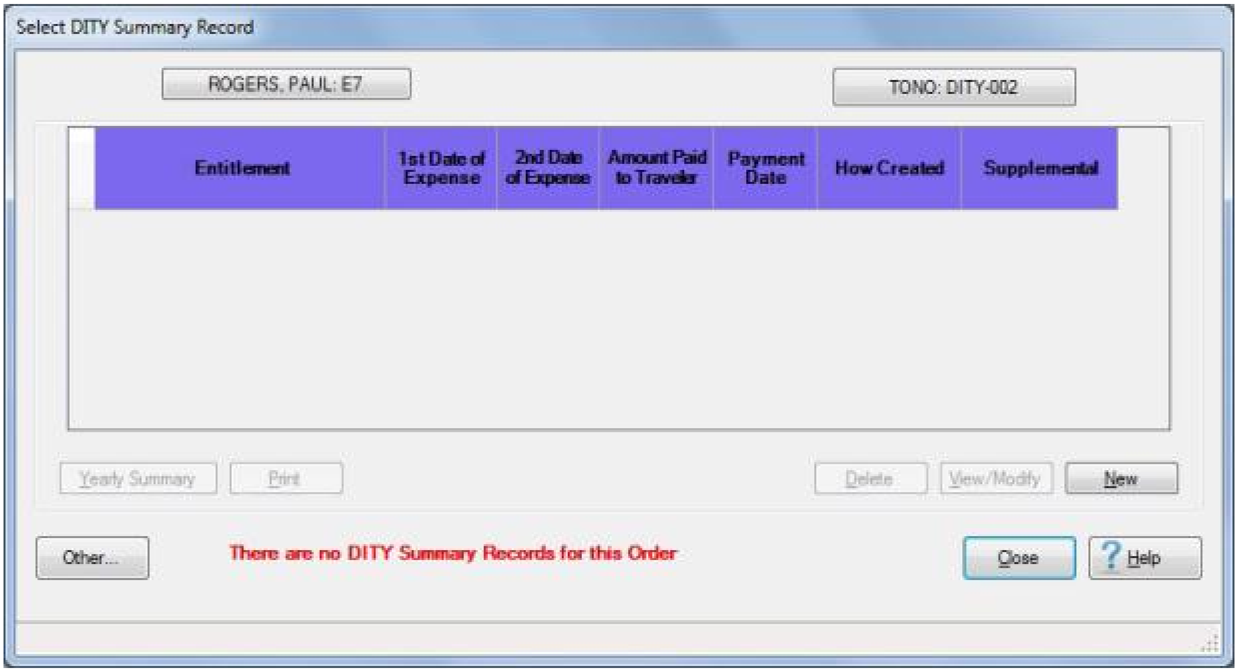
6. **Voucher Number:** - If you wish to **modify** the **voucher number**, **click** in this field and **type** the correct voucher **number**.
7. **Payment Date:** - If you wish to **modify** the **payment date**, **click** in this field and **type** the correct **date** in **MMDDYY** format.
8. When **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

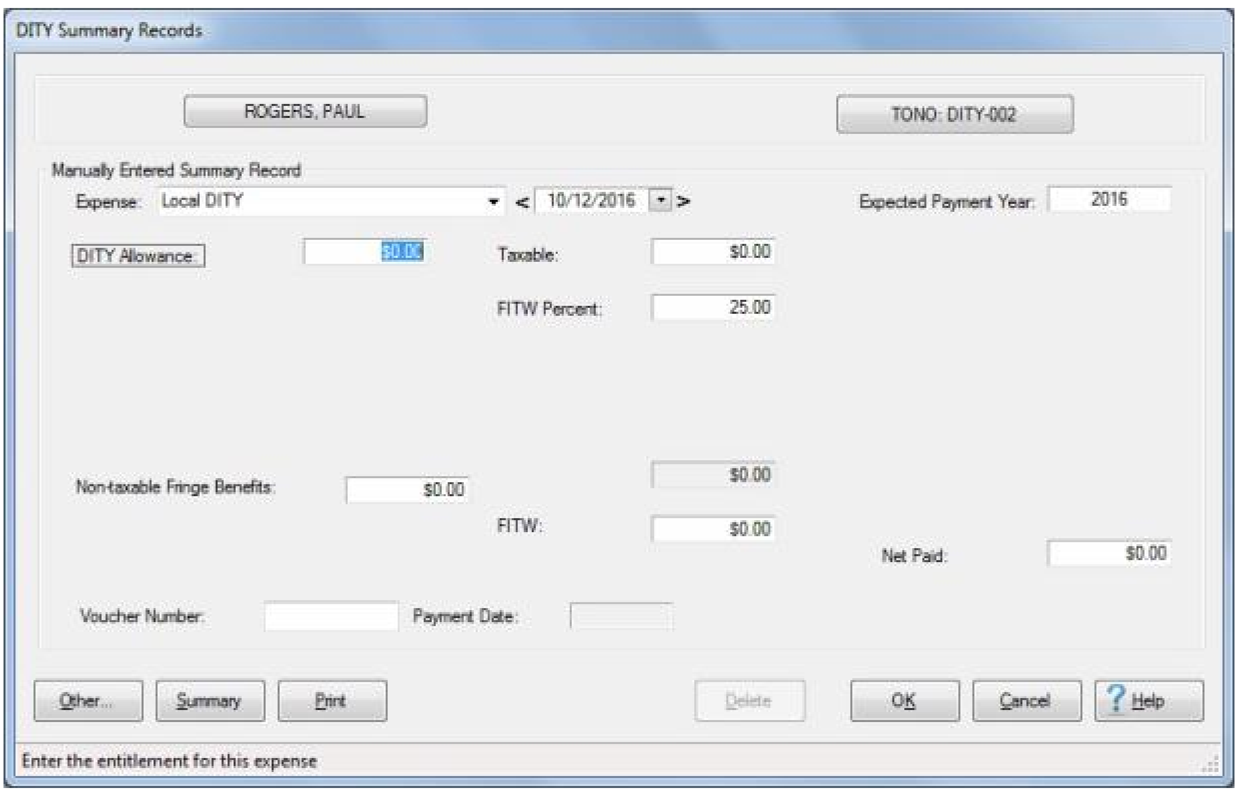
On occasion, it may be **necessary** for an IATS user to manually **enter** the **details** for a DITY settlement into the **DITY Summary Record** module. This is a **requirement** for **recording** the tax **information** for any DITY settlement not **computed** by **IATS** or that was **computed** 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.



5. At the **Select DITY Summary Record** screen, **click** on the **New** button. The **DITY Summary Records** screen appears.



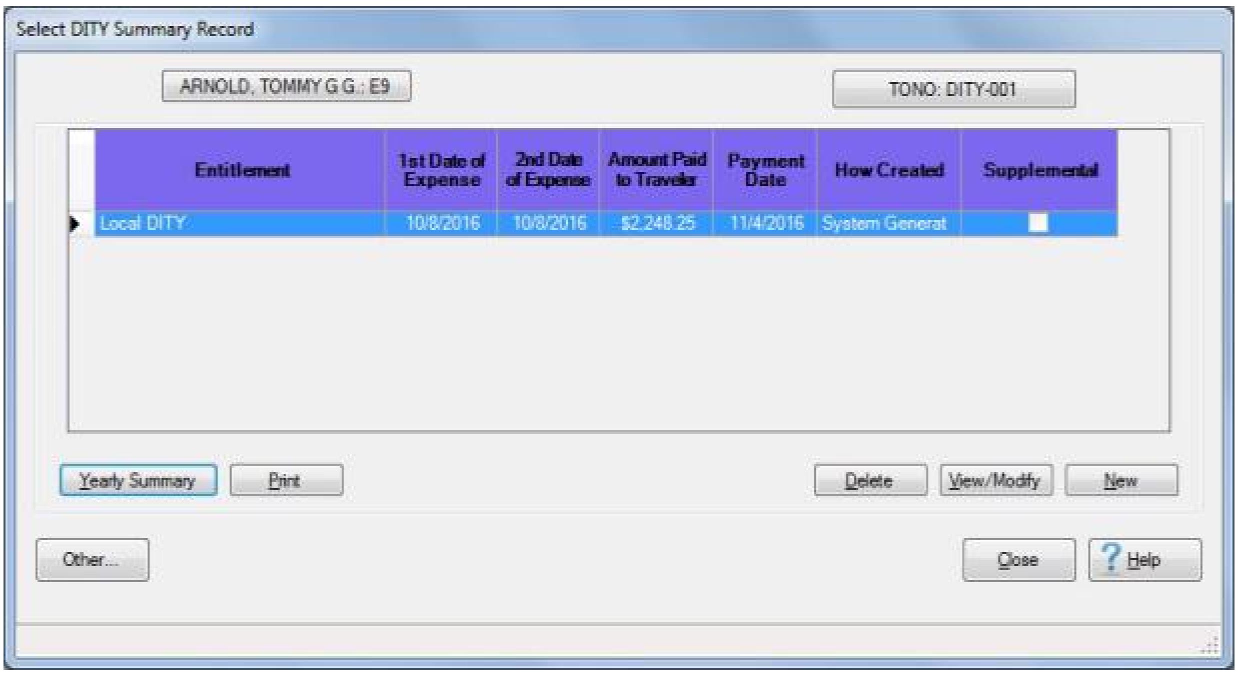
6. **Click** on the **link** and **refer** to the **Help** topic, "Completing the DITY Summary Records Screen", for additional **instructions**.

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.



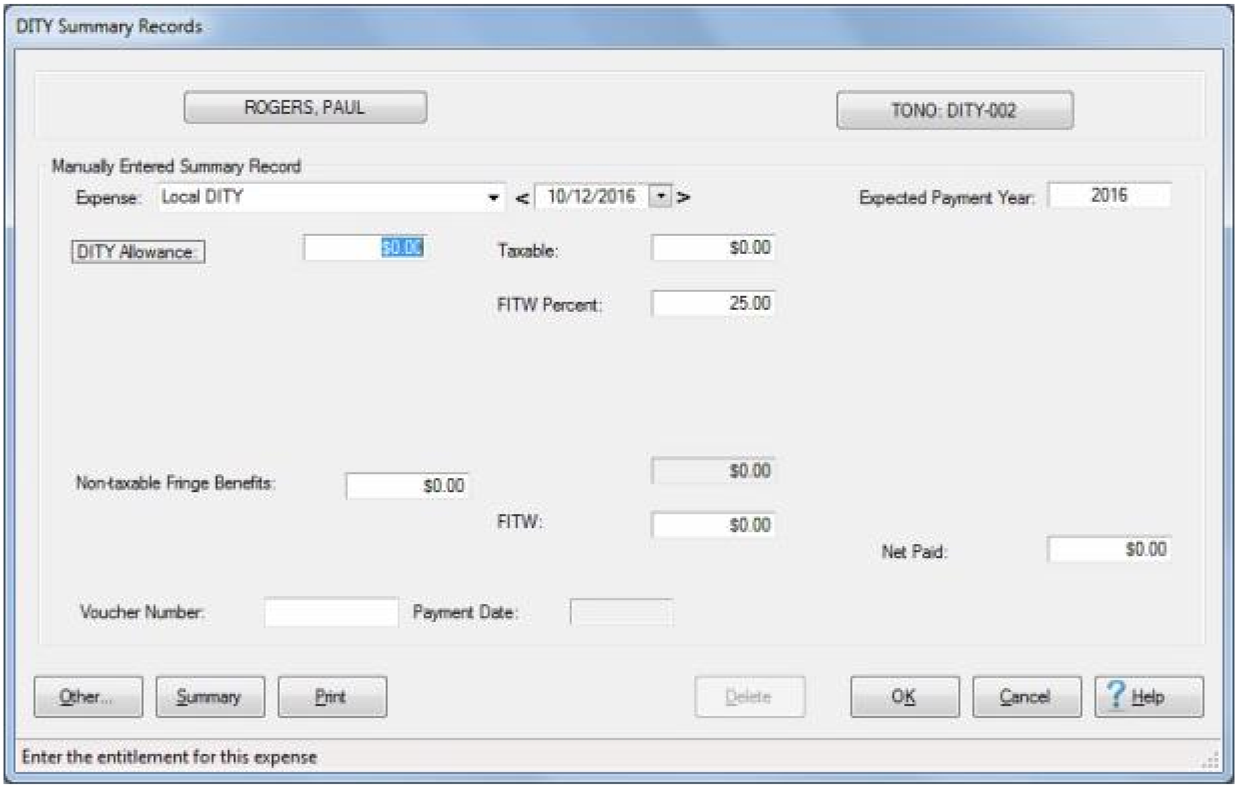
5. **Click** on the listed **record** that you wish to **print**. IATS highlights the selected **item**.
6. When the desired item is highlighted, **click** the **Print** button. A *pop-up* **menu** appears listing two **options** for printing DITY Summary Records.

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 <u>manually</u> **creating** DITY Summary Records, the user <u>must</u> **select** the DITY Expense **type**, and **enter** the <u>required</u> **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 <u>expense</u> **type**.
2. **Date:** - If the date shown, (<u>next to the **Expense** field</u>), is <u>incorrect</u>, **click** in the date field and **type** the <u>correct</u> 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 <u>expected</u> 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 <u>current</u> **date** <u>defaults</u> to this field. <u>If</u> **correct**, press *Tab* to continue. <u>If not</u>, **type** the **date**, in **MMDDYY** format, the **reimbursement** for this expenses <u>was</u> **disbursed**.

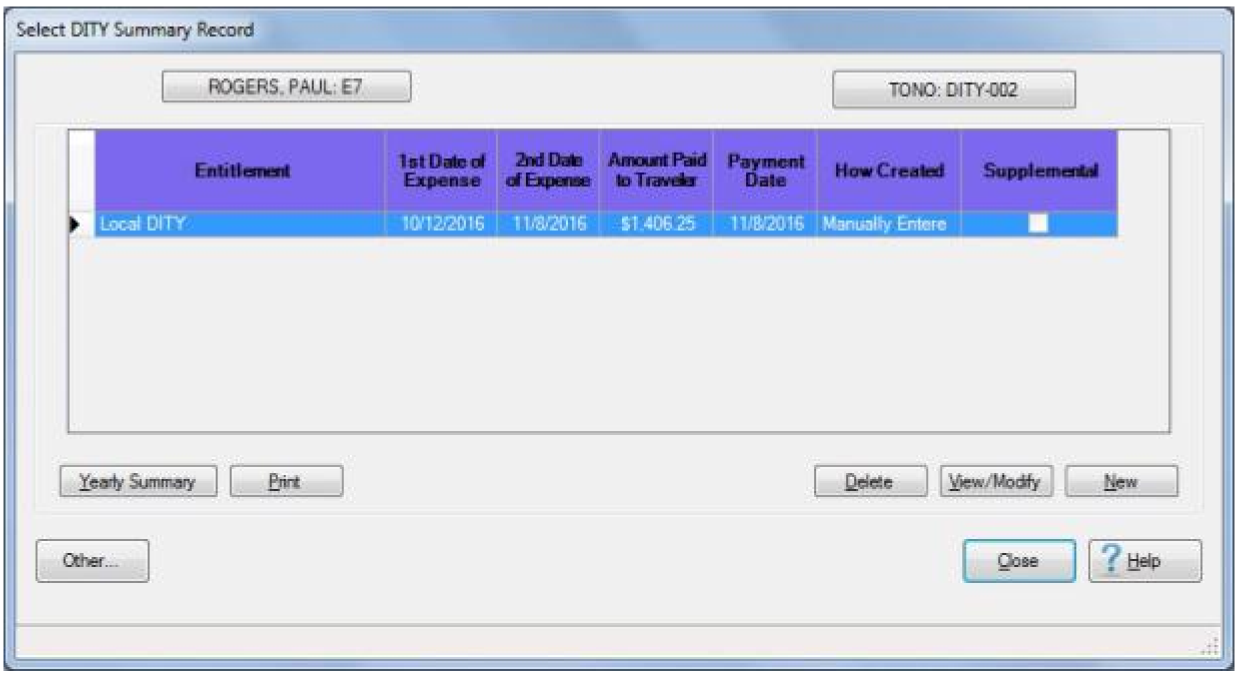
8. When **finished** entering all of the required information, **click** on the **OK** button. IATS **return**s to the **Select DITY Summary Record** screen.
9. If no **additional** summary records need to be created, **click** on the **Close** button to **return** to the **Examiner View** screen.

Deleting DITY Summary Records

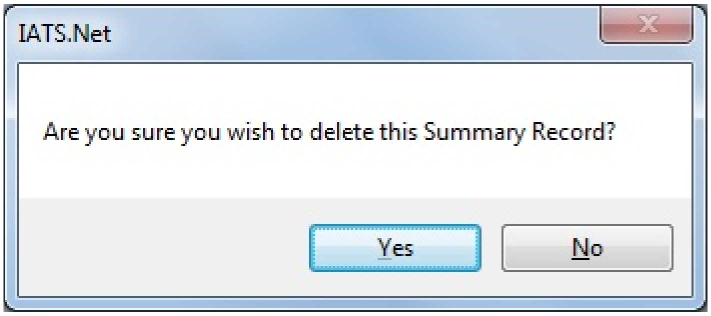
In order to delete a DITY Summary Record, your **user account** must be **granted** the privilege "**Access DITY Summary Records**".

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.



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.



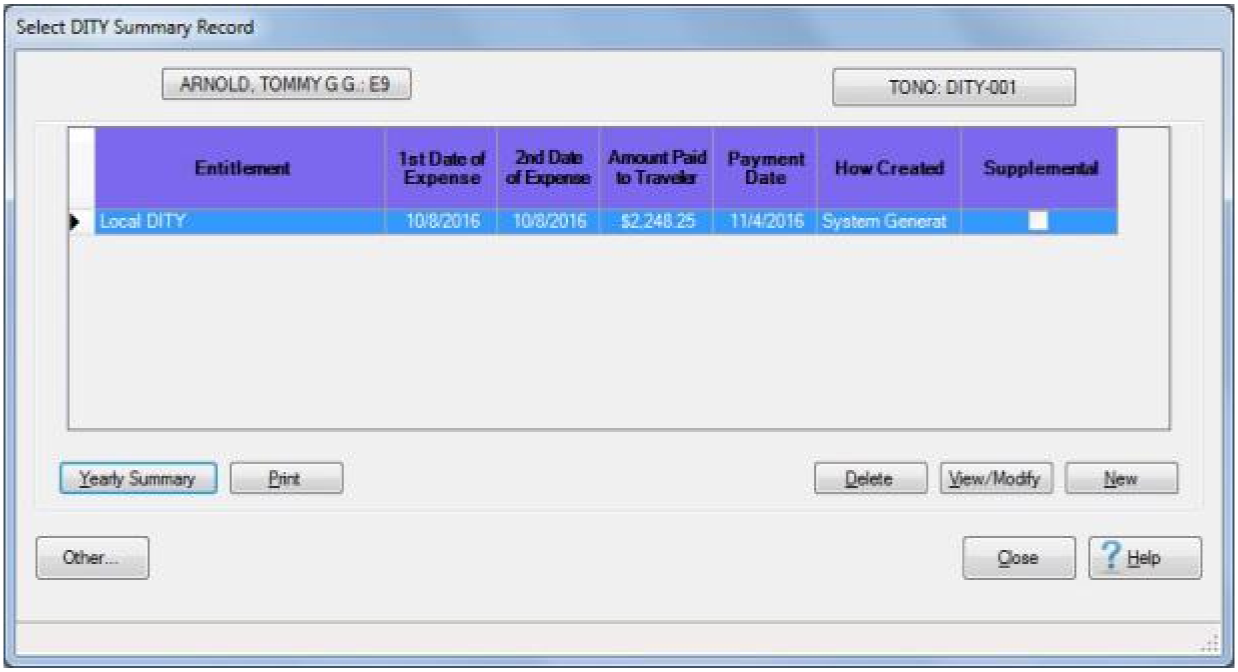
7. **Click** on the *Yes* button. IATS **deletes** the selected **record** and **returns** to the **Select DITY Summary Record** screen.
8. If no **additional** summary records need to be deleted, **click** on the **Close** button to **return** to the **Examiner View** screen.

DITY Records - Yearly Summary

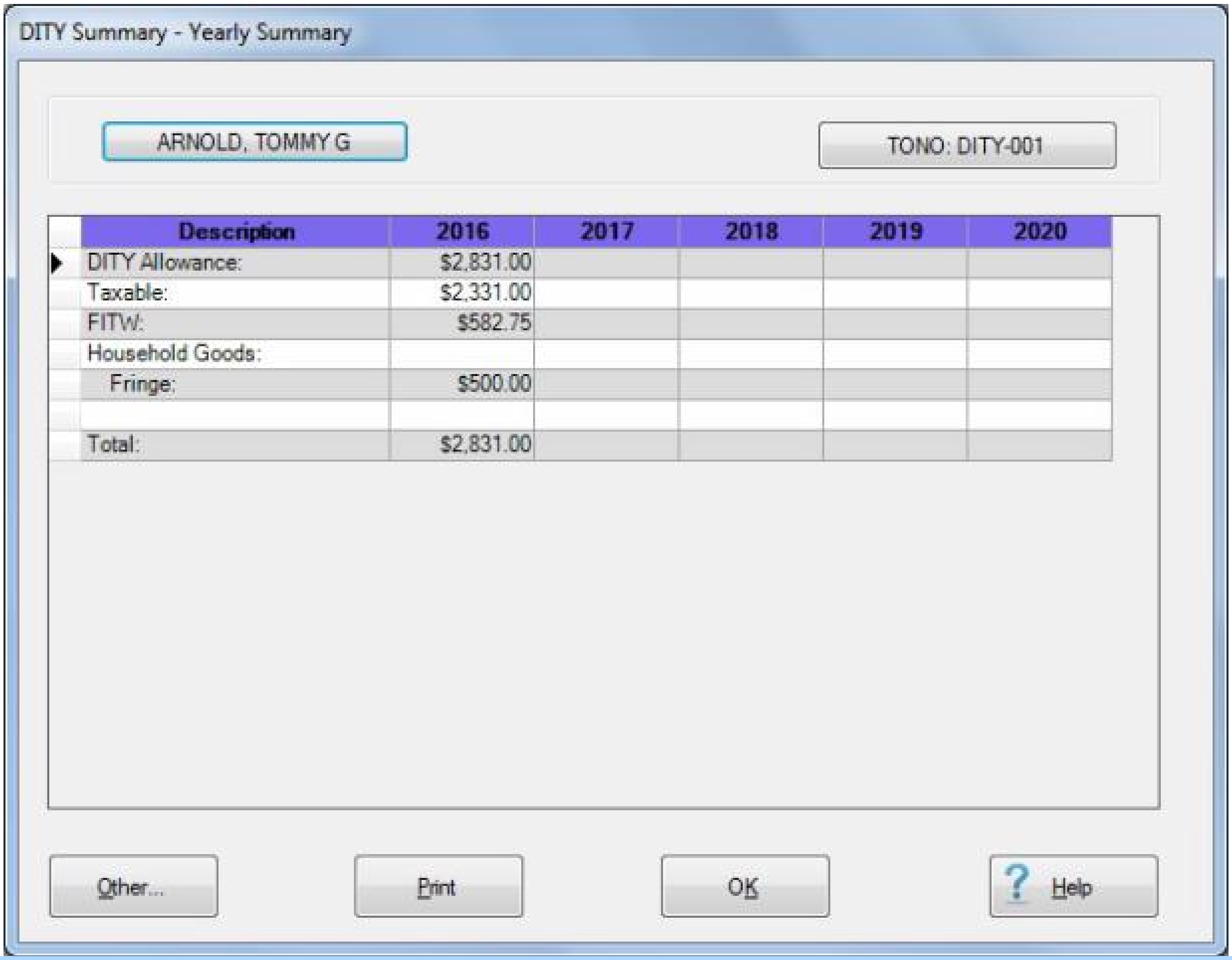
All DITY settlement **transactions** processed in IATS are automatically **posted** to the summary records. These records are **maintained** in the IATS data base indefinitely, unless **deleted** by the IATS user. IATS was designed to **store** several **years** of DITY **history** using the summary 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.



6. At the **Select DITY Summary Record** screen, **click** on the **Yearly Summary** button. The **DITY Summary - Yearly Summary** screen appears.



Note: At this screen, <u>five</u> **years** worth of DITY **entitlement** and tax **withholding** data is **stored**. The information for a DITY transaction will <u>only</u> **appear** at this screen, however, <u>if</u> a **DOV number** and **Date of Payment** <u>is posted</u> to the **DITY Summary Record**.

7. <u>If desired</u>, **generate** a <u>print-out</u> of this screen by **clicking** on the **Print** button.
8. When **finished** viewing the Yearly Summary screen for <u>this</u> traveler, **click** on the **OK** button. IATS **return**s 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

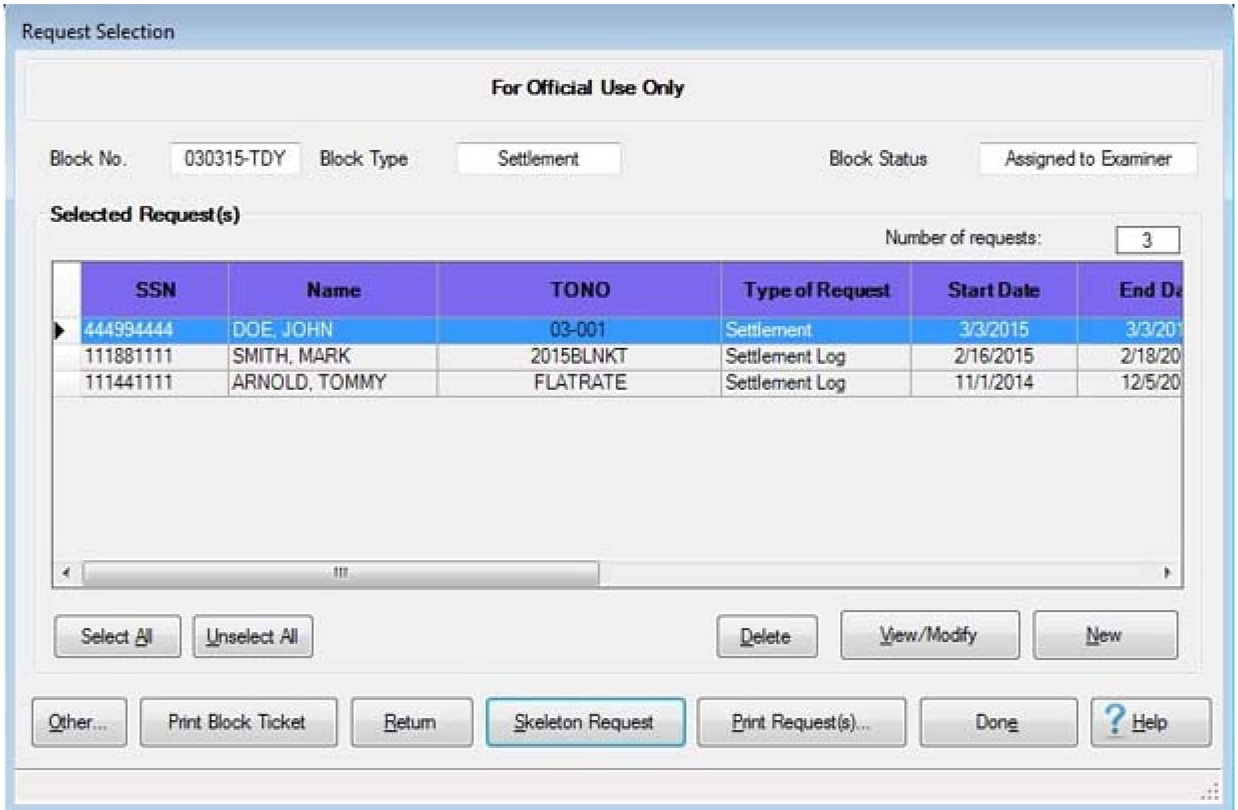
Process Settlement Requests for Massive Multiple Travelers

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 <u>hundreds</u> of travelers quickly and easily.

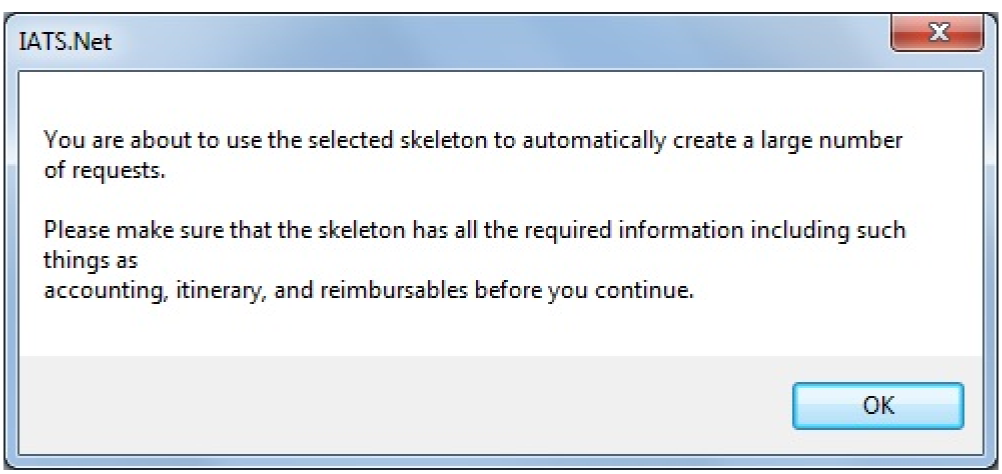
Note: This feature may be used for <u>both</u> **TDY** and **PCS** settlements.

Complete the following steps to "use" the Massive Multiple Travelers feature:

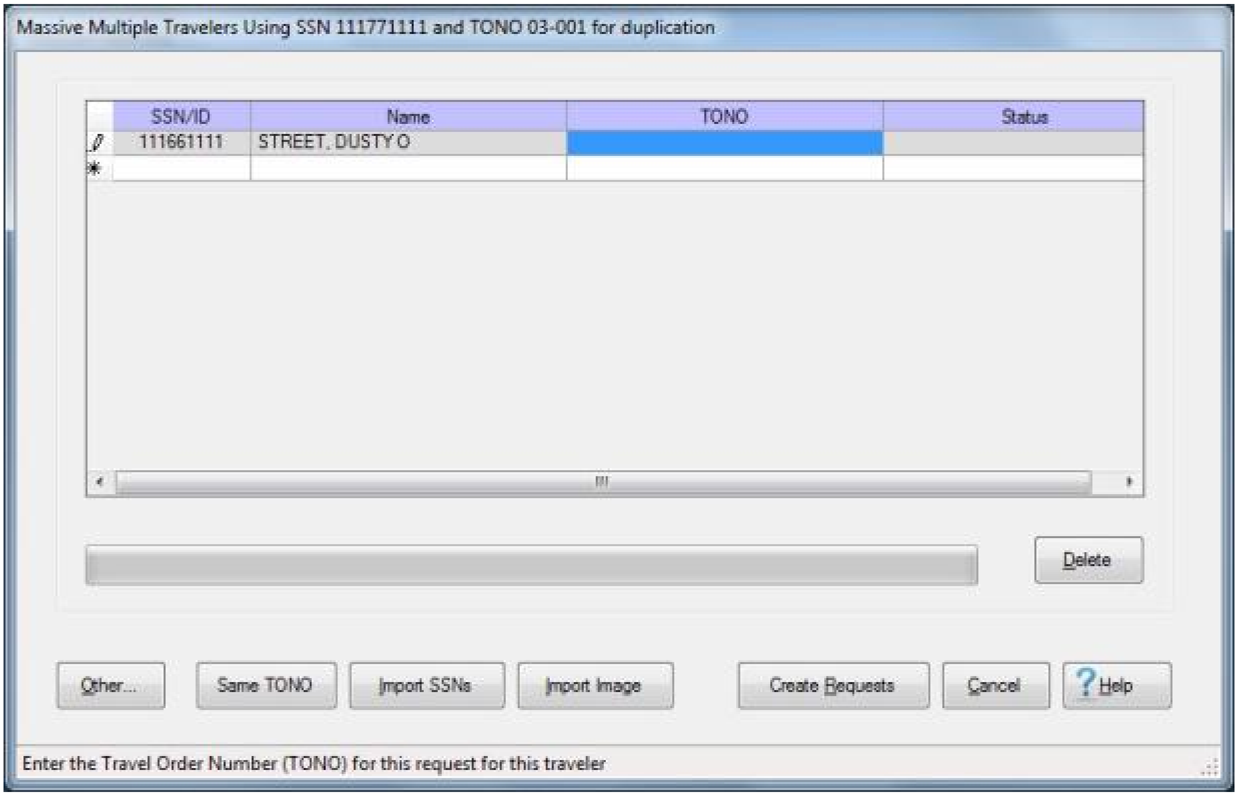
1. **Create** a **block** as usual.
2. **Process** the first **settlement** request you wish to use as the **basis** for the additional requests you will be adding to the block.
3. After the first **settlement** request has been **processed** and **saved**, IATS returns you to the **Request Selection** screen.



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.

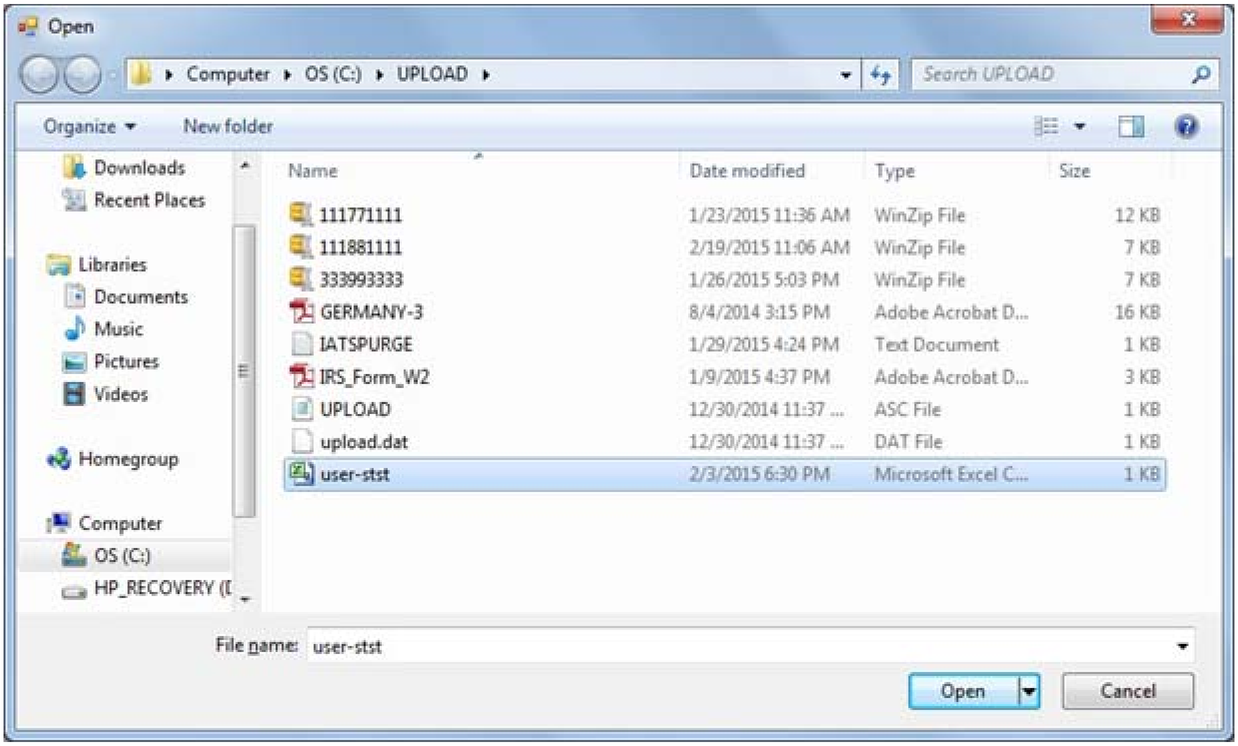


5. When you are satisfied that the first claim includes all of the required details, **click** on **OK**. The **Massive Multiple Travelers** screen will appear next.



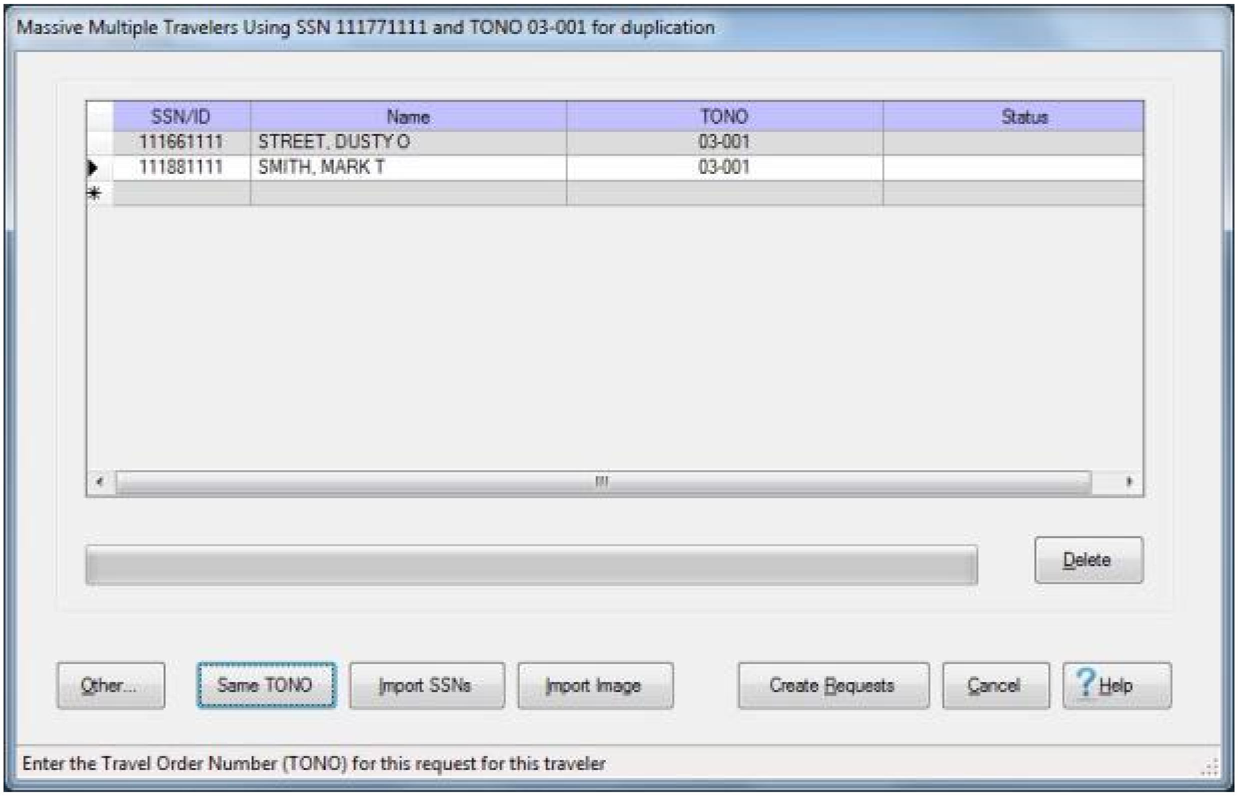
6. **SSN/ID:** - When the Massive Multiple Travelers screen is displayed, you will notice that the SSN/ID field is highlighted. There are <u>two ways</u> to **populate** this field and add new travelers to the claim:
7. **Type** the **SSN** for the next traveler you wish to add to the claim.
8. **TONO:** - **Enter** the desired travel order number or **click** on the **Same TONO** button to use the **same** travel order that was used fro 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 <u>first</u> **create** a text **file** using an application such as **Note Pad**. Simply create a text file containing nothing more that 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:

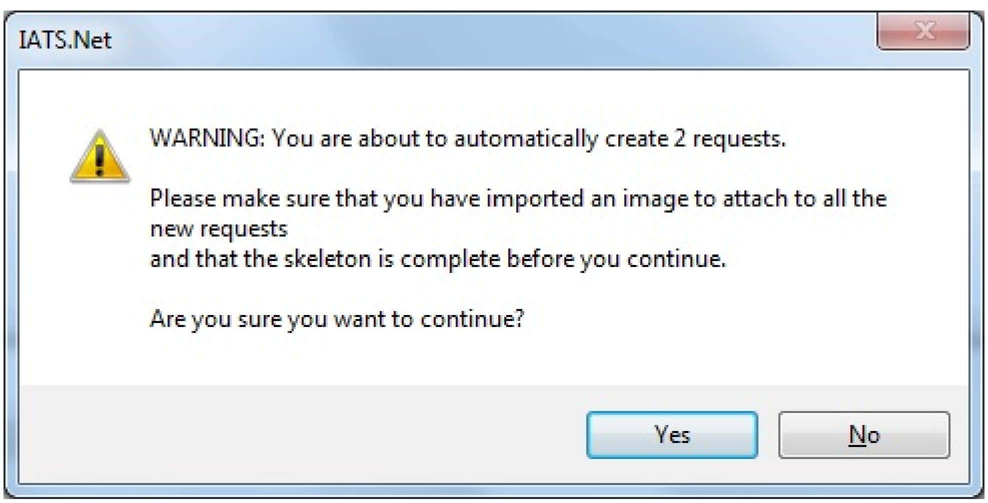


9. After you have either manually entered an SSN or imported SSNs, the next field to be populated in the **TONO** field.
10. **TONO:** - When the **TONO** field is highlighted, you can simply **click** on the **Same TONO** button if you wish to use the **same** TONO that was associated with the first **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:

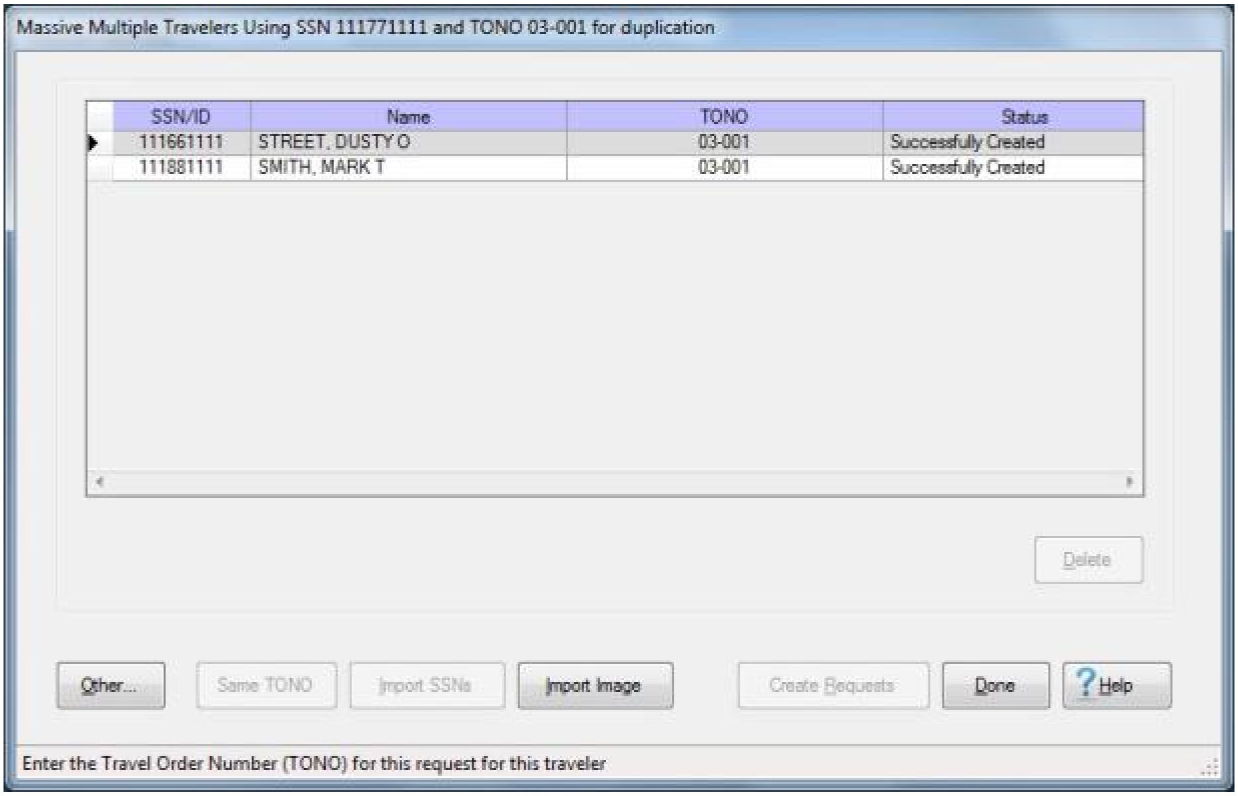
Tip: After you have imported an image, you will notice that the Import Image button is now titled **Discard Image**. If you wish to **remove** the image(s) **click** on the **Discard Image** button. If you want to remove the image for a selected **traveler**, first **click** on the desired **SSN** and 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 <u>automatically</u> **creates** a <u>completed</u> **request** for the SSNs entered or imported that **match** <u>identically</u> to the <u>first claim</u> 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.

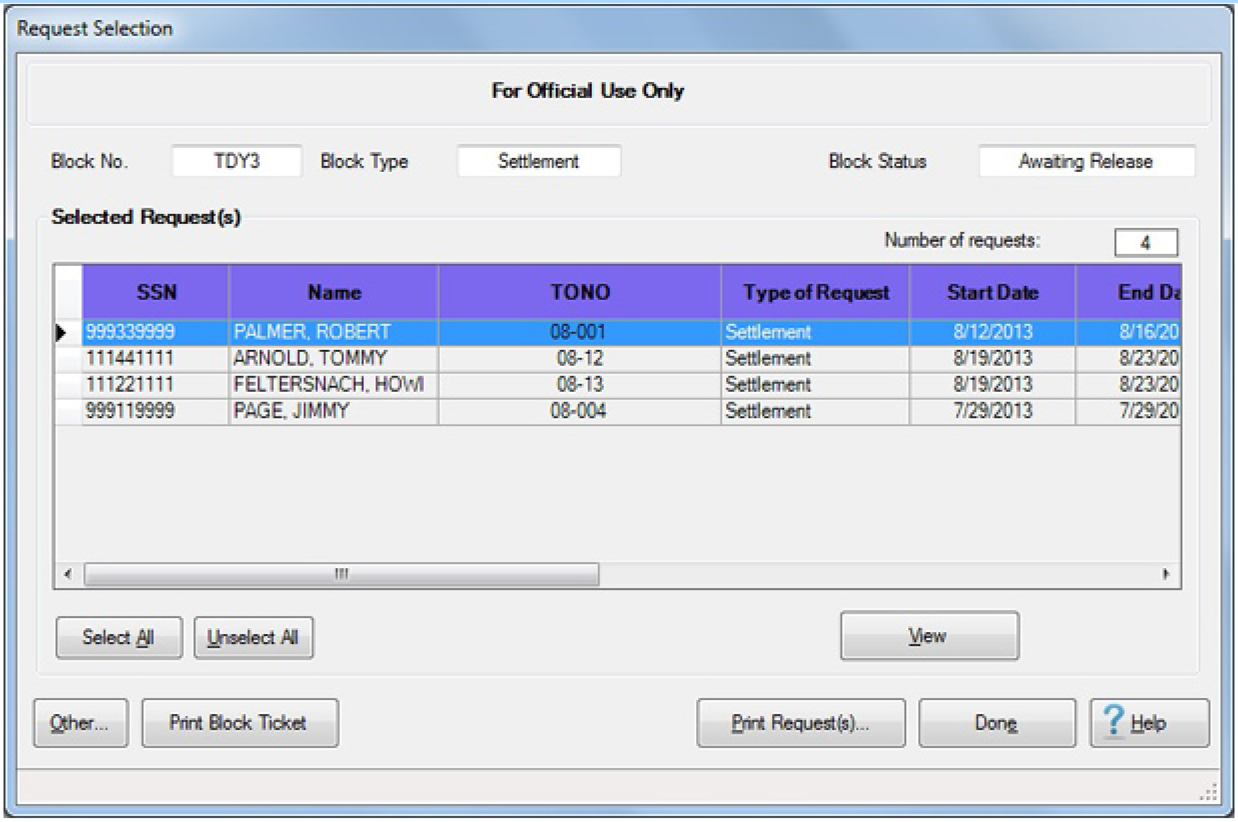
In other Help **topics**, the creation of a travel account and travel order was demonstrated. In addition, users were introduced to creating block tickets, logging incoming requests, and assigning block tickets to voucher examiners for processing. These topics covered the essential steps required before 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.

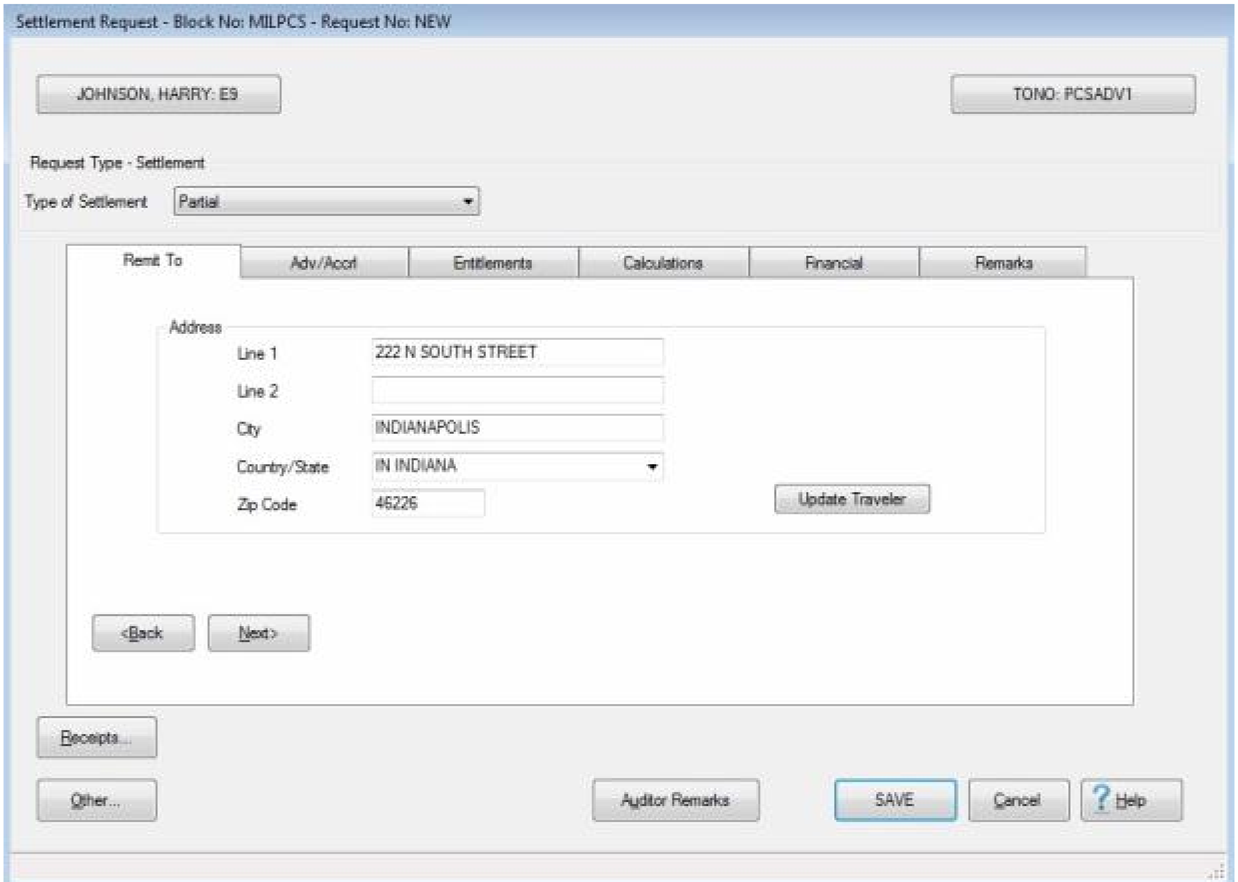


3. At the **Request Selection** screen, **select** a request through one of the following methods:

- **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.

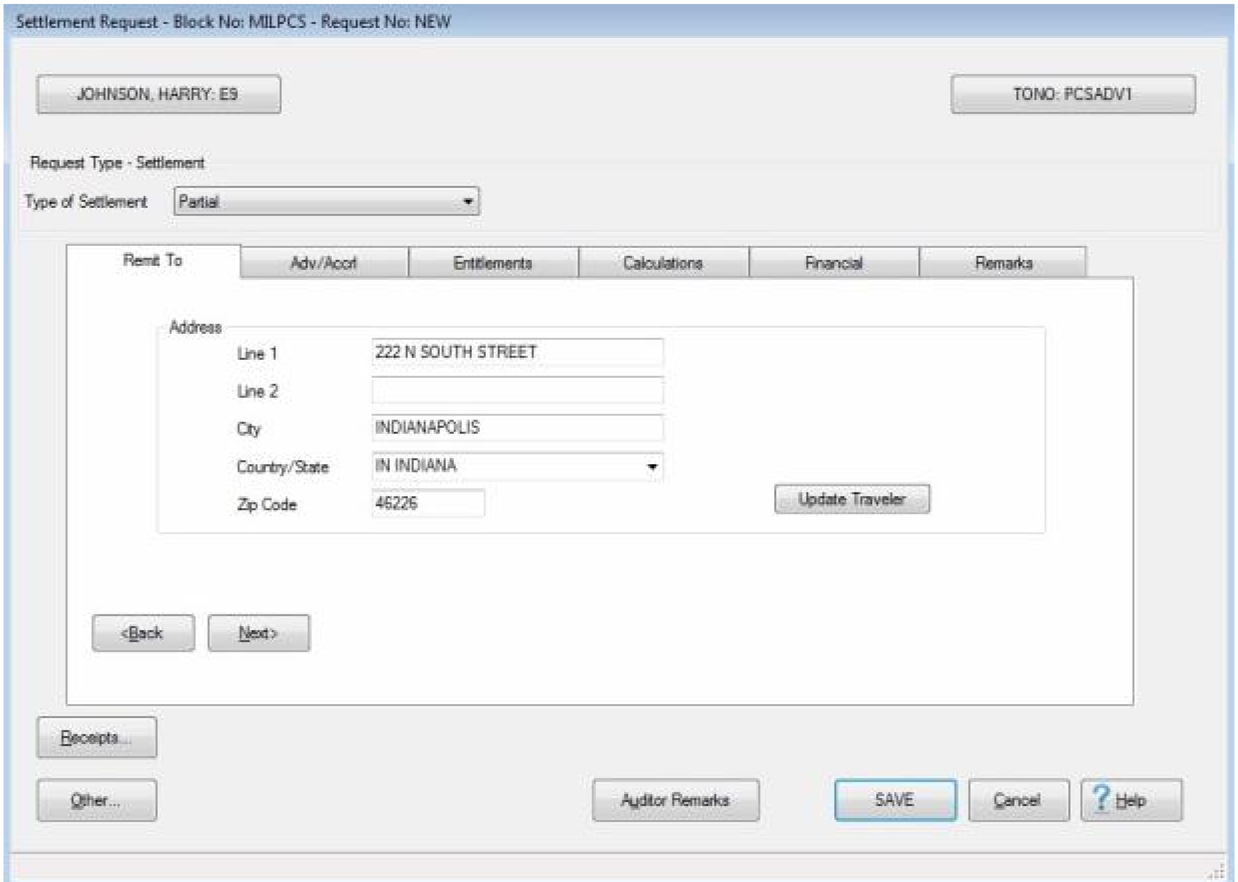
4. After selecting a request using one of the methods listed above, the **Settlement Request** screen appears.



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.



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.

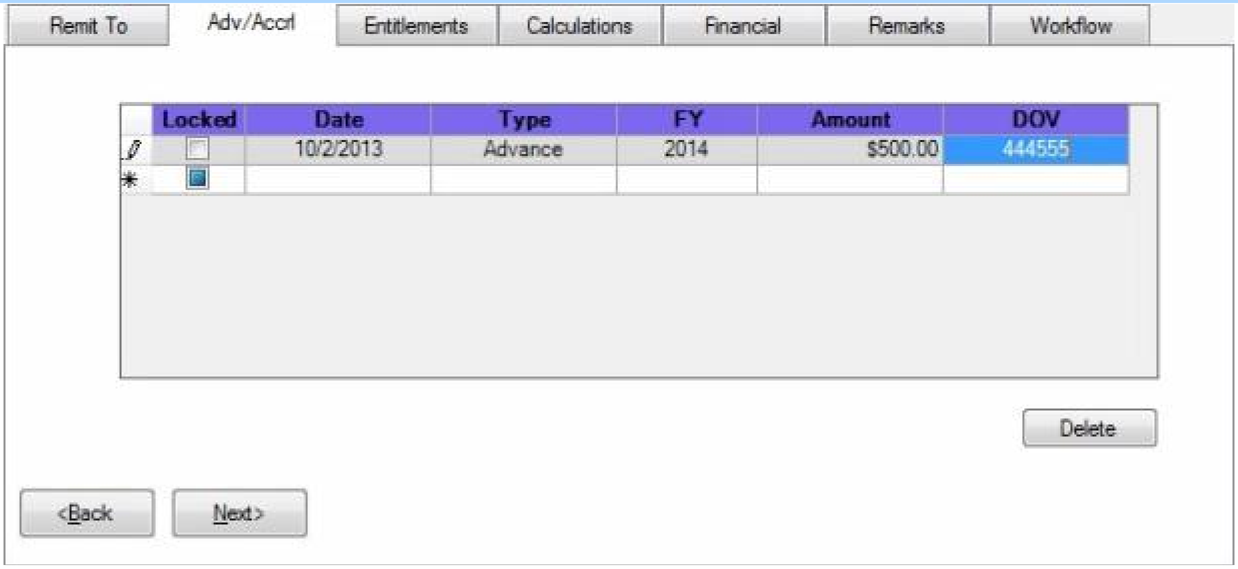
3. After verifying the address at the Remit To tab, **click** on the **Adv/Accrl** tab or the **Next** button to proceed.

Click on the **See Also** button below and **select** the **topic** for additional instructions on completing the various **tabs** at this screen.

MILPCS Adv-Accrl - tab

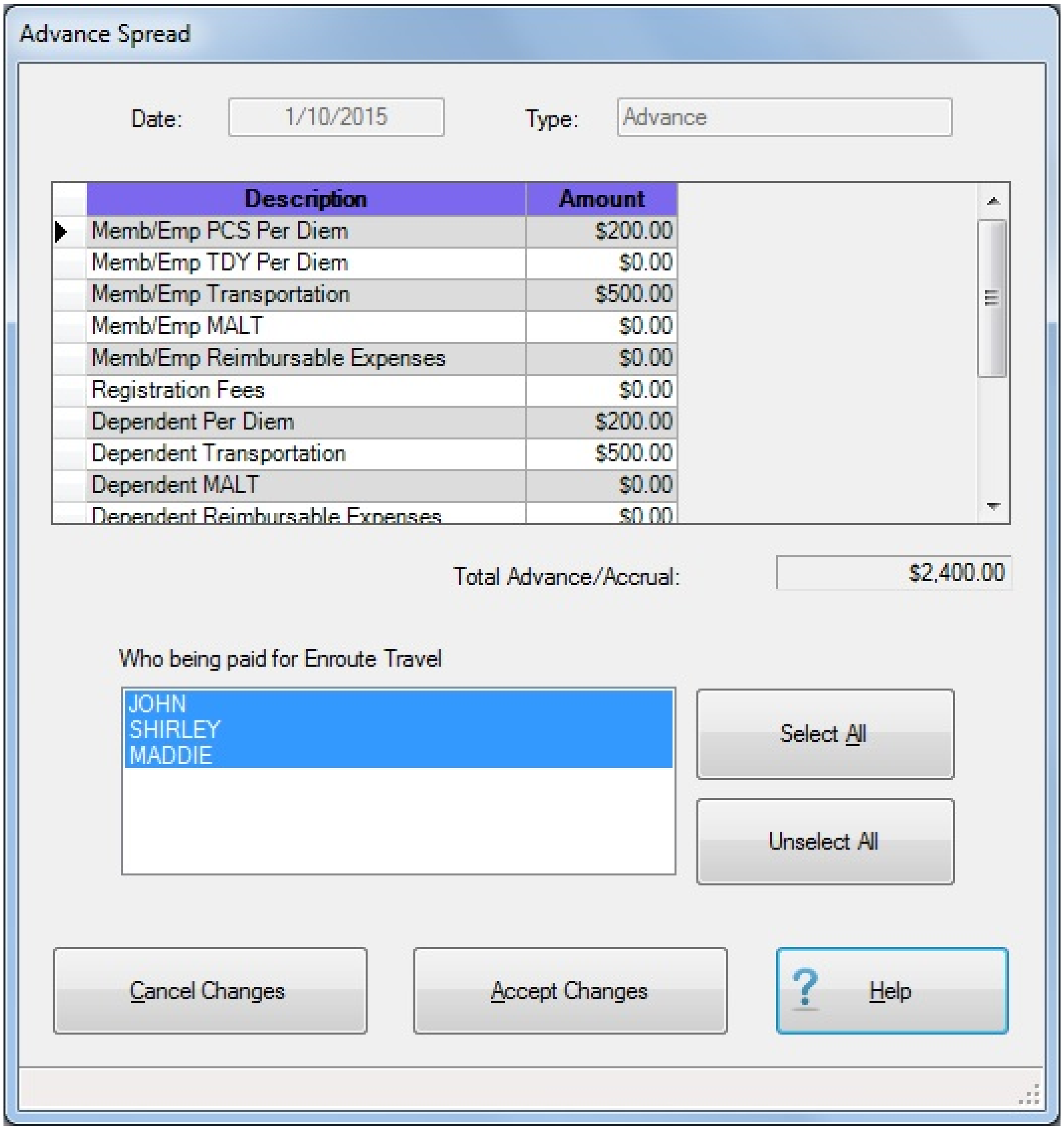
When processing a Request for Settlement, **look** at **Block # 10** of the **DD1351-2** (Travel Voucher). Travelers are responsible for indicating advances received. If Block # 10 of the DD1351-2 indicates that an advance was received, **ensure** that this information **appears** at the **Adv/Accrl** tab. If the information does not appear at the **Adv/Accrl** 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, <u>no changes</u> to the details may be made by the IATS user.



Complete the following steps to "enter" the advance details at the Adv/Accrl 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 <u>must</u> **allocate** any <u>previously paid</u> **advance** to the appropriate **entitlements**.



5. 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.

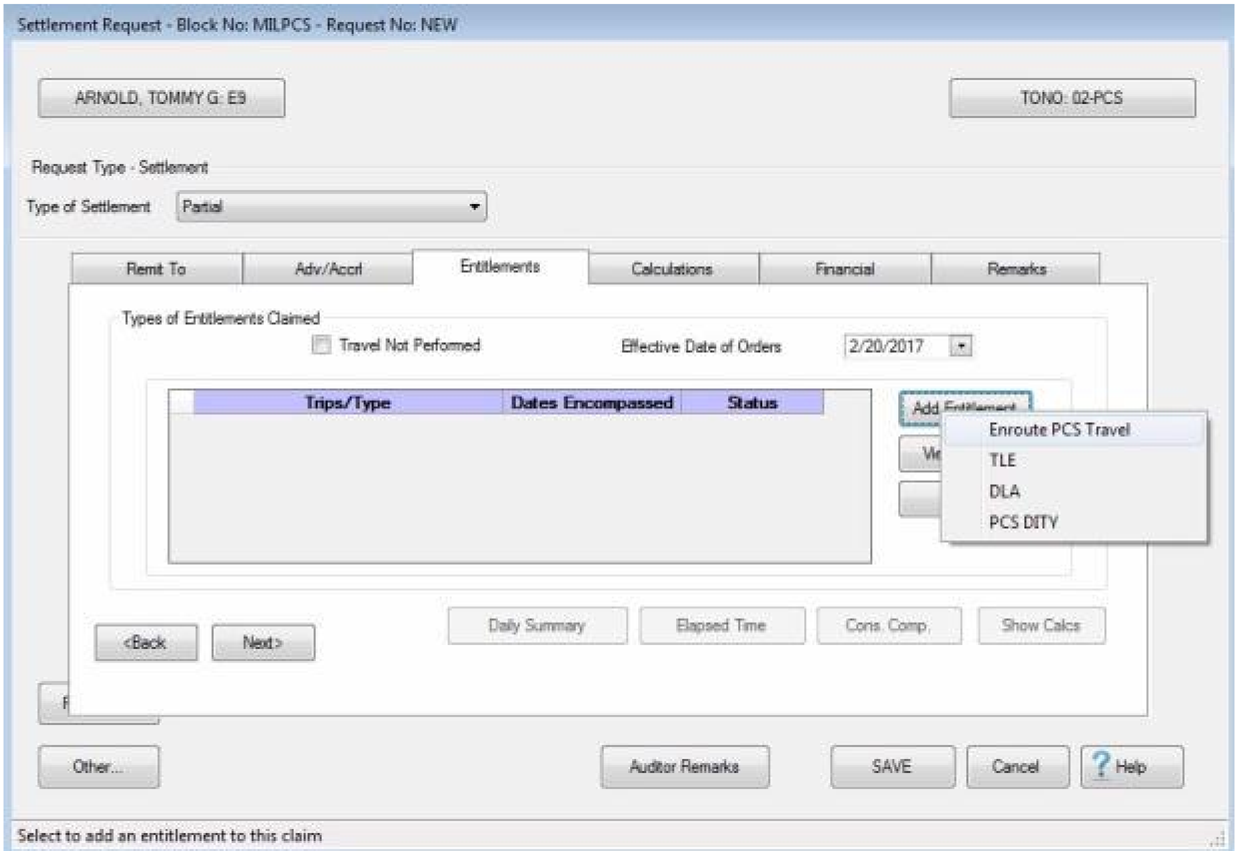
Note: A new section (**Who being paid**) appears at the bottom of this screen for certain entitlements. Notice in the example above, this section is appearing for the **Enroute Travel** entitlement. Users must use this section to **specify** which **individual(s)** the particular entitlement applies to.

6. **DOV #:** At this field, **type** the Disbursing Office Voucher (**DOV**) number assigned to the advance payment received.
7. After completing the **Adv/Accrl** 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.

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**.

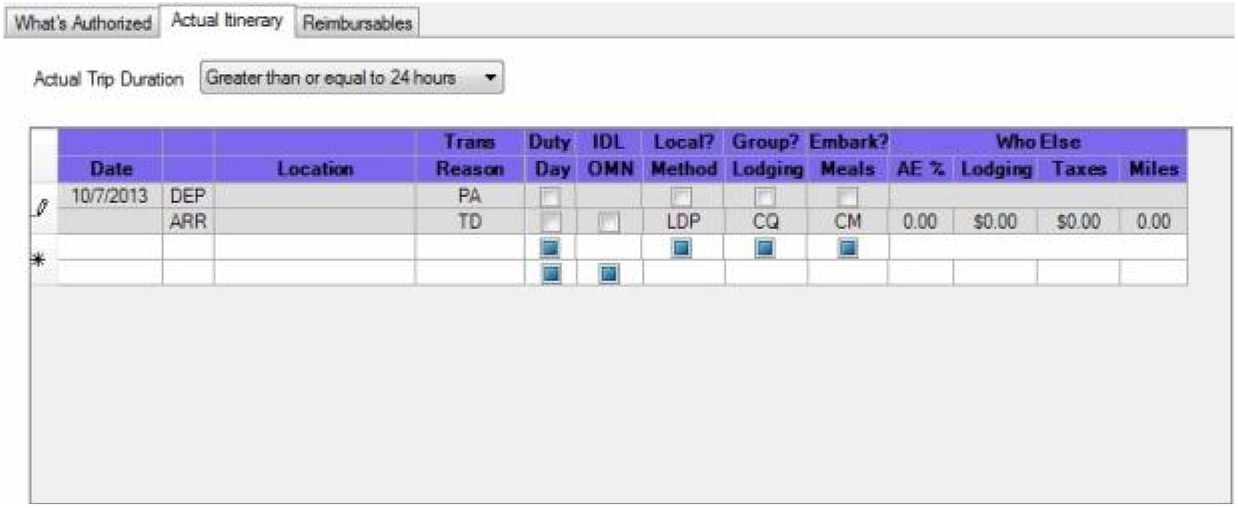
Tip: Multiple traveler's may be **selected** by **pressing** and **holding** the *Shift* **key** and then **clicking** on the desired **names**.

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.



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**).
- **QP - Quarentine: PCS Accounting:** Use this code when the **traveler** was performing **MILPCS travel with a quarantine stop involved** and the **entitlements** for the delay must be **charged** to **PCS** funds.
- **QT - Quarentine: TDY Accounting:** Use this code when the **traveler** was performing **MILPCS travel with a quarantine stop involved** and the **entitlements** for the delay must be **charged** to **TDY** funds.

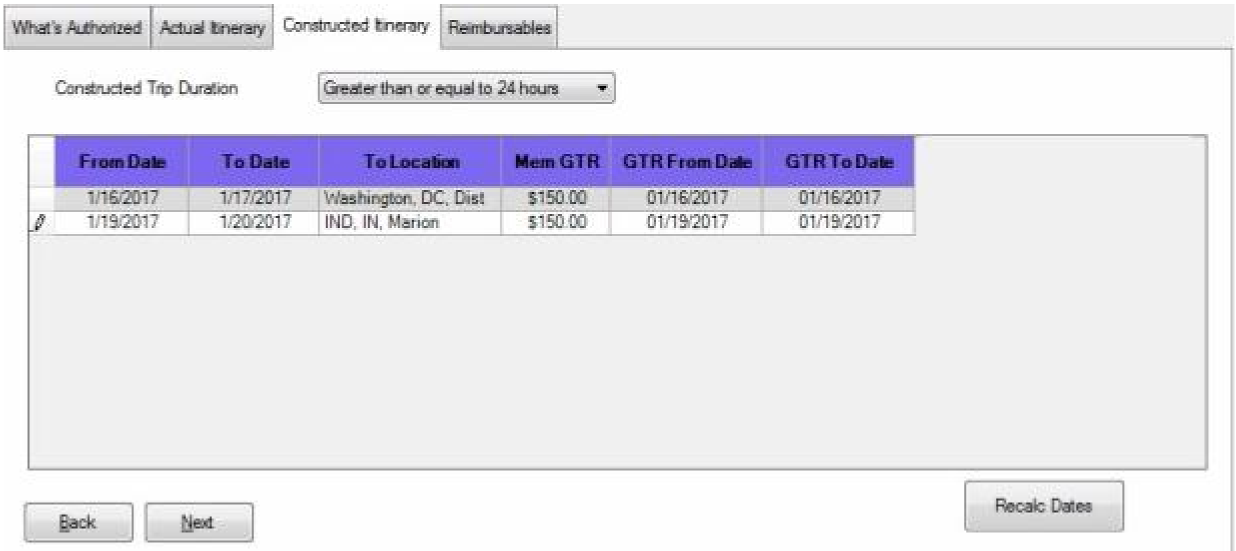
Constructed Itinerary - tab

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**.

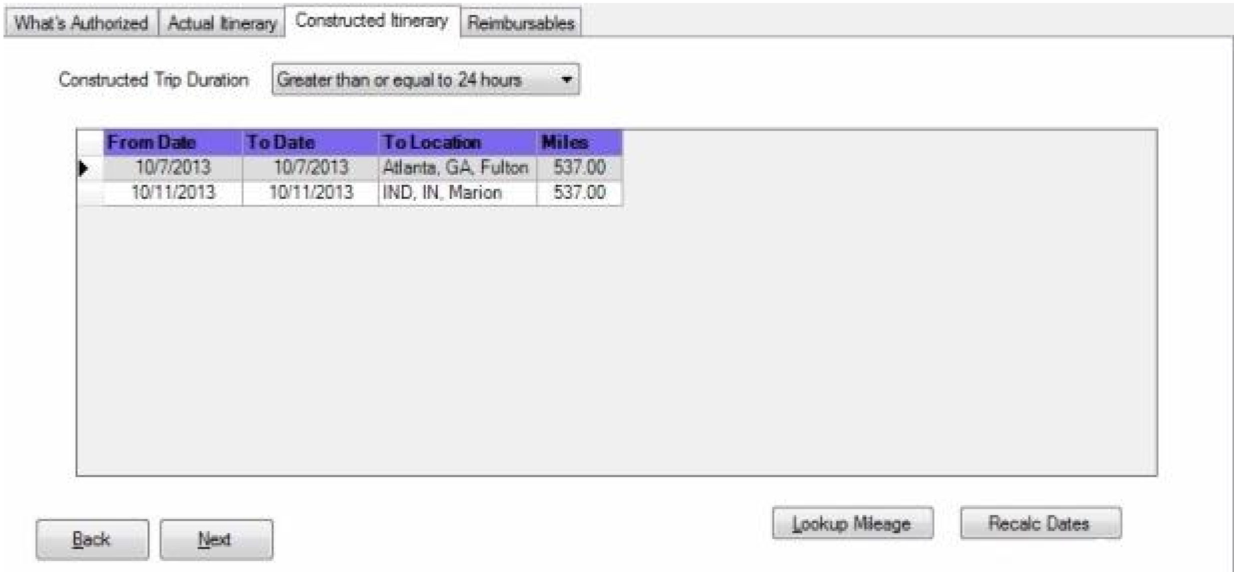
Use the following steps to "complete" the Constructed Itinerary tab when the authorized mode of travel was "POC Limited to Cost of Constructed Travel" or was performed by "Mixed Mode":



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":

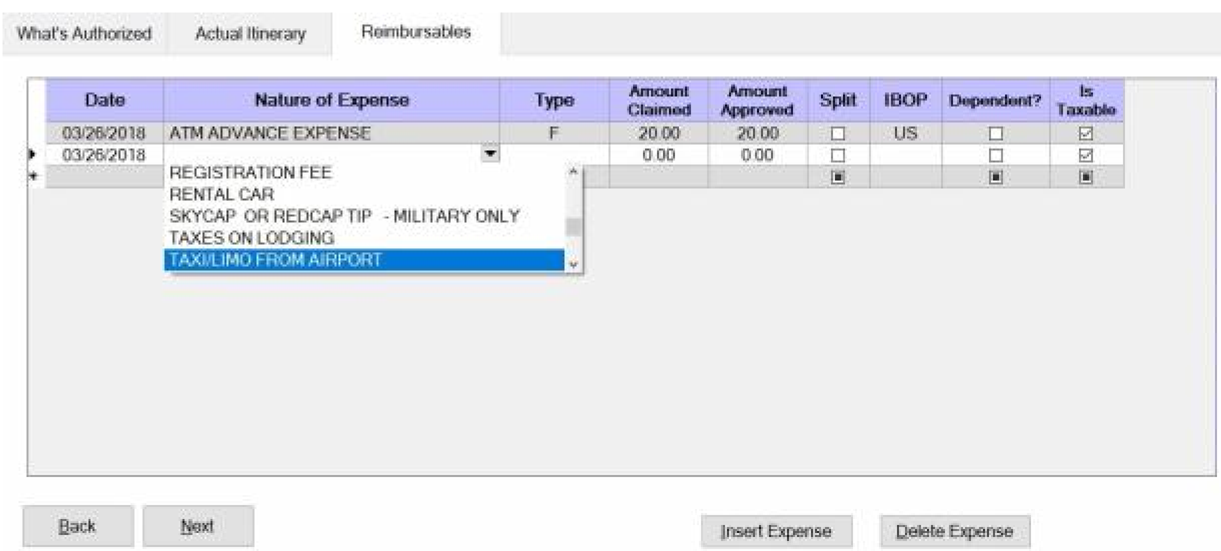


1. **Click** in the **Auth Miles** field for the <u>first</u> **leg** of travel.
2. **Type** the number of **miles** for the <u>ordered travel</u> from the **Official Table of Distances** and **press** *Tab*.
3. At the **Auth Miles** field for the <u>second</u> **leg** of travel, **type** the number of **miles** for the <u>ordered travel</u> 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 <u>final</u> **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.



Use the following steps to "complete" the PCS Settlement 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: -** 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*.
3. **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.
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. **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.

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.

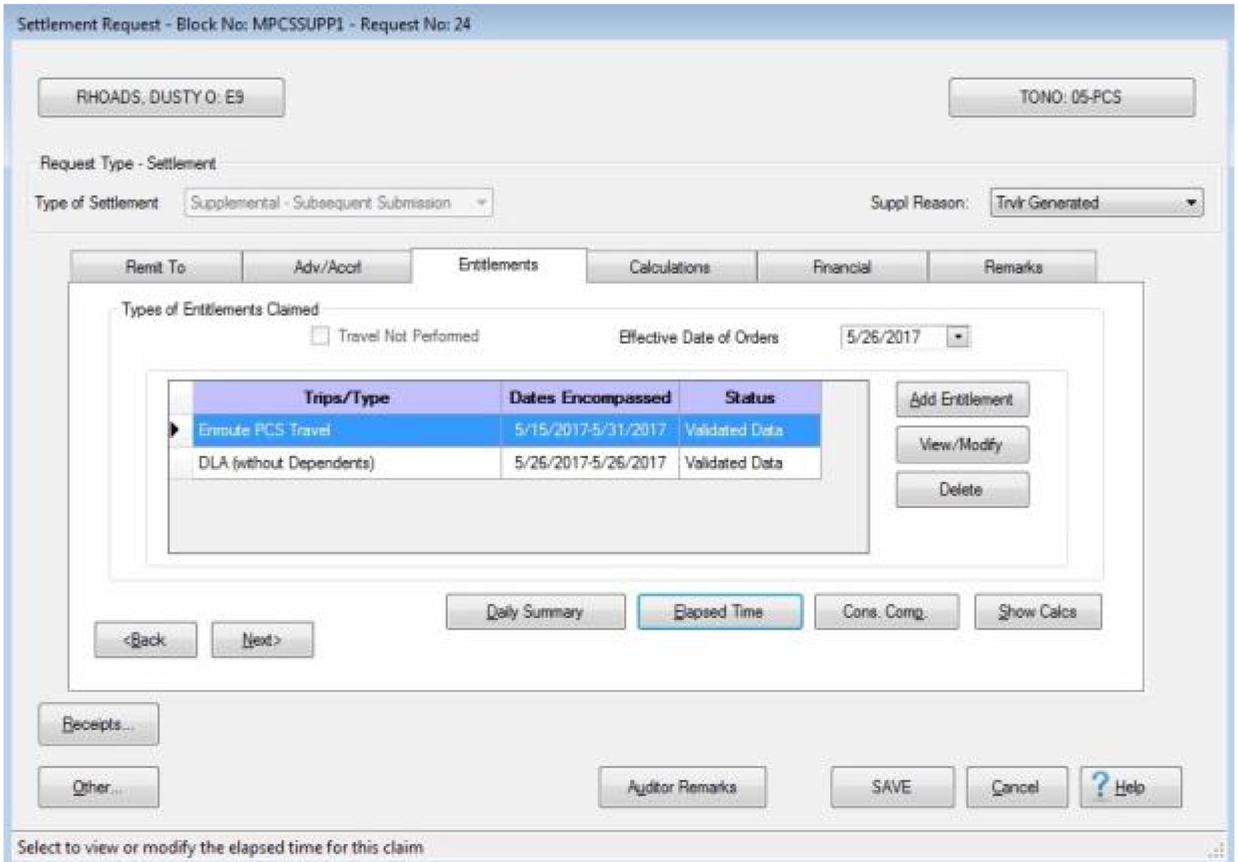
Refer to the **Help** topic, "Financial - tab", for additional instructions.

Review or Modify the Elapsed Time Screen

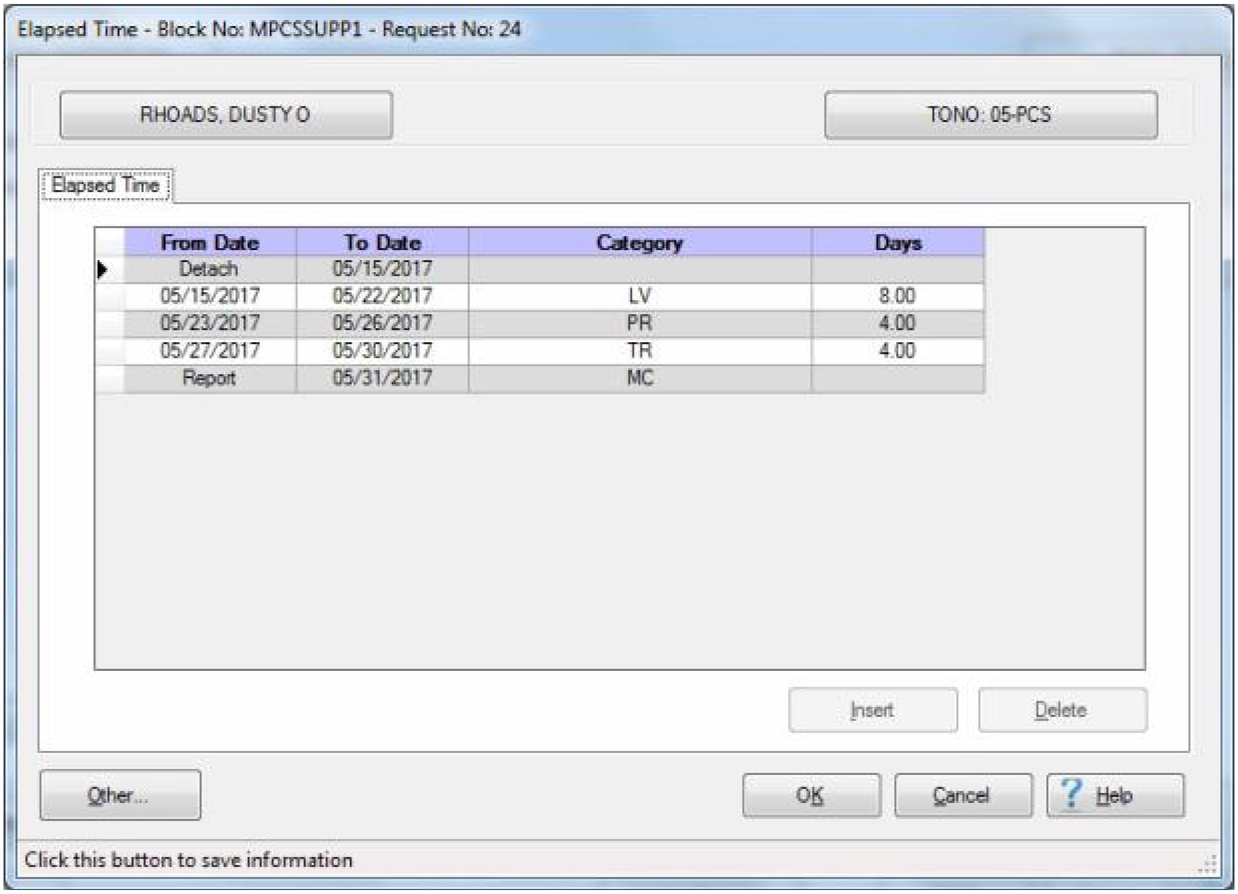
For **PCS** settlement of accession travel claims, the **U.S. Marine Corps** often has to report two **520** transactions. The current ET (**Elapsed Time**) reporting process only permits up to six codes. IATS has been modified (for PCS Settlement type claims only), so that the Examiner would be permitted 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.



If you wish to **review** the Elapsed Time calculations, **click** on the **Elapsed Time** button. IATS will display the **Elapsed Time** screen.

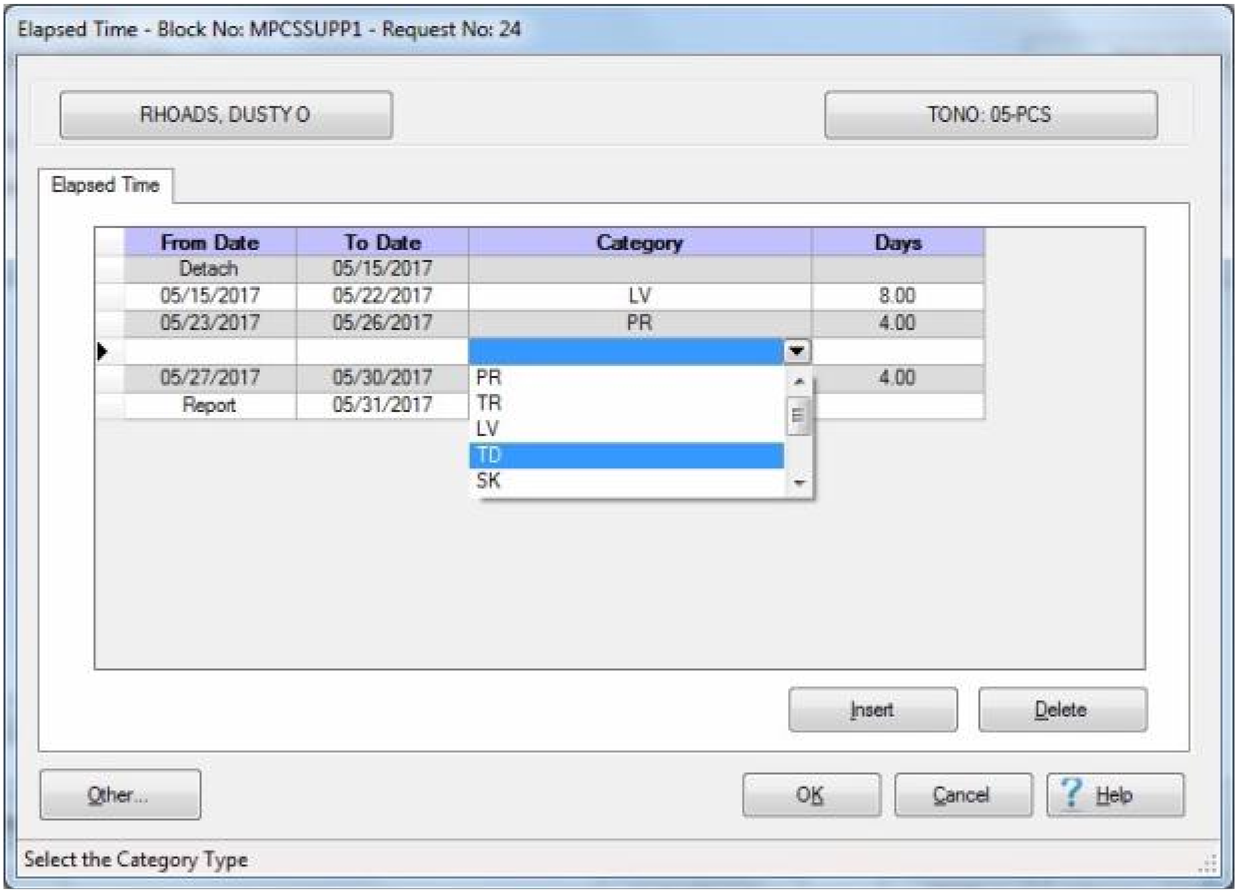


At the Elapsed Time screen, you can **modify** any of the dates by **clicking** in the desired **date** field and entering a new date.

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**.



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.

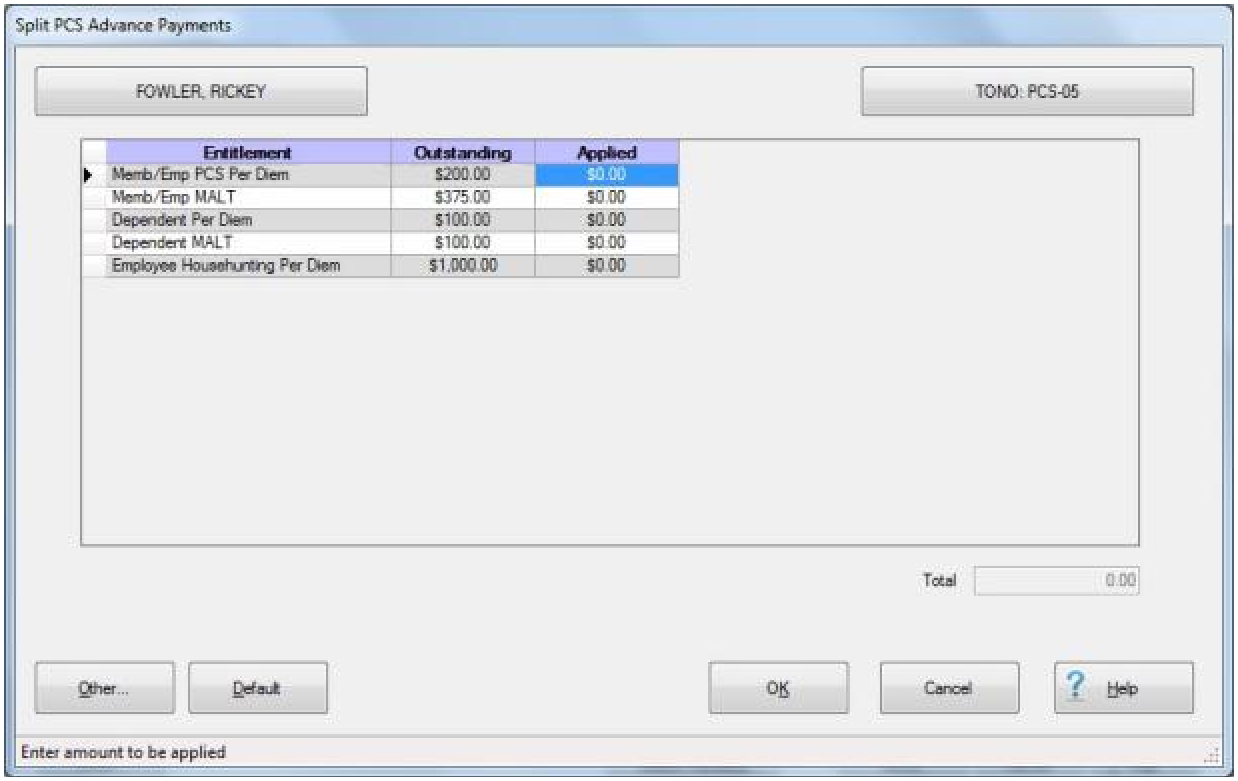
If you have made **modifications** that you would like to save, **click** on the **OK** button. If you have not made any changes you may **click** on the **Cancel** button to continue processing the claim.

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**.



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**.

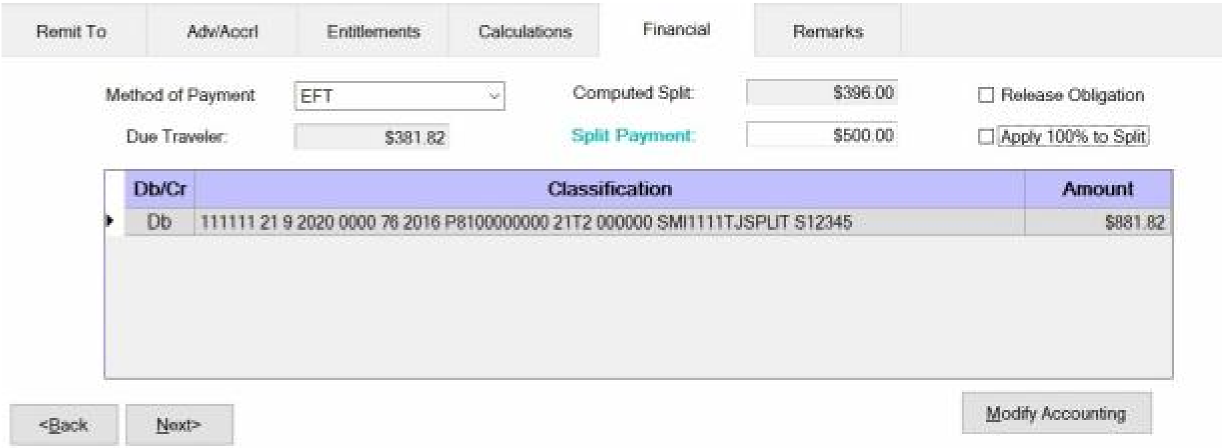
1. **Click** in the **Applied** field for the **entitlement** you wish to apply an outstanding amount against.
2. **Type** the dollar **amount** you wish to **apply**.

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.



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. I you wish to chose 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**.

Note: When the **EFT information** is **blank** or only the **IBAN information** is populated on the traveler profile, and the **GTCC number** is **populated**, IATS users can select **Check** or **EFT** as the "**Method of Payment**". If **Check** is selected no split payment is **allowed**. If **EFT** is selected however, IATS automatically sends the entire amount to the **GTCC** and you cannot **change** the split amount in this case.

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**. **Note** that this **check box** is only **visible** and **applicable** to **TPAX** users.

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**.

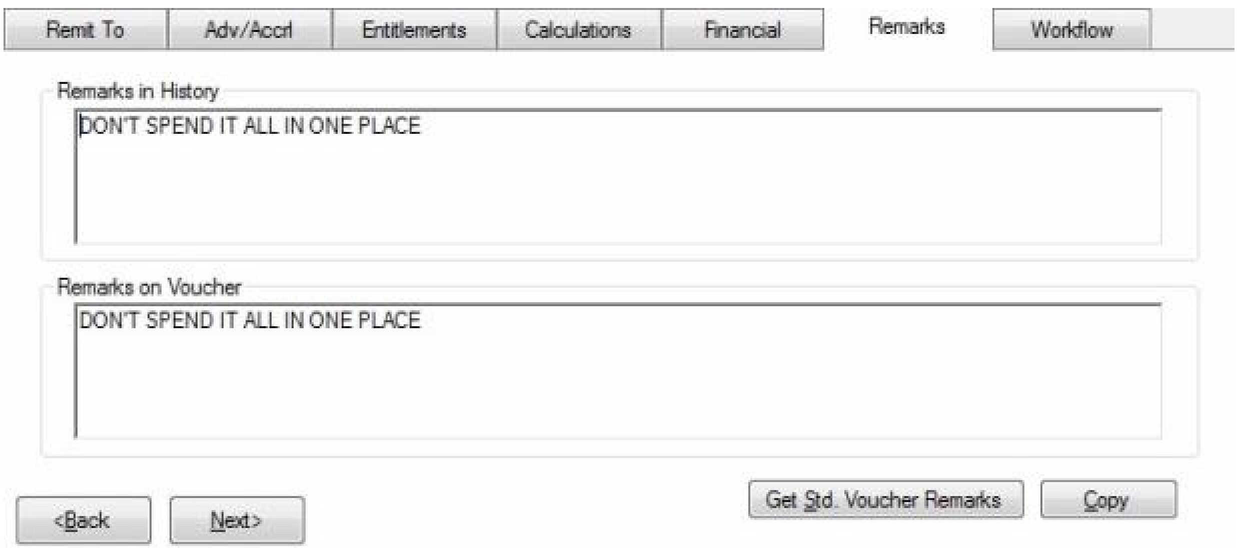
Refer to the **Help** topic, "Remarks - tab", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

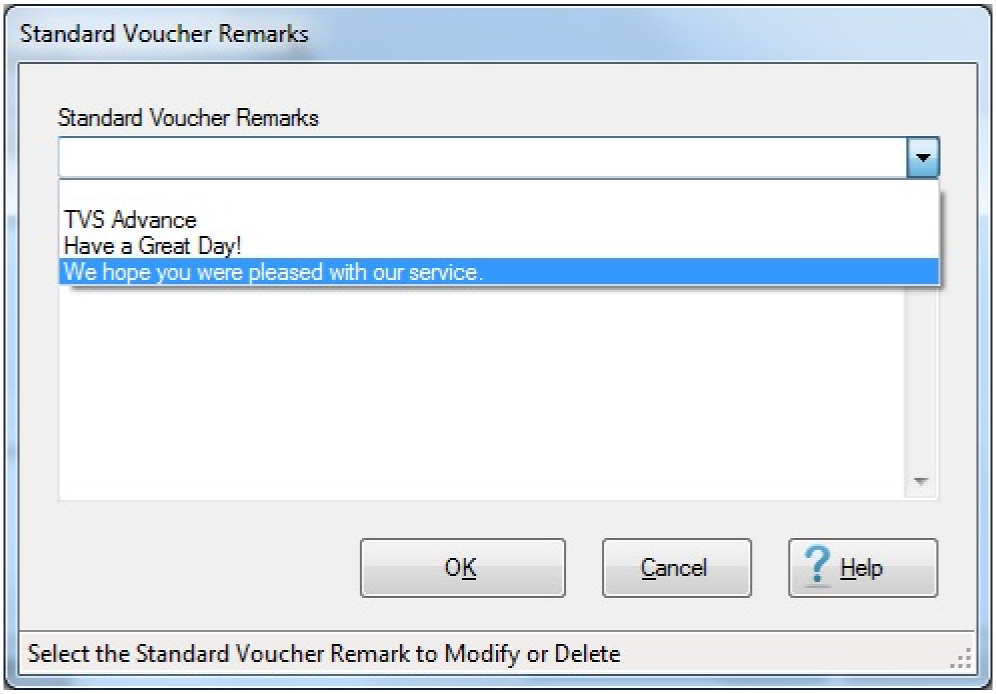
After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

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**.

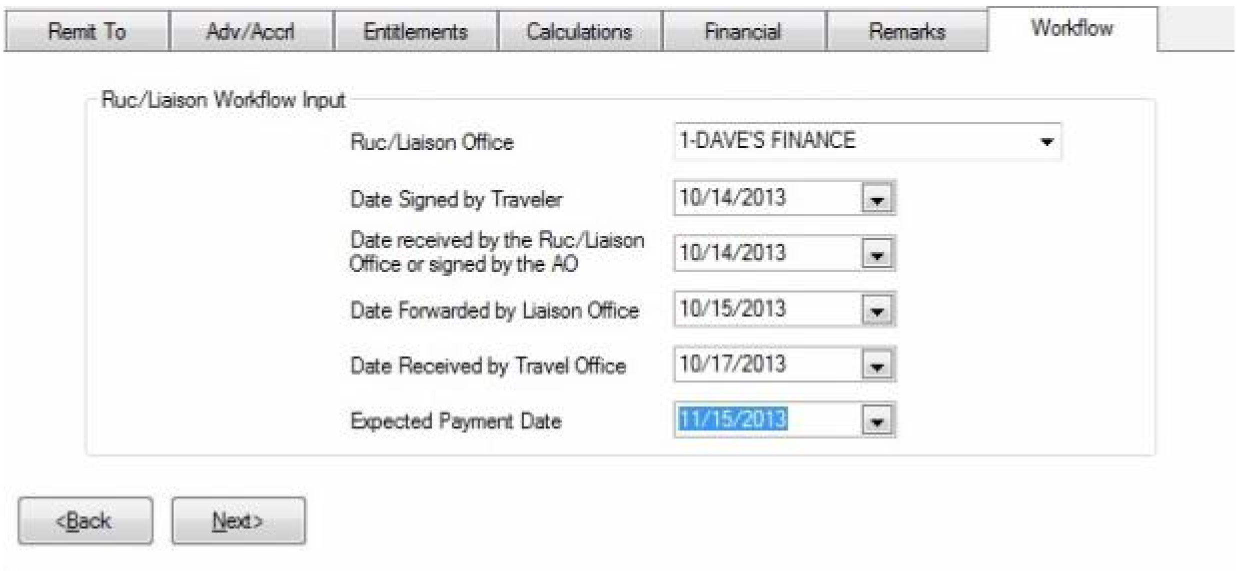
The purpose of this report is to **track** the number of days required to **move** a settlement request **through** the **processing cycle**. Because settlement requests processed by these organizations are often **routed** through **liaison offices**, IATS tracks their movement from the **date** signed 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:



Note: IATS users must **select** a Liaison Office from the *drop down* **list** at the **Ruc/Liaison Office** field if the new **check box** for the option in Maintenance **"Force Selection of Liaison Office"** is checked. Users may no longer **type** in a Liaison Office name when this option is activated.

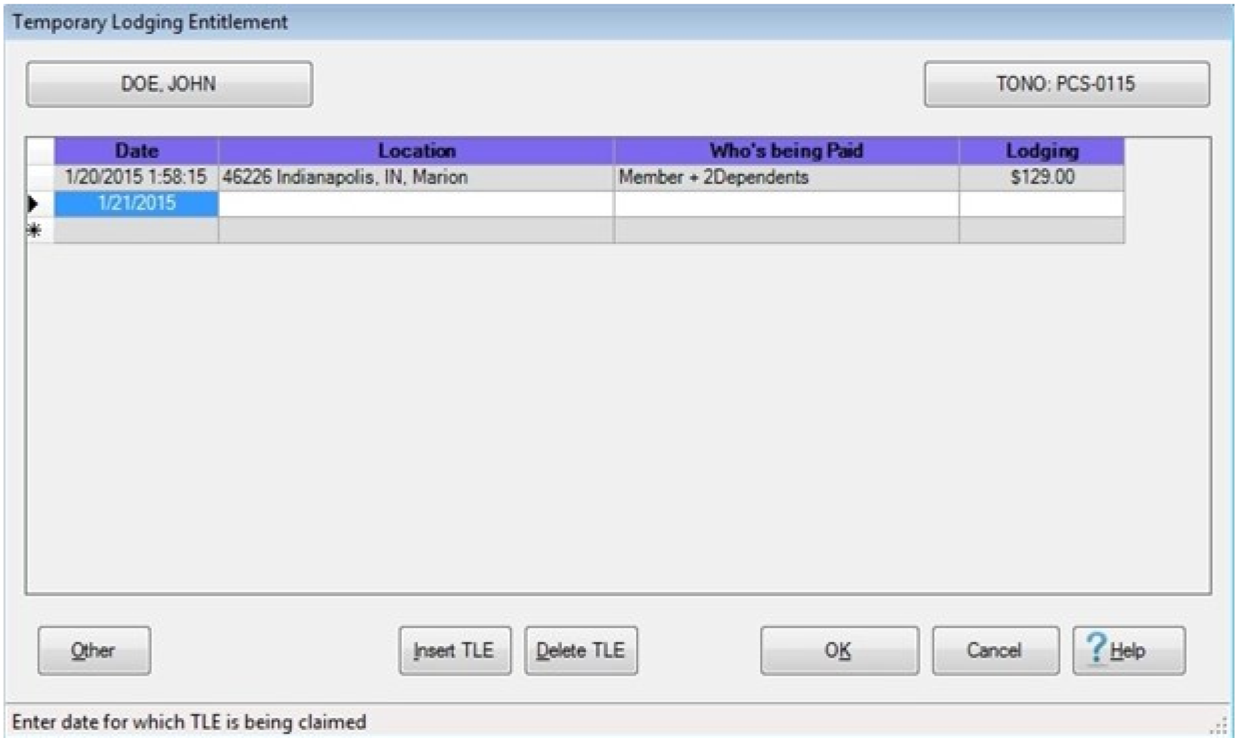
2. **Ruc/Liaison Office: -** At this field **click** on the *down* **arrow** button. A *drop down* **list** of Ruc/Liaison Office **number(s)** appears. The Ruc/Liaison Office information must be previously **established** by the **System Administrator** in the IATS **Maintenance** module. When the *drop down* **list** appears, **click** on the **number** for the Ruc/Liaison Office that handled the **claim**. IATS users may also **type** in a Liaison Office **name** if the desired office name does not **appear** in the *drop down* **list** and the **"Force Selection of Liaison Office"** option in Maintenance has not been **activated**.
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.



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

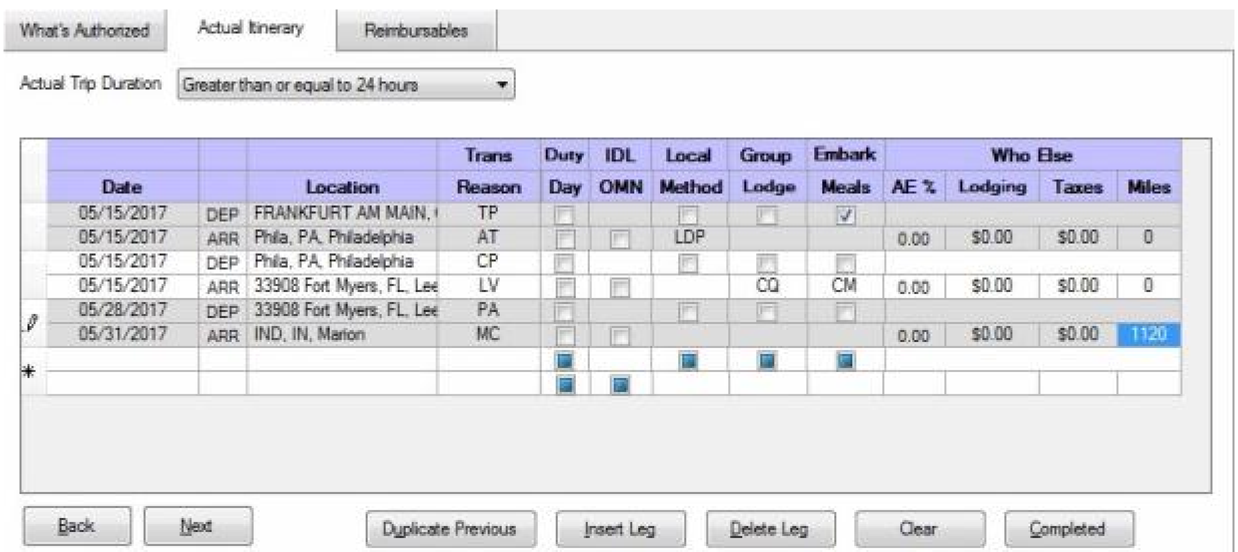
It is quite **common** for **members/employees** to use one **mode** of **transportation** for part of a journey, and another **mode** for the rest of the journey. **Mixed Mode Travel** occurs when two or more **modes** of **transportation** are used for one official **leg**.

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**.



			Trans	Duty	IDL	Local	Group	Embark	Who Else			
Date		Location	Reason	Day	OMN	Method	Lodge	Meals	AE %	Lodging	Taxes	Miles
05/15/2017	DEP	FRANKFURT AM MAIN, (	TP									
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**.

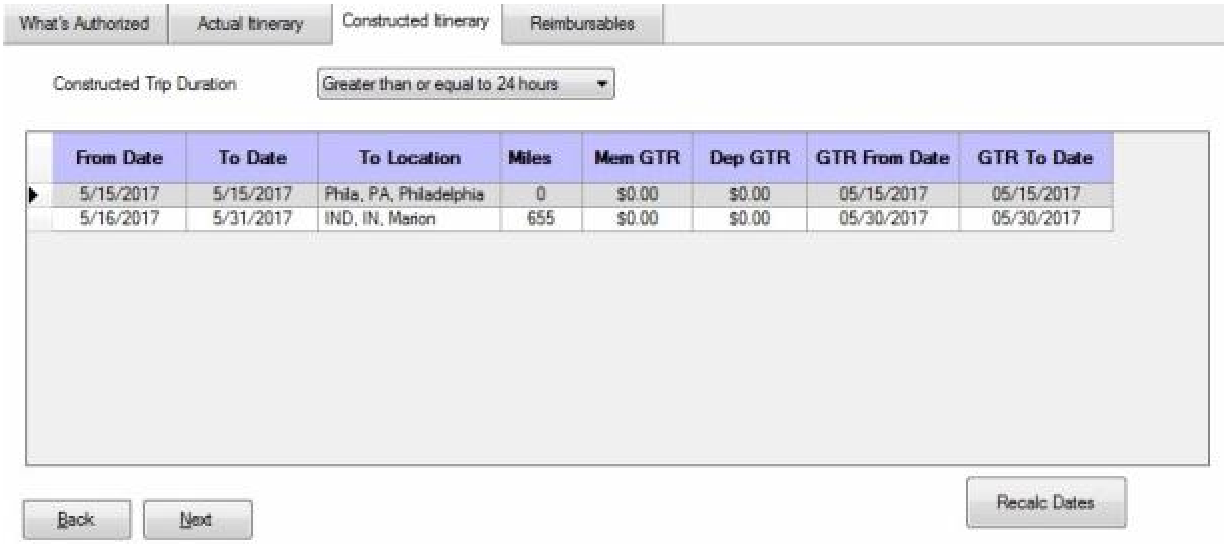
First Official Leg: - The member **embarked** on transoceanic travel from the Aerial Port of Embarkation (**APOE**) and **arrived** at the Aerial Port of Debarkation (**APOD**).

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.



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

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**.

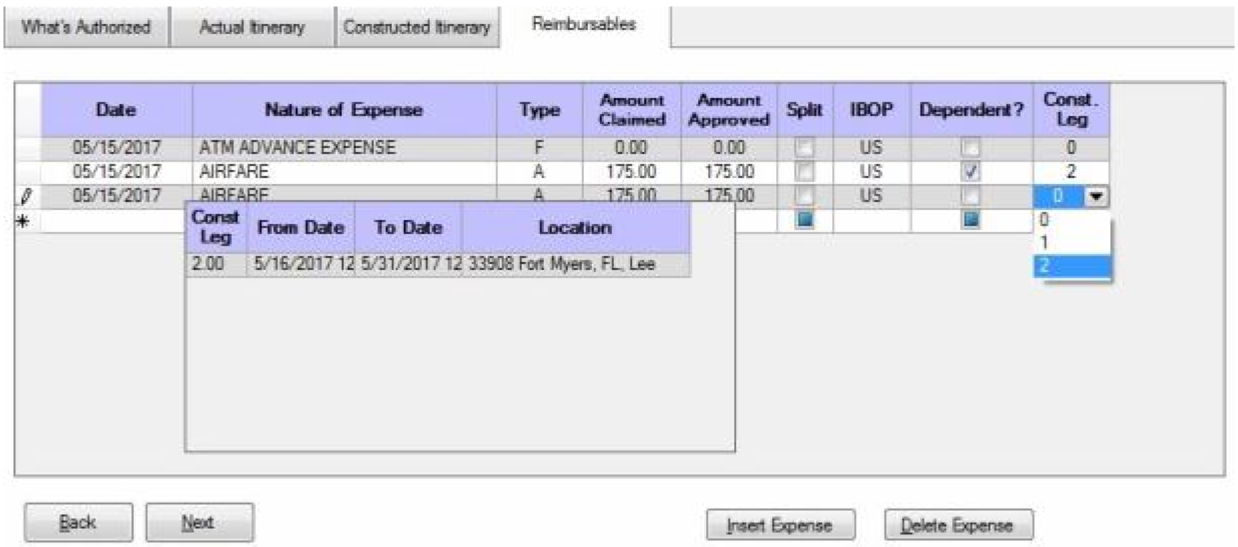
Computation 2: - The second **computation** determines the **entitlement** based on the **actual** travel performed.

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.



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**.

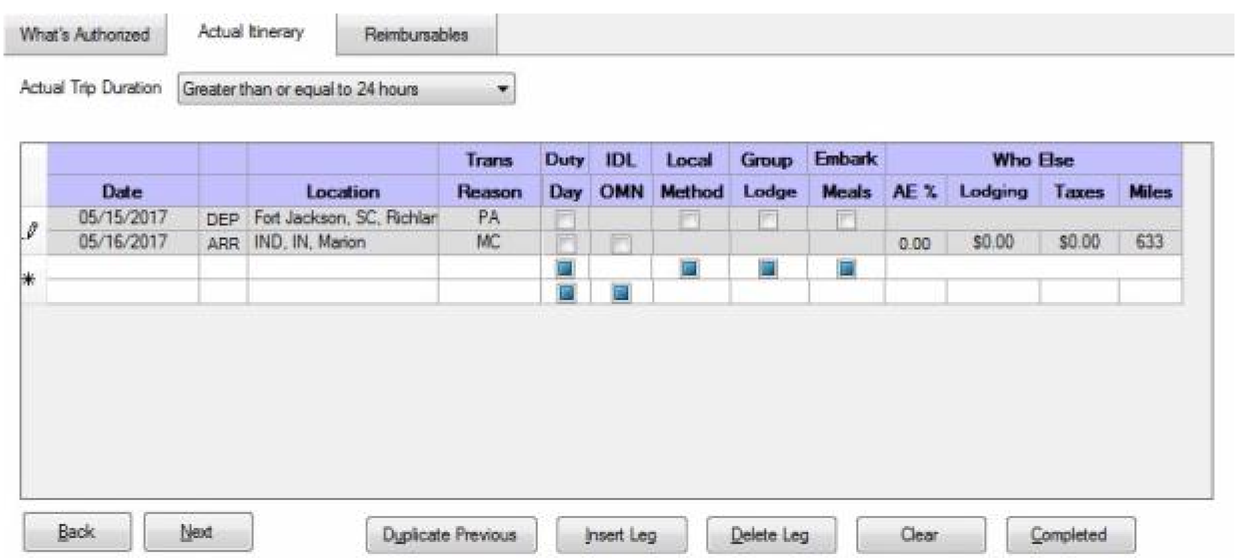
After entering the reimbursable expenses, **finish processing the settlement** as usual.

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:

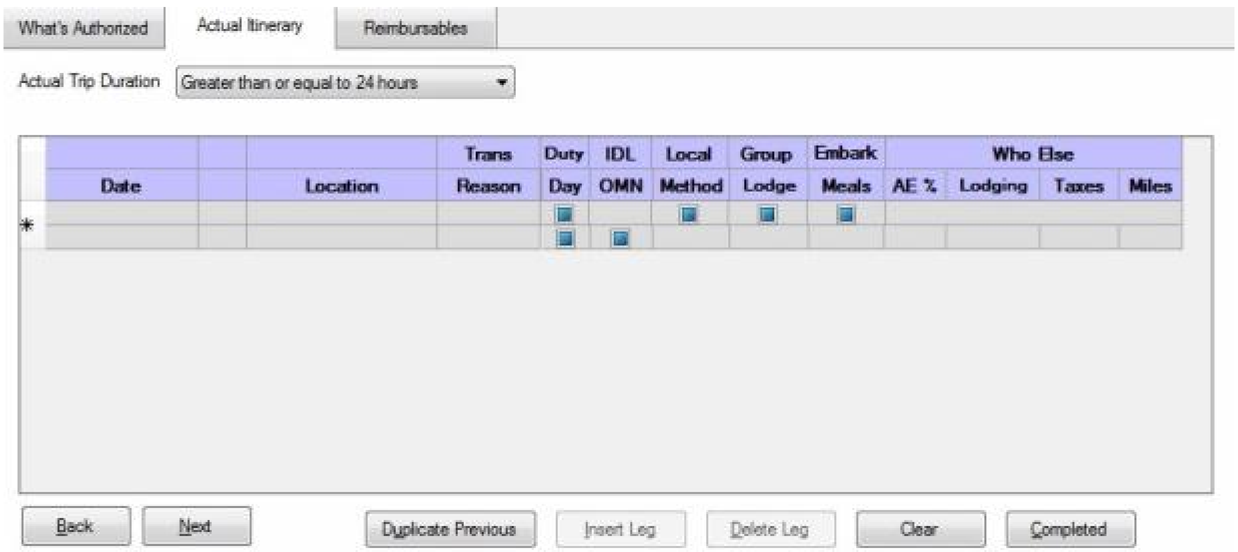
1. **Enter** the **itinerary** for the first **traveler**.



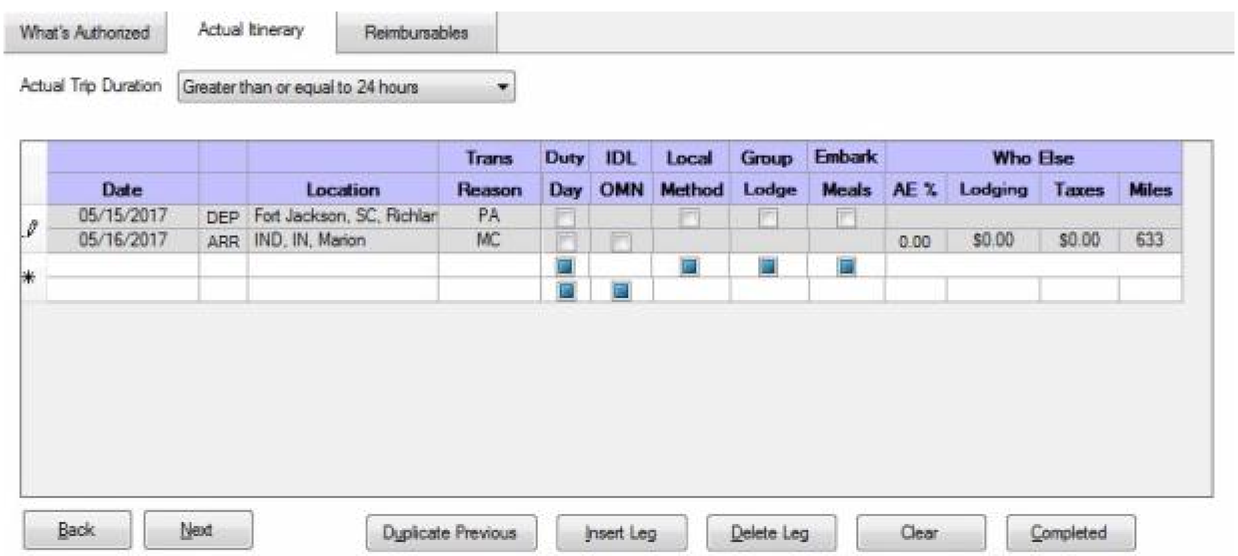
In this example, the <u>member</u> traveled <u>first</u> by **POV** from the <u>old</u> **PDS**, (Ft. Jackson, SC), to the <u>new</u> **PDS**, (Indianapolis, IN)**.**

Note: At the **What's Authorized** tab, <u>only</u> 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 <u>being</u> paid for the <u>second</u> **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**.



7. When the **Itinerary** comes into focus, **click** on the **Duplicate Previous** button. IATS **duplicates** the <u>first</u> **itinerary** that was entered, as shown <u>below</u>:



8. When the <u>duplicate</u> **itinerary** is **displayed**, the user may now **make** any <u>necessary</u> **changes**.

9. **Complete** the <u>second</u> **Itinerary** and **finish** processing the settlement as usual.

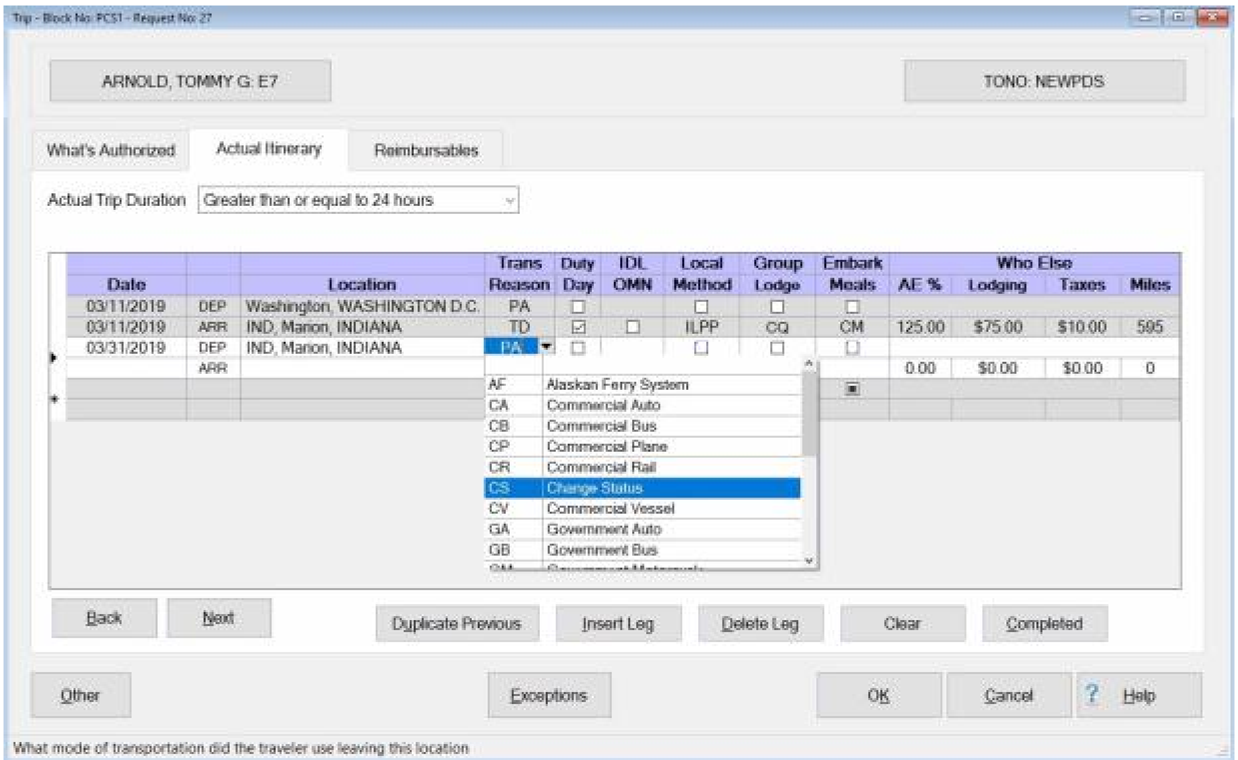
Enroute TDY Location Coverted to PDS

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 <u>new</u> **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.

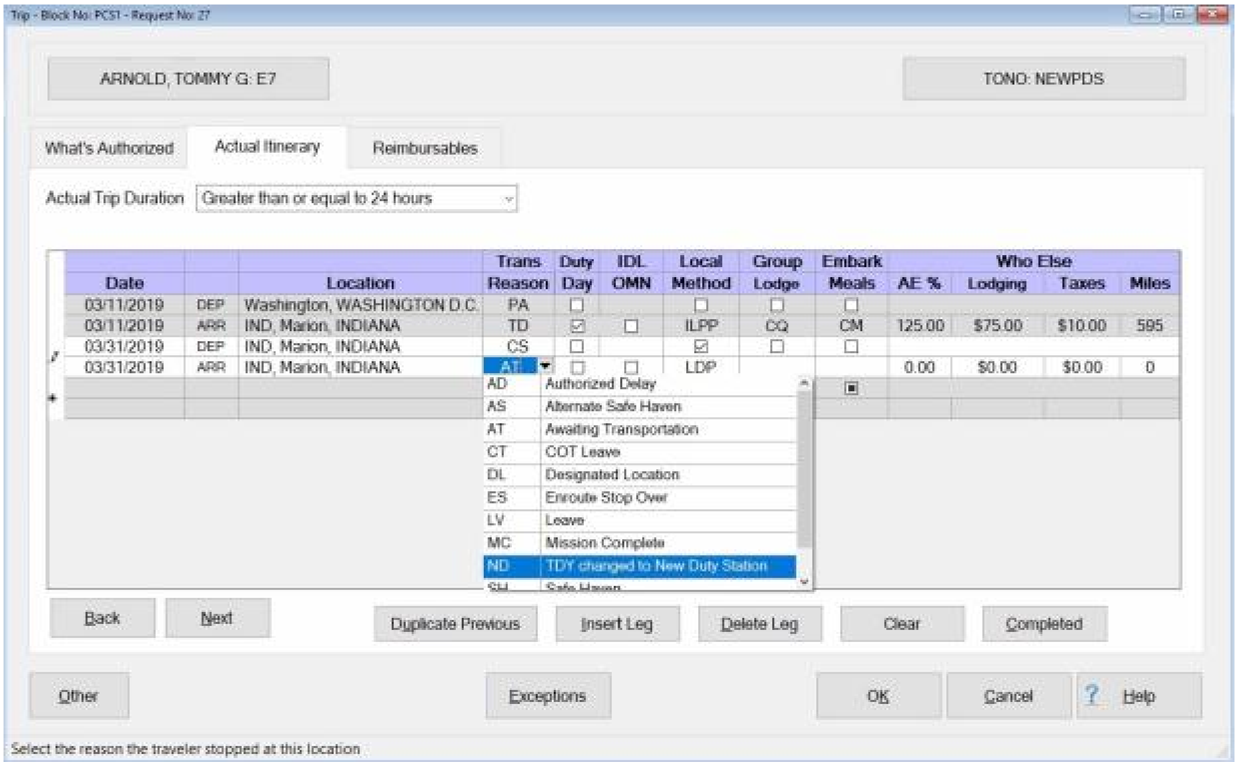
This involves **changing** the members **status** in the **itinerary** from a **TDY** status to a **Permanent Duty Station** status.

Use the following steps to "convert" the TDY status to a PDS status:



1. On the **day** the TDY status is being **changed** to a PDS status, you <u>must</u> 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 <u>not</u> 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 <u>remaining</u> **fields** on the departure line.
6. The <u>same</u> **date** that was entered at the Date field on the departure line will **default** to the Date field on the <u>new</u> arrival line. **Press** *Tab* to **accept** this date.

7. At the **Location** field, the **Location Selection** screen will appear. **Select** the **location** where the status was <u>previously</u> **TDY** and is being converted to the **PDS** and then **press** *Tab*.



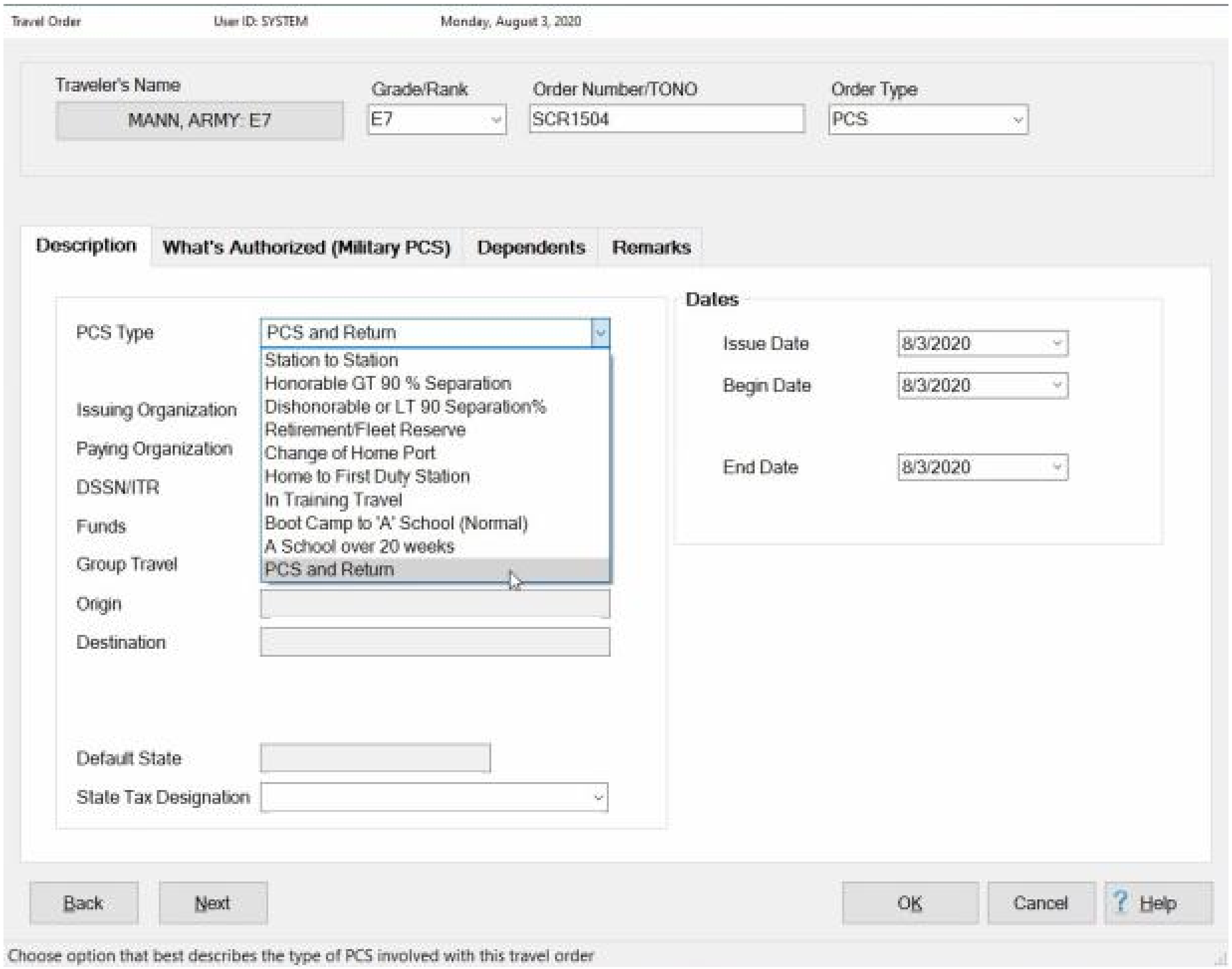
8. At the **Reason for Stop** field, **click** on the *down* **arrow** button to **display** the *drop down* **list** of reasons for stop and then **click** on **ND - TDY changed to New Duty Station**.
9. **Press** *Tab* to continue. IATS will <u>automatically</u> display the **Reimbursables** Tab.
10. **Enter** any claimed **reimbursable expenses** and then **finish** processing the claim as you <u>normally</u> would.

Round Trip MILPCS Travel

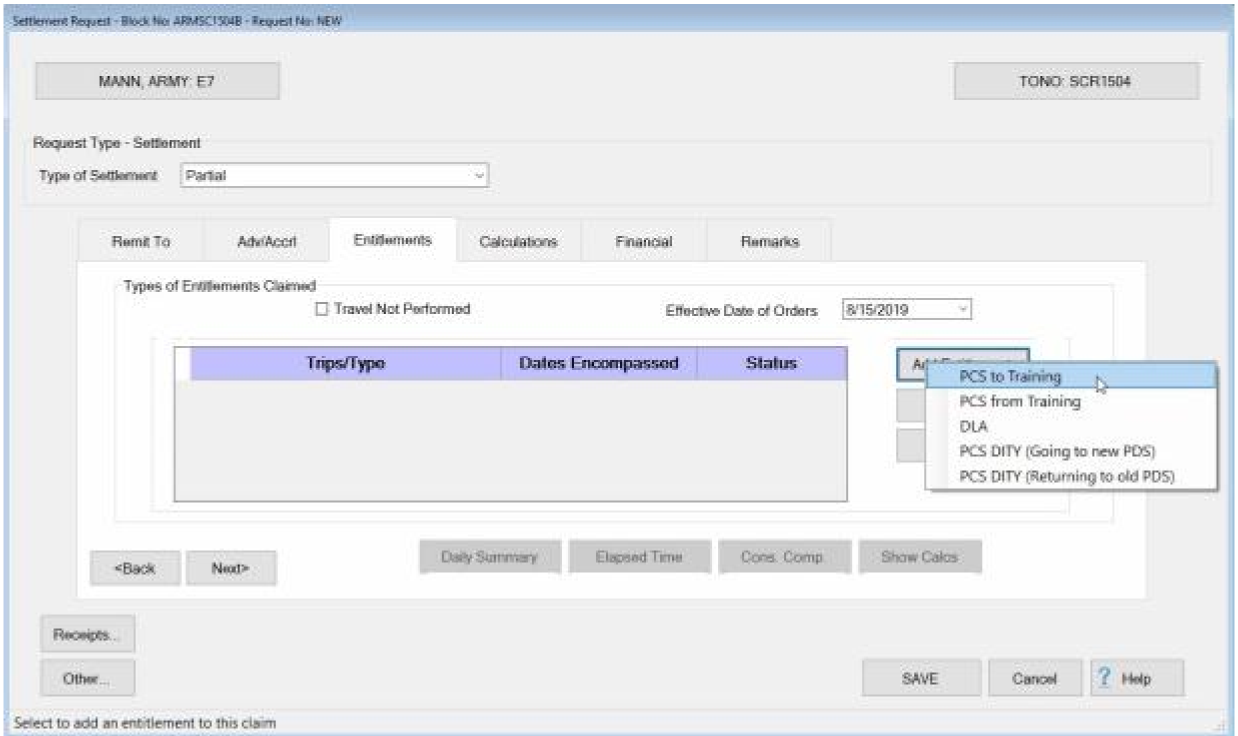
A **feature** was added to IATS to **allow** <u>more than one</u> MILPCS **en route travel** claims to be processed against the <u>same</u> **travel order**.

This situation <u>typically</u> applies to **Reserve Components** and occurs when a member is brought on active duty and sent to a school that lasts <u>longer than</u> **140 days** making it a **PCS**. All Reserve component orders bring the person on duty from his/her **home** to where he/she is performing the duty then <u>back</u> to **home**. This situation causes <u>two</u> **MILPCS en route travel claims** for the <u>same</u> **order**. The <u>one</u> **from home to the duty** then the <u>one</u> at the **end** when he/she **returns home**.

Use the following steps to "process" Round Trip MILPCS en route travel:



1. At the **PCS Type** field on the **Travel Order** screen, **click** on the *down* **arrow** button and then **click** on the PCS type **PCS and Return** from the *drop down* **list** of PCS Types.



2. At the **Entitlements** tab on the **Settlement Request** screen, **click** on the **Add Entitlements** button. IATS will **display** a **list** of <u>authorized</u> **entitlements** reflecting what was **authorized** by the Travel Order.
3. **Click** on <u>either</u> **PCS to Training** <u>or</u> **PCS from Training** as appropriate.
4. You would then **continue processing** the claim **like** <u>any other</u> **MILPCS en route travel claim**.

POV Shipment

POV Shipment - Overview

<u>When</u> performing **PCS** travel, **transportation** of a **POV** <u>may</u> be **authorized** under the <u>following</u> **circumstances**:

- When **ordered** to **make** a **PCS** <u>to/from or between</u> **OCONUS** stations
- Upon **change of homeport** of the vessel to which assigned
- When **ordered** to **make** a **PCS** <u>within</u> **CONUS** and the **traveler** <u>cannot</u> **drive** the vehicle

<u>When</u> the **shipment** of a POV is **authorized**, the <u>following</u> **circumstances** <u>may</u> **apply**:

- **Delivery to** <u>or</u> **Pick-up from** a <u>designated</u> vehicle **port** performed **separately** from the **PCS travel**
- **Delivery to** <u>or</u> **Pick-up from** a <u>designated</u> vehicle **port** performed **in-conjunction** <u>with</u> **PCS** travel

Click on the **See Also** button <u>below</u> and **select** the particular **topic** for <u>additional</u> **information** on processing <u>POV</u> **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.

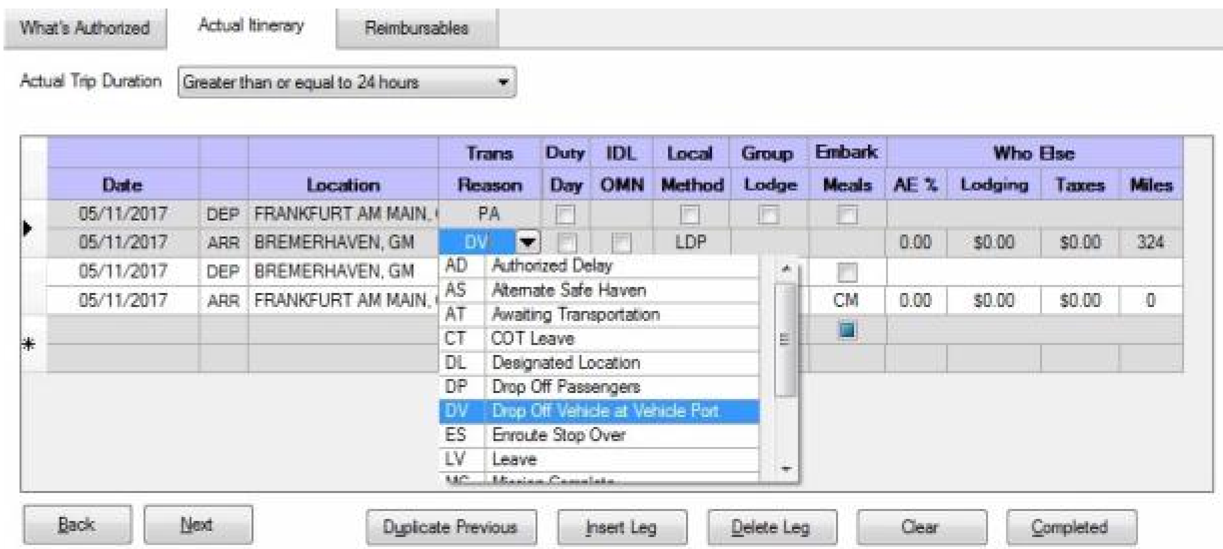
Select Expense Type

> 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**:



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

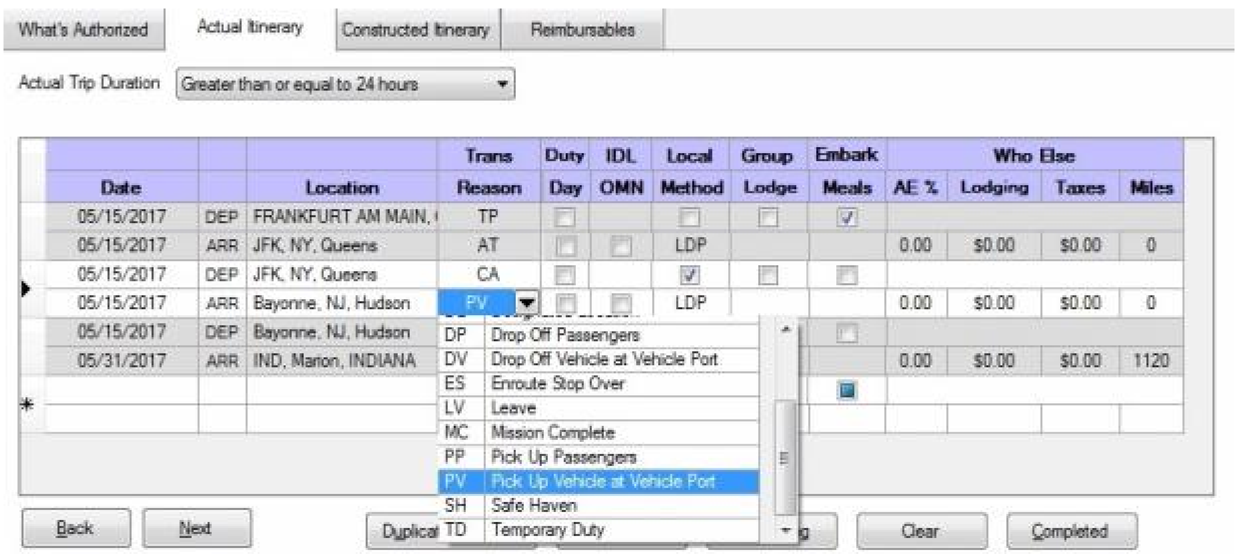
> **Ensure** that the entitlement, "**Ship POV**", is **activated** at the "**What's Authorized (Military PCS)**" tab on the IATS **Travel Order** screen. Users will only have **access** to the **Ship POV** field if either the **Origin** or **Destination** is an **OCONUS** locality.

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:



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;

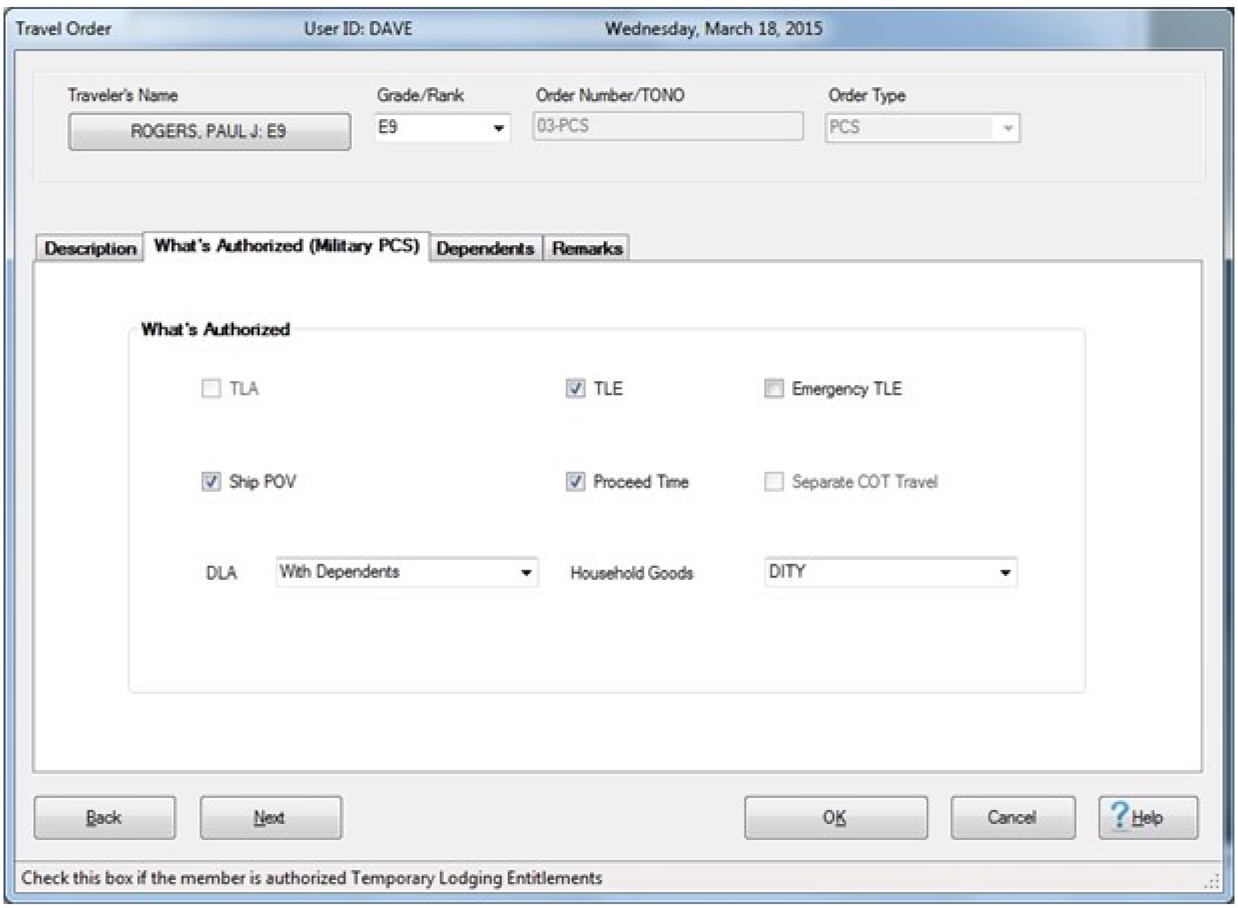
c. Cost of shipment and commercial transportation of the POV to be shipped does not **exceed** the **cost** of **MALT plus per diem** for driving two POCs to the new PDS; and

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.

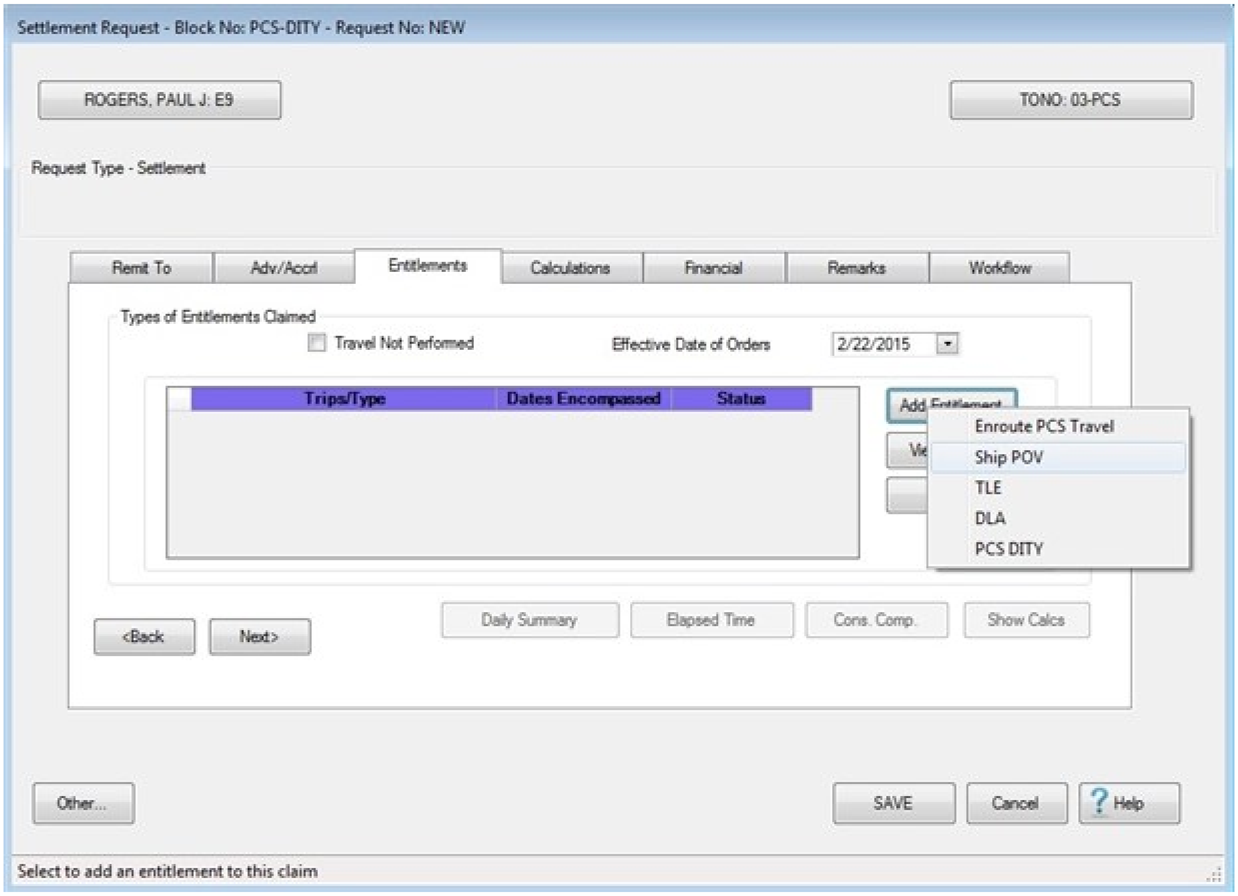
Travel Order

Ensure that the entitlement, "**Ship POV**", is **activated** at the "**What's Authorized (Military PCS)**" tab on the IATS **Travel Order** screen.



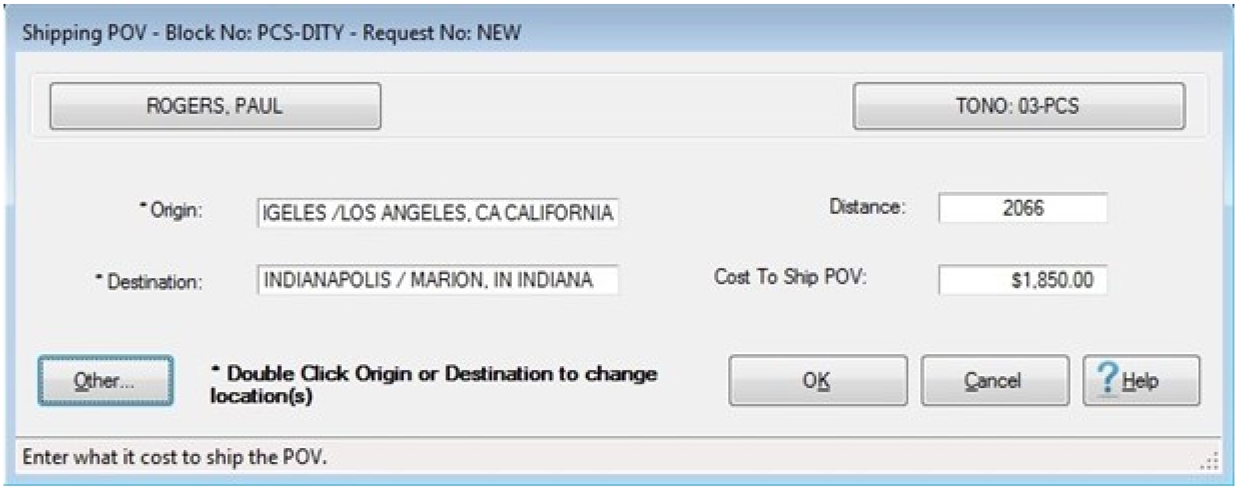
Select Expense Type

At the **Settlement Request** 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 <u>allowable</u> **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 <u>as usual</u>.

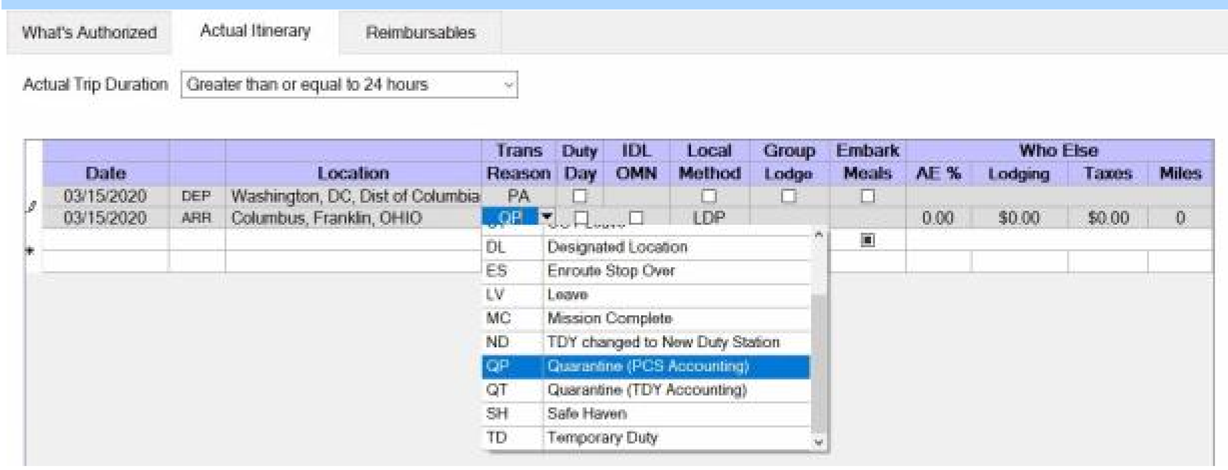
Click on the **See Also** button <u>below</u> and **select** the particular **topic** for <u>additional</u> **information** on processing <u>POV</u> **Shipments**.

Quarantine

MILPCS Travel Involving a Stop for Quarantine

The **DoD stop movement** in response to the coronavirus disease (**COVID-19**) outbreak now creates the need for a <u>new</u> **reason for stop** within the IATS itinerary. The stop movement has caused permanent change of station move interruptions for military members, civilian employees, and their dependents for quarantine, isolation, or awaiting transportation. Some travelers were caught in the stop movement after signing out of their last PDS but before actually proceeding with travel, some had to quarantine themselves upon arriving at but before signing into the new PDS, and others were detained in alternate locations.

Note: Depending on the **circumstance**, the **funds** charged for the **delay** because of the quarantine stop will either be **PCS** or **TDY**. To address this situation, **two** <u>new</u> **Reason for Stop** codes have been added to IATS for **MIlPCS** travel. **QP - PCS Accounting** and **QT - TDY Accounting**. In addition, **QP** uses the <u>new</u> Authorized Delay (**AD**) rules for Military. The **QP** code also treats the stop as an authorized stop to pay per diem while there.



When completing the itinerary, **ensure** that you **select** either **QP - Quarantine (PCS Accounting)** or **QT - Quarantine (TDY Accounting)** for the **Reason for Stop** if the traveler is in a **Stop Movement** situation due to the **COVID-19** outbreak.

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.

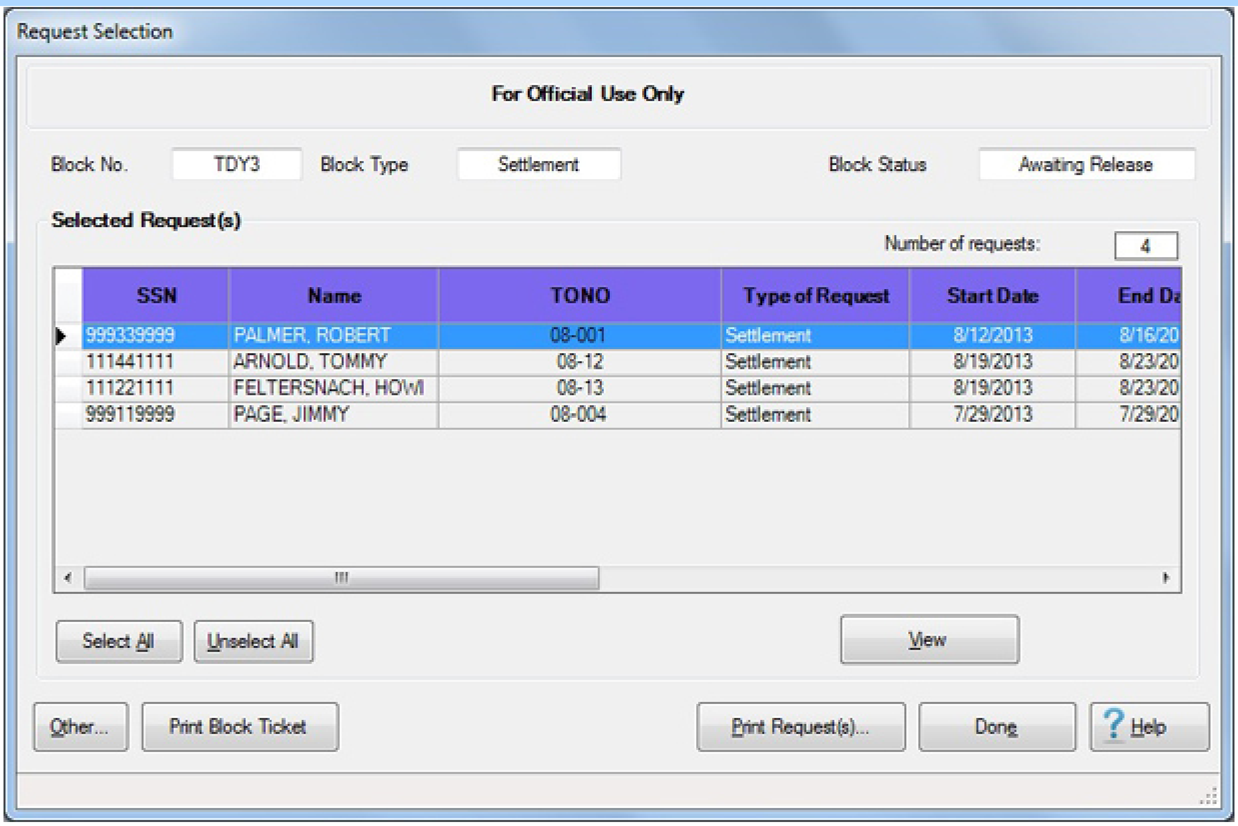
In other Help **topics**, the creation of a travel account and travel order was demonstrated. In addition, users were introduced to creating block tickets, logging incoming requests, and assigning block tickets to voucher examiners for processing. These topics covered the essential steps required before 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.

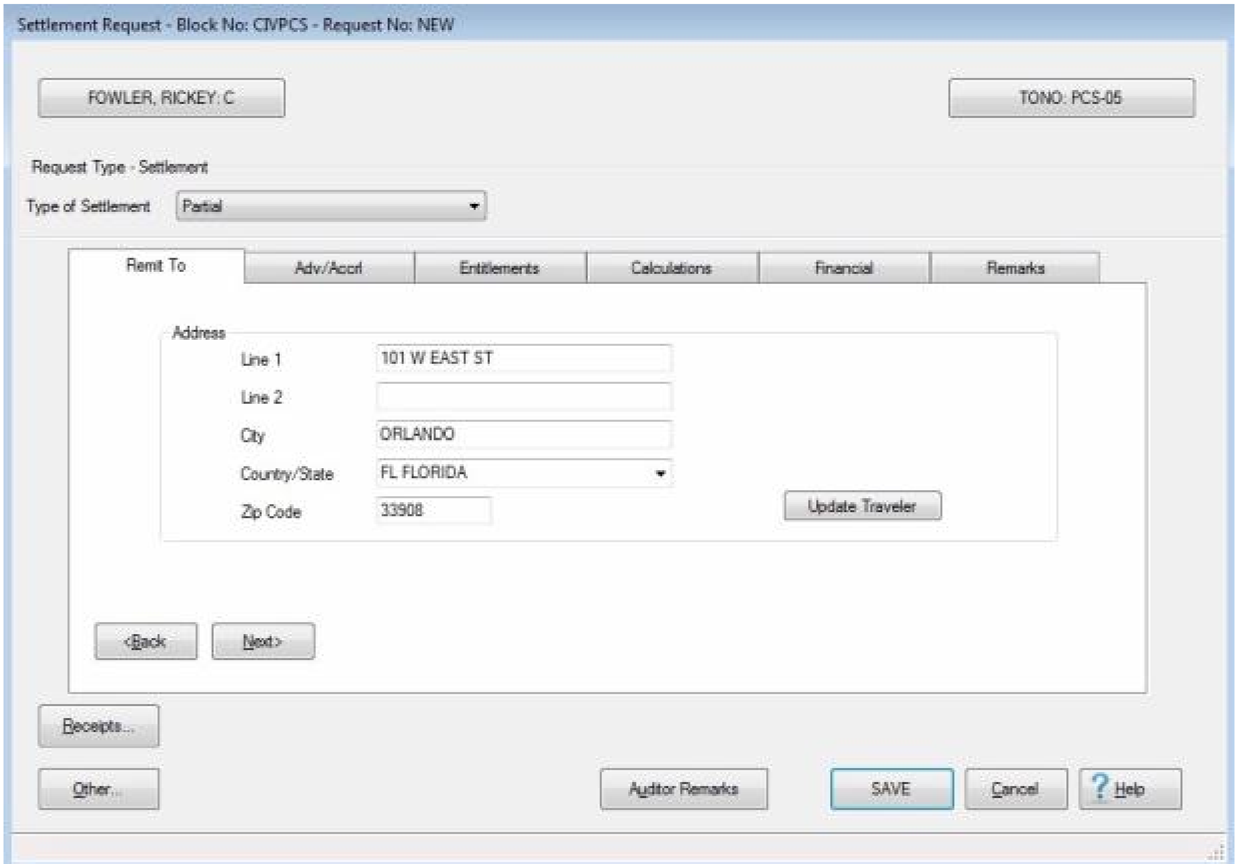


3. At the **Request Selection** screen, **select** a request through one of the following methods:

- **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.

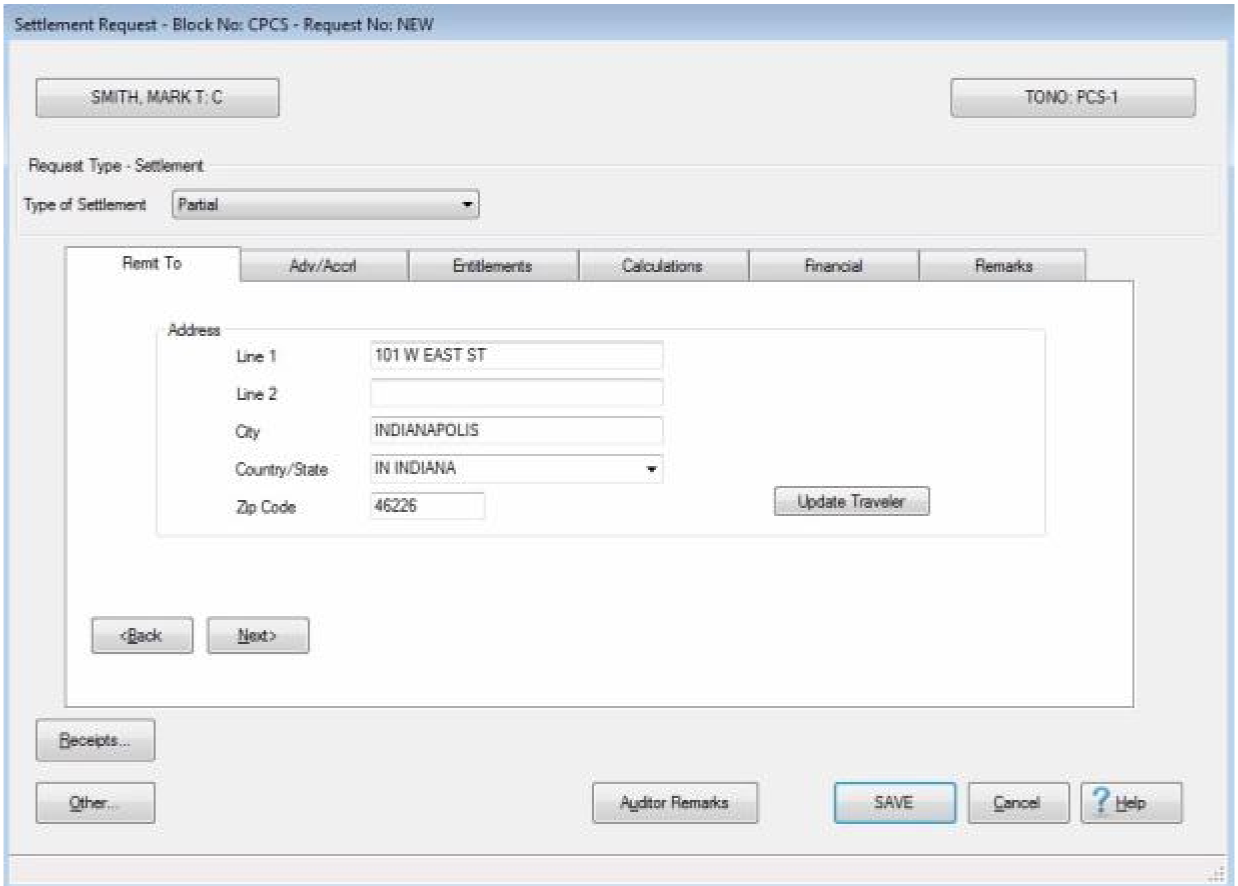
4. After selecting a request using one of the methods listed above, the **Settlement Request** screen appears.



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.

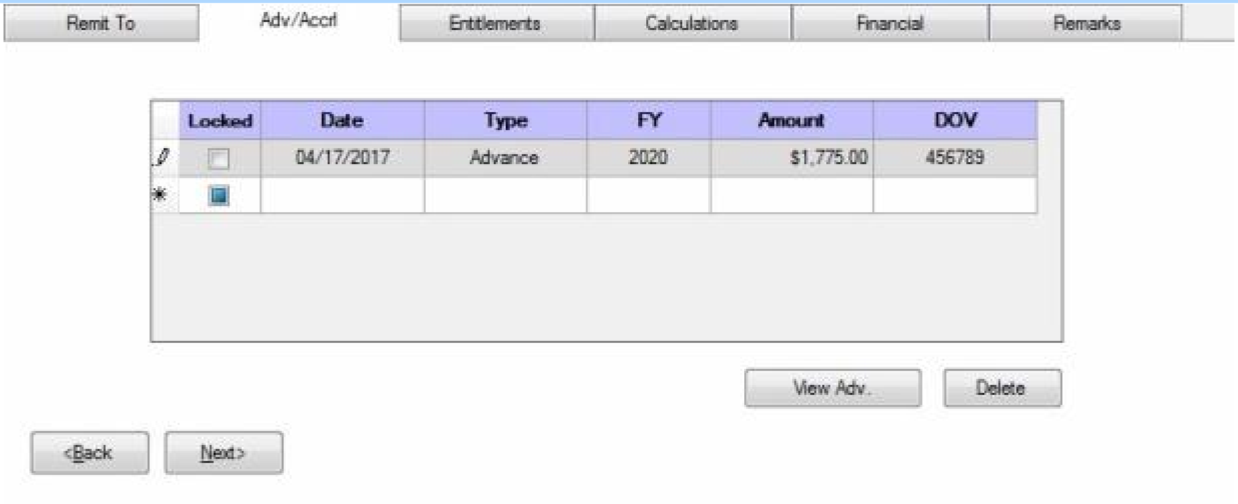
Note: Any changes made to the address at the **Remit To** tab will only affect the settlement being processed. A **permanent** address **change** must be made at the **Traveler Profile** screen.

Click on the **See Also** button below and **select** the **topic** for additional instructions on completing the various **tabs** at this screen.

CIVPCS Adv-Accrl - tab

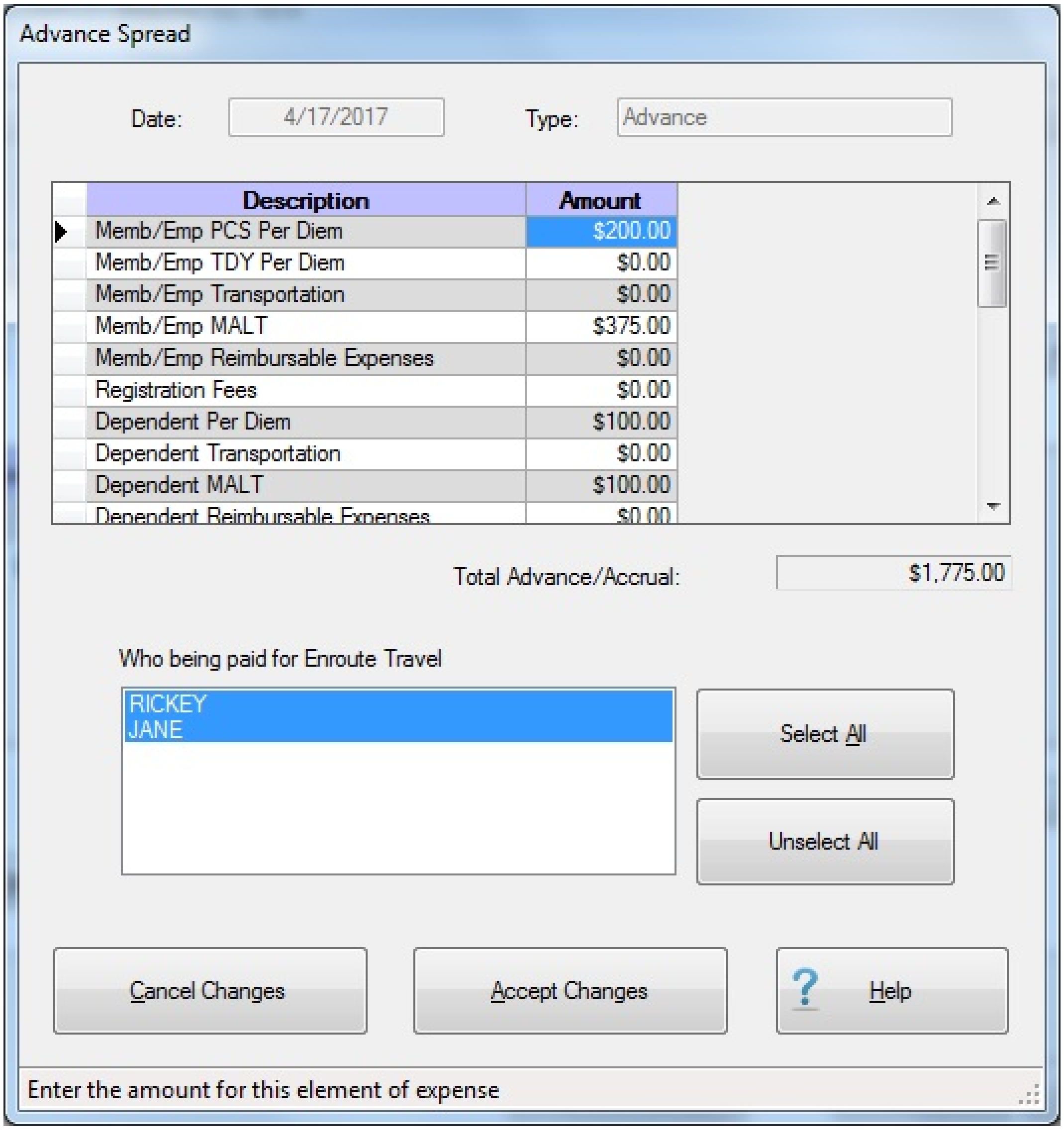
When processing a Request for Settlement, **look** at **Block # 10** of the **DD1351-2** (Travel Voucher). Travelers are responsible for indicating advances received. If Block # 10 of the DD1351-2 indicates that an advance was received, **ensure** that this information **appears** at the **Adv/Accrl** tab. If the information does not appear at the **Adv/Accrl** 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.



Complete the following steps to "enter" the advance details at the Adv/Accrl 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**.



5. 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.

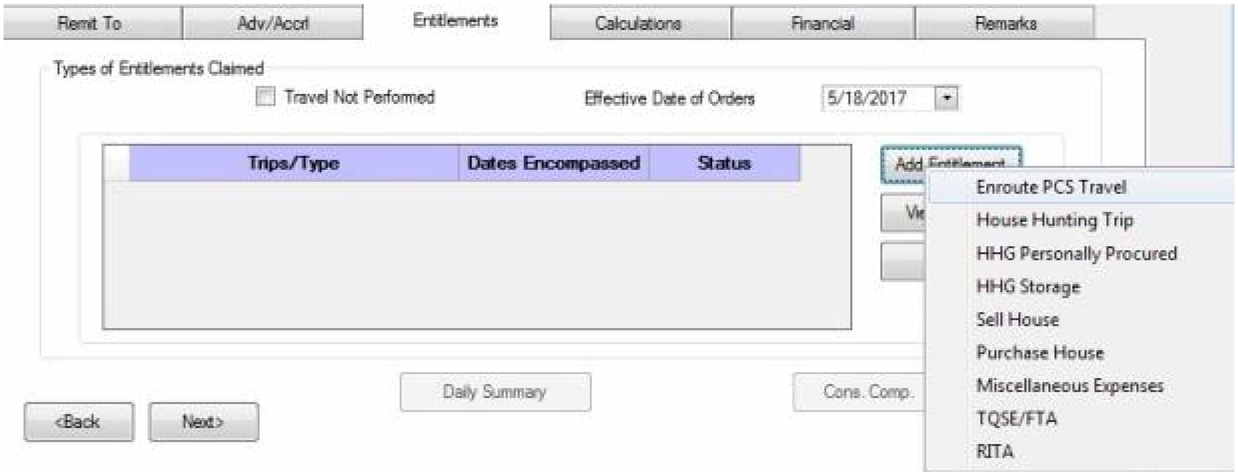
Note: A new section (**Who being paid**) appears at the bottom of this screen for certain entitlements. Notice in the example above, this section is appearing for the **PCS Per Diem** entitlement. Users must use this section to **specify** which **individual(s)** the particular entitlement applies to.

6. **DOV #: -** At this field, **type** the Disbursing Office Voucher (**DOV**) number assigned to the advance payment received.
7. After completing the **Adv/Accrl** 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.

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**.

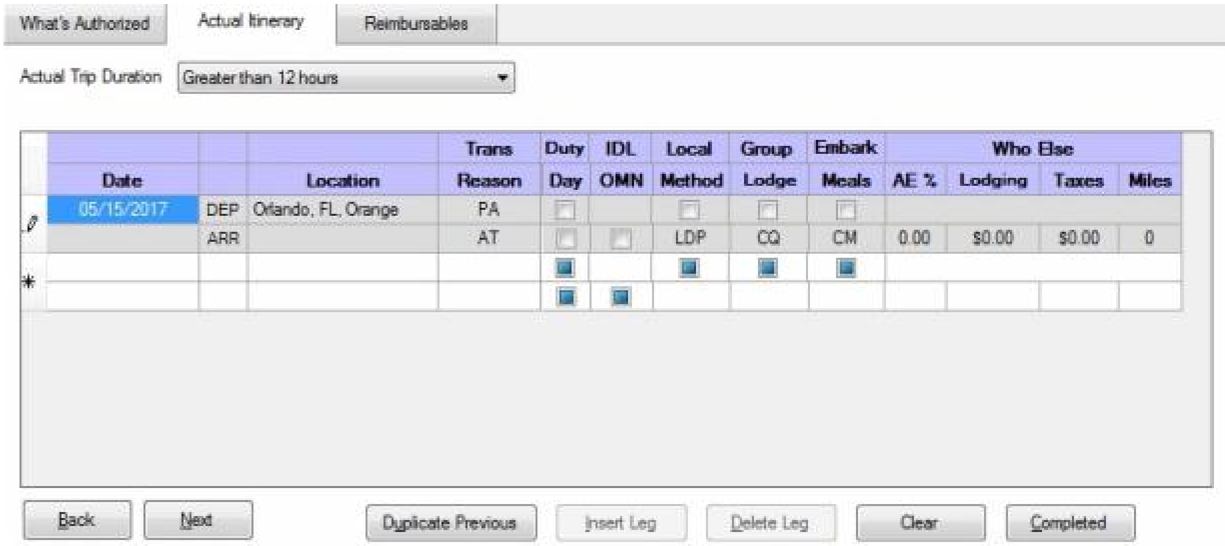
Tip: Multiple traveler's may be **selected** by **pressing** and **holding** the *Shift* **key** and then **clicking** on the desired **names**.

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.



Use the following steps to "complete" the CIVPCS 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 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 the **traveler** has been **authorized**, in the travel order, to make a return **trip** to his/her last **PDS** during a **PCS** travel period.
- **QP - Quarentine: PCS Accounting:** Use this code when the **traveler** was performing **CIVPCS travel with a quarantine stop involved** and the **entitlements** for the delay must be **charged** to **PCS** funds.

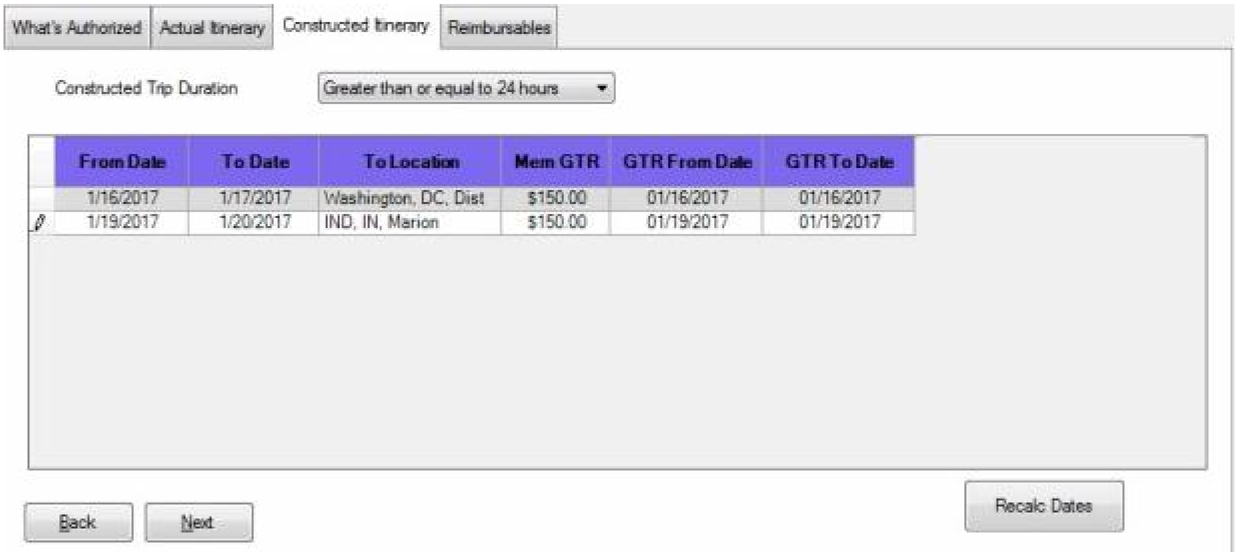
Constructed Itinerary - tab

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":



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*.

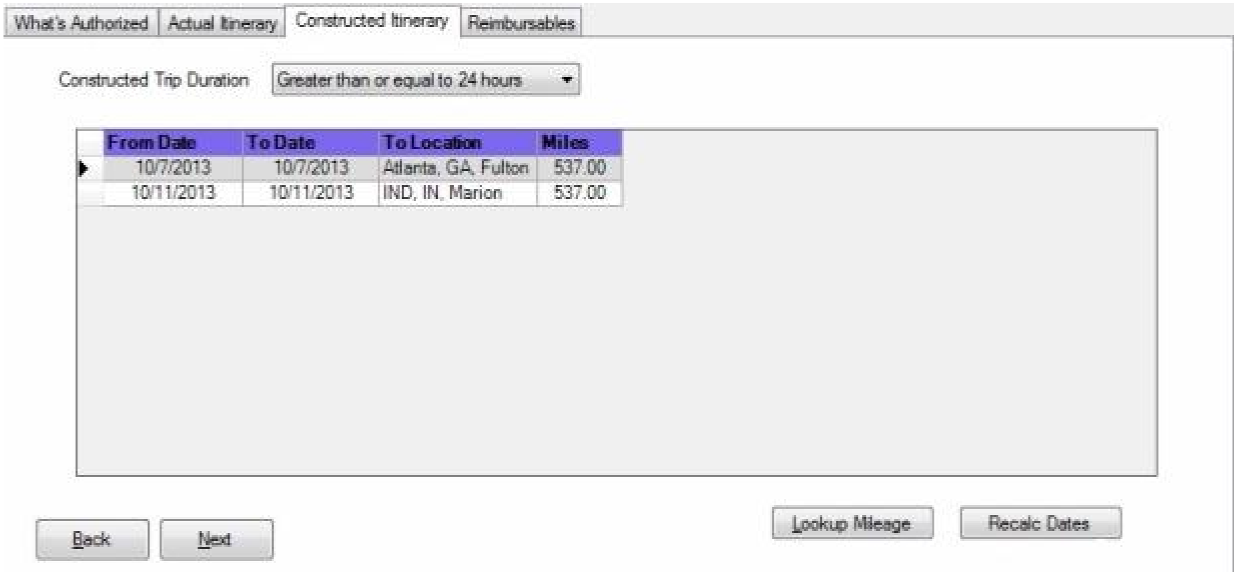
2. **GTR From Date:** - The **date** at this field should be the **date** the traveler would have departed **if** the transportation was procured by the government. The **default** value at this field is the date of departure on the **actual itinerary**. If this is the **correct** date, **press** *Tab* 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":

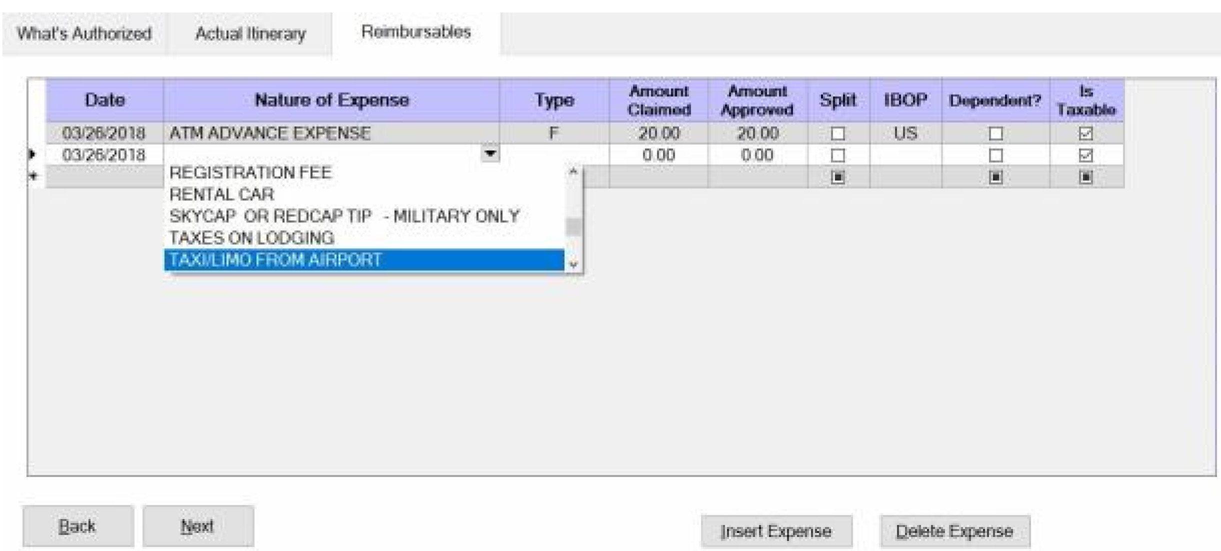


1. **Click** in the **Auth Miles** field for the <u>first</u> **leg** of travel.
2. **Type** the number of **miles** for the <u>ordered travel</u> from the **Official Table of Distances** and **press** *Tab*.
3. At the **Auth Miles** field for the <u>second</u> **leg** of travel, **type** the number of **miles** for the <u>ordered travel</u> 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 <u>final</u> **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.



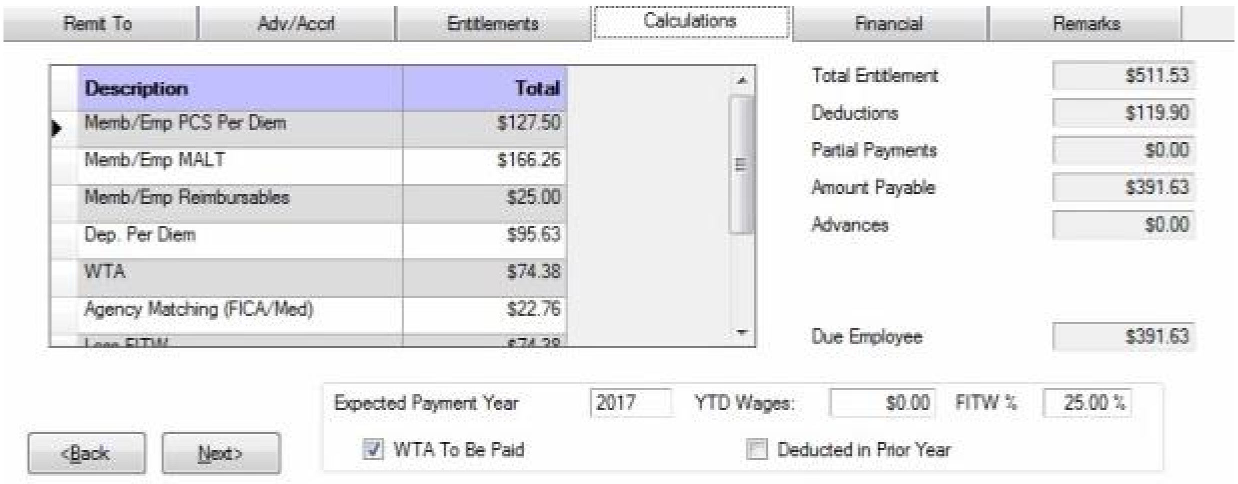
Use the following steps to "complete" the PCS Settlement Reimbursables tab:

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: -** 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*.
3. **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.
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. **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.



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.

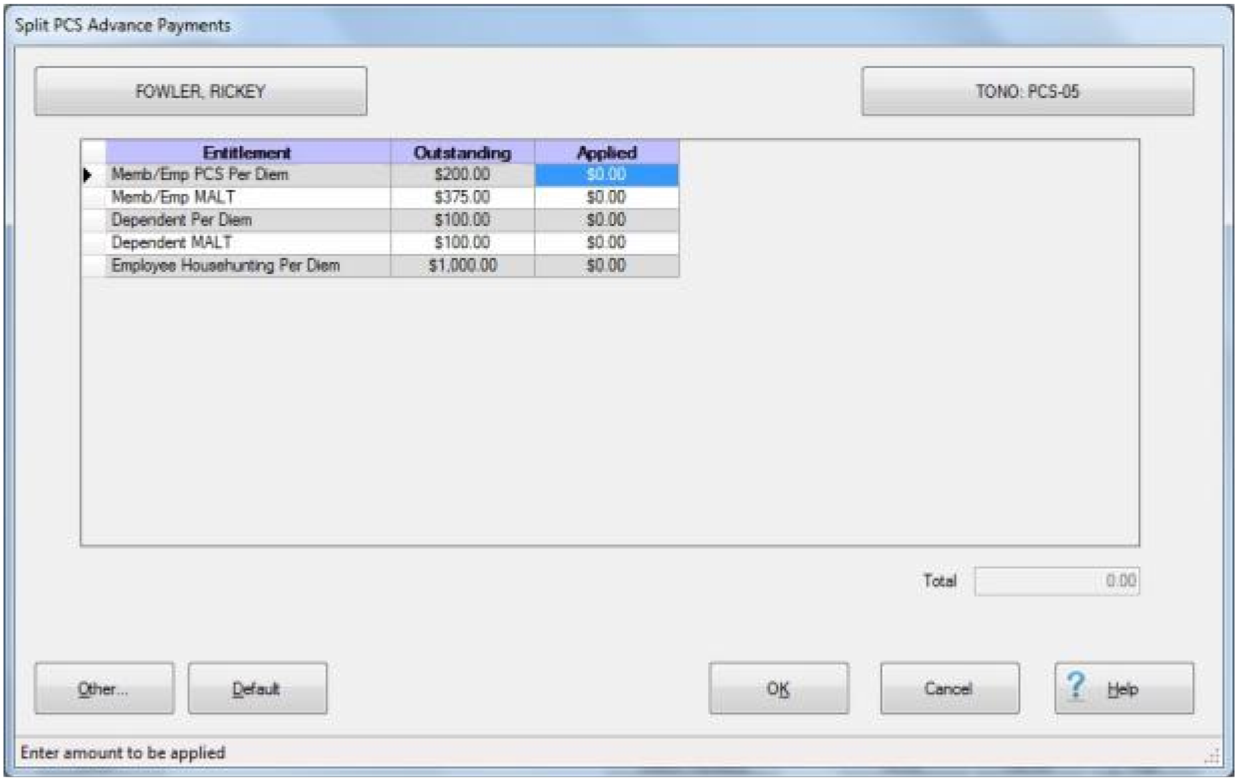
When **finished** with the Calculations tab, **click** on **Next** button or the **Financial** tab to proceed with the accounting lines.

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**.



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**.

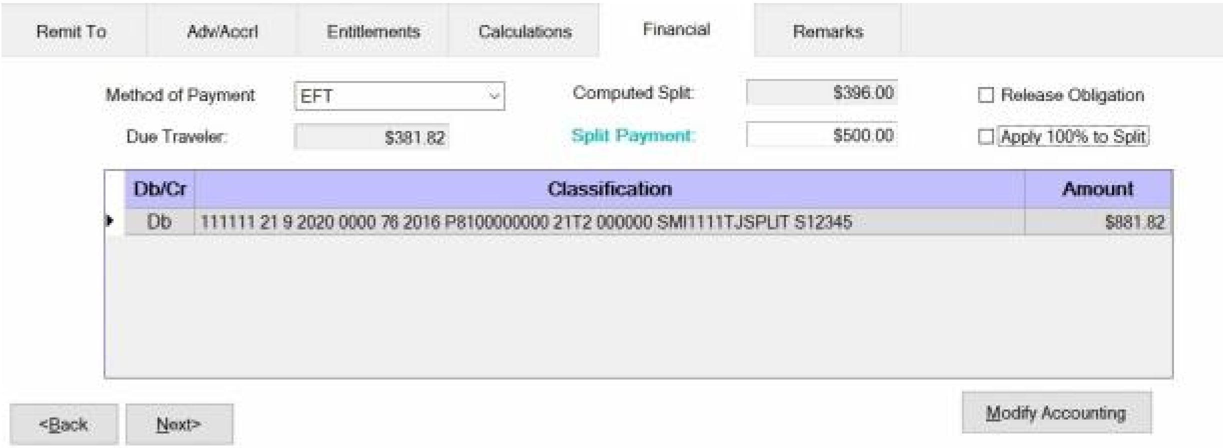
1. **Click** in the **Applied** field for the **entitlement** you wish to apply an outstanding amount against.
2. **Type** the dollar **amount** you wish to **apply**.

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.



Use the following steps to "complete" the Financial tab:

1. **Method of Payment: -** The <u>default</u> value is **EFT** if the traveler's account is active for EFT payments. I you wish to chose a <u>different</u> method of payment, **click** on the *down* **arrow** button to display a list of payment options and then **click** on the <u>desired</u> **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 <u>not</u> already **populated** by double clicking in the **Computed Split** field, **click** in this field and **type** the dollar **amount** <u>specified</u> by the traveler to be **sent** <u>directly</u> to the **company** providing the **Government Credit Card**. This option is <u>only</u> available if the **method** of payment is **EFT**.

Note: When the **EFT information** is **blank** <u>or only</u> the **IBAN information** is populated on the traveler profile, and the **GTCC number** is **populated**, IATS users can select **Check** or **EFT** as the "**Method of Payment**". If **Check** is selected <u>no split payment</u> is **allowed**. If **EFT** is selected however, IATS <u>automatically</u> sends the <u>entire amount</u> to the **GTCC** and you <u>cannot</u> **change** the split amount in this case.

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 <u>should not</u> be de-obligated. If the travel was <u>not</u> performed by **government procured transportation**, however, **click** in this **box** to send a code to the accounting system that <u>will</u> allow the obligation to be **released**.

5. **Apply 100% to Split:** - When this check box is **checked**, IATS will **apply** the <u>whole</u> **amount** due the traveler to the **company** providing the **Government Credit Card**. <u>**Note** that this **check box** is only **visible** and **applicable** to **TPAX** users</u>.

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**.

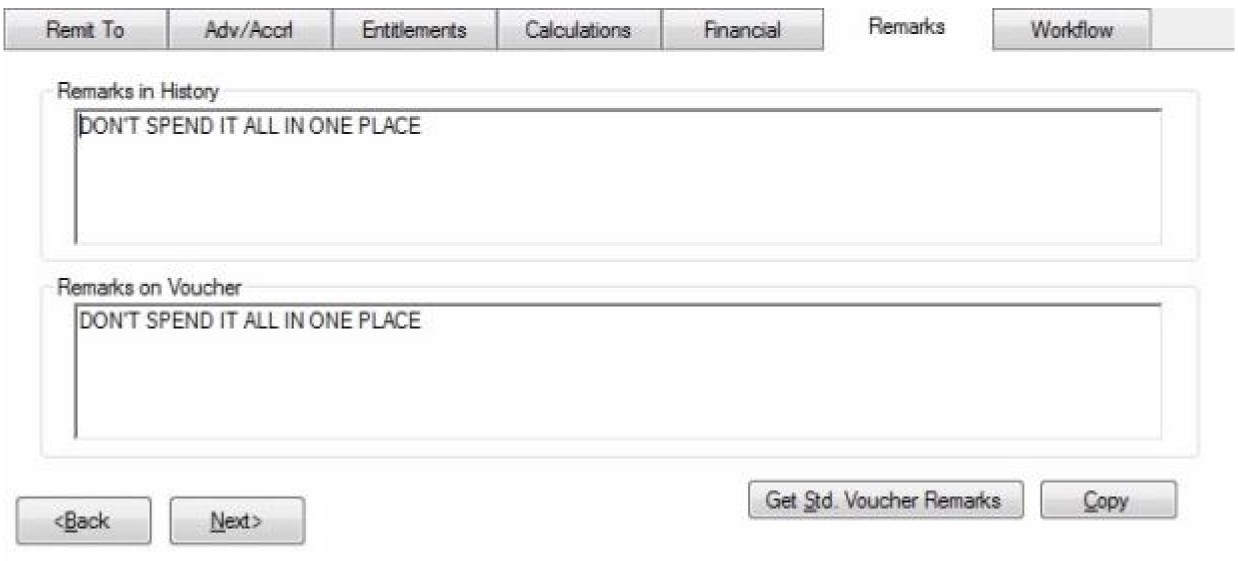
Refer to the **Help** topic, "Remarks - tab", for additional instructions. If no remarks are needed, **click** the **Save** button.

Remarks - tab

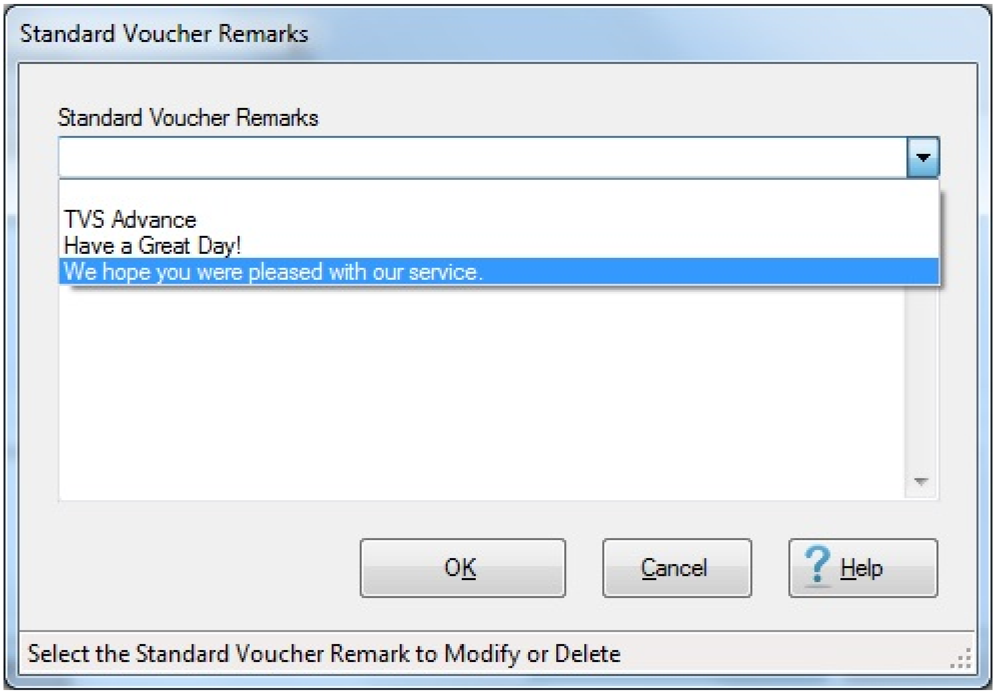
After adding the accounting lines to a **Request for Settlement** or **Advance**, the user may want to add some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

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**.

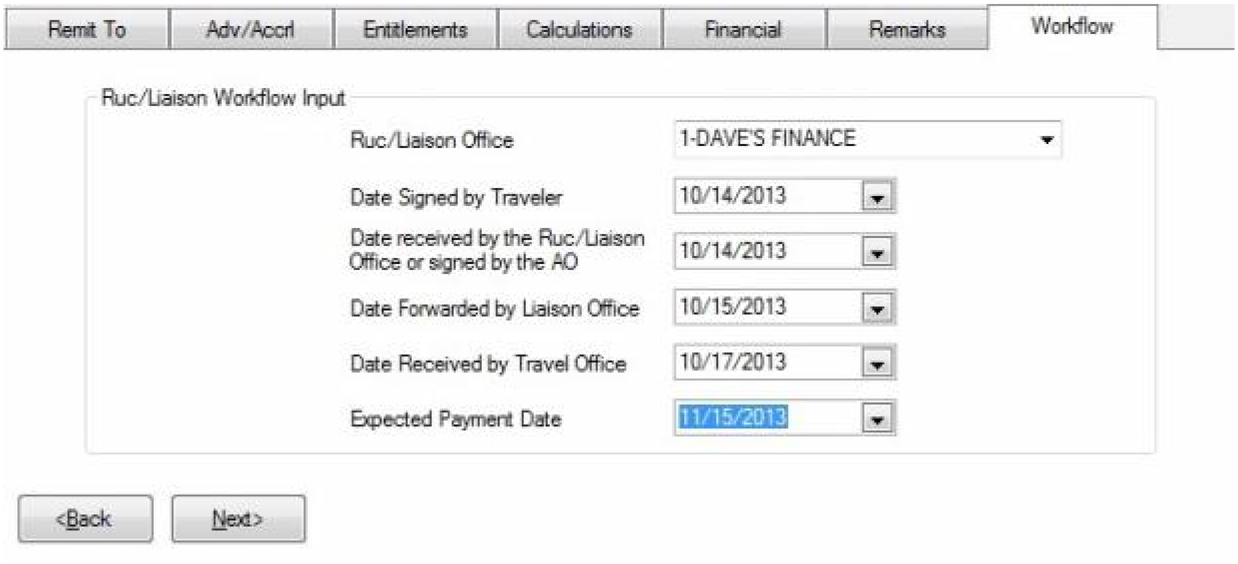
The purpose of this report is to **track** the number of days required to **move** a settlement request **through** the **processing cycle**. Because settlement requests processed by these organizations are often **routed** through **liaison offices**, IATS tracks their movement from the **date** signed 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:



Note: IATS users <u>must</u> **select** a Liaison Office from the *drop down* **list** at the **Ruc/Liaison Office** field if the <u>new</u> **check box** for the option in Maintenance "**Force Selection of Liaison Office"** is checked. Users may <u>no longer</u> **type** in a Liaison Office name when this option is activated.

2. **Ruc/Liaison Office: -** At this field **click** on the *down* **arrow** button. A *drop down* **list** of Ruc/Liaison Office **number(s)** appears. The Ruc/Liaison Office information <u>must</u> be <u>previously</u> **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 <u>handled</u> the **claim**. IATS users <u>may</u> also **type** in a Liaison Office **name** if the desired office name <u>does not</u> **appear** in the *drop down* **list** <u>and</u> the "**Force Selection of Liaison Office"** option in Maintenance has <u>not been</u> **activated**.
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 <u>correct</u>, **press** *Tab* to continue, or **type** a <u>new</u> **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 <u>one</u> **mode** of **transportation** for <u>part</u> of a journey, and <u>another</u> **mode** for the <u>rest</u> of the journey. **Mixed Mode Travel** occurs when <u>two or more</u> **modes** of **transportation** are used for <u>one</u> official **leg**.

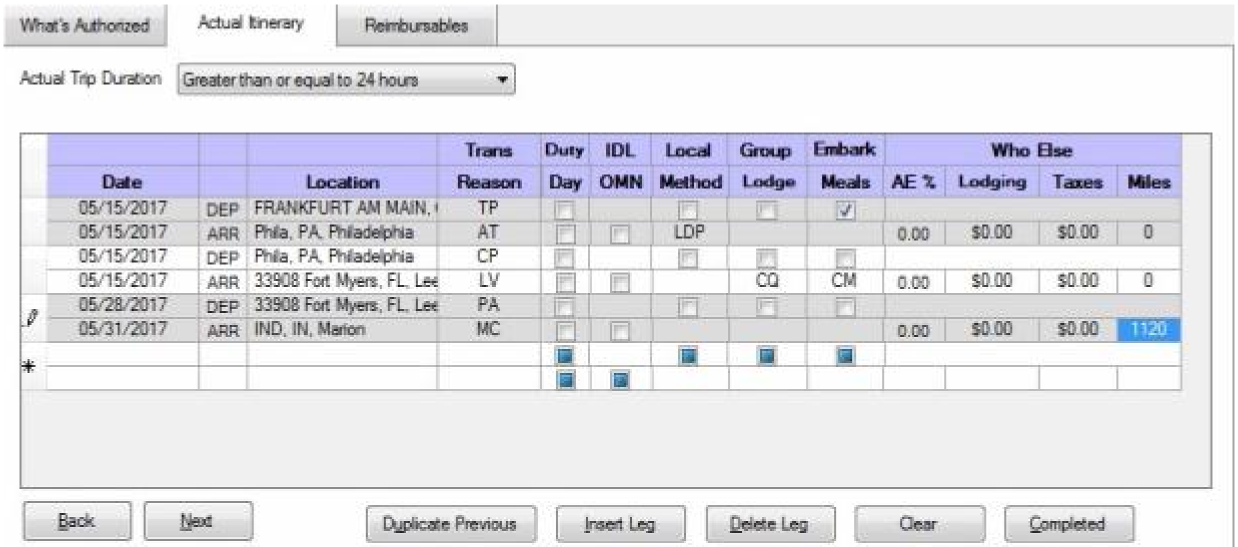
<u>For example</u>, mixed mode travel commonly occurs when a member/employee **departs** the <u>old</u> **PDS**, and **drives** a **private auto** to the **leave point**. <u>From the leave point</u>, a **commercial plane** is used for the travel

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**.



Date		Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	AE %	Who Else Lodging	Taxes	Miles
05/15/2017	DEP	FRANKFURT AM MAIN, (	TP									
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**.

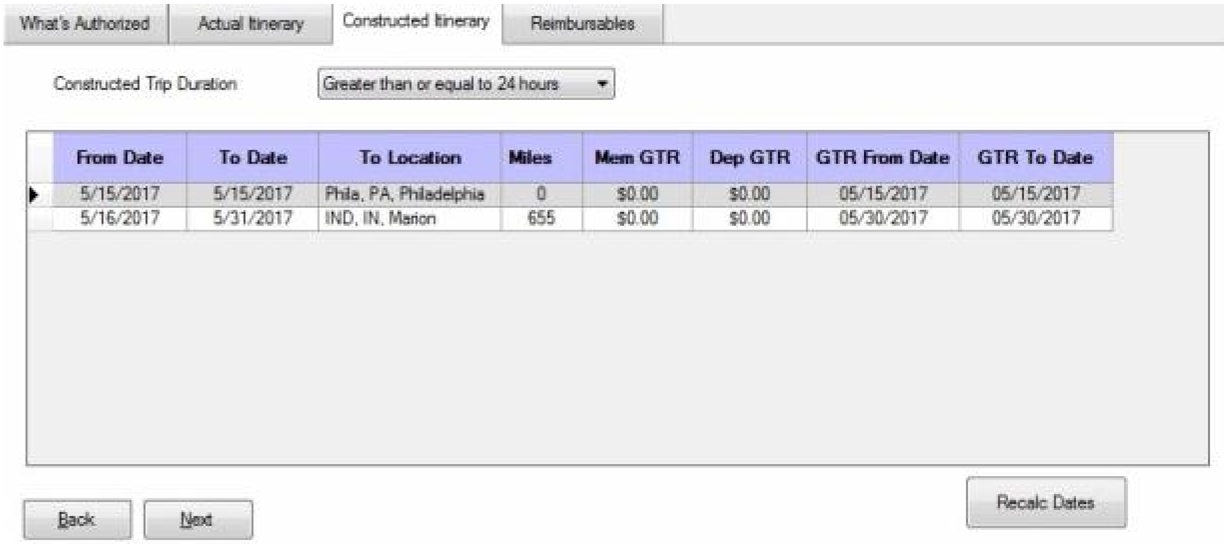
First Official Leg: - The member **embarked** on transoceanic travel from the Aerial Port of Embarkation (**APOE**) and **arrived** at the Aerial Port of Debarkation (**APOD**).

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.



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**.

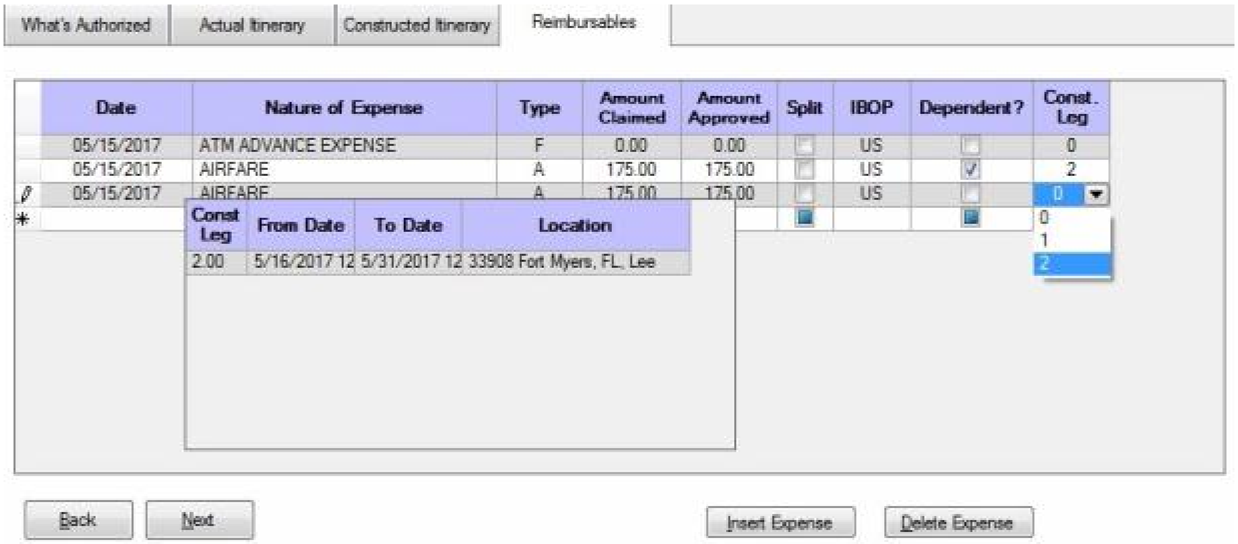
Computation 2: - The second **computation** determines the **entitlement** based on the **actual** travel performed.

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.



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**.

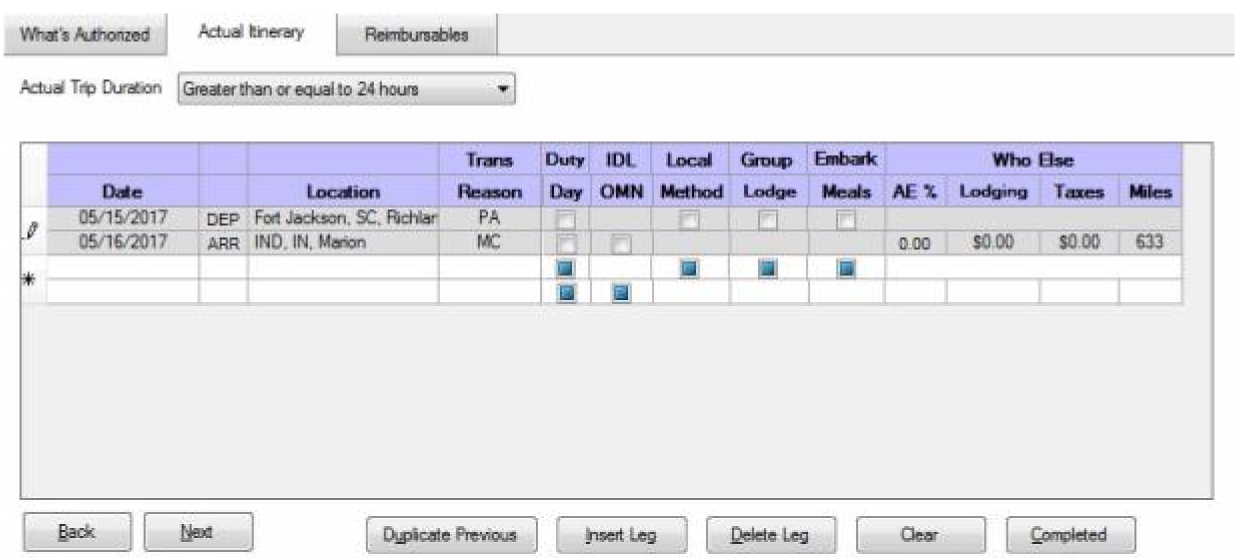
After entering the reimbursable expenses, **finish processing the settlement** as usual.

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:

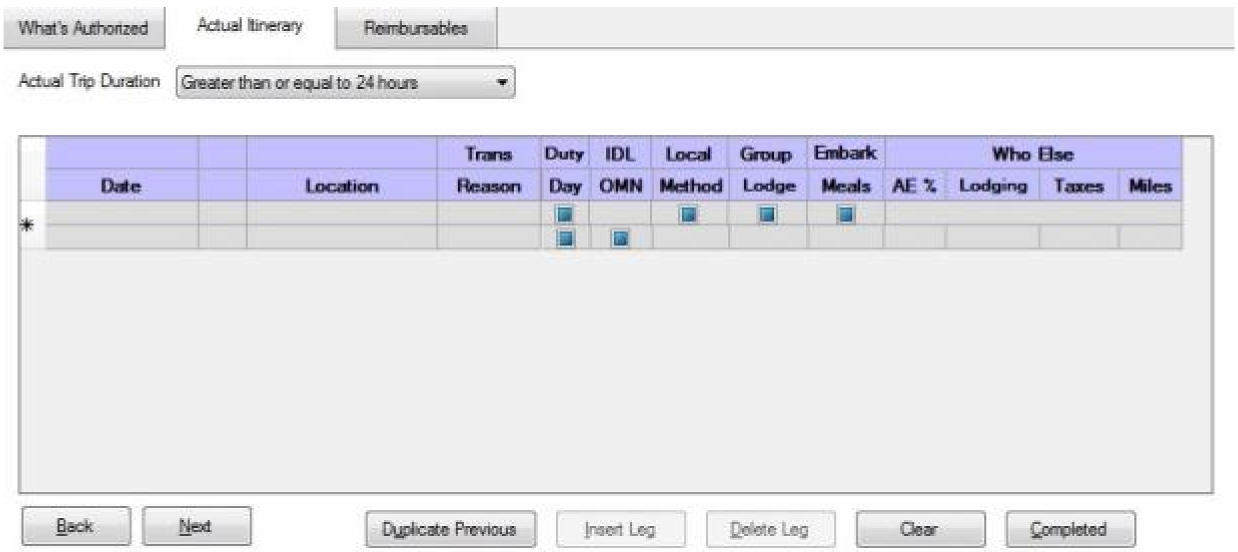
1. **Enter** the **itinerary** for the first **traveler**.



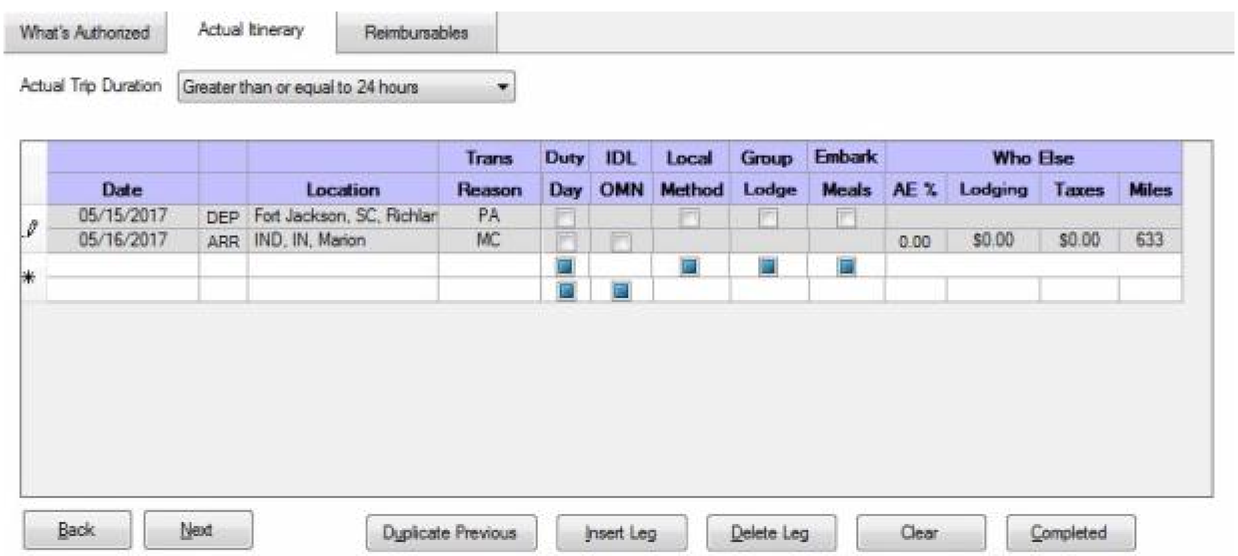
In this example, the member traveled first by **POV** from the old **PDS**, (Ft. Jackson, SC), to the new **PDS**, (Indianapolis, IN).

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**.



7. When the **Itinerary** comes into focus, **click** on the **Duplicate Previous** button. IATS **duplicates** the first **itinerary** that was entered, as shown below:



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.

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

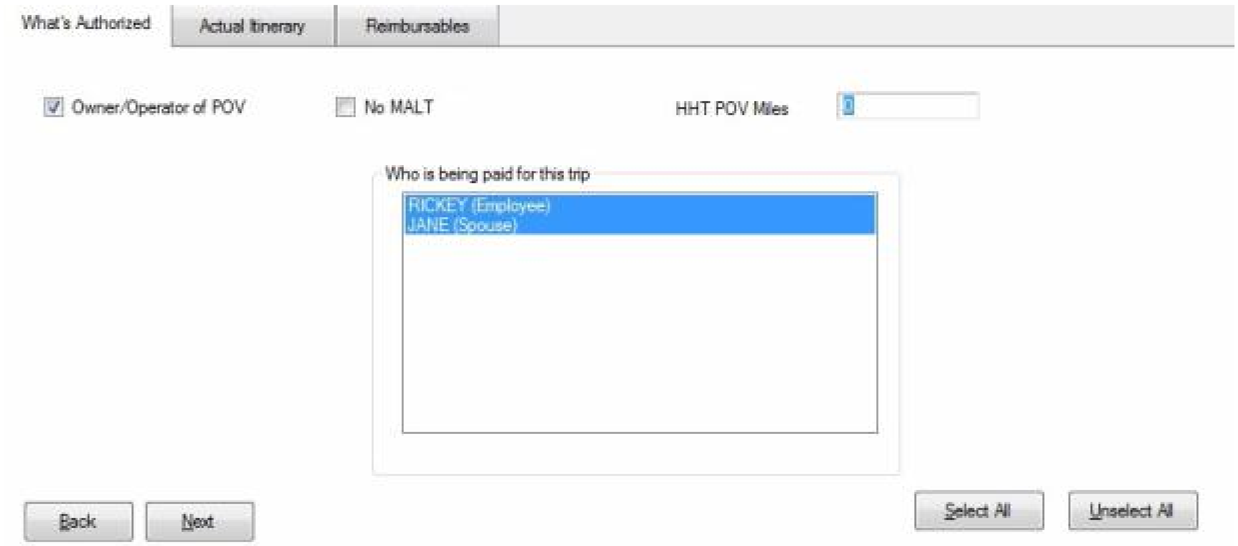
Ensure that the entitlement, "**House Hunting**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen. See the following example:

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



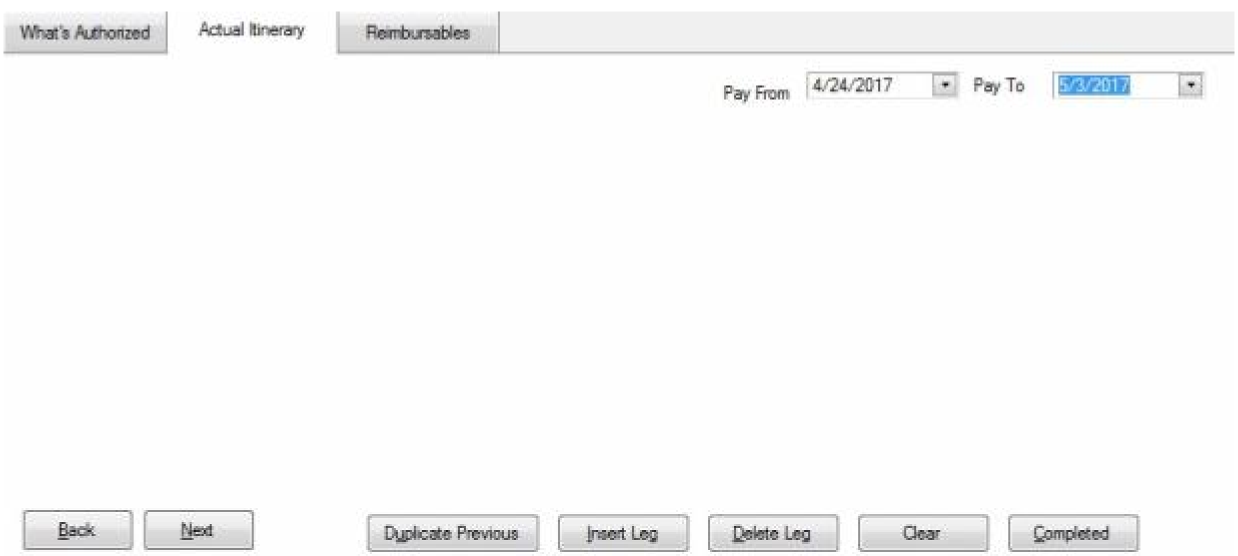
At the **What's Authorized** tab, users <u>must</u> **specify** whether the traveler is the **owner/operator** of the **POV**, if applicable, the **number** of **miles** involved, and **who** is <u>being</u> **paid**.

No MALT: - Click in the **No MALT** check box to **authorize** this option <u>if</u> Mileage in Lieu of Transportation is <u>not</u> authorized.

HHT POV Miles: Since <u>no itinerary</u> will be entered, **enter** the **number** of <u>authorized</u> **miles** for the House Hunting Trip.

After completing the What's Authorized tab, **click** on the **Next** button or the **Actual Itinerary** tab.

<u>**Actual Itinerary tab**</u>



As stated previous, <u>no itinerary</u> is entered using the **Lump Sum** method. The **dates** for the <u>payment</u> **period**, however, <u>must</u> be **entered**.

At the **Pay From/To** fields, **type** the <u>beginning</u> and <u>ending</u> **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:

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**.

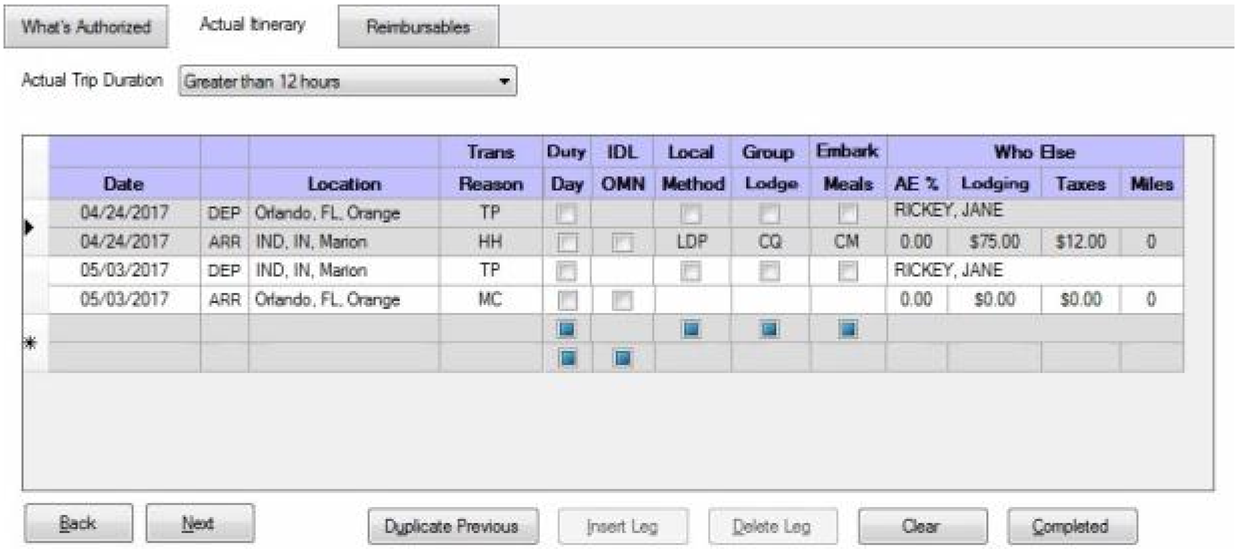
What's Authorized tab

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:



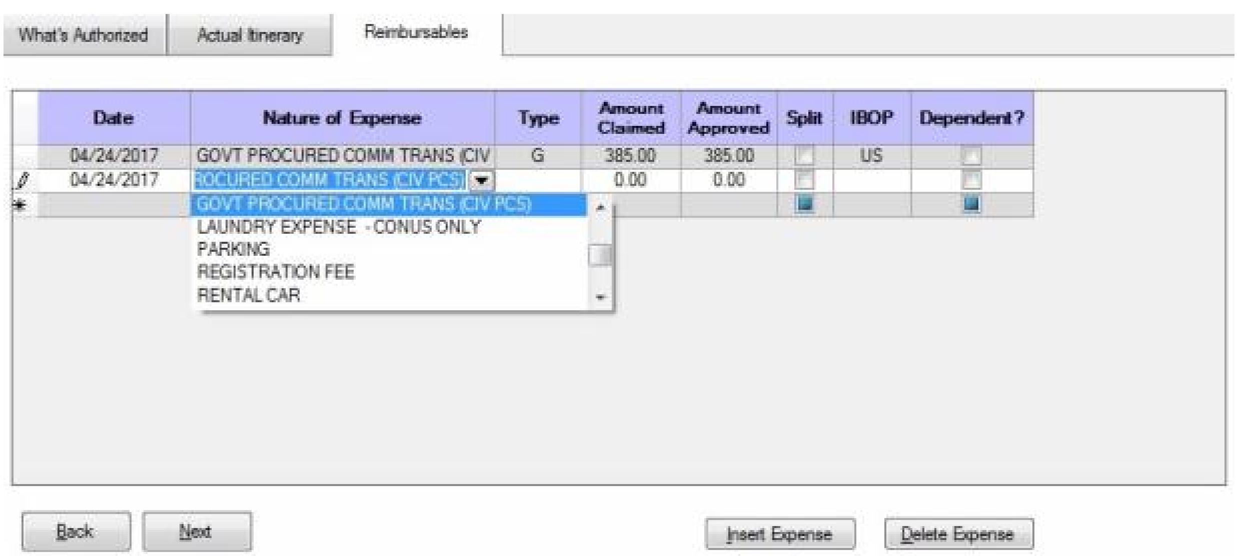
At the Reason field for the arrival leg at the **House Hunting** point, select **HH - House Hunting** as the **reason** for **stop**.

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.



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

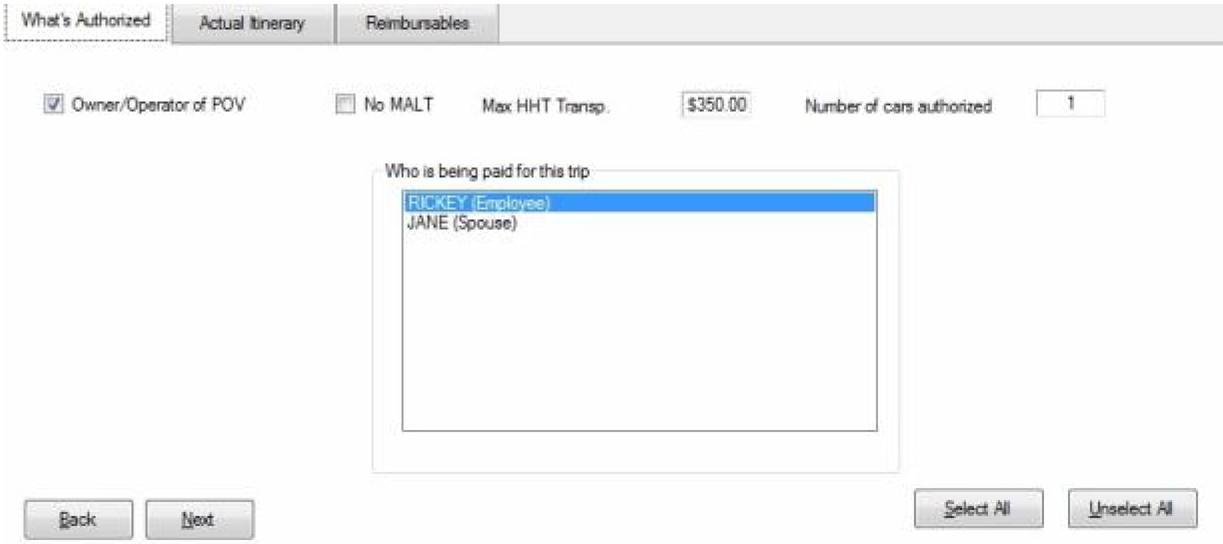
Ensure that the entitlement, "**House Hunting**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen.

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



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.

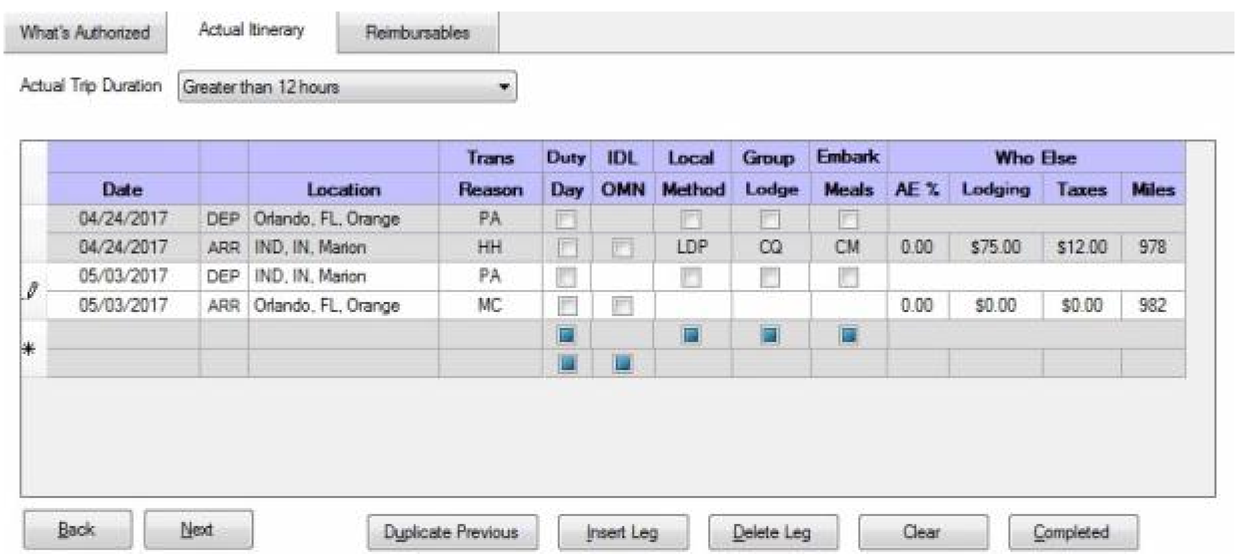
Max HHT Transp: At this field **enter** the **maximum allowable amount** for transportation that was **approved**.

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	AE %	Who Else Lodging	Taxes	Miles
04/24/2017	DEP	Orlando, FL, Orange	PA									
04/24/2017	ARR	IND, IN, Marion	HH			LDP	CQ	CM	0.00	$75.00	$12.00	978
05/03/2017	DEP	IND, IN, Marion	PA									
05/03/2017	ARR	Orlando, FL, Orange	MC						0.00	$0.00	$0.00	982

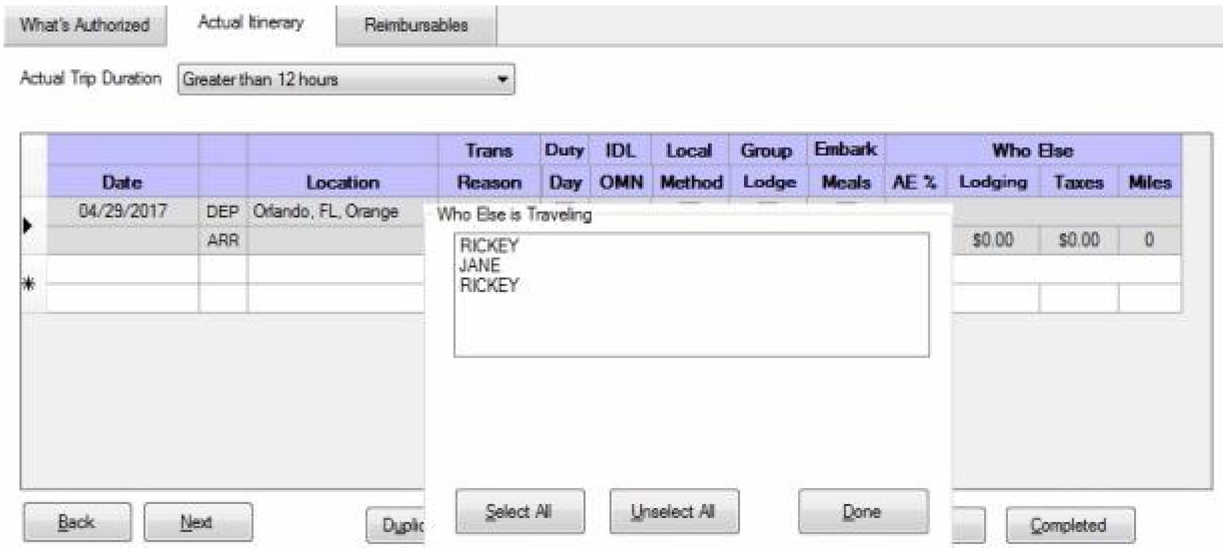
Back | Next | Duplicate Previous | Insert Leg | Delete Leg | Clear | Completed

At the Reason field for the arrival leg at the **House Hunting** point, select **HH - House Hunting** as the **reason** for **stop**.

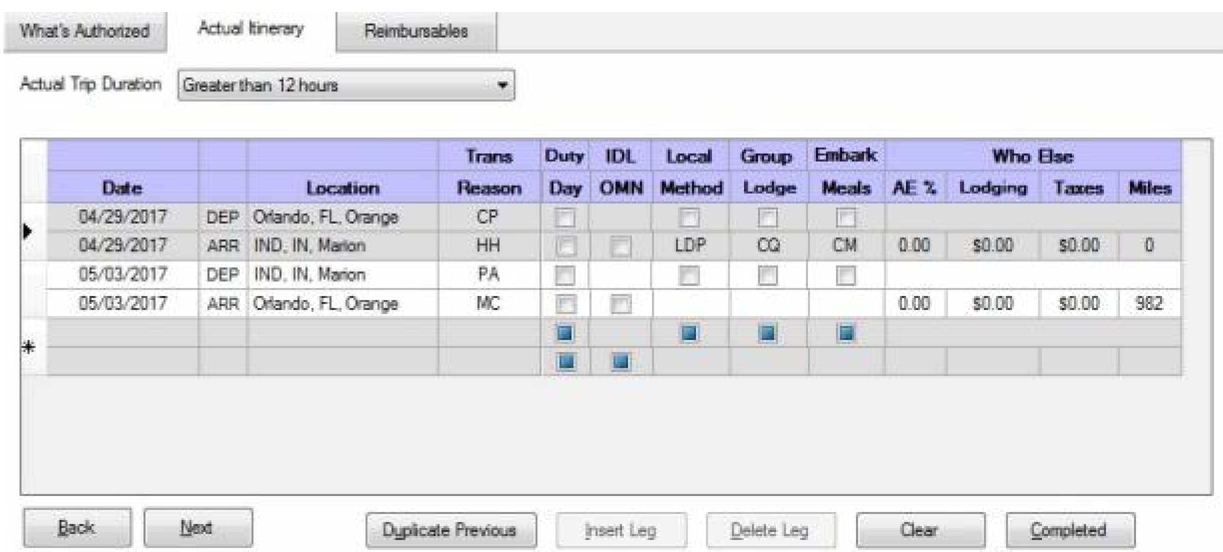
Second Itinerary

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**.



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**.



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.

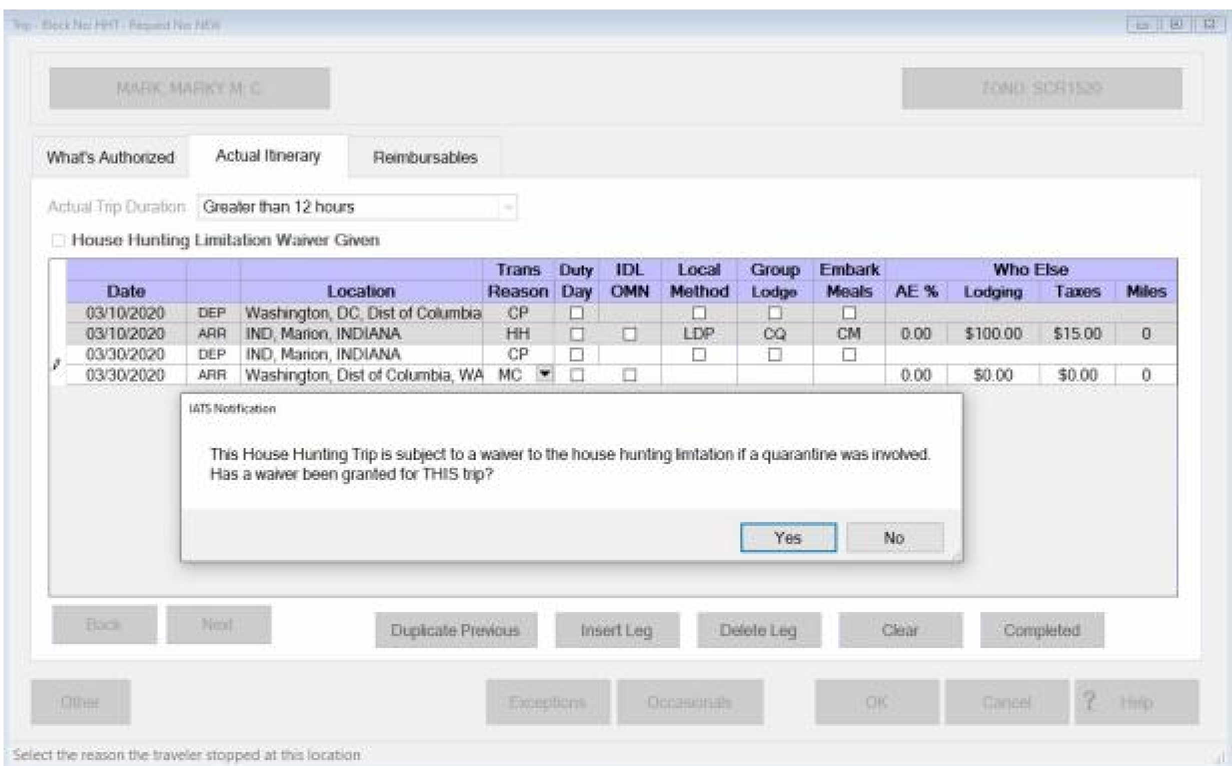
Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for processing House Hunting settlements.

House Hunting Trips Involving 10 - Day Limit Waivers

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 ordinarily **limited** as if **both** parties traveled **together** for a 10 day **trip.**

Due to the **Corona Virus Pandemic**, however, the **Federal Travel Regulation Bulletin 20-06, dated April 17, 2020**, permits agencies to temporarily **waive** the current **10-day limit** for house hunting trips for individuals relocating during the national emergency issued by the President on **March 13, 2020** concerning the Corona Virus disease 2019 (COVID-19). Agencies may **allow** additional **travel days** beyond the 10-day limit in FTR §302-5.11 if airline flights are **delayed**, **cancelled**, or **changed** for reasons beyond the employee's control.

The input **requirements** for House Hunting Trips that involve **10 day limit waivers** are the **same** as those for House Hunting Lodgings Plus Method and House Hunting Trips Involving Separate Itineraries. The only **difference** will be the requirement to **specify** that a **waiver** was **granted** if the travel period **exceeds** the normal **10 day limit**.



After you complete the itinerary, you will see a *pop-up* **message** asking if a **waiver** to the 10 day limitation has been **granted**.

Click on *Yes* or *No* as appropriate.

You would then **finish** completing the claim as usual.

Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for processing House Hunting settlements.

Miscellaneous Expense

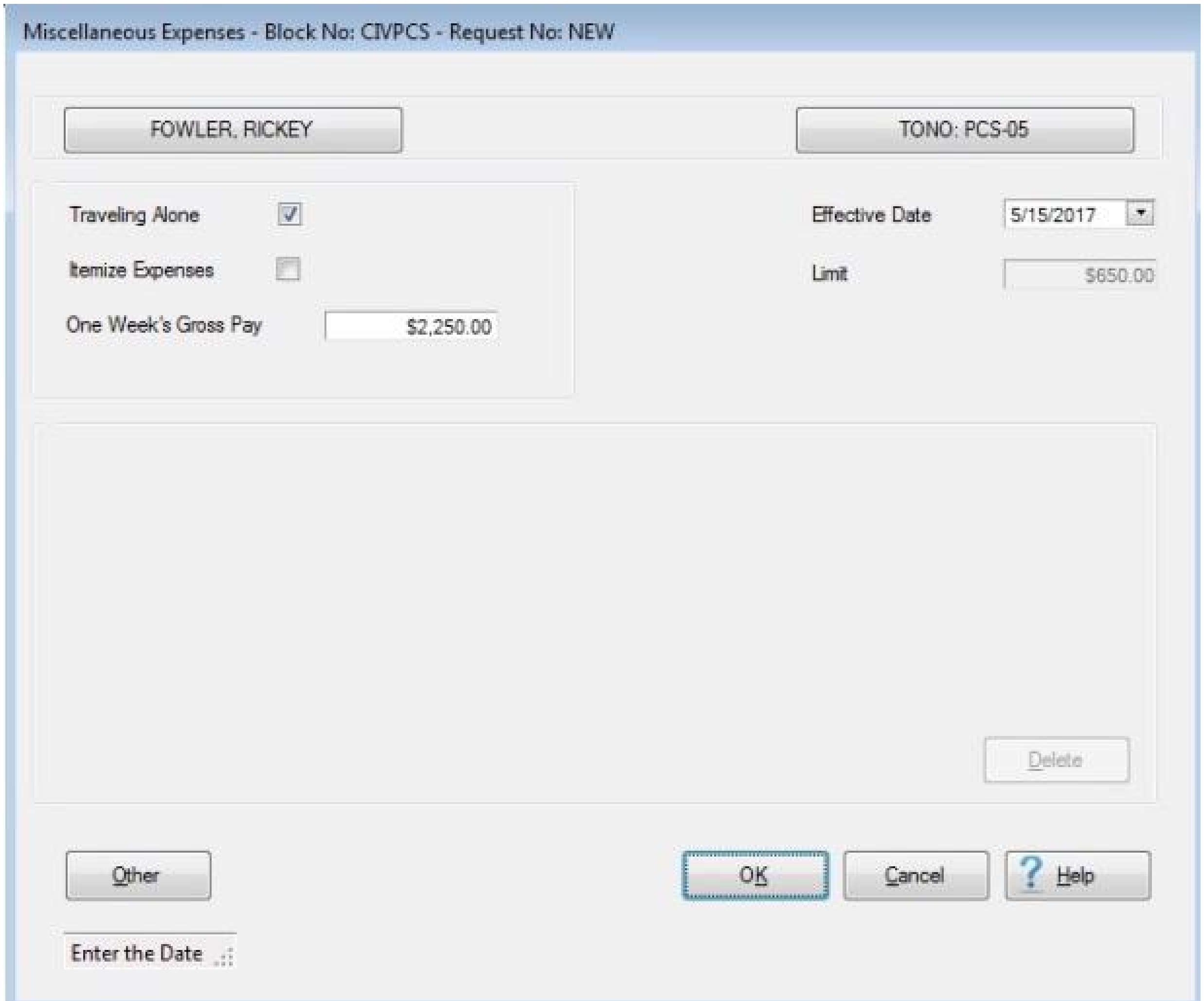
Miscellaneous Expense - Flat Rate

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:



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:

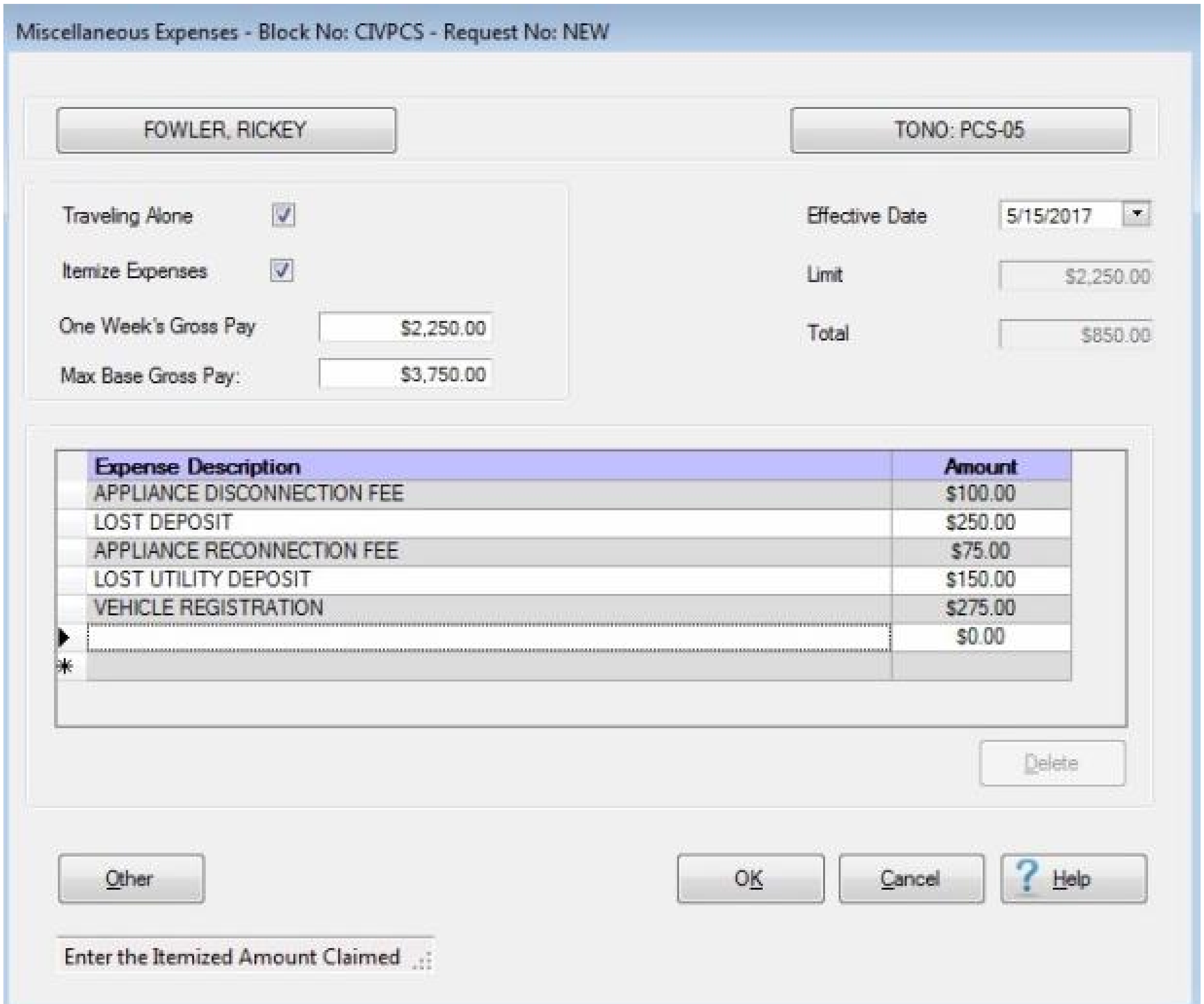
- The lessor of the **total** of the authorized expenses claimed. Or, the equivalent of one week's pay not to exceed the pay for a **GS-13**.

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:



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:** - 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.
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. 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).
5. **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.
6. **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.

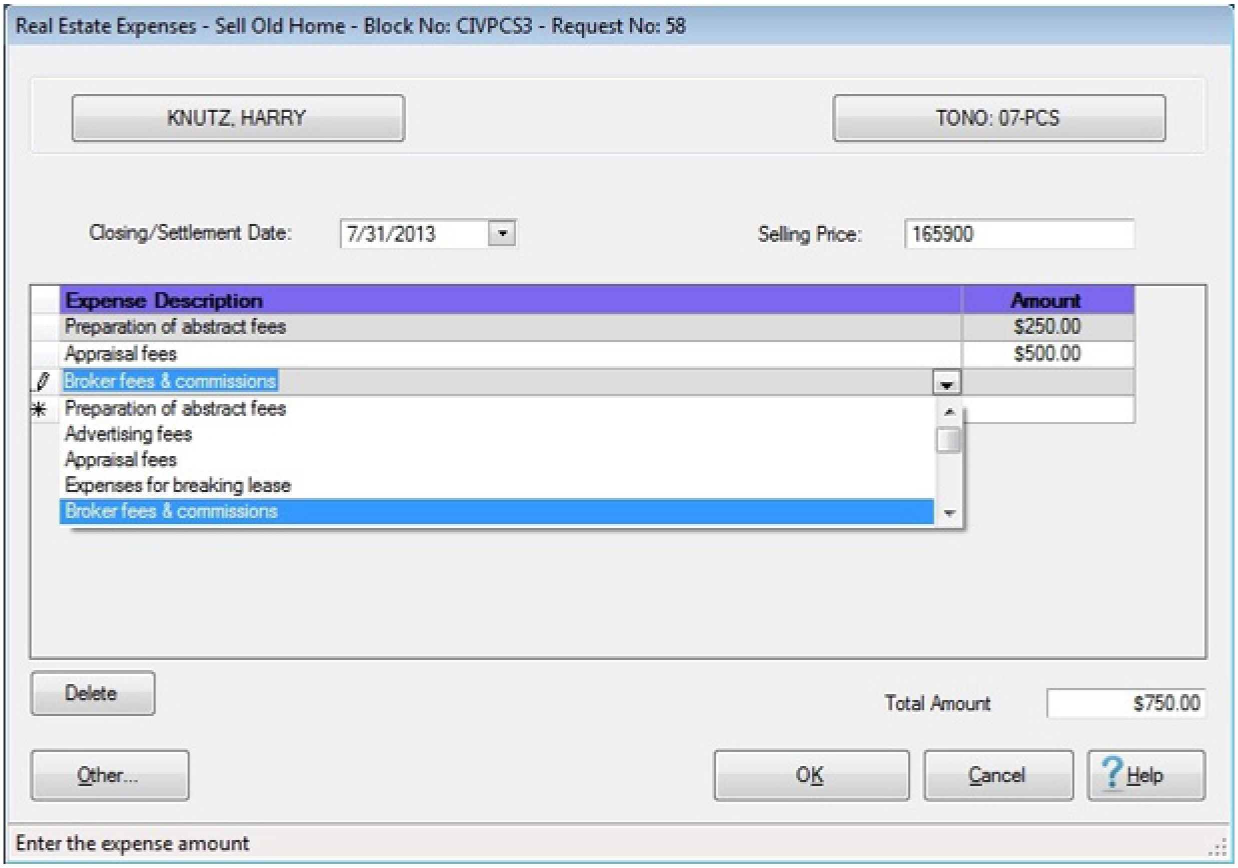
Employees claiming reimbursement for real estate transaction expenses have **two years** from the **date** reporting in at the new duty station to **complete** the **transaction**. This entitlement can be **extended** for an additional **year** when **approved** by the servicing agency.

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:



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**.

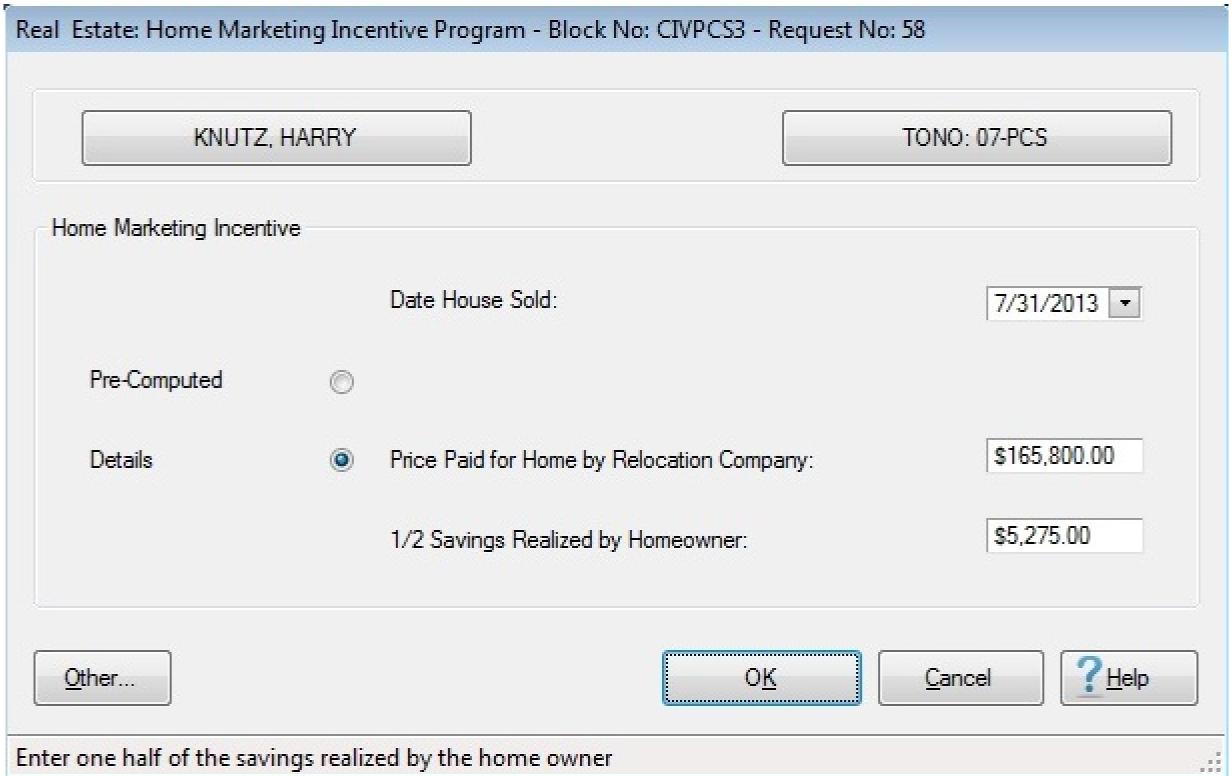
Refer to the **Help** topic, "Remarks - tab", for additional instructions. If no remarks are needed, **click** the **OK** button to **return** to the **Request Selection** screen.

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 **½** 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.

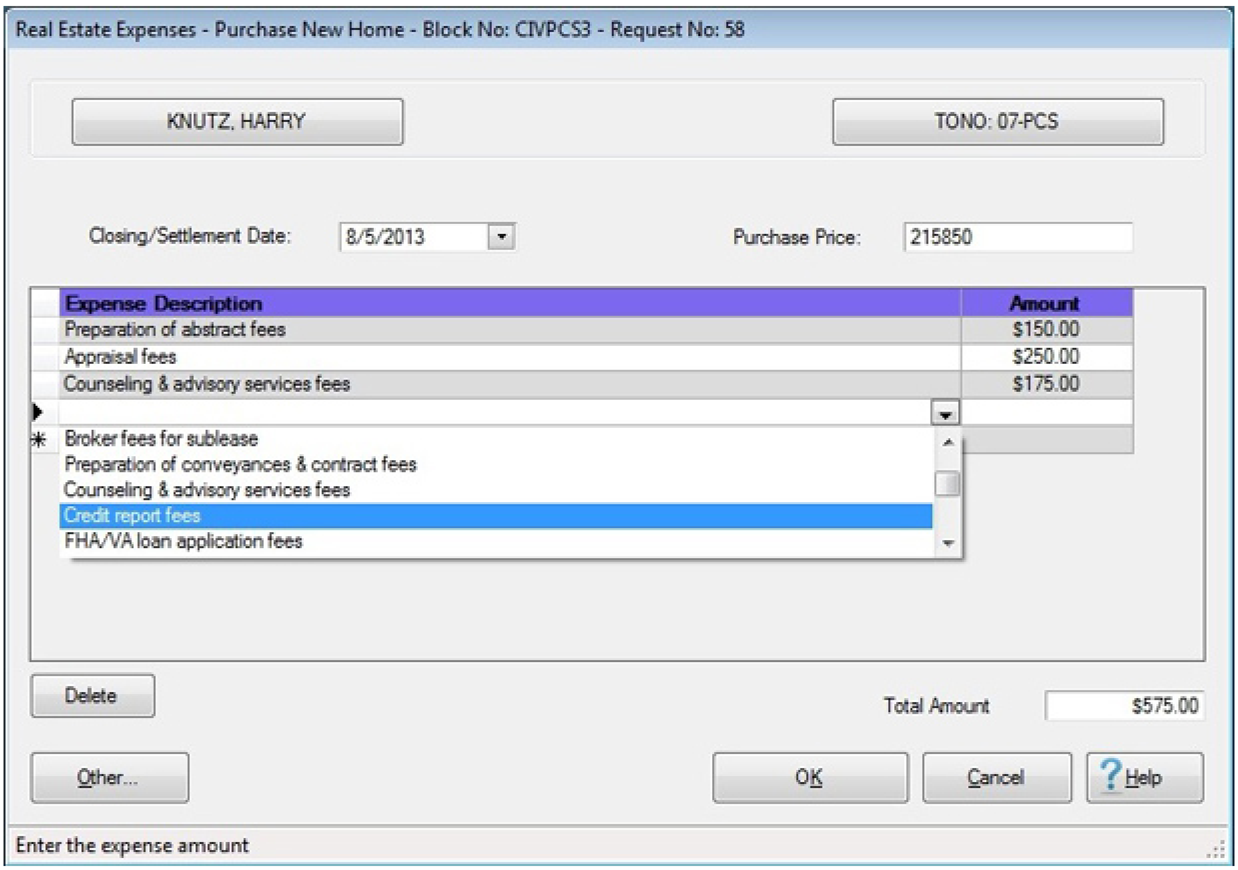
9. After completing the **Accounting** lines, **click** the **OK** button to save the entries. IATS returns to the **Financial** tab. If desired, **click** on the **Next** button or the **Remarks** tab and **add** any necessary **remarks**.

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:



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.

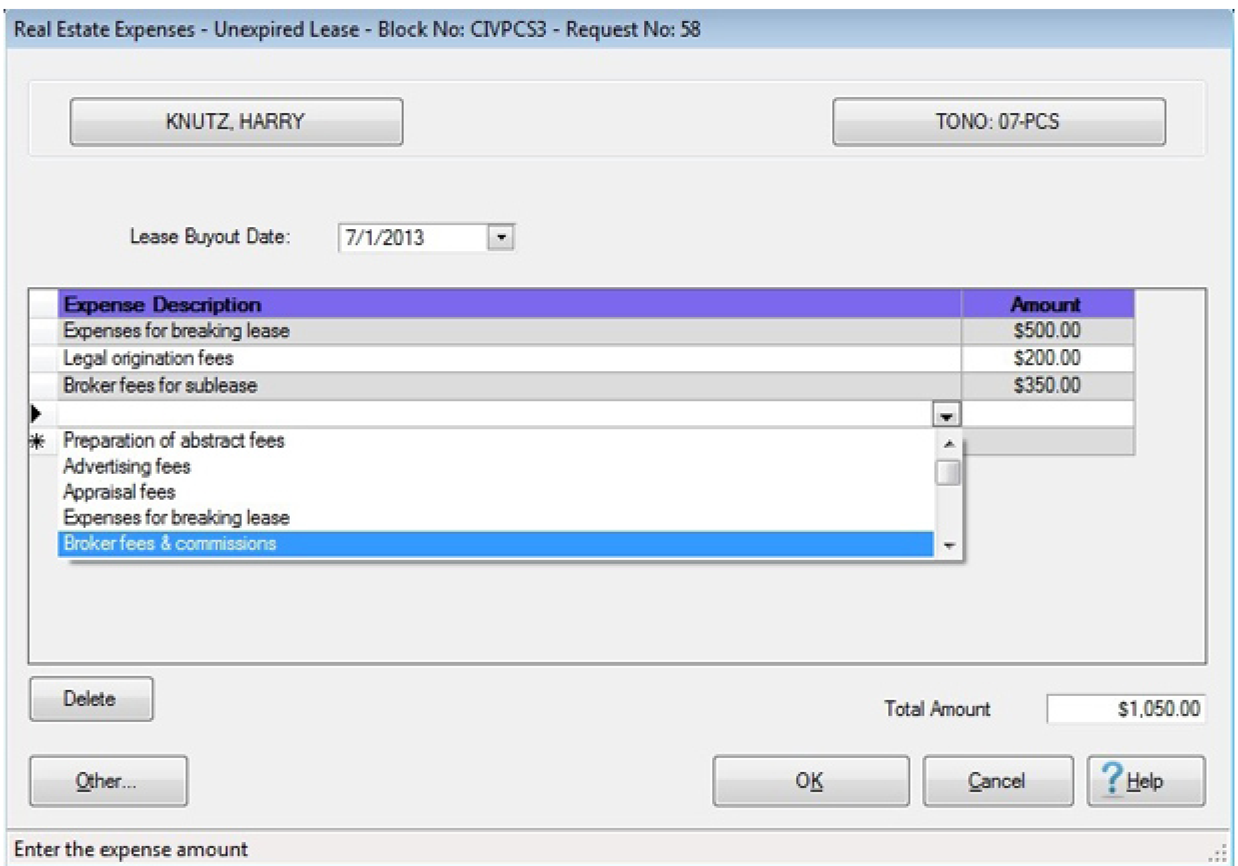
4. **Amount:** - At this field, **type** the dollar **amount** for the **expense** being claimed.
5. **Repeat** steps **3** and **4** to add any additional expenses.
6. When **finished** entering the required information at the **Real Estate Expenses** screen, **click** the **OK** button. IATS returns 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:



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.

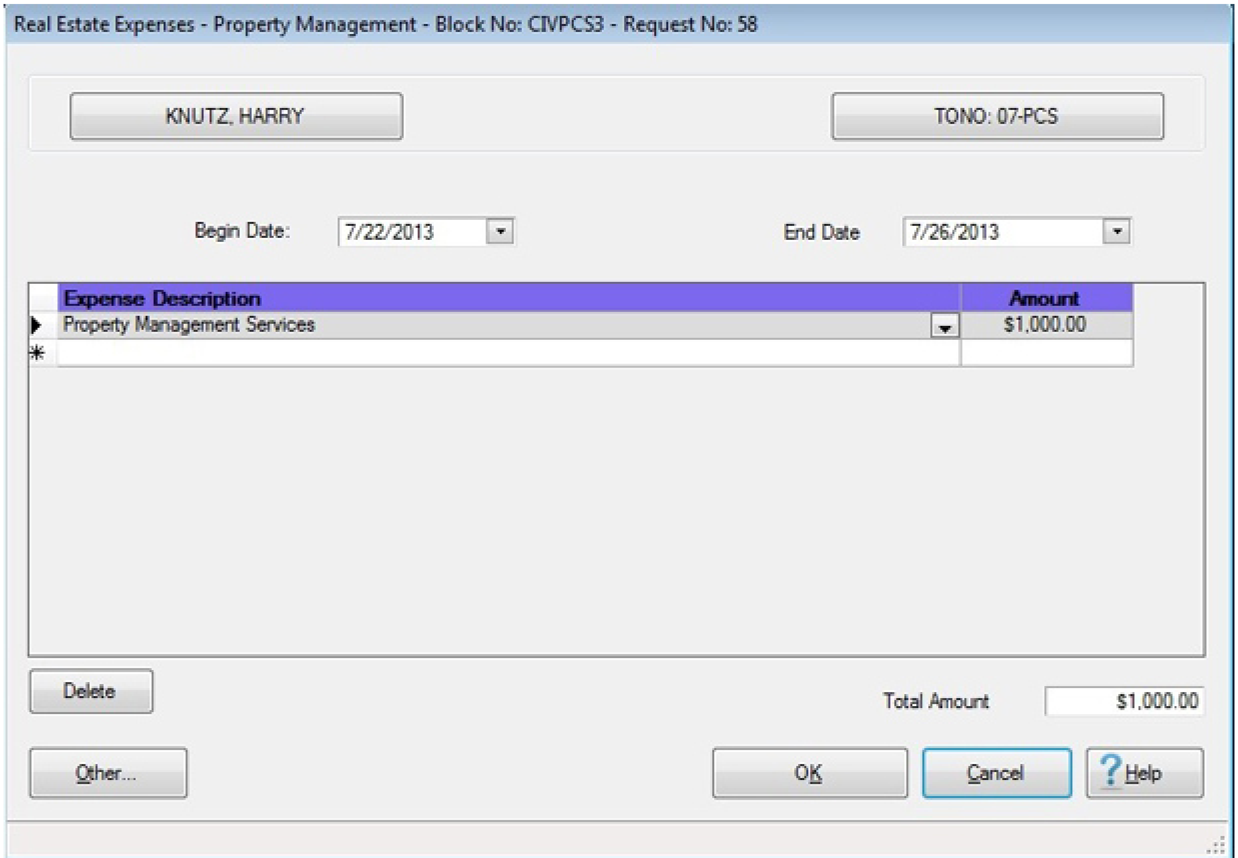
Real Estate - Property Management

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:



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**).

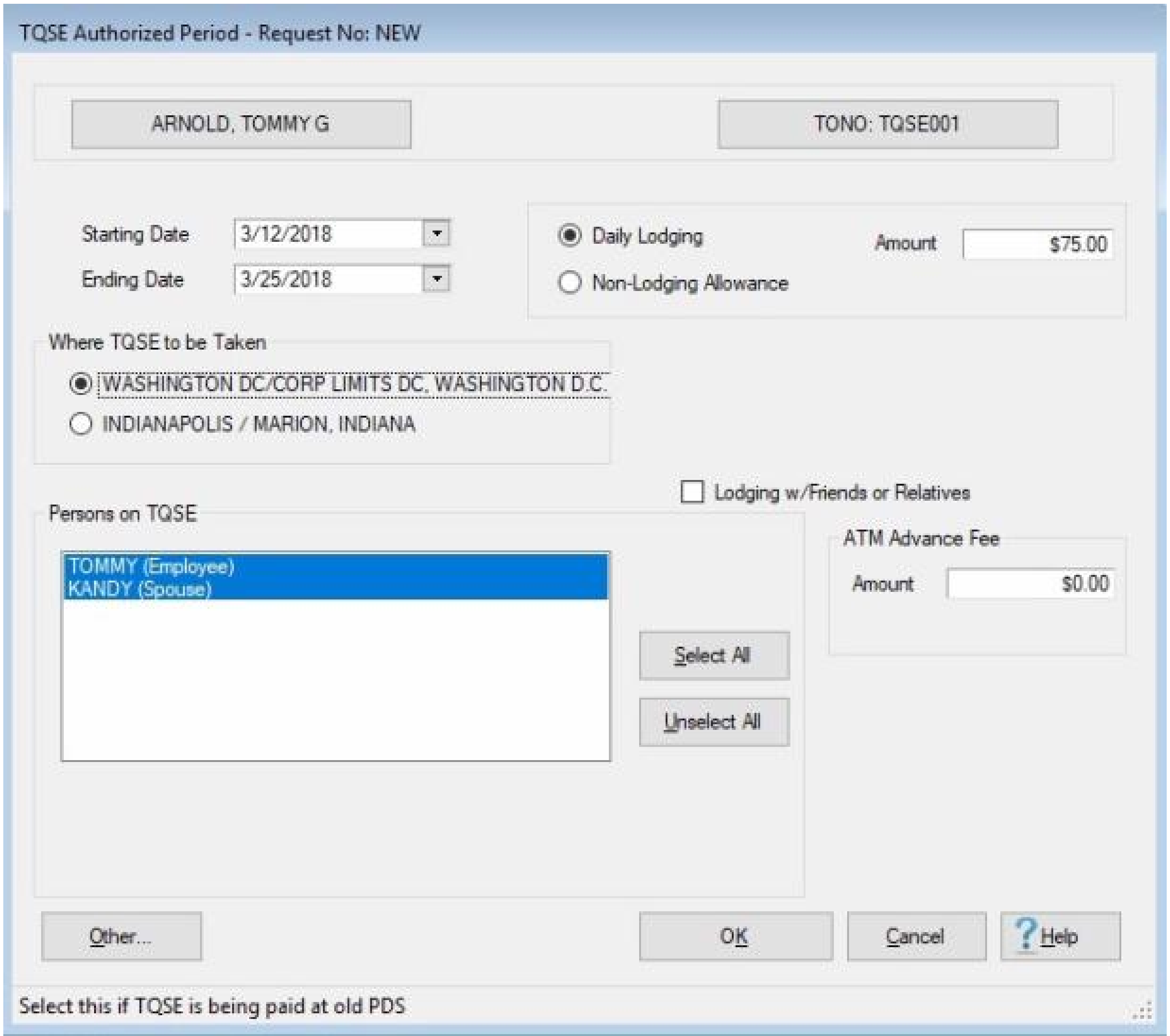
In addition, under the **Lump Sum** method, the traveler is not required to **submit** any **claim** for **expenses** or turn in any **receipts**. IATS is programmed to generate an automatic **entitlement** for the **number** of **days** specified.

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:



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**.

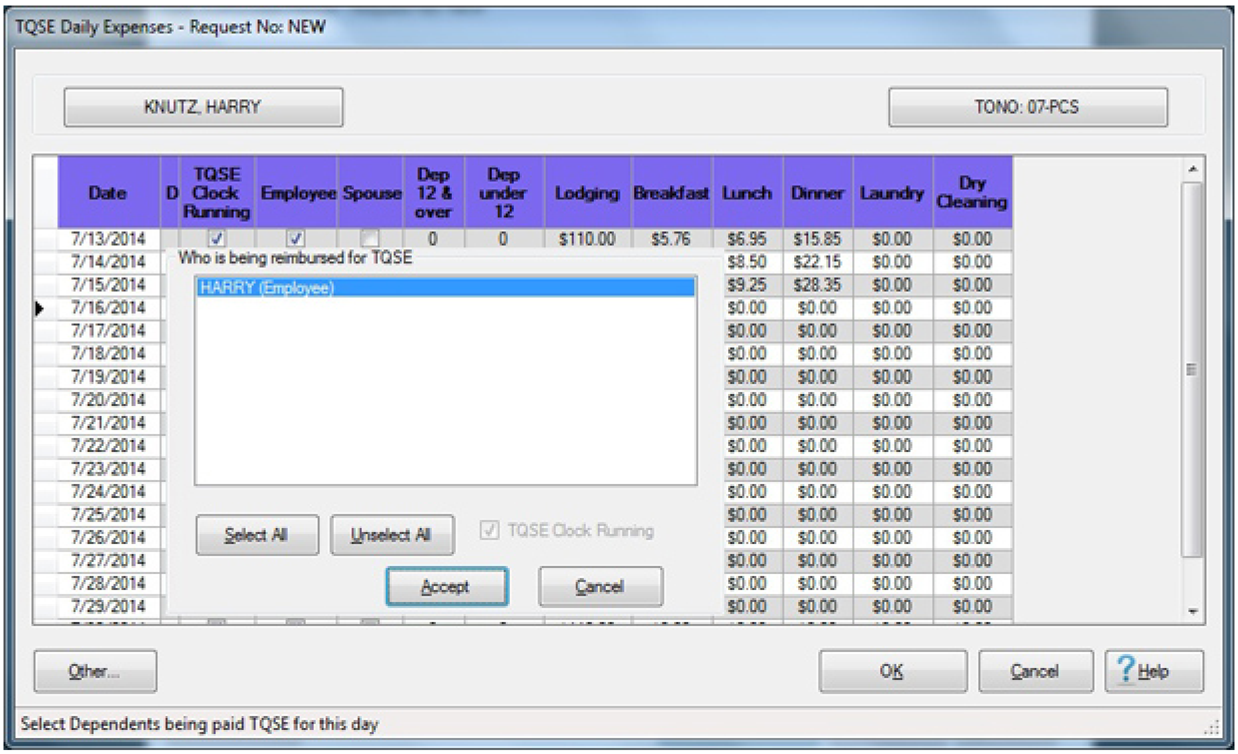
9. **ATM Advance Fee: -** If the traveler **incurred** an **expense** for an **ATM advance fee** for the use of a Government credit card, **enter** the **amount** of the expense at the **ATM Advance Fee** field. IATS will then treat this entitlement as a **non-taxable fringe benefit**.
10. When **finished** 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:



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.

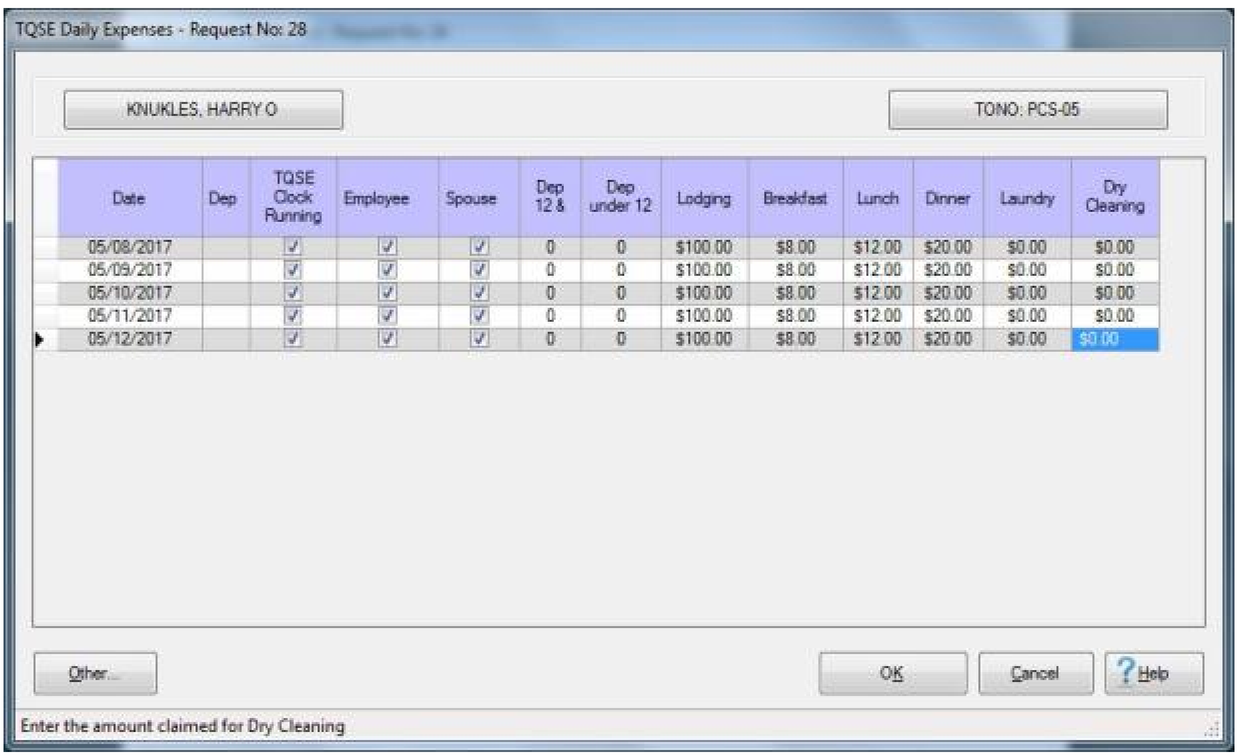
Adjusting the Dates on the Daily TQSE Expenses Screen

The **TQSE Daily Expenses** screen is used to **capture** the specific **details** regarding the TQSE **period**, **location**, daily **lodging** cost, **meals**, and **miscellaneous expenses**.

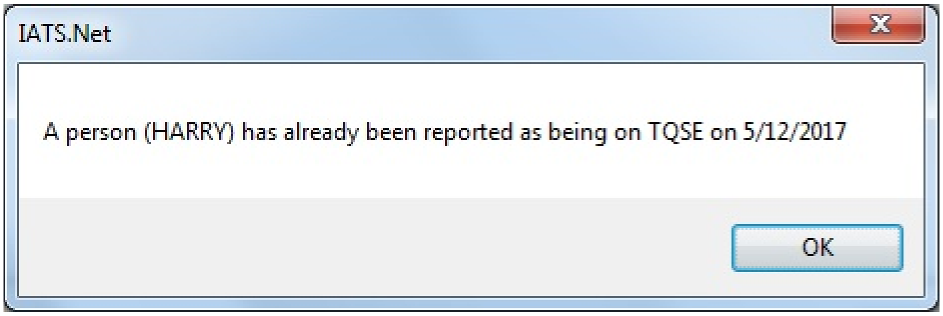
An **edit** has been added to IATS to **ensure** that each person selected for a particular day does not **appear** on **another** TQSE claim for that day.

Use the following steps to "adjust the dates" on the TQSE Daily Expenses screen:

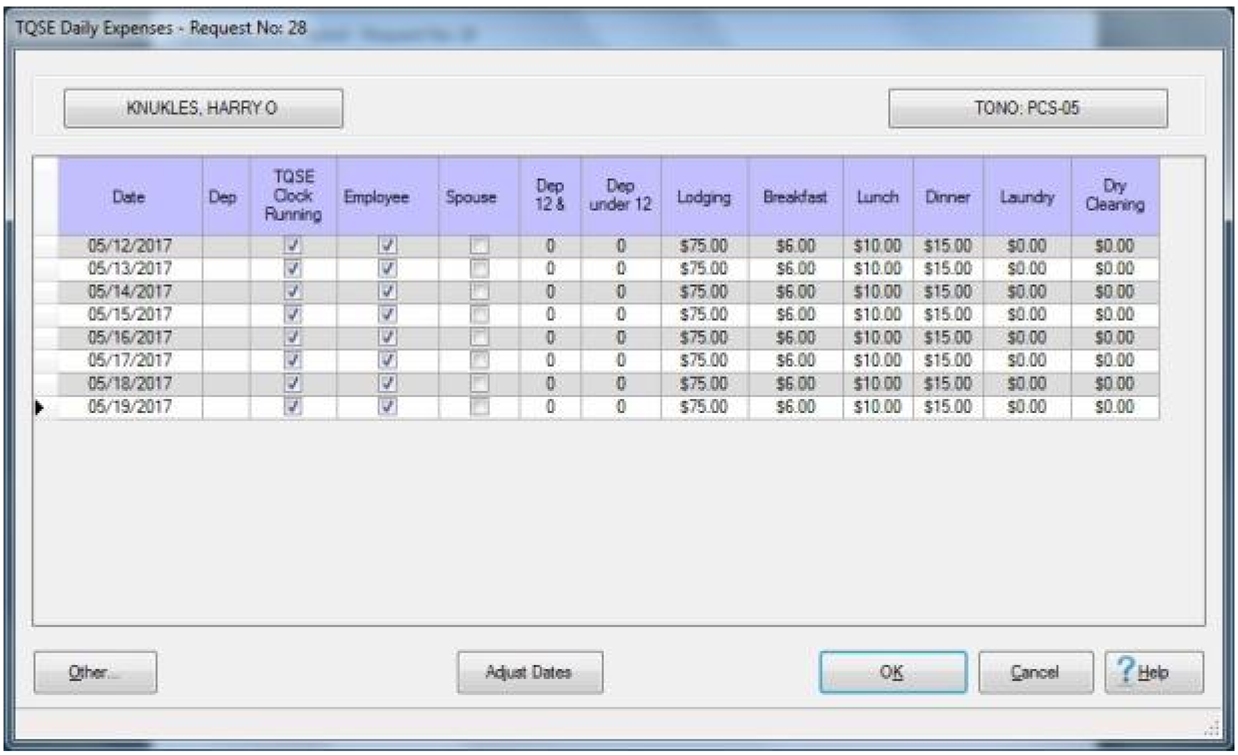
1. **Enter** the **data** for the **lodging**, **meals**, and **miscellaneous expenses** as you usually would and then **click** on **OK**.



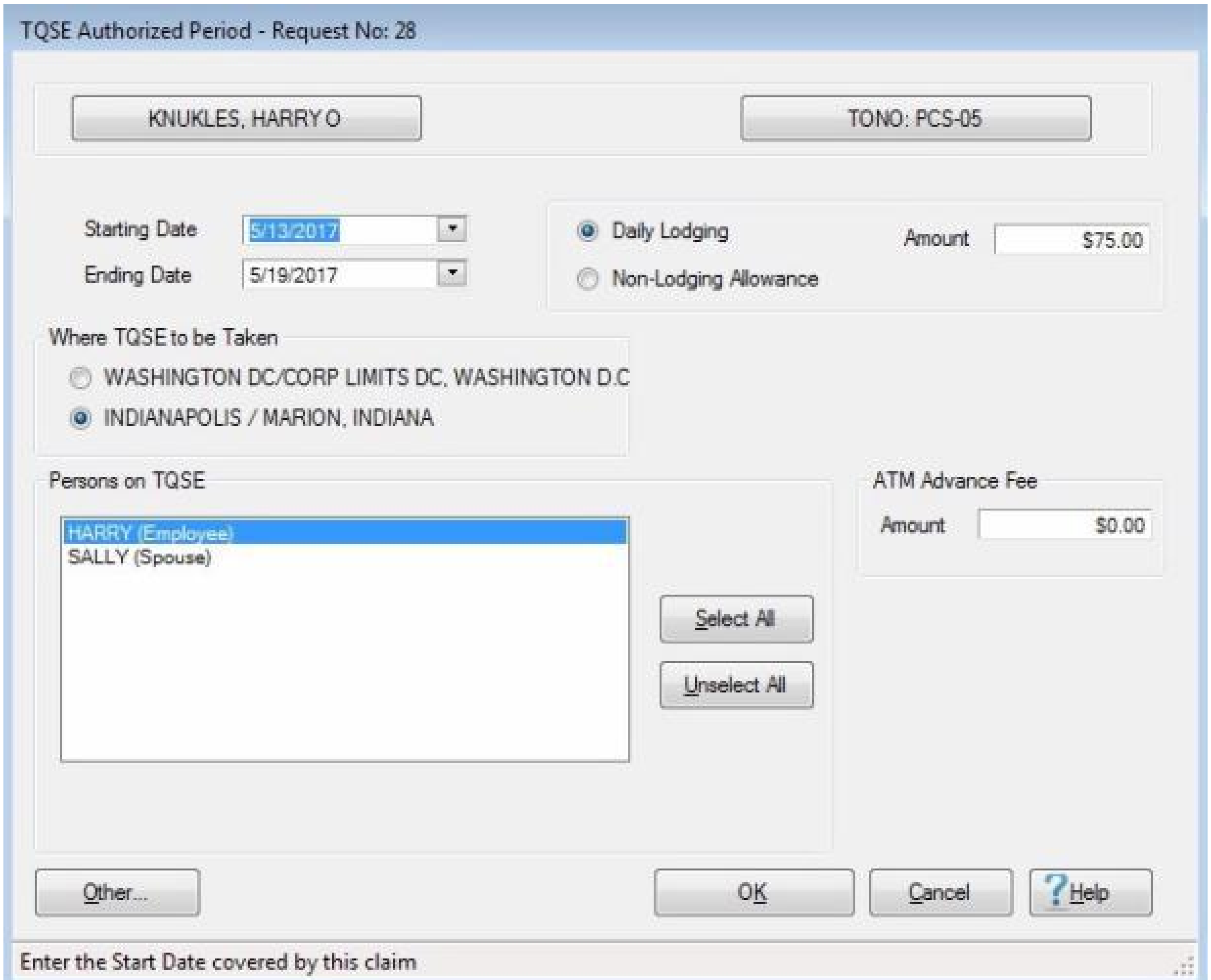
2. If the person you are entering this claim for appears on another TQSE **claim** for the same **day**, you will see the following pop-up message.



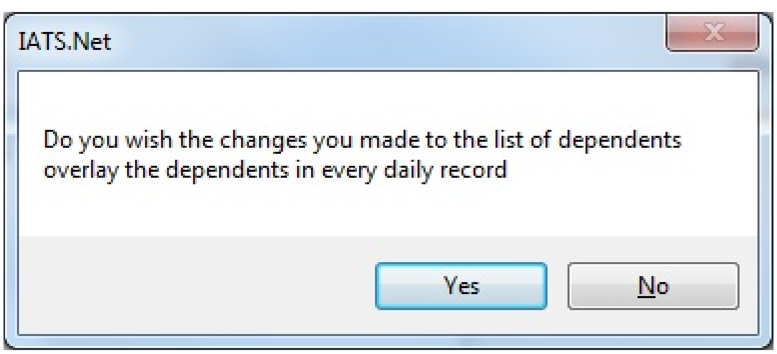
3. **Click** on **OK**. A new **button** will now appear at the bottom of the TQSE Daily Expenses screen with the words "**Adjust Dates**".



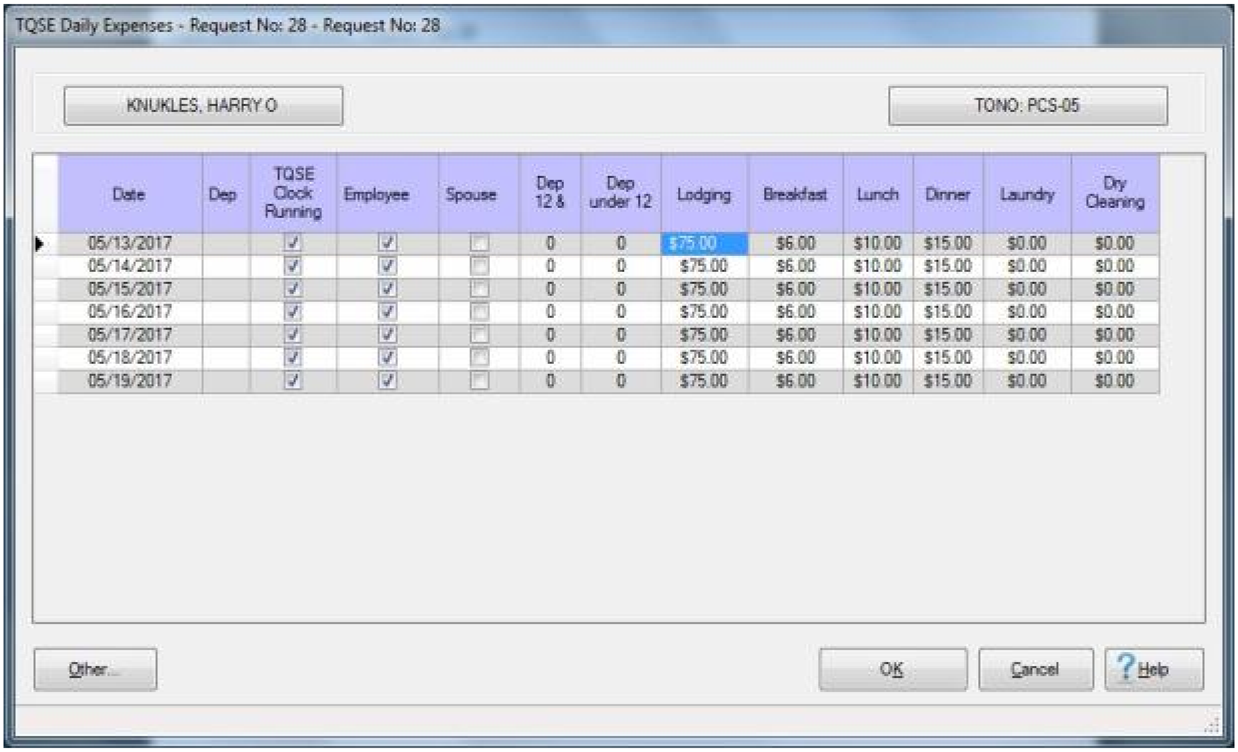
4. **Click** on the **Adjust Dates** button. IATS will display the **TQSE Authorized Period** screen.



5. At this screen, **change** the **Starting** and **Ending** dates <u>or</u> **Persons on TQSE** as needed and then **click** on **OK**. A *pop-up* **message** will appear asking if you wish to **overlay** the dependents.



6. **Click** on *Yes* or *No* as desired.
7. IATS will **return** you to the TQSE Daily Expenses screen with the originally entered data **intact**.

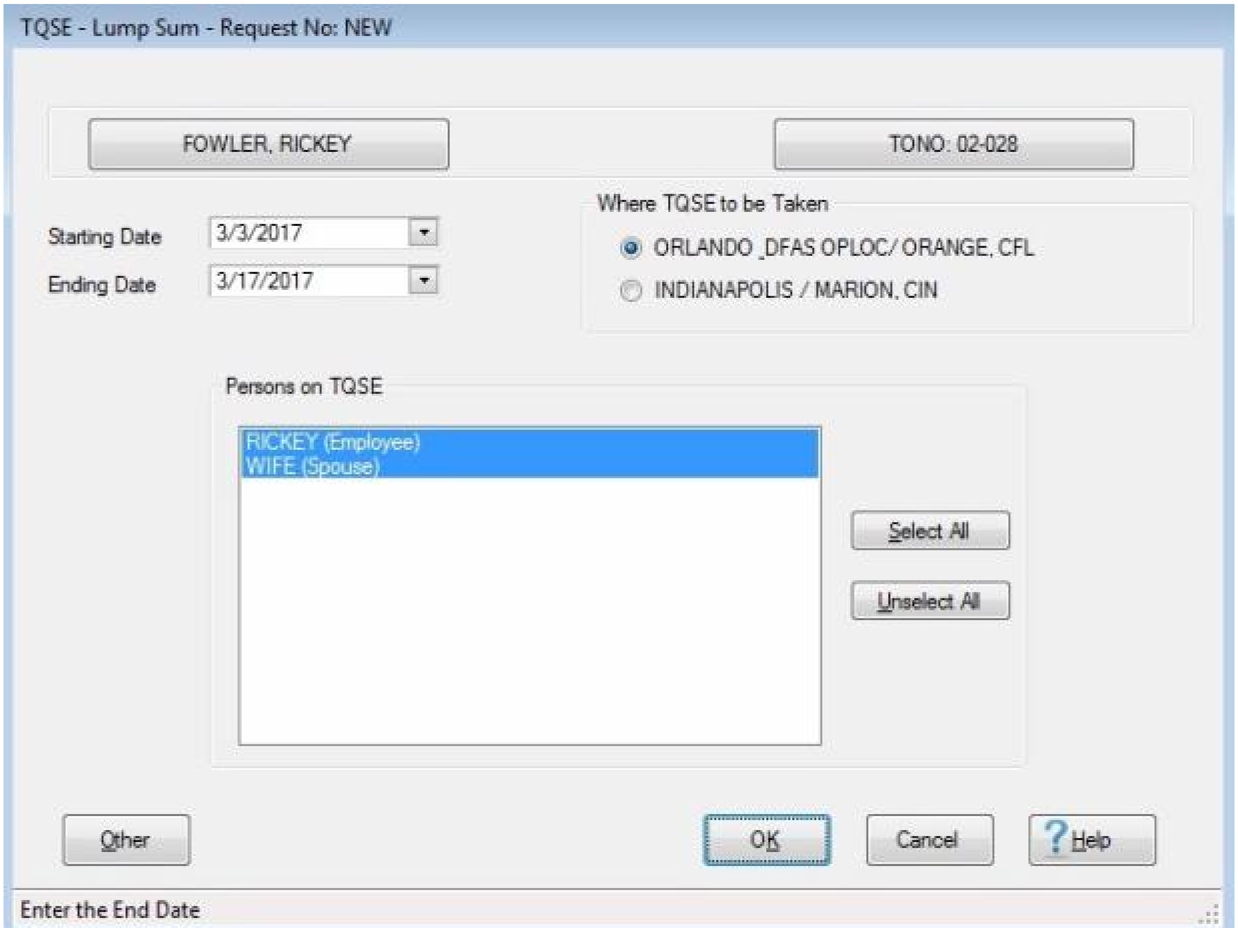


8. You will notice that **dates** now **reflect** the **changes** you made.
9. **Enter** any additional **data** for the changed date, if applicable, and then **click** on **OK** to save the claim.

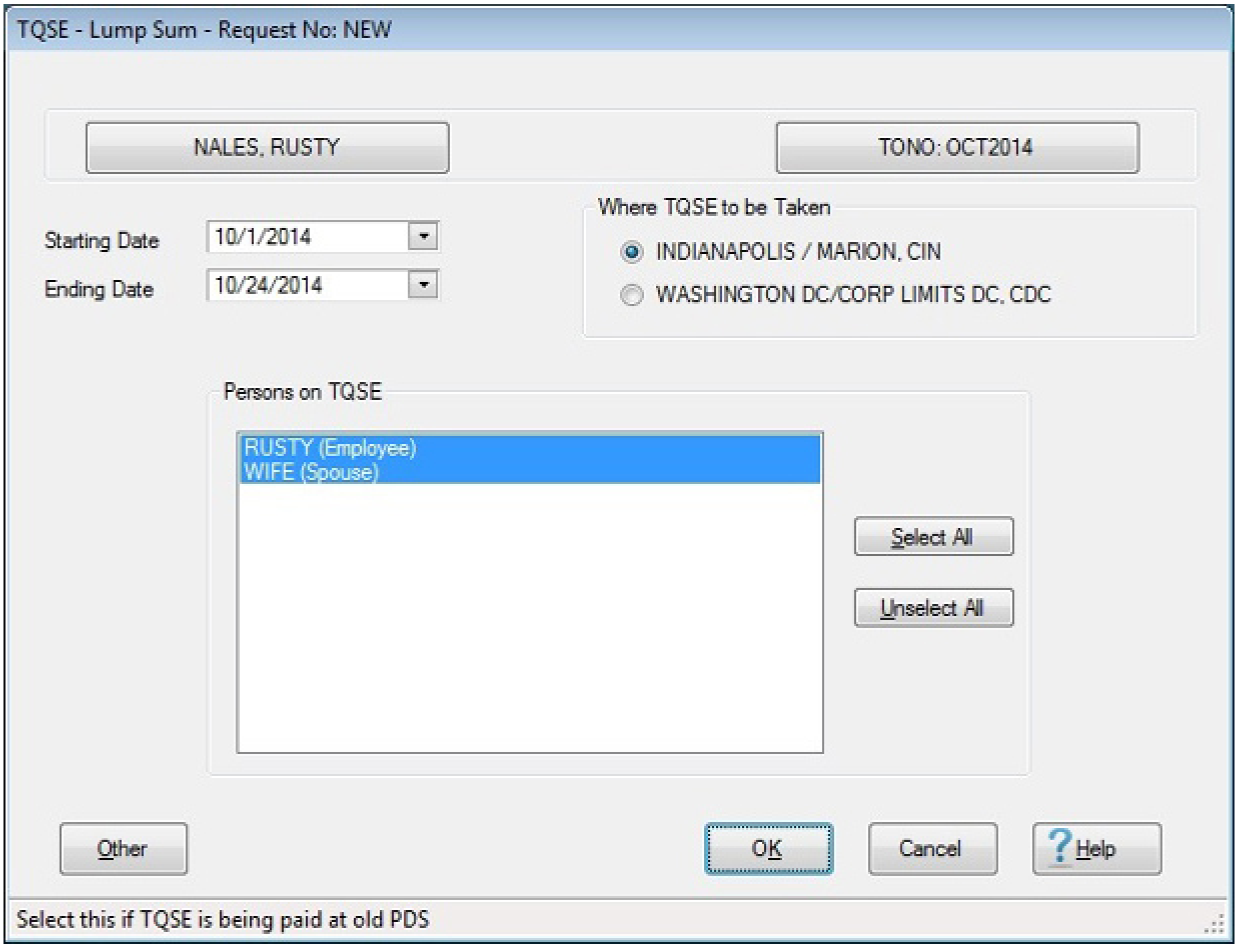
Completing the TQSE Lump Sum Screen

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.



Use the following steps to "complete" the second TQSE Lump Sum screen:



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

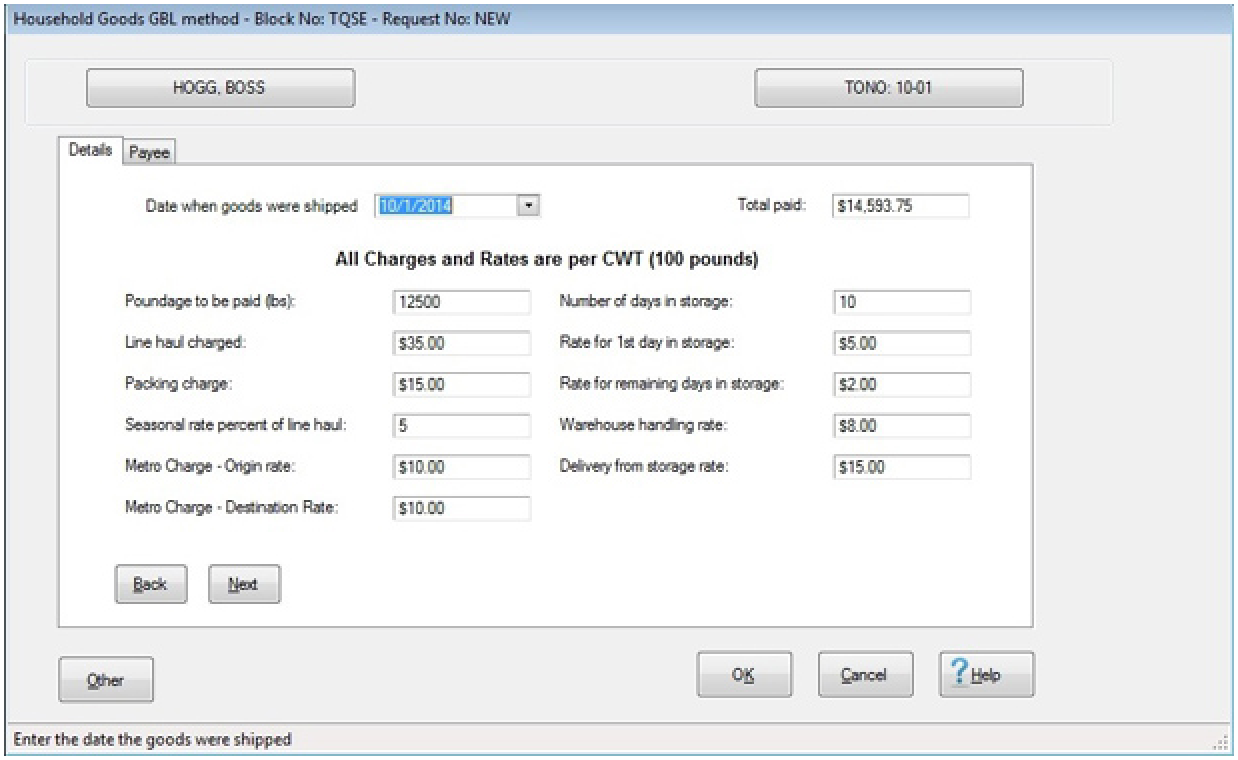
With this method, the employee is **authorized** to personally **make** the **arrangements** with a moving company to move the house hold goods. The **employee** pays for the expense of the move out-of-pocket, then **files** a **claim** for **reimbursement** once the movement is completed. The reimbursement 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.
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.

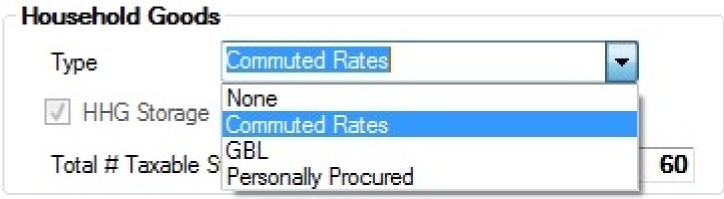
Completing the Commuted Rates Screen

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.

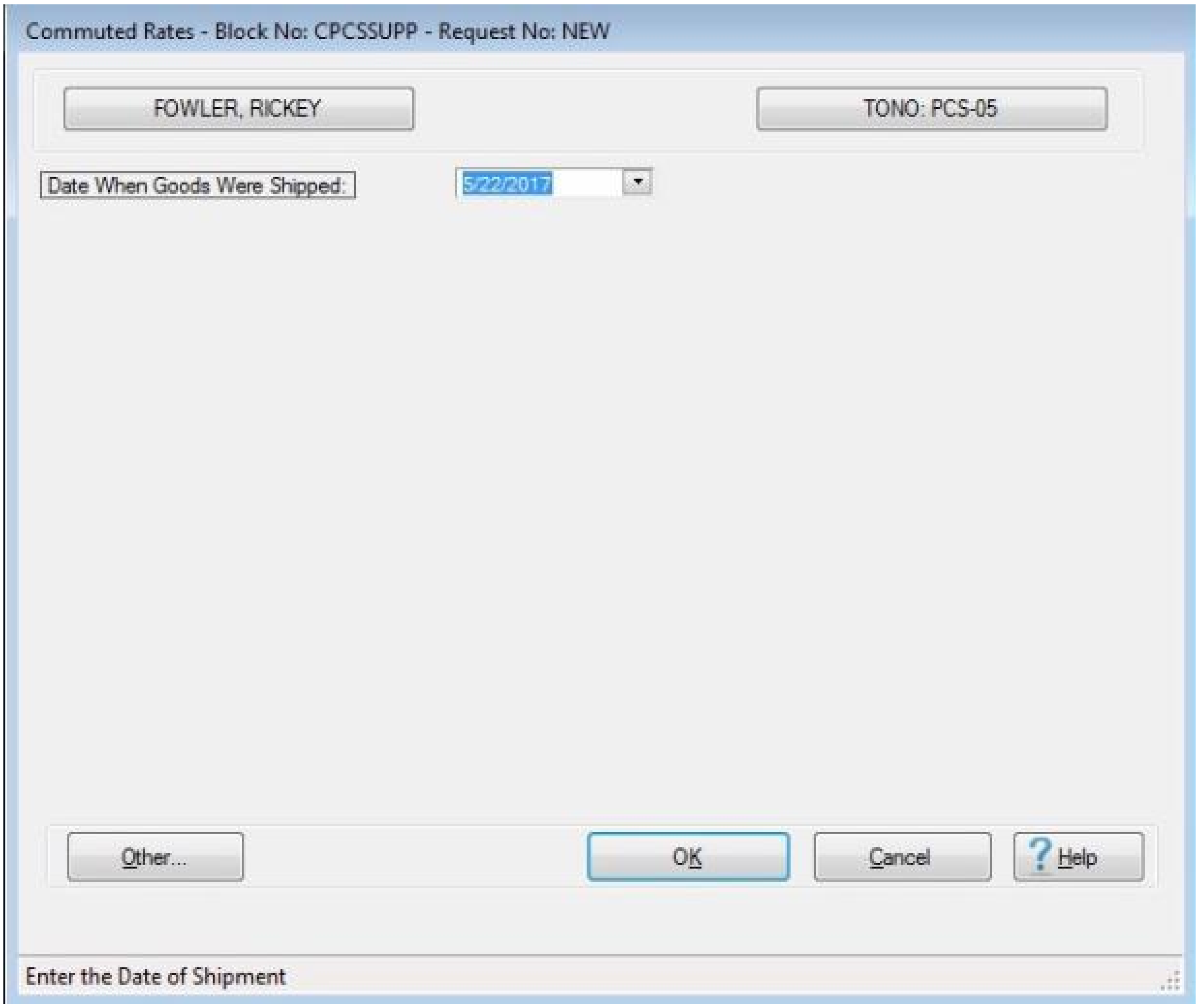
Travel Order

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:



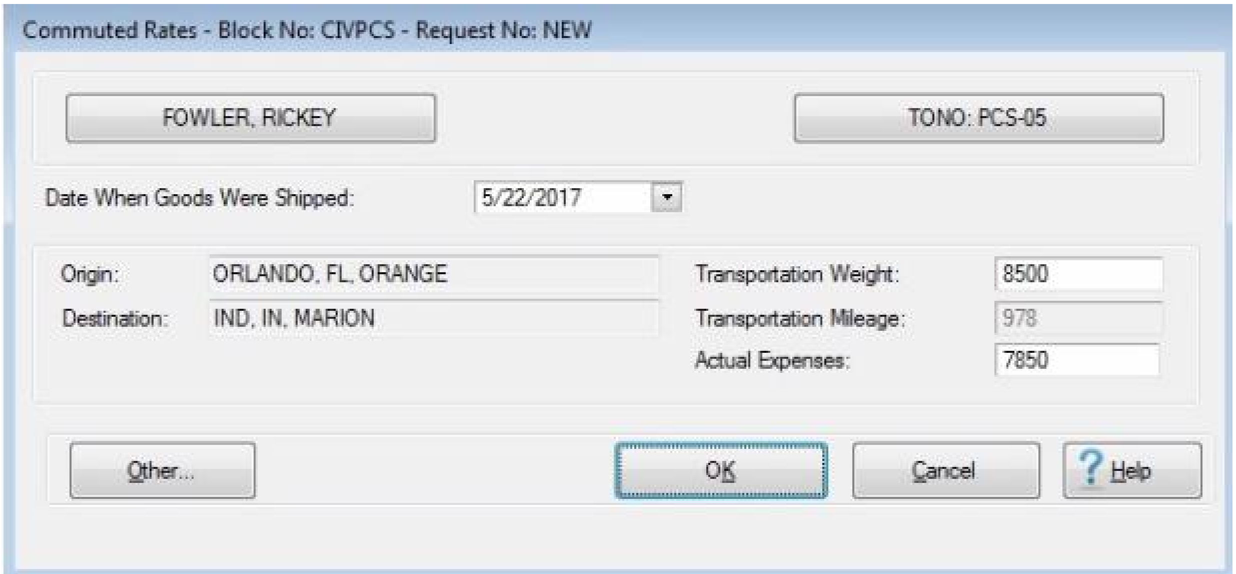
Select Expense Type

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.



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.

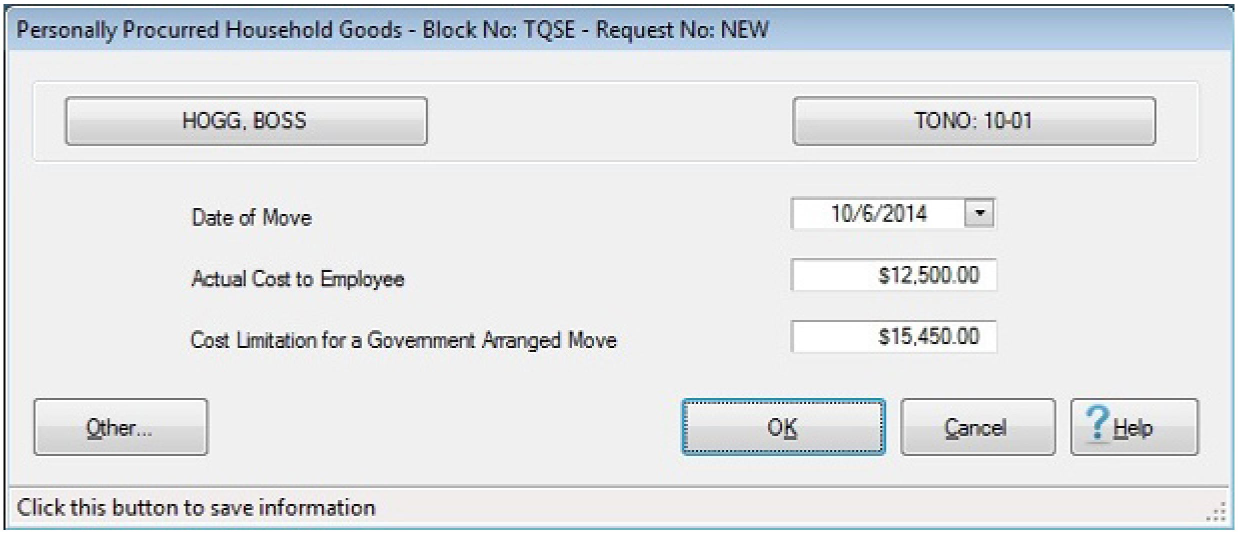
3. After you have entered the location the house hold goods were shipped from, **press** the *Tab* button or **click** in the **Destination** field. The **Location Selection** screen will appear again requiring you to enter the location the house hold goods were shipped to.
4. The **Commuted Rates Details** screen will appear next.



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.

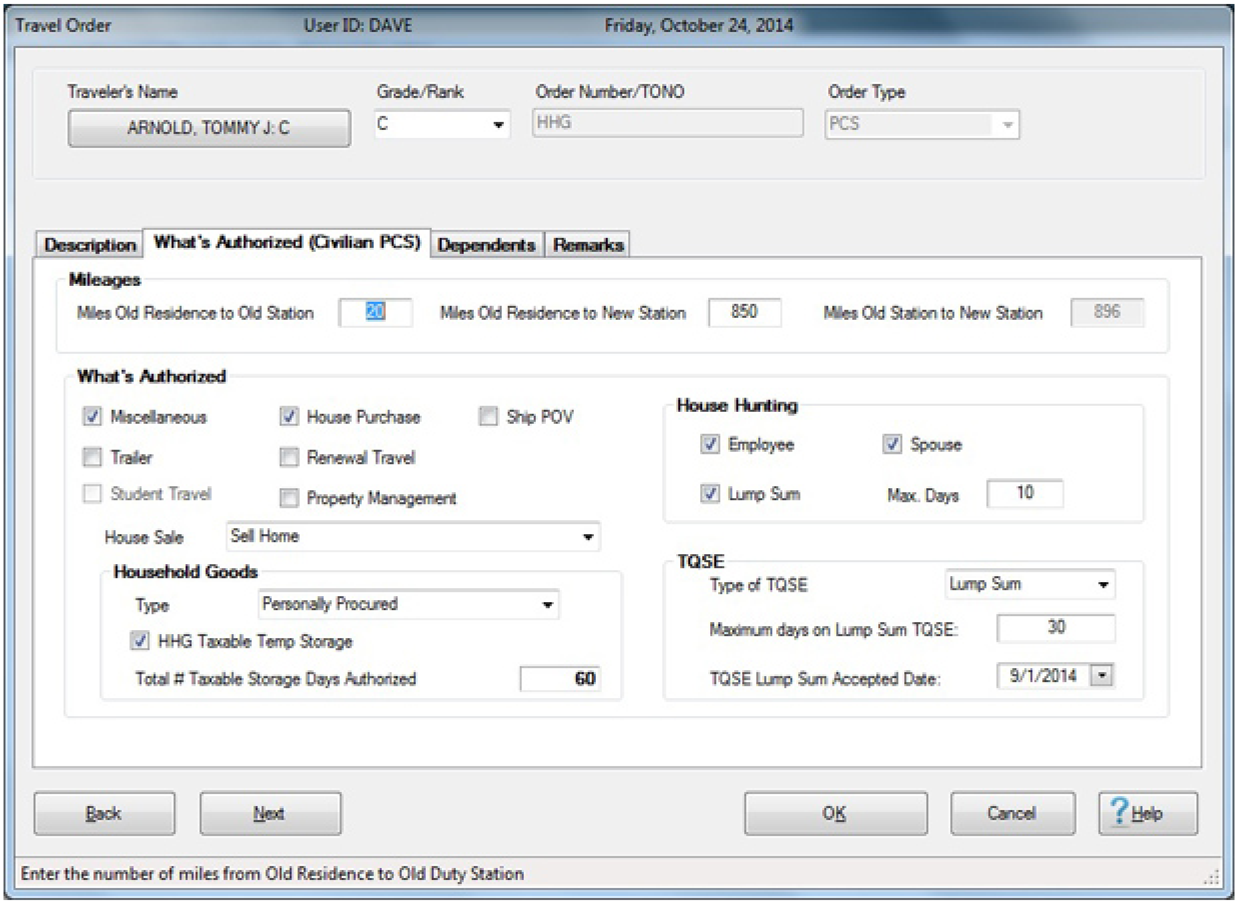
SIT (in connection with authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by an official designated by the Service/Defense Agency. If no additional storage is authorized/approved, the employee 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.

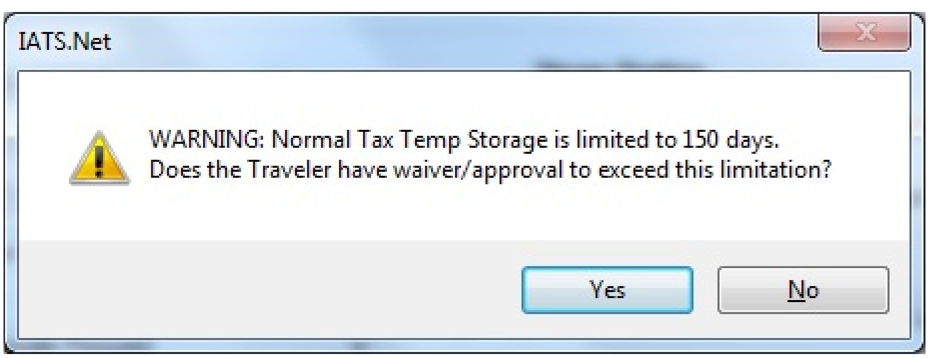
To **process** this **type** of payment, there are a **number** of input **requirements** that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement** correctly.

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.



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:

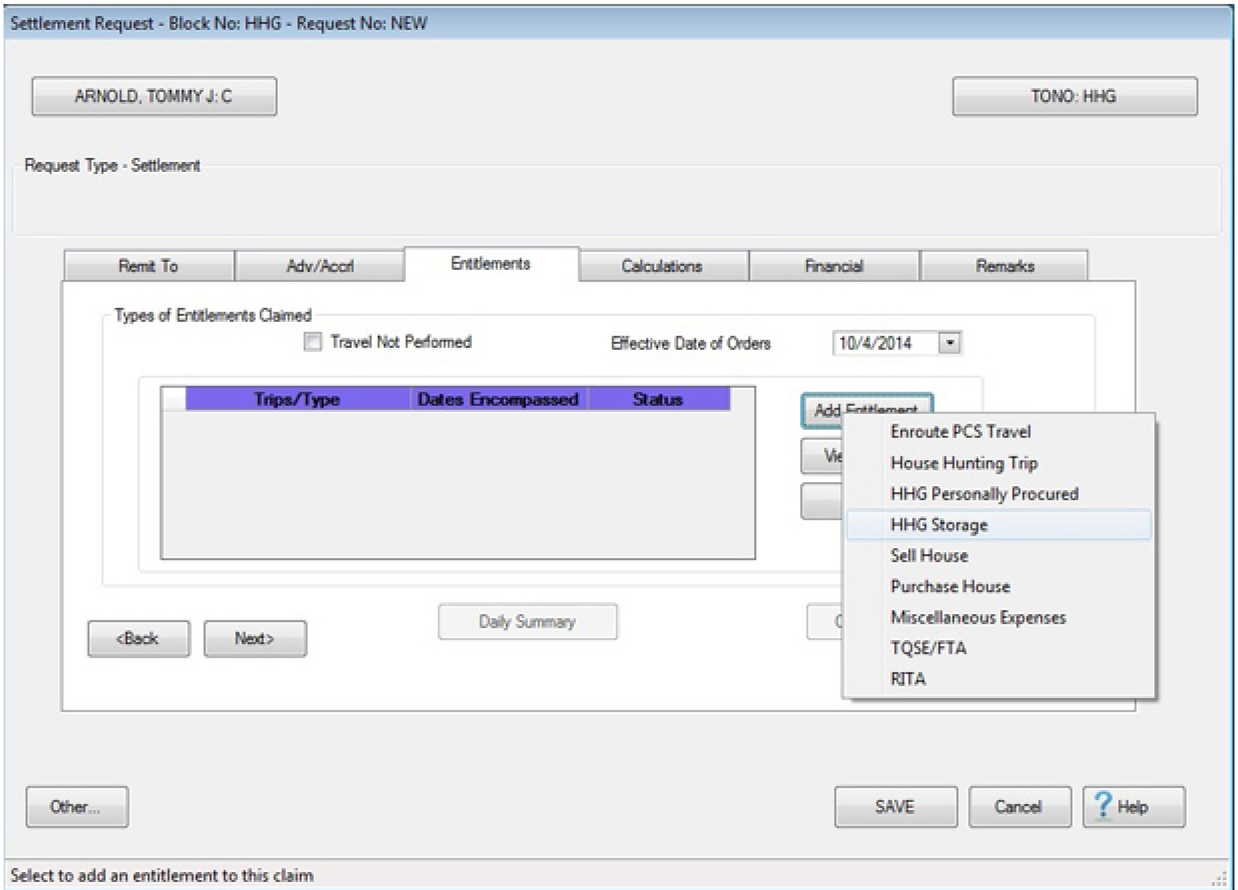


If this message appears, you must **review** the travel order attached to the claim and **determine** whether the traveler has an approved **extension** to the 180 day limit. If so, you would **click** on *Yes*. If not, you would **click** on *No* and then **enter** a **number** at the

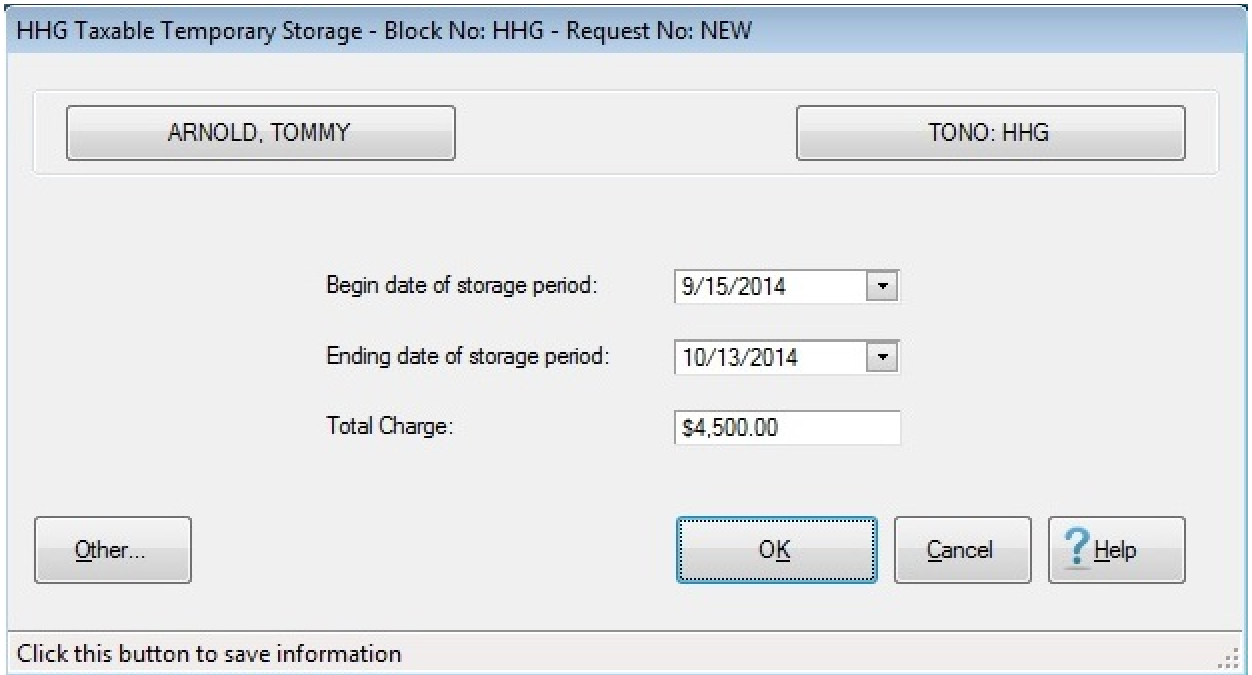
Total # Taxable Storage Days Authorized field that is <u>between</u> the range of **60** and **150** days.

<u>Select Expense Type</u>

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.



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.

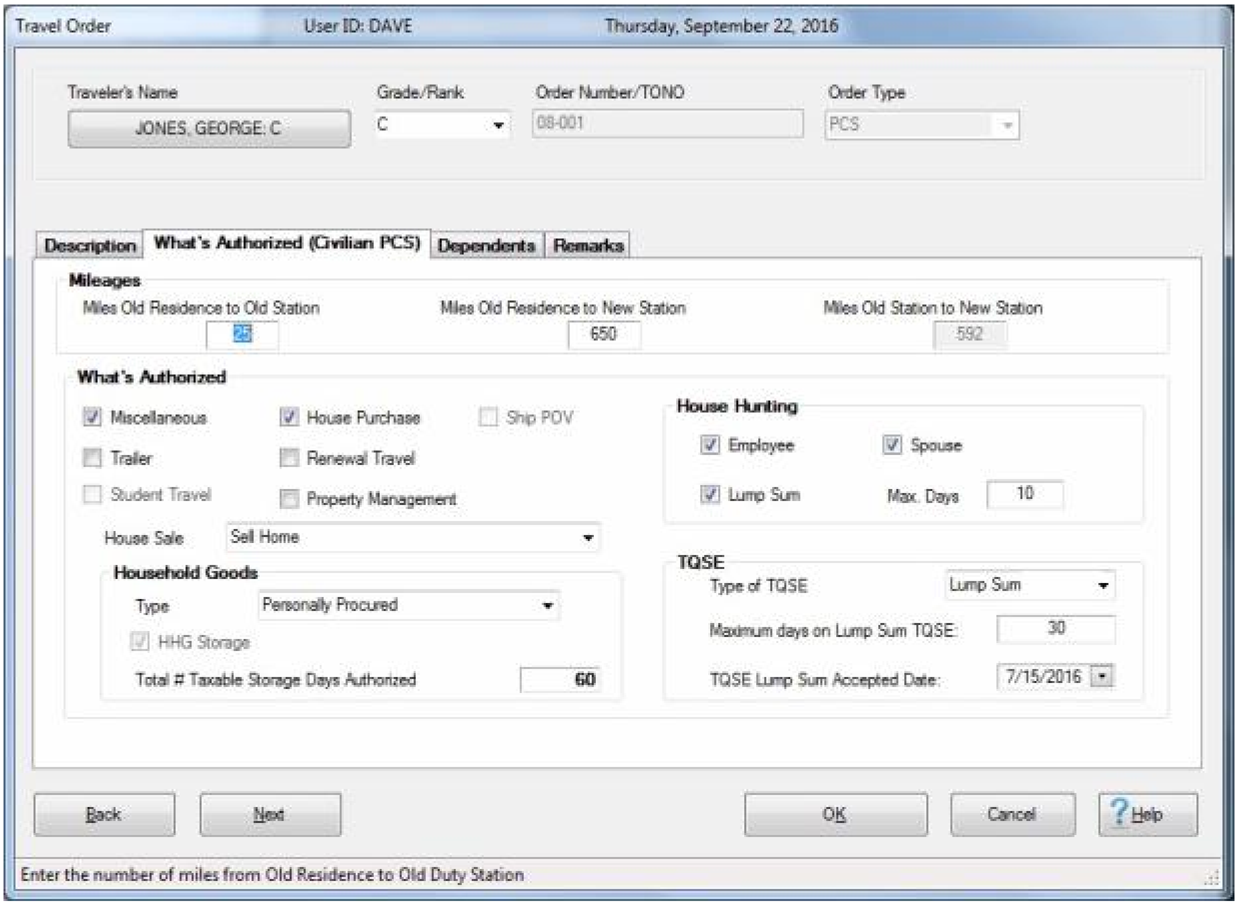
SIT (in connection with authorized HHG transportation) should not exceed **90** days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by an official designated by the Service/Defense Agency. If no additional storage is authorized/approved, the employee 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.

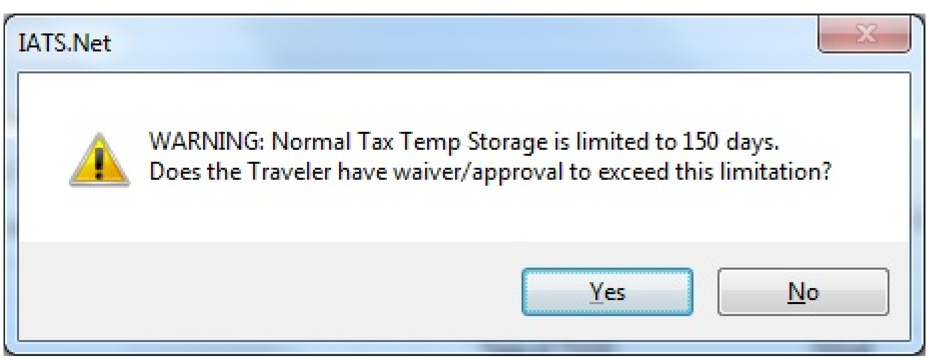
To **process** this **type** of payment, there are a **number** of input **requirements** that are **unique** and must be **understood** by the **examiner** in order to **process** the **entitlement** correctly.

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**.



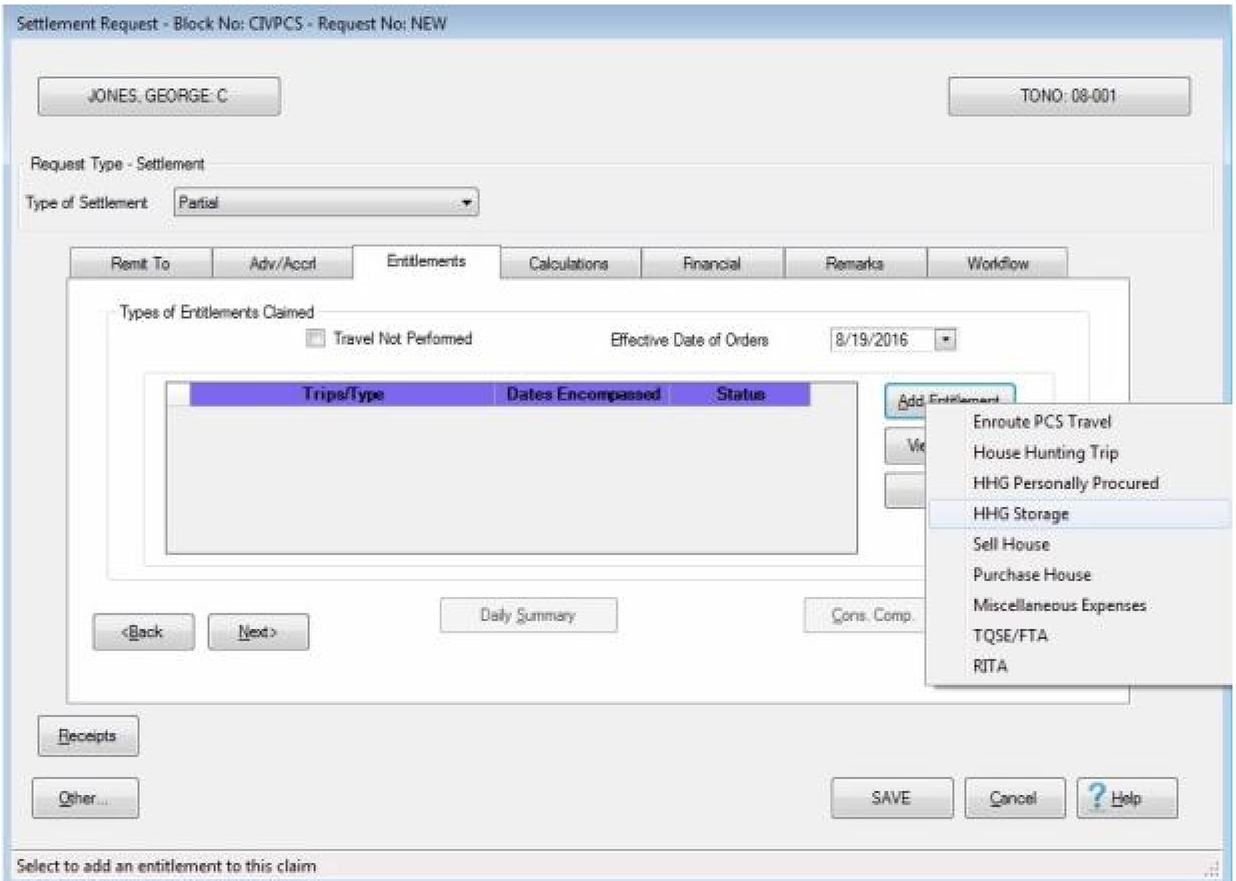
In addition, ensure that the correct **number** of authorized **days** is entered at the **Total # Taxable Storage Days Authorized** field. If a number is entered at this field that is greater than **150** days, the following *pop-up message* appears when you attempt to **save** the travel order:



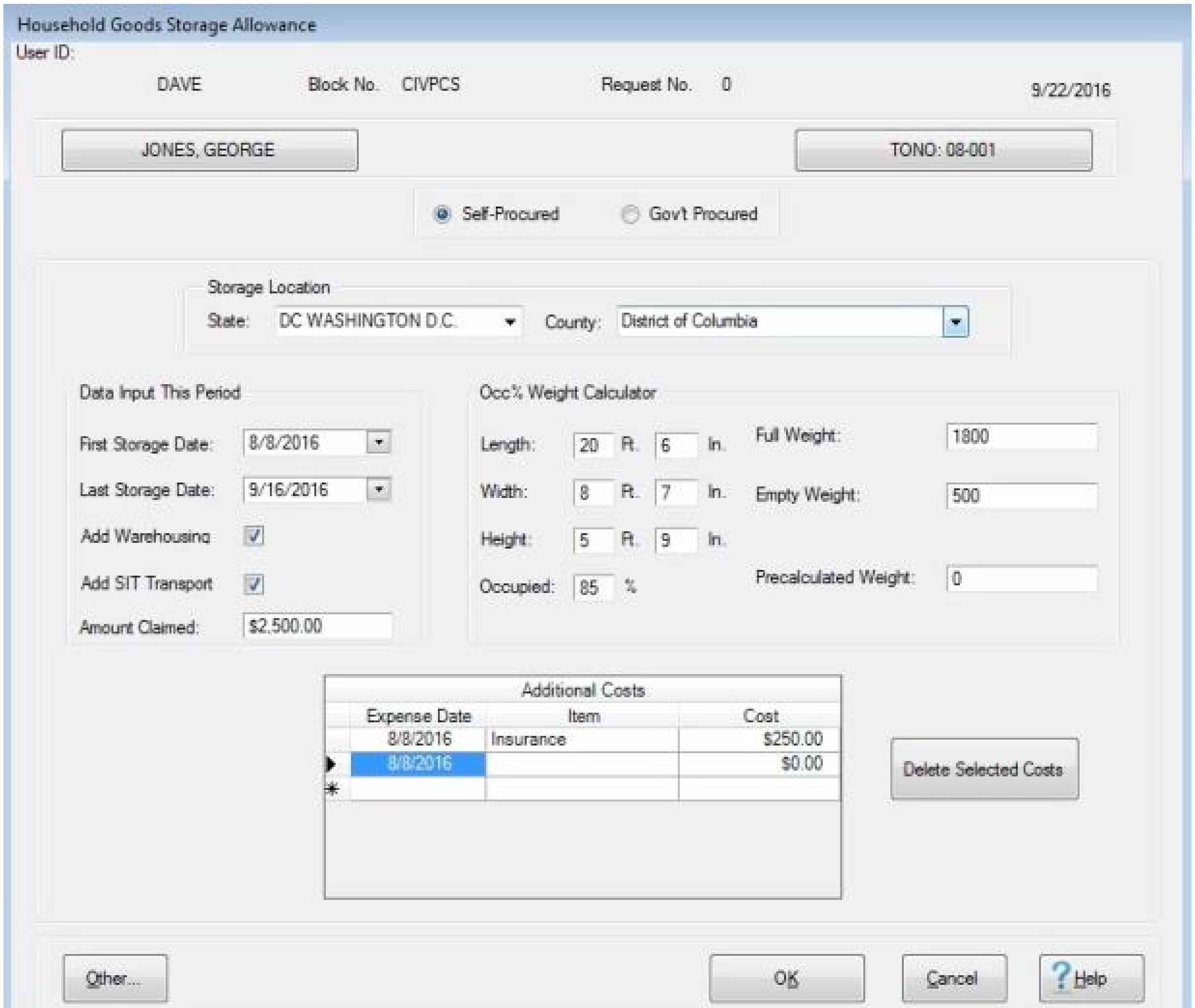
If this message appears, you must **review** the travel order attached to the claim and **determine** whether the traveler has an approved **extension** to the 180 day limit. If so, you would **click** on *Yes*. If not, you would **click** on *No* and then **enter** a **number** at the **Total # Taxable Storage Days Authorized** field that is between the range of **60** and **150** days.

Select Expense Type

At the **Settlement Request** 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.



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 <u>must</u> be used to complete this screen.

<u>Storage Location</u>

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.**

<u>Data Input This Period</u>

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 <u>if</u> warehousing was involved.

Add SIT Transport: -**Click** in the **check box** to activate this option <u>if</u> **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**.

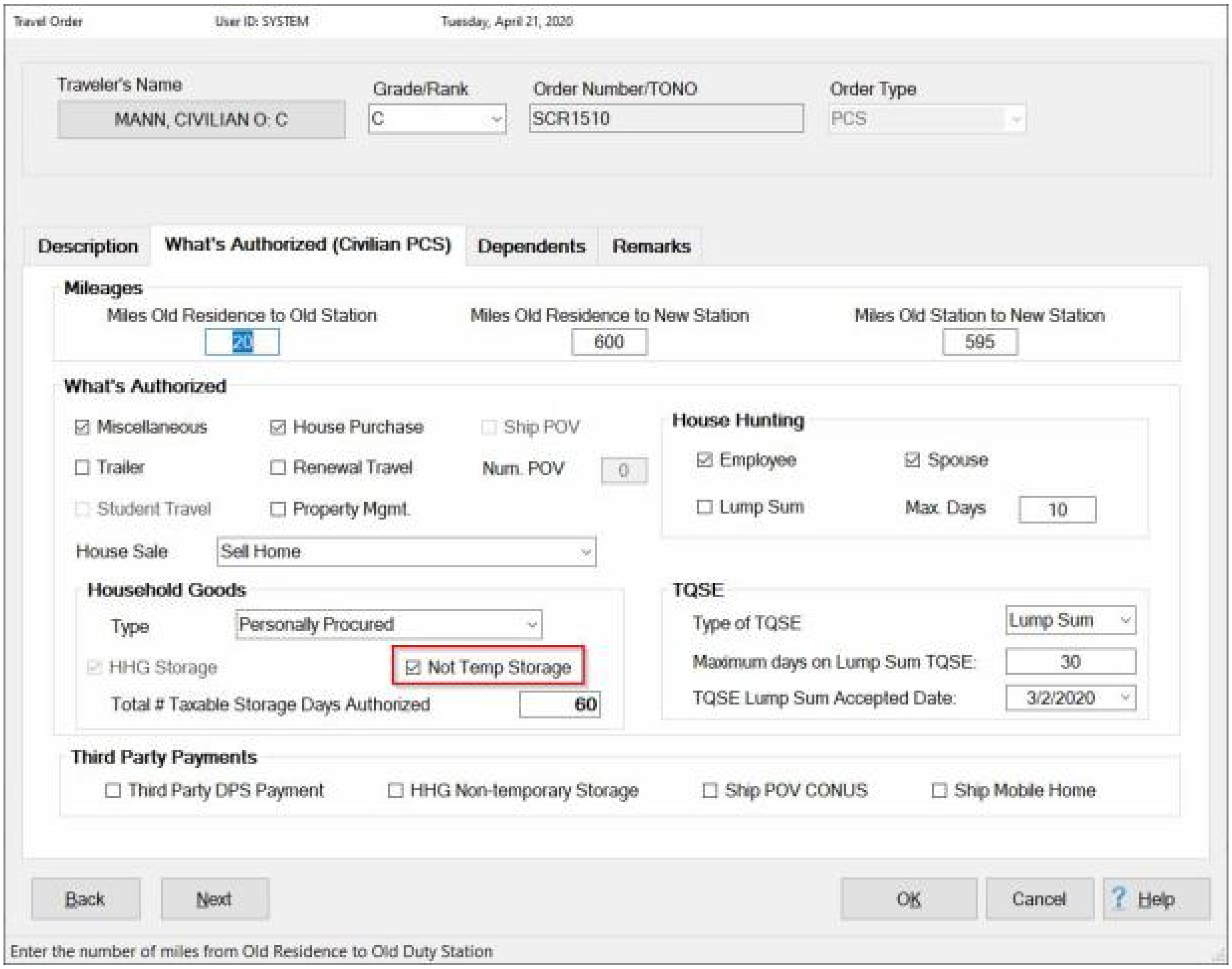
Personally Procured Non-Temporary Storage

Non-Temporary Storage (**NTS**) of Household Goods (**HHG**) may be authorized in lieu of HHG shipment when the employee is assigned to an isolated Permanent Duty Station (**PDS**) in the CONUS, a PDS OCONUS that limits HHG transportation, and a PDS OCONUS and NTS is in the Government's best interest or more cost-effective.

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.

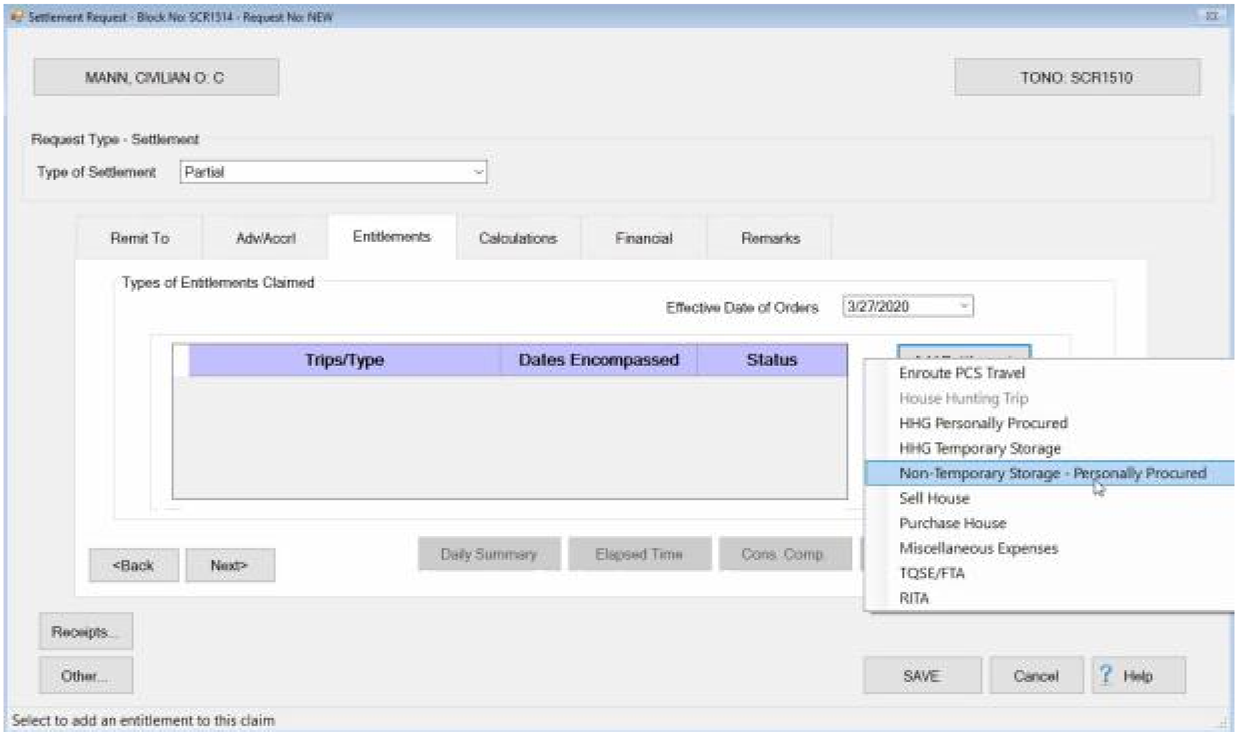
Travel Order

Ensure that the entitlement, "**Not Temp Storage**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen.

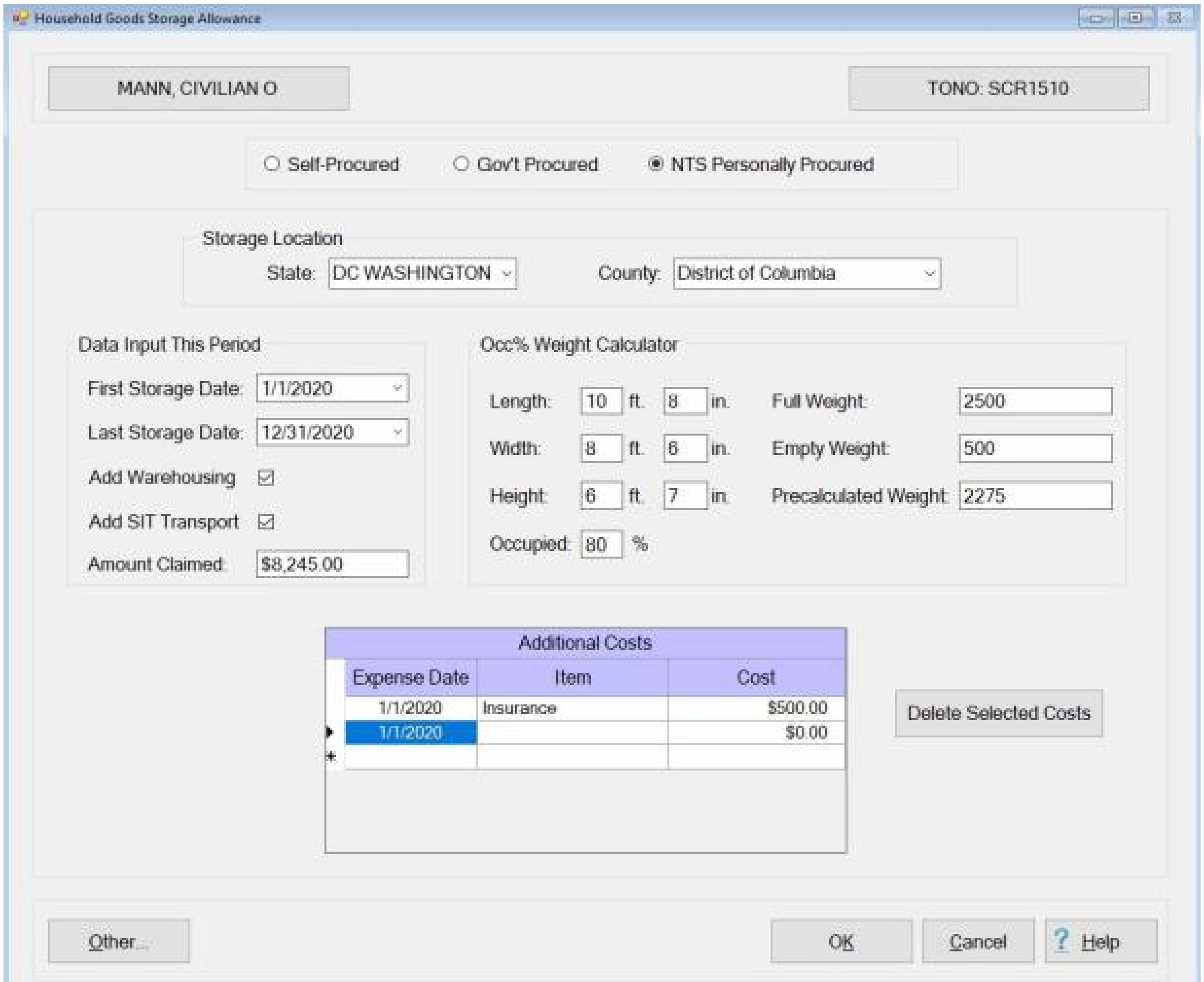


Select Expense Type

At the **Settlement Request** screen, **click** on the **Add Expense** button and then **click** on the **Non-Temporary Storage - Personally Procured** option.



This action will result in IATS will displaying the **Household Goods Storage Allowance** 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** to **save** your entries..

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.

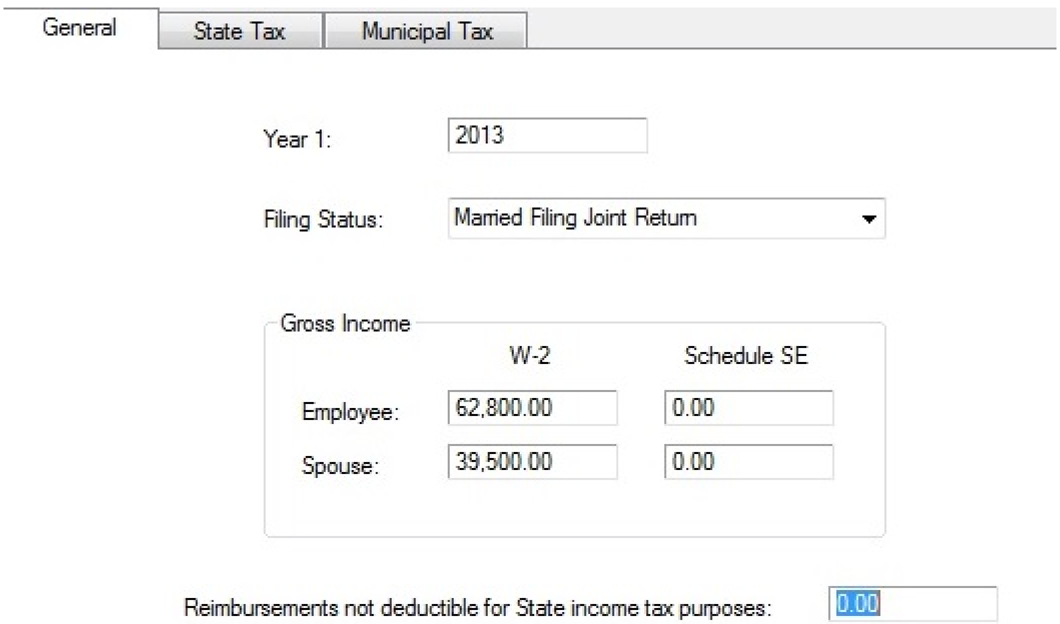
Note: In order to **process** a RITA claim in **year 2**, the IATS user must **ensure** the **reimbursements** received in year 1 are **posted** to **CIVPCS Summary Records**. In addition, the user must **ensure** the **dates of payment** and the **voucher numbers** are **posted** as well. IATS will 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:



1. **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.
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 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 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**.

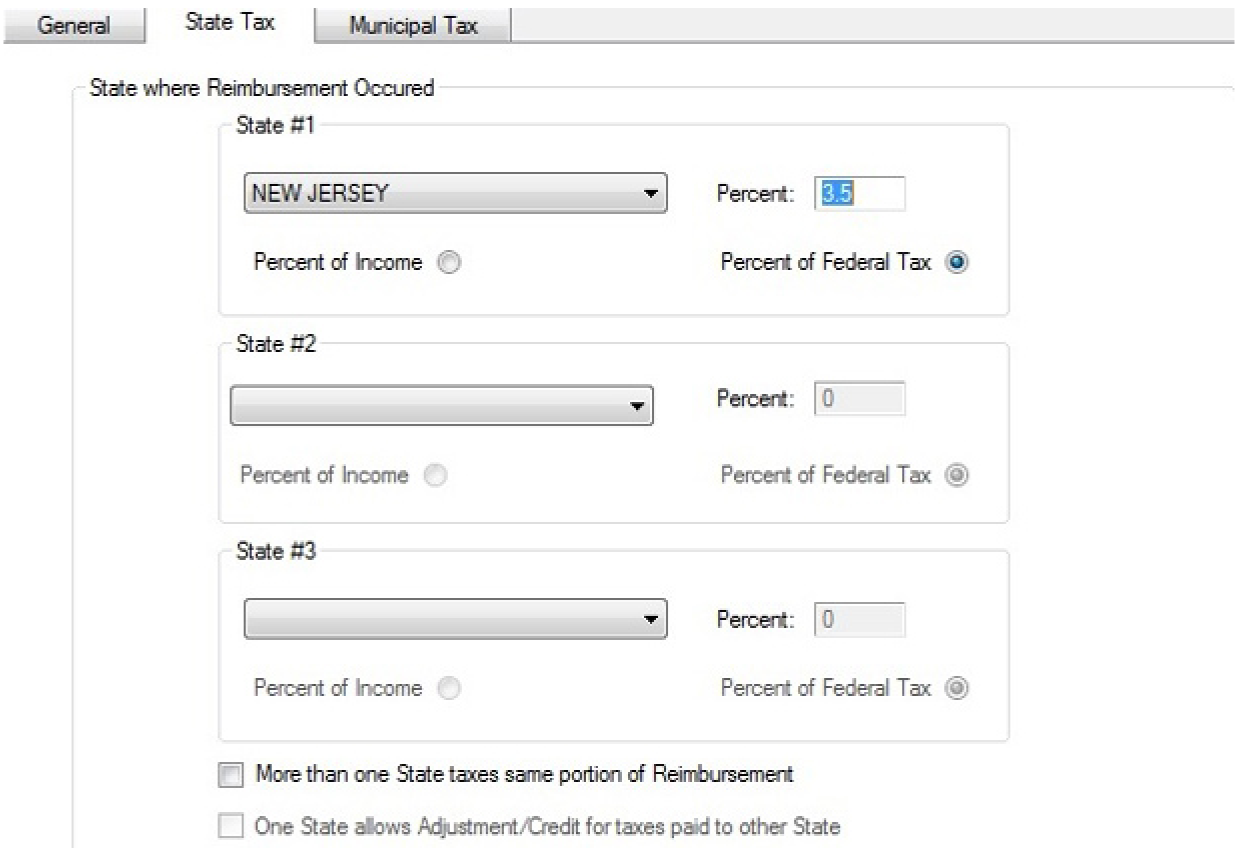
8. When **finished** entering the required information at the **RITA General** tab, **click** on the **Next** button or the **State Tax** tab to continue.

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**.

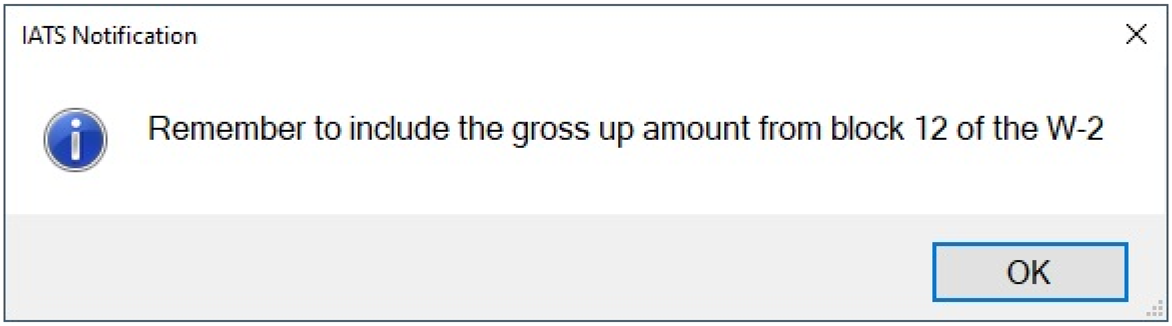
Use the following steps to "complete" the RITA State Tax - tab:



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.



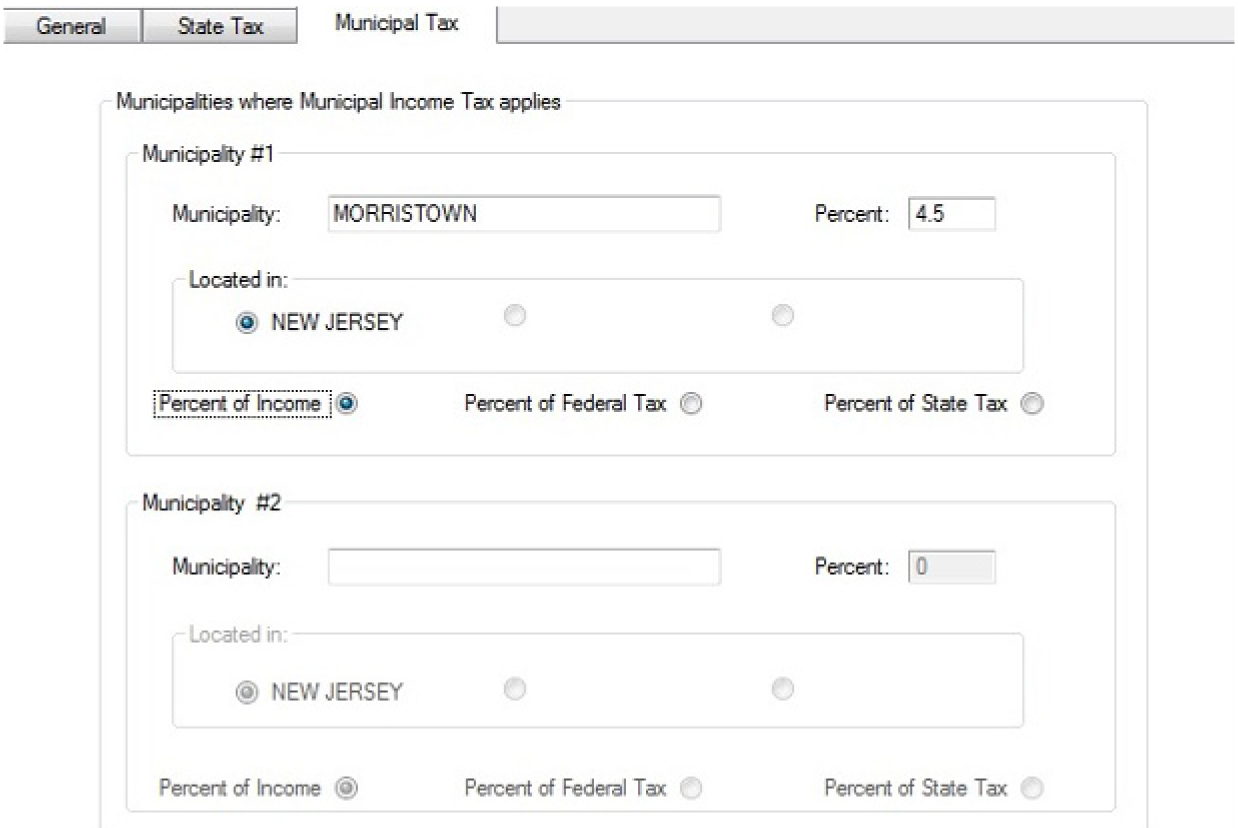
2. **Percent:** - **Click** in this field, IATS will automatically **populate** this field with the applicable **percentage** form the tax **table** in the **Maintenance** module.
3. **Percent of Income:** - A black **dot** must **appear** in this field if the tax **liability** is based on a **percentage** 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:



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 **State 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 **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.

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 <u>entitlement</u>, "**Ship POV**", is **activated** at the "**What's Authorized (Civilian PCS)**" <u>tab</u> on the IATS **Travel Order** screen. Users will <u>only</u> have **access** to the **Ship POV** field <u>if</u> either the **Origin** or **Destination** is an **OCONUS** locality.

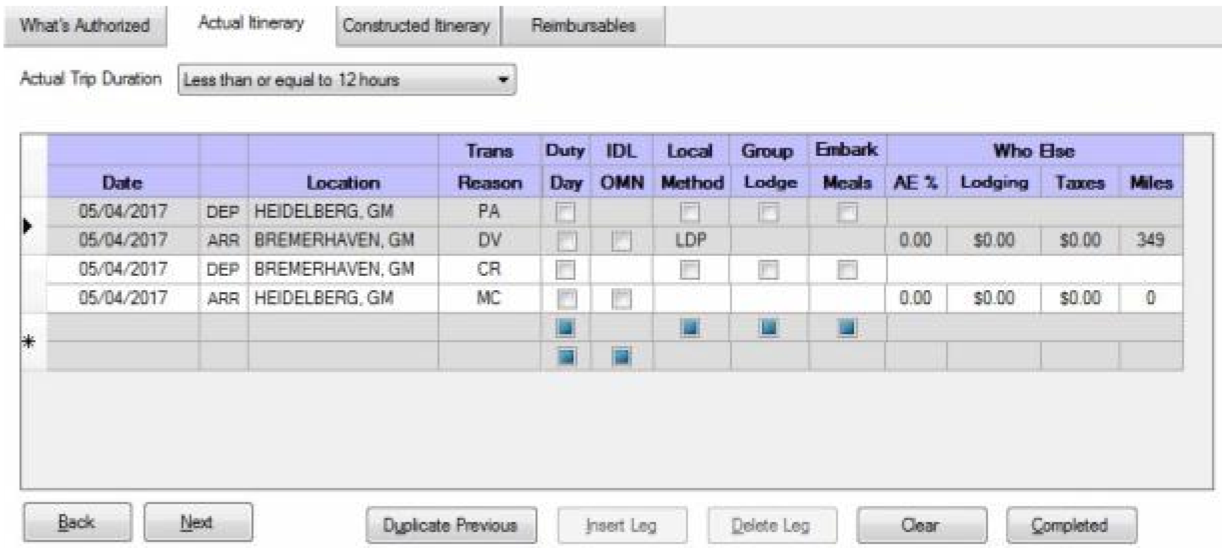
<u>Select Expense Type</u>

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.

<u>Itinerary</u>

Note: IATS only allows <u>three</u> **legs** in the itinerary for this type of settlement. Therefore, when completing the itinerary, <u>do not</u> show **legs** where the traveler made <u>additional</u> **stops**. Construct the itinerary, if necessary, to show the <u>direct</u> **route** between the <u>official</u> **points**.

The <u>following</u> **screen** demonstrates the <u>correct</u> **input** for a <u>typical</u> **CIVPCS** involving a <u>separate</u> **trip** to **drop-off** a **POV** at the <u>vehicle</u> **port** and **return** to the <u>old</u> **PDS**:



What's Authorized | Actual Itinerary | Constructed Itinerary | Reimbursables

Actual Trip Duration: Less than or equal to 12 hours

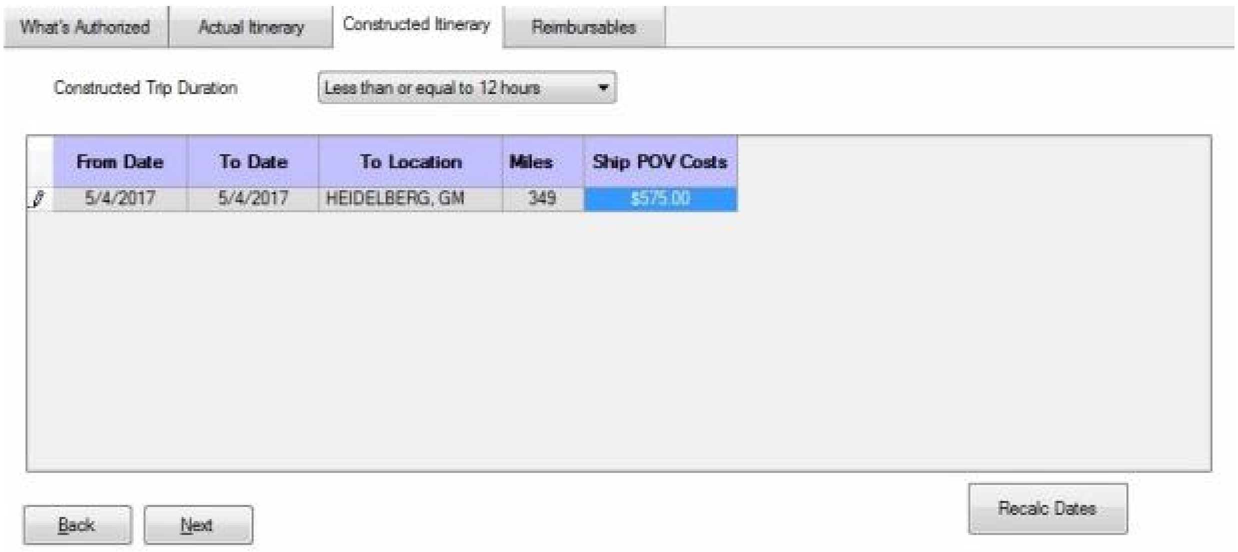
Date		Location	Trans Reason	Duty Day	IDL OMN	Local Method	Group Lodge	Embark Meals	Who Else AE %	Lodging	Taxes	Miles
05/04/2017	DEP	HEIDELBERG, GM	PA									
05/04/2017	ARR	BREMERHAVEN, GM	DV			LDP			0.00	$0.00	$0.00	349
05/04/2017	DEP	BREMERHAVEN, GM	CR									
05/04/2017	ARR	HEIDELBERG, GM	MC						0.00	$0.00	$0.00	0

Back | Next | Duplicate Previous | Insert Leg | Delete Leg | Clear | Completed

When completing the **itinerary**, <u>ensure</u> 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 <u>vehicle</u> **port** is **located**.

<u>Constructed Itinerary</u>

The **reimbursement** to the traveler for the **mileage**, **transportation**, and <u>other</u> associated **expenses** is **limited** to the <u>cost to the government</u> for **shipping** the **POV** <u>to/from</u> the <u>vehicle</u> **port**. Therefore, users <u>must</u> **enter** the <u>cost to the government</u>, determined by the local transportation office, at the **Constructed Itinerary** screen. <u>See the example below</u>:



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

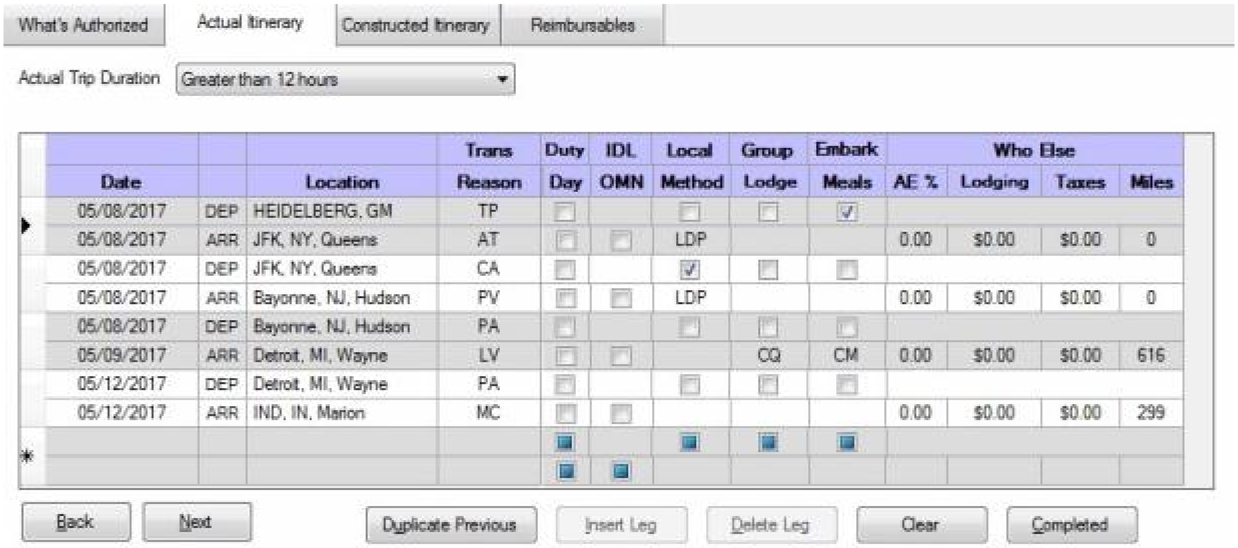
Ensure that the entitlement, "**Ship POV**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen. Users will only have **access** to the **Ship POV** field if either the **Origin** or **Destination** is an **OCONUS** locality.

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:


What's Authorized | Actual Itinerary | Constructed Itinerary | Reimbursables

Actual Trip Duration: Greater than 12 hours

		Trans	Duty	IDL	Local	Group	Embark	Who Else			
Date		Location	Reason	Day	OMN	Method	Lodge	Meals	AE %	Lodging	Taxes	Miles
05/08/2017	DEP	HEIDELBERG, GM	TP					✓				
05/08/2017	ARR	JFK, NY, Queens	AT			LDP			0.00	$0.00	$0.00	0
05/08/2017	DEP	JFK, NY, Queens	CA			✓						
05/08/2017	ARR	Bayonne, NJ, Hudson	PV			LDP			0.00	$0.00	$0.00	0
05/08/2017	DEP	Bayonne, NJ, Hudson	PA									
05/09/2017	ARR	Detroit, MI, Wayne	LV				CQ	CM	0.00	$0.00	$0.00	616
05/12/2017	DEP	Detroit, MI, Wayne	PA									
05/12/2017	ARR	IND, IN, Marion	MC						0.00	$0.00	$0.00	299

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 Shipment - Personally Procured

CONUS to CONUS POV Shipments:

- The **distance** that the POV is to be shipped must be **600 miles** or more.
- When POV shipment is authorized at Government expense and the employee **personally arranges** the POV transportation, **reimbursement** is **limited** to the employee's **actual expenses**, limited to the POV transportation cost from the authorized origin to the authorized destination.

OCONUS POV Shipments:

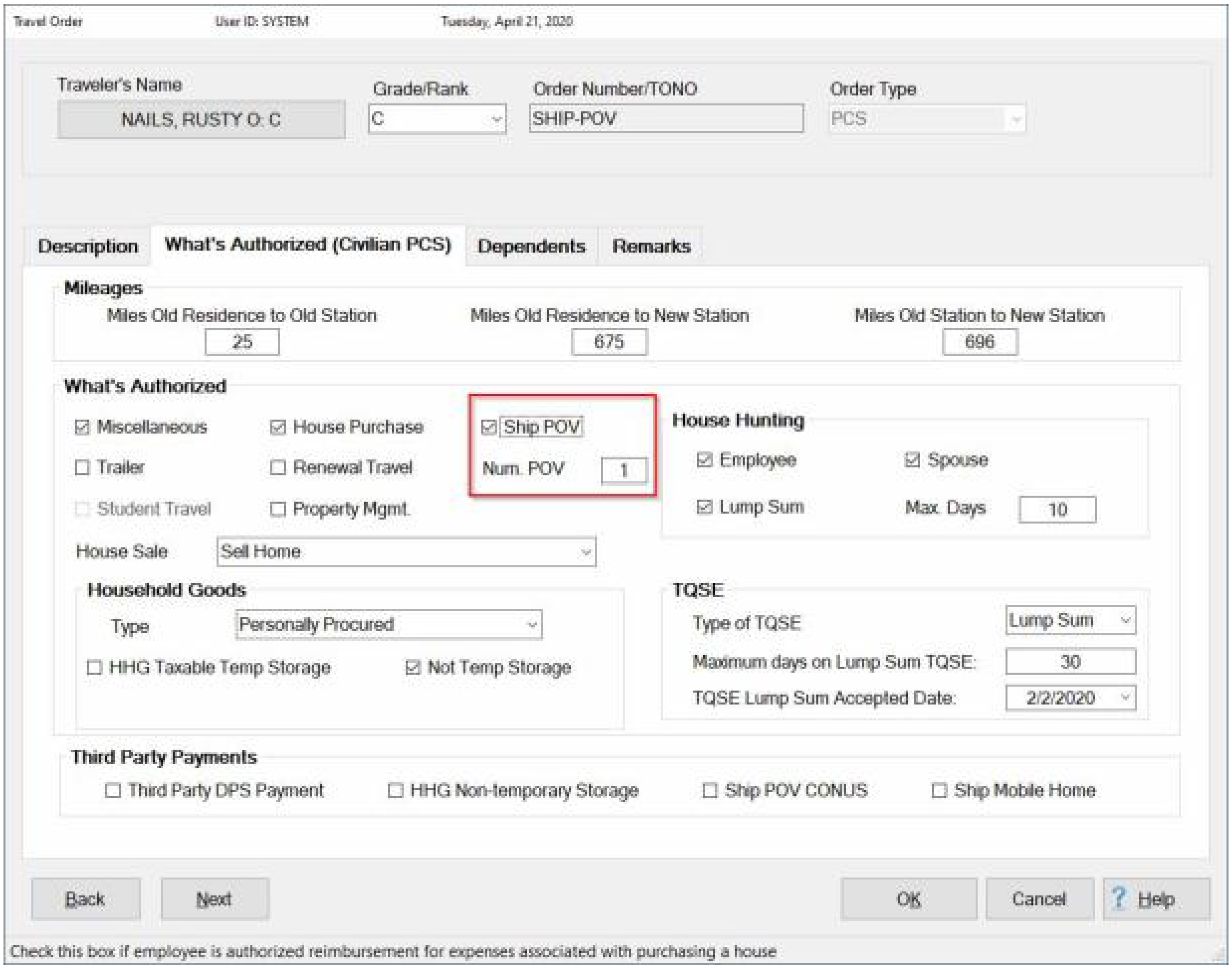
- If an employee is authorized POV transportation at Government expense and then **personally arranges** the transportation, **reimbursement** is for the employee's **actual expenses**, limited to the POV transportation cost from the port or Vehicle Processing Center (**VPC**) serving the authorized origin point to the port or VPC serving the authorized destination.

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

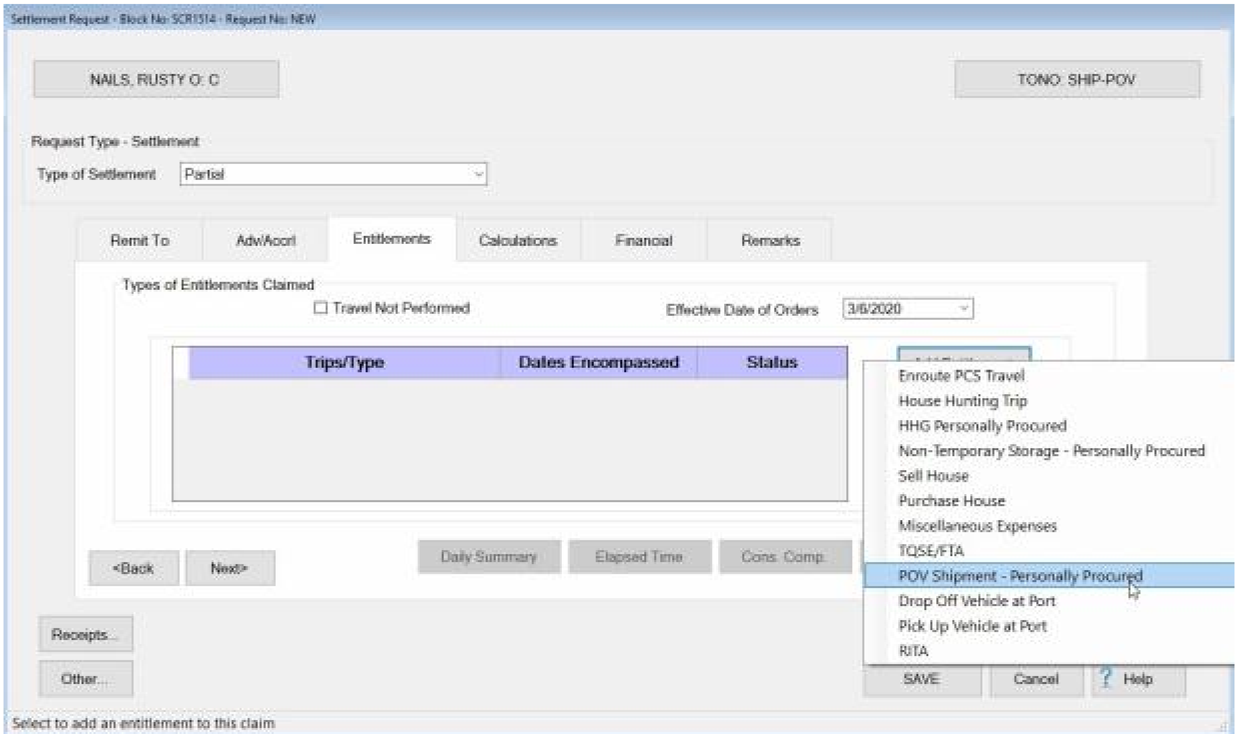
Ensure that the entitlement, "**Ship POV**", is **activated** at the "**What's Authorized (Civilian PCS)**" tab on the IATS **Travel Order** screen.

In addition, **enter** the **number** of authorized **POVs** at the **Num. POV** field.



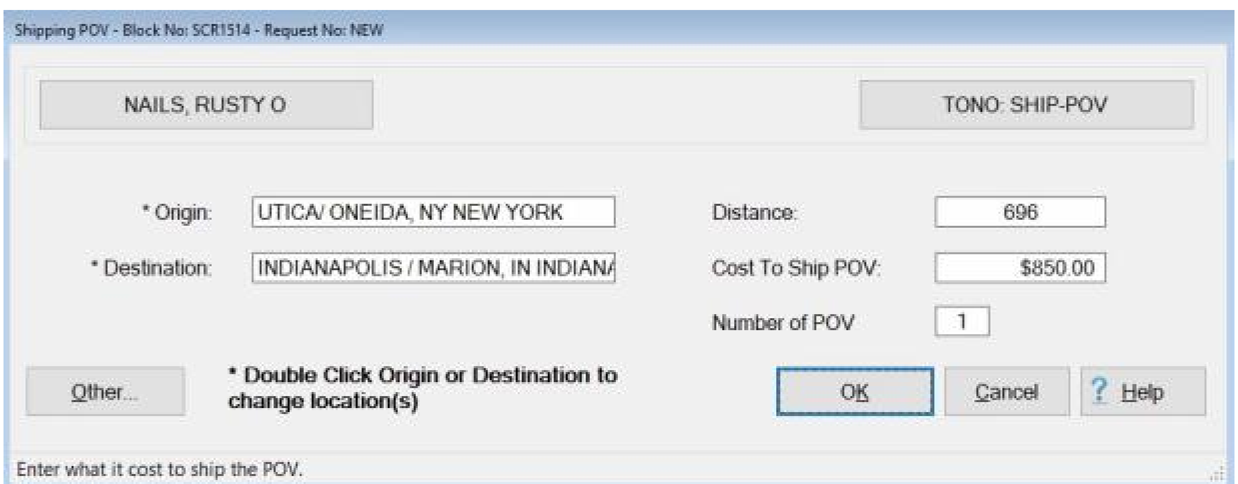
<u>**Select Expense Type**</u>

At the **Settlement Request** screen, **click** on the **Add Entitlement** button and then **click** on the **POV Shipment - Personally Procured** option.



This action will result in IATS will displaying the **Shipping POV** screen.

Complete the following steps to "complete" the Shipping POV screen:



1. **Origin: -** The **location** at the **Origin** field will **default** from the information entered at the **Travel Order** screen. If the POV shipment is **to** or **from** an **OCONUS** location, however, you should double click in this field and use the **Location Selection** screen to **change** the location to the **port** or **VPC** as applicable.
2. **Destination: -** The **location** at the **Destination** field will **default** from the information entered at the **Travel Order** screen. If the POV shipment is **to** or **from** an **OCONUS** location, however, you should double click in this field and use the **Location Selection** screen to **change** the location to the **port** or **VPC** as applicable.

3. **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*.

Note: If the POV shipment is **to** or **from** an **OCONUS** location the **number** at the **Distance** field will default to **zero** and you must **enter** the correct **mileage** between the **PDS** and the **VPC**.

4. **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.
5. **Number of POV:** - The **number** at the **Number of POV** field will **default** from the number entered on the **Travel Order** screen. If this number is incorrect, **click** in this field and **enter** the correct **number**.
6. 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.
7. When you return to the **Settlement Request** screen **Finish** processing the request for settlement as usual.

FICA Refund

Processing a FICA Refund

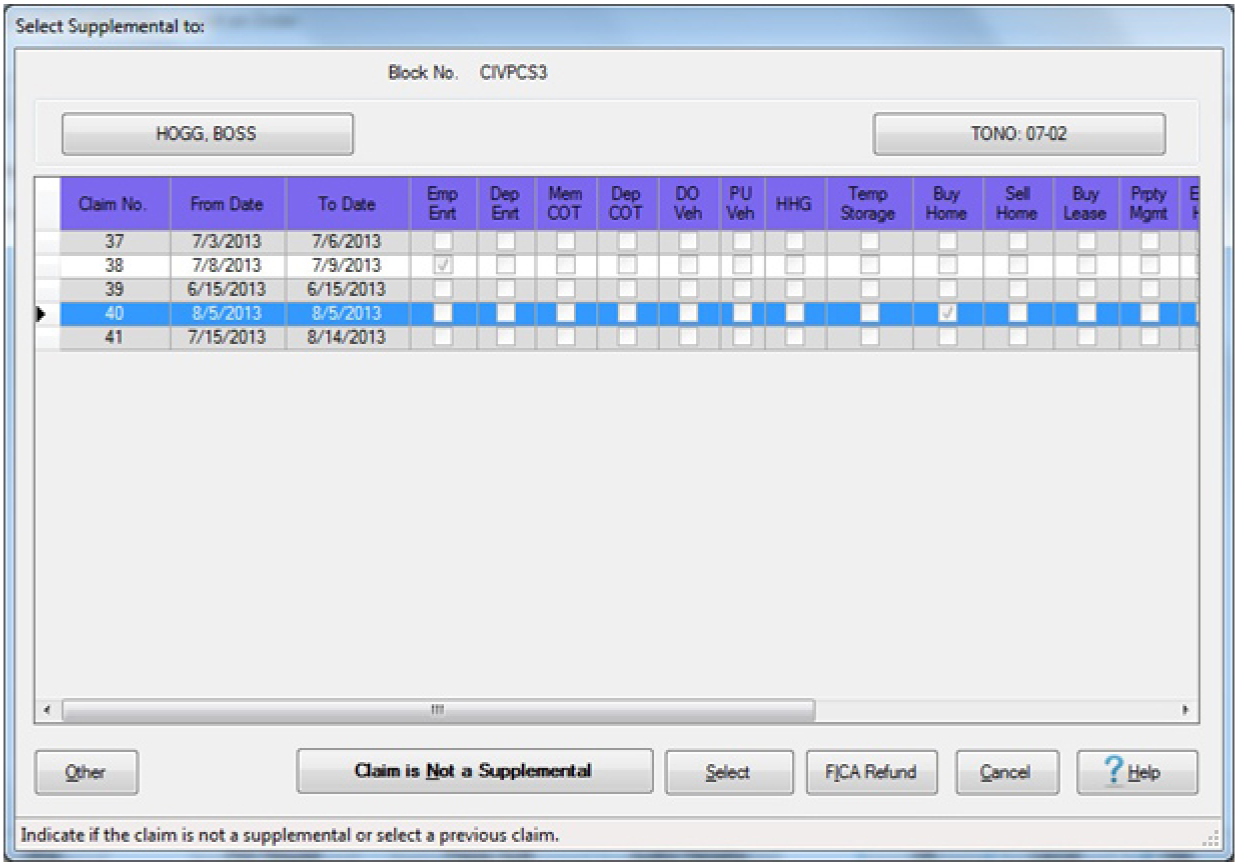
Periodically users over collect **FICA** on **CIVPCS** claims. The over collection is caused because the traveler is **CSRS** Retirement Code and should not have FICA collected, or their wages have hit the **ceiling** for collecting FICA and the users did not know it. DFAS will refund the FICA to the 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.

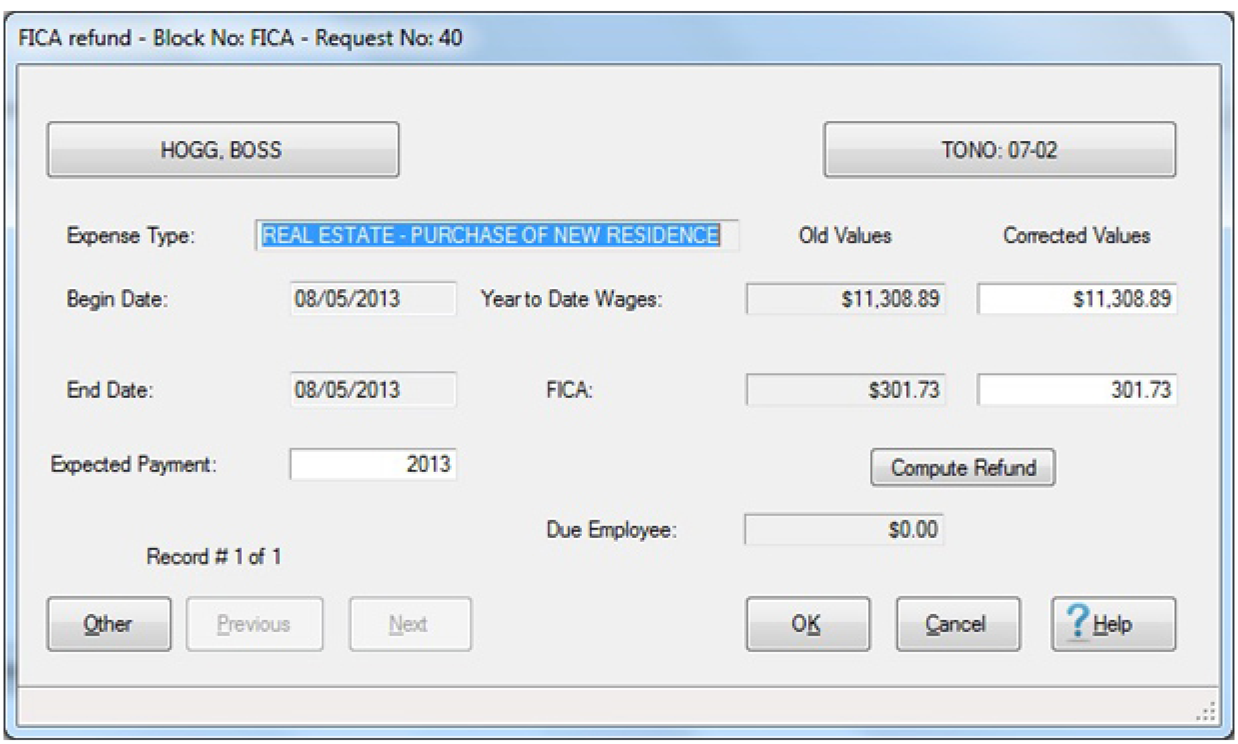
Note: In order to process a FICA refund, the IATS user must have the privilege "**Enter the Utility Module**" assigned to his/her user account.

Complete the following steps to "process" a FICA Refund:

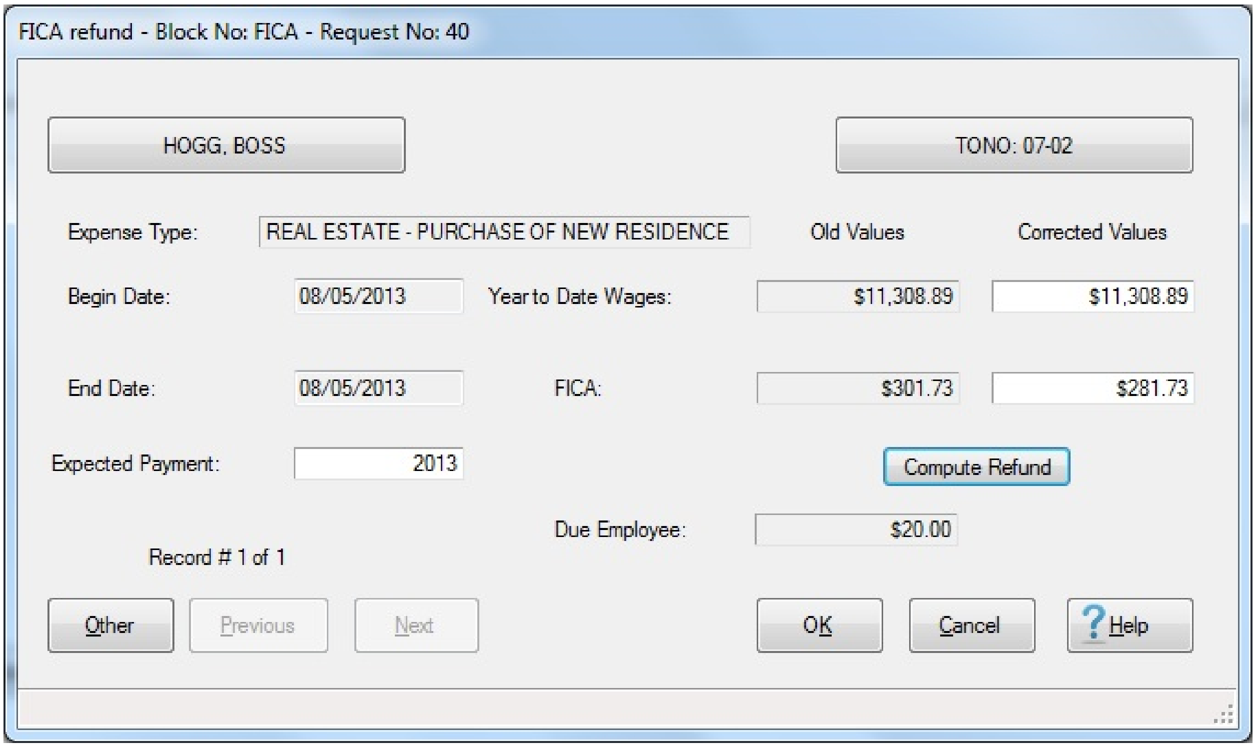
1. Select or create a block for processing.
2. At the **Request Selection** screen, **select** the desired settlement request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button and the **Travel Order Selection** screen appears.
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.



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.



8. **Expected Payment:** - The <u>default</u> **value** at the Expected Payment field is the <u>current</u> 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.



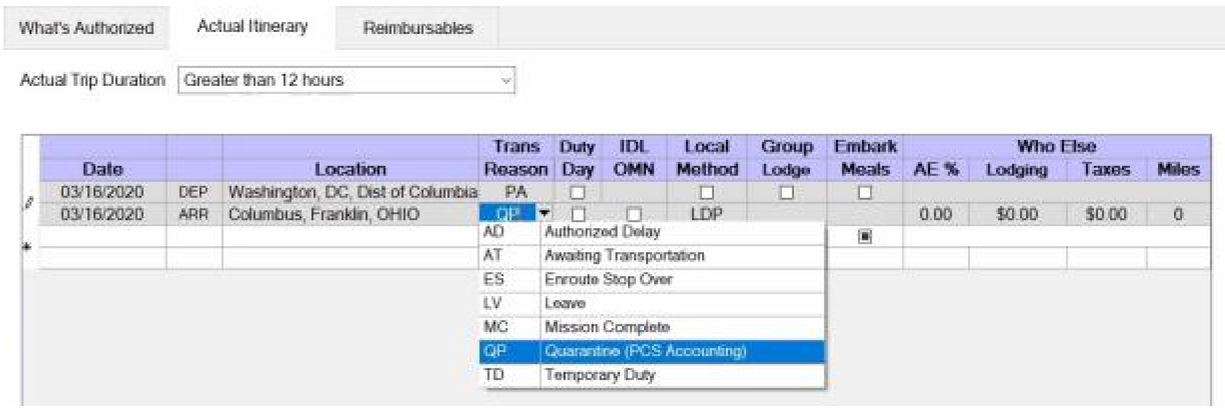
12. **Click** on **OK** to save your entries and finish processing the claim by adding the **accounting** line(s), **remarks**, and entering the required dates on the **Workflow** tab if applicable.

Quarantine Stops

CIVPCS Travel Involving a Stop for Quarantine

The **DoD stop movement** in response to the coronavirus disease (**COVID-19**) outbreak now creates the need for a <u>new</u> **reason for stop** within the IATS itinerary. The stop movement has caused permanent change of station move interruptions for military members, civilian employees, and their dependents for quarantine, isolation, or awaiting transportation. Some travelers were caught in the stop movement after signing out of their last PDS but before actually proceeding with travel, some had to quarantine themselves upon arriving at but before signing into the new PDS, and others were detained in alternate locations.

Note: To address this situation, a <u>new</u> **Reason for Stop** code has been added to IATS for **CIVPCS** travel. **QP - PCS Accounting**. The **QP** code treats the stop as an authorized stop to pay per diem while there.



When completing the itinerary, **ensure** that you **select** either **QP - Quarantine (PCS Accounting)** for the **Reason for Stop** if the traveler is in a **Stop Movement** situation due to the **COVID-19** outbreak.

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

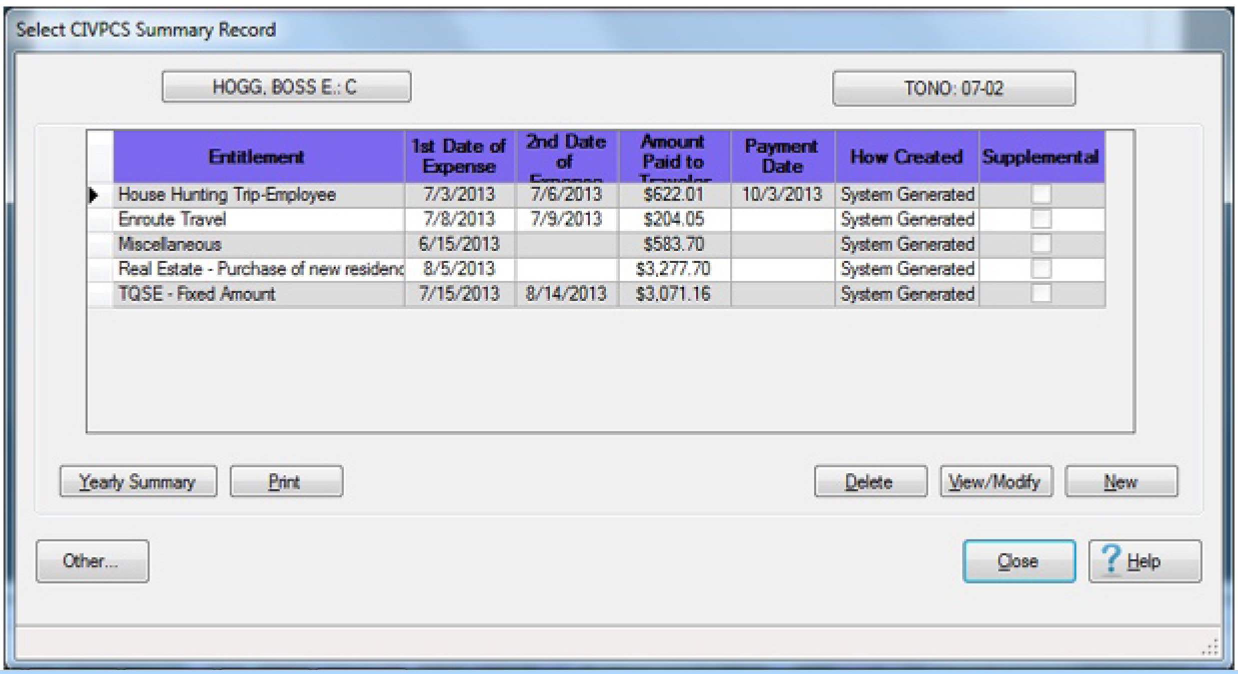
Periodically, an IATS user may want to **view** the summary records for a particular employee. Users may need to **answer** employee's **questions** regarding the computation of an entitlement or the user may want to **verify** the **posting** of payment **information**.

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.

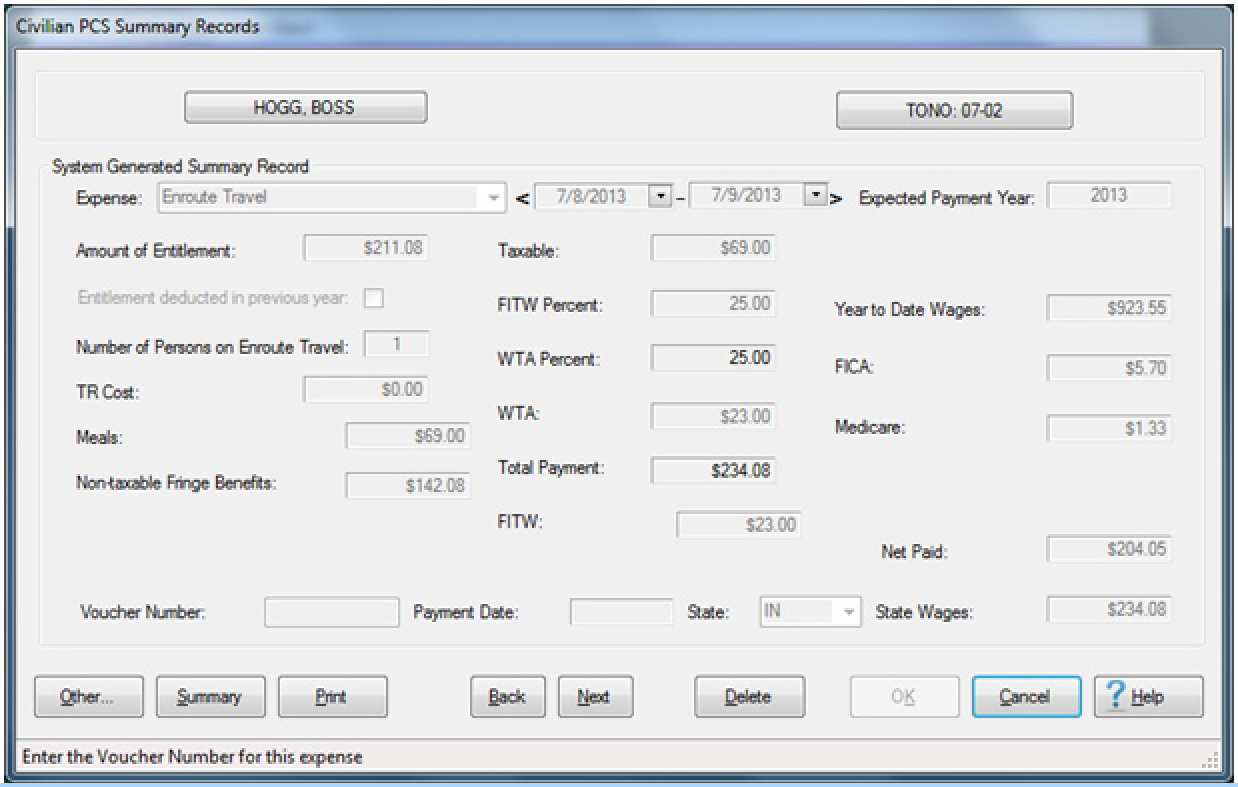
Complete the following steps to "view" a CIVPCS Summary Record:

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.



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.

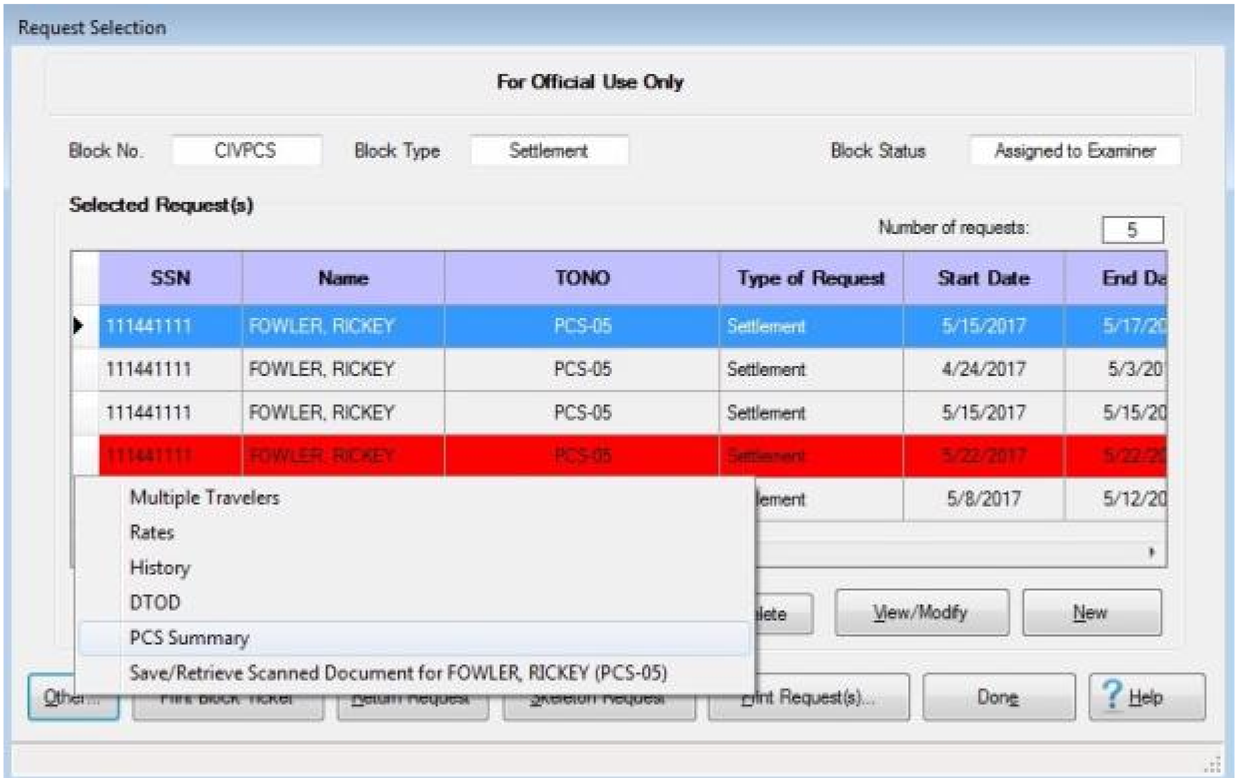


Note: The **Civilian PCS Summary Record** screen **displays** the detailed **information** about the processed **transaction**. At this screen, users may **generate** a **print-out** of the displayed summary record by **clicking** on the **Print** button. Users may also **display** the **Yearly Summary** 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.

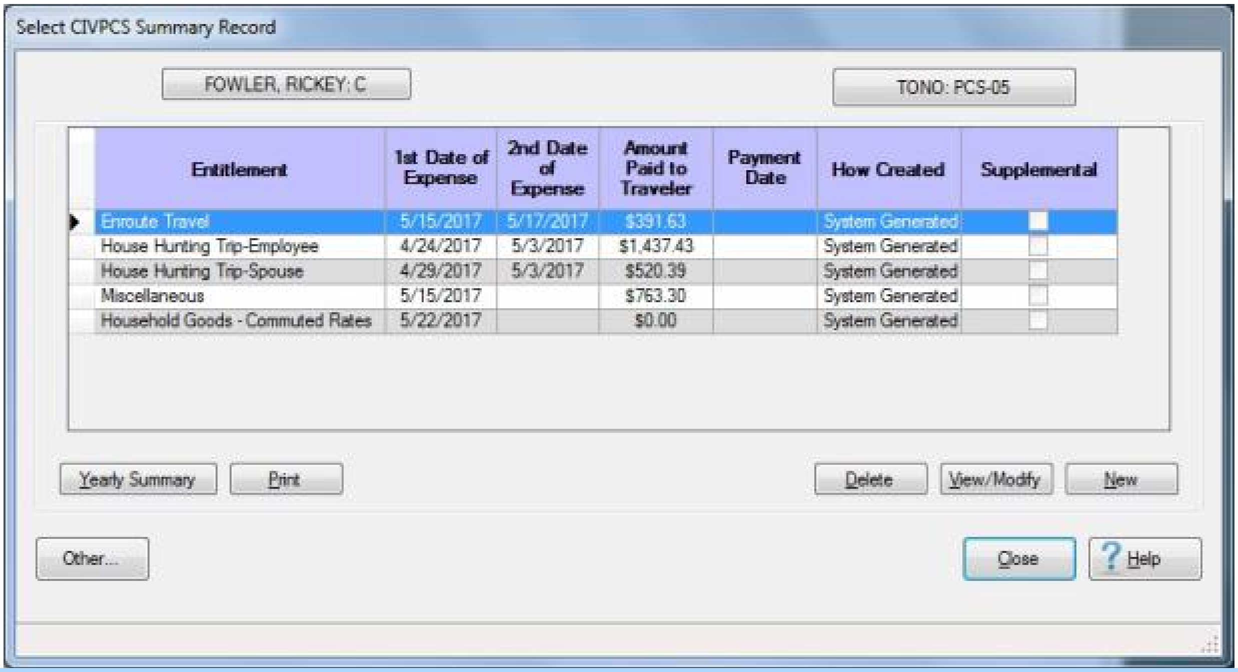
Modifying CIVPCS Summary Records

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**.

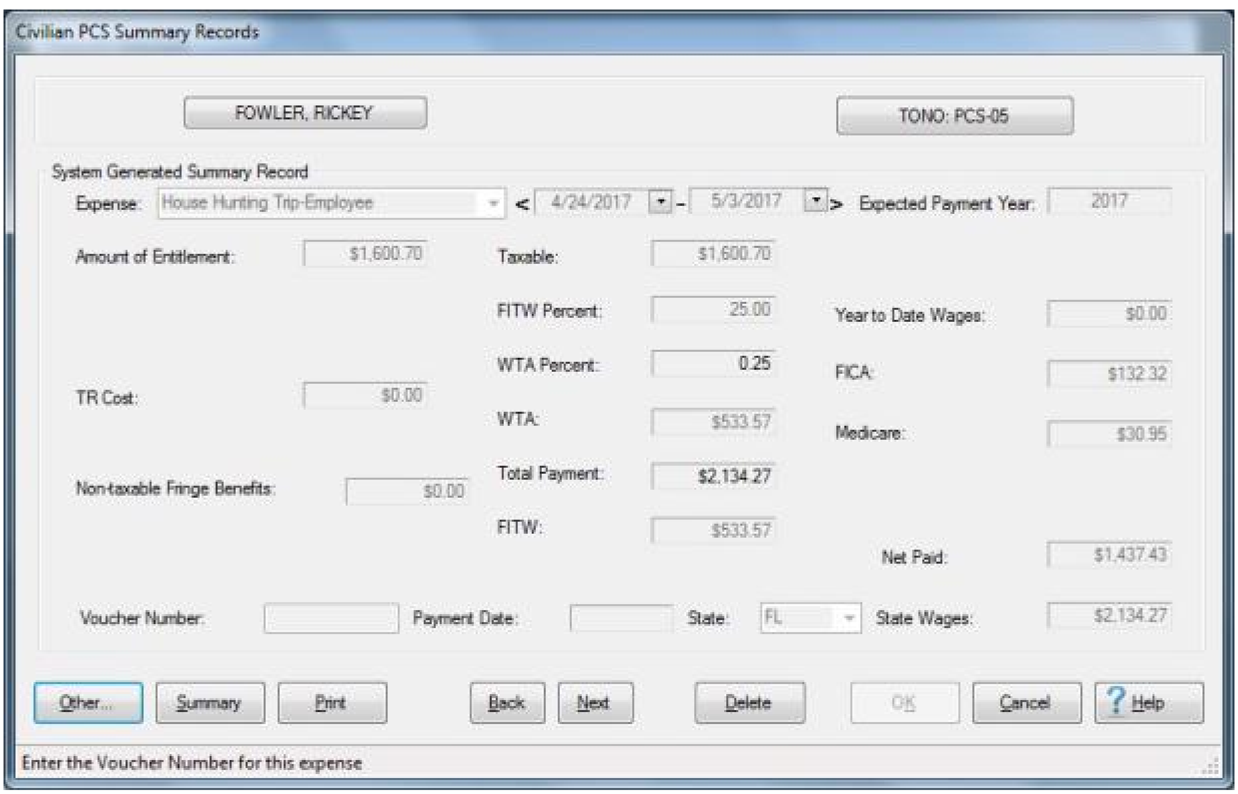
Complete the following steps to "modify" a CIVPCS Summary Record:

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.



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.

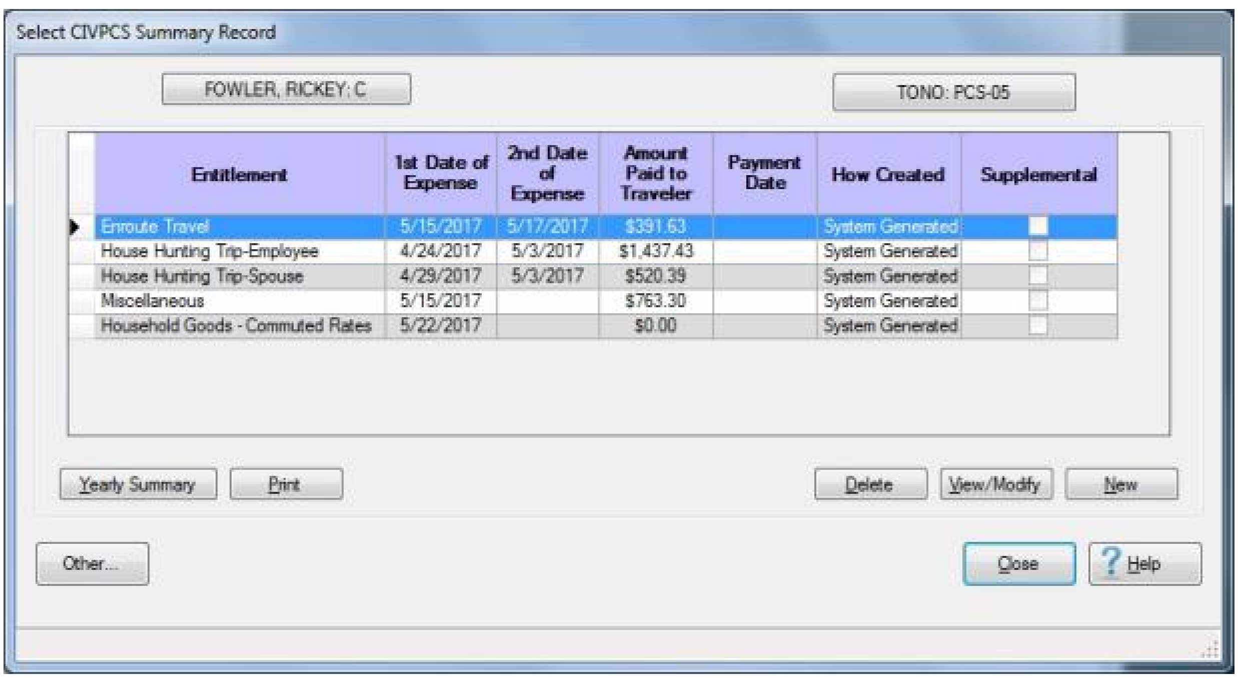
7. **Voucher Number:** - If you wish to **modify** the **voucher number**, **click** in this field and **type** the correct voucher **number**.
8. **Payment Date:** - If you wish to **modify** the **payment date**, **click** in this field and **type** the correct **date** in **MMDDYY** format.
9. When **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

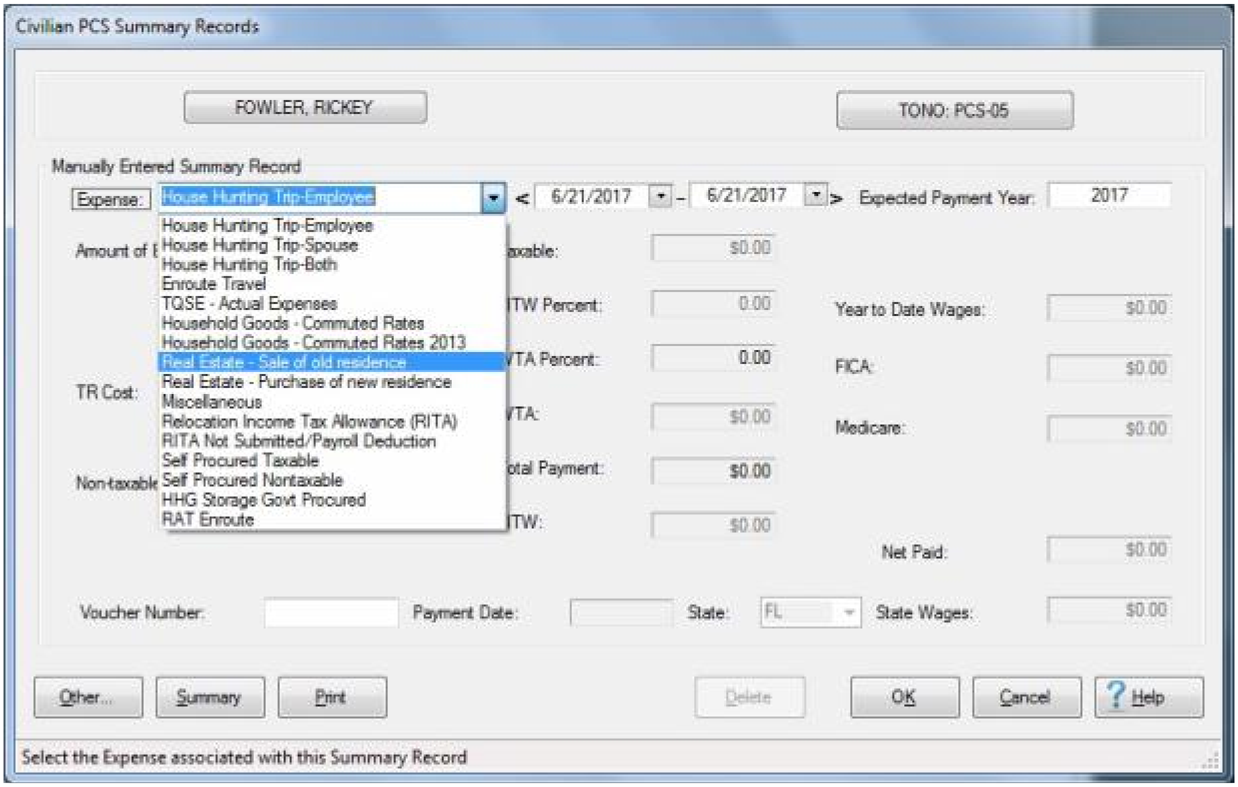
On occasion, it may be **necessary** for an IATS user to manually **enter** the **details** for a CIVPCS settlement into the **CIVPCS Summary Record** module. This is a **requirement** for **recording** the tax **information** for any CIVPCS settlement not **computed** by **IATS** or that was **computed** 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.



6. At the **Select CIVPCS Summary Record** screen, **click** on the **New** button. The **Civilian PCS Summary Records** screen appears.

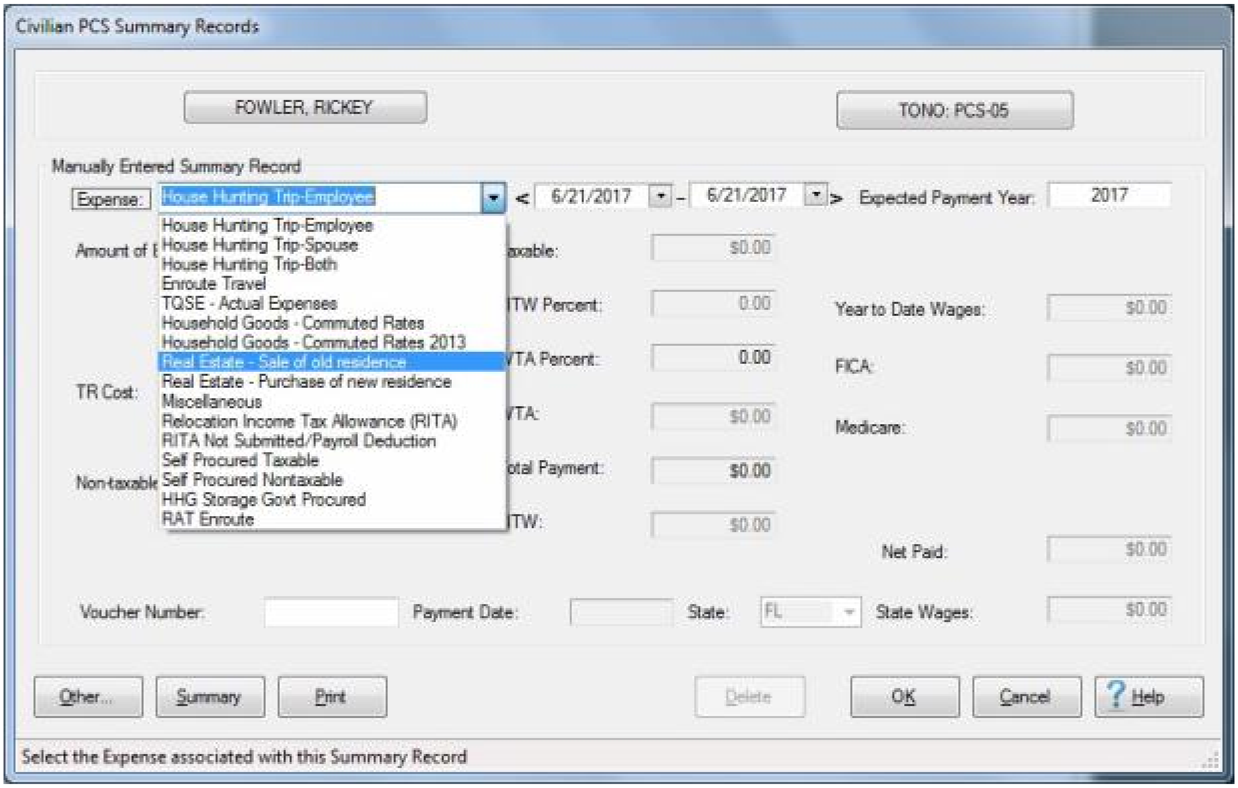


Click on the **link** and **refer** to the **Help** topic, "[Completing the CIVPCS Summary Records Screen]", for additional **instructions**.

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 section. **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**.

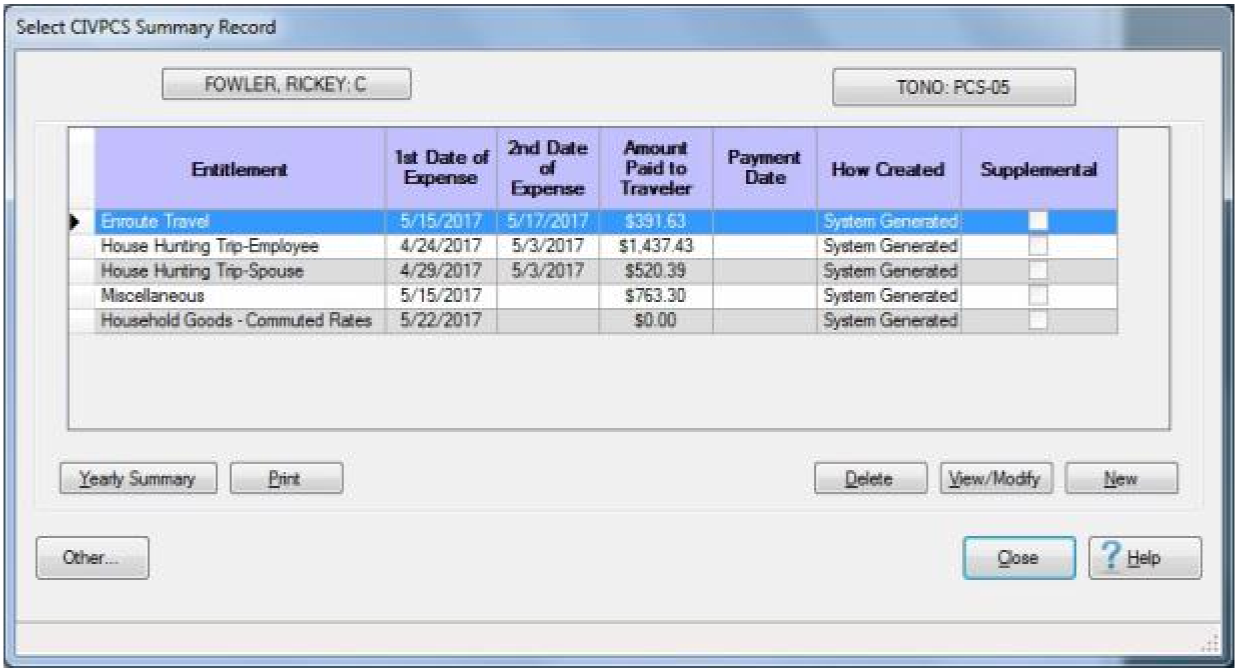
6. **Year to Date Wages: -** An **entry** at this field is **optional**, but, the IATS user should **enter** the **amount** of the employee's current **year to date wages**. The **amount** entered here is used to **impose** a **limitation** on the amount calculated for the **FICA** and **Medicare** taxes.
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 expenses 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 **return**s 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 <u>highlights</u> the selected **item**.
7. When the desired item is highlighted, **click** the **Print** button. A *pop-up* **menu** appears listing <u>two</u> **options** for printing CIVPCS Summary Records.

8. **Click** on the <u>desired</u> **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 <u>correct</u> **printer** or **make** any <u>necessary</u> <u>changes</u>.
11. **Select** the <u>number</u> of **copies** you wish to print and **click** the **Print** button. IATS **prints** the CIVPCS Summary Record(s) <u>based on</u> the <u>selected</u> **option**.
12. **Click** on the **red X** button at the <u>top right corner</u> of the **Adobe Acrobat Reader** screen to **close** the screen.
13. If **finished** printing CIVPCS Summary Records for <u>this</u> **traveler**, **click** the **Close** button. IATS **returns** to the **Examiner View** screen.

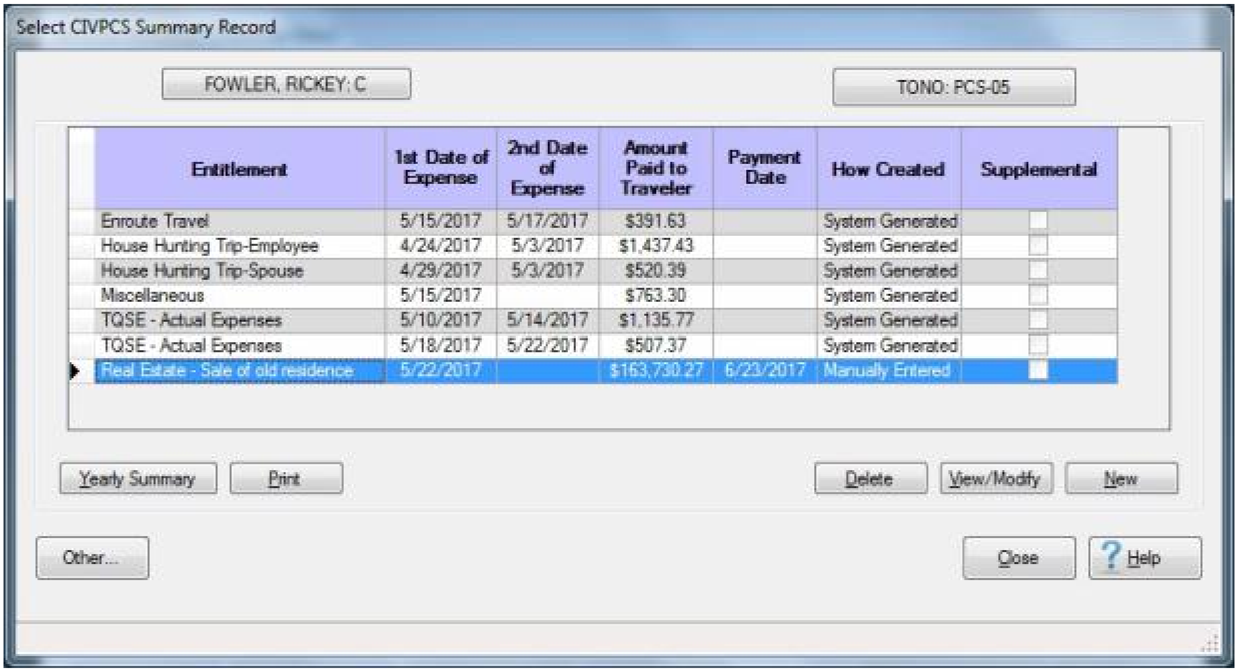
Deleting CIVPCS Summary Records

In order to delete a CIVPCS Summary Record, your **user account** <u>must</u> 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	
House Hunting Trip-Employee	4/24/2017	5/3/2017	$1,437.43		System Generated	
House Hunting Trip-Spouse	4/29/2017	5/3/2017	$520.39		System Generated	
Miscellaneous	5/15/2017		$763.30		System Generated	
TQSE - Actual Expenses	5/10/2017	5/14/2017	$1,135.77		System Generated	
TQSE - Actual Expenses	5/18/2017	5/22/2017	$507.37		System Generated	
Real Estate - Sale of old residence	5/22/2017		$163,730.27	6/23/2017	Manually Entered	

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.

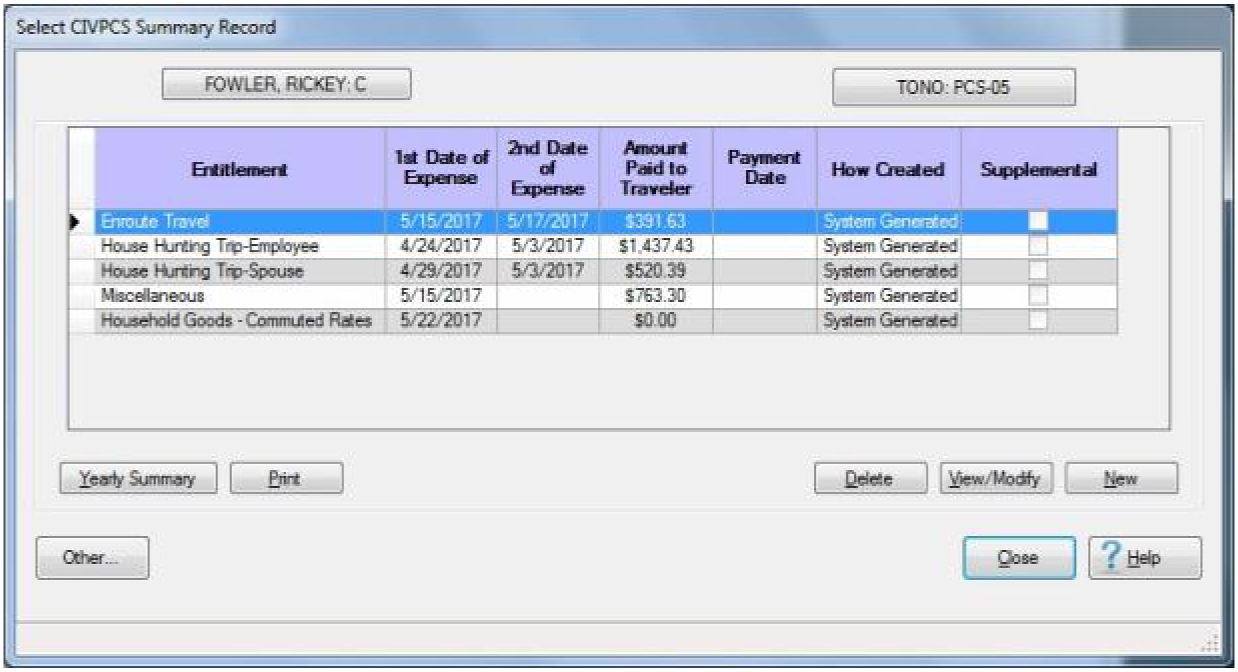
CIVPCS Records - Yearly Summary

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.

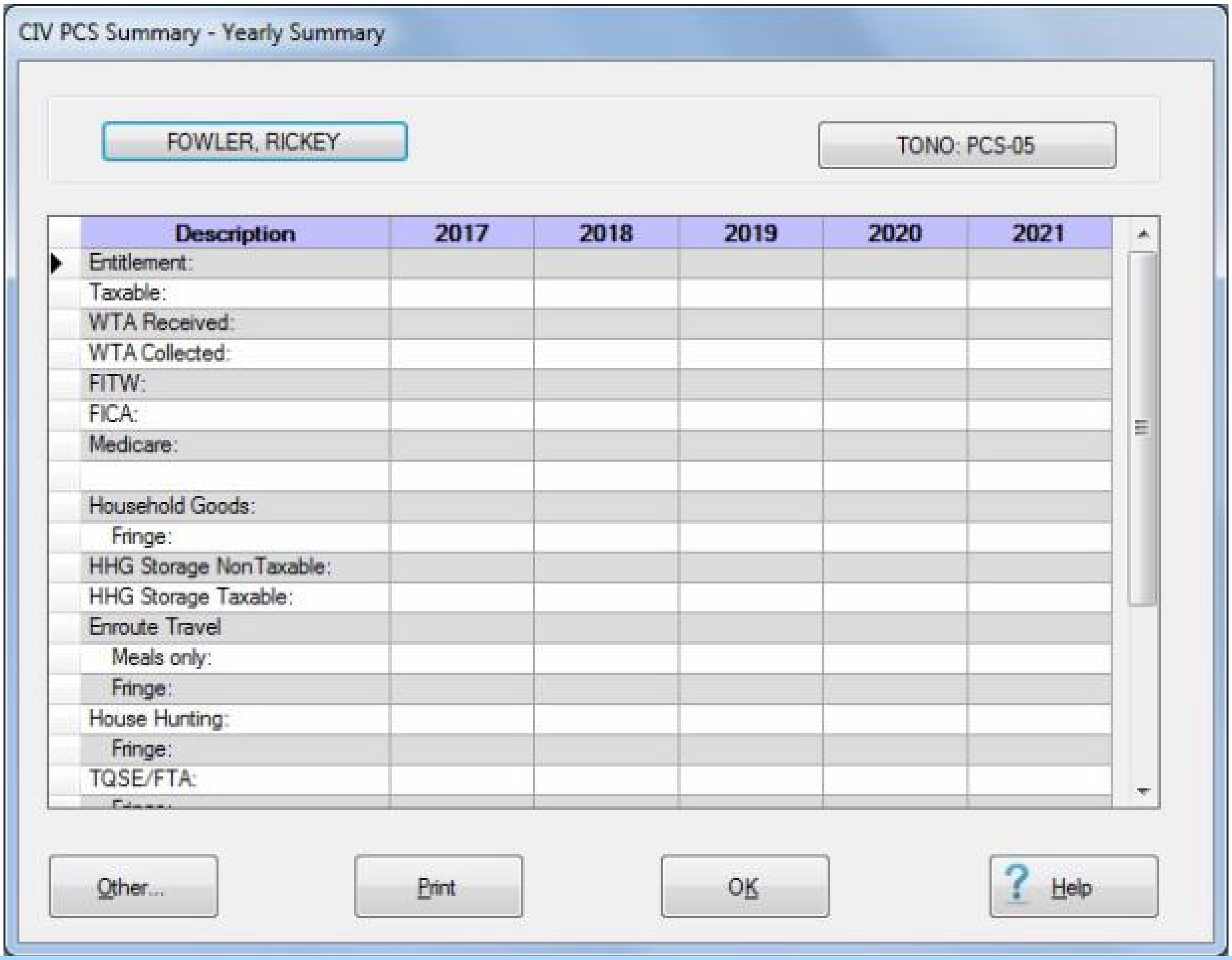
Complete the following steps to "display" a CIVPCS Yearly Summary Record:

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.



6. At the **Select CIVPCS Summary Record** screen, **click** on the **Yearly Summary** button. The **CIVPCS Summary - Yearly Summary** screen appears.



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 **return**s 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

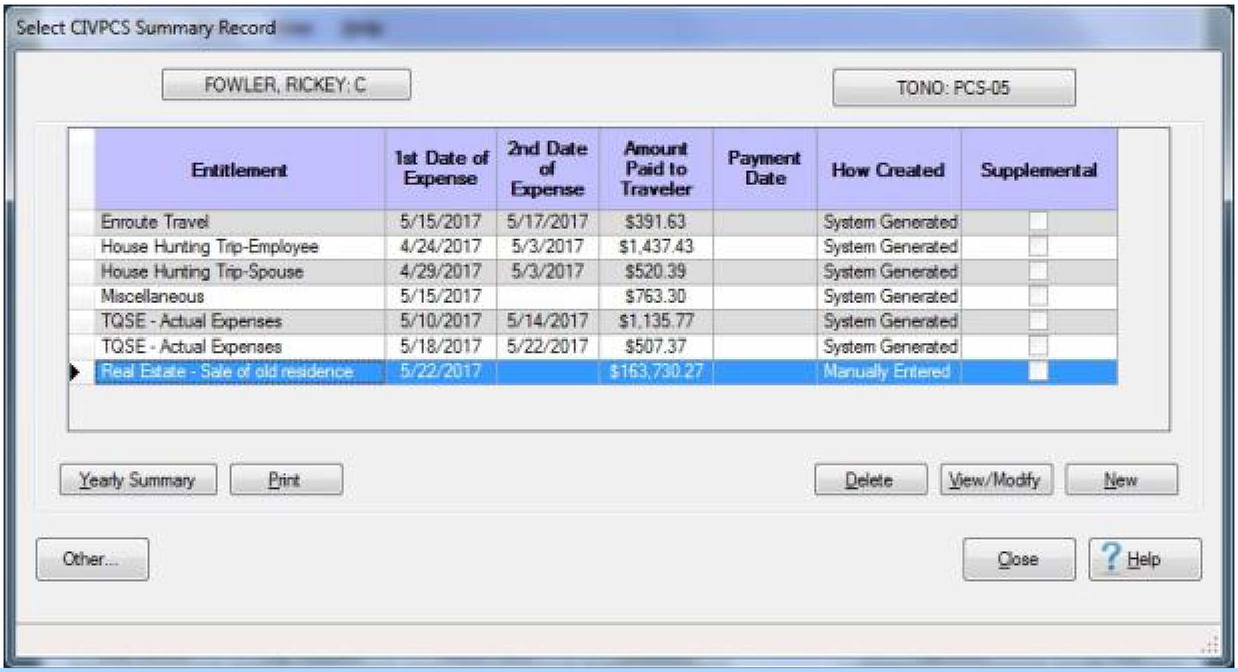
A feature has been included with IATS that allows the **Examiner** to access **CIVPCS Summary Records** and perform special **adjustments** to the data that was previously entered.

Note: This feature is only allowed for CIVPCS Summary Records that were **manually** entered.

Complete the following steps to "perform" a CIVPCS Special Adjustment:

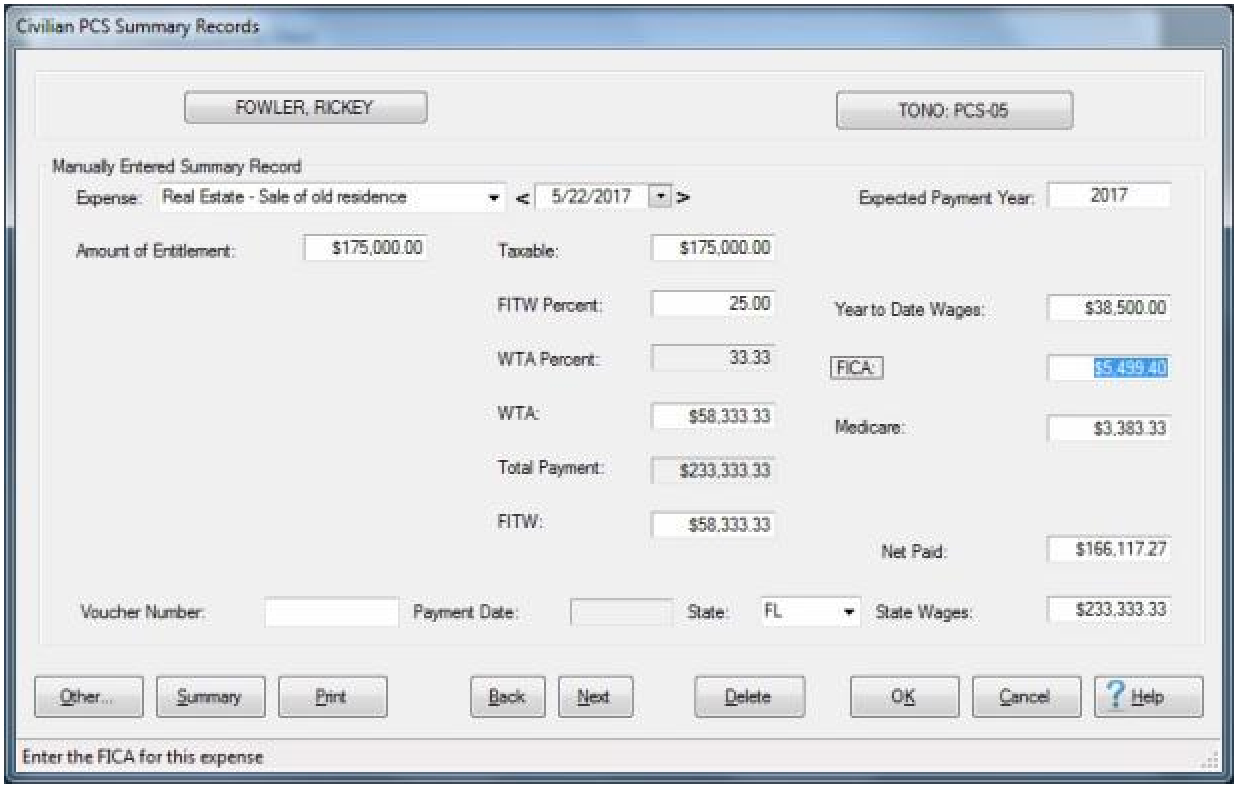
1. Login to IATS in the **Examiner** View mode or **change** the View to Examiner, if necessary.

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.



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

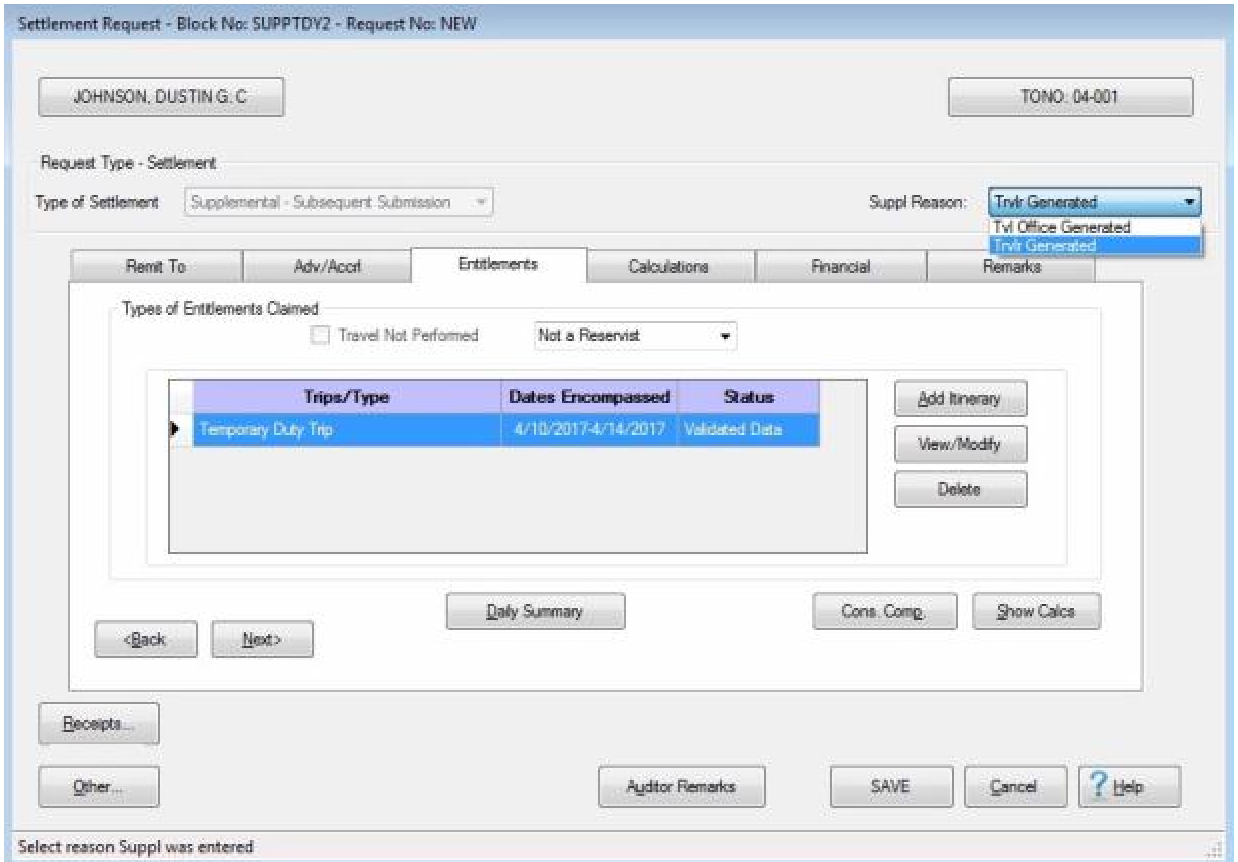
Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler** failed to **claim** an **expense** on the original **settlement**.

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**".



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**.

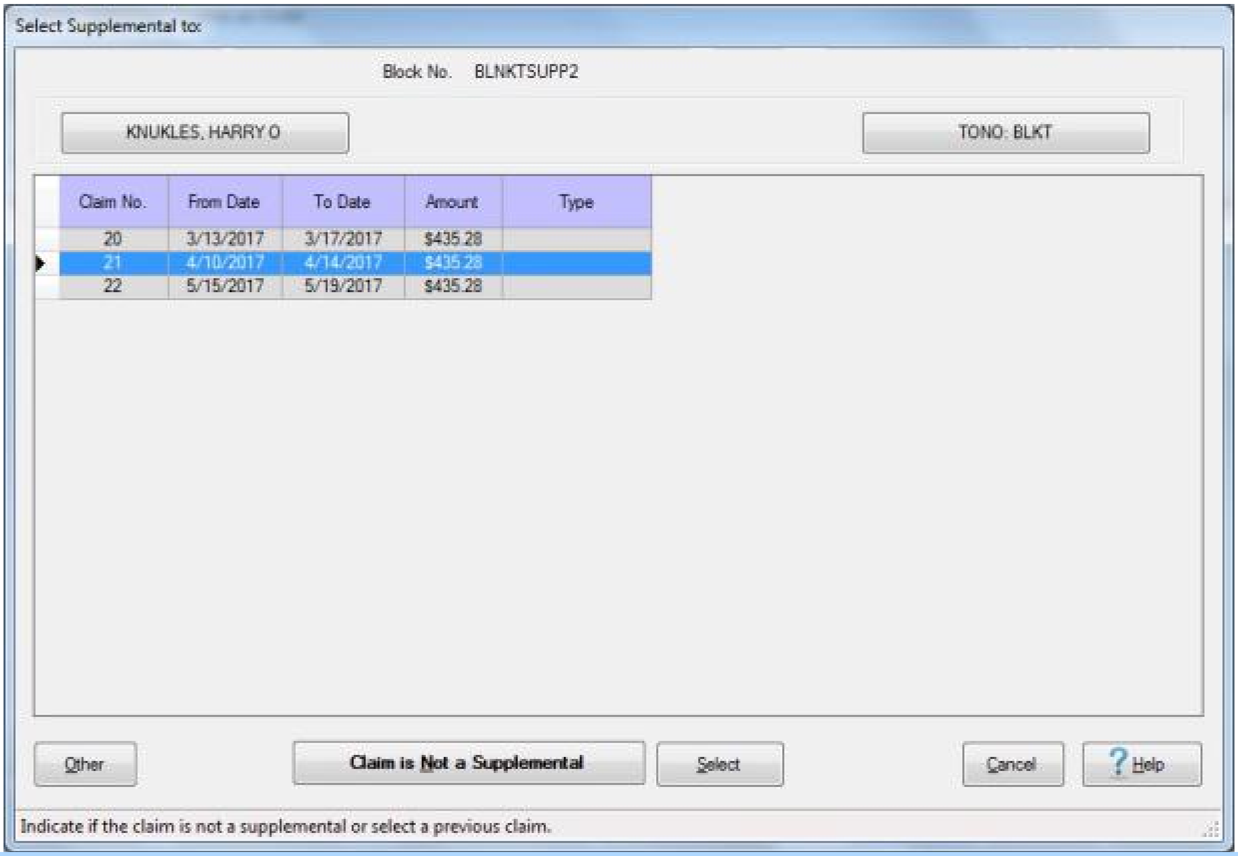
Blanket TDY Order Supplemental Settlements

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:

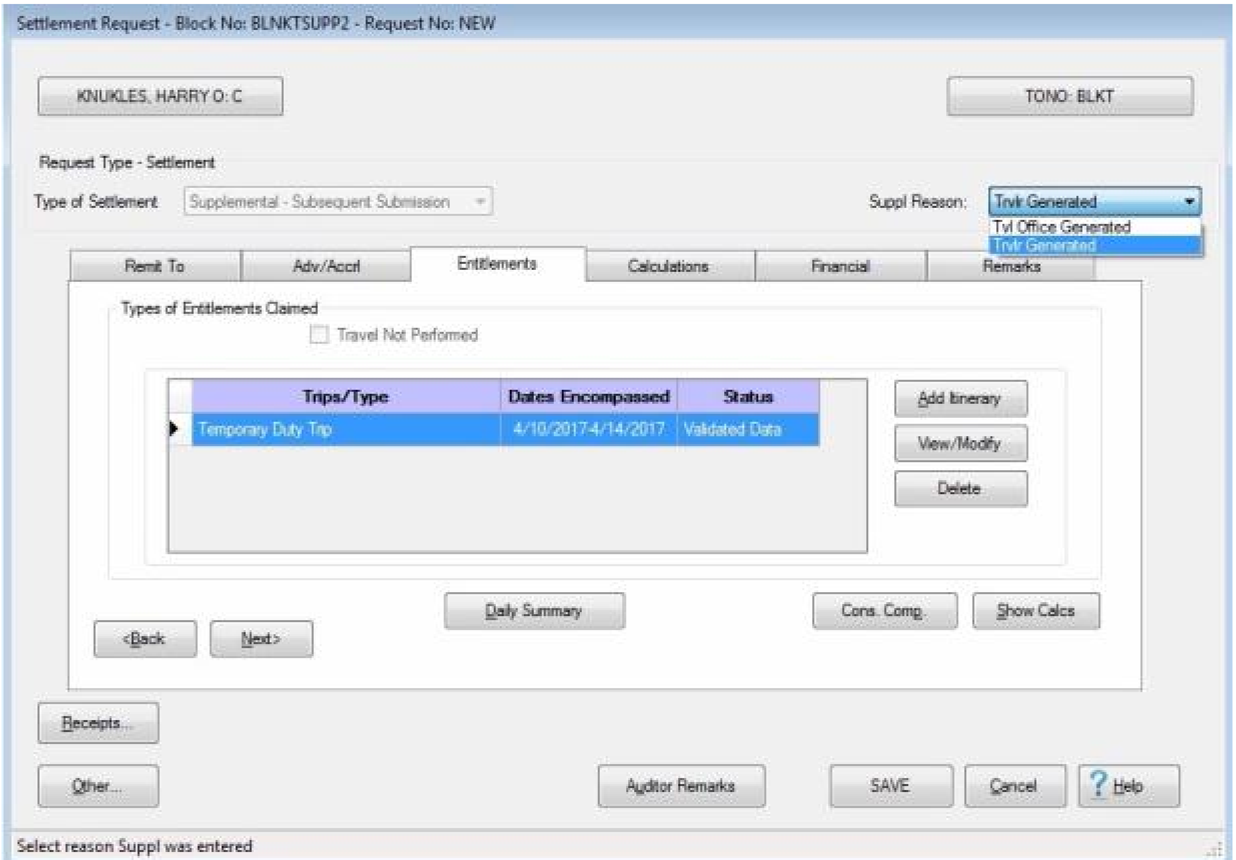
1. Select or create a block for processing.
2. At the **Request Selection** screen, **select** the desired request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select 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.



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.



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**.

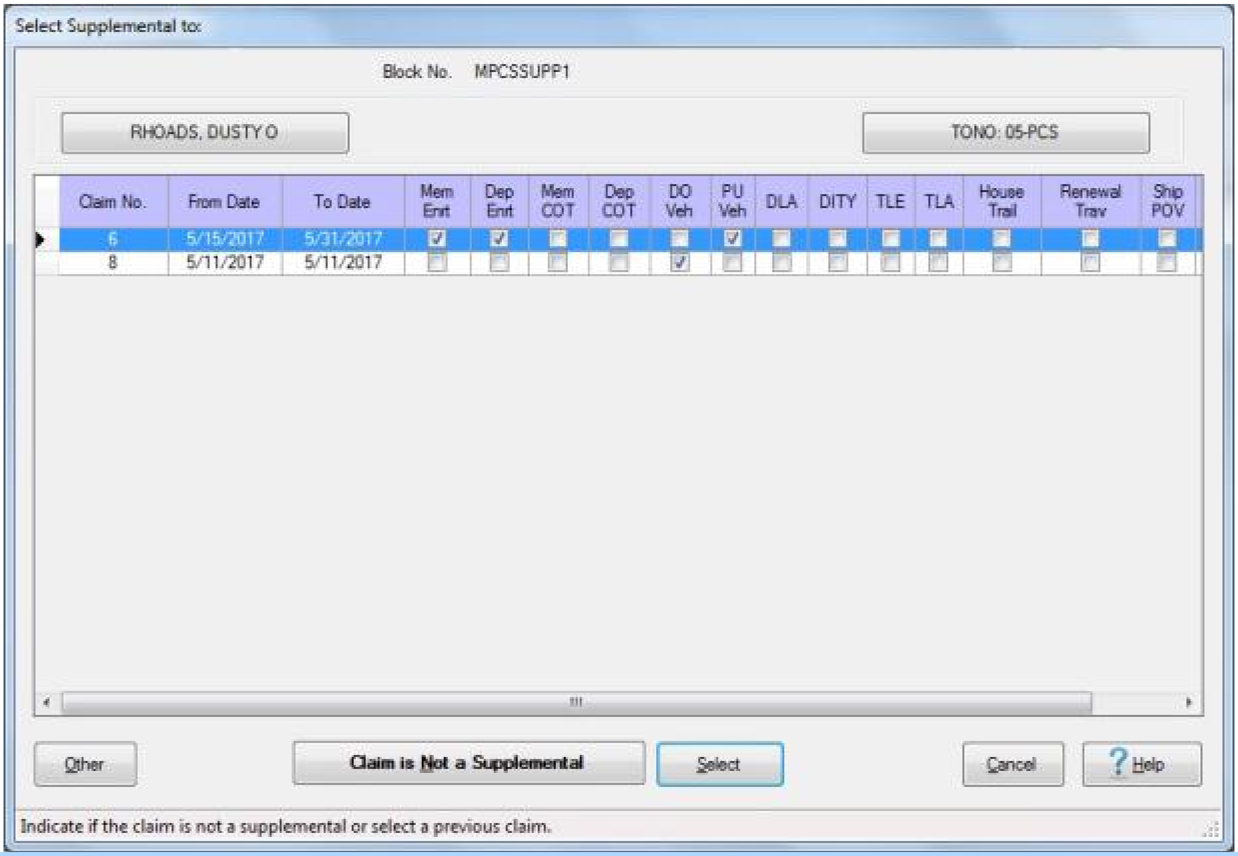
MILPCS Supplemental Settlements

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:

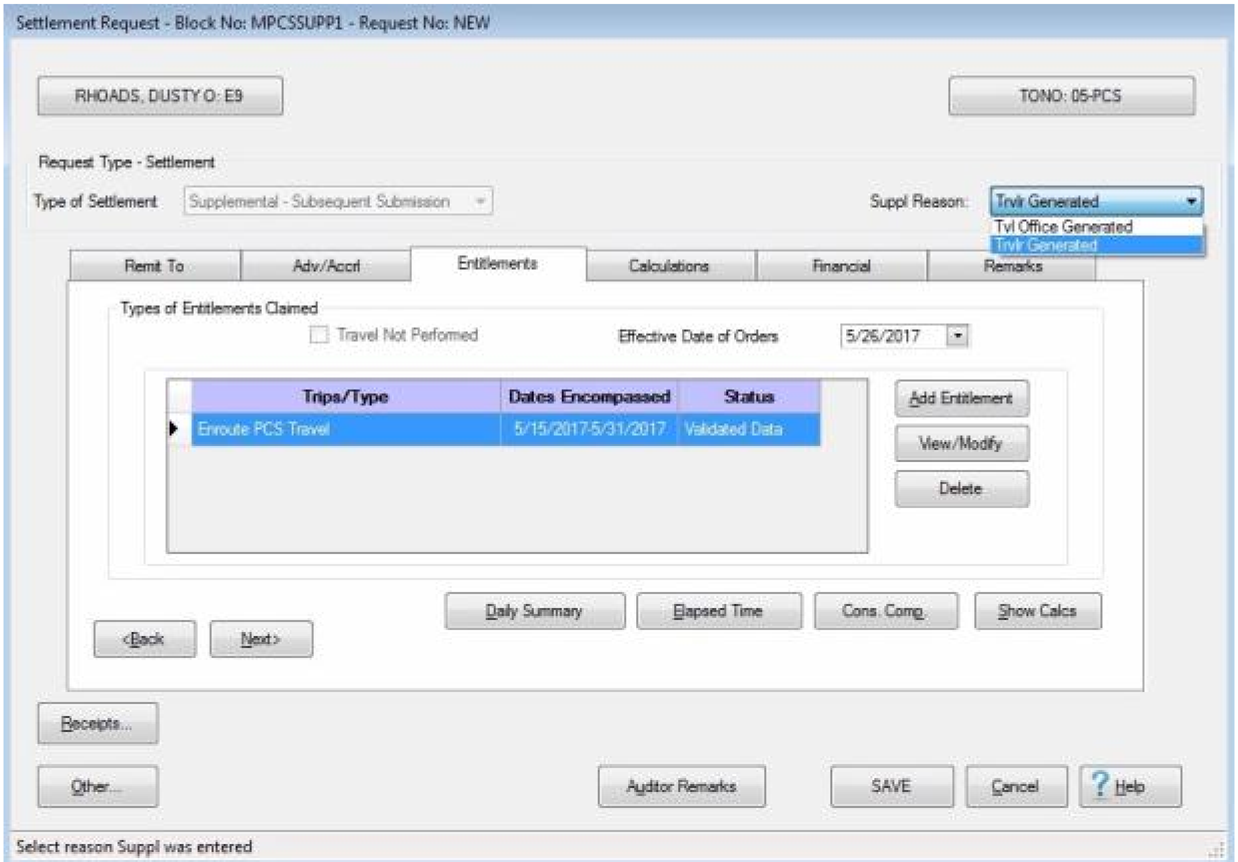
1. Select or create a block for processing.
2. At the **Request Selection** screen, **select** the desired settlement request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At 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.



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 Enrt** 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 <u>must</u> **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 <u>previous</u> **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 <u>input</u> **screens** for the <u>previously entered</u> **entitlement**.
11. **Make** the required input **changes** to the <u>previously entered</u> **entitlement**.
12. You may also **click** on the **Add Entitlement** button and **select** a <u>new</u> **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 <u>daily</u> **meals** or **lodging** and then **click** the **OK** button to proceed.

13. After making the required changes to the <u>previously entered</u> entitlement, **click** on the Financial tab and **modify** the **accounting** lines to <u>reflect</u> the **changes** to the entitlement.

Note: The accounting lines should **reflect** the **amount** <u>due the traveler</u> or <u>due the US</u> based upon the **changes** made with the **supplemental** settlement. It's a <u>good idea</u> to **review** the **Calculations** tab <u>before</u> **proceeding** to the **Financial** tab to **determine** the **amount** <u>due the member</u> or <u>due the US</u>.

14. After **adjusting** the accounting lines, **add** any desired remarks and **finish** processing the **request**.

CIVPCS Supplemental Settlements

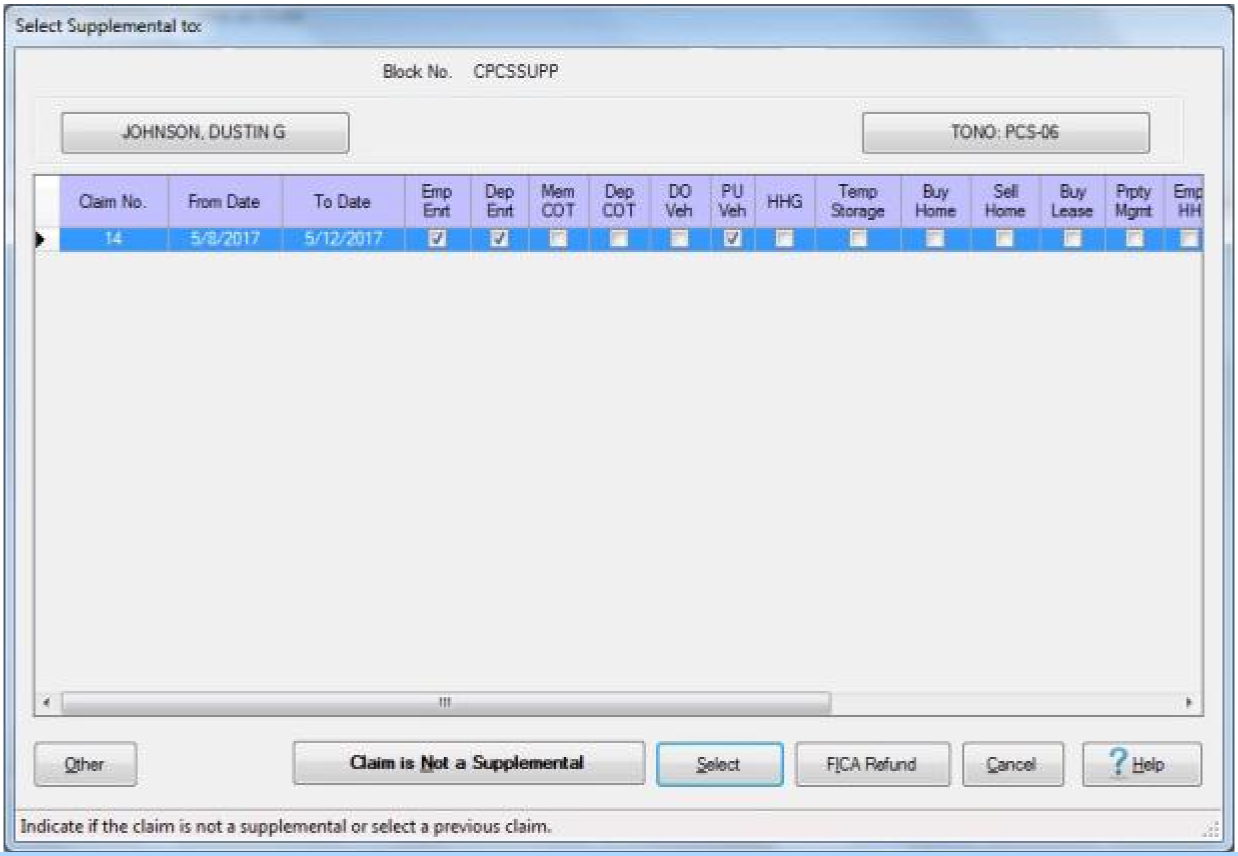
Travel settlement claims are sometimes **underpaid**, or **overpaid**. This may occur for a number of different reasons. For instance, the IATS user's initial **input** was **incorrect**; or maybe the **traveler** failed to **claim** an **expense** on the original **settlement**.

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**.

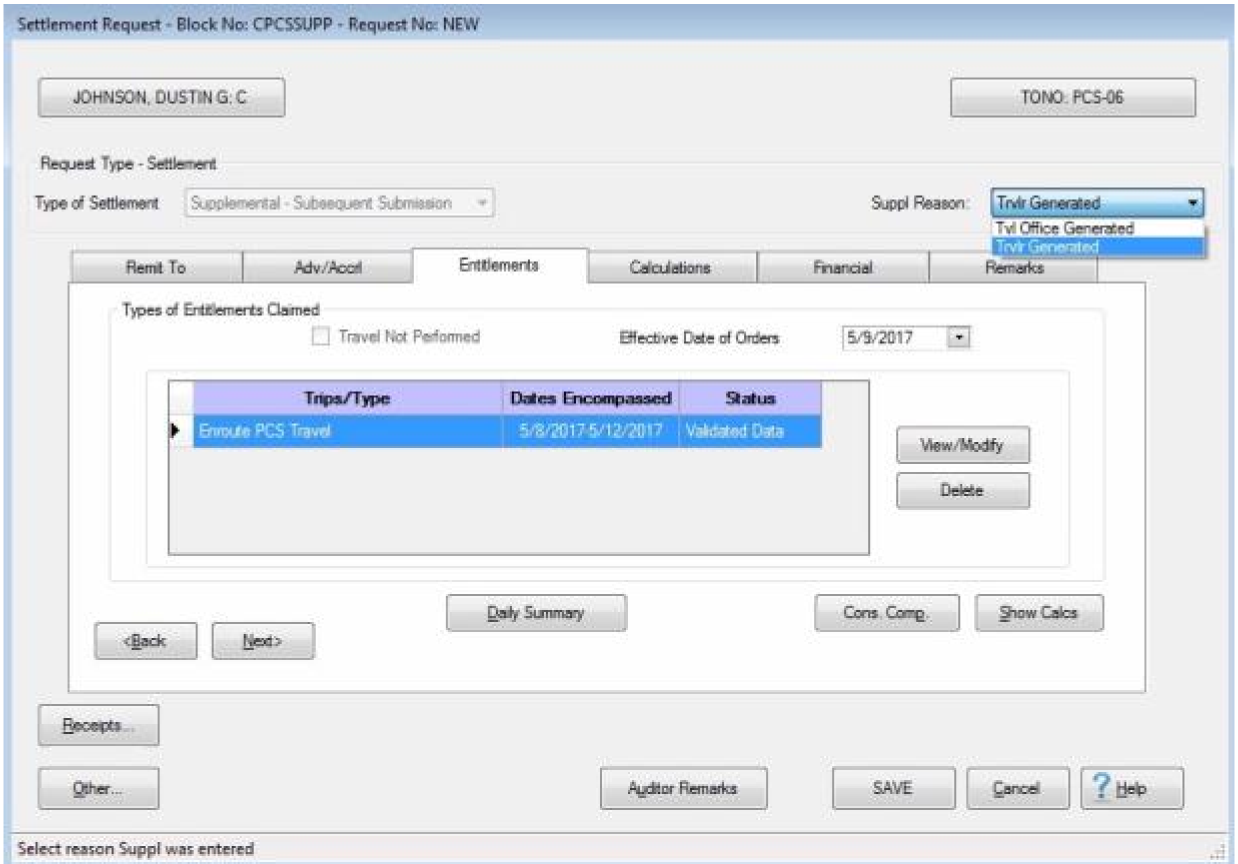
Complete the following steps to "process" a CIVPCS Supplemental Request for Settlement:

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.



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**.

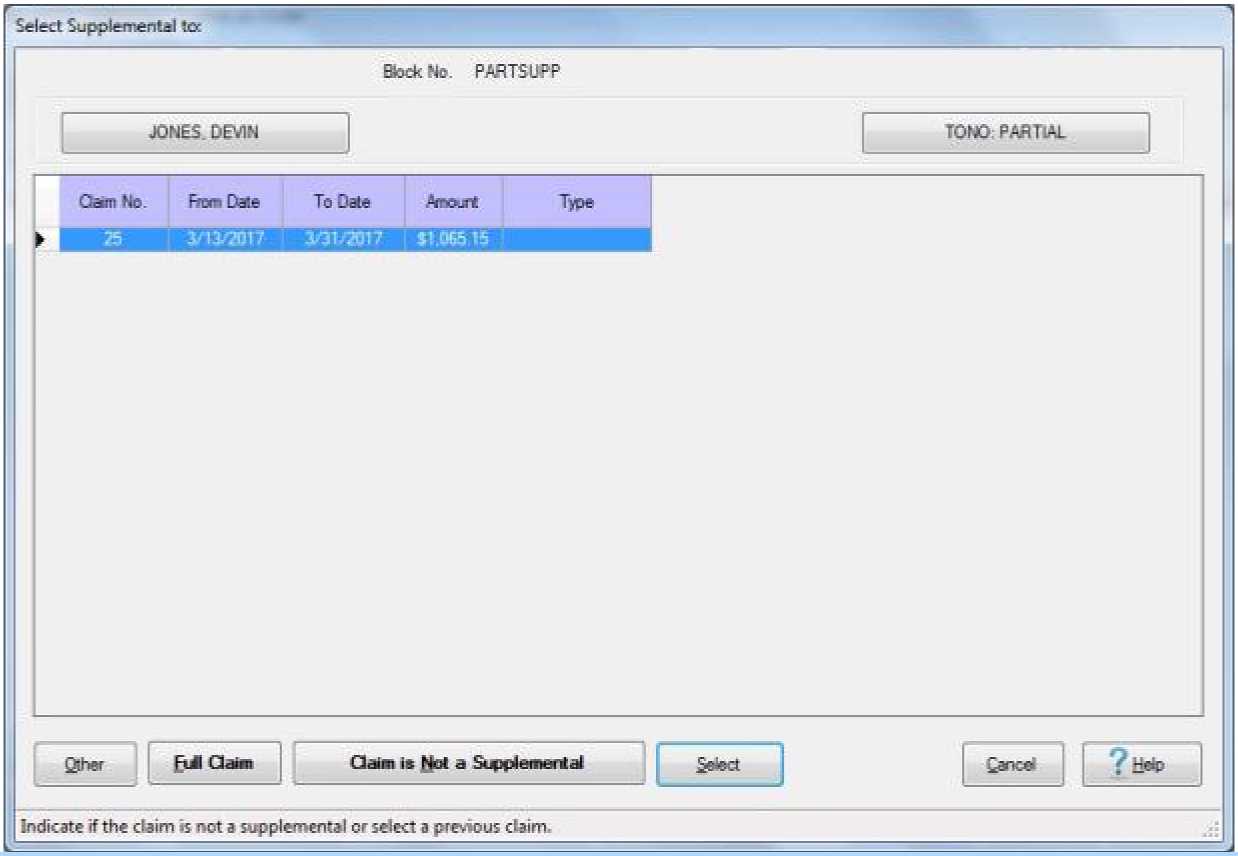
Supplementals for Partial Settlements

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:

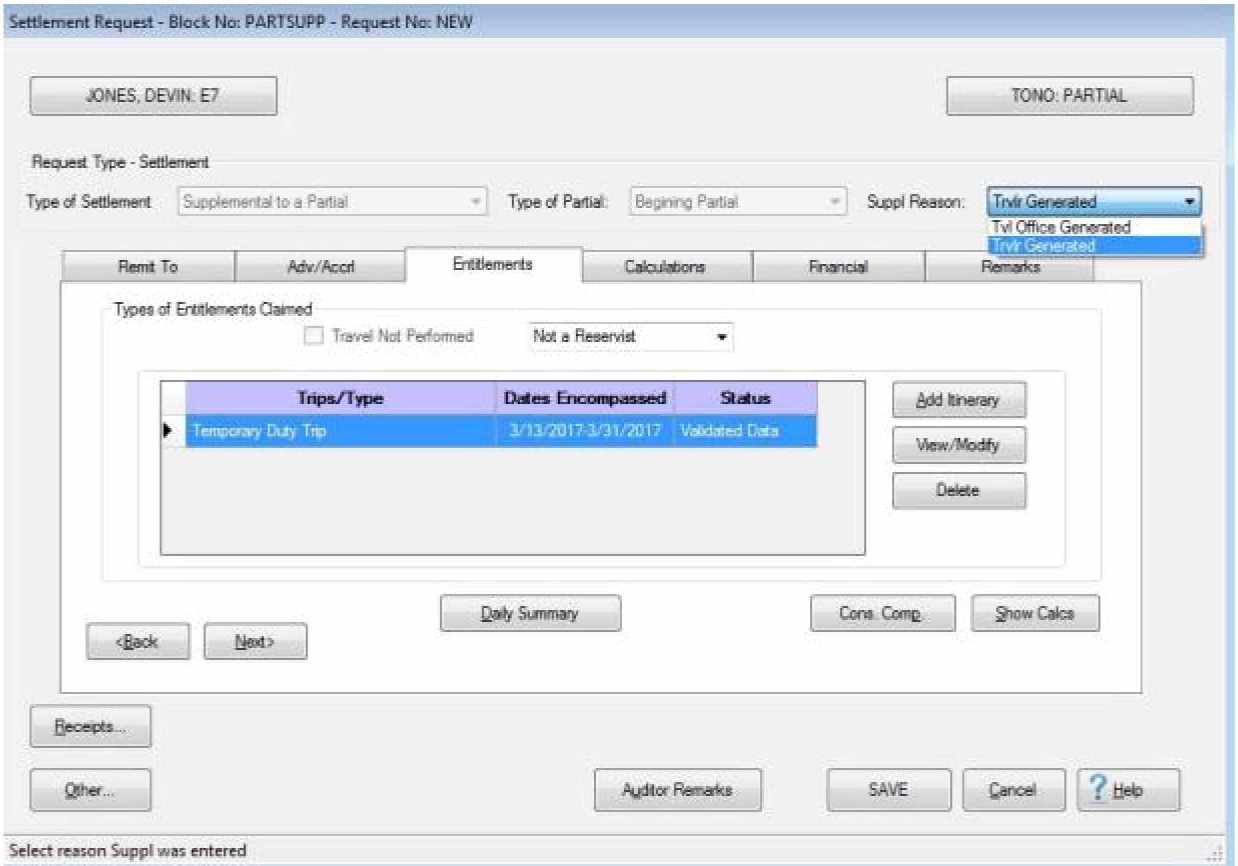
1. Select or create a block for processing.
2. At the **Request Selection** screen, **select** the desired request if it was already **logged** to the block. If the request was not previously **logged** to the block, **click** the **New** button. The **Select Travel** screen appears.
3. At the **Select 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.



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.



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
- Assign CV Number for a 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, "**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 "Ready for Collection Action" and "generate" a DD Form 1131 Collection Voucher:

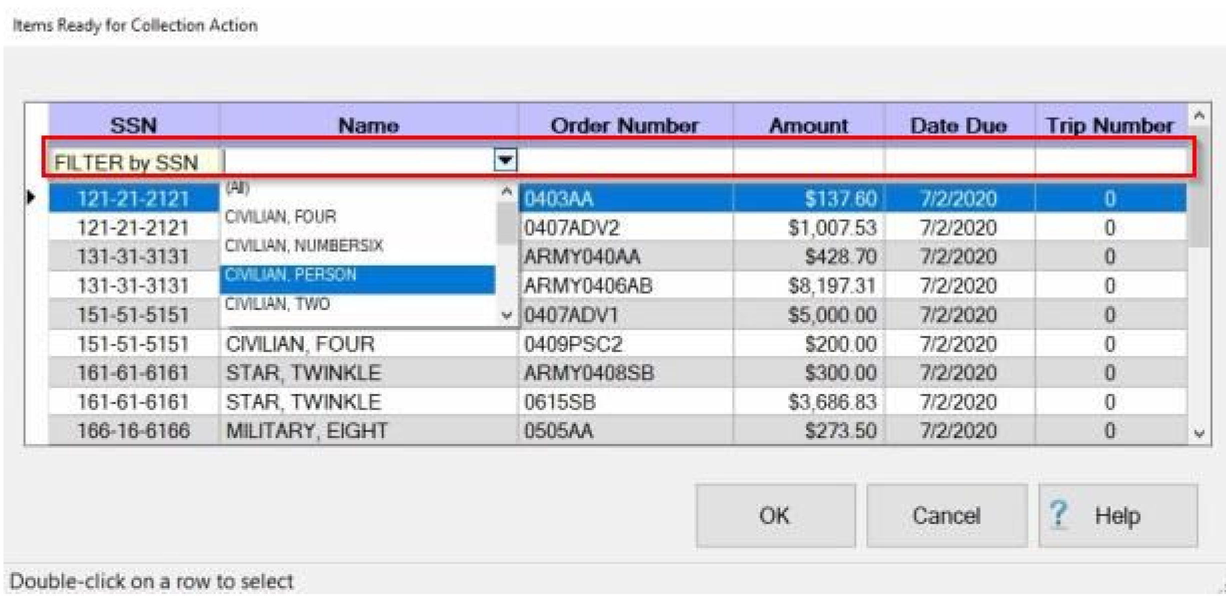
1. At the **Examiner View** screen, **click** on the **Collections** button. A drop down **menu** appears offering several options.
2. **Click** on the **Ready for Collection** option. The **Items Ready for Collection Action** screen appears.

SSN	Name	Order Number	Amount	Date Due	Trip Number
121-21-2121	CIVILIAN, WILLIAM	0403AA	$137.60	7/2/2020	0
121-21-2121	CIVILIAN, WILLIAM	0407ADV2	$1,007.53	7/2/2020	0
131-31-3131	MILITARY, PEURTORICO	ARMY040AA	$428.70	7/2/2020	0
131-31-3131	MILITARY, PEURTORICO	ARMY0406AB	$8,197.31	7/2/2020	0
151-51-5151	CIVILIAN, FOUR	0407ADV1	$5,000.00	7/2/2020	0
151-51-5151	CIVILIAN, FOUR	0409PSC2	$200.00	7/2/2020	0
161-61-6161	STAR, TWINKLE	ARMY0408SB	$300.00	7/2/2020	0
161-61-6161	STAR, TWINKLE	0615SB	$3,686.83	7/2/2020	0
166-16-6166	MILITARY, EIGHT	0505AA	$273.50	7/2/2020	0

When this screen appears, <u>all</u> travel **accounts** in the status "**Ready for Collection Action**" are displayed.

Tip: At the **Items Ready for Collection Action** screen, you have the ability to **filter** or **sort** the data in each of the columns.

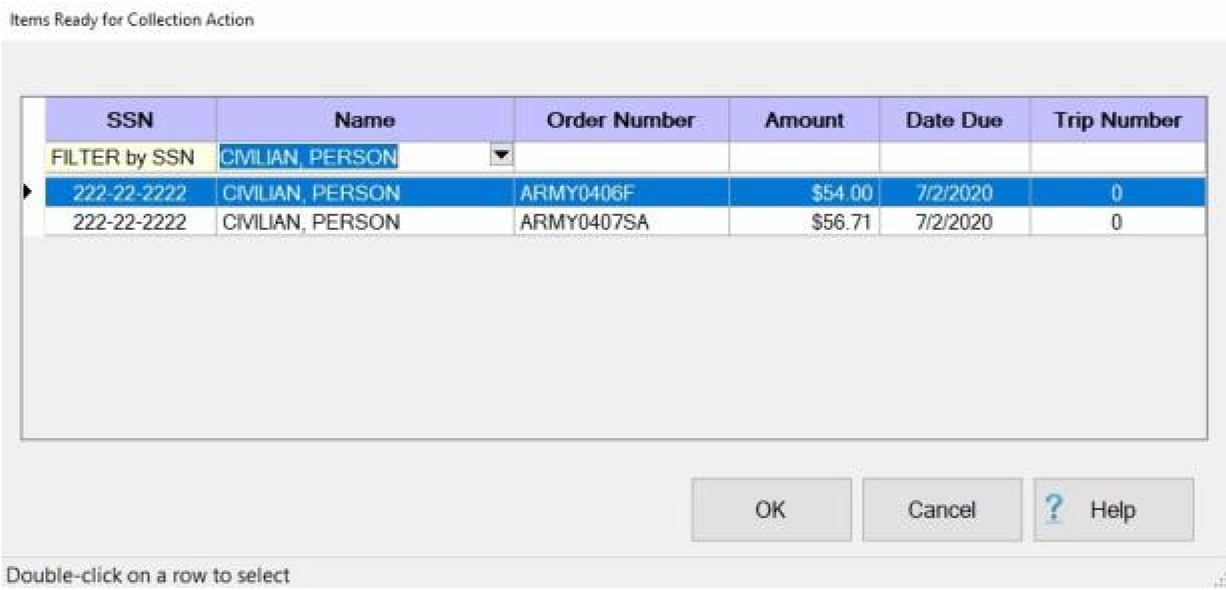
<u>Filtering the Data:</u>



SSN	Name	Order Number	Amount	Date Due	Trip Number
121-21-2121		0403AA	$137.60	7/2/2020	0
121-21-2121		0407ADV2	$1,007.53	7/2/2020	0
131-31-3131		ARMY040AA	$428.70	7/2/2020	0
131-31-3131		ARMY0406AB	$8,197.31	7/2/2020	0
151-51-5151		0407ADV1	$5,000.00	7/2/2020	0
151-51-5151	CIVILIAN, FOUR	0409PSC2	$200.00	7/2/2020	0
161-61-6161	STAR, TWINKLE	ARMY0408SB	$300.00	7/2/2020	0
161-61-6161	STAR, TWINKLE	0615SB	$3,686.83	7/2/2020	0
166-16-6166	MILITARY, EIGHT	0505AA	$273.50	7/2/2020	0

- You will **notice** a **blank line** just <u>under</u> the **column headings** on the grid. This is a **Filter Row** as shown above.
  - **Click** in a **column** you wish to **filter** on the **Filter Row** line <u>as shown above</u>. You will see a *down* **arrow** button.
  - **Click** on the *down* **arrow** button and IATS will **display** a **list** of items for the selected column <u>as shown above</u>.

- **Click** on the desired **item** and IATS will then only **display** the **data** for that selected **item** as shown below.

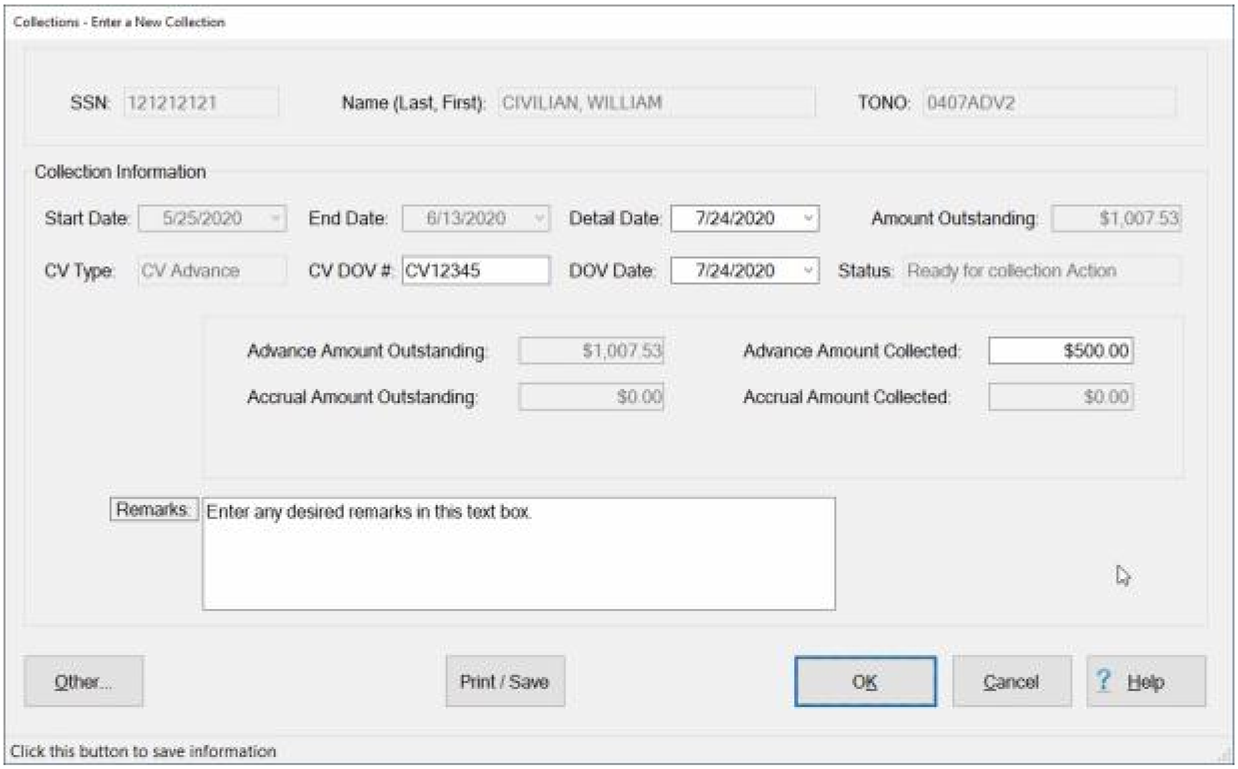


Sorting the Data:

- **Notice** in the screen image above that a **Sort Indicator** is shown.
- 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.
- 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**.
- **Click** on the **Sort Indicator** button to sort the column in **ascending** or **descending** order.

3. **Select** an account you wish to generate collection document for using one of the following methods:
   - **Double click** in any **cell** for the **row/account** you wish to select.
   - **Click** once in any **cell**. IATS will **highlight** the row in **blue**. When the desired row is highlighted, **click** on the **OK** button.

4. After selecting the row/account using one of the methods above, the **Collections** screen will appear.



5. **Click** in the **CV DOV#** field and **enter** the collection voucher DOV# if desired..
6. **Click** in the **Advance Amount Collected** field and **type** the **amount** that should be collected.
7. **Click** in the **Remarks** text box and **enter** any desired remarks.
8. After entering the amount to be collected, **click** on the **Print / Save** button. The **Adobe Acrobat 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 **click** the **Print** button.
12. IATS **prints** the **DD Form 1131** (Collection Voucher).
13. 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

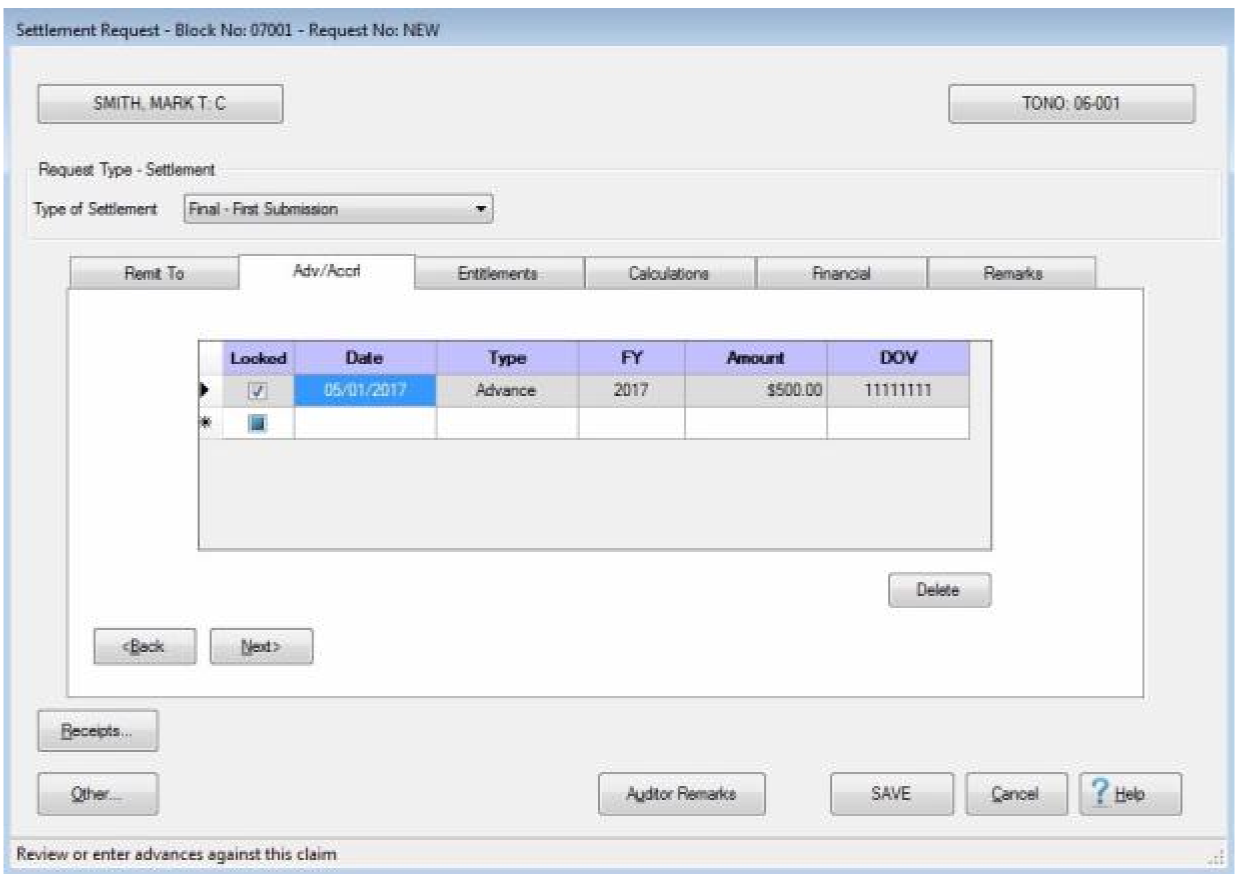
Most **suspense** items are **liquidated** when a **Request for Settlement** is processed to off-set an **advance** payment. When the **settlement** is processed, the total entitlement for the travel is calculated and any **funds** paid in advance are **collected** back from the total entitlement. Anything 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 s**creen. 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/Accrl** tab. If Block # 9 of the DD1351-2 indicates that an advance was received, **ensure** that this information **appears** at the **Adv/Accrl** tab.
3. If **Block # 9** of the **DD1351-2** indicates that an advance was **received**, but the information does not **appear** at the **Adv/Accrl** tab, **type** the **details** for the advance payment in the appropriate fields.



4. 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.

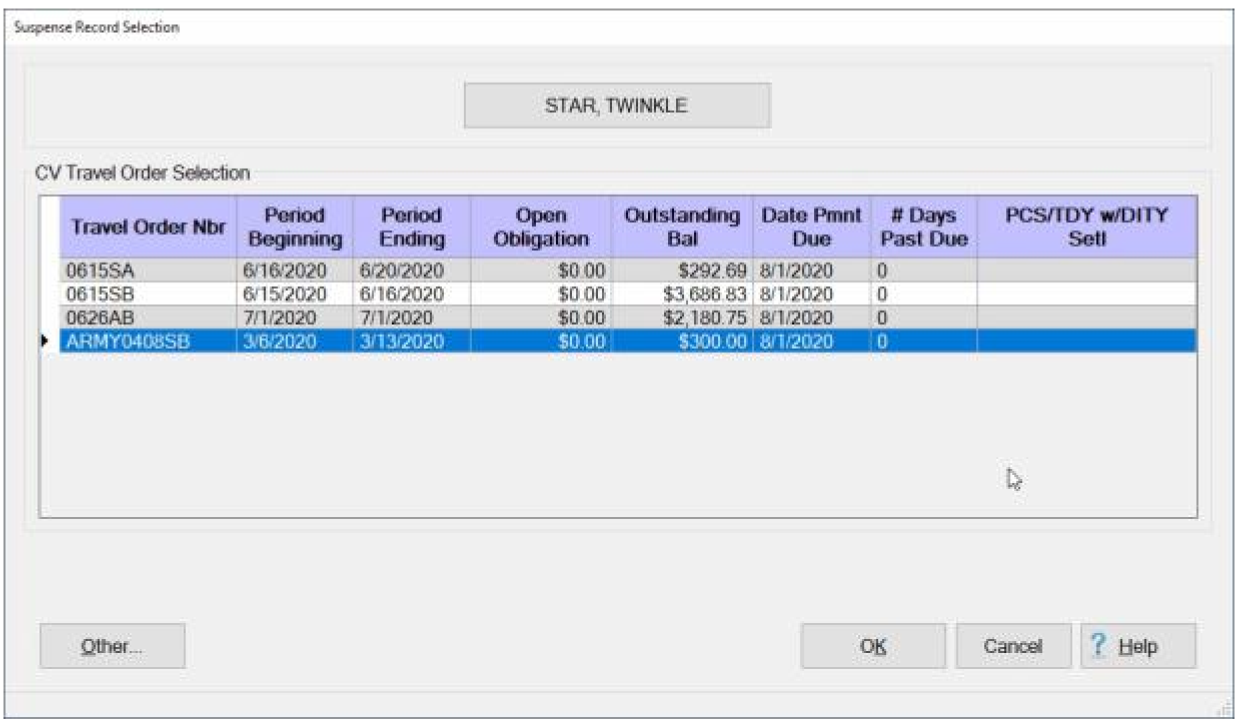
Create Cash Collection Voucher

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.

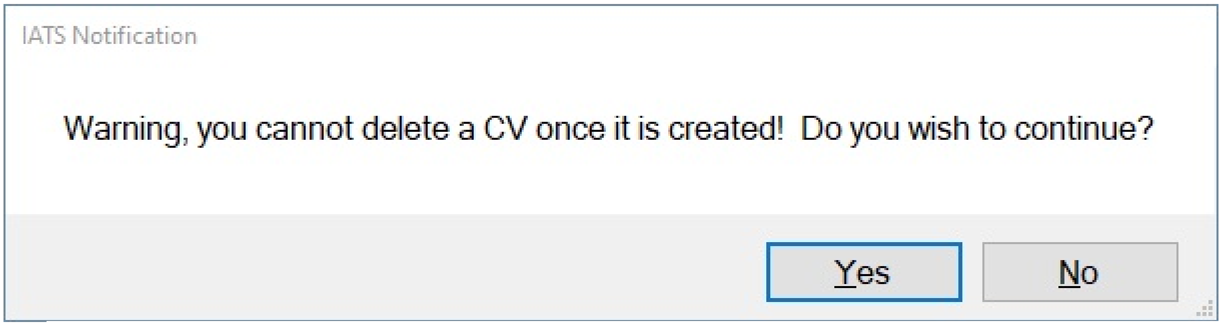
- **Collection Vouchers**: Cash, checks and money orders must be processed by the disbursing office. The disbursing office prepares a **DD Form 1131**, and assigns a Collection Voucher (**CV**) number to the document.
- **Disbursing System Download**: Collection voucher transactions are passed from the 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:

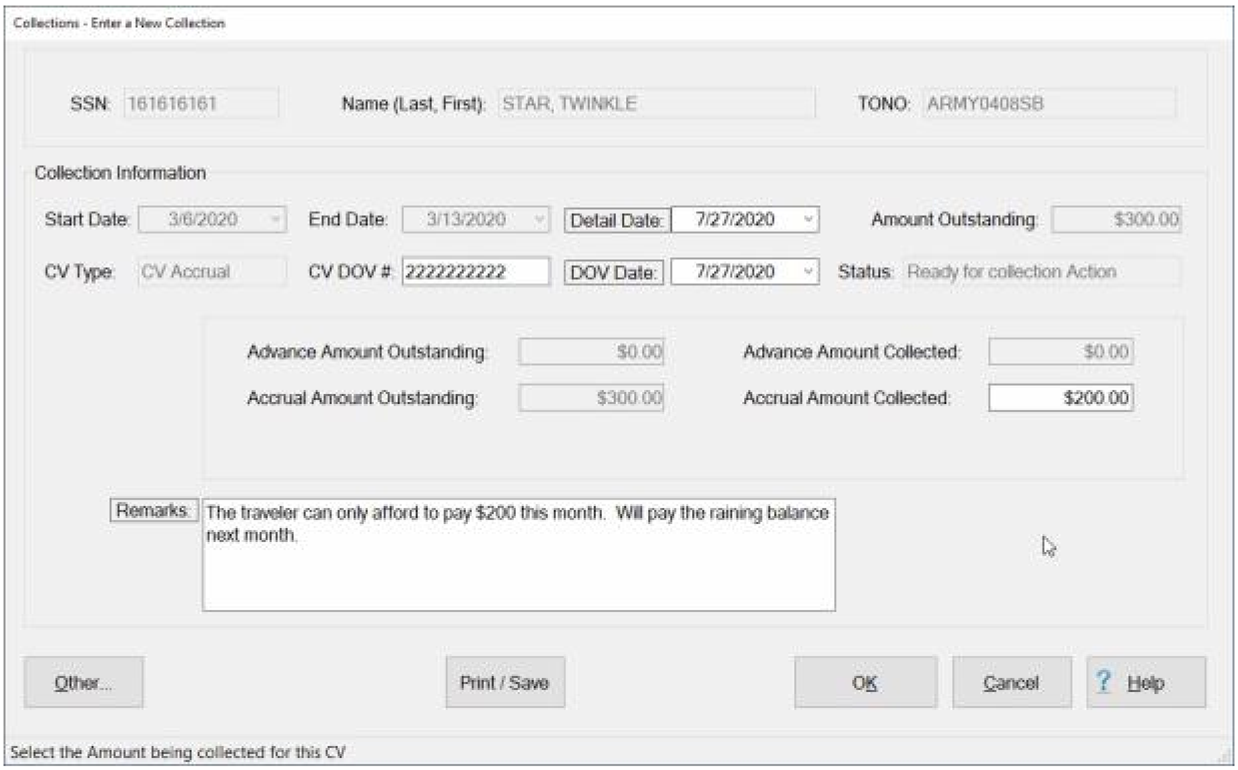
1. At the **Examiner View** screen, **click** on the **Collections** button. A drop down **menu** appears offering several options.
2. **Click** on the **Collecting IATS Debt** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** *Tab*.
4. After accessing the traveler's account, **click** the **OK** button, the **Suspense Record Selection** screen appears.



5. At this screen, **click** on the desired suspense **item**. When the correct **suspense item** is highlighted, click the **OK** button. The following *pop-up* **message** appears advising you that once a Collection Voucher (**CV**) is created you cannot **delete** it.



6. **Click** on *Yes* or *No* as desired.
7. If you **click** on *Yes*, the **Collections** screen appears.



8. 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.
9. At the **CV DOV #** field, **type** the **CV#** you wish to assign to this collection voucher, if applicable, and **press** *Tab*.
10. **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.
11. At the **Advance Amount Collected** or **Accrual Amount Collected** field, **type** the **amount** to be collected and press *Tab*.

Note: At the **Advance Amount Collected** or **Accrual Amount Collected** field, the **Apply Collections** screen will appear if the **travel order** is for **PCS** travel. You will then have to **specify** the **amount** being collected and which **entitlement** the collection applies to. **Refer** to the **Help** topic, "Create Cash Collection Voucher for PCS Travel" for additional **instructions**.

Tip: 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**.

12. **Click** in the **Remarks** text box and **type** any desired remarks.
13. 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.

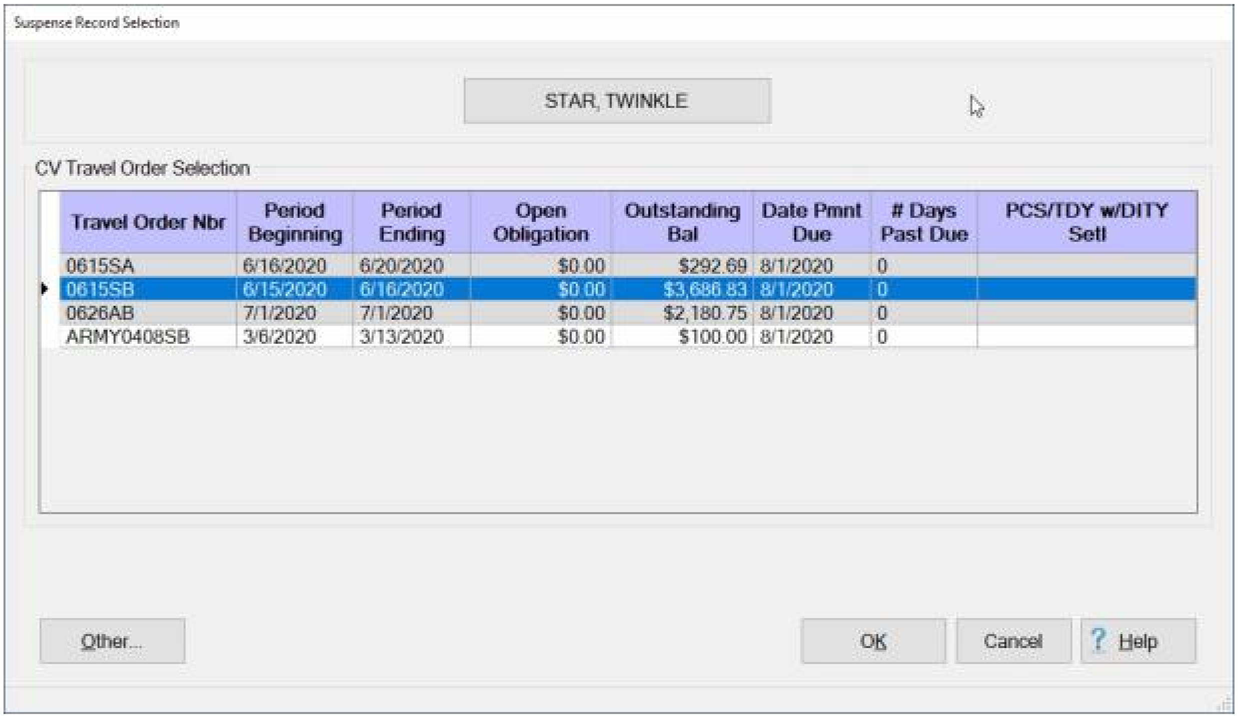
Create Cash Collection Voucher for PCS Travel

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.

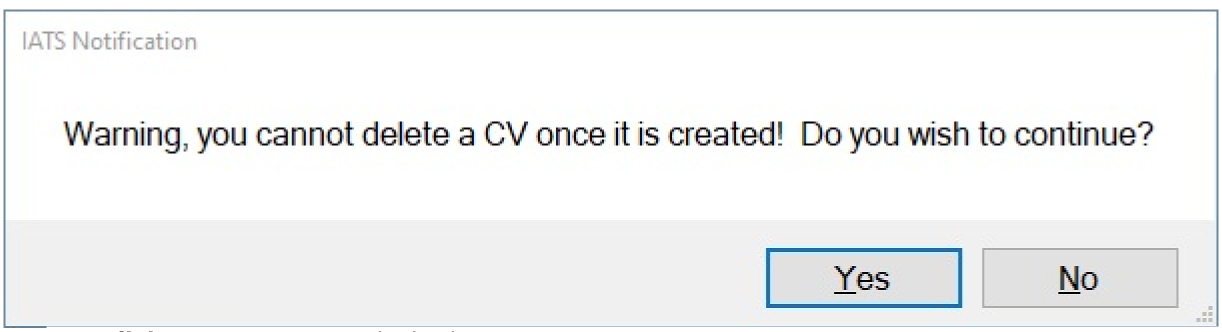
- **Collection Vouchers**: Cash, checks and money orders must be processed by the disbursing office. The disbursing office prepares a **DD Form 1131**, and assigns a Collection Voucher (**CV**) number to the document.
- **Disbursing System Download**: Collection voucher transactions are passed from the 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:

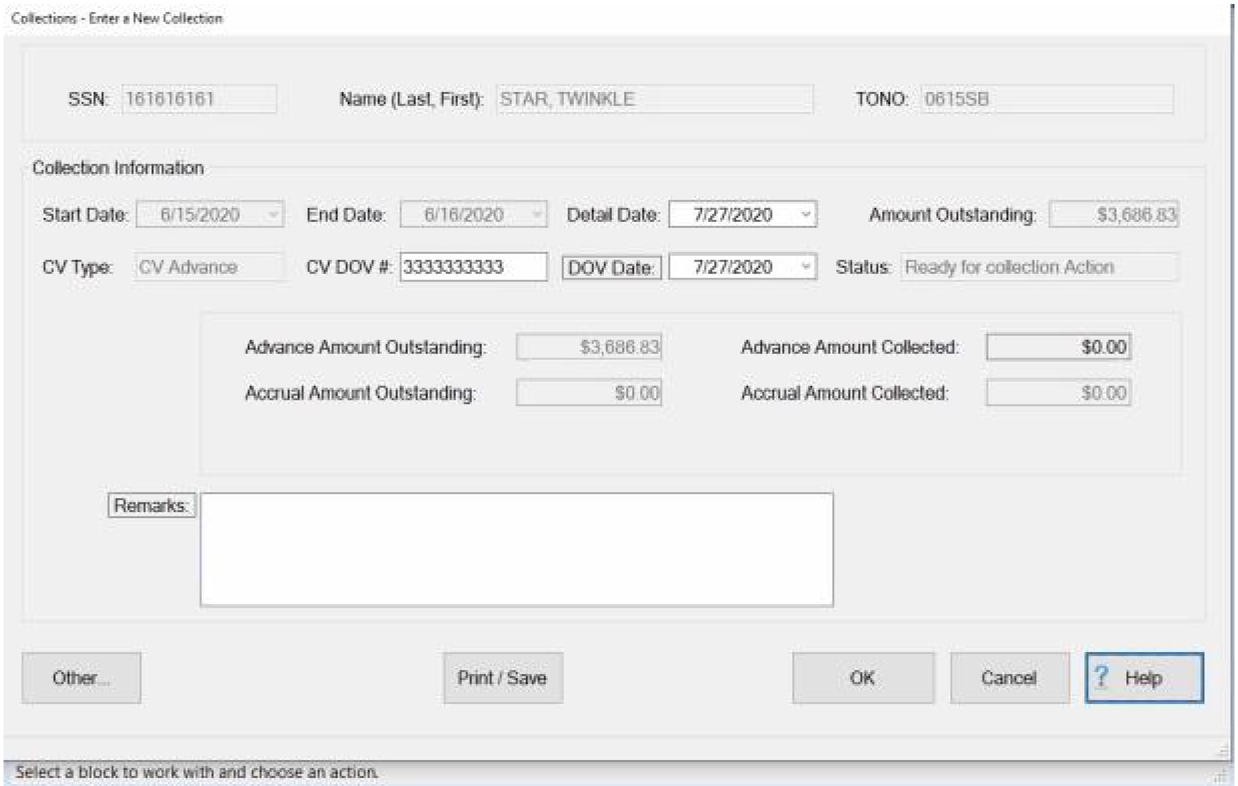
1. At the **Examiner View** screen, **click** on the **Collections** button. A drop down **menu** appears offering several options.
2. **Click** on the **Collecting IATS Debt** option. The **Select Traveler** screen appears.
3. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** *Tab*.
4. After accessing the traveler's account, **click** the **OK** button, the **Suspense Record Selection** screen appears.



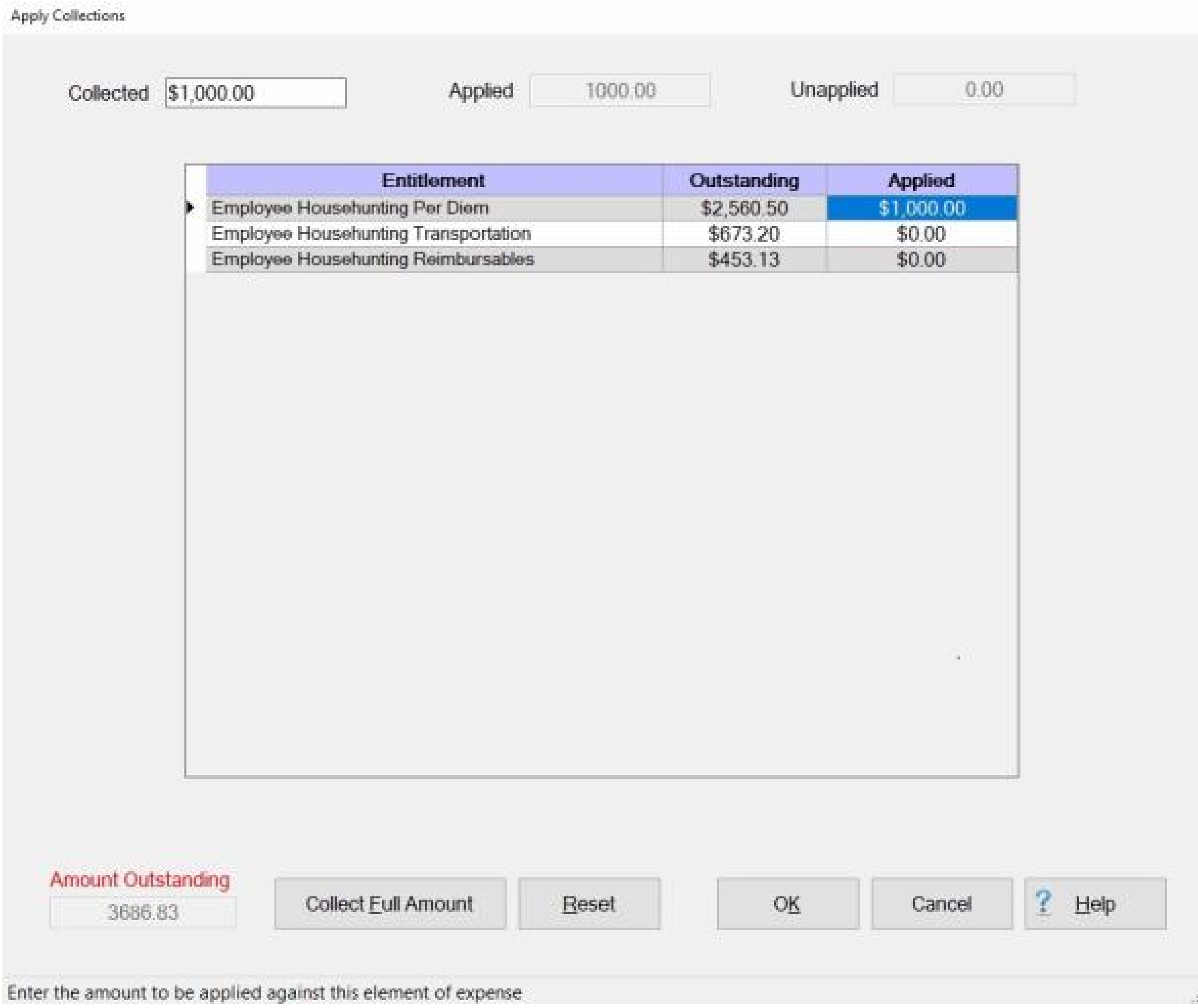
5. At this screen, **click** on the desired suspense **item**. When the correct **suspense item** is highlighted, click the **OK** button. The following *pop-up* **message** appears advising you that once a Collection Voucher (**CV**) is created you cannot **delete** it.



6. **Click** on *Yes* or *No* as desired.
7. If you **click** on *Yes*, the **Collections** screen appears.

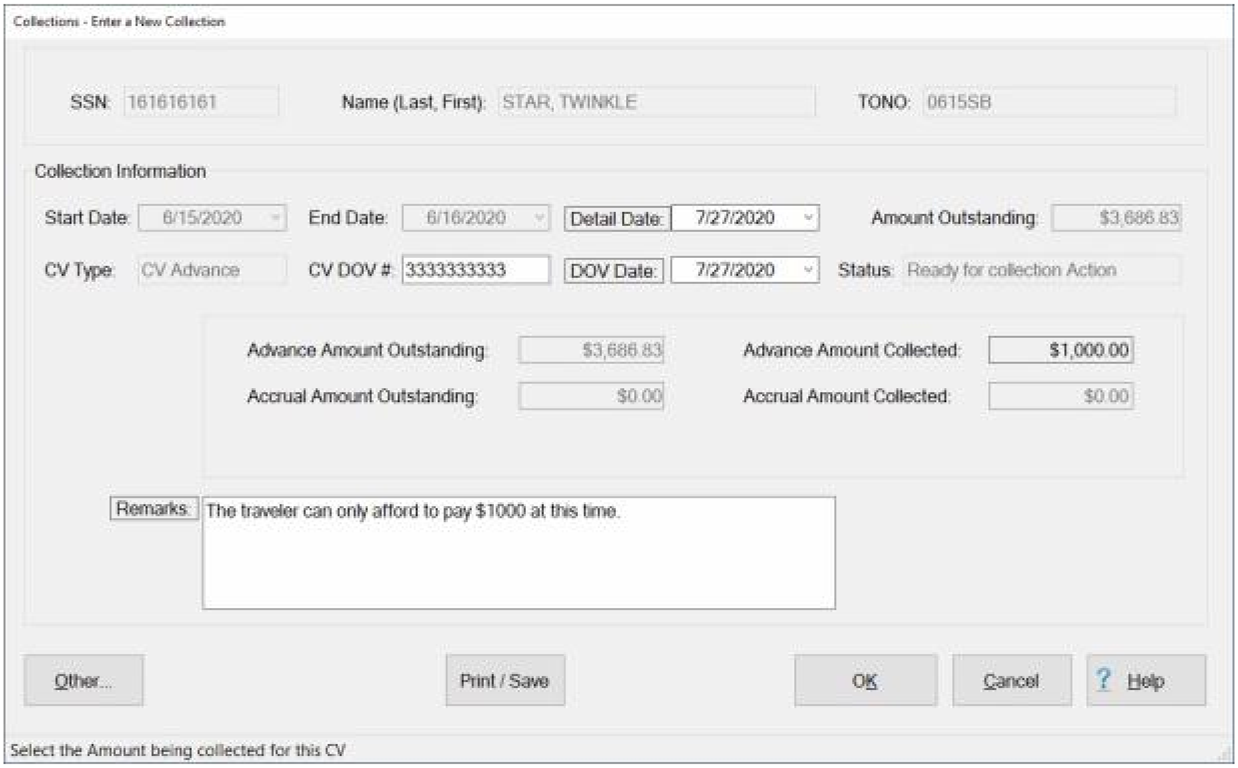


8. At this screen, the **date** at the **Detail Date** field is <u>automatically</u> populated with the **current** date. **Press** *Tab* to continue, or **type** a <u>different</u> date if desired. You can also **click** on the *down* **arrow** button and use the **calendar** to select the date.
9. At the **CV DOV #** field, **type** the **CV#** you wish to assign to this collection voucher, <u>if applicable</u>, and **press** *Tab*.
10. **DOV Date:** - The **date** at the **DOV Date** field is <u>automatically</u> populated with the **current** date. **Press** *Tab* to continue, or **type** a <u>different</u> date if desired. You can also **click** on the *down* **arrow** button and use the **calendar** to select the date.
11. Click in the **Advance Amount Collected** <u>or</u> **Accrual Amount Collected** field, <u>which ever is applicable</u>. IATS will display the **Apply Collections** screen.



Note: The **Apply Collections** screen shows the total **Amount Outstanding**, and **lists** each **entitlement** that has been processed against the selected travel order. In addition, the **amount outstanding** for each **entitlement** is shown. You must **decide** how much of the collection will be **applied** to each **entitlement** or if the entire **outstanding amount** for all of the **entitlements** are to be collected.

12. **Click** in the **cell** in the **Applied** column for the **entitlement** you wish to **apply** a **collection** to and then **enter** the desired **amount**. IATS will **populate** the **Collected** and **Applied** fields with the **amount** you **entered**.
13. If you wish to collect the entire **outstanding amount**, you can simply **click** on the **Collect Full Amount** button and IATS will **populate** the **cells** in the **Applied** column with the **amounts** shown in the **Outstanding** column accordingly.
14. **Click** on the **Reset** button if you need to **remove** what was already **applied** and wish to **start over**.
15. When you are **finished** applying the amounts to be collected, **click** on the **OK** button to **save** your entries. IATS will **return** you to the **Collections** screen.



Note: You will **notice** that IATS automatically **populates** either the **Advance Amount Collected** or **Accrual Amount Collected** field with the **amount applied** at the **Apply Collections** screen.

16. **Click** in the **Remarks** text box and **type** any desired remarks.
17. 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.

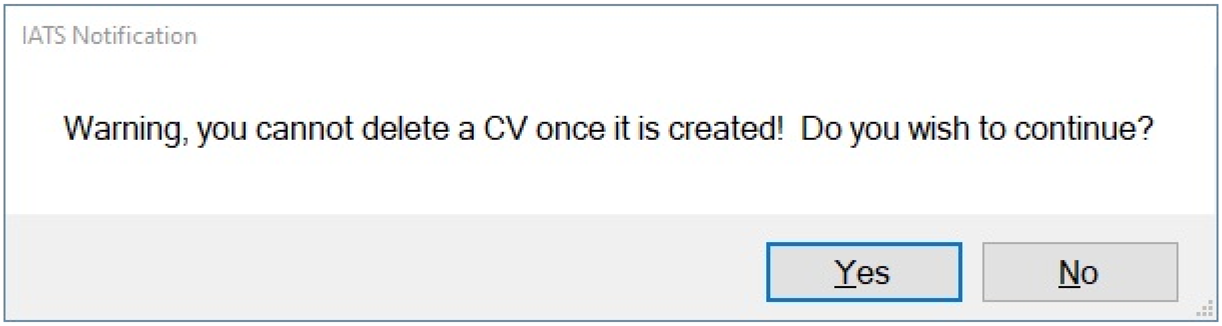
Printing Collection Vouchers

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.

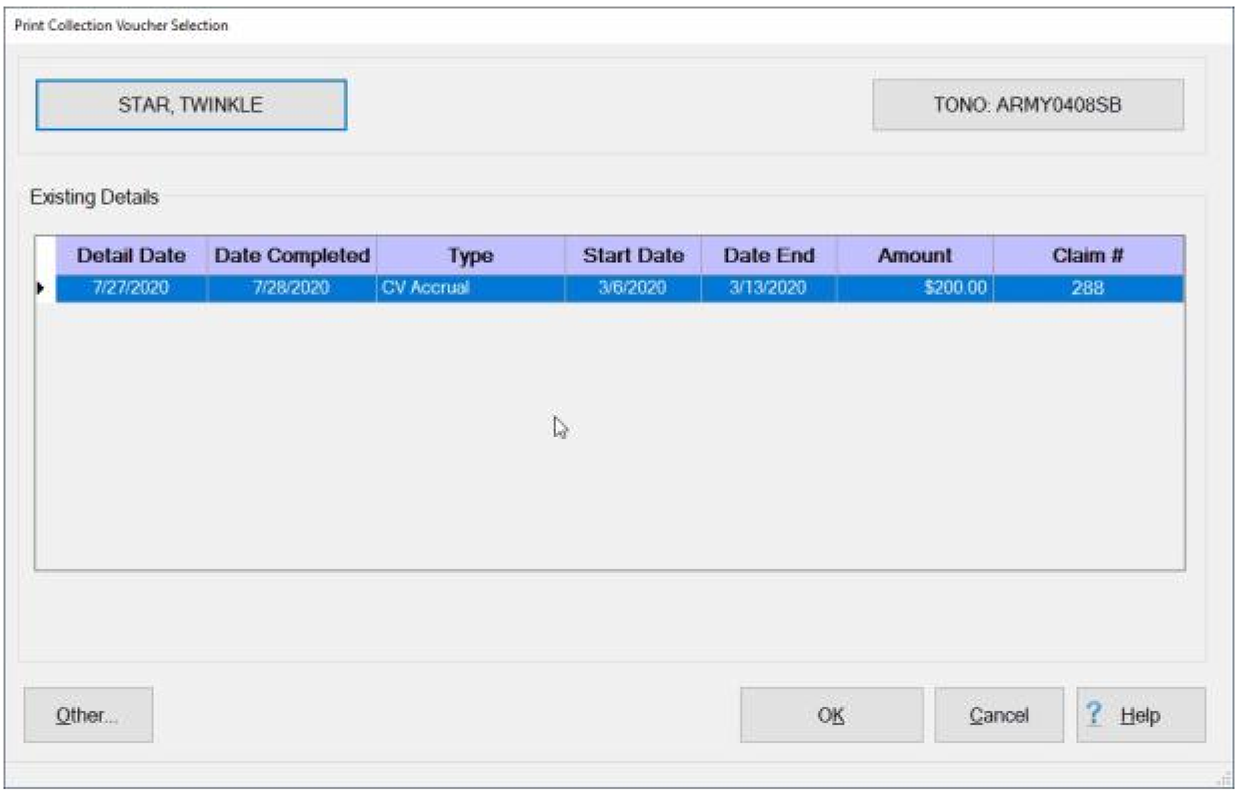
Cash, **checks** and **money orders** must be processed by the **disbursing** office. The disbursing office prepares a **DD Form 1131**, and assigns a Collection Voucher (**CV**) number to the document. IATS **produces** a computer **facsimile** of **DD Form 1131** that can be **printed** at the time the collection is posted to IATS or at a later **time**.

Complete the following steps to "print" a collection voucher:

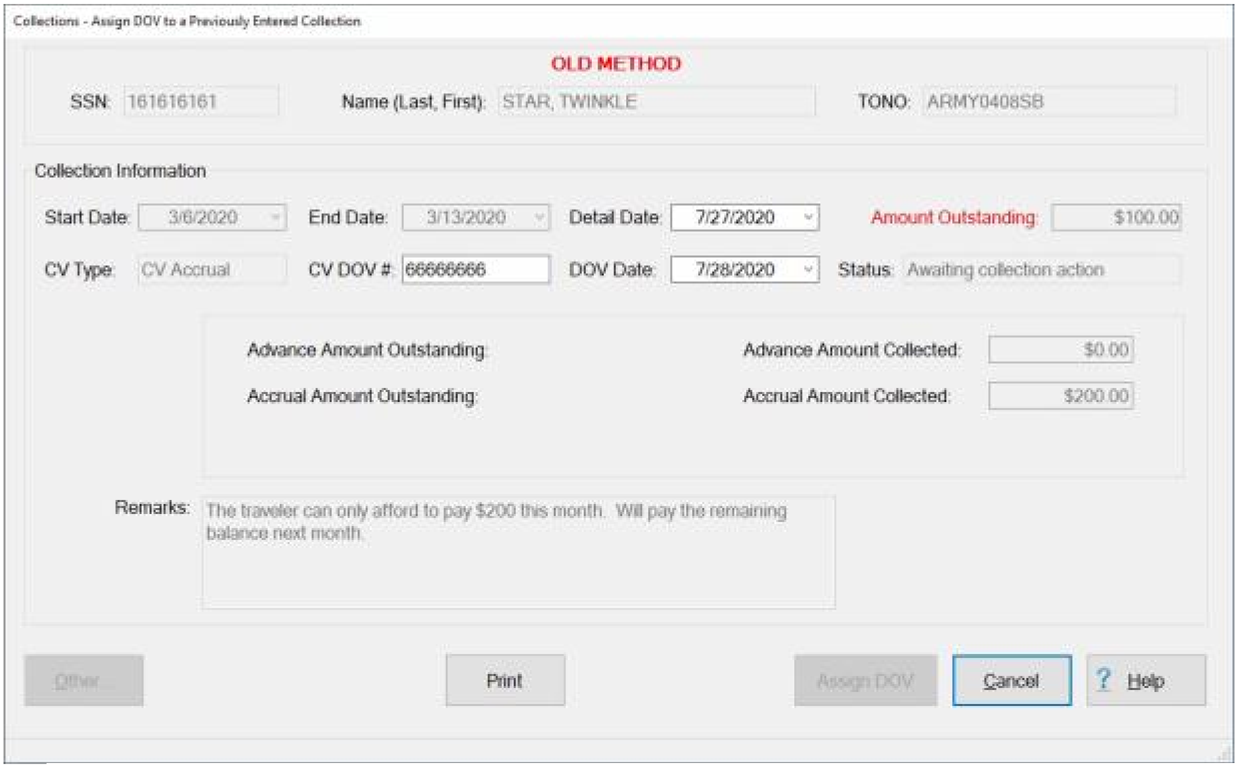
1. At the **Examiner View** screen, **click** on the **Collections** button. A drop down **menu** appears offering several options.
2. **Click** on the **Print CV** option. The following *pop-up* **message** appears advising you that once a Collection Voucher (**CV**) is created you cannot **delete** it.



3. **Click** on *Yes* or *No* as desired. The **Select Traveler** screen appears.
4. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** *Tab*.
5. After accessing the traveler's account, **click** the **OK** button, the **Travel Order Selection** screen appears.
6. 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.



7. At this screen, **click** on the desired collection **item**. When the correct **item** is highlighted, click the **OK** button. The **Collections - Assign DOV to a Previously Entered Collection** screen appears.



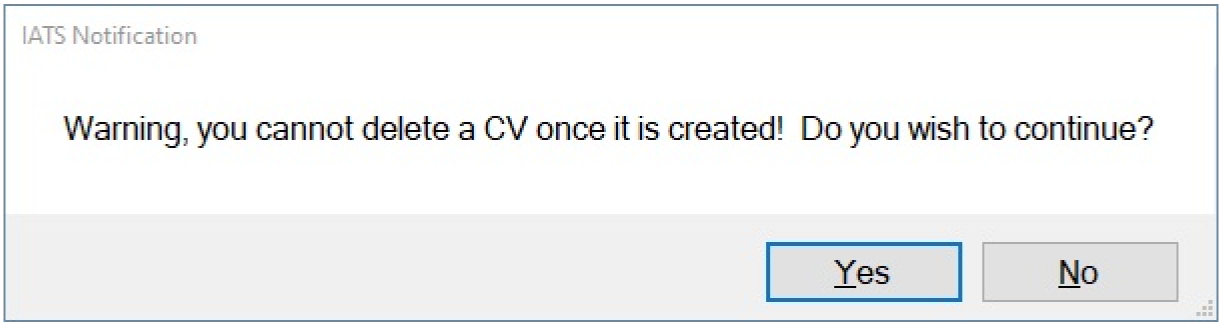
8. At this screen, **click** on the **Print** button. The **Adobe Acrobat Reader** screen appears.
9. **Click** on the **Printer** Icon. The **Print** screen appears.
10. **Verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary changes.
11. **Select** the number of **copies** you wish to print and **click** the **Print** button.
12. IATS **prints** the **DD Form 1131** (Collection Voucher).
13. If you are finished using the **Adobe Acrobat Reader** screen, **click** on the **(X)** button at the top right corner of the screen to **return** to the **Examiner View** screen.

Create Non-IATS Collection Voucher

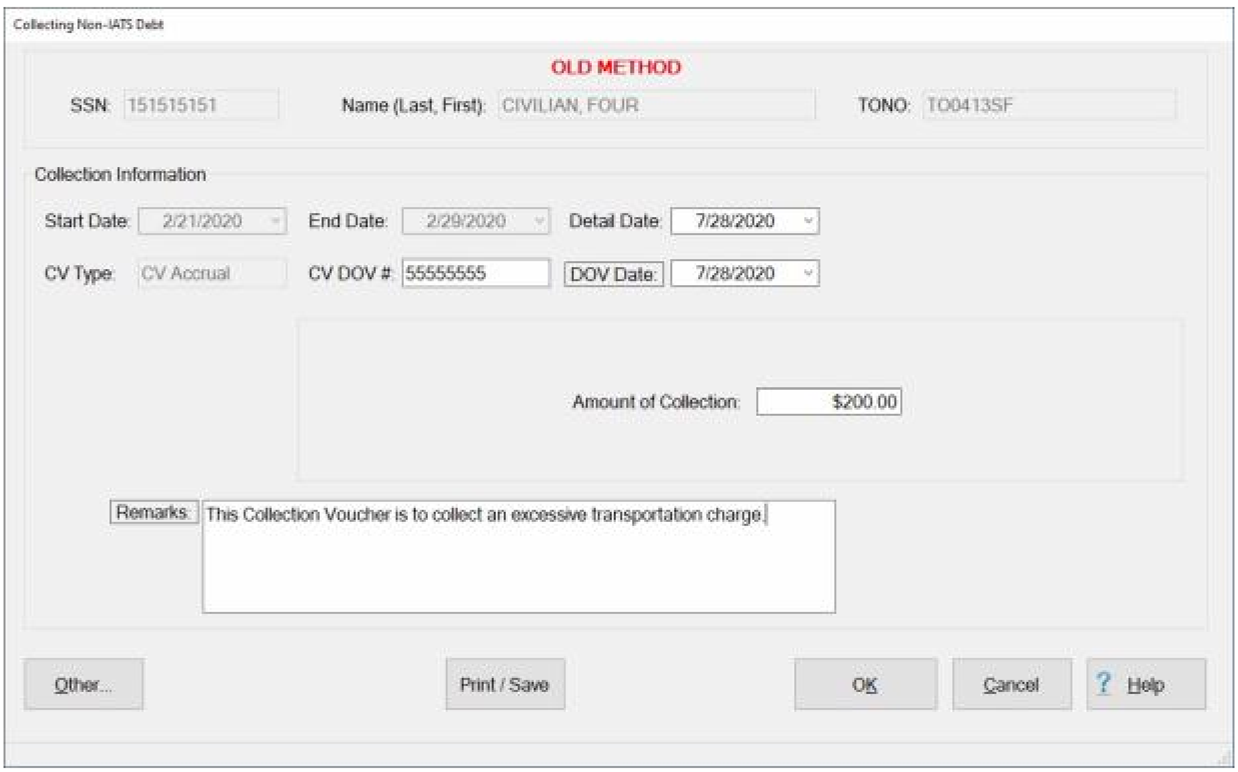
This feature is for collecting **debts** that are not **maintained** in the IATS **database**. This would include **advances** processed at other **stations**, or for **excess transportation costs**. Typically this **feature** is used by **Air Force** customers, but may be used by any customer.

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 following *pop-up* **message** appears advising you that once a Collection Voucher (**CV**) is created you cannot **delete** it.



3. **Click** on *Yes* or *No* as desired.
4. If you **click** on *Yes*, the **Select Traveler** screen appears.
5. 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.
6. At the **Travel Order Selection** screen, any existing travel orders in the IATS database appear below in the **Order** section.
7. **Click** on the **order number** associated with the collection item and then **click** the **OK** button. The **Collecting Non-IATS Debt** screen appears.



8. At this screen, the **date** at the **Detail Date** field is <u>automatically</u> populated with the **current** date. **Press** *Tab* to continue, or **type** a <u>different</u> date if desired. You can also **click** on the *down* **arrow** button and use the **calendar** to select the date.
9. At the **CV DOV #** field, **type** the **CV#** you wish to assign to this collection voucher, <u>if applicable</u>, and **press** *Tab*.
10. **DOV Date:** - The **date** at the **DOV Date** field is <u>automatically</u> populated with the **current** date. **Press** *Tab* to continue, or **type** a <u>different</u> date if desired. You can also **click** on the *down* **arrow** button and use the **calendar** to select the date.
11. At the **Amount of Collection** field, **type** the **amount** to be collected and press *Tab*.

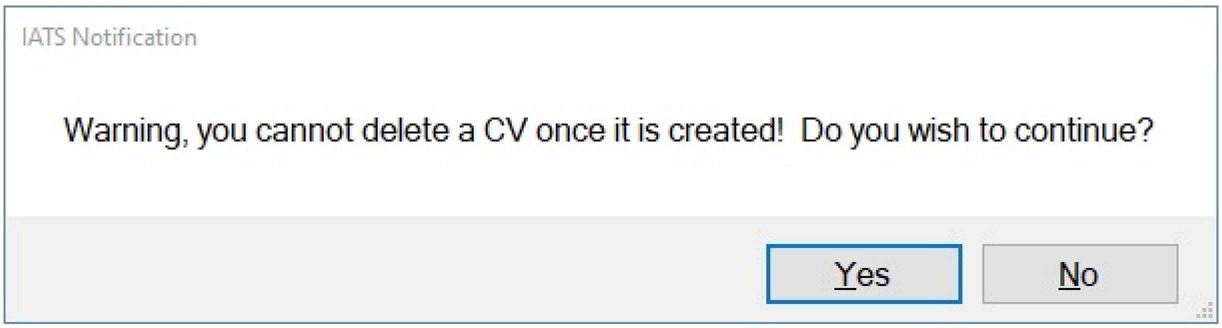
12. **Click** in the **Remarks** text box and **type** any desired remarks.
13. When **finished** typing the remarks, if applicable, **click** the **OK** button to save the entries or **click** on the **Print/Save** button to **print** the collection **voucher** and **save** the entries.

Assign CV Number

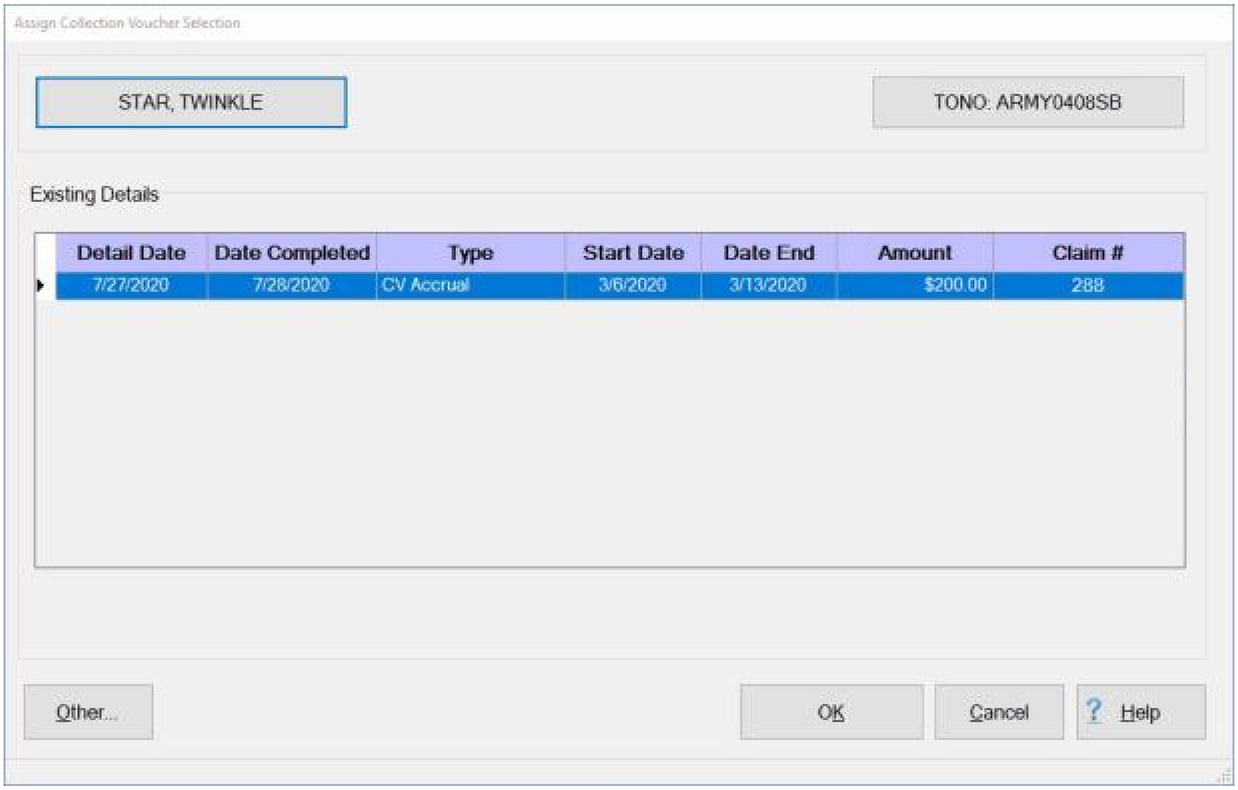
Suspense items will remain **outstanding** until a Collection Voucher Number (**CV#**) is **posted**. Occasionally IATS users must manually **post** a **CV#** in order to **clear** these items from the suspense file.

Complete the following steps to "manually post a CV#" and generate DD Form 1131:

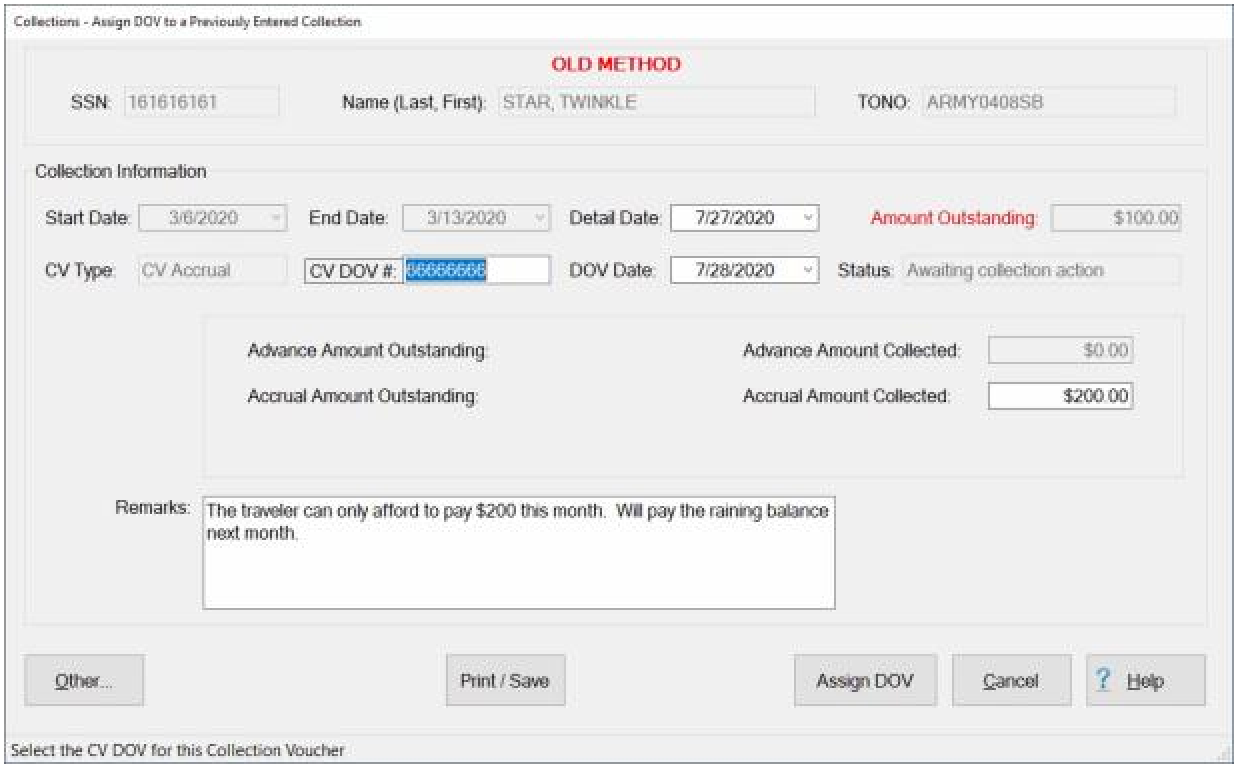
1. At the **Examiner View** screen, **click** on the **Collections** button. A drop down **menu** appears offering several options.
2. **Click** on the **Assign CV Number** option. The following *pop-up* **message** appears advising you that once a Collection Voucher (**CV**) is created you cannot **delete** it.



3. **Click** on *Yes* or *No* as desired. The **Select Traveler** screen appears.
4. At the **Select Traveler** screen, **type** the traveler's **SSN** at the **ID** field and **press** *Tab*.
5. After accessing the traveler's account, **click** the **OK** button. The **Travel Order Selection** screen appears.
6. At the **Travel Order Selection** screen, any existing travel orders in the IATS database appear below in the **Order** section.
7. **Click** on the **order number** associated with the collection item and then **click** the **OK** button. The **Assign Collection Voucher Selection** screen appears.



8. At the **Assign Collection Voucher Selection** screen, click on the **click** on the desired collection **item**.
9. When the correct **item** is <u>highlighted</u>, click the **OK** button. The **Collections - Assign DOV to a Previously Entered Collection** screen appears.

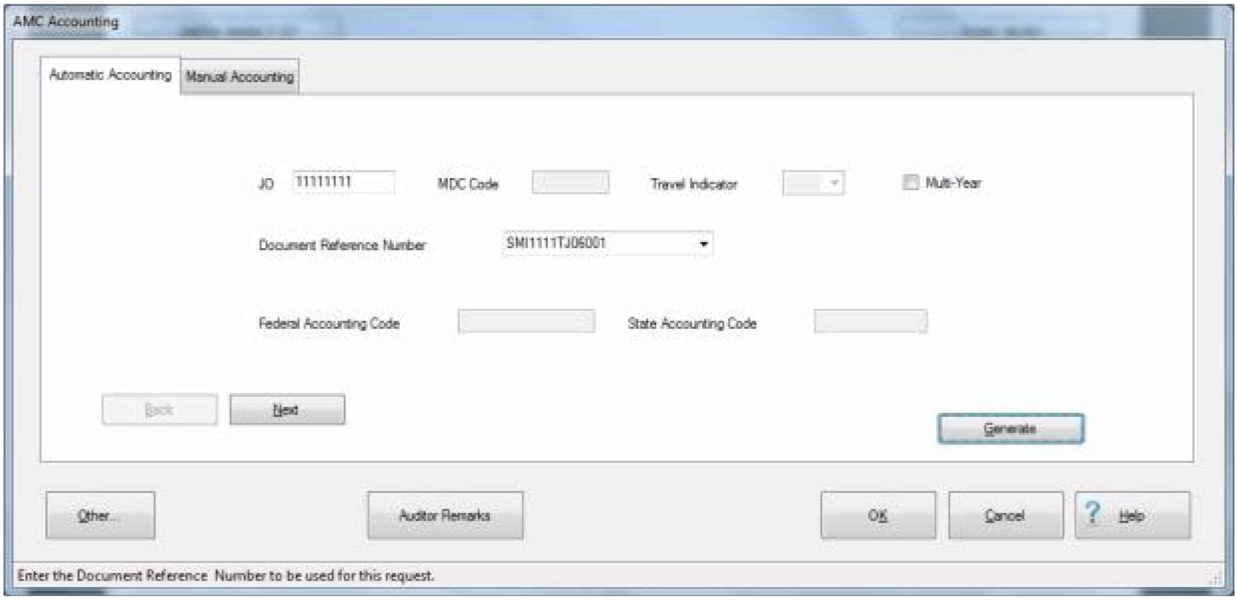


10. At this screen, the **date** at the **Detail Date** field is <u>automatically</u> populated with the **current** date. **Press** *Tab* to continue, or **type** a <u>different</u> date if desired. You can also **click** on the *down* **arrow** button and use the **calendar** to select the date.
11. At the **CV DOV #** field, **type** the **CV#** you wish to assign to this collection voucher and **press** *Tab*.
12. **DOV Date:** - The **date** at the **DOV Date** field is <u>automatically</u> populated with the **current** date. **Press** *Tab* to continue, or **type** a <u>different</u> date if desired. You can also **click** on the *down* **arrow** button and use the **calendar** to select the date.
13. **Click** in the **Remarks** text box and **type** any desired remarks.
14. When **finished** typing the remarks, if applicable, **click** the **Assign DOV** button to save the entries <u>or</u> **click** on the **Print/Save** button to **print** the collection **voucher** and **save** the entries.

AMC Accounting

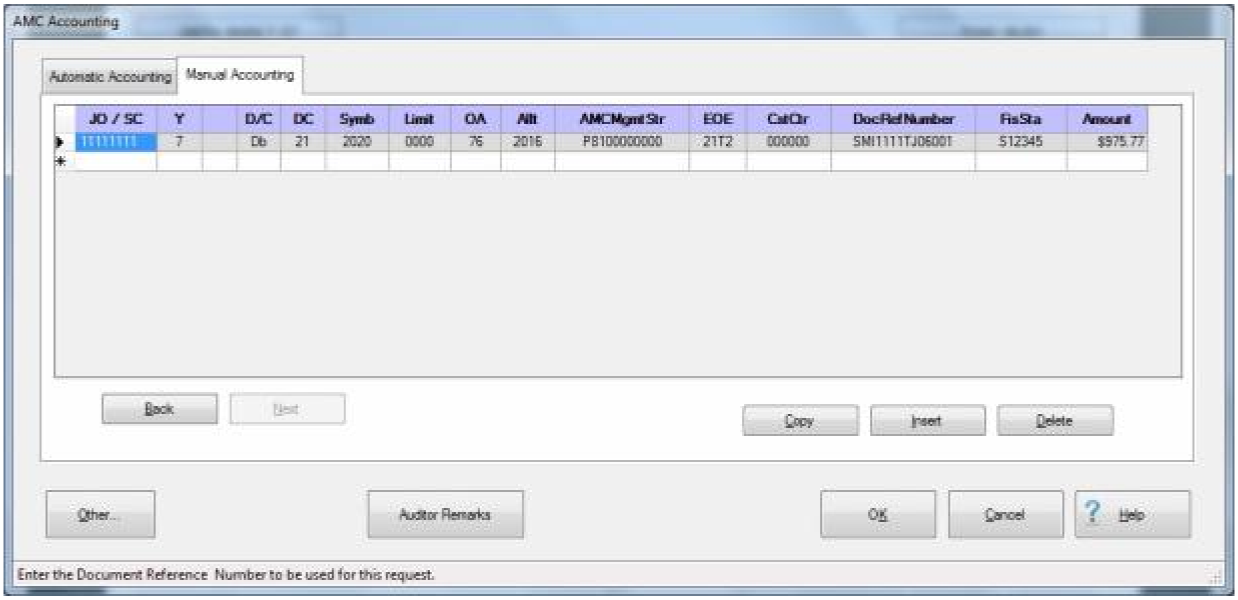
AMC-Automatic Accounting

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 <u>not</u> 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 <u>if</u> 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 <u>automatically</u> **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:** <u>If</u> **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:** <u>If</u> **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, <u>if</u> 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 <u>automatically</u> generated by IATS.



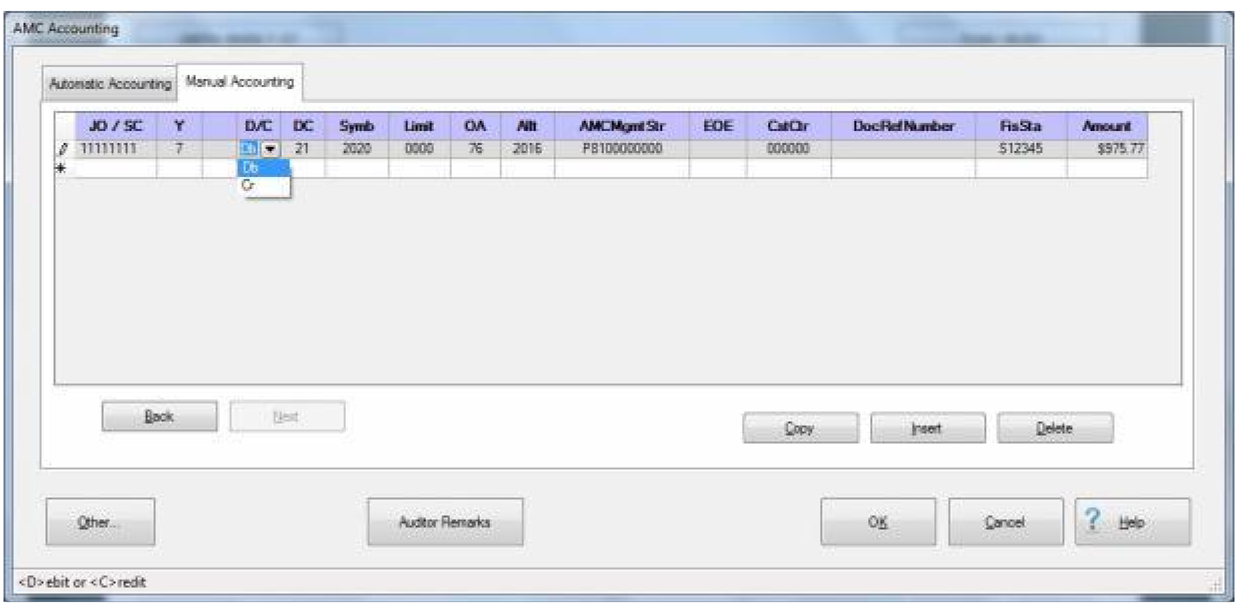
11. **Review** the accounting lines for **accuracy**. If **changes** are necessary, **click** in the appropriate field and **type** the required change.

Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will <u>automatically</u> **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**.



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:** f 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

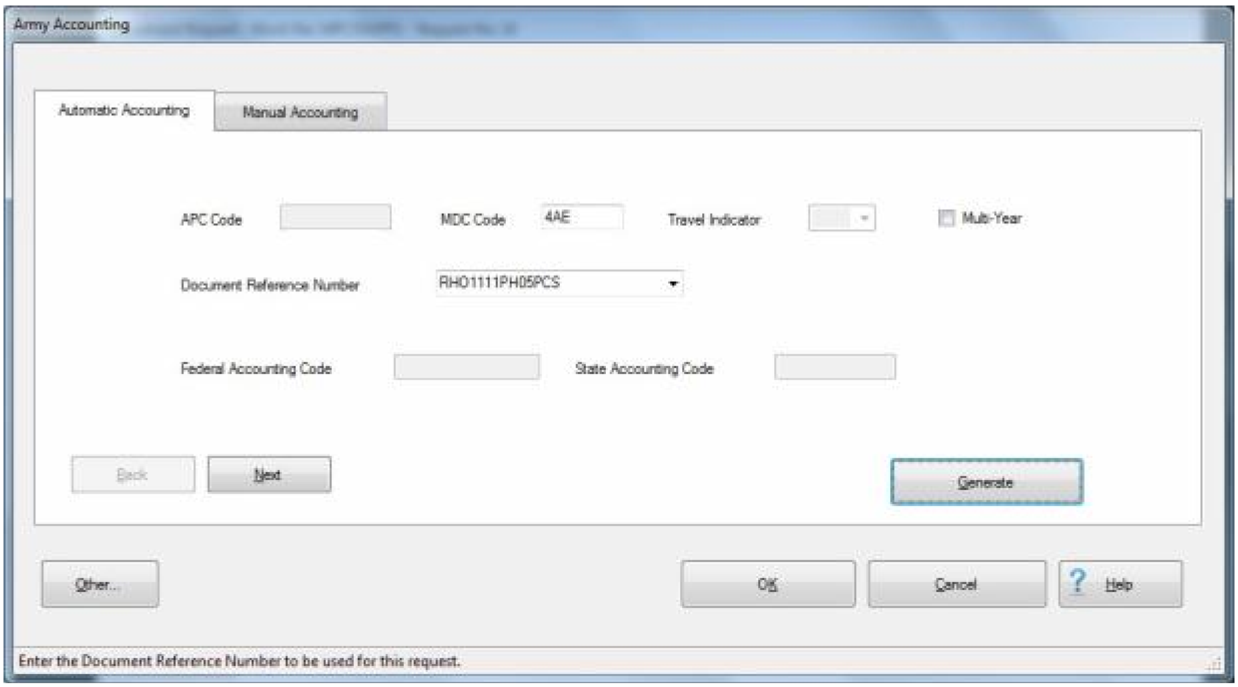
Army-Automatic Accounting

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**.

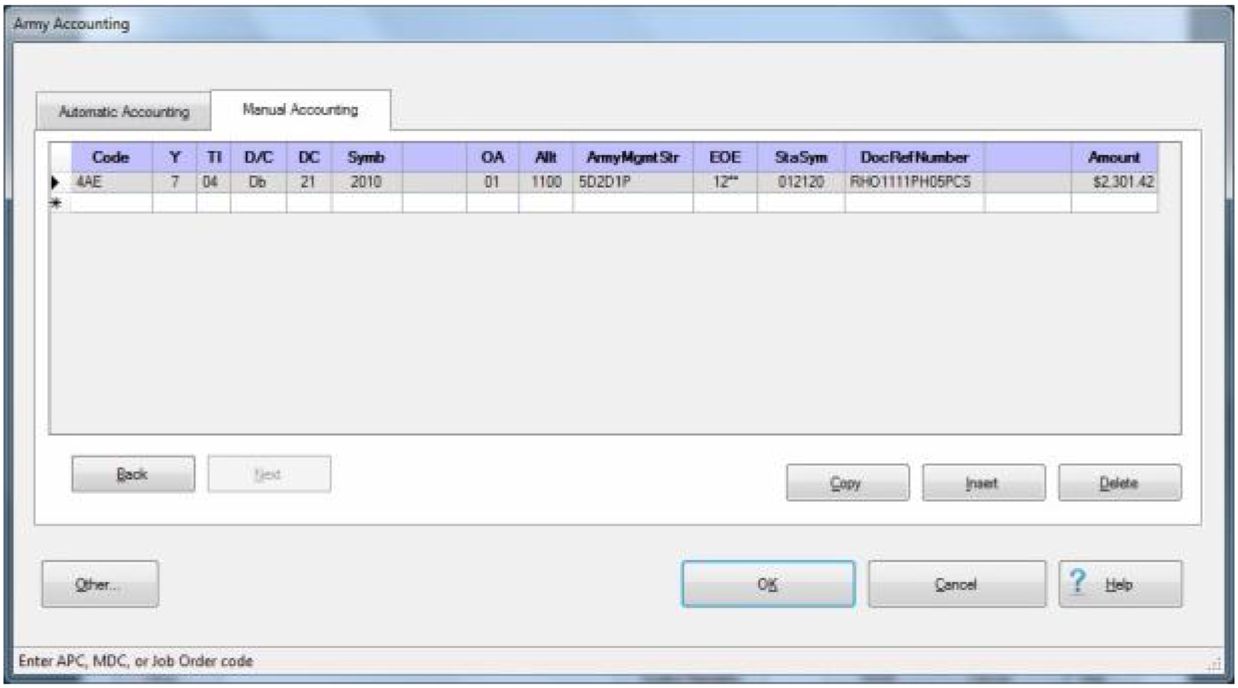
When the **Army Accounting** screen appears, there are **two** possible **methods** for entering the accounting information; **Automatic** or **Manual**.



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.

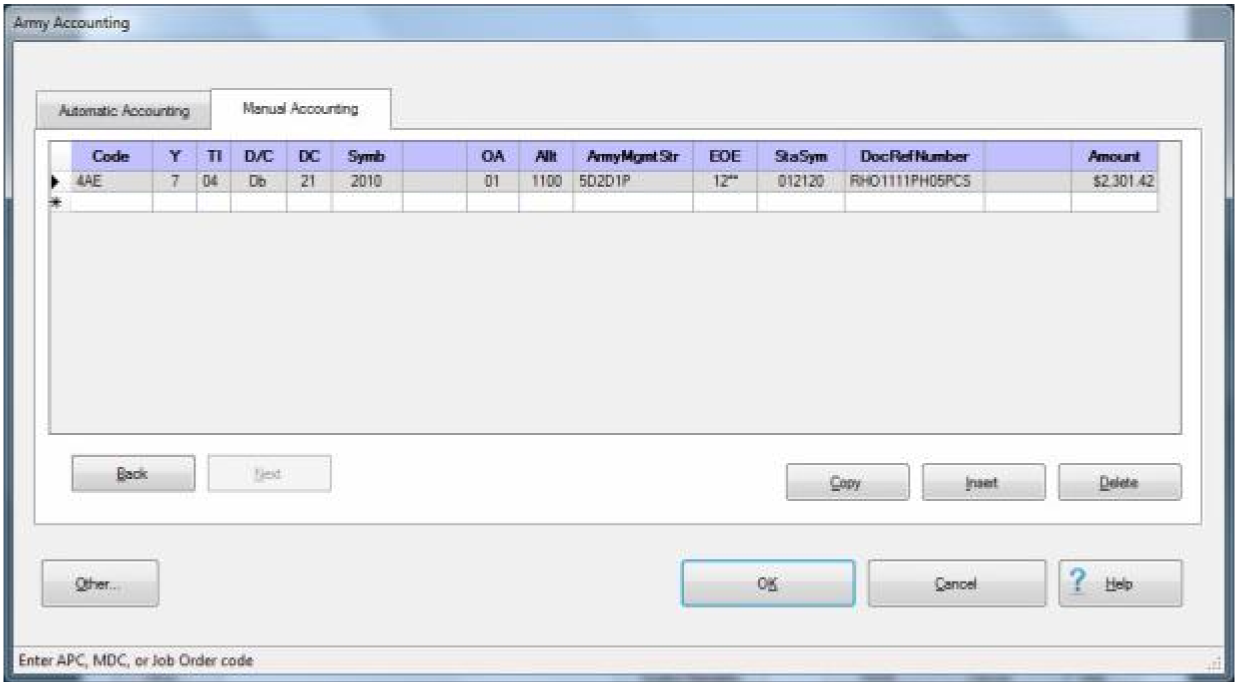
Army-Manual Accounting

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**.



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,.

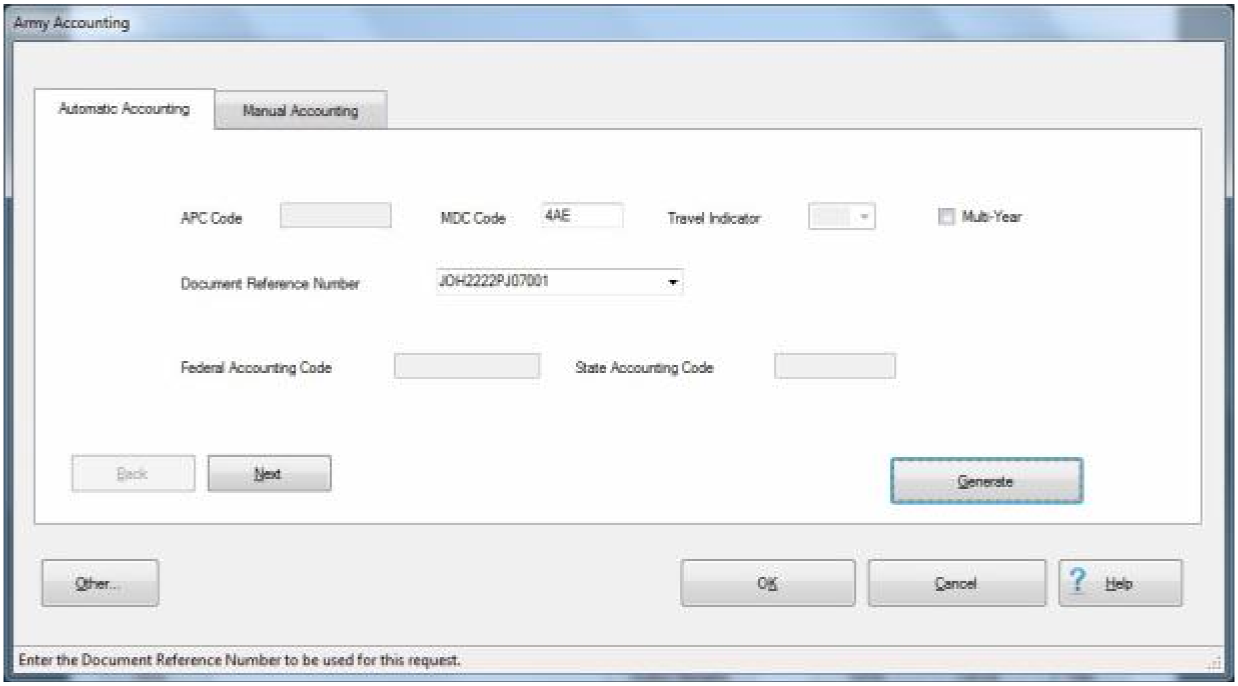
5. **D/C:** At this field, a drop down listing appears displaying the choices debit (**Db**) or credit (**Cr**). If the **correct** choice is already displayed in this field, **press** *Tab* to continue. If not, **click** on the **correct** choice and **press** *Tab*.
6. **DC:** If not already automatically 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:** f 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.

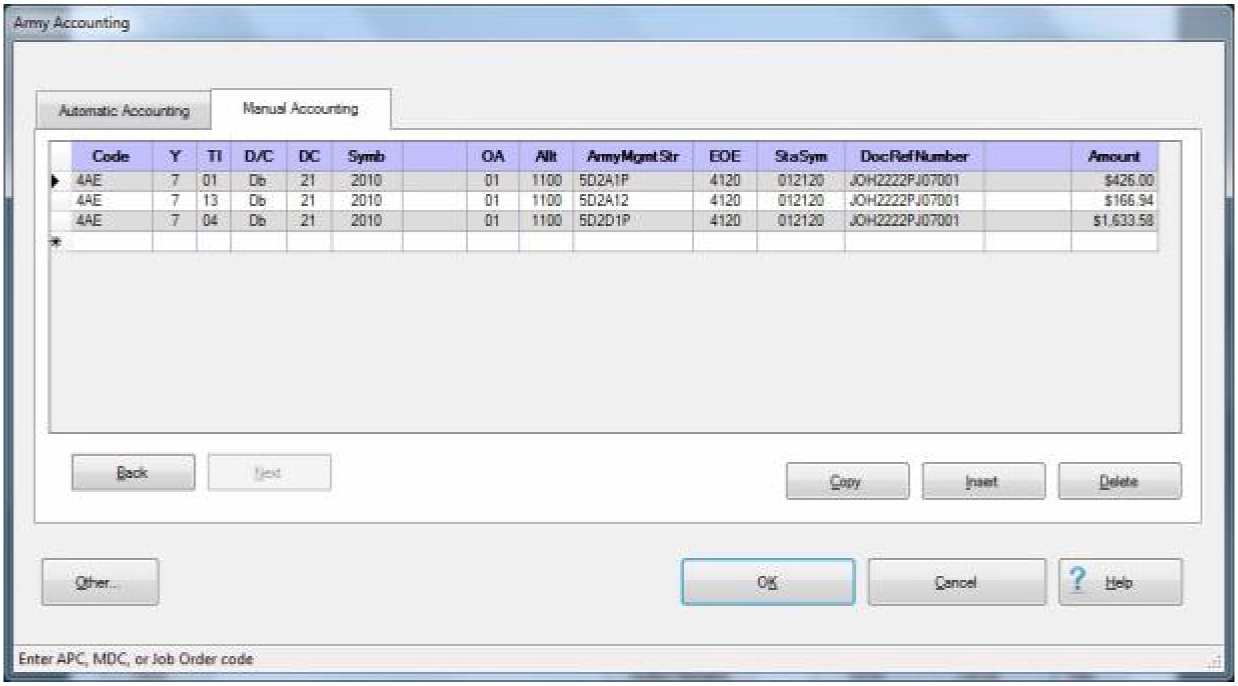
Army MILPCS Advance Accounting

When the **Army Accounting** screen appears, the **Automatic Accounting** tab is in focus when you are processing MILPCS travel advances.



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.
8. 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.



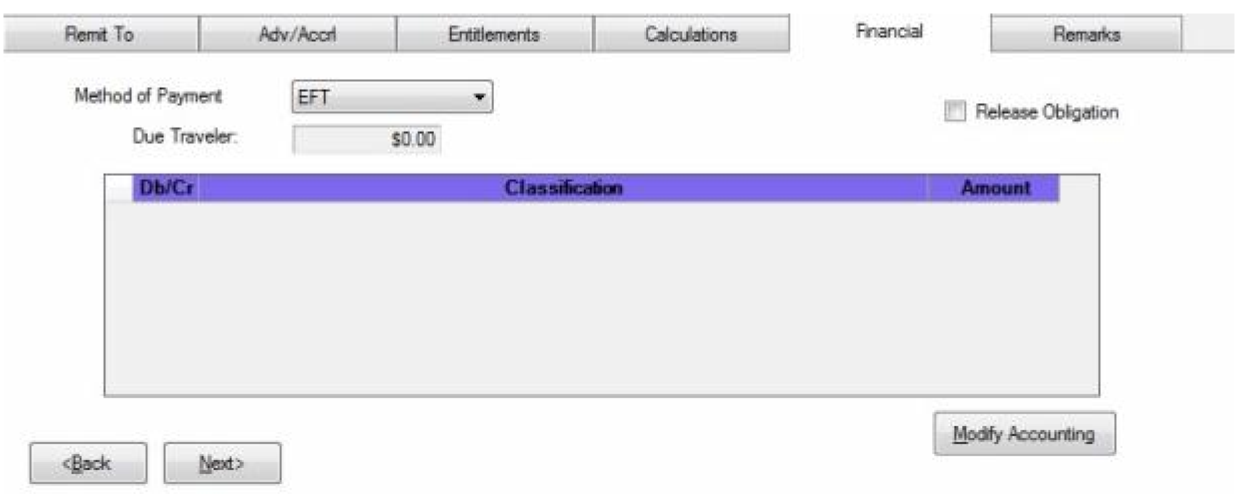
9. If any **changes** to the displayed accounting line(s) need to be made, **click** in the desired field and **type** the appropriate change.
10. When **satisfied** that the accounting line(s) are correct, **click** the **OK** button.

DLA Accounting

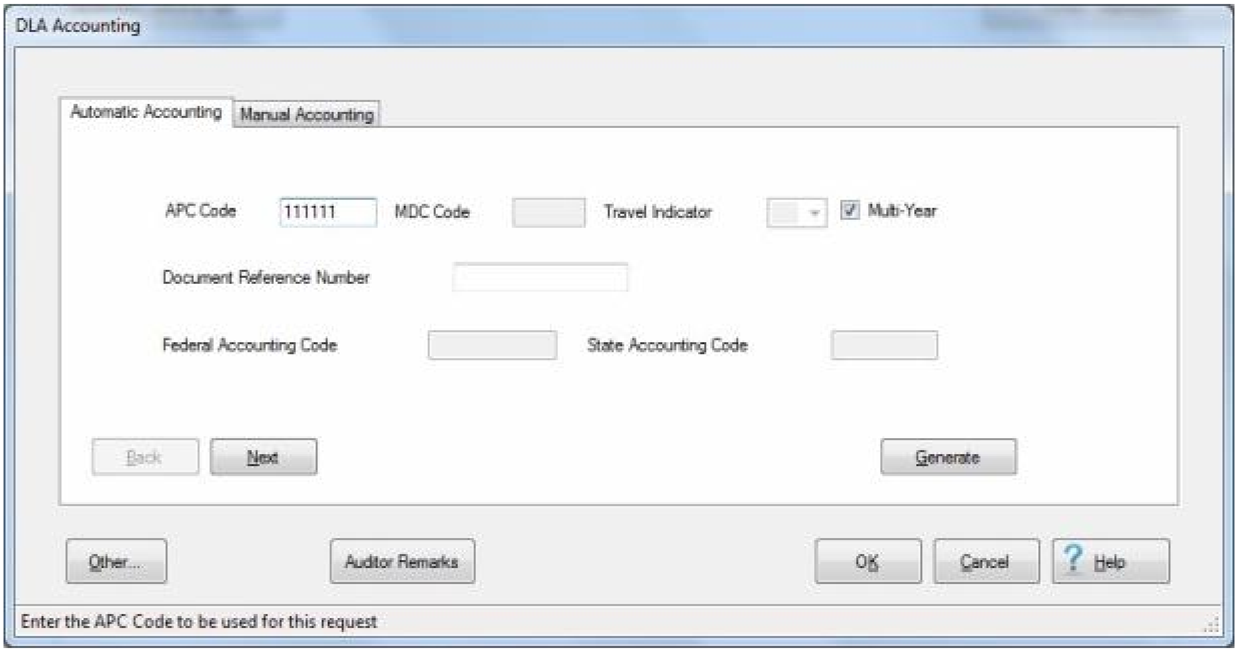
APC Code Validation

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**.

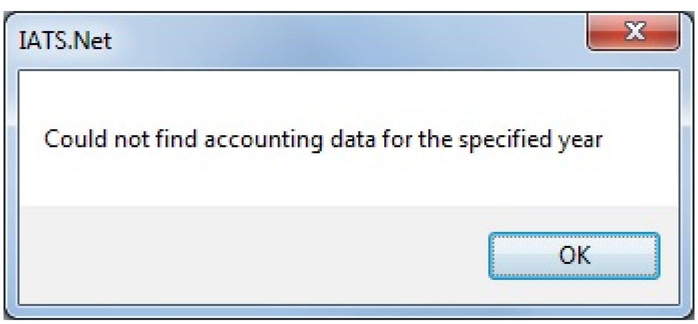
Use the following steps to "validate" the APC code using the Automatic Accounting screen:



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 (<u>depending on the customer type</u>). For <u>some</u> customers, the **Manual Accounting** screen will appear.

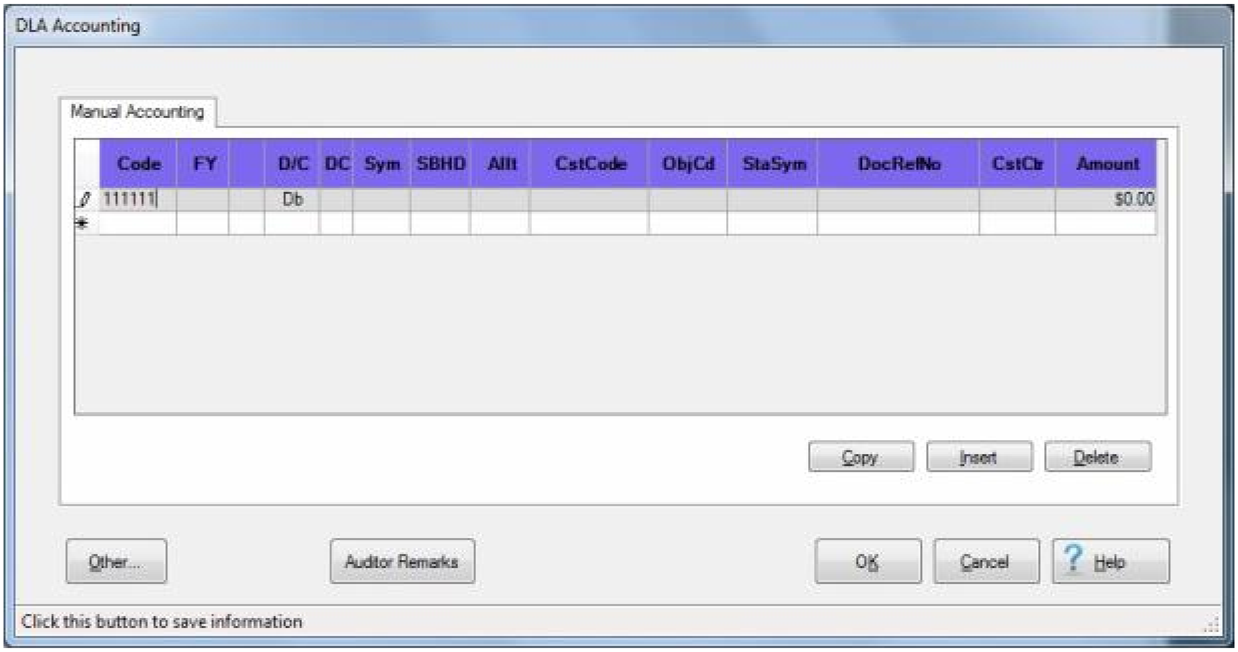


2. On the **Automatic Accounting** screen, **enter** the **APC Code** for the accounting appropriation you wish to validate at the **APC Code** field.
3. **Click** on the **Generate** button. The <u>following message</u> will **appear** if the accounting appropriation for the APC Code you entered <u>does not</u> **exist** in the database.

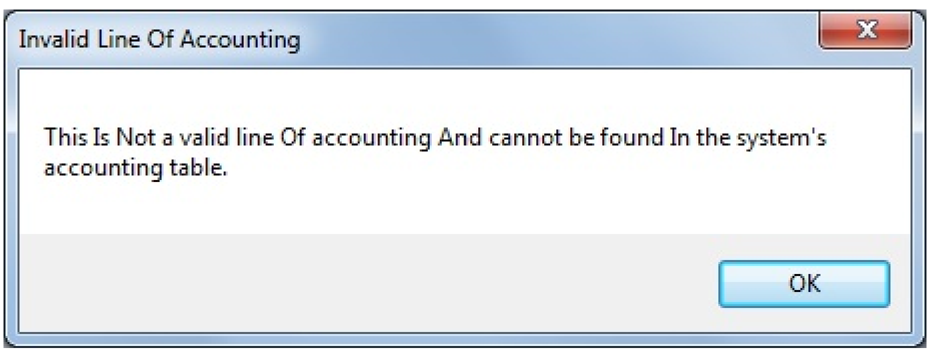


4. If this message appears, the accounting **appropriation** <u>should be added</u> to the **Accounting Classifications** table in **Maintenance** <u>before</u> you begin processing the claim.

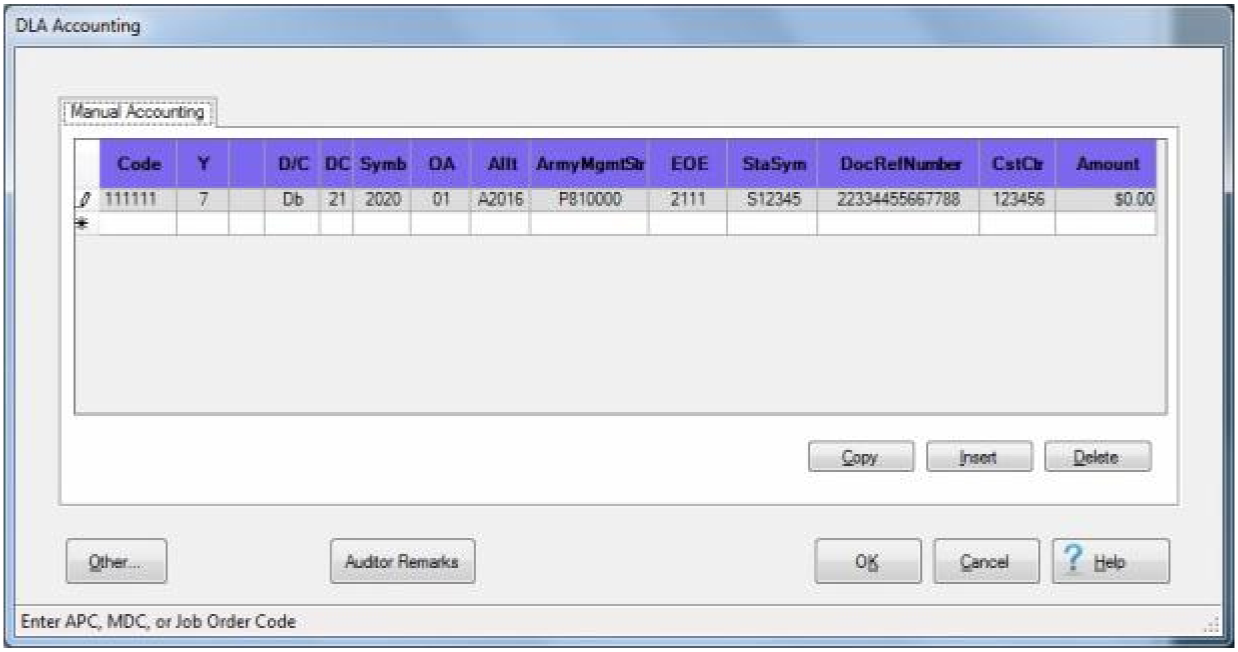
Use the following steps to "validate" the APC code using the Manual Accounting screen:



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 <u>following message</u> will **appear** if the accounting appropriation for the APC Code you entered <u>does not</u> **exist** in the database.



6. If this message appears, the accounting **appropriation** <u>should be added</u> to the **Accounting Classifications** table in **Maintenance** <u>before</u> 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 <u>not</u> been performed yet.

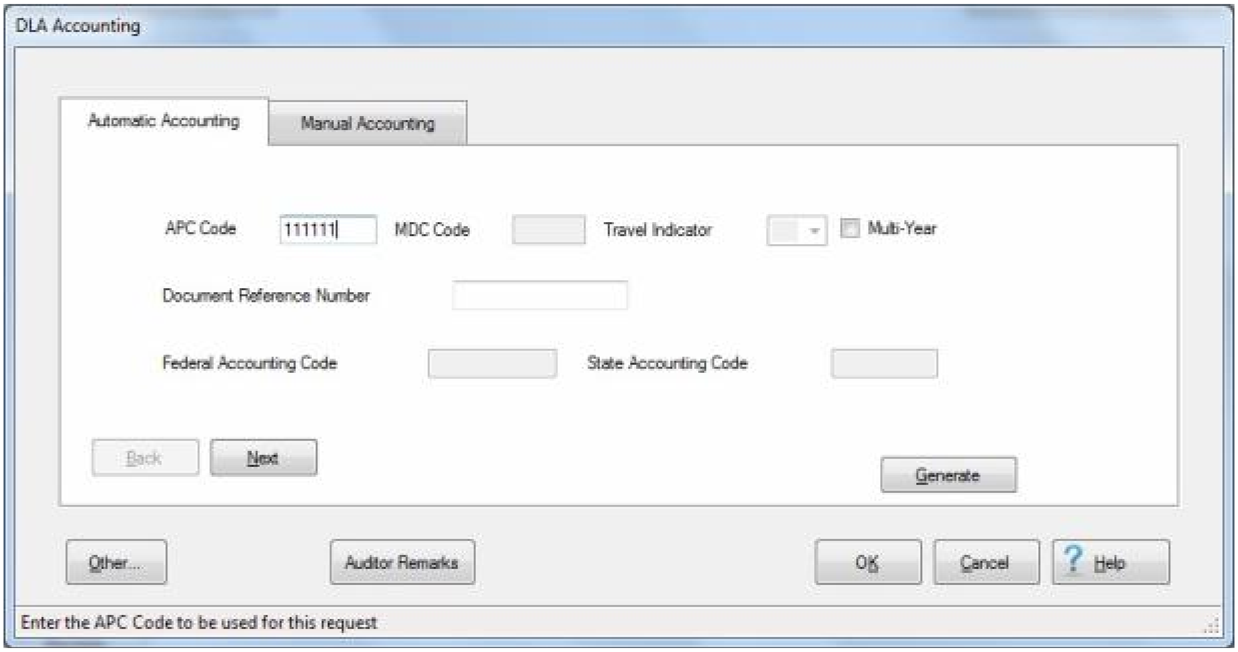


8. When you are **satisfied** that the accounting line is correct, **click** on the **OK** button and IATS will return to the **Financial** tab with the accounting line displayed.
9. **Click** on the **Entitlements** tab to continue processing the claim.

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.

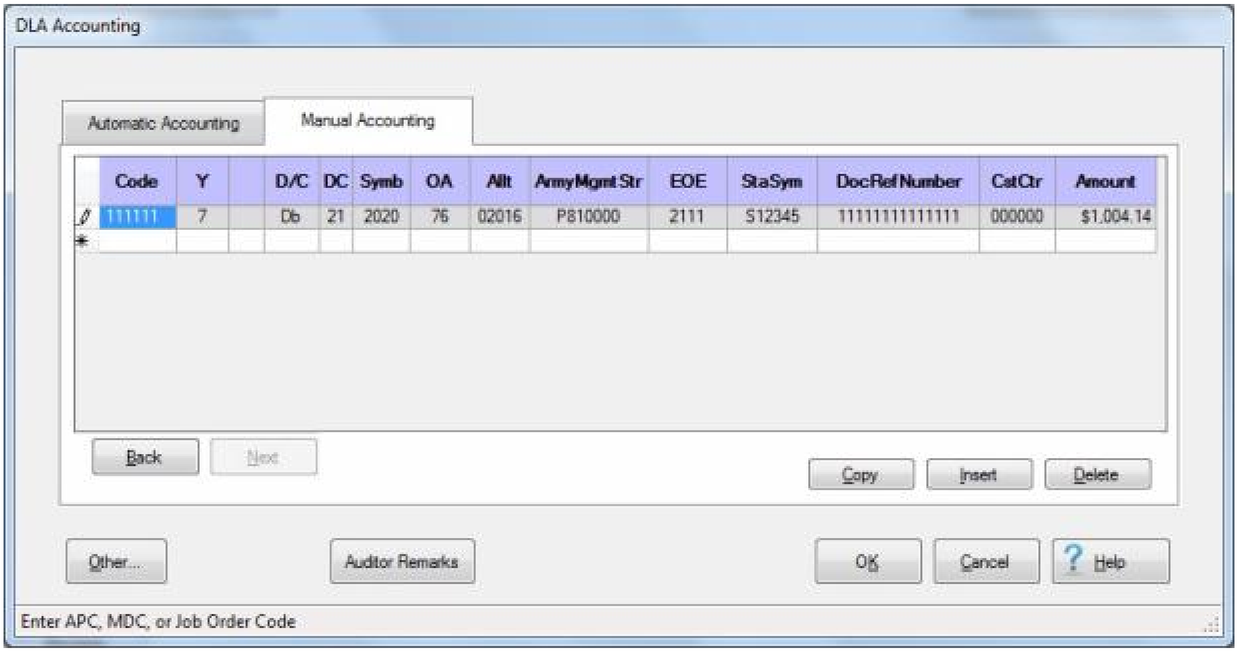
DLA-Automatic Accounting

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 <u>not</u> 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 <u>if</u> 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 <u>must</u> **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:** <u>If</u> **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:** <u>If</u> **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, <u>if</u> 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 <u>automatically</u> generated by IATS.

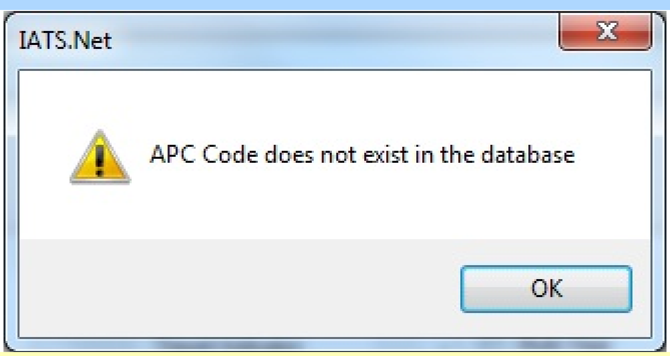


11. **Review** the accounting lines for **accuracy**. If **changes** are necessary, **click** in the appropriate field and **type** the required change.

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.

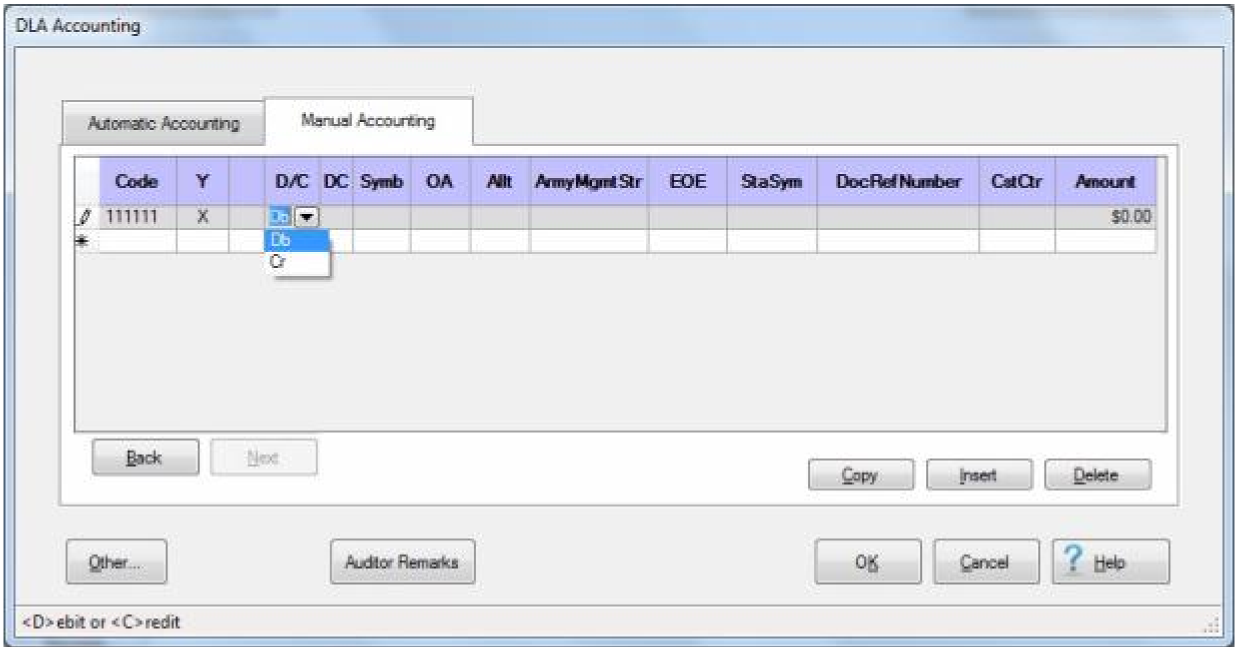
Note: If the APC Code entered at the DLA Accounting Automatic screen is invalid, a pop-up message will appear after you click on **Generate**. You would **click** on **OK** to continue and ask your supervisor to have the accounting citation added to the accounting table.



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

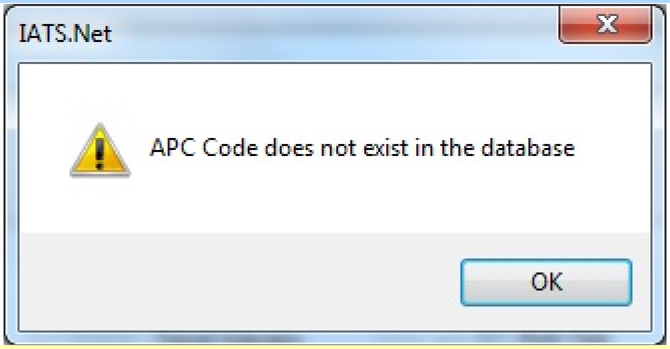
appearing at this field is correct, **press** *Tab* to continue. If not, **click** on the *Up/Dn* **arrows** or **press** the *Up/Dn* **arrows** on the keyboard to display more choices. When the correct code is shown, **click** on the desired code to make a selection and then **press** *Tab* to continue.

11. **StaSym:** f 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.

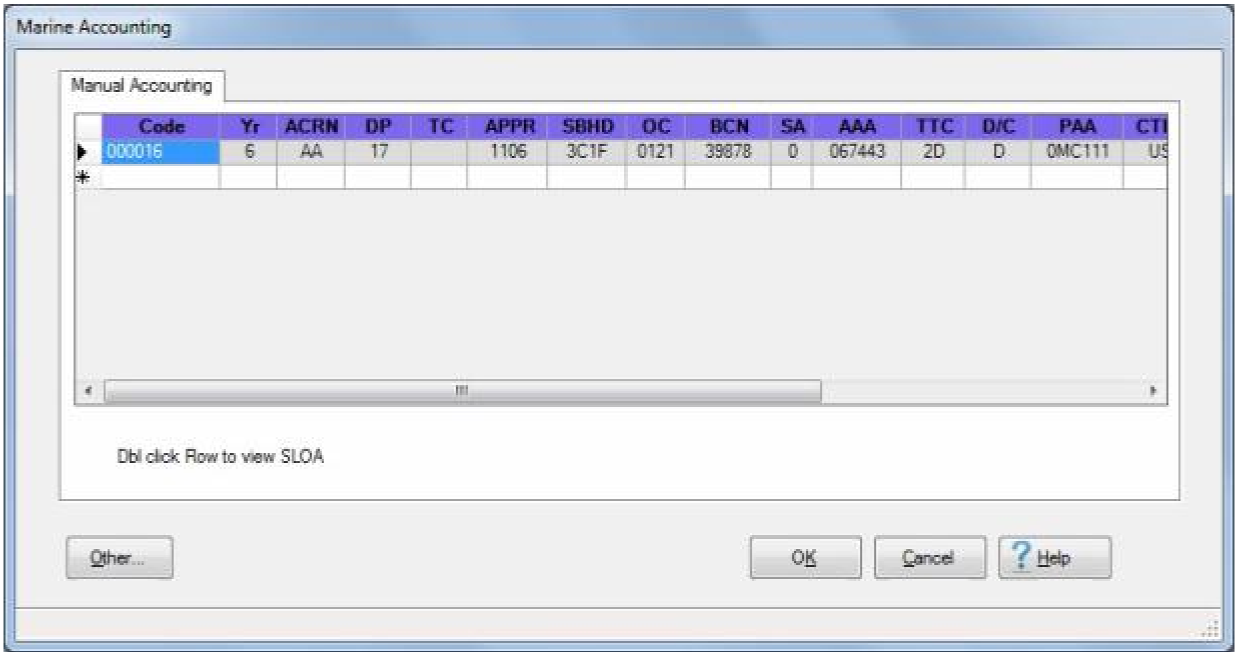


Tip: If the accounting citation must be added to the accounting table, you must **cancel** out of the claim, **exit** IATS, and then **re-start** the claim after the accounting citation has been added to the accounting table.

Marines Accounting

Completing the Marines Accounting Screen

When the **Marines Accounting** screen appears, **Manual Accounting** is only one **method** for entering the accounting information.



Use the following steps to "complete" the Manual Accounting tab:

1. If the **Manual Accounting** tab is <u>not</u> 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 <u>following</u> accounting **fields** are <u>automatically</u> **populated** <u>if</u> 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 <u>is</u> correct, **press** *Tab* to continue. <u>If not</u>, **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 <u>two digit</u> **code** for the **Department** code as shown on the travel order and **press** *Tab*.
6. **TC:** <u>If applicable</u>, **type** the **Transfer Department** code as shown on the travel order and **press** *Tab*.

Note: After pressing *Tab* at the **TC** field, IATS will <u>automatically</u> 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.

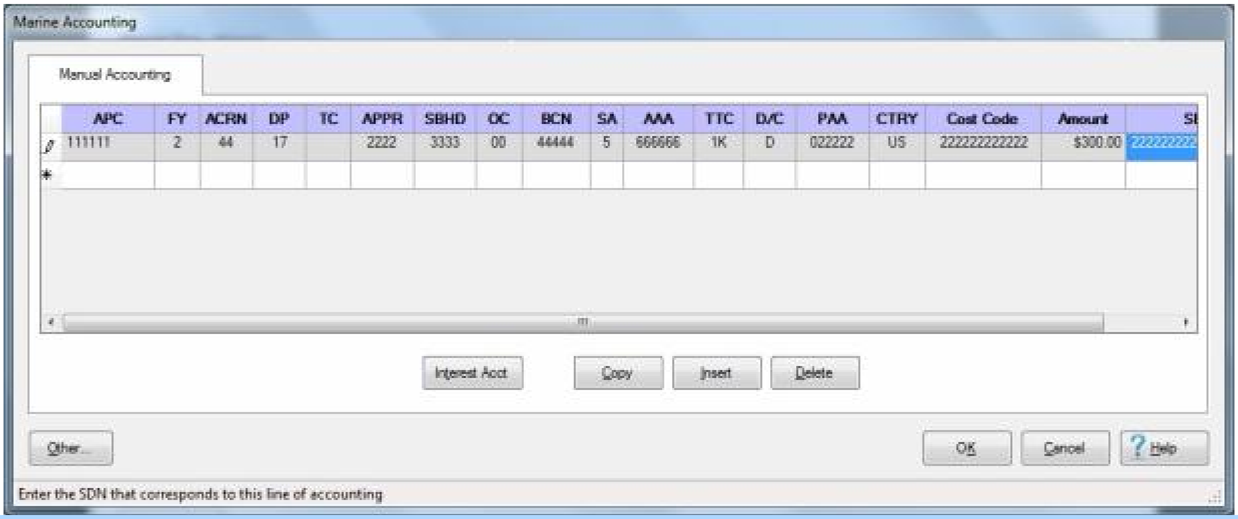
15. When **finished** adding the required accounting lines, **click** the **OK** button.

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**:



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**.

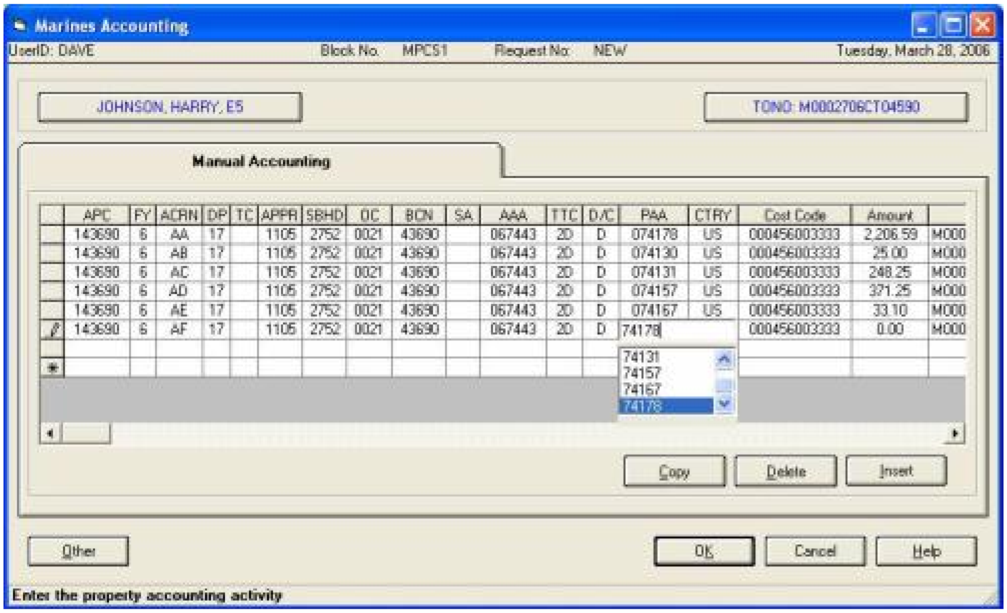
Marines MILPCS Accounting

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**.

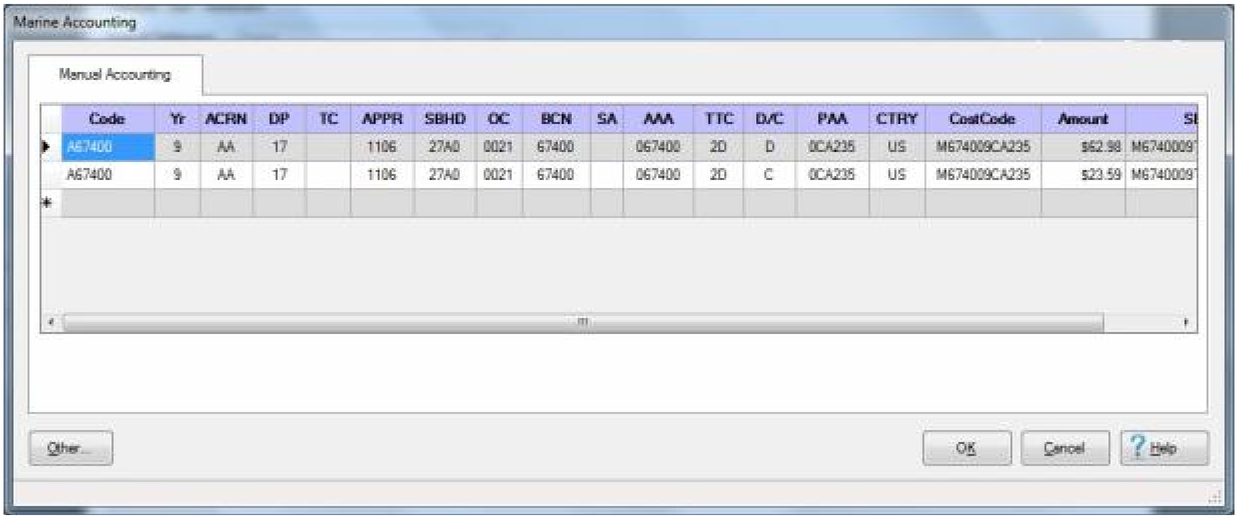
Click on the **See Also** button below for additional **Help** topics pertaining to Marine Corps **accounting**.

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.



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**.

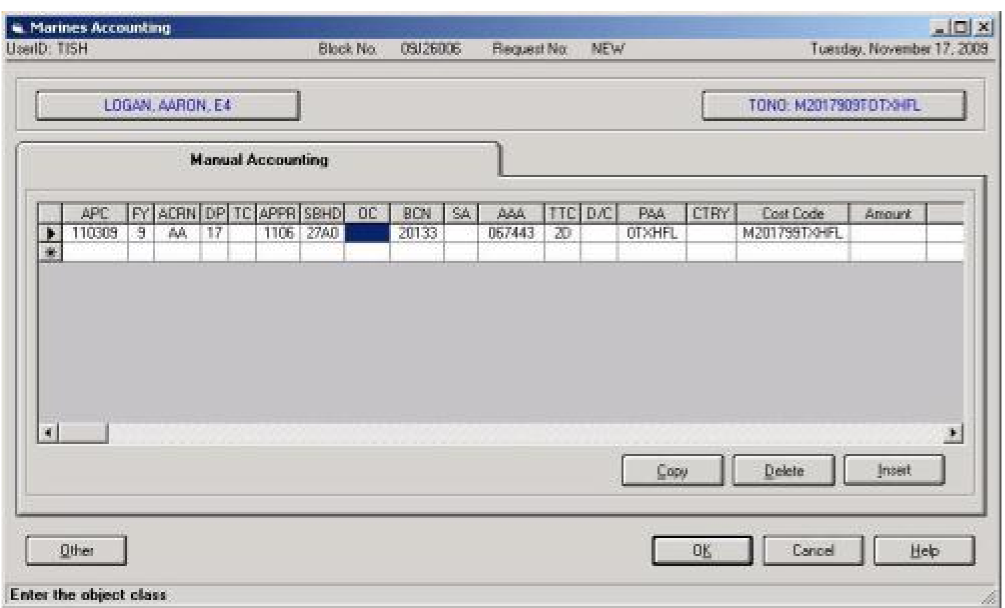
Click on the **See Also** button below for additional **Help** topics pertaining to Marine Corps **accounting**.

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.

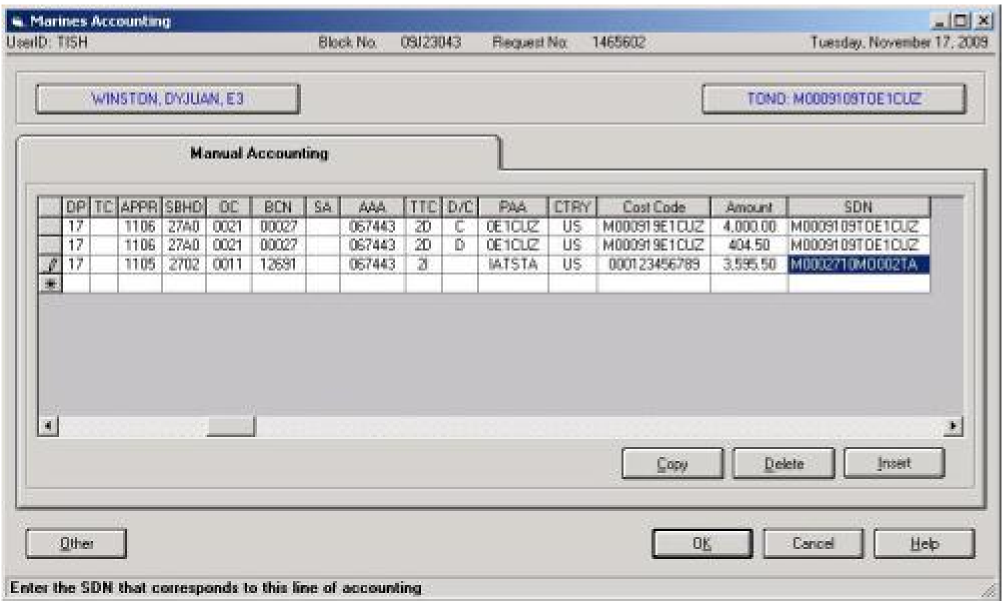


Checkage Accounting

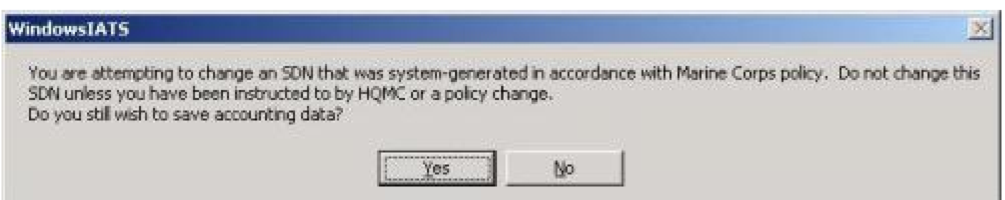
The code **2I** is used to **offset** the **overpayment** when the settlement computation results in an amount **Due US**. This applies to **Marine Corps** member travel only.

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.

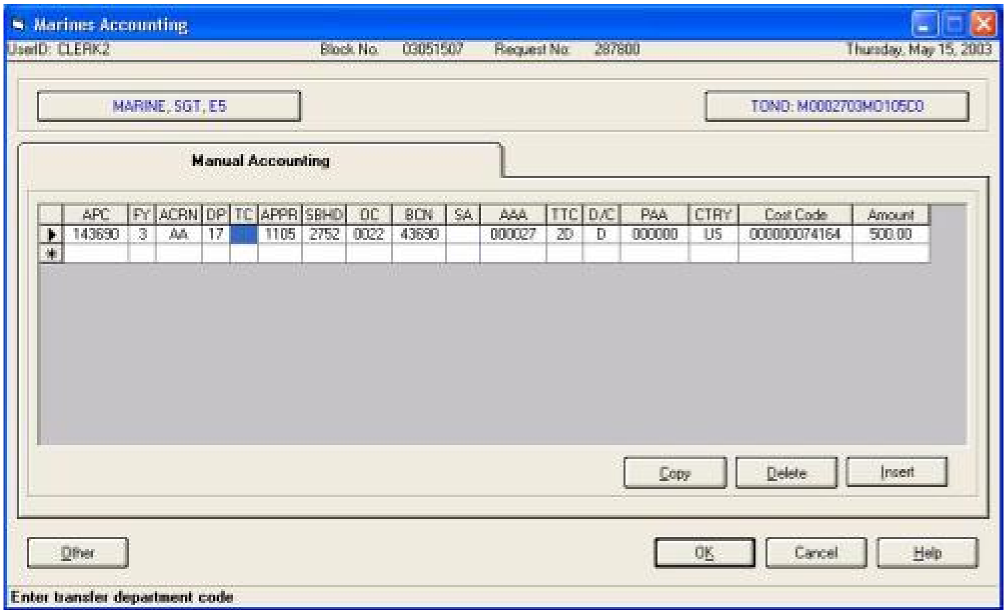


If you attempt to edit this system-generated **SDN** in any manner, you will get the error message below. IATS has been programmed to auto-populate the correct **SDN**. As a result, do NOT change the **SDN** unless there has been a policy change, which has not yet been programmed in IATS.



DITY Advance Accounting

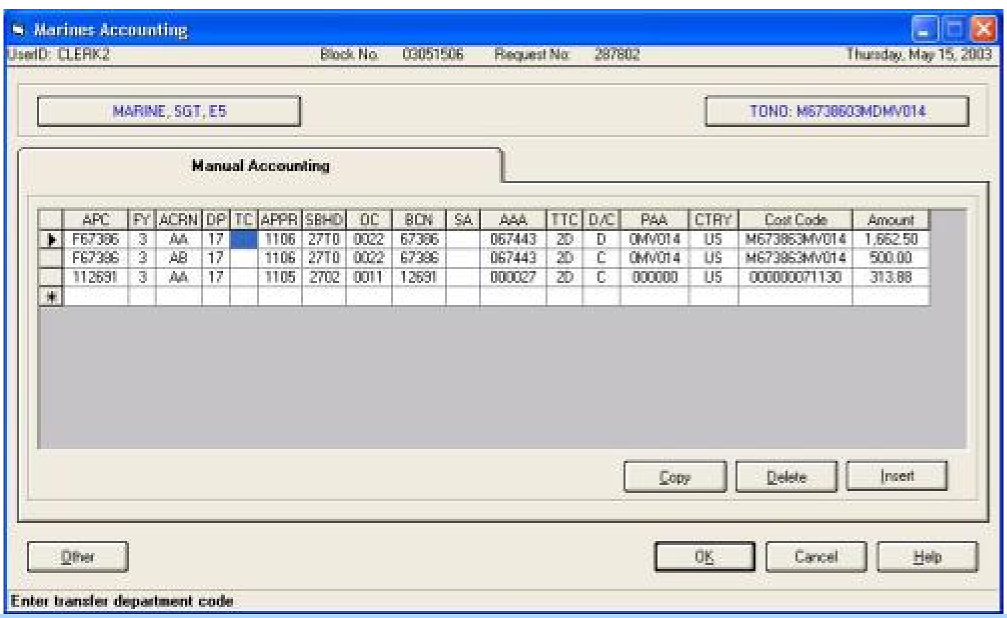
When entering the accounting line for a **DITY advance**, (both **Local** and **PCS**), use 0022 for the **Object Class** and 2D for **Transaction Type Code**.



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 0011for the **Object Class** for the tax line



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.

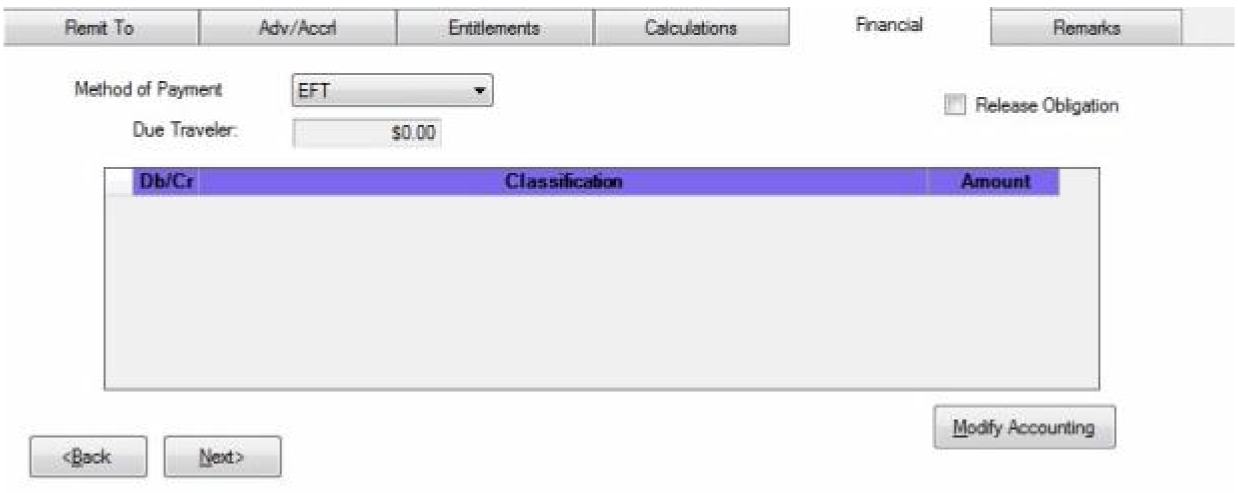
Click on the **See Also** button below for additional **Help** topics pertaining to Marine Corps **accounting**.

Navy Accounting

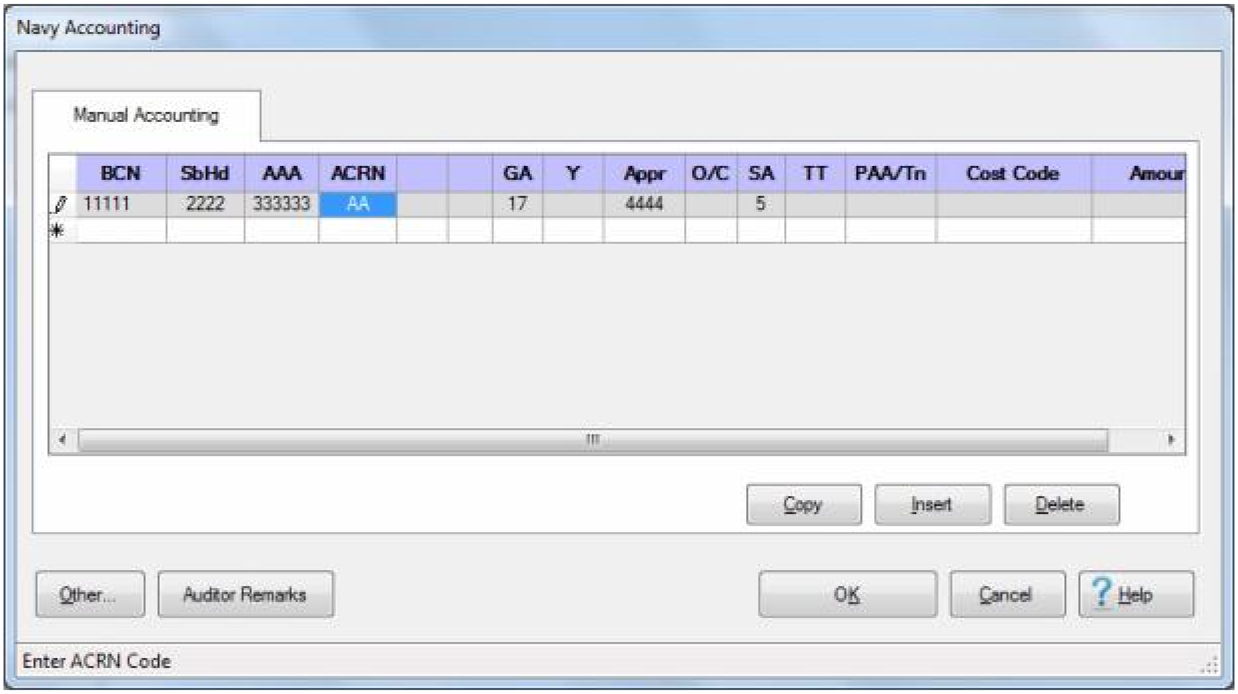
CMET Validation - TDY

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:

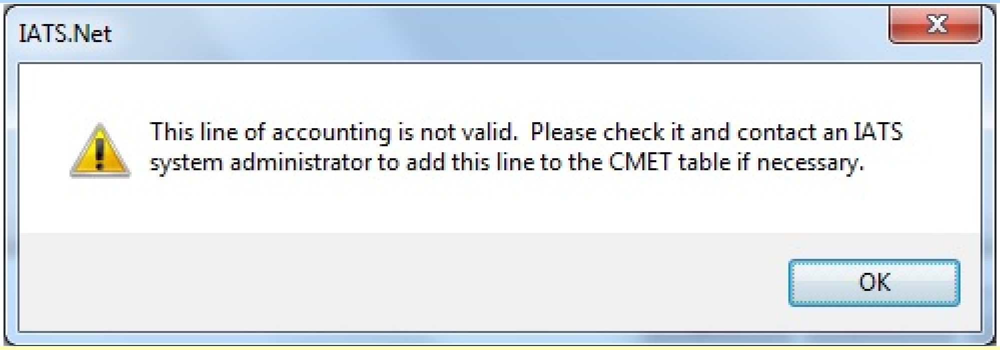


1. To validate that the accounting appropriation associated with the claim being processed is loaded into the CMET table, first you would **click** on the **Modify Accounting** button. The **Navy Accounting** screen appears next.



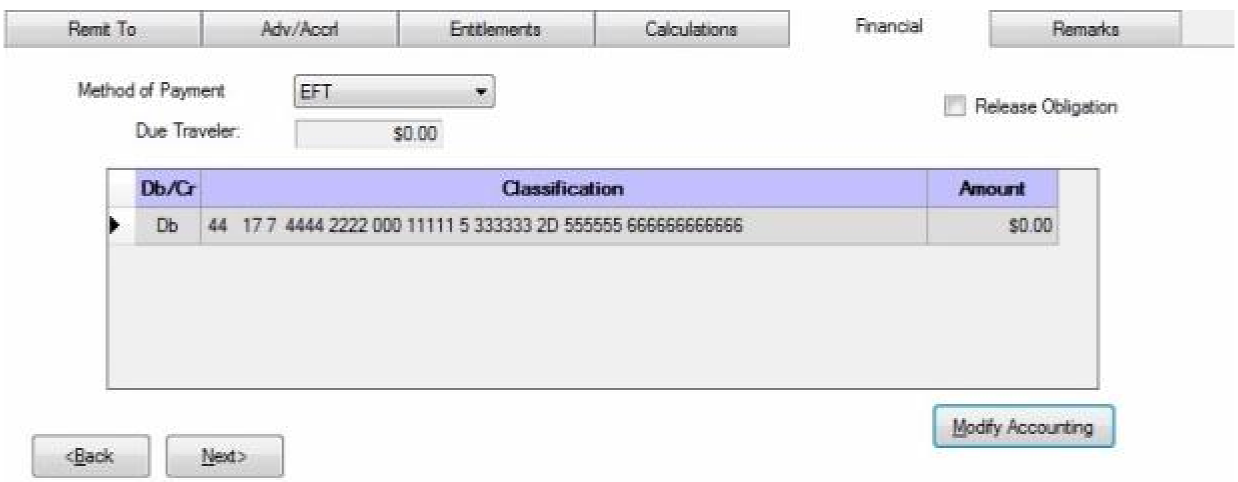
2. At the **BCN** field, you would type the Bureau Control Number (**BCN**) as shown in the accounting citation at **block 22** on the **DD Form 1614** attached to the claim and **press** *Tab*.
3. After entering the BCN and pressing "Tab" the "SbHd", "AAA", "GA", "Appr", and "SA" fields will be populated 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 <u>two digit</u> **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 <u>is</u> correct, **press** *Tab* to continue. <u>If not</u>, **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 <u>automatically</u> **populates** this field. <u>If not</u>, **type** the **APPR** code associated with the travel order and then **press** *Tab*.
8. **O/C:** - <u>Three</u> **zeros** <u>default</u> to this field. <u>If</u> this is <u>correct</u> **press** *Tab*. <u>If not</u>, **type** the correct **Object Class** code as shown on the travel order and **press** *Tab*.
9. **SA:** - <u>If</u> the default number is <u>correct</u> **press** *Tab*. <u>If not</u>, **type** the correct **Sub Allotment** code as shown on the travel order and **press** *Tab*.
10. **TT:** - The **Transaction Type** code **2D** <u>defaults</u> 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.

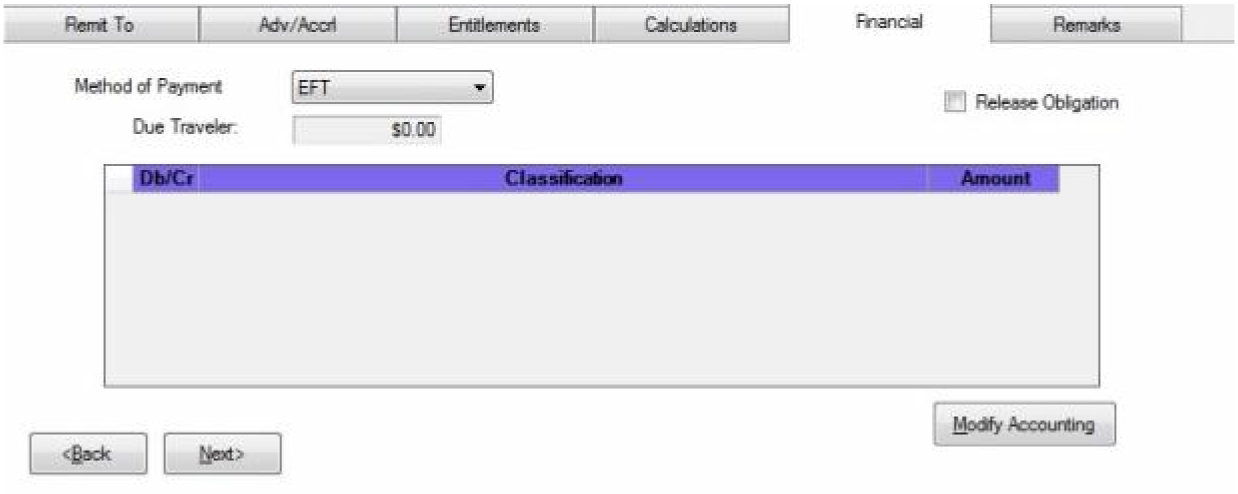


16. **Click** on the **Remit To** tab to continue processing the claim.

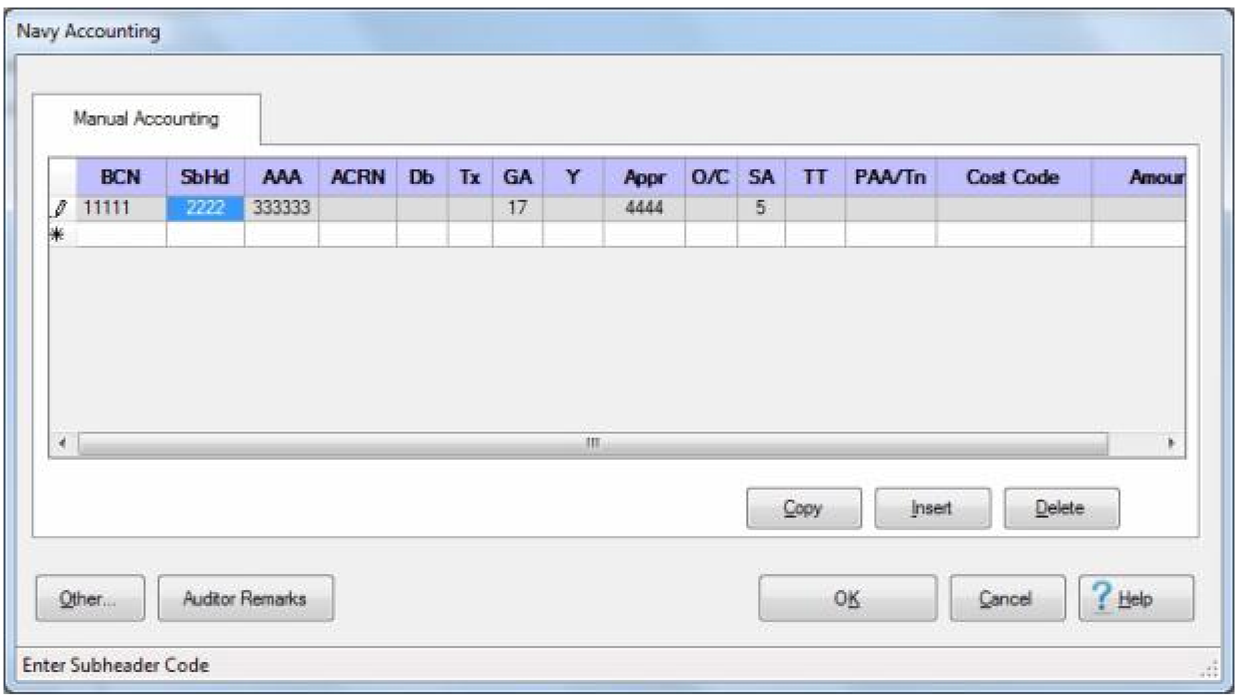
CMET Validation - CIVPCS

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:



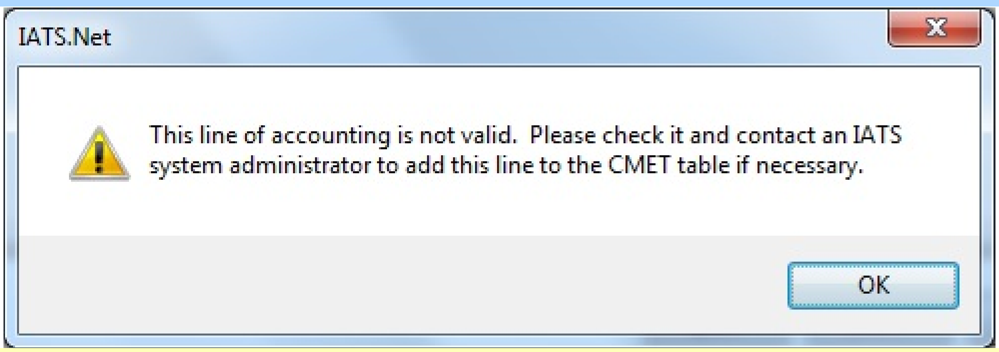
1. To validate that the accounting appropriation associated with the claim being processed is loaded into the CMET table, first you would **click** on the **Modify Accounting** button. The **Navy Accounting** screen appears next.



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 <u>correct</u>, **press** *Tab* to continue. If <u>not</u>, **click** on **Cr** and then **press** *Tab*.
6. **Tx: -** At the "**Tx**" field, press *Tab*.

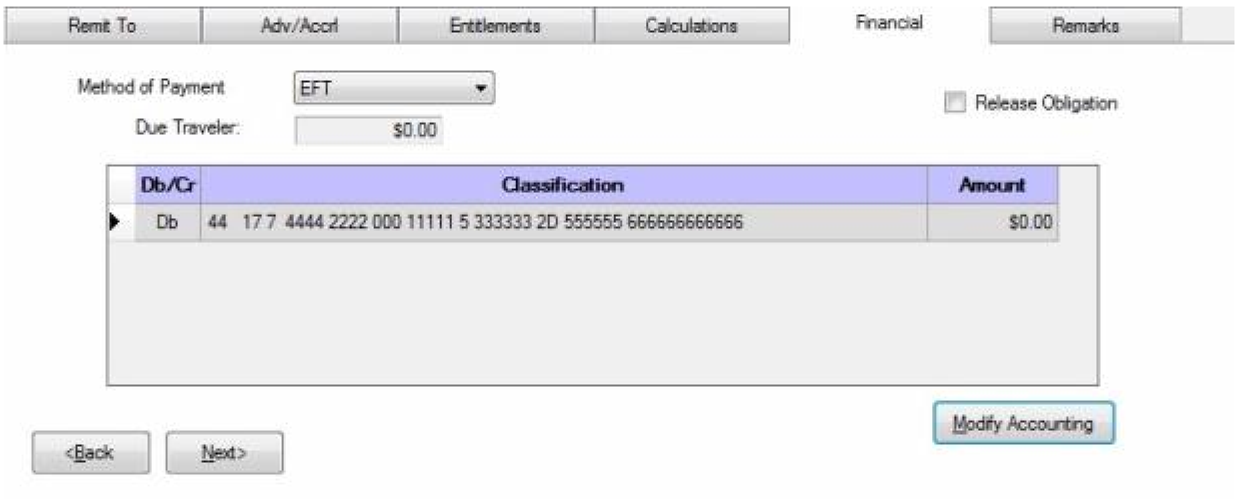
7. **GA:** - If not already automatically populated, **type** the correct two digit **code** for the **Gaining Agency** as shown on the travel order and **press** *Tab*.
8. **Y: -** At the **Fiscal Year** field, a drop down listing of various fiscal years appears. If the **default** value that appears 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.

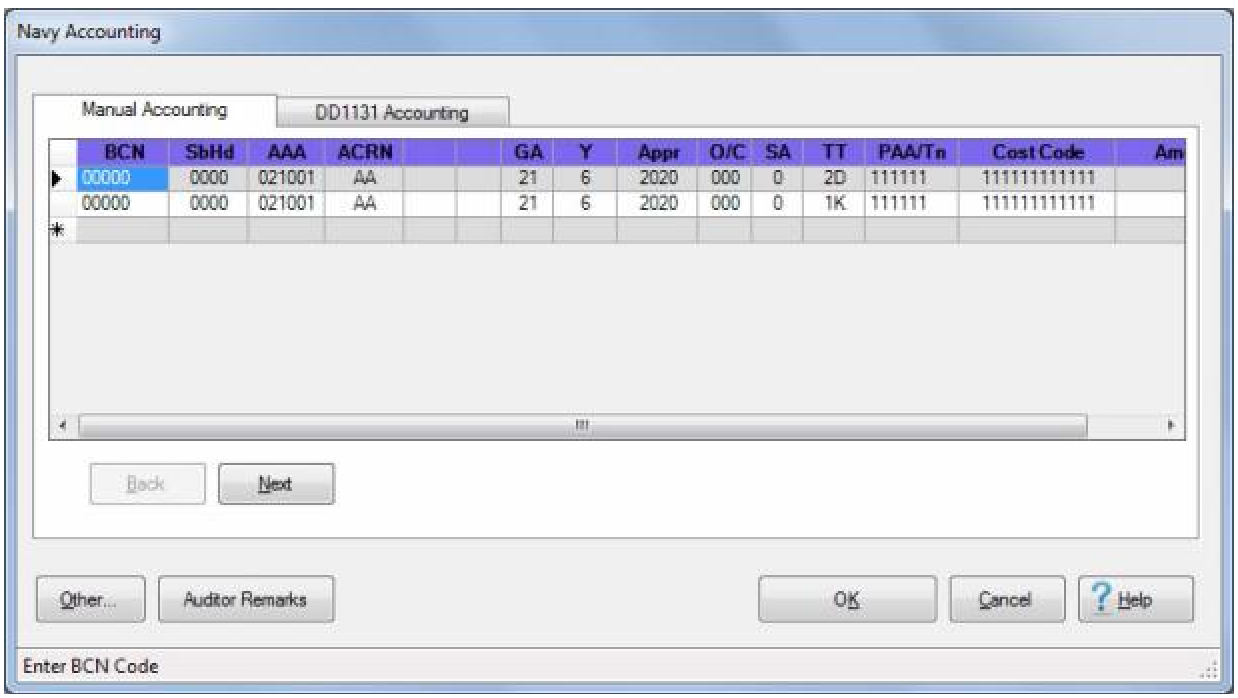
17. If the accounting citation entered at the Navy Accounting screen is valid, IATS will return to the **Financial** tab after you click on OK.



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.



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.

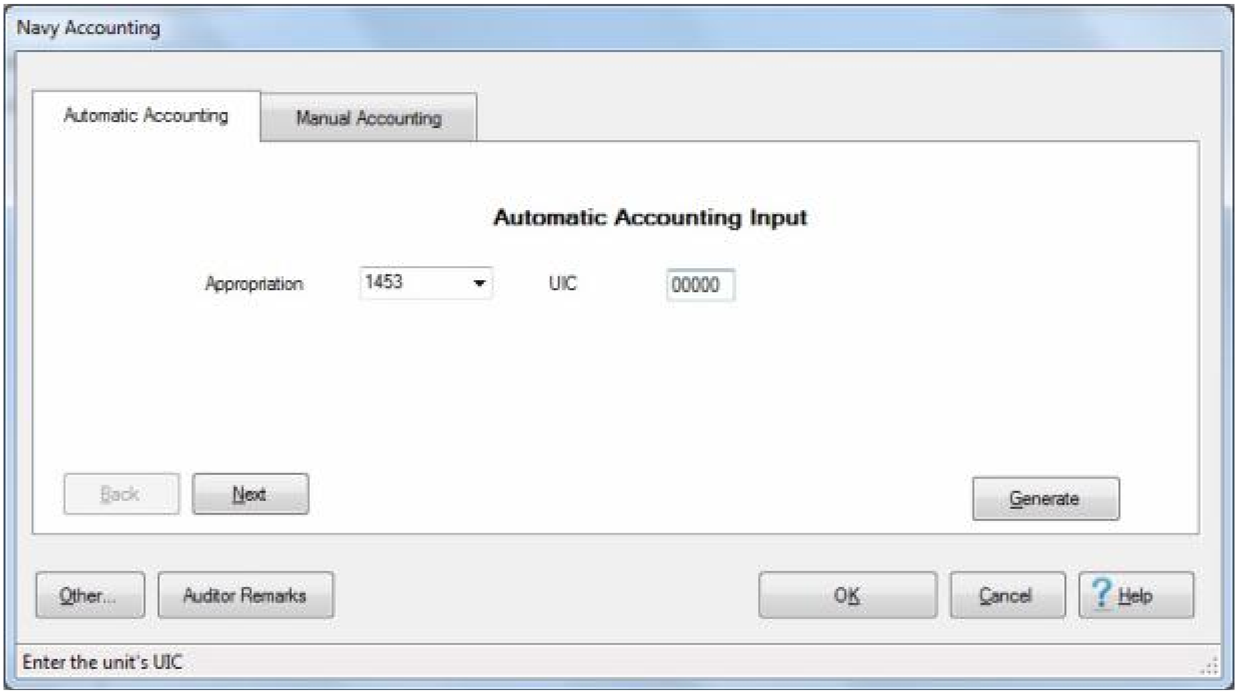
3. **SbHd:** If the **BCN** entered **matches** an **appropriation** loaded into the **CMET** table in the **Maintenance** module, IATS automatically **populates** this field. If not, **type** the **SubHead** code associated with the travel order and then **press** *Tab*.
4. **AAA:** If the **BCN** entered **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.

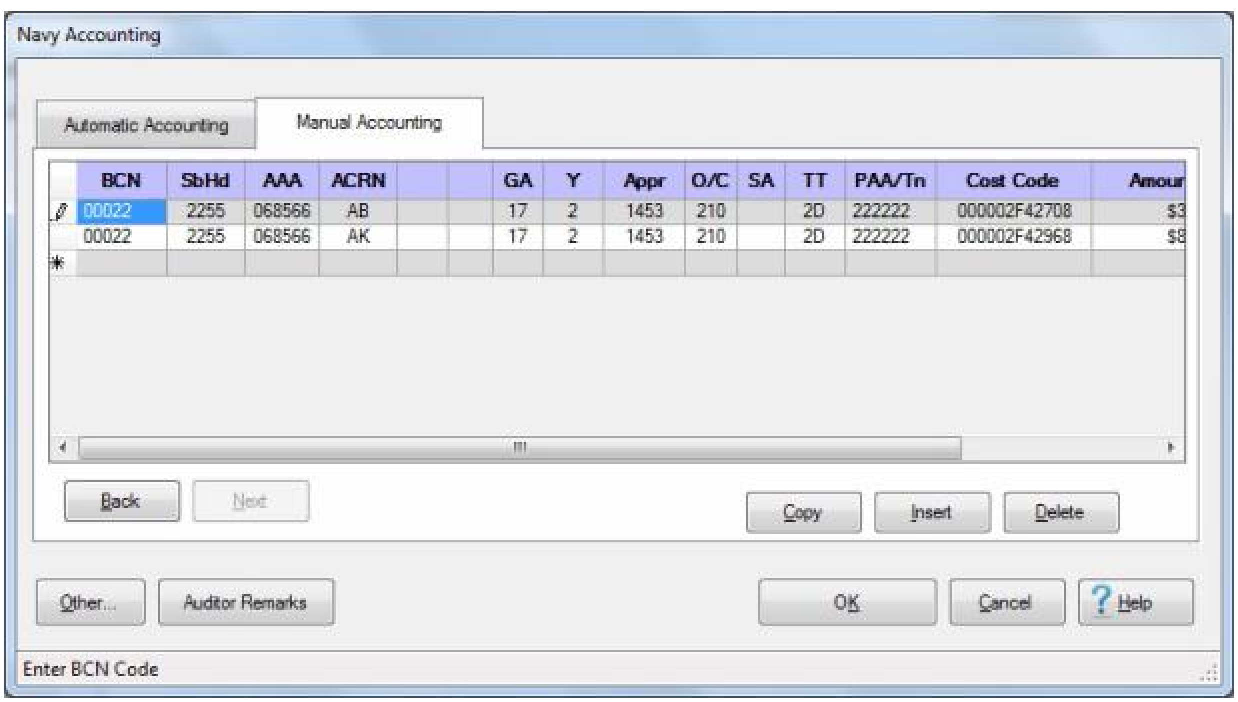
Navy MILPCS Accounting

When the **Navy Accounting** screen appears, **Automatic Accounting** is an optional **method** for entering the accounting information for **MILPCS** travel.



Use the following steps to "complete" the Automatic Accounting tab for MILPCS travel:

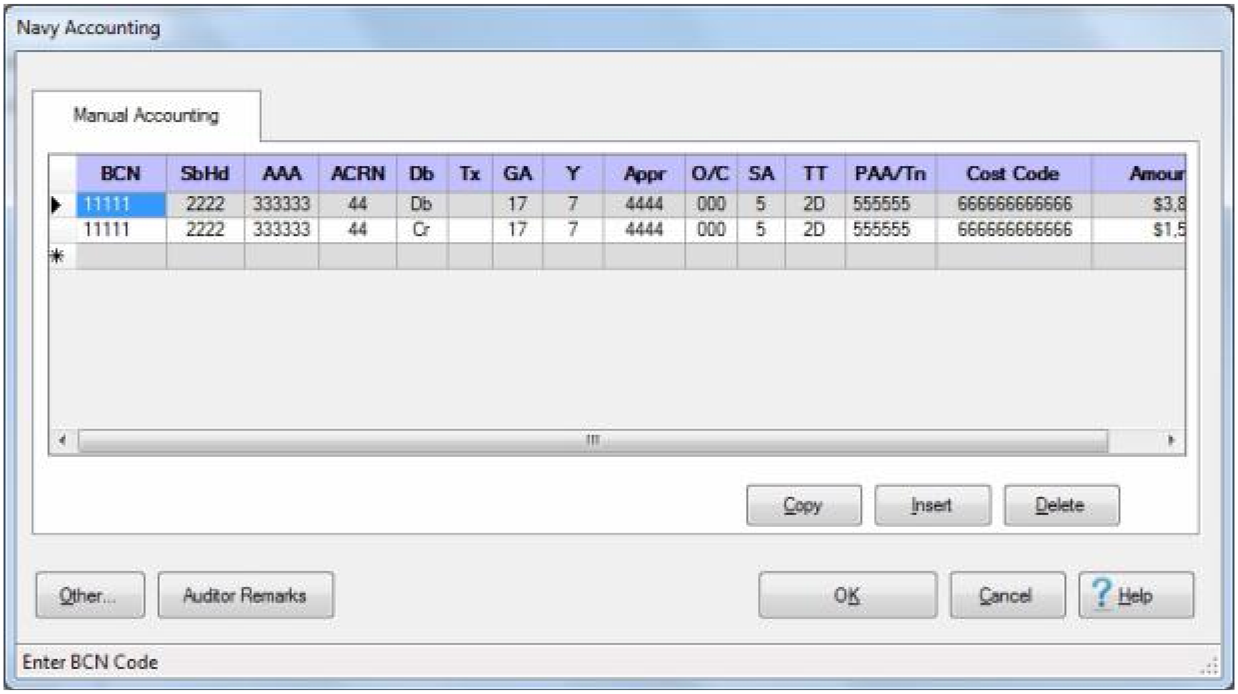
1. If the **Automatic Accounting** tab is <u>not</u> already in **focus**, **click** on this tab to **display** the input fields.
2. **Appropriation:** - **Click** on the *down* **arrow** button to **display** the appropriation **options** and then **click** on **1453** or **1405**.
3. **UIC:** - **Click** in the **UIC** field and **enter** the appropriate UIC number.
4. After populating the required fields, **click** on the **Generate** button. IATS **displays** the <u>completed</u> accounting **line(s)** at the **Manual Accounting** tab.



5. 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.



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**.

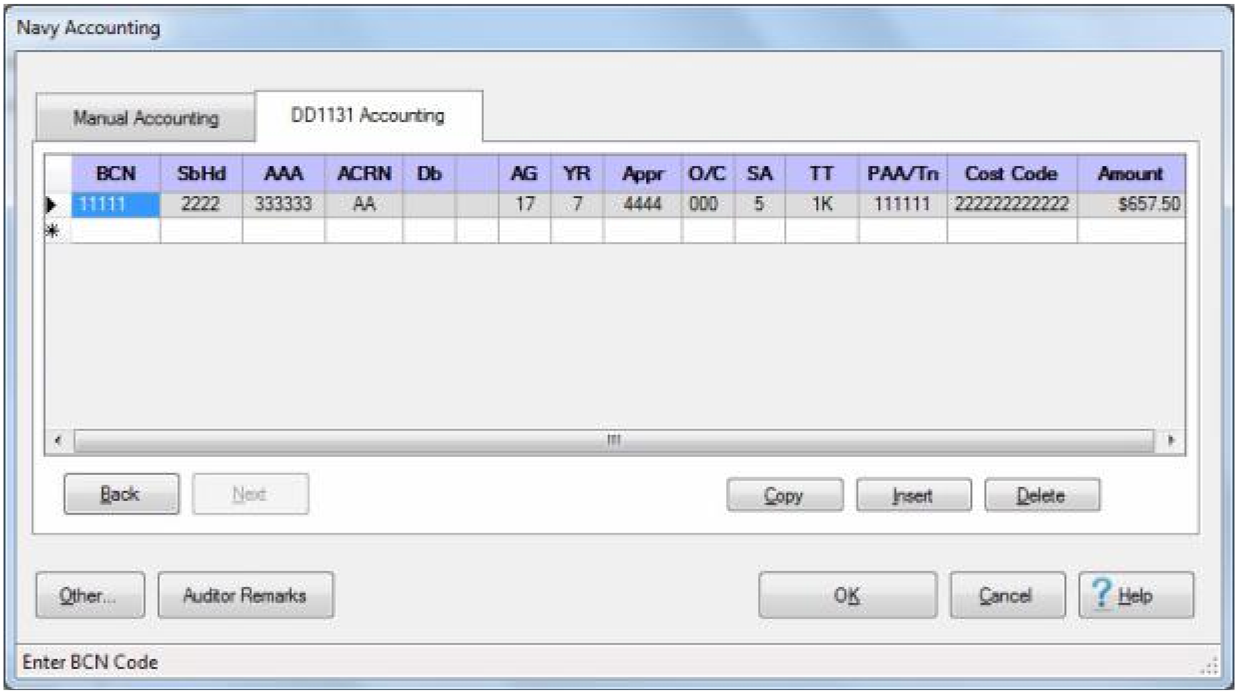
17. **Repeat** steps **2**-**16** above for **additional** accounting lines if necessary.

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.



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**.

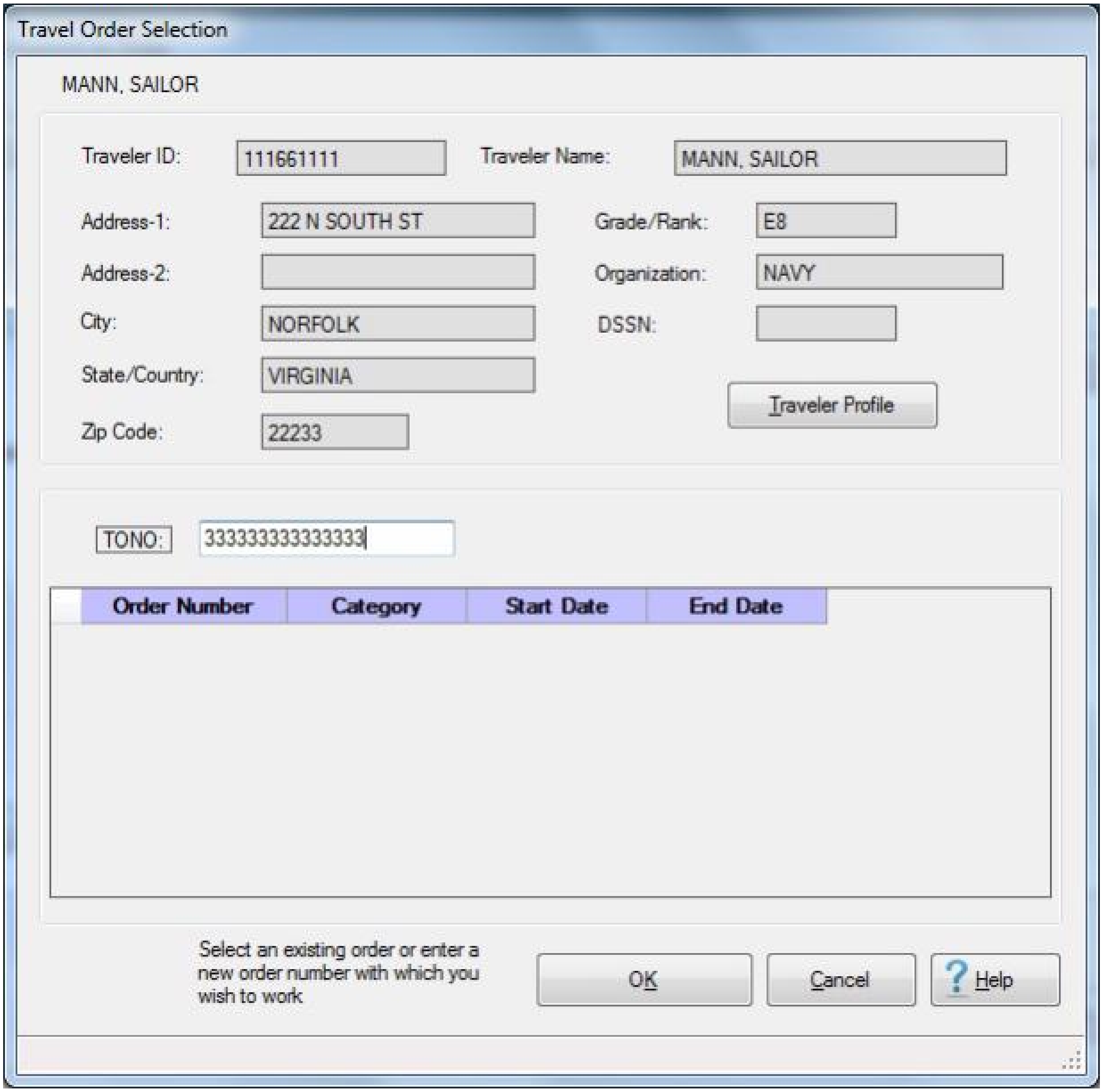
Click on **OK** after making your changes to **save** the accounting lines.

Transactional Accounting

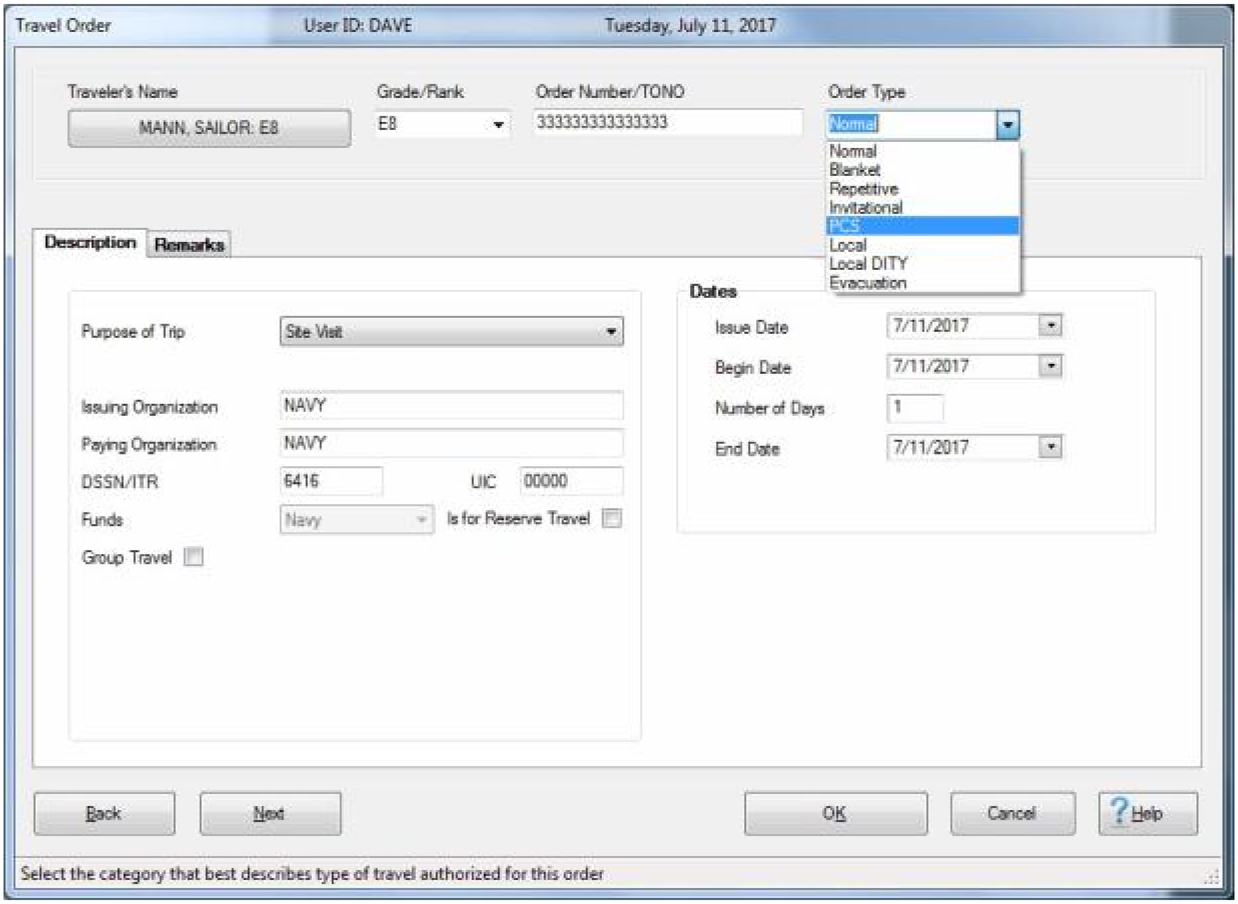
Beginning 1 October 2010 (FY 11), Members' PCS Orders will contain a Standard Document Number (**SDN**) that will allow Navy to capture Funding information in the official accounting system by individual member using unique line of accounting (**LOA**). The construction of the new SDN and new LOA will 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.

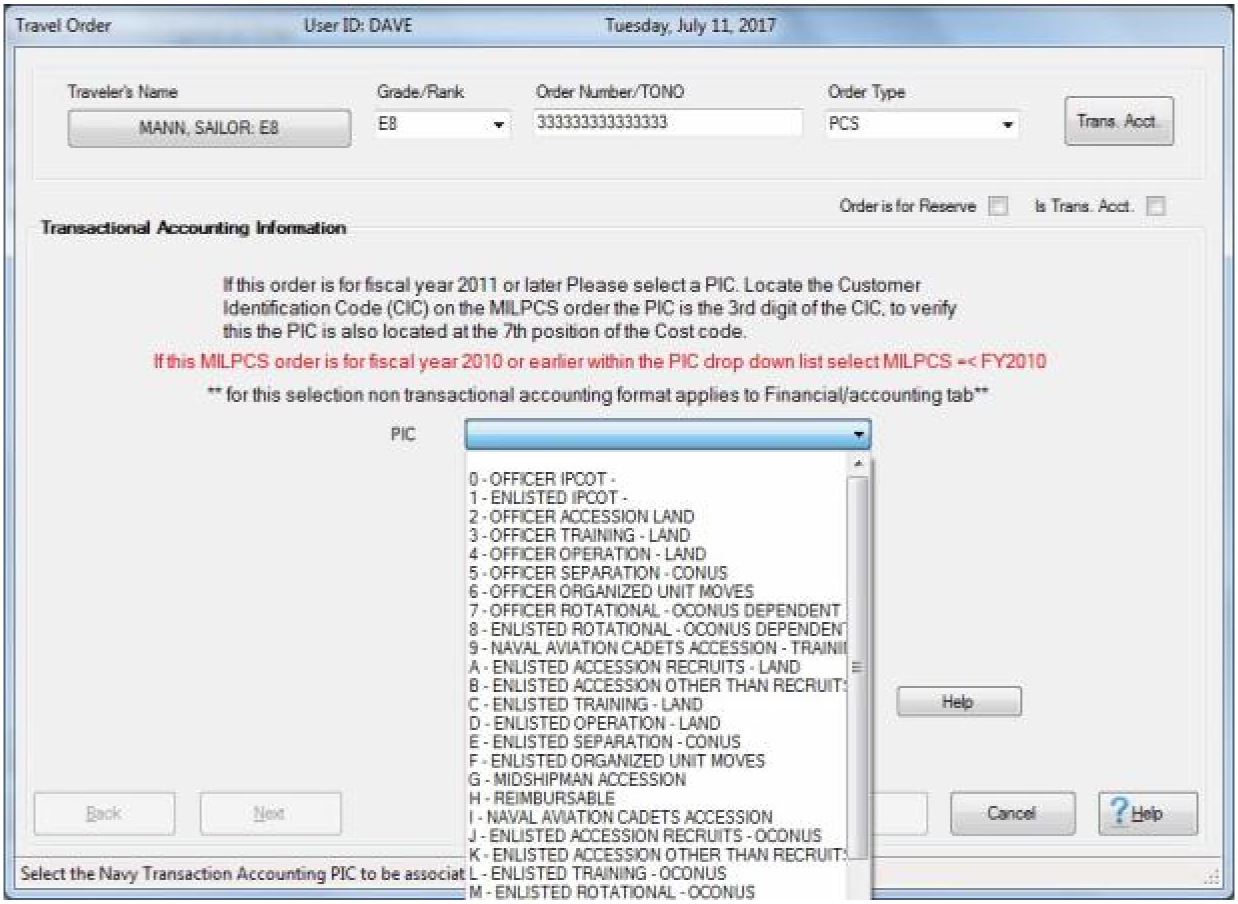
Note: These instructions assume that you already know how to create travel orders and process claims.



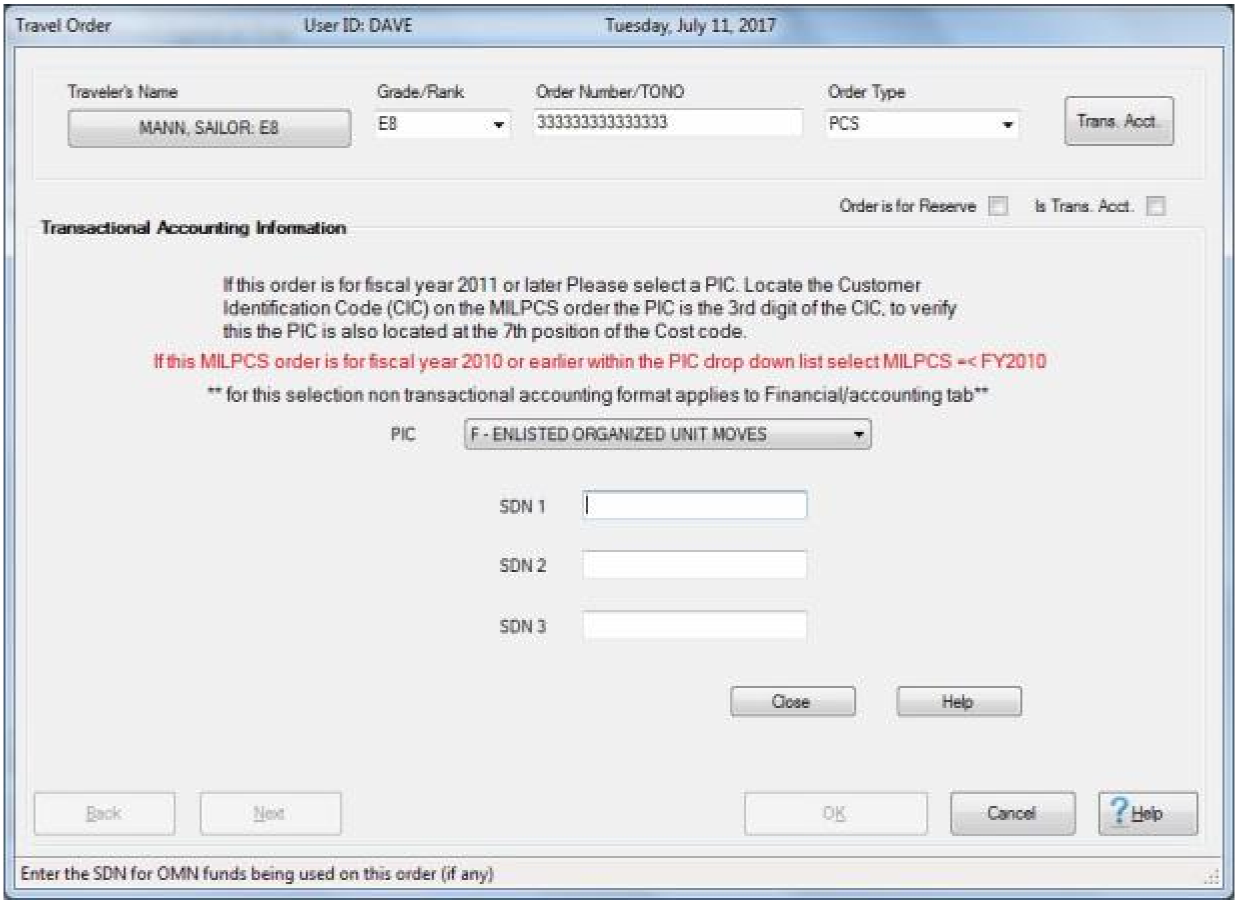
1. At the Travel Order Selection screen, **enter** a <u>new</u> travel order number (**SDN**) and **click** on **OK**.



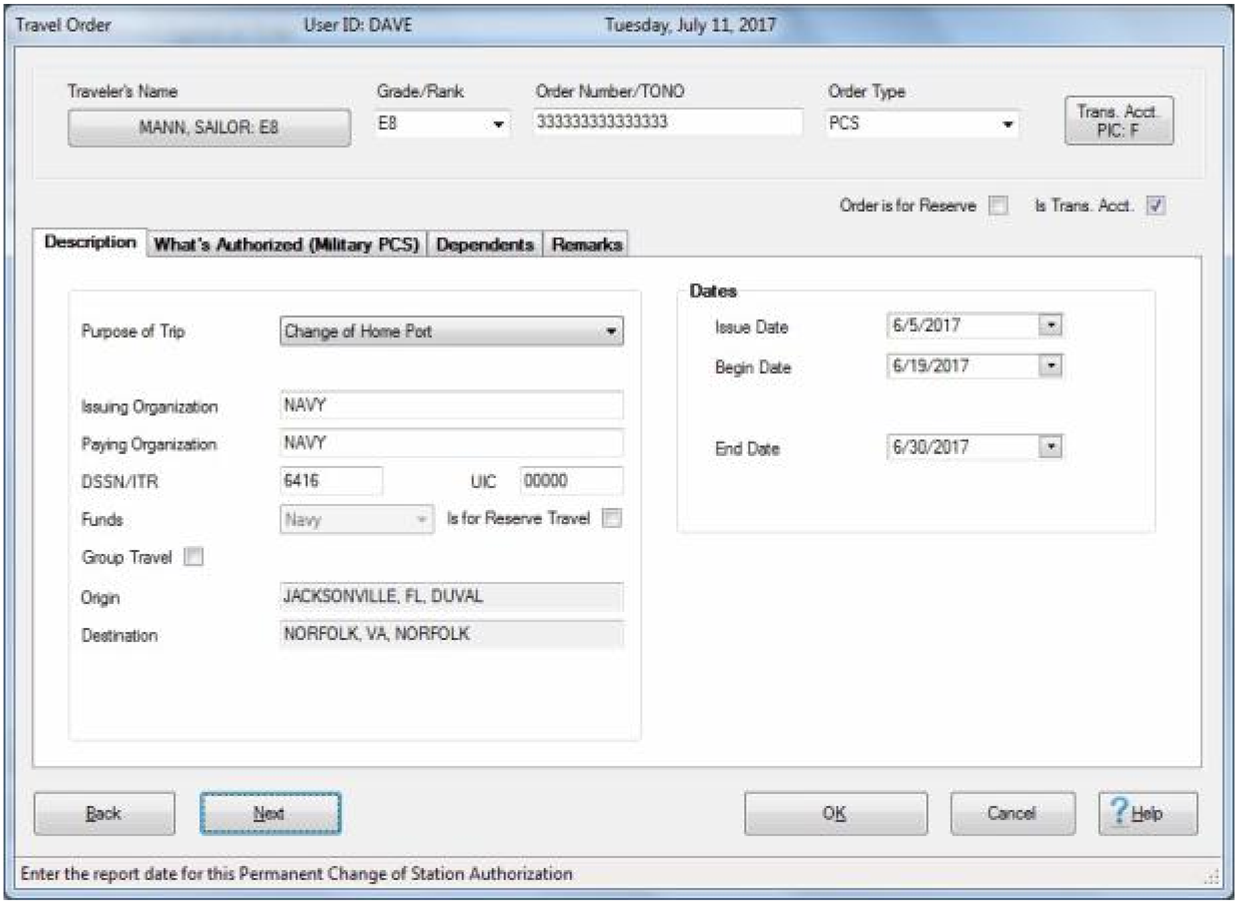
2. At the **Order Type** field on the Travel Order screen, **click** the *down* **arrow** button and then **click** on **PCS**.



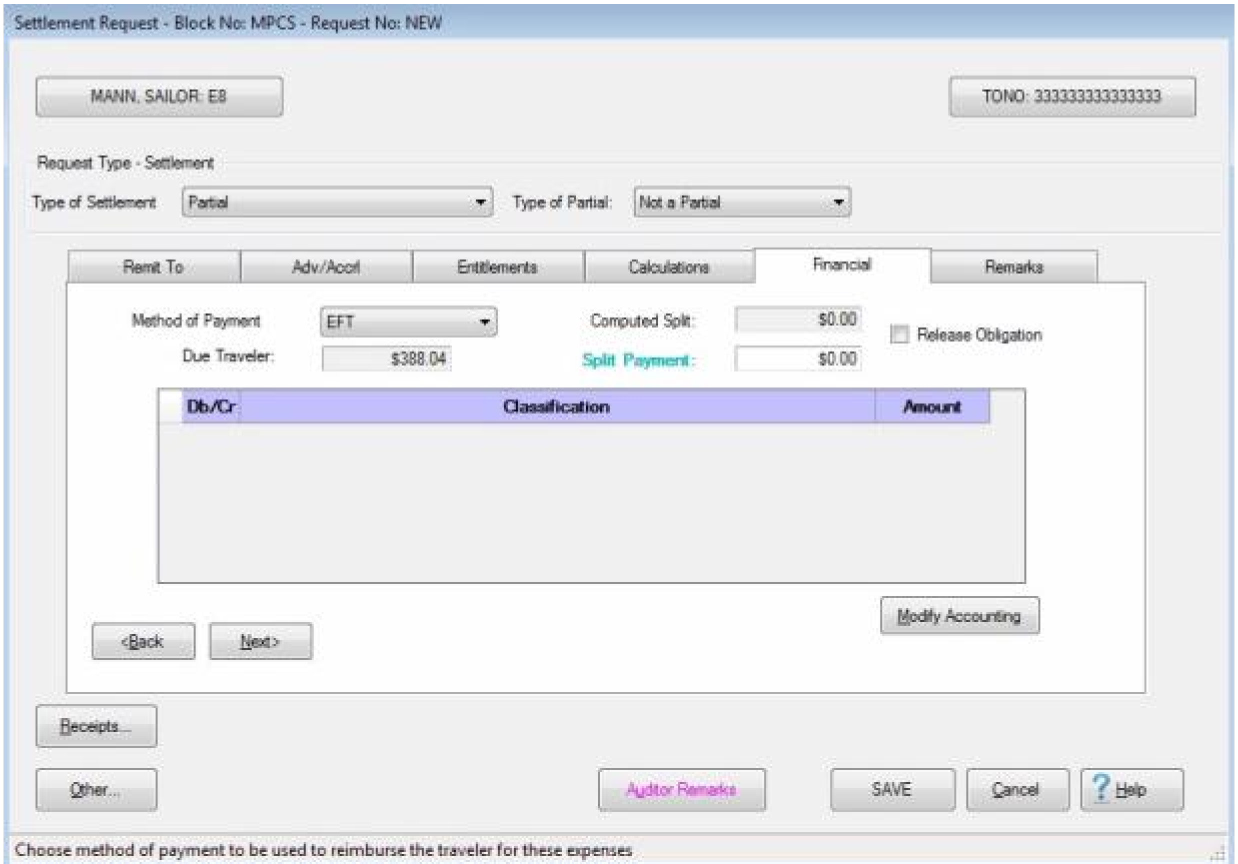
3. A *drop down* **list** appears displaying numerous Purpose Identification Codes (**PIC**).
4. **Locate the PIC** on the member's PCS **order** it is the <u>third</u> **character** of the **CIC** code.
5. **Click** on the desired **code** to make your selection.



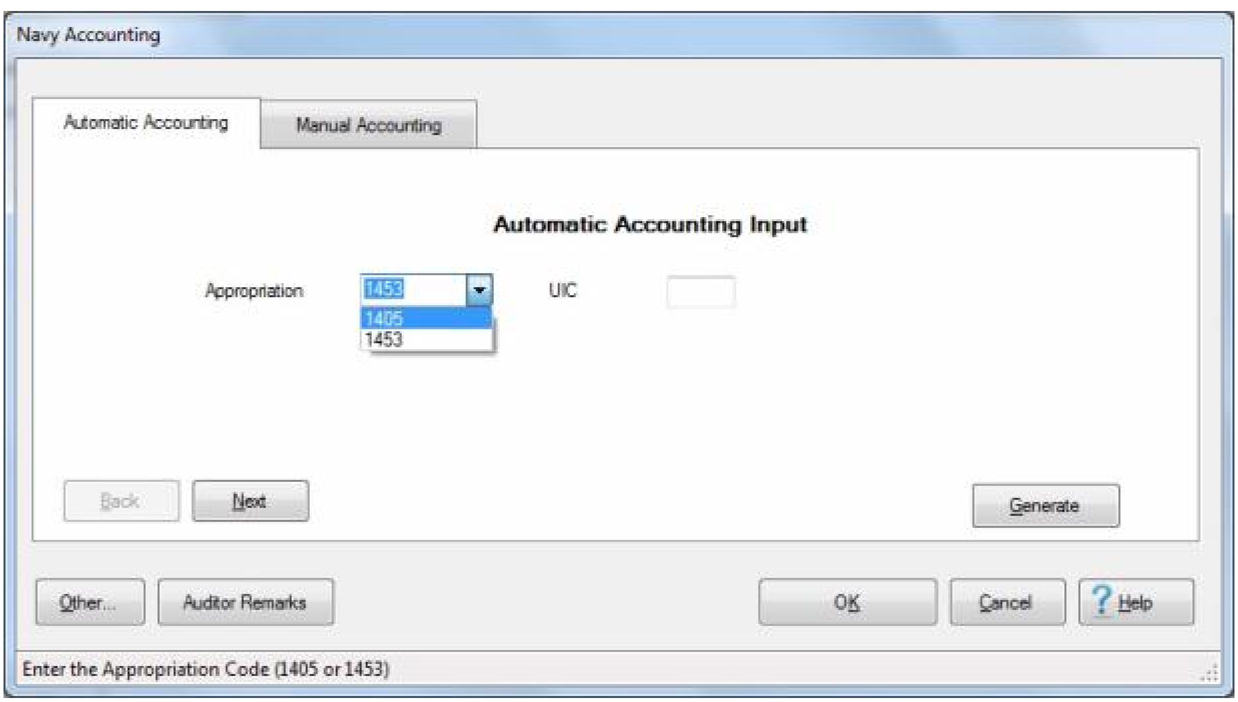
6. After making your selection you have the opportunity to enter **SDNs** for **OM&N TEMDUINS**. A separate **SDN** will be entered for each **fiscal year** for **TEMDUINS** as provided on the member's PCS order or subsequent order modification for additional TEMDUINS.
7. After selecting the PIC and entering the SDN(s) if applicable, **click** on the **Close** button. IATS will return you to the **Travel Order** screen.



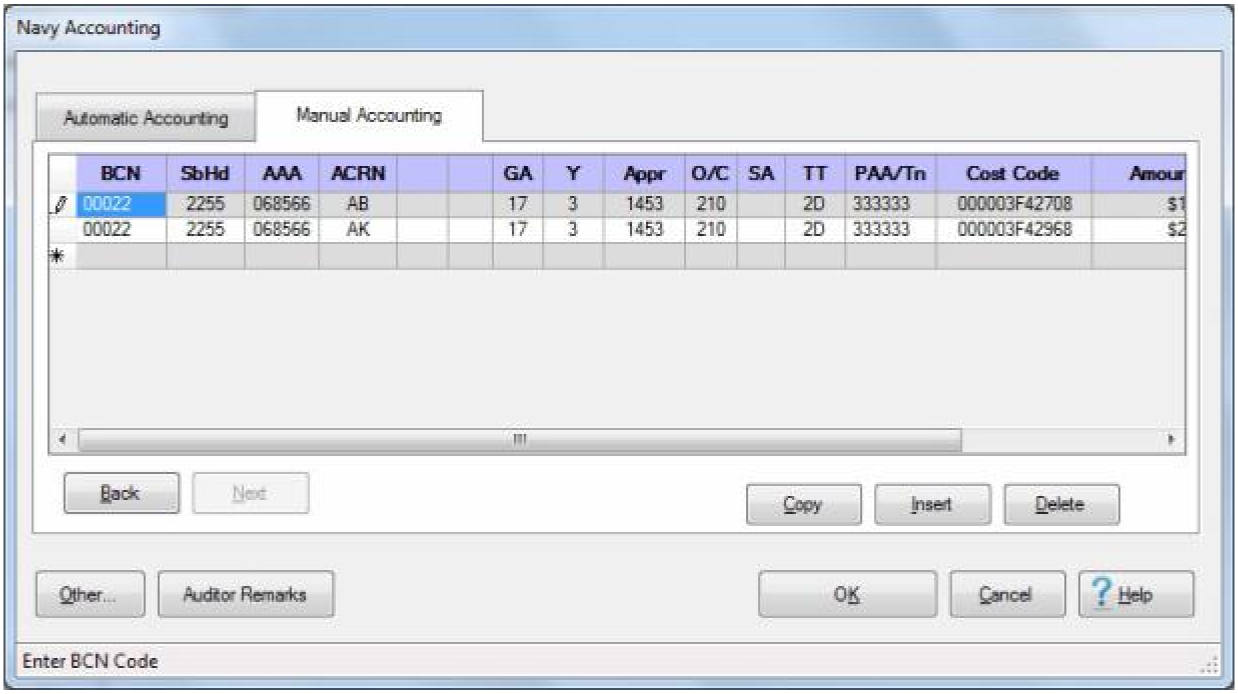
8. Finish completing the travel order as usual.
9. After completing the travel order, process the claim. After you have entered the **itinerary** and **applied** the **advances**, if applicable, **click** on the **Financial** tab.



10. Make any required entries at the Financial tab and then **click** on the **Modify Accounting** button.



11. 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.



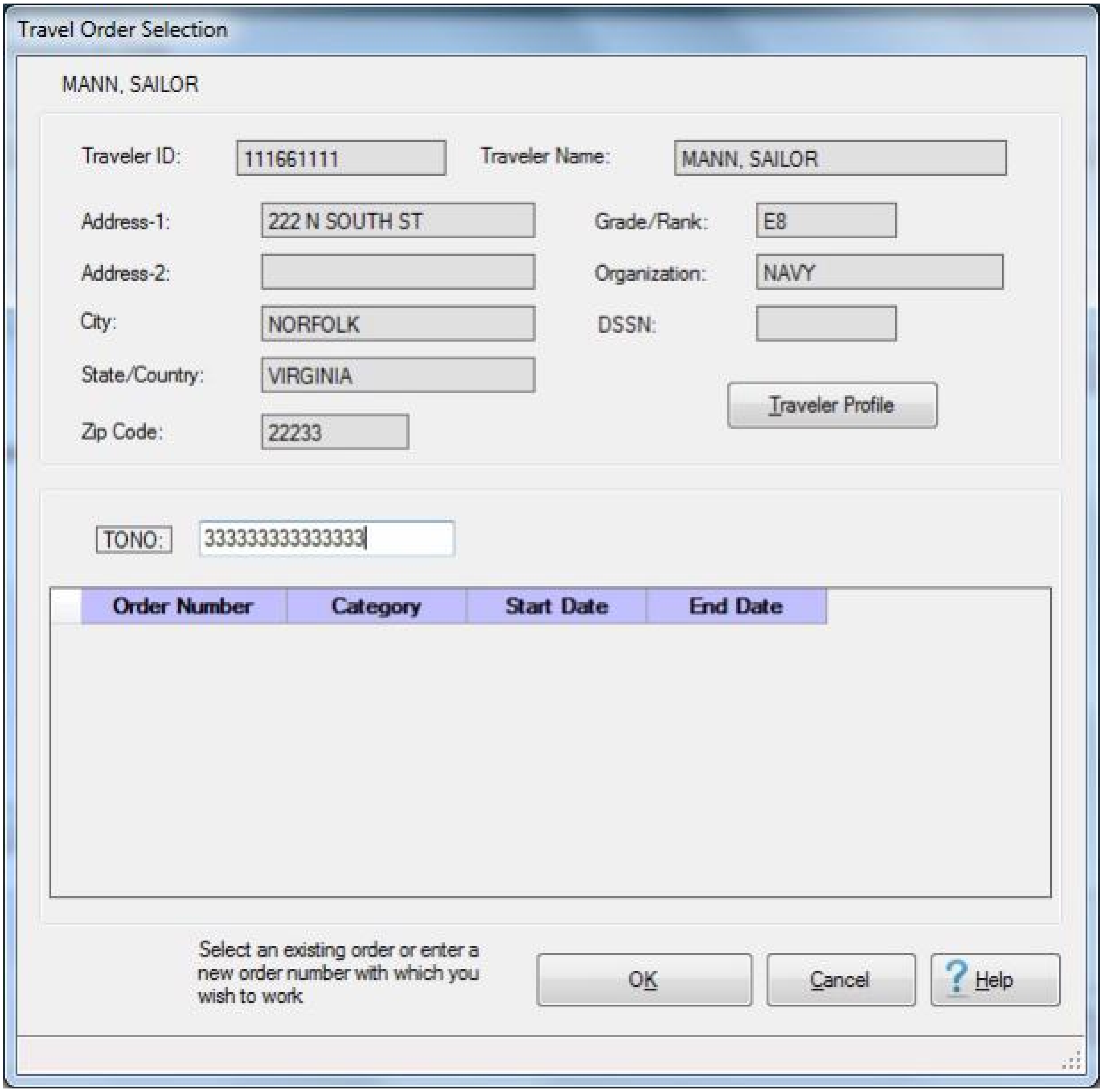
12. Your Navy Transactional Accounting is generated! You will notice that <u>each</u> **LOA** now has an **ACRN.** The ACRN is associated with position **8-11** of the **Cost Code** which is the abbreviated Functional Account Number (**FAN**) and the **sub allot** field is now **blank**.
13. Finish processing the claim as usual.

DITY-PPM Advances

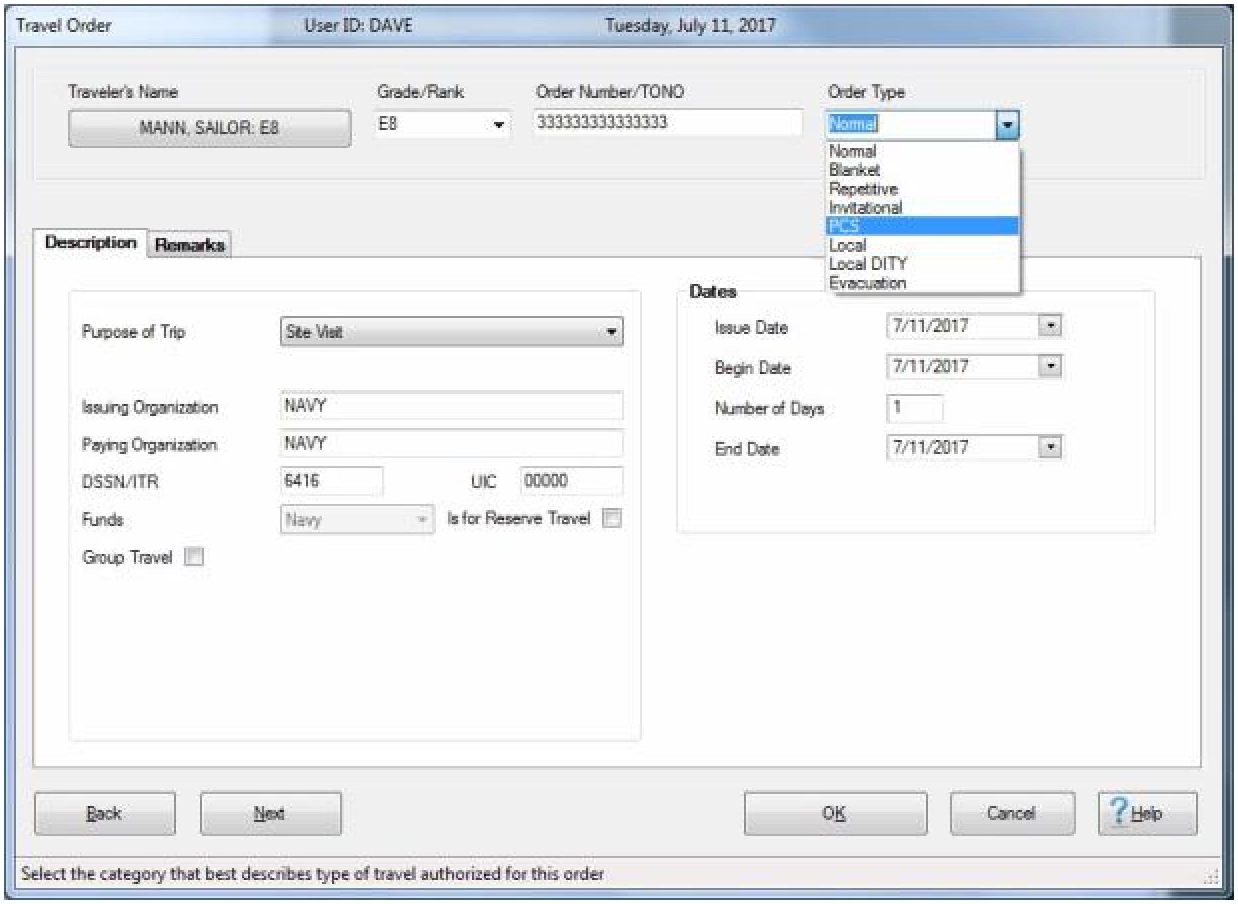
Commencing with (**FY11**),funded Navy **MILPCS Orders** will submit the **advance operating allowance** (DITY/PPM) as a **1K** transaction (**advance**) instead of a **2D** transaction (**settlement**) as was the business practice in previous fiscal years. Requests for advance DITY/PPM with accounting line with fiscal year <u>prior</u> to **2011** will continue to be paid as a **2D** transaction. When the MILPCS order is created in IATS it will now have a <u>unique</u> 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 <u>also</u> be assigned a <u>unique</u> **SDN**. Copies of <u>locally</u> prepared STOs must be **forwarded** to **NAVYPCSORDERS@navy.mil** to **prevent** possible <u>unfunded</u> **obligations**.

The following instructions will provide guidance on how to enter these transactions to process DITY/PPM payments that will be using **Transactional Accounting:**

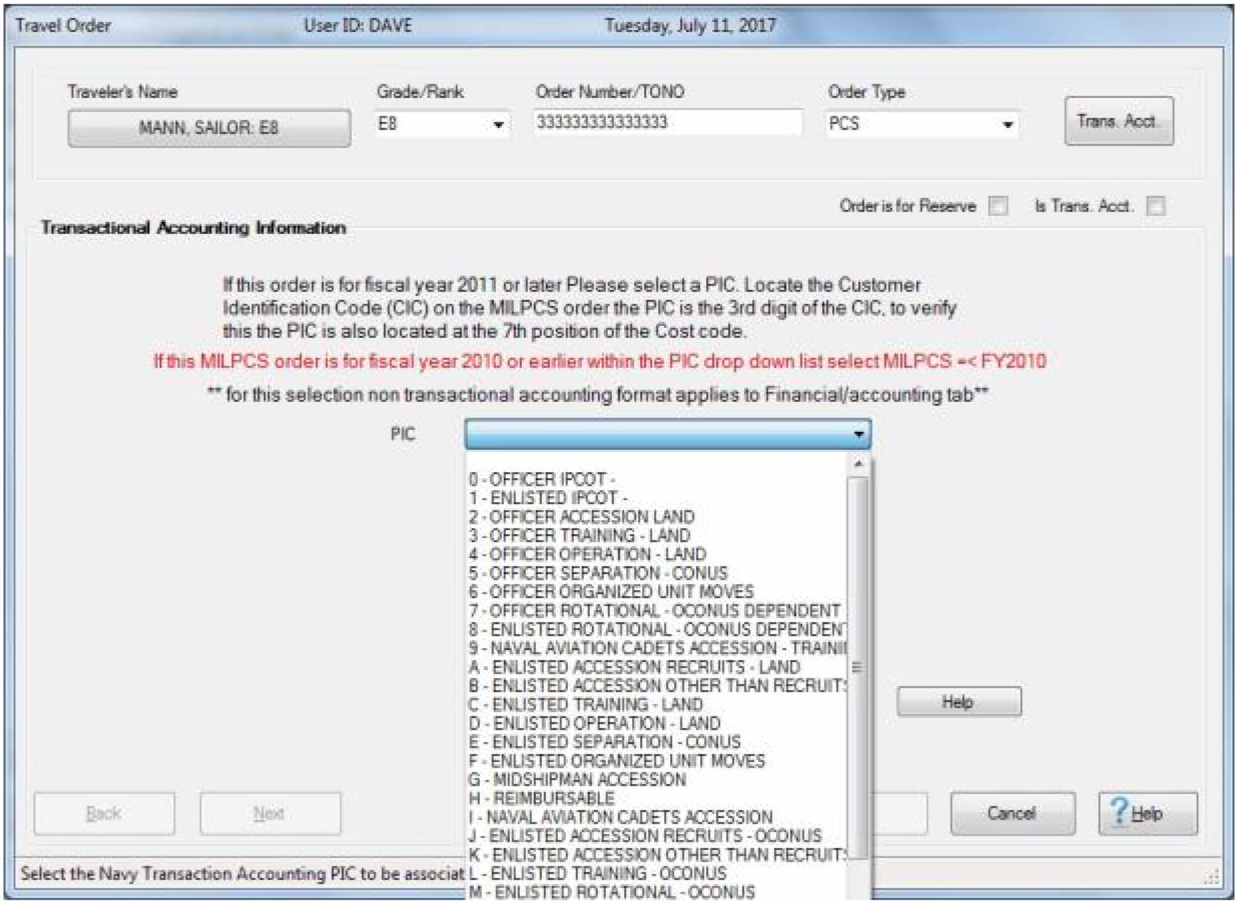
Note: These instructions assume that you already know how to create travel orders and process claims.



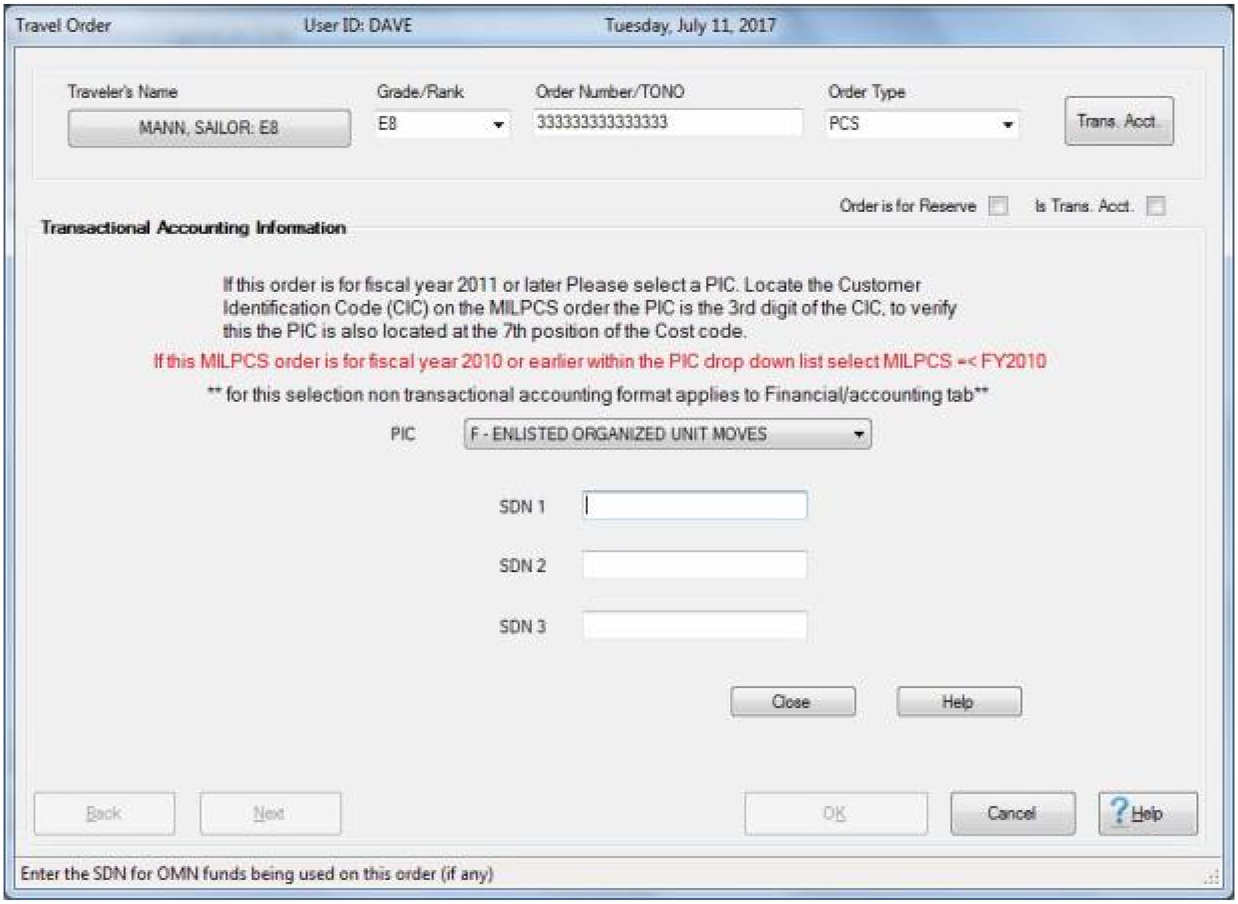
1. At the Travel Order Selection screen, **enter** a <u>new</u> travel order number (**SDN**) and **click** on **OK**.



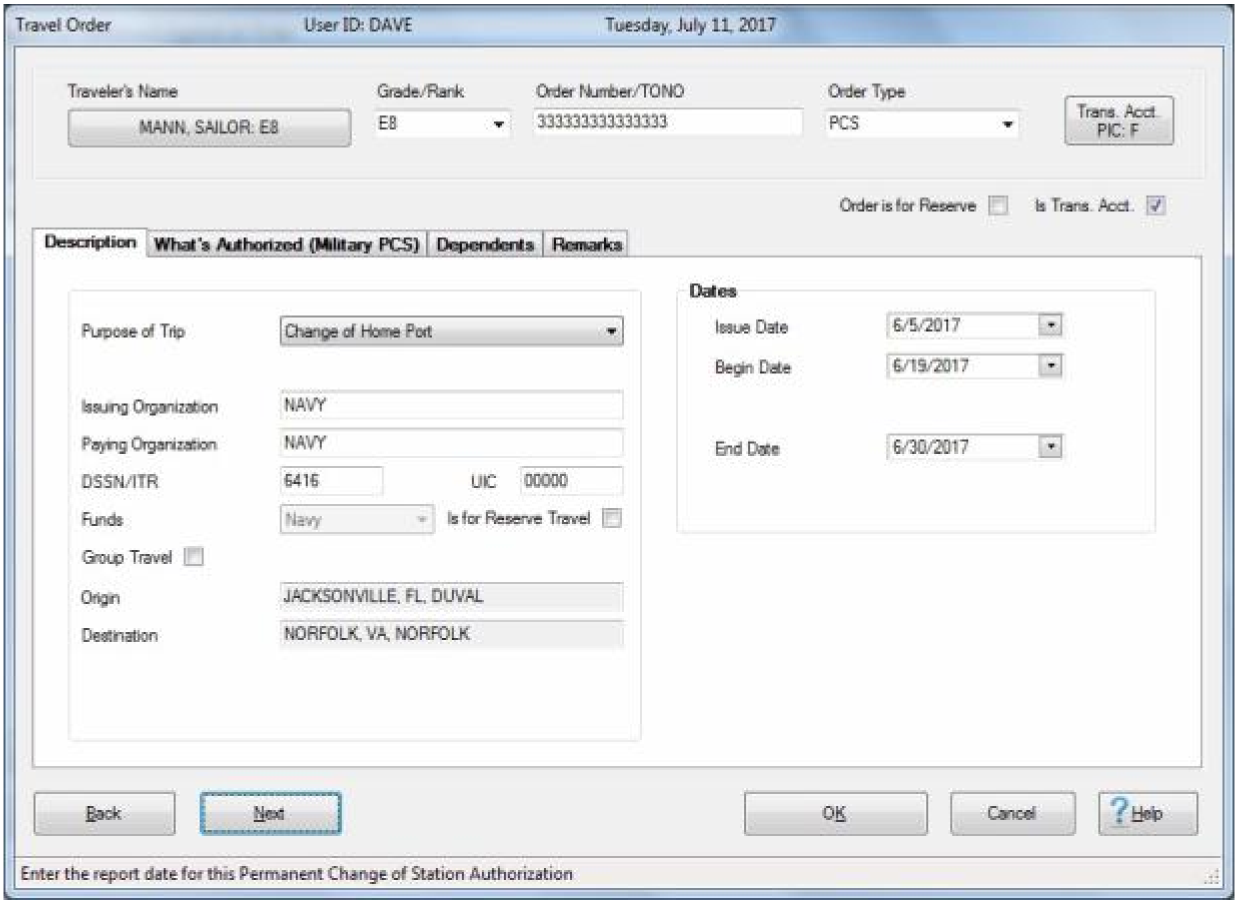
2. At the **Type of Order** field on the Travel Order screen, **click** the *down* **arrow** button and then **click** on **PCS**.



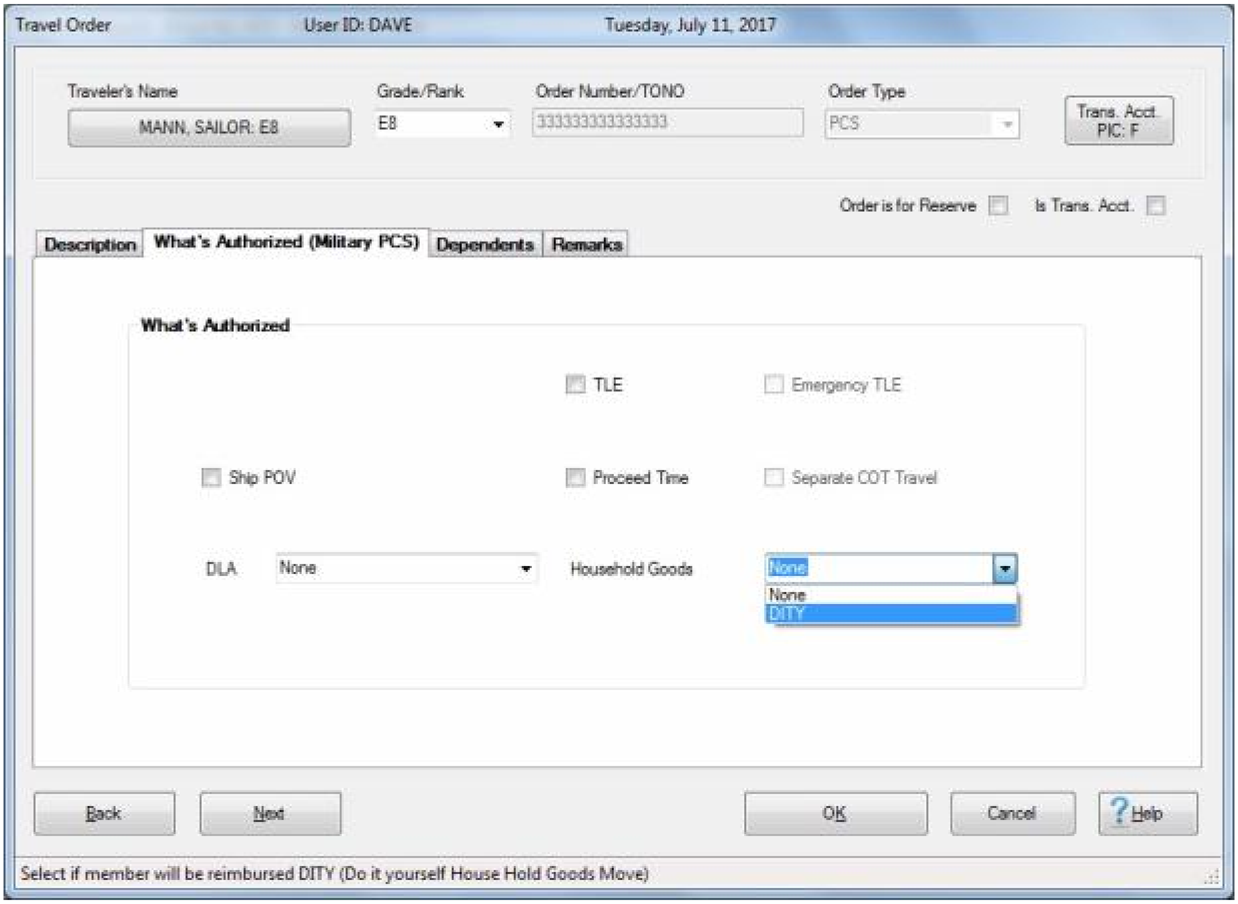
3. A *drop down* **list** appears displaying numerous Purpose Identification Codes (**PIC**).
4. **Locate the PIC** on the member's PCS **order** it is the third **character** of the **CIC** code.
5. **Click** on the desired **code** to make your selection.



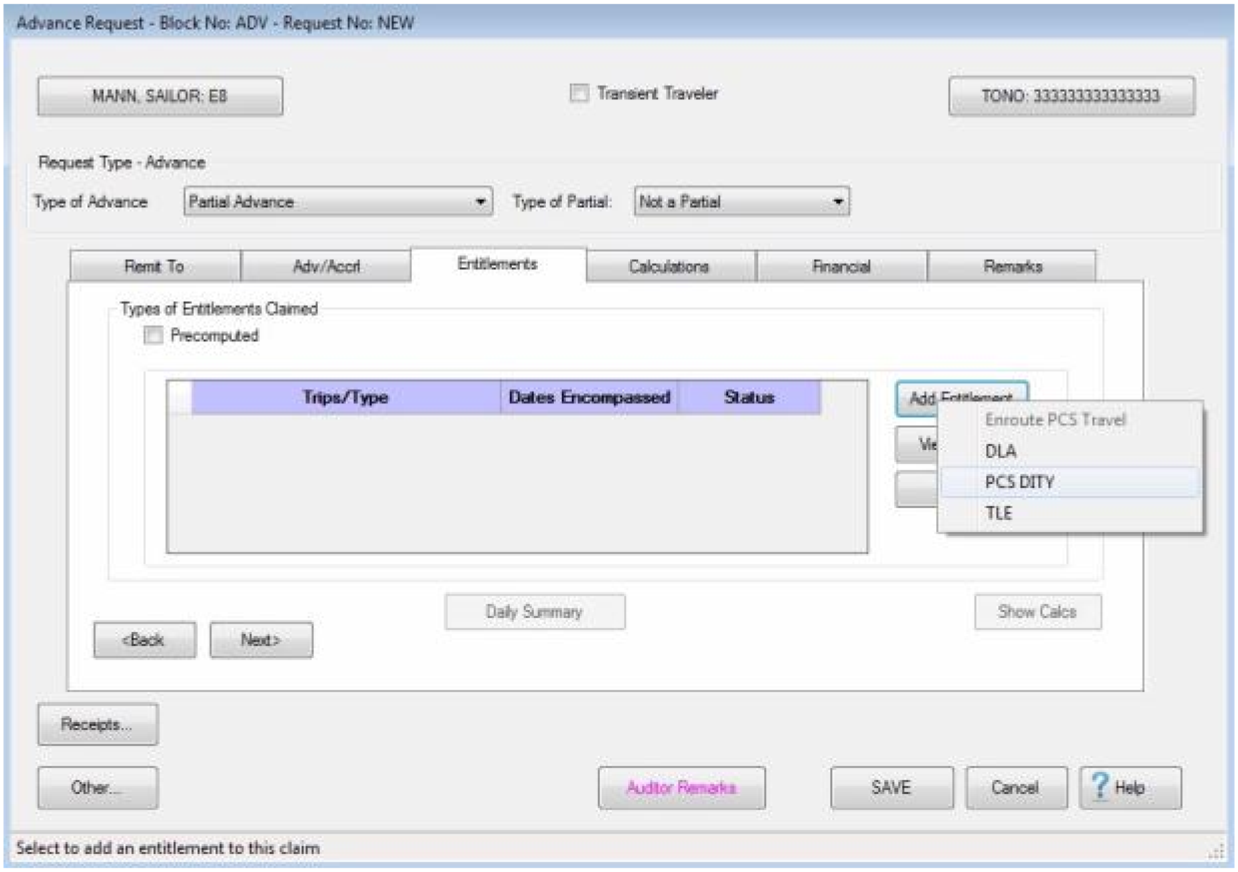
6. After making your selection you have the opportunity to enter **SDNs** for **OM&N TEMDUINS**. A separate **SDN** will be entered for each **fiscal year** for **TEMDUINS** as provided on the member's PCS order or subsequent order modification for additional TEMDUINS.
7. After selecting the PIC and entering the SDN(s) if applicable, **click** on the **Close** button. IATS will return you to the **Travel Order** screen.



8. At the Travel Order screen, **click** on the **What's Authorized (MILPCS)** tab.

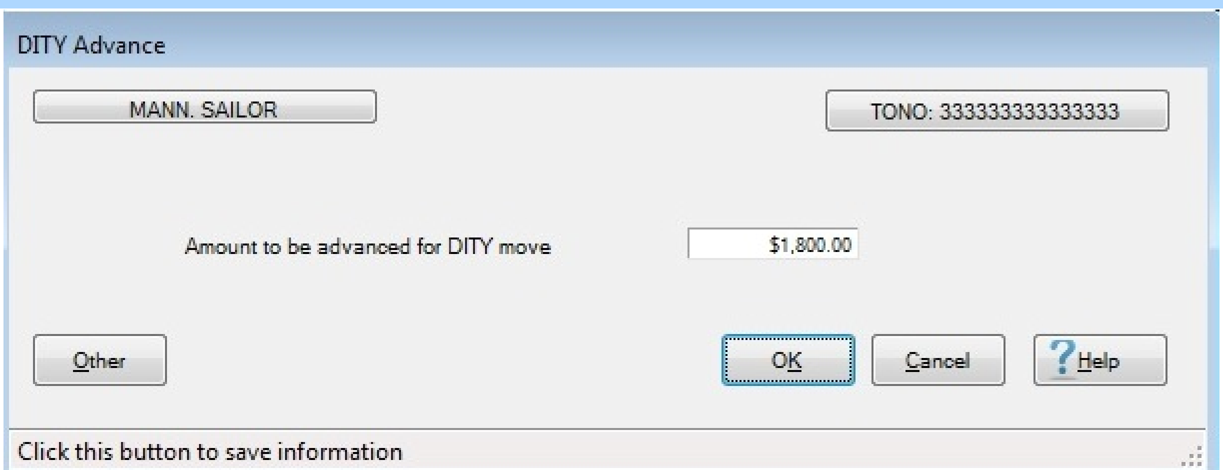


9. At the What's Authorized (MILPCS) tab, **ensure** that you select **DITY** at the **Household Goods** field.
10. Finish completing the travel order as usual. After completing and saving the Travel order, IATS will take you to the **Advance Request** screen.

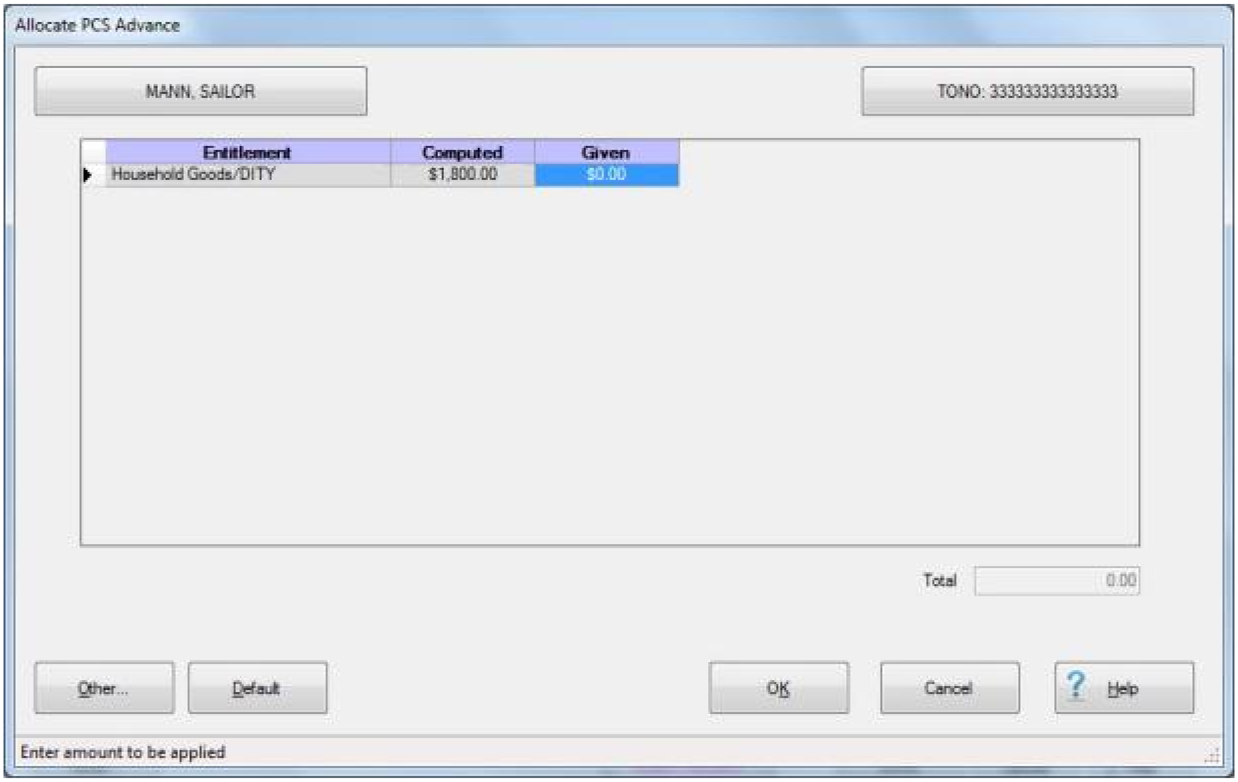


11. At the **Entitlements** tab, **click** on the **Add Entitlement** button and select **DITY**.

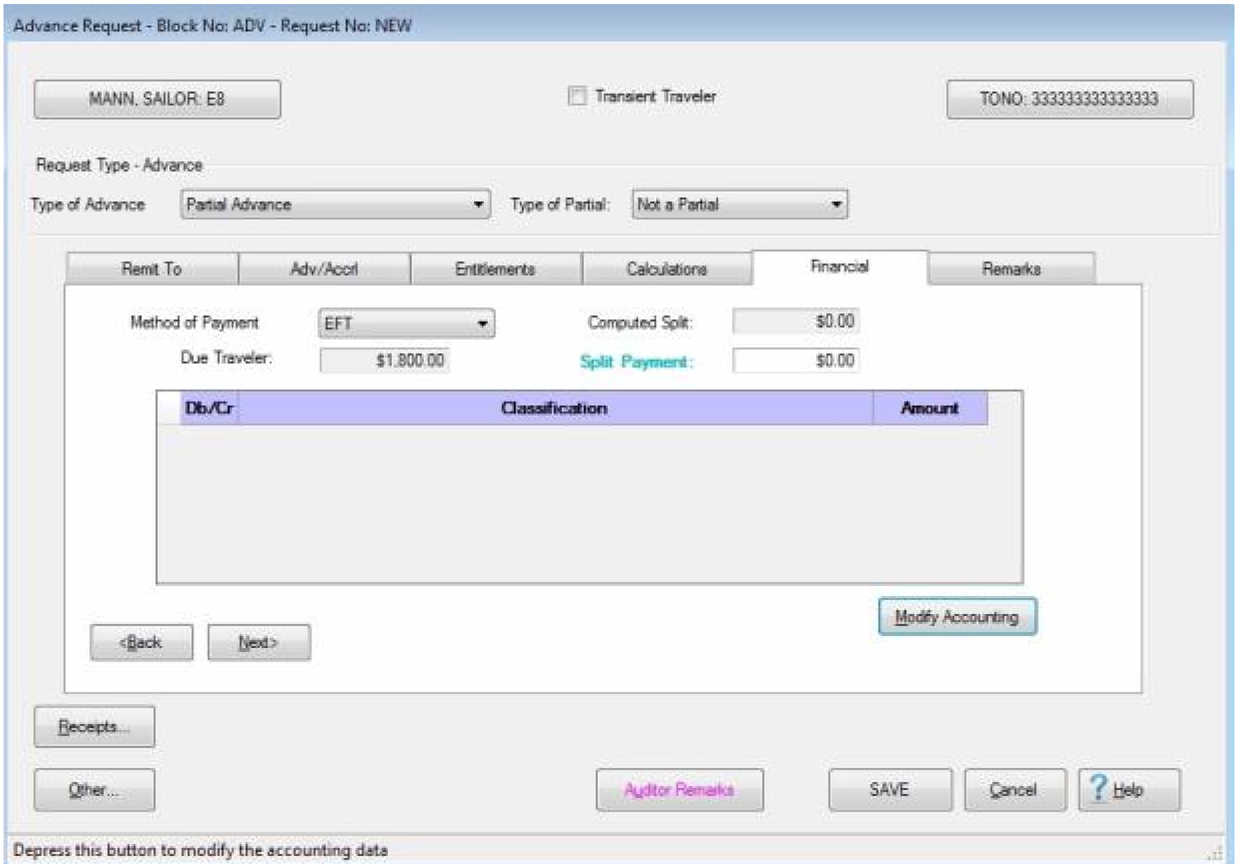
Note: When **DITY** is selected, no other **entitlement** can be advanced on the current transaction being entered.



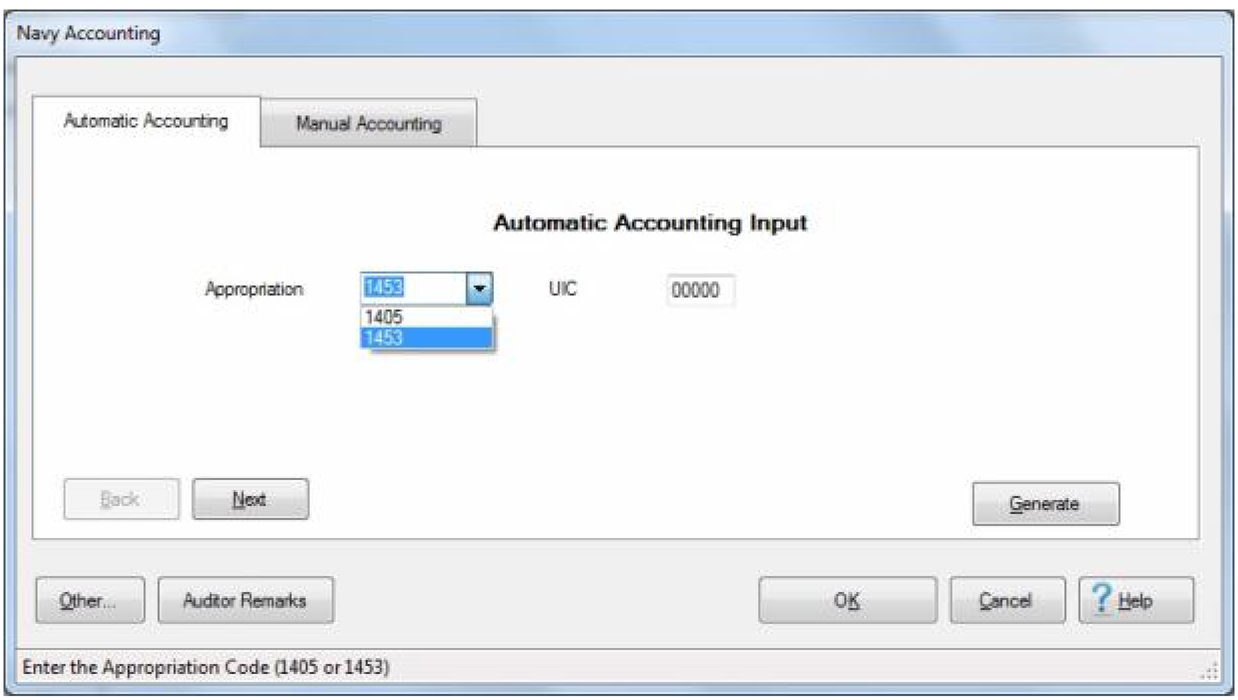
12. At the **DITY Advance** screen, **enter** the dollar **amount** from DD Form 2278 advance operating allowance field and **click** on **OK**.
13. **Click** on **Next** to go to the **Calculations** Tab.



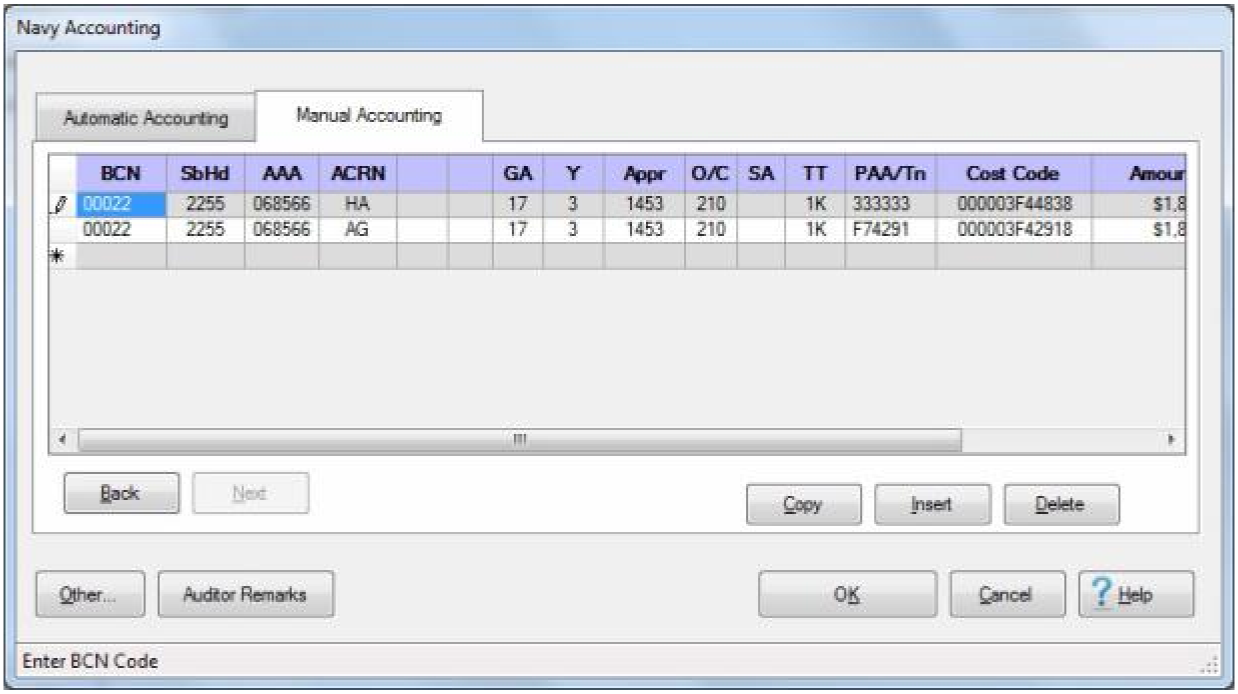
14. At the Calculations tab, **click** in the **Advance Authorized** field.
15. When the **Allocate PCS Advance** screen appears, **click** on the **Default** button to authorize a **100 percent** of the computed amount, and then **click** on **OK**.



16. At the **Financial** tab, make any required entries and then **click** on the **Modify Accounting** button.



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.



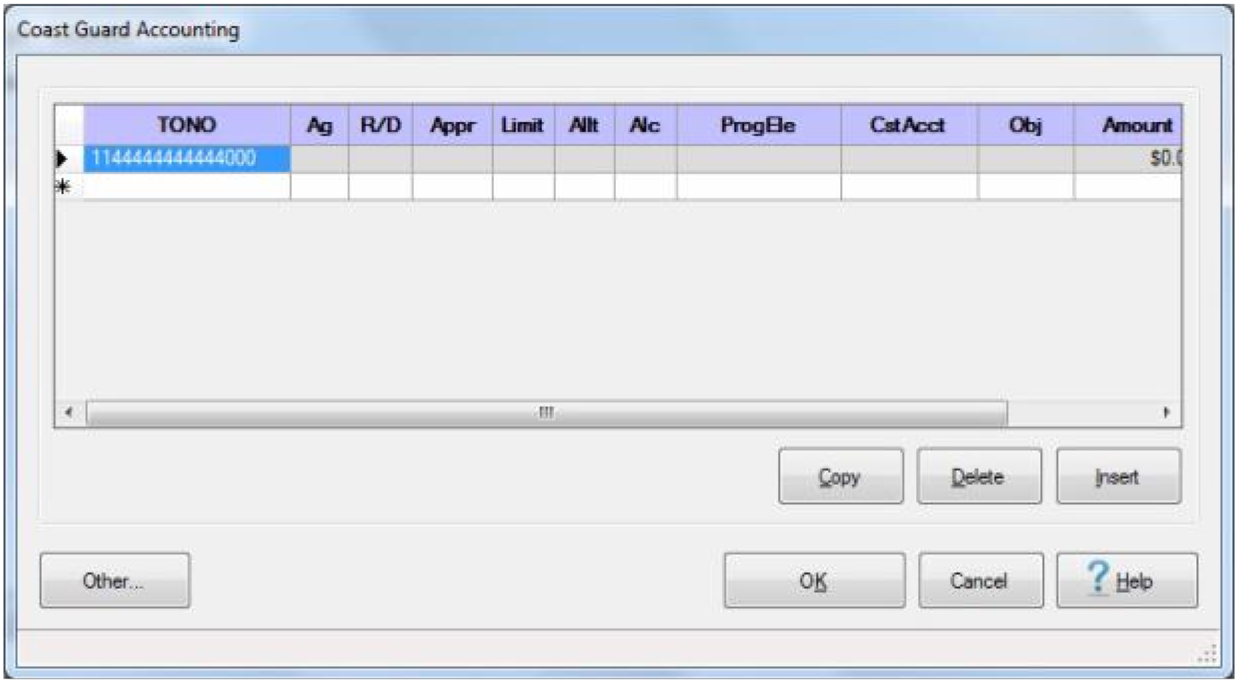
18. **Click** on **OK**.
19. Finish processing the claim as usual.

Coast Guard Accounting

Completing the Coast Guard Accounting Screen

When creating a **Request for Travel Authorization**, **Advance**, or **Settlement**, an accounting appropriation <u>must</u> 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 <u>must</u> be used for the transaction being processed.



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 <u>automatically</u> **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 <u>automatically</u> **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 <u>correct</u> **code** specified in the accounting appropriation you were provided.
11. **Amount:** - IATS <u>automatically</u> 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.

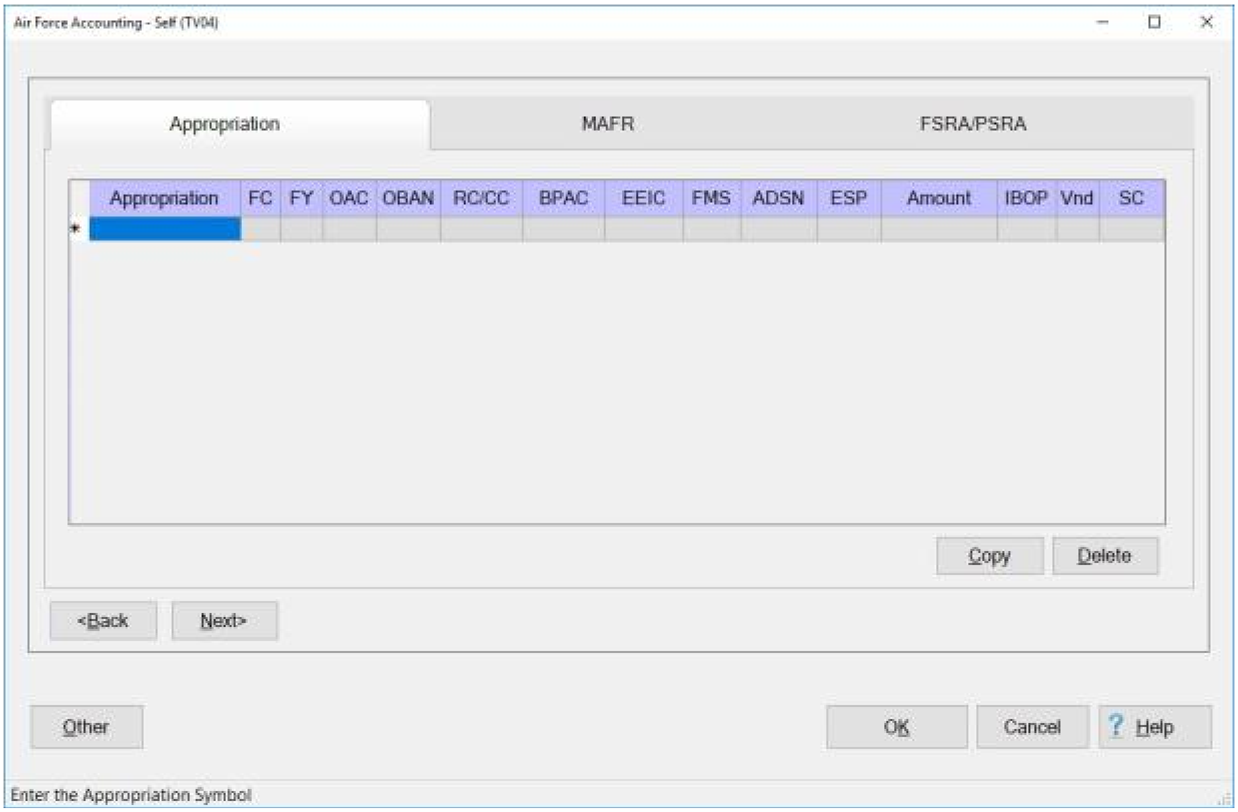
Tip: For a **short-cut** when additional accounting lines are needed, **click** the **Copy** button. IATS will automatically **copy** the previous accounting line information to the fields in the following accounting line. You can then make any minor **changes**.

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.

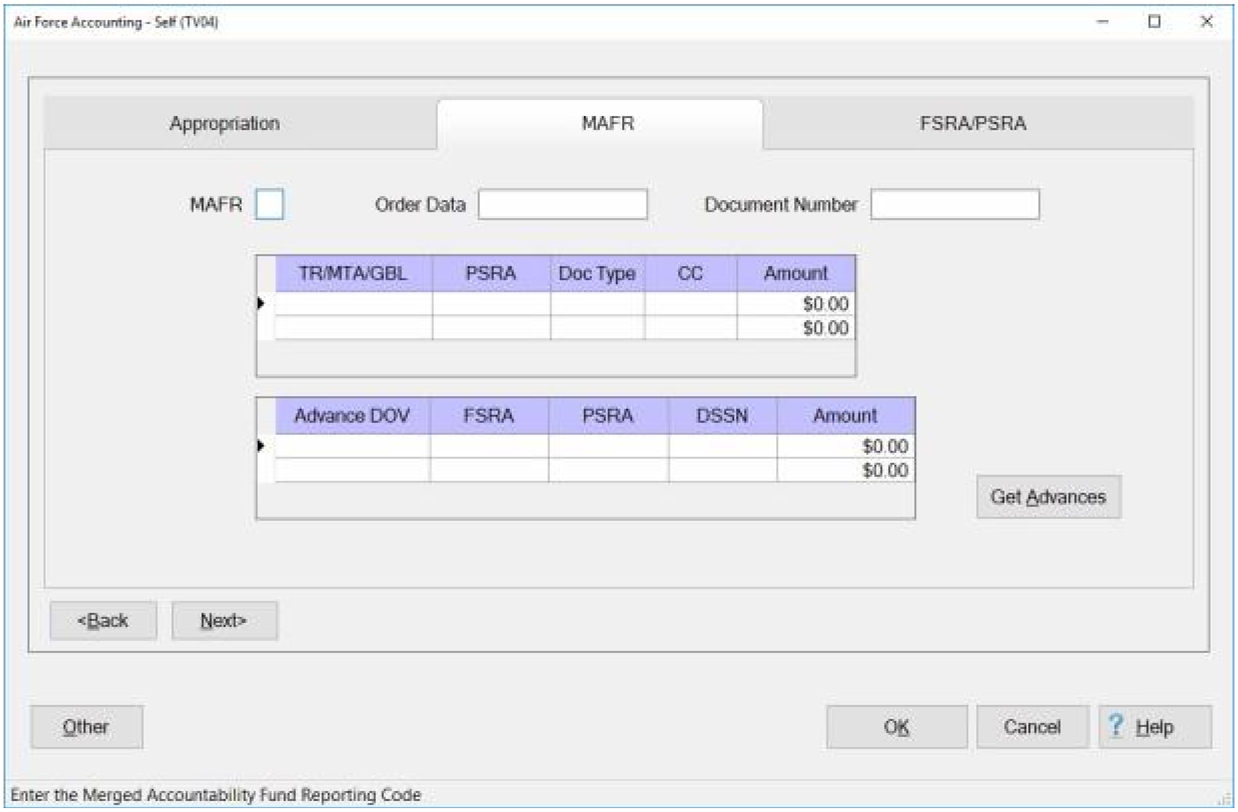
Use the following steps to "manually" complete the Self (TV04) Appropriation tab:

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:

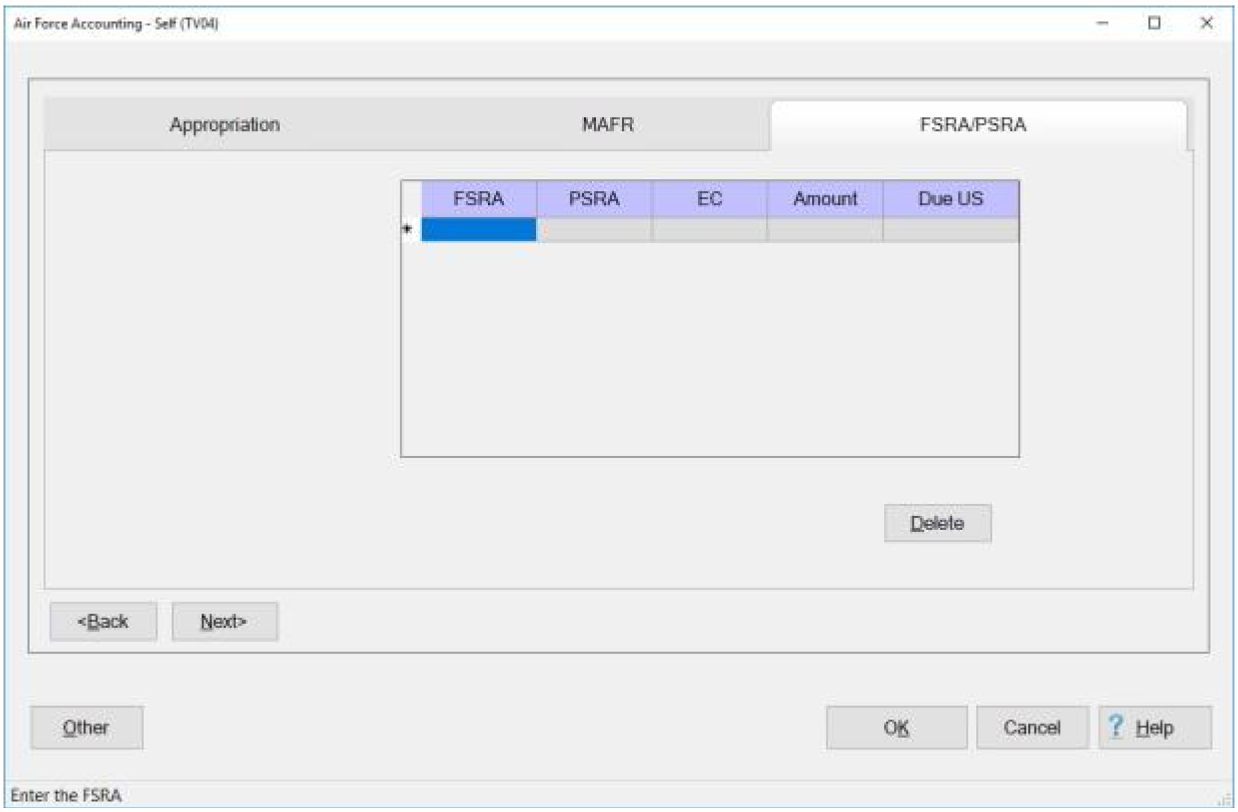
1. **MAFR:** - At this field, **type** the applicable **Merged Accountability Fund Reporting Code**.
2. **Order Data:** - At this field, **type** the **BCE Workorder/JOCAS Number** as shown on the travel order.
3. **Document Number:** - At this field, **type** the Funds Control Number, (**MORD#**), as 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**.



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:

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.

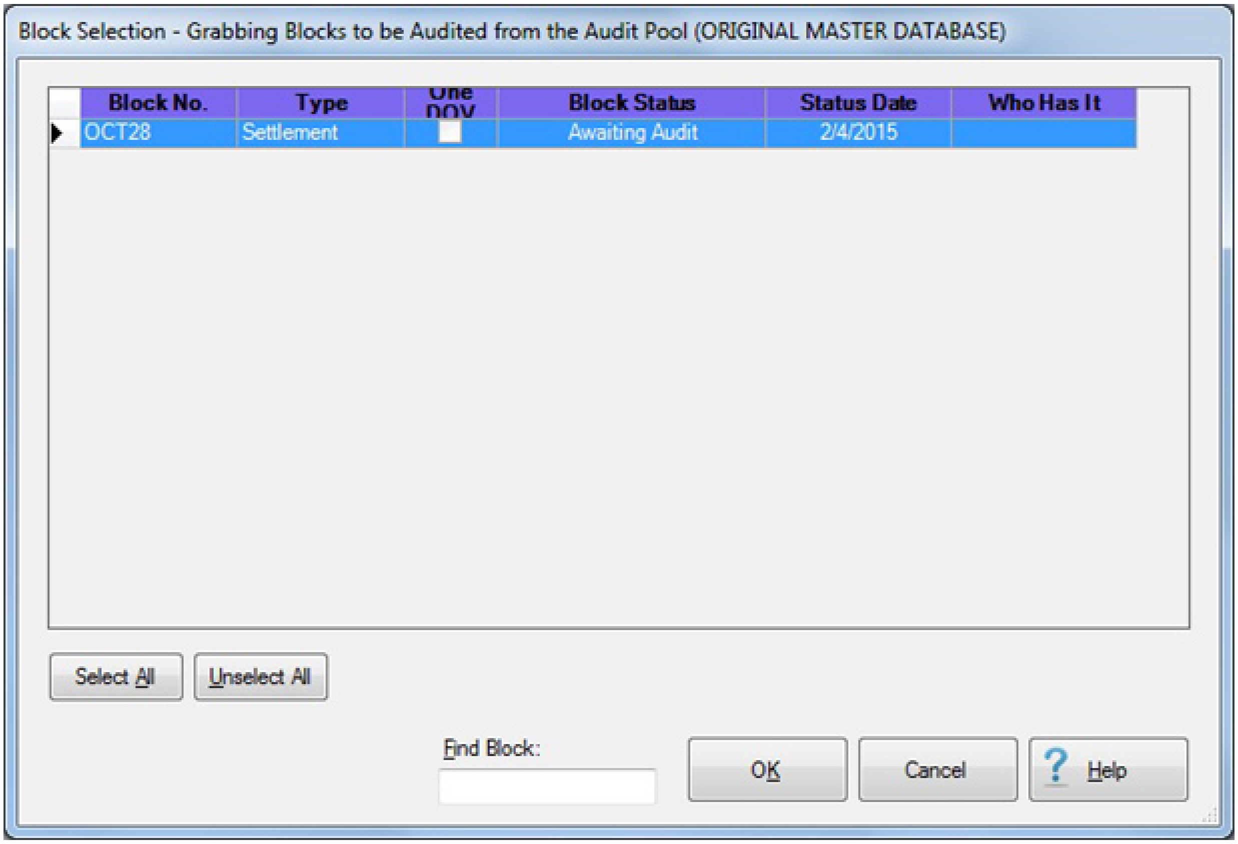
Click on the **See Also** button below and **select** the **topic** that provides detailed **instructions** for performing Auditor functions.

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 <u>all</u> 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: <u>Unless</u> office **policy requires** a **100%** audit, auditors are <u>only</u> **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.

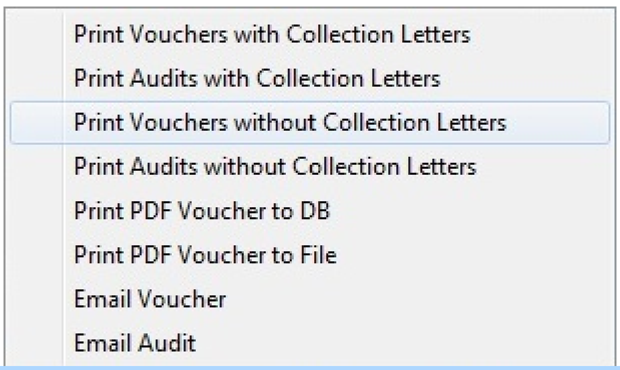
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

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.

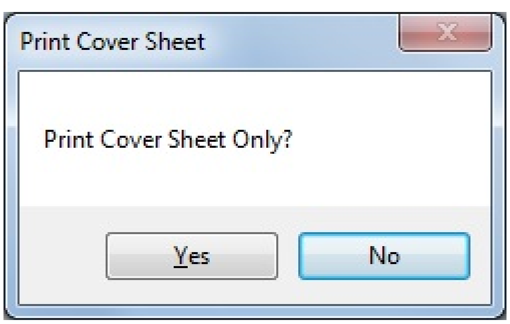
Complete the following steps to "print" a request:

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**.

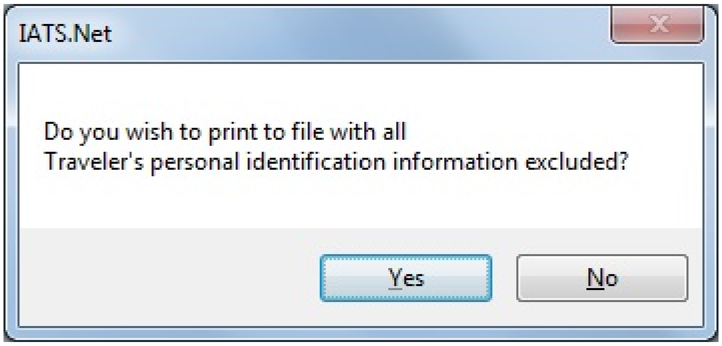


Note: If you click on the option, **Print PDF Voucher to DB**, this process will happen **transparently**. You will find the saved request(s) when you run the Retrieve Scanned Documents from Database process.

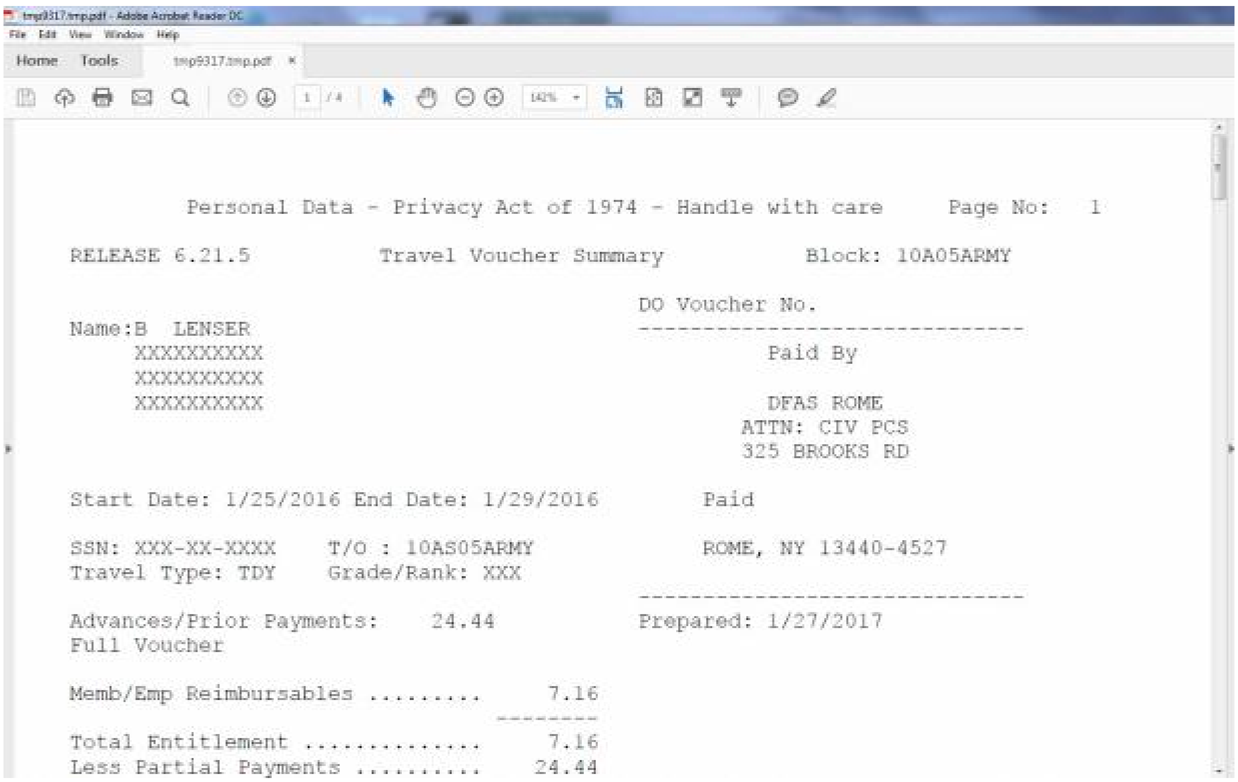
3. At the *pop-up*, **click** on the desired **option**. The following *pop-up* **message** will appear asking if you would like to print the **cover sheet** only.



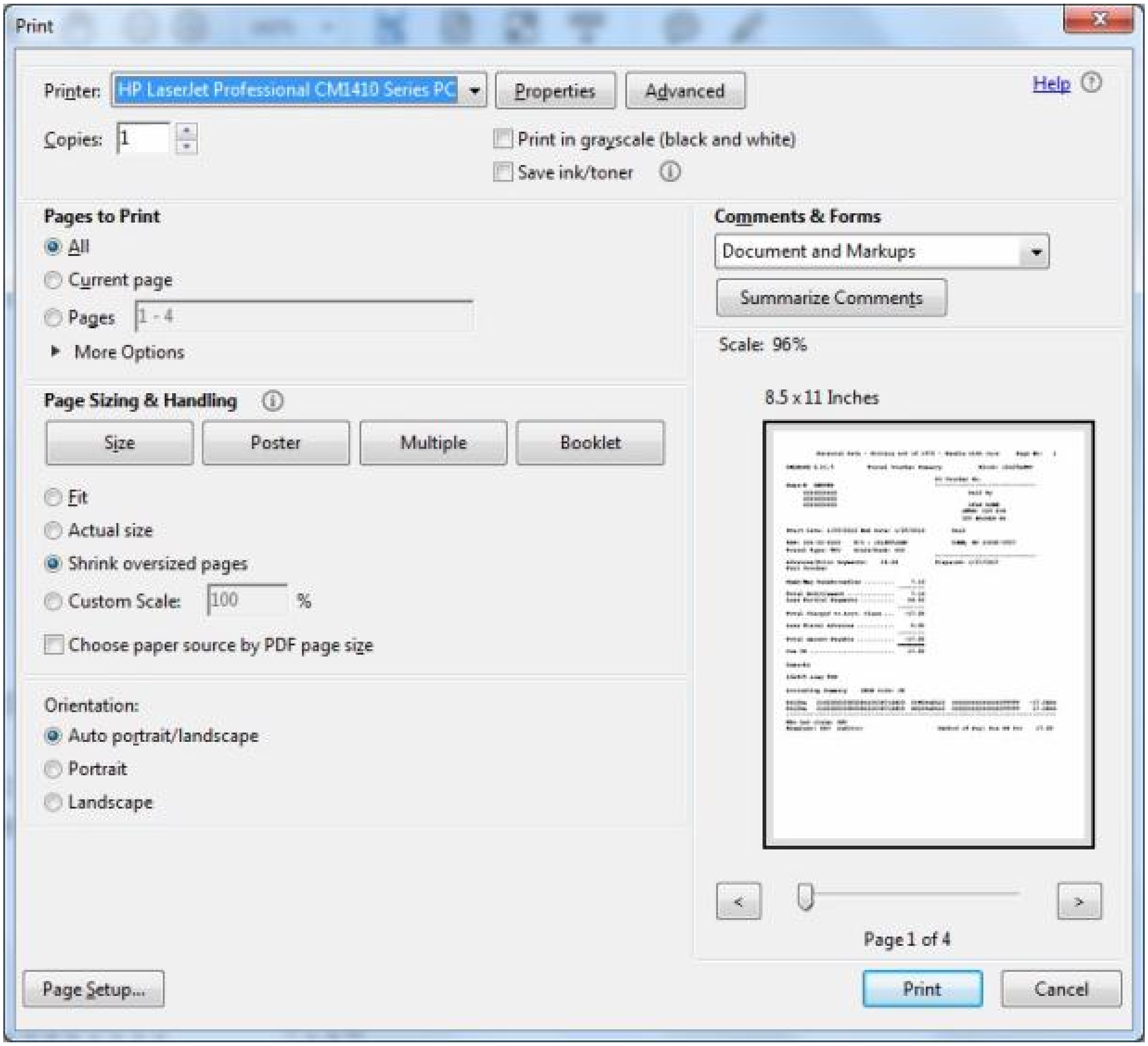
4. **Click** on *Yes* or *No* as desired. The following *pop-up* **message** will appear asking if you would like to print with the traveler's personal identification **excluded**.



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 <u>wish</u> 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

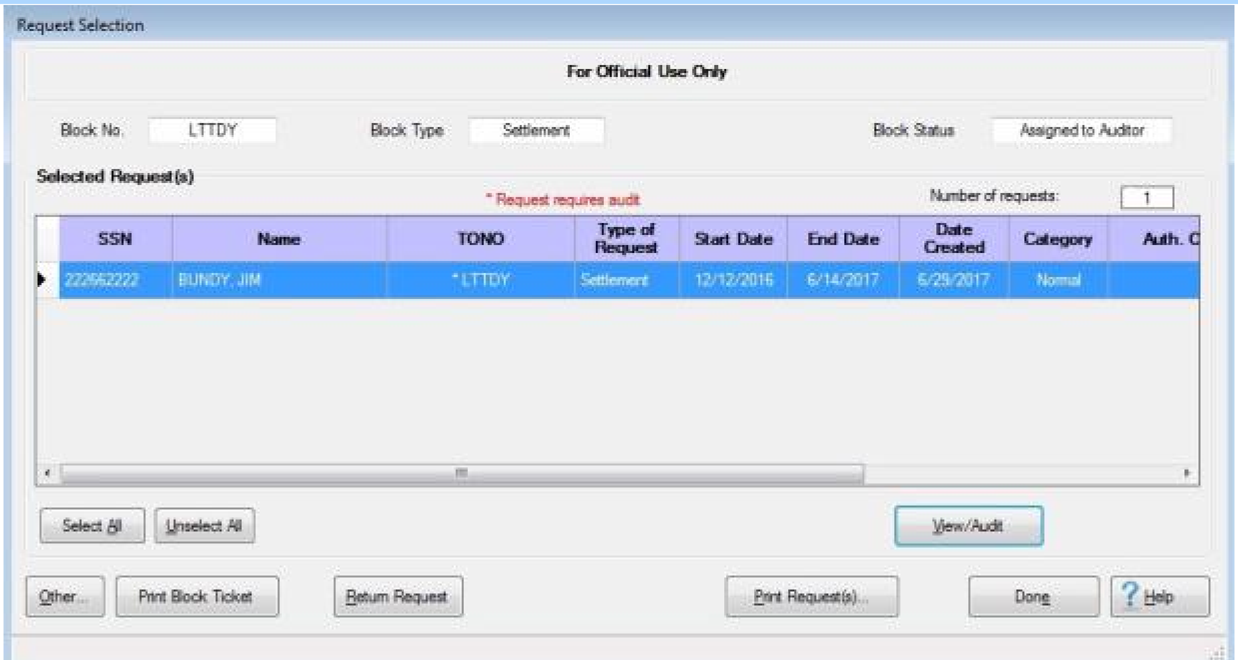
details for the trip. If the auditor **discovers** an **error** requiring correction, the **block** must be returned to the examiner and the **examiner** must **modify** the previously entered request for **advance/settlement**.

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.

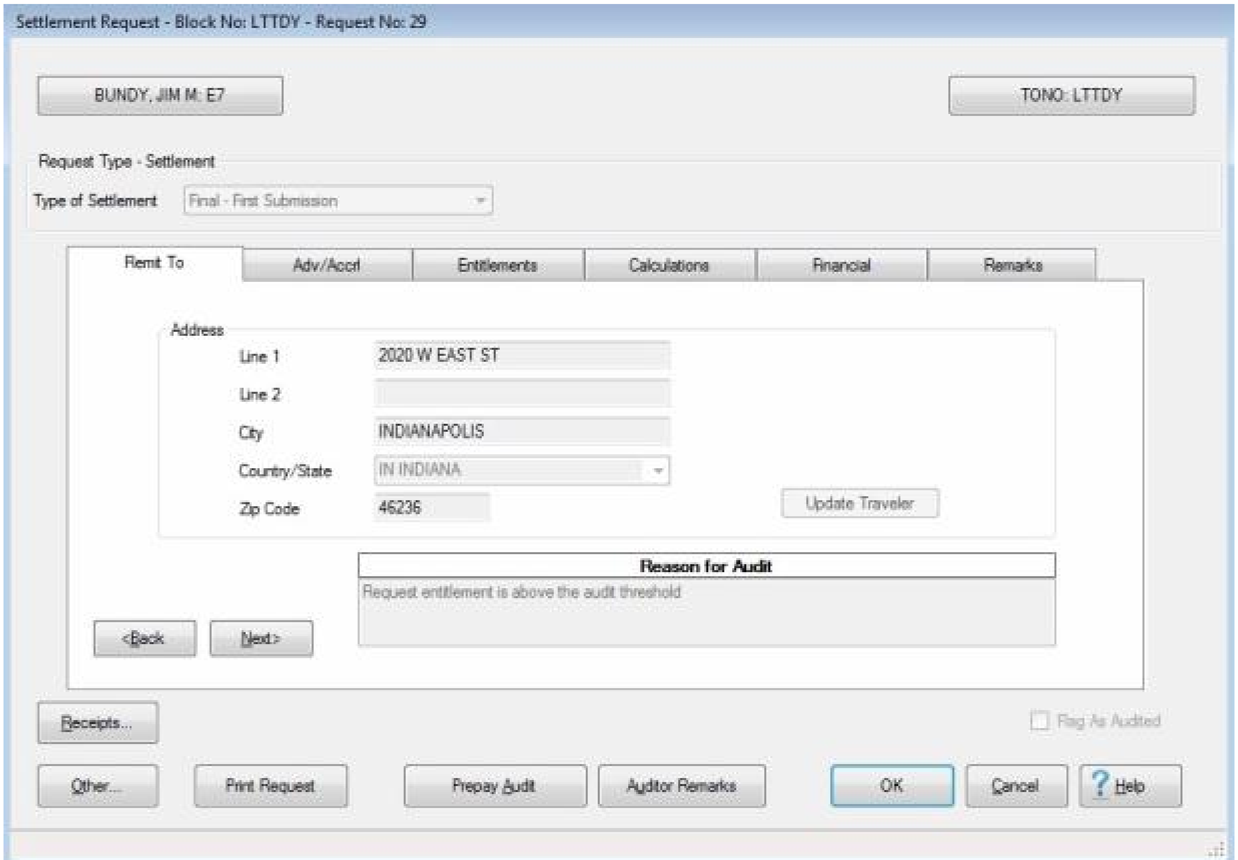
Complete the following steps to "audit" a previously entered advance/settlement by viewing the input screens:

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.



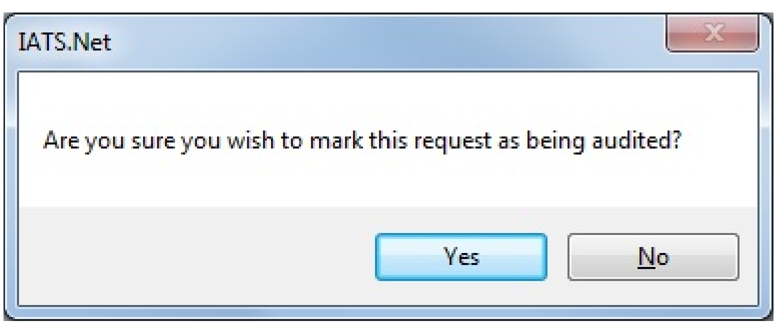
2. Select a **request** that is **flagged** for audit. The **Request for Advance** or **Settlement Against an Order** screen will **appear**.



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**.

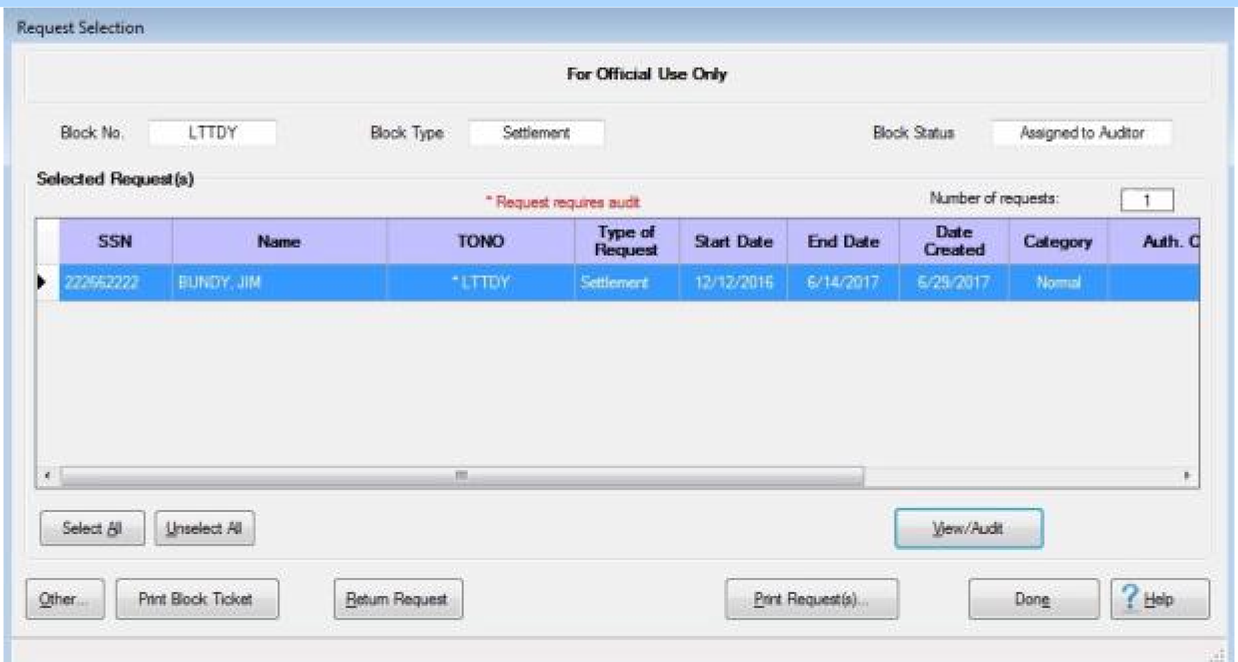
Performing a Forced Audit

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**.

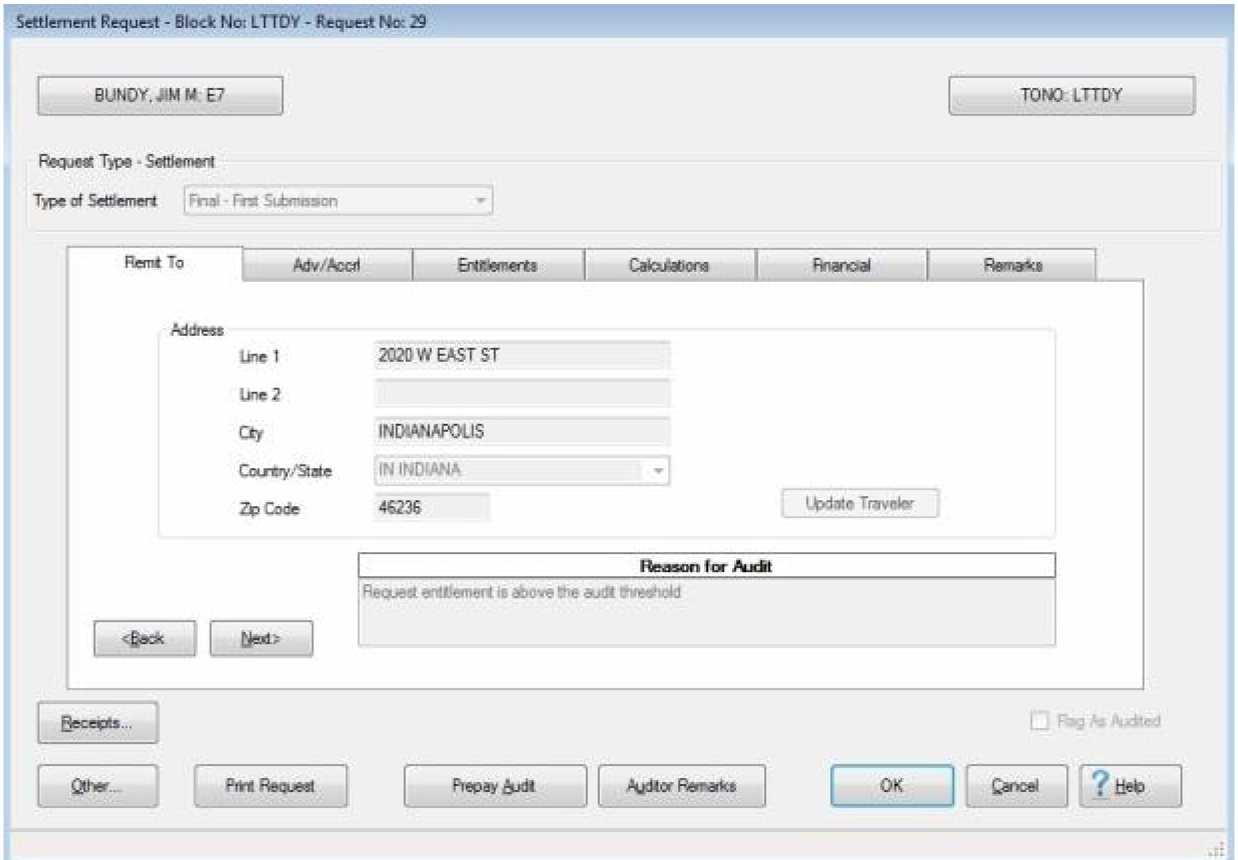
Complete the following steps to "audit" a previously entered advance/settlement using the Forced Audit method:

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.



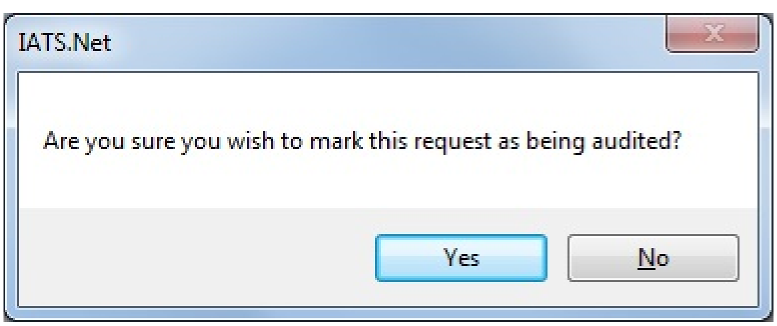
2. Select a **request** that is **flagged** for audit. The **Advance Request** or **Settlement Request** screen will **appear**.



3. At this screen, **notice** that the **Reason for Audit** section **explains** <u>why</u> the request was **flagged** for audit.
4. <u>After</u> determining the **reason** for audit, **click** on the appropriate **tab** to **view** the necessary input **screen**.

Note: When performing a **Forced Audit**, you <u>must</u> **click** on the **Entitlements** tab, **click** on the <u>listed</u> **entitlement** or **expense**, and then **click** on the **View/Modify** button. The **Itinerary** and **Reimbursables** tab <u>will then be</u> **visible**. You <u>must</u> **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 <u>at</u> 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**.

Prepayment Audit

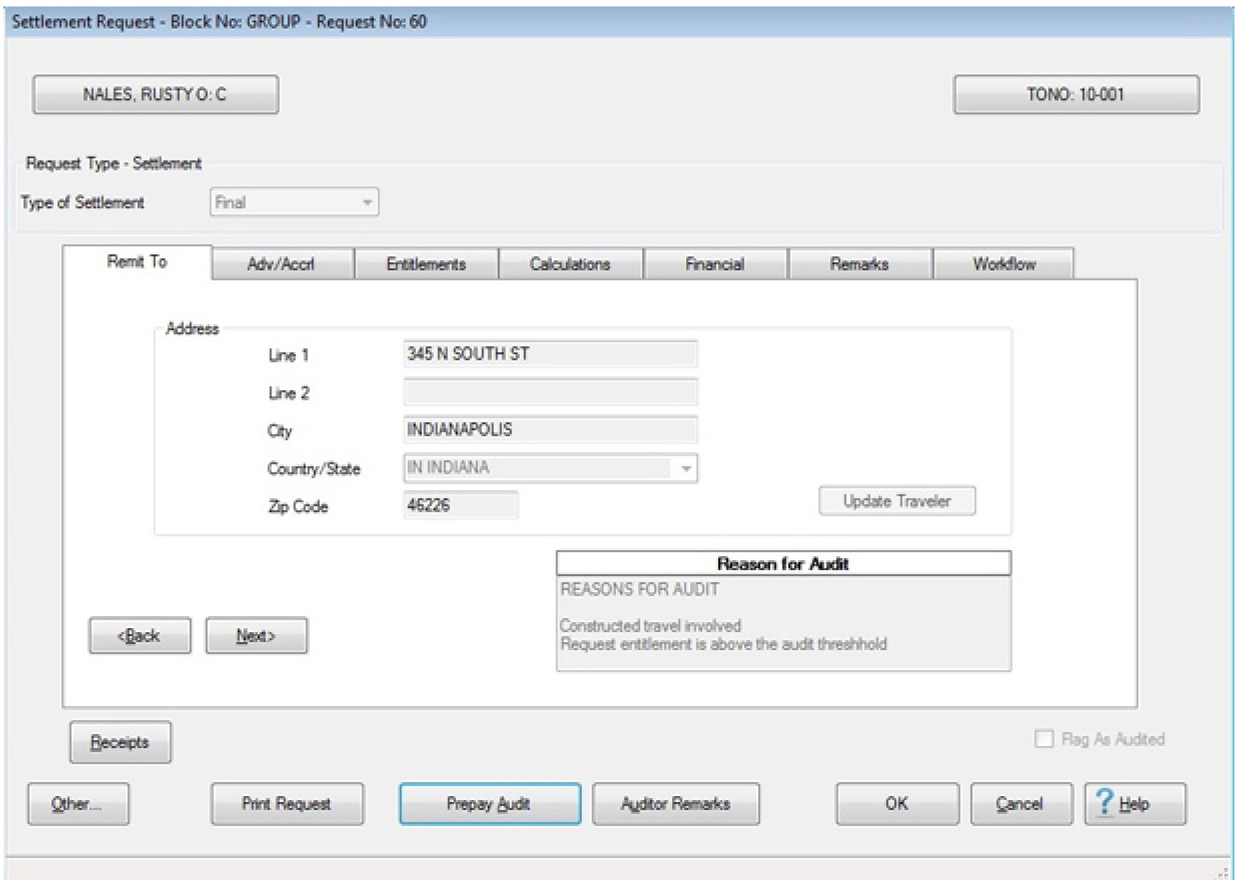
IATS allows the **Auditor** to perform an audit using a **Prepayment Audit Checklist**.

In order to use this feature, your **System Administrator** must access the **Maintenance** module and **activate** the **Prepayment Audit** feature.

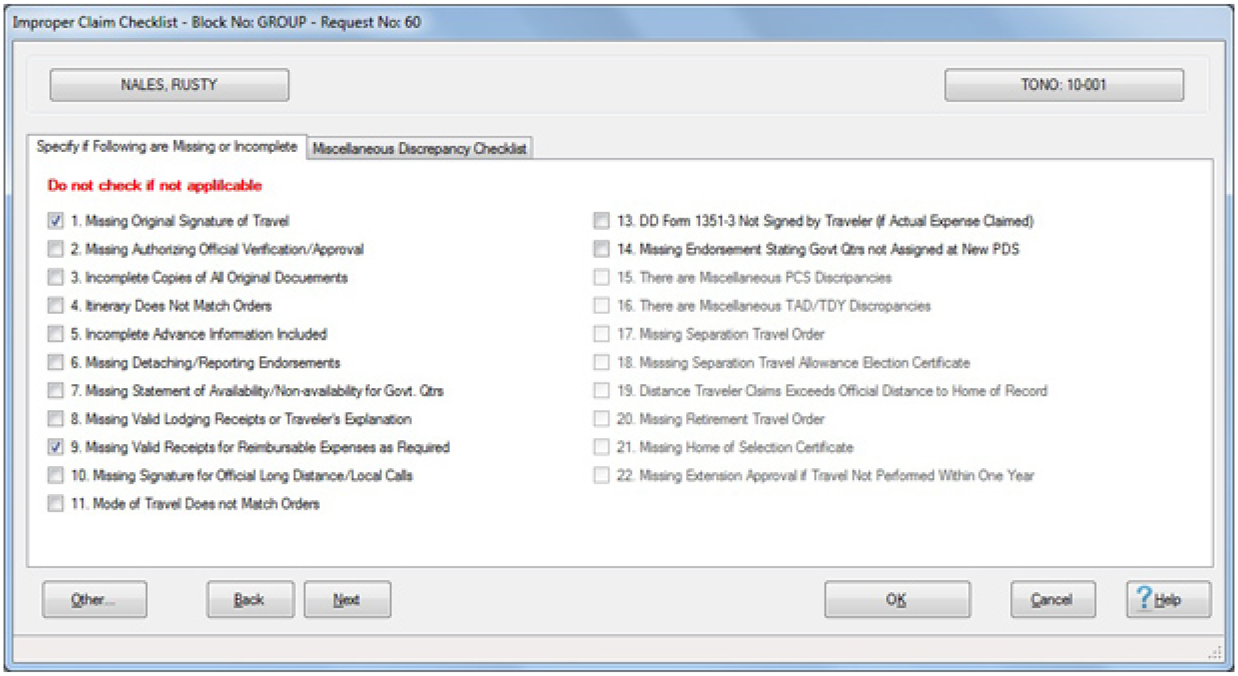
When this feature is **activated**, the Auditor will see a **button**, at the bottom of the **Request for Advance** or **Settlement Against an Order** screen, named **Prepay Audit**.

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.



2. After clicking on either the **Prepay Audit** or **OK** button, the following **Improper Claim Check List** screen appears.



3. At this screen, there are <u>two</u> tabs listing **items** that <u>may be</u> **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**

4. **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.
5. Ensure that you **display** <u>each</u> **tab** and **select** <u>any</u> **item** that <u>must</u> be **reported** as a discrepancy.
6. When **finished** selecting the necessary discrepancies, **click** on the **OK** button to **save** the selections.

Viewing Travel Accounts

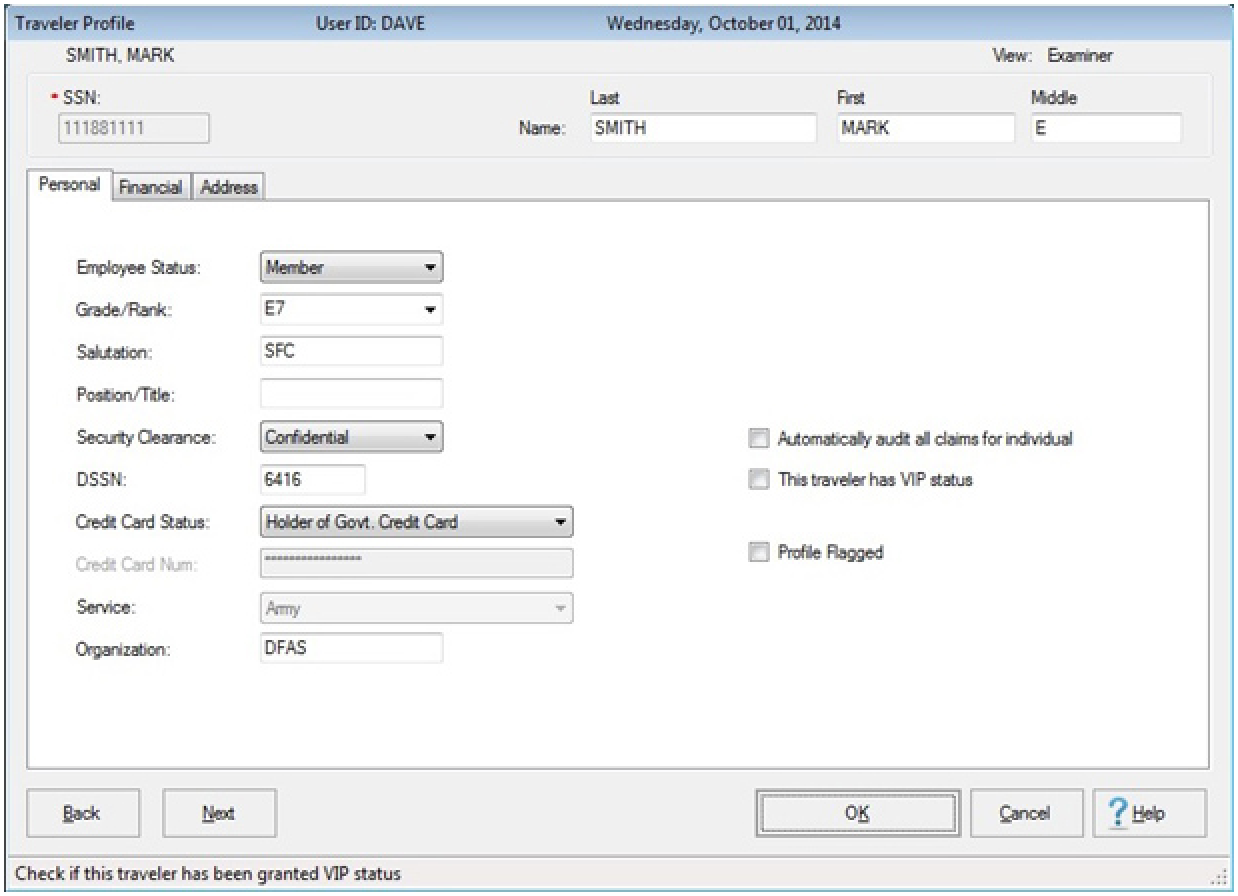
On occasion, it may be necessary to **view** the traveler's **account** information.

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.



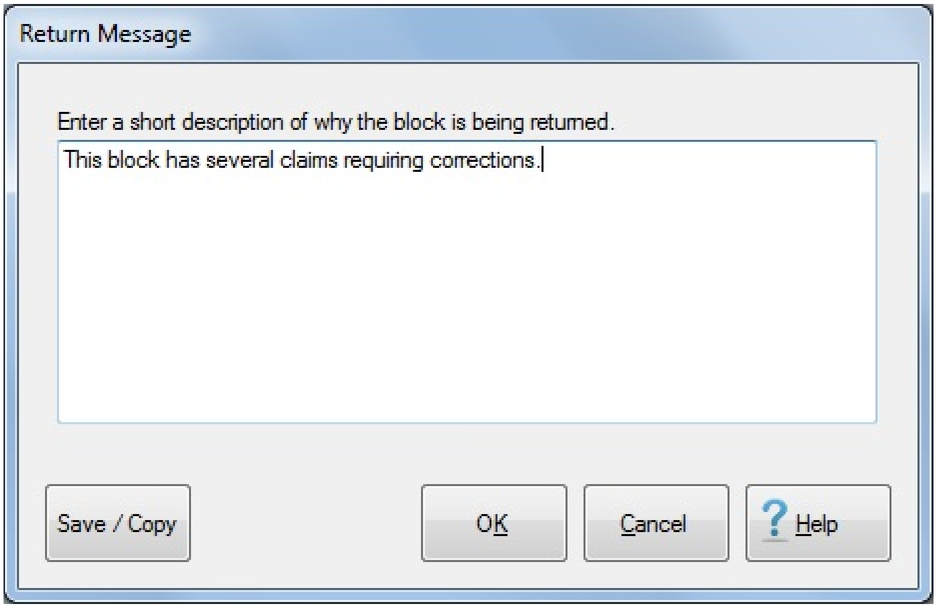
4. When **finished** viewing the travel account, **click** on the **OK** or **Cancel** button.

Returning Blocks

After **auditing** the flagged claims, it may be **necessary** to **return** the **block** to the **examiner** for **correction**.

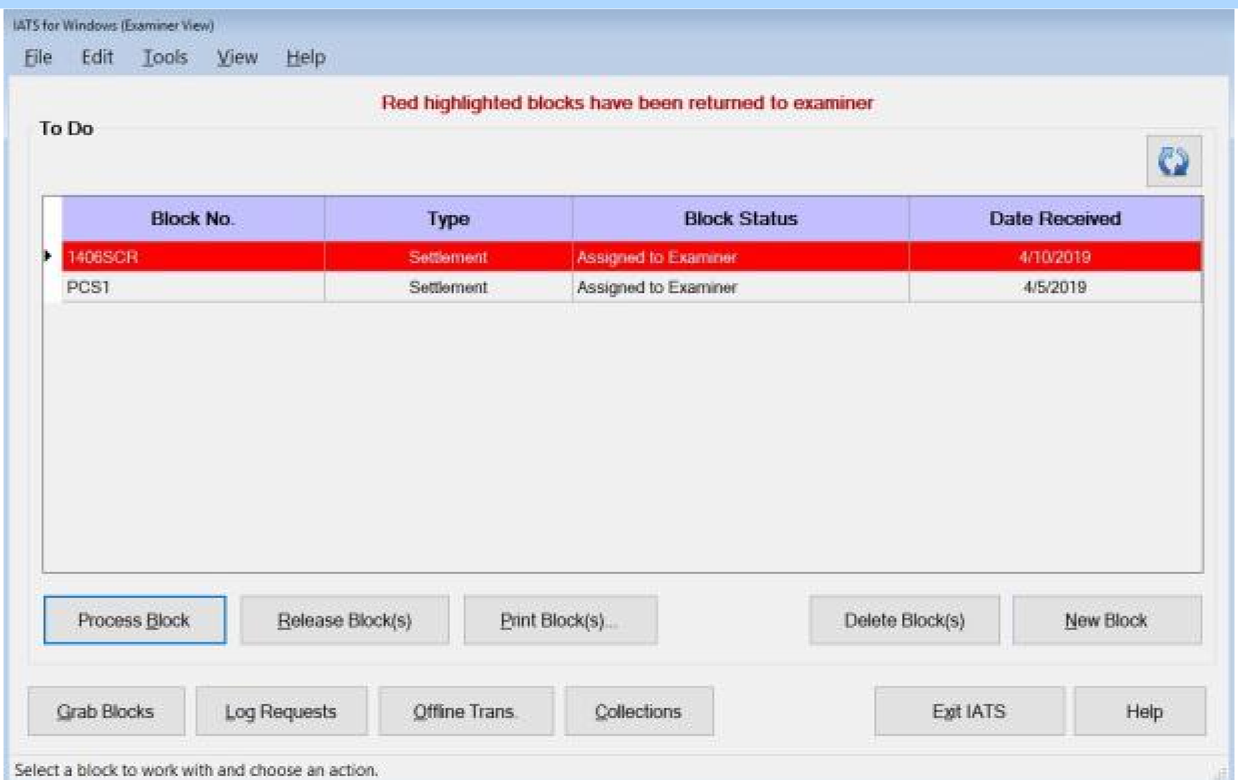
Complete the following steps to "return" a block to the examiner for correction:

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.

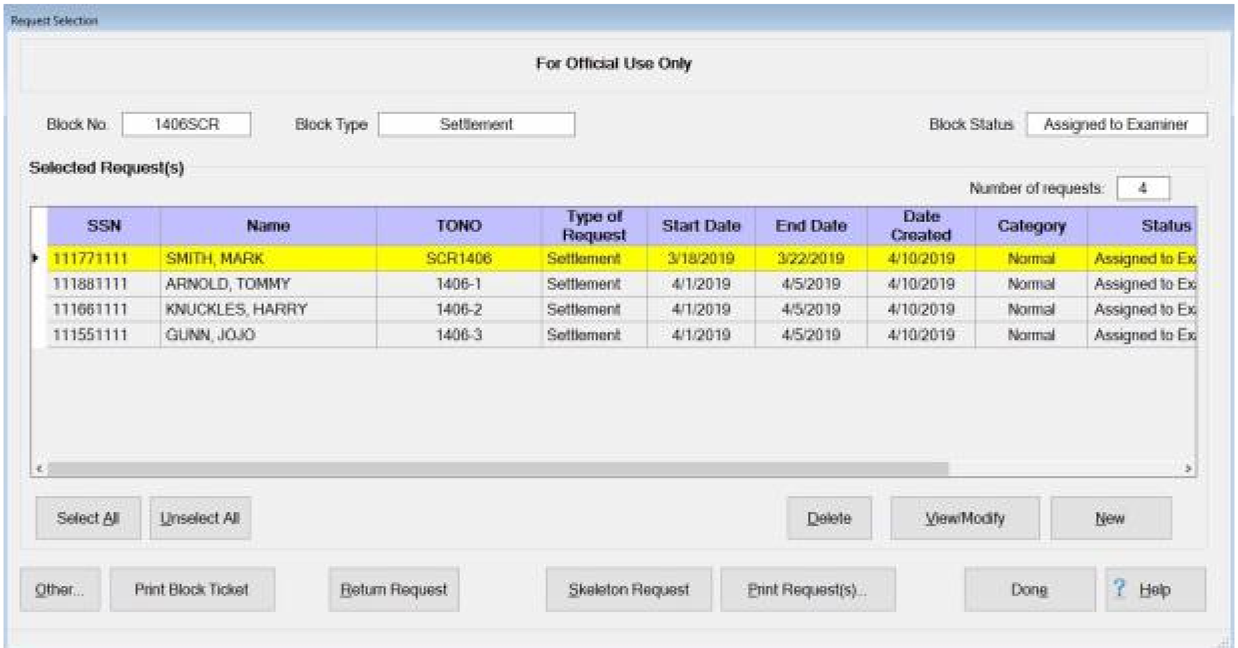


3. At this screen, **type** a brief **message** explaining **why** the block is being returned and then **click** the **OK** button. IATS **returns** the **block** back to the **examiner** who originally had it.

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.



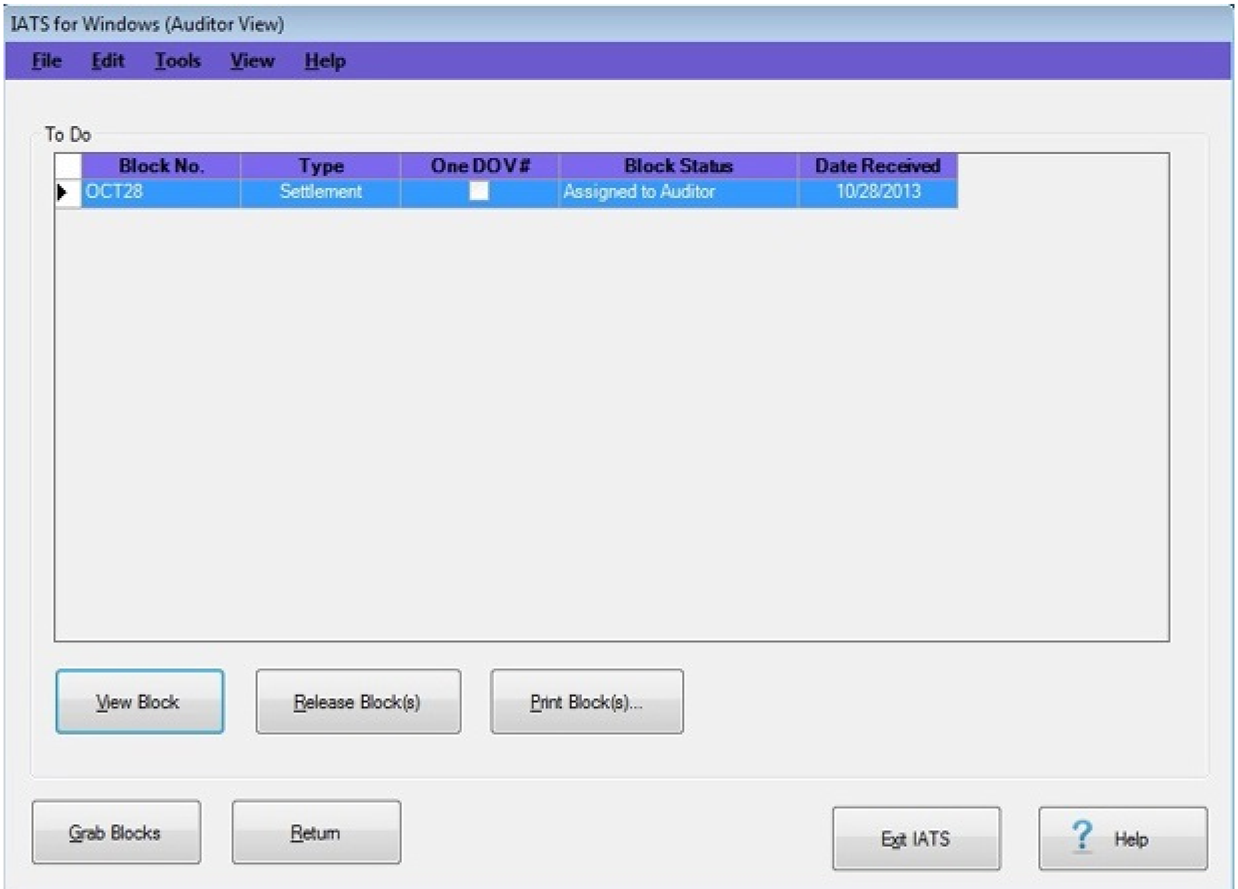
Note: When the Examiner **clicks** on the **Process Block** button for a block highlighted in **red** that has been **returned** by the **Auditor**, any **claim** that the auditor has **attached** a **remark** to will be highlighted in **yellow** on the **Request Selection** screen as shown below.



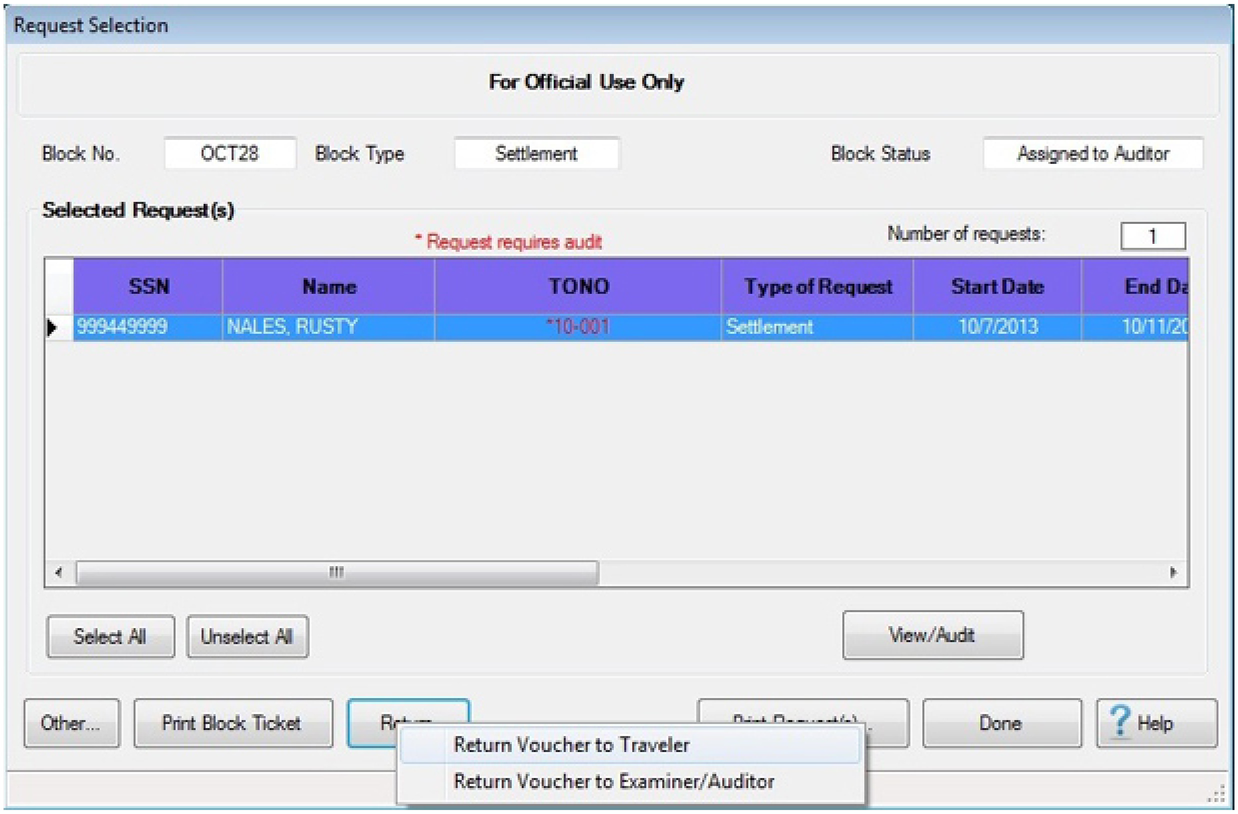
Return a Request to a Traveler

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.

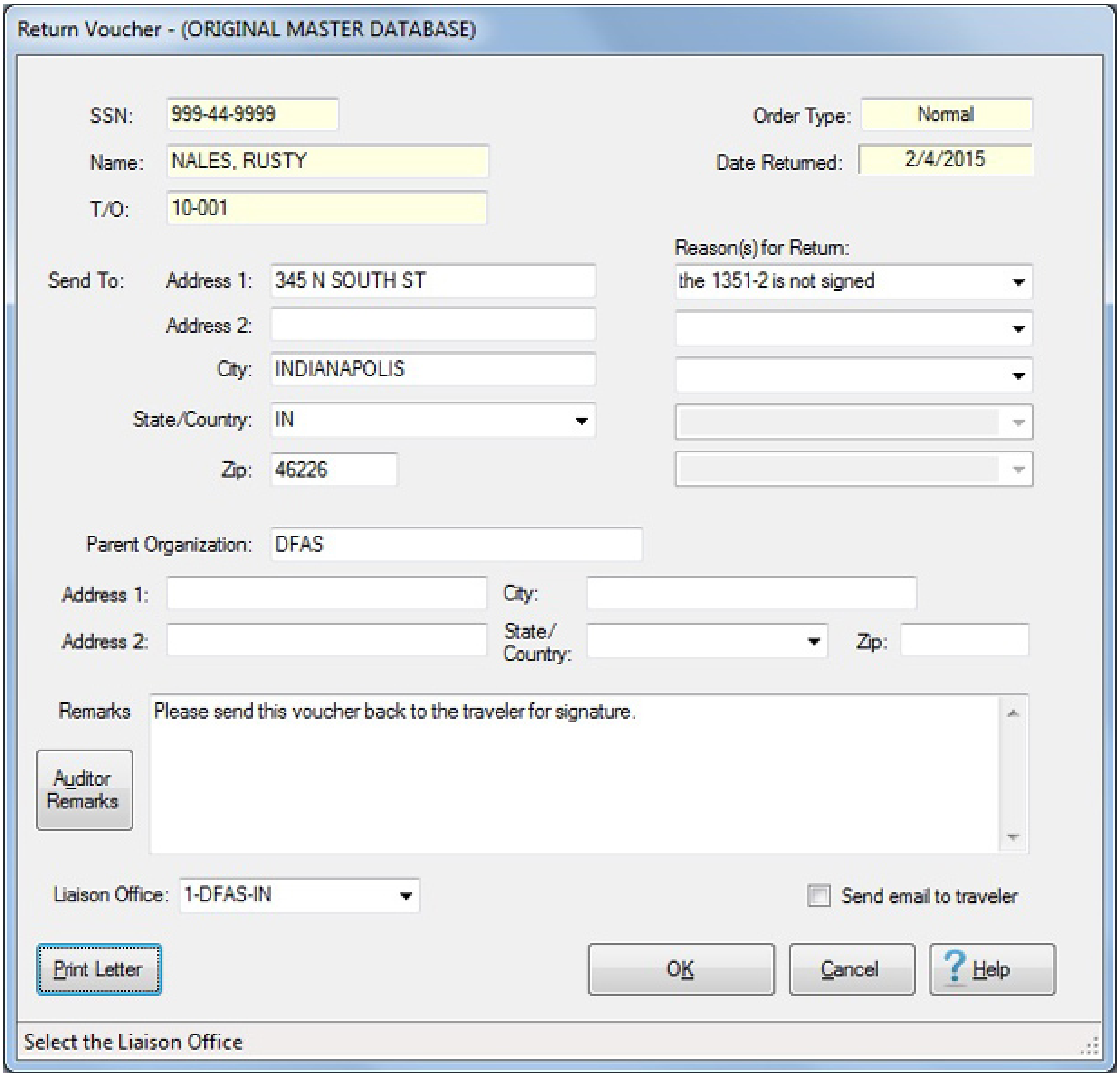
Complete the following steps to "return" a request to the Traveler:



1. Once the **block** requiring audit <u>is</u> **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 <u>must</u> 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.



5. **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**.
6. **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**.
7. **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.
8. Users may **add** up to (**5**) 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 (**7**) above to **add** additional **reasons**.
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.

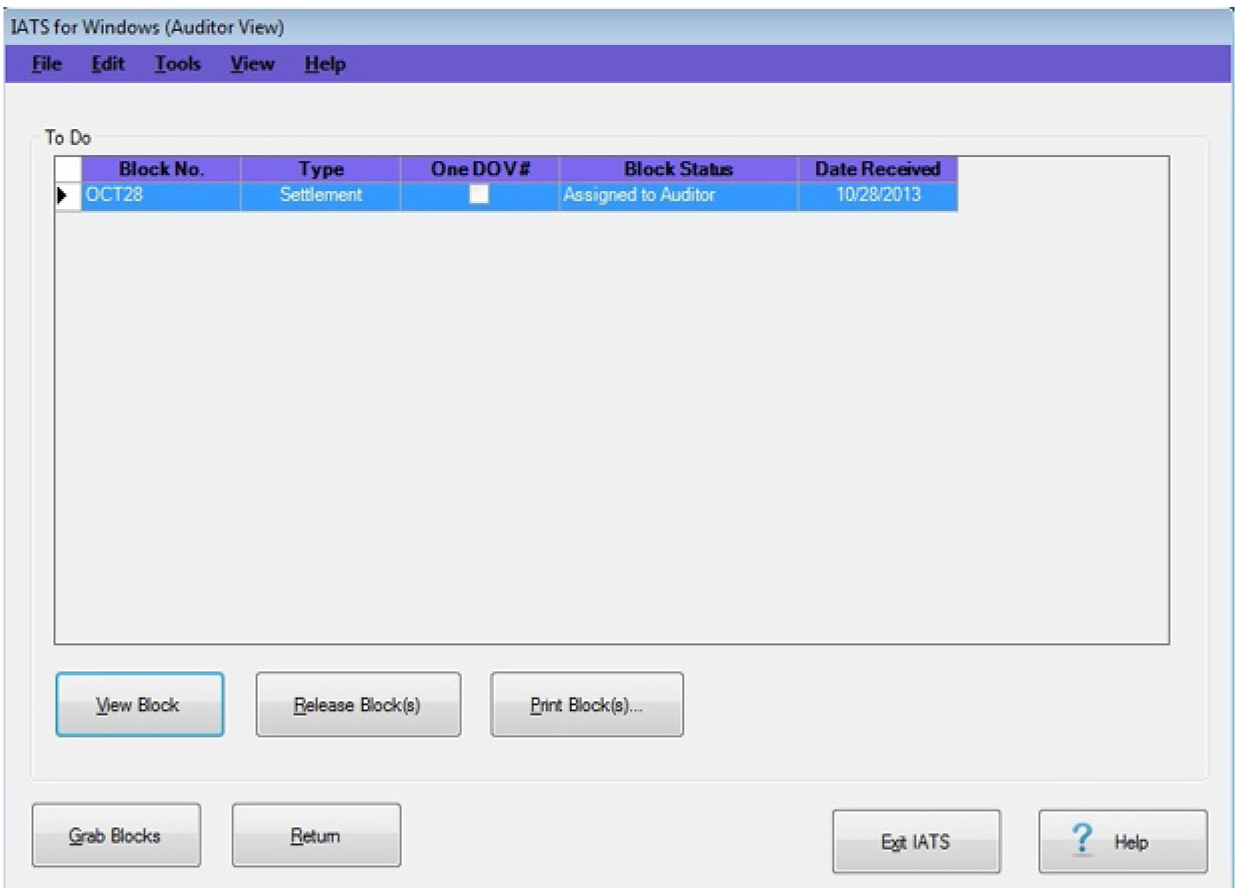
11. **Click** on **OK** to **save** the return letter or click the **Print Letter** button if you wish to **print** the return letter. The **Adobe Reader** screen will appear if you **click** on the Print Letter button.
12. **Click** on the Printer **icon**. The **Print** screen appears.
13. **Verify** 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

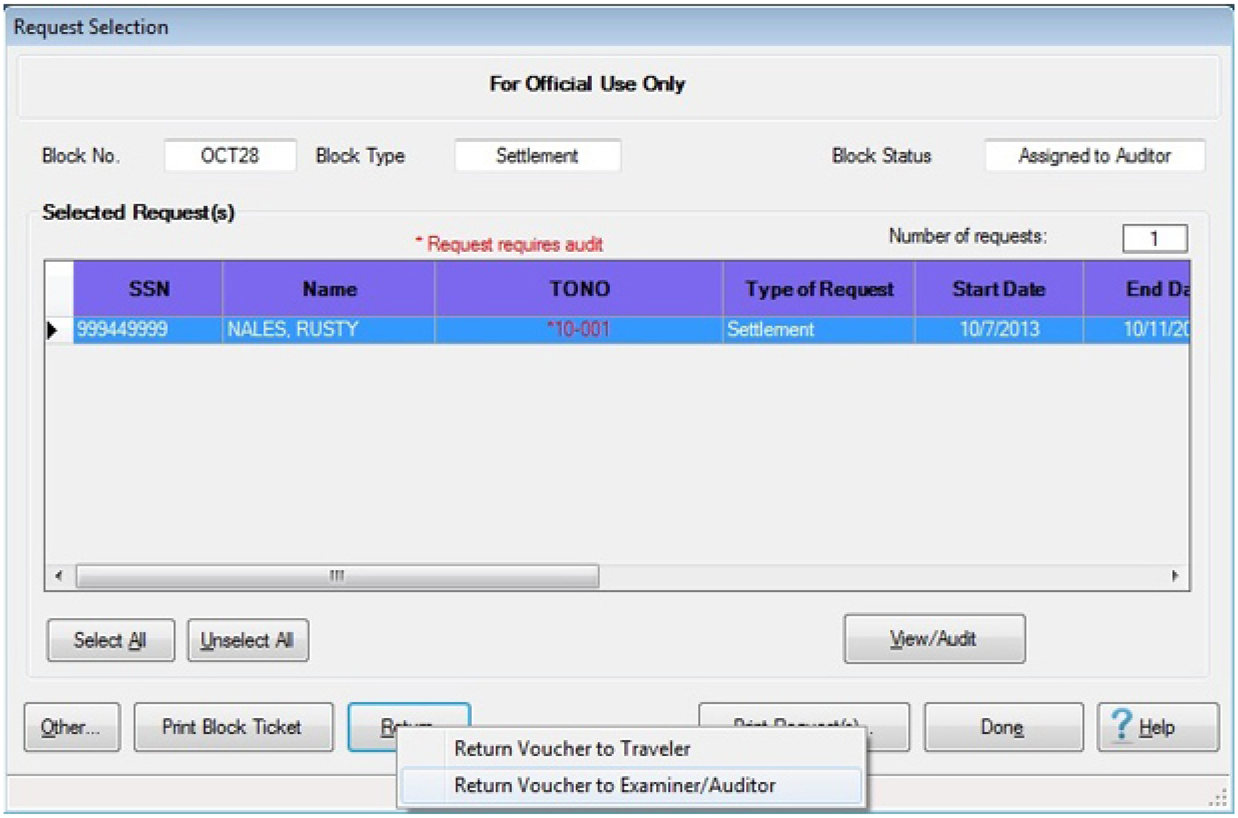
While performing an audit, the Auditor may determine that it is **necessary** to **return** the claim back to a different **Auditor** or to the **Examiner**. A feature was added to IATS that allows the Auditor to perform this task instead of sending the entire **block** back to the Examiner and holding 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.

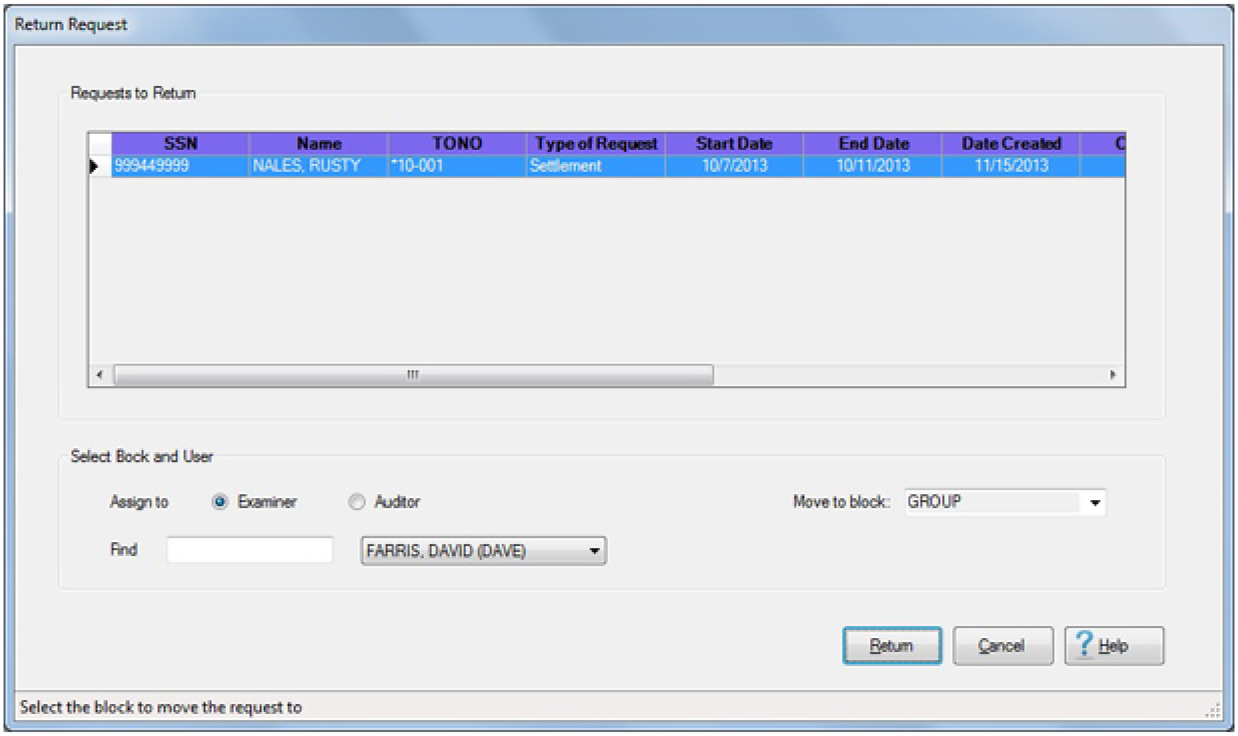
Complete the following steps to "return" a request to an Auditor or an Examiner:



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 <u>must</u> 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.



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.

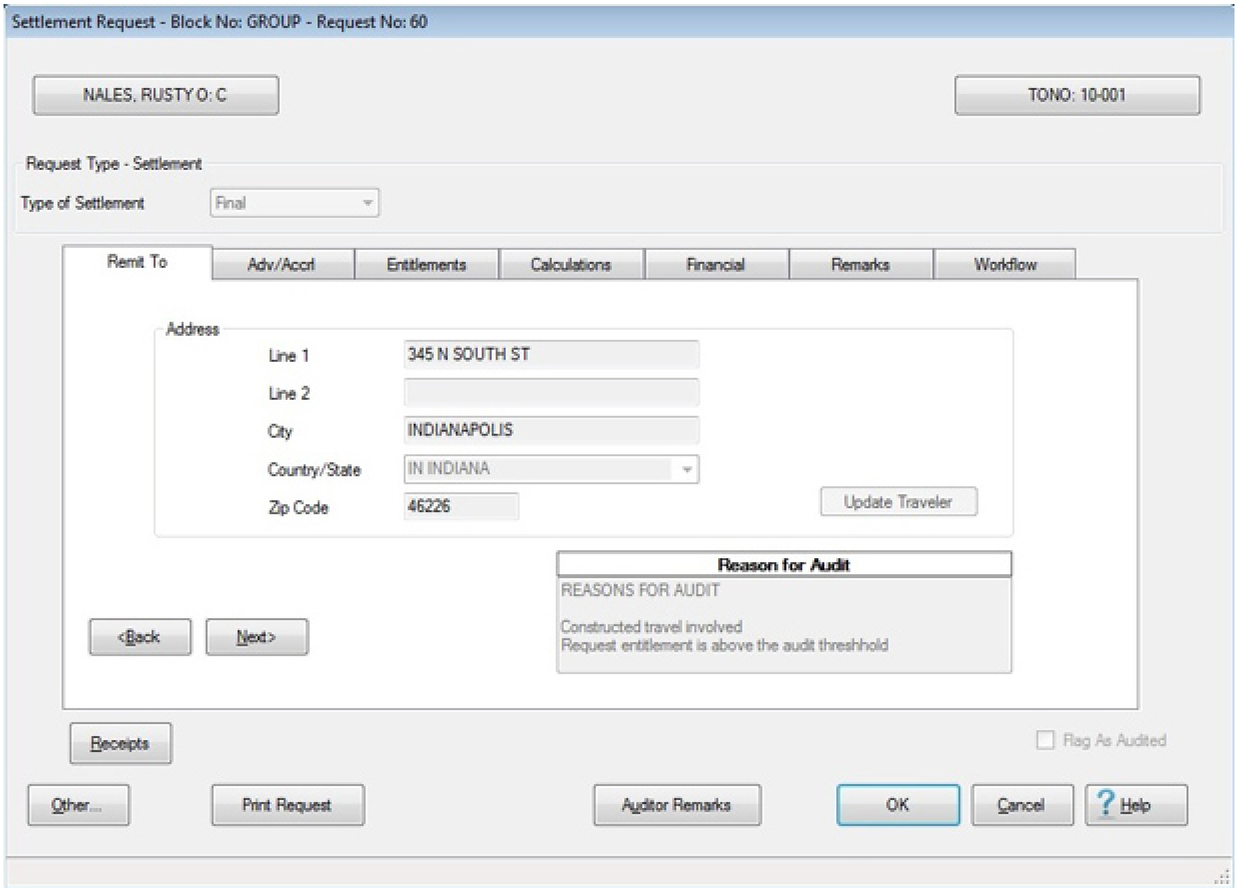
Auditor Remarks

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.

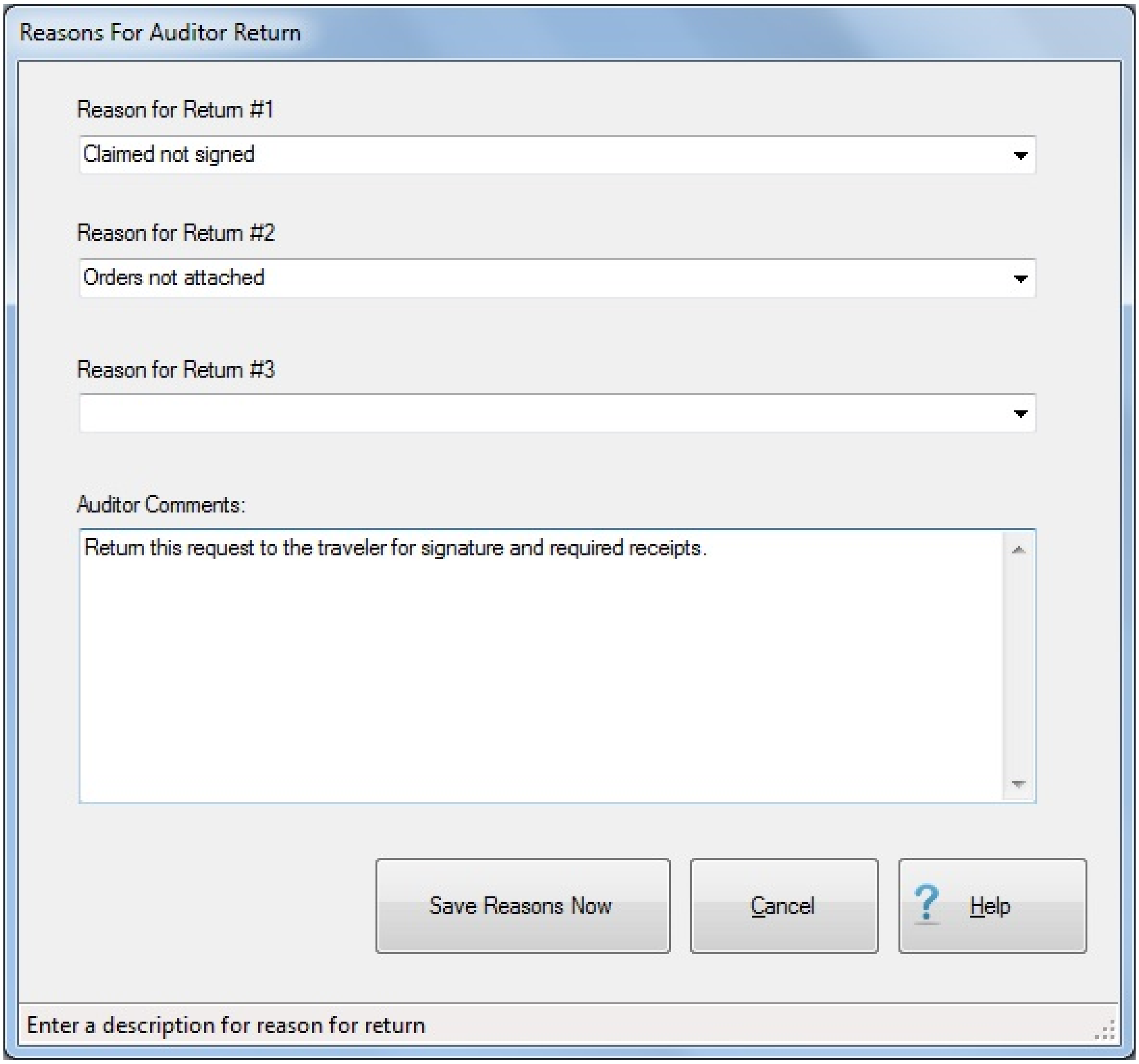
The **Reasons For Auditor Return** screen is used for this purpose.

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.

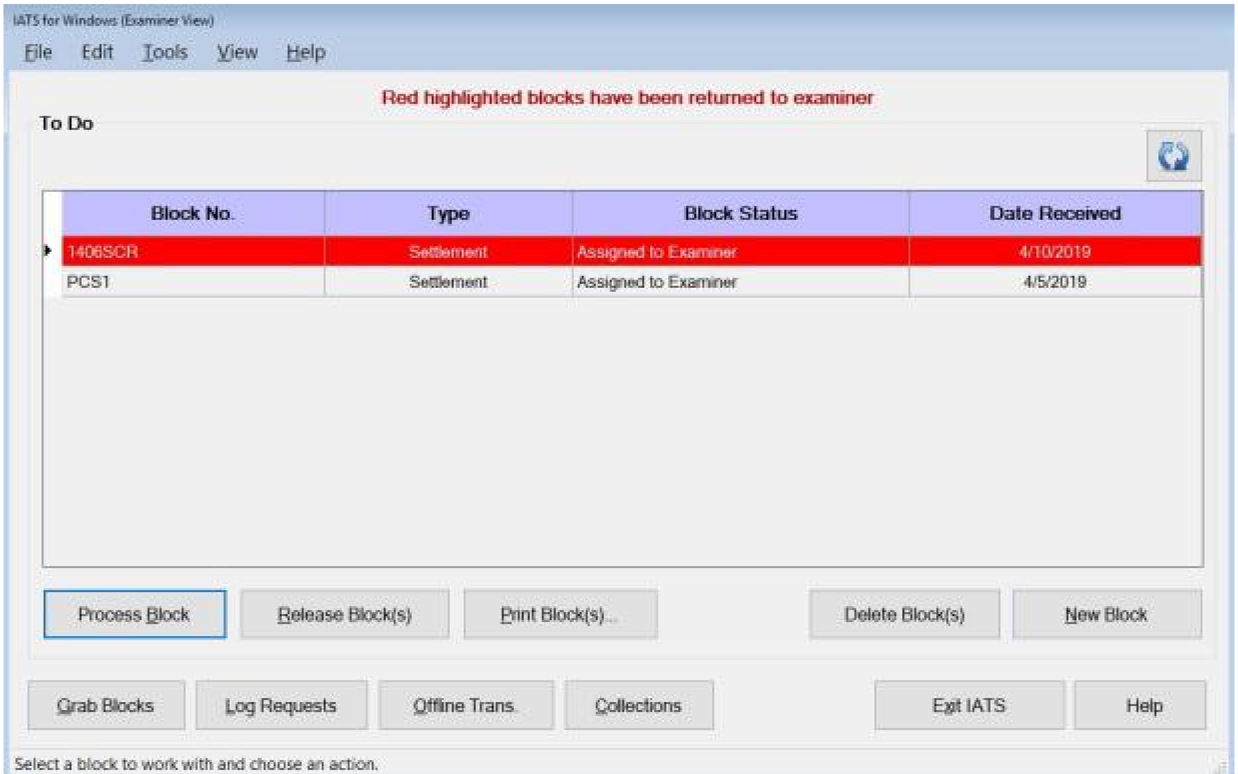


2. **Click** on the **Auditor Remarks** button. The **Reasons For Auditor Return** screen will appear.

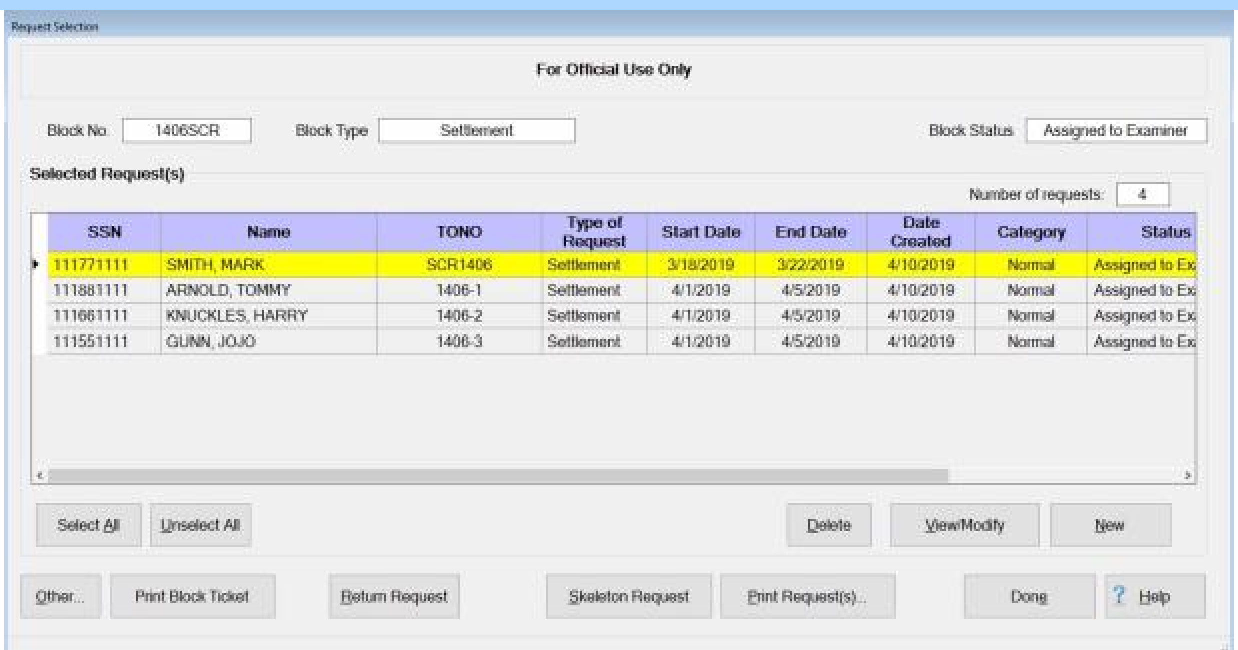


3. **Reason(s) for Return: -** At the first Reason for Return field, **click** on the *down* **arrow** button to **display** a **list** of the **reasons** for return from the **Reasons for Return Codes table** in the **Maintenance** module. When the **list** is displayed, **click** on the desired **reason** 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.

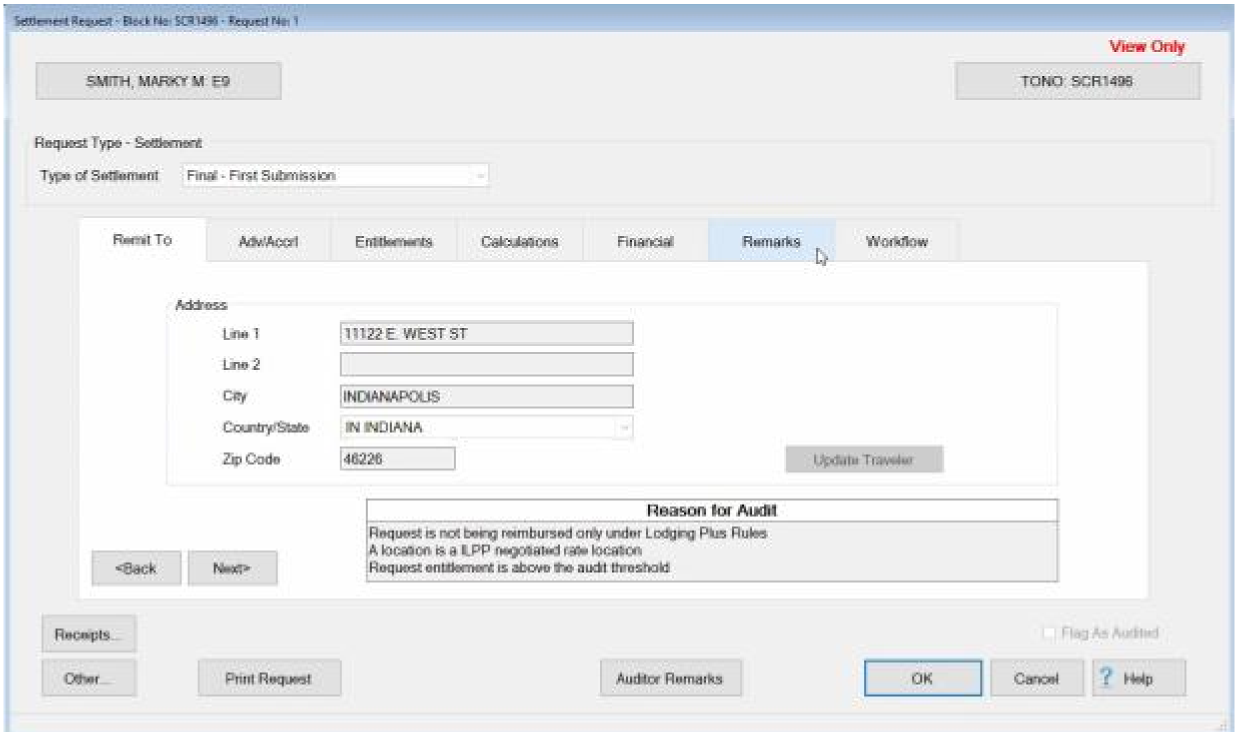
Note: When the Auditor **returns** a block back to the Examiner for corrections, the **block** will be highlighted in **red** on the Examiner view screen as shown below.



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.

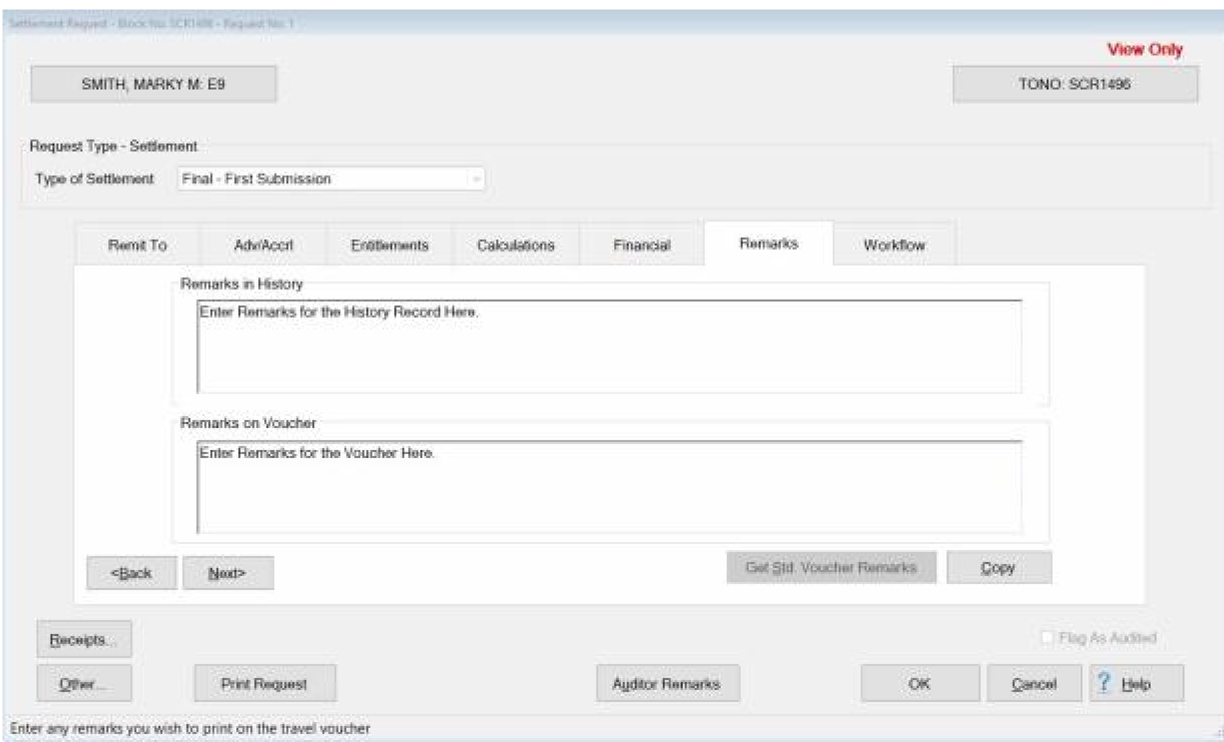


Complete the following steps to "enter" Auditor Remarks to the History Record and/or the Voucher:



Note: When performing an audit to a **Request for Settlement** or **Advance**, the **Auditor** may want to **add** some optional **Remarks** to the printed **travel voucher**, the **traveler's historical record**, or **both**.

1. **Click** on the **Remarks** tab. The following screen appears:

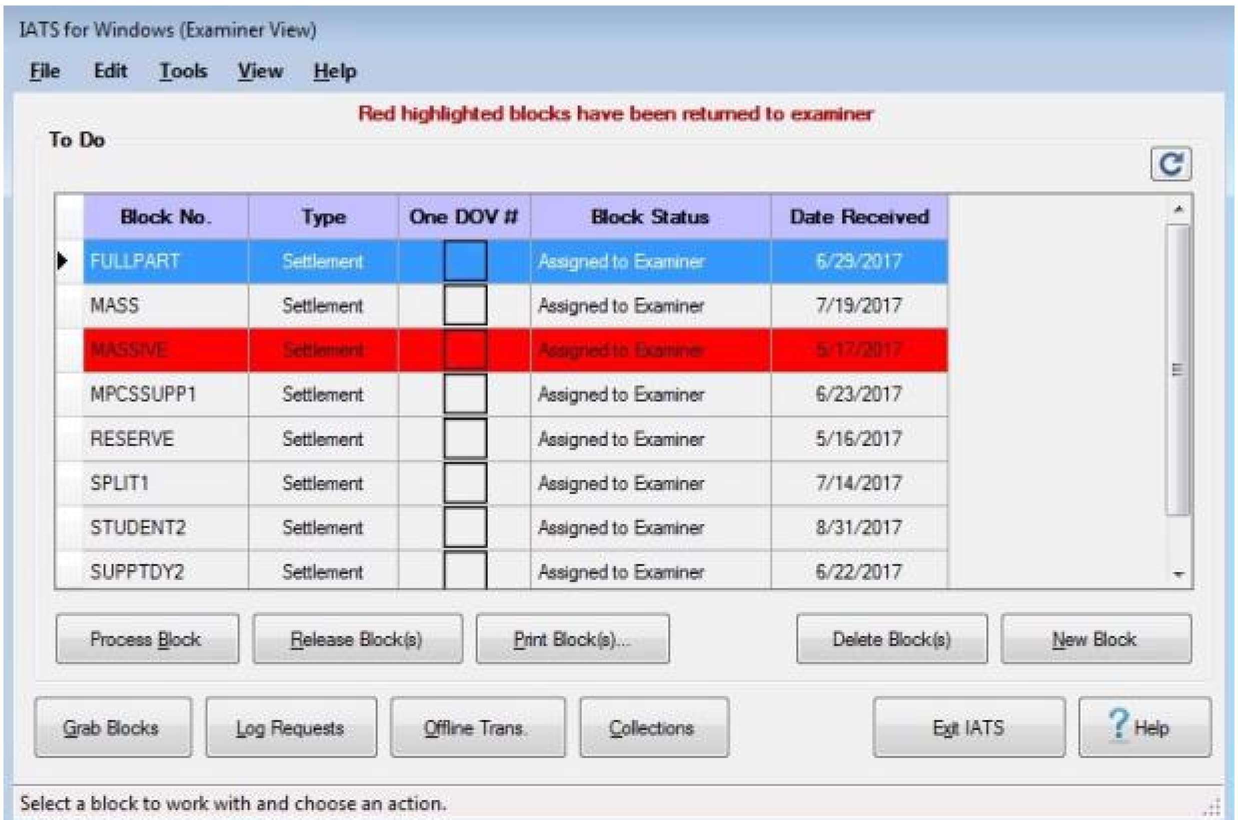


2. **Remarks in History:** If wishing to add remarks to the traveler's historical record, **click** in this **box** and **type** the desired remarks.
3. **Remarks on Voucher:** If wishing to add remarks to the traveler's printed voucher, **click** in this **box** and **type** the desired remarks.
4. **Copy:** Clicking on the **Copy** button will **copy** the remarks from the **Remarks in History** text box to the **Remarks on Voucher** text box.

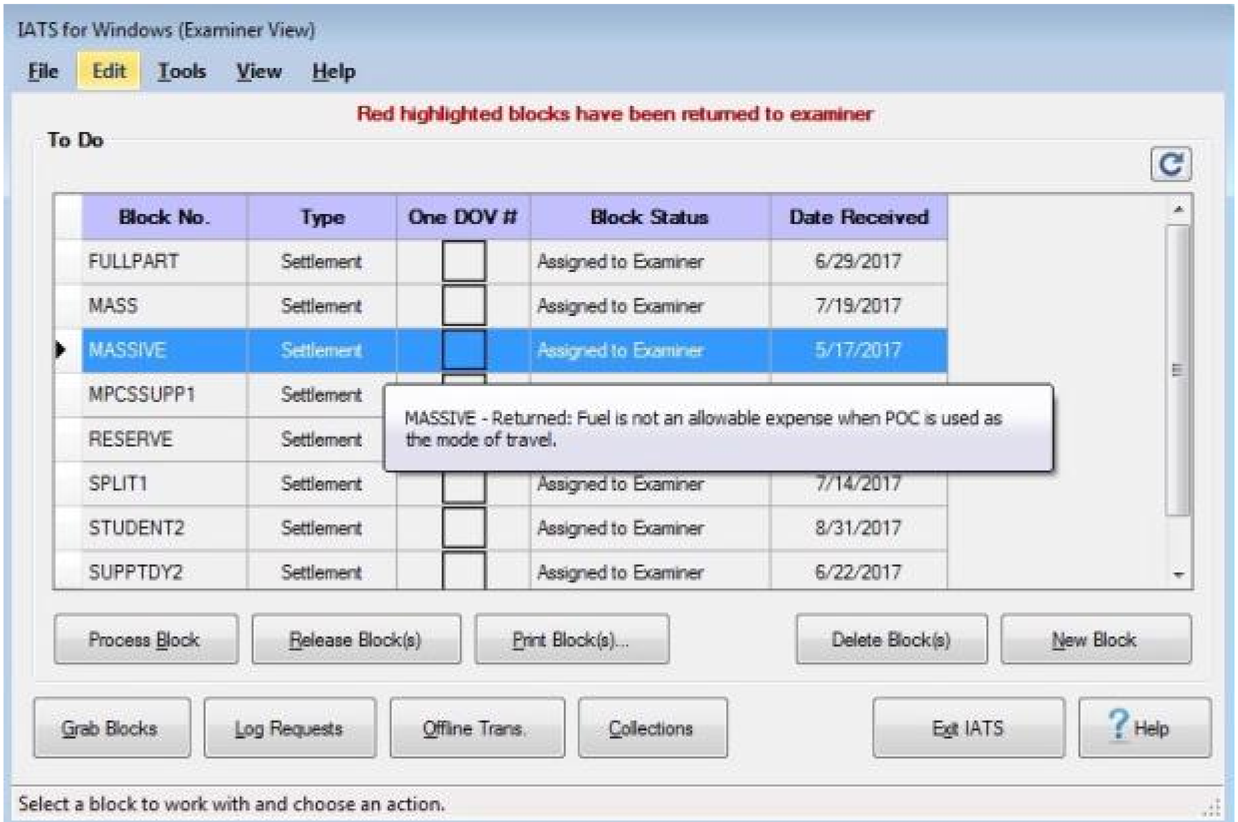
Displaying Auditor Remarks

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.

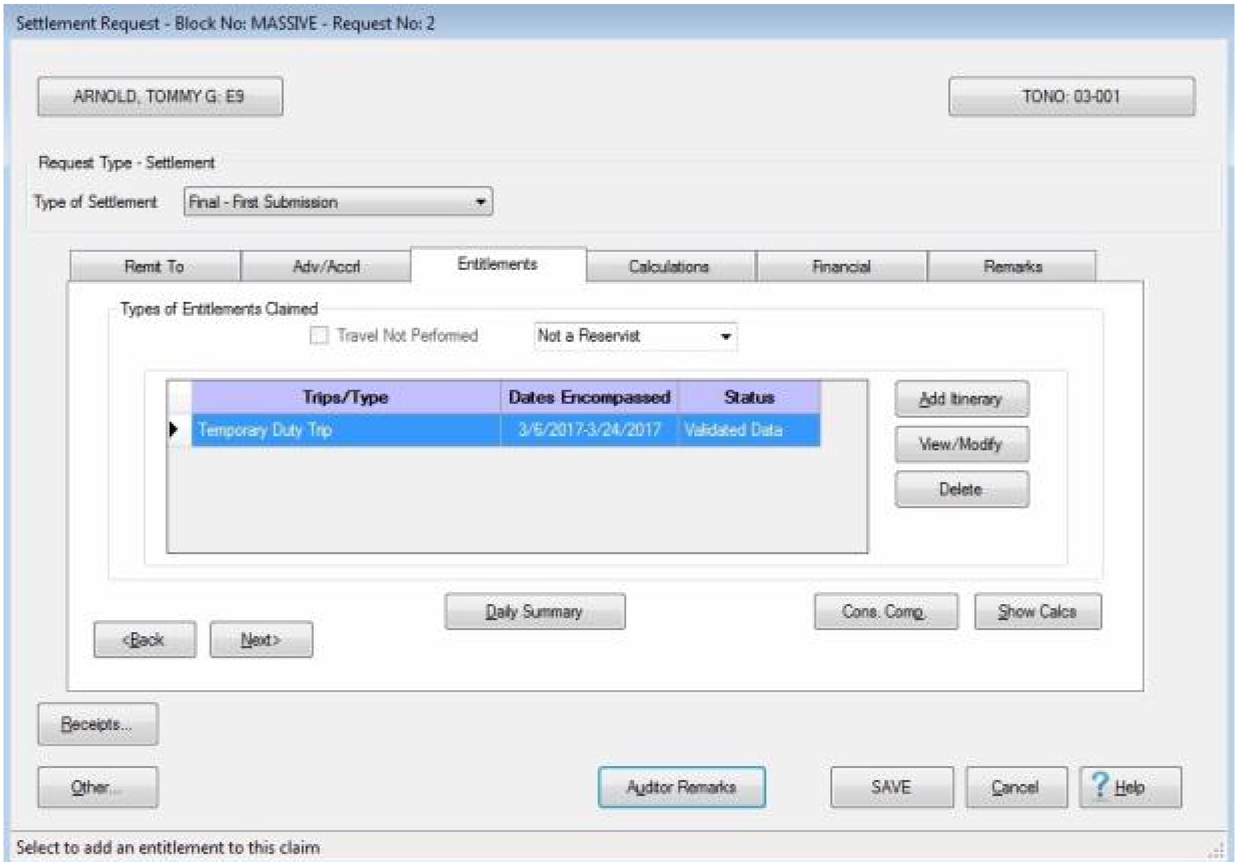
When a Block is **returned** to an Examiner the Block will be highlighted in **red** on the Examiner View screen as shown below:



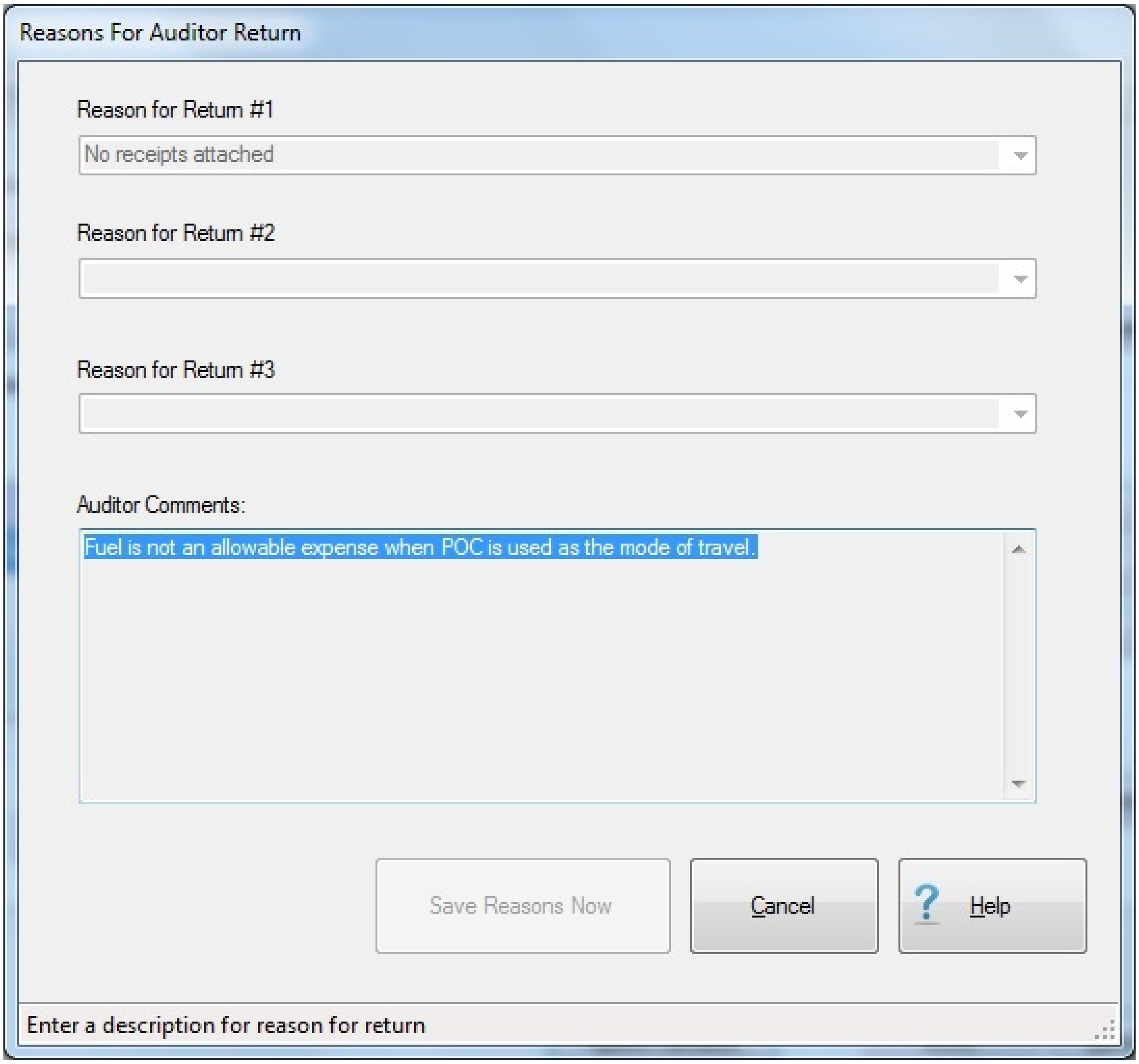
If the Examiner **selects** the highlighted Block and then positions the mouse **pointer** over the Block, a **tool tip** will appear **displaying** the Auditor's **remarks** explaining why the Block was returned:



Another method for displaying Auditor remarks is from the **Settlement Request** screen when the Examiner **modifies** the claim to **correct** the problem.



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.



Release Blocks

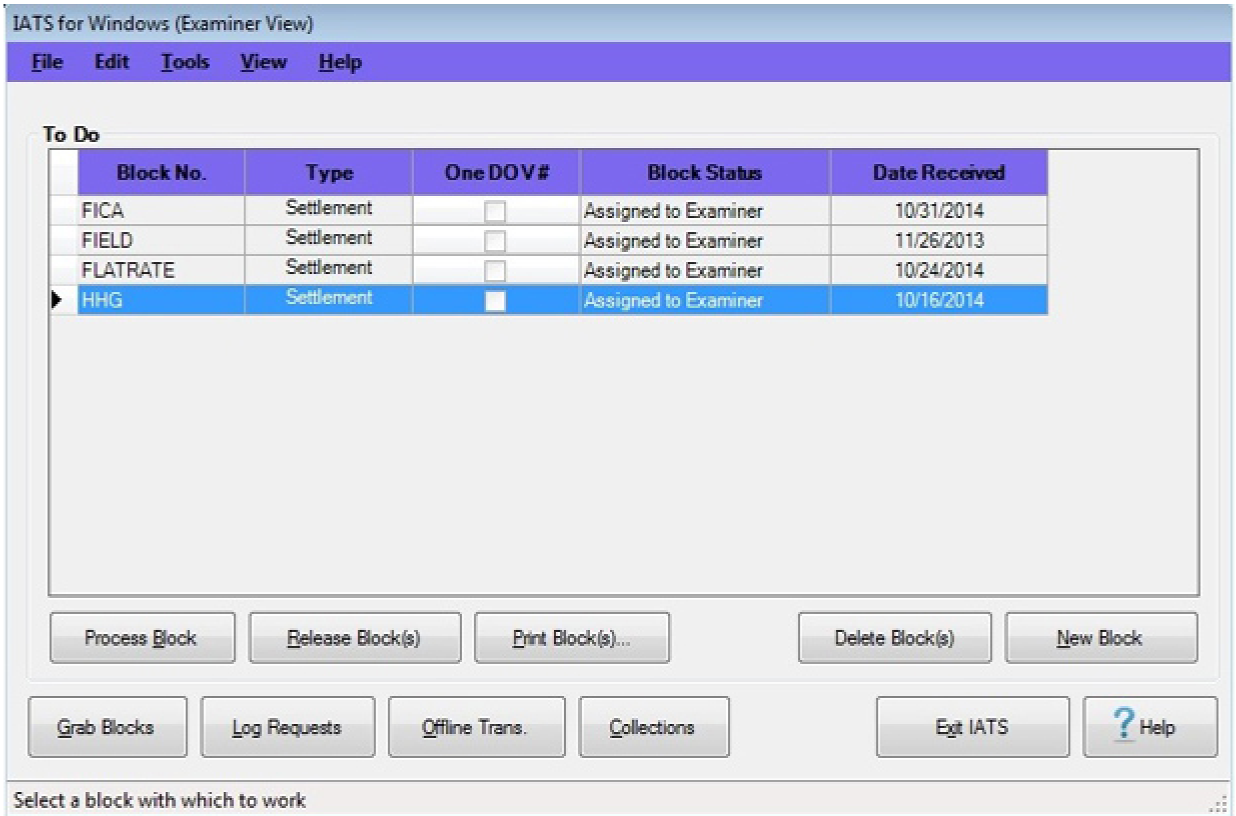
Voucher examiners have **completed** a block when all logged **requests** are in one of the following **conditions**:

- 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.

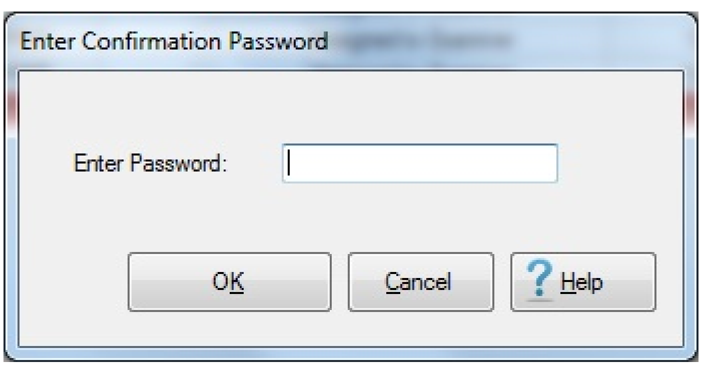
Complete the following steps to "release" a block:

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 <u>all</u> **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 <u>any</u> requests in the status "**Logged**", the request <u>must</u> be **processed** or **deleted** from the block <u>before</u> 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 <u>always</u> **print** the **block ticket** to use as a **cover sheet.** Settlement requests are sometimes **added** to the block or **deleted** <u>during</u> the **processing phase** and may <u>not</u> **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**.

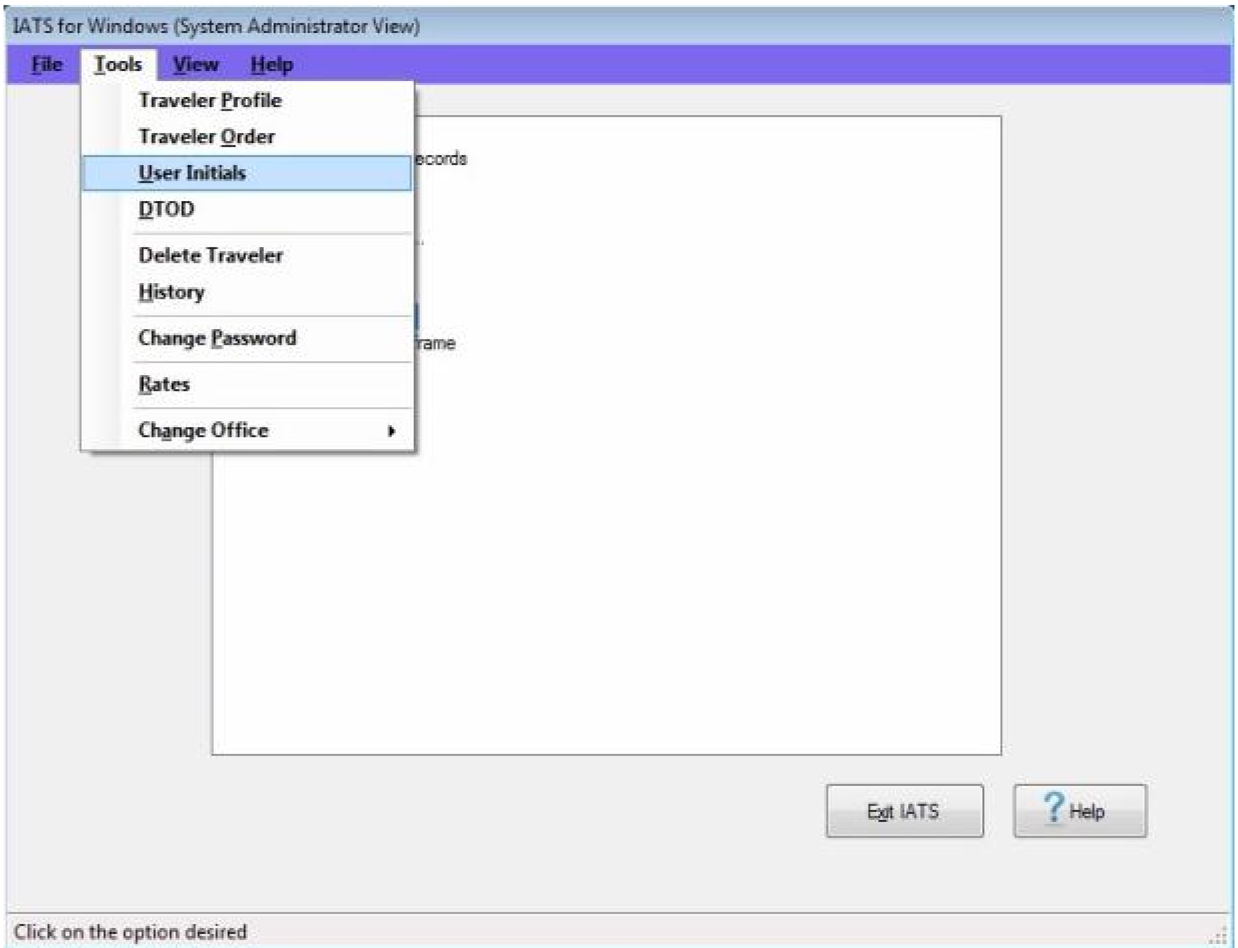
Display User Initials

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.

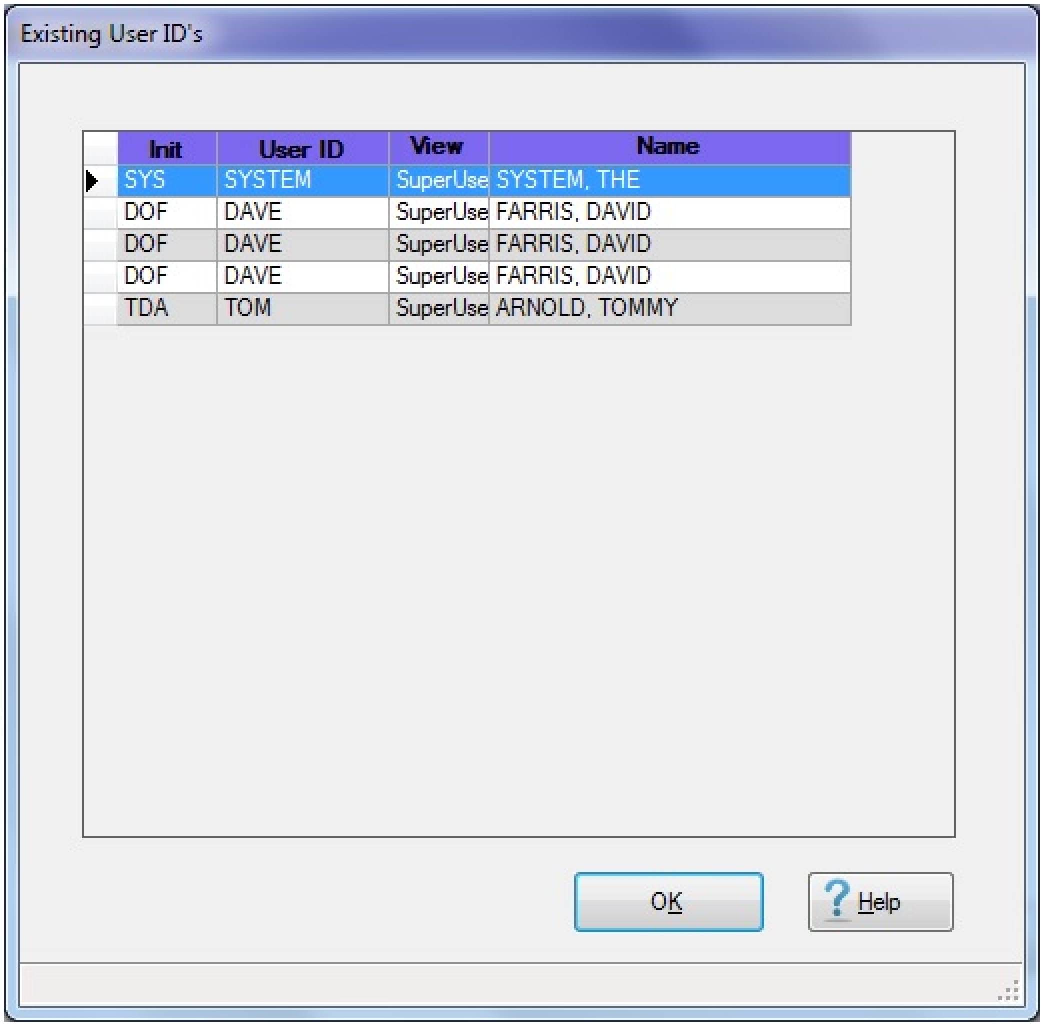
For this reason, an **option** has been added to the **Tools** menu on the **Auditor**, **Disbursing**, and **System Administrator** view screens that allow you to easily **display** this information.

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.



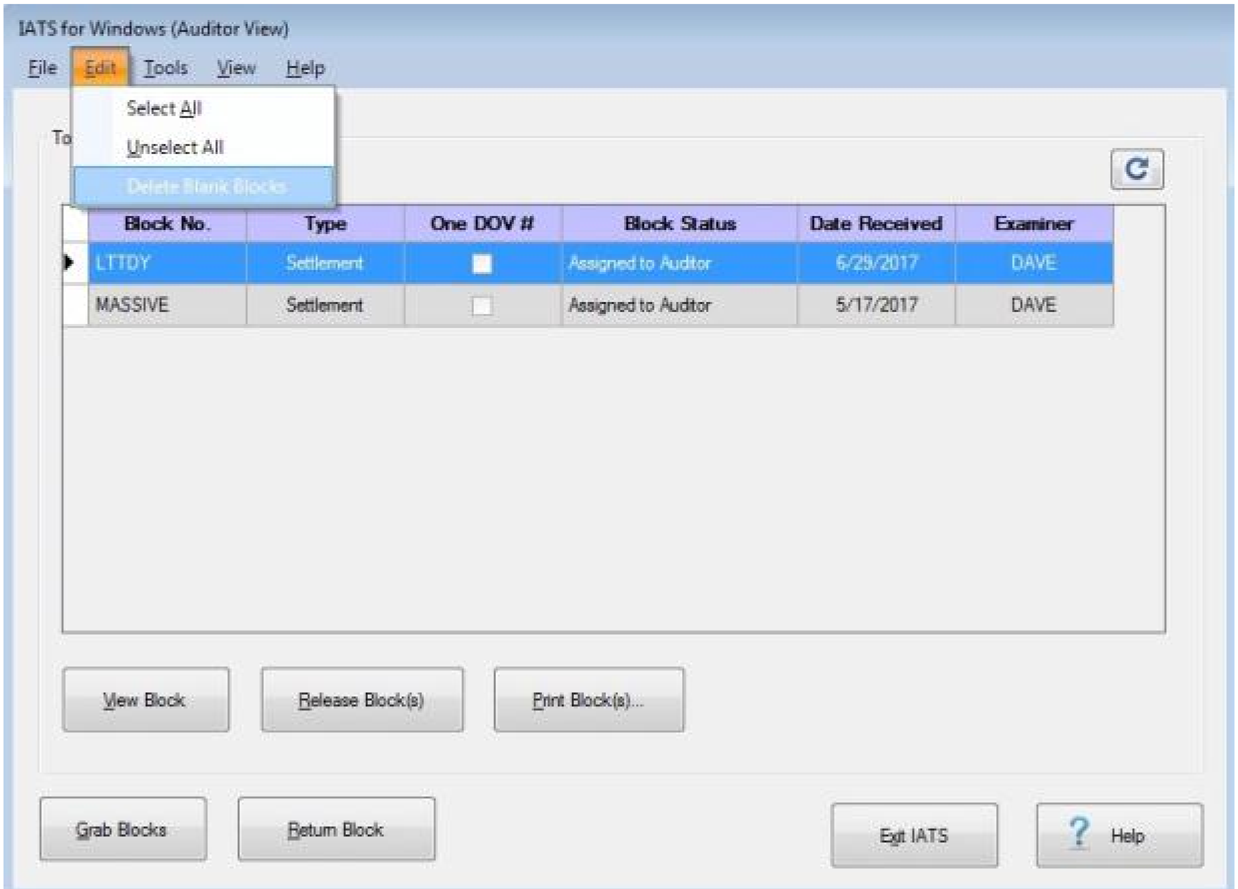
4. **Notice** that the Existing User ID's screen displays **initials** in the left hand **column** and the user's **name** in the far right hand **column**.
5. When **finished** using the Existing User ID's screen, **click** on **OK** to return to the previous screen.

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.

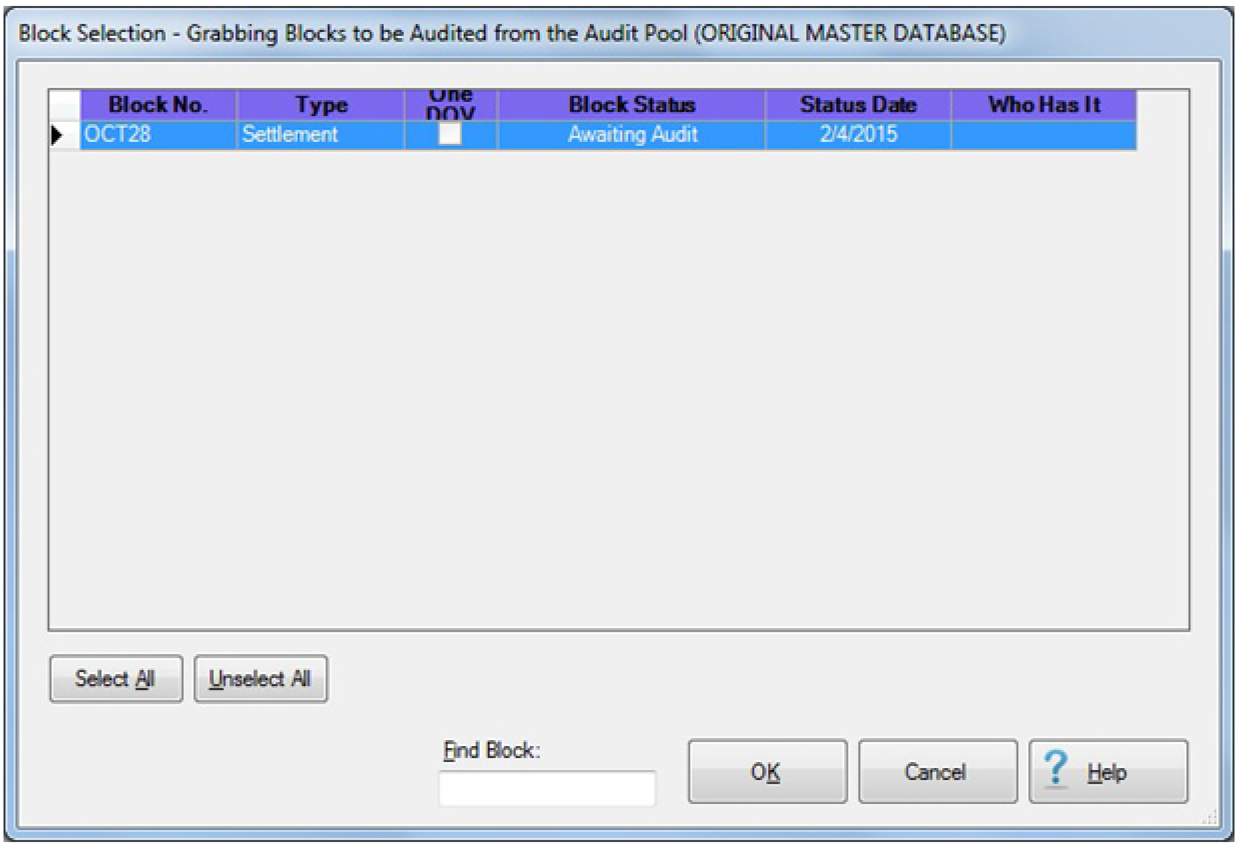
Disbursing Functions

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.

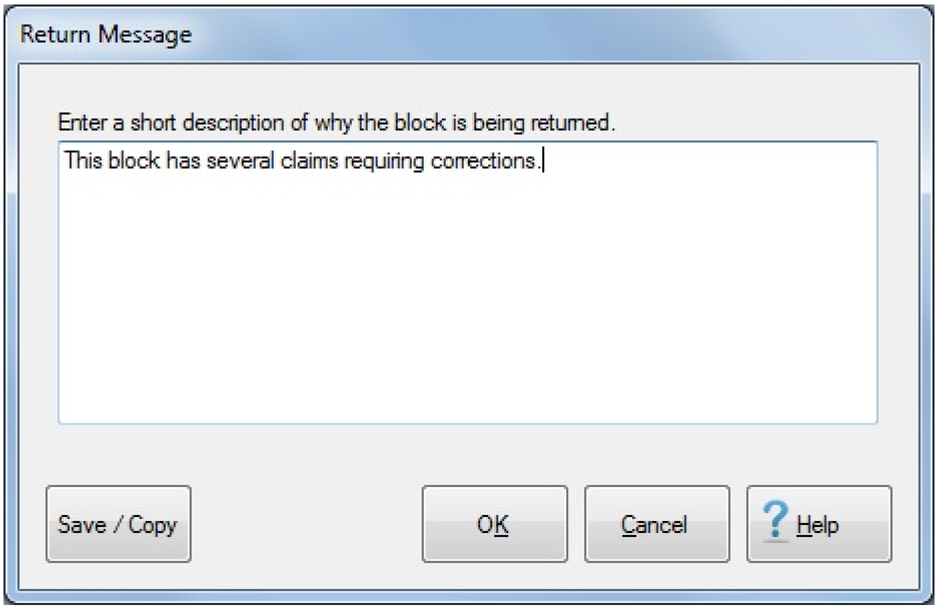
3. After selecting a block, the **Confirmation Password** screen appears. Complete the process by **typing** your assigned **Confirmation Password** at the **Enter Password** field and then **click** on the **OK** button.

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 <u>under</u> 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.



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.

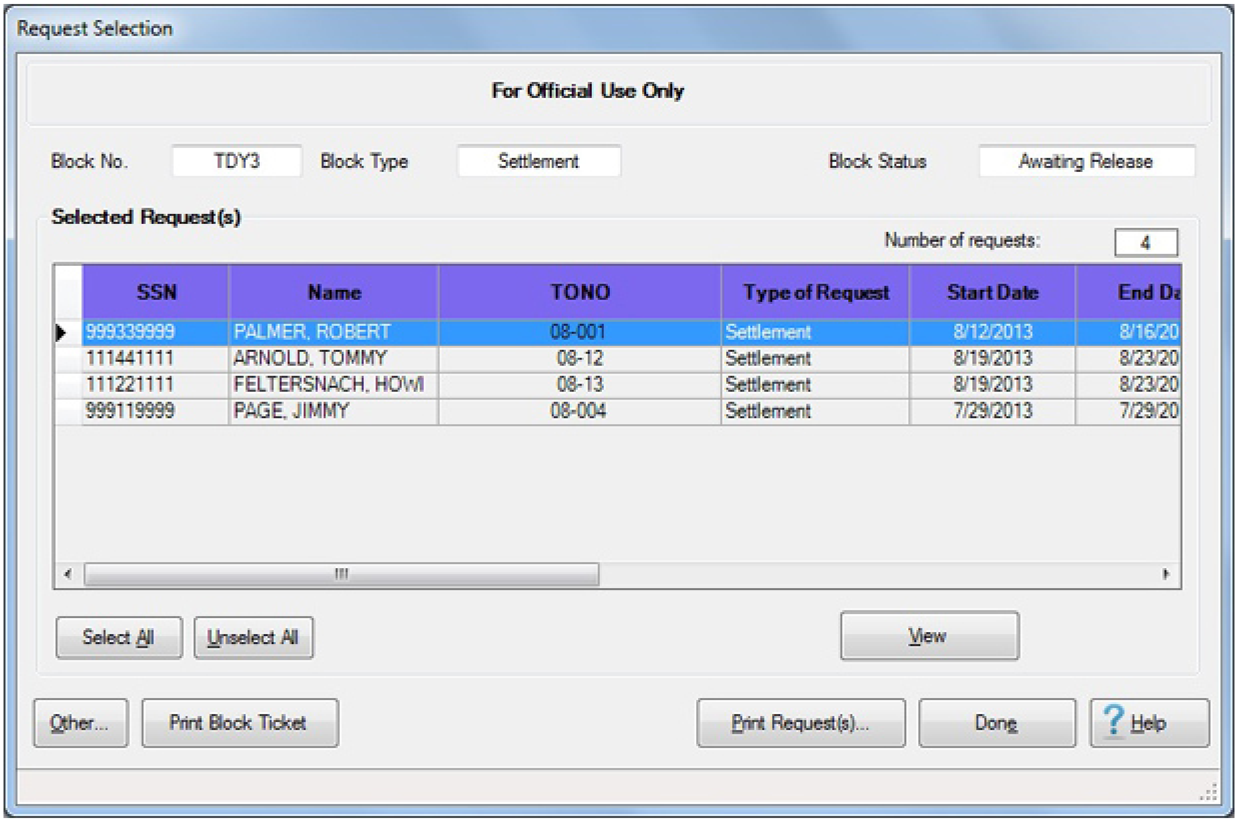
Tip: When the voucher examiner **sees** the <u>returned</u> **block** listed at the **Examiner View** screen, the **message** that was entered by the disbursing clerk is **displayed** at the **bottom** of the screen.

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.



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.

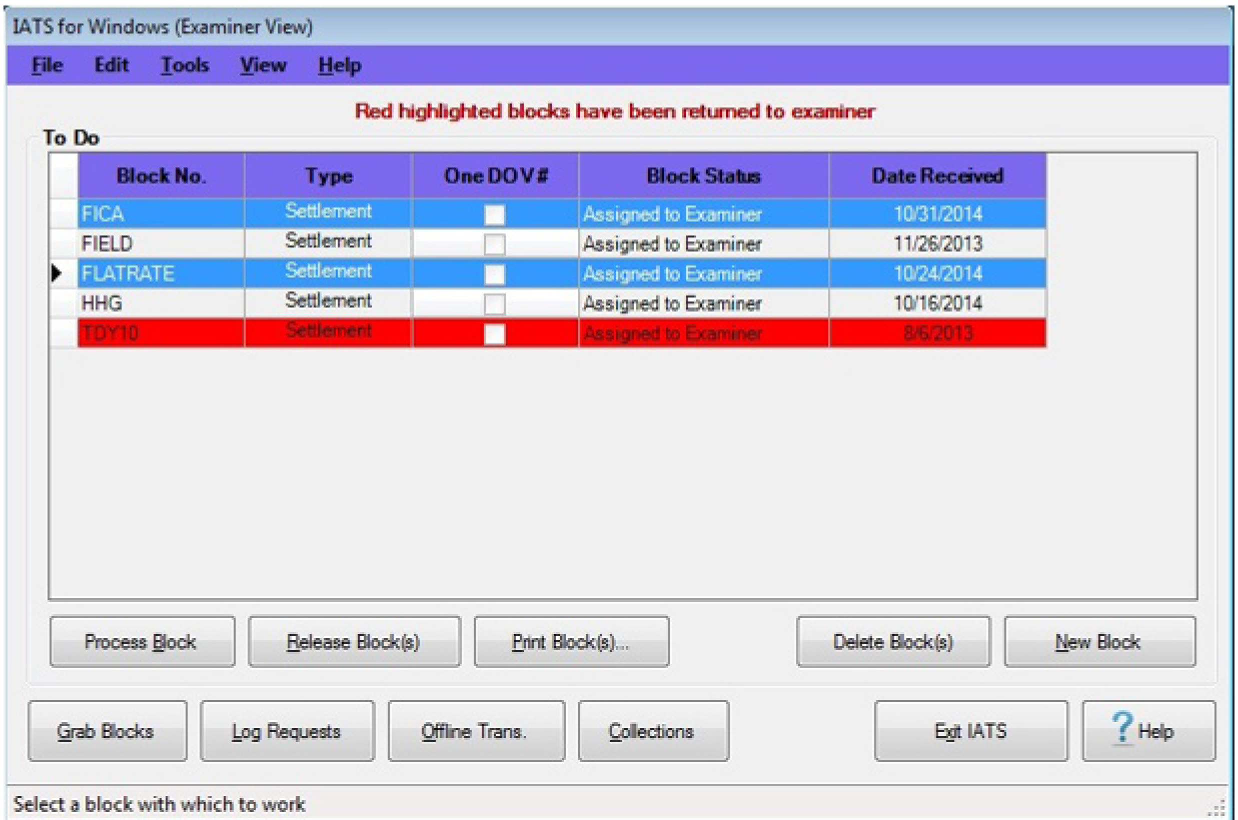
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

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.

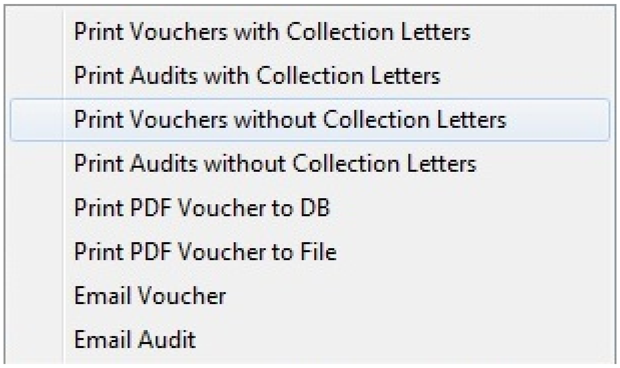
Complete the following steps to "print" a block:

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.

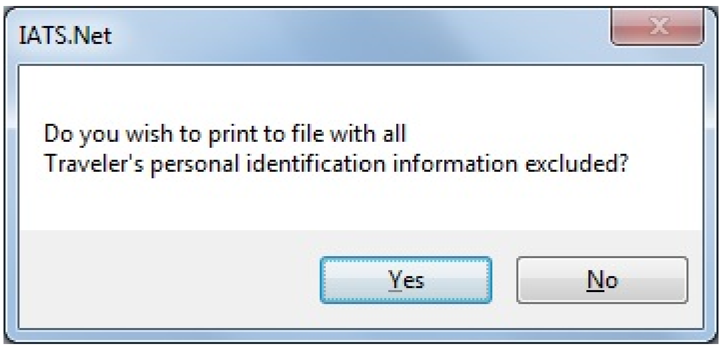


Tip: More than one block may be selected. To select <u>consecutively</u> listed blocks, **click** on the <u>first</u> block you wish to print. **Press** and **hold** down the **Shift** key and then **click** on the <u>last</u> block you wish to print. IATS will **highlight** all of the blocks between the first and last selections. To select **multiple** blocks that are <u>not</u> 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.

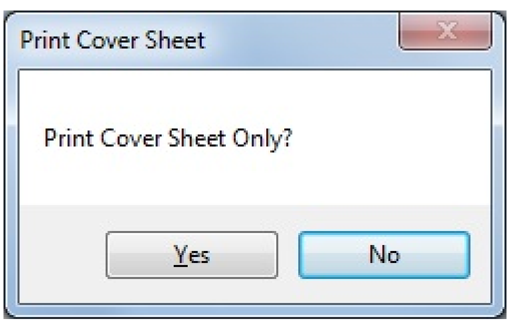
2. After selecting the block(s) to be printed, **click** the **Print Block(s)** button or **click** on the **File** menu and select the **Print Block(s)** option. The following *drop down* **Print** menu appears:



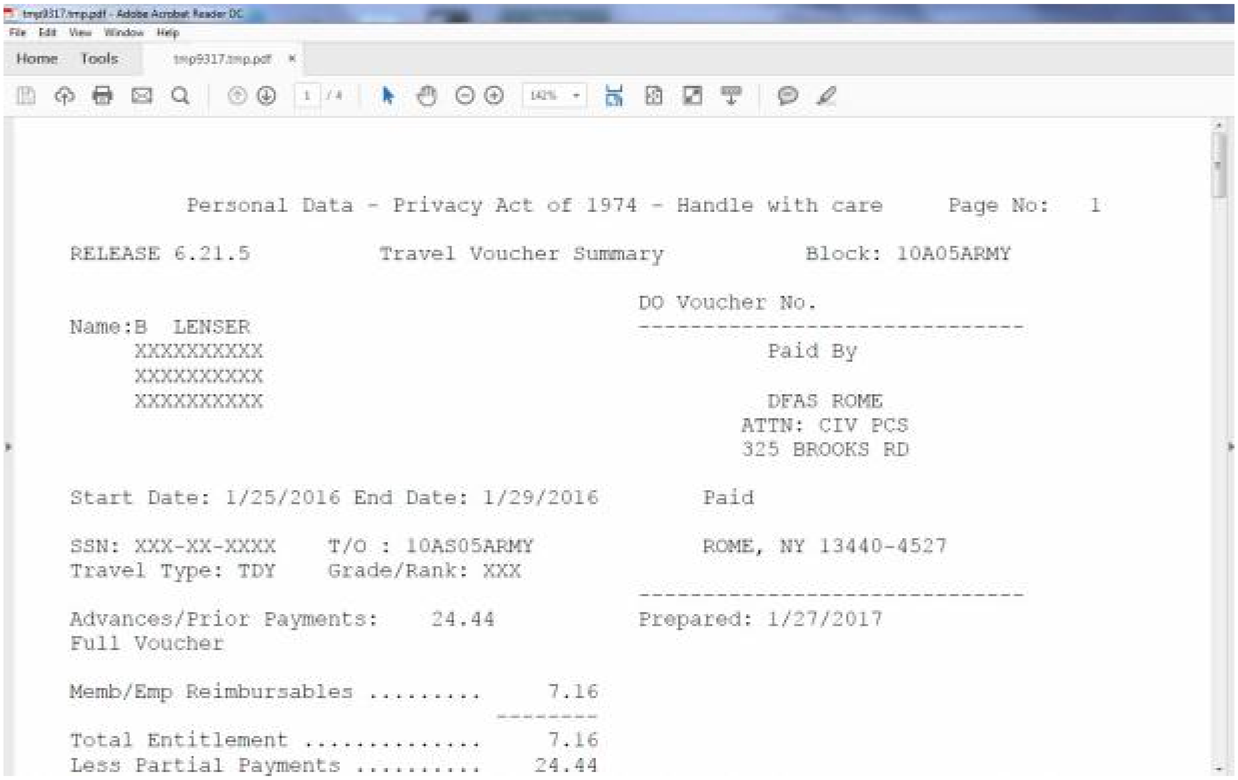
3. At the *drop down* Print menu, **click** on the desired option. The following *pop-up* **message** will appear asking if you would like to print with the traveler's <u>personal identification</u> **excluded**.



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** <u>only</u>.



5. **Click** on *Yes* or *No* as desired.
6. If you answer Yes, will generate a **PDF** file as <u>usual</u> and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.



Personal Data - Privacy Act of 1974 - Handle with care Page No: 1

RELEASE 6.21.5 Travel Voucher Summary Block: 10A05ARMY

DO Voucher No.

Name:B LENSER
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Paid By

DFAS ROME
ATTN: CIV PCS
325 BROOKS RD

Start Date: 1/25/2016 End Date: 1/29/2016 Paid

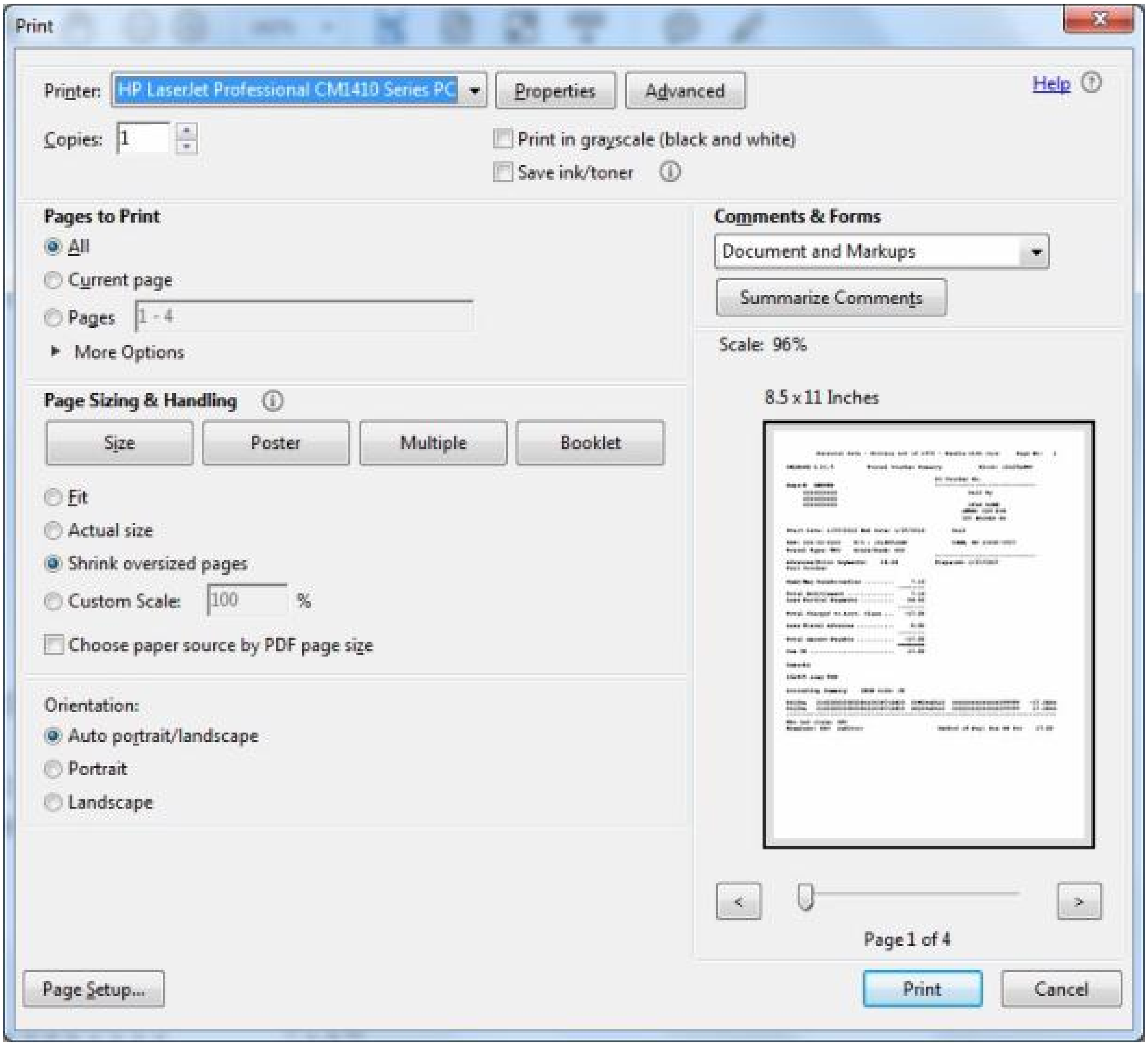
SSN: XXX-XX-XXXX T/O : 10AS05ARMY ROME, NY 13440-4527
Travel Type: TDY Grade/Rank: XXX

Advances/Prior Payments: 24.44 Prepared: 1/27/2017
Full Voucher

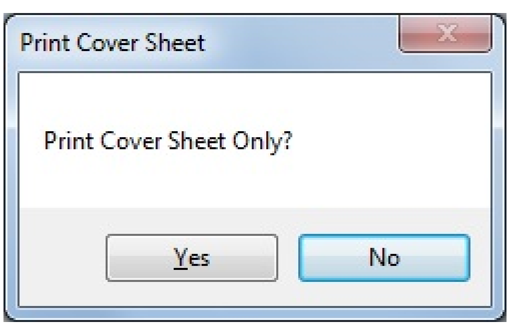
Memb/Emp Reimbursables 7.16

Total Entitlement 7.16
Less Partial Payments 24.44

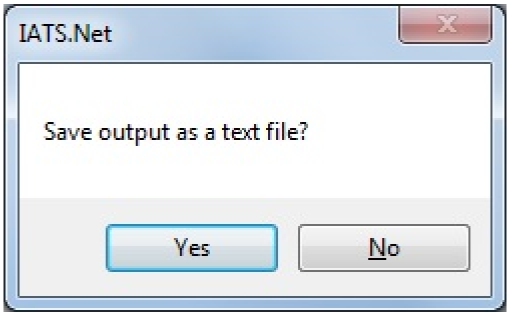
6. **Click** on the Printer **icon**. The **Print** screen appears.



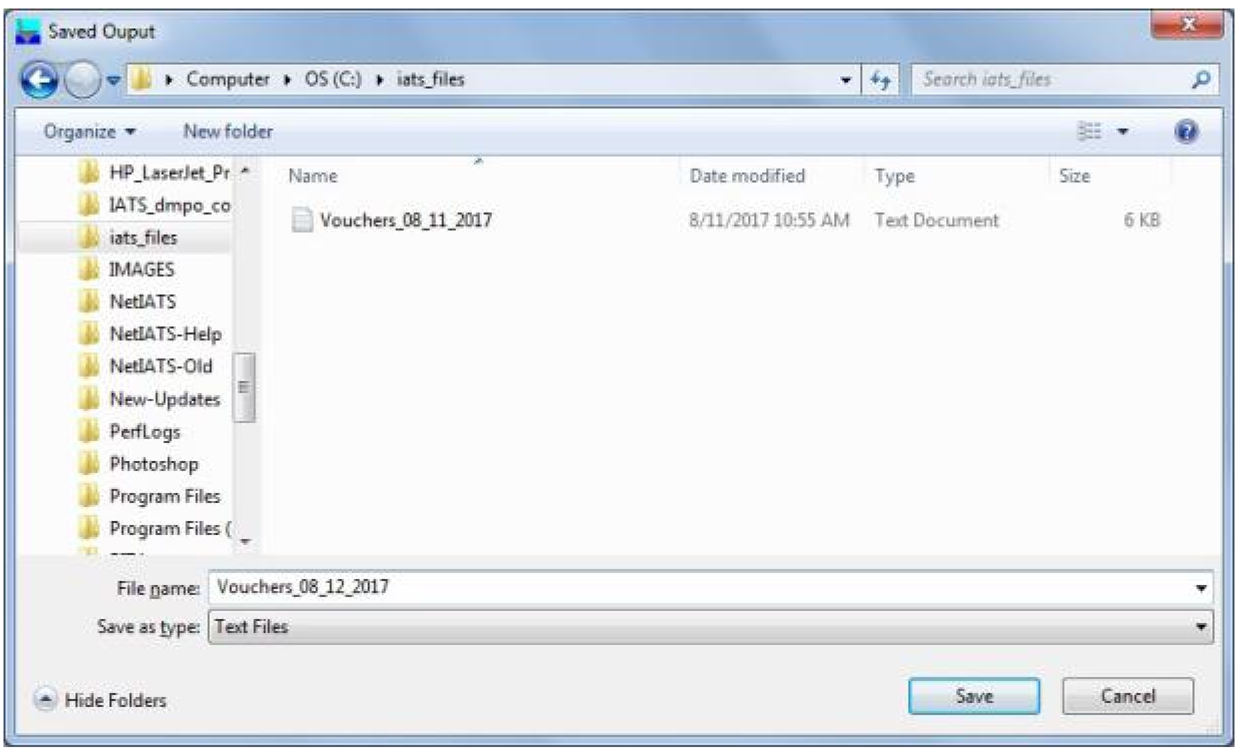
7. **Verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary **changes**.
8. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
9. IATS prints the block(s) and returns to the **Adobe Reader** screen.
10. If you 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.

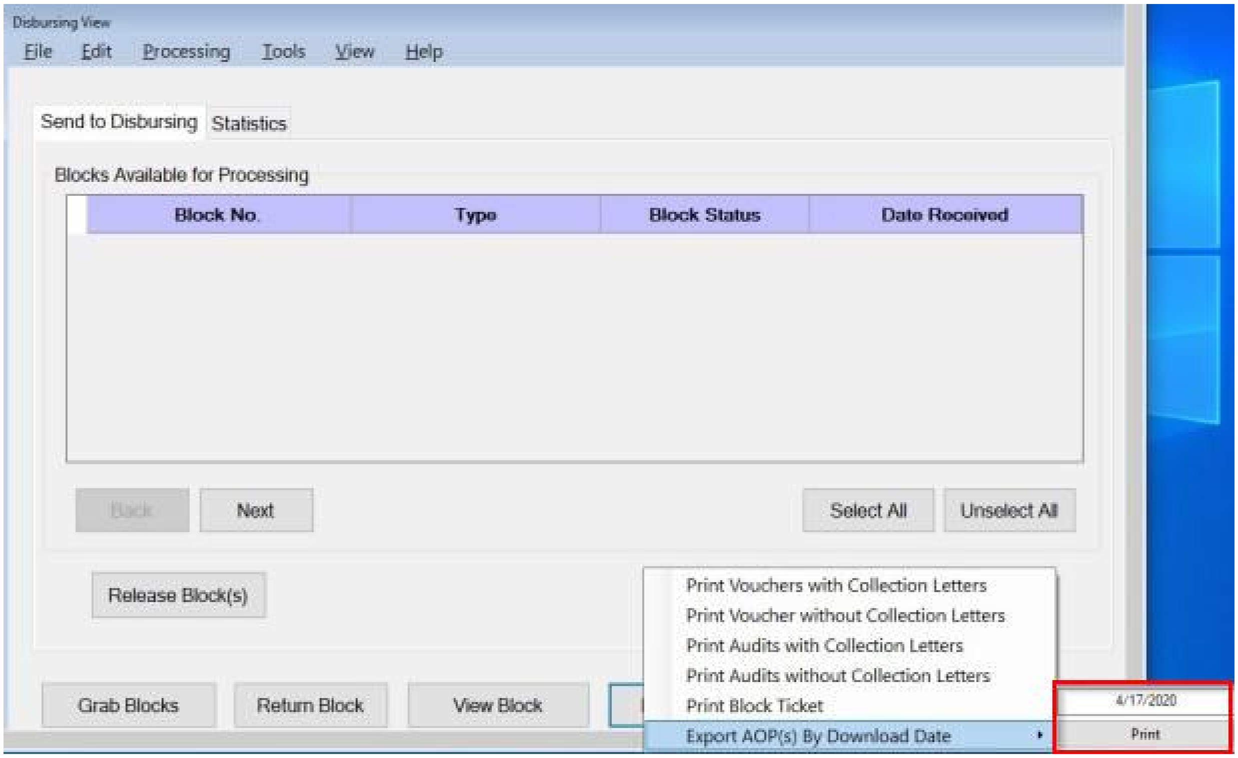
Note: If you click on *Cancel*, IATS will generate a **PDF** file as usual and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.

Exporting Advice of Payments

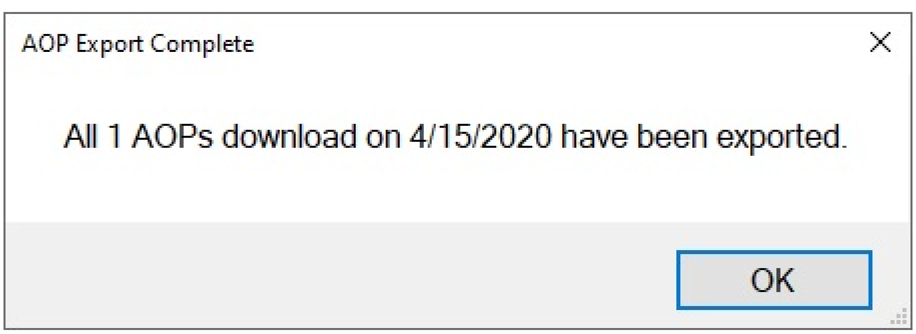
There is a feature in IATS that will **generate** an Advice of Payment (**AOP**) file for every **claim** that has been **downloaded** from the Disbursing System or when a **DOV#** has been manually **posted**. In addition, IATS can **export** these AOP files to a **directory** for **retention**.

Complete the following steps to "export" AOP files:

1. At the **Disbursing View** screen, **click** on the **Print Block(s)** button. The following *drop down* **Print** menu appears:

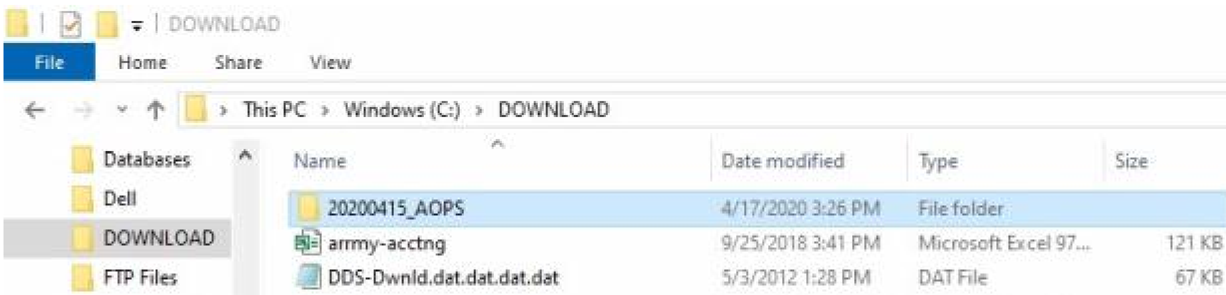


2. **Click** on the **Export AOP(s) By Download Date** option. You will see a new **sub-menu** appear displaying the current **date** and a **Print** option.
3. The **date** will **default** to the **current date**. If you wish to **change** the date, however, **click** in the **date** field and **enter** the desired date in **MMDDYY** format.
4. After you are **satisfied** with the download date, **click** on the **Print** button. IATS will **display** a *pop-up* **message** showing you the **results**.

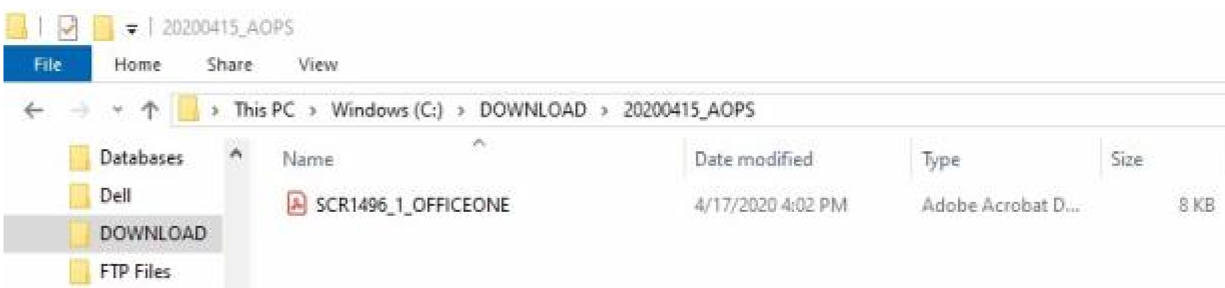


Note: IATS will create a **folder** based on the specified **download date** and place it in the **drive/directory** specified in **maintenance** for your **download** files. The folder created by IATS will contain an **AOP file** for each **claim** that was downloaded on the specified download date.

5. **Click** on **OK** to continue.
6. If you navigate to the **drive/directory** specified in **maintenance** for your **download** files, you will find the **folder** created by IATS containing the AOPs as shown below.



7. If you double click on the **AOPs folder** to open it, you will see the individual **AOP files** for each **claim** as shown below.



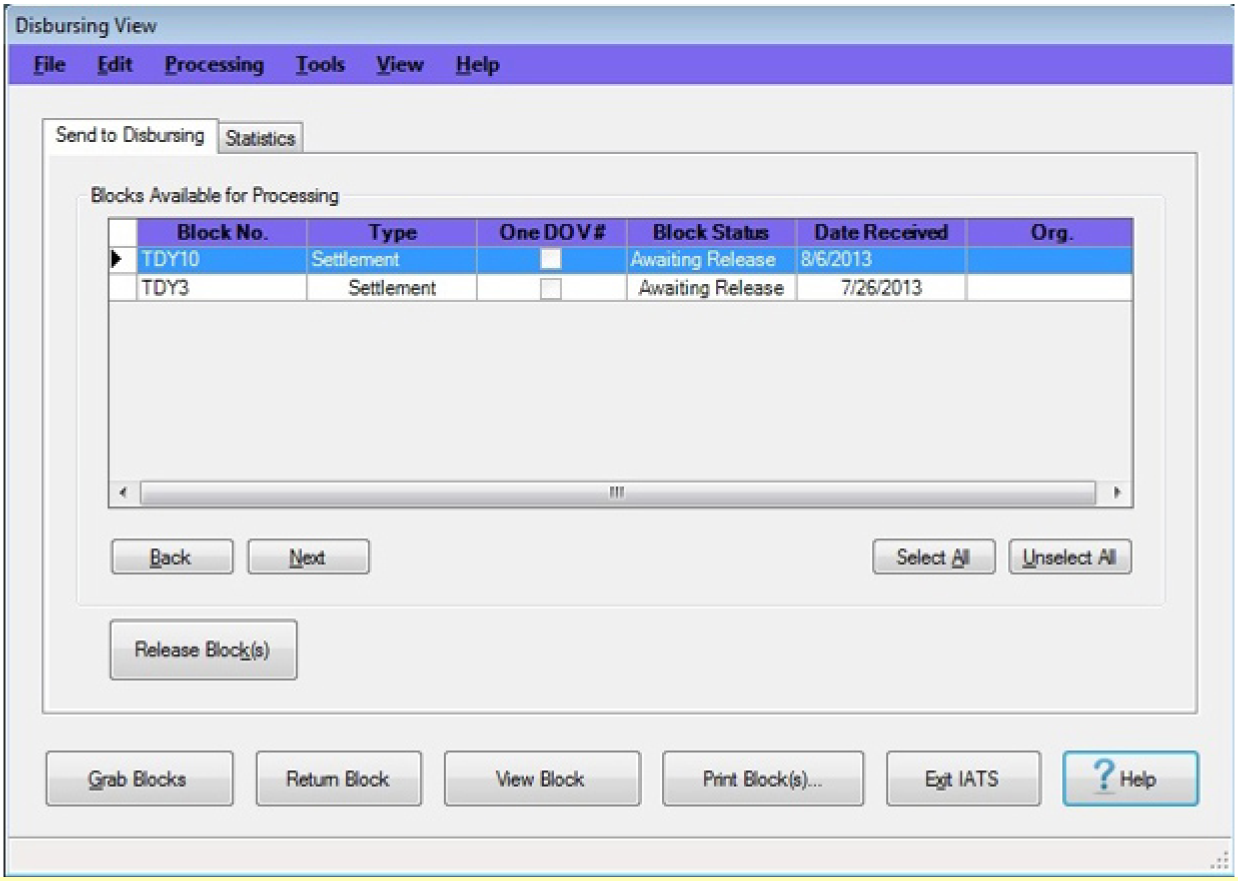
Notice that the AOP file naming convention will be the **Block Number**, the **Detail ID** for the claim, and the **Office Name**.

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**.

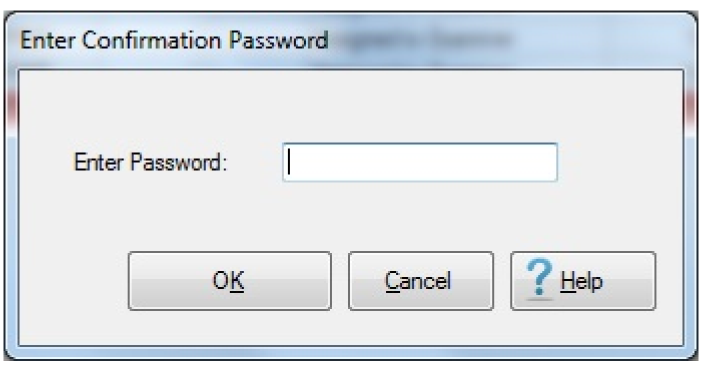
Complete the following steps to "release" a block:

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.



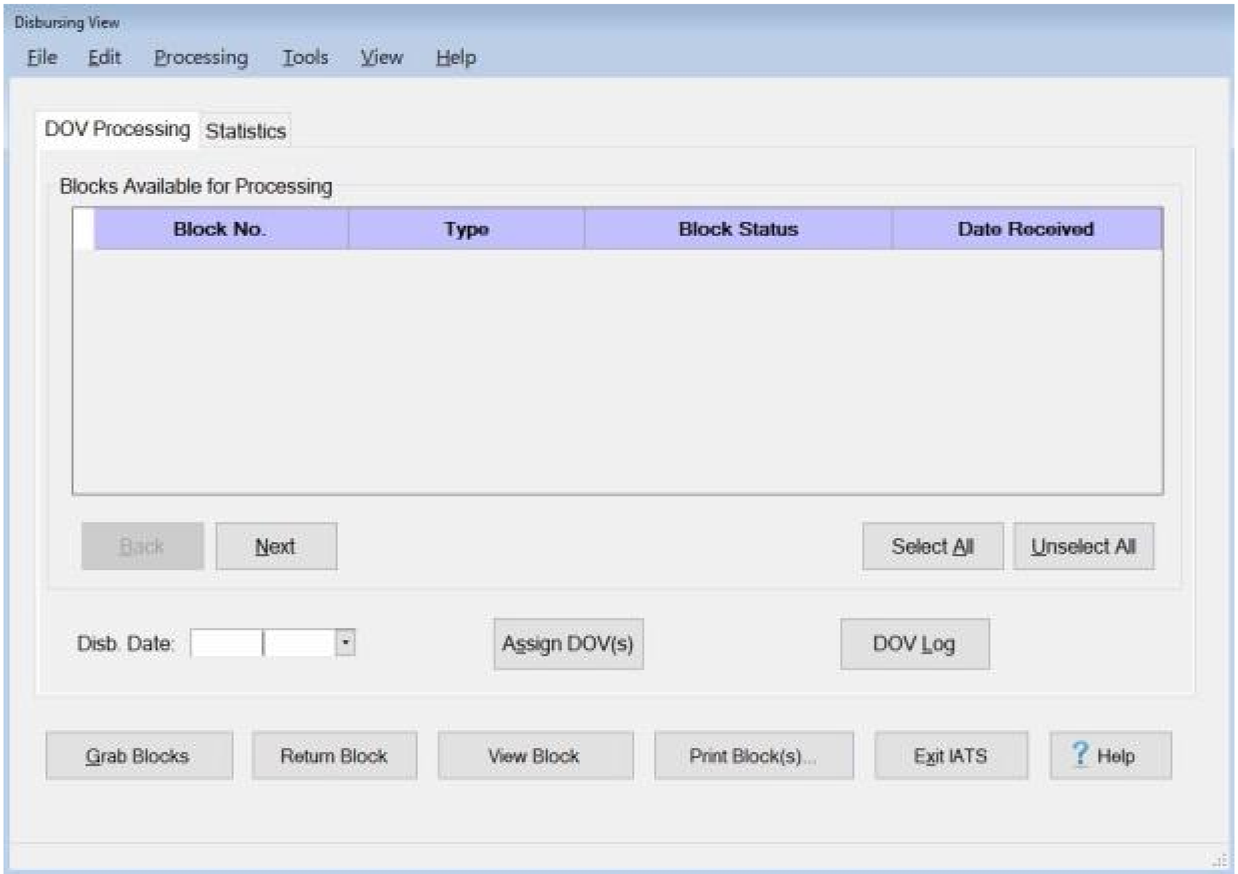
4. At the **Confirmation Password** screen, **type** your confirmation password at the **Enter Password** field and then **click** the **OK** button.

Assign DOV#s

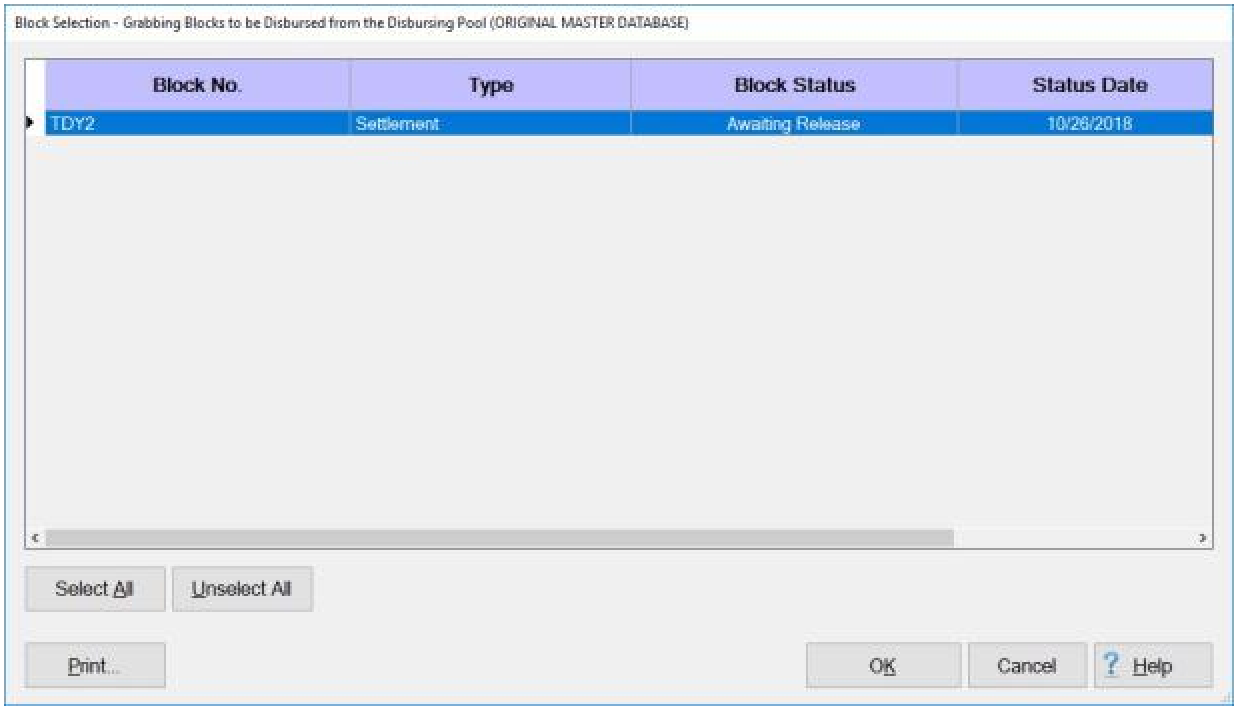
Travel offices often use IATS to **assign DOV #'s** to travel **payments** without printing checks or creating an EFT transmission file. This is easily accomplished through the **Assign DOV Numbers** module.

Note: This feature is for use by **Air Force** customers only. For **Air Force** travel offices, this is the standard **practice**.

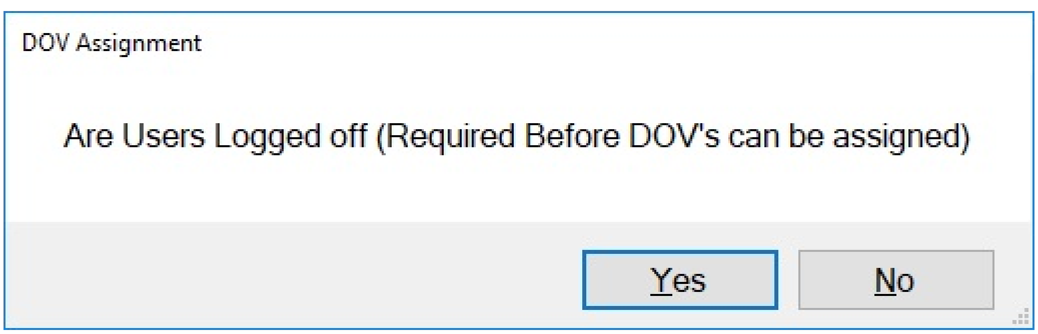
Complete the following steps to "automatically assign" DOV#s:



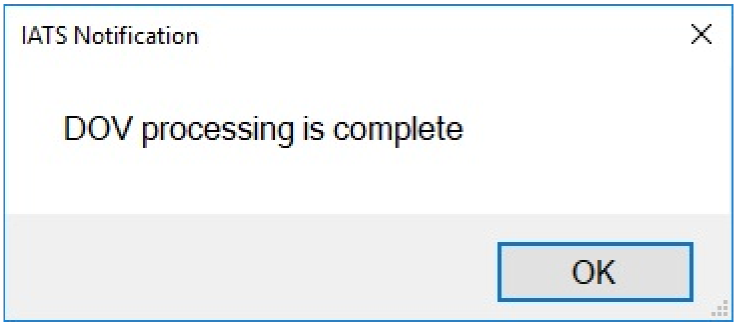
1. At the **Disbursing View** screen, **click** on the **Grab Blocks** button and the **Block Selection** screen appears.



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 <u>all other users</u> are logged off, **click** on the *Yes* button. IATS <u>automatically</u> **assigns** the <u>next available</u> **DOV#**, <u>based on</u> 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

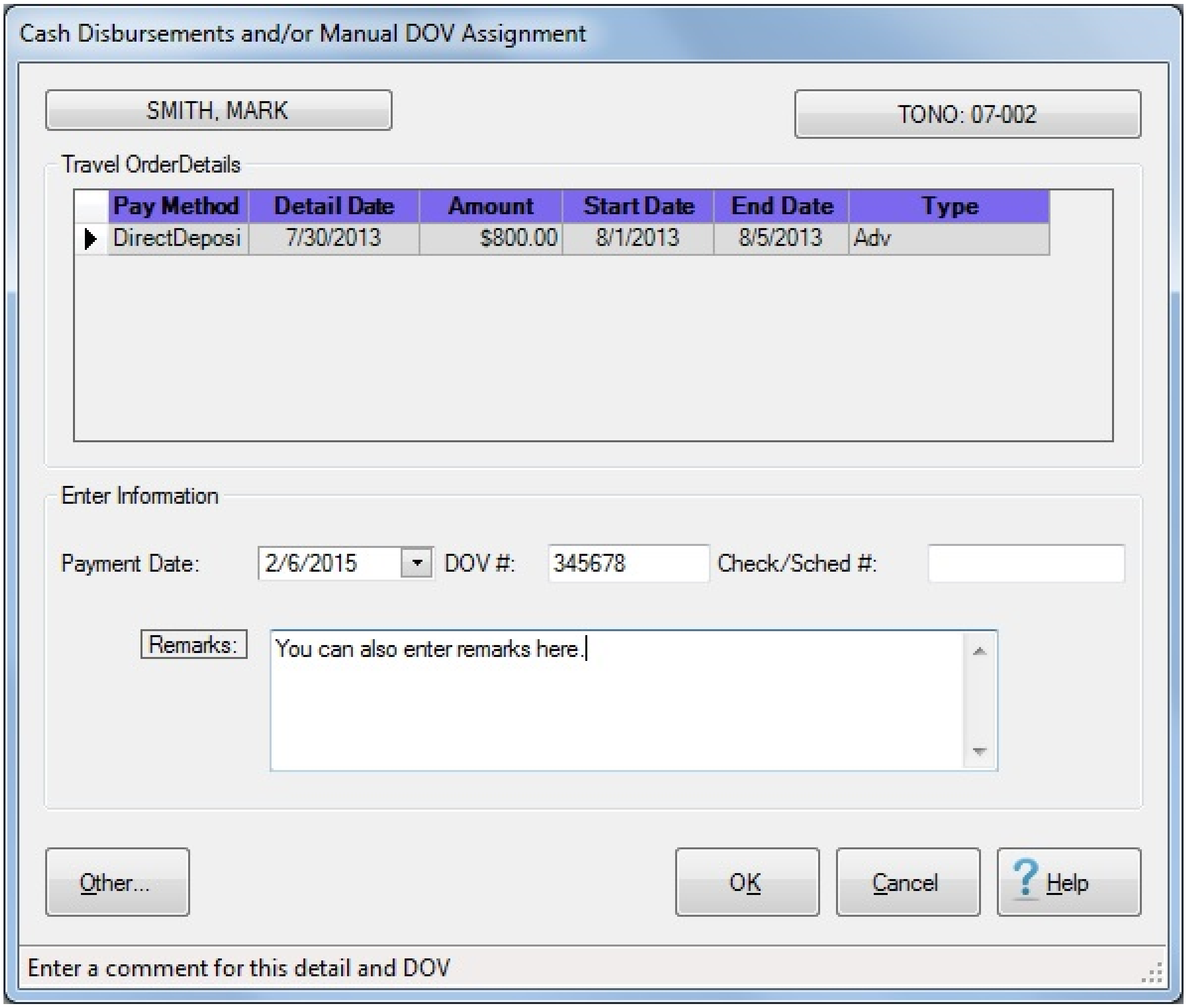
The **Cash Disbursement Module** of IATS is used to assign **DOV #s** to **cash** and **zero dollar** amount payment **vouchers**. In addition, this module is also used to manually post **DOV #s** and **check numbers** that **rejected** on the disbursing system **download** interface.

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**.



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

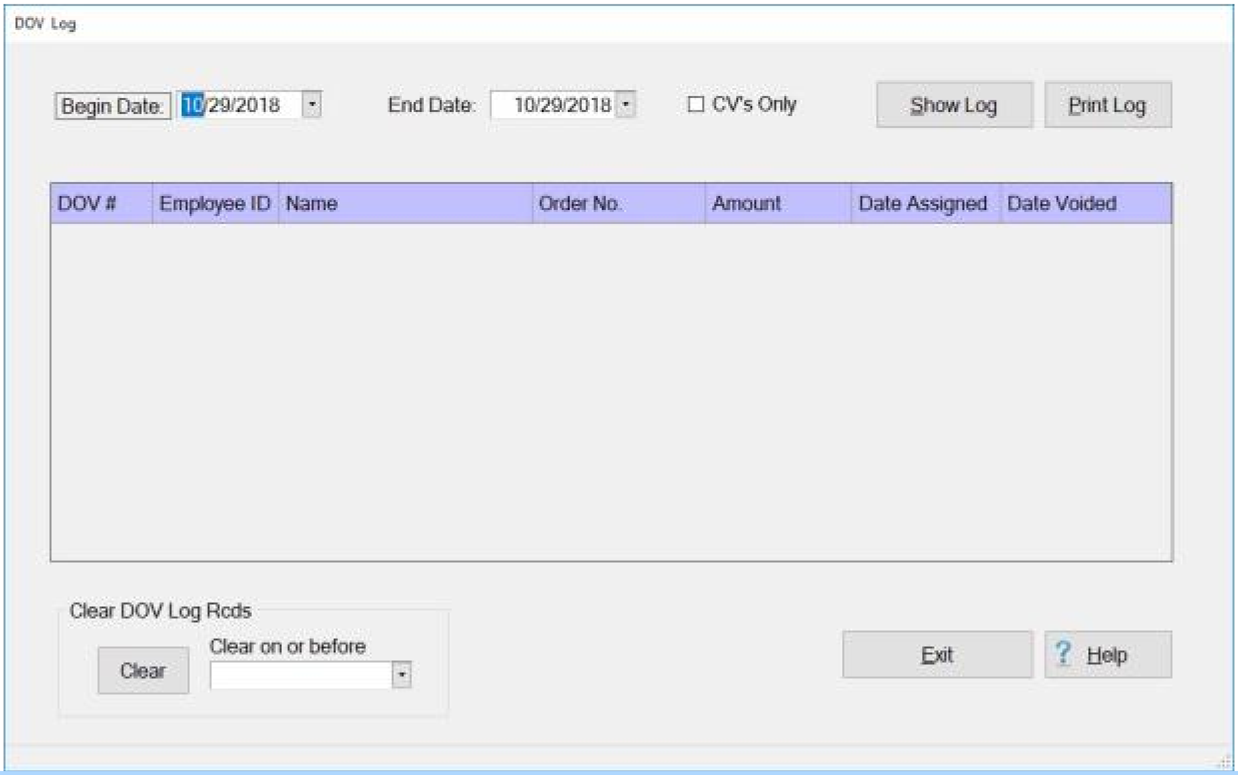
When IATS is used to assign **DOV#s** to travel payments, the assigned numbers are **written** to the **DOV Log Report**.

Note: This feature is for use by **Air Force** customers only.

Complete the following steps to "generate" the DOV Log report:

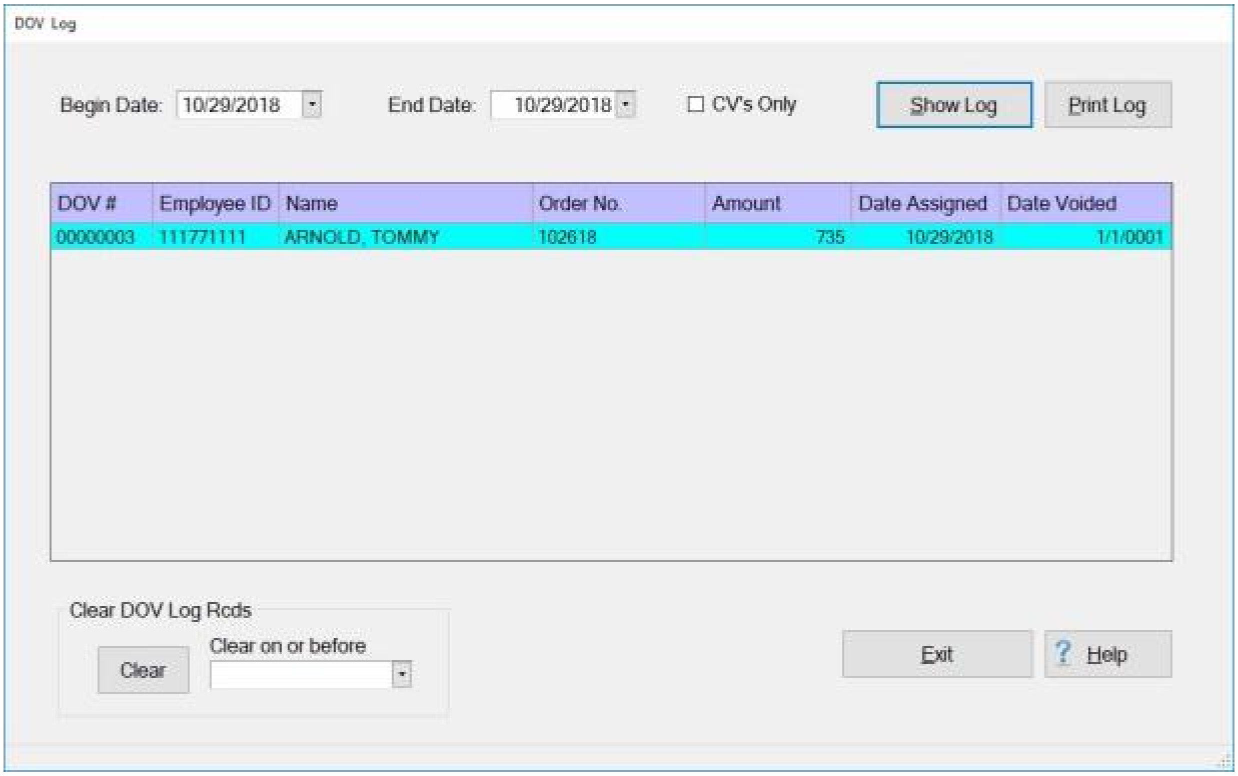
1. At the **Disbursing View** screen, **click** on the **DOV Processing** tab.

2. At the DOV Processing tab, **click** on the **DOV Log** button. The **DOV Log** screen appears.



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 <u>default</u> **date** displayed at this field is <u>incorrect</u>, **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 <u>top</u> 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 <u>default</u> **date** displayed at this field is <u>incorrect</u>, **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** <u>only</u>.
6. **Show Log:** - Once the **Beginning** and **Ending** dates have been selected, **click** on the **Show Log** button to **generate** the DOV Log report.



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**.

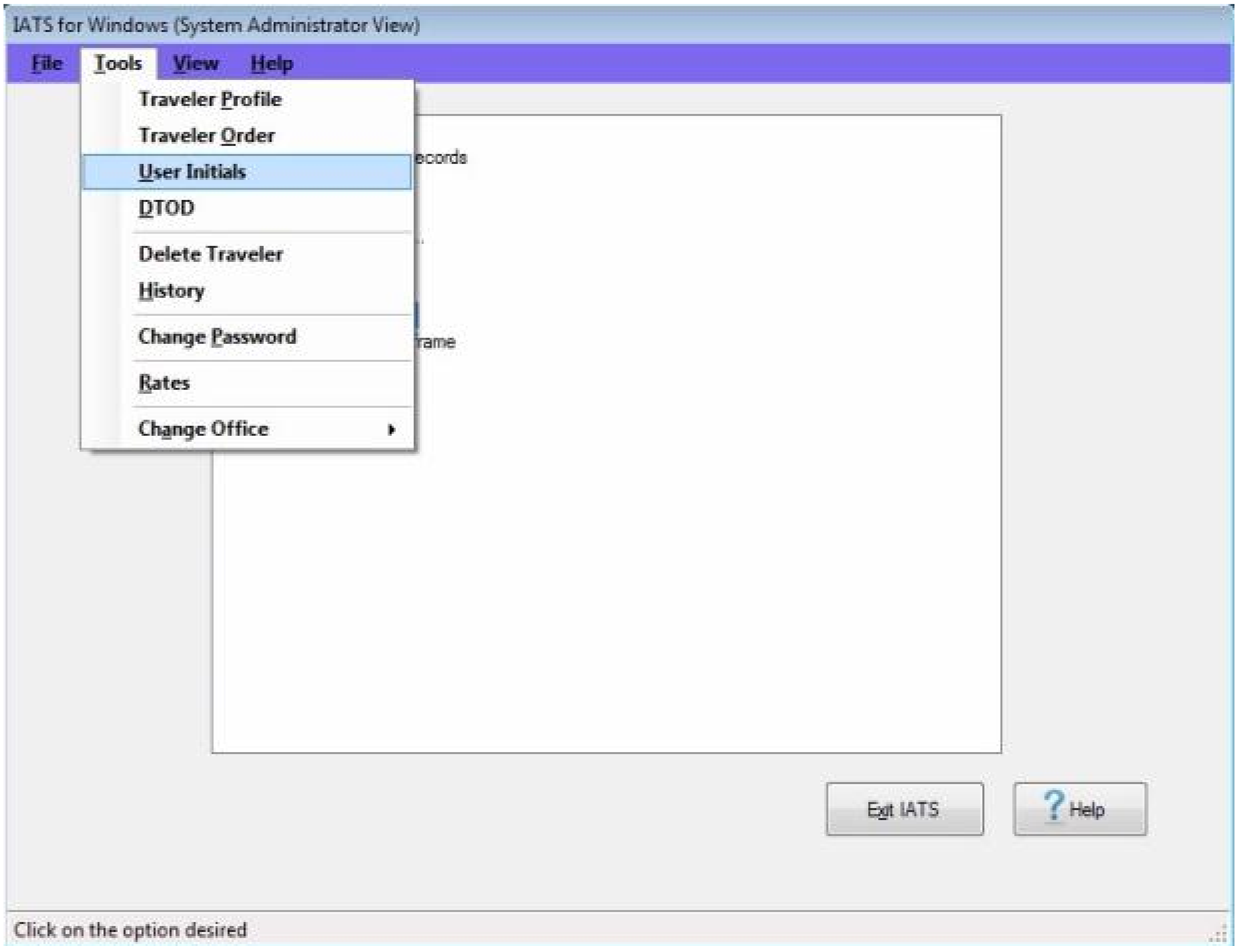
Display User Initials

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.

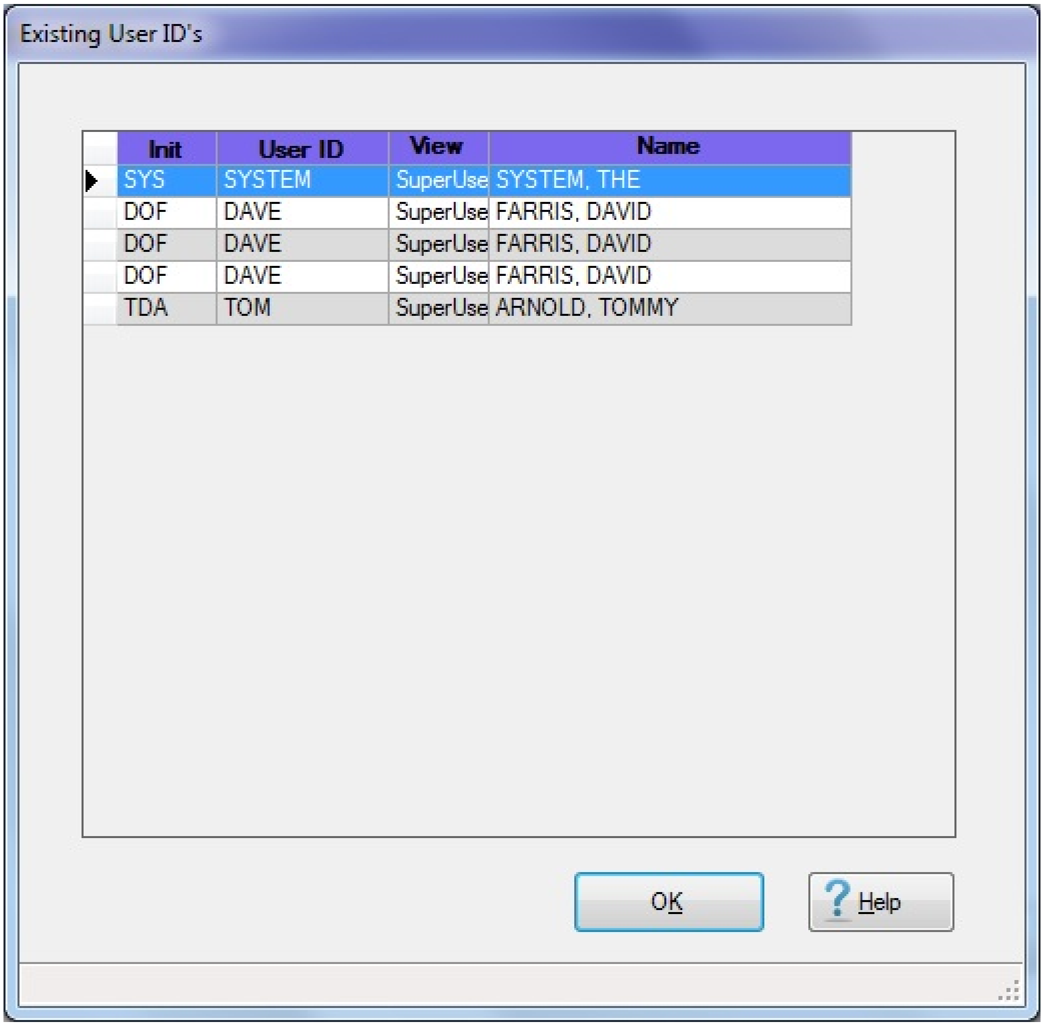
For this reason, an **option** has been added to the **Tools** menu on the **Auditor**, **Disbursing**, and **System Administrator** view screens that allow you to easily **display** this information.

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**:

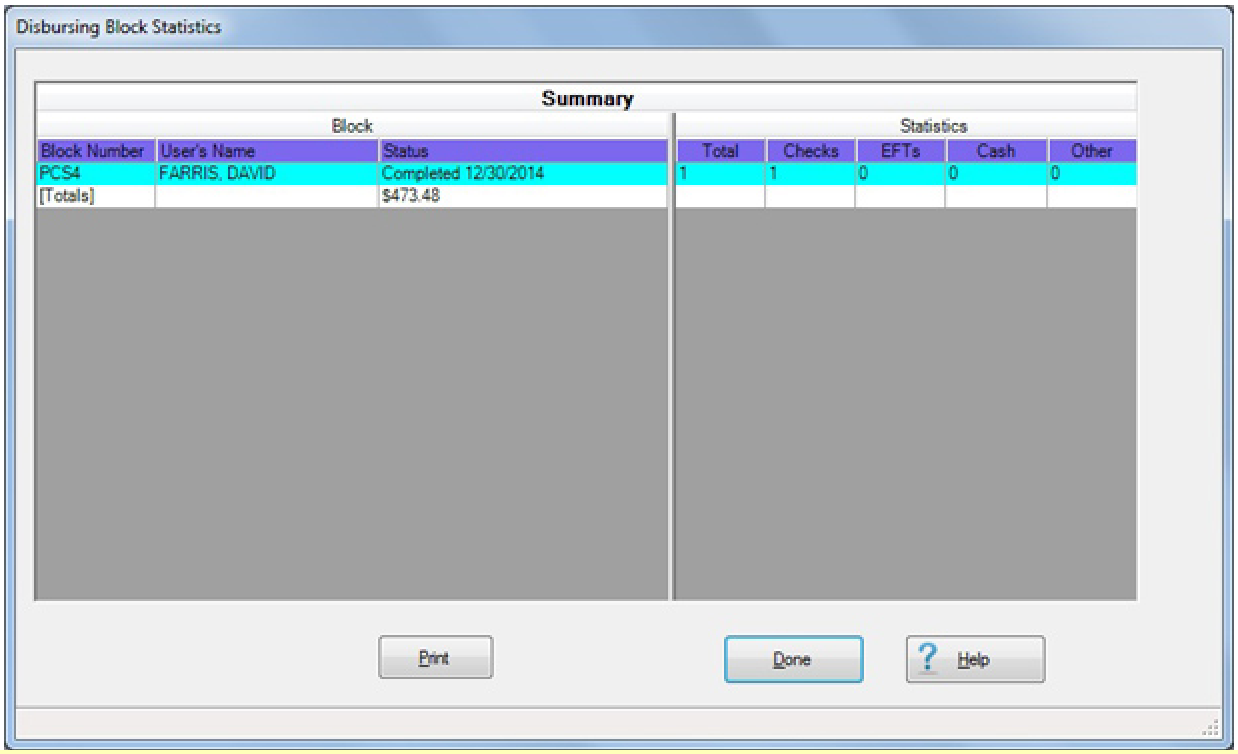
- Block Summary
- Block Details

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.



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.

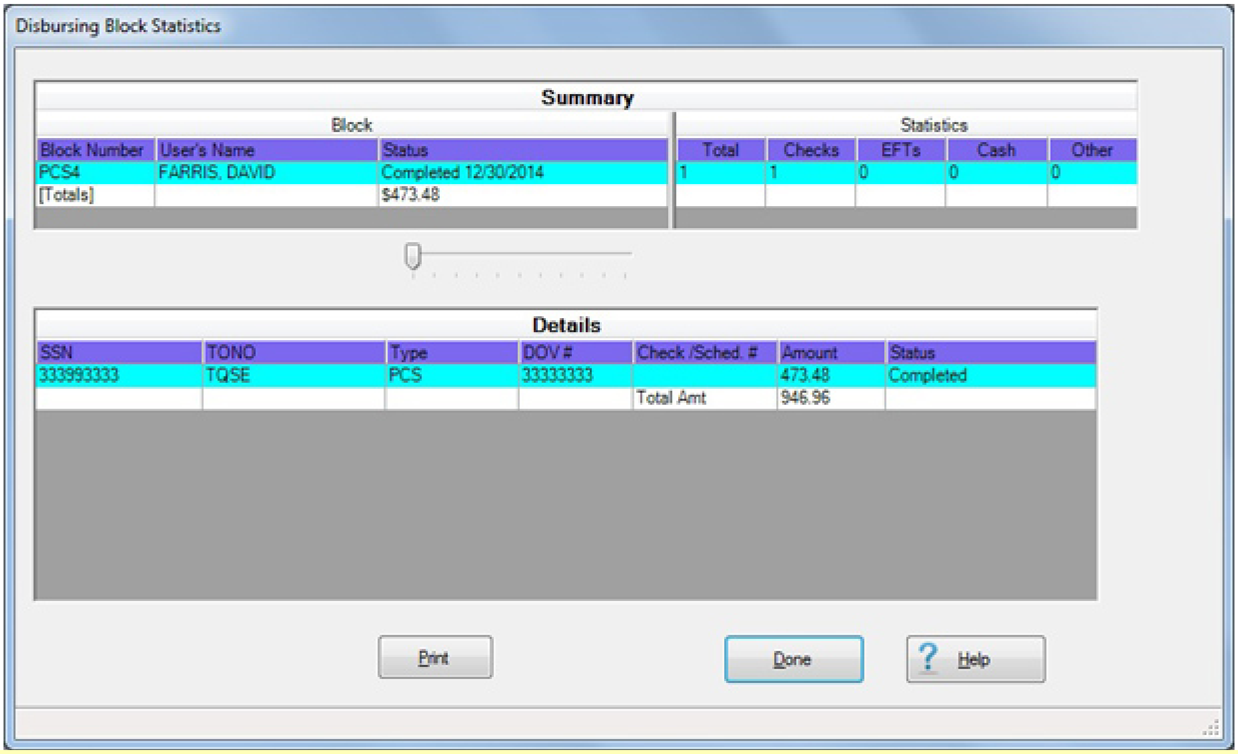
Block Statistics - Details

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.



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.

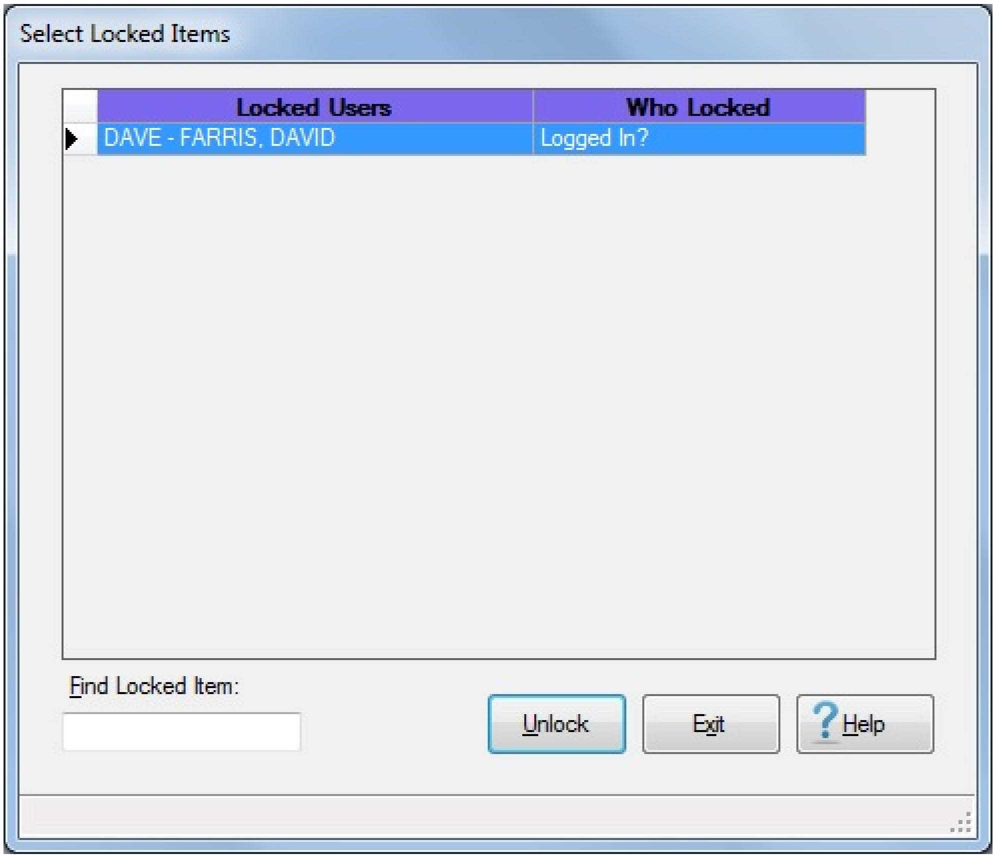
Unlocking Users

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**.

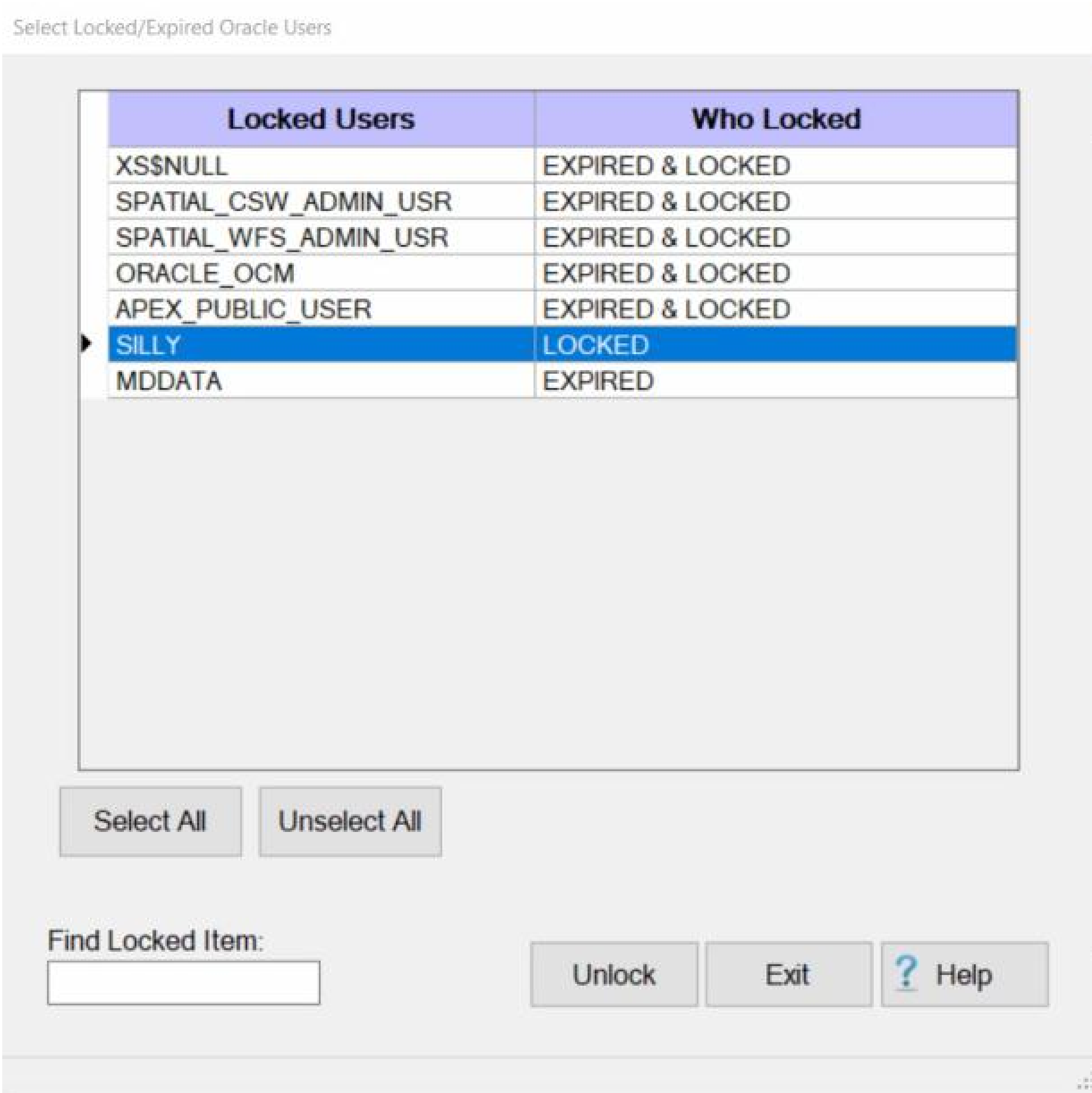
3. **Click** on the **item** you wish to **unlock**. IATS **highlights** the selected item.
4. When the item you wish to unlock is highlighted, **click** on the **Unlock** button. IATS **unlocks** the selected item.
5. **Click** on the **Exit** button to **return** to the **System Administrator** menu when you are finished unlocking users.

Unlocking Oracle Users

This option is used to **unlock** users that have been **locked** or **expired** by the **Oracle** server for any reason and do not appear as **locked** in the IATS **Locked Users** screen.

Complete the following steps to "un-lock" Oracle 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 Oracle Users** option. The **Select Locked/Expired Oracle Users** screen appears.



At this screen, <u>any</u> **Oracle user** account <u>currently</u> **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 <u>highlighted</u>, **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

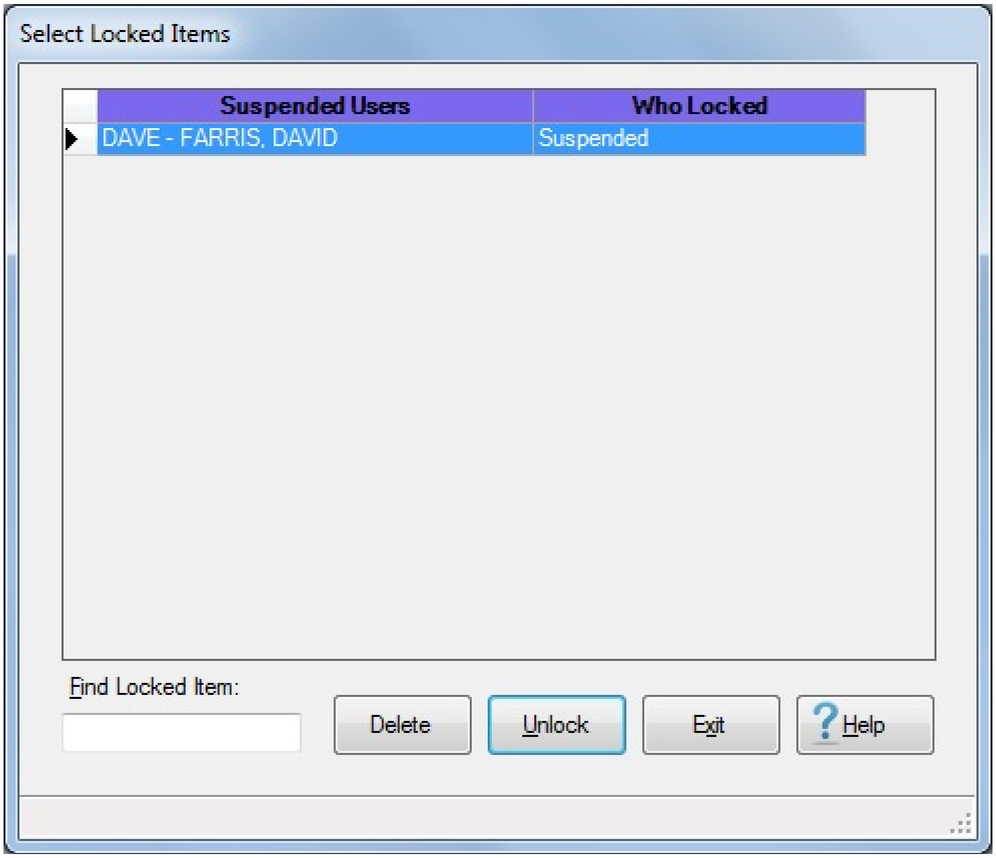
IATS user accounts are **suspended** (locked) if there is no activity for **30** days or if they have **exceeded** the allowed number of **login** attempts.

Note: User accounts that are suspended will <u>not</u> appear on the **Maintain User Passwords and Privileges** screen in the Maintenance module <u>unless</u> 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**.

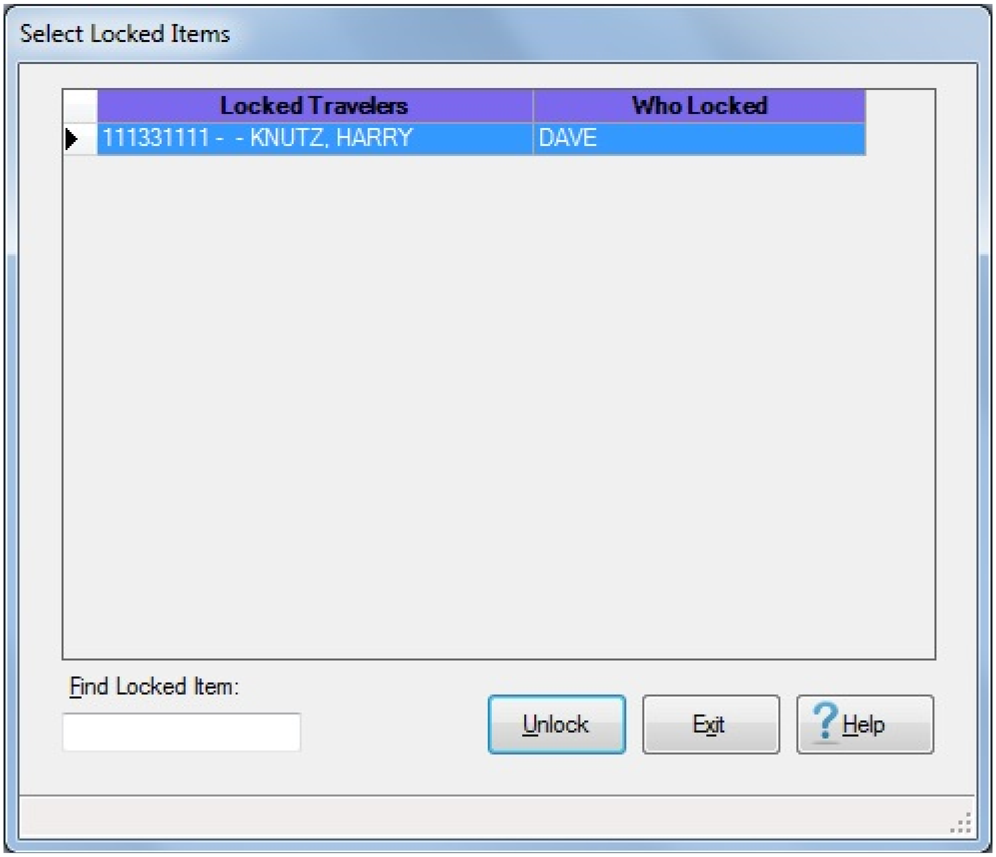
3. **Click** on the **item(s)** you wish to **unlock**. IATS **highlights** the selected item.
4. When the item(s) you wish to unlock are highlighted, **click** on the **Unlock** button. IATS **unlocks** the selected item(s).
5. **Click** on the **Exit** button to **return** to the **System Administrator** 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**.

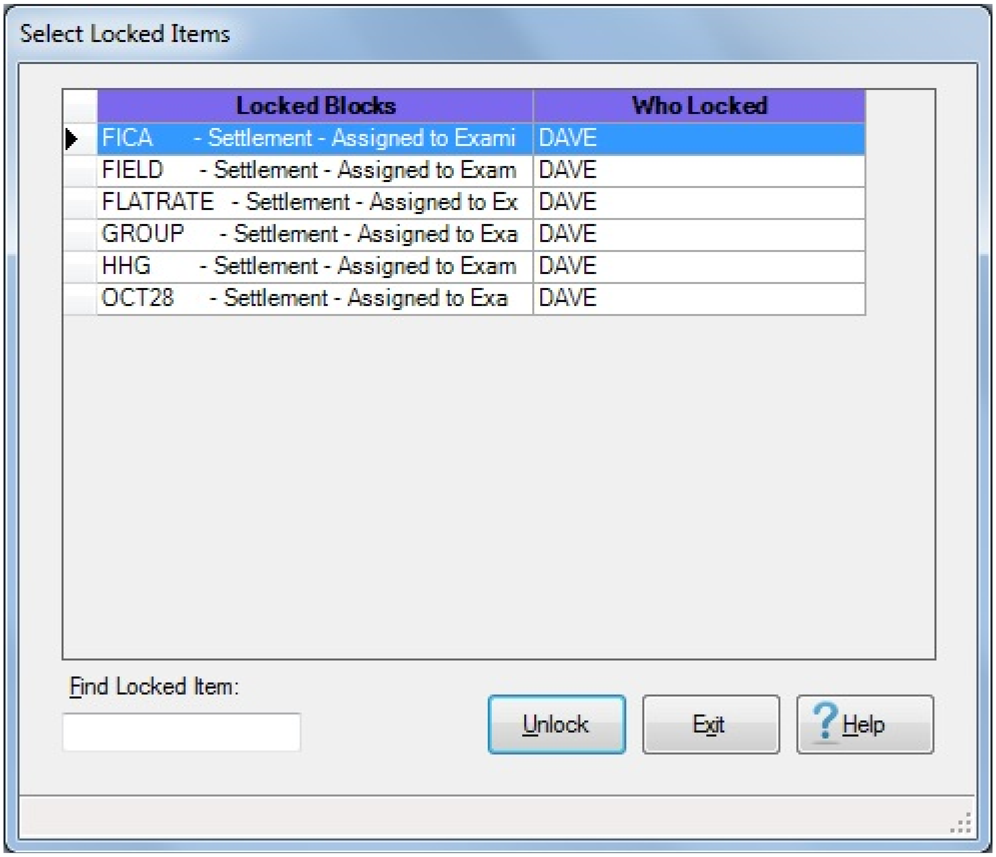
3. **Click** on the **item** you wish to **unlock**. IATS **highlights** the selected item.
4. When the item you wish to unlock is highlighted, **click** on the **Unlock** button. IATS **unlocks** the selected item.
5. **Click** on the **Exit** button to **return** to the **System Administrator** menu 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**.

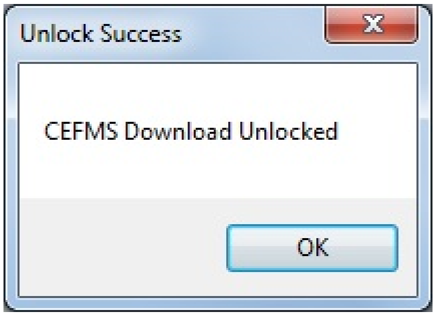
3. **Click** on the **item** you wish to **unlock**. IATS **highlights** the selected item.
4. When the item you wish to unlock is highlighted, **click** on the **Unlock** button. IATS **unlocks** the selected item.
5. **Click** on **Exit** to **return** to the **System Administrator** menu when you 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**.



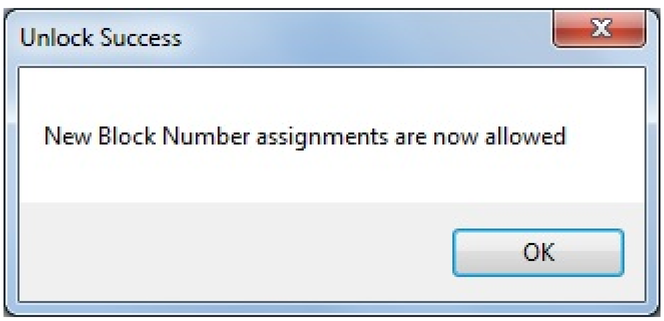
3. **Click** on the **OK** button and IATS **returns** to the **System Administrator** menu.

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.

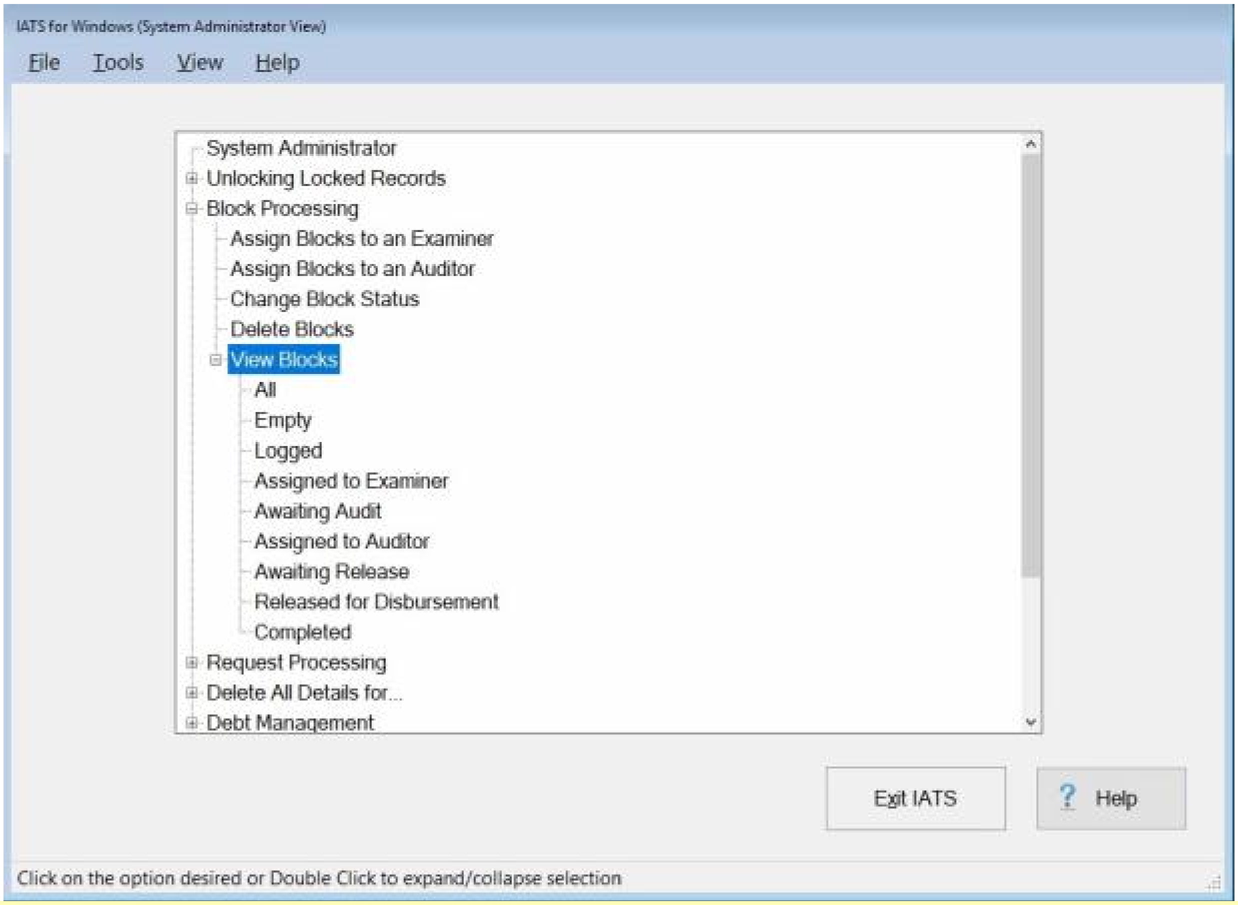
Block Processing

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**.

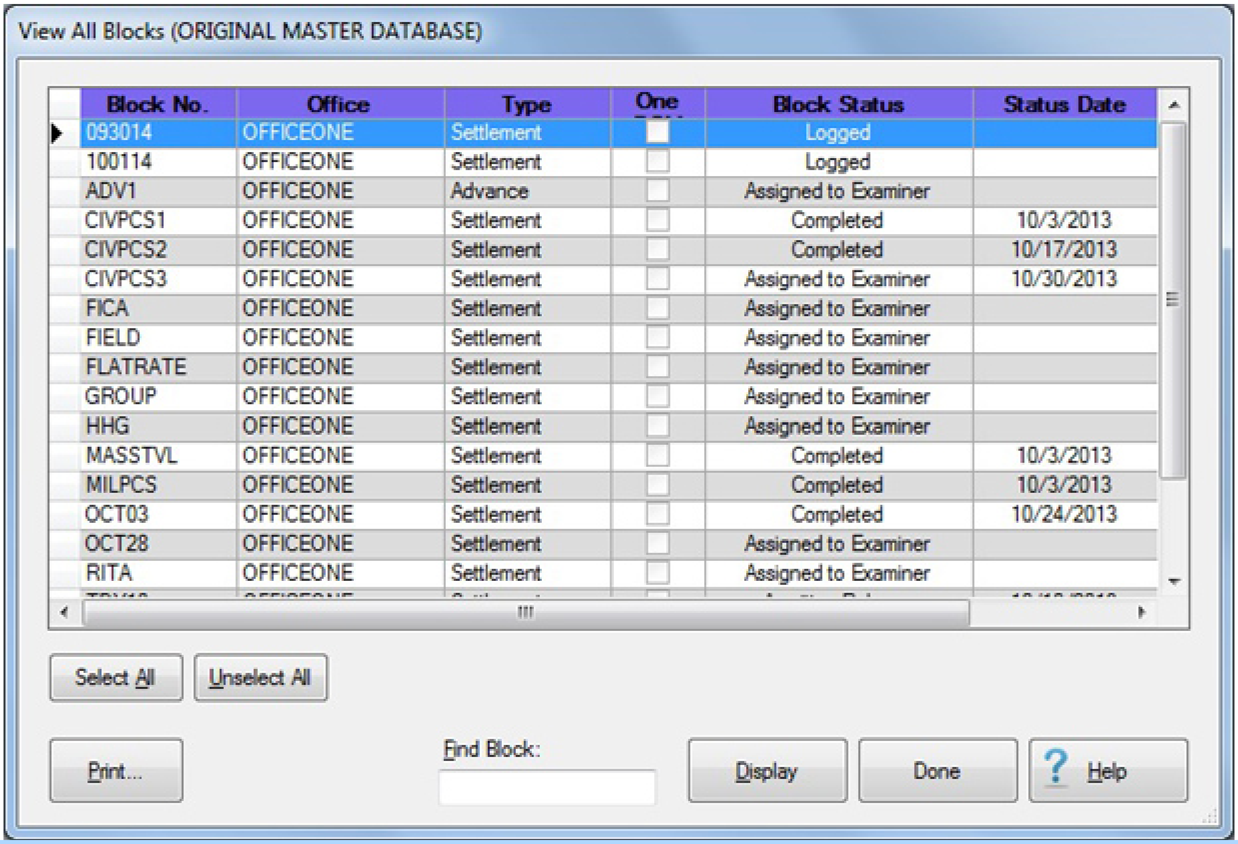
Complete the following steps to "view" blocks:

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.

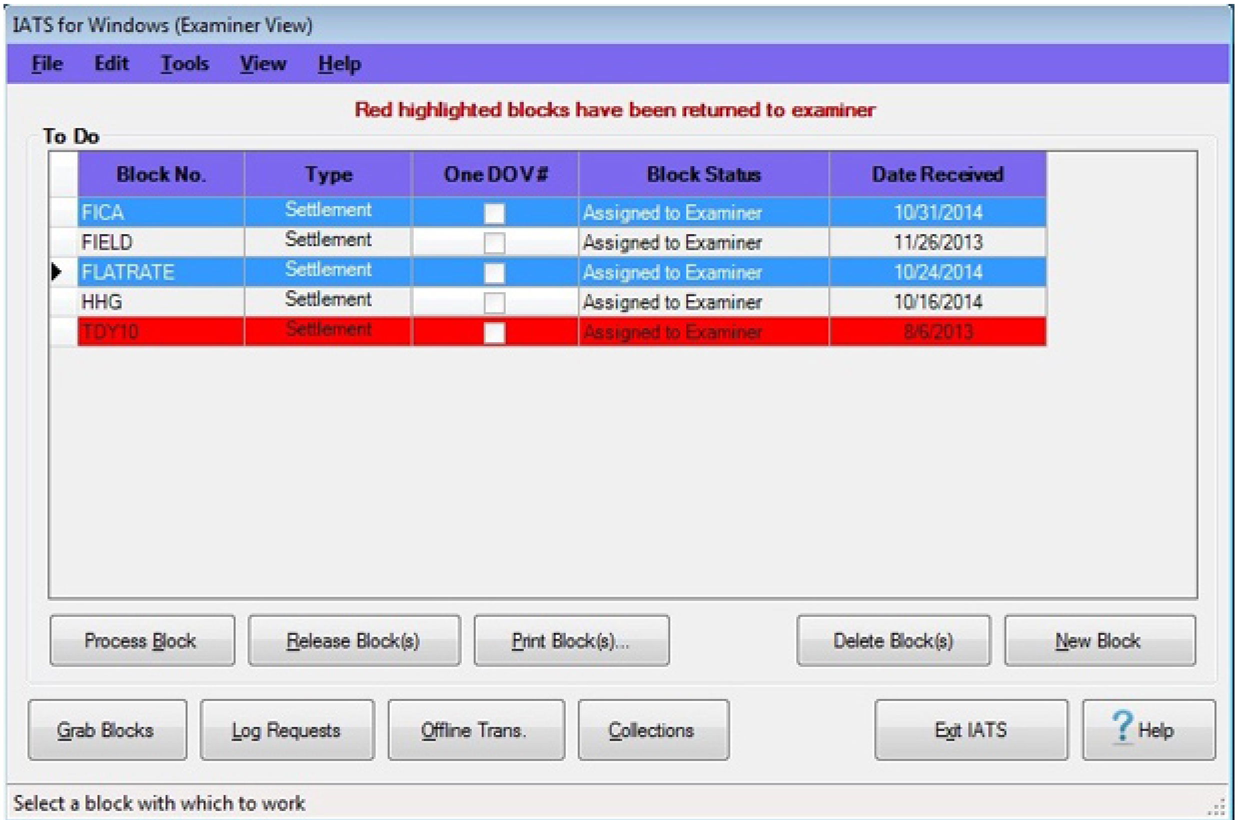
The IATS generated forms are referred to as the **Advance Voucher Summary** and the **Travel Voucher Summary**.

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.

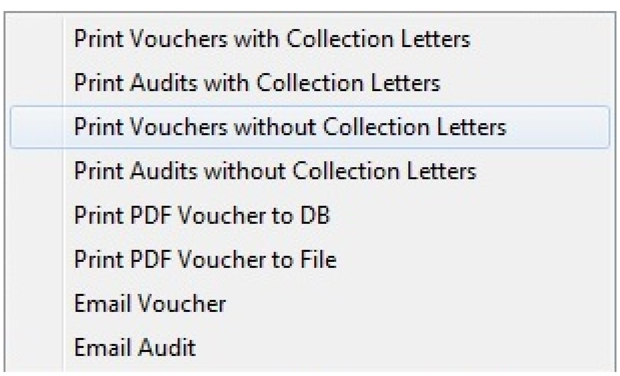
Complete the following steps to "print" a block:

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.

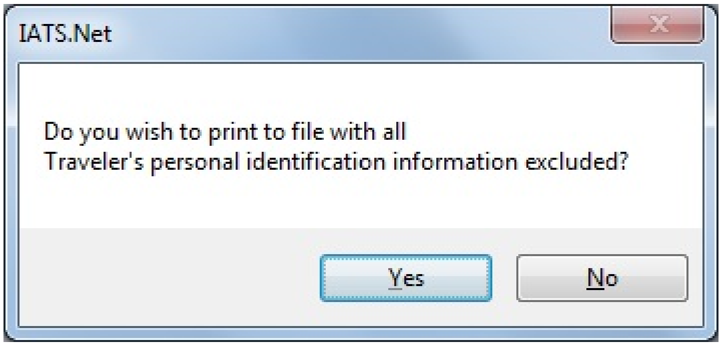


Tip: More than one block may be selected. To select consecutively listed blocks, **click** on the first block you wish to print. **Press** and **hold** down the **Shift** key and then **click** on the last block you wish to print. IATS will **highlight** all of the blocks between the first and last selections. 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.

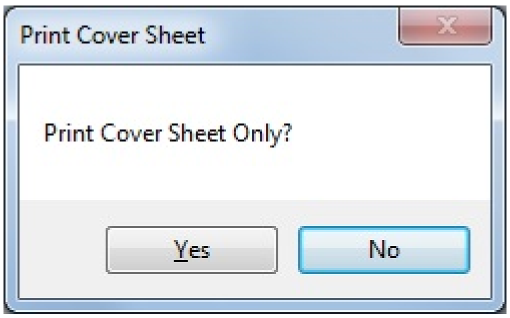
2. After selecting the block(s) to be printed, **click** the **Print Block(s)** button or **click** on the **File** menu and select the **Print Block(s)** option. The following *drop down* **Print** menu appears:



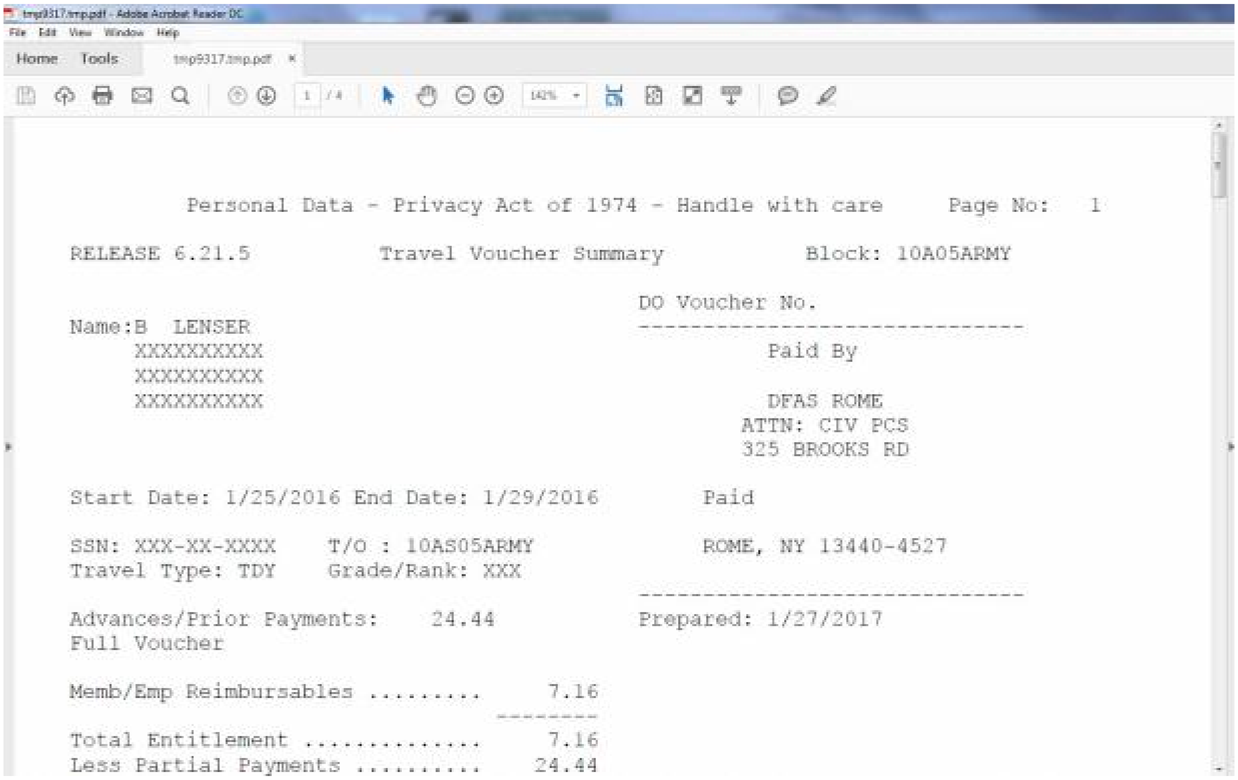
3. At the *drop down* Print menu, **click** on the desired option. The following *pop-up* **message** will appear asking if you would like to print with the traveler's personal identification **excluded**.



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.



Personal Data - Privacy Act of 1974 - Handle with care   Page No: 1

RELEASE 6.21.5   Travel Voucher Summary   Block: 10A05ARMY

DO Voucher No.

Name:B LENSER
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Paid By

DFAS ROME
ATTN: CIV PCS
325 BROOKS RD

Start Date: 1/25/2016 End Date: 1/29/2016   Paid

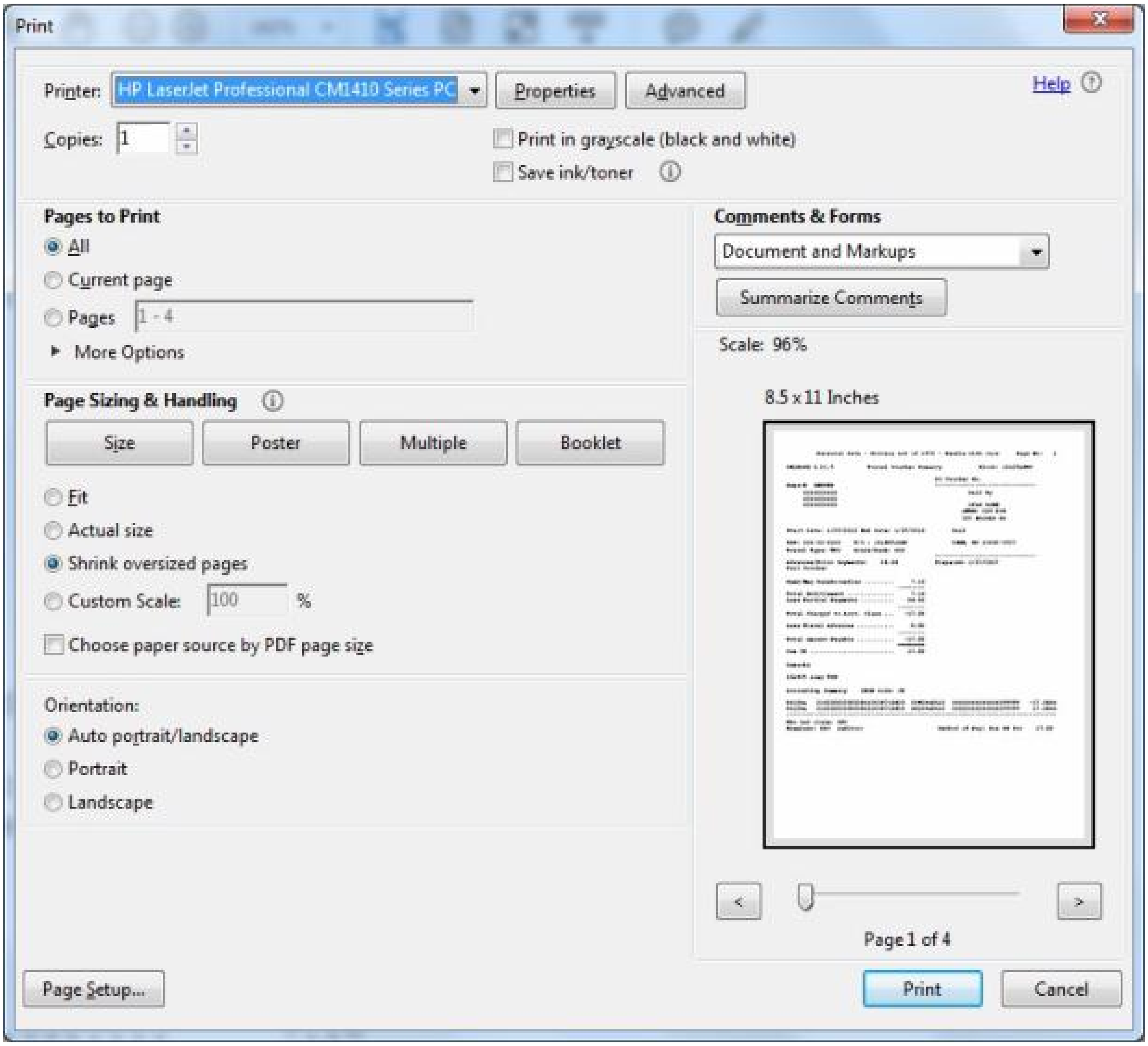
SSN: XXX-XX-XXXX   T/O : 10AS05ARMY   ROME, NY 13440-4527
Travel Type: TDY   Grade/Rank: XXX

Advances/Prior Payments: 24.44   Prepared: 1/27/2017
Full Voucher

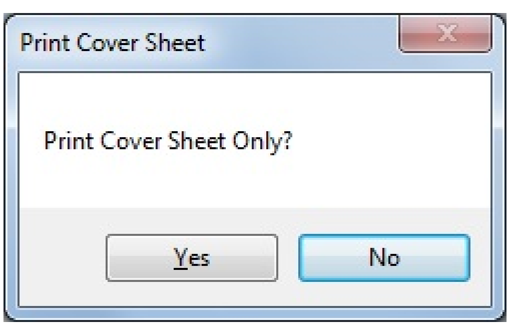
Memb/Emp Reimbursables 7.16

Total Entitlement 7.16
Less Partial Payments 24.44

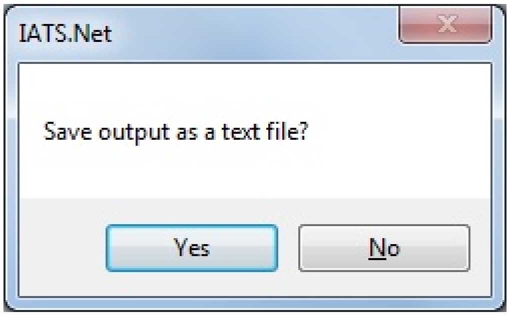
6. **Click** on the Printer **icon**. The **Print** screen appears.



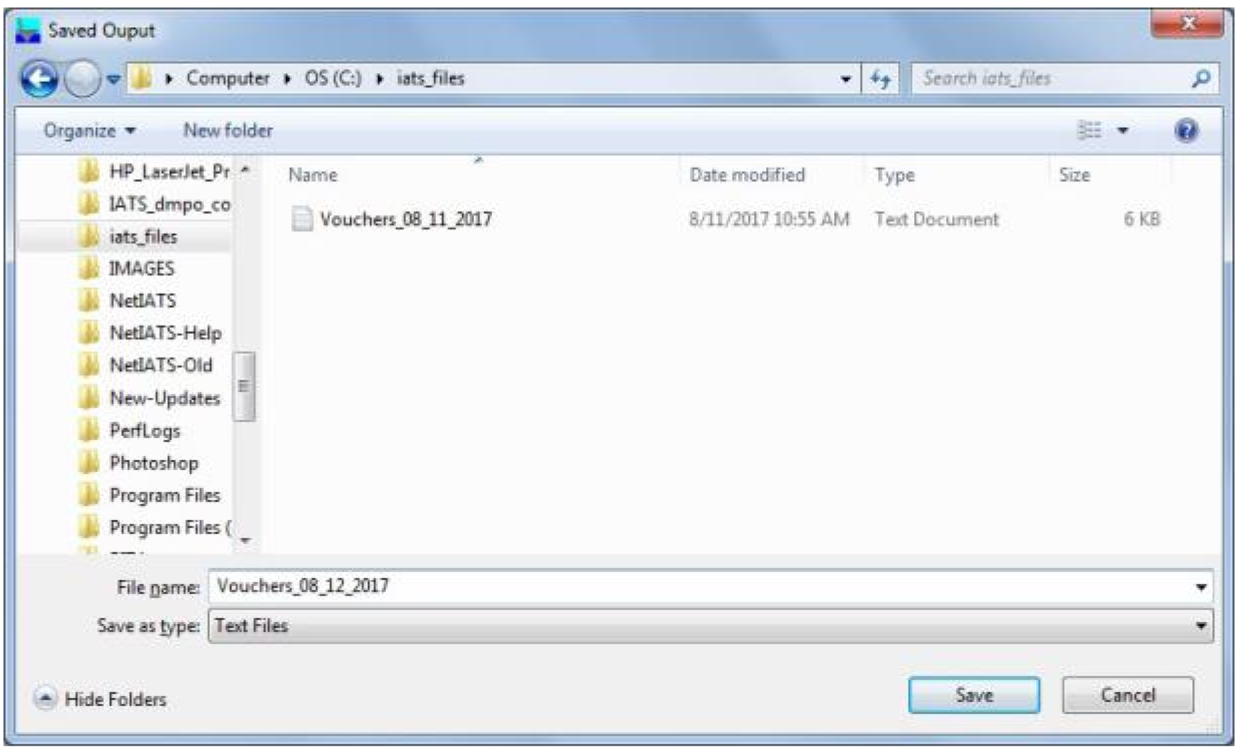
7. **Verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary **changes**.
8. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
9. IATS prints the block(s) and returns to the **Adobe Reader** screen.
10. If you 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 <u>usual</u> 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 <u>usual</u> and the **Adobe Acrobat Reader** screen will appear next displaying the selected print option.

Assigning Blocks to an Examiner

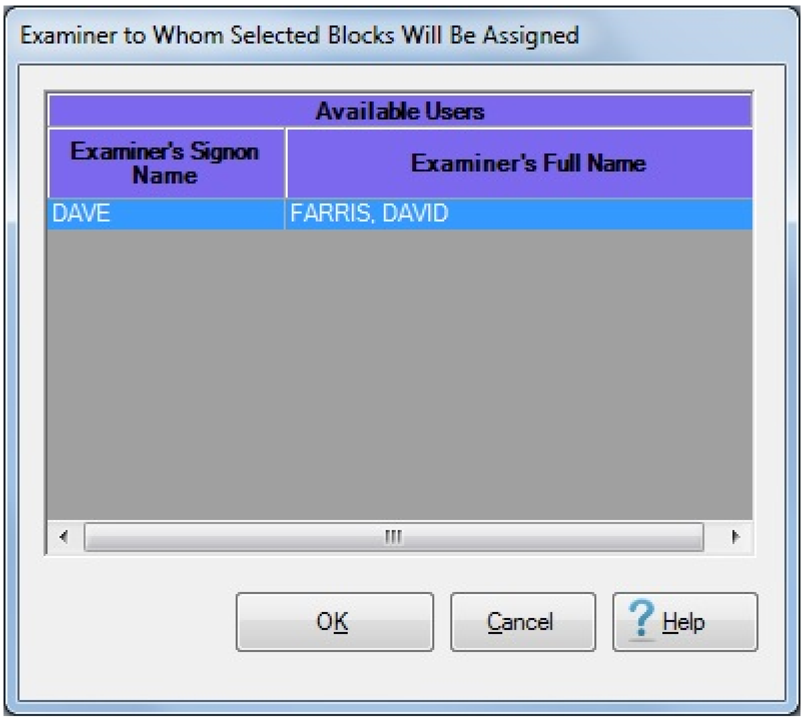
On occasion, it may be **necessary** for a **System Administrator** to **assign** or **re-assign** a block to an **Examiner**. This normally **occurs** when all of the **requests** on a block are not **processed** and the **examiner** the block is assigned to is **absent**.

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.

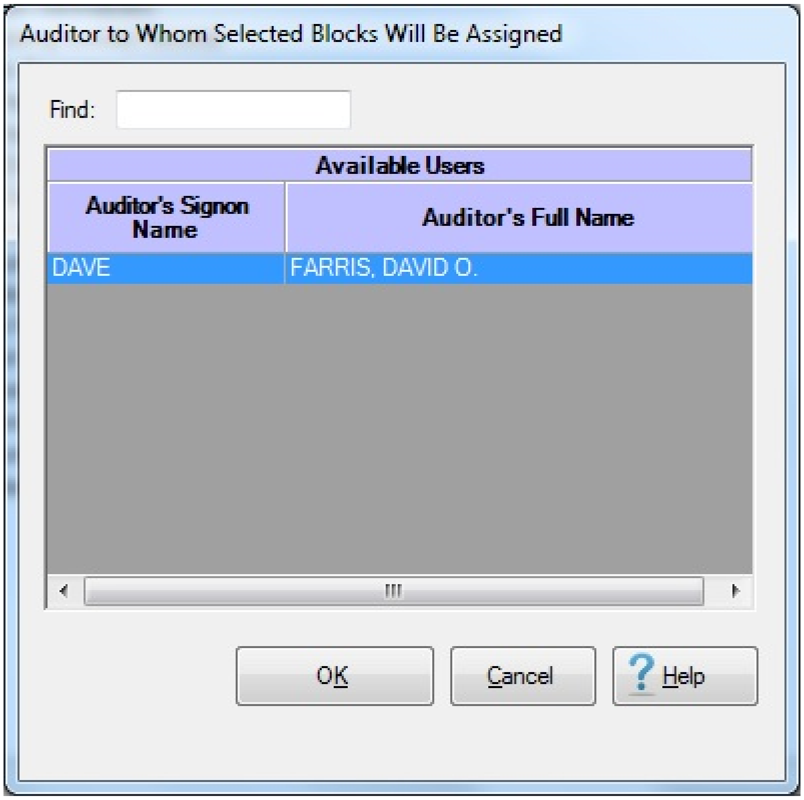
Assigning Blocks to an Auditor

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.

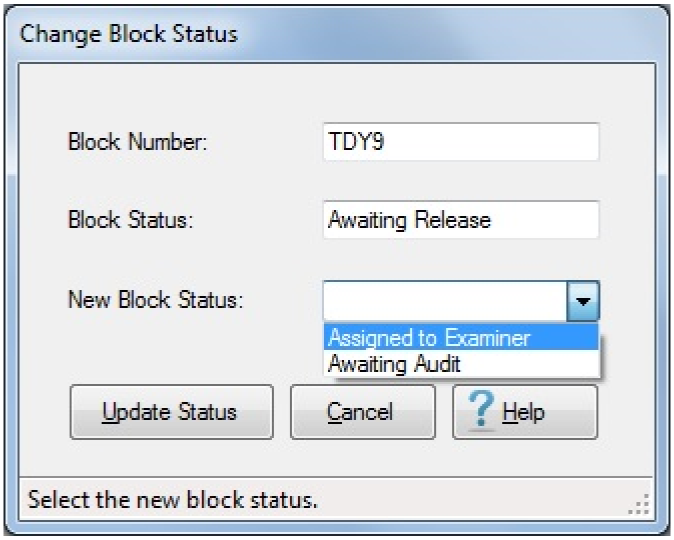
Changing the Block Status

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:

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).

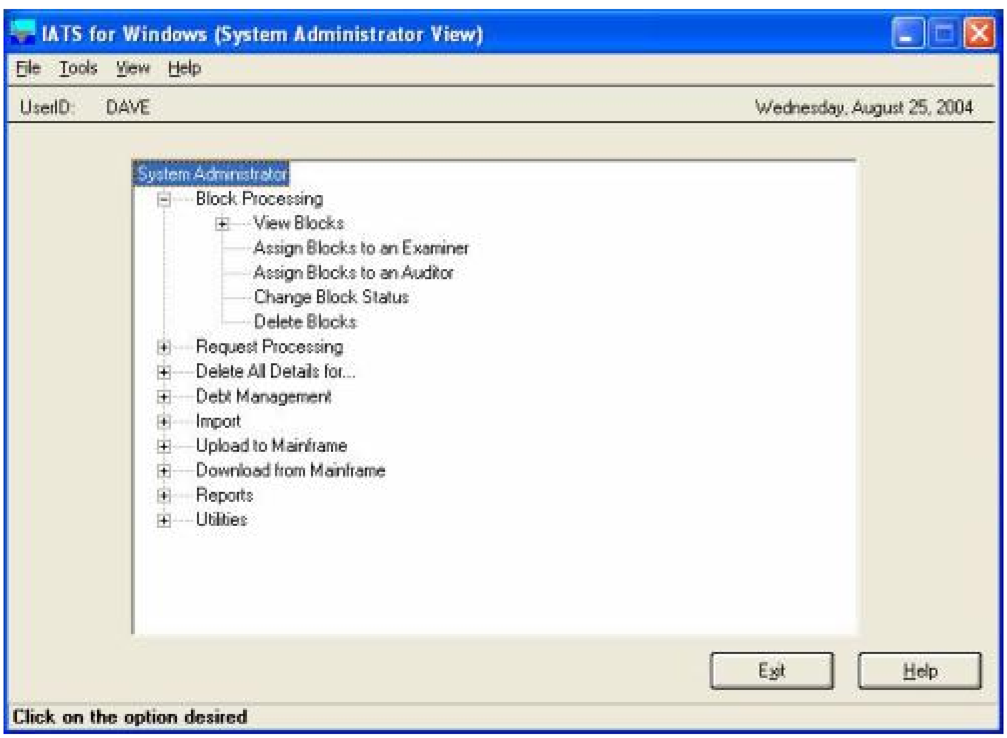
Archive Blocks

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.

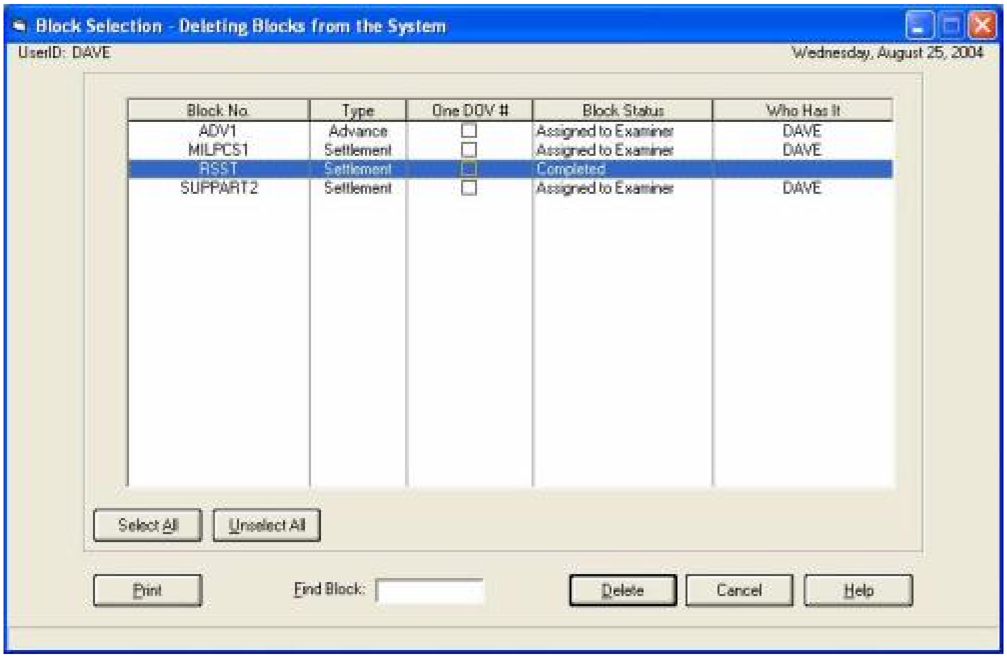
Archiving the blocks creates a text **file** of every **claim** on the block that can be **accessed** when needed for answering **inquiries** or **re-printing** vouchers.

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.



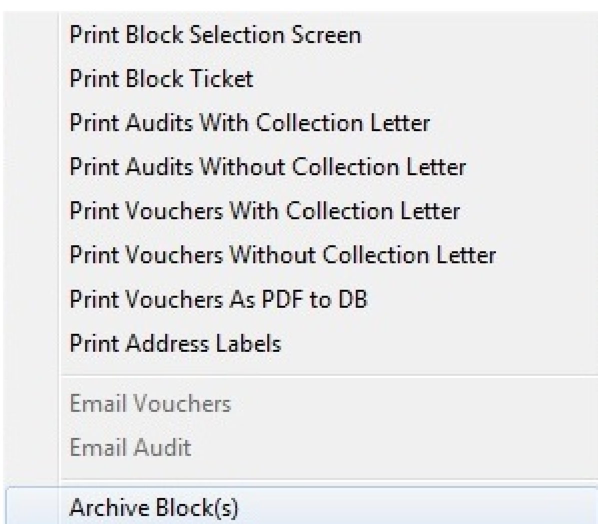
2. At the System Administrator View screen, **click** on the **Block Processing** option and then **click** on the **Delete Blocks** option. The **Block Selection** screen appears next.



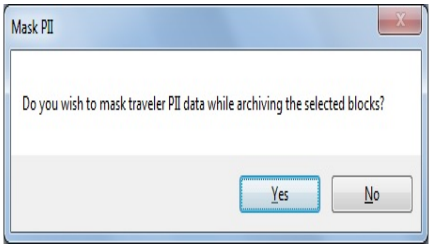
3. At the Block Selection screen, **select** the **block(s)** you wish to archive.

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**.

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.
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.



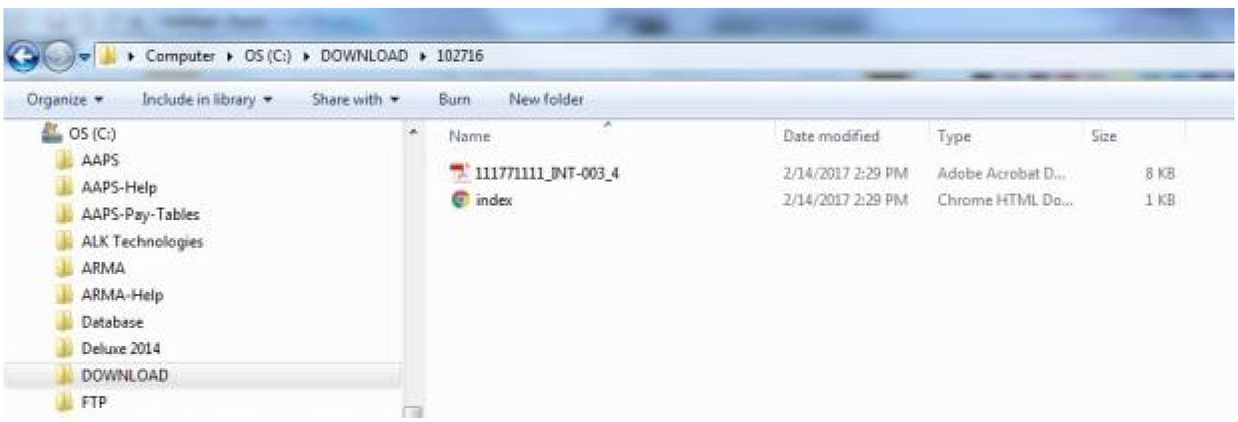
7. After clicking on *Yes* or *No*, IATS **creates** a **sub-folder** for the selected block and places it in the **folder** established in the **Maintenance** module for **Download** files. The sub-folder is created with the **block number** as it's **name** and will contain every **claim** on the block 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

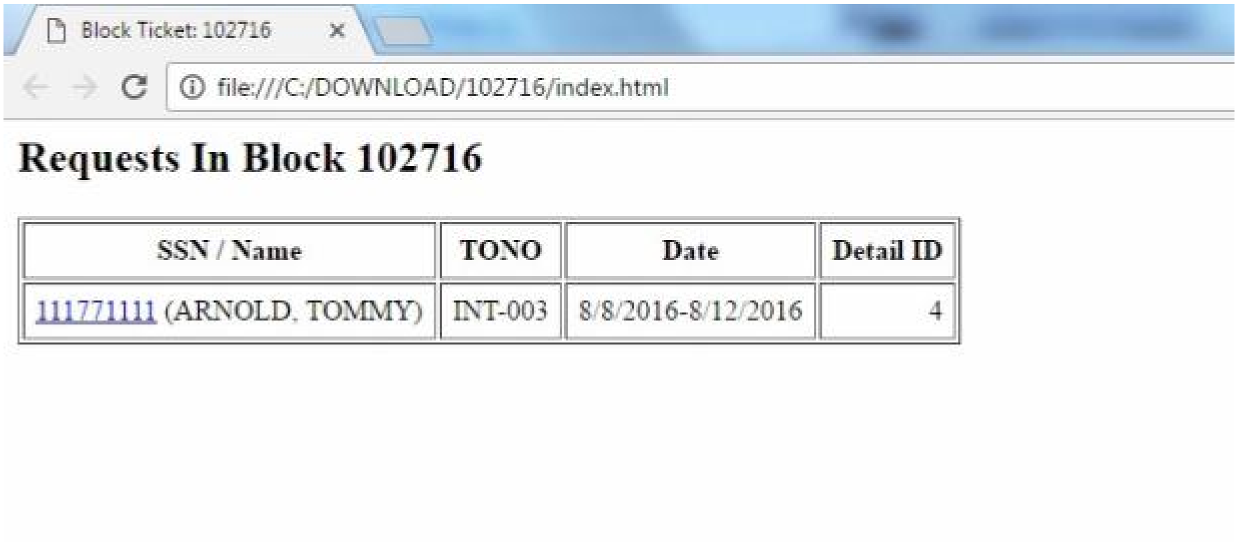
Once a completed block has been **archived**, you may **view** the archived blocks.

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:

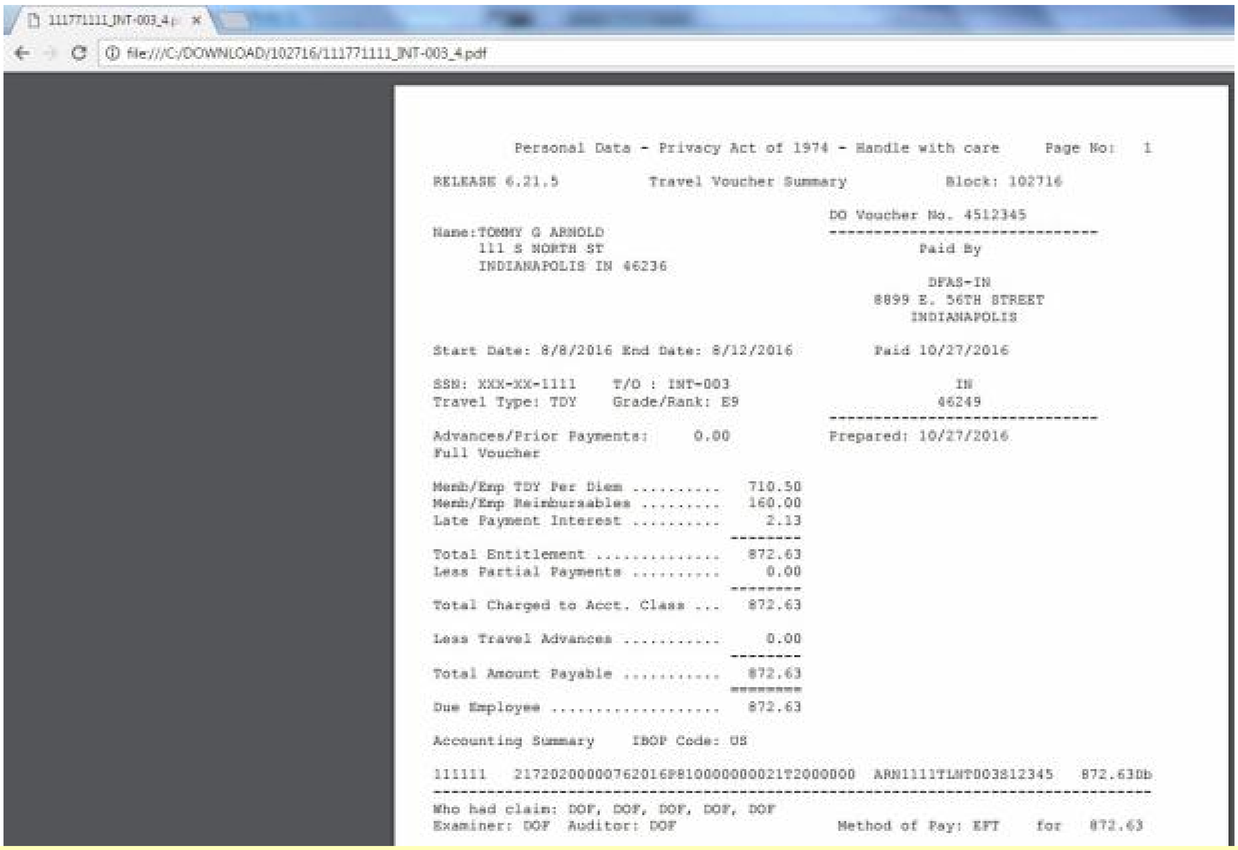


Requests In Block 102716

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.




```
        Personal Data - Privacy Act of 1974 - Handle with care     Page No:   1

RELEASE 6.21.5         Travel Voucher Summary          Block: 102716

                                              DO Voucher No. 4512345
Name:TOMMY G ARNOLD                           ------------------------------
     111 S NORTH ST                                     Paid By
     INDIANAPOLIS IN 46236
                                                        DFAS-IN
                                                  8899 E. 56TH STREET
                                                      INDIANAPOLIS

Start Date: 8/8/2016 End Date: 8/12/2016          Paid 10/27/2016

SSN: XXX-XX-1111    T/O : INT-003                        IN
Travel Type: TDY    Grade/Rank: E9                      46249
                                              ------------------------------
Advances/Prior Payments:     0.00             Prepared: 10/27/2016
Full Voucher

Memb/Emp TDY Per Diem ..........   710.50
Memb/Emp Reimbursables .........   160.00
Late Payment Interest ..........     2.13
                                 ---------
Total Entitlement ..............   872.63
Less Partial Payments ..........     0.00
                                 ---------
Total Charged to Acct. Class ...   872.63

Less Travel Advances ...........     0.00
                                 ---------
Total Amount Payable ...........   872.63
                                 =========
Due Employee ...................   872.63

Accounting Summary    IBOP Code: US

111111   2172020000076201 6P81000000000021T2000000  ARN1111TLNT003812345   872.63Db
------------------------------------------------------------------------------------
Who had claim: DOF, DOF, DOF, DOF, DOF
Examiner: DOF  Auditor: DOF                    Method of Pay: EFT    for   872.63
```

Tip: Click on the **Back** button to return to the previous **screen** if you wish to display another **claim**.

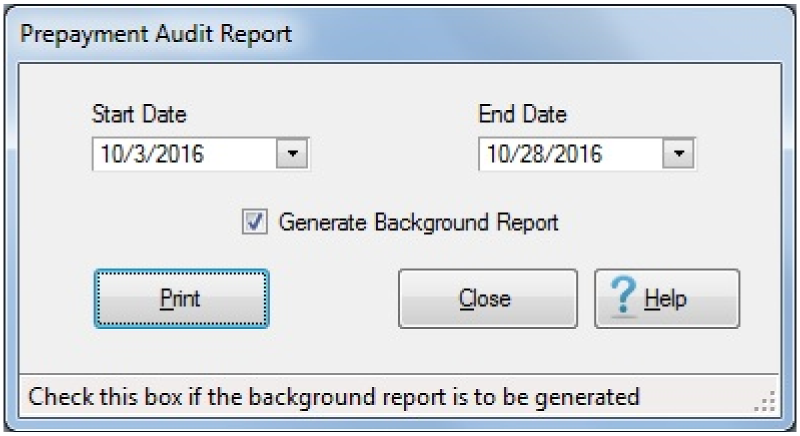
6. When finished viewing archived blocks, **click** on the red (**X**) in the top right **corner** of the **Explorer** screens until all **windows** are closed.

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**:

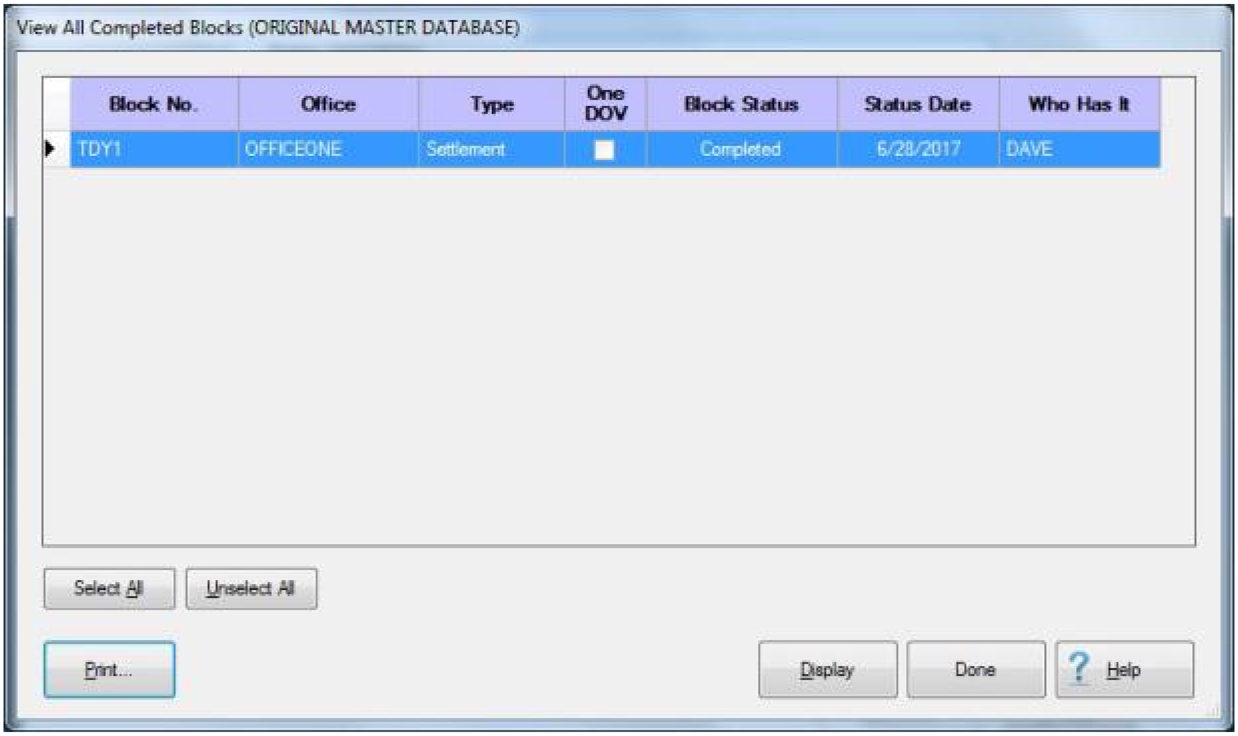
Method 1: - When generating the **Prepayment Audit Report**.



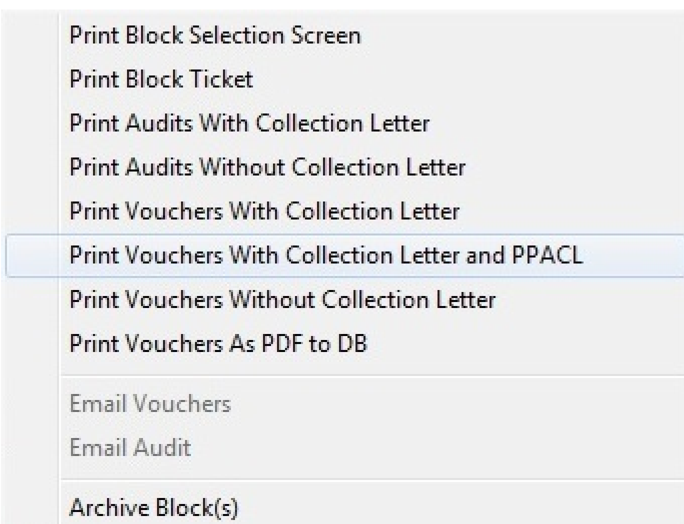
When generating the Prepayment Audit Report **click** in the selection **box** at the **Generate Background Report** field if you wish to generate a **print-out** of the **Prepayment Audit Checklist** that was completed during the audit process.

Method 2: - When viewing **completed** blocks. **Note** that this method is for **Navy** configurations only.

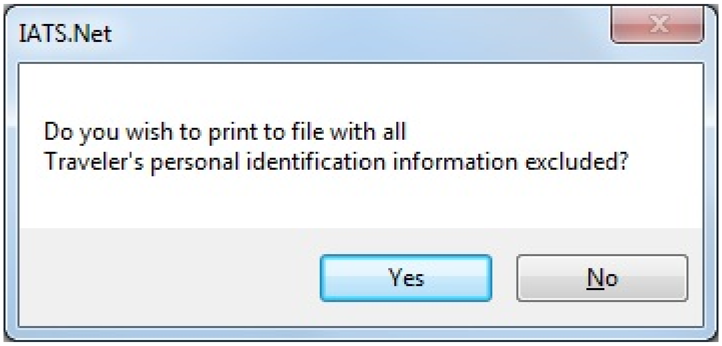
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Block Processing**". An expandable **menu** appears listing several options.
2. **Click** on the **View Blocks** option. An expandable **menu** appears listing various block categories.
3. **Click** on **Completed**. The **View All Completed Blocks** screen will appear.



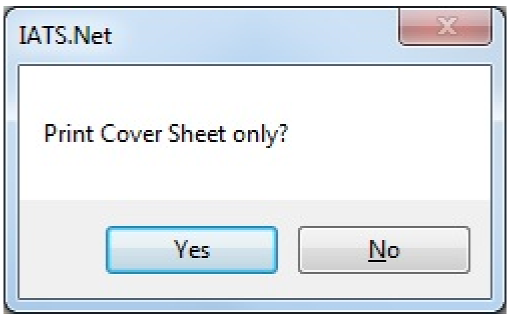
4. **Click** on the **block** containing the **voucher(s)** you wish to print the Prepayment Audit Checklist for.
5. **Click** on the **Print** button. A drop down **menu** appears listing various print **options**.



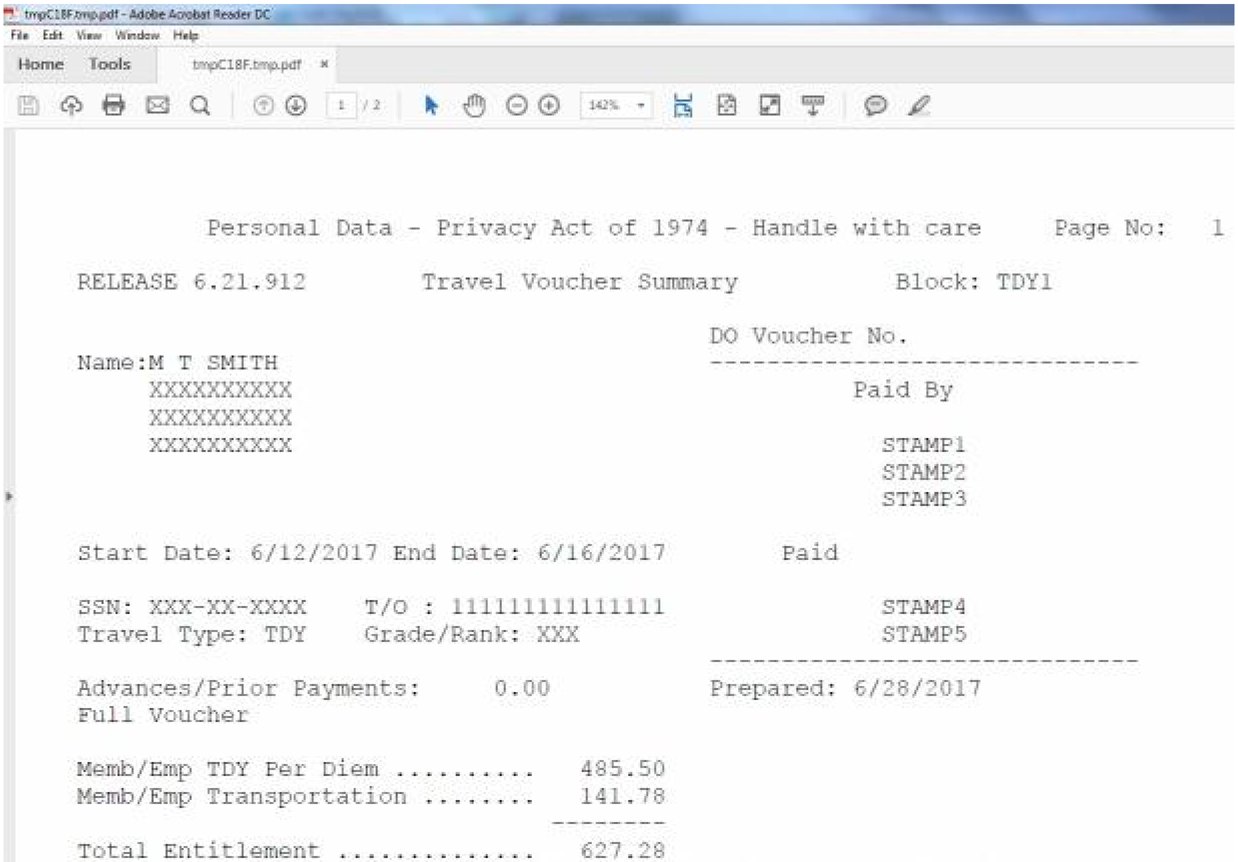
6. **Click** on the **Print Vouchers with Collection Letter and PPACL** option. A *pop-up* **message** will appear asking if you wish to **exclude** the traveler's personal information.



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.




```
        Personal Data - Privacy Act of 1974 - Handle with care     Page No:   1

RELEASE 6.21.912        Travel Voucher Summary            Block: TDY1

                                                DO Voucher No.
Name:M T SMITH                                  ------------------------------
     XXXXXXXXXX                                           Paid By
     XXXXXXXXXX
     XXXXXXXXXX                                             STAMP1
                                                            STAMP2
                                                            STAMP3

Start Date: 6/12/2017 End Date: 6/16/2017            Paid

SSN: XXX-XX-XXXX    T/O : 111111111111111               STAMP4
Travel Type: TDY    Grade/Rank: XXX                     STAMP5
                                                ------------------------------
Advances/Prior Payments:     0.00               Prepared: 6/28/2017
Full Voucher

Memb/Emp TDY Per Diem ..........   485.50
Memb/Emp Transportation ........   141.78
                                 --------
Total Entitlement ..............   627.28
```

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.

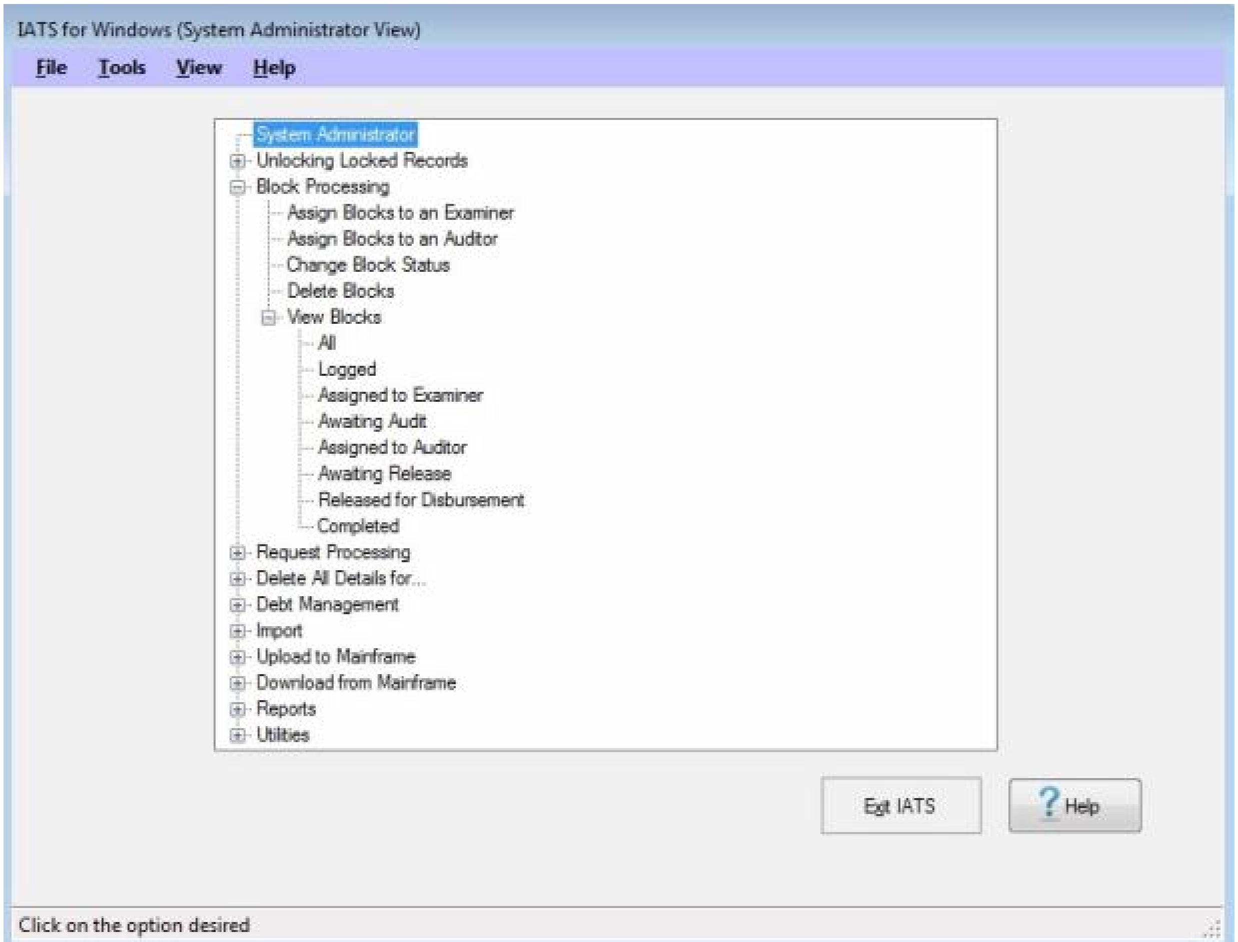
Sending Email

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.

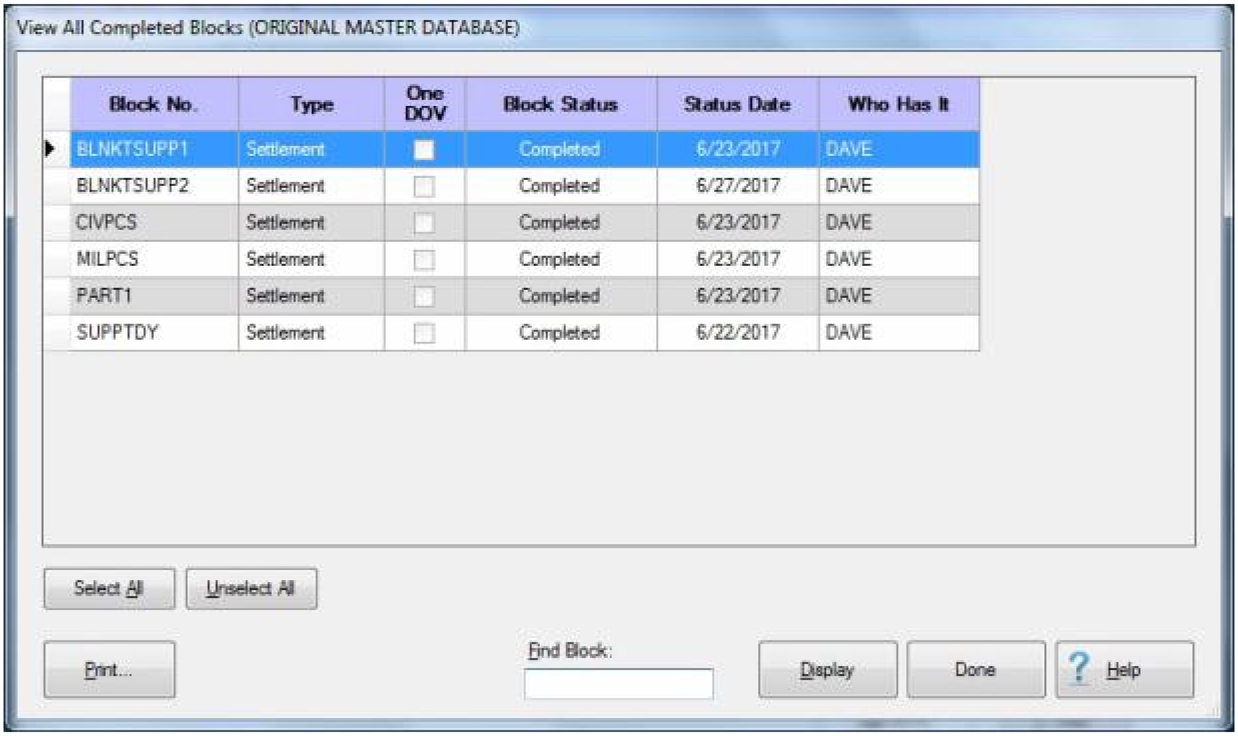
Complete the following steps to "send" Email:

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.

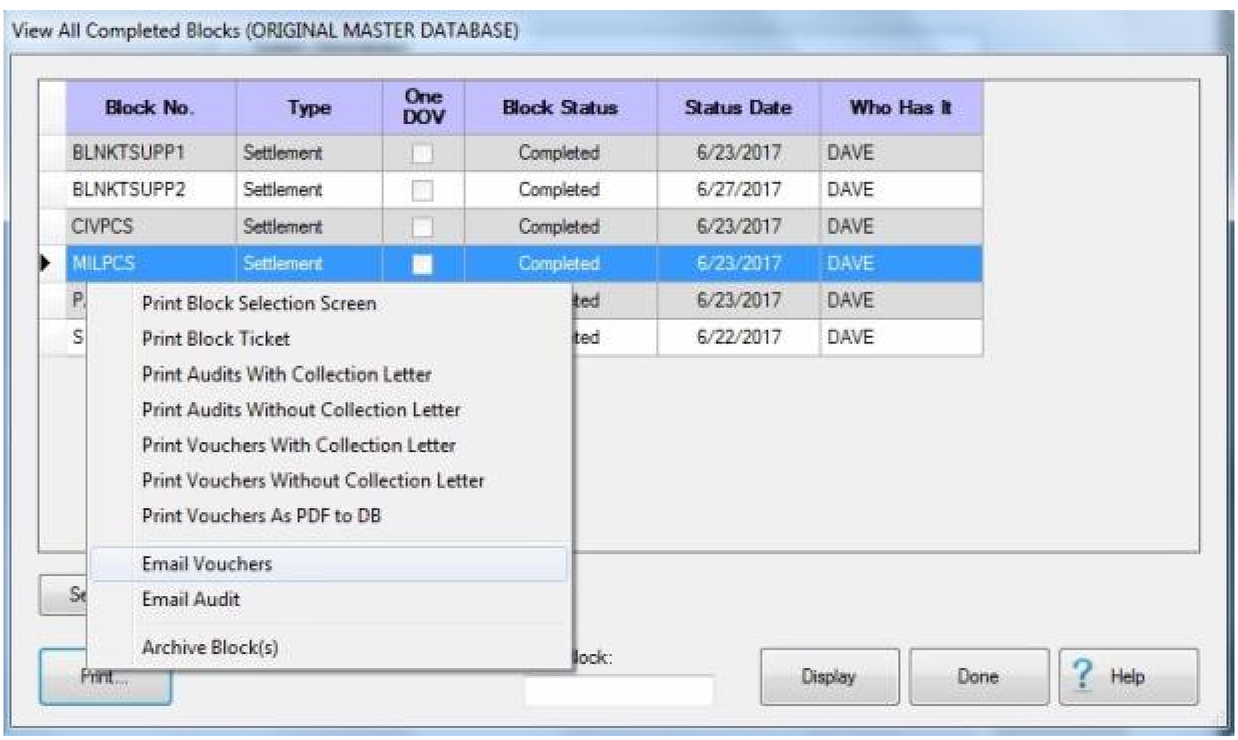


Tip: Due to the **volume** of blocks in a large travel office, it is often better to view blocks in a particular **phase** of processing.

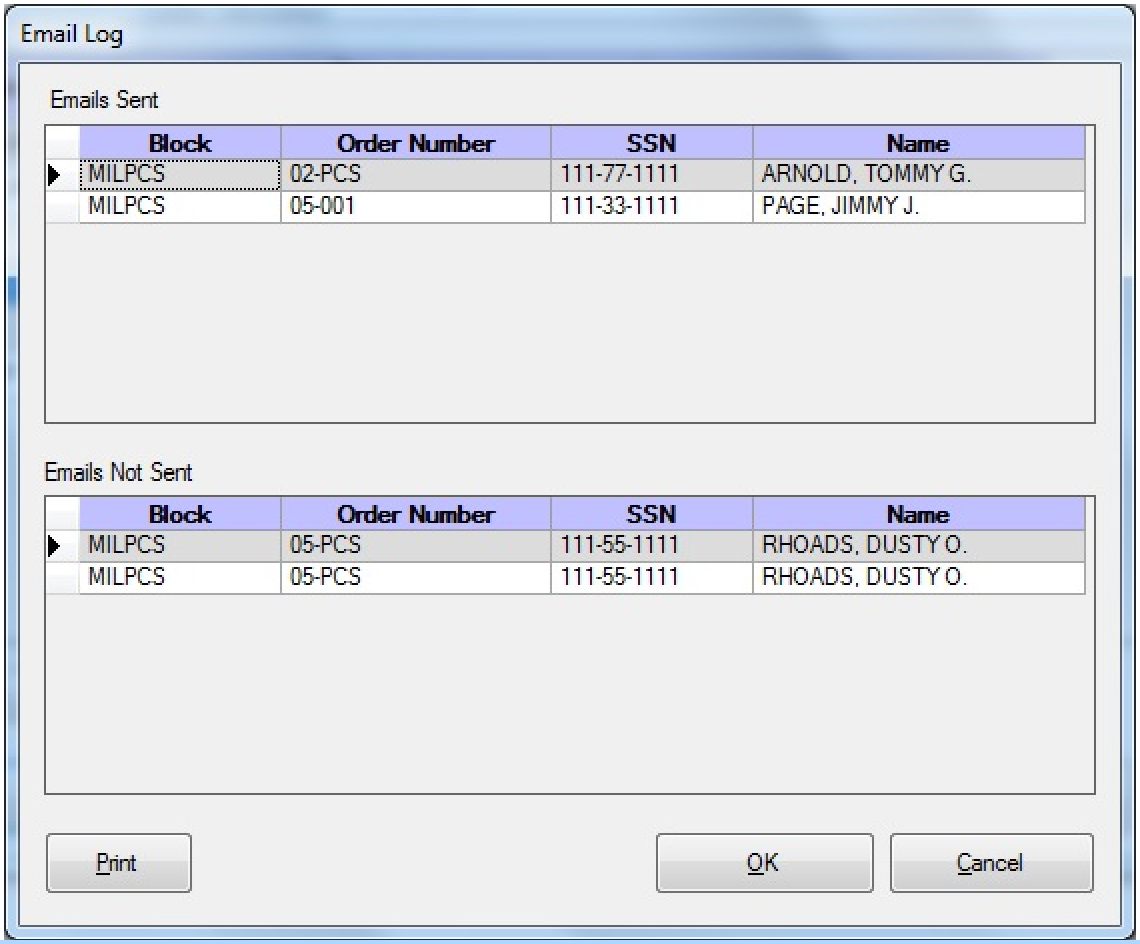
3. **Click** on the desired block **category**. The **View Blocks** screen appears listing any blocks in the category selected.



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.



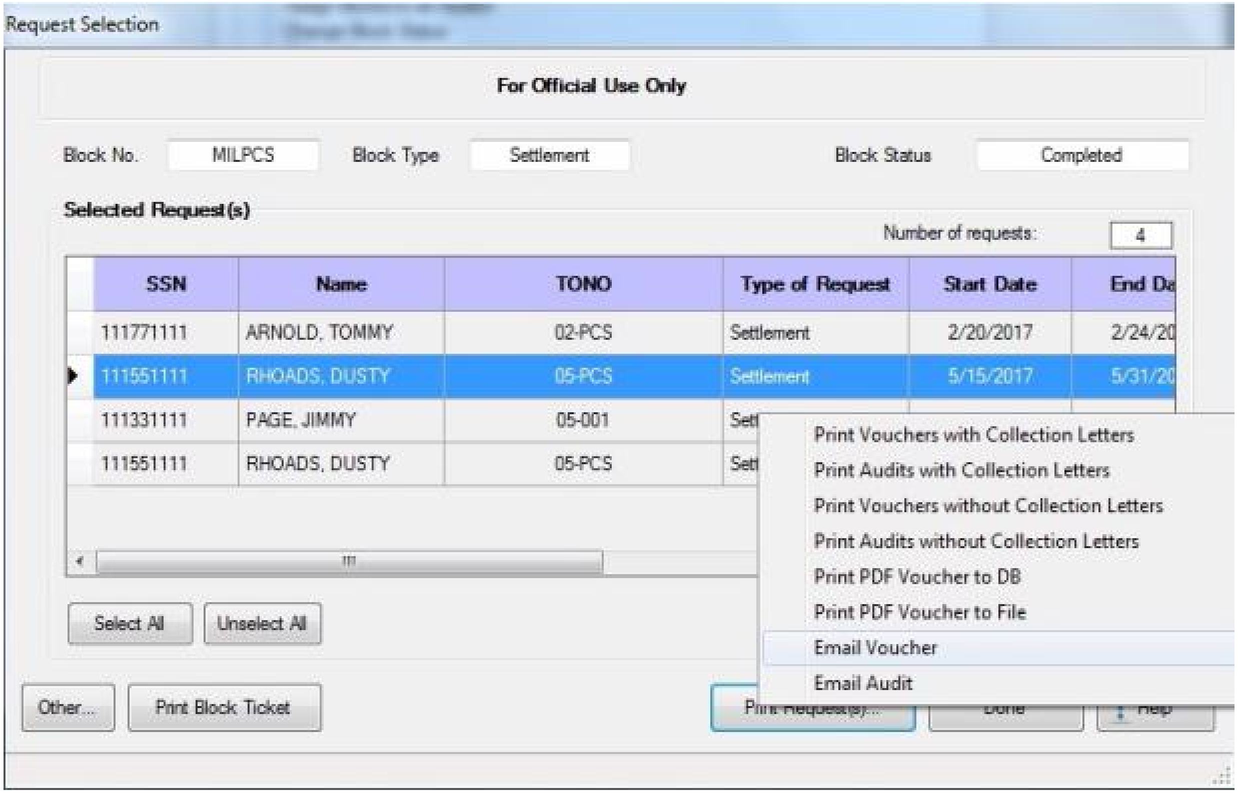
6. When the Print Menu appears **click** on either **Email Vouchers** <u>or</u> **Email Audit** as desired. The **Email Log** screen appears.



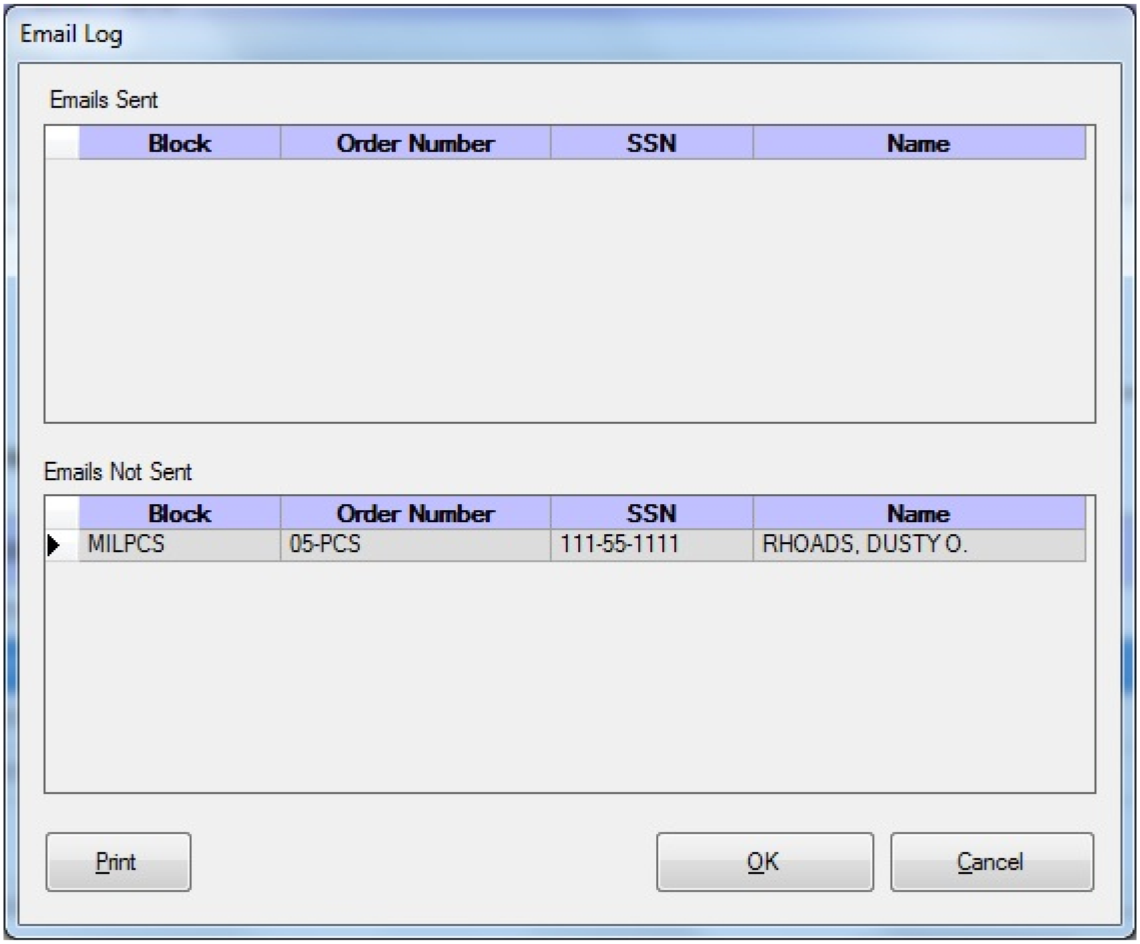
Note: The Email Log screen **indicates** the requests that have been **sent** via Email and those that were not. **Click** on the **Print** button if you wish to print the Email Log.

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** <u>or</u> **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** <u>or</u> **Email Audit** as desired.
10. IATS will send the selected Email and display the **Email Log** screen again.



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

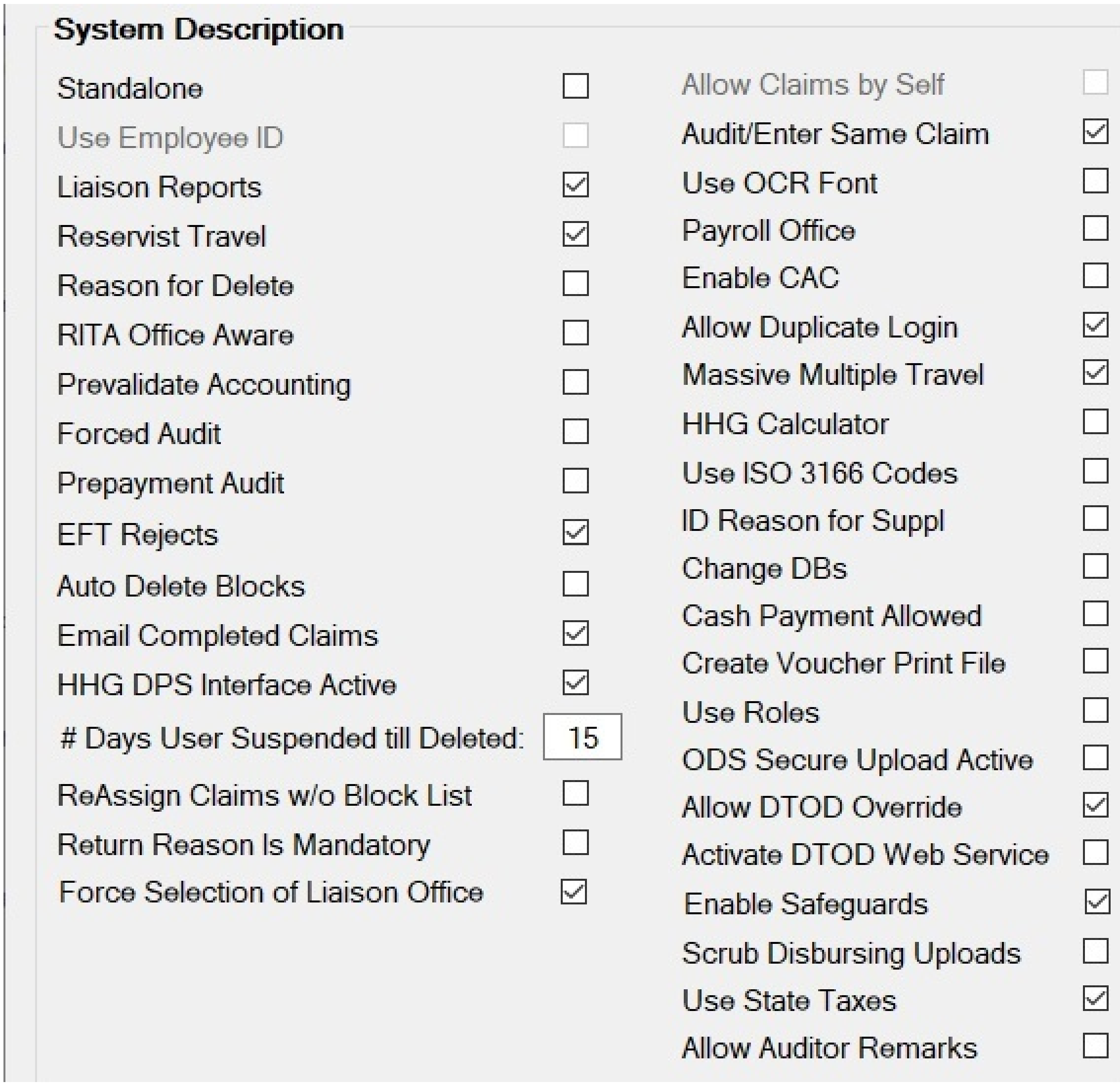
* Only claims without DOV data will appear in the field "From Block". These blocks can be transferred to "To Blocks" within the system that are in the status "Assigned to Examiner". If the " To Block" is a "New" block to the system, then you can also choose the Examiner to whom you wish to assign the 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.

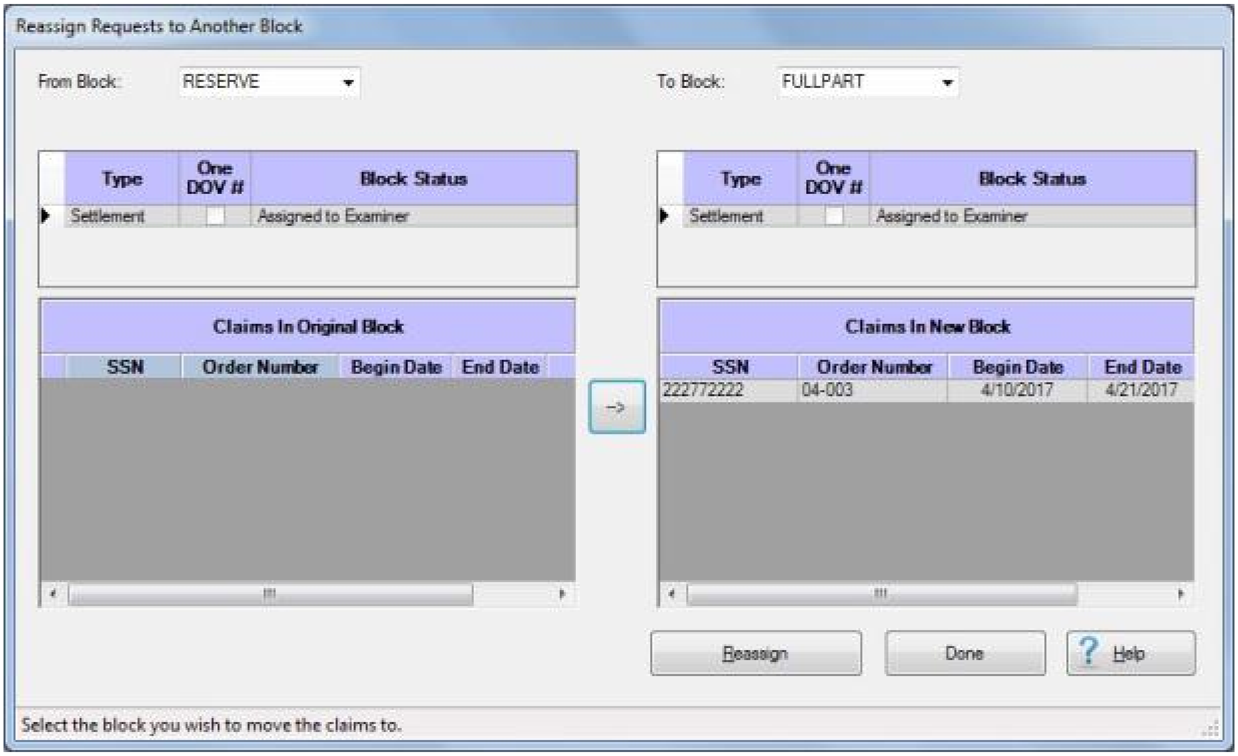
Note: There are two options for **transferring requests** from one block to another. One method will **display** a **list** of all available blocks residing in the database. The other method will not **display** a **list**. These options are either activated or de-activated at the Maintain System Configuration 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.



Complete the following steps to "transfer" requests:

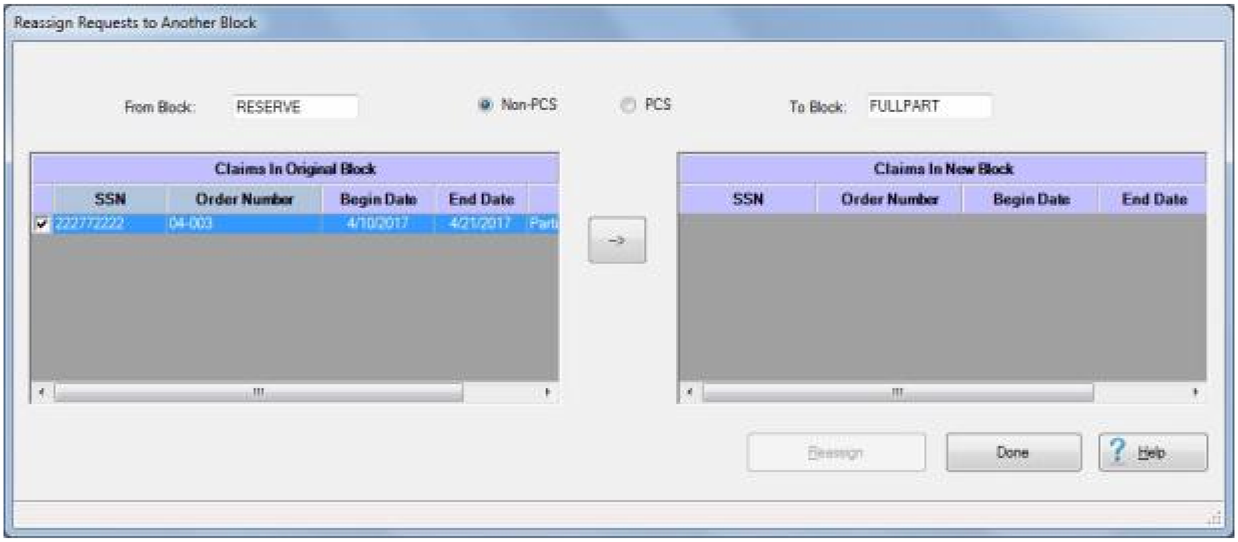
<u>**Transfer a Request using the option to show available blocks**</u>

1. At the **System Administrator View** screen, **click** on the **plus sign** to the <u>left</u> of the words, "**Request Processing**". An <u>expandable</u> **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.

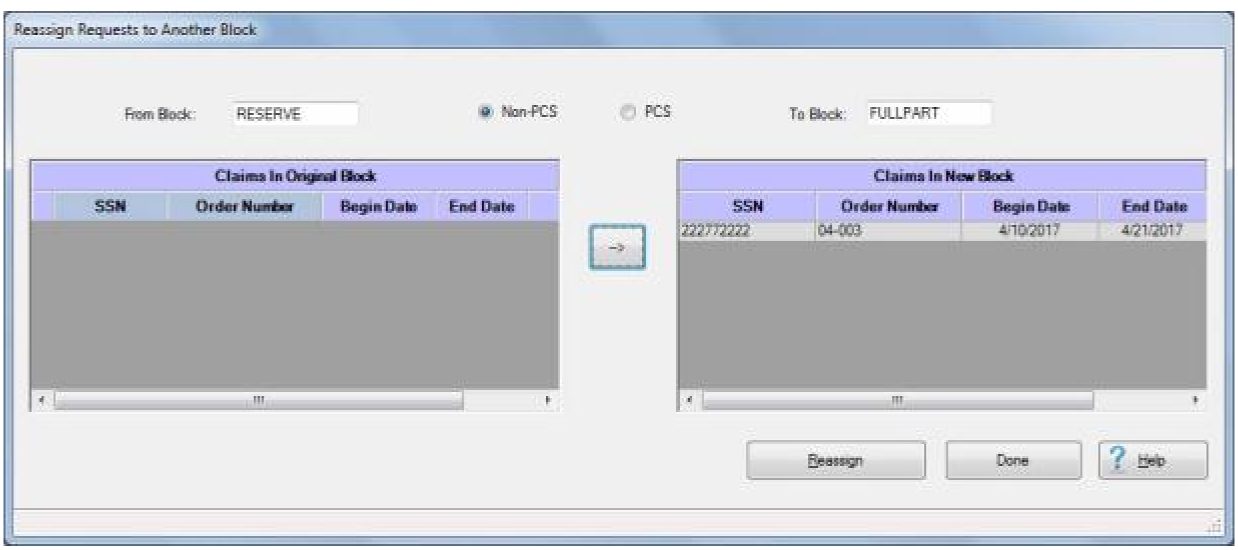


3. **From Block:** At the **From Block** field, you can simply **enter** the number of the block you wish to transfer a claim from and then press *Tab*. Or,you can also **click** on the *down* **arrow** button. A *drop down* **listing** will appear **displaying** all of the **blocks** in the database. **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 **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 a Request (without) using the option to show available blocks



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 <u>only</u> **Non-PCS** requests.
3. **PCS:** - **Click** in the **radio button** if you wish to transfer <u>only</u> **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 <u>left</u> 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 <u>middle</u> 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.

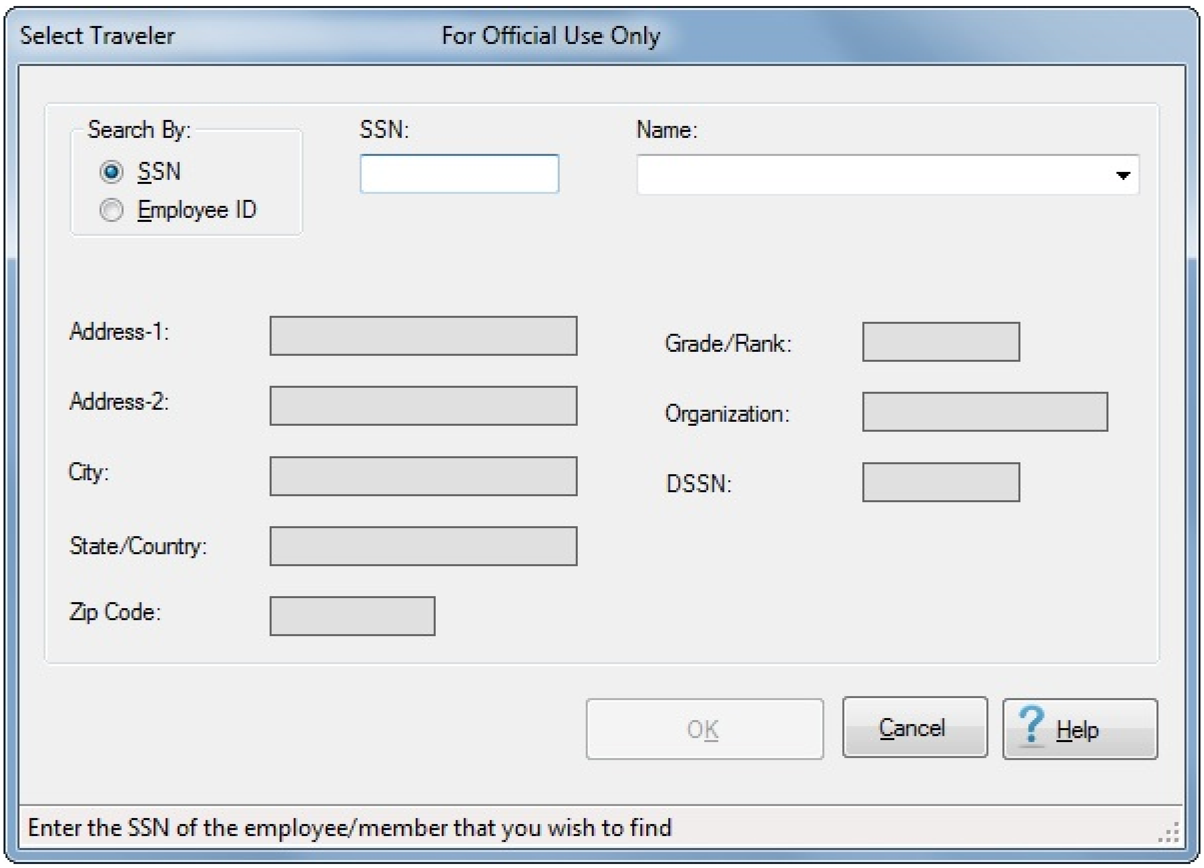
8. **Type** the confirmation **password** at the **Enter Password** field and then **click** on the **OK** button.
9. If a new block **number** was **entered** at the **To Block** field, a **message** appears indicating that the block does not **exist** and asks if you wish to **create** it. **Click** 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

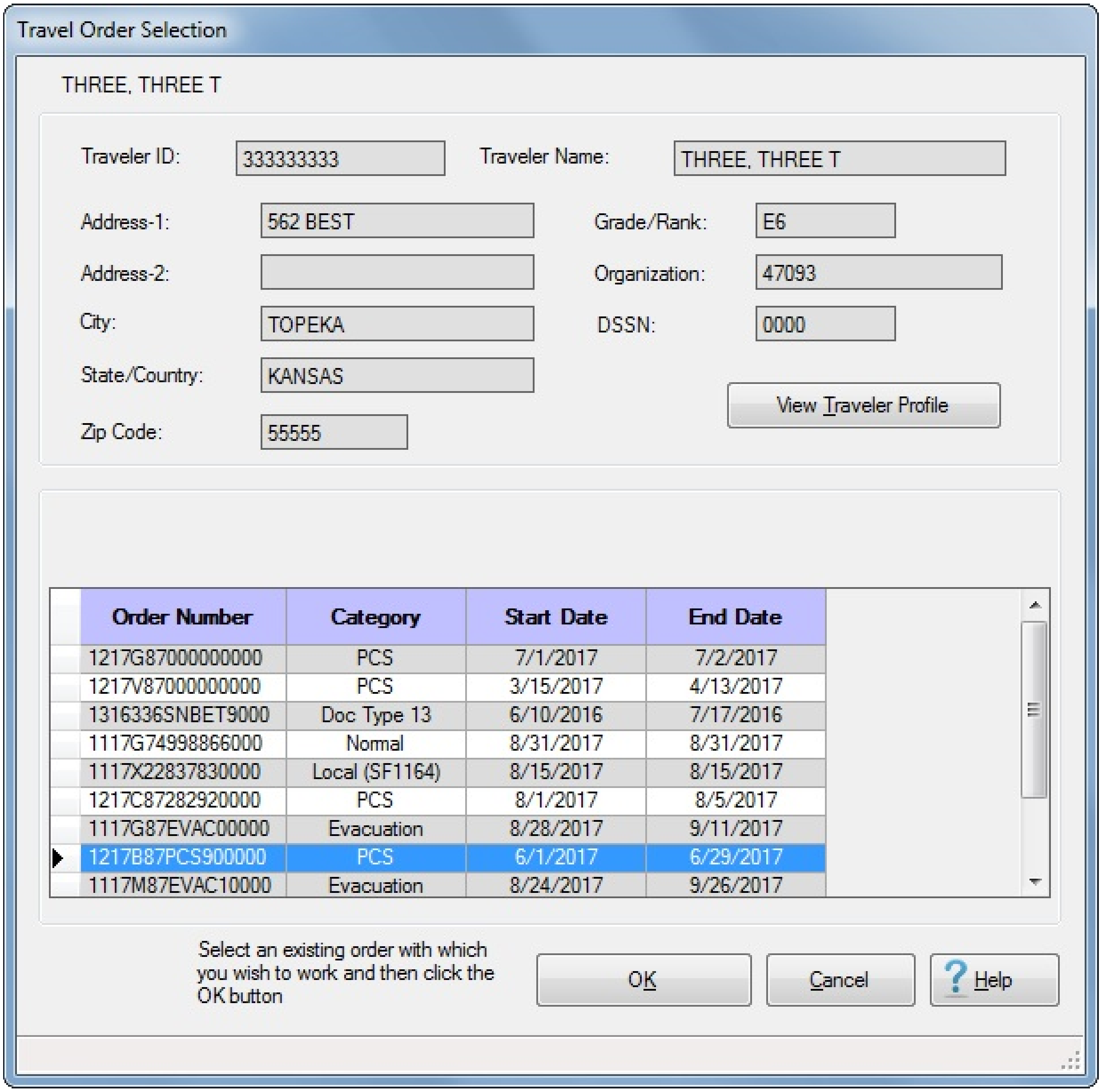
On occasion, it may be necessary for the System Administrator to **transfer** a Request that was previously uploaded to **FINCEN** to a new Block.

Complete the following steps to "transfer" a request previously uploaded to FINCEN to a new block:

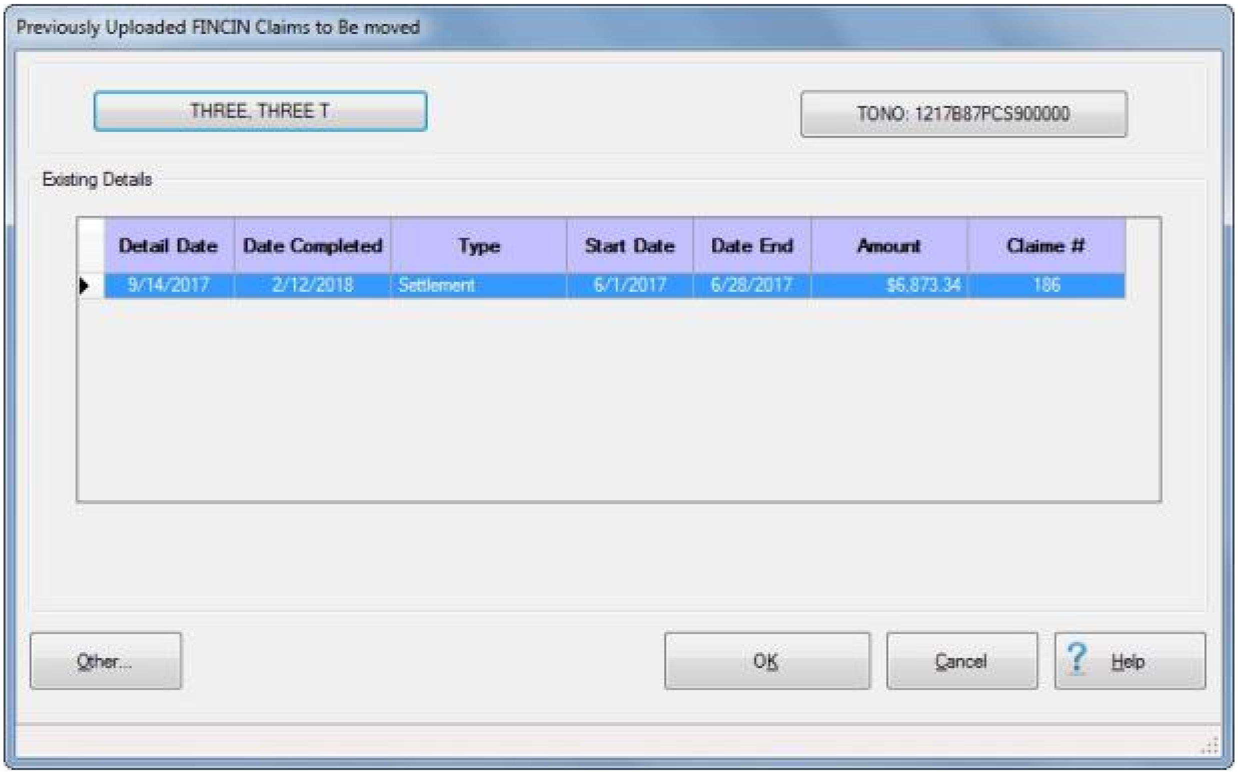
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Request Processing**". An expandable **menu** appears listing several options.
2. **Click** on the **Transfer Prev. Uploaded FINCEN Request to new Block** option. The **Select Traveler** screen appears.



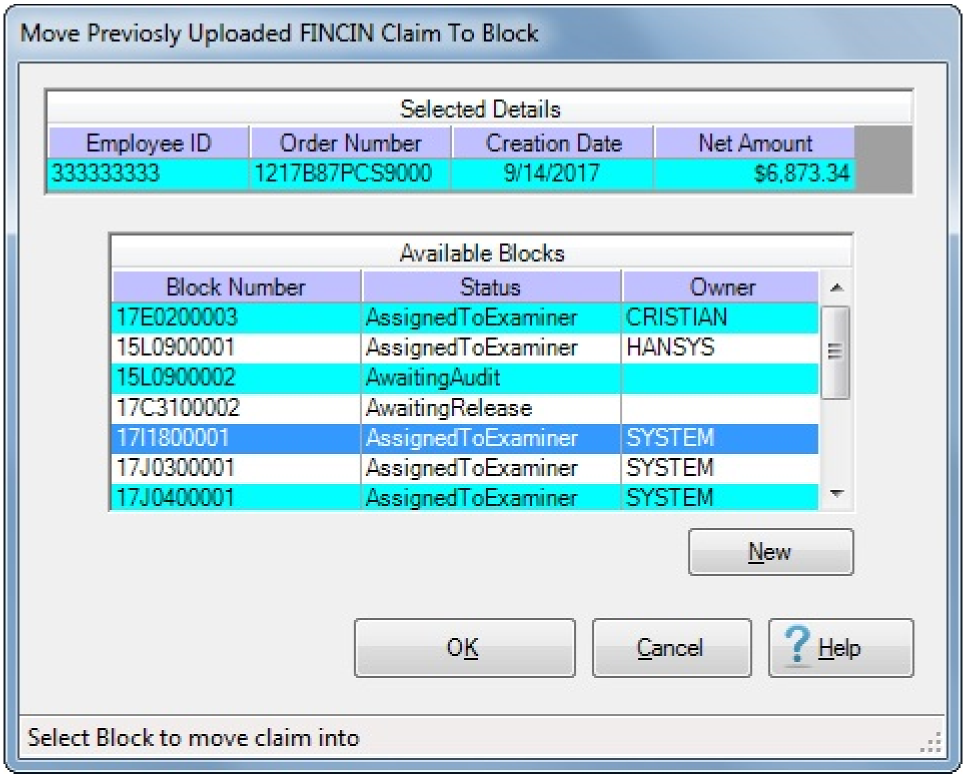
3. At the **Search By** section, **click** in the **radio button** to **select** whether to search for the traveler's account by using an **SSN** or **Employee ID**.
4. **Enter** the traveler's **SSN** or **Employee ID** and then **press** *Tab*.
5. When the traveler's account information is displayed, **click** on the **OK** button. The **Travel Order Selection** screen appears.



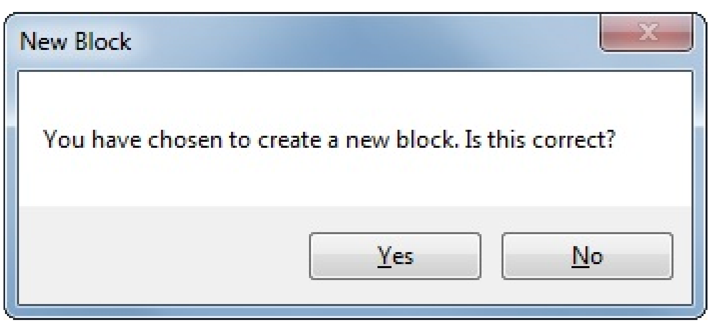
6. **Click** on the desired **Travel Order Number** displayed in the **grid** at the <u>bottom</u> of the screen and then **click** on **OK**.
7. The **Previously Uploaded FINCEN Claims to be Moved** screen will appear next.



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 <u>more than one</u> claim listed, **click** on the **claim** that you <u>wish</u> 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 are 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

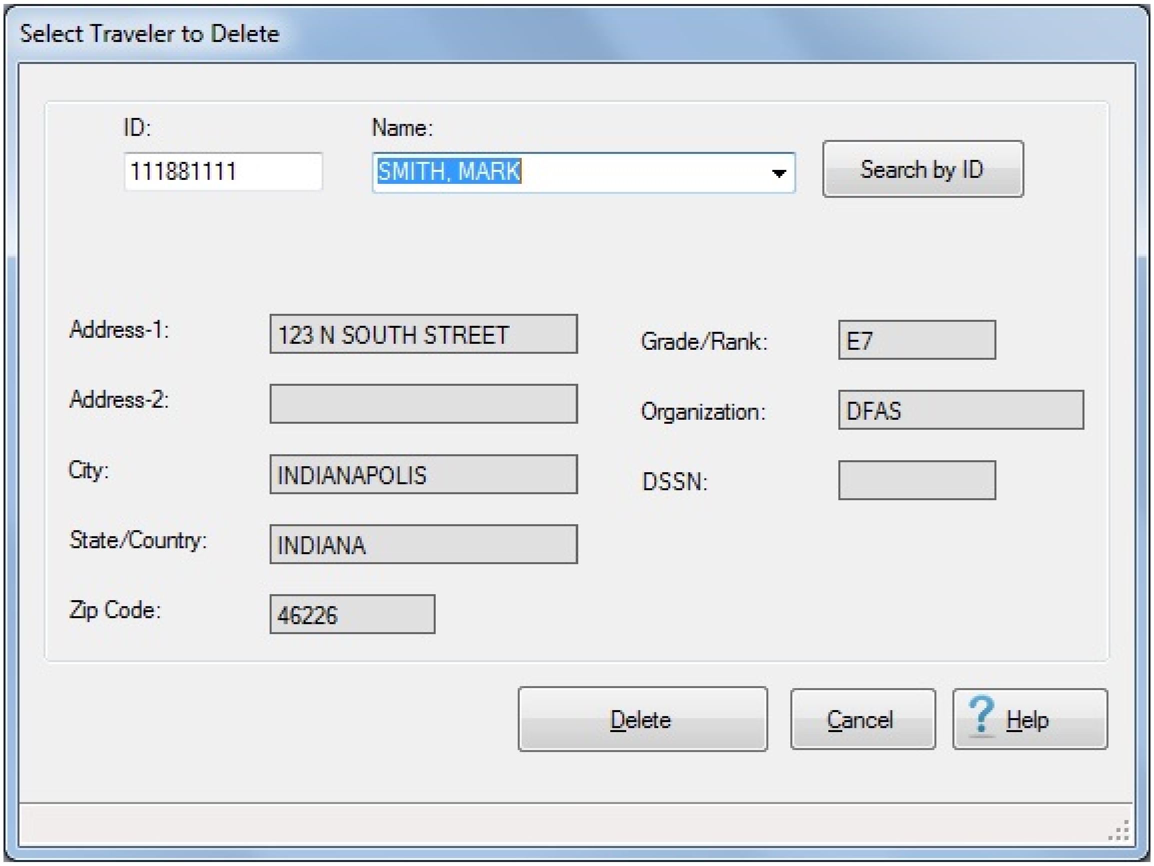
Delete Travel Account Details

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.

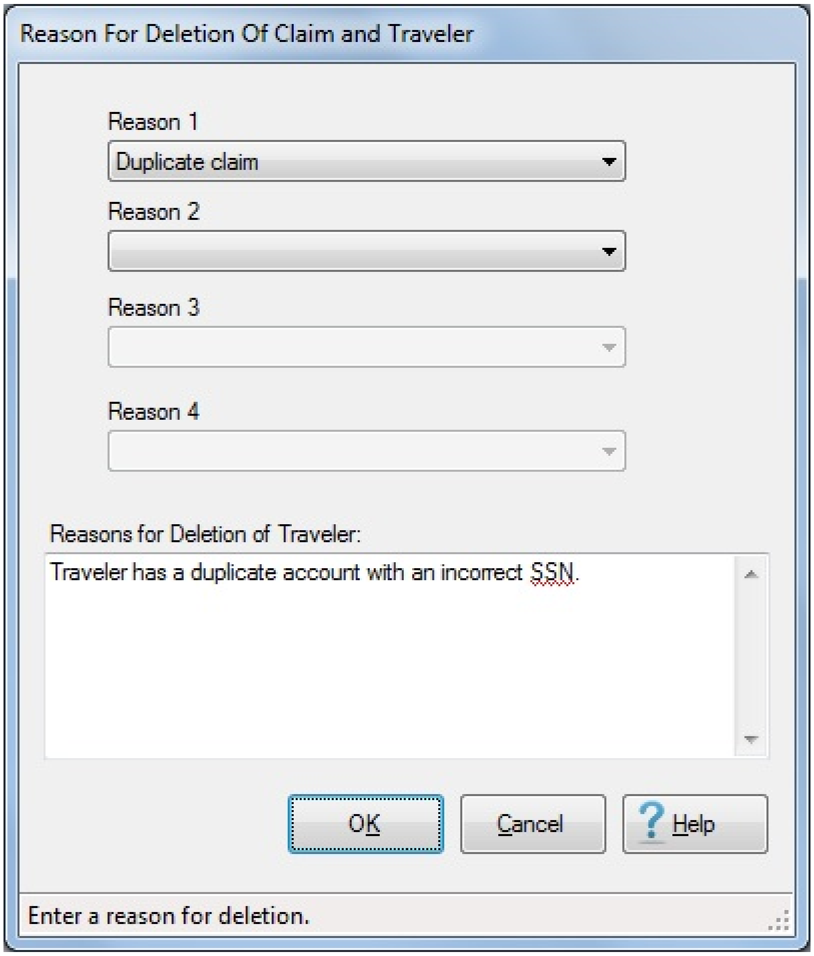
This requires that the account be **deleted** and **recreated** with the correct SSN. Using this **method**, the user can delete any **account** regardless of the condition.

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.



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.



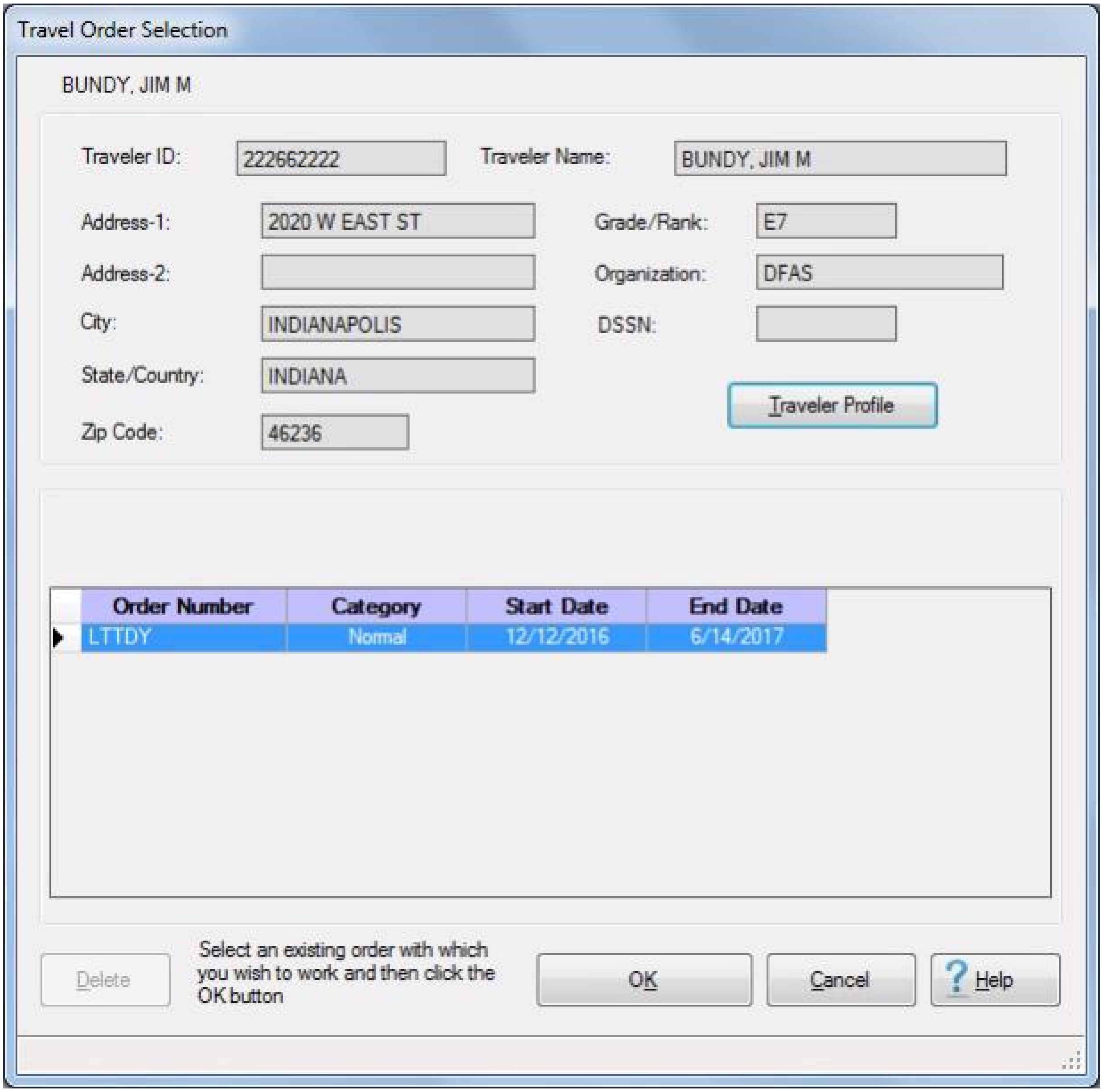
8. **Reason(s) for Deletion:** - Notice that there are four **Reason** fields. You must **select** at least one reason by **clicking** on the *down* **arrow** button in one of the Reason fields and then **click** on a reason from *drop down* **list** of reasons.
9. **Reasons for Deletion of Traveler:** - 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

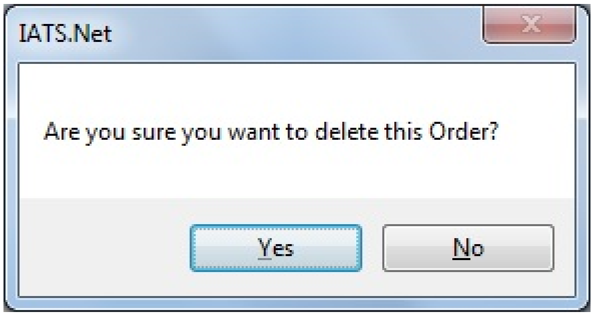
As a travel office supervisor, it may be necessary to **delete** travel orders on occasion. This is a common practice when an order was created initially with the **wrong** number. This requires that the order be **deleted** and **recreated** with the correct number. Using this **method**, the user can delete any order regardless of the condition.

Complete the following steps to "delete" Travel Order Details:

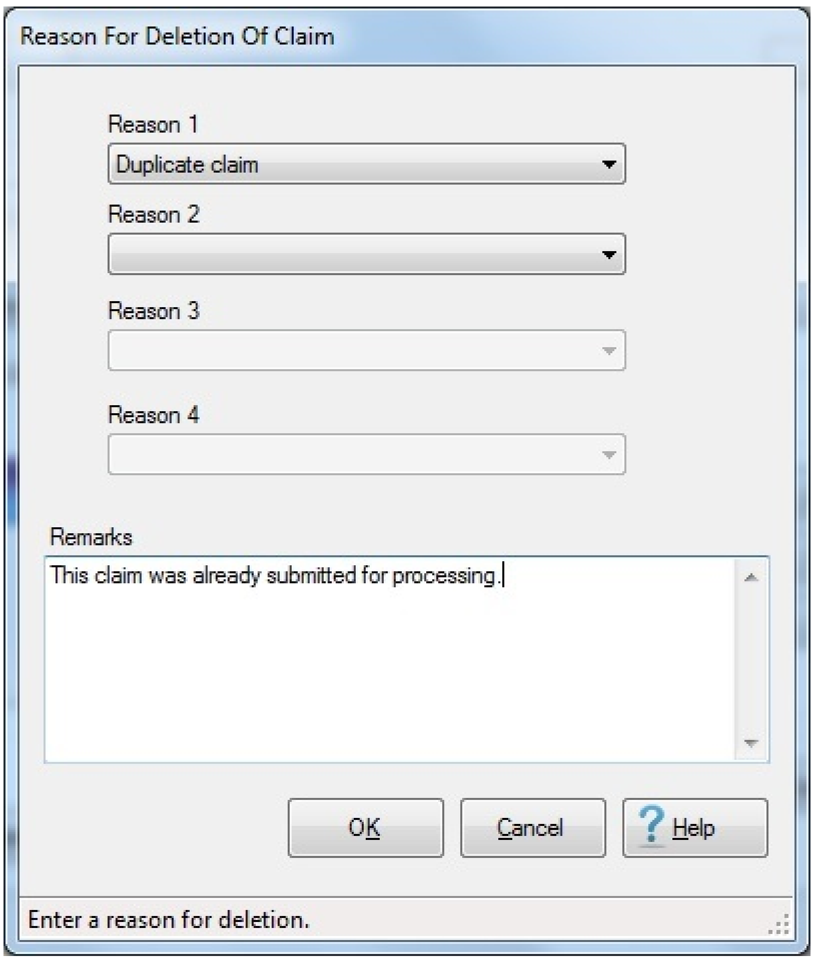
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the words, "**Delete All Details for...**". An expandable **menu** appears listing several options.
2. **Click** on the **a Specific Travel Order** option. The **Select Traveler** screen appears.
3. At the Select Traveler screen, **type** the traveler's **SSN** at the **ID** field and then **click** on the **OK** button. The **Travel Order Selection** screen appears.



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.

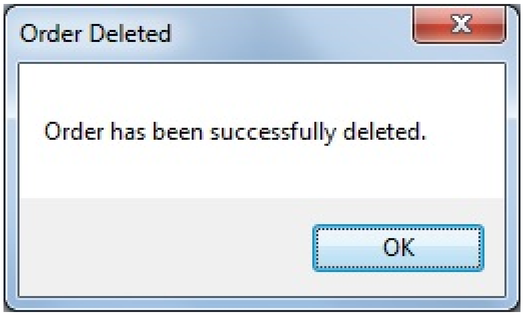


5. **Click** on *Yes* or *No* as desired.
6. If you click on *Yes*, the **Confirmation Password** screen appears.
7. At the **Confirmation Password** screen, **type** the confirmation **password** at the **Enter Password** field and **click** the **OK** button.
8. The **Reason for Deletion of Claim** screen appears next.



9. **Reason(s) for Deletion:** - Notice that there are <u>four</u> **Reason** fields. You <u>must</u> **select** at least <u>one</u> 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.



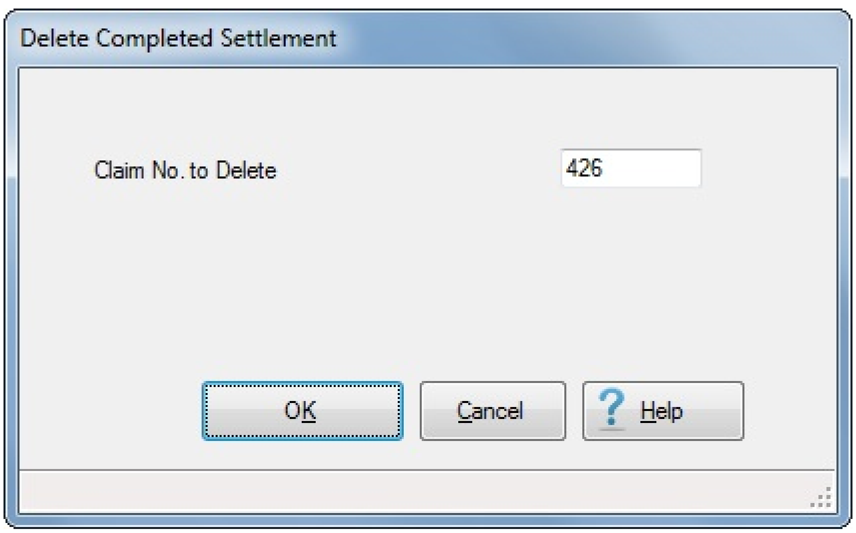
12. **Click** on **OK** to continue.

Delete a Completed Settlement

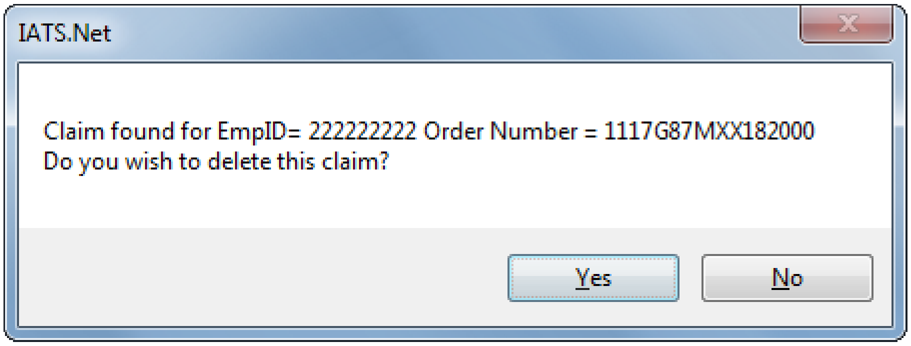
On occasion, it may be necessary for the System Administrator to **delete** a **Settlement Request** that was previously uploaded to and is in a **completed** status.

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.



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.



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

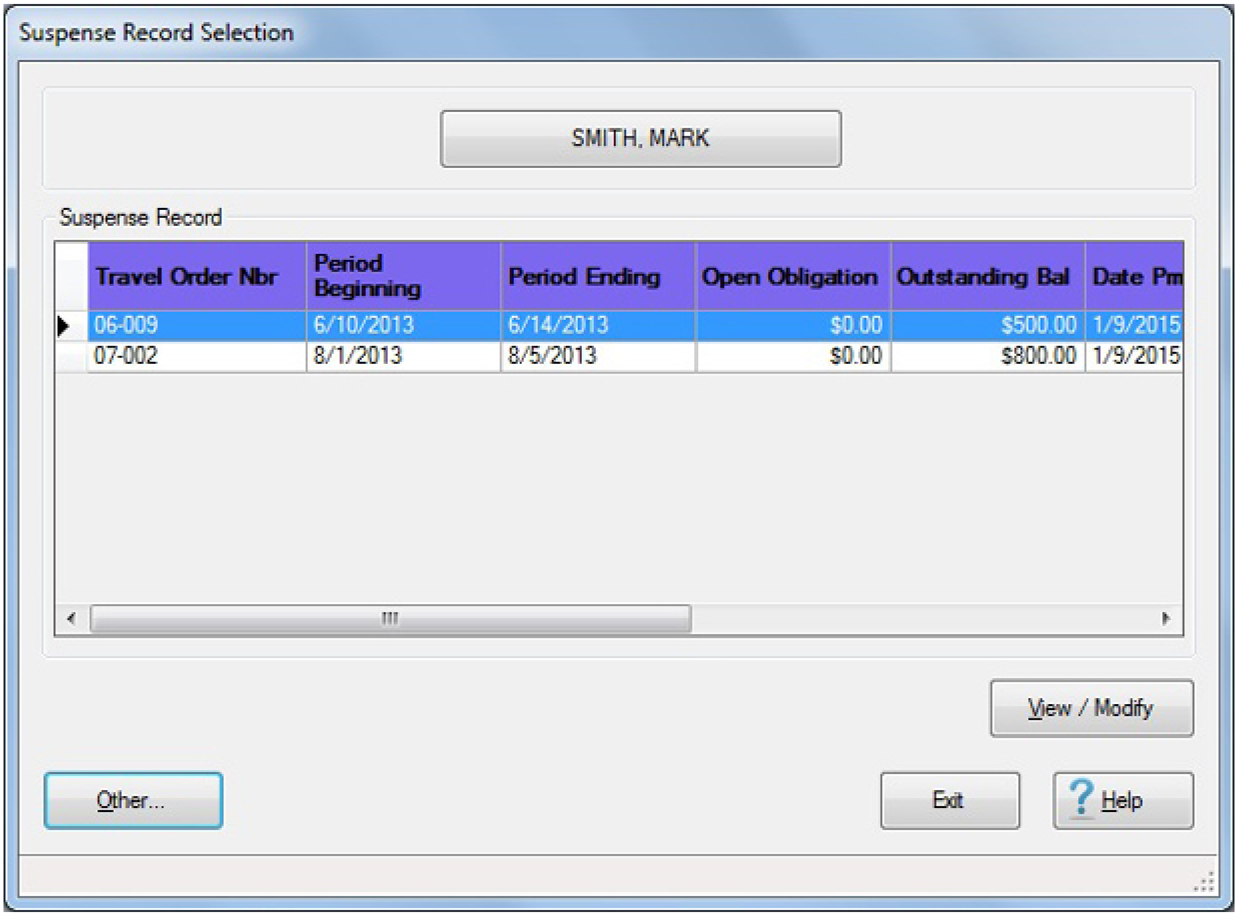
Sometimes suspense items do not accurately **reflect** the correct suspense **status** or **due date**. For example, a TDY trip may be **extended** beyond the original ending **date**. Another example is when the traveler has an emergency or extenuating circumstance **preventing** the **filing** of a **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.

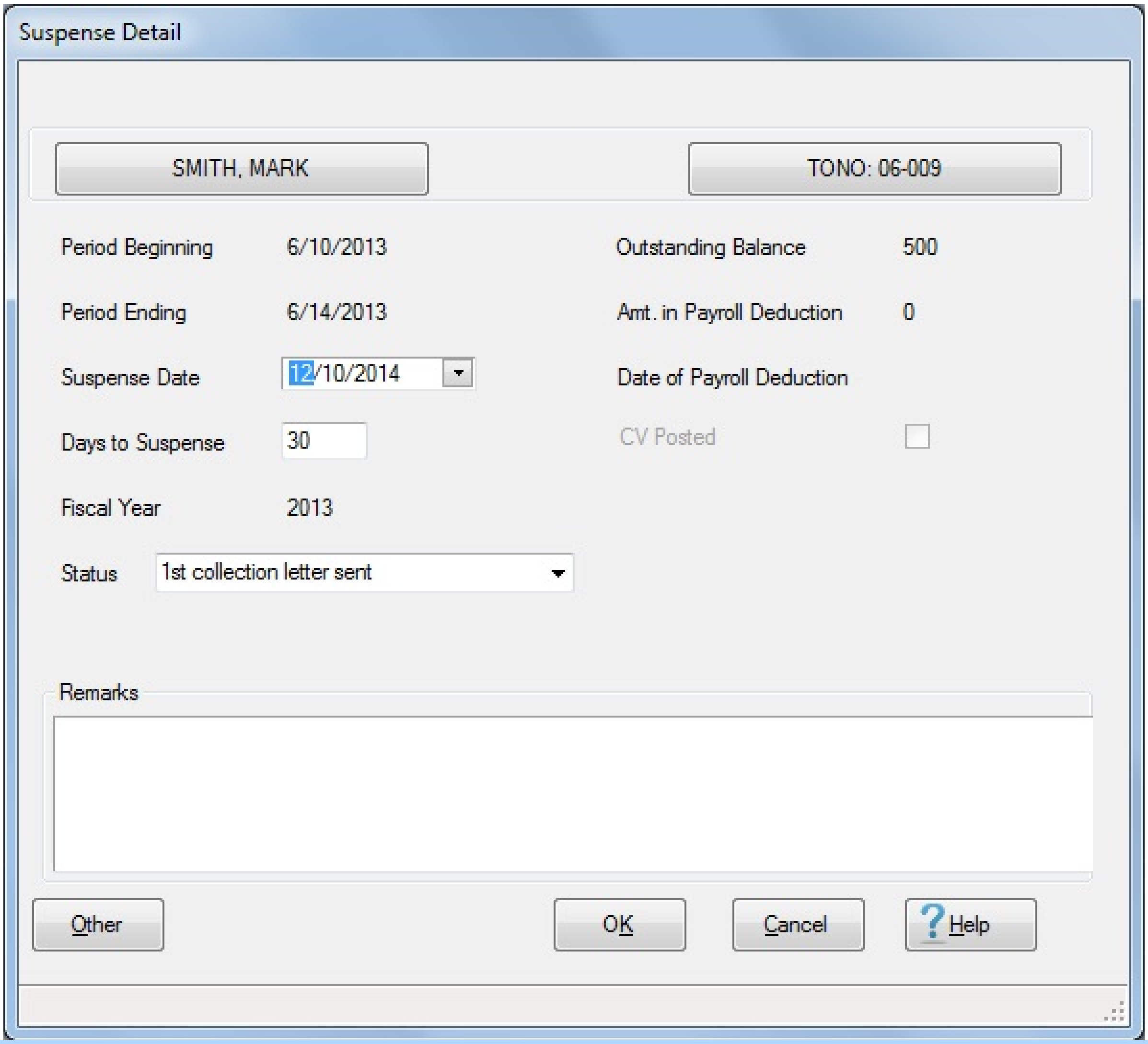
Complete the following steps to "view or modify" a suspense item:

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.



4. At the **Suspense Record Selection** screen, any <u>outstanding</u> **suspense** items for the selected traveler are **listed**. **Click** on the desired **item** and IATS <u>highlights</u> the selected item.
5. When the desired suspense **item** is <u>highlighted</u>, **click** on the **View/Modify** button. The **Suspense Detail** screen appears.



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.

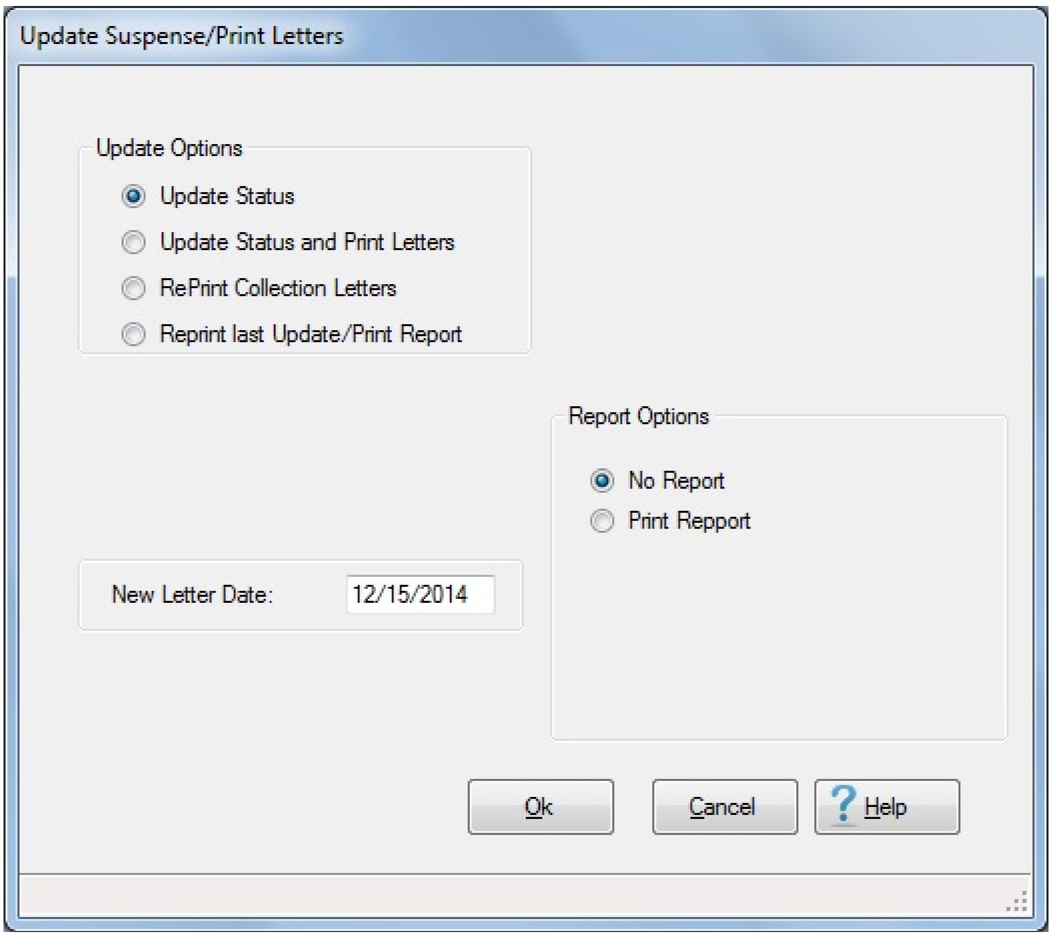
Update Suspense and Print Collection Letters

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 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.

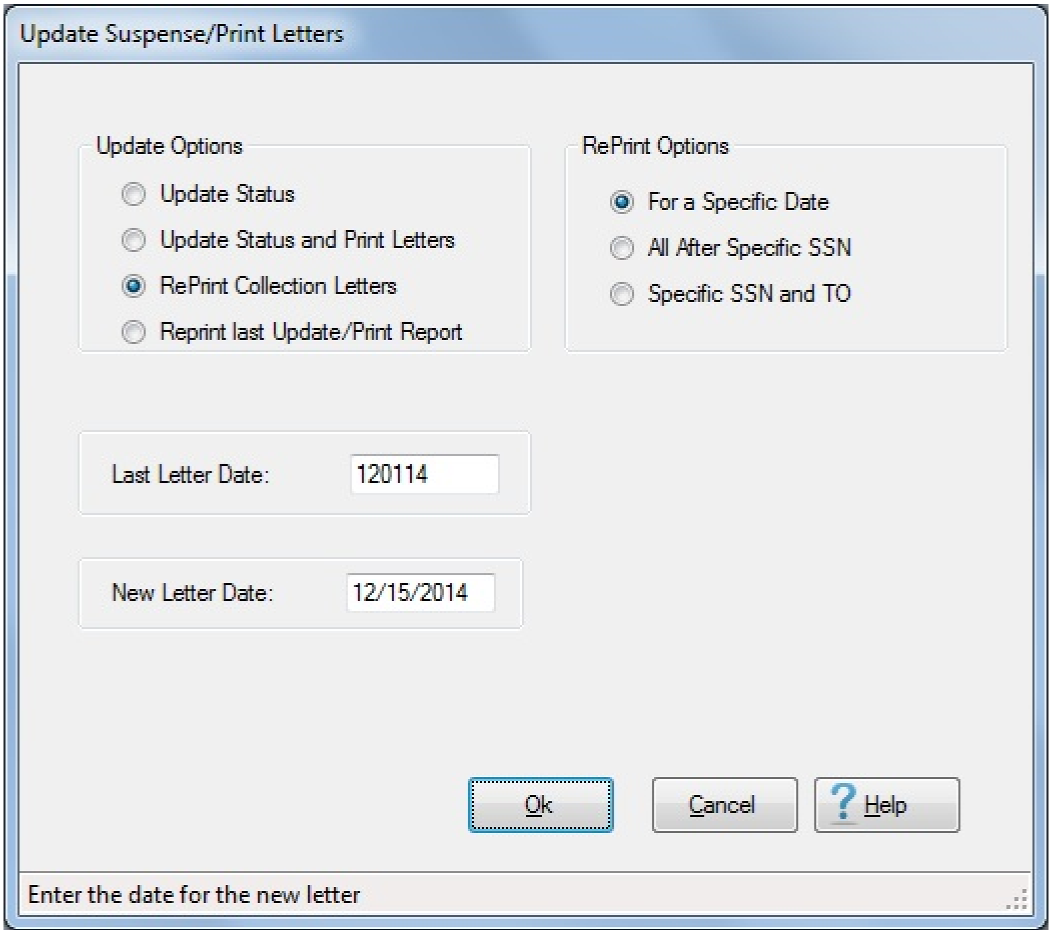
Re-print Collection Letters

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.



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.

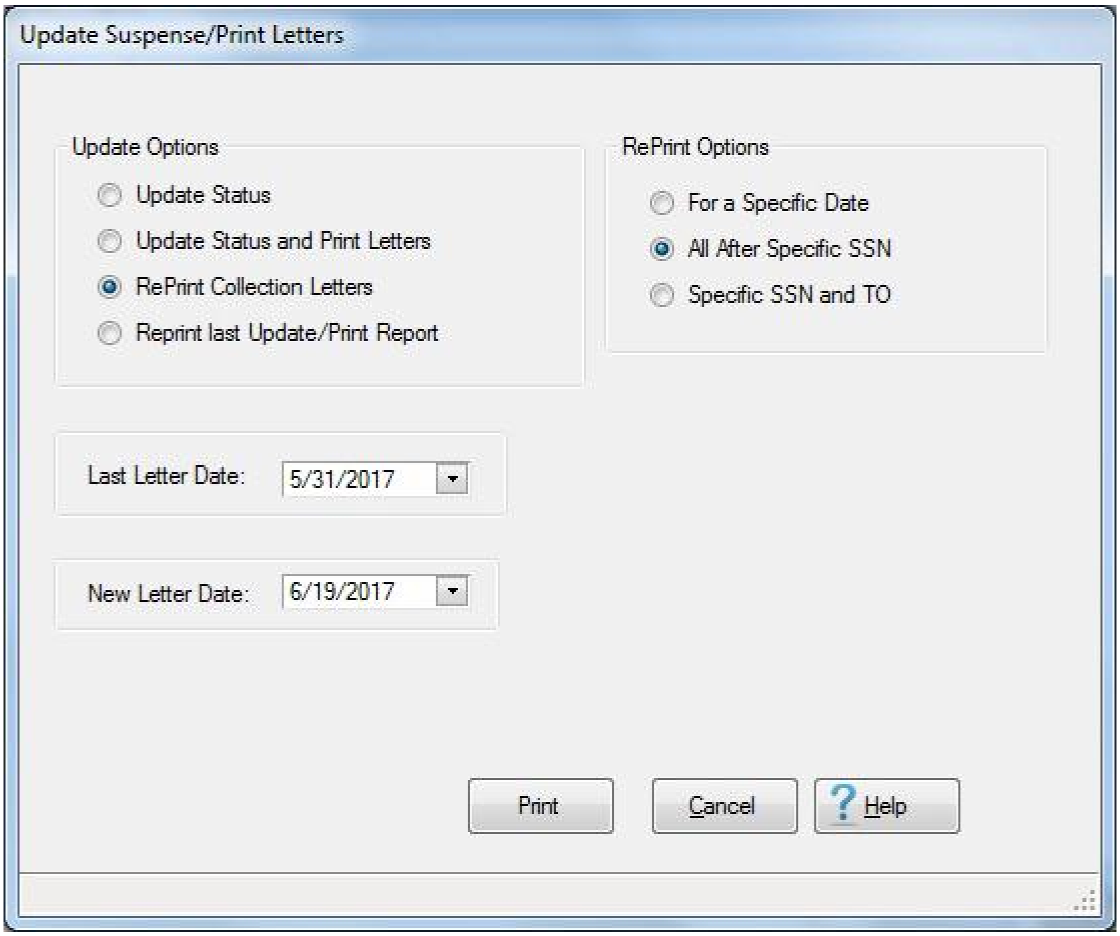
6. **Verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary changes.
7. **Select** the number of **copies** you wish to print and **click** the **Print** button. IATS **re-prints** the collection **letters** based upon the dates entered.
8. If you are finished 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 restarted. **Click** in the **circle** next to this **option** if you wish to **restart** the print job **following** a specific **SSN**.

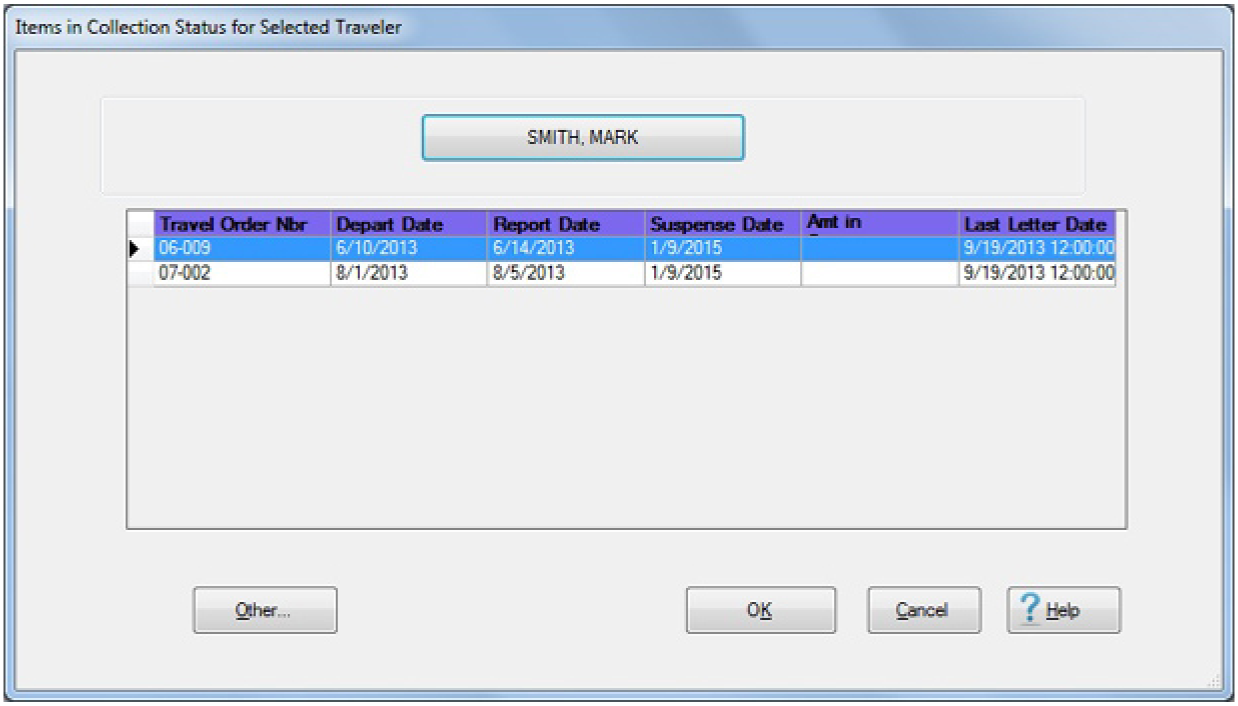
Complete the following steps to "re-print" collection letters after a specific SSN:

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.



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.



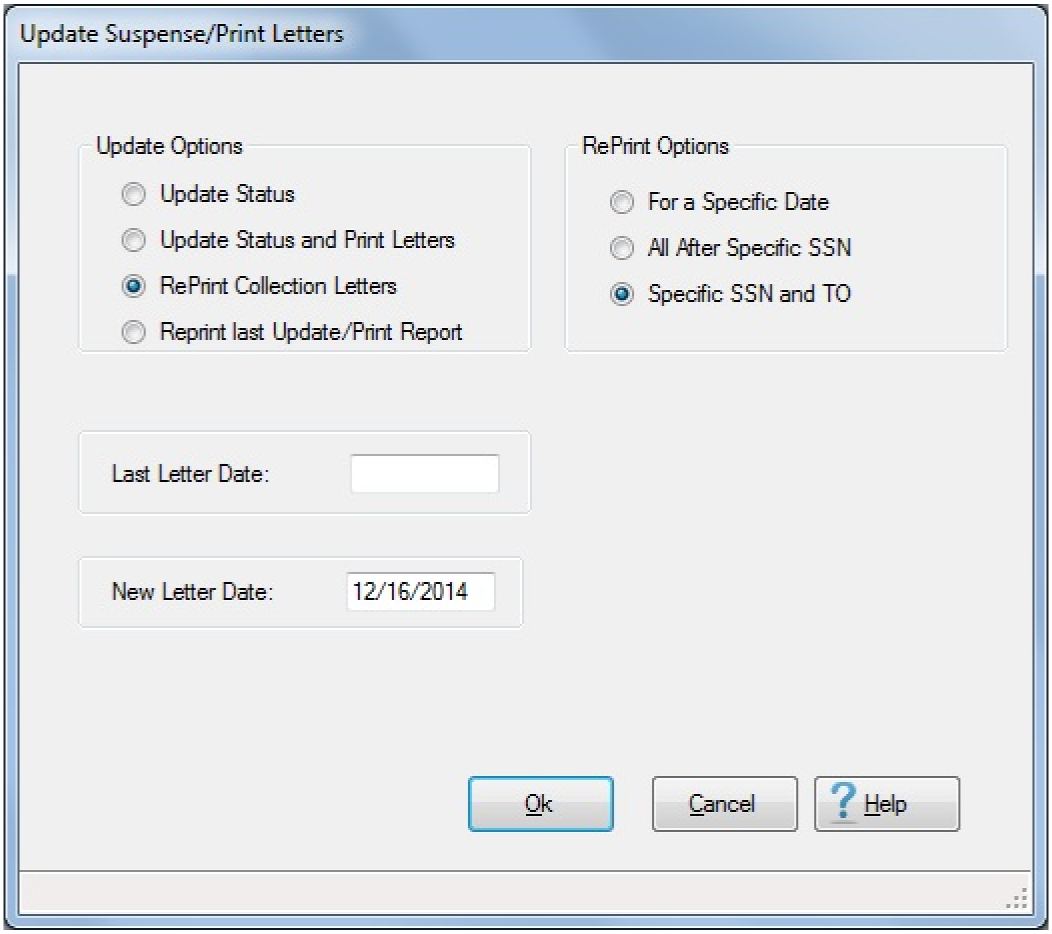
9. At this screen, **click** on the desired suspense **item**. IATS highlights the selection.
10. When the desired suspense item is highlighted, **click** on the **OK** button. The **Adobe Acrobat Reader** screen appears.
11. **Click** on the **Printer** Icon. The **Print** screen appears.
12. **Verify** 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

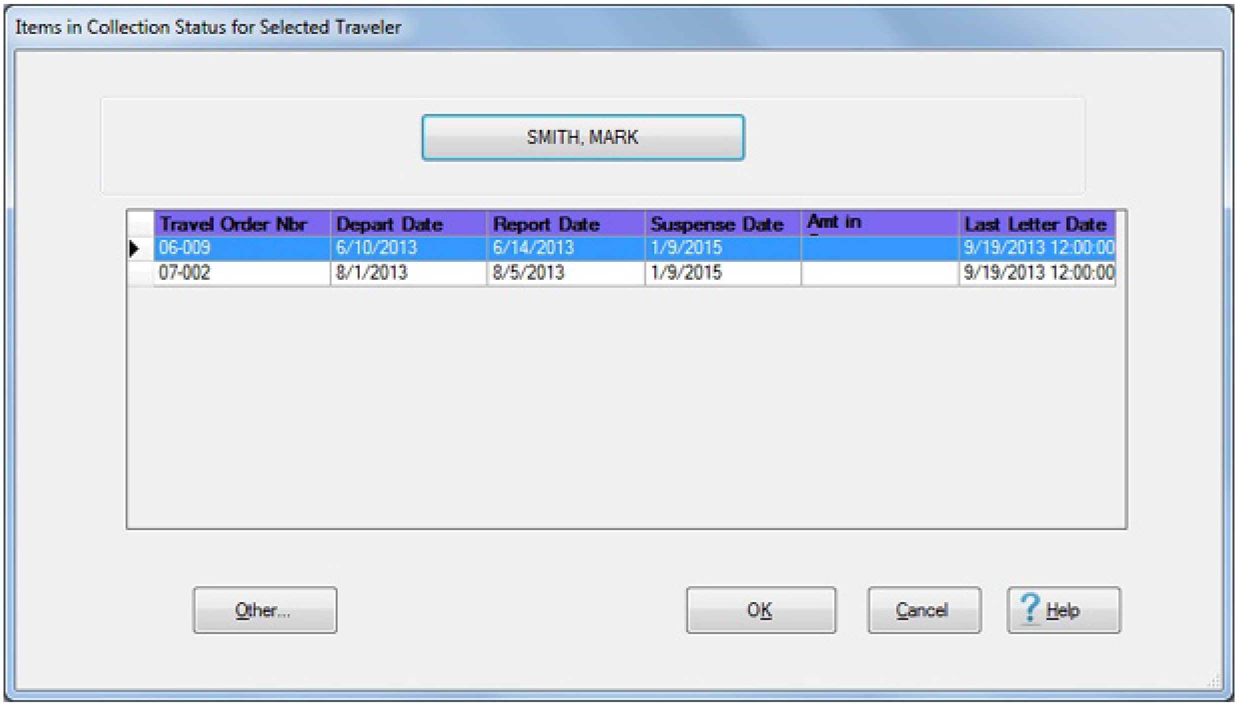
On occasion, it may be necessary to **reprint** a collection **document** for a particular **traveler**.

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.



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.



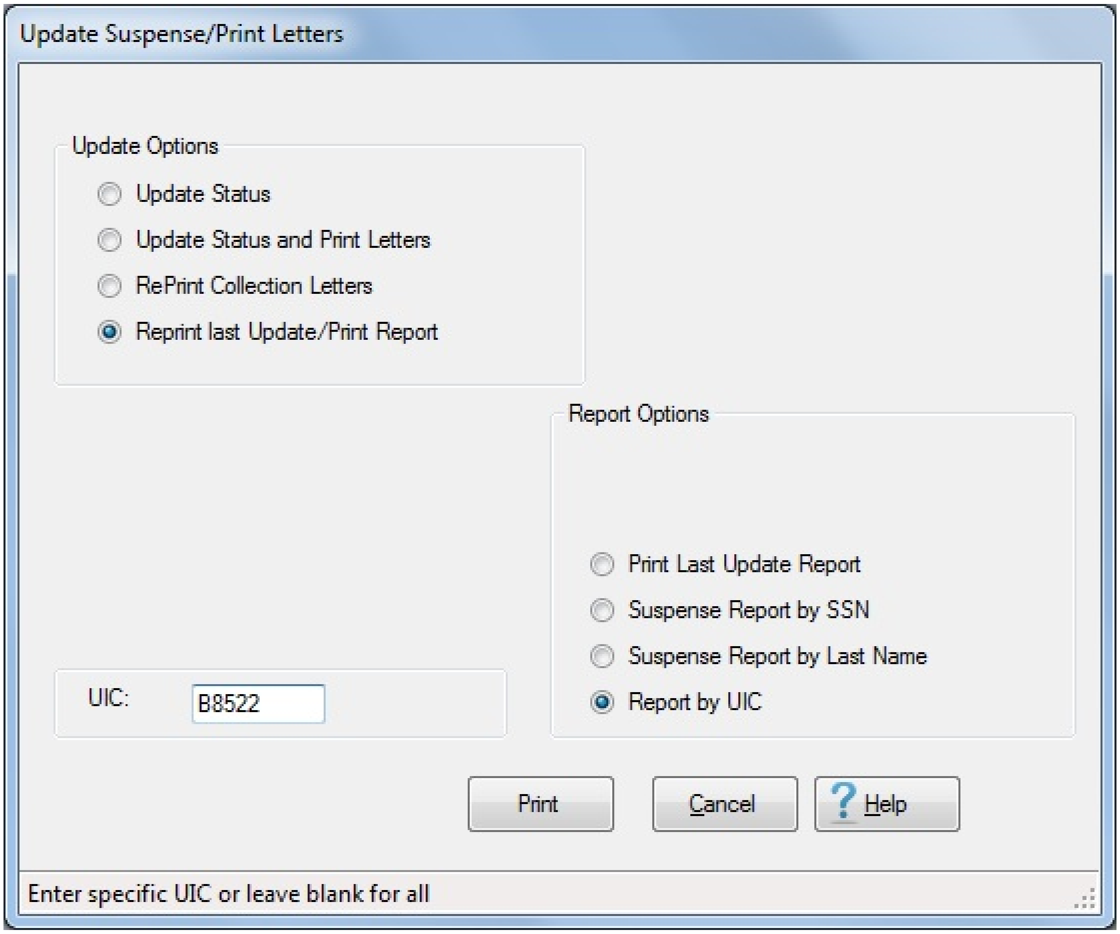
10. At this screen, **click** on the desired suspense **item**. IATS highlights the selection.
11. When the desired suspense item is highlighted, **click** on the **OK** button. The **Adobe Acrobat Reader** screen appears.
12. **Click** on the **Printer** Icon. The **Print** screen appears.
13. **Verify** 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.



3. **Click** in the **circle** next to the **Print Last Update/Print Report** option.

<u>**Report Options**</u>

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 <u>only</u>. **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 <u>must</u> **enter** the desired UIC in the **UIC** field.

4. After **selecting** the desired **option, click** on the **Print** button.

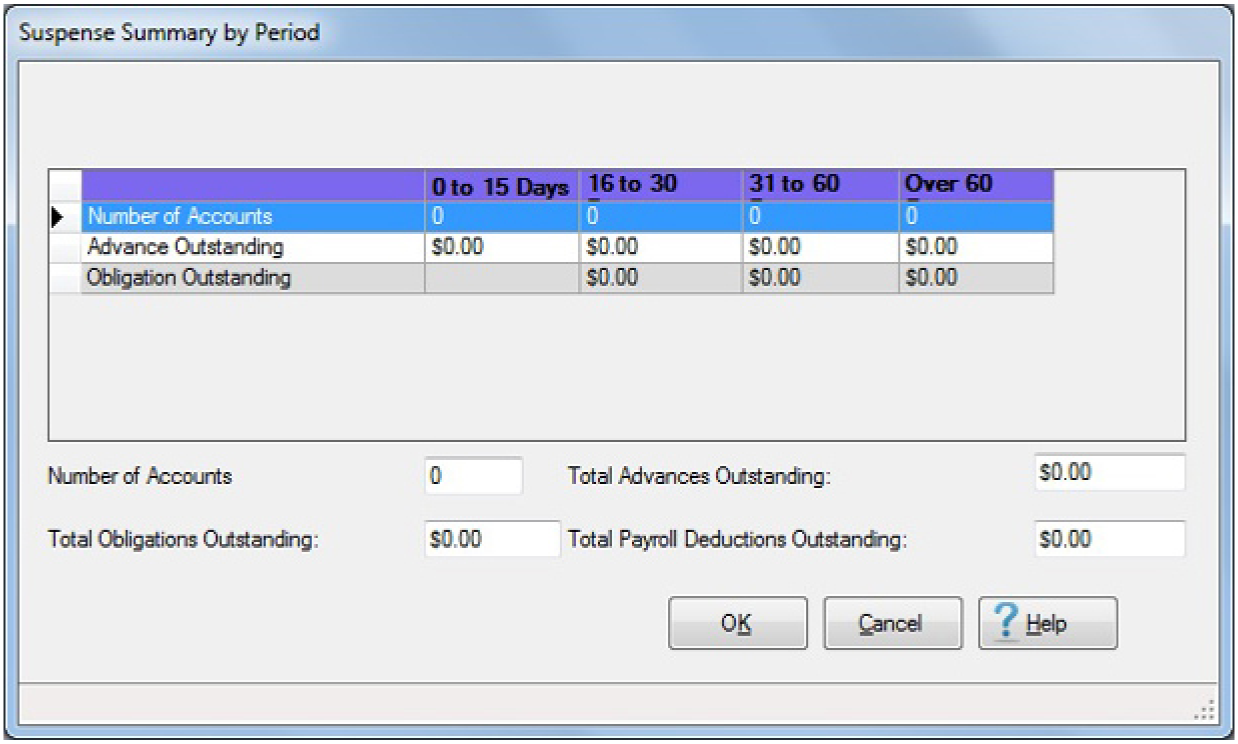
Suspense Reports

Suspense Summary by Period

This report **summarizes** and **displays** the <u>number of accounts</u> and <u>amounts</u> 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** <u>expeditiously</u>.

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.



4. When **finished** reviewing this report, **click** on the **OK** button to **return** to the **System Administrator** menu.

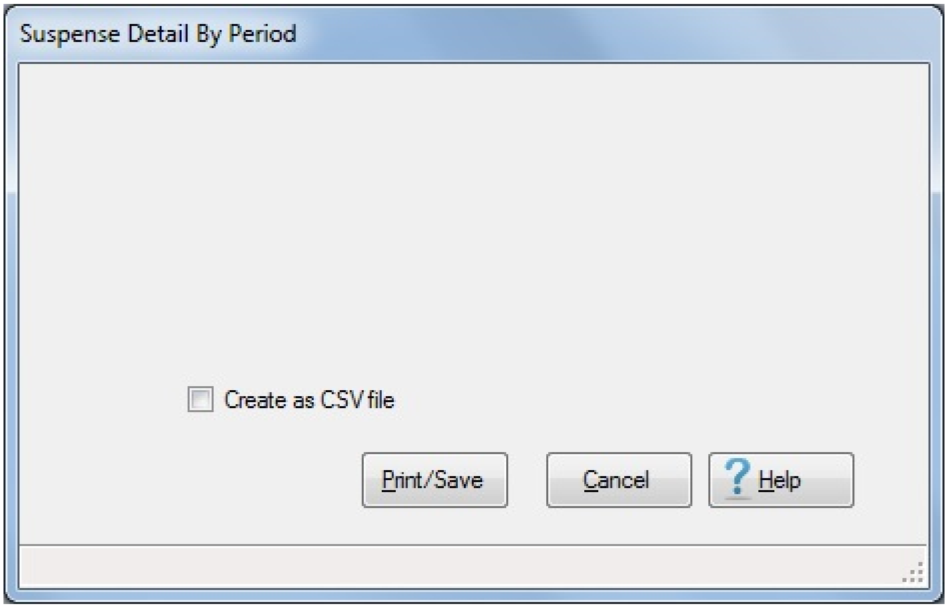
Suspense Detail by Period

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.

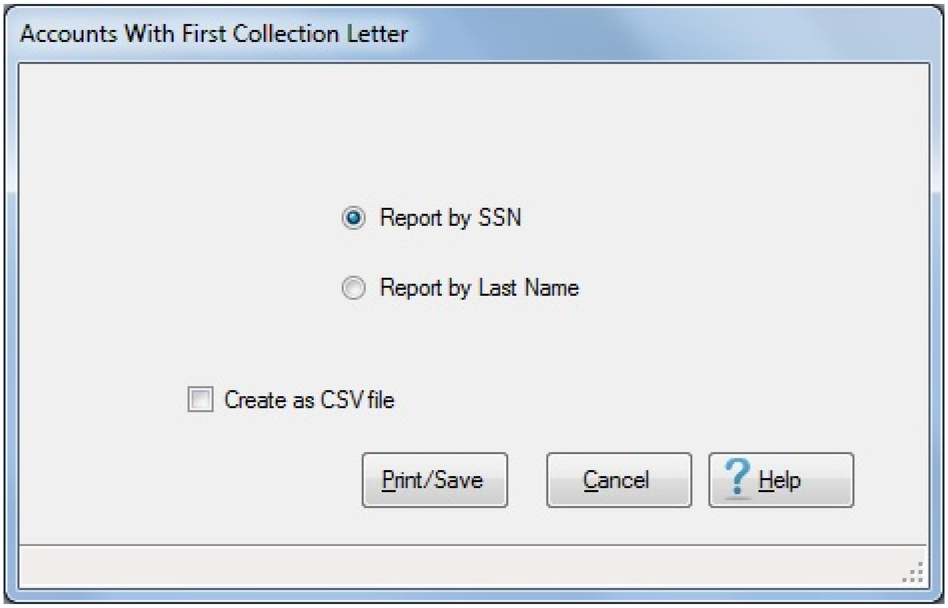
IATS maintains a **report** that supervisors may use as a debt management **tool** to track the suspense items that have had a **First Collection Letter** generated.

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.



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**.

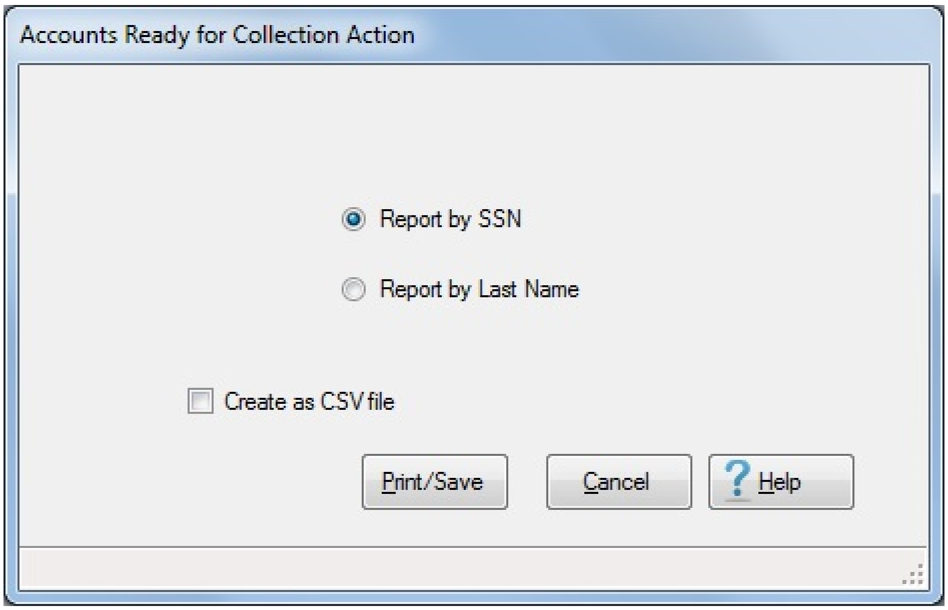
The suspense status, "**Accounts Ready for Collection Action**" is generated when a second collection **letter** was generated and the **due date** established by the second collection letter has **passed**. The account will **remain** in that status until the voucher examiner manually **generates** 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**.

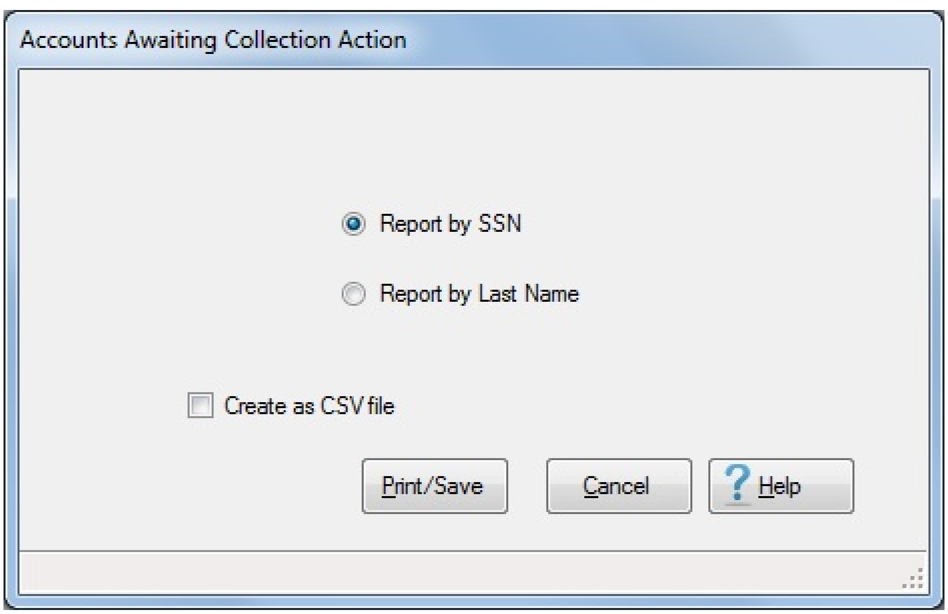
Once an account is in the status "**Accounts Awaiting Collection Action**" the suspense **item** cannot be **collected** from the **settlement** if a claim is received. The only **exception** is if a **CV number** has not been **posted** to the CV and the CV is manually **deleted**. In this case the 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.

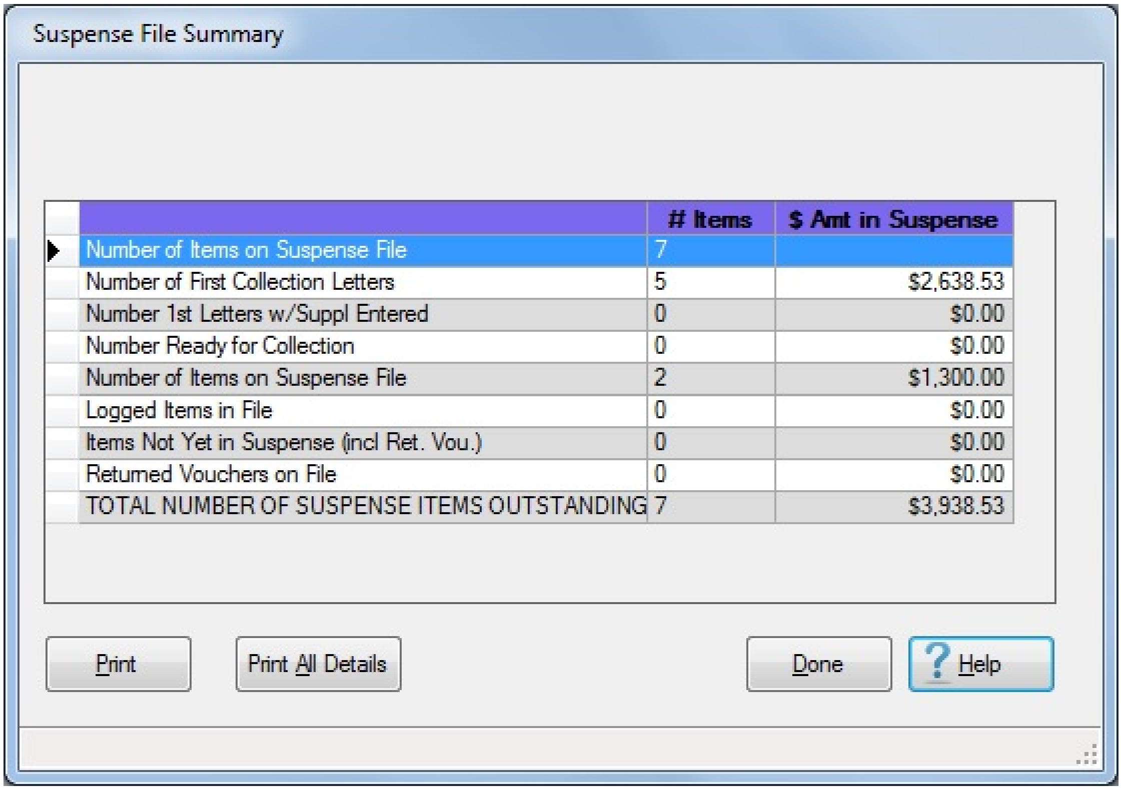
Totals of Outstandings

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.



3. When **finished** reviewing this report, **click** on the **Done** button to **return** to the **System Administrator** menu.

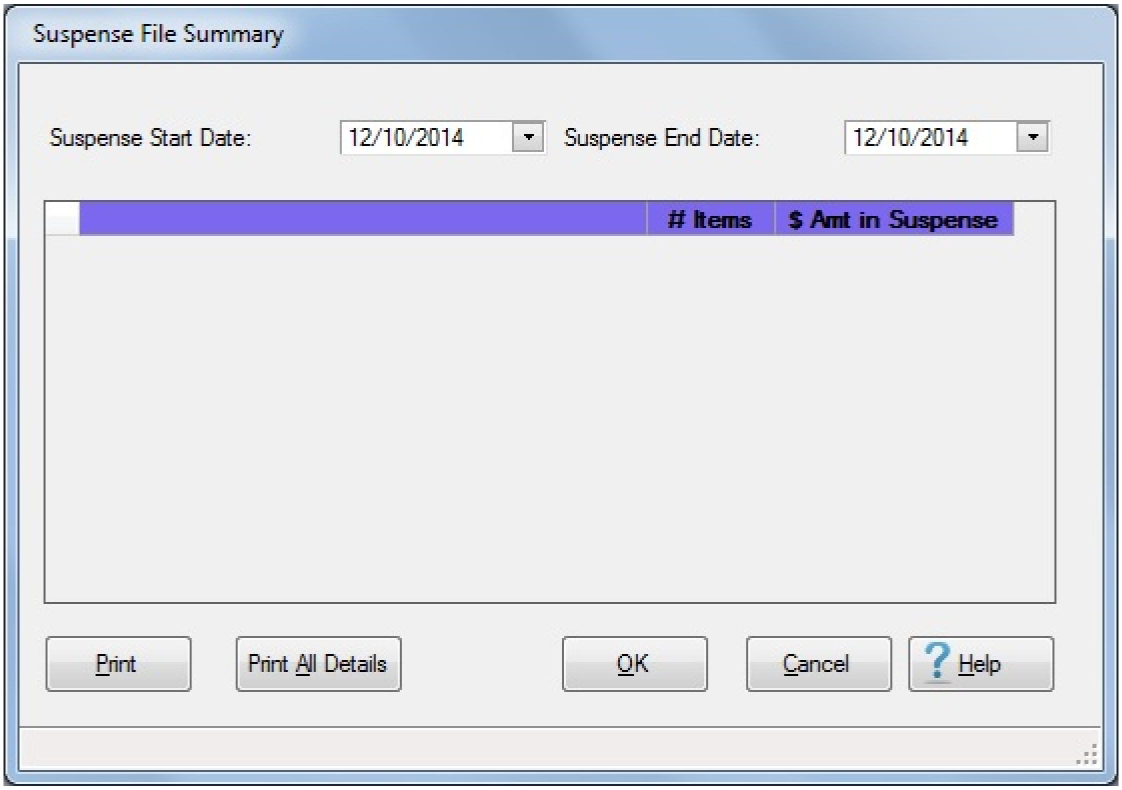
Tip: Generate a **print-out** of this report by clicking on the **Print** button.

Suspense Summary by Date Range

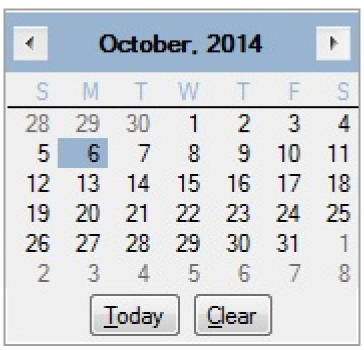
The **Suspense Summary by Date Range Report** was developed to give IATS users the ability to generate a Suspense Summary report for a <u>specific</u> **time frame**.

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 <u>left</u> of the words, **Debt Management**. An <u>expandable</u> **menu** appears listing several options.
2. **Click** on the **plus sign** to the <u>left</u> of the words, **Suspense/Aging Reports**. An <u>expandable</u> **menu** appears listing several <u>additional</u> options.
3. **Click** on the **Suspense Summary by Date Range** option. The **Suspense Summary by Date** screen appears.



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

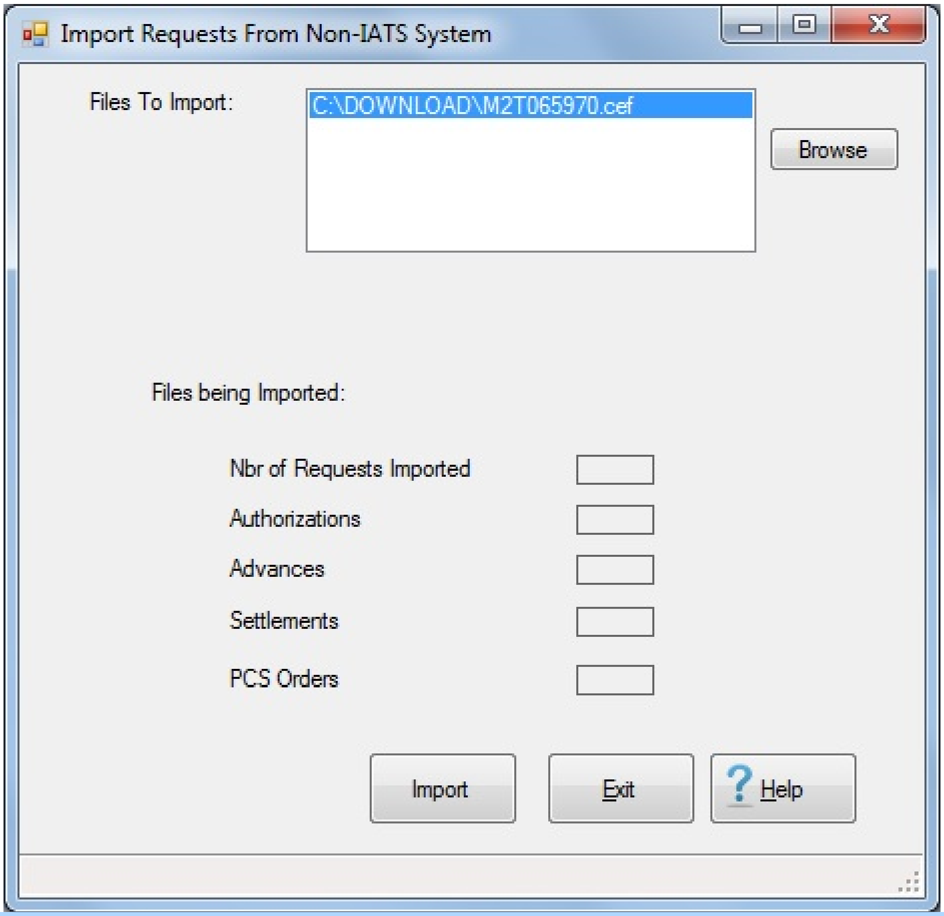
Import Requests

Travel **requests** that were **initiated** on a financial system <u>other than</u> 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**.

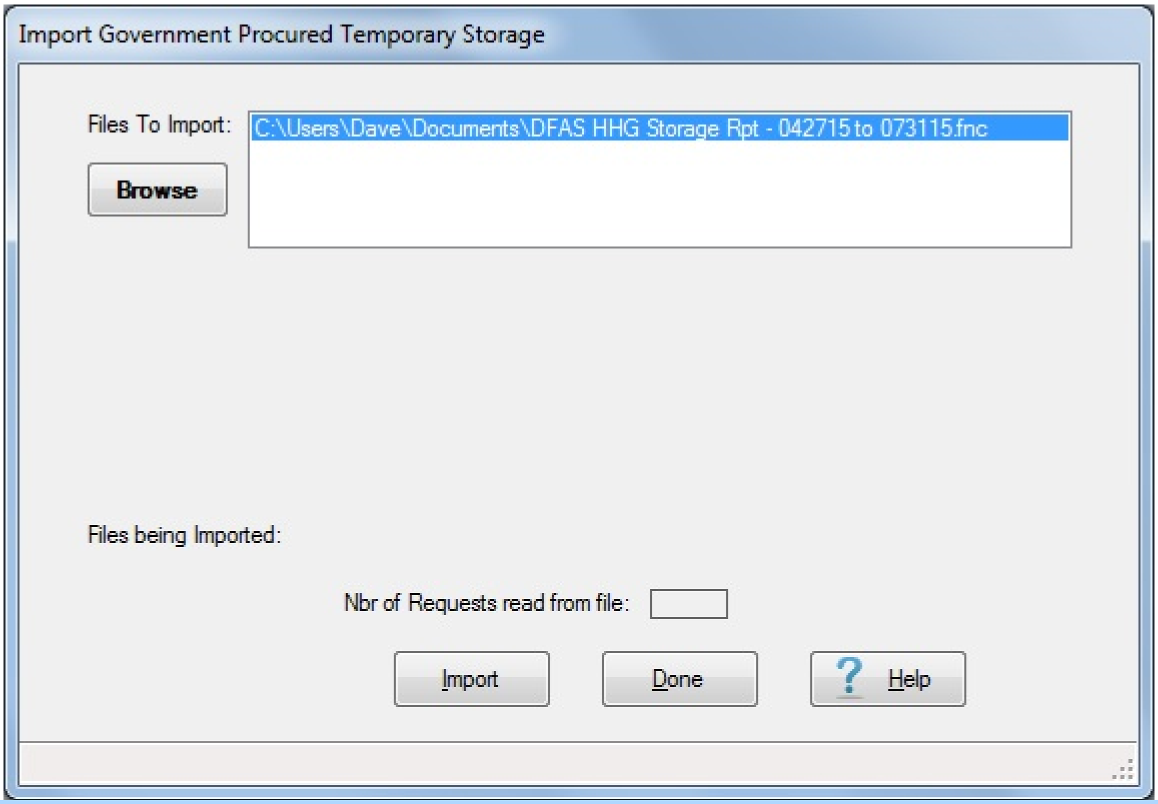
3. **Click** on the **Browse** button and **navigate** to the location where the file you wish to import resides.
4. **Select** the desired **file** after finding the location. When the file is **displayed** in the **window** at the top of the screen **click** on the **file** to select it.
5. IATS highlights 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**.

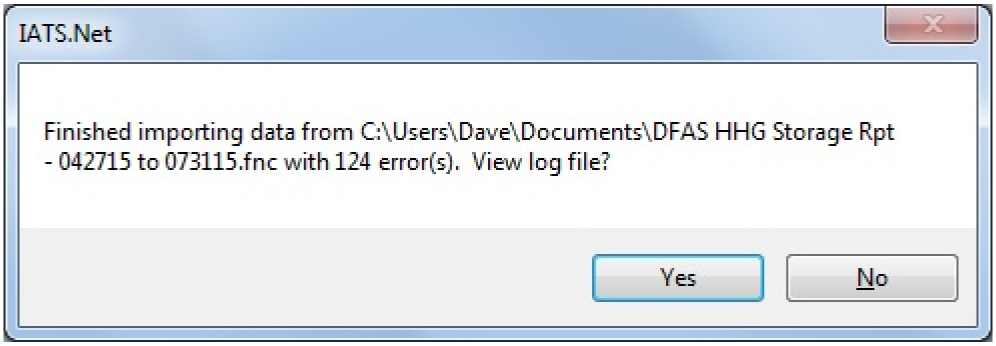
Complete the following steps to "import" the HHG Temporary Storage Requests file.

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.

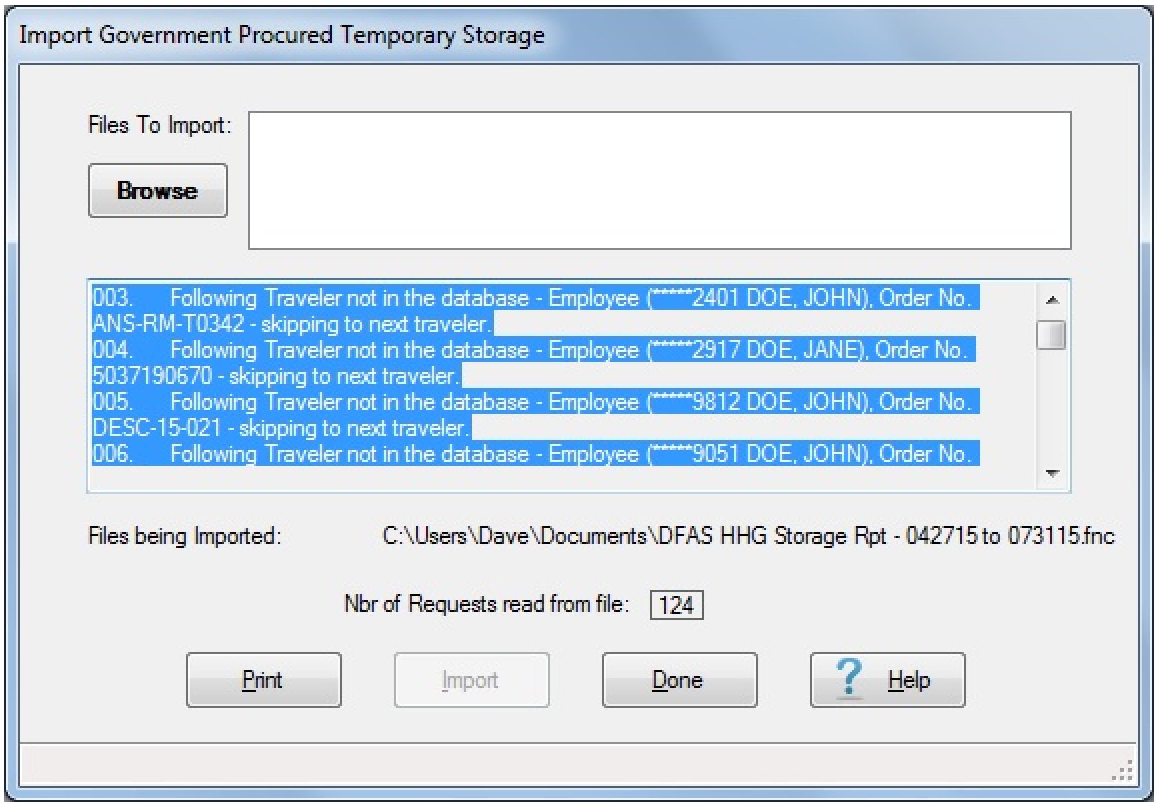


Note: At this screen, the IATS user must **select** the **location** where the import file **resides**.

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

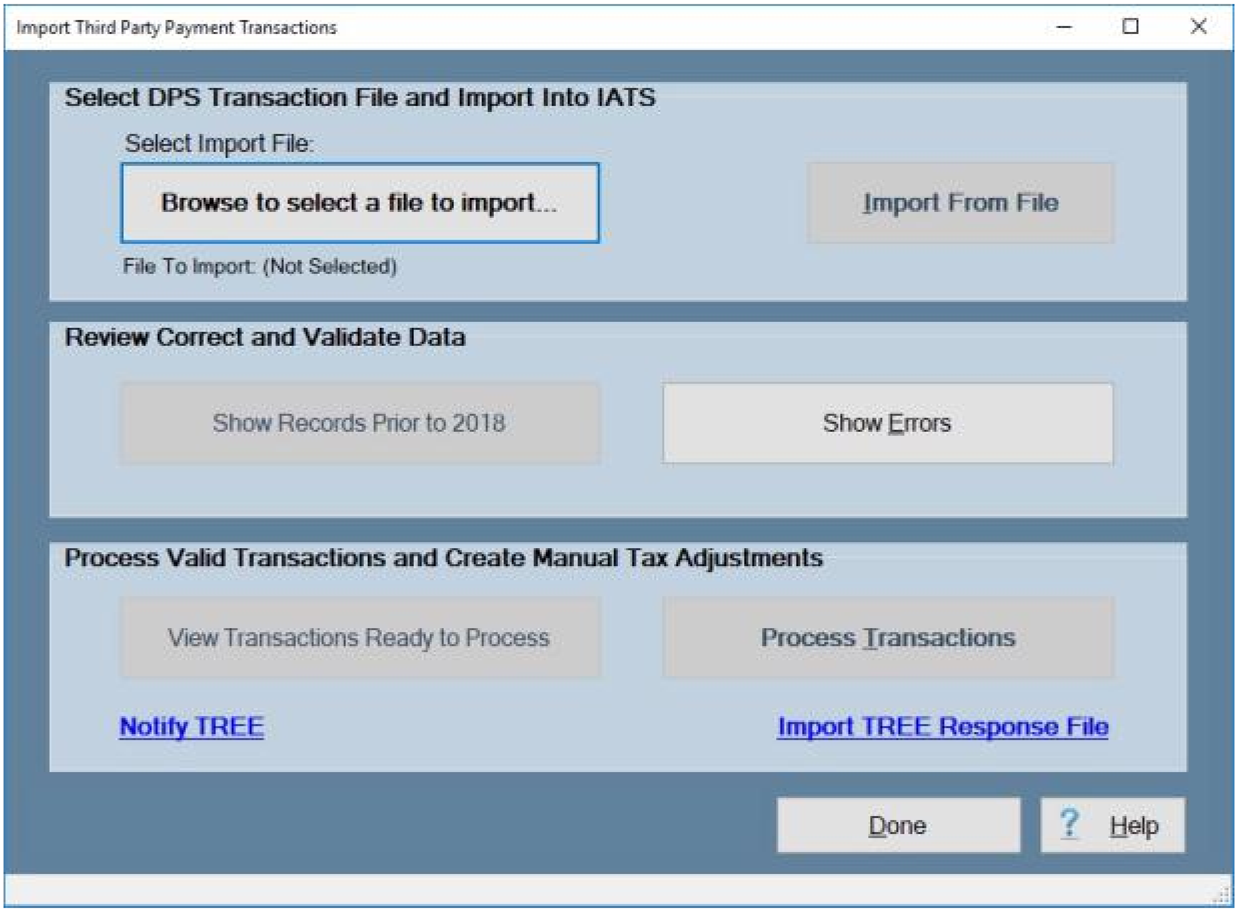
Import Third Party Government Payments

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.

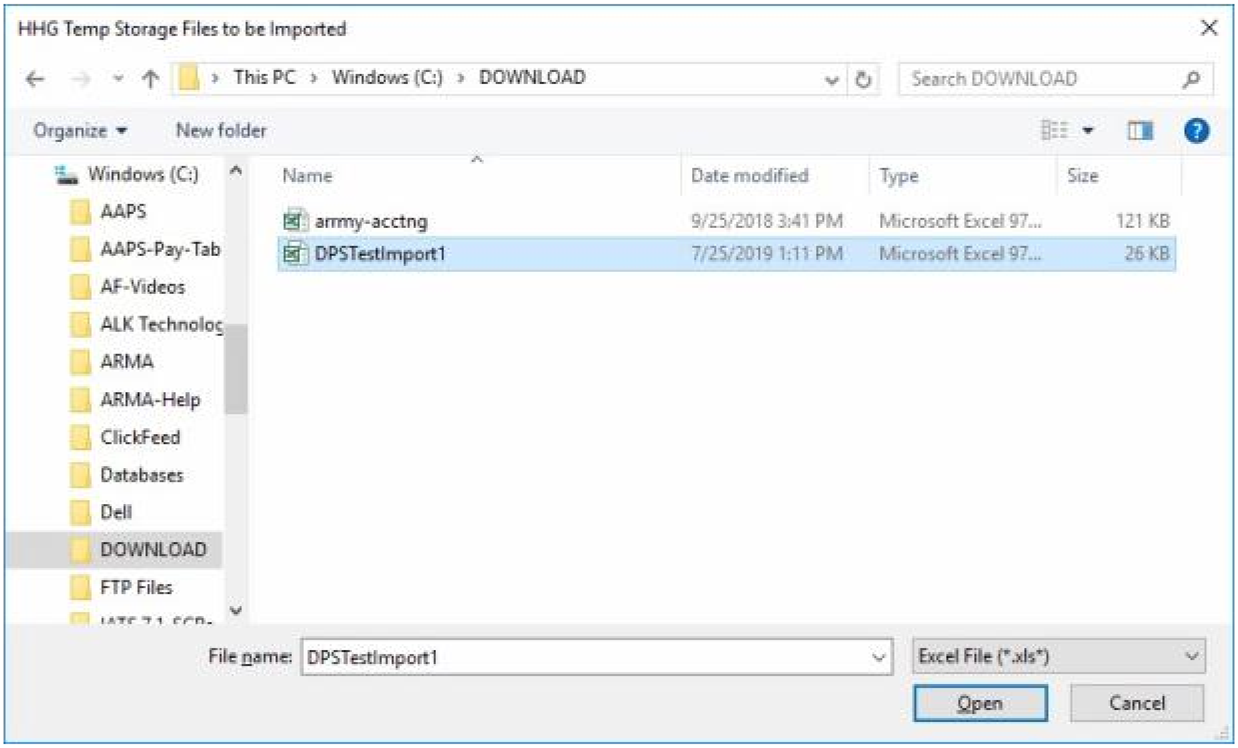
Complete the following steps to "import" the Third Party Payment Transactions file.

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.

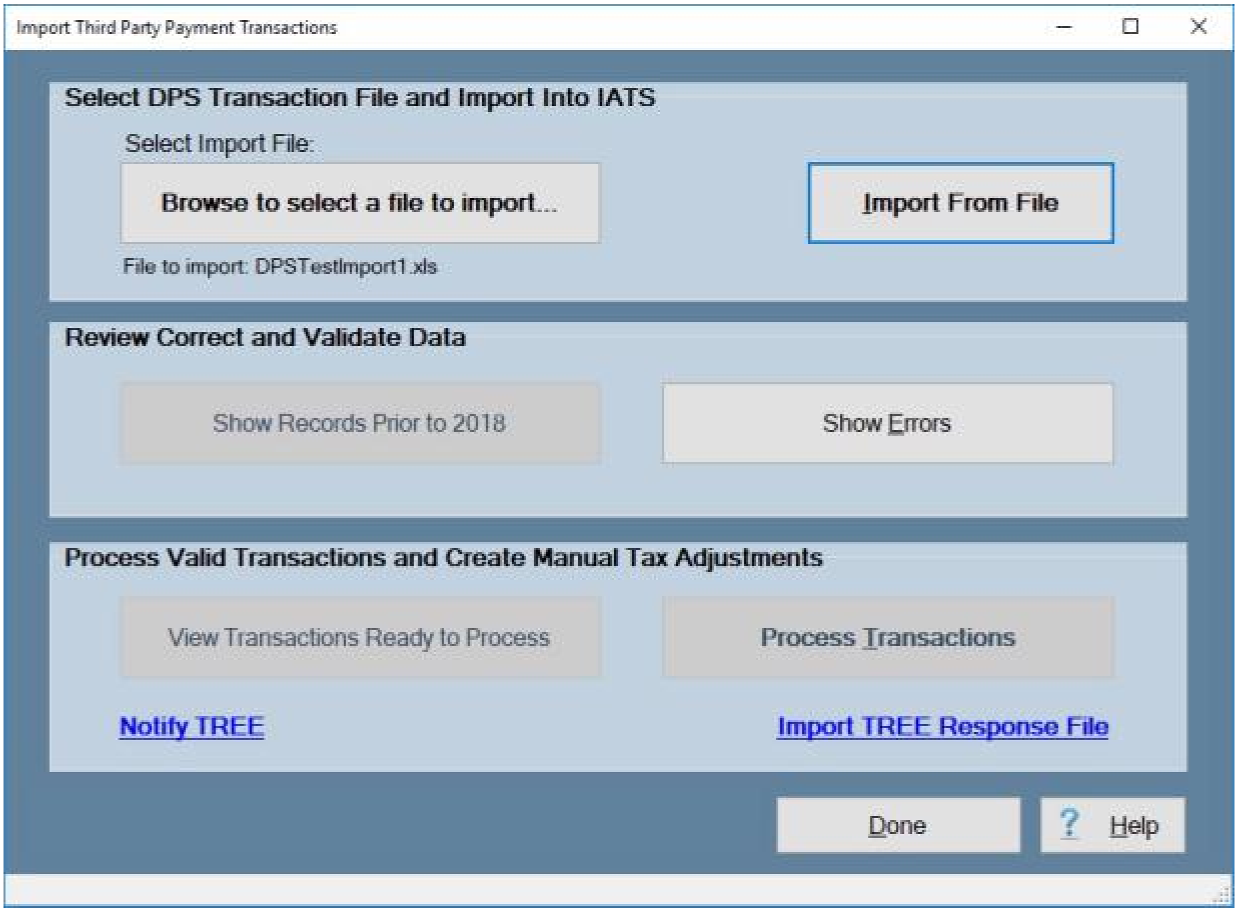


Note: At this screen, the IATS user must **select** the **location** where the import file **resides**.

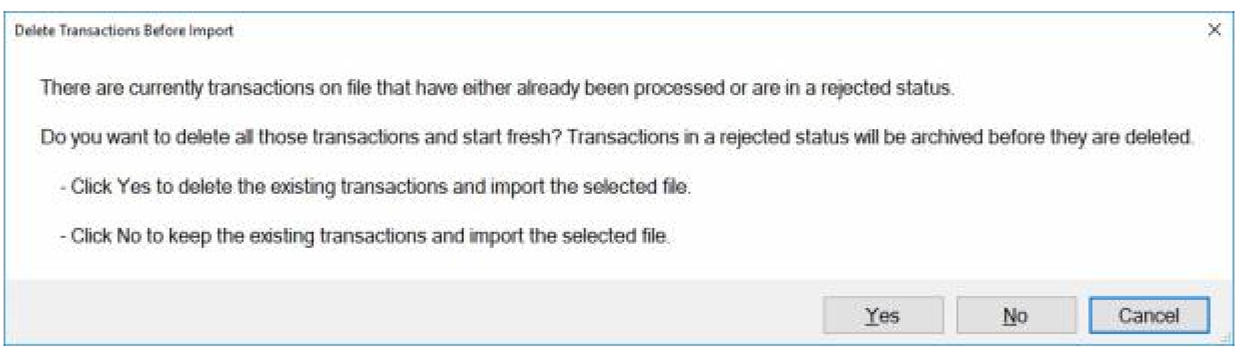
3. **Click** on the **Browse to select a file to import** button. The **HHG Temp Storage Files to be Imported** screen appears.



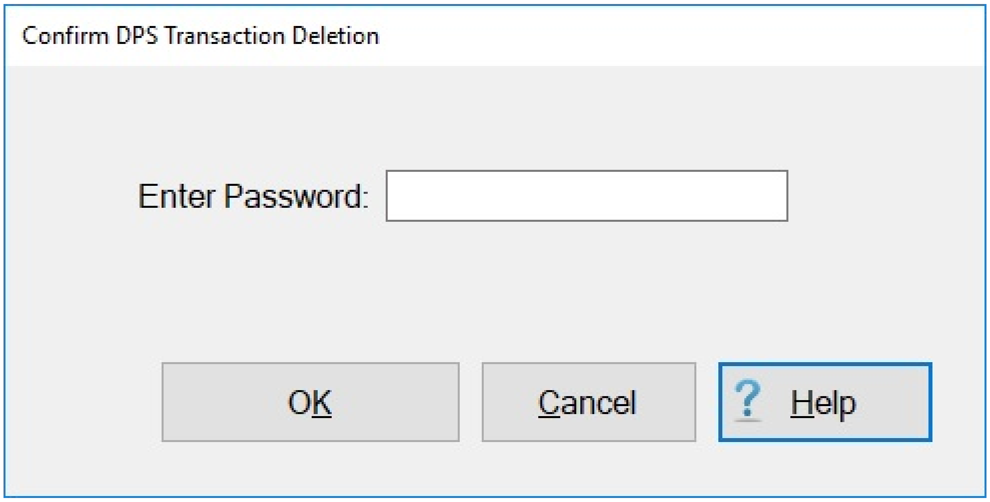
4. At the **HHG Temp Storage Files to be Imported** screen, you must **select the file type**, and **browse to the directory/folder where the import file resides**.
5. **Click** on the desired import **file**. IATS highlights the **filename**.
6. After the desired import **file** is selected, **click** on the **Open** button.



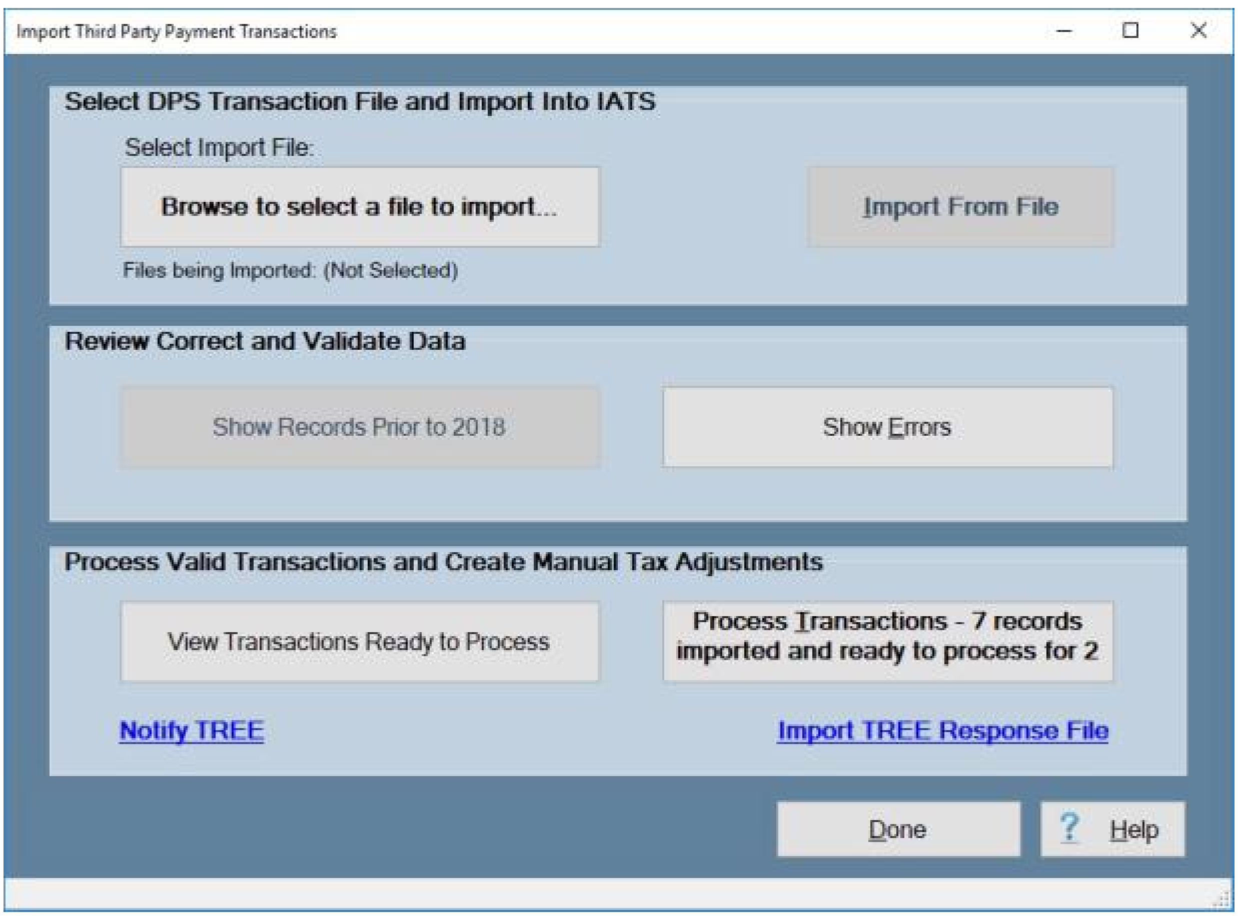
7. **Click** on the **Import From File** button. The following **warning message** appears.



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

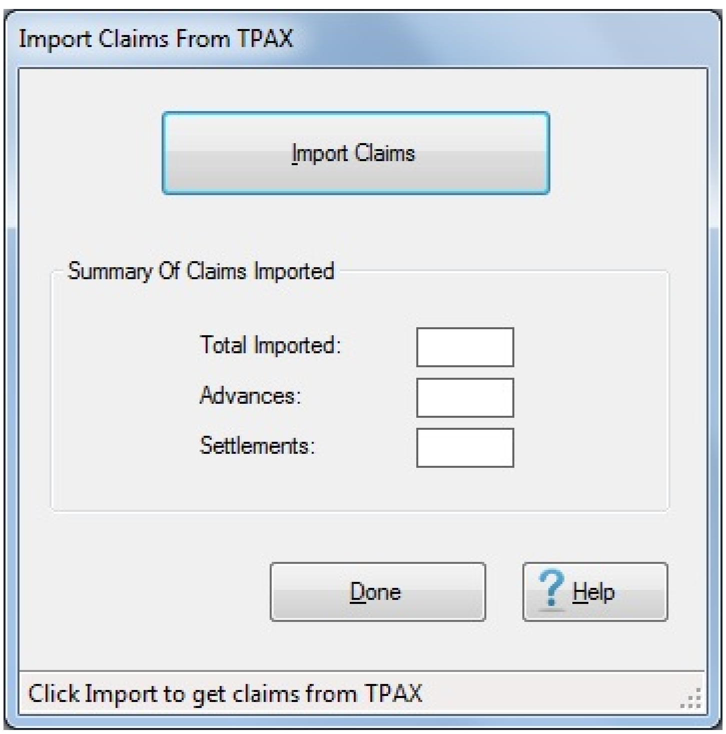
The Travel Preparation and Examination System, (**TPAX**) is a Windows based application developed by Professional Software Consortium to serve as a **TDY** (Temporary Duty) and **MILPCS** (Military Permanent Change of Station) and **CIVPCS** (Civilian Permanent Change of Station) voucher preparation 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.

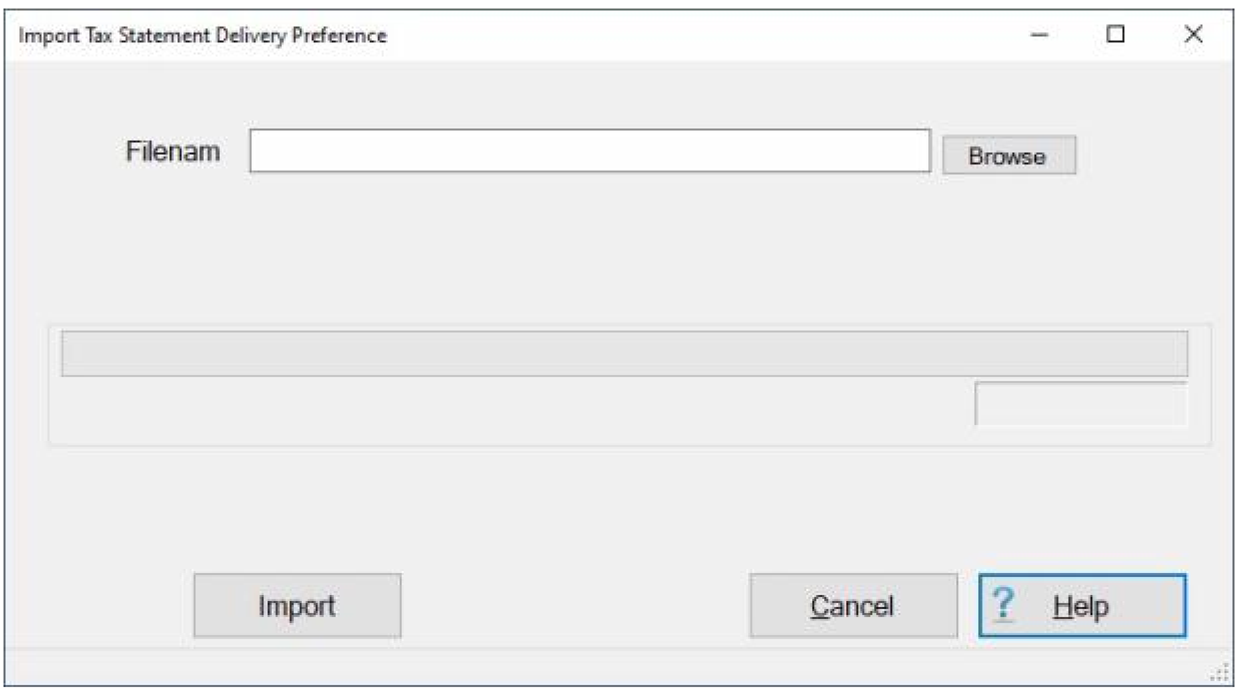
Import Tax Statement Delivery Preference

A **feature** was added to IATS that allows travelers to **turn off** the option for receiving hardcopy **tax statements** and receive them electronically instead. This option **requires** the traveler to **select** their **preference** via their **myPay** account. IATS will then **import** a file from the myPay system that will **set** that preference

The **Import Tax Statement Delivery Preference** screen is used to **import** the myPay files.

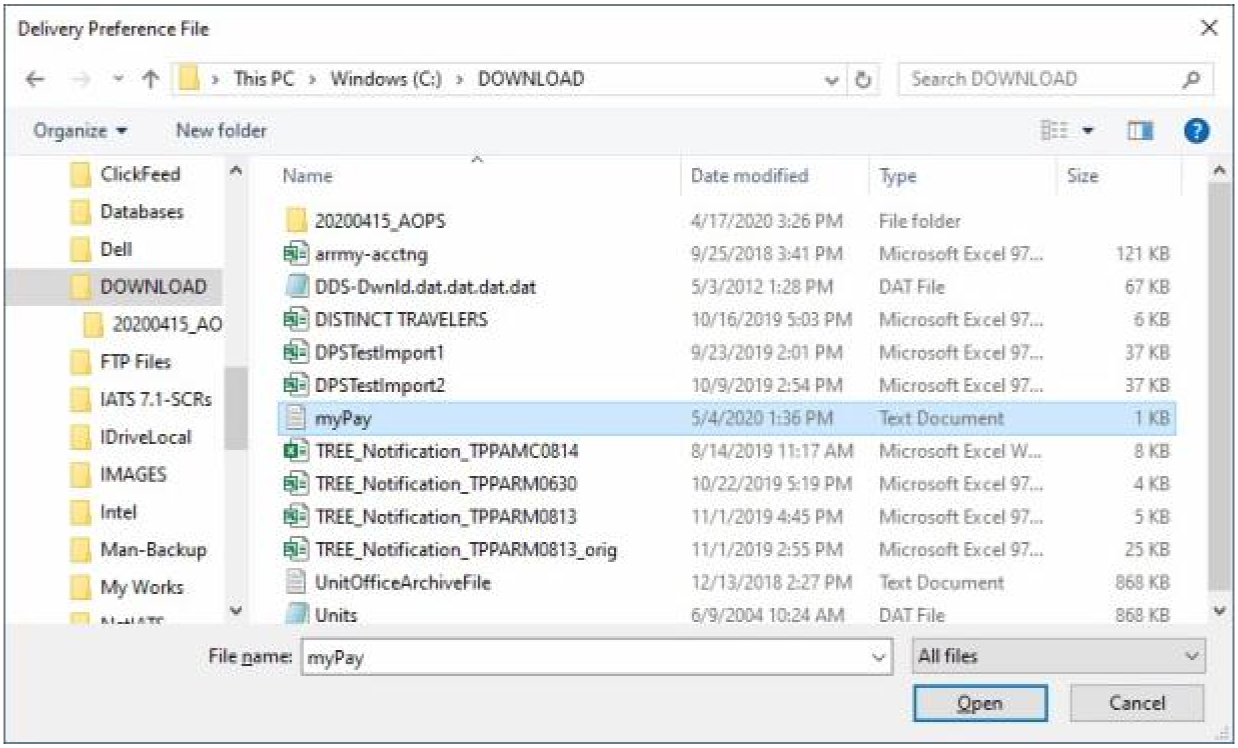
Complete the following steps to "import" a myPay file.

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 Tax Statement Delivery Preference** option. The **Import Tax Statement Delivery Preference** screen appears.

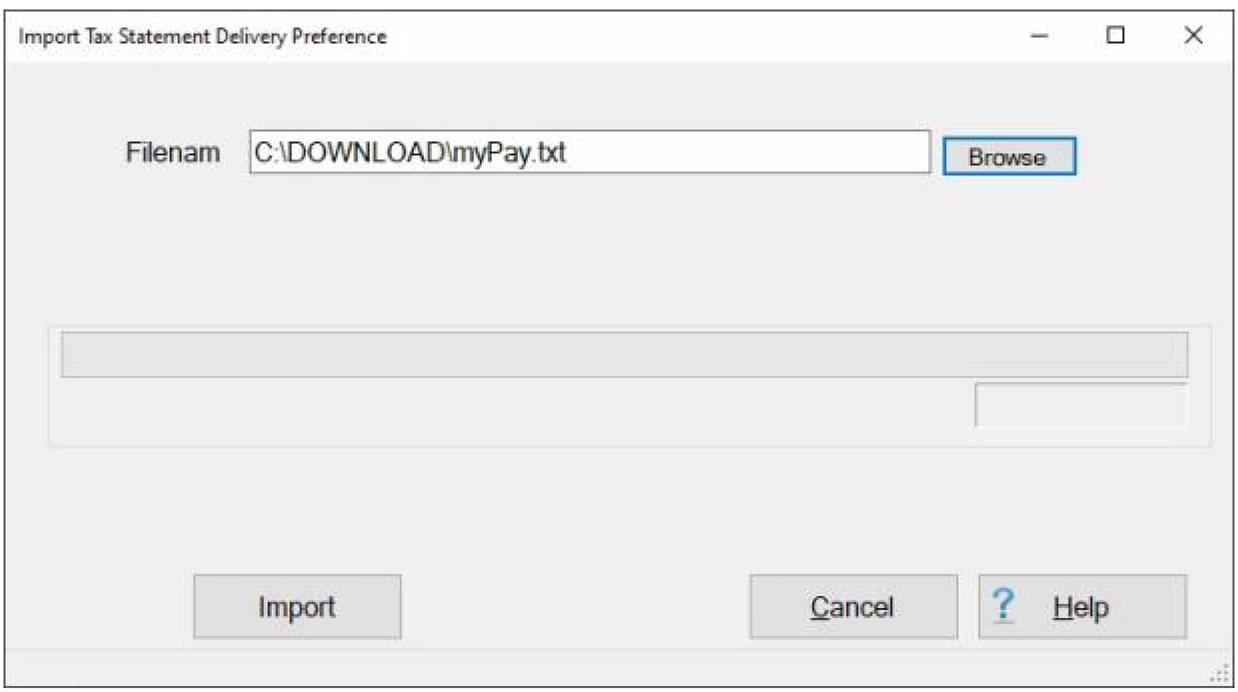


Note: At this screen, the IATS user must **select** the **location** where the import file **resides**.

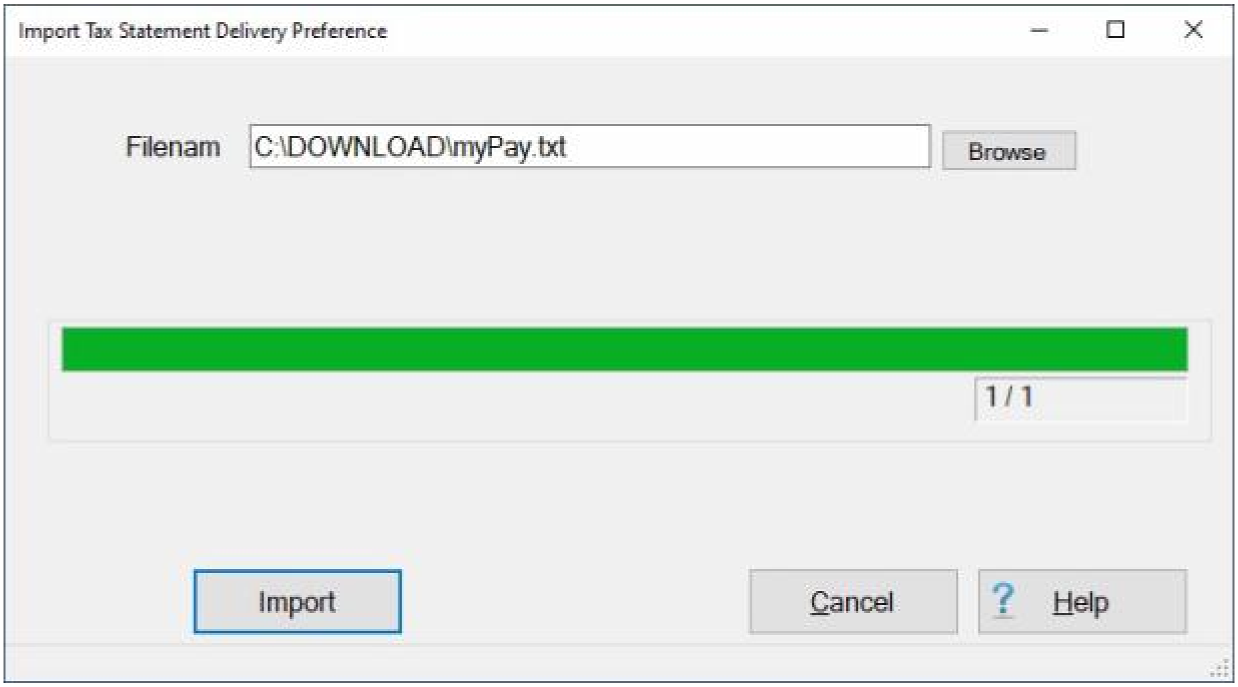
3. **Click** on the **Browse** button. The **Delivery Preference File** screen appears.



4. At the **Delivery Preference File** 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. IATS will **return** to the **Import Tax Statement Delivery Preference** screen will the selected file displayed at the **Filename** field.



8. If the correct filename is displayed, **click** on the **Import** button to import the information from this file.
9. IATS will **import** the information from the file and **display** the **results** as shown below.



Note: In the **example** shown above, IATS successfully **imported** one of one **records**.

10. When you are **finished** using the **Import Tax Statement Delivery Preference** screen, **click** on the **Cancel** button.

Correcting Imported Third Party Payment Records

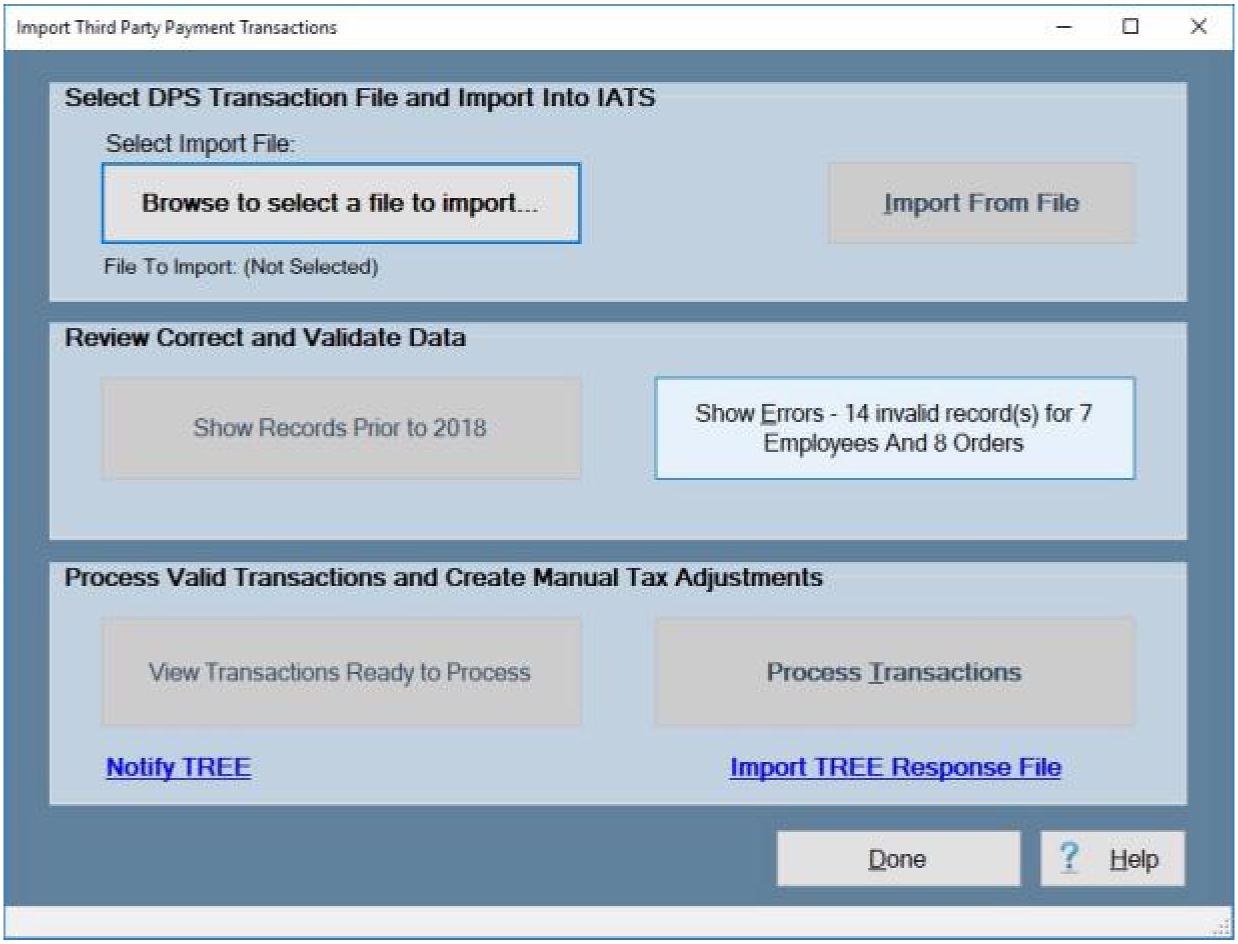
Correcting Third Party Government Payment Records

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.

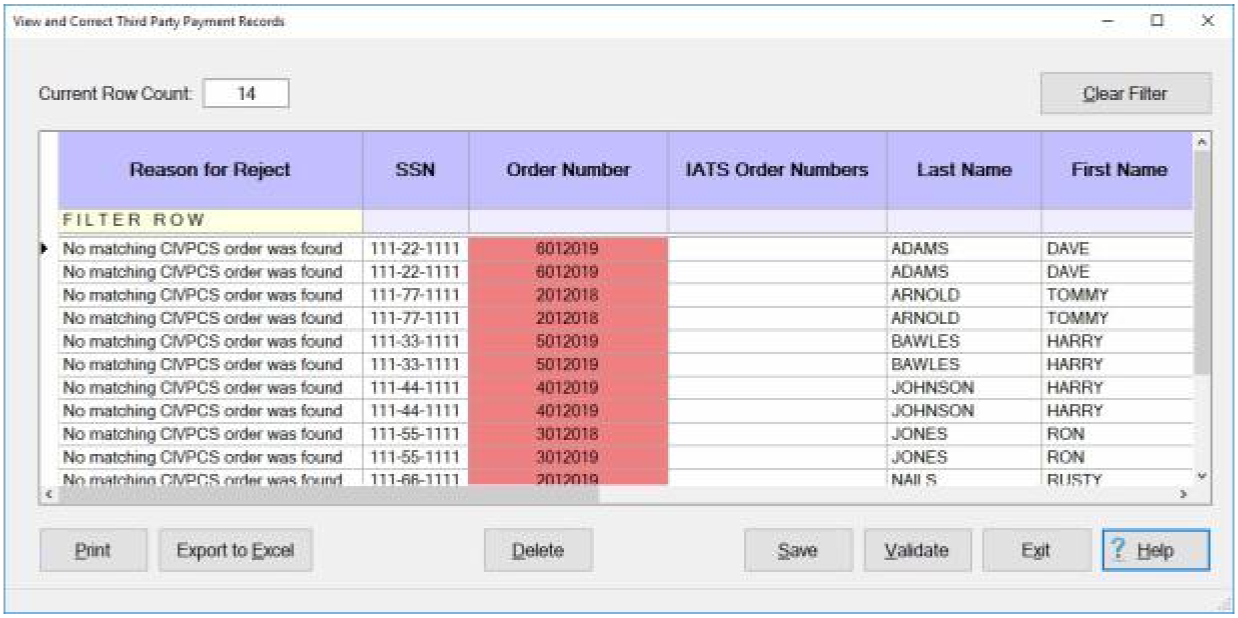
When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

Complete the following steps to "display and use" the View and Correct Third Party Payment Records screen.



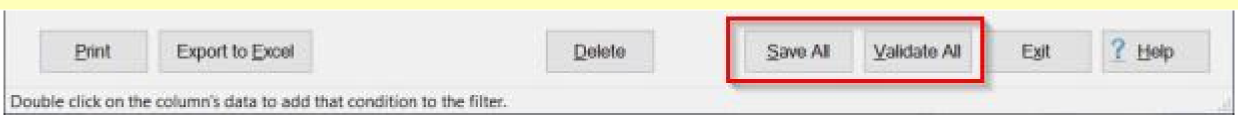
Note: After you have **imported** the **Third Party Payments** file, if there were any records that were for payments **prior to 2018**, you can **click** on the **Show Records Prior to 2018** button to see a **list** of those records.

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.



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.

Tip: At the bottom of the **View and Correct Third Party Payment Records** screen, you will see a **Save** and also a **Validate** button. You would **use** the **Save** or **Validate** buttons when you just want to save or validate only the **record(s)** you have **selected** and **highlighted**. If you **press** the **Ctrl** key on your keyboard, these buttons will **change** to **Save All** and **Validate All** as shown below. When you **use** the **Save All** or **Validate All** buttons, IATS will save or validate all of the **records** that are **displayed** in the grid. **Pressing** the **Ctrl** key **again** will **change** the buttons back to **Save** and **Validate**.



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

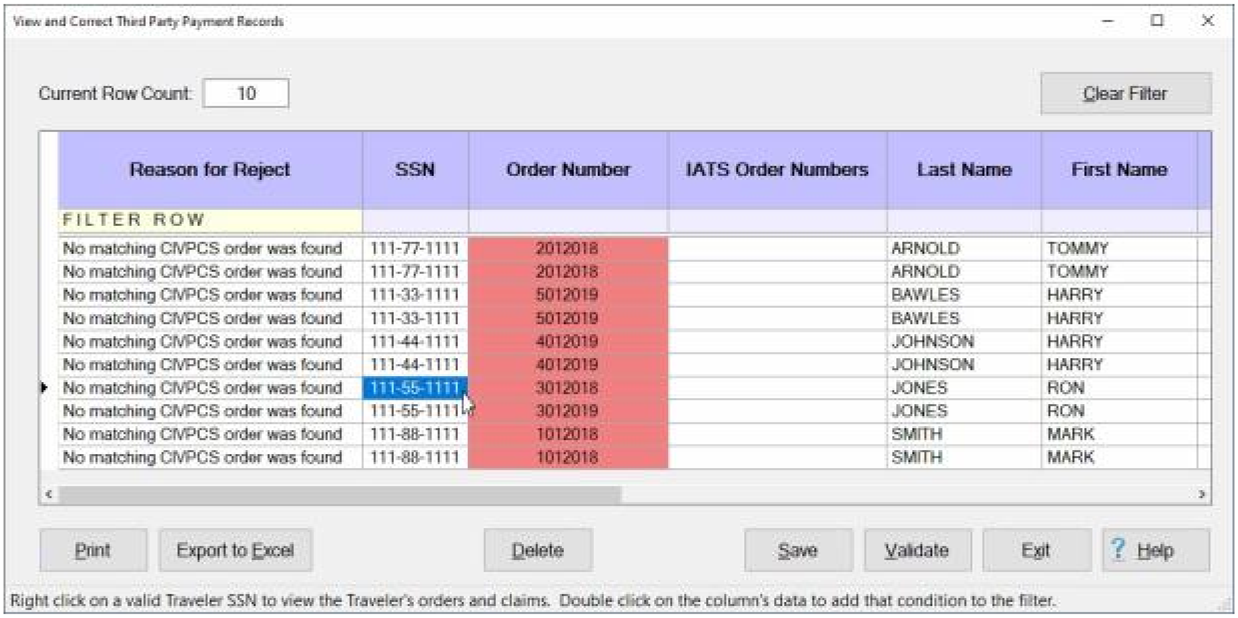
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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.

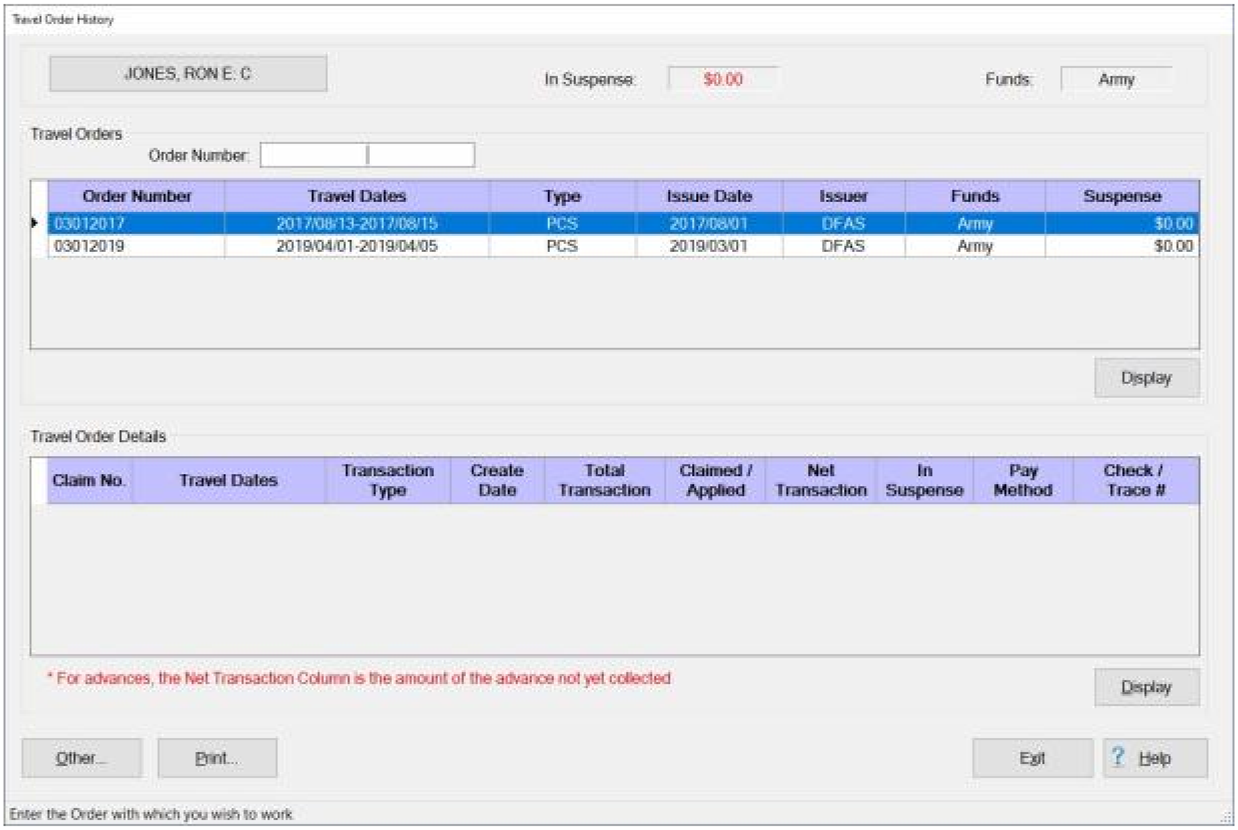
When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

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.



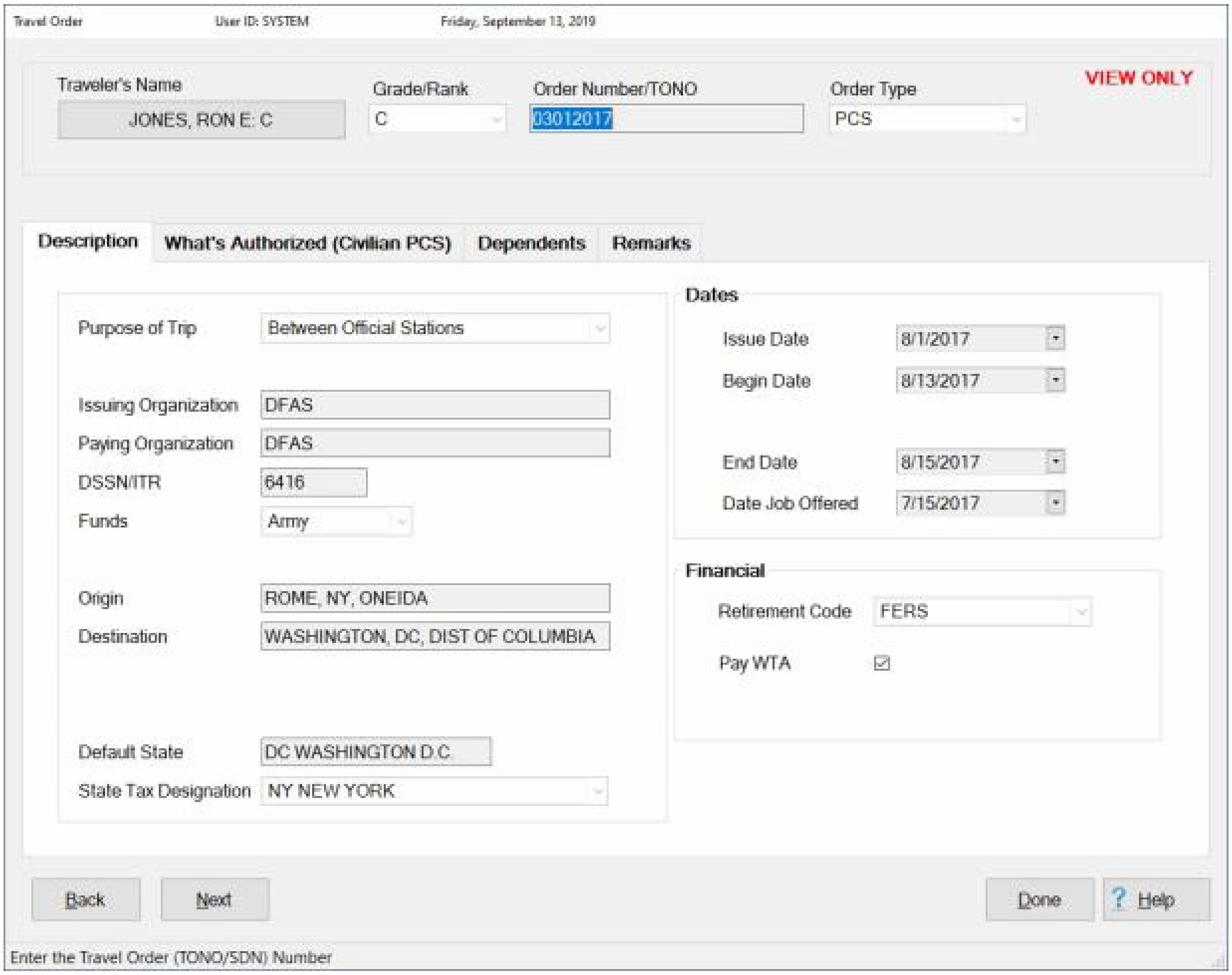
1. Place your mouse pointer on <u>any cell</u> in **any column** for the **SSN** you wish to display the Travel Order History for.
2. After you have selected the desired cell, **right click** with your mouse. IATS will display the **Travel Order History** screen for the selected SSN.



3. At the **Travel Order History** screen, travel orders can be **displayed** by the <u>following</u> **methods**:

   - **Method 1:** - <u>Double</u> **click** on an **order** number listed in the **Travel Order** section.
   - **Method 2:** - <u>Click</u> 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** <u>above</u>, the **Travel Order** screen appears for the <u>selected</u> travel **order**.

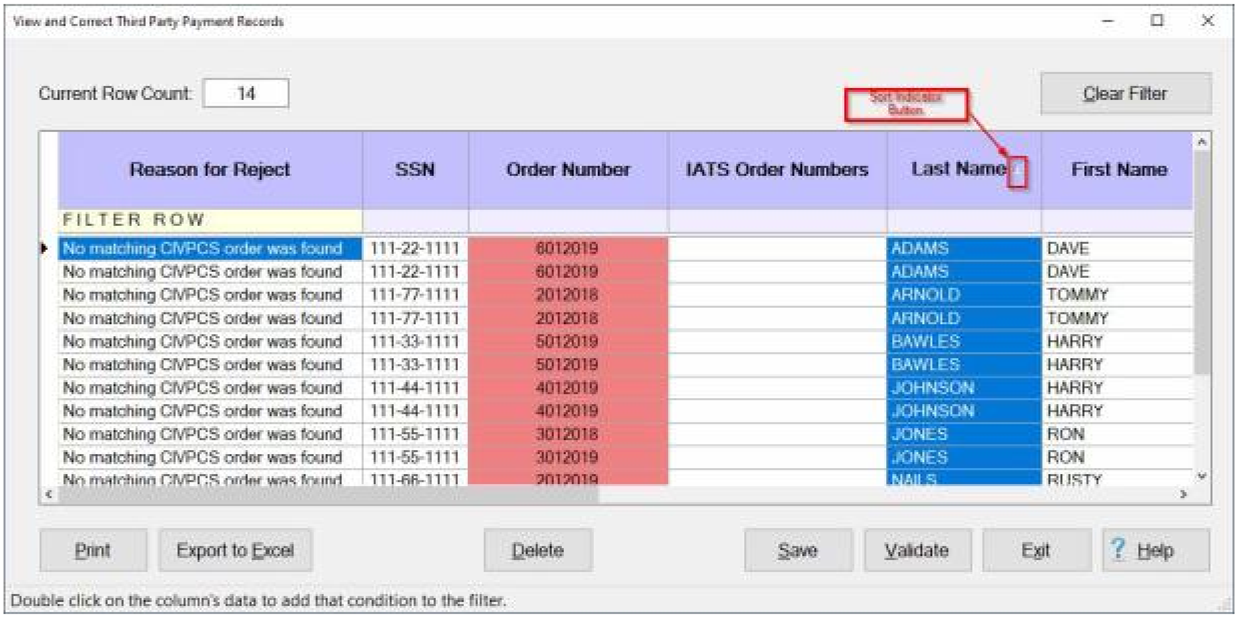


5. When **finished** reviewing the **Travel Order** screen, **click** on the **Done** button. IATS **returns** to the **Travel Order History** screen.
6. When **finished** reviewing the **Travel Order History** screen, **click** on the **Exit** button. IATS **returns** to the **View and Correct Third 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**.

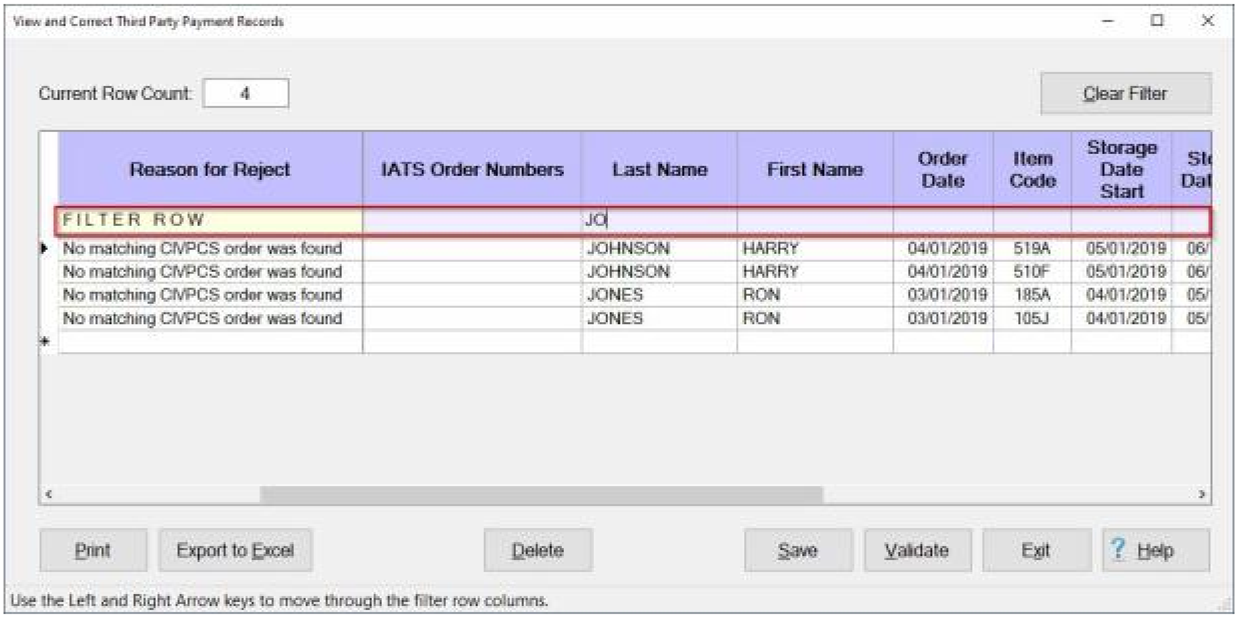


Sorting the columns display:

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**.



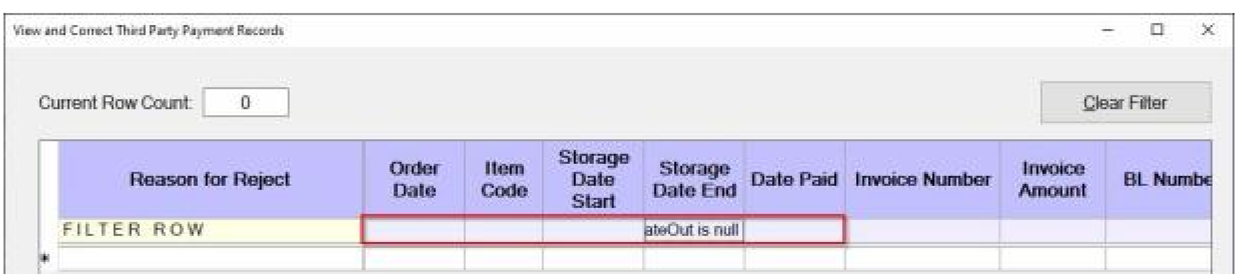
<u>Using the Filter Row:</u>

1. You will **notice** a **blank line** just <u>under</u> 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 <u>every</u> **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 <u>same</u> technic <u>except</u> for entering of **numbers** <u>instead</u> of **alpha** characters.
4. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.

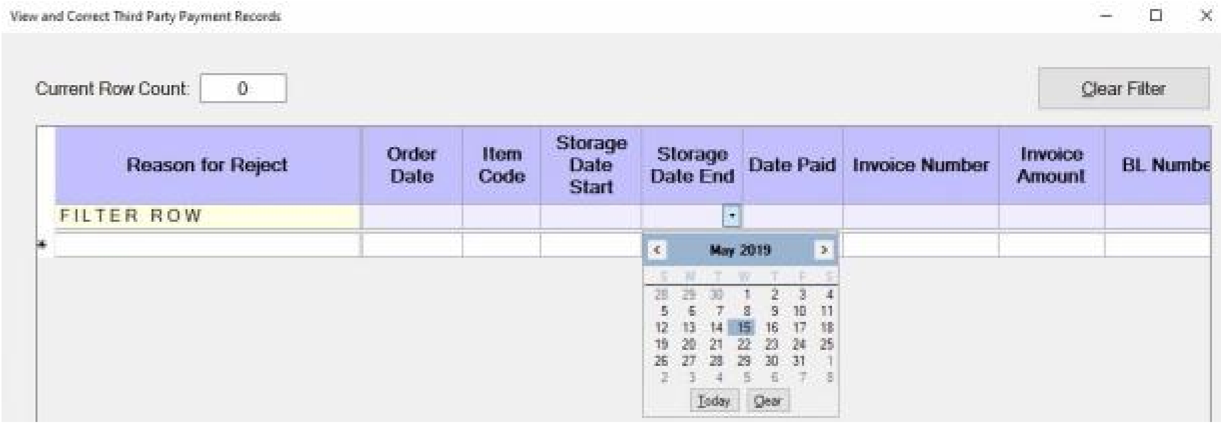
<u>Filtering the Date Columns:</u>

Note: There are three (**3**) different **methods** you can use to filter the **Date** columns. <u>Each method</u> is explained below:

<u>Using the Calendar:</u>

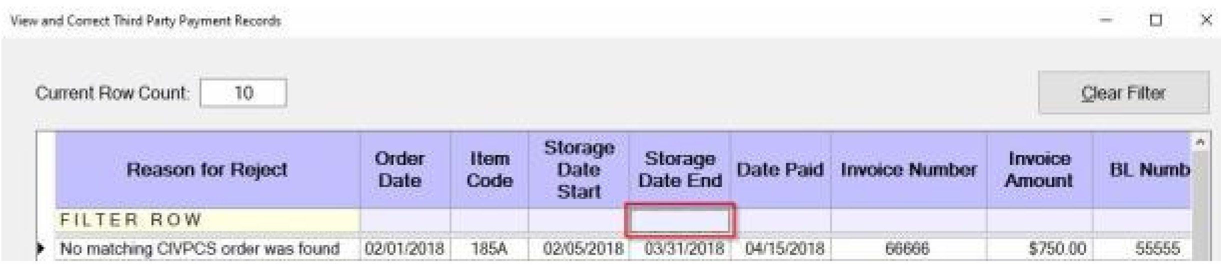


1. <u>Double click</u> in any of the **Date** cells on the **Filter Row**. You will see **text** indicating the date cell is **null**, which means that there is **no value** in the cell.
2. **Click** <u>again</u> in the **cell** and you will see a *down* **arrow** button.
3. **Click** on the *down* **arrow** button and IATS will display a **calendar** <u>as shown below</u>.

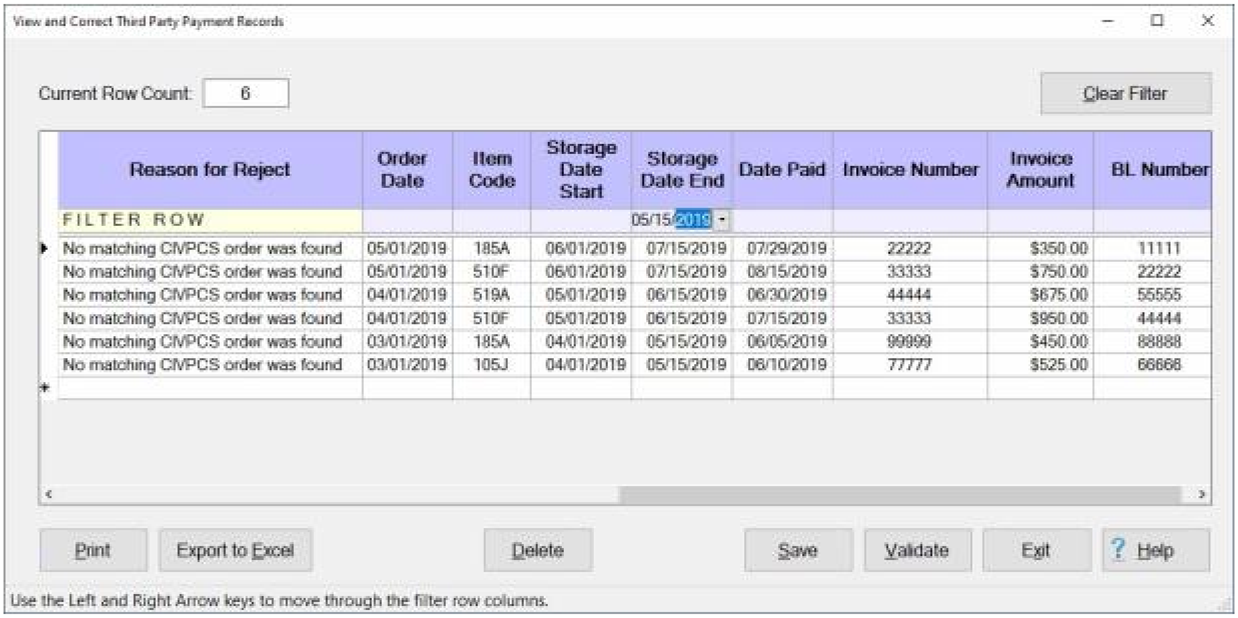


4. You can now **use** the **calendar** to **select** a **date** that you would like to use as the **filter** to display the records **matching** the <u>selected</u> **criteria**.
5. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.

<u>Manually Entering the Date:</u>

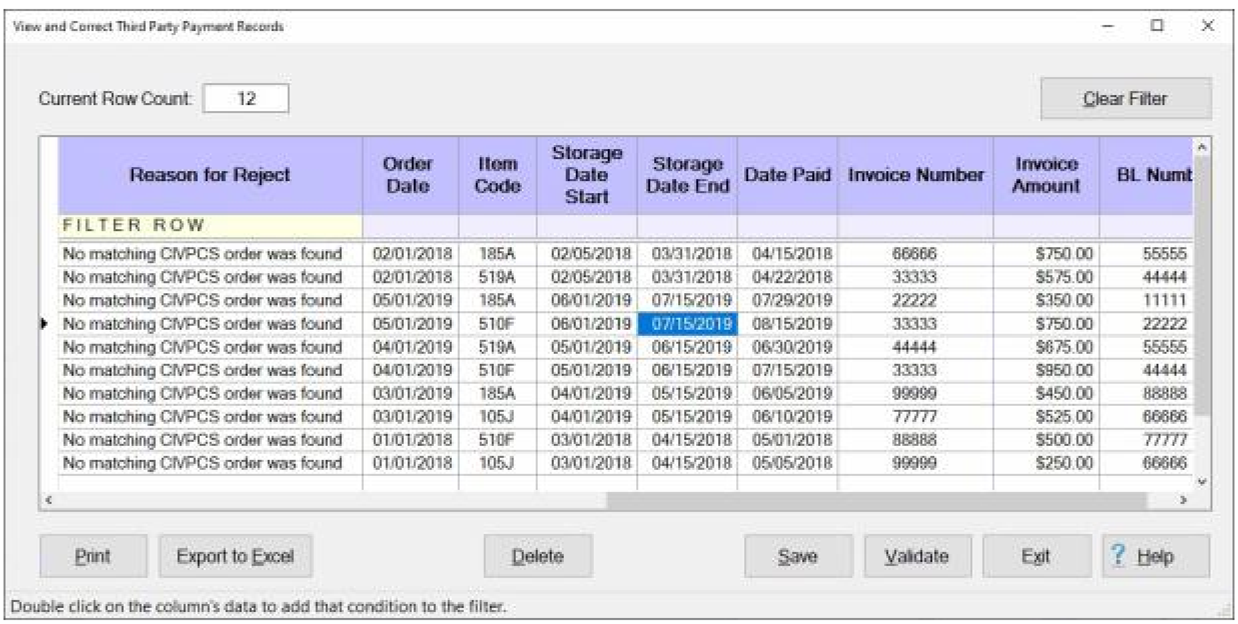


1. **Click** in any of the **Date** cells on the **Filter Row**. You will see that the cell is in **focus**.
2. <u>Manually</u> **type** in the **date** you wish to use as the filter criteria in **MMDDYY** format <u>as shown below</u>.

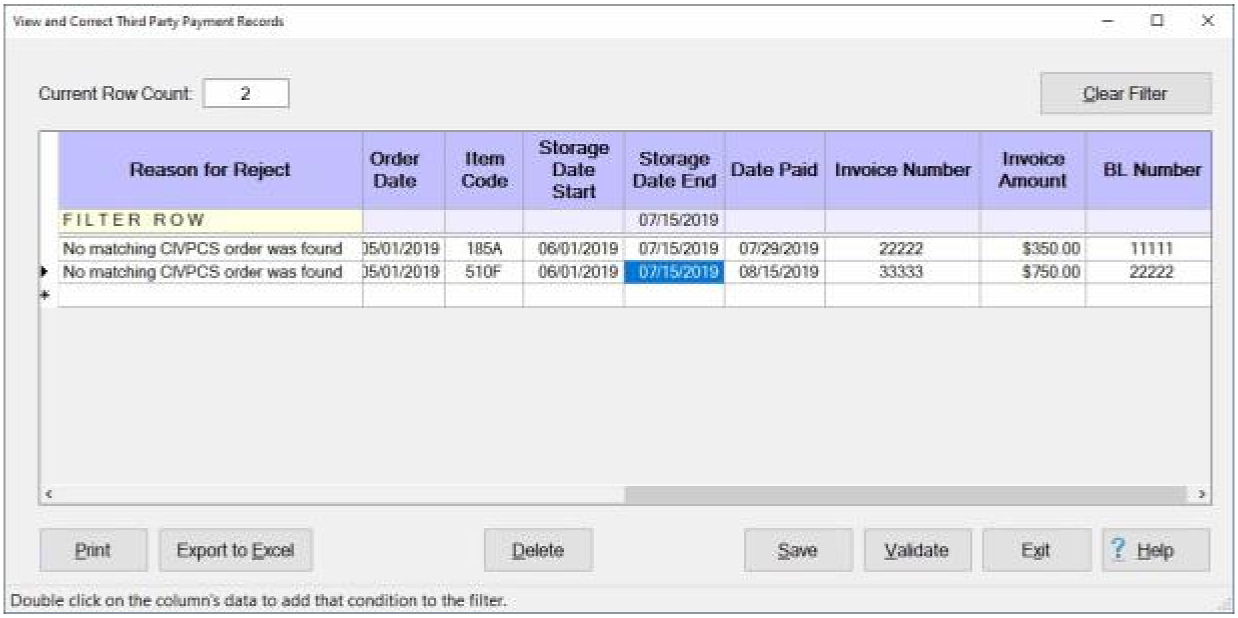


3. **Notice** in the image above that IATS **filtered** and **displayed** all records with the date entered (**05/15/19**), plus any other record that had **15** as the **day** and **2019** as the **year**.
4. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.

Double Clicking in a Date Cell:



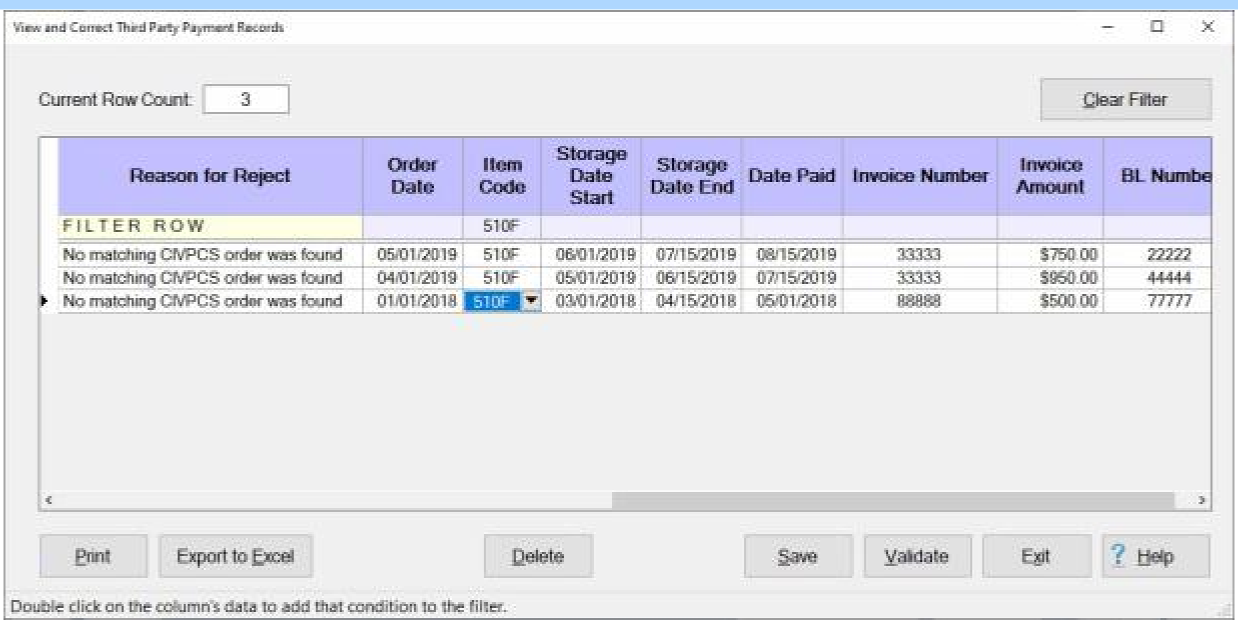
1. Double click in a **date cell** that you wish to **filter** records for.



2. **Notice** that IATS **displays** the **records** that **match** the **date** in the cell that you <u>double clicked</u> on.
3. When you are **finished** filtering the display, **click** on the **Clear Filter** button to **return** to the **original/default** display.

<u>Filtering Cells:</u>

Note: The **same procedure** demonstrated above by **double clicking** in a cell to **filter records** by **date** can also be used for <u>any other cell</u> in <u>any other column</u>.



1. In the <u>above</u> screen **image** the user **double clicked** in a **cell** displaying the item code (**510F**). Notice that IATS **filtered** the column to display <u>only</u> 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.

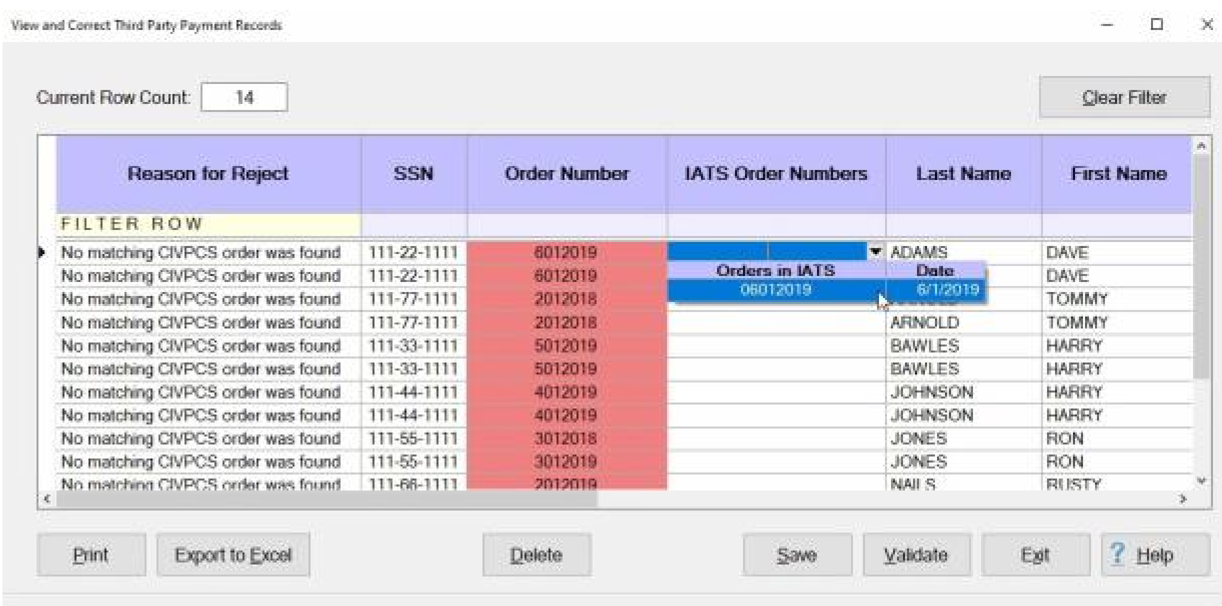
Because the **View and Correct Third Party Payment Records** screen has multiple functionality, a variety of <u>additional</u> **Help topics** have been created to **describe** the various functions. **Click** on the **See Also** button <u>below</u> for a **list** of the additional Help topics and then **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**.

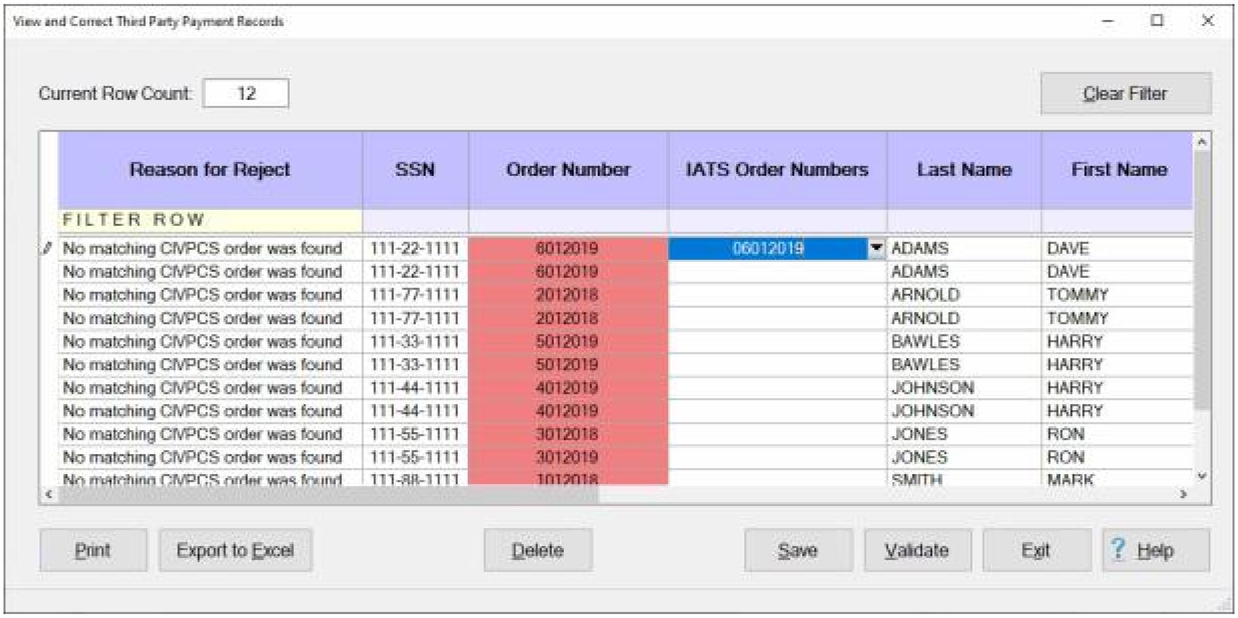
Occasionally the **Travel Order number** <u>imported</u> from the Third Party Payments file **does not match** the CIVPCS Travel Order number <u>existing</u> in the IATS database. This situation causes the records to be **rejected** and <u>must</u> be **corrected** before a tax adjustment claim can be processed.

Complete the following steps to "correct" mismatched travel order numbers:



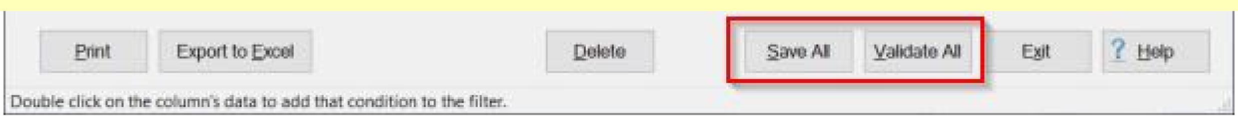
Note: In the example above, The **Reason for Reject** column indicates that several records were **rejected** because a **matching** CIVPCS **travel order number** was **not found**. Also notice that the rejected orders numbers are **highlighted** in **red** in the **Order Number** column.

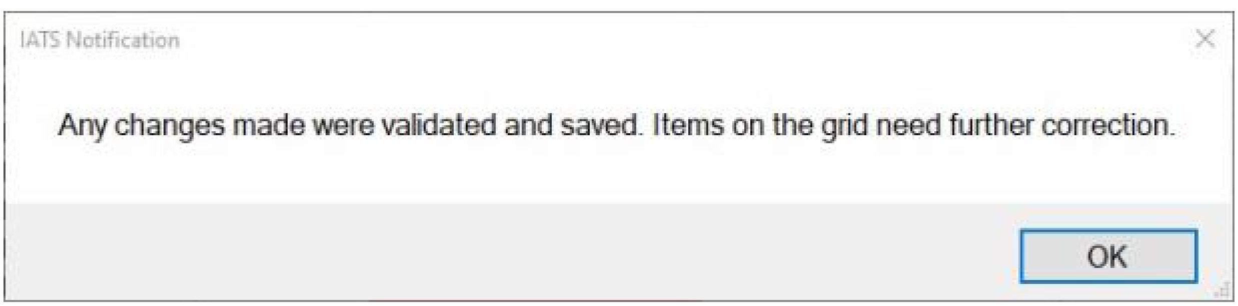
1. **Click** in the **cell** in the **IATS Order Number** column <u>next</u> to the <u>rejected</u> order number shown in the **Order Number** column.
2. You will see a *down* **arrow** button appearing in the cell.
3. **Click** on the *down* **arrow** button. IATS will **display** a **list** of CIVPCS 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 <u>correct</u> **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.

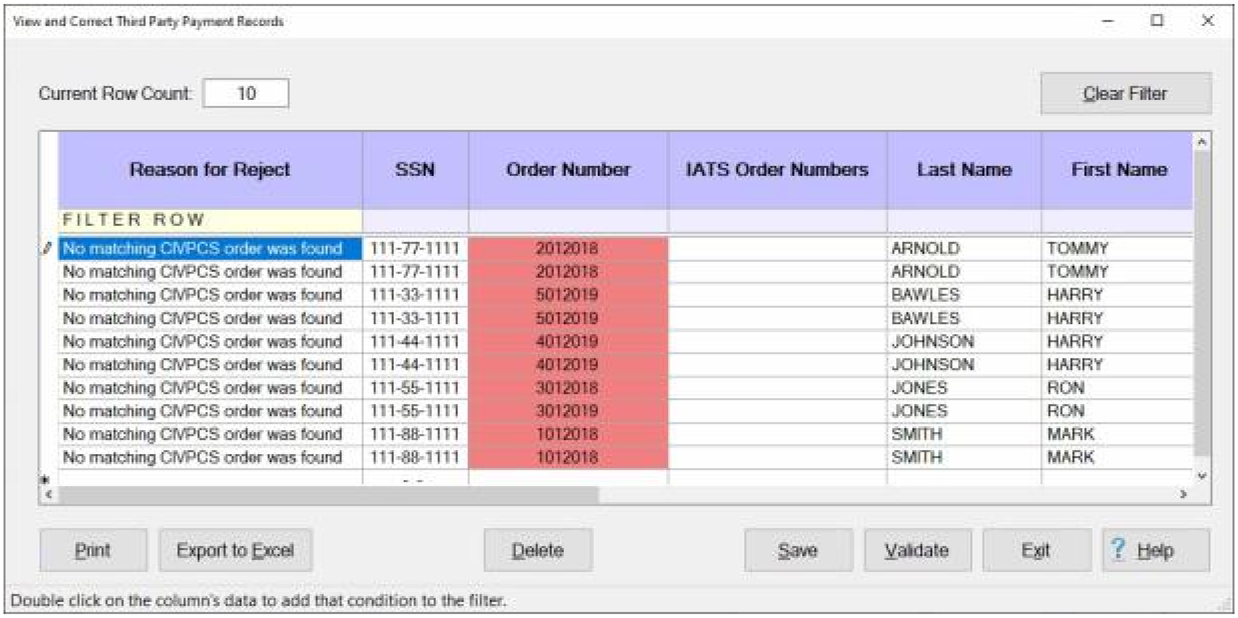
Tip: At the bottom of the **View and Correct Third Party Payment Records** screen, you will see a **Save** and also a **Validate** button. You would **use** the **Save** or **Validate** buttons when you just want to save or validate only the **record(s)** you have **selected** and **highlighted**. If you **press** the **Ctrl** key on your keyboard, these buttons will **change** to **Save All** and **Validate All** as shown below. When you **use** the **Save All** or **Validate All** buttons, IATS will save or validate all of the **records** that are **displayed** in the grid. **Pressing** the **Ctrl** key **again** will **change** the buttons back to **Save** and **Validate**.





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.



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.

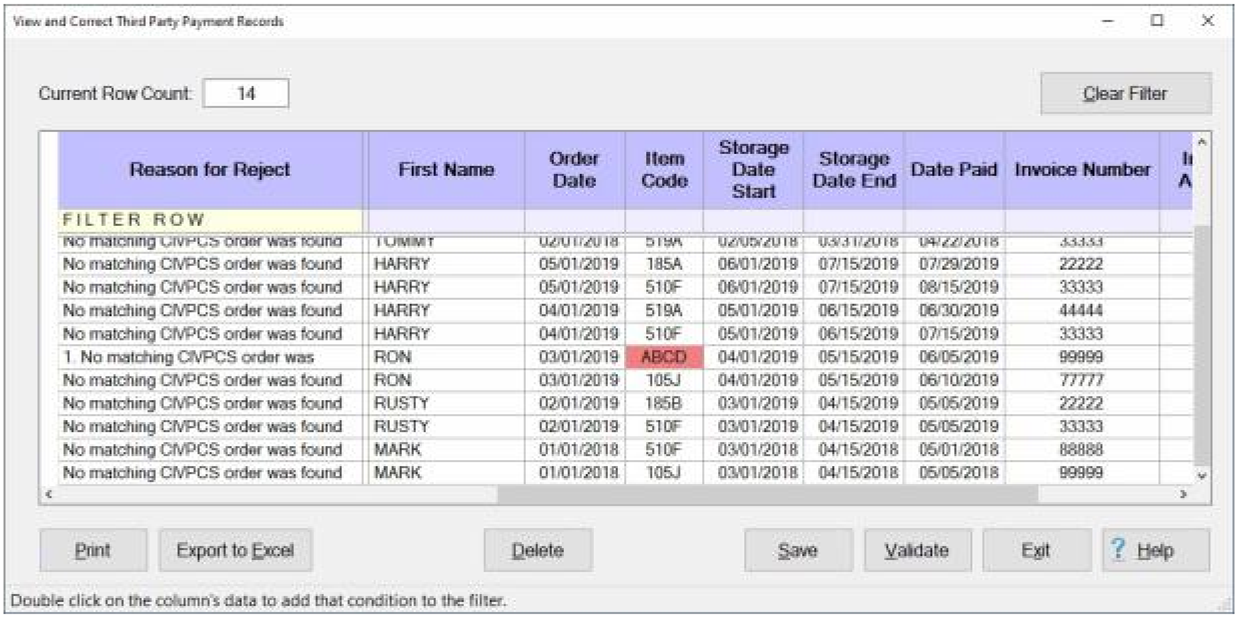
This enhancement was added to **create** settlement requests in IATS through a batch file import that will be processed to **collect taxes** that are owed due to **tax law changes** that went into effect on January 1st, 2018.

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.

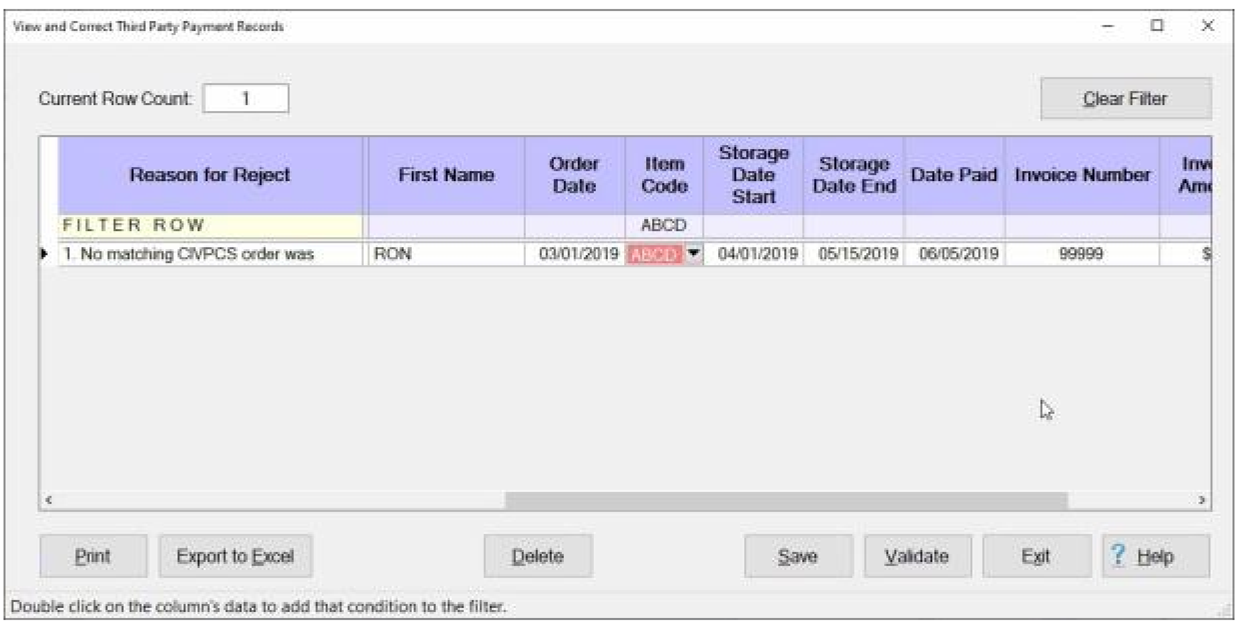
When the Third Party Payment Records file is **imported**, records will be rejected if there is **no Item Code** in the **DPS Item Codes table** in the IATS database that **matches** the Item Code in the imported payment record.

Complete the following steps to "correct" DPS Item Codes.

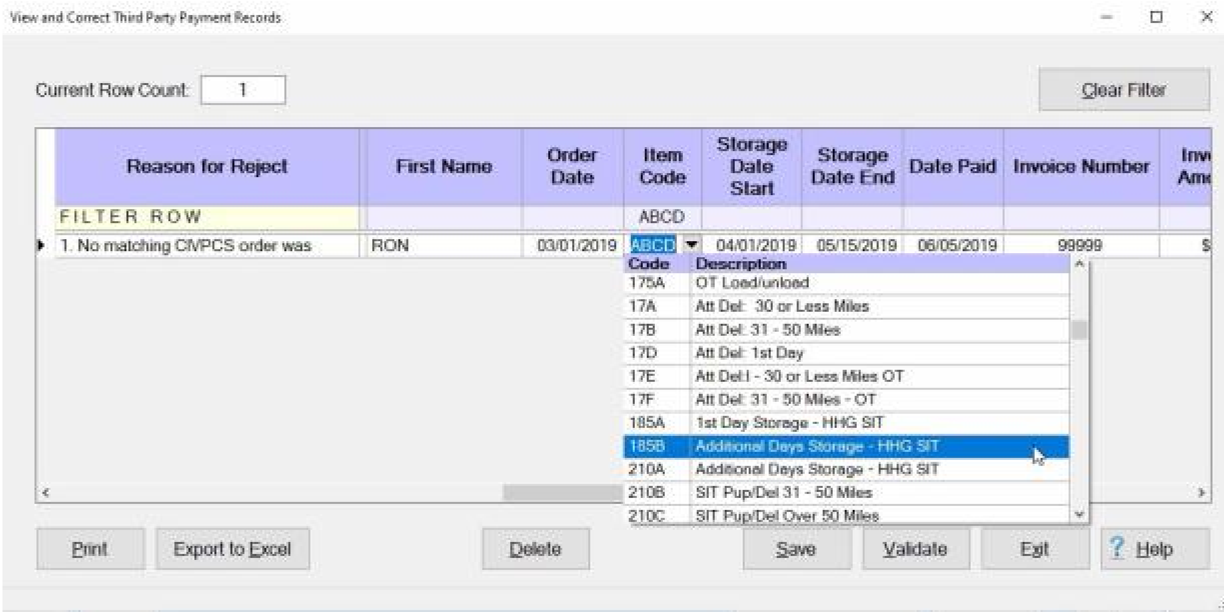


Note: Notice that a rejected **Item Code** is **highlighted** in **red** in the **Order Number** column.

1. **Double Click** in the Item Code **cell** that is **highlighted** in red.

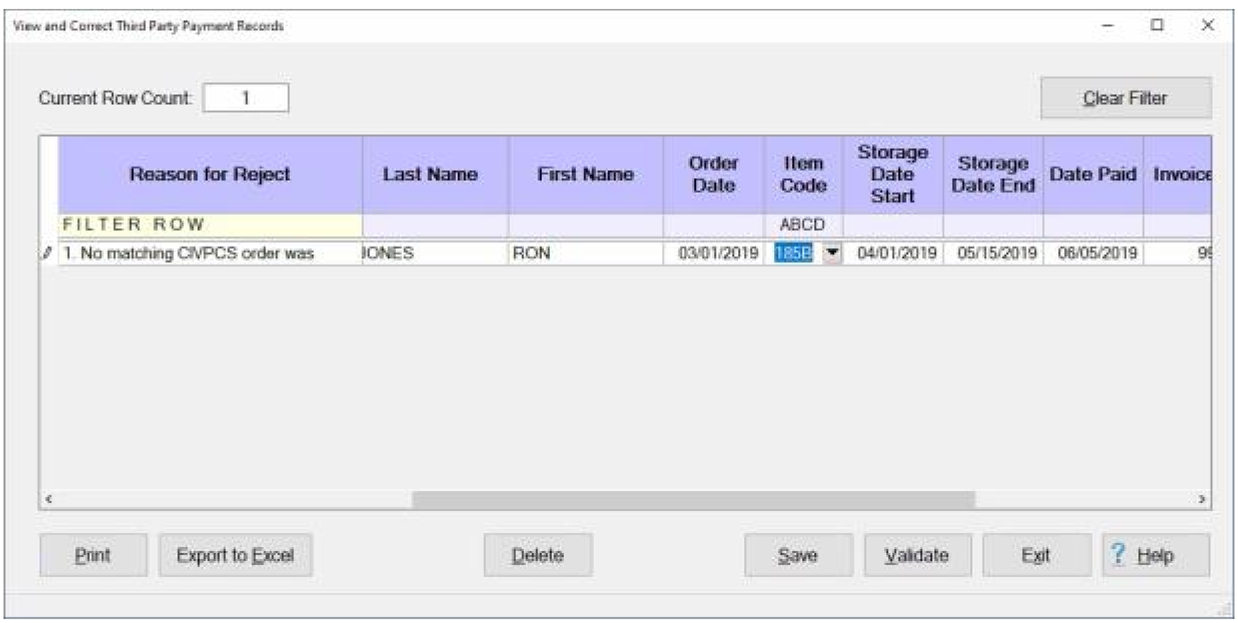


2. You will now see a *down* **arrow** button appearing in the cell.
3. **Click** on the *down* **arrow** button. IATS will **display** a **list** of **DPS Item Codes** existing in the IATS database.



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.

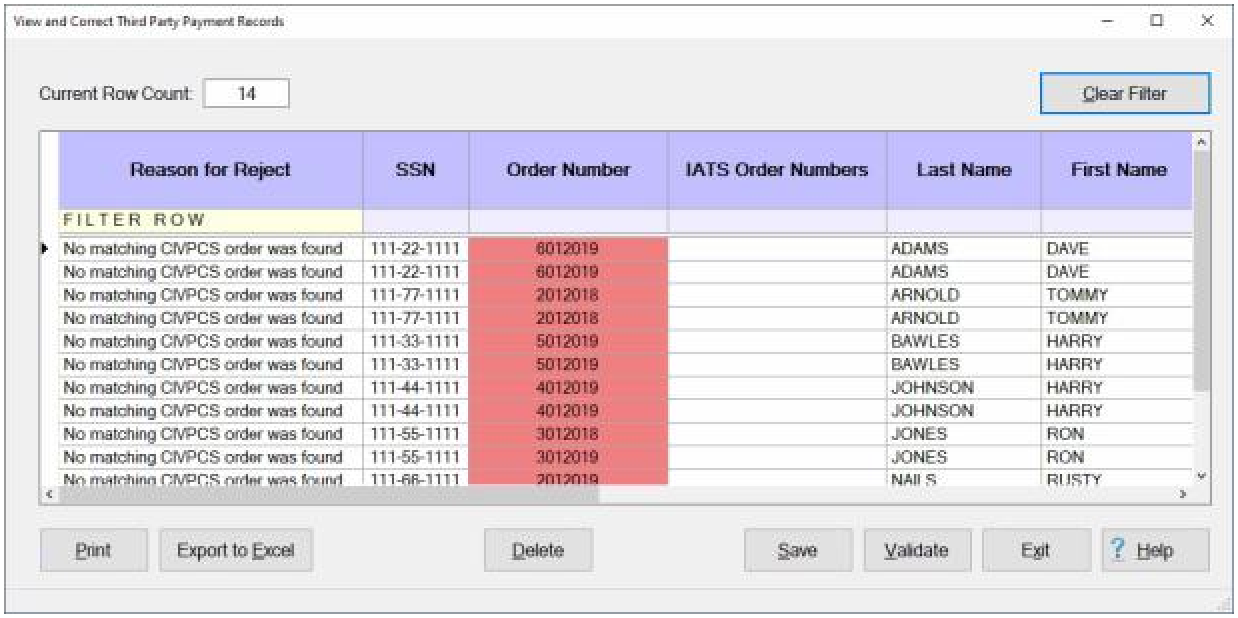
4. If the correct Item Code is displayed in the *drop down* list of Item Codes in the IATS database, **click** on the correct **Item Code** to **select** that code.



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.

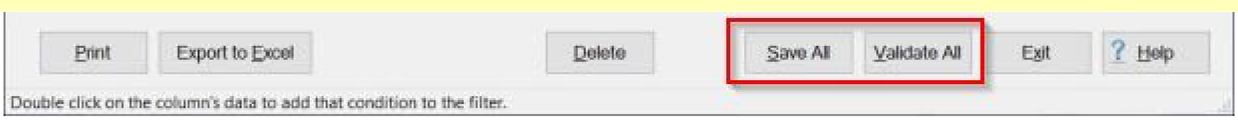
5. **Click** on the **Save** button when you have **finished** correcting any invalid Item Codes.

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.

Tip: At the bottom of the **View and Correct Third Party Payment Records** screen, you will see a **Save** and also a **Validate** button. You would **use** the **Save** or **Validate** buttons when you just want to save or validate only the **record(s)** you have **selected** and **highlighted**. If you **press** the **Ctrl** key on your keyboard, these buttons will **change** to **Save All** and **Validate All** as shown below. When you **use** the **Save All** or **Validate All** buttons, IATS will save or validate all of the **records** that are **displayed** in the grid. **Pressing** the **Ctrl** key **again** will **change** the buttons back to **Save** and **Validate**.



Correcting Dates

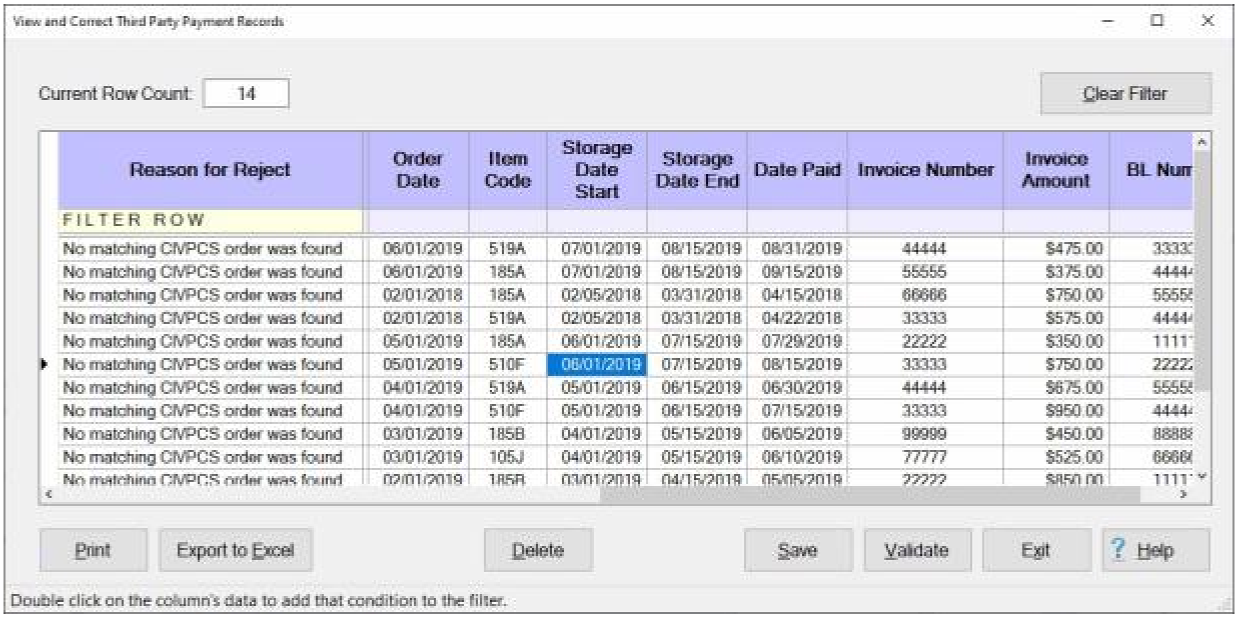
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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.

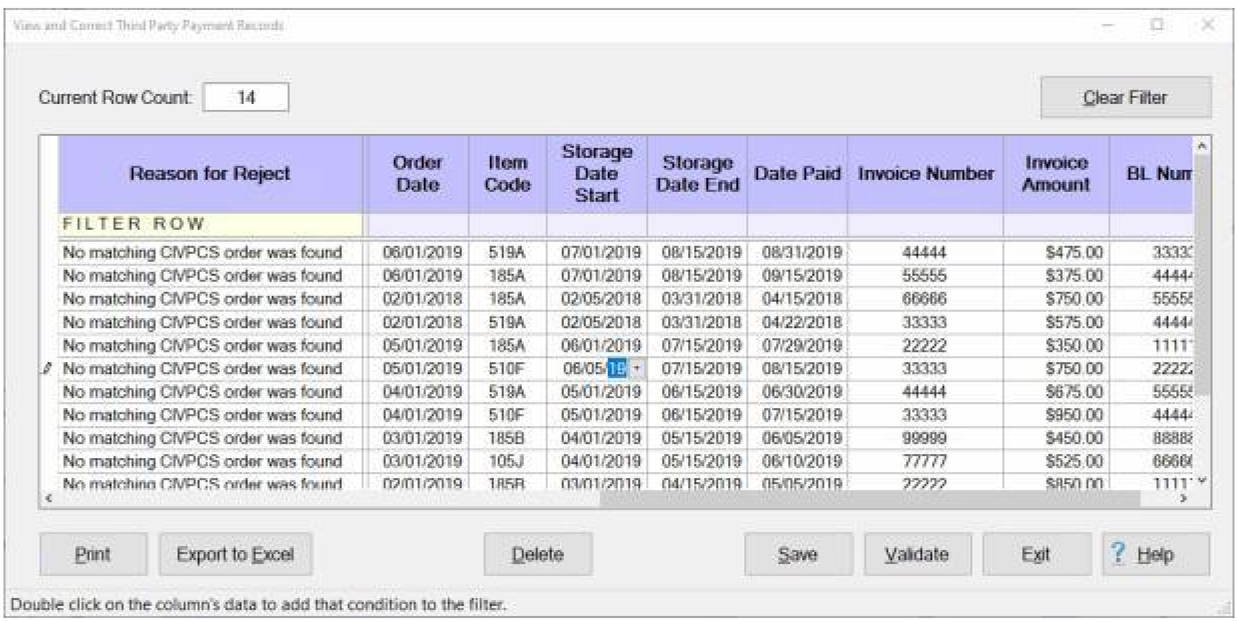
When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

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.

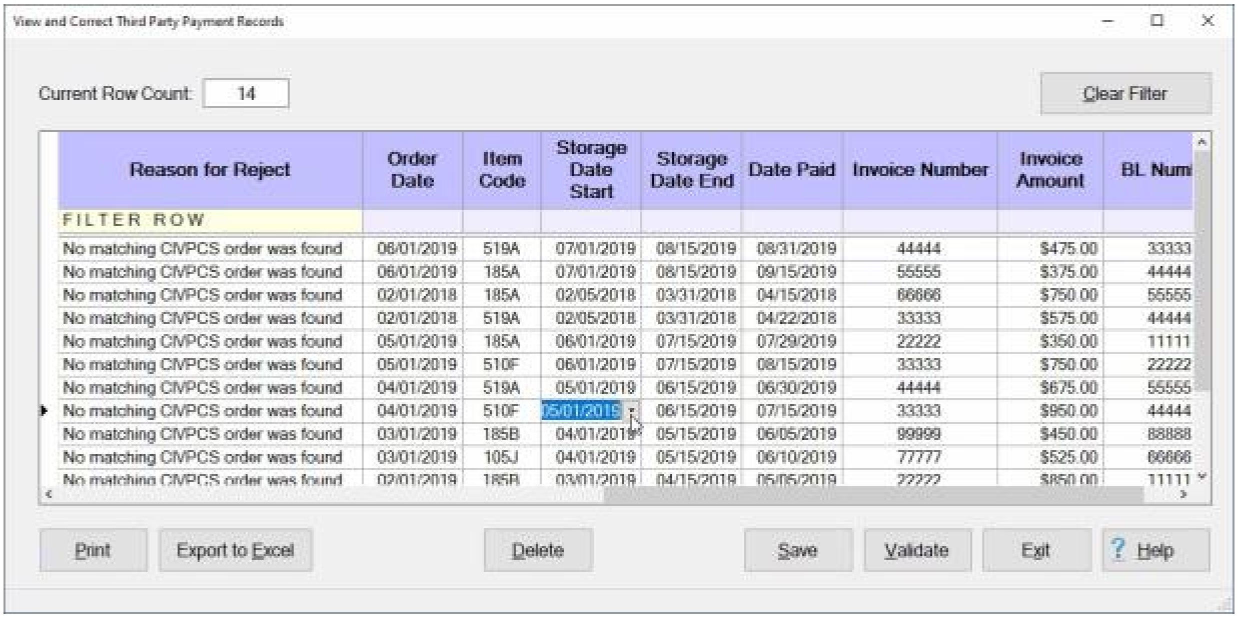


1. **Click** in the **cell** for a date you wish to correct. You will notice that IATS **highlights** the date in **blue**.
2. **Enter** the desired date in **MMDDYY** format.

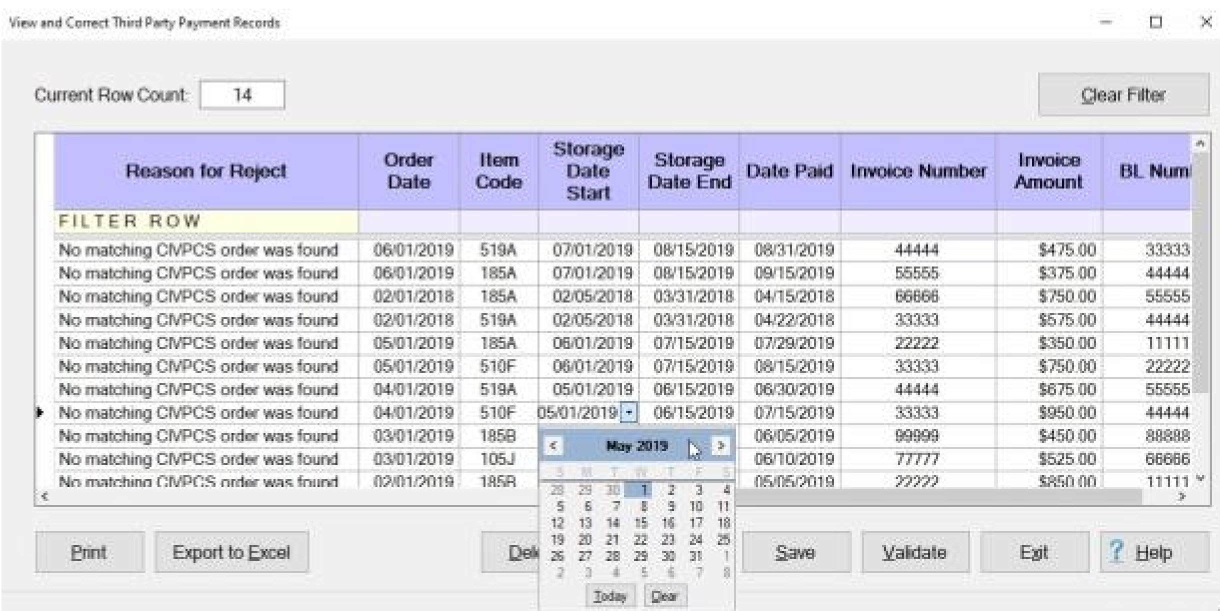


3. You will notice that the **date** was **changed** as shown above.

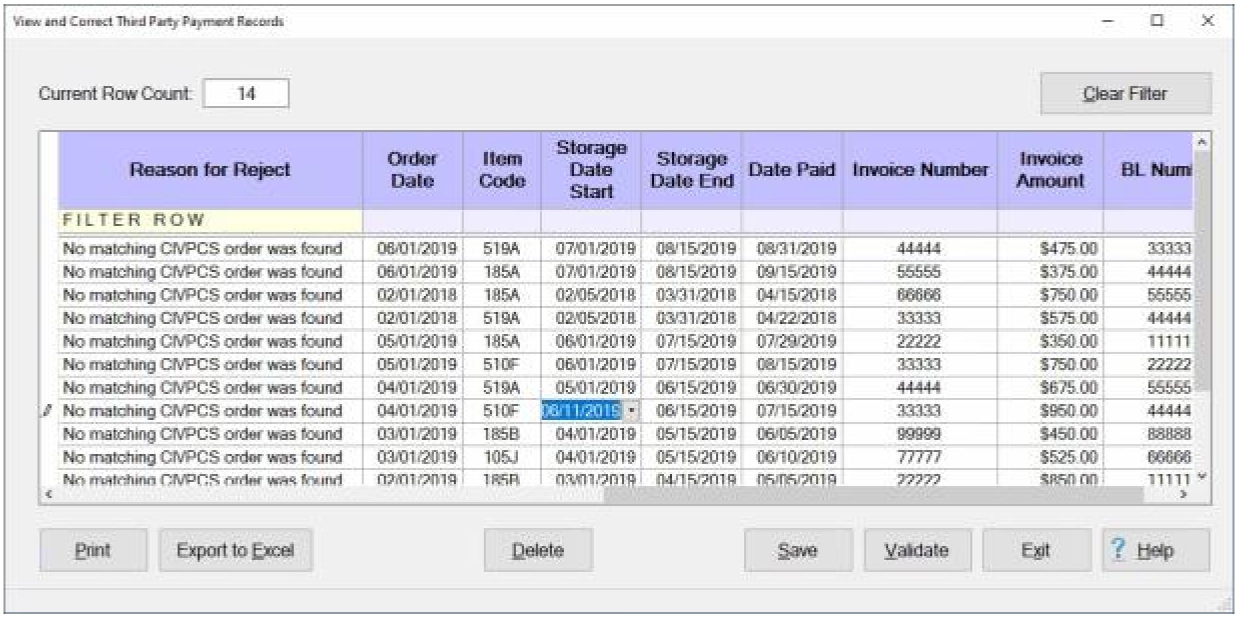
<u>Using the IATS calendar to change the date:</u>



1. **Click** in the **cell** <u>two times</u> (**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.



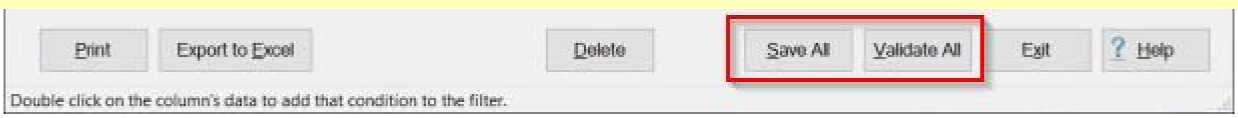
3. **Click** on the *left* or *right* arrow **buttons** at the top of the **calendar** screen to **change** the **month** if necessary.
4. When the <u>correct</u> **month** is displayed, **click** on the desired **date**.



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.

Tip: At the bottom of the **View and Correct Third Party Payment Records** screen, you will see a **Save** and also a **Validate** button. You would **use** the **Save** or **Validate** buttons when you just want to save or validate only the **record(s)** you have **selected** and **highlighted**. If you **press** the **Ctrl** key on your keyboard, these buttons will **change** to **Save All** and **Validate All** as shown below. When you **use** the **Save All** or **Validate All** buttons, IATS will save or validate all of the **records** that are **displayed** in the grid. **Pressing** the **Ctrl** key **again** will **change** the buttons back to **Save** and **Validate**.



Correcting Invoice Numbers

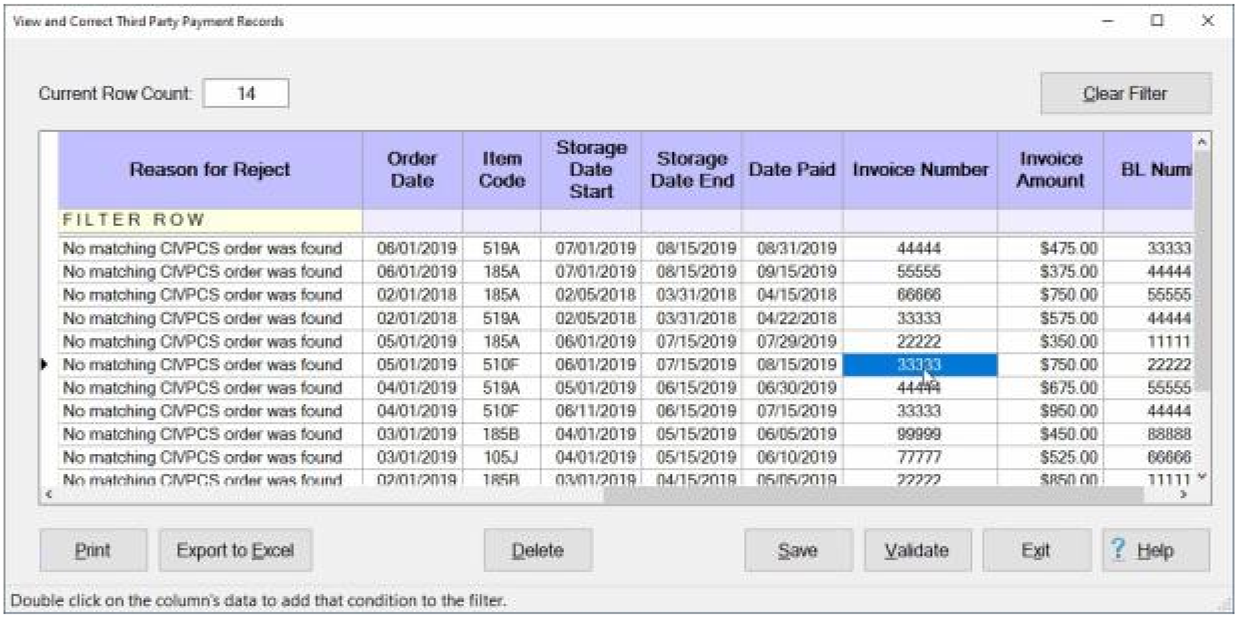
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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**.

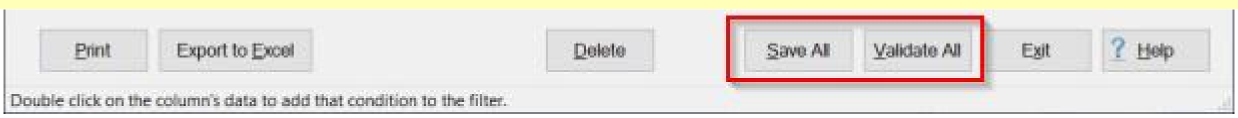
When performing **corrections** to the imported Third Party Payment records, you may discover that some of the **Invoice Numbers** are **incorrect**.

Complete the following steps to "correct" invalid Invoice Numbers.



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.

Tip: At the bottom of the **View and Correct Third Party Payment Records** screen, you will see a **Save** and also a **Validate** button. You would **use** the **Save** or **Validate** buttons when you just want to save or validate only the **record(s)** you have **selected** and **highlighted**. If you **press** the **Ctrl** key on your keyboard, these buttons will **change** to **Save All** and **Validate All** as shown below. When you **use** the **Save All** or **Validate All** buttons, IATS will save or validate all of the **records** that are **displayed** in the grid. **Pressing** the **Ctrl** key **again** will **change** the buttons back to **Save** and **Validate**.



Correcting Invoice Amounts

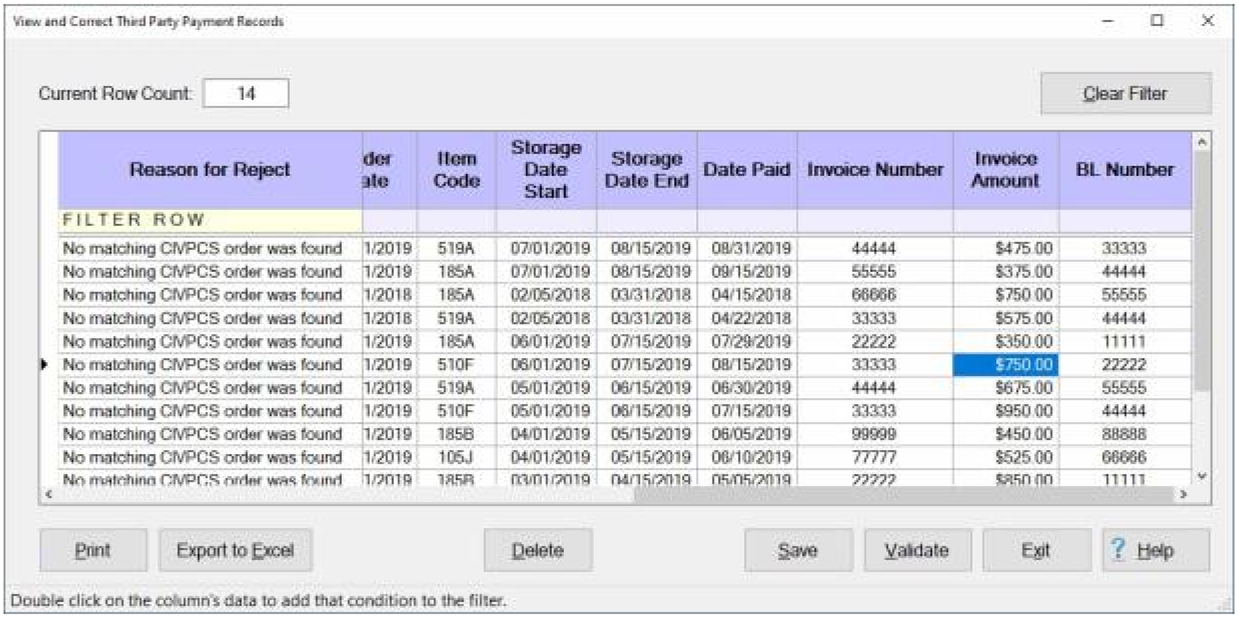
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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**.

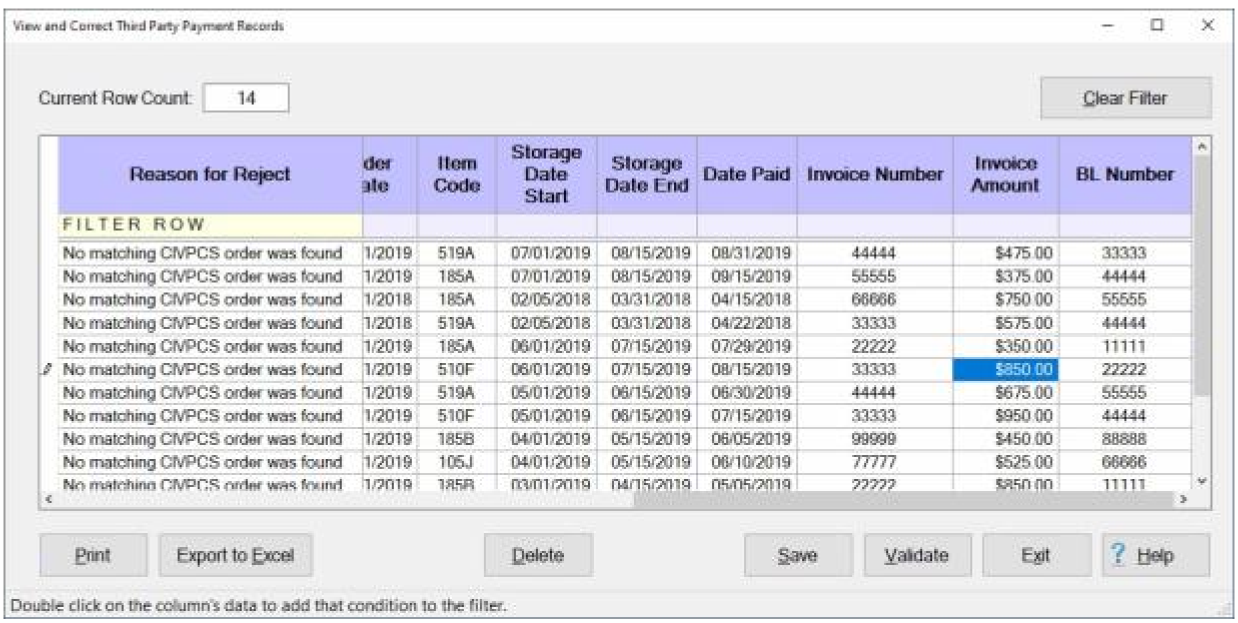
When performing **corrections** to the imported Third Party Payment records, you may discover that some of the **Invoice Amounts** are **incorrect**.

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
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	185B	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 <u>correct</u> Invoice Amount and then **press** *Tab*. The amount entered will now be shown in the cell <u>as shown below</u>.

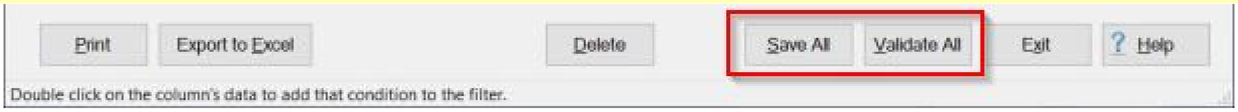


Reason for Reject	der ate	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Number
No matching CIVPCS order was found	1/2019	519A	07/01/2019	08/15/2019	08/31/2019	44444	$475.00	33333
No matching CIVPCS order was found	1/2019	185A	07/01/2019	08/15/2019	09/15/2019	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	185B	03/01/2019	04/15/2019	05/05/2019	22222	$850.00	11111

3. **Click** on the **Save** button when you have **finished** correcting any <u>invalid</u> Invoice Amounts.

Tip: At the <u>bottom</u> of the **View and Correct Third Party Payment Records** screen, you will see a **Save** and also a **Validate** button. You would **use** the **Save** or **Validate** buttons when you just want to save or validate <u>only</u> the **record(s)** you have **selected** and **highlighted**. If you **press** the **Ctrl** key on your keyboard, these buttons will **change** to **Save All** and **Validate All** <u>as shown below</u>. When you **use** the

Save All or **Validate All** buttons, IATS will save or validate all of the **records** that are **displayed** in the grid. **Pressing** the **Ctrl** key **again** will **change** the buttons back to **Save** and **Validate**.



Correcting Bill of Lading Numbers

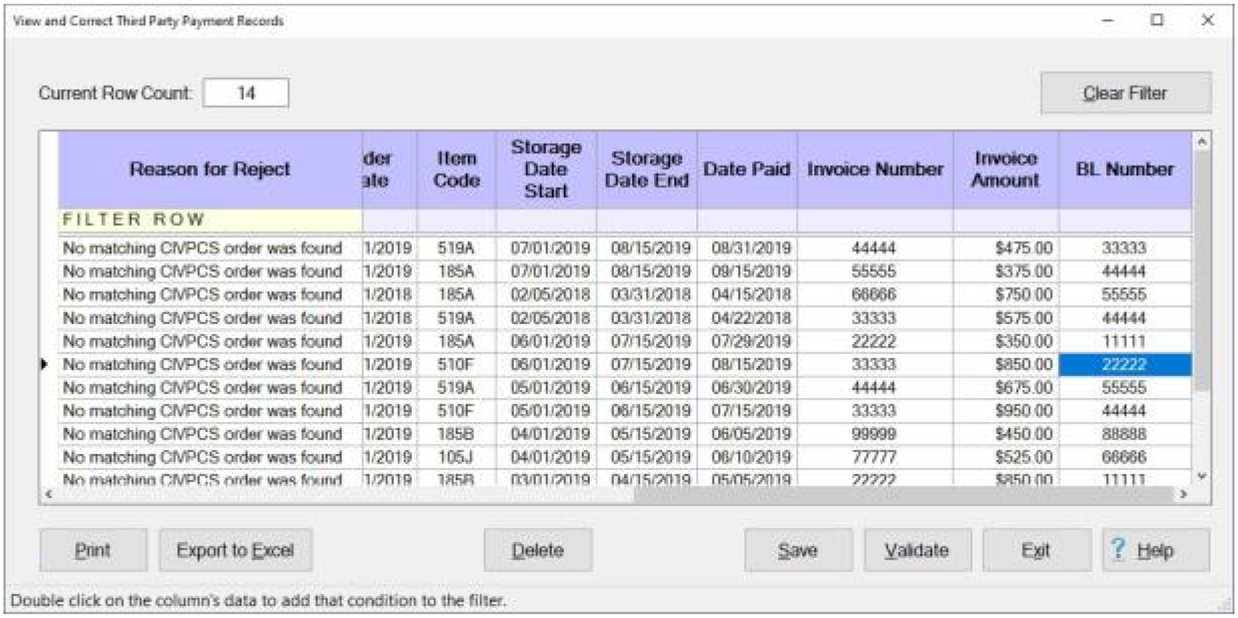
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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.

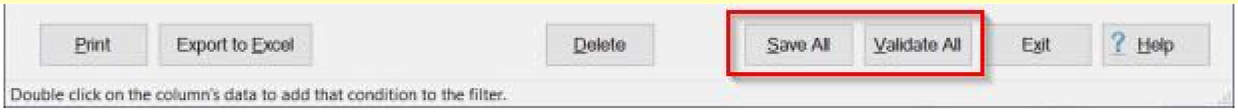


Reason for Reject	der ate	Item Code	Storage Date Start	Storage Date End	Date Paid	Invoice Number	Invoice Amount	BL Number
No matching CIVPCS order was found	1/2019	519A	07/01/2019	08/15/2019	08/31/2019	44444	$475.00	33333
No matching CIVPCS order was found	1/2019	185A	07/01/2019	08/15/2019	09/15/2019	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	185B	03/01/2019	04/15/2019	05/05/2019	22222	$850.00	11111

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.

Tip: At the bottom of the **View and Correct Third Party Payment Records** screen, you will see a **Save** and also a **Validate** button. You would **use** the **Save** or **Validate** buttons when you just want to save or validate only the **record(s)** you have **selected** and **highlighted**. If you **press** the **Ctrl** key on your keyboard, these buttons will **change** to **Save All** and **Validate All** as shown below. When you **use** the

Save All or **Validate All** buttons, IATS will save or validate all of the **records** that are **displayed** in the grid. **Pressing** the **Ctrl** key **again** will **change** the buttons back to **Save** and **Validate**.



Validating Corrected Third Party Payment Records

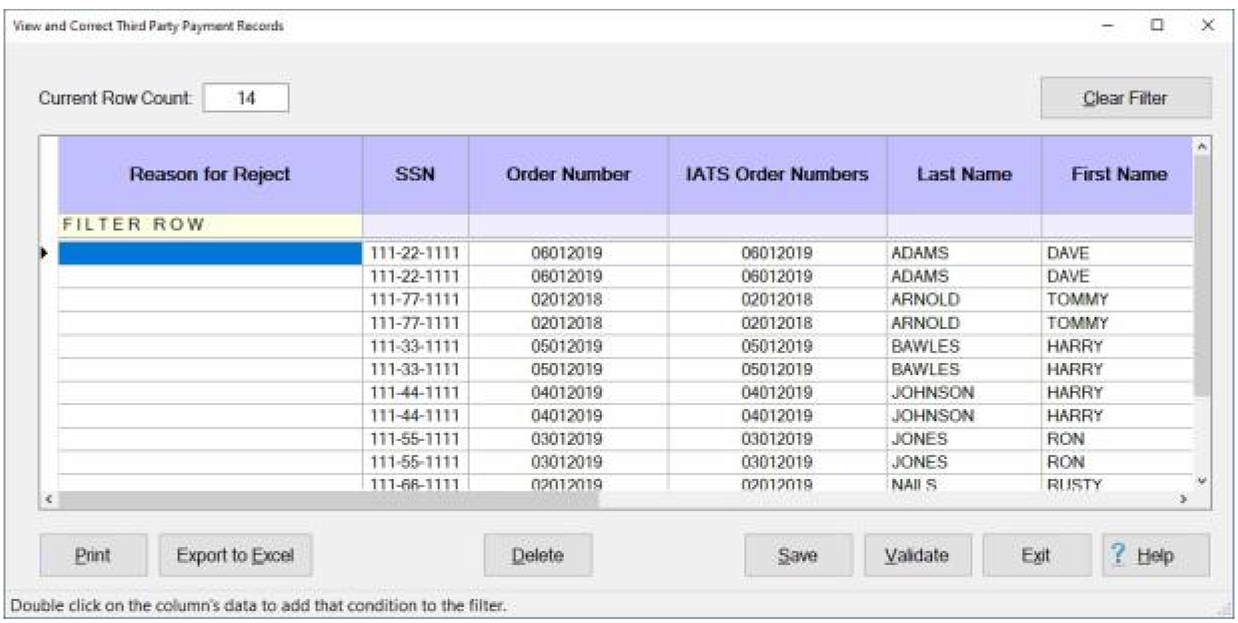
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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**.

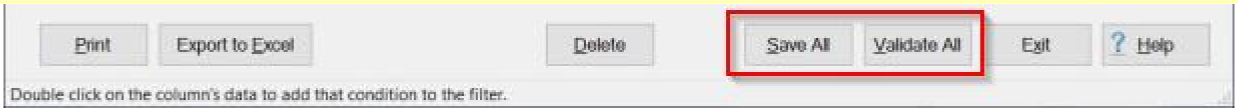
Complete the following steps to "validate" corrected Third Party Payment records.

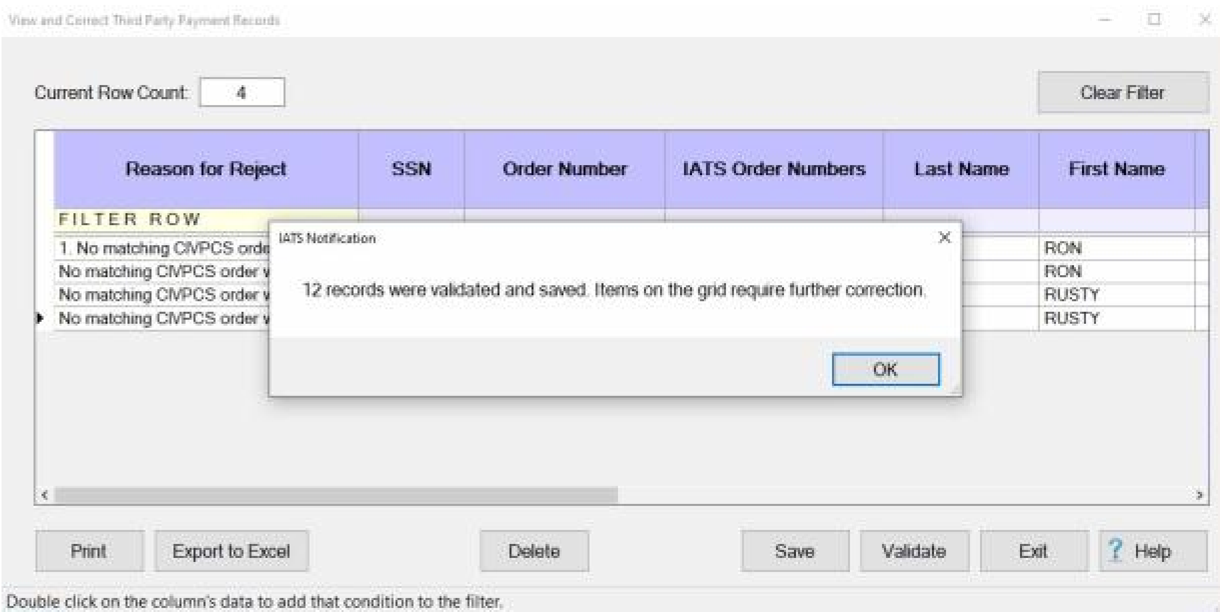


1. When you have finished making the desired corrections you can move the corrected records to the **Ready for Processing pool**.
2. If you are **ready** to move the records, **click** on the **Validate** button. IATS will **remove** the validated records from the list and **display** a **message** showing you the **results**.

Tip: At the bottom of the **View and Correct Third Party Payment Records** screen, you will see a **Save** and also a **Validate** button. You would **use** the **Save** or **Validate** buttons when you just want to save or validate only the **record(s)** you have **selected** and **highlighted**. If you **press** the **Ctrl** key on your keyboard, these buttons will **change** to **Save All** and **Validate All** as shown below. When you **use** the

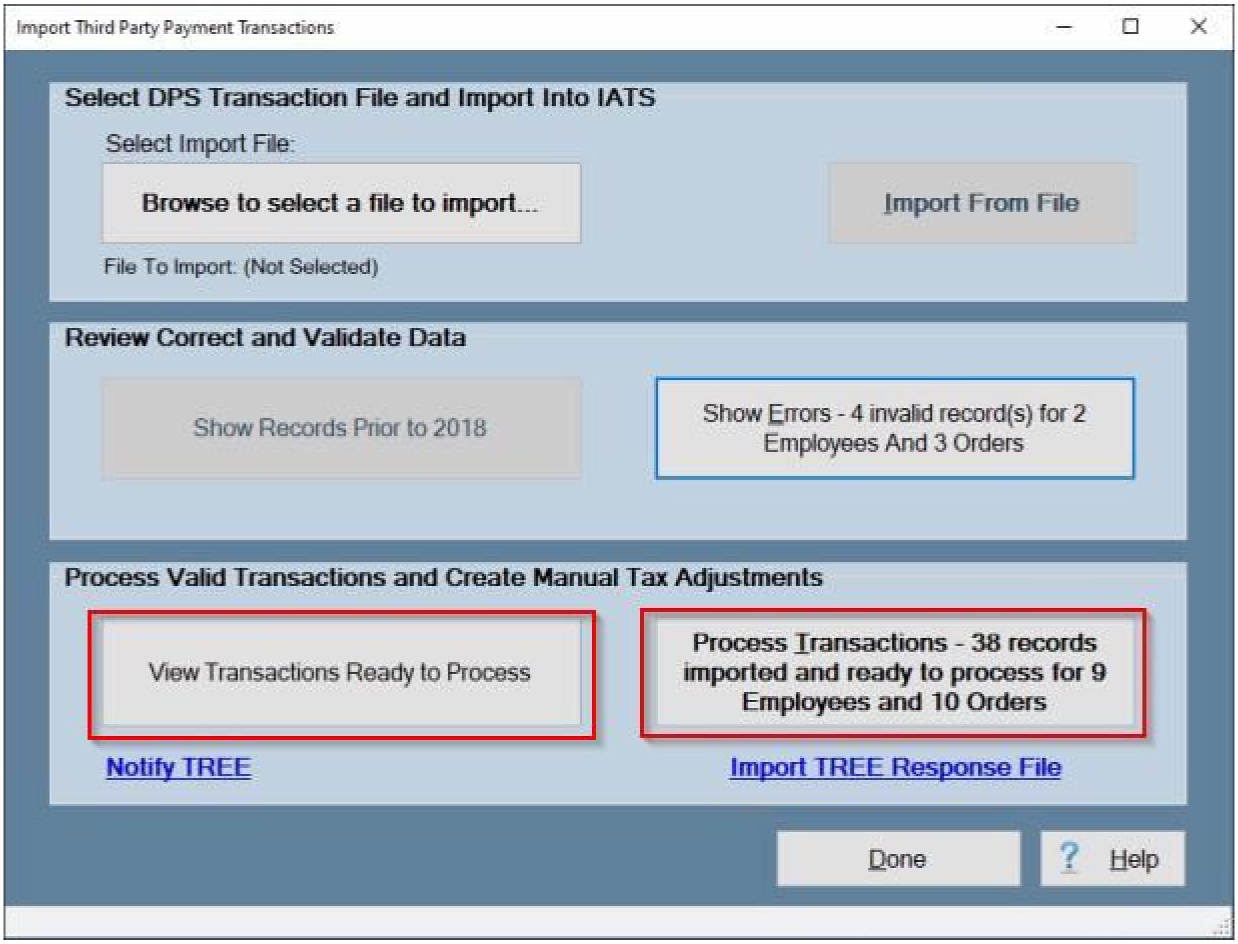
Save All or **Validate All** buttons, IATS will save or validate all of the **records** that are **displayed** in the grid. **Pressing** the **Ctrl** key **again** will **change** the buttons back to **Save** and **Validate**.





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

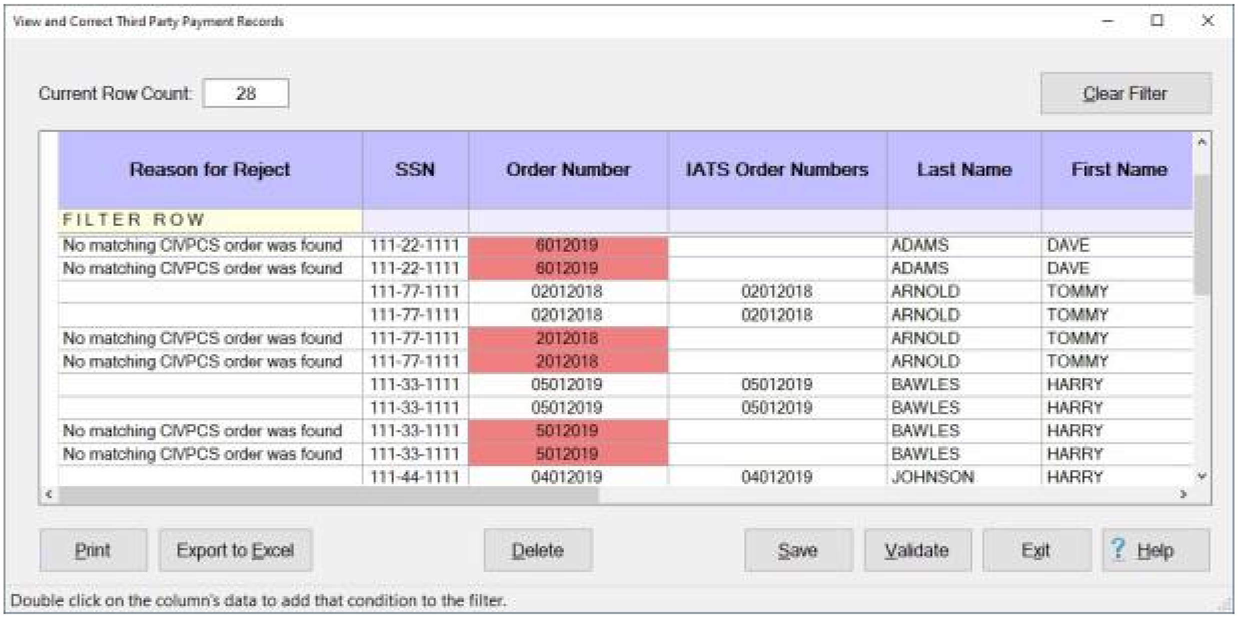
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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.

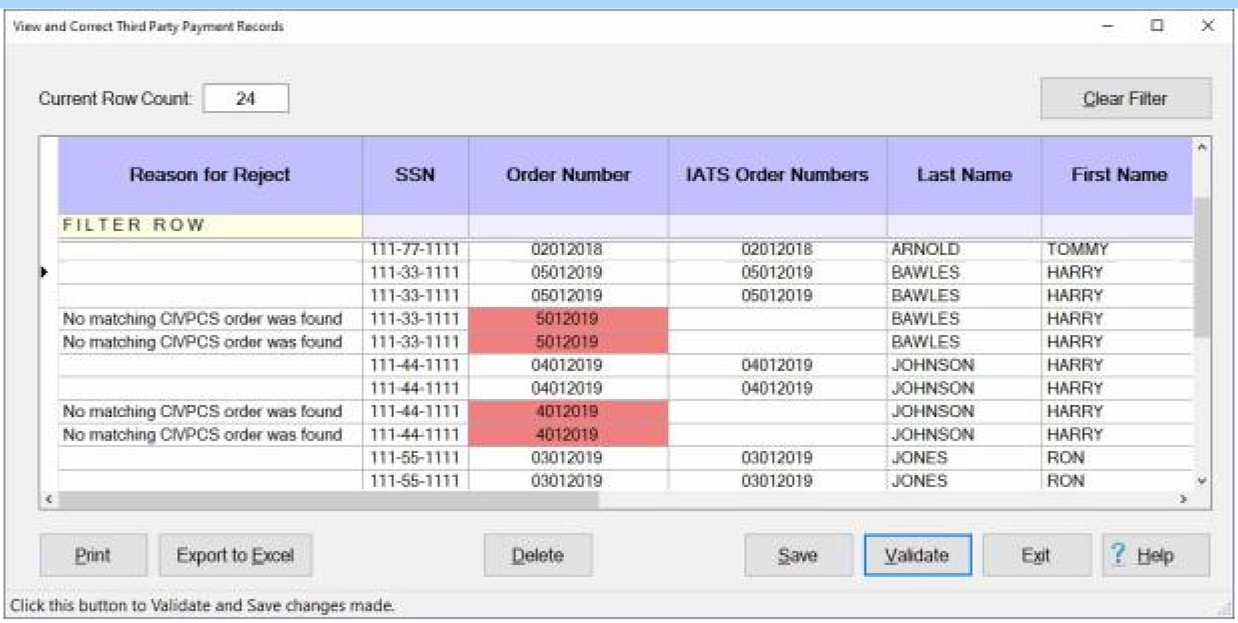
When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

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.



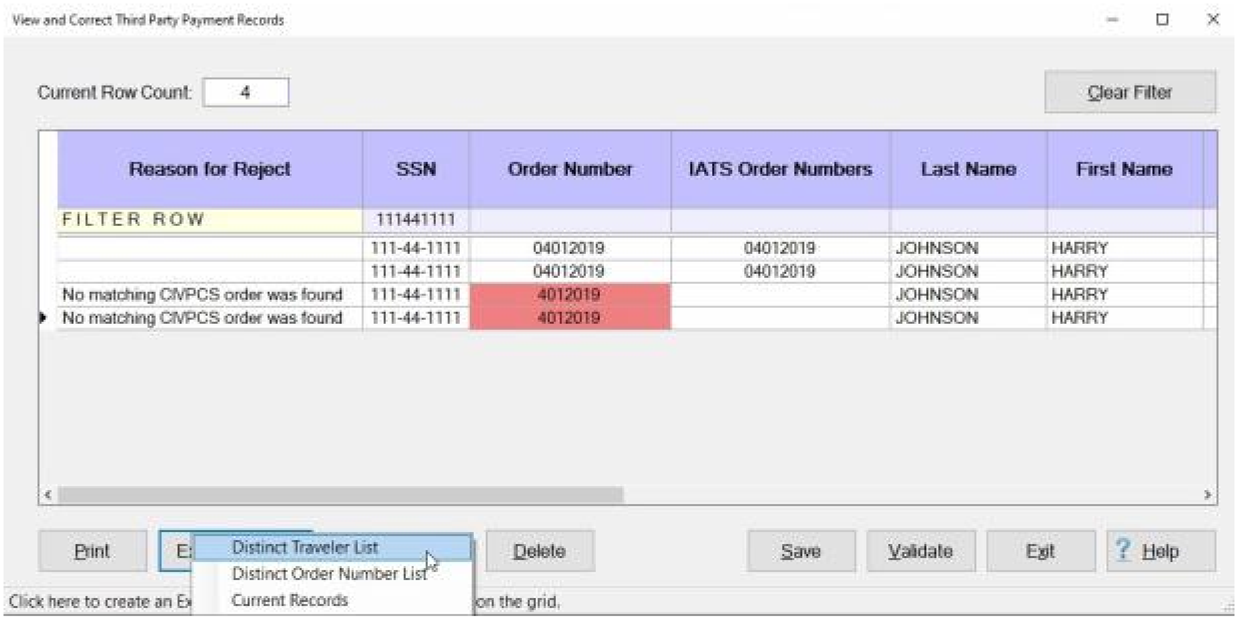
Note: In the screen image above you can see that there are still some **invalid records** that have not been **corrected** and many records that are ready to be **processed**. Before exporting records to Excel, you should **click** on the **Validate** button to **move** the corrected **records** to the **Ready for Processing pool**. When you **click** on the **Validate** button only the **invalid** records will **remain**.



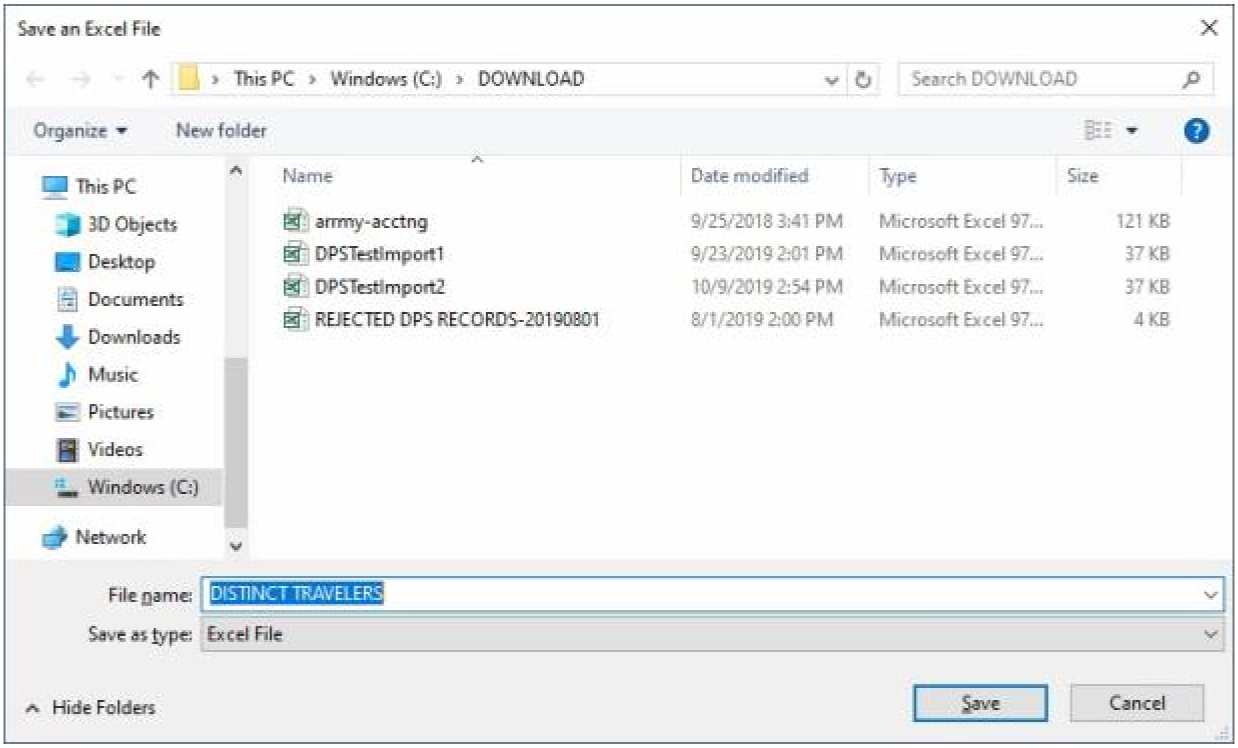
Note: In the screen image above you can see that the validated records have been moved to the **Ready for Processing pool and** there are still some **invalid records** that have not been **corrected**. You can use the **Export to Excel** feature to **copy** these records to another **file** in order to conduct **research** and make the **corrections** at another time.

Exporting records for a distinct traveler:

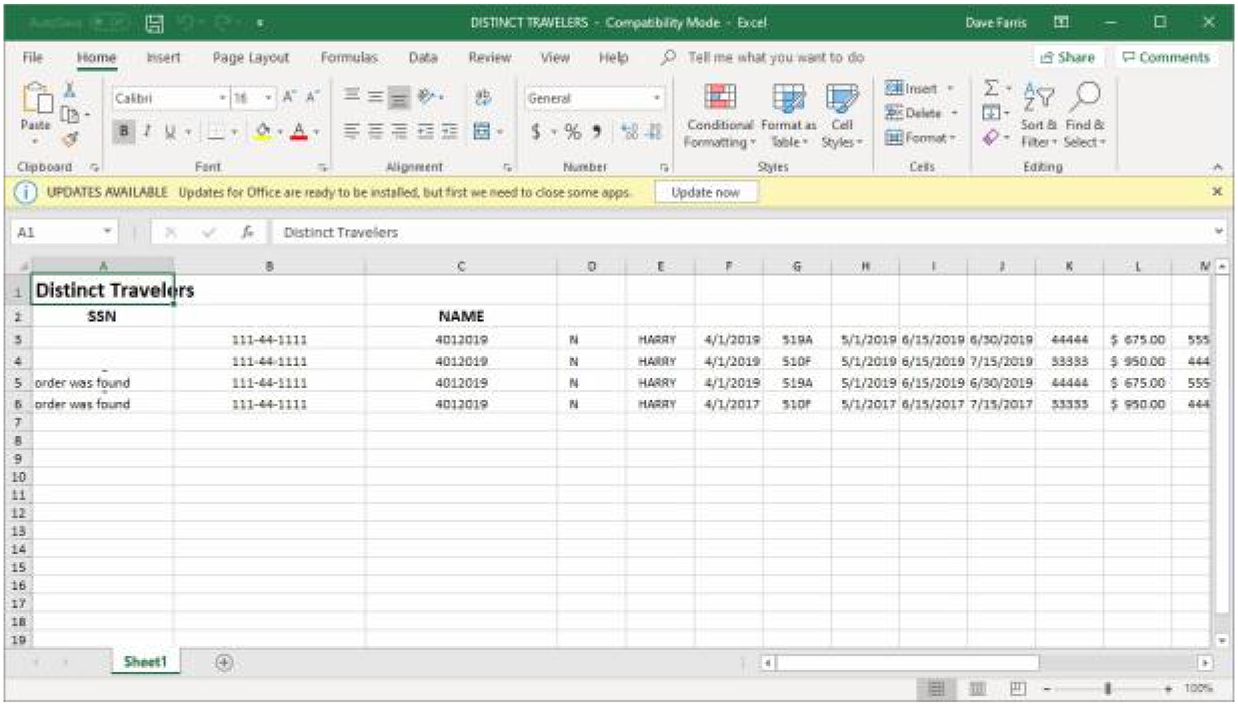
1. In order to export records for a **distinct** traveler, you **must** first **apply** a **filter** to **select** the records for a **particular** traveler.
2. To **apply** a filter, you can either **double click** on a **cell** for the **SSN** you wish to select or, you can **enter** that **SSN** in the empty **SSN** cell on the **Filter Row**.



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 <u>default</u> **name** for the file will be **Distinct Travelers**. **Click** in the **Filename** field and **enter** a <u>different</u> name for the file <u>if desired</u>.
6. At the **Save an Excel File** screen you may <u>also</u> **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 <u>following</u> **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

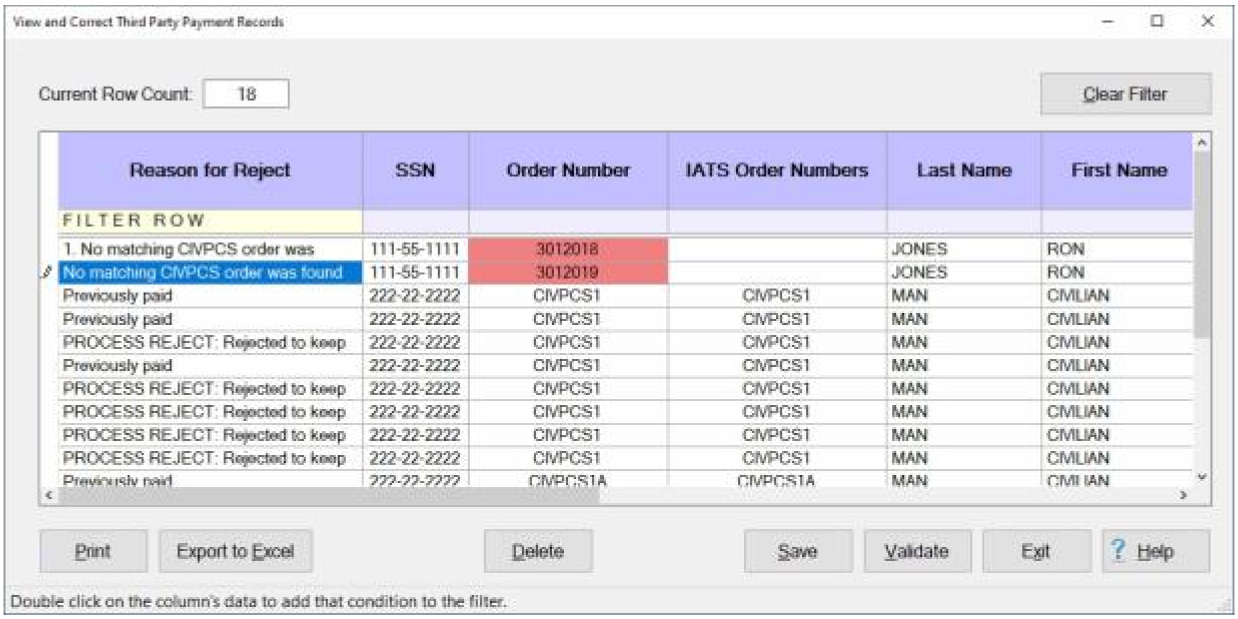
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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**.

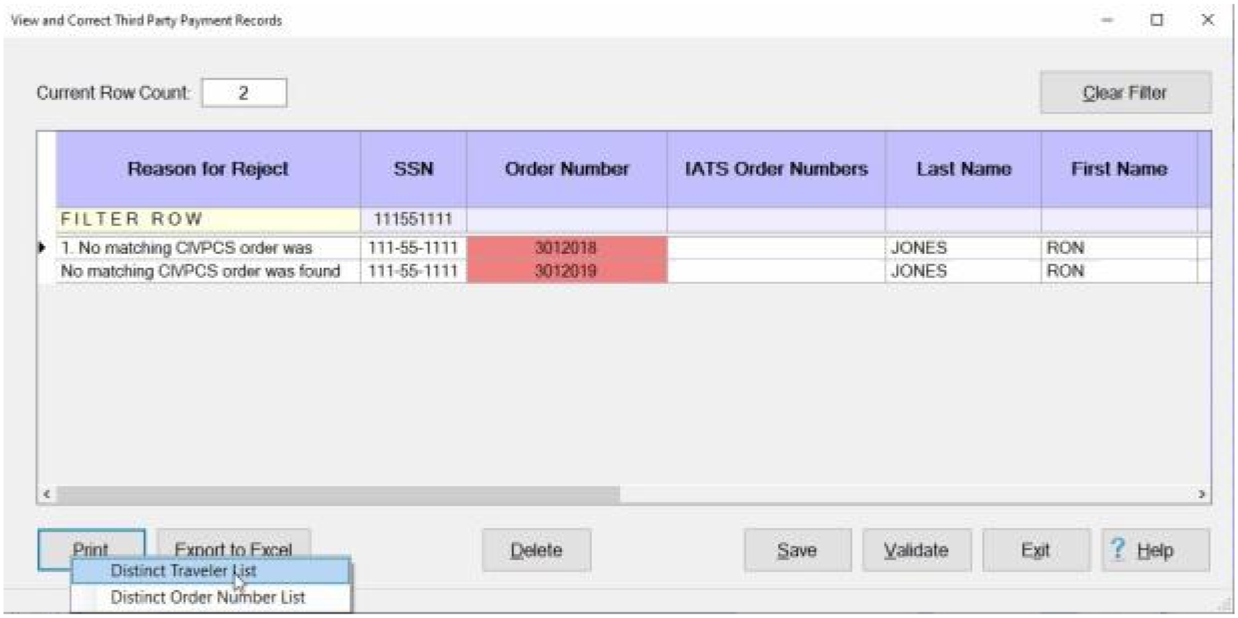
Complete the following steps to "print" records to a document.



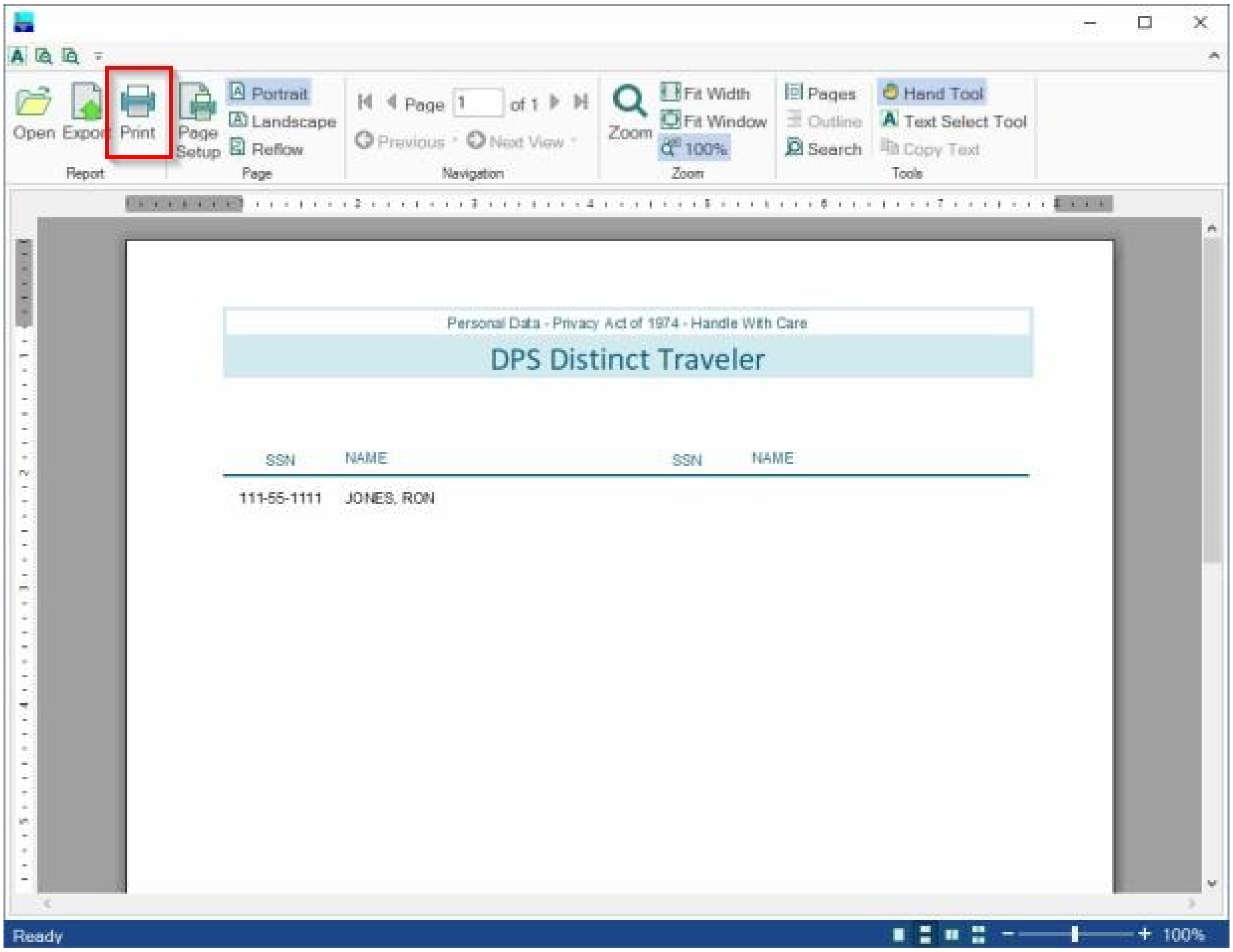
Reason for Reject	SSN	Order Number	IATS Order Numbers	Last Name	First Name
FILTER ROW					
1. No matching CIVPCS order was	111-55-1111	3012018		JONES	RON
No matching CIVPCS order was found	111-55-1111	3012019		JONES	RON
Previously paid	222-22-2222	CIVPCS1	CIVPCS1	MAN	CIVILIAN
Previously paid	222-22-2222	CIVPCS1	CIVPCS1	MAN	CIVILIAN
PROCESS REJECT: Rejected to keep	222-22-2222	CIVPCS1	CIVPCS1	MAN	CIVILIAN
Previously paid	222-22-2222	CIVPCS1	CIVPCS1	MAN	CIVILIAN
PROCESS REJECT: Rejected to keep	222-22-2222	CIVPCS1	CIVPCS1	MAN	CIVILIAN
PROCESS REJECT: Rejected to keep	222-22-2222	CIVPCS1	CIVPCS1	MAN	CIVILIAN
PROCESS REJECT: Rejected to keep	222-22-2222	CIVPCS1	CIVPCS1	MAN	CIVILIAN
PROCESS REJECT: Rejected to keep	222-22-2222	CIVPCS1	CIVPCS1	MAN	CIVILIAN
Previously paid	222-22-2222	CIVPCS1A	CIVPCS1A	MAN	CIVILIAN

<u>**Printing records for a distinct traveler:**</u>

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. <u>After</u> 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 <u>following</u> **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 <u>top right corner</u> 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 <u>different</u> **traveler** <u>or</u> for a <u>distinct</u> **travel order number**.
8. If you are **finished** using the **View and Correct Third Party Payment Records** screen, **click** on the **Exit** button.

<u>**Printing records for a distinct travel order:**</u>

1. **Click** on the **Clear Filter** button <u>if necessary</u> 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** <u>first</u> **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 <u>or</u>, you can **enter** that **order number** in the <u>empty</u> **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

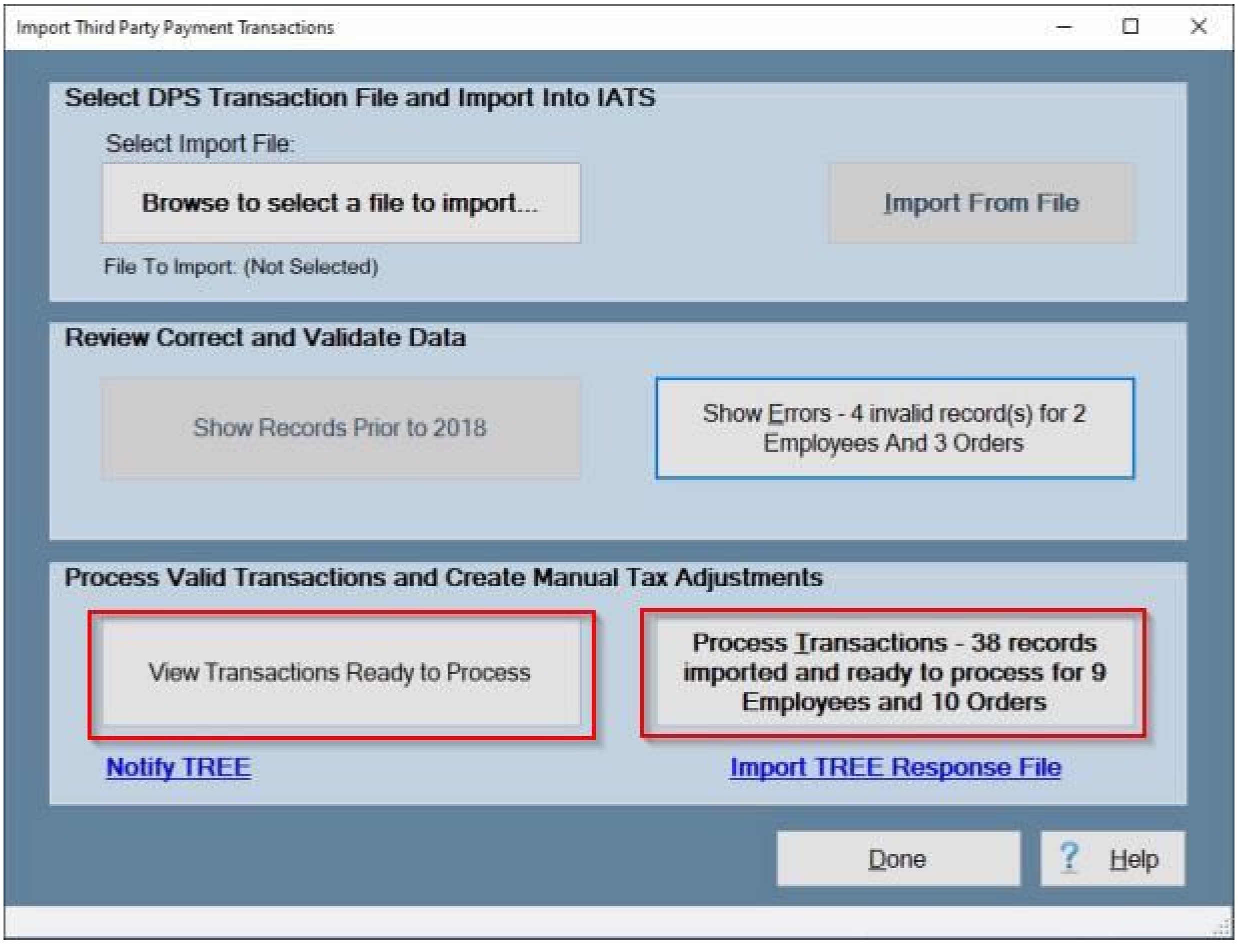
An **enhancement** was added to IATS to **import** payment data from **3rd party** transportation systems.

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**.

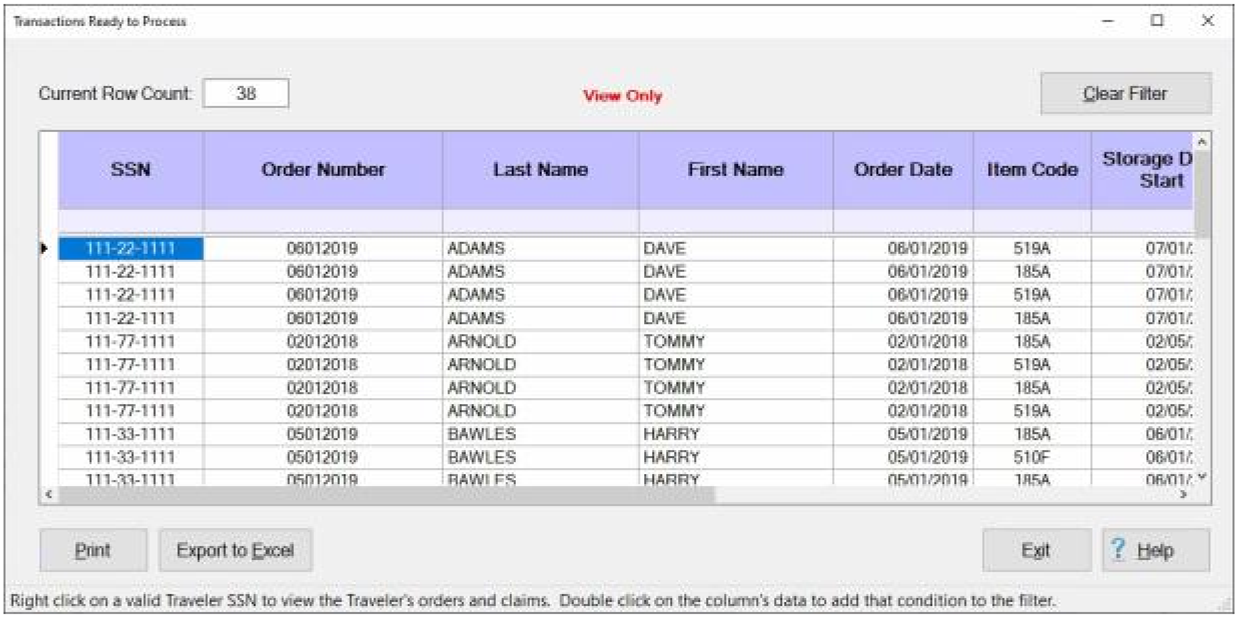
After you have made the necessary **corrections** you must **validate** the corrected records to **move** them to the **Ready for Processing pool**.

Complete the following steps to "process" corrected and validated Third Party Payment records.



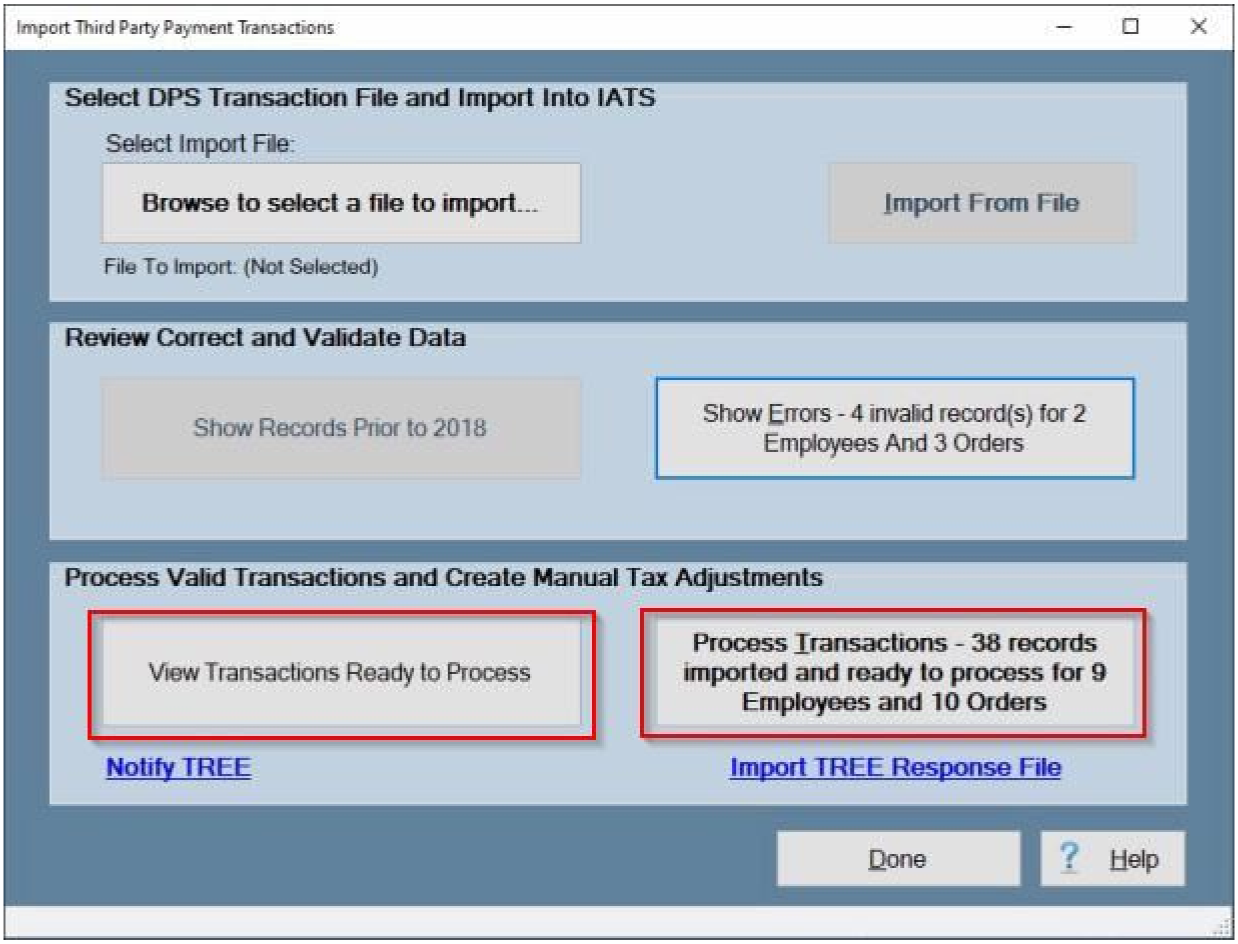
Note: After you have **validated** the **corrected** records and IATS has returned to the **Import Third Party Payment Transactions** screen, you are now **ready** to **process** the validated transactions if desired. You will notice that in the <u>bottom</u> **section** titled **Process Valid Transactions and Create Manual Tax Adjustments** that there are <u>two</u> 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 <u>as shown below</u>.

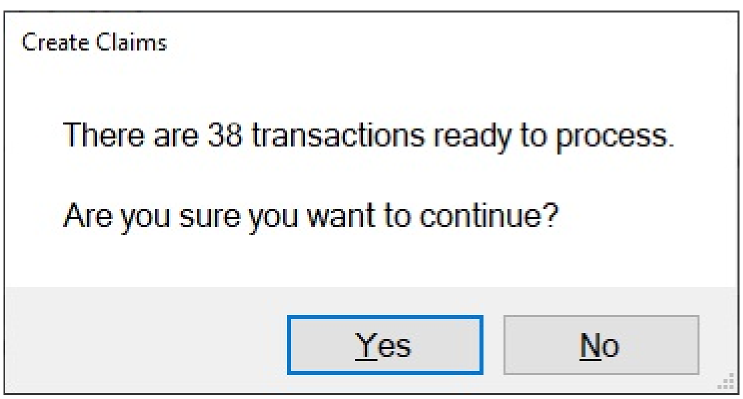


Note: You will notice that the **Transactions Ready to Process** screen is for **viewing** only. **No corrections** can be made. You may, however, apply a **filter**, **sort** records, **export** the records to an Excel spreadsheet, and generate a **print-out** of the records. **Click** on the **See Also** button at the bottom of this page to see a list of **Help** topics explaining how to perform the various options.

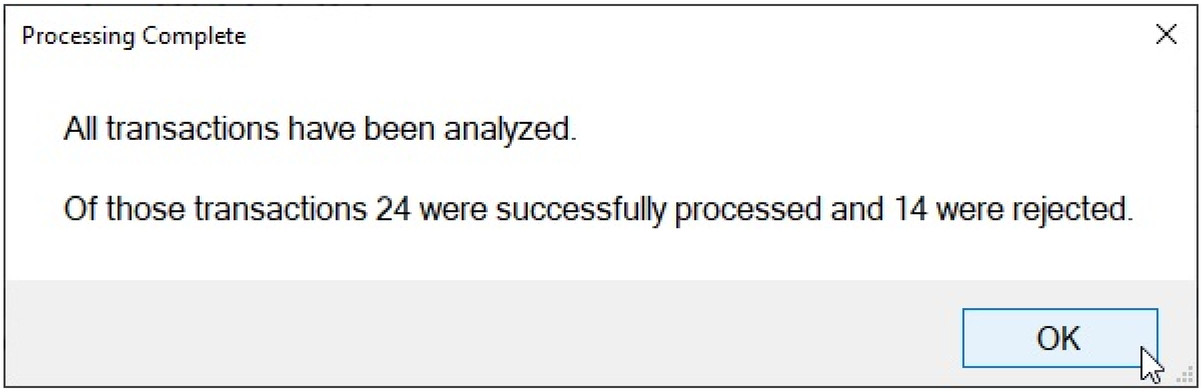
2. When you are **finished** viewing the **Transactions Ready to Process** screen, **click** on the **Exit** button to **return** to the **Import Third Party Payment Transactions** screen.



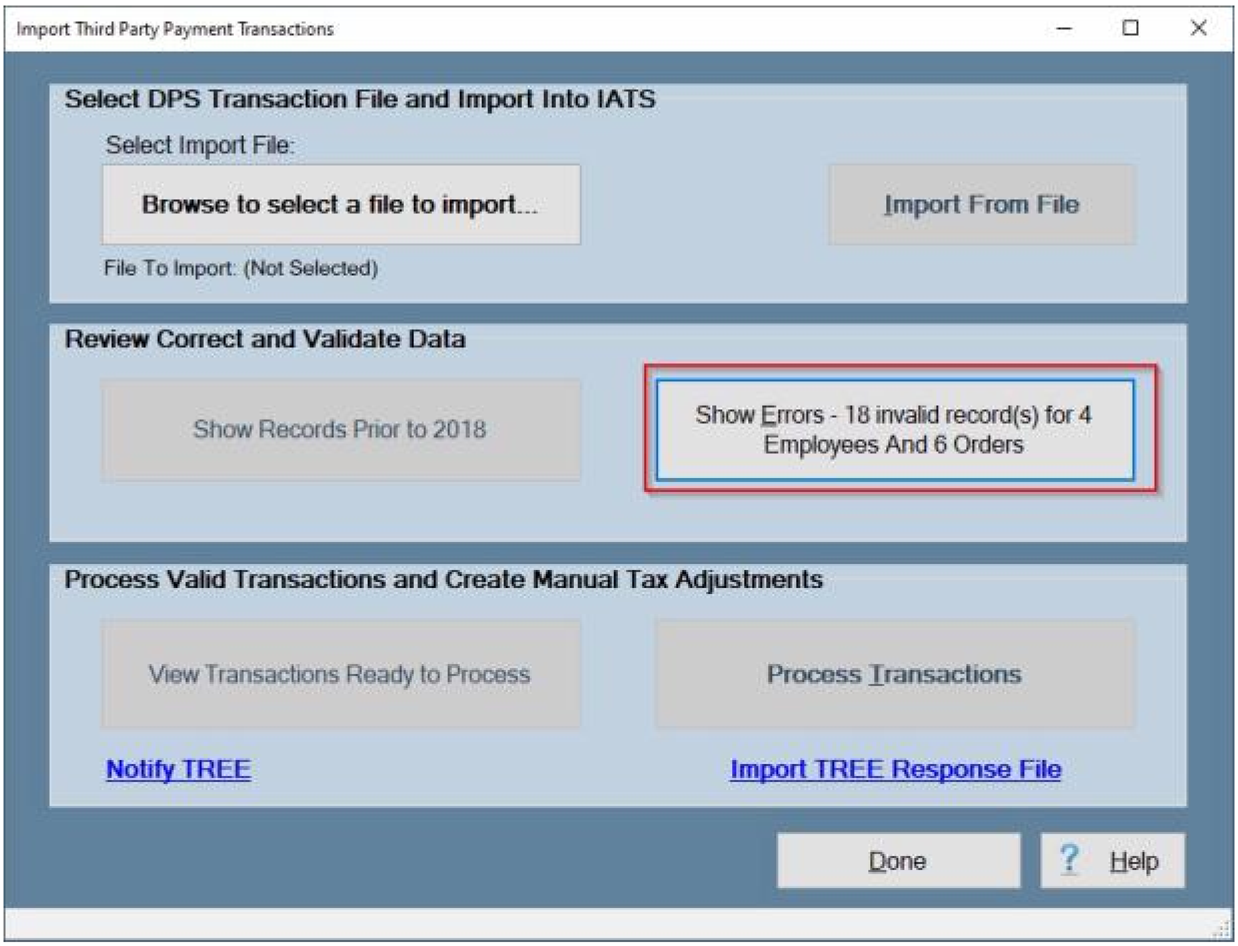
3. If you are now **ready** to process the transactions, **click** on the **Process Transactions** button. IATS will display the following message.



4. **Click** on **Yes** to continue. IATS will process the transactions and display the following message showing the results.

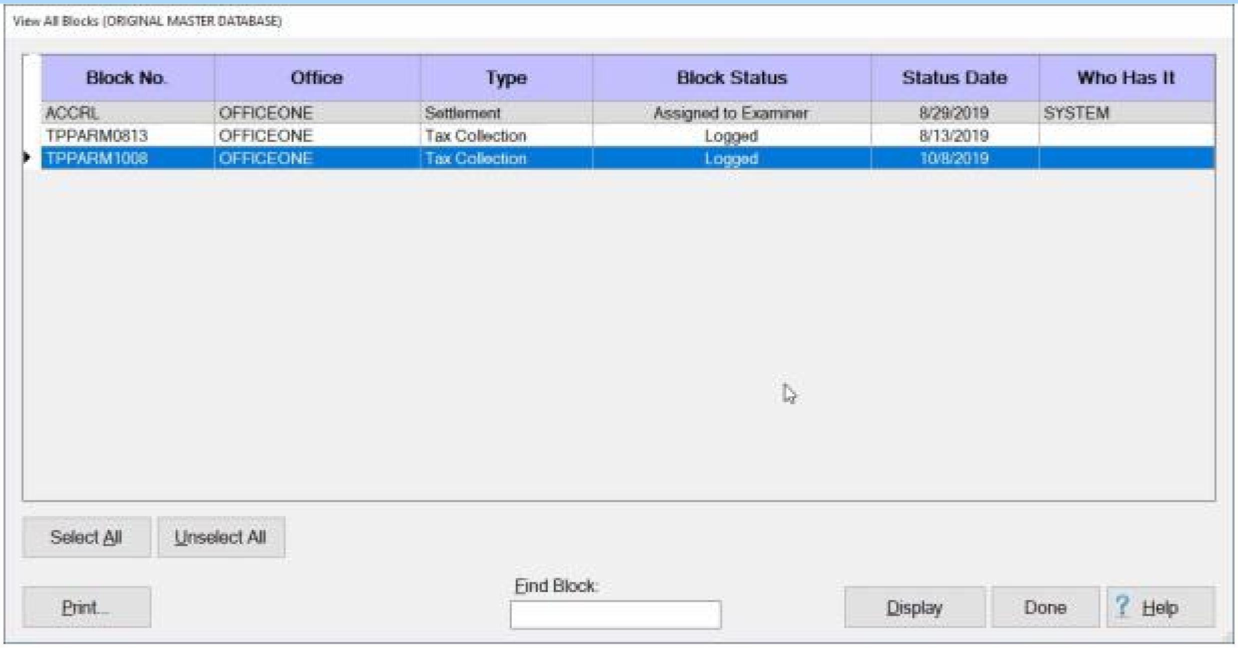


5. **Click** on **OK** to continue. IATS will return to the **Import Third Party Payment Transactions** screen.



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.

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.



8. 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**.

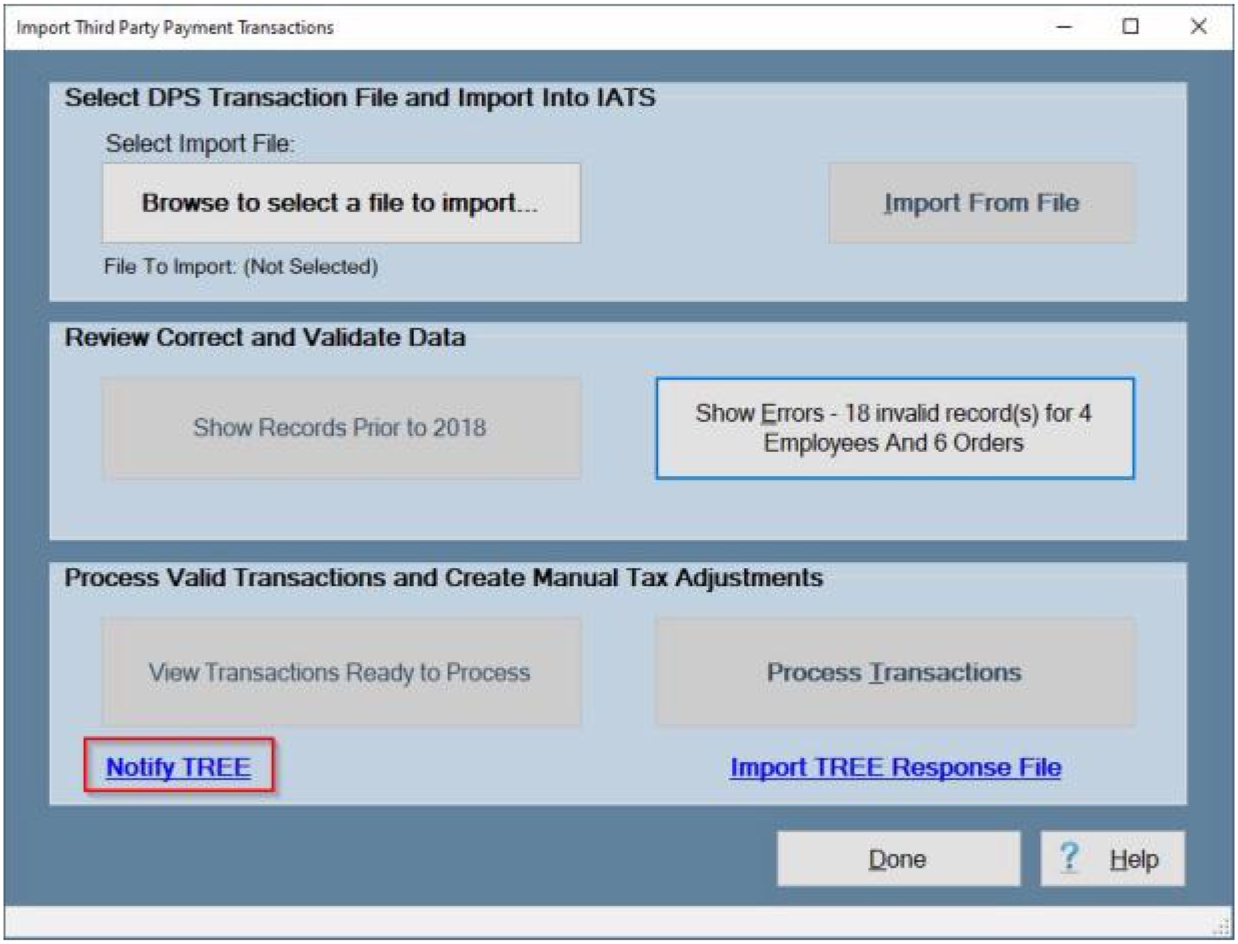
After you have made the necessary **corrections** you must **validate** the corrected records to **move** them to the **Ready for Processing pool**.

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.

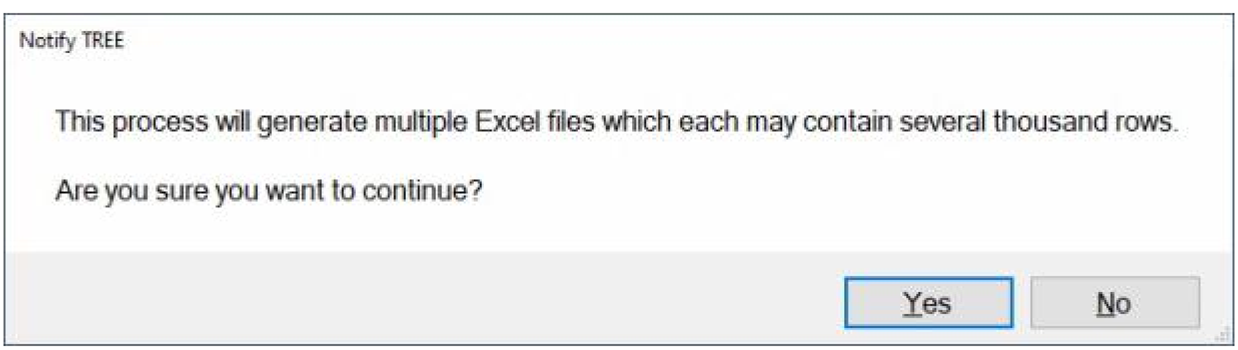
TREE is an external system developed in-house by DFAS-Rome. An IATS user has to **copy/move/transmit** the **Excel** spreadsheet created to "notify TREE" to the computer/user responsible for working on TREE. That user has to **load** that file into TREE to be processed. The result is an Excel file that 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.



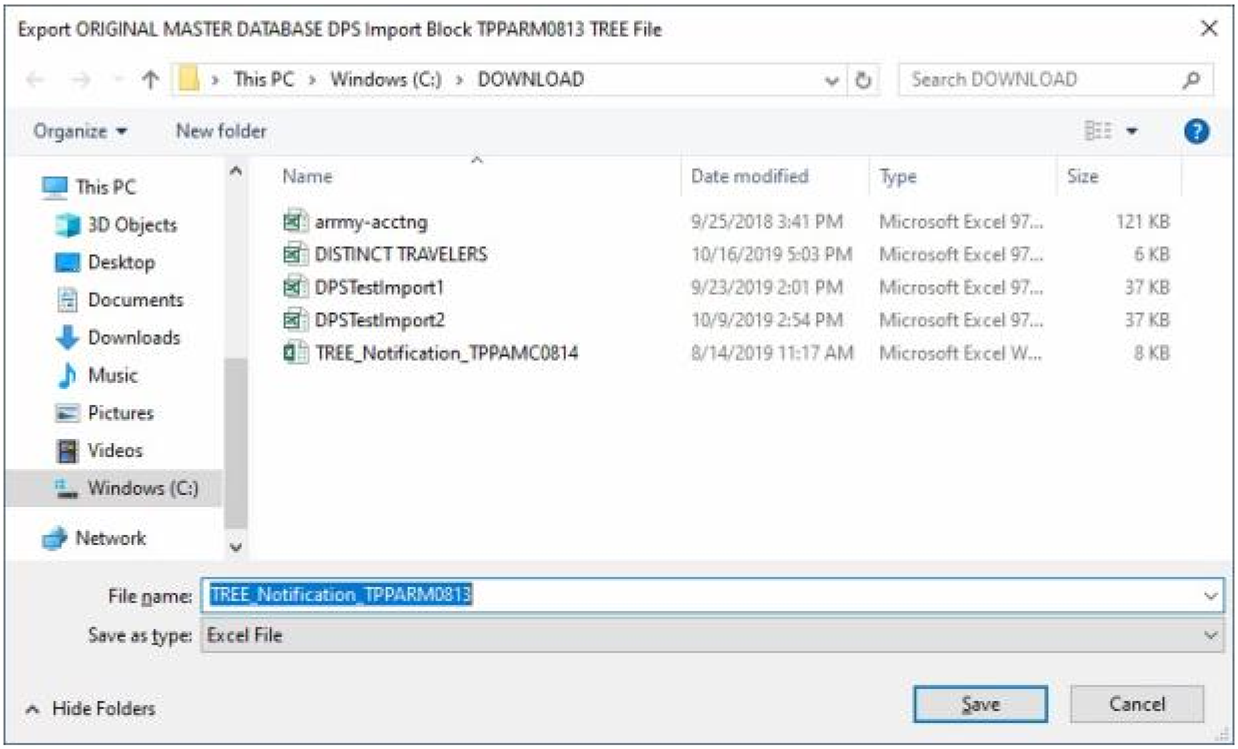
Note: <u>After</u> you have Processed the Transactions, and verified that IATS **created** a **block** beginning with the letters **TPP** containing <u>all</u> of the **records** that were **processed**, you <u>must</u> **click** on the **Notify TREE** link to **create** an **Excel file** to be **uploaded** to the TREE system.

1. **Click** on the **Notify TREE** link. IATS will **display** the following **warning message**.

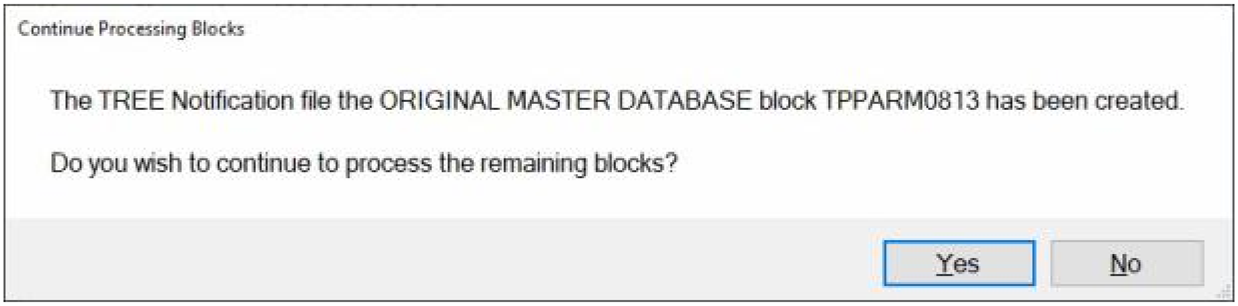


2. **Click** on *Yes* if you wish to **continue**. <u>If</u> you **click** on *Yes*, IATS will **display** the following **message**.

3. **Click** on **OK** to continue. IATS will **display** the following **Export** screen.



4. At the **Export** screen, you will **notice** that the <u>default</u> **name** for the file will be **TREE Notification** <u>plus</u> the **name of the block** that the records were pulled from. **Click** in the **Filename** field and **enter** a <u>different</u> name for the file <u>if desired</u>.
5. At the **Export** screen you may <u>also</u> **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 <u>other</u> **TPP blocks** pending.



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.

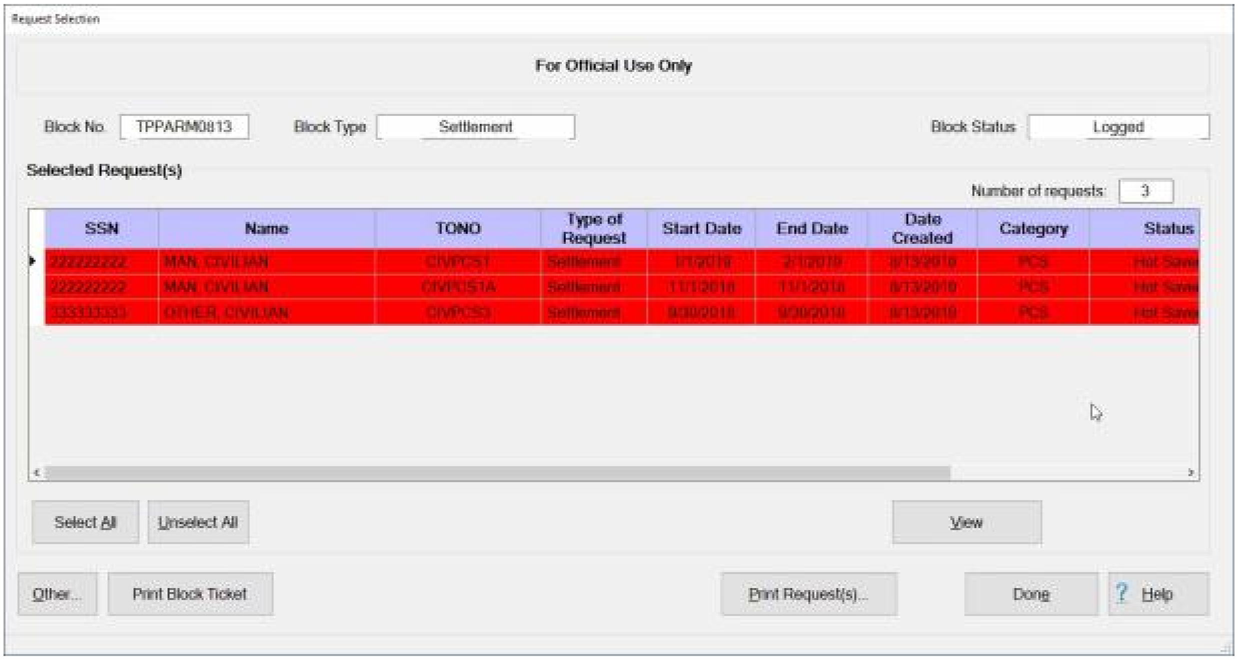
When the import file is processed, **errors** may occur that **prevent** the transactions from being processed. The **View and Correct Third Party Payment Records** screen is used to **identify** the errors and **make** the necessary **corrections**.

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.

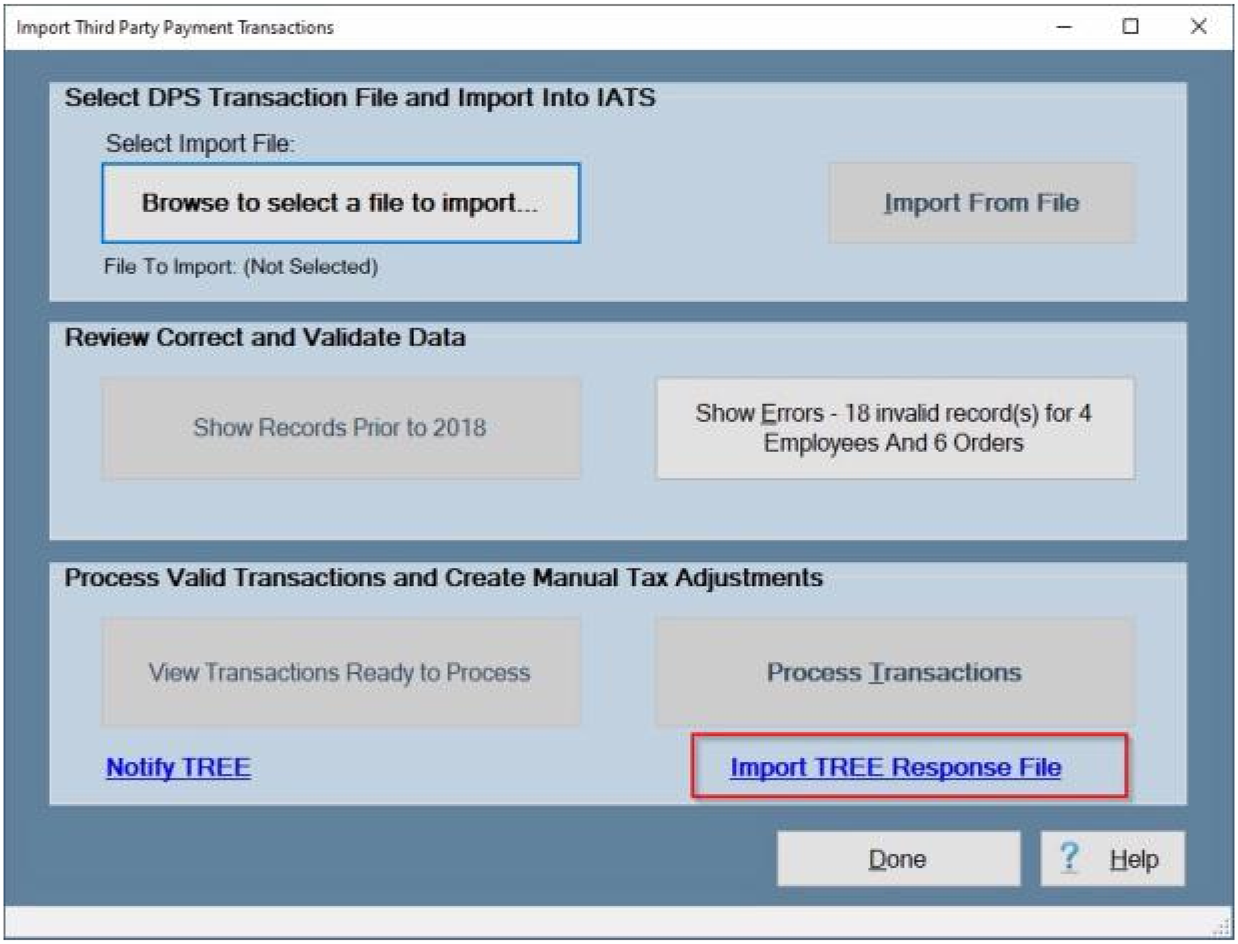
The next **step** in the process is to **create** a **file** to be **uploaded** to the **TREE** program which will **create** individual blocks for **each** transaction.

TREE is an <u>external</u> 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.

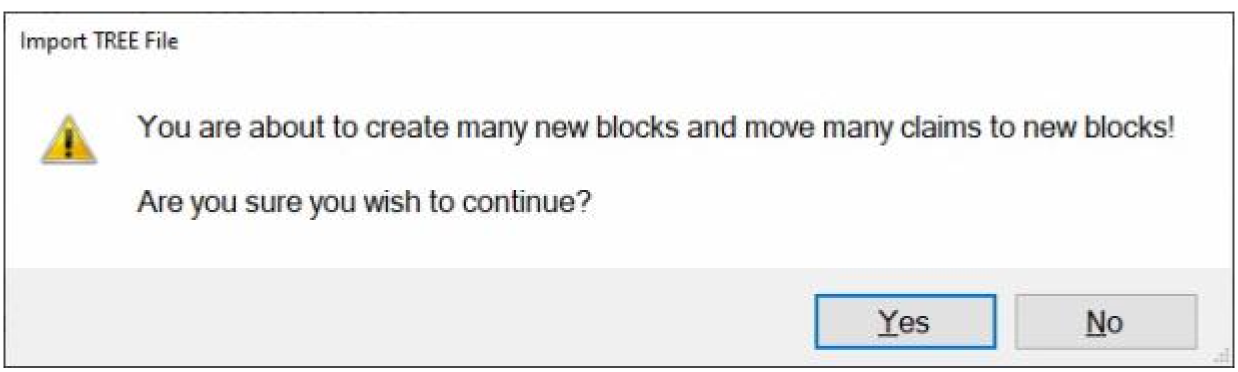


Note: The **image** <u>above</u> shows the block (**TPPARM0813**) that was **created** by **IATS** when the <u>validated</u> **Third Party Payment records** were **processed**. <u>After</u> the **TREE Notification** file has been **uploaded** to TREE and then the **Response** file from TREE has been **imported**, IATS will **move** the **claims** on this block to <u>new</u> **blocks** designated by TREE.

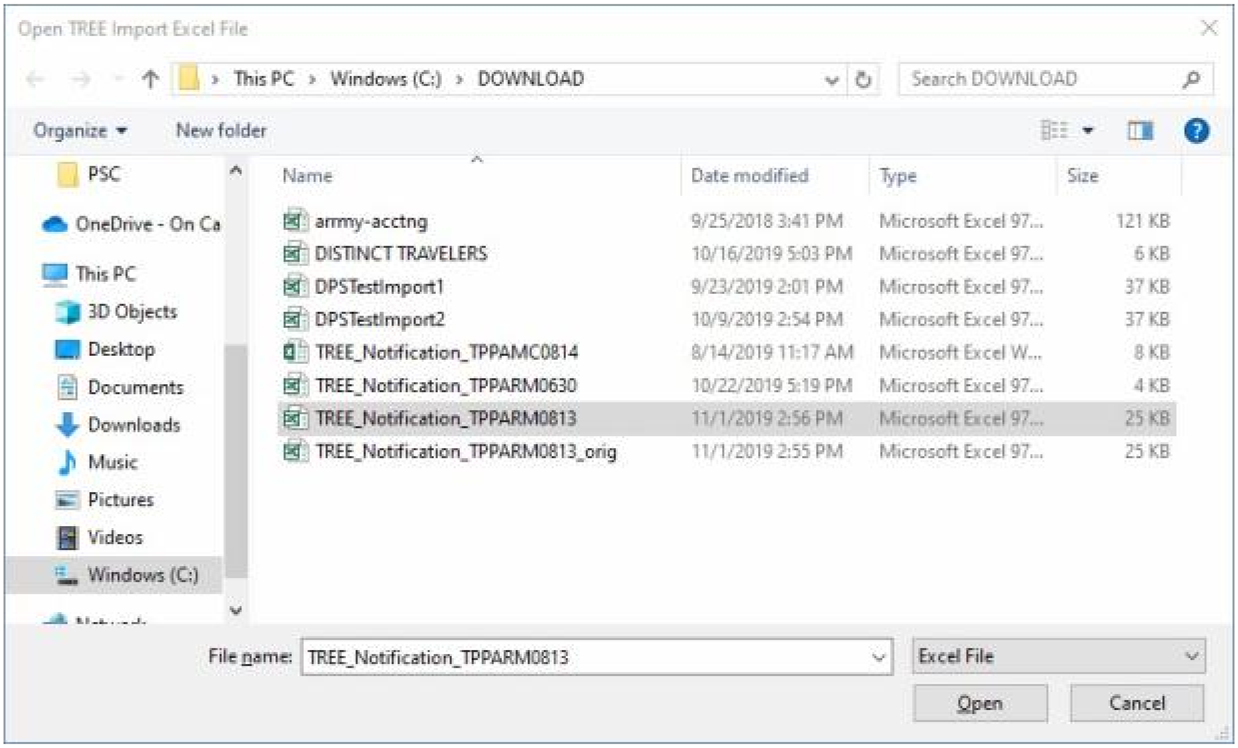
Complete the following steps to "import" the TREE Response File.



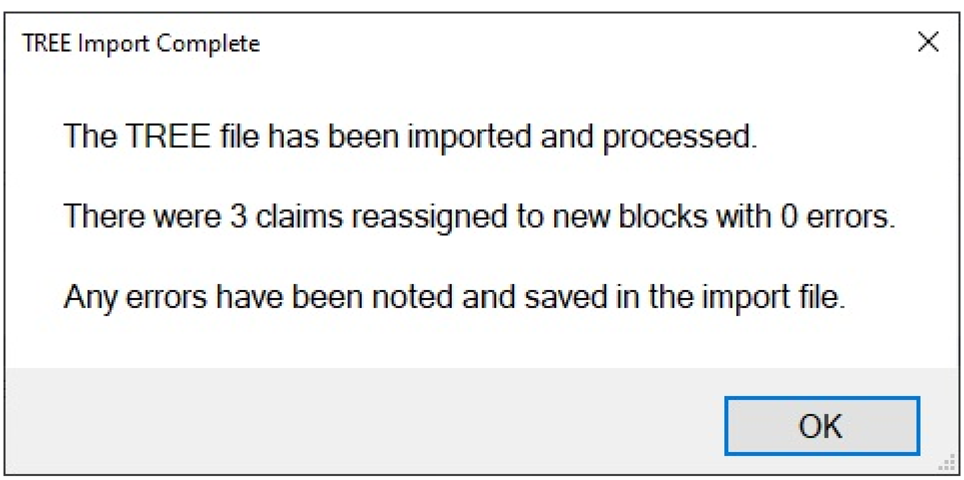
1. **Click** on the **Import TREE Response File** link. IATS will **display** the following **warning message**.



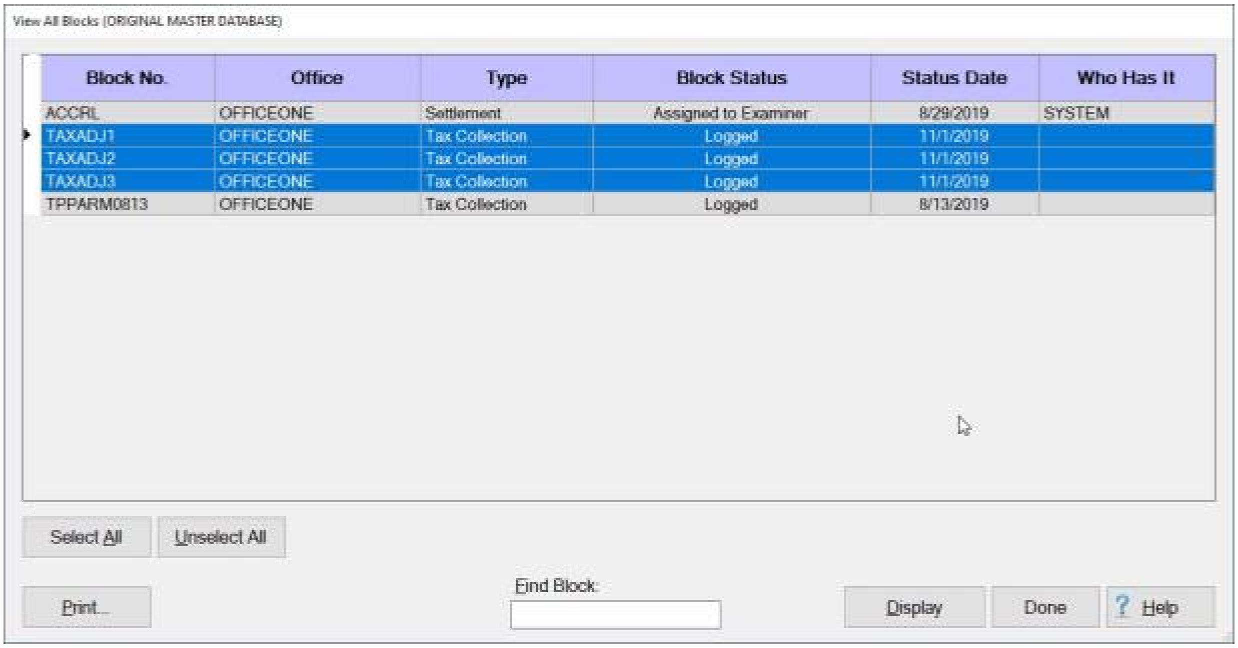
2. **Click** on *Yes* if you wish to **continue**. If you **click** on *Yes*, IATS will **display** the **Open TREE Import Excel File** screen.



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.



Note: The <u>highlighted</u> **blocks** are the <u>new</u> blocks **created** by **importing** the TREE Response file and **contain** the **claims** that were on the <u>original</u> block (**TPPARM0813**). The <u>original</u> block (**TPPARM0813**) is now **empty** since all of the claims have been **reassigned**.

Tax Reporting Safeguards

Tax Reporting Safeguards - Overview

With increased requirements to <u>process</u> and <u>report</u> **3rd party tax collection transactions** there comes a need to report them at <u>various</u> **stages**, which can possibly lead to **incomplete** and/or **inaccurate** reports if the **books** are <u>not closed properly</u>. Users are having problems understanding and executing the precise order of actions to produce IRS forms with the correct data.

This feature <u>only</u> applies to **DFAS customers** who **checked** the “**HHG DPS Interface Active**” check box in **Maintenance**.

Tax Collection records are **created** when the user **releases** tax collecting claims to **Disbursing** and **Disbursing** subsequently **returns** the **DOV Number** and **Date of Payment**. The **dollar amounts** in the Tax Collection records are used to **compute** the **values** in **Forms W-2c** or **941-X**.

To ensure that <u>no additional</u> Tax Records are **added** to the mix <u>until</u> the user has **printed** all the **associated forms** a **switch** was designed to either **allow** (i.e. unblock) or **prevent** (i.e. block) tax collection claims from being disbursed.

Note that the **switch** applies to the <u>entire</u> **system** while the **reports** are **office dependent**. This means the user will have to **print forms** and **Close the Books** for <u>each</u> **office separately**. The switch will <u>not</u> be able to be **reset** to allow tax collection claims to be disbursed until <u>all open items</u> in all offices are **handled**.

There are **two methods** for using the Tax Reporting Safeguards. There is a **strict** method and a **flexible** method.

Note: The **strict** Tax Reporting Safeguards feature is **activated** by **checking** the **Enable Safeguards** switch on the **IATS Configuration** screen in Maintenance.

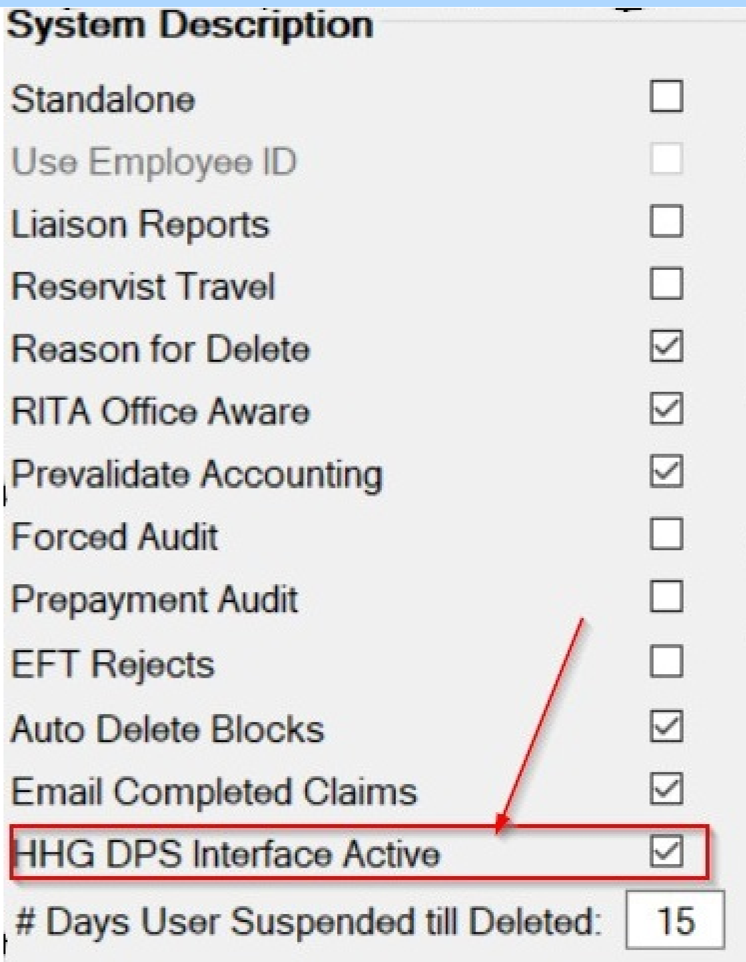
Click on the **See Also** button <u>below</u> for a **list** of the <u>additional</u> Help **topics** related to Tax Reporting Safeguards and then **click** on the desired topic.

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.

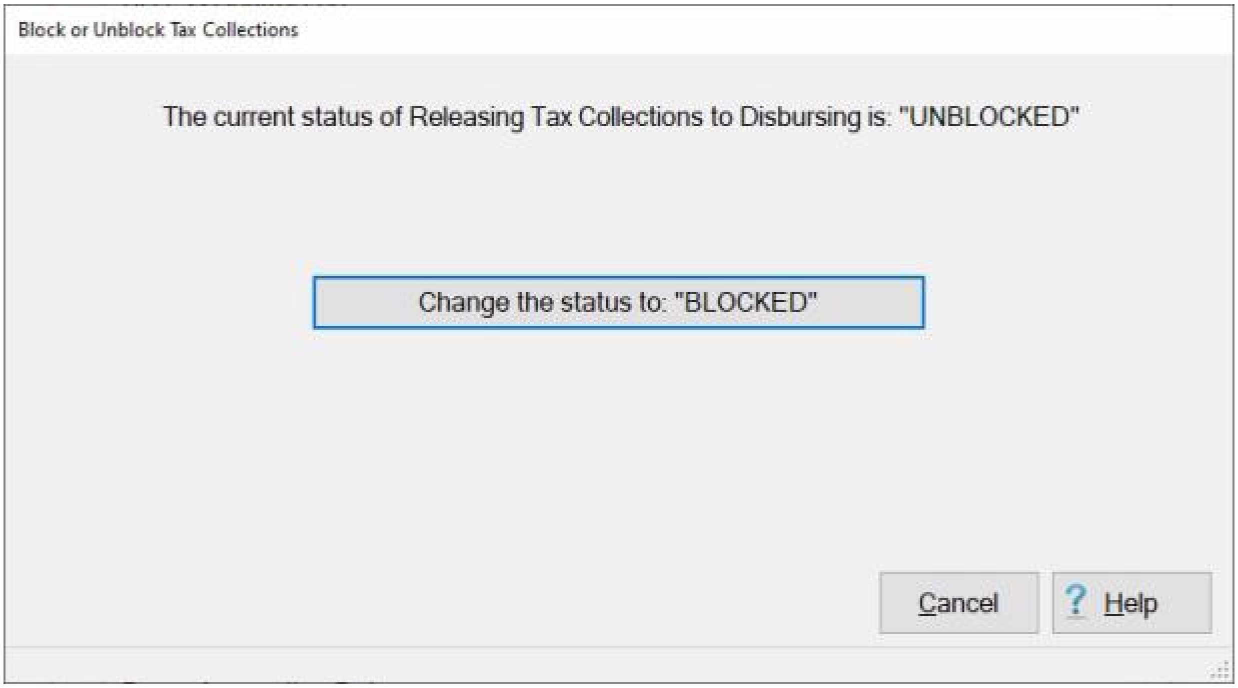
The **purpose** is to give the user **time** to **reconcile** the **data** for producing **Form 941-X** or **W-2c** without having any additional **data** added in. Once the appropriate report has been sent to the IRS, the **switch** can be **changed** to **allow** Tax Collections to be dispersed.

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:

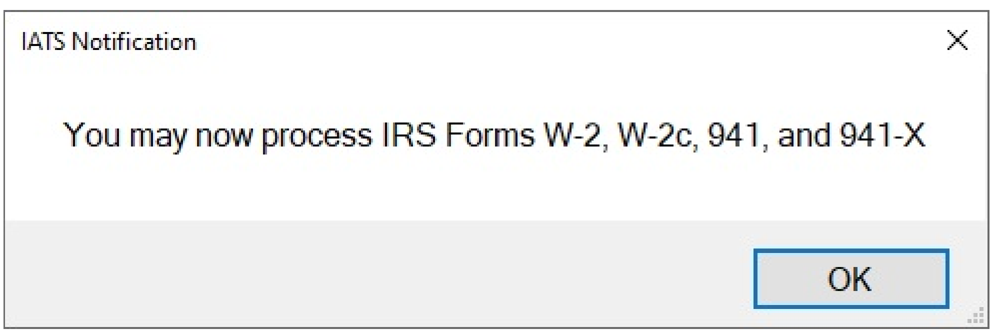


Complete the following steps to "block or unblock" a Tax Collection block:

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 **screen** appears.

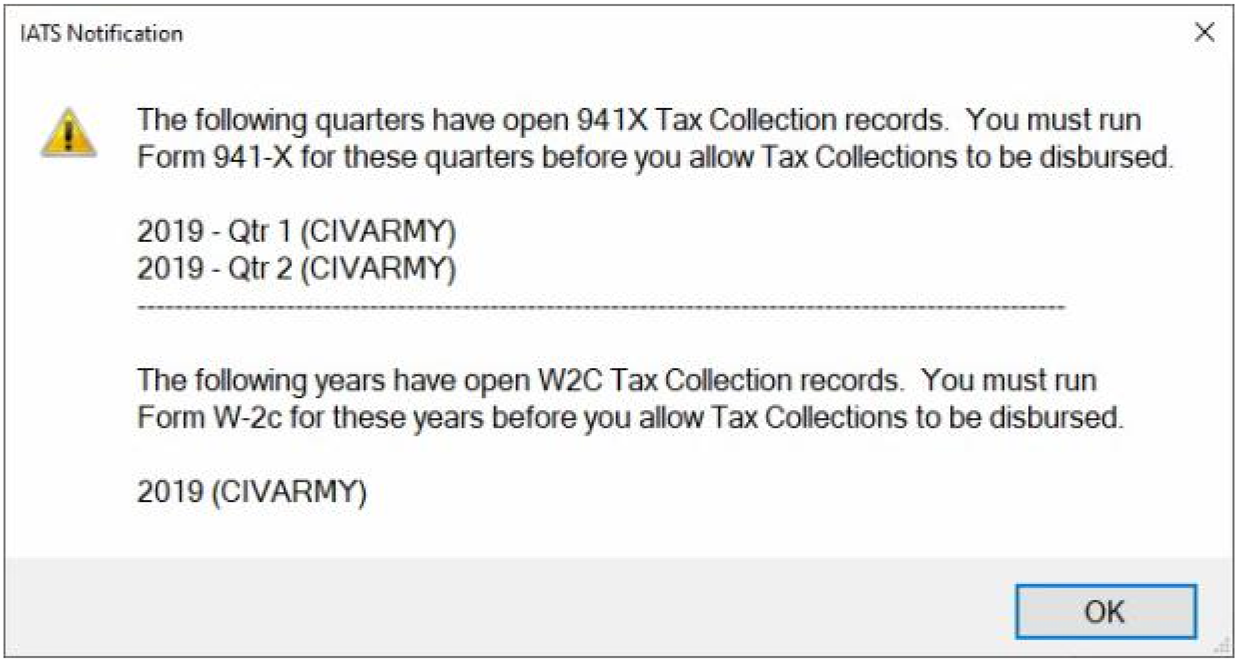


3. **Click** on the **Change the status to: "Blocked"** or the **Cancel** button as applicable.
4. If you **click** on the **Change the status to: "Blocked"** button, IATS will **display** the following *pop-up* **message**.



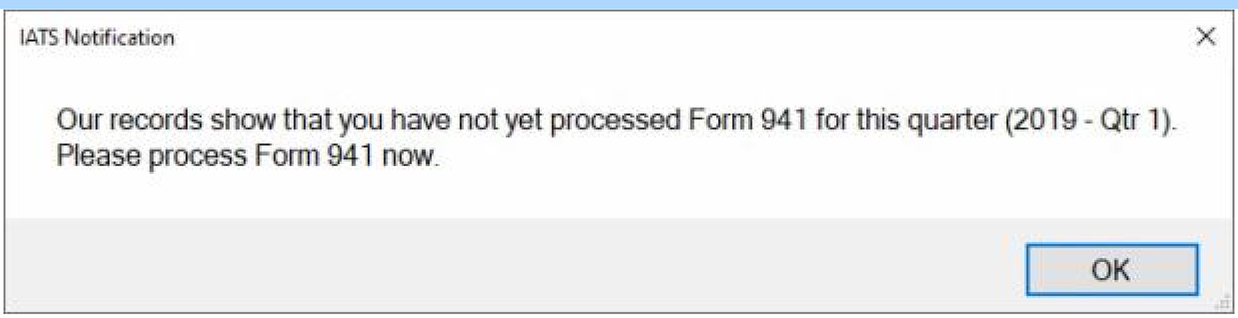
5. **Click** on **OK** to continue.
6. You may now **proceed** to **generate** the desired **tax forms**.

Note: After the **status** has been **changed** to **Blocked**, you cannot **change** the status back to **Unblocked** until all of the required **tax forms** have been **generated** and the **books** have been **closed** for any year having **open** tax collection records. If you **attempt** to use the **Utility** program and **change** the status to **Unblocked**, the following **display** will appear if **open tax collection records** are still existing:

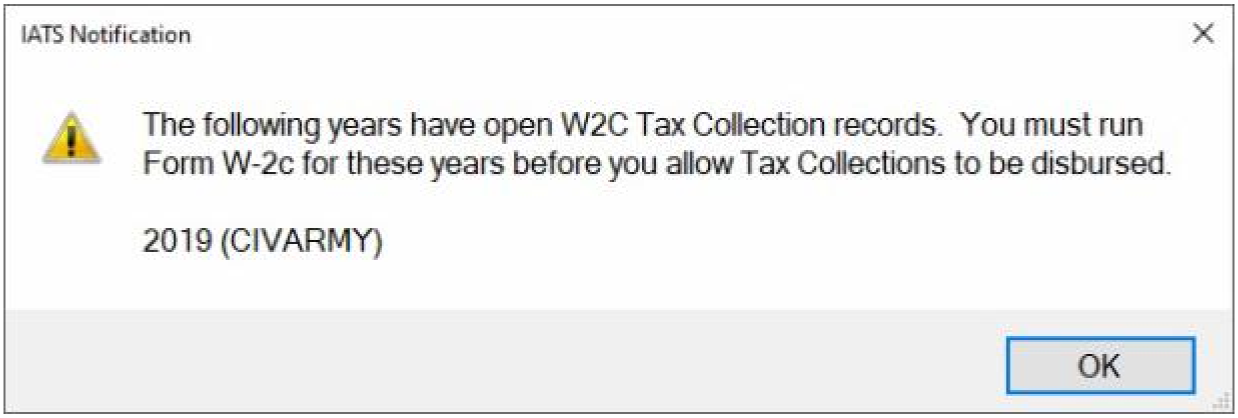


You must now **generate** the **941 forms** for any **quarters** with open records and **W2 forms** for any **years** with open records.

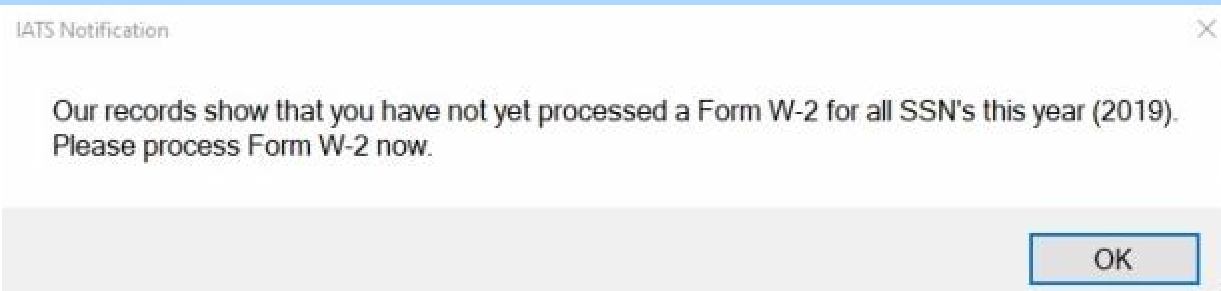
Note: If at this point, the you attempt to run **Form 941-X** for any of these quarters and if the corresponding **Form 941** has not been run yet, you will receive the following message:



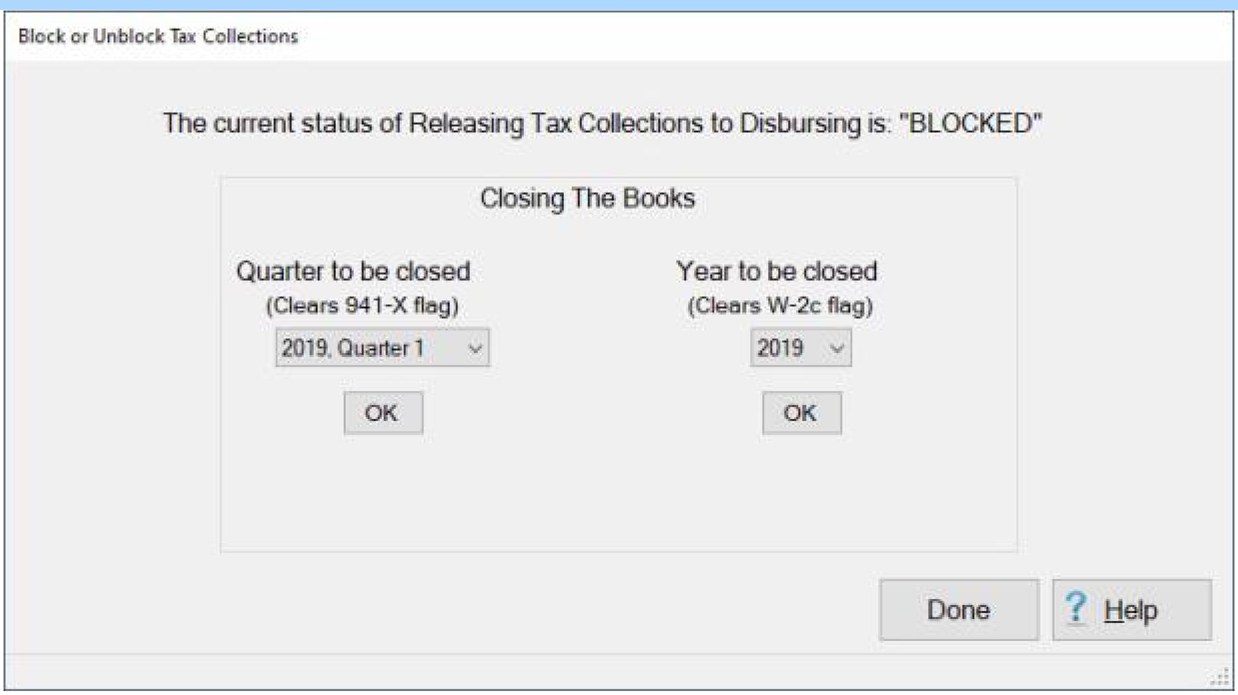
Note: After **Forms 941** and **941-X** have been run and you try to **Unblock Release of Tax Collections**, you will receive the following message:



Note: If you try to run **Form W-2c** <u>and</u> the corresponding **W-2** <u>has not yet been run</u>, you will receive the following message:



Note: IATS <u>records</u> **Forms W-2c** and **W-2**, <u>only</u> they were run for <u>all travelers</u> in the office (i.e. beginning and ending SSN are left blank). <u>After</u> **both forms** are run and you try to **Unblock Release of Tax Collections**, you will be prompted to "**Close the Books**":



Note: If your organization has **multiple offices** within you database, you must **repeat** these **steps** to **generate** the **Forms 941**, **941X**, **W2**, and **W2C**, to **close** the open Tax Collection Records for <u>every office</u> before you can **Close the Books** and **Unblock the Release of Tax Collections**.

Click on the **See Also** button <u>below</u> for a **list** of the <u>additional</u> Help **topics** related to **Tax Reporting Safeguards** and then **click** on the topic "**Closing the Books for Tax Collection Records**".

Closing the Books for Tax Collection Records

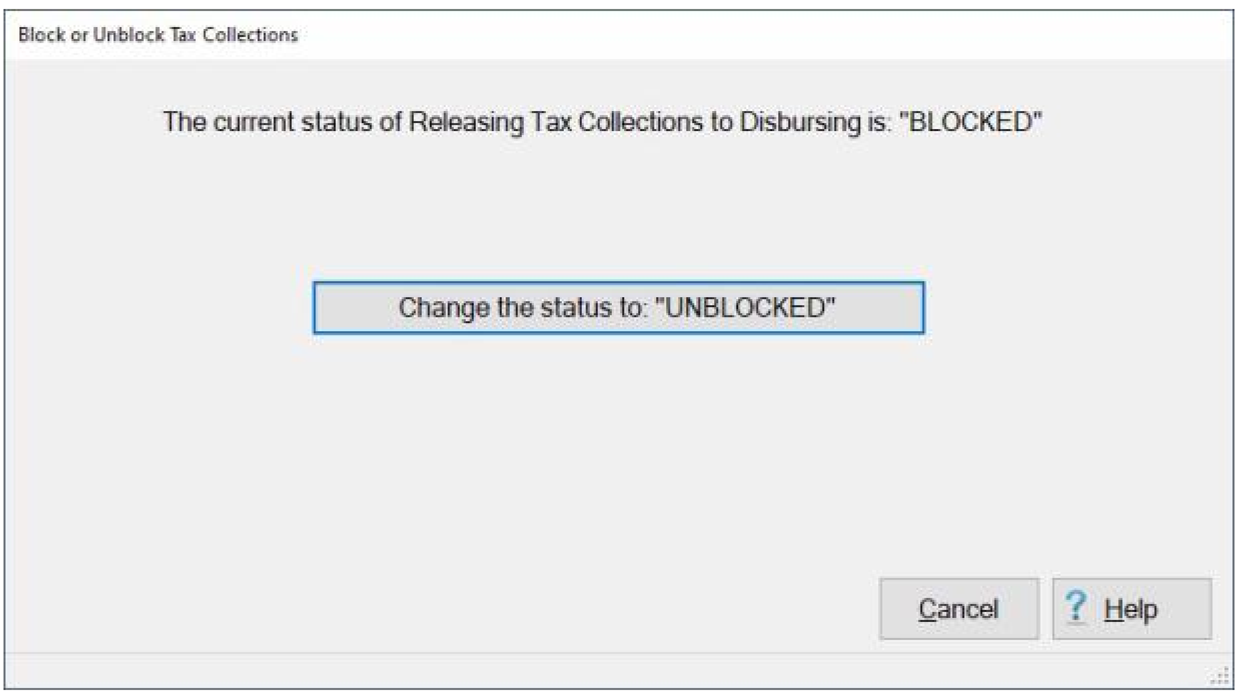
A **switch** was added to IATS to either **allow** (i.e. unblock) or **prevent** (i.e. block) **tax collection claims** from being **disbursed**.

Note that the **switch** applies to the <u>entire</u> **system** while the **reports** are **office dependent**. This means the user will have to **print forms** and **Close the Books** for <u>each</u> **office separately**. The switch will <u>not</u> be able to be **reset** to allow tax collection claims to be **disbursed** until <u>all open items</u> in <u>all offices</u> are **handled**.

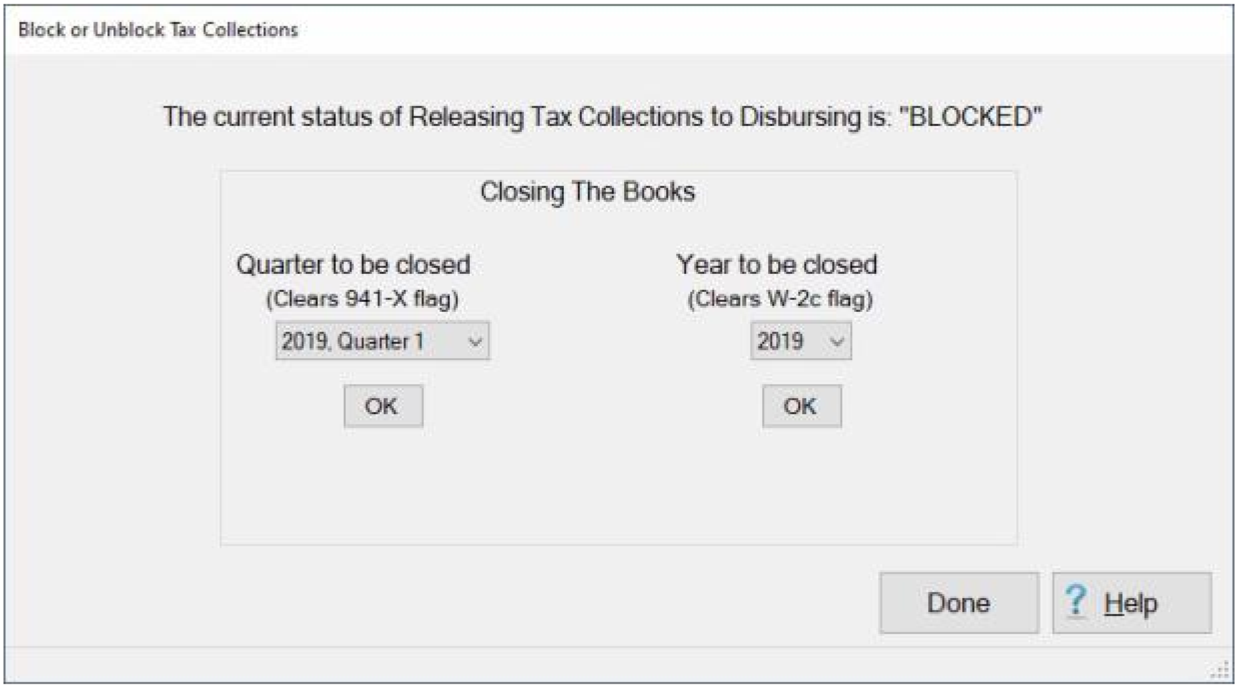
Complete the following steps to "Close the Books" for Tax Collection Records:

After you have **generated** the **941 forms** for any **quarters** with open records and **W2 forms** for any **years** with **open records** you can <u>now</u> **Unblock the Release of Tax Collections.**

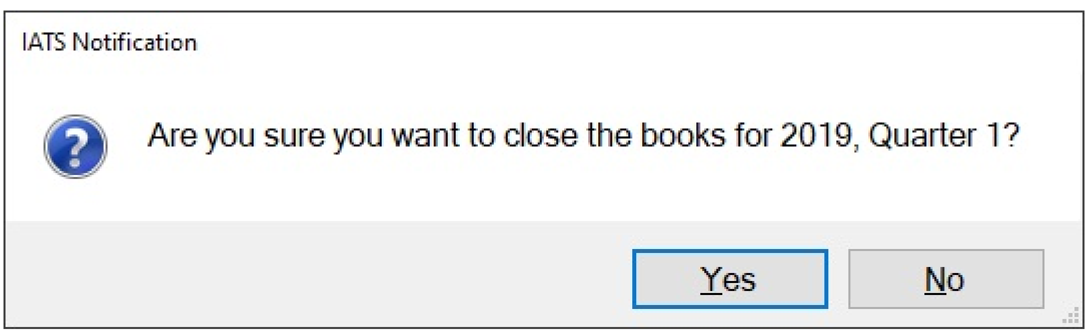
1. At the **System Administrator View** screen, **click** on the **plus sign** to the <u>left</u> of the word, "**Utilities**". An <u>expandable</u> **menu** appears listing the various utility programs.
2. **Click** on the **Block/Unblock Release of Tax Collections option**. The following **screen** appears.



3. **Click** on the **Change the status to: "UNBLOCKED"** <u>or</u> the **Cancel** button <u>as applicable</u>.
4. If you **click** on the **Change the status to: "UNBLOCKED"** button, you will see the following screen advising you to **close the books**.



5. To **close** a quarter, **click** on the *down* **arrow** button at the **Quarter to be Closed** section in the <u>middle</u> of the screen to see a *drop-down* **list** of available quarters.
6. **Click** on the **quarter** you wish to **close** the books for.
7. When you have selected the desired quarter, **click** on the **OK** button. IATS will **display** the following *pop-up* **message**.



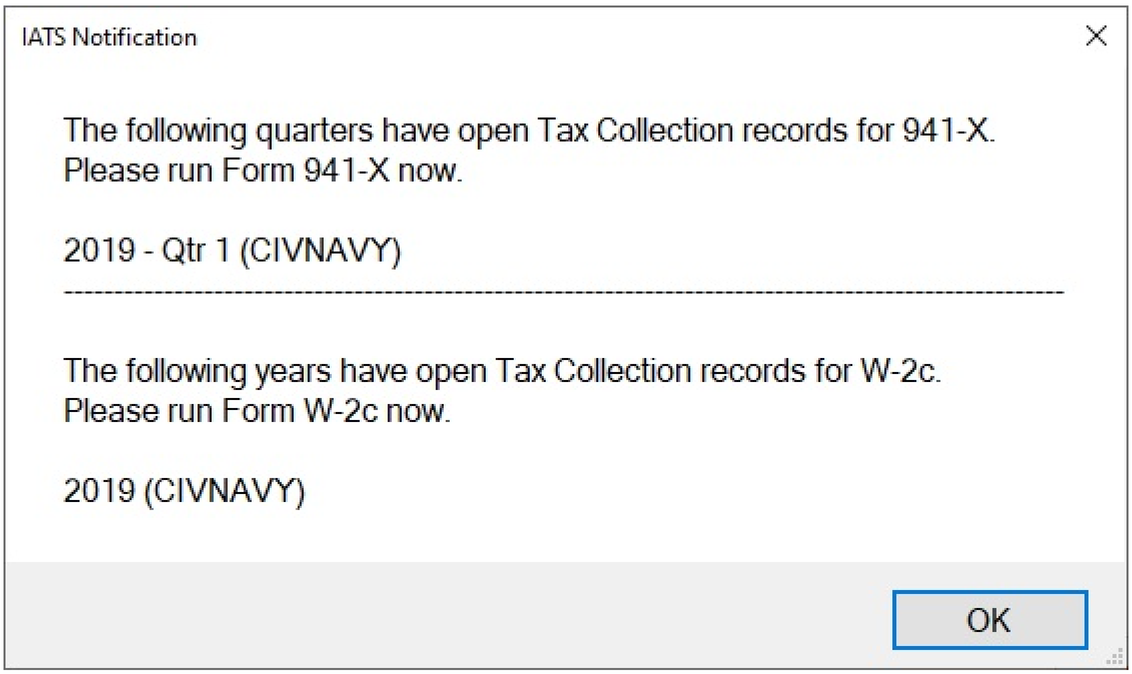
7. **Click** on *Yes* if you wish to **Close the Books**.

Note: In our **example**, there is <u>another</u> **quarter** you must **close the books** for. You <u>must</u> **close the books** for <u>all</u> **open quarters** before you will be allowed to **Unblock the Release of Tax Collections**.

8. **Repeat** the steps above to **Close the Books** for any <u>additional</u> **quarters**.

Note: If IATS **detects** that there are still <u>open</u> **Tax Collection Records** for <u>another</u> **office** in your organization's **database**, you will see the following message:

9. **Click** on *Yes* to **see** the **details**. IATS will **display** the following **message**:

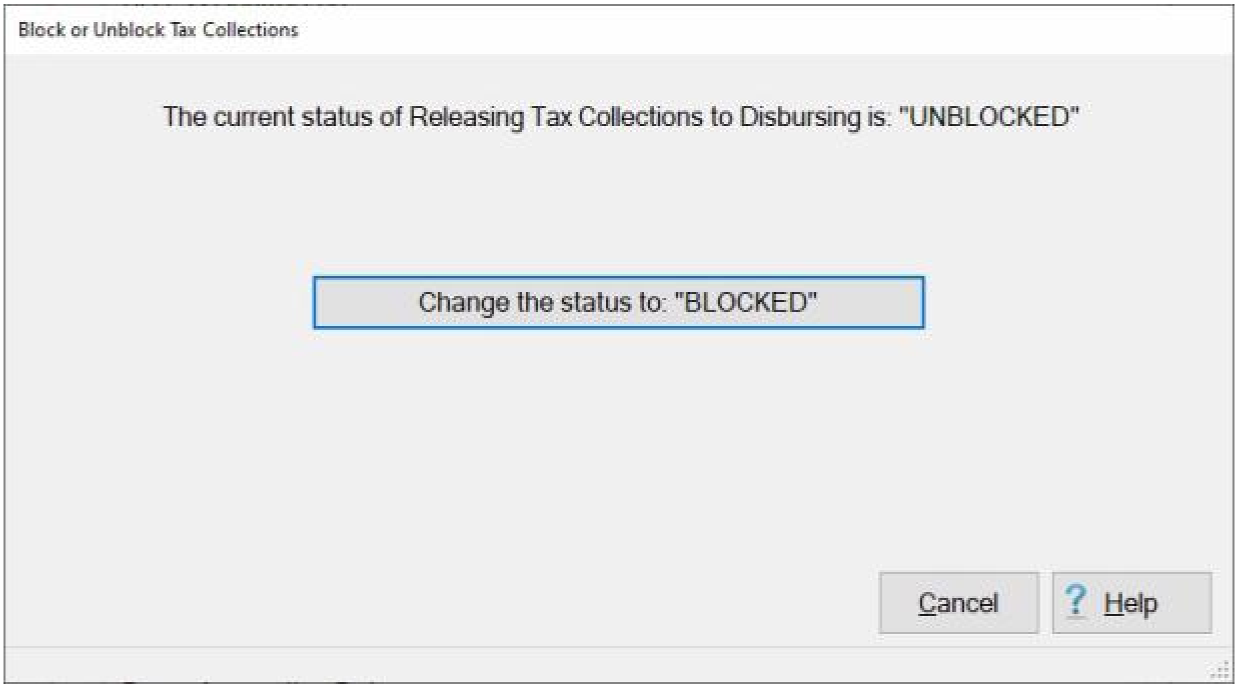


10. **Click** on **OK** to continue.

Note: If you still have **open records** for another **office**, as shown above, you must **switch** to that office and go through the steps to **generate** the **Forms 941**, **941X**, **W2**, and **W2C** to **close** the open records.

11. After **ensuring** that you have generated all of the required **tax forms** for the office that still had open tax collection records, you **must** now **Close the Books** for that office by **repeating the steps above**.

Note: When all of the **required tax forms** have been **generated** and the **books have been closed** for all **offices**, IATS automatically changes the **status** of the tax collection records to **Unblocked** as shown below.



12. The Tax Collection Records my now be **disbursed**.

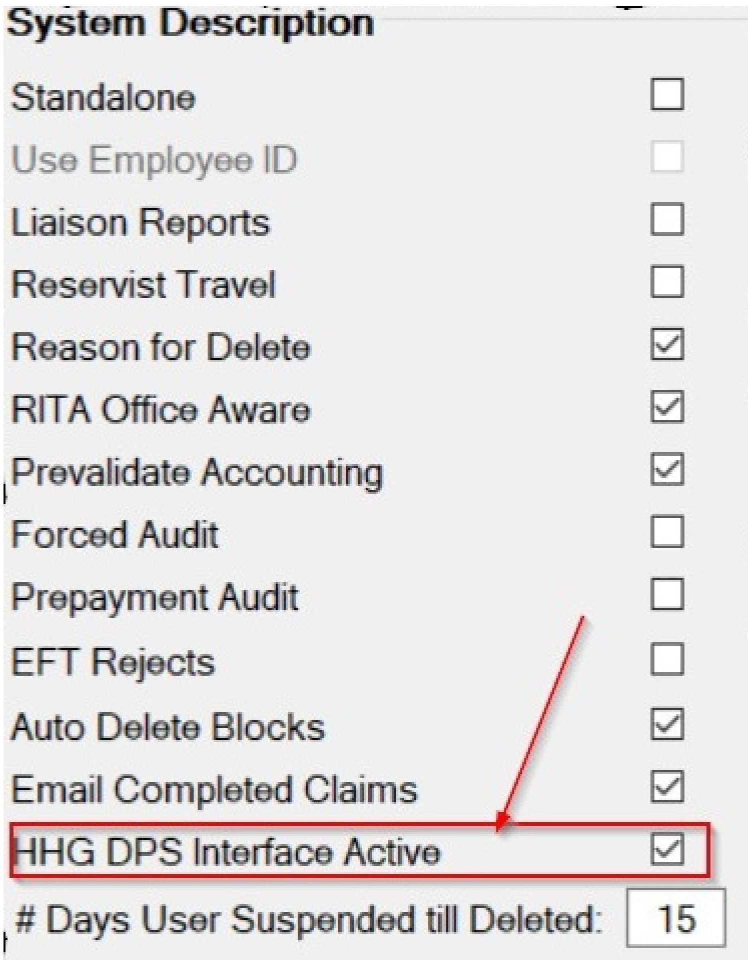
Click on the **See Also** button below for a **list** of the additional Help **topics** related to **Tax Reporting Safeguards** and **generating** the tax forms **941**, **941X**, **W2**, and **W2C**.

Using the Flexible Method to Block or Unblock Release of Tax Collection Records

A feature was added to IATS to allow a System Administrator to **prevent** a **Tax Collection block** from being **released** to the disbursing module.

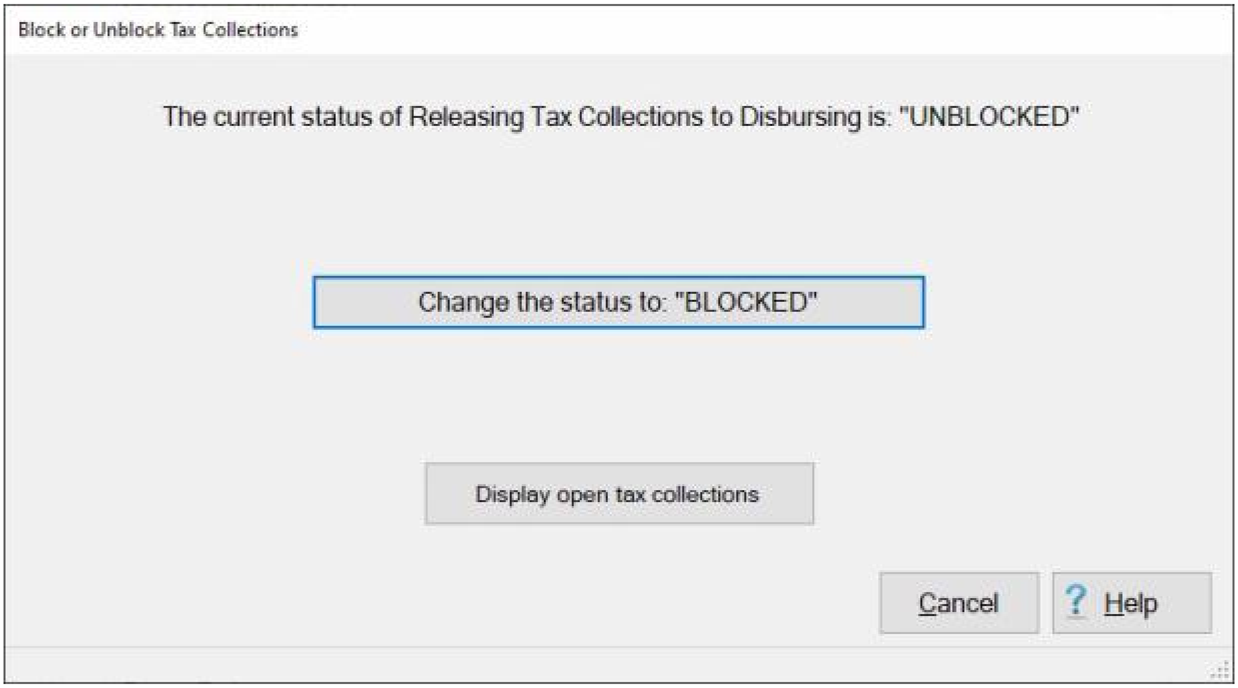
The **purpose** is to give the user **time** to **reconcile** the **data** for producing **Form 941-X** or **W-2c** without having any additional **data** added in. Once the appropriate report has been sent to the IRS, the **switch** can be **changed** to **allow** Tax Collections to be dispersed.

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:

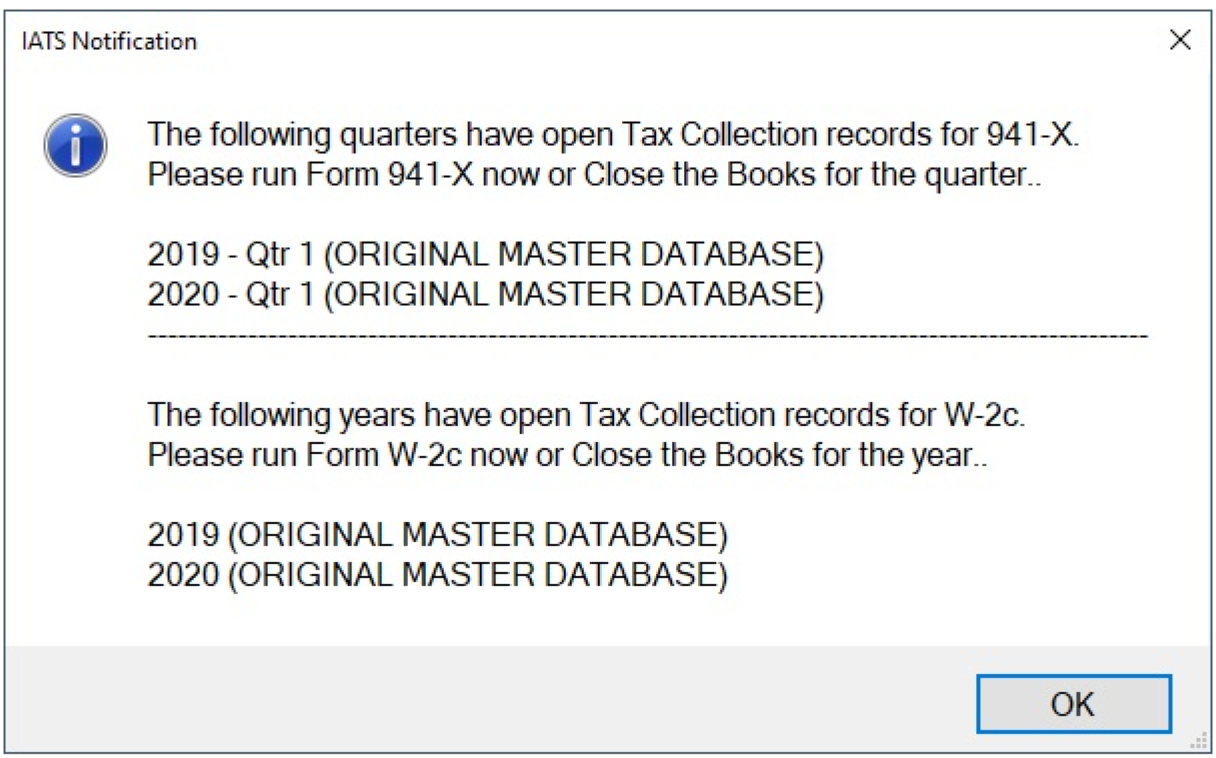


Complete the following steps to "block" Tax Collection Records from being released to Disbursing:

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 **screen** appears.



2. To find out the **status** of the **open** Tax Collection records for the active office, click on the **Display Open Tax Collections** button. IATS will display a *pop-up information only* **window** showing which reports IATS thinks should be run next. In the **Flexible Mode**, you can elect to just "**Close the Books**" for the **period** specified in the display message.

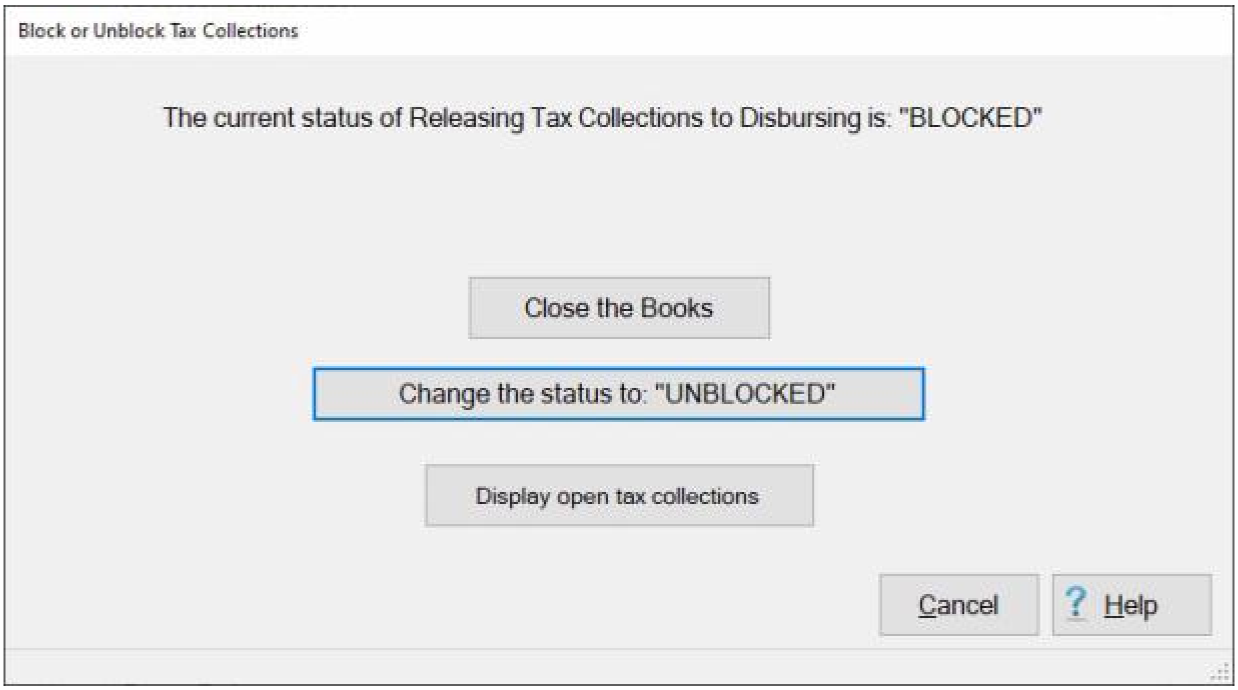


3. **Click** on **OK** to close the information window.

4. **Click** on the **Change the status to: "Blocked"** or the **Cancel** button as applicable.
5. If you **click** on the **Change the status to: "Blocked"** button, an internal switch will be **set** that will **prevent** Tax Collections from being **sent** to **Disbursing**.
6. At this point you are free to do all **processing** except for **releasing** Tax Collections to **Disbursing**.

Complete the following steps to "unblock" Tax Collection Records:

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 **screen** appears.



3. To **see** if there any remaining **open Tax Collection records** for the active office, **click** on the **Display Open Tax Collections** button.
4. **Click** on the **Change the status to UNBLOCKED** button. IATS will **display** the following *pop-up* **message**.

5. **Click** on **OK** to continue.

Click on the **See Also** button below for a **list** of the additional Help **topics** related to **Tax Reporting Safeguards** and then **click** on the topic "**Using the Flexible Method to Close the Books for Tax Collection Records**".

Using the Flexible Method to Close the Books for Tax Collection Records

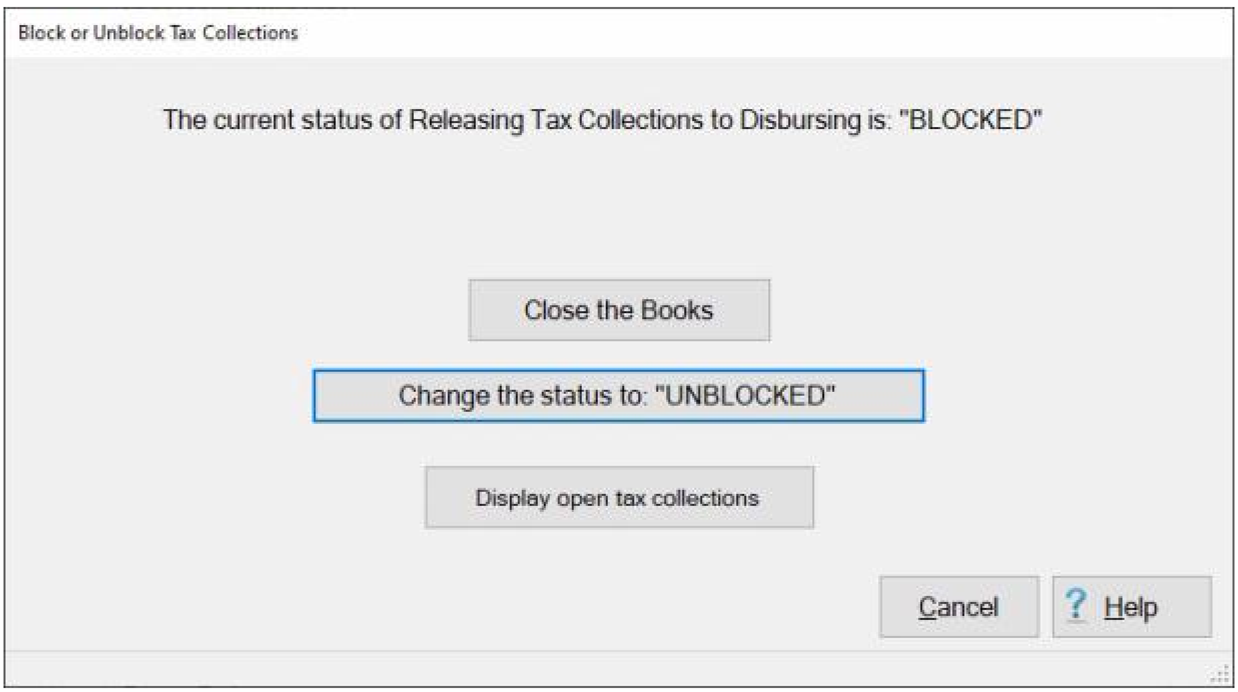
A **switch** was added to IATS to either **allow** (i.e. unblock) or **prevent** (i.e. block) **tax collection claims** from being **disbursed**.

Note that using the **flexible method**, the **switch** does not apply to the entire **system** and the **reports** are **office dependent**. Books may be **closed** for one **office** only while work **continues** on **others**.

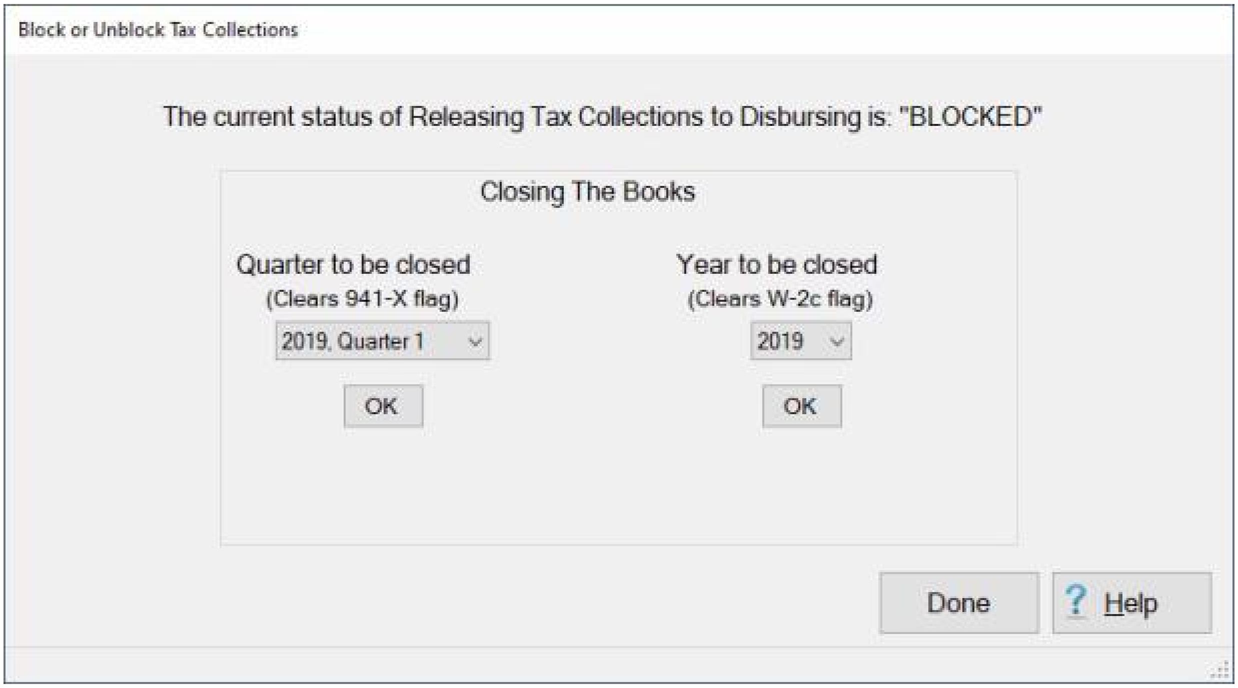
Complete the following steps to "Close the Books" for Tax Collection Records:

After you have **generated** the **941 forms** for any **quarters** with open records and **W2 forms** for any **years** with **open records** you can now **Unblock the Release of Tax Collections**.

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 **screen** appears.

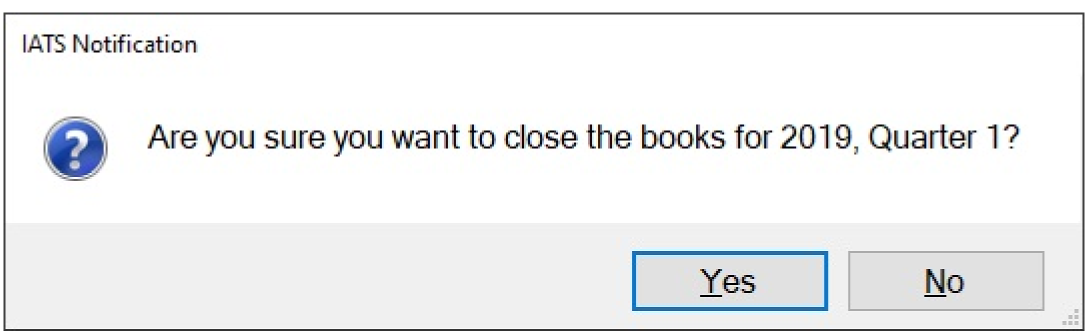


3. If you **click** on the **Close the Books** button, the following screen is displayed if Tax Collection records **exist** for the current office.



Note: Closing the Books **changes** the Tax Collection records into **regular** Tax records. So, it is **important** to **ensure** that **Form 941-X** has been run <u>before</u> the selected quarter has been **closed** and that **Form W-2c** has been run before the selected year has been **closed**. Using the **Flexible Method**, IATS will **allow** the user to **close** the selected **quarter** or **year** <u>without checking</u> if the correct Tax form has been run. It is <u>strongly</u> **recommended** that the user <u>first</u> **click** on the **Display Open Tax Collections** button to **analyze** <u>which</u> Tax forms IATS thinks <u>should be run</u>

4. To **close** a quarter, **click** on the *down* **arrow** button at the **Quarter to be Closed** section in the <u>middle</u> of the screen to see a *drop-down* **list** of available quarters.
5. **Click** on the **quarter** you wish to **close** the books for.
6. When you have selected the desired quarter, **click** on the **OK** button. IATS will **display** the following *pop-up* **message**.



7. **Click** on *Yes* to continue.

Note: When there are <u>no more</u> quarters, the *drop-down* **list** and **OK** button are **greyed out**. The <u>same</u> **steps** are followed for closing a **year**, but in the **section** of the screen allocated for **years**.

Click on the **See Also** button below for a **list** of the additional Help **topics** related to **Tax Reporting Safeguards** and then **click** on the topic "**Using the Flexible Method to Close the Books for Tax Collection Records**".

Upload Files

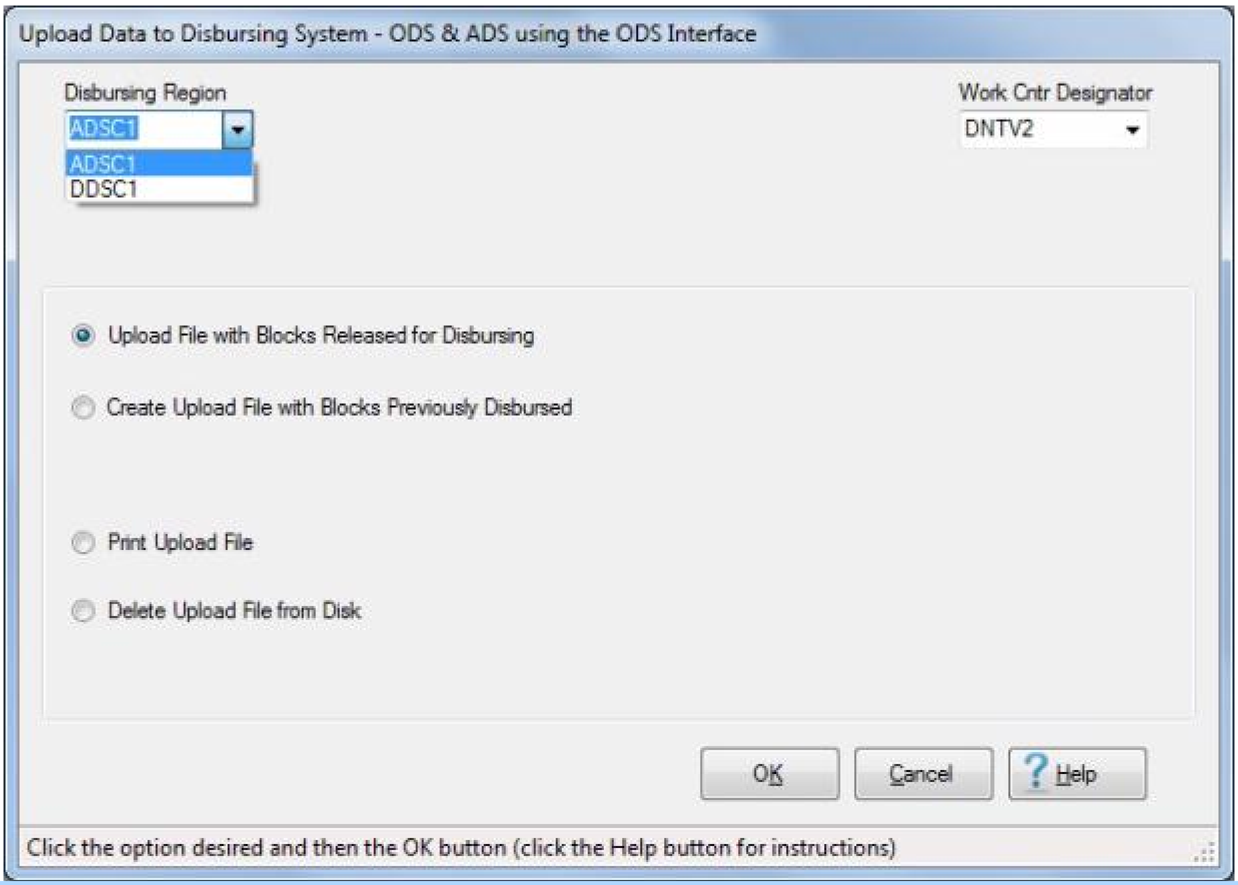
Secure Upload to ODS and ADS

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.

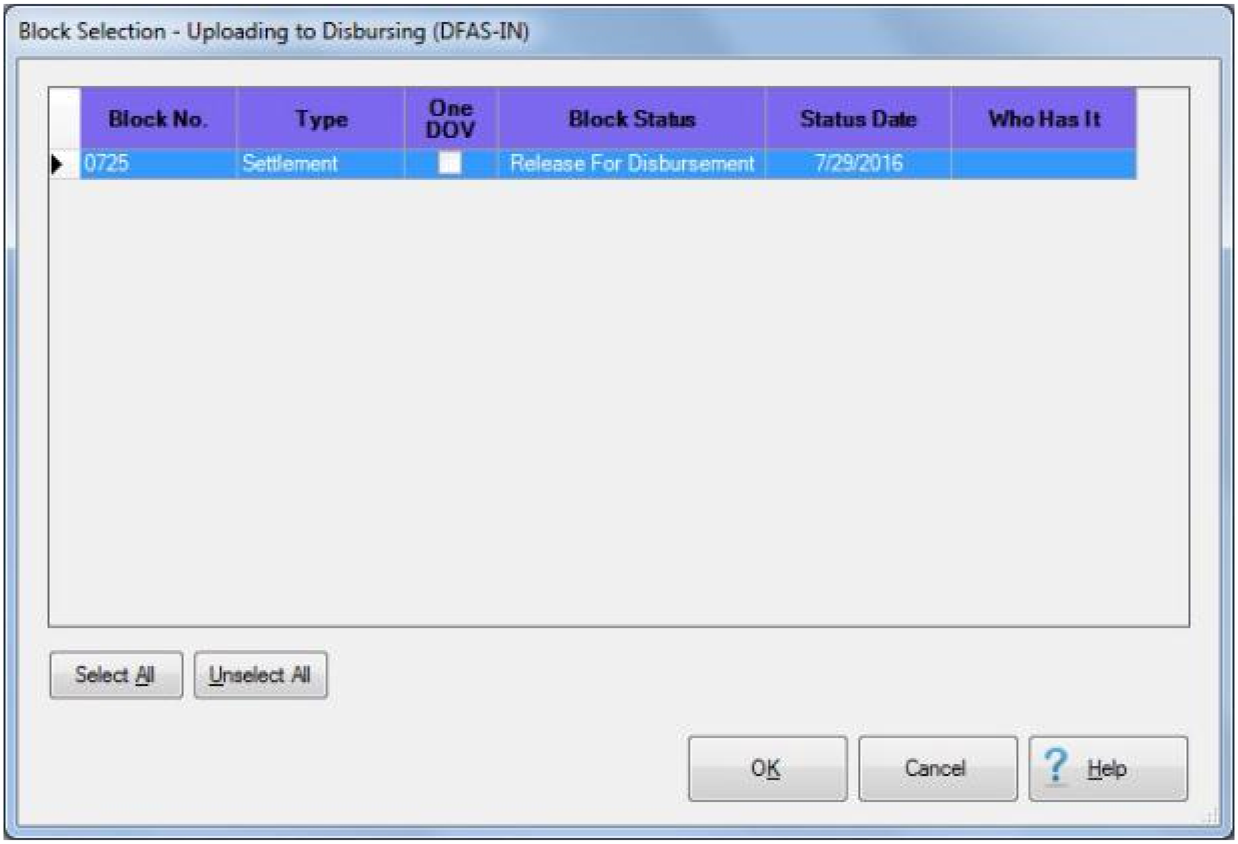
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Upload to Mainframe**". An expandable **menu** appears listing the options.
2. **Click** on the **Upload Transactions to Disbursing System** option. The **Upload Data to Disbursing System - ODS & ADS using the ODS Interface** screen appears.



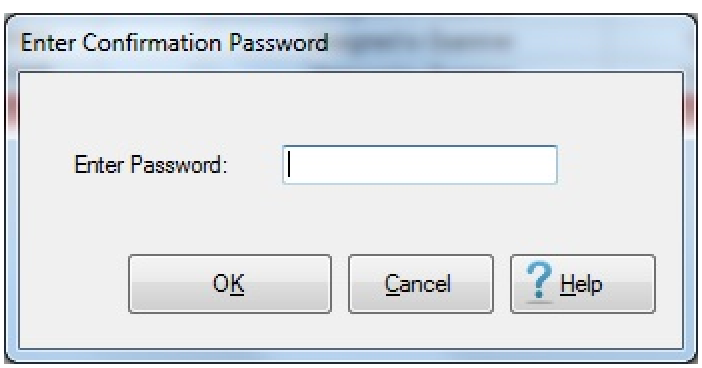
Note: If there is only one Disbursing Region and one Work Center Designator established in Maintenance, you will not see the Disbursing Region and Work Cntr Designator sections at the top of the above screen since no decision must be made.

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.

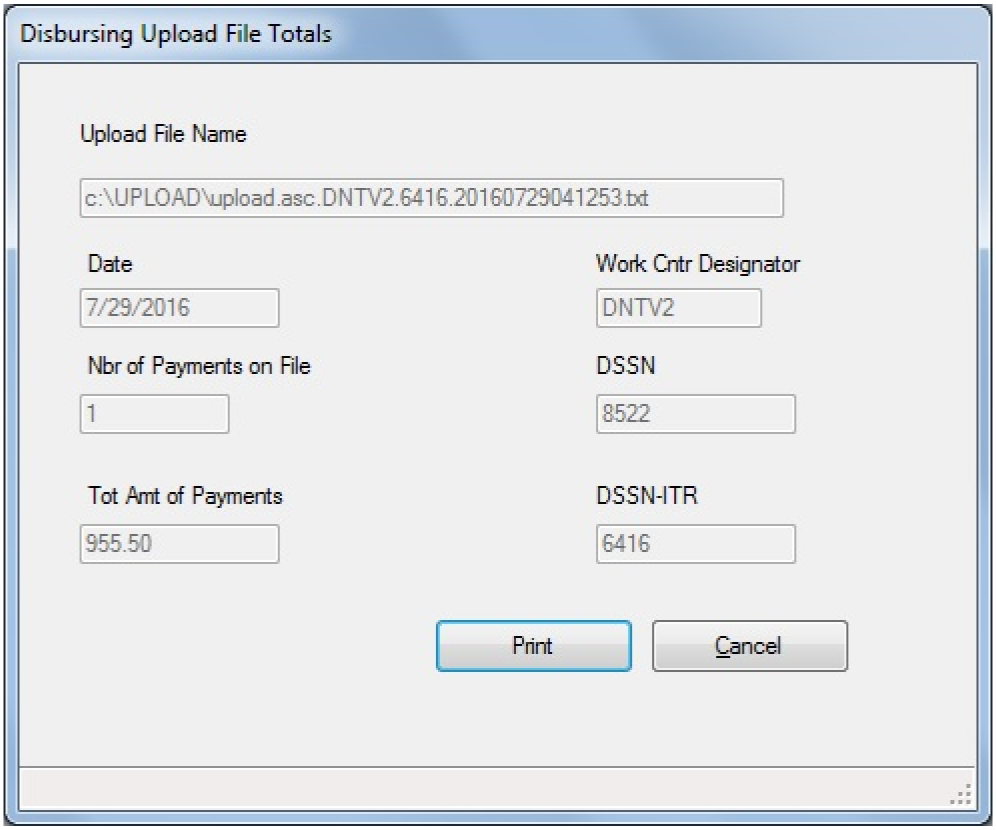


8. At the **Block Selection - Uploading to Disbursing** screen, **click** on the **Block(s)** you wish to upload or **click** on the **Select All** button if you wish to upload all of the Blocks.
9. After you have selected the desired Block(s), **click** on the **OK** button.
10. The **Confirmation Password** screen appears.



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.



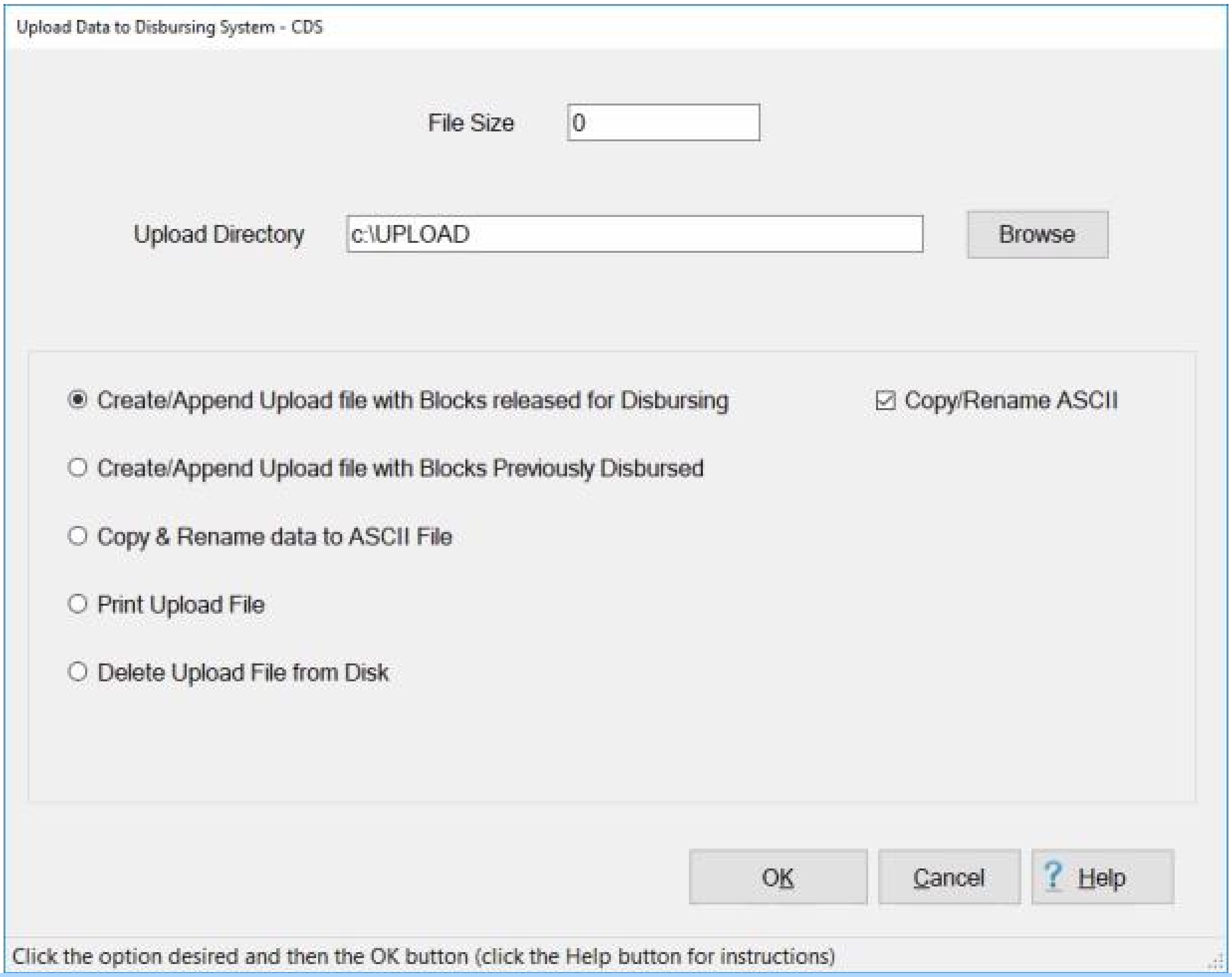
13. **Click** on the **Print** button to generate a print-out of the **Disbursing Upload File Totals** or **click** on the **Cancel** button if you are **finished**.
14. IATS returns to the **Upload Data to Disbursing System** - **ODS & ADS using the ODS Interface** screen.
15. **Click** on the **Cancel** button to **close** the screen is 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.

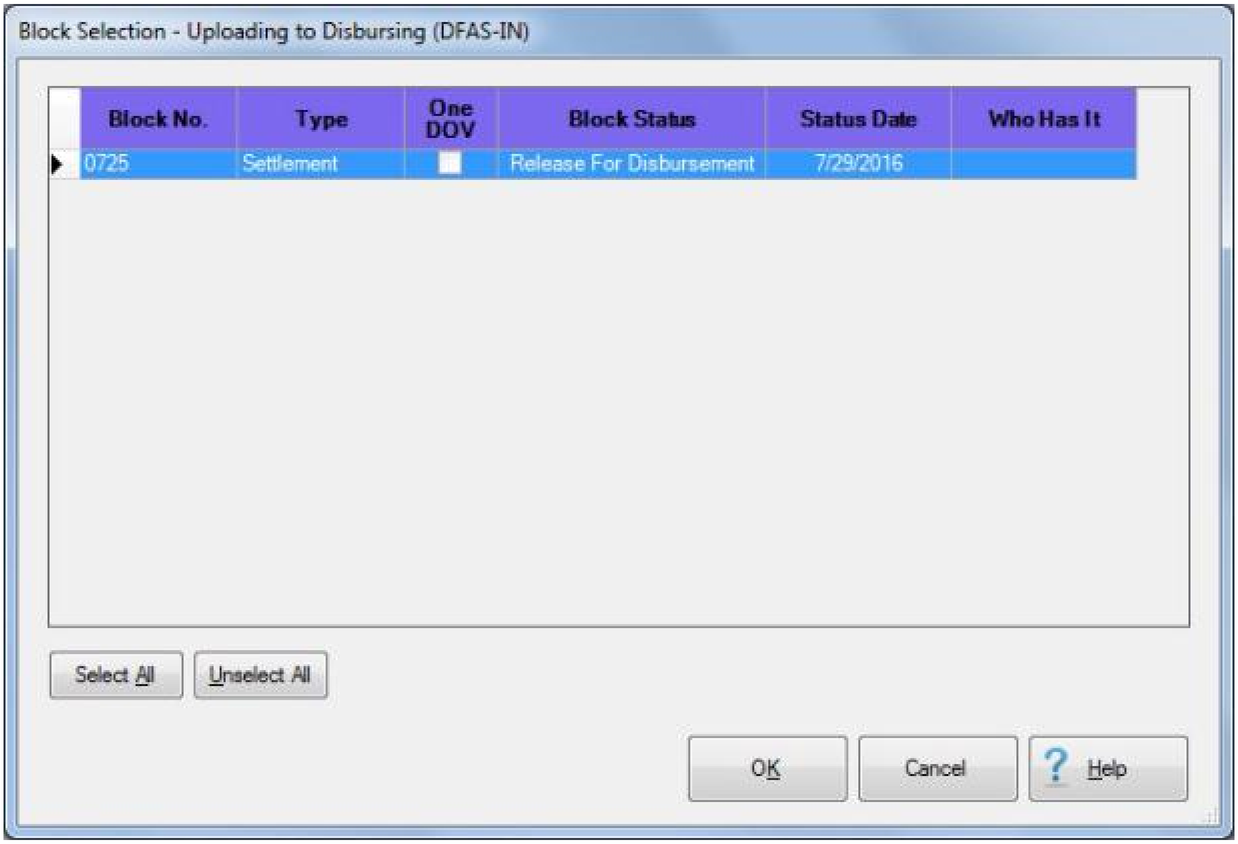
Complete the following steps to "create" the upload file for CDS:

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.

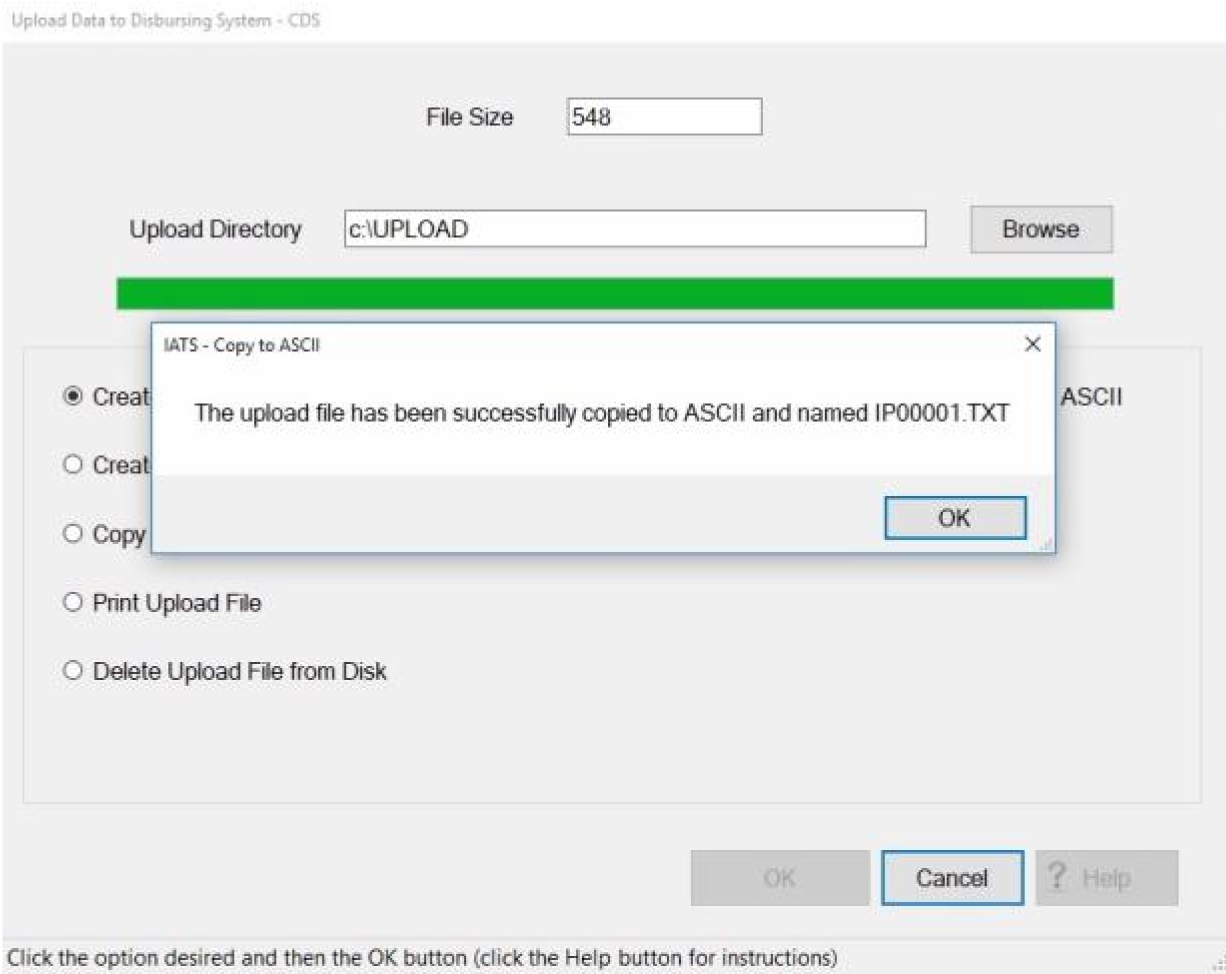


Note: IATS will **append** new **data** to the existing **data** residing in the file **UPLOAD.DAT**. Therefore, prior to **creating** a new CDS upload **file**, ensure that the **display** at the top of the **screen** reflects a **file size** equal to zero. If the **size** is shown as anything other 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 <u>or</u> **click** on the **Select All** button if you wish to upload <u>all</u> 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.



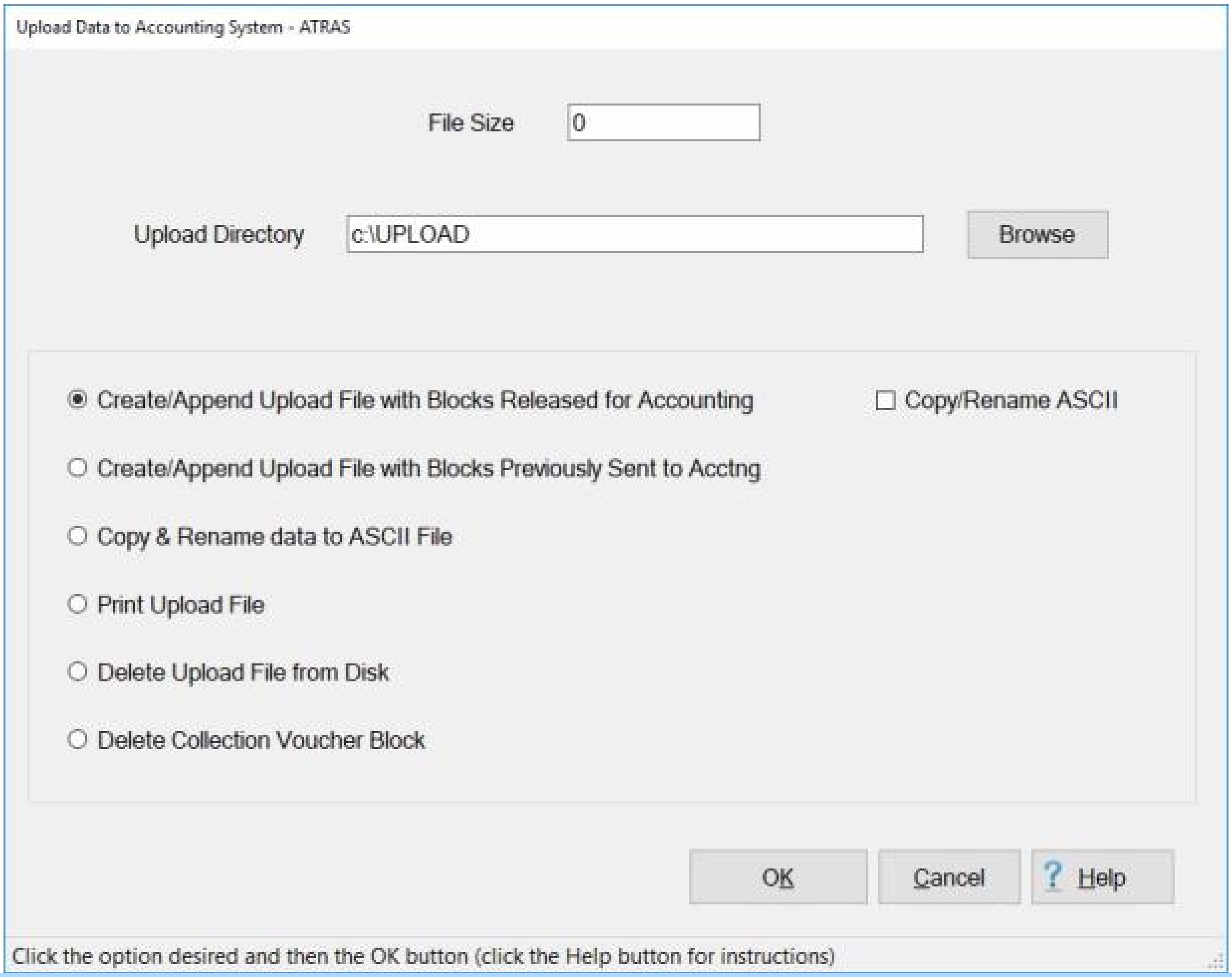
10. **Click** on the **Cancel** button if you have no more upload files to create.

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.



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.

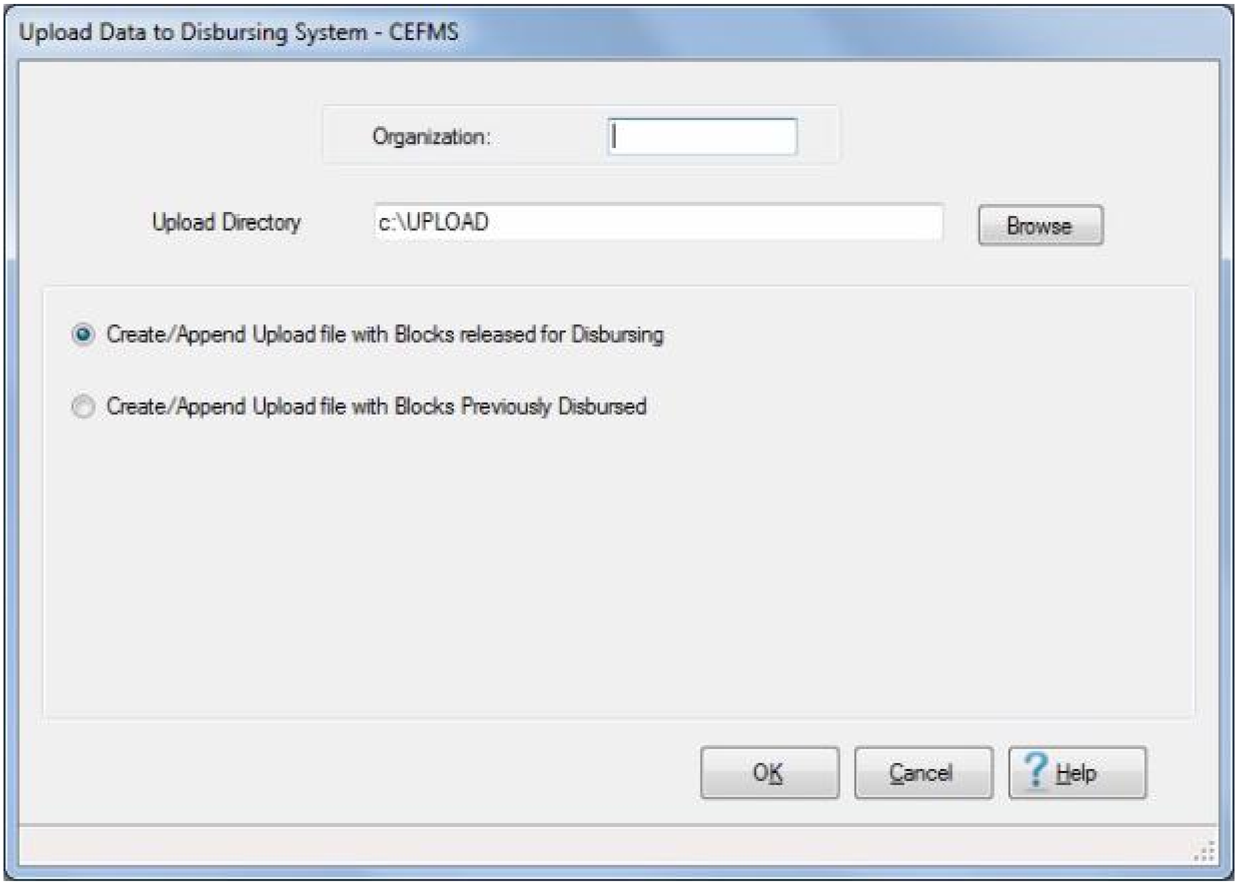
5. After **selecting** a block and **clicking** the **OK** button, IATS **creates** the new Upload File and **displays** the file **size** at the top of the **Upload Data to Accounting System -ATRAS** screen.
6. Before **transmitting** the Upload File to ATRAS, the file must be copied to an ASCII format.
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. Cl**ick** 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.

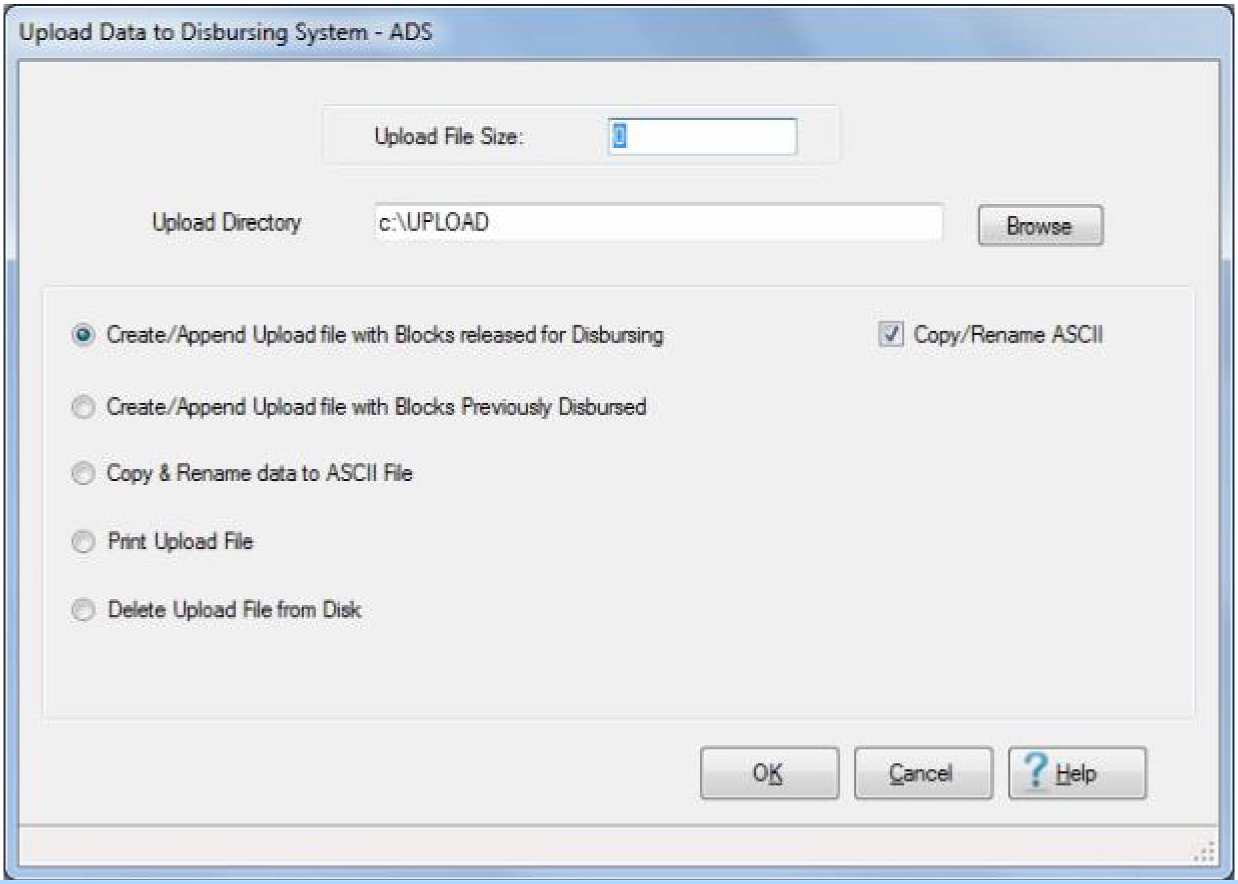
6. After **selecting** a block and **clicking** the **OK** button, IATS **creates** the new Upload File and returns to the **Upload Data to CEFMS Disbursing System** screen.

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**.

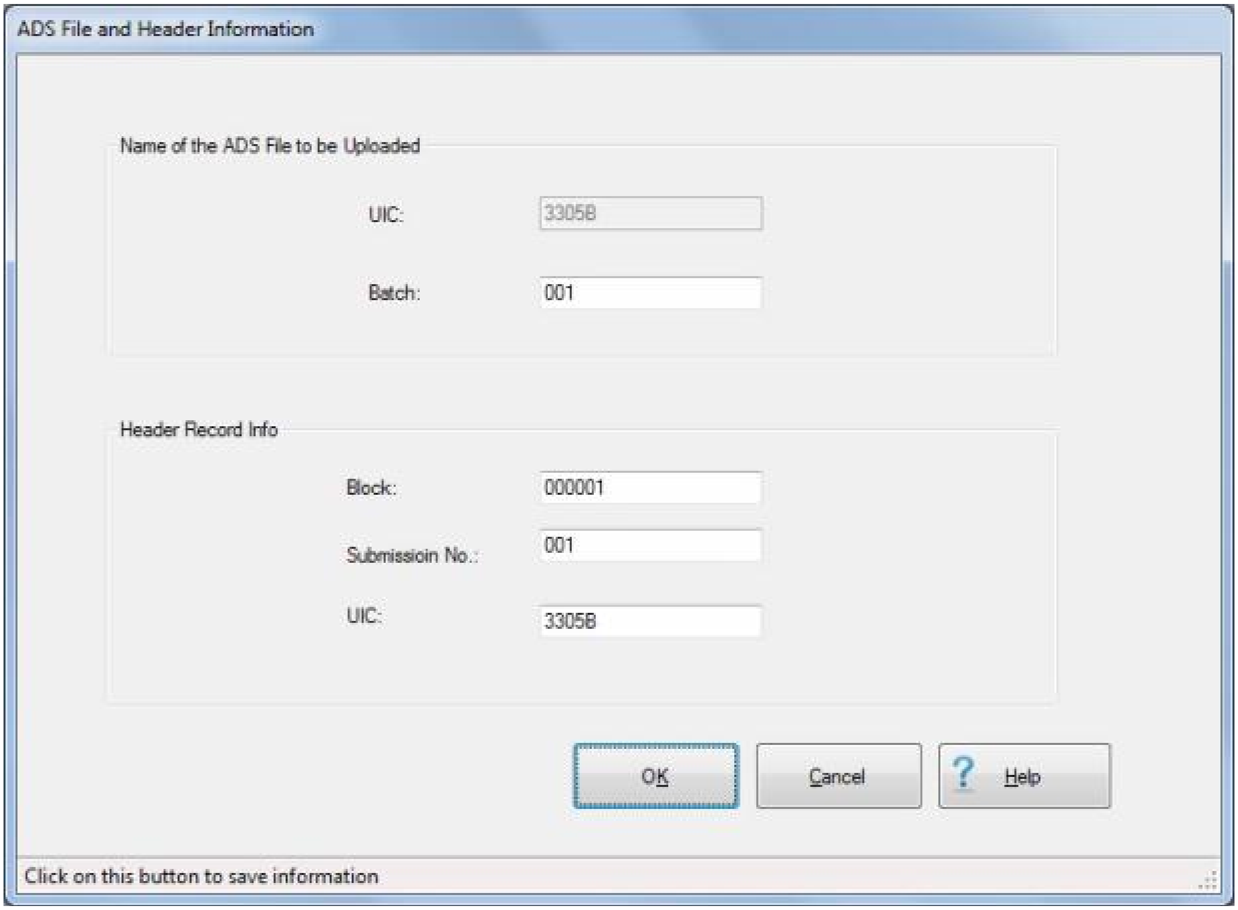
Complete the following steps to "upload" blocks to ADS:

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.



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

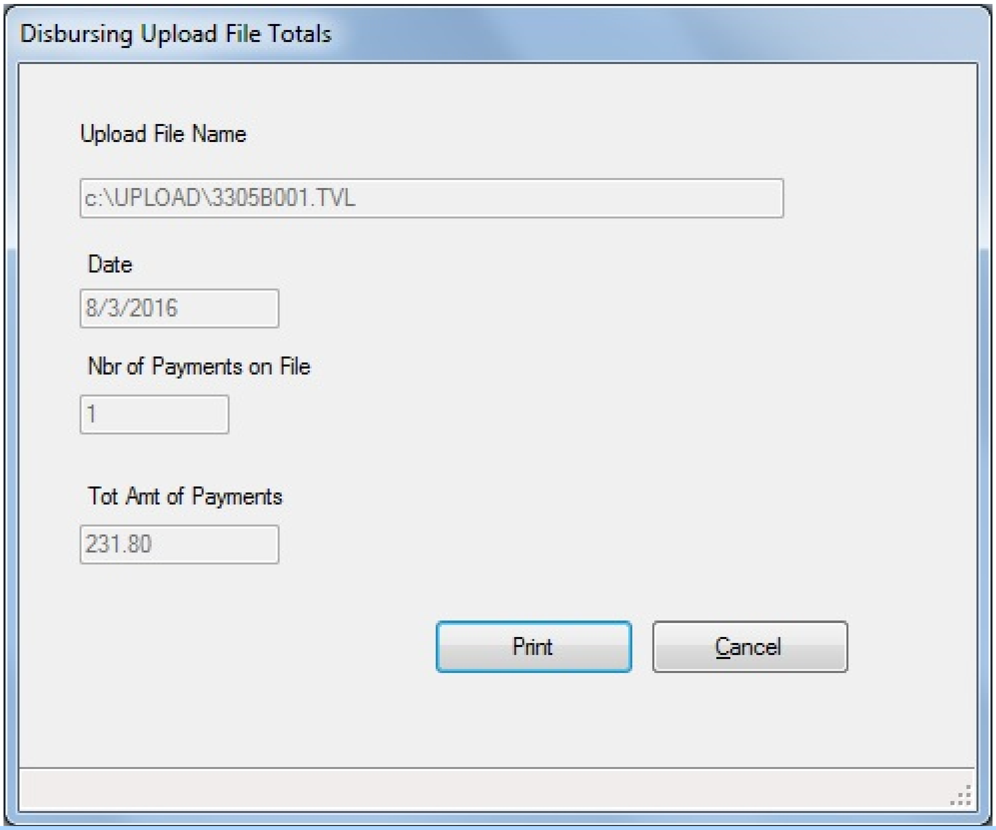
1. **UIC:** - This **number** defaults from the **Maintain Base Description** screen in the IATS **Maintenance** module. No action **necessary**.
2. **Batch:** - At this field, **type** the batch **number** for the transmission. This is a sequential **number**, beginning with **001**, that must be **tracked** 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.

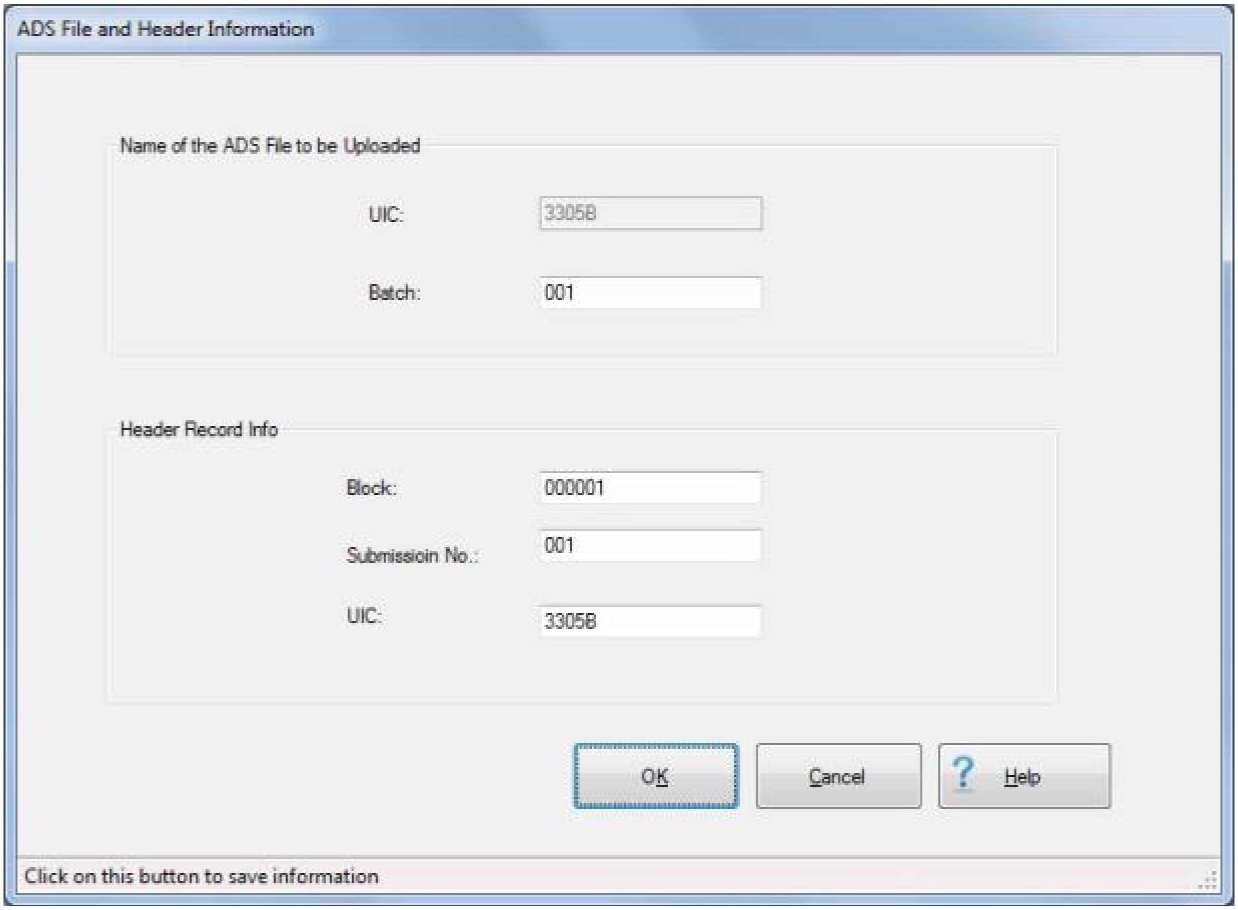


Note: The purpose of the **Disbursing Upload File Totals** screen is to **provide** the **certifying officer** with the information needed to **certify** the **ADS upload** file prior to sending the certification e-mail message to CCL-IATS-CERT@dfas.mil.

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**.



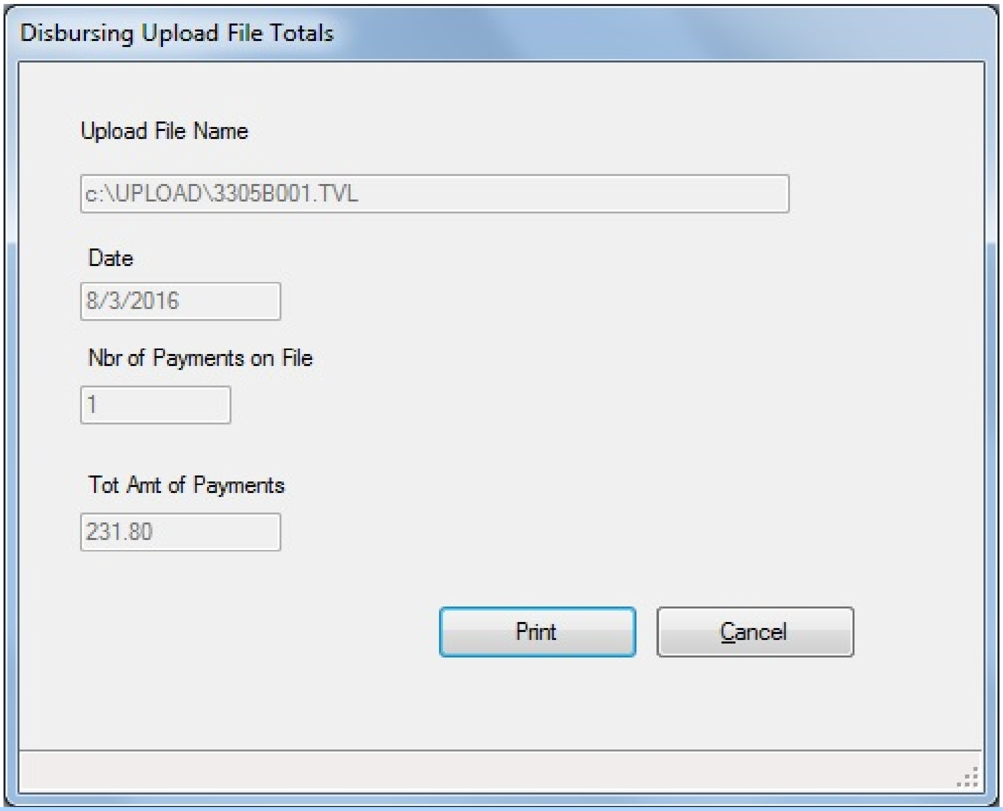
Use the following instructions to "complete" the ADS File and Header Information screen:

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.



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.

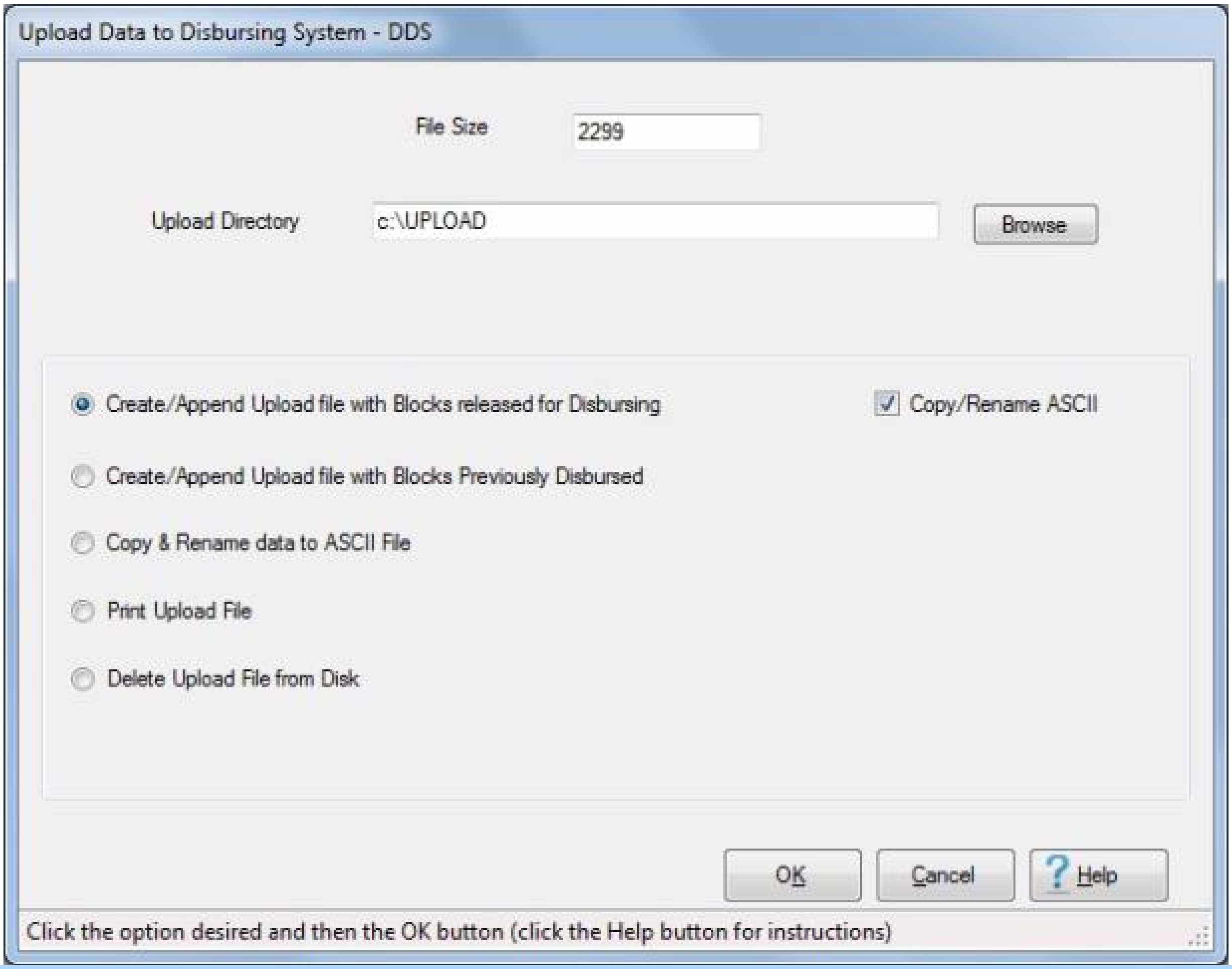
7. When the Disbursing Upload File Totals screen is displayed, **click** on the **Print** button. IATS will print the **Disbursing File Summary** document, which must be provided to the certifying officer.
8. After printing the Disbursing File Summary document, **click** on the **Exit** button. IATS **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 <u>no more</u> 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 <u>assign</u> **DOV#s**, <u>print</u> **checks**, <u>transmit</u> **EFT transactions**, and <u>report</u> the U.S. Treasury **checks issued**. The **Upload Data Disbursing System - DDS** screen is used for that purpose.

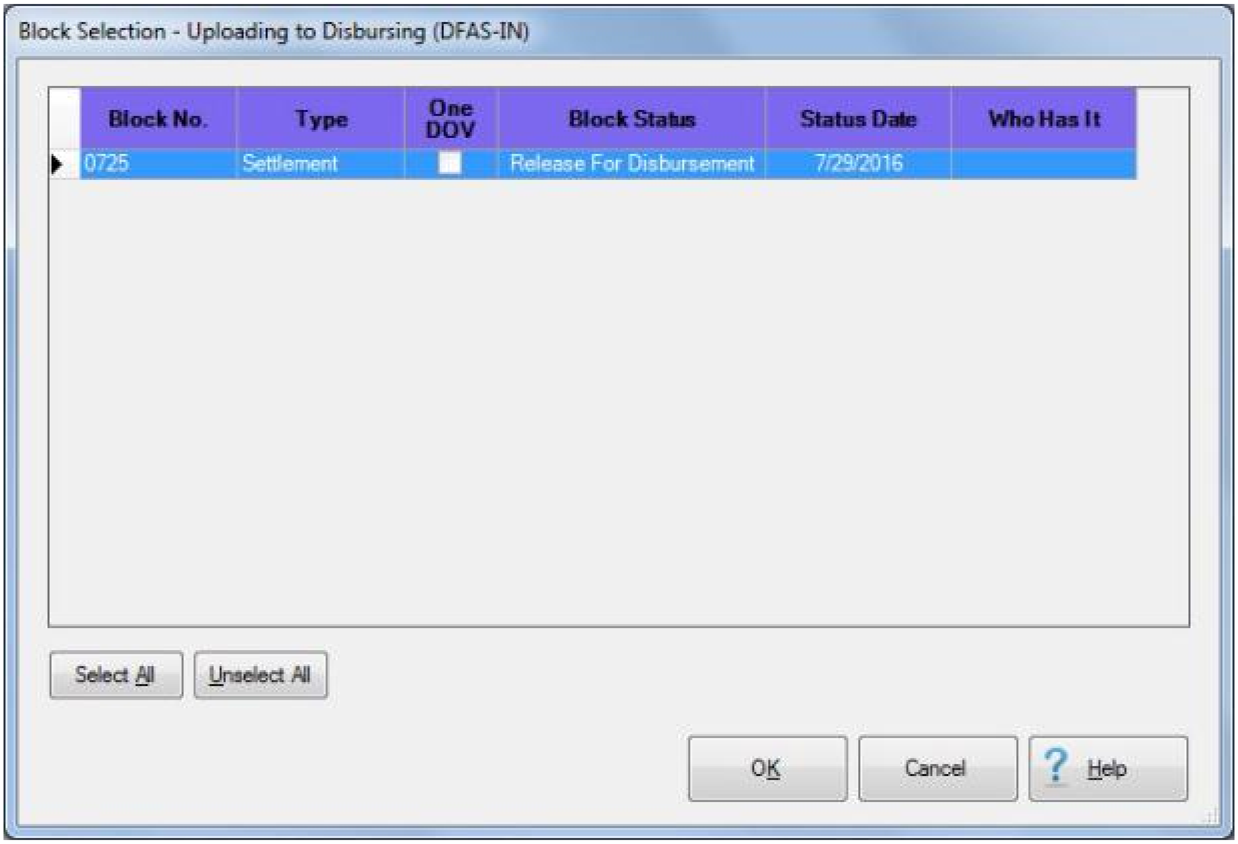
Complete the following steps to "upload" blocks to DDS:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the <u>left</u> of the word, "**Upload to Mainframe**". An <u>expandable</u> **menu** appears listing the options.
2. **Click** on the **Upload Transactions to Disbursing System** option. The **Upload Data to Disbursing System - DDS** screen appears.

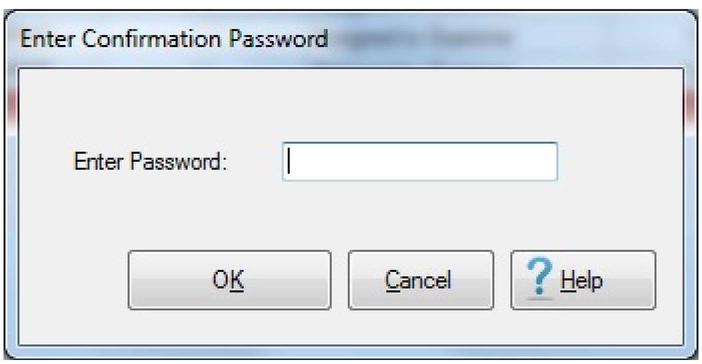


Note: IATS will **append** new **data** to the existing **data** residing in the file **UPLOAD.DAT**. Therefore, prior to **creating** a new DDS upload **file**, ensure that the **display** at the top of the **screen** reflects a **file size** equal to zero. If the **size** is shown as anything other 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.

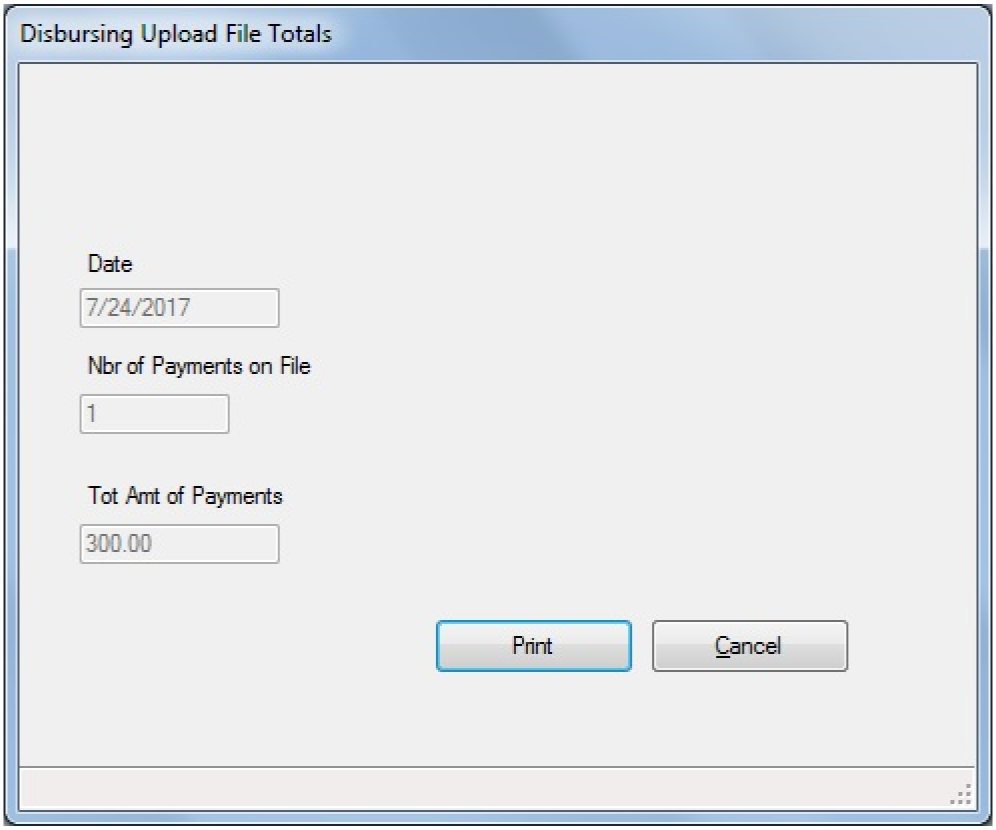
3. **Copy/Rename ASCII File:** - A **check mark** defaults to this check box indicating that the upload file will automatically be **renamed** and **copied** to an **ASCII** format. If you do not want to complete this process automatically, **click** in the check box to **remove** the check mark.
4. 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.



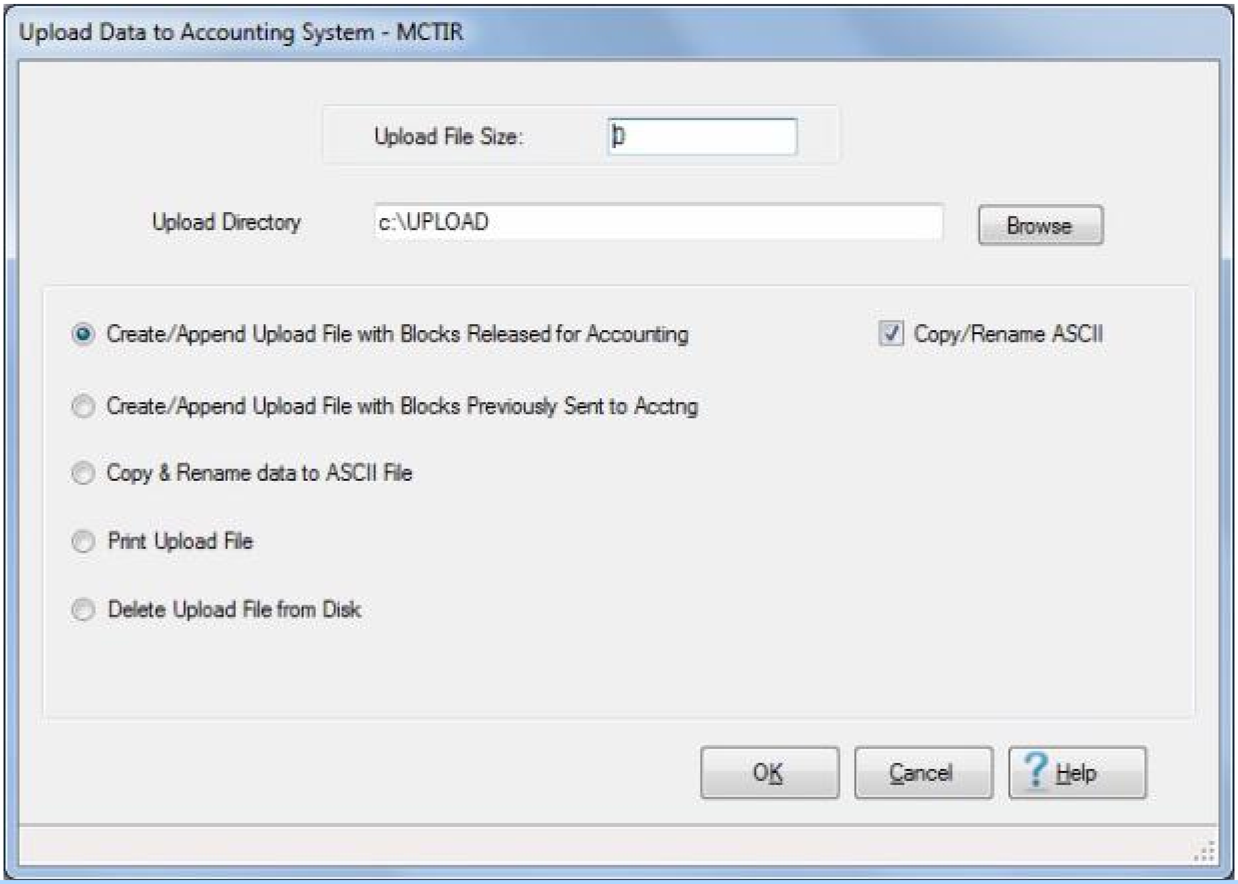
11. **Click** on the **Print** button to generate a print-out of the **Disbursing Upload File Totals** or **click** on the **Cancel** button if you are **finished**.
12. IATS returns to the **Upload Data to Disbursing System - DDS** screen.
13. **Click** on the **Cancel** button to **close** the screen 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.



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.

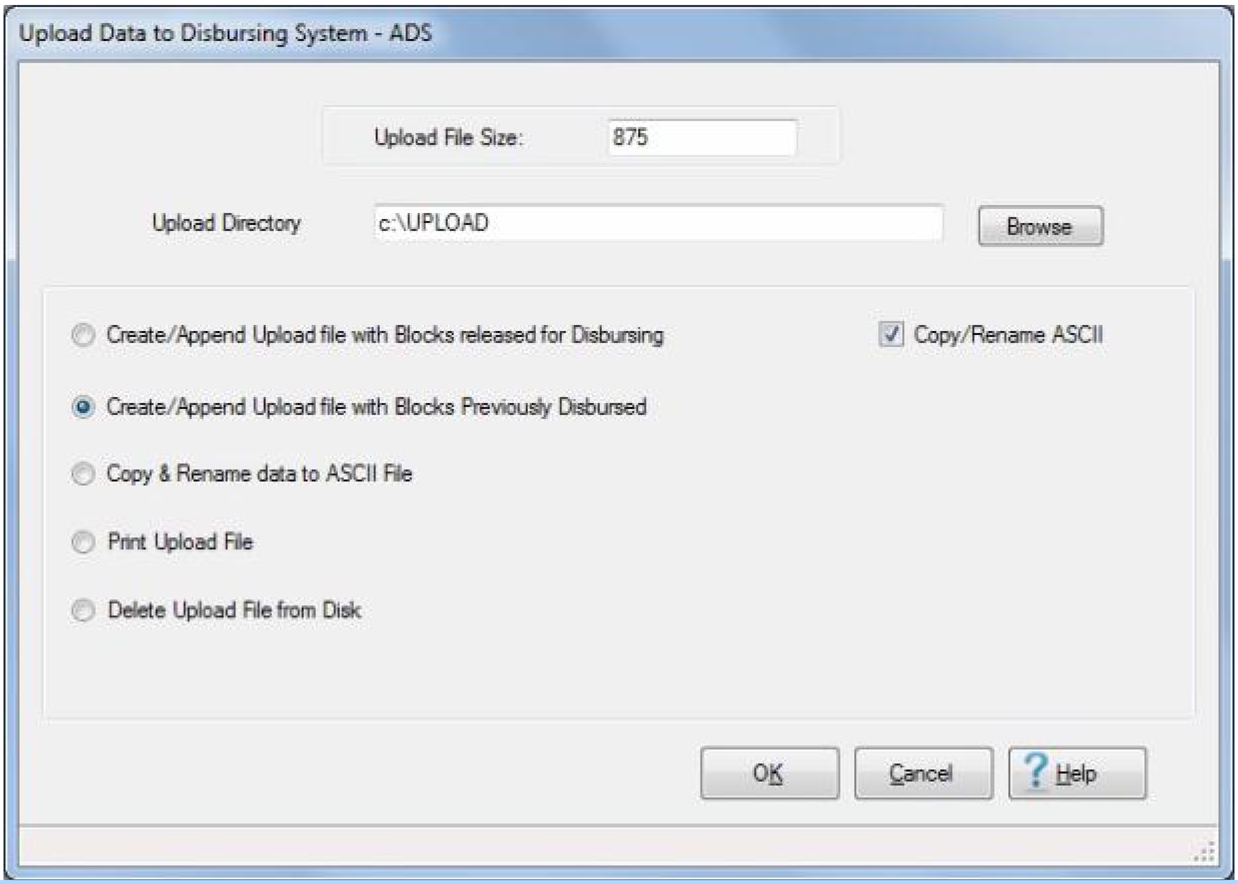
7. Before **transmitting** the Upload File to MCTIR, the file must be copied to an ASCII format.
8. **Click** on the **See Also** button below for additional **instructions** on processing upload files.

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**.



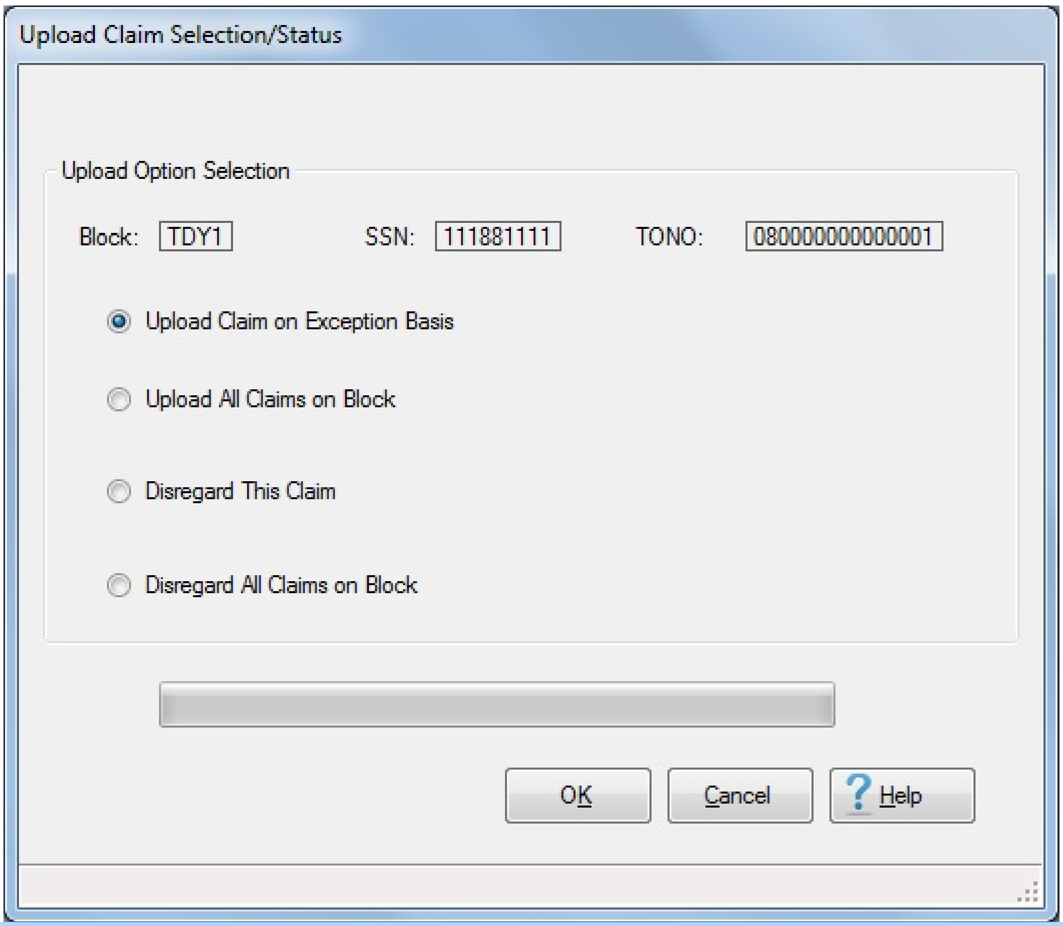
Note: IATS will **append** new **data** to the existing **data** residing in the previously created **upload** file. Therefore, prior to **creating** a new upload **file**, ensure that the **display** at the top of the **screen** reflects a **file size** equal to zero. If the **size** is shown as anything 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.



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

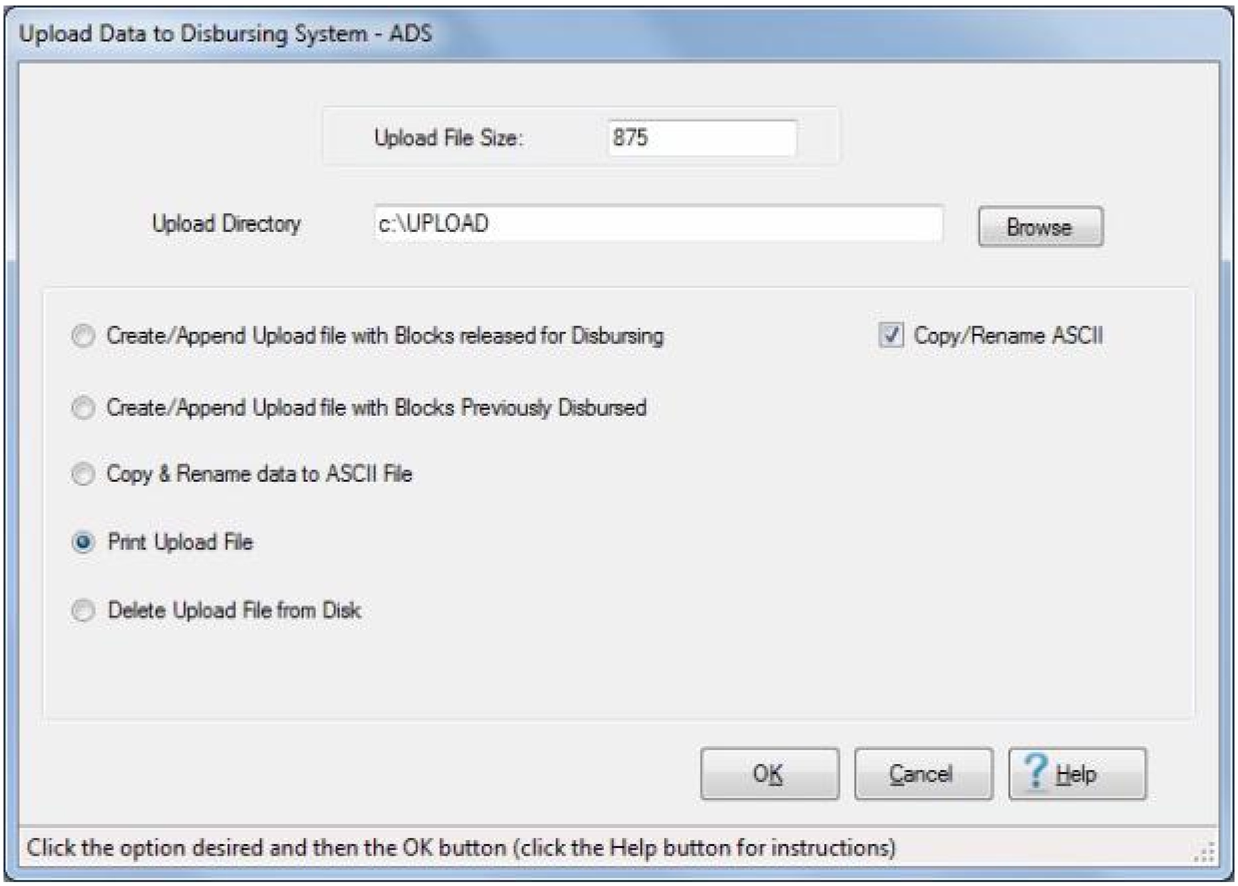
7. After making a selection, **click** the **OK** button. IATS **creates** the **Upload File** based on the selection made and **returns** to the **Upload Data** screen.
8. If not already done, (before **transmitting),** the re-created **Upload File**, the file must be copied to an ASCII format.

Print Upload File

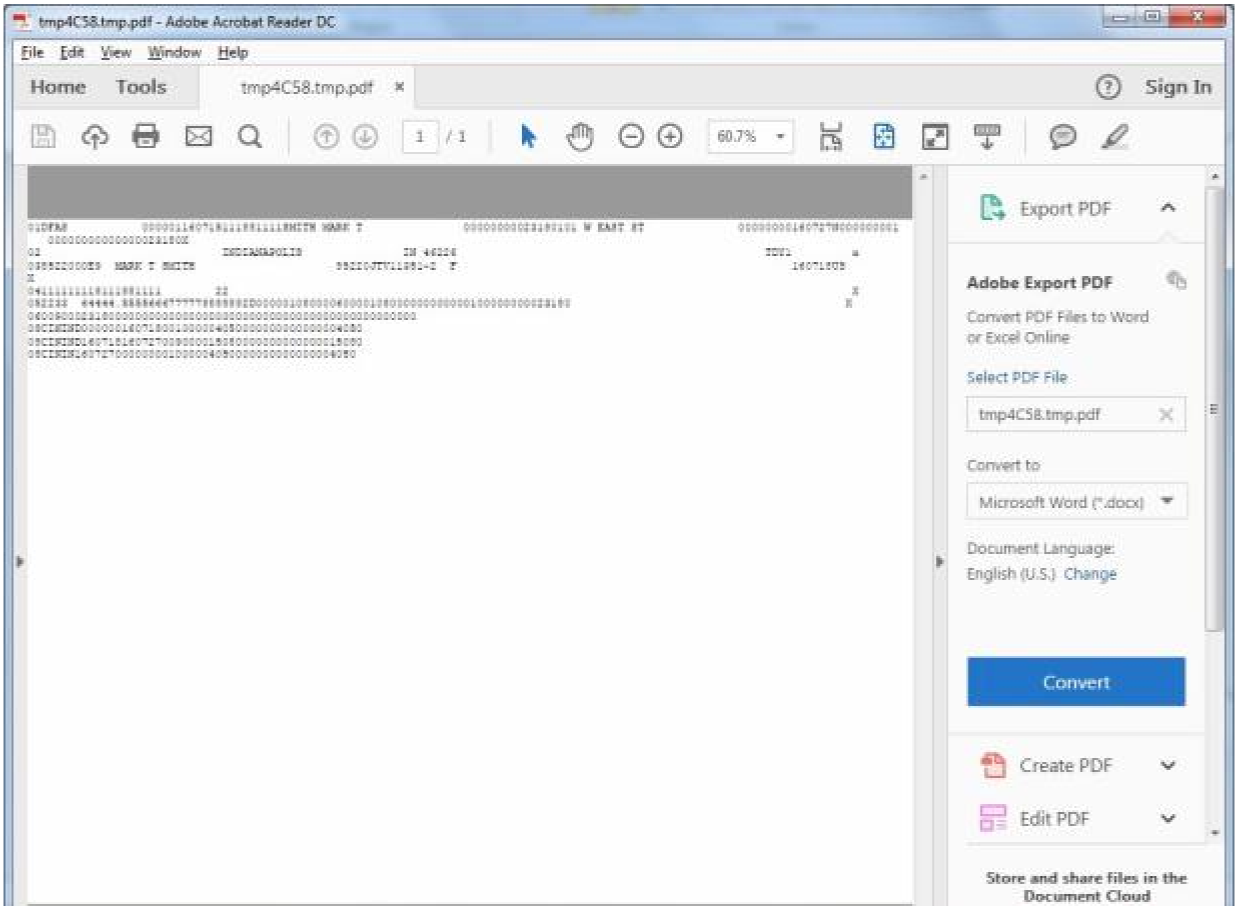
Before transmitting an Upload File, it is a good idea to **print** the **contents** of the file and **verify** that a valid **request** exists for each payment **record**.

Complete the following steps to "print" the contents of the Upload File:

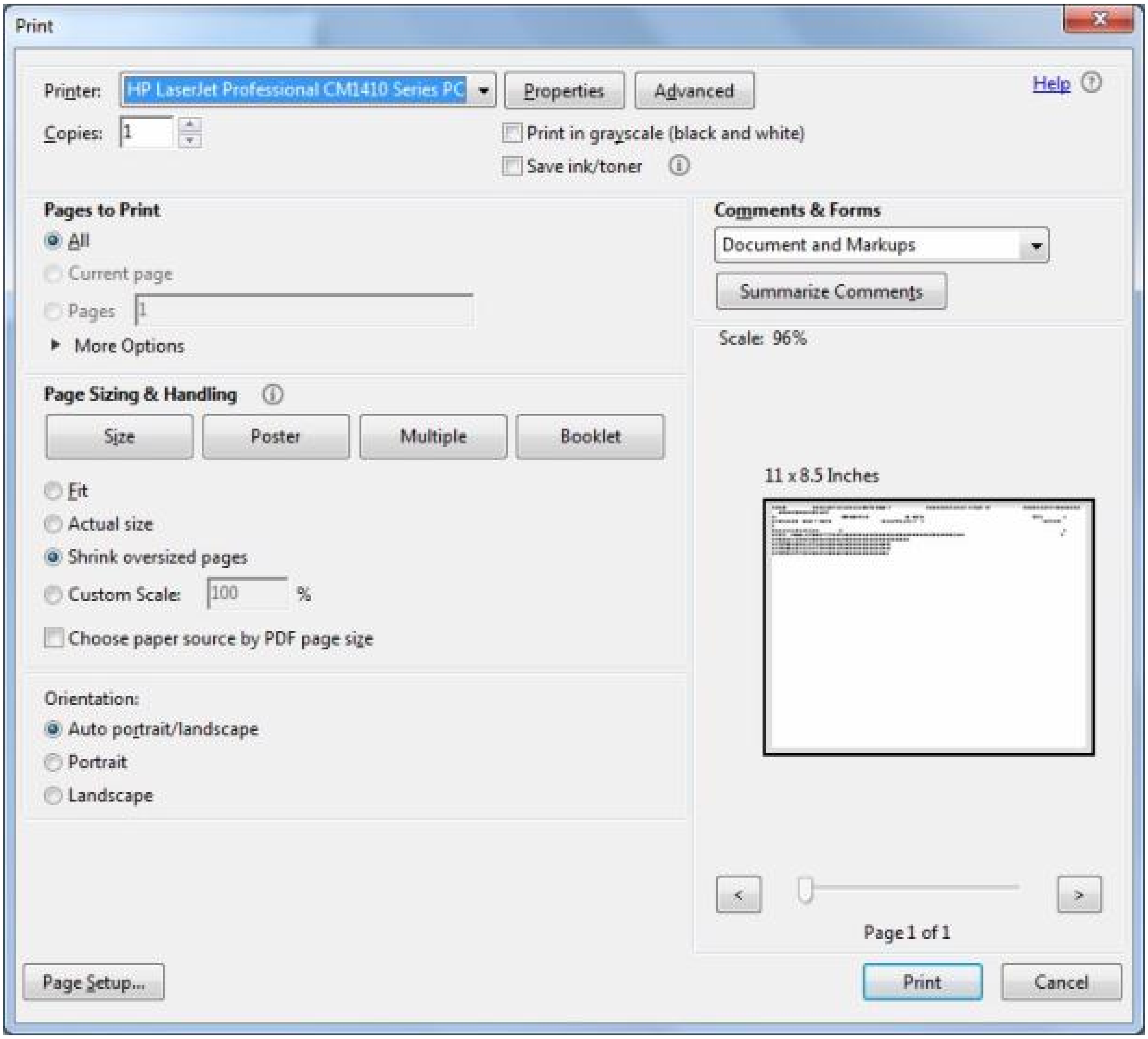
1. At the **Upload Data to Disbursing** screen, **click** in the **circle** next to the **Print Upload File** option and then **click** the **OK** button.



2. After clicking the **OK** button, the **Adobe Reader** screen appears.



3. **Click** on the **Printer** icon on the **toolbar** at the <u>top</u> of the screen. The **Print** screen will appear.



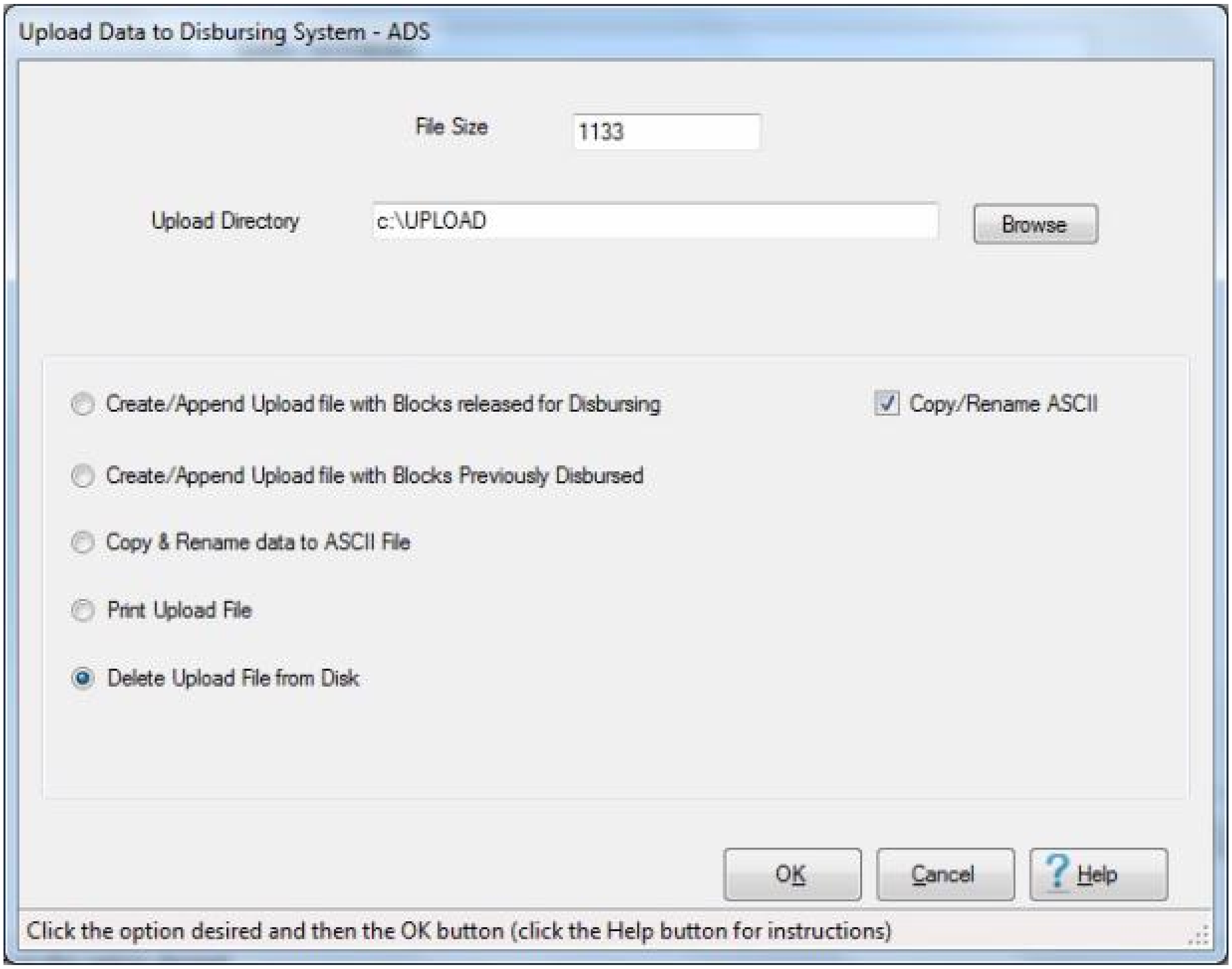
4. **Verify** that the **PC** is **configured** for the <u>correct</u> **printer** or **make** any <u>necessary</u> **changes**.
5. **Select** the **number** of **copies** you wish to print and **click** the **Print** button. IATS **prints** the **contents** of the Upload File and returns to the Adobe Acrobat Reader screen.
6. **Click** the **red X** button at the <u>top right corner</u> 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

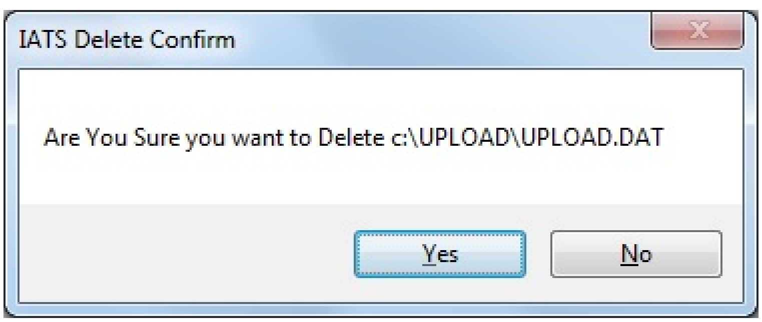
After copying the Upload File to an **ASCII** format, the **UPLOAD.DAT** file is <u>no longer neede</u>d and <u>should be deleted</u>.

Complete the following steps to "delete" the UPLOAD.DAT file:

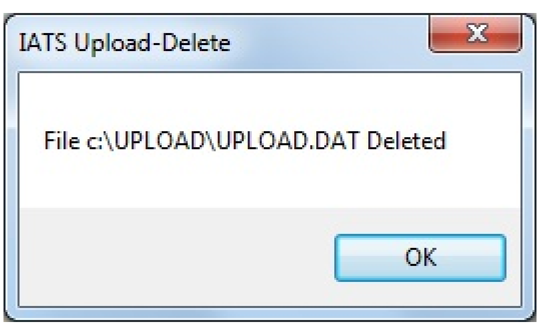
1. At the **Upload Data to Disbursing** screen, **click** in the **circle** <u>next</u> to the **Delete Upload File from Disk** option and then **click** the **OK** button.



2. After clicking the **OK** button, a *pop-up* appears asking if you are **sure** you wish to **delete** the **UPLOAD.DAT** file.



3. **Click** on the *Yes* button. A second *pop-up* **appears** indicating that the file <u>was</u> **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.

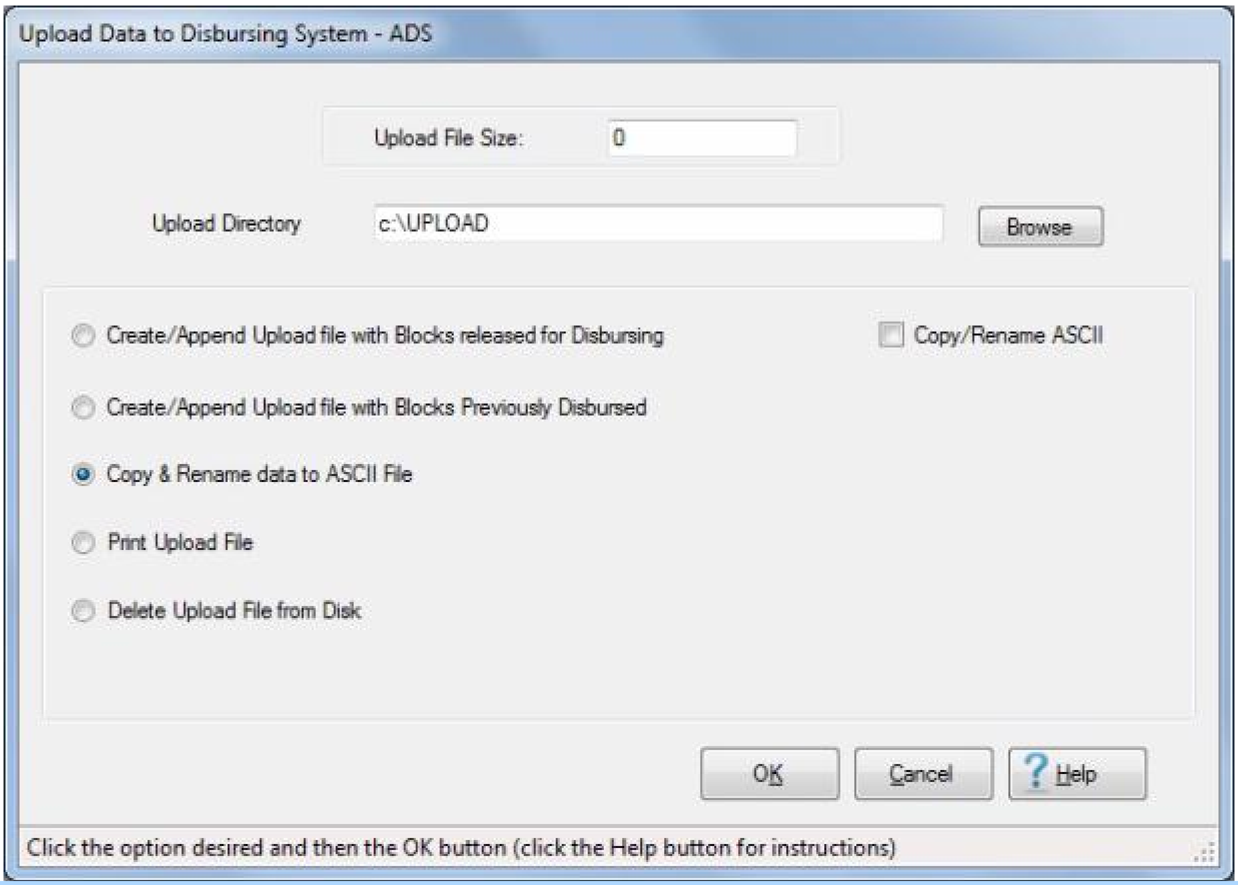
Copy Upload file to ASCII

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.

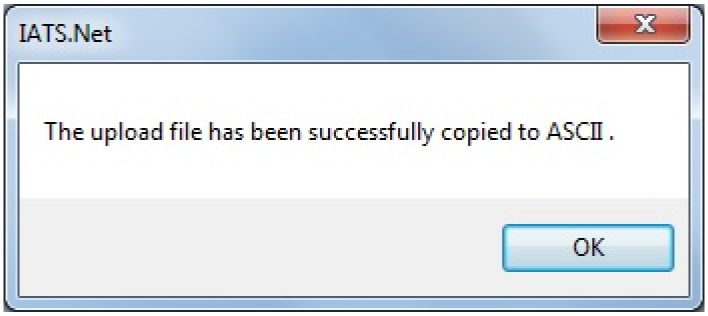
Complete the following steps to "copy" the Upload File to an ASCII format:

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**.

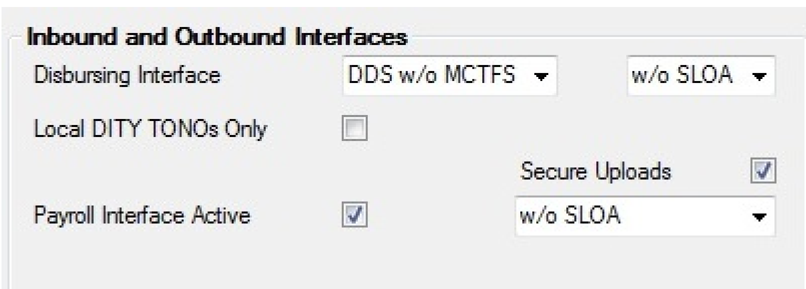
2. If the **default** directory is not **correct** after selecting this option, **click** on the **Browse** button at the right portion of the screen and **browse** to the desired **directory**.
3. After specifying the desired directory, **click** the **OK** button. The following *pop-up* **appears** after the file has been copied.



4. **Click** on the **OK** button and IATS **returns** to the **Upload Data** screen.

Note: For **US Navy** <u>and</u> **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

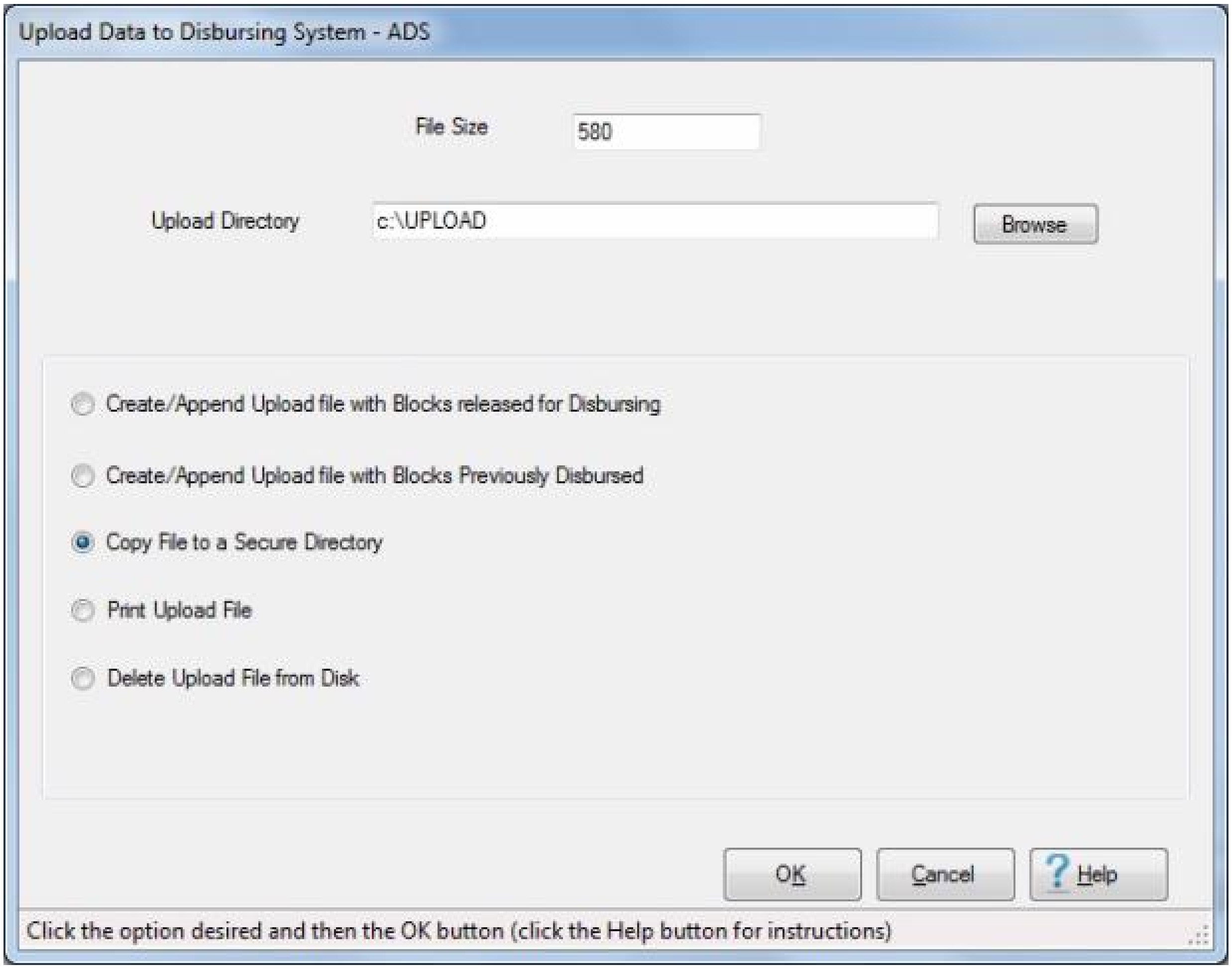


IATS provides the option to create **secure** upload files. This option is activated in the **Maintenance** module.

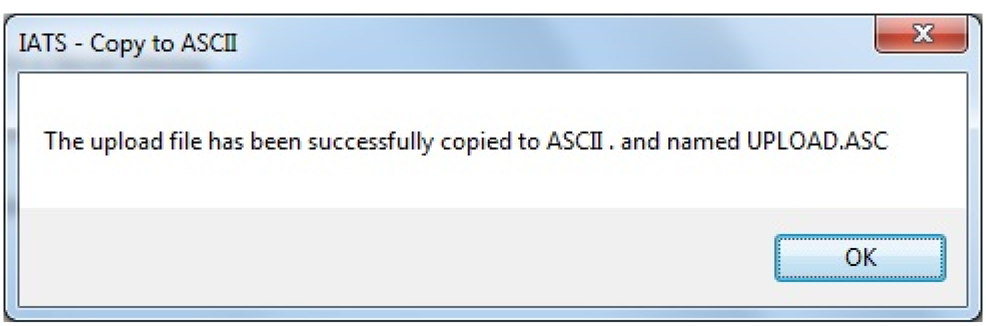
After creating the **secure** disbursing upload file. The **file** <u>must</u> be **copied** to a secure directory prior to being transmitted to the applicable system.

Complete the following steps to "copy" the Upload File to a secure directory:

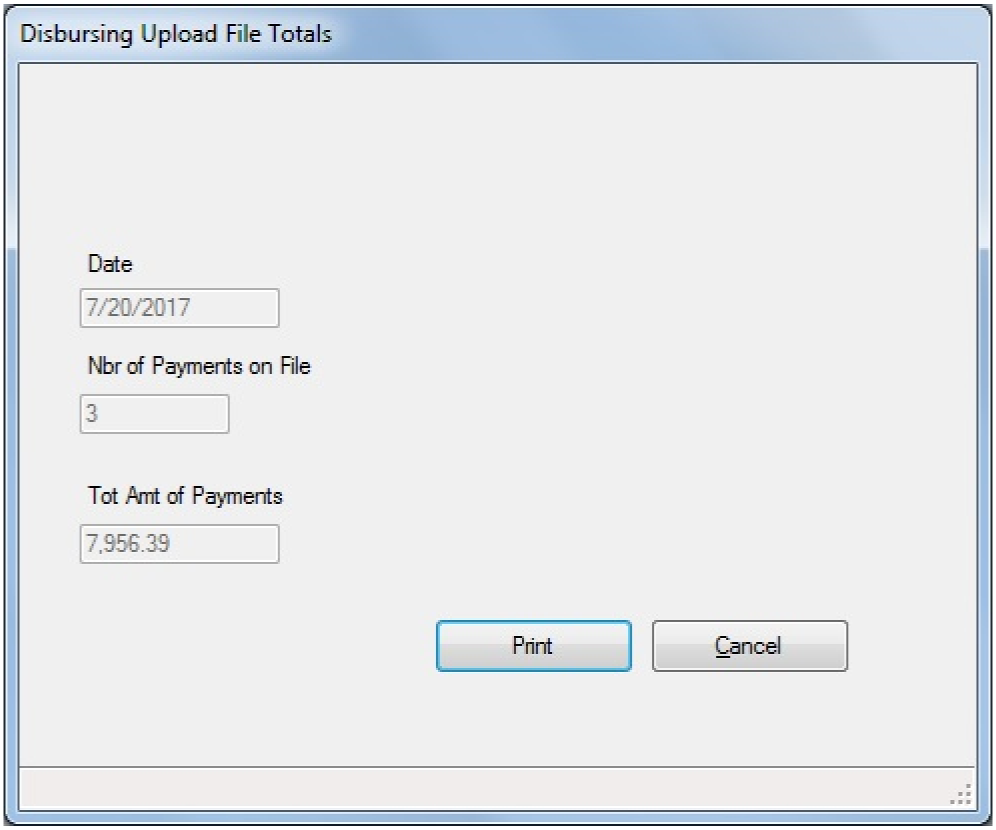
1. **Upload Directory: -** The directory displayed at the Upload Directory field is the **default** directory that has been previously established in Maintenance. **Click** on the **Browse** button if you wish to **select** a **different** directory.
2. At the **Upload Data to Disbursing** screen, **click** in the **circle** <u>next</u> 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 <u>must</u> **complete** this screen.
4. If IATS is configured to interface with the a <u>different</u> 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.



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.

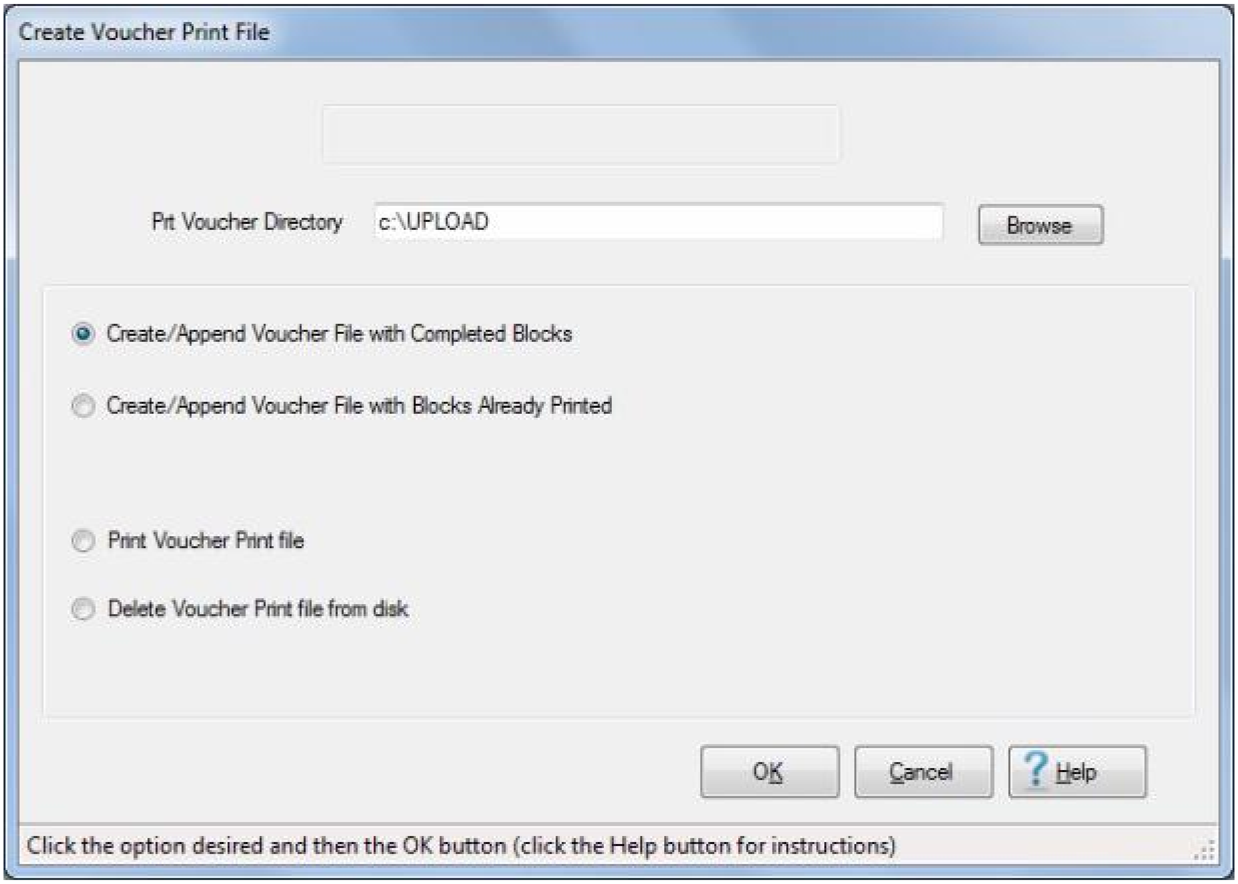
Create Voucher Print File

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.

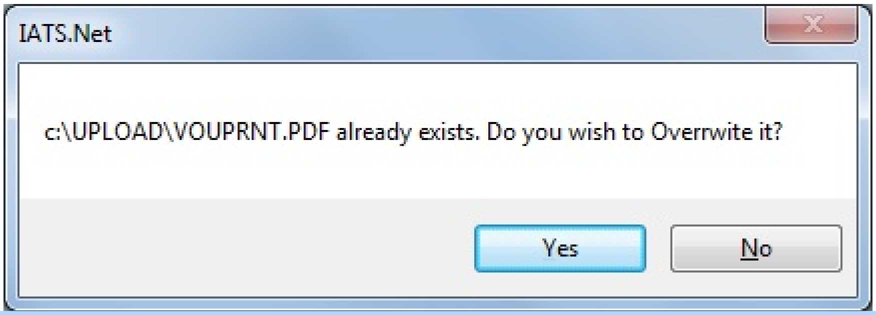


3. **Directory:** - IATS is programmed to automatically place the created file into the **directory** you have **specified** in the **Maintenance** module for Upload files. If you wish to place the file into a **different** directory, **click** on the **Browse** button. The **Browse For Folder** screen 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 Conformation 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.

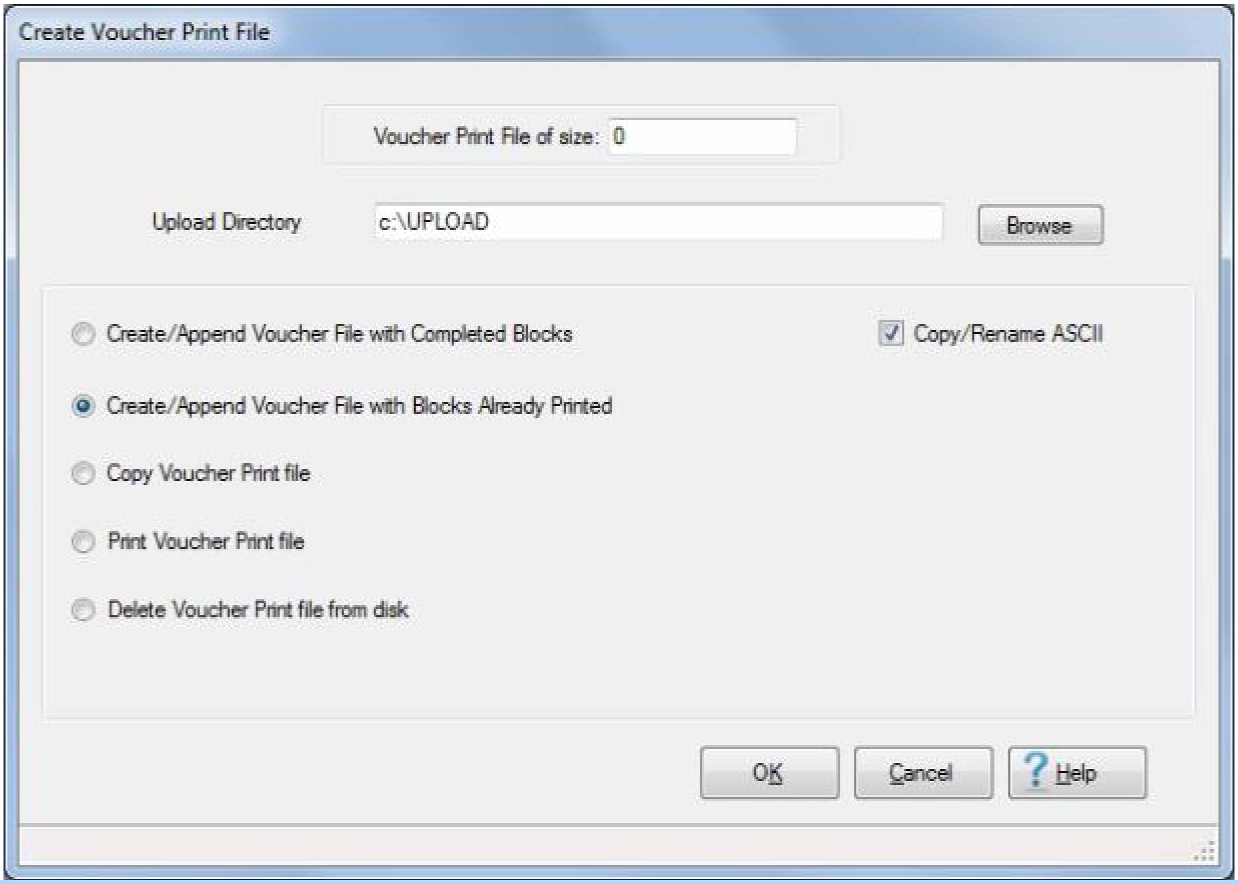
10. **Click** on *Yes* or *No* as desired.

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.

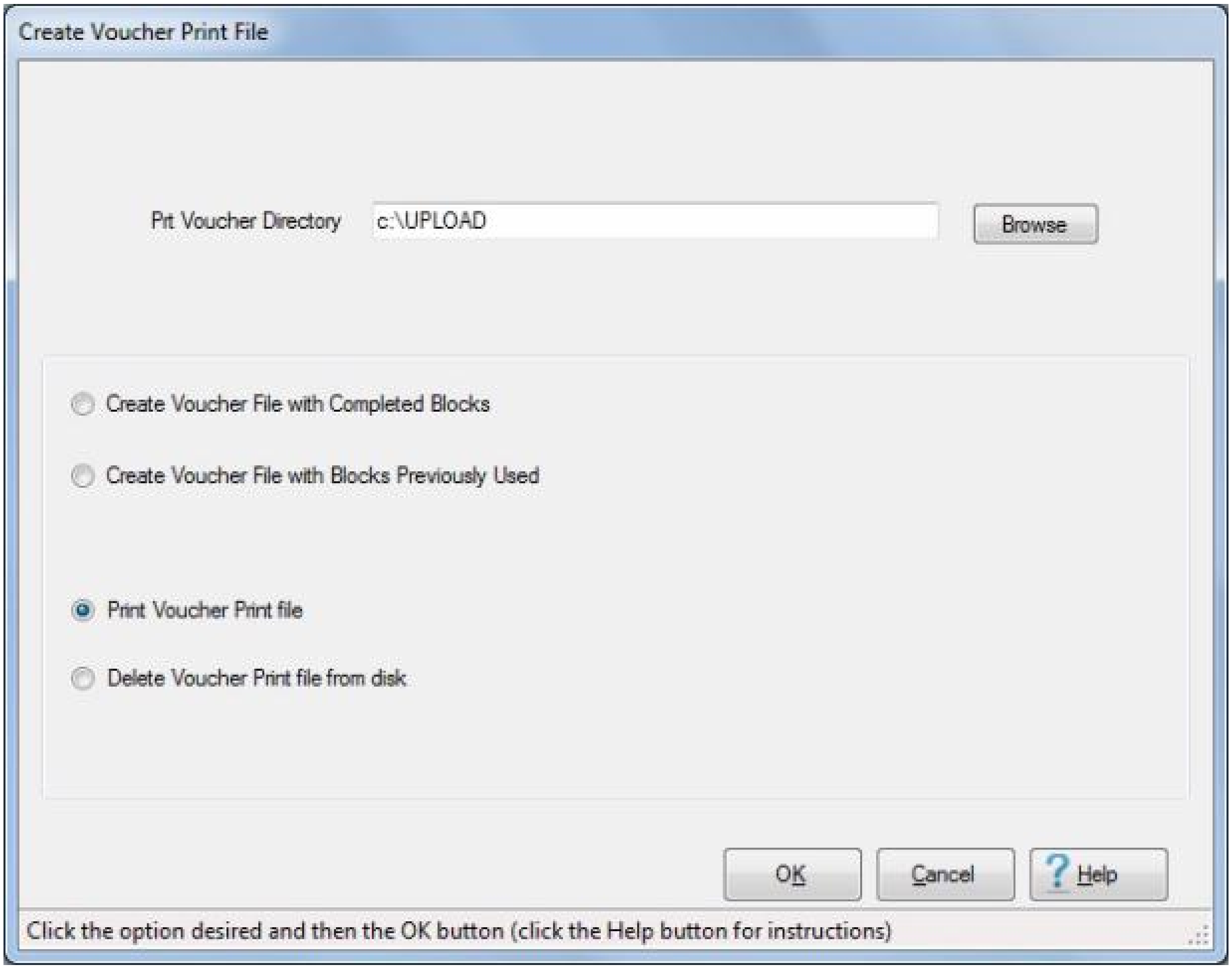
5. After **selecting** a block and **clicking** the **OK** button, IATS **creates** the new Voucher Print File and **displays** the file **size** at the top of the Create Voucher Print File screen.

Print Voucher Print File

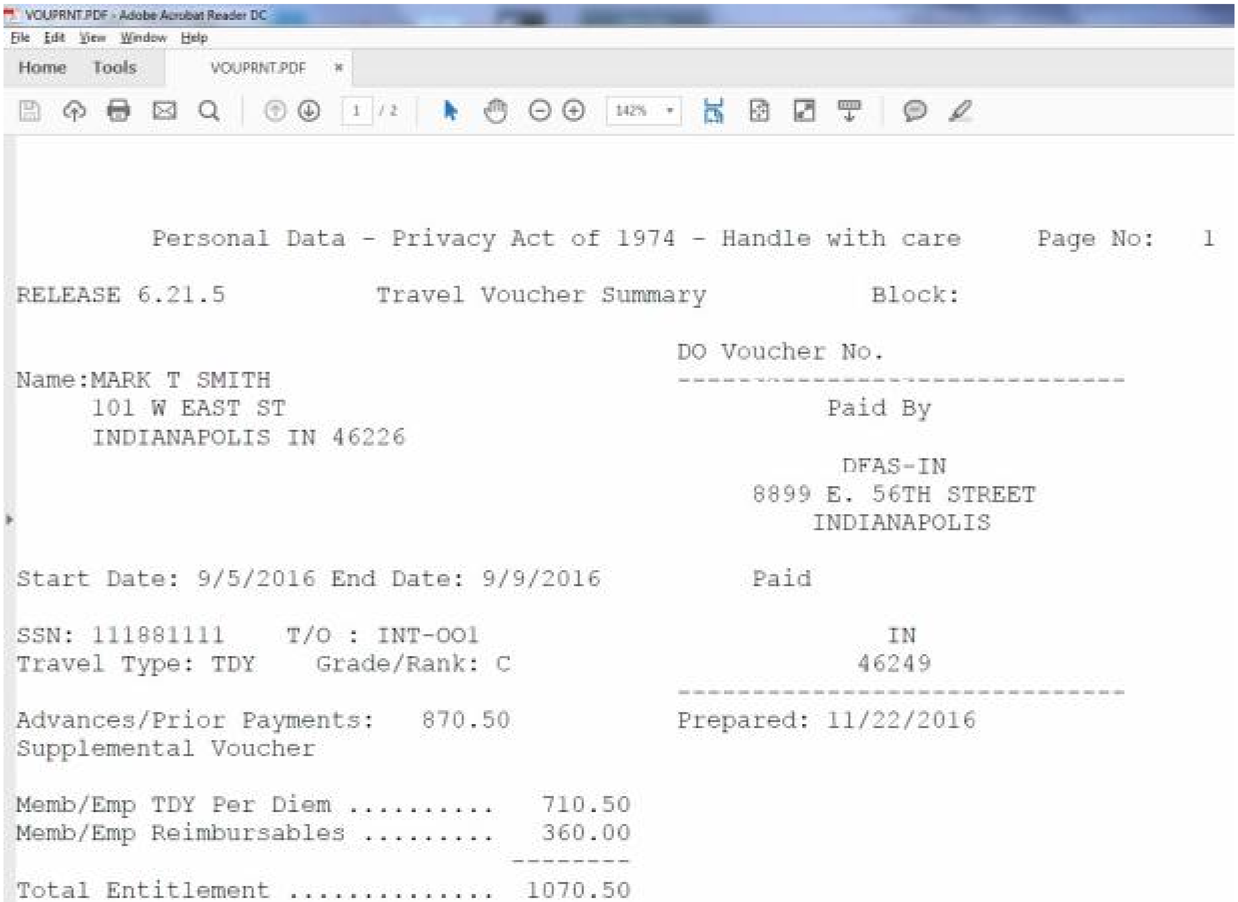
Once a Voucher Print File is created, you can **print** the file from the **Create Voucher Print File** screen if desired.

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.



Personal Data - Privacy Act of 1974 - Handle with care   Page No: 1

RELEASE 6.21.5   Travel Voucher Summary   Block:

DO Voucher No.

Name:MARK T SMITH
101 W EAST ST
INDIANAPOLIS IN 46226

Paid By

DFAS-IN
8899 E. 56TH STREET
INDIANAPOLIS

Start Date: 9/5/2016 End Date: 9/9/2016   Paid

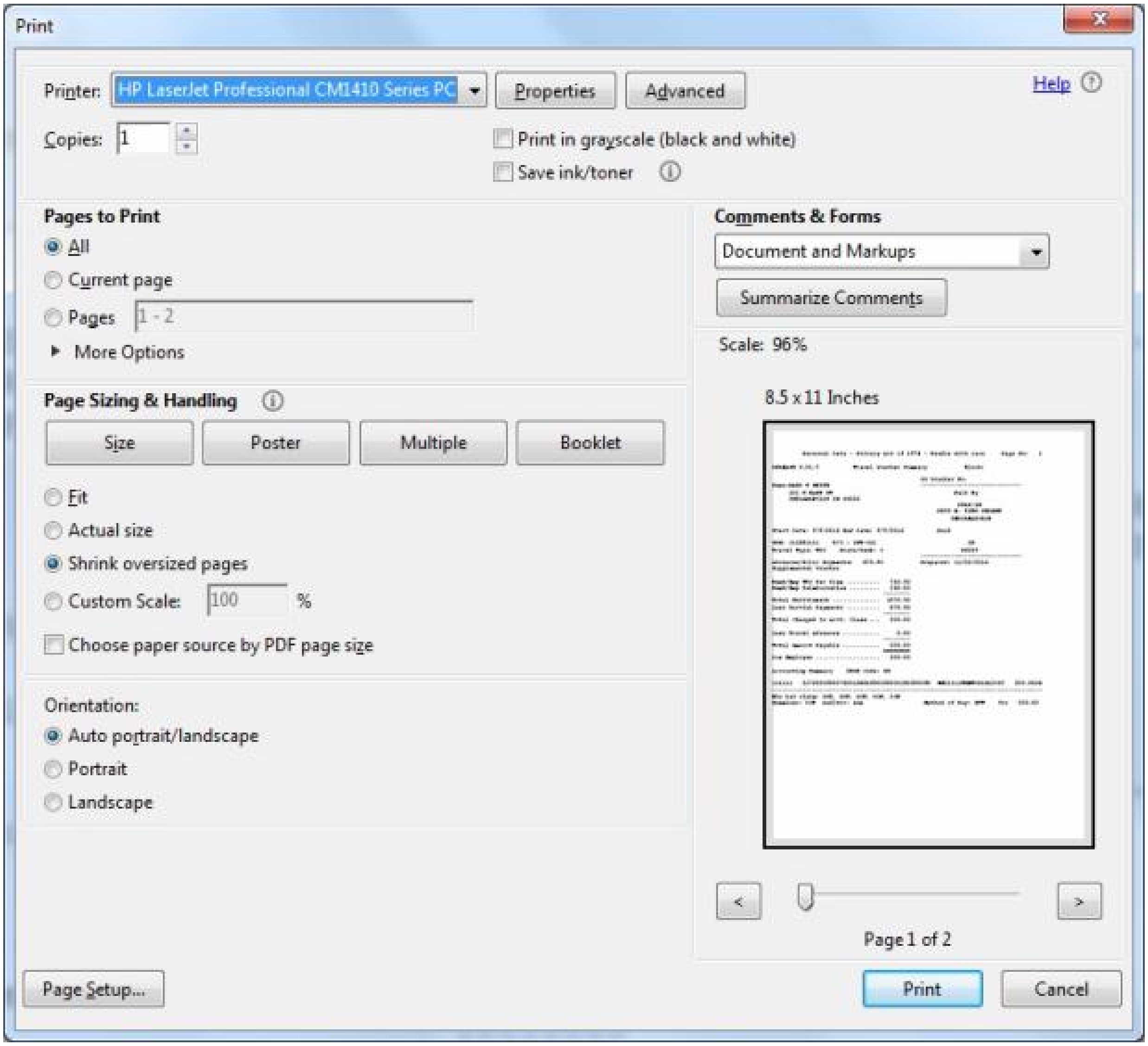
SSN: 111881111   T/O : INT-001   IN
Travel Type: TDY   Grade/Rank: C   46249

Advances/Prior Payments: 870.50   Prepared: 11/22/2016
Supplemental Voucher

Memb/Emp TDY Per Diem 710.50
Memb/Emp Reimbursables 360.00

Total Entitlement 1070.50

3. At the **Adobe Acrobat Reader** screen, **click** on the **printer** icon on the **tool bar**. The **Print** screen will appear



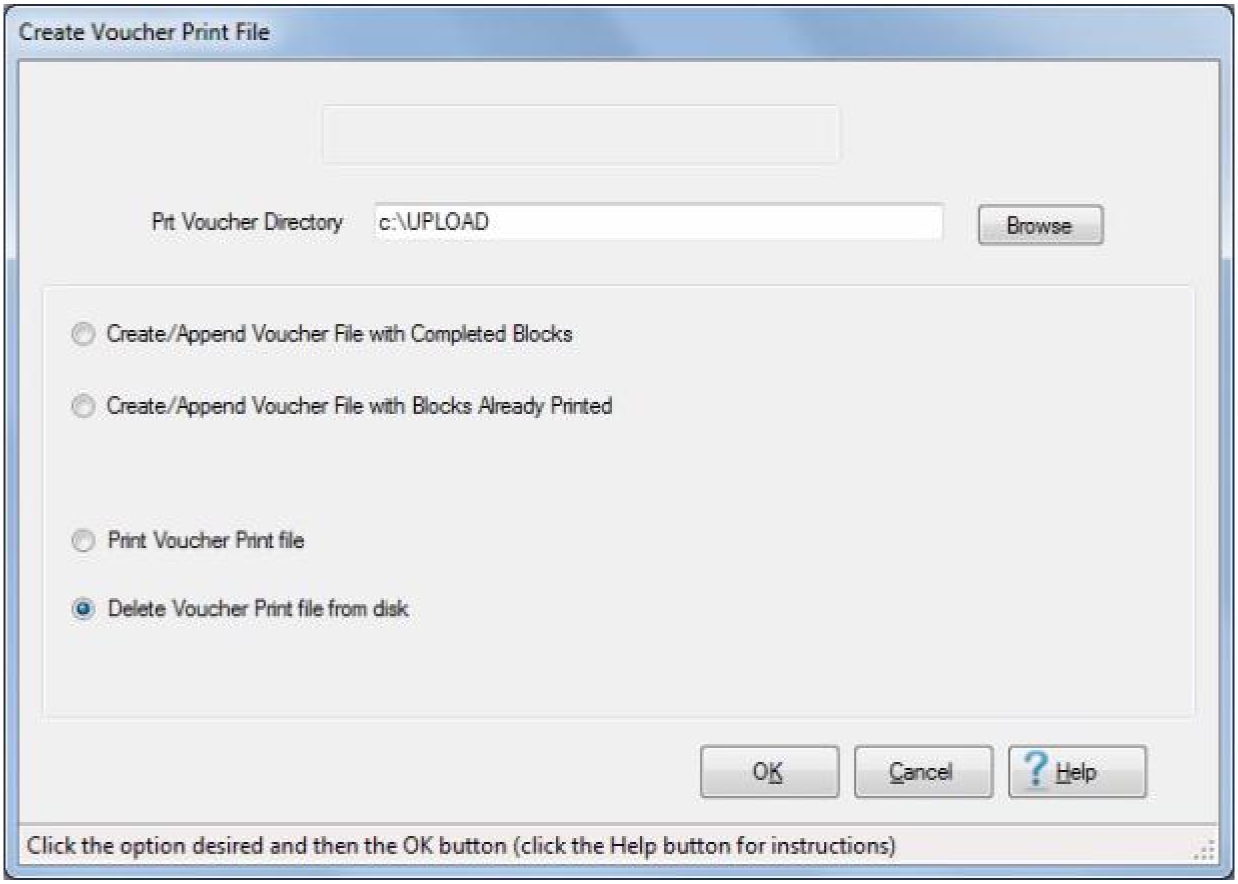
4. **Verify** that the **PC** is **configured** for the <u>correct</u> **printer** or **make** any <u>necessary</u> **changes**.
5. **Select** the **number** of **copies** you wish to print, the number of pages, and make any other desired adjustments.
6. When you are **ready** to print the file, **click** 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 <u>top right corner</u> 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 <u>new</u> 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.

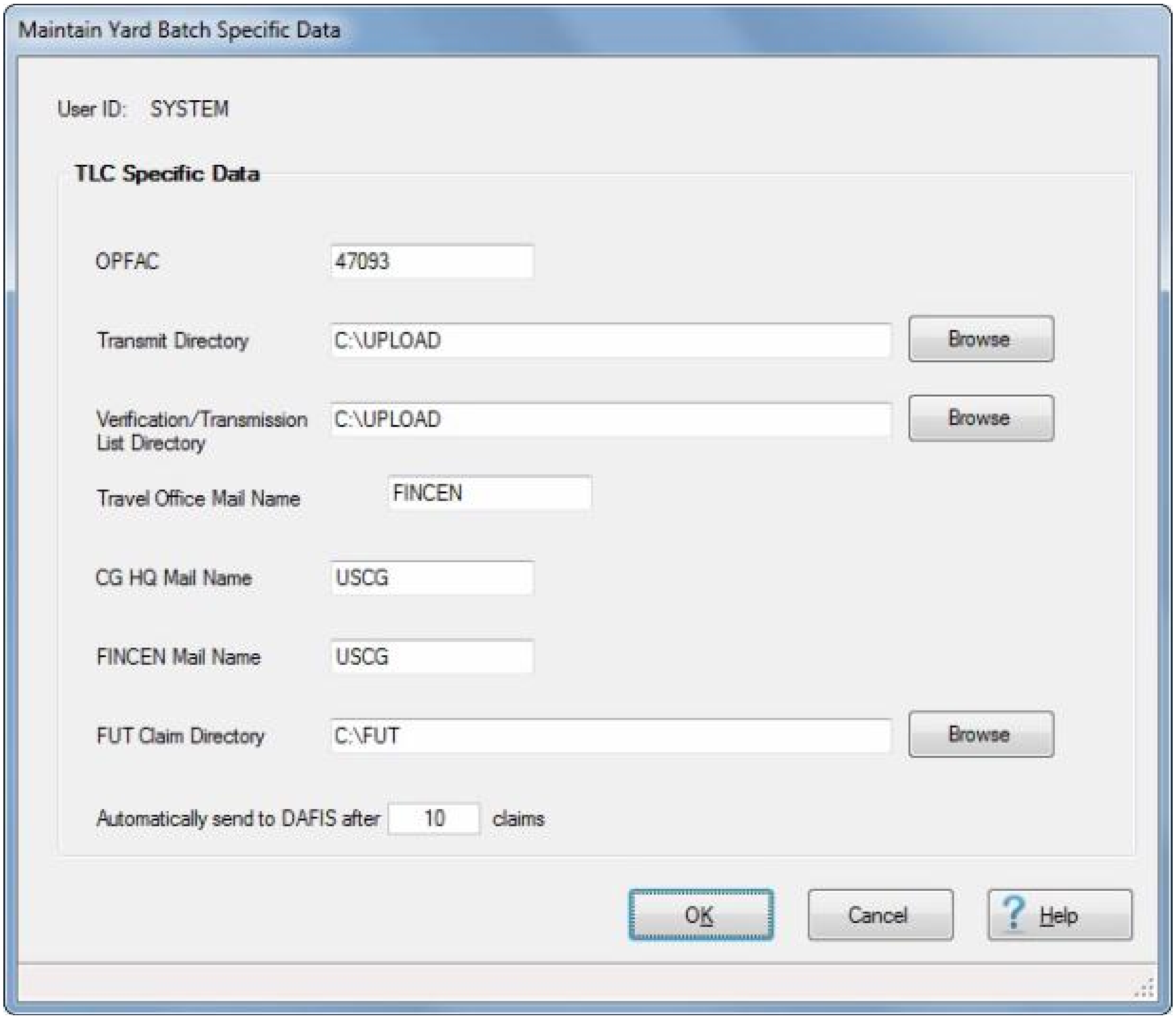


2. After clicking the **OK** button, a *pop-up* appears asking if you are **sure** you wish to **delete** the **VOUPRNT.PDF** file. **Click** on *Yes*.
3. After clicking on *Yes*, another *pop-up* appears stating that the file was deleted. **Click** on **OK** to continue.

Coast Guard Upload to Mainframe

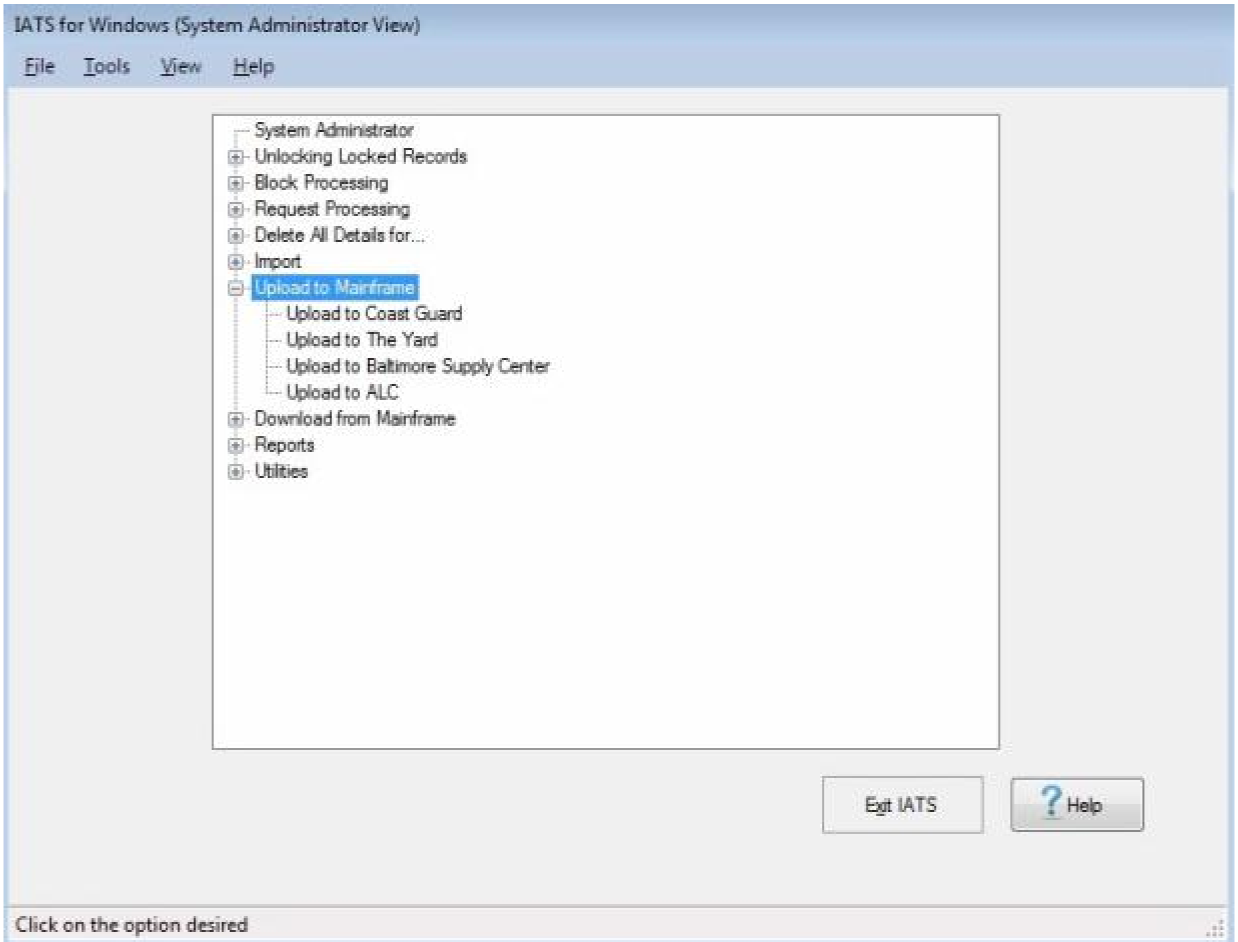
This process **transforms** the payment information for the **advance** and **settlement** requests computed by IATS, into a **format** acceptable by **Coast Guard Systems**. This data is then **processed** assign **DOV#s**, print **checks** and transmit **EFT payment transactions**.

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**:



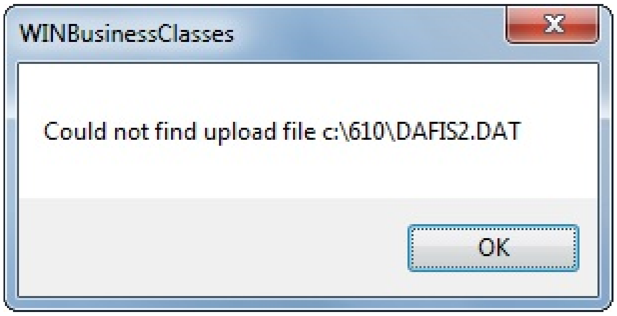
Complete the following steps to "create" the upload file for Coast Guard funds:

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) <u>if</u> claim transaction file(s) **exist** in the specified **directory/folder** that was established at the **Batch Specific Data** screen in the **Maintenance** module.

<u>If</u> claim transaction file(s) <u>does not</u> **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

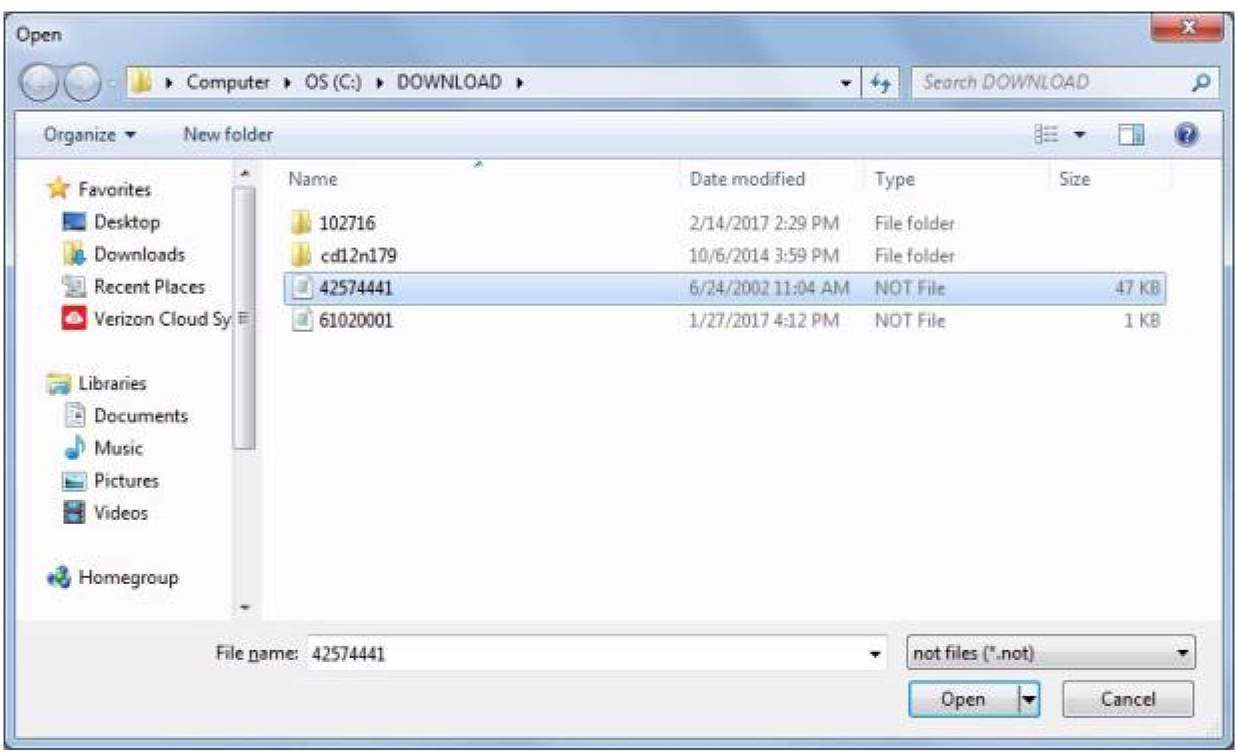
Process ADS Download File

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:

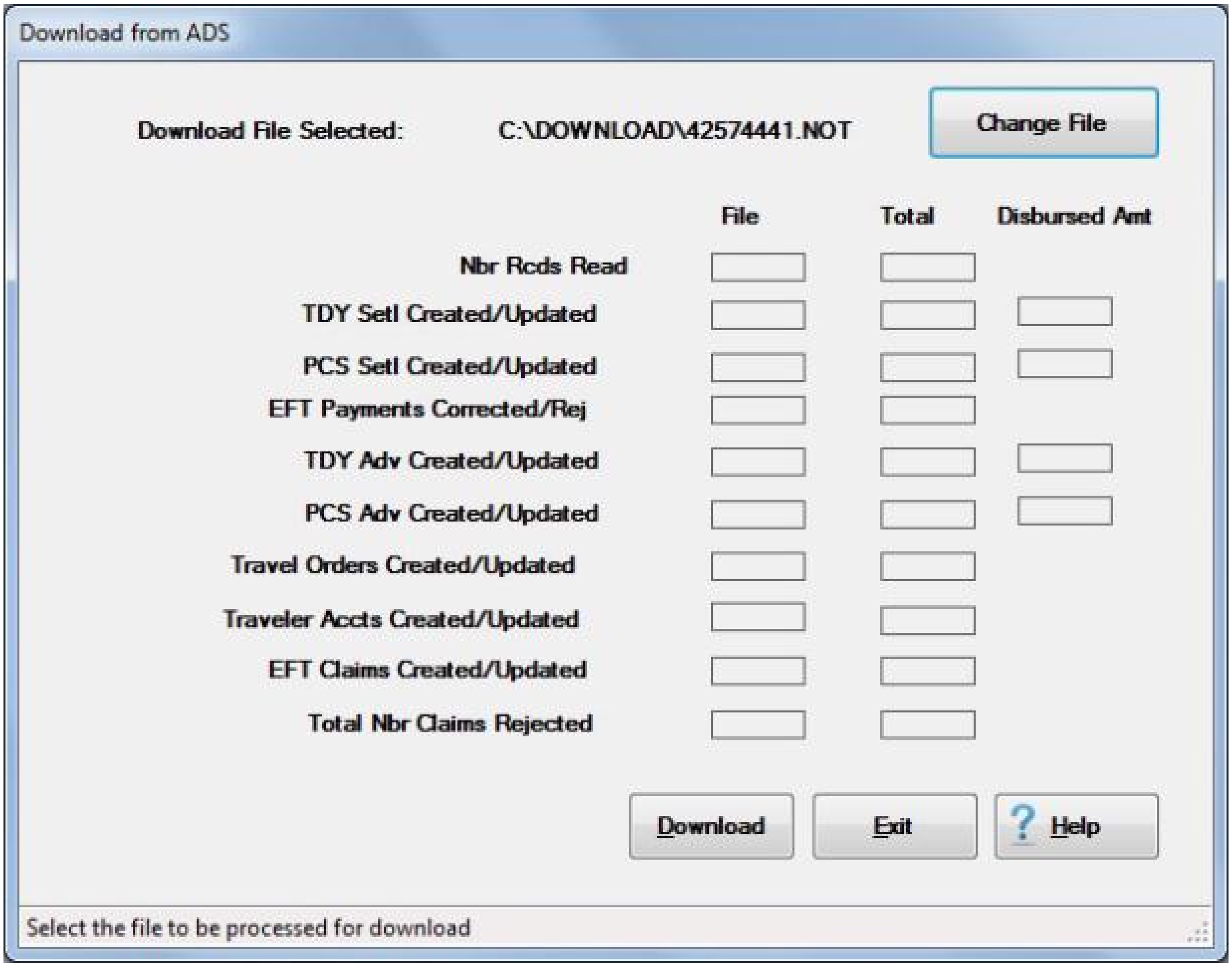
Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

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.

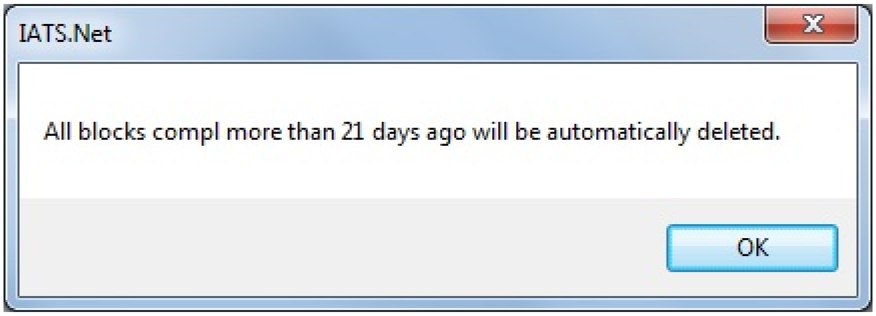


Note: At this screen, the IATS user must **select** the **location** where the download file **resides**.

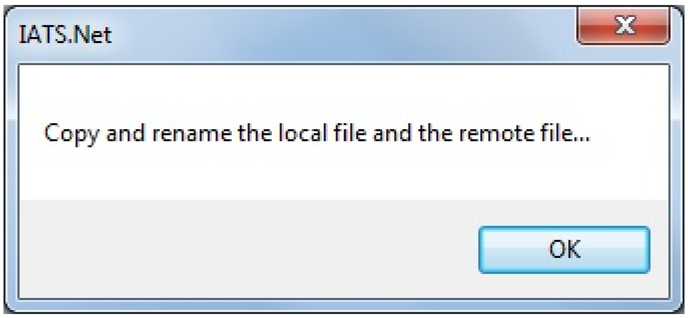
3. If the **default** directory is not **correct** when the **Open** screen appears, **browse** to the desired **directory/folder**.
4. After specifying the desired directory/folder, the download **file(s)** will **appear**.
5. **Click** on the desired download **file**. IATS highlights the **filename**.
6. **Click** on the **Open** button. The **Download from ADS** screen appears.



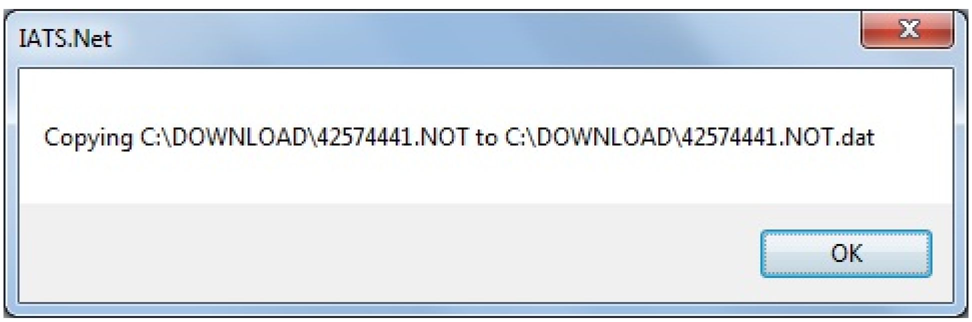
7. If the **correct** file is not displayed at the top of the screen, **click** on the **Change File** button. The **Open** screen will re-appear and you can select a different file.
8. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file 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**.



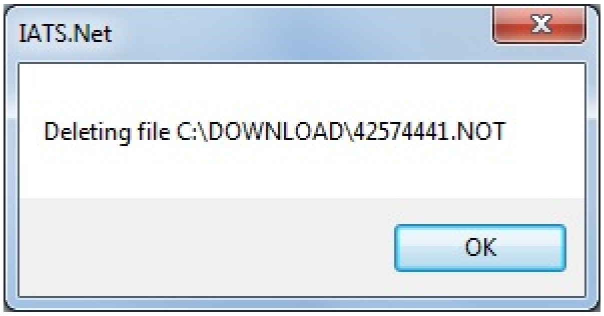
10. **Click** on **OK** to continue.
11. The following *pop-up* **message** will appear indicating that IATS will now **copy** and **rename** the **local** and **remote** file.



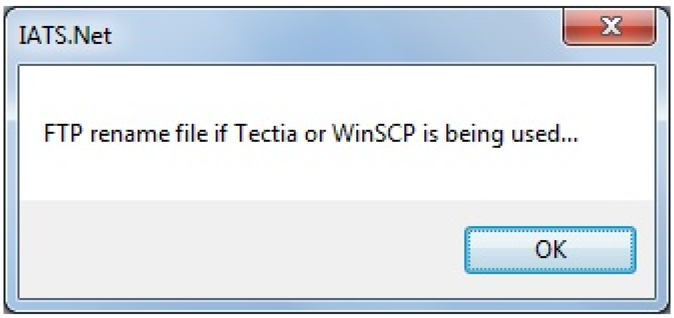
12. **Click** on **OK** to continue.
13. The following *pop-up* **message** will appear indicating that IATS is **copying** the file and **displays** the new **filename**.



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.

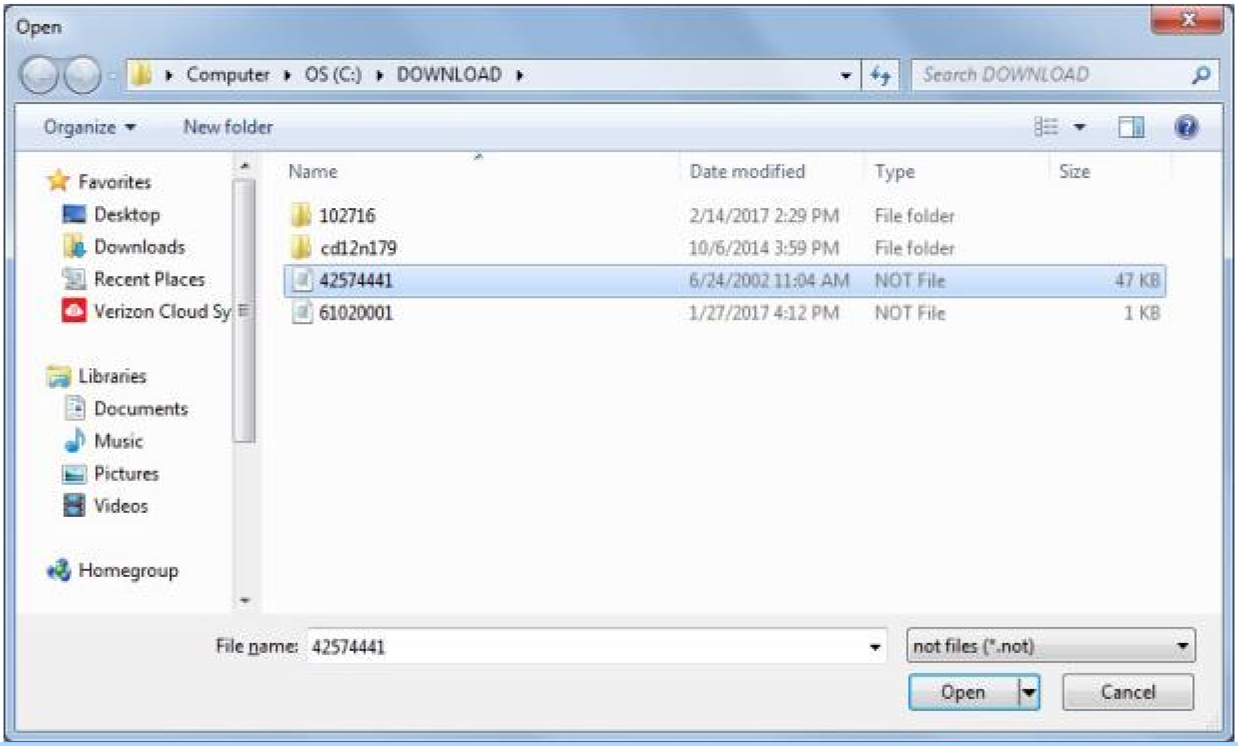
Process DDS Download File

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:

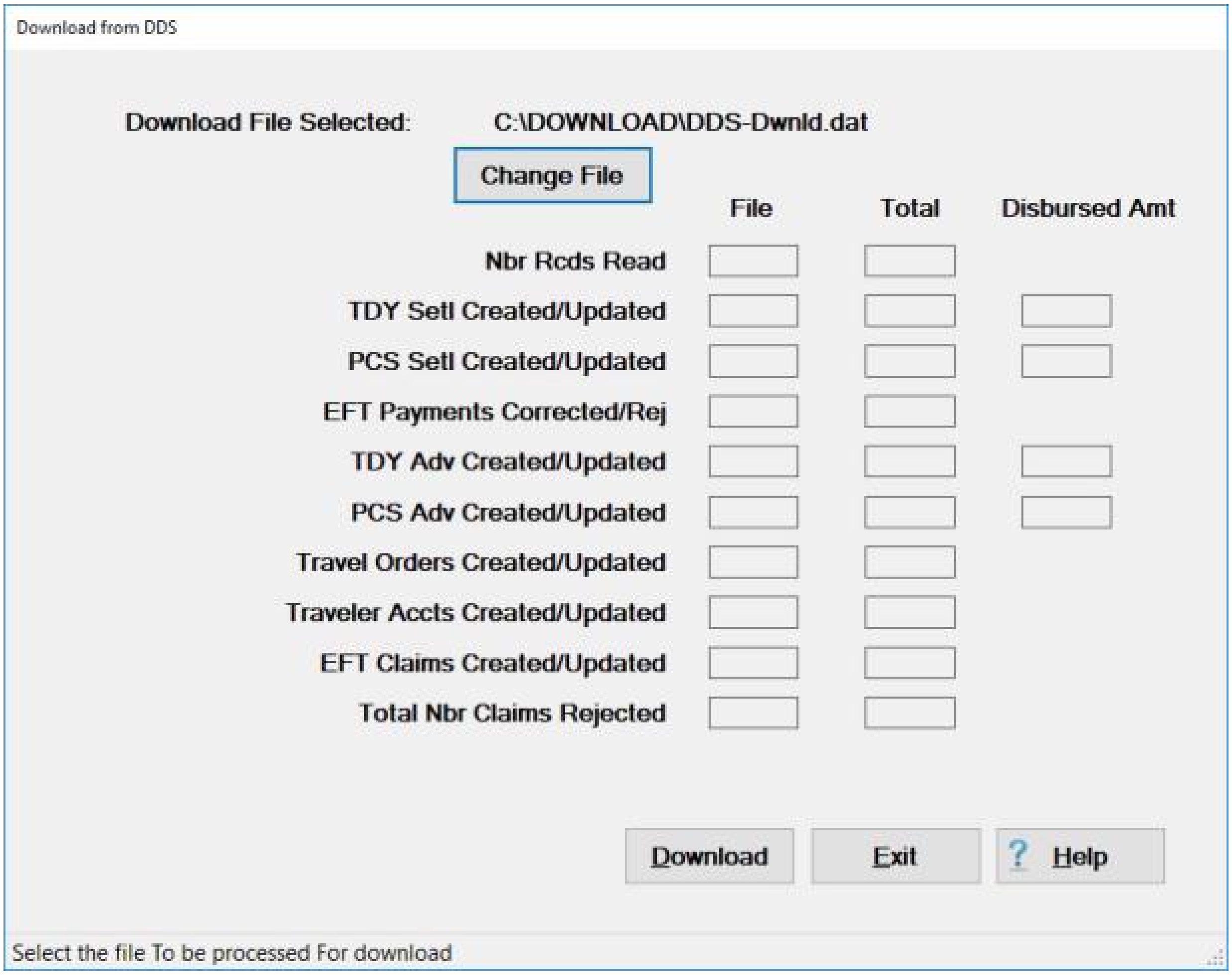
Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

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.

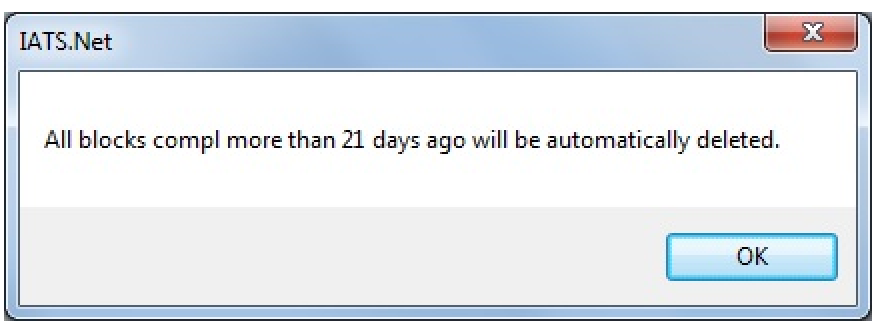


Note: At this screen, the IATS user must **select** the **location** where the download file **resides**.

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

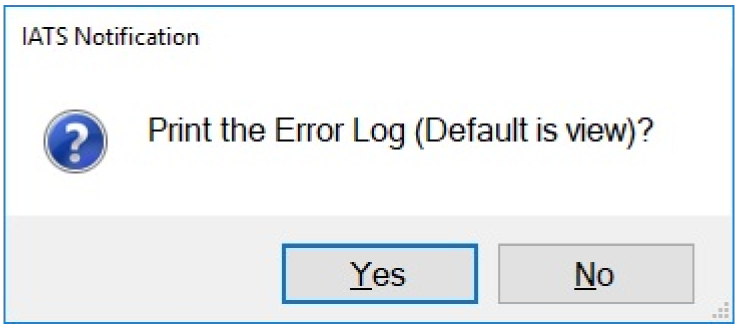


7. If the **correct** file is <u>not</u> displayed at the top of the screen, **click** on the **Change File** button. The **Open** screen will re-appear and you can select a <u>different</u> file.
8. After the desired download **file** is selected, **click** the **Download** button. IATS processes the download file and **displays** the **results**.
9. The following *pop-up* **message** will appear indicating that <u>all blocks</u> **completed prior** to <u>21 days</u> ago will be **deleted**.

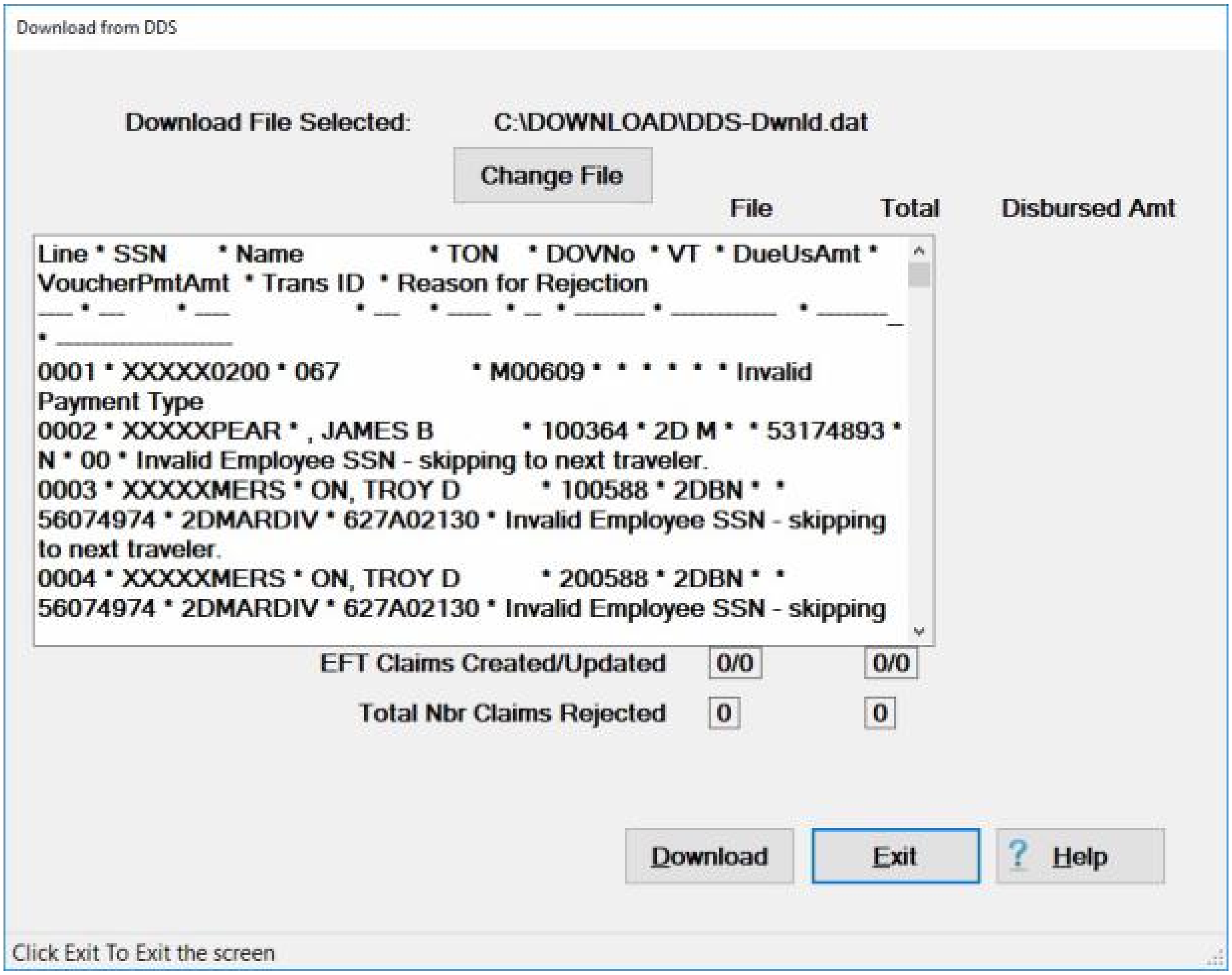


10. **Click** on **OK** to continue.
11. The following *pop-up* **message** will now appear asking if you wish to **print** the **log file**.

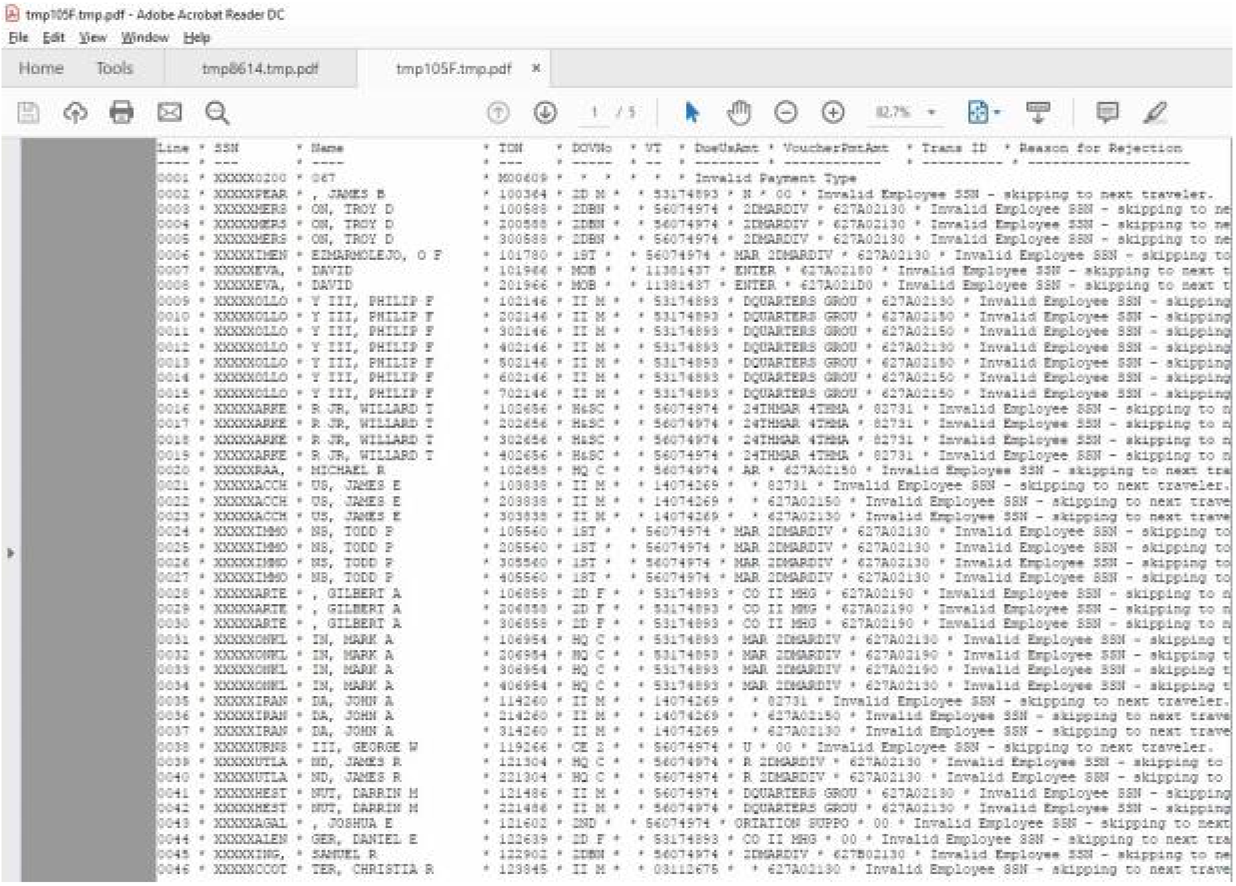
12. **Click** on *Yes* or *No* as desired.
13. If you click on *Yes*, the following *pop-up* **message** appears **indicating** that the **default** is **View** and **asks** if you wish to **Print**.



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.



16. <u>If</u> you **click** on the *Yes* button to **Print** the log, your <u>default</u> **PDF file viewer application** will launch and **display** the log file.



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.

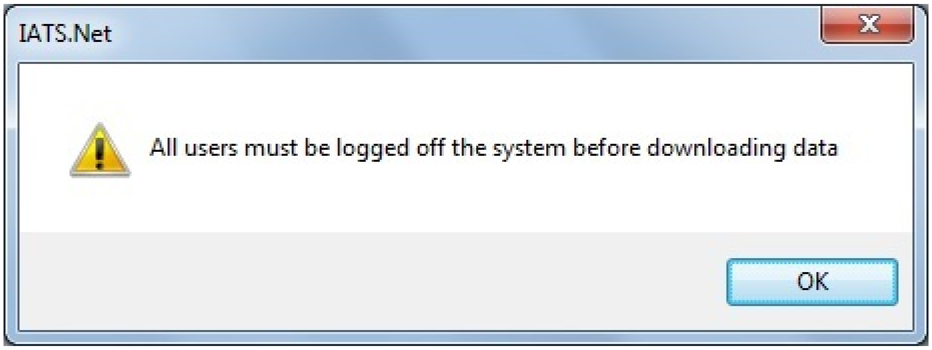
Process Payroll Download File

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.

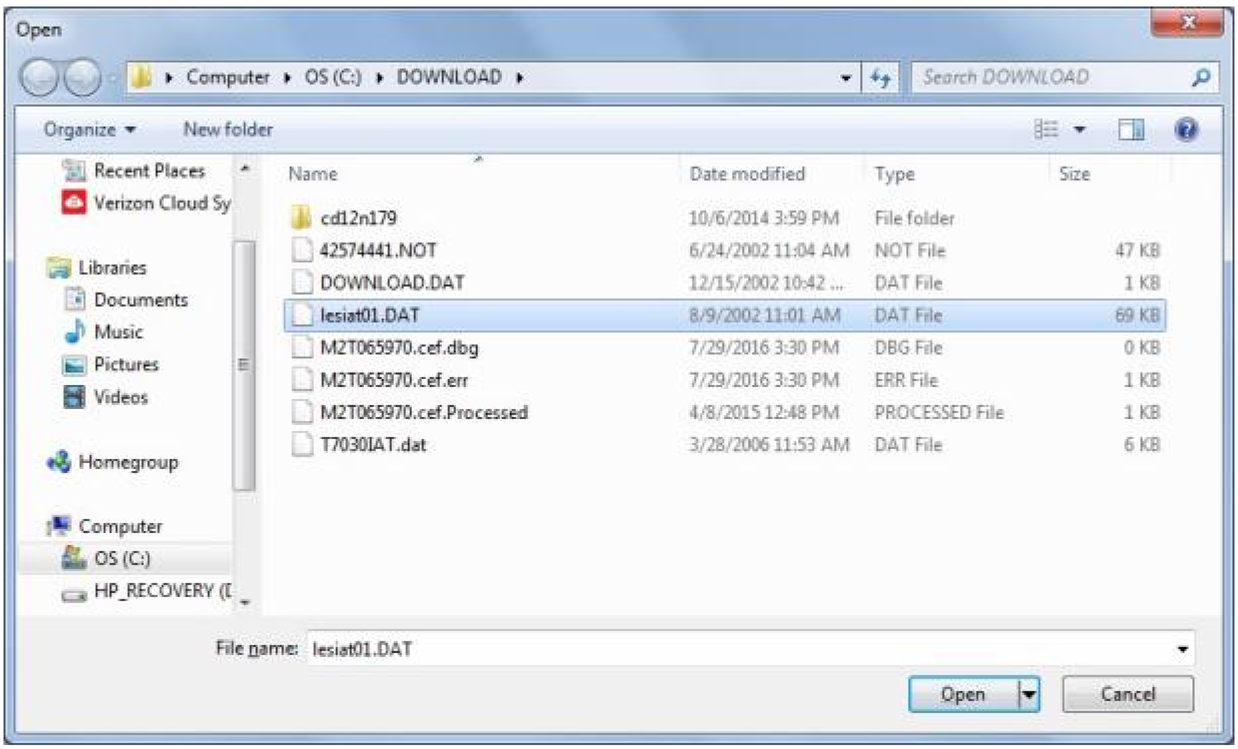
IATS will even **create** non-existing travel **accounts** through this process. When the payroll interface file is read, IATS checks the database for a matching **SSN**. If no match is found, IATS **creates** a travel **account** using the personnel information provided on the interface file.

Complete the following steps to "process" the Payroll Download File:

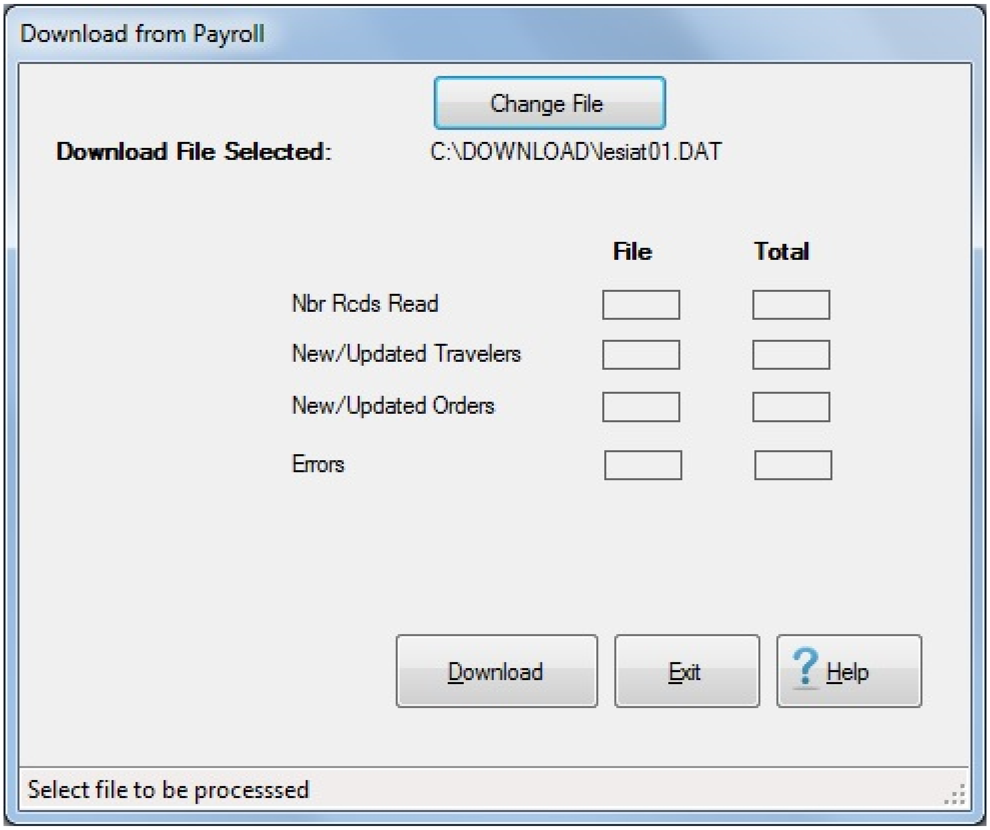
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable **menu** appears listing the options.
2. **Click** on the **Download from Payroll System** option. A *pop-up* **message** appears stating that all other 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 <u>may</u> need to **browse** to a <u>different</u> **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 <u>different</u> 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** <u>if</u> you **wish** to <u>create</u> **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 <u>good idea</u> to **view** the download <u>error</u> **report**. This report should be **analyzed** to determine the **cause** of the reject. When the **problem** is **determined**, the information can be <u>manually</u> entered, if necessary. **Click** on the *Yes* or *No* button to **view** the **log file** as desired.

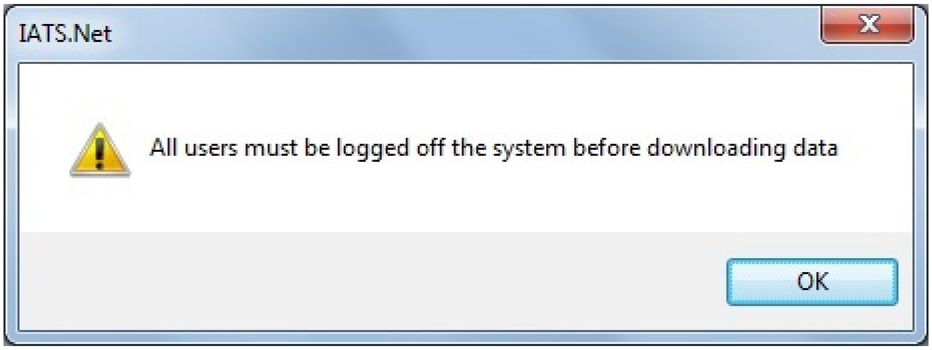
10. When **finished** processing the Payroll download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process GTCC Download File

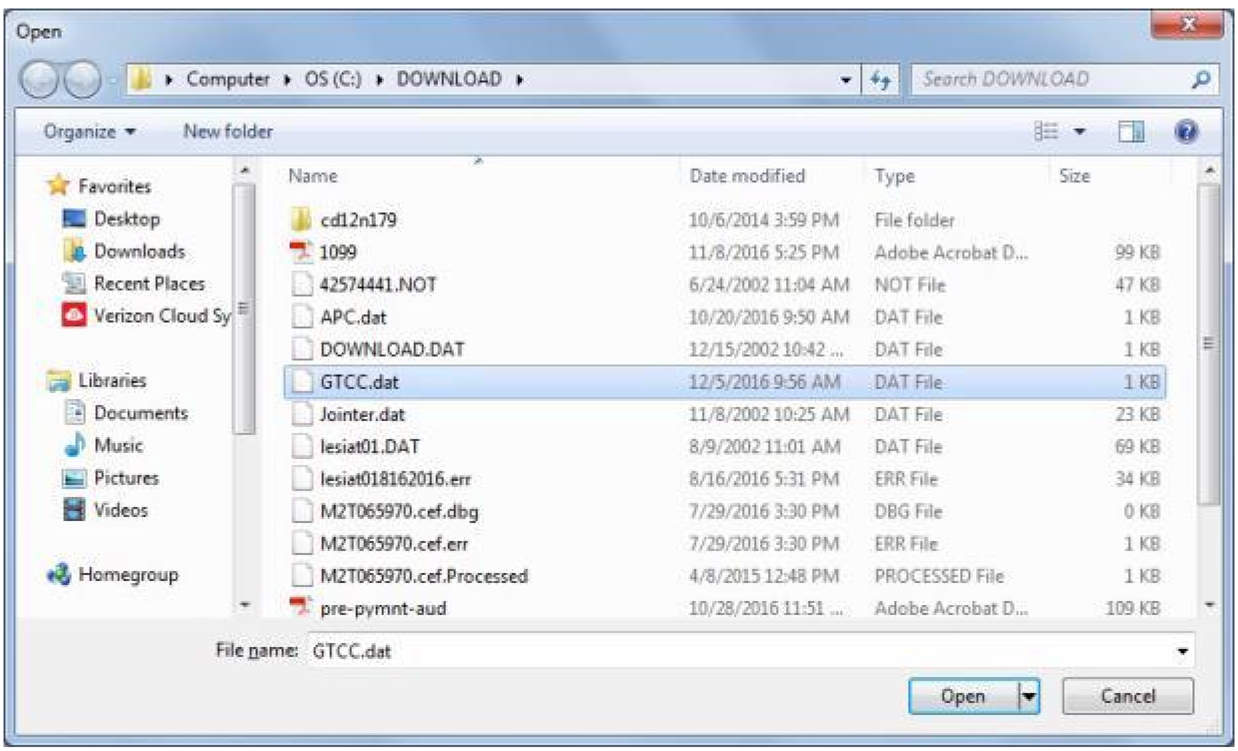
The **Download from GTCC** screen is for use by **Marine Corps** customers <u>only</u>. The **GTCC** file is in a <u>new</u> **format** that will <u>automatically</u> **populate** the IATS **Traveler's Profile** screen with additional personal information.

Complete the following steps to "process" the GTCC Download File:

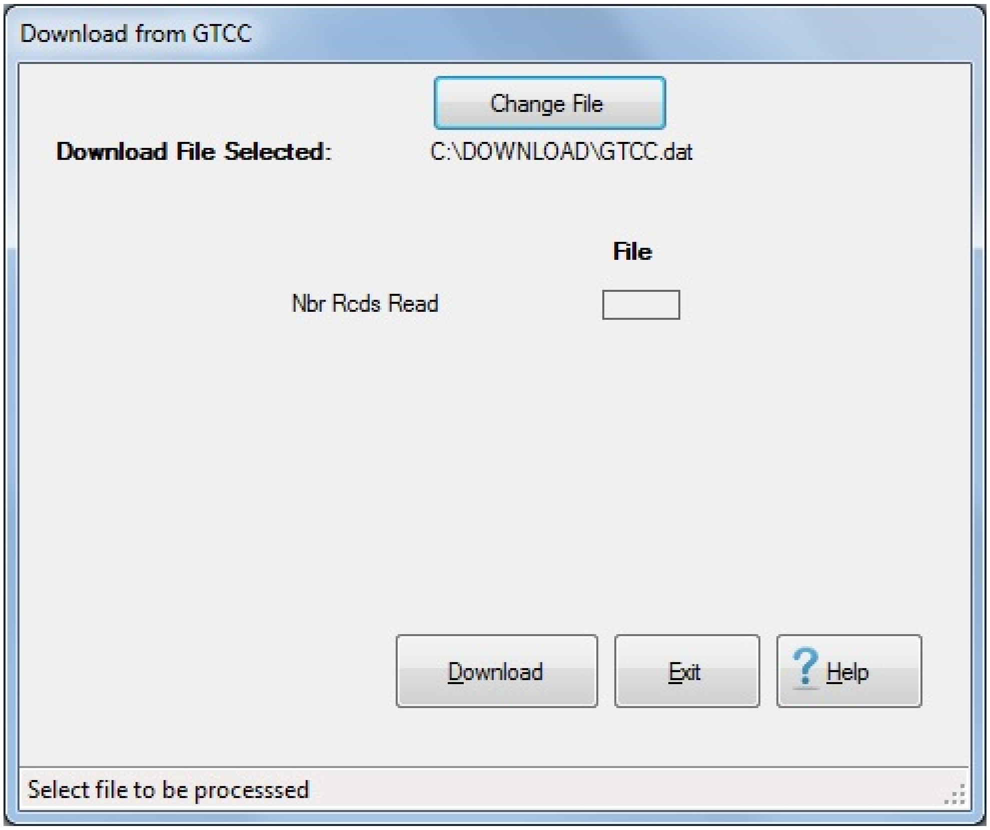
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Download from Mainframe**". An expandable **menu** appears listing the options.
2. **Click** on the **Download the GTCC file** option. A *pop up* **message** appears (if you are operating in a networked 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.



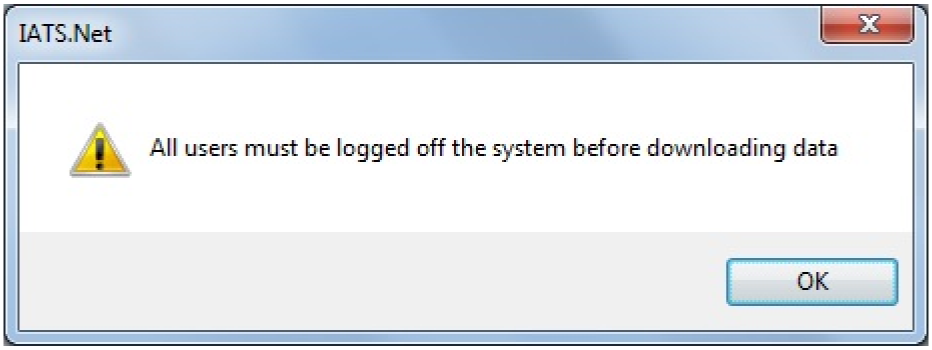
8. If the <u>correct</u> file <u>not</u> displayed, when the **Download from GTCC** screen appears, **click** on the **Change File** button and **browse** to the <u>correct</u> **directory/folder**.
9. If the correct file is displayed, **click** the **Download** button. IATS processes the download file 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

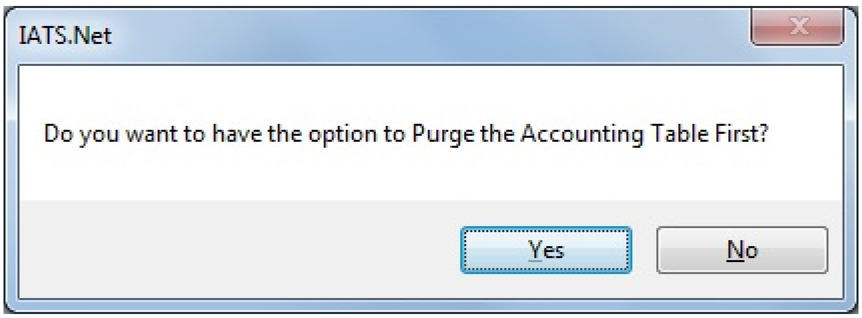
For **various** customers, IATS is programmed to process a **download** file from the **Accounting System** to <u>automatically</u> **populate** the **Accounting Classifications** table maintained within IATS.

Complete the following steps to "process" the Accounting Download File:

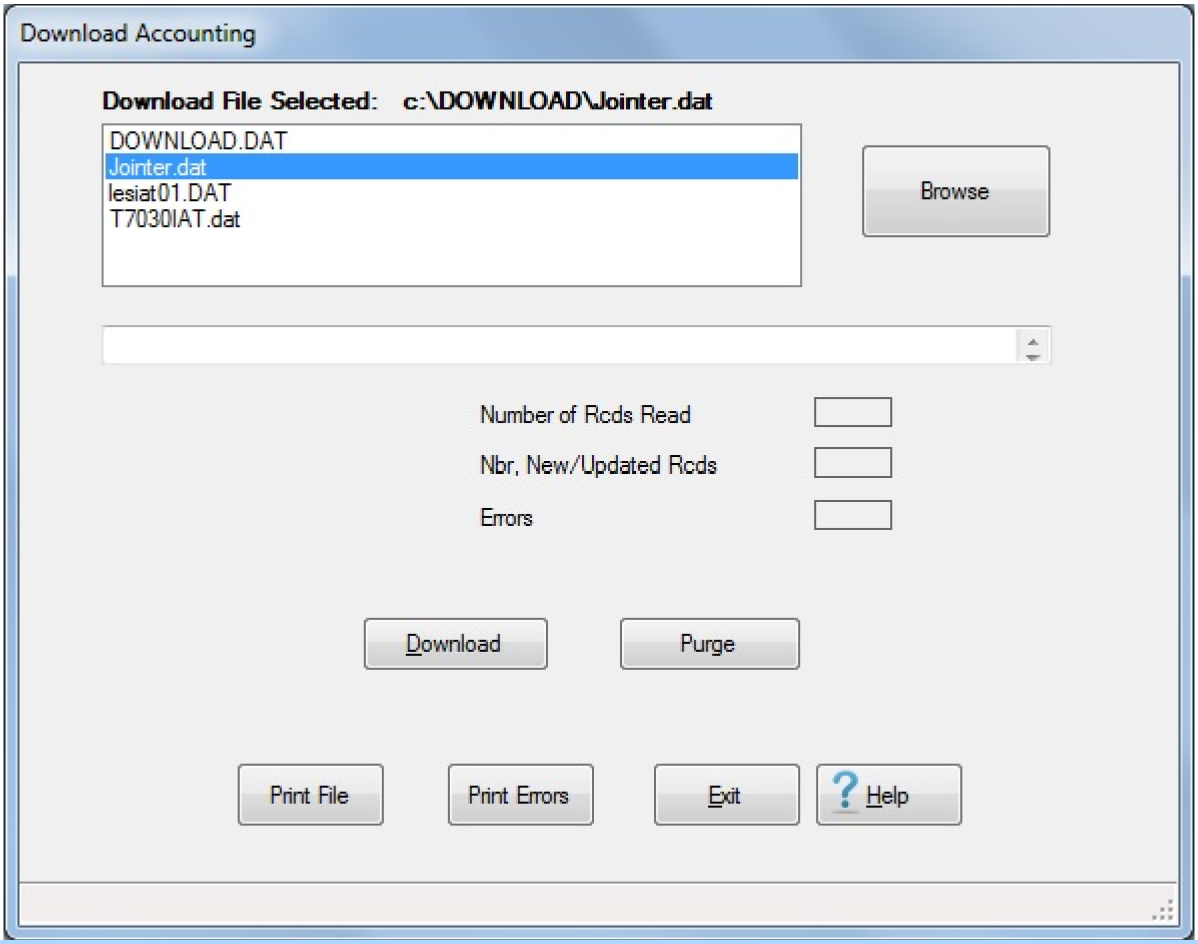
1. At the **System Administrator View** screen, **click** on the **plus sign** to the <u>left</u> of the word, "**Download from Mainframe**". An <u>expandable</u> **menu** appears listing the options.
2. **Click** on the **Download Accounting Classifications** option. The following *pop-up* **message** is displayed **indicating** that <u>all other users must</u> **log-off** <u>before</u> **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

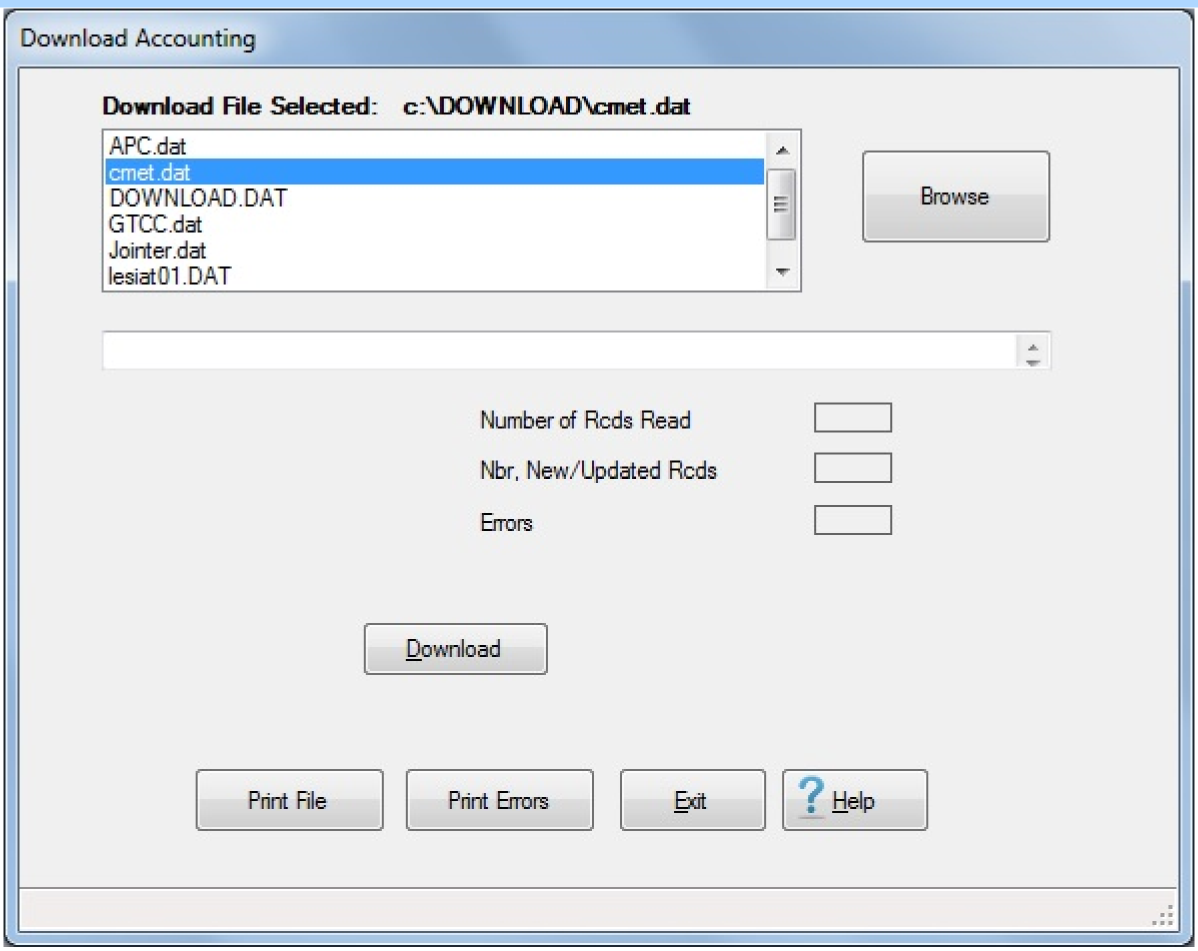
At the **Maintain CMET Codes** screen in the IATS **Maintenance** module, the user must **enter** all of the accounting **appropriations** applicable to the organizations serviced. The accounting **appropriations** are **stored** in the table using Bureau Control Number Codes (**BCN**). When processing 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.

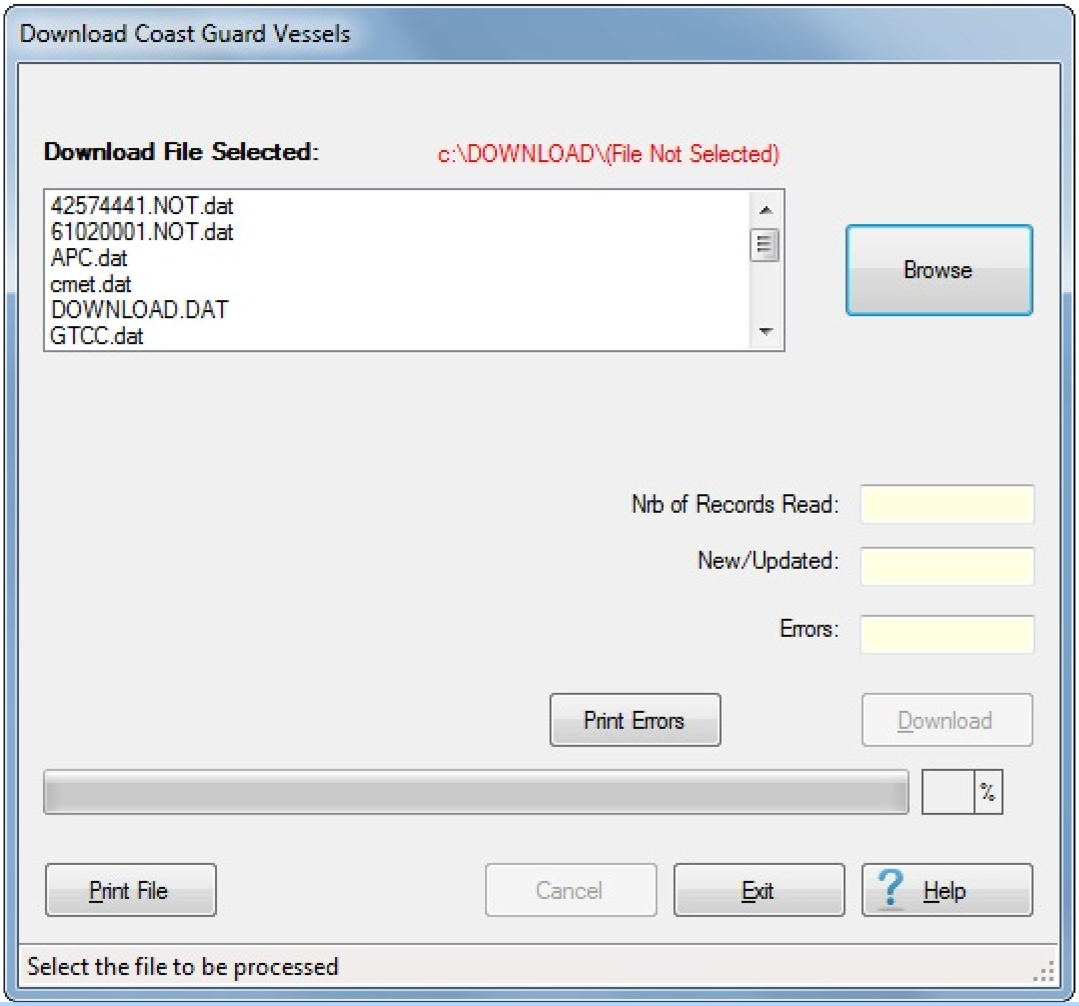
Process CG Download Vessels File

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:

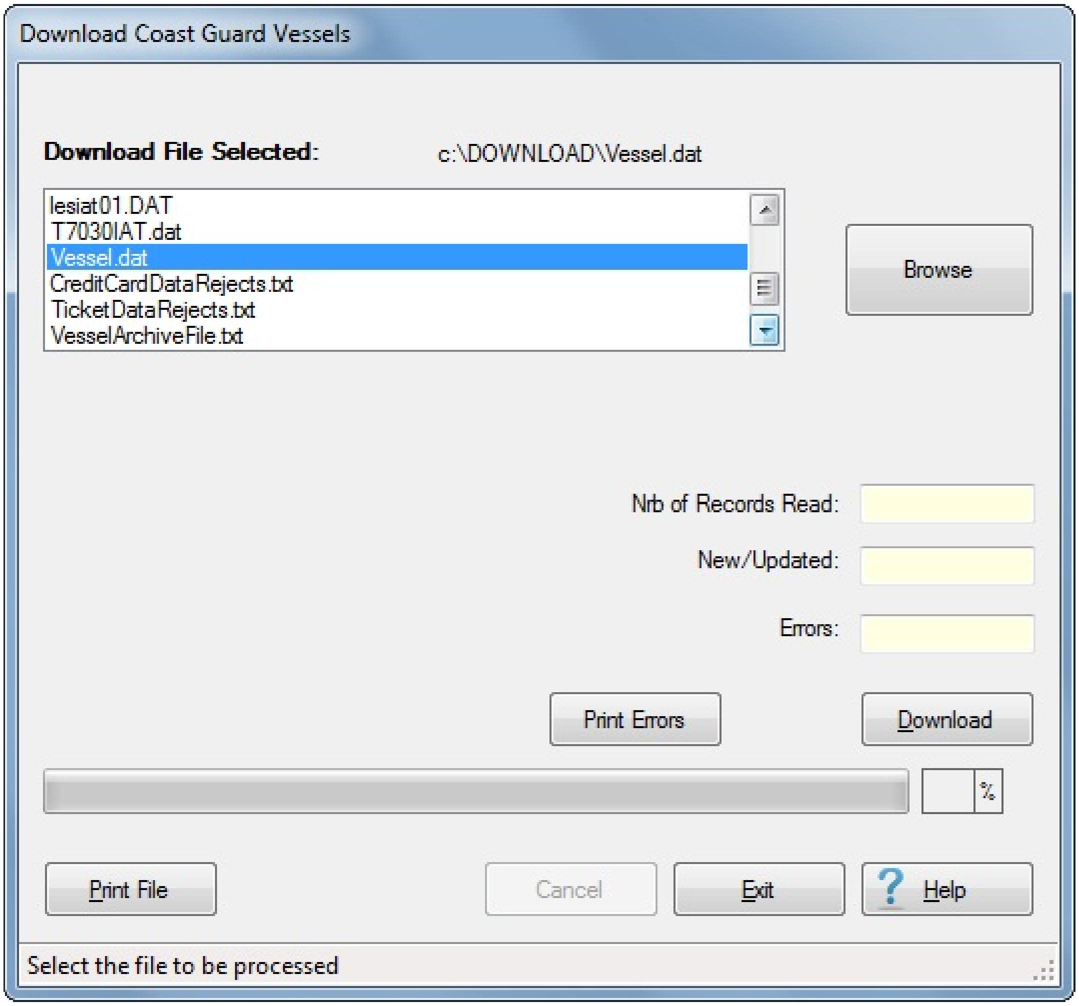
Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

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.



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

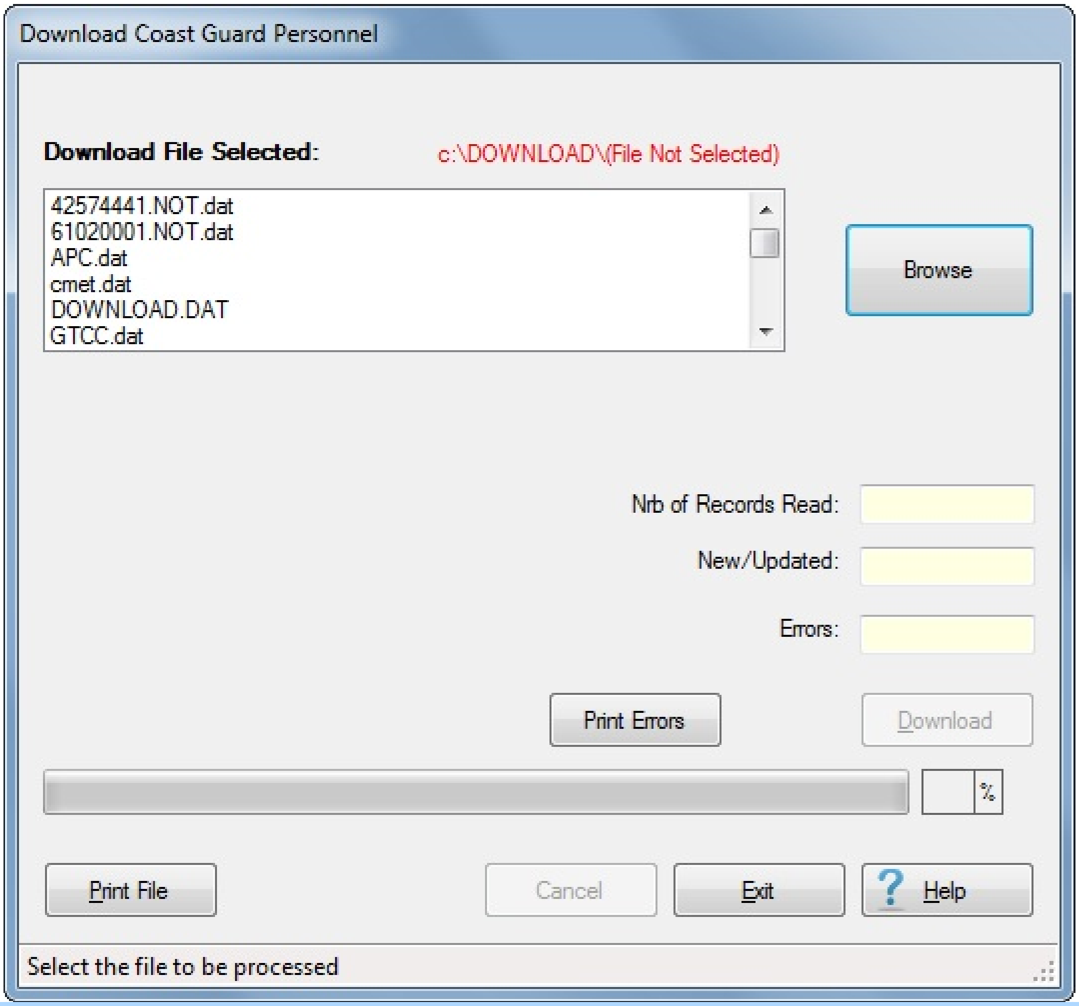
Traveler accounts in the IATS database for the Coast Guard are automatically **added** and **updated** by processing a **download file** from the **payroll system** containing personnel information.

The **Download Coast Guard Personnel** screen is used for processing this download file.

Complete the following steps to "process" the CG Download Personnel File:

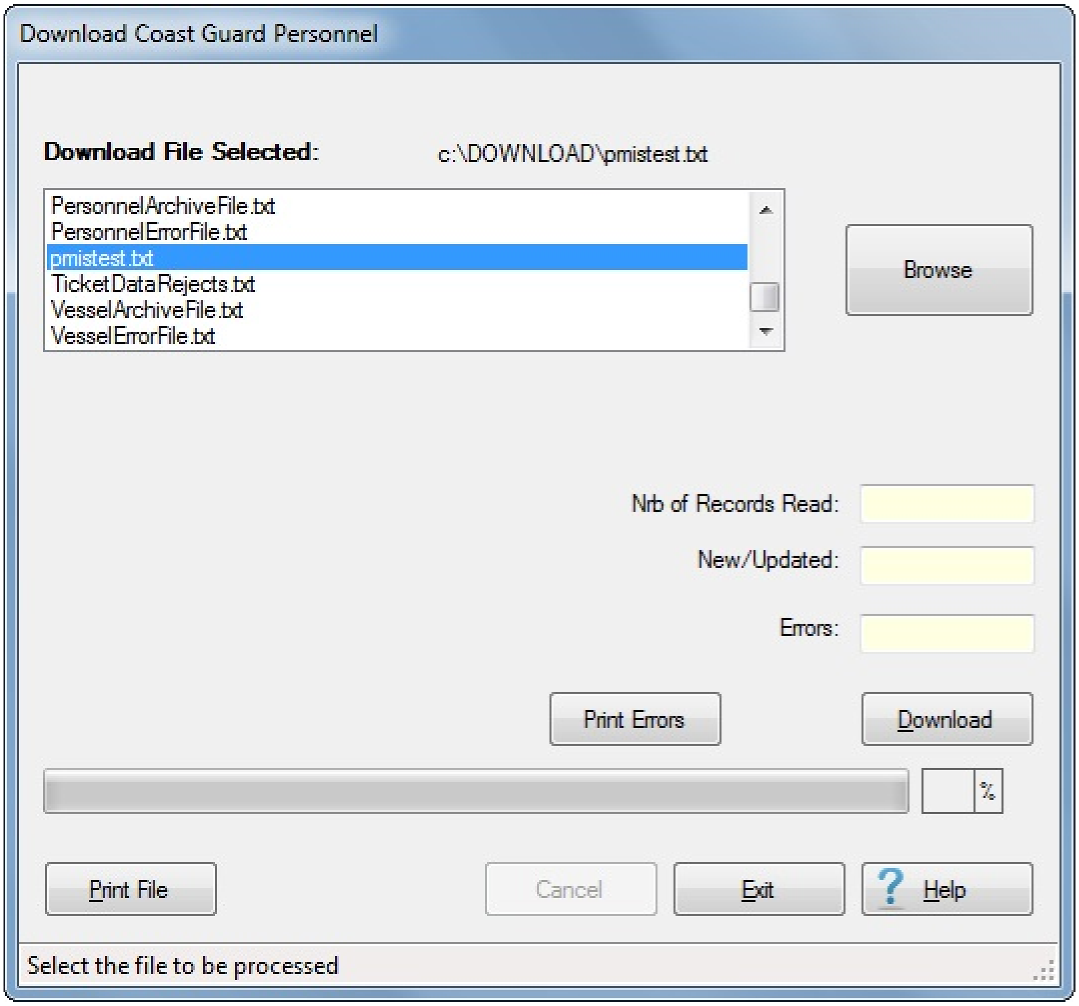
Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

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.



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.

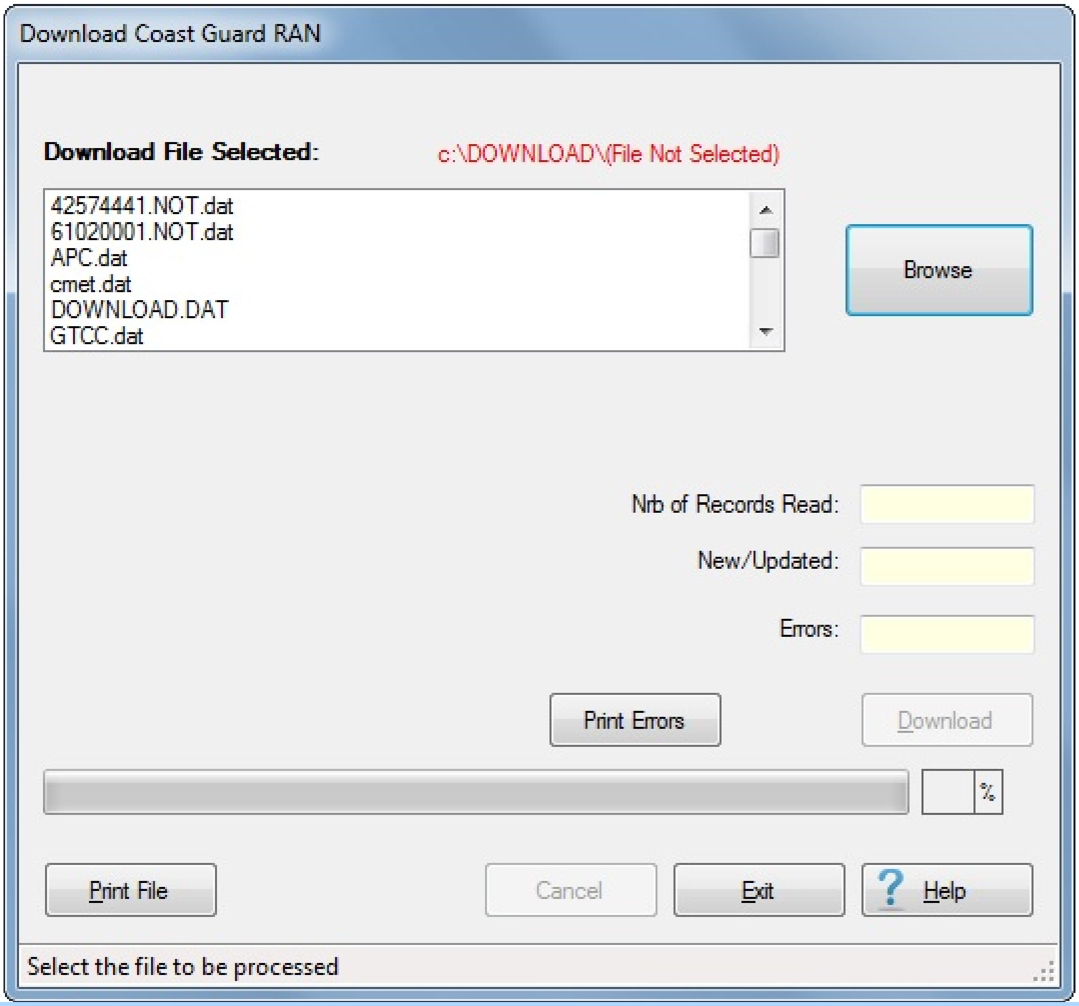
Process CG Download RAN Reference Table File

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:

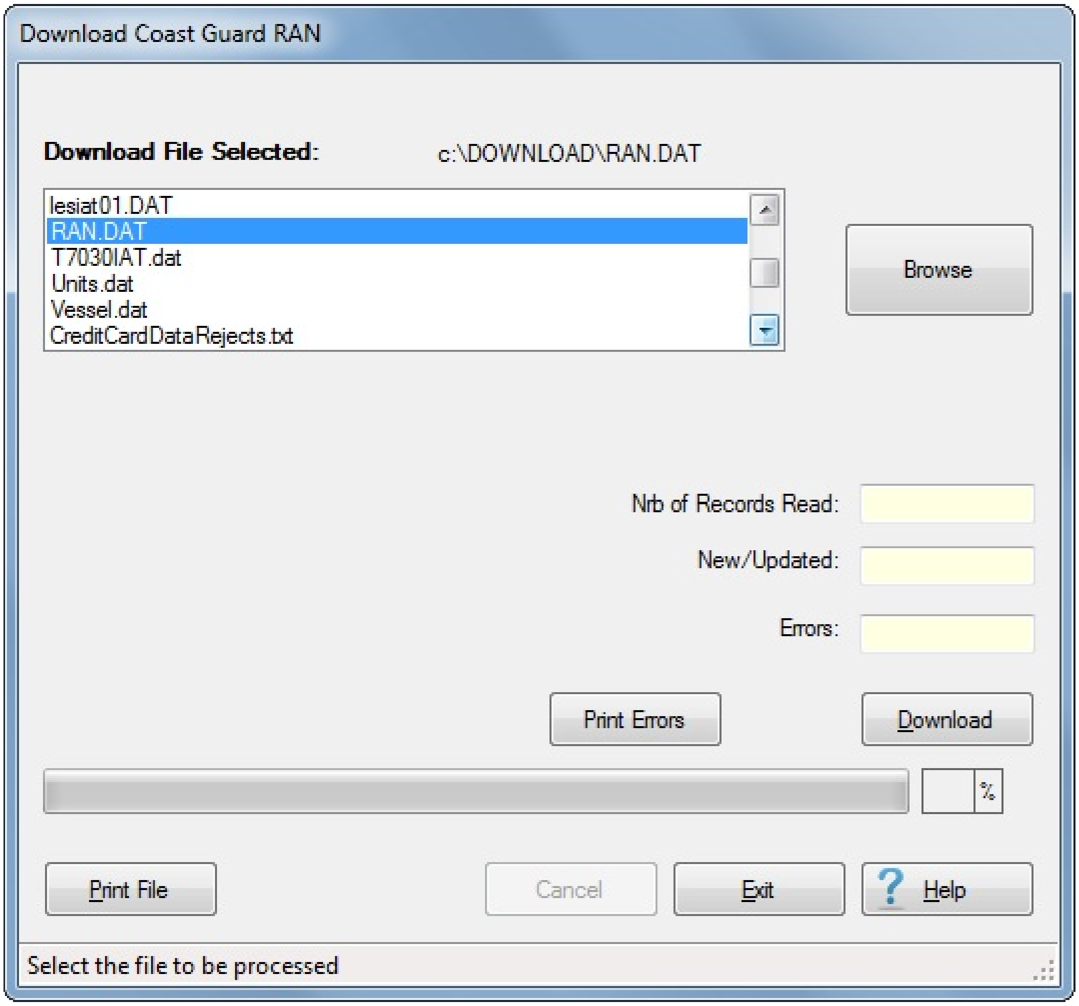
Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

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.

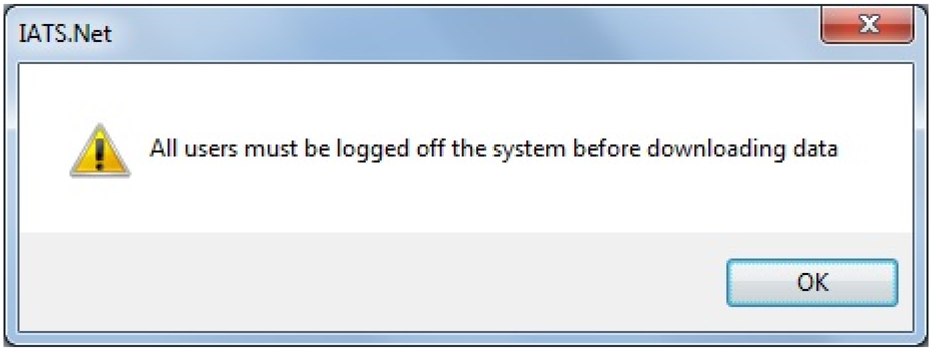
Process CG Download Accounting - File

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.

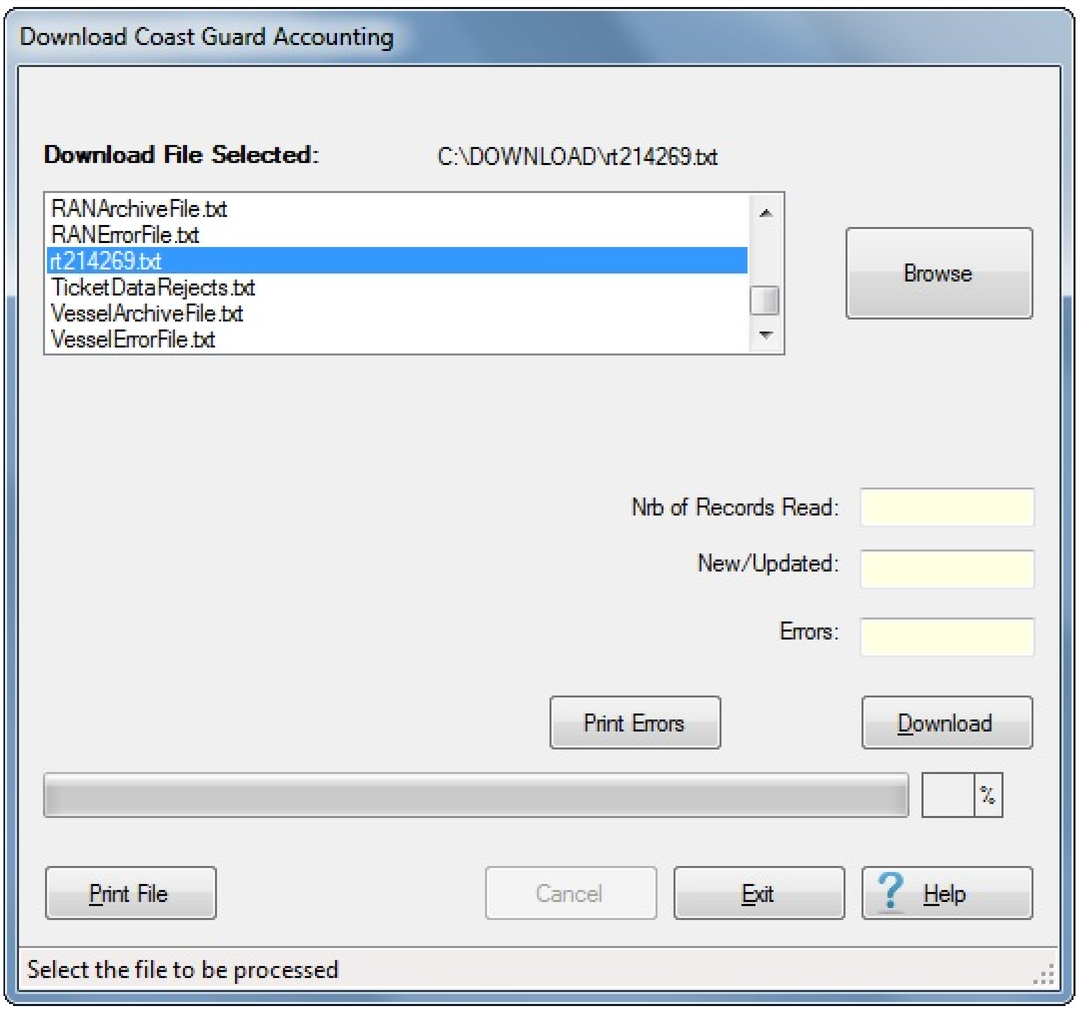
Complete the following steps to "process" the Accounting Download File:

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**.

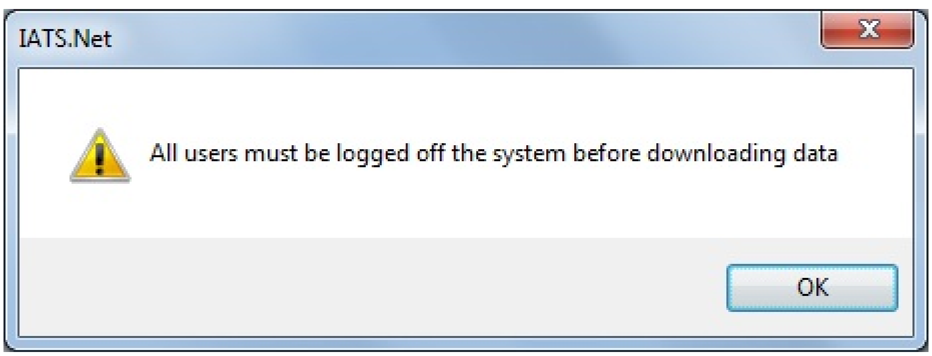
8. When **finished** processing the Accounting download file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

Process CG Download Object Classifications - File

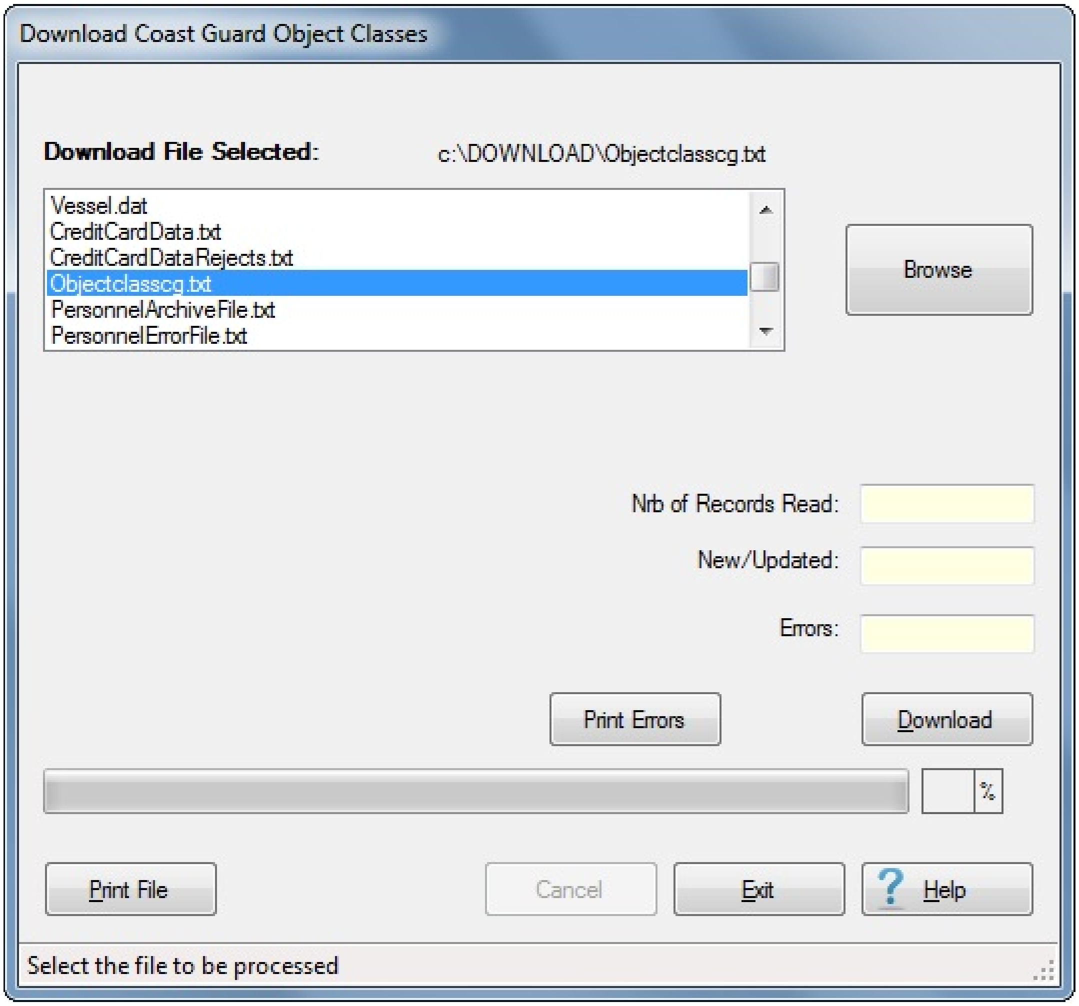
For **various** customers, IATS is programmed to process a **download** file from the **Accounting System** to automatically **populate** the **Obligation Classifications** table maintained within IATS.

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

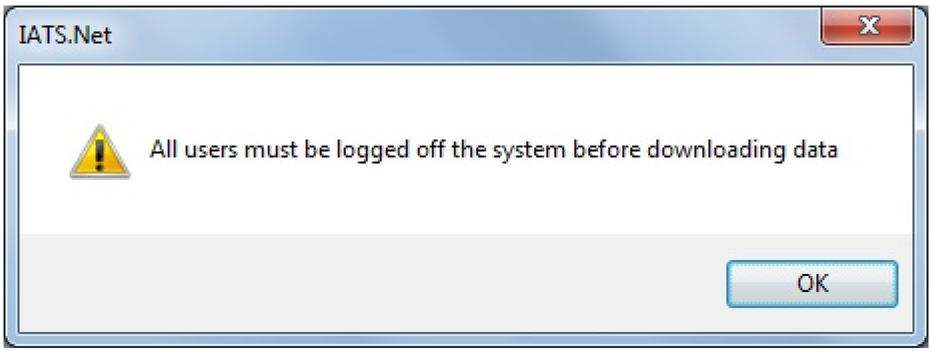
Traveler **credit card account information** in the IATS database, for the Coast Guard, is automatically **added** and **updated** by processing a **download file** from the **payroll system** containing personnel information.

The **Download Coast Guard Credit Cards** screen is used for processing this download file.

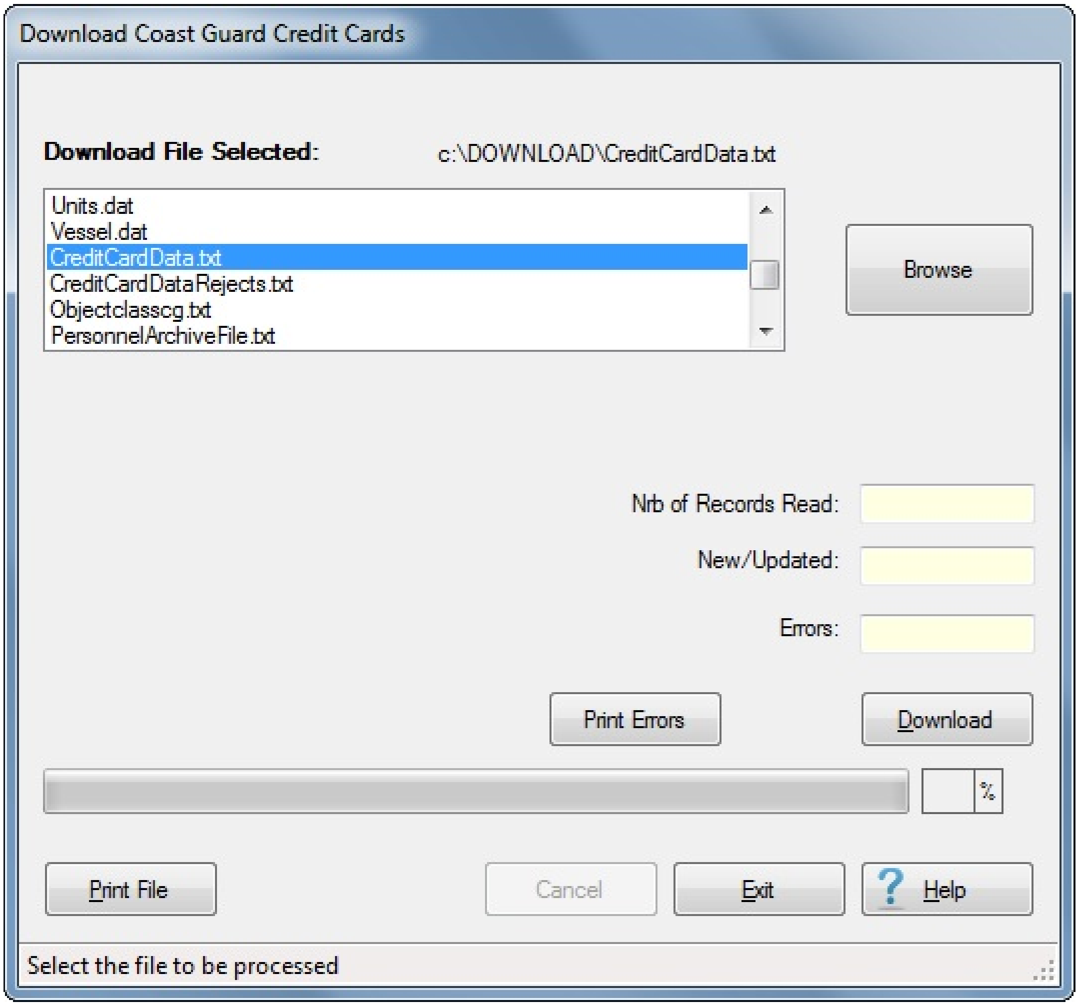
Complete the following steps to "process" the CG Download Credit Card File:

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

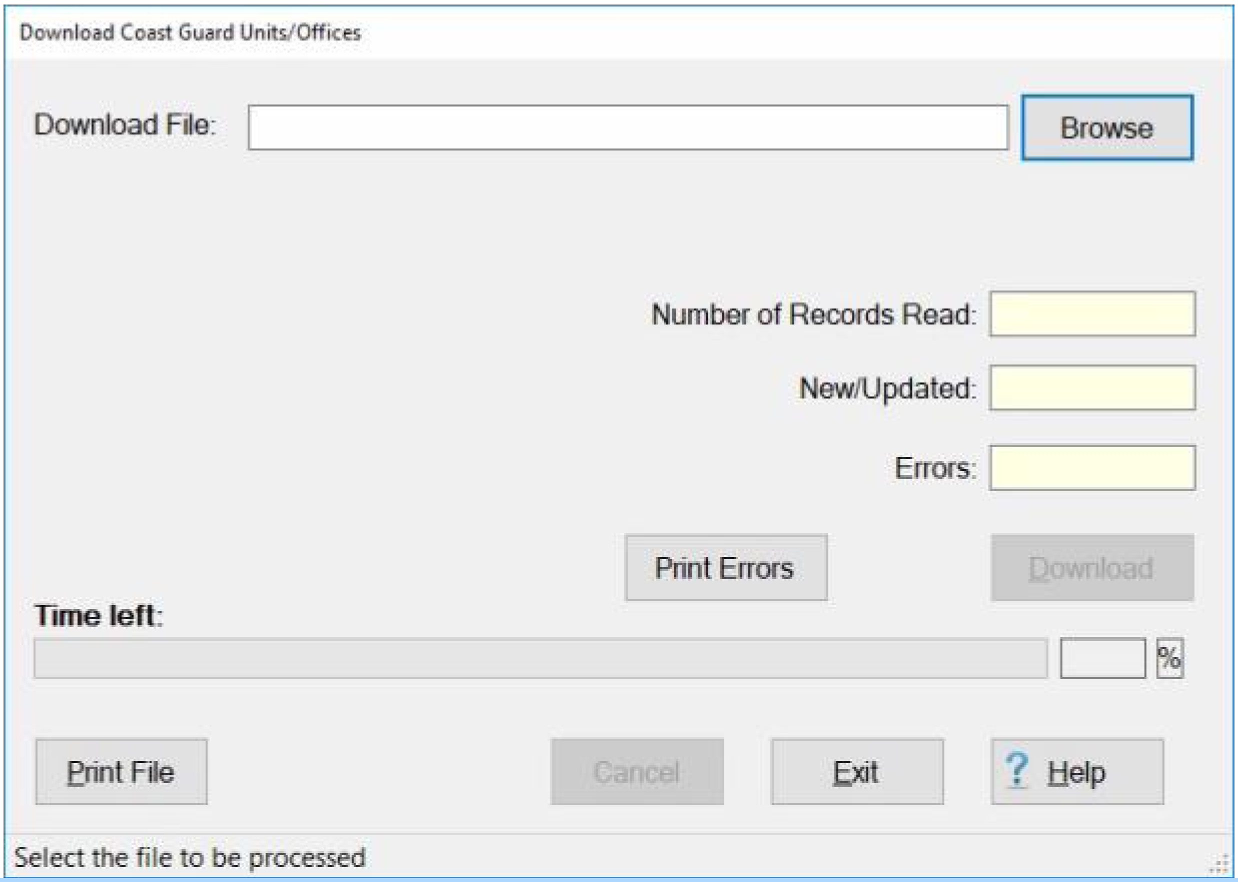
Units and **Offices** information in the IATS database for the **Coast Guard** is automatically **added** and **updated** by processing a **download file** containing this information.

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:

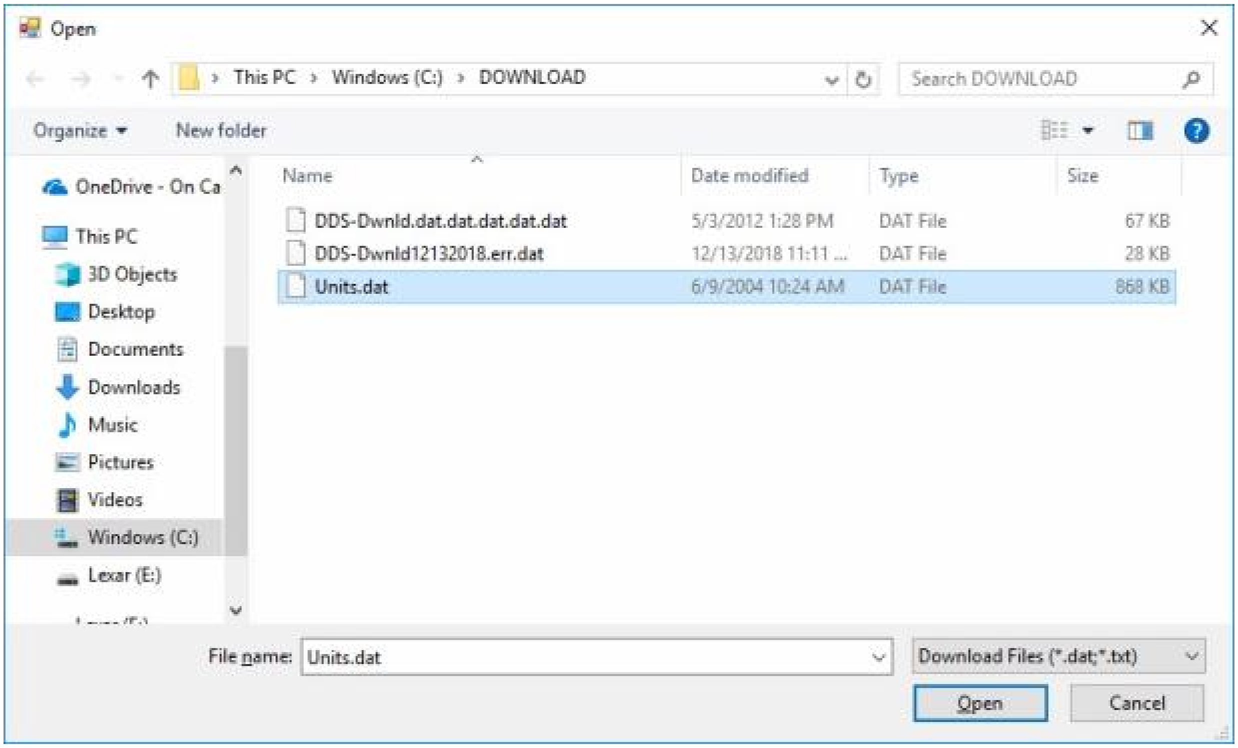
Note: Prior to processing the download file ensure that all other users are **logged out** of IATS if **configured** for a **networked** operation.

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/Ofiices** screen appears.

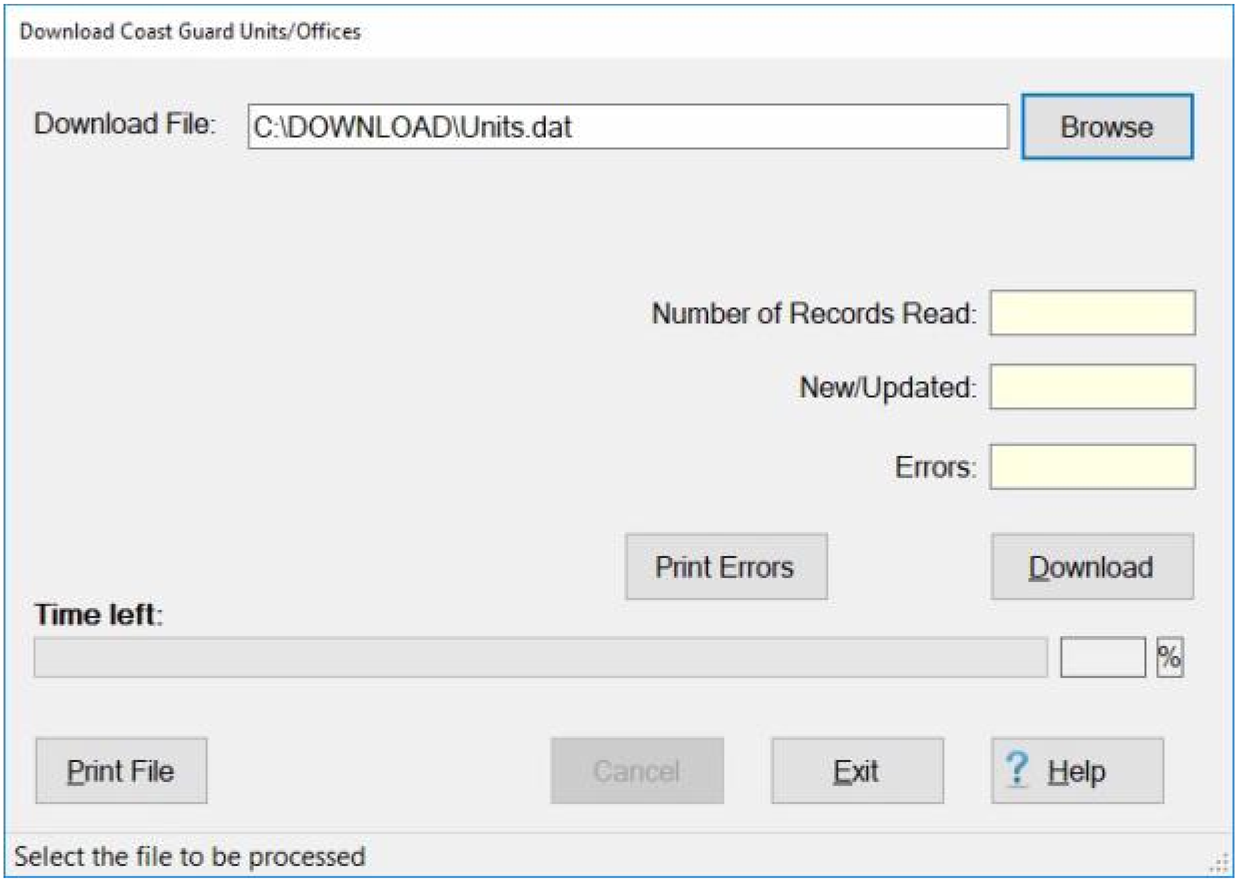


Note: At this screen, the IATS user must **select** the **location** where the download file **resides**.

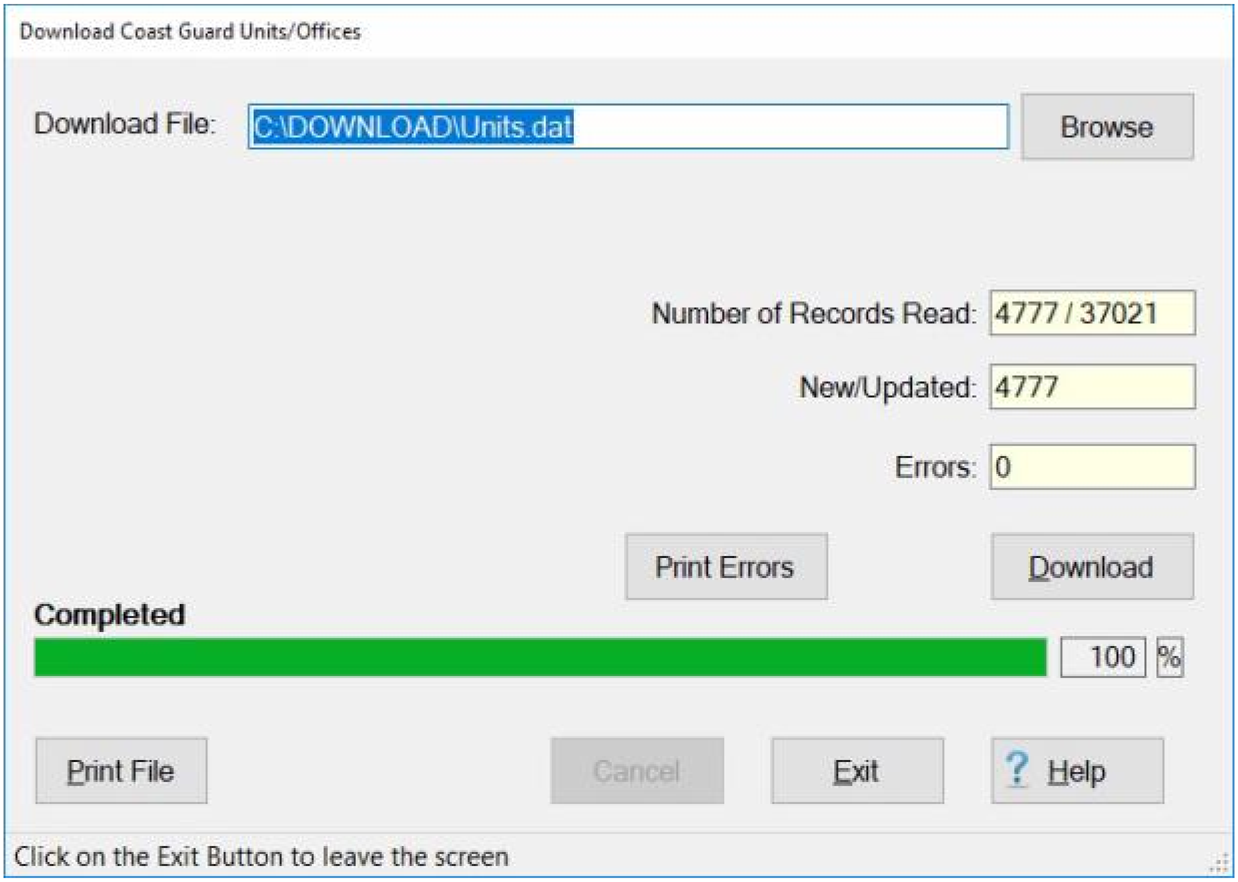
3. **Click** on the **Browse** button and **navigate** to the desired **directory/folder**.
4. After specifying the desired directory/folder, the download **file(s)** will **appear**.
5. **Click** on the desired download **file**. IATS highlights the **filename**.



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/Ofiices** 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/Ofiices** 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:

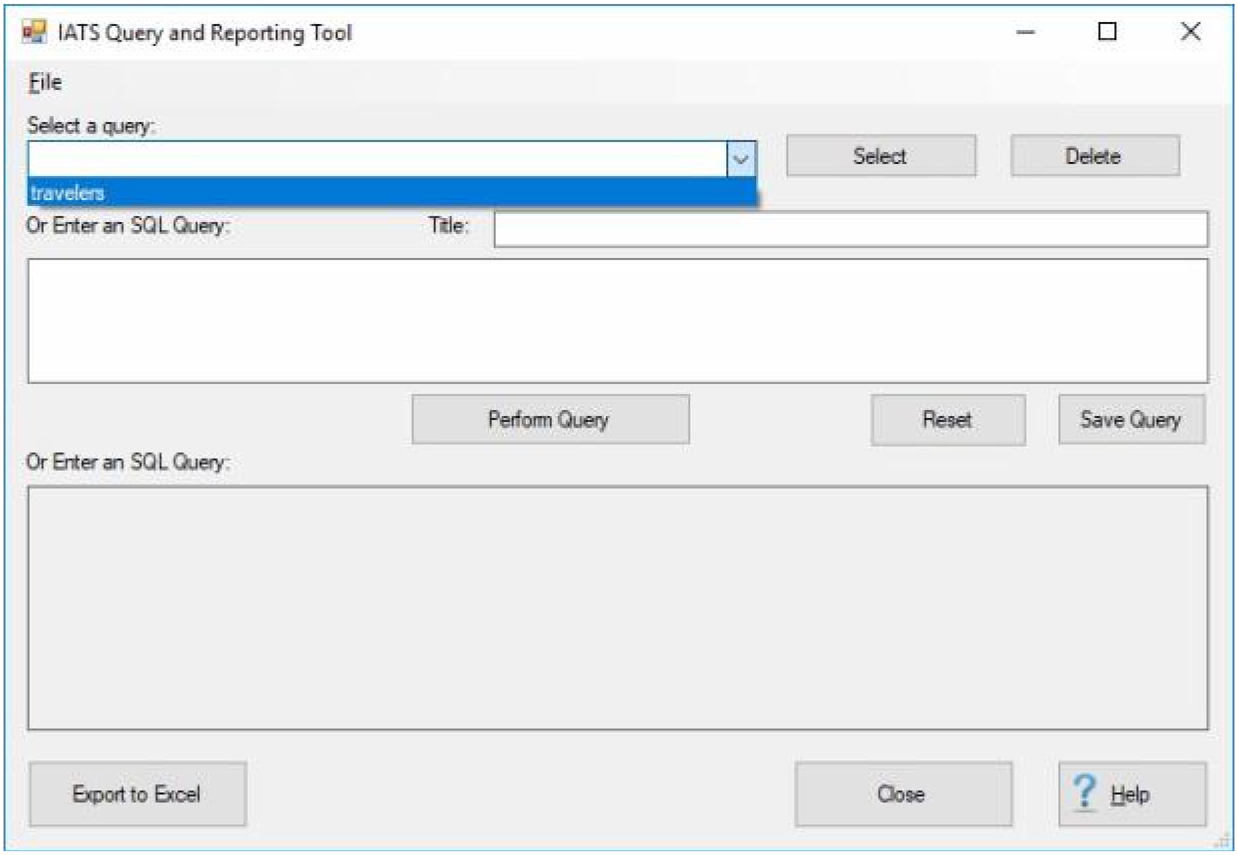
Coast Guard Customer Steps:

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**.

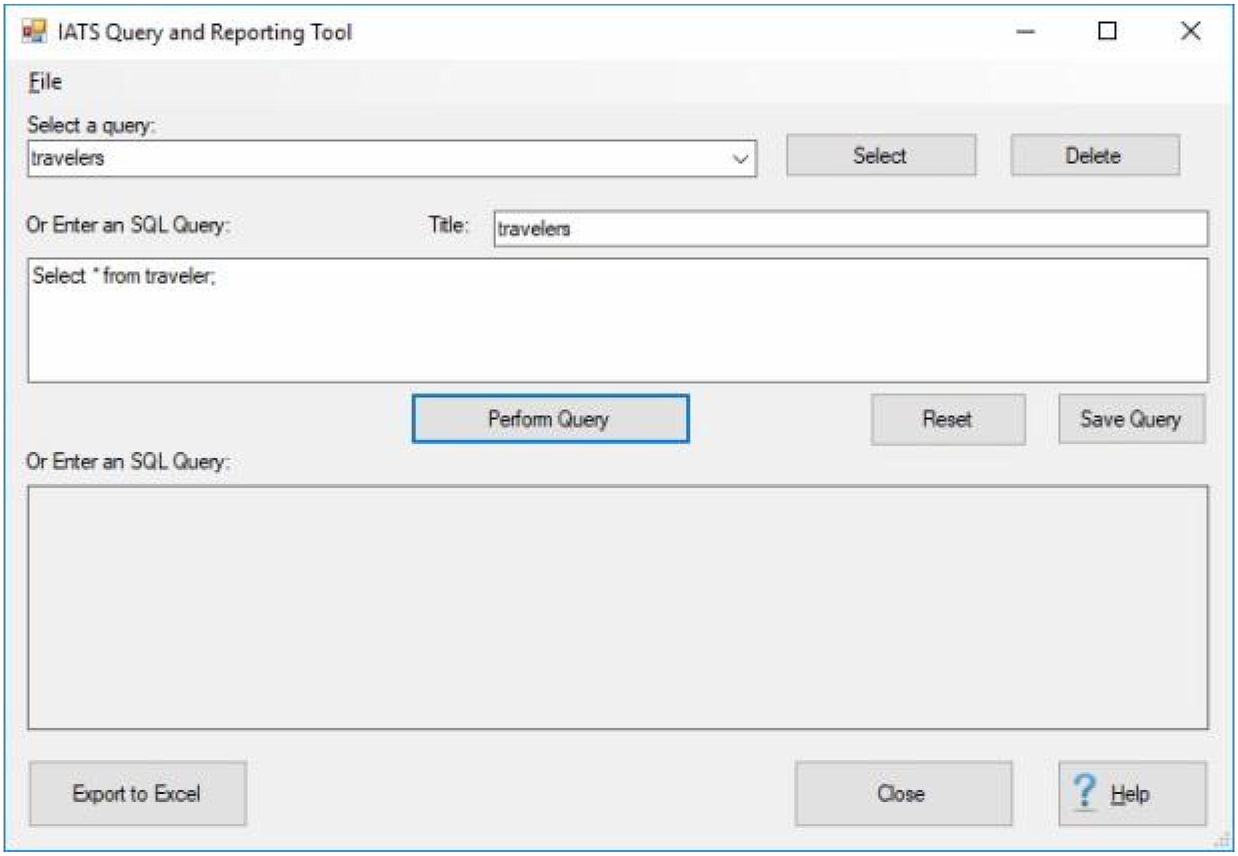
2. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters.**
3. **Click** on the **System Reporting -Ad Hoc Reports** option.



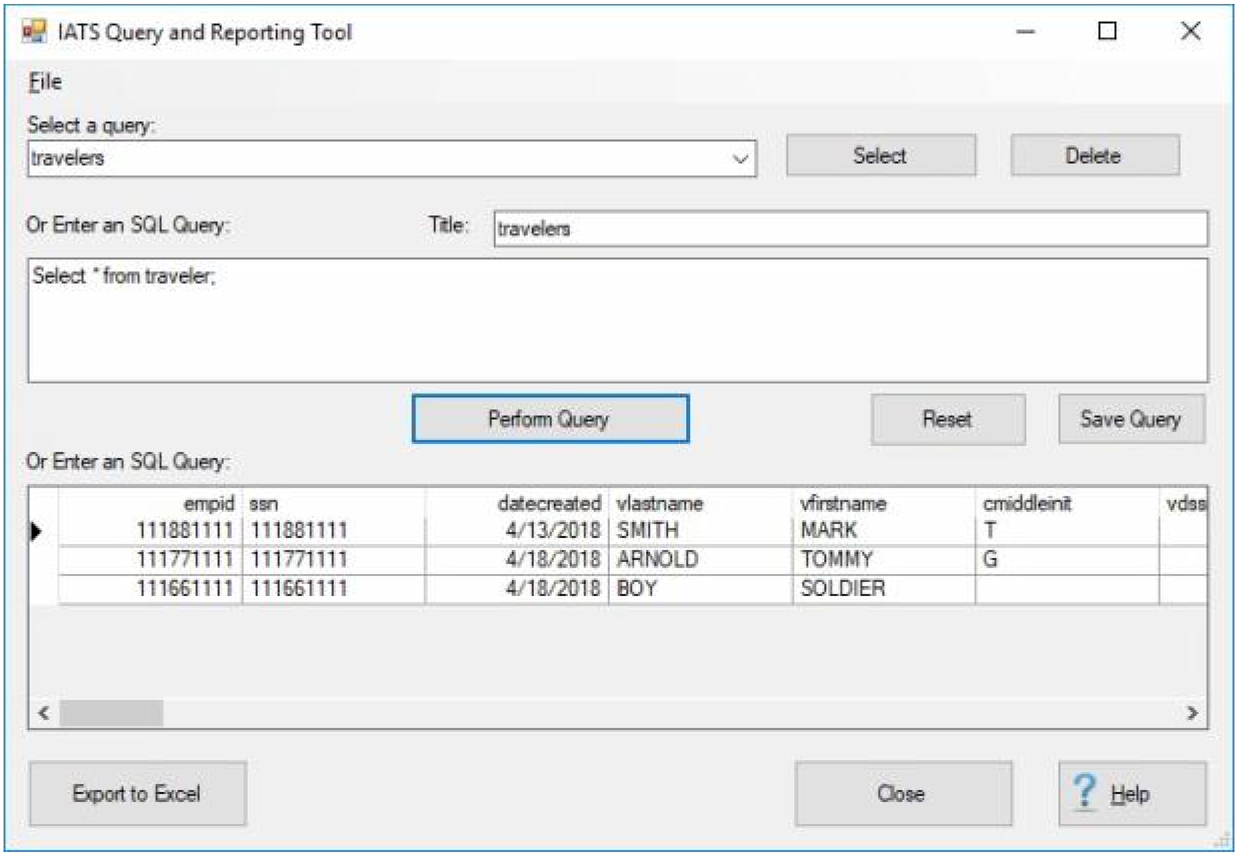
Complete the following steps to "use" the IATS Query and Reporting Tool screen:

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.

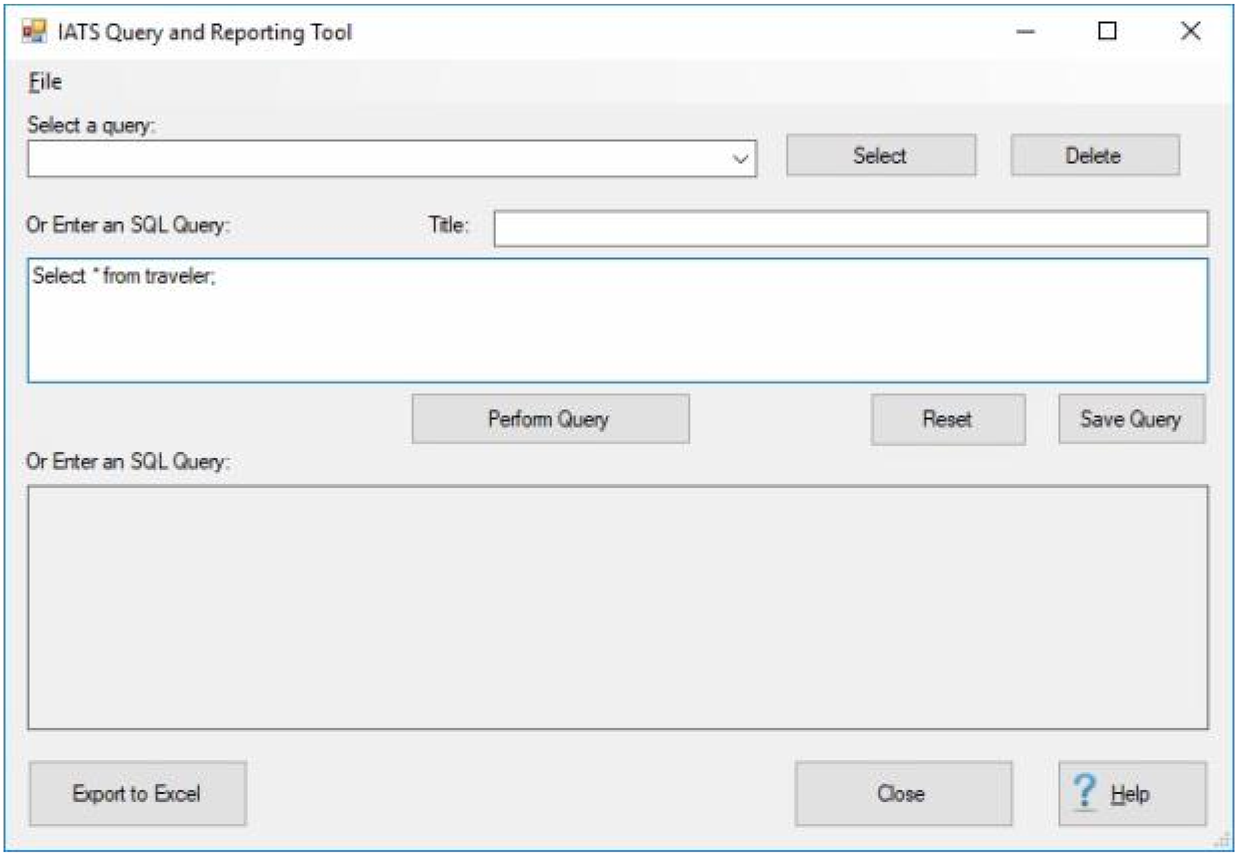


3. When the desired query is **displayed** in the text box, **click** on the **Perform Query** button to run it. The results will be **displayed** in the **display field** at the <u>bottom</u> of the screen as shown below.

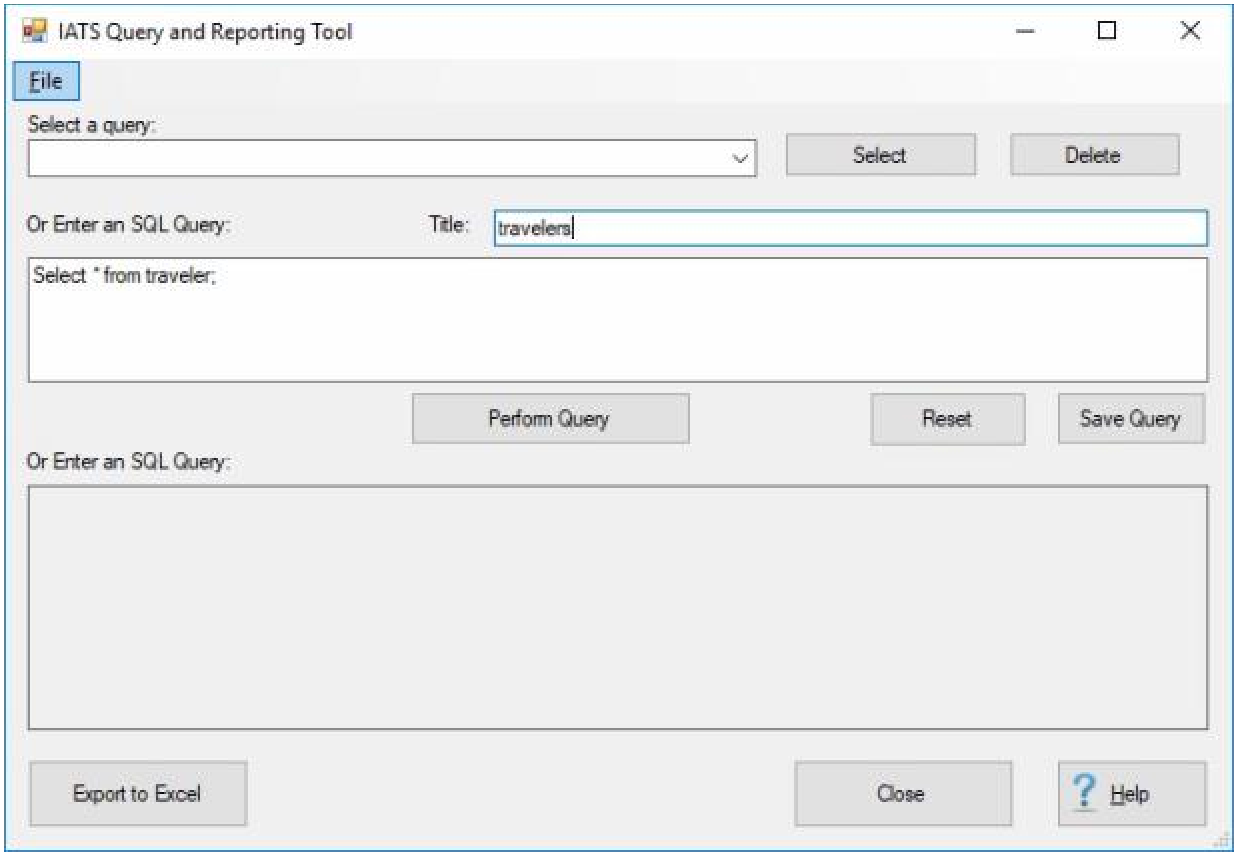


4. When the results as displayed, you can then **click** on the **Export to Excel** button to have the data **transferred** to an **Excel file** to **generate** your **report**.
5. If you wish to run <u>another</u> query, **click** on the **Reset** button to clear the <u>current</u> query from the screen and **select** or **enter** the <u>next</u> query.

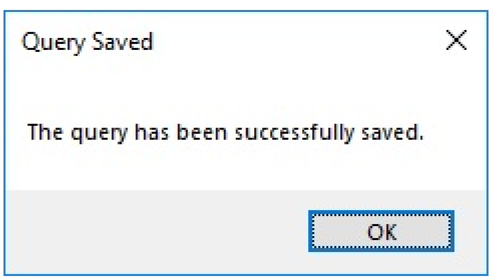
<u>Entering and Saving a new Query:</u>



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.

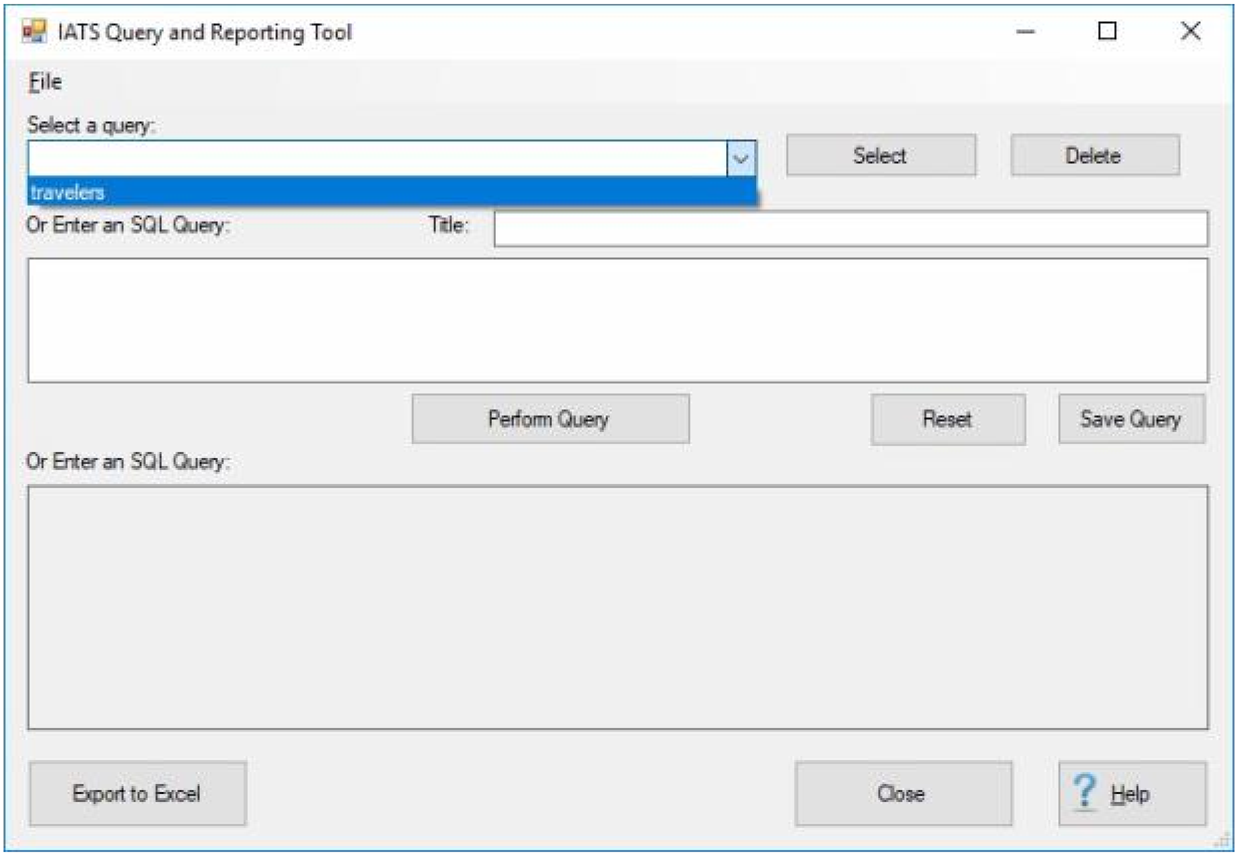


4. After entering a **name** for the query at the **Title** field, **click** on the **Save Query** button. The following *pop-up* **message** will appear telling you that the query has been **saved**.

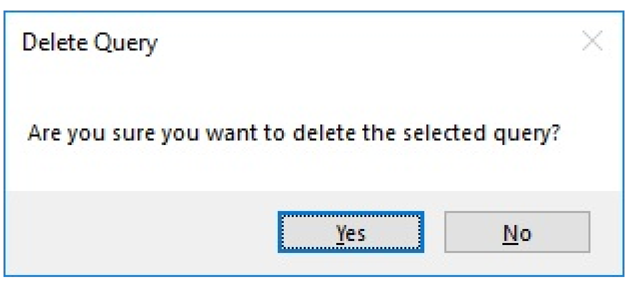


5. **Click** on **OK** to continue.

<u>Deleting a Saved Query:</u>



1. **Select a query:** - If you <u>already</u> 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.



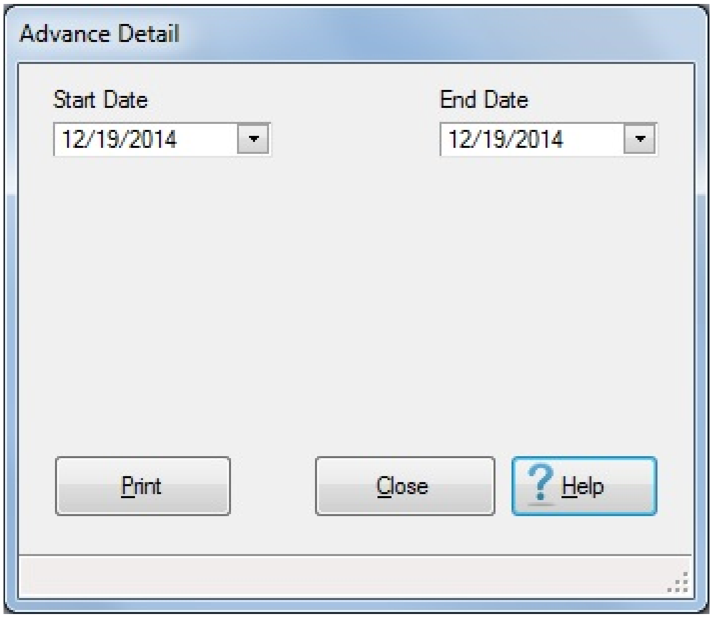
3. **Click** on the *Yes* button if you are **sure** you wish to **delete** the selected query.

Advance Detail - Report

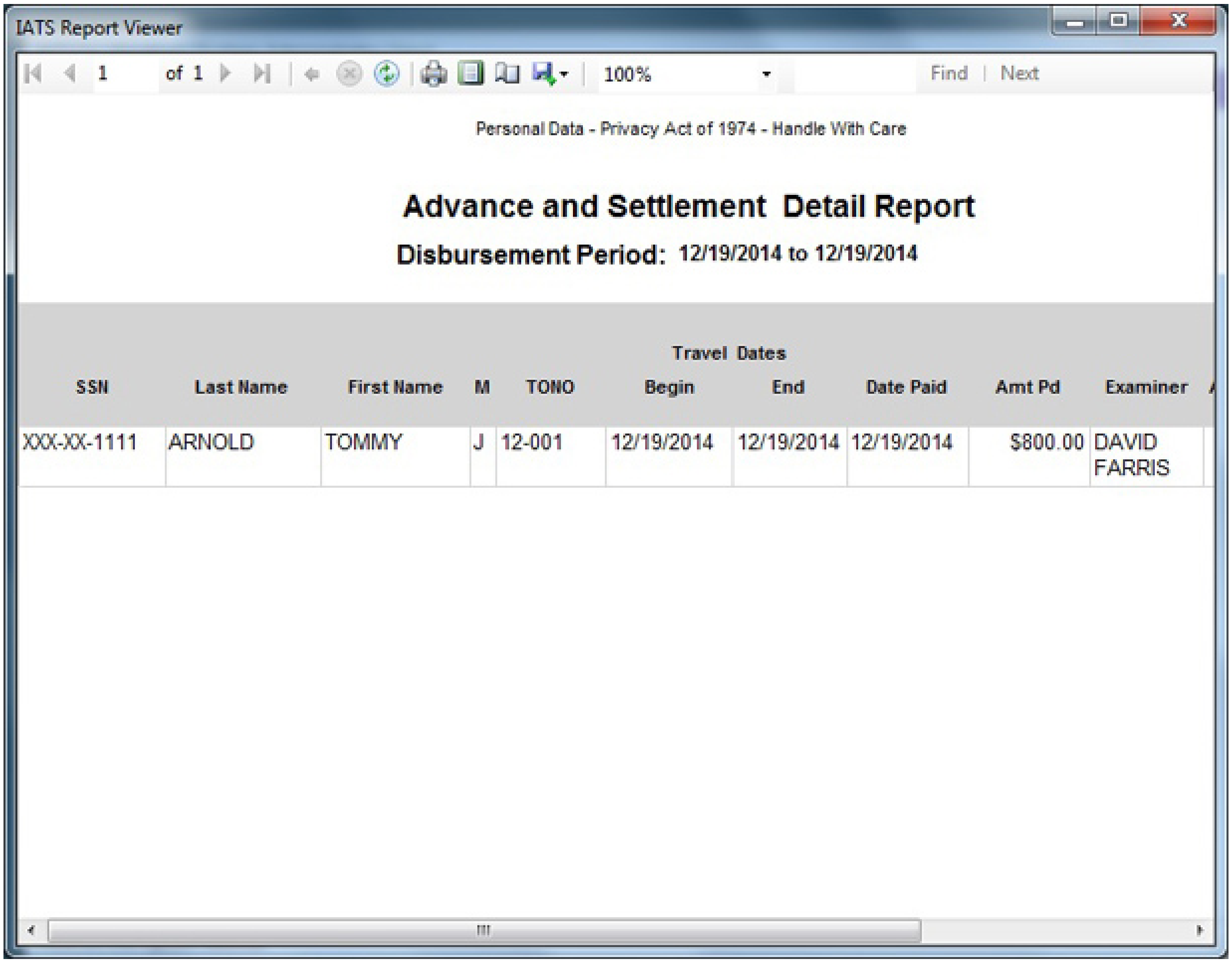
Periodically some customers are required to provide **advance** claim **information** for a specific period of time. The **Advance Detail Report** screen is used to generate this information.

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.



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.



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.

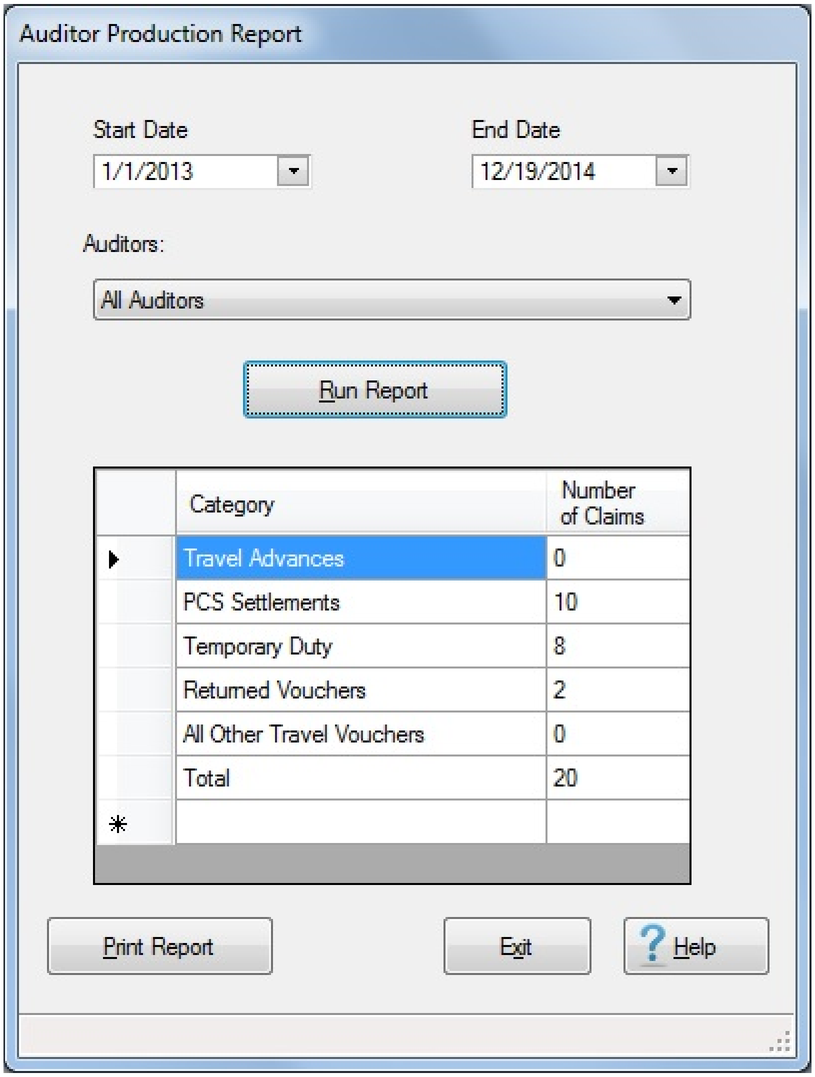
Auditor Production - Report

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.



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**.
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

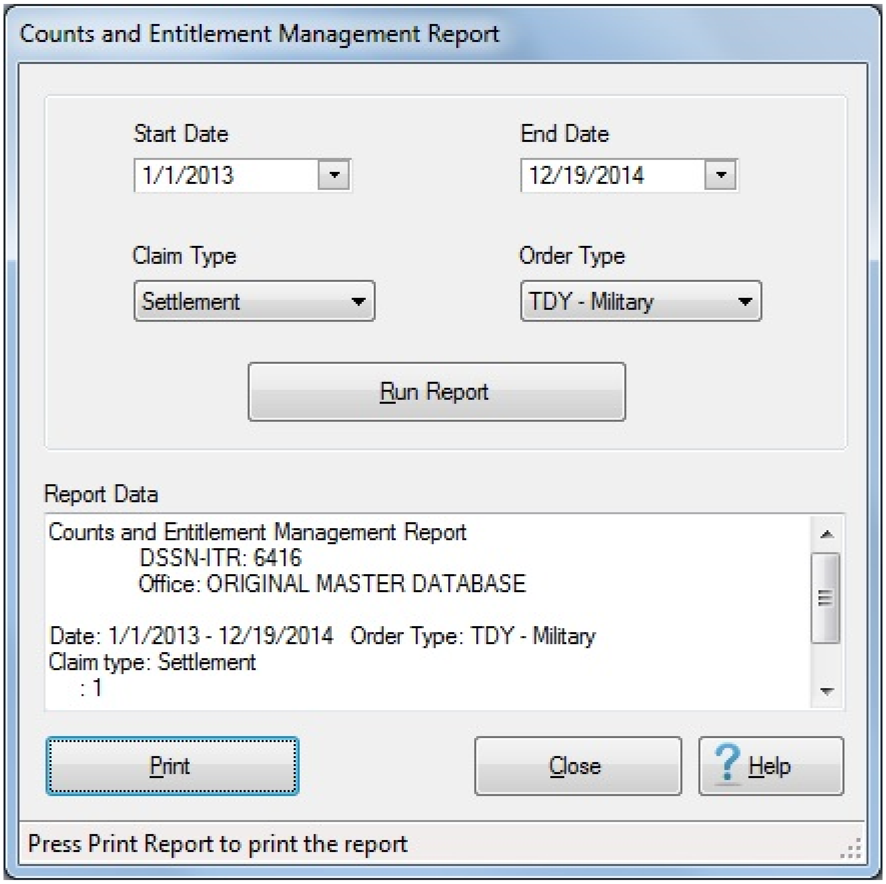
Periodically, some IATS customers are required to provide **counts** and total entitlement **amounts** for specific periods of time.

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 r 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.



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.

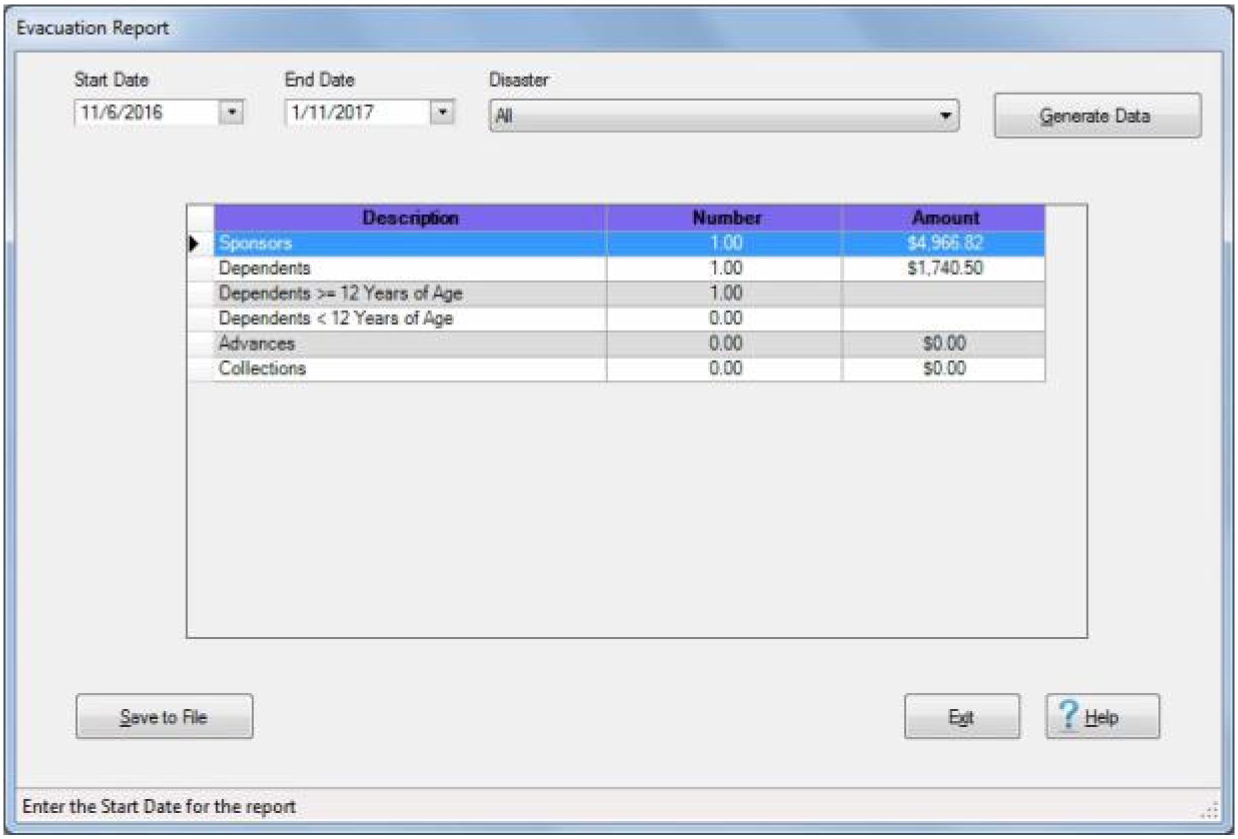
15. If you are finished using the IATS Report Viewer, **click** on the **red** button in the top right corner to close the screen.
16. At the **Counts and Entitlement Management Report** screen **click** on the **Close** button to return to the System Administrator (View) screen.

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.



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.

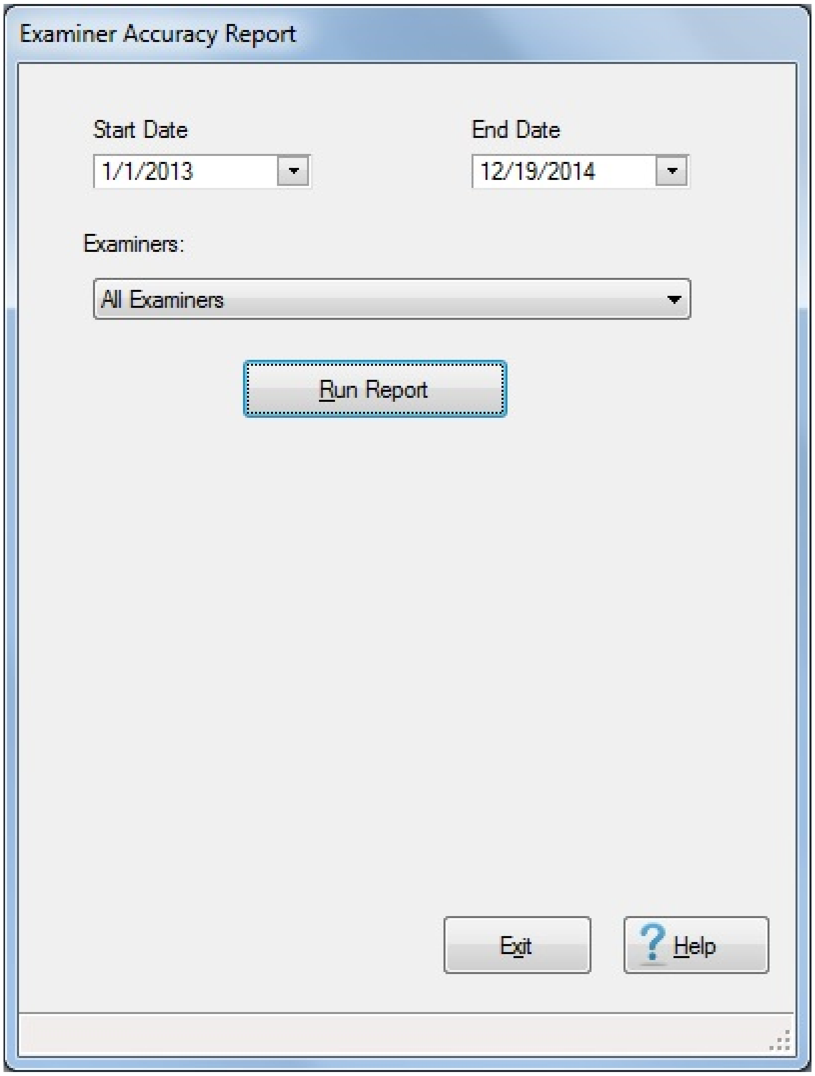
Examiner Accuracy - Report

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.



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.

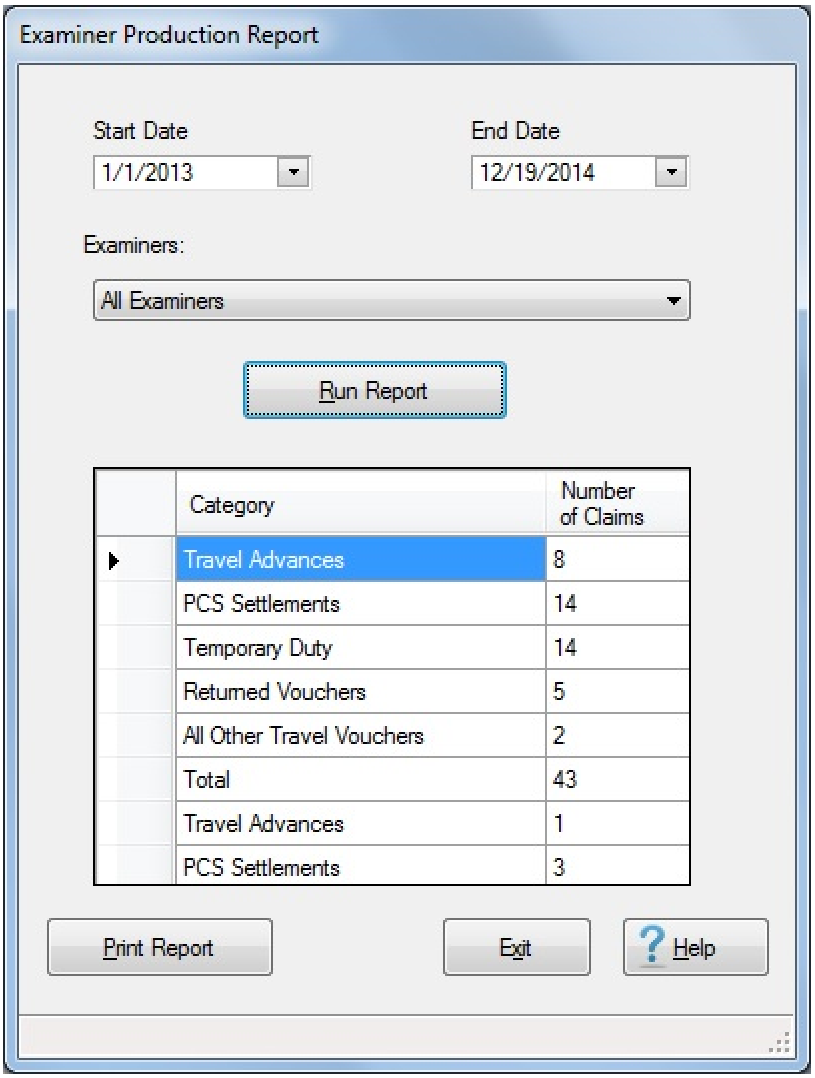
Examiner Production - Report

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.



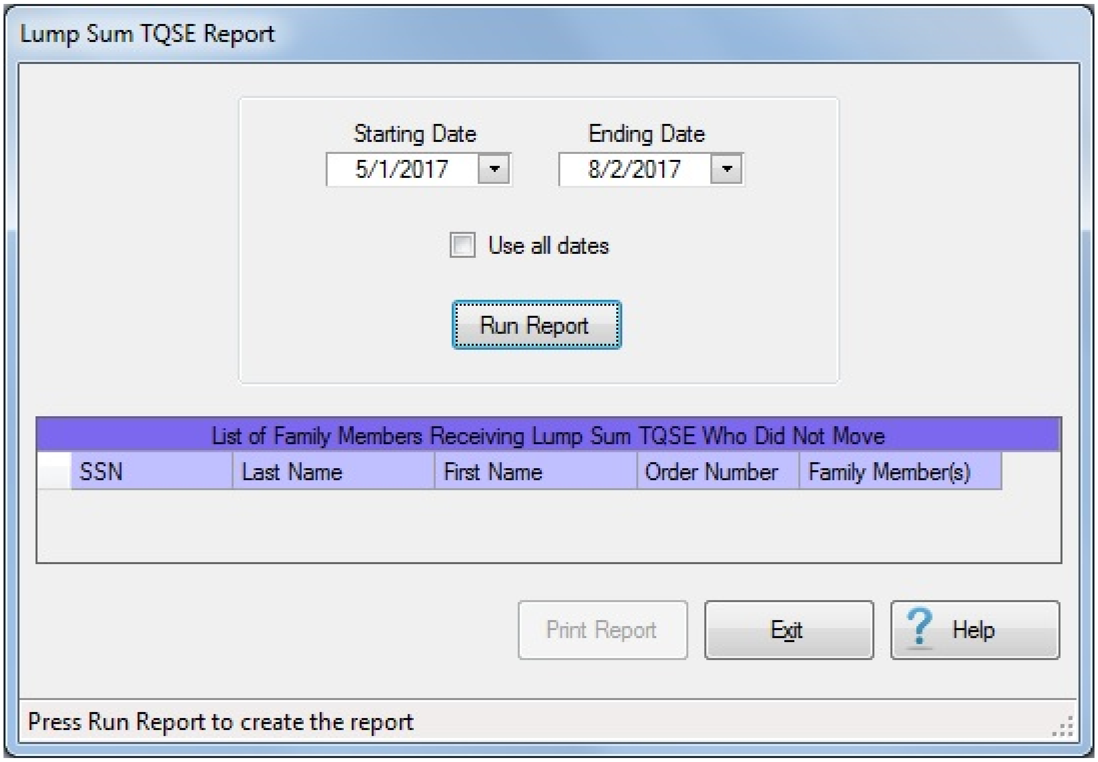
4. **Start Date:** - If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
5. **End Date:** - If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format.
6. **Examiners:** - The default setting 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

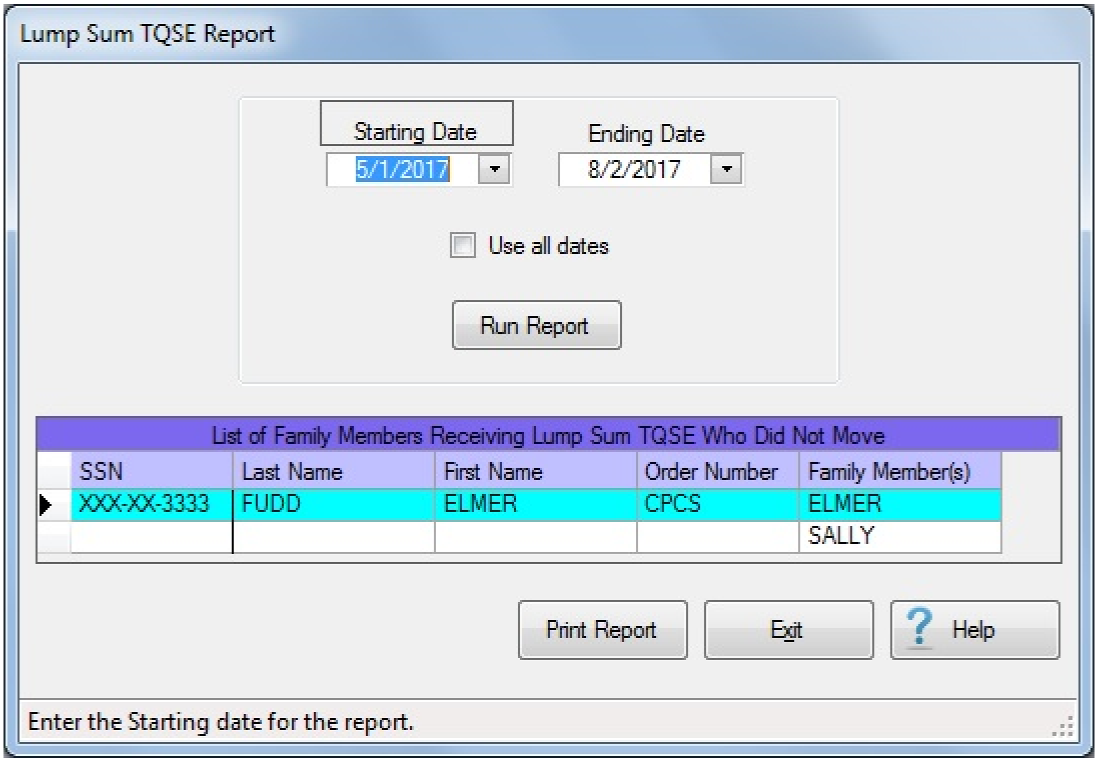
IATS contains a report that will identify individuals who received a **Lump Sump TQSE** payment, but did not relocate to a new permanent duty station.

Complete the following steps to "generate" the Lump Sum TQSE report:

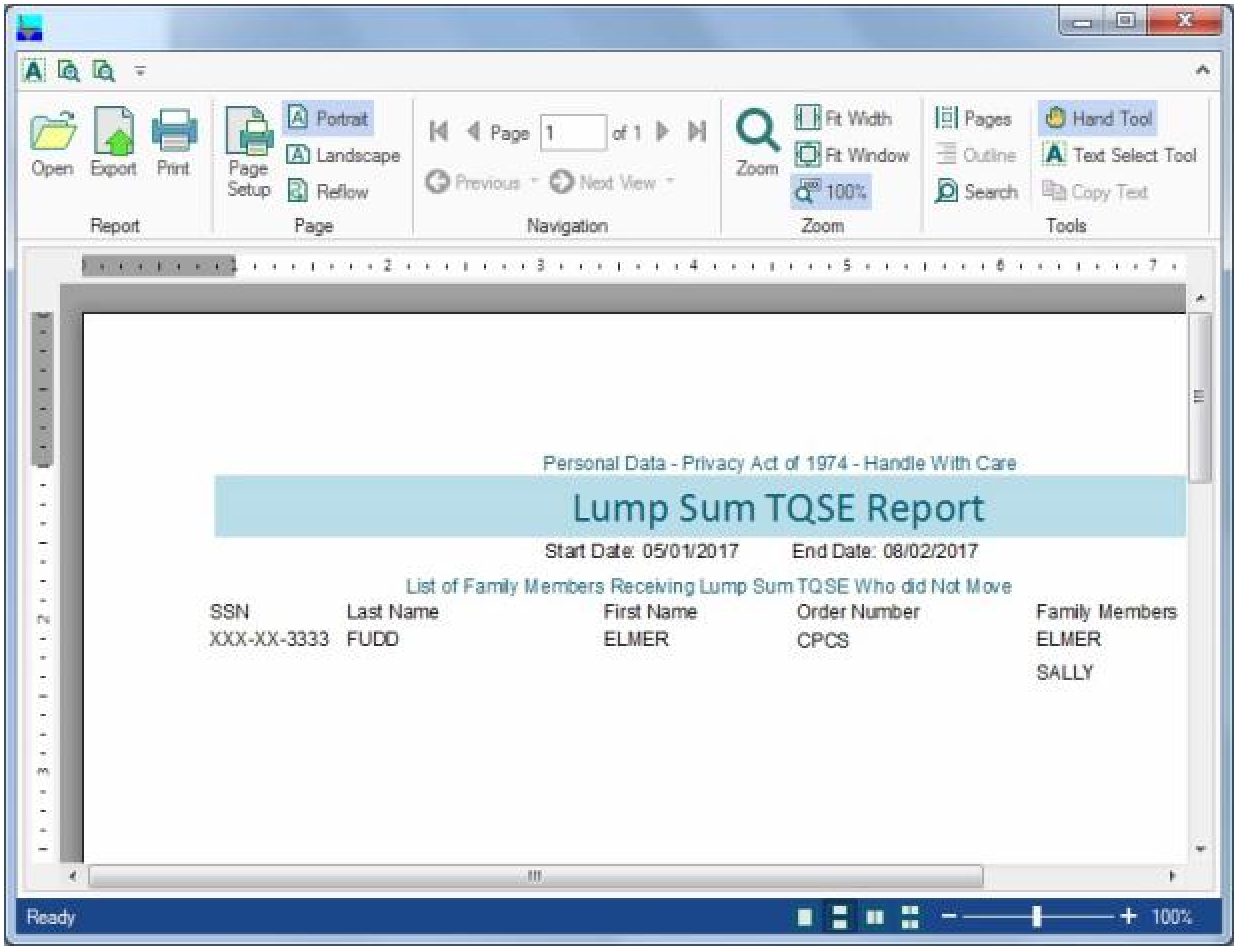
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable **menu** appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable **menu** appears listing the various management report options.
3. **Click** on the **Lump Sum TQSE** option. The **Lump Sum TQSE Report** screen appears.



4. **Starting Date:** - If the <u>default</u> **date** displayed at this field is <u>incorrect</u>, **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 <u>top</u> 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 <u>default</u> **date** displayed at this field is <u>incorrect</u>, **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 <u>all</u> 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.



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

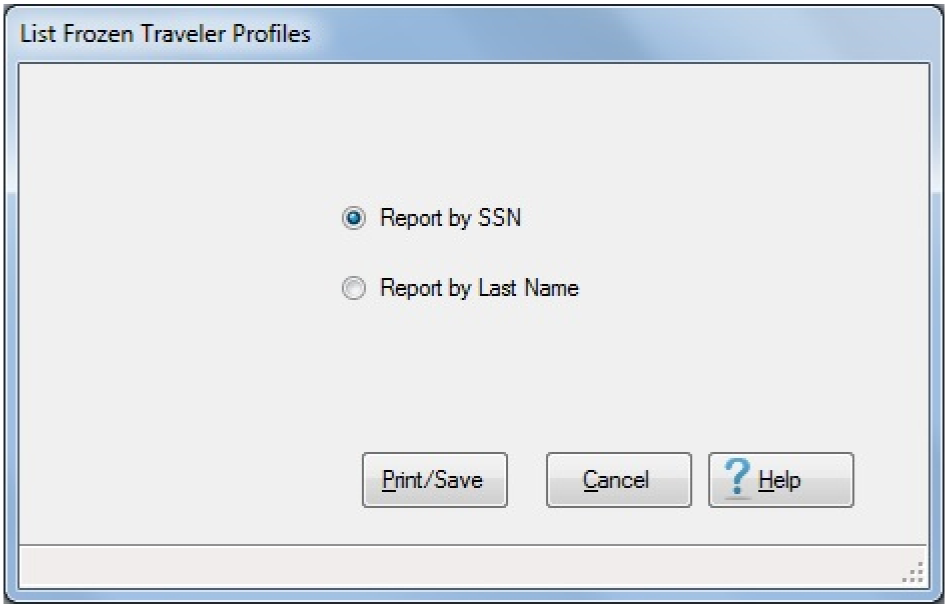
A feature was added to IATS for situations where the traveler account was created incorrectly and claims have been processed. By using this feature you may keep the historical data for the claim, (unless the account was deleted), but **prevent** users from **accessing** the incorrectly created account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



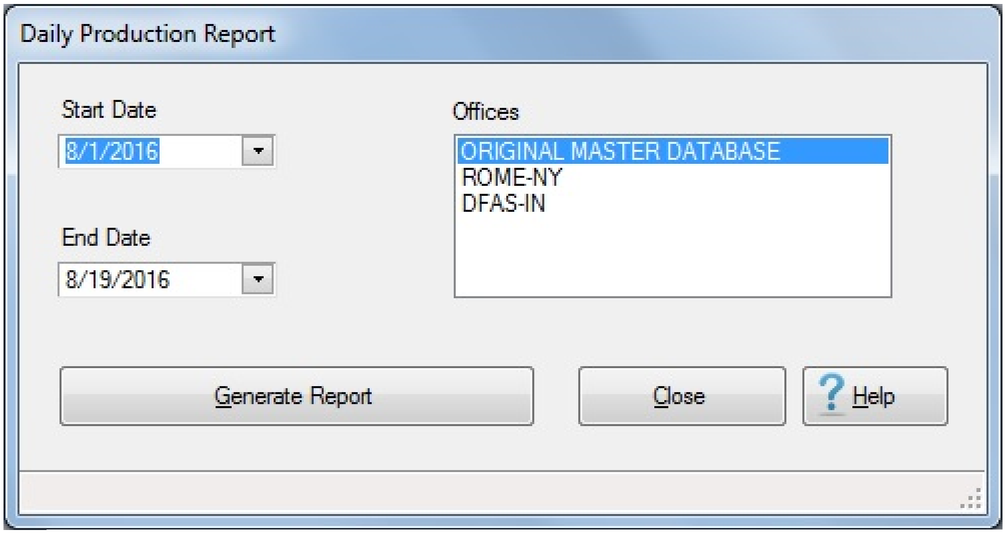
4. When running this report, you have the **option** to generate the report by either **SSNs** or **Last Names**.
5. **Click** in the **circle** next to the options **Report by SSN** or **Report by Last Name** to make your selection.
6. **Click** on the **Print/Save** button. A *pop-up* **message** appears 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

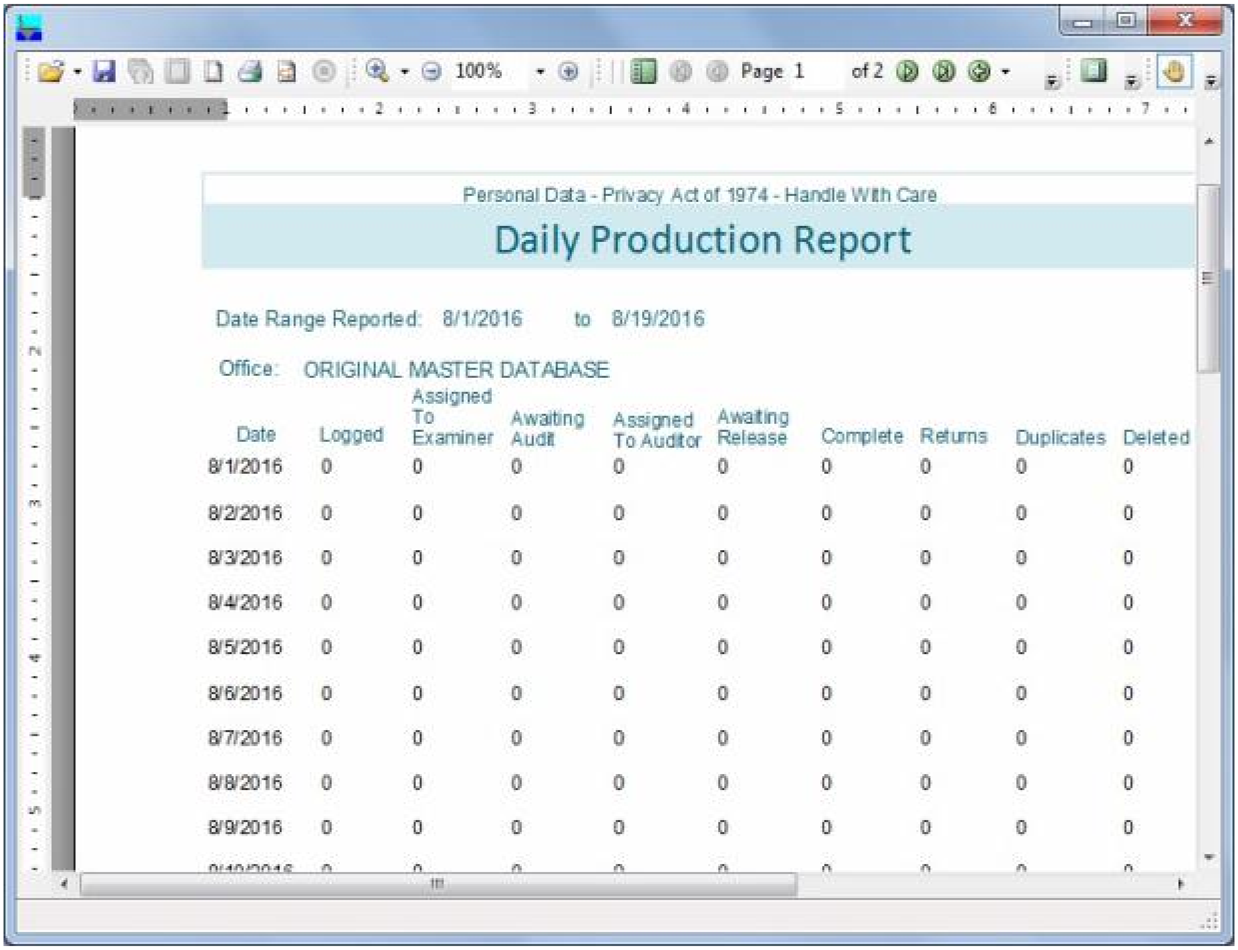
The Daily Production Report allows you to **report** the **number** of vouchers **logged**, **completed**, **returned**, **duplicated** or **deleted** from the system during the specified business day (starting/ending at 3:00PM).

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.



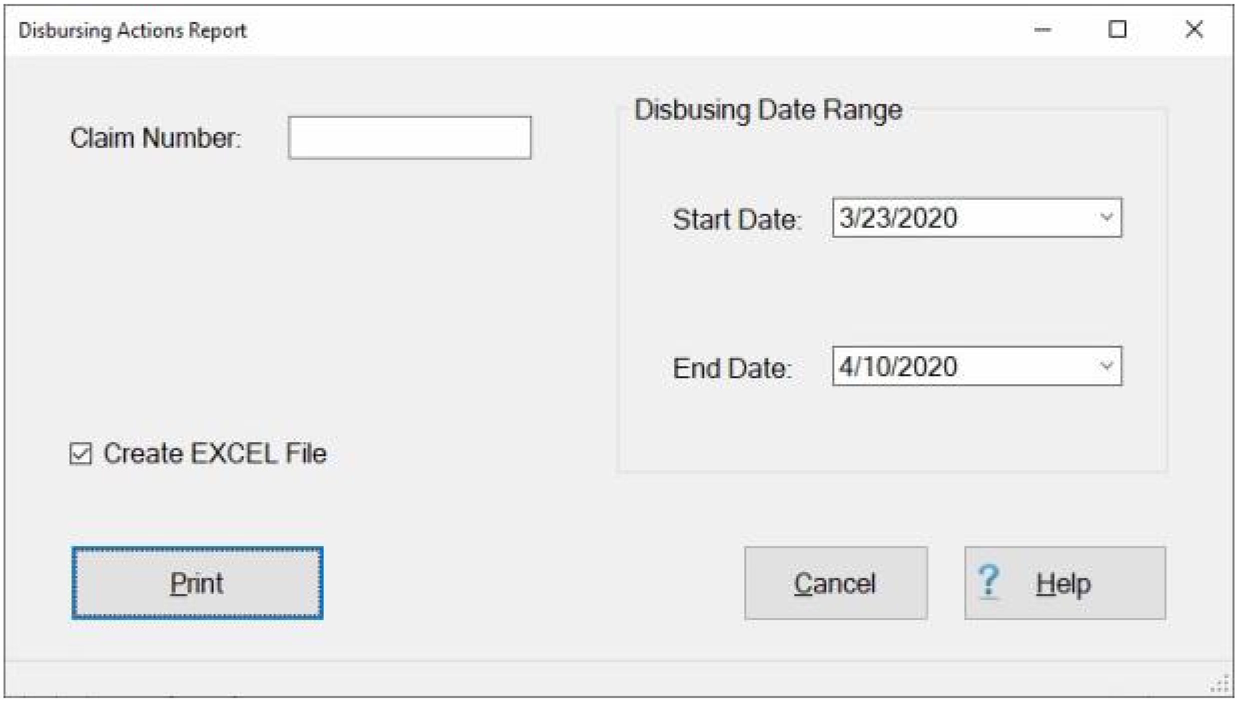
8. After you have **finished** reviewing or printing the report, **click** on the **red X** button at the <u>top right hand corner</u> of the screen to **close**.
9. When the **Daily Production Report** screen re-appears, **click** on the **Close** button if you are **finished** running this report.

Disbursing Actions Report

IATS generates a **Disbursing Actions Report** that **displays** a <u>variety</u> of **information** pertaining to claims that were **uploaded** to disbursing, the information **imported** into IATS from the disbursing **download** files, and for **DOV numbers** that were <u>manually</u> **posted**.

Complete the following steps to "generate" the Disbursing Actions Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the <u>left</u> of the word, "**Reports**".
2. **Click** on the **plus sign** to the <u>left</u> of the word, "**Management Reports**".
   An <u>expandable</u> **menu** appears listing the various management report options.
3. **Click** on the **Disbursing Actions Report** option. The **Disbursing Actions Report** screen will appear.

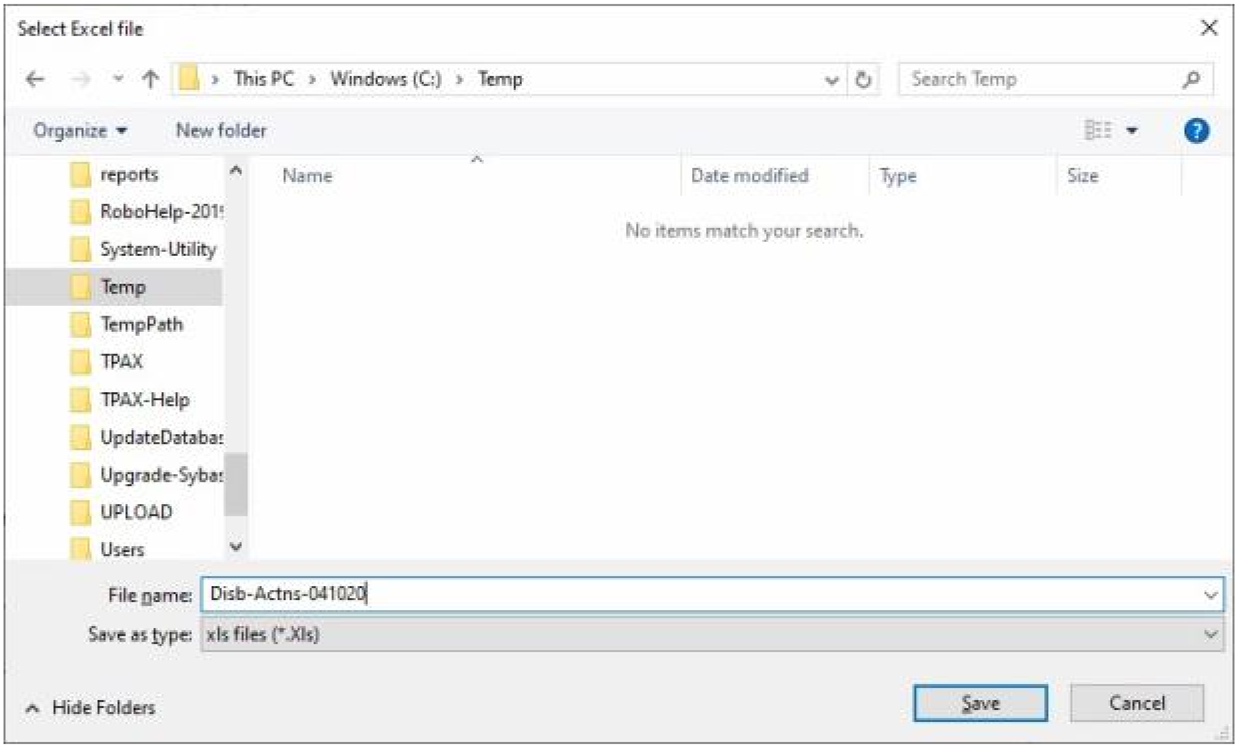


Note: The Disbursing Actions Report may be generated for <u>one individual claim</u> **or** for <u>all of the claims</u> within a **Date Range**. <u>Either</u> **enter** a **claim number** <u>or</u> a **range** for the **Start** and **End** dates.

4. **Claim Number: -** If you wish to generate the report for <u>only</u> **one** claim, **enter** the desired claim number.
5. **Start Date:** - **Enter** the desired **Start Date** in **MMDDYY** format. You may also **click** on the *down* **arrow** button **button** to display the **calendar** and then **click** on the desired **date**.
6. **End Date:** - **Enter** the desired **End Date** in **MMDDYY** format. You may also **click** on the *down* **arrow** button **button** to display the **calendar** and then **click** on the desired **date**.
7. **Create EXCEL File: - Click** in the **check box** to **select** this option if you wish to generate the report in an **Excel spreadsheet** format.
8. **After** you have entered a **claim number** <u>or</u> the **Start and End Date Range**, <u>click</u> on the **Print** button to generate the report.

<u>If you (have) selected the Create EXCEL File option:</u>

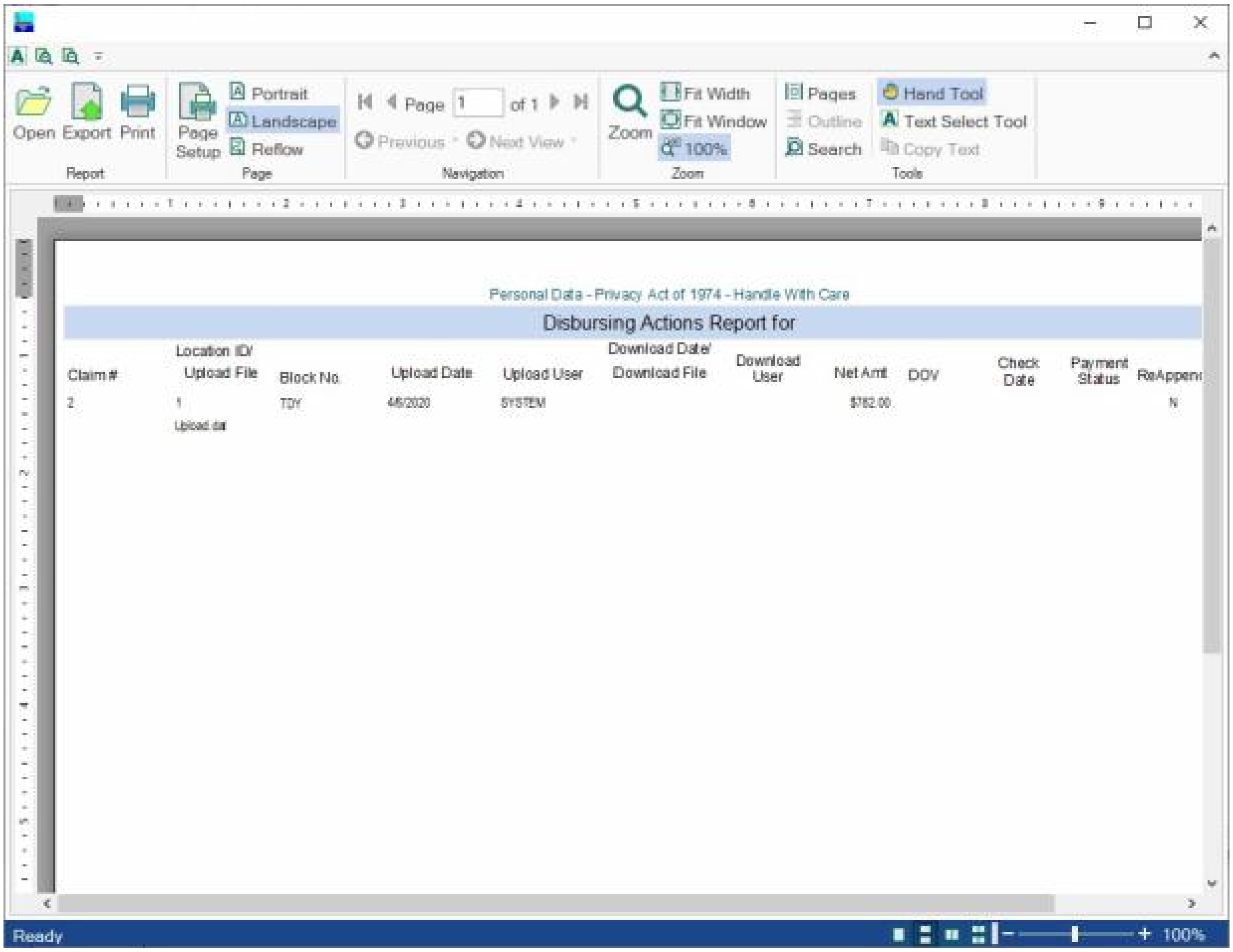
1. <u>If</u> the option for **Create EXCEL File** is **checked** the **Select Excel File** screen appears and you must **specify** a **location** where to **save** the file to and **specify** a **name** for the file.



2. **After** you have selected a **location** for the file and entered a **file name**, click on the **Save** button.
3. IATS saves the file in the specified location and returns to the **Disbursing Actions Report** screen.
4. If you are **finished** using the **Disbursing Actions Report** screen, **click** on the **Cancel** button.

If you have (not) selected the Create EXCEL File option:

1. If the option for **Create EXCEL File** is not **checked** the **IATS Report Reader** screen appears.



2. **Click** on the Printer **icon**. The **Print** screen appears.
3. **Verify** that the **PC** is **configured** for the <u>correct</u> **printer** or **make** any <u>necessary</u> **changes**.
4. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
5. IATS prints the report and returns to the **IATS Report Reader** screen.
6. If you are finished using the **IATS Report Reader**, **click** on the **(X)** button in the top right corner to close the screen.
7. IATS returns to the **Disbursing Actions Report** screen.
8. If you are **finished** using the **Disbursing Actions Report** screen, **click** on the **Cancel** button.

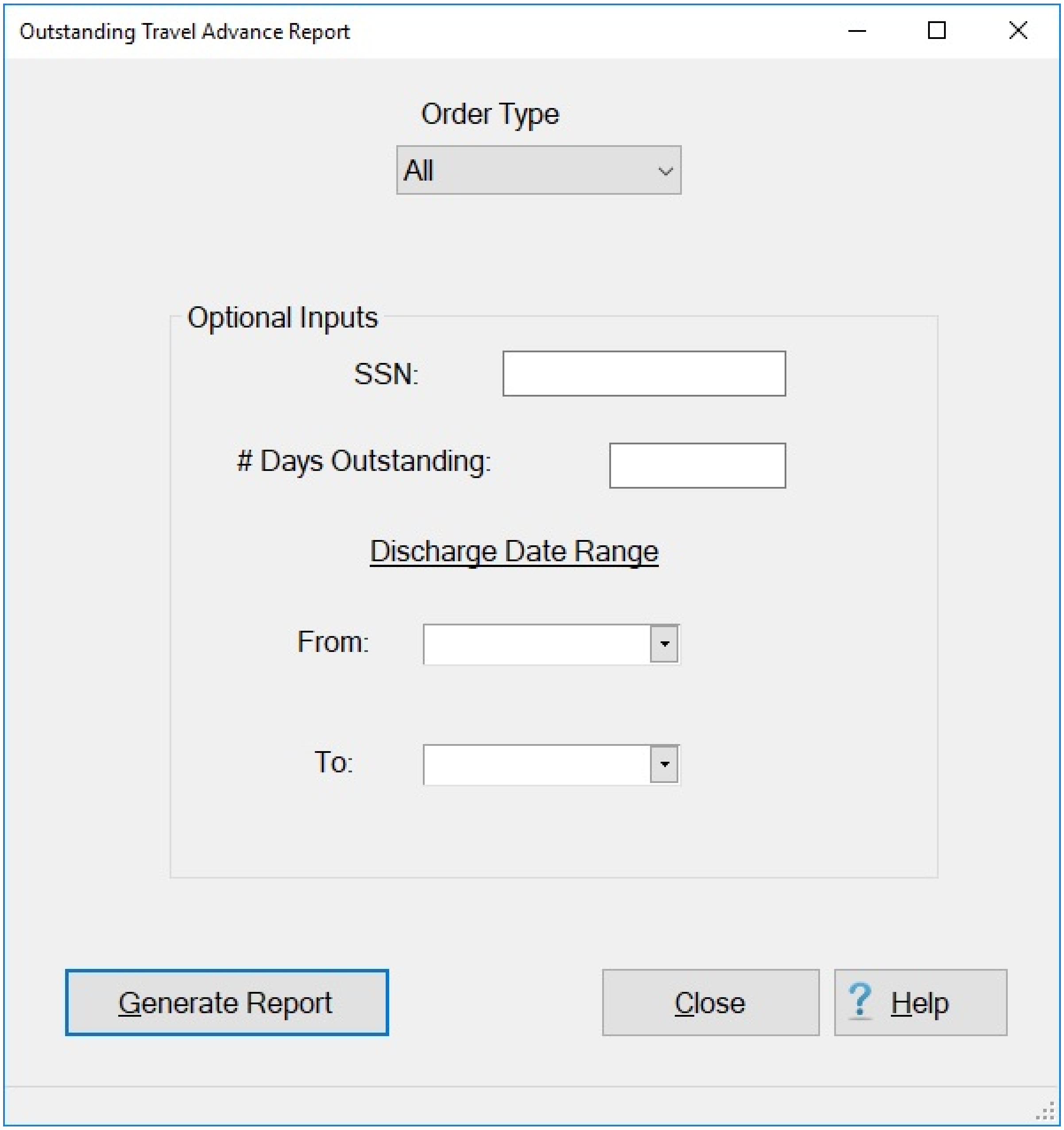
Outstanding Travel Advances - Report

The **Outstanding Travel Advances Report** provides a detailed **list** of travel advances that have been **issued** but <u>never</u> **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 <u>left</u> 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.



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

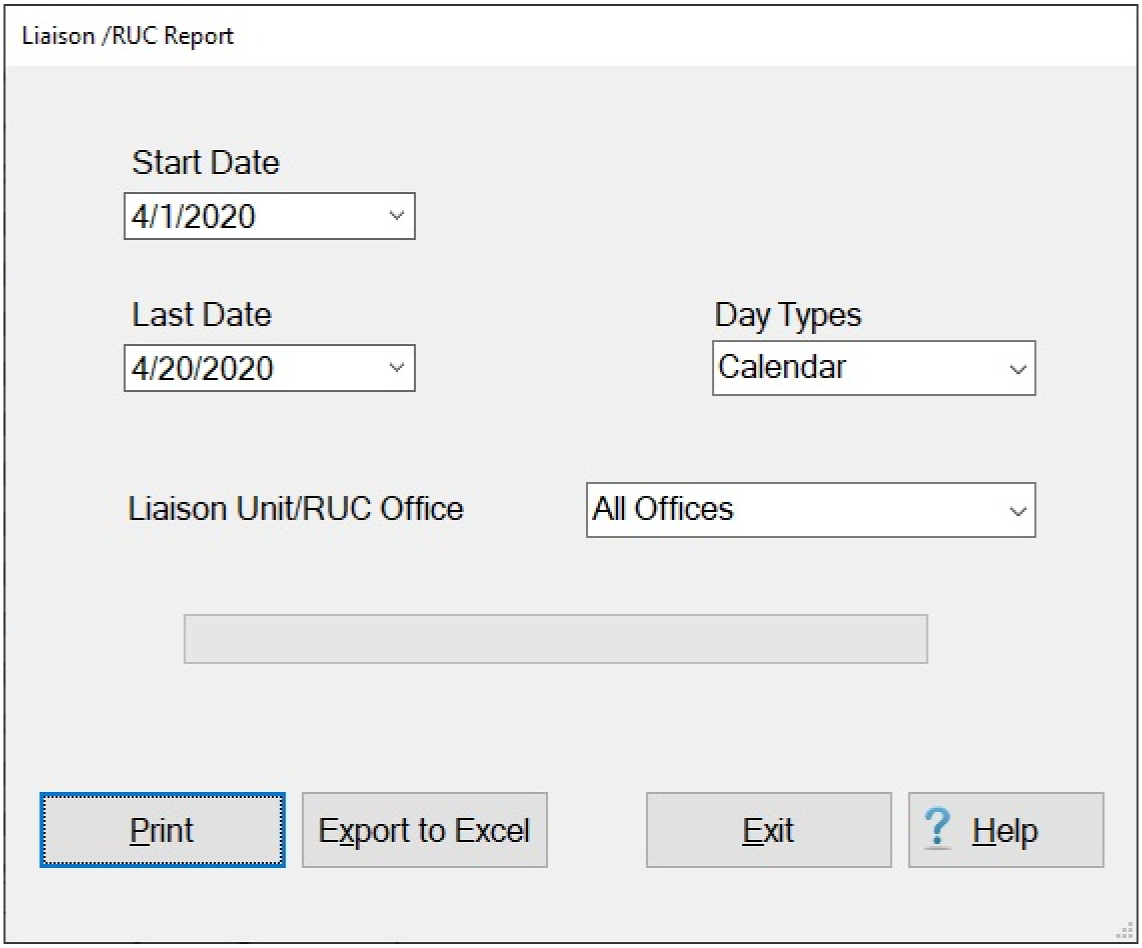
To assist managers in determining where **delays** in travel settlement requests processing occur, IATS generates the Reporting Unit Code (**RUC**) **Report** for **Marine Corps** travel offices. For **Army/DLA** travel offices, this report is named the **Liaison Office Report**.

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.

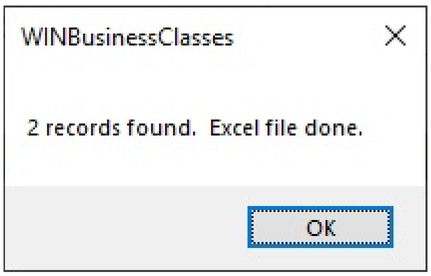


4. **Start Date:** - If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down* **arrow** to display the IATS **calendar**. Once the IATS calendar is displayed, users can adjust the **month** and **year** by **clicking** 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.

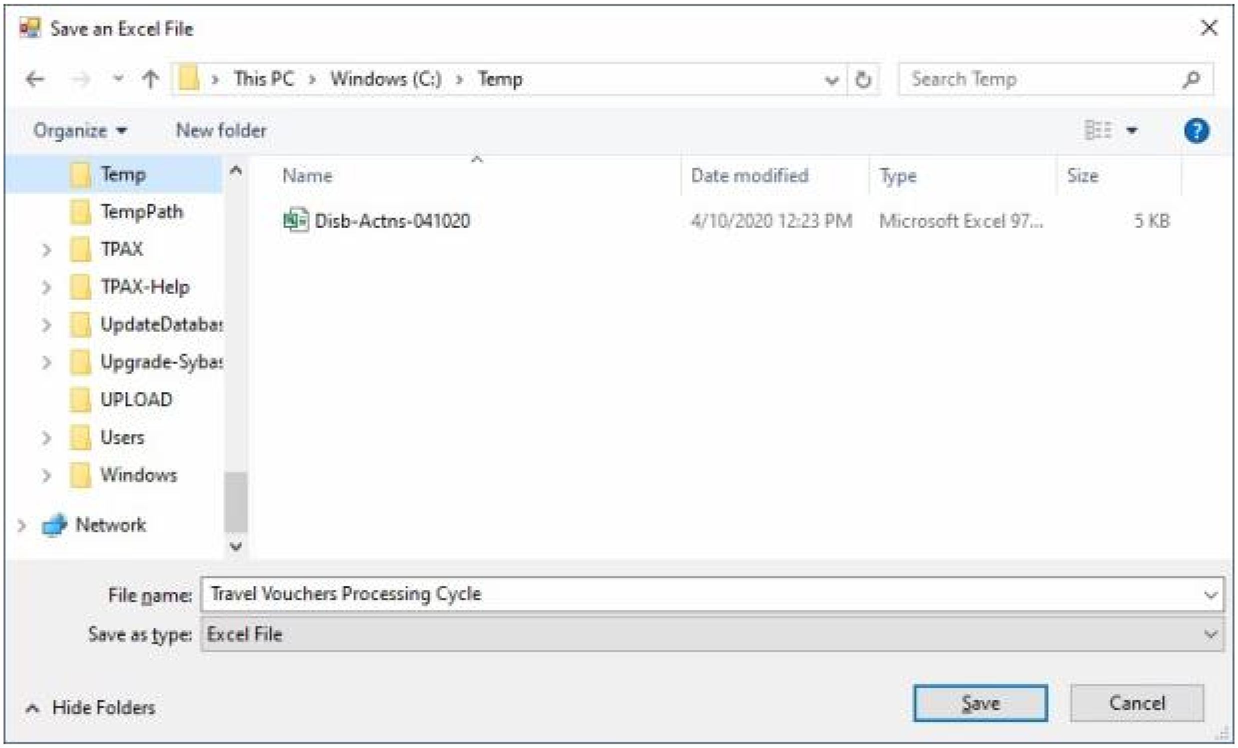
10. The **Adobe Reader** screen appears.
11. **Click** on the Printer **icon**. The **Print** screen appears.
12. **Verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary **changes**.
13. **Select** the **number** of **copies** you wish to print and then **click** 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.

Exporting the Liaison Report data to an Excel spreadsheet:

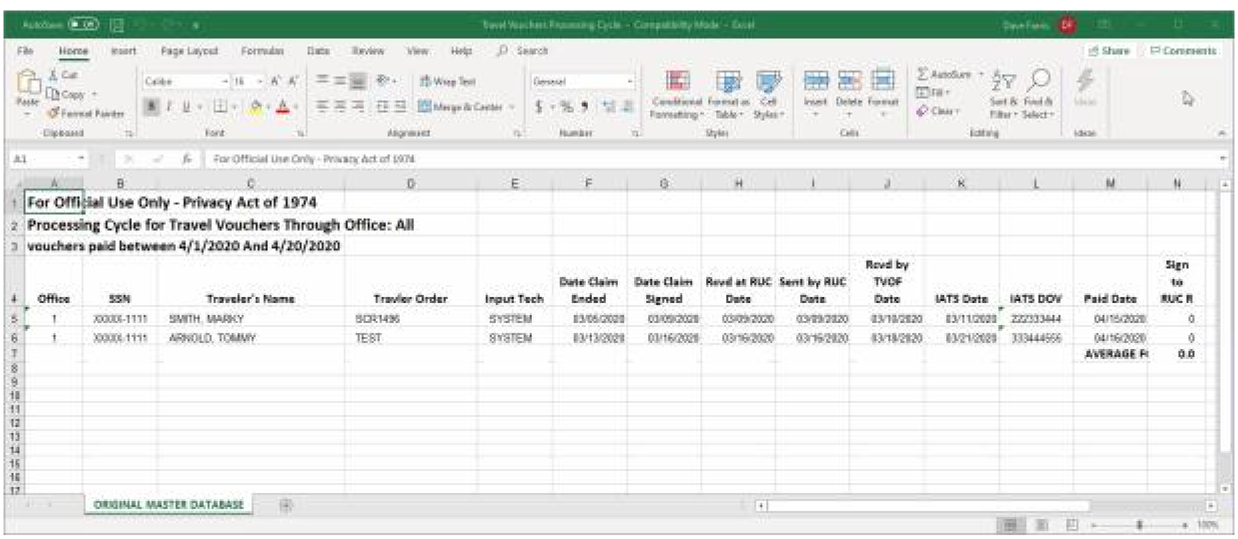
1. Rather than printing the Liaison Report, you can **export** the data to an **Excel** spreadsheet if desired.
2. **Click** on the **Export to Excel** button. The following *pop-up* **message** will appear **displaying** the **results**.



3. **Click** on **OK** to continue and the **Save an Excel File** screen will appear.



4. At the **Save an Excel File** screen, **navigate** to the **drive/folder** where you to **save** the Excel file to.
5. The name "**Travel Vouchers Processing Cycle**" <u>defaults</u> to the **File name** field.
6. **Click** in the **File name** field and **enter** a <u>different</u> **name** for the file <u>if desired</u>.
7. Once you are **satisfied** with the **location** and **name** for the file, **click** on the **Save** button.
8. After clicking on the Save button, IATS <u>launches</u> **Excel** and **displays** the saved **report**.



9. When you are **finished** with the **Excel** spreadsheet, **click** on the (**X**) button in the **top right hand corner** to **close** the program.
10. IATS will return to the Liaison /RUC screen.

11. If you are **finished** using the Liaison /RUC screen, **click** on the **Exit** button.

Missing Payment Date or DOV - Report

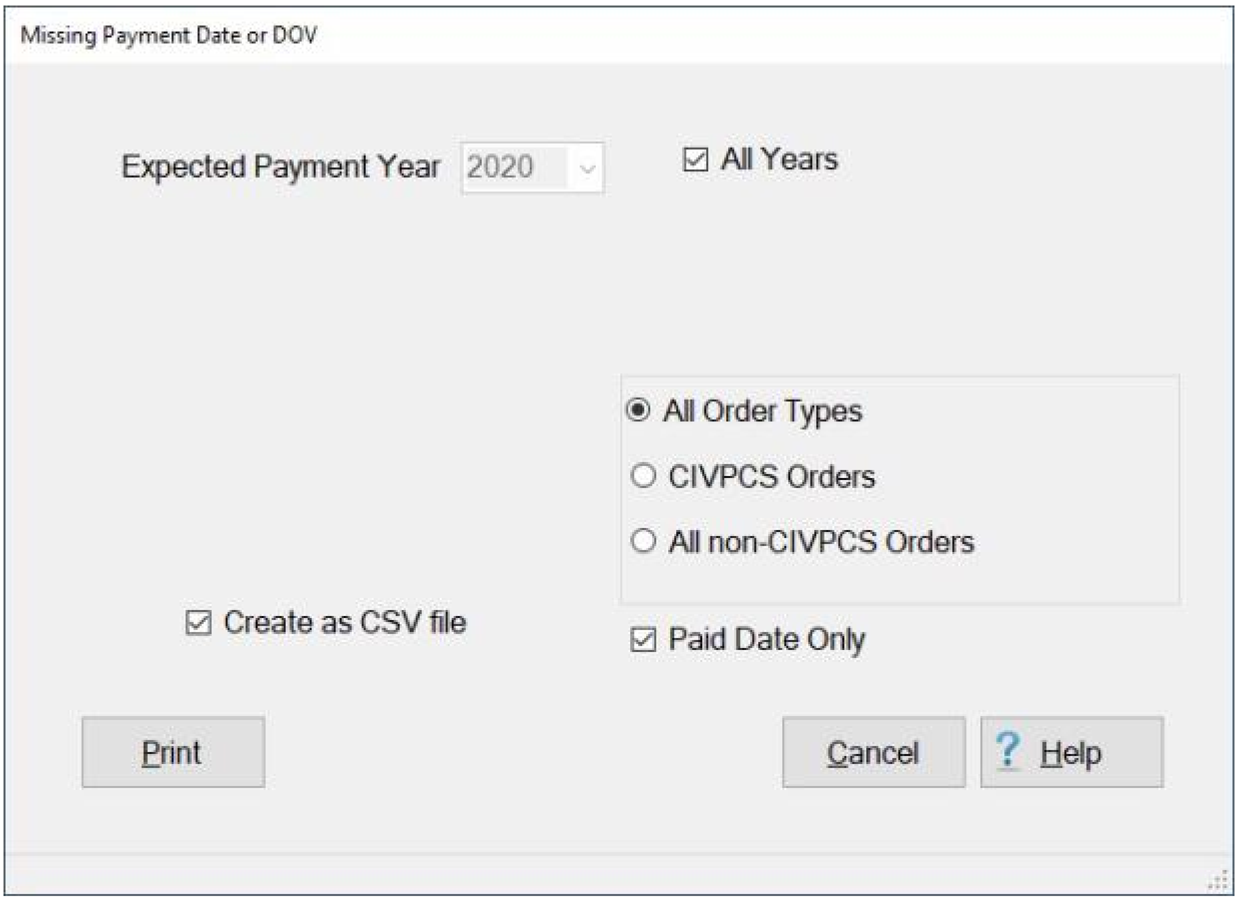
To **identify** any **records** that <u>must be</u> **corrected** IATS provides the following report:

<u>Missing Payment Date or DOV:</u>

Note: <u>Prior</u> to creating the **magnetic file and IRS Form 6559**, it is <u>strongly</u> **recommended** that this **report** is generated <u>first</u>.

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 <u>left</u> of the word, "**Reports**". An <u>expandable</u> **menu** appears listing the various report options.
2. **Click** on the **plus sign** to the <u>left</u> of the word, "**Management Reports**". An <u>expandable</u> **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.



4. **Expected Payment Year:** - If the <u>default</u> **year** displayed at this field is <u>incorrect</u>, **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 <u>all</u> **tax years** stored in the IATS database.

6. **All Order Types: - Click** in the **check box** next to this option if you wish to generate this report for all **Order Types**.
7. **CIVPCS Orders: - Click** in the **check box** next to this option if you wish to generate this report for **CIVPCS Orders** only.
8. **All non-CIVPCS Orders: - Click** in the **check box** next to this option if you wish to generate this report for all **non-CIVPCS Orders**.
9. **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**.
10. **Paid Date Only: 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** the report with an additional **filter** that **limits** the **data** to records that have no DOV, but a **Paid Date**.
11. After you have specified the year(s) and the order type, **click** on the **Print** button.
12. If the option for **Create as CSV file** is **checked** the **Select CSV File** screen appears and you must **specify** a **location** where to **save** the file to and **specify** a **name** for the file.
13. If you do not have the option for **Create as CSV file** checked, the **IATS Report Reader** screen appears.
14. **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 **IATS Report Reader** screen.
18. If you are finished using the **IATS Report Reader**, **click** on the **(X)** button in the top right corner to close the screen.
19. At the **Missing Payment Date or DOV** screen **click** on the **Cancel** button to return to the System Administrator (View) screen.

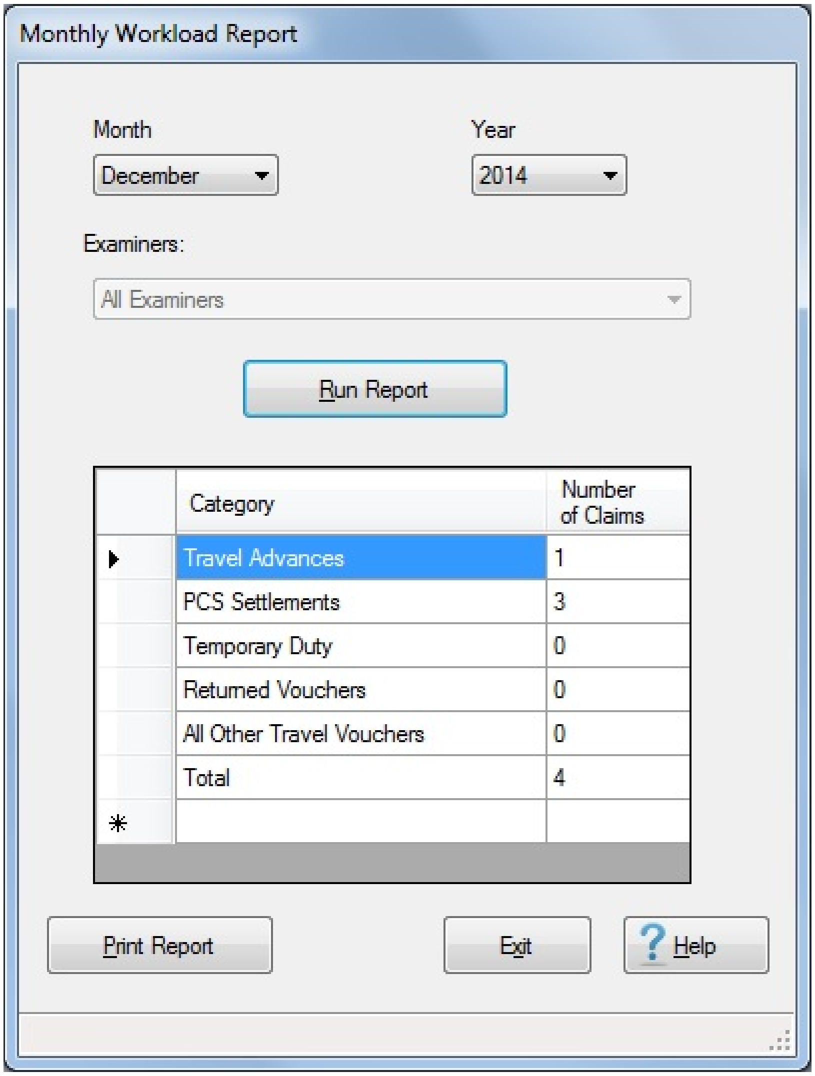
Monthly Workload - Report

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.



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.

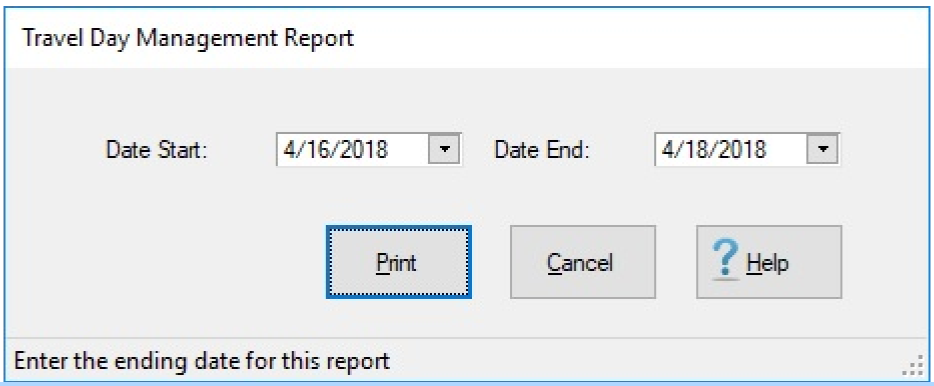
13. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
14. At the **Monthly Workload Report** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

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 verses 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

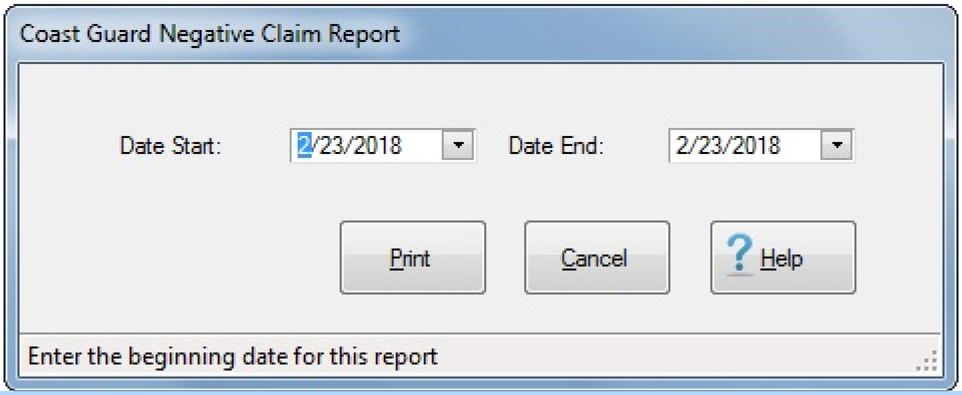
IATS will generate a **Negative Claim Report** for **Coast Guard** customers when a **supplemental** settlement requests is processed that results in a **negative** amount.

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.

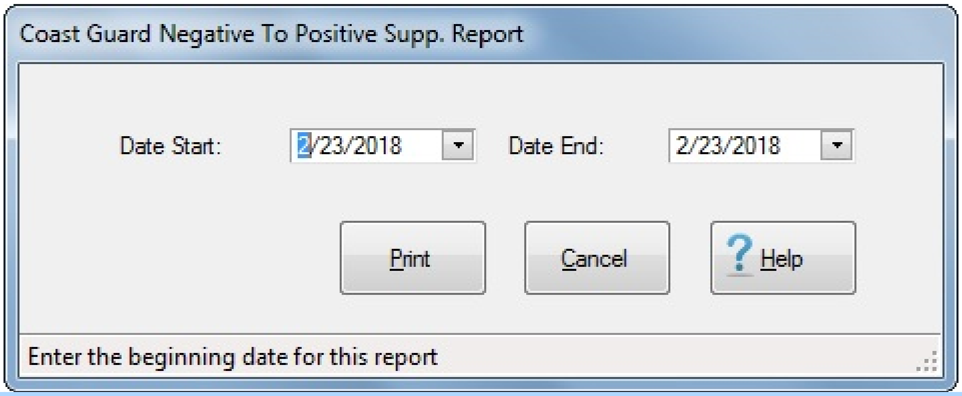
Negative To Positive Supplemental Report

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.

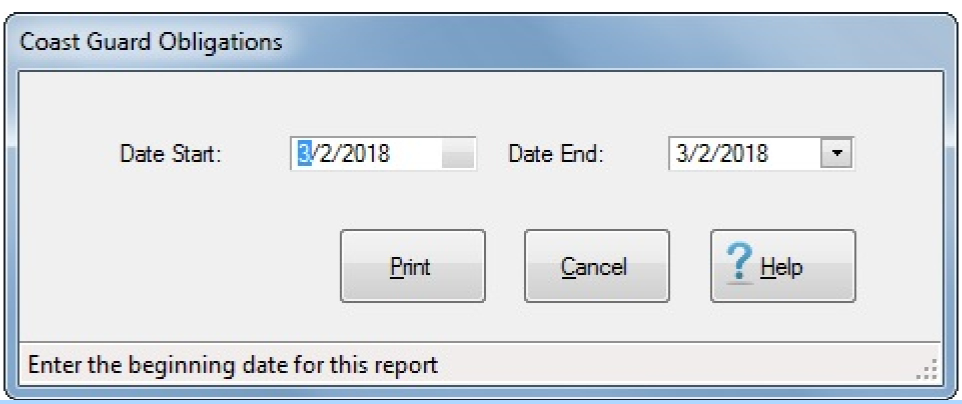
Obligation Report

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.

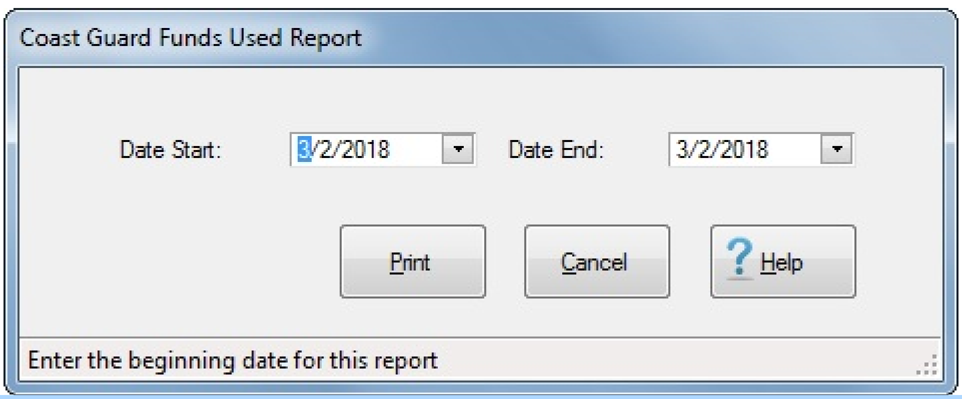
Other Funds Report

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.

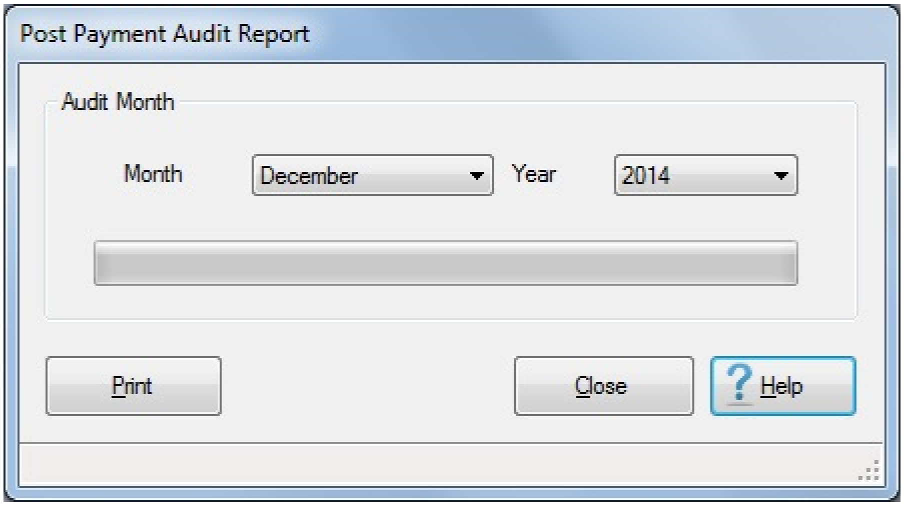
Post Audit Summary - Report

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

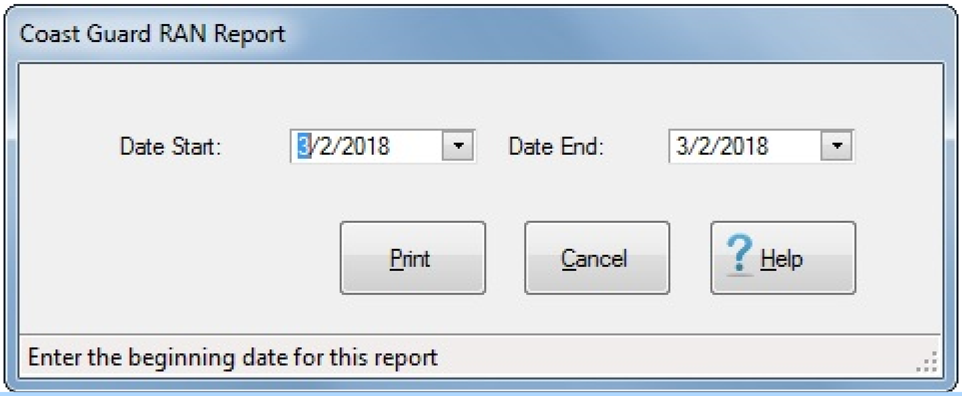
IATS will generate a **RAN Report** for **Coast Guard** customers to show what RAN codes were used for a specific period.

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.

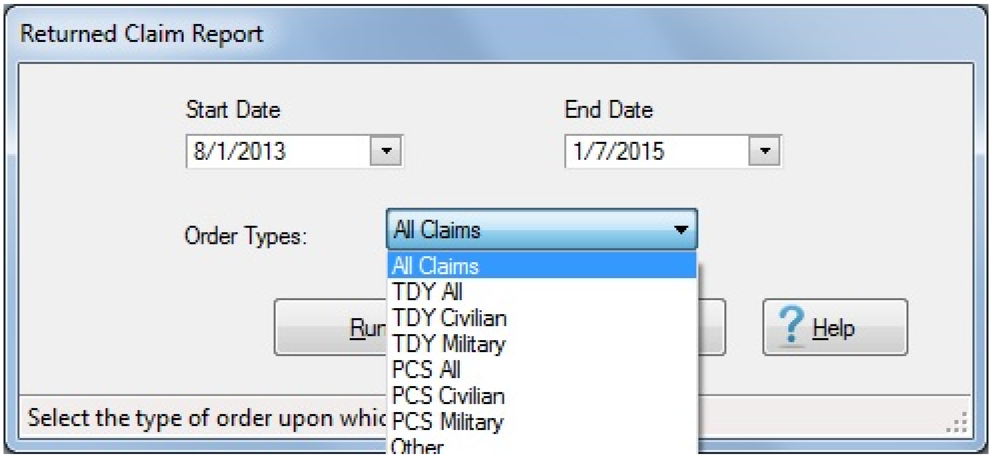
4. **Date Start: -** If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** the *down* **arrow** button and use the **calendar** to select the desired date.
5. **Date End: -** If the default **date** displayed at this field is incorrect, **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:

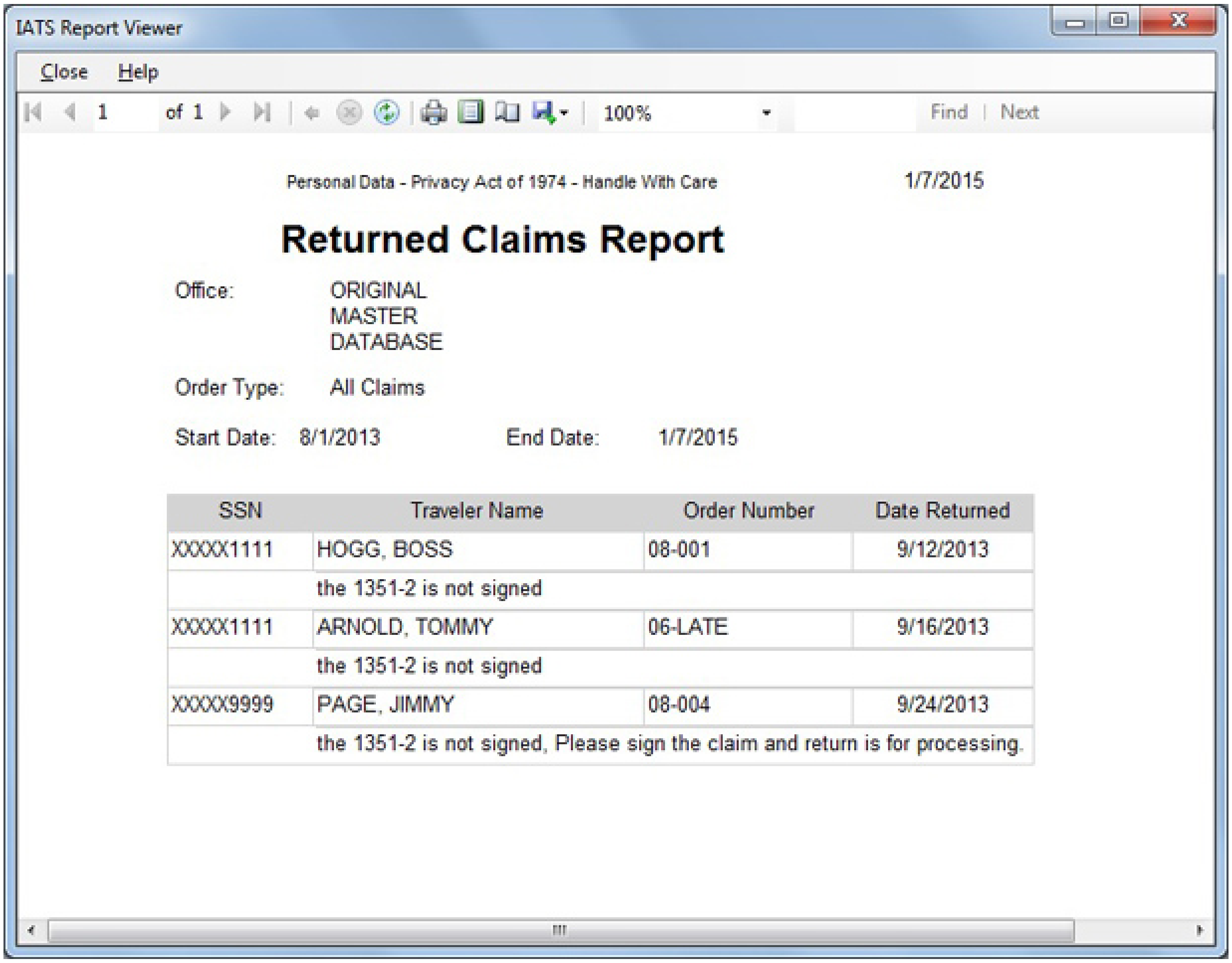
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable **menu** appears listing the various management report options.
3. **Click** on the **Returned Claims** option. The **Returned Claim Report** screen will appear.



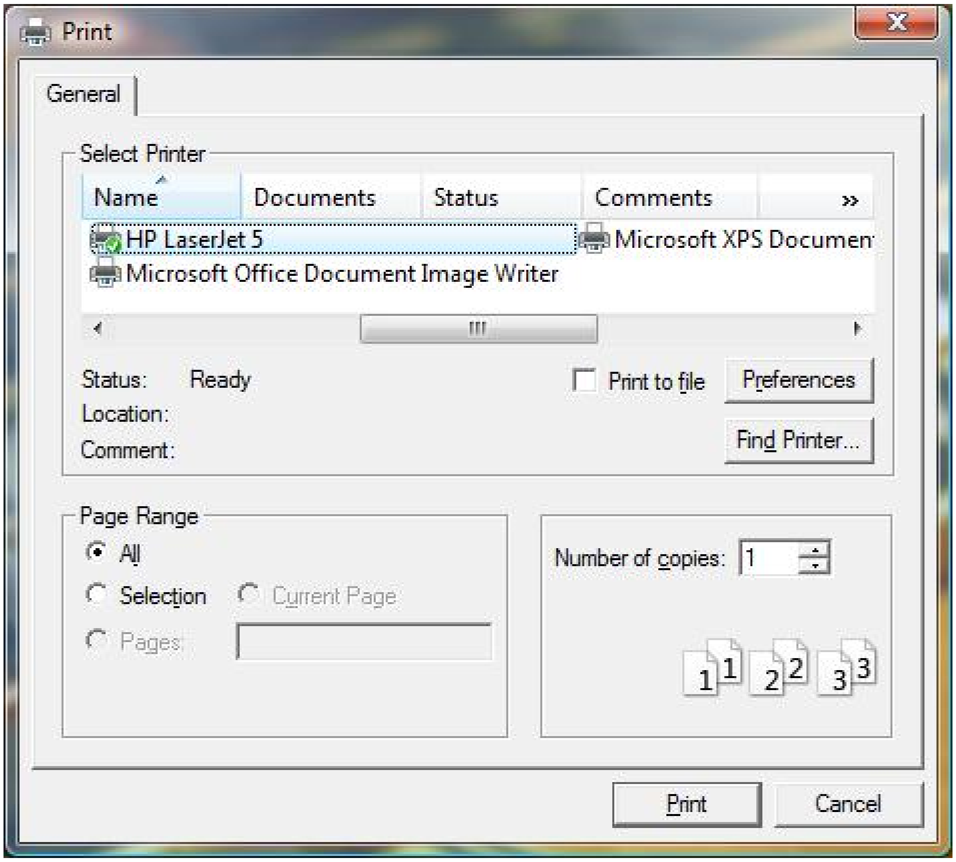
4. **Start Date:** - If the <u>default</u> **date** displayed at this field is <u>incorrect</u>, **type** the desired **date** in **MMDDYY** format.
5. **End Date:** - If the <u>default</u> **date** displayed at this field is <u>incorrect</u>, **type** the desired **date** in **MMDDYY** format.

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.



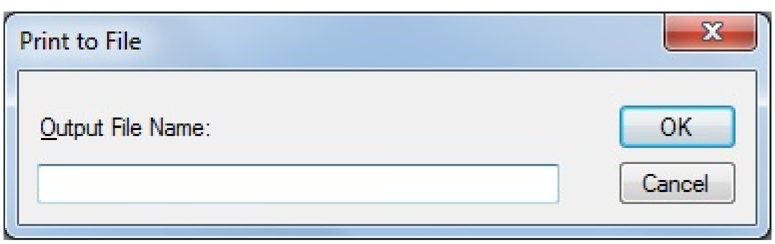
9. **Print:** - If you wish to print the Returned Claim Report, **click** on the **printer** icon. The **Print** screen appears.



10. **Verify** that the **PC** is **configured** for the <u>correct</u> **printer** or **make** any <u>necessary</u> **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 <u>top right</u> **corner** to **close** the screen.

<u>Print to File</u>

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.



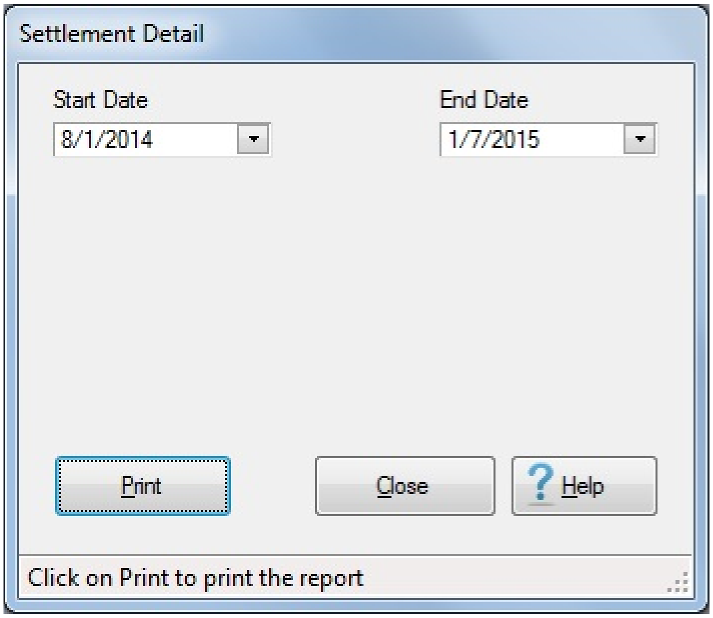
3. At the Print to File screen, **enter** a **filename** at the **Output File Name** field and then **click** on **OK**.

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:

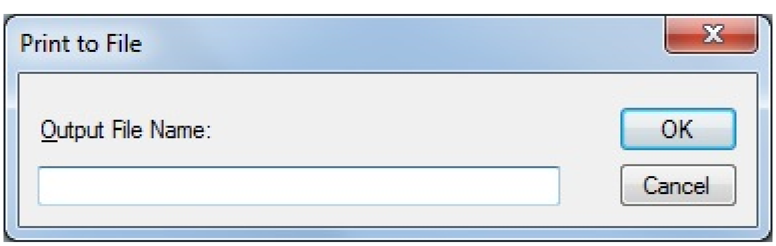
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable **menu** appears listing the various management report options.
3. **Click** on the **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**.

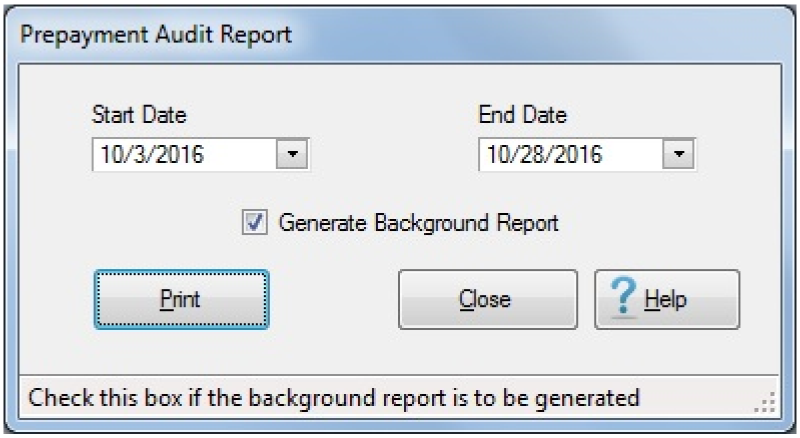
Prepayment Audit - Report

IATS allows the **System Administrator** to generate a **Prepayment Audit Report** based on **discrepancies** selected by the **Auditor** from the **Prepayment Audit Checklist**.

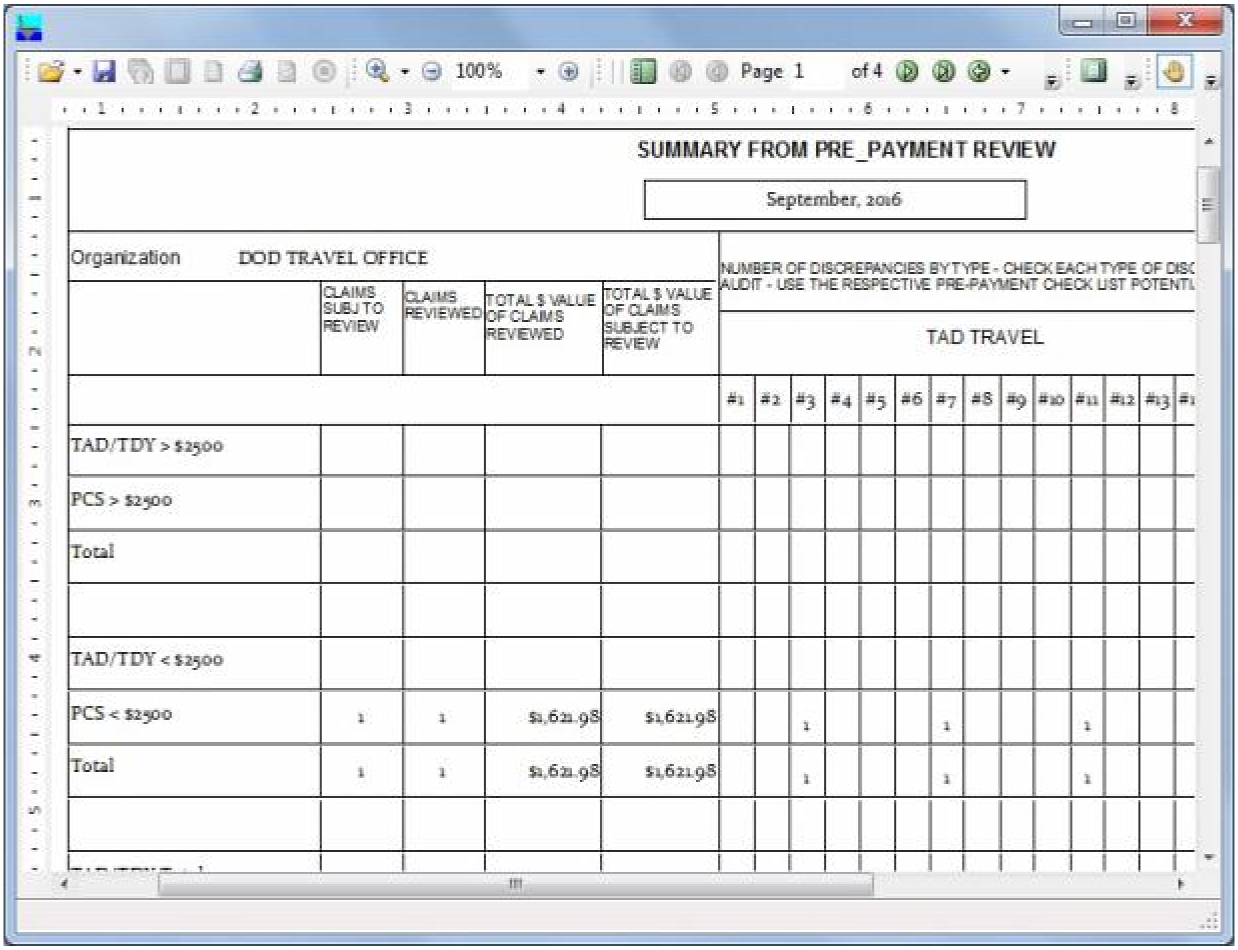
In order to use this feature, the **System Administrator** must access the **Maintenance** module and **activate** the **Prepayment Audit** feature.

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

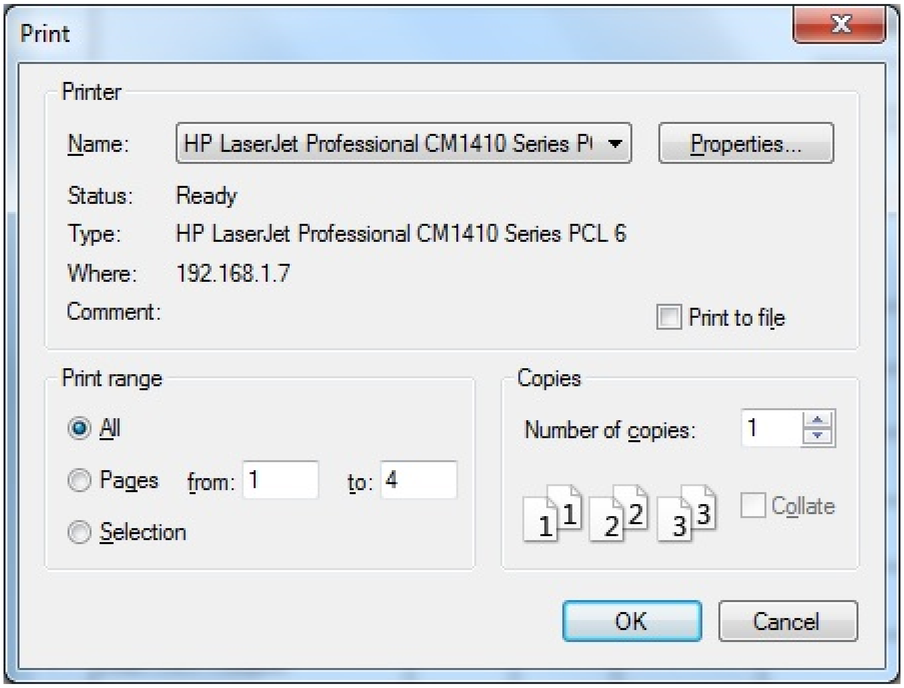
Organization DOD TRAVEL OFFICE

NUMBER OF DISCREPANCIES BY TYPE - CHECK EACH TYPE OF DISC
AUDIT - USE THE RESPECTIVE PRE-PAYMENT CHECK LIST POTENTI

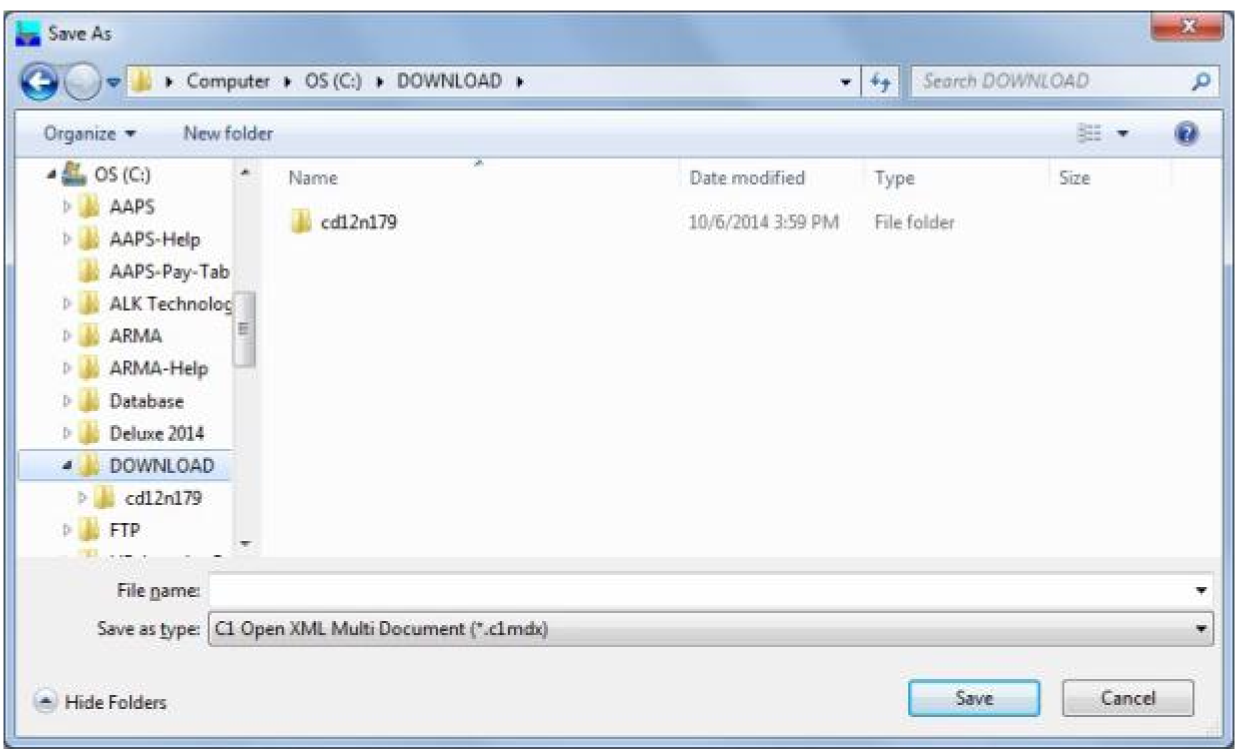
TAD TRAVEL

	CLAIMS SUBJ TO REVIEW	CLAIMS REVIEWED	TOTAL $ VALUE OF CLAIMS REVIEWED	TOTAL $ VALUE OF CLAIMS SUBJECT TO REVIEW	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12	#13	#1
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 <u>correct</u> **printer** or **make** any <u>necessary</u> **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

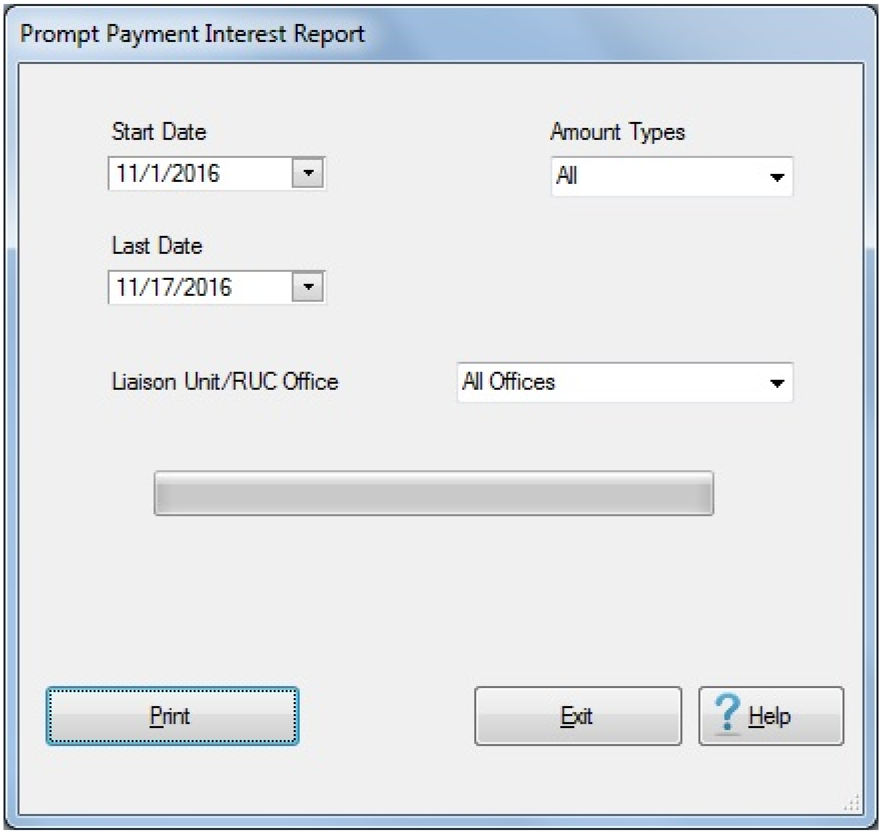
IATS provides a **report** that will **calculate** and then **print** the **interest expense** for all claims that were **paid** over **30 days** after the Authorizing Official **signed** the claim. The **Prompt Payment Interest Report** screen is used to generate this report.

There are two **Maintenance** requirements that must be performed in order to **generate** this report:

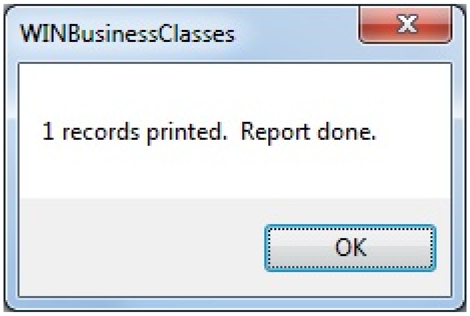
1. The **parameter** for **Liaison Reports** at the System Configuration screen must be **activated**.
2. A **check mark** must appear in the check box at the **Activate Prompt Payment Interest Payments** field on the Prompt Payment Act Configuration screen.

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.



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".

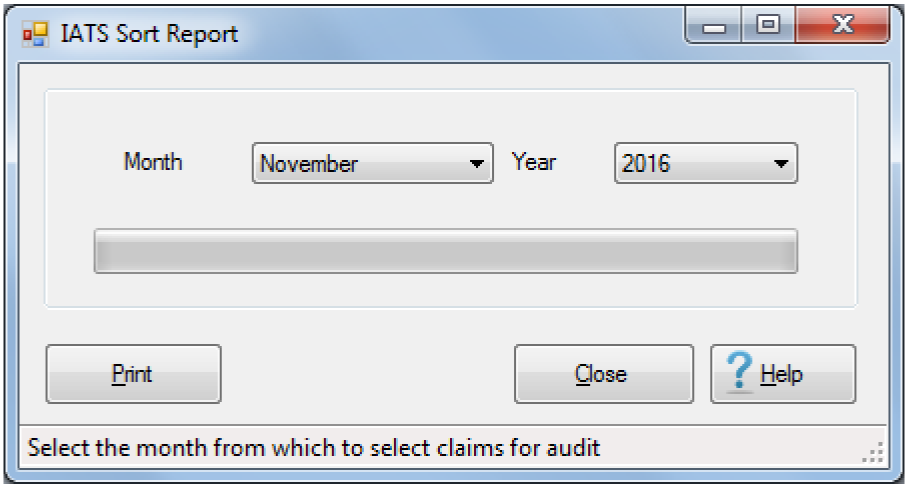
NAVY travel processing locations provide it's headquarters (NPPCS) with a Status of Resources and Training System Report for Travel claims (**SORTS Travel**) processed. This report is provided on a **monthly** basis, providing data from a normal work week, considering weekends and national holidays as 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.

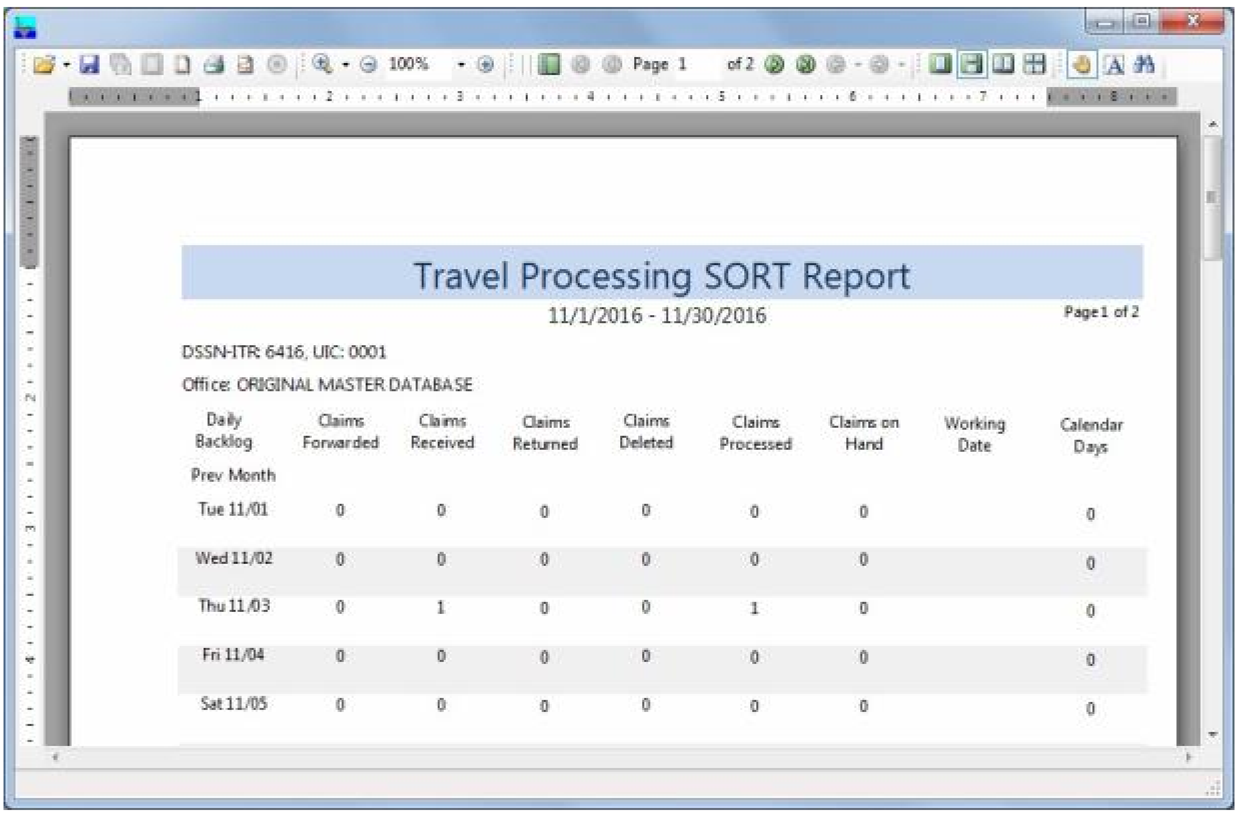
For this reason, we have added the capability of generating this report into IATS.

Complete the following steps to "generate" SORT" report:

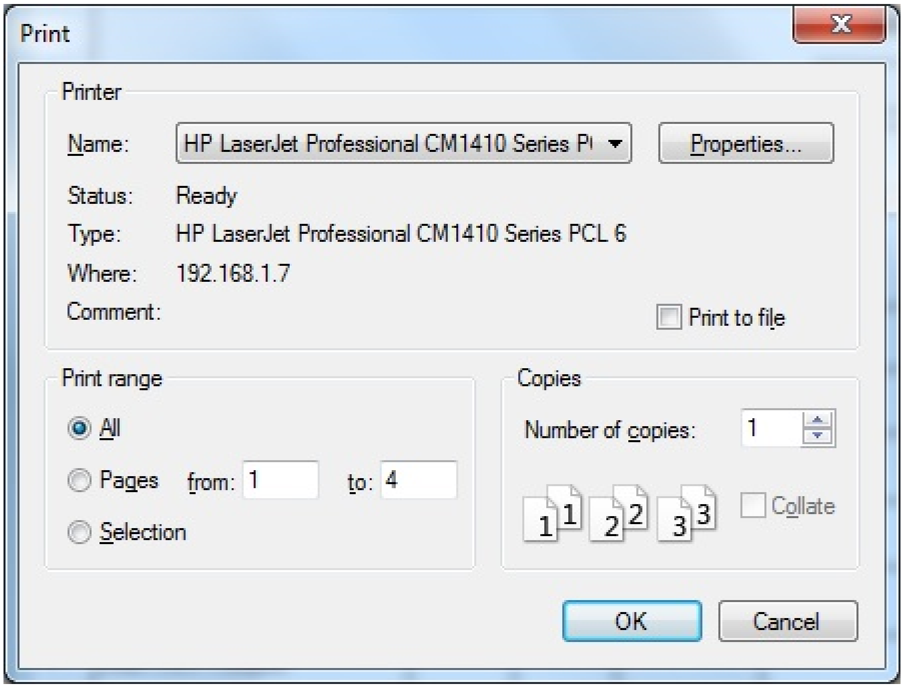
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**".
2. **Click** on the **plus sign** to the left of the word, "**Management Reports**". An expandable **menu** appears listing the various management report options.
3. **Click** on the **SORT Report** option. The **IATS SORT Report** screen will appear.



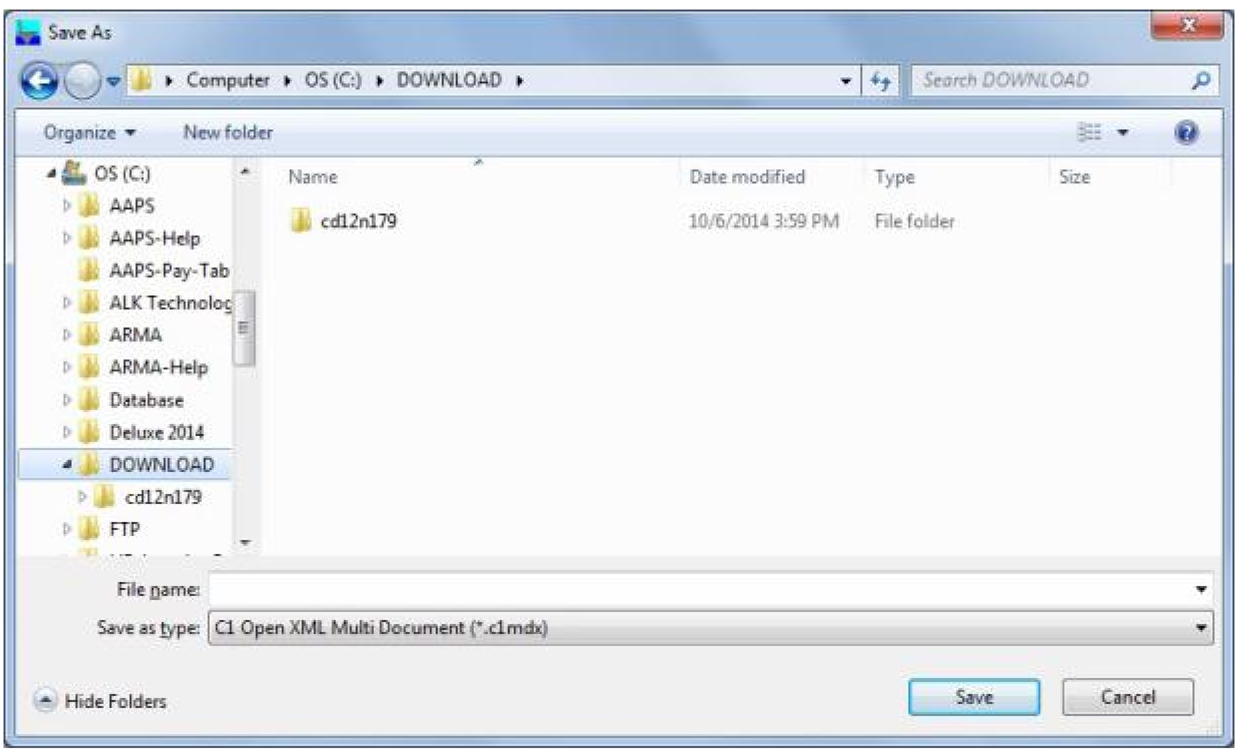
4. **Month:** - If the default **month** displayed at this field is incorrect, **click** the *down* **arrow** and then **click** on the desired **month** to make a **selection**.
5. **Year:** - If the default **year** displayed at this field is incorrect, **click** the *down* **arrow** and then **click** 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.



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 <u>correct</u> **printer** or **make** any <u>necessary</u> **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.

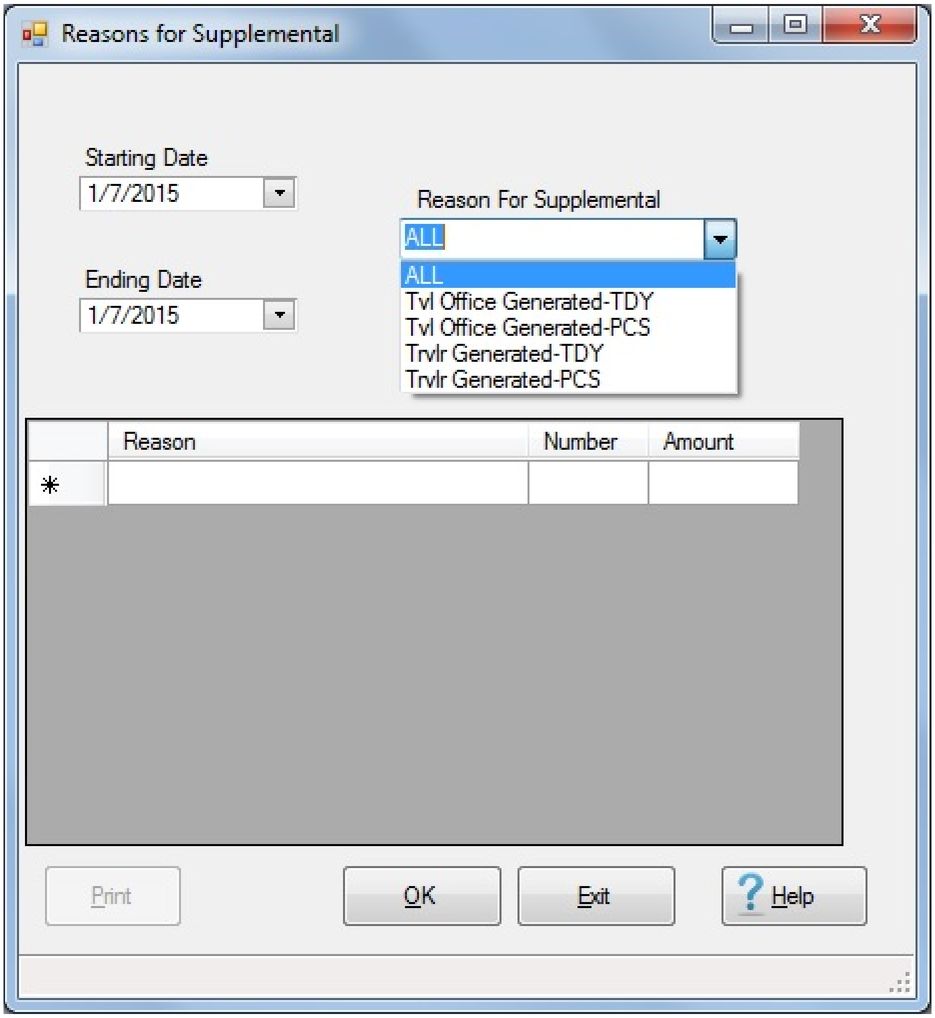
Reason for Supplemental - Report

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.

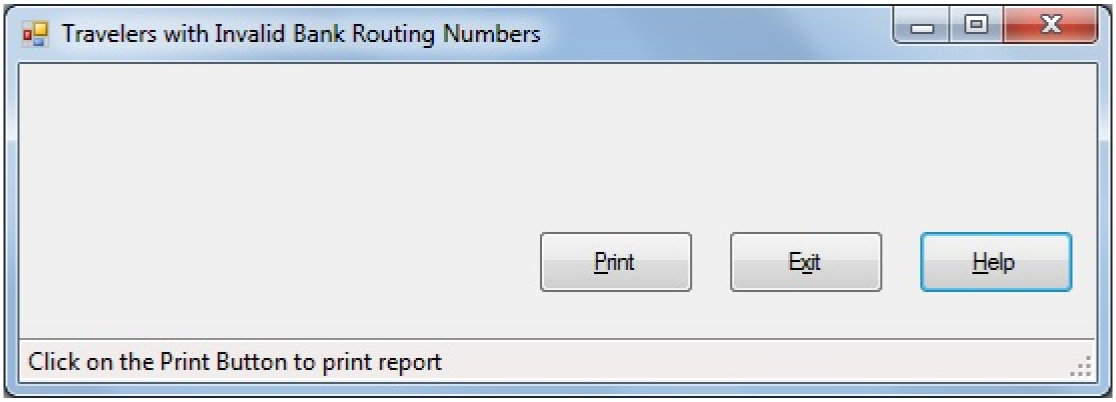
8. When **finished** printing or reviewing this report, **click** on the **Cancel** button to **return** to the **System Administrator View** screen.

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.



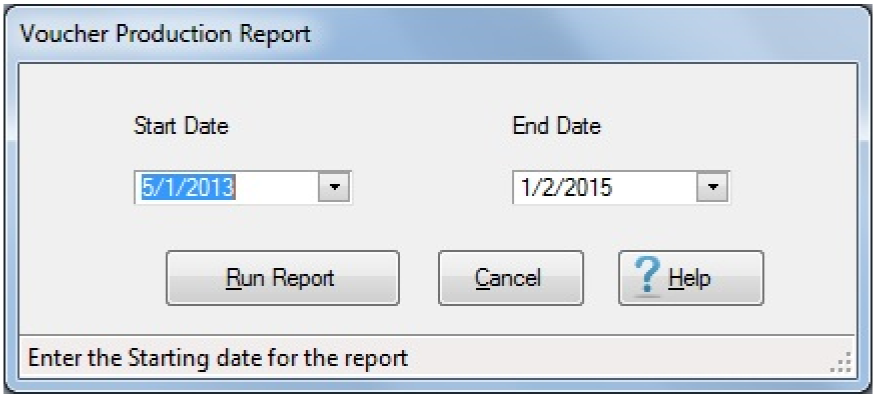
4. When this screen appears, **click** the **Print** button. The **The IATS Report Viewer** screen appears.
5. **Click** on the Printer **icon**. The **Print** screen appears.
6. **Verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary **changes**.
7. **Select** 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.



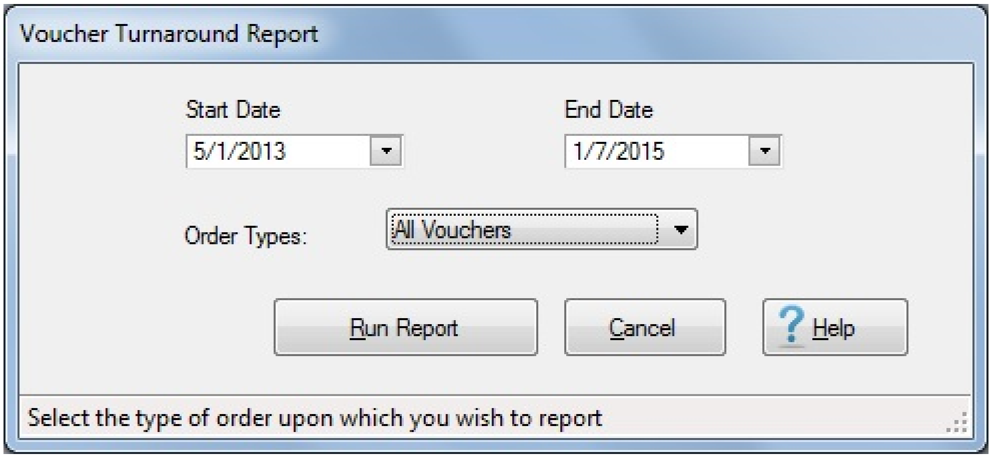
4. **Start Date:** - If the default **date** displayed at this field is incorrect, **type** the desired **date** in **MMDDYY** format or **click** on the *down* **arrow** button and use the **calendar** to select the desired date.
5. **End Date:** - If the default **date** displayed at this field is 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.



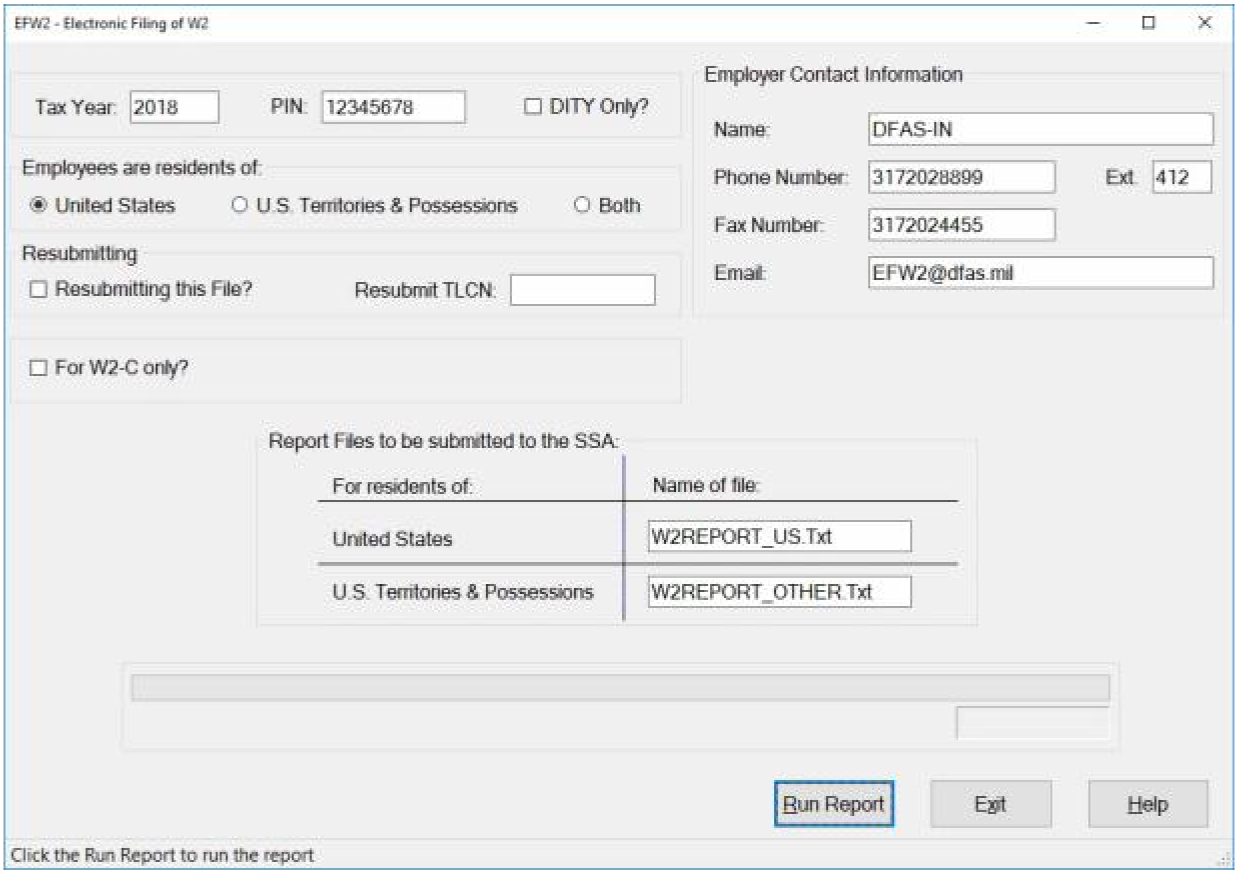
4. The **Start** and **End** dates will **default** to the current date. If you wish to run this report for a different period, **click** in the desired date field and **type** the correct date in **MMDDYY** format. You can also **click** on the *down* **arrow** button and use the **calendar** to select 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.



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:

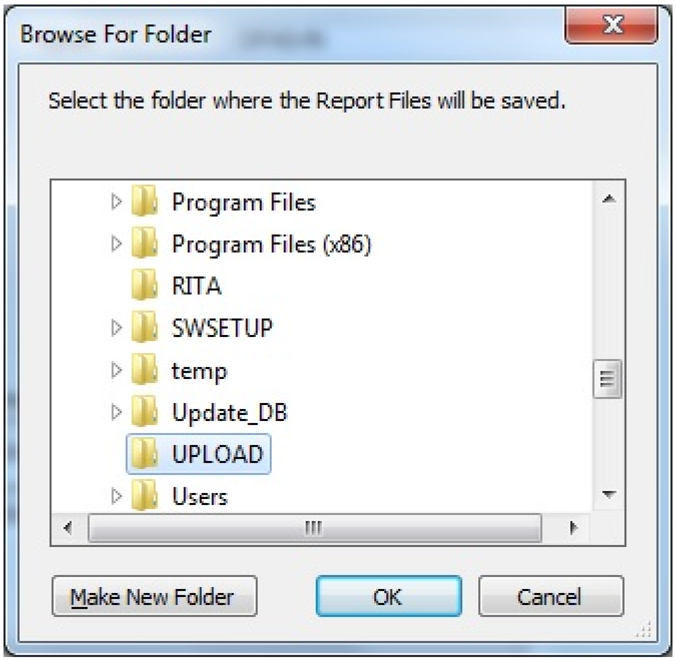
- **Name:** **Click** in this field and **enter** the **name** of the employer's organization.
- **Phone Number:** **Click** in this field and **enter** the employer's organization phone number.
- **Ext:** **Click** in this field and **enter** the employer's organization phone number **extension** if 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.

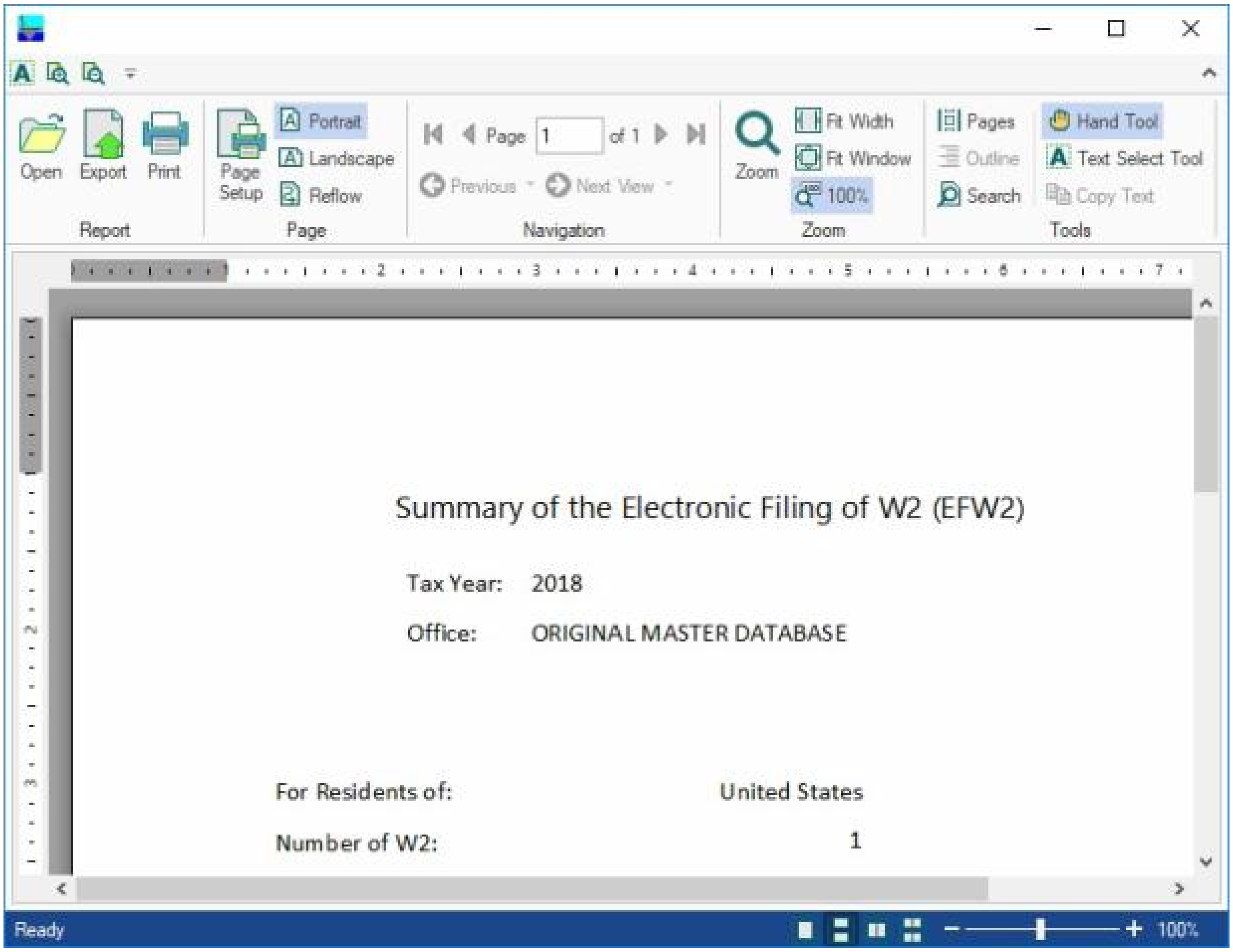
Report Files to be submitted to the SSA:

- 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.

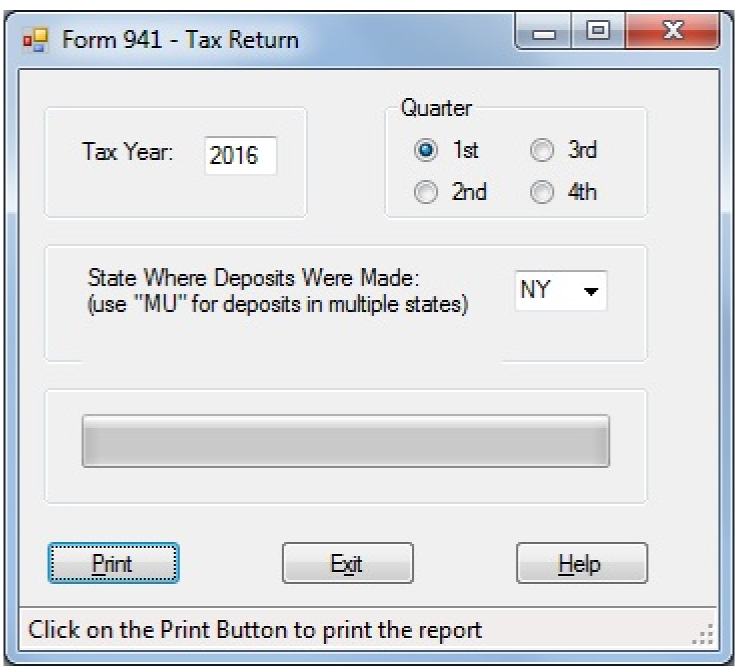
IATS will produce the IRS Form 941 for payments **computed** using **IATS** or for payments manually **entered** into the database through the **CIVPCS Summary Records Module**. As with all tax reports, however, IATS **requires** that the **DOV #** and the **payment date** be **posted** to the **CIVPCS 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.

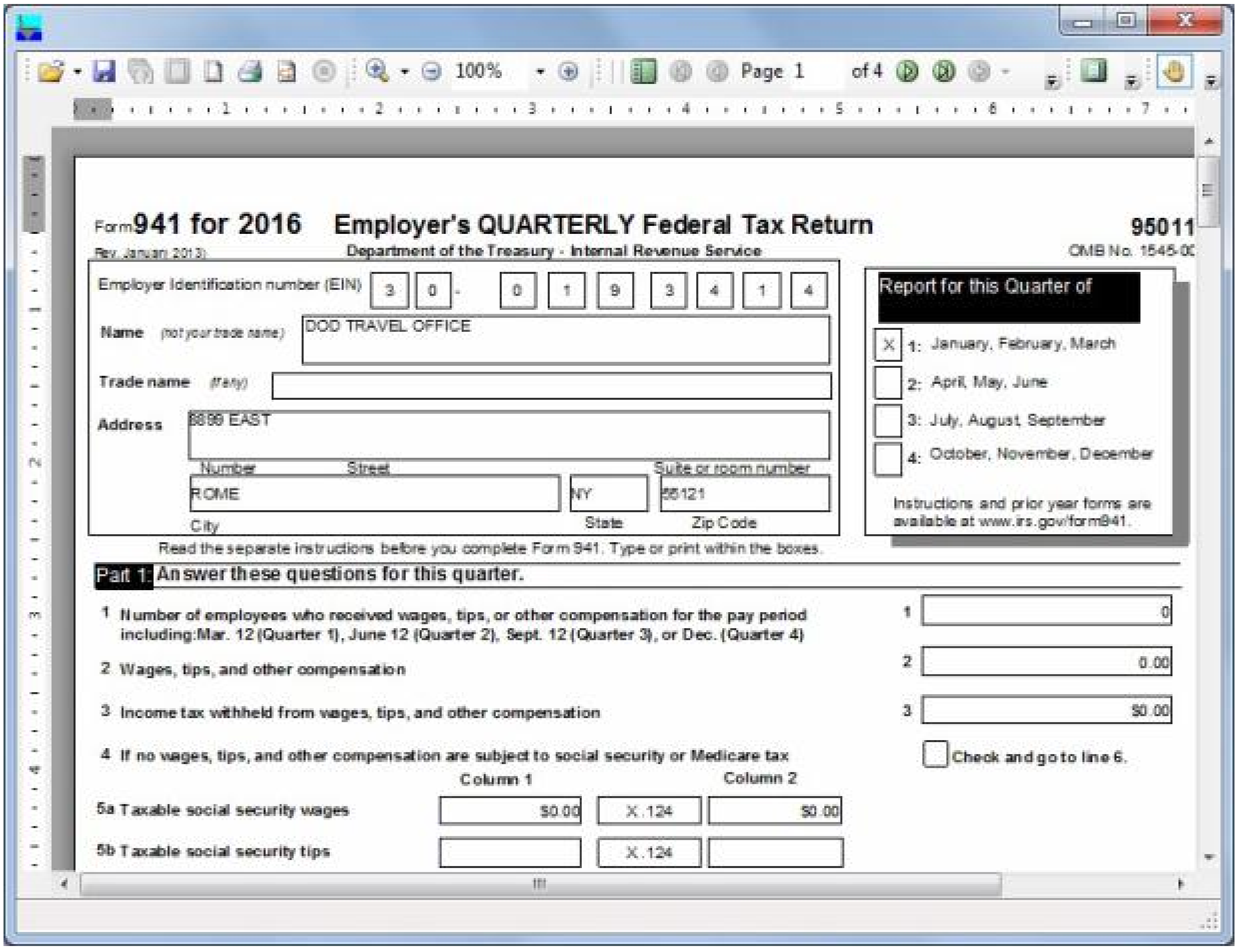
Note: A laser **printer** is **required** for printing this form.

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.



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.

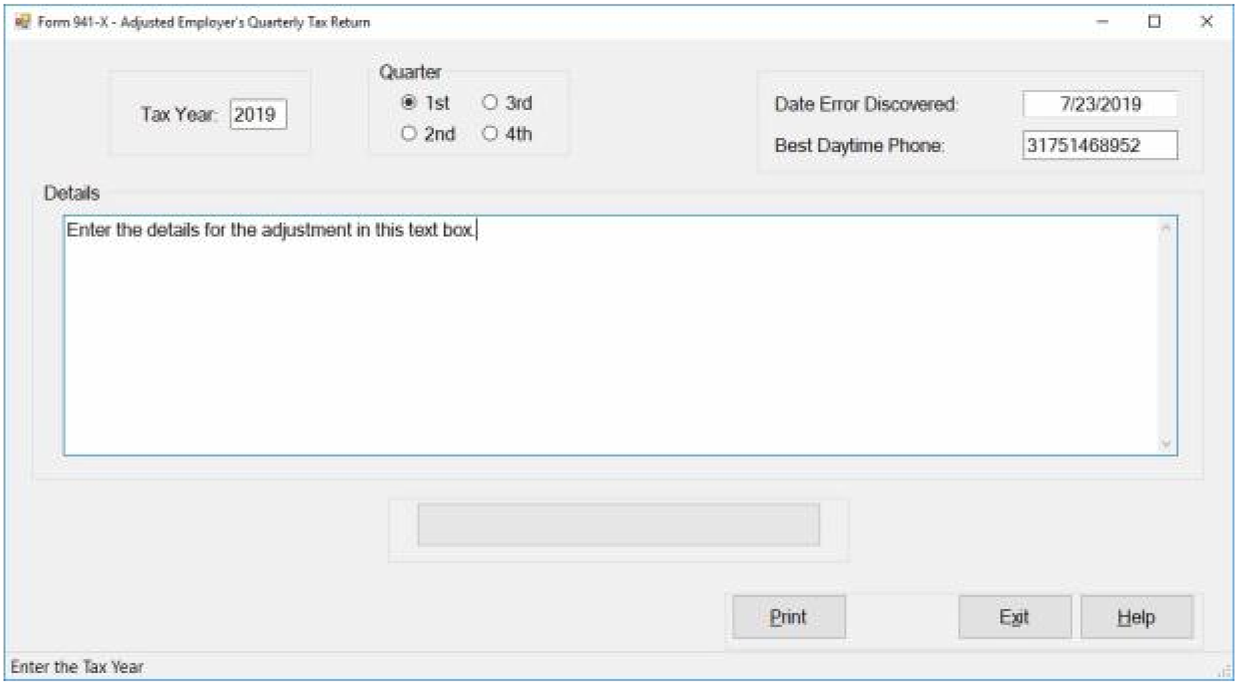
The **Form 941 - X** screen is used to report **corrections** to taxes previously reported as **withheld**.

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.

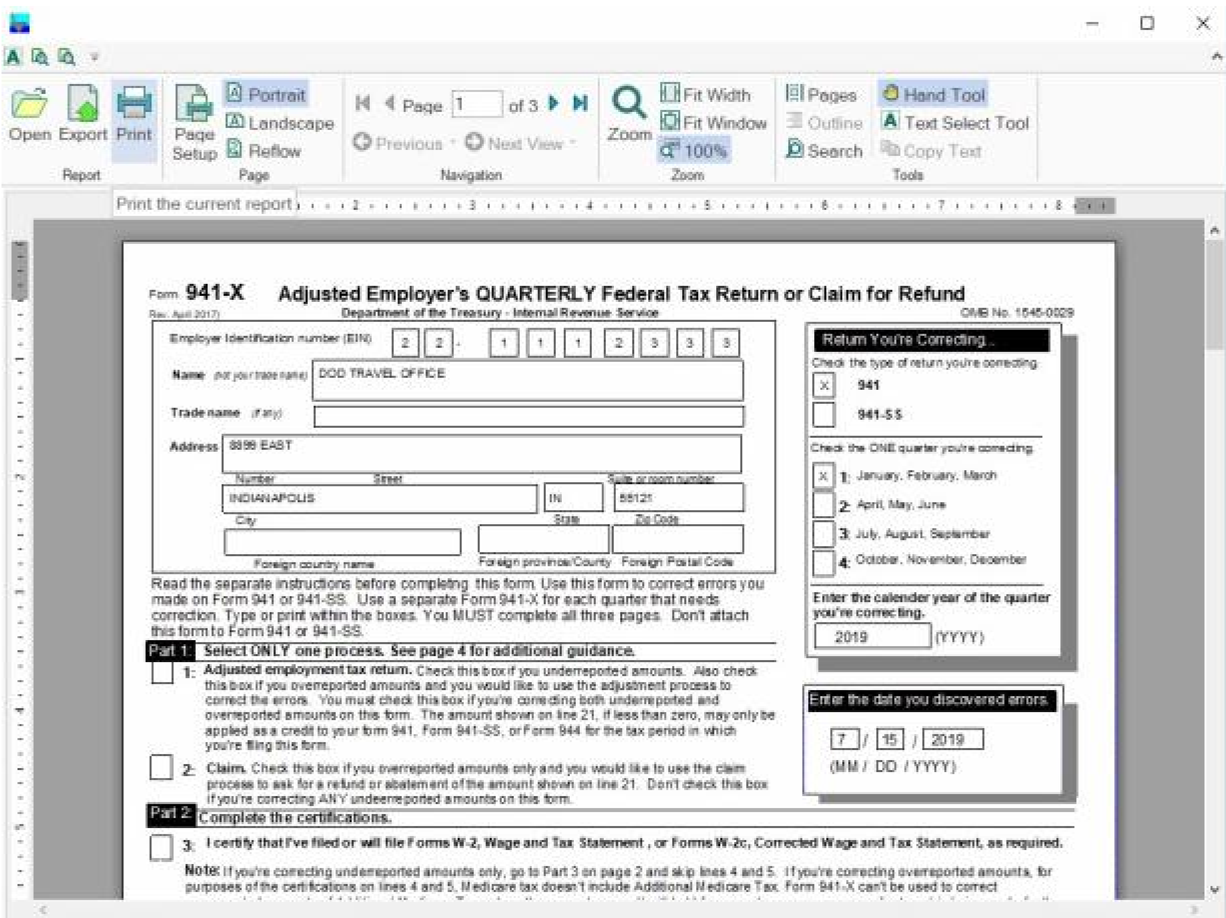
Complete the following steps to "generate" the Form 941 Quarterly Tax Report:

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**.



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 <u>top right corner</u> to **close** the screen.

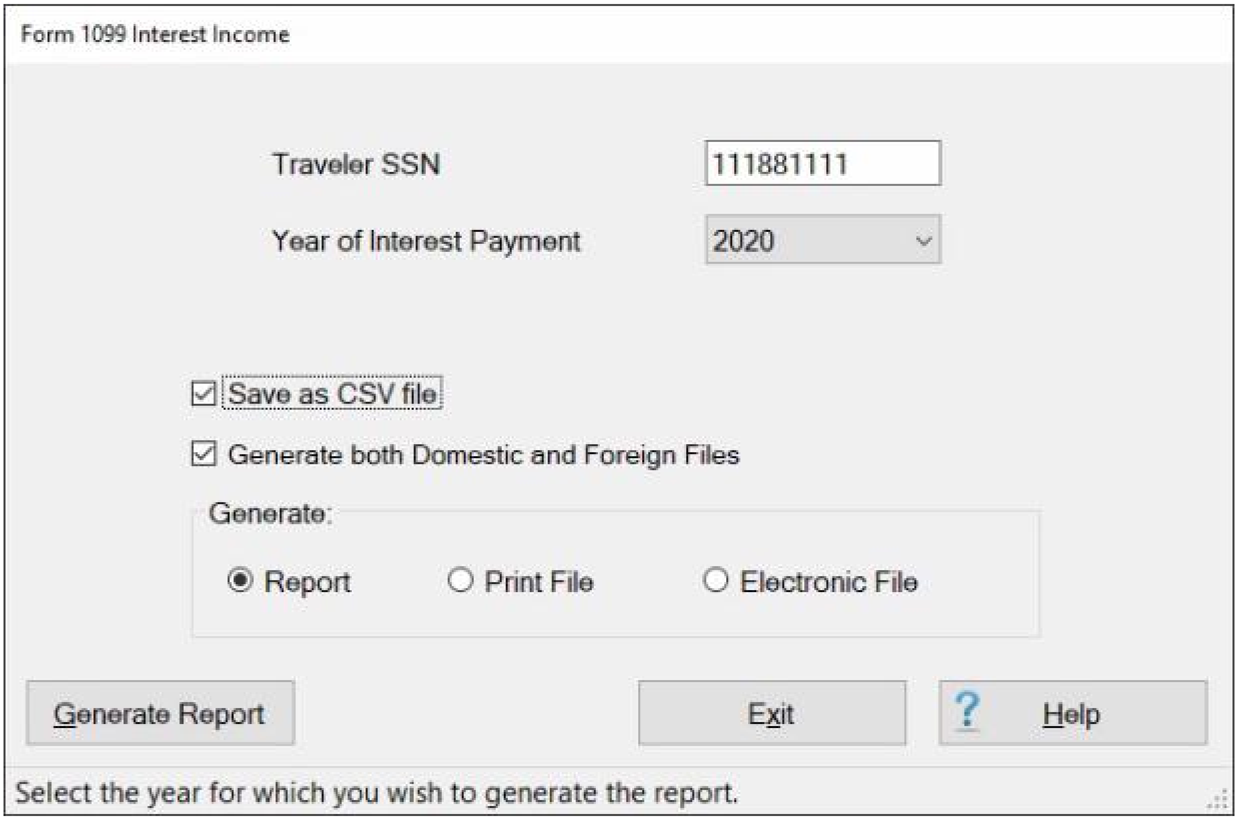
Form 1099 Interest Income - Report

IATS provides a **report** that will **calculate** and then **print** the **interest expense** for all claims that were **paid** <u>over</u> **30 days** <u>after</u> 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.

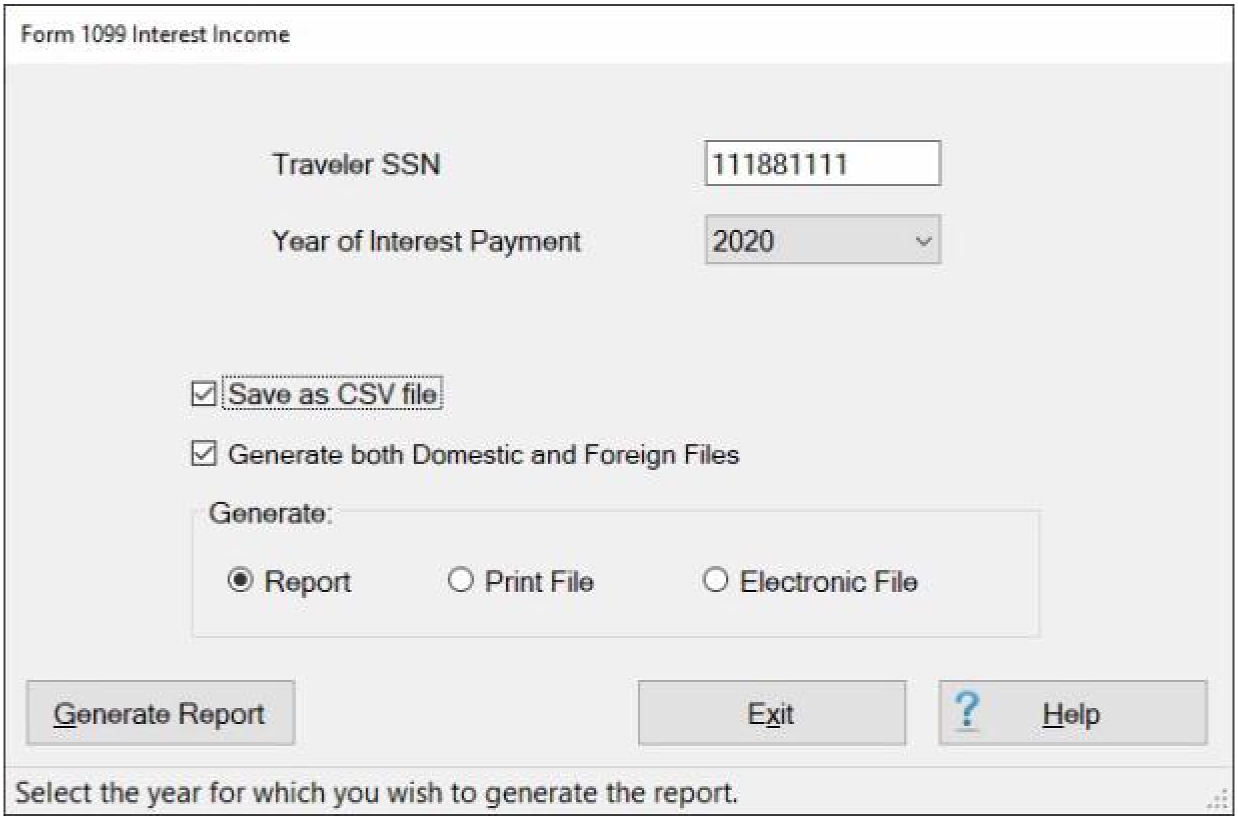
Complete the following steps to "generate" the Form 1099 For Prompt Payment Interest:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the <u>left</u> of the word, "**Reports**". An <u>expandable</u> **menu** appears listing the various report options.
2. **Click** on the **plus sign** to the <u>left</u> of the word, "**Tax Reports**". An <u>expandable</u> **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 both Domestic and Foreign Files:** This option only appears if you have **selected** the option **Save as CSV file**. If you **click** in the **check box** to **activate** this option, IATS will generate two separate **files** one for **domestic** and one for **foreign** addresses.

Generate Report as a CSV file:

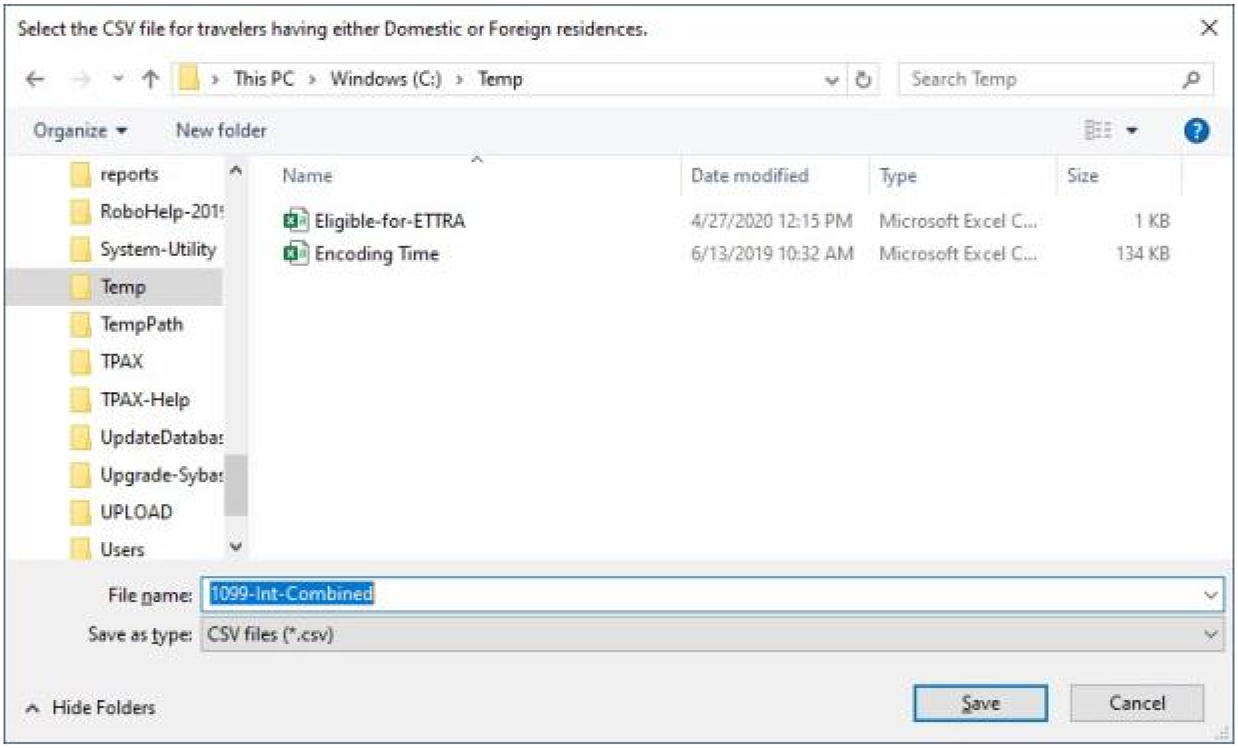


1. **Click** in the **check box** to **select** the **Save as CSV** option.
2. **Click** in the **check box** to **select** the **Generate both Domestic and Foreign Files** <u>if desired</u>.

<u>**Generate:**</u> - In the **Generate options box**, **click** on either **Report**, **Print File**, or **Electronic** as desired.

- **Report:** - Selecting this option will generate a CSV file containing <u>all</u> of the **1099 tax records** in the database.
- **Print File:** - Selecting this option will generate a CSV file containing <u>only</u> those **1099 tax records** where the "**Turn Off Hardcopy Tax Statement**" box is <u>unchecked</u> on the traveler's **profile** screen.
- **Electronic File:** - Selecting this option will generate a CSV file containing <u>only</u> those **1099 tax records** where the "**Turn Off Hardcopy Tax Statement**" box is <u>checked</u> on the traveler's **profile** screen.

3. **After** you have made all of your desired selections, **click** on the **Generate Report** button. The **Select the CSV file** screen will appear.



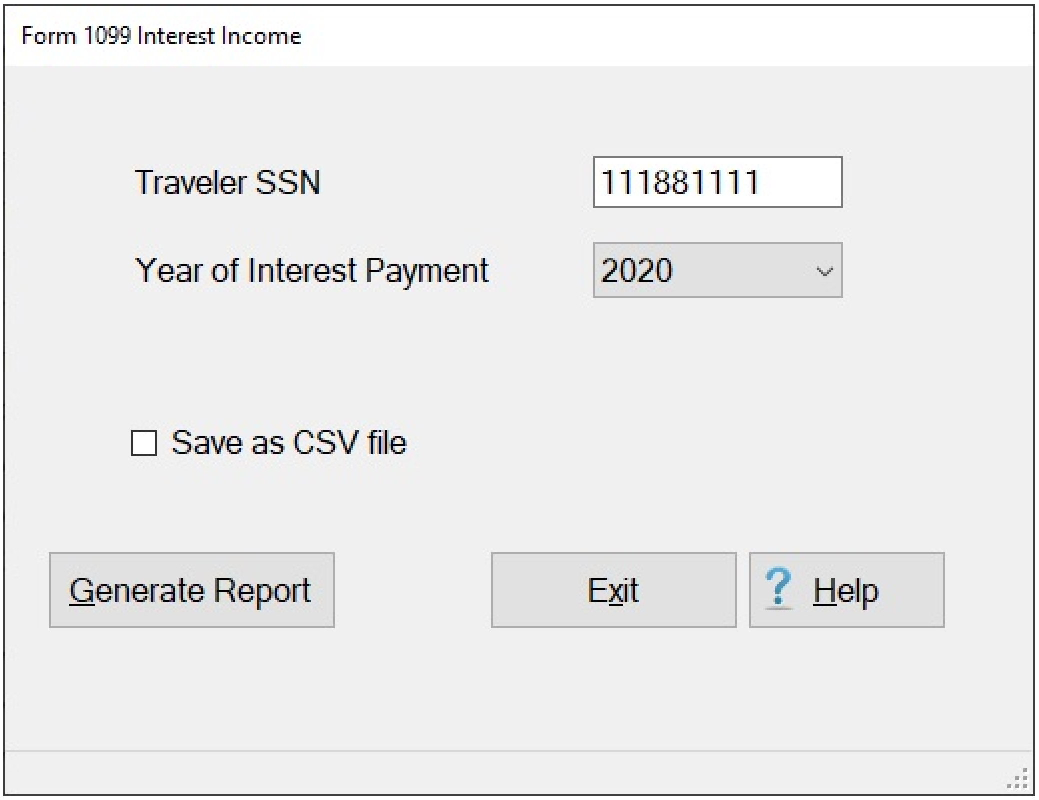
4. **A**t the **Select the CSV file** screen, **select** the **drive/directory/folder** where you wish to **save** the file.

File names: - The **default** filenames that are generated by IATS will be **determined** by the **options** you selected and the **data** contained in your database as shown below:

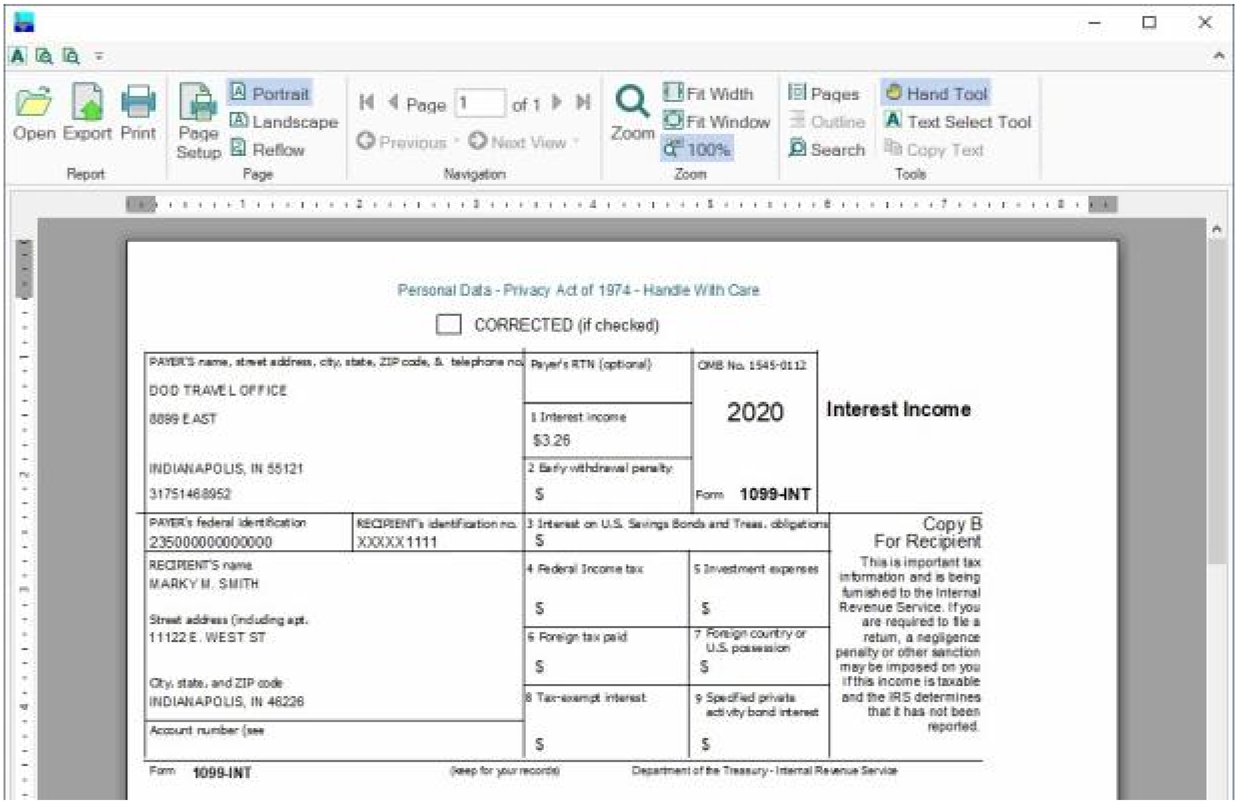
- **Report:** - Selecting this option will generate a CSV file named **1099-Int-Combined**, **1099-Int-Domestic**, or **1099-Int-Foreign**.
- **Print File:** - Selecting this option will generate a CSV file named **1099-Int-Combined (Hardcopy)**, **1099-Int-Domestic (Hardcopy)**, or **1099-Int-Foreign (Hardcopy)**.
- **Electronic File:** - Selecting this option will generate a CSV file named **1099-Int-Combined (Electronic)**, **1099-Int-Domestic (Electronic)**, or **1099-Int-Foreign (Electronic)**.

5. If desired **click** in the **File name** field and **change** the default **filename** in accordance with your office policy.
6. After you made your selections, **click** on the **Save** button. The IRS Form 1099 Interest Income file will be **saved** in the specified location.

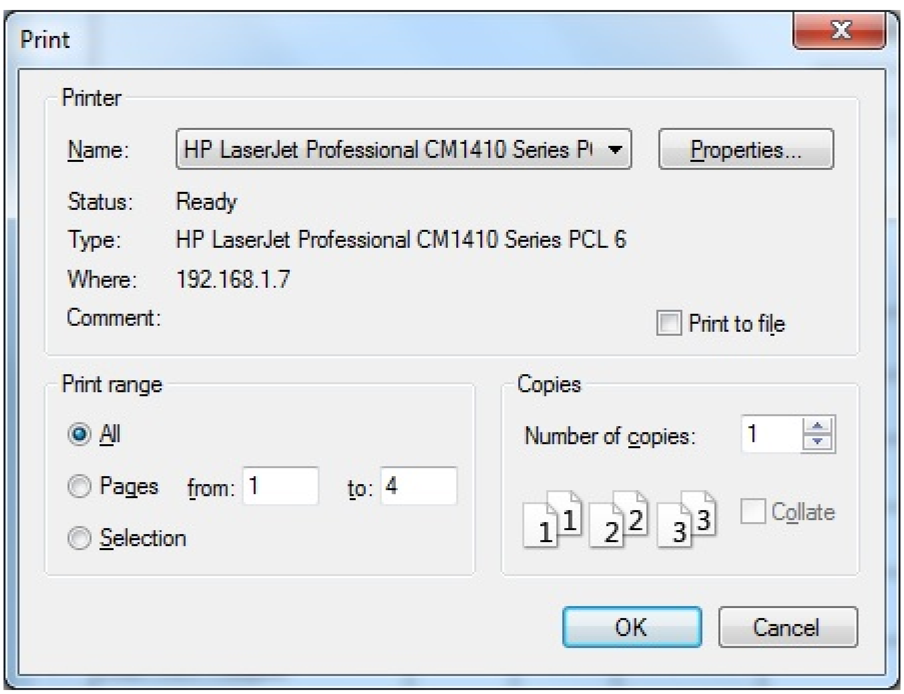
Generate Report as a non-CSV file:



1. **Ensure** that the option, **Save as CSV file** is **un-checked** as shown above.
2. **Click** on the **Generate Report** button to generate the report to your printer. The **following** screen appears **displaying** the report.

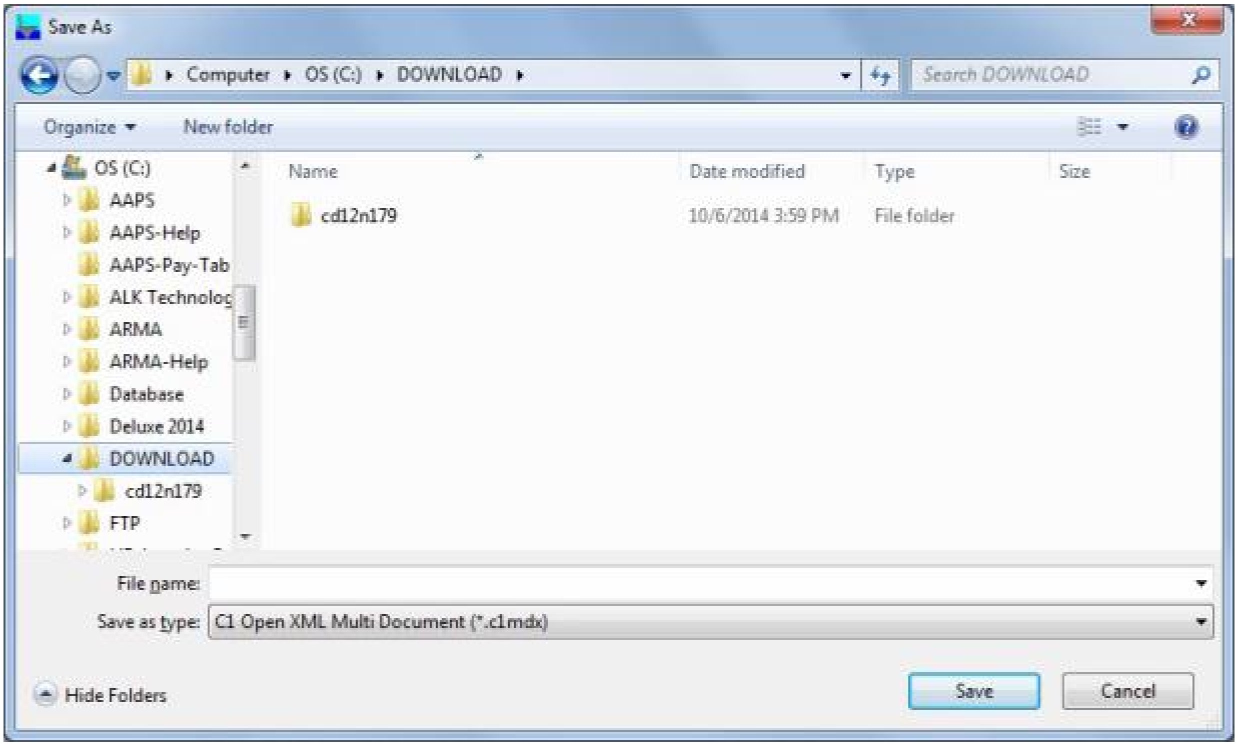


3. **Click** on the **Printer** icon if you wish to print the report. The **Print** screen will appear.



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 report and then displays a *message* indicating that the print is **complete**.
6. If you **click** on the **Export** icon the **Save As** screen will appear.



7. At the Save As screen, **browse** to the **directory/folder** where you wish to save the file.
8. **Enter** the desired **filename** at the **File name** field.
9. **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.
10. After selecting the **directory/folder**, entering a **filename**, and selecting the file **type**, click on the **Save** button.
11. When **finished** using the **Form 1099 Interest Income** screen, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

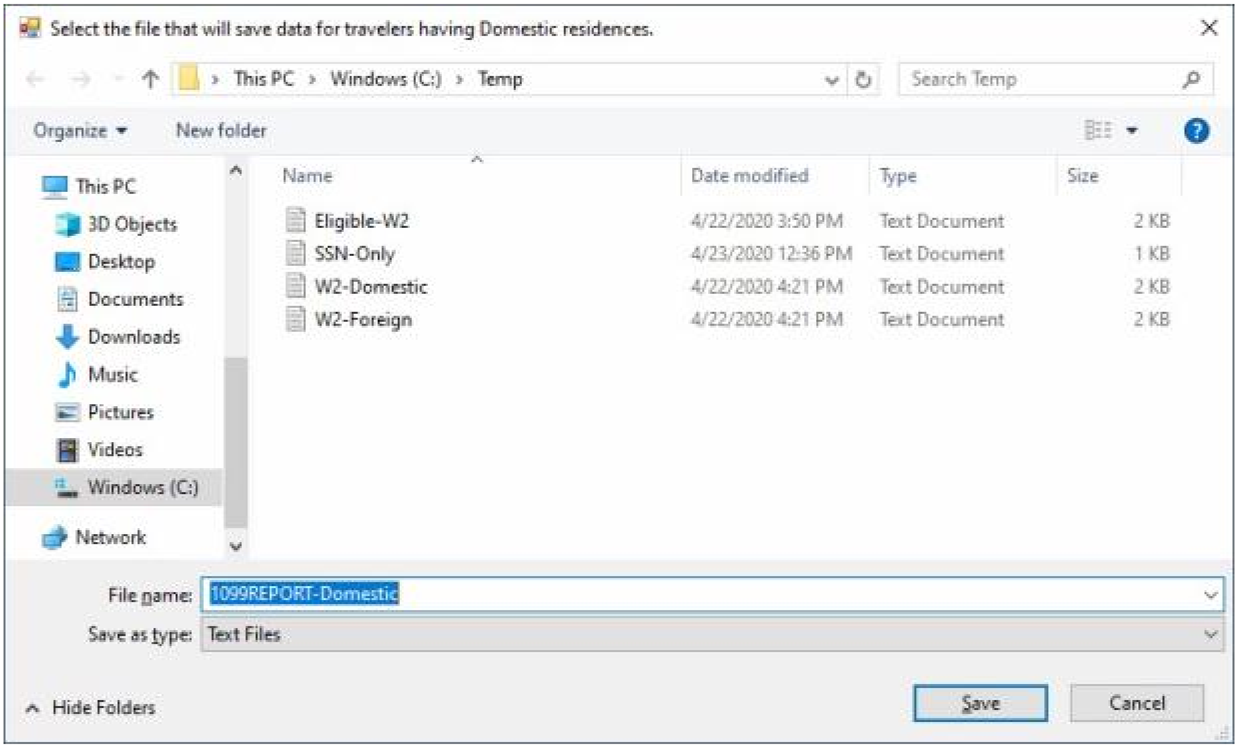
Form 1099-INT and Tax Statement Mag Media File

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 **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. **Generate only an SSN-Only file:** - **Click** in the **check box** to **select** this option if you wish to generate a file containing Social Security Numbers (**SSNs**) only.
9. **Generate both Domestic and Foreign Files:** - If you **click** in the **check box** to **activate** this option, IATS will generate two separate **files** one for **domestic** and one for **foreign** addresses.
10. After you completed all of the required entries and **selected** the **types** of **files** to generate, **click** on the **Run Report** button.
11. After you **click** on **Run Report**, IATS will display the following **Select File** screen.



12. At the **Select File** screen, **select** the **drive/directory/folder** where you wish to **save** the file.
13. The **default** filename that is generated by IATS will be either, **1099REPORT-Combined**, **1099REPORT-Domestic**, or **1099REPORT-Foreign** depending on the **option** you selected and the **data** in your database.
14. If desired **click** in the **File name** field and **change** the default **filename** in accordance with your office policy.
15. After you made your selections, **click** on the **Save** button. The 1099 Report file will be **saved** in the specified location.
16. When you are **finished** using the **1099-INT and Tax Statement Mag Media File** screen, **click** on the **Exit** 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.

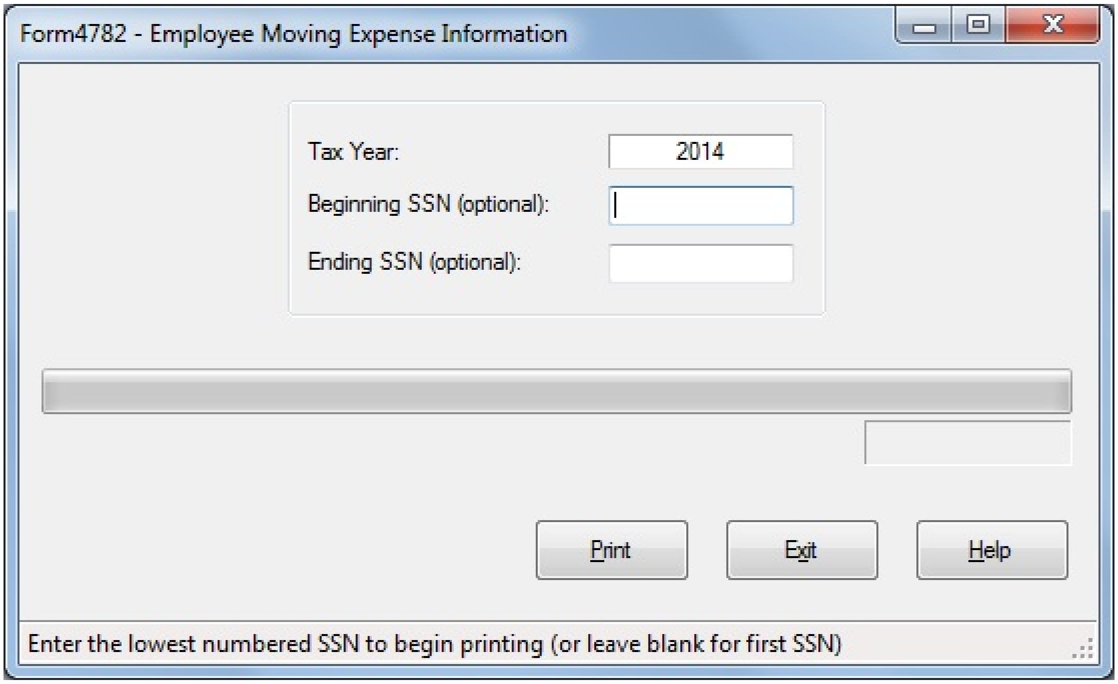
IATS will produce the IRS Form W2 for payments **computed** using **IATS** or for payments manually **entered** into the database through the **CIVPCS Summary Records Module**.

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.

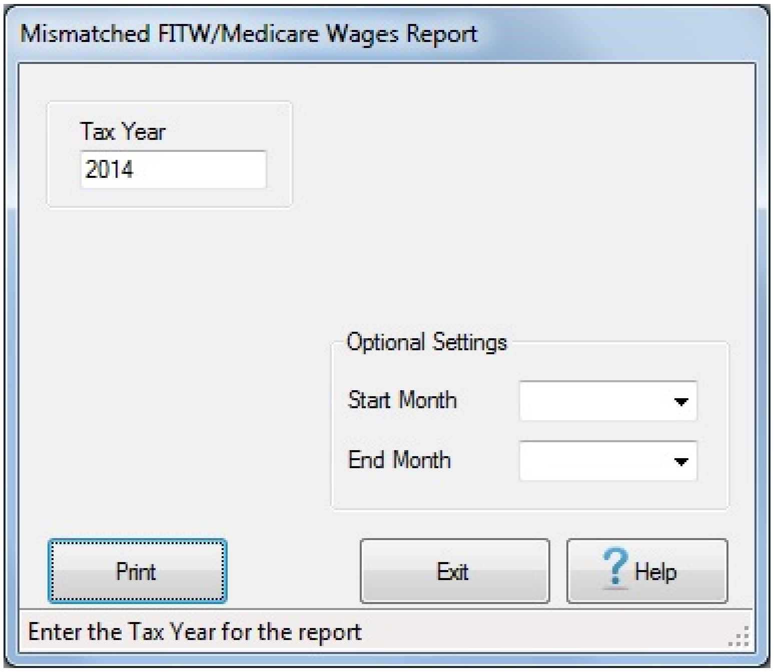
Mismatched FITW-Medicare Wages - Report

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.



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.

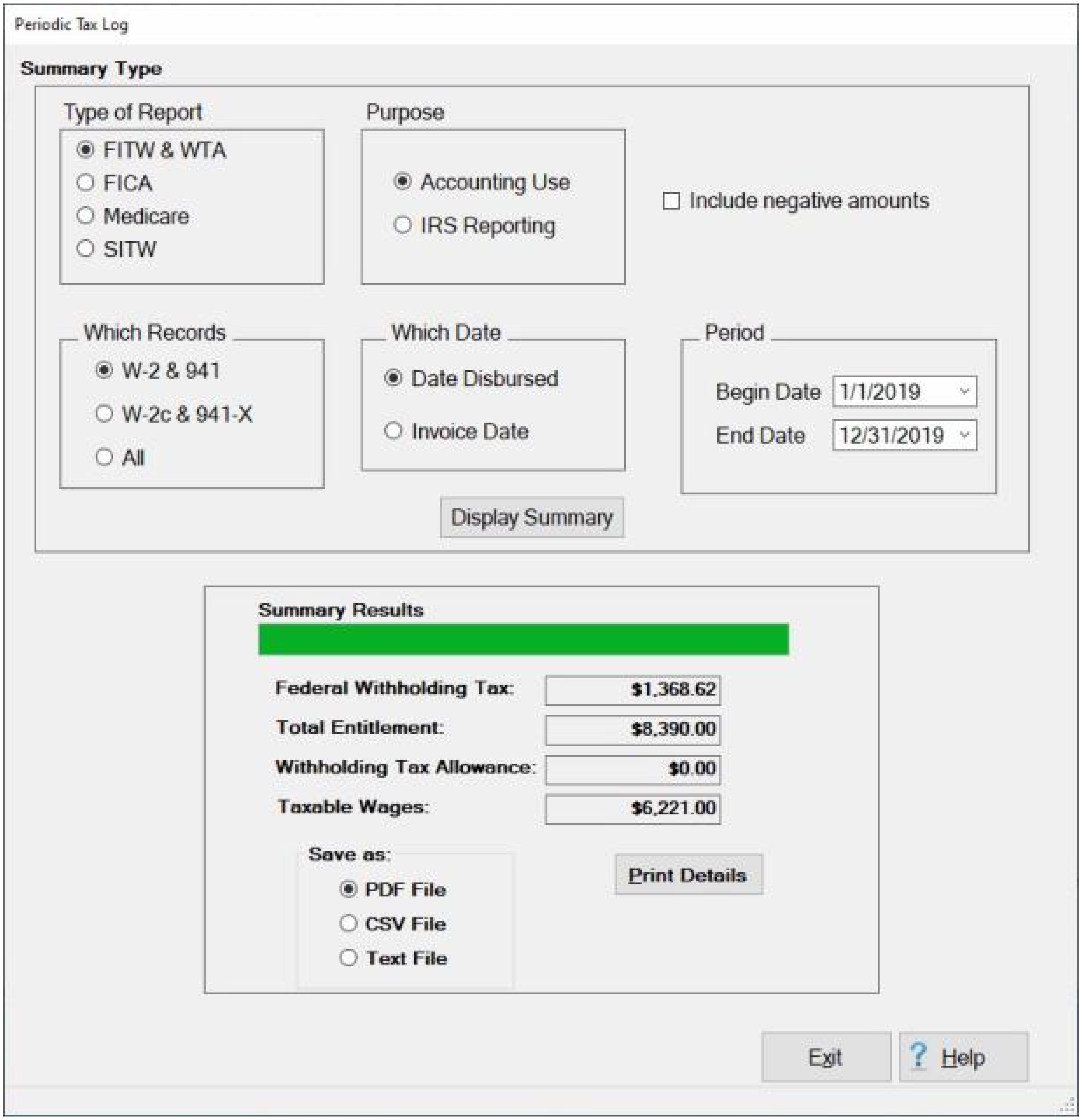
Analyzing this report **ensures** that the **with-holdings** reported to the accounting system **match** the with-holdings the travel office will **report** to the **IRS**.

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:

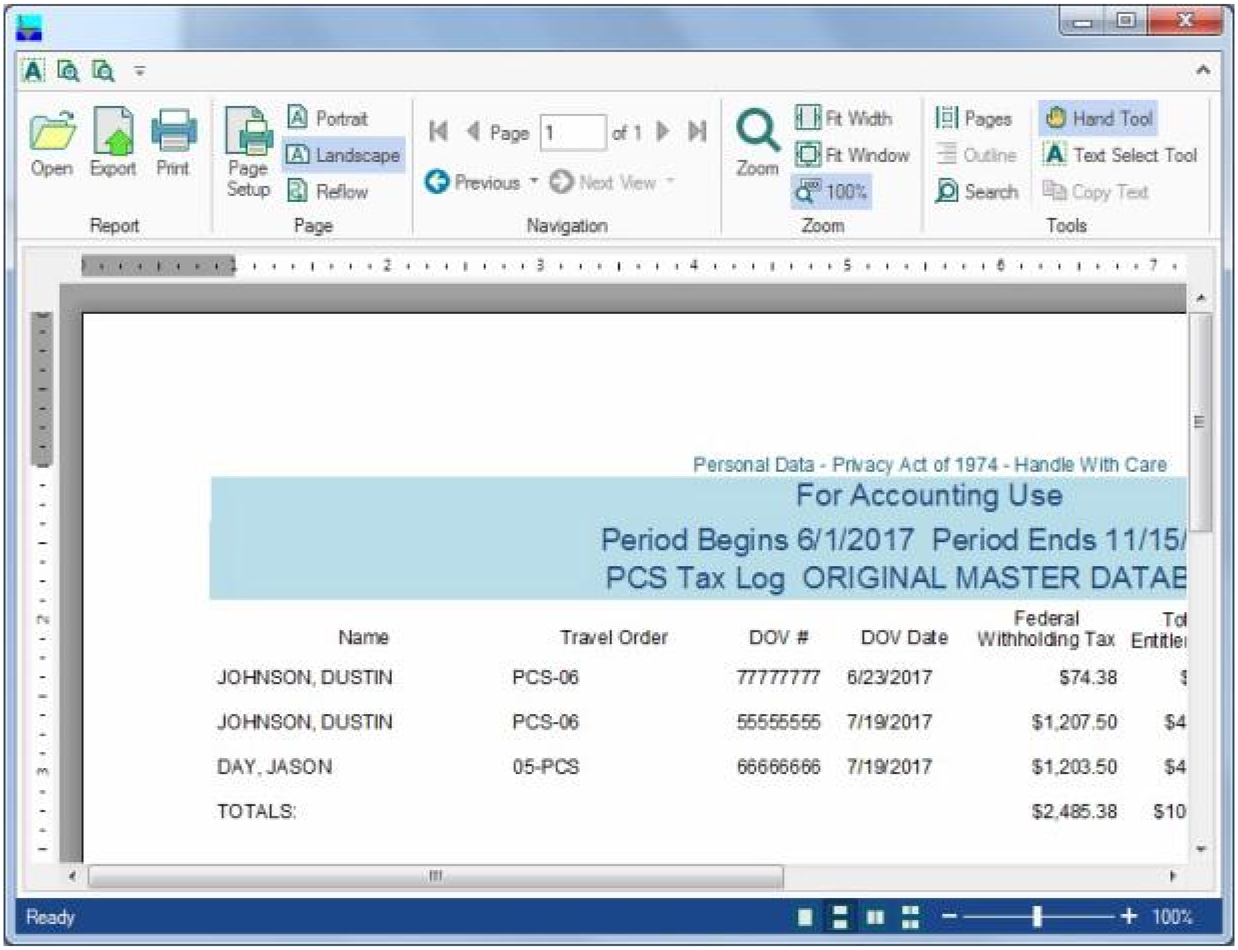
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable **menu** appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable **menu** appears listing the various tax report options.
3. **Click** on the **Periodic Tax Log** option. The **Periodic Tax Log** screen appears.



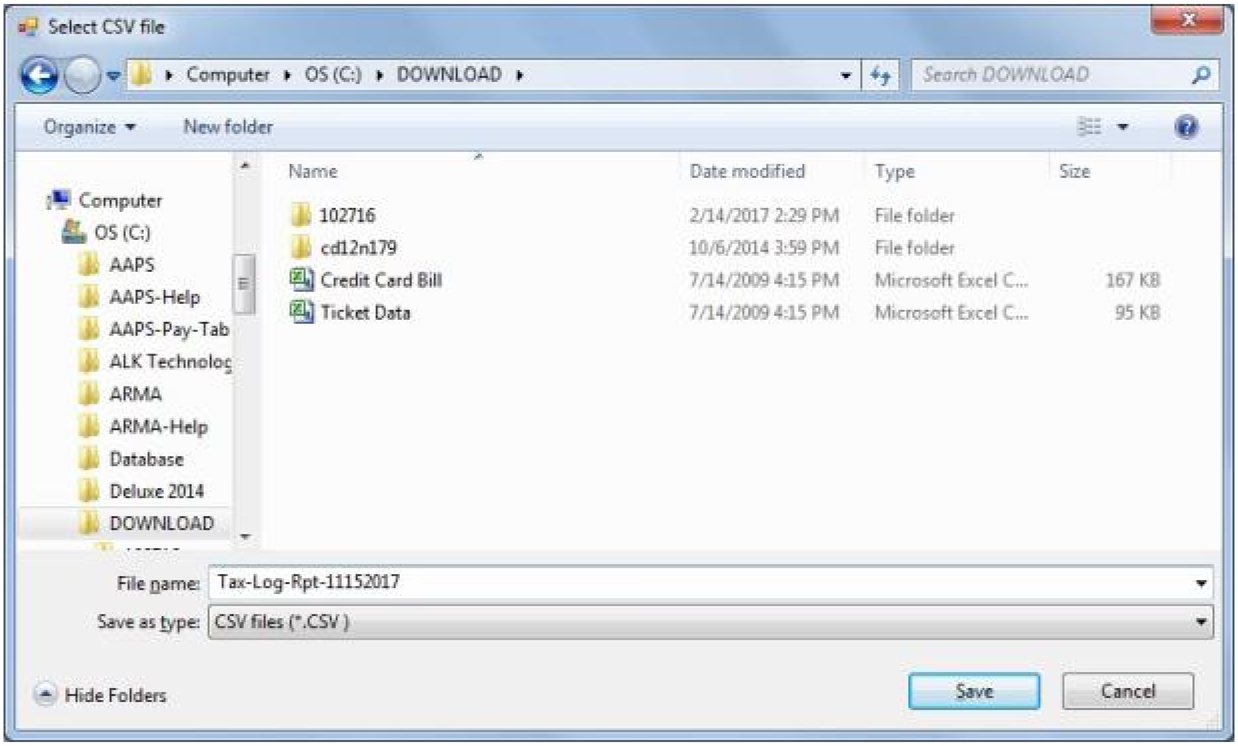
4. **Type of Report:** - **Click** in the **circle** <u>next</u> to the option for the **type** of report you wish to generate.
5. **Purpose:** - **Click** in the **circle** <u>next</u> to the option for the **purpose** for the report you wish to generate.
6. **Include Negative Amounts:** - If you **click** in the **check box** to **activate** this option, <u>all</u> **negative** amounts will be included in the report.. If left <u>unchecked</u> 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.
7. **Which Records:** - **Click** in the **circle** <u>next</u> to the option to **select** <u>which</u> **tax records** you wish to have the report generated for.

8. **Which Date: - Click** in the **circle** next to the option to **sort** the report by **Date Disbursed** or **Invoice Date**.
9. **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.
10. **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.
11. Once all of desired **options** have been selected, **click** the **Display Summary** button. IATS **displays** a **summary** of the report in the **Summary Results** section.
12. **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.
13. **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**.
14. **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.
15. **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:

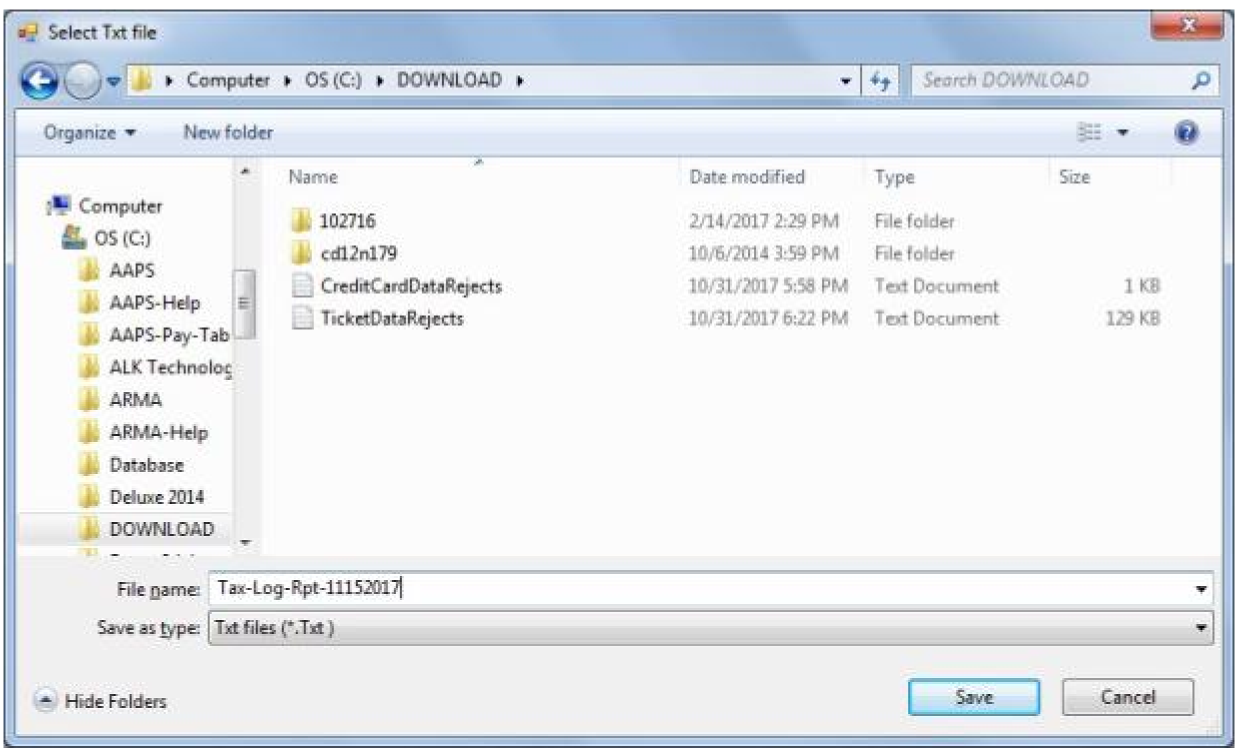
- **Save as a PDF File: -** If this option is selected, the following screen will appear displaying the report. This screen make a variety of **adjustments** and **print** the report.



- **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 <u>also</u> **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 <u>also</u> **name** the file.



16. When you are **finished** using the **Periodic Tax Log** screen, **click** on the **Exit** button.

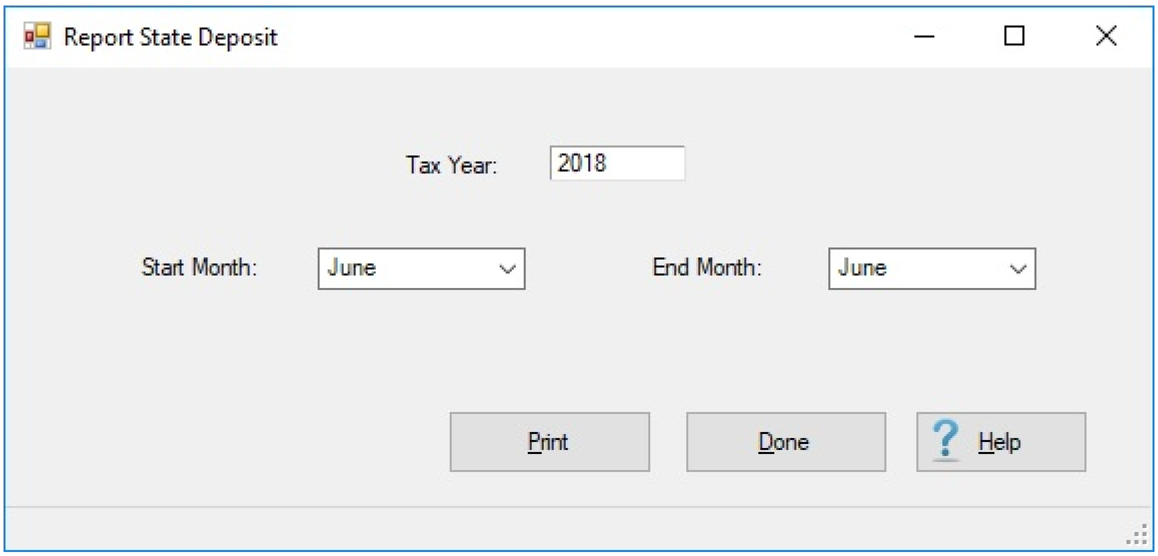
SITW Deposit Form

DFAS is required to **generate** and **send** a **deposit form** for State Taxes withheld to the State's Tax Office.

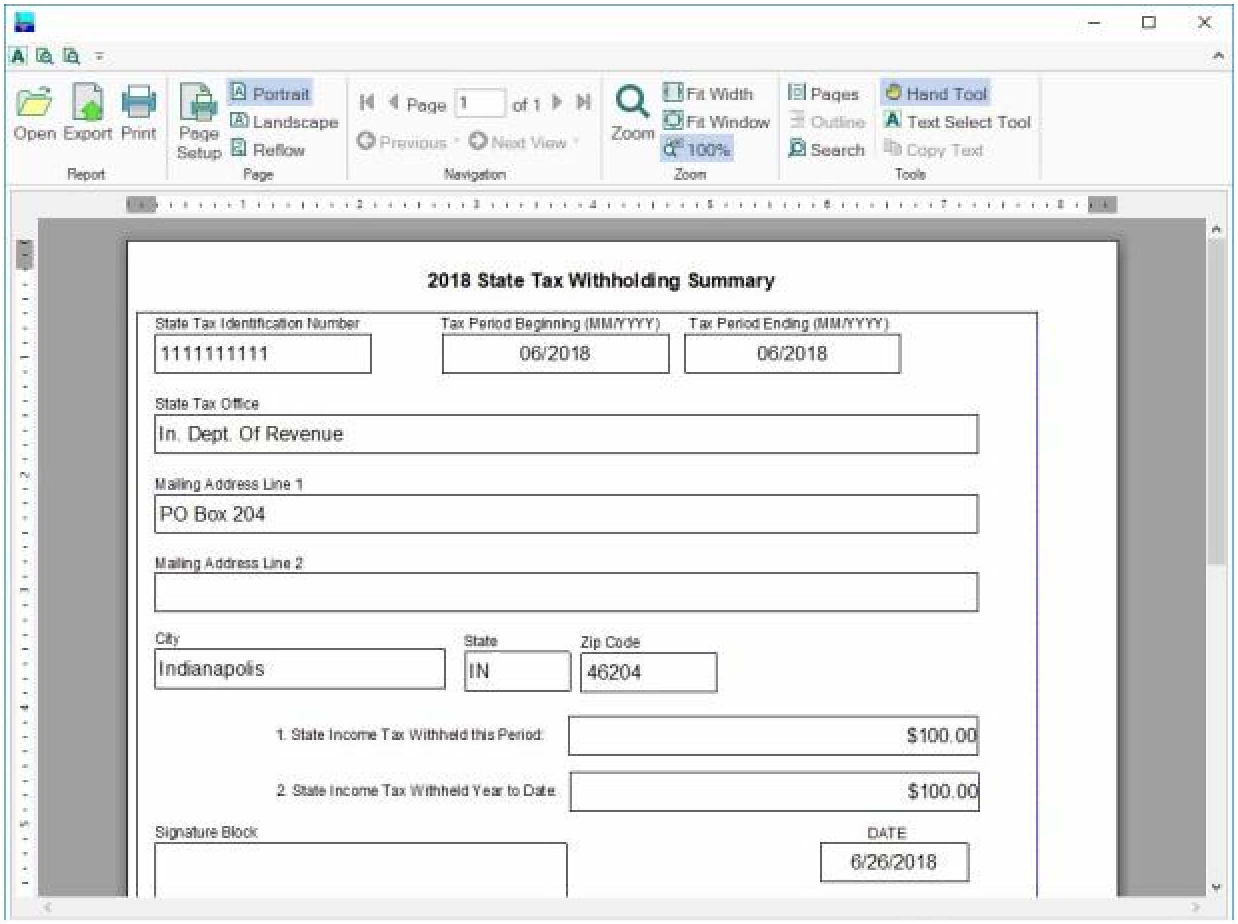
The **Report State Deposit** screen is used to generate this deposit form.

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.



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.



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.

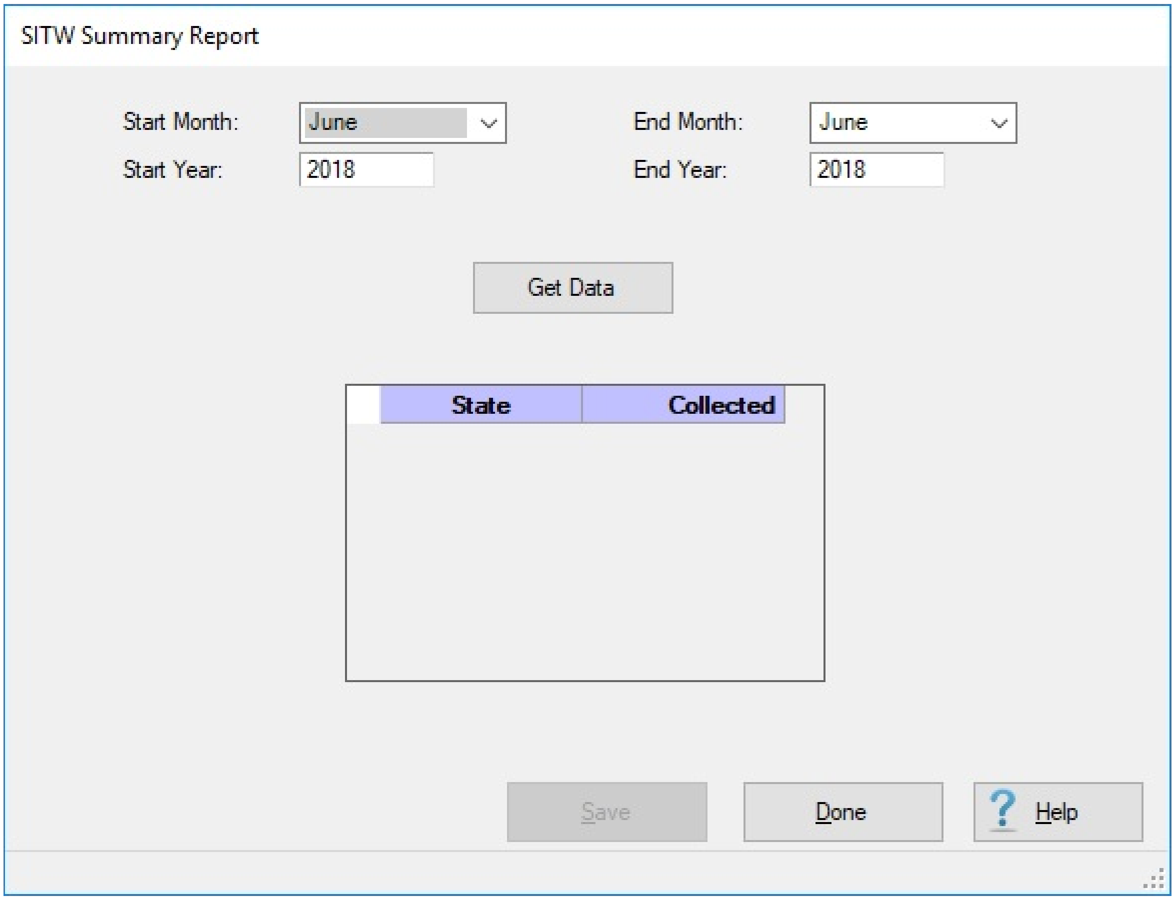
SITW Summary Report

IATS generates a report **summarizing** the **amounts** of **state taxes** withheld for a specific period in time.

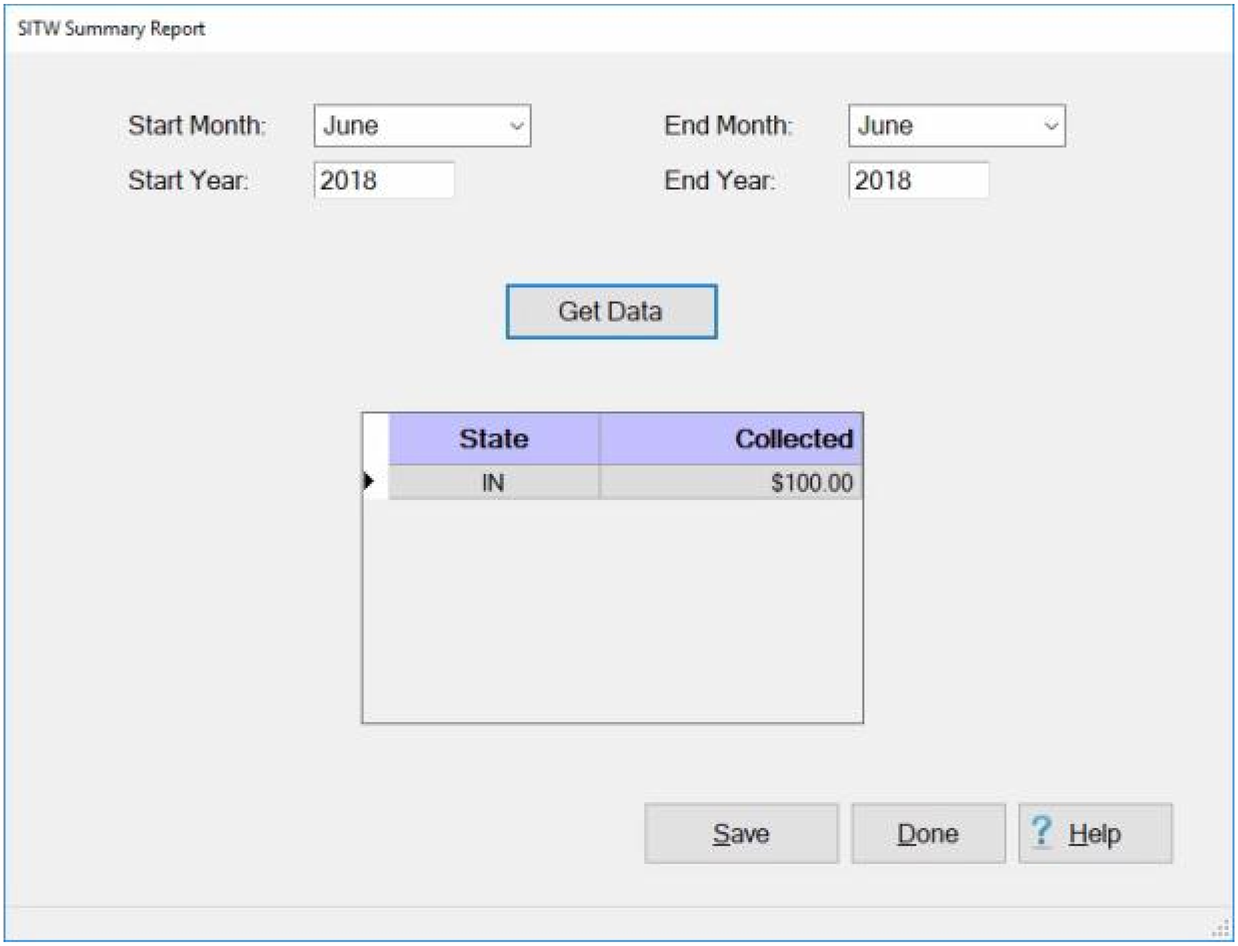
The **SITW Summary Report** screen is used to generate this report.

Complete the following steps to "generate" the SITW Summary Report:

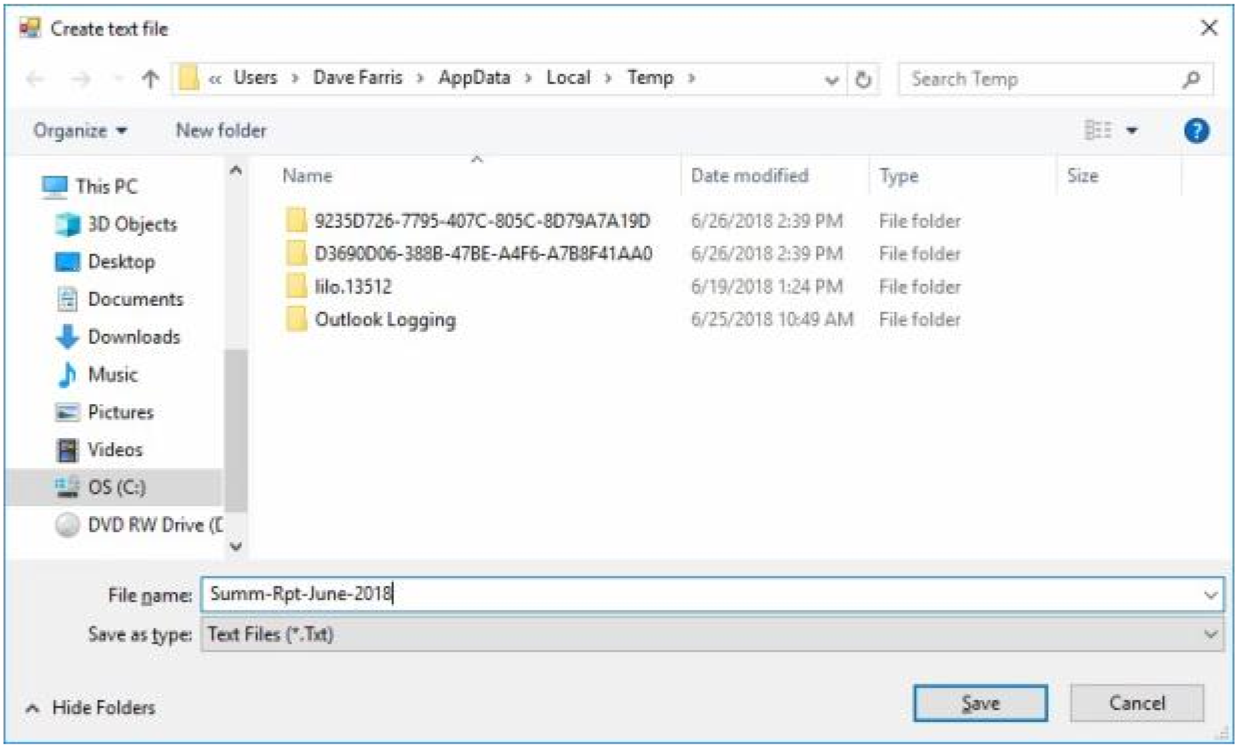
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable **menu** appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable **menu** appears listing the various tax report options.
3. **Click** on the **SITW Summary Report** option. The **SITW Summary Report** screen appears.



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.



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.

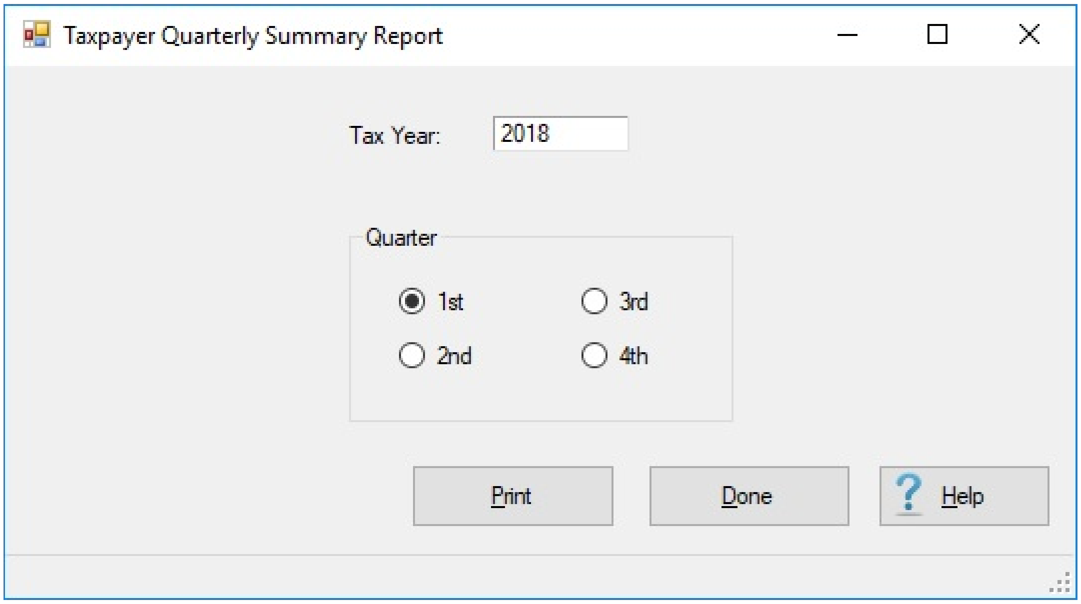
State Quarterly - Report

IATS generates a **quarterly** report **summarizing** the **amounts** of **state taxes** withheld for a specific period in time.

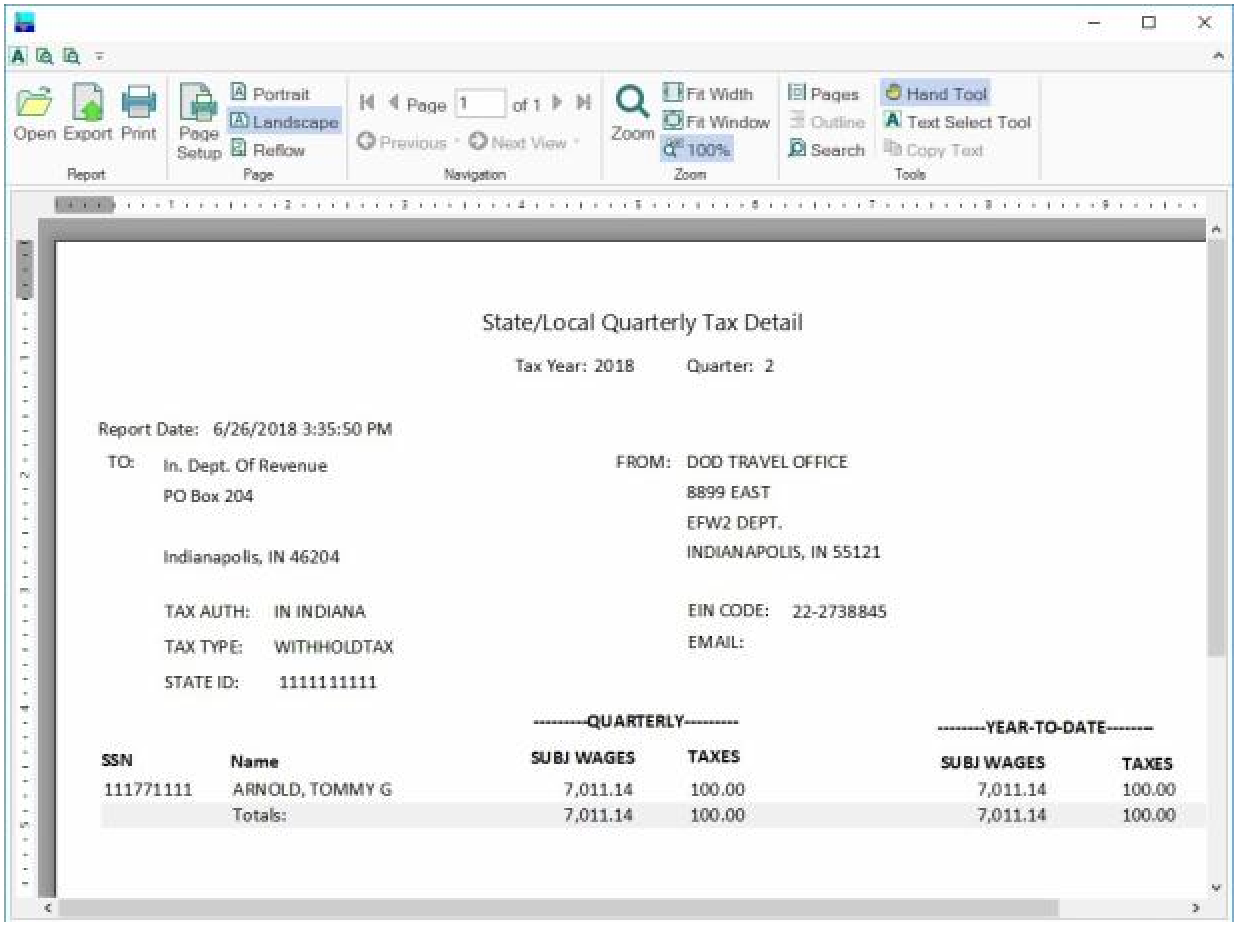
The **Taxpayer Quarterly Summary Report** screen is used to generate this report.

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.



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

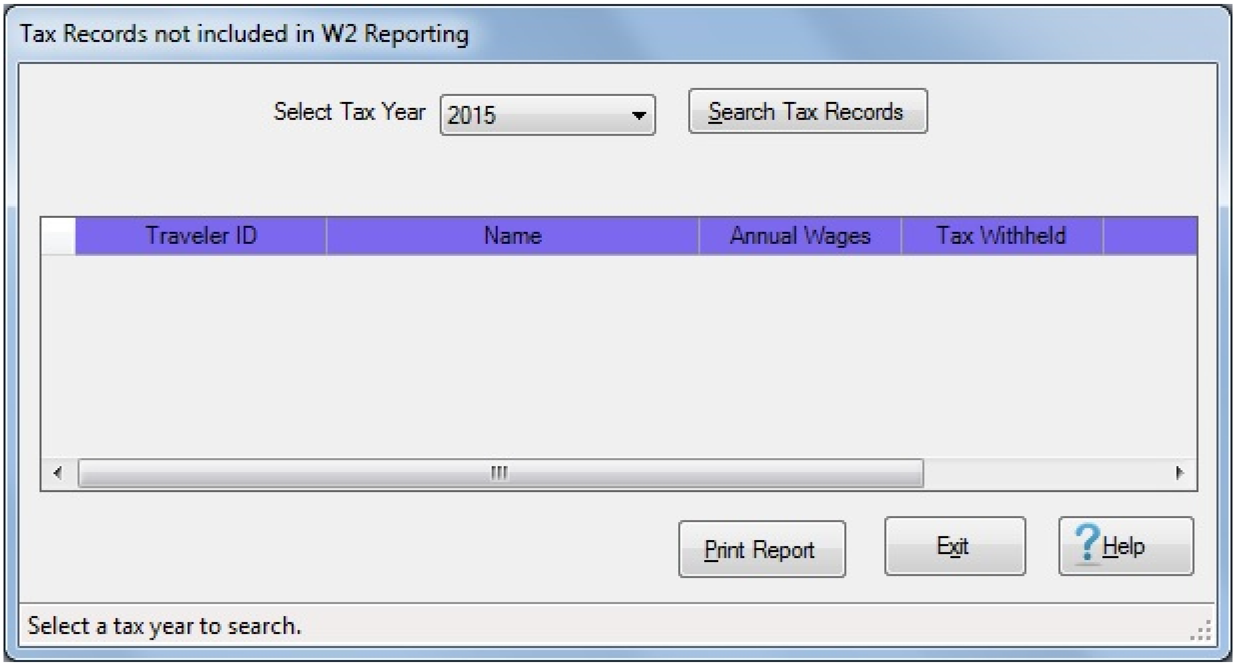
To **identify** any **records** that must be **corrected** IATS provides the following report:

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.



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** <u>any</u> **record(s)** <u>not</u> 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.

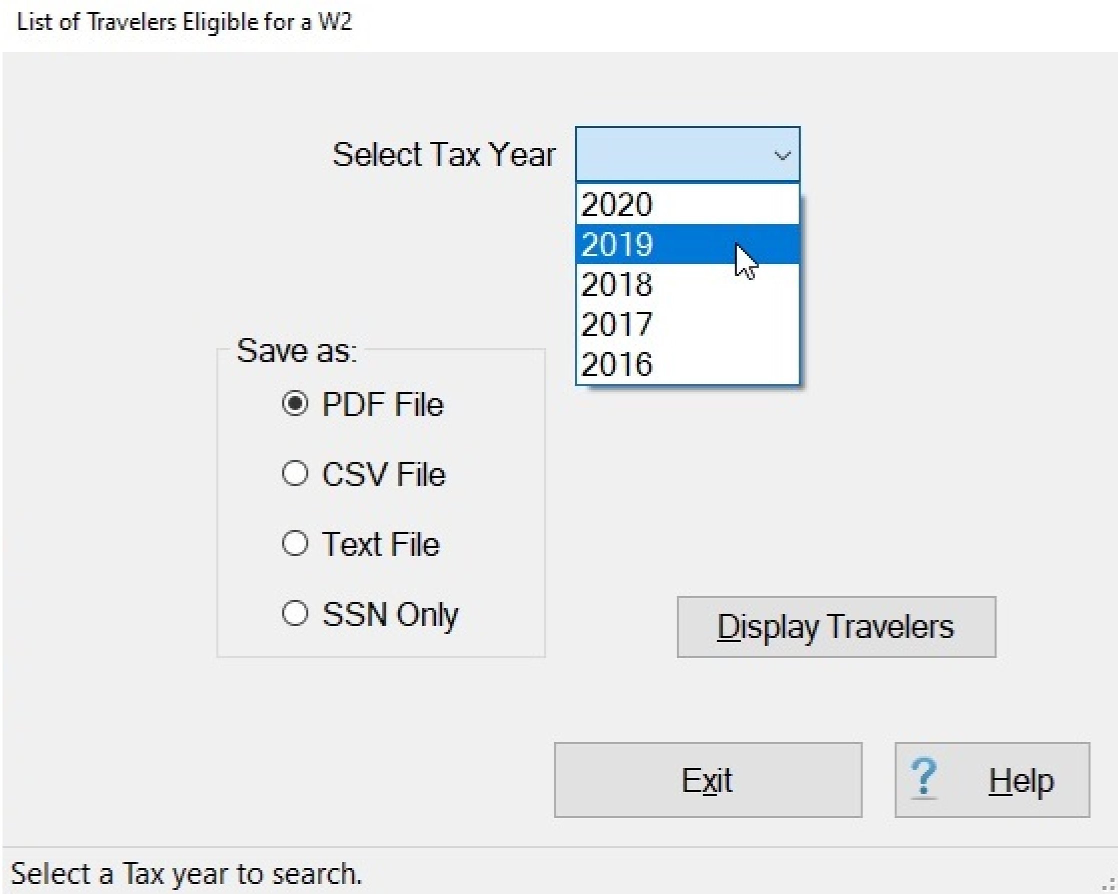
6. When finished, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Travelers Eligible for W2 - Report

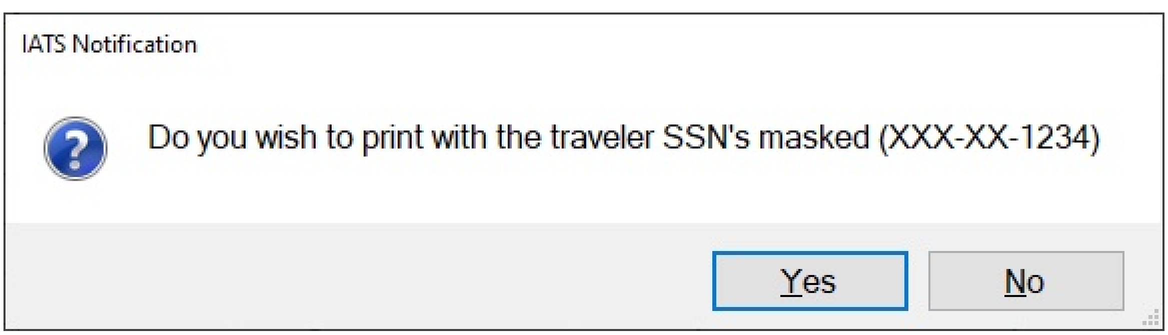
A function was created for IATS that allows the user to generate a report for travelers that were <u>not</u> paid **WTA** and <u>do not</u> have a **RITA** entitlement.

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 <u>left</u> of the word, "**Reports**". An <u>expandable</u> **menu** appears listing the various report options.
2. **Click** on the **plus sign** to the <u>left</u> of the word, "**Tax Reports**". An <u>expandable</u> **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.



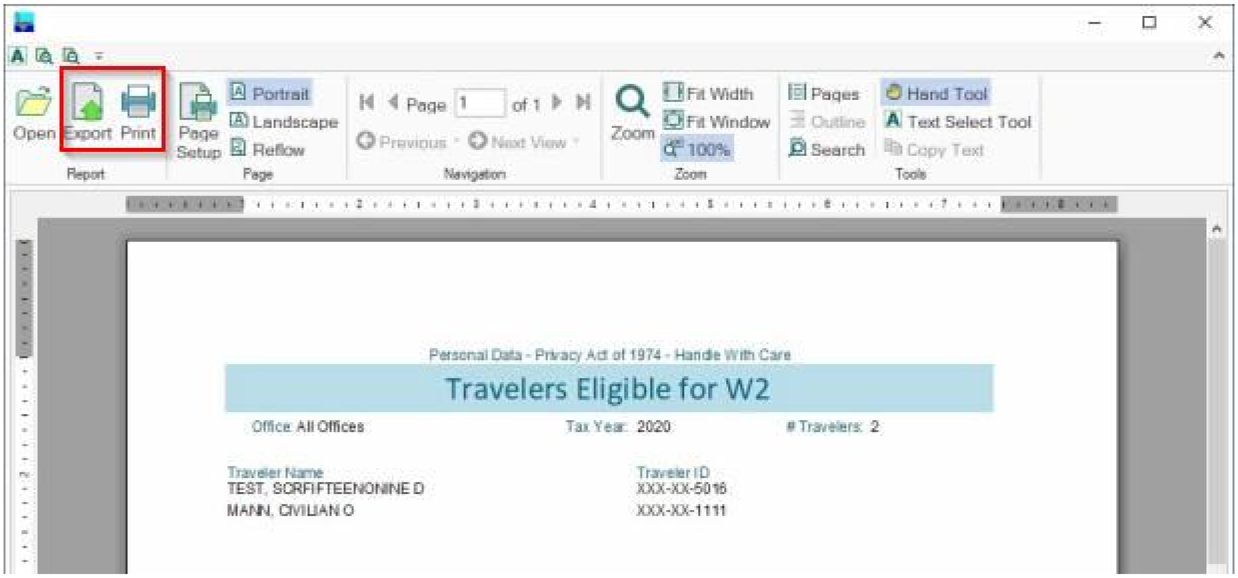
4. **Select Tax Year: - Click** on the *down* **arrow** button to **display** a **list** of tax **years** and then **click** on the desired **year** to make a selection.
5. **Save As:** - In the **Save As** section, **click** in the **radio button** to **select** the **type** of file you wish to have the output saved as.
6. **Click** on the **Display Travelers** button. A *pop-up* **message** appears asking if you wish to print with the traveler's **SSN** masked.



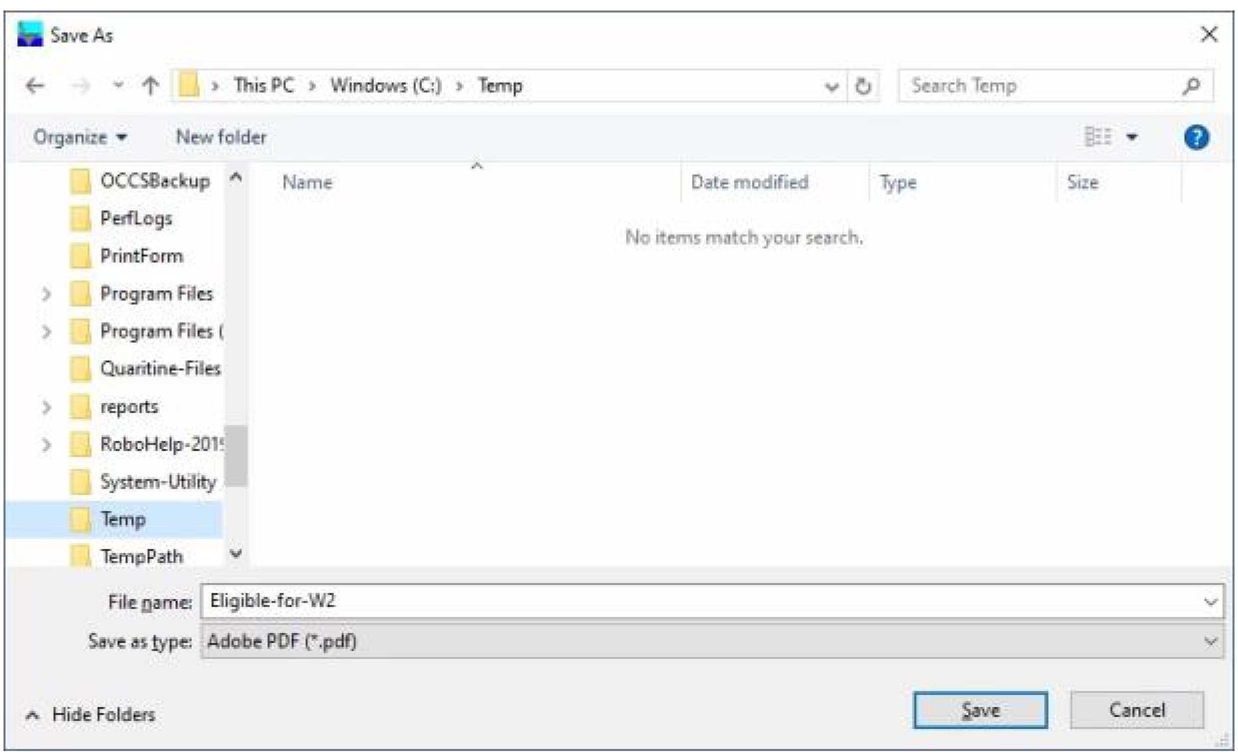
7. **Click** on *Yes* or *No* as desired.

Save as PDF File:

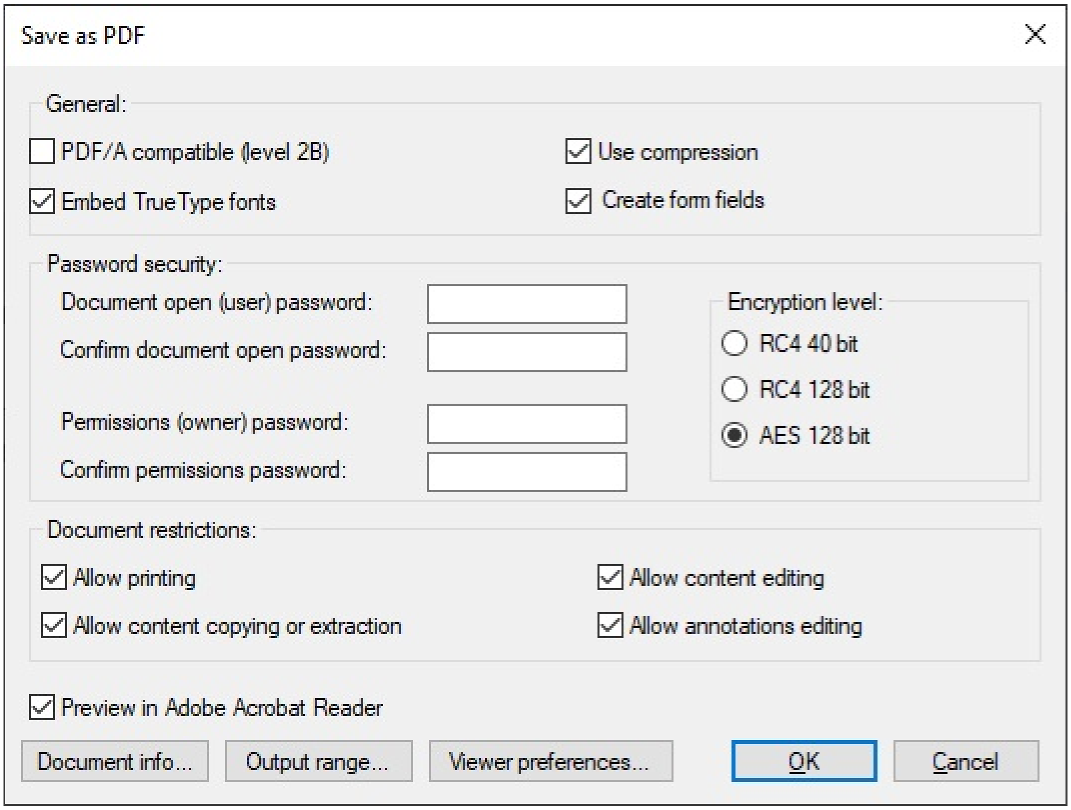
1. If you selected **PDF File** as the **Save as** type, IATS will display the following **Report Viewer** screen after you have **clicked** on the **Display Travelers** button and **answered** either *Yes* or *No* to the **SSN masked** *pop-up* **message**.
2. IATS **creates** the report and **displays** the **Report Viewer** screen **listing** the travelers that need to have a W2 generated.



3. At the **Report Viewer** screen, click on the **Print** icon if you wish to generate a **print-out** of the report.
4. If you wish to **save** the report as a **PDF** file, **click** on the **Export** icon. IATS will **display** the **Save As** screen.



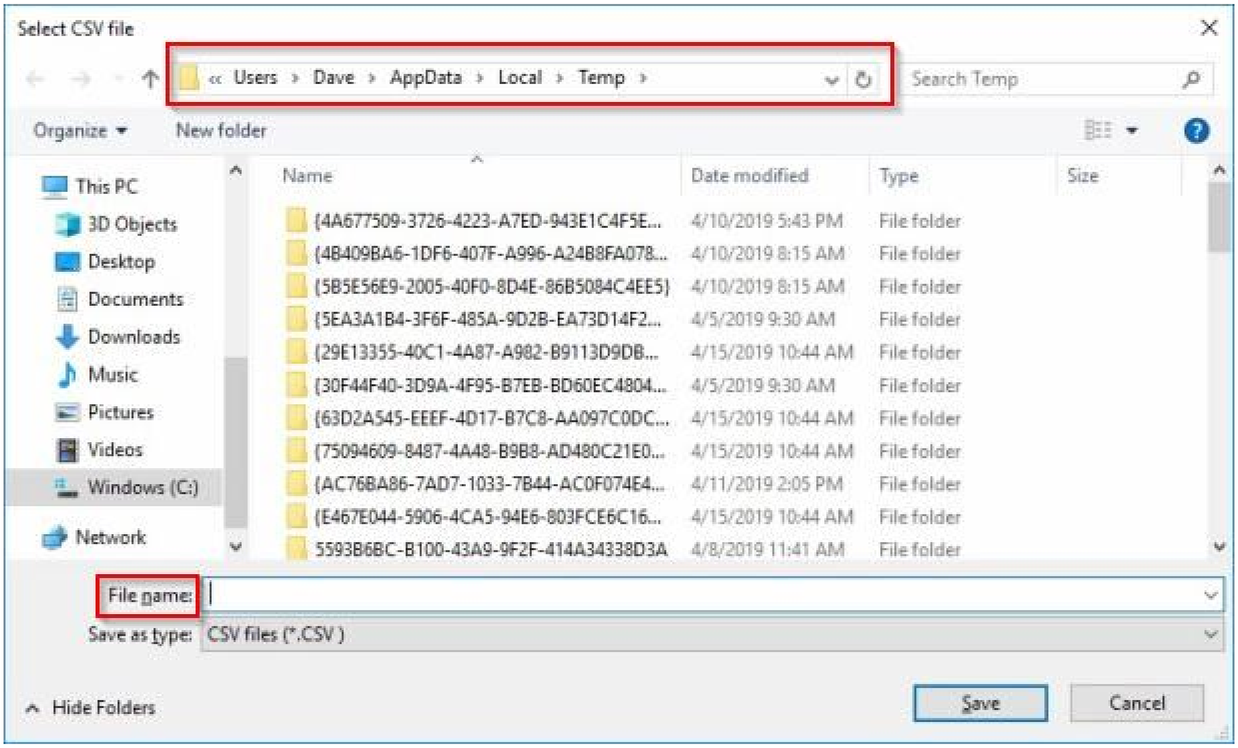
5. At the **Save As** screen, you must **select** the **directory/folder** where you wish to **save** the file to and also enter a **name** for the file at the **File name** field.
6. At the **Save as type** field, **ensure** that **PDF** is shown. If not, **click** on the *down* **arrow** button, and select **PDF** from the *drop-down* **list** of file types.
7. After you have **entered** the **filename** and **ensured** that **PDF** is the file type, **click** on the **Save** button. IATS will display the following **Save as PDF** screen.



8. At the **Save as PDF** screen, there are a variety of **options** you can select.
9. When you have **finished** make your selections, **click** on the **OK** button to **save** the file.
10. IATS **saves** the file and **displays** the report in the **PDF file viewer program** you are using.

Save as CSV, Text, or SSN Only File:

1. If you selected **CSV**, **Text** or **SSN Only** as the file type the following **Select CSV** or **Txt File** screen will appear depending on which **option** you selected.



2. At the Select CSV or Txt File screen, you <u>must</u> **select** the **directory/folder** where you wish to **save** the file to and <u>also</u> enter a **name** for the file at the **File name** field.
3. <u>After</u> you have **selected** the **directory/folder** and **entered** the **filename** <u>click</u> on the **Save** button.

When you are **finished** using the **List of Travelers Eligible for a W2** screen, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

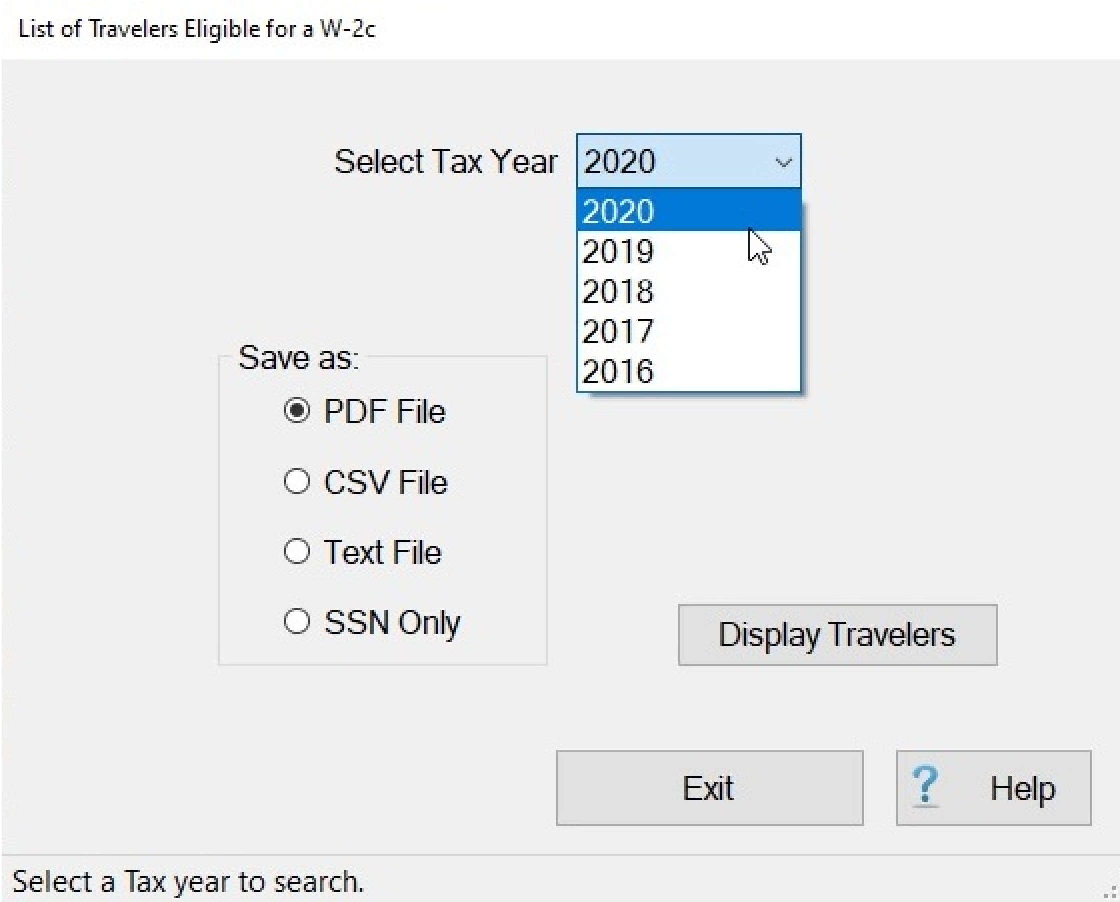
Travelers Eligible for W2c - Report

If **corrections** need to be reported for an **IRS Form W2** that was <u>previously issued</u>, the **IRS Form W2c** is used to report the corrections.

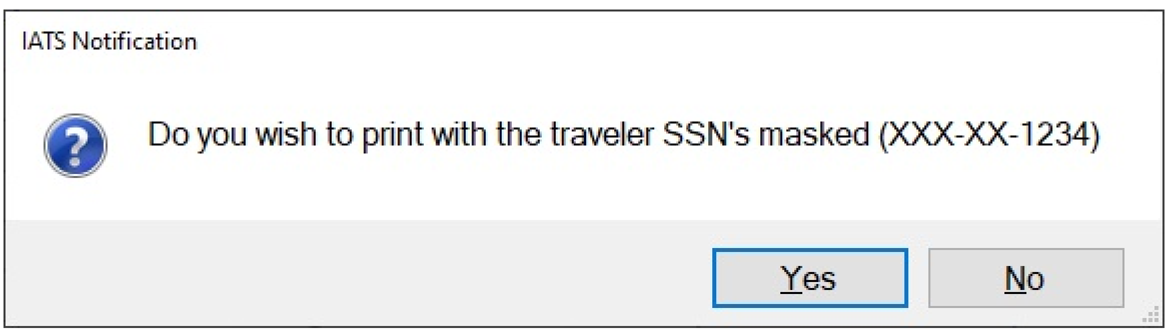
The **List of Travelers Eligible for a W2c** screen is used to generate a **report** of the **travelers** that are **eligible** for a **W2c**.

Complete the following steps to "generate" the Travelers Eligible for W2c Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the <u>left</u> of the word, "**Reports**". An <u>expandable</u> **menu** appears listing the various report options.
2. **Click** on the **plus sign** to the <u>left</u> of the word, "**Tax Reports**". An <u>expandable</u> **menu** appears listing the various tax report options.
3. **Click** on the **Travelers Eligible for W-2c** option. The **List of Travelers Eligible for a W-2c** screen appears.



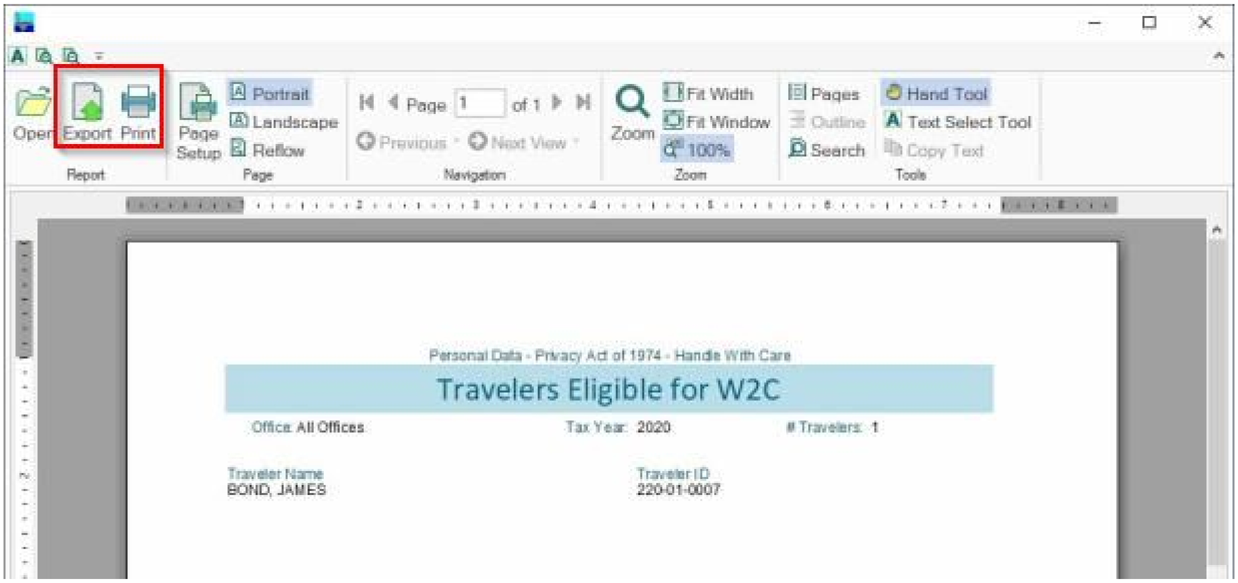
4. **Select Tax Year:** - **Click** on the *down* **arrow** button to **display** a **list** of tax **years** and then **click** on the desired **year** to make a selection.
5. **Save As:** - In the **Save As** section, **click** in the **radio button** to **select** the **type** of file you wish to have the output saved as.
6. **Click** on the **Display Travelers** button. A *pop-up* **message** appears asking if you wish to print with the traveler's **SSN** masked.



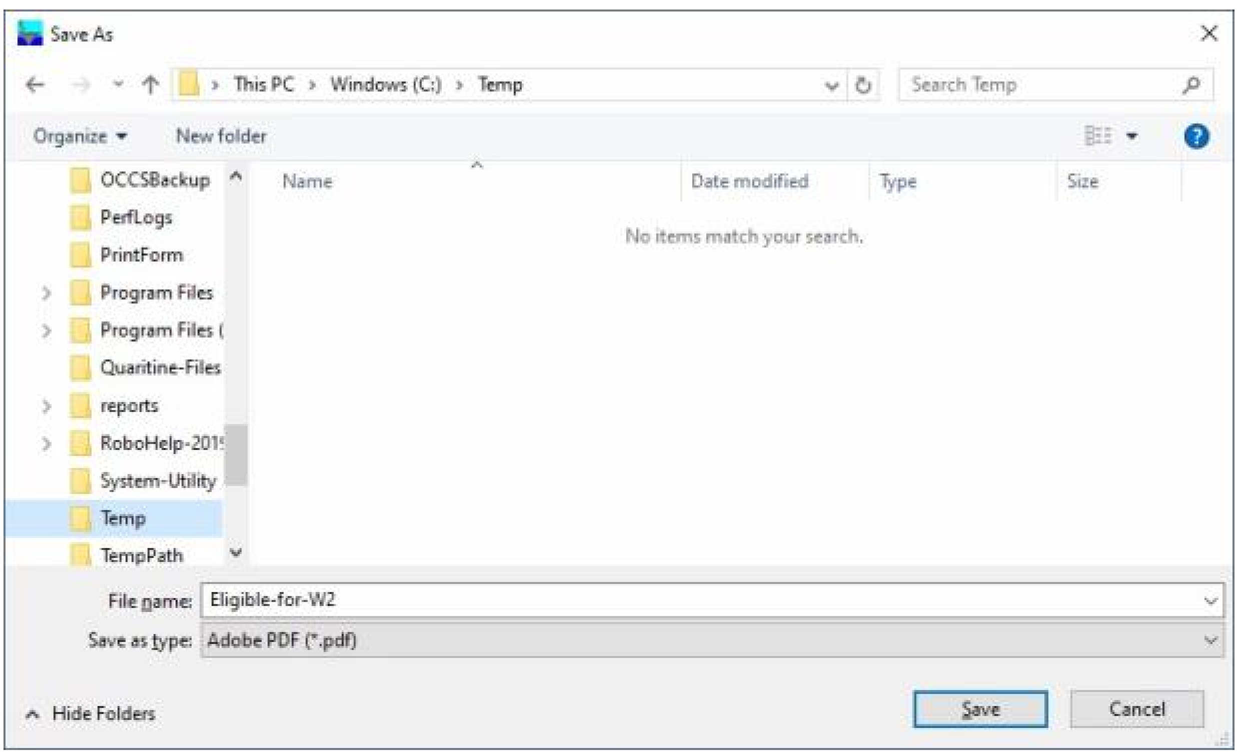
7. **Click** on *Yes* or *No* as desired.

<u>**Save as PDF File:**</u>

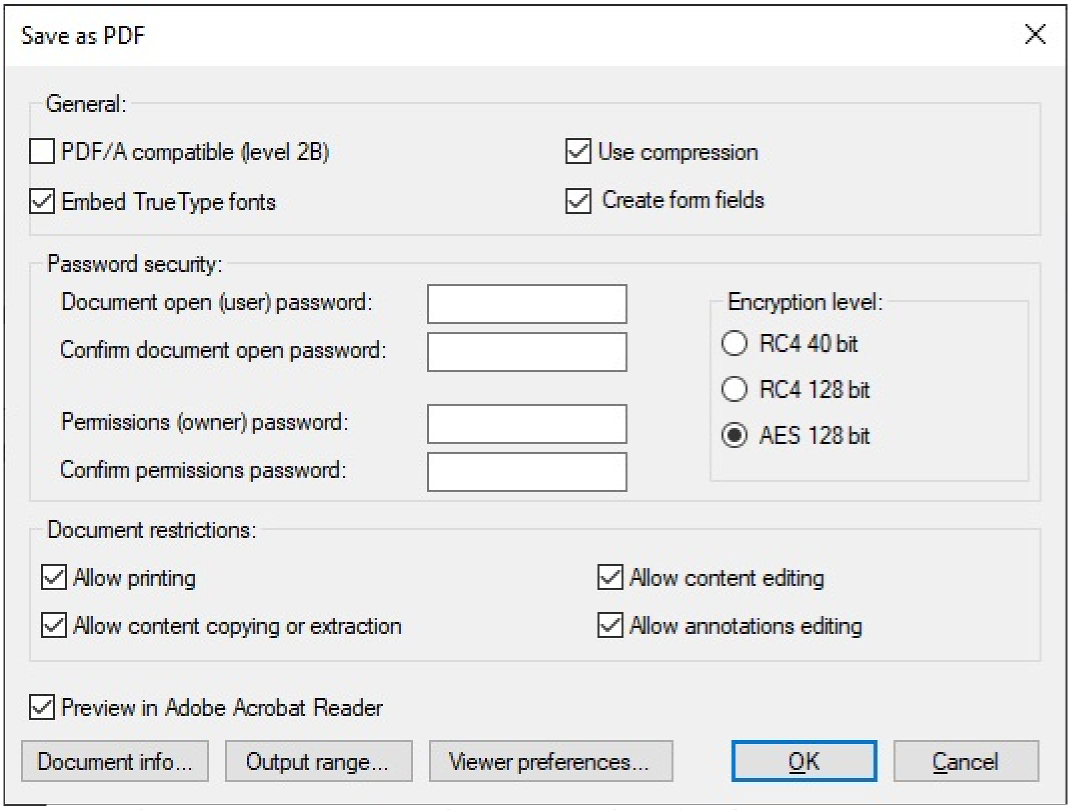
1. If you selected **PDF File** as the **Save as** type, IATS will display the following **Report Viewer** screen after you have **clicked** on the **Display Travelers** button and **answered** either *Yes* or *No* to the **SSN masked** *pop-up* **message**.
2. IATS **creates** the report and **displays** the **Report Viewer** screen **listing** the travelers that need to have a W2c generated.



3. At the **Report Viewer** screen, click on the **Print** icon if you wish to generate a **print-out** of the report.
4. If you wish to **save** the report as a **PDF** file, **click** on the **Export** icon. IATS will **display** the **Save As** screen.



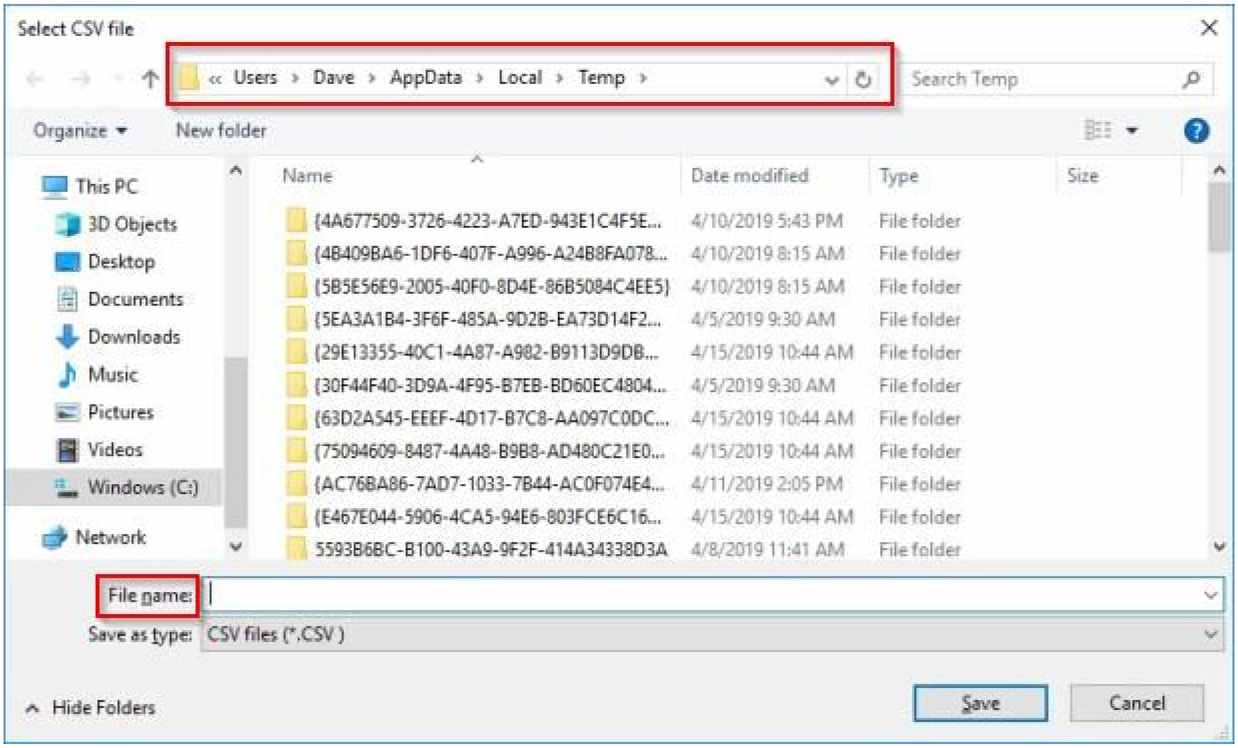
5. At the **Save As** screen, you must **select** the **directory/folder** where you wish to **save** the file to and also enter a **name** for the file at the **File name** field.
6. At the **Save as type** field, **ensure** that **PDF** is shown. If not, **click** on the *down* **arrow** button, and select **PDF** from the *drop-down* **list** of file types.
7. After you have **entered** the **filename** and **ensured** that **PDF** is the file type, **click** on the **Save** button. IATS will display the following **Save as PDF** screen.



8. At the **Save as PDF** screen, there are a variety of **options** you can select.
9. When you have **finished** make your selections, **click** on the **OK** button to **save** the file.
10. IATS **saves** the file and **displays** the report in the **PDF file viewer program** you are using.

Save as CSV, Text, or SSN Only File:

1. If you selected **CSV**, **Text** or **SSN Only** as the file type the following **Select CSV** or **Txt File** screen will appear depending on which **option** you selected.



2. 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.
3. After you have **selected** the **directory/folder** and **entered** the **filename** click on the **Save** button.

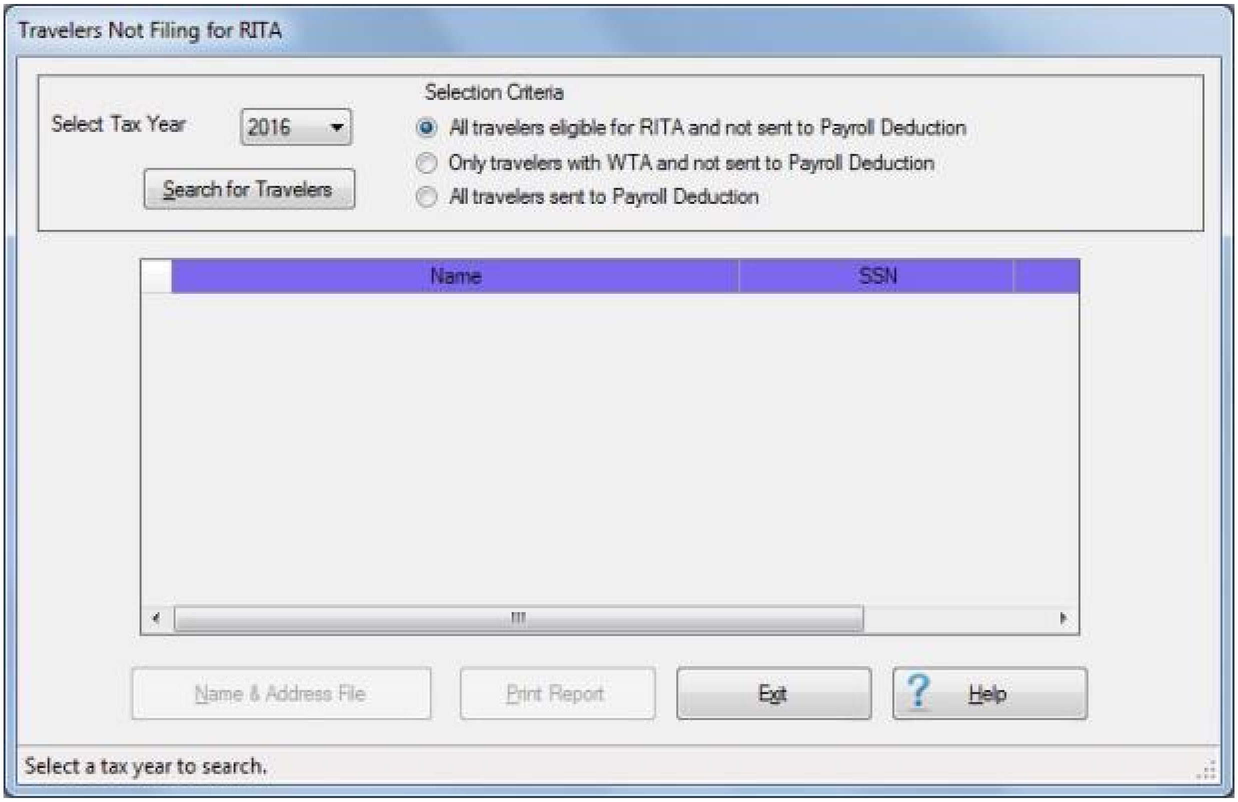
When you are **finished** using the **List of Travelers Eligible for a W-2c** screen, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Travelers not Submitting RITA - Report

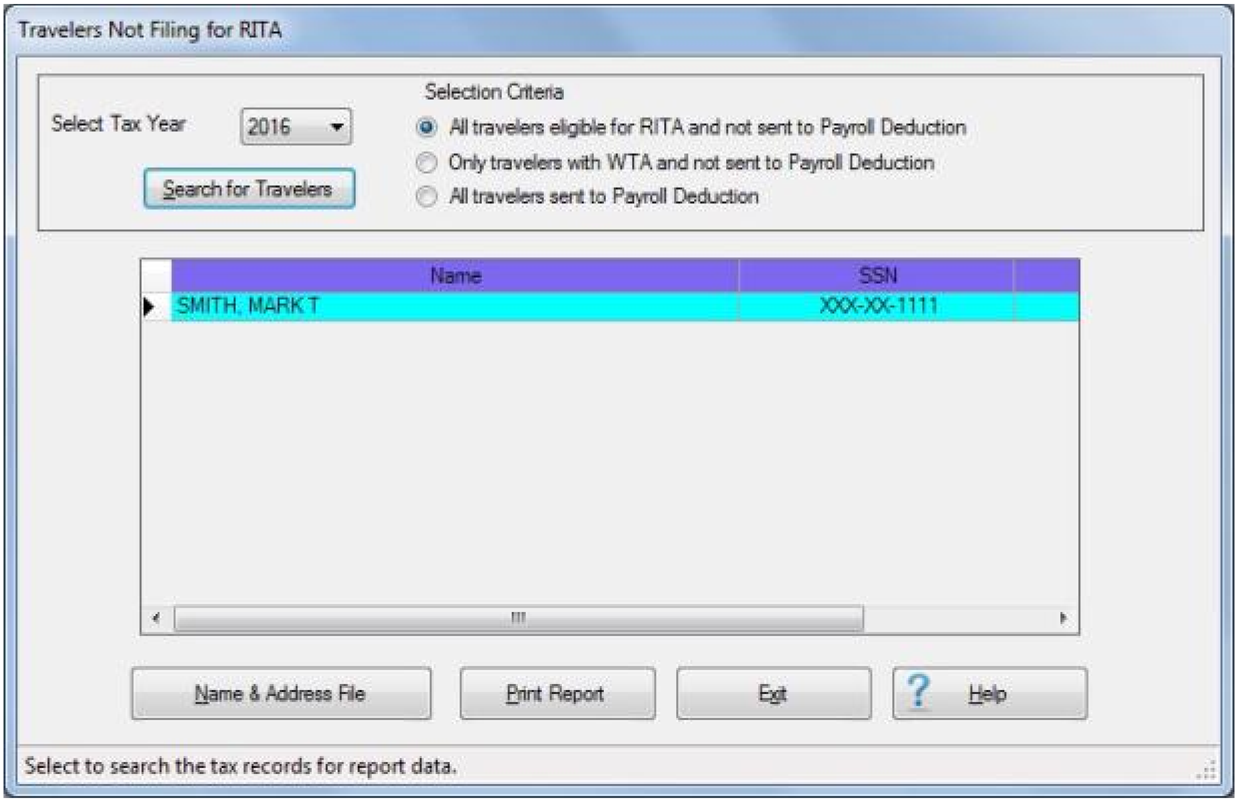
This report generates a listing of travelers that received a **WTA** payment in **Tax Year 1** and have failed to **submit** a **RITA** settlement in **Tax Year 2**.

Complete the following steps to "generate" the Travelers not Submitting a RITA Report:

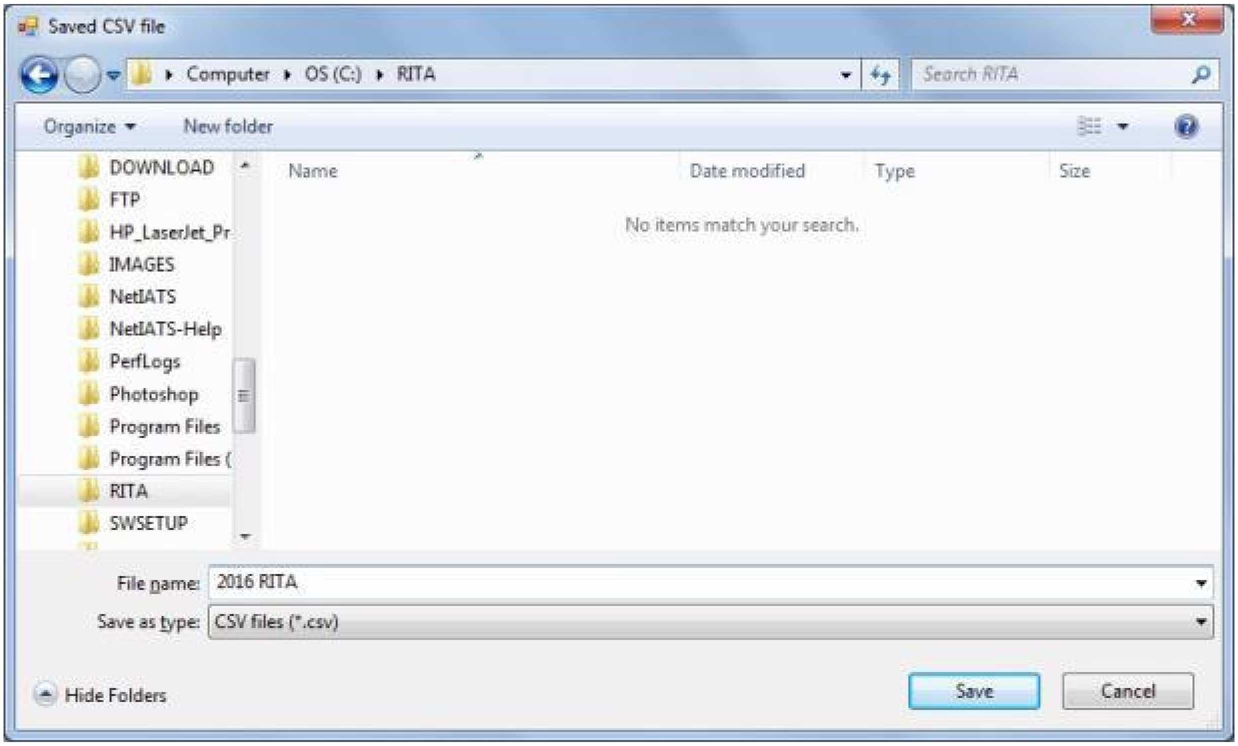
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Reports**". An expandable **menu** appears listing the various report options.
2. **Click** on the **plus sign** to the left of the word, "**Tax Reports**". An expandable **menu** appears listing 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 <u>three</u> **options** and you <u>must</u> select <u>one</u> 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** <u>any</u> **record(s)** for travelers <u>not</u> submitting a **RITA** settlement.



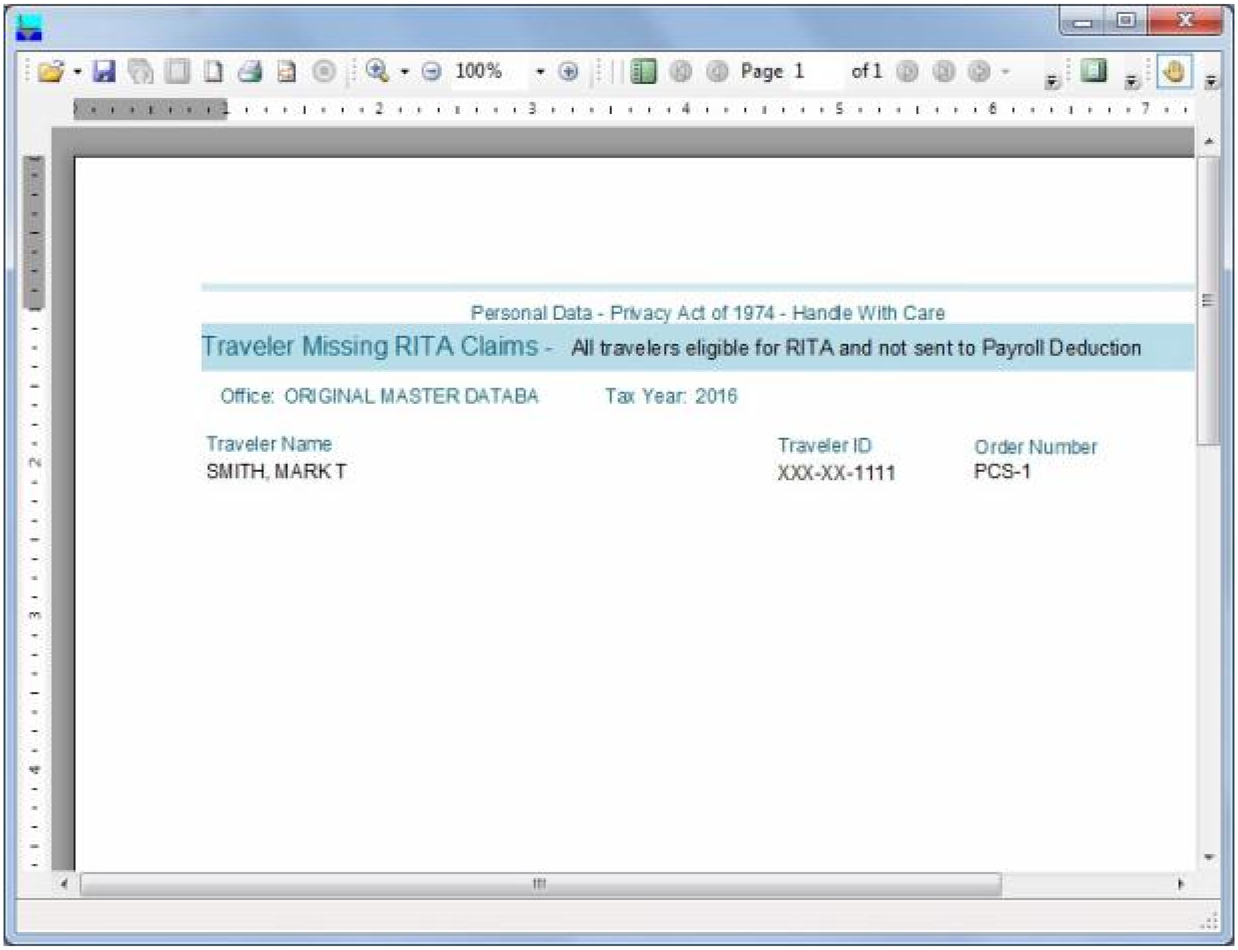
7. **Name & Address File:** - Click on the Name & Address button if you wish to generate a CVS file of the names and addresses of the traveler accounts that have not submitted a RITA.
8. If you click on the Name & Address button, the following **Saved CSV file** screen appears.



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

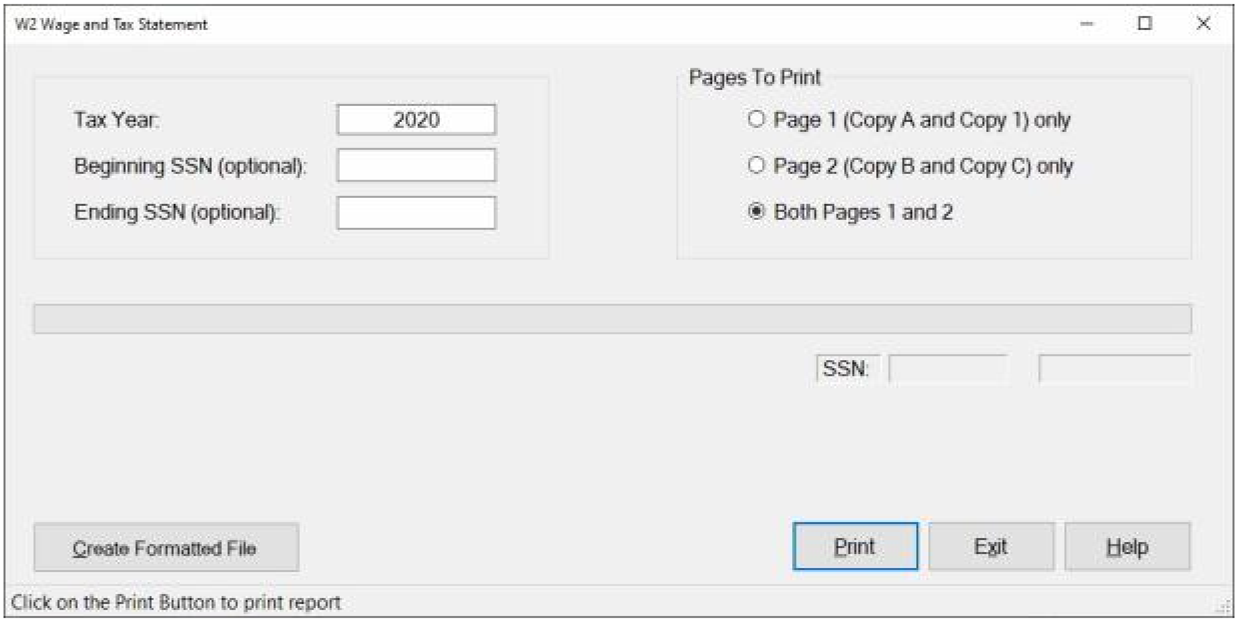
Travel offices are required to **furnish** an **IRS Form W2** to the payee whenever a payment is made that includes reportable income. This can be done at the time the payment is made or at the conclusion of the tax year.

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**.

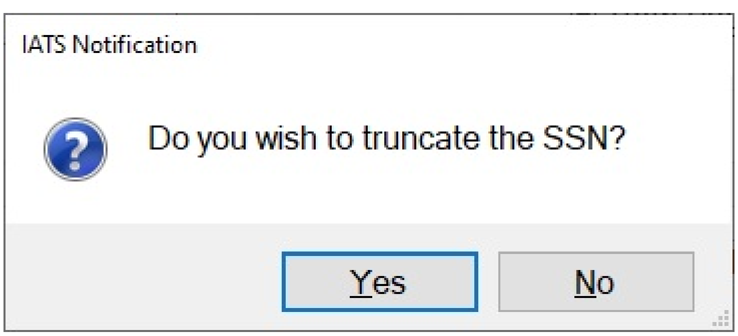
Note: In order to generate this form, IATS requires that the **DOV #** and the **payment date** be **posted** to the **CIVPCS Summary Record**.

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 following *pop-up* **message** appears asking if you wish to **truncate** the **SSN**.

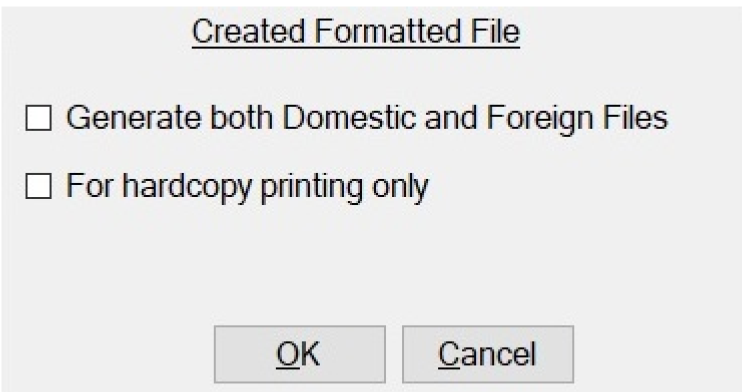


9. **Click** on *Yes* or *No* as desired.
10. The **Adobe Reader** screen appears.
11. **Click** on the Printer **icon**.

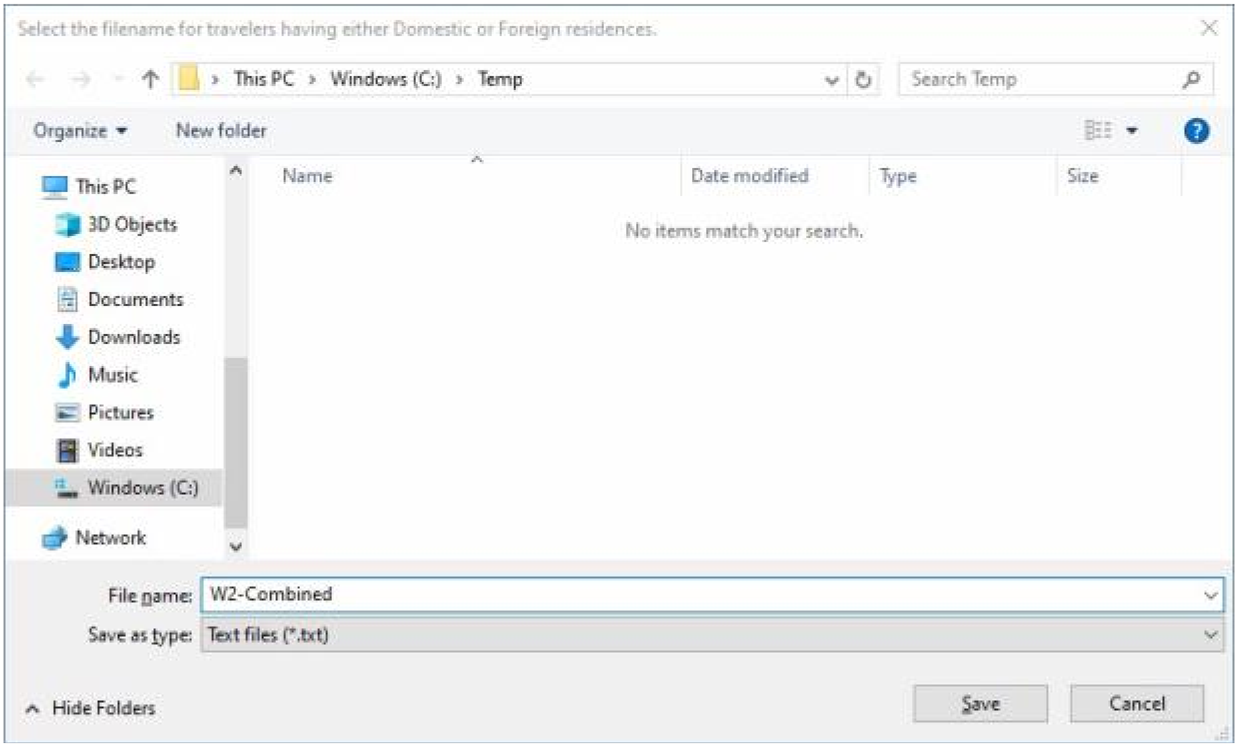
12. The **Print** screen appears.
13. **Verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary **changes**.
14. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
15. IATS prints the report and returns to the **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.
17. 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. IATS will display the following **Format Options**.



2. **Generate both Domestic and Foreign Files:** If you **click** in the **check box** to **activate** this option, IATS will generate two separate **files** one for **domestic** and one for **foreign** addresses. If this option is left **un-checked**, IATS will generate one **combined file** of both **domestic** and **foreign** addresses.
3. **For Hardcopy Printing Only: -** If you **click** in the **check box** to **activate** this option, IATS will generate a file to be used to print **hard copies** of the W2 Forms to be mailed to the traveler.
4. After you have made your desired format selections, **click** on the **OK** button. IATS will display the following **Select Filename** screen.



File names: - The **default** filenames that are generated by IATS will be **determined** by the **options** you selected and the **data** contained in your database as shown below:

- **Generate both Domestic and Foreign Files:** If this option is **checked**, IATS will generate two separate files with the default filenames **W2-Domestic** and **W2-Foreign** if you have W2 tax records in your database for both domestic and foreign address. If this option is **un-checked**, IATS will create one file with the default filename **W2-Combined**.
- **For Hardcopy Printing Only:** If this option is **checked**, IATS will generate two separate files **W2-Domestic (Hardcopy)** and **W2-Foreign (Hardcopy)** if you have W2 tax records in your database for both domestic and foreign address and the option **Generate both Domestic and Foreign Files** is checked also. If the **Generate both Domestic and Foreign Files** option is **un-checked**, IATS will create one file with the default filename **W2-Combined (Hardcopy)**.

5. At the **Select Filename** screen, **select** the **drive/directory/folder** where you wish to **save** the file.
6. If desired **click** in the **File name** field and **change** the default **filename** in accordance with your office policy.
7. After you made your selections, **click** on the **Save** button. The IRS Form W2 file 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**.

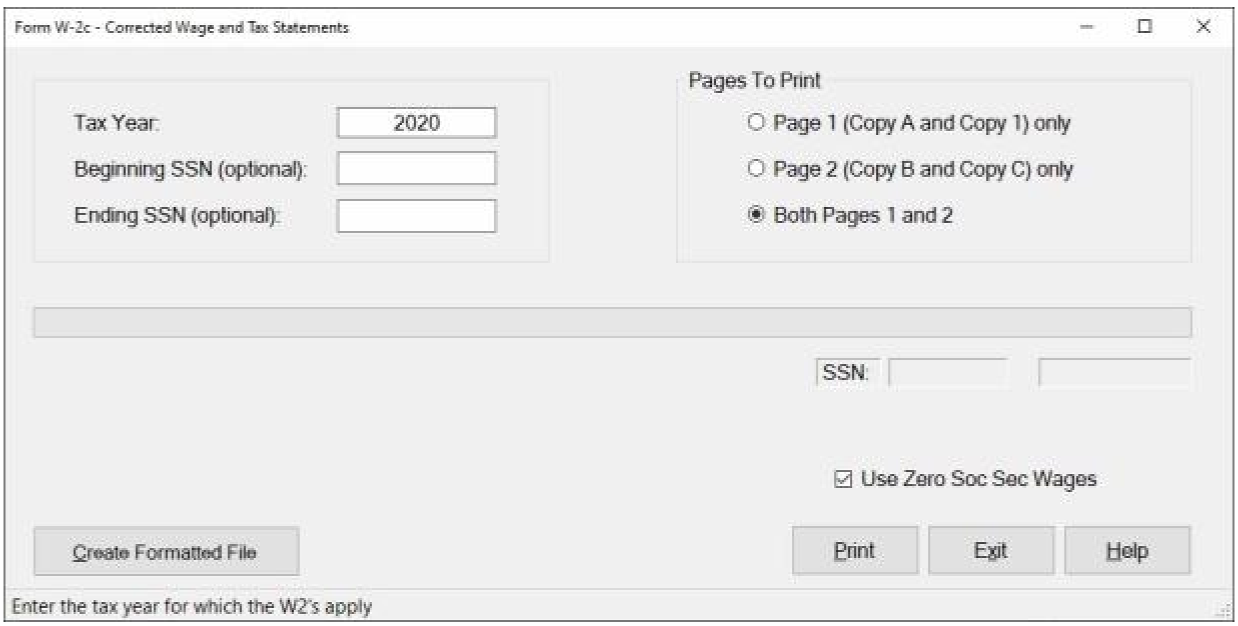
If **corrections** need to be reported for an **IRS Form W2** that was previously issued, the **IRS Form W-2c** is used to report the corrections.

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:

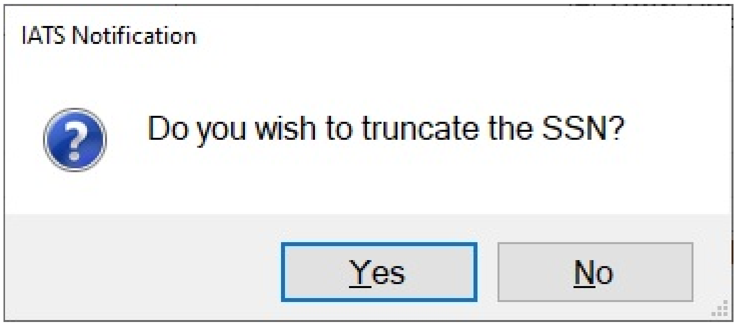
Note: The **option** for this form will not **appear** on the **Reports menu** as an option unless there are **corrections** that need to be reported.

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 Statements** option. The **Form W-2c - Corrected Wage and Tax Statements** 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 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. **Control #:** - This option only **applies** when you are **selecting** the **option** to **Create a Formatted File**.
9. **Use Zero Soc Sec Wages: - Click** in the **check box** to **activate** this option if you wish to **include** traveler **records** that reflect a **zero dollar amount** computed for the taxable **Social Security Wages**.

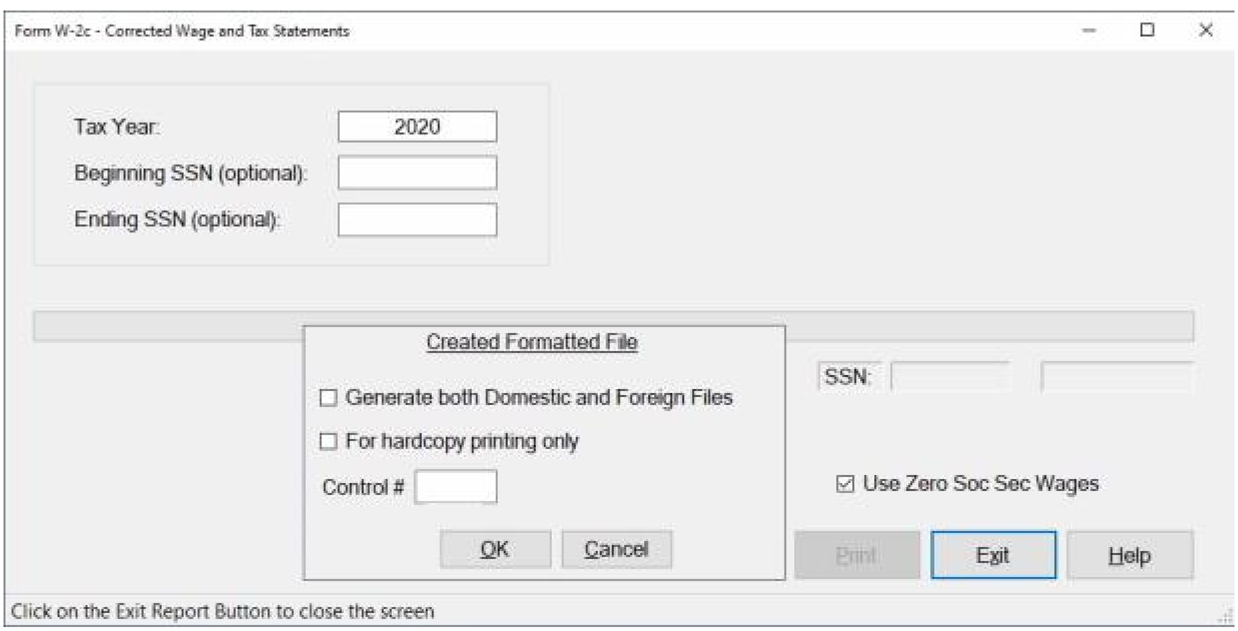
10. Once the **tax year**, beginning and ending **SSNs,** and **pages** are specified, **click** the **Print** button. The following *pop-up* **message** appears asking if you wish to **truncate** the **SSN**.



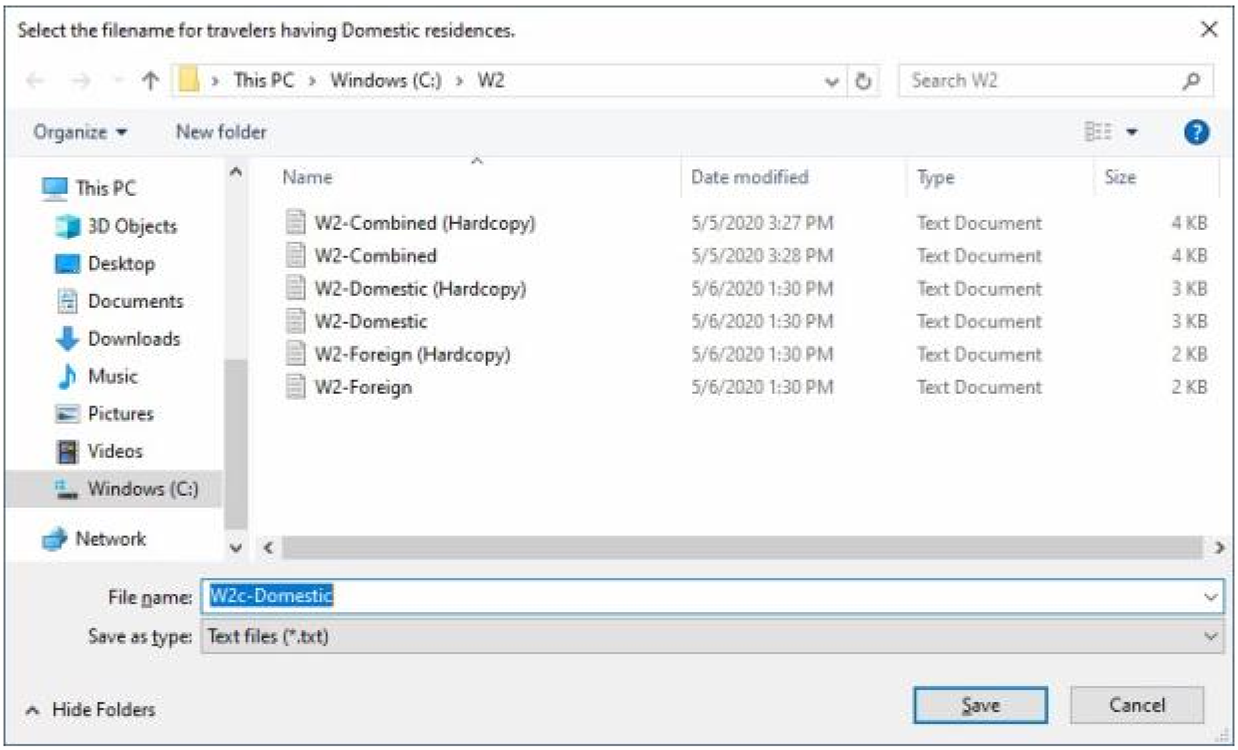
11. **Click** on *Yes* or *No* as desired.
12. The **Adobe Reader** screen appears.
13. **Click** on the Printer **icon**. The **Print** screen appears.
14. **Verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary **changes**.
15. **Select** the **number** of **copies** you wish to print and then **click** on the **Print** button.
16. IATS prints the report and returns to the **Adobe Reader** screen.
17. If you are finished using the **Adobe Reader**, **click** on the (**X**) button in the top right corner to **close** the screen.
18. At the **W-2c 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 W2c. IATS will display the following **Format Options**.



2. **Generate both Domestic and Foreign Files:** If you **click** in the **check box** to **activate** this option, IATS will generate <u>two</u> separate **files** one for **domestic** and one for **foreign** addresses.
3. **For Hardcopy Printing Only: -** If you **click** in the **check box** to **activate** this option, IATS will generate a file to be used to print **hard copies** of the W2c Forms to be mailed to the traveler.
4. **Control #: - Click** in this field and **enter** a **Control Numbe**r <u>in accordance with your office policy</u>.
5. **Use Zero Soc Sec Wages: - Click** in the **check box** to **activate** this option <u>if</u> you wish to **include** traveler **records** that reflect a **zero dollar amount** computed for the <u>taxable</u> **Social Security Wages**.
6. <u>After</u> you have made your desired format selections, **click** on the **OK** button. IATS will display the following **Select Filename** screen.



<u>File names:</u> - The **default** filenames that are generated by IATS will be **determined** by the **options** you selected and the **data** contained in your database <u>as shown below</u>:

- **Generate both Domestic and Foreign Files:** If this option is **checked**, IATS will generate <u>two</u> separate files with the <u>default</u> filenames **W2c-Domestic** and **W2c-Foreign** <u>if</u> you have W2 tax records in your database for <u>both</u> domestic and foreign address. If this option is **un-checked**, IATS will create <u>one</u> file with the <u>default</u> filename **W2c-Combined**.
- **For Hardcopy Printing Only:** If this option is **checked**, IATS will generate <u>two</u> separate files **W2c-Domestic (Hardcopy)** and **W2c-Foreign (Hardcopy)** <u>if</u> you have W2 tax records in your database for <u>both</u> domestic and foreign address and the option **Generate both Domestic and Foreign Files** is checked <u>also</u>. If the **Generate both Domestic and**

Foreign Files option is **un-checked**, IATS will create one file with the default filename **W2c-Combined (Hardcopy)**.

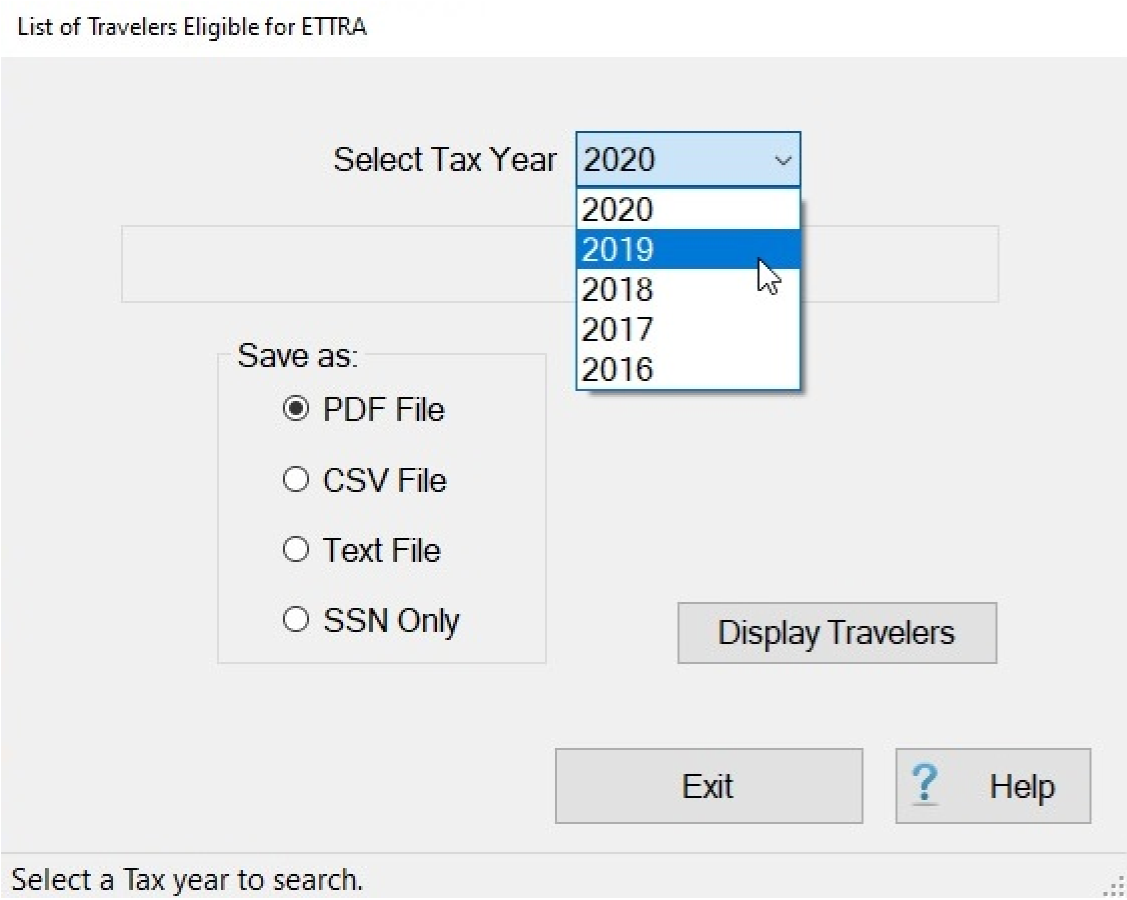
7. At the **Select Filename** screen, **select** the **drive/directory/folder** where you wish to **save** the file.
8. If desired **click** in the **File name** field and **change** the default **filename** in accordance with your office policy.
9. After you made your selections, **click** on the **Save** button. The IRS Form W2c file will be **saved** in the specified location.

Travelers Eligible For ETTRA - Report

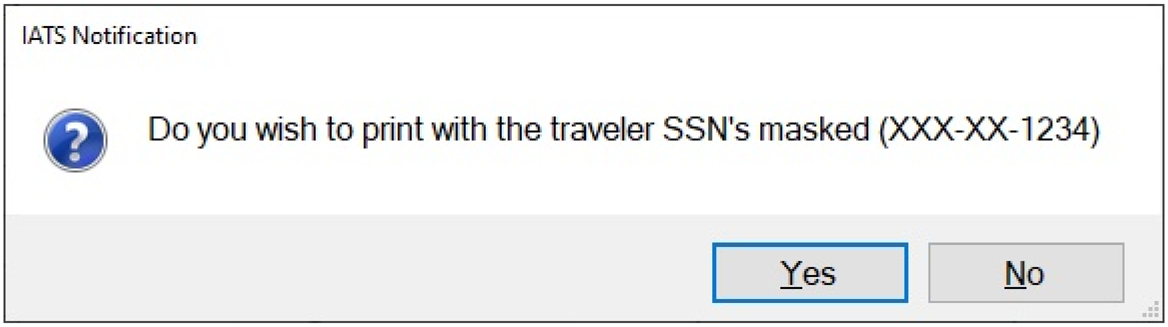
A feature was added to IATS to generate a **report** for the travelers that performed **extended taxable TDY** and are **eligible** for the Extended TDY Tax Reimbursement Allowance (**ETTRA**) entitlement.

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 **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 ITRA** option. The **List of Travelers Eligible for ETTRA** screen appears.



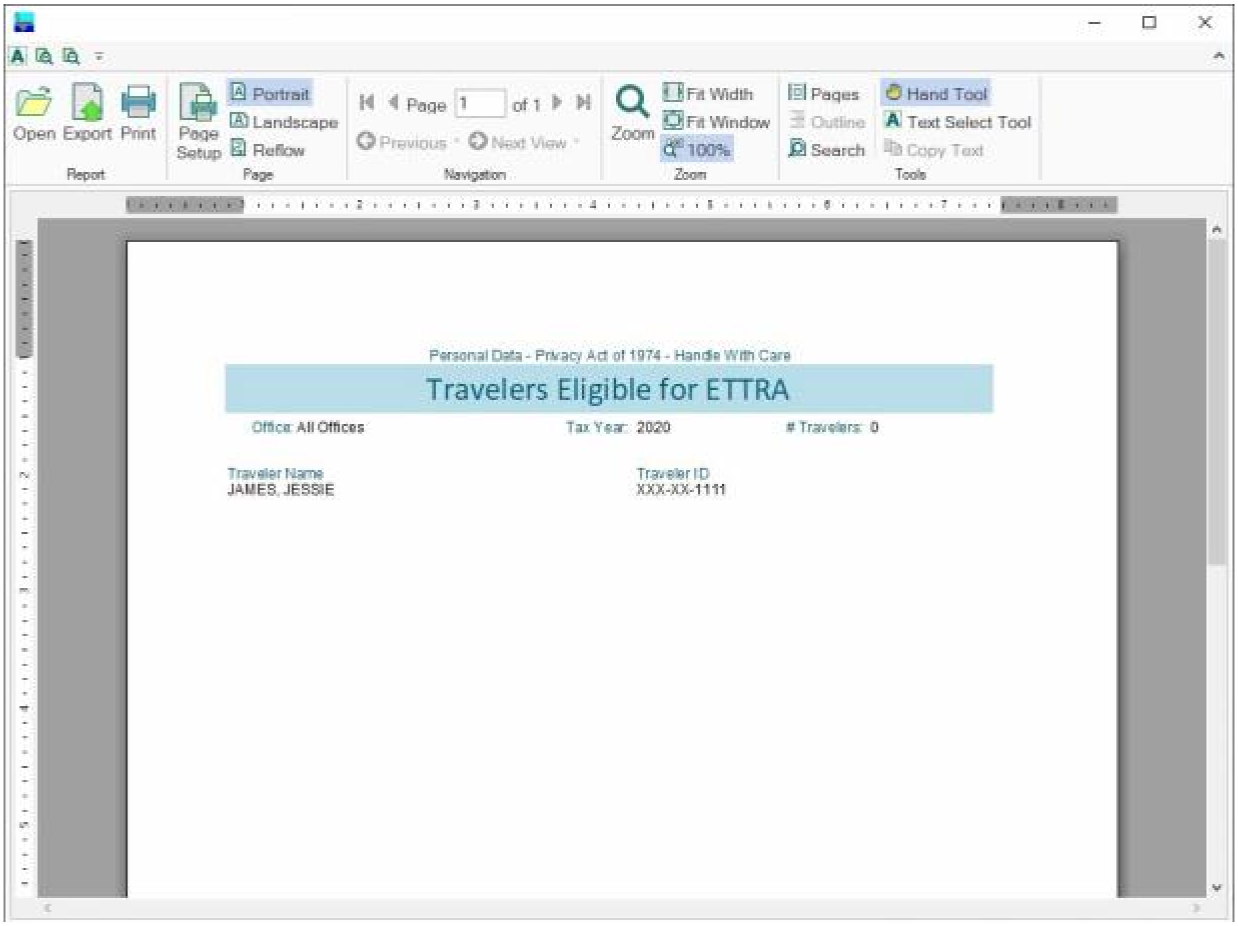
4. **Select Tax Year:** - **Click** on the *down* **arrow** button to **display** a **list** of tax **years** and then **click** on the desired **year** to make a selection.
5. **Save As:** - In the **Save As** section, **click** in the **radio button** to **select** the **type** of file you wish to have the output saved as.
6. **Click** on the **Display Travelers** button. A *pop-up* **message** appears asking if you wish to print with the traveler's **SSN** masked.



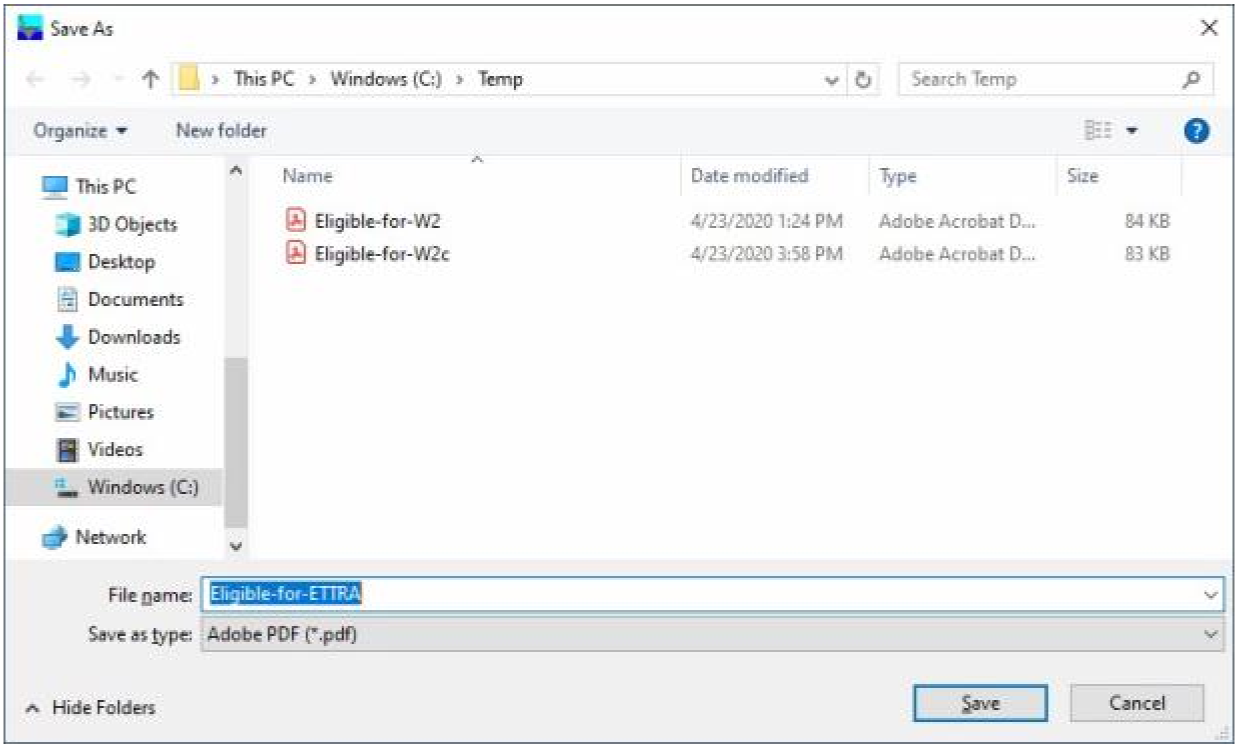
7. **Click** on *Yes* or *No* as desired. The following screen appears **displaying** the **results** of your search.

Save as PDF File:

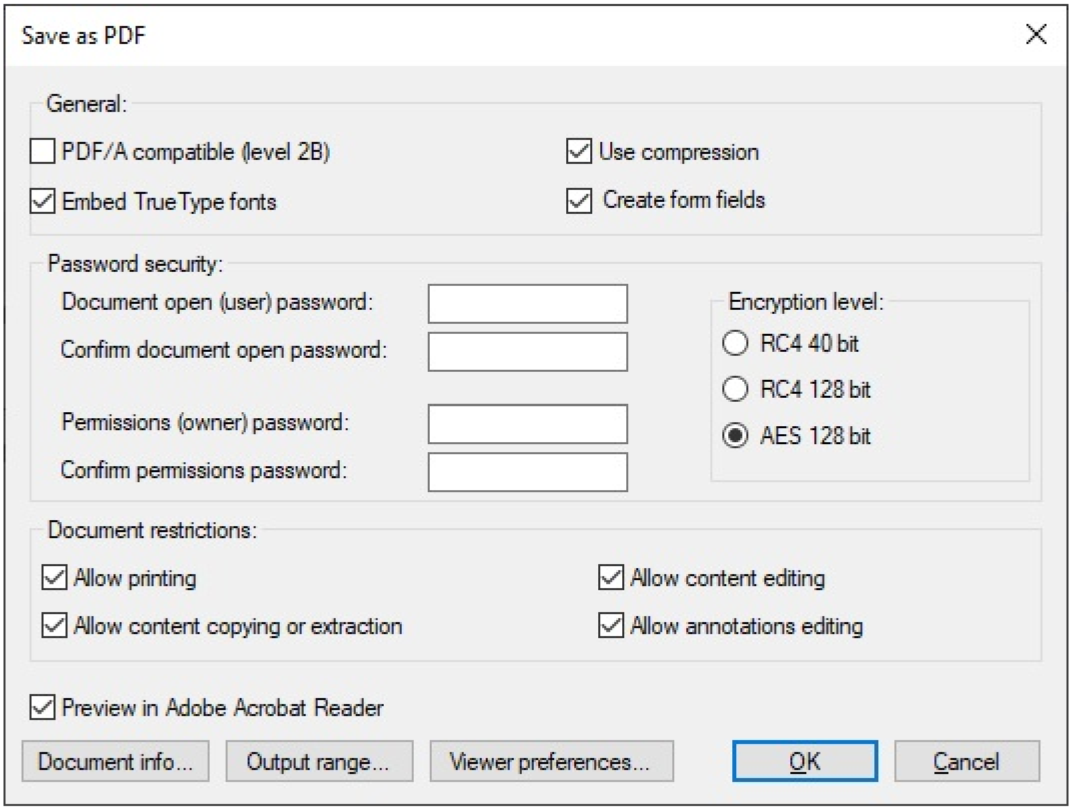
1. If you selected **PDF File** as the **Save as** type, IATS will display the following **Report Viewer** screen after you have **clicked** on the **Display Travelers** button and **answered** either *Yes* or *No* to the **SSN masked** *pop-up* **message**.
2. IATS **creates** the report and **displays** the **Report Viewer** screen **listing** the travelers that need to have an ETTRA settlement claim processed.



3. At the **Report Viewer** screen, click on the **Print** icon if you wish to generate a **print-out** of the report.
4. If you wish to **save** the report as a **PDF** file, **click** on the **Export** icon. IATS will **display** the **Save As** screen.



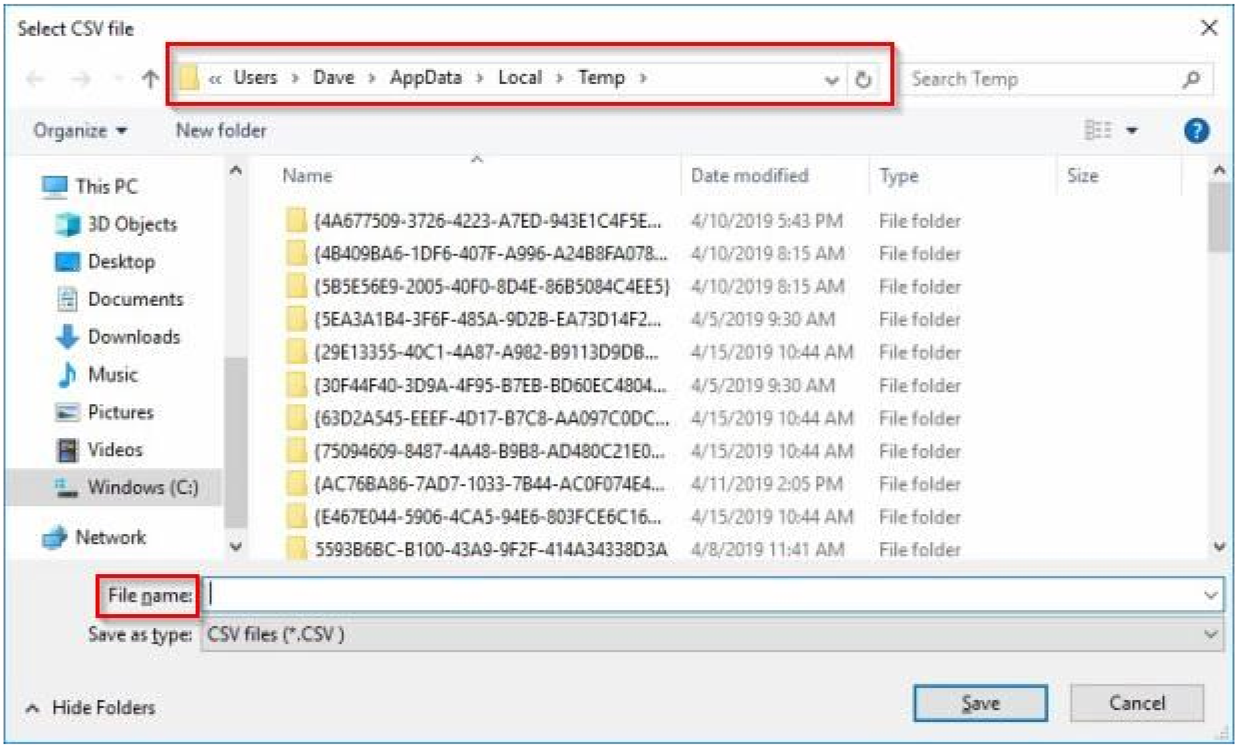
5. At the **Save As** screen, you must **select** the **directory/folder** where you wish to **save** the file to and also enter a **name** for the file at the **File name** field.
6. At the **Save as type** field, **ensure** that **PDF** is shown. If not, **click** on the *down* **arrow** button, and select **PDF** from the *drop-down* **list** of file types.
7. After you have **entered** the **filename** and **ensured** that **PDF** is the file type, **click** on the **Save** button. IATS will display the following **Save as PDF** screen.



8. At the **Save as PDF** screen, there are a variety of **options** you can select.
9. When you have **finished** make your selections, **click** on the **OK** button to **save** the file.
10. IATS **saves** the file and **displays** the report in the **PDF file viewer program** you are using.

Save as CSV, Text, or SSN Only File:

1. If you selected **CSV**, **Text** or **SSN Only** as the file type the following **Select CSV** or **Txt File** screen will appear depending on which **option** you selected.



2. 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.
3. After you have **selected** the **directory/folder** and **entered** the **filename** click on the **Save** button.

When you are **finished** using the **List of Travelers Eligible for ETTRA** screen, **click** on the **Exit** button to **return** to the **System Administrator View** screen.

Utilities

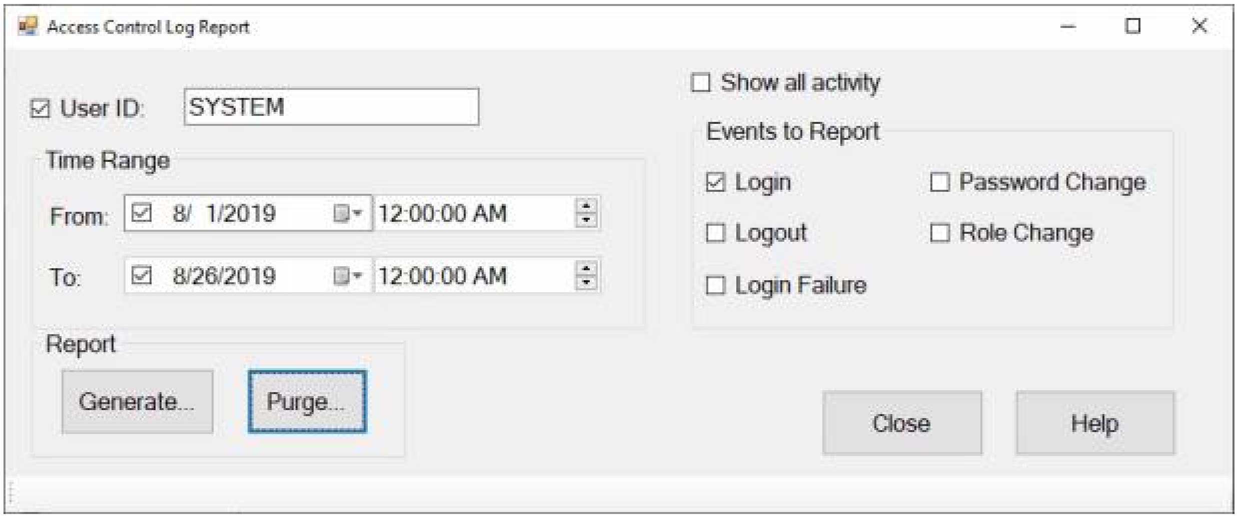
Access Control Log Report

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.



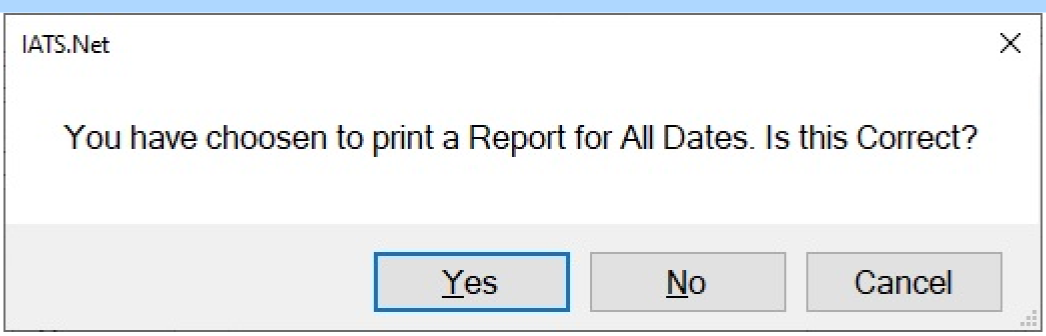
3. **User ID: - Click** in the **check box** at the **User ID** field if you wish generate the report for a specific **IATS User ID**. <u>Otherwise</u>, **do not** check the box and **enter** the **Employee ID** instead.

Note: If, **no entry** is made at the **User ID** field, IATS will generate the report for **all users**.

<u>Time Range:</u> Using the **Time Range** is **optional**.

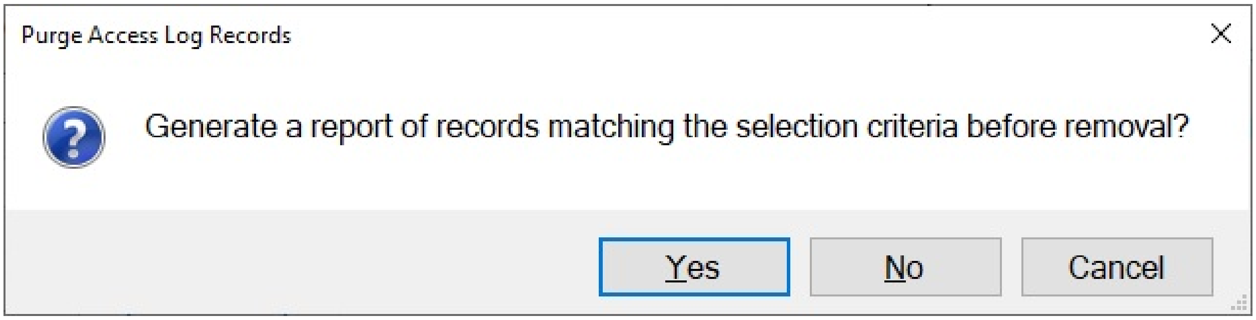
4. **From: - Click** in the **check box** at the **From** field if you wish to generate the report **beginning** on a <u>specific</u> **date**. After checking the check box, enter the desired **begin** date in **MMDDYY** format. You can also **click** on the **calendar icon** and use the **calendar** to select the date. <u>If</u> you wish to generate the report **beginning** at a <u>specific</u> **time**, <u>click</u> 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 <u>specific</u> 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. <u>If</u> you wish to generate the report to **end** at a <u>specific</u> **time**, <u>click</u> on the *up/dn* **arrow** buttons to **adjust** the **ending** time.

Note: If **no entries** are made at the **Time Range** fields, IATS will generate the report for **all dates** and display the following message.



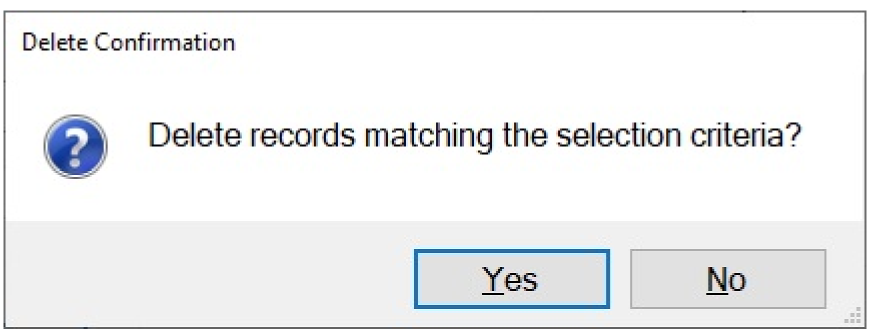
<u>Events:</u>

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.

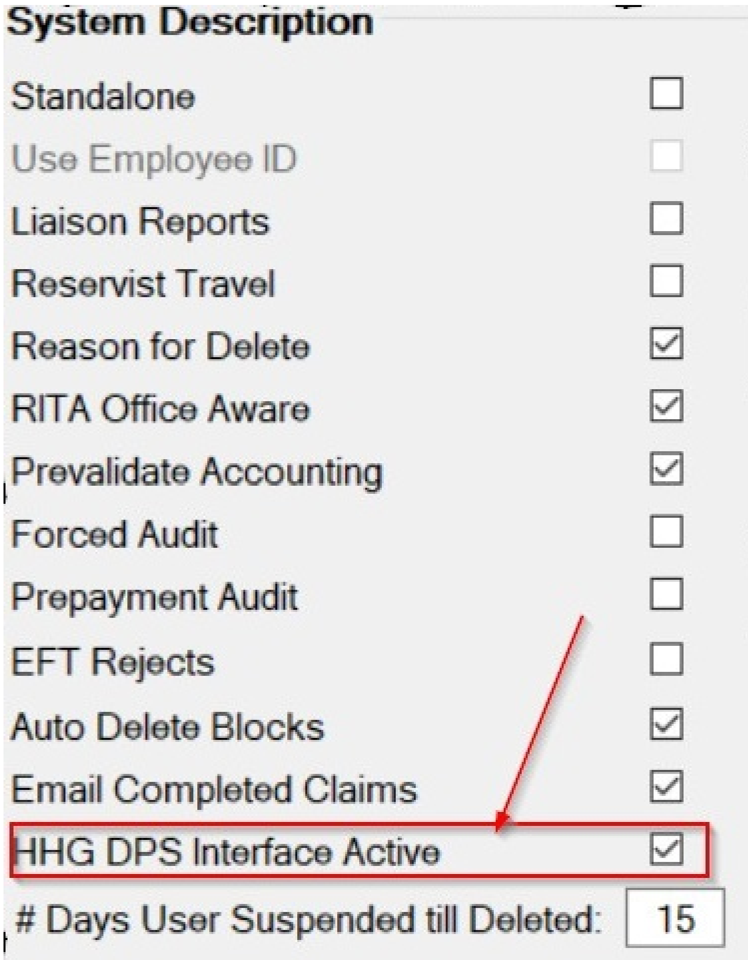
14. **Click** on **OK** to continue.
15. **Click** on the **Close** button when you are **finished** using the **Access Control Log Report** screen.

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.

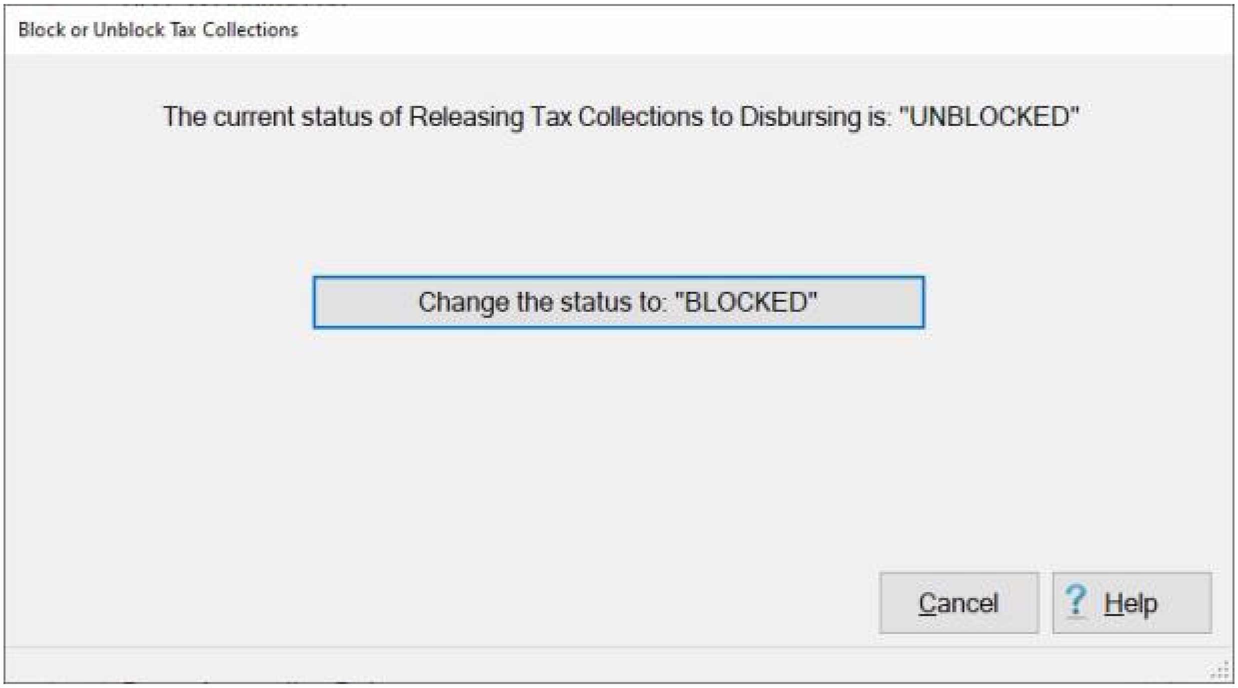
The **purpose** is to give the user **time** to **reconcile** the **data** for producing **Form 941-X** or **W-2c** without having any additional **data** added in. Once the appropriate report has been sent to the IRS, the **switch** can be **changed** to **allow** Tax Collections to be dispersed.

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:

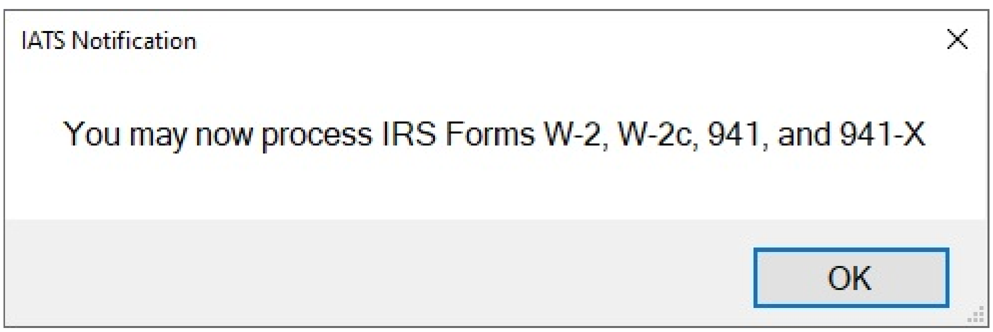


Complete the following steps to "block or unblock" a Tax Collection block:

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 **screen** appears.

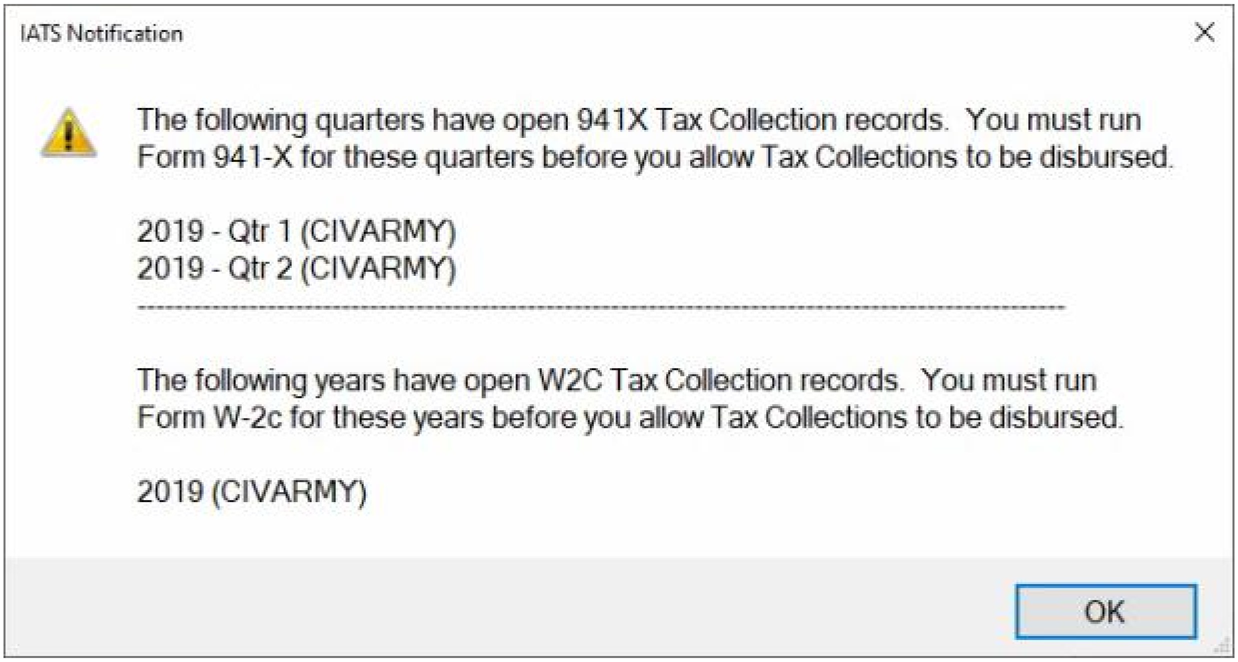


3. **Click** on the **Change the status to: "Blocked"** or the **Cancel** button as applicable.
4. If you **click** on the **Change the status to: "Blocked"** button, IATS will **display** the following *pop-up* **message**.



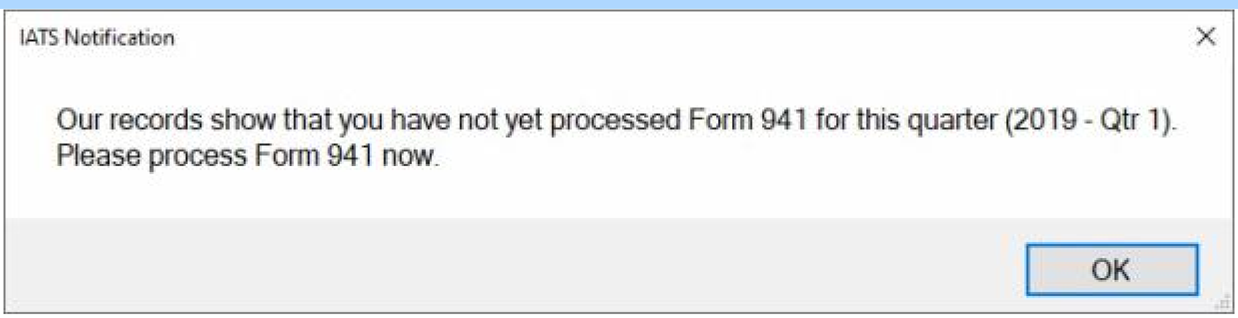
5. **Click** on **OK** to continue.
6. You may now **proceed** to **generate** the desired **tax forms**.

Note: After the **status** has been **changed** to **Blocked**, you cannot **change** the status back to **Unblocked** until all of the required **tax forms** have been **generated** and the **books** have been **closed** for any year having **open** tax collection records. If you **attempt** to use the **Utility** program and **change** the status to **Unblocked**, the following **display** will appear if **open tax collection records** are still existing:

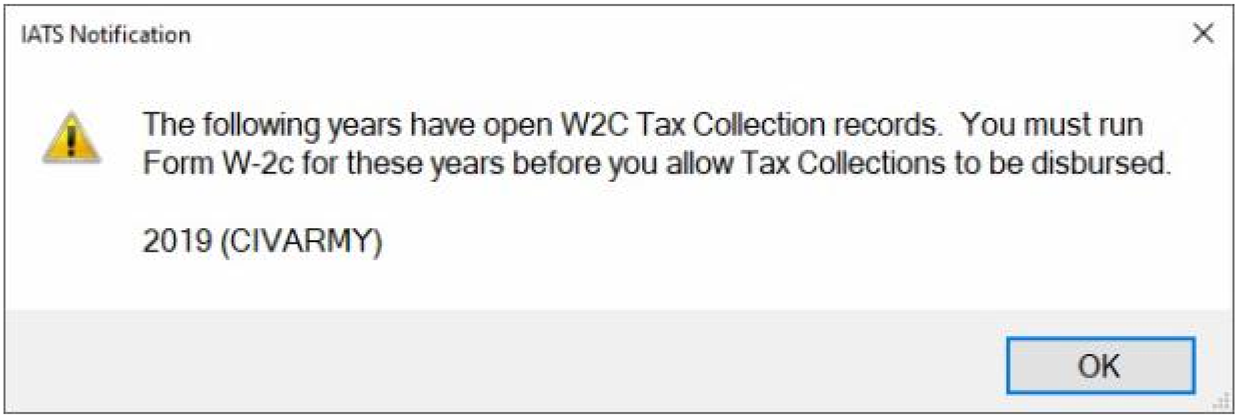


You must now **generate** the **941 forms** for any **quarters** with open records and **W2 forms** for any **years** with open records.

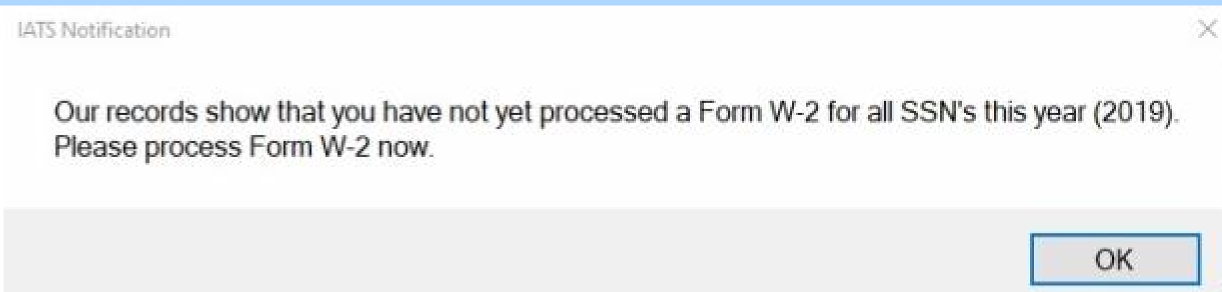
Note: If at this point, the you attempt to run **Form 941-X** for any of these quarters and if the corresponding **Form 941** has not been run yet, you will receive the following message:



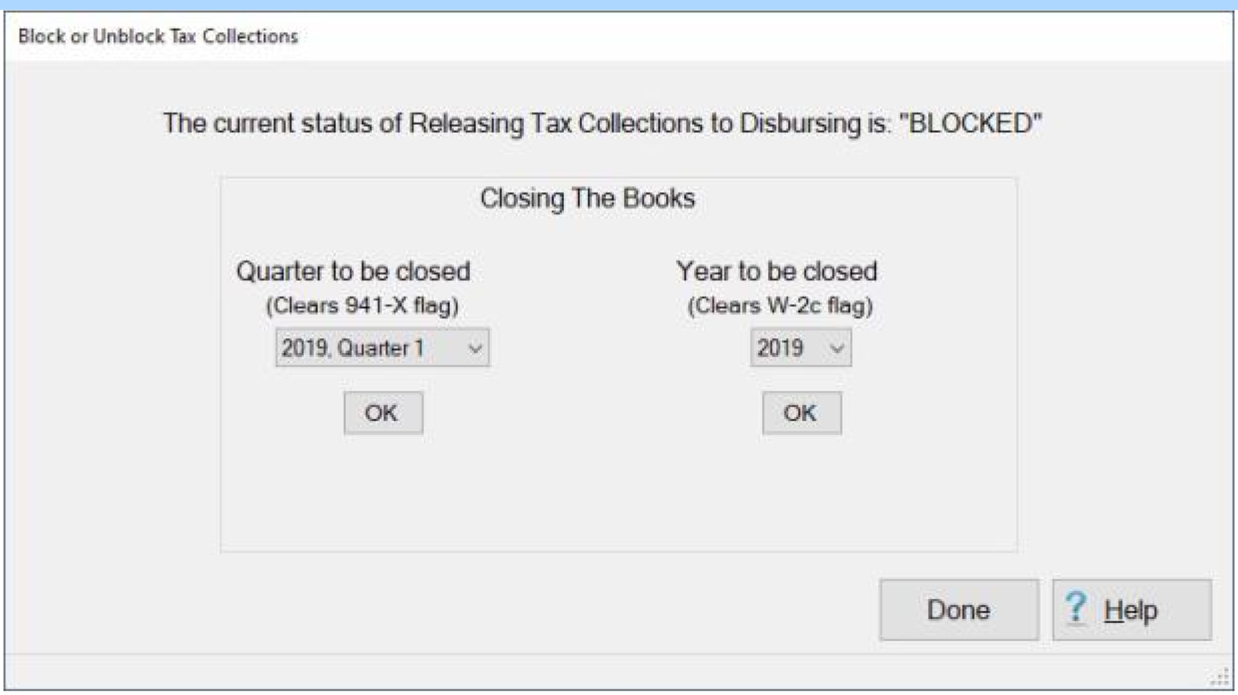
Note: After **Forms 941** and **941-X** have been run and you try to **Unblock Release of Tax Collections**, you will receive the following message:



Note: If you try to run **Form W-2c** and the corresponding **W-2** has not yet been run, you will receive the following message:



Note: IATS records **Forms W-2c** and **W-2**, only they were run for all travelers in the office (i.e. beginning and ending SSN are left blank). After **both forms** are run and you try to **Unblock Release of Tax Collections**, you will be prompted to "**Close the Books**":



Note: If your organization has **multiple offices** within you database, you must **repeat** these **steps** to **generate** the **Forms 941**, **941X**, **W2**, and **W2C**, to **close** the open Tax Collection Records for every office before you can **Close the Books** and **Unblock the Release of Tax Collections**.

Click on the **See Also** button below for a **list** of the additional Help **topics** related to **Tax Reporting Safeguards** and then **click** on the topic "**Closing the Books for Tax Collection Records**".

Change Bank Routing Number

Bank Routing Numbers are stored in the IATS database for each travel account that is set-up for **EFT** payments.

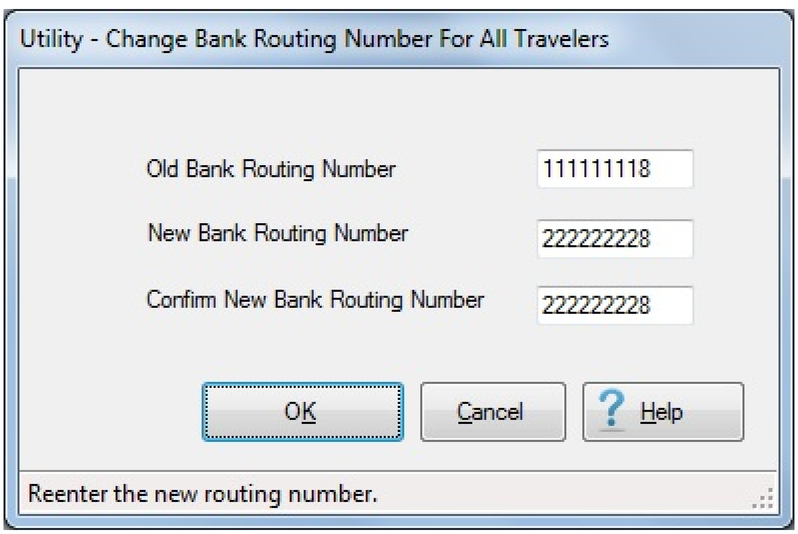
If the bank or financial institution **changes** it's routing number, this requires a **change** to **each** travel **account** with that institution's code.

This commonly occurs when financial institutions are **sold** or **acquired** by another company.

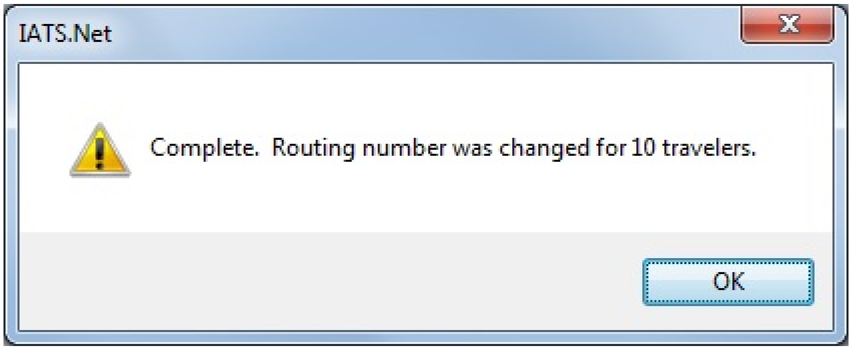
The change of a bank routing code could affect thousands of travel accounts. For this reason, a **utility program** was developed to make a global **change** to every **account** storing the old **routing number**. This **prevents** the travel office from manually **updating** these records, which **saves** 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.



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.

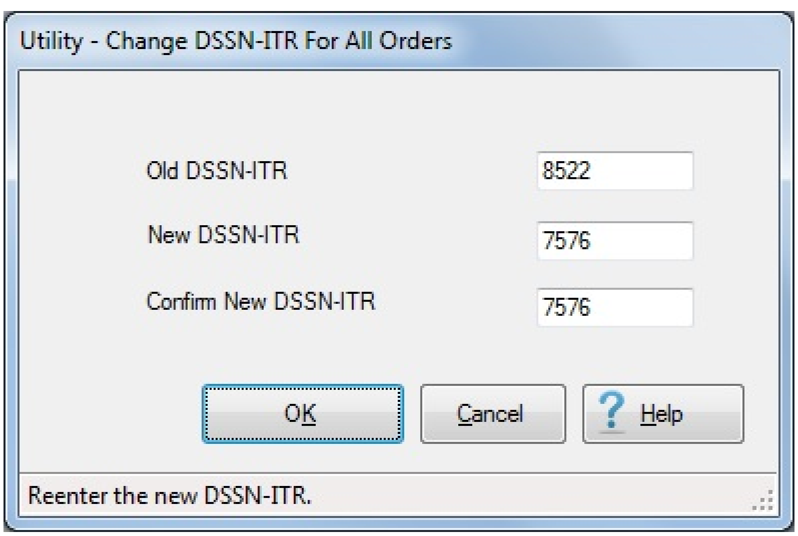
Change DSSN ITR

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**.

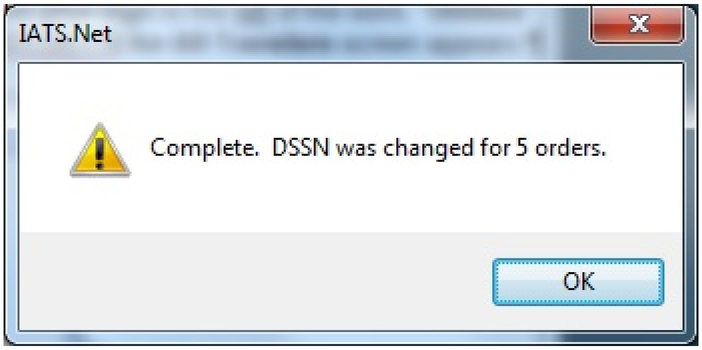
When this occurs, the **DSSN-ITR numbers** stored in the travel accounts being transferred must be changed to the new station's **DSSN-ITR**.

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.



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.

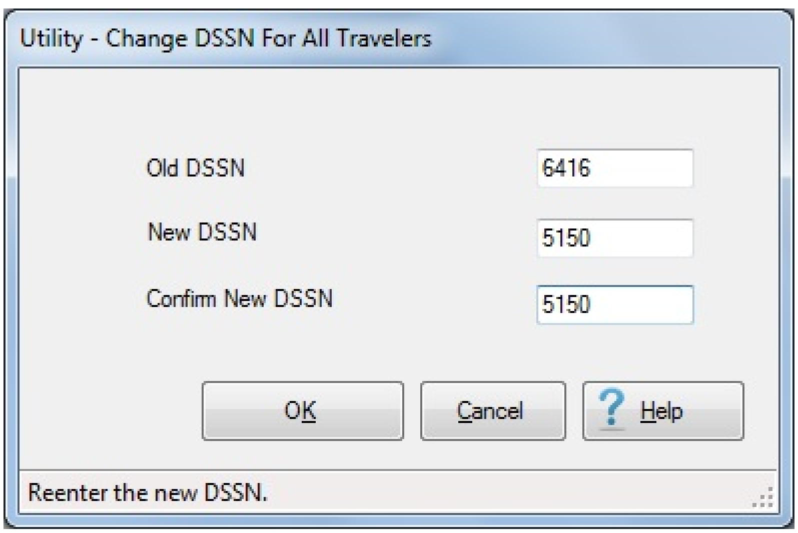
Change Paying DSSN

Because of the opening of the many new DFAS Operating Locations (**OPLOCS**), some travel offices have **closed** and **transferred** their **accounts** to the **OPLOCS**.

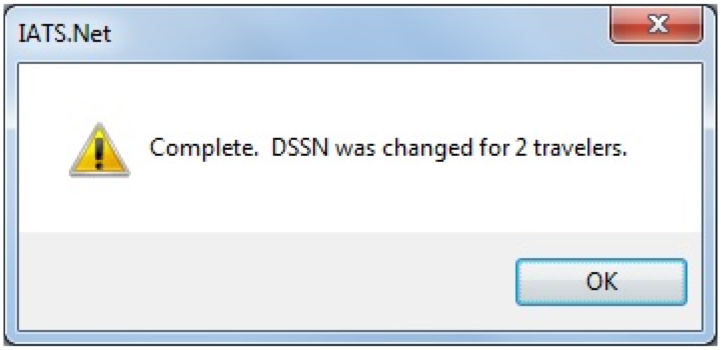
When this occurs, the **DSSN numbers** stored in the travel accounts being transferred <u>must be changed</u> to the <u>new</u> accountable **DSSN**.

Complete the following steps to "change" the Paying DSSN:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the <u>left</u> of the word, "**Utilities**". An <u>expandable</u> **menu** appears listing the various utility programs.
2. **Click** on the **Change Paying DSSN** option. The **Change DSSN for All Travelers** screen appears.



3. **Old DSSN:** - At this field, **type** the <u>old</u> **DSSN** and **press** *Tab*.
4. **New DSSN:** - At this field, **type** the <u>new</u> **DSSN** and **press** *Tab*.
5. **Confirm New DSSN:** - At this field, **re-type** the <u>new</u> **DSSN** and **press** *Tab*.
6. After re-entering the <u>new</u> **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

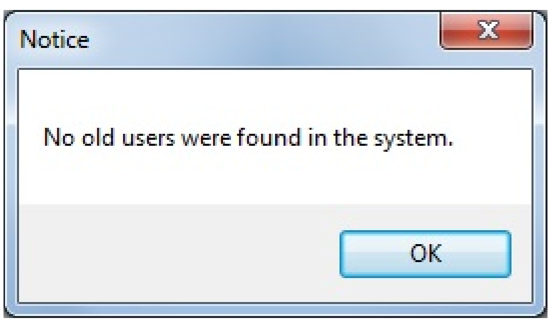
User ID's and associated **passwords** remain in the database until the **System Administrator** accesses the **Maintenance** module and **deletes** them.

A **utility** program was added to IATS that will provide a **listing** of users that have <u>not</u> 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**.

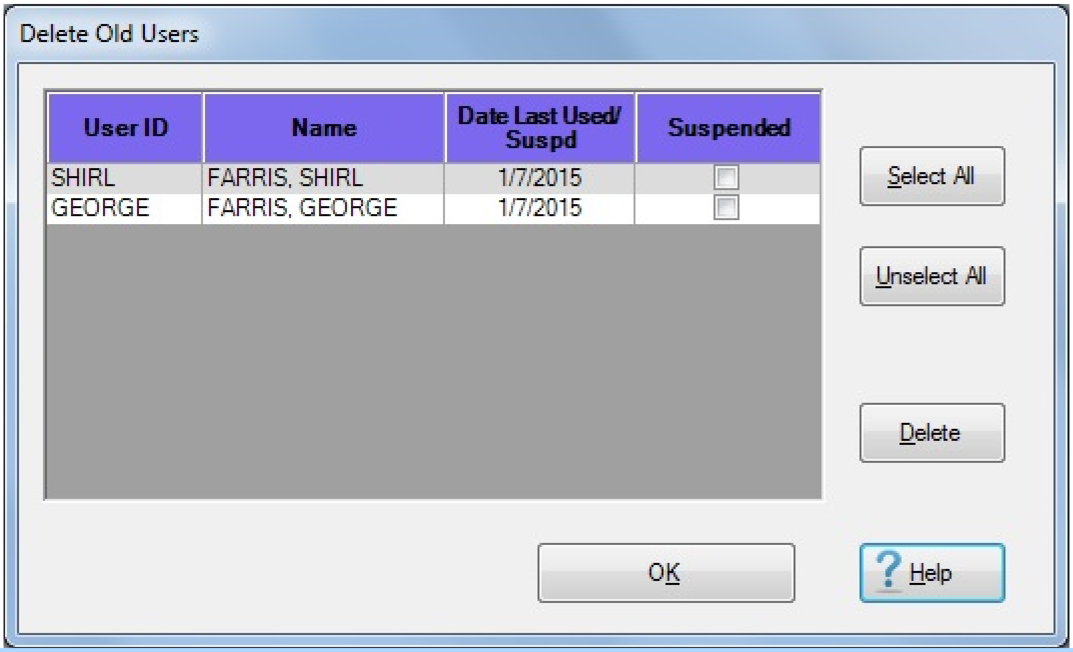
Note: One **exception** is that the User ID "**System**" <u>cannot</u> be deleted by using this utility program.

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 <u>left</u> of the word, "**Utilities**". An <u>expandable</u> **menu** appears listing the various utility programs.
2. **Click** on the **Delete Old Users** option. If there are <u>no</u> users that have <u>not</u> logged in with in the past 90 days, the following *pop-up* **message** appears.



3. You would then **click** on **OK**.



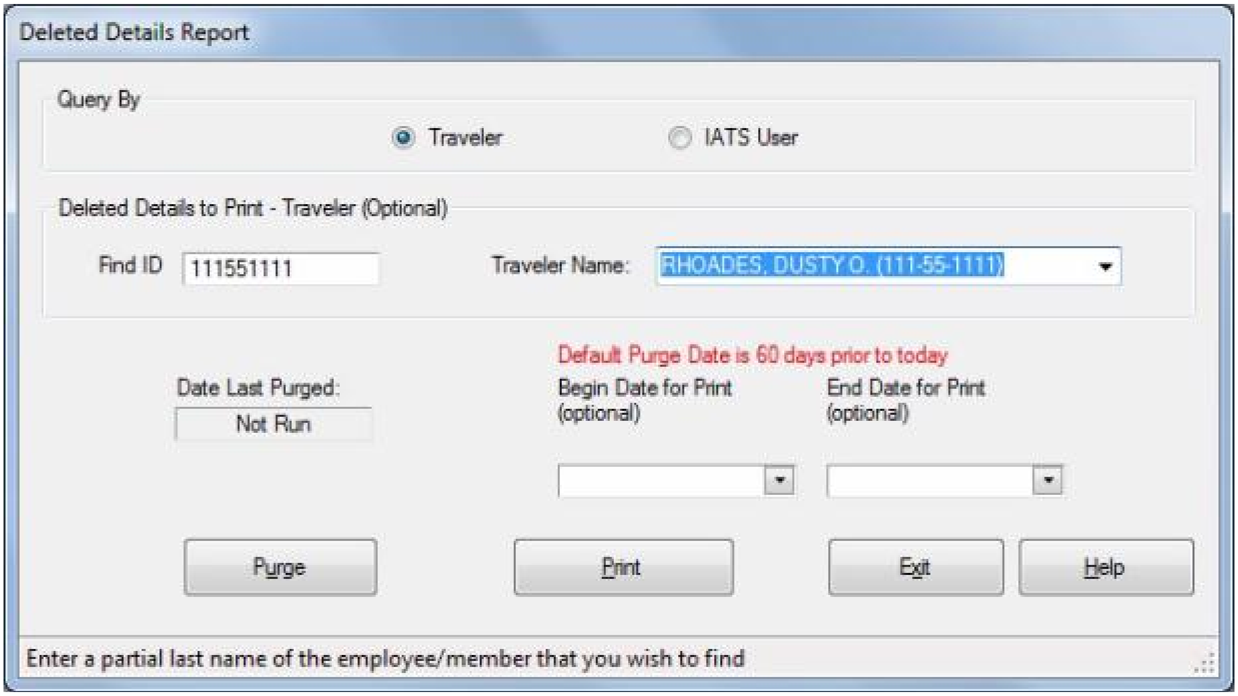
Note: When using this screen you can **sort** the data by **clicking** on the column **headers**.

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:

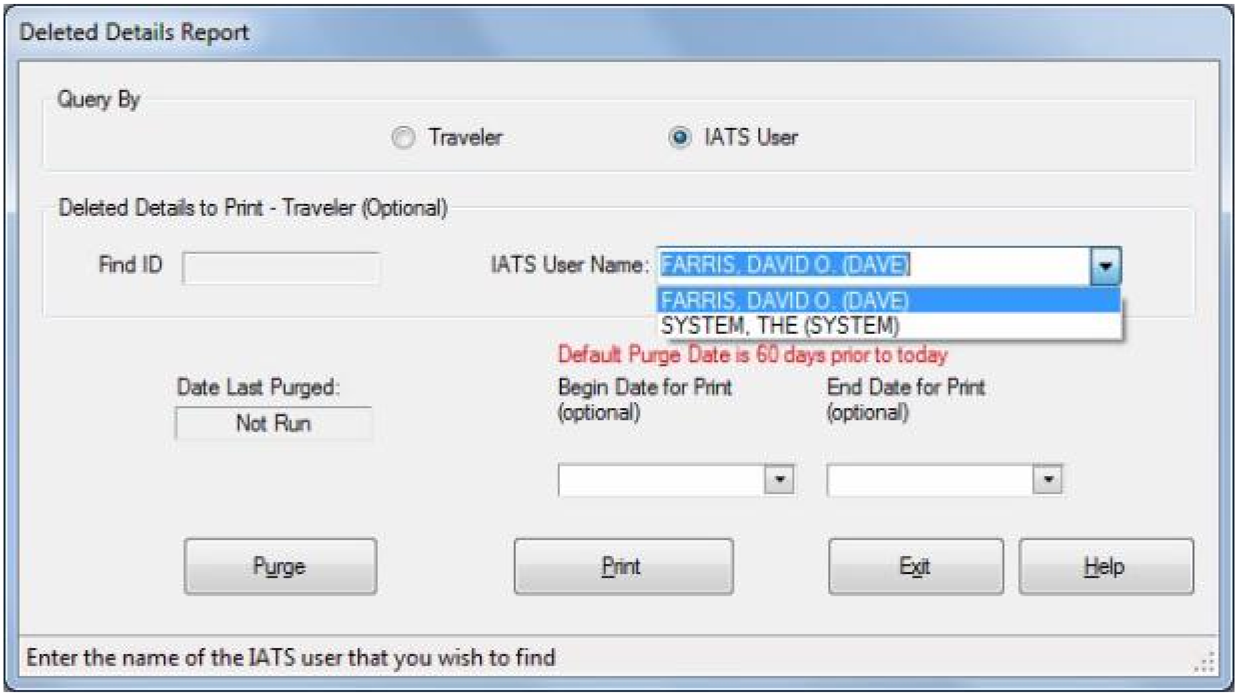
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable **menu** appears listing the various utility programs.
2. **Click** on the **Deleted Details Report** option. The **Deleted Details Report** screen appears.

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.



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.

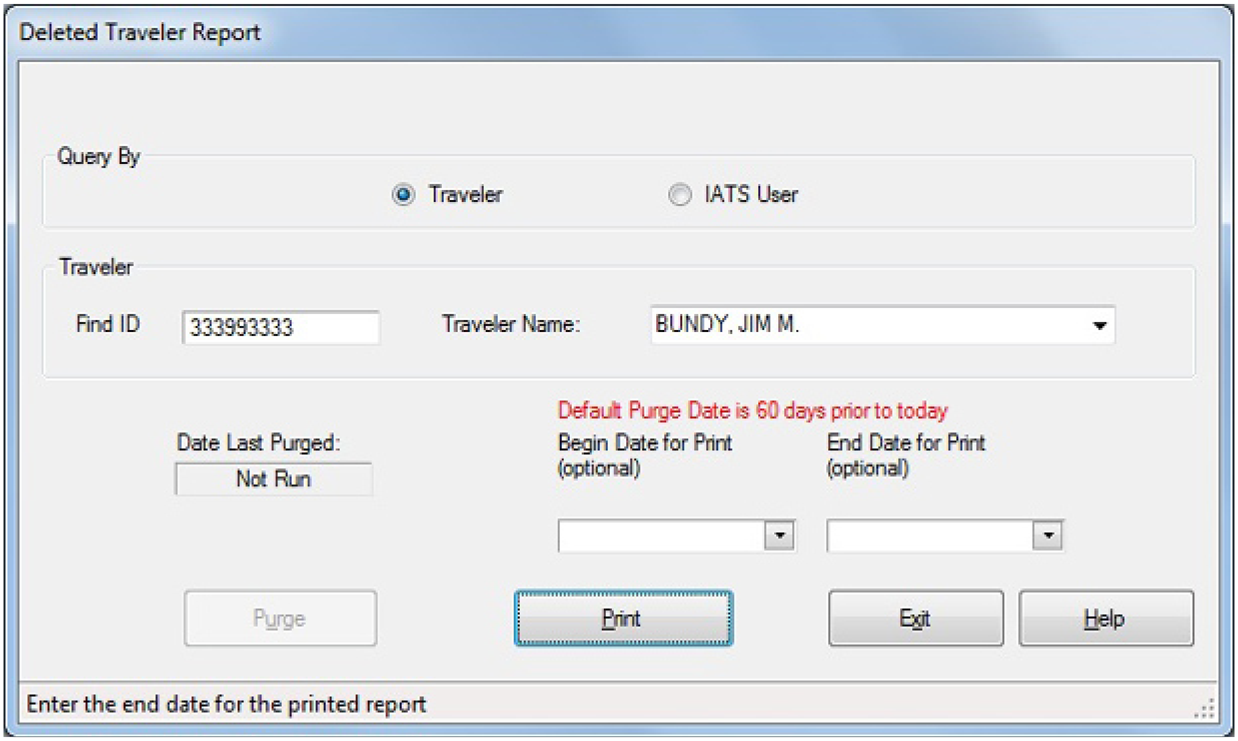
Deleted Traveler Report

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.

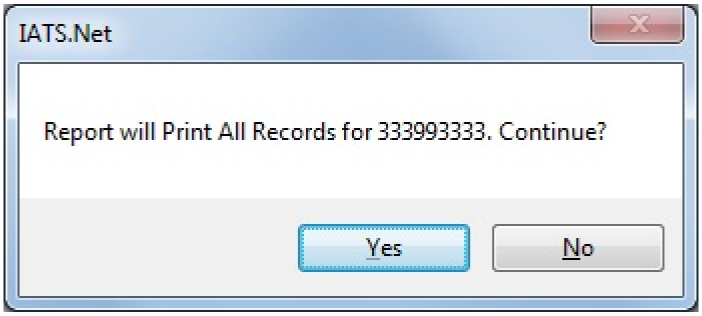
Complete the following steps to "run" the Deleted Traveler Report:

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

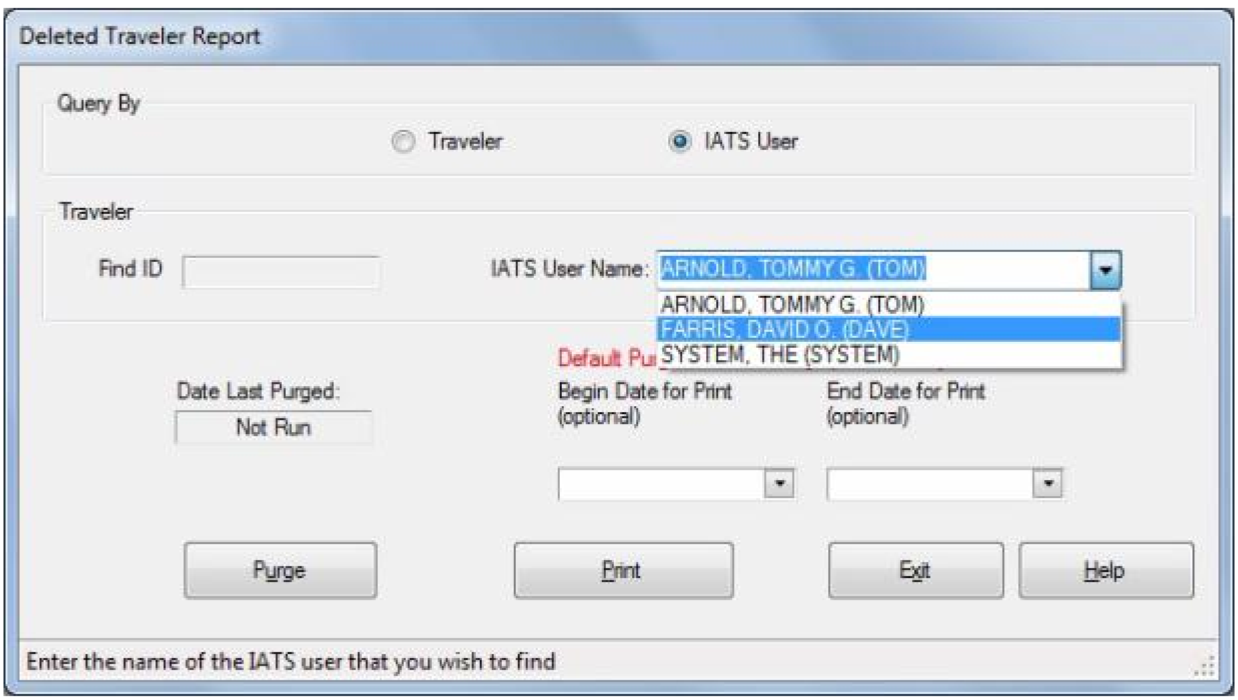
1. **Click** in the **circle** next to the word **Traveler** if you wish to generate the report details for a particular traveler.
2. **Find ID:** - At the **Find ID** field, **type** the SSN of the travel account you wish to generate the report for and then **press** *Tab*.
3. **Traveler Name:** - If 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.

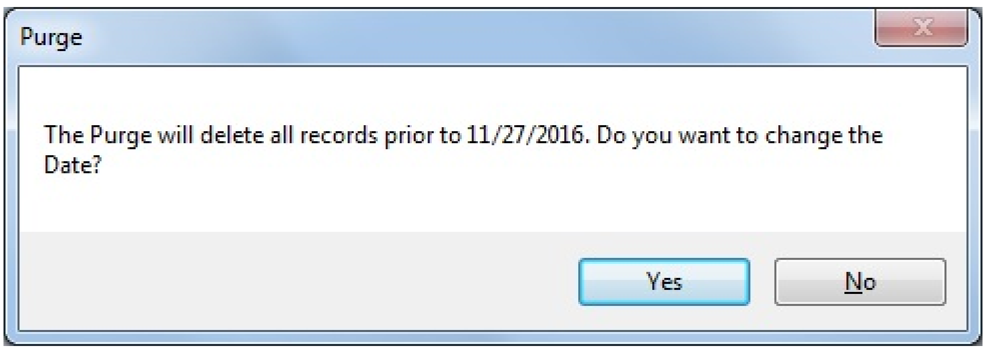


3. **Click** on the desired **user name** to make your selection.
4. **Begin Date for Print: -** This an **optional** field. If you wish, however, to generate the report from a specific beginning date, **type** the desired **date** at this field in **MMDDYY** format and then **press** *Tab*.

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

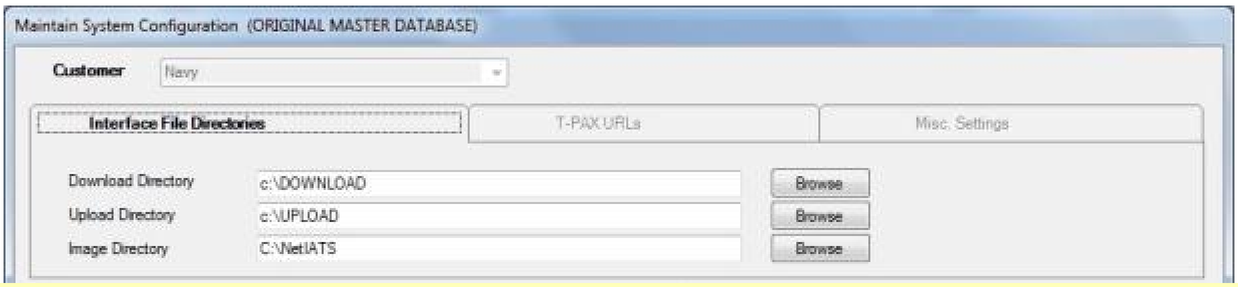
Navy accounting **appropriations** are stored in the IATS database in a CMET **table**. IATS users can automatically **pull** the full appropriation from the table just by entering the Bureau Control Number Codes

(**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.

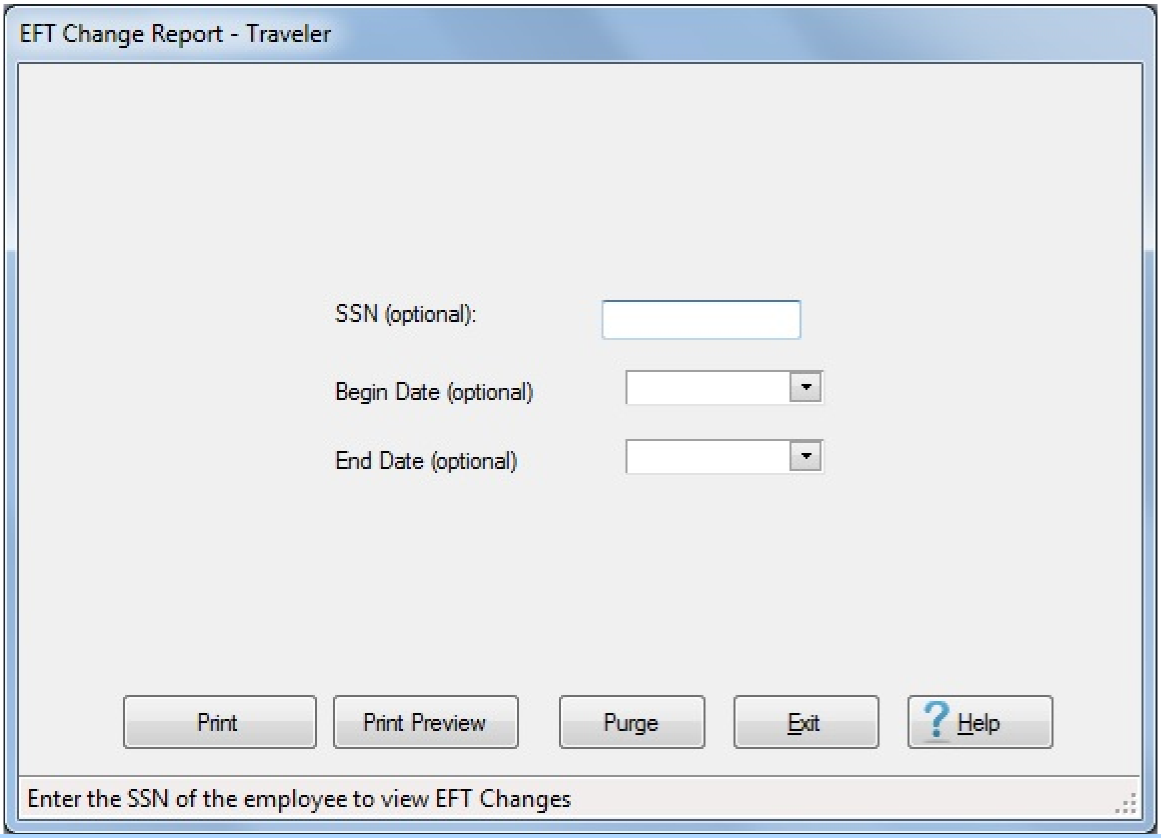
EFT Change Report - Traveler

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.



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.

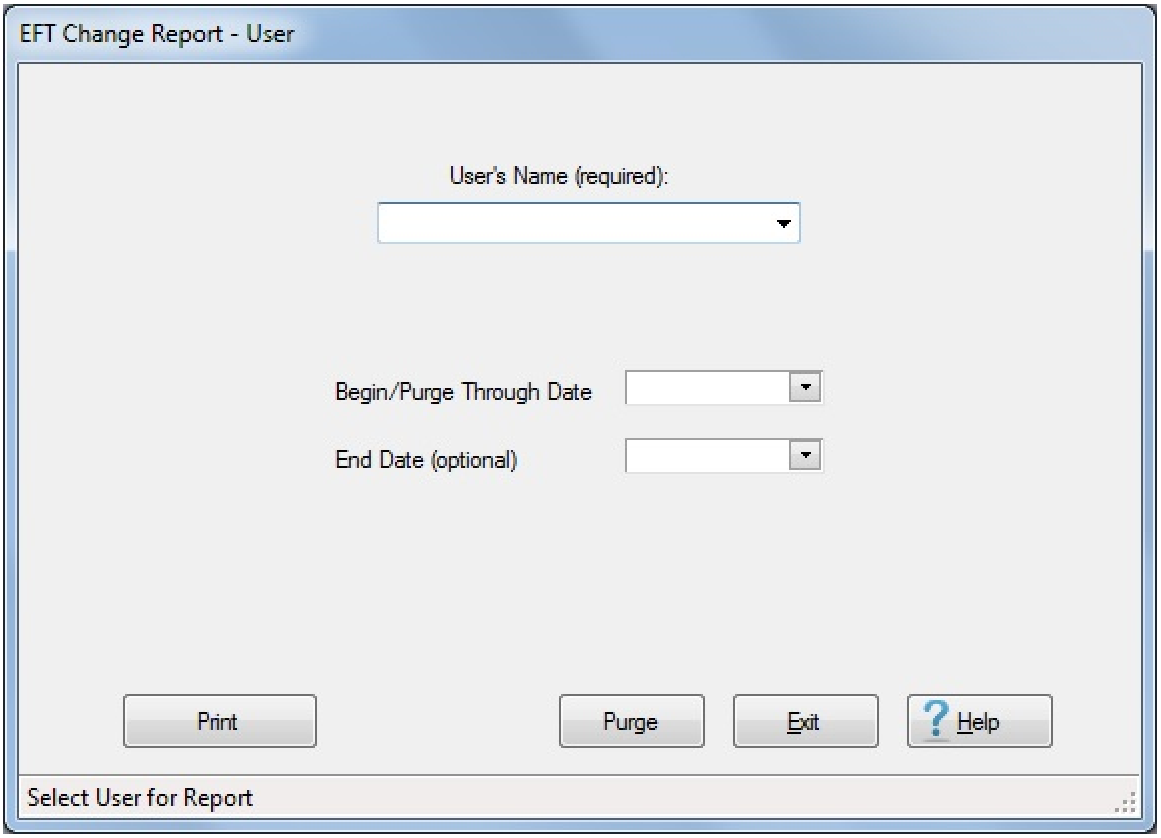
17. Once you have a correct Purge through **date** entered, **click** on the **Purge** button again. Another *pop-up* message appears asking if you wish to purge all EFT records prior to the date entered. **Click** on *Yes* or *No* as desired.
18. IATS purges the file and displays a **message** that 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.



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 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 **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.

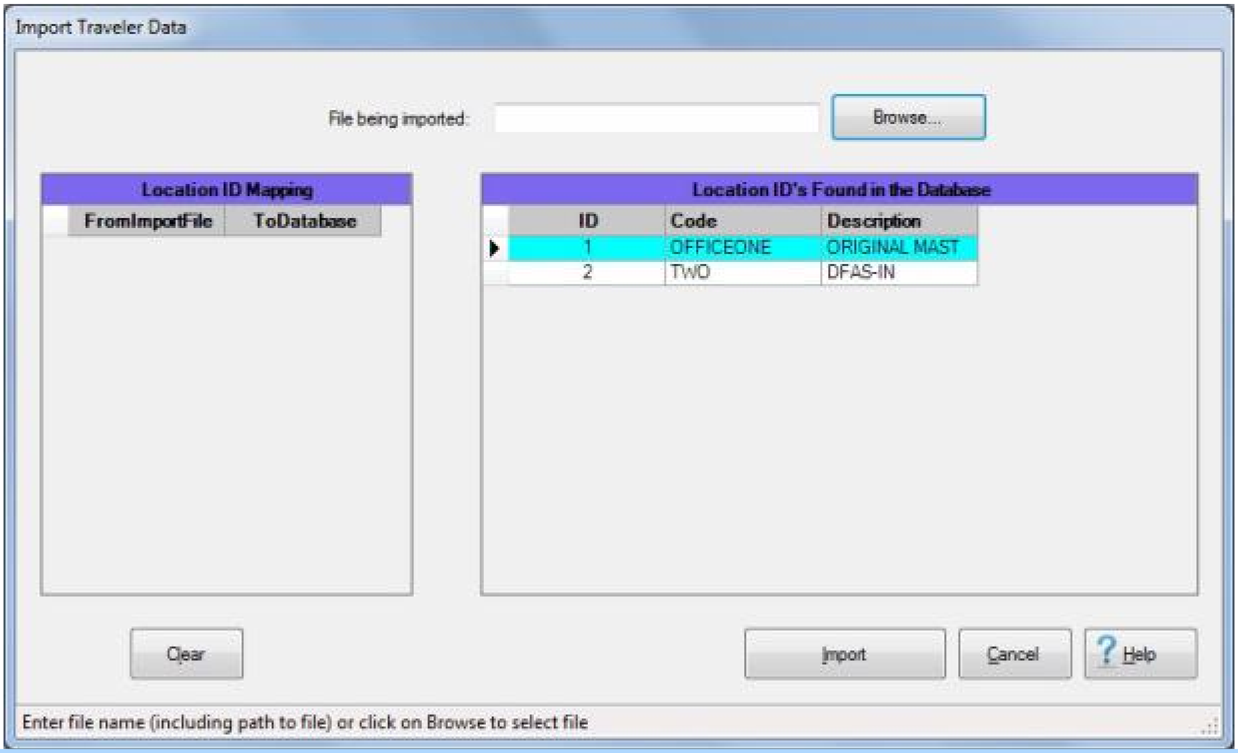
Import DumpData

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.

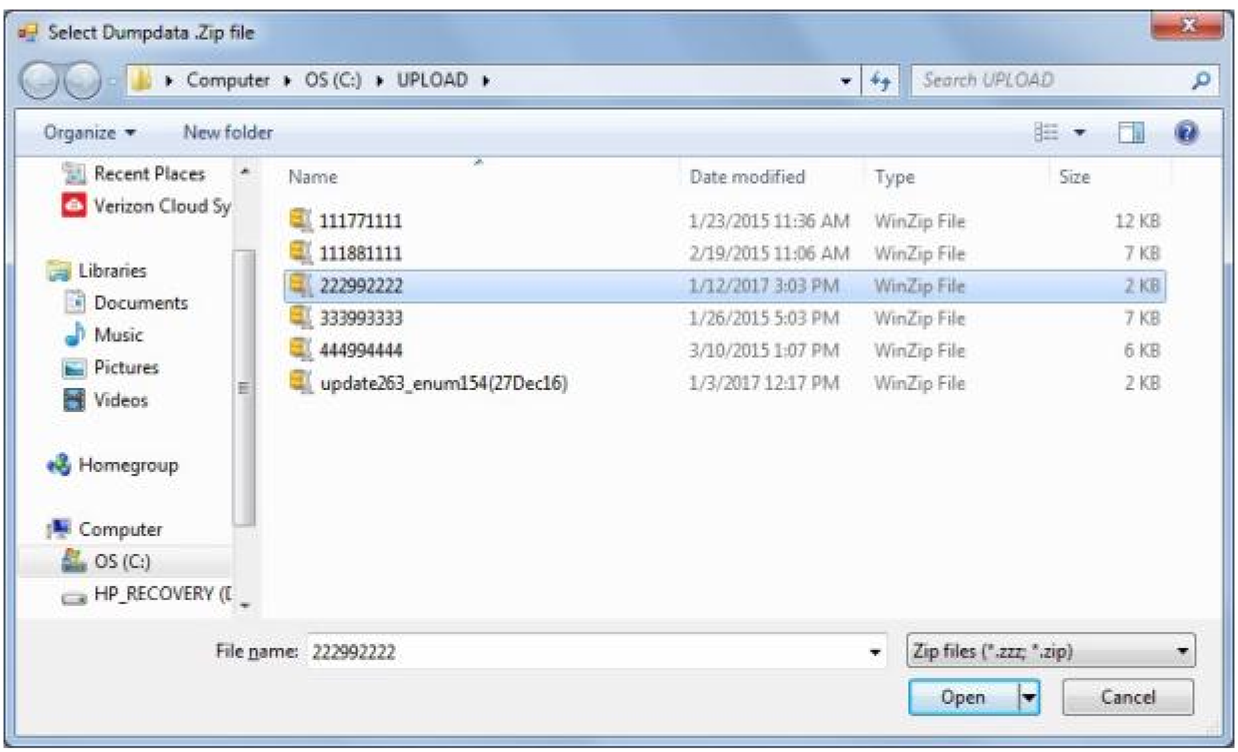
Complete the following steps to "import" a DumpData file:

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.



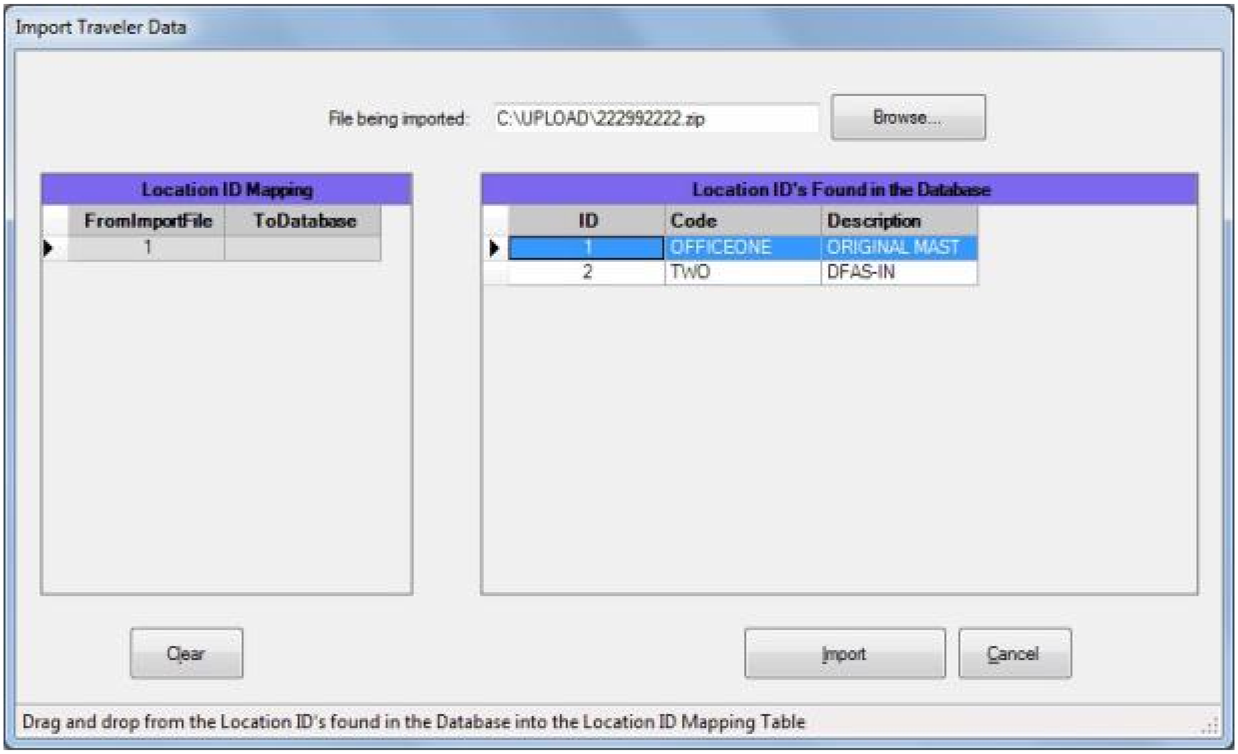
Note: At this screen, the IATS user <u>must</u> browse to the **location** where the import file **resides** and then **select** the desired file.

3. **Click** on the **Browse** button. The **Select Dumpdata.Zip File** screen will appear.

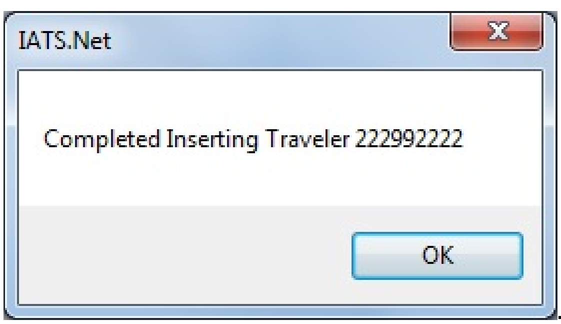


4. Once you have **located** and **selected** the file to be imported, **click** the **Open** button.

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** you 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**:



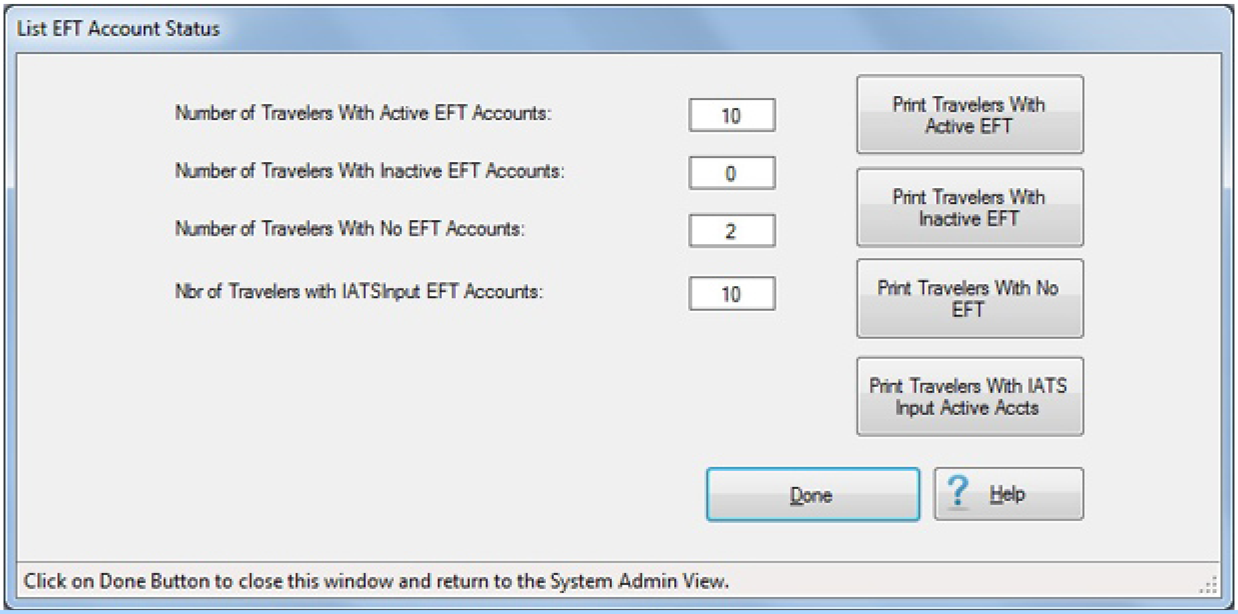
11. **Click** on **OK** to return to the **Import Traveler Data** screen.
12. If you are **finished** using the **Import Traveler Data** screen, **click** on **Done** to return to the **System Administrator View** screen.

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.



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.

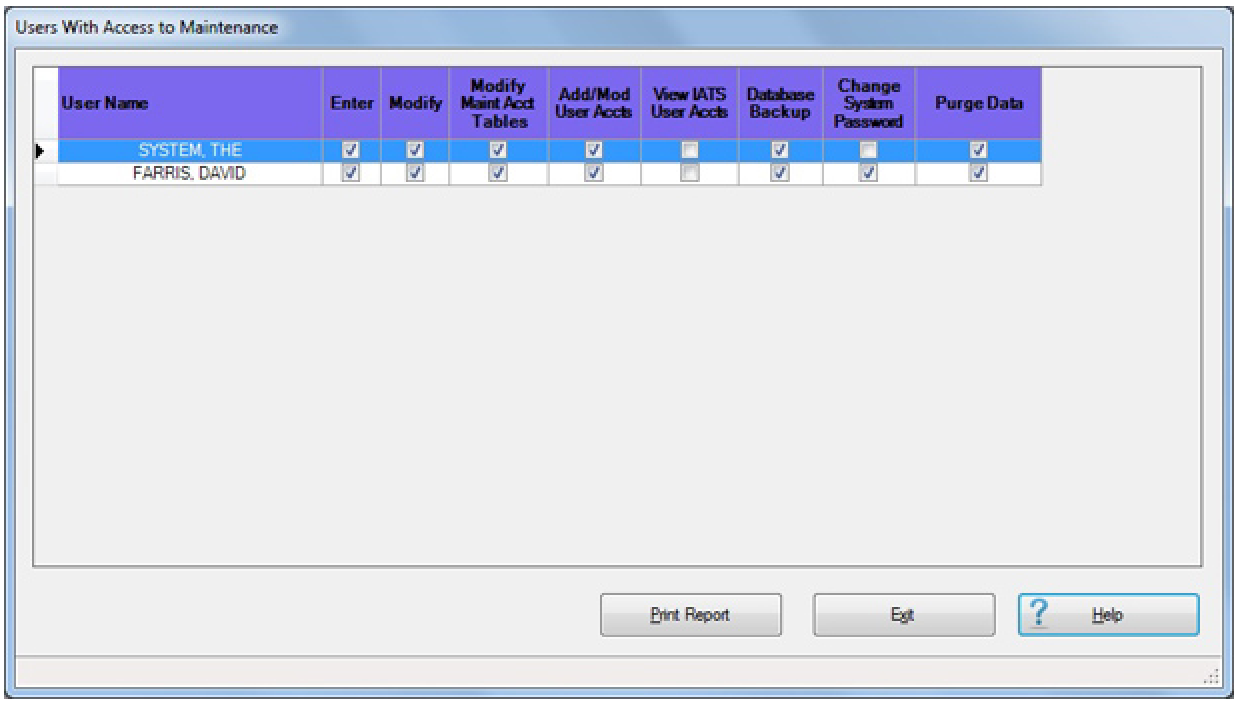
14. If you are finished using the **Adobe Reader**, **click** on the **red** button in the top right corner to close the screen.
15. When **finished** generating the EFT Status Report, **click** on the **Done** button to **return** to the **System Administrator View** screen.

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.
9. If you are finished using the IATS Report Viewer, **click** on the **red** button in the top right corner to close the screen.

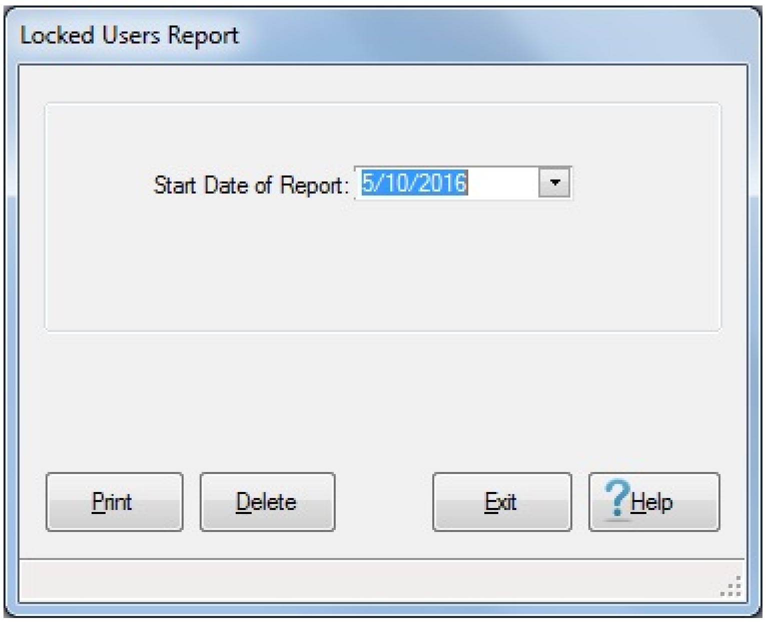
10. At the **Users With Access to Maintenance** screen **click** on the **Exit** button to return to the System Administrator (View) screen.

Locked Users Report

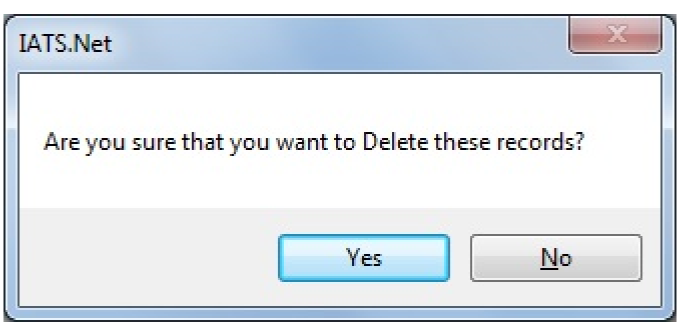
In order to comply with the Risk Management Framework **(RMF)** and Federal Information Systems Controls Audit Manual (**FISCAM**) security controls, the **Locked Users Report** was added to IATS to **track** individuals making <u>unsuccessful</u> **attempts** to **access** security files.

Complete the following steps to "generate" the Locked Users Report:

1. At the **System Administrator View** screen, **click** on the **plus sign** to the <u>left</u> of the word, "**Utilities**". An <u>expandable</u> **menu** appears listing the various report options.
2. **Click** on the **Locked Users Report** option. The **Locked Users Report** screen appears.



3. **Start Date of Report:** - The <u>current date</u> **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 appears asking if you are **sure** you wish to delete these records.



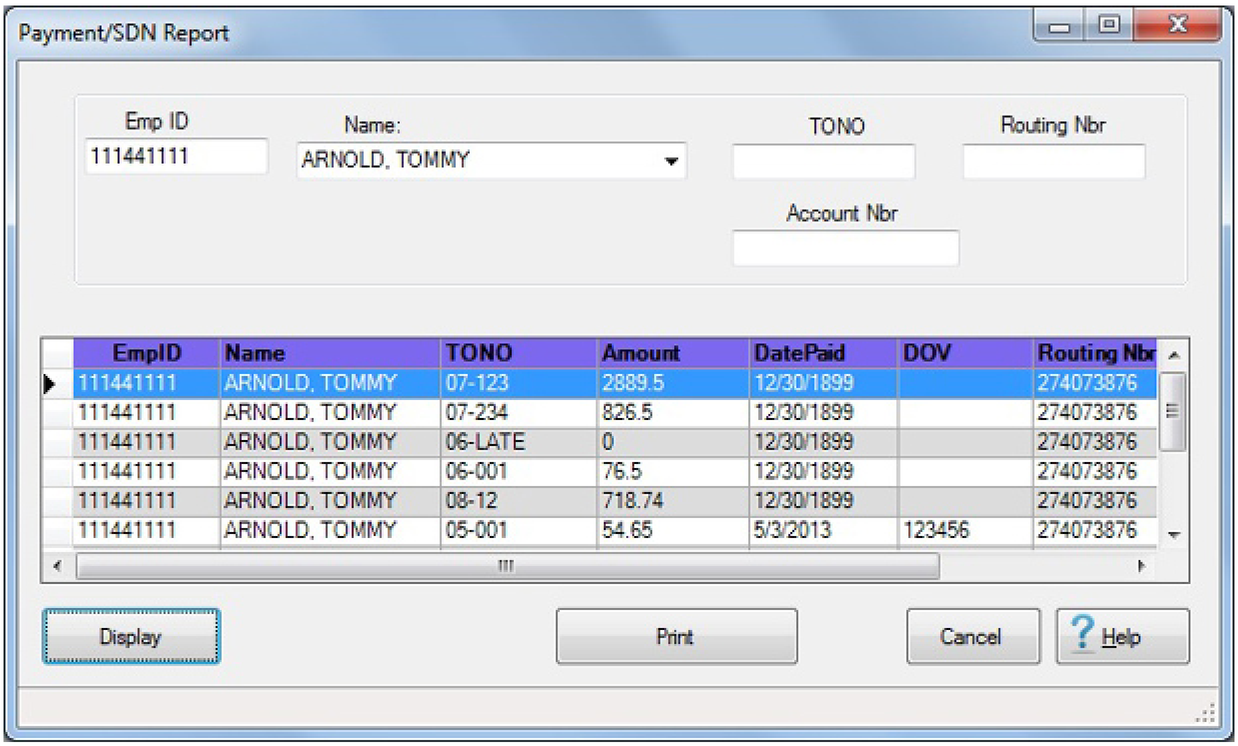
7. **Click** on *Yes* or *No* as desired.
8. If you are **finished** using the Locked Users Report screen, **click** on the **Exit** button.

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.



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.

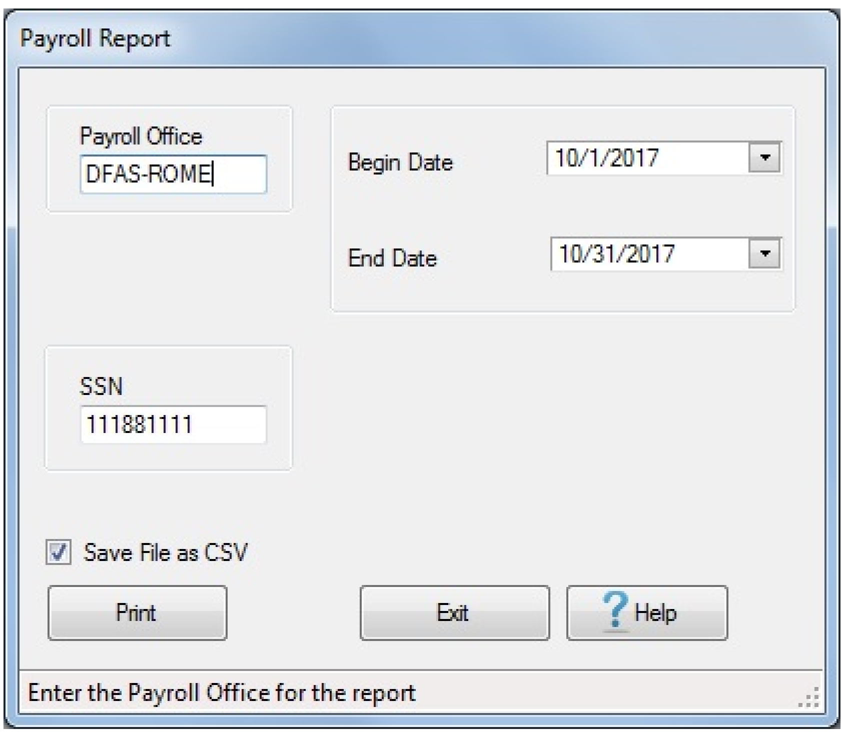
Payroll Report

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.



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.

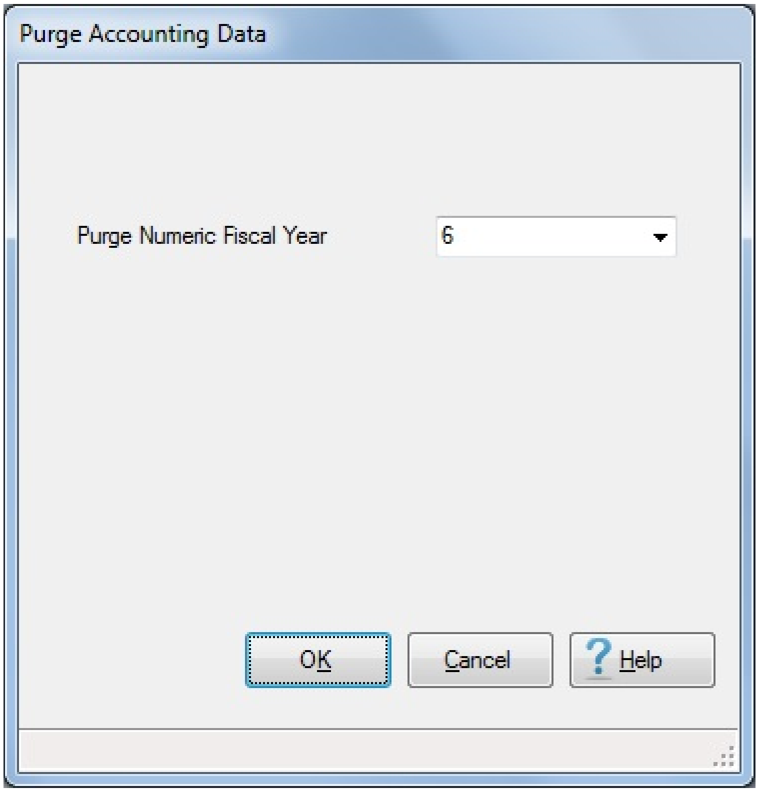
Purge Accounting Data

The **Purge Accounting Data** utility program is used to **delete** expired **accounting classifications** from the IATS database.

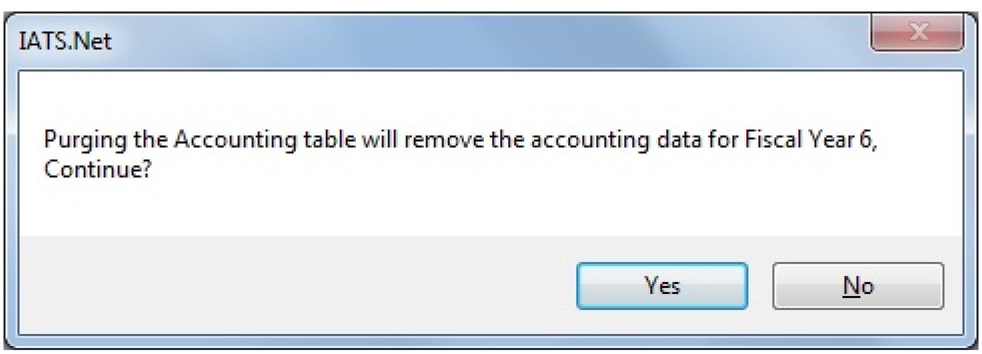
Note: Only **numeric** fiscal years will be **deleted**. All **alphabetic** fiscal years (eg. A, M, R, X, etc.) will **remain**.

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.



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**.

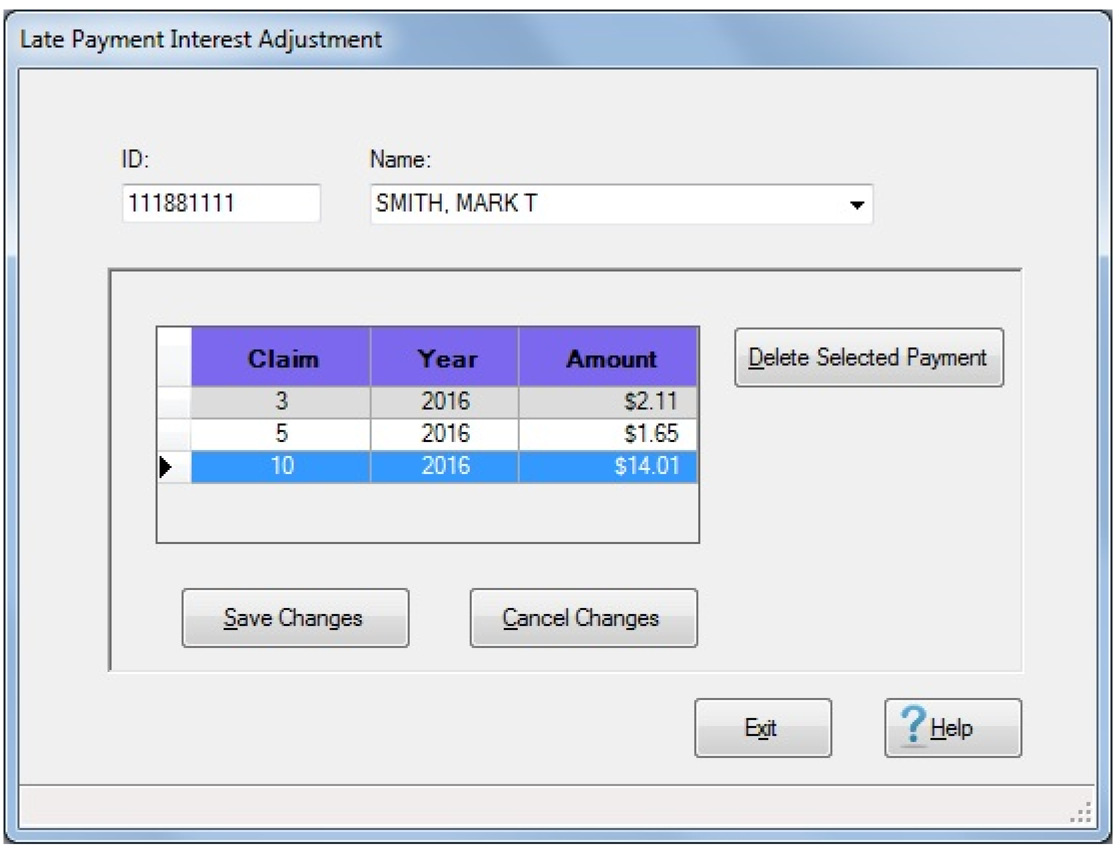
Prompt Pay Interest Adjustment

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.

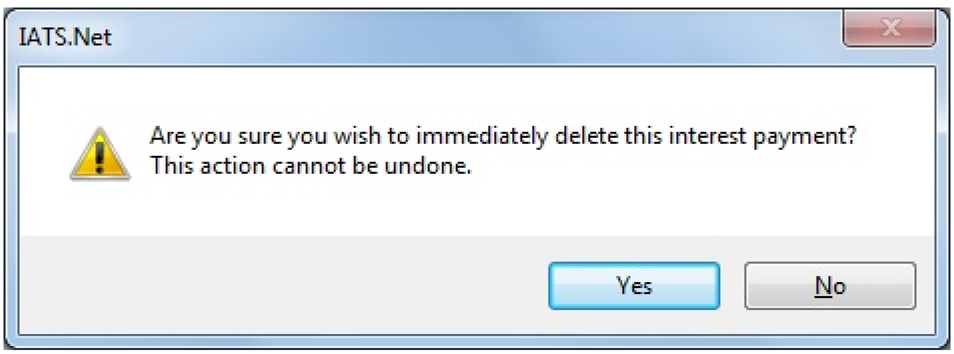
If a **discrepancy** is discovered after the **Prompt Payment Interest Report** is generated, IATS provides a **utility** program (**Prompt Pay Interest Adjustment**) that allows you to make **changes** to the interest **record** prior to generating the **1099 Interest Income Report**.

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.



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

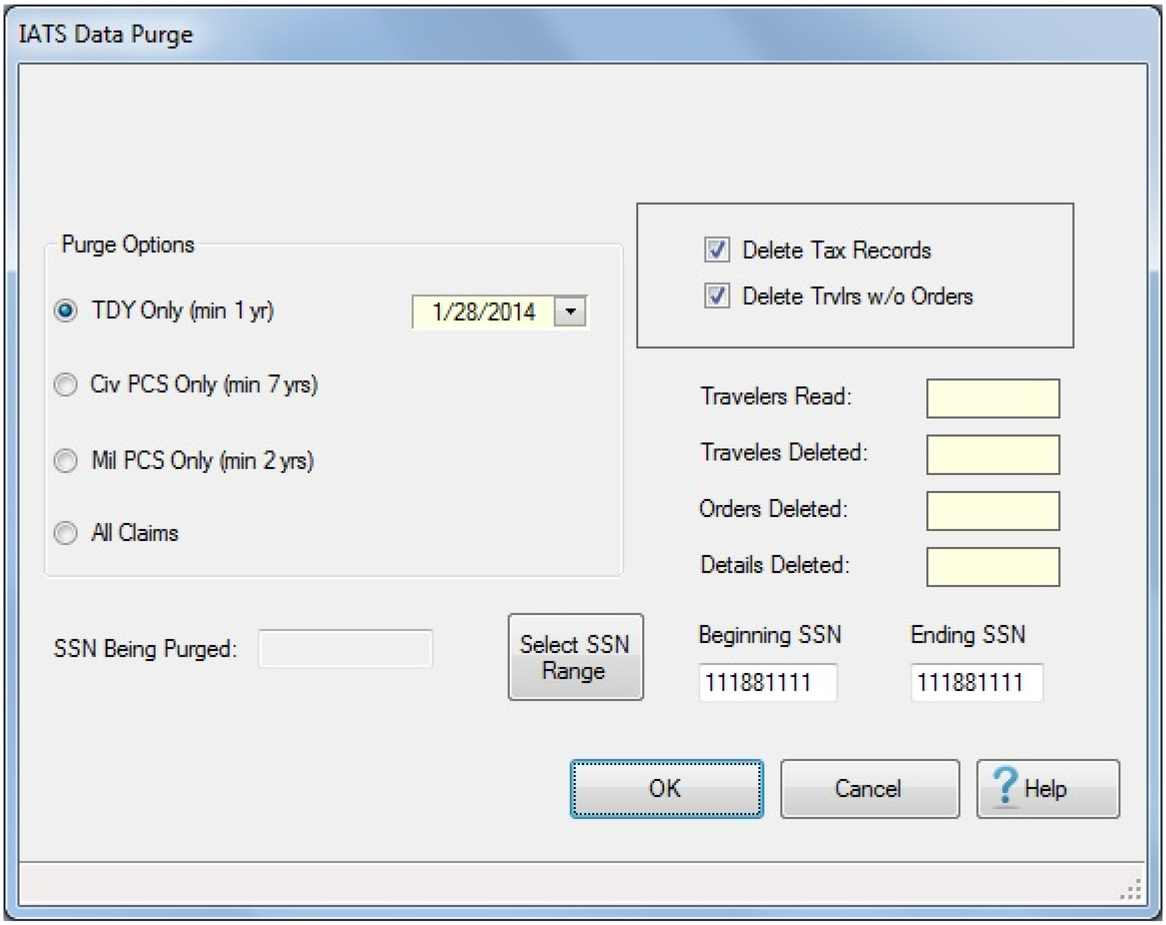
- If doing a purge on a DB over 1 GB and doing a TDY only purge, it took about 24 Hours for every 1.1GB of space in the DB. If doing a MILPCS, CIVPCS or ALL Claims, it took about 18 hours for every 1.1 GB of space in the DB

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.

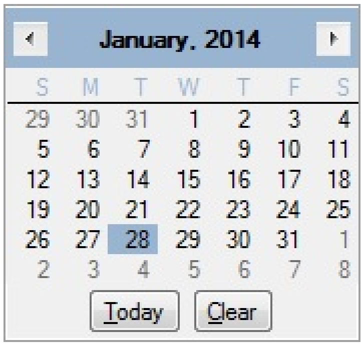
Complete the following steps to "run" the Purge Data program:

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.

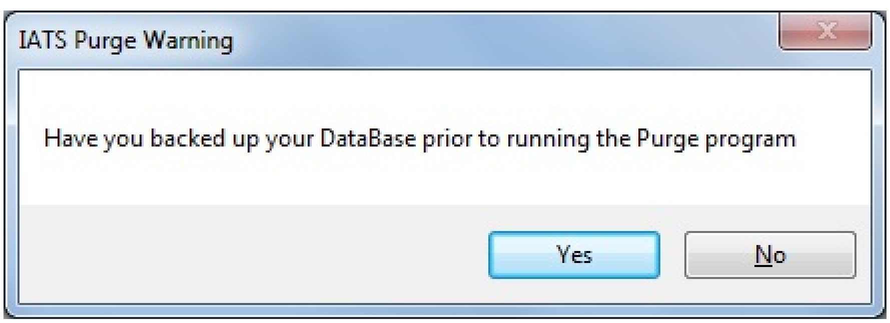


3. **TDY Only: - Click** in the radio **button** to select this option if you only want to purge **TDY** records.
4. **Civ PCS Only:** - **Click** in the radio **button** to select this option if you only want to purge **CIVPCS** records.
5. **Mil PCS Only:** - **Click** in the radio **button** to select 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.

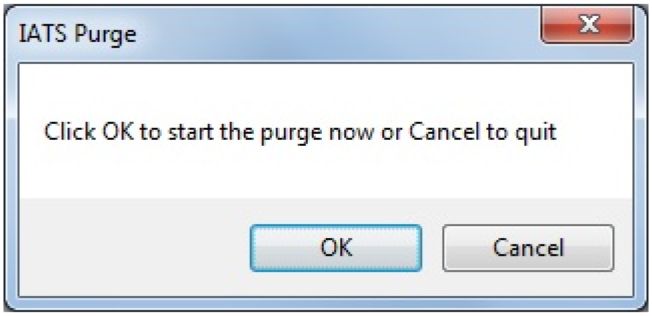
7. **Purge Date:** - The default value at the Purge Date field is the current date. If this date is not correct, **click** the "*Down*" **arrow**. This action results in IATS displaying a **calendar**.



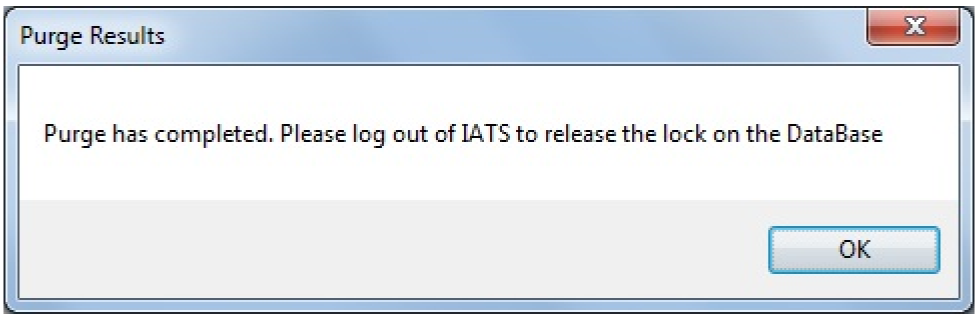
7. Clicking on the "left" **arrow** button on the calendar will **advance** the calendar **back** one month. Clicking the "right" **arrow** button on the calendar will **advance** the calendar **forward** one month. **Click** the left or right arrow **buttons** until the desired **month** is displayed. 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.

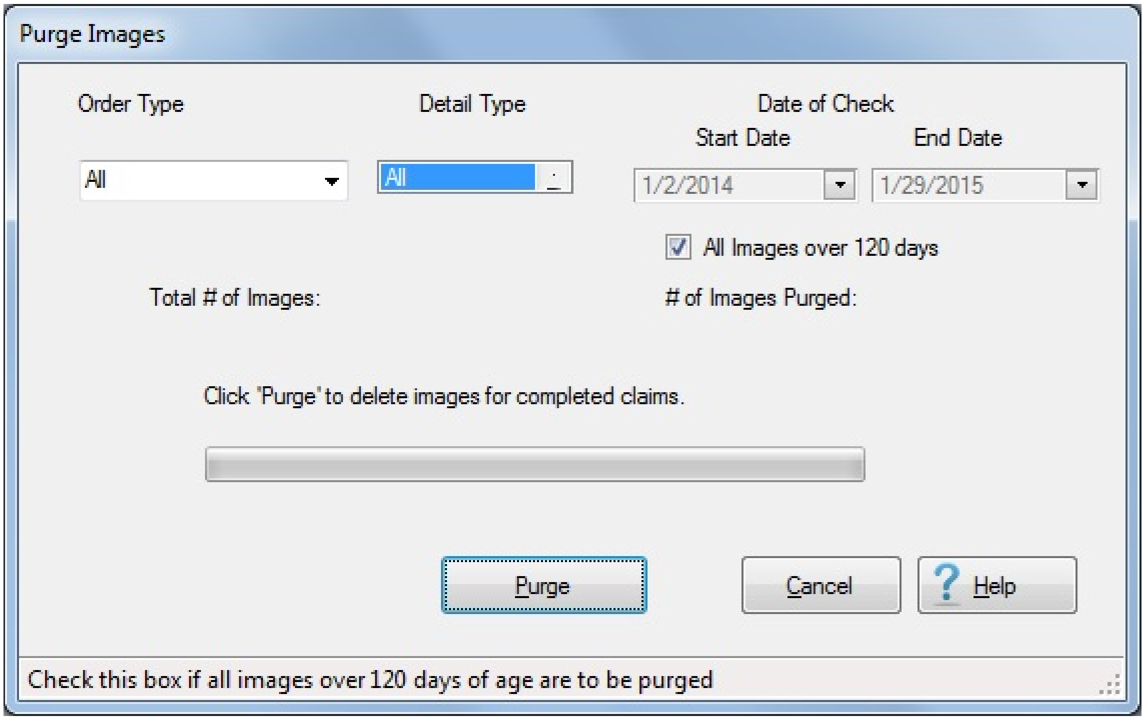
Purge Images for Completed Orders

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.



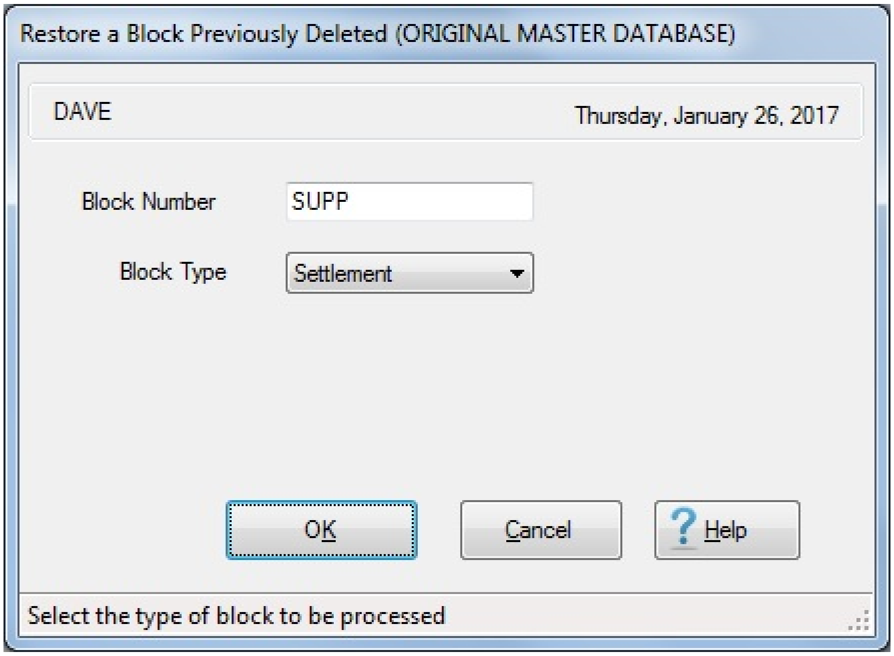
3. **Order Type:** -At the Order Type field, the **default** value is **All**. If you wish to select a specific **type** of order, **click** on the *down* **arrow** button. A *drop down* **list** of order types appears. **Click** on the desired order **type** to make your selection.
4. **Detail Type:** - 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*.
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

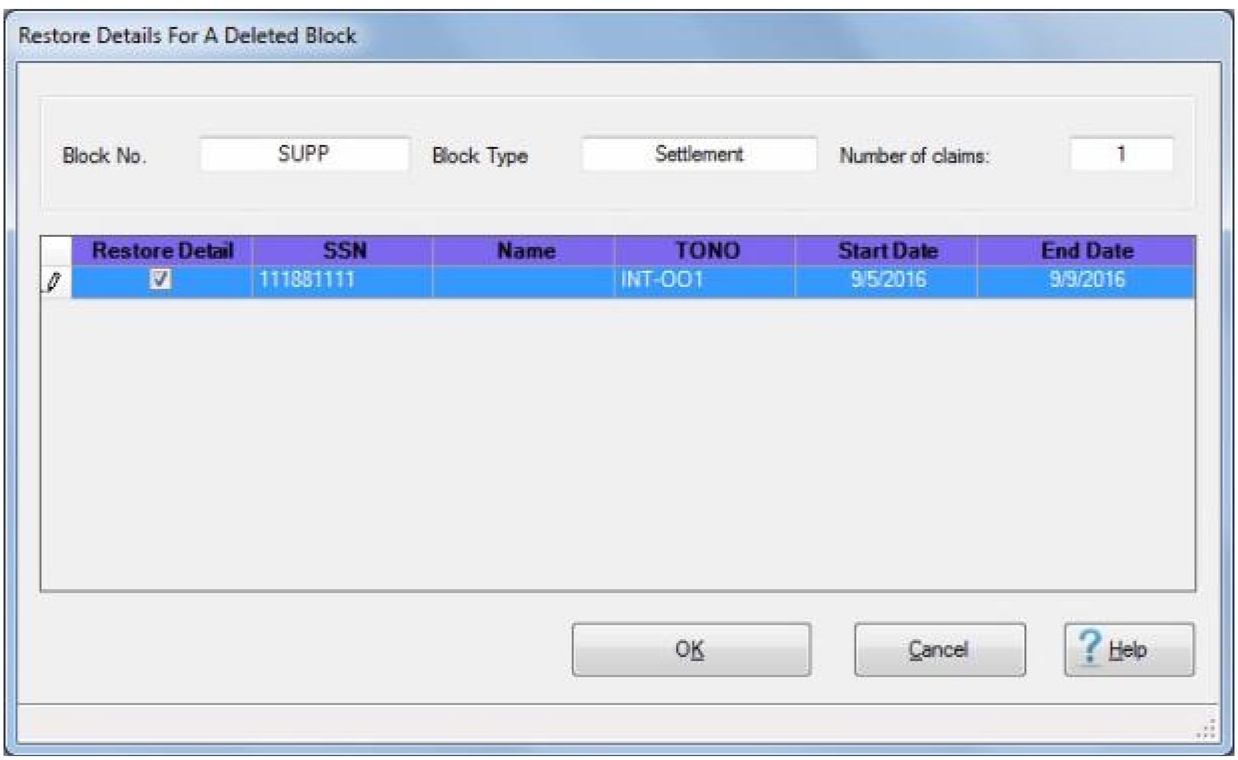
IATS contains a **utility** program that is used to **recall** a **block** of claims that have been **completed** and **deleted**.

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.

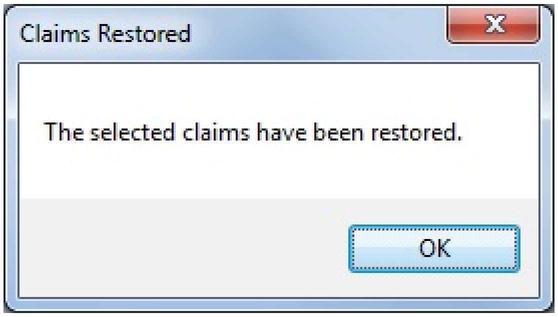


3. **Block Number:** - At the Block Number field, **type** the **number** for the block you wish to restore.
4. **Block Type:** - The **default** value at the Block Type field is **Settlement**. If this is the **correct** block type, no action is necessary. If not, **click** on the *down* **arrow** and 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.

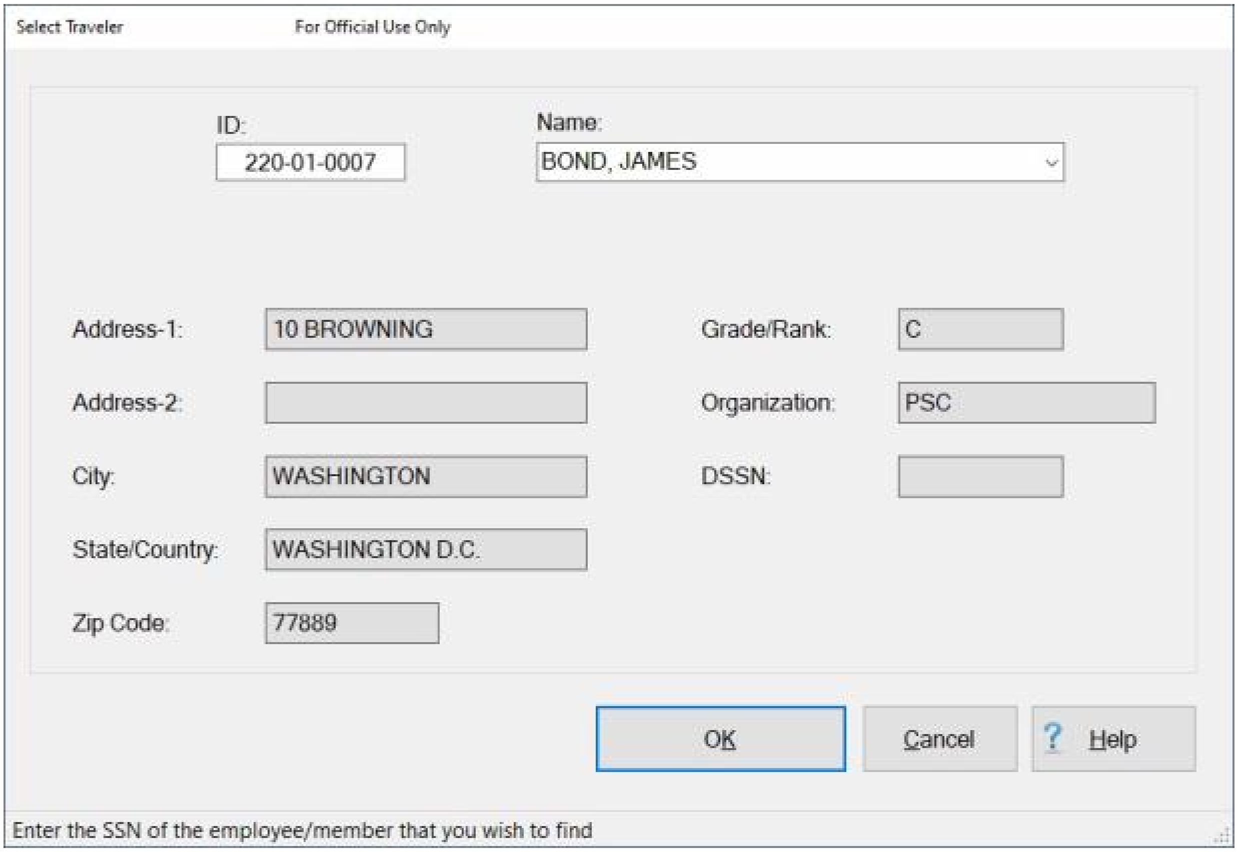
Tax Adjust

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:

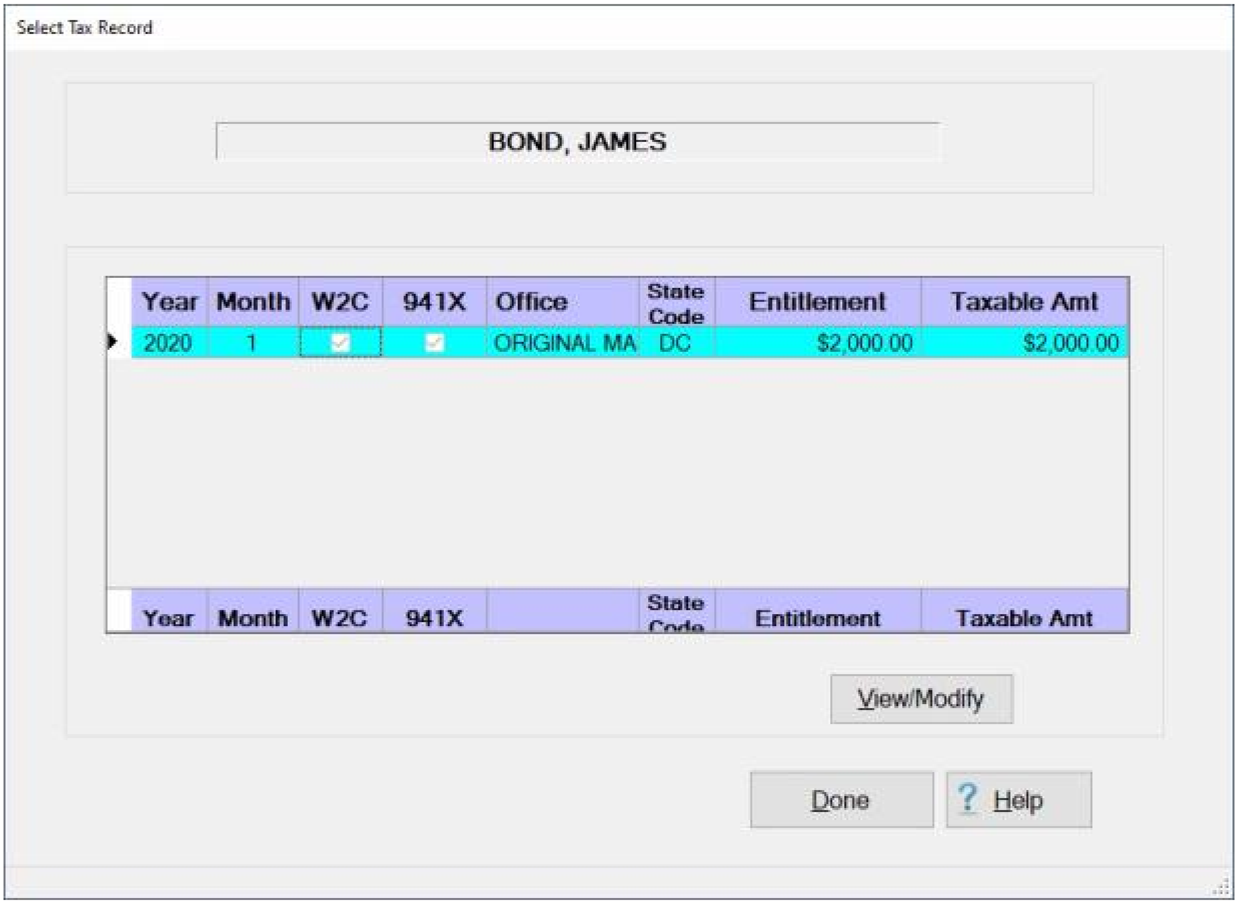
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable **menu** appears listing the various utility programs.
2. **Click** on the **Tax Adjust** option. The **Select Traveler** screen appears.



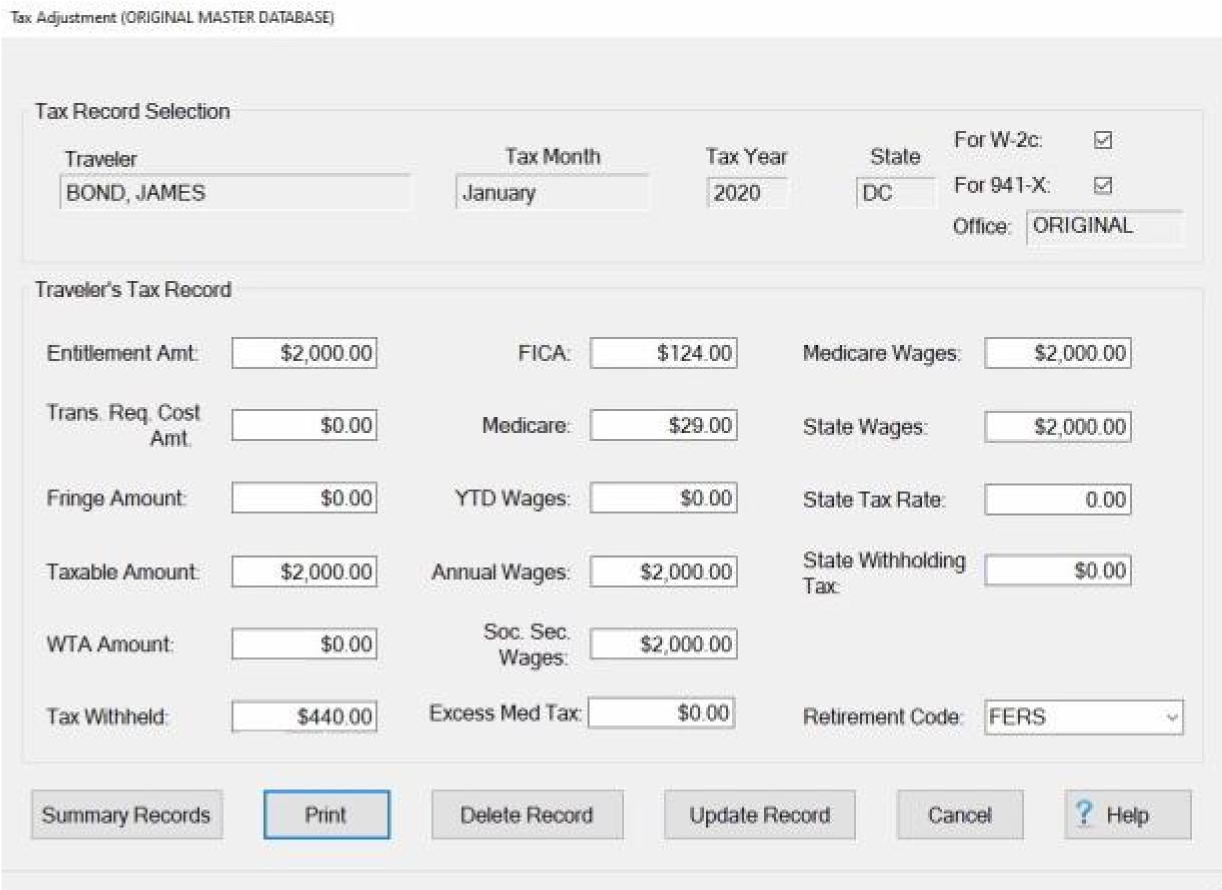
3. At the **Select Traveler** screen, there are (**2**) methods for selecting a traveler account:

- **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.



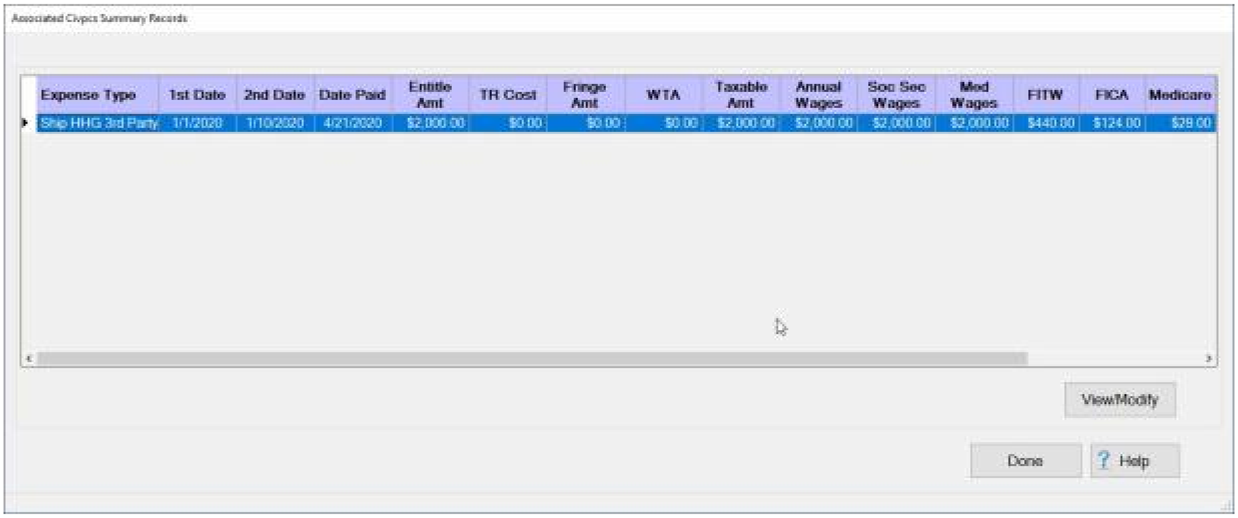
8. Once the tax record is displayed, users may **press** *Tab* to **move** through the various fields and **enter** any required **changes**.

Tip: Once the tax record is displayed, users may **delete** the record, if desired, by **clicking** on the **Delete Record** button.

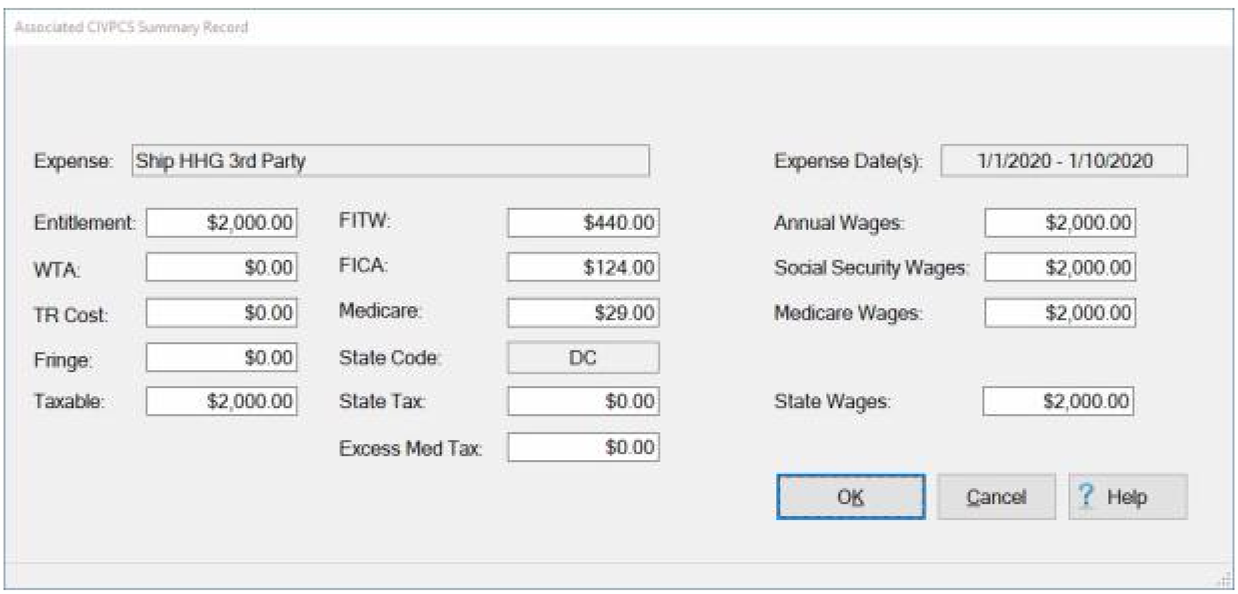
9. After making the desired changes to the tax record, **click** on the **Update Record** button to **save** the changes.
10. **Print: Click** on the **Print** button if you wish to generate a print-out of the tax record. The **Adobe Acrobat Reader** screen will appear.
11. When **finished** using the 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.

Display and/or correct Summary Records:

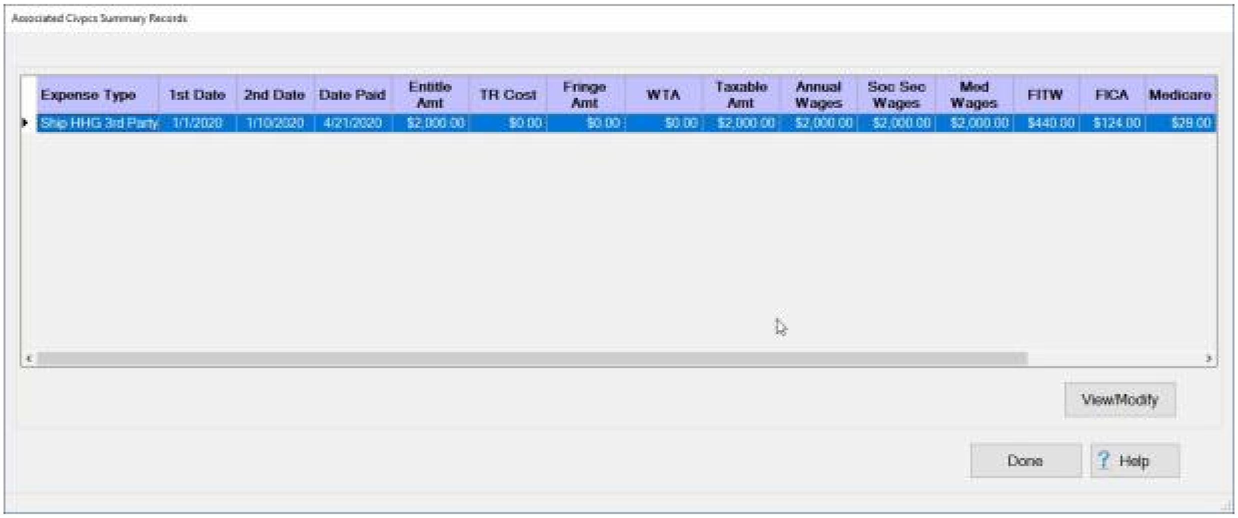
1. If you **click** on the **Summary Records** button, IATS will **display** the following **Associated Civpcs Summary Records** screen.



2. <u>All</u> **summary records** <u>associated</u> with the selected **traveler** and **travel order** will be displayed. If you wish to **display** the <u>actual</u> summary records for a <u>particular</u> entitlement, **click** in the **column** to the <u>left</u> of the **Expense Type** column. IATS will **highlight** the entitlement in **blue** as shown above.
3. <u>After</u> you have selected the desired entitlement, **click** on the **View/Modify** button. IATS will display the **Associated CIVPCS Summary Record** screen.



4. At the **Associated CIVPCS Summary Record** screen, **make** any <u>needed</u> **changes** and then **click** on the **OK** button to **save** your entries. IATS will **return** you to the **Associated Civpcs Summary Records** screen.



5. When you are **finished** using the **Associated Civpcs Summary Records** screen, click on the **Done** button. IATS will **return** you to the **Tax Adjustment** screen.

Tax Adjust History

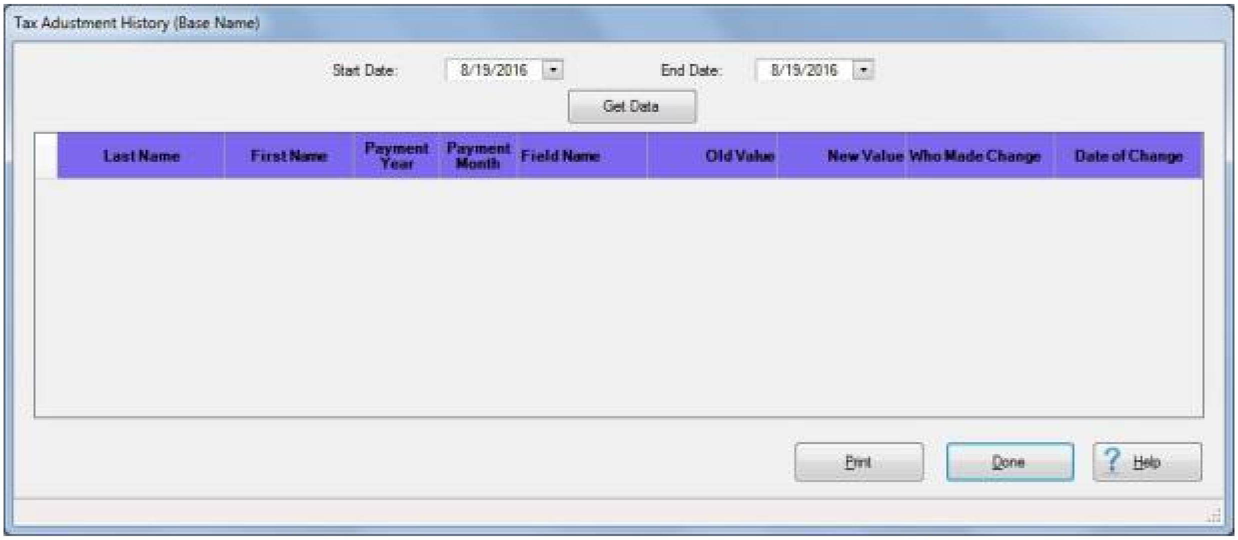
IATS maintains a **Tax Record** for each **SSN** and **travel order** combination that has an associated withholding **tax** transaction. The Tax Record that IATS maintains is used to **generate** the associated tax **reports** required for the **IRS**. These records will also **include** the **taxes** 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.



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**.

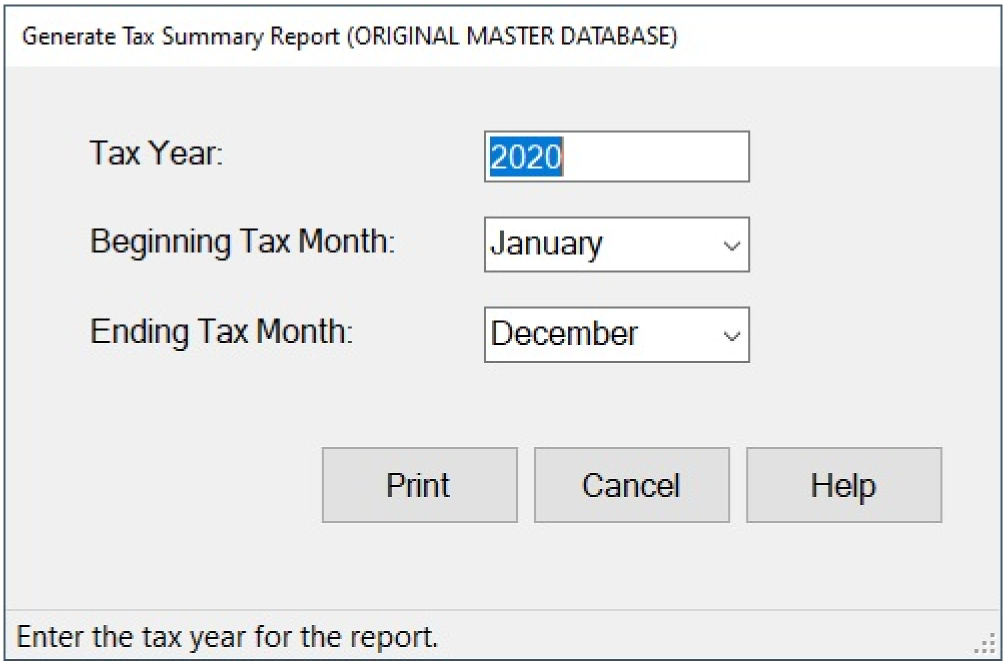
Since **differences** will sometimes occur between the **IRS tax reports** that IATS generates and the **Periodic Tax Report**, the **Tax Summary** program was developed to generate a **report** listing the following:

- **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.

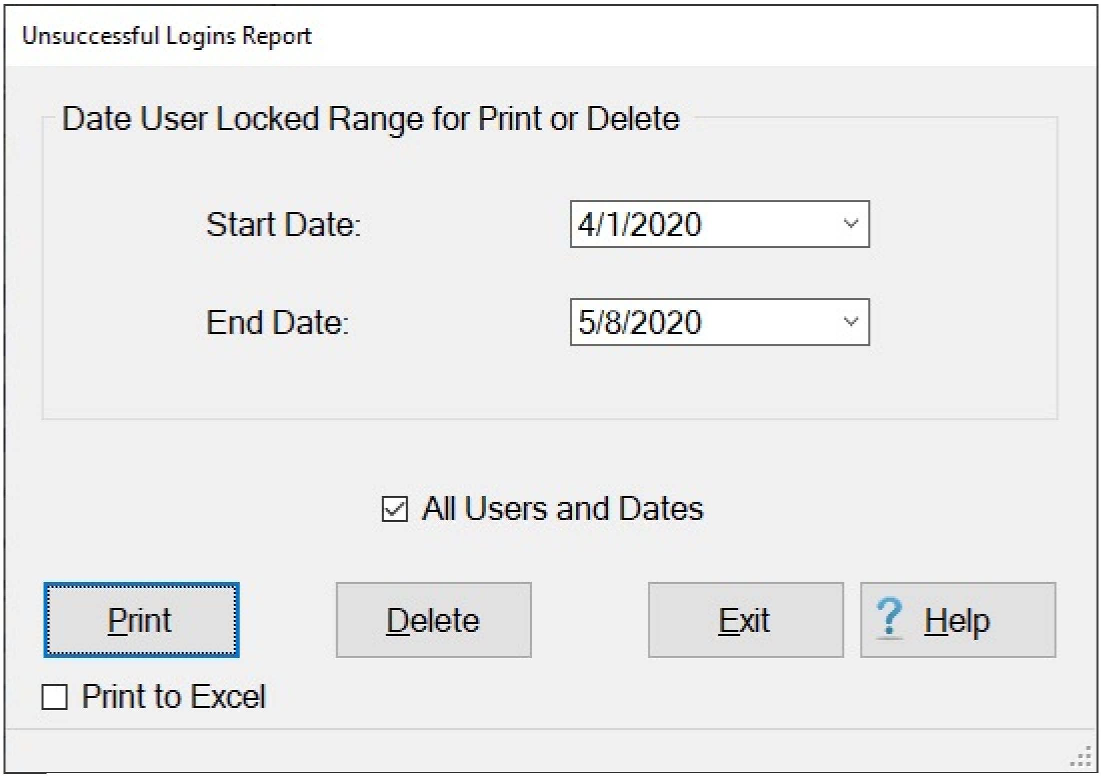
Unsuccessful Logins Report

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.

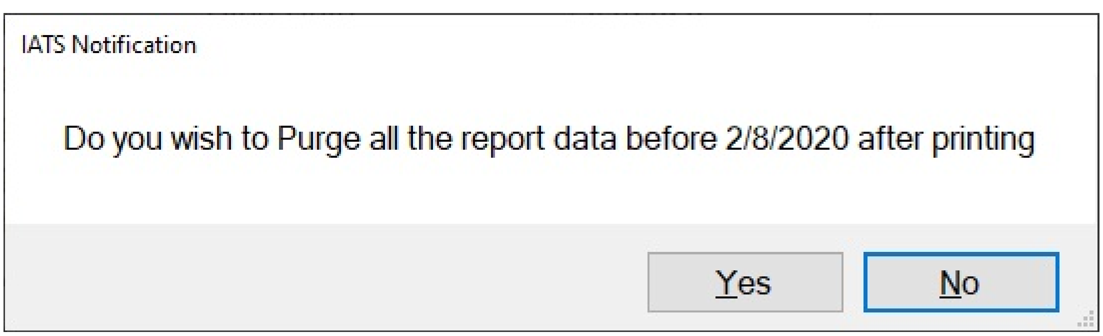
This report will track **3** unsuccessful login **attempts** by a **valid** IATS user and every **attempt** by an **invalid** IATS user.

Complete the following steps to "generate" the Unsuccessful Logins Report:

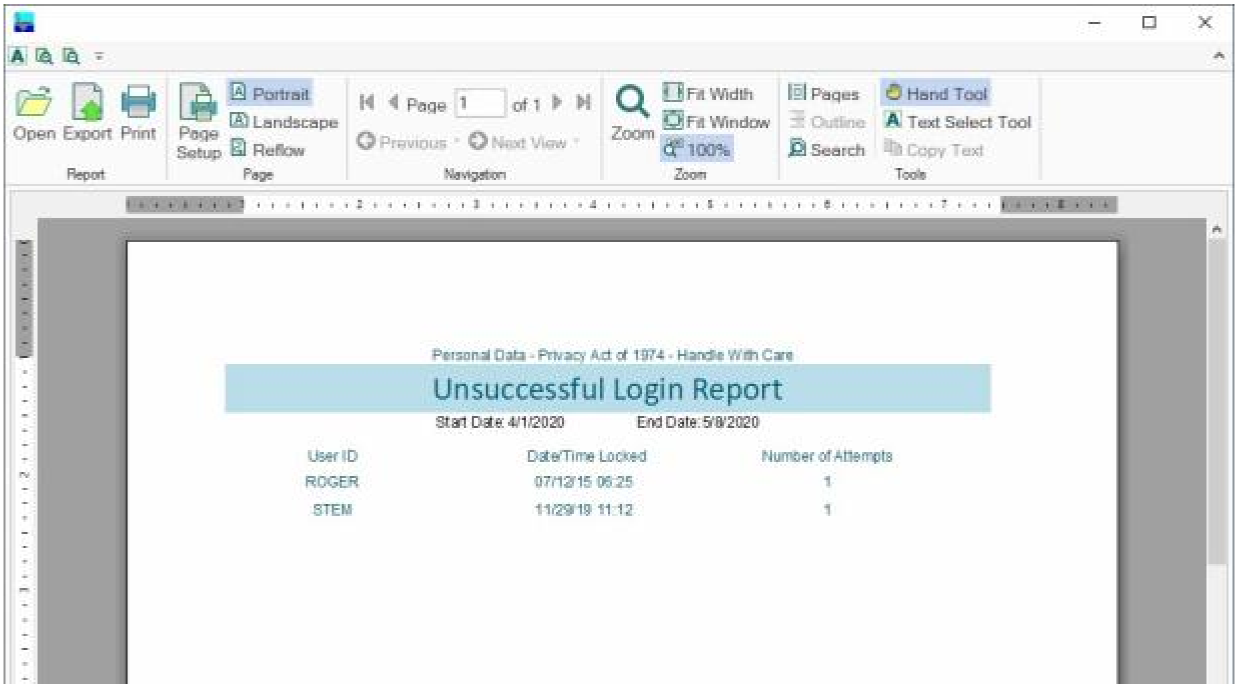
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable **menu** appears listing the various report options.
2. **Click** on the **Unsuccessful Logins Report** option. The **Unsuccessful Logins Report** screen appears.



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. **Print to Excel:** - **Click** in the **check box** to **select** this option if you wish to generate this report in an **Excel** format. **See below** for additional instructions.
7. 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.

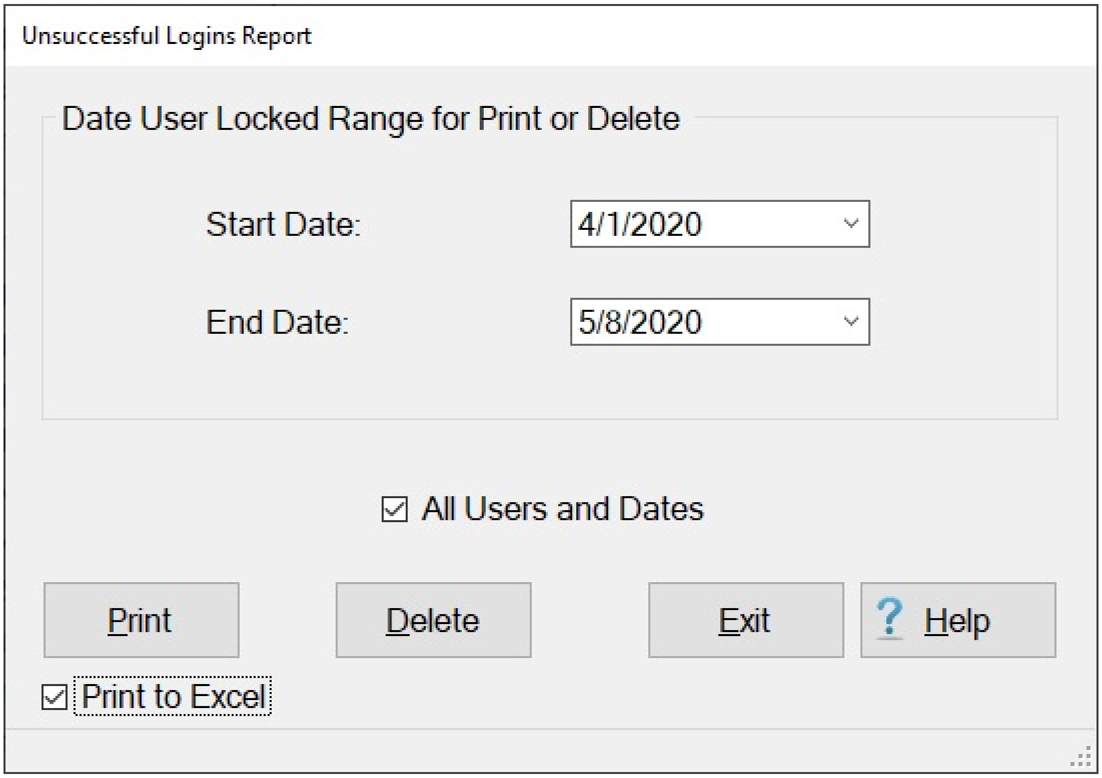


8. **Click** on *Yes* or *No* as desired. The following screen will appear **displaying** a **report** of the users performing unsuccessful login attempts.

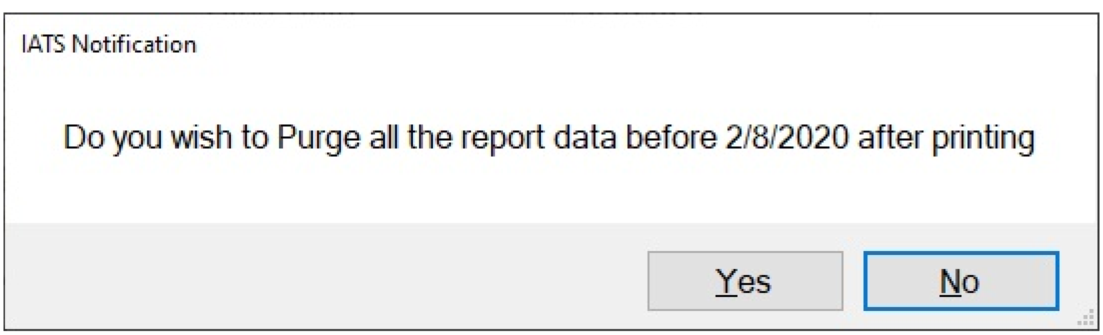


9. After you have **finished** reviewing or printing the report, **click** on the **(X)** button at the top right hand corner of the screen to **close**.
10. When the **Unsuccessful Logins Report** screen re-appears, **click** on the **Exit** button if you are **finished** running this report.

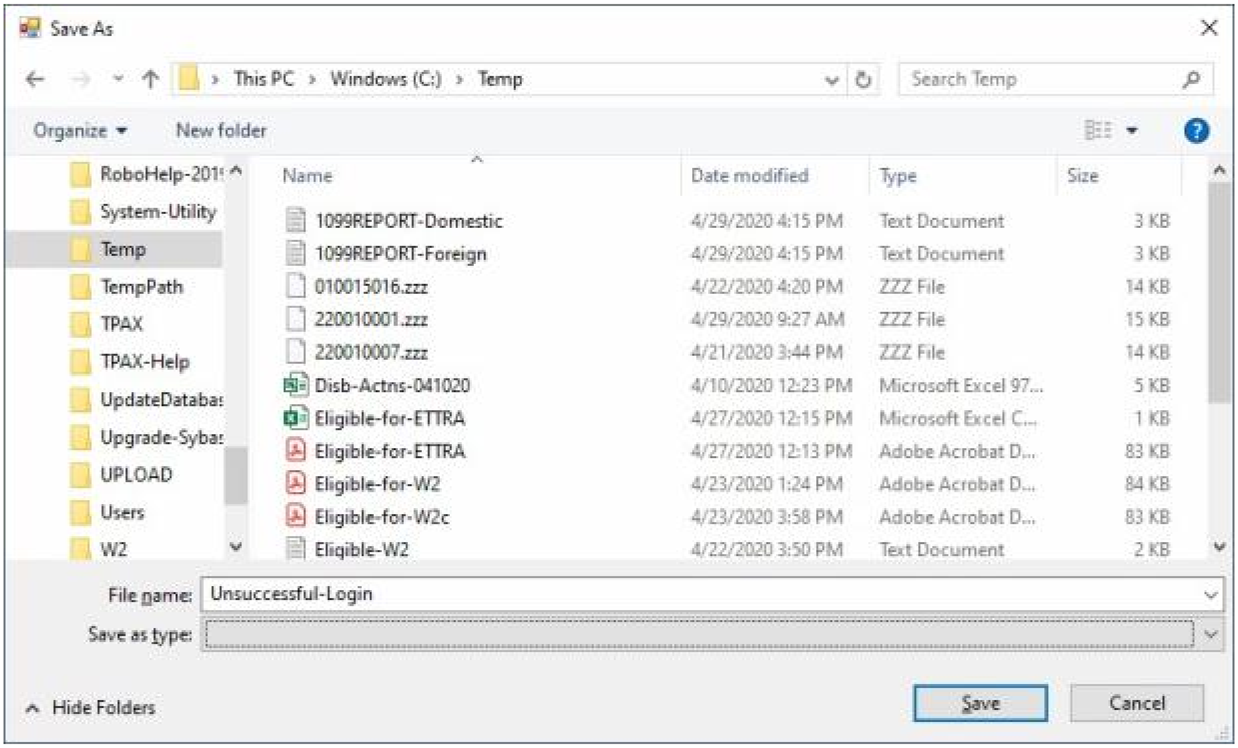
Print to Excel:



1. **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.
2. **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.
3. **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.
4. **Print to Excel:** - **Click** in the **check box** to **select** this option.
5. 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.



6. **Click** on *Yes* or *No* as desired.
7. IATS will now display the **Save As** screen.



8. At the Save As screen, **navigate** to the **drive/directory/folder** where you wish to **save** the file to.
9. At the **File name** field, enter a **name** for the file.
10. After you have selected the location for the file and entered a filename, **click** on the **Save** button.

11. IATS **saves** the file in the specified **location** in an **Excel** format.
12. 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.

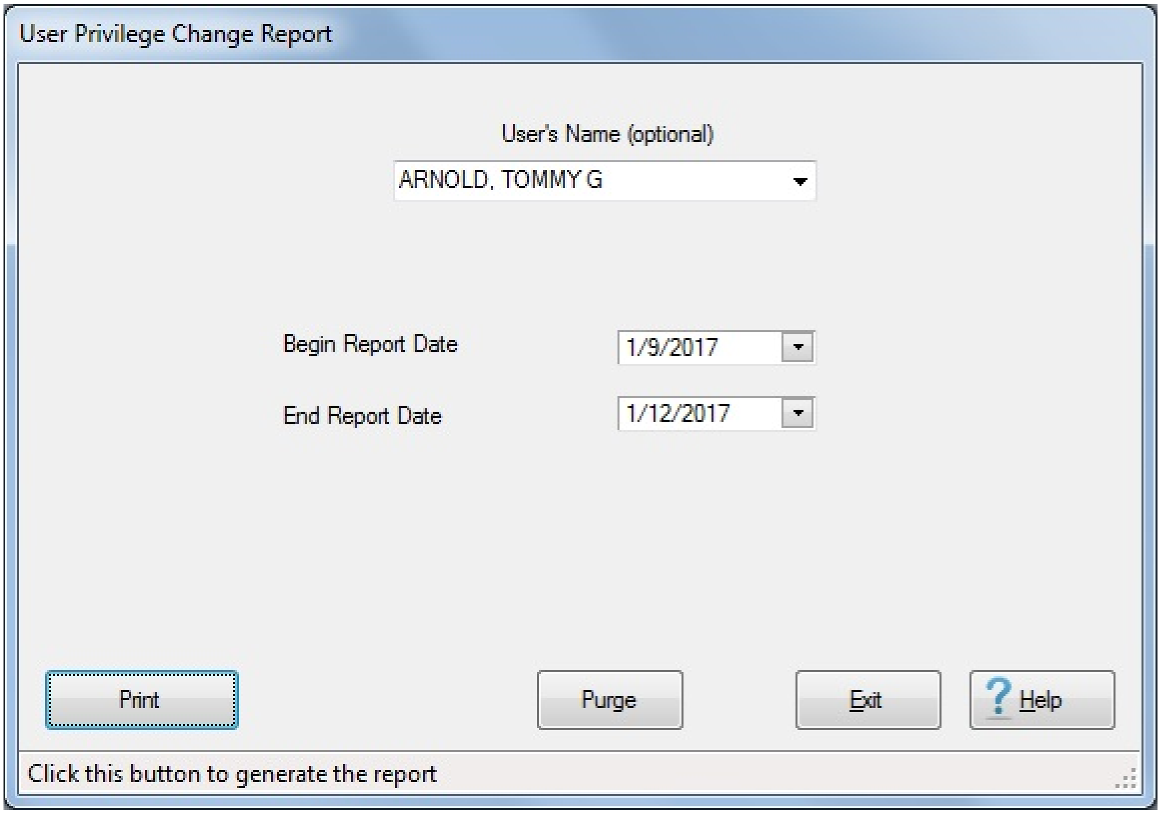
When the report is generated the following items will be included:

- 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.

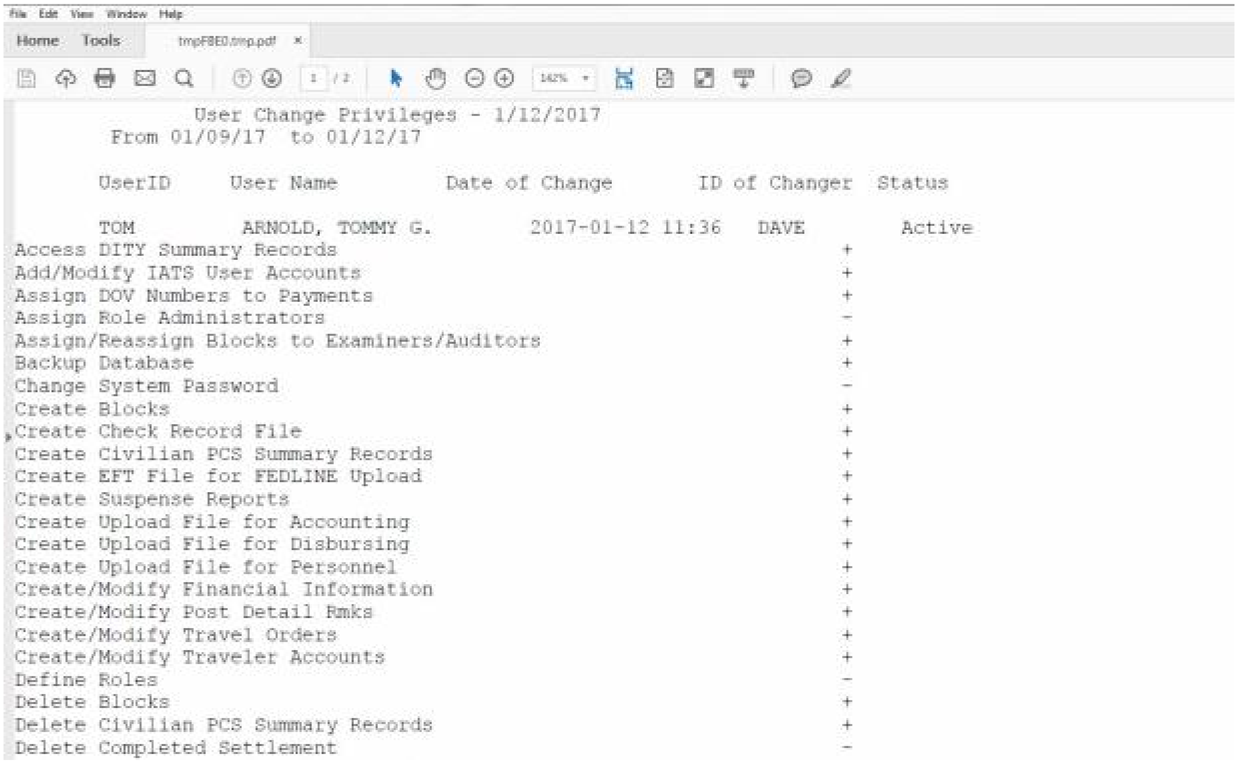
2. **Click** on the **User Privilege Change Report** option. The **User Privilege Change Report** screen appears.



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.



```
File  Edit  View  Window  Help
Home   Tools     tmpF8E0.tmp.pdf  ×

        User Change Privileges - 1/12/2017
      From 01/09/17  to 01/12/17

      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.

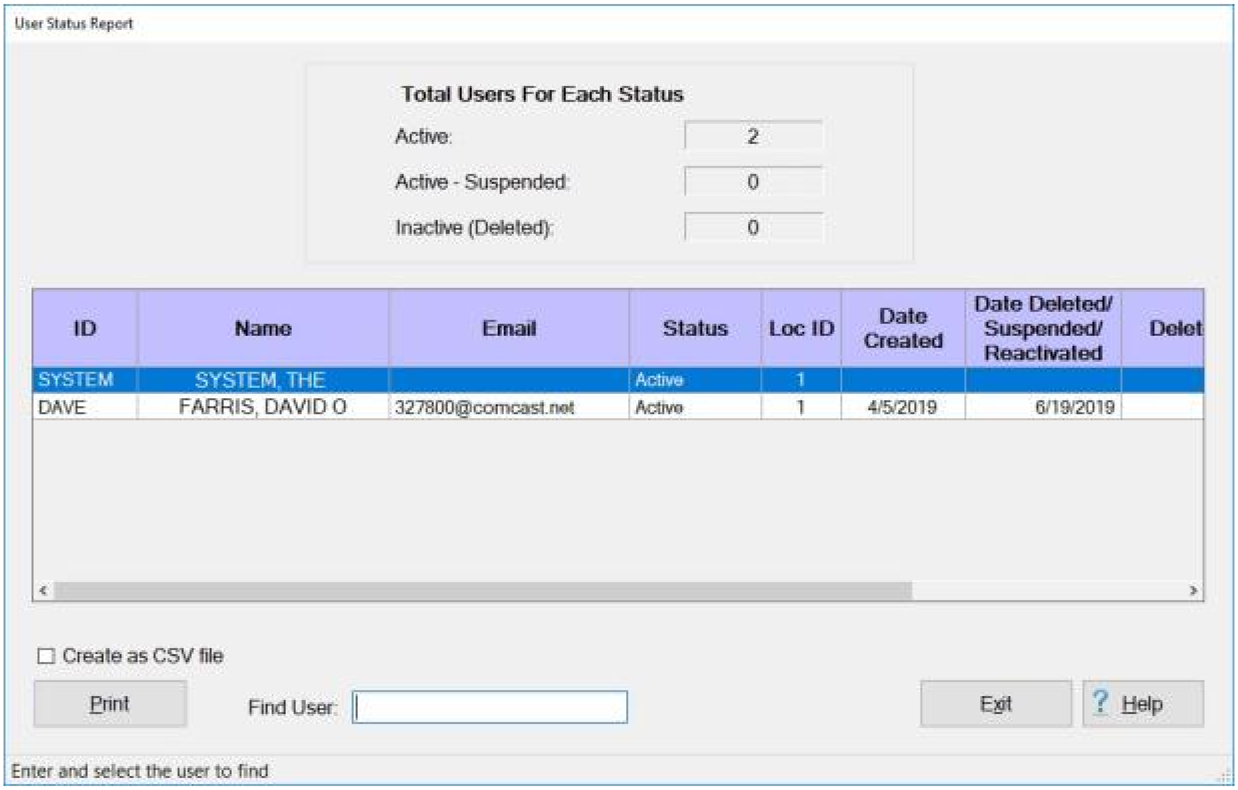
User Status Report

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.

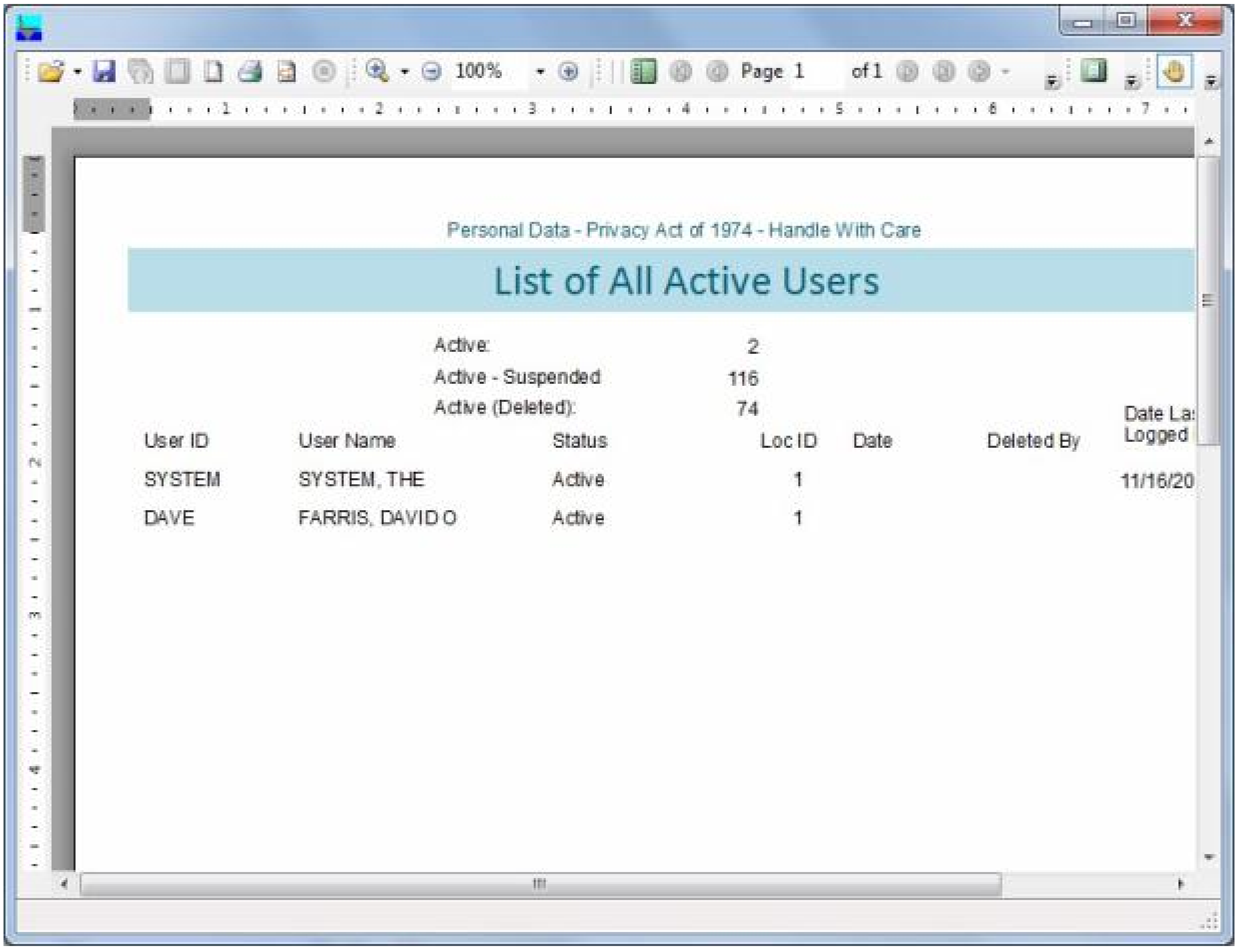
Complete the following steps to "generate" the User Status Report:

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.



3. When the User Status Report screen is displayed, <u>all</u> of the **user accounts** in your database are displayed.
4. You may generate this report for <u>one</u> 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** <u>or</u> the <u>desired</u> **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.

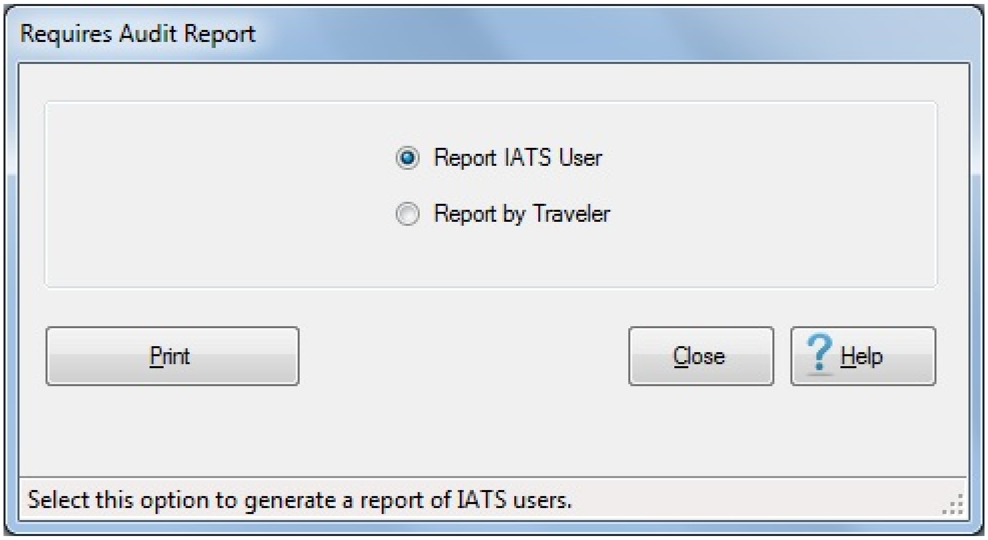
Users or Travelers Requiring Audit

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.

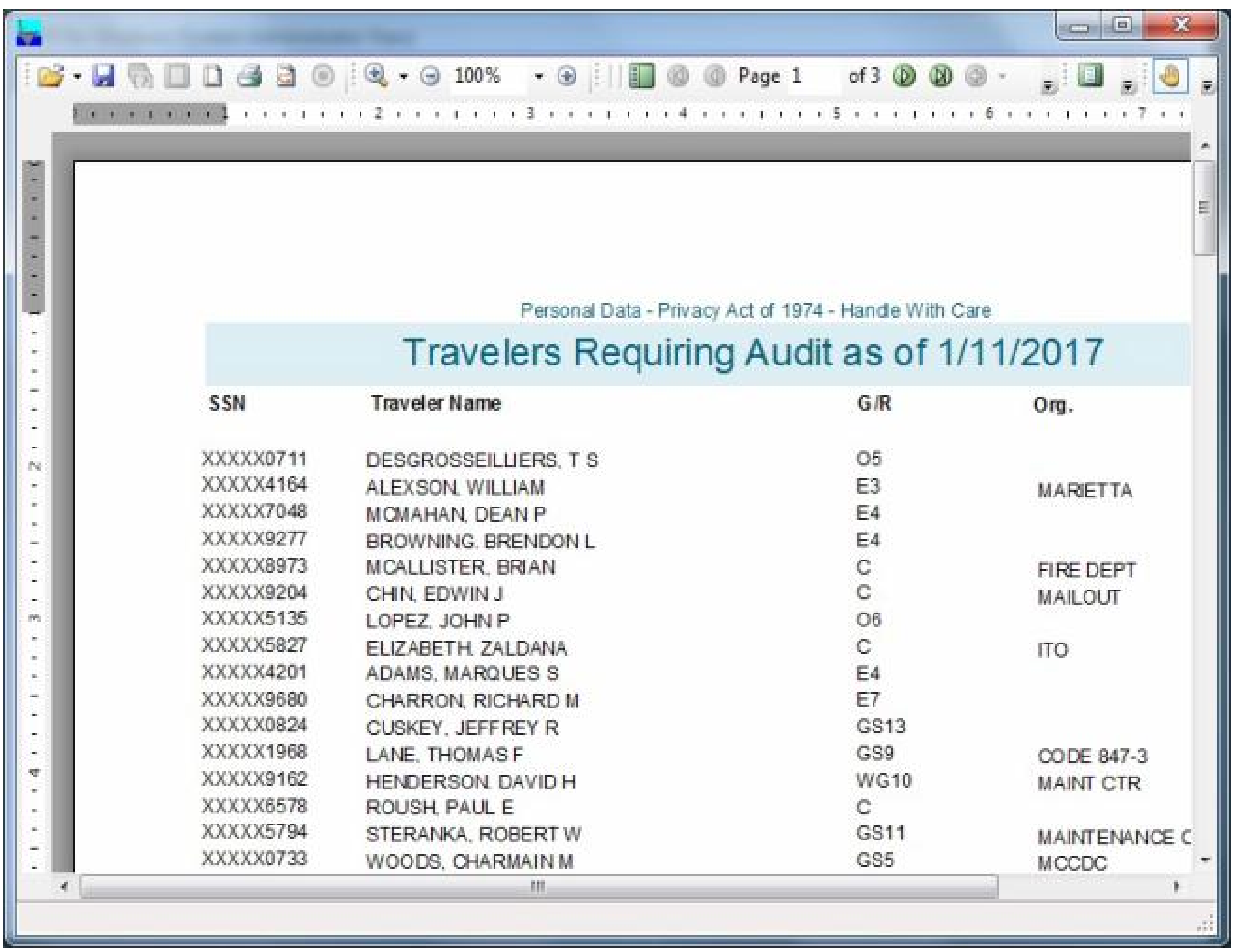
Note: For travel offices using a **consolidated** database, the generated report will include **all** travelers requiring audit regardless of which office they are associated with.

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.



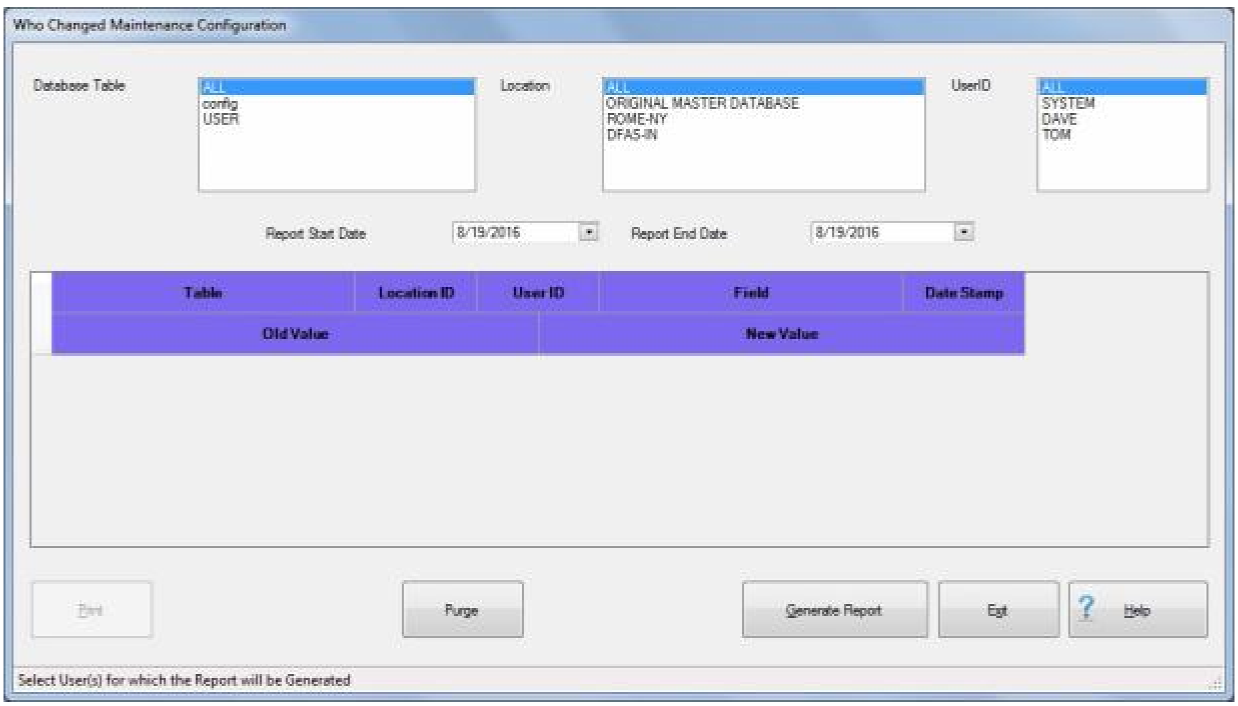
6. **Click** on the **printer icon** if you wish to generate a print-out of the report. The **Print** screen will appear.
7. At the Print screen, **verify** that the **PC** is **configured** for the correct **printer** or **make** any necessary **changes**.
8. **Select** the **number** of **copies** 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:

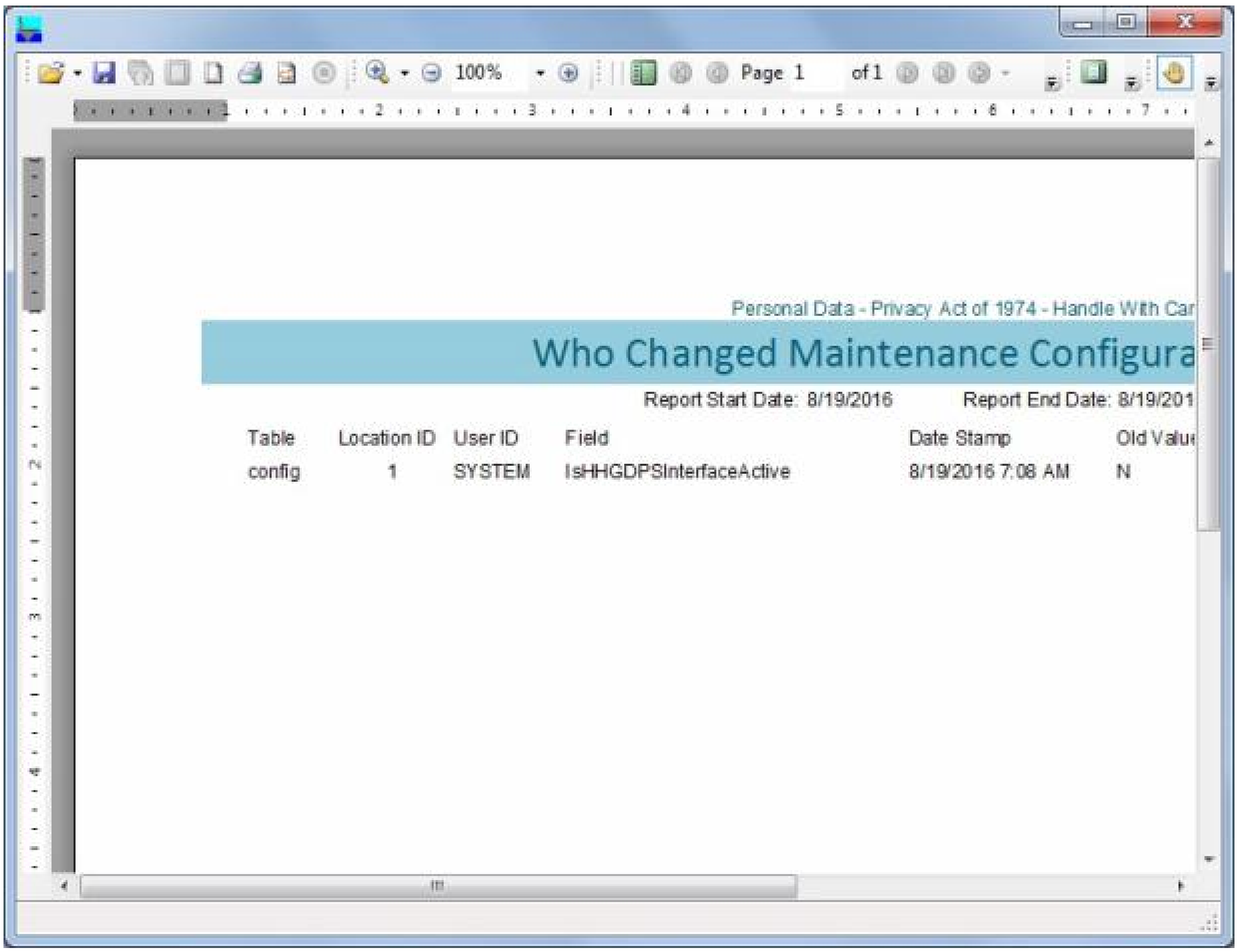
1. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Utilities**". An expandable **menu** appears listing the various report options.
2. **Click** on the **Who Changed Maintenance Configuration** option. The **Who Changed Maintenance Configuration** screen appears.



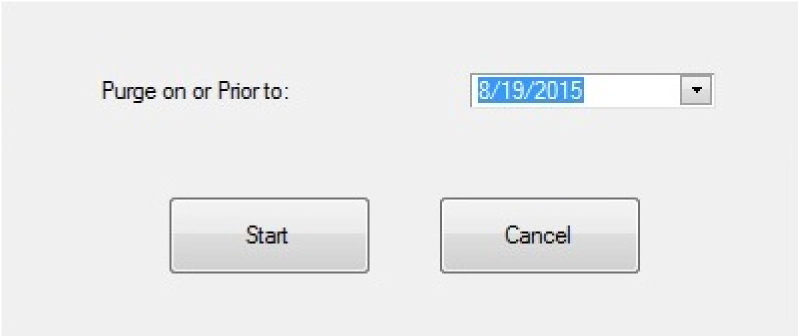
3. **Database Table:** - At the Database Table section, **click** on the **database table** you wish to generate the report for.
4. **Location:** - At the Location section, **click** on the **Travel Office** you wish to generate the report for.
5. **UserID:** - At the UserID section, **click** on the **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.



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.



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.
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.

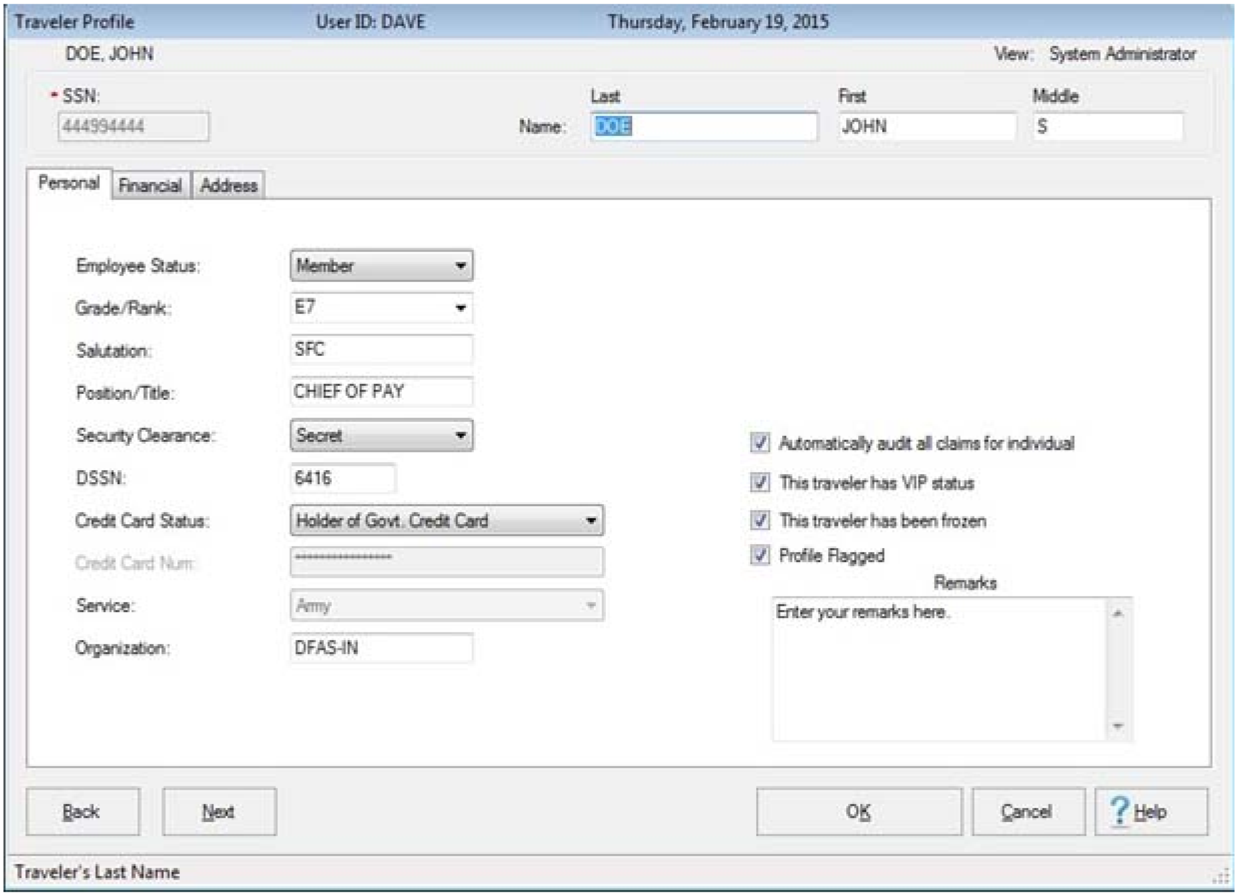
Freeze Traveler Account

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.



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

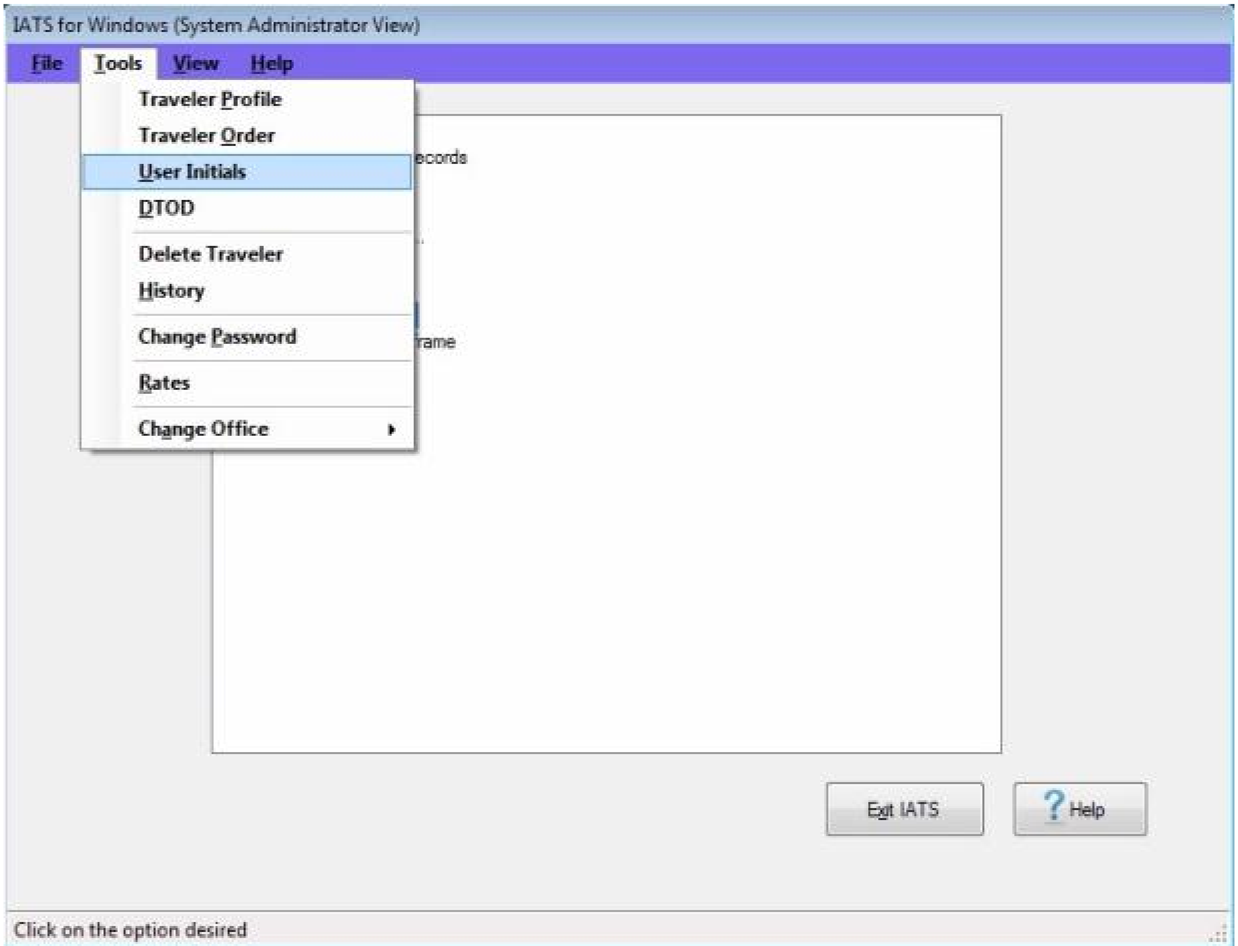
Display User Initials

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.

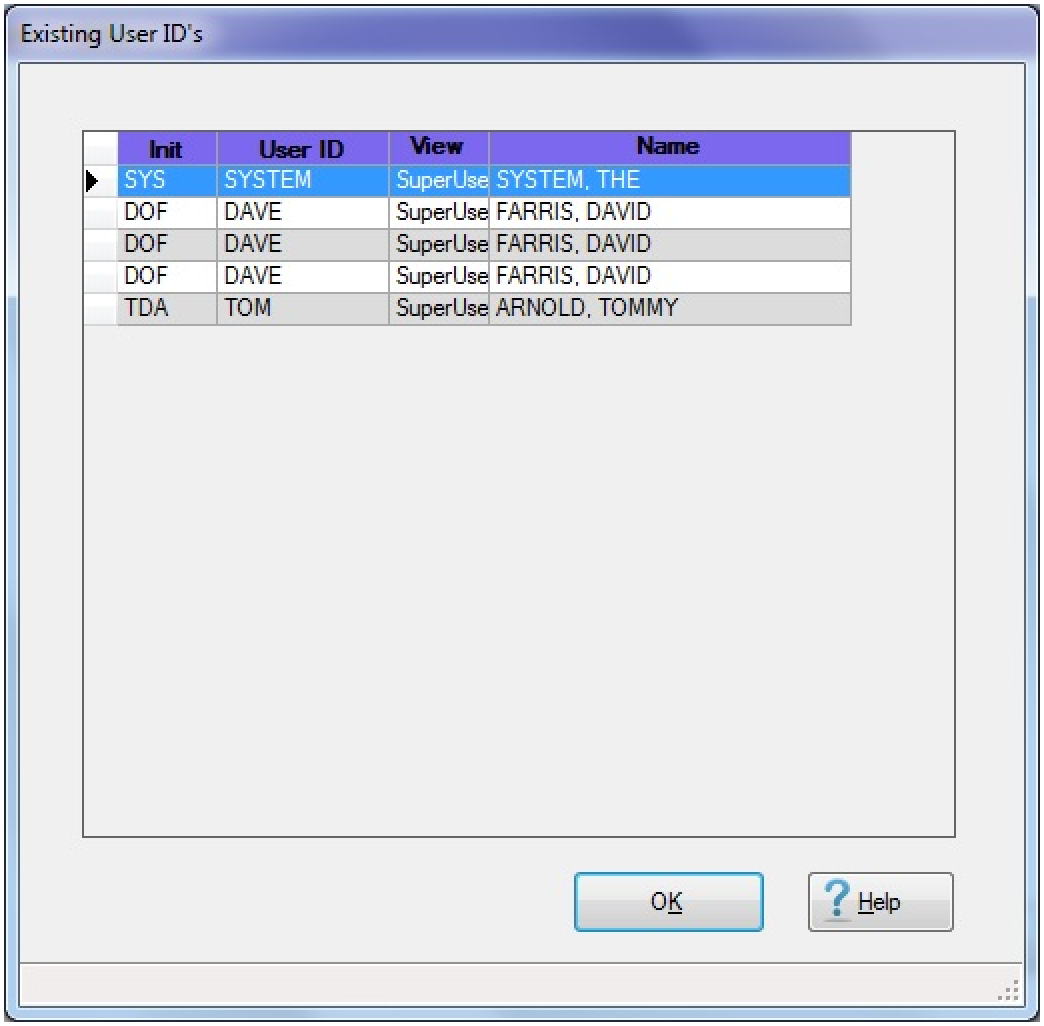
For this reason, an **option** has been added to the **Tools** menu on the **Auditor**, **Disbursing**, and **System Administrator** view screens that allow you to easily **display** this information.

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.



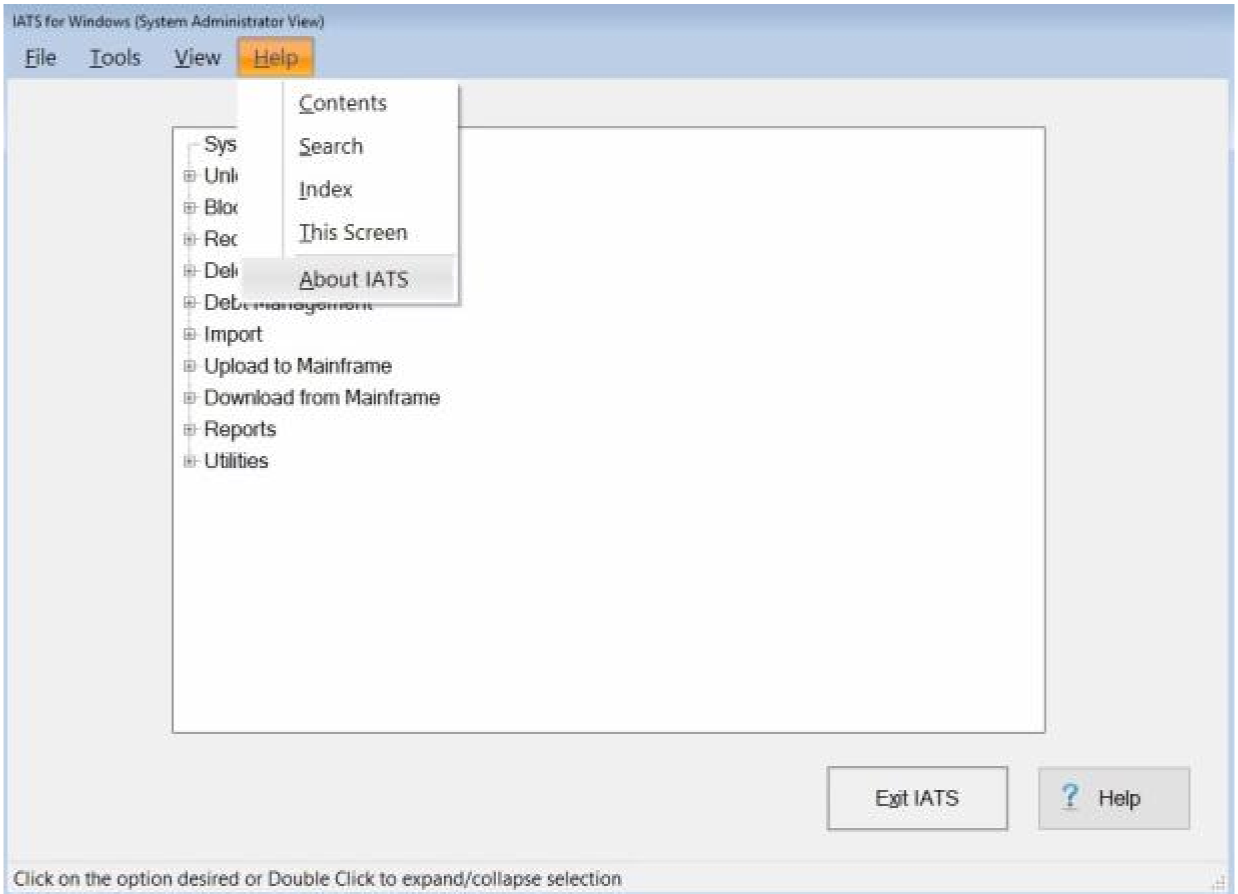
4. **Notice** that the Existing User ID's screen displays **initials** in the left hand **column** and the user's **name** in the far right hand **column**.
5. When **finished** using the Existing User ID's screen, **click** on **OK** to return to the previous screen.

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.

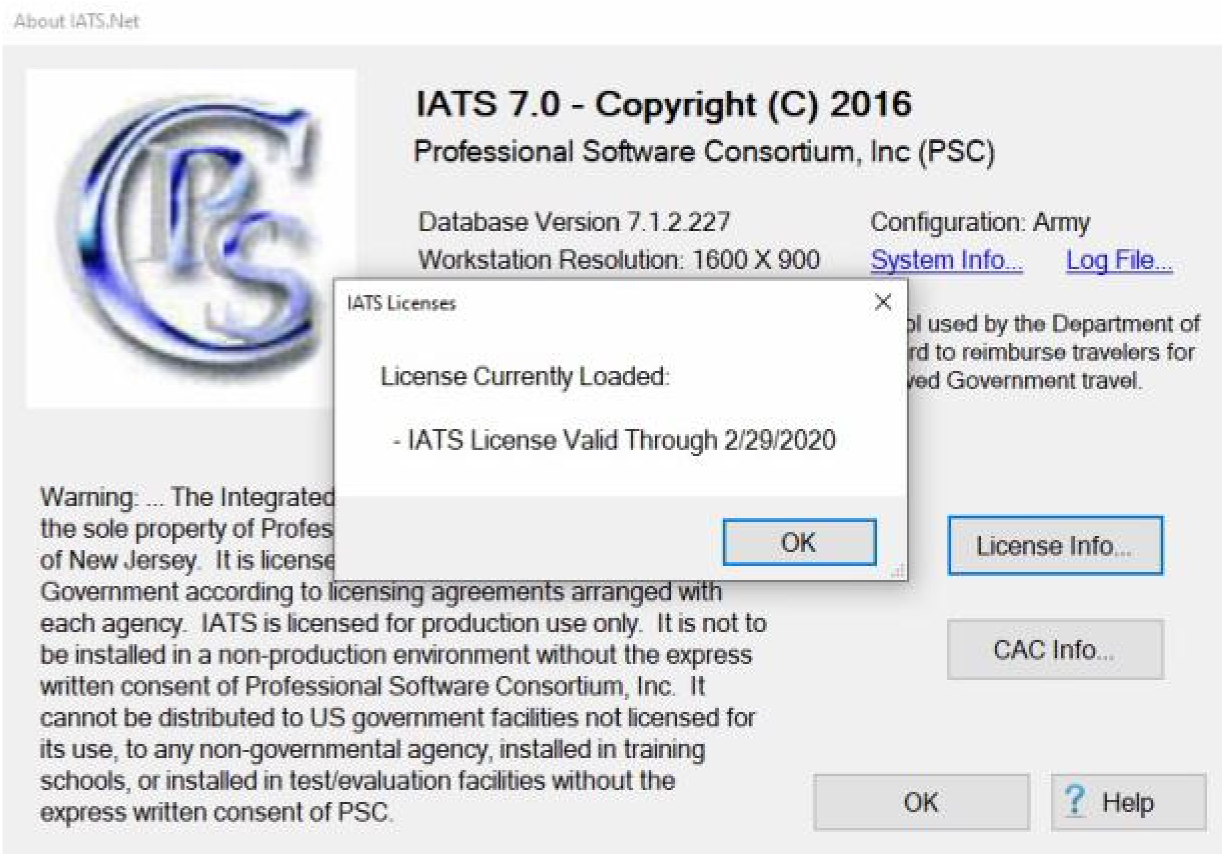
A new **feature** was added to IATS that enables you to **check** the **status** of your IATS **license** to determine if the **expiration** date is near.

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.



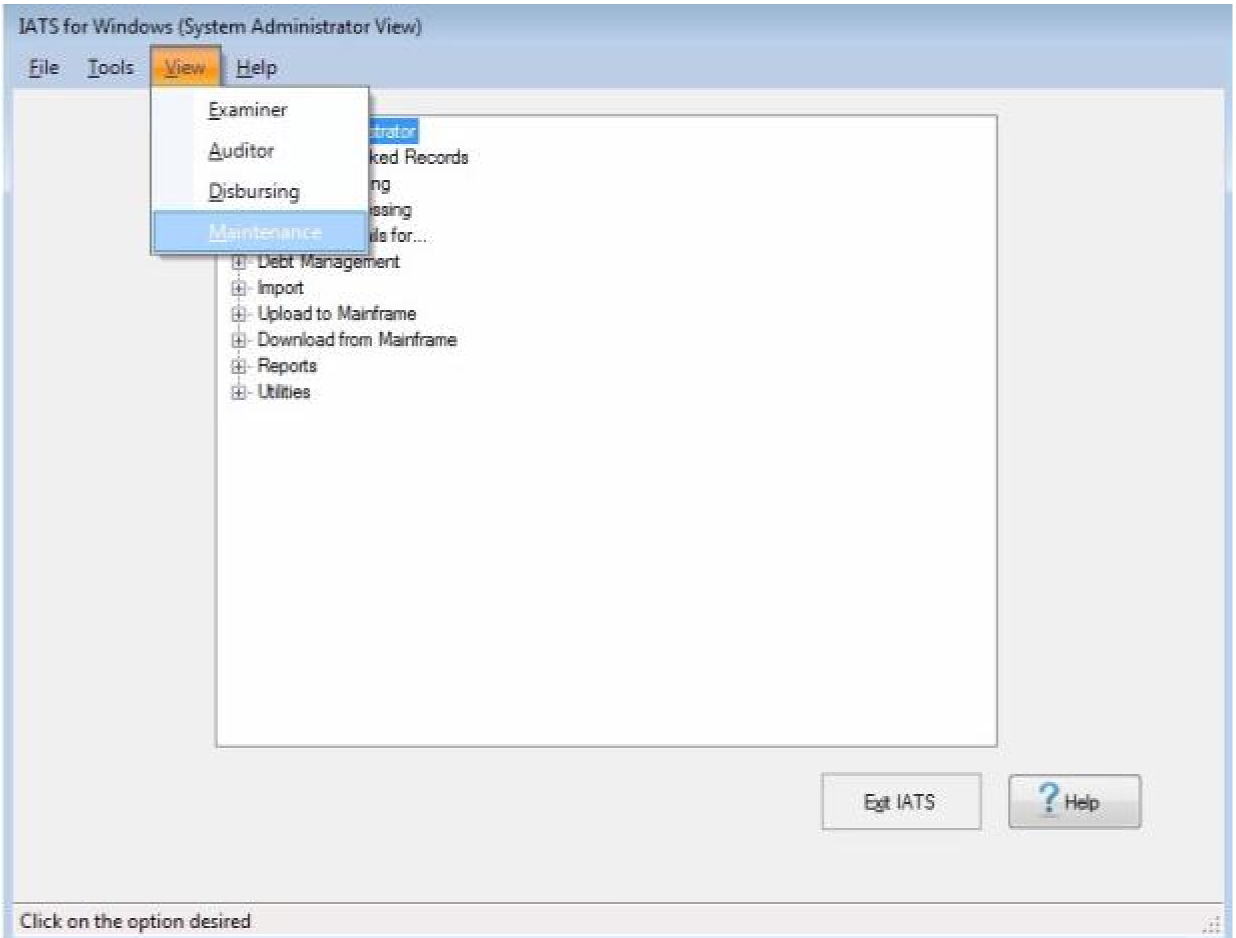
4. **Click** on the **OK** button after you have **finished** reviewing your IATS license information.

Checking Inactivity for an IATS User

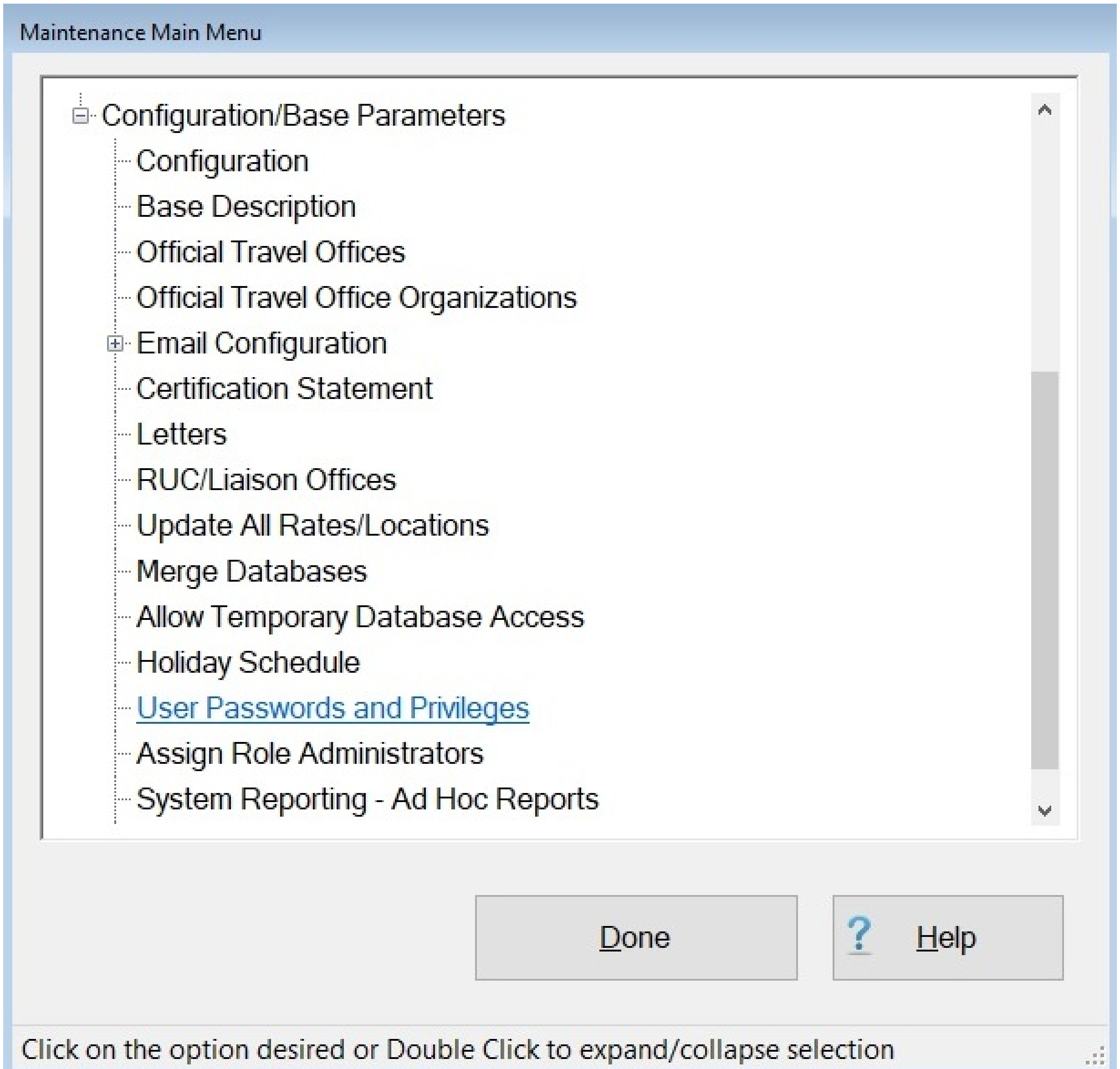
An IATS **user account** will automatically be **suspended** after a particular number of days of **inactivity**, which is determined by the organization.

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

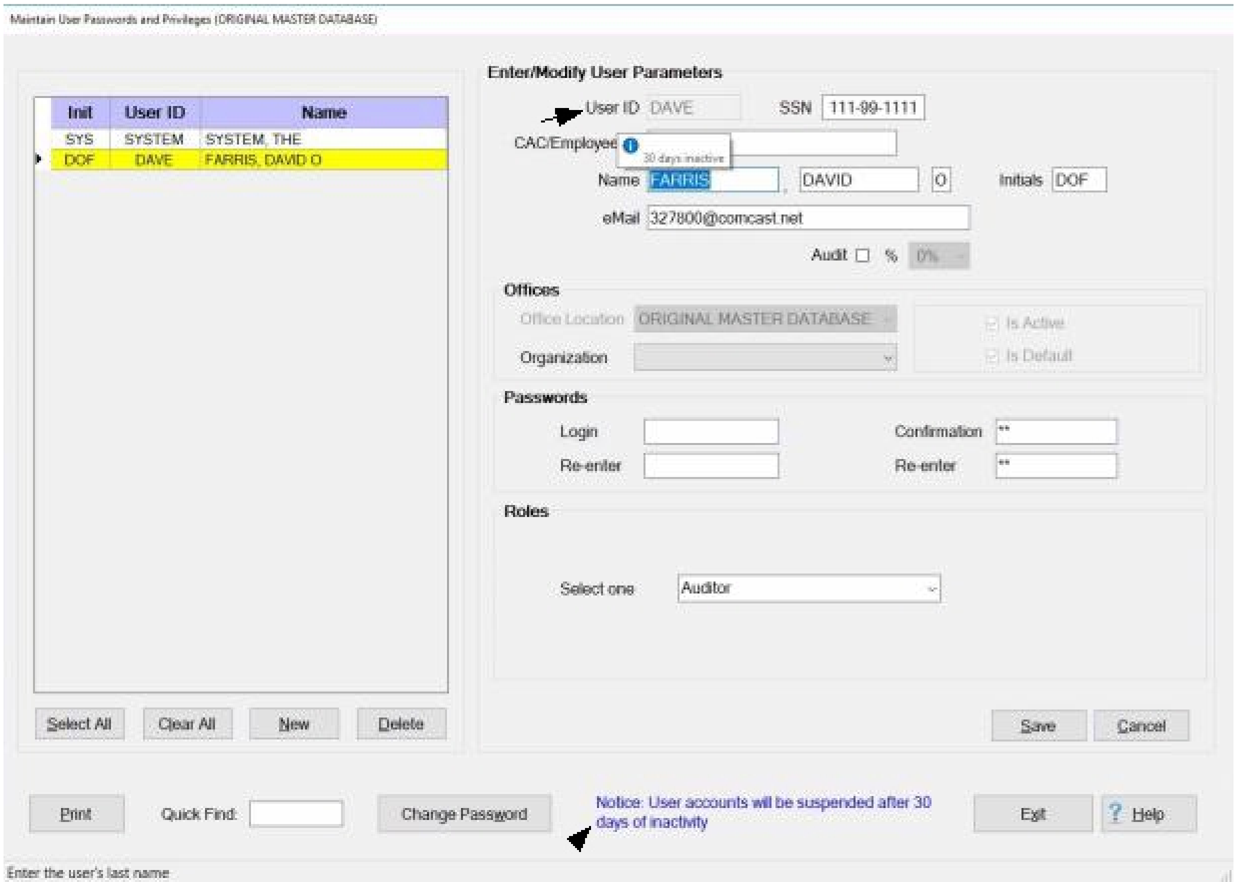
Complete the following steps to "check" the inactivity status of an IATS user:



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 <u>left side</u> of the screen.
6. **If** you position your **mouse pointer** over the words **User ID** at the <u>top</u> of the screen, a *pop-up* message will appear showing **how many days** the selected user has been **inactive**.
7. **Notice** at the <u>bottom</u> 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

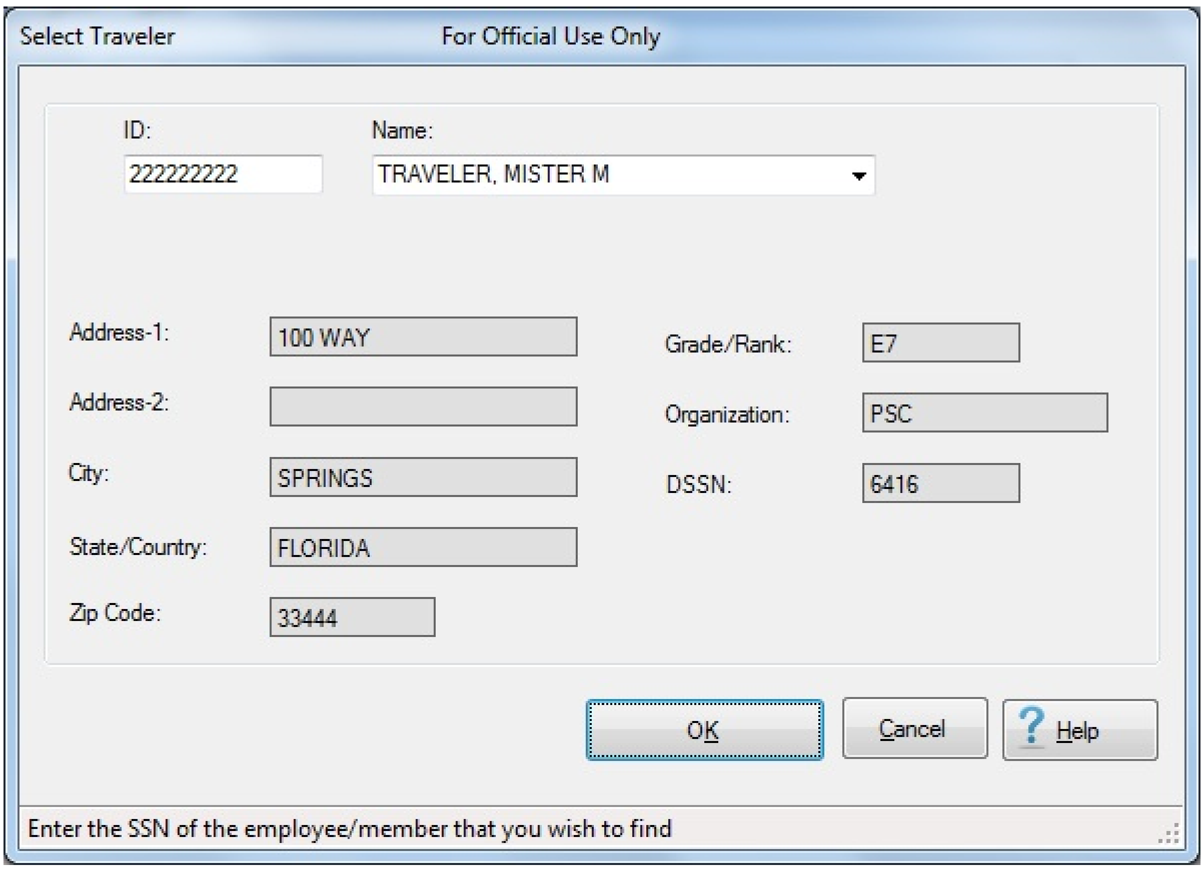
Locking TPAX Travel Orders

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.

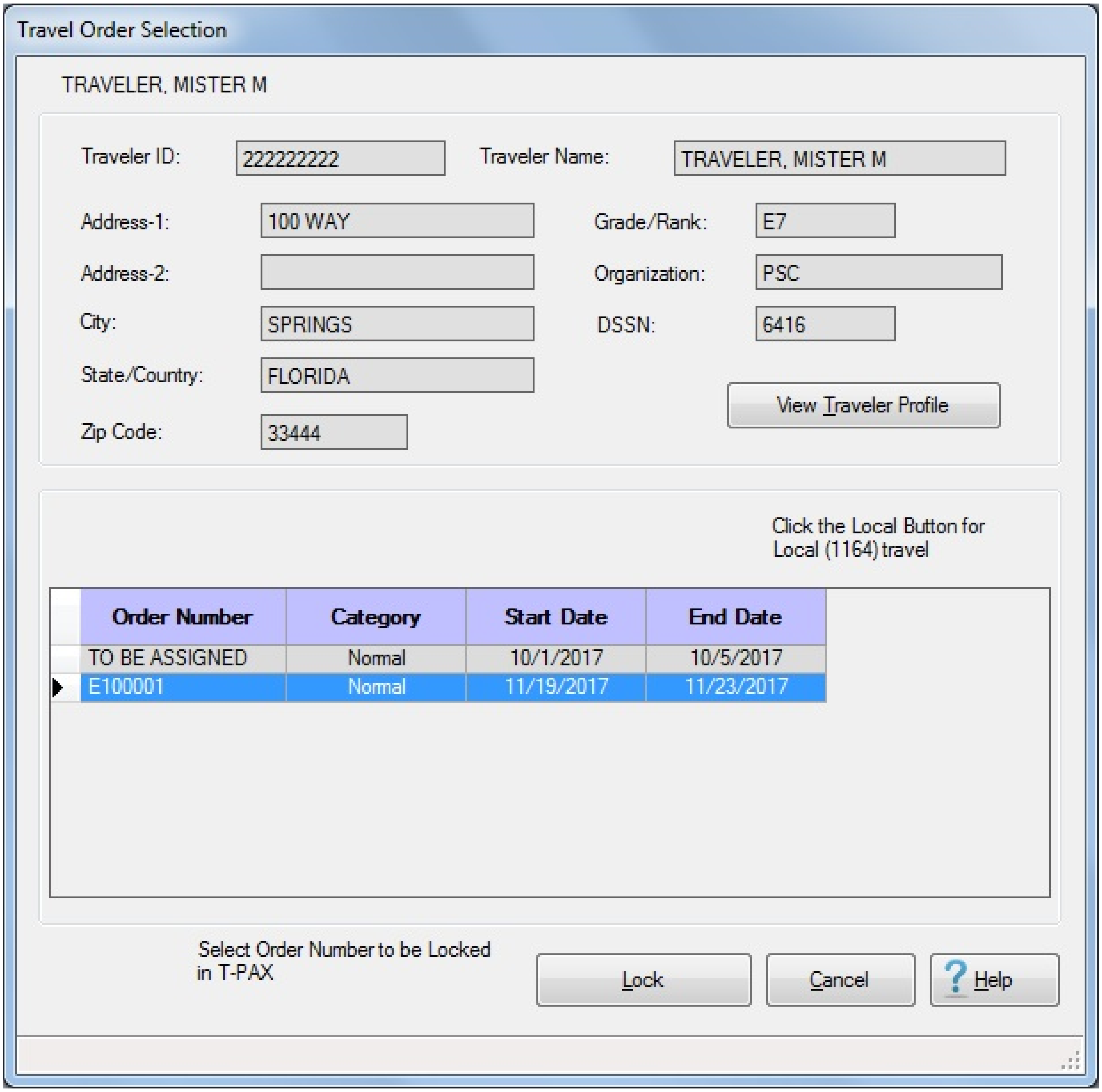
Note: To use this feature you must login to IATS as a **TPAX Administrator**.

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.



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.



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

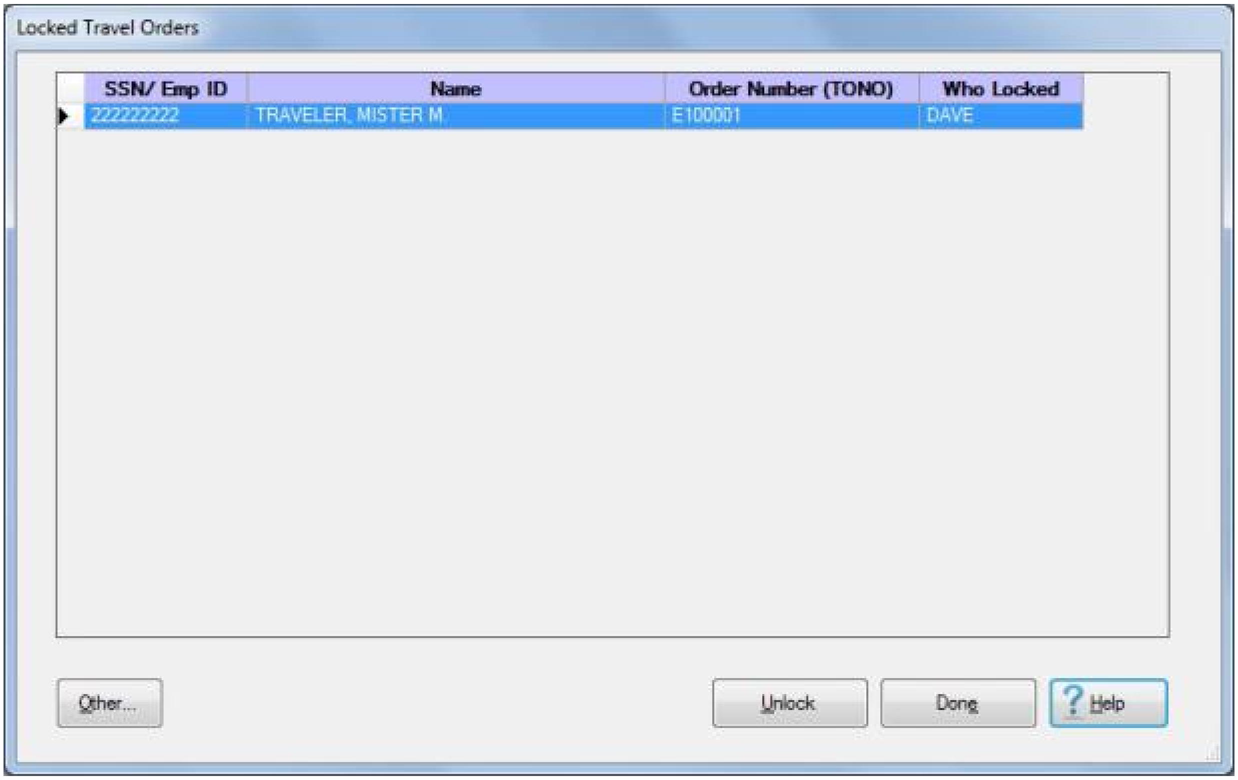
The option to lock TPAX travel orders was requested by **TPAX** users to be able to **keep** an erroneously created order for historical purposes, but **prevent** a settlement or advance request to be processed against it.

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.

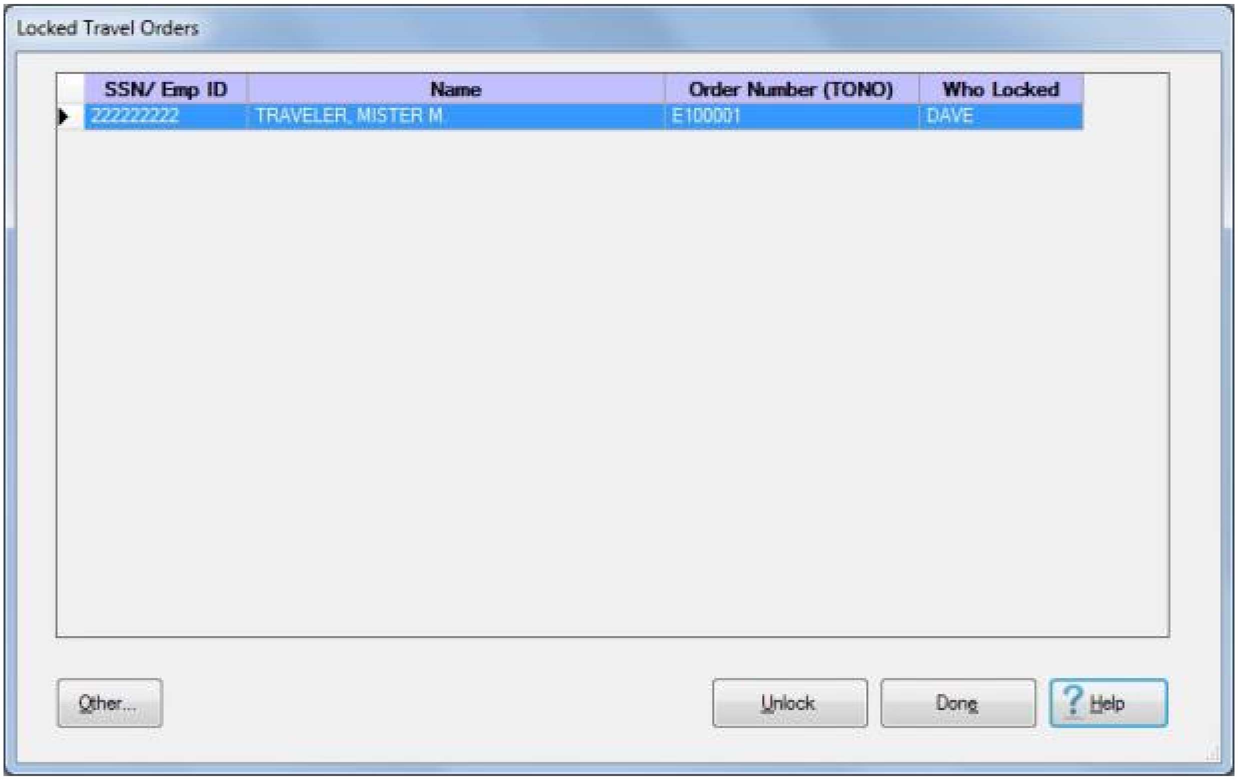
Viewing Locked TPAX Travel Orders

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.



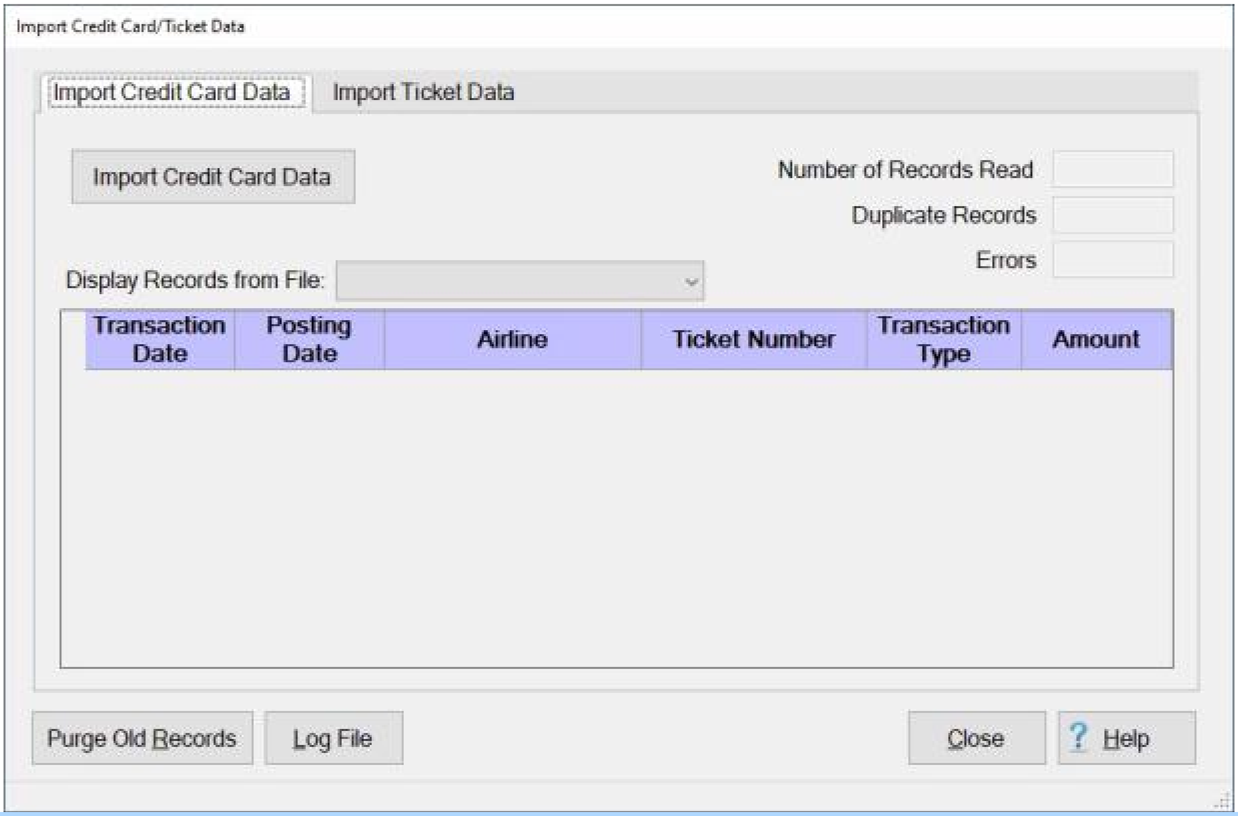
3. When you are **finished** viewing locked TPAX orders, **click** on the **Done** button.

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:

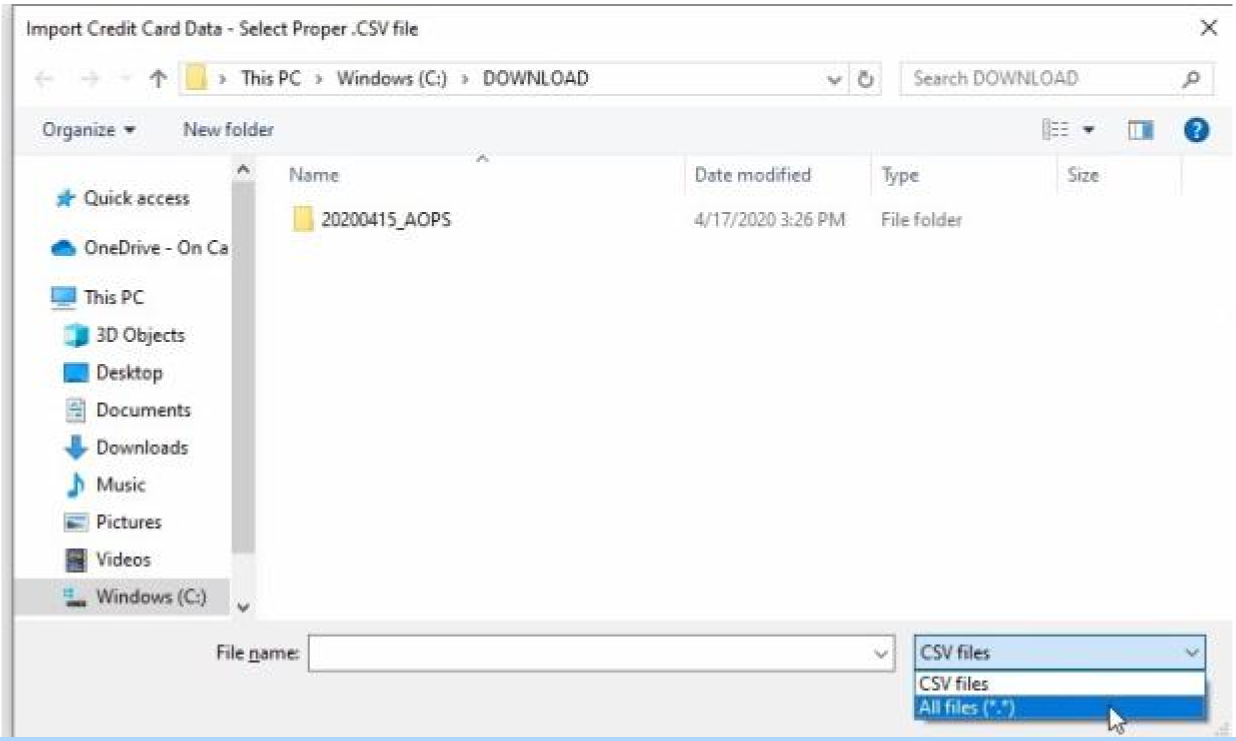
1. **Login** to IATS as a **TPAX Administrator**.
2. At the **System Administrator View** screen, **click** on the **plus sign** to the left of the word, "**Import**" and then **click** on the **Import Credit Card/Ticket Data** option.
3. The **Import Credit Card/Ticket Data** screen appears.



Note: The **Import Credit Card/Ticket Data** screen has two tabs. **Import Credit Card Data** and **Import Ticket Data**. You must **click** on the correct **tab** to bring it into **focus** for the type of data you are **importing**. When the screen **appears**, the **Import Credit Card Data** tab will be in **focus**.

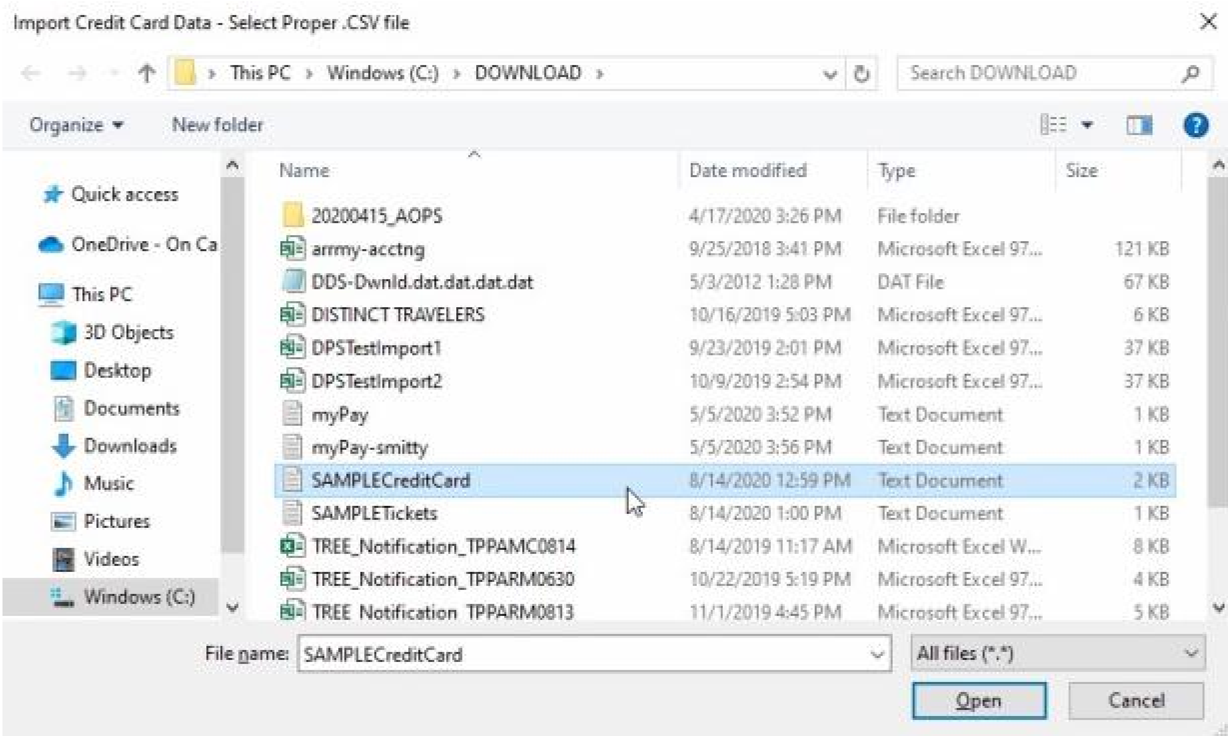
Importing Credit Card or Ticket Data:

1. **Click** on the **Import Credit Card Data** or **Import Ticket Data** button as applicable. The **Select Proper CSV File** screen will appear.

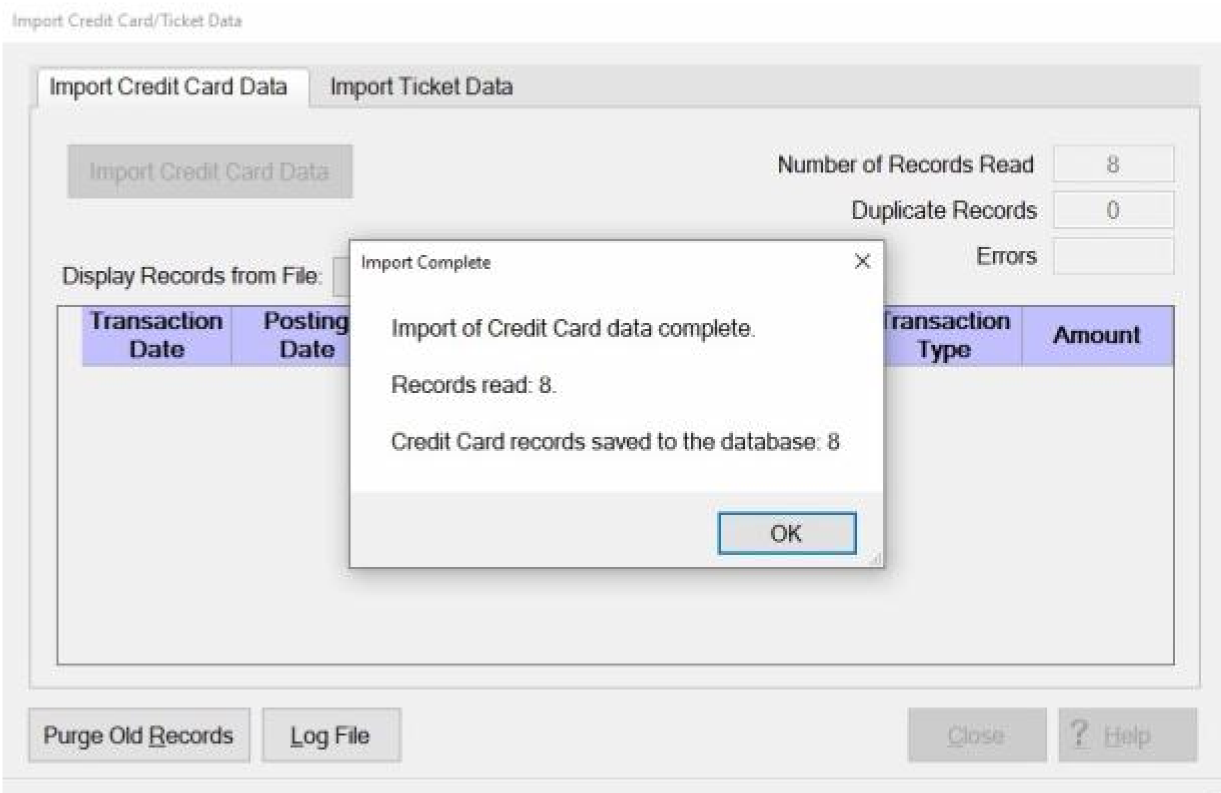


Note: At this screen, the IATS user must **select** the **drive/directory/folder** where the import files **reside**. In addition, the **Select Proper CSV File** screen is **expecting** a file in the **CSV** format. If the file you are wishing to import is something other than a **CSV** file, you must **click** on the *down* **arrow** button at the **File Type** field and then **select** the **All files (*.*)** option to **display** all of the **files** residing in the specified **drive/directory/folder**.

2. After **clicking** on the **All files (*.*)** option, all of the **files** residing in the specified **drive/directory/folder** will **appear**.

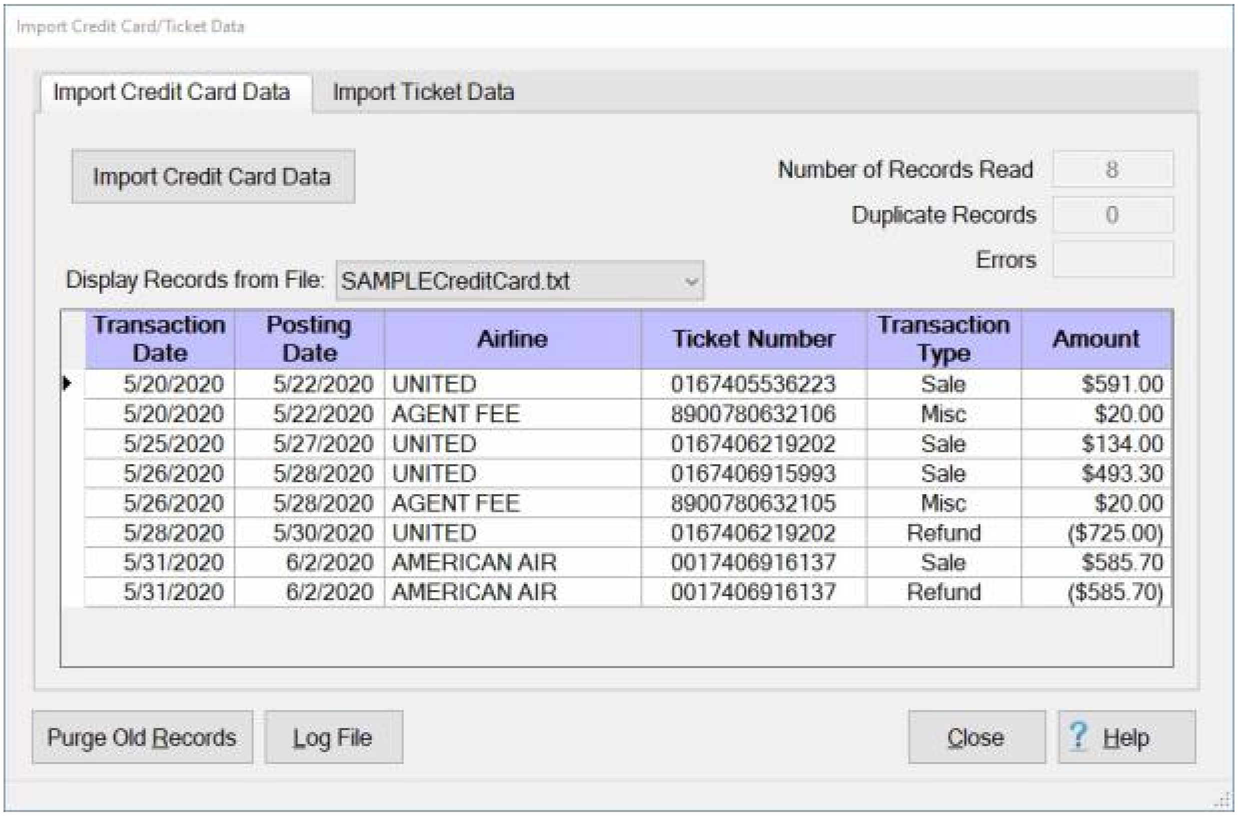


3. **Click** on the desired import **file**. IATS highlights the **filename**.
4. After you have clicked on the desired import file, **click** on the **Open** button.



5. IATS will **import** the selected file and **generate** an on screen **display** of the results.

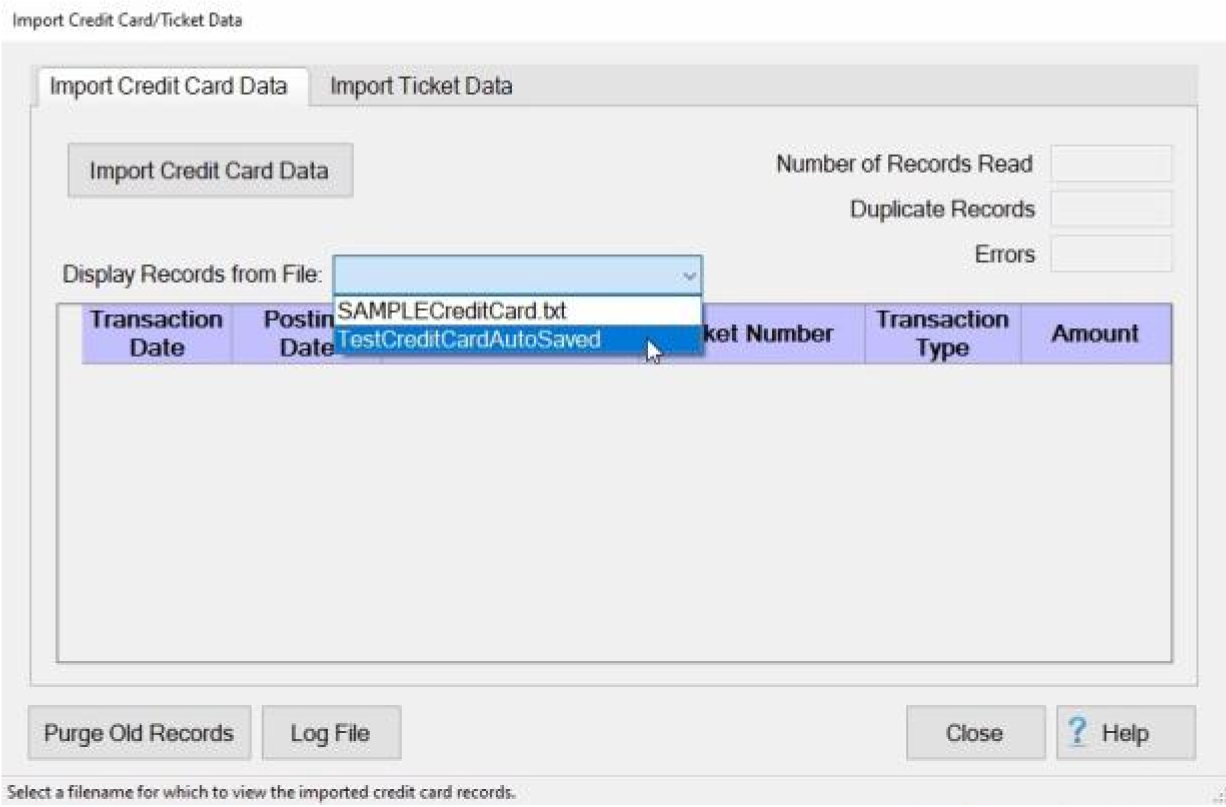
6. When IATS is **finished** processing the selected file, a *pop-up* message will appear indicating that the import is **complete** as shown above.
7. **Click** on **OK** to continue. IATS will **display** the imported **records** in the **grid** in the middle of the screen as shown below.



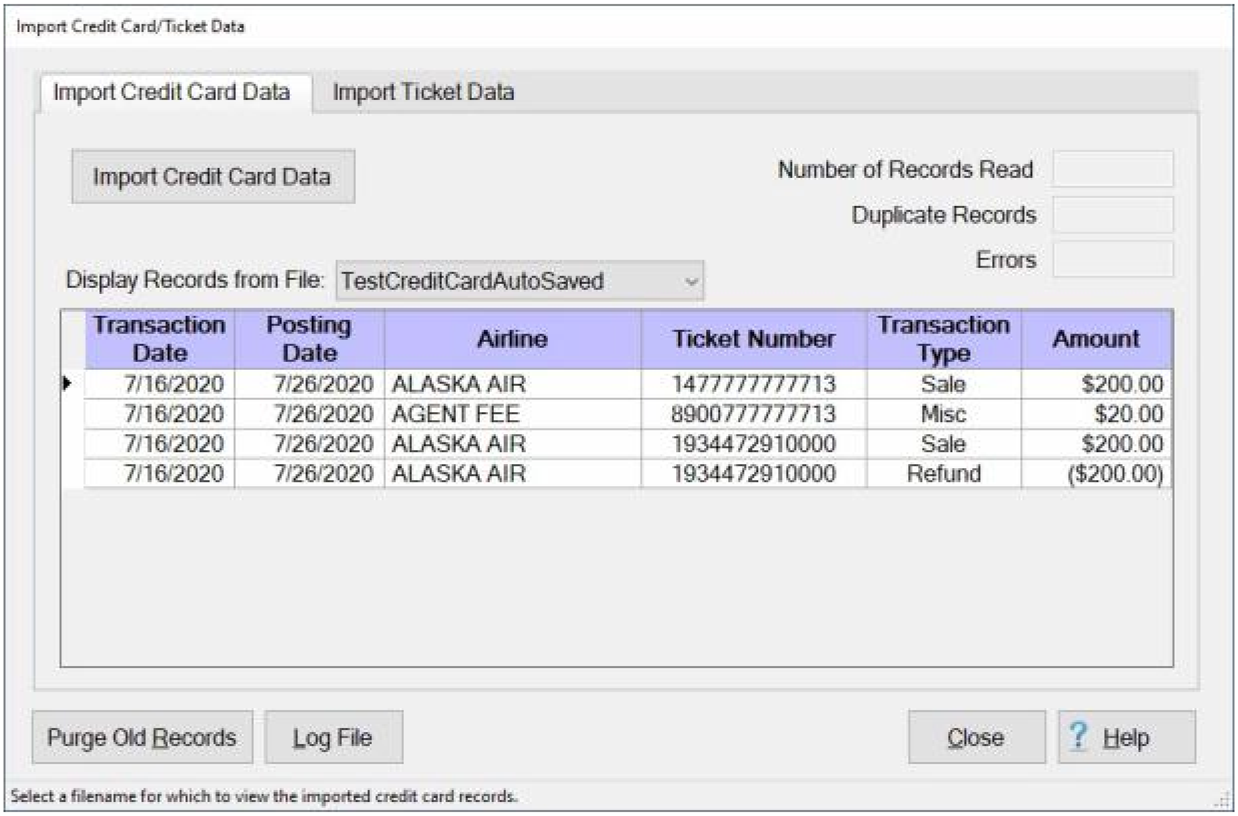
<u>Display Records from File:</u>

Note: If you wish to **display** the **records** from previously imported **credit card** or **ticket** data files, you can do this at the **Display Records from File** field located just above the **grid** in the middle of the screen.

1. At the **Display Records from File** field, **click** on the *down* **arrow** button. IATS will display a **list** of previously imported **files** for either **credit card** or **ticket** data, depending on **which tab** is in **focus** as shown below.



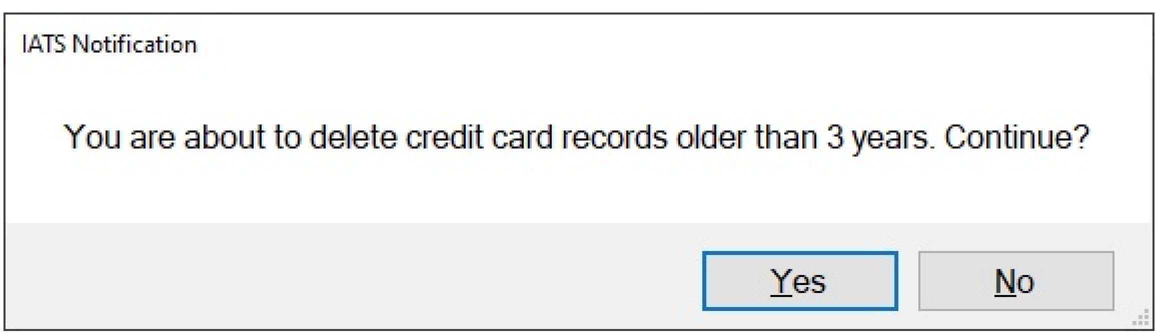
2. **Click** on the desired **file** from the *drop down* **list** of previously imported files. IATS will **display** the **records** for the selected file as shown below.



Purge Old Records:

Note: IATS will **store** the **records** for **imported** credit card and ticket data in your database **indefinitely** unless you decide to **purge** the old records. The **Purge Old Records** feature will **remove** the records that are older than **three years**.

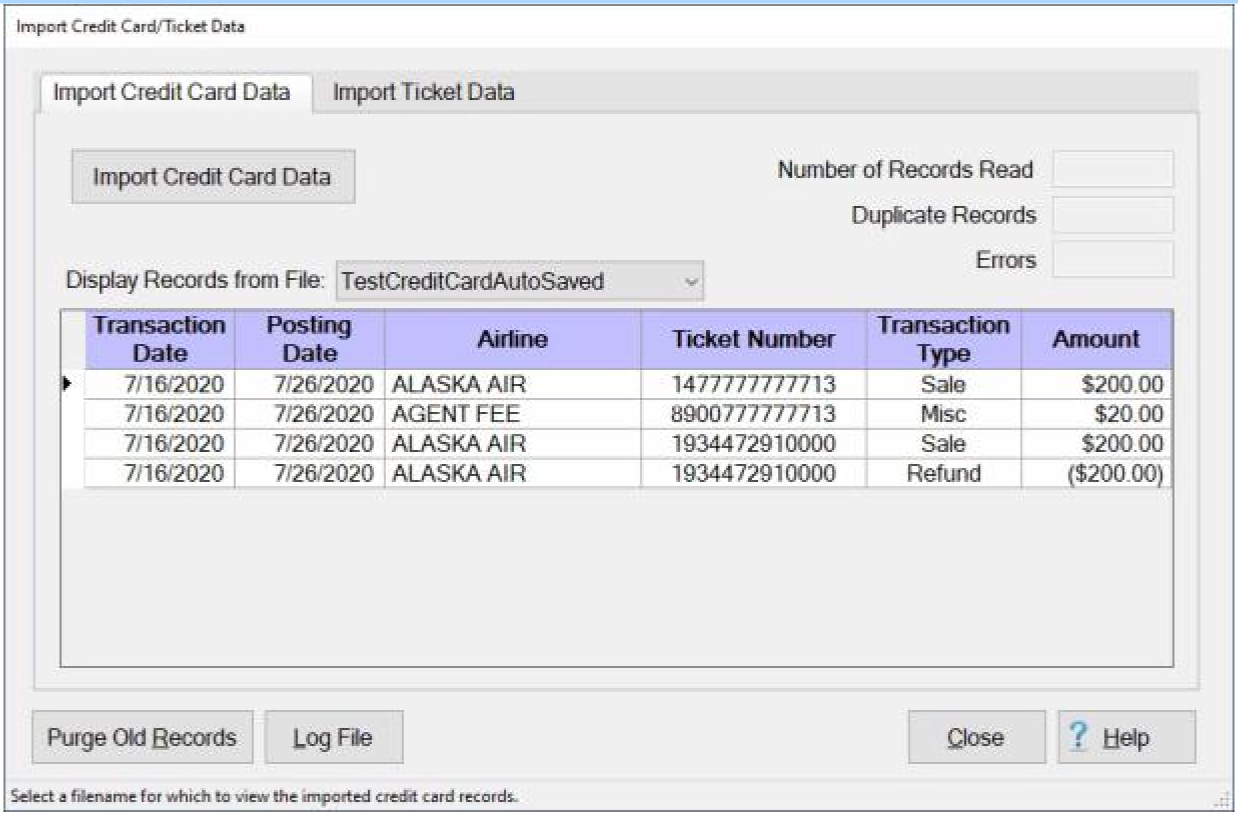
1. **Ensure** that the **correct tab** for either **credit card** or **ticket data** is in **focus**.
2. When you are **sure** that the **correct tab** is in **focus** for the type of records you wish to purge, **click** on the **Purge Old Records** button. IATS will **display** the following *popup* **message** for the type of files you have **elected** to purge.



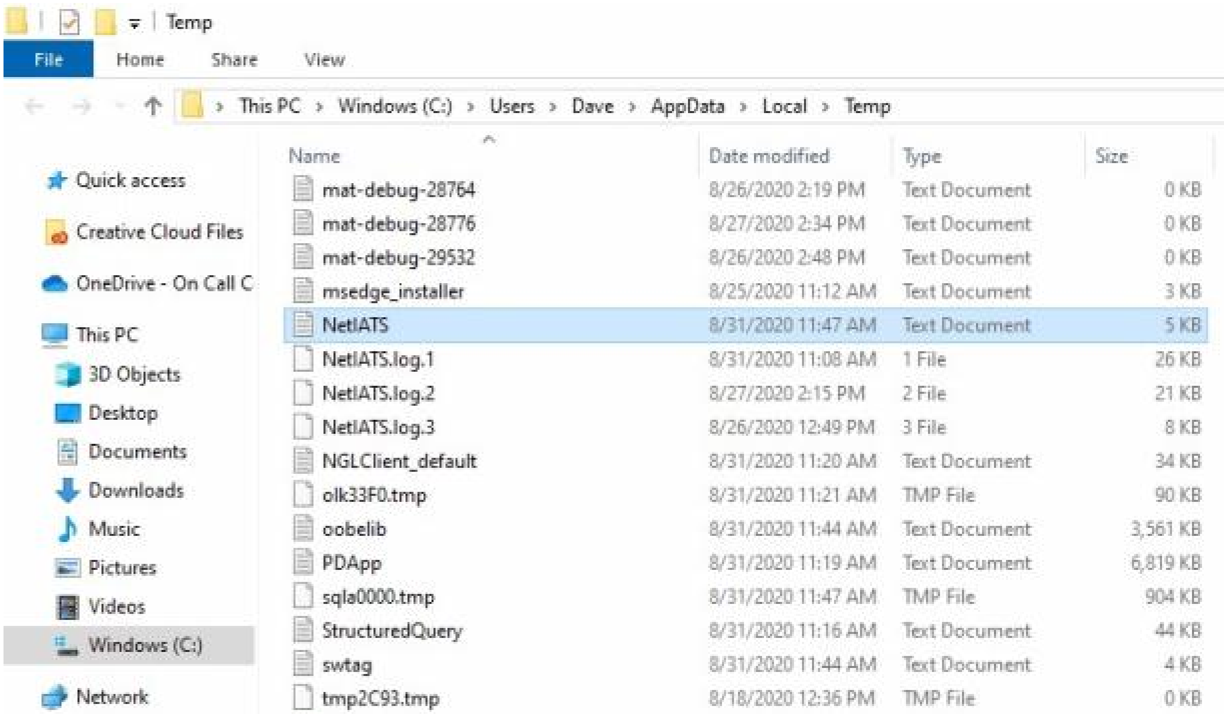
3. If you are **sure** that you wish to **purge** the records, **click** on the *Yes* button to **continue**.

Display Log File:

Note: Sometimes **errors** can occur when you are importing **credit card** or **ticket** data files. The **Log File** button will open a **File Explorer** window of the **directory** where the IATS Log file is **located**. This allows you to quickly **find** the **Log File** if there are any **irregularities** to **send** to Professional Software Consortium (**PSC**).



1. If there any **irregularities** that you need to report to PSC, **click** on the **Log File** button. A **File Explorer** window will open **highlighting** the NetIATS log file as shown below.



2. You would then make a **copy** of this file and **transfer** it to **PSC** for their evaluation.

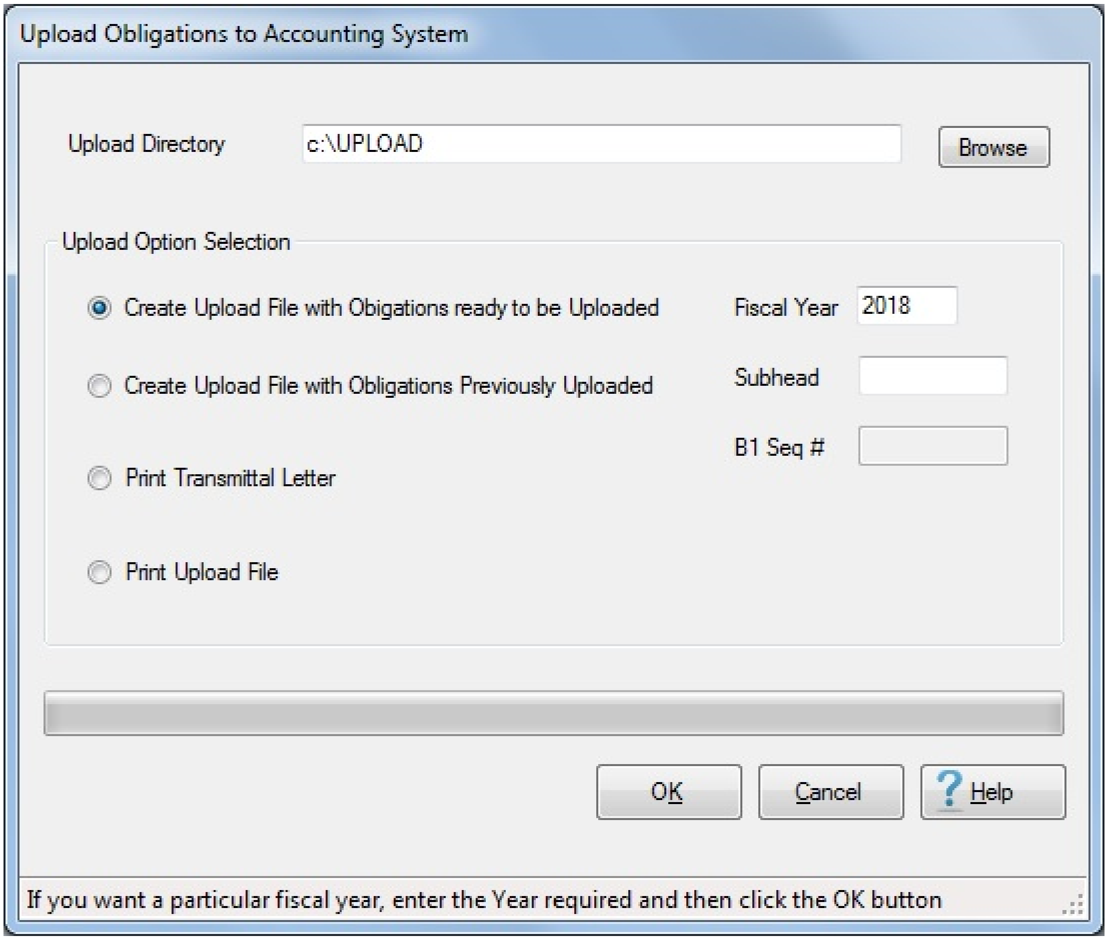
When you are **finished** using the **Import Credit Card/Ticket Data** screen, **click** on the **Close** button.

Uploading Obligations

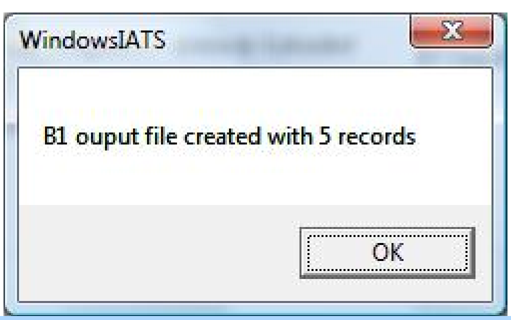
Once a **TEMADD** has been created by a traveler, processed by a travel agent , and approved by an AO, an **Obligation** file is generated by TPAX that must be **uploaded** to the **Navy** accounting system (**STARS**) through IATS.

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.



4. If <u>not</u> 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 <u>if</u> 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 <u>not</u> 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**.

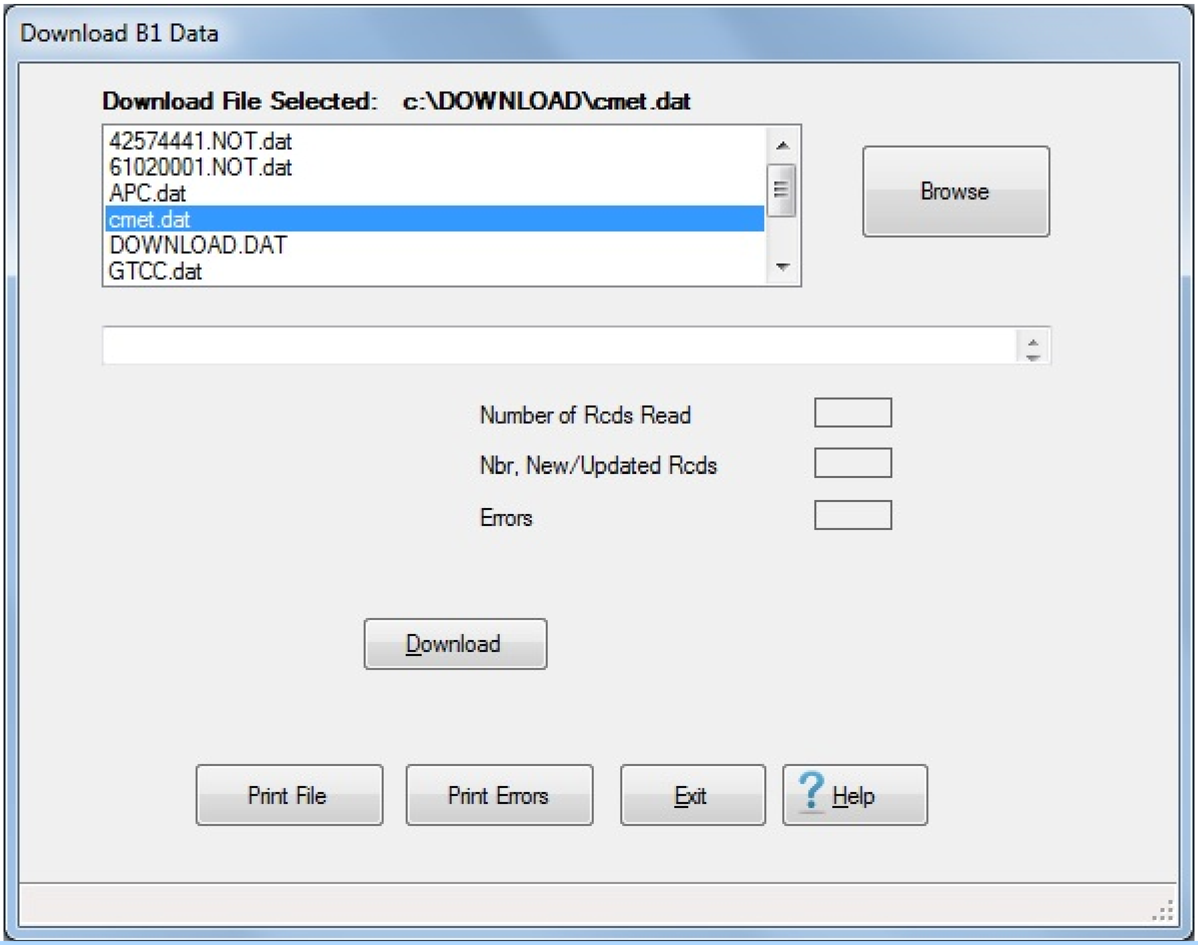
Process B2 Download File

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.



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

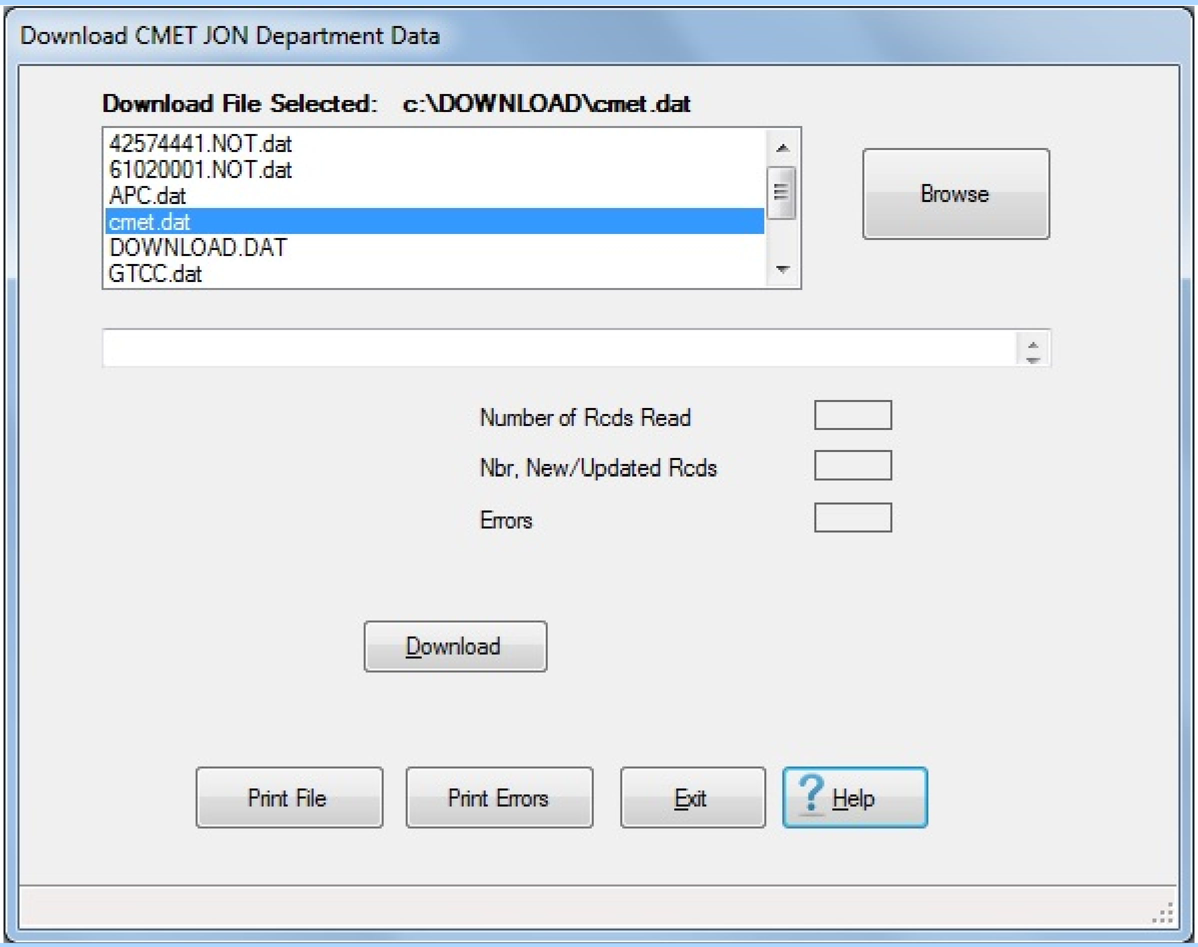
The CMET JON Department Proxies table is used to designate **units** or **departments** that require a **Proxy signature** in order to approve a TEMADD/Authorization for Travel before it may be approved by the AO.

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**.

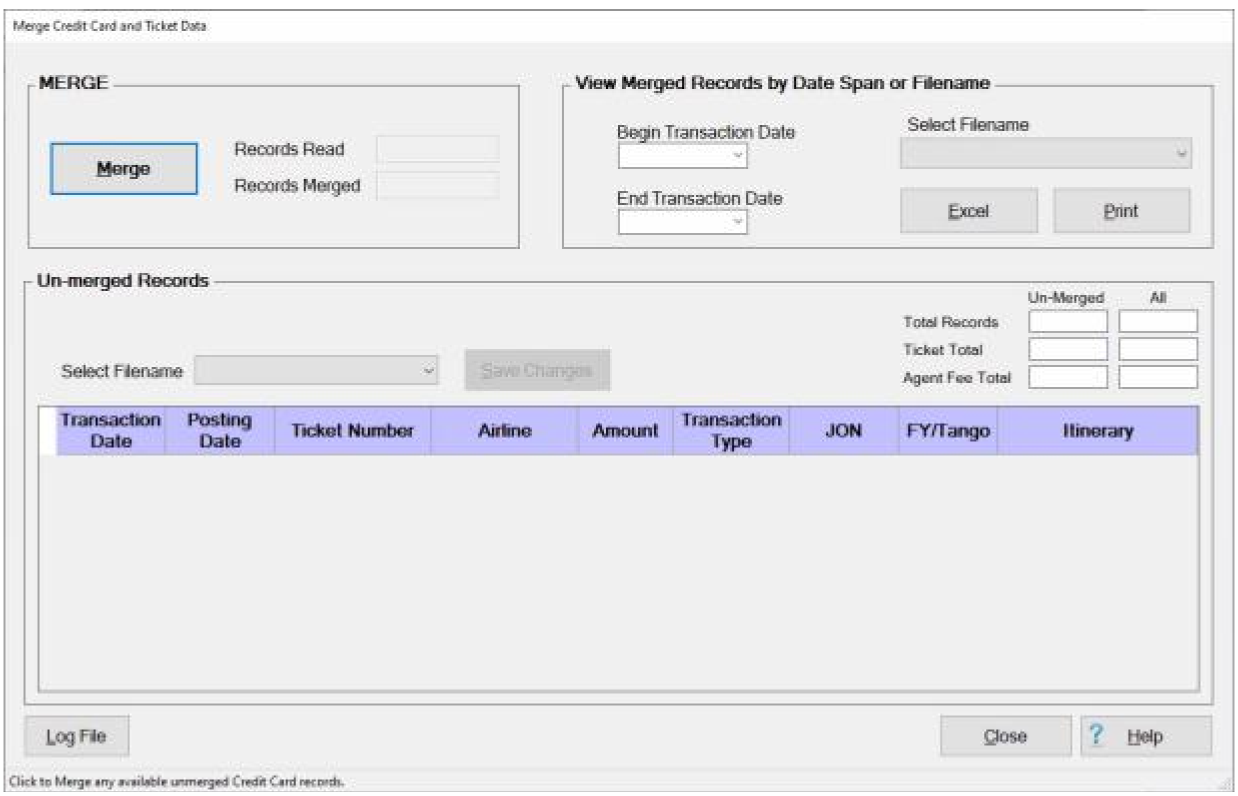
7. When **finished** processing the file, **click** the **Exit** button to **return** to the **System Administrator View** screen.

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**.

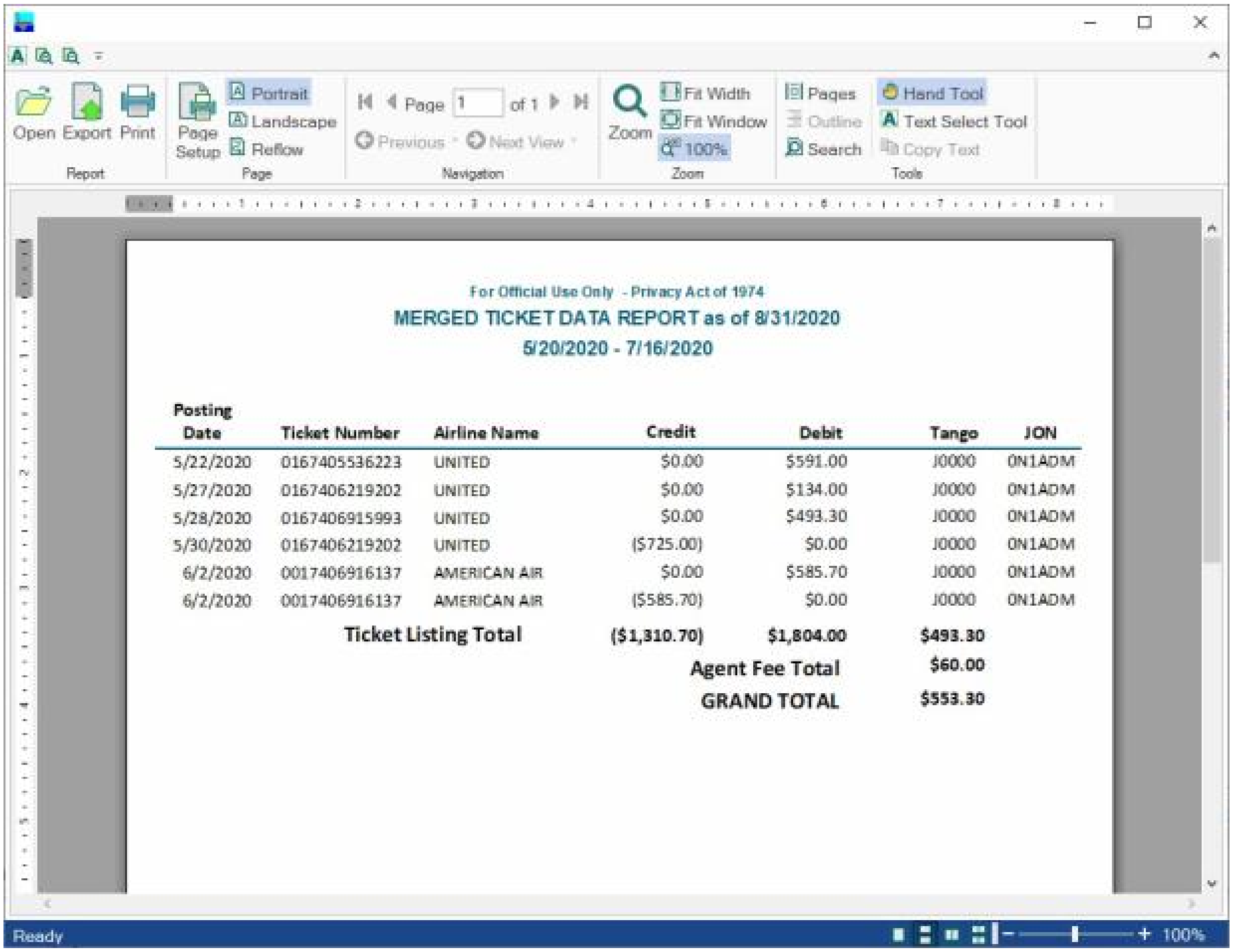
Complete the following steps to "merge" the credit card and ticket data files:

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.



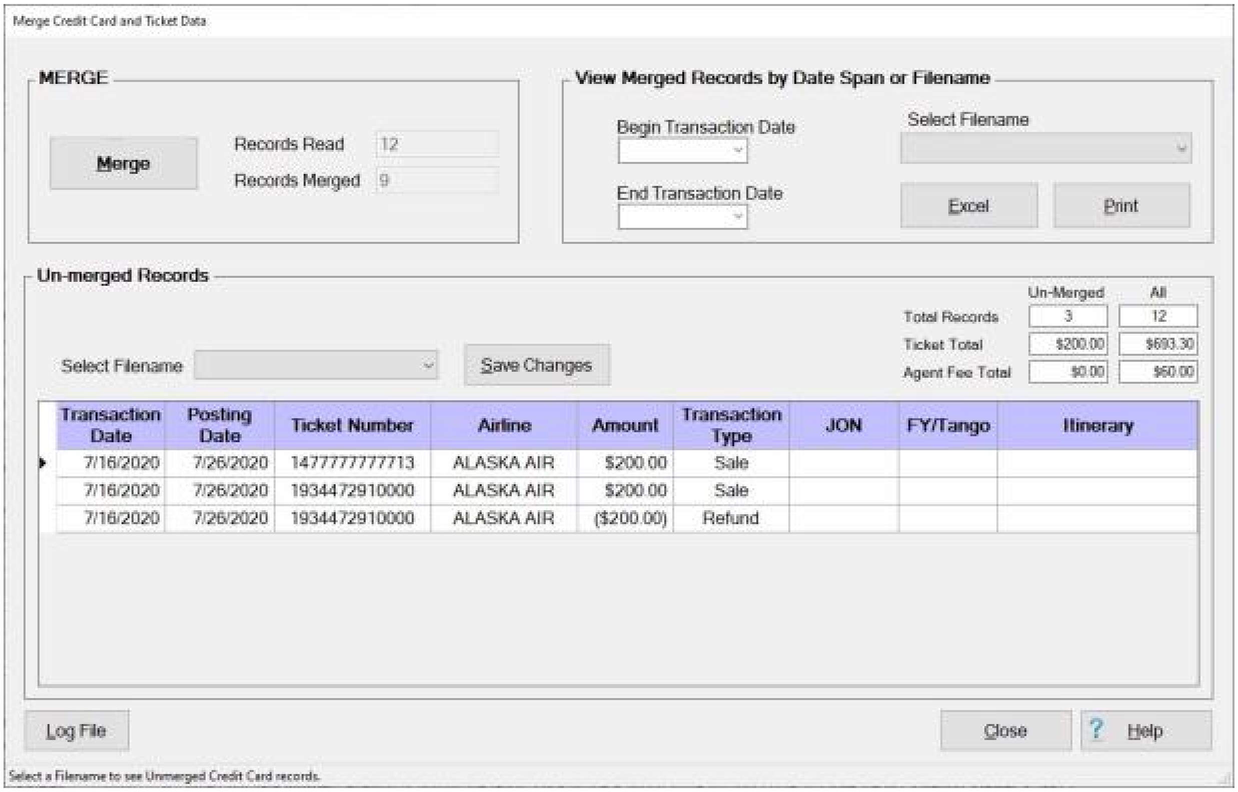
Performing a Merge:

1. **Click** on the **Merge** button.
2. IATS **merges** the imported files and **displays** the **results** in the **Records Read** and **Records Merged** fields.
3. In addition, IATS **displays** the **Merged Ticket Data Report** as shown below.



Posting Date	Ticket Number	Airline Name	Credit	Debit	Tango	JON
5/22/2020	0167405536223	UNITED	$0.00	$591.00	J0000	0N1ADM
5/27/2020	0167406219202	UNITED	$0.00	$134.00	J0000	0N1ADM
5/28/2020	0167406915993	UNITED	$0.00	$493.30	J0000	0N1ADM
5/30/2020	0167406219202	UNITED	($725.00)	$0.00	J0000	0N1ADM
6/2/2020	0017406916137	AMERICAN AIR	$0.00	$585.70	J0000	0N1ADM
6/2/2020	0017406916137	AMERICAN AIR	($585.70)	$0.00	J0000	0N1ADM
	Ticket Listing Total		($1,310.70)	$1,804.00	$493.30	
				Agent Fee Total	$60.00	
				GRAND TOTAL	$553.30	

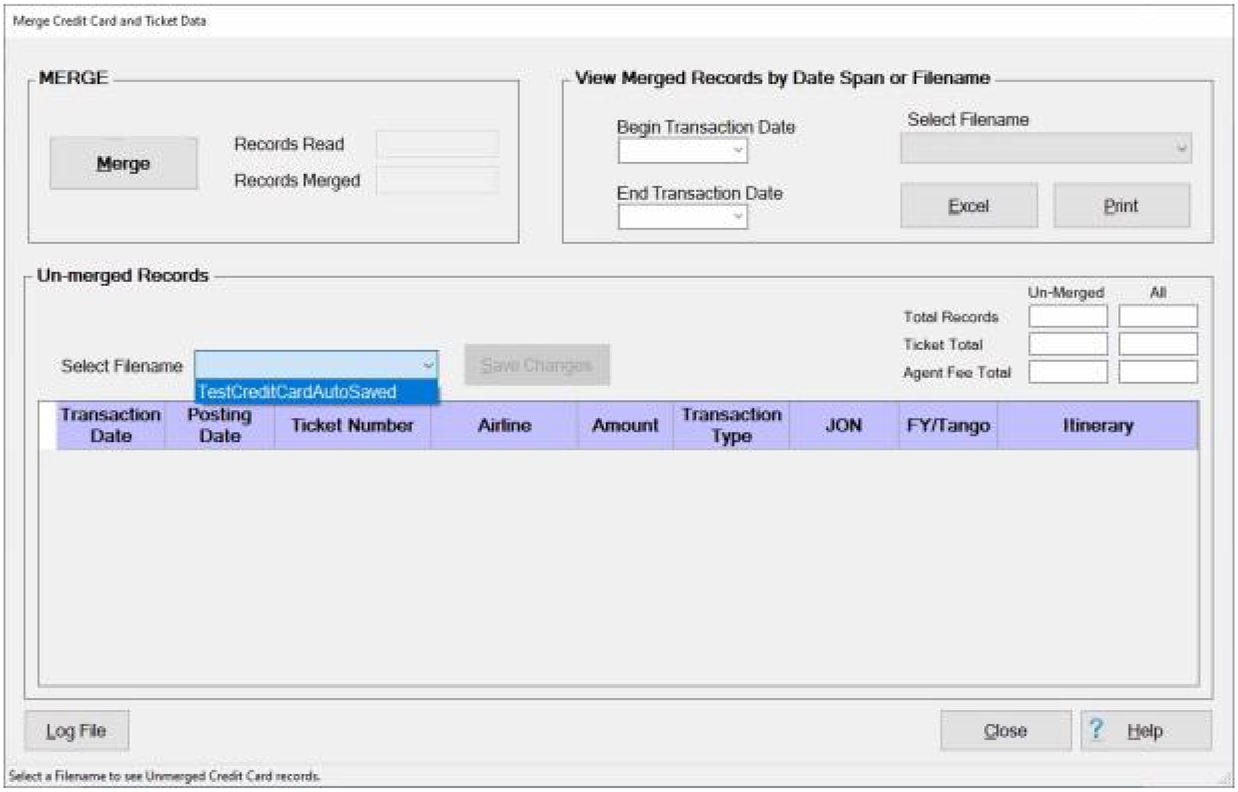
4. **Click** on the **Print** icon if you wish to **generate** a **print-out** of this report.
5. When you have **finished** reviewing or printing the report, **click** on the **X** button in the top right corner to **close** the **IATS Report Viewer** screen.



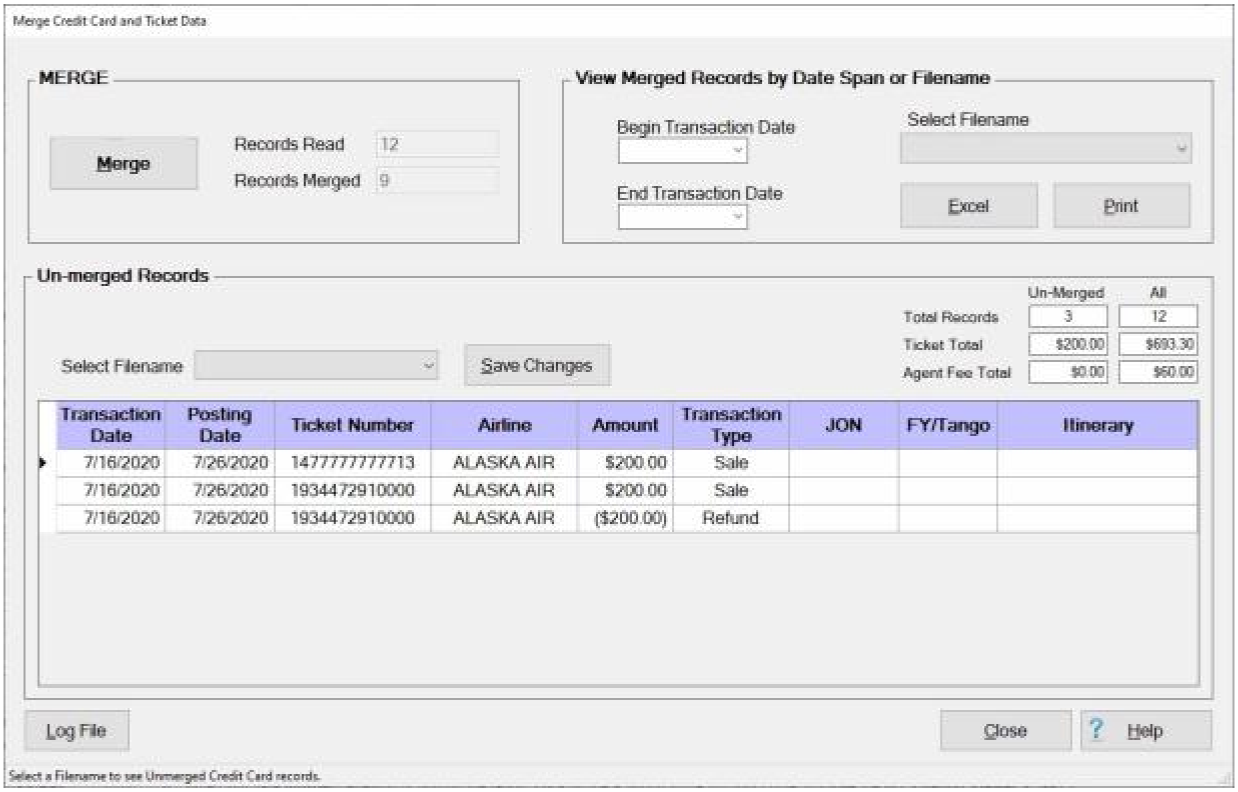
Note: After performing the **Merge**, any records that were not **merged** for some reason will be **displayed** in the **grid** in the **Un-merged Records** section in the middle of the screen. **Notice** that there are **3 records** displayed. **Also notice** the **JON**, **FY/Tango**, and **Itinerary** fields have **no data**.

6. If you notice that there are **errors** in the un-merged **records** that are displayed in the grid, you can **click** in any **cell** and **enter** the proper **information** to **correct** the record.
7. After you have made **corrections** to the un-merged records, **click** on the **Save Changes** button.
8. You may then perform the **merge** again.

Displaying Un-Merged Records:

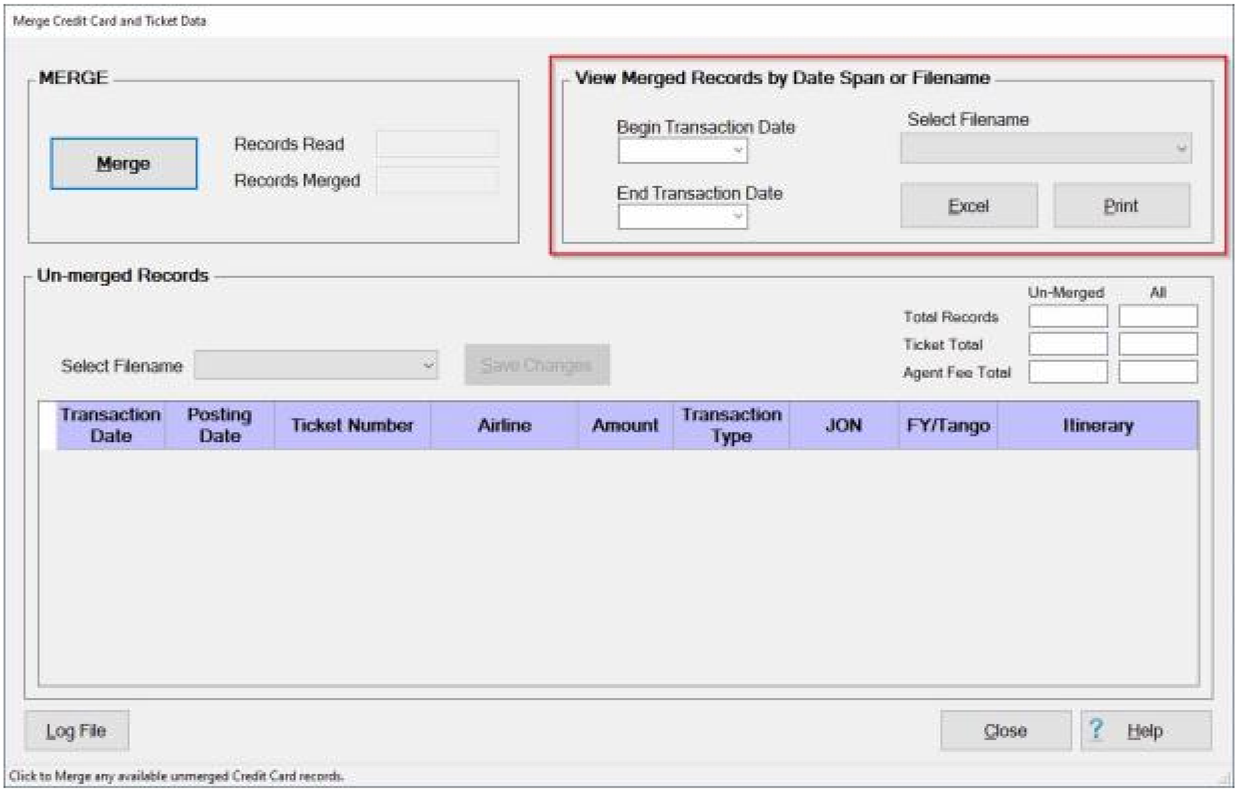


1. In the **Un-merged Records** section in the middle of the screen, **click** on the *down* **arrow** button at the **Select Filename** field. IATS will **display** a **list** of **files** that **contain** un-merged records.
2. **Click** on the desired **file** from the *drop-down* **list** of files that contain un-merged records. IATS will **display** the **un-merged records** that are contained in the selected file as shown below.

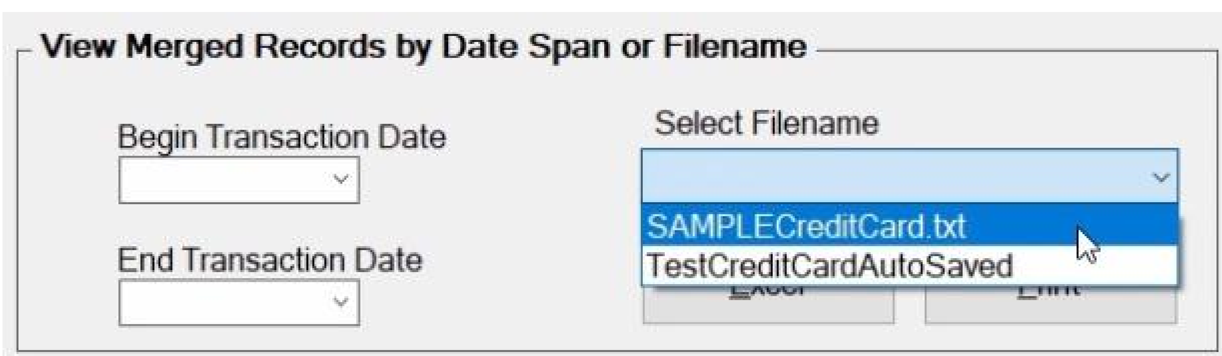


<u>Viewing Merged Records:</u>

After you have performed the **merge**, you may **view** the **merged records** at the **View Merged Records by Date Span or Filename** section in the **top right corner** of the screen. You have the **option** of viewing the records for a **specific date range** or by displaying the contents of a **specific file**. You <u>also</u> have the **option** of generating the display as an **Excel spreadsheet** or as a **report**.



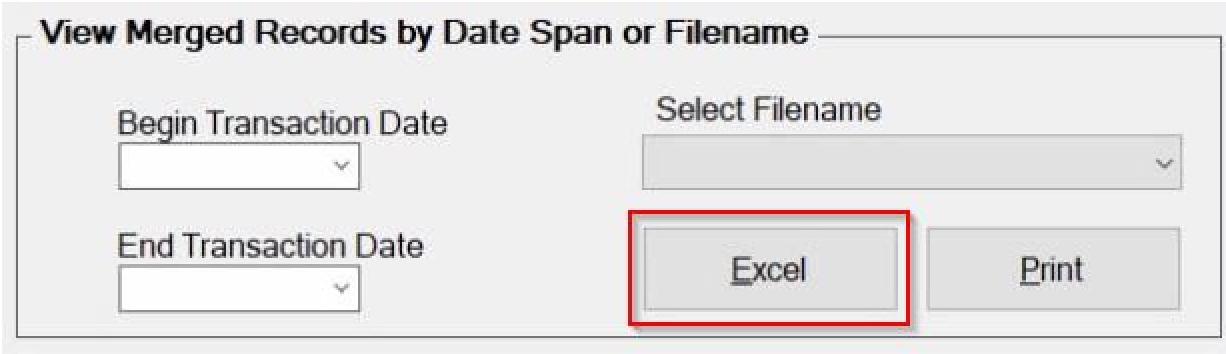
1. **Begin Transaction Date: -** If you wish to view the merged records for a **specific date range**, enter a beginning date in **MMDDYY** format. You may also **click** on the *down* **arrow** button and use the **Calendar** to select the date.
2. **End Transaction Date: -** If you wish to view the merged records for a **specific date range**, enter an ending date in **MMDDYY** format. You may also **click** on the *down* **arrow** button and use the **Calendar** to select the date.
3. **Select Filename: -** If you wish to view the merged records for a **specific file**, click on the *down* **arrow** button at the **Select Filename** field. IATS will **display** a **list** of **files** that have been merged as shown below.



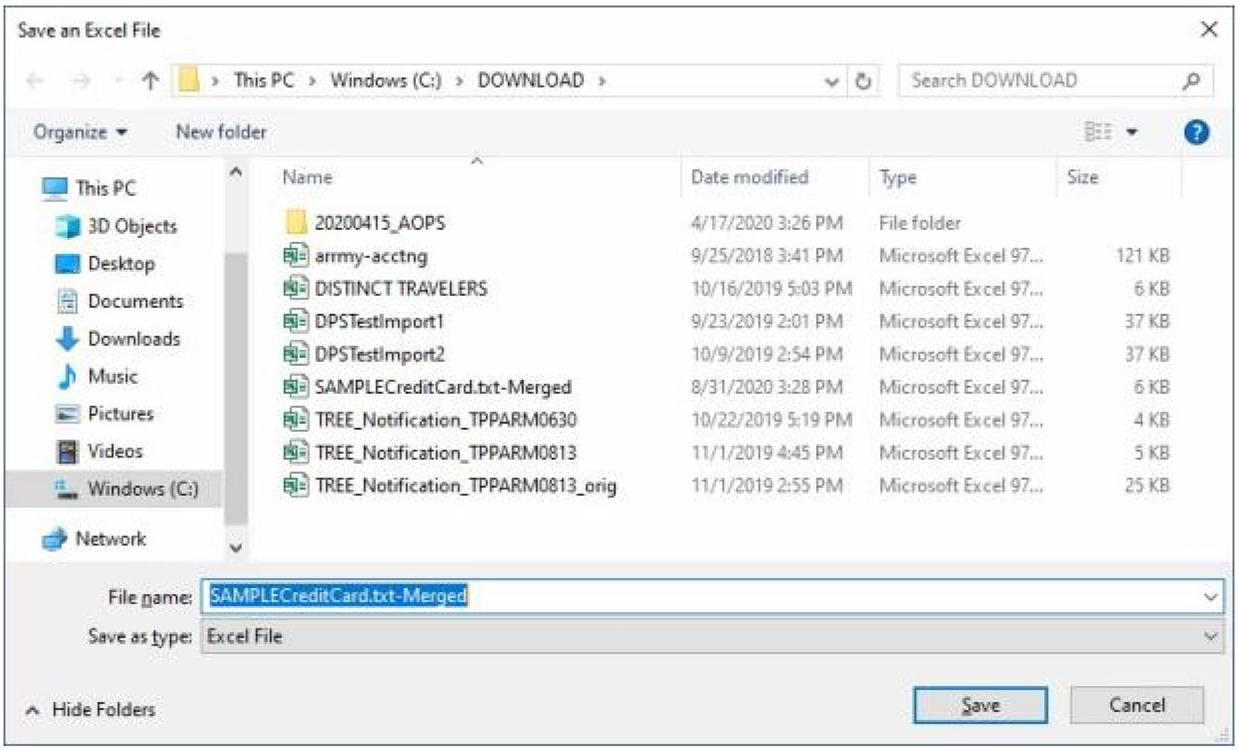
4. **Click** on the **file** you wish to **display** the merged records for.

Note: After either entering a **specific data range** or selecting a **specific file**, you must now **decide** whether you wish to view the merged records as an **Excel spreadsheet** or as a **report**.

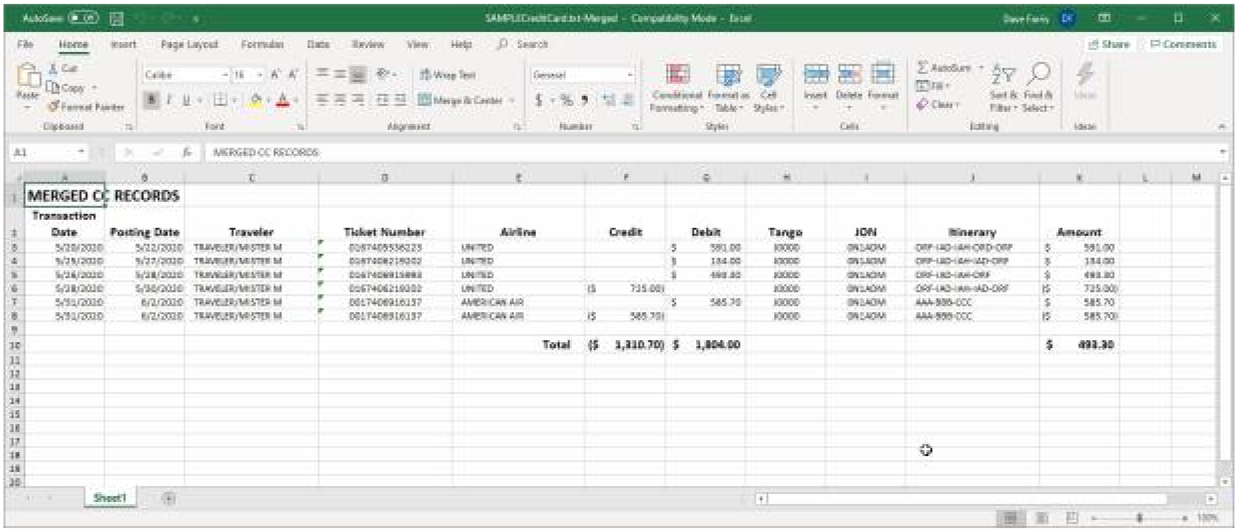
Viewing Merged Records as an Excel Spreadsheet:



1. After entering a **date range** or **selecting** a **file**, click on the **Excel** button. IATS will **display** the **Save an Excel File** screen as shown below.

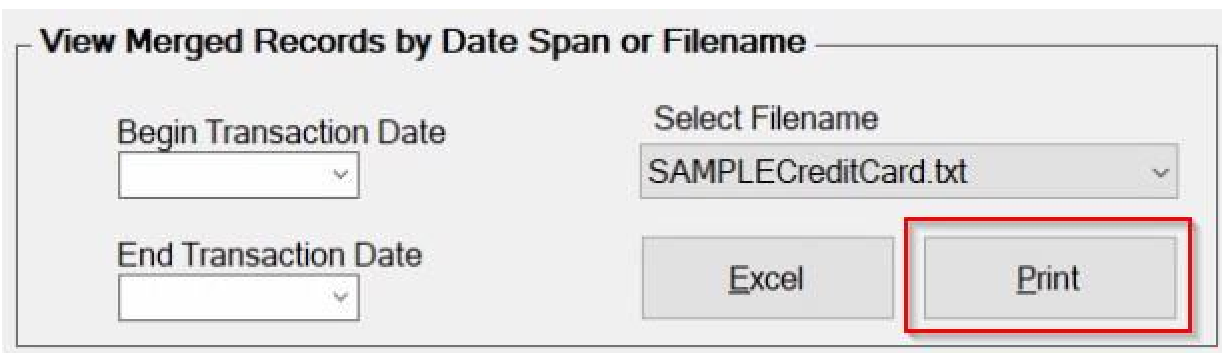


2. At the **Save an Excel File** screen, **navigate** to the **drive/directory/folder** where you wish to **save** the Excel file.
3. IATS enters a default filename at the File name field. Enter a different name for the file if desired.
4. When you are **satisfied** with the **location** for the file and the **filename**, click on the **Save** button. IATS **saves** the file and **launches** the **Excel** program displaying the merged records as shown below.

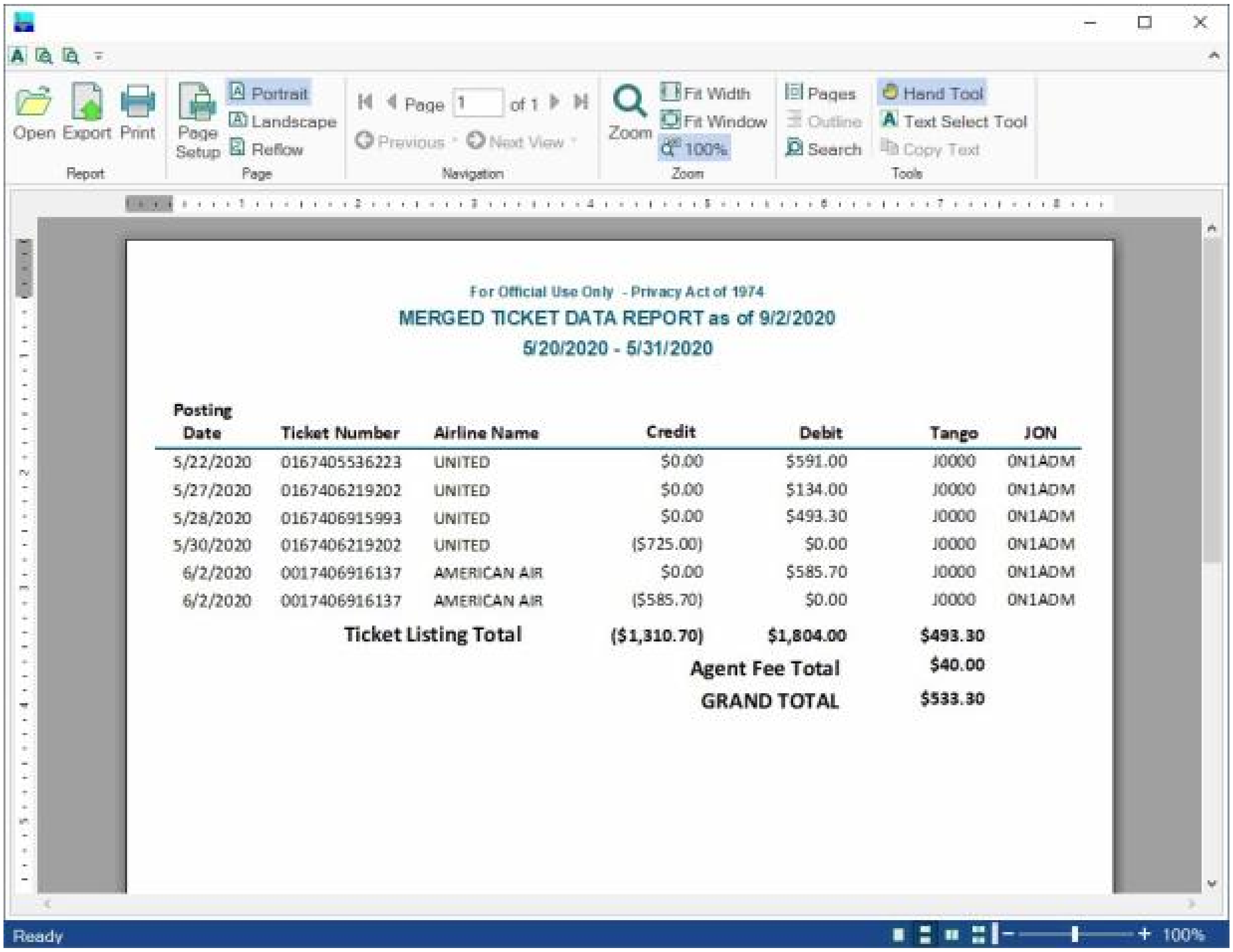


5. **Click** on the **File** menu option and then **click** on the **Print** option if you wish to **generate** a **print-out** of this report.
6. When you have **finished** reviewing or printing the report, **click** on the **X** button in the top right corner to **close** the **Excel** program.

Viewing Merged Records as a Report:



1. After entering a **date range** or **selecting** a **file**, click on the **Print** button. IATS will **display** the **IATS Report Viewer** screen as shown below.



2. **Click** on the **Print** icon if you wish to **generate** a **print-out** of this report.
3. When you have **finished** reviewing or printing the report, **click** on the **X** button in the top right corner to **close** the **IATS Report Viewer** screen.

When you are **finished** using the **Merge Credit Card and Ticket Data** screen, **click** on the **Close** button.

Modify Ticket Data

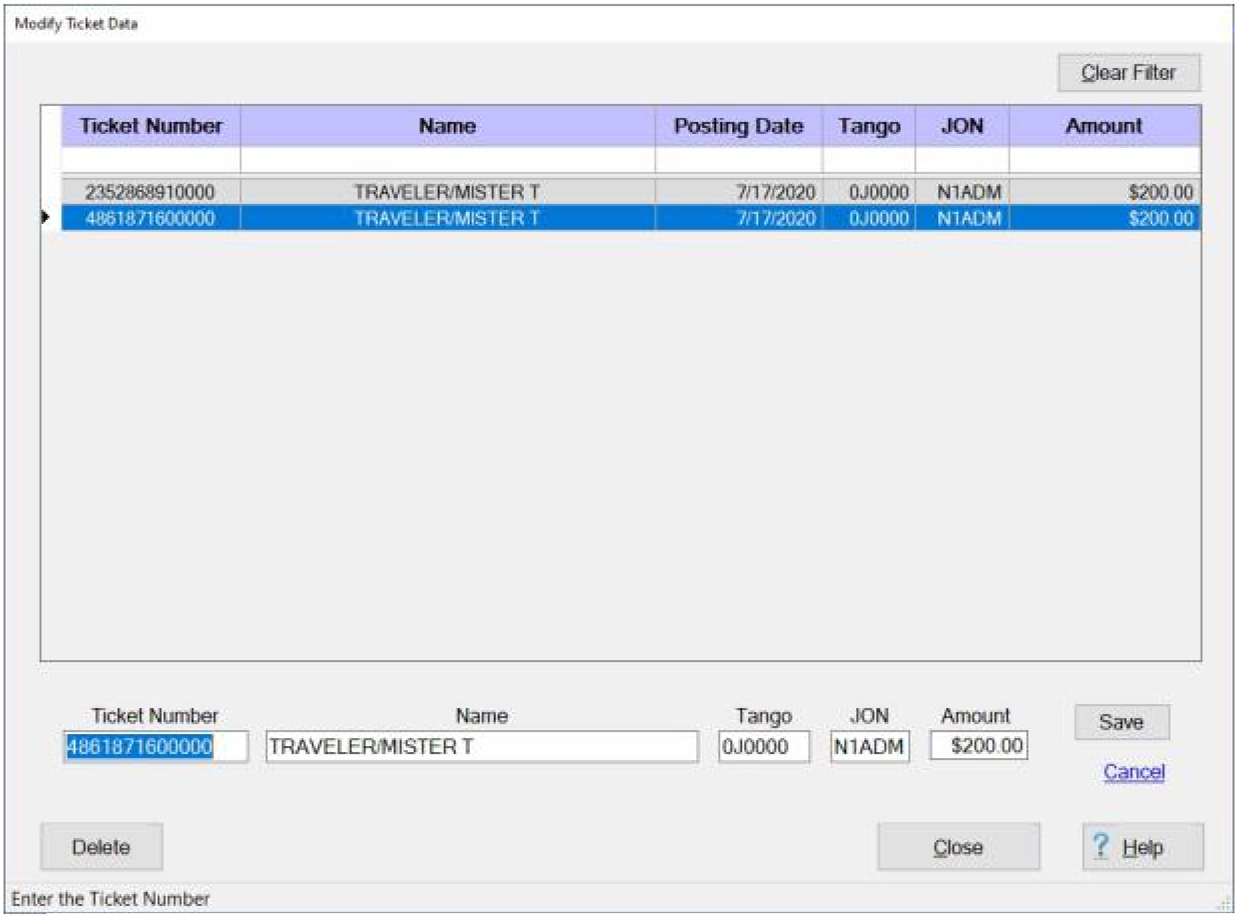
After you have imported credit card and ticket data files and merged the files, a **CBA reconciliation** must be performed to identify **discrepancies** between what was **obligated** for travel expenditures and what was actually **billed**.

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.

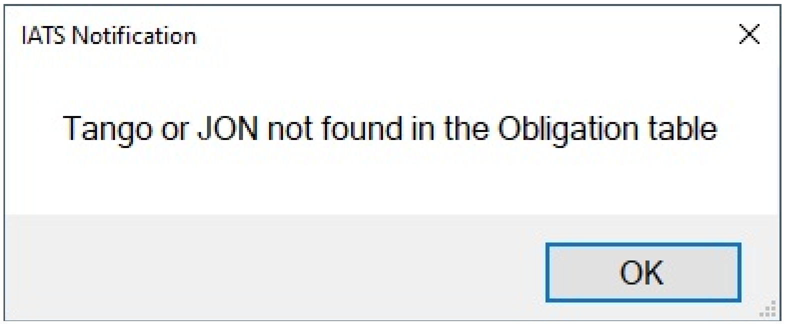


4. At the Modify Ticket Data screen, double **click** on the **ticket number** you wish to modify. **Click** on the *up/dn* **arrow** buttons on the right side of the screen to scroll through the list if necessary.
5. After you have selected a ticket to modify, the data for the ticket record appears in the **fields** below the grid at the bottom of the screen. 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:



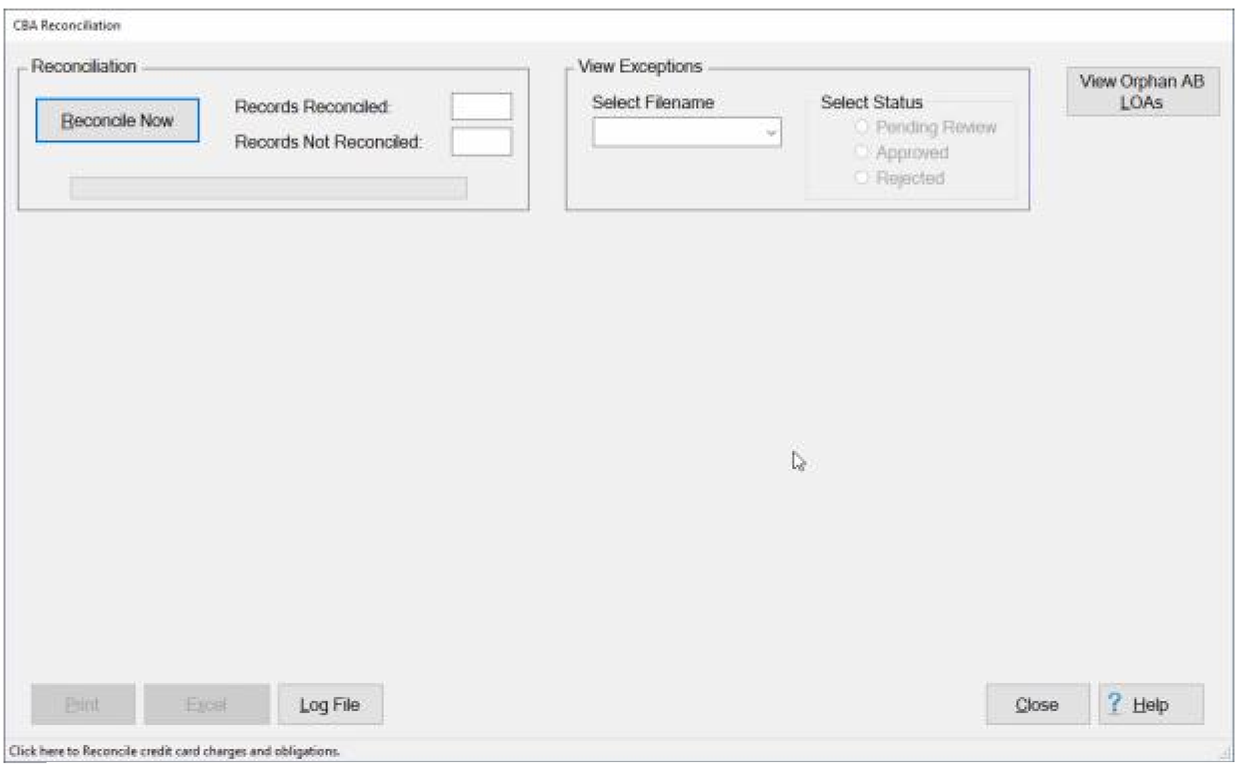
Click on **OK** and **enter** the **correct data** or have your **System Administrator** add the **Tango** number or **JON** to the appropriate table in the **Maintenance** module.

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.

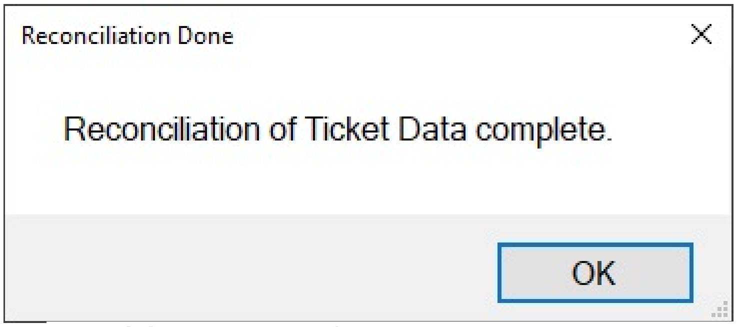
Complete the following steps to "perform" the CBA reconciliation:

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.

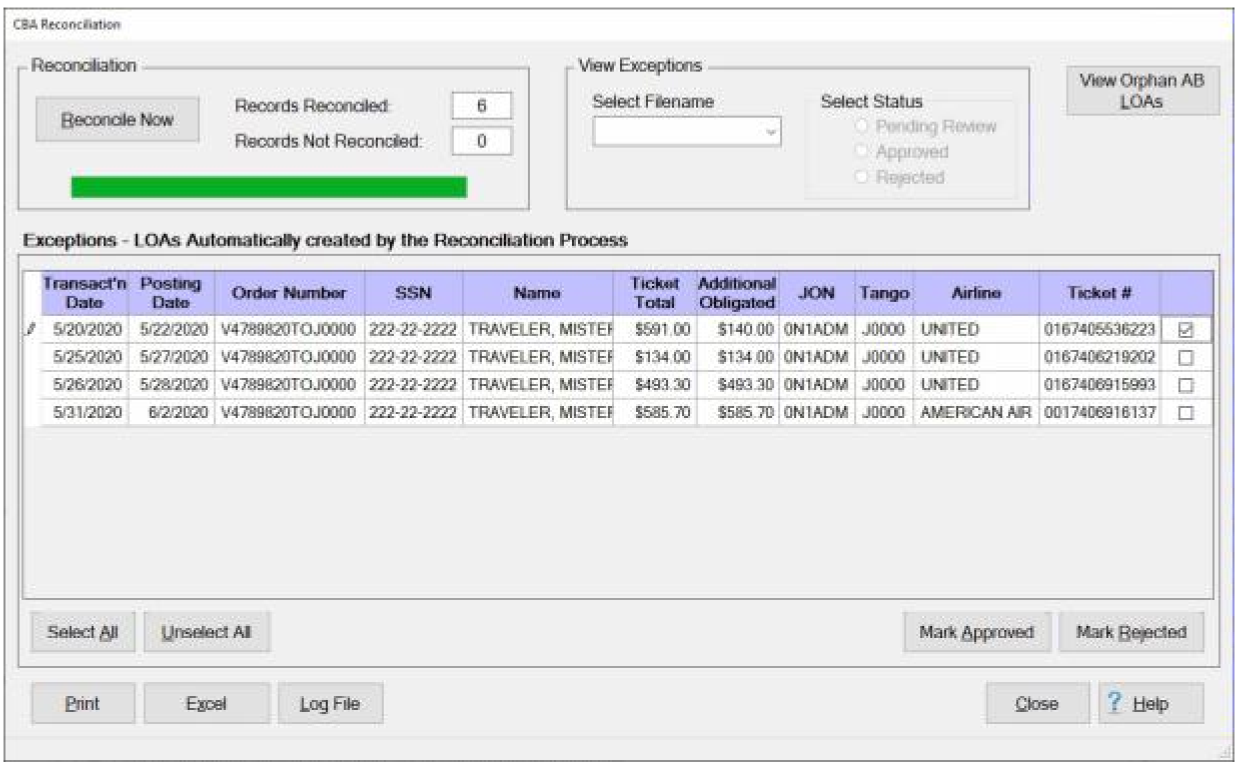


4. **Click** on the **Reconcile Now** button.

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:



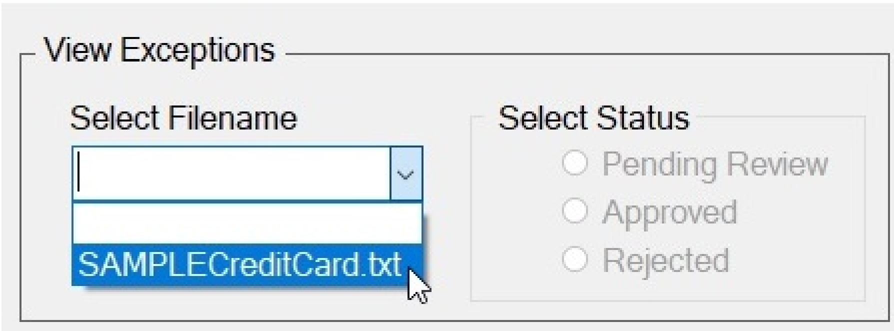
7. **Click** on **OK** to continue.
8. After you click on **OK**, IATS will **display** any **Exceptions** in the **grid** in the **middle of the screen** under the heading "**Exceptions - LOAs Automatically created by the Reconciliation Process**" as shown below.



Note: In cases where **charges** are found to **exceed** the **amount obligated** for travel (AB LOAs). Those amounts (**Exceptions**) will be automatically **obligated** and the credit card **records** that caused the additional obligations will be **displayed** indicating the additional **amount** that was **obligated**. All these records get **flagged** with a Status of **Pending Review**. **Note** that the first row shows a **Ticket Total** of **$591.00** but the **Additional Obligated** is only **$140.00** -- that's because **$451.00** had already been **obligated**. The **purpose** of displaying this information is for the user to **Review** these additional obligations and **decide** whether they will be **Approved** or **Rejected**. The user will put a **check mark** on the far right column of a row and then **click** on the **Mark Approved** or **Mark Rejected** button as applicable. **One**, **several**, or **all rows** can be processed **at once** by **clicking** on the **Mark Approved** or **Mark Rejected** button.

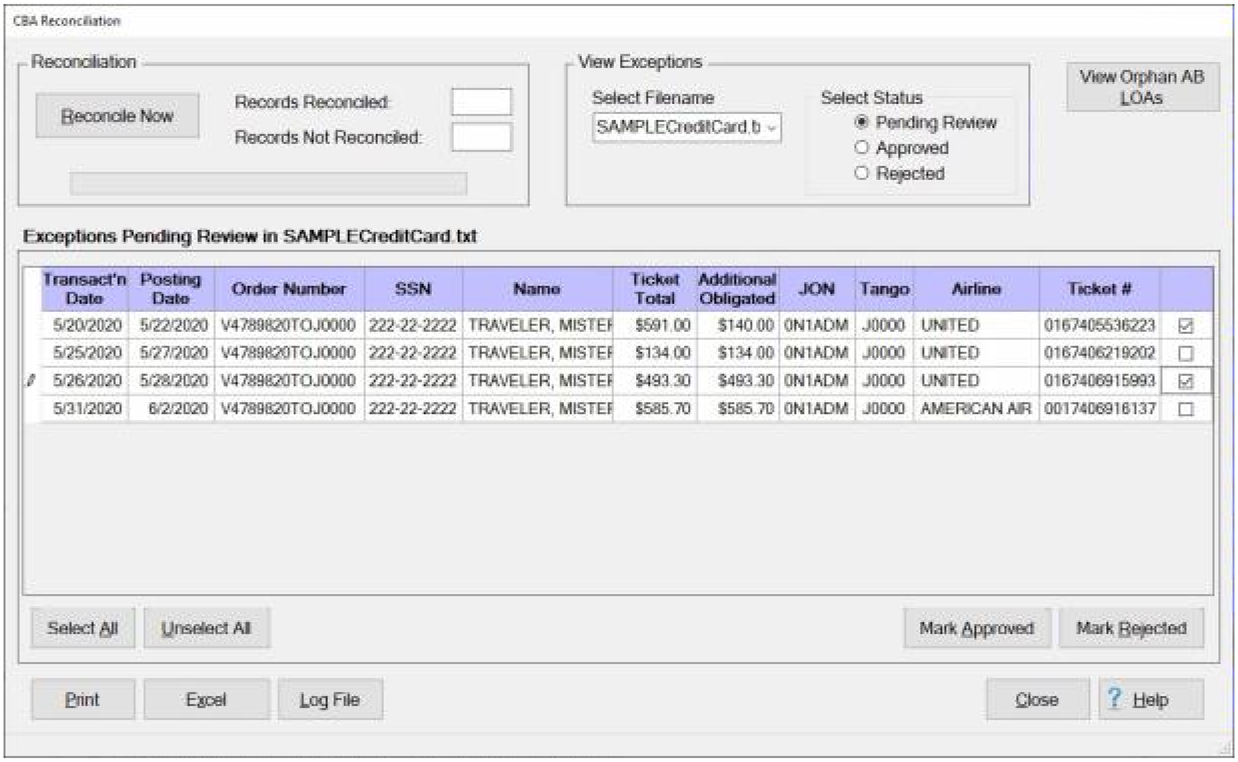
9. If you have **Exceptions** displayed in the grid, you can **process** them now, or **close** the **CBA Reconciliation** screen and **work** on them at **another time** using the **View Exceptions** feature.

View Exceptions:



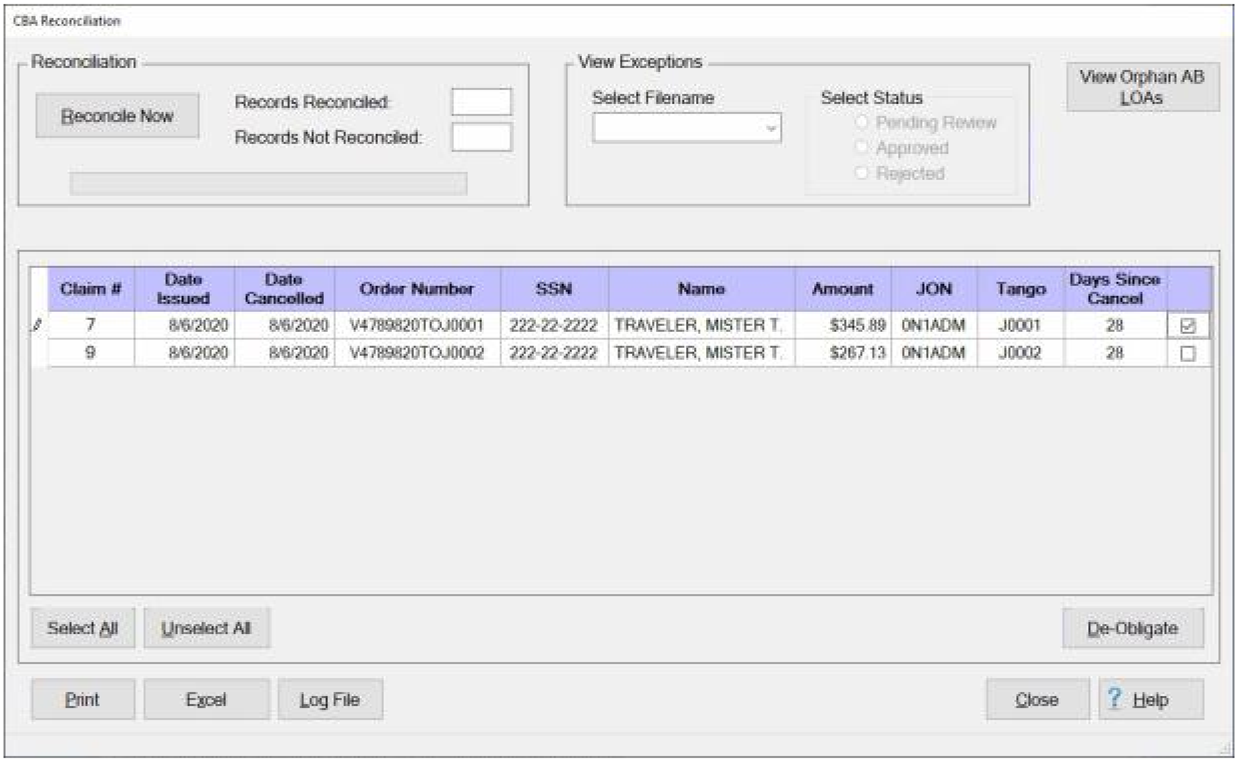
Note: If you had **Exceptions** displayed in the **grid** after performing a **Reconciliation** and **decided** to **process** them at **another time** you would **use** the **View Exceptions** feature on the **CBA Reconciliation** screen.

1. At the **View Exceptions** section on the CBA Reconciliation screen, **click** on the *down* **arrow** button at the **Select Filename** field as shown above.
2. IATS will **display** a **list** of **files** containing **records** that have **Exceptions**.
3. **Click** on the **file** you wish to **View**.
4. After, selecting a file, **click** in the **radio button** under the heading **Select Status** to **filter** the records to be displayed by their **status**.
5. After selecting the desired **status**, IATS **displays** the **records** for that particular **status** if any **exist**, as shown below.



Note: You would now **Review** these records with additional obligations and **decide** whether they will be **Approved** or **Rejected**. You would then put a **check mark** in the **check box** in the far right column of a row and then **click** on the **Mark Approved** or **Mark Rejected** button as applicable. **Note** that **One**, **several**, or **all rows** can be processed **at once** by **clicking** on the **Mark Approved** or **Mark Rejected** button after placing a **check mark** in the **check box**.

View Orphan AB LOAs:



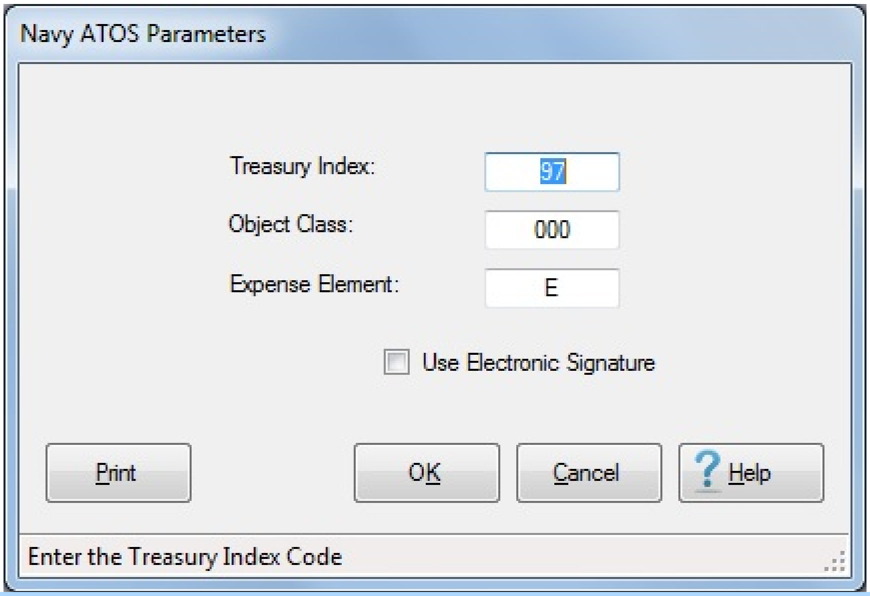
Note: When a **travel order** is **cancelled**, the **LOAs** get cancelled as well but sometimes they still get a credit card **charge**. This can occur if the **order** was **cancelled** after the **ticket** was **purchased**. When the CBA reconciliation happens and the **file** is **uploaded**, (if there isn't an obligated amount), **system problems** can occur. To avoid **system problems** from happening, it was requested that when an **order** is **cancelled**, IATS will not **de-obligate** the **AB LOAs** in case a charge comes in. An additional request was create a way to **see** if there are AB LOAs that haven't been **reconciled** and can be **de-obligated**. Clicking on the "**View Orphan AB LOAs**" button will **display** those **AB LOAs** that are associated with **cancelled orders** and a **button** that **allows** for marked records to be **de-obligated**.

1. **Click** on the **View Orphan AB LOAs** button if you wish to **see** if there are any **AB LOAs** that haven't been **reconciled** and can be **de-obligated**. If there **are** any, they will be **displayed** in the **grid** in the middle of the screen (as shown above).
2. **Review** the displayed **records**.
3. If you wish to **de-obligate** a record, **click** in the **check box** in the far right column of the row.
4. After you have placed a **check mark** in the **check box** for the **row** you wish to de-obligate, **click** on the **De-Obligate** button.

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:

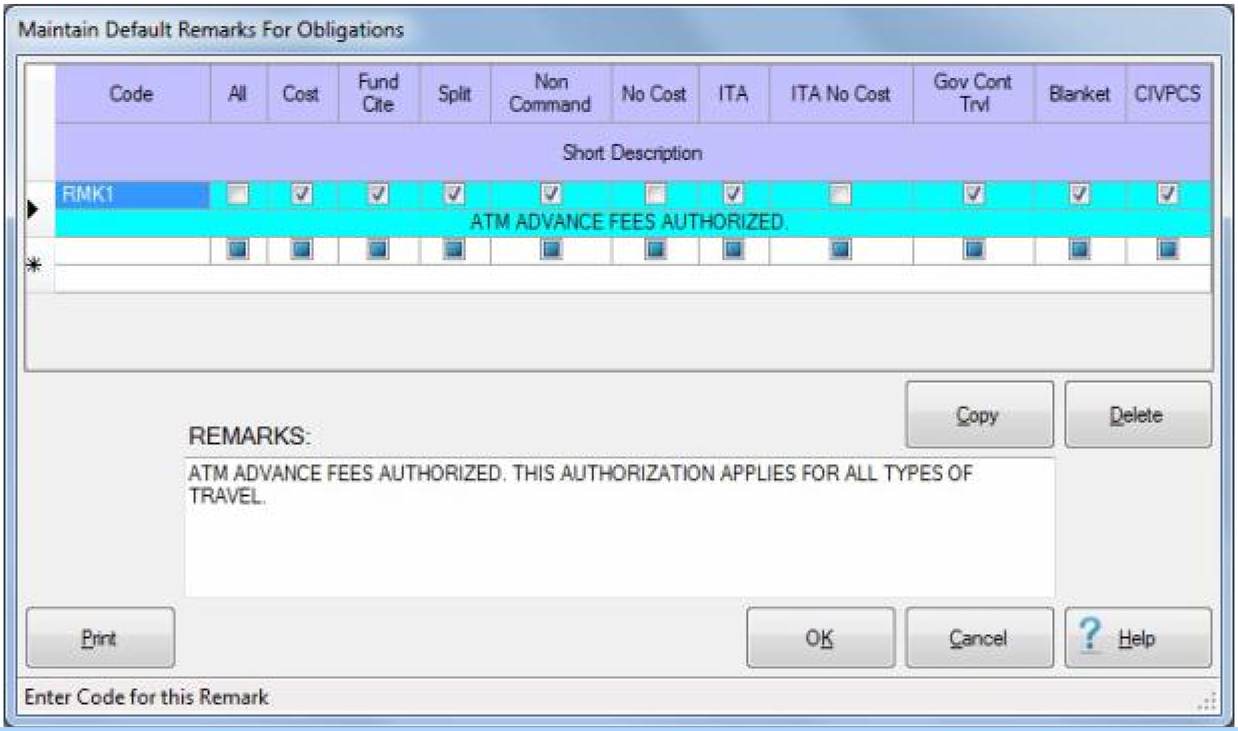
1. **Treasury Index:** - **Click** in this field and **type** the Treasury Index **code** used by your organization.
2. **Object Class:** - **Click** in this field and **type** the Object Classification **code** used by your organization.
3. **Expense Element:** - **Click** in this field and **type** 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.



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 <u>all</u> authorization types. <u>If not</u>, **press** *Tab* until you are at the desired authorization type and then **click** in the **check box** to apply the remark.

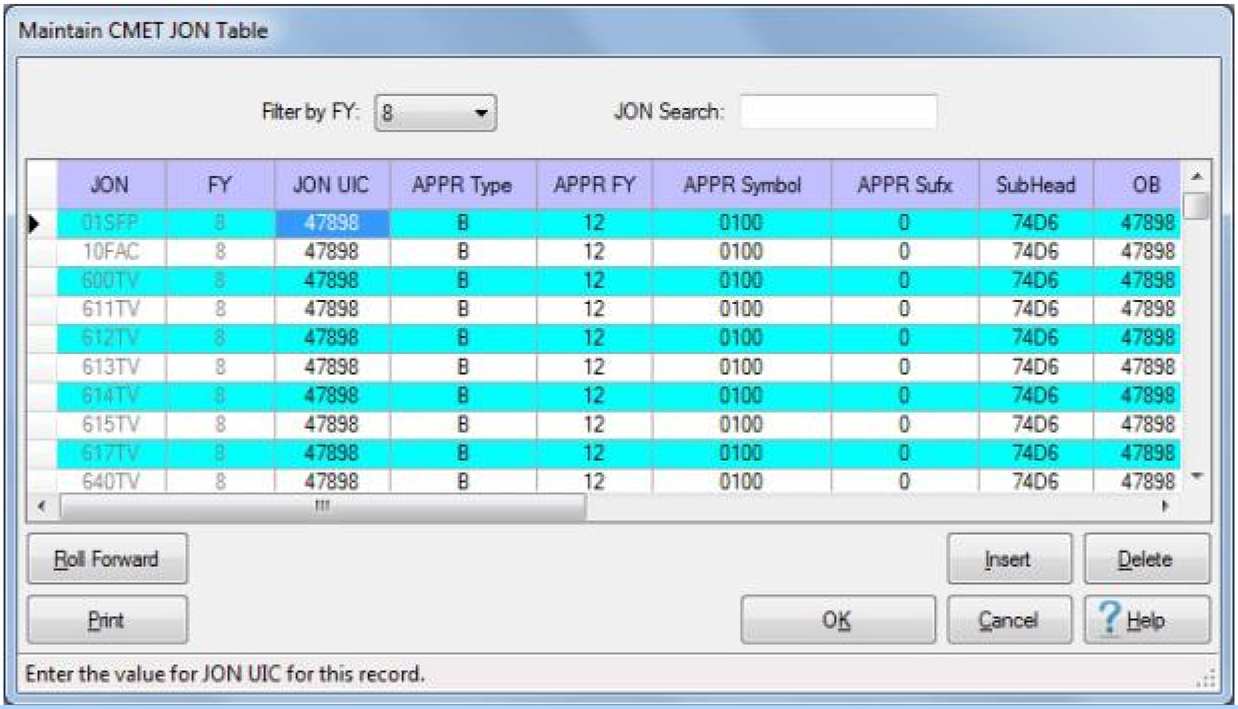
Note: More than one authorization type can be selected.

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.



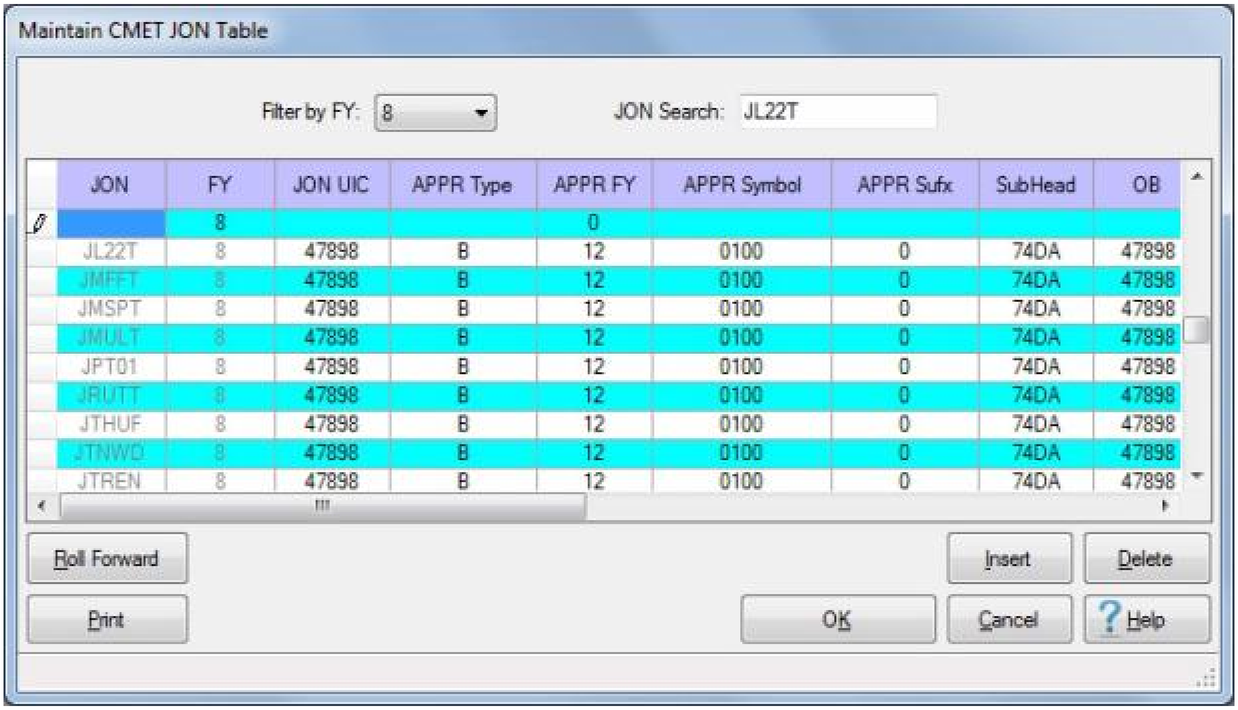
Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **CMET JON Table** option.

Complete the following steps to "modify" an existing code in the CMET JON Table:

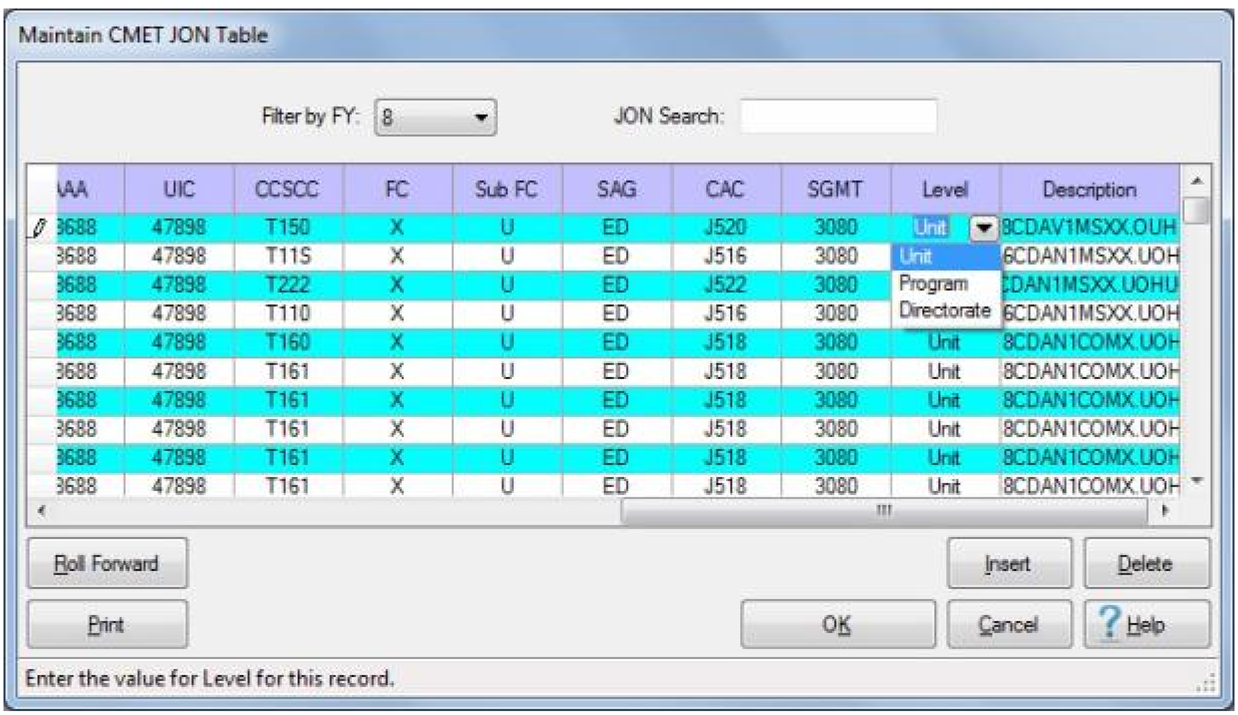
1. **Notice** that various **JON Codes** are listed in the grid by Fiscal Year.
2. **Determine** the JON Code you wish to make changes to.
3. **Filter by FY:** - If you wish to **display** the JON Codes for a different fiscal year, **click** on the *down* **arrow** button at the **Filter by FY** field. 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**.
6. 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:

1. **Click** on the **Insert** button. IATS will generate a **blank line** at the top of the grid (as shown below).



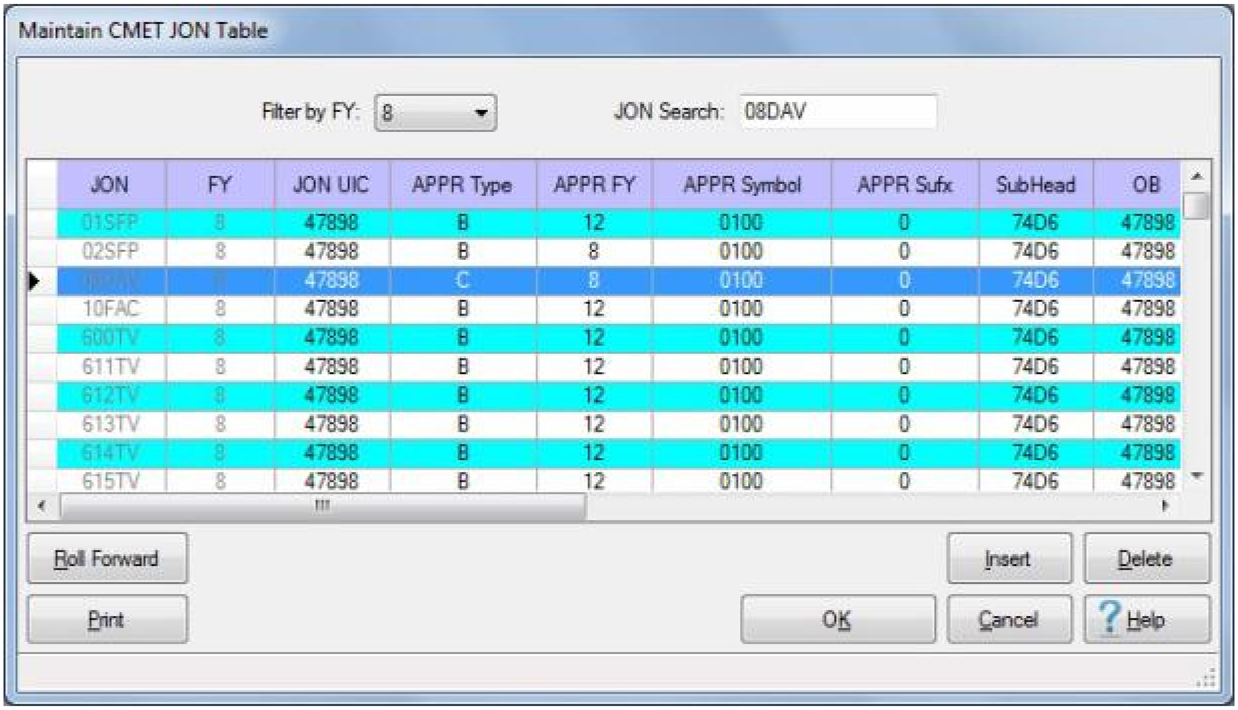
2. **Click** in the **JON** field at the blank line at the top of the grid, **enter** the **JON Code**, and then **press** the *Tab* key.
3. The **Fiscal Year Code** shown at the **Filter by FY** field will be shown at the **FY** field. If you wish to **change** this value, **click** in the **FY** field, and **enter** the desired **Fiscal Year Code** for the JON Code you are adding and then **press** the *Tab* key.
4. At each accounting element field **type** the desired **information** and **press** *Tab* to continue.



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.

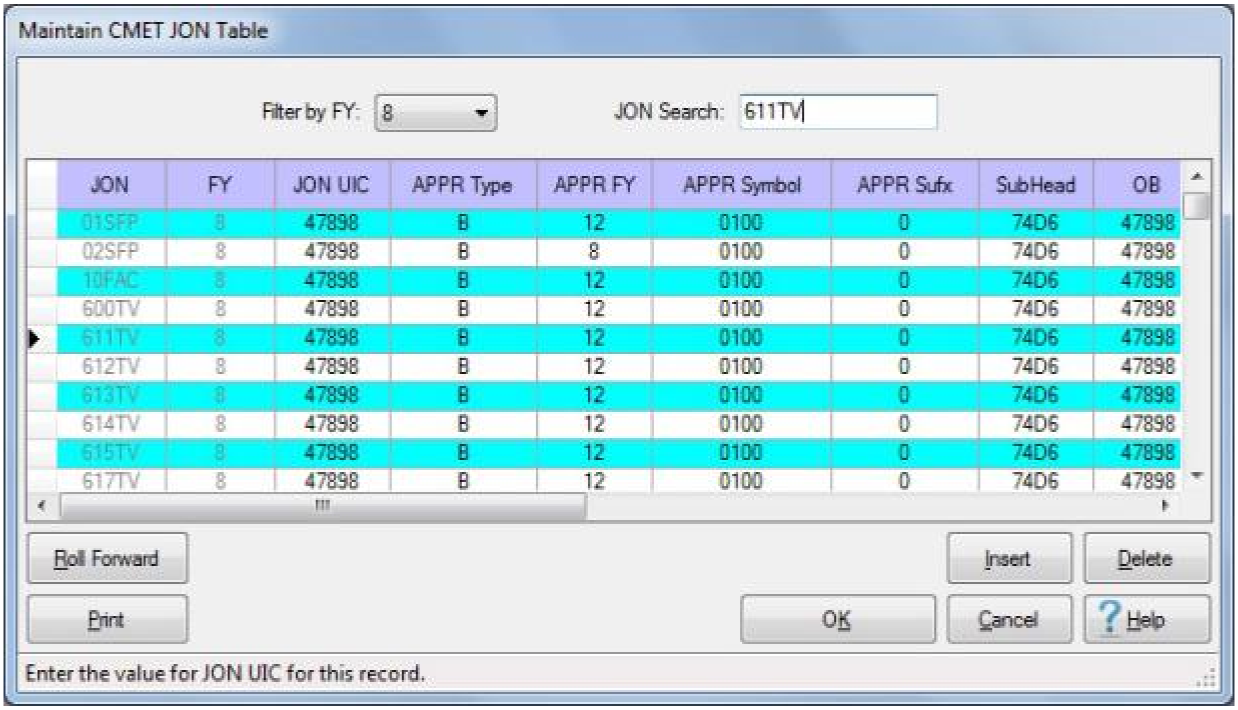
Complete the following steps to "delete" a JON Code from the CMET JON Table:



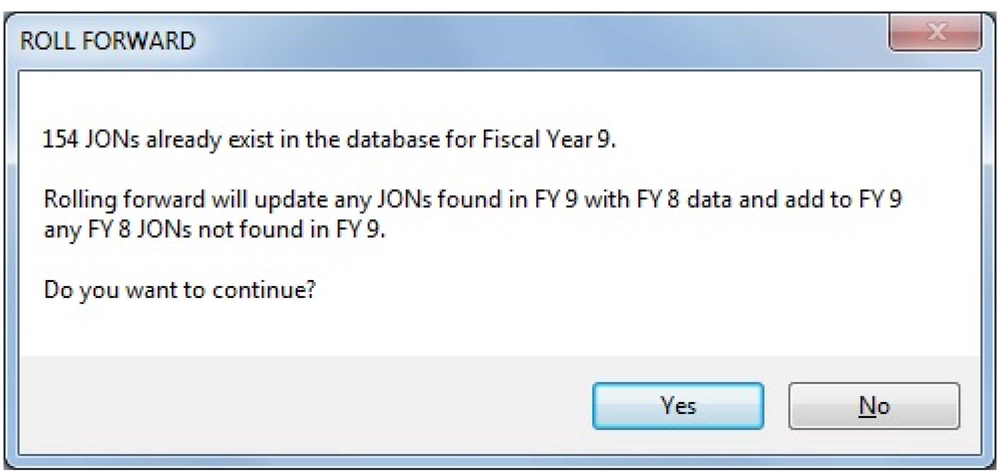
1. **Determine** the JON Code you wish to delete.
2. **Filter by FY:** - If you wish to **display** the JON Codes for a <u>different</u> fiscal year, **click** on the *down* **arrow** button at the **Filter by FY** field. IATS will **display** a *drop down* **list** of fiscal year codes. **Click** on the desired **fiscal year code** to make your selection.
3. **JON Search:** - If you <u>already</u> **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 <u>left</u> 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 <u>different</u> 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 <u>already</u> **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 <u>left</u> 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.



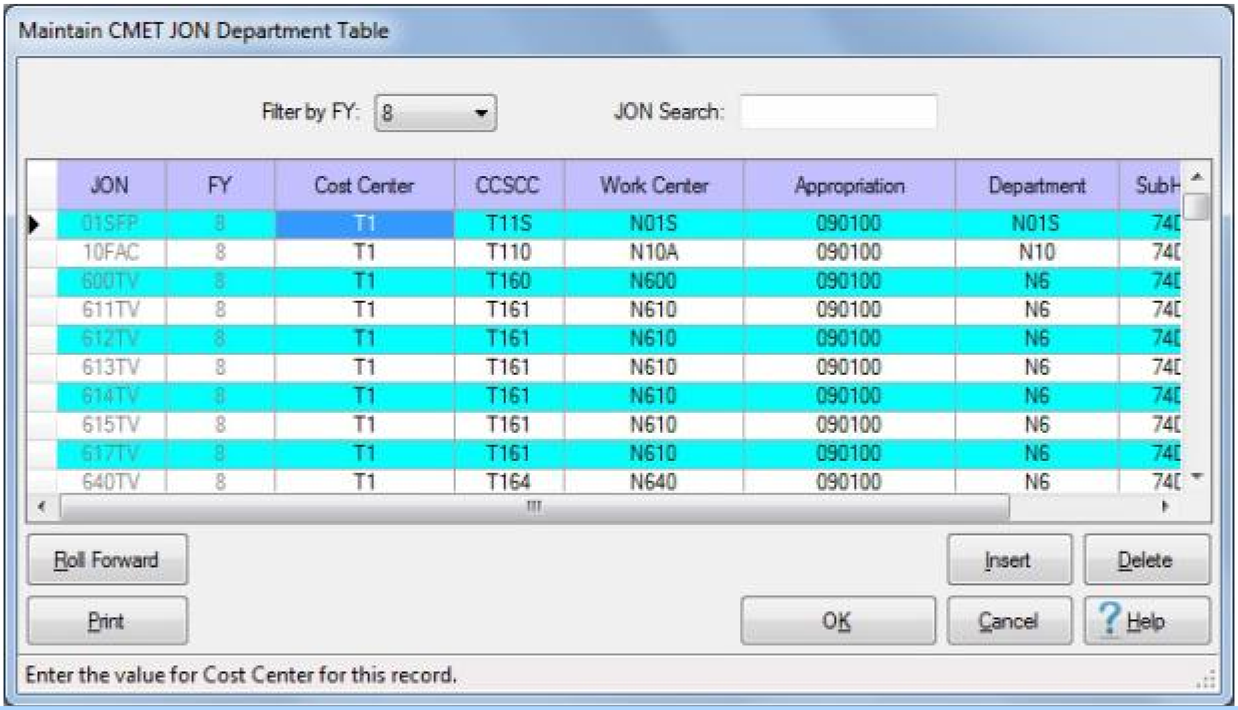
5. If you are sure, **click** on the *Yes* button. IATS **rolls** the JON Code **forward** to the CMET JON Table for the <u>next</u> fiscal year.
6. If you are **finished** rolling forward JON Codes, **click** on the **OK** button.

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.



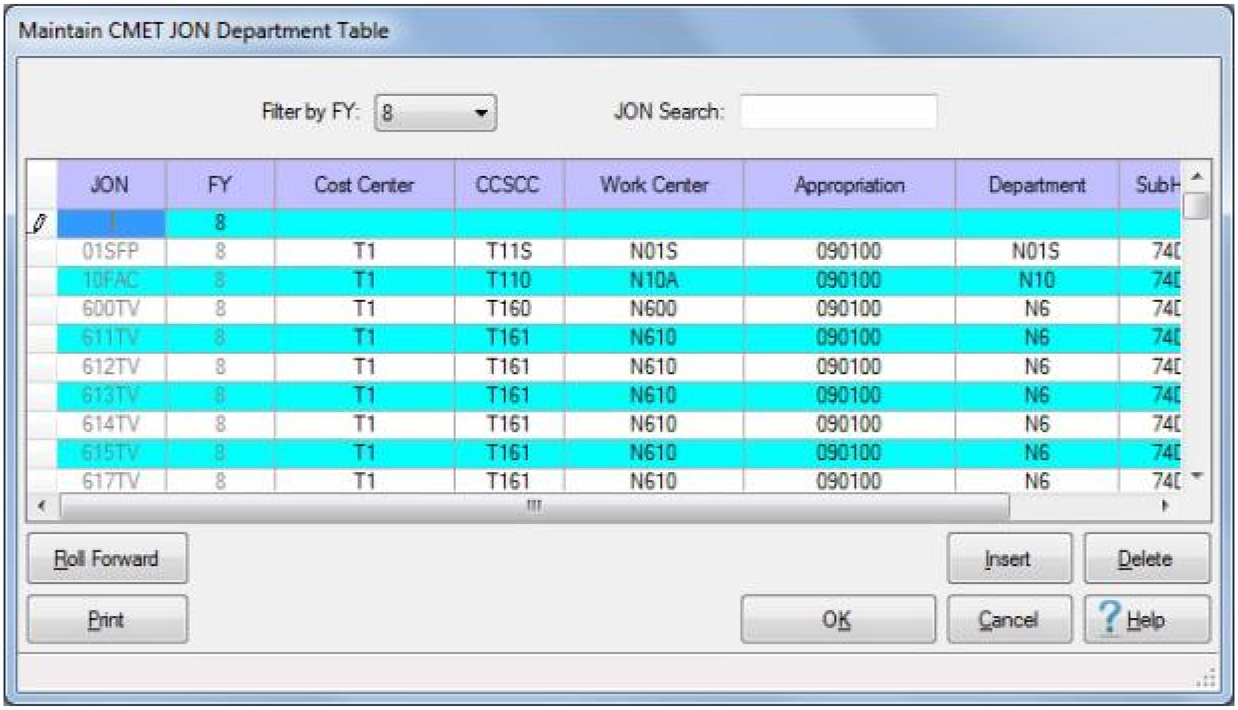
Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **CMET JON Departments** option.

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**.
6. When you have **finished** making the desired changes, **click** the **OK** button to **save** the changes.

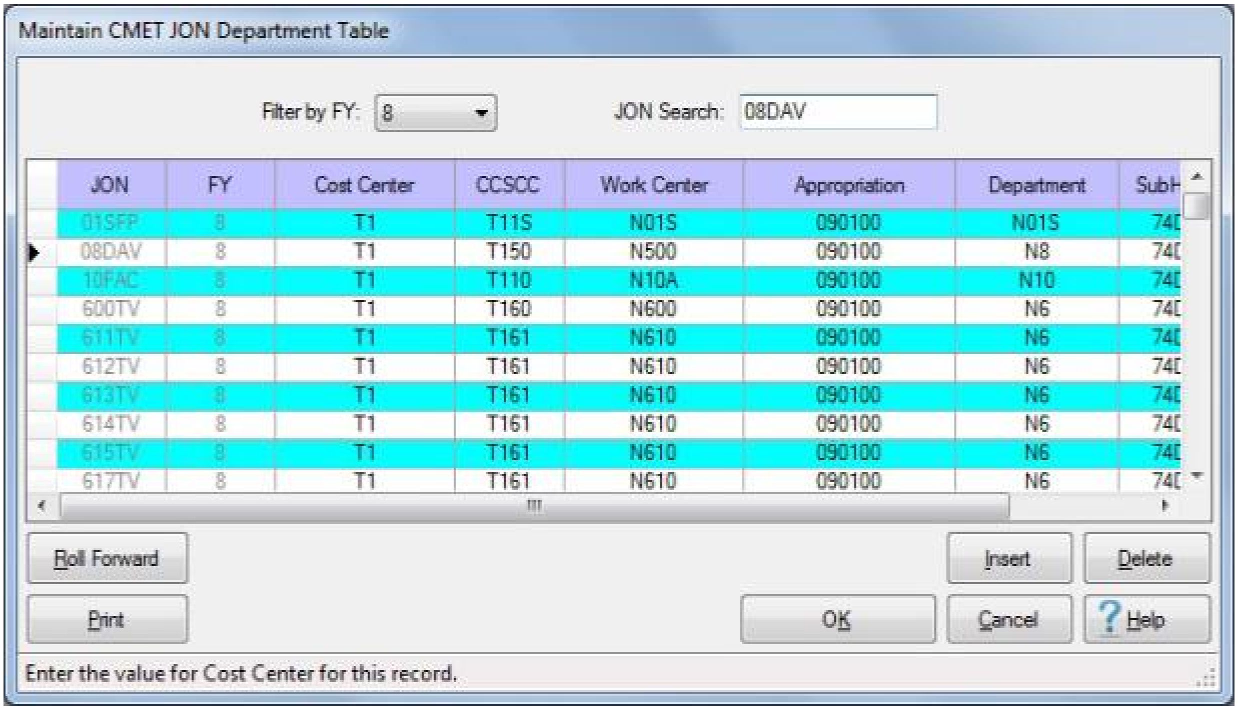
Complete the following steps to "add" a new JON Department Code into the CMET JON Department Table:

1. **Click** on the **Insert** button. IATS will generate a **blank line** at the top of the grid (as shown below).

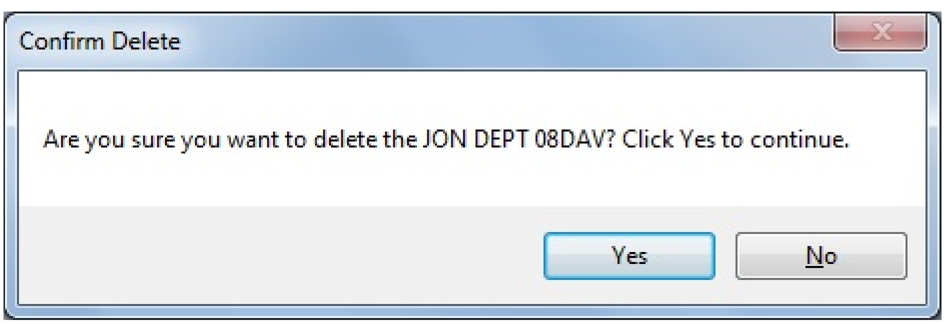


2. **Click** in the **JON** field at the blank line at the top of the grid, **enter** the **JON Code**, and then **press** the *Tab* key.
3. The **Fiscal Year Code** shown at the **Filter by FY** field will be shown at the **FY** field. If you wish to **change** this value, **click** in the **FY** field, and **enter** the desired **Fiscal Year Code** for the JON Code you are adding and then **press** the *Tab* key.
4. At each accounting element field **type** the desired **information** and **press** *Tab* to continue.
5. 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:

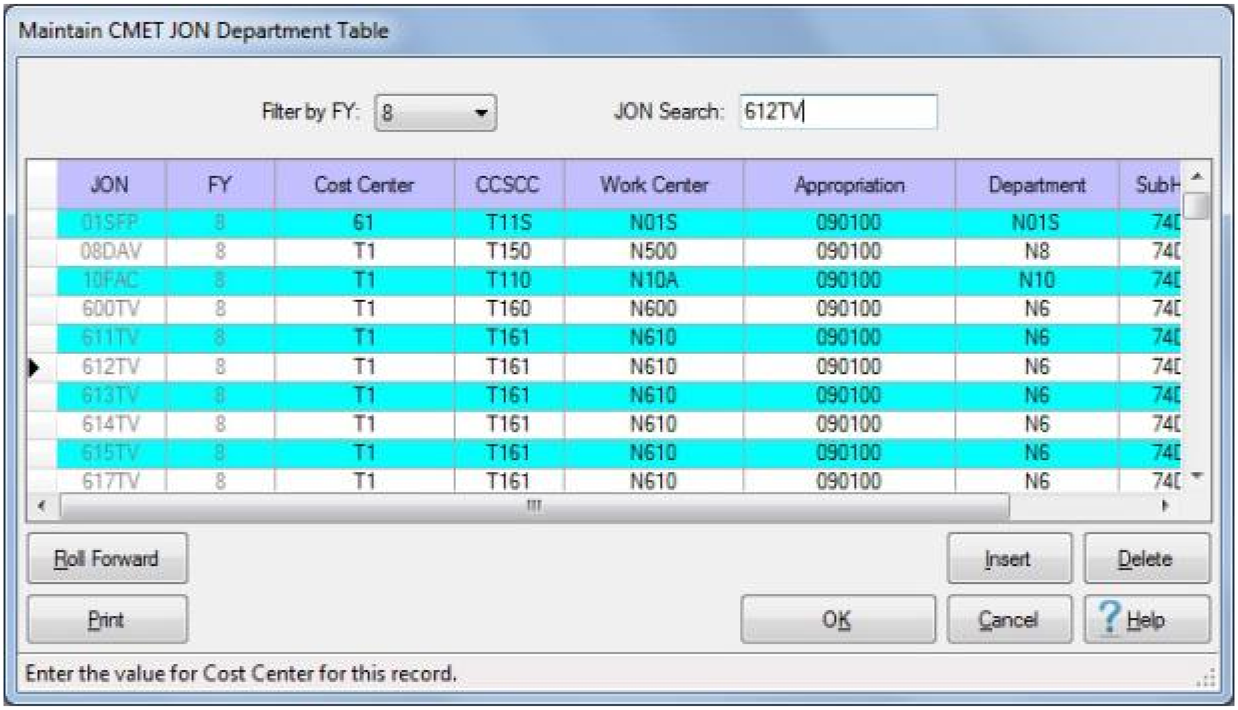


1. **Determine** the JON Code you wish to delete.
2. **Filter by FY:** - If you wish to **display** the JON Codes for a different fiscal year, **click** on the *down* **arrow** button at the **Filter by FY** field. IATS will **display** a *drop down* **list** of fiscal year codes. **Click** on the desired **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.

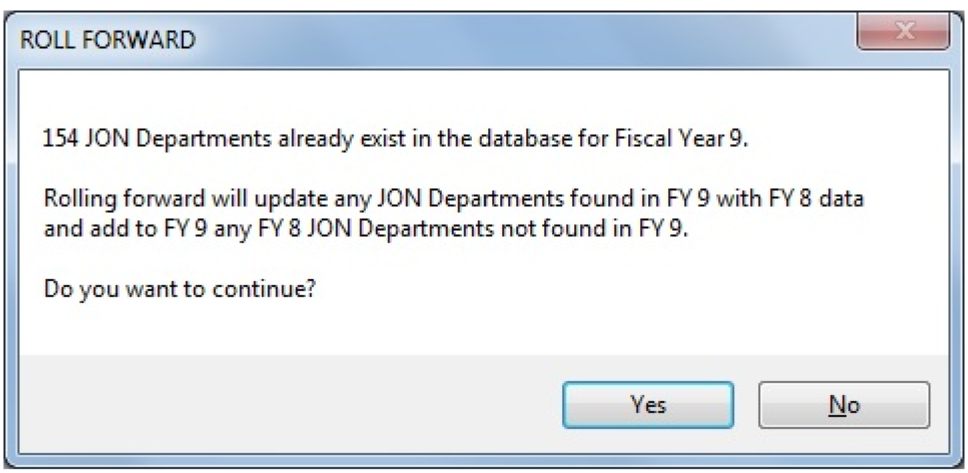


5. If you are sure, **click** on the *Yes* button. IATS **removes** the JON Code from the table
6. If you are **finished** deleting JON Codes, **click** on the **OK** button.

Complete the following steps to "roll" a JON Department Code forward to the next Fiscal Year:



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.

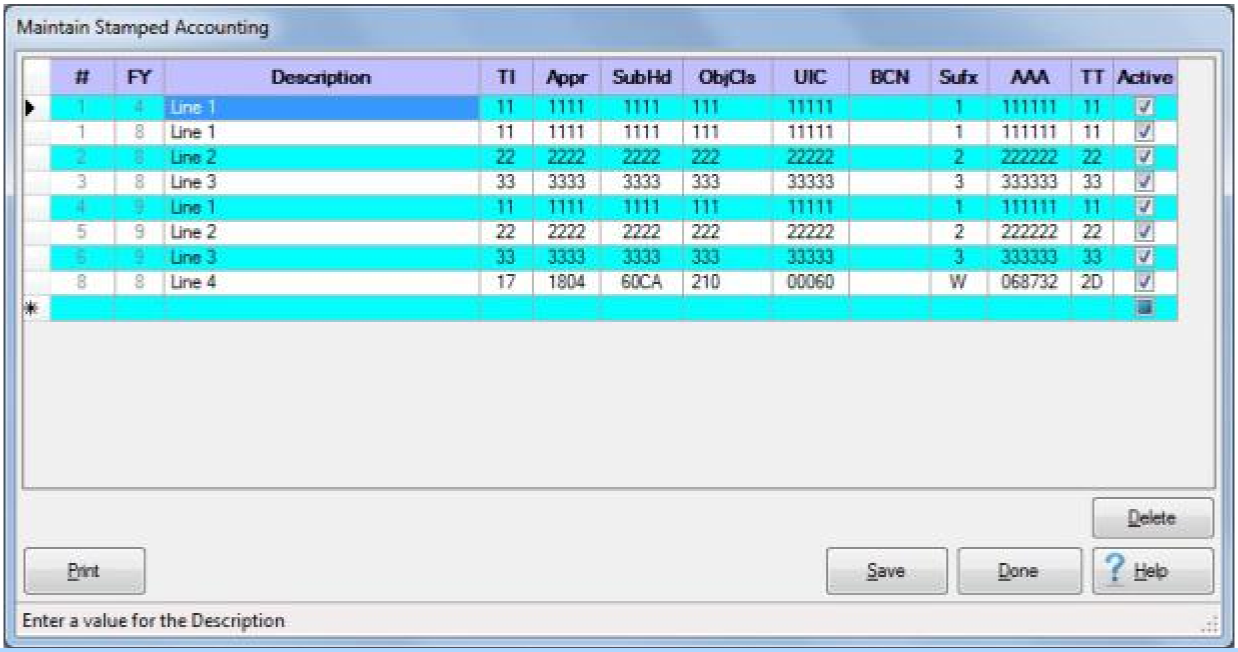


5. If you are sure, **click** on the *Yes* button. IATS **rolls** the JON Department Code **forward** to the CMET JON Department Table for the next fiscal year.
6. If you are **finished** rolling forward JON Codes, **click** on the **OK** button.

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.



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.

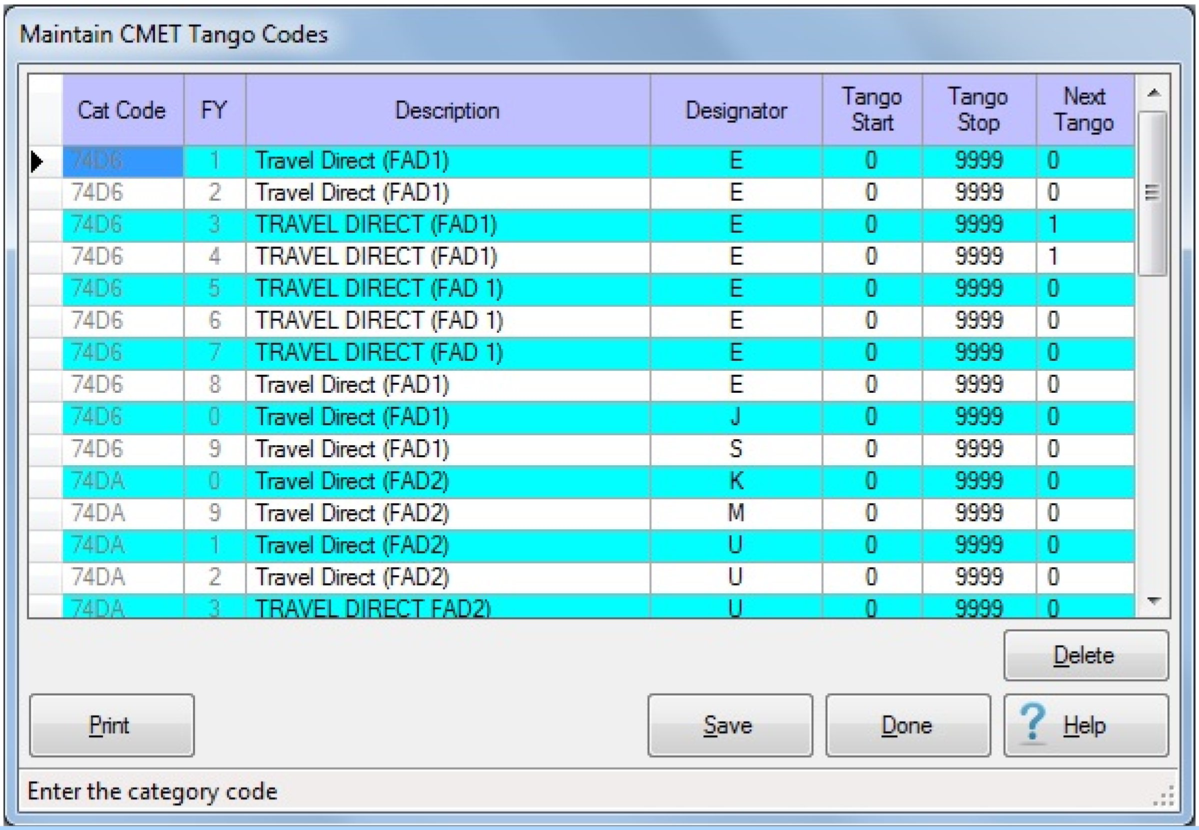
Complete the following steps to "delete" a LOA to the CMET Stamped Table:

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.



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.

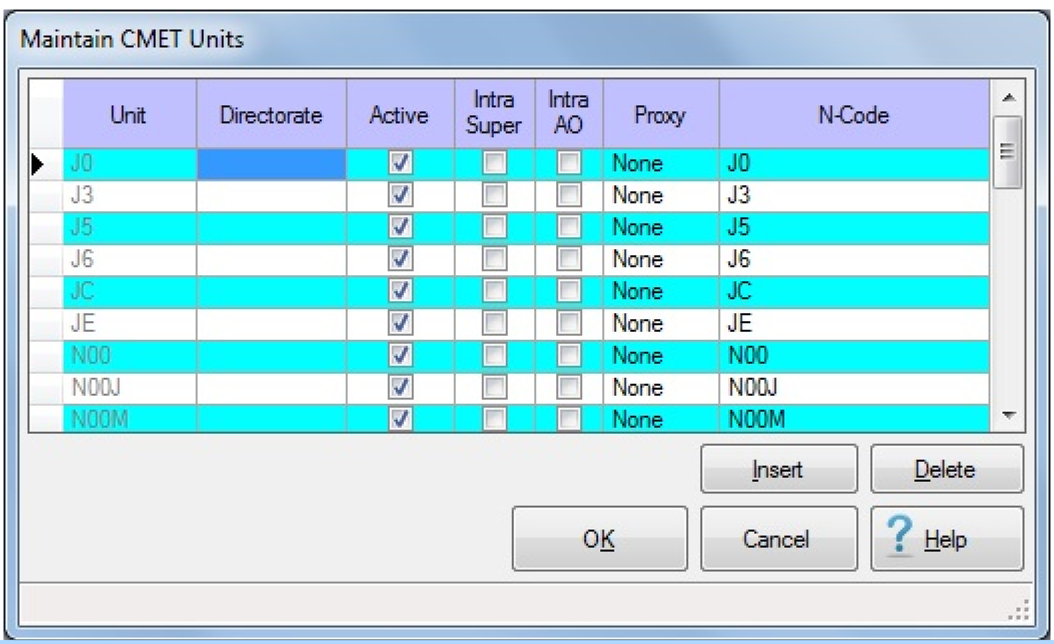
Complete the following steps to "delete" a code from the CMET Tango Table:

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.

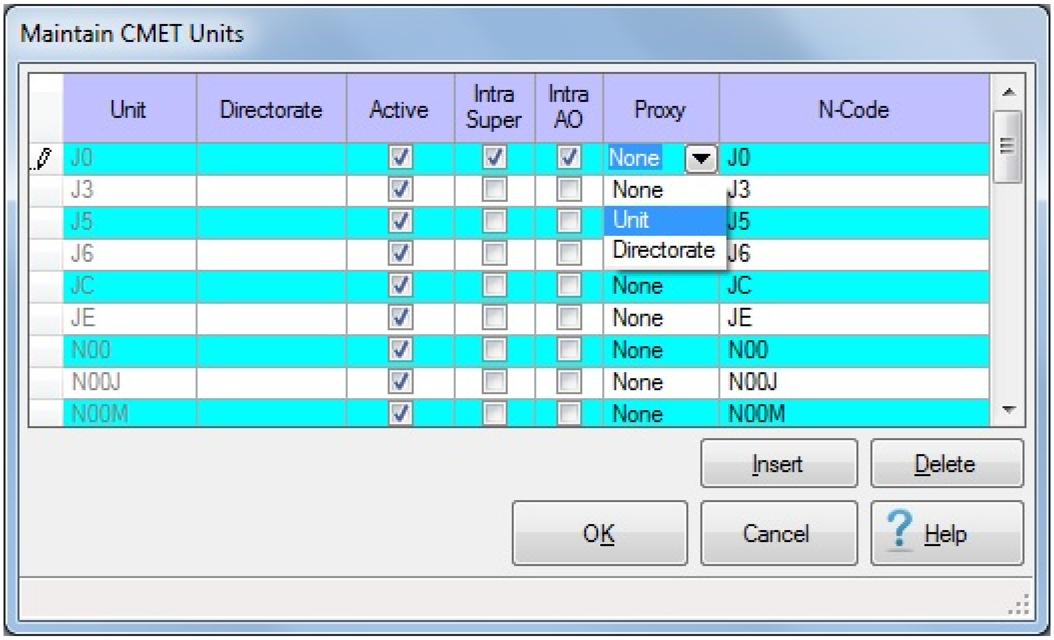
The **Maintain CMET Units** screen is used to store and maintain the various CMET Unit Codes.



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:

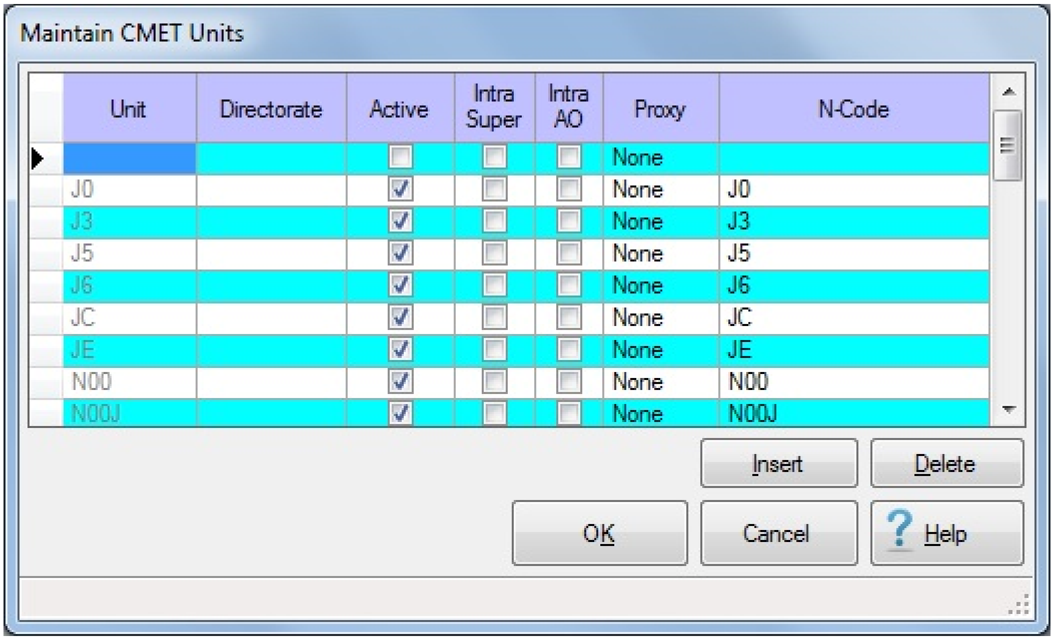
1. **Determine** the Unit Code you wish to make changes to.
2. **Click** in the **field(s)** you wish to make changes to and **enter** your desired **changes**.



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.

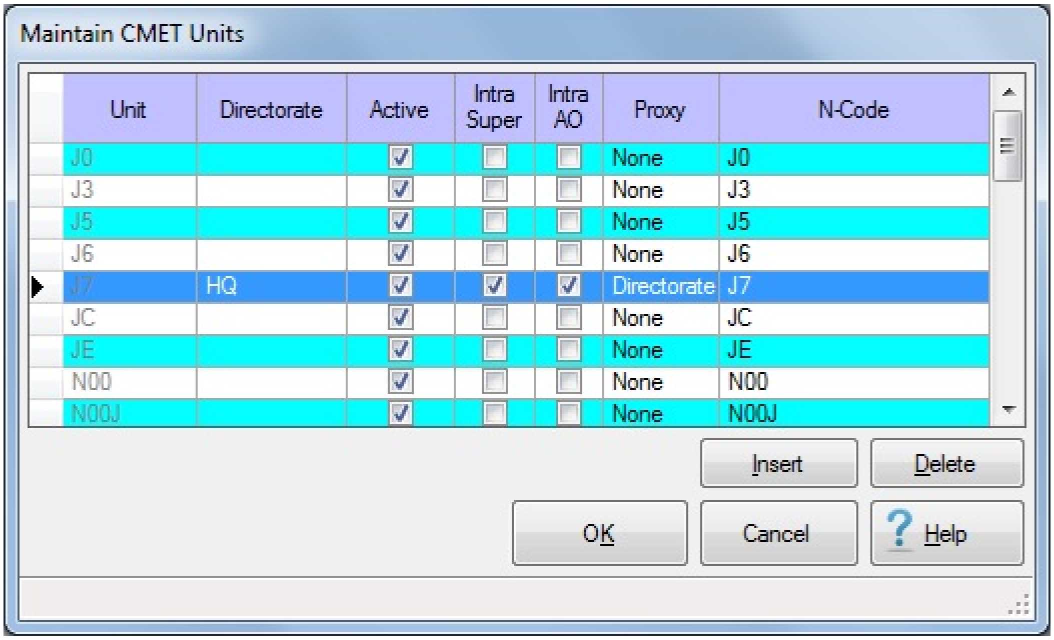
Complete the following steps to "add" new CMET Unit information into the CMET Units Table:

1. **Click** on the **Insert** button. IATS will generate a **blank line** at the top of the grid (as shown below).

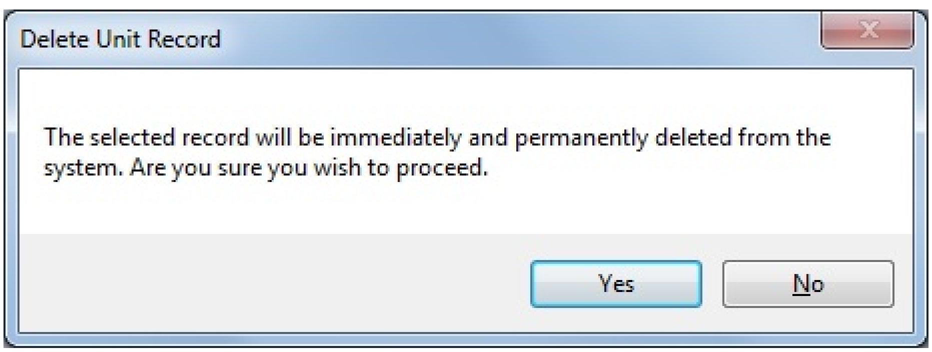


2. **Unit:** - **Enter** the **Unit Code** for the new CMET Unit being added to the table and **press** *Tab*.
3. **Directorate:** - **Enter** the desired **information** to **identify** the Directorate, if applicable.
4. **Active:** - **Click** in the **check box** if the new Unit being added to the 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:



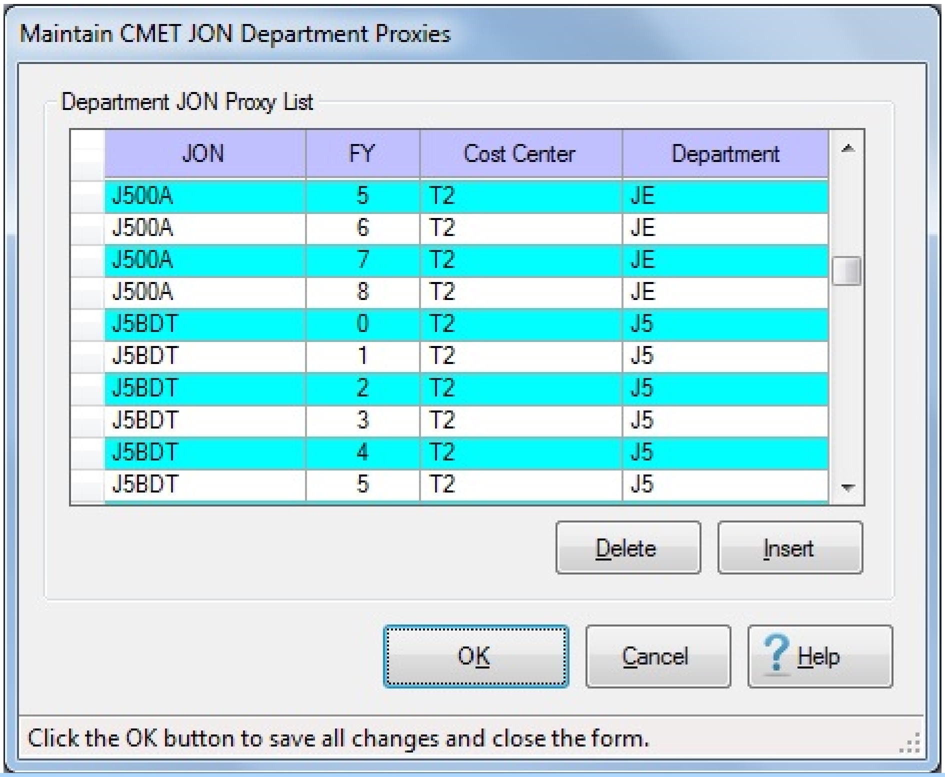
1. **Determine** the Unit Code you wish to delete.
2. **Click** in the **column** to the left of the **Unit** column to select the Unit you wish to delete. IATS will **highlight** your selection in blue.
3. When you are **sure** that you have selected the Unit Code you wish to delete, **click** on the **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

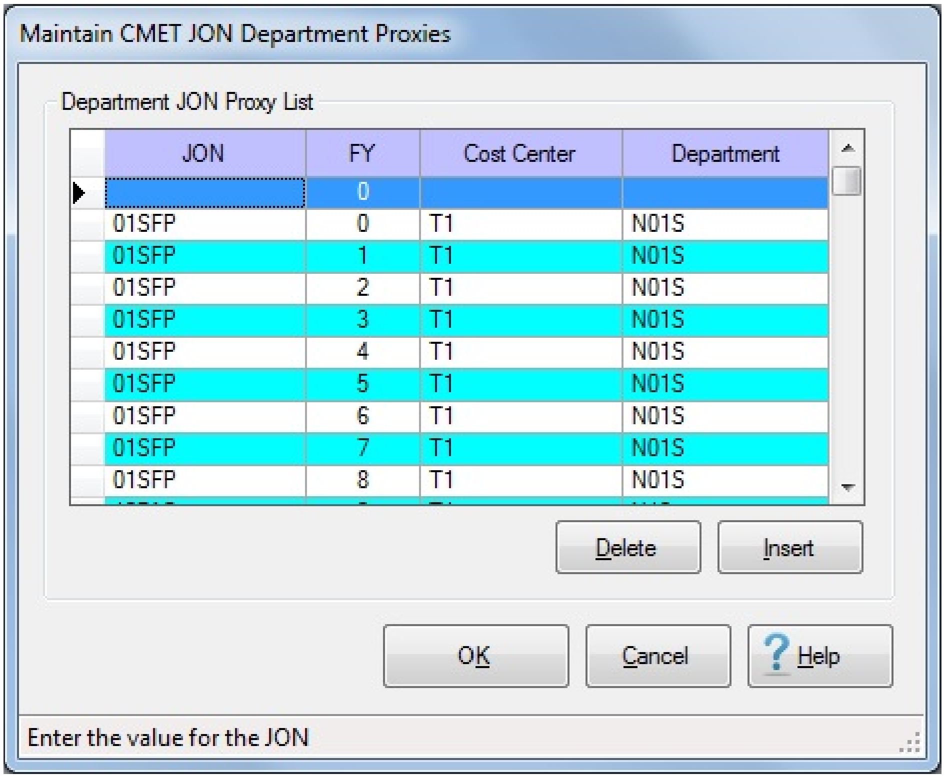
The CMET JON Department Proxies table is used to designate **units** or **departments** that require a **Proxy signature** in order to approve a TEMADD/Authorization for Travel before it may be approved by the AO.



Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **CMET Departments Proxy** option.

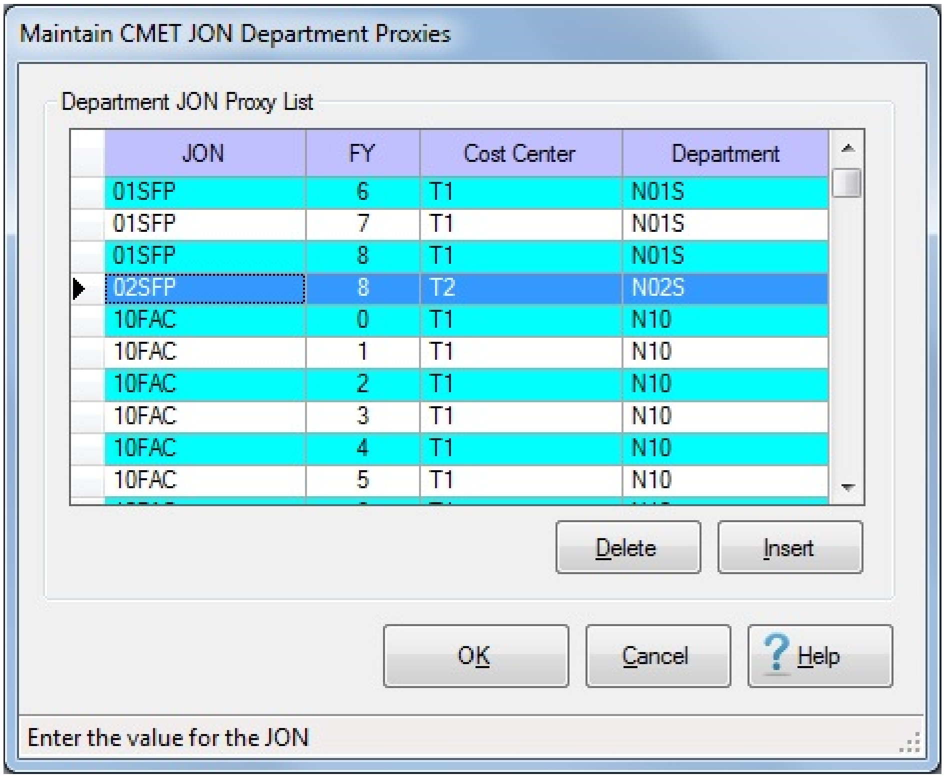
Complete the following steps to "add" a new CMET JON Department Proxy to the table:

1. **Click** on the **Insert** button. IATS will display a **blank line** at the top of the grid.

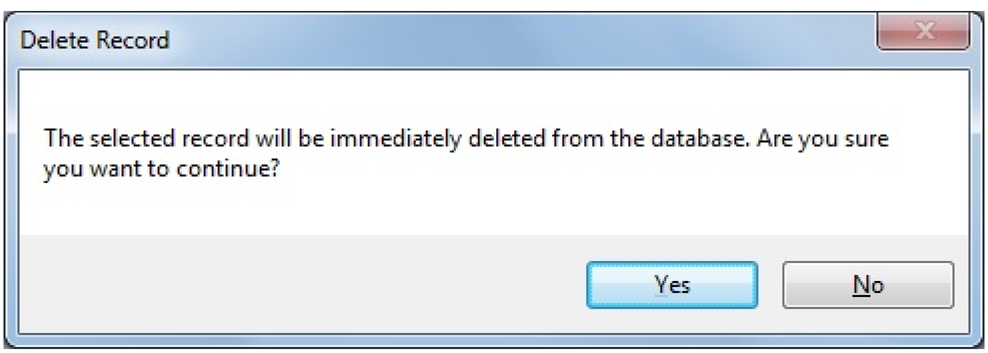


2. **JON:** - **Click** in the **JON** field, **enter** the desired **JON code**, and then **press** *Tab*.
3. **FY:** - **Click** in the **FY** field, **enter** the desired **FY code**, and then **press** *Tab*.
4. **Cost Center:** - **Click** in the **Cost Center** field, **enter** the desired **Cost 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 <u>left</u> 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.



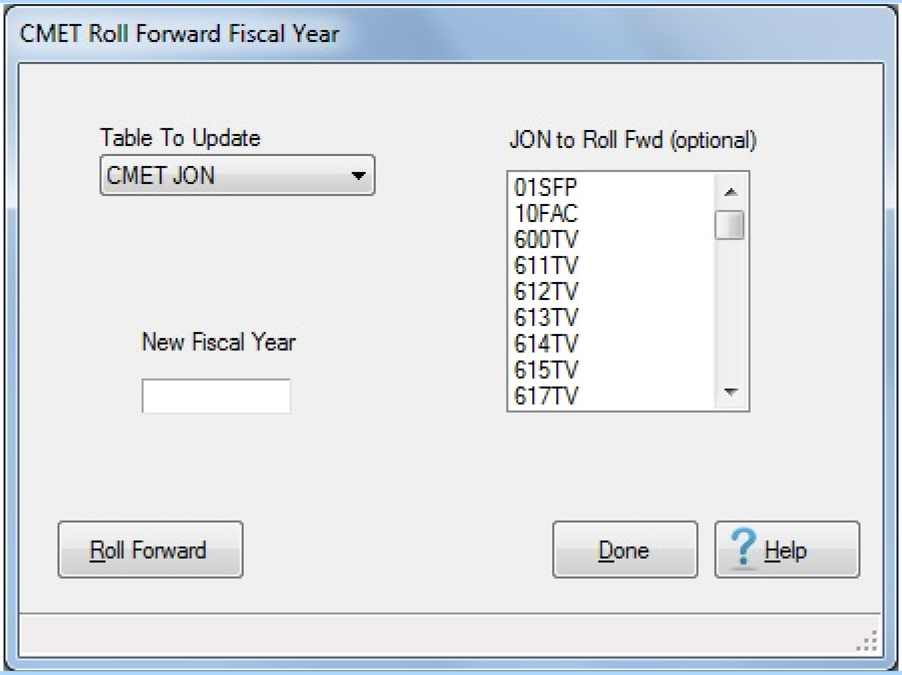
3. **Click** on *Yes* if you are sure.
4. If you **click** on *Yes*, IATS **removes** the record from the table.
5. **Click** on the **Save** button to **OK** your changes.

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 <u>next</u> 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**.

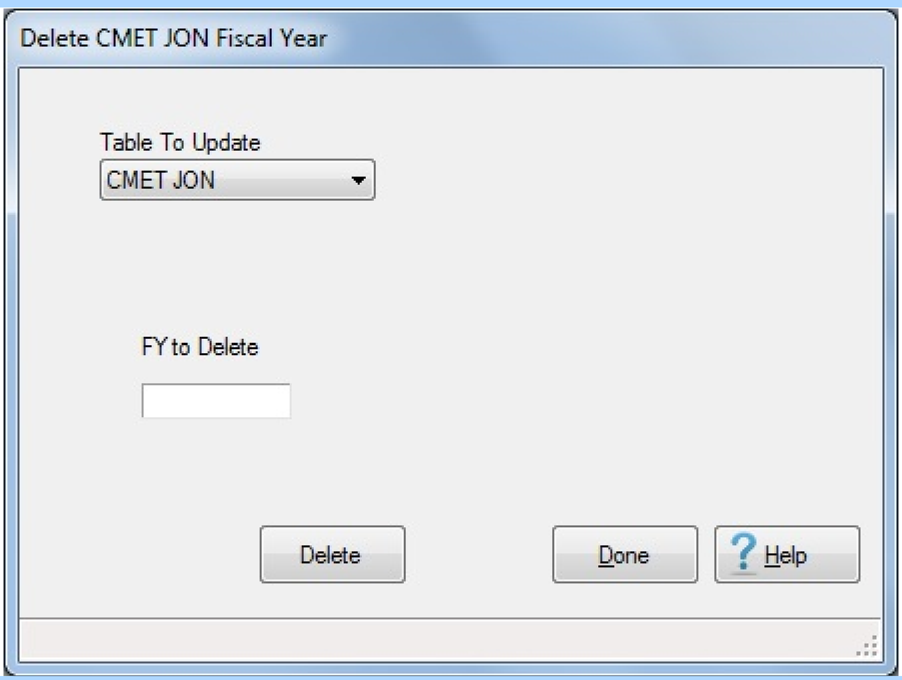
5. **Click** on **OK** to continue.
6. When you are **finished** using the **CMET Roll Forward Fiscal Year** screen, **click** on the **Done** button.

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.

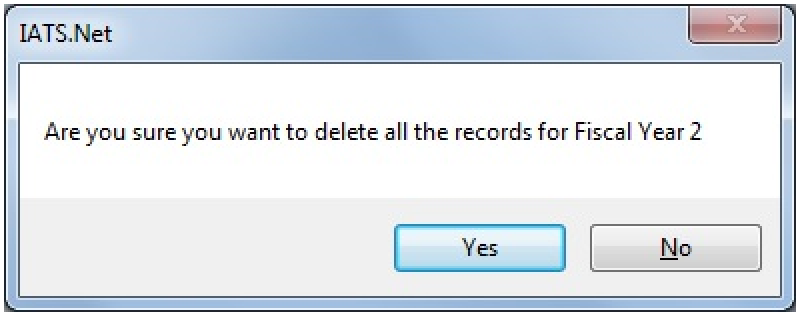
Note: Using this option will allow you to **delete** all of the JON Codes in the particular table **at once** rather than deleting them **individually**.



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.

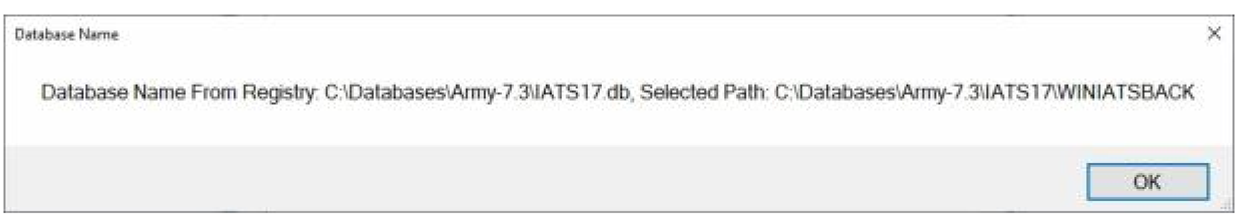
Back-up the IATS Database

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.

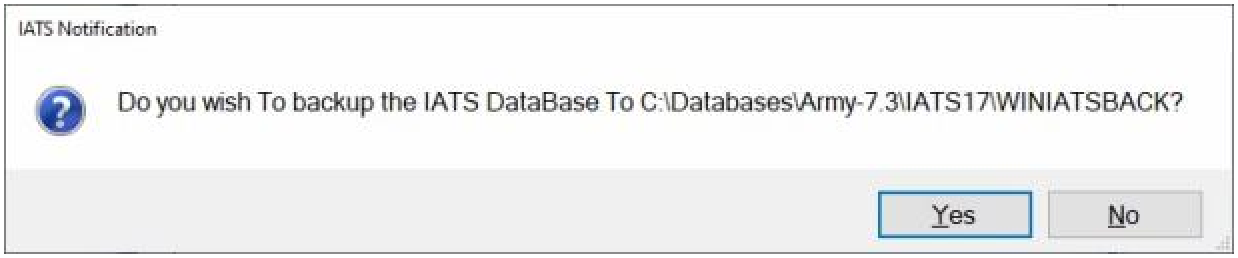
Complete the following steps to "back-up" the IATS database:

1. After selecting the option **Manual DataBase Backup** the following *pop-up* message will appear.

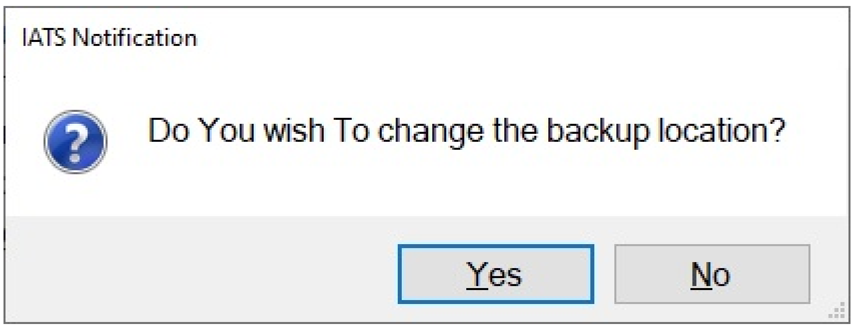


Note: When the above *pop-up* message appears, a default **path** and **location** of the IATS **database** and **back-up directory** is displayed. IATS users have the option, however to **change** the **path** and **location**, for the back-up file. In addition, IATS will create a **zip** file for the **winiats.log** file. The **name** of the zip file will be based upon the **date** and **time** the back-up was created. For example (**032420200413**). The log file must be **saved** for at least one **year**.

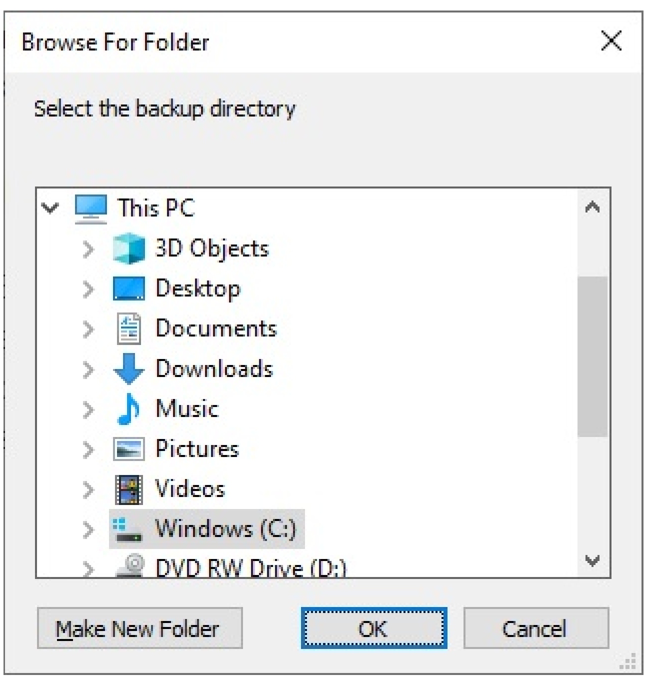
2. If you wish to continue, **click** on **OK.** The following *pop-up* **message** will appear



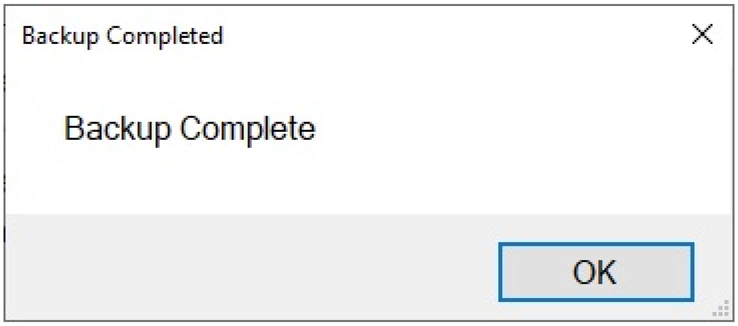
3. If you wish to **continue** and perform a back-up of the IATS database, **click** on *Yes*.
4. If you wish to **change** the **path** and **location** for the backup files, **click** on *No*. IATS will **display** the following *pop-up* **message** asking if you wish to **change** the backup **location**.



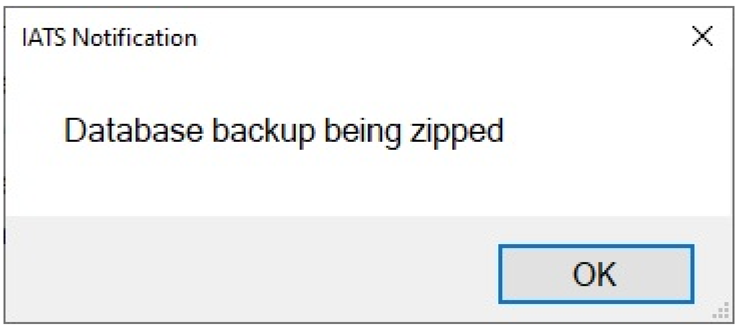
5. **Click** on *Yes* if you **do** wish to **change** the location.
6. If you **click** on *Yes*, IATS will display the **Browse For Folder** screen.



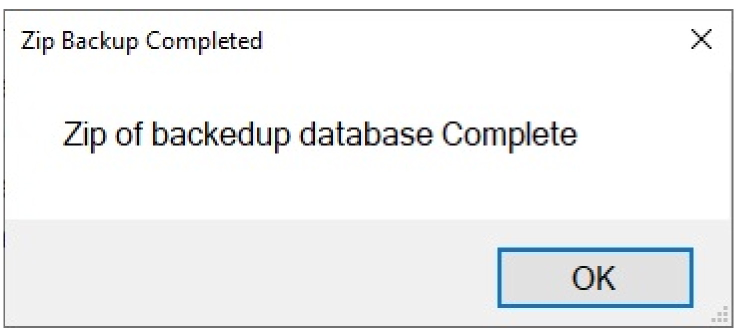
7. At the **Browse For Folder** screen, **select** the desired **path**, **location** and **folder** for the backup files and then **click** on **OK**.
8. When the back-up is **complete**, the following *pop-up* **message** will **appear**:



9. **Click** on **OK**. IATS will **display** the following *pop-up* **message** indicating that the backup file is being **zipped**.



10. **Click** on **OK**. IATS will **display** the following *pop-up* **message** indicating that the **zip file** of the backup is complete.



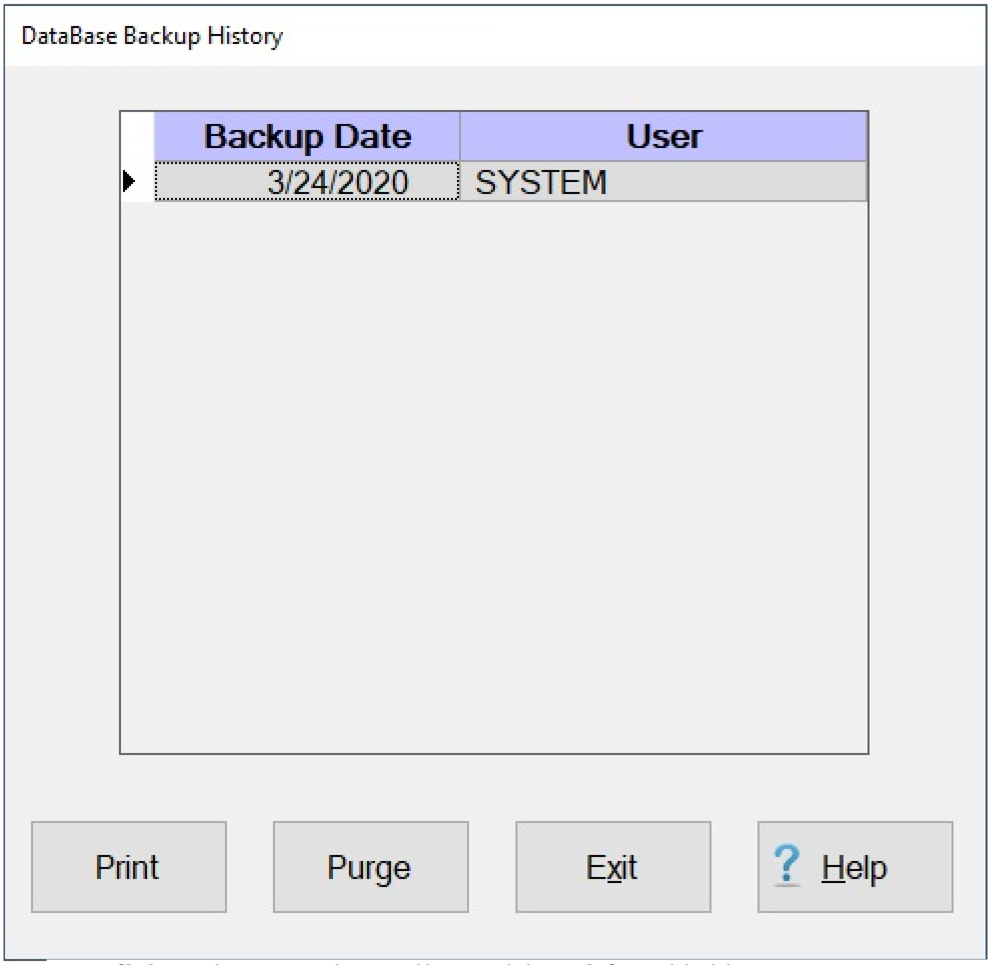
11. **Click** on **OK** and IATS will **return** to the **Maintenance Main Menu** screen.

Viewing the Database Back-up History

To determine **who** ran the **back-up** of an IATS database in a travel office that connects to <u>multiple</u> **databases**, a new feature was added to IATS to display the **history** of <u>all</u> 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.

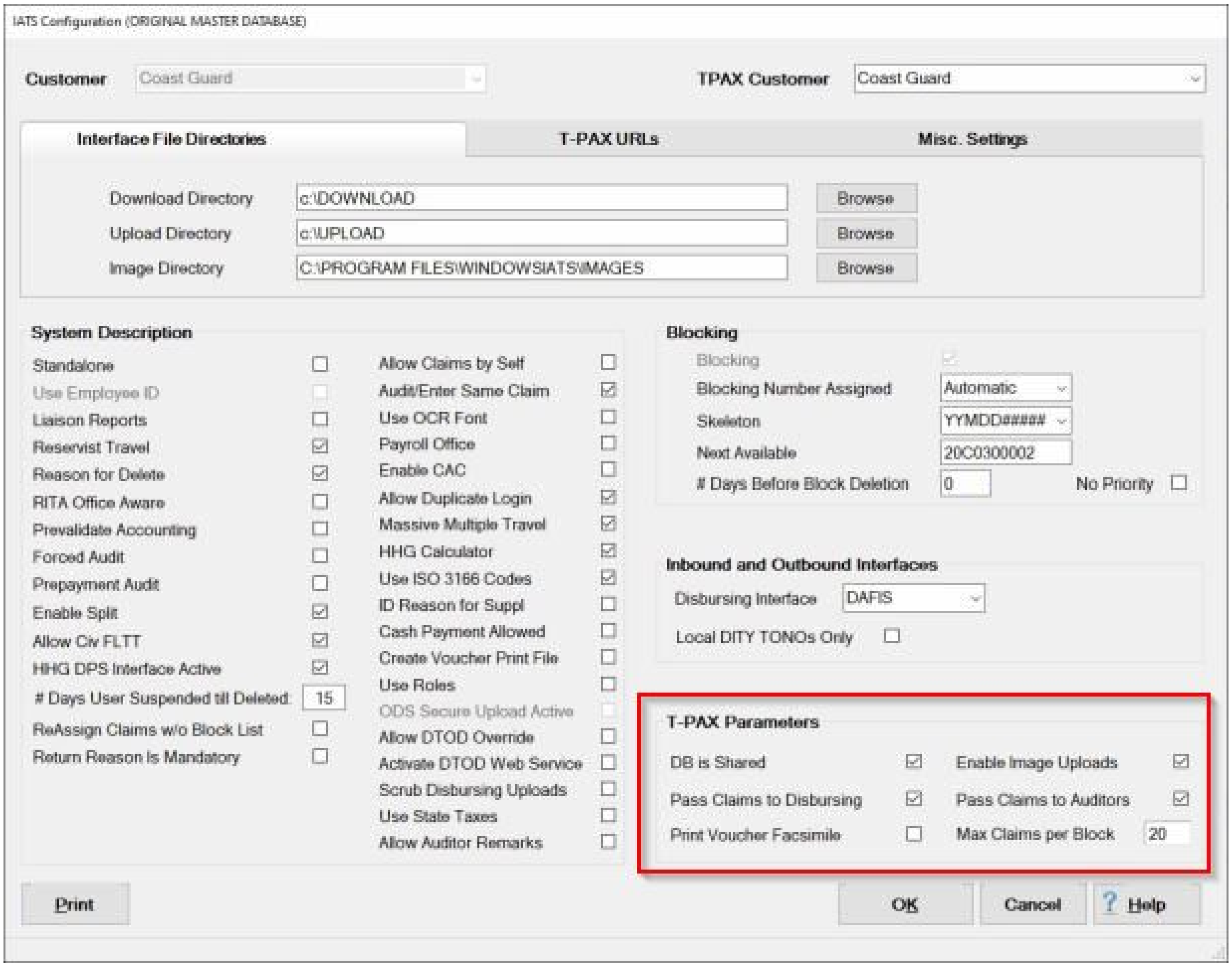
Configuring the TPAX Parameters

Some IATS customers **import** travel **claims** from **TPAX** to be processed through IATS for payment.

As part of the IATS configuration feature, there is a **special option** to **configure** IATS for **TPAX unique** procedures.

Complete the following steps to "configure" the TPAX Parameters:

Note: To **access** the IATS Configuration 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.



Note: At the **IATS Configuration** screen, you will see a **section** in the <u>lower right corner</u> titled **T-PAX Paramenters**. A **check mark** in the **check boxes** indicate that the TPAX unique feature is **activated**.

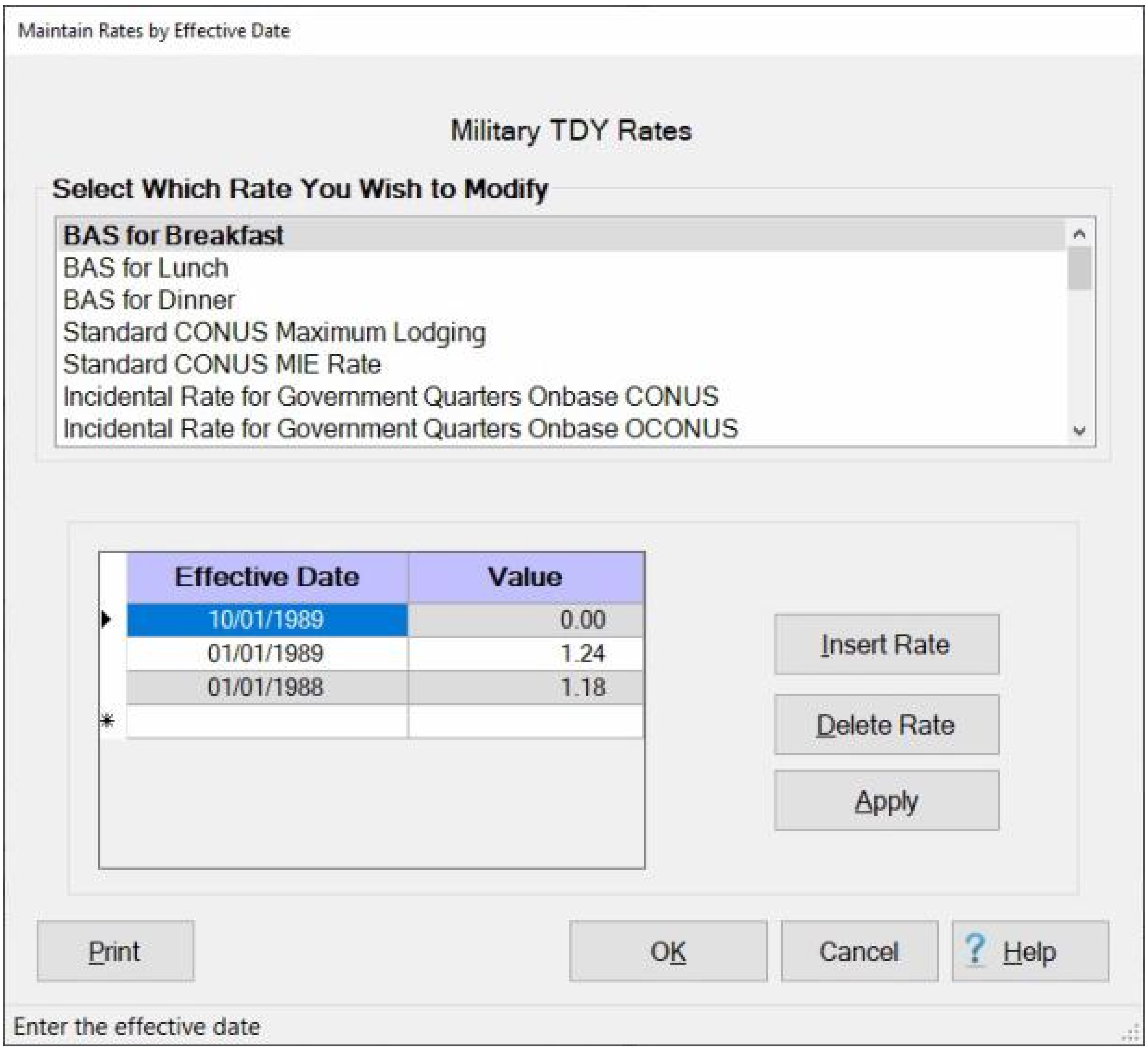
1. **DB is Shared: - Click** in the **check box** to **activate** or **de-activate** this feature as appropriate for your organization.
2. **Pass Claims to Disbursing: -** Activating the feature will cause IATS to <u>automatically</u> move the claims imported from TPAX to the **Disbursing** module. **Click** in the **check box** to **activate** or **de-activate** this feature as appropriate for your organization.
3. **Print Voucher Facsimile: - Click** in the **check box** to **activate** or **de-activate** this feature as appropriate for your organization.
4. **Enable Image Uploads: - Click** in the **check box** to **activate** or **de-activate** this feature as appropriate for your organization.
5. **Pass Claims to Auditors: -** Activating the feature will cause IATS to <u>automatically</u> move the claims imported from TPAX to the **Auditing** module. **Click** in the **check box** to **activate** or **de-activate** this feature as appropriate for your organization.
6. **Max Claims per Block: -** The **number** at this field places a **limited** on how many **claims** imported from TPAX can be placed on a block. **Click** in this field an **enter** the **number** as appropriate for your organization.
7. **Click** on the **OK** button to **save** your entries when you have **finished** configuring the TPAX Parameters.

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 Rates
- Standard CONUS Per Diem Rate
- Surcharge Rates
- Incidental Expense Ceilings
- Mileage Rates



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.

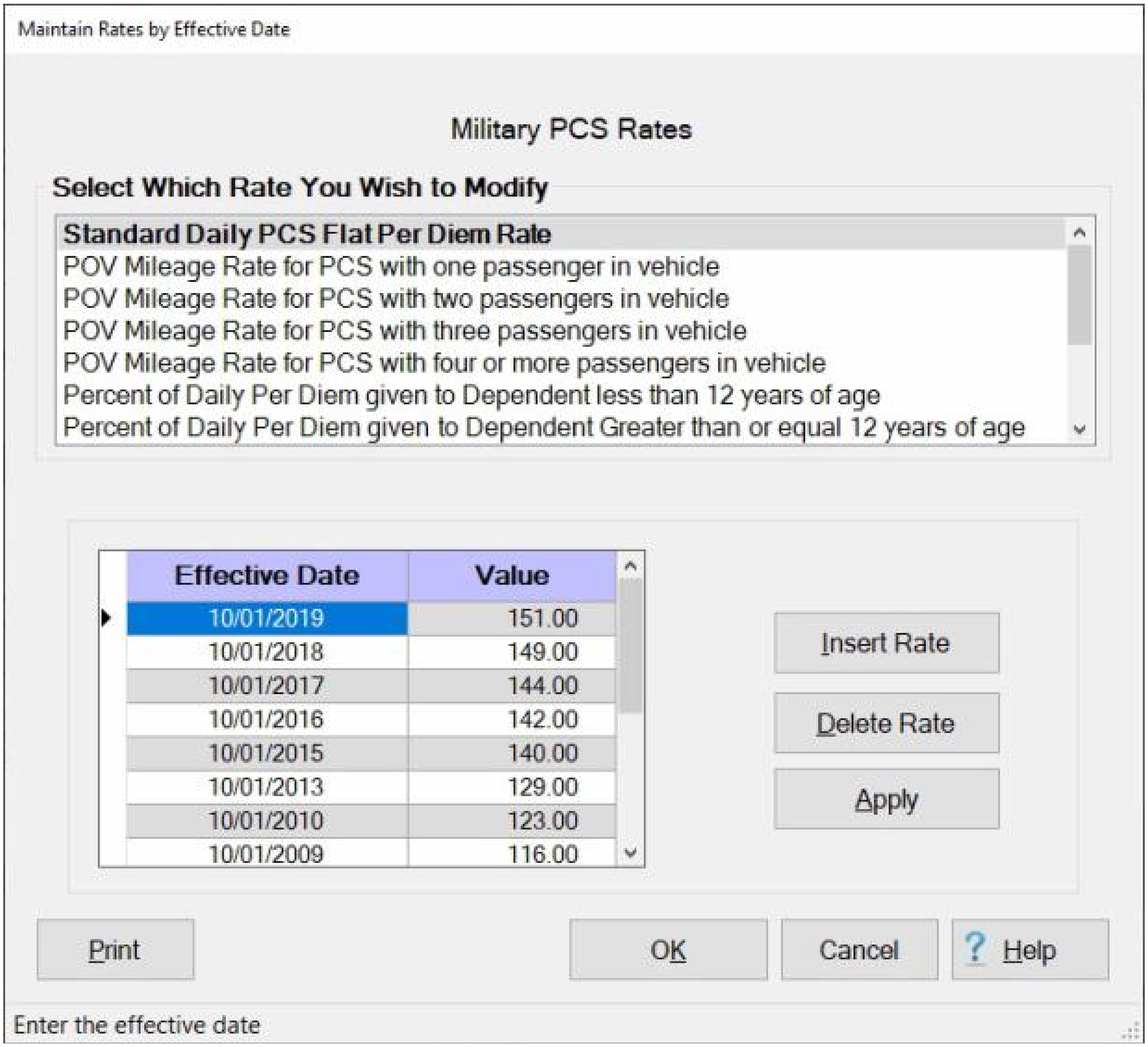
Complete the following steps to "delete" an existing rate:

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



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.

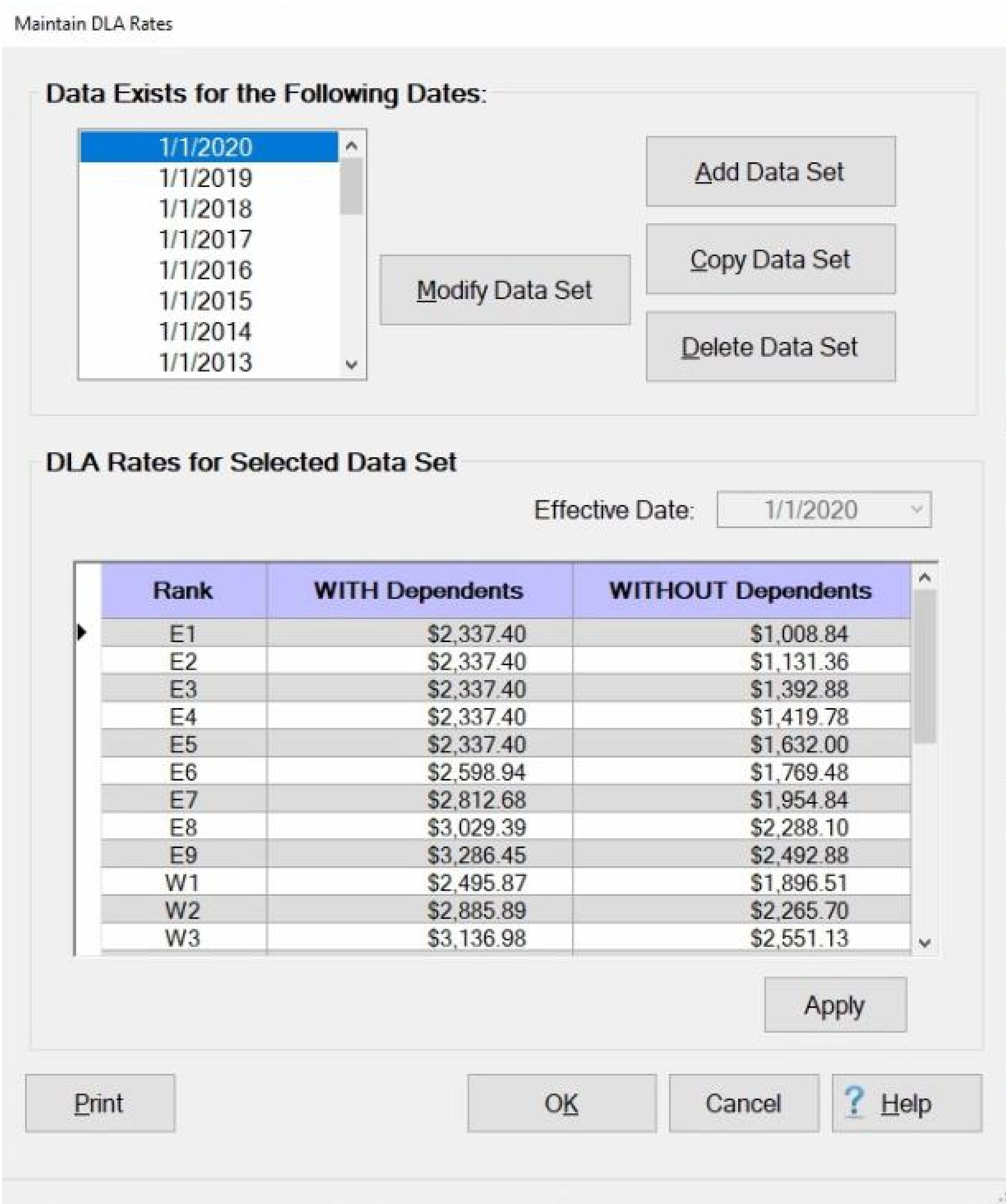
Maintaining DLA Rates

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:

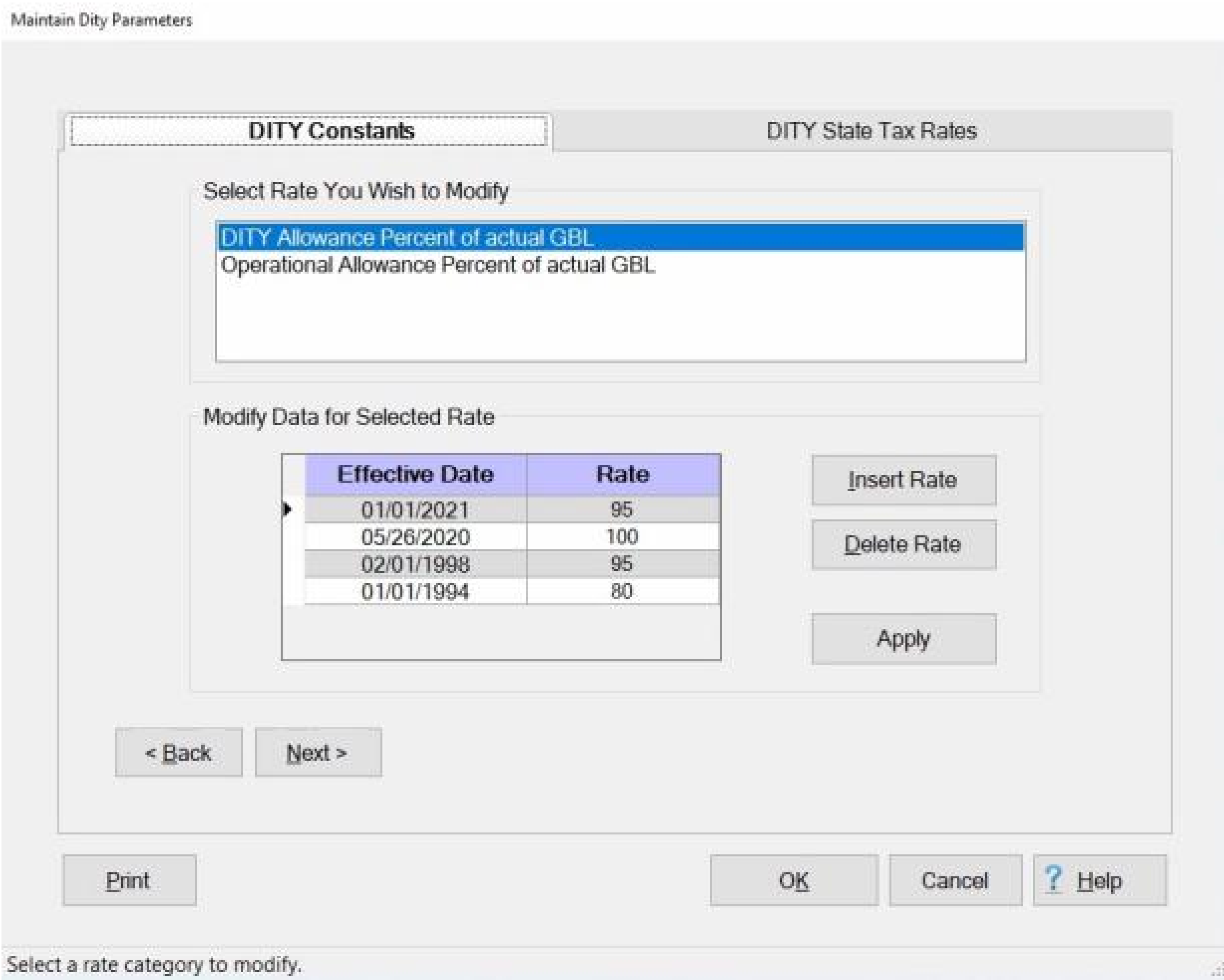
1. If the desired date for the DLA rates table you wish to modify is shown, double click on the **date**.
2. Or, **click** on the *Up/Dn* **arrow** buttons next to the listed dates to **scroll** through the list and then **click** on the desired date.
3. IATS displays the **effective date** and the **rates** 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.



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*.

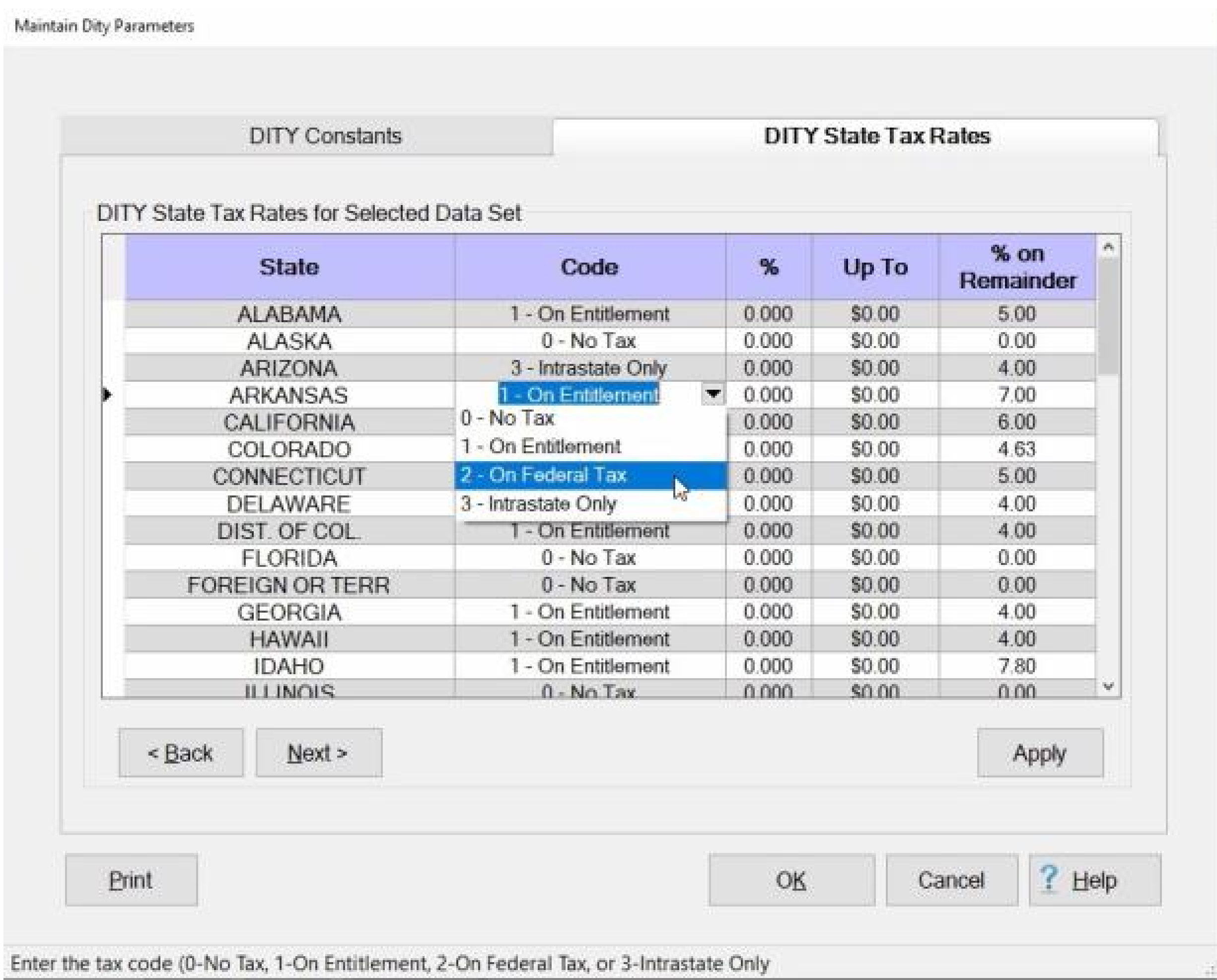
3. **Rate:** Type the new percentage **rate** and **press** *Tab*.
4. When **finished** inserting the new rates, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance Main Menu**.

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.



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.

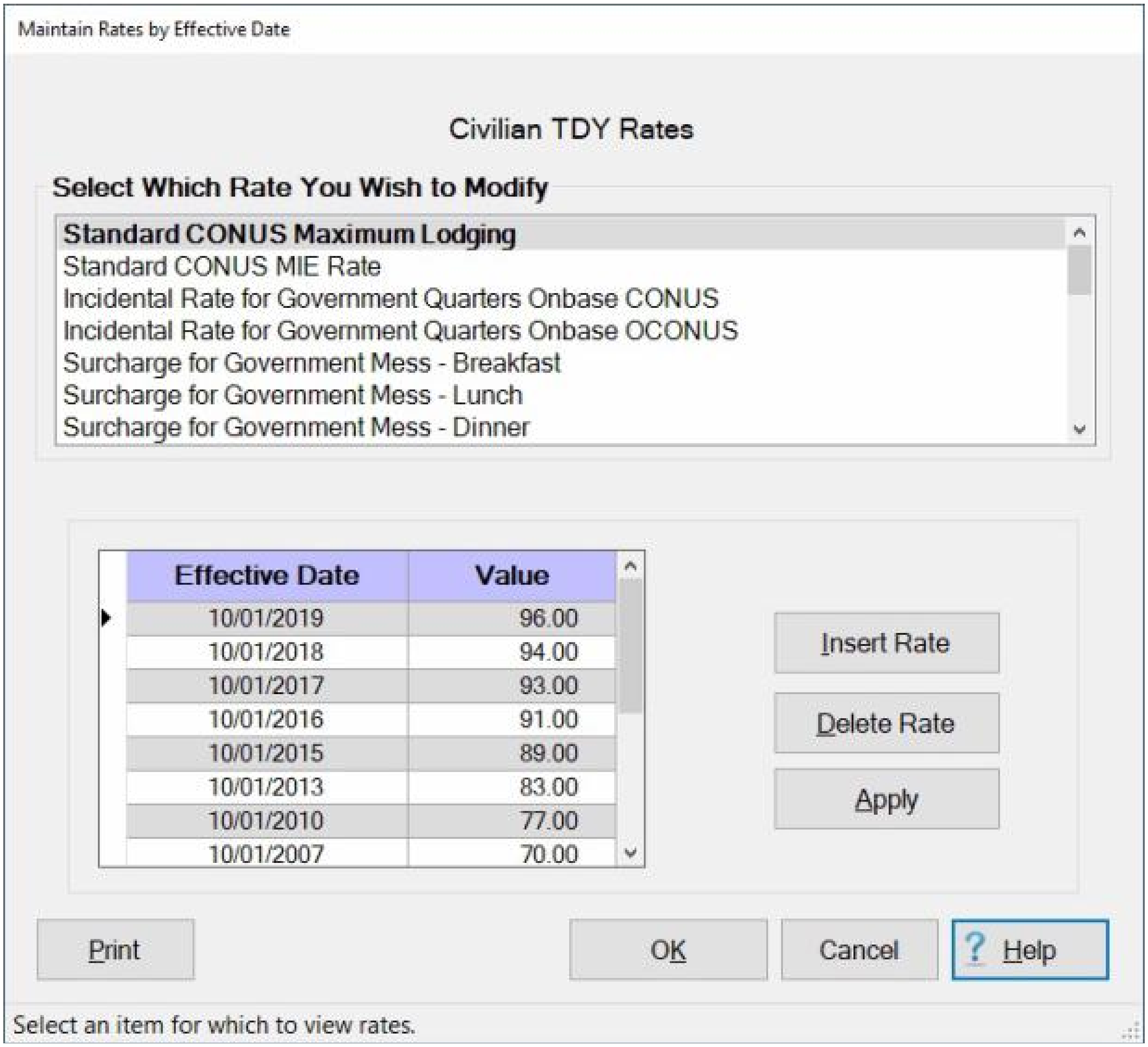
Complete the following steps to "modify" the DITY State Tax Rates:

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 Rates
- Standard CONUS Per Diem Rate
- Surcharge Rates
- Incidental Expense Ceilings
- Mileage Rates



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.

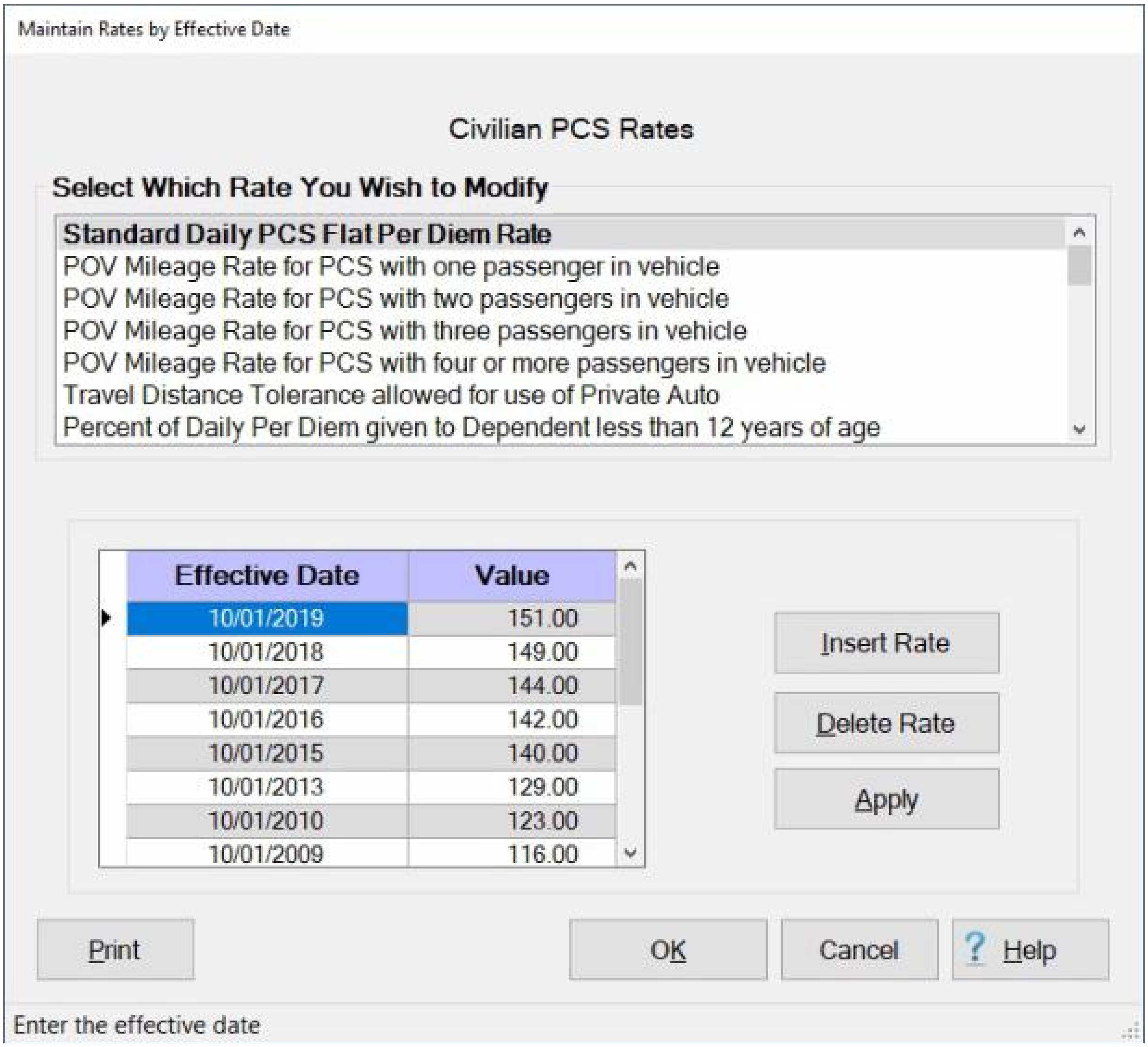
Complete the following steps to "delete" an existing rate:

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



This table is <u>already</u> **populated** when IATS is installed and is <u>automatically</u> **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 <u>left</u> of the item **Civilian Parameters**. **Click** on the **plus sign** to the <u>left</u> 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 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.

Applicable Schedule	1,000 Pound Base	Add'l Cwt Excess	2,000 Pounds Base	Add'l Cwt Excess	4,000 Pounds Base	Add'l Cwt Excess	8,000 Pounds Base	Add'l Cwt Excess	12,000 Pounds Base	Add'l Cwt Excess	16,000 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	$4,209.00	$35.08	$5,612.00	$35.08
B	$513.00	$37.10	$884.00	$29.10	$1,466.00	$36.65	$2,932.00	$36.65	$4,398.00	$36.65	$5,864.00	$36.65
C	$536.00	$38.80	$924.00	$38.23	$3,058.00	$38.23	$3,058.00	$38.23	$4,587.00	$38.23	$6,116.00	$38.23
D	$559.00	$40.40	$963.00	$31.45	$1,592.00	$39.80	$3,184.00	$39.80	$4,776.00	$39.80	$6,368.00	$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.

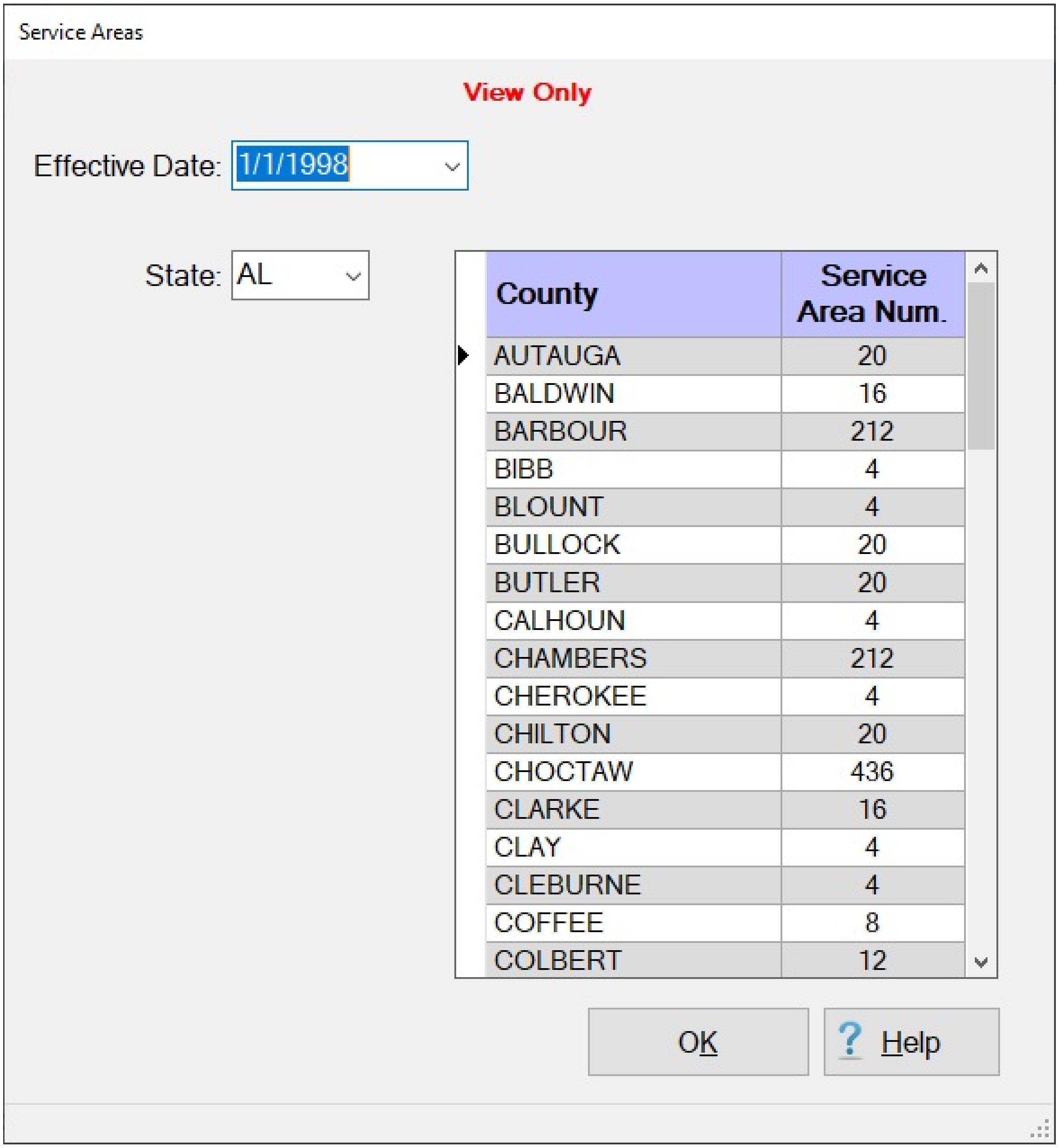
Complete the following steps to "display" rates for a different effective date:

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**.

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.



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:

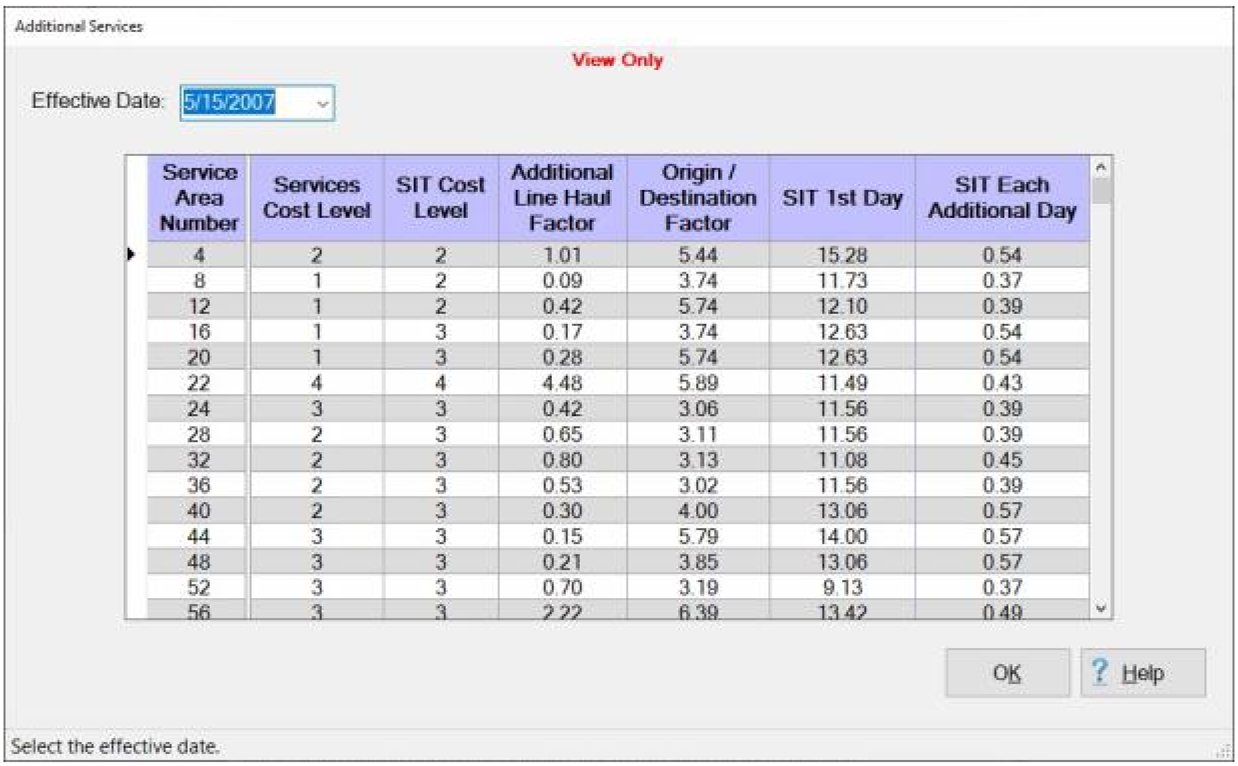
1. At the **Service Areas** screen, **click** on the *down* **arrow** button at the **Effective Date** field. A **list** of **effective dates** is **displayed**.
2. **Click** on the desired **date** to make a selection.

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.



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
56	3	3	2.22	6.39	13.42	0.49

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.

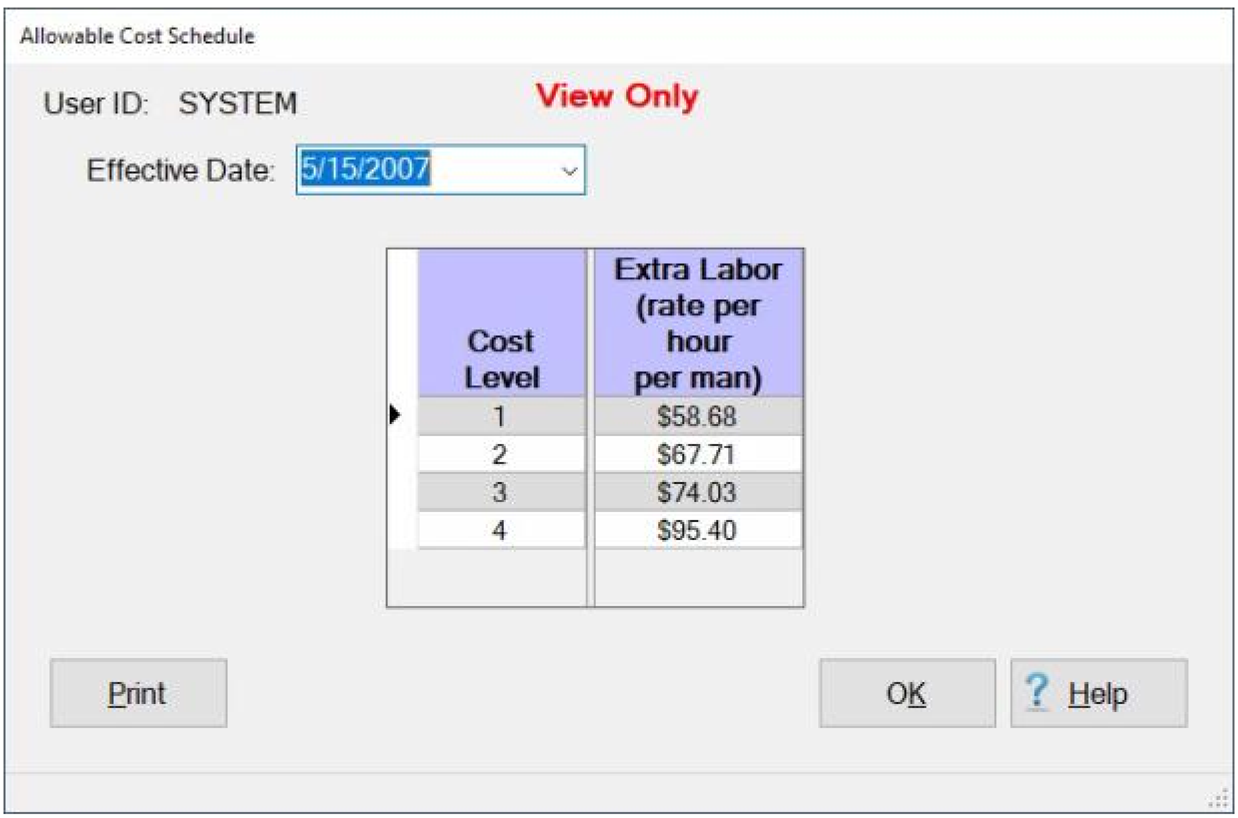
Complete the following steps to "display" rates for a different effective date:

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**.

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.



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:

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.

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.

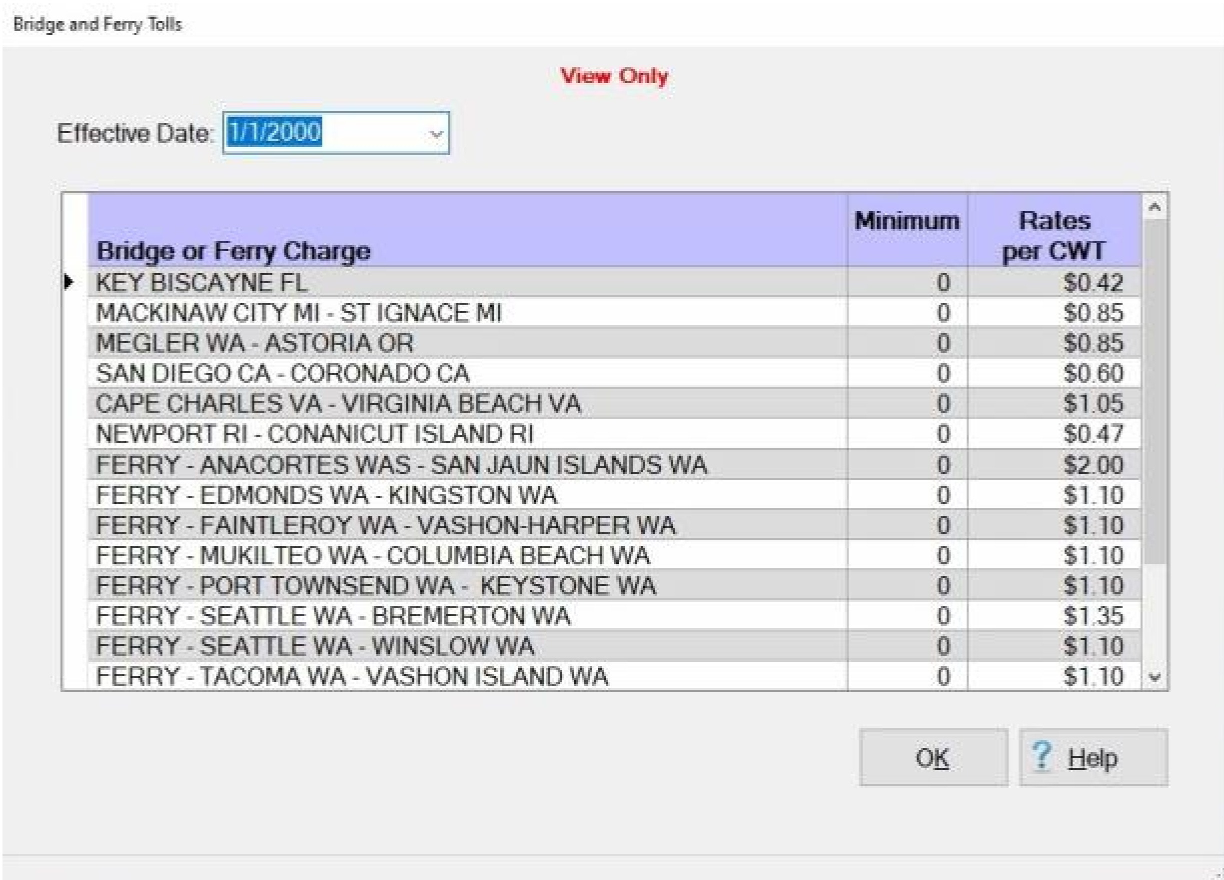
Complete the following steps to "display" rates for a different effective date:

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**.

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.



Bridge or Ferry Charge	Minimum	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 - FAINTLEROY 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
FERRY - TACOMA WA - VASHON ISLAND WA	0	$1.10

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.

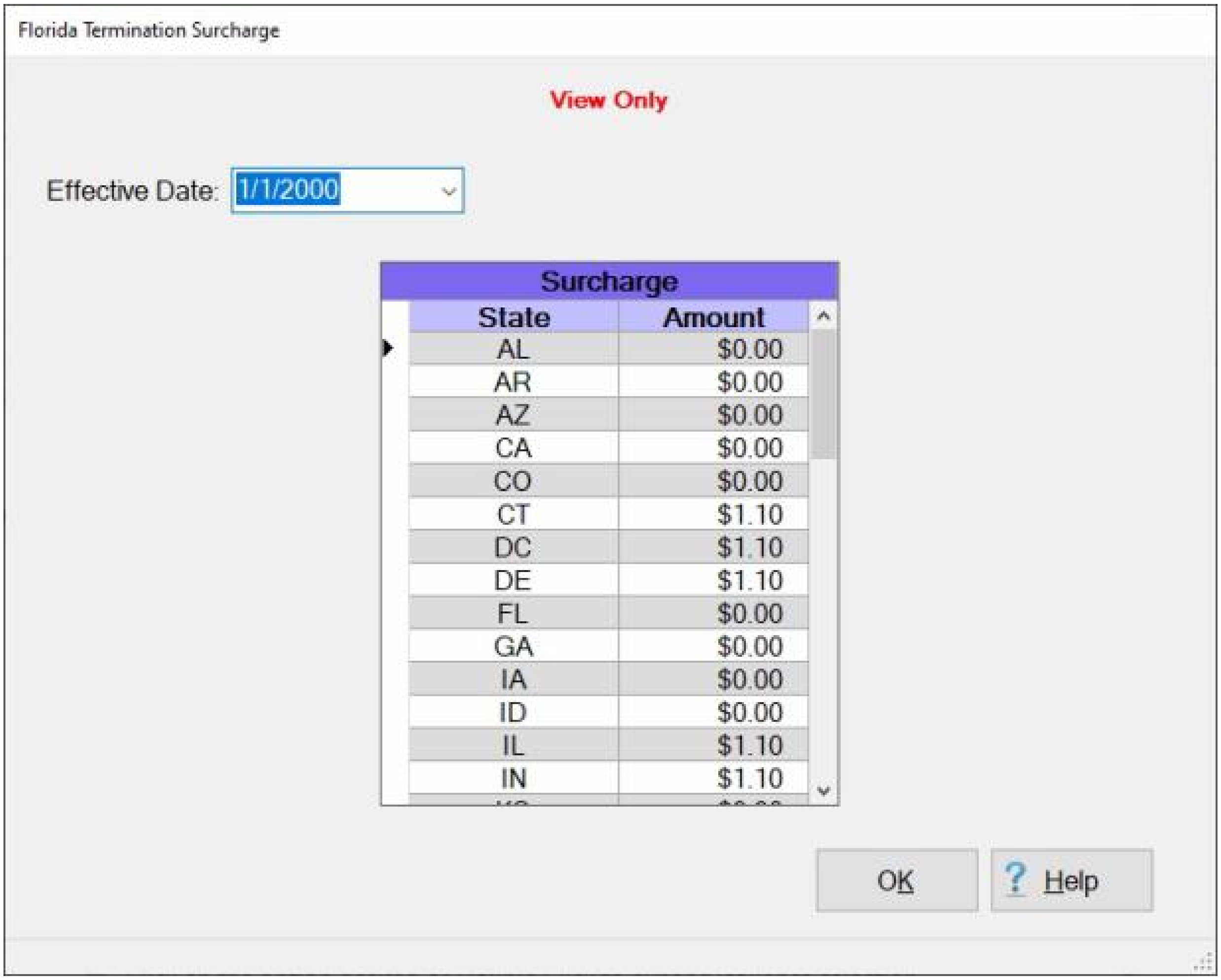
Complete the following steps to "display" rates for a different effective date:

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**.

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.



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.

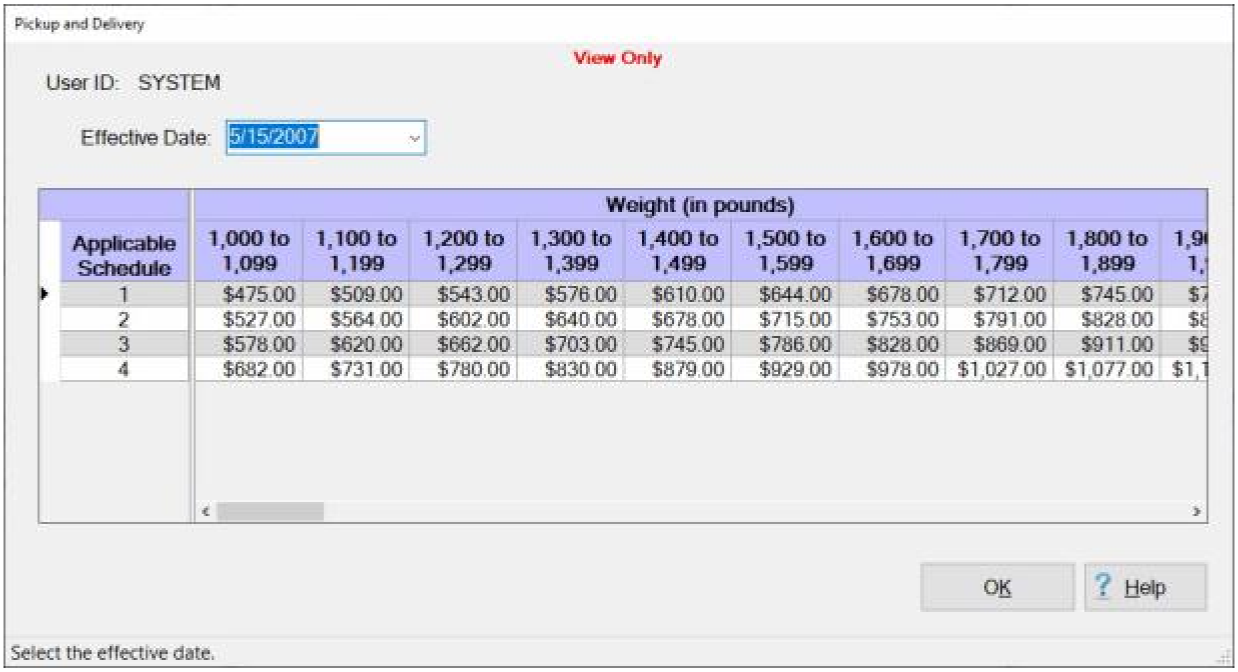
Complete the following steps to "display" rates for a different effective date:

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**.

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.



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	1,9 1,
1	$475.00	$509.00	$543.00	$576.00	$610.00	$644.00	$678.00	$712.00	$745.00	$7
2	$527.00	$564.00	$602.00	$640.00	$678.00	$715.00	$753.00	$791.00	$828.00	$8
3	$578.00	$620.00	$662.00	$703.00	$745.00	$786.00	$828.00	$869.00	$911.00	$9
4	$682.00	$731.00	$780.00	$830.00	$879.00	$929.00	$978.00	$1,027.00	$1,077.00	$1,1

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.

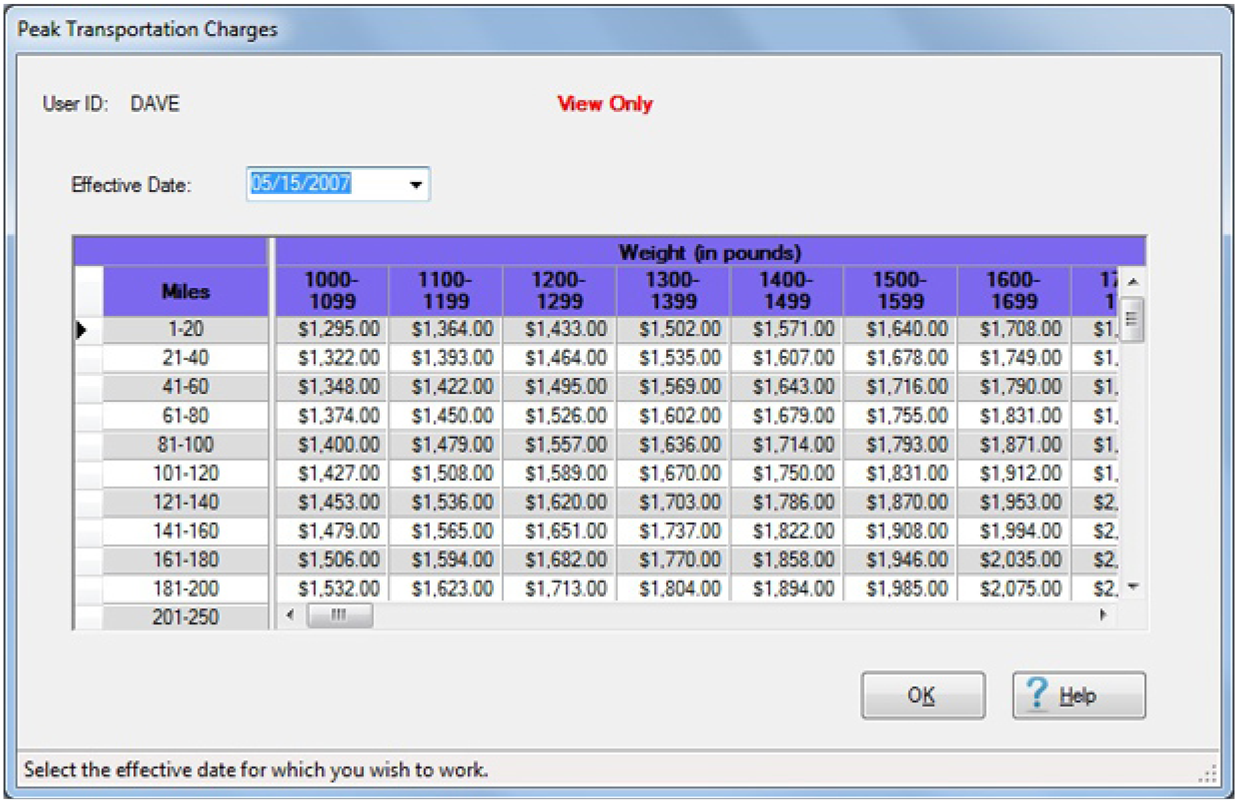
Complete the following steps to "display" rates for a different effective date:

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**.
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**.

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.



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:

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**.

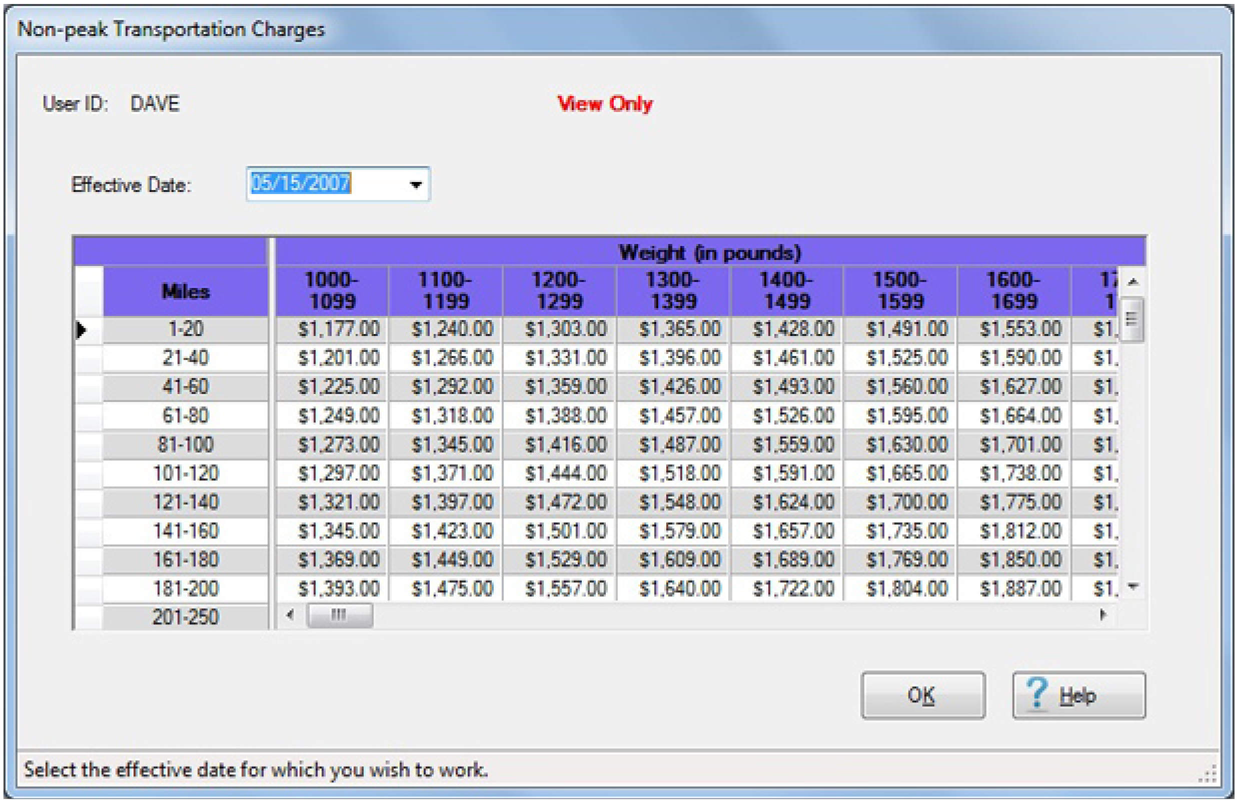
Tip: Once the effective dates and rates for the selected item are **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

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.



	Weight (in pounds)							
Miles	1000-1099	1100-1199	1200-1299	1300-1399	1400-1499	1500-1599	1600-1699	17 1
1-20	$1,177.00	$1,240.00	$1,303.00	$1,365.00	$1,428.00	$1,491.00	$1,553.00	$1.
21-40	$1,201.00	$1,266.00	$1,331.00	$1,396.00	$1,461.00	$1,525.00	$1,590.00	$1.
41-60	$1,225.00	$1,292.00	$1,359.00	$1,426.00	$1,493.00	$1,560.00	$1,627.00	$1.
61-80	$1,249.00	$1,318.00	$1,388.00	$1,457.00	$1,526.00	$1,595.00	$1,664.00	$1.
81-100	$1,273.00	$1,345.00	$1,416.00	$1,487.00	$1,559.00	$1,630.00	$1,701.00	$1.
101-120	$1,297.00	$1,371.00	$1,444.00	$1,518.00	$1,591.00	$1,665.00	$1,738.00	$1.
121-140	$1,321.00	$1,397.00	$1,472.00	$1,548.00	$1,624.00	$1,700.00	$1,775.00	$1.
141-160	$1,345.00	$1,423.00	$1,501.00	$1,579.00	$1,657.00	$1,735.00	$1,812.00	$1.
161-180	$1,369.00	$1,449.00	$1,529.00	$1,609.00	$1,689.00	$1,769.00	$1,850.00	$1.
181-200	$1,393.00	$1,475.00	$1,557.00	$1,640.00	$1,722.00	$1,804.00	$1,887.00	$1.
201-250								

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:

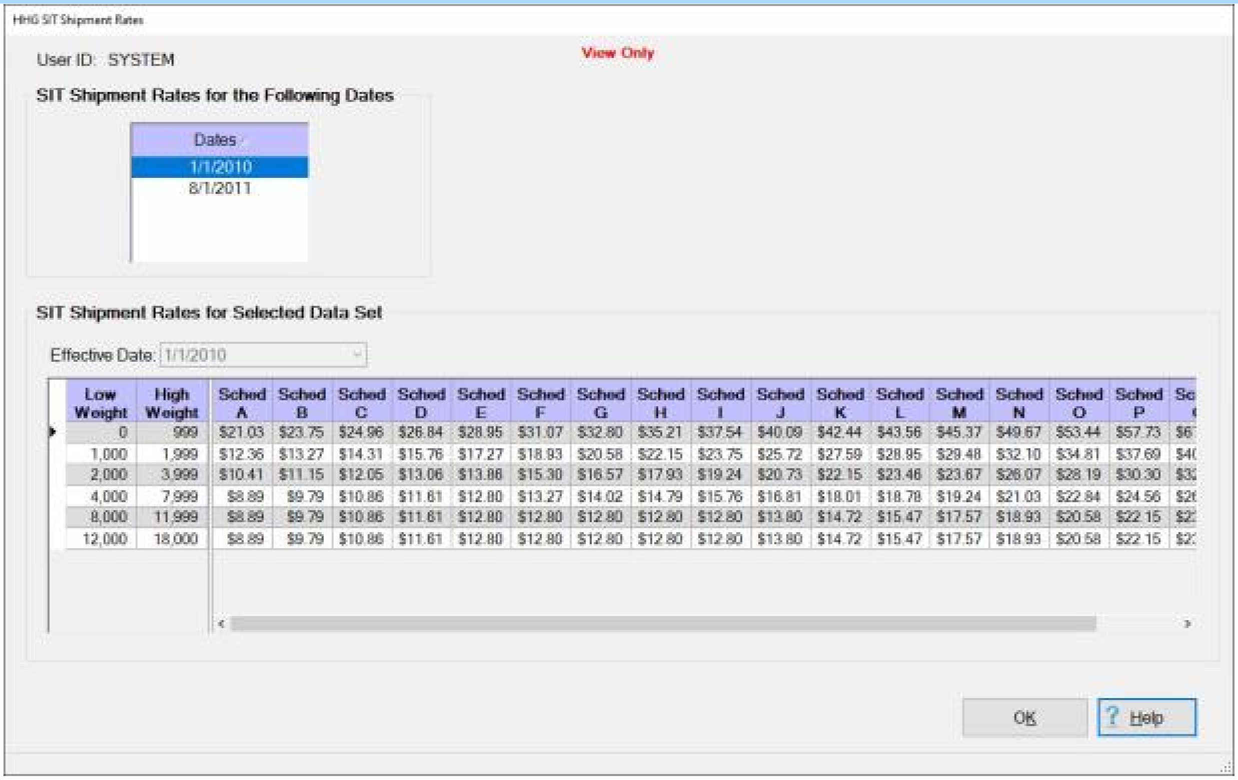
1. At the **Non-peak Transportation Charges** screen, **click** on the *down* **arrow** button at the **Effective Date** field. A **list** of **effective dates** is **displayed**.
2. **Click** on the desired **date**. IATS **displays** the **table** for the selected **date**.
3. When **finished** viewing 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.

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.



Low Weight	High Weight	Sched A	Sched B	Sched C	Sched D	Sched E	Sched F	Sched G	Sched H	Sched I	Sched J	Sched K	Sched L	Sched M	Sched N	Sched O	Sched P
0	999	$21.03	$23.75	$24.96	$26.84	$28.95	$31.07	$32.80	$35.21	$37.54	$40.09	$42.44	$43.56	$45.37	$49.67	$53.44	$57.73
1,000	1,999	$12.36	$13.27	$14.31	$15.76	$17.27	$18.93	$20.58	$22.15	$23.75	$25.72	$27.59	$28.95	$29.48	$32.10	$34.81	$37.69
2,000	3,999	$10.41	$11.15	$12.05	$13.06	$13.86	$15.30	$16.57	$17.93	$19.24	$20.73	$22.15	$23.46	$23.67	$26.07	$28.19	$30.30
4,000	7,999	$8.89	$9.79	$10.86	$11.61	$12.80	$13.27	$14.02	$14.79	$15.76	$16.81	$18.01	$18.78	$19.24	$21.03	$22.84	$24.56
8,000	11,999	$8.89	$9.79	$10.86	$11.61	$12.80	$12.80	$12.80	$12.80	$12.80	$13.80	$14.72	$15.47	$17.57	$18.93	$20.58	$22.15
12,000	18,000	$8.89	$9.79	$10.86	$11.61	$12.80	$12.80	$12.80	$12.80	$12.80	$13.80	$14.72	$15.47	$17.57	$18.93	$20.58	$22.15

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.

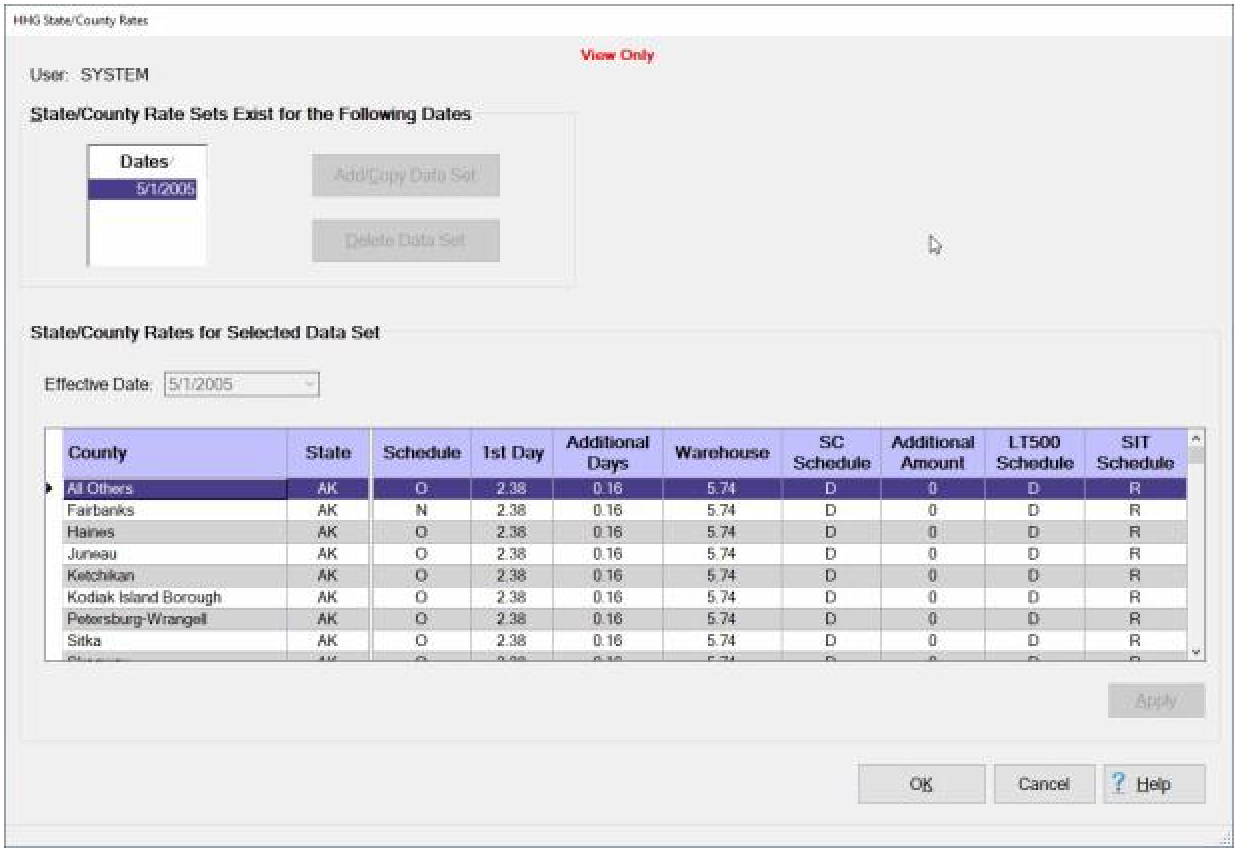
Complete the following steps to "view" a different Data Set:

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.



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.

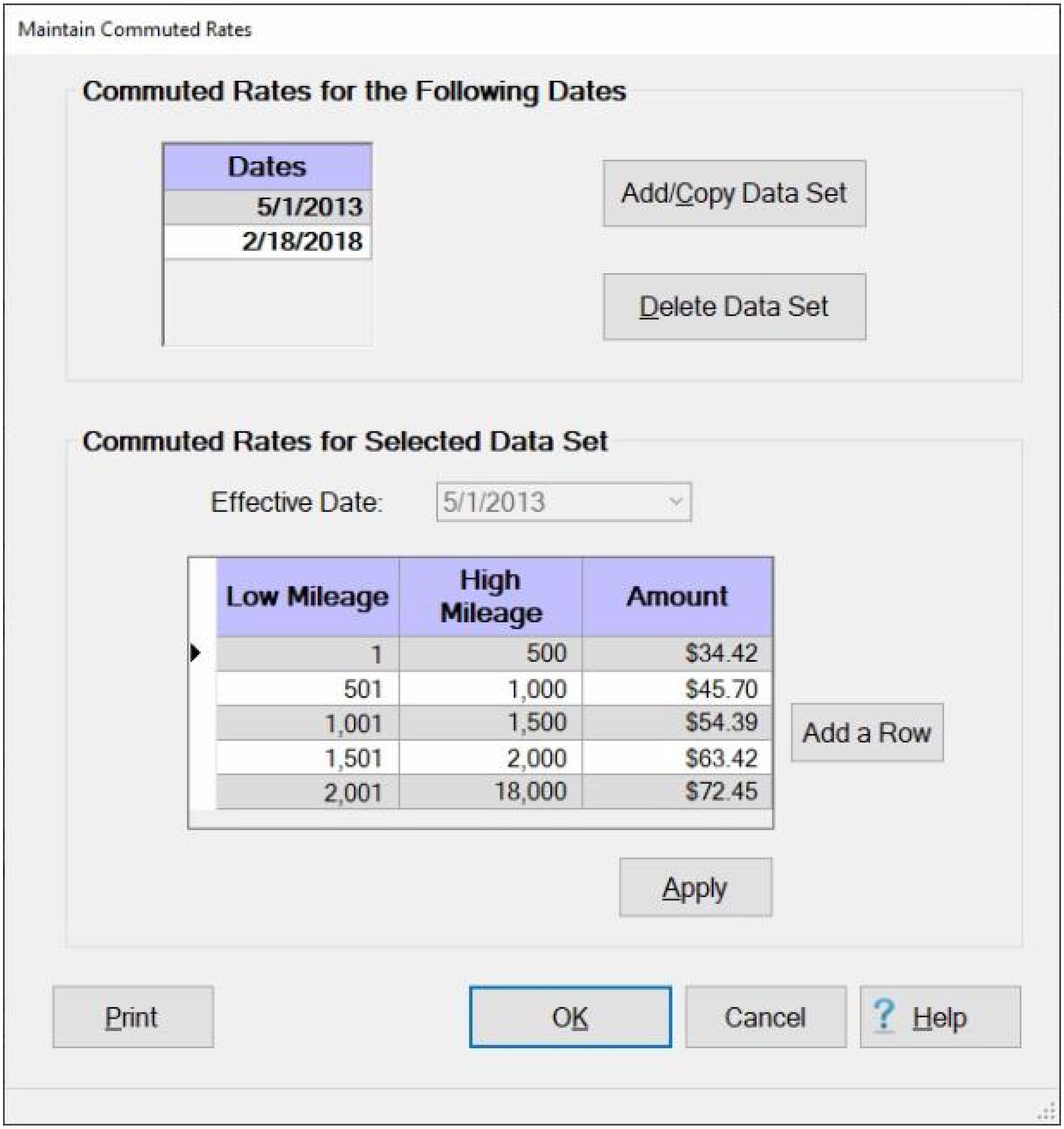
When you are **finished** viewing this table, **click** on **OK**.

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.



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.

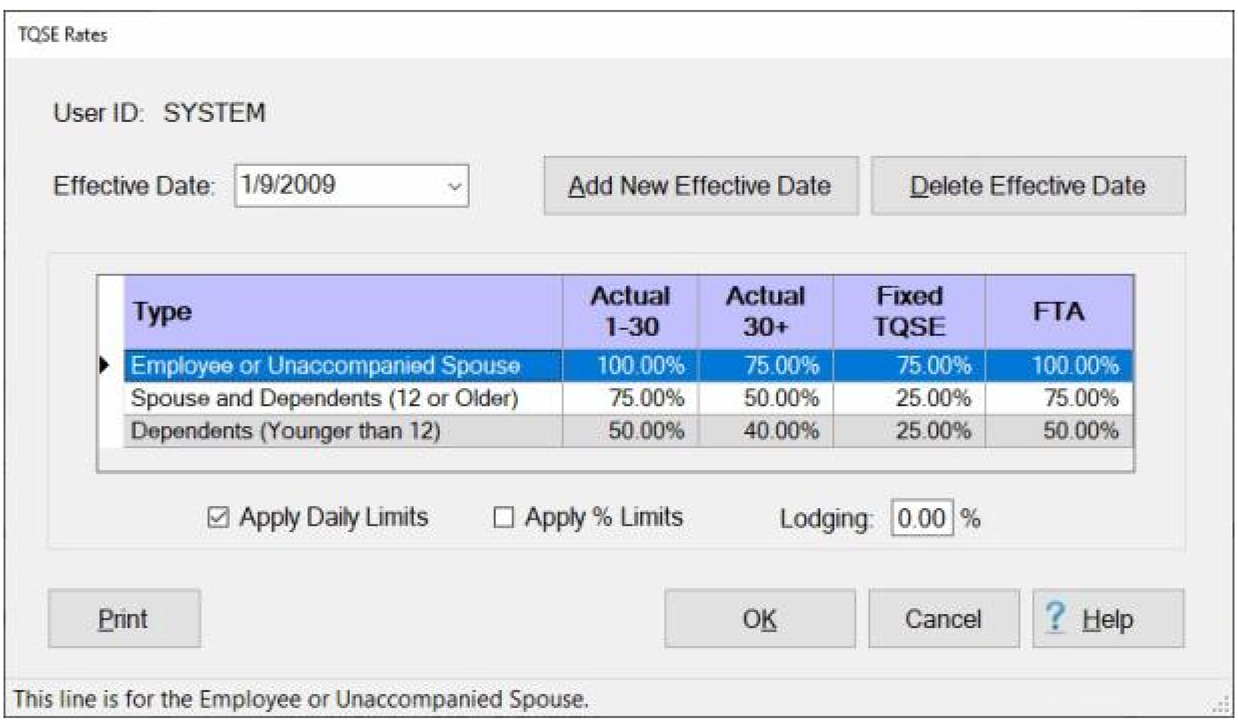
Complete the following steps to "delete" a Data Set:

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.



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.

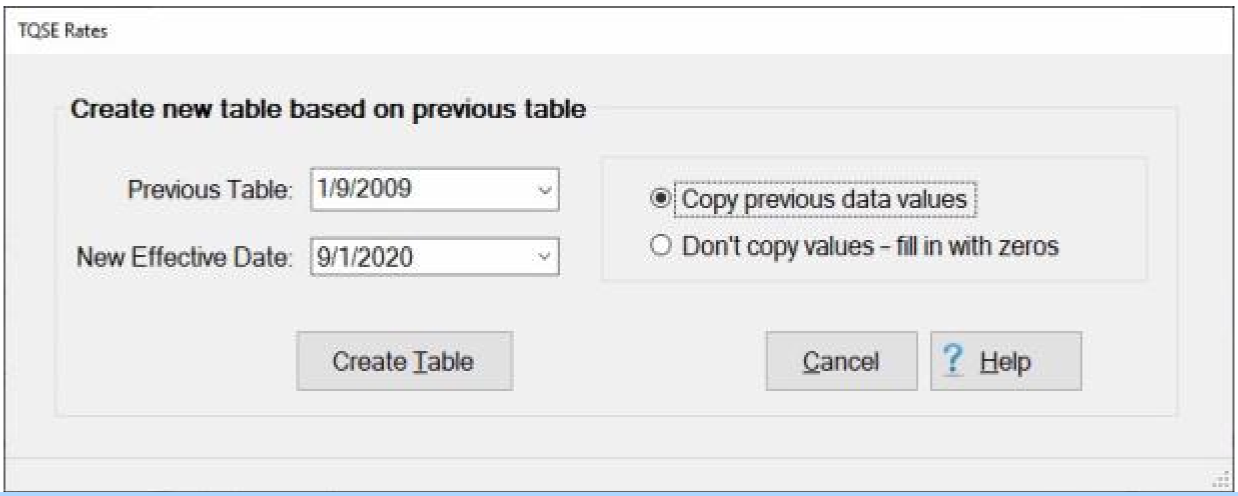
Use one of the following methods to "display" the rates for a different Effective Date:

- **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**:

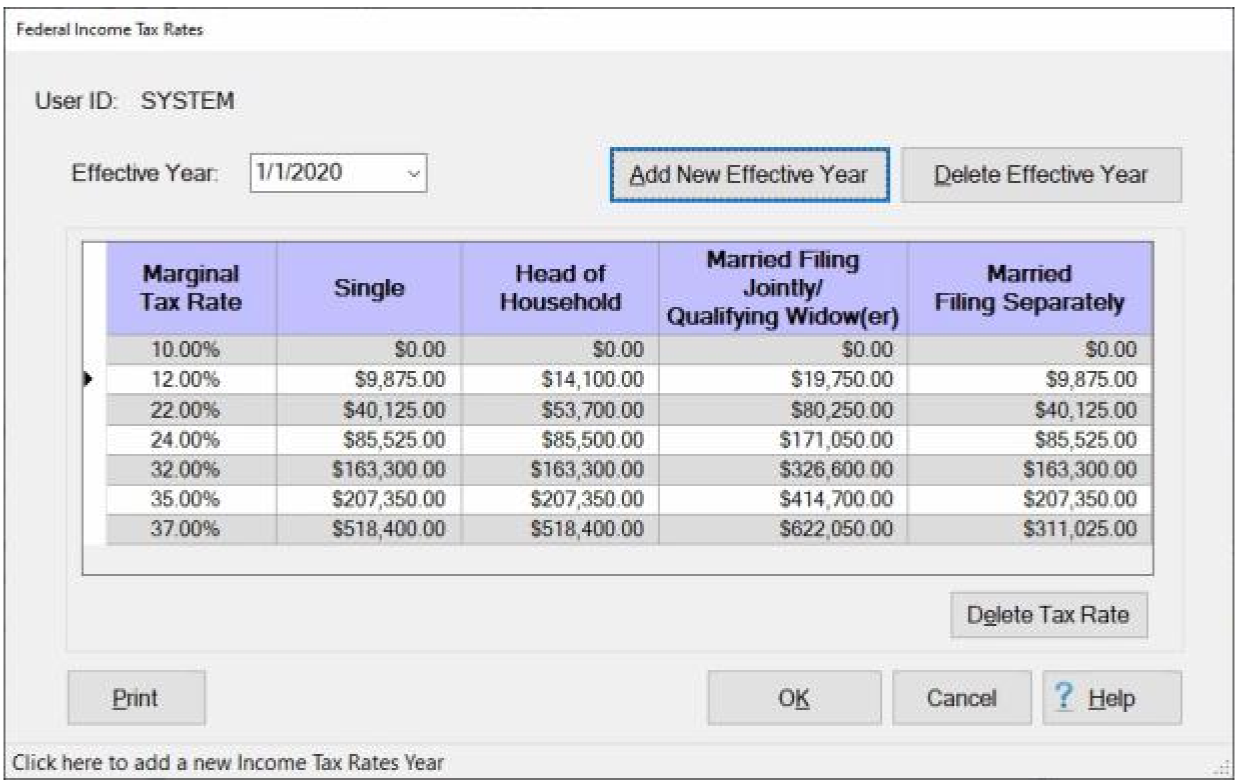
- **Method 1:** - At the **Effective Date** field, **click** on the *down* arrow **button** to **display** a **list** of effective **dates** and then **click** on the desired **date**. IATS **displays** the **rates** for the selected effective **date**.
- **Method 2:** - **Press** the *Up/Dn* arrow **keys** 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.



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
12.00%	$9,875.00	$14,100.00	$19,750.00	$9,875.00
22.00%	$40,125.00	$53,700.00	$80,250.00	$40,125.00
24.00%	$85,525.00	$85,500.00	$171,050.00	$85,525.00
32.00%	$163,300.00	$163,300.00	$326,600.00	$163,300.00
35.00%	$207,350.00	$207,350.00	$414,700.00	$207,350.00
37.00%	$518,400.00	$518,400.00	$622,050.00	$311,025.00

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.

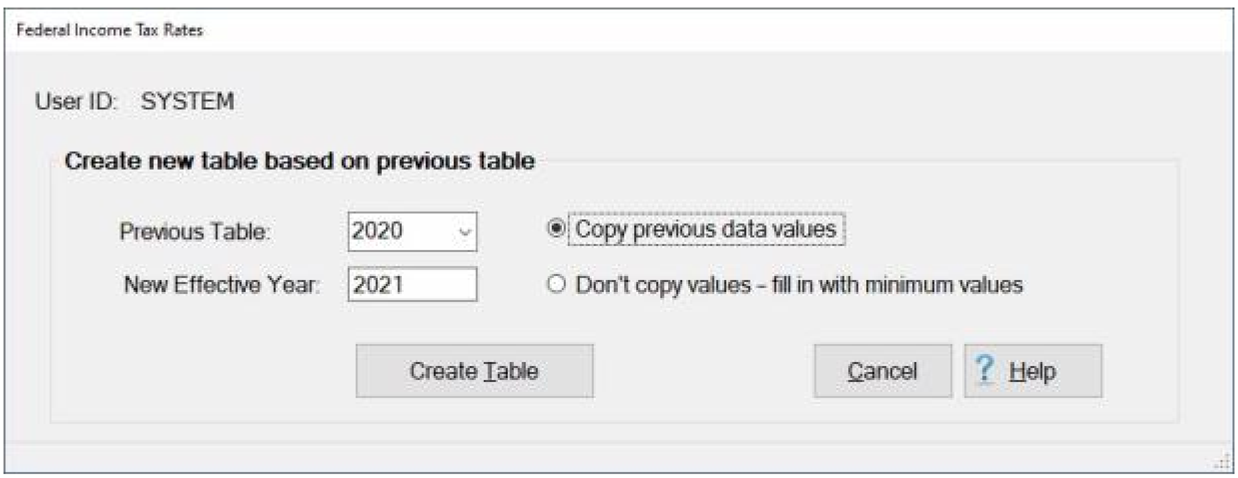
Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

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**:

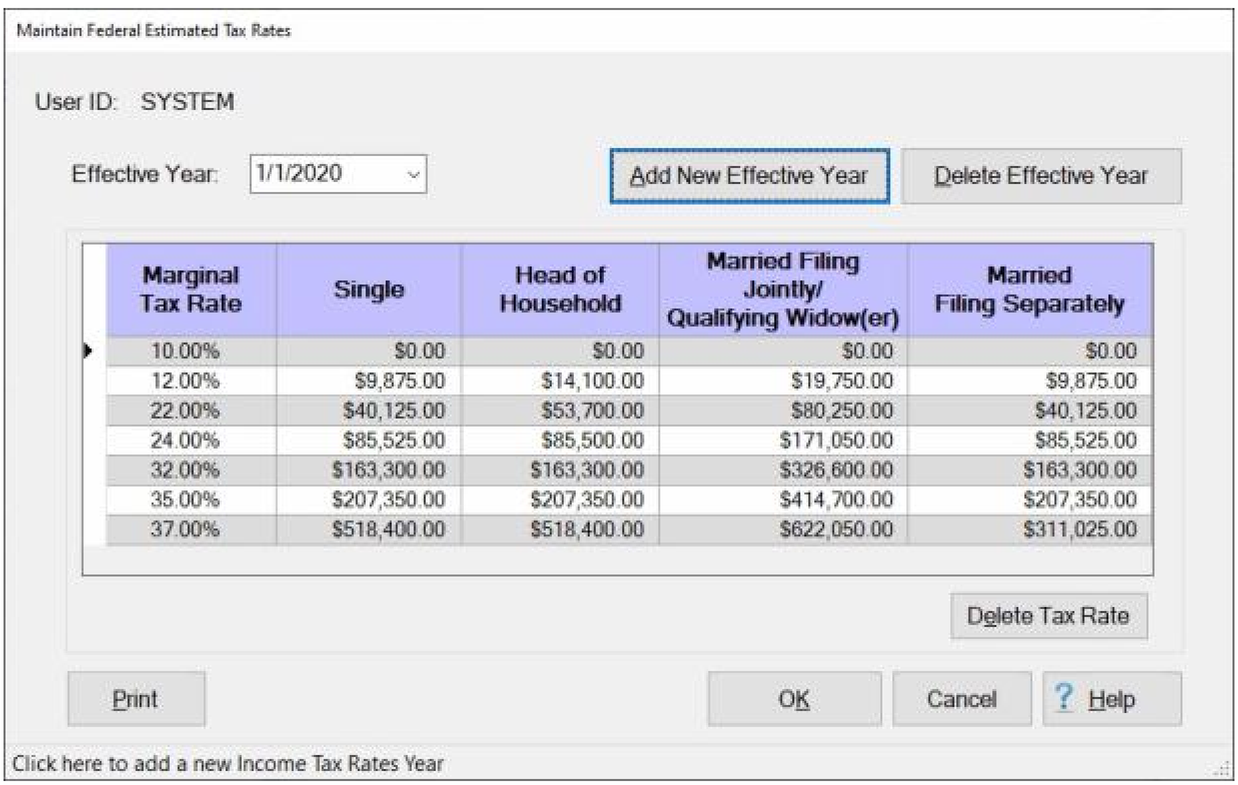
- **Method 1:** - At the **Effective Year** field, **click** on the *down* arrow **button** to **display** a **list** of effective **years** and then **click** on the desired **year**. IATS **displays** the **rates** for the selected effective **year**.
- **Method 2:** - **Press** the *Up/Dn* arrow **keys** 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.



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.

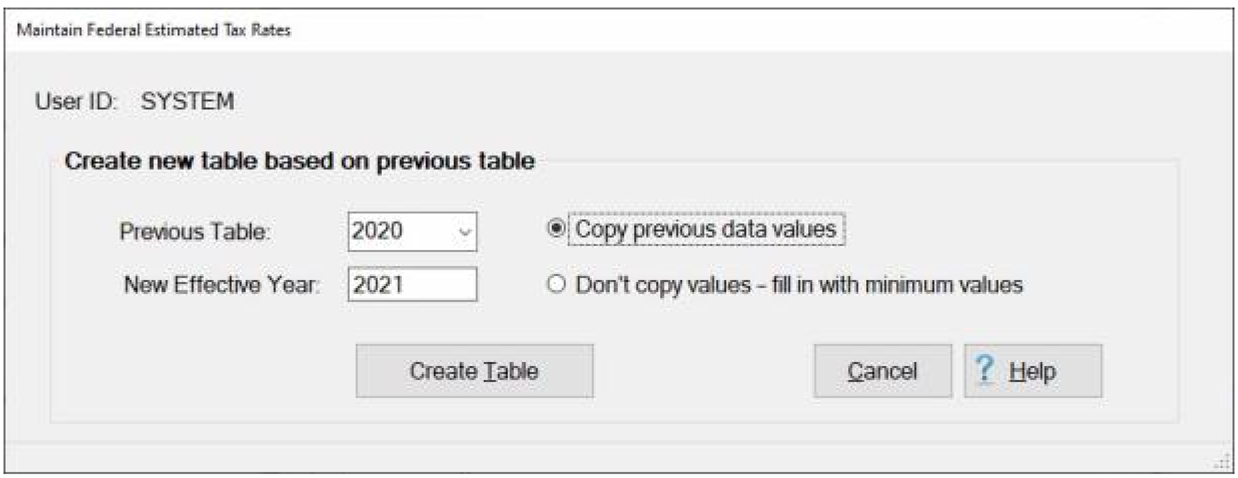
Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

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.

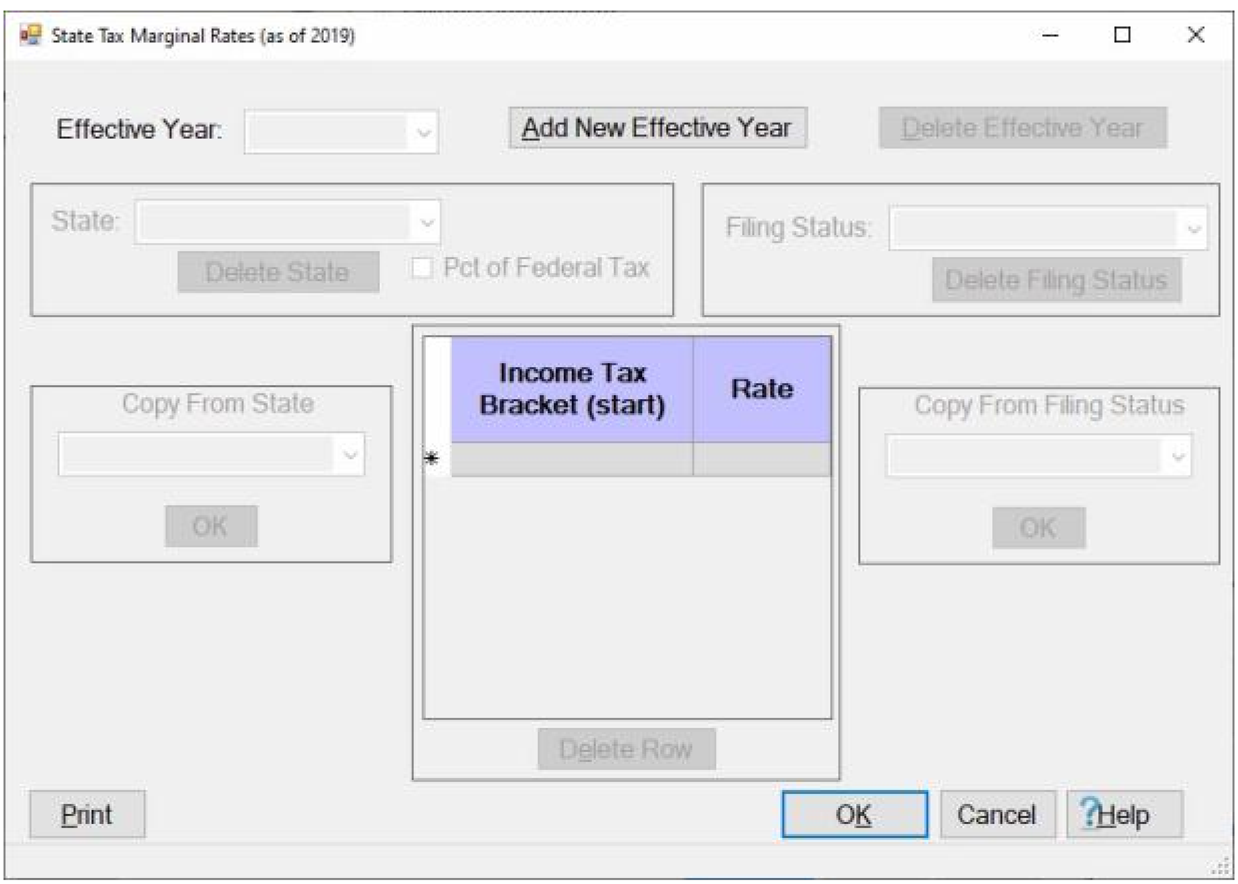
2. After selecting the desired effective **year** to be deleted, **click** on the **Delete Effective Year** button. A *pop-up* appears asking the user to **verify** deleting the table for the specified effective **year**.
3. **Click** on the *Yes* button. IATS **deletes** the **table** for the specified 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 - as of 2019

For **State Tax Rates**, beginning with the year 2019, **GSA** will no longer **issue** annual FTR bulletins for **RITA tax tables**. For this reason, Professional Software Consortium will no longer be able to **update** these **rates** automatically via the monthly **rates update** file. Travel offices have the responsibility for **populating** and **maintaining** the **State Tax Marginal Rates (as of 2019) table** located in the IATS Maintenance module.

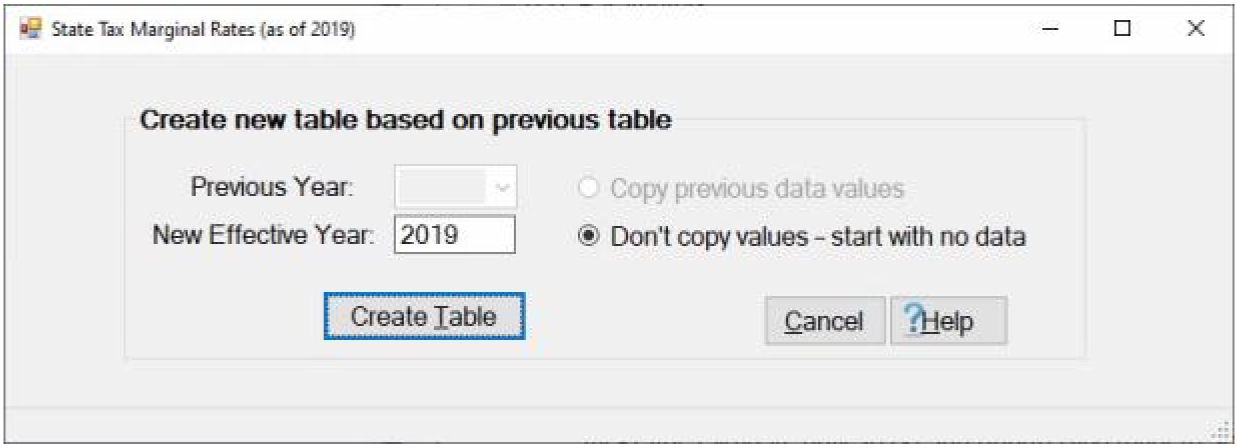
The **State Tax Marginal Rates (as of 2019)** screen is used for creating these tax rate tables.



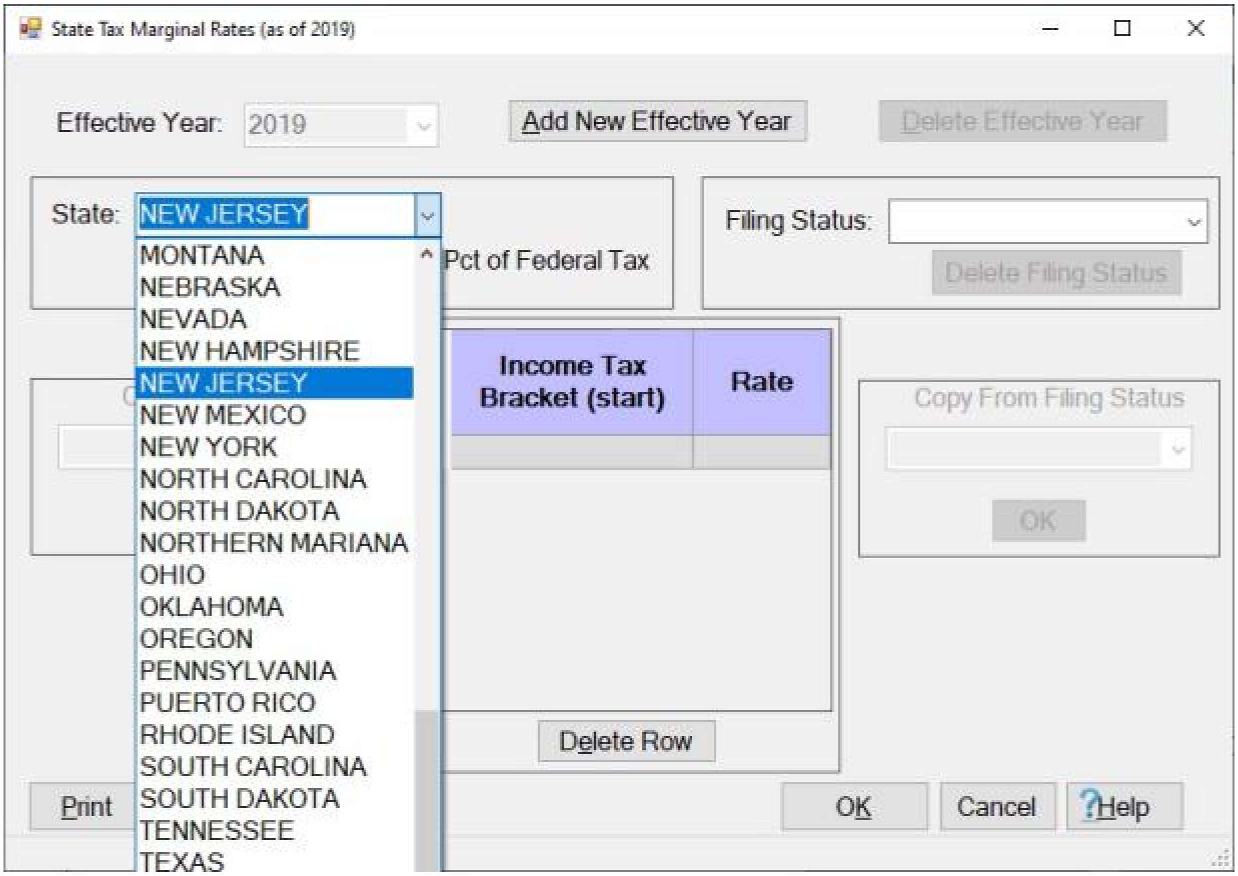
Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Civilian Parameters**. **Click** on the **plus sign** to the left of the item **PCS Parameters** and then **click** on the **plus sign** to the left of the item **State Marginal Tax Rates** option. Now, **click** on the **All States (starting in 2019)** option.

Complete the following steps to "add" a new Effective Year and Tax Rates:

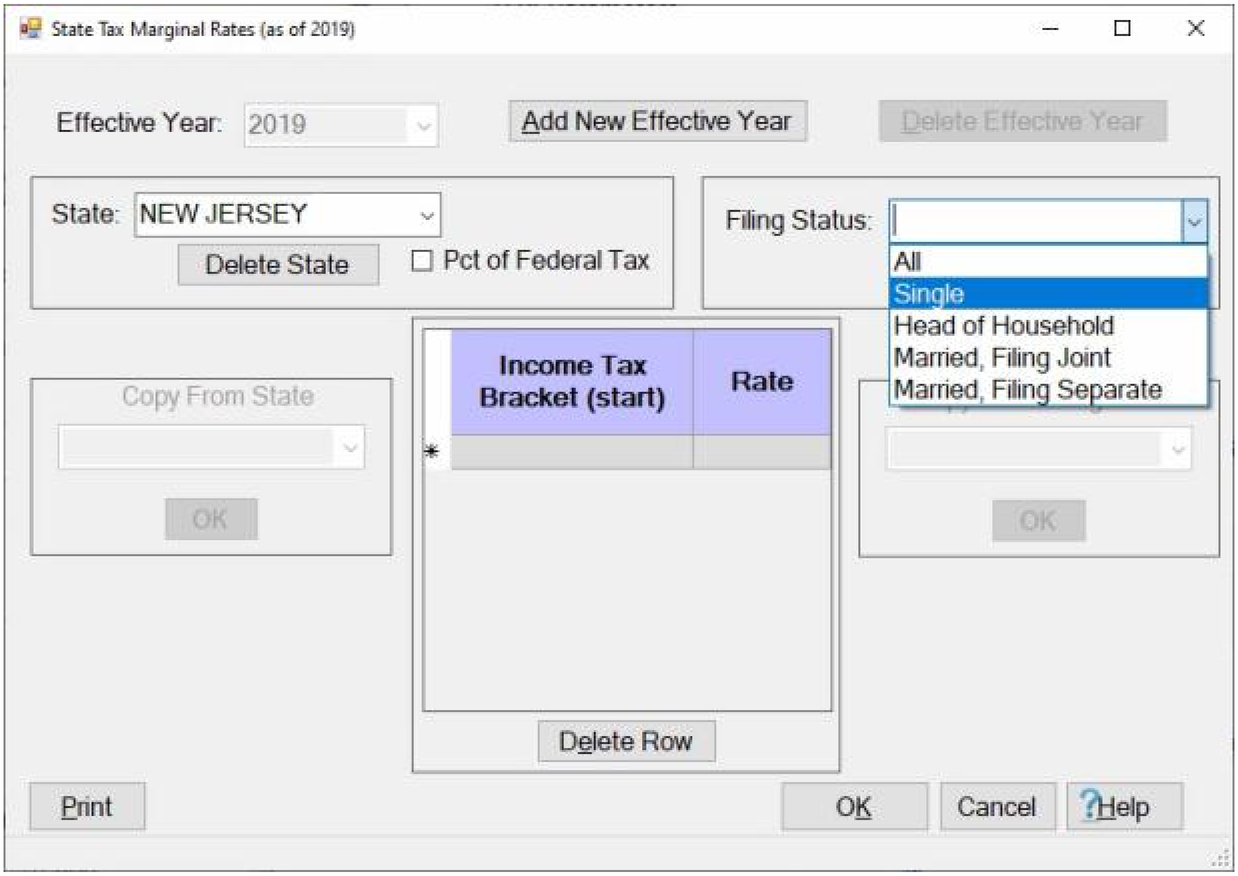
1. **Click** on the **Add New Effective Year** button. The **Create New Table** screen appears.



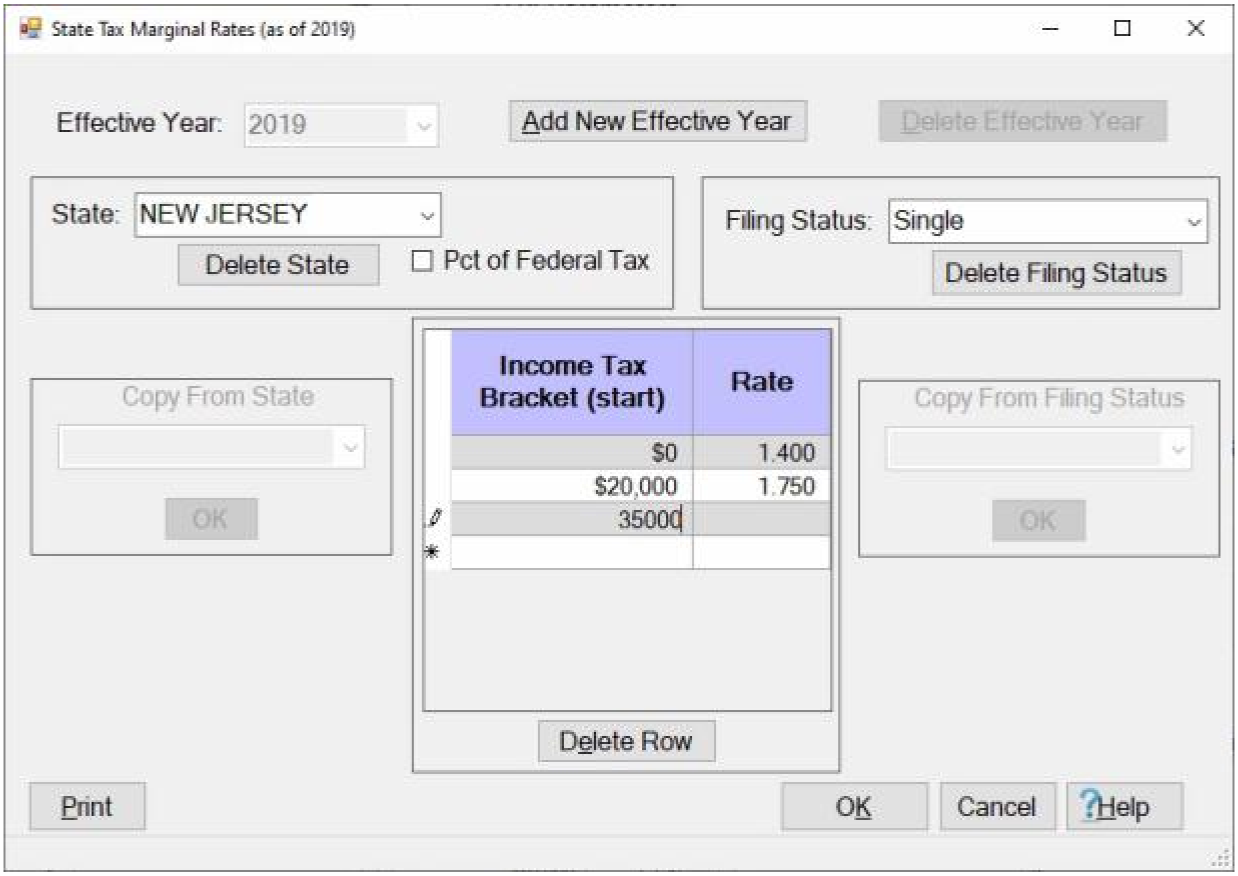
2. **Enter** the desired year in **YYYY** format at the **New Effective Year** field and then **click** on the **Create Table** button.



3. At the **State** field, **click** on the *down* **arrow** button and **click** on the desired **state** you wish to add rates for from the *drop down* **list** of state names.
4. **Pct of Federal Tax: -** Most of the states base their Income Tax as a percentage of **income**. In the rare occurrence of a state basing its taxes on percentage of the Federal Tax, **click** in the **check box** to select that method.

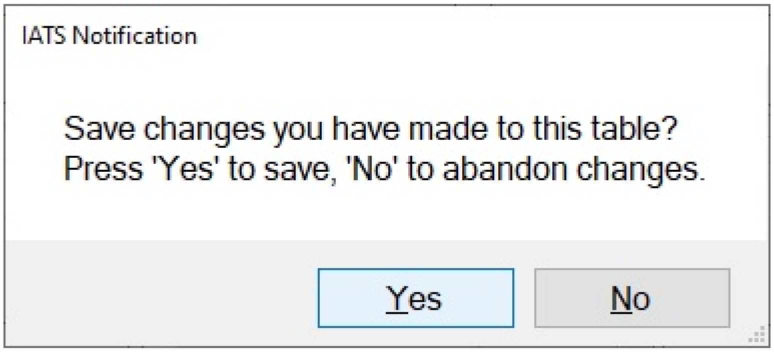


5. **Filing Status:** - At the **Filing Status** field, **click** on the *down* **arrow** button and **click** on the desired **status** you wish to add rates for from the *drop down* **list** of status options.



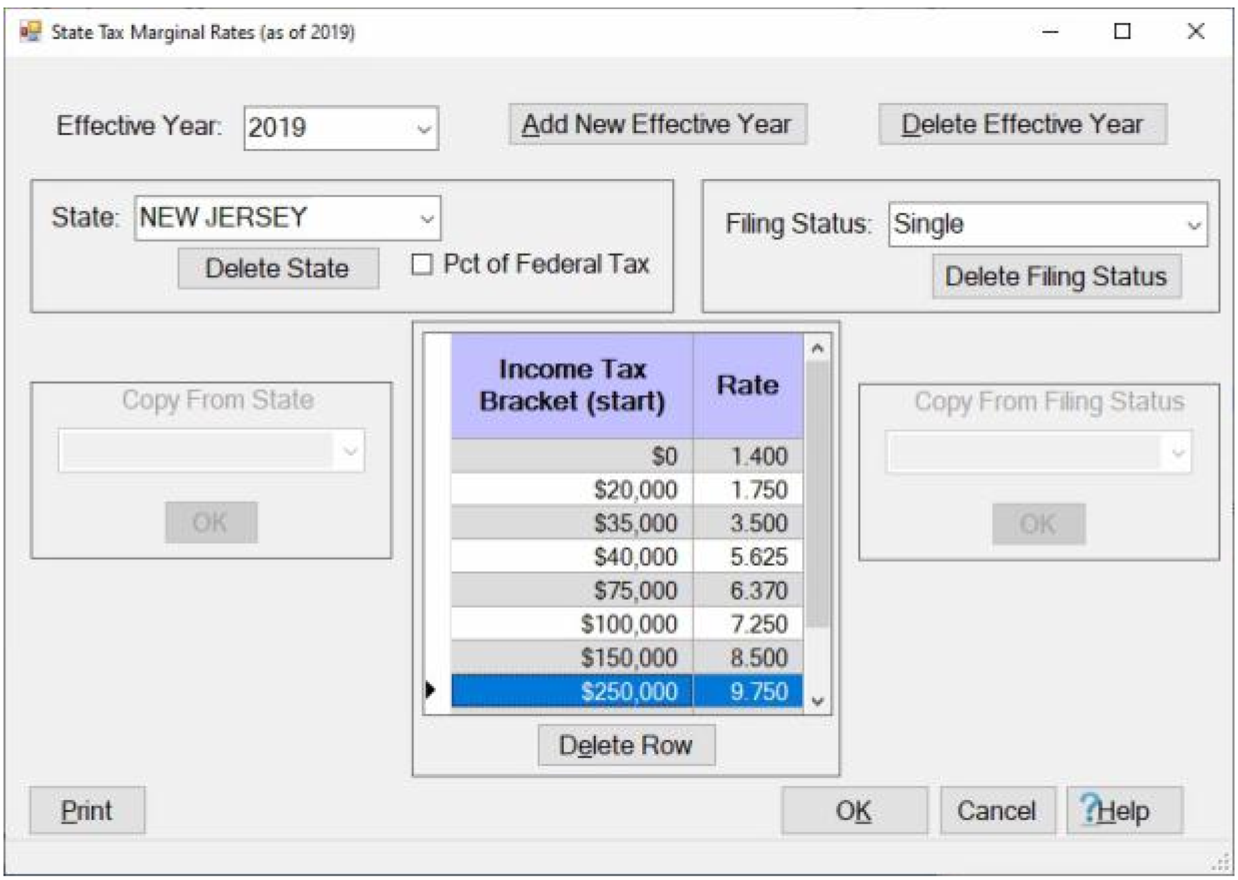
Note: You must now **enter** the **tax brackets** and **rates** for the selected state and filing status into the **grid** in the <u>middle</u> of the screen.

6. **Income Tax Bracket (start): - Click** in the **cell** for the <u>blank row</u> in the **Income Tax Bracket (start)** column and **enter** the **value** for the **stating amount** for the bracket. **Press** *Tab* or *Enter* to continue. IATS will **accept** the entered value and **advance** to the **Rate** field.
7. **Rate:** - Enter the **State Income Tax Rate** for the dollar amount **range** of the bracket and then **press** *Tab* or *Enter* to continue. IATS will create a <u>new</u> **blank row** <u>below</u> the row you just completed.
8. Continue entering the bracket values and rates for the selected state and filing status into the **grid** until you have finished.
9. You may now **save** your entries by **clicking** on the **OK** button, or <u>continue</u> **working** if you wish by **selecting** a <u>different</u> **filing status** for the selected state or by **selecting** a <u>new</u> **state**.
10. If you click on the **OK** button to **save** your entries, IATS will display the following *pop-up* **message**.



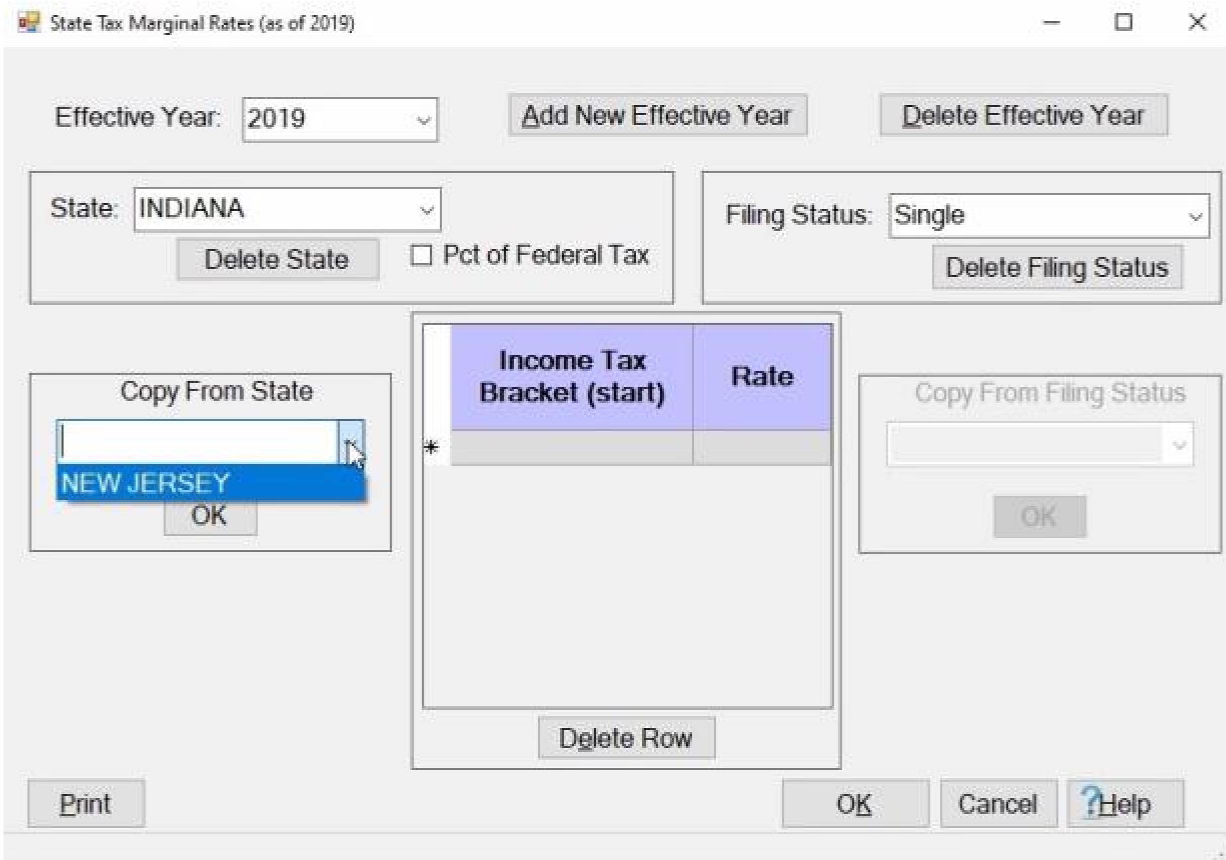
11. **Click** on *Yes* or *No* as desired. If you click on *Yes*, IATS will **return** to the **Maintenance Main Menu**.

Deleting a Row:



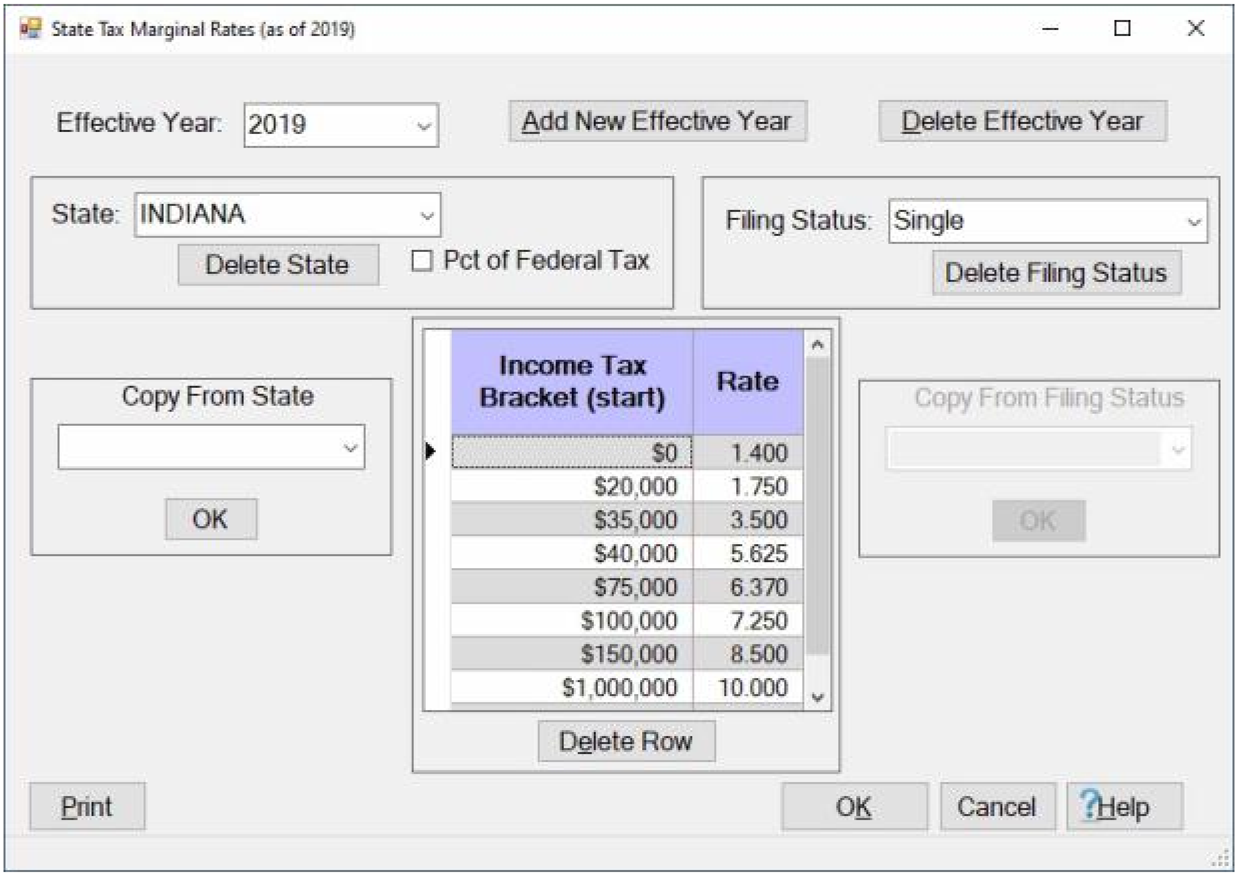
1. If you wish to **delete** a **row** from the grid, **click** in the area left of the **Income Tax Bracket (start)** column for the row you wish to delete. IATS will **highlight** the row in **blue**.
2. When the desired row has been selected, **click** on the **Delete Row** button. IATS will delete the row.

Using the Copy From State feature:



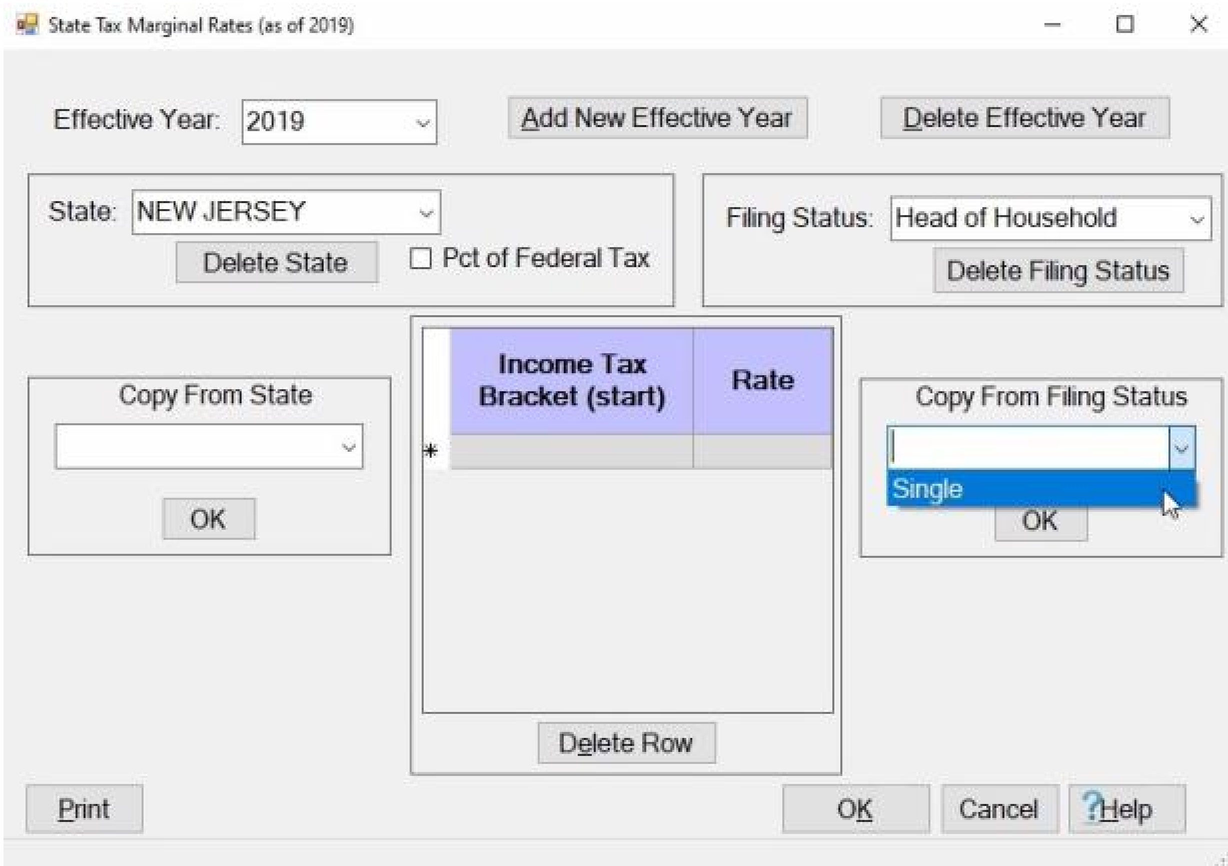
Note: This feature will be very **helpful** for states having <u>similar</u> **Income Brackets** and **Tax Rates**. When **creating** a tax table for <u>another</u> **state**, you may want to use the **Copy From State** feature. This feature can **save** a lot of <u>manual</u> **input** by **copying** the **data** that was <u>already</u> **entered** for <u>another</u> **state** rather than manually inputting all of the bracket and rate details for each filing status. If you **copy** the **data** from another state, all you will then need to do is **edit** the **Bracket** and **Rate** columns if there is a **difference** between the Brackets and Tax Rates. In this **example**, we will **copy** the **data** from the state **New Jersey**, which already has some data in the table, and **copy** it to the state **Indiana**.

1. At the State field, **click** on the *down* **arrow** button and **click** on the desired **state** you wish to add rates for from the *drop down* **list** of state names.
2. At the **Copy From State** section, **click** on the *down* **arrow** button as shown above. IATS will **display** a **list** of states that <u>already</u> contain data.
3. **Click** on the <u>desired</u> **state name**.
4. After you have selected the state to copy from, **click** on the **OK** button. You will now **see** the **data** you **copied** from <u>another</u> **state** displayed in the **grid** for the state you are creating the table for <u>as shown below</u>.



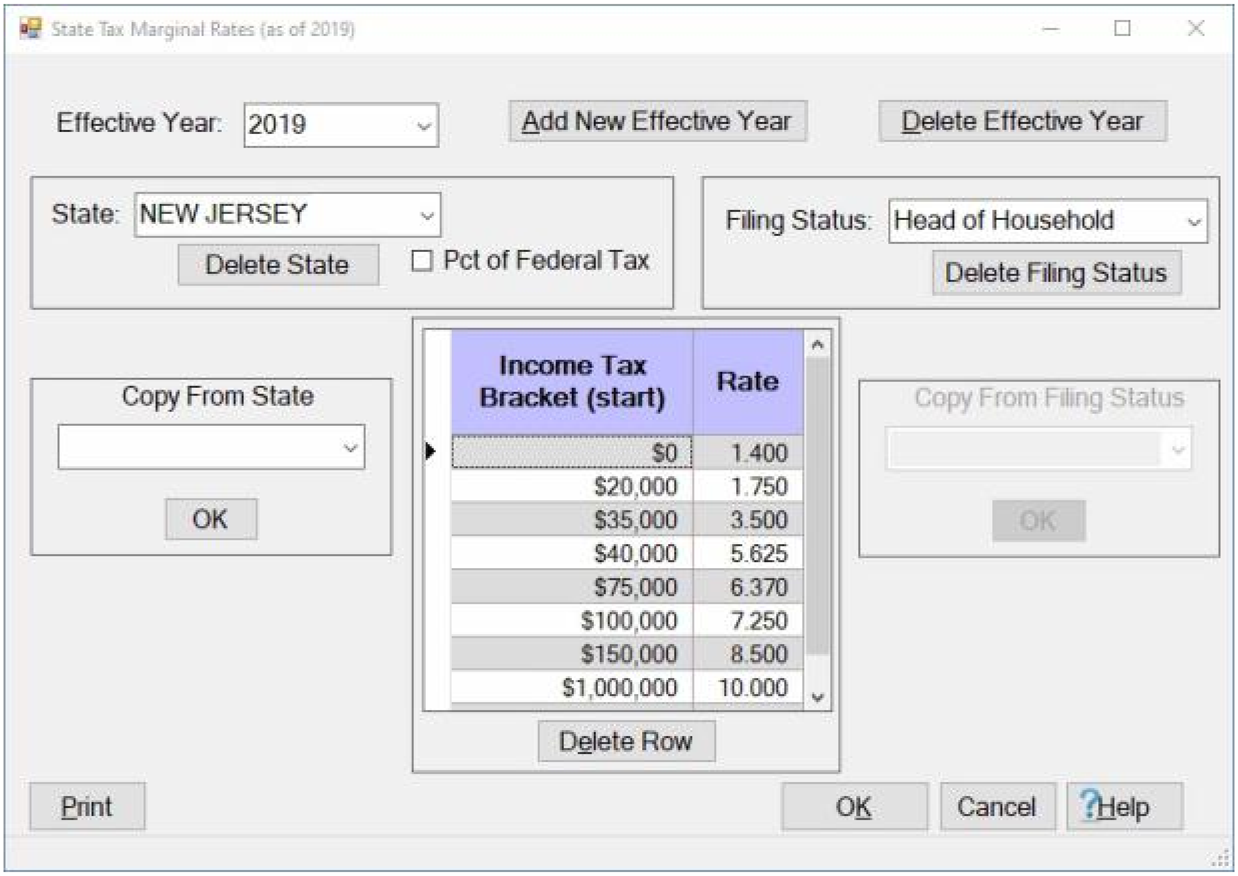
5. Now you would **edit** the **Bracket** and **Rate** columns as needed by **clicking** in the <u>desired</u> **cell** and **entering** the <u>correct</u> **value**.

<u>Using the Copy From Filing Status feature:</u>



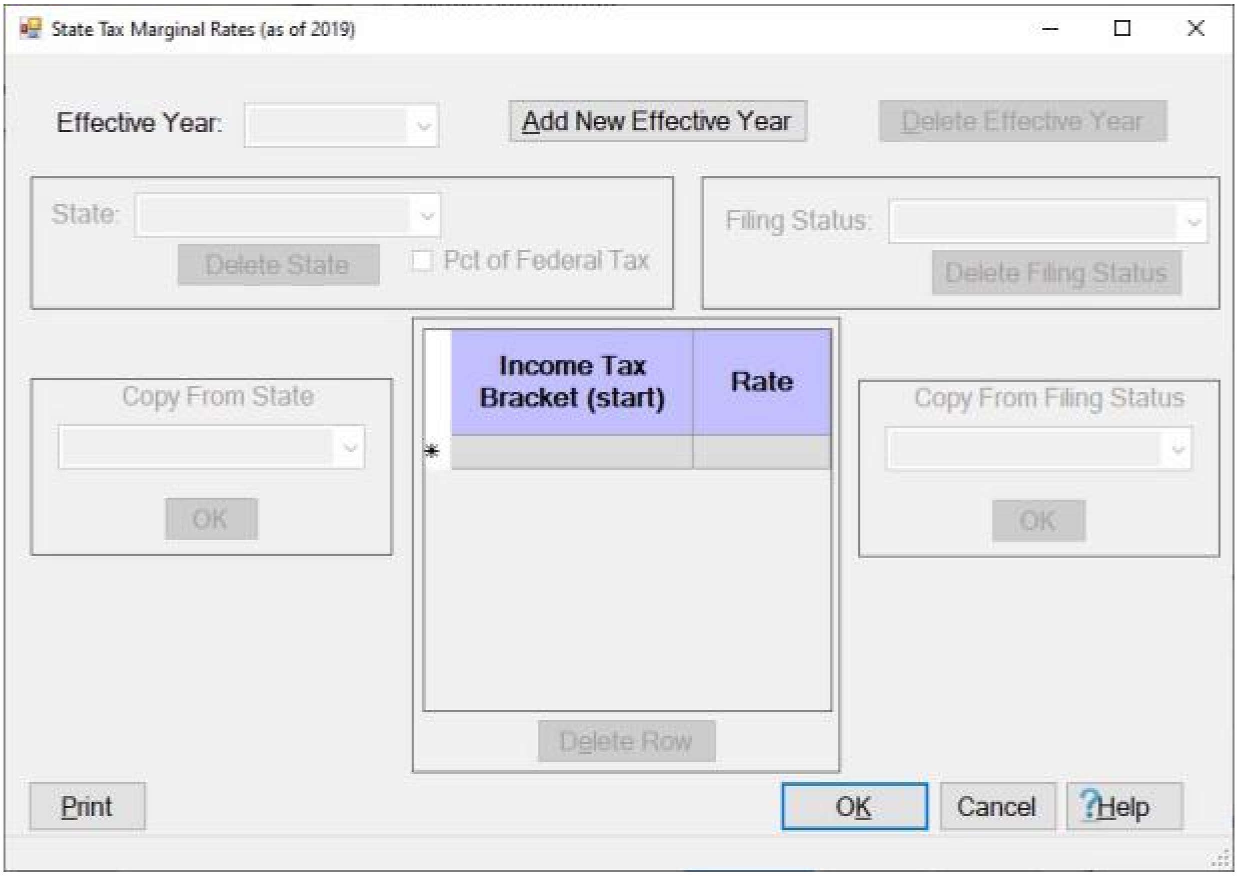
Note: This feature will be very **helpful** when one filing status and another filing status have similar **Income Brackets** and **Tax Rates**. When **creating** a tax table for another **status**, you may want to use the **Copy From Filing Status** feature. This feature can **save** a lot of manual **input** by **copying** the **data** that was already **entered** for another **status** rather than manually inputting all of the bracket and rate details for each filing status. If you **copy** the **data** from another status, all you will then need to do is **edit** the **Bracket** and **Rate** columns if there is a **difference** between the Brackets and Tax Rates. In this **example**, we will **copy** the **data** from the status **Single**, which already has some data in the table, and **copy** it to the status **Head of Household**.

1. At the **Filing Status** field, **click** on the *down* **arrow** button and **click** on the desired **status** you wish to add rates for from the *drop down* **list** of status options.
2. At the **Copy From Filing Status** field, **click** on the *down* **arrow** button as shown above. IATS will **display** a **list** of filing status that already contain data.
3. **Click** on the desired **status**.
4. After you have selected the status to copy from, **click** on the **OK** button. You will now **see** the **data** you **copied** from another **status** displayed in the **grid** for the status you are creating the table for as shown below.



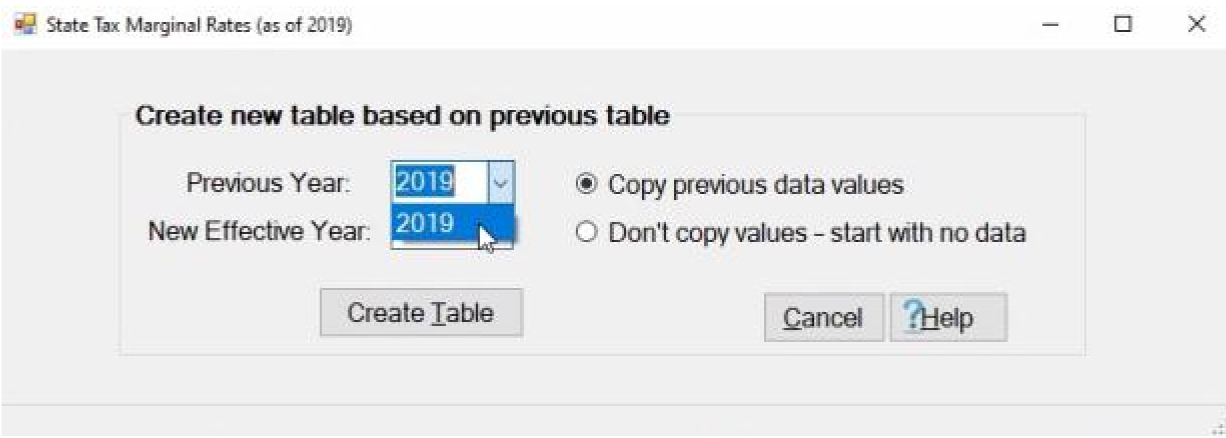
5. Now you would **edit** the **Bracket** and **Rate** columns as needed by **clicking** in the desired **cell** and **entering** the correct **value**.

Creating a Table based on a previous Table:

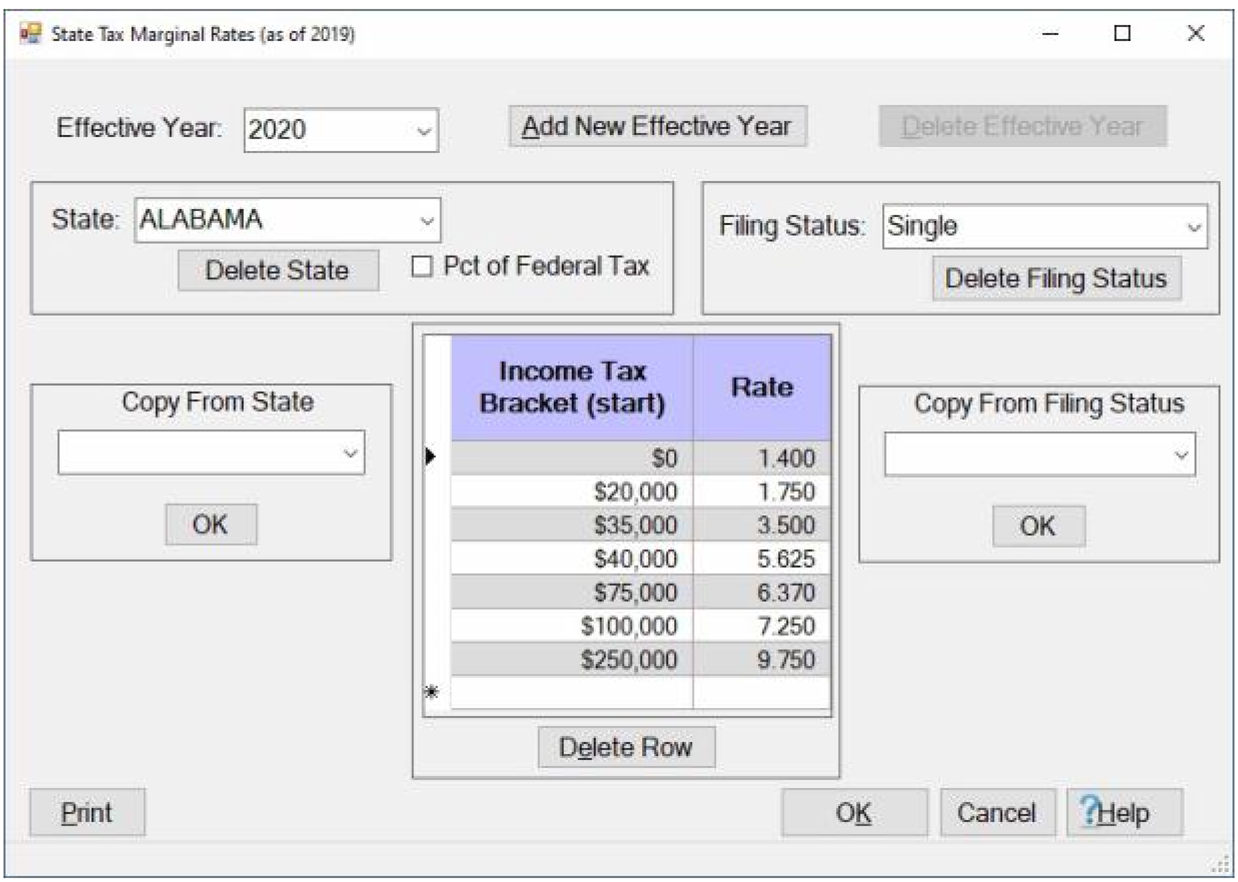


Note: This feature will be very **helpful** when **creating** the tax tables for a new **year**. When **creating** a tax table for a new **year**, you may want to use the **Creating a Table based on a previous Table** feature. This feature can **save** a lot of manual **input** by **copying** the **data** that was already **entered** for another **year** rather than manually **inputting** all of the **bracket** and **rate** details for each **state** and **filing status**. If you **copy** the **data** from another year, all you will then need to do is **edit** the **Bracket** and **Rate** columns if there is a **difference** between the Brackets and Tax Rates. In this **example**, we will **copy** the **data** from **year 2019**, which already has some data in the table, and **create** a new **table** for the year **2020** based on the **data** for the year **2019**.

1. **Click** on the **Add New Effective Year** button. The **Create new table** screen appears with the **option** to **Copy previous data values** already **selected** since there is another existing table for another year.

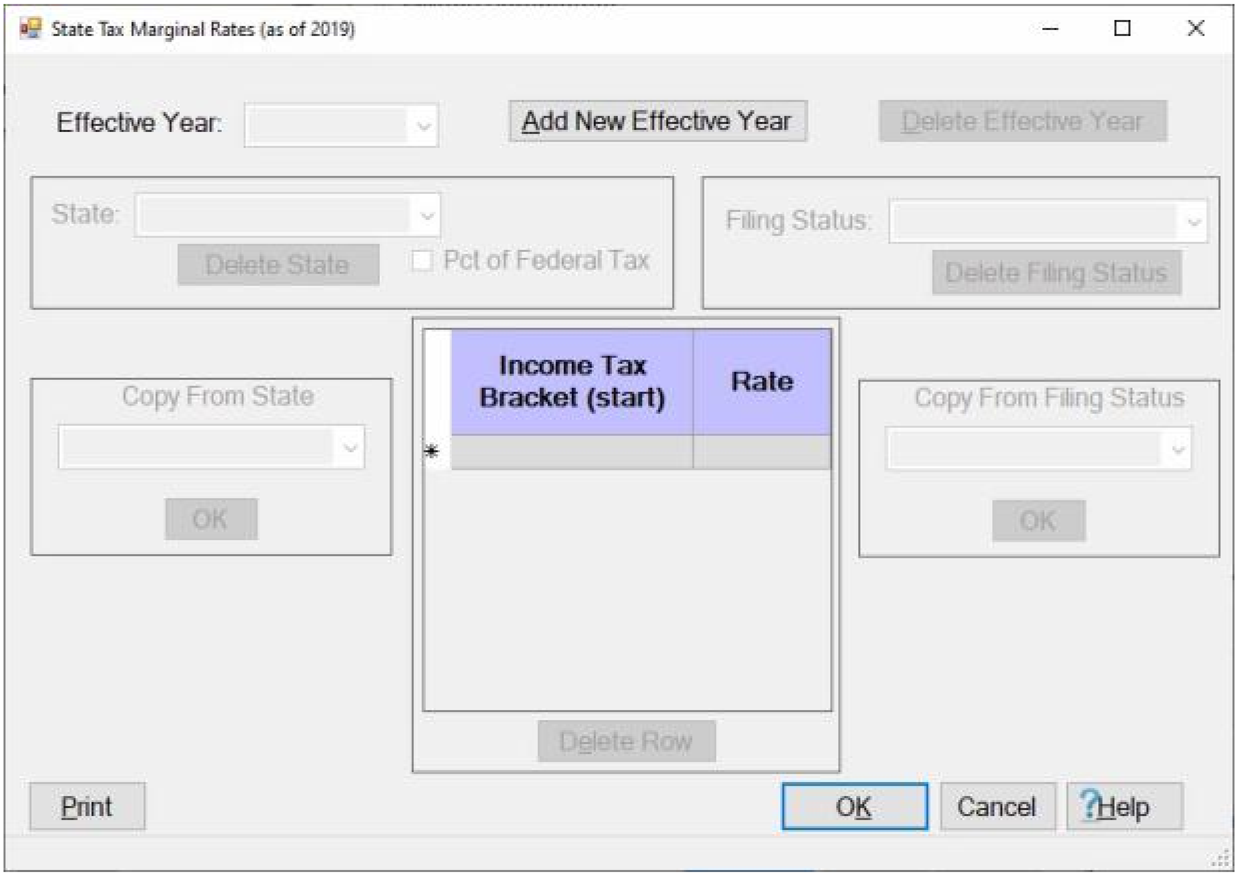


2. At the **Previous Year** field, **click** on the *down* **arrow** button and **click** on the desired **year**, from the *drop down* **list** of years, you wish to copy the rates from.
3. **Enter** the desired year in **YYYY** format at the **New Effective Year** field and then **click** on the **Create Table** button. IATS will display the **State Tax Marginal Rates (as of 2019)** screen <u>beginning with</u> the <u>first</u> state **alphabetically** in the tables.

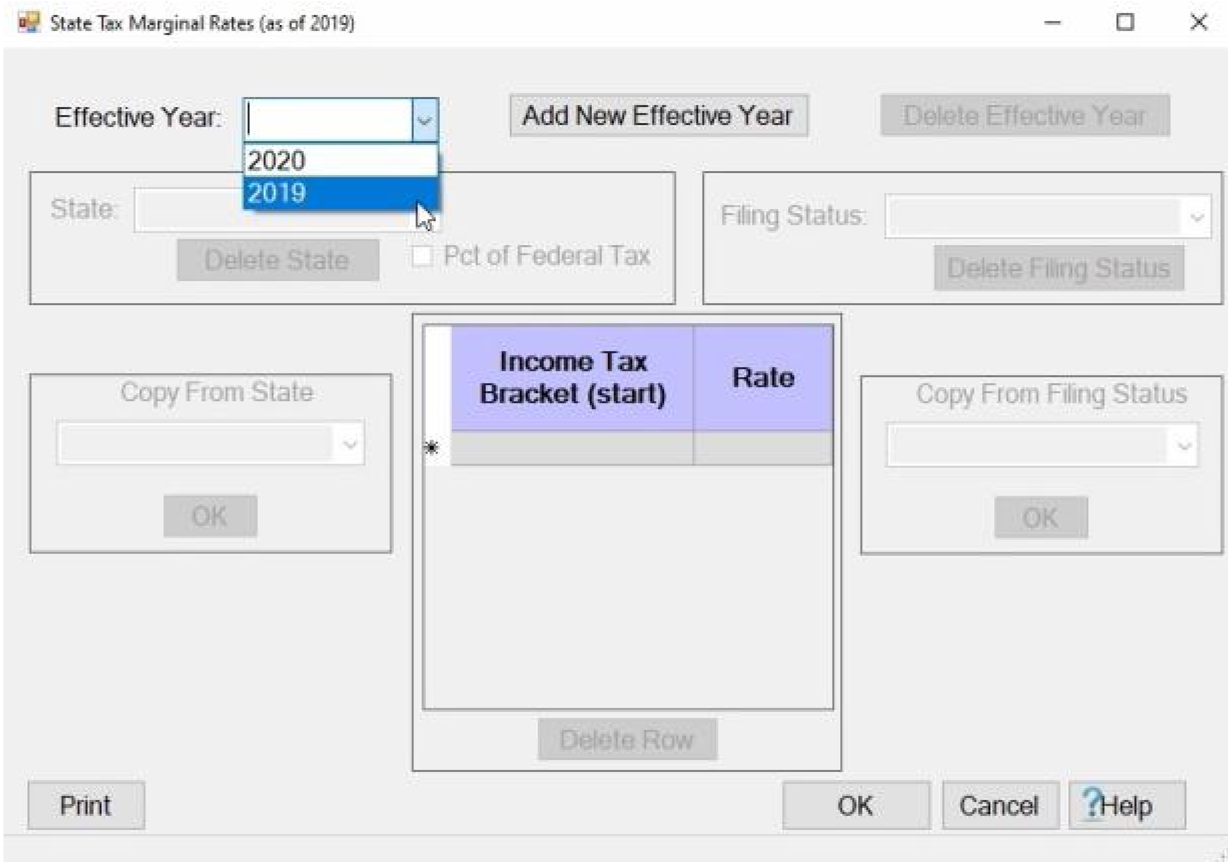


5. Now you would **edit** the **Bracket** and **Rate** columns <u>as needed</u> for <u>each</u> **state** and **filing status** by **clicking** in the <u>desired</u> **cell** and **entering** the <u>correct</u> **value**.

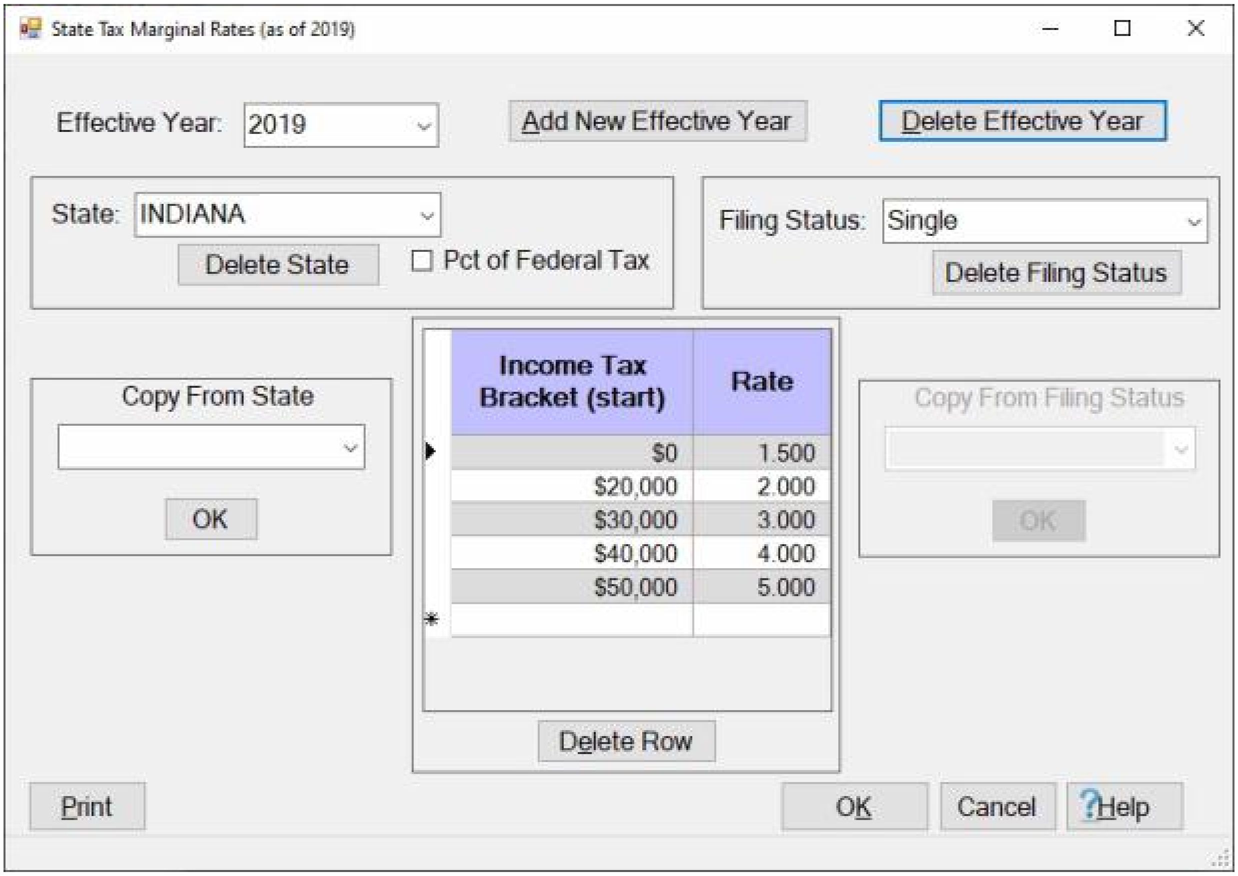
<u>**Deleting an Effective Year:**</u>



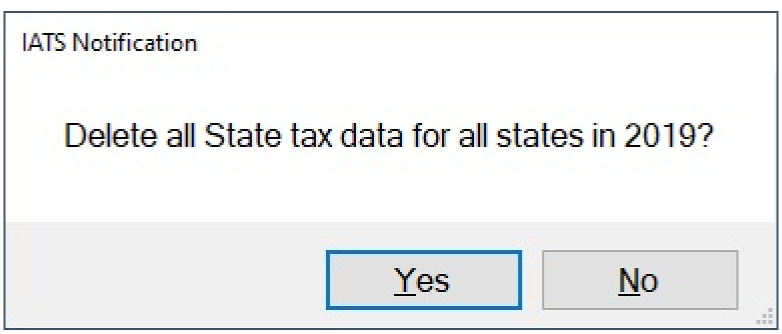
1. **Click** on the *down* **arrow** button at the **Effective Year** field. IATS will **display** a *drop down* **list** of **years** containing tax data as shown below.



2. **Click** on the **year** you wish to **delete** the tax tables for.

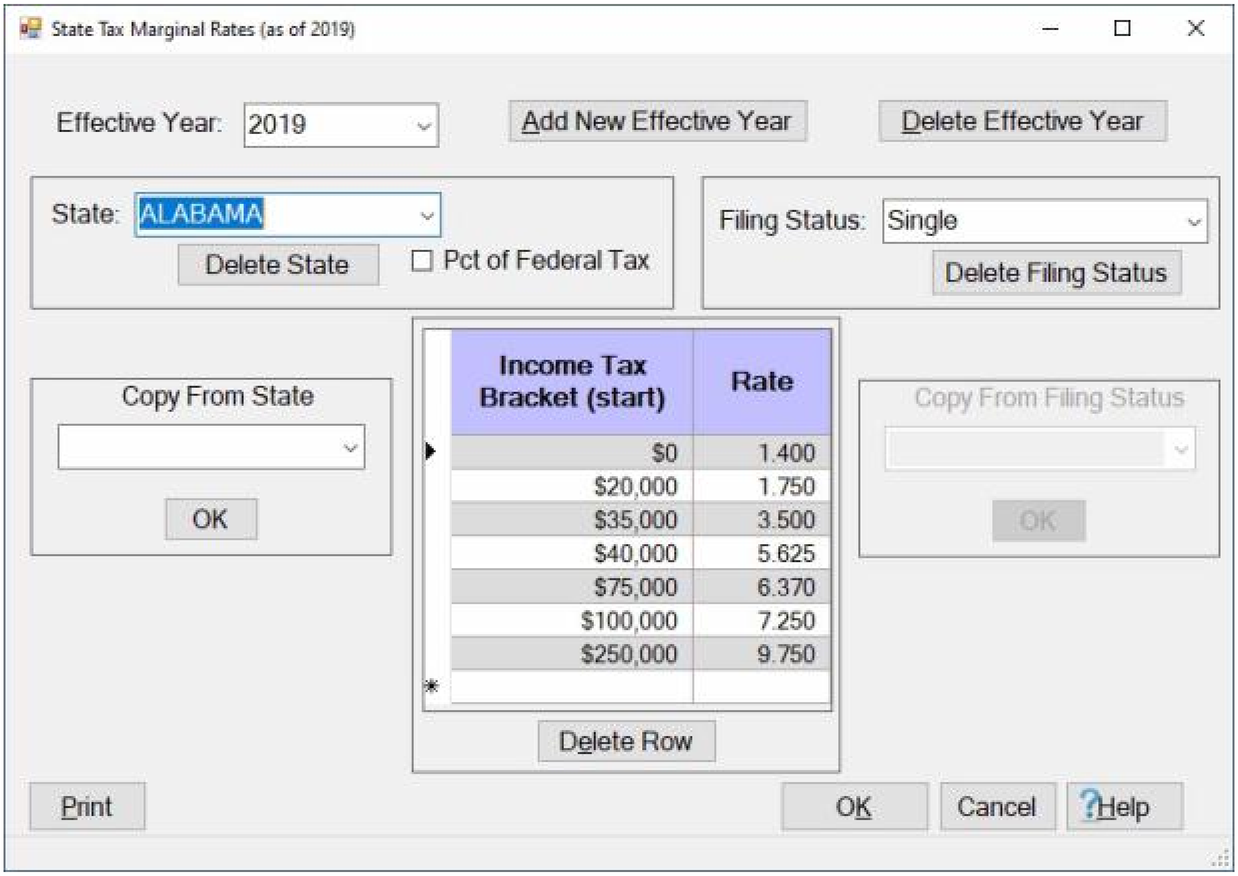


3. When you have selected the desired year, **click** on the **Delete Effective Year** button. IATS will **display** the following *pop-up* **message**.

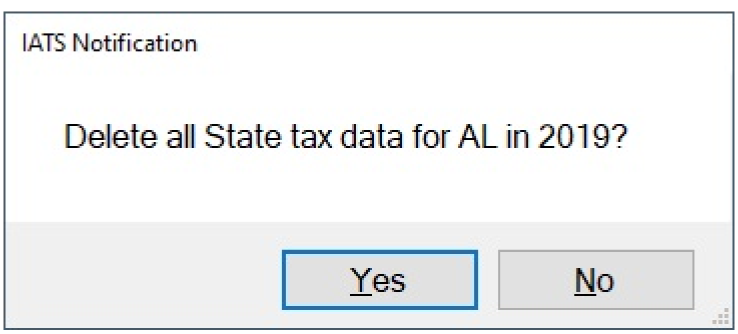


4. **Click** on *Yes* or *No* as desired.
5. If you click on *Yes*, IATS **deletes** <u>all</u> tax tables for <u>all</u> states for the selected year.

<u>Deleting a State:</u>

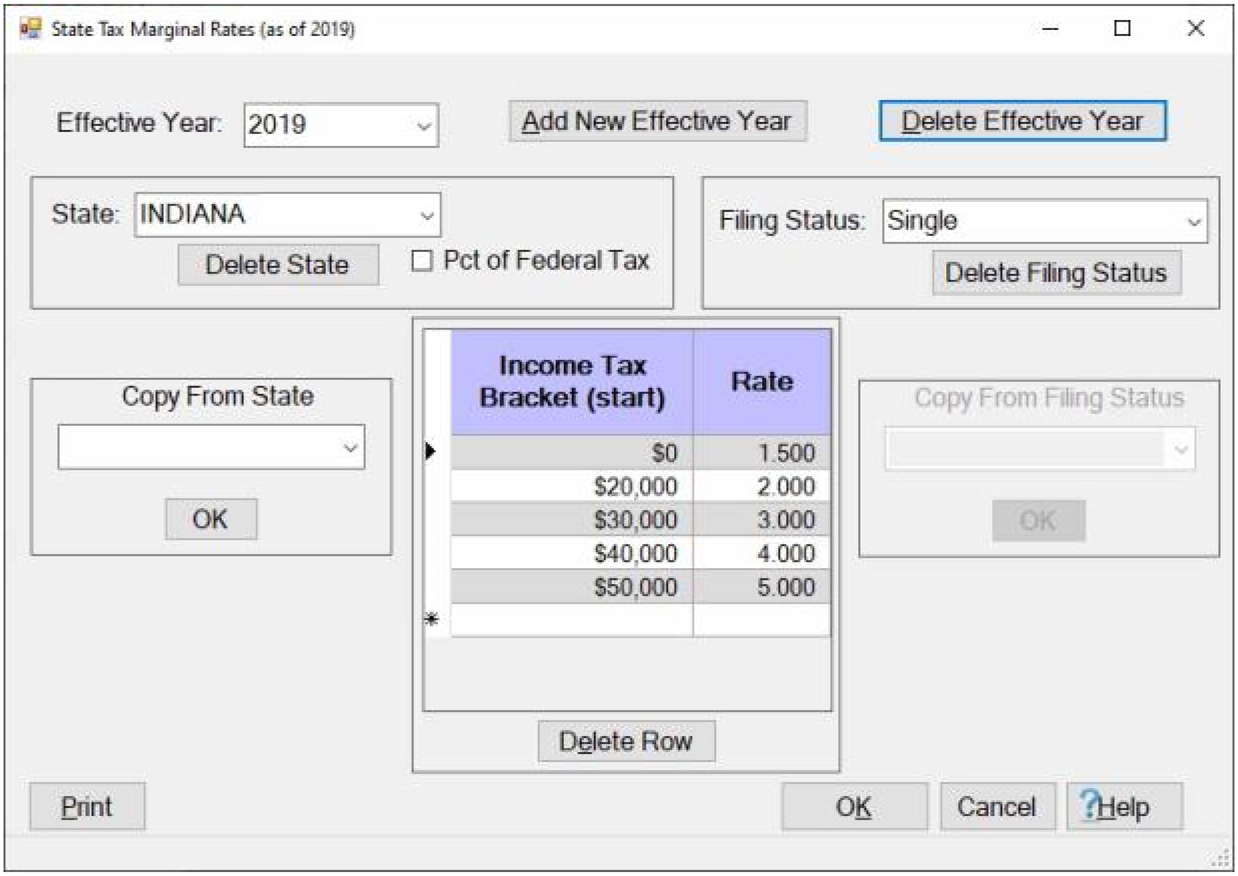


1. **Click** on the *down* **arrow** button at the **Effective Year** field and then **click** on the **year** from the *drop down* list of **years** you wish to delete a state from.
2. At the **State** field, **click** on the *down* **arrow** button and **click** on the **state** you wish to delete from the *drop down* list of **state**.
3. When you have selected the desired state, **click** on the **Delete State** button. IATS will **display** the following *pop-up* **message**.

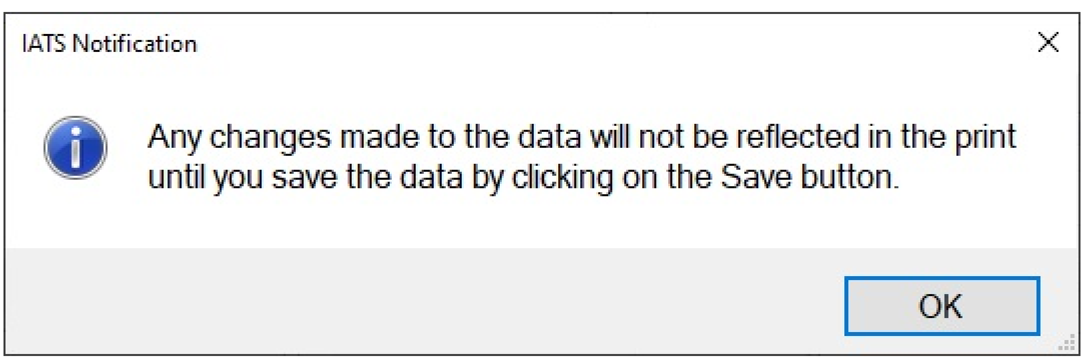


4. **Click** on *Yes* or *No* as desired.
5. If you click on *Yes*, IATS **deletes** <u>all</u> tax tables for the selected state for the selected year.

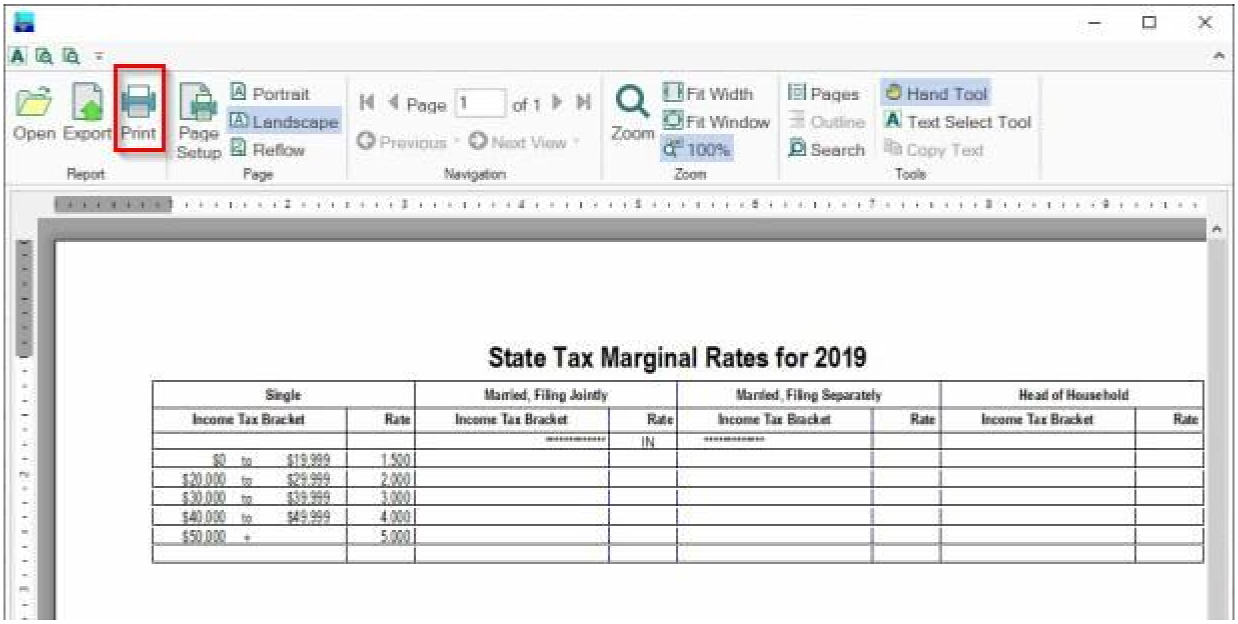
<u>Printing a Tax Table:</u>



1. **Click** on the *down* **arrow** button at the **Effective Year** field and then **click** on the **year** from the *drop down* list of **years** you wish to **print** a tax table for.
2. At the **State** field, **click** on the *down* **arrow** button and **click** on the **state** you wish to **print** a tax table for.
3. At the **Filing Status** field, **click** on the *down* **arrow** button and **click** on the desired **status** you wish to **print** a tax table for.
4. After selecting the desired **Effective Year**, **State**, and **Filing Status**, click on the **Print** button. IATS will **display** the following *pop-up* **message** advising you **save** any new **data** entered into this table prior to printing.



5. If you are sure you data has been saved, click on the OK button. IATS will now display the IATS Report Viewer screen displaying the selected tax table.

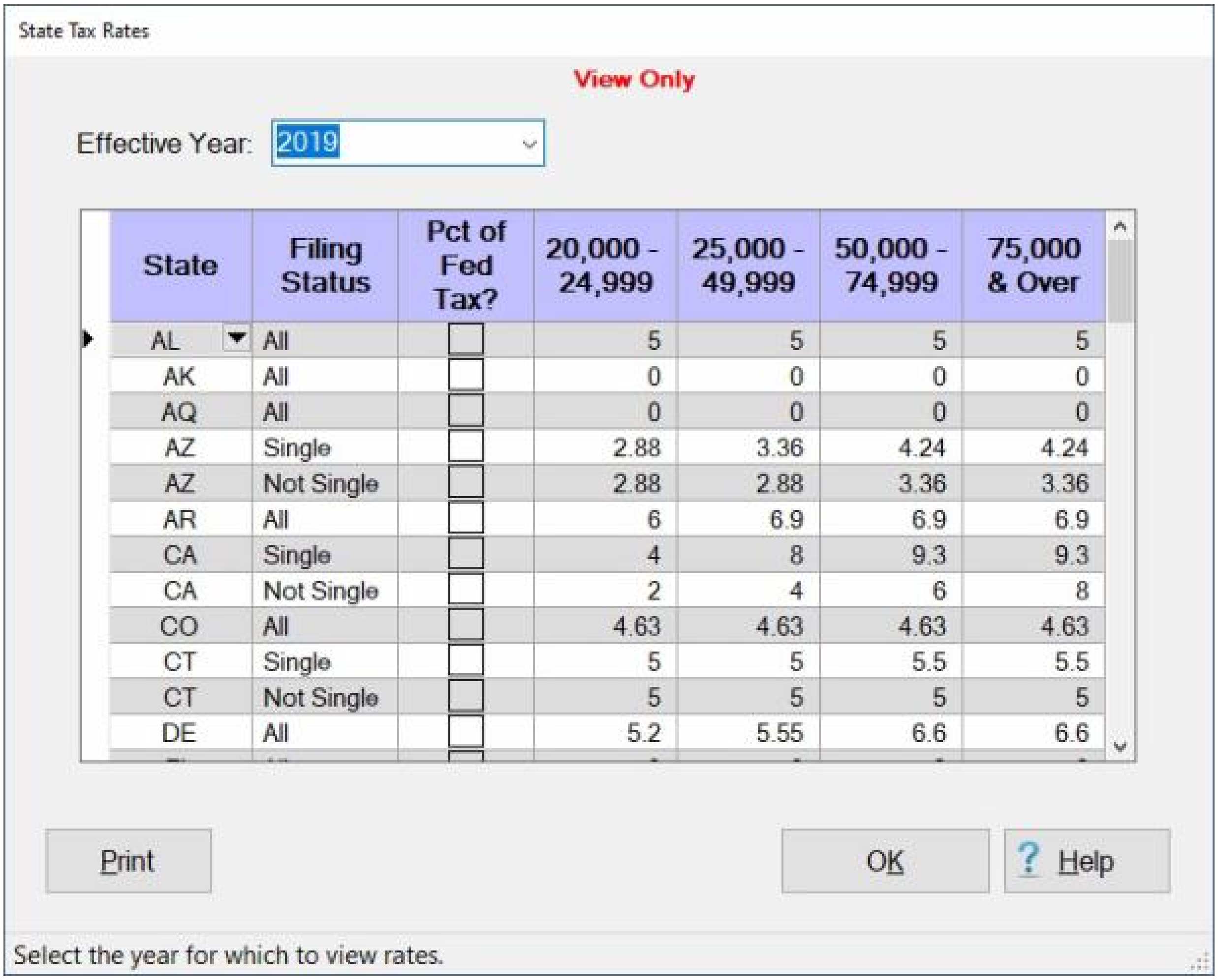


6. **Click** on the **Print** icon to generate a printed copy of the table.
7. When you are **finished** using the IATS Report Viewer screen, **click** on the (**X**) in the top right **corner** to **close** the screen. IATS will return you to the **State Tax Marginal Rates (as of 2019)** screen.
8. If you are finished using the **State Tax Marginal Rates (as of 2019)** screen, **click** on the **Cancel** button to return to the **Maintenance Main 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 settlement requests that involve taxable entitlements. This table is **populated** when IATS is installed, and is automatically **updated** by the monthly per diem rates **file** distributed by the IATS contractor.

The **State Tax Rates** screen is used for **viewing** the various state tax rates.



State	Filing Status	Pct of Fed Tax?	20,000 - 24,999	25,000 - 49,999	50,000 - 74,999	75,000 & Over
AL	All	☐	5	5	5	5
AK	All	☐	0	0	0	0
AQ	All	☐	0	0	0	0
AZ	Single	☐	2.88	3.36	4.24	4.24
AZ	Not Single	☐	2.88	2.88	3.36	3.36
AR	All	☐	6	6.9	6.9	6.9
CA	Single	☐	4	8	9.3	9.3
CA	Not Single	☐	2	4	6	8
CO	All	☐	4.63	4.63	4.63	4.63
CT	Single	☐	5	5	5.5	5.5
CT	Not Single	☐	5	5	5	5
DE	All	☐	5.2	5.55	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:

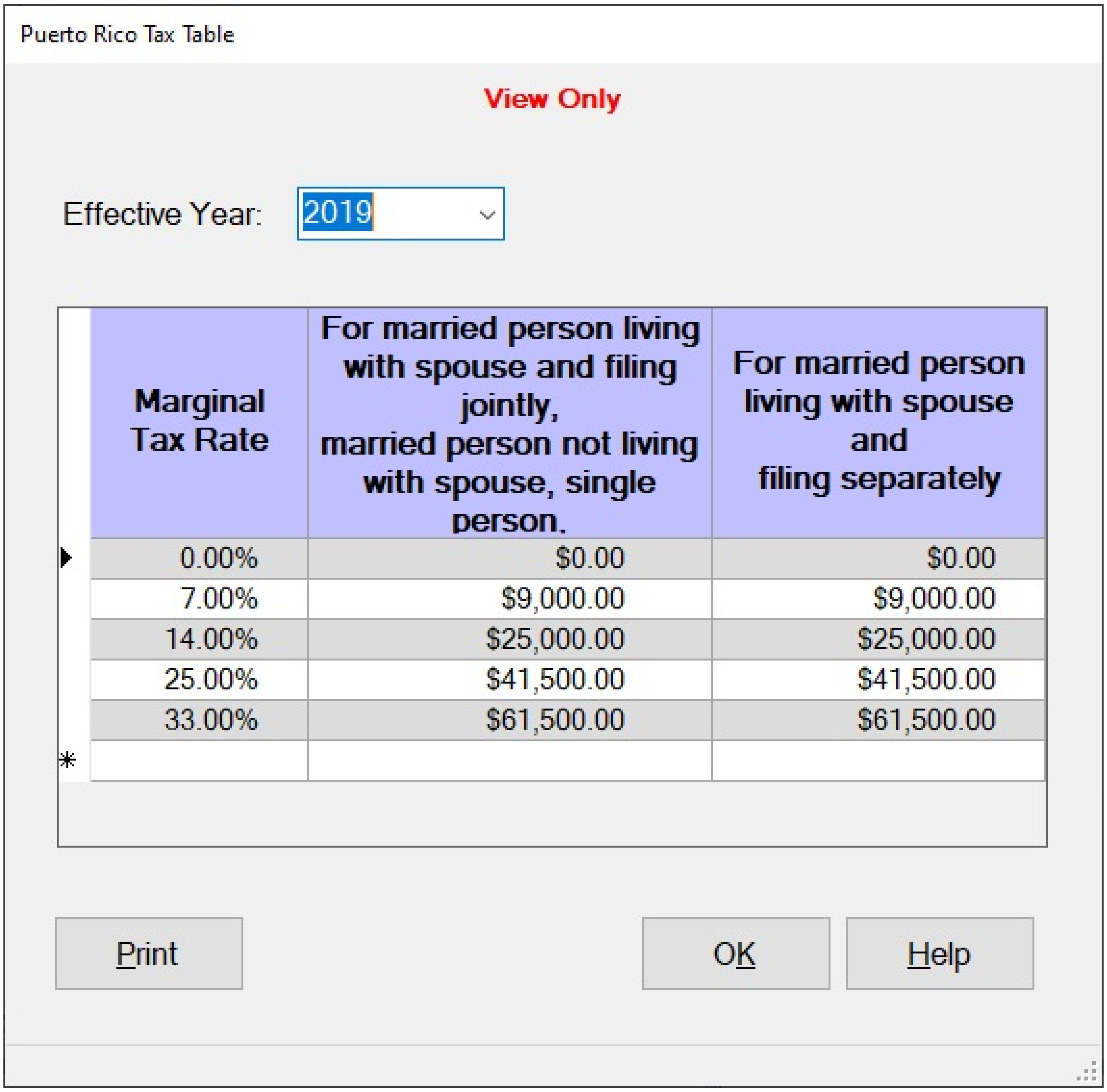
- **Method 1:** - At the **Effective Year** field, **click** on the *down* arrow **button** to **display** a **list** of effective **years** and then **click** on the desired **date**. IATS **displays** the **rates** for the selected effective **year**.
- **Method 2:** - **Press** the *Up/Dn* arrow **keys** 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.

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.

The **Puerto Rico Tax Table** screen is used to **display** tax rates for Puerto Rico.



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.

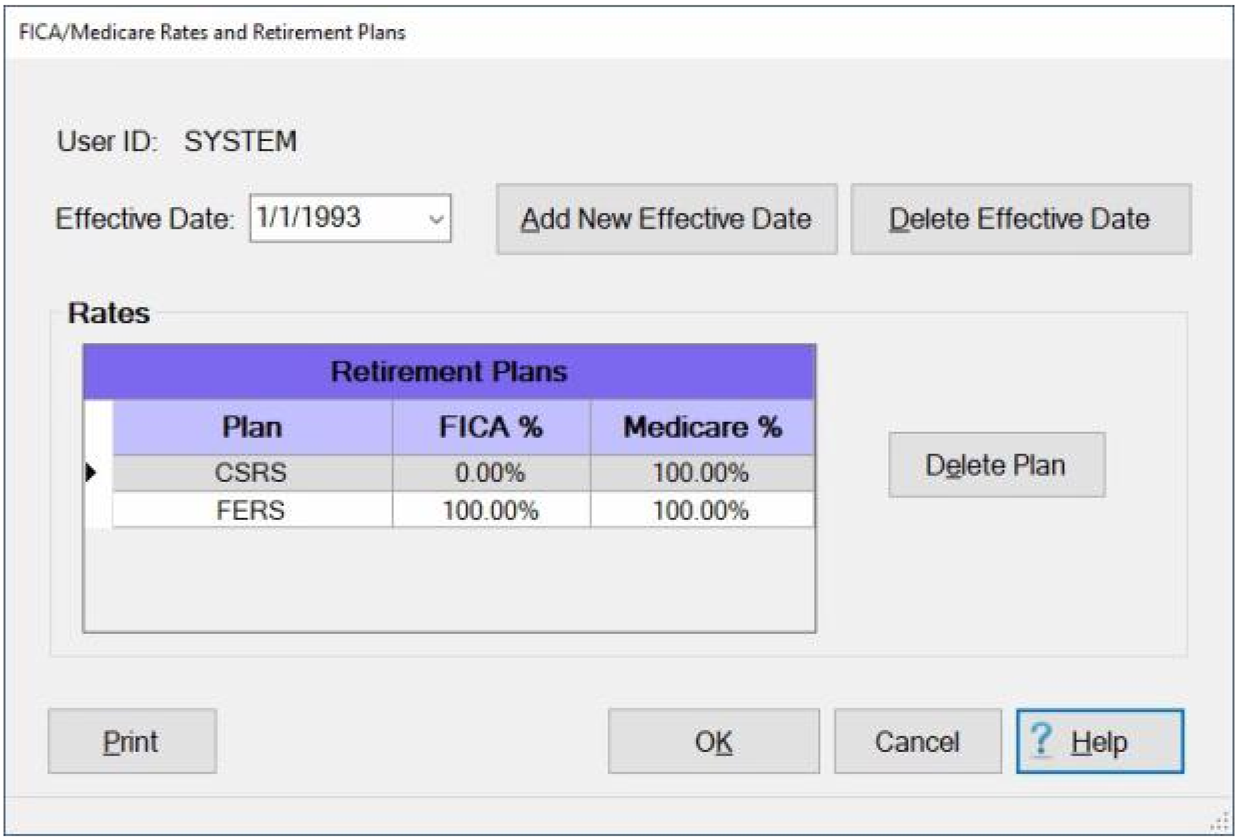
Use one of the following methods to "display" the rates for a different Effective Year:

- **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.

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.



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.

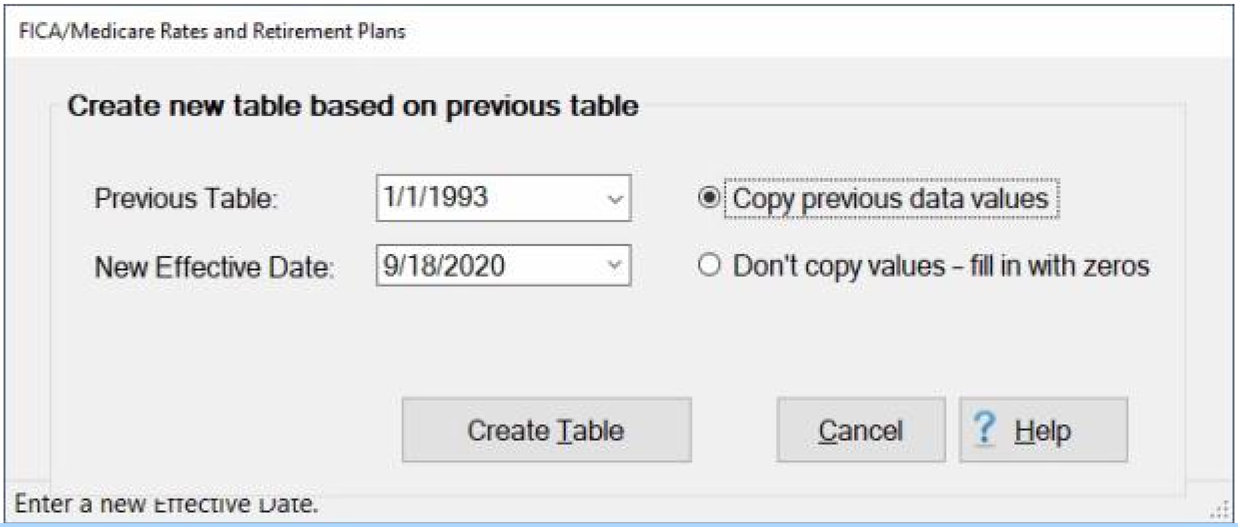
Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

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.



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.

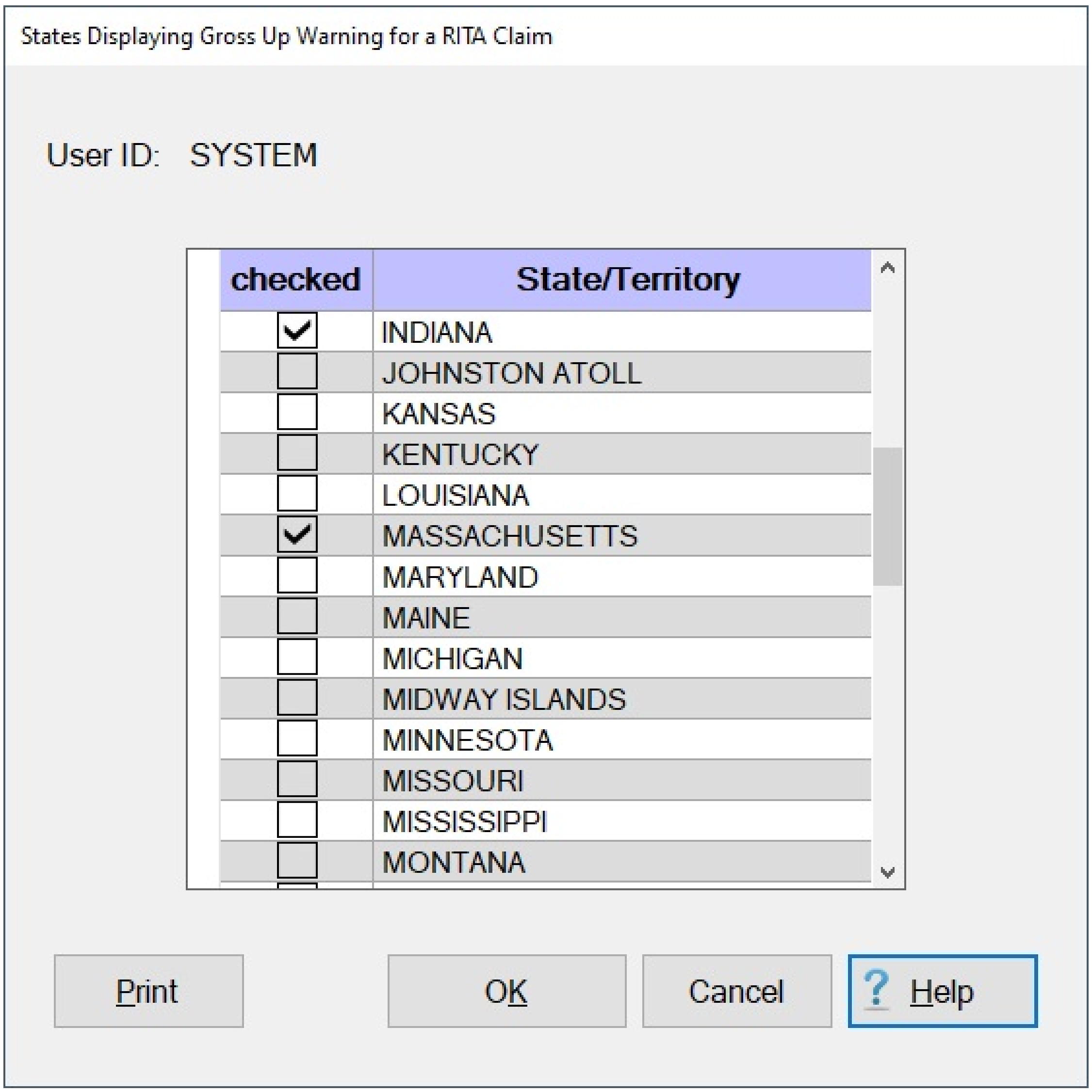
Note: When **finished** using this screen, **click** on the **OK** button to **save** the changes and **return** to the **Maintenance** menu.

Maintaining the States Displaying Gross Up Warning Table

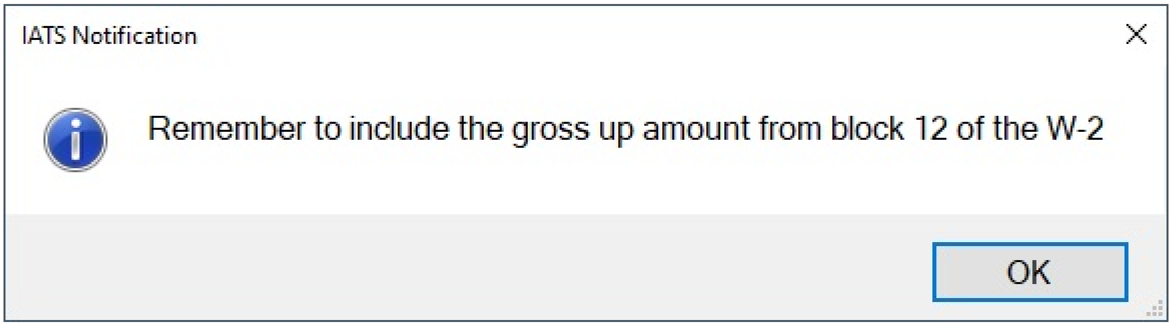
The **States Displaying Gross Up Warning for a RITA Claim** screen is used to **add** new **states** to the table when necessary.

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.



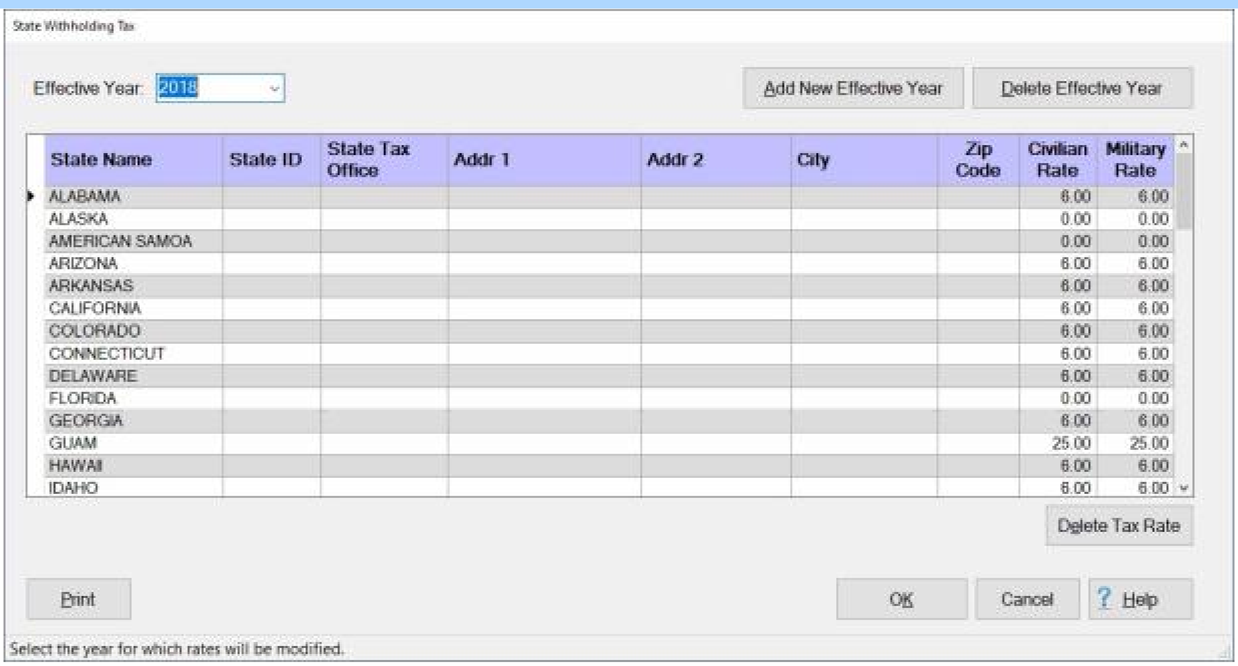
This warning is to **remind** you to **enter** the **amount** of the **state gross up** from **block 12** of the traveler's **W-2** form. This amount should be entered at the **Reimbursements not deductible for State income tax purposes** field on the **RITA General** tab.

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 Withholding Tax

Effective Year: 2018 | Add New Effective Year | Delete Effective Year

State Name	State ID	State Tax Office	Addr 1	Addr 2	City	Zip Code	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

Delete Tax Rate

Print | OK | Cancel | Help

Select the year for which rates will be modified.

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.

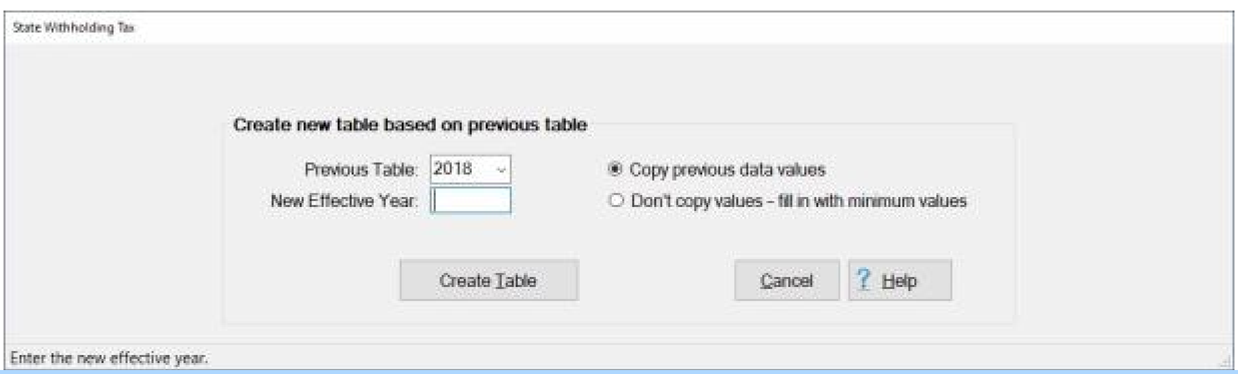
Tip: Once the **rates** for the selected effective date is **displayed**, the user can generate a **print-out** by **clicking** on the **Print** button.

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 Withholding Tax** screen appears again giving **options** on how to create the new table.



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.

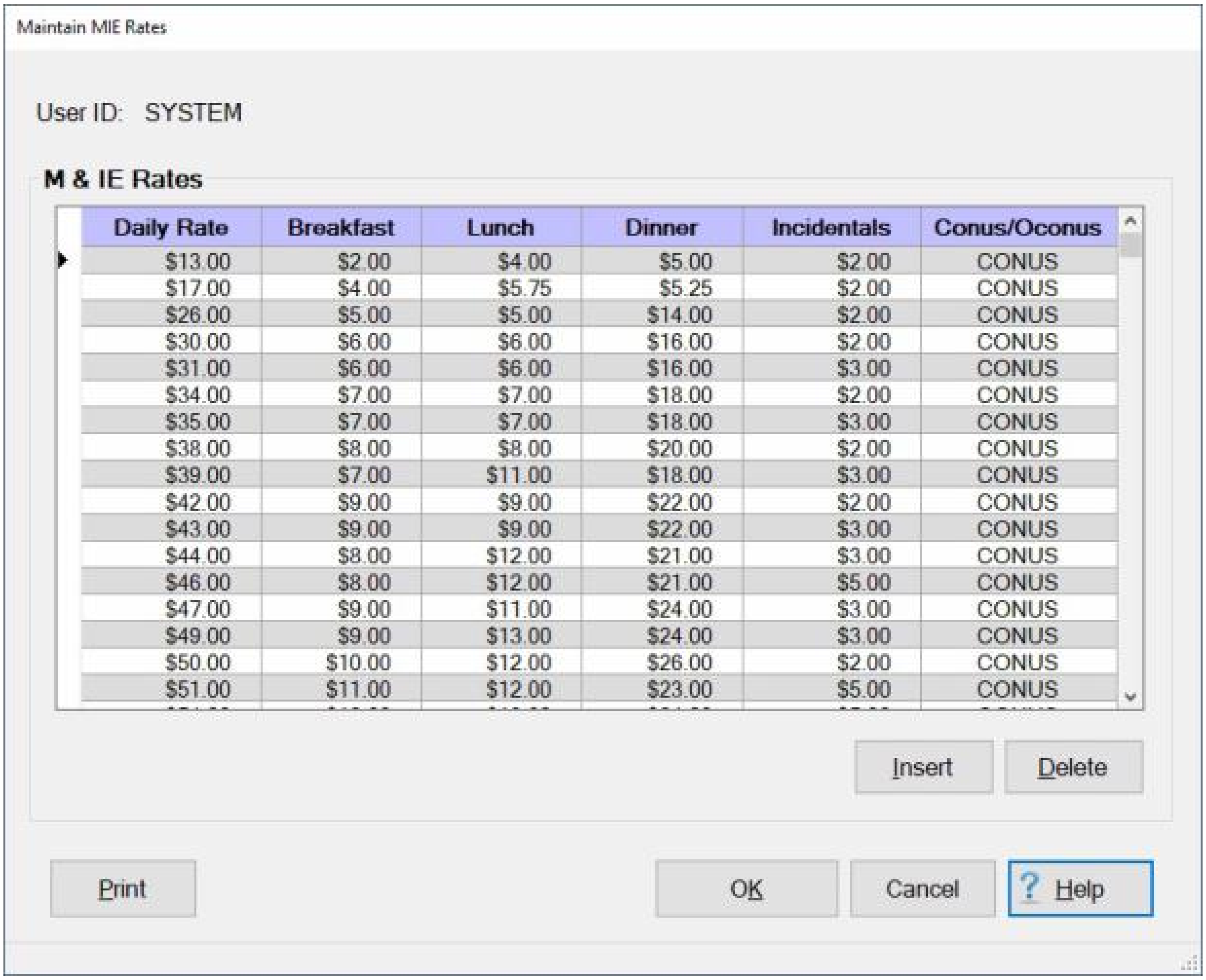
Note: When **finished** using this screen, **click** on the **OK** button to **save** the changes and **return** to the **Maintenance** menu.

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**.



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
$50.00	$10.00	$12.00	$26.00	$2.00	CONUS
$51.00	$11.00	$12.00	$23.00	$5.00	CONUS

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.

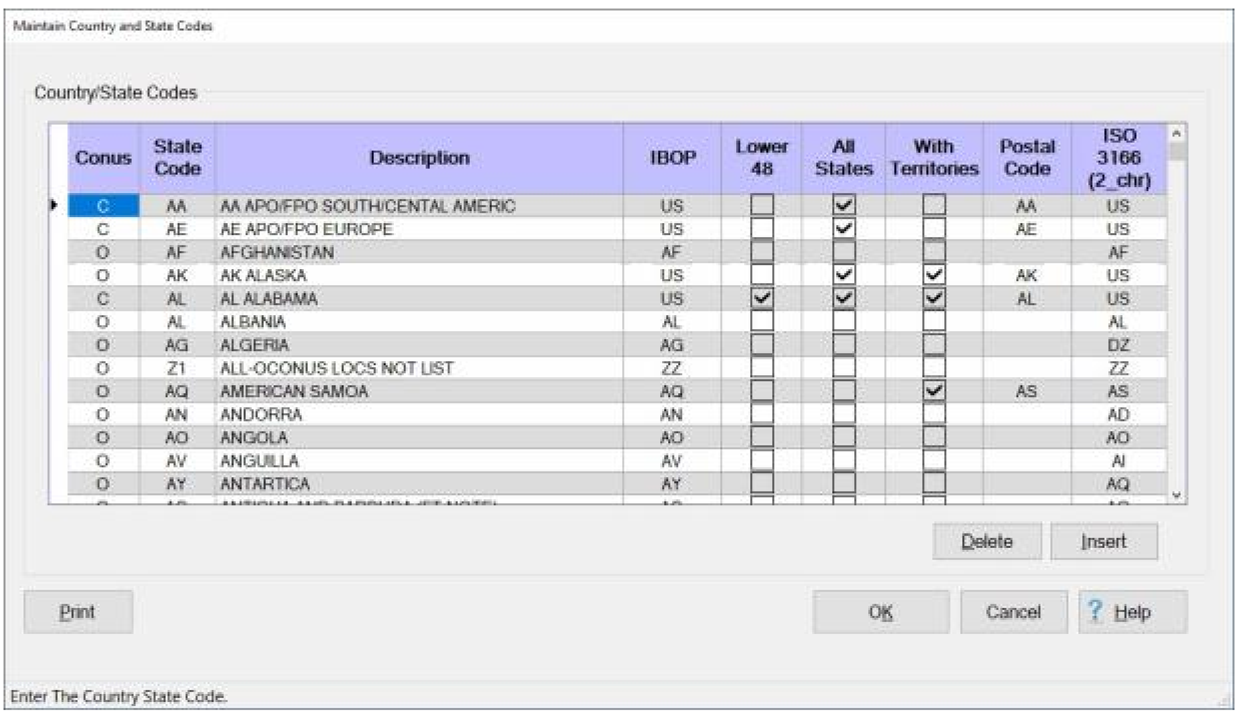
Maintaining Country and State Codes

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.



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.

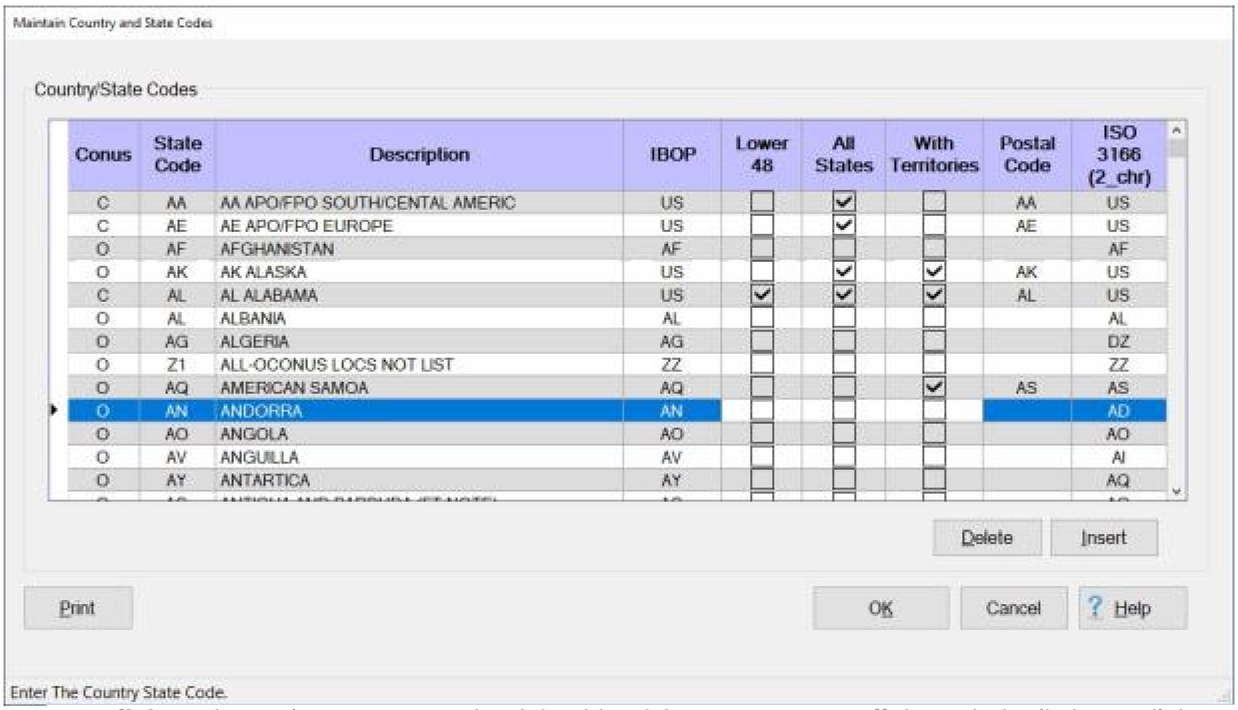
Complete the following steps to "display" a location:

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:

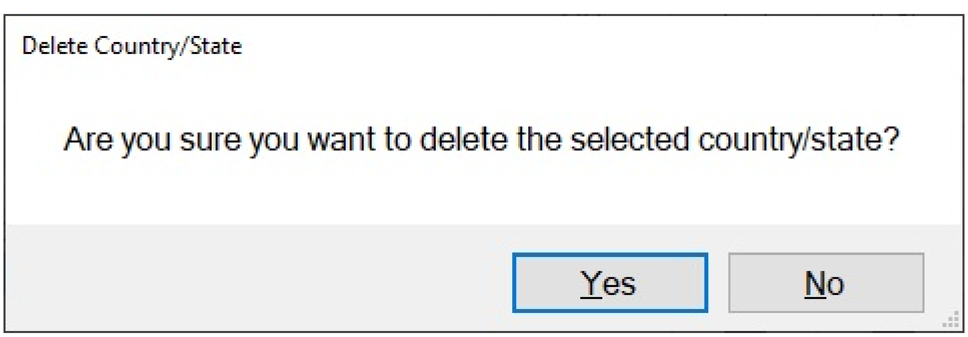
1. **Click** on the **Insert** button. A blank **line** appears at the top of the grid.
2. **Conus: Type** either **C** or **O** to indicate whether the location is a **CONUS** or **OCONUS** location.
3. **State Code: Click** in this field, and **type** the two letter locality **code** for the location 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 Sates 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:



Conus	State Code	Description	IBOP	Lower 48	All States	With Territories	Postal Code	ISO 3166 (2_chr)
C	AA	AA APO/FPO SOUTH/CENTAL AMERIC	US		✓		AA	US
C	AE	AE APO/FPO EUROPE	US		✓		AE	US
O	AF	AFGHANISTAN	AF					AF
O	AK	AK ALASKA	US		✓	✓	AK	US
C	AL	AL ALABAMA	US	✓	✓	✓	AL	US
O	AL	ALBANIA	AL					AL
O	AG	ALGERIA	AG					DZ
O	Z1	ALL-OCONUS LOCS NOT LIST	ZZ					ZZ
O	AQ	AMERICAN SAMOA	AQ			✓	AS	AS
O	AN	ANDORRA	AN					AD
O	AO	ANGOLA	AO					AO
O	AV	ANGUILLA	AV					AI
O	AY	ANTARTICA	AY					AQ

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.



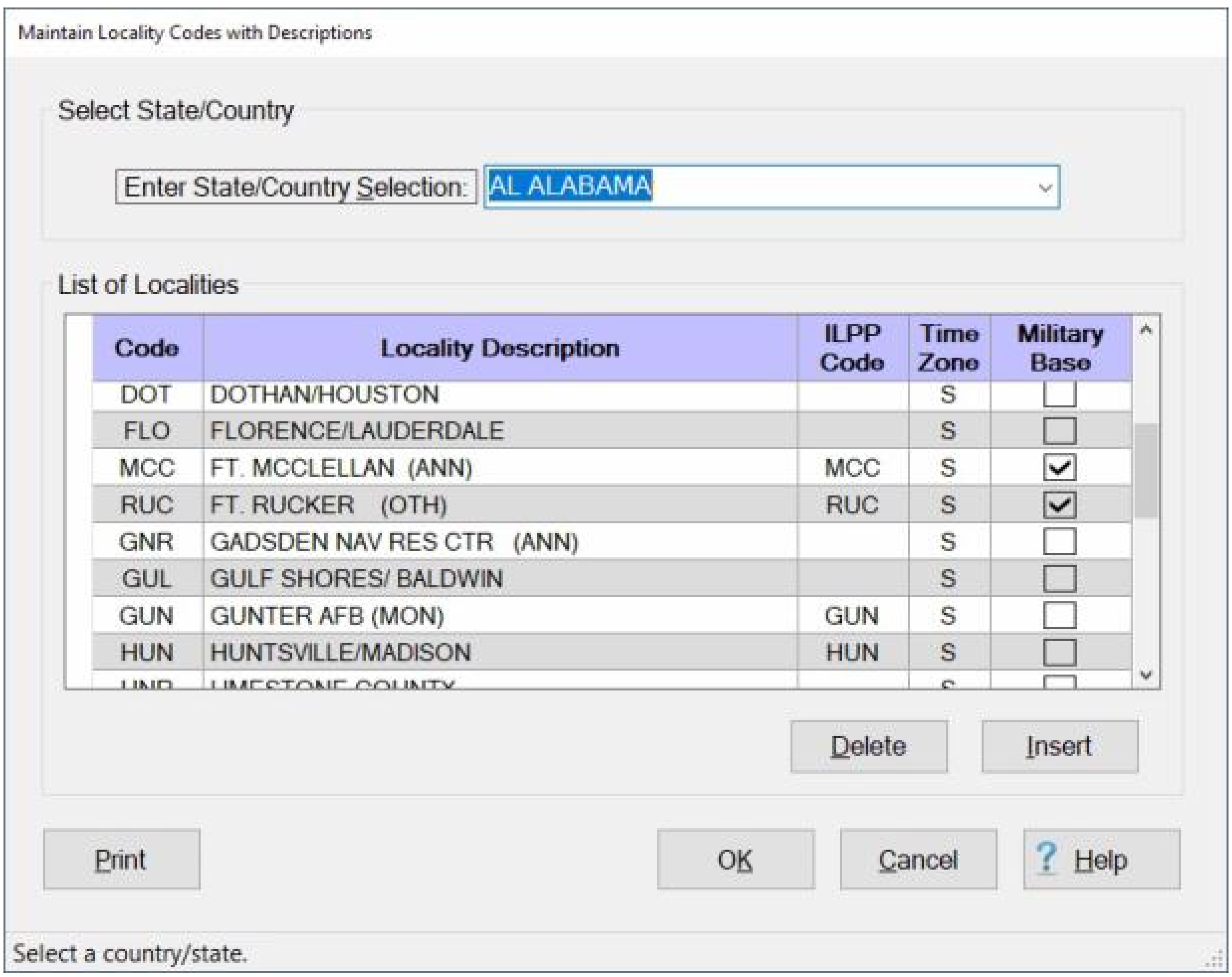
4. **Click** on *Yes* or *No* as desired.
5. If you click on *Yes*, IATS deletes the selected location.
6. **Click** on **OK** to complete the process and **save** your changes.

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.



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. **ILPP Code: Click** in this field, and **type** the **three letter** ILPP **code** for the location being inserted and **press** ***Tab***.
5. **Time Zone:** At this field, **type** the **letter** representing the **time zone** for the locality being inserted and **press** *Tab*.
6. **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.
7. 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**.

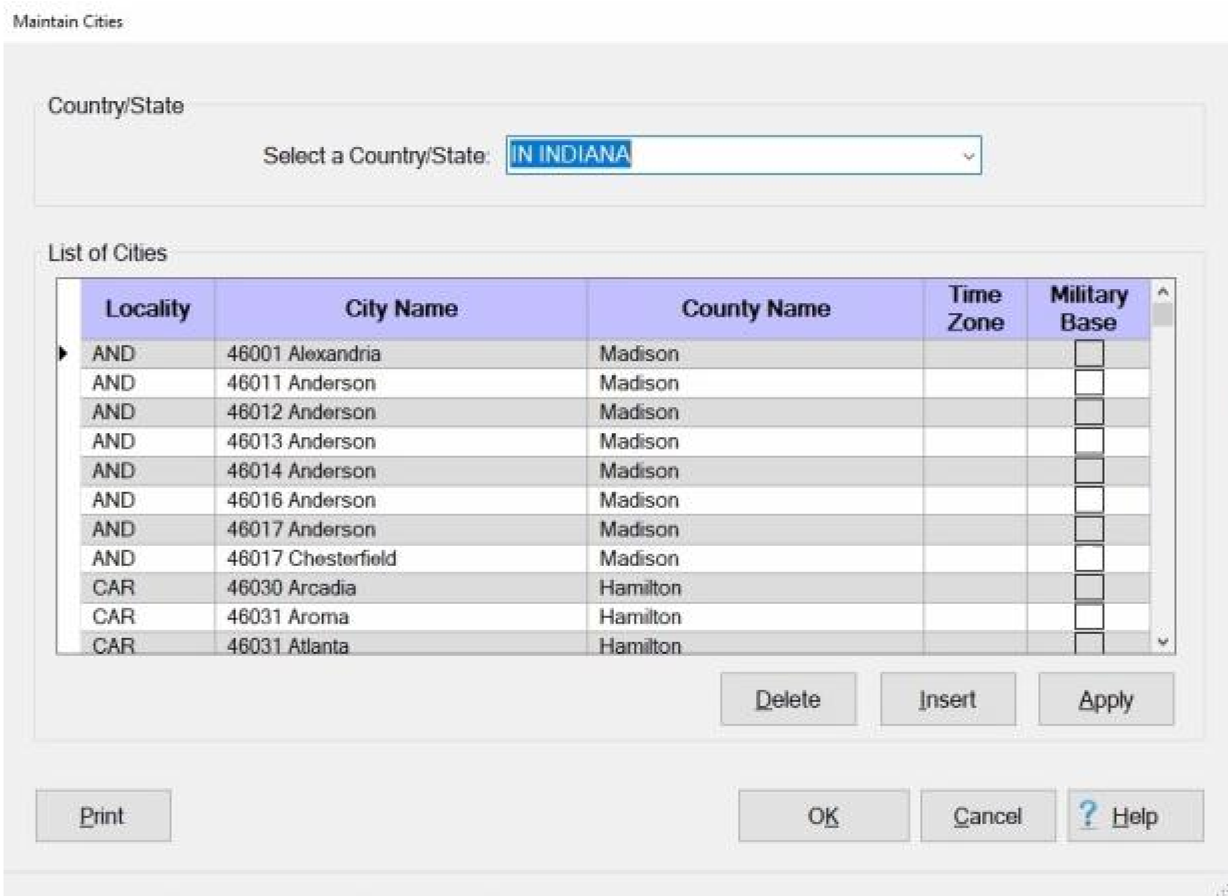
Maintaining Cities

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 **table**s 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.



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:

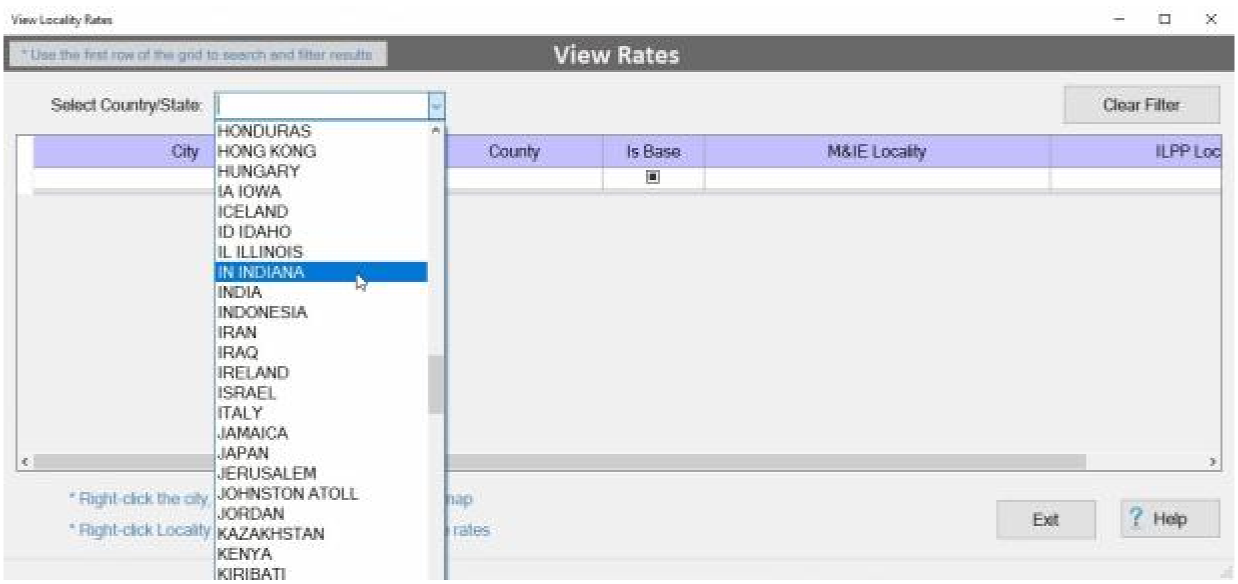
1. At the **Enter Country/State Selection** field, **type** the first **letter** of the **country** or **state** name. IATS displays the first **locality** beginning with this letter. If the desired state or country is not highlighted, **press** the *Up/Dn* arrow **keys** on the keyboard until the desired 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

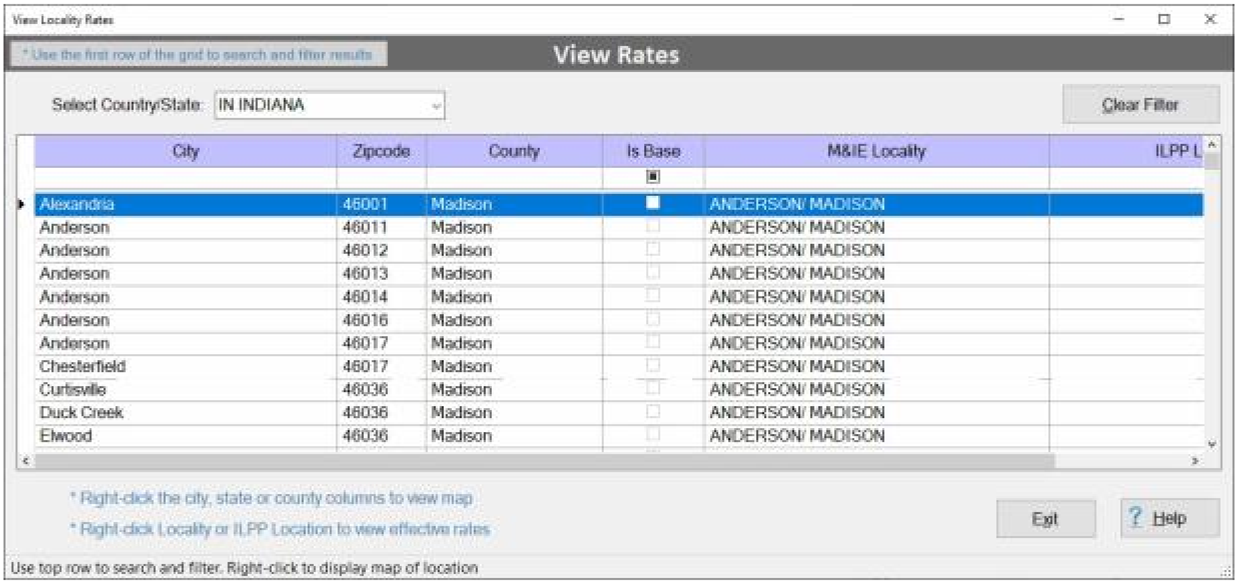
The **View Locality Rates** screen provides the user with an alternative way to **look up** various **rates** that **assists** in **processing** the various travel **transactions** or answering inquiries.

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:

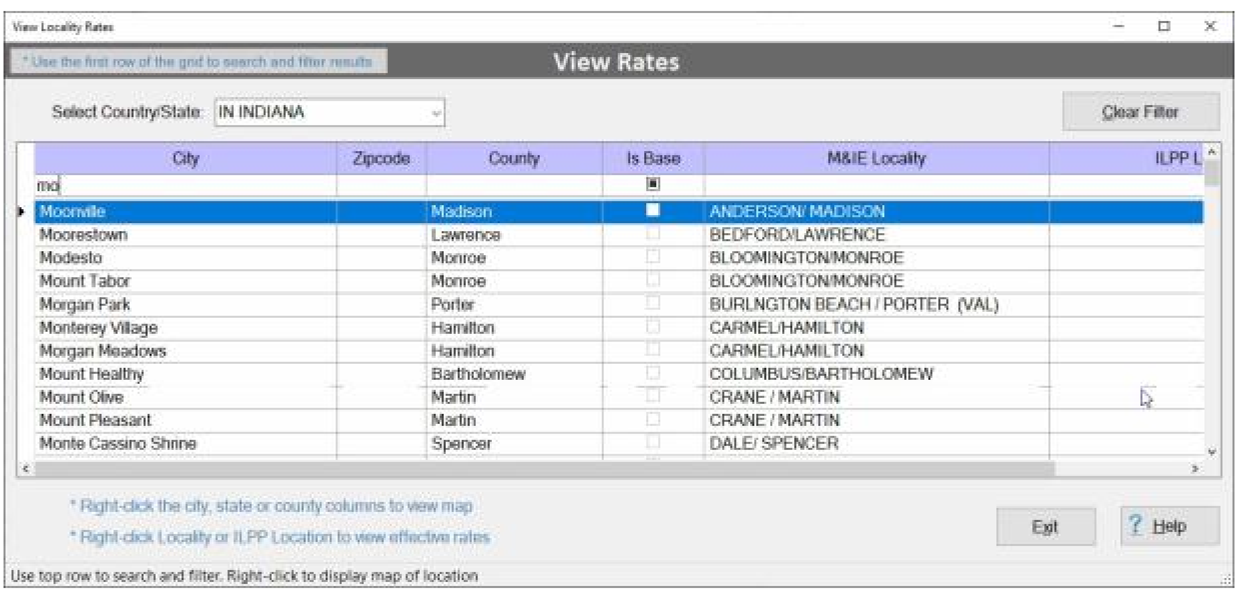


1. **Select Country/State: -** At the View Locality Rates screen you must first **select** a **country** or **state** you wish to display the rates for.
2. **Click** on the *down* **arrow** button at the **Select Country/State** field. IATS will display an alphabetical **listing** of countries and states.
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.

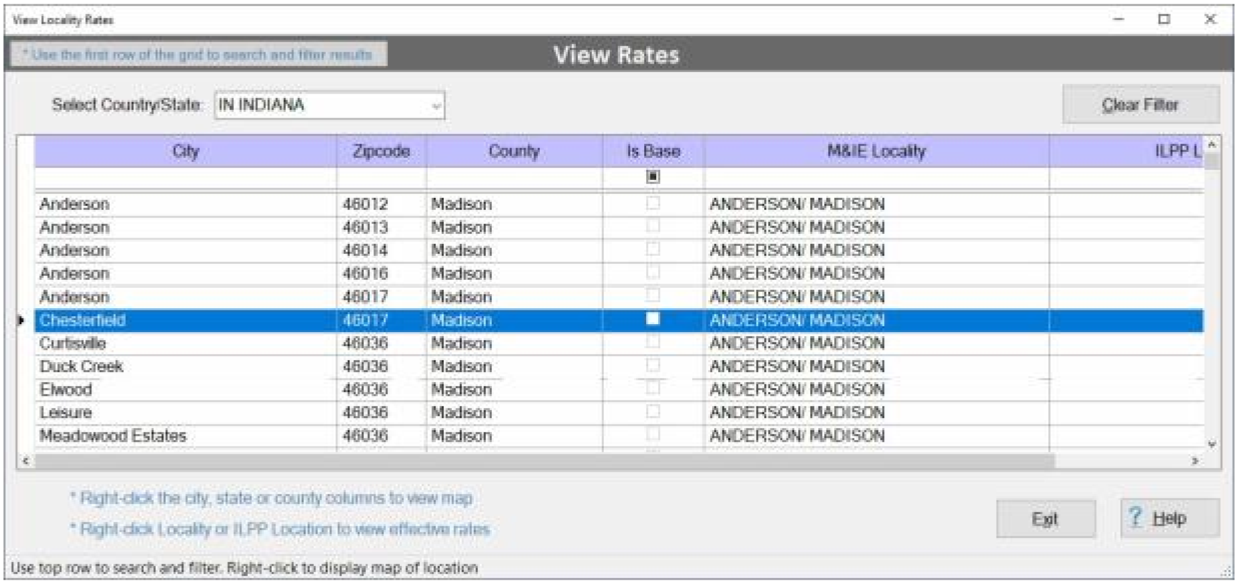


Using the Filter Row:

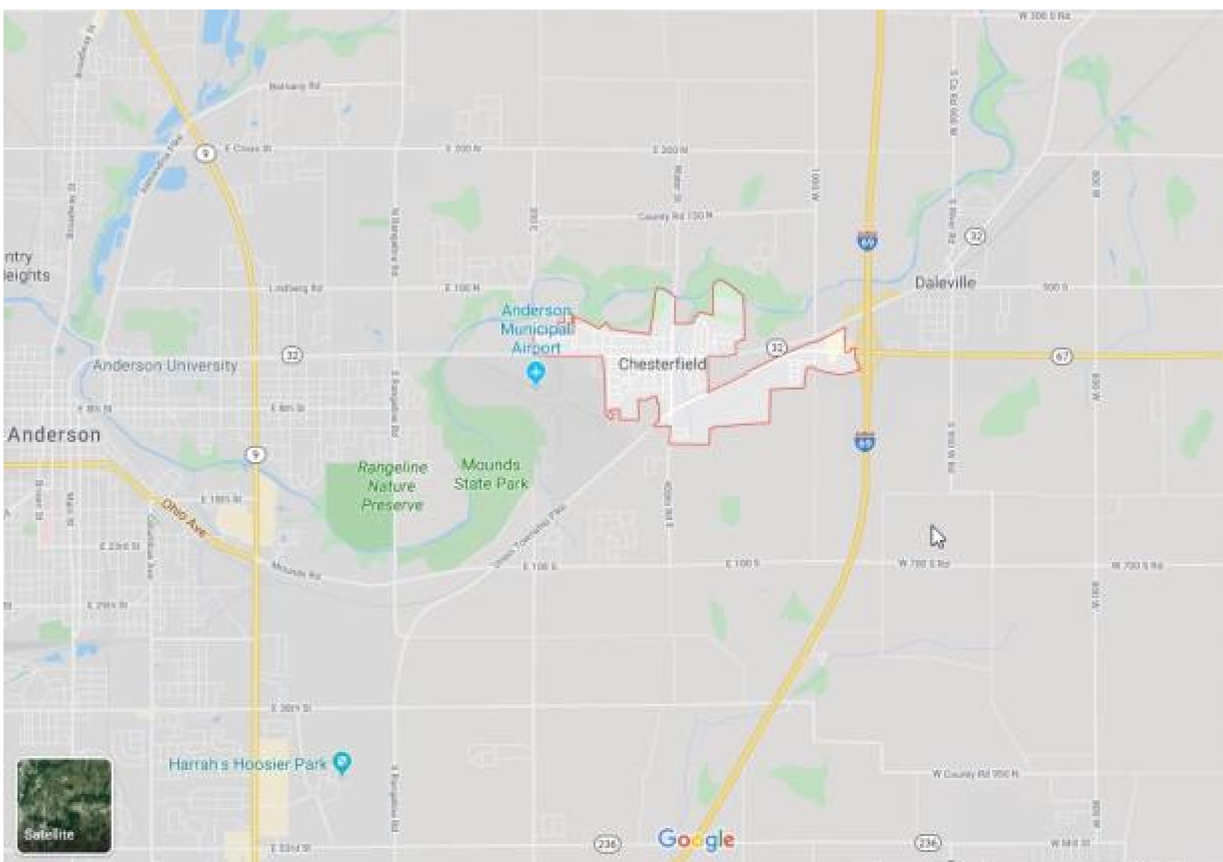
1. You will **notice** a **blank line** just <u>under</u> the **column headings** on the grid. This is a **Filter Row** as shown above.
2. In the example below, (**mo**) was entered into the Filter Row in the **City** column. **Notice** that <u>every</u> **name** displayed in the **City** column begins the letters (**mo**).
3. You may filter every column using this <u>same</u> technic <u>except</u> for the **Zipcode** column where you <u>must</u> enter **numbers** <u>instead</u> 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:

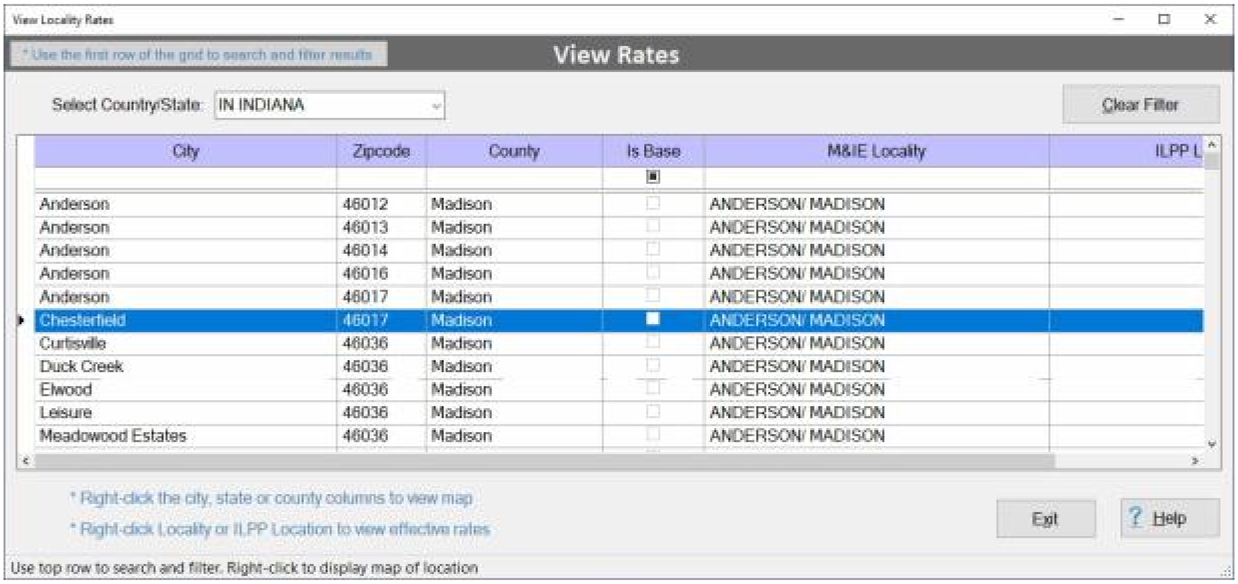


1. **Click** on a **city name** you wish to view on the Google map.
2. When the desired city name is highlighted, **right click** on the highlighted name with your mouse. The **Google Map** screen will appear showing the selected location.

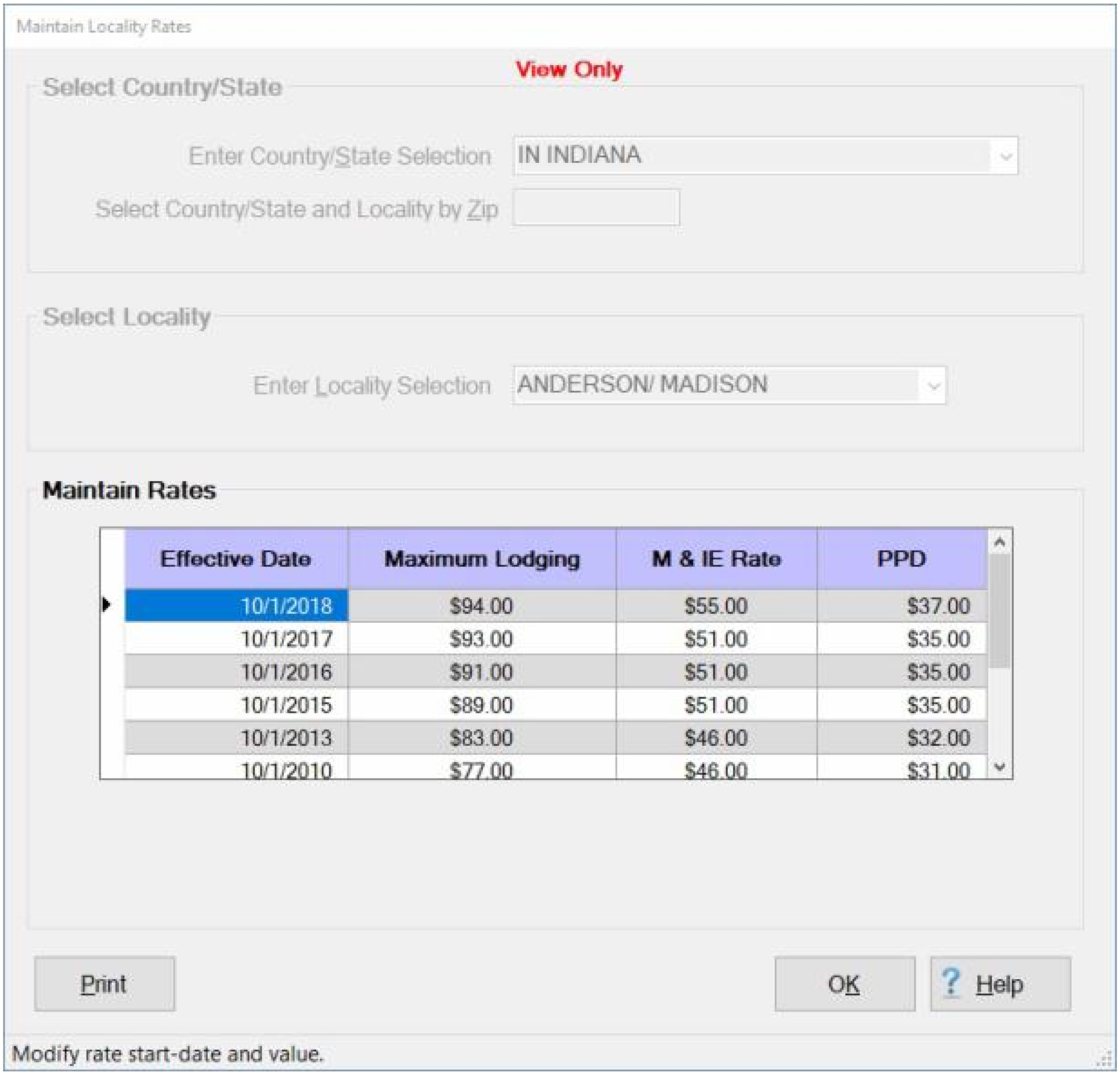


3. When you are **finished** reviewing the map **close** the **page** to **return** to the **View Locality Rates** screen.

Display the Locality Rates

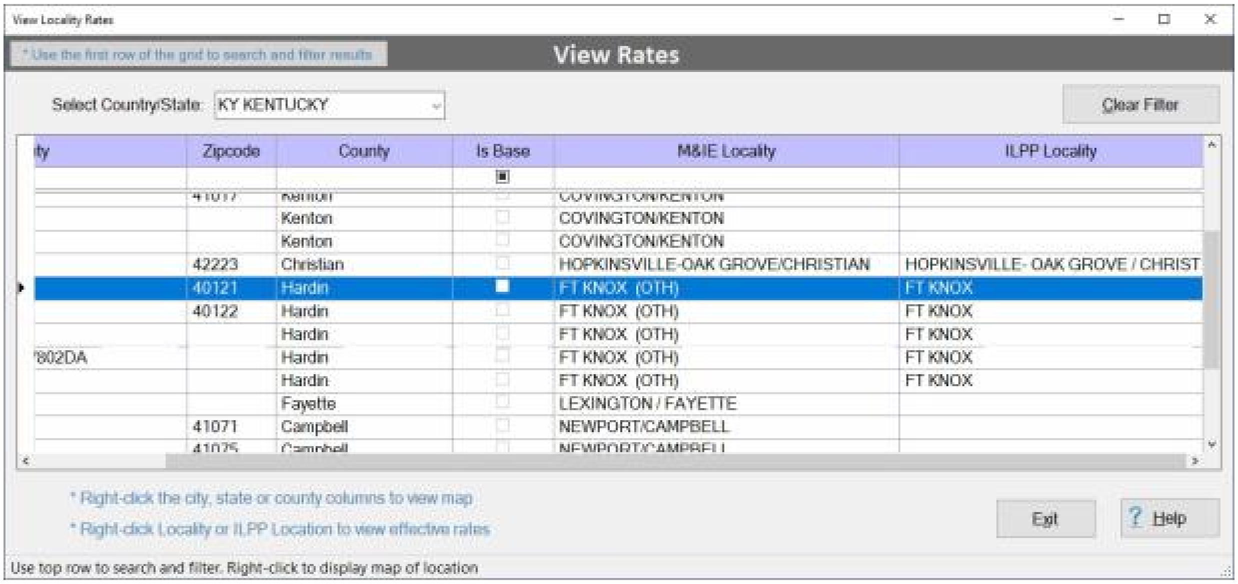


1. **Click** on a **city name** you wish to display the rates for.
2. When the desired city name is highlighted, **right click** on the highlighted name in the **M&IE Locality** column with your mouse. The **Maintain Locality Rates** screen will appear showing the rates for the selected location.

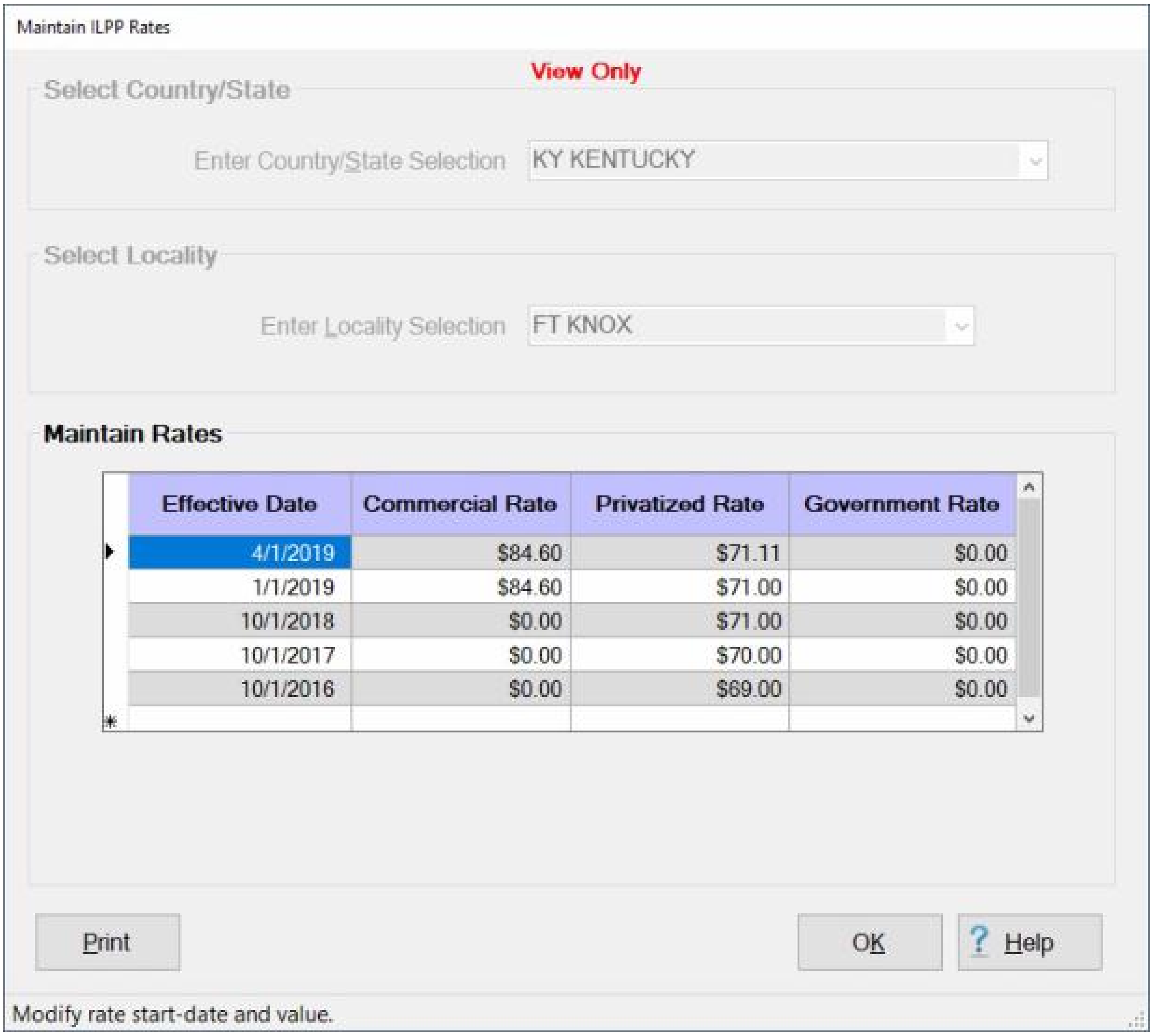


3. When you are **finished** reviewing the rates **click** on **OK** to **close** the screen and **return** to the **View Locality Rates** screen.

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.



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.

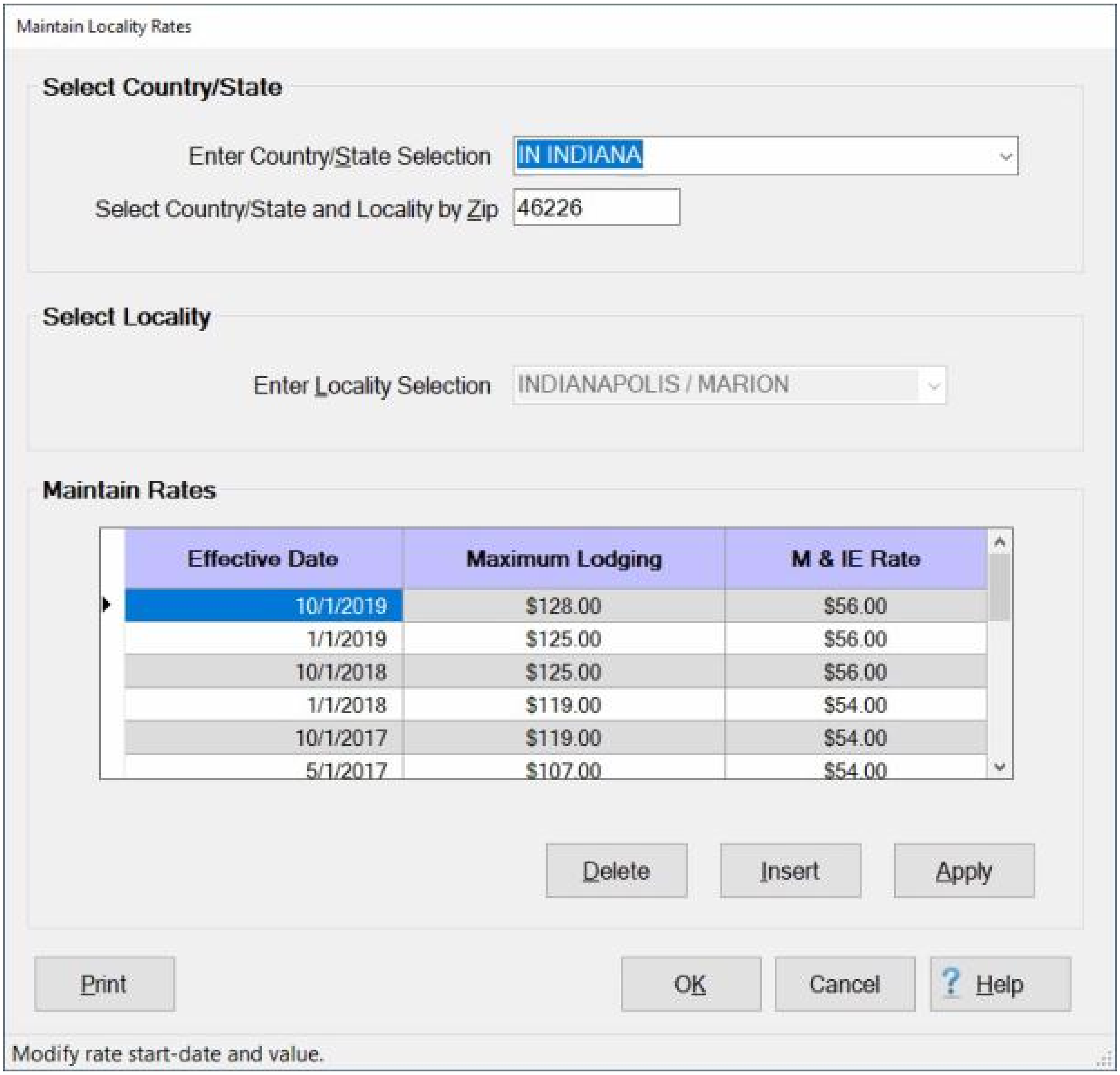
Maintaining Locality Rates

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.



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,** and **M&IE** 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. 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.
7. **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:

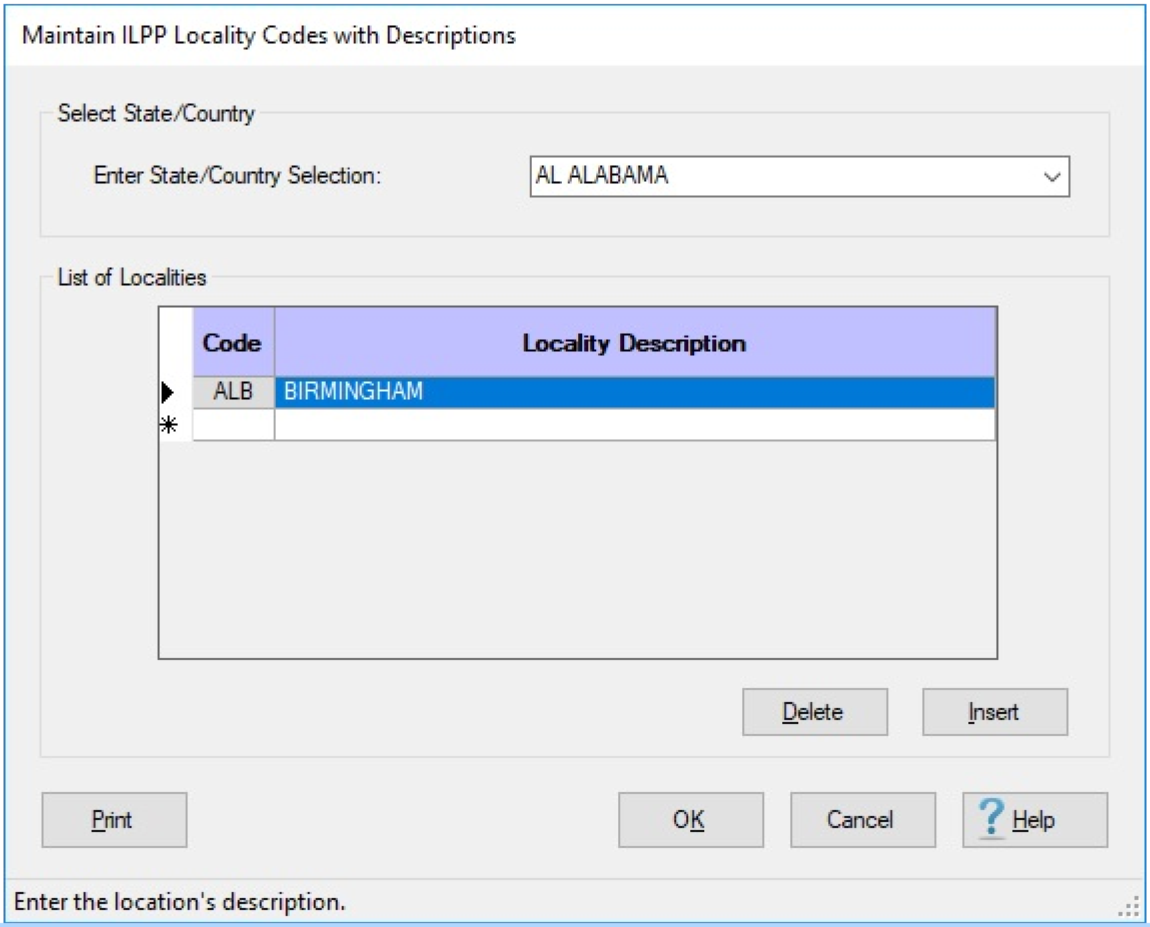
1. **Click** in the **box** to the left of the **effective date** for the rate you wish to delete. A **pointer** appears in the **box** indicating the **location** where the deletion will take place.
2. When the desired **effective date** is highlighted, **click** on the **Delete** button. IATS **deletes** 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 databse.

The **Maintain ILPP Locality Codes with Descriptions** screen is used to **maintain** the locality **codes** and a **description** of the locality.

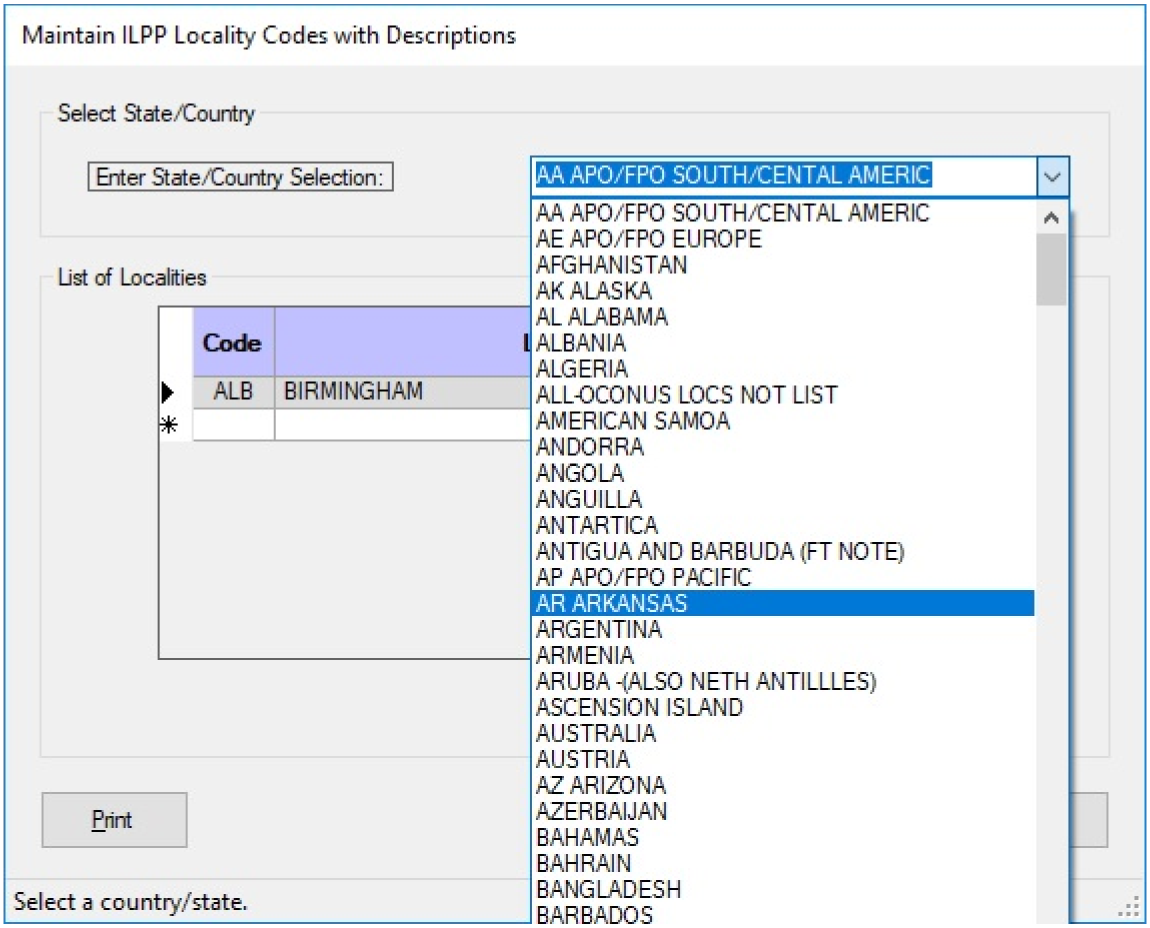
Note: Maintaining this table is **step one** of a **three step** process that ultimately establishes **limitation rates** for ILPP locations. You must first **define** ILPP locations. This is done by selecting a **country/state** and then entering ILPP **codes** and **descriptions**.



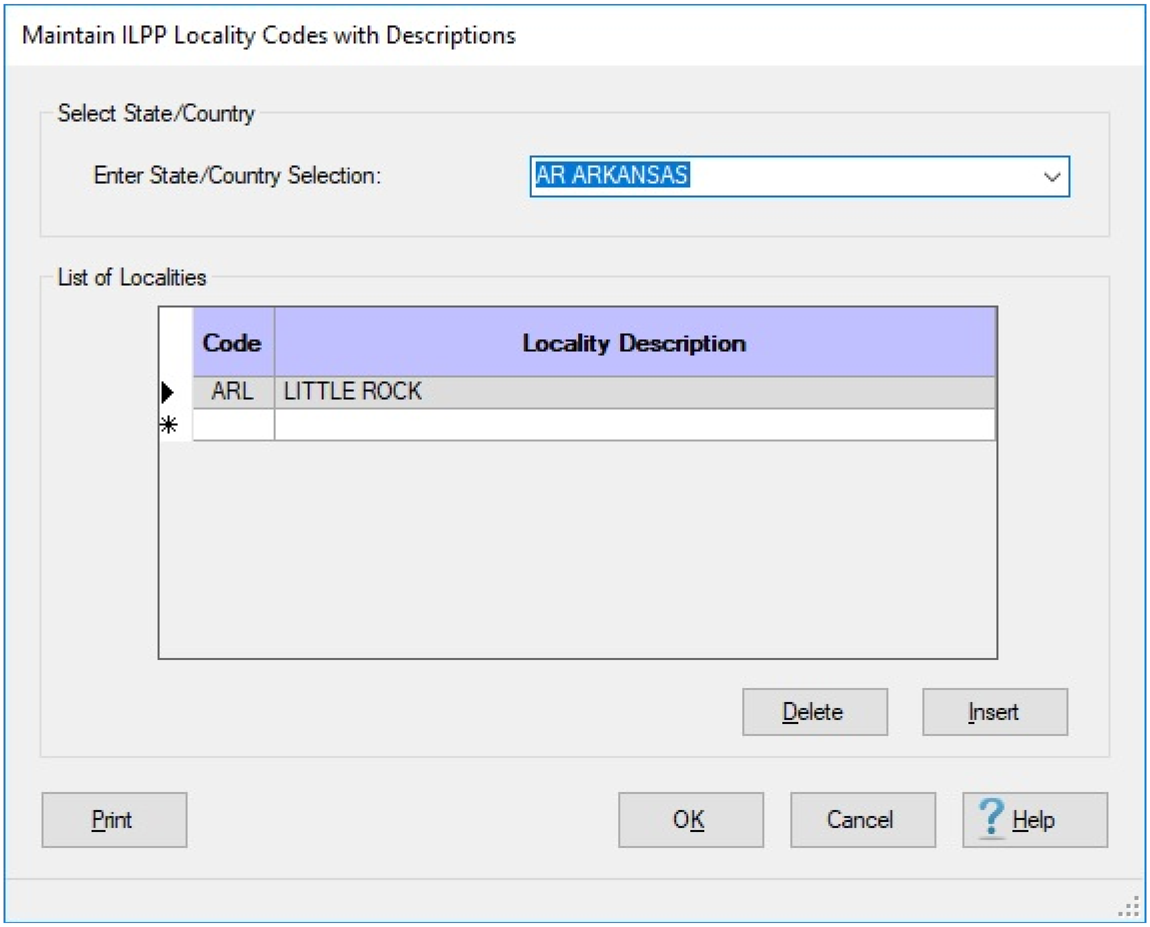
Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu, click** on the **plus** sign next to the word **Locality Data** and then **click** on the **ILPP Locality Descriptions** option.

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.

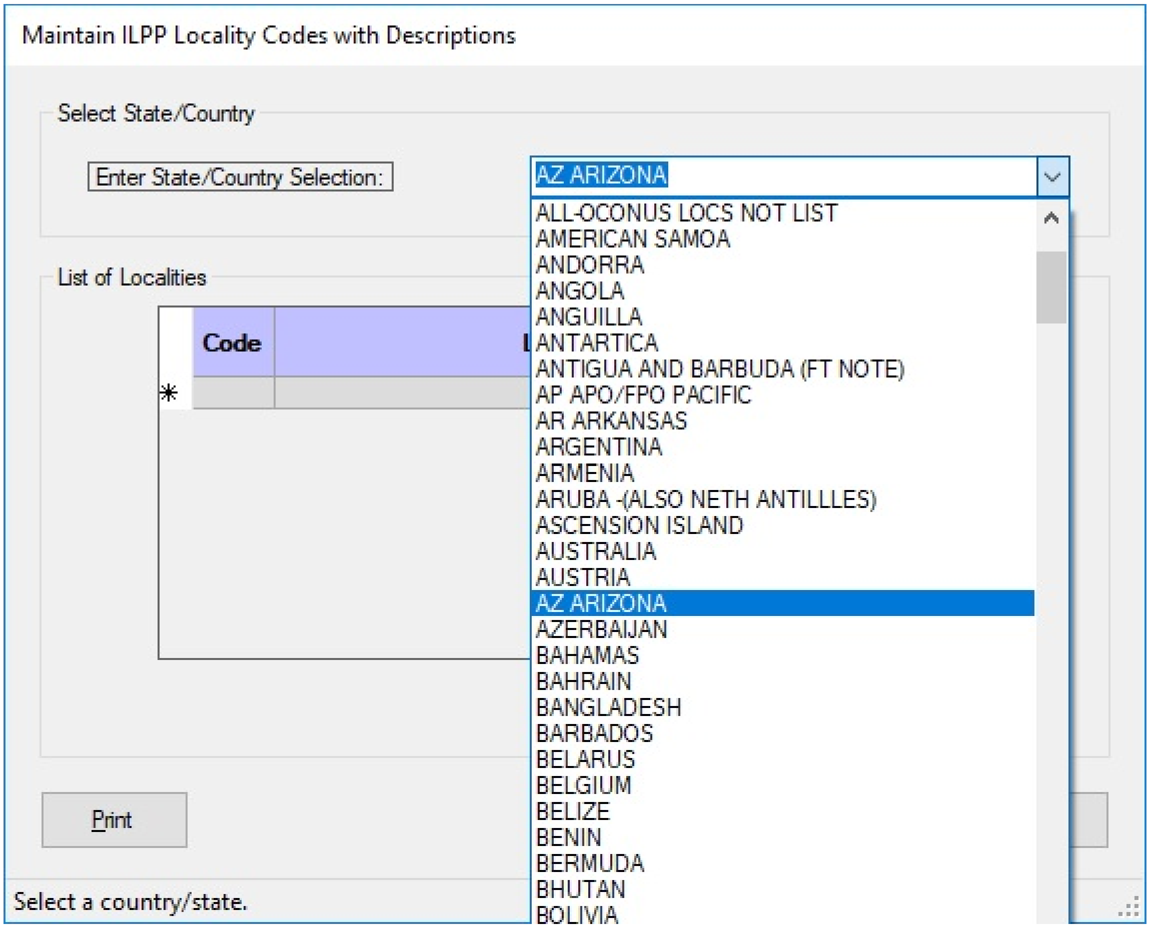


2. **Scroll** through the list until the desired state/country **name** is **highlighted**. You can **scroll** by either pressing the *up/dn* **arrow keys** on your keyboard or **clicking** on the *up/dn* **arrow buttons** on the **slider bar** at the *right side* of the list.
3. When the desired state/country 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.

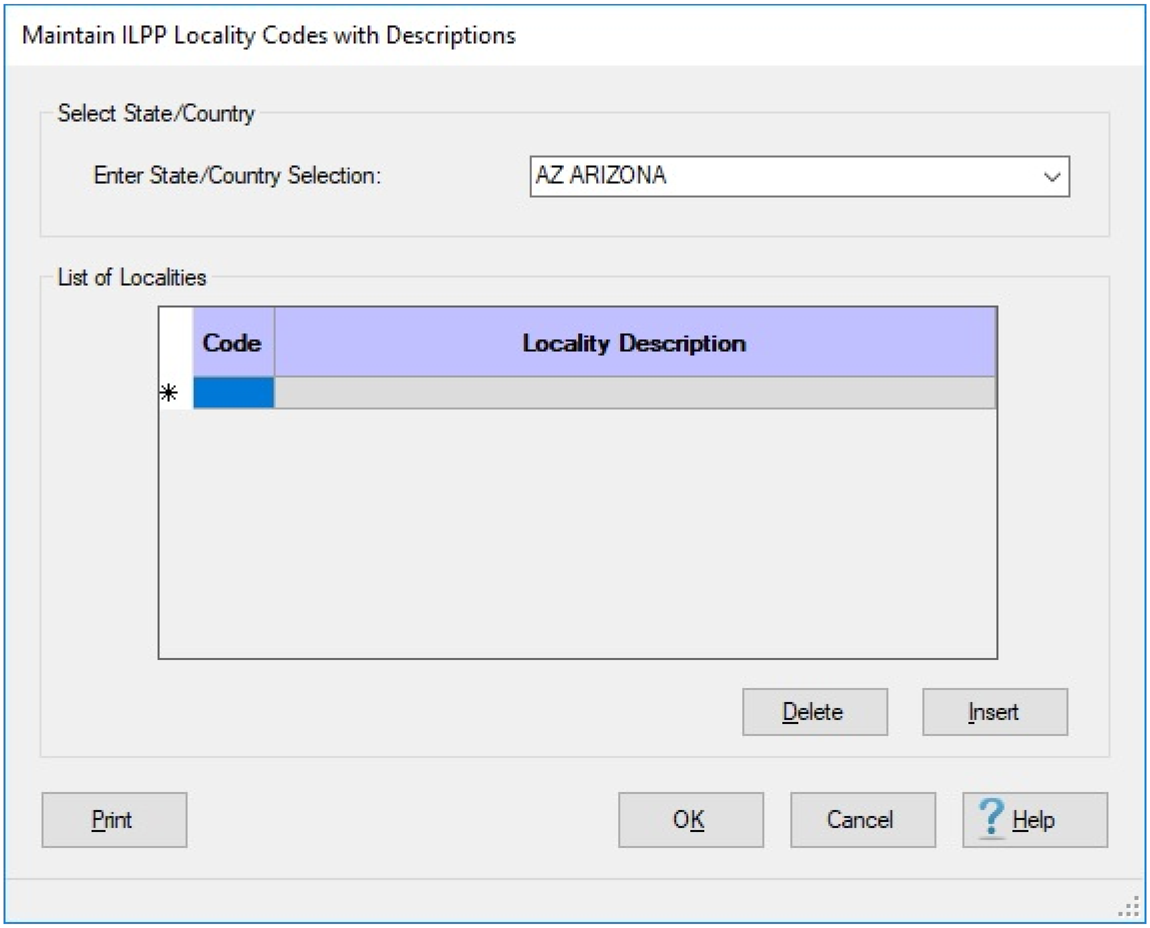


Complete the following steps to "add" an ILPP Locality Code and Description to the table:

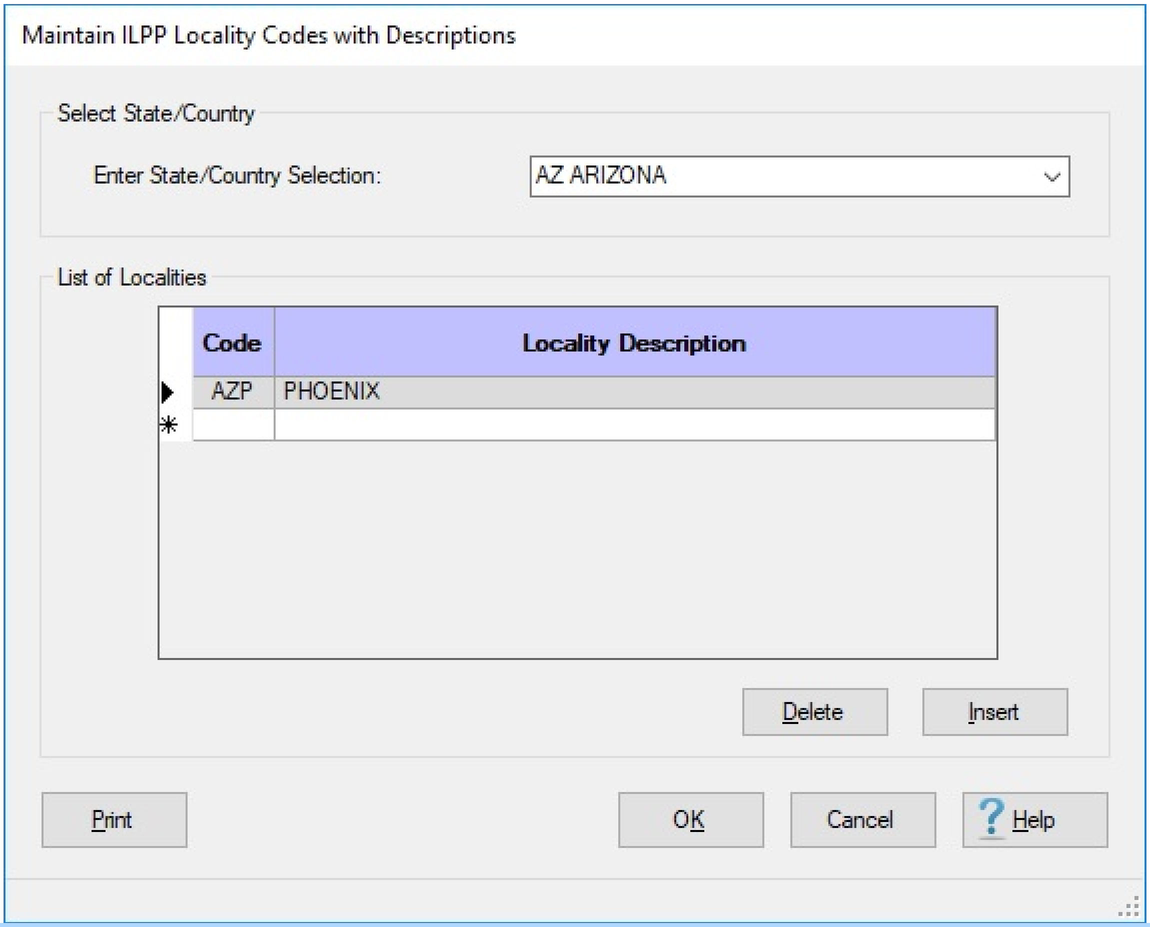
1. **Enter State/Country Selection: Click** on the *down* **arrow** button at the **Enter State/Country Selection** field. A *drop down* **listing** of state/country **names** will be displayed.



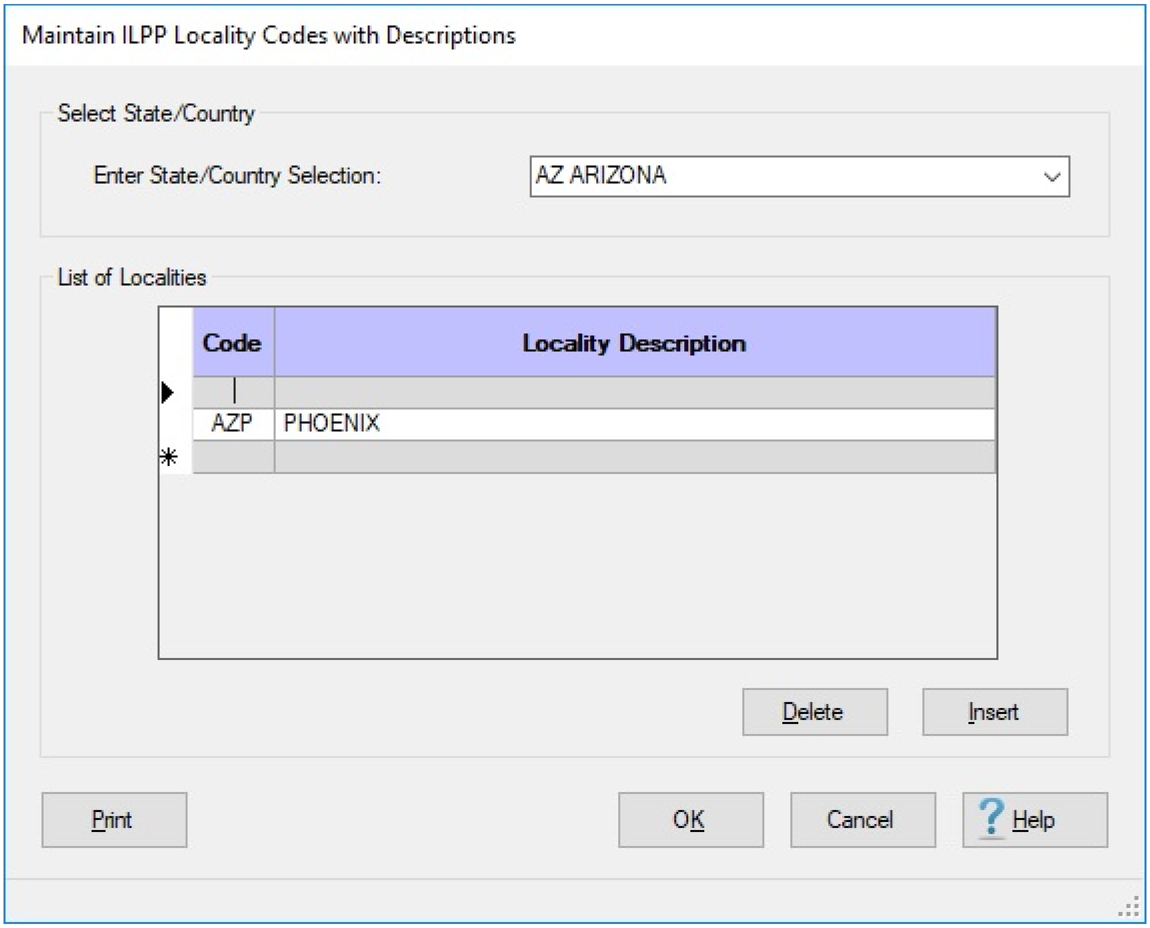
2. **Scroll** through the list until the desired state/country **name** is **highlighted**. You can **scroll** by either pressing the *up/dn* **arrow keys** on your keyboard or **clicking** on the *up/dn* **arrow buttons** on the **slider bar** at the *right side* of the list.
3. When the desired state/country name is highlighted, **press** *Enter* or **click** on the highlighted **name** to make your selection.



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.



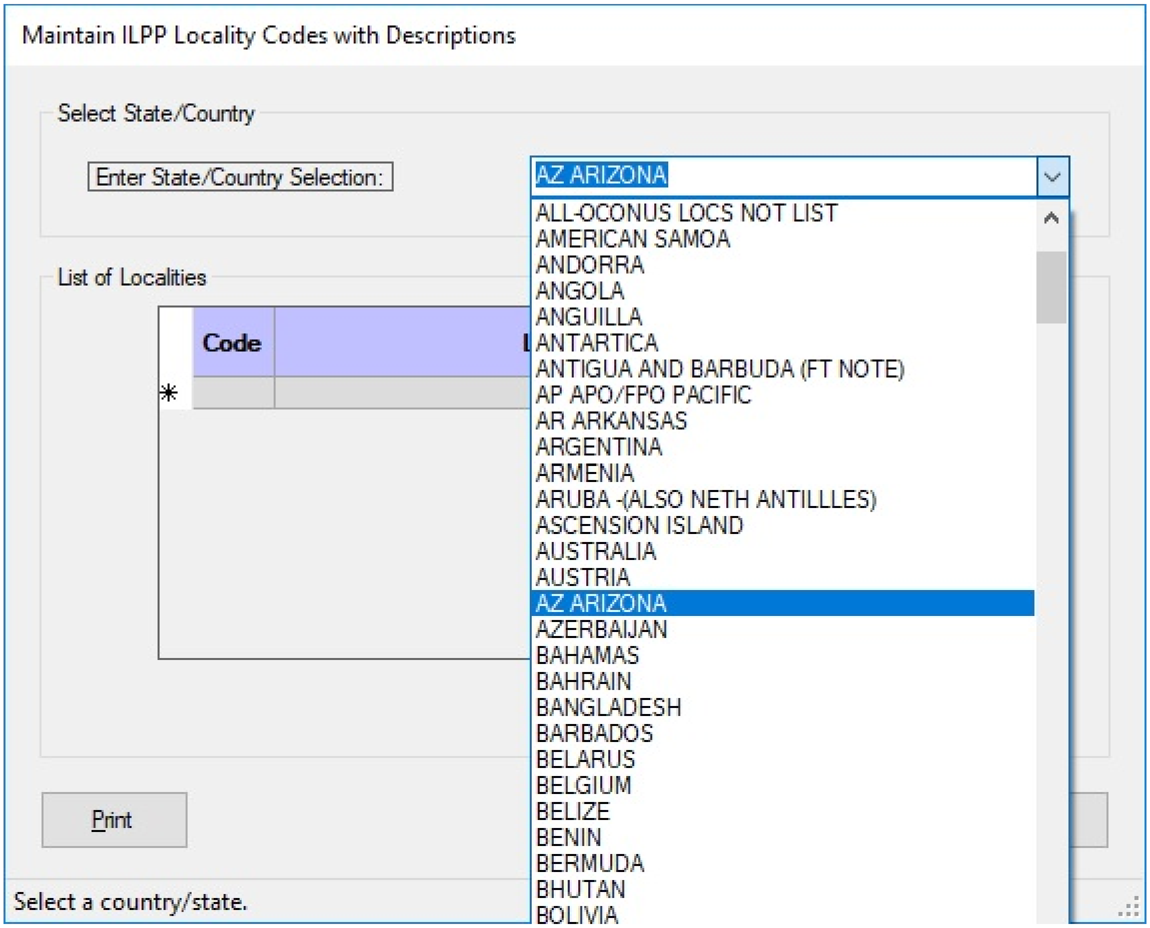
Note: If you wish to **add** an additional **Locality Code** and **Description** for the selected state/county, **click** on the **Insert** button. IATS will insert a new **blank line** at the top of the grid as shown below.



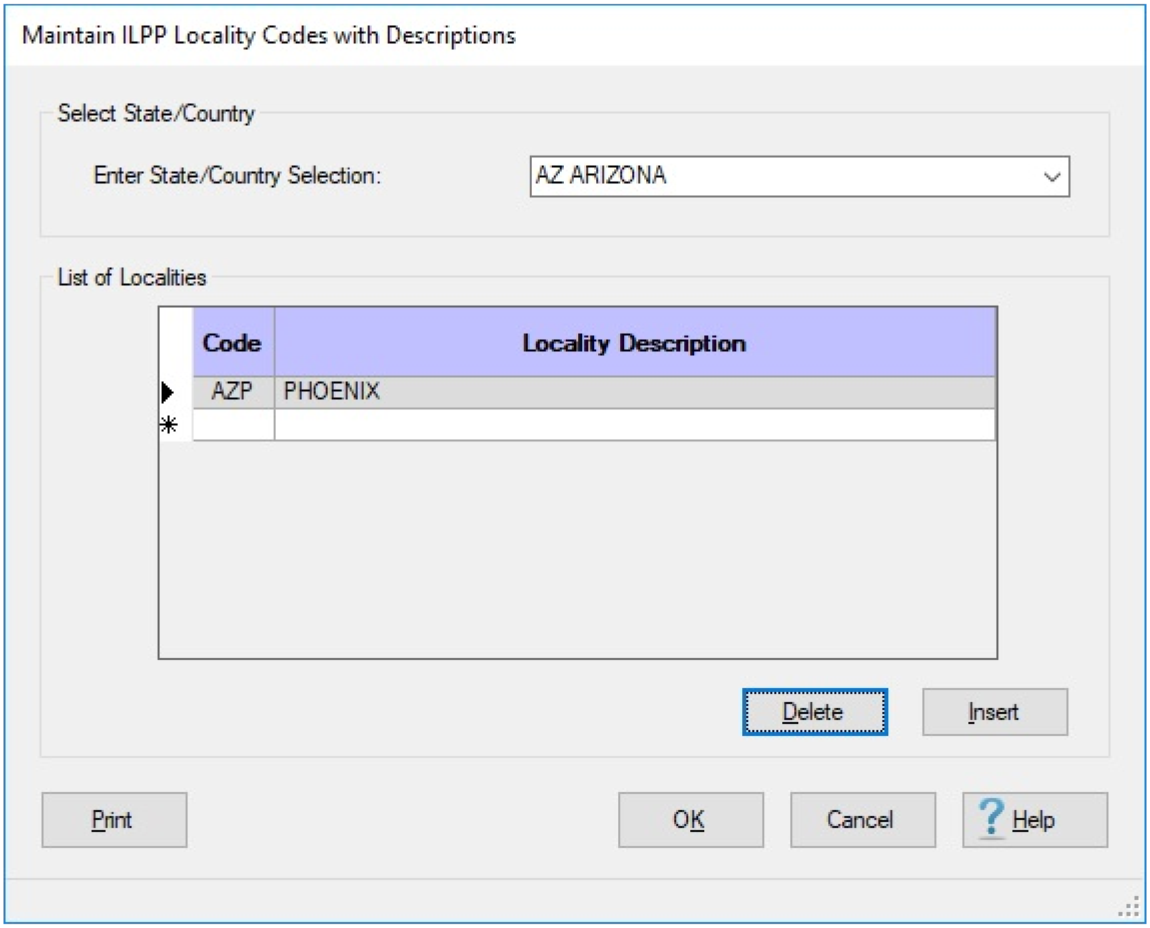
7. You would then **repeat** steps **4** and **5** above to **enter** the Locality Code and Description.
8. When you are **finished** entering the Locality Codes and Descriptions, for the selected state/country, **click** on the **OK** button.

Complete the following steps to "delete" an existing ILPP Locality Code and Description:

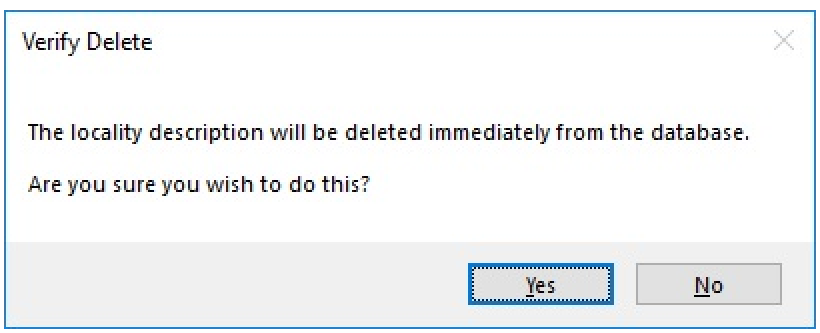
1. **Enter State/Country Selection: Click** on the *down* **arrow** button at the **Enter State/Country Selection** field. A *drop down* **listing** of state/country **names** will be displayed.



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.



4. When the Locality Code and Description you with 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.



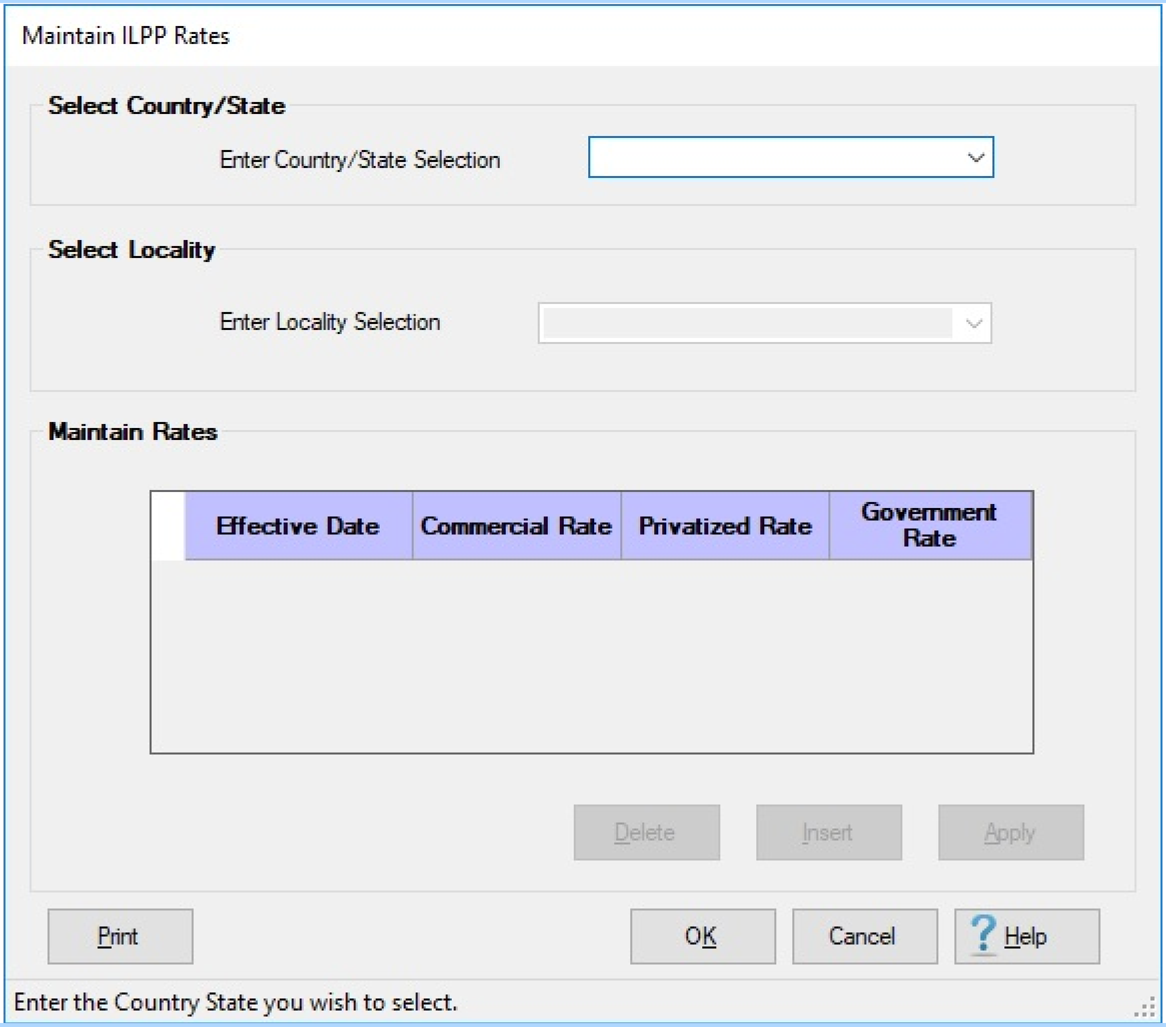
5. **Click** on the *Yes* button to continue.

Maintaining ILPP Rates

Limitation Rates for ILPP locations are stored in a table in the IATS databse.

The **Maintain ILPP Rates** screen is used to **maintain** the **Limitation Rates** for the established ILPP localities.

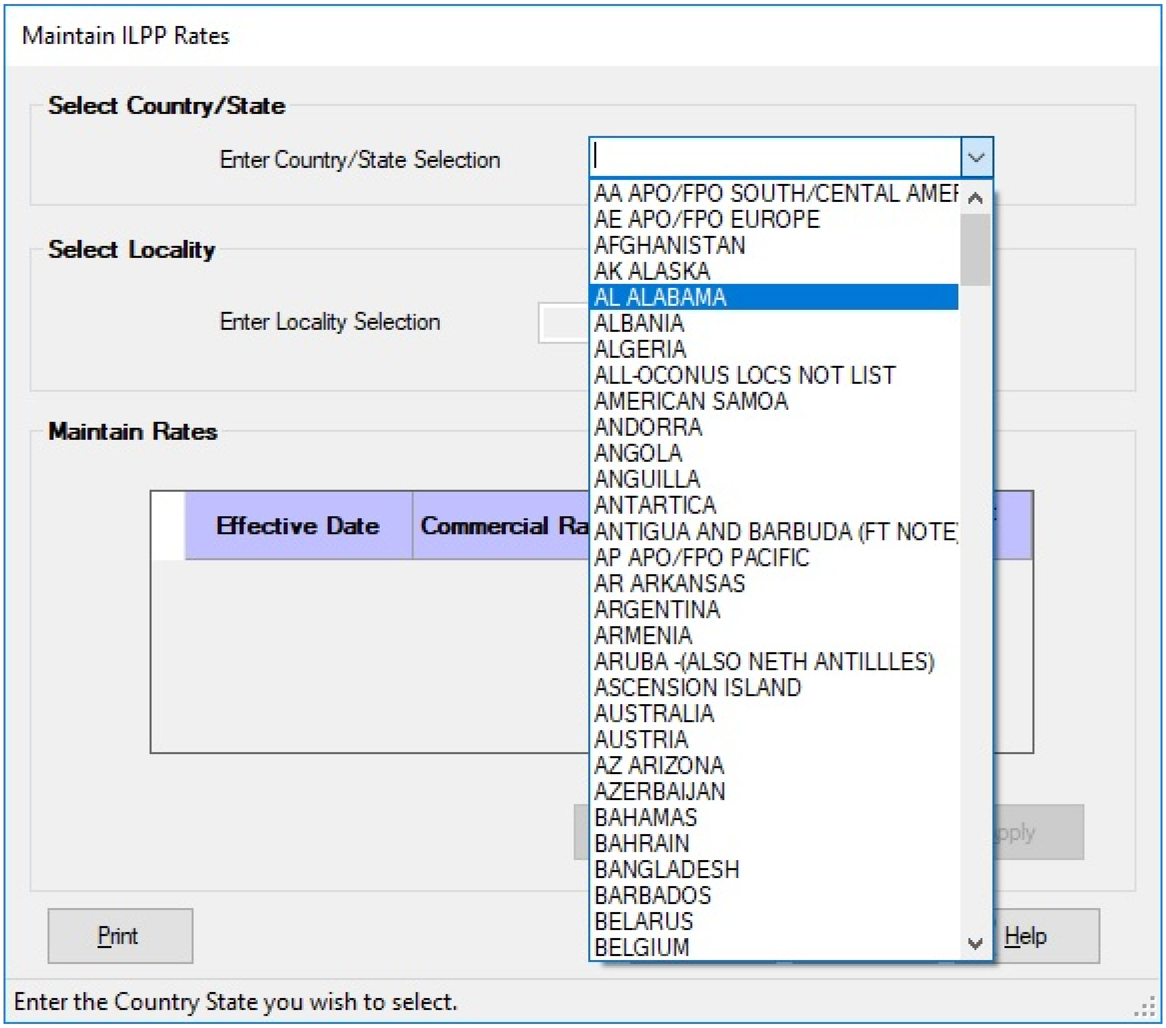
Note: Maintaining this table are **steps two** and **three** of a **three step** process that ultimately establishes **limitation rates** for ILPP locations.



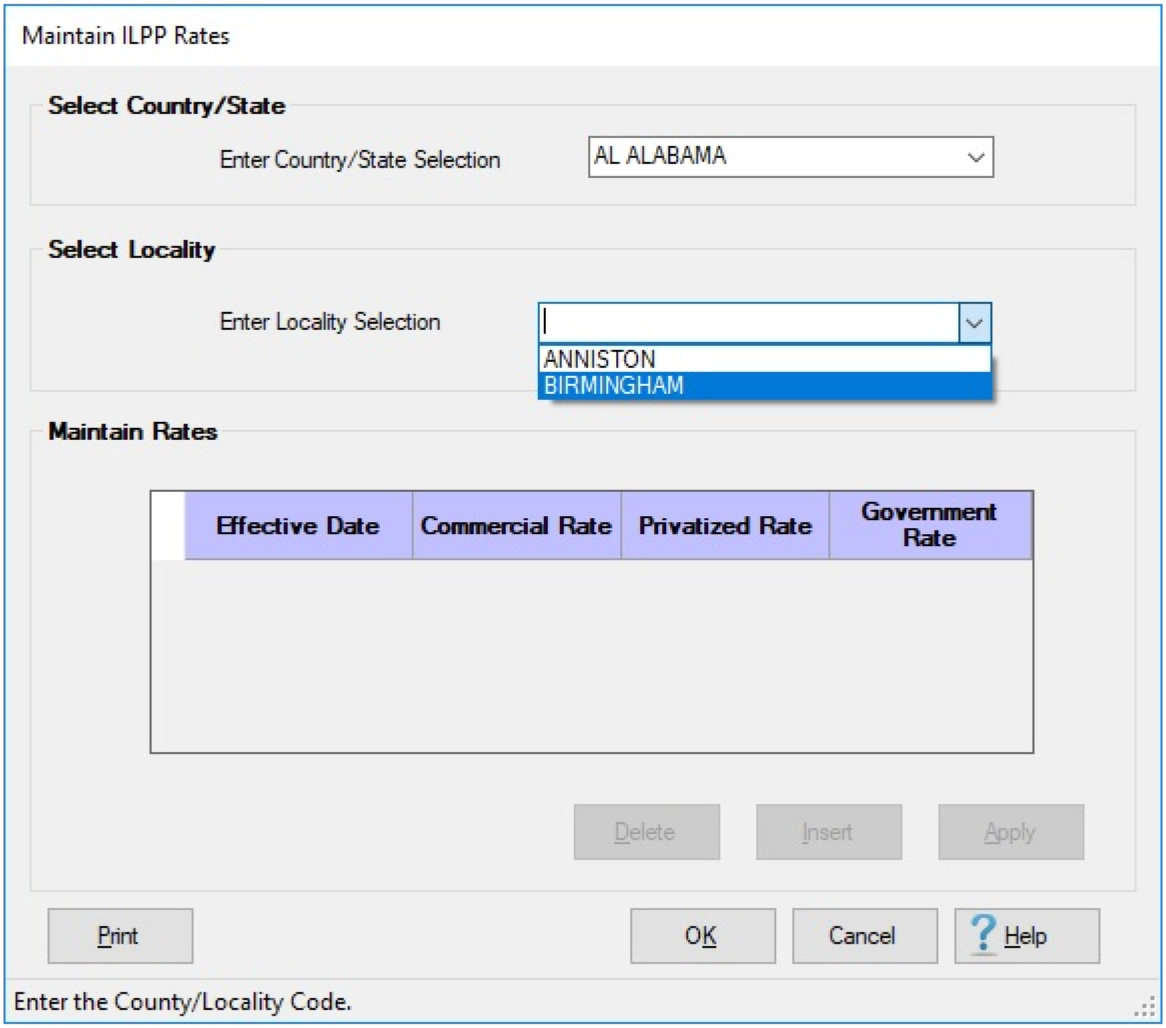
Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu, click** on the **plus** sign next to the word **Locality Data** and then **click** on the **ILPP Rates** option.

Complete the following steps to "enter" Limitation Rates for an existing ILPP Locality Code and Description:

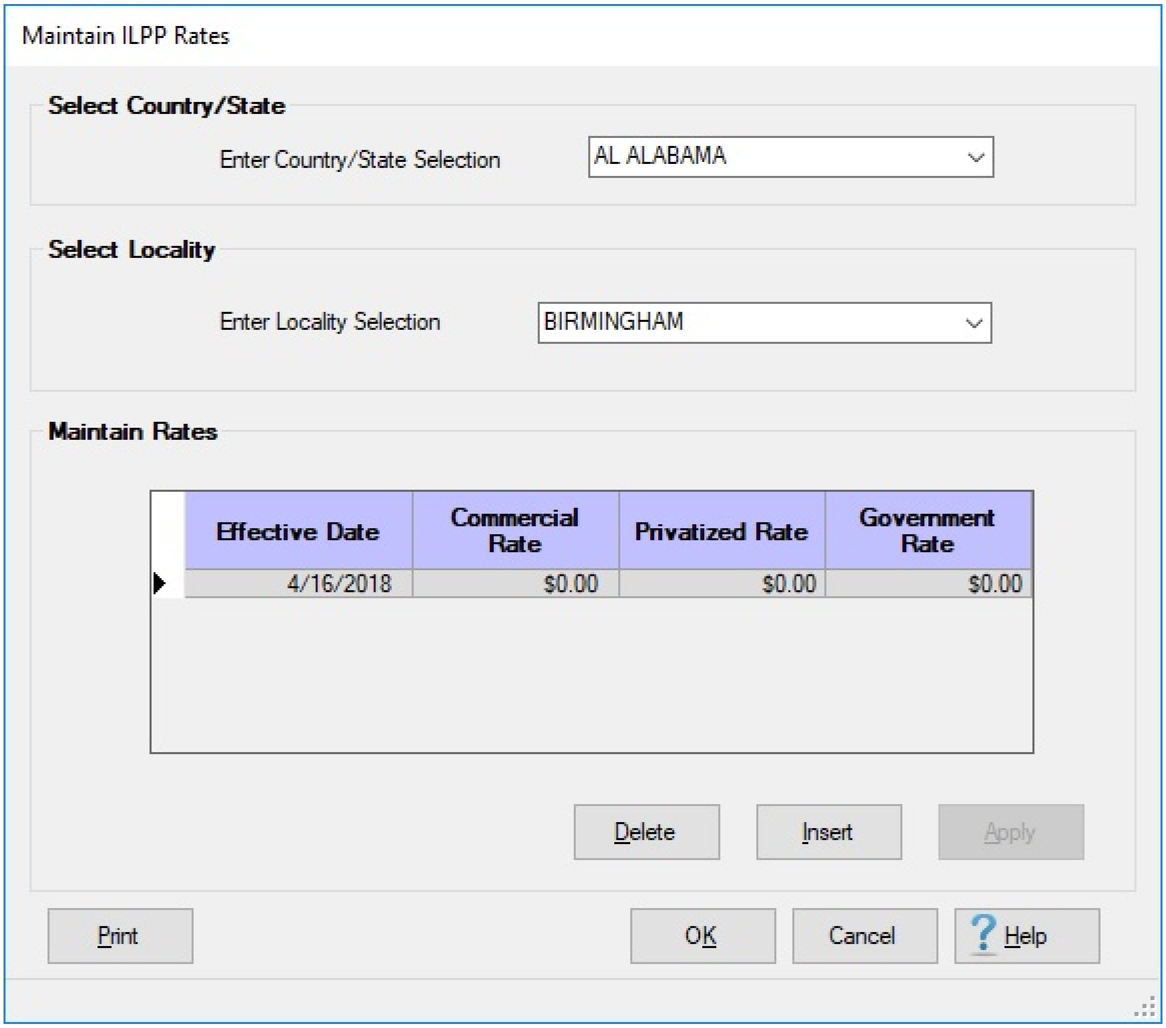
1. **Enter State/Country Selection: Click** on the *down* **arrow** button at the **Enter State/Country Selection** field. A *drop down* **listing** of state/country **names** will be displayed.



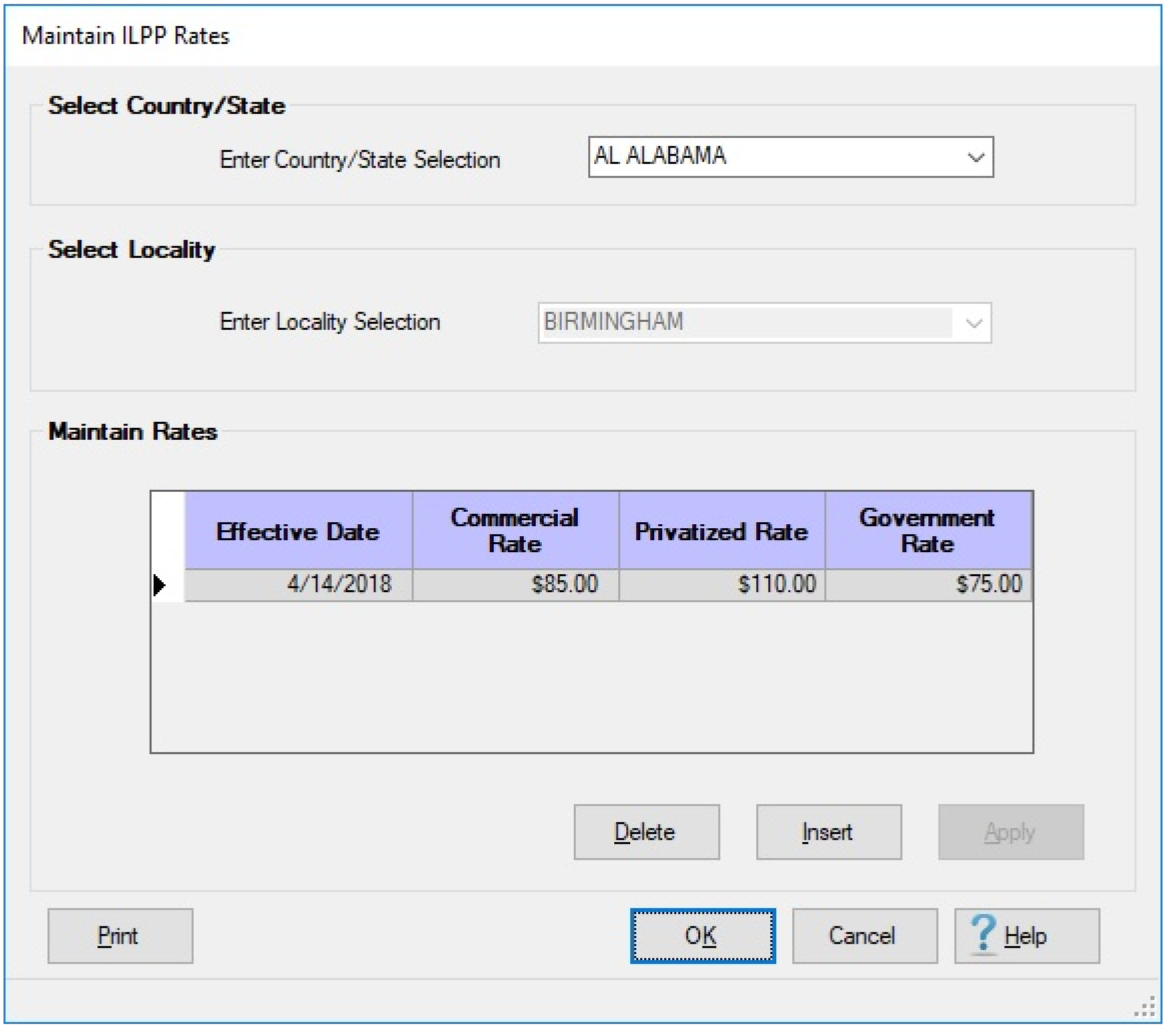
2. **Scroll** through the list until the desired state/country **name** is **highlighted**. You can **scroll** by either pressing the *up/dn* **arrow keys** on your keyboard or **clicking** on the *up/dn* **arrow buttons** on the **slider bar** at the *right side* of the list.
3. When the desired state/country 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.



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**.



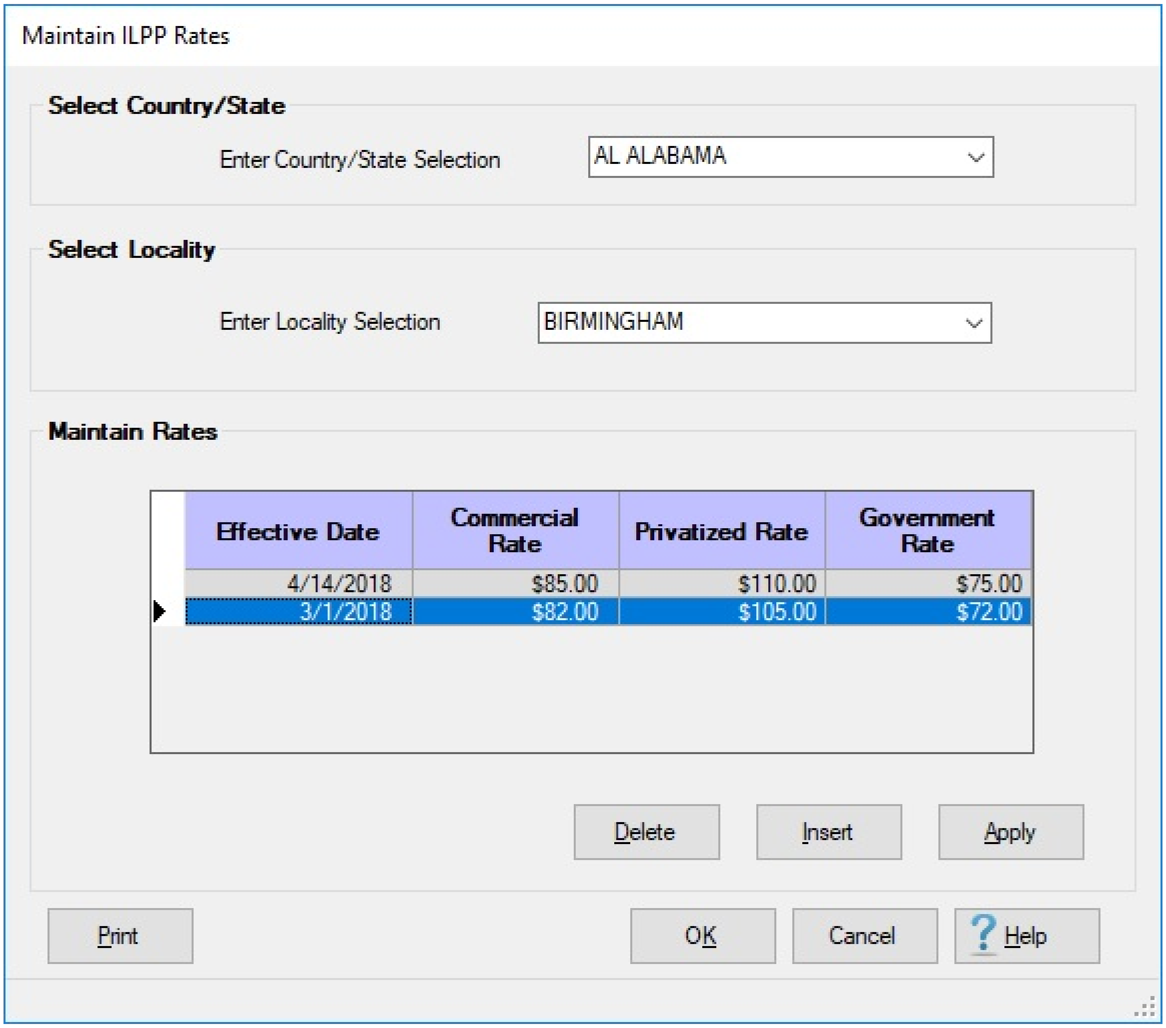
7. After you have selected the desired Locality Description, **click** on the **Insert** button. IATS **displays** an **Effective Date** an various **Rate Fields** for the location.
8. **Effective Date:** - The effective date will **default** to the **current date**. If you wish to **change** this date, **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*.



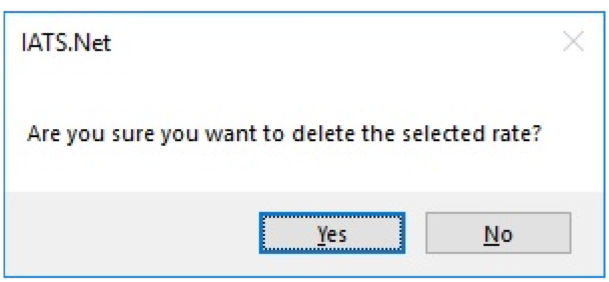
12. When you have **completed** your entries for the effective date and rates, **click** on the **OK** button.

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**.



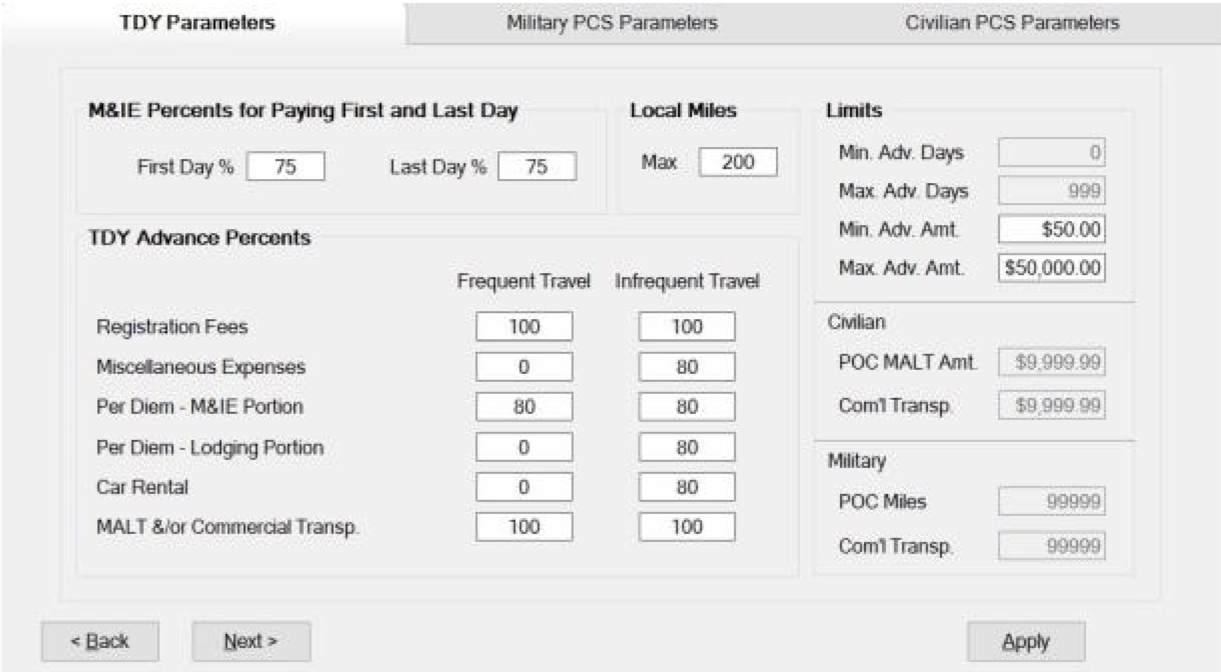
2. **Click** to the left of the **effective date** to **select** the rates you wish to delete. IATS will **highlight** the row in **blue**.
3. When the desired effective and rates are highlighted, **click** on the **Delete** button. The following *pop-up* message will appear asking if you are **sure** you wish to delete the rates.



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.



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.

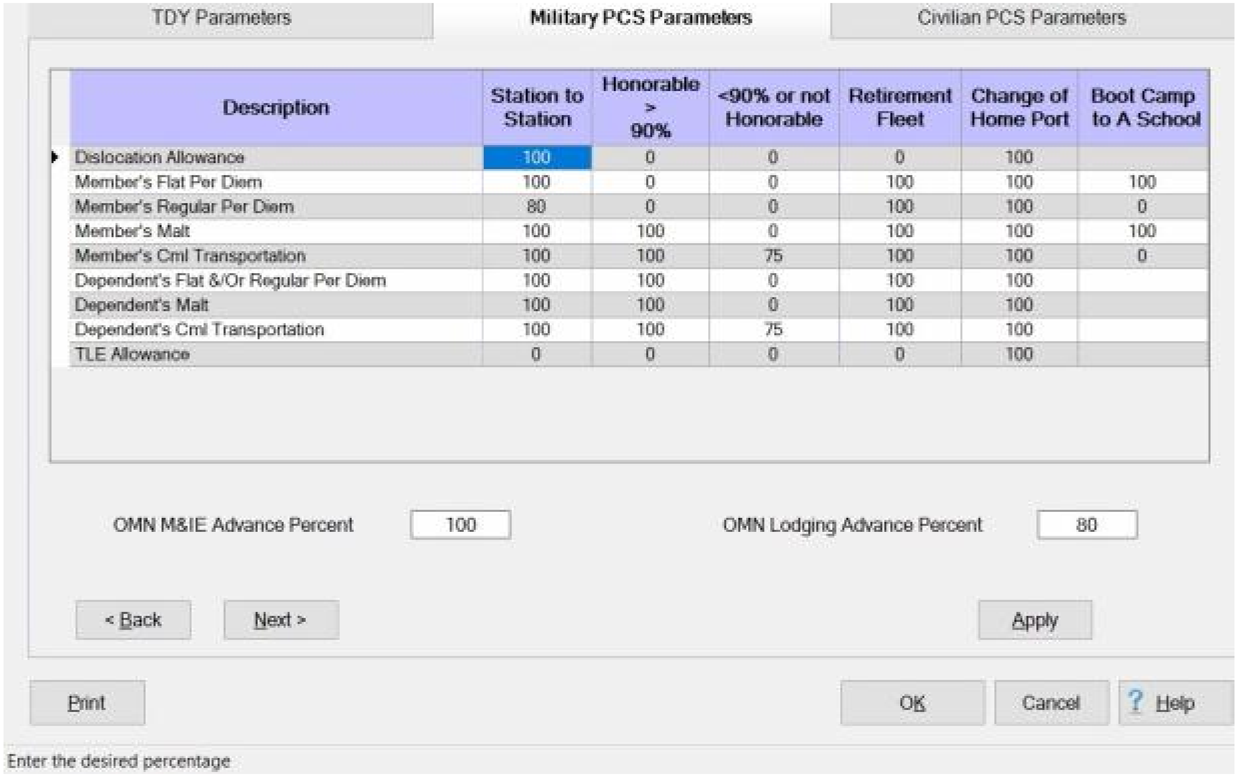
Note: To **access** this tab, **change** the View to **Maintenance**. At the **Maintenance Main Menu**,, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Advance Percents** option.

Complete the following steps to make "changes" to this screen :

1. **Click** on the **TDY Parameters ta**b to bring it into **focus** if applicable.
2. **Click** in the desired **field** and **type** the new desired **percentage** or **amount** if applicable.
3. 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.



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 Cml 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 Cml Transportation	100	100	75	100	100	
TLE Allowance	0	0	0	0	100	

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

At each input field, the user may enter a different percentage depending on the organization's policy for calculating military PCS advance entitlements.

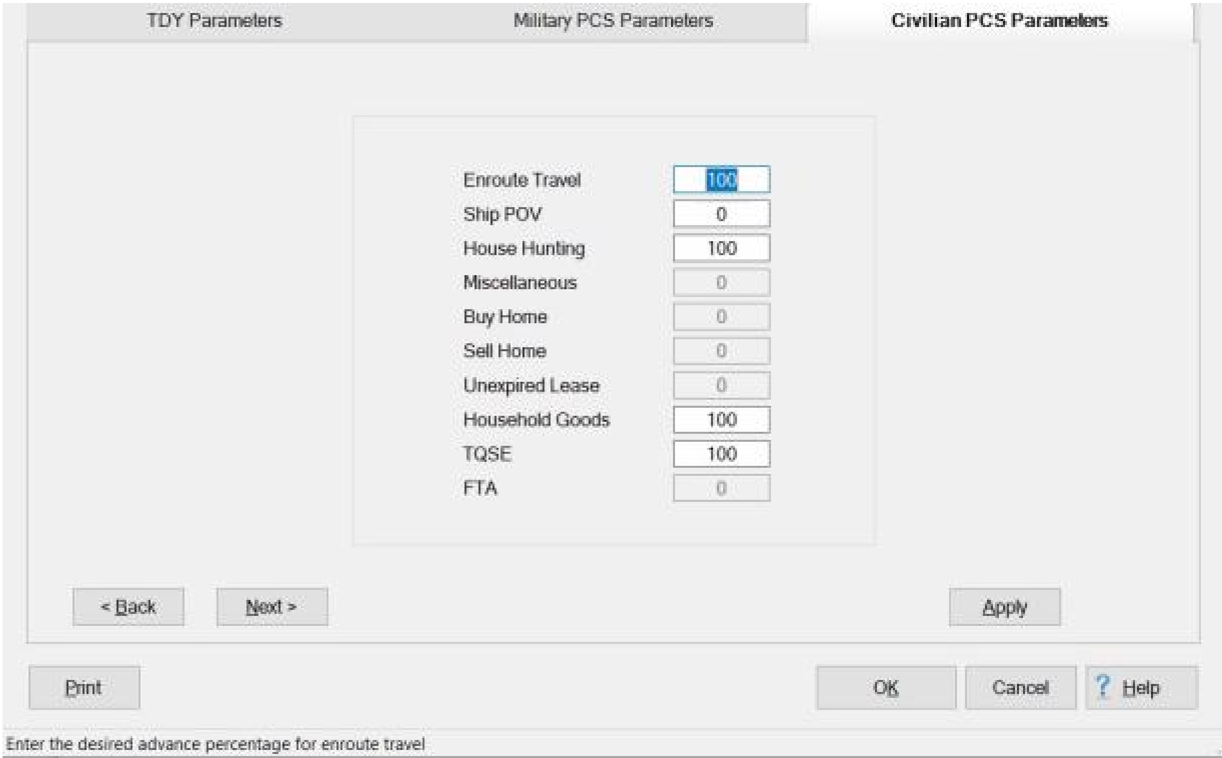
Note: To **access** this tab, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Advance Percents** option.

Complete the following steps to make "changes" to this screen :

1. **Click** on the **Military PCS Parameters tab** to bring it into **focus** if applicable.
2. **Click** in the desired **field** and **type** the new desired **percentage** or **amount** if applicable.
3. 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.



At each input field, the user may enter a different percentage depending on the organization's policy for calculating Civilian PCS advance entitlements.

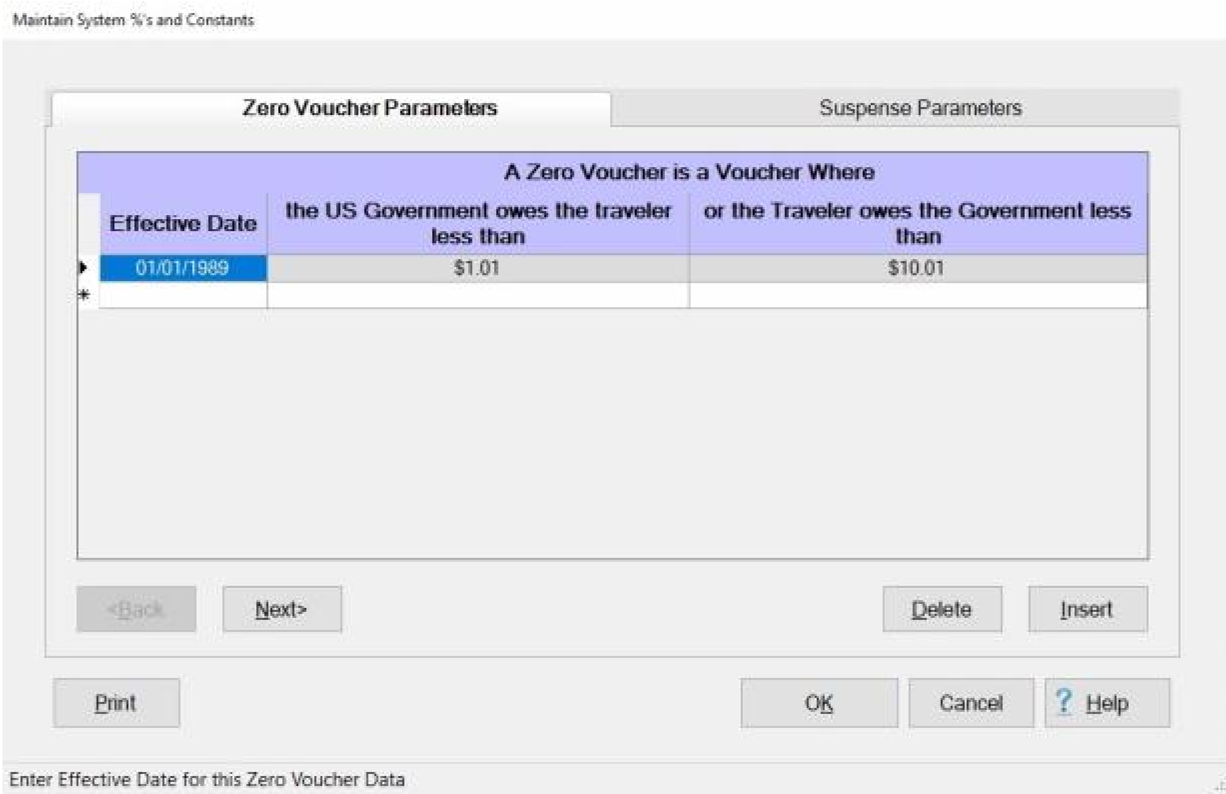
Note: To **access** this tab, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Advance Percents** option.

Complete the following steps to make "changes" to this screen :

1. **Click** on the **Civilian PCS Parameters ta**b to bring it into **focus** if applicable.
2. **Click** in the desired **field** and **type** the new desired **percentage** or **amount** if applicable.
3. 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 amoun**t voucher.



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** on the **Zero Voucher Parameters** tab to bring it into **focus**, if applicable.
2. **Click** the **Insert** button. A blank **line** with the current **date** appears at the top of the **grid**.
3. **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*.
4. 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*.
5. 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*.
6. 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

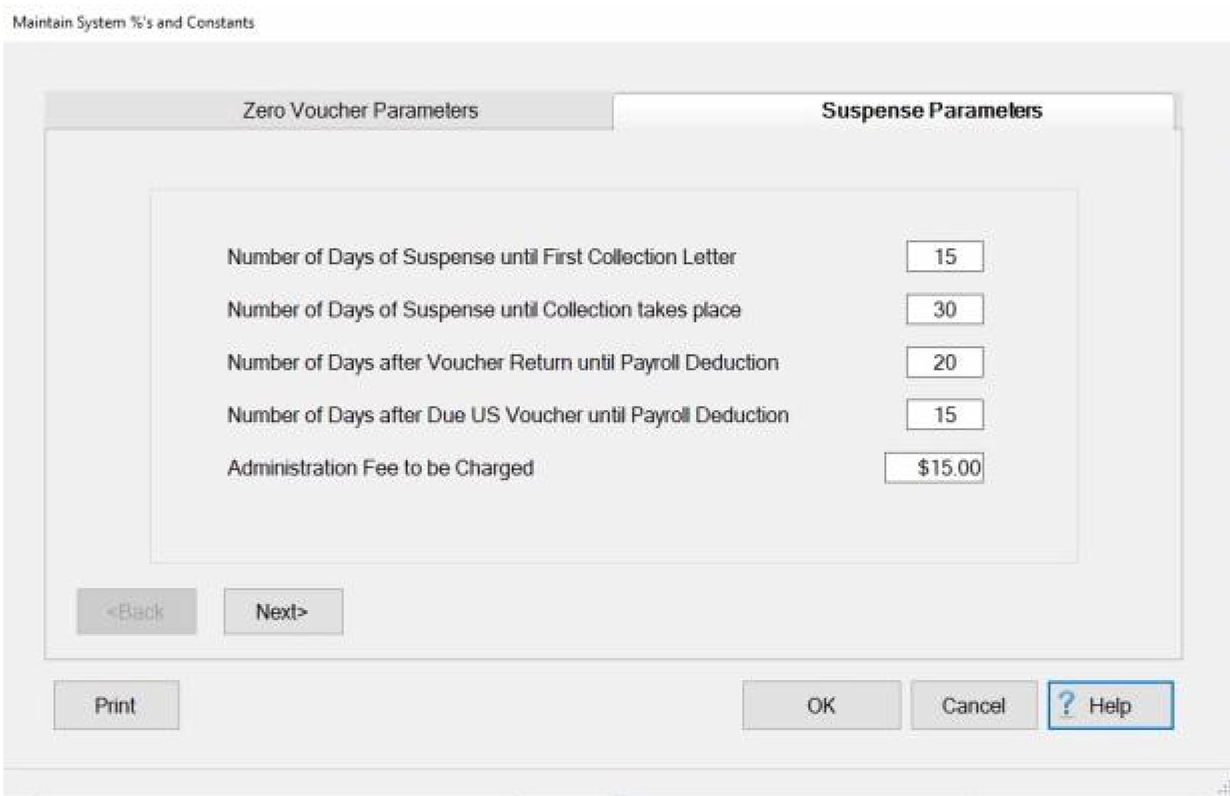
Suspense Items. When funds are advanced or accrued to a traveler, IATS creates a suspense item in the database. The amount of funds advanced or accrued to travelers is held in suspense for a predetermined number of days based on the first suspense parameter (**# Days of Suspense until 1st Collection 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.



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**.

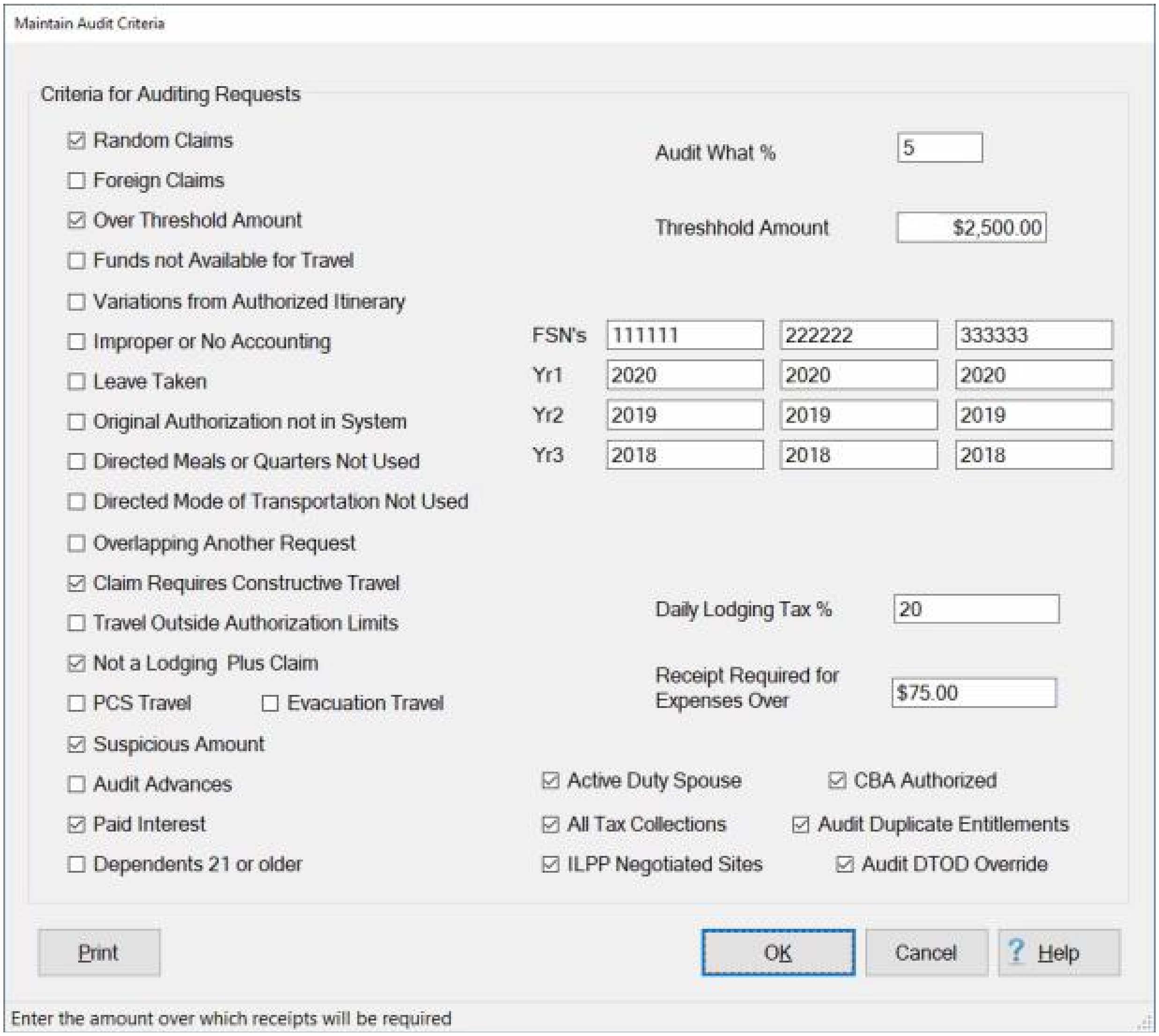
Note: To **access** this tab, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Zero Voucher/Suspense Parameters** option.

Complete the following steps to make "changes" to the suspense parameters:

1. **Click** on the **Suspense Parameters** tab to bring it into **focus**, if applicable.
2. **Click** in the desired **field** and **type** the new desired parameter.
3. 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.



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 a *pop-up* **message** asking if the line of accounting is **proper** when attempting to **save** the 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.
- **Active Duty Spouse:** - When activated, IATS **flags** any settlement request for audit if the traveler's **spouse** is an **active duty** member.
- **All Tax Collections:** - When activated, IATS **flags** any settlement request for audit if the **purpose** for the request was to generate a **tax collection**.
- **ILPP Negotiated Sites: -** When activated, IATS **flags** all settlement requests that have an **ILPP site** as the **TDY** location.
- **CBA Authorized:** - When activated, IATS **flags** any settlement request for audit when Centralized Billed Accounts (**CBA)** are used.
- **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.
- **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**.

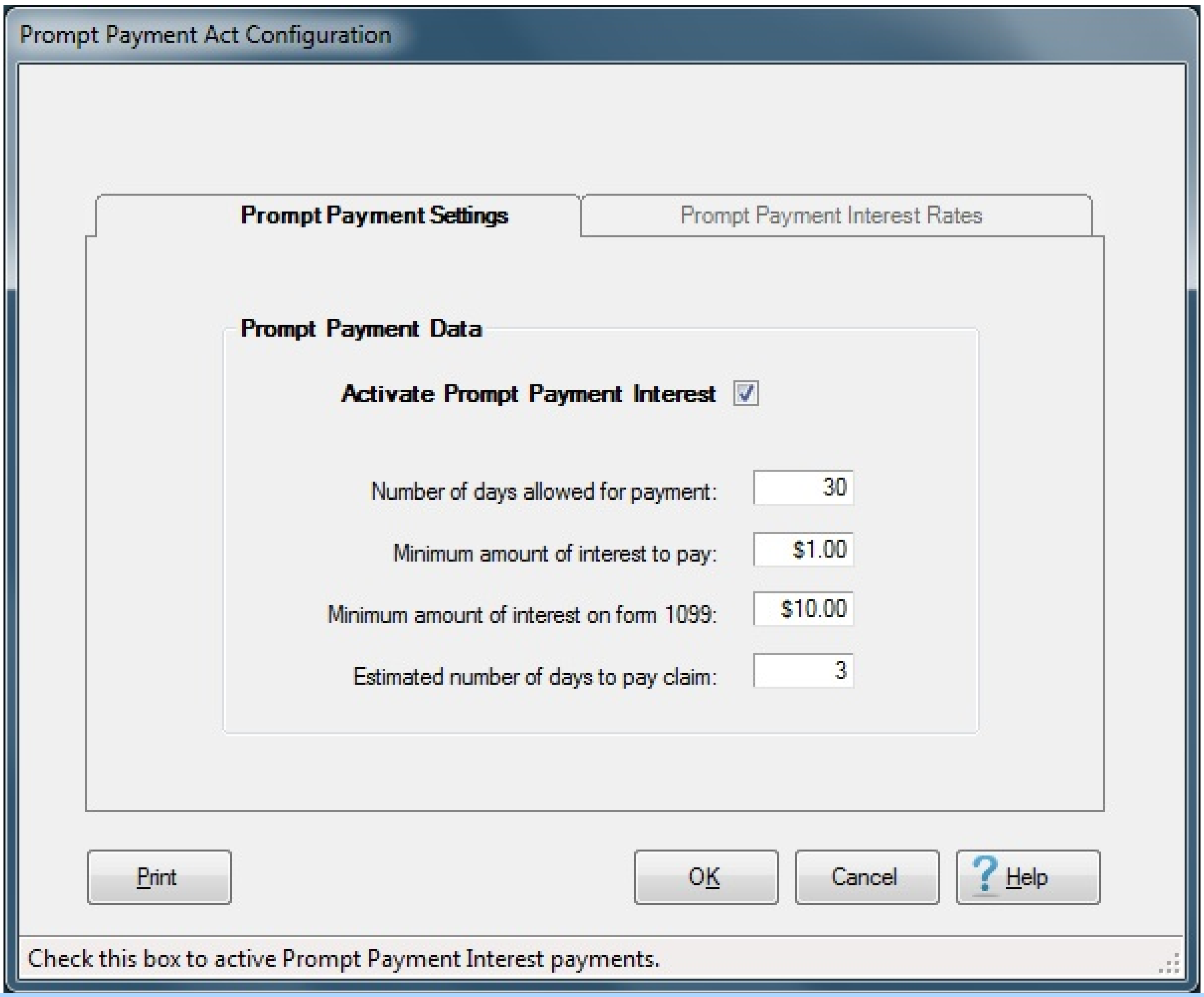
2. When **finished** activating audit criteria, **click** on the **OK** button.

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.

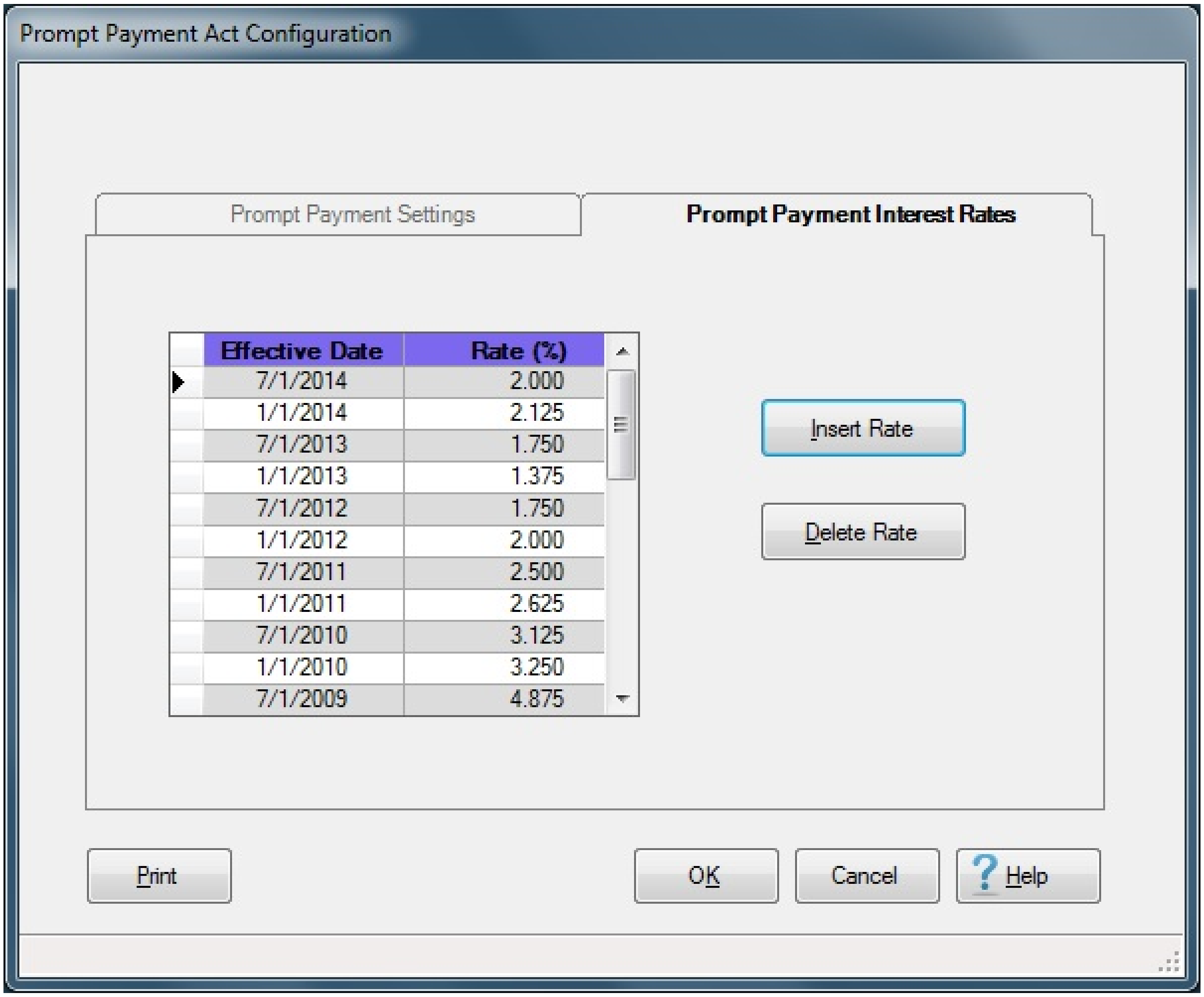


Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Prompt Payment Interest** option.

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 :

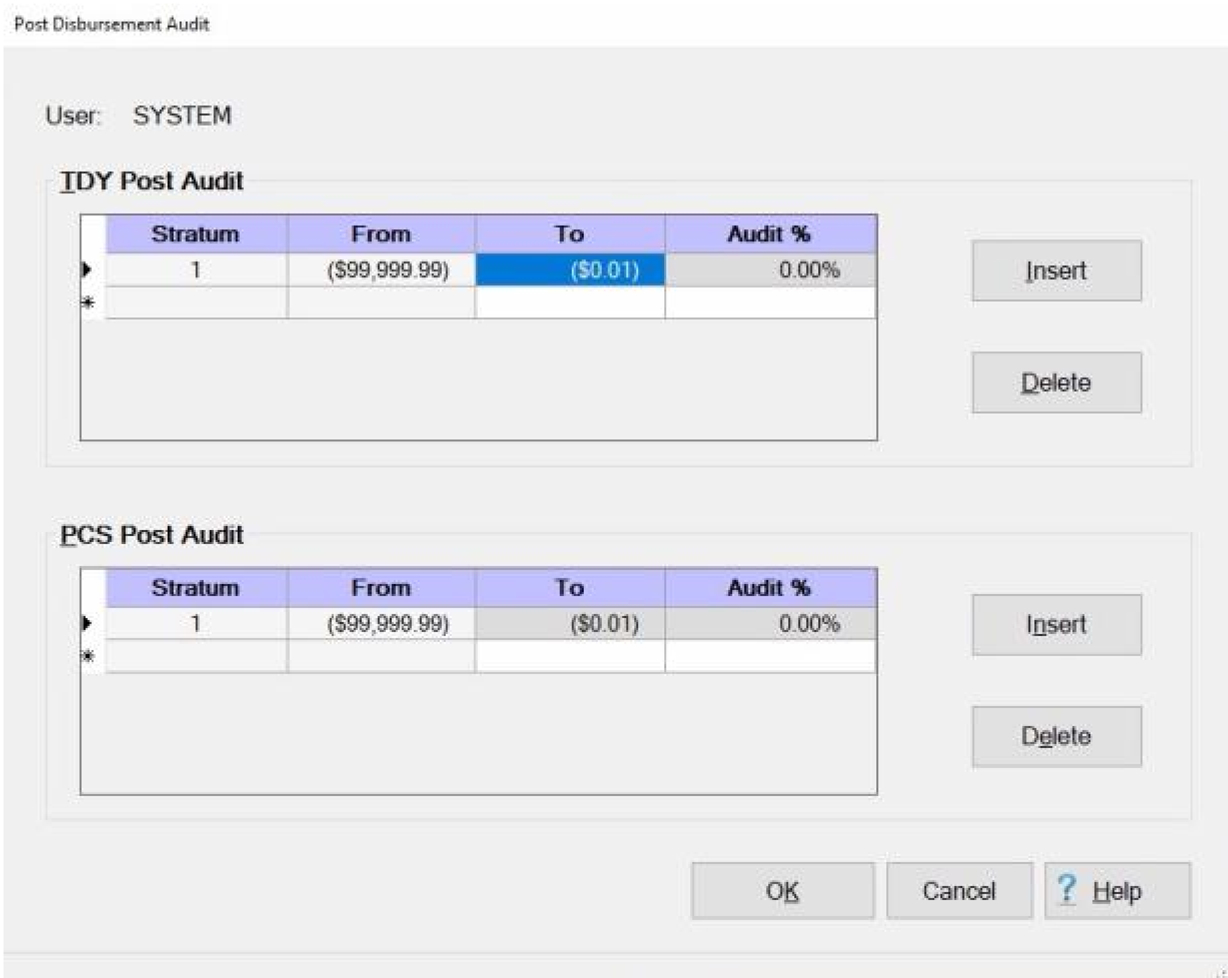
1. **Activate Prompt Payment Interest Payments:** - A **check mark** must appear in the check box for this field in order to generate the Prompt Payment Interest Report. **Click** in the **check box** to **activate** or **de-activate** this option as desired.
2. **Number of days allowed for payment:** - **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.

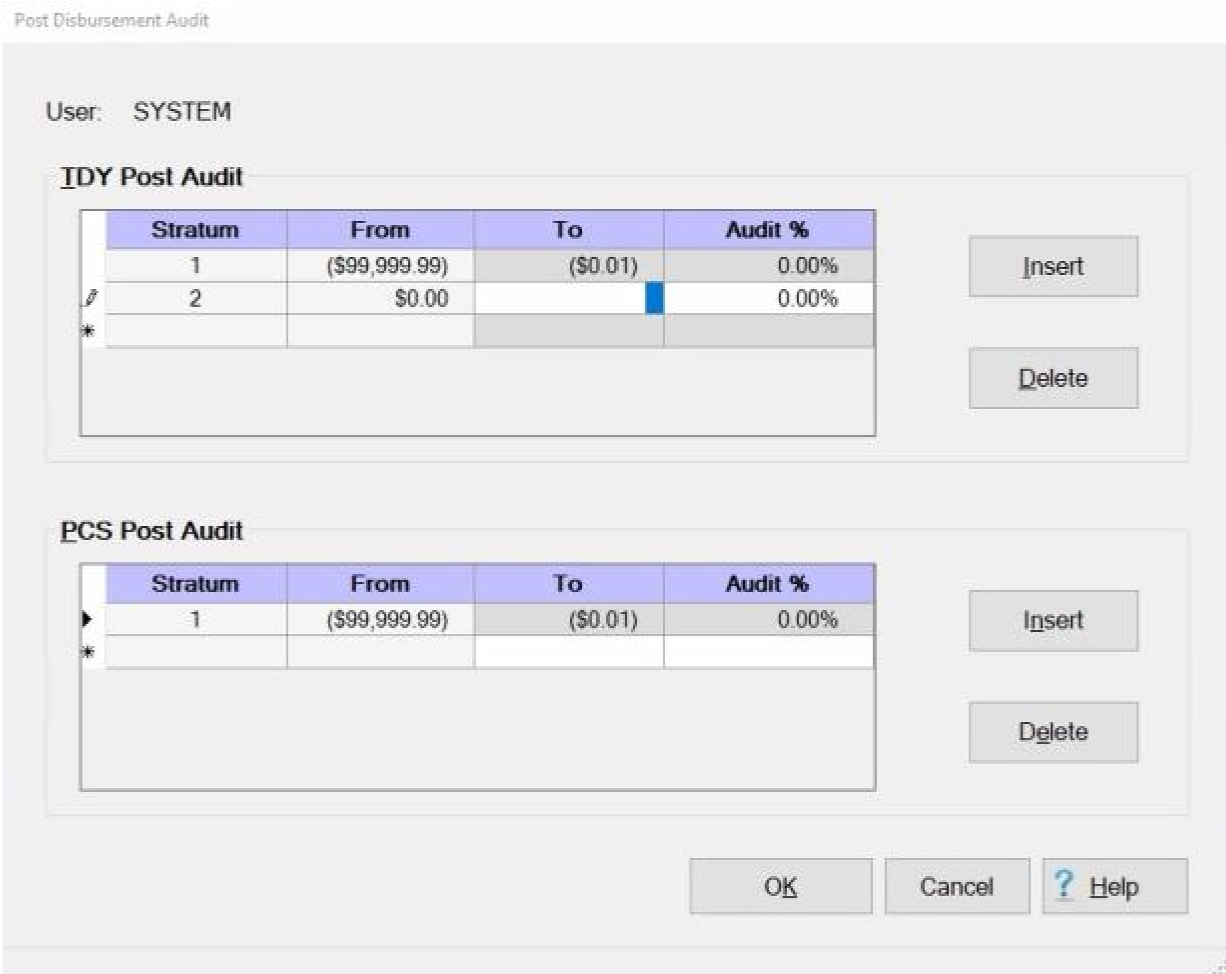


Note: To **access** this screen, **change** your **View** to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Post Audit Parameters** option.

Complete the following steps to "establish" your desired post disbursement audit parameters:

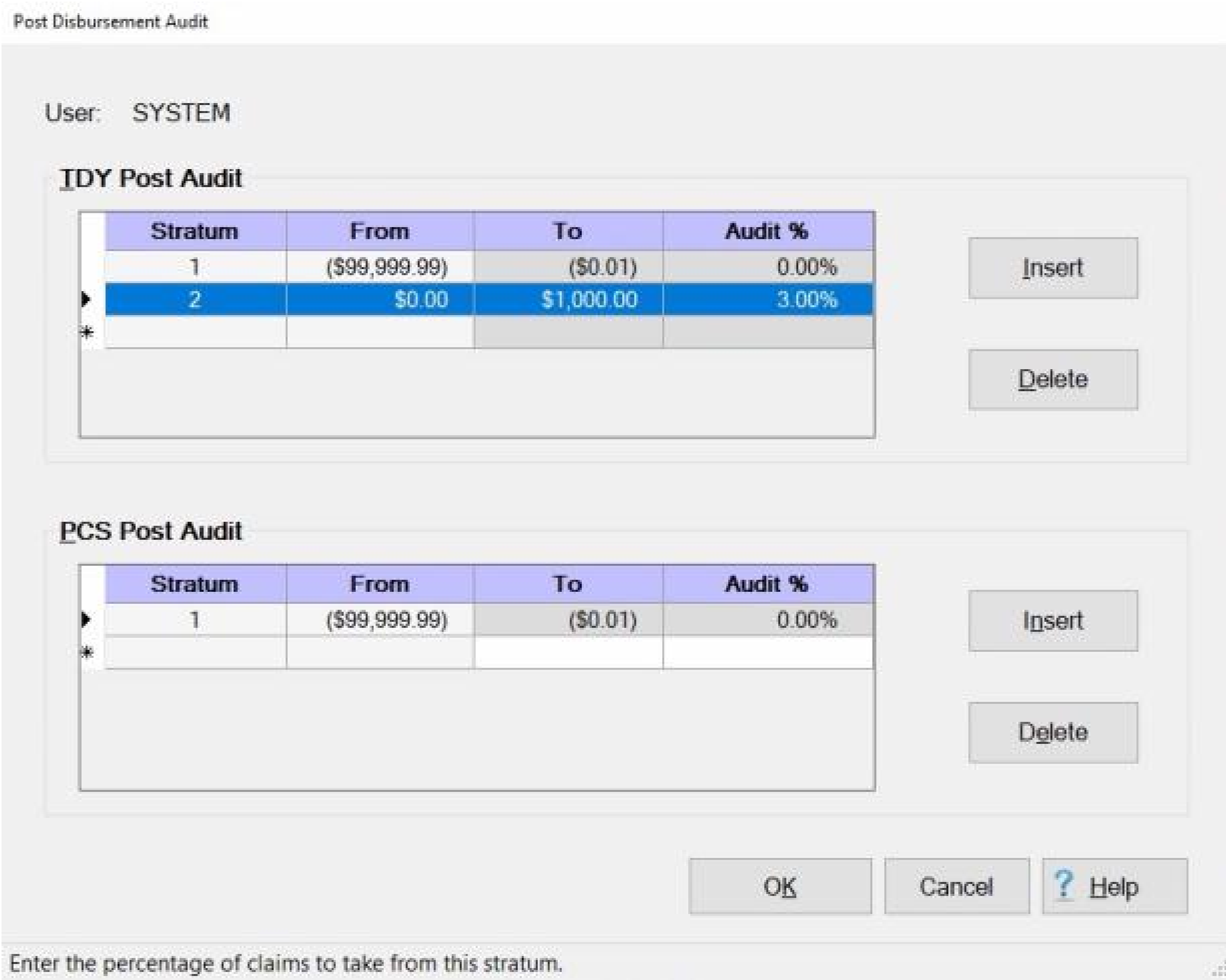
Note: When this screen is accessed for the first time, you will see that **Stratum 1** is already present, but the **Audit %** field displays **zero**. You must **enter** the desired **percentage** for this Stratum. The **percentage** is the only field that may be changed for **Stratum 1**.

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.

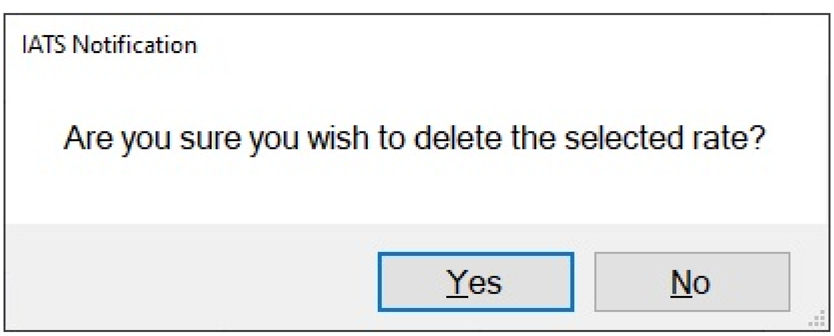


5. **Repeat** the steps above to **add** more **parameters** if desired.
6. When you are **finished** with the TDY Post Audit section, use the same procedures to establish your desired audit parameters for the **PCS Post Audit** section.
7. When you are **finished** creating all of the desired audit 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.



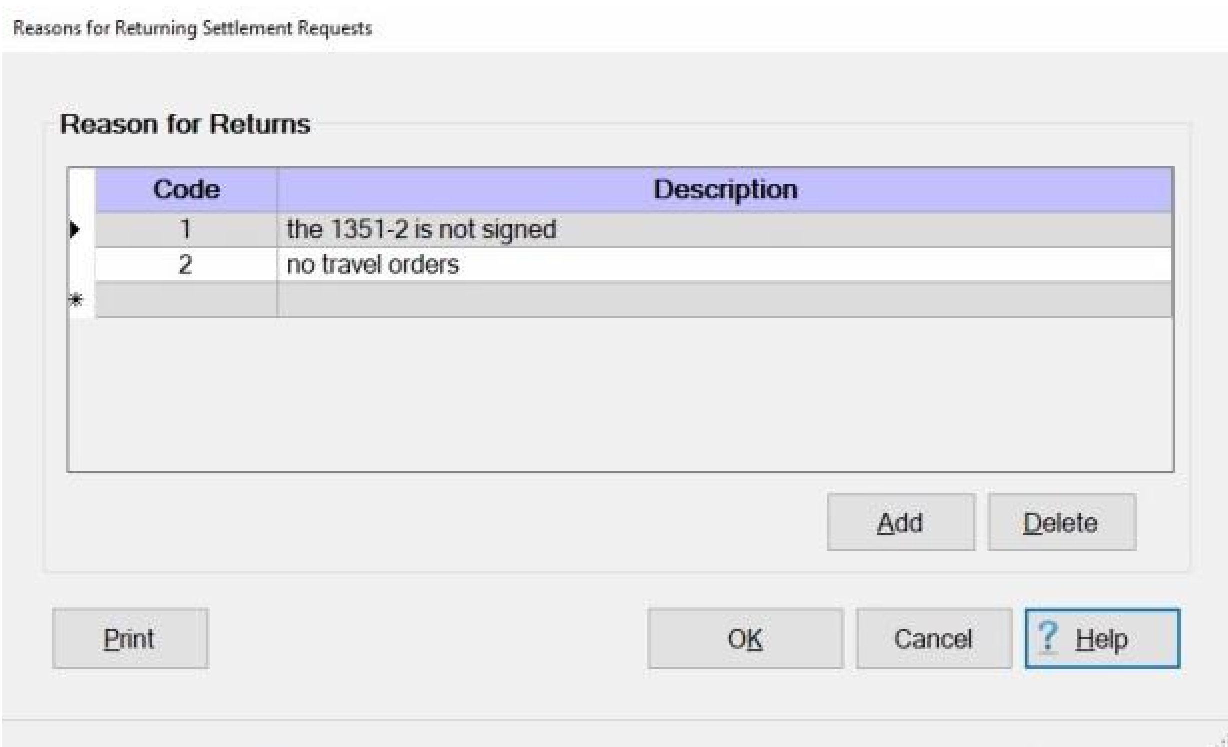
4. **Click** on *Yes*.
5. When you are **finished** using the Post Disbursement Audit screen, **click** on **OK** to **save** your changes and **return** to the **Maintenance Main Menu** screen.

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.

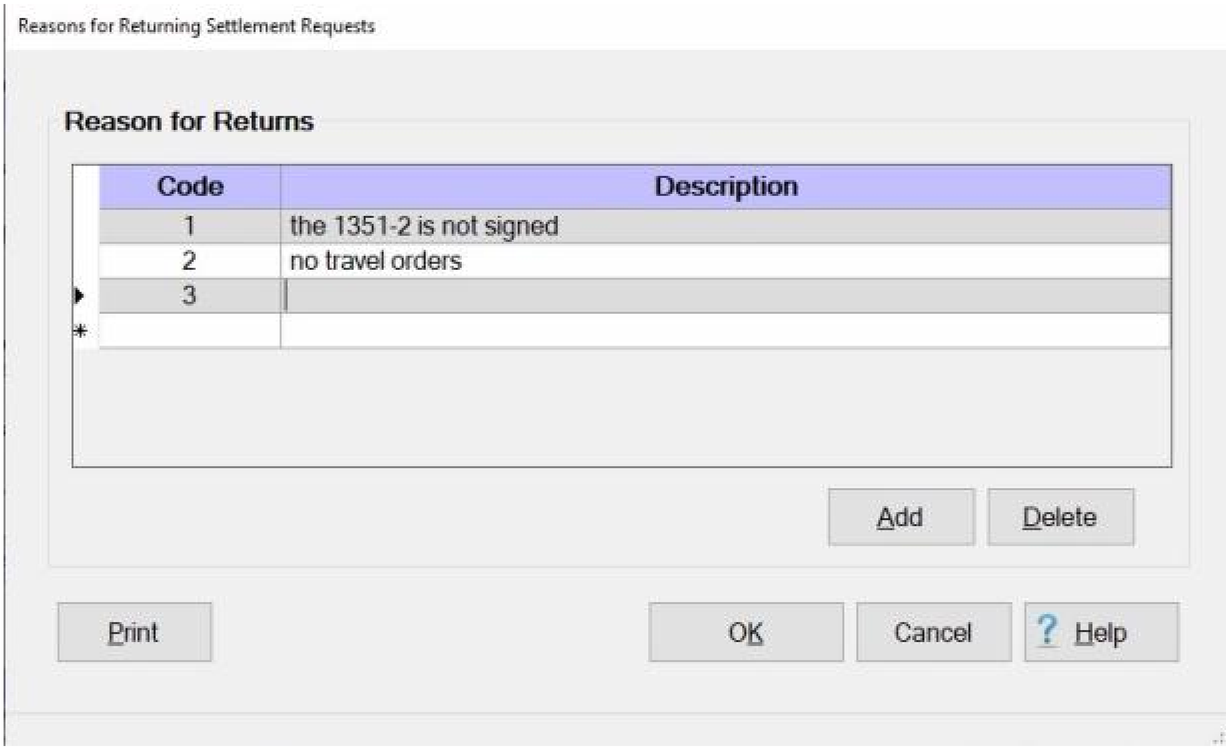


When IATS is initially installed, the Reason for Return Table is populated with the two **codes** shown above. Users may add **additional** reasons to this table, however.

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:

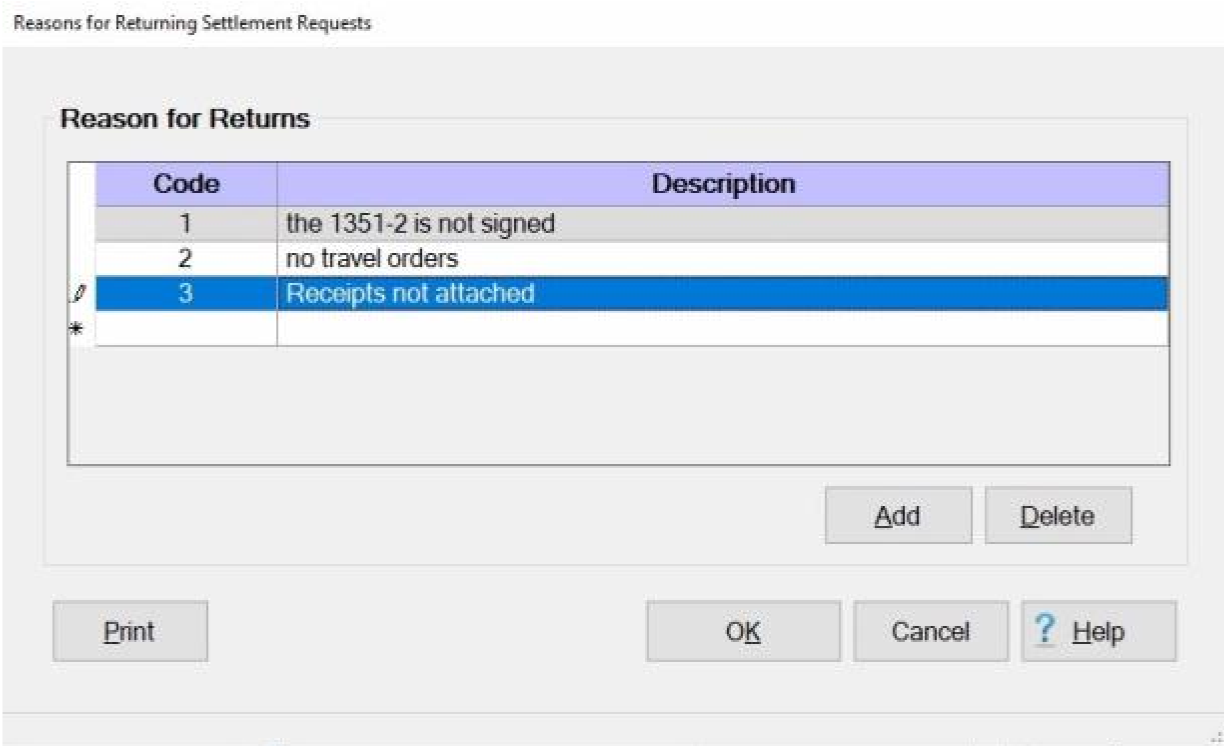
1. **Click** on the **Add** button. A blank **line** appears at the bottom of the grid with the next consecutive **number** appearing in the **Code** field.



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.

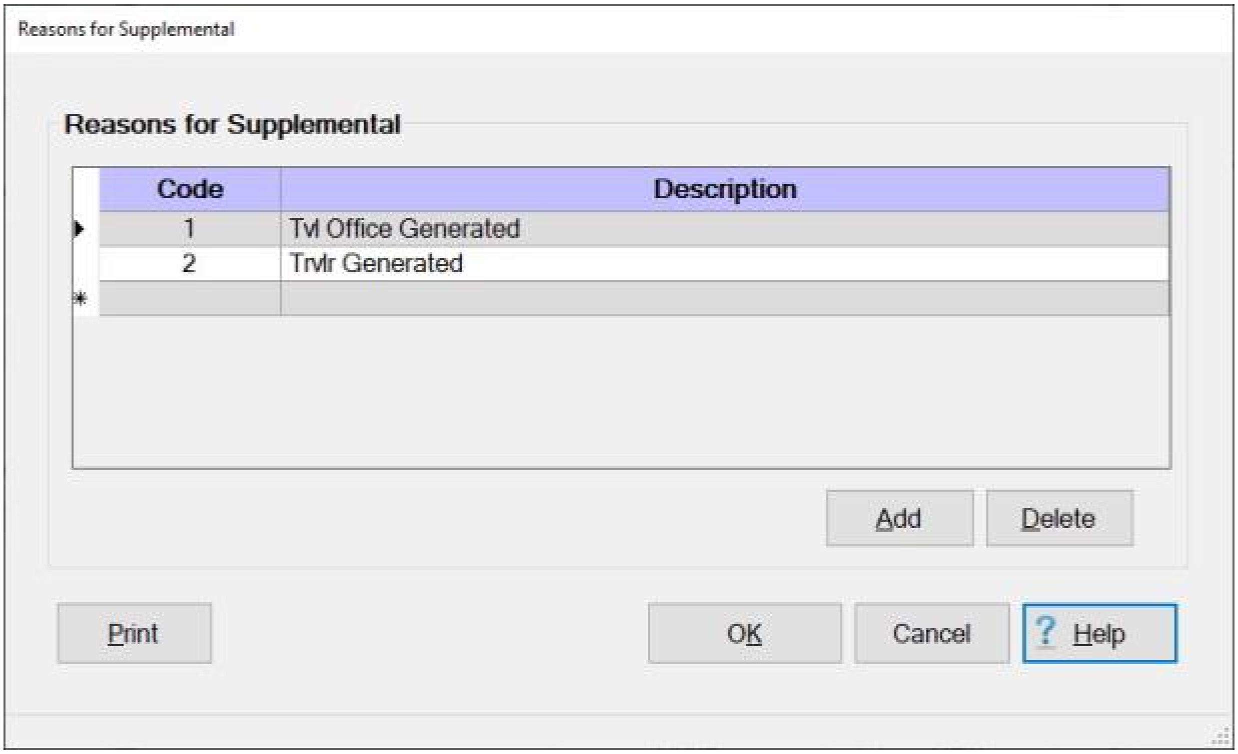


2. IATS **highlights** the code **number** and the **description** for the item selected.
3. When the desired item is highlighted, **click** the **Delete** button.
4. A **pop-up** appears asking if you are **sure** you wish to delete this reason for return.
5. **Click** on the *Yes* button. IATS deletes 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.

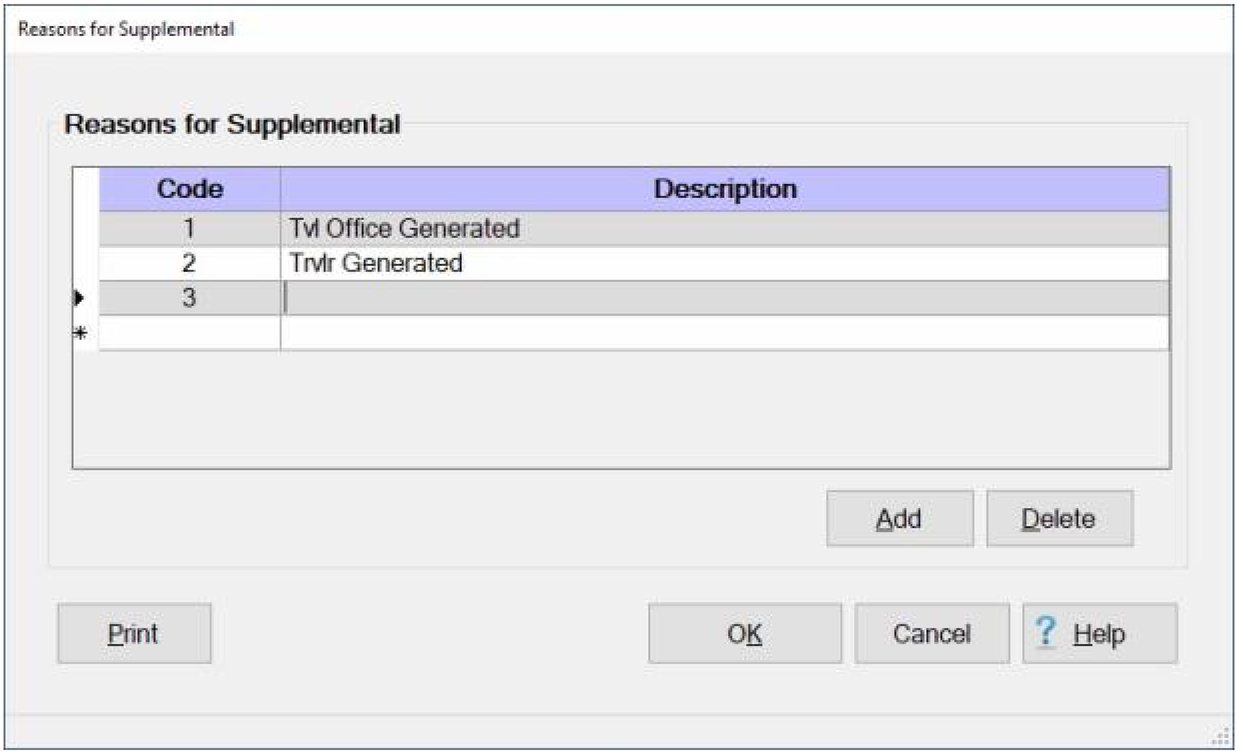
The travel supervisor, or person designated, must **populate** the **Reasons for** Supplemental table.



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:

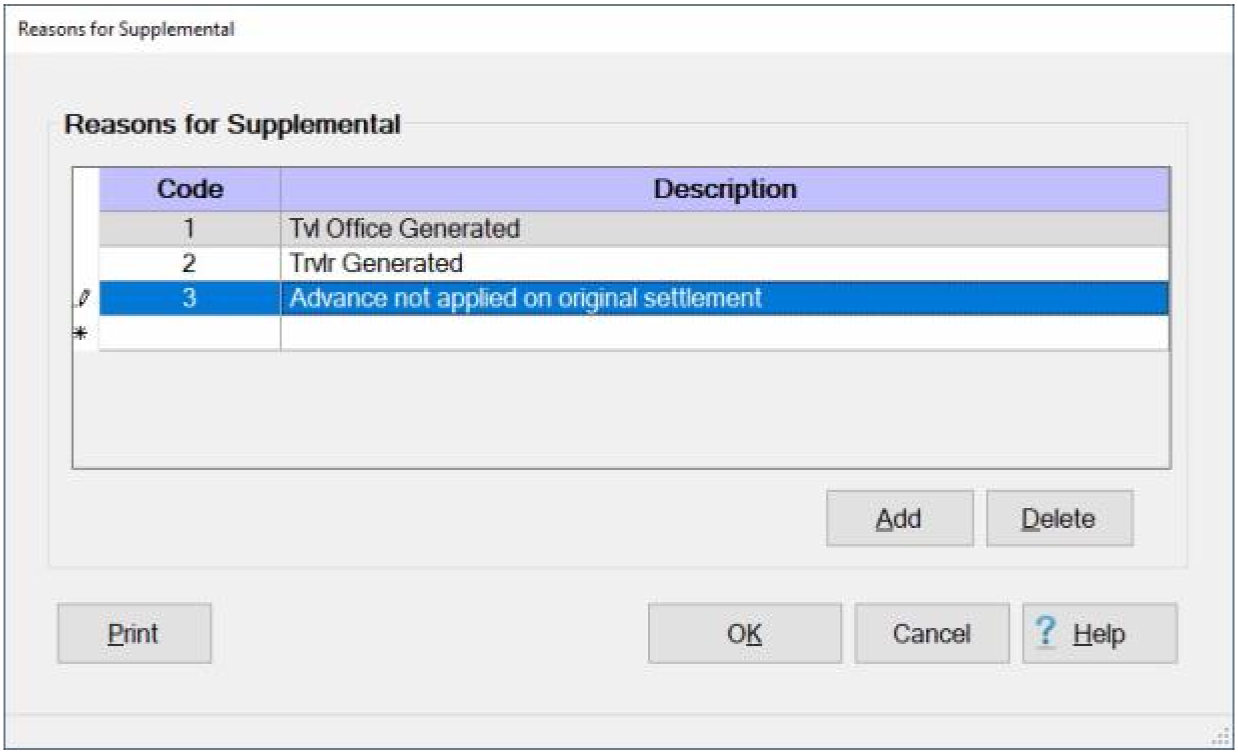
1. **Click** on the **Add** button. A blank **line** appears at the bottom of the grid with the next consecutive number appearing in the **Code** field.



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.

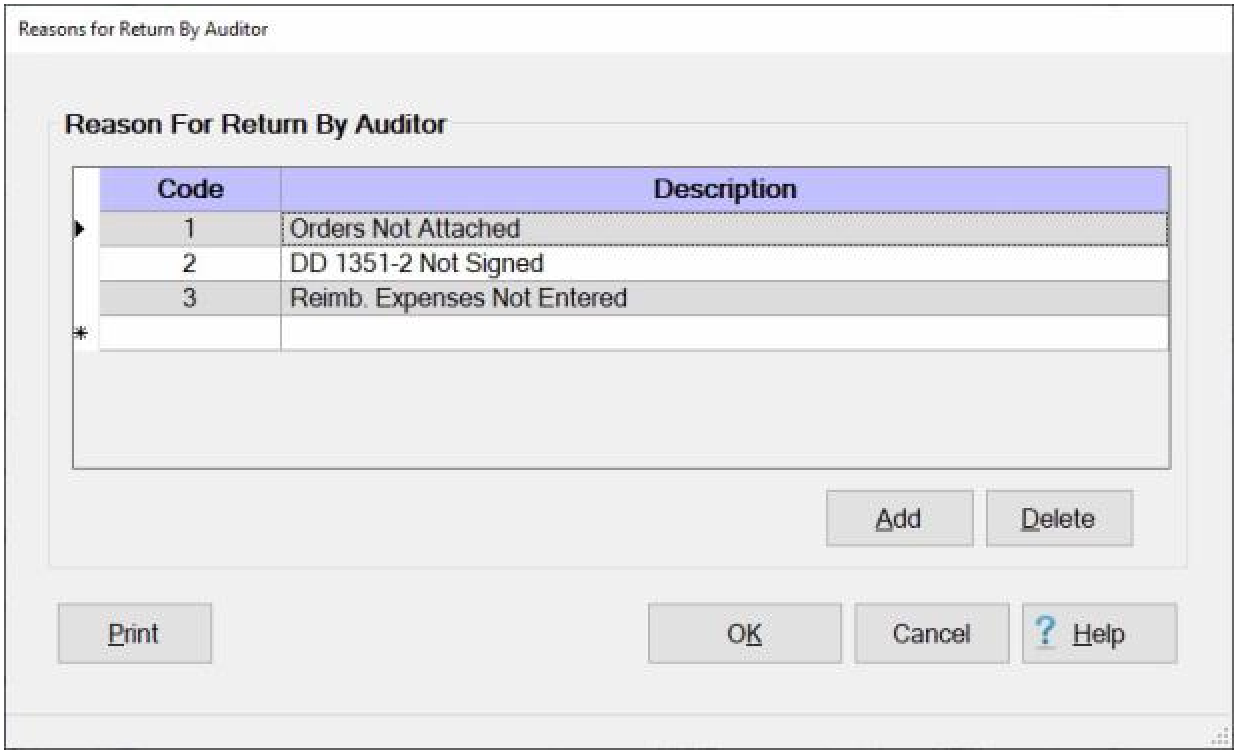


2. IATS **highlights** the code **number** and the **description** for the item selected.
3. When the desired item is highlighted, **click** the **Delete** button.
4. A **pop-up** appears asking if you are **sure** you wish to delete this reason for supplemental.
5. **Click** on the *Yes* button. IATS 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.

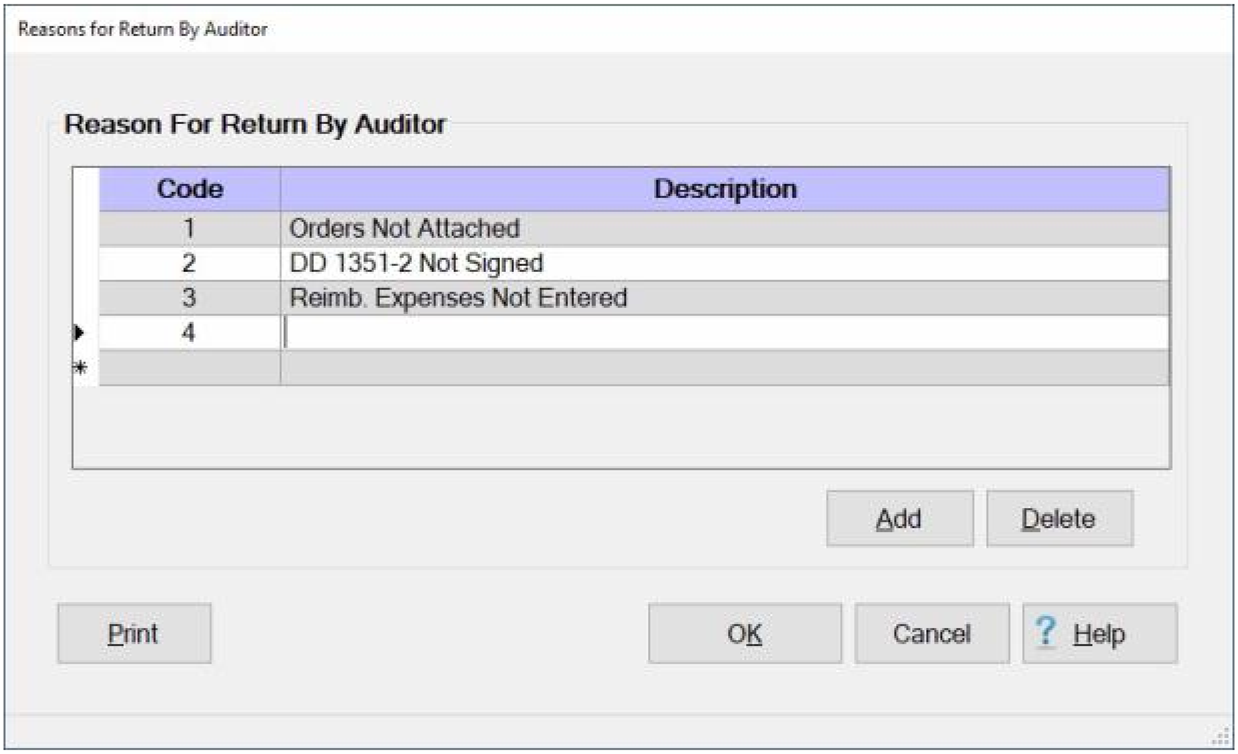


When IATS is initially installed, the **Reason for Return By Auditor** table is **pre-populated** with the **codes** shown above. Users may add **additional** codes/reasons to this table, however.

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:

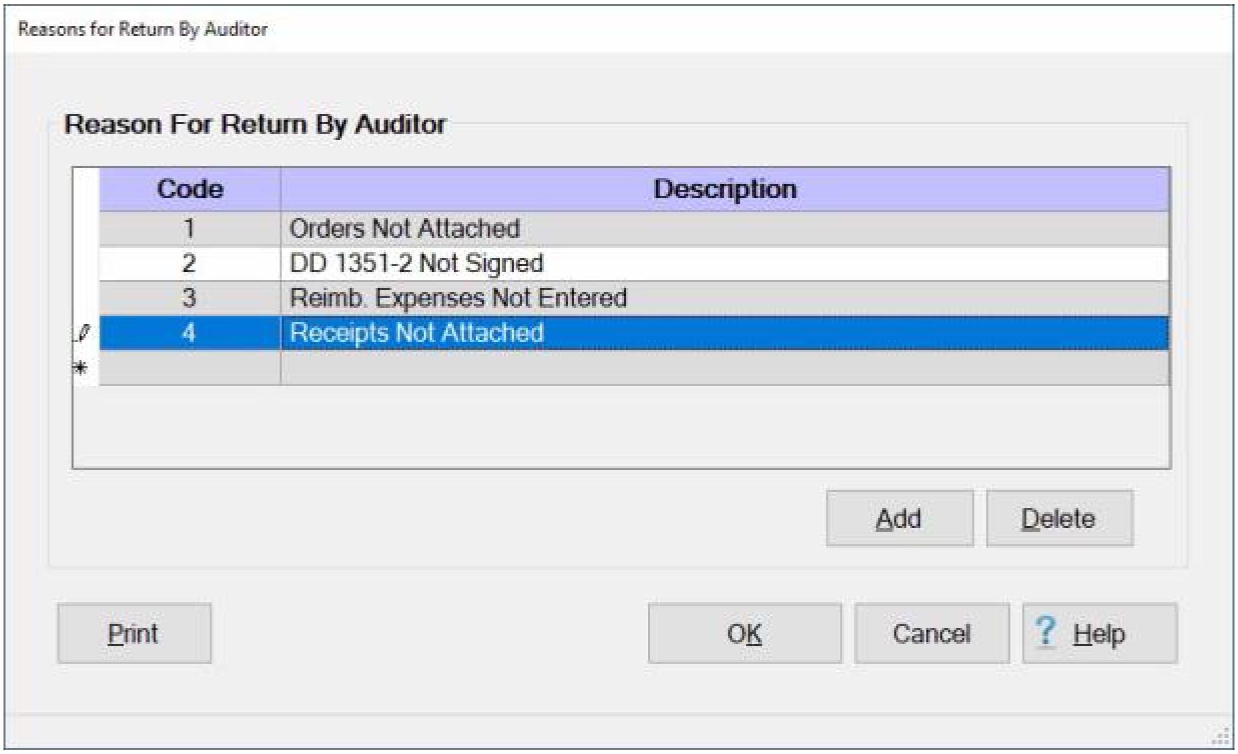
1. **Click** on the **Add** button. A blank **line** appears at the bottom of the grid with the next consecutive number appearing in the **Code** field.



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.

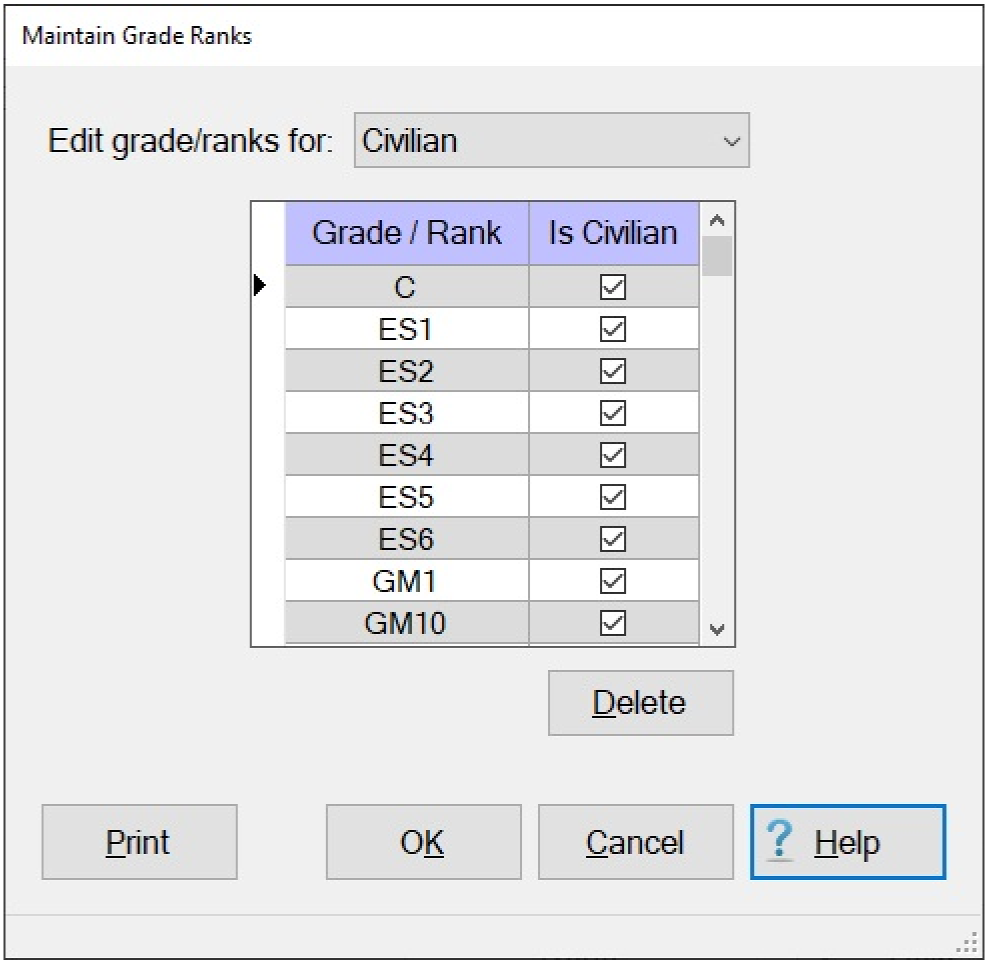
Maintaining Grades and Ranks

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.

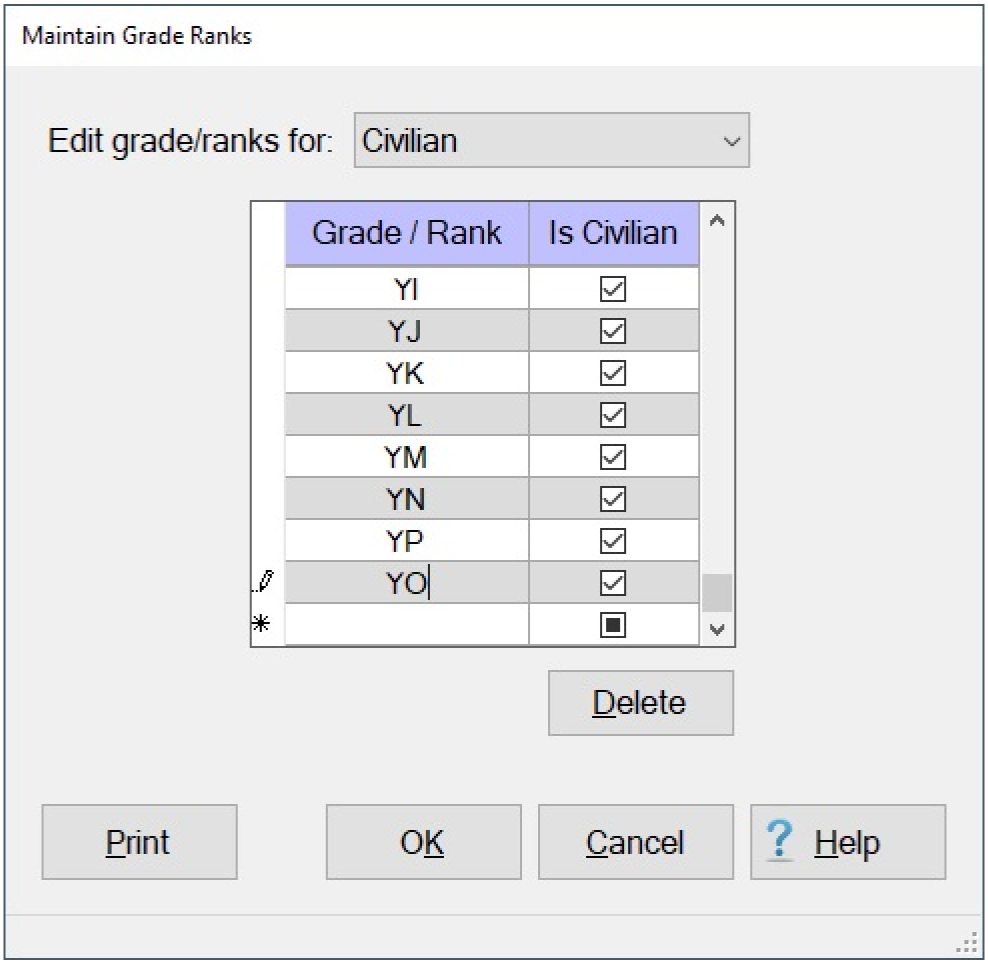
Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Reasons for Return By Auditor** option.

Complete the following steps to "maintain" the Grade Ranks table:



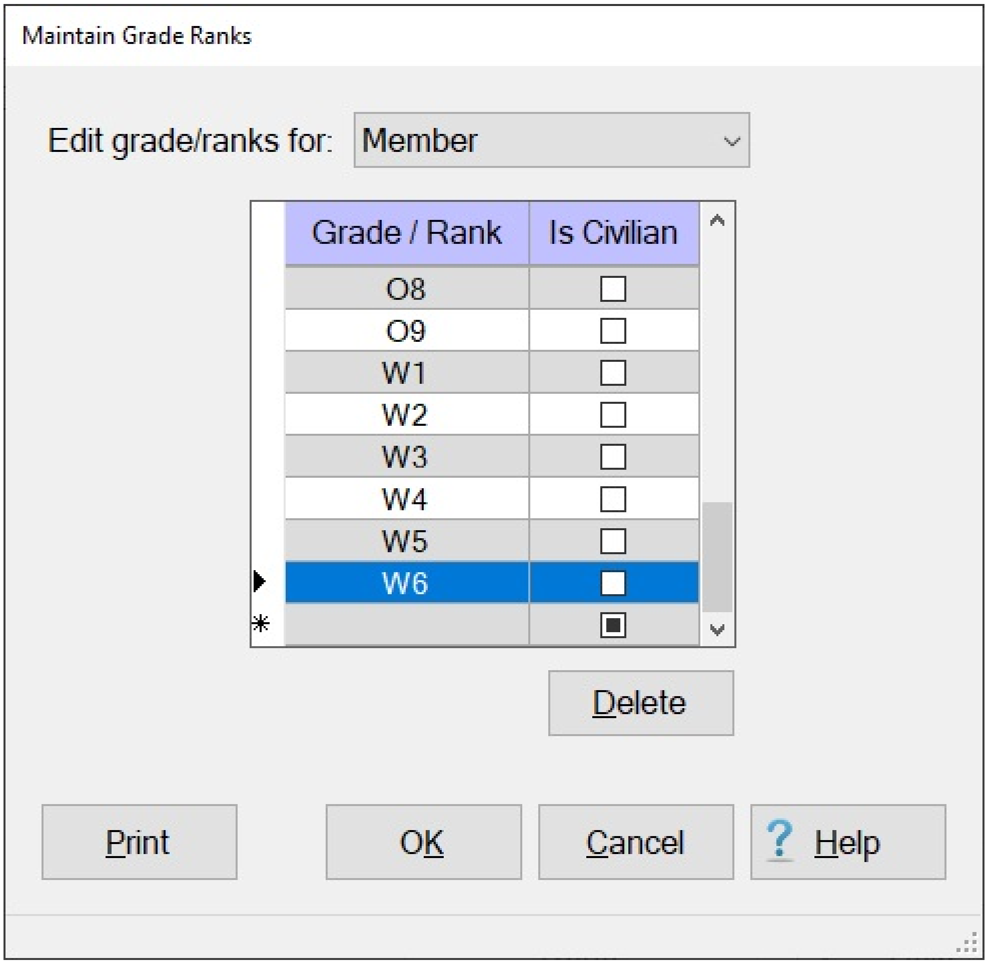
1. When the Maintain Grade Ranks table is displayed, the **default** grades/ranks displayed are for **civilian** employees.
2. **Click** on the *down* **arrow** button at the **Edit grade/ranks for** field. A *drop down* **list** will appear listing an option for **member**.
3. **Click** on the **member** 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:



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:



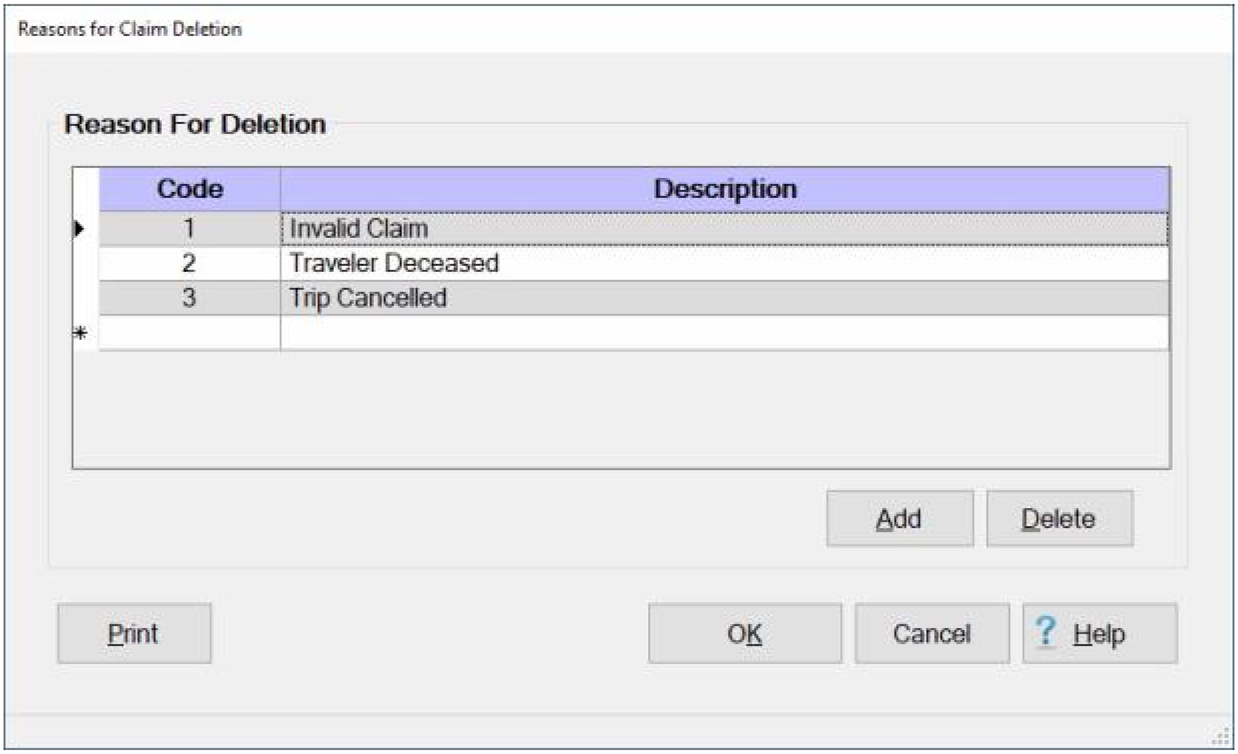
1. **Click** in the **column** to the left of the **Grade/Rank** column for the grade/rank you wish to delete.
2. When the desired grade/rank is highlighted, **click** on the **Delete** button. IATS will remove the selected grade/rank from the table.
3. **Click** on the **OK** button when you are **finished** 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.

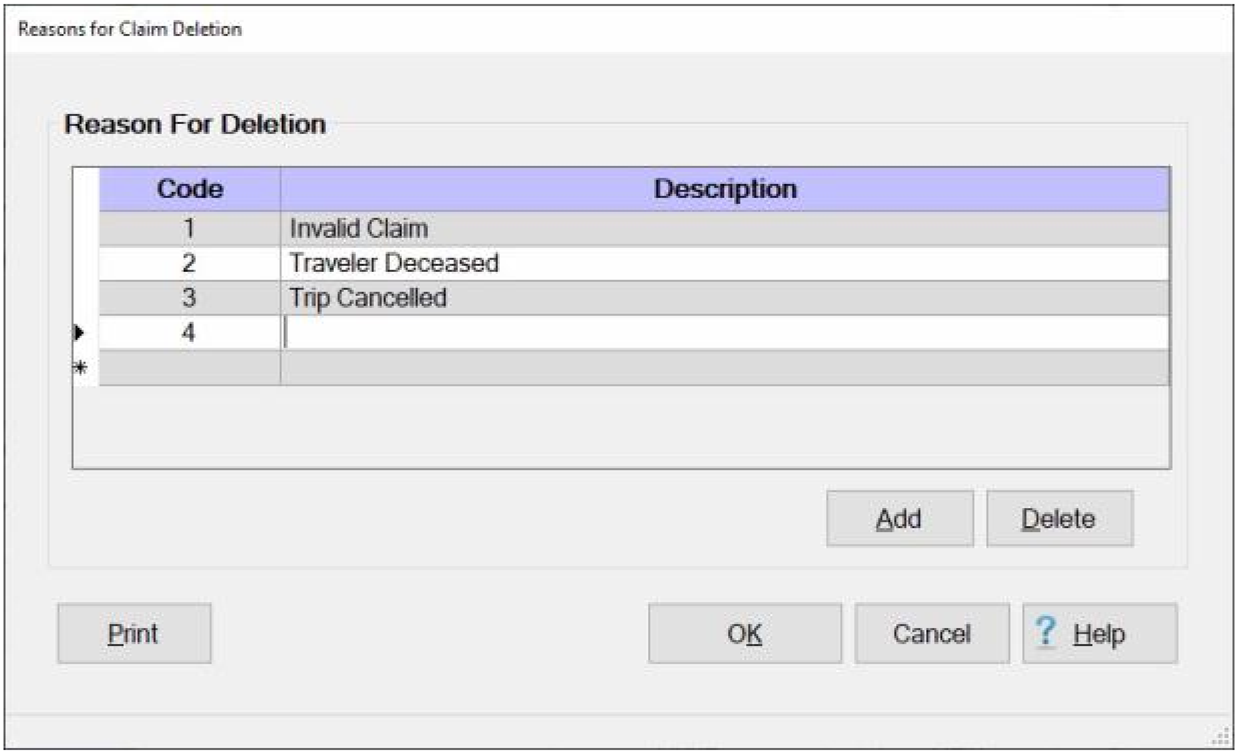


When IATS is initially installed, the **Reasons for Claim Deletion** table may be **pre-populated** with **codes** as shown above. Users may add **additional** codes/reasons to this table, however.

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 Detail Deletion** option.

Complete the following steps to "enter" reasons for detail deletion:

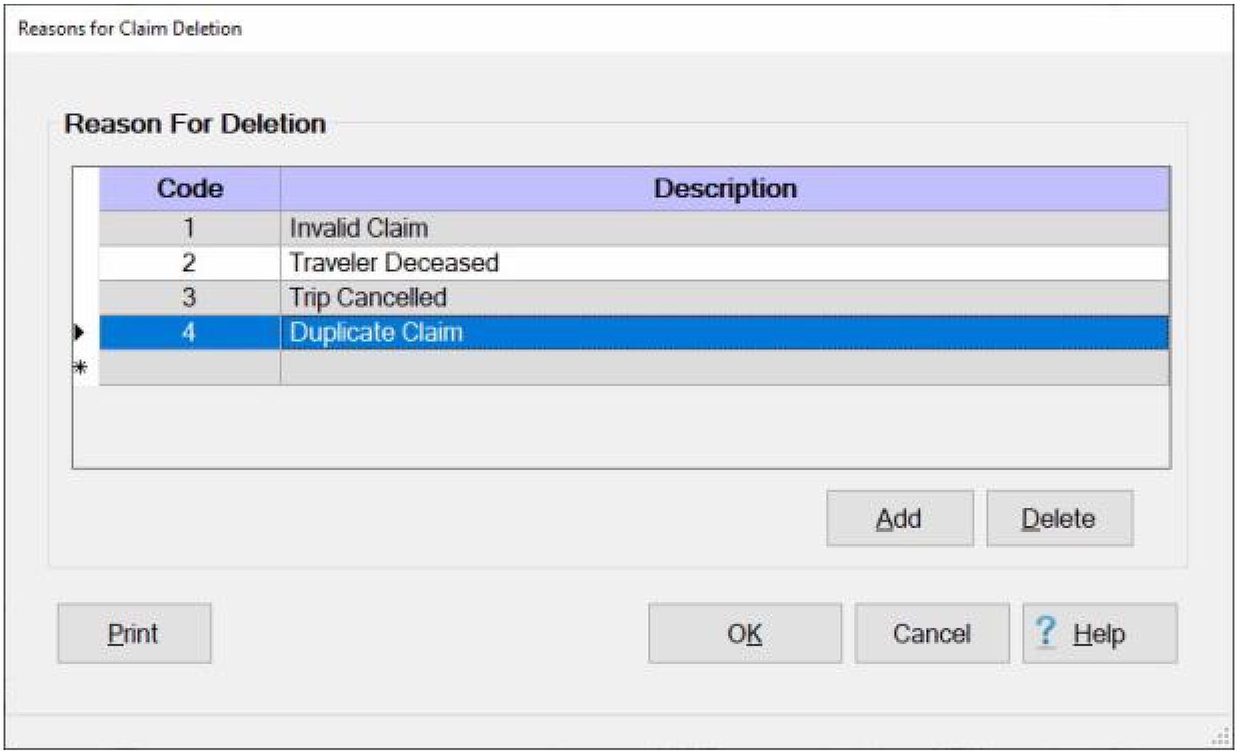
1. **Click** on the **Add** button. A blank **line** appears at the bottom of the grid with the next consecutive number appearing in the **Code** field.



2. **Type** your desired **reason** for the new item in the **Description** field.
3. **Continue** these steps until you are **finished** entering all of your desired reasons.
4. 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.

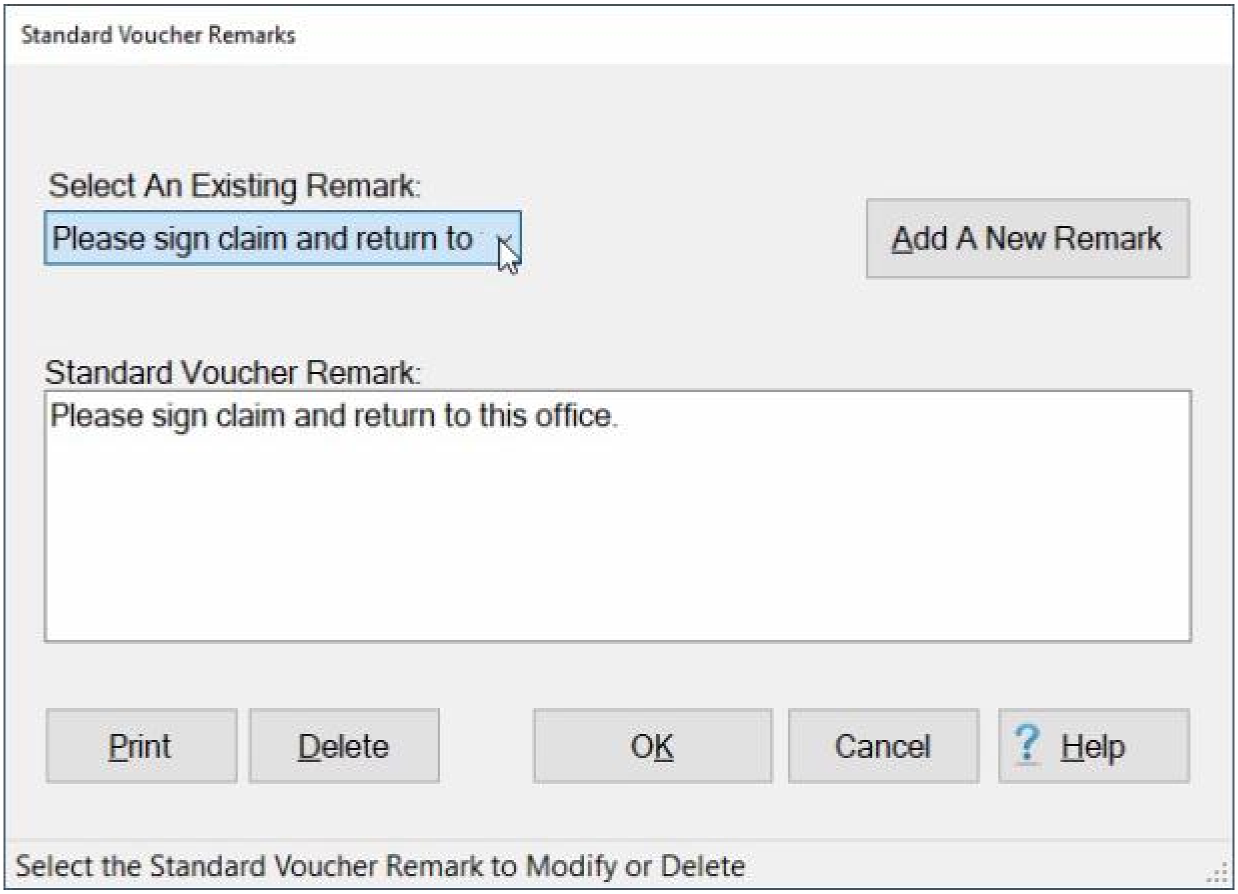


2. IATS **highlights** the code **number** and the **description** for the item selected.
3. When the desired item is highlighted, **click** the **Delete** button.
4. A **pop-up** appears asking if you are **sure** you wish to delete this reason for audit return.
5. **Click** on the *Yes* button. IATS 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:

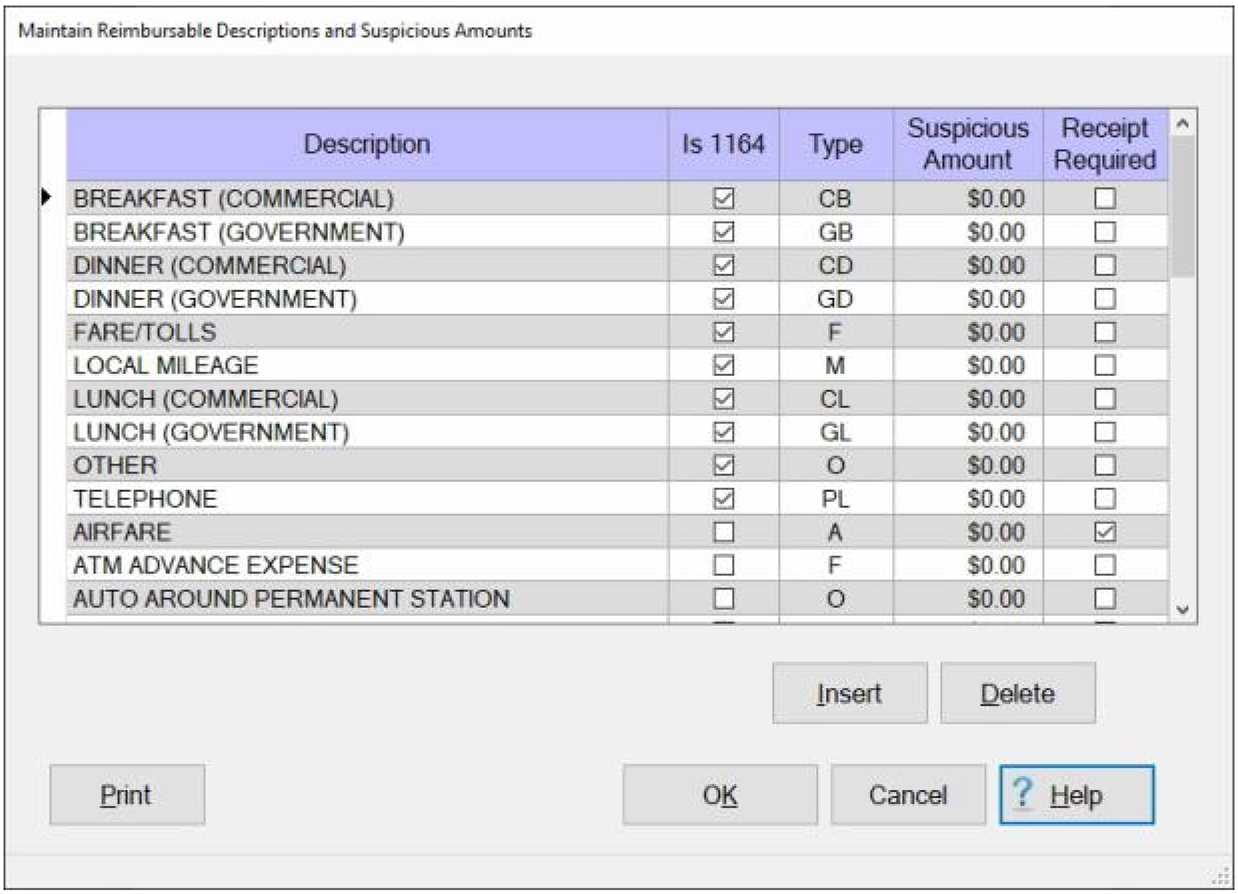
1. At the **Select an Existing Remark** field, **click** on the *down* **arrow** button to display the **list** of remarks and then **click** on the desired **remark**. The selected remark will appear in the Standard Voucher Remark **text box**.
2. **Click** on the **Delete** button.
3. **Click** on 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.



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

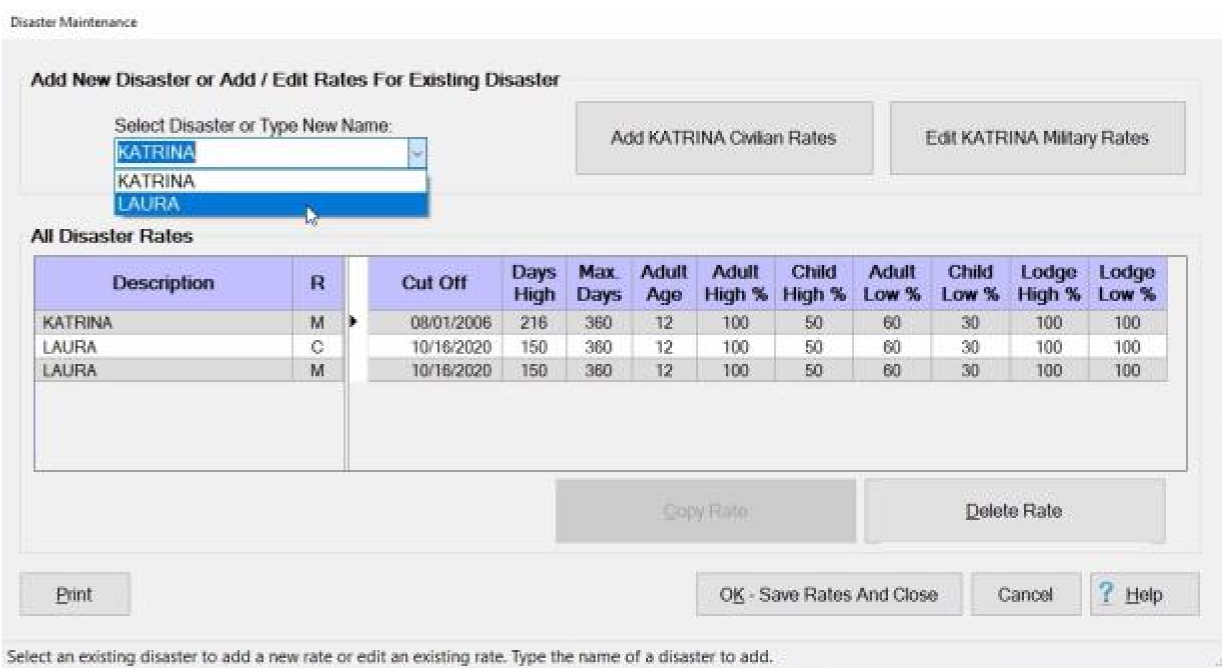
In order to better handle the various **rates** and **entitlement extensions** that often occur in connection with **evacuation** travel, a **Disaster Rates table** has been added to the IATS Maintenance module.

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.

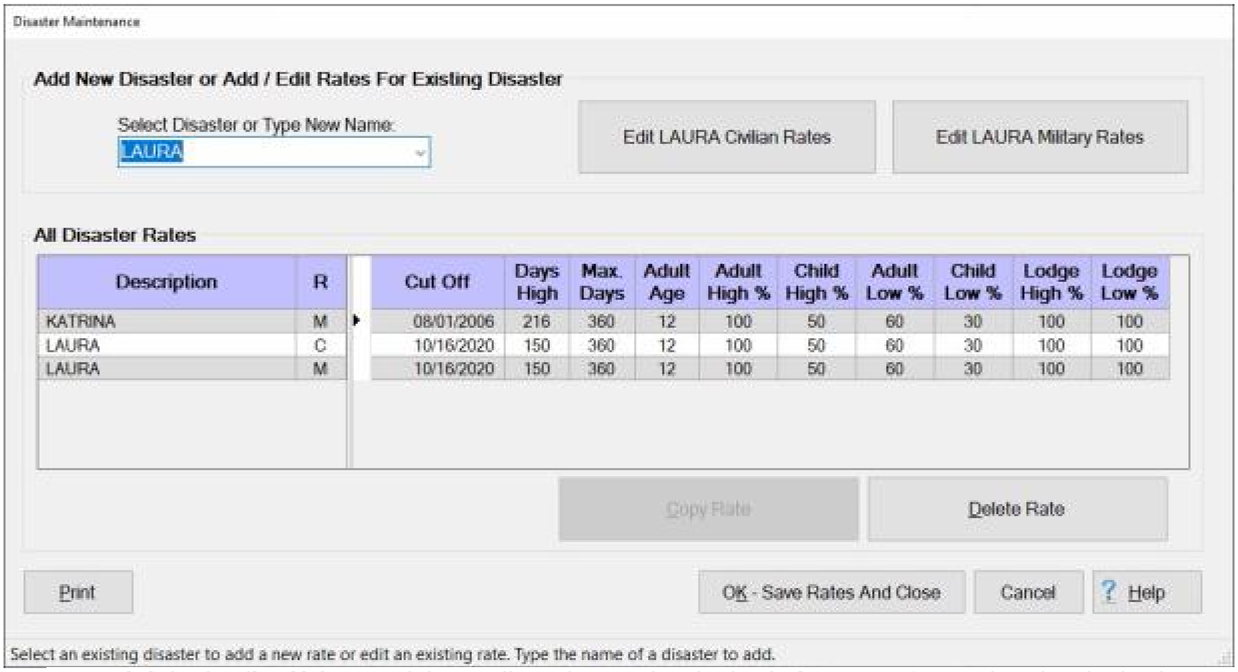
Note: To **access** this table, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Constants/Descriptions** and then **click** on the **Disaster Rates** option.

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.



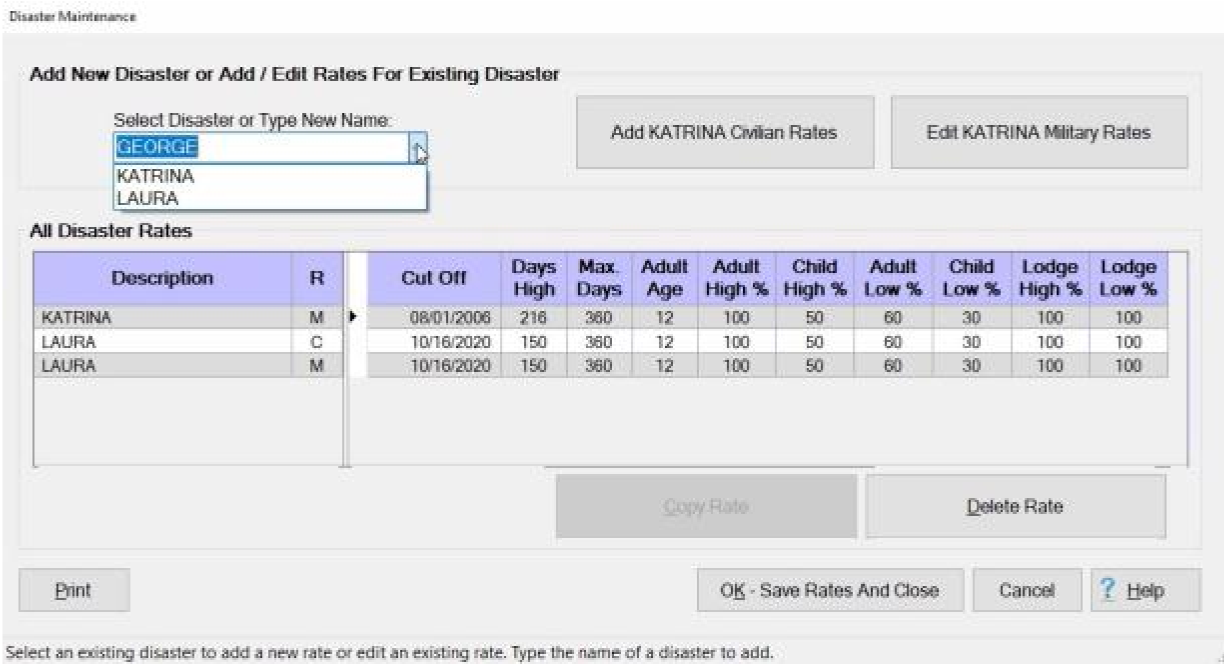
2. **Click** on the desired Disaster name. The <u>existing</u> **rates** for the selected disaster **appear** in the input **fields** in the **grid** in the <u>middle</u> of the screen.
3. **Click** on <u>either</u> the **Edit Civilian Rates** or **Edit Military Rates** button as applicable.



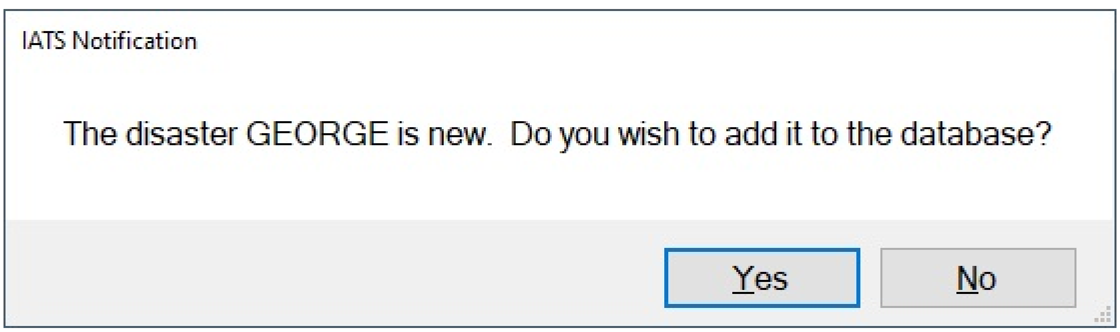
4. **Click** in the **field(s)** you wish to edit and **type** the desired **change**. After typing the desired change, **press** the *Tab* key to the next field.
5. When you have made all of the required changes, **click** on the **OK - Save Rates and Close** button. IATS will **save** the changes and **return** to the **Maintenance Main Menu** screen.

Complete the following steps to "add" a new disaster name and the applicable rates:

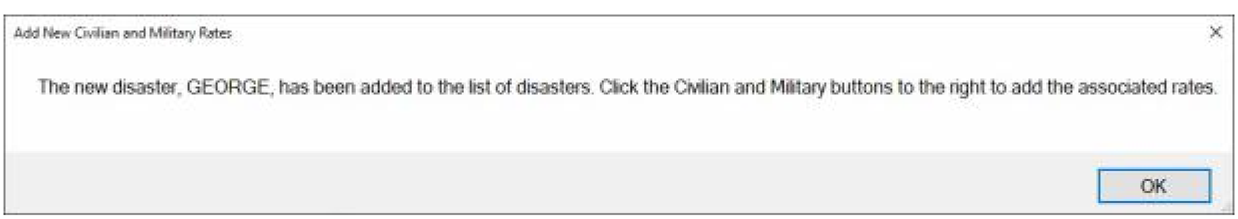
1. **Select Disaster or Type New Name: -** Click in the **Select Disaster or Type New Name** field in the upper section of the screen.



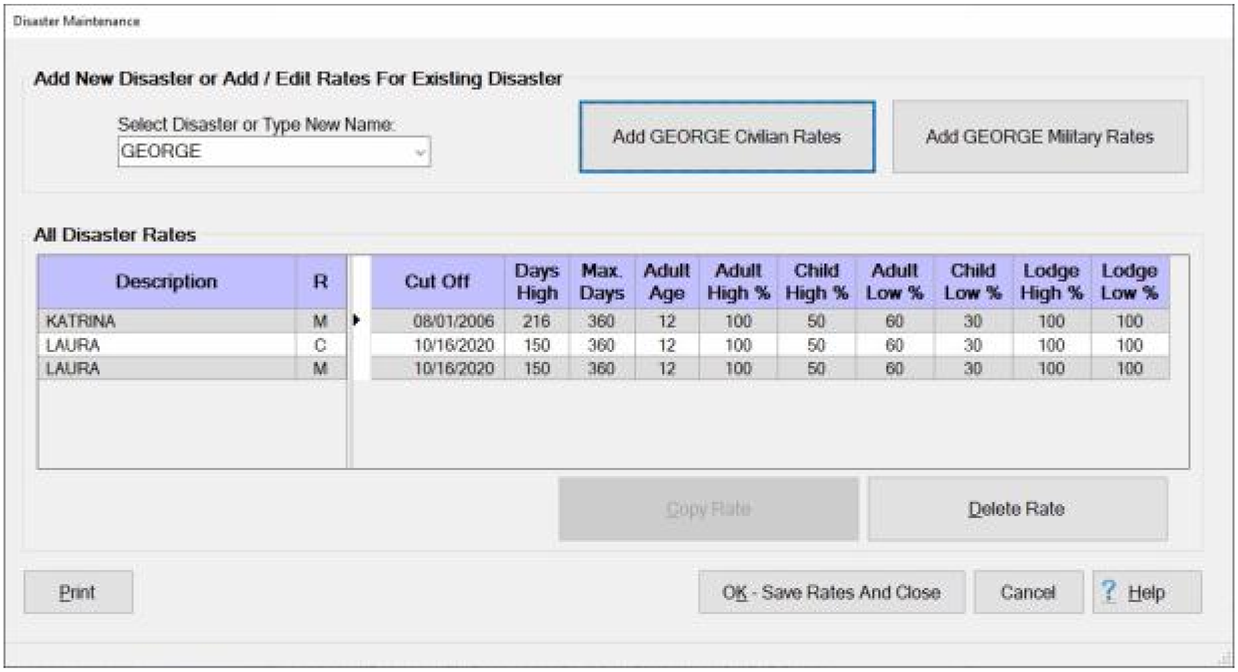
2. **Type** the new disaster **name**, and then **press** *Tab*. A *pop-up* **message** will appear indicating that the disaster is **new** and asks if you wish to **add** it to the database.



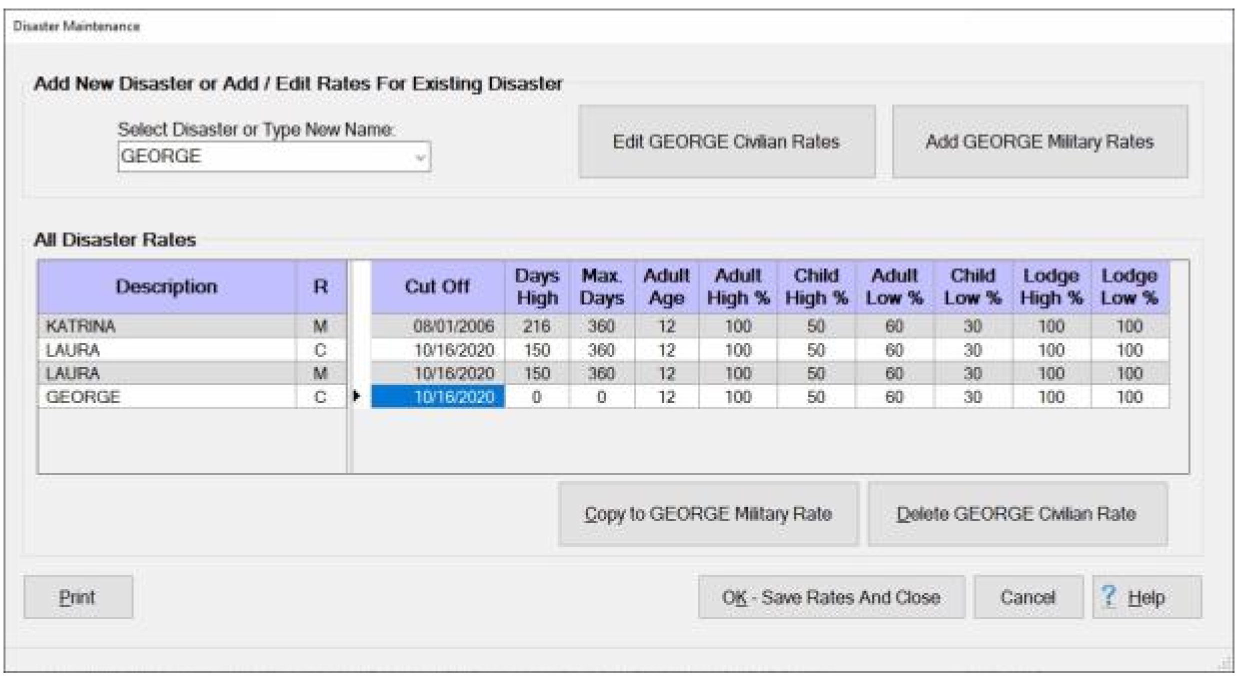
3. **Click** on *Yes* if you wish to **add** the new disaster name. A *pop-up* **message** will appear indicating that the disaster has been **added** and instructing you to **click** on the **Civilian** and **Military** buttons to **add** the rates.



4. **Click** on **OK**.



5. **Click** on <u>either</u> the **Add Civilian Rates** <u>or</u> **Add Military Rates** button. The <u>new</u> **disaster** will now appear in the **Description** column in the rates grid and the <u>current</u> **date** will appear in the **Cut Off** column.



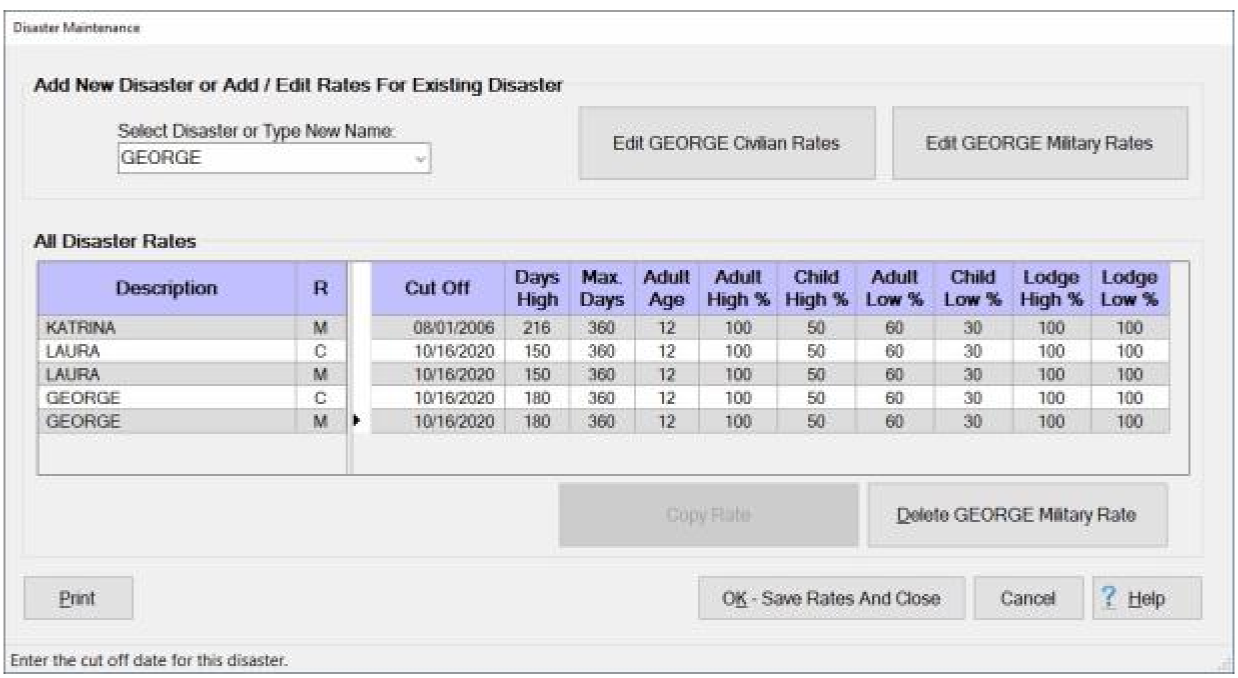
6. **Cutoff Date:** - Type the **ending date** for the evacuation entitlement **period** in **MMDDYY** format and **press** *Tab*.
7. **Days High:** - Refer to the regulation authorizing the disaster rate, **type** the **number** of days allowed at the highest rate, and then **press** *Tab*.

8. **Max Days:** - Refer to the regulation authorizing the disaster rate, **type** the **number** of days allowed for the entitlement, and then **press** *Tab*.
9. **Adult Age:** - Refer to the regulation authorizing the disaster rate, **type** the **age** qualifying for the adult rate, and then **press** *Tab*.
10. **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*.
11. **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*.
12. **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*.
13. **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*.
14. **Lodging High %:** - Refer to the regulation authorizing the disaster rate, **type** the percentage allowed for **lodging** at the highest rate, and then **press** *Tab*.
15. **Lodging Low %:** - Refer to the regulation authorizing the disaster rate, **type** the percentage allowed for **lodging** at the lowest rate, and then **press** *Tab*.

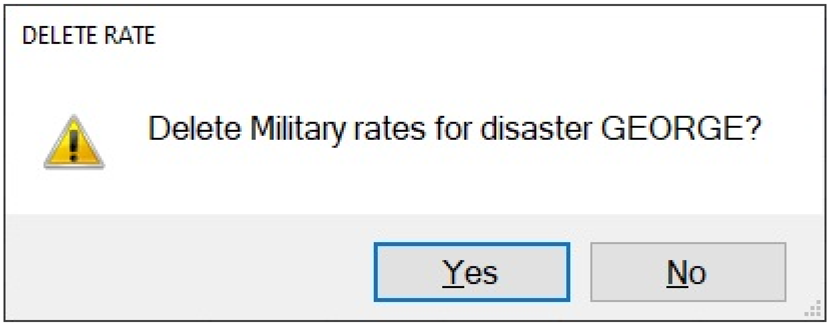
Note: After you have entered either the **Civilian** or **Military** rates for the new **disaster** you can use the **Copy** button to **duplicate** the rates you entered to either the **Civilian** or **Military** table depending on which one you entered **first**. After copying the rates you may **edit** them as needed.

16. When you have made all of the required entries, **click** on the **OK - Save Rates and Close** button.
17. 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:



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.

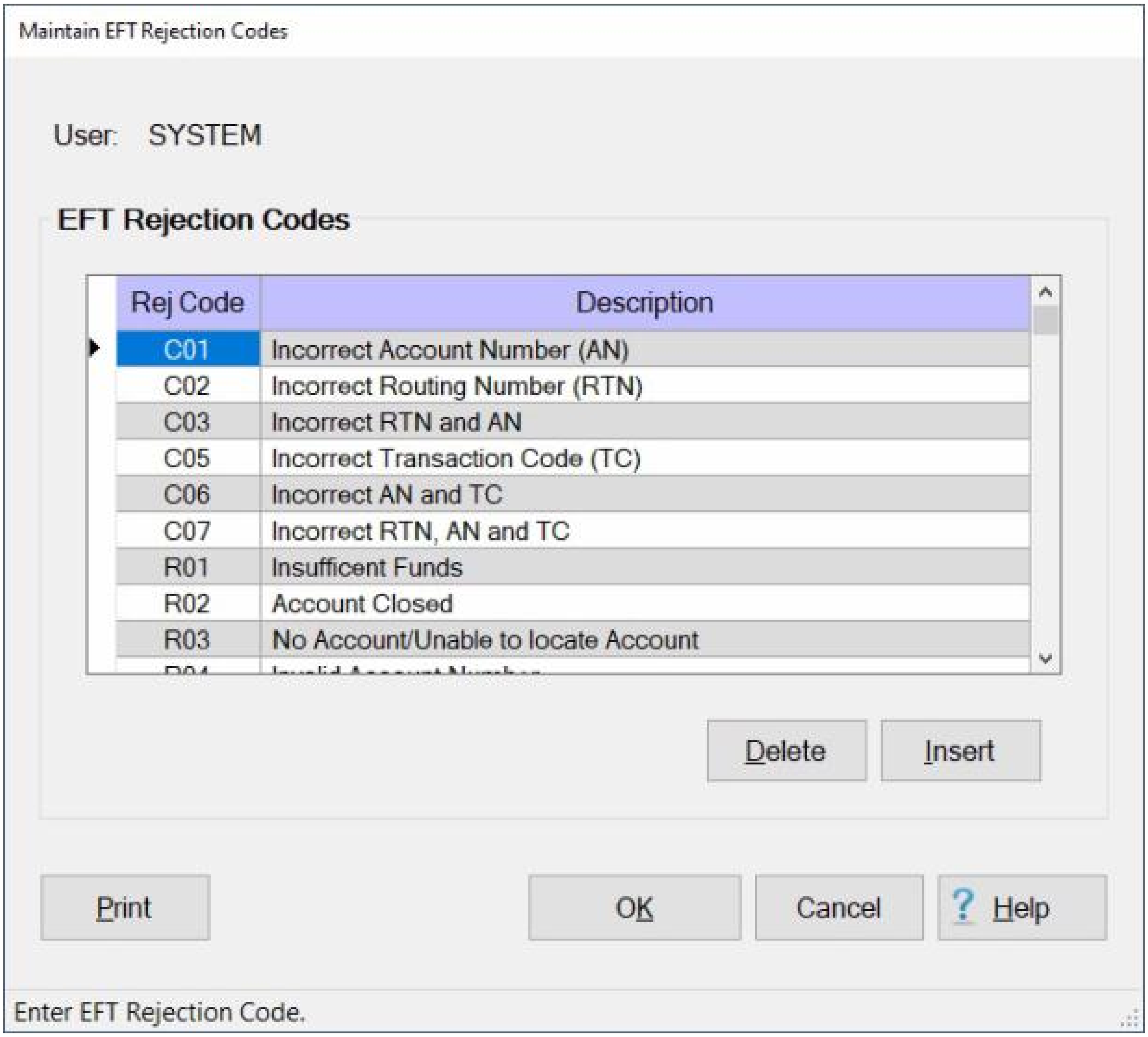


4. If you are sure, **click** on *Yes*. IATS will delete the selected rate.
5. Click on the **OK - Save Rates and Close** button.
6. IATS will **save** the changes and **return** to the **Maintenance Main Menu** screen.

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.



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:

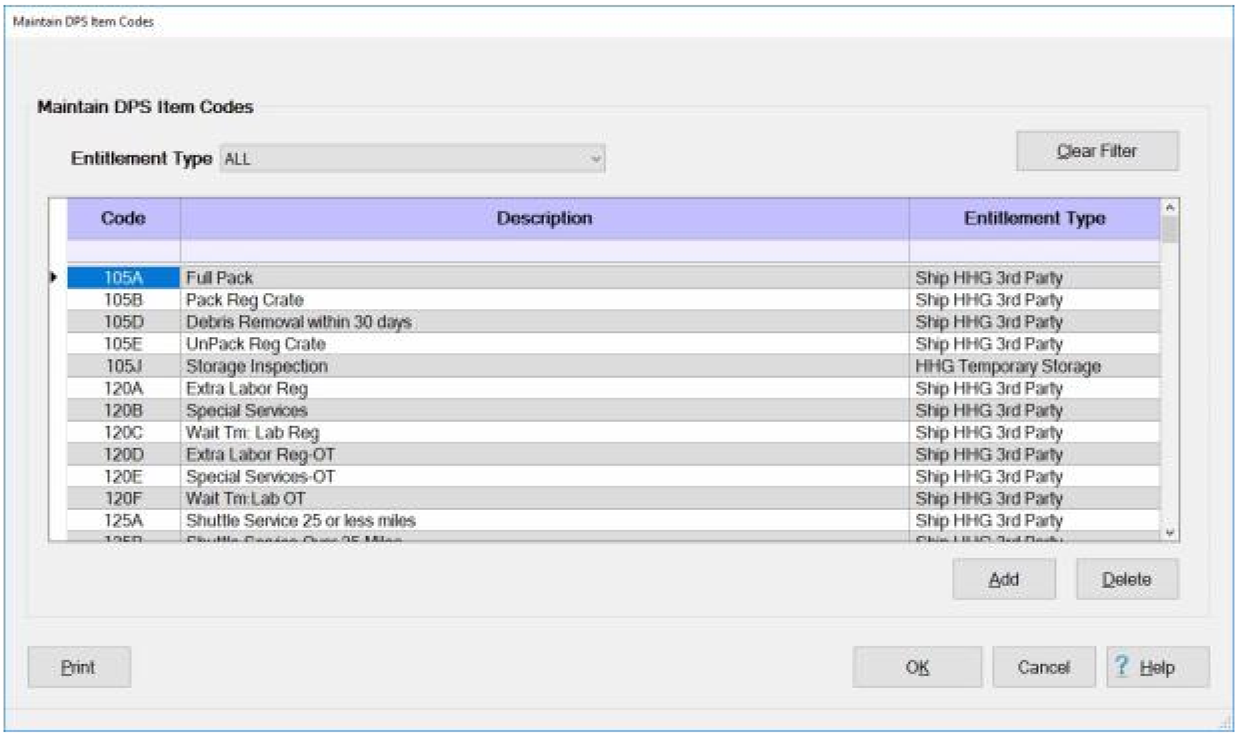
1. **Click** on the rejection **code** you wish to delete.
2. When the desired code is highlighted, **click** the **Delete** button. A *pop-up* message will appear asking if you are **sure** you wish to delete the rejection code.

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.

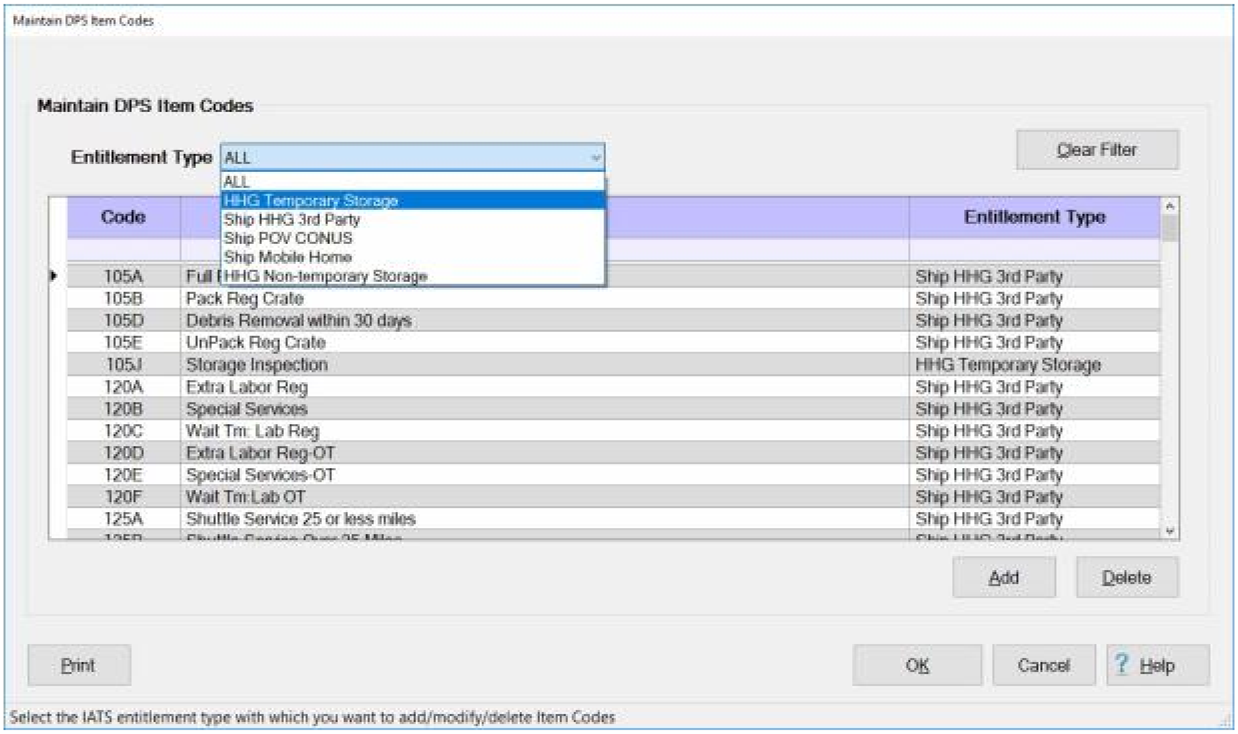
The **Maintain DPS Item Codes** screen is used to allow users to **view** the codes and descriptions and to also **add** or **delete** items from the table.



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.



2. **Click** on the **Entitlement Type** you wish to display. The **information** shown in the grid will then be the selected Entitlement Type.

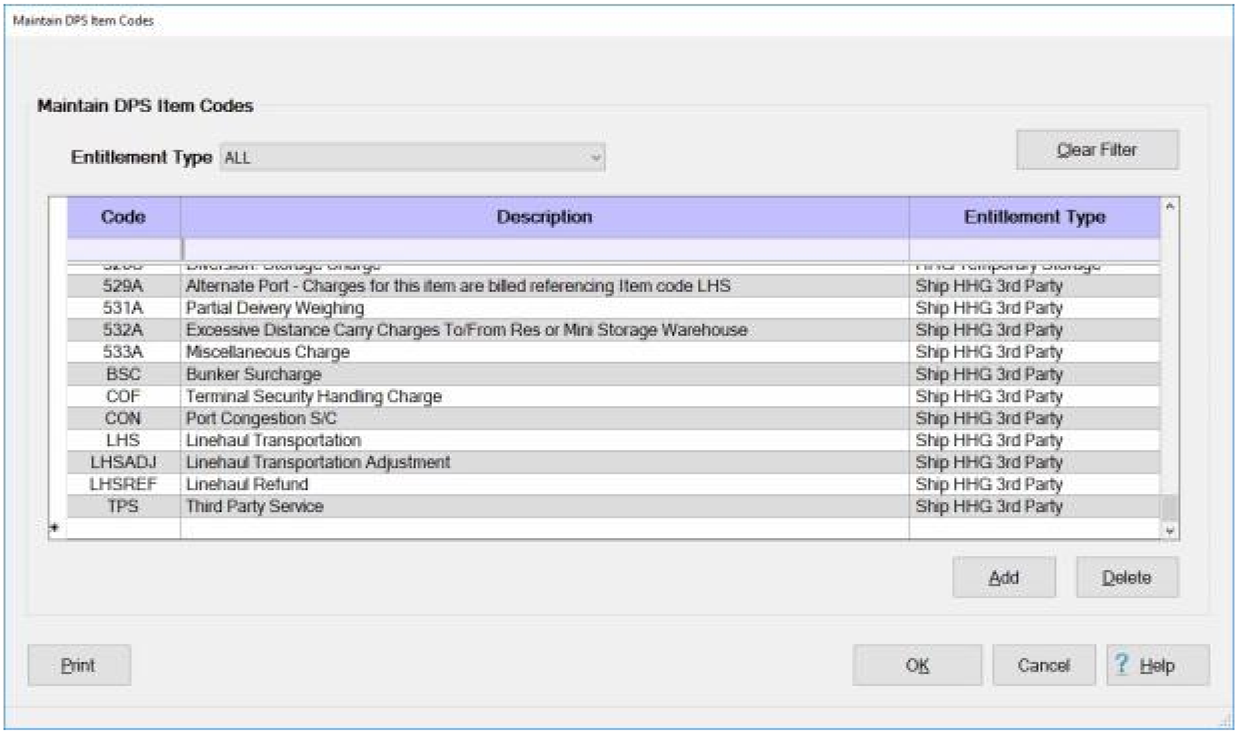
<u>Using the Filter Row:</u>

1. You will **notice** a **blank line** just <u>under</u> 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 <u>every</u> **code** displayed in the **Code** column begins with the numbers (**521**).
3. You may **filter** the **Description** and **Entitlement Type** columns using this <u>same</u> technic <u>except</u> 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.

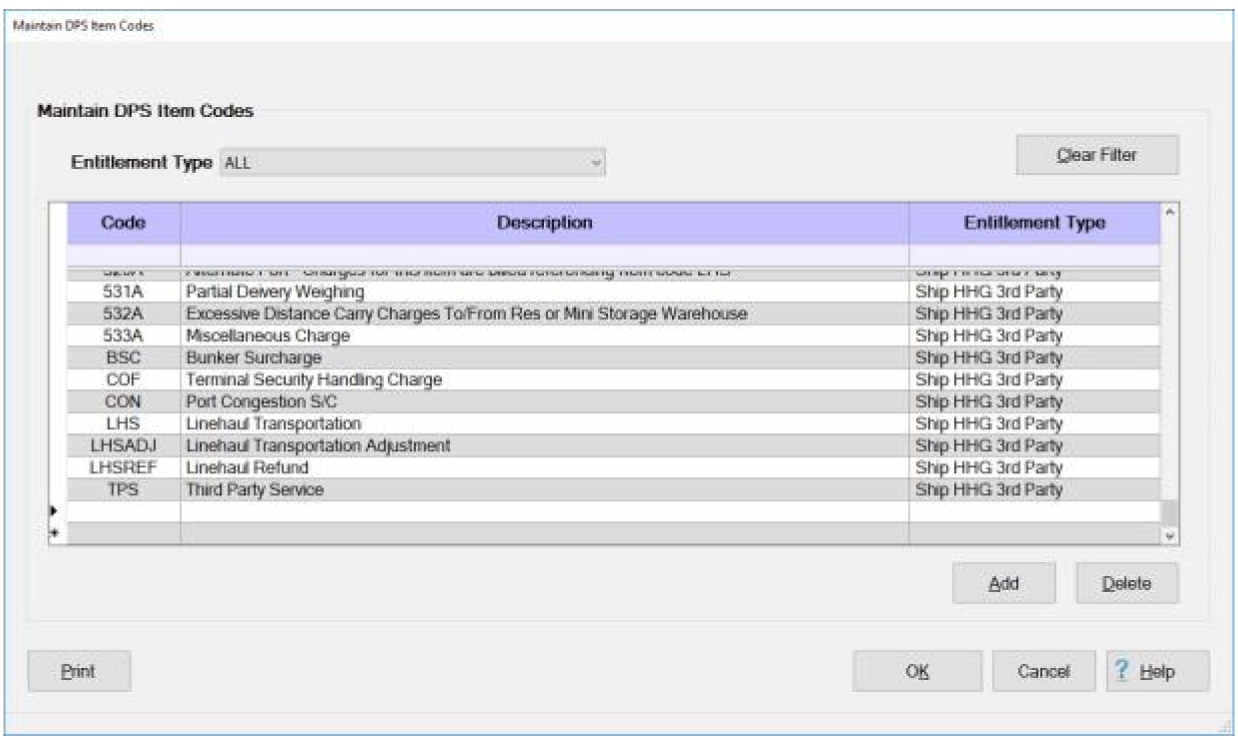
Sorting the grid display:

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.

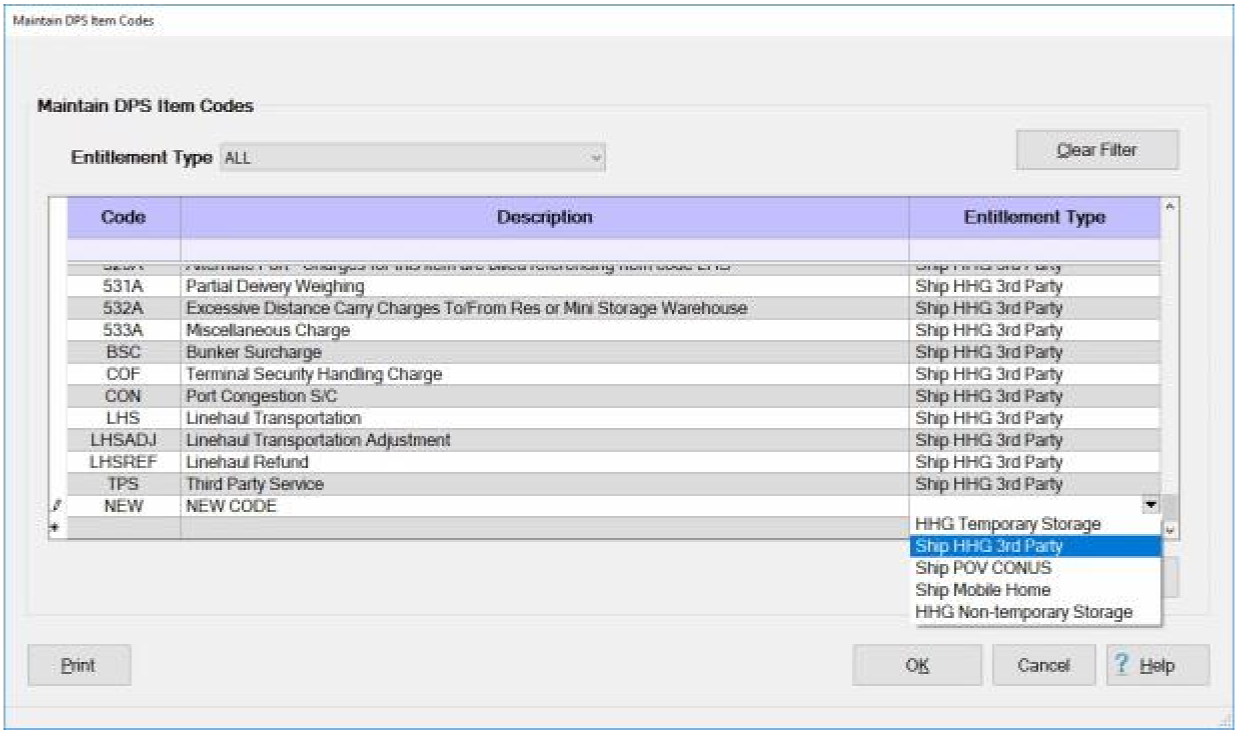
Adding a new code to the DPS Item Codes Table:



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 <u>new</u> **blank line** will appear <u>under</u> the **last item** listed as shown below.



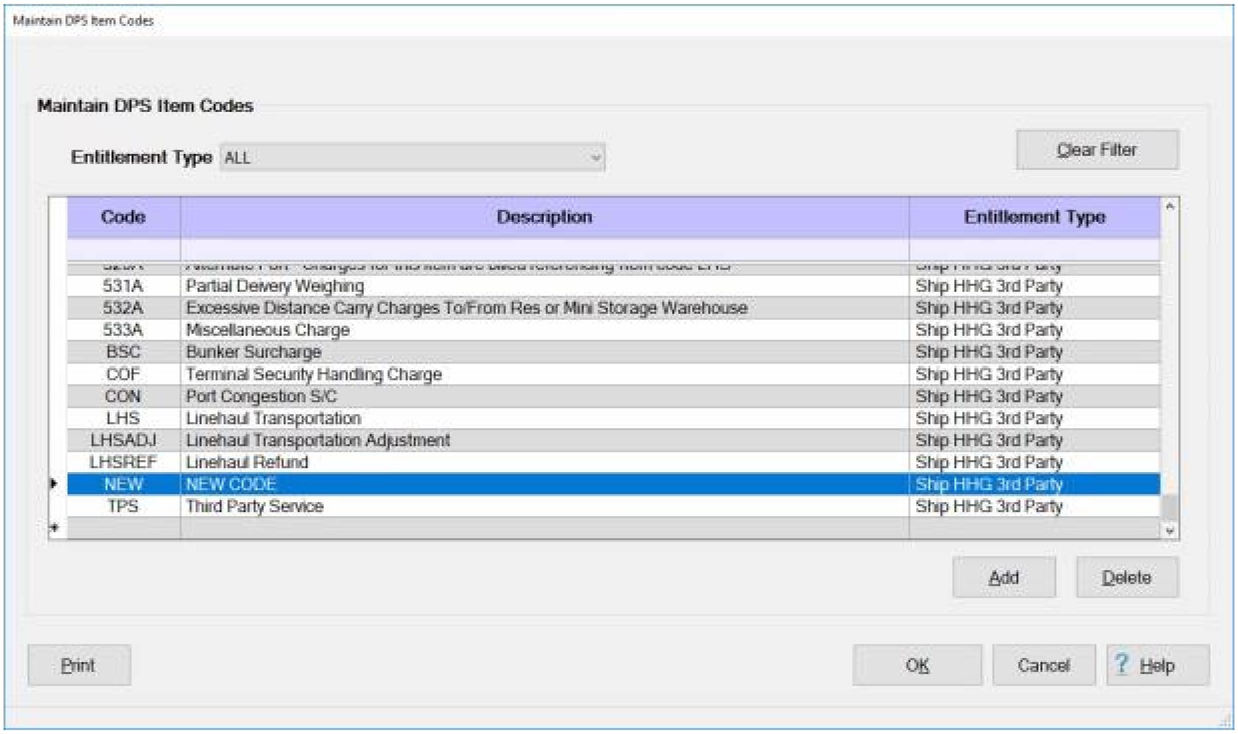
4. **Click** in the **Code** field, **enter** the desired **code number** and then **press** *Tab* to advance to the **Description** field.
5. **Enter** the desired **description** for the new code at the **Description** field and then **press** *Tab* to advance to the **Entitlement Type** field.



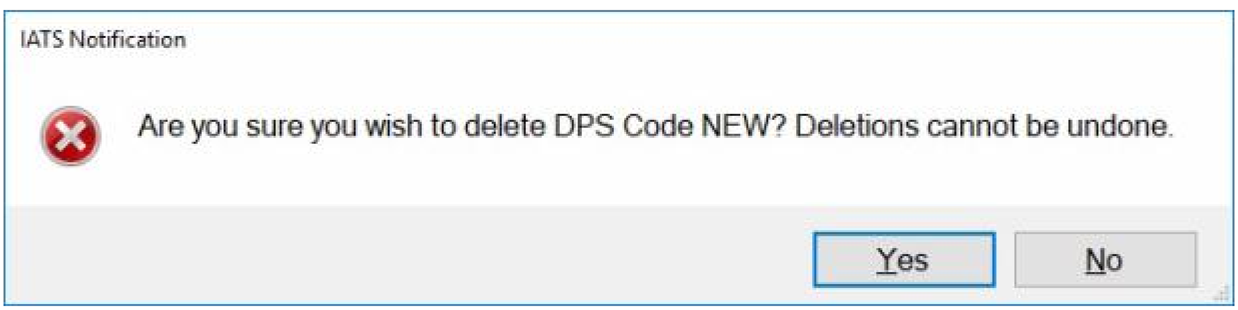
6. At the **Entitlement Type** field, **click** on the *down* **arrow** button to display a listing of Entitlement Types.
7. **Click** on the desired **Entitlement Type** for the new code being added.
8. **Click** on the **OK** button to save your entries.

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.



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.

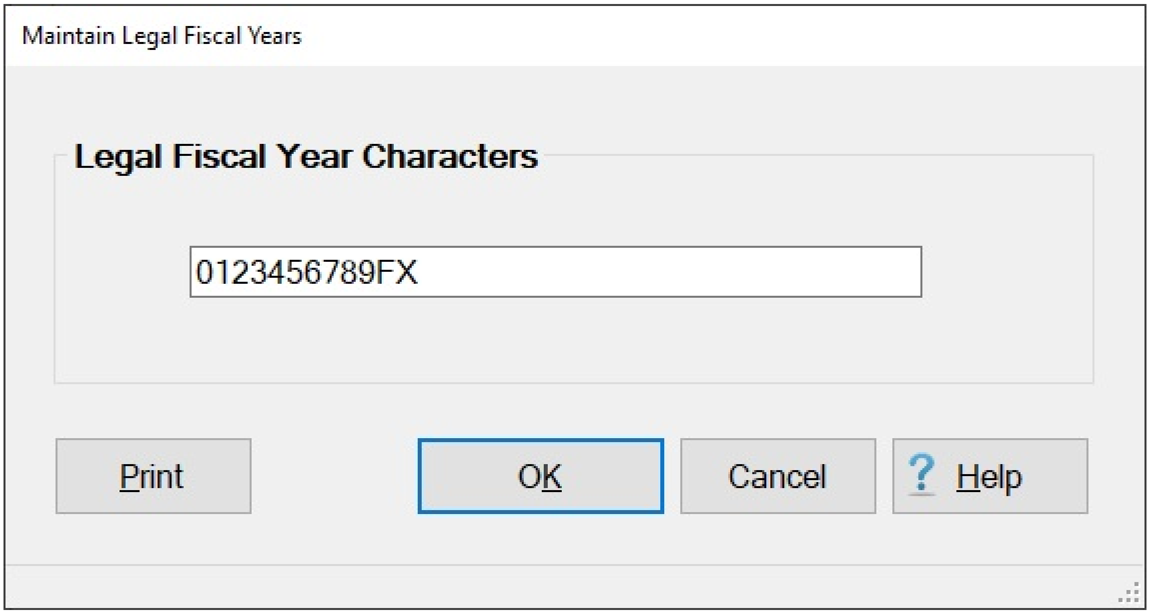


4. **Click** on *Yes* or *No* as desired.

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**.

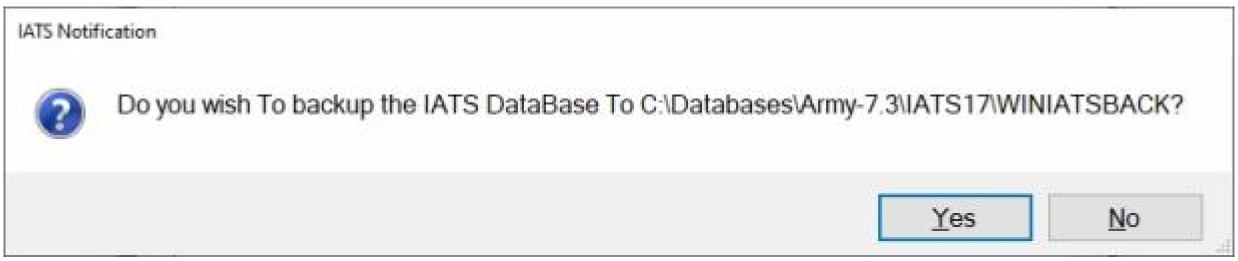
Note: To **access** the database back-up option, **change** the View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **Manual DataBase Backup** option.

Complete the following steps to "back-up" the IATS database:

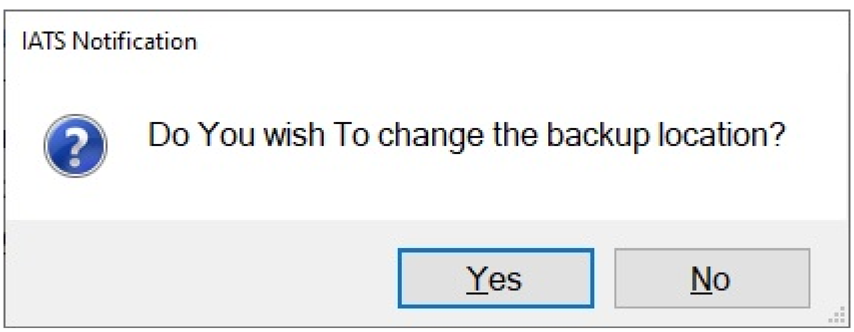
1. After selecting the option **Manual DataBase Backup** the following *pop-up* message will appear.

Note: When the above *pop-up* message appears, a default **path** and **location** of the IATS **database** and **back-up directory** is displayed. IATS users have the option, however to **change** the **path** and **location**, 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** and **time** the back-up was created. For example (**032420200413**). The log file must be **saved** for at least one **year**.

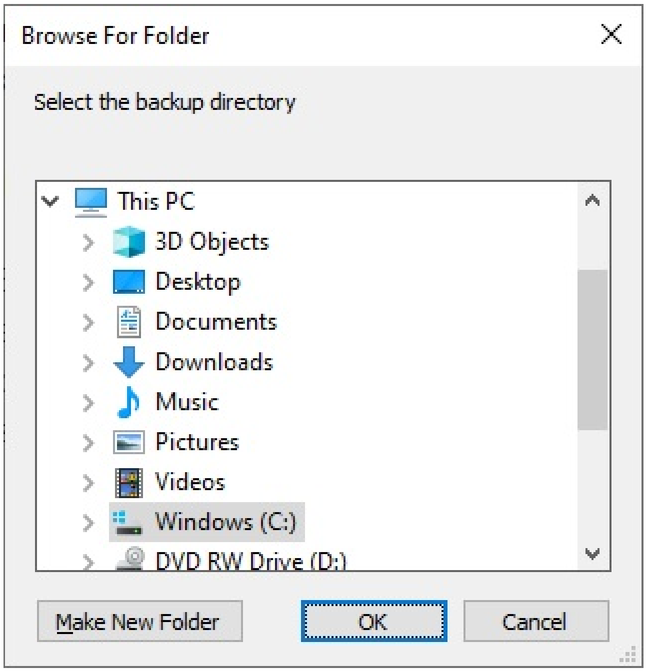
2. If you wish to continue, **click** on **OK.** The following *pop-up* **message** will appear



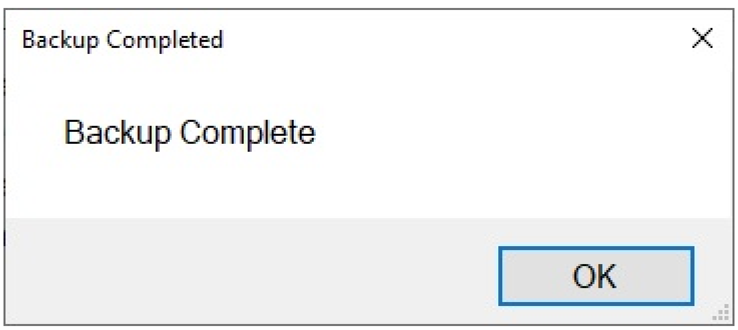
3. If you wish to **continue** and perform a back-up of the IATS database, **click** on *Yes*.
4. If you wish to **change** the **path** and **location** for the backup files, **click** on *No*. IATS will **display** the following *pop-up* **message** asking if you wish to **change** the backup **location**.



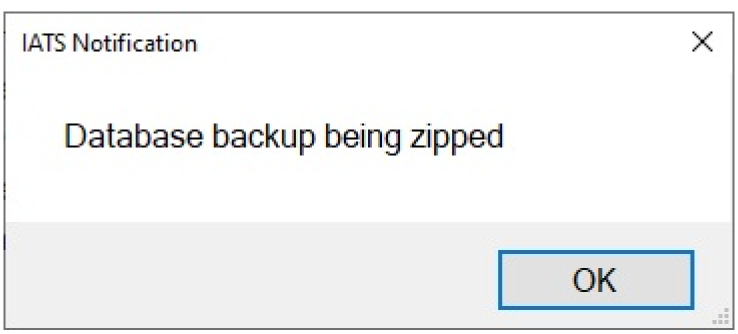
5. **Click** on *Yes* if you **do** wish to **change** the location.
6. If you **click** on *Yes*, IATS will display the **Browse For Folder** screen.



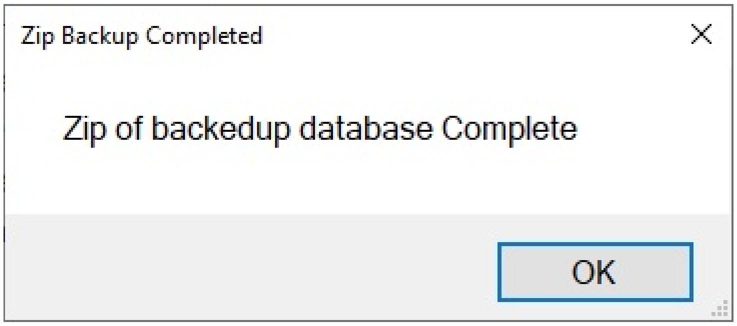
7. At the **Browse For Folder** screen, **select** the desired **path**, **location** and **folder** for the backup files and then **click** on **OK**.
8. When the back-up is **complete**, the following *pop-up* **message** will **appear**:



9. **Click** on **OK**. IATS will **display** the following *pop-up* **message** indicating that the backup file is being **zipped**.



10. **Click** on **OK**. IATS will **display** the following *pop-up* **message** indicating that the **zip file** of the backup is complete.

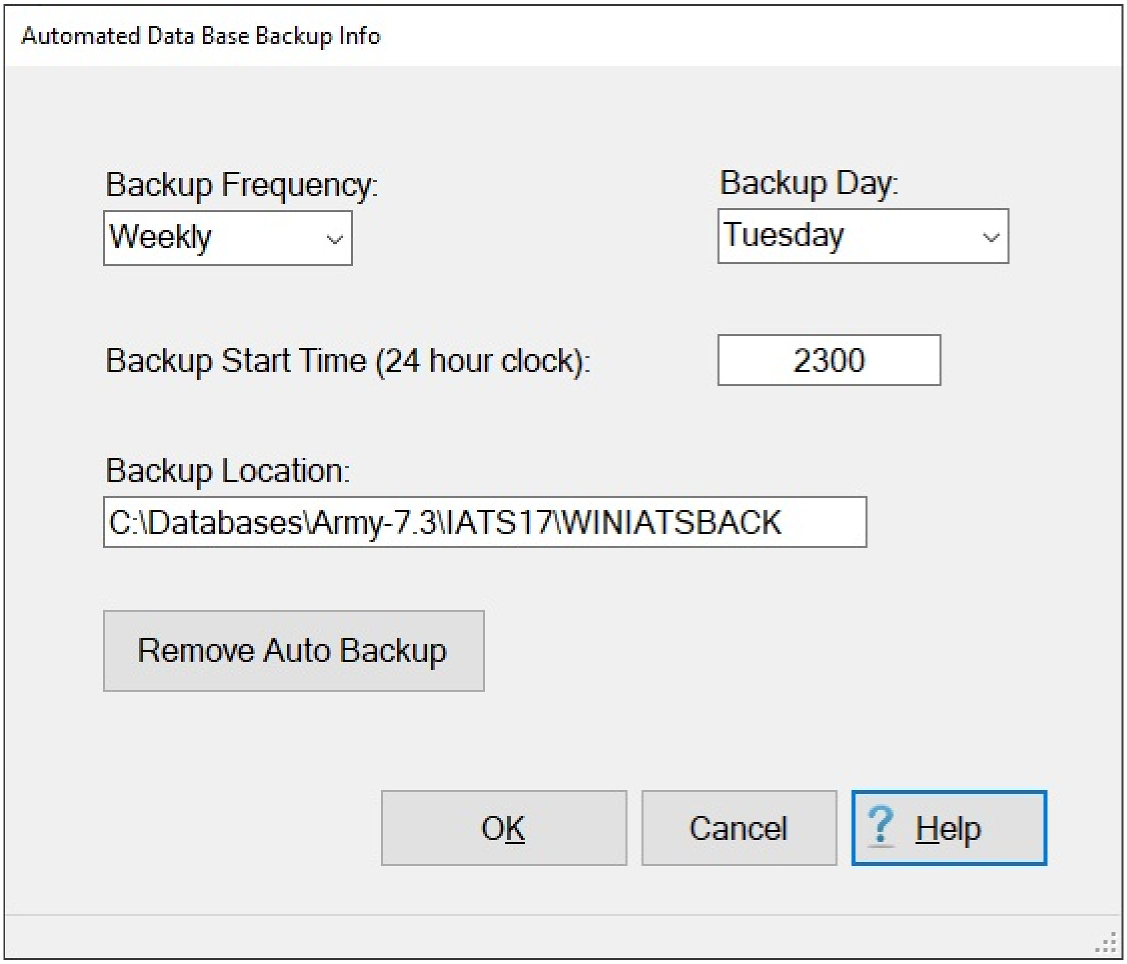


11. **Click** on **OK** and IATS will **return** to the **Maintenance Main Menu** screen.

Maintaining the Automated DB Backup Info

A feature was added to IATS that allows travel offices to perform an automated **back-up** 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.

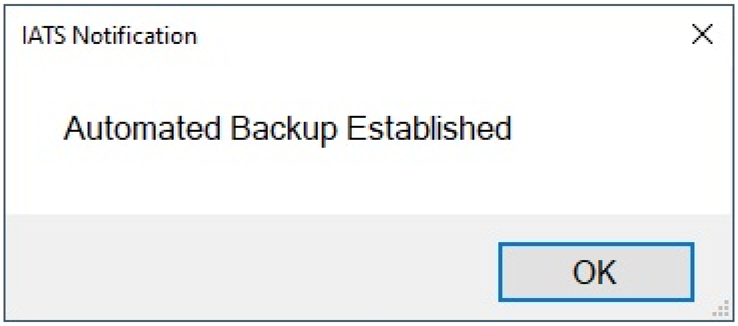


Complete the following steps to "set-up" the automatic database back-up criteria:

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** in the **Backup Location** field and **enter** the desired location.

Note: For **networked** environments where your IATS **database** is running on a **database server**, you must check with the **database administrator** for what **path** to **key in** when you **set up** the auto backup. The IATS **client** running on your **computer** will then **send** an **instruction** to the **database server** running (on that other computer) to tell it to **schedule** the backup task (to run on the database server).

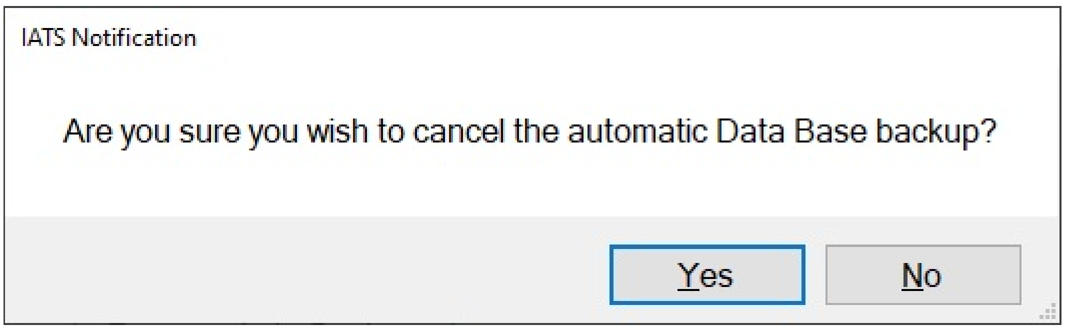
5. If you are **satisfied** with the **criteria** for the automated backup, **click** on the **OK** button. The following message appears.



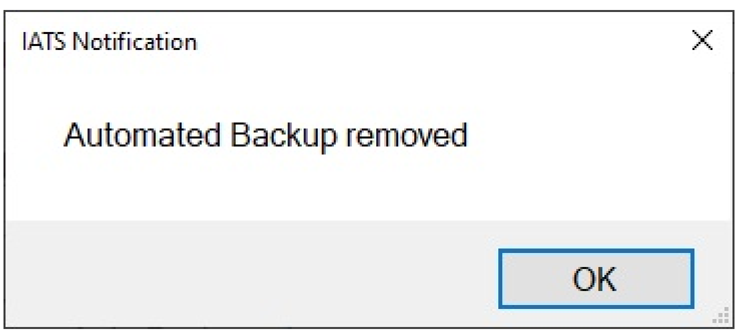
6. **Click** on **OK** to complete the set-up.

Complete the following steps to "remove" the automatic database back-up criteria:

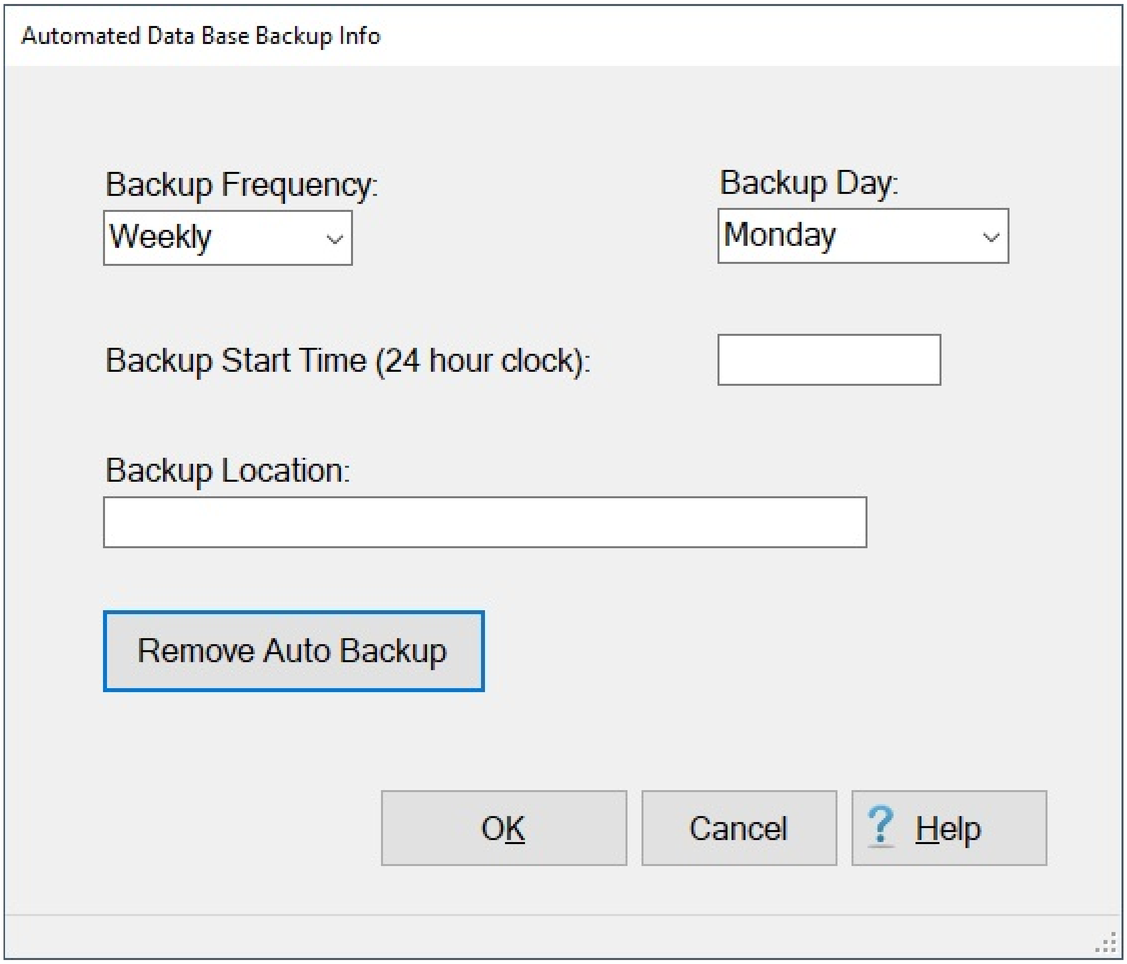
1. **Click** on the **Remove Auto Backup** button. IATS will **display** the following *pop-up* **message**:



2. **Click** on **Yes** to continue. IATS will **display** the following *pop-up* **message**:



3. **Click** on **OK** to continue.



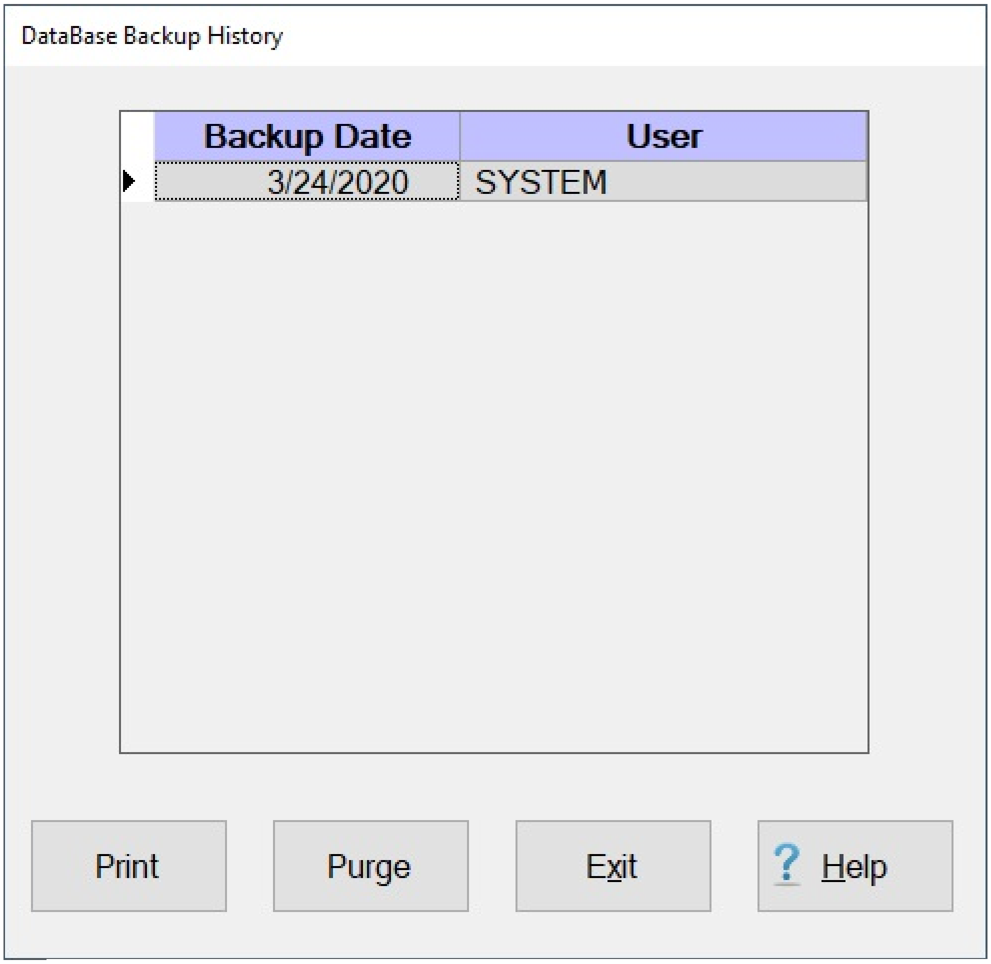
4. You will **see** that the **Backup Start Time** and **Backup Location** information was **removed**.
5. **Click** on the **Cancel** button to **close** the **Automated Data Base Backup Info** screen and **return** to the **Maintenance Main Menu**.

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.

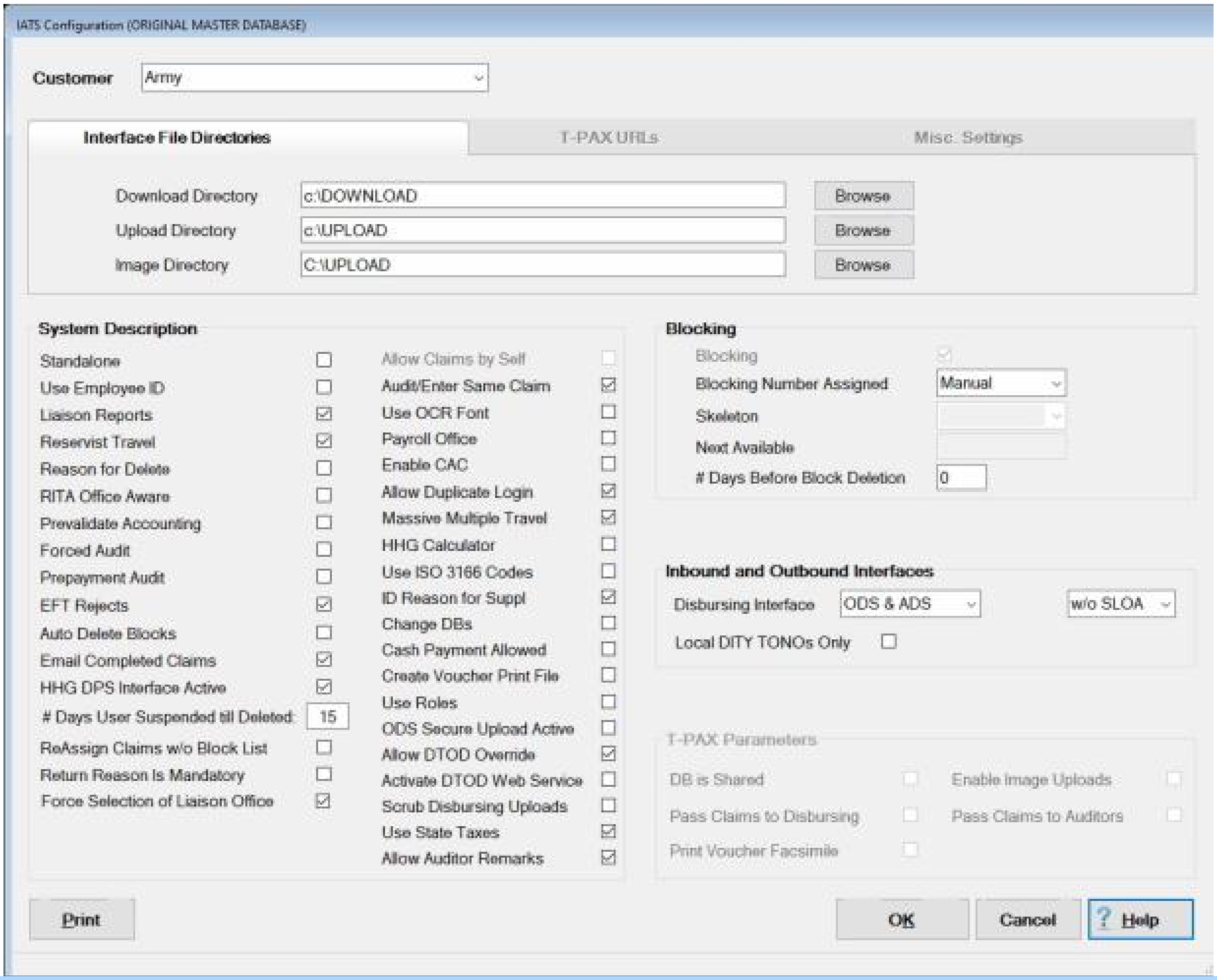
Maintaining System Configuration

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.

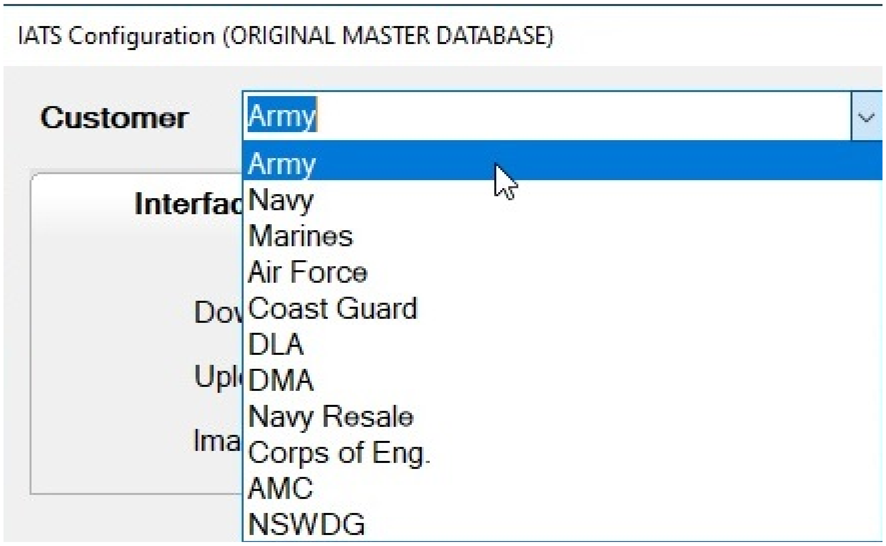
Because of the amount of **details** involved in **setting-up** the system **configuration** and the variety of IATS **customers**, the **instructions** for completing this screen will be covered in several related **topics**.

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 **IATS 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**.
3. **Click** on the **OK** button at the bottom of the screen to **save** your customer selection.
4. You must now **log out** of IATS and then **log back in** order for the customer **unique features** to be available.

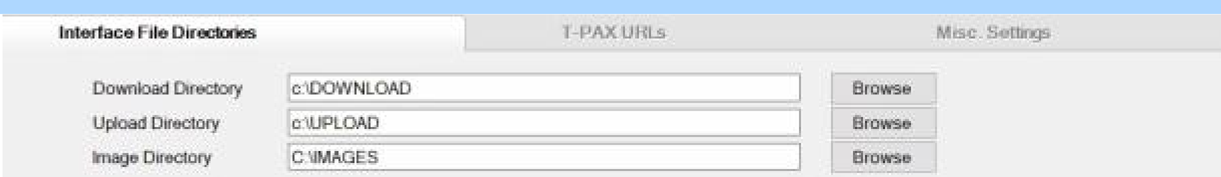
Tip: Click on the **See Also** button below for additional **instructions** on configuring IATS.

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**.

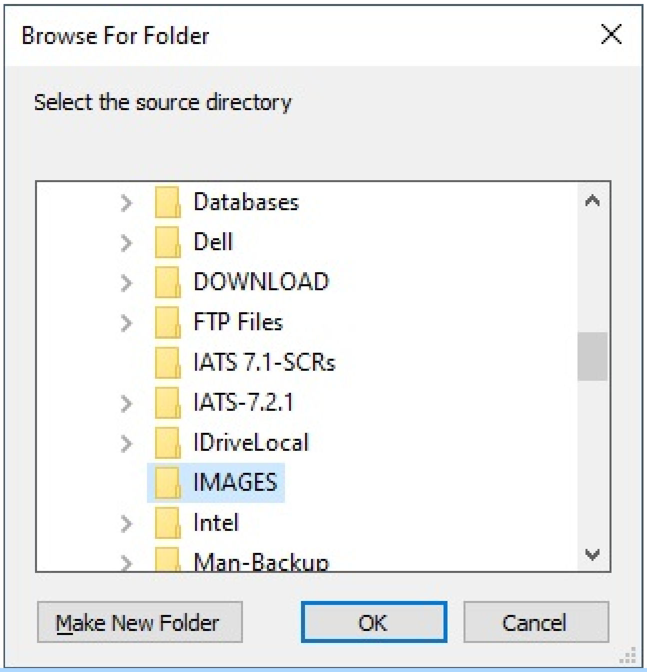
Another subdirectory that must be configured is the **Image** directory.

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.



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**:

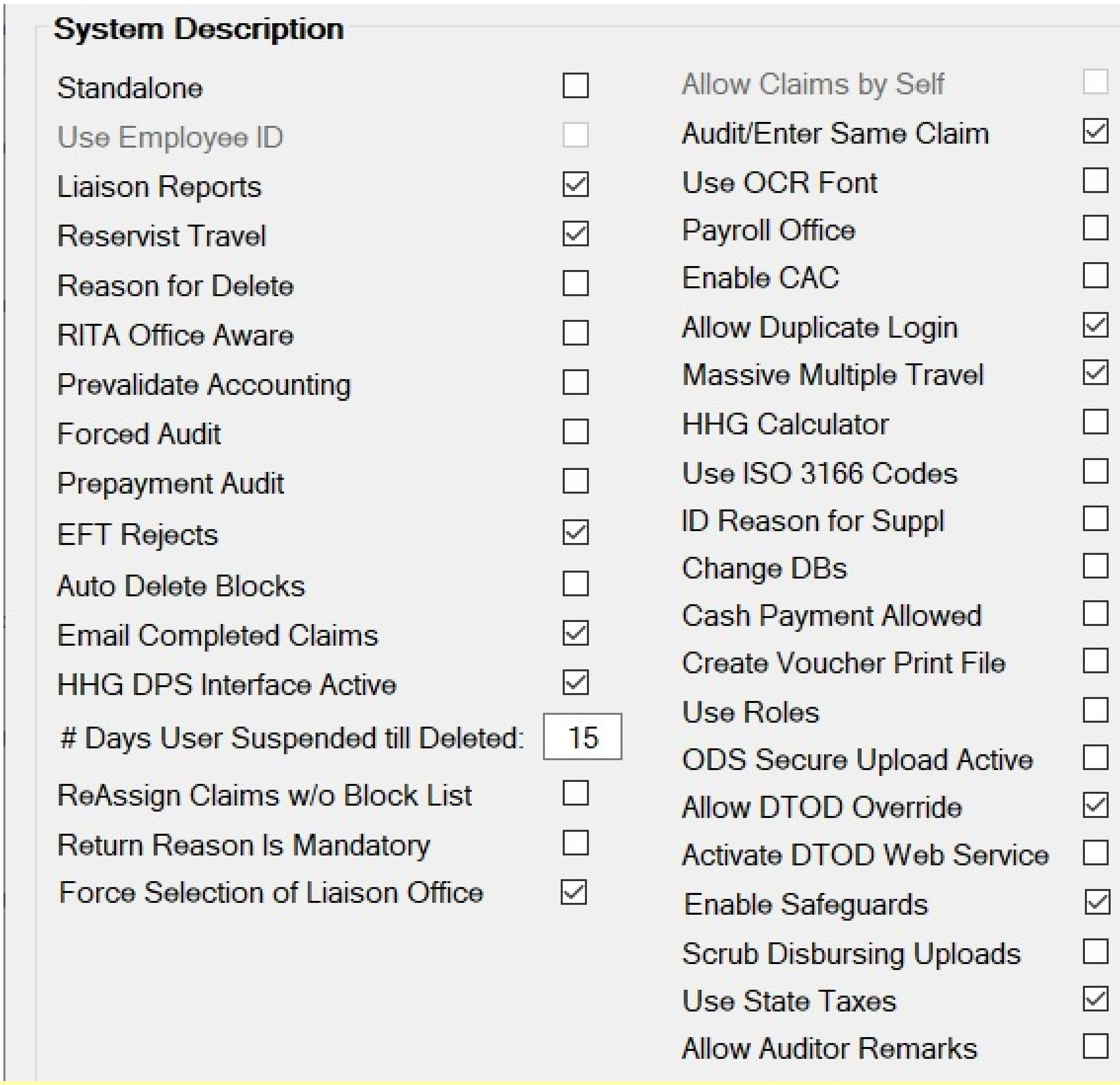
2. If the correct **drive** is displayed, but a different **folder** is desired, **click** on the displayed **drive letter** icon. A **list** of all of the associated **folders** on that drive appears.
3. If the correct **folder** is now **displayed**, **click** on that **folder** and then **click** on **OK** to make the selection.
4. You can also **click** on the **Make New Folder** button and **create** a new **folder** if desired.
5. 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.
6. If a different **drive** was selected, but the correct **folder** needs to be selected, **repeat** steps **2** and **3** above until the correct **drive** and **folder** are selected.
7. 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.



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 wish to make it **mandatory** to enter a **reason** for **returning** a request.
19. **Force Selection of Liaison Office:** - **Click** in the **check box** to **activate** this option if you wish to make it **mandatory** for users to **select** a **Liaison Office** from the *drop down* **list** on the **Workflow tab** when **logging** or **processing** claims.
20. **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**.

21. **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.
22. **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**.
23. **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**.
24. **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.
25. **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.
26. **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**.
27. **Mass Mult. Travel: - Click** in the **check box** to activate this option if you wish to activate the **Mass Multiple Travelers** feature.
28. **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.
29. **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**.
30. **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.
31. **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**.
32. **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.
33. **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 **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**.
34. **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**
35. **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**).

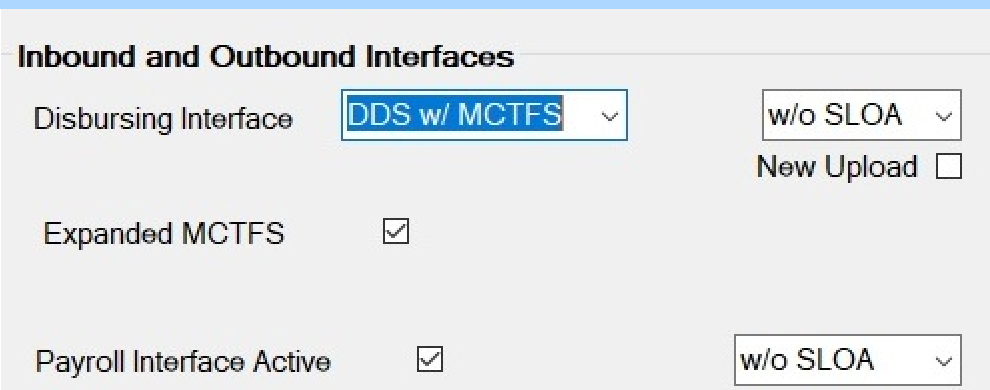
36. **Allow DTOD Override:** - **Click** in the **check box** to **activate** this option if you wish to **override** the DTOD **mileage** that is automatically **populated** by IATS when you are entering a travel itinerary.
37. **Activate DTOD Web Service:** - **Click** in the **check box** to **activate** 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.
38. **Enable Safeguards:** **Click** in the **check box** to **activate** this option if you wish to **turn on** the **Tax Reporting Safeguards** feature.
39. **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.
40. **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.
41. **Allow Auditor Remarks:** - **Click** in the **check box** to **activate** this option if you wish to allow **Auditors** to be able to add or update **remarks** to the **voucher** or the **history record** without having to first **return** the claim to the examiner or **release** the claim.

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.

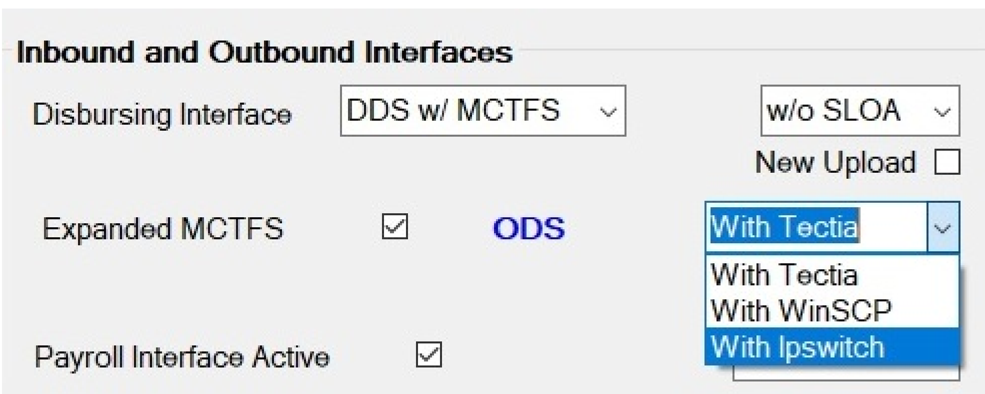


Note: Ensure that the **Customer** field at the top of the **Maintain System Configuration** screen displays your **organization** before **proceeding** with the following steps:

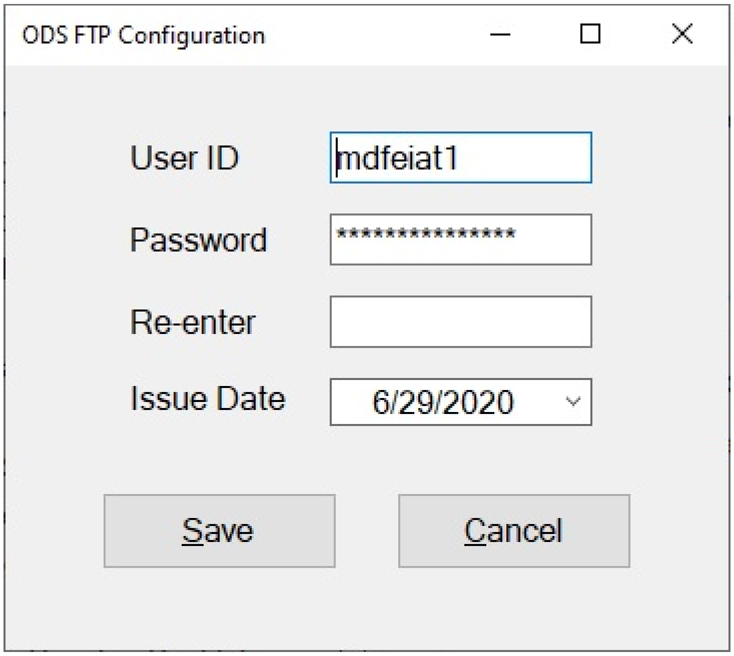
Complete the following steps to "configure" the Interface options:

1. **Disbursing Interface:** - **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**.
4. **New Upload:** - **Click** in the **box** next to this item if you wish to **activate** this feature. When a **check mark** appears in the box, the feature is **activated**. Activating this option will allow up to **1000** characters for **remarks** in **record 7** of the disbursing **upload file** for the disbursing systems **ODS**, **ADS**, **DDS**.
5. **Expanded MCTFS:** - 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** in the **check box** to **activate** this feature and **change** the option from **w/o 520** to **with 520**.
6. **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.



7. After selecting the desired FTP option, **click** on the word **ODS**. The **ODS FTP Configuration** screen will appear.



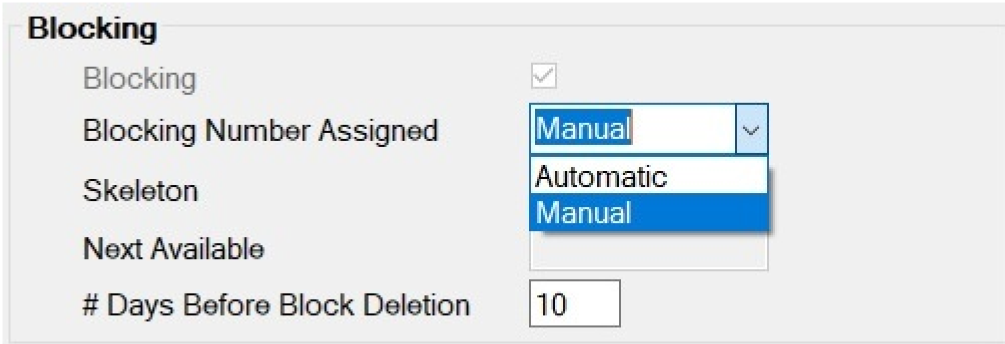
8. The **user ID** and **password** for the selected FTP option will be already **populated**.
9. **Re-enter:** - At the Re-enter field, **type** your **password** to **confirm** it.
10. **Issue Date:** - Verify your issue date and change the date if necessary. If needed, enter the new date in **MMDDYY** format or **click** on the *down* **arrow** button and use the **calendar** to select the new date.
11. After you have re-entered your password and changed the date (if applicable), **click** on the **Save** button.
12. **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.



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.

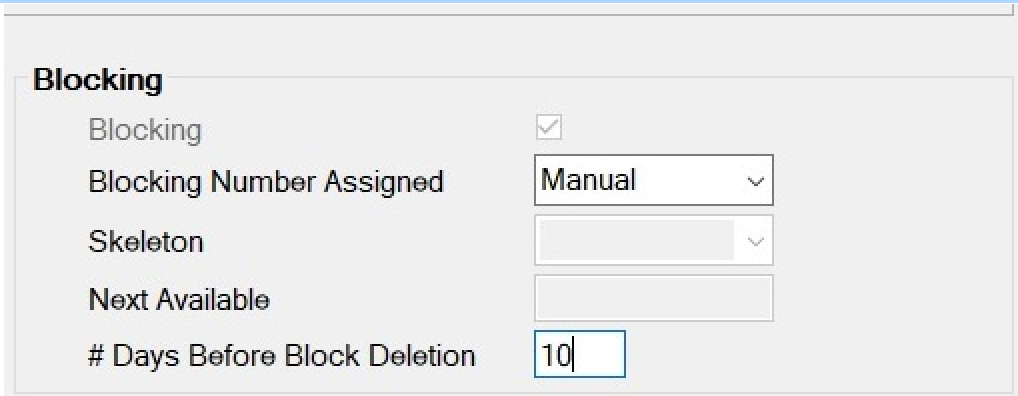
Configuring the Automatic Deletion of Blocks

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.



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

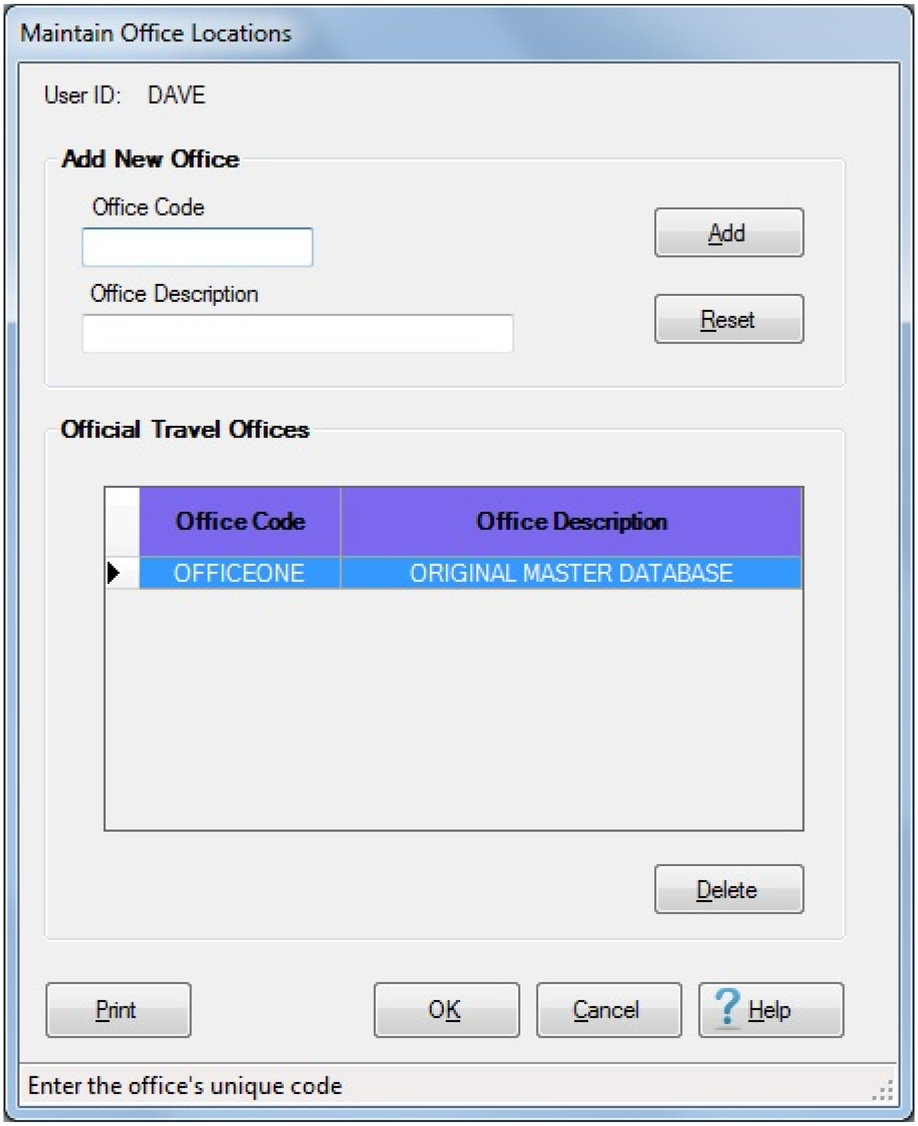
IATS contains a feature that will allow organizations to operate with one **centralized database** having multiple travel **offices**.

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.

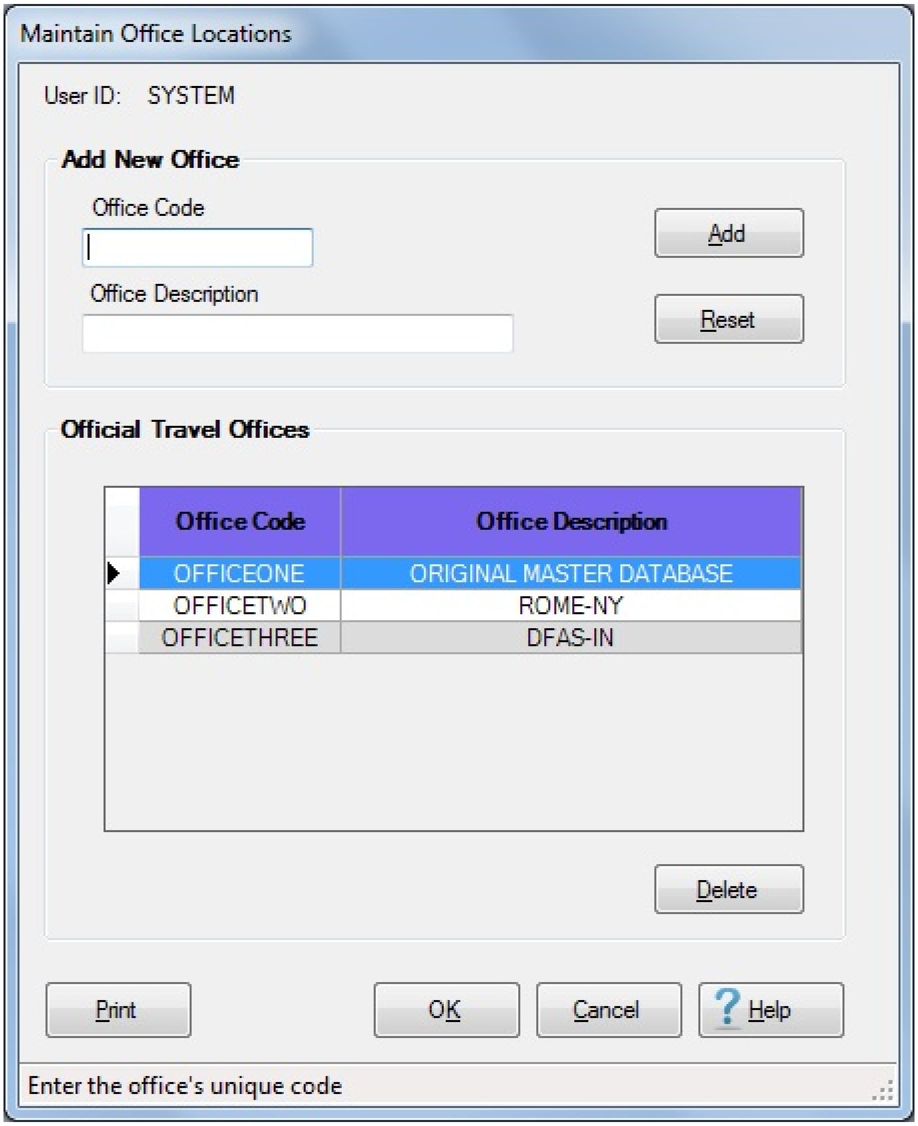
Note: New travel offices may only be added to the Maintain Office Locations table by individuals using the **System** user name. In addition, the **System** user account must have the privilege "**Mult-Office User**" assigned.



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.

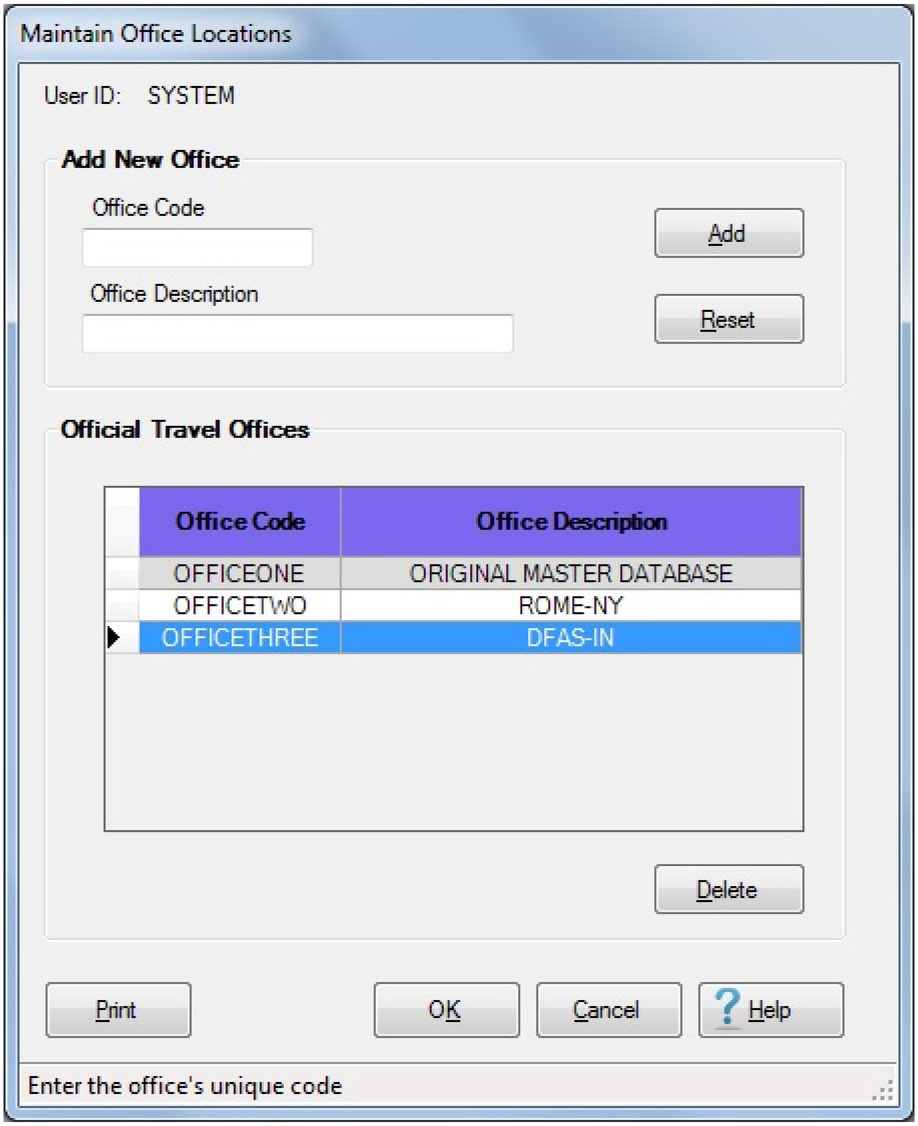
Complete the following steps to "add" a new office to the Maintain Office Locations table:

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**.



5. 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:



1. **Click** on the **travel office** you wish to **delete** listed in the **grid** under the heading **Official Travel Offices**.
2. When to desired office is highlighted, **click** on the **Delete** button. The selected office will be removed from the grid.
3. If you are **finished** using the Maintain Office Locations screen, **click** on **OK** to **save** your changes.

Maintaining Travel Office Organizations

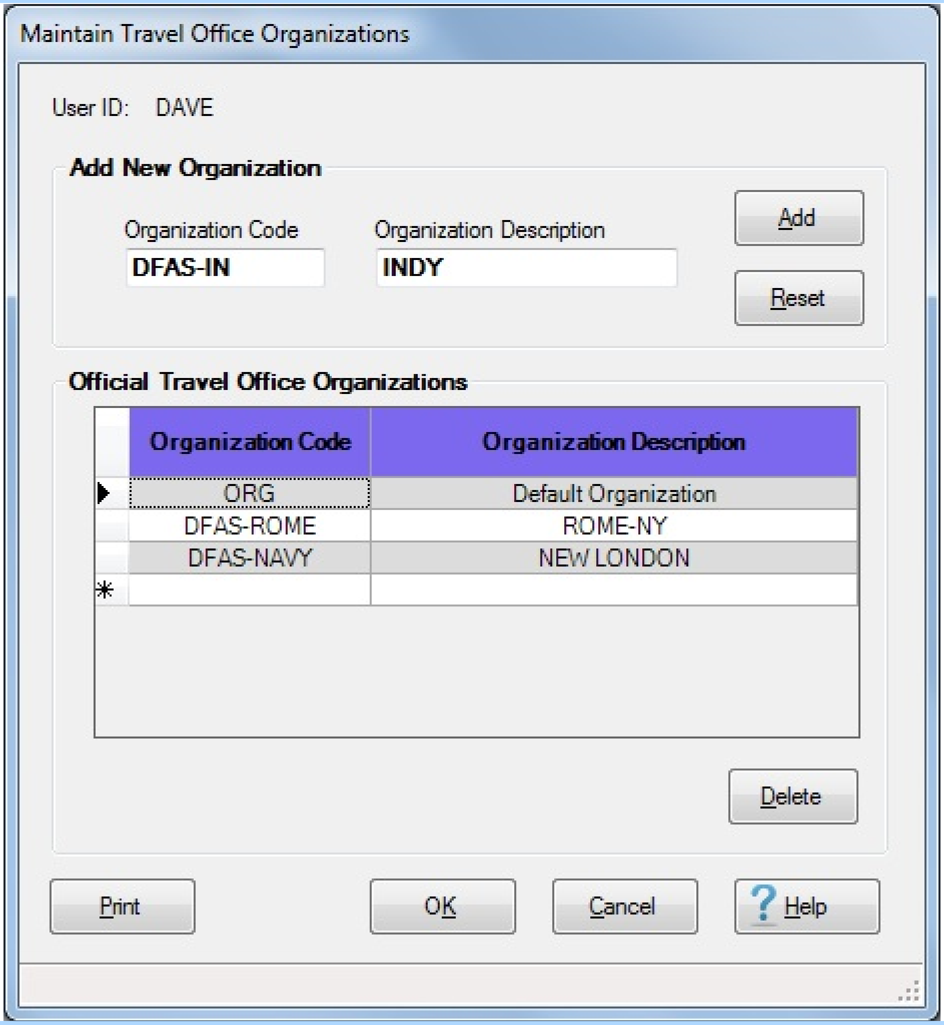
IATS contains a feature that will allow organizations to operate with one **centralized database** having multiple travel **offices**.

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 <u>all other</u> **functions** that are <u>unique</u> to a particular **DSSN ITR** will also be **maintained** by the individual travel office.

Note: New organizations may <u>only</u> 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 <u>must</u> have the privilege "**Modify Maintenance Tables**" assigned to their individual user account.



Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the <u>left</u> of the item **Configuration/Base Parameters** and then **click** on the **Official Travel Office Organizations** option.

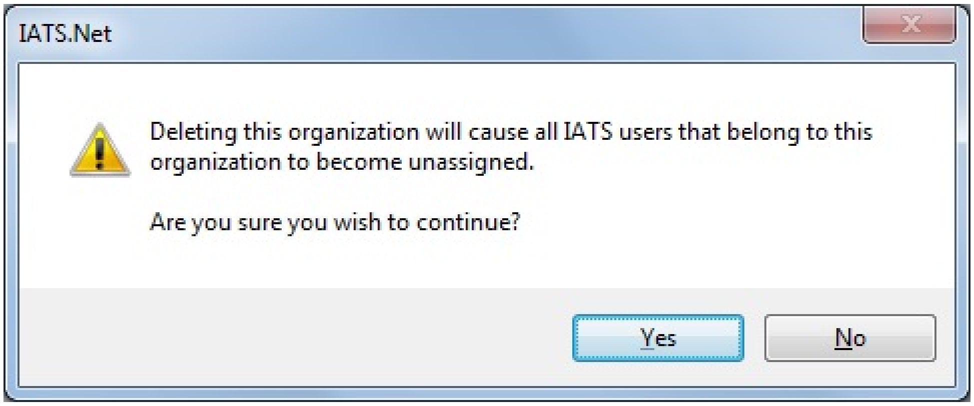
Complete the following steps to "add" a new organization to the Maintain Travel Office Organizations table:

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**.

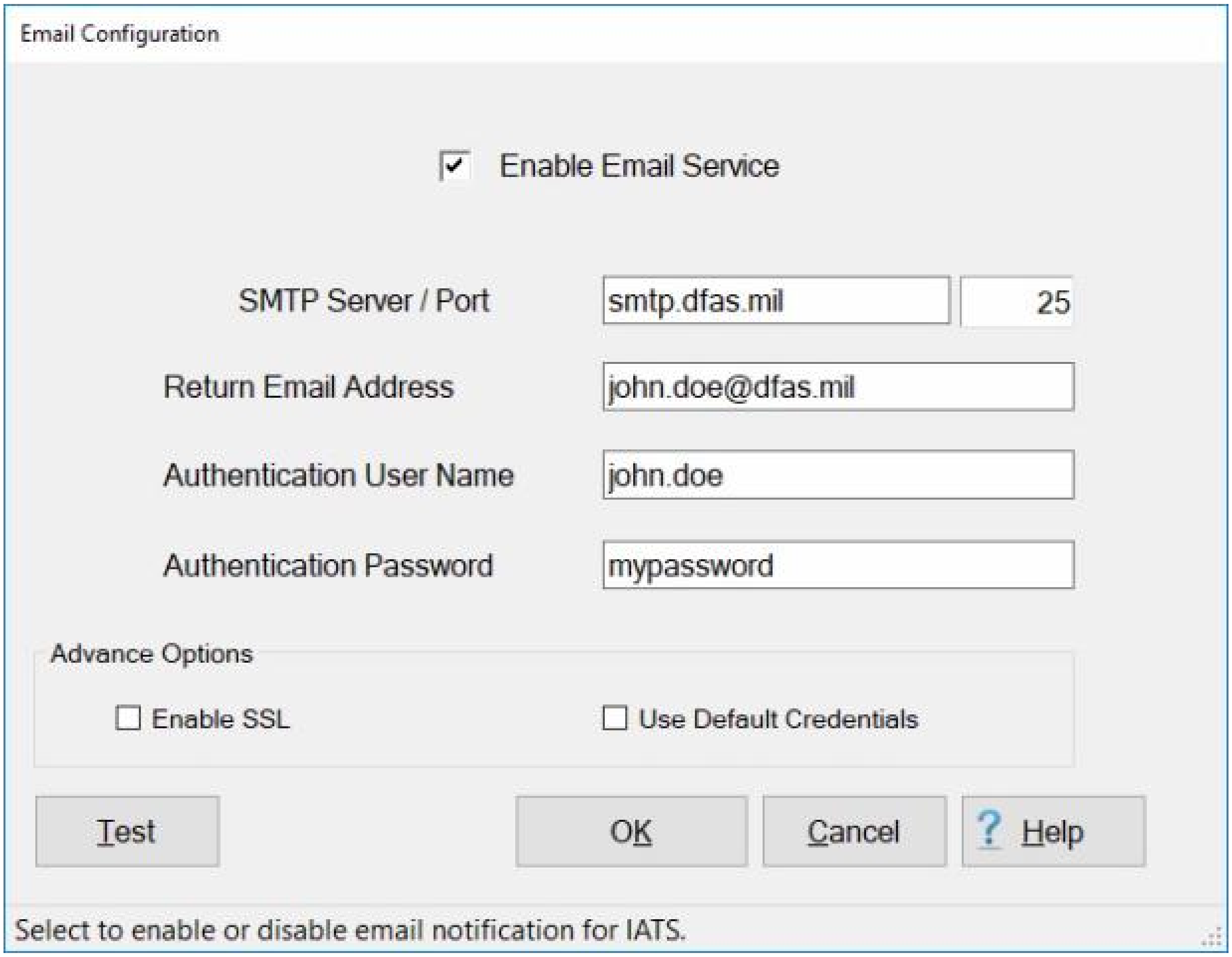


3. **Click** on *Yes* or *No* to continue.
4. **Click** on **OK** to save your entries.

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.



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:

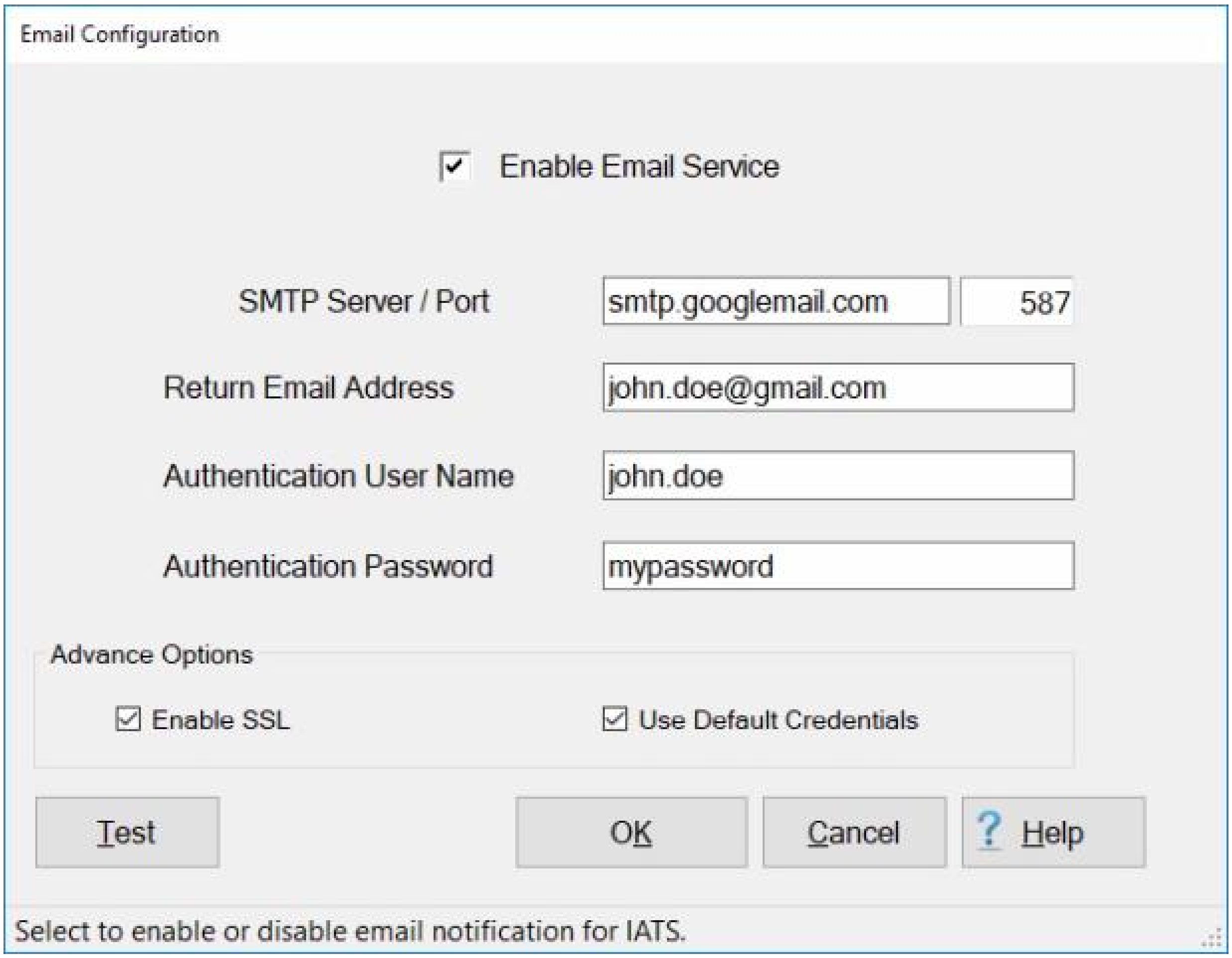
Note: The **information** shown on the example input screens are for **illustration** only. The actual **entries** must **comply** with your organization's format **requirements**.

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:

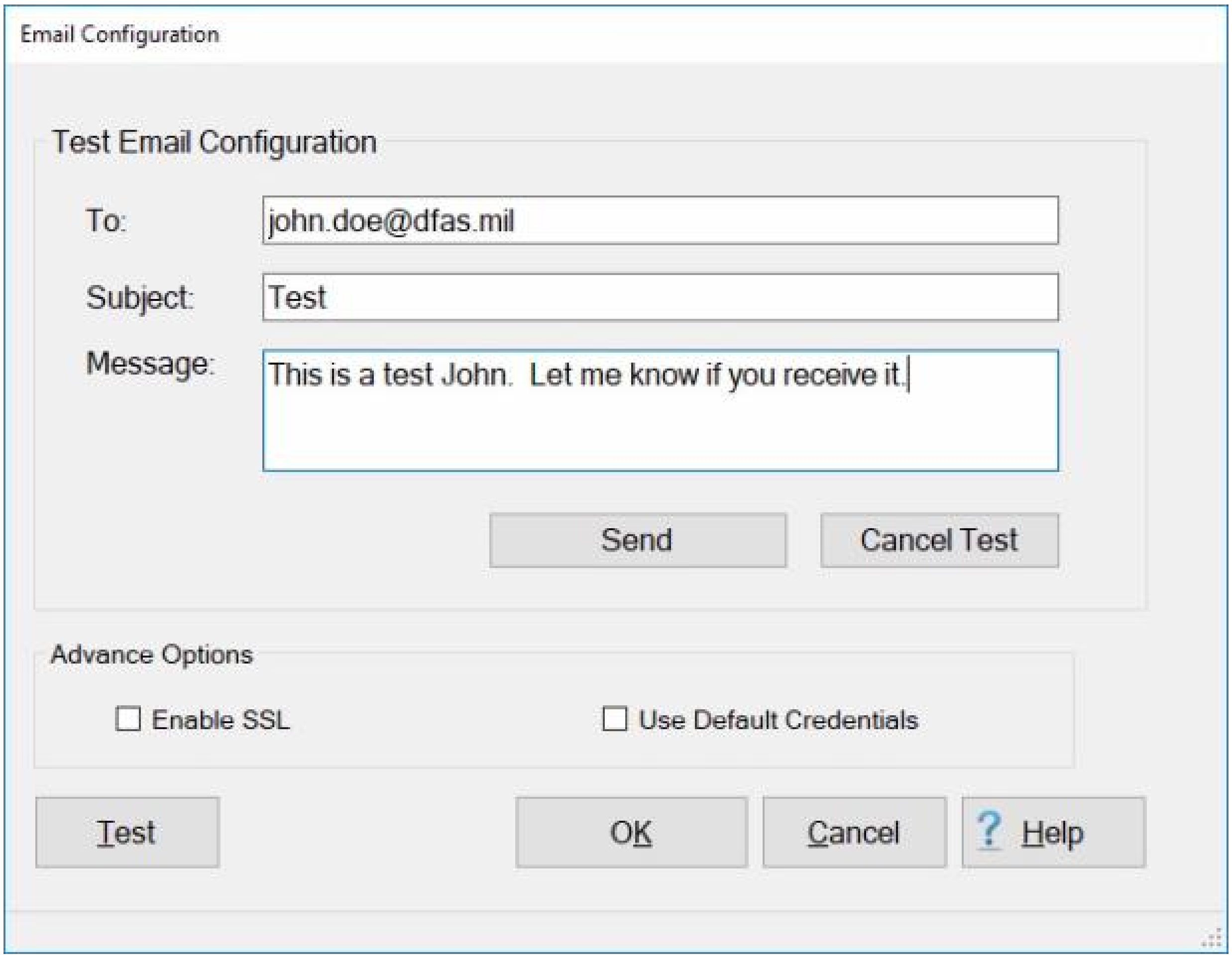


1. **Enable Email Service:** - **Click** in the **check box** at this option to **activate** the Email service.
2. **SMTP Server:** - At this field, **enter** the **SMTP server information** for **sending** gmail and **press** *Tab*.
3. **SMTP Server / Port:** - At this field, **enter** the **SMTP server 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.



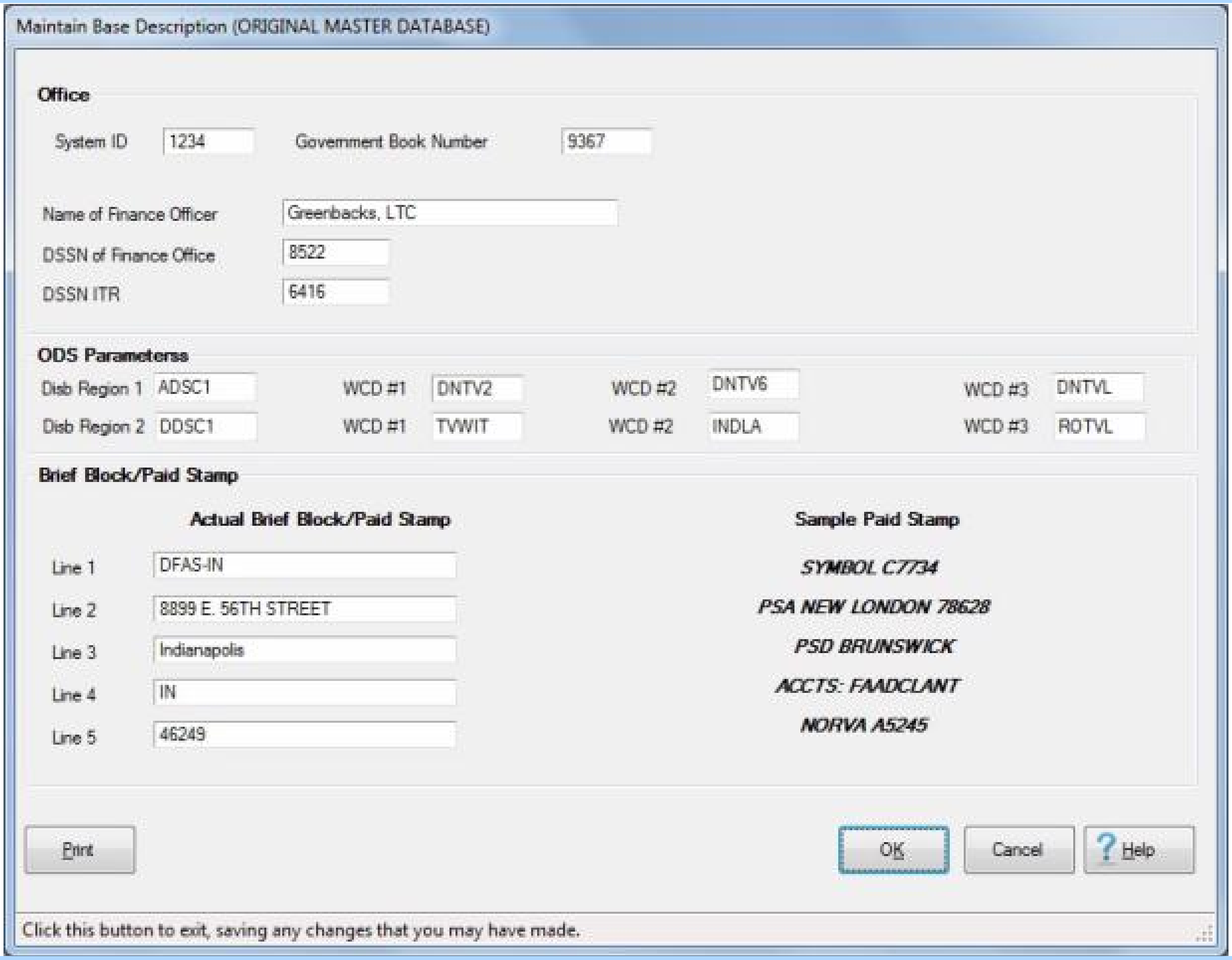
2. **To:** - At the **To** field, **enter** the test recipient's email **address**.
3. **Subject:** At the **Subject** field, **enter** a **subject** for the message.
4. **Message:** At the **Message** field, **enter** your desired **text** for the test message.
5. **Enable SSL: - Click** in the **check 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.



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:

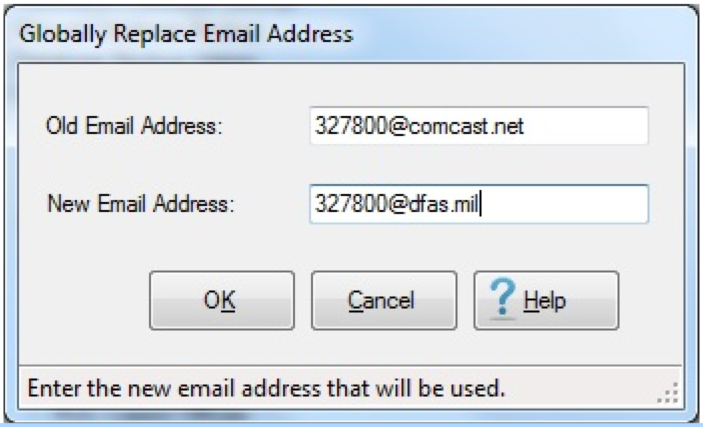
1. **Lines 1-5:** - At this section, **type** the **address** and **other** desired **information** pertaining to the Finance Office disbursing the travel payments. This information will appear in the top right corner of the **printed** IATS **Travel Voucher**.
2. When **finished** making the required 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.



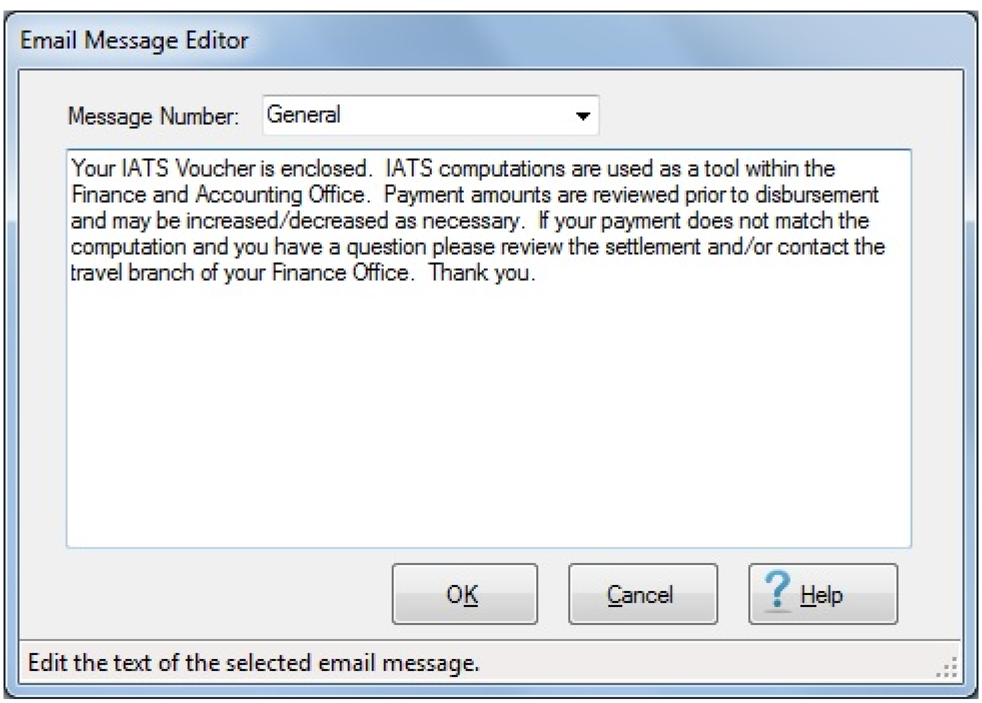
Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the **plus sign** to the left of the item **Email Configuration**. **Click** on the 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**.

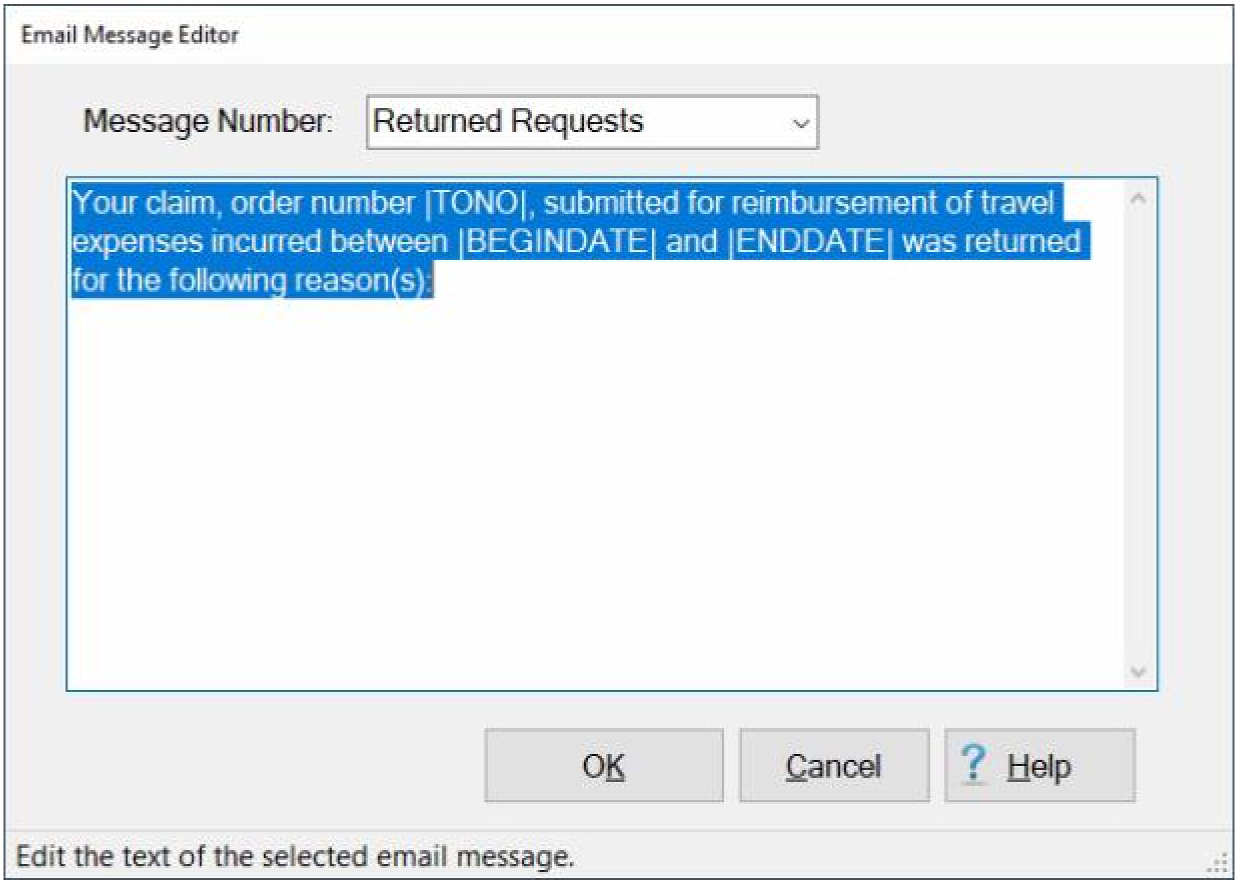
Using an **HTML editor program** to **create** the messages gives you **control** over **font sizes**, **colors**, **etc**.

Complete the following steps to "create" HTML enhanced Email messages:

1. **Create** your desired **email message** using an **HTML editor** program as shown below.

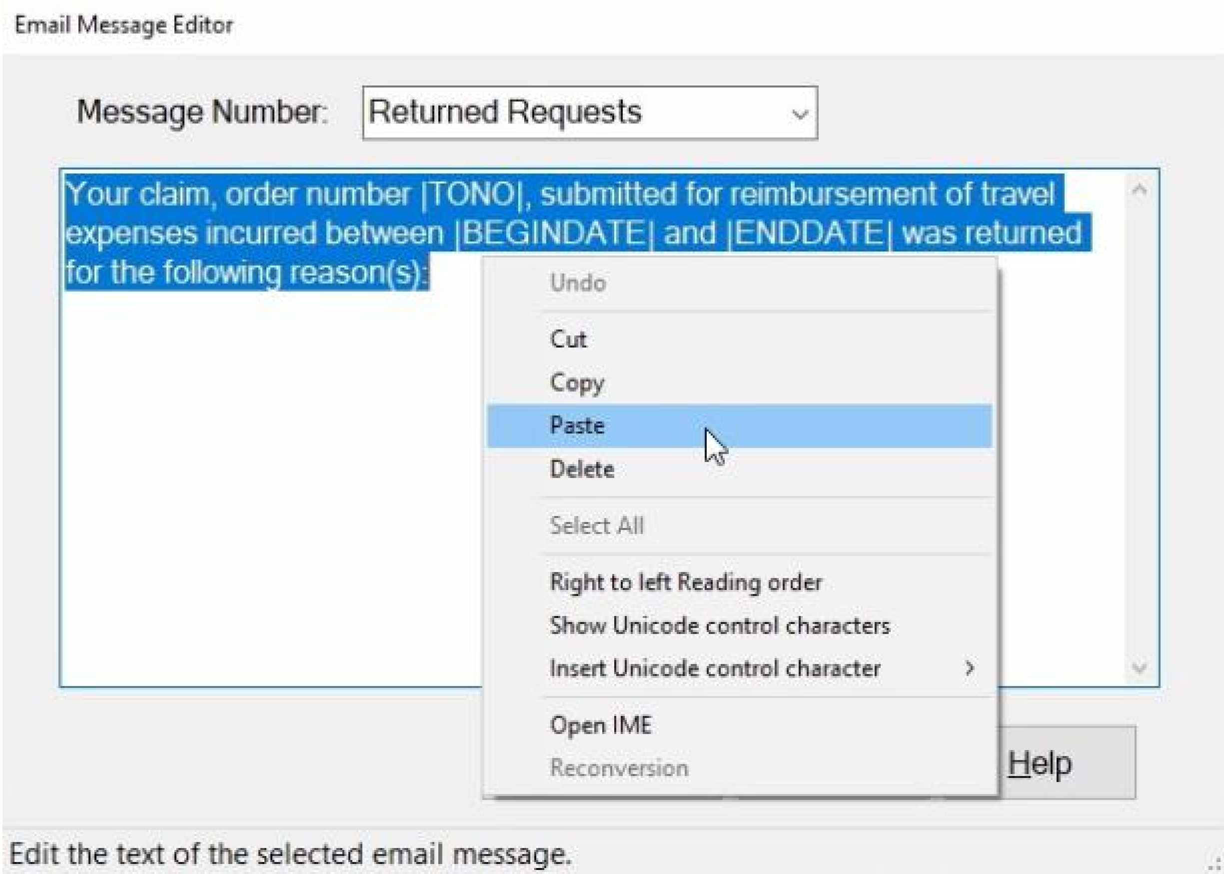
```
Travel Order Number: |TONO|<br />
Travel Dates: |BEGINDATE| - |ENDDATE| <br />

<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="Caution-mailto:dfas.rome.jft.mbx.civrelo-priority@mail.mil">dfas.rome.jft.mbx.civrelo-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="Caution-http://www.dfas.mil">Caution-http://www.dfas.mil</a></p>

<p>Use the Online Payment Status Tool to check the status of your travel voucher at: <a href="Caution-http://www.dfas.mil/militarymembers/travelpay/checkvoucherstatus.html">Caution-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="Caution-http://go.usa.gov/9Sx">Caution-http://go.usa.gov/9Sx</a></p>

        <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.

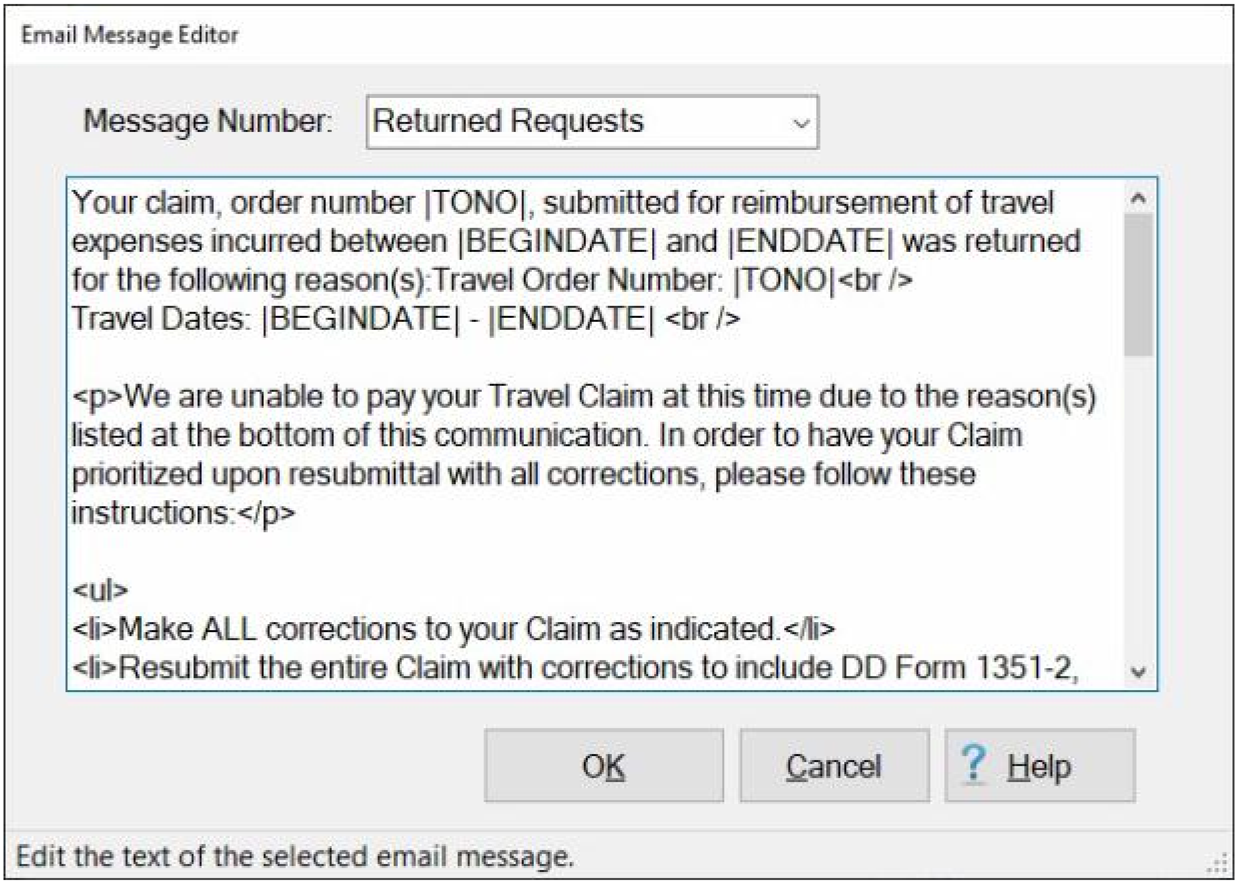


Note: To **access** this screen, **login** to the IATS **Maintenance** module, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**. **Click** on the **plus sign** to the left of the item **Email Configuration** and then **click** on the option **Edit Email Message**.

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** you **mouse pointer** inside of the **text box** and then **right click**.



6. **Click** on the **Paste** option from the *pop-up* **menu**. IATS will **replace** the <u>existing</u> email message with the **HTML text** that you **copied** and **pasted**.



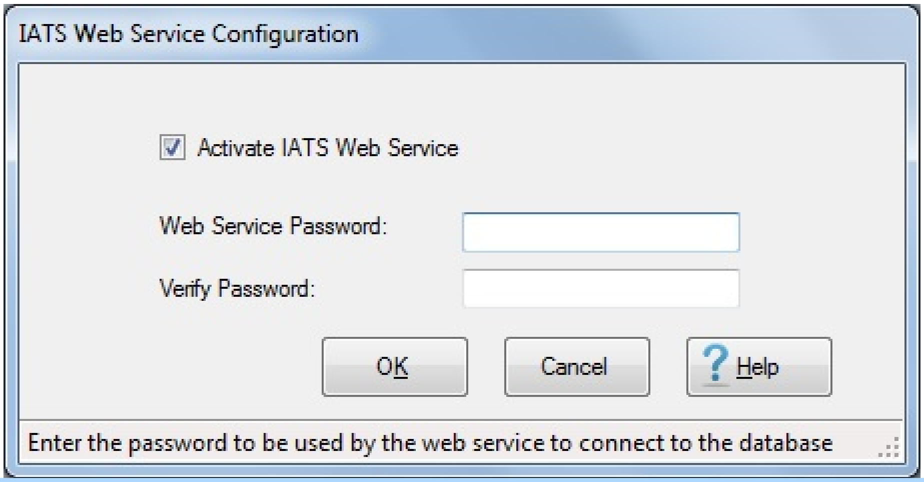
Note: IATS will **look** at the message template to see if there is anything in it that looks like **HTML**. In particular it's looking for a **paragraph tag, <p>**. If it sees that tag in the message template then it tells the windows **email library** to **mark** the email messages as **HTML** as it 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 <u>interface</u> **Data Flow** from Travel Pay System (**TPS**) into IATS.

The **IATS Web Service Configuration** screen is used to **activate** this option.



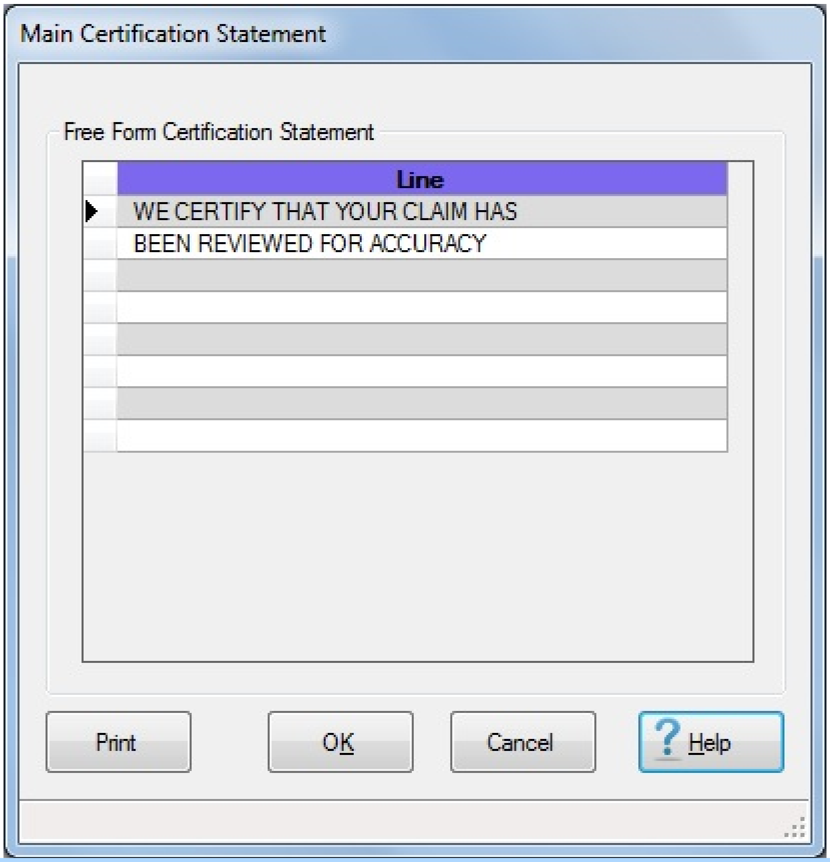
Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters** and then **click** on the option **Web Service Activation and Configuration**.

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.



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**.

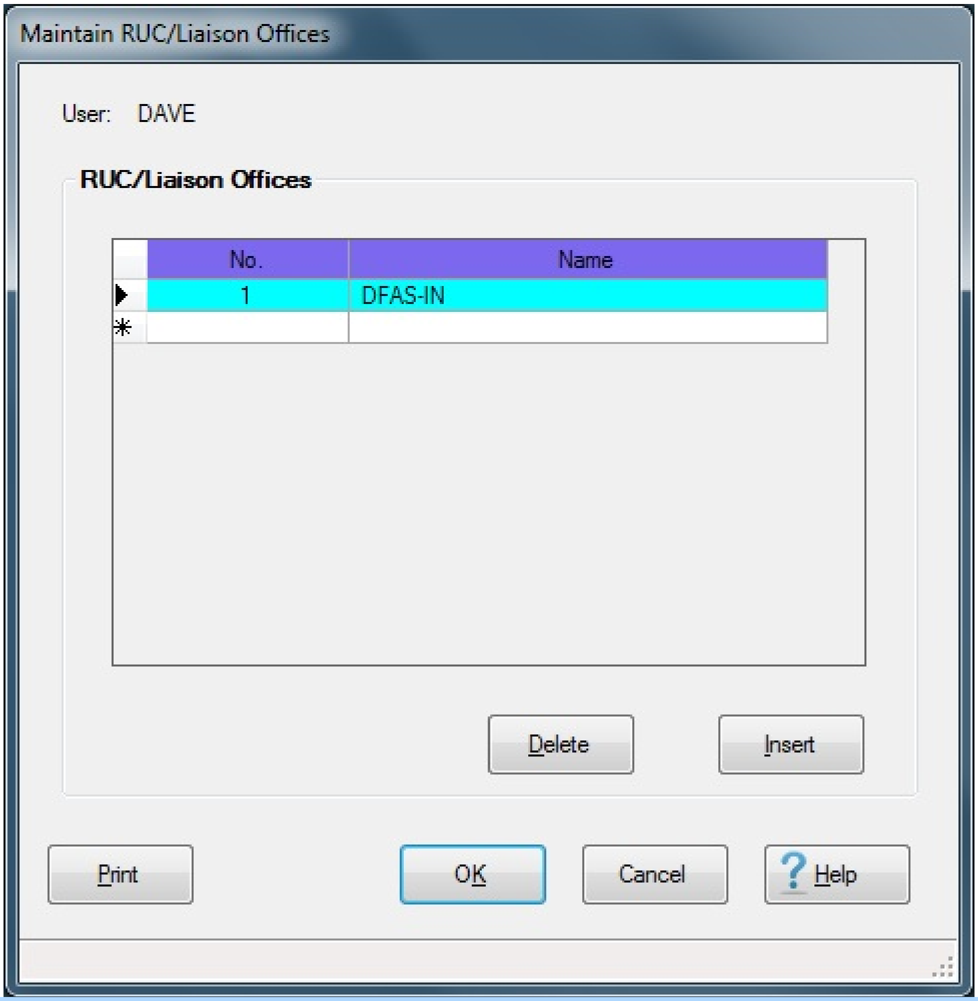
Tip: Generate a **print-out** of the **Certification Statement** by **clicking** on the **Print** button.

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 <u>must</u> **access** the **Maintain Liaison Offices** screen and **establish** a RUC/Liaison **office**.



Note: To **access** this screen, **change** the View to **Maintenance**. At the **Maintenance Main Menu**, **click** on the **plus sign** to the <u>left</u> 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 <u>blank</u> **line** appears at the top of the grid.
2. At the **No.** field, **type** the **number** for the <u>new</u> RUC/Liaison **office** being created and **press** *Tab*.
3. At the **Name** field, **type** the name for the <u>new</u> RUC/Liaison **office** being created and **press** *Tab*.
4. When **finished** adding the <u>new</u> 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 <u>left</u> 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 with 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

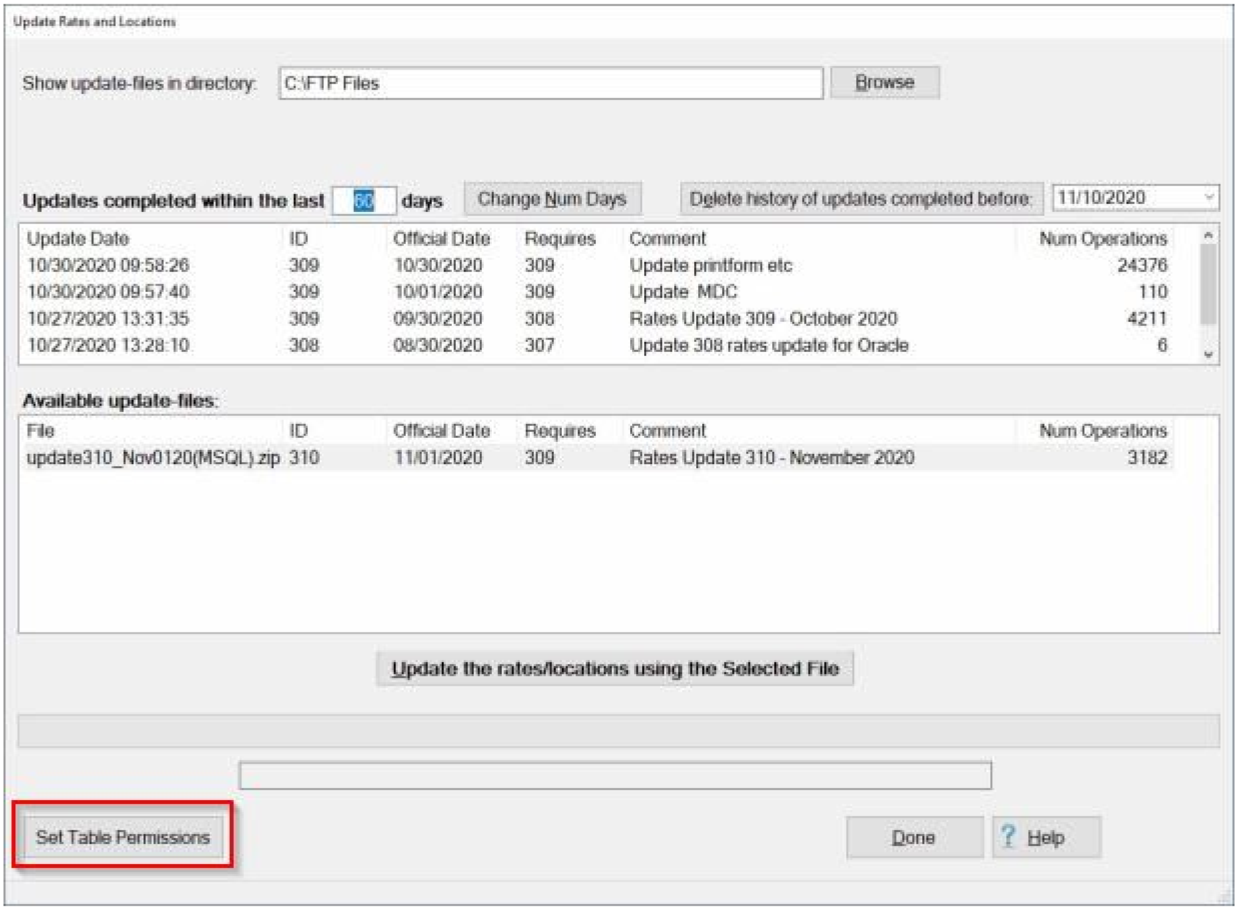
Each month the **Per Diem Travel and Transportation Allowances Committee** releases a **listing** of the **CONUS** and **OCONUS per diem rates**, **locality codes**, and various other **rates**, which are used to compute travel entitlements for DoD travelers.

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.

Note: Occasionally, some IATS customers encounter an **error** when using IATS due to **permissions**. There are internal **grants** within the IATS program that allow **access** to various **tables** that store rates, localities, accounting codes, etc. If your office encounters a permissions error, **click** on the **Set Table Permissions** button located in the bottom left hand corner of the Update Rates and Locations screen. This will **install** the **grants** needed to **access** the various tables.

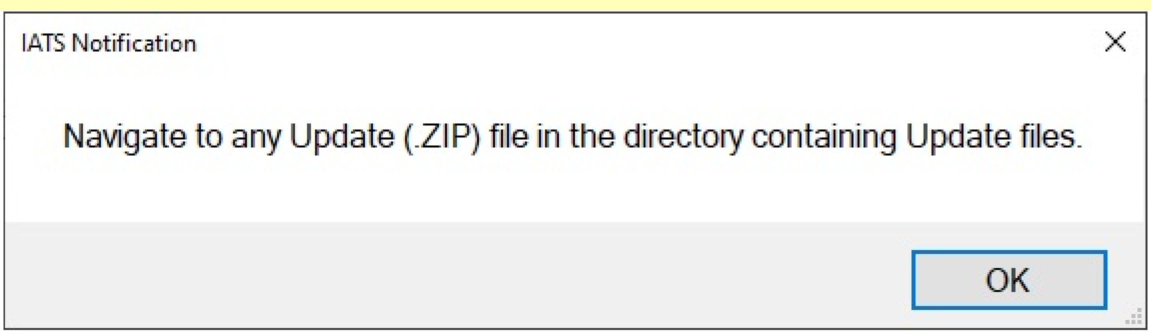
Complete the following steps to "update" the rates and locations tables:

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.



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.

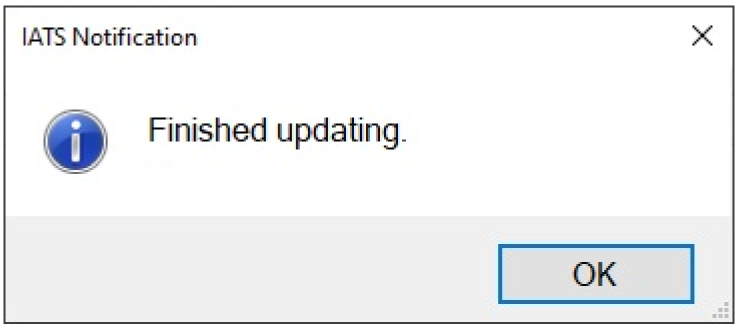


Click on the **OK** button and use the **Browse For Folder** screen to **navigate** to the desired directory.

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**:

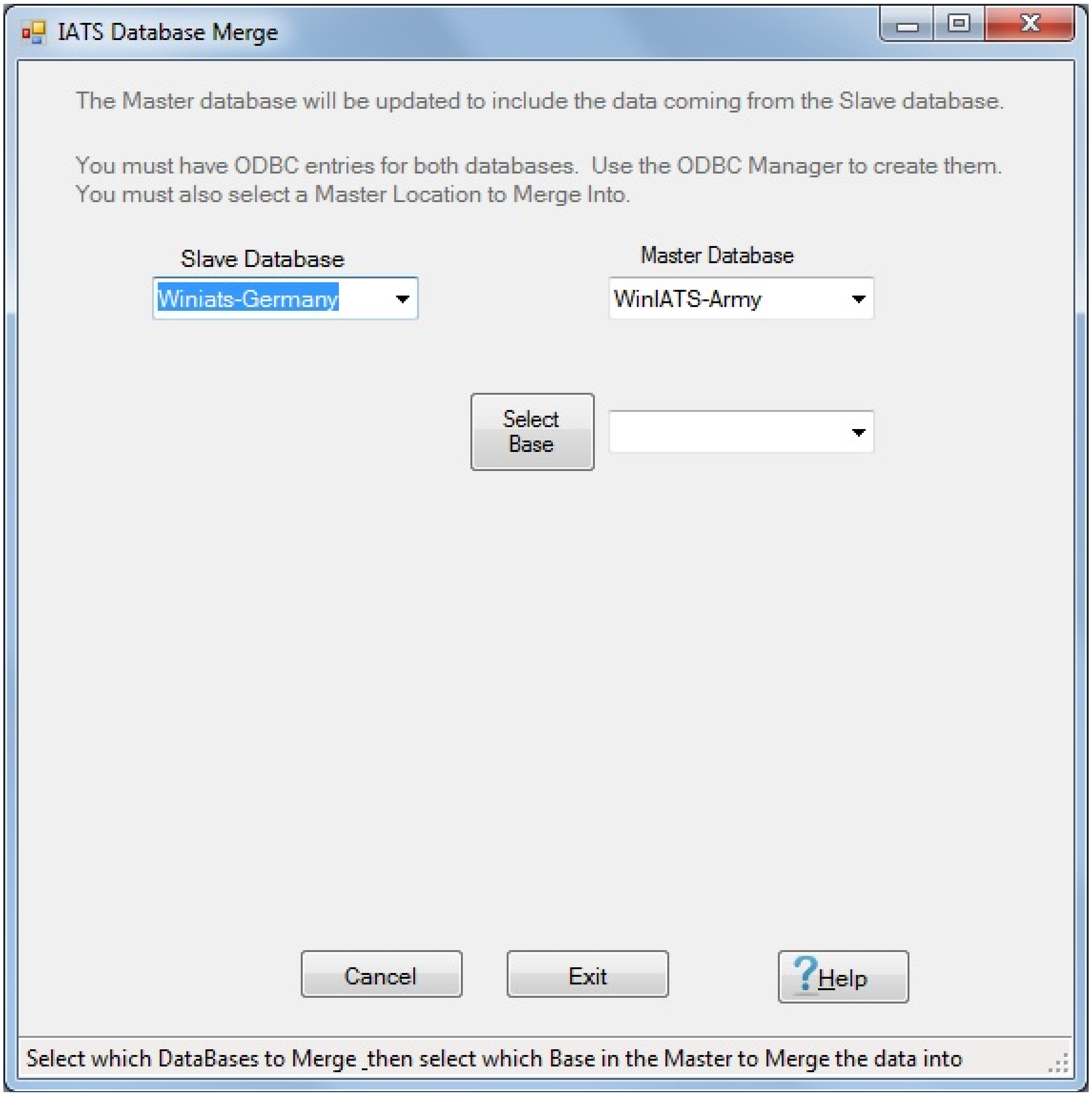
A *pop-up* appears **explaining** the **purpose** of the update **file** and **asks** if you wish to proceed. **Click** on the **Yes** button. IATS **processes** the **file** and **displays** a *pop-up* indicating that the process is **finished**.



8. **Click** on the **OK** button.
9. **Set Table Permissions:** See the **note** above regarding the **use** of the **Set Table Permissions** button.
10. 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.

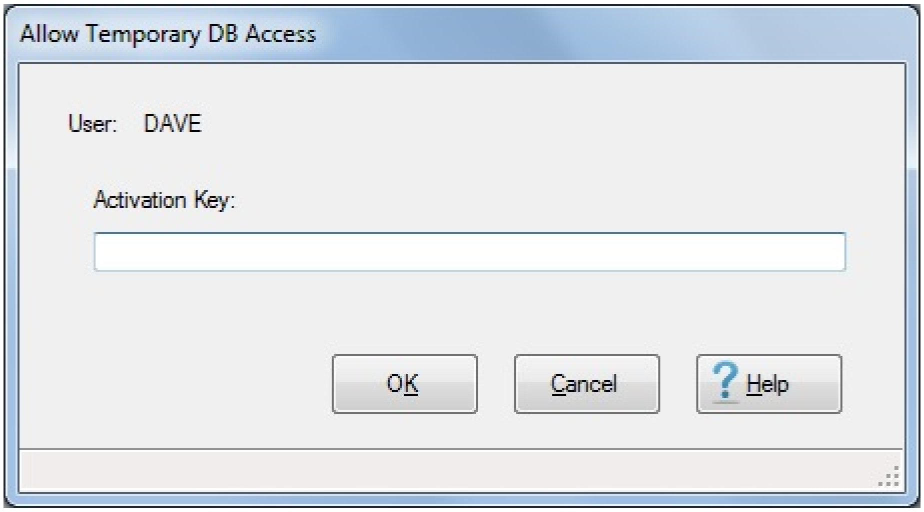
Temporarily Access the IATS Database

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.

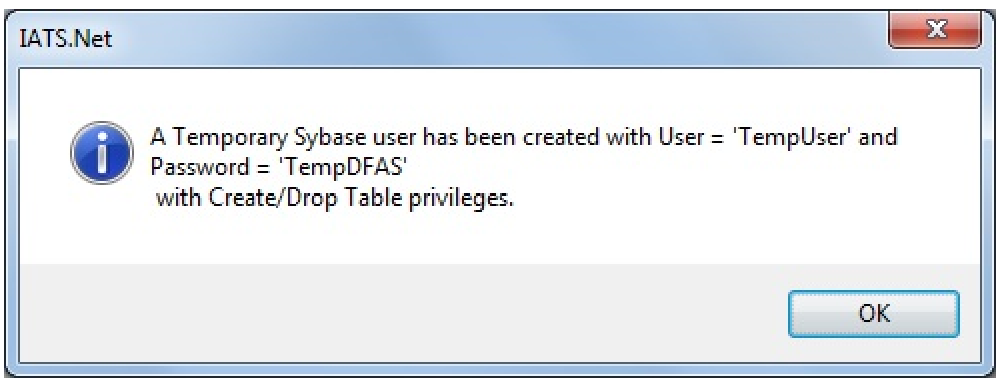
Note: A back-up of the IATS database should be **performed** before **accessing** the IATS **database** and **performing** any **modifications**.

Complete the following steps to "access" the IATS database:

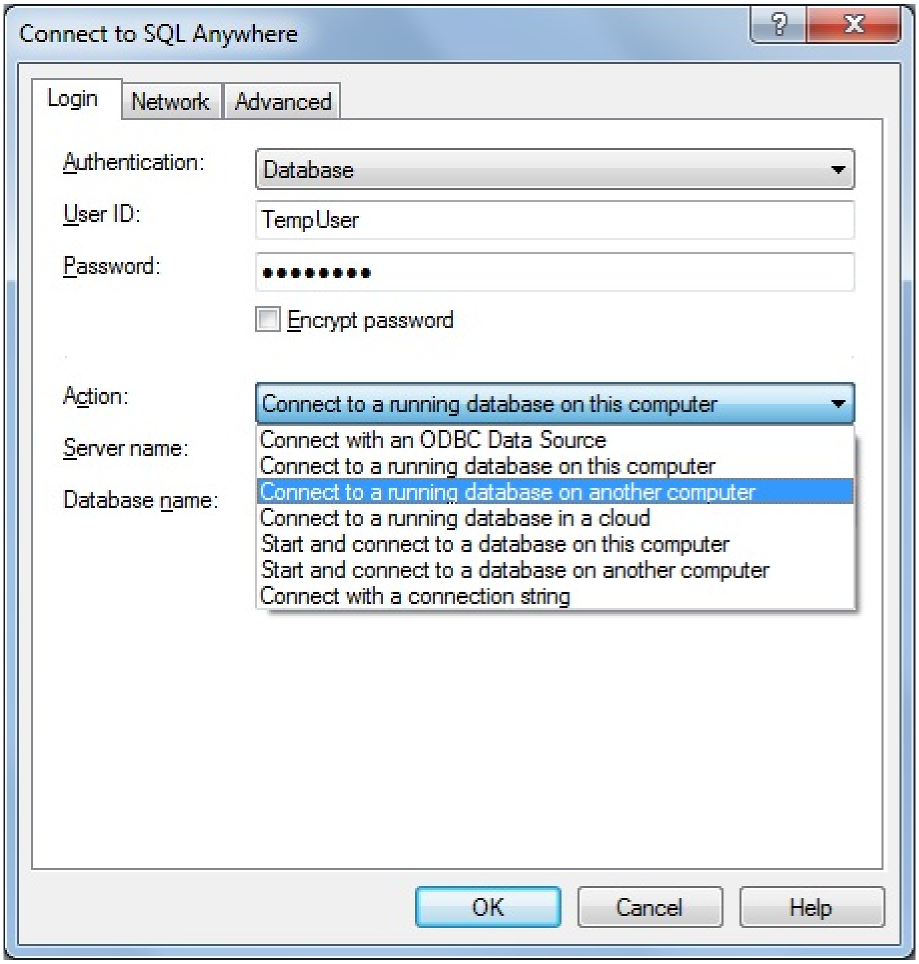
1. **Contact** the **IATS Technical Support Office** at DFAS-IN and **obtain** an **Activation Key Code**.
2. **Login** to the IATS **Maintenance** module, **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable **menu** appears listing the various options.
3. **Click** on the **Allow Temporary Database Access** option. The **Allow Temporary DB Access** screen appears.



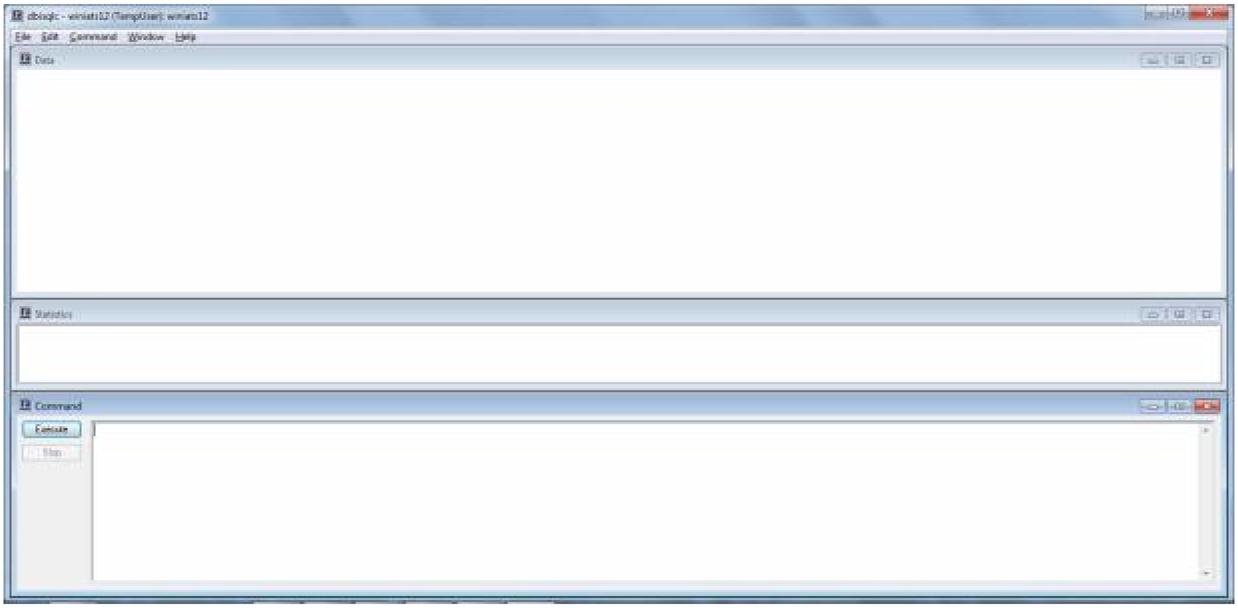
4. At this screen, type the **Activation Key Code**, obtained from the **IATS Technical Support Office**, at the **Activation Key** field.
5. After entering the Activation Key Code, **click** on the **OK** button. A *pop-up* appears **indicating** that temporary **access** has been **created** and also **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.

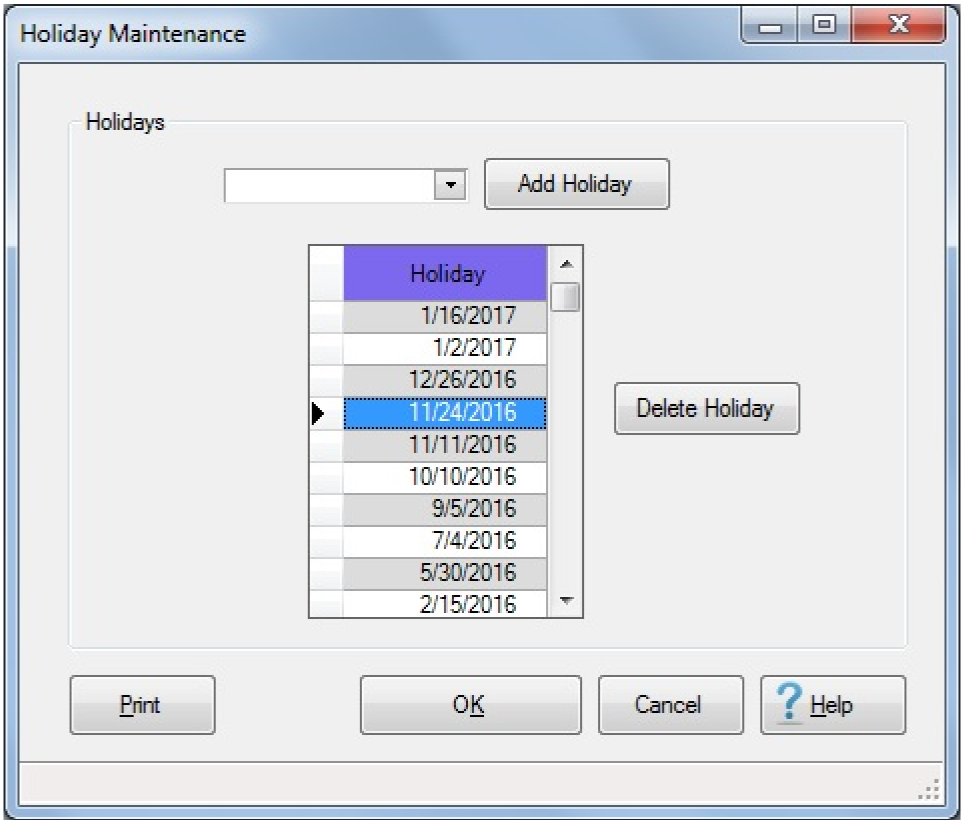
Note: Contact the **IATS Technical Support Office** at DFAS-IN if additional **assistance** is **needed**.

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:

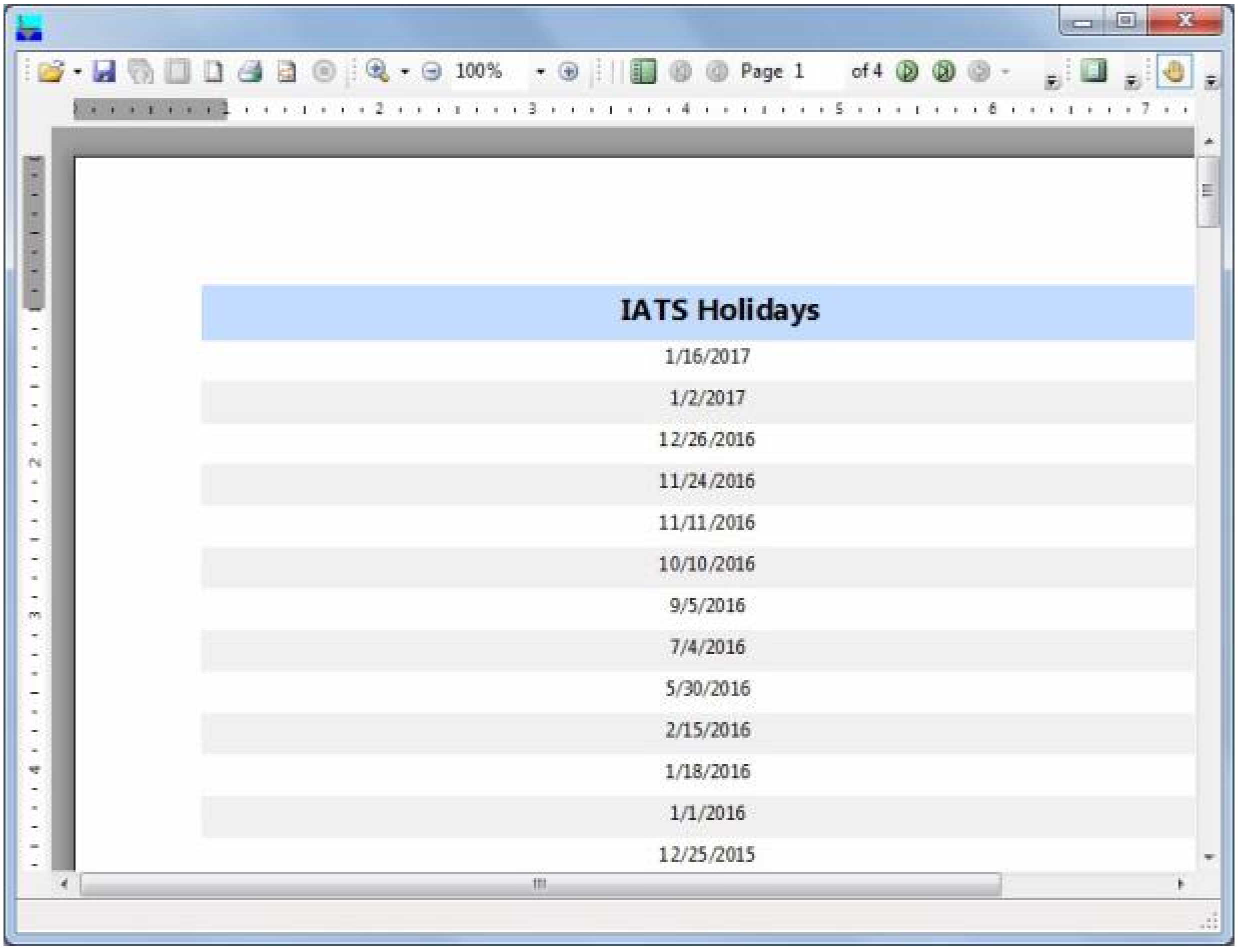
1. **Enter** the **date** of the holiday in **MMDDYY** format at the **date field** to the left of the **Add Holiday** button. You can also **click** on the *down* **arrow** button and use the **calendar** to select the date.
2. After you have entered the date, **click** on the **Add Holiday** button. 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 the 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.



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**

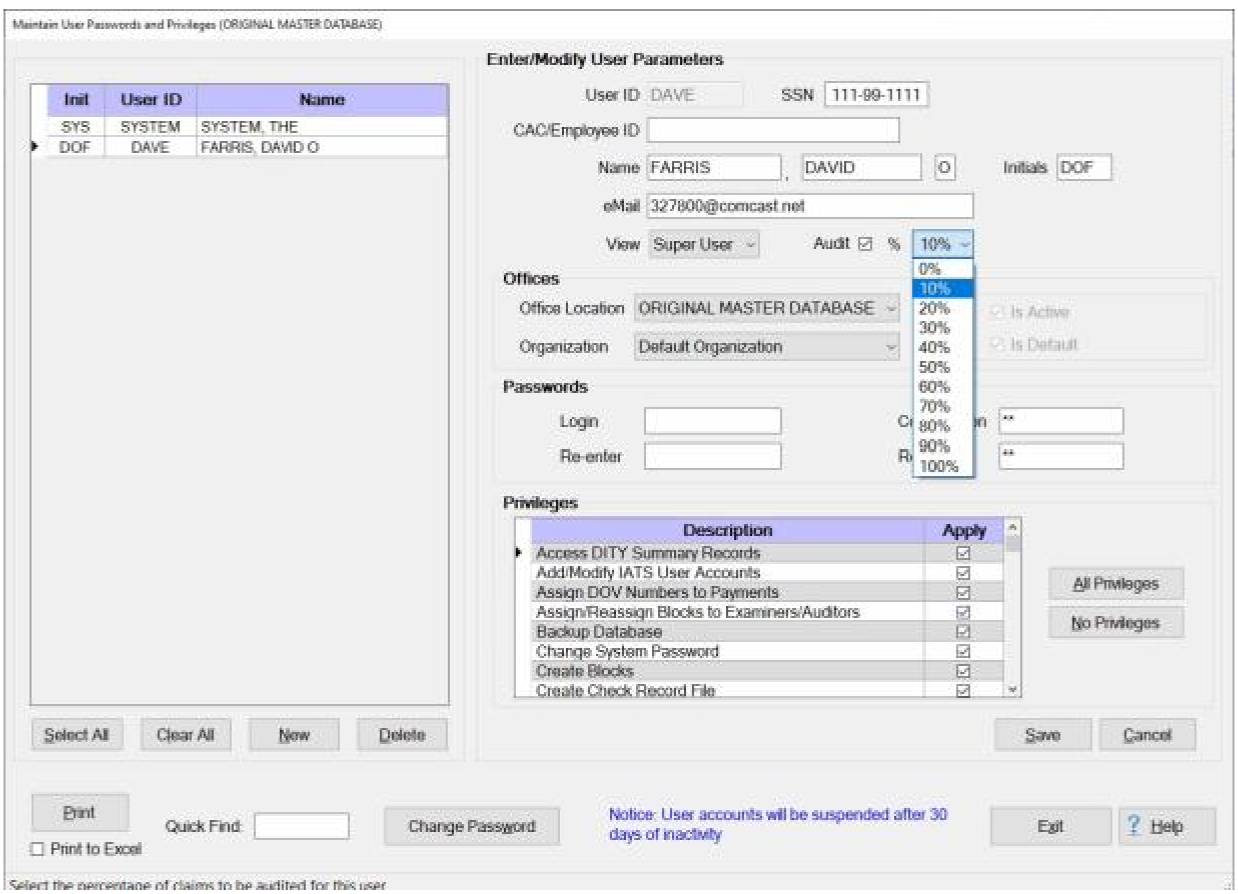
- At least **8** characters <u>must</u> be **changed** to be valid
- You <u>cannot</u> change your password to a password that was <u>previously</u> used during the last **12** months or the <u>last</u> **10** passwords used
- Passwords must be a <u>minimum</u> of a **15-character** mix of **upper case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

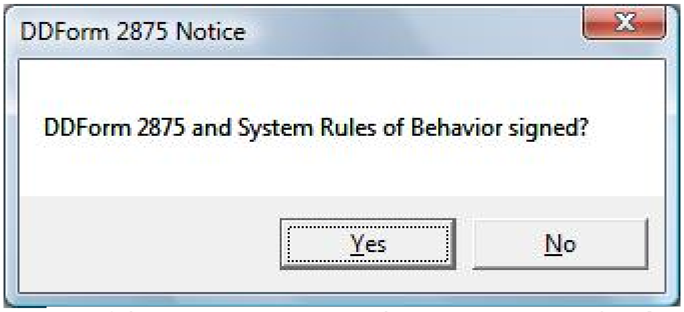
Note: A user account may <u>only</u> be **created** by a user logging in with the username **System** or a user with **Super User** capabilities.

Complete the following steps to "create" a user account and "assign" privileges:

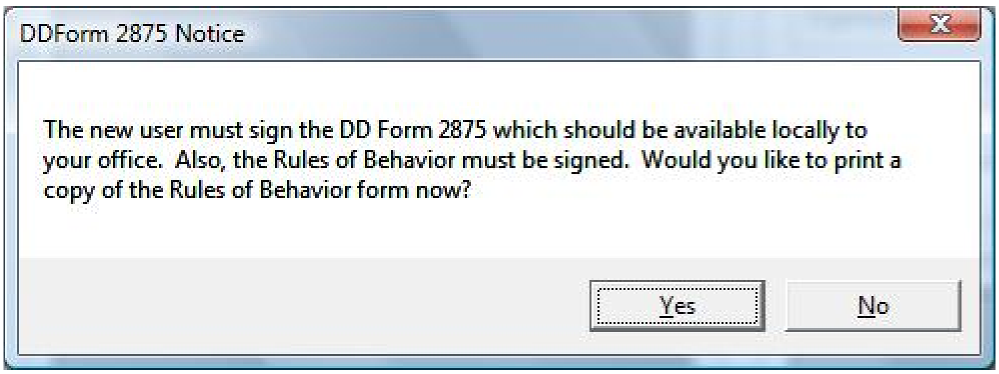
1. **Change the View to Maintenance. At the Maintenance Main Menu, click** on the **plus sign** to the <u>left</u> of the item **Configuration/Base Parameters**. An <u>expandable</u> **menu** appears listing the various options.
2. **Click** on the **User Passwords and Privileges** option. The **Maintain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



3. At this screen, **click** on the **New** button. The following *pop-up* **message** will appear:



4. If the **DDForm 2875** and **System Rules of Behavior** documents have been **signed** by the user, **click** on *Yes* to continue.
5. 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.

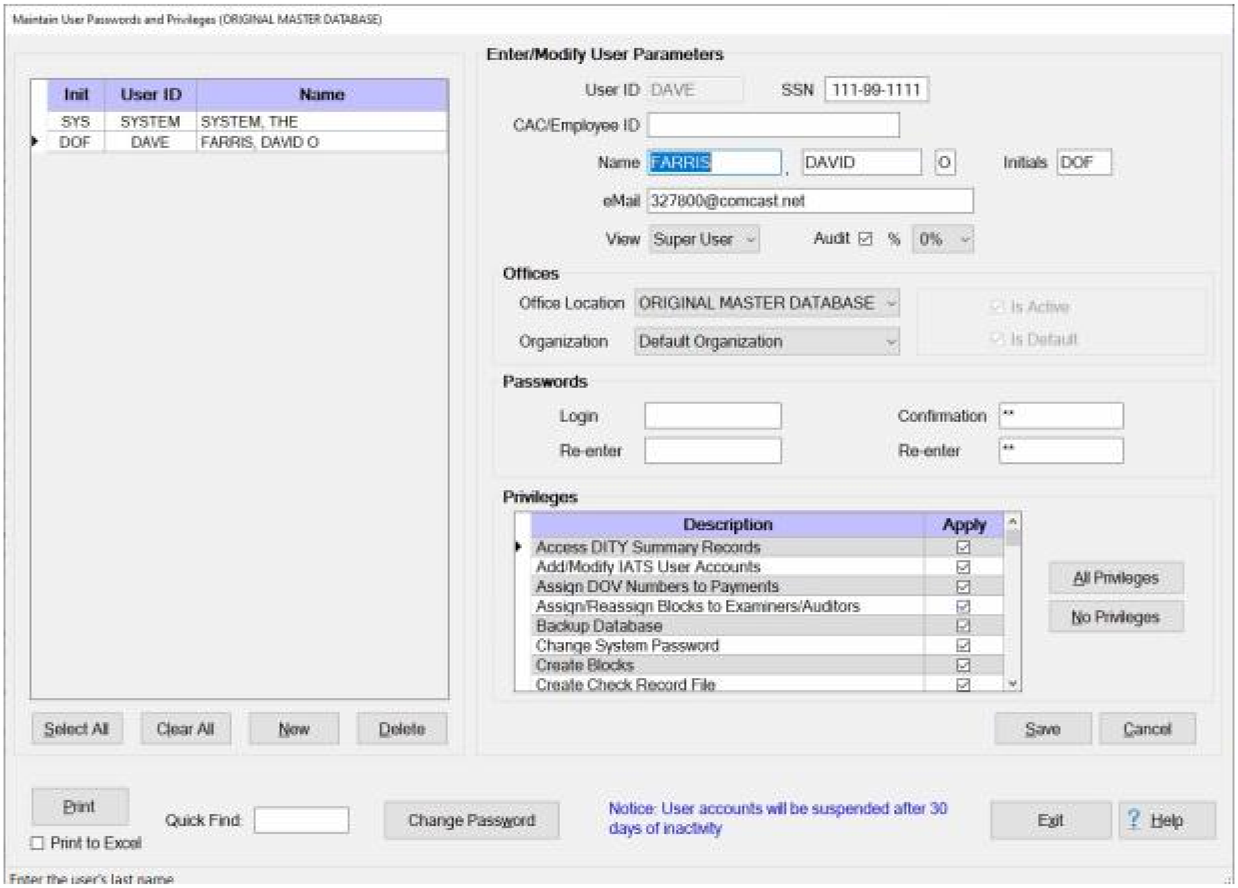
Modify User Passwords and Privileges

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.



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.

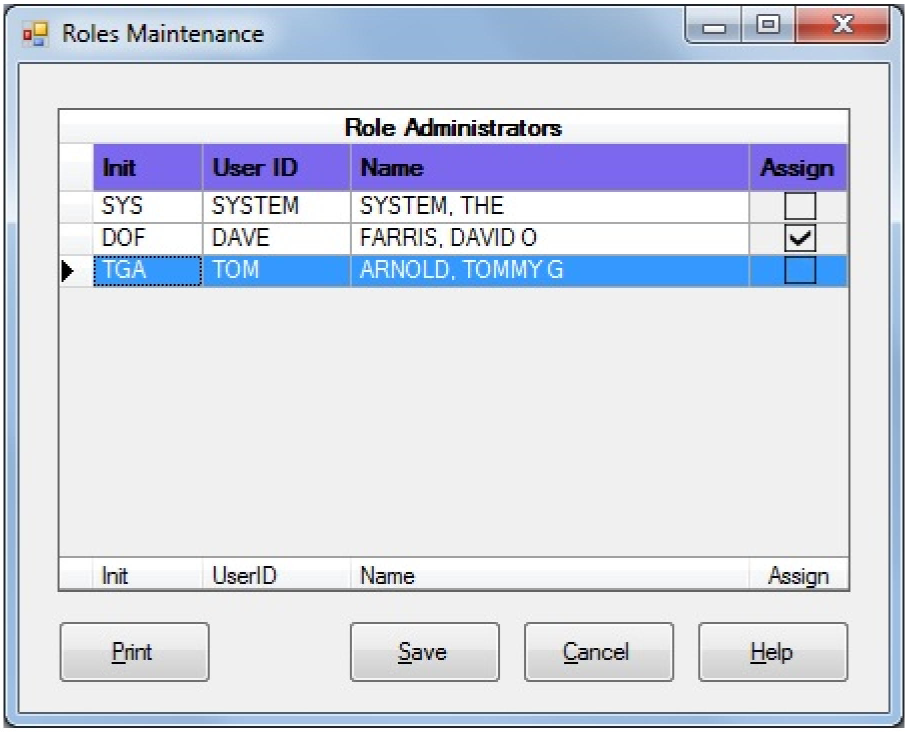
Assigning Role Administrators

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.

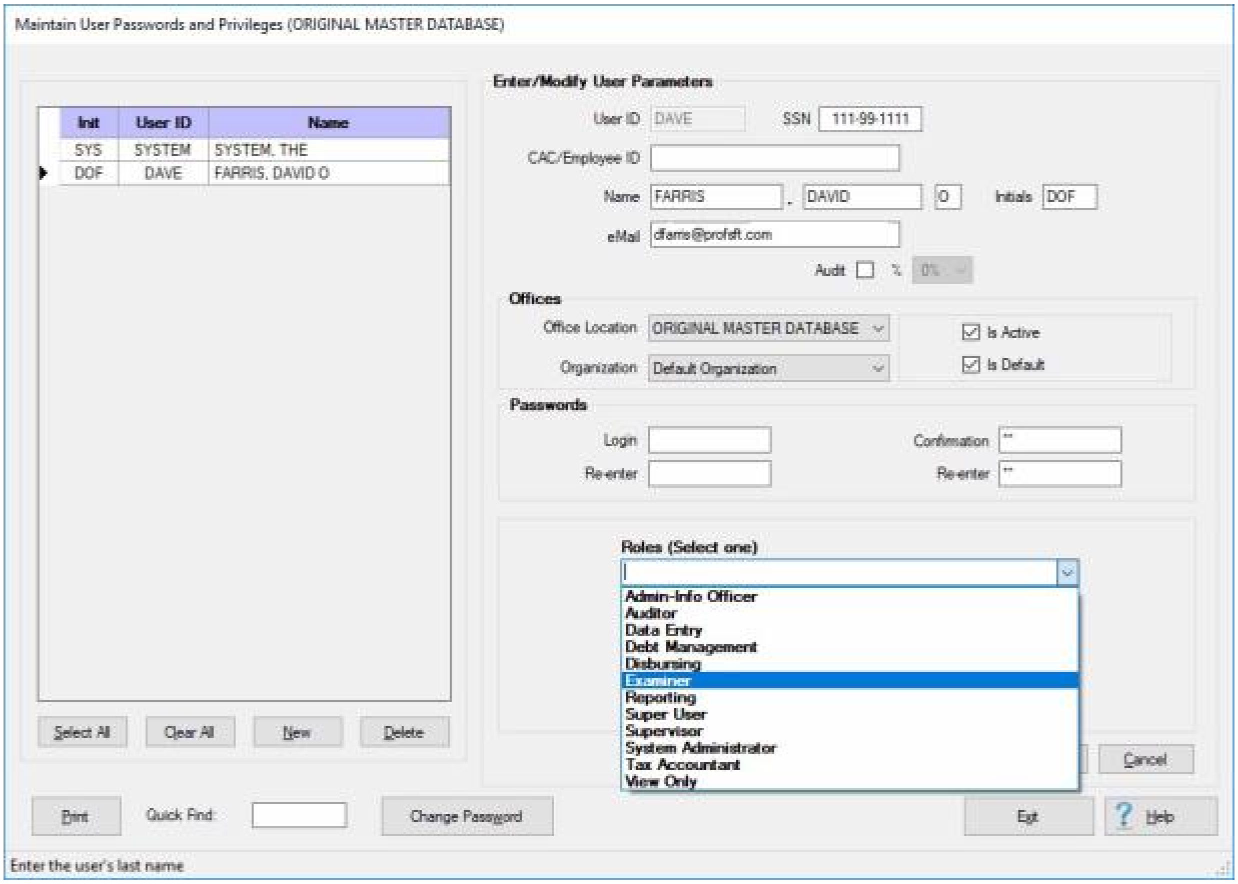
Click on the **See All** button below for additional **instructions** pertaining to maintaining user accounts.

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.



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
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

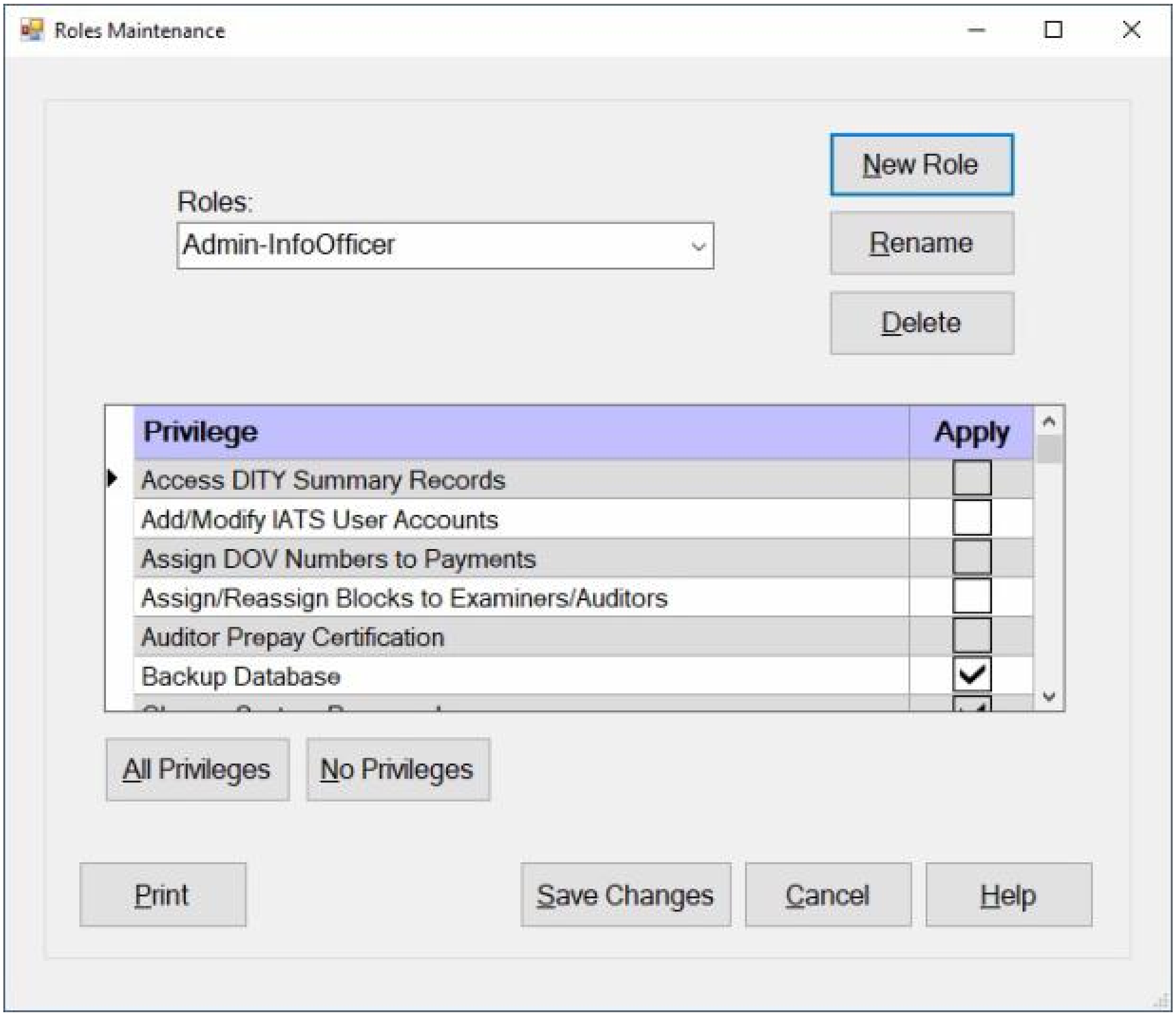
A feature was added to IATS that allows travel offices to **establish** user **accounts** using **Roles** rather than **Views**. Roles are established with a set of pre-determined **privileges** which ensures a more precise **segregation** of **duties**.

The **Roles Maintenance** screen is used to **establish** the **privileges** to perform various IATS **functions** for each particular Role.

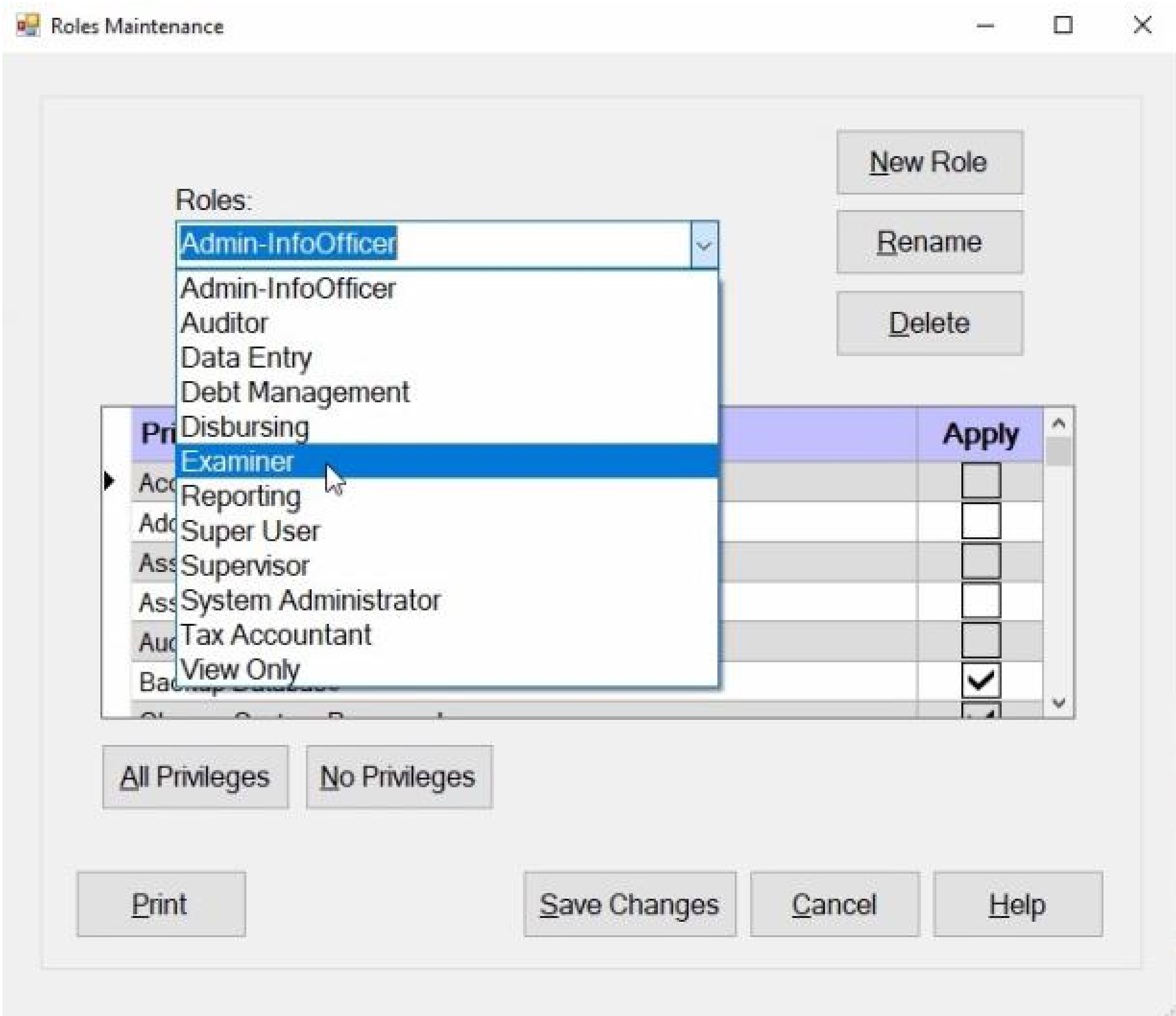
Note: In order to use the **Define Roles** feature, you must first **obtain** a **temporary access key code** and then use the Allow Temporary Database Access feature in IATS to access the database to **activate** the **Define Roles** feature.

Complete the following steps to "define" Roles:

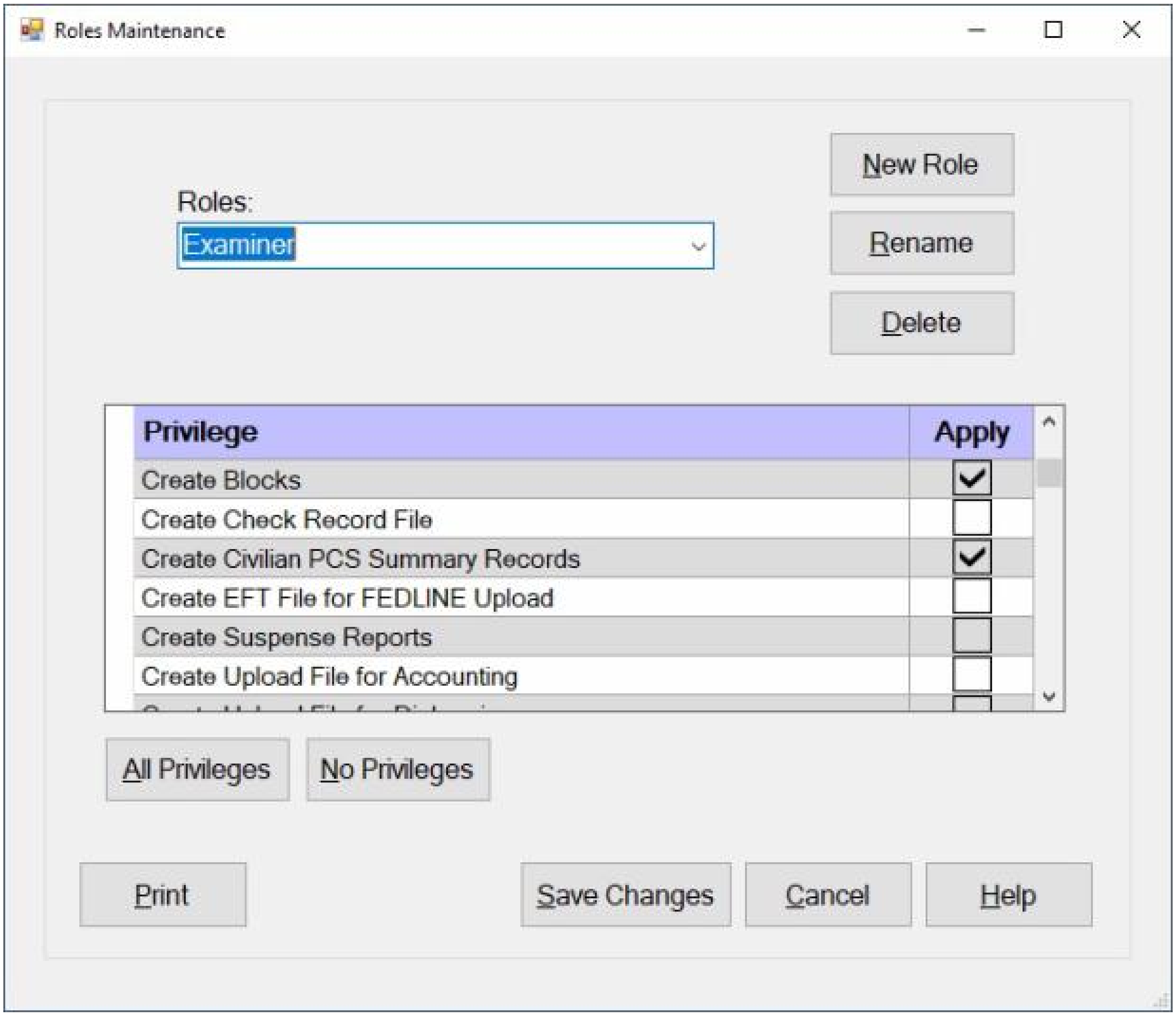
1. **Login** to the IATS **Maintenance** module and **click** on the **plus sign** to the left of the item **Configuration/Base Parameters**. An expandable **menu** appears listing the various options.
2. After gaining **Temporary Access** to the database, **click** on the **Define Roles** option. The **Roles Maintenance** screen appears.



3. **Roles:** - At the **Roles** section, **click** on the *down* **arrow** button. IATS will display a **listing** of various roles.

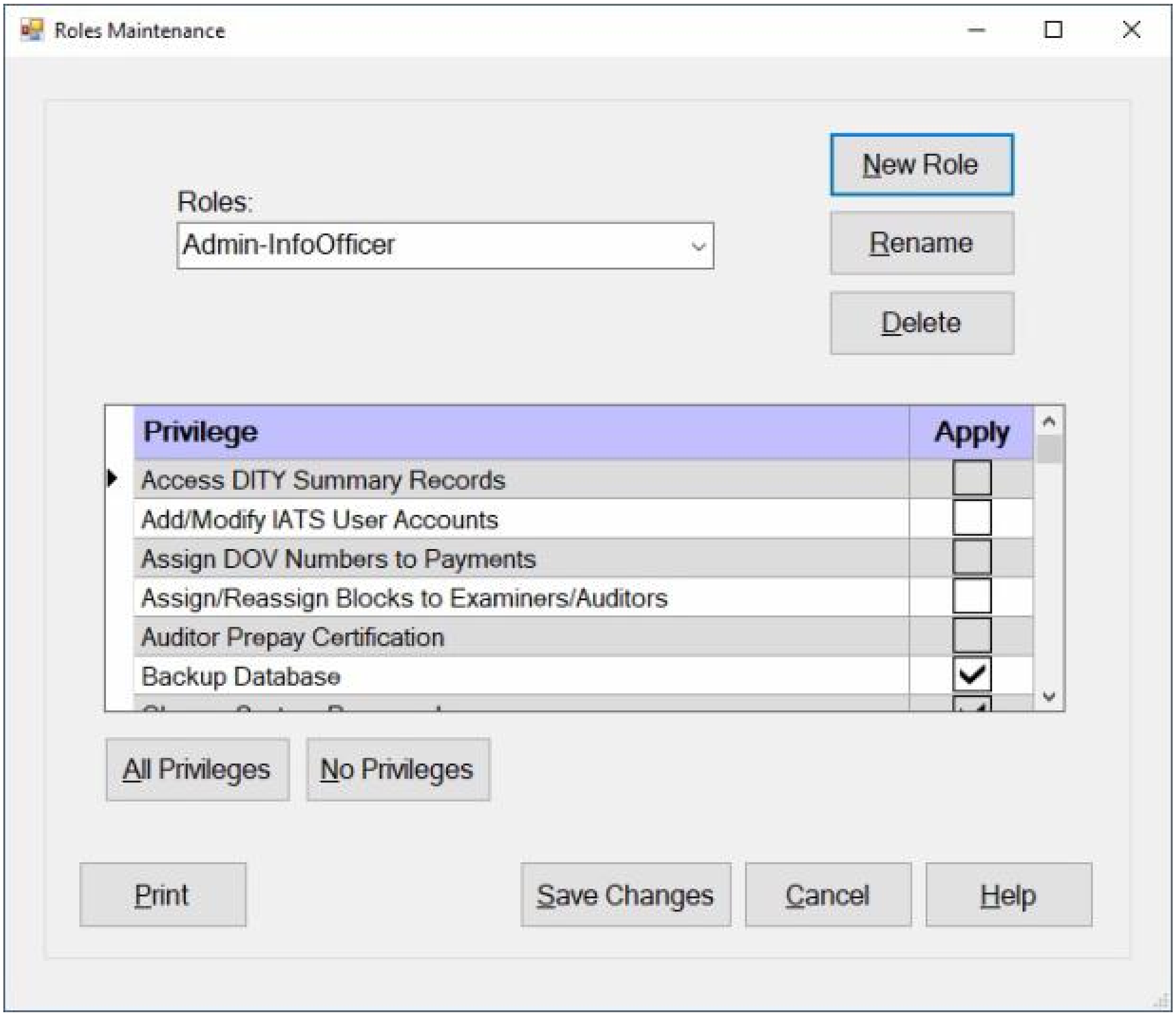


4. **Click** on the **Role** you wish to select.

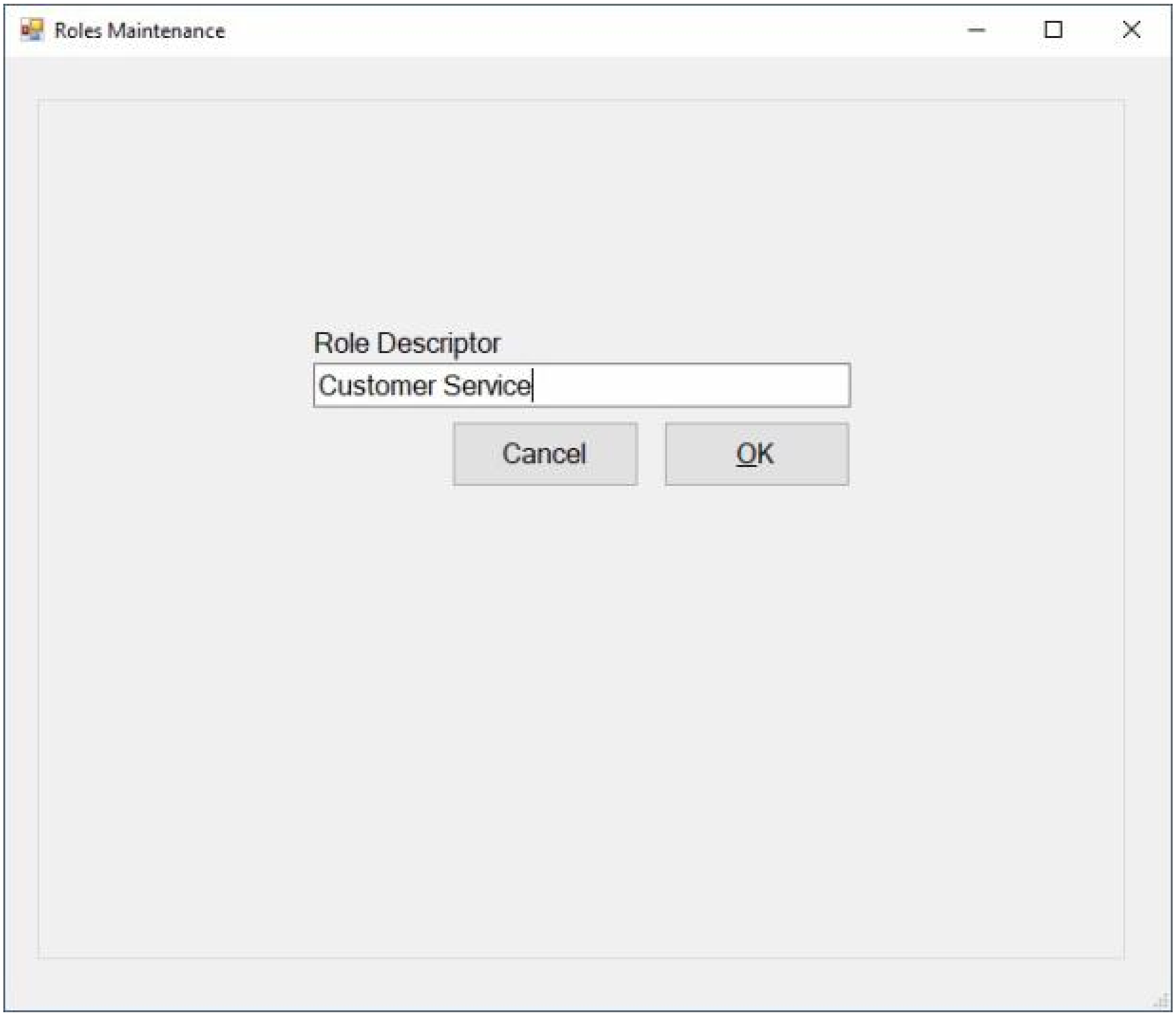


5. **Privileges:** - At the **Privileges** section, you will see a **listing** of **privileges** for performing various IATS functions. You can **scroll** through the list by **pressing** the *Up/Dn* **arrow** keys on your keyboard or **click** on the *Up/Dn* **arrow** buttons on the right side of the 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:

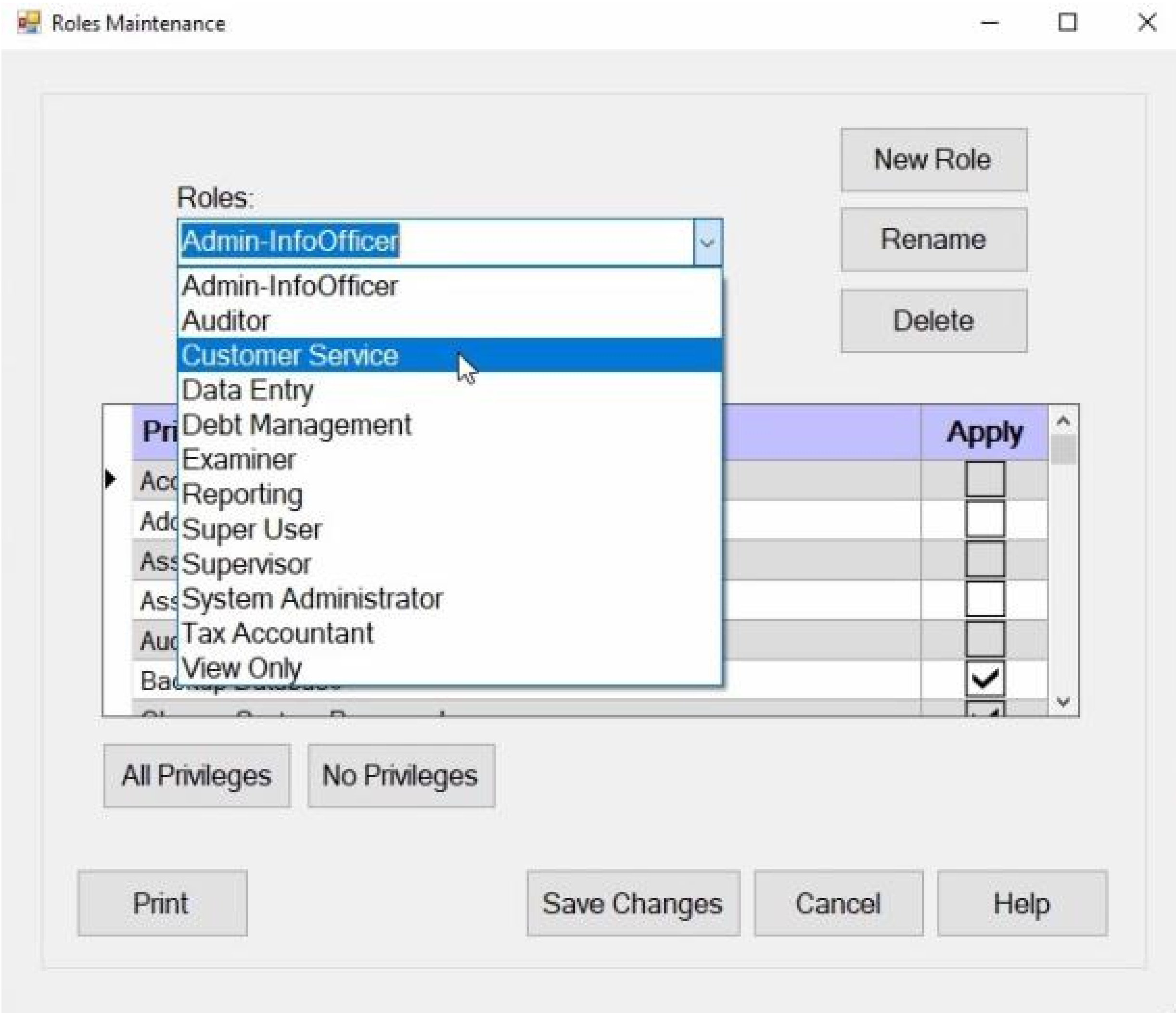


1. **Click** on the **New Role** button. IATS will display the **Role Descriptor** field.



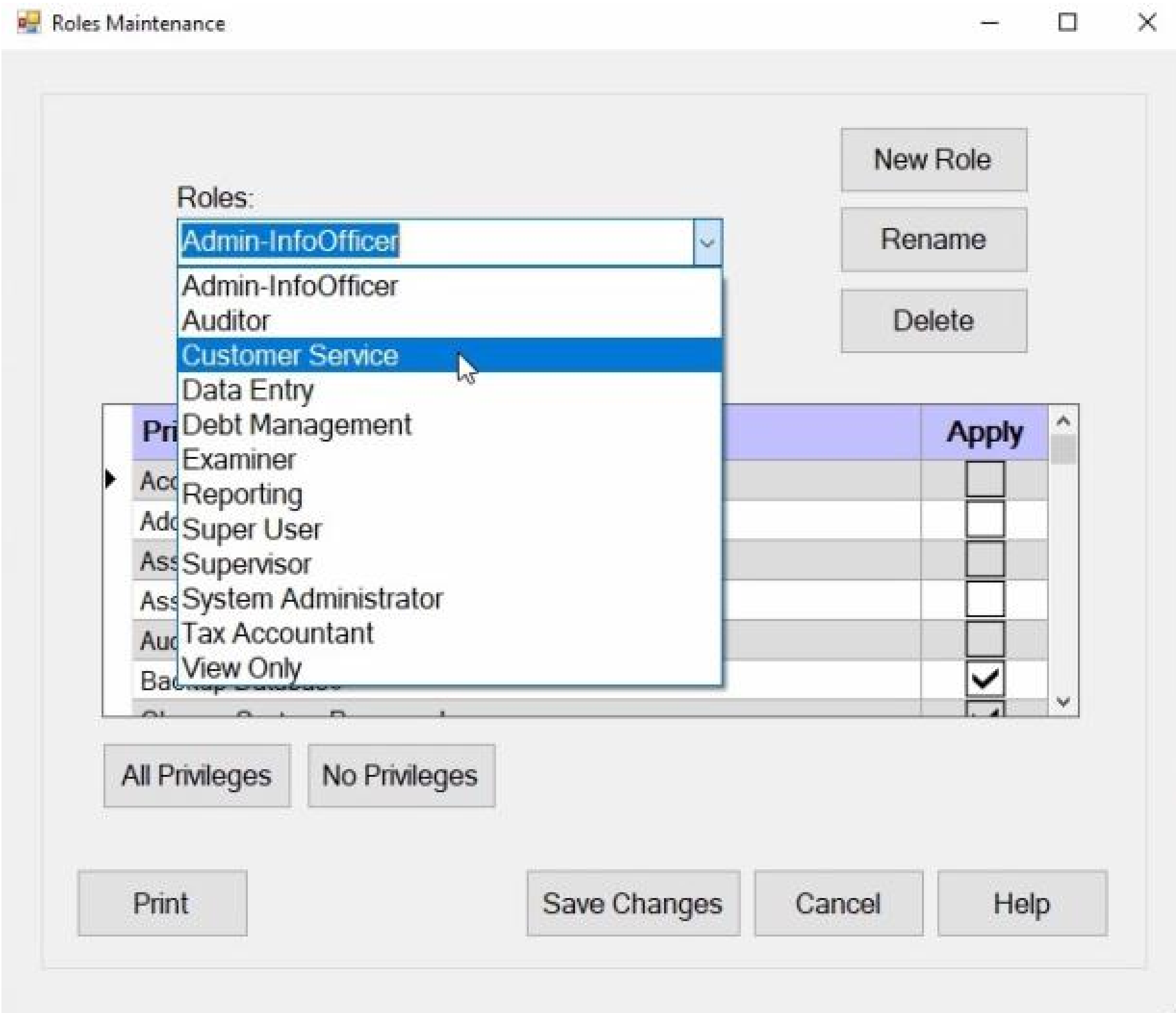
2. At the **Role Descriptor** field, **enter** a **name** for the new role and then **click** on the **OK** button.
3. After adding the new role, **use** the **steps** previously described above to **grant** the desired **privileges** for the new role.

Deleting a Role:

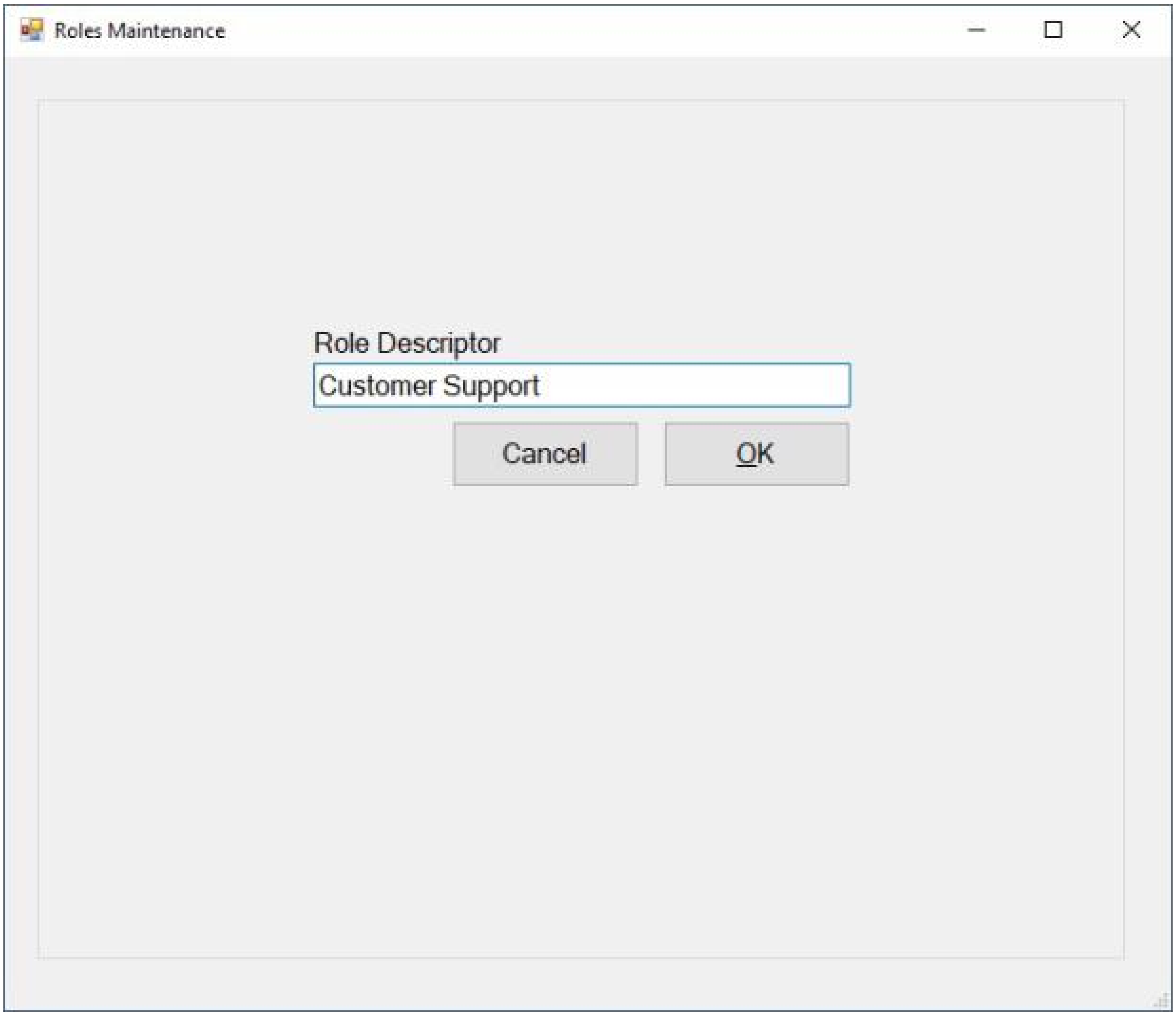


1. **Roles:** - At the **Roles** section, **click** on the *down* **arrow** button. IATS will display a **listing** of various roles.
2. **Click** on the **Role** you wish to delete.
3. **Click** on the **Delete** button.

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.



4. At the **Role Descriptor** field, **enter** the <u>new</u> **name** for the role <u>as shown above</u>.
5. <u>After</u> you have entered the <u>new</u> 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

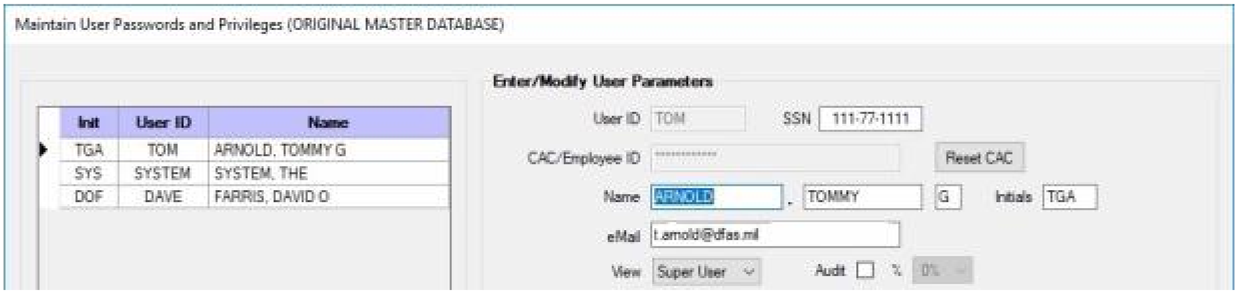
On occasion it may be necessary for the System Administrator to **reset** an IATS user's CAC login access. This situation will occur under the following scenario:

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 <u>must</u> **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 <u>left</u> of the item **Configuration/Base Parameters**. An <u>expandable</u> **menu** appears listing the various options.

2. **Click** on the **User Passwords and Privileges** option. The **Maintain User Passwords and Privileges** screen appears.



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.

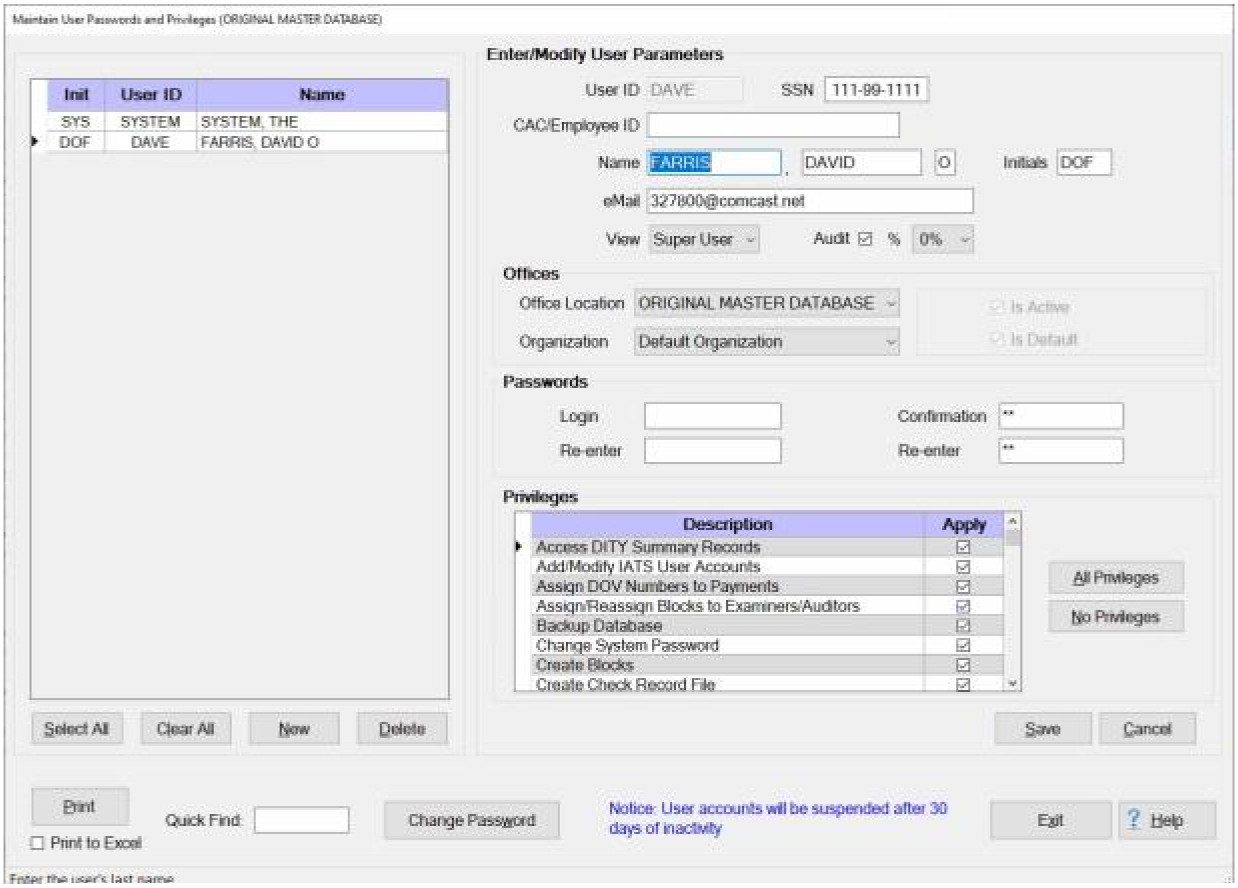
Forcing Password Changes

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.

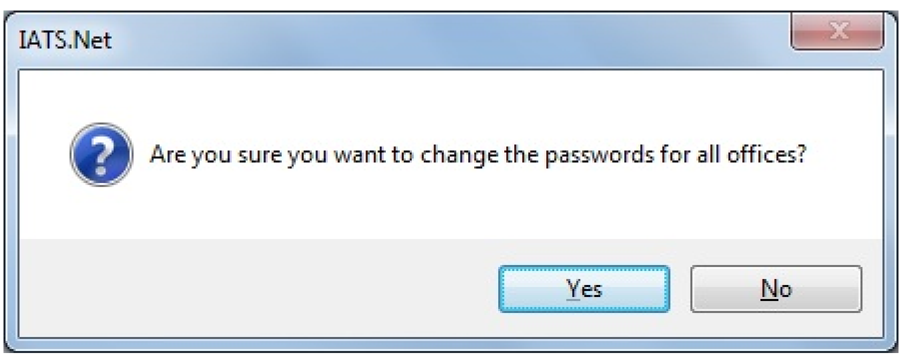
To **eliminate** this problem, a feature has been added to IATS that allows a user with the **Add/Modify IATS User Accounts** privilege to **force** the required password changes.

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.



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.

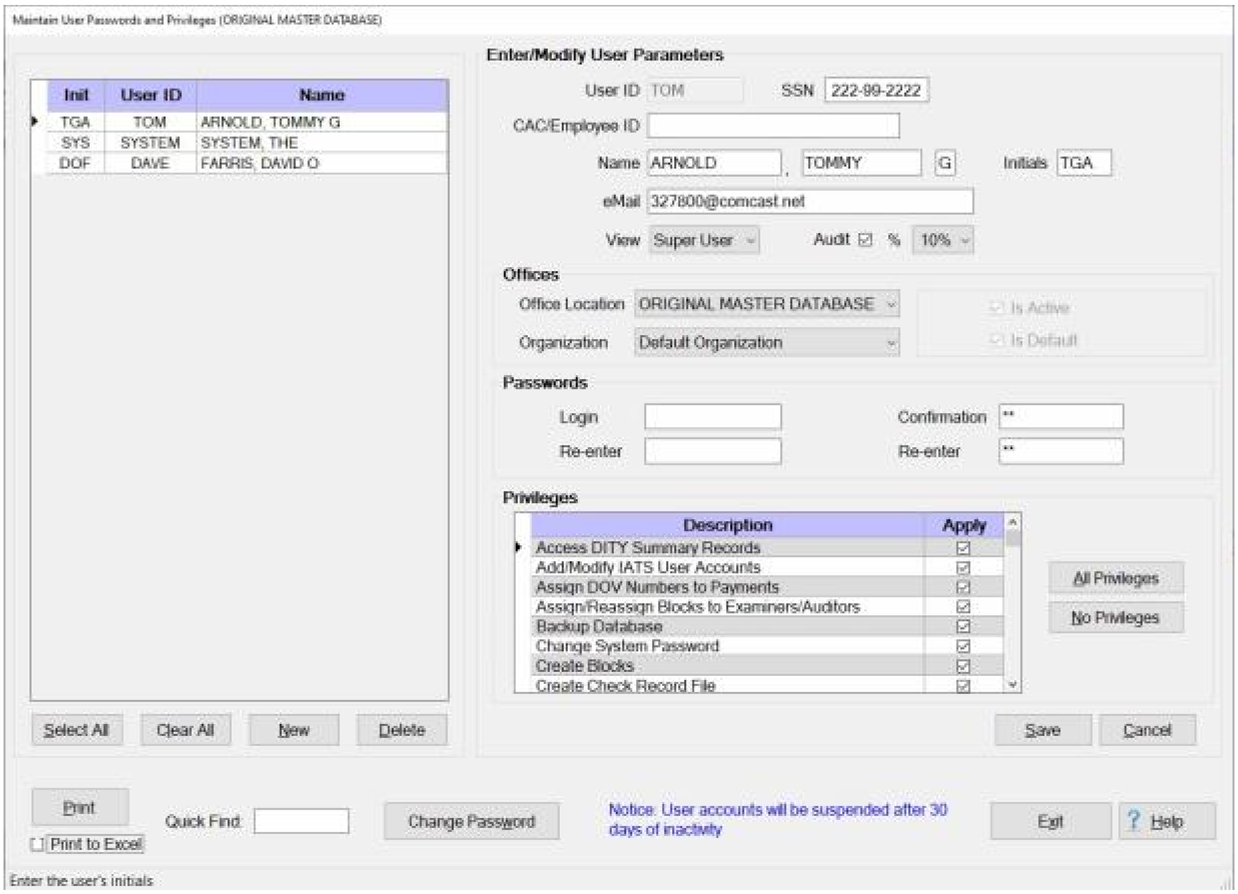
Printing User Privileges

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.

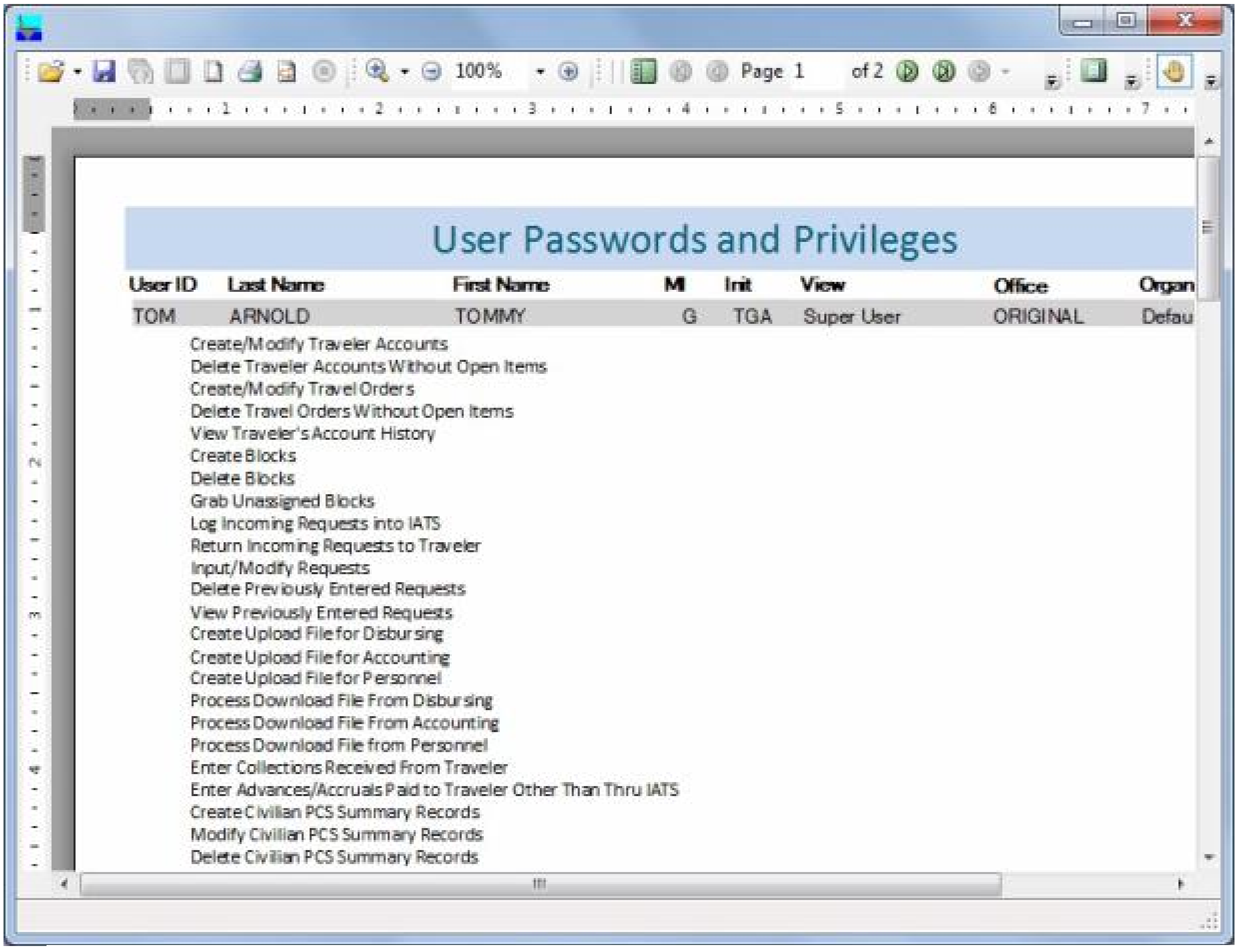


3. **Click** on the **User ID** for the user whose privileges you wish to print.

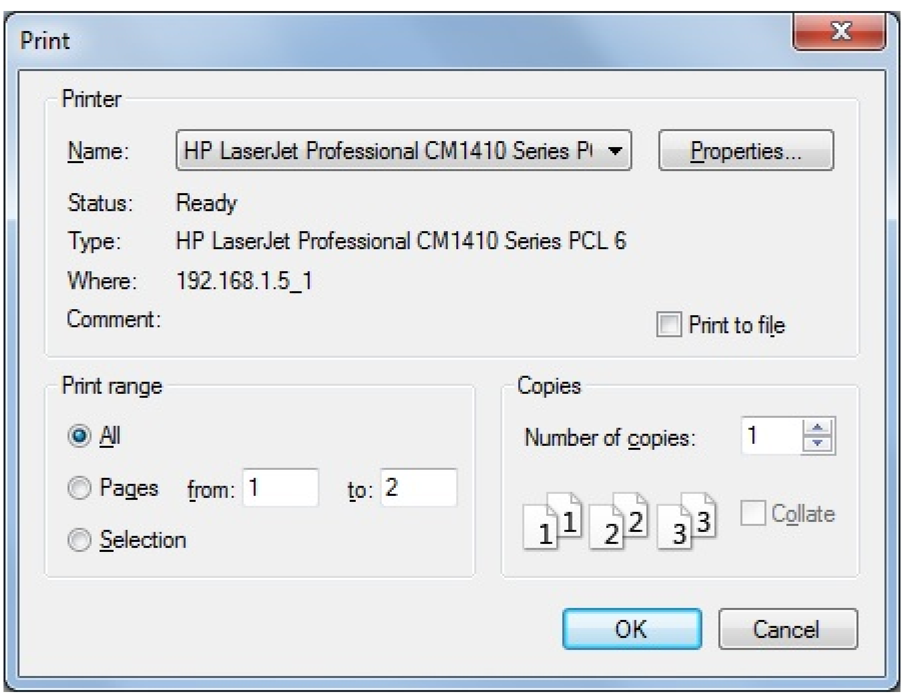
Tip: If your office has numerous user **accounts**, you can quickly find the user account you wish to select by typing the user's **last name** in the **Quick Find** field.

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.



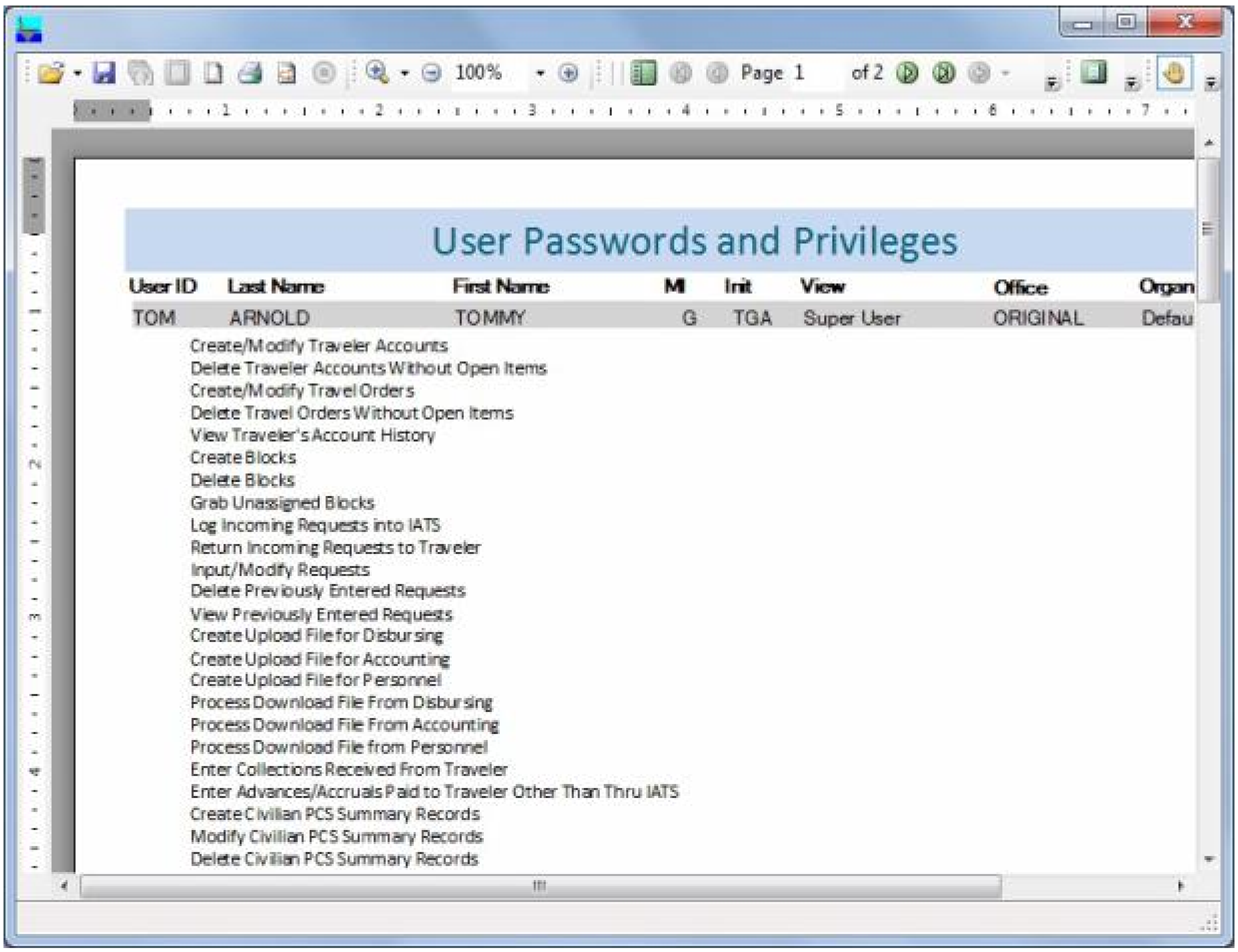
5. The screen displayed <u>above</u> will show a **list** of all of the **privileges** assigned to the selected user.
6. **Click** on the **Printer** icon at the <u>top</u> of the screen to continue. The **Print** screen will appear.



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.

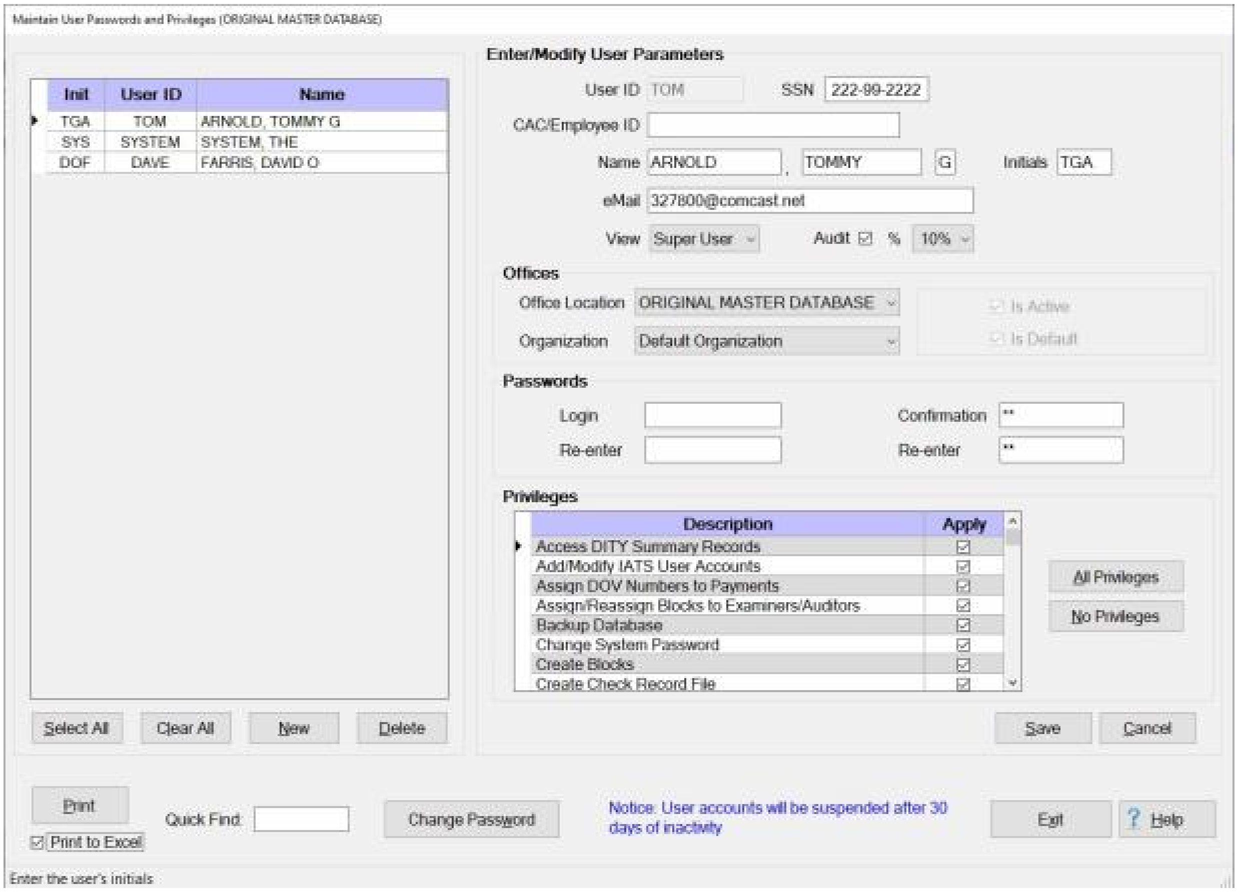
Tip: The **privileges** may also be **printed** to a **file** by activating the **Print to File** option on the **Print** screen. After activating this option, you will have to **specify** what **directory** to **save** the file in, the file **name**, and the file **type**. The file should be saved as a **Text** file.

9. After the user privileges list has been printed, the following screen will be displayed again.

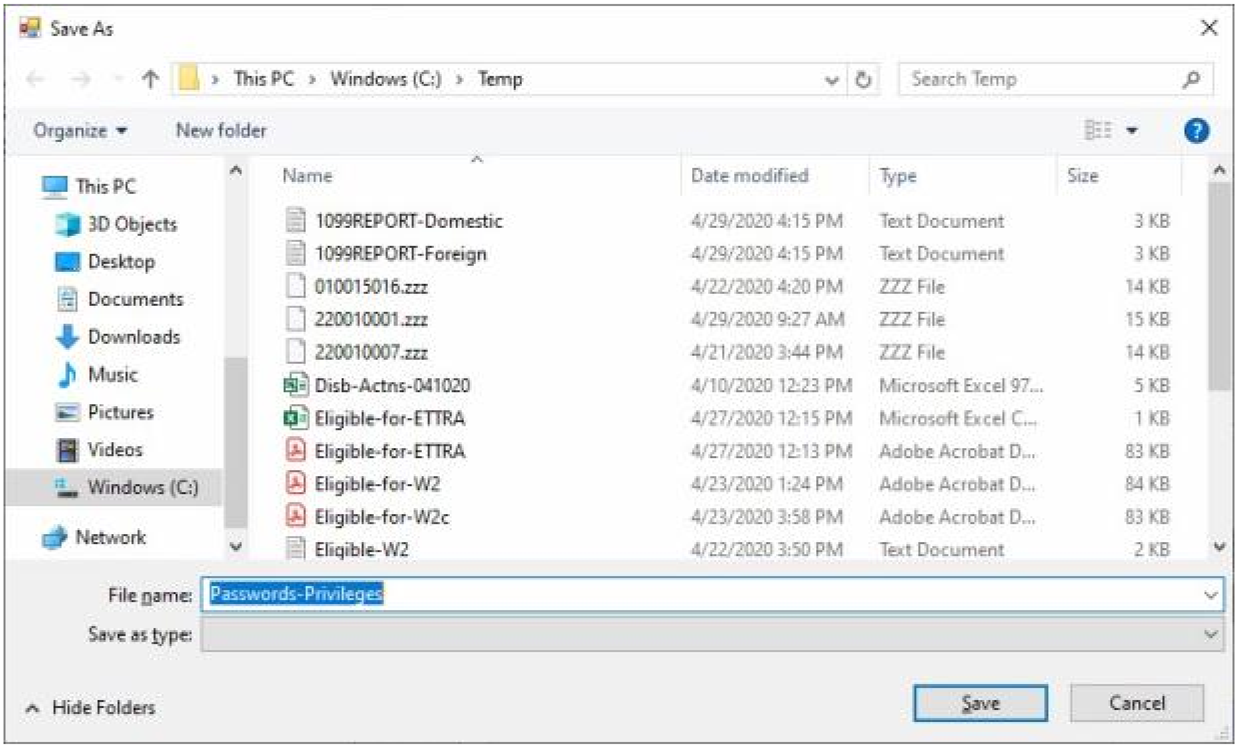


10. **Click** on the **(X)** in the top right **corner** to **close** this screen and **return** to the **Maintain User Passwords and Privileges** screen.

Print to Excel:



1. **Print to Excel: - Click** in the **check box** to **select** this option.
2. **Click** on the **Print** button. IATS will now display the **Save As** screen.



3. At the Save As screen, **navigate** to the **drive/directory/folder** where you wish to **save** the file to.
4. At the **File name** field, enter a **name** for the file.
5. After you have selected the location for the file and entered a filename, **click** on the **Save** button.

6. IATS **saves** the file in the specified **location** in an **Excel** format and returns to the **Maintain User Passwords and Privileges** screen.
7. When you are **finished** using the **Maintain User Passwords and Privileges** screen, **click** on the **Exit** button.

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:

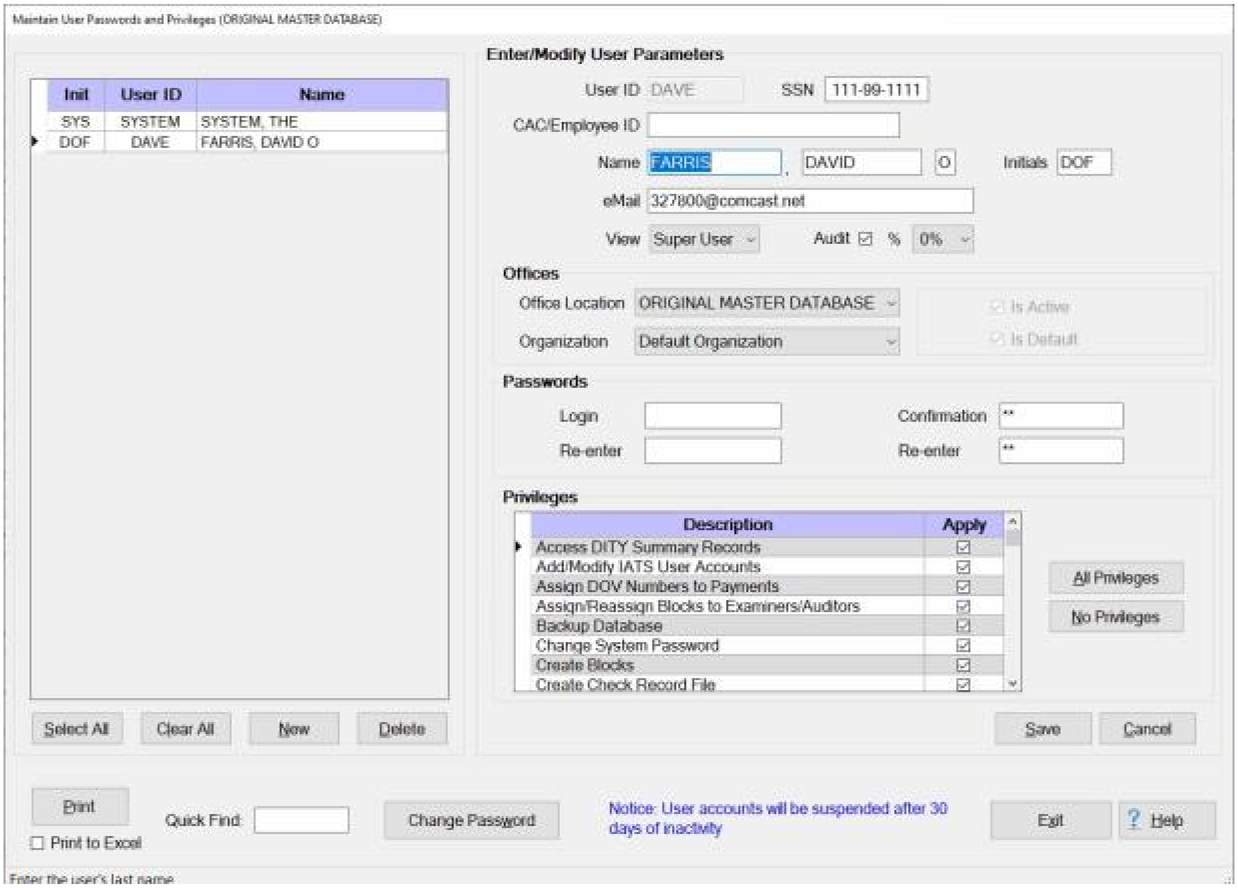
- **Active Users:** - **Black** letters on a **white** background.
- **Suspended Users:** - **Black** letters on a **yellow** background.
- **Inactive Users:** - **White** letters on a **dark grey** background.

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.

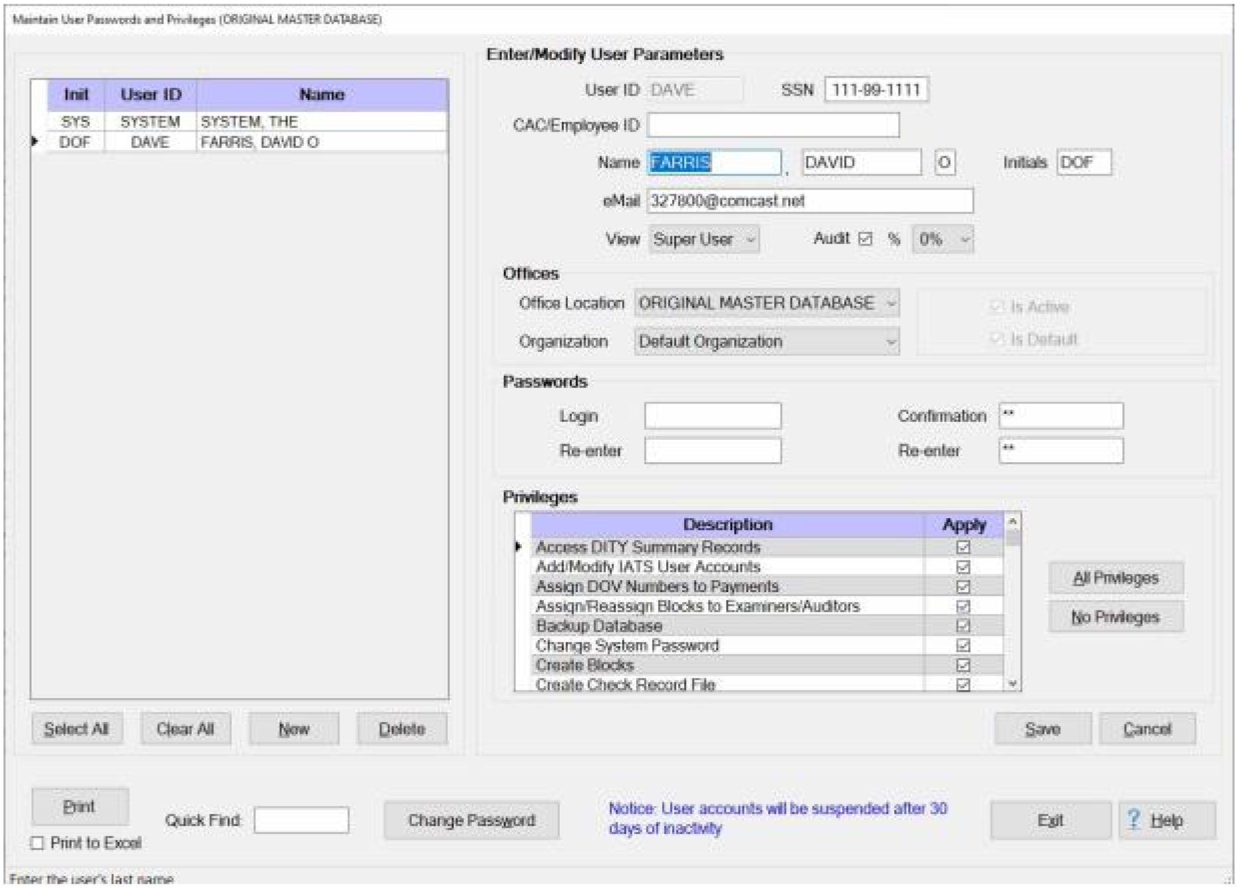
Click on the **See All** button below for additional **instructions** pertaining to maintaining user accounts.

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.



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.

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.

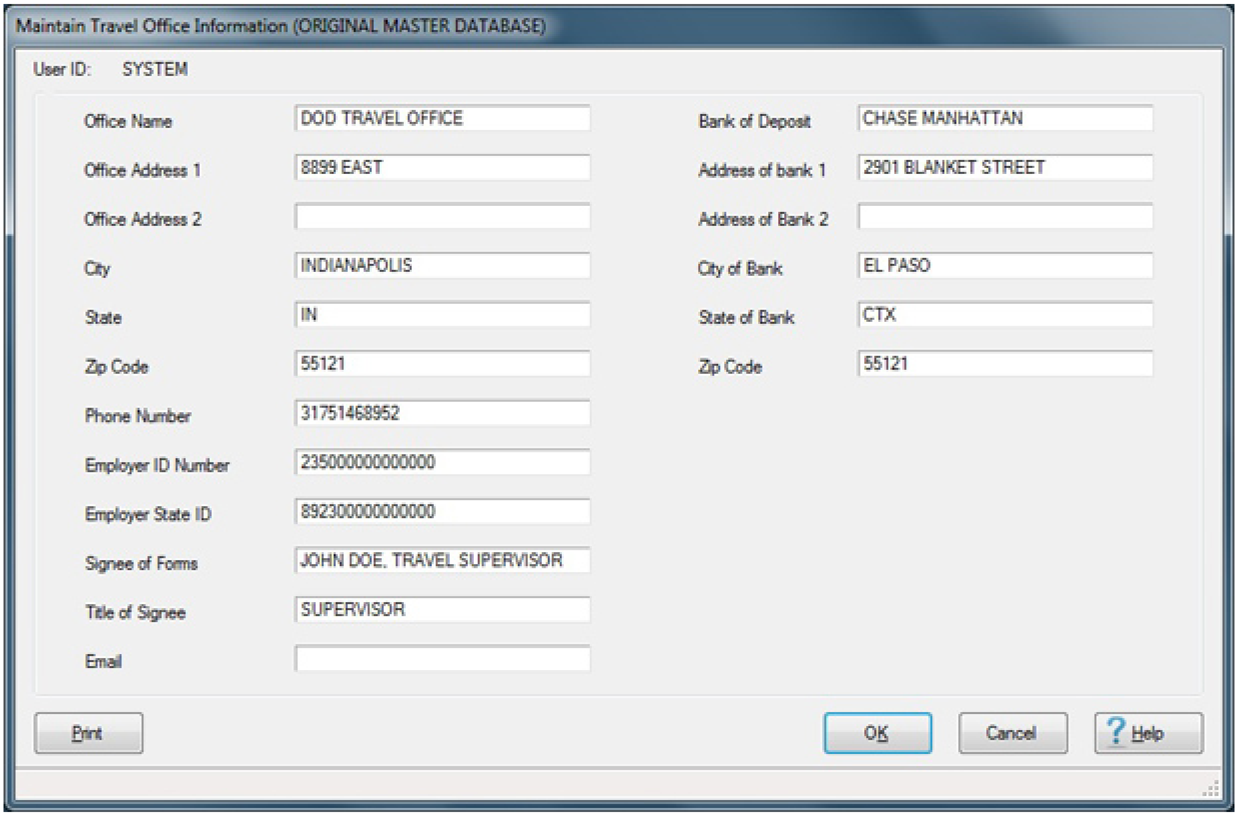
Click on the **See All** button below for additional **instructions** pertaining to maintaining user accounts.

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.



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.

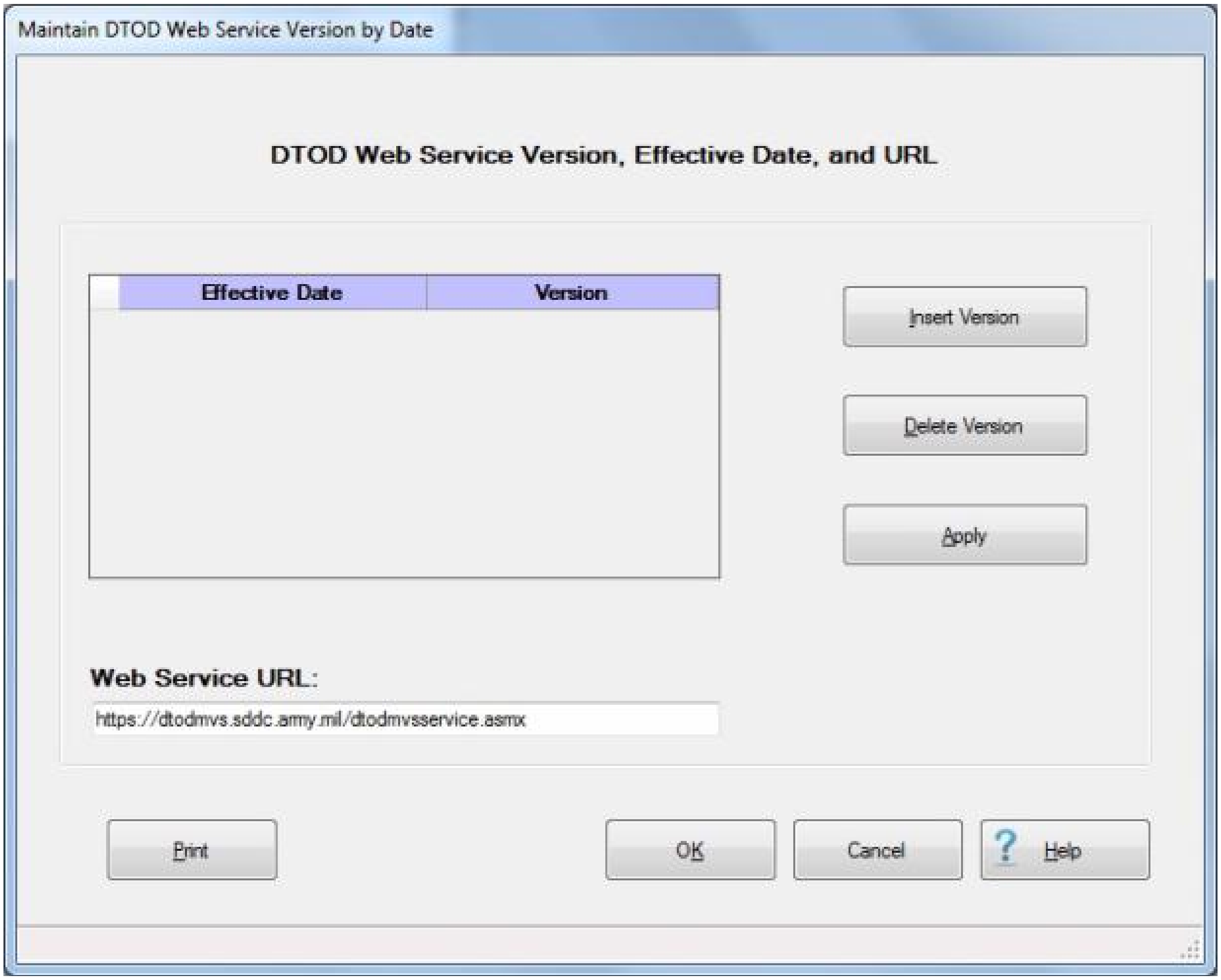
A feature was added to IATS that allows users to use the **DTOD Web Site** to **obtain** official distances rather than using the DTOD mileage **tables** that are **embedded** into IATS.

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.

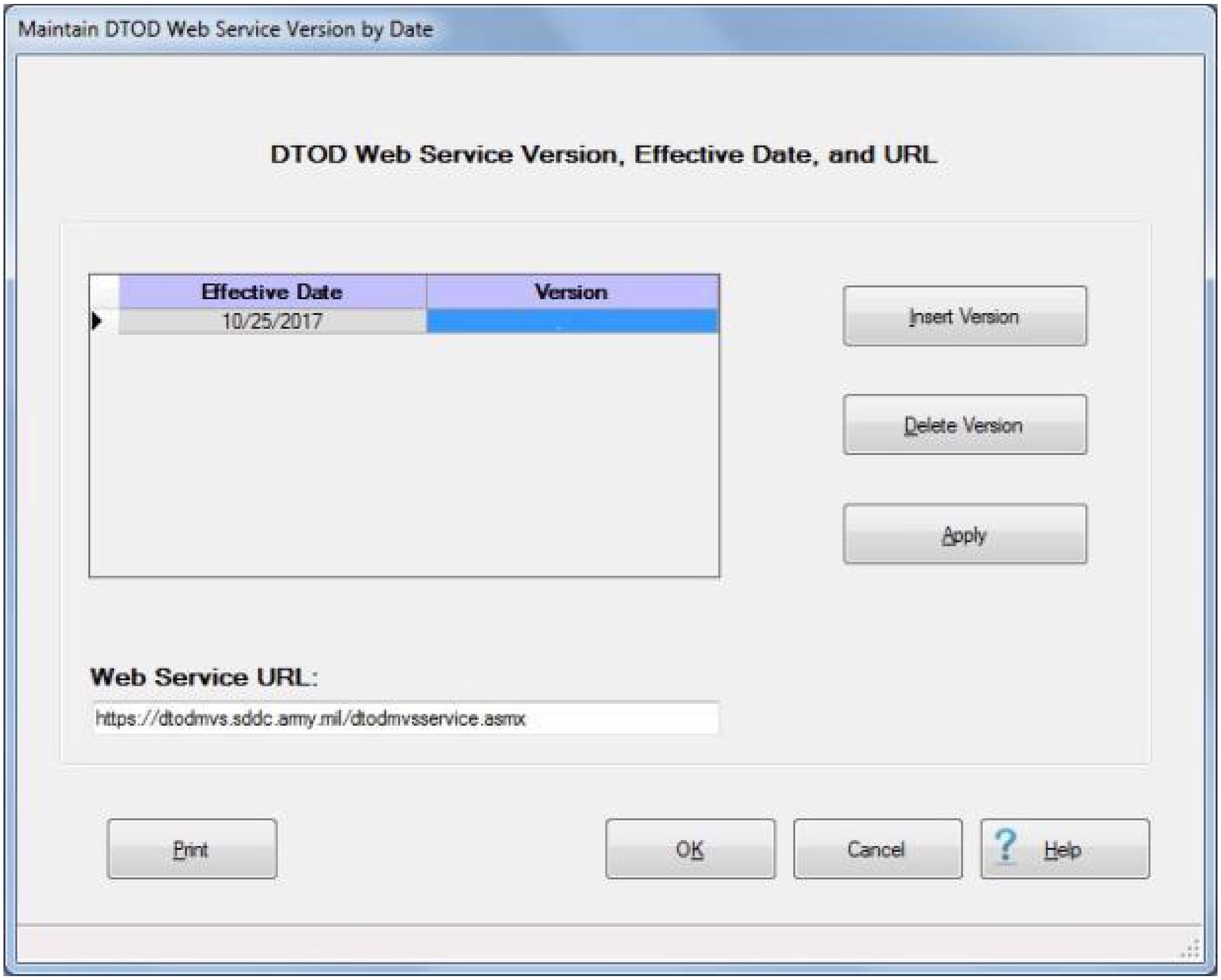
Complete the following steps to "maintain" the Maintain DTOD Web Service Version by Date screen:

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.

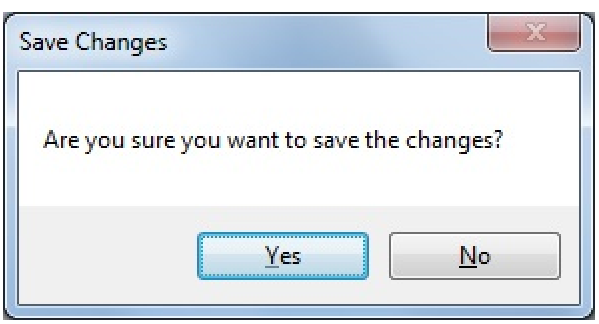


Inserting a Version/Effective Date:

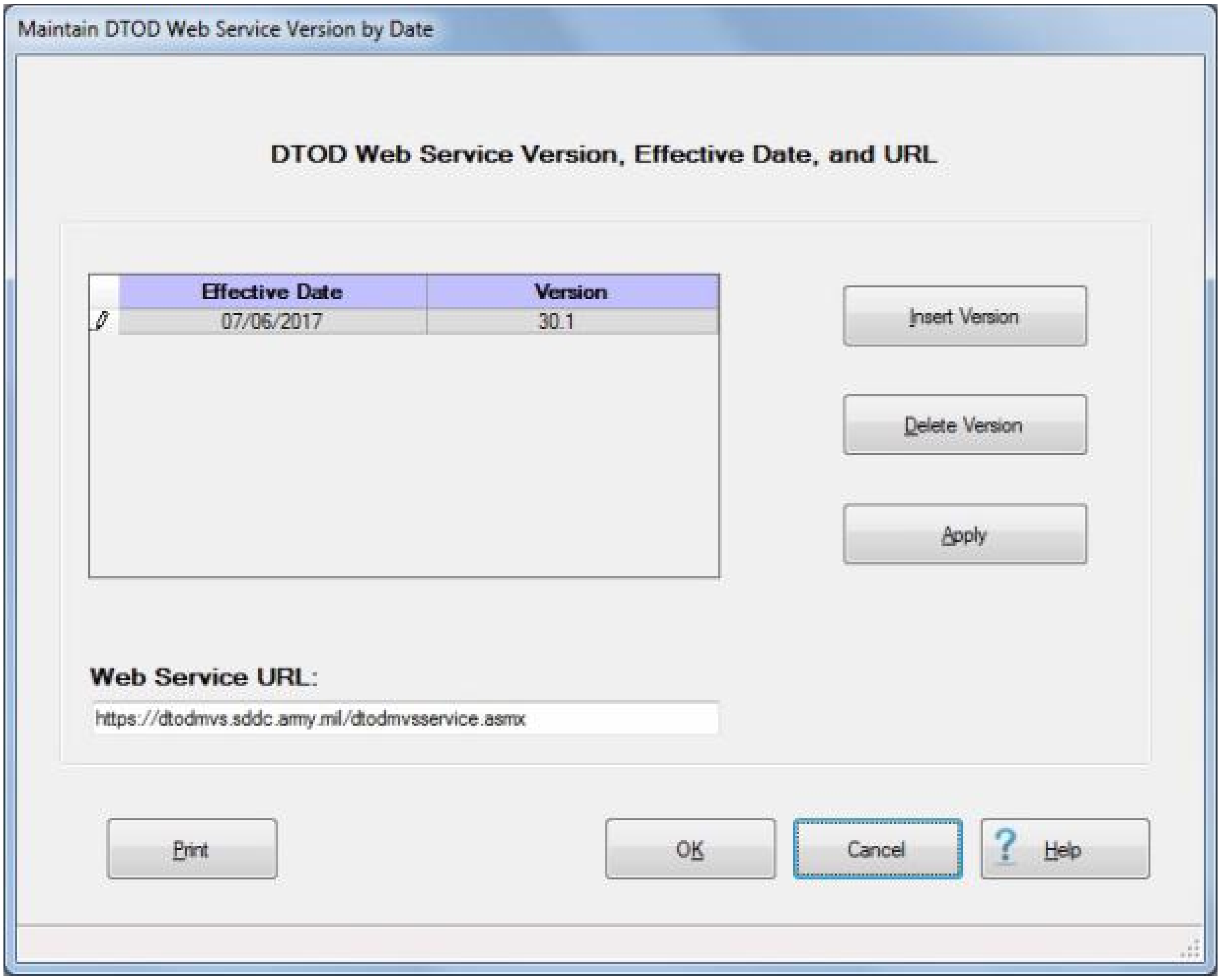
1. **Click** on the **Insert Version** button.



2. **Effective Date:** - The <u>current date</u> **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.

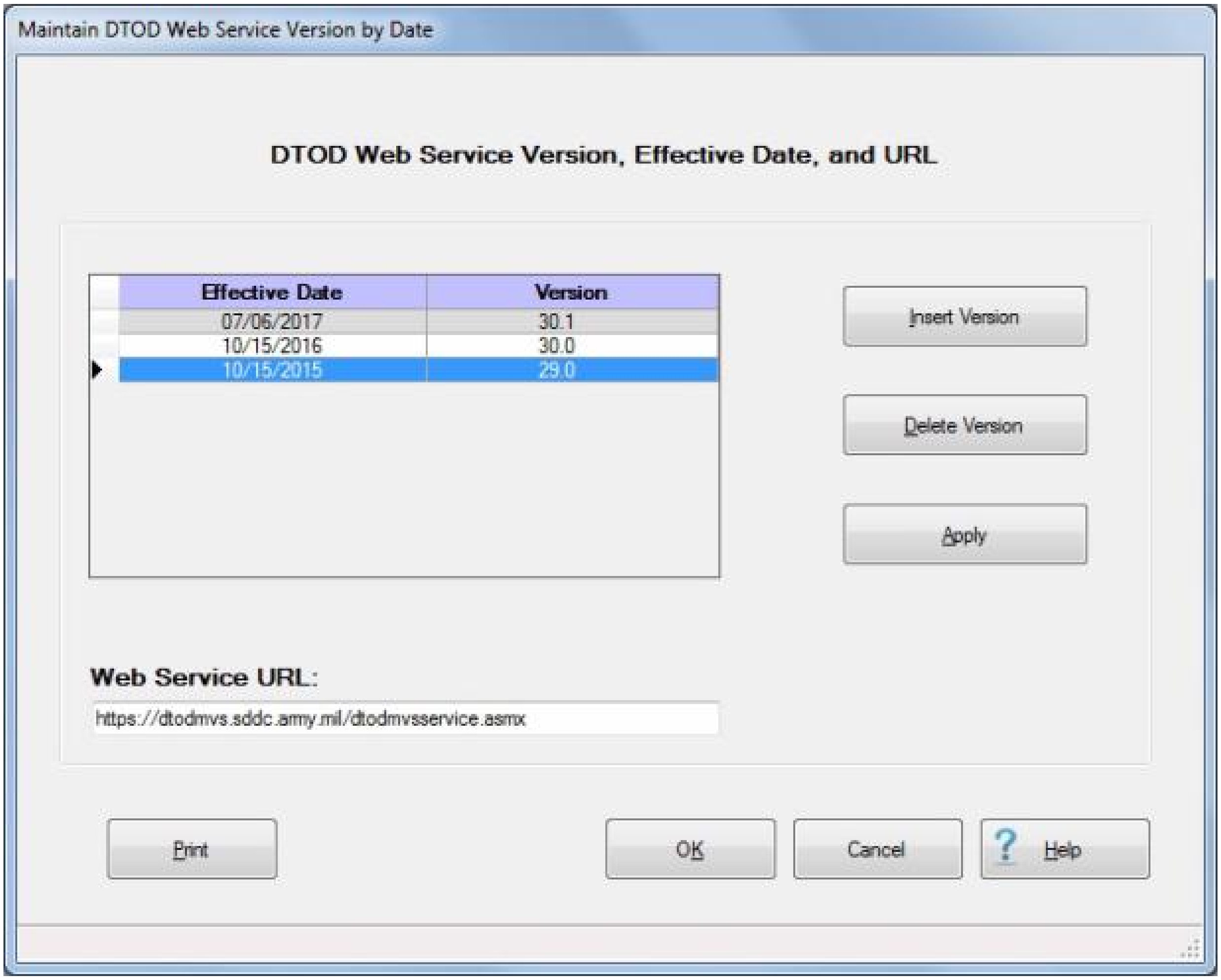


5. **Click** on the *Yes* button.

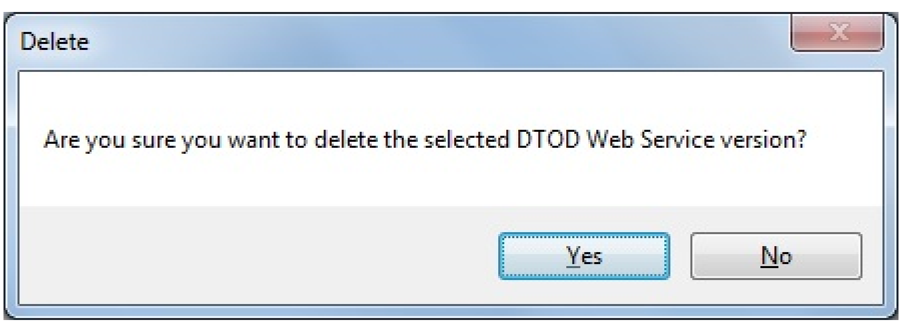


6. The new Effective Date and Version number will now be **displayed** in the **grid**.
7. **Click** on **OK** if you are **finished** using the **Maintain DTOD Web Service Version by Date** screen.

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 <u>blue</u>.
2. When the <u>correct</u> 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.

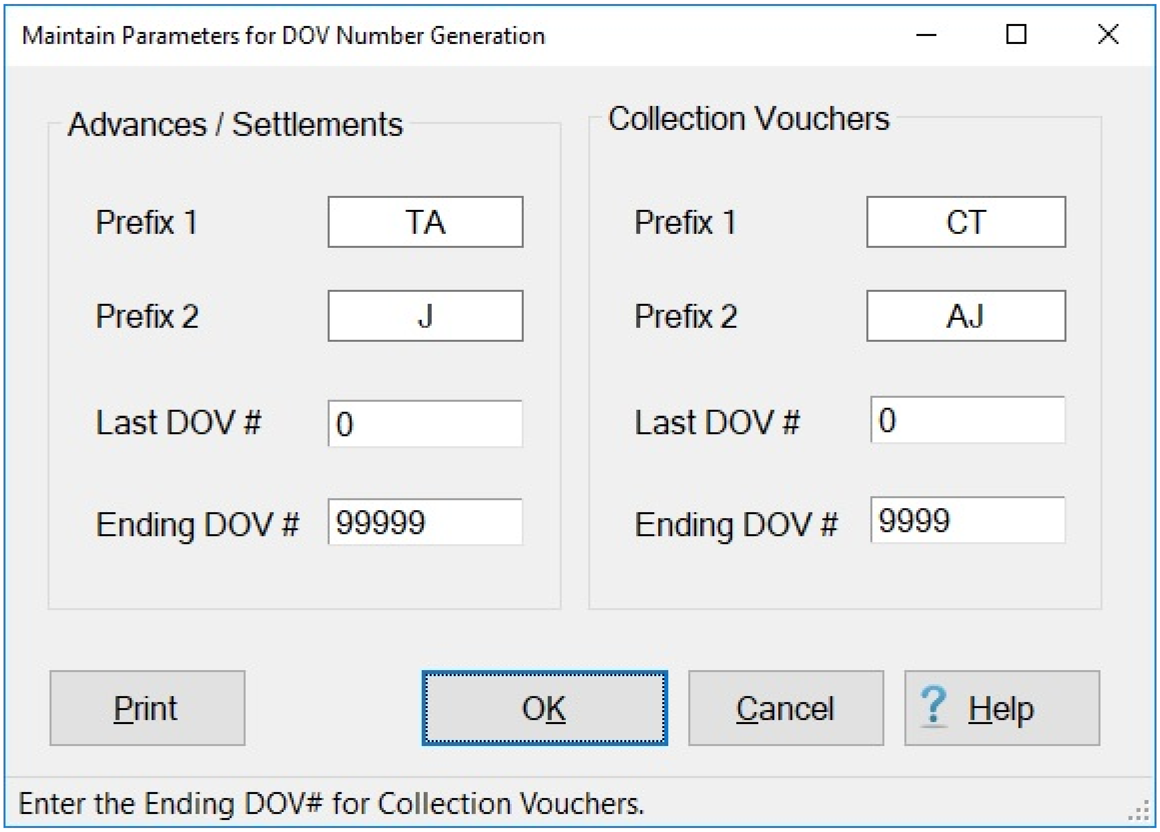


3. **Click** on the *Yes* button.
4. **Click** on **OK** to **save** your changes and **return** to the **Maintenance Main Menu** screen.

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.



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 <u>ending</u> **DOV #** in the series for advance, or settlement payments. This field should <u>normally</u> be populated with <u>all</u> (**9's**).

<u>Collection Voucher DOV #s</u>

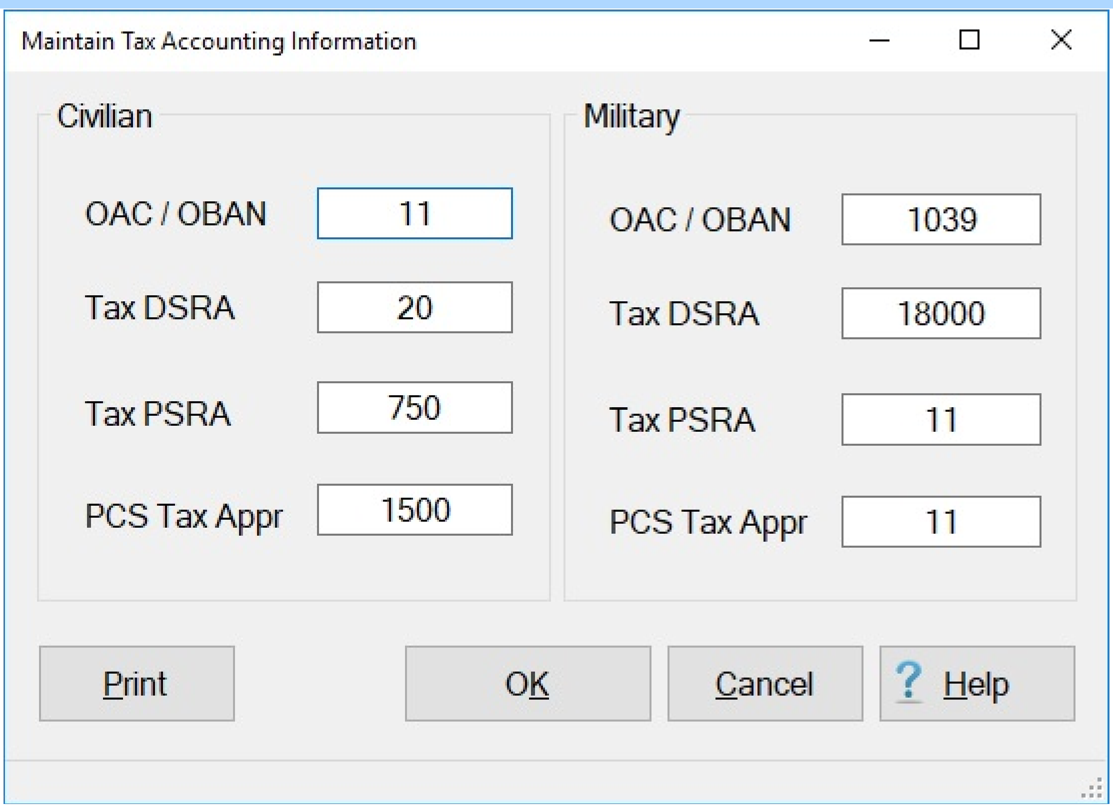
1. **Repeat** steps (**1 - 4**) above to **populate** the DOV # **parameters** for **collection vouchers**.
2. When **finished** populating the **Maintain DOV Assignment** screen, **click** on the **OK** button to **save** the entries and **return** to the **Maintenance** menu.

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 <u>withholding</u> **taxes** that were collected. If performing a <u>new</u> IATS **installation**, this table <u>should be</u> **populated** <u>prior</u> to **processing** travel settlements. The **Maintain Tax Accounting Information** screen **represents** the **BQ addresses** for T**ax Receipt Accounts**. This information <u>can be</u> **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 <u>left</u> of the item **Accounting** and then **click** on the **Accounting Classifications** option.



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 <u>do not</u> 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.

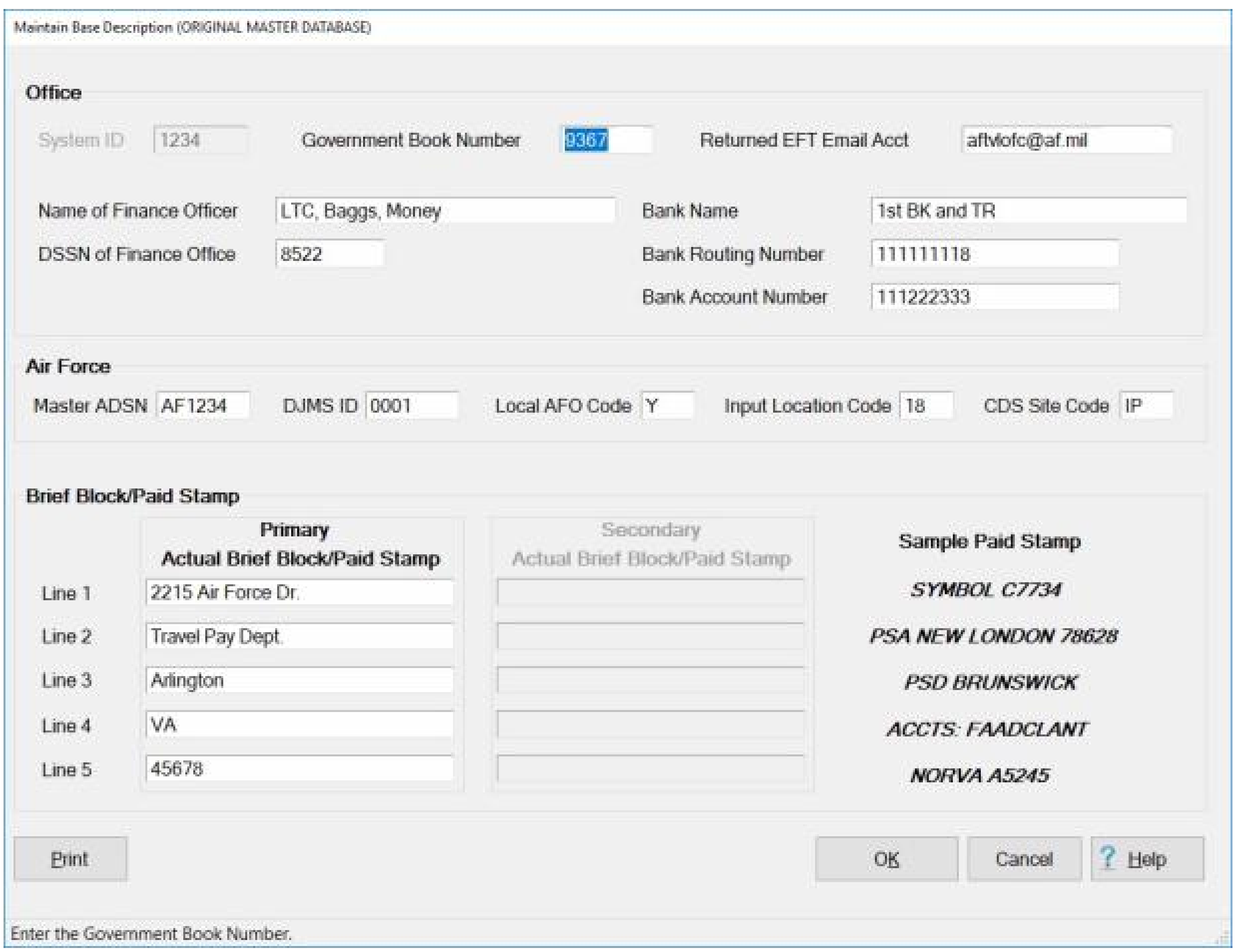
Maintaining AF Fund Codes

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

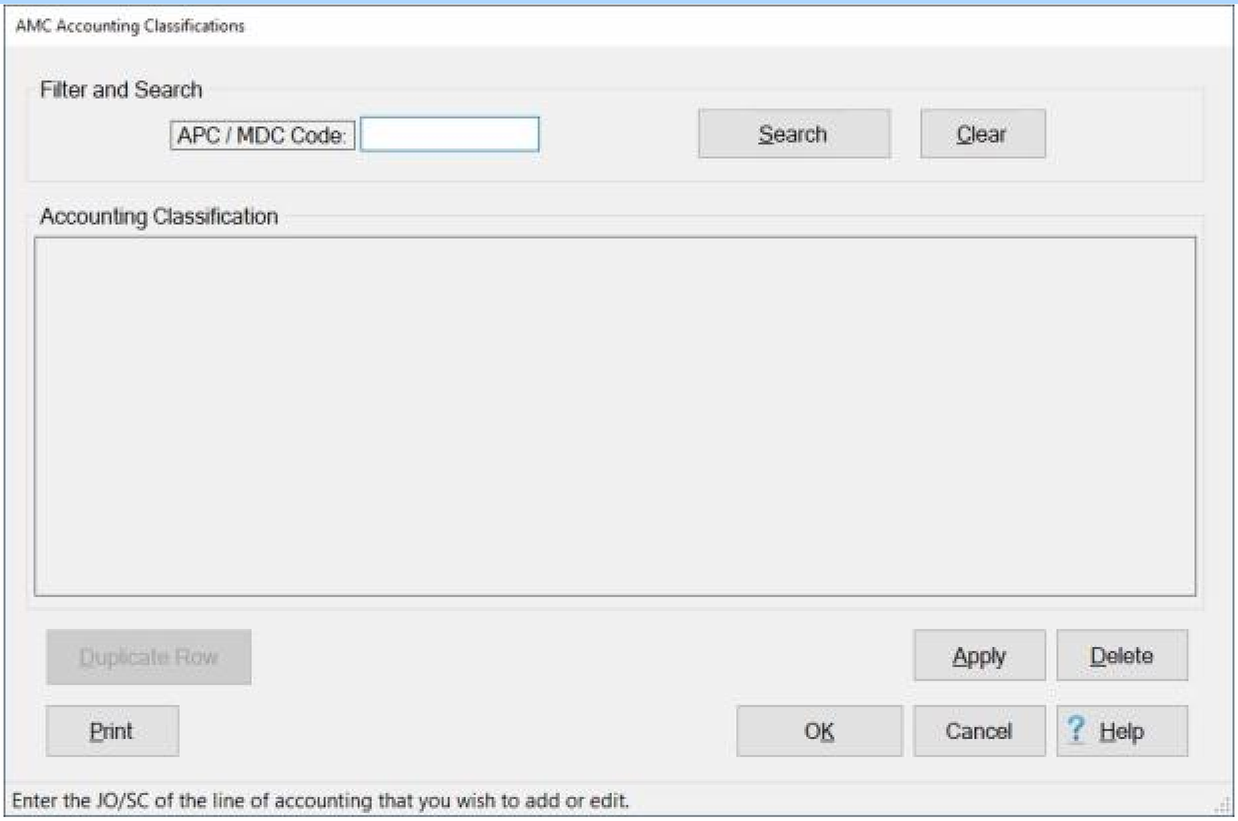
Maintaining AMC Accounting Classifications

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**.

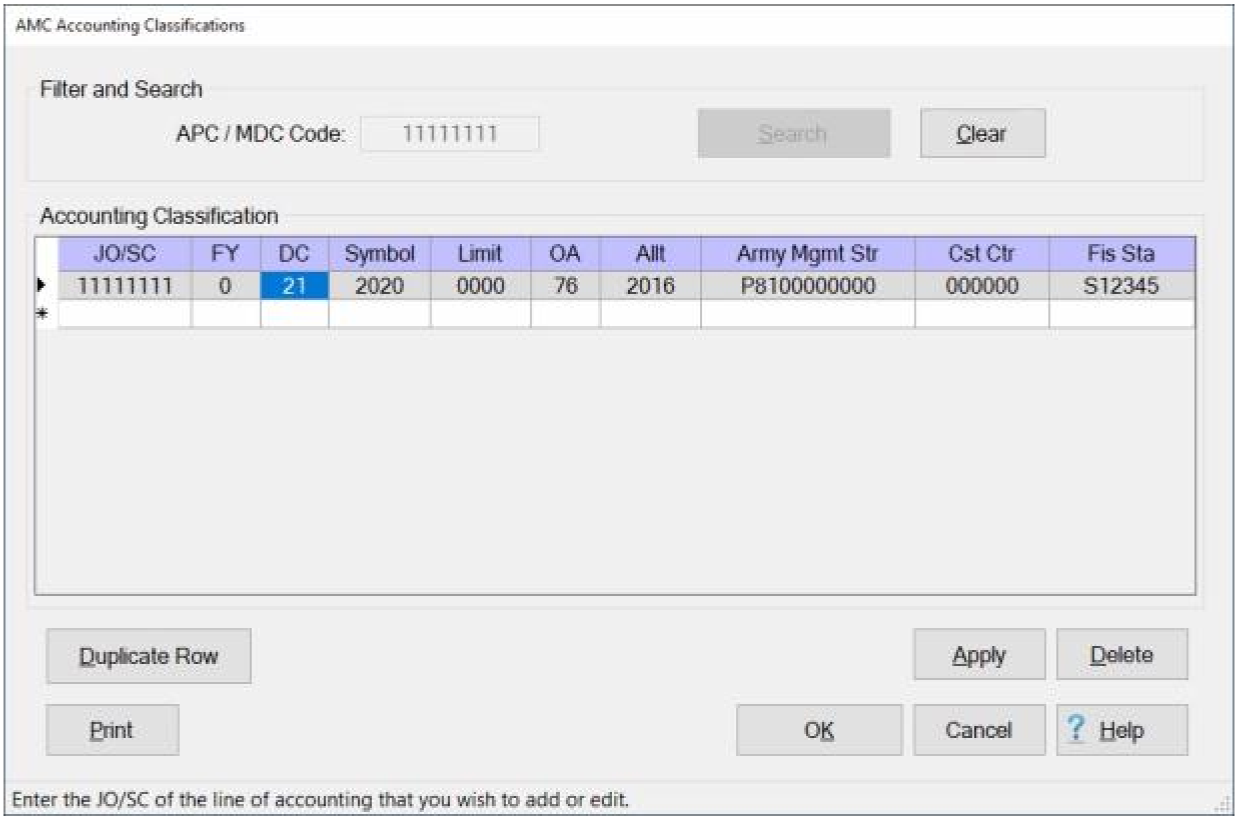
This screen may be **populated** automatically by **processing** an **accounting** download **file** or by manual **input**.

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.

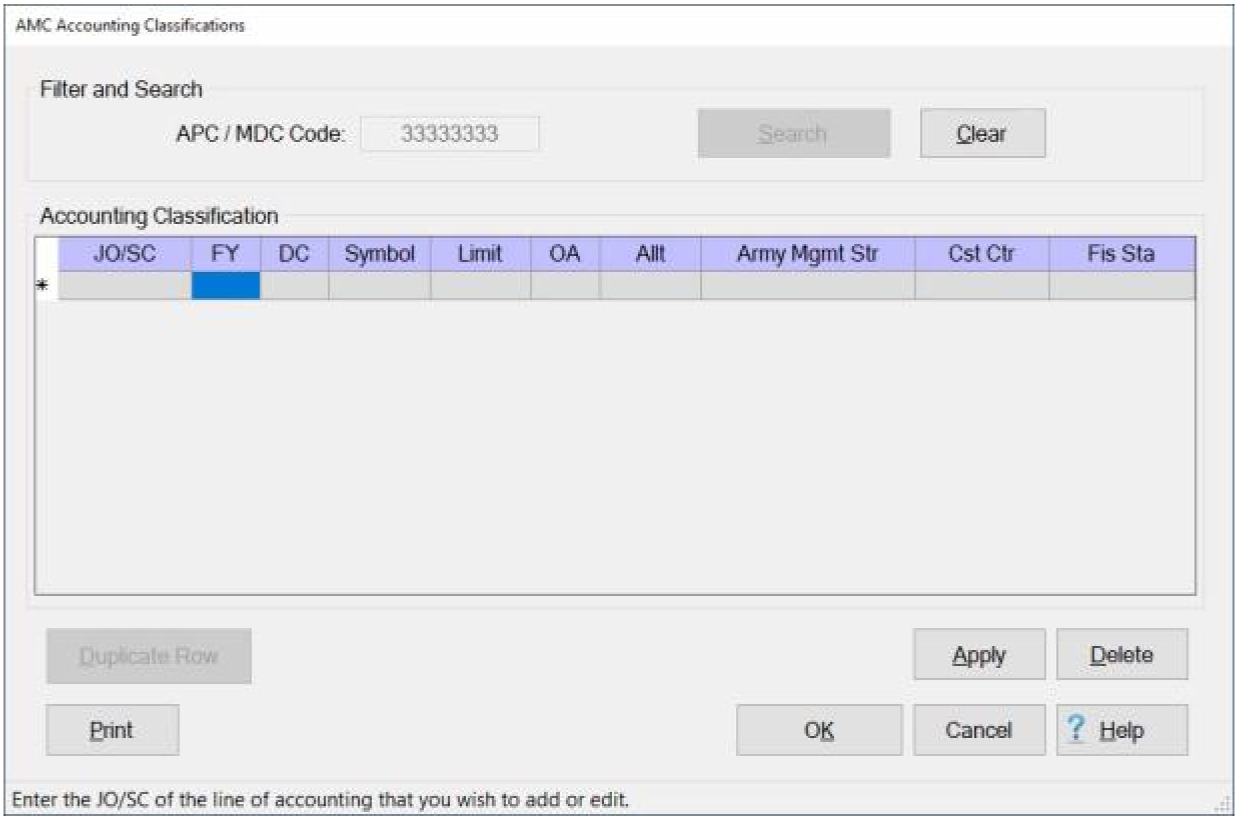


Complete the following steps to "view" an existing accounting classification:

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.



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.

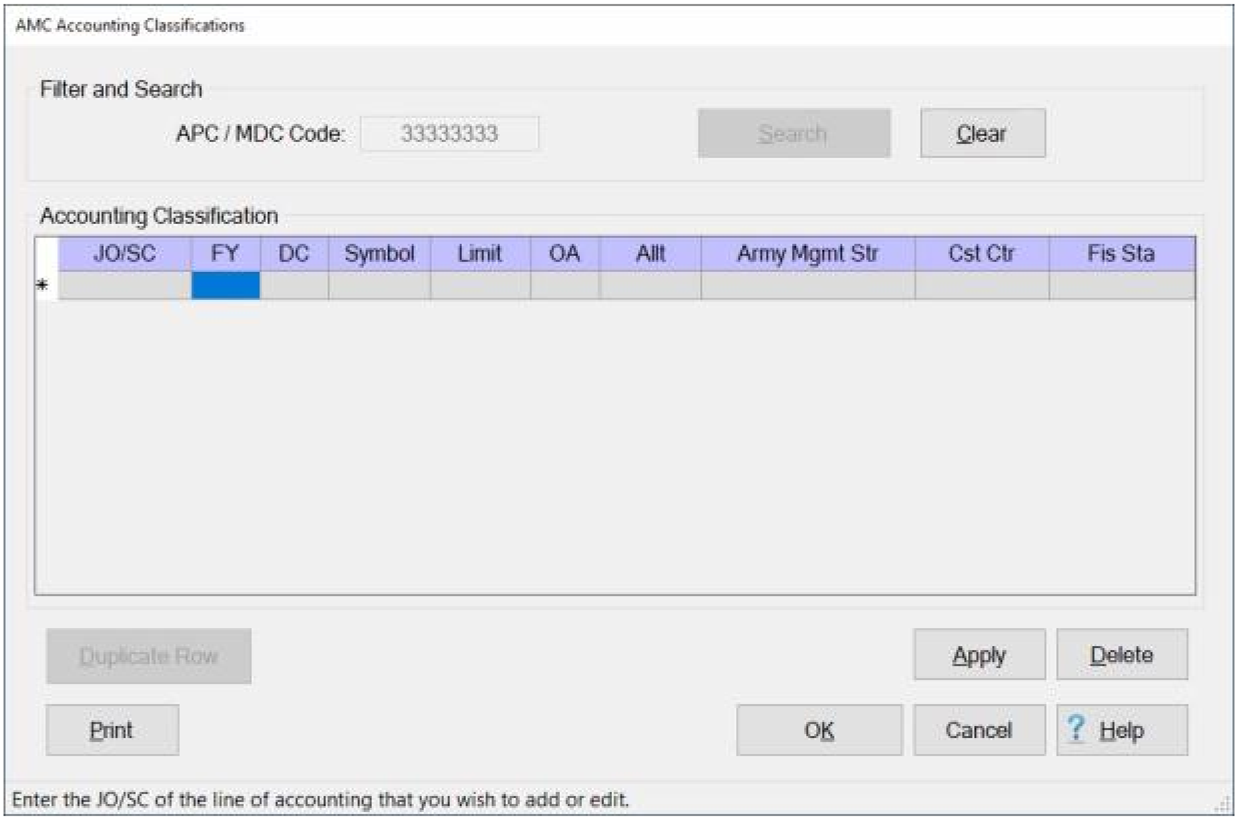


6. **Click** on the **OK** button if you are **finished** using the AMC Accounting Classifications screen.

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.

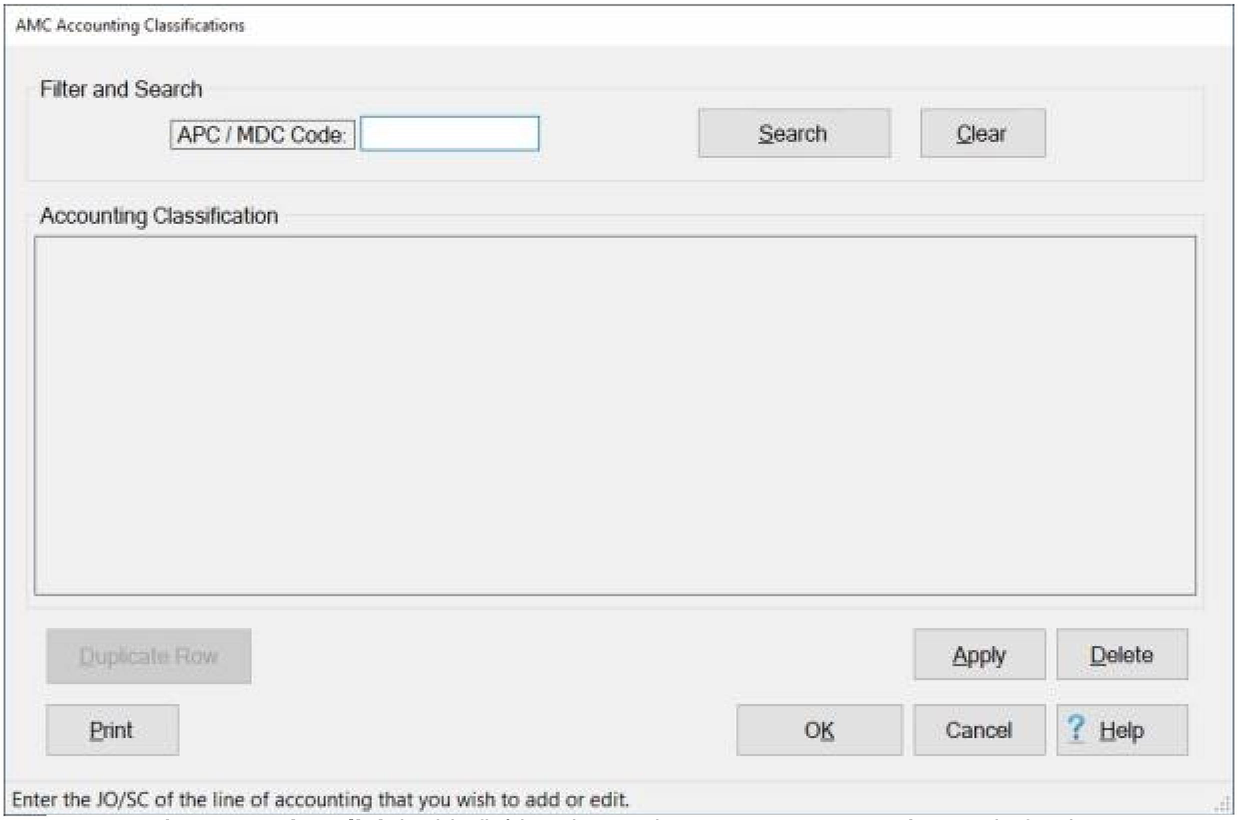


3. **Fy: Type** the <u>one digit</u> or <u>character</u> **Fiscal Year** abbreviation and **press** *Tab*.
4. **DC: Type** the **Department Code** and **press** *Tab*.
5. **Symbol: Type** the **Basic Symbol Code** and **press** *Tab*.
6. **Limitation:** Type the **Limitation Code** and press *Tab*.
7. **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*.

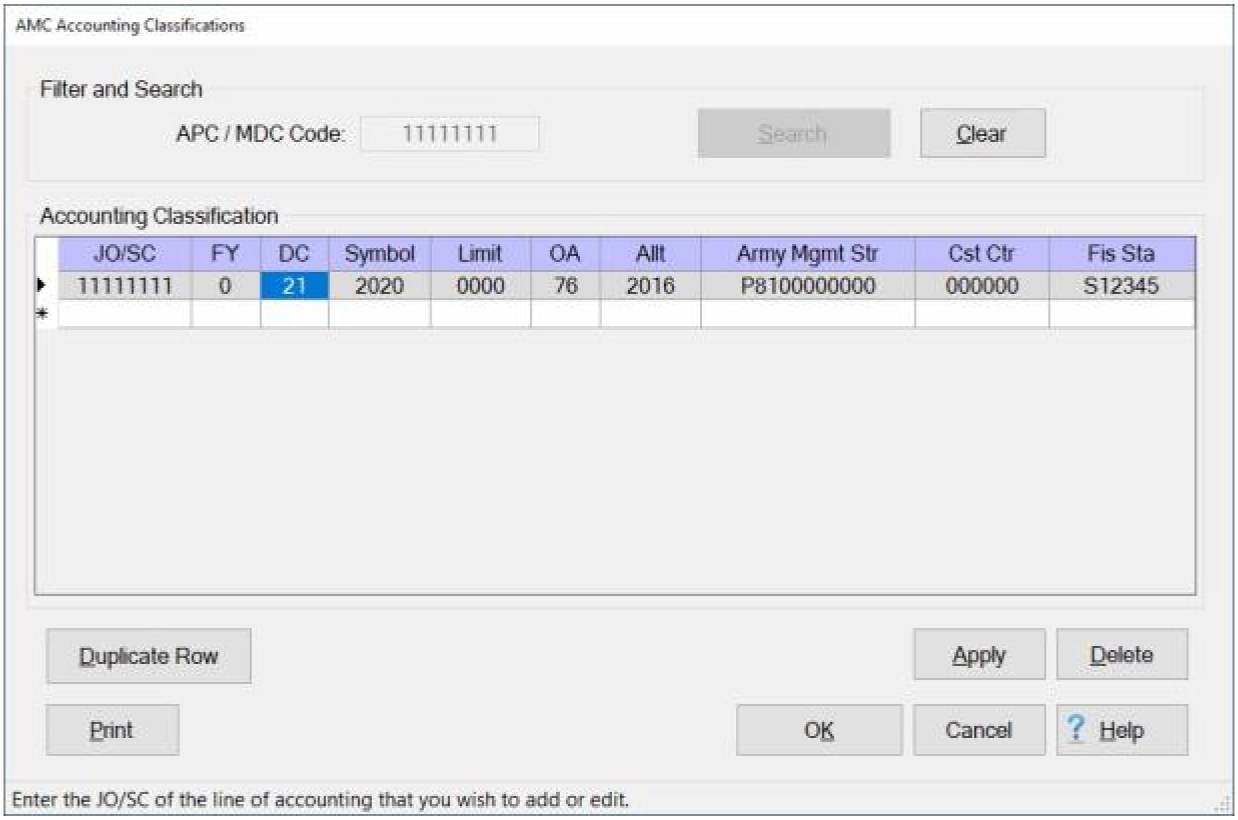
Note: The accounting **elements** shown above <u>may</u> or <u>may not</u> be **necessary** depending on whether an **APC**, **MDC** or **JO/SC** code is entered at the **APC / MDC Code** field. Elements that are <u>not</u> used will be **grayed out**.

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:



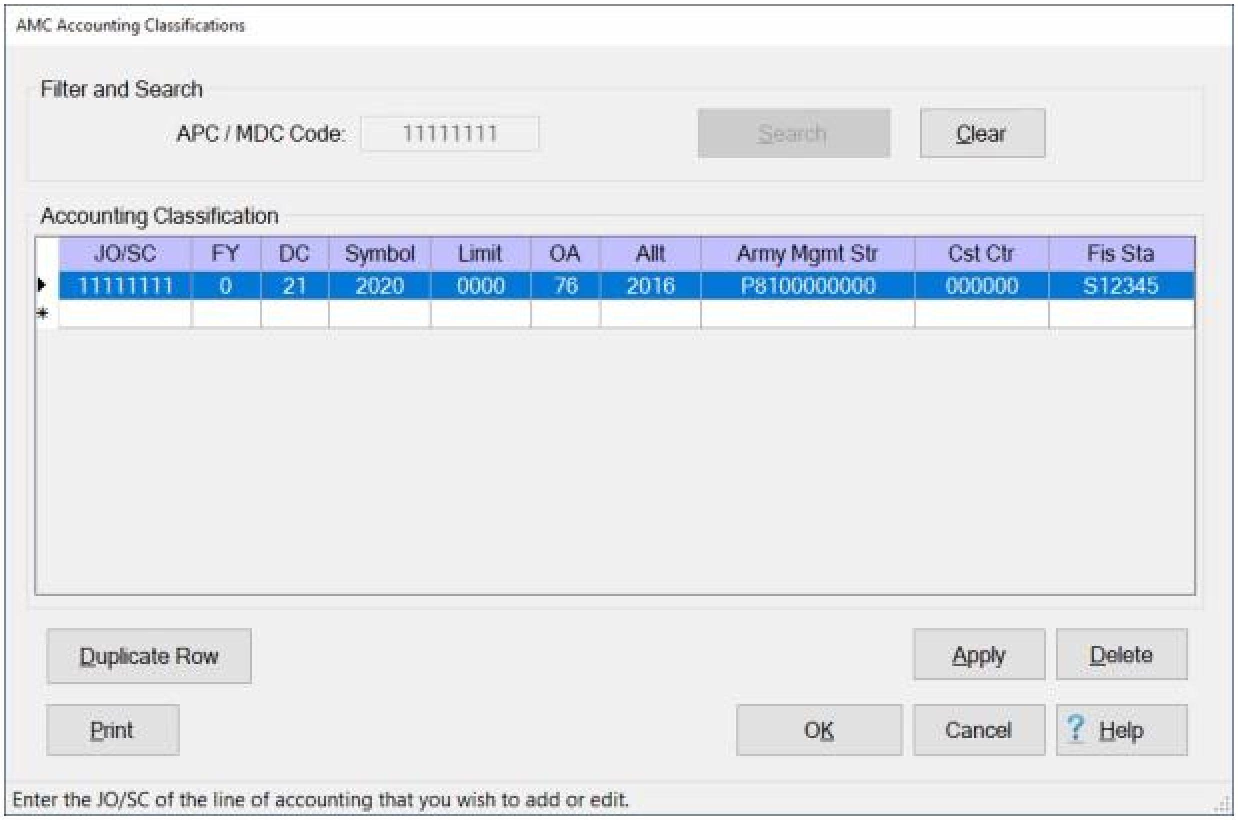
1. **APC / MDC Code: Click** in this field and **type** the **APC, MDC**, or **JO/SC** code for the appropriation you wish to edit.
2. **Click** on the **Search** button.
3. If the accounting classification for the code entered **exists** in the database, the AMC Accounting Classifications screen will re-appear **displaying** the accounting line.



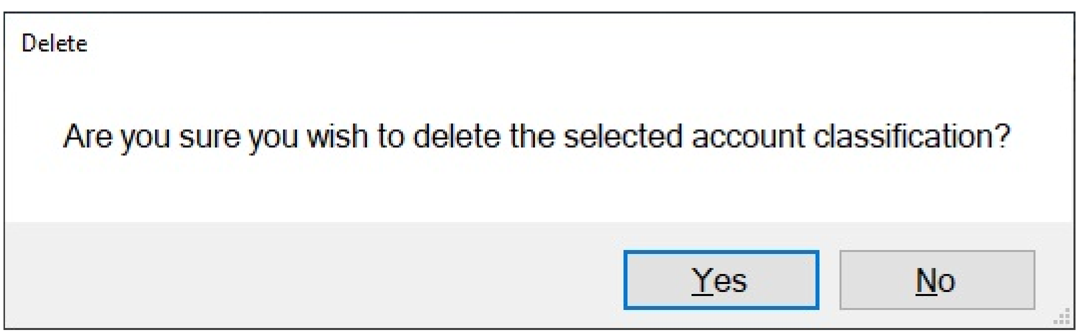
4. **Click** in any field you wish to edit and **enter** your desired **changes**.
5. When you are **satisfied** with your changes, **click** on the **Apply** button.
6. When **finished** editing accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance 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 <u>left</u> 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, "<u>Printing Accounting Classifications</u>", for <u>additional</u> **instructions**.

Duplicate an Accounting Classification

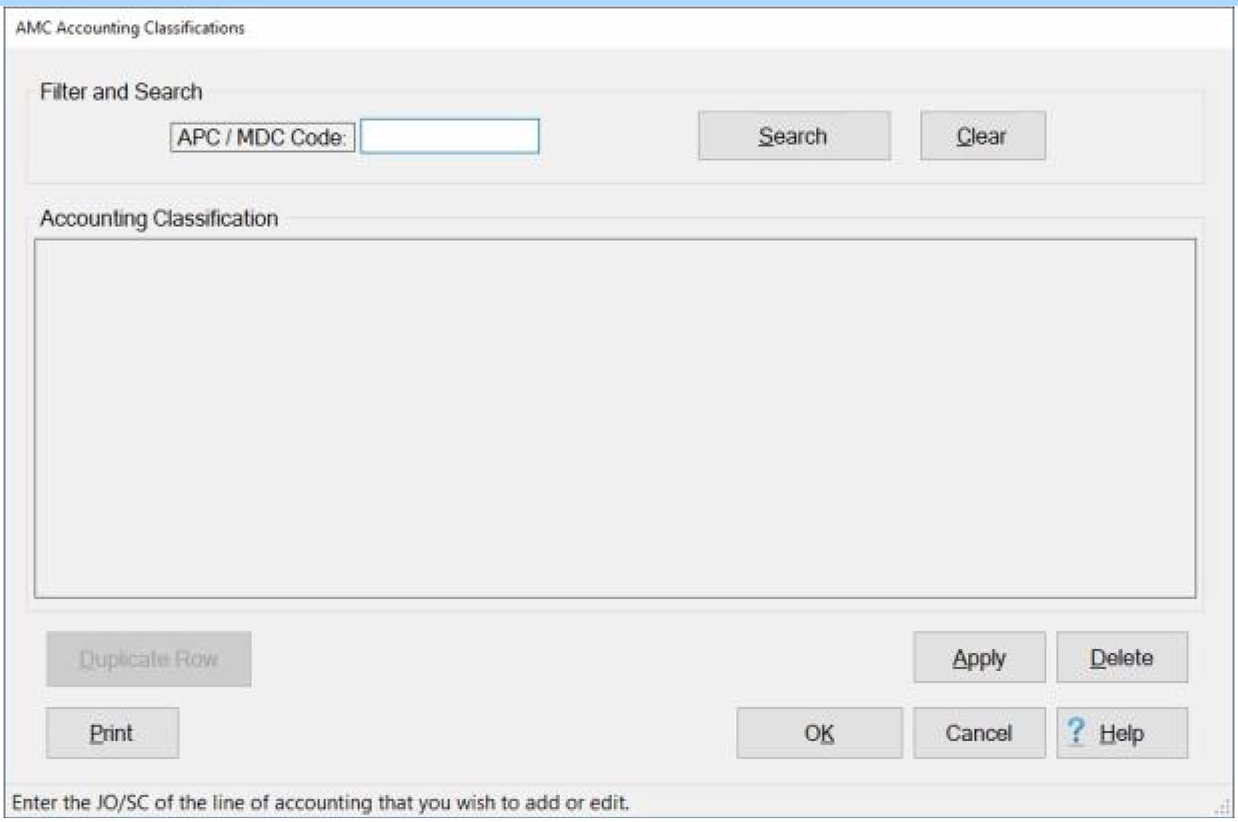
Note: For this example, **AMC** was used for the demonstration. The **same** screen and **procedures** apply, however for **Army**, **DLA**, and **Marine Corps** users.

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**.

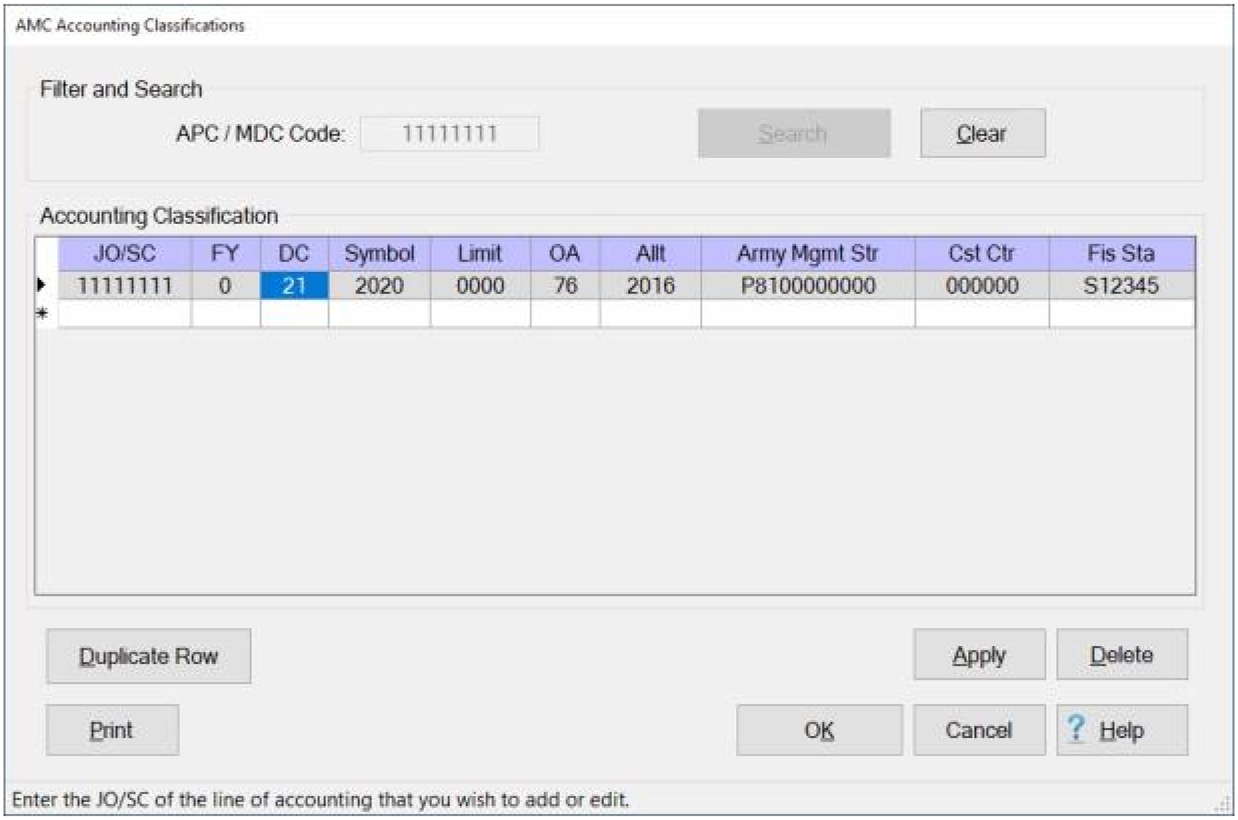
When manually **adding** a new classification to this table, the user may want to **recall** an existing accounting line that is similar to the new one being added. When the existing accounting line is **displayed**, the user may then **click** on the **Duplicate Row** button to **create** an exact **copy** 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.

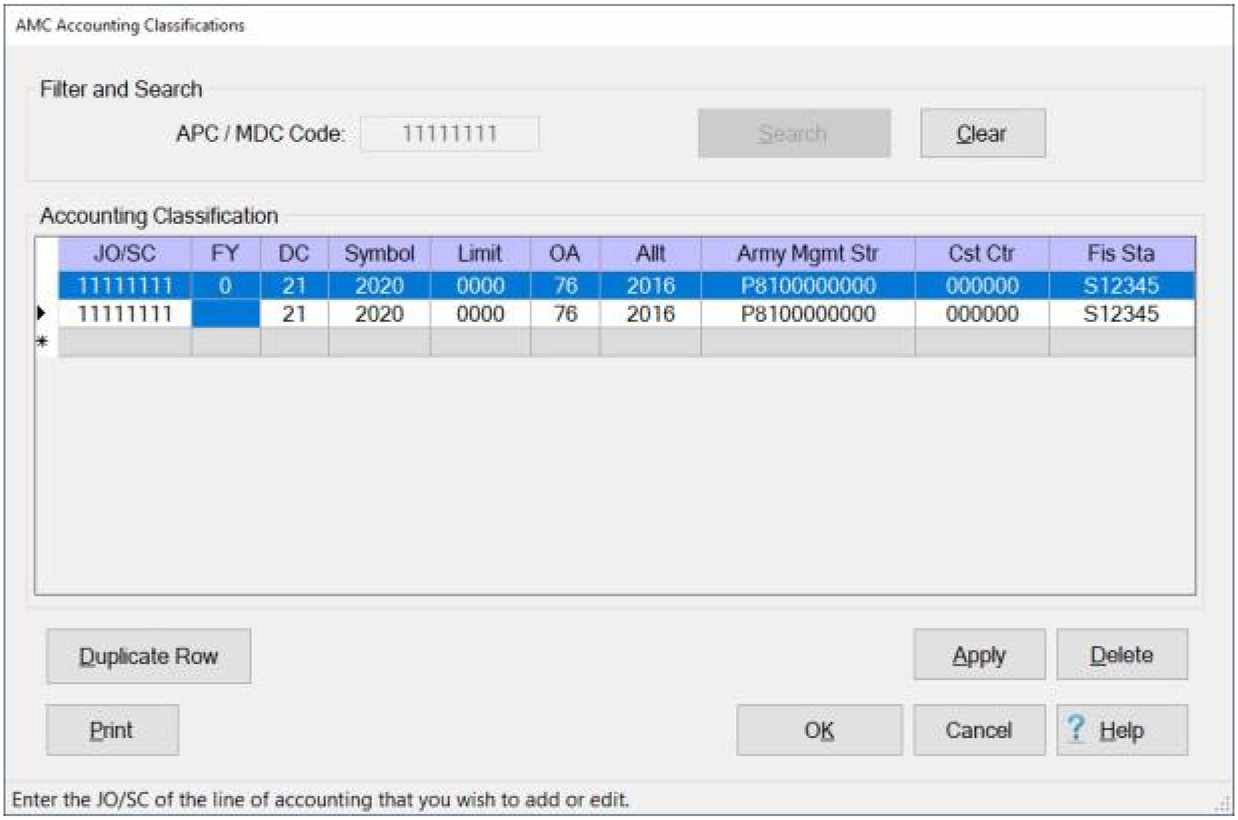


Complete the following steps to "recall and modify" an existing accounting classification:

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.



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.

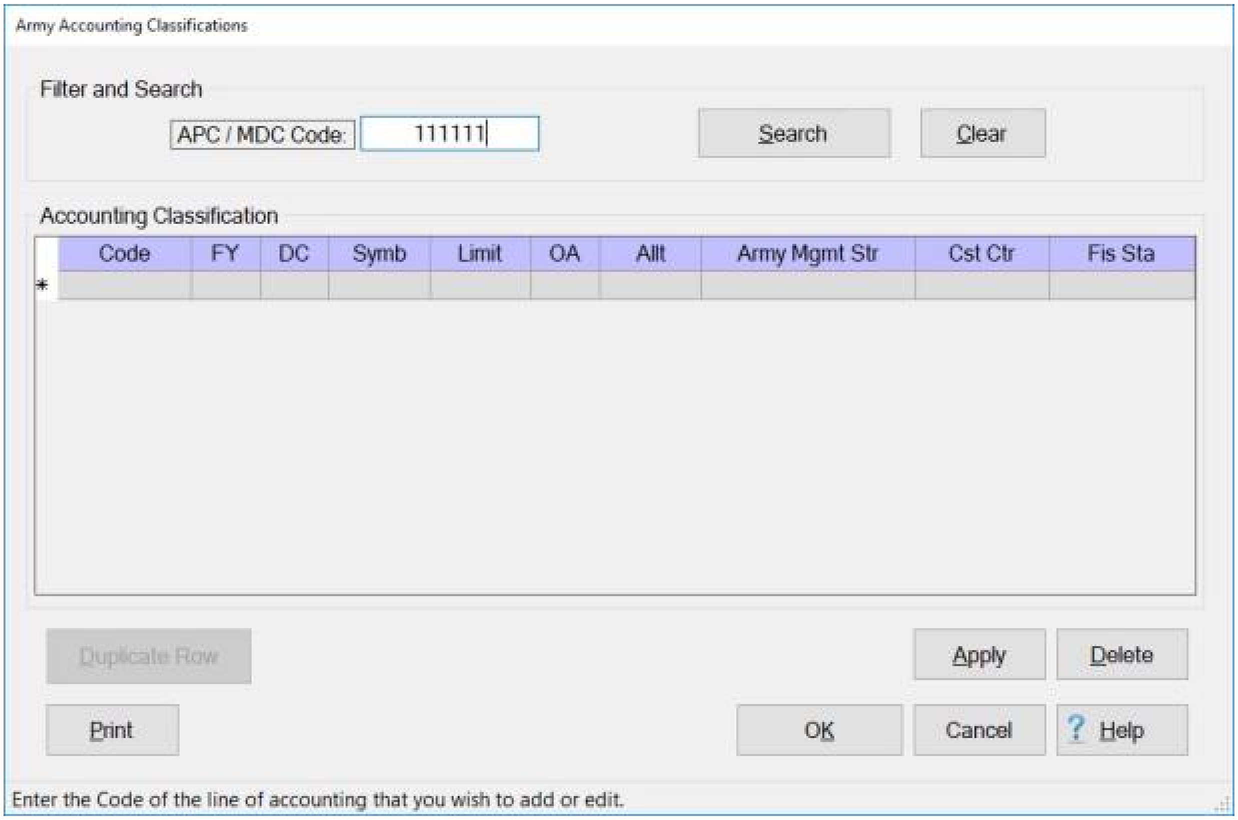
Printing Accounting Classifications

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**.

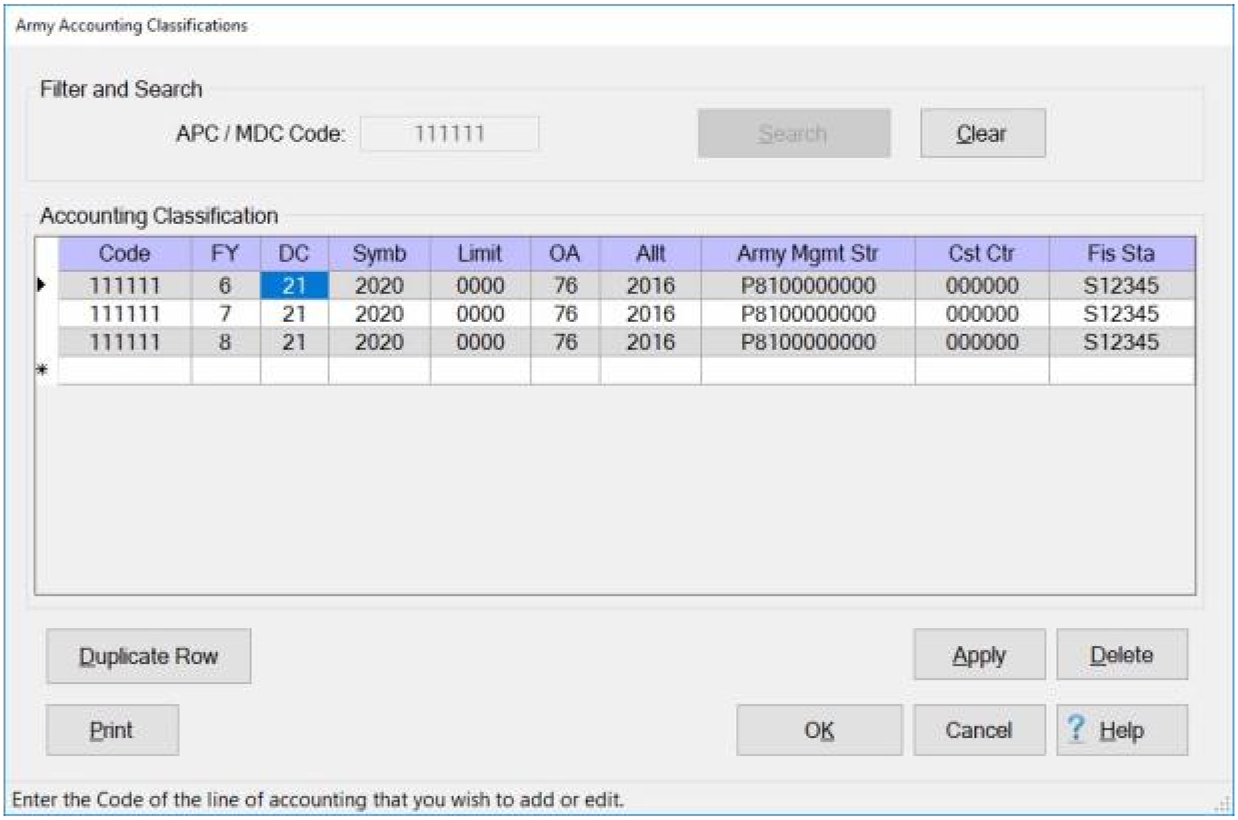
Complete the following steps to "print" lines of accounting:

Print accounting lines for a specific APC / MDC code:

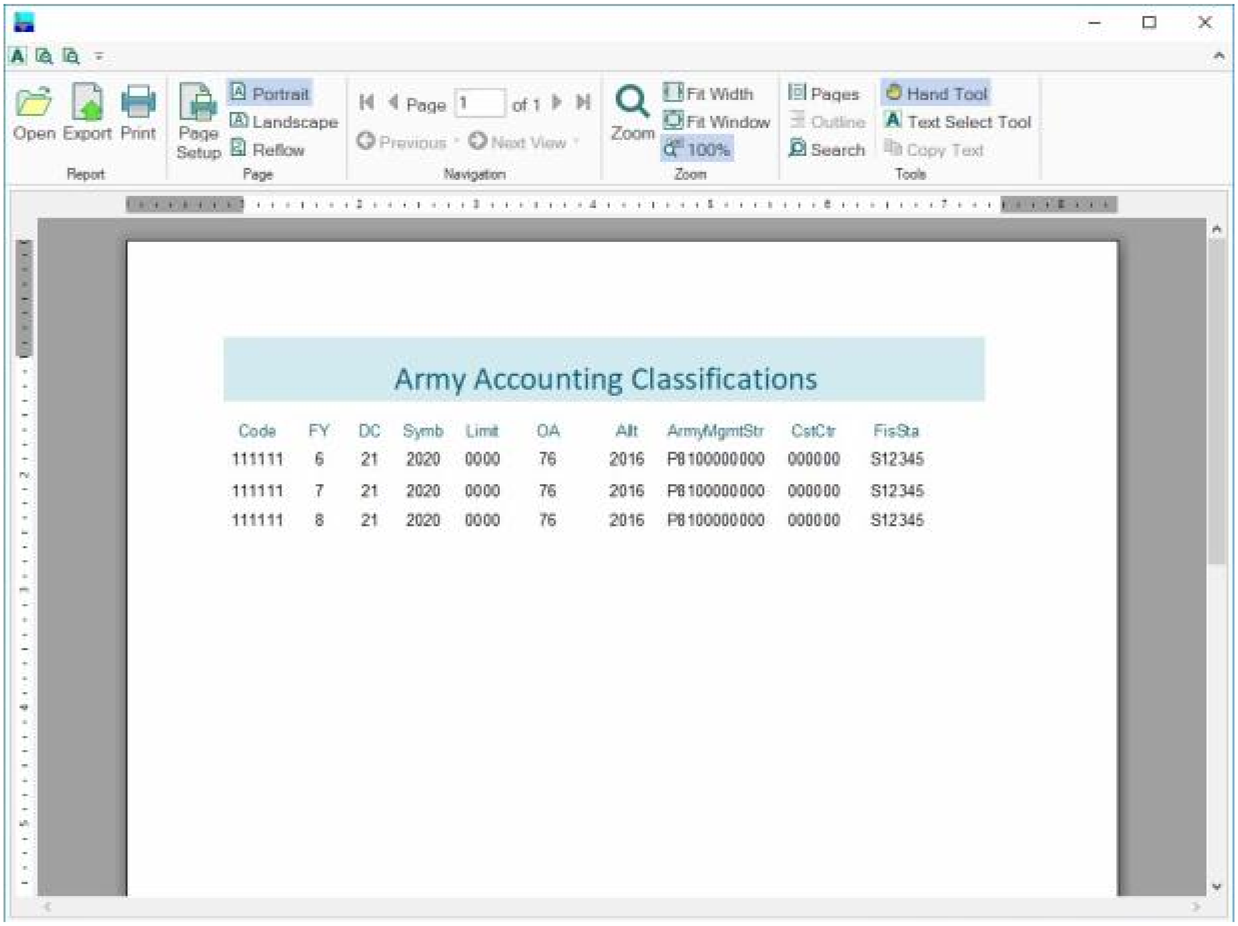


At the **APC / MDC Code** field, **enter** the desired **code**.

Click on the **Search** button. All **accounting lines** stored in the database (for the code entered) will be **displayed** as shown **below**.

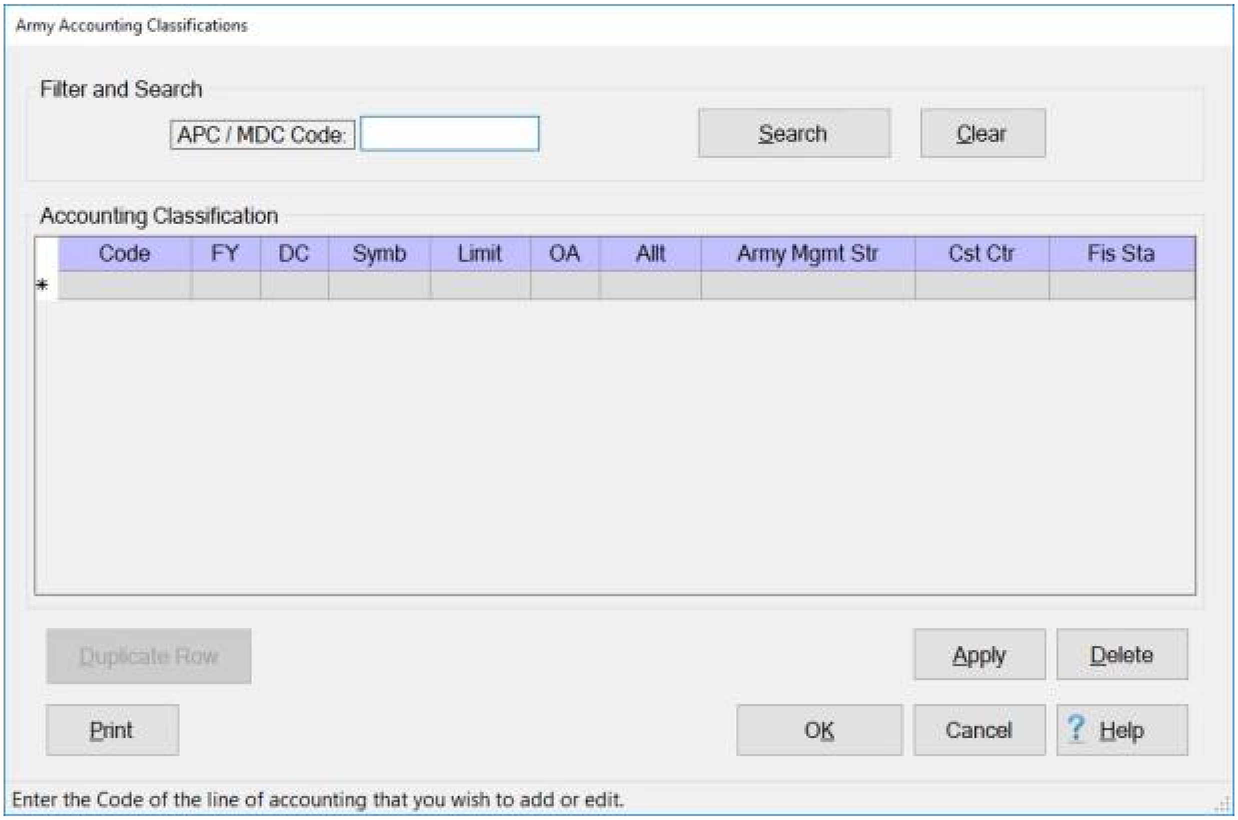


When the lines of accounting are displayed, **click** on the **Print** button. The **IATS report reader** screen will appear **displaying** the lines of accounting as shown below.



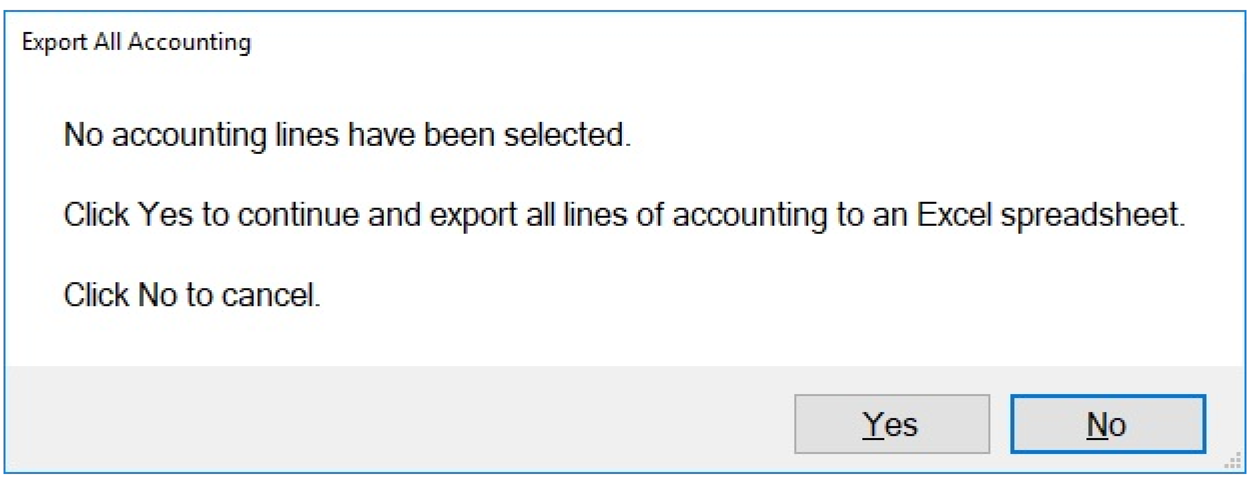
Click on the **Print icon** if you wish to generate a **print-out** of the accounting lines.

Generate an Excel file for all of the accounting lines in the database:



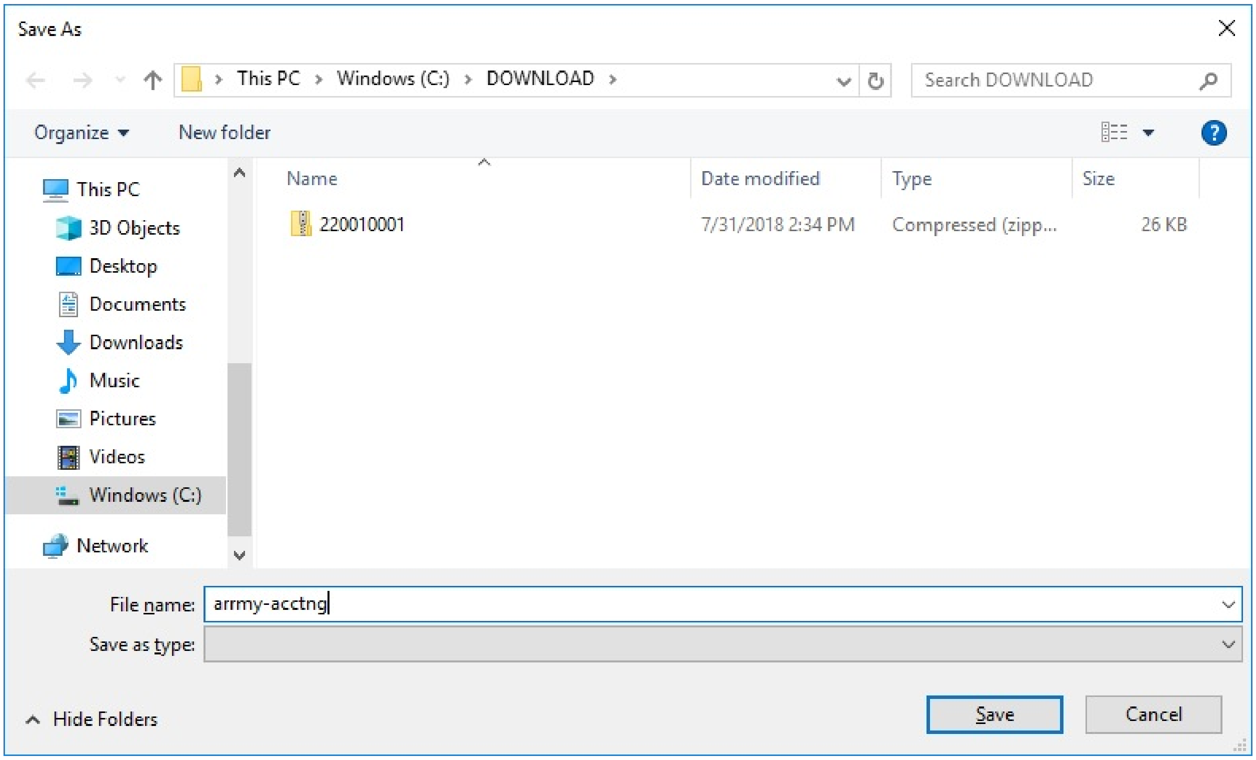
At the **APC / MDC Code** field, <u>do not</u> **enter** a **code**. Leave this field **blank**.

Click on the **Print** button. The following *pop-up* **message** will appear.



Click on *Yes* or *No* as desired.

If you click on **Yes**, the following **Save As** screen will appear.



At the **Save As** screen, you must **name** the file and **specify** the **directory/folder** you wish the file to be saved to.

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.

Click on **OK** to continue.

Army Maintenance

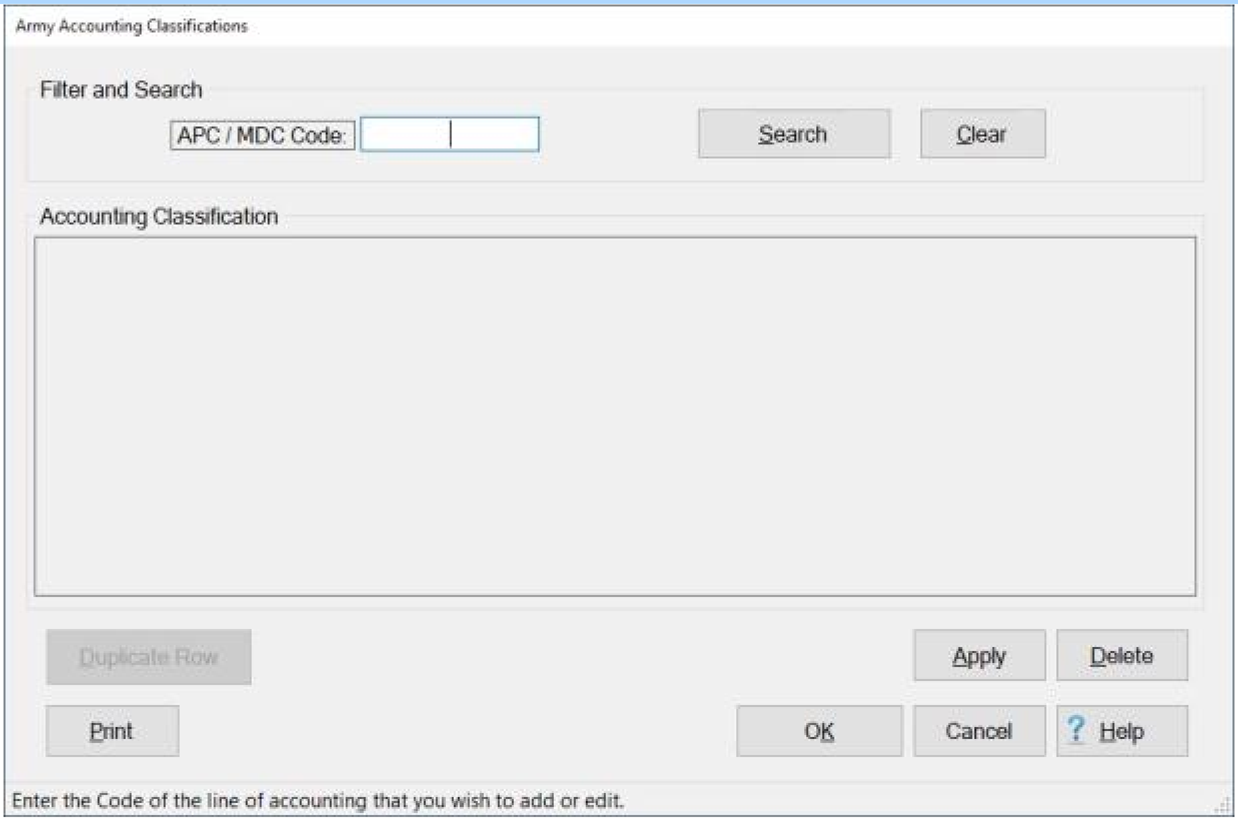
Maintaining Army Accounting Classifications

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.

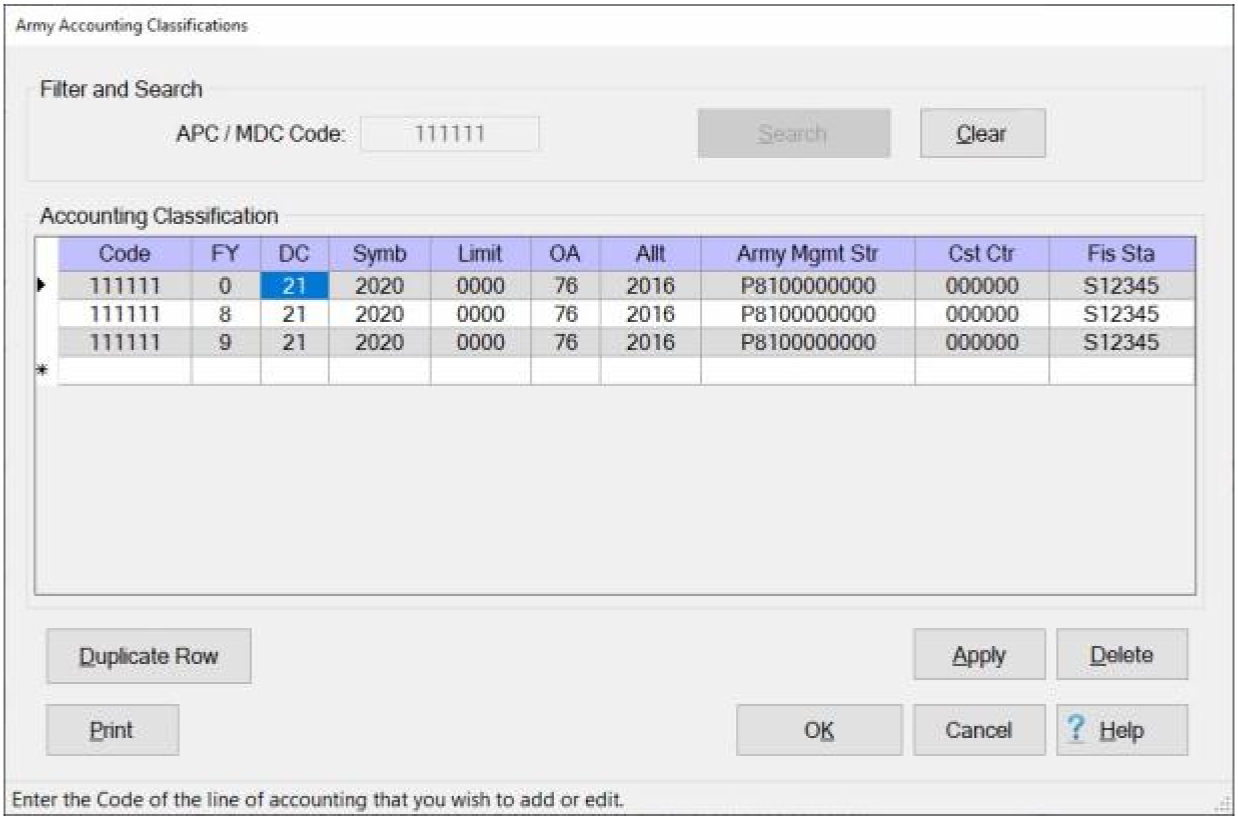


Complete the following steps to "view" an existing accounting classification:

APC / MDC Code: - Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to display.

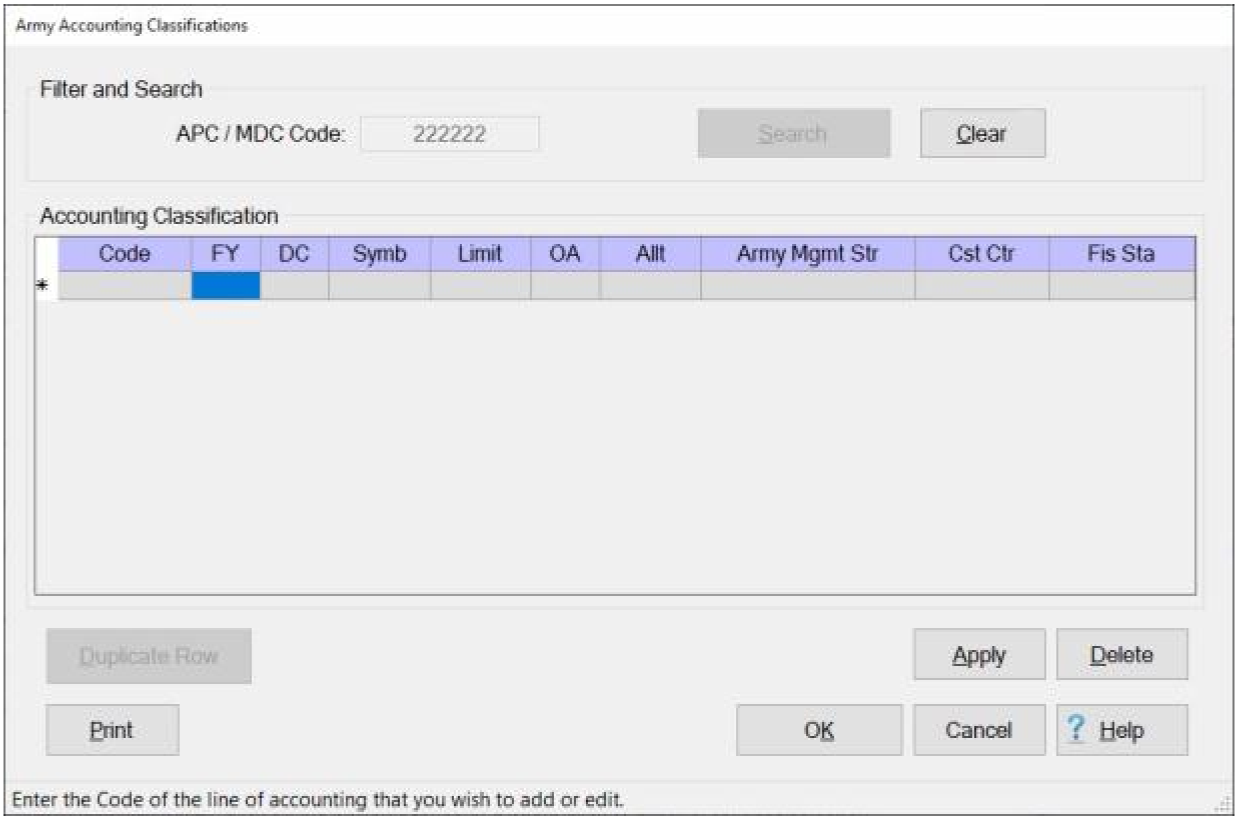
Click on the **Search** button.

If the accounting classification for the code entered **exists** in the database, the Army Accounting Classifications screen will re-appear **displaying** the accounting line.



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.

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.



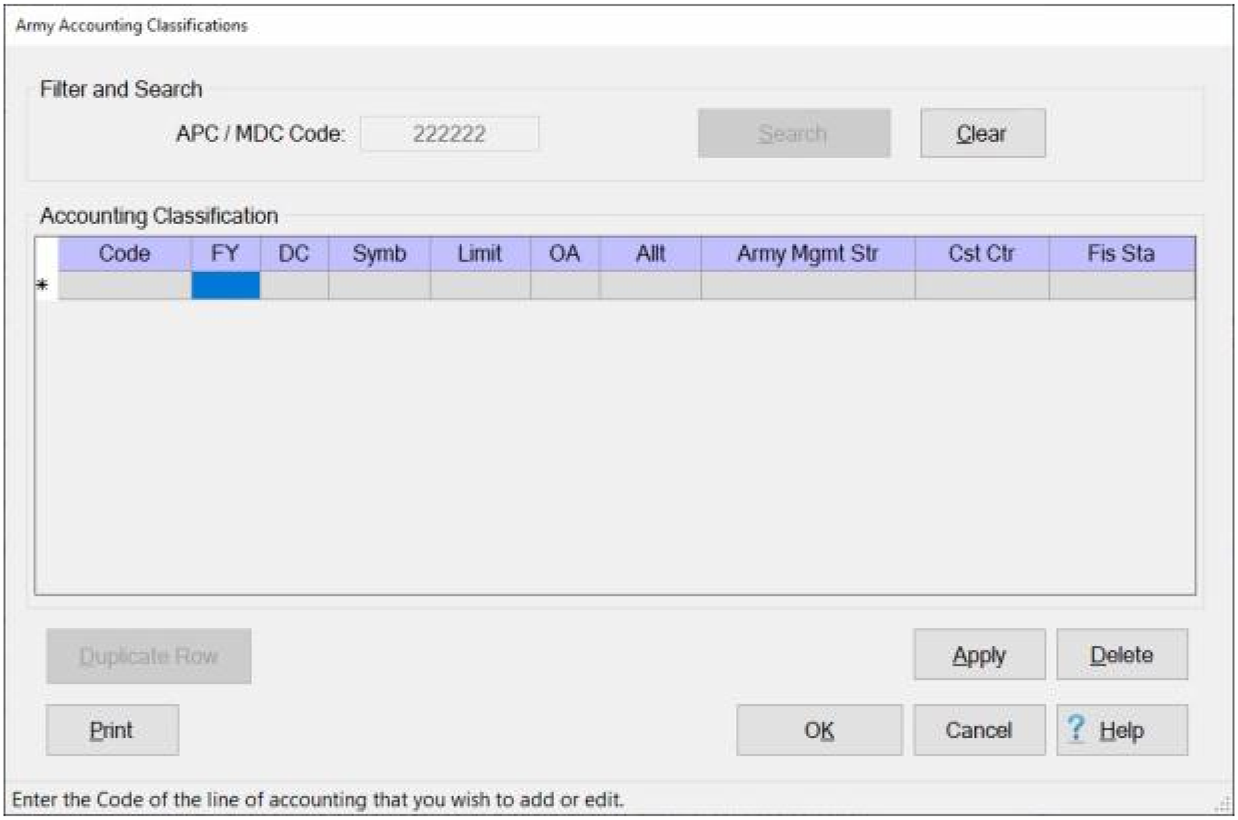
Click on the **OK** button if you are **finished** using the Army Accounting Classifications screen.

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.

APC / MDC Code: Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to add.

Click on the **Search** button. The Army Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.



Fy: - Type the one digit or character **Fiscal Year** abbreviation and press *Tab*.

DC: - Type the **Department Code** and press *Tab*.

Symb: - Type the **Basic Symbol Code** and press *Tab*.

Limit: - Type the **Limit Code** and press *Tab*.

OA: - Type the **Operating Agency Code** and press *Tab*.

Allt: - Type the **Allotment Serial Code** and press *Tab*.

ArmyMgmtStr: - Type the Army Management Structure (**AMS**) **Code** and press *Tab*.

StaSym: - Type the **Fiscal Station Symbol** and press *Tab*.

CstCtr: - This field only appears when entering a six digit **APC**. Type the **Cost Center Code**, and press *Tab*.

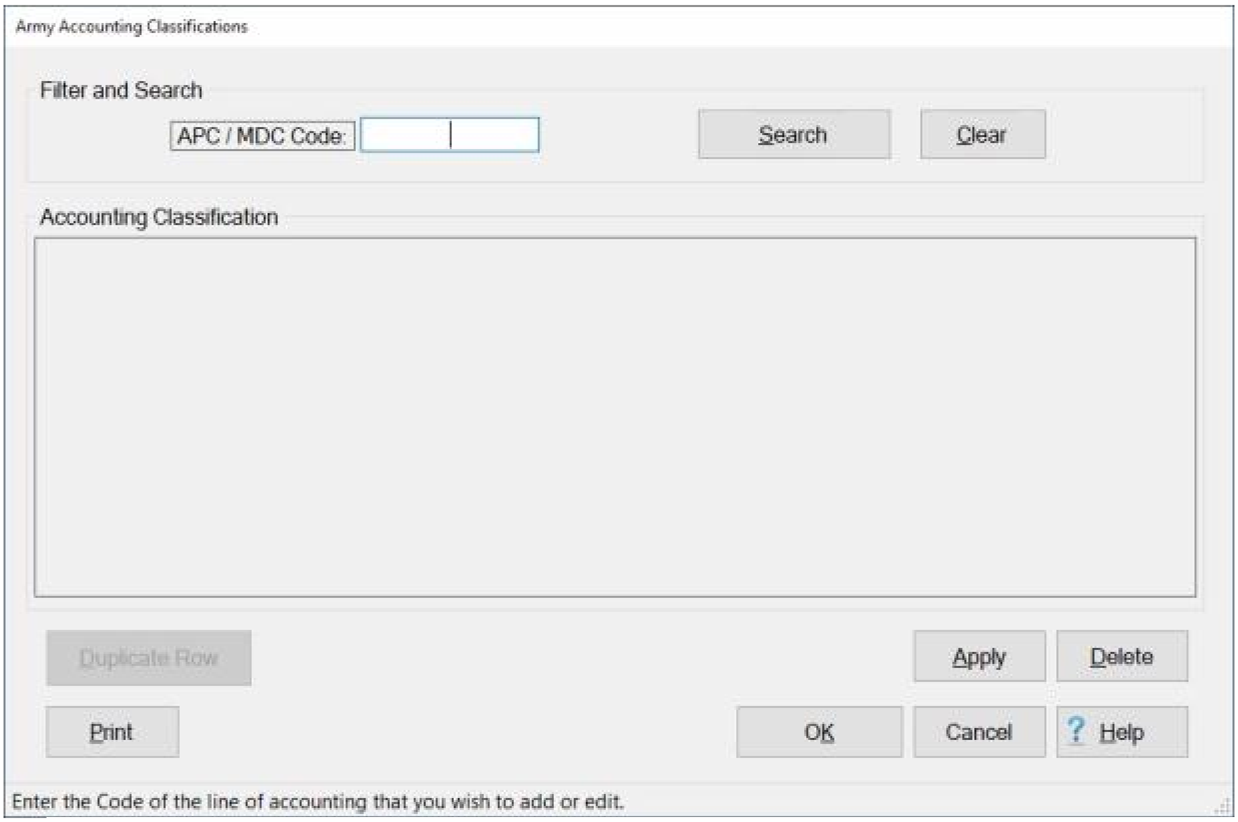
FisSta: - Type the **Station Symbol Number** and press *Tab*.

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**.

When all of the required accounting elements are entered, **click** the **Apply** button.

When **finished** entering accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

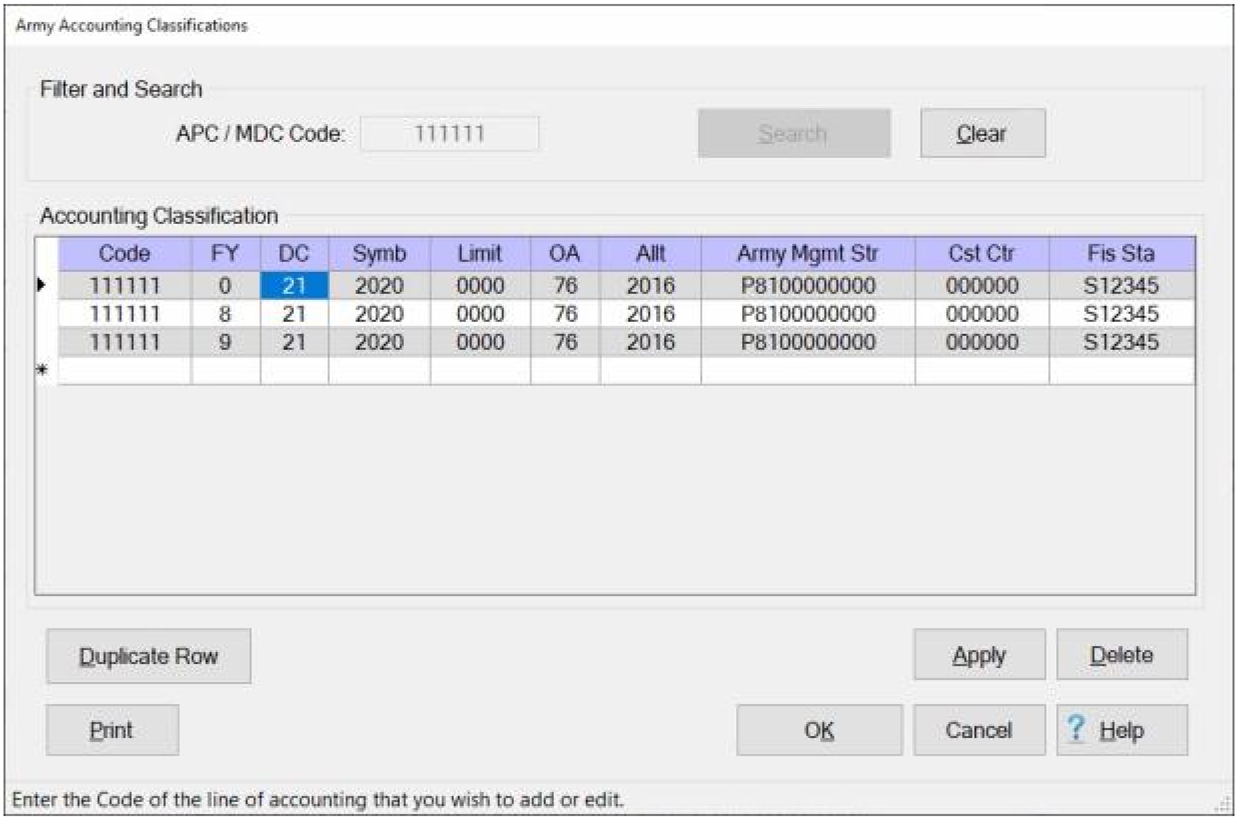
Complete the following steps to "edit" an existing accounting classification:



APC / MDC Code: Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to edit.

Click on the **Search** button.

If the accounting classification for the code entered **exists** in the database, the Army Accounting Classifications screen will re-appear **displaying** the accounting line.



Click in any field you wish to edit and **enter** your desired **changes**.

When you are **satisfied** with your changes, **click** on the **Apply** button.

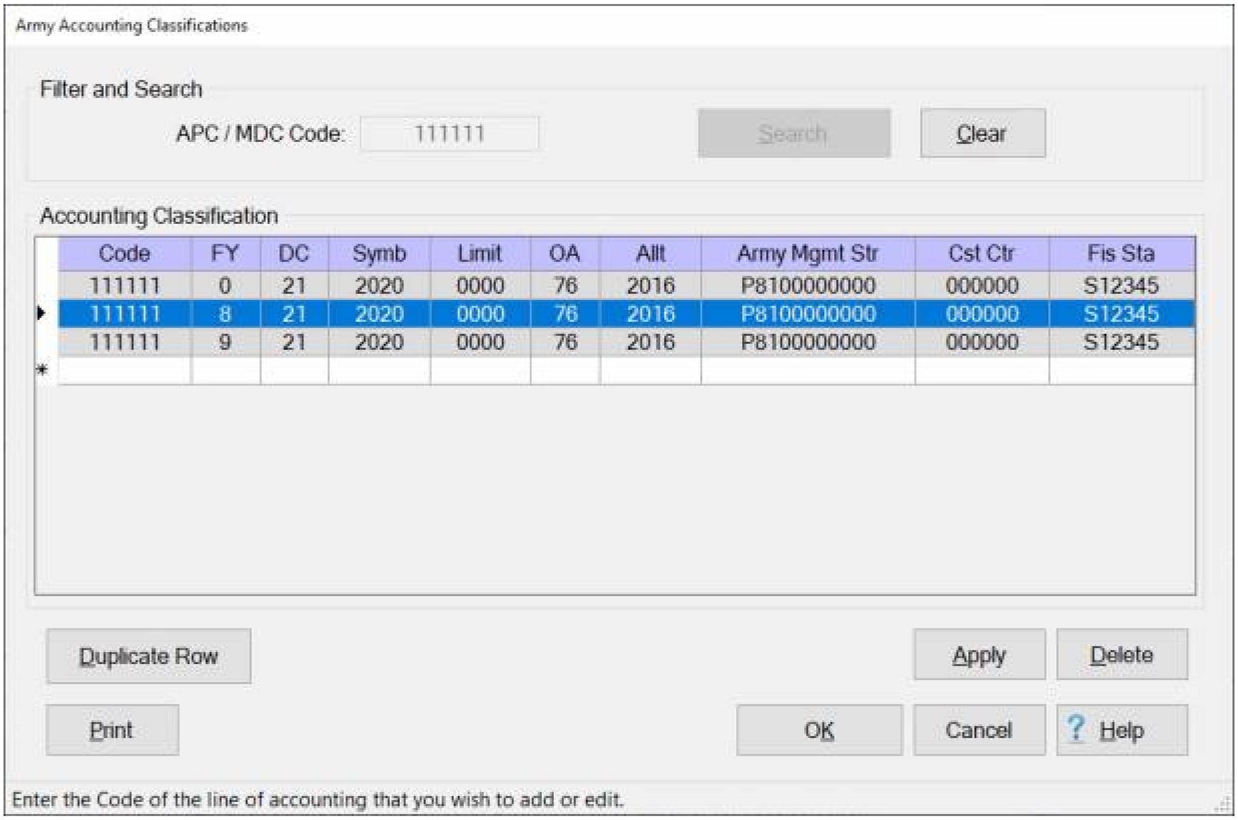
When **finished** editing accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

Complete the following steps to "delete" an appropriation loaded into this table:

APC / MDC Code: Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to delete.

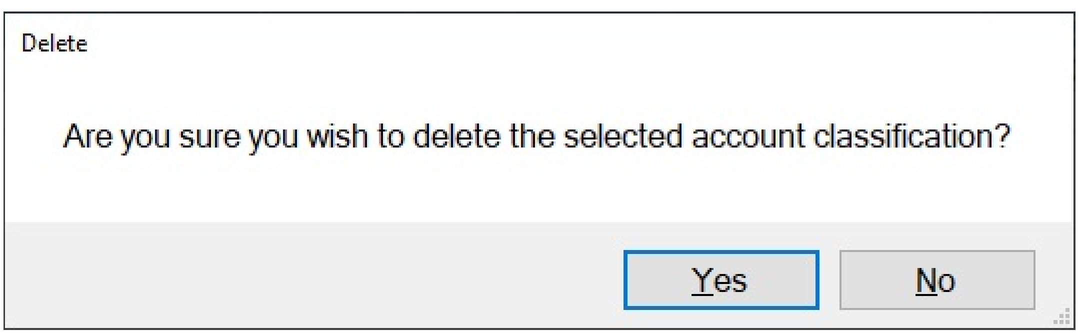
Click on the **Search** button.

If the accounting classification for the code entered **exists** in the database, the Army Accounting Classifications screen will re-appear **displaying** the accounting line.



Click in the **column** to the left of the **Code** field. IATS will **highlight** the accounting line in **blue**.

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.



If you are **sure** you wish to delete the accounting line, **click** on the *Yes* button.

Click the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

Print: **Refer** to the **Help** topic, "Printing Accounting Classifications", for additional **instructions**.

Duplicate an Accounting Classification

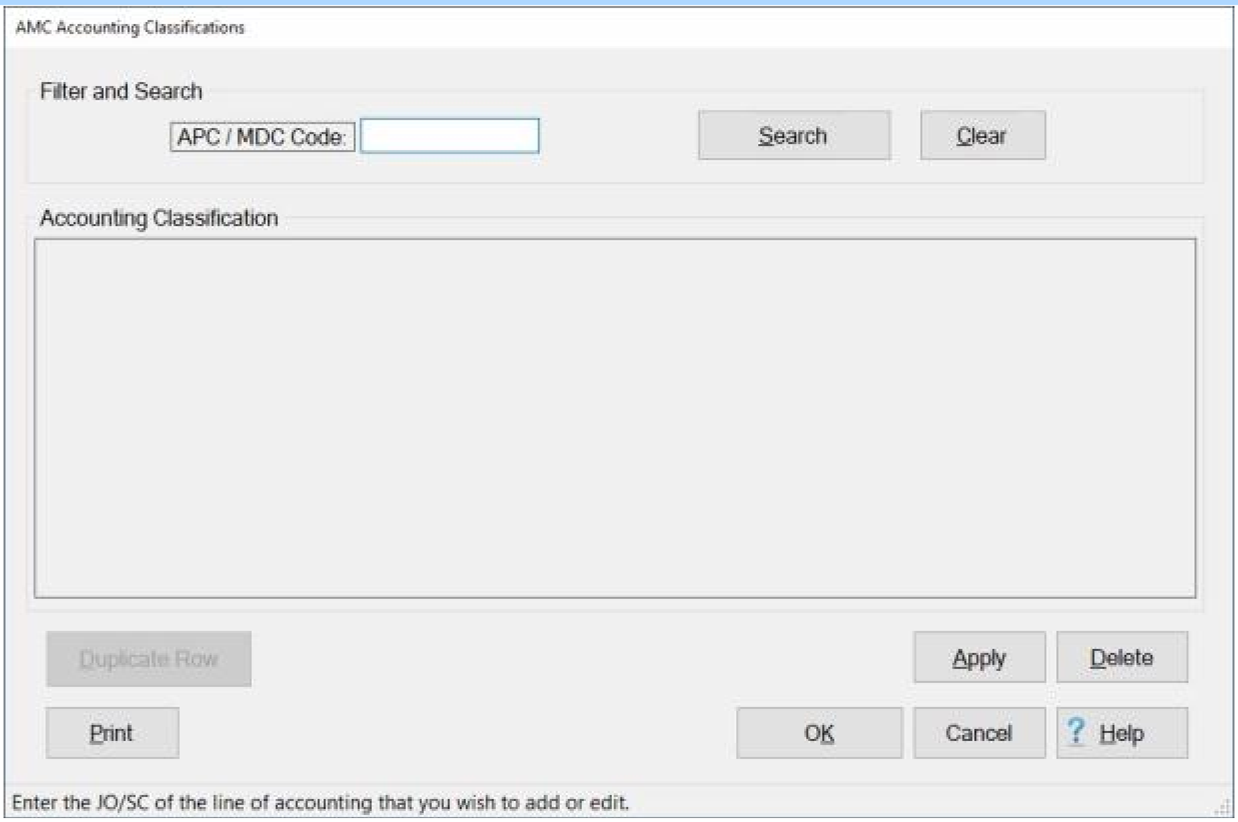
Note: For this example, **AMC** was used for the demonstration. The **same** screen and **procedures** apply, however for **Army**, **DLA**, and **Marine Corps** users.

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.

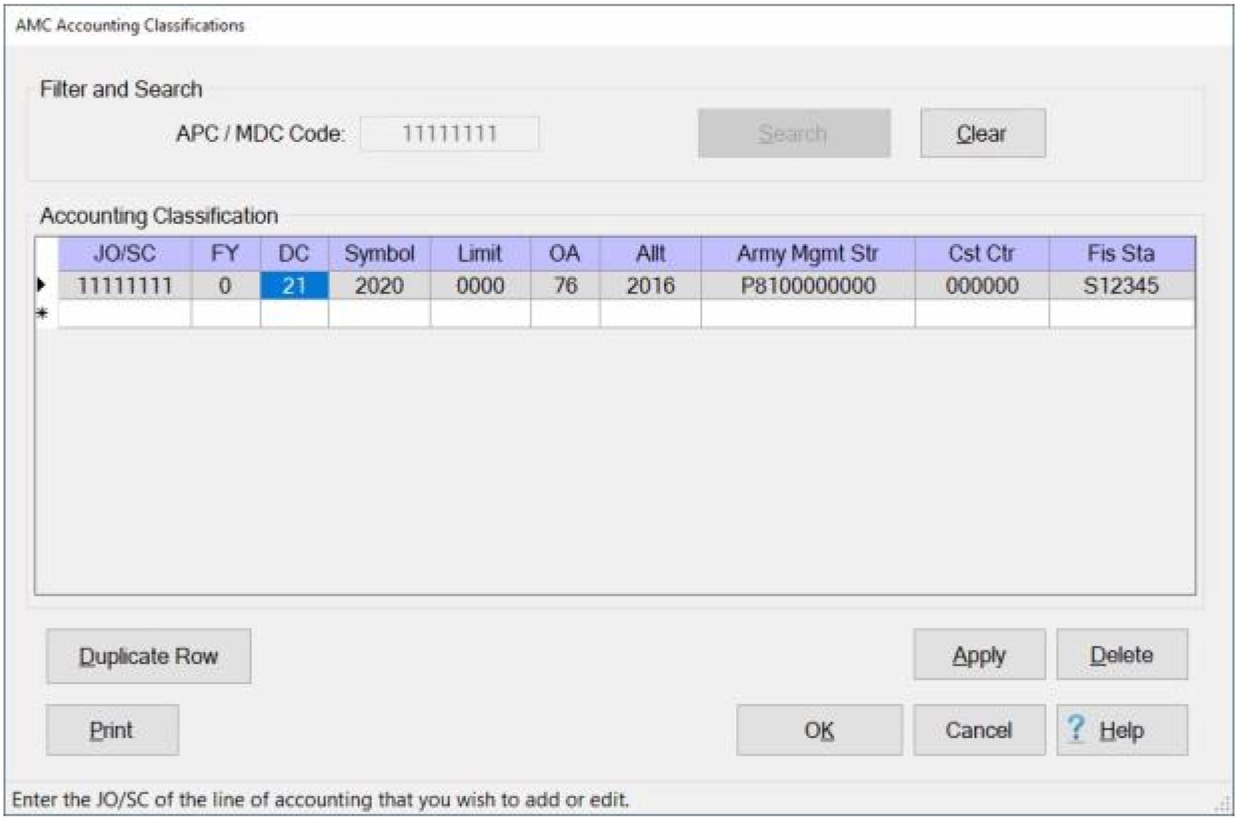


Complete the following steps to "recall and modify" an existing accounting classification:

APC / MDC Code: Click in this field and **type** the **APC, MDC**, or **JO/SC** code for the appropriation you wish to display.

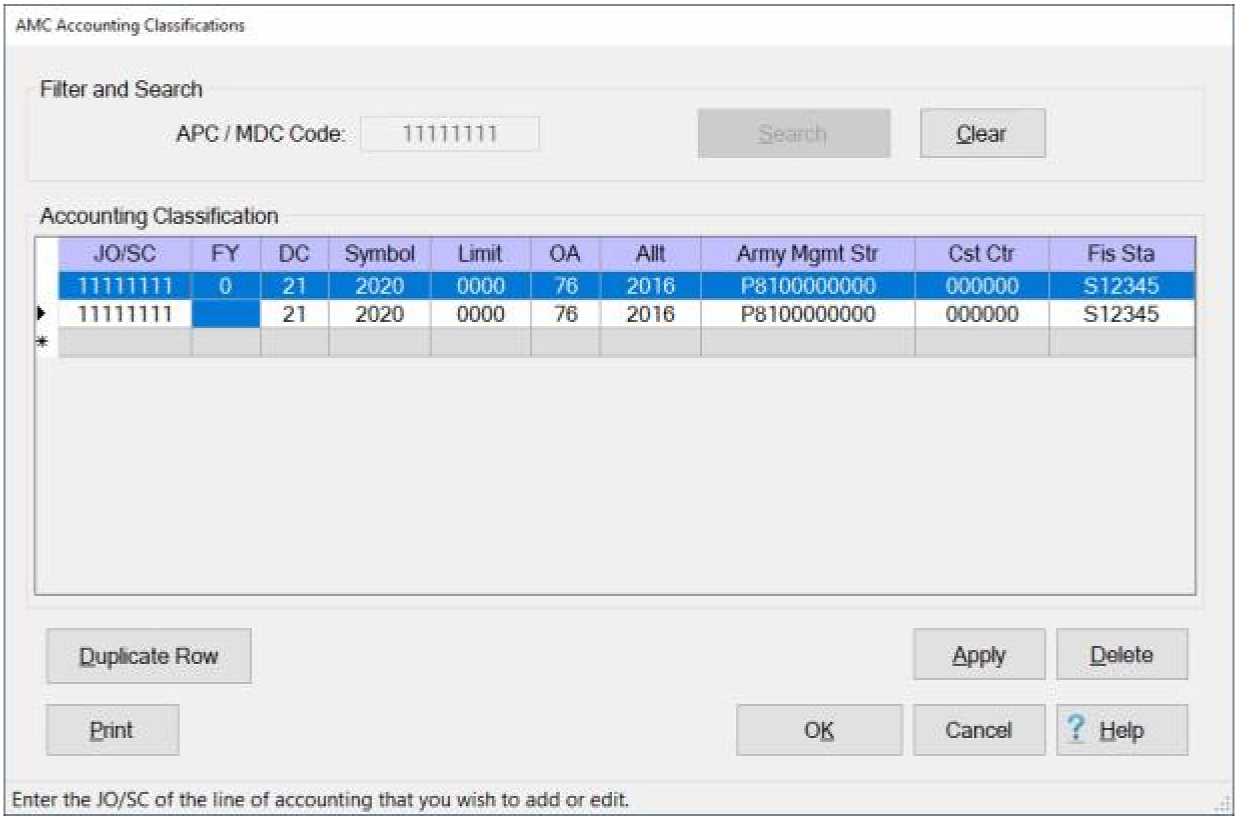
Click on the **Search** button.

If the accounting classification for the code entered **exists** in the database, the Accounting Classifications screen will re-appear **displaying** the accounting line.



If the displayed accounting line is the one you wish to duplicate, **click** on the **Duplicate Row** button.

A **duplicate** accounting line is created as shown below.



Notice that the **FY** field is **blank** for the duplicated accounting line.

Enter the desired **FY code** and make any needed changes to any of the other fields.

When you are **satisfied** with your entries, **click** on the **Apply** button.

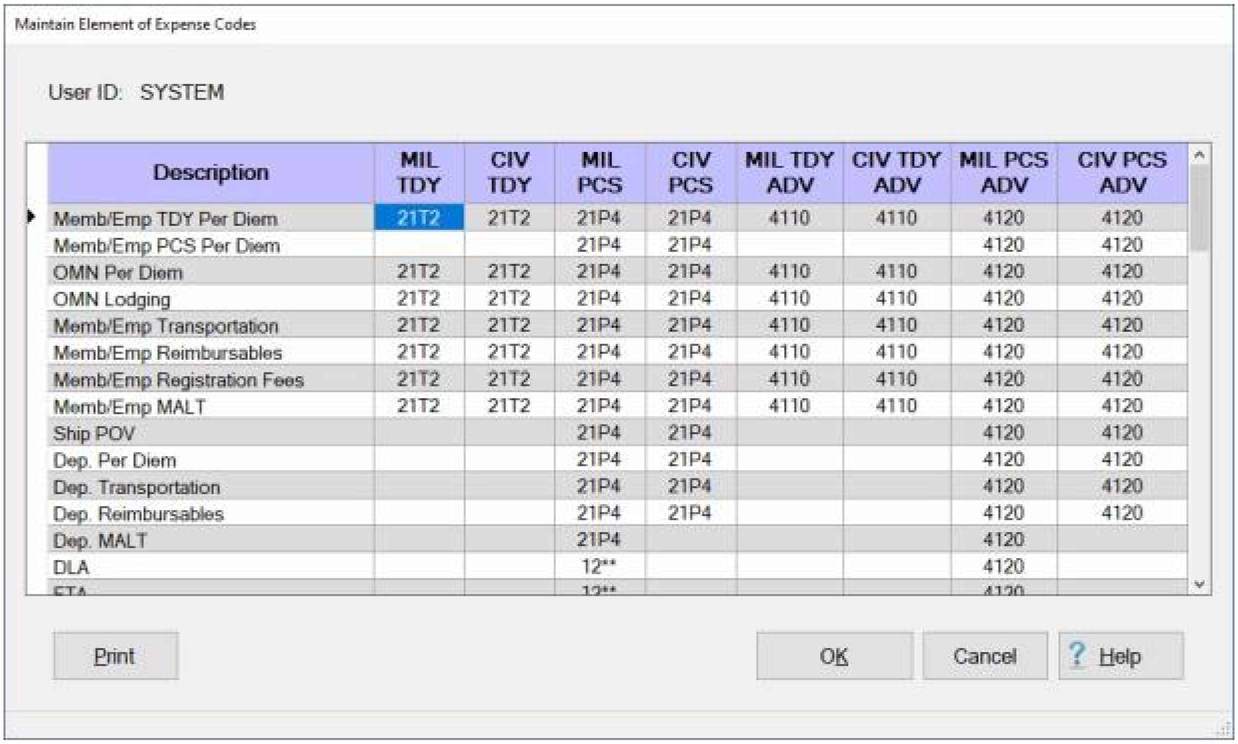
If you are **finished** using the Accounting Classifications screen, **click** on the **OK** button to **save** your entries.

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**.



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:

Click in the desired **field** and **type** the new desired EOE **code**.
When **finished** making changes, **click** on the **OK** button.

Tip: Generate a **print-out** of the **EOE Table** by **clicking** on the **Print** button.

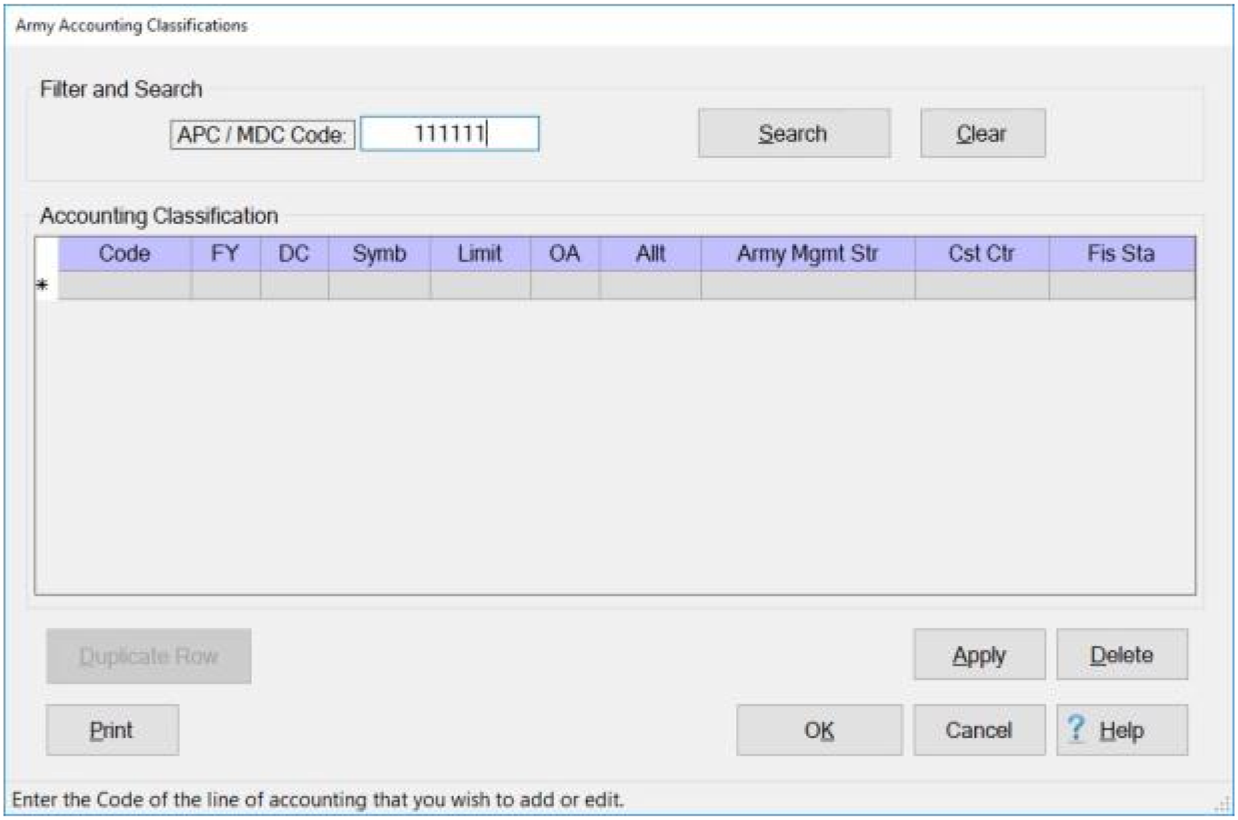
Printing Accounting Classifications

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**.

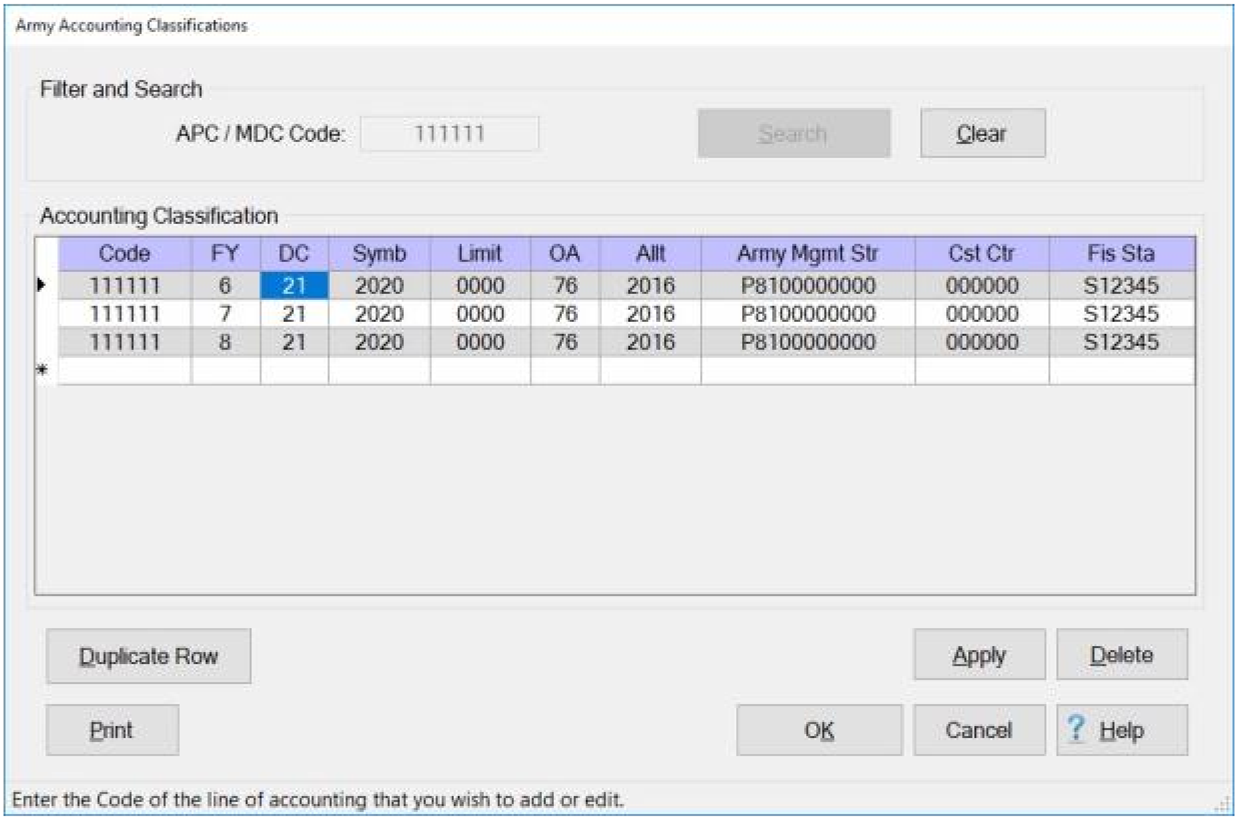
Complete the following steps to "print" lines of accounting:

Print accounting lines for a specific APC / MDC code:

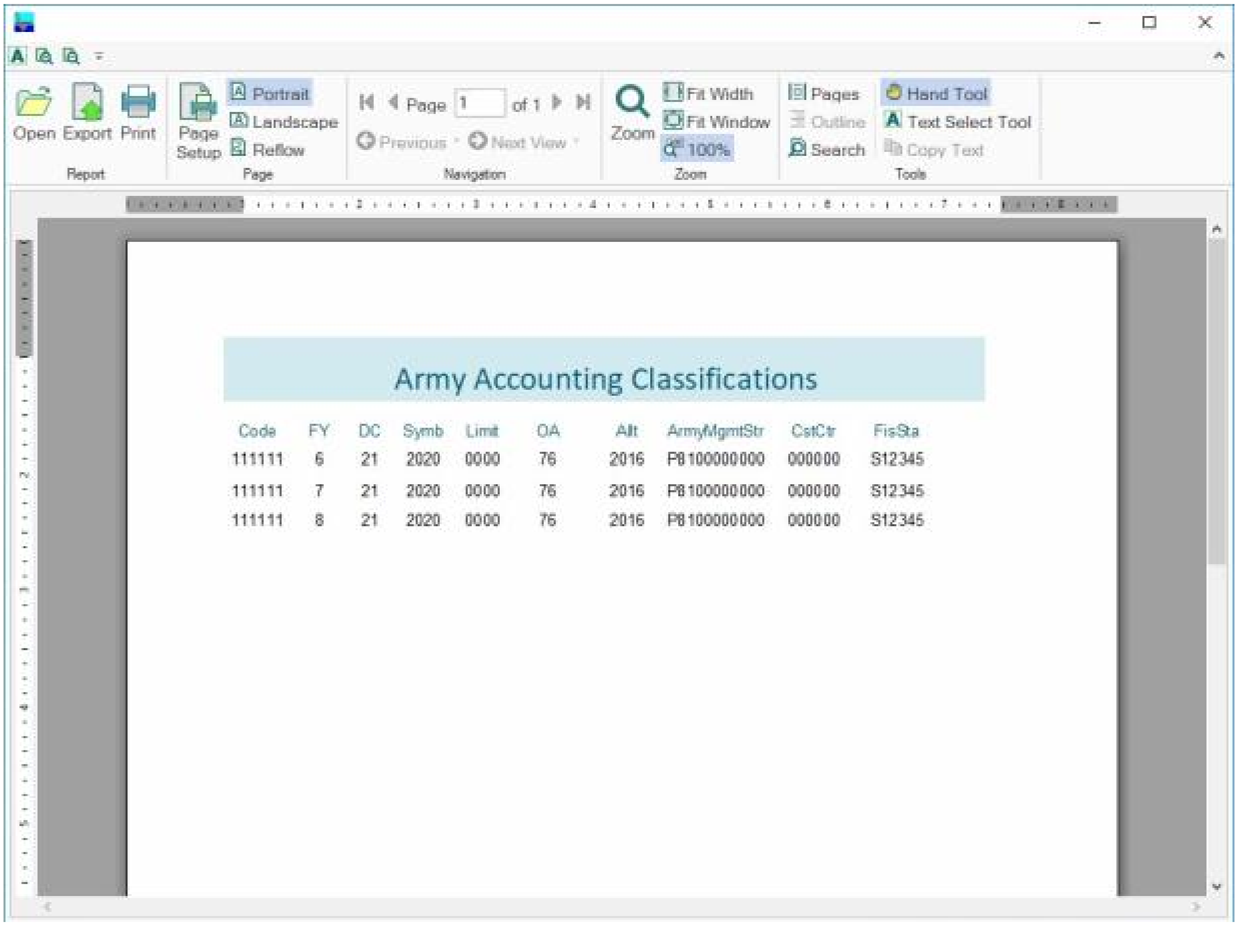


At the **APC / MDC Code** field, **enter** the desired **code**.

Click on the **Search** button. <u>All</u> **accounting lines** stored in the database (<u>for the code entered</u>) will be **displayed** as shown **below**.

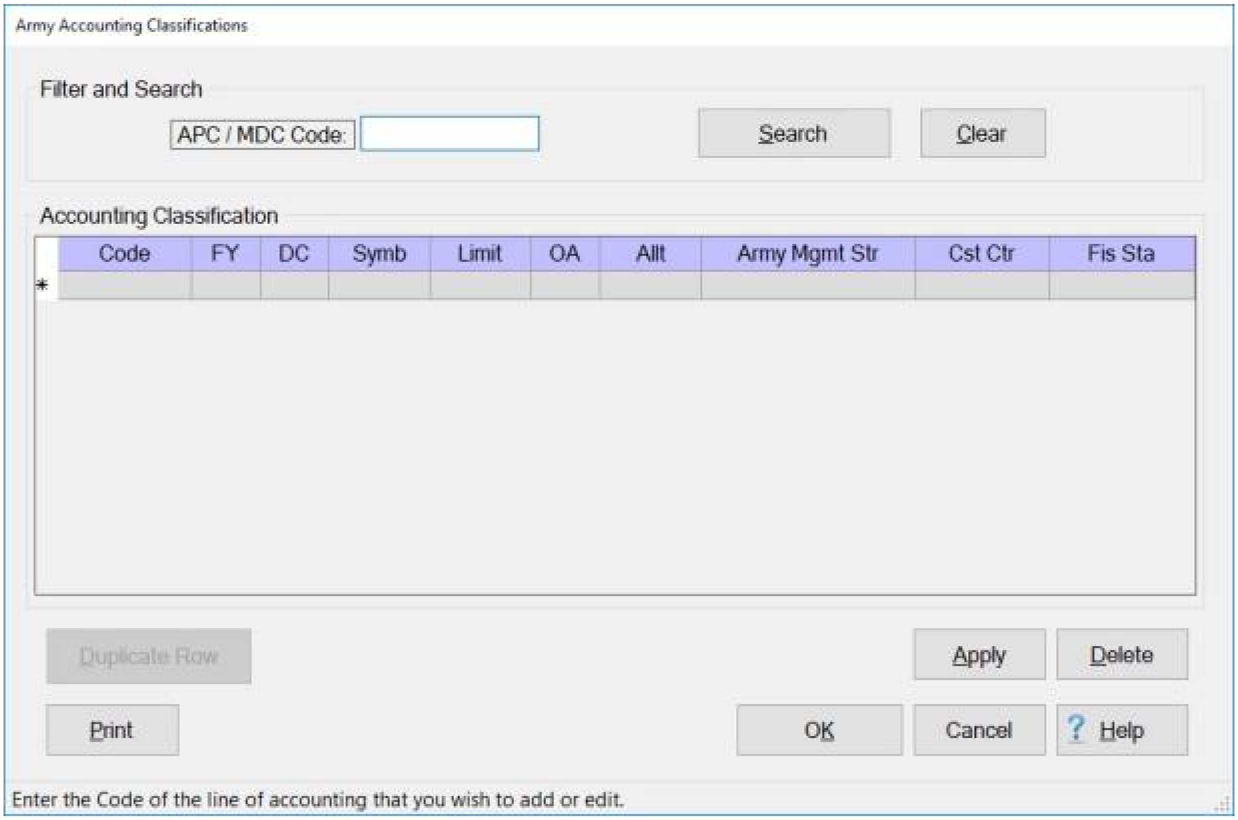


When the lines of accounting are displayed, **click** on the **Print** button. The **IATS report reader** screen will appear **displaying** the lines of accounting as shown below.



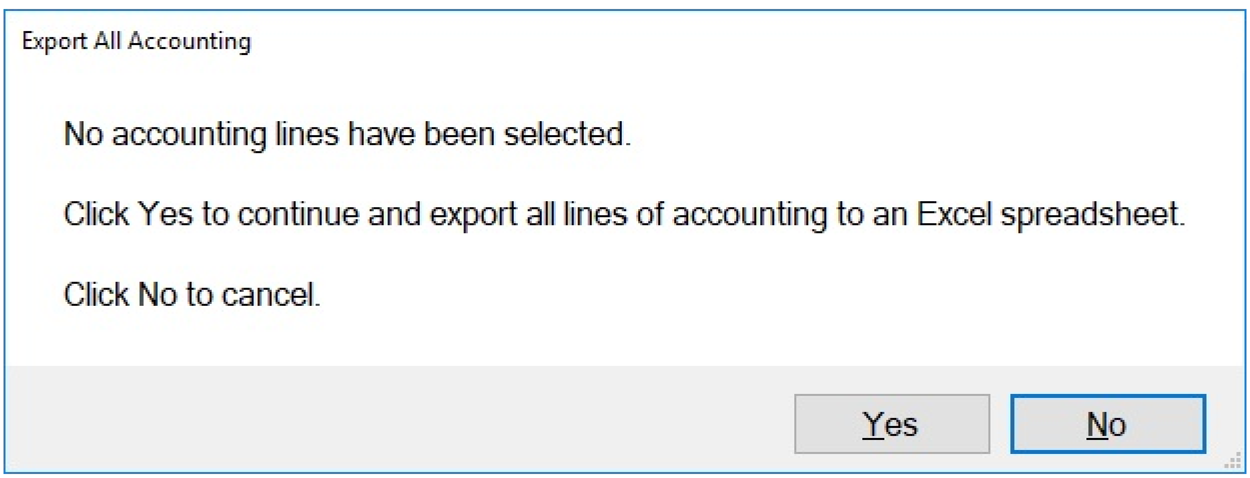
Click on the **Print icon** if you wish to generate a **print-out** of the accounting lines.

<u>Generate an Excel file for all of the accounting lines in the database:</u>



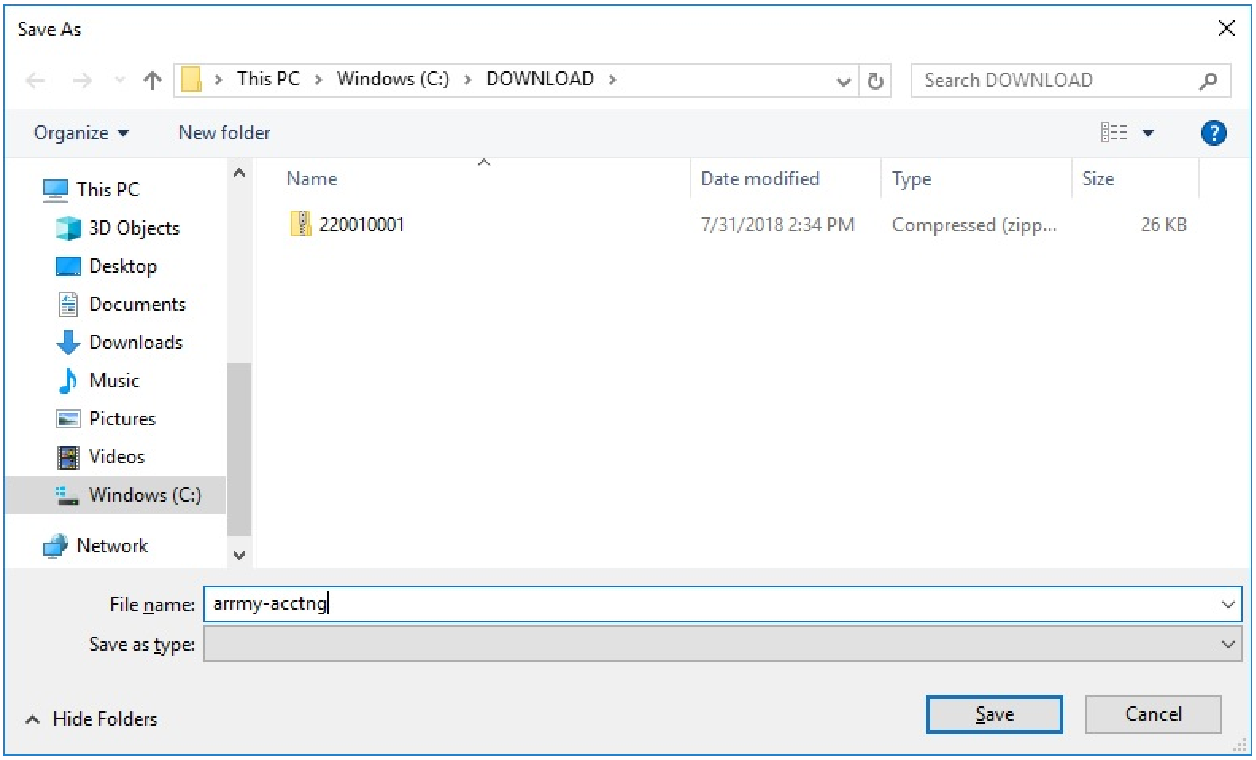
At the **APC / MDC Code** field, <u>do not</u> **enter** a **code**. Leave this field **blank**.

Click on the **Print** button. The following *pop-up* **message** will appear.



Click on *Yes* or *No* as desired.

If you click on **Yes**, the following **Save As** screen will appear.



At the **Save As** screen, you must **name** the file and **specify** the **directory/folder** you wish the file to be saved to.

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.

Click on **OK** to continue.

DLA Maintenance

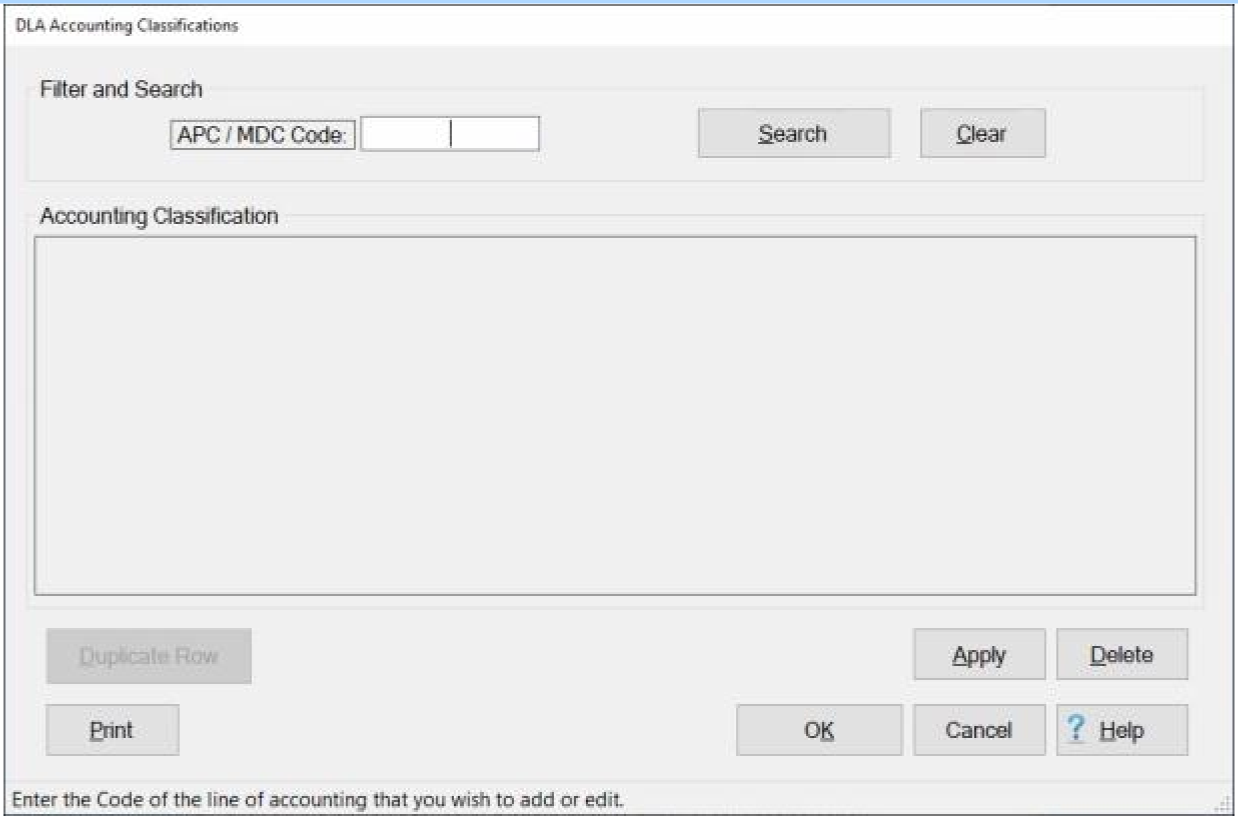
Maintaining DLA Accounting Classifications

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.

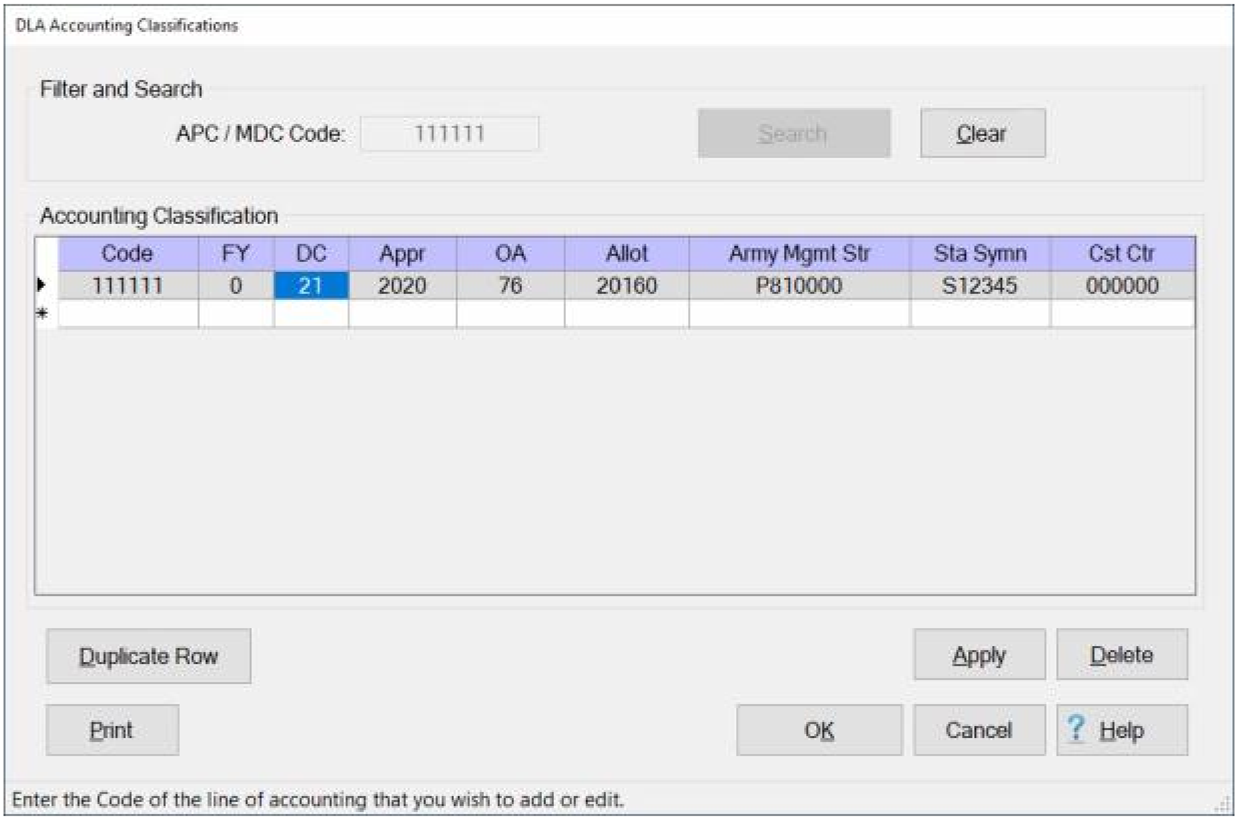


Complete the following steps to "view" an existing accounting classification:

APC / MDC Code: - Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to display.

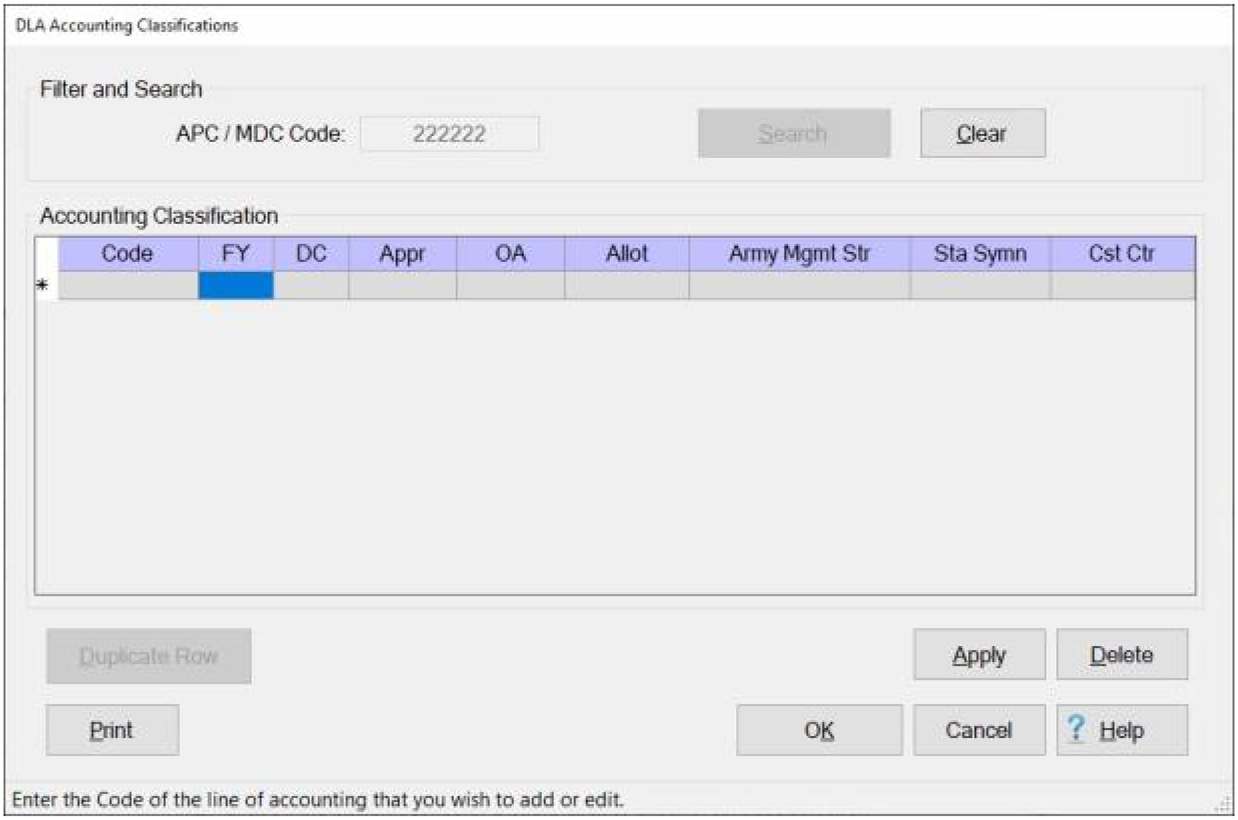
Click on the **Search** button.

If the accounting classification for the code entered **exists** in the database, the DLA Accounting Classifications screen will re-appear **displaying** the accounting line.



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.

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.



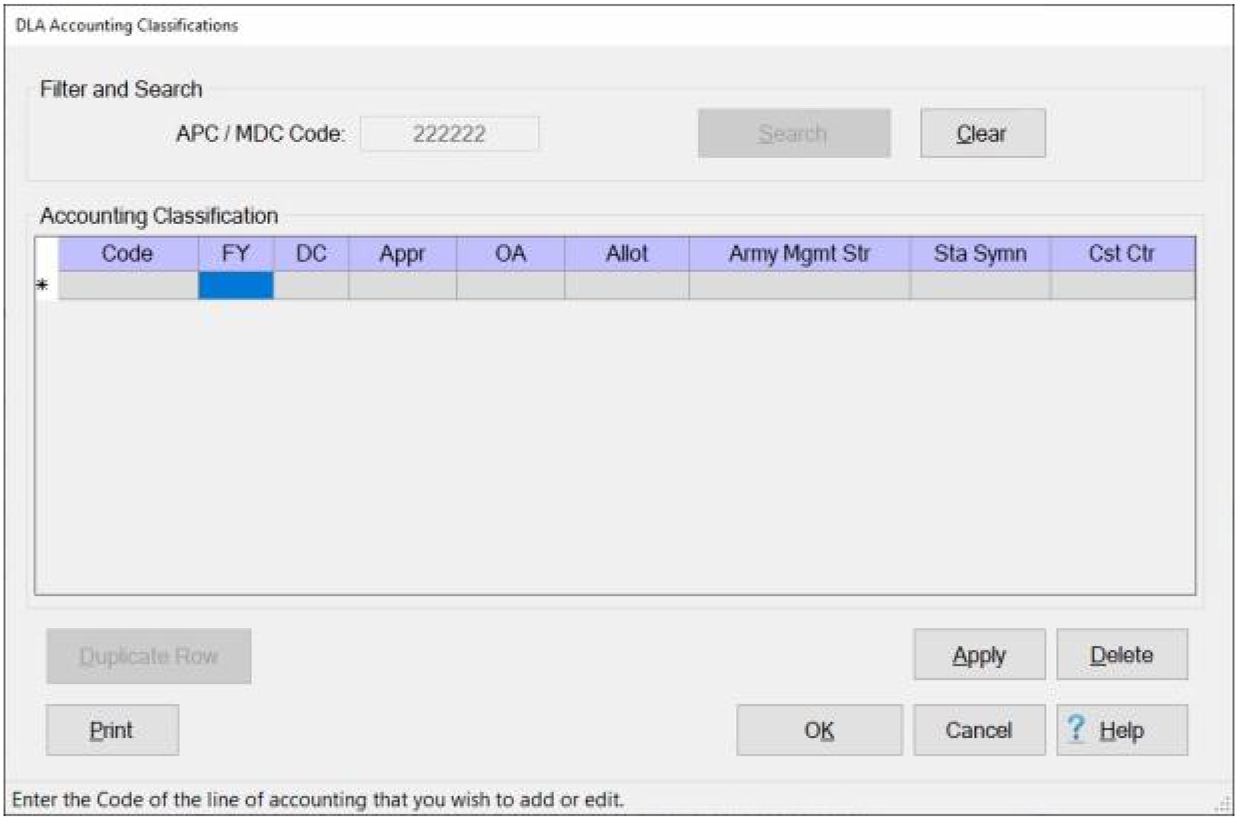
Click on the **OK** button if you are **finished** using the DLA Accounting Classifications screen.

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.

APC / MDC Code: Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to add.

Click on the **Search** button. The DLA Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.



Fy: - Type the one digit or character **Fiscal Year** abbreviation and press *Tab*.

DC: - Type the **Department Code** and press *Tab*.

Appr: - Type the **Appropriation Code** and press *Tab*.

OA: - Type the **Operating Agency Code** and press *Tab*.

Allot: - Type the **Allotment Serial Code** and press *Tab*.

ArmyMgmtStr: - Type the Army Management Structure (**AMS**) **Code** and press *Tab*.

StaSym: - Type the **Fiscal Station Symbol** and press *Tab*.

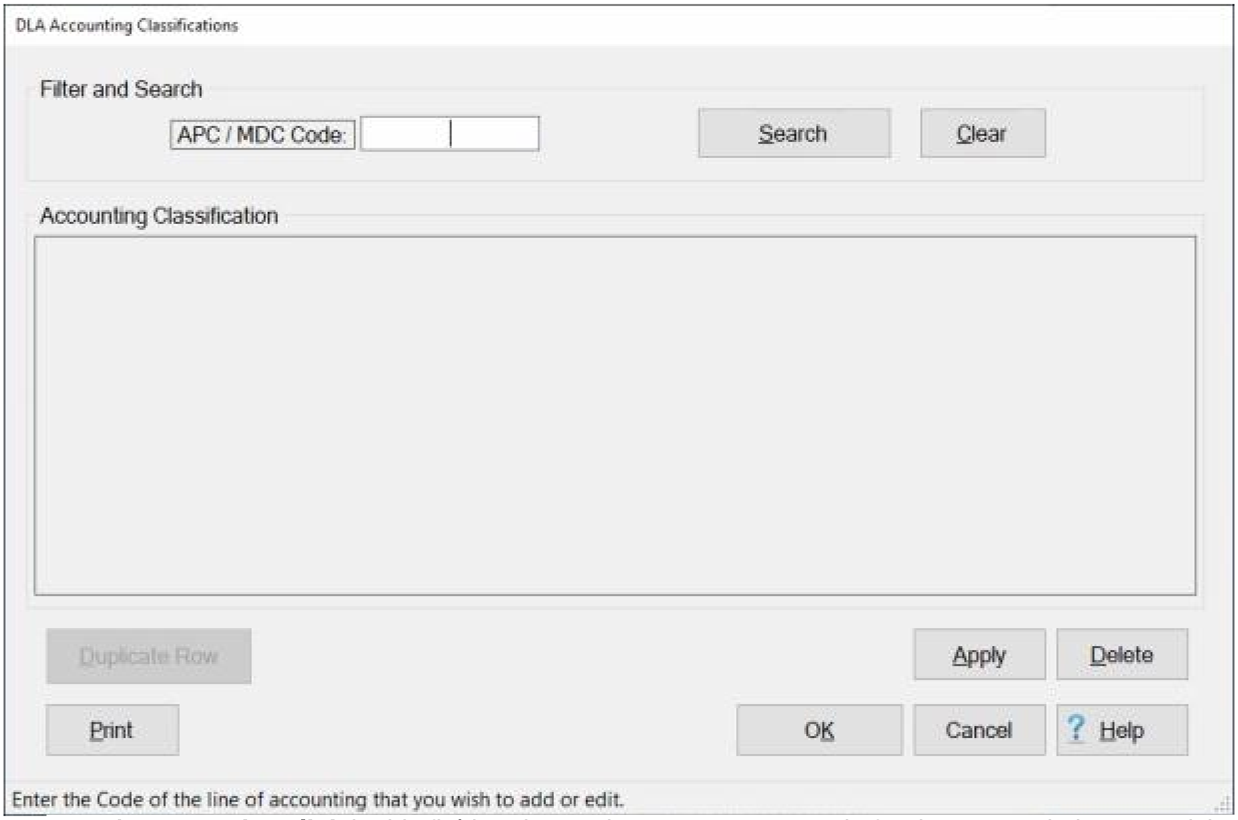
CstCtr: - This field only appears when entering a six digit **APC**. Type the **Cost Center Code**, and press *Tab*.

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**.

When all of the required accounting elements are entered, **click** the **Apply** button.

When **finished** entering accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

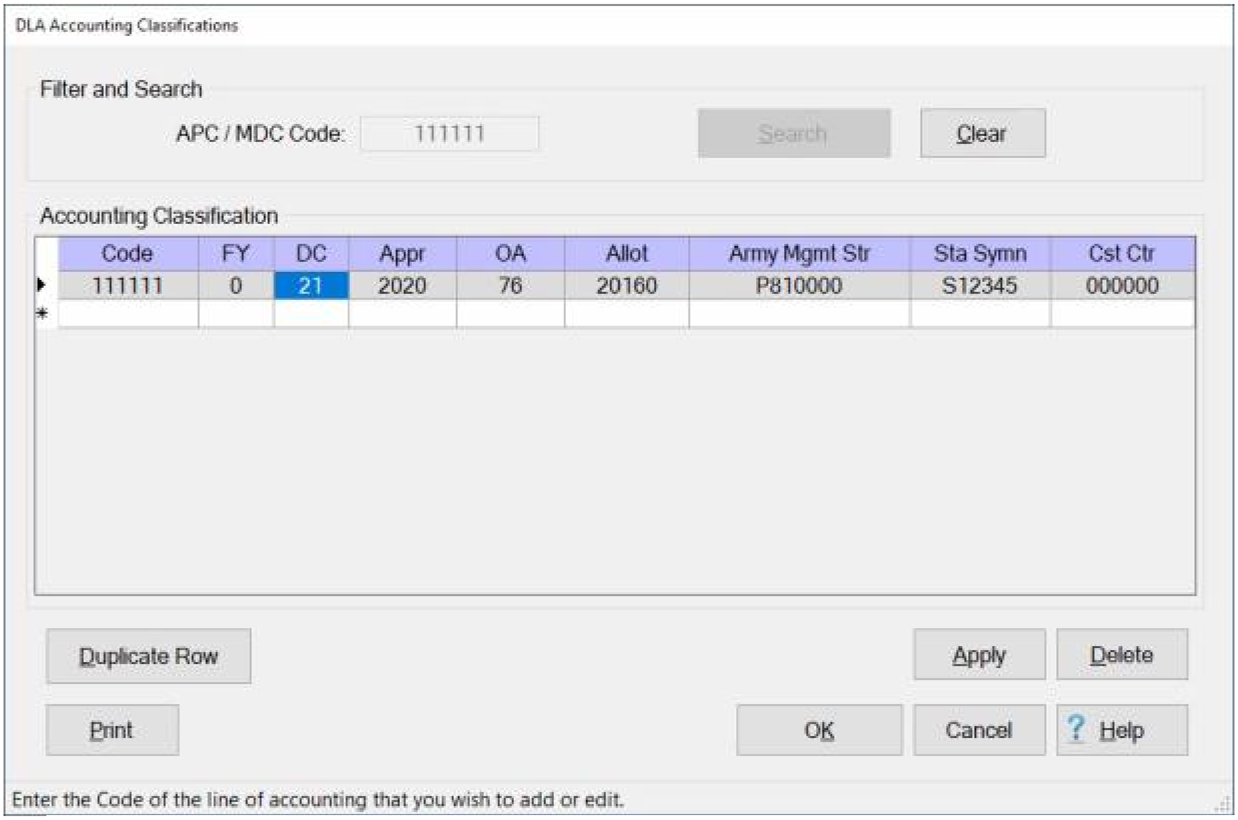
Complete the following steps to "edit" an existing accounting classification:



APC / MDC Code: Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to edit.

Click on the **Search** button.

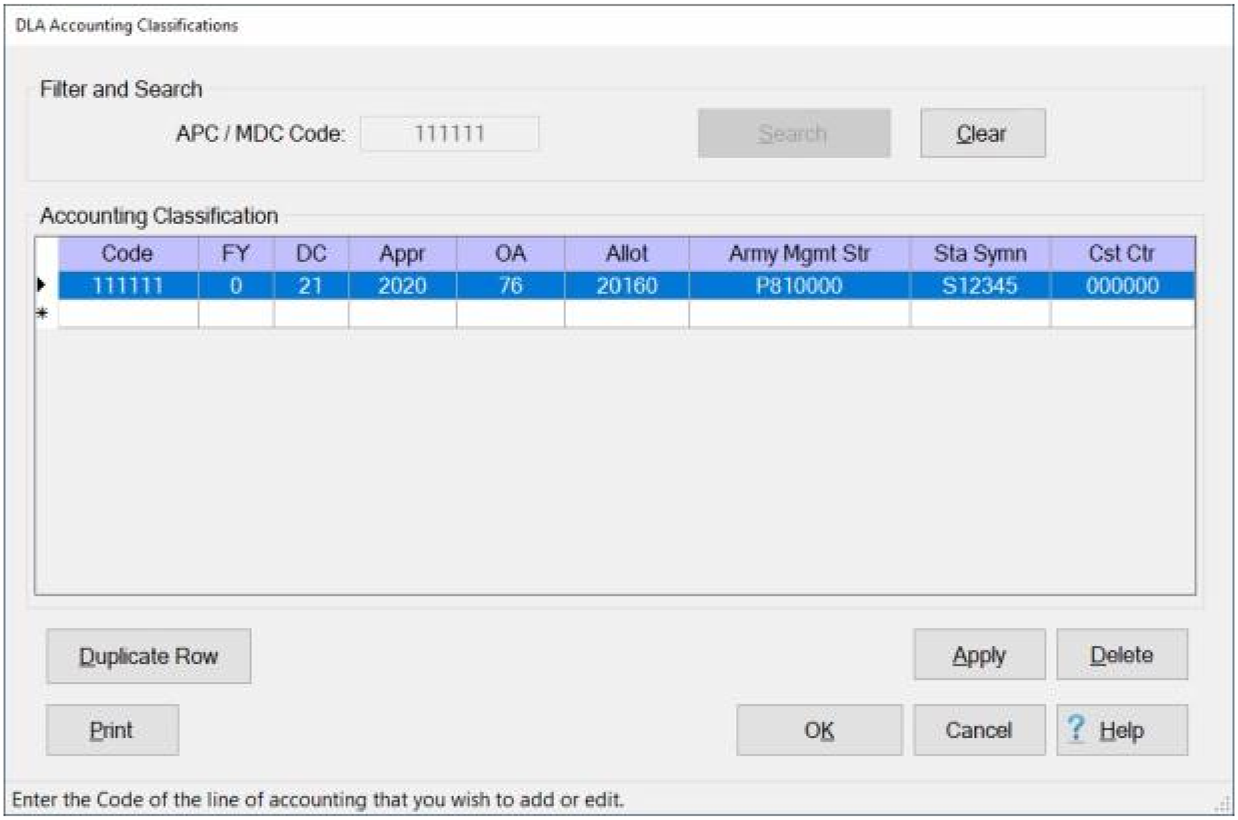
If the accounting classification for the code entered **exists** in the database, the DLA Accounting Classifications screen will re-appear **displaying** the accounting line.



Click in any field you wish to edit and **enter** your desired **changes**.
When you are **satisfied** with your changes, **click** on the **Apply** button.
When **finished** editing accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

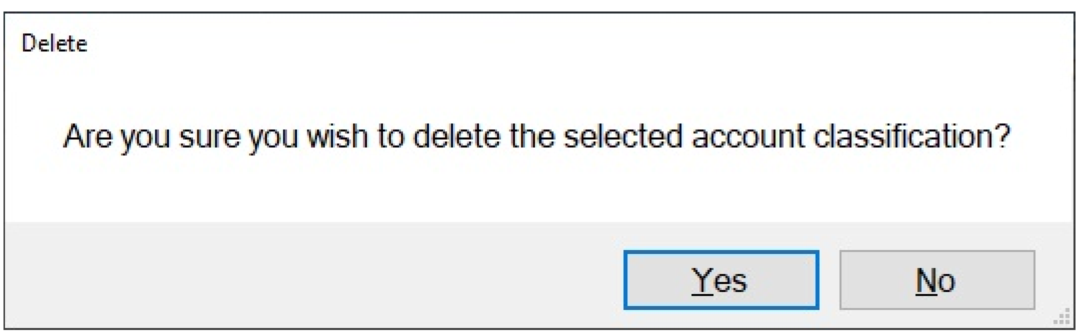
Complete the following steps to "delete" an appropriation loaded into this table:

APC / MDC Code: Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to delete.
Click on the **Search** button.
If the accounting classification for the code entered **exists** in the database, the DLA Accounting Classifications screen will re-appear **displaying** the accounting line.



Click in the **column** to the left of the **Code** field. IATS will **highlight** the accounting line in **blue**.

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.



If you are **sure** you wish to delete the accounting line, **click** on the *Yes* button.

Click the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

Print: Refer to the **Help** topic, "Printing Accounting Classifications", for additional **instructions**.

Duplicate an Accounting Classification

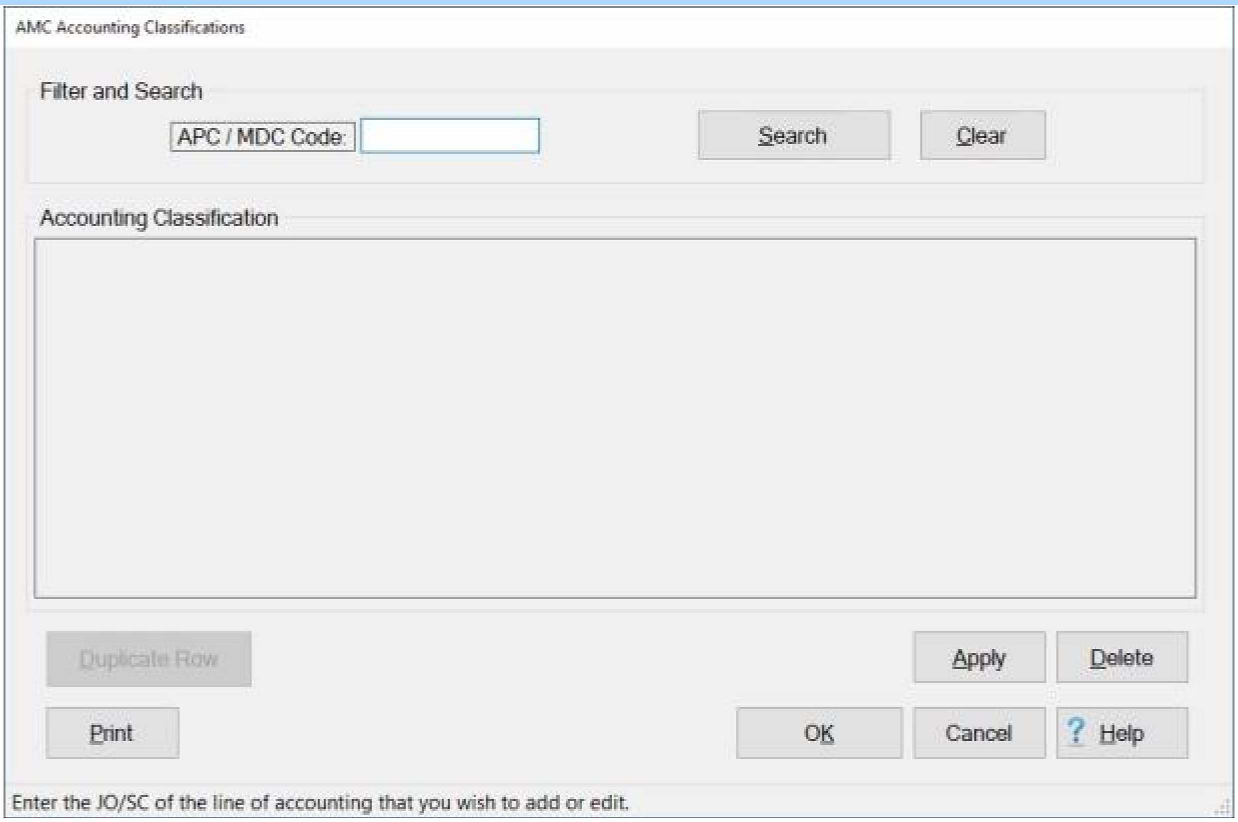
Note: For this example, **AMC** was used for the demonstration. The **same** screen and **procedures** apply, however for **Army**, **DLA**, and **Marine Corps** users.

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.

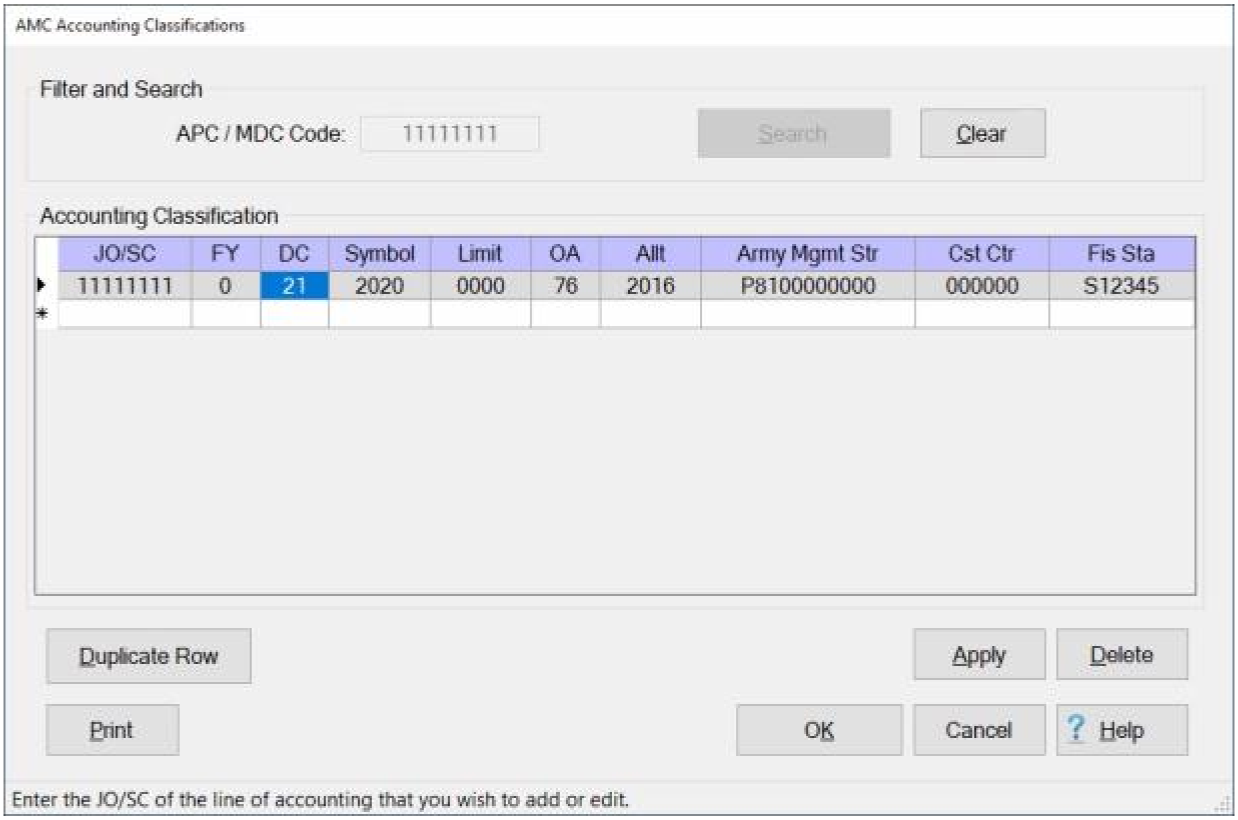


Complete the following steps to "recall and modify" an existing accounting classification:

APC / MDC Code: Click in this field and **type** the **APC, MDC**, or **JO/SC** code for the appropriation you wish to display.

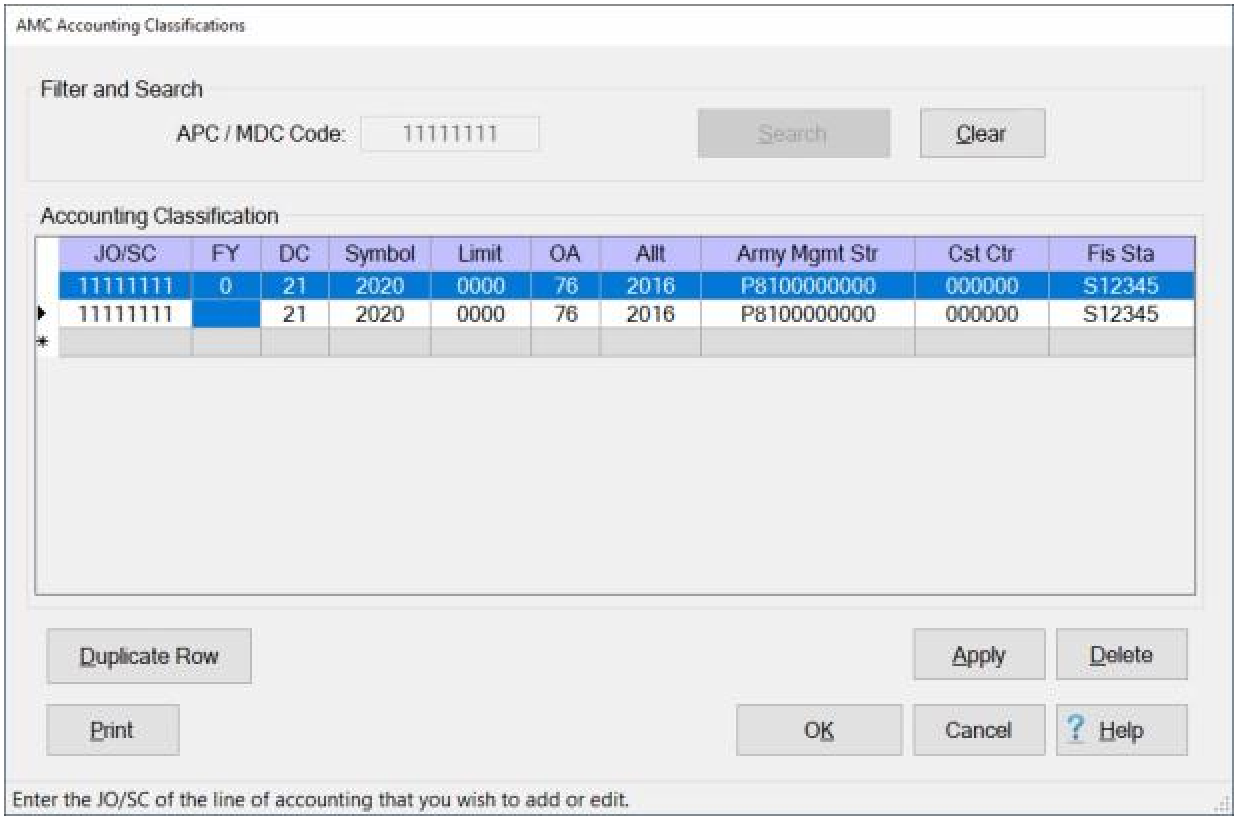
Click on the **Search** button.

If the accounting classification for the code entered **exists** in the database, the Accounting Classifications screen will re-appear **displaying** the accounting line.



If the displayed accounting line is the one you wish to duplicate, **click** on the **Duplicate Row** button.

A **duplicate** accounting line is created as shown below.



Notice that the **FY** field is **blank** for the duplicated accounting line.

Enter the desired **FY code** and make any needed changes to any of the other fields.

When you are **satisfied** with your entries, **click** on the **Apply** button.

If you are **finished** using the Accounting Classifications screen, **click** on the **OK** button to **save** your entries.

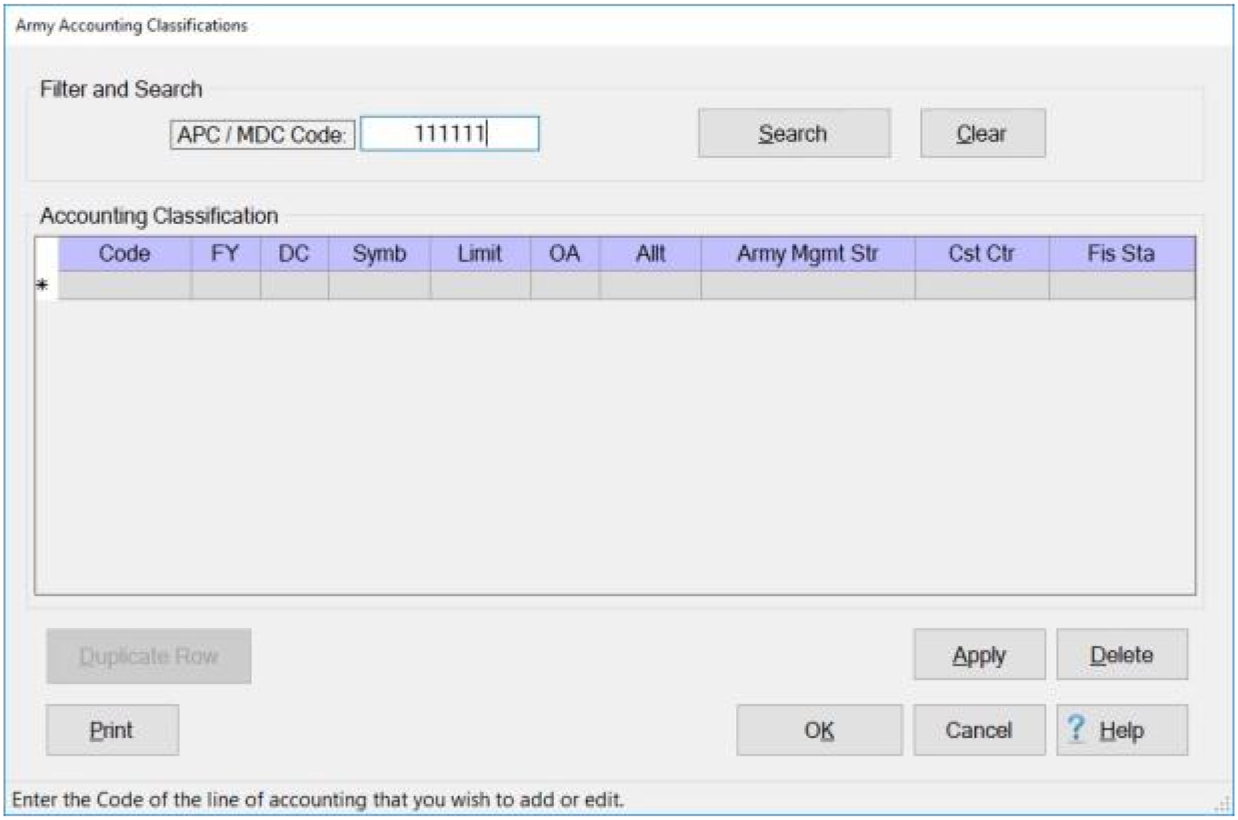
Printing Accounting Classifications

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**.

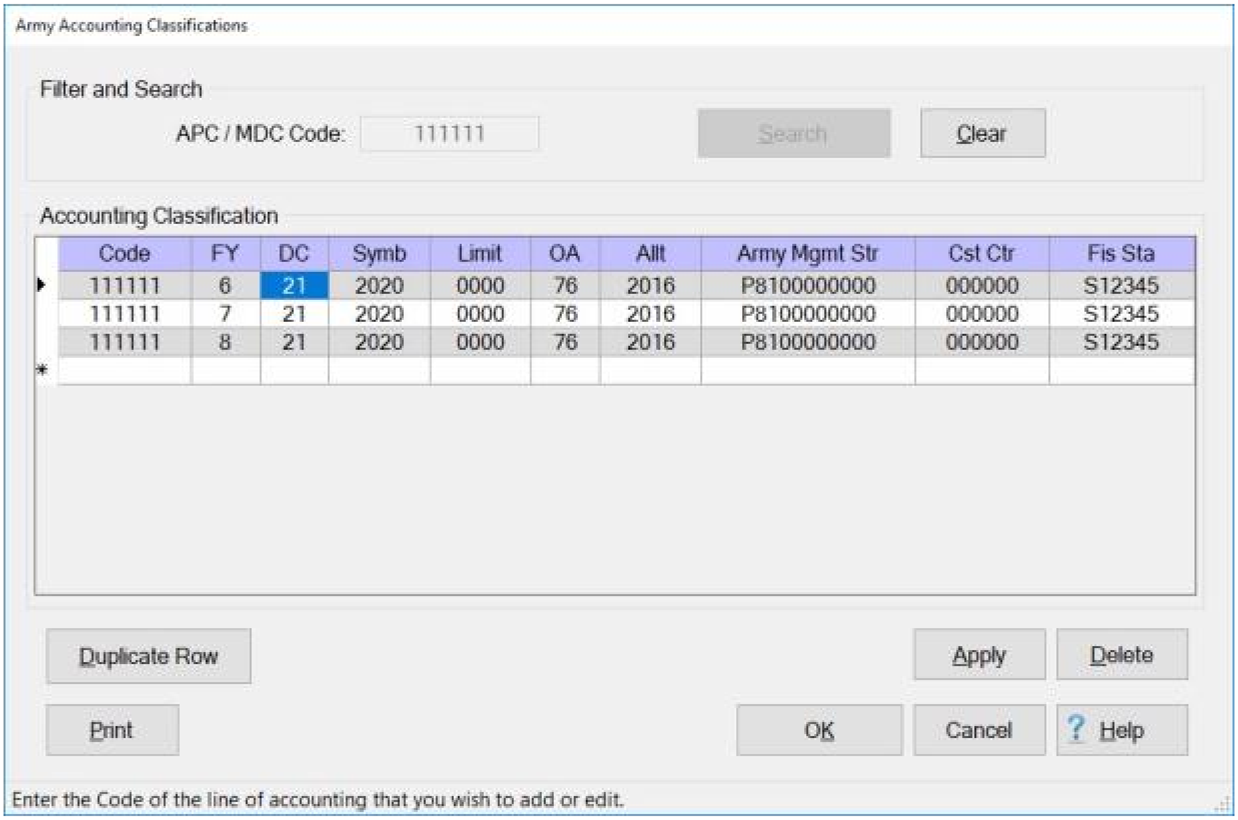
Complete the following steps to "print" lines of accounting:

Print accounting lines for a specific APC / MDC code:

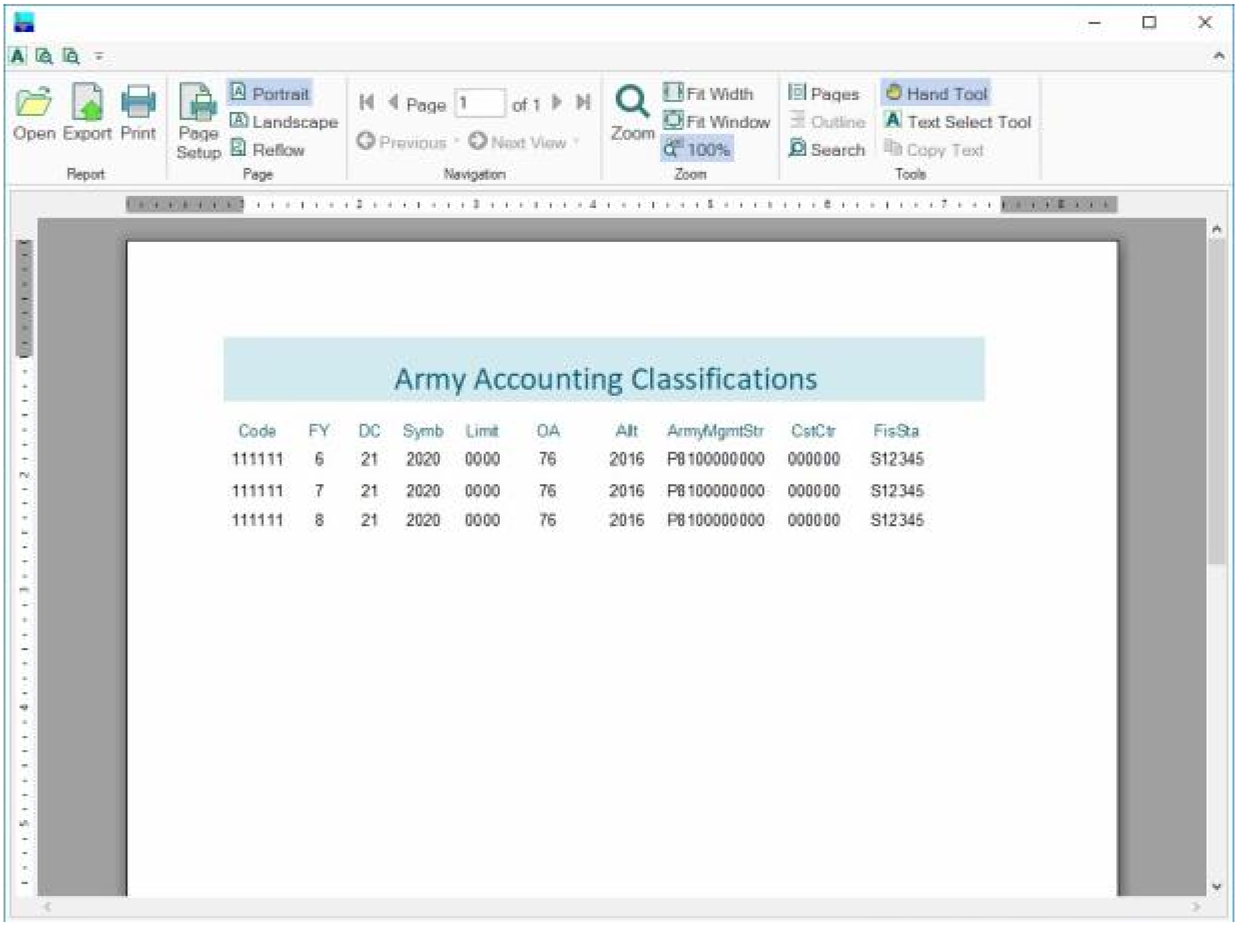


At the **APC / MDC Code** field, **enter** the desired **code**.

Click on the **Search** button. <u>All</u> **accounting lines** stored in the database (<u>for the code entered</u>) will be **displayed** as shown **below**.

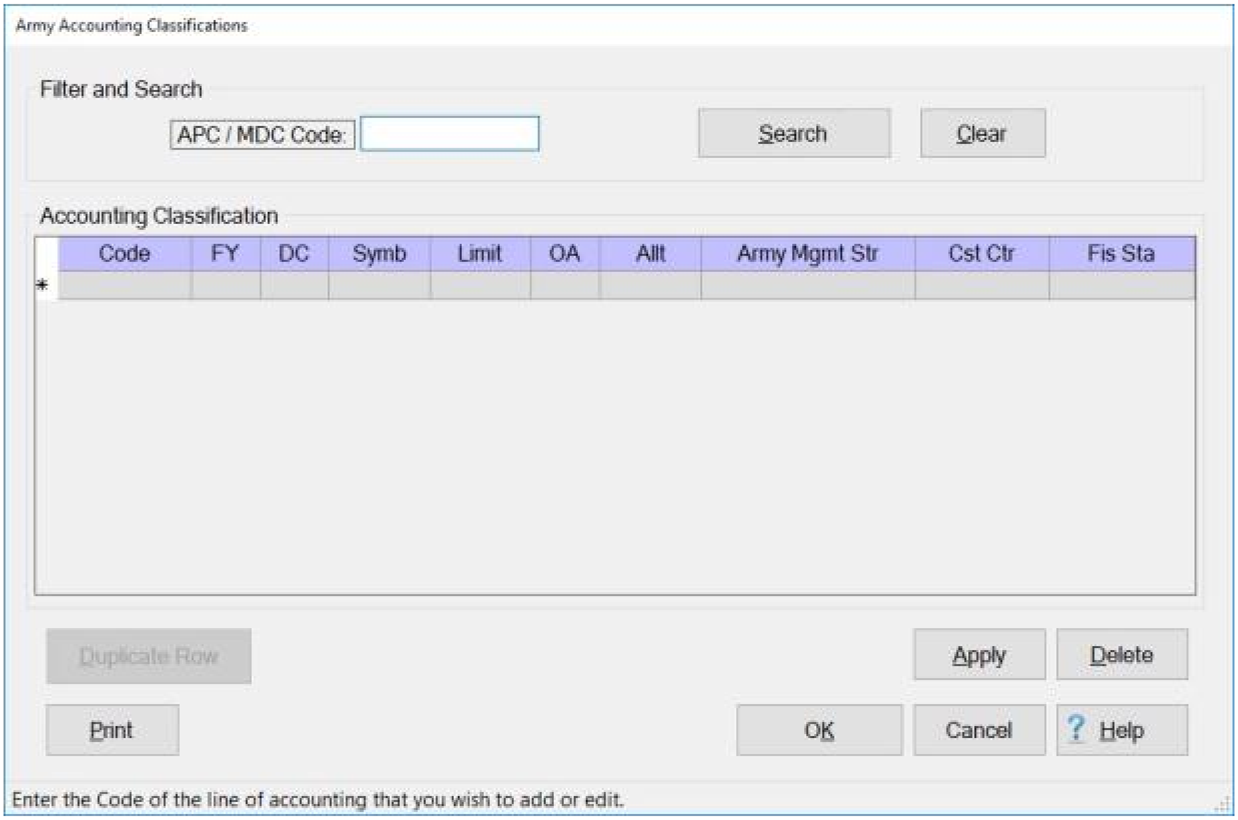


When the lines of accounting are displayed, **click** on the **Print** button. The **IATS report reader** screen will appear **displaying** the lines of accounting as shown below.



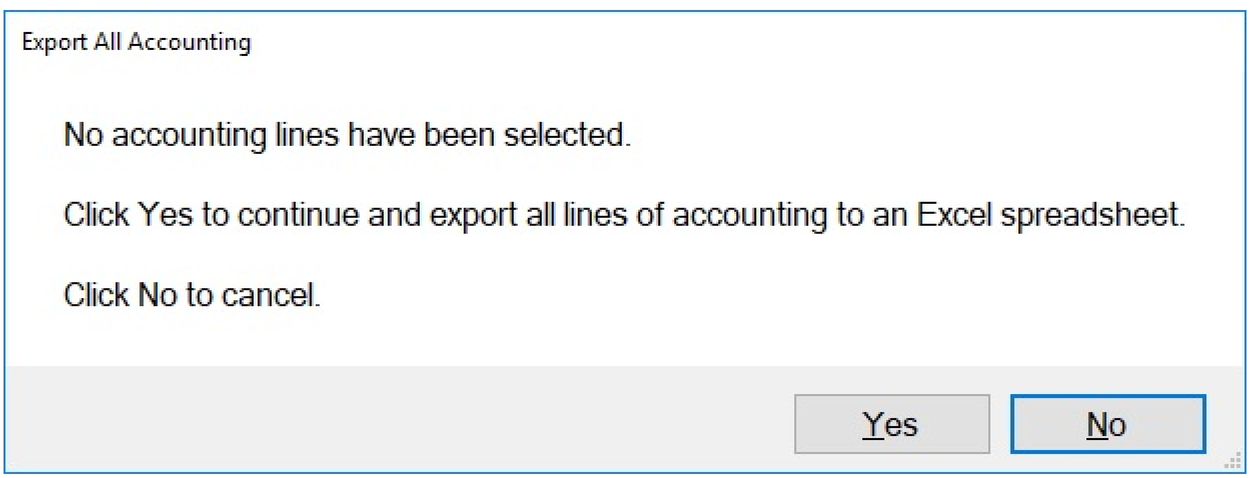
Click on the **Print icon** if you wish to generate a **print-out** of the accounting lines.

Generate an Excel file for all of the accounting lines in the database:



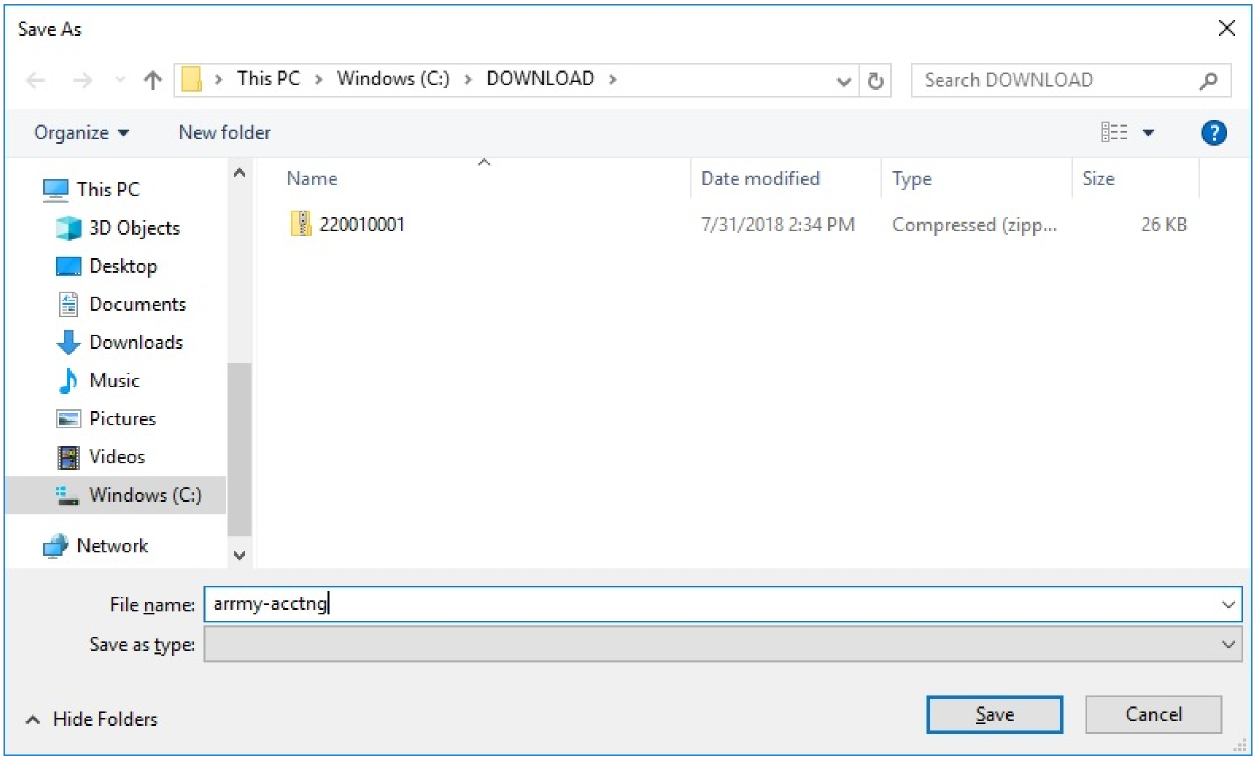
At the **APC / MDC Code** field, do not **enter** a **code**. Leave this field **blank**.

Click on the **Print** button. The following *pop-up* **message** will appear.



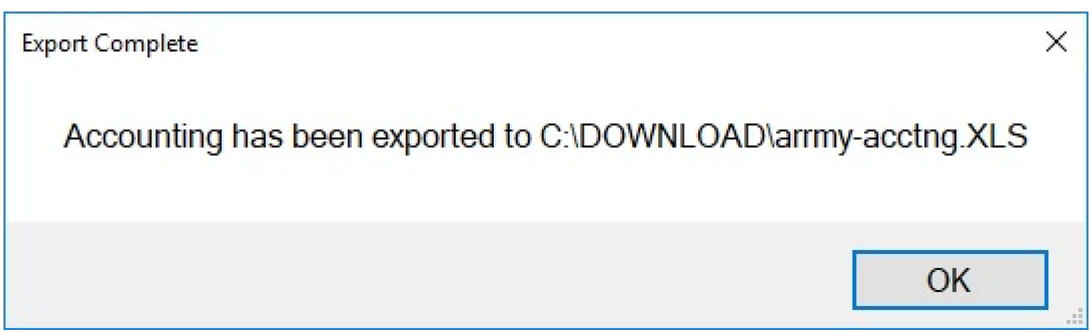
Click on *Yes* or *No* as desired.

If you click on **Yes**, the following **Save As** screen will appear.



At the **Save As** screen, you must **name** the file and **specify** the **directory/folder** you wish the file to be saved to.

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.

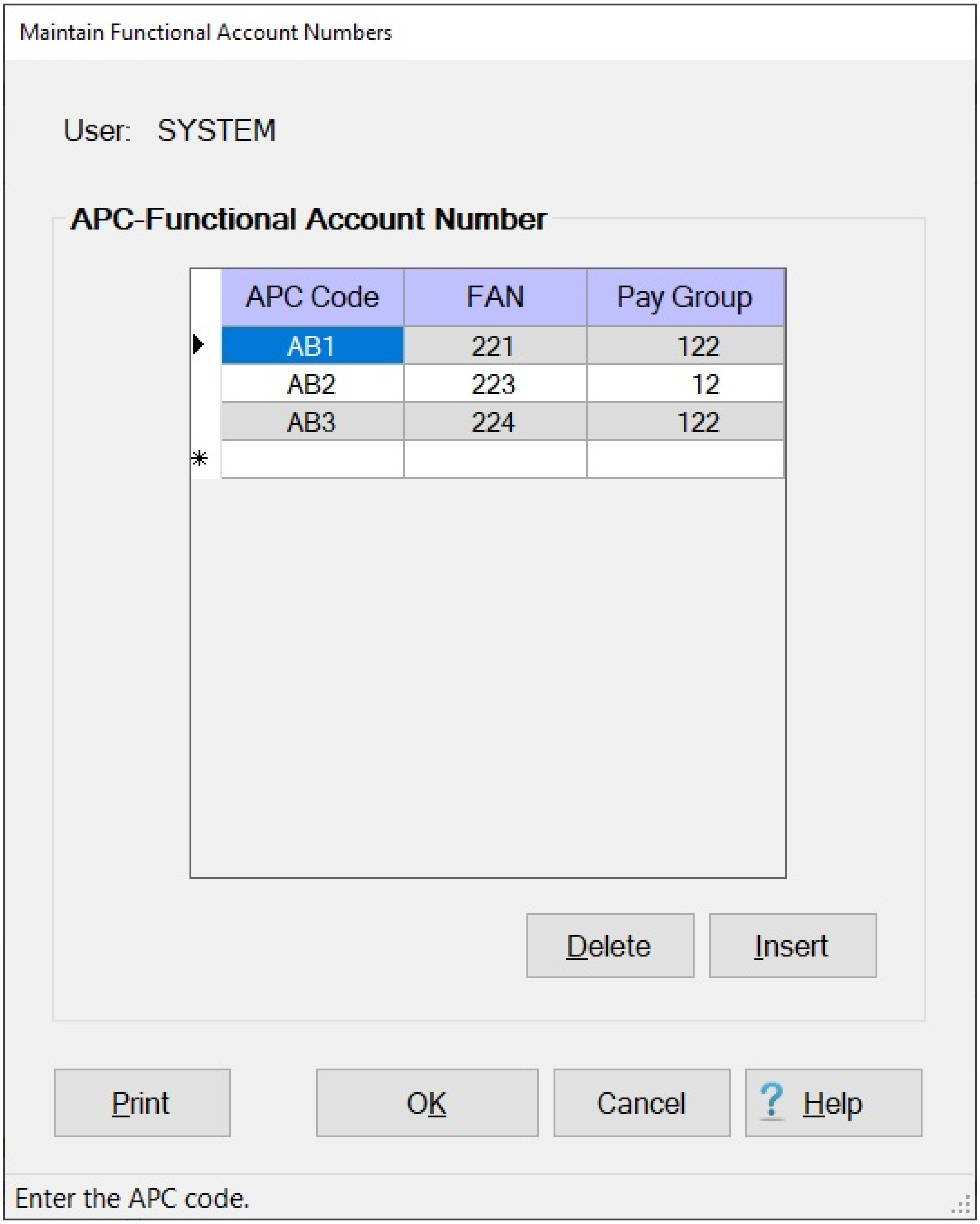


Click on **OK** to continue.

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.



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:

Click on the **Insert** button, a blank **line** appears at the top of the **grid** under the heading "**APC-Functional Account Number**".

APC Code: - At this field, **type** an **APC Code** associated with an appropriation previously entered at the **Marines Accounting Classification** table and **press** *Tab*.

FAN: - At this field, **type** the **FAN Code** applicable to the particular travel entitlement and **press** *Tab*.

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*.

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:

Click on the **APC code** for the **FAN** you wish to delete. IATS highlights the APC **code**.

When the desired **APC** code is highlighted, **click** the **Delete** button. IATS **deletes** the selected **FAN** from the table.

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.

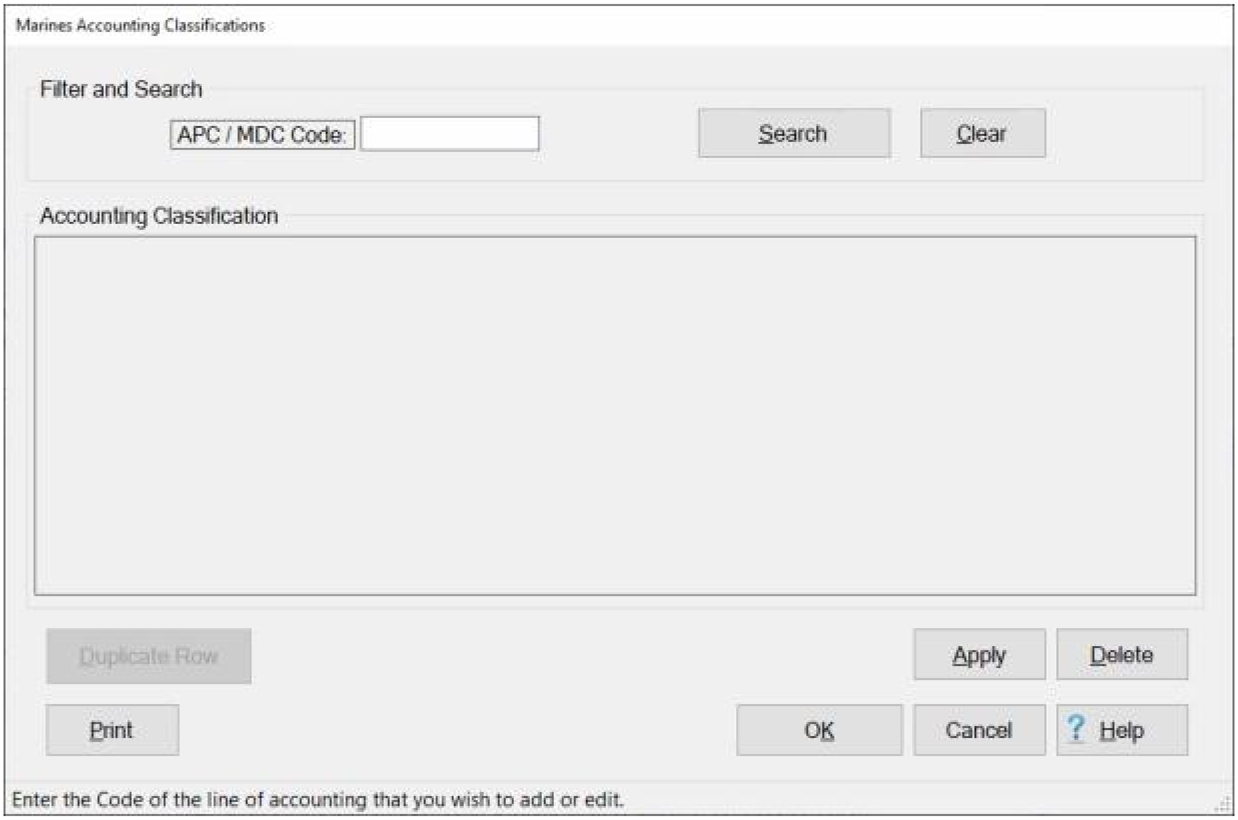
Maintaining Marine Corps Accounting Classifications

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.

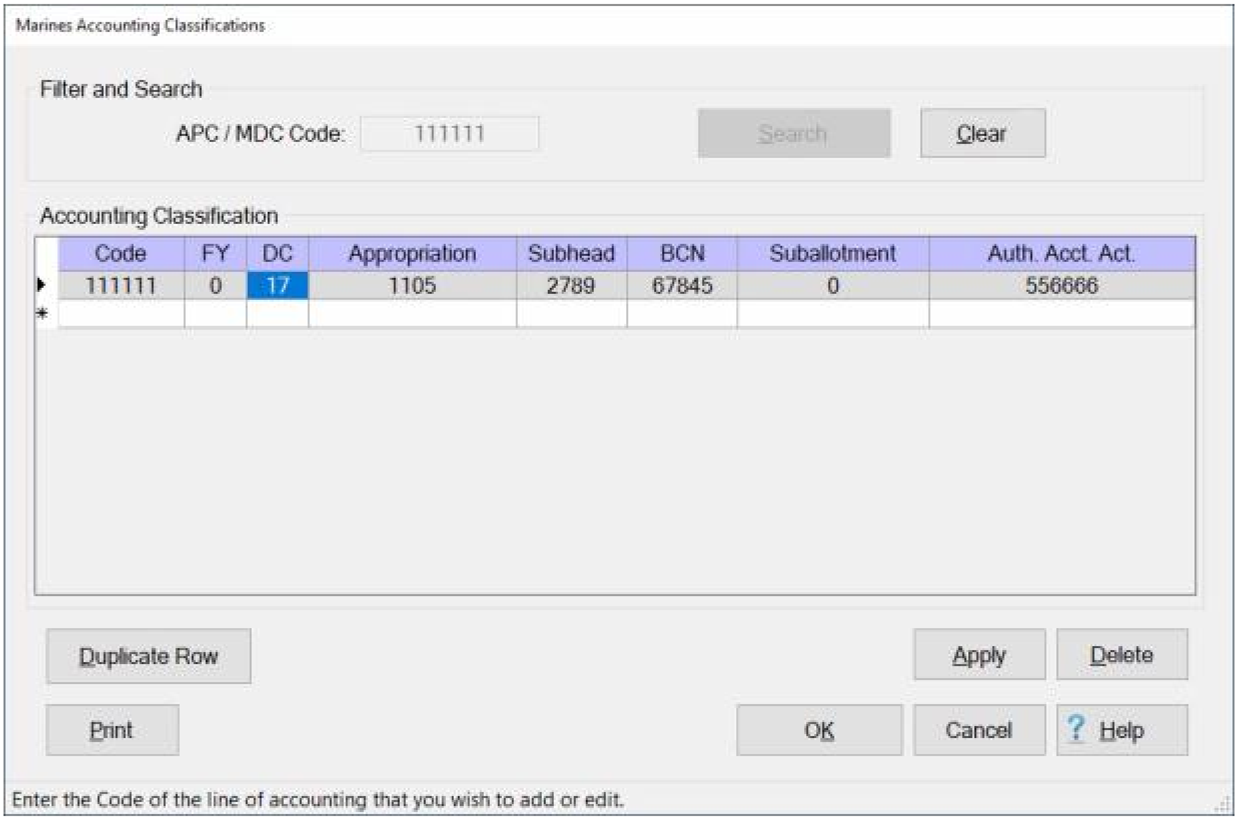


Complete the following steps to "view" an existing accounting classification:

APC / MDC Code: - Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to display.

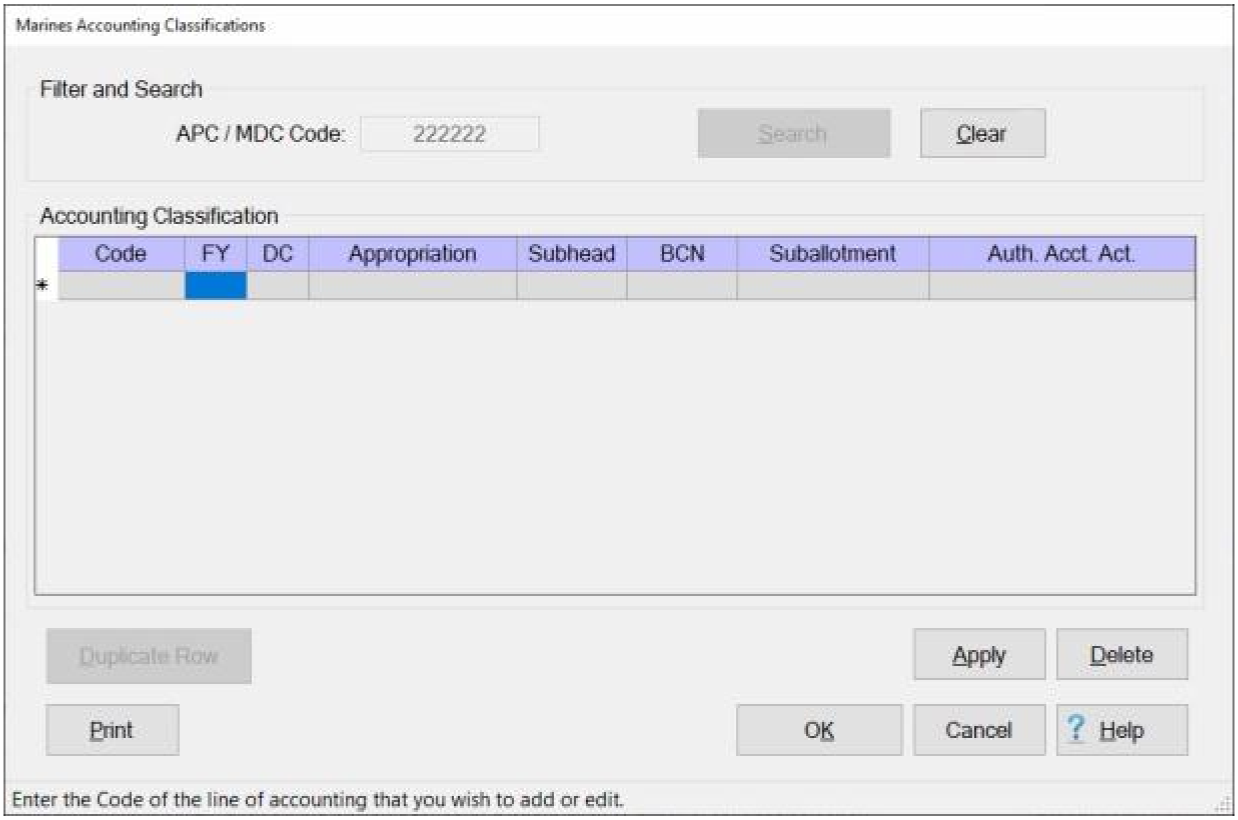
Click on the **Search** button.

If the accounting classification for the code entered **exists** in the database, the Marines Accounting Classifications screen will re-appear **displaying** the accounting line.



If this is <u>not</u> the accounting line you wished to display, **click** on the **Clear** button, enter a <u>new</u> **code** at the **APC / MDC Code** field, and then **click** on the **Search** button.

If the accounting classification for the code entered <u>does not</u> **exist** in the database, the Marines Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.



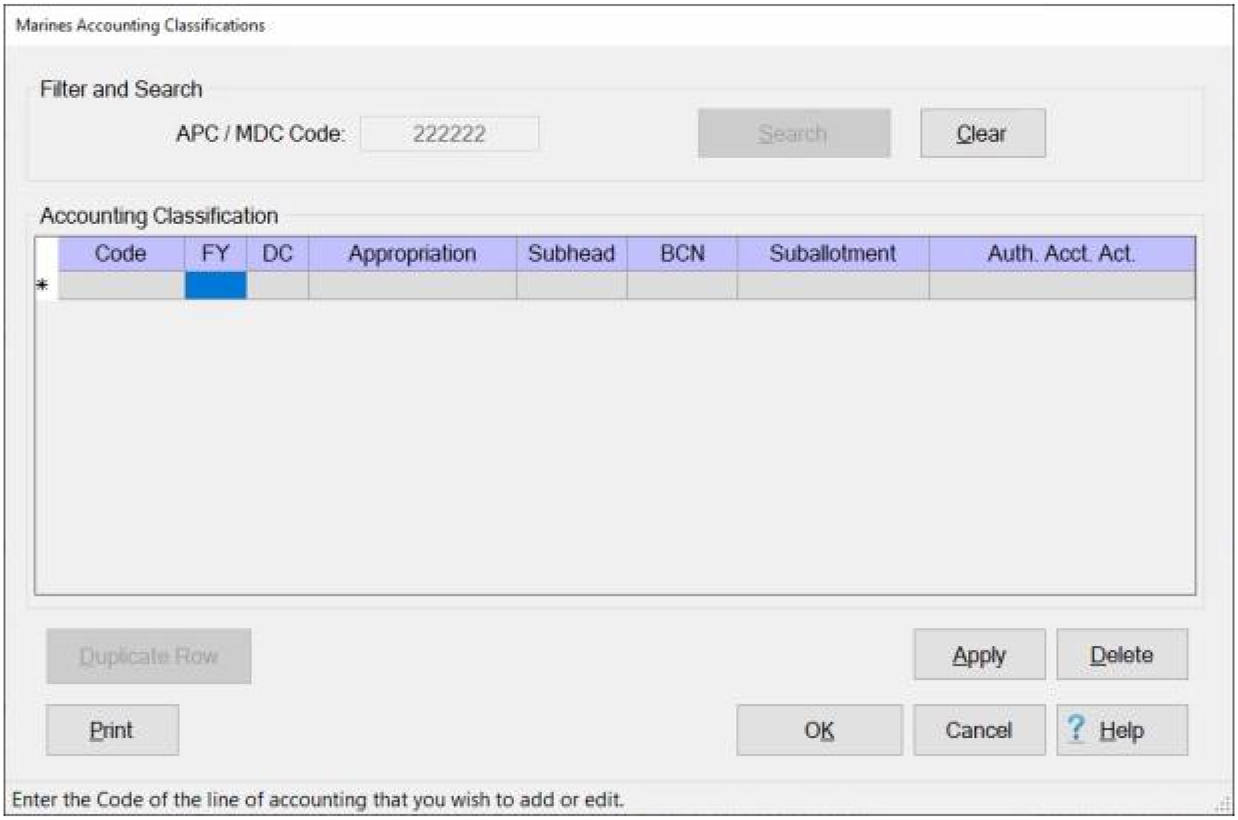
Click on the **OK** button if you are **finished** using the Marines Accounting Classifications screen.

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.

APC / MDC Code: Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to add.

Click on the **Search** button. The Marines Accounting Classifications screen will re-appear **displaying** a **blank** accounting line.



Fy: - Type the <u>one digit</u> or <u>character</u> **Fiscal Year** abbreviation and press *Tab*.

DC: - At this field, **type** the **Department Code** that identifies the **agency** funding the appropriation and **press** *Tab*.

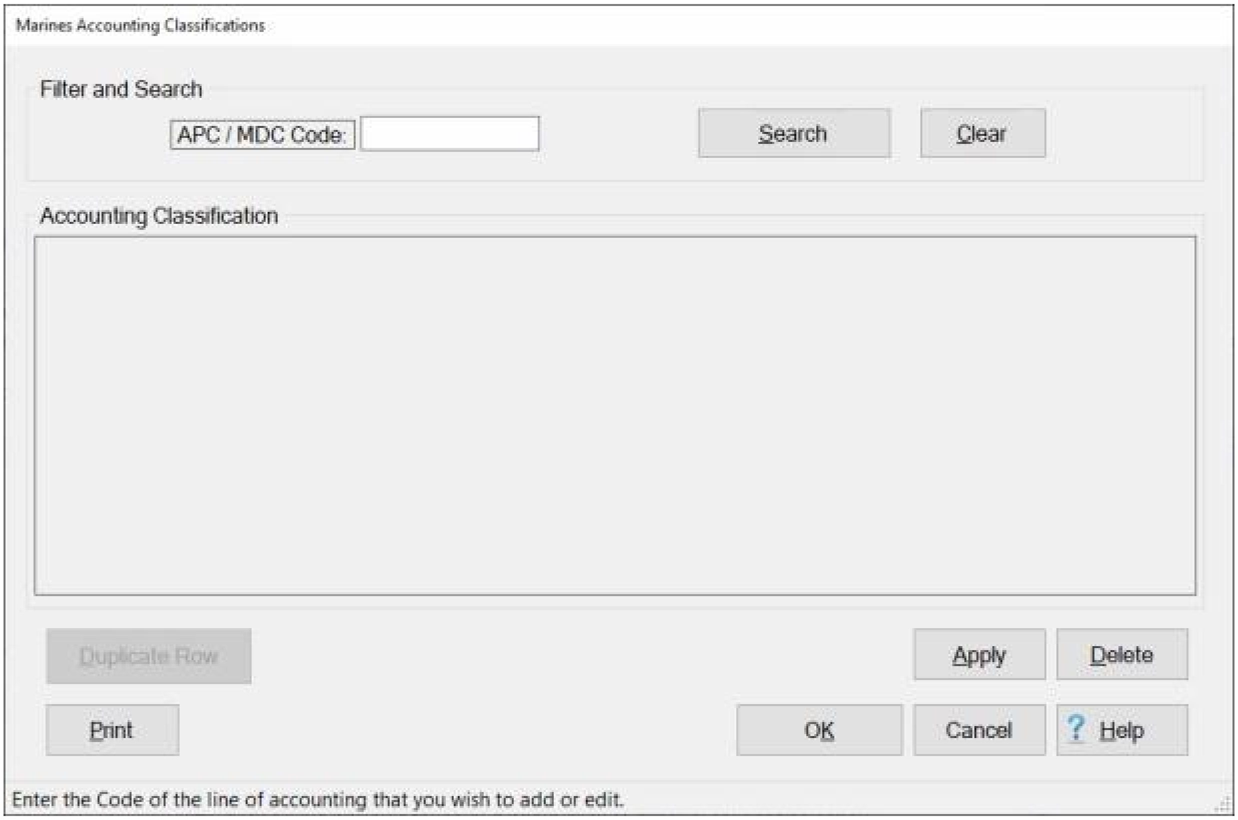
Appropriation: - At this field, **type** the **Basic Appropriation Code** associated with the appropriation and **press** *Tab*.
Subhead: - At this field, **type** the accounting **Subhead** associated with the appropriation and **press** *Tab*.
BCN: - At this field, **type** the **Bureau Control Number** associated with the appropriation and **press** *Tab*.
SubAllotment: - This is an **optional** field and is <u>never</u> **populated** for appropriations (**1105** and **1108**). If applicable, however, **type** the **Sub-allotment Number** associated with the appropriation and **press** *Tab*.
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 <u>may</u> or <u>may not</u> be **necessary** depending on whether an **APC** code or an **MDC** code is entered at the **APC / MDC Code** field. Elements that are <u>not</u> used will be **grayed out**.

When all of the required accounting elements are entered, **click** the **Apply** button.

When **finished** entering accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

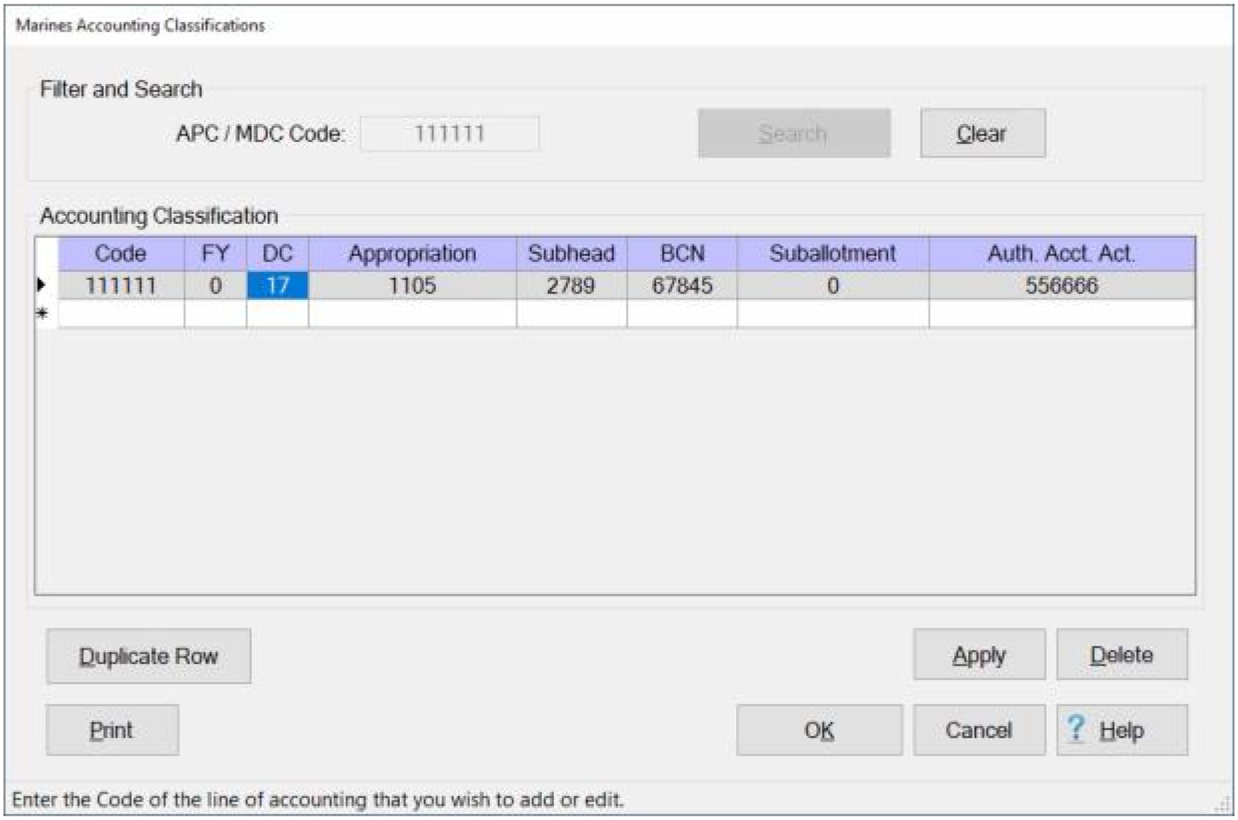
Complete the following steps to "edit" an existing accounting classification:



APC / MDC Code: Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to edit.

Click on the **Search** button.

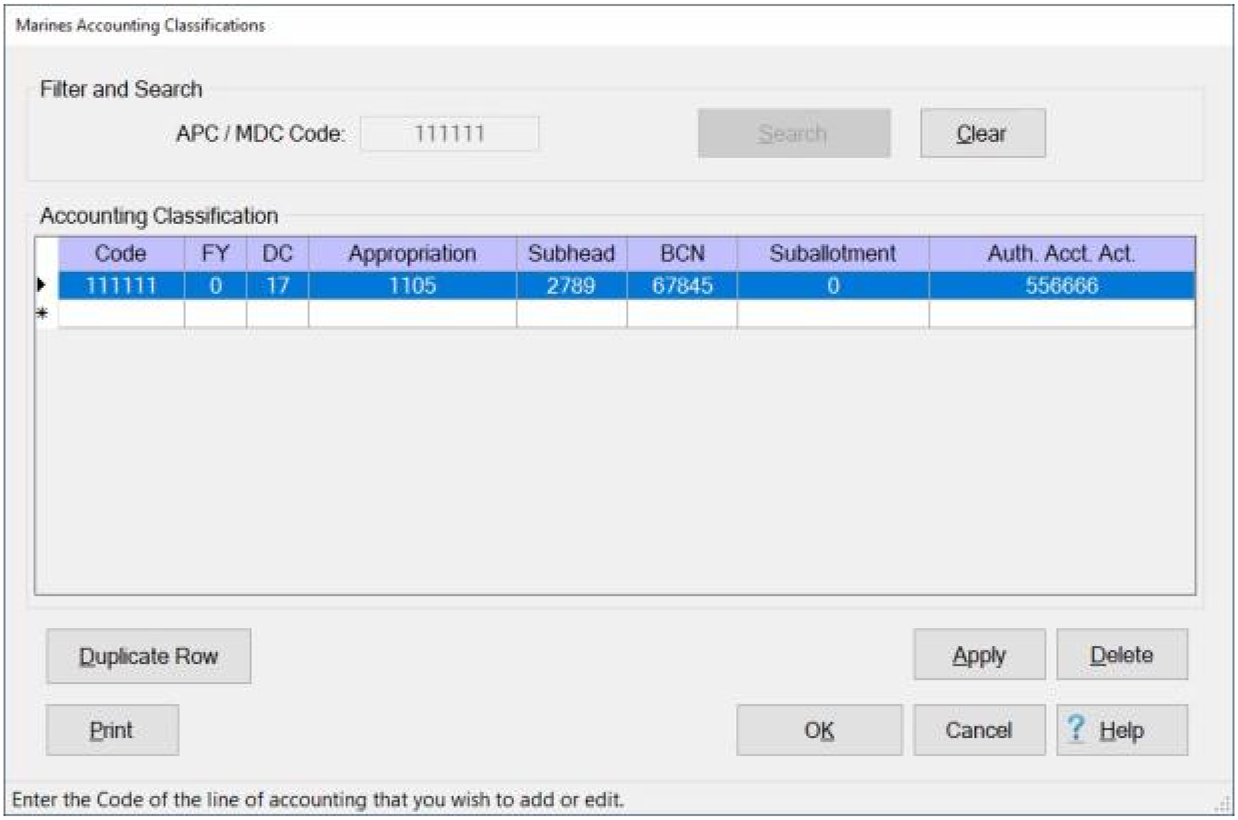
If the accounting classification for the code entered **exists** in the database, the Marines Accounting Classifications screen will re-appear **displaying** the accounting line.



Click in any field you wish to edit and **enter** your desired **changes**.
When you are **satisfied** with your changes, **click** on the **Apply** button.
When **finished** editing accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

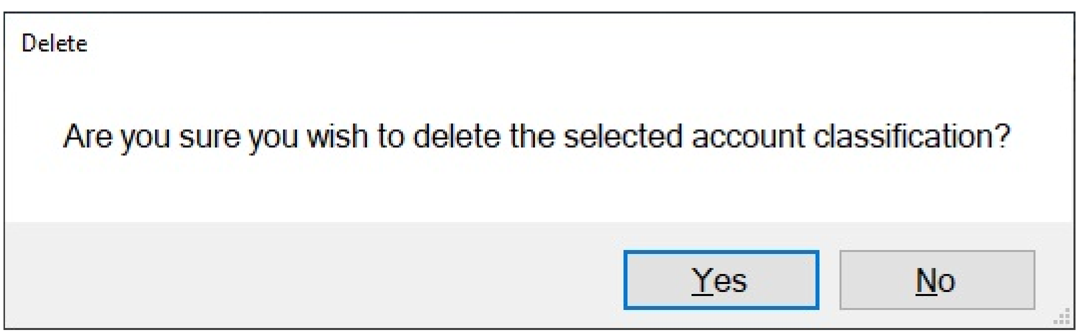
Complete the following steps to "delete" an appropriation loaded into this table:

APC / MDC Code: Click in this field and **type** the **APC** or **MDC** code for the appropriation you wish to delete.
Click on the **Search** button.
If the accounting classification for the code entered **exists** in the database, the Marines Accounting Classifications screen will re-appear **displaying** the accounting line.



Click in the **column** to the left of the **Code** field. IATS will **highlight** the accounting line in **blue**.

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.



If you are **sure** you wish to delete the accounting line, **click** on the *Yes* button.

Click the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

Print: **Refer** to the **Help** topic, "Printing Accounting Classifications", for additional **instructions**.

Duplicate an Accounting Classification

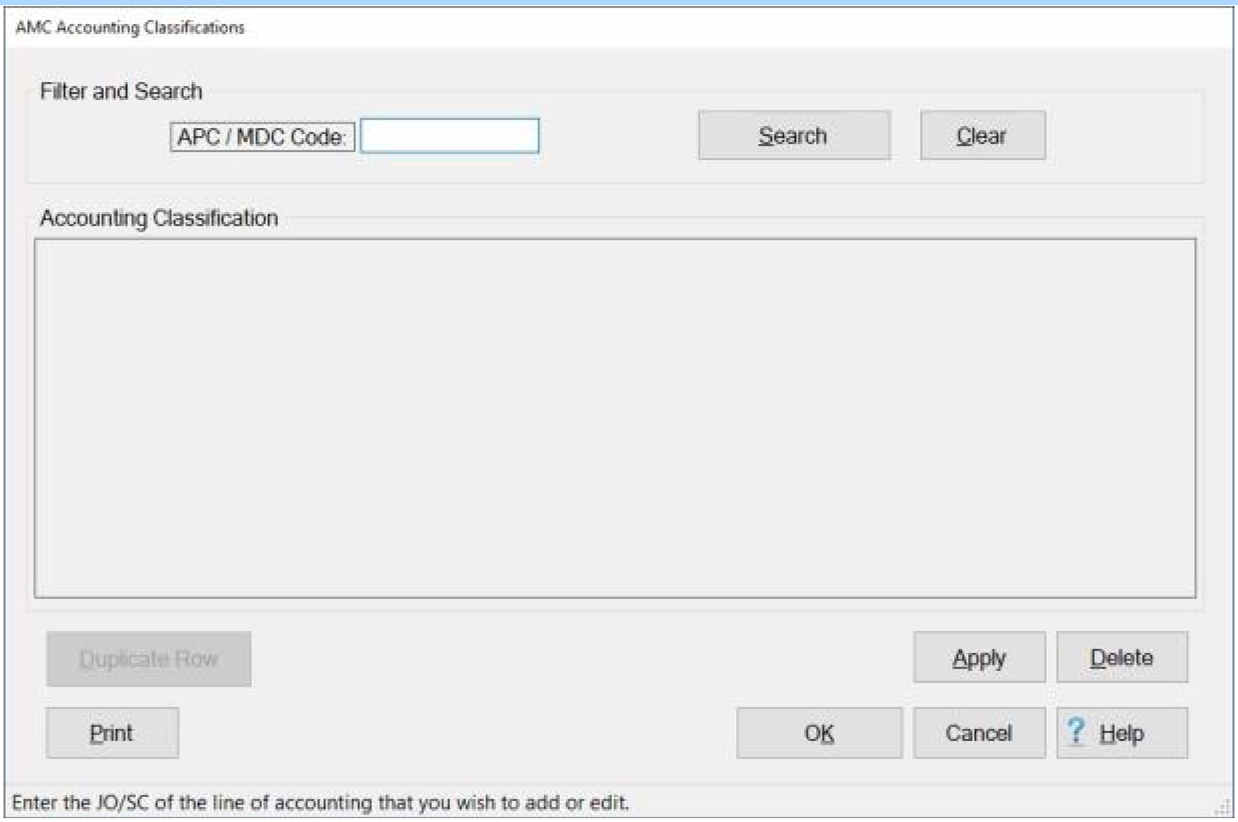
Note: For this example, **AMC** was used for the demonstration. The **same** screen and **procedures** apply, however for **Army**, **DLA**, and **Marine Corps** users.

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.

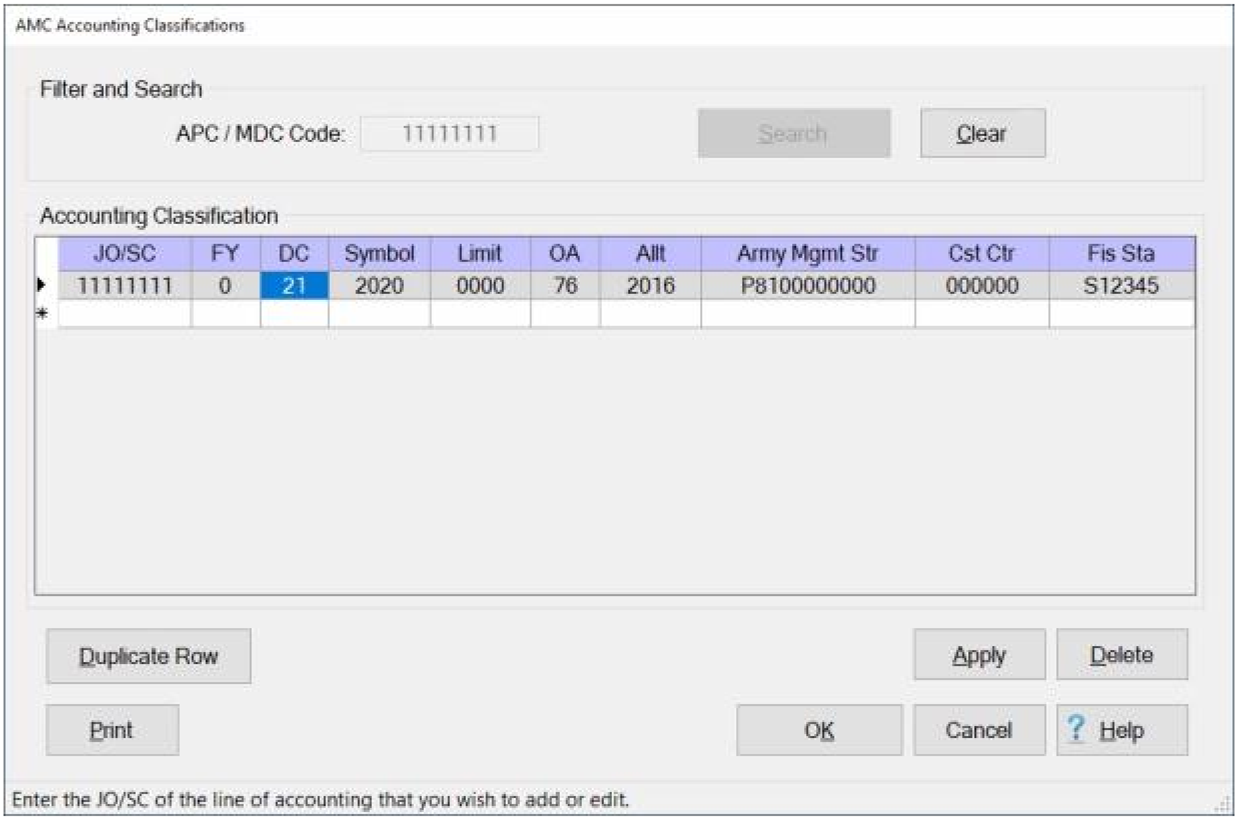


Complete the following steps to "recall and modify" an existing accounting classification:

APC / MDC Code: Click in this field and **type** the **APC, MDC**, or **JO/SC** code for the appropriation you wish to display.

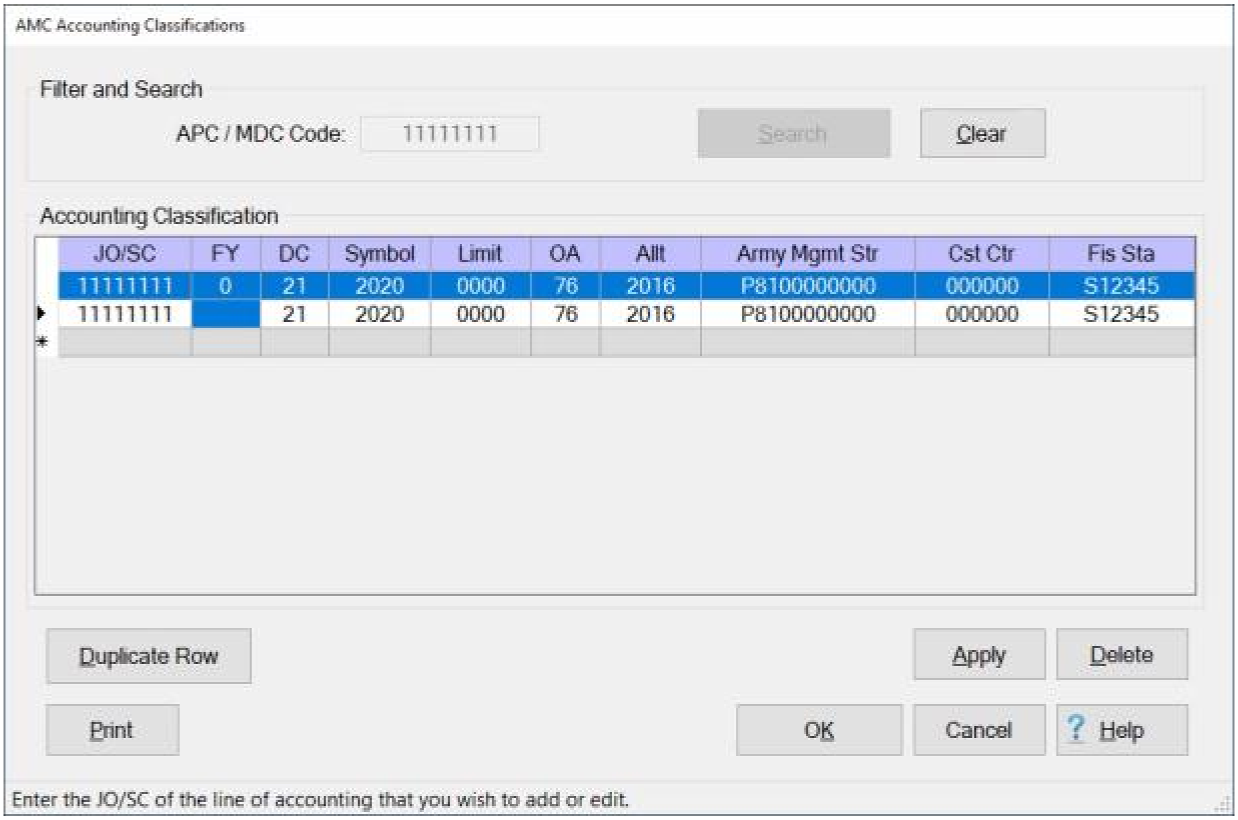
Click on the **Search** button.

If the accounting classification for the code entered **exists** in the database, the Accounting Classifications screen will re-appear **displaying** the accounting line.



If the displayed accounting line is the one you wish to duplicate, **click** on the **Duplicate Row** button.

A **duplicate** accounting line is created as shown below.



Notice that the **FY** field is **blank** for the duplicated accounting line.

Enter the desired **FY code** and make any needed changes to any of the other fields.

When you are **satisfied** with your entries, **click** on the **Apply** button.

If you are **finished** using the Accounting Classifications screen, **click** on the **OK** button to **save** your entries.

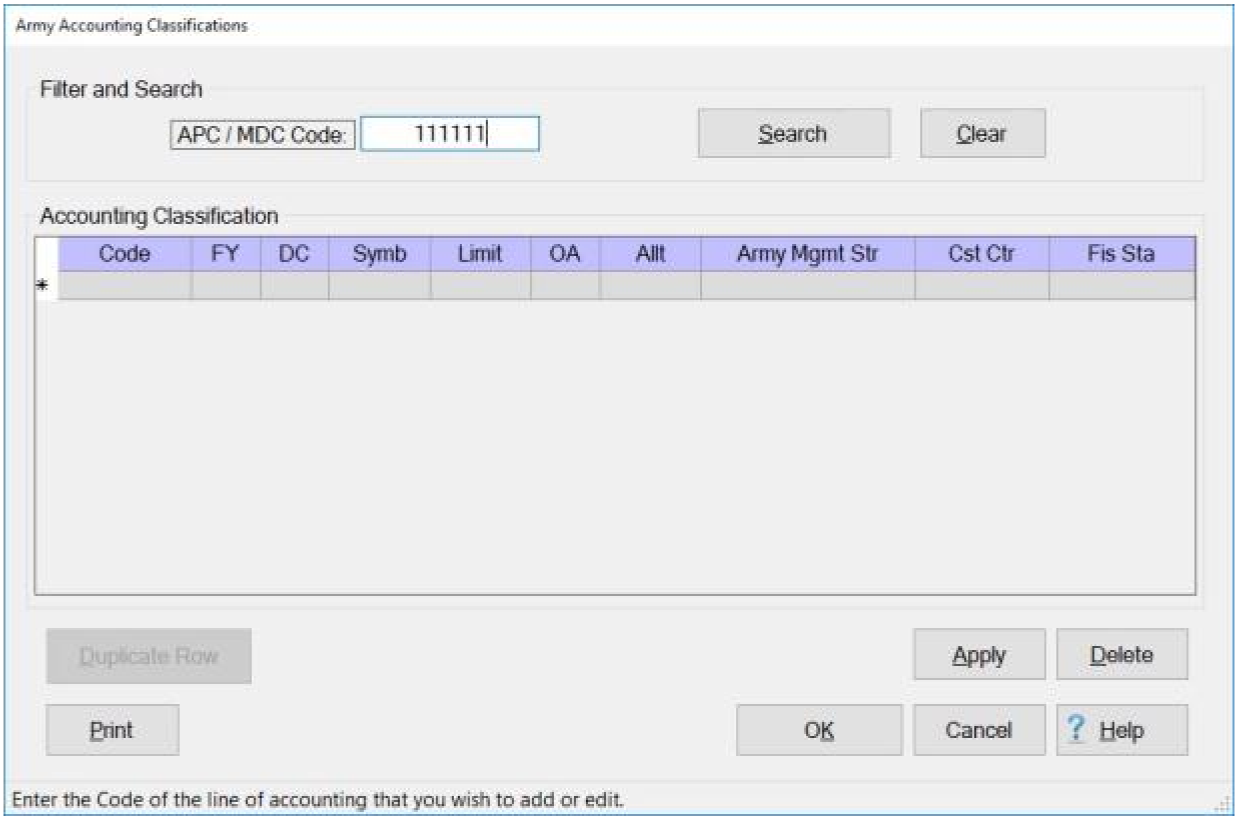
Printing Accounting Classifications

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**.

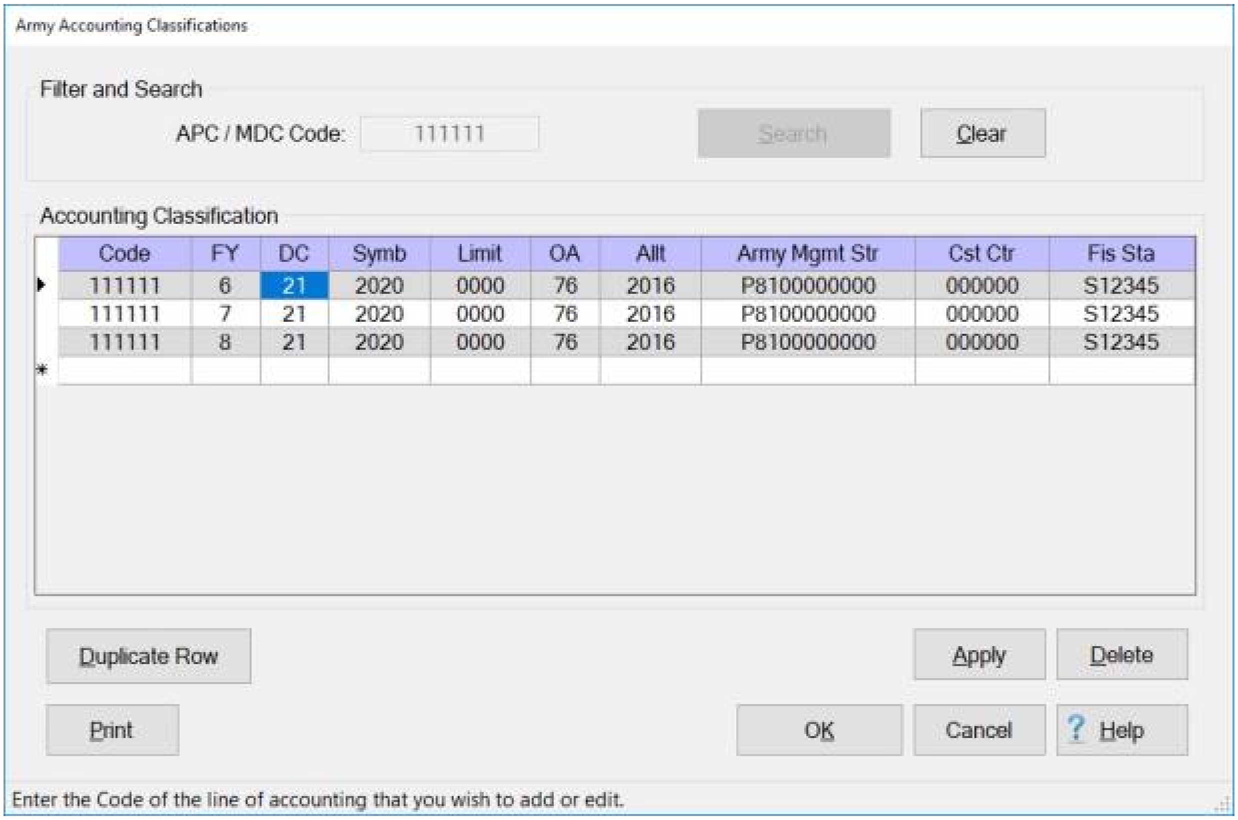
Complete the following steps to "print" lines of accounting:

Print accounting lines for a specific APC / MDC code:

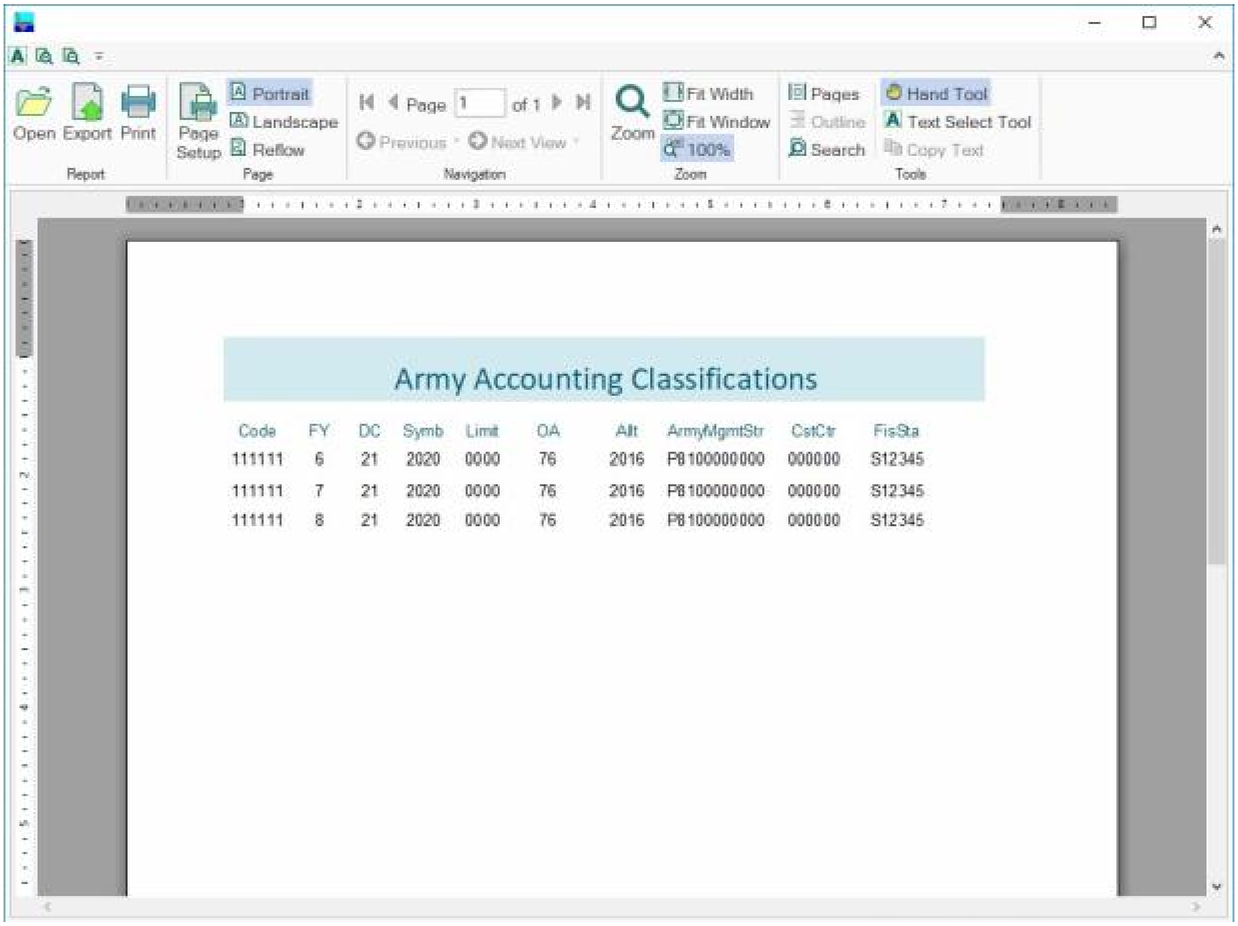


At the **APC / MDC Code** field, **enter** the desired **code**.

Click on the **Search** button. <u>All</u> **accounting lines** stored in the database (<u>for the code entered</u>) will be **displayed** as shown **below**.

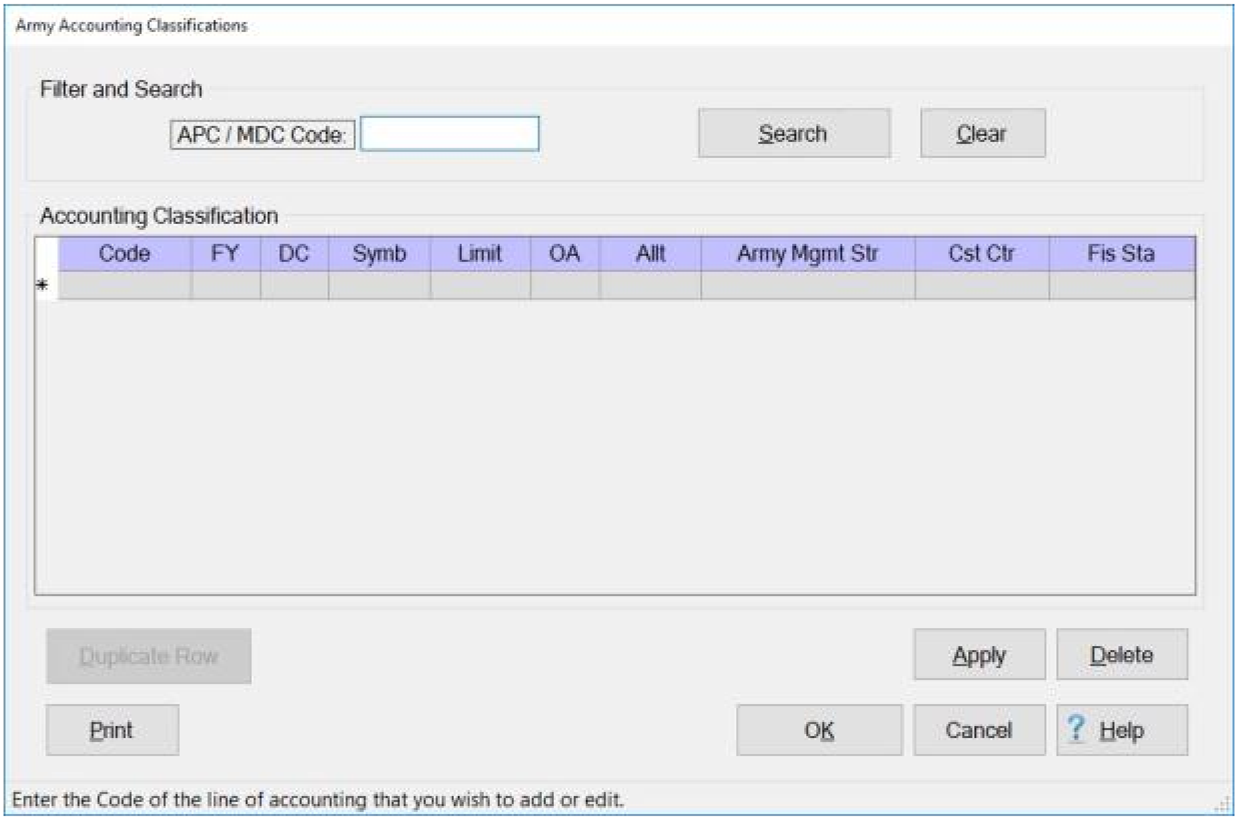


When the lines of accounting are displayed, **click** on the **Print** button. The **IATS report reader** screen will appear **displaying** the lines of accounting as shown below.



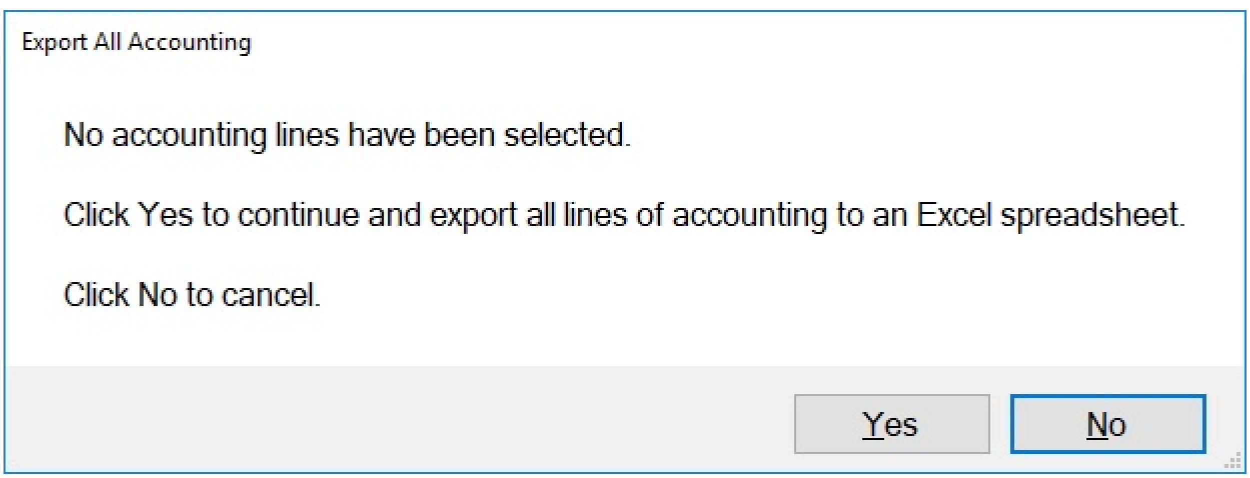
Click on the **Print icon** if you wish to generate a **print-out** of the accounting lines.

Generate an Excel file for all of the accounting lines in the database:



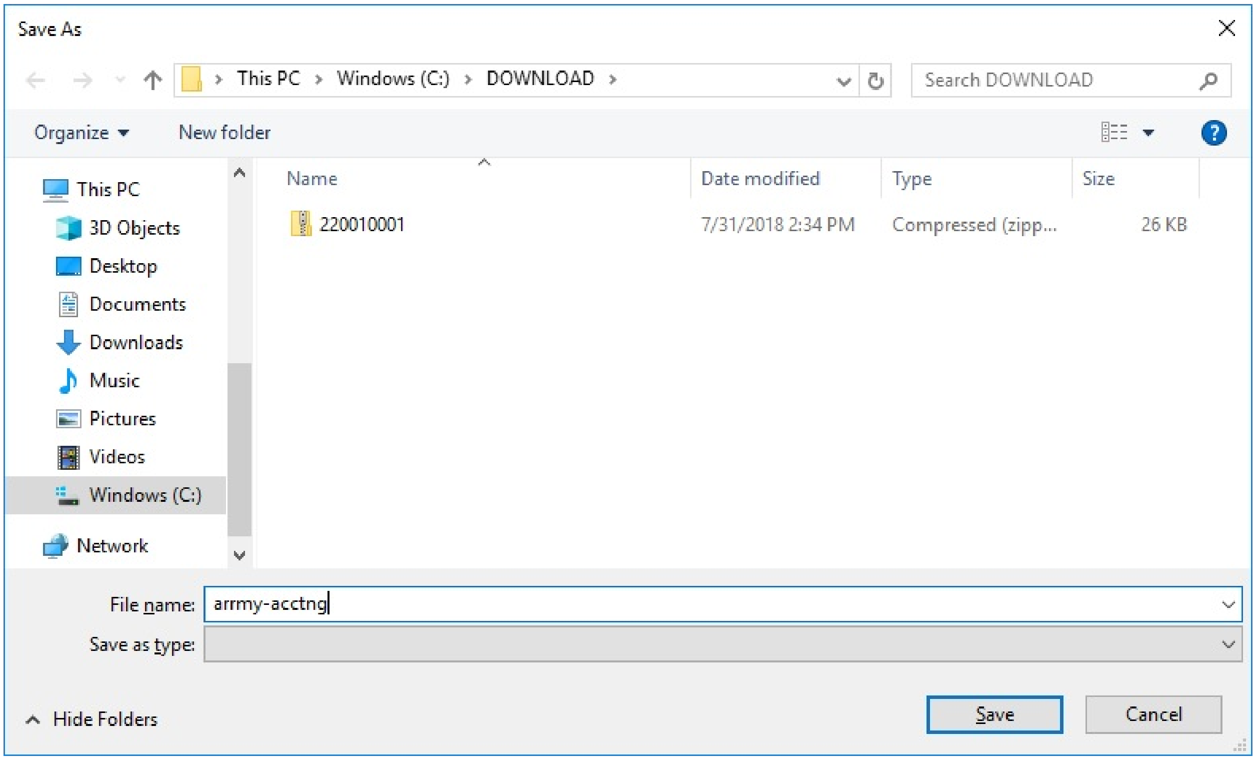
At the **APC / MDC Code** field, do not **enter** a **code**. Leave this field **blank**.

Click on the **Print** button. The following *pop-up* **message** will appear.



Click on *Yes* or *No* as desired.

If you click on **Yes**, the following **Save As** screen will appear.



At the **Save As** screen, you must **name** the file and **specify** the **directory/folder** you wish the file to be saved to.

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.

Click on **OK** to continue.

Navy Maintenance

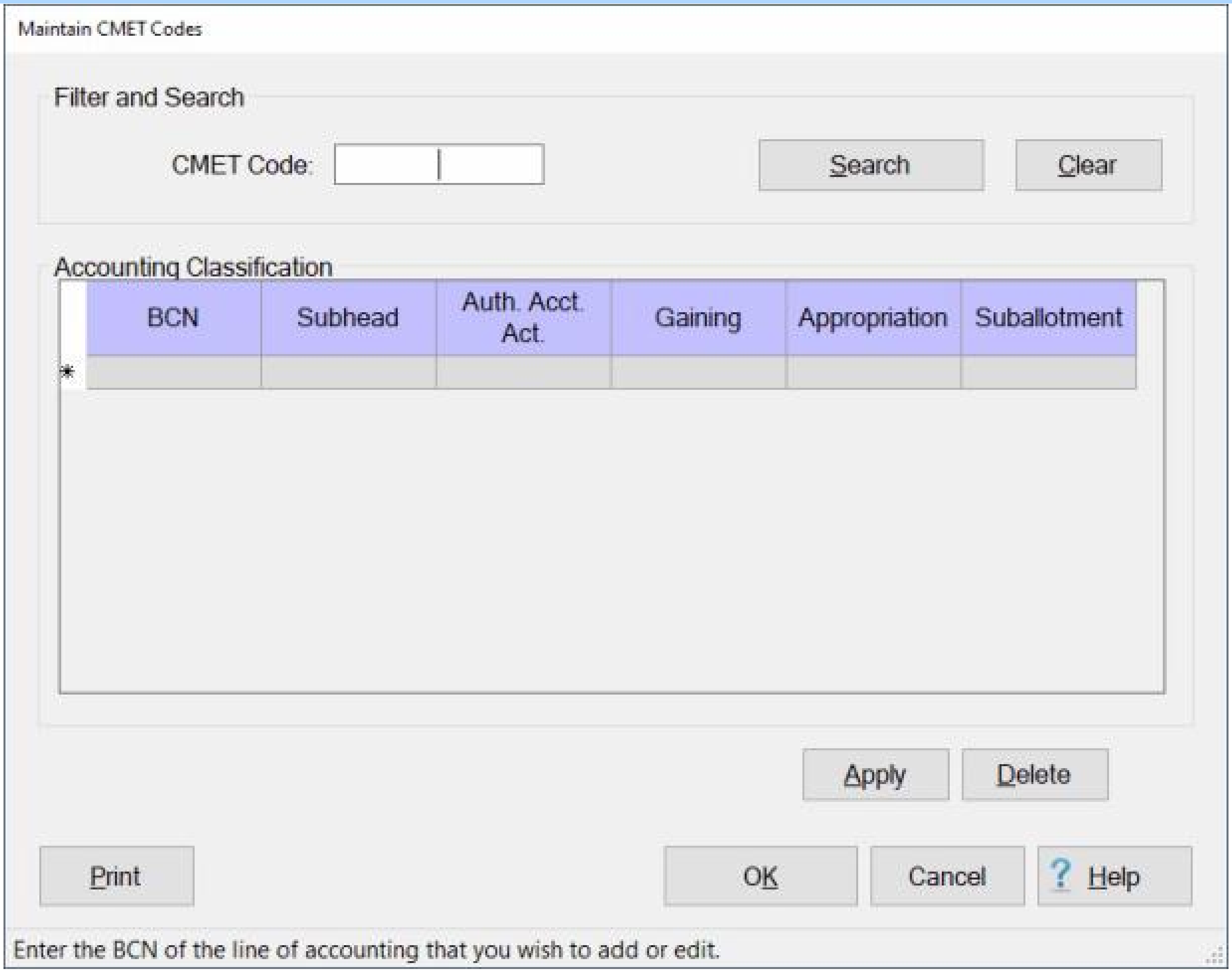
Maintaining the CMET Table

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.

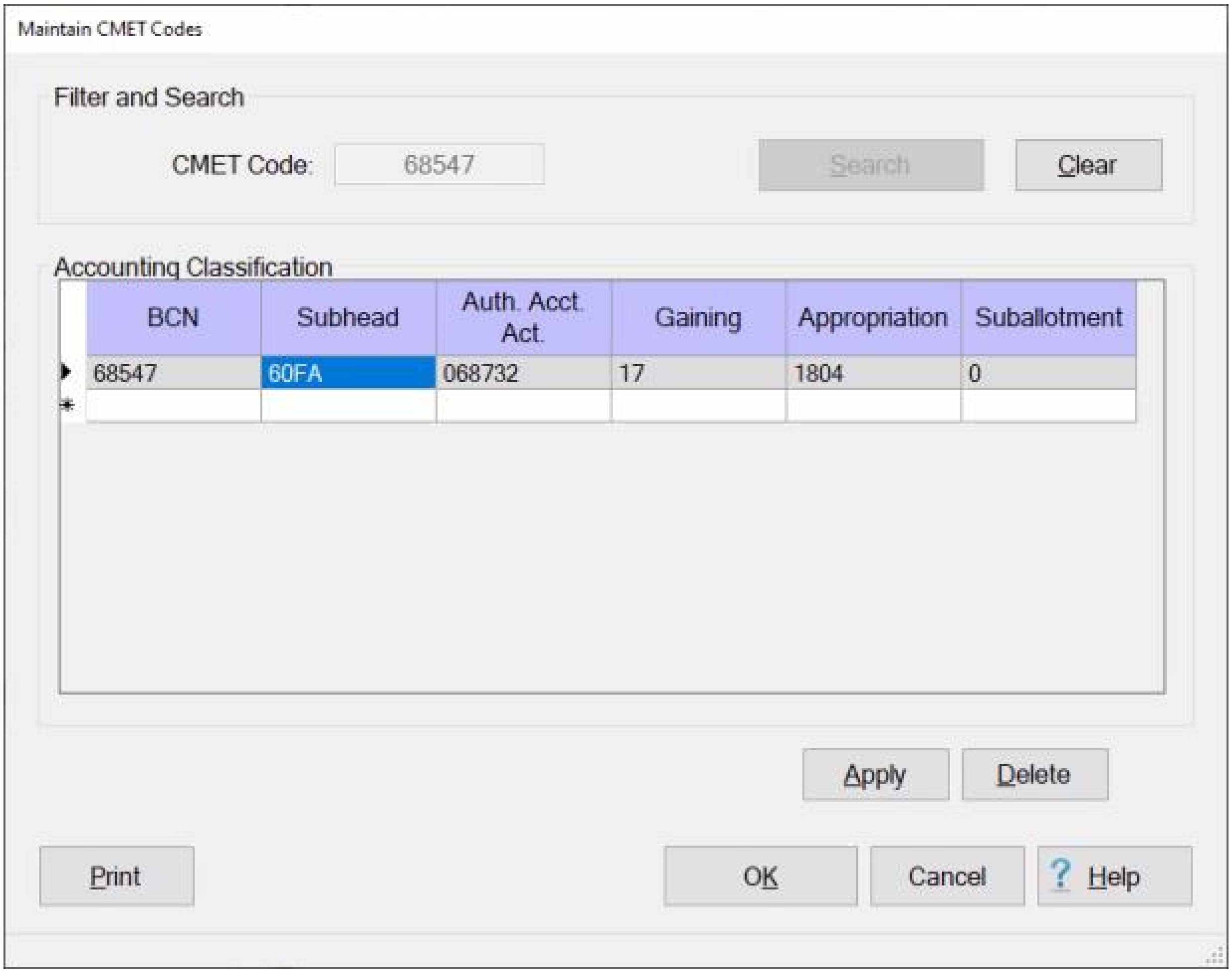
The **Maintain CMET Codes** screen is used to **view**, **edit**, or **delete** existing classifications. You may also use it to manually **add** new classifications.

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.



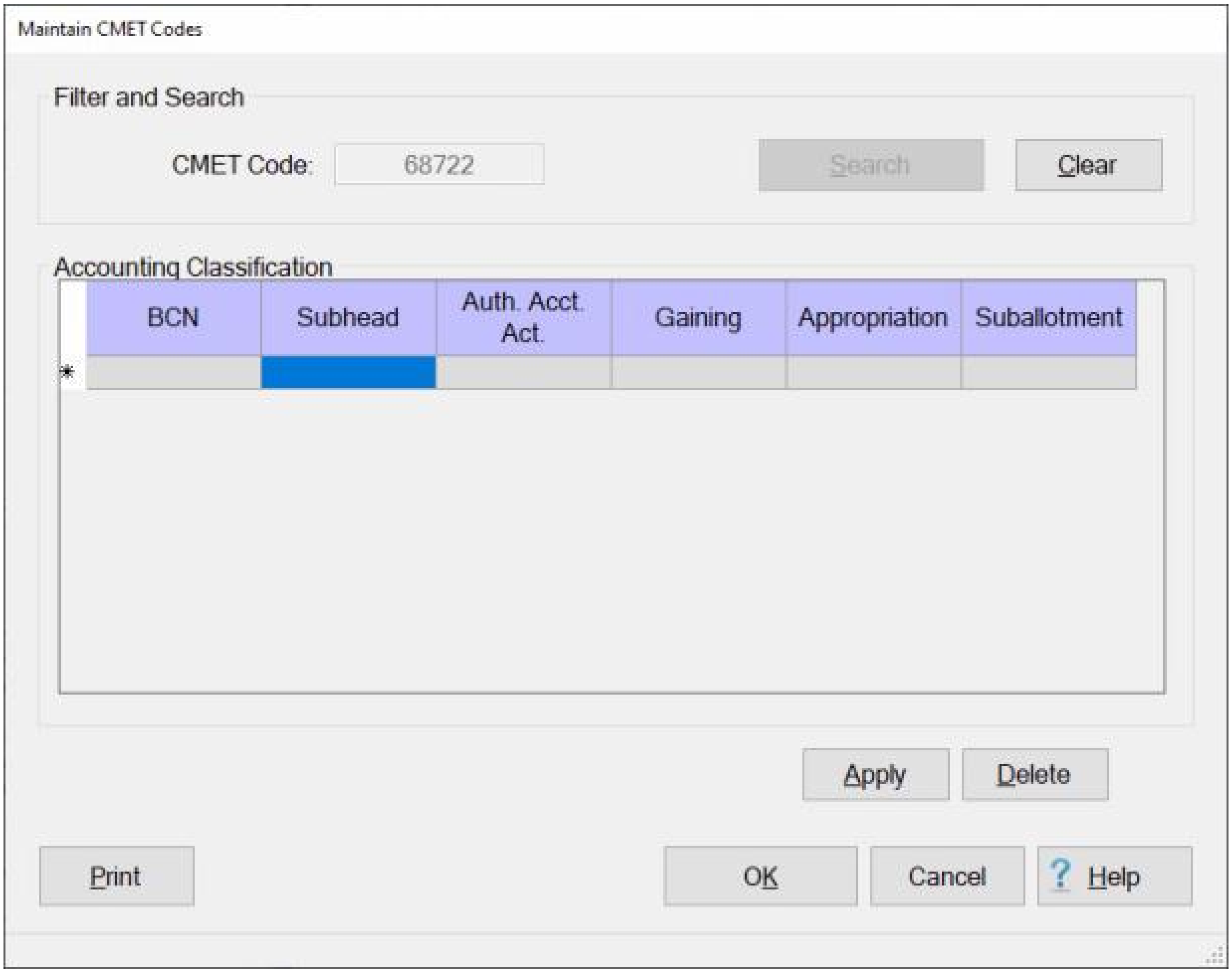
Complete the following steps to "view" an existing accounting classification:

CMET Code: - Click in this field and **type** the **BCN** code for the appropriation you wish to display.
Click on the **Search** button.
If the accounting classification for the code entered **exists** in the database, the Maintain CMET Codes screen will re-appear **displaying** the accounting line.



If this is <u>not</u> the accounting line you wished to display, **click** on the **Clear** button, enter a <u>new</u> **code** at the **CMET Code** field, and then **click** on the **Search** button.

If the accounting classification for the code entered <u>does not</u> **exist** in the database, the Maintain CMET Codes screen will re-appear **displaying** a **blank** accounting line.

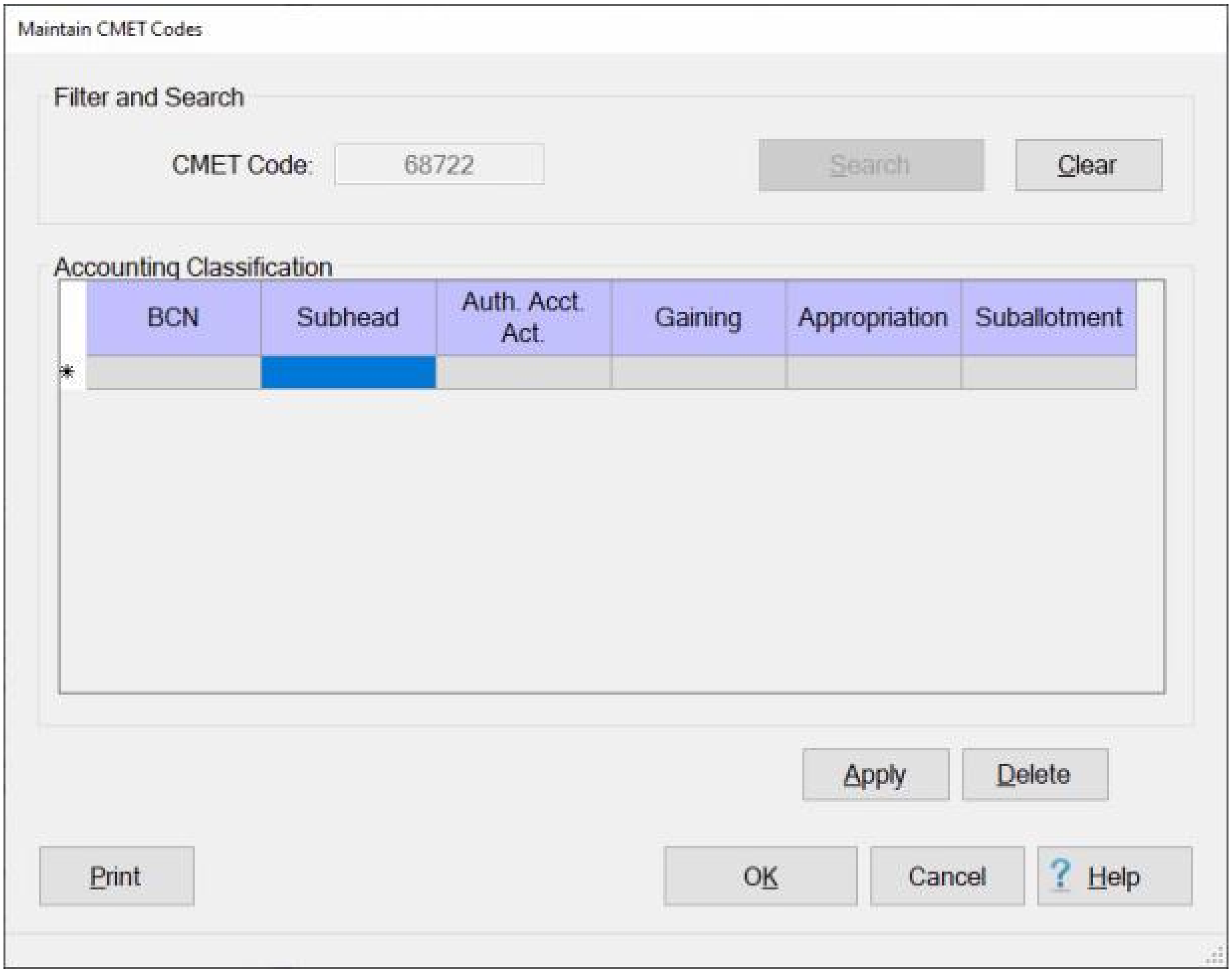


Click on the **OK** button if you are **finished** using the Maintain CMET Codes screen.

Complete the following steps to "add" a new accounting classification:

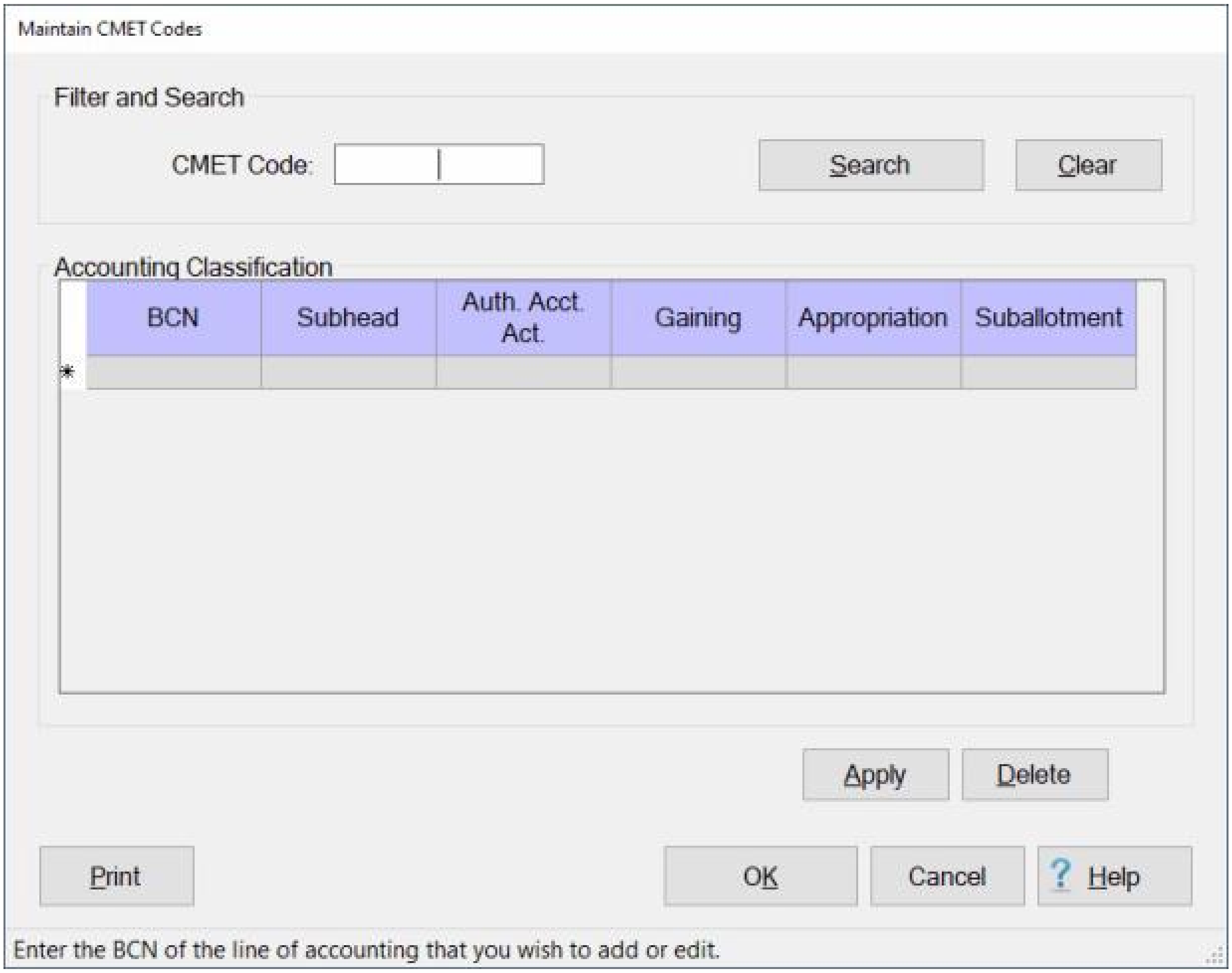
CMET Code: Click in this field and **type** the **BCN** code for the appropriation you wish to add.

Click on the **Search** button. The Maintain CMET Codes screen will re-appear **displaying** a **blank** accounting line.

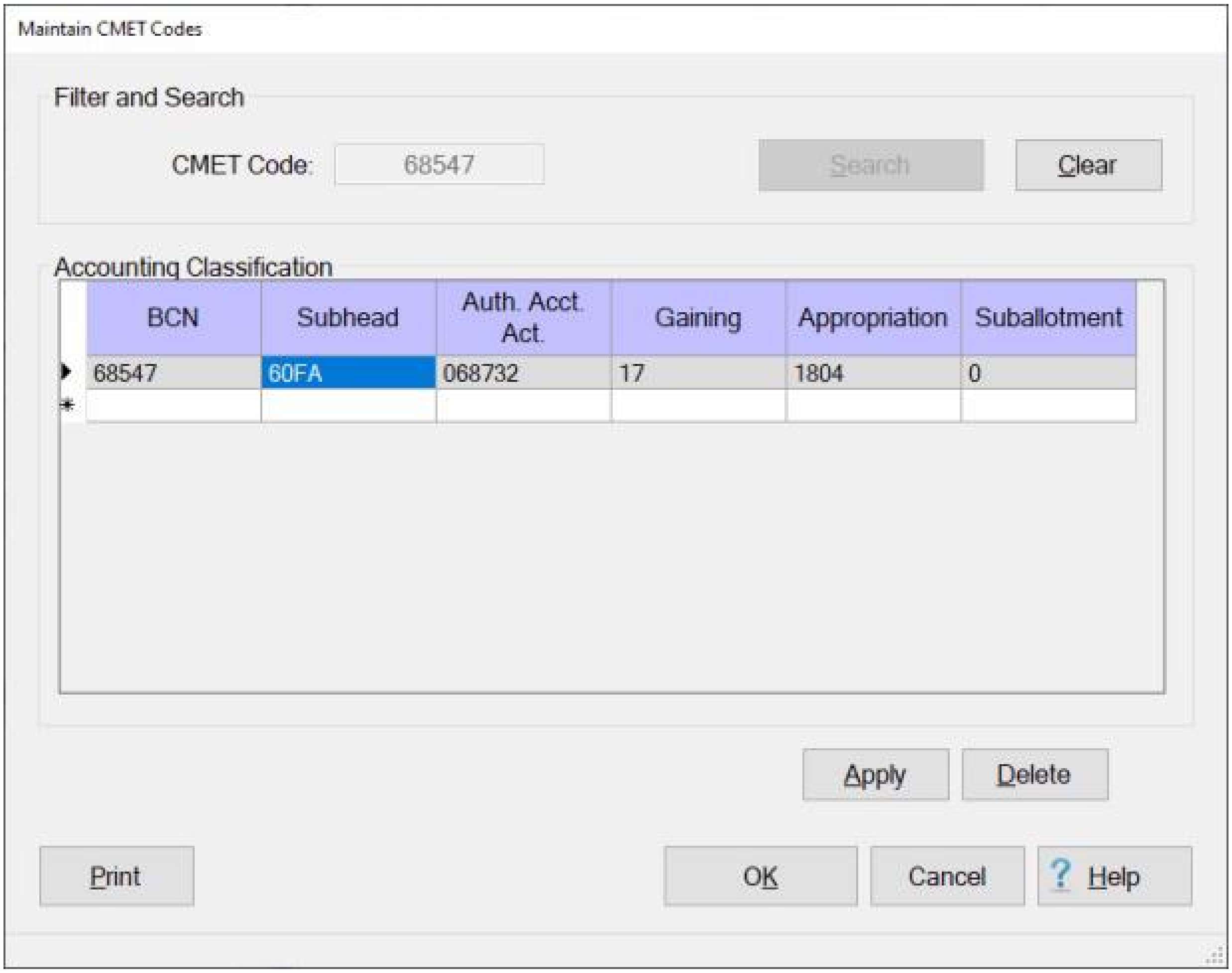


BCN: - At this field, **type** the **Bureau Control Number** associated with the appropriation and **press** *Tab*.
Subhead: - At this field, **type** the accounting **Subhead** associated with the appropriation and **press** *Tab*.
AAA: - At this field, **type** the "Triple A" (**AAA**) **Code** for the **Authorized Accounting Activity** associated with the appropriation and **press** *Tab*.
Gaining: - At this field, **type** the **Code** that identifies the **agency** funding the appropriation and **press** *Tab*.
Appropriation: - At this field, **type** the **Basic Appropriation Code** associated with the appropriation and **press** *Tab*.
SubAllotment: - At this field, **type** the **SubAllotment Number** associated with the appropriation and **press** *Tab*.
When all of the required accounting elements are entered, **click** on the **Apply** button.
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:

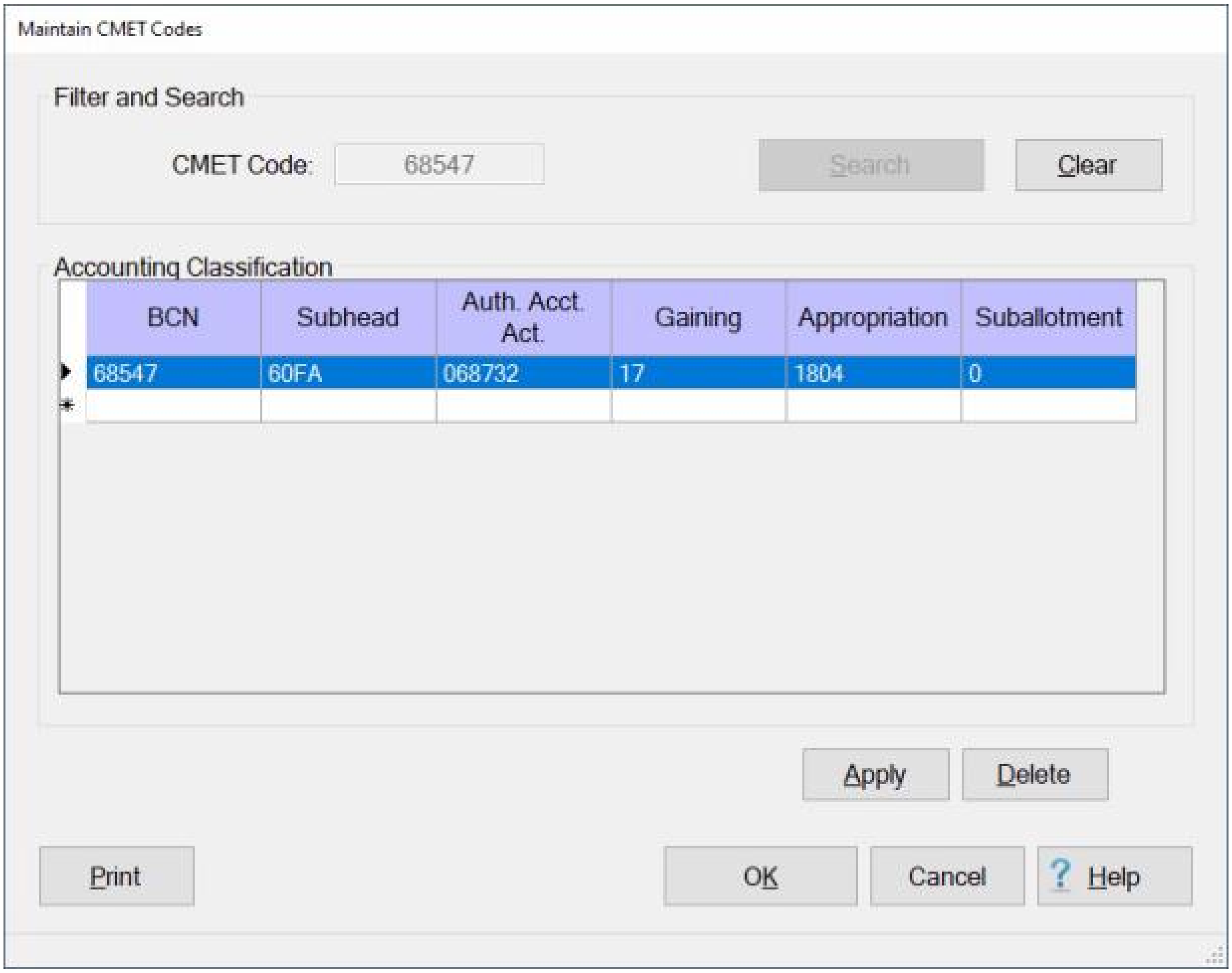


CMET Code: Click in this field and **type** the **BCN** code for the appropriation you wish to edit.
Click on the **Search** button.
If the accounting classification for the code entered **exists** in the database, the Maintain CMET Codes screen will re-appear **displaying** the accounting line.



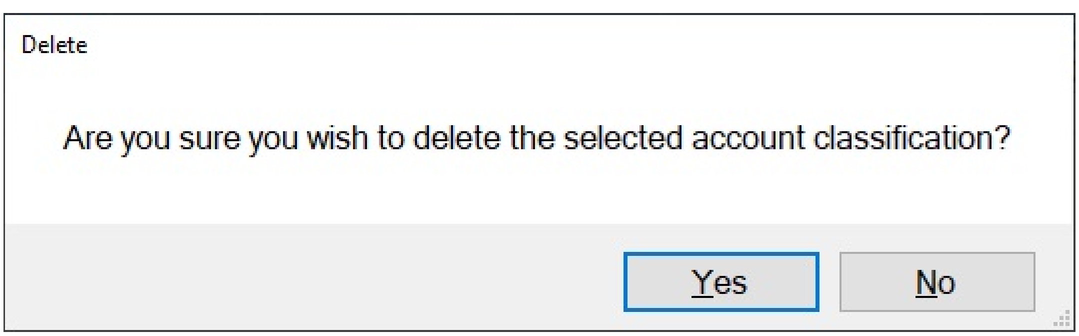
Click in any field you wish to edit and **enter** your desired **changes**.
When you are **satisfied** with your changes, **click** on the **Apply** button.
When **finished** editing accounting appropriations, **click** the **OK** button to **save** the entries **return** to the **Maintenance Main Menu**.

Complete the following steps to "delete" an appropriation loaded into this table:
CMET Code: Click in this field and **type** the **BCN** code for the appropriation you wish to delete.
Click on the **Search** button.
If the accounting classification for the code entered **exists** in the database, the Maintain CMET Codes screen will re-appear **displaying** the accounting line.



Click in the **column** to the <u>left</u> of the **BCN** field. IATS will **highlight** the accounting line in **blue**.

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.



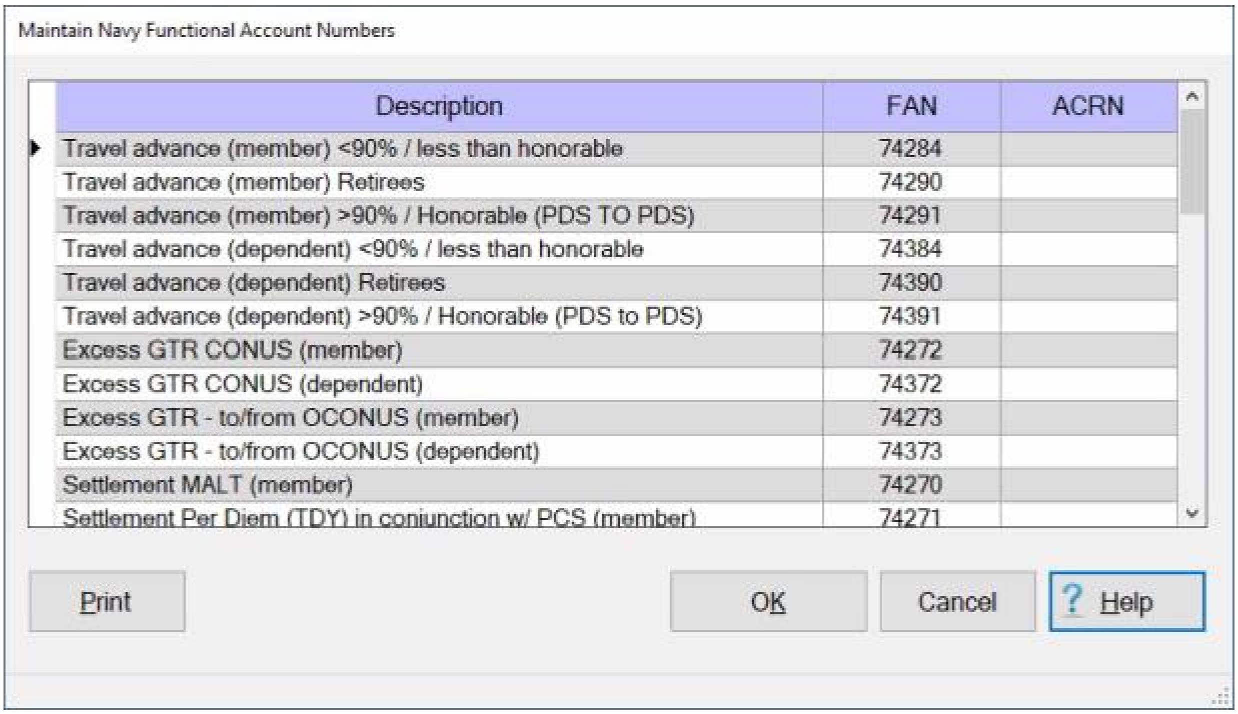
If you are **sure** you wish to delete the accounting line, **click** on the *Yes* button.

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**.

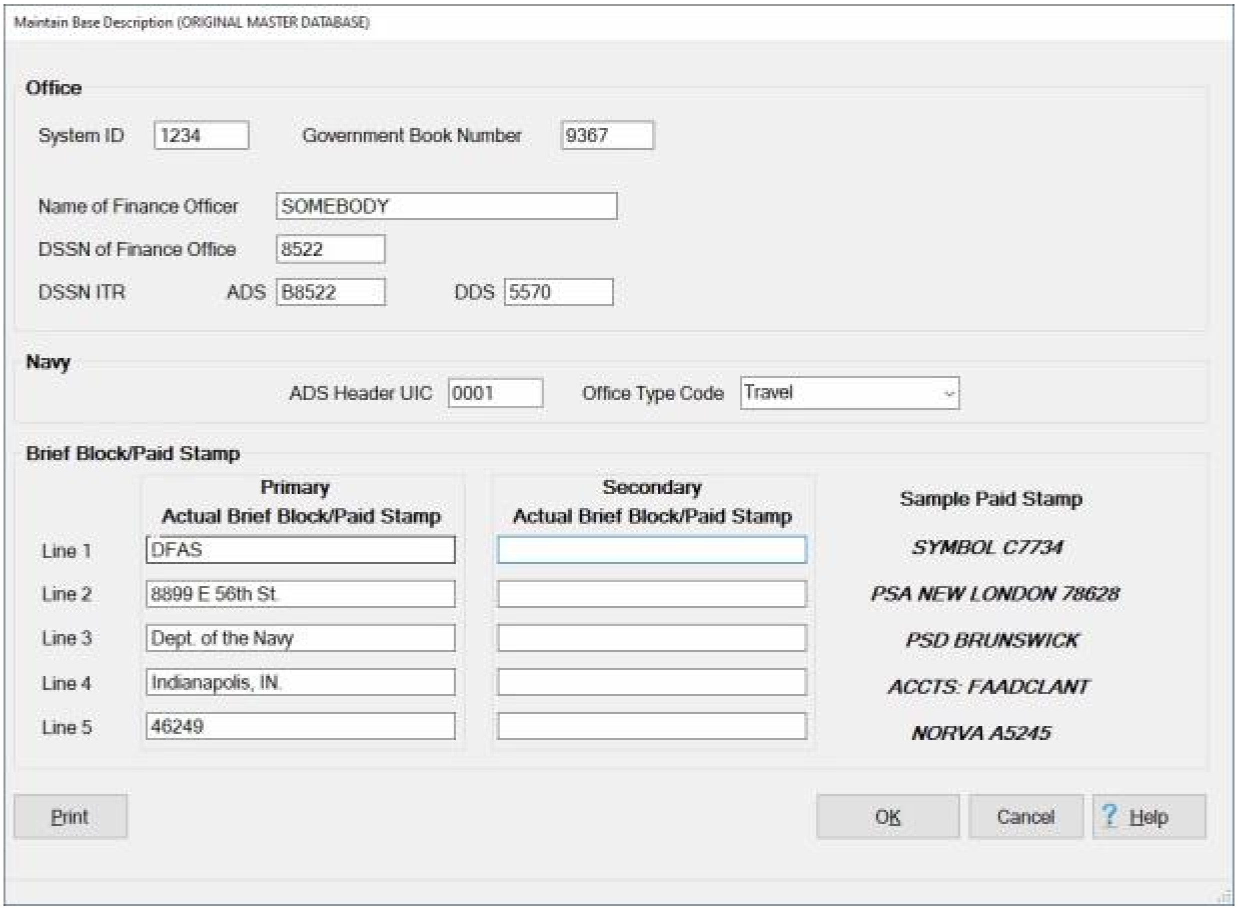


Note: To **access** this screen, change your View to **Maintenance**. At the **Maintenance Main Menu** screen, **click** on the **plus sign** to the left of the item **Accounting** and then **click** on the **FAN Tables** option.

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:

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.

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.

Name of Finance Officer: - At this field, **type** the **name** of the **Finance Officer** responsible for disbursing the travel payment.

DSSN of Finance Office: - At this field, **type** the Disbursing Station Symbol Number (**DSSN**) for the **Finance Office** disbursing the travel payment.

DSSN ITR: - At this field, **type** the **DSSN** for the **Finance Office** computing the travel payment if different than the office disbursing the payment. You will **notice** that there are **input fields** for whether the claims will be **disbursed** by the **ADS** system or the **DDS** system. **Populate** the **field** that is **appropriate** for your organization.

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.

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.

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**.

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.

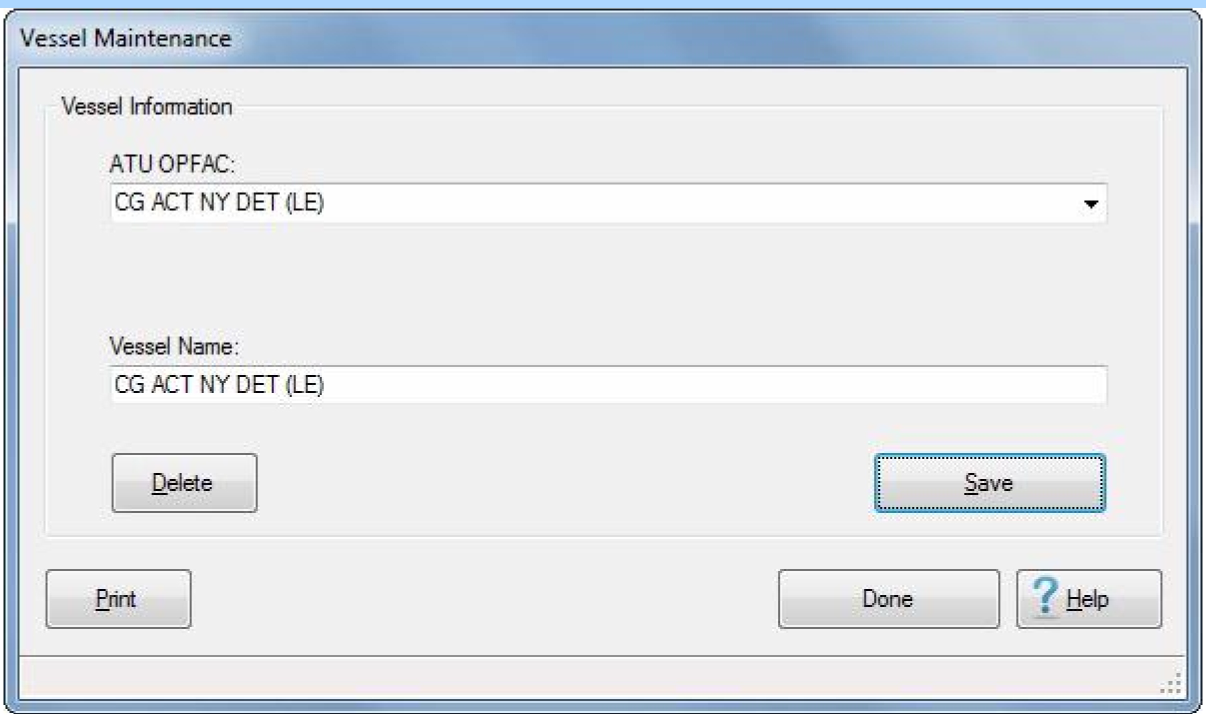
Coast Guard Maintenance

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.

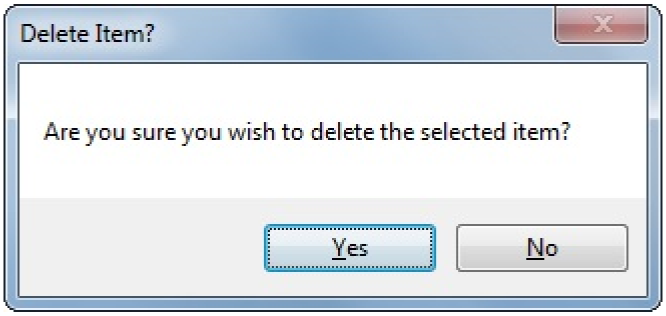


Complete the following steps to "delete" existing Vessel information:

Click on the *down* **arrow** button at the **ATU OPFAC** field. IATS will display a *drop-down* **list** of OPFACs:

Click on the desired **OPFAC name** you wish to **delete** a vessel name from.

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.



Click on *Yes* or *No* as desired.

Complete the following steps to "edit" existing Vessel information:

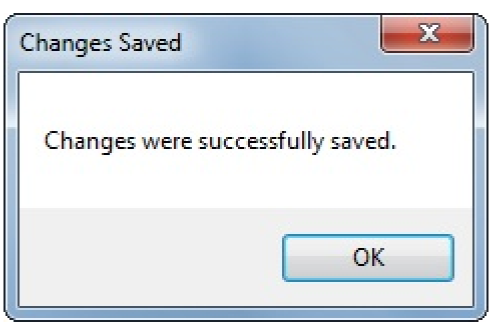
Click on the *down* **arrow** button at the **ATU OPFAC** field. IATS will display a *drop-down* **list** of OPFACs:

Click on the desired **OPFAC/Vessel Name** you wish to **edit**.

Click in the **ATU OPFAC** field and **enter** your desired **changes**.

Click in the **Vessel Name** field and **enter** your desired **changes**.

When you are **satisfied** with your entries, **click** on the **Save** button. The following *pop-up* **message** will appear



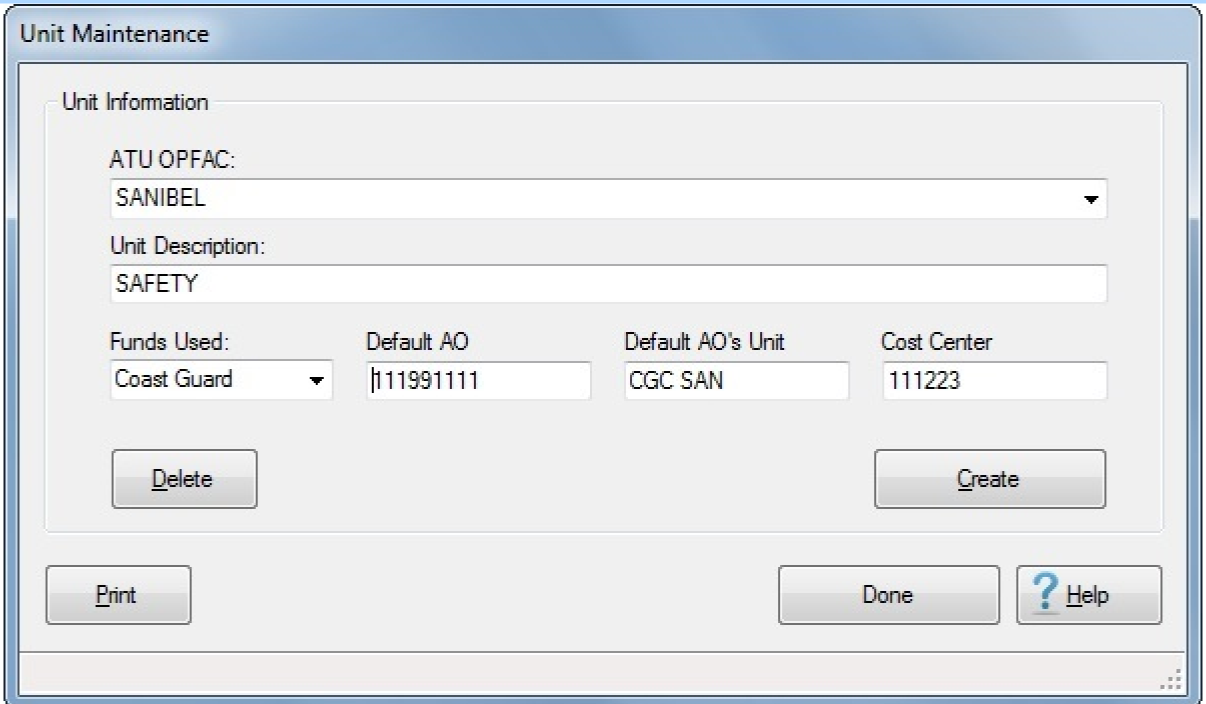
Click on **OK** to continue.

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.

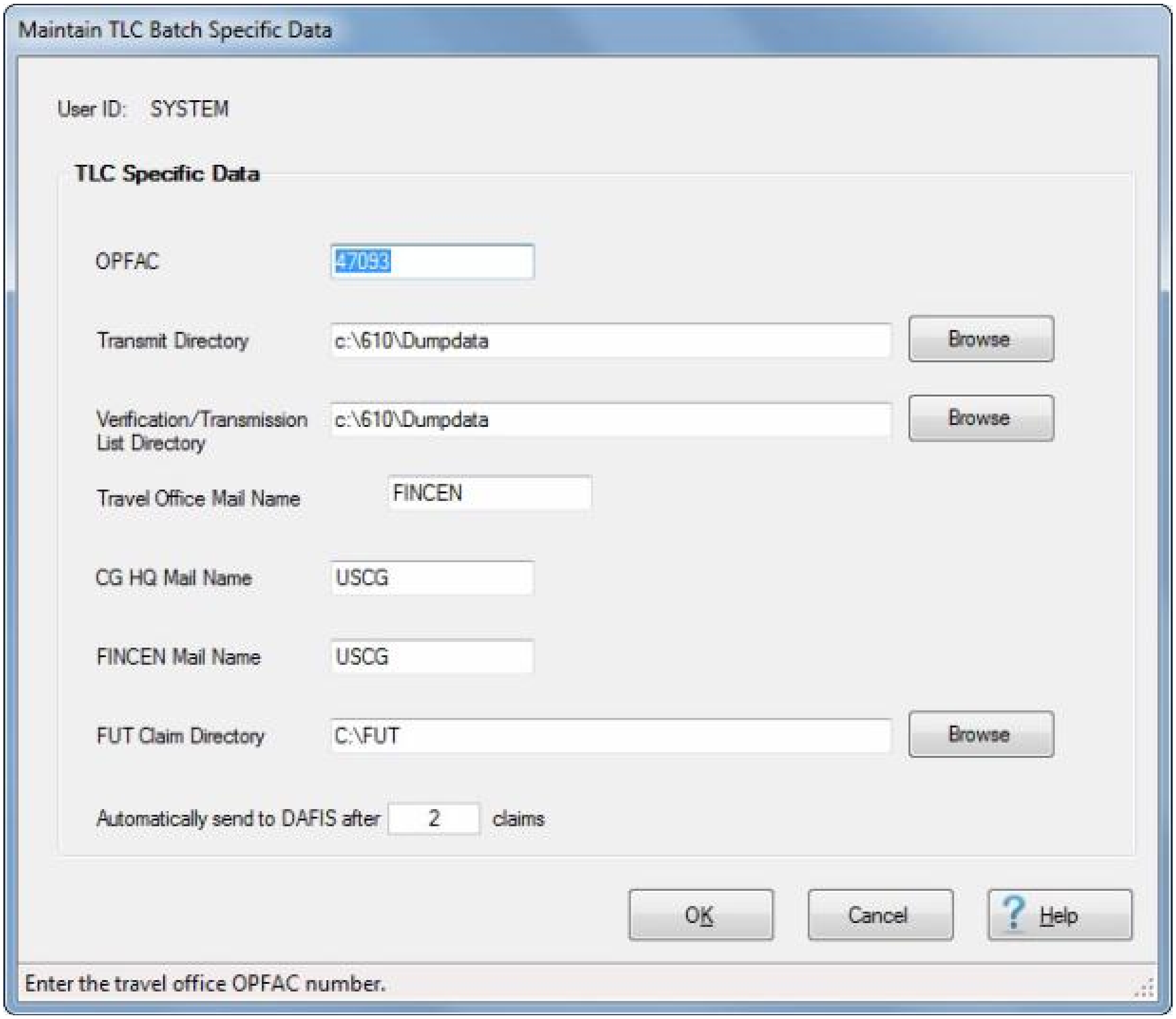


Refer to your **supervisor** or **system administrator** for **instructions** on using this screen.

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.



Complete the following steps to "configure" the TLC Batch Specific Data screen:

OPFAC: - Click in the **OPFAC** field and **enter** the desired **OPFAC code**.

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**.

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**.

Travel Office Mail Name: - Click in the **Travel Office Mail Name** field and **enter** the desired **Name**.

CG HQ Mail Name: - Click in the **CG HQ Mail Name** field and **enter** the desired **Name**.

FINCEN Mail Name: - **Click** in the **FINCEN Mail Name** field and **enter** the desired **Name**.

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**.

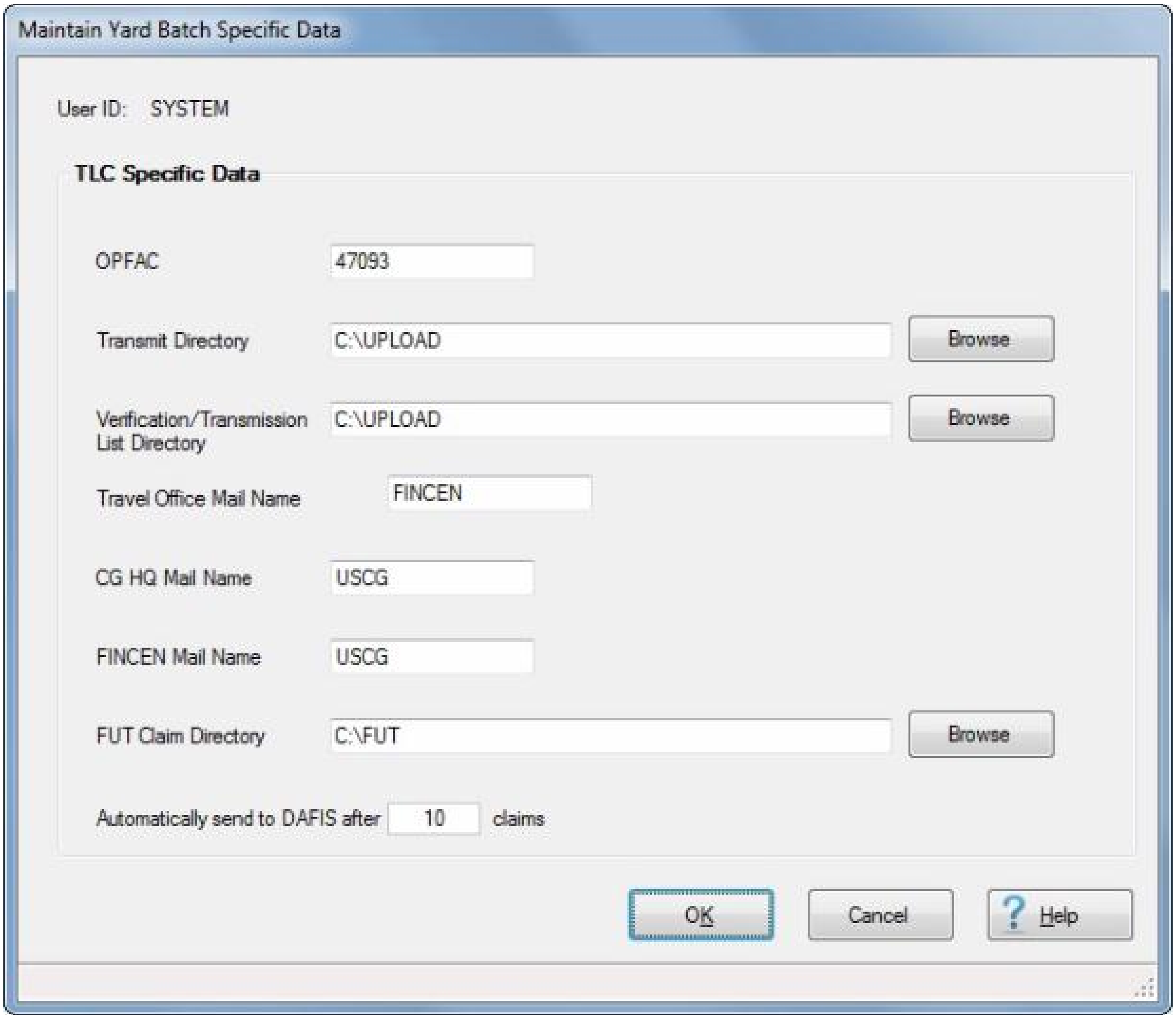
Automatically send to DAFIS after (specified number) claims: **Click** in the **number** field and **enter** the **number** representing how many **claims** will **generate** an automatic **transmission** to **DAFIS**.

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.



Complete the following steps to "configure" the Yard Batch Specific Data screen:

OPFAC: - Click in the **OPFAC** field and **enter** the desired **OPFAC code**.

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**.

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**.

Travel Office Mail Name: - Click in the **Travel Office Mail Name** field and **enter** the desired **Name**.

CG HQ Mail Name: - Click in the **CG HQ Mail Name** field and **enter** the desired **Name**.

FINCEN Mail Name: - Click in the **FINCEN Mail Name** field and **enter** the desired **Name**.

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**.

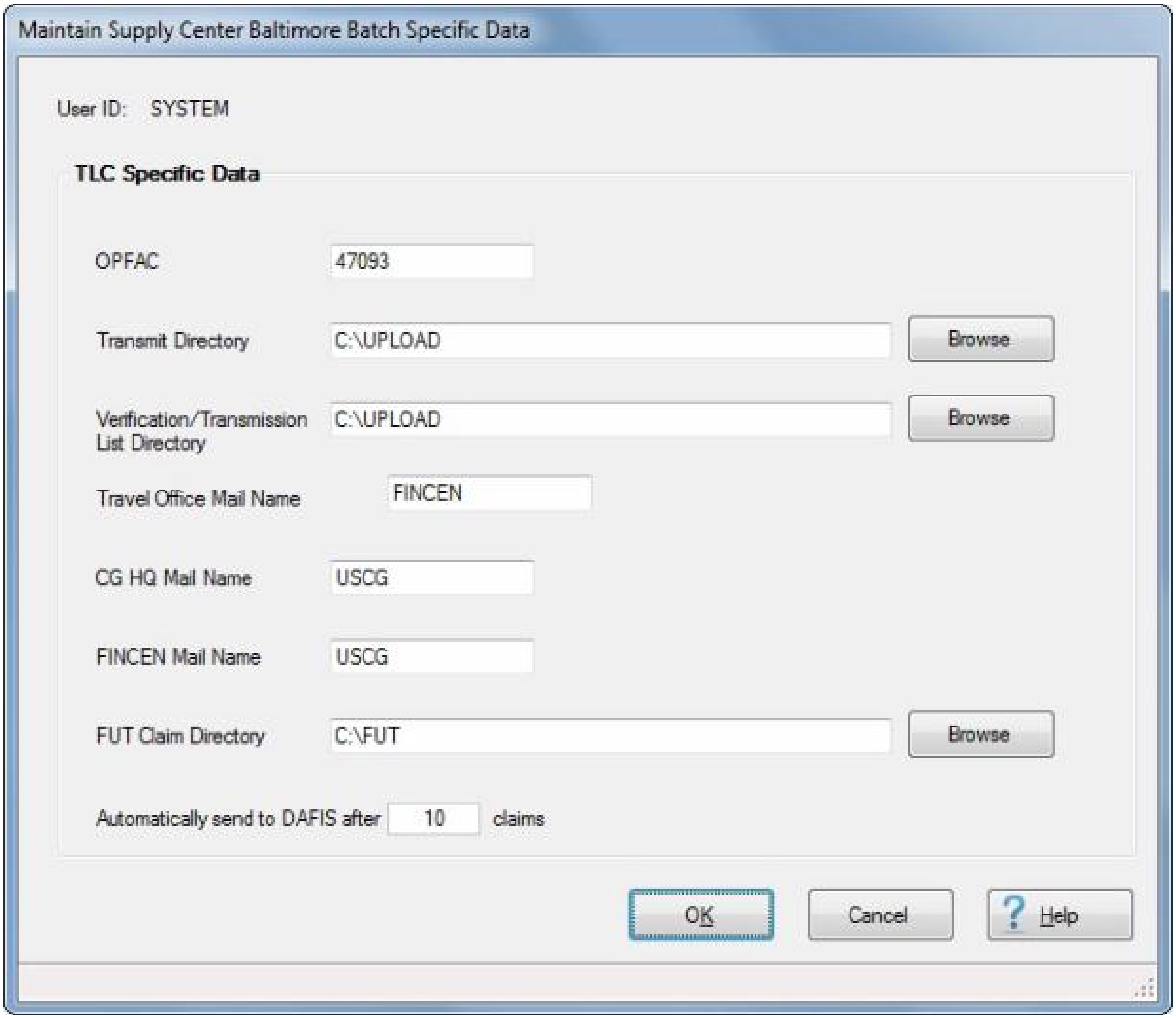
Automatically send to DAFIS after (specified number) claims: Click in the **number** field and **enter** the **number** representing how many **claims** will **generate** an automatic **transmission** to **DAFIS**.

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.



Complete the following steps to "configure" the Supply Center Baltimore Batch Specific Data screen:

OPFAC: - Click in the **OPFAC** field and **enter** the desired **OPFAC code**.

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**.

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**.

Travel Office Mail Name: - Click in the **Travel Office Mail Name** field and **enter** the desired **Name**.

CG HQ Mail Name: - Click in the **CG HQ Mail Name** field and **enter** the desired **Name**.

FINCEN Mail Name: - Click in the **FINCEN Mail Name** field and **enter** the desired **Name**.

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**.

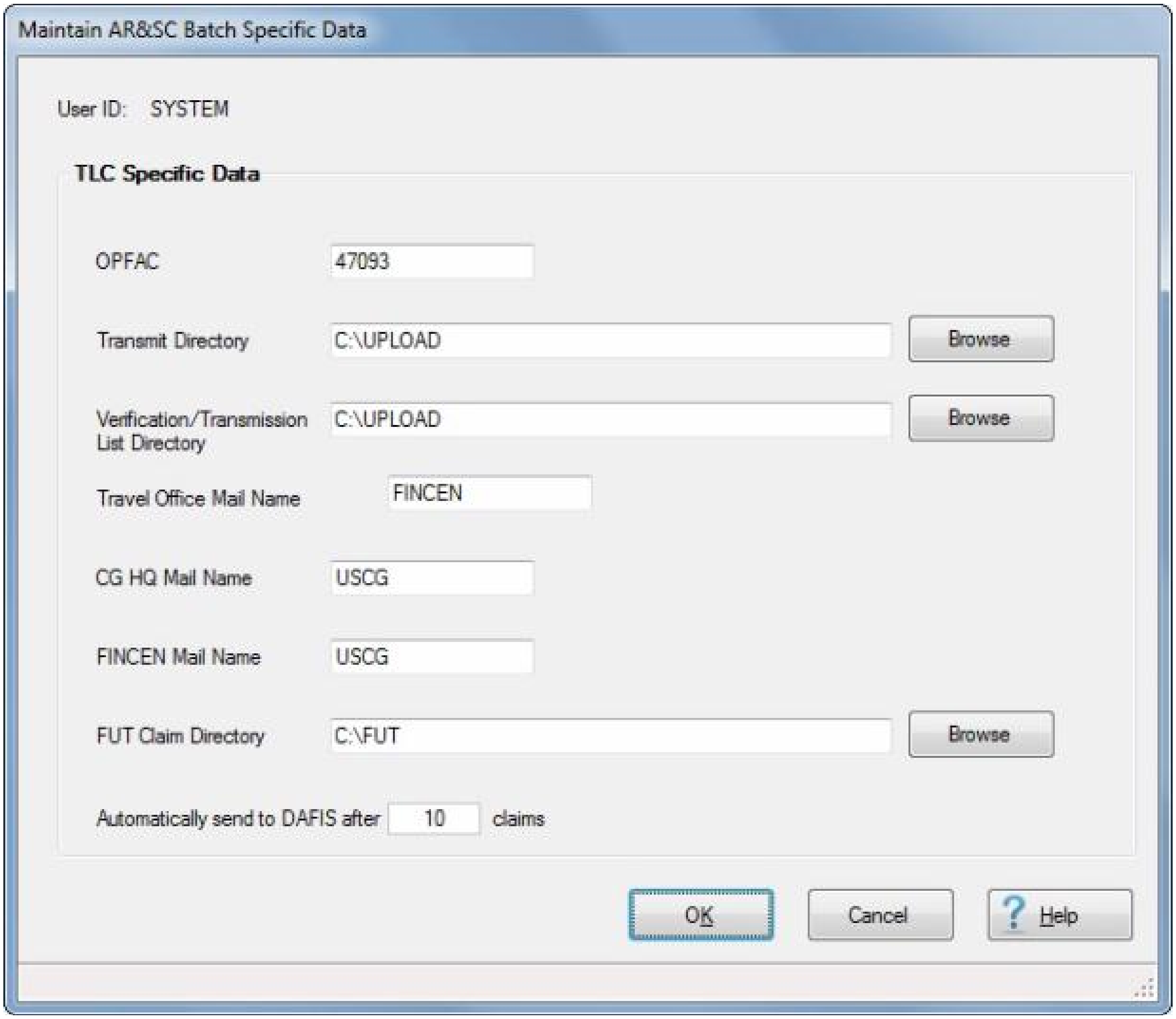
Automatically send to DAFIS after (specified number) claims: Click in the **number** field and **enter** the **number** representing how many **claims** will **generate** an automatic **transmission** to **DAFIS**.

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.



Complete the following steps to "configure" the AR&SC Batch Specific Data screen:

OPFAC: - Click in the **OPFAC** field and **enter** the desired **OPFAC code**.

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**.

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**.

Travel Office Mail Name: - Click in the **Travel Office Mail Name** field and **enter** the desired **Name**.

CG HQ Mail Name: - Click in the **CG HQ Mail Name** field and **enter** the desired **Name**.

FINCEN Mail Name: - Click in the **FINCEN Mail Name** field and **enter** the desired **Name**.

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**.

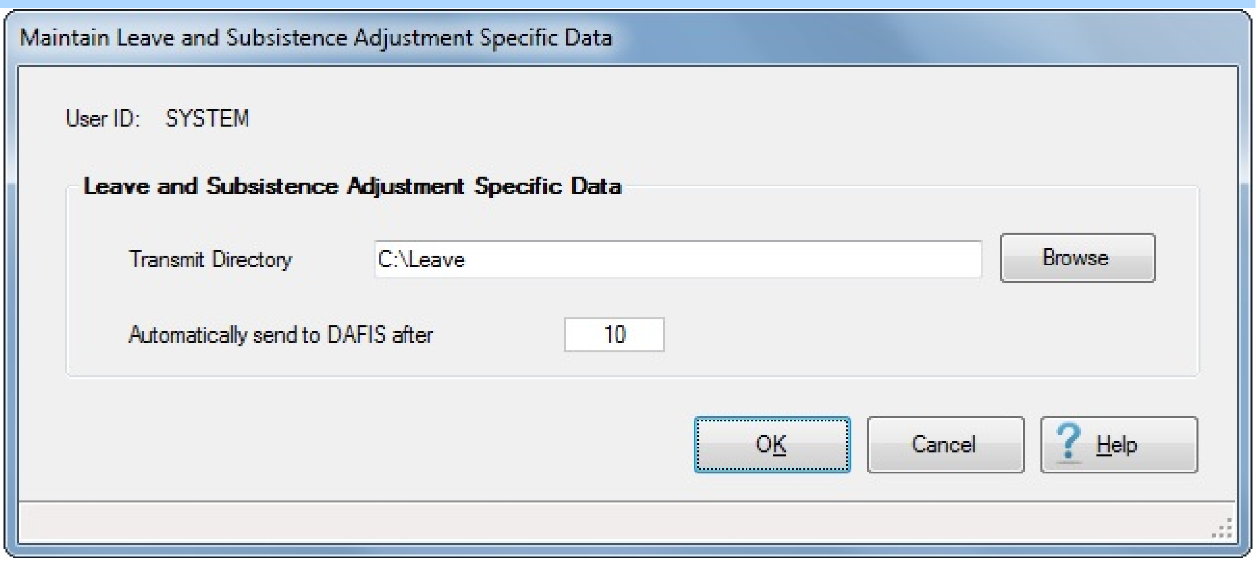
Automatically send to DAFIS after (specified number) claims: Click in the **number** field and **enter** the **number** representing how many **claims** will **generate** an automatic **transmission** to **DAFIS**.

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. I 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.



Complete the following steps to "configure" the Maintain Leave and Subsistence Adjustment Specific Data screen:

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**.

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**.

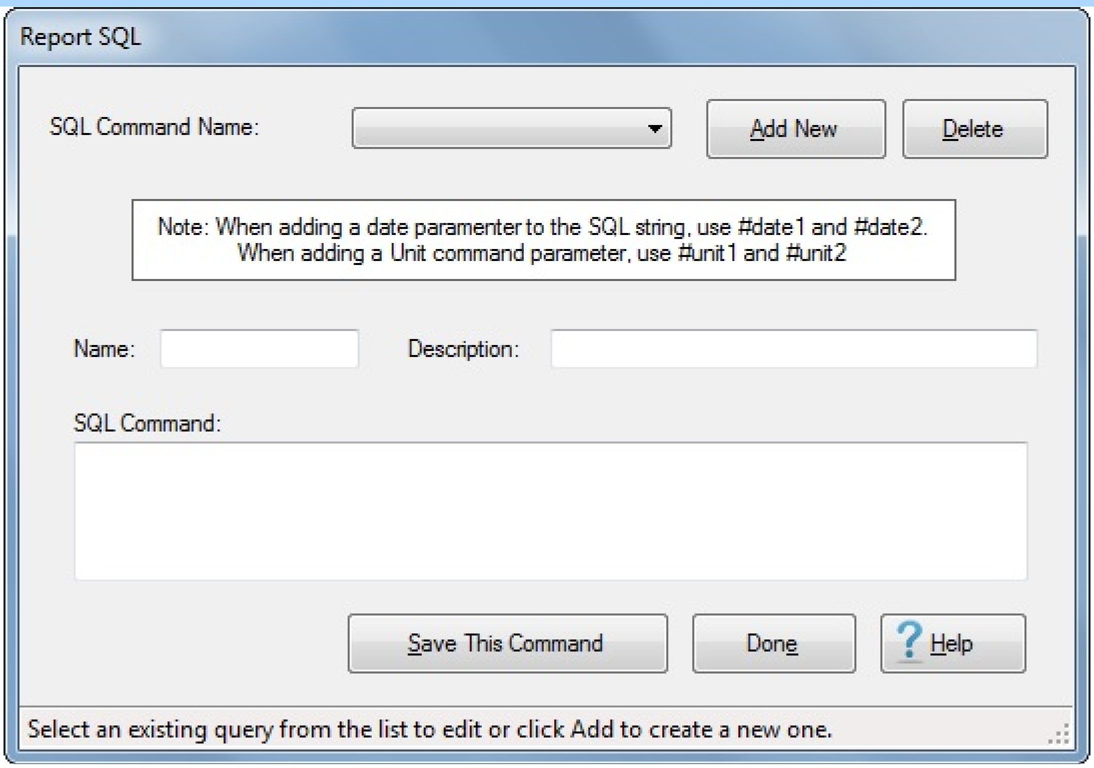
Click on **OK** when you are **satisfied** with your entries to **save** the configuration.

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.



Complete the following steps to "edit" an existing SQL command:

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.

Click on the desired SQL Command **Name** to make your selection.

The information for the selected command will be displayed at the **Name**, **Description** and **SQL Command** fields.

Click in the **Name**, **Description** and **SQL Command** fields and **enter** your **changes** as desired.

When you are **satisfied** with your entries, **click** on the **Save This Command** button.

Complete the following steps to "delete" an existing SQL command:

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.

Click on the desired SQL Command **Name** to make your selection.

The information for the selected command will be displayed at the **Name**, **Description** and **SQL Command** fields.

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:

Click on the **Add New** button.

Click in the **Name** field and **enter** a **name** for the new SQL Command.

Click in the **Description** field and **enter** a **description** for the new SQL Command.

Click in the **SQL Command** text box and **enter** the new SQL Command.

When you are **satisfied** with your entries, **click** on the **Save This Command** button.

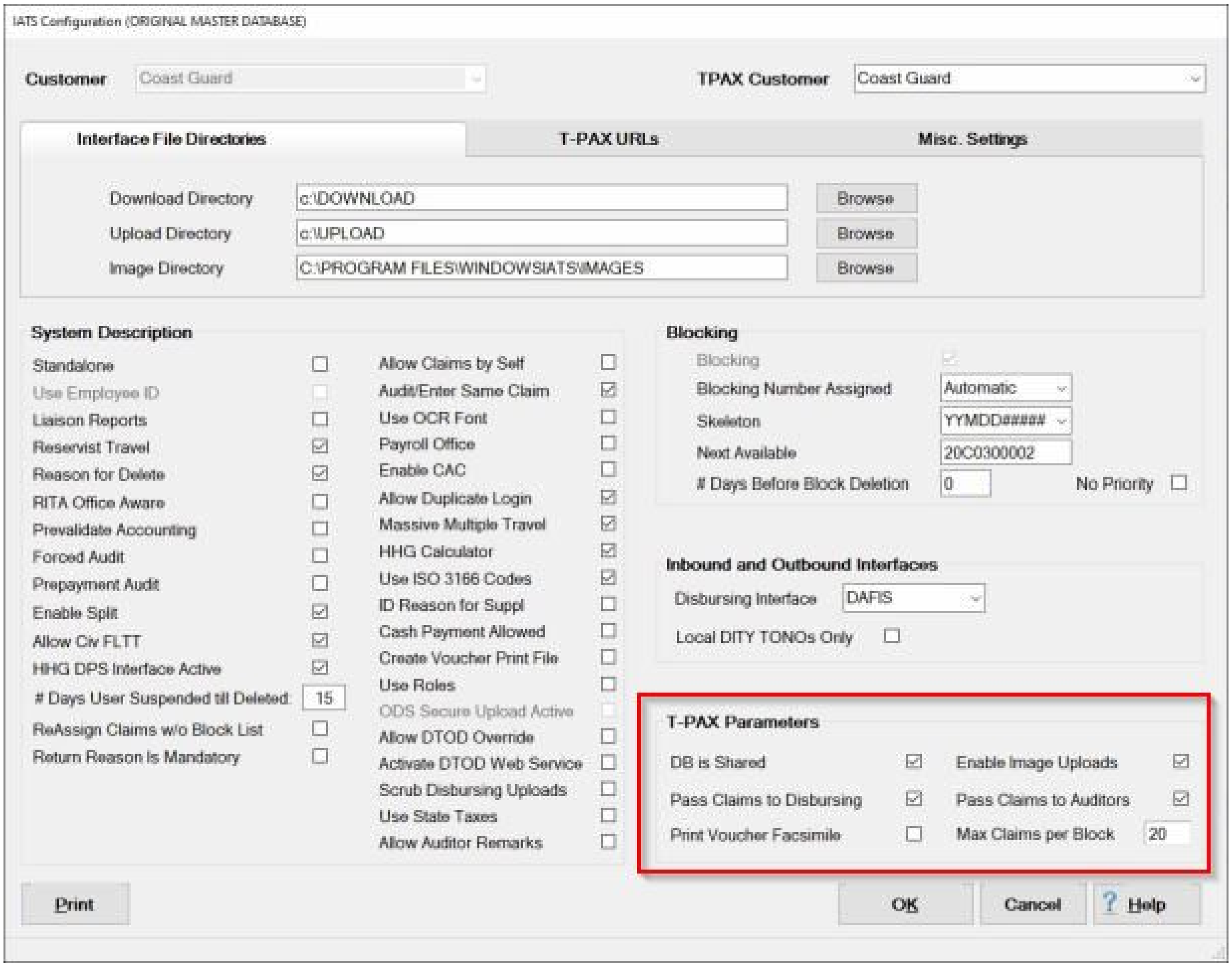
Configuring the TPAX Parameters

Some IATS customers **import** travel **claims** from **TPAX** to be processed through IATS for payment.

As part of the IATS configuration feature, there is a **special option** to **configure** IATS for **TPAX unique** procedures.

Complete the following steps to "configure" the TPAX Parameters:

Note: To **access** the IATS Configuration 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.



Note: At the **IATS Configuration** screen, you will see a **section** in the lower right corner titled **T-PAX Paramenters**. A **check mark** in the **check boxes** indicate that the TPAX unique feature is **activated**.

DB is Shared: - Click in the **check box** to **activate** or **de-activate** this feature as appropriate for your organization.

Pass Claims to Disbursing: - Activating the feature will cause IATS to automatically move the claims imported from TPAX to the **Disbursing** module. **Click** in the **check box** to **activate** or **de-activate** this feature as appropriate for your organization.

Print Voucher Facsimile: - Click in the **check box** to **activate** or **de-activate** this feature as appropriate for your organization.

Enable Image Uploads: - Click in the **check box** to **activate** or **de-activate** this feature as appropriate for your organization.

Pass Claims to Auditors: - Activating the feature will cause IATS to automatically move the claims imported from TPAX to the **Auditing** module. **Click** in the **check box** to **activate** or **de-activate** this feature as appropriate for your organization.

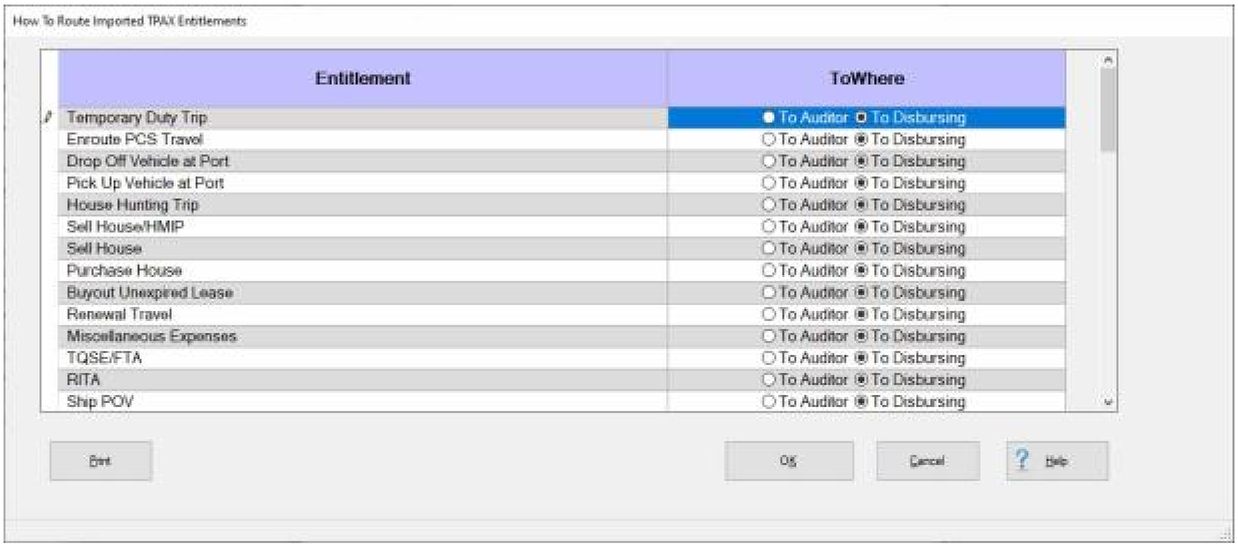
Max Claims per Block: - The **number** at this field places a **limited** on how many **claims** imported from TPAX can be placed on a block. **Click** in this field an **enter** the **number** as appropriate for your organization.

Click on the **OK** button to **save** your entries when you have **finished** configuring the TPAX Parameters.

Routing Imported TPAX Claims

For Claims **imported** from **TPAX**, a Table exists in the IATS Maintenance module that allows you to **specify** whether to **route** the claim directly to the **Auditing** or to the **Disbursing** modules.

The **How To Route Imported TPAX Entitlements** screen is used to **establish** the **criteria**.



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 **Routing of TPAX claims in IATS** option.

Complete the following steps to "route" imported TPAX claims:

At the **How To Route Imported TPAX Entitlements** screen, you will see a **grid** listing all of the various travel **entitlements**. The grid is **separated** by **two columns**. One for the **Entitlements** and another for **To Where** the claim should be routed.

On the right side of the grid you will see a **slider bar** and *up/dn* **arrow** buttons. You can either **drag** the **slider bar** up or down or **click** on the *up/dn* **arrow** buttons to **scroll** through the list of entitlements.

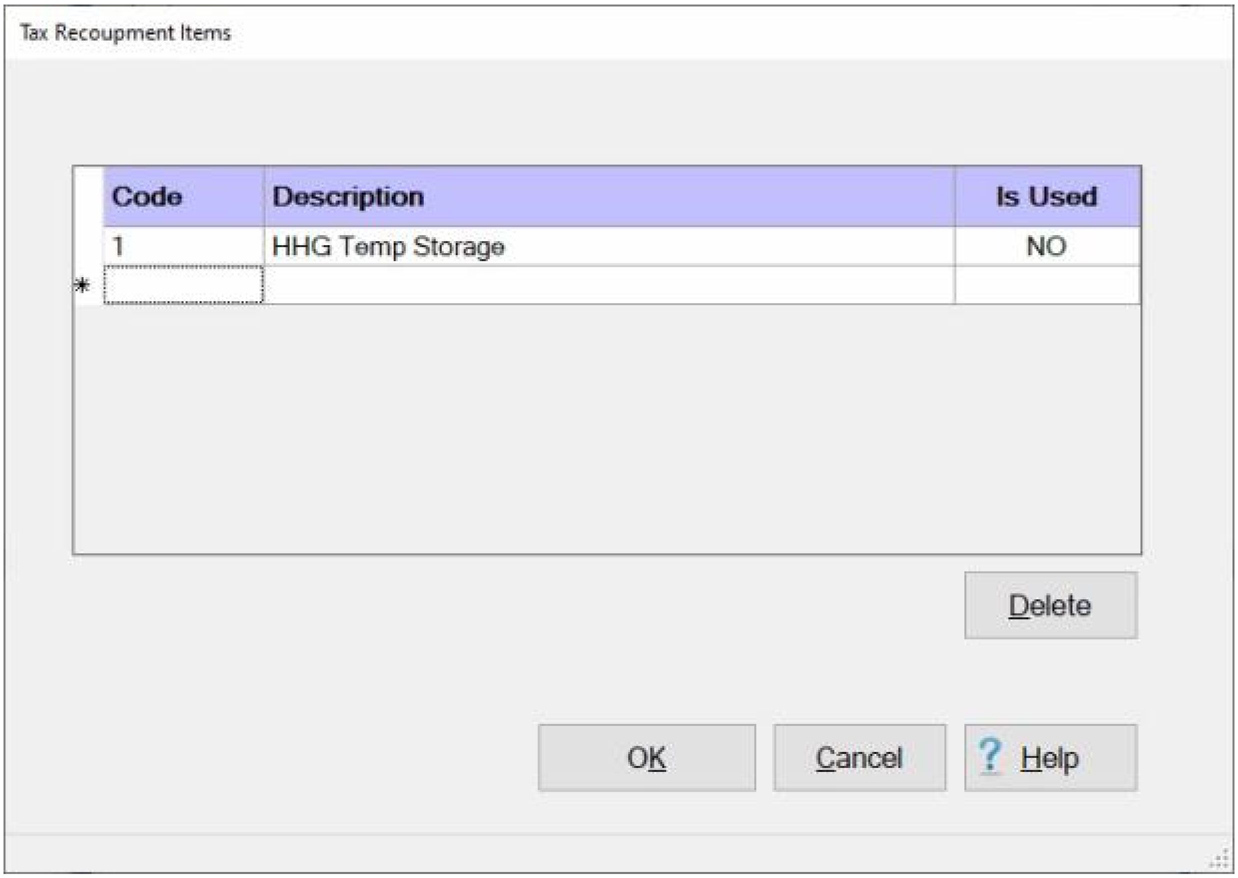
When you have **determined** which entitlement you would like to route, **click** in the **radio button** for either **To Auditor** or **To Disbursing**.

When you have **finished** making your selections, **click** on the **OK** button to **save** your changes.

Maintaining Tax Recoupment Items

IATS includes **Tax Recoupment Items** table that is used to **account** for the **types** of **tax collection entitlements** that have been processed.

The **Tax Recoupment Items** screen is used to **store** these various **entitlements**.



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 **Tax Recoupment Items** option.

Complete the following steps to "add" entitlements to the Tax Recoupment Items table:

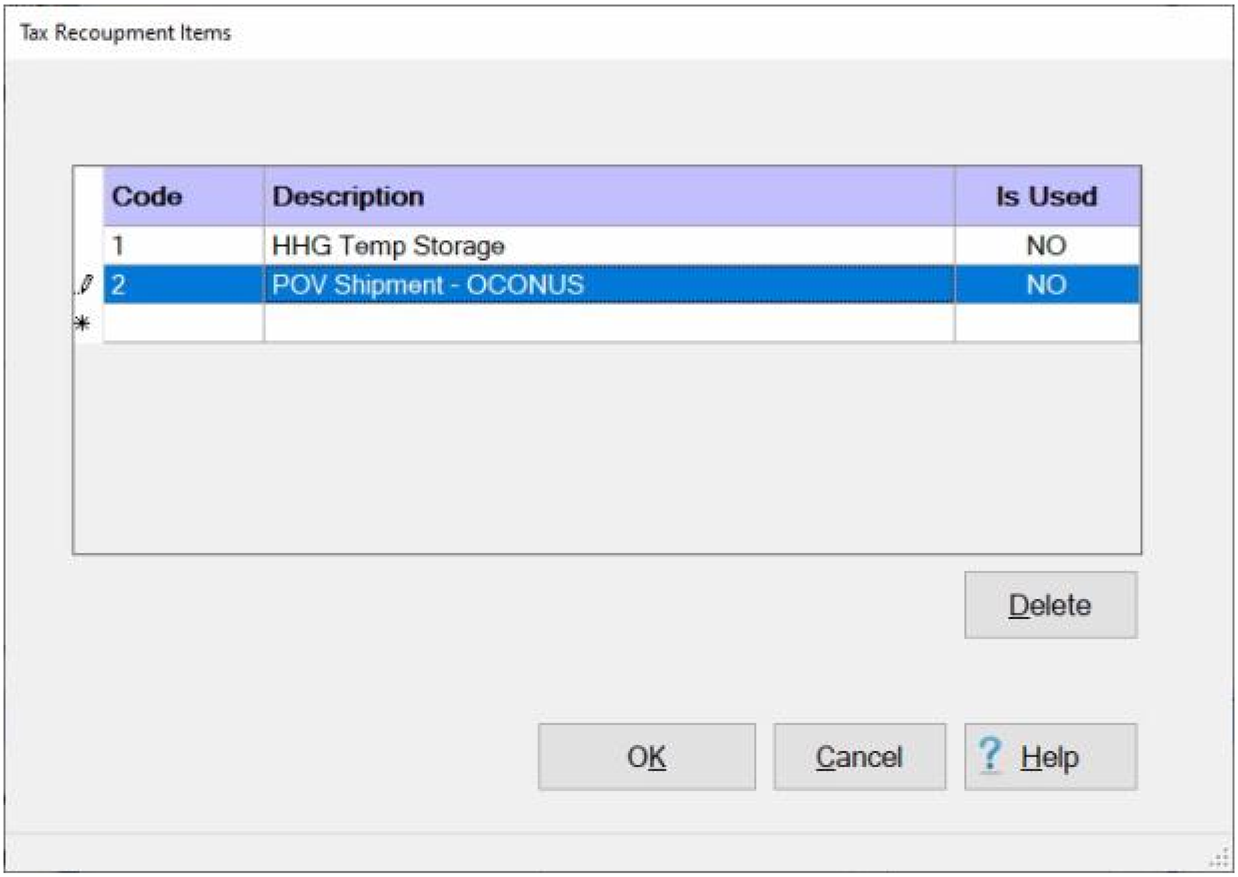
Code: - Click in the **Code** field and **enter** the **code** for the **entitlement** you wish to **add** and then **press** *Tab*.

Description: - Enter a **description** for the **entitlement** you wish to **add** and then **press** *Tab*.

Is Used: - The default **value** at the **Is Used** field will be **No**. Once a tax collection claim is processed for an item listed in this table, IATS will **change** the value in this field to *Yes*. This will then **lock** this item to **prevent** a user from being able to **delete** it.

When you have **finished** entitlements to this table, **click** on **OK** to **save** your entries.

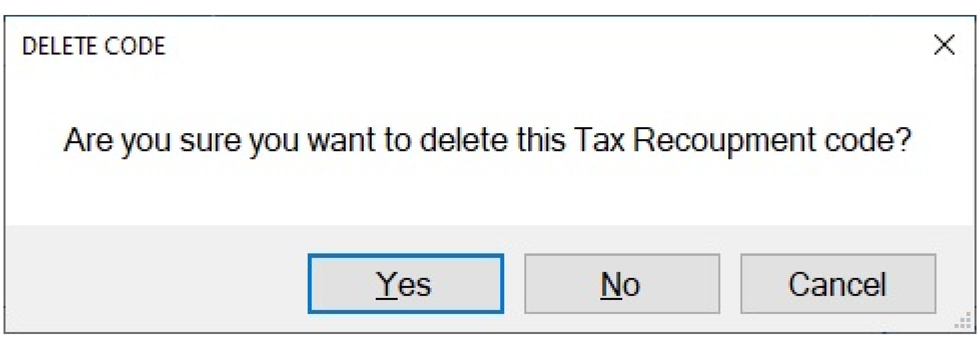
Complete the following steps to "delete" entitlements from the Tax Recoupment Items table:



Note: You <u>cannot</u> **delete** an **entitlement** from this table <u>if</u> the **value** shown at the **Is Used** field is *Yes*.

Click in the column to the <u>left</u> of the **Code** field for the entitlement you wish to delete.

When the desired entitlement is **highlighted** in **blue** <u>as shown above</u>, **click** on the **Delete** button. IATS will **display** a *pop-up* **message** asking if you are **sure** you wish to **delete** the selected Code.



Click on *Yes* if you wish to **continue** and **delete** the Code.

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**.

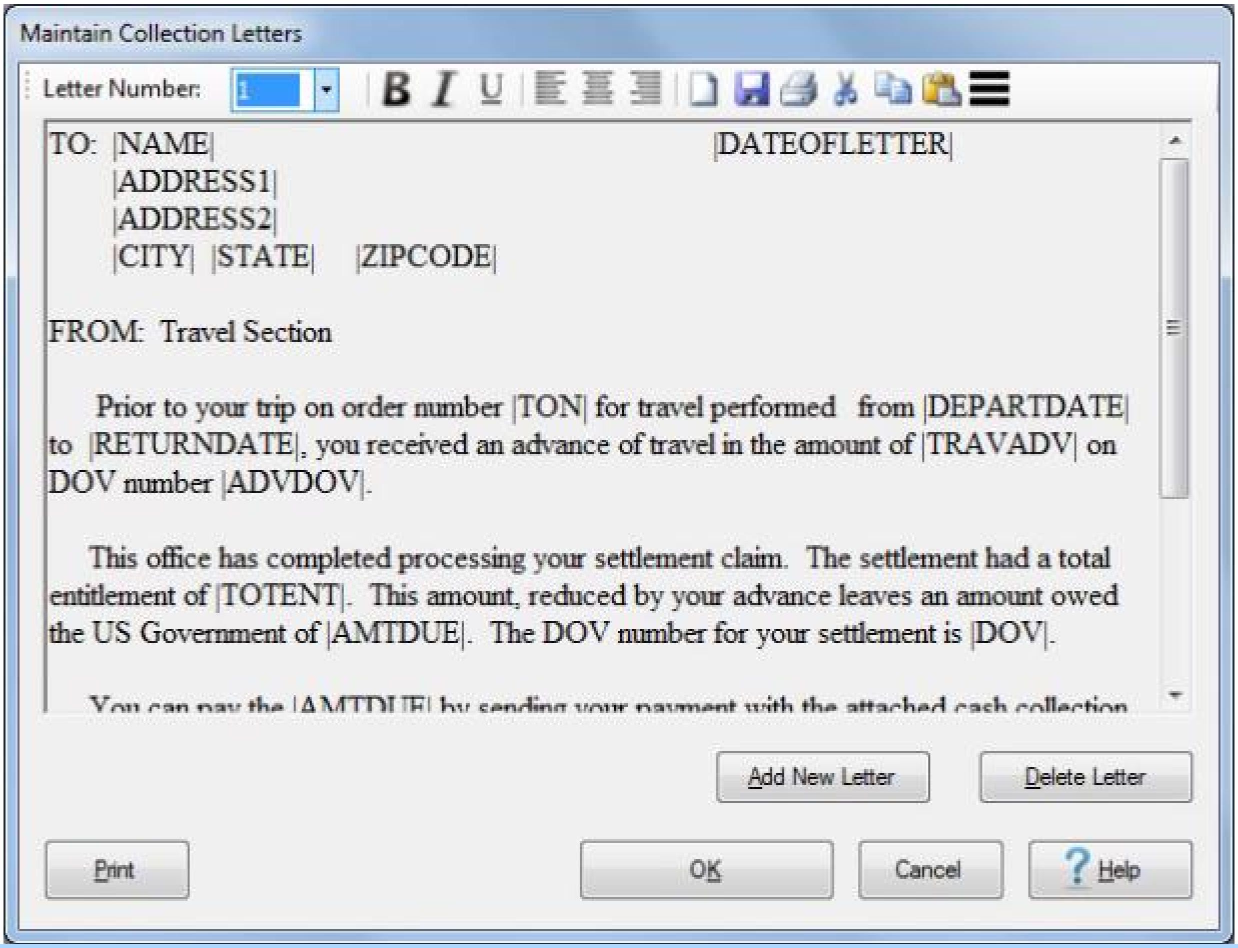
Complete the following steps to "create" collection letters:

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.

Click on the **Letters** option. The **Maintain Collection Letters** screen appears.

Click on the *down* **arrow** button at the **Letter Number** field to display a **list** of available letters.

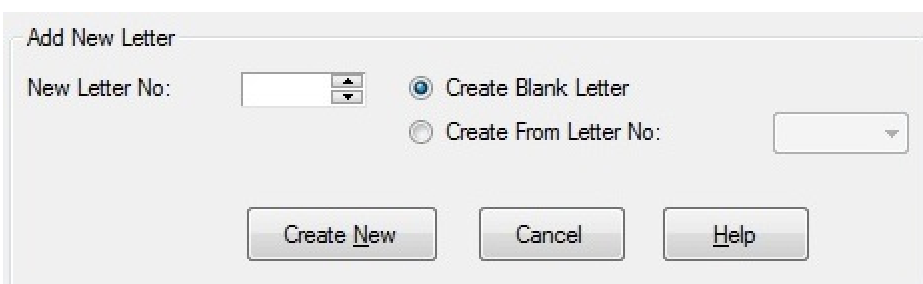
Click on the desired **number** to make your selection.



Note: When you are creating a new letter, you may use and existing letter as the **basis** for the new letter and just **edit** this letter as desired.

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.

Click on the **Add New Letter** button. The **Add New Letter** screen appears.

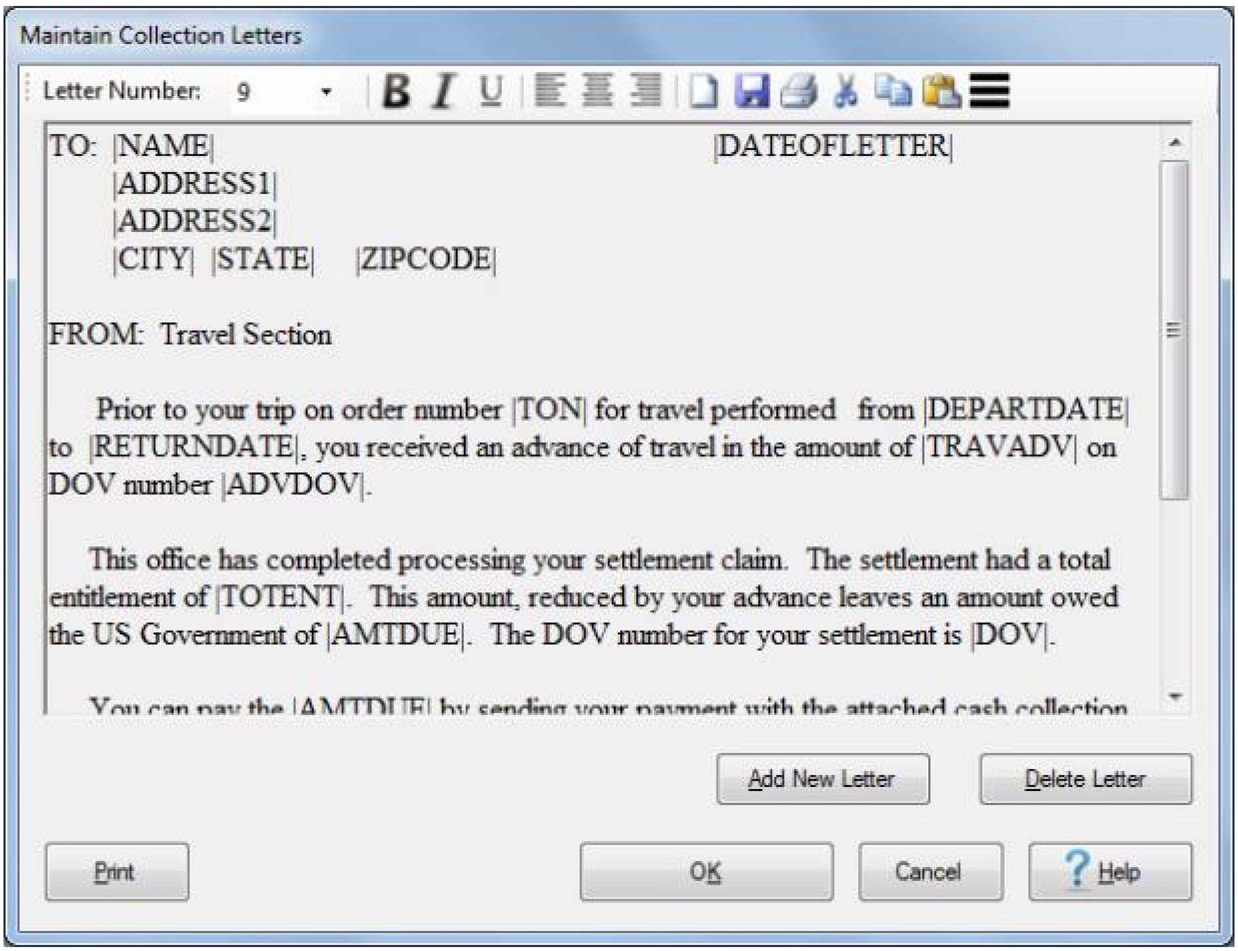


New Letter No: - At this field, **type** the **number** of the new letter being created and **press** *Tab*.

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.

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.

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.



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**.

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.

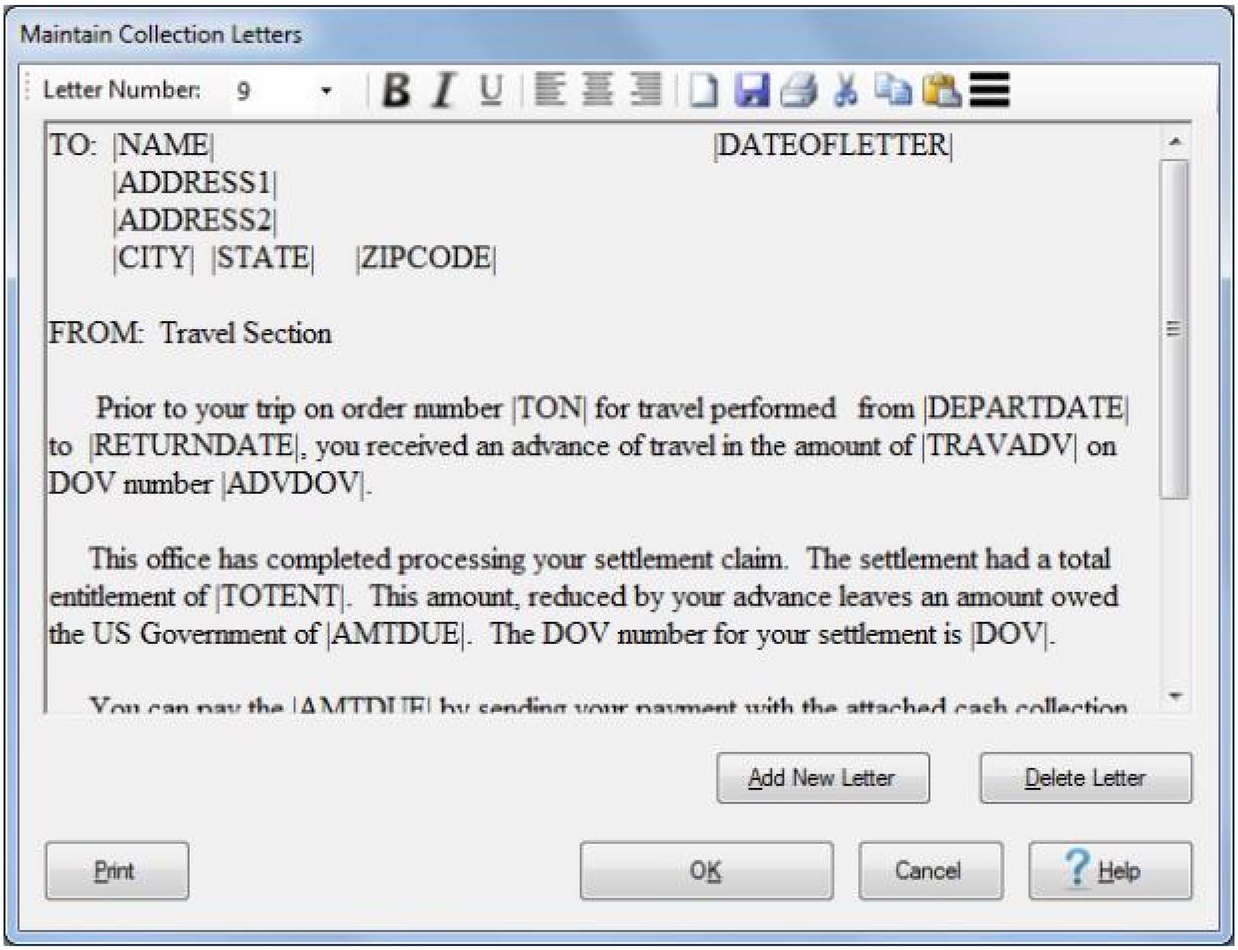
Modifying Collection Letters

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:

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.

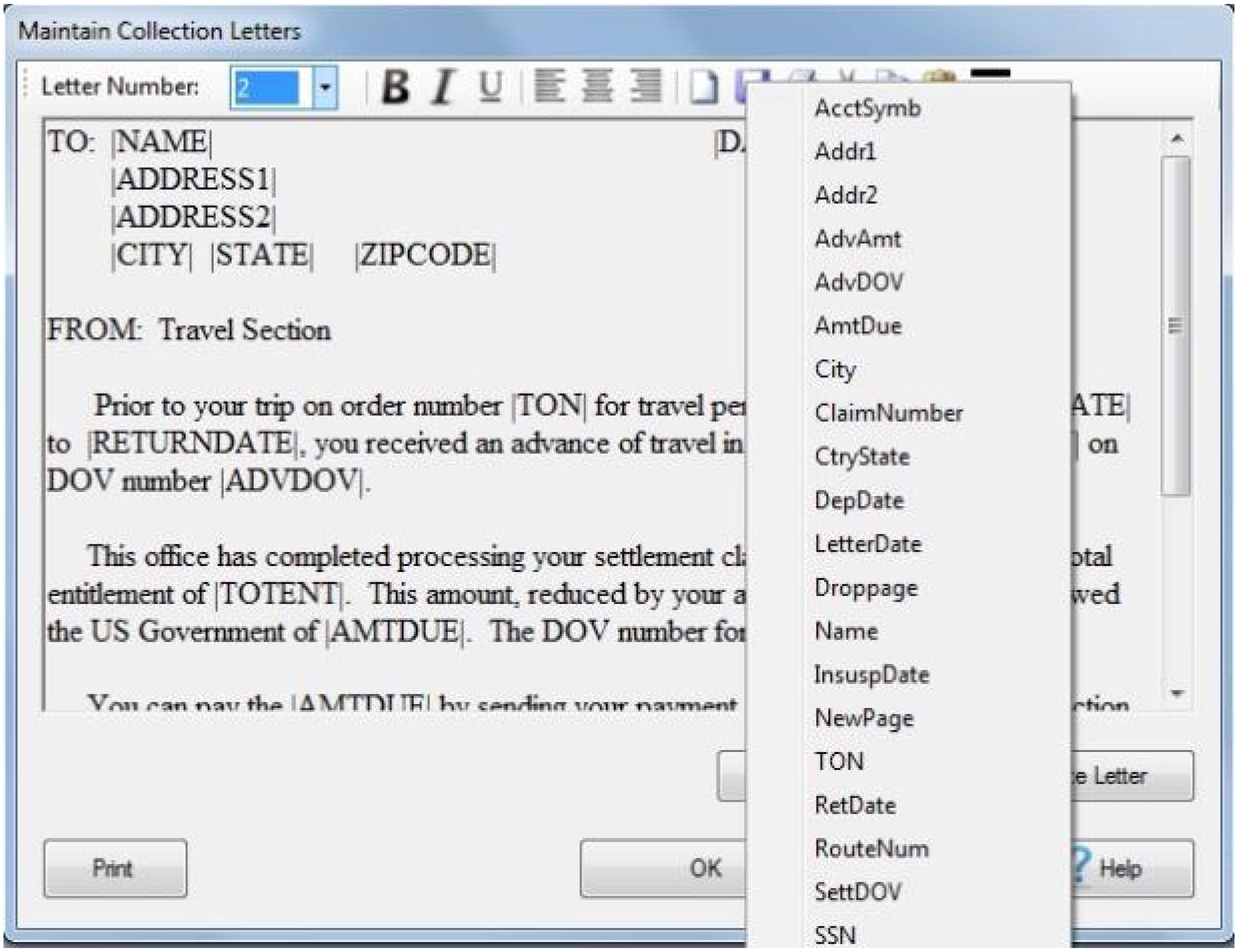
Click on the **Letters** option. The **Maintain Collection Letters** screen appears.



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**.

With the desired letter displayed, **type** the new **text** or **make** any desired **changes** to the existing **text**.

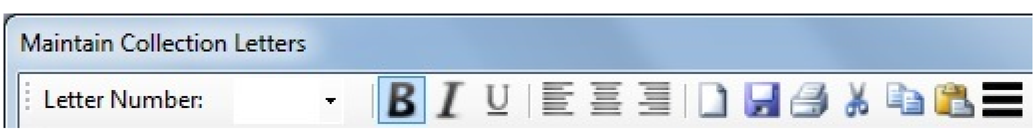
Note: As shown in the letter displayed above, the IATS collection letters must contain **symbols** that automatically **populate** the letter with **information**, such as, the traveler's **Name**, **SSN**, **Address**, **Travel Order Number**, etc. These symbols are hard-coded into IATS and may be selected 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**:



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**.

When **finished** modifying the letter **click** on the **OK** button to **save** the letter and **return** to the **Maintenance Main Menu** screen.

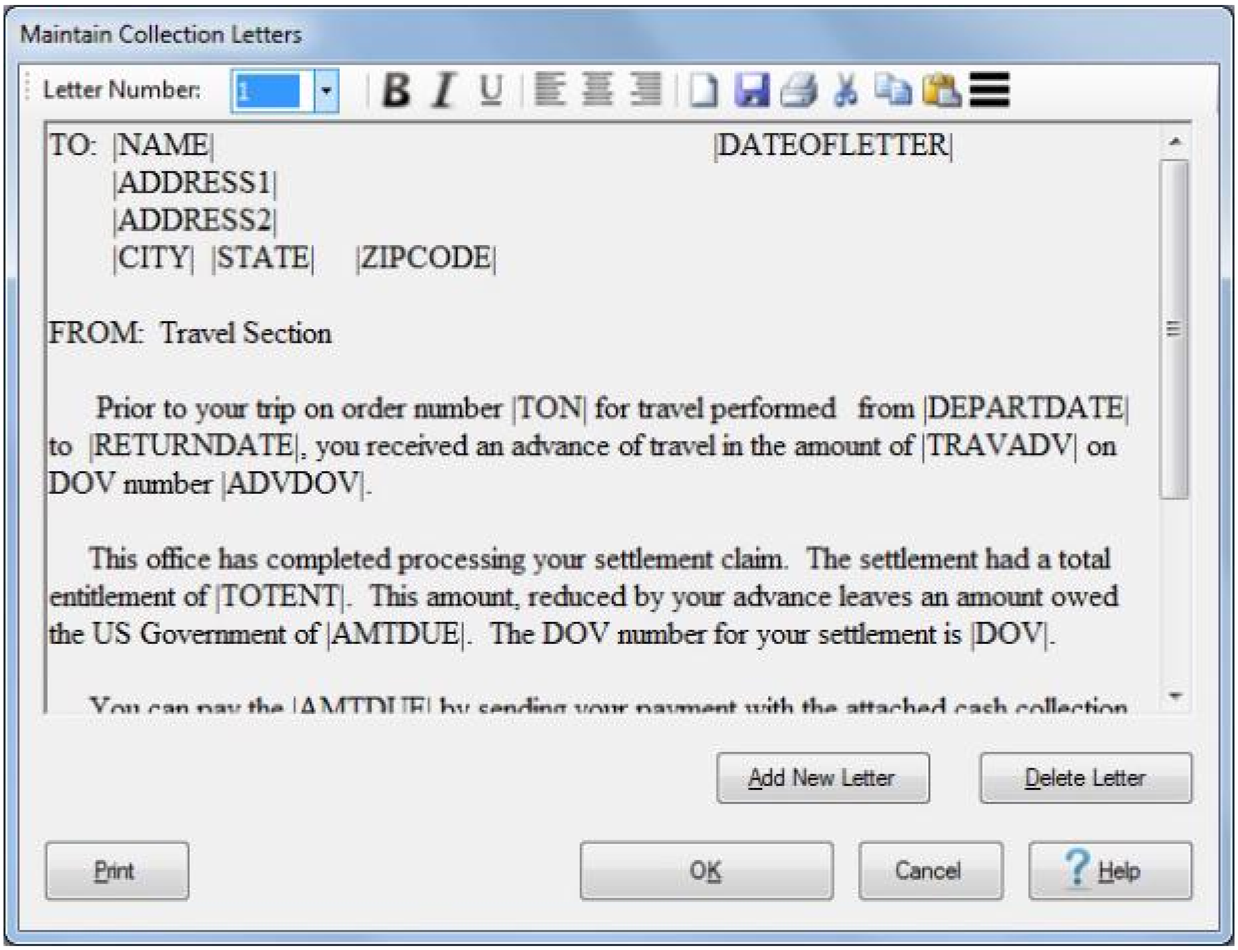
Deleting Collection Letters

On occasion, it may be necessary to **delete** an existing **collection letter**.

Complete the following steps to "delete" a collection letter:

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.

Click on the **Letters** option. The **Maintain Collection Letters** screen appears.



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**.

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.

Click on the *Yes* button. IATS **deletes** the selected letter.

When **finished** deleting letters, **click** on the **OK** button to **return** to the **Maintenance Main Menu**.

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